



**POWER OF SIMPLICITY**

## **User Manual – Cost Centre Wise Profit & Loss**

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## Cost Centre Wise Profit & Loss

This TDL is used to know the expenses incurred by each cost centre.

1. Attach the **Cost Centre Wise Profit & Loss.TDL** file as Account TDLs

Now **Tally.ERP 9** users can upload the customized TDL programs from the Web Control Centre. To achieve this facility, user need to create a configuration pack and deploy it across sites belonging to an account. Uploading the customised TDL program files is a simple and easy task and the updates are dynamic. Please refer **CBD for Account TDLs** for more details.

**OR**

2. Attach the **Cost Centre Wise Profit & Loss.TDL** with **Tally.ERP 9**. Now user can attach TDLs using following ways.

- a) Using **Tally.ini**

- i. Open **Tally.ERP 9** folder
- ii. Open **Tally.ini** file
- iii. Include TDL filename and save

- b) Using **F12:Configure**

- i. From Gateway of Tally menu Select **F12:Configure** Screen
- ii. Select the option **TDL Configuration**
- iii. click **F4:Local TDLs** on button bar
- iv. Add the file name with directory path

3. Run **Tally.ERP 9**

4. Enable 'Maintain Cost Centre' to **Yes** under Cost/Profit Centres Management in **F11: Accounting Features**.

Company: <b>ABC Company Ltd</b>			
<b>Accounting Features</b>			
<b>General</b>		<b>Invoicing</b>	
Integrate Accounts and Inventory	? <b>Yes</b>	Allow Invoicing	? <b>Yes</b>
Income/Expense Statement instead of P & L	? <b>No</b>	Enter Purchases in Invoice Format	? <b>No</b>
Allow Multi-Currency	? <b>Yes</b>	Use Debit/Credit Notes	? <b>Yes</b>
		Use Invoice mode for Credit Notes	? <b>No</b>
		Use Invoice mode for Debit Notes	? <b>No</b>
<b>Outstandings Management</b>		<b>Budgets &amp; Scenario Management</b>	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? <b>Yes</b> ? <b>No</b>	Maintain Budgets and Controls	? <b>No</b>
Activate Interest Calculation (use advanced parameters)	? <b>No</b> ? <b>No</b>	Use Reversing Journals & Optional Vouchers	? <b>Yes</b>
<b>Cost/Profit Centres Management</b>		<b>Other Features</b>	
Maintain Payroll	? <b>Yes</b>	Enable Cheque Printing	? <b>Yes</b>
Maintain Cost Centres	? <b>Yes</b>	Set/Alter Cheque Printing Configuration	? <b>No</b>
Use Cost Centre for Job Costing	? <b>No</b>	Allow Zero valued entries	? <b>Yes</b>
More than ONE Payroll / Cost Category	? <b>Yes</b>		
Use Pre-defined Cost Centre Allocations during Entry	? <b>No</b>		
Show Opening Balance for Revenue Items in Reports	? <b>No</b>		
			<b>Accept ?</b>
F1: Accounts    F2: Inventory    F3: Statutory    F4: Tally.NET			<b>Yes or No</b>

5. Create a Cost Category.

- Go to Gateway of Tally > Accounts Info > Cost Category > Create.
- Create **Regional Office** as a Cost Category and press **Enter** to accept the screen.

<b>Cost Category Creation</b>	
Name	: <b>Regional Office</b>
(alias)	:
Allocate Revenue Items	<b>Accept ?</b> <b>Yes or No</b>
Allocate Non-Revenue Items	

6. Create a Cost Centre.

- a) **Go to Gateway of Tally > Accounts Info > Cost Centre > Create.**
- b) **Select Regional Office as a Cost Category.**
- c) Create **Deepak** as Cost Centre and press **Enter** to accept the screen.
- d) Similarly create **Chetan** as Cost Centre.

Cost Centre Creation	
Category : <b>Regional Office</b>	
Name : <b>Deepak</b>	
(alias) :	
Under : <input type="checkbox"/> <b>Primary</b>	<b>Accept ?</b>
	<b>Yes or No</b>

7. Create a Ledger.

a) **Travelling Expenses** under Indirect Expenses.

b) **Set Yes** to 'Cost Centres are applicable' press **Enter** to accept the screen.

Ledger Creation		ABC Company Ltd
Name : <b>Travelling Expenses</b>		<b>Total Op. Bal.</b>
(alias) :		
		25,22,38,900.00 Dr
		65,500.00 Cr
		<i>Difference</i>
		25,21,73,400.00 Dr
Under : <b>Indirect Expenses</b>		
Currency of Ledger	: <b>Rs.</b>	
Inventory values are affected	? <b>No</b>	
Cost centres are applicable	? <b>Yes</b>	
		<b>Accept ?</b>
<b>Opening Balance ( on 1-Apr-2007) :</b>		<b>Yes</b> or <b>No</b>

8. To allocate expenses incurred on each employee for travelling pass a payment voucher as shown below.

a) **Go to Gateway of Tally > Accounting Voucher > F5 Payment.**

Accounting Voucher Creation		ABC Company Ltd	Ctrl + M
<b>Payment</b>	No. 5	8-Sep-2009 Tuesday	
Particulars	Debit	Credit	
Dr <b>Travelling Expenses</b>	10,000.00		
<i>Cur Bal: 10,000.00 Dr</i>			
<b>Regional Office</b>			
Deepak	4,500.00 Dr		
Chetan	5,500.00 Dr		
Cr <b>Cash</b>		10,000.00	
<i>Cur Bal: 1,83,45,222.24 Dr</i>			
Narration:		10,000.00	10,000.00
Being cash paid towards travelling expenses			
		<div>Accept ?</div> <div>Yes or No</div>	

9. View the Profit and Loss Account to know the profit or loss.

a) **Go to Gateway of Tally > Profit & Loss A/c.**

b) In the screen displayed below the total **Indirect Expenses is Rs 10,000.**

Profit & Loss A/c		ABC Company Ltd		Ctrl + M	
Particulars		ABC Company Ltd		ABC Company Ltd	
		1-Apr-2009 to 8-Sep-2009		1-Apr-2009 to 8-Sep-2009	
Opening Stock	25,21,25,231.73	Sales Accounts	4,21,500.00		
Purchase Accounts		Closing Stock	25,16,35,231.73		
Direct Expenses		Gross Loss C/f	68,500.00		
	<u>25,21,25,231.73</u>		<u>25,21,25,231.73</u>		
Gross Loss B/f	68,500.00	Indirect Incomes			
Indirect Expenses	10,000.00	Net Loss	78,500.00		
Total	78,500.00	Total	78,500.00		



10. To know the expenses incurred on traveling for each employee.

- Press Cost Centre button** on the right hand side of the screen or **Press [Alt + S]**.
- Select Deepak** from the drop down **List of Cost Centres** table.

<b>Cost Centre Filter</b>		<b>ABC Company Ltd</b>		<b>Ctrl + M</b>
<b>Particulars</b>	<b>ABC Company Ltd 1-Apr-2009 to 8-Sep-2009</b>	<b>Particulars</b>	<b>ABC Company Ltd 1-Apr-2009 to 8-Sep-2009</b>	
Opening Stock	25,23,25,231.73	Sales Accounts	5,85,500.00	
Purchase Accounts		Closing Stock	25,16,95,231.73	
Direct Expenses		Gross Loss C/f	44,500.00	
		Indirect Income		
Gross Loss B/f	44,500.00	Net Loss	54,500.00	
Indirect Expenses	10,000.00			
Total	54,500.00	Total	54,500.00	

List of Cost Centres

- All Items
- Accounts
- Administration
- Ajay
- Chetan
- Deepak**
- John
- Kkr
- Mahesh
- Mr A
- Mr B
- Rahul
- Rajesh
- Salaries
- Sales
- Suhas
- Suresh
- Transport Expenses
- Vijay Kumar
- Vinod

Cost Centre Filter

**Deepak**

11. The **Profit and Loss A/c** is now showing the Indirect Expense of Rs. 4,500 incurred by **Deepak** for travelling.

Profit & Loss A/c		ABC Company Ltd		Ctrl + M	
Particulars	ABC Company Ltd 1-Apr-2009 to 8-Sep-2009	Particulars	ABC Company Ltd 1-Apr-2009 to 8-Sep-2009		
Opening Stock	25,23,25,231.73	Sales Accounts			
Purchase Accounts		Closing Stock	25,16,95,231.73		
Direct Expenses		Gross Loss C/f	6,30,000.00		
	25,23,25,231.73		25,23,25,231.73		
Gross Loss B/f	6,30,000.00	Indirect Incomes			
Indirect Expenses	4,500.00	Net Loss	6,34,500.00		
Total	6,34,500.00	Total	6,34,500.00		

a) Similarly view the expense incurred by **Chetan** for travelling.