MIS Reports

Learning Objectives

- Identify and list the purpose of different MIS reports
- Generate MIS reports in Tally.ERP 9
- Customize and analyse MIS reports in Tally.ERP 9

10.1 Introduction

Management Information Systems, commonly referred by its acronym MIS. It is an information system designed to provide management with accurate and timely information necessary for evaluating business activities, tracking progress and decision making.

Based on the nature of business, MIS reports differ from organisation to organisation and division to division. For example, the daily MIS report of a customer call-center, will include reports that capture detail like total number of calls received from customers, total number calls received for new sales, total number of calls for complaints, etc. At the same time, for a company that deals in buying and selling of products to the customers on credit and cash basis, would maintain periodic MIS reports that reflect details like total number of purchases and sales made by the company, total bills payables, total bills receivables, etc.

Similarly, within the same organisation different divisions/departments require different types of MIS Reports for arriving at business decisions related to their functional area. Thus, a revenue and expenses reports will be useful for an Accounts manager whereas reports related to inventory and goods inflow/outflow report, will be useful to a Production manager.

At the same time, every business organisation is required to prepare certain financial reports that should the business profit or loss (Profit and Loss account) and financial position of the company (Balance Sheet) at the end of a financial period

10.2 Advantages of Management Information Systems

MIS Reports comes with many advantages, few of which are listed below:

- **Aids in Faster Decision Making:** MIS reports provide instant and accurate data which help the management in taking right decisions at the right time i.e., supports the management in taking faster and accurate business decisions.
- **Aids in Planning:** It provides information based on which managers can plan business activities.
- **Collection and Storage of Information:** The bigger an organisation, bigger the problem of collecting and maintaining data and information. MIS helps handle large volumes of data with ease.
- **Evaluation of Performance**: MIS help in setting performance standards, monitoring performance, taking corrective measures in case of deviations in plans, etc.

10.3 Types of MIS Reports in Tally.ERP 9

Accounting Reports: To obtain information on the financial position, operational performance and economic activities of the business.

Financial Reports: To determine the financial condition of an organisation as required by shareholders, creditors and government units.

Inventory Reports: To manage the Inventory effectively since the actual status of stock items is obtained.

Management Control Reports: To utilise budgets, cost centre reports, scenario reports etc. for controlling activities.

10.4 MIS Reports in Tally. ERP 9

Tally.ERP 9 facilitates instant generation of MIS Reports. A few types of commonly used MIS Reports, which can be generated using Tally.ERP 9 are discussed below:

- Trial Balance
- Profit and Loss A/c
- Balance Sheet
- Cash Flow Statement
- Funds Flow Statement
- Ratio Analysis

Books and Registers

- Day Book
- Receipts & Payments
- Bills Receivables
- Bills Payables
- Purchase Register
- Sales Register
- Exception Report

Let us understand the use of MIS Reports with the help of a business scenario.

Business Scenario

Mark Brothers started a company namely Mark Traders dealing in Mobile Phones. The company's business operations extended to dealers in India and Japan.

Activity: Create a company in Tally.ERP 9 with the following details:

- *Company Name:* **Mark Traders**
- *Address: No 505, 18th Cross VTR Park, Begur Main Road, Bengaluru.*
- *Country:* **India**

- *State:* **Karnataka**
- *Financial Year:* **01-04-2017 to 31-03-2018**

The details of the company's transactions during the first six months of operations are given below:

Create necessary masters and record the below transactions in said vouchers.

Date	Particulars
01-07-2017	**Voucher: Receipt** Mark Traders invested ₹ 20, 00,000 as Capital in their company Mark Traders. They deposited the amount in the company bank account in SBI through a DD.
01-07-2017	**Voucher: Purchase** Purchased the following stock item from AK Traders; domestic trader on credit with the Bill Ref No.01 <table><tr><th>Name of the Stock Item</th><th>Godown</th><th>Quantity</th><th>Rate per (₹)</th><th>Amount (₹)</th></tr><tr><td>K5 Mobile Phones</td><td>Main Location</td><td>100 Nos</td><td>1,000</td><td>1,00,000</td></tr></table>
01-08-2017	**Voucher: Payment** Paid ₹50,000 to AK Traders through SBI cheque.
05-08-2017	**Voucher: Sales** Sold the following Stock Item to ATN Traders; domestic trader on credit with the Bill Ref No. SA/01 <table><tr><th>Name of the Stock Item</th><th>Godown</th><th>Quantity</th><th>Rate per (₹)</th><th>Amount (₹)</th></tr><tr><td>K5 Mobile Phones</td><td>Main Location</td><td>50 Nos</td><td>2,000</td><td>1,00,000</td></tr></table>
10-09-2017	**Voucher: Receipt** Received an amount of ₹ 70,000 from ATN Traders through cheque

01-10-2017	**Voucher: Purchase**				
	Purchased the following stock item from PIP Traders; International trader from Japan on credit with the Bill Ref No.02				
	Name of the Stock Item	**Godown**	**Quantity**	**Rate per (₹)**	**Amount (₹)**
	K6 Mobile Phones	Main Location	200 Nos	2,000	4,00,000

15-11-2017	**Voucher: Sales**				
	Sold the following Stock Item to ST Traders; domestic trader on credit with the Bill Ref No. SA/02				
	Name of the Stock Item	**Godown**	**Quantity**	**Rate per (₹)**	**Amount (₹)**
	K6 Mobile Phones	Main Location	100 Nos	3,000	3,00,000

01-12-2017	**Voucher: Sales**				
	Sold the following Stock Item to the domestic customer on cash with the Bill Ref No. SA/03				
	Name of the Stock Item	**Godown**	**Quantity**	**Rate per (₹)**	**Amount (₹)**
	K5 Mobile Phones	Main Location	10 Nos	2,000	20,000

30-12-2017	**Voucher: Purchase**				
	Purchased following stock item from the domestic trader on cash with the Bill Ref No.03				
	Name of the Stock Item	**Godown**	**Quantity**	**Rate per (₹)**	**Amount (₹)**
	K6 Mobile Phones	Main Location	20 Nos	1,000	20,000

Table 10.1

To record the above transactions in Tally.ERP 9.

Create the necessary ledgers before recording the above given transactions.

Note

1) *Create two separate purchase ledgers*

- *International Purchases*
- *Domestic Purchases*

2) *Create two separate sales ledgers*

- *International Sales*
- *Domestic Sales*

3) *Create PIP Traders party ledgers selecting country as Japan.*

The management is interested in receiving information related to **Sales Revenue** generated within the country and outside the country, **Cash and Fund Flow** details, **Payable and Receivable** details and the **Financial Performance** of the company in the first 6 months of business.

Now, let us see how different reports can be generated from Tally.ERP 9 to meet the management's information needs.

10.4.1 Trial Balance

A trial balance is a statement showing the balances or total of debits and credits of all the accounts in the ledger. It helps in the preparation of financial statements such as **Profit & Loss account, Balance Sheet and Cash Flow statements**. In a Trial Balance, the balances of various accounts (debit balances and credit balances) are listed in a sheet or a statement at the end of the accounting period.

All revenue and expense accounts appearing in the trial balance are transferred to the trading and profit and loss accounts and all liabilities, capital, and asset accounts are transferred to the balance sheet

Illustration 1: Generation of trial balance using Tally.ERP 9

To generate Trial Balance for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Display > Trial Balance**
2. Click **F1: Detailed**, to view the Trial Balance in the detailed format

The **Trial Balance Report** screen appears as shown in the figure 10.1:

Figure 10.1 Trial Balance Screen

10.4.2 Balance Sheet

A Balance Sheet is a financial statement that reports a business' financial position as on a specific date. The term balance sheet implies that the report shows the balance between two figures. It shows a balance between the assets and liabilities of a business. The fundamental accounting equation is,

Assets = Liabilities + Owner's Equity

The accounting equation is inbuilt in Tally.ERP 9. It takes information from the Chart of Accounts created and transactions entered to create the Balance Sheet automatically. No extra processing is required by the user to generate the Balance Sheet.

Illustration 2: Generation of balance sheet and applying configurations to get reports in desired formats using Tally.ERP 9

To generate Balance Sheet for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Balance Sheet**
2. Click **F1: Detailed**, to view the Balance Sheet in the detailed format

The **Balance Sheet Report** screen appears as shown in the figure 10.2:

Figure 10.2 Balance Sheet Screen

The Balance Sheet in Tally.ERP 9, gets updated automatically with every transaction that is recorded. Notice the first line on the left shows the Capital Account information as an impact of the first transaction. A Balance Sheet is always prepared as on a particular date; in this case it is shown as on the last voucher entry date.

From the above report we can get the details of Liabilities and Assets, from which the financial position of a company can be analyzed.

The Button Bar can be used to view additional information or toggle to another report.

From the options available in the Button Bar, you can:

- Select **F1: Detailed/Condensed** to explore the summarized information
- Change the date of the Balance Sheet using **F2: Period**
- Add new columns to:
  - Display the Balance Sheet for a different date and compare with the current one
  - Display the Balance Sheet of another company when more than one company is open
  - Display the Balance Sheet with multiple stock valuation methods

- Press **F12: Configure** and set the required parameters such as
  - Enable the option **Show Vertical Balance Sheet** to view the Balance Sheet in Vertical format
  - Enable the option **Show Percentages** to view the amounts as a percentage of total in a separate column

10.4.3 Profit and Loss Account

Profit and Loss account or Income Statement is a periodic statement, which shows the nett result of a business' operations for a specified period. All the expenses incurred and incomes earned

during the reporting period are recorded in the Profit and Loss account or Income and Expenditure account.

The Profit and Loss account in Tally.ERP 9 displays the information based on the default primary groups. It is updated instantly with every transaction/voucher that is entered and saved. No special processing is required to produce a Profit and Loss account in Tally.ERP 9.

Illustration 3: Generation of profit and loss account and applying configurations to get reports in desired formats using Tally.ERP 9

To generate   Profit & Loss A/c for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Profit and Loss Account**
2. Click **F1: Detailed**, to view the Profit and Loss Account in the detailed format

The **Profit and Loss Account** screen appears as shown in the figure 10.3:

Profit & Loss A/c	Mark Traders			Ctrl + M
P a r t i c u l a r s	**Mark Traders** 1-Apr-2017 to 30-Dec-2017	**P a r t i c u l a r s**		**Mark Traders** 1-Apr-2017 to 30-Dec-2017
Opening Stock		**Sales Accounts**		4,20,000.00
K5 Mobile Phones		Sales Domestic	4,20,000.00	
K6 Mobile Phones		**Closing Stock**		2,69,090.91
Purchase Accounts	5,20,000.00	K5 Mobile Phones	40,000.00	
Purchase Domestic	1,20,000.00	K6 Mobile Phones	2,29,090.91	
Purchase International	4,00,000.00			
Gross Profit c/o	1,69,090.91			
	6,89,090.91			6,89,090.91
Nett Profit	1,69,090.91	Gross Profit b/f		1,69,090.91
T o t a l	1,69,090.91	**T o t a l**		1,69,090.91

Figure 10.3 Profit and Loss Account Screen

Note: *If gross profit and loss is not displayed in the above report, press* **F12: Configure** *and enable the option show with gross profit.*

The Profit & Loss account is generated and updated immediately from the date of opening of books till the date of last entry. It is displayed according to the configurations set in the **F12: Configure** menu.

The Profit & Loss account, by default is displayed in the horizontal format. However, this can be configured to display the same in a vertical format by selecting the option in **F12: Configure.**

Some of the Button Bar options are:

*   Select **F1: Detailed/Condensed** to display more information or see the summarized format

- Change the date of the Profit & Loss account using **F2: Period**
- Add new columns to:
  - Display the Profit & Loss account for a different period to compare with the current one
  - See the effect of different Stock Valuations on the Profit & Loss account
  - Select and compare Profit & Loss accounts of different companies

- Press **F12: Configure** and set the required parameters such as:
  - Enable the option **Show Vertical Profit & Loss Account**, to view the profit and loss account in vertical format
  - Enable the option **Show Percentages** to view the amounts as a percentage of total in a separate column
  - Enable the option **Show with Gross Profit** to view the Gross Profit along with the Nett Profit

10.4.4 Cash Flow Statement

A Cash Flow Statement is a record of the amounts in cash and cash equivalents entering and leaving a company. It complements the Balance Sheet and Profit and Loss Account. A Cash Flow Statement helps a business owner (and other stakeholders) understand how or from where the company's money is coming, and where it is being spent.

A Cash Flow Statement shows only the actual cash inflows and outflows of a company, unlike a Balance Sheet or Profit and Loss account which also show future cash incomings and outgoings (i.e, credit transactions). Based on the grouping of ledgers and transactions entered, Tally.ERP 9 prepares the Cash Flow Statement automatically.

Cash flow statements can also be used as receipts and payments statement. This is particularly useful for businesses such as non-profit organizations where receipts and payments statements need to be generated.

Illustration 4: Generation of cash flow statement and applying configurations to get reports in desired formats using Tally.ERP 9

To generate Cash Flow Statement for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Display>Cash/Funds Flow > Cash Flow**

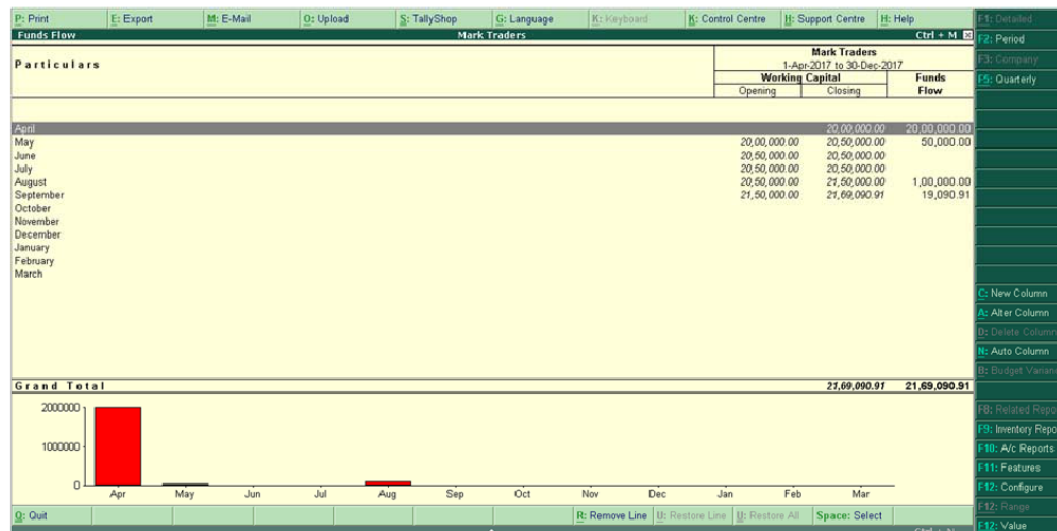The **Cash Flow Statement** screen appears as shown in the figure 10.4:
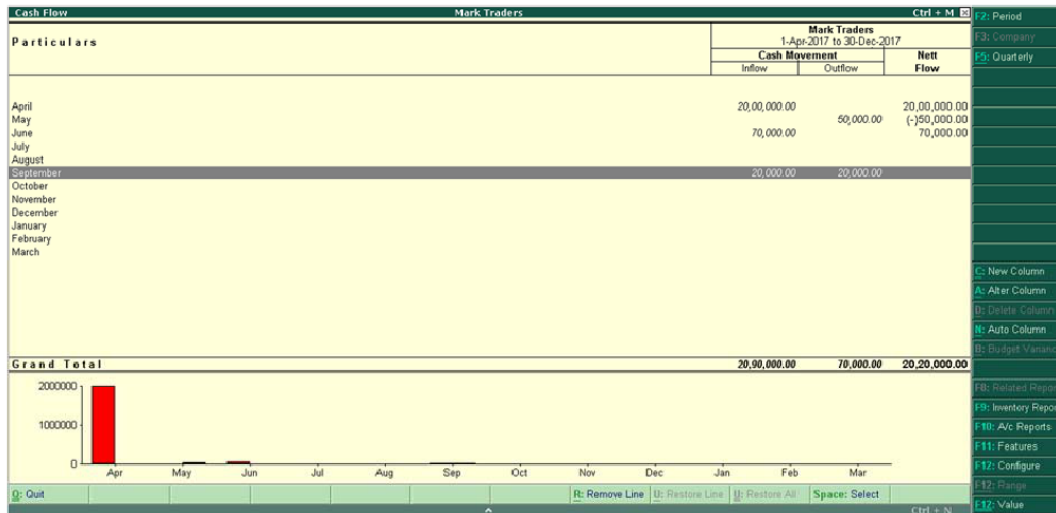
Figure 10.4 Cash Flow Statement Screen

The Cash Flow statement is displayed in terms of monthly break-up for the financial year. For the month of May Mark Traders' Net Flow shows a negative balance, because in that month the company has had only cash outflows but no cash inflows.

Tally.ERP 9 also provides a graphical presentation of monthly cash inflows and outflows at the bottom of the report. To view the details of any particular month, move the cursor to the respective line and press the Enter key.

2. Press **Enter** on required month
3. Press **F2: Period** and enter the date from **01-07-2017 to 31-12-2017.**
4. Now, click **F1: Detailed**, to view the Cash Flow Statement in detailed format:

The **Cash Flow Summary** screen appears as shown in the figure 10.5:
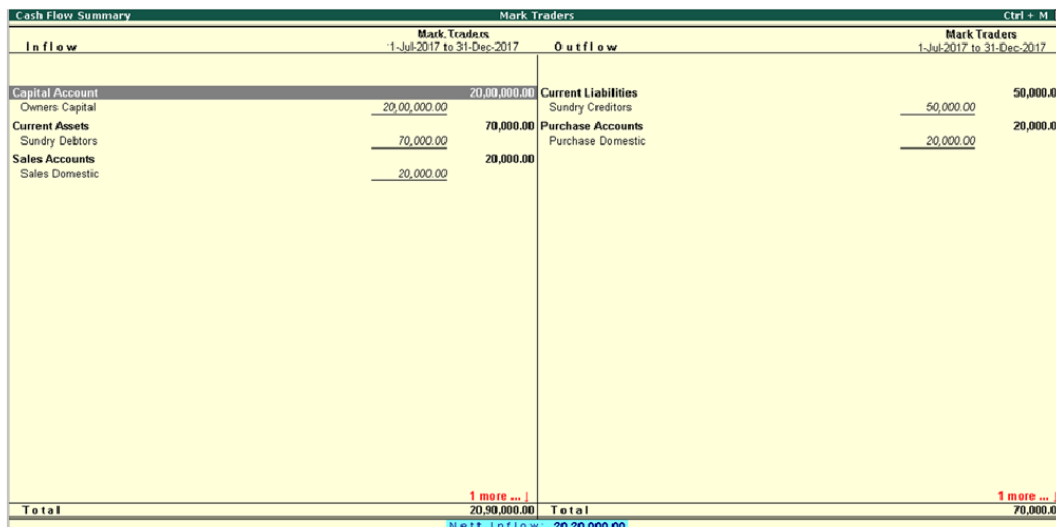
Figure 10.5 Cash Flow Summary from July to December 2017 Screen

The Cash Flow Statement for a particular month shows the inflow details on the left pane and the outflow details on the right pane. It also highlights the Net inflow at the bottom centre of the screen.

Additionally the following actions can be performed to customize the report as per requirements:

- Press **F4** to view the Daily Flow
- Press **F12:Configure** to enable the following:
  - Enable the option **Show Vertical Cash Flow Summary** to view the report in vertical format
  - Enable the option **Show Percentages** to view the amounts as a percentage of total in a separate column

10.4.5 Funds Flow Statement

A Fund Flow statement is a report, which explains the movement of funds during an accounting period. The statement consists of **Sources of funds and Application of funds.**

The difference between the two shows the net change in the working capital during the period. Only those transactions that affect the net working capital of the firm, find place in this statement.

Illustration 5: Generation of funds flow statement and applying configurations to get reports in desired formats using Tally.ERP 9

To generate Funds Flow Statement for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Display>Cash/Funds Flow> Funds Flow**

The **Funds Flow Statement** screen appears as shown in the figure 10.6:

Figure 10.6 Funds Flow Statement Screen

The Funds Flow statement is displayed in terms of monthly break-up for the financial year.

Tally.ERP 9 also provides a graphical presentation of monthly cash inflow and outflow at the bottom of the report. To view the details of any particular month, move the cursor to the respective line and press the **Enter** key.

2. Press **F2: Period** and enter the date from **01-07-2017 to 31-12-2017**
3. Now, click **F1: Detailed**, to view the Cash Flow Statement in detailed format:

The **Funds Flow Summary** screen appears as shown in the figure 10.7:

Figure 10.7 Funds Flow Summary from July to December 2017 Screen

Additionally the following actions can be performed to customise the report as per requirements:

- Press **F12:Configure** to configure the following:
  - Enable the option **Show Vertical Funds Flow Summary** to view the report in vertical format
  - Enable the option **Show Percentages** to view the amounts as a percentage of total in a separate column

10.4.6 Ratio Analysis

Ratio express numerical relationship between two numbers. The relationship of one item to another is expressed in simple mathematical form known as a ratio. Accounting ratios are expressed in the form of time proportion, percentage or per one rupee.

The Ratio Analysis report provides a critical overview of a company's performance in the form of ratios. Not only does this report provide an instant understanding of the Working Capital, the Operating Cost percentage   and Gross Profit percentage, but also gives information about the payment performance of debtors. The return on investment percentage and the return on working capital percentage are other critical ratios available in this report. Tally.ERP 9 uses the data from transactions to arrive at the ratios. The report is generated automatically.

Illustration 6: Generation of ratio analysis report and applying configurations to get reports in desired formats using Tally.ERP 9

To generate Ratio Analysis Report for Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally** > **Ratio Analysis**

The **Ratio Analysis** report screen appears as shown in the figure 10.8:

Figure 10.8 Ratio Analysis Report Screen

The Ratio Analysis report has two primary parts: **Principal Groups** and **Principal Ratios**. Each line item on both sections provide unique insights into a company's financial status.

Financial MIS Reports are very important for a business, not only for legal purposes but also for ensuring good health of the business. Tally.ERP 9 generates all the financial MIS Reports instantly thus saving a lot of time for the business and helps it prosper by providing key information at the right time.

10.4.7 Books and Accounting Reports

In Tally.ERP 9, as soon as transactions are entered they are immediately posted to the respective ledgers, books and registers, thereby facilitating instant generation of report and faster decision making.

Books of Account is a record of the commercial accounts of a company and consolidates the transaction details as they are entered. Although the elements of a transaction are posted into many different ledgers simultaneously. Tally.ERP 9 brings all the transactions of a particular type together into relevant books of account for viewing and printing. For example, Cash Book records all the transactions affecting cash and the Sales Book records all sales transactions

10.4.7.1 Day Book

The Day Book contains a record of all transactions made by a business, irrespective of the type of transaction. By default the display is set to the date of the last voucher entry made, but this can be set to list all the transactions made over a certain period.

Transactions include all financial vouchers, reversing and memorandum journals as well as inventory vouchers.

Illustration 7: Understanding how to generate Day Book in Tally.ERP 9

To generate Day Book for Mark Traders for the period 01-07-2017 to 31-12-2017, follow the steps given below:

1. Go to **Gateway of Tally > Display>Day Book**
2. Click **F2: Period** on the button bar and specify the period as from **01-07-2017 to 31-12-2017**

The **Day Book** screen appears as shown in the figure 10.9:

Figure 10.9 Day Book Screen

The report of figure 10.9 displays the details of day to day transactions recorded from 01-04-2017 to 30-09-2017 in the books of Mark Traders.

From the report of figure 10.9, press **F4: Change Voucher**, to view the transactions related to a particular voucher type.

10.4.7.2 Receipts and Payments

Receipts and Payments account is a report of Cash and Bank transactions. . It is used in place of an Income and Expenditure Statement when it is not considered appropriate to distinguish between Capital and Revenue transactions or to include accruals. In other words,

- It is a consolidated summary of Cash Book, prepared for the required period.

- It starts with the opening balance of Cash and Bank and ends with the closing balance of Cash and Bank.
- It does not take into account outstanding receivables and payables.
- It may be Capital or Revenue in nature, relating to the current, previous or subsequent year; as long as they are actually received or paid, they must appear in this account

No special processing is required to produce a Receipts and Payments account in Tally.ERP 9, once the transactions are recorded then the report will be updated automatically.

Illustration 8: Generation of receipts and payments report and applying configurations to get reports in desired formats using Tally.ERP 9

To generate Receipts and Payments report of Mark Traders for the period 01-07-2017 to 31-12-2017, follow the steps given below:

1. Go to **Gateway of Tally > Display> Receipts and Payments.**
2. Press **F1: Detailed**, to view the Receipts and Payments report in the detailed format
3. Press **F2:Period** and enter the period as 01-07-2017 to 31-12-2017

The **Receipts and Payments** report screen appears as shown in the figure 10.10:

Receipts and Payments	Mark Traders		Ctrl + M
	Mark Traders		**Mark Traders**
Receipts	1-Jul-2017 to 31-Dec-2017	**Payments**	1-Jul-2017 to 31-Dec-2017
Capital Account	20,00,000.00	**Current Liabilities**	50,000.00
Owners Capital	20,00,000.00	Sundry Creditors	50,000.00
Current Assets	70,000.00	**Purchase Accounts**	20,000.00
Sundry Debtors	70,000.00	Purchase Domestic	20,000.00
Sales Accounts	20,000.00	**Closing Balance**	20,20,000.00
Sales Domestic	20,000.00	Bank Accounts	20,20,000.00
Total	**20,90,000.00**	**Total**	**20,90,000.00**

Figure 10.10 Receipts and Payments Screen

The report of figure 10.10, can be viewed in Vertical format by enabling the option **Show Vertical Receipts & Payments** to **Yes** in **F12: Configure**.

10.4.7.3 Purchase Register

A Purchase Register contains information related to all purchases made by a business concern. It helps in tracking the details of movement of purchased goods to various godowns, which in turn,

helps in analysing stock movement at each godown.

Illustration 9: Generation of purchase register using Tally.ERP 9

To generate Purchase Register report of Mark Traders for the period 01-04-2017 to 31-12-2017, follow the steps given below:

1. Go to **Gateway of Tally > Display> Account Books>Purchase Register**

The **Purchase Register** report screen appears as shown in the figure 10.11:
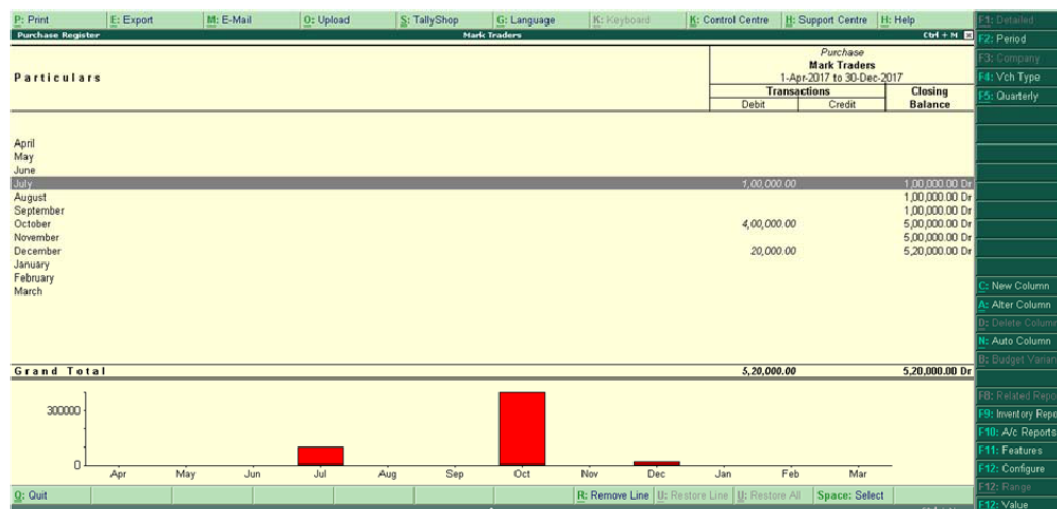
Figure 10.11 Purchase Register Screen

The report of figure 10.11, display the details of total monthly purchases made by the company for the specified period, along with a graphical representation of the same information at the bottom of the screen.

Further, you can press **Enter** from monthly summary to get **Voucher Register**. It shows all the purchase transactions made for the specified period.

10.4.7.4 Sales Register

A Sales Register displays the monthly summary of all sales transactions and the closing balances at the end of each month, for the selected period. The list of transactions pertaining to any month can be viewed by selecting the required month. Tally.ERP 9 enables change of display according to the information required.

Illustration 10: Generation of sales register using Tally.ERP 9

To generate Sales Register report of Mark Traders for the period 01-04-2017 to 31-12-2017, follow the steps given below:

1. Go to **Gateway of Tally > Display> Account Books>Sales Register**

The **Sales Register** report screen appears as shown in the figure 10.12:
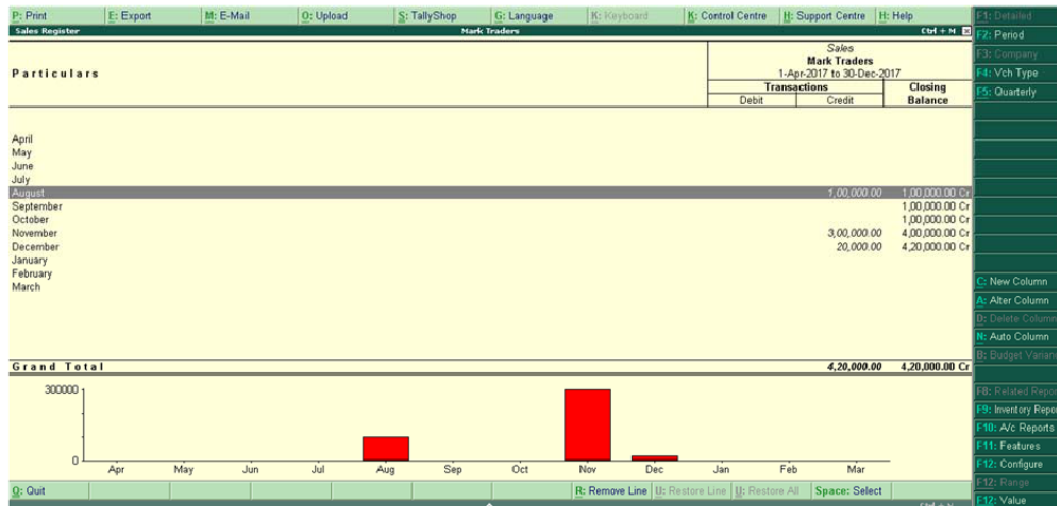
Figure 10.12 Sales Register Screen

The report of figure 10.12, display the details of total monthly Sales of the company for the specified period, along with a graphical representation of the same information at the bottom of the screen.

Further, you can press Enter from monthly summary to get **Voucher Register**. It shows all the sales transactions made for the specified period.

10.4.7.5 Bills Receivable and Bills Payable

Efficient management of business requires systematic maintenance of all transactions. With increase in the number of transactions, keeping a track of the details of creditors, debtors, pending bills and over dues becomes complicated. The Bill-wise details feature in Tally.ERP 9, will enable the tracking of each transaction and efficient management of payables and receivables.

In Tally.ERP 9, once the transactions are recorded using Bill wise details, the receivable and payable reports are generated instantly.

Illustration 11: Generation of bills receivable report using Tally.ERP 9

The Bills Receivable report in Tally.ERP 9 displays all the outstanding receivables for a company during a specified period.

To generate Bills Receivable report of Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Display> Statement of Accounts >Outstandings> Receivables**
2. Click **F1: Detailed**, to view the Bills Receivable Report in the detailed format

The **Bills Receivable** report screen appears as shown in the figure 10.13:

Figure 10.13 Bills Receivable Report Screen

The report of figure 10.13, displays all outstanding receivables of Mark Traders invoice-by-invoice, for the period specified. This report takes into consideration only those party ledgers for which the option Maintain balances Bill-by-Bill option is enabled.

Note: *In the* **Bills Receivables** *report, we are getting the details of stock items, because we have enabled the option* **Show Qty Info in Detailed Format** *in* **F12: Configure** *option.*

Illustration 12: Generation of bills payable report using Tally.ERP 9

The Bills Payable report in Tally.ERP 9, displays all the outstanding payables of the company during a specified period.

To generate Bills Payable report of Mark Traders, follow the steps given below:

1. Go to **Gateway of Tally > Display> Statement of Accounts >Outstandings> Payables**
2. Click **F1: Detailed**, to view the Bills Payables Report in the detailed format

The **Bills Payables** report screen appears as shown in the figure 10.14:

Figure 10.14 Bills Payable Report Screen

The report of figure 10.14, displays all outstanding payables of Mark Traders invoice-by-invoice, for the period specified.

10.4.8 Inventory Reports

An organization, which is dealing with inventory, it becomes very important to track the details of inventories like the stock available in the organisation, details of transferred stock from one godown to another, details of dead stock, details of ageing of goods etc. Instant delivery of these information will help an organisation to make business decision faster and this in turn helps the organisation to grow.

Inventory in Tally.ERP 9 operates in the same way as accounting with regard to displaying, modifying and printing reports. Tally.ERP 9 generates inventory reports based on the vouchers entered till date. You can use the customised reports to compare inventory data between different companies, periods of the financial year, and so on.

10.4.8.1 Stock Summary

A Stock Summary is a statement of the stock-in-hand on a particular date. It is one of the primary inventory statements that is generated in Tally.ERP 9 .This report updates the stock record in real time as and when transactions are entered. Stock Summary provides information on stock groups and shows the quantity details, rate and closing value of the stock items under them.

Illustration 12: Generation of stock summary report using Tally.ERP 9

To view a Stock Summary Report,

1. Go to **Gateway of Tally > Stock Summary > Press Alt+F1** for detailed mode
2. *Press **F12: Configure** and enable **Show All Items (incl. zero balance)** and **Expand all levels in detailed format** and accept the configuration screen.*

The **Stock Summary** screen appears as shown in the figure 10.15:

Stock Summary	Mark Traders	Ctrl + M

Particulars	Mark Traders 1-Apr-2017 to 30-Dec-2017 Closing Balance		
	Quantity	Rate	Value
K5 Mobile Phones	40.00 Nos	1,000.00	40,000.00
K6 Mobile Phones	120.00 Nos	1,909.09	2,29,090.91
Grand Total	**160.00 Nos**		**2,69,090.91**

Figure 10.15 Stock Summary Report

Further, you can press **Enter** on Stock Group and Stock Item to get the Monthly Summary and Stock Vouchers Screen.

3. Press Enter on **K5 Mobile Phones**
4. You will get **Stock Item Monthly Summary**
5. Press **Enter** on any month to view the **Stock Vouchers**
6. Press **F2** and enter the period as **01-04-2017** to **31-12-2017**

The **Stock Vouchers** screen appears as shown in the figure 10.16:

Stock Vouchers			Mark Traders					Ctrl + M
Stock Item: **K5 Mobile Phones**						1-Apr-2017 to 31-Dec-2017		

Date	Particulars	Vch Type	Vch No.	Inwards			Outwards			Closing		
				Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
1-7-2017	AK Traders	Purchase	1	100.00 Nos	1,000.00	1,00,000.00				100.00 Nos 1,000.00		1,00,000.00
5-8-2017	ATN Traders	Sales	1				50.00 Nos	2,000.00	1,00,000.00	50.00 Nos 1,000.00		50,000.00
1-12-2017	Cash	Sales	3				10.00 Nos	2,000.00	20,000.00	40.00 Nos 1,000.00		40,000.00

Totals :	100.00 Nos 1,000.00	1,00,000.00	60.00 Nos 2,000.00	1,20,000.00	40.00 Nos 1,000.00	40,000.00

Figure 10.16 Stock Vouchers Report

This **Stock Voucher** report displays all the inventory transactions done for the particular stock item along with the opening balance, inwards, outwards and closing balance.

10.4.8.2 Stock Transfer

Stock Transfer report displays the details of stock items which are transferred from one godown to another godown along with quantity rate, closing balance details etc.

Illustration 13: Recording stock journal voucher and generation of stock transfer analysis report using Tally.ERP 9

Activity

- *In **F11: Company Features >F2: Inventory Features** > Enable the option **Maintain multiple Godowns***
- *Create a godown as Branch Location-Mysore*
- *Record the following transaction in the books of Mark Traders*

30-12-2017	**Voucher: Stock Journal**
	Mark Traders transferred 20 Nos of K6 Mobile Phones from Main Location to Branch Location located in Mysore city

Name of Item	Quantity	Rate per (₹)	Amount (₹)
K6 Mobile Phones	20 Nos	2,000	40,000

Table 10.2

Step 1: Recording Stock Journal Voucher

To record the Stock Journal voucher in Tally.ERP 9, follow the steps given below:

1. Go to **Gateway of Tally > Inventory Vouchers > Alt+F7: Stock Journal**
2. Press **F2:Date** and change the date to **30-12-2017**
3. Under Source (Consumption) field, select **K6 Mobile Phones** under **Name of Item**, which needs to be transferred
4. Select the Godown as **Main Location** from the List of Godowns
5. Enter Quantity as 20 Nos, Rate ₹ 2,000 and the Amount ₹ 40,000 will capture automatically.
6. Press **Enter** till the cursor moves to **Destination (Production)** field
7. Under **Destination (Production)** field select **K6 Mobile Phones** under **Name of Item** field, to which goods are being transferred
8. Select the Godown as **Branch Location-Mysore** from the **List of Godowns**
9. Enter **Quantity** as 20 Nos, **Rate** ₹ 2,000 and the amount ₹ 40,000 will get captured automatically
10. Enter the **Narration**.

The completed **Stock Journal Voucher Creation** screen appears as shown in the figure 10.17:

Figure 10.17 Stock Journal Voucher Creation Screen

11. Accept the screen

The Stock Journal transaction will impact the Stock Summary report and all inventory books. If the option integrate accounts with inventory is enabled in **F11:F1:Accounting** feature, then the stock value will reflect in accounting reports like balance sheet, profit & loss account, trial balance etc.

Step 2: Viewing Stock Transfer Analysis

To view the Stock Transfer/Movement Analysis report, follow the steps given below

1. Go to **Gateway of Tally > Display > Inventory Books > Movement Analysis> Transfer Analysis >** Select **Stock Journal** from the **List of Voucher Types**

The **Transfer Analysis** report screen appears as shown in the figure 10.18:

Grand Total			20.00 Nos	**2,000.00**	40,000.00	20.00 Nos 2,000.00 40,000.00

Figure 10.18 Transfer Analysis Report Screen

2. Press **Enter** to get the **Item Voucher Analysis** screen

The **Item Voucher Analysis** screen appears as shown in the figure 10.19:

Figure 10.19 Item Voucher Analysis Screen

This report of figure 10.19, displays the Goods Out and Goods In against the particular stock item.

Once the inventory masters are set in Tally.ERP 9, Mark Traders can track the movement of stock items from one location to another location, keep count of stock items available with them, and track the number of stock items available in different locations. This will help in faster process of invoices and placing of orders based on requirement from locations.

10.4.8.3 Movement Analysis

Movement analysis shows the analysis of only those inventory transactions which are integrated with the accounts, i.e. inventories which are also recorded in the books of accounts.

Movement analysis report is used for comparative studies. They give an insight into the flow characteristics of the stock in an organization. It also helps in finding out the slow moving items which cause blockages in the flow of the working capital of the organization.

Illustration 14: Generation of movement analysis report using Tally.ERP 9

1. Go to **Gateway of Tally** > **Display** > **Inventory Books** > **Movement Analysis**.

The **Movement Analysis** menu screen displays as shown in the figure 10.20:
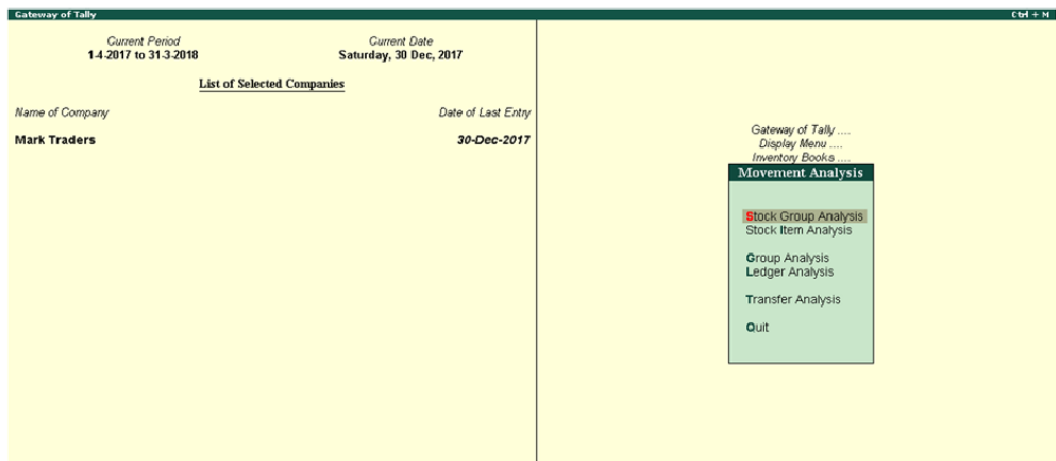
Figure 10.20 Movement Analysis Menu Screen

Stock Group Analysis

Stock Group Analysis report can be viewed and configured depending on your business requirements. You can effectively analyse the movement of stocks by using the various configuration options.

This report shows the details of inward and outward transactions carried out for all the stock items in that group.

To view the Stock Group Analysis for a specific stock group, follow the steps given below:

1. Press Enter on **Stock Group Analysis** > Select **Name of the group** from the **List of Stock Groups**
2. Press **Alt+F1** for Detailed

The **Stock Group Analysis** report displays as shown in the figure 10.21:

Grand Total	340.00 Nos	**1,647.06**	5,60,000.00	180.00 Nos	2,565.56	4,60,000.00

Figure 10.21 Stock Group Analysis Screen

Stock Item Analysis

Stock item movement analysis report provides supplier wise, buyer wise and consumption wise details of stock item movement. Purchase cost comparison for the item across suppliers and sale value comparison across buyers can be viewed here.

To view Stock Item Analysis for a specific stock item, follow the steps given below:

1. Press Enter on **Stock Item Analysis** > Select **K6 Mobile Phones** from the **List of Stock Items**

The **Stock Item Analysis** report displays as shown in the figure 10.22:

Figure 10.22 Stock Item Analysis Screen

Group Analysis

Group Analysis report contains information about items transacted in vouchers for the Ledgers created under the selected group.

To view Group Analysis for a specific Group, follow the steps given below:

1. Press Enter on **Group Analysis** > Select **Sundry Debtors** from the **List of Groups**

The **Group Analysis** report displays as shown in the figure 10.23:

Particulars	Sundry Debtors Mark Traders 1-Apr-2017 to 30-Dec-2017					
	Purchases			Sales		
	Quantity	Eff. Rate	Value	Quantity	Eff. Rate	Value
K5 Mobile Phones				50.00 Nos	2,000.00	1,00,000.00
K6 Mobile Phones				100.00 Nos	3,000.00	3,00,000.00
Grand Total				150.00 Nos	2,666.67	4,00,000.00

Figure 10.23 Stock Item Analysis Screen

Ledger Analysis

Ledger Analysis is similar to Group Movement Analysis, where sales and purchases of stock items involving the selected ledger can be viewed. The next level of information brings up the transaction-level details.

To view Ledger Analysis for a specific Group, follow the steps given below:

1. Press Enter on **Ledger Analysis** > Select **AK Traders** from the **List of Ledgers.**

The **Ledger Analysis** report displays as shown in the figure 10.24:

Particulars	AK Traders Mark Traders 1-Apr-2017 to 30-Dec-2017					
	Purchases			Sales		
	Quantity	Eff. Rate	Value	Quantity	Eff. Rate	Value
K5 Mobile Phones	100.00 Nos	1,000.00	1,00,000.00			

Grand Total		100.00 Nos **1,000.00** 1,00,000.00	

Figure 10.24 Stock Item Analysis Screen

Further drill down in reports will display the **Item Voucher Analysis** from **Stock Group Analysis, Stock Item Analysis, Group Analysis and Ledger Analysis.**

The **Item Voucher Analysis** screen displays as shown in the figure 10.25:

Item Voucher Analysis	Mark Traders							Ctrl + M
Stock Item: K5 Mobile Phones								1-Apr-2017 to 30-Dec-2017
Under Ledger: **AK Traders**								
Date	Particulars		Quantity	Basic Rate	Basic Value	Addl. Cost	Total Value	Eff. Rate
	Purchases							
1-Jul-2017	AK Traders		100.00 Nos	1,000.00/Nos	1,00,000.00		1,00,000.00	**1,000.00/Nos**
	Total		100.00 Nos	1,000.00/Nos	1,00,000.00		1,00,000.00	**1,000.00/Nos**

Figure 10.25 Item Voucher Analysis Screen

10.4.8.4 Ageing Analysis

Ageing Analysis Report, displays the age of the stock in hand. This report lists the age-wise break-up of inventory to point out old stock. From this report we will get the details of dead stock i.e. the stock which is lying from long period.

Ageing Analysis lists out the batch details that have already expired or may expire in the near future. This information will help you in keeping track of the age of stock and also quick moving inventory, since the older stock may depreciate in value or become obsolete and result in a loss.

The Ageing Analysis report will help you find out which batches have already expired, which batches are going to expire or you can even list them as per Manufactured or Purchased Date. It is very useful for industries dealing with perishable goods where goods past the expiry date are of no value.

Illustration 15: Generation of ageing analysis report using Tally.ERP 9

To view the Ageing Analysis Report, follow the steps given below:

1. Go to **Gateway of Tally** > **Display** > **Inventory Books** > **Ageing Analysis** > Select the group for which **Ageing Analysis** is required from the **List of Stock Groups**
2. Press **Alt+F2** and enter the period as **01-07-2017** to **31-12-2017**
3. Press **F6:Ageing Periods**
4. Enter the **Ageing Period** as shown in the figure 10.26

Figure 10.26 Ageing Period Screen

Note: *The* **Ageing Analysis** *report produces a default ageing period of <45 days, 45-90 days, 90-180 days and >180 days. Depending on requirement, the ageing slabs can be defined by you.*

5. Accept the screen

The **Stock Ageing Analysis Report** screen appears as shown in the figure 10.27:

Particulars	Total	(< 15 days)		15 to 30 days		30 to 45 days		(> 45 days)		Negative Stock
	Quantity	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity
K5 Mobile Phones	40.00 Nos							40.00 Nos	40,000.00	
K6 Mobile Phones	120.00 Nos	20.00 Nos	20,000.00	20.00 Nos	40,000.00			80.00 Nos	1,60,000.00	
Grand Total	160.00 Nos	20.00 Nos	20,000.00	20.00 Nos	40,000.00			120.00 Nos	2,00,000.00	

Figure 10.27 Stock Ageing Analysis Screen

Conclusion

In this chapter, we have learnt, how MIS reports helps in the management of business organisation in tracking business daily activities, analyzing problems, and evaluating performance thereby hastening the decision making process. We have experienced the efficiency of Tally.ERP 9 in generating reports based on transaction entries.

Key Takeaways

- MIS is an acronym for Management Information Systems
- MIS is an information system designed to provide management with accurate and timely information necessary for evaluating business activities, tracking progress and decision making.
- MIS Reports facilitate faster decision making.
- A Balance Sheet is a financial statement that reports a firm's financial position at a specific time. The fundamental accounting equation is: Assets = Liabilities + Owner's Equity
- Profit and Loss Account or Income Statement is a periodic statement, which shows the net result of business operations for a specified period.
- The Day Book lists all transactions made on a particular day.
- A Purchase Register displays information on the purchases made by the business concern.
- A Sales Register displays the monthly summary of sales transactions and closing balances.
- A Stock Summary is a statement of the stock-in-hand on a particular date.
- Transfer Analysis report displays the details of stock items which are transferred from one godown to another godown.
- An Ageing Analysis report displays the age of the stock in hand.

Shortcut Keys

Shortcut Keys	Description
F12	- From any reports - To access configuration
Alt + F1	- From any reports - To view in detailed/condensed mode
F4	From Daybook

	• To change the voucher types
F6	• From Stock Ageing Analysis report
	• To change he Ageing Periods