



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

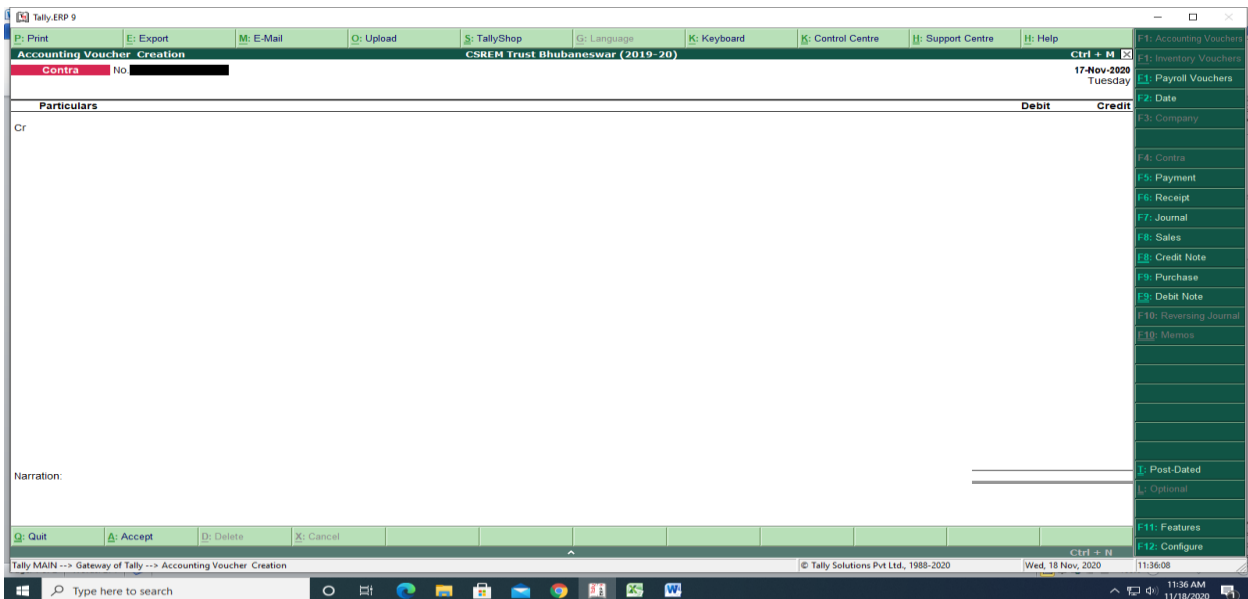
2. Finance and Accounts

Fee Module

In Tally there are four basic accounting vouchers namely

1. Contra Entry in Tally

When there are just two ledgers involved namely 1) **Cash Account** and 2) **Bank Account** an accounting entry which is required to create is Contra Entry.

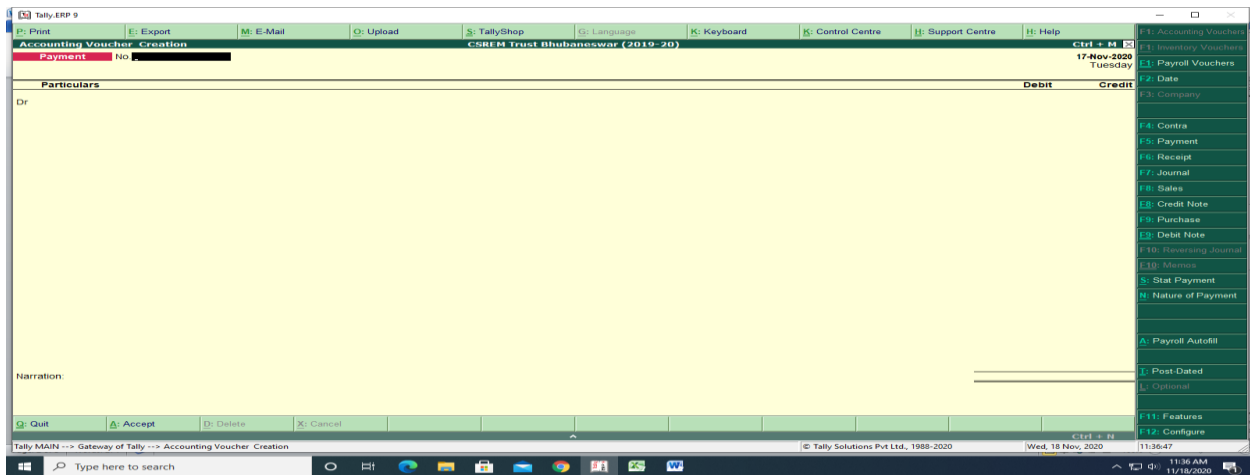


2. Payment Entry in Tally

It is basically an accounting entry for the payment of anything.

For example:

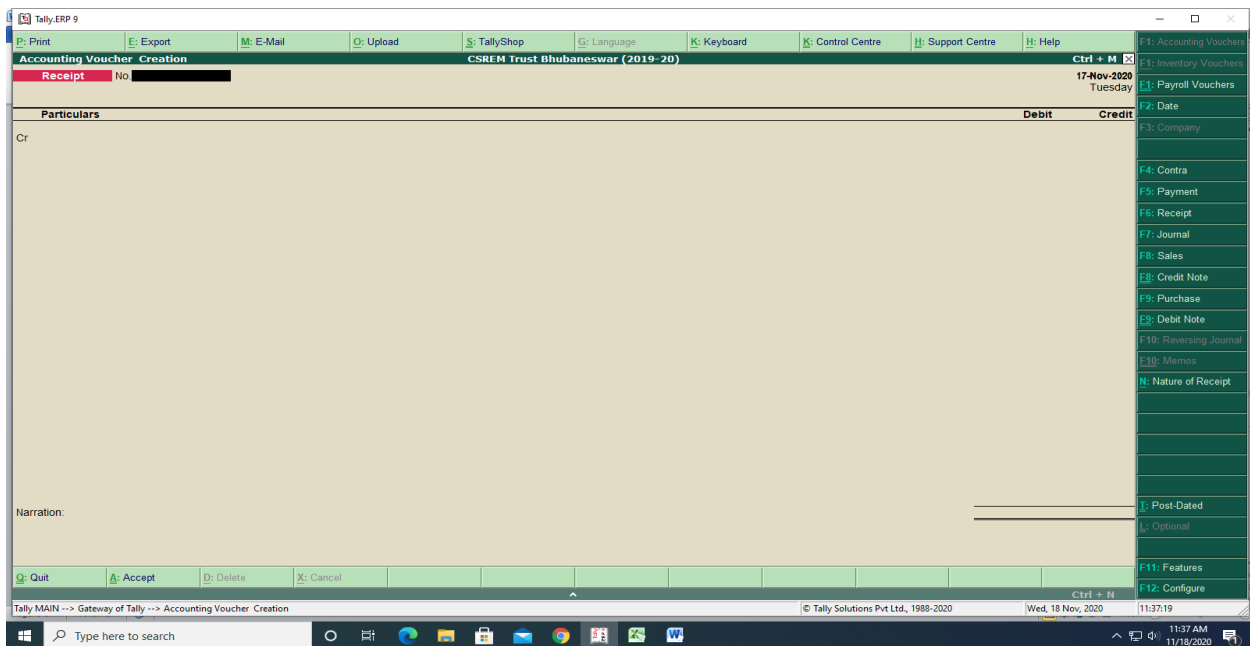
- If you want to pay salary to someone working for you, it will be payment entry. You can also do it by using Payment entry in tally.
- If you want to pay for an expense such as maintenance expenses, you have to pass a payment entry using the Payment voucher in tally.
- You can also use payment voucher in tally to pay your outstanding sundry creditors.
- You can pay through your bank account or via cash as per you needs.



3. Receipt Entry in Tally

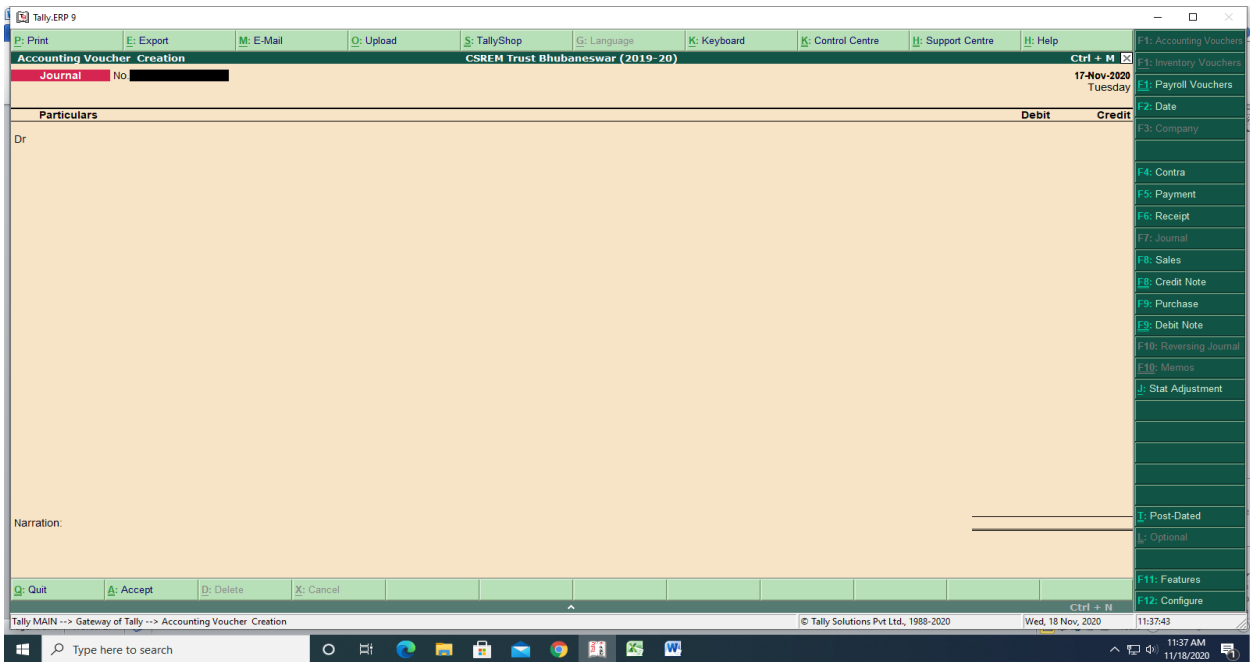
It is the exact opposite of a payment entry. It is passed when you receive cash or an amount in your bank account.

For example: if you receive cash for selling things, it will be a receipt entry. When you receive money by selling your products online, you can easily pass an entry in tally which in effect is a receipt entry.



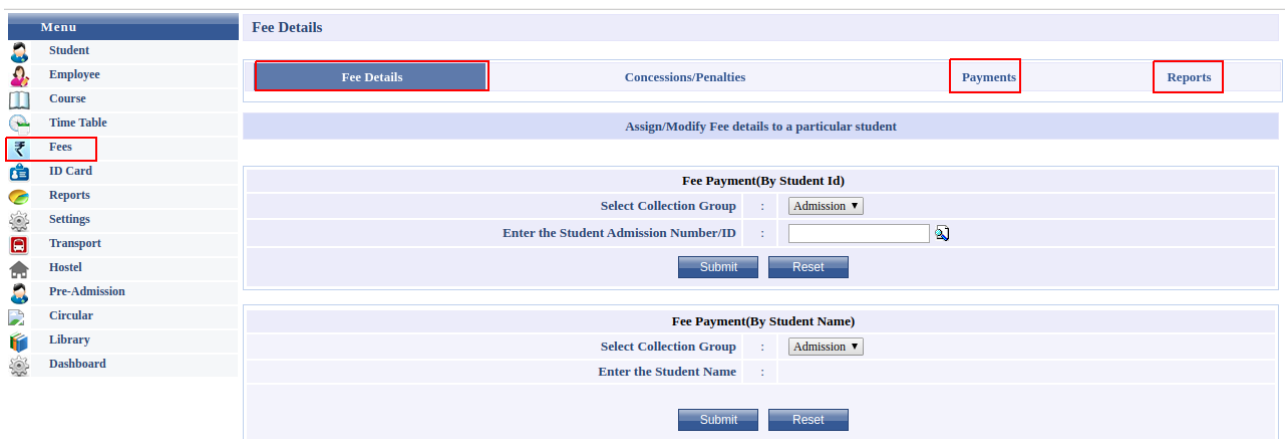
4. Journal Entry in Tally

It is an accounting entry which is required to be created when there is no cash or bank account involved. So, basically it is an entry for transactions such as **accounting adjustments** or it can be **closing entries** at the end of the accounting year. In simple words, whenever there is no cash account or bank account involved, it is a journal entry.



- Payment Screen

- Go to Fees. Click on Payments.
- Search by student registration number/Name and give the payment date. Then submit.
- Set Preference, Pay amount and date of deposit.
- Choose payment mode & date. Example-Cash, Cheque etc
- You can add remarks and click on pay.



Amount to Pay						0
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Transport Paid Transactions

Sr.No.	Transaction Id	Date of Deposit	Transaction Type	Amount	Remarks	Print Receipt
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Miscellaneous Fee							
Sr.No.	Head	Remarks	Due Amount	Paid Amount	Status	Date of Deposit	Print Receipt
No Miscellaneous Fee Found							

Academic (0) <input type="checkbox"/> Hostel (0) <input type="checkbox"/>		Transport (0) <input type="checkbox"/> Miscellaneous Fee (0) <input type="checkbox"/>		Pay Amount <input type="text"/>	Date of Deposit <input type="text" value="07/12/2019"/>
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Click here for Refund

Payment Mode <input type="text" value="Cash"/>	DD/Cheque No <input type="text"/>	DD/Cheque Date <input type="text" value="dd/mm/yyyy"/>	Amount <input type="text" value="0"/>	Remarks <input type="text"/>	Bank <input type="text" value="SBI Khurdha -"/>
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- Several Reports can be generated according to requirement.Example-Consolidated Fee Report,Due report etc.
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Payroll

- Go to payroll Module.
- Click on Generate Pay.
- According to the Department chosen, Staffs name will come.
- Select the Month& Year.
- Put the deduction part and generate pay.

Academic year : 2019-2020 Semester : 'Year','Sem 1','Sem 2' My Profile Calender Release Notes Logout

Menu **Pay Slip** Generate Pay

Generate Automaticaly

Use this search form to search for the employee

Employee Id	First Name	Last Name
Sex Both	Payroll Department All	Designation All
Payroll Class All	Status of Employee All	Unit of Employee All
Order By:	empid	Ascending
Search Cancel		

1. Several reports are present in Payroll as in the screen below.

Menu Reports >> Payroll Reports

Student	Monthly All Department Pay sheet New	Monthly All Department Pay sheet New
Employee	Employee Payroll Report Designation and Department	Employee Payroll Report Designation and Department
Course	Employee Bank Detail	Employee Bank Detail
Time Table	Employee wise Pay Register	Employee wise Pay Register
Leave Management	Allowances And Deduction Reports	Allowances And Deduction Reports
Assignments	Bank Advice Report	Bank Advice Report
Fees	Pay sheet Summary	Pay sheet Summary
Question Bank	Monthly Department wise Pay sheet	Monthly Department wise Pay sheet
Payroll	Monthly All Department Pay sheet	Monthly All Department Pay sheet
Apply Leave		
ID Card		
Attendance		
Reports		

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