

Comprehensive entries in accounting typically involve transactions that affect multiple accounts simultaneously. These entries often include various components such as purchases, sales, expenses, and payments. Below, I'll outline how you can create comprehensive entries in Tally Prime for different types of transactions:

## 1. Sales Transaction with Expenses:

1. Navigate to Accounting Vouchers:
  - Go to "Gateway of Tally" and select "Accounting Vouchers" or press "V" on your keyboard.
2. Select Sales Voucher Type:
  - Choose the appropriate voucher type for sales transactions (e.g., Sales Voucher, Sales Invoice).
3. Enter Voucher Date:
  - Specify the date of the sales transaction.
4. Select Customer Account:
  - In the "Account" field, select the customer's ledger account.
5. Enter Sales Amount:
  - Enter the total sales amount in the "Debit" column.
6. Select Expense Account:
  - In the second line, select the expense ledger account (e.g., freight, packing charges).
7. Enter Expense Amount:
  - Enter the expense amount in the "Credit" column.
8. Save the Voucher:
  - Review the voucher details and save the entry.

## 2. Purchase Transaction with Taxes:

1. Navigate to Accounting Vouchers:
  - Access "Accounting Vouchers" from the Gateway of Tally.
2. Select Purchase Voucher Type:
  - Choose the appropriate voucher type for purchase transactions (e.g., Purchase Voucher, Purchase Invoice).
3. Enter Voucher Date:
  - Specify the date of the purchase transaction.
4. Select Supplier Account:
  - Choose the supplier's ledger account in the "Account" field.
5. Enter Purchase Amount:
  - Enter the total purchase amount in the "Credit" column.
6. Select Tax Account:
  - In the second line, select the tax ledger account (e.g., GST).

7. Enter Tax Amount:
  - Enter the tax amount in the "Debit" column.
8. Save the Voucher:
  - Review and save the entry.

### **3. Payment Transaction with Discounts:**

1. Navigate to Accounting Vouchers:
  - Go to "Accounting Vouchers" from the Gateway of Tally.
2. Select Payment Voucher Type:
  - Choose the "Payment" voucher type.
3. Enter Voucher Date:
  - Specify the date of the payment transaction.
4. Select Creditor Account:
  - Choose the creditor's ledger account in the "Account" field.
5. Enter Payment Amount:
  - Enter the total payment amount in the "Credit" column.
6. Select Discount Account:
  - In the second line, select the discount ledger account.
7. Enter Discount Amount:
  - Enter the discount amount in the "Debit" column.
8. Save the Voucher:
  - Review and save the entry.

### **Key Points to Remember:**

- Ensure accuracy in selecting ledger accounts and entering amounts.
- Review voucher details before saving to avoid errors.
- Customize voucher types and ledger accounts as per your business requirements.

These steps will help you create comprehensive entries in Tally Prime for various types of transactions.