



POWER OF SIMPLICITY

**Implementation of Company Identity
Number (CIN) in Tally.ERP 9**

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Version: Implementation of Company Identity Number (CIN) in Tally.ERP 9/Release 4.8/April 2014

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Lesson1: Introduction

1.1 Company Identity Number (CIN)

1.1.1 What is Corporate Identity Number?

Company CIN Code is a unique 21 alpha-numeric identification number assigned by **Registrar of Companies** (ROCs) functioning in various states under Ministry of Corporate Affairs (MCA), Government of India. After the formation of a company, concerned ROC will issue a certificate containing its unique Corporate Identity Number (CIN) along with its approved name.

The CIN will be issued for registered company/office only and not for its branches or godown or manufacturing unit. One CI number will be issued to a company and its branches will use this number in their communications.

The CIN is mandatory for all types of companies registered in India and no company can function without it.

Section 12(3)(c) describes printing of company name, address of its registered office and the Corporate Identity Number along with telephone number, fax number, if any, e-mail and website addresses, if any, printed in all its business letters, bill-heads, letter papers and in all its notices and other official publications.

1.1.2 Structure of the CIN

CIN is a unique **21 alpha-numeric number**. Below is the detail of the CIN structure.

Example: U25209DL1973PLC003526

Digit No.	What it represents?	Explanation
1st digit	Listing status	If the company is listed it will start with 'L' and if company is not listed it will start with 'U'
Next 5 digit	Industry code	Digits represent the economic activity of the company
Next 2 digit	State code	Here, DL is for Delhi
Next 4 digit	Year of incorporation	That is, for a company formed in the Calendar Year 2011, these for digits will be 2011
Next 3 digit	Ownership	PLC stands for Public Limited Company PTC stands for Private Limited Company
Last 6 digit	ROC reg.	The last 6 digits represent the ROC number for the cities in which the company is registered.

Lesson 2: CIN in Tally.ERP 9

2.1 Configuring CIN in Tally.ERP 9

Companies registered under Companies Act with the Registrar of Companies (ROC) are required to print Corporate Identity Number (CIN) on all required forms like Invoices, Reports and other official documents effective from 1-4-2014.

Tally.ERP 9 Series A Release 4.8 Stat.900 Version 228, provides the option to specify and print CIN for these registered companies. The CIN can be specified in the Company's Statutory & Taxation Features in Tally.ERP 9. This can be then configured to print in the Report Titling screen of relevant reports and vouchers.

Let us now see how to specify the CIN for a company in Tally.ERP 9,

1. Go to **F11: Features > F3: Statutory & Taxation**
2. Under the **Tax Information** section, a field to specify the CIN is provided.
3. Enter the company's CIN in the **Corporate Identity No. (CIN)** field as shown below:

The screenshot shows the 'Company Operations Alteration' window for 'National Traders'. The 'Statutory & Taxation' section is active, displaying various tax-related settings. The 'Tax Information' section is expanded, showing the following fields:

Field	Value
VAT TIN (Composition)	:
VAT TIN (Regular)	: 13528745895
Local Sales Tax Number	:
Inter-state Sales Tax Number	: 13528745895
PAN / Income - Tax No.	: ALDGF6571D
Corporate Identity No. (CIN)	: U25209NG1973PLC003526

The 'Corporate Identity No. (CIN)' field is highlighted with a red box. At the bottom of the window, there are function key shortcuts: F1: Accounts, F2: Inventory, F3: Statutory, and F6: Add-Ons.

Figure 1.1 Statutory & Taxation screen

2.2 Printing CIN in documents

After specifying the company's CIN in Statutory & Taxation screen, the user can print this information on documents like Invoices, reports, etc.

Let us see how to configure these documents to print the CIN.

2.2.1 Printing CIN in Invoices

A number of Accounting and Inventory vouchers can be printed with the CIN. The detailed list is given in the Annexure. Let us take the example of an Sales Invoice to demonstrate how CIN can be printed on Invoices/vouchers.

To print CIN on a Sales Invoice,

1. Go to **Gateway of Tally > Display > Day Book**
2. Select a **Sales Invoice** and press **Enter** to open it in alteration mode
3. Press **ALT+P** to print, the **Voucher Printing** screen will appear as shown below:

Voucher Printing			
Printer : \\benfps01\BENPRND6 (BENPRND6)	Paper Type : Letter		
No. of Copies : 1			
Print Language : English	<i>(Printing Dimensions)</i>		
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)		
Page Range : All	Print Area : (8.19" x 10.71") or (208 mm x 272 mm)		
Report Titles			
INVOICE			
(with Print Preview)			
<i>Without Company Phone No., Without Page Numbers</i>			
<table border="1" style="border-collapse: collapse;"> <tr> <td style="text-align: center;">Print ?</td> </tr> <tr> <td style="text-align: center;">Yes or No</td> </tr> </table>		Print ?	Yes or No
Print ?			
Yes or No			

Figure 1.2 Voucher Printing screen

4. Press **ALT+T** or click **T: Titling**

- The option **Print with Company CIN** will be set to **Yes**. The user can set it to **No** to not print the CIN in the Invoice

Control on Report Titles		National Traders		Ctrl + M
Sales	No. 1			14-Apr-2014
Ref. : S001				Monday
Party's A/c Name : Dynamic Traders				
Current Balance : 51,000.00 Dr				
Sales Ledger : Interstate Sales				
VAT/Tax Class : Inter-State Sales				
Name of Item	Quantity	Rate per	Amount	
Telephones		50.00	1,000.00	Nos 50,000.00
CST on Sales		Letter	2 %	1,000.00
Printer	<div style="border: 1px solid black; padding: 5px;"> <p align="center">Report Title</p> <p>Title : INVOICE</p> <p>Sub-Title :</p> <p align="center">Additional Information</p> <p>Print with Company Name ? Yes</p> <p>Print with Company Address ? Yes</p> <p>Print with Company CIN ? Yes</p> <p>Print with Company Phone No. ? No</p> <p>Print Date Range of Report ? Yes</p> <p>Print Page Numbers in Report ? Yes</p> </div>			
No. of Copies				
Print Language				
Method				
Page Range				
				Printing Dimensions) or (216 mm x 279 mm)) or (208 mm x 272 mm)
				Print ? Yes or No
Is e-Sugam Applicable ? No				
Form to Receive : C Form				
Form Series No : TR9164V				
Form No : 254785				
Date : 14-Apr-2014				
Show Statutory Details ? No				
Narration:				
				10 Nos 51,000.00

Figure 1.3 Control on Report Titles screen

- Press **Enter** to print

The printed **Sales Invoices** appears as shown below:

INVOICE					
National Traders Post Box No. 13 Kohima Nagaland CIN: U25209NG1973PLC003526		Invoice No.		Dated	
		1		14-Apr-2014	
Buyer Dynamic Traders		Delivery Note		Mode/Terms of Payment	
		Supplier's Ref.		Other Reference(s)	
		S001			
		Buyer's Order No.		Dated	
		Despatch Document No.		Dated	
		Despatched through		Destination	
		Terms of Delivery			
Sl No.	Description of Goods	Quantity	Rate	per	Amount
1	Telephones	10 Nos	5,000.00	Nos	50,000.00
	CST on Sales			2 %	1,000.00

Figure 1.4 Sales Invoice

2.2.2 Printing CIN in a reports

A number of Accounting, Inventory and Statutory reports can be printed with the CIN. The detailed list is given in the Annexure. Let us take the example of an Outstandings report to demonstrate how CIN can be printed on reports.

To print CIN on Bill receivables report,

1. Go to Gateway of Tally > Display > Statements of Accounts > Outstandings > Receivables
2. Press **ALT+P** to print, the **Printing Bills Outstanding** screen will appear
3. Press **ALT+T** or click **T**: Titling

4. The option **Print with Company CIN** will be set to **Yes**. The user can set it to **No** to not print the CIN in the report

Report Title

Title : **Bills Receivable**
 Sub-Title :

Additional Information

Print with Company Name ? **Yes**
 Print with Company Address ? **Yes**
 Print with Company CIN ? **Yes**
 Print with Company Phone No. ? **No**
 Print Date Range of Report ? **Yes**
 Print Page Numbers in Report ? **Yes**

Figure 1.5 Control on Report Titles screen

5. Press **Enter** to print
 The printed **Bills Receivables** appears as shown below:

National Traders Post Box No. 13 Kohima Nagaland CIN: U25209NG1973PLC003526 Bills Receivable 1-Apr-2014 to 5-May-2014					
Date	Ref. No.	Party's Name	Pending Amount	Due on	Page 1 Overdue by days
14-Apr-2014	1	Dynamic Traders	51,000.00	14-Apr-2014	21
14-Apr-2014	2	Supreme Traders	2,40,825.05	14-Apr-2014	21
22-Apr-2014	3	National Traders (Meghalaya Branch)	20,000.00	22-Apr-2014	13
22-Apr-2014	4	Zeta Limited	99,600.00	22-Apr-2014	13
26-Apr-2014	1	Supreme Traders	47,565.00	26-Apr-2014	9
			4,58,990.05		

Figure 1.6 Bills Receivables

Once the option **Print with Company CIN** is set to **Yes**, any report or voucher can be printed with the CIN on it.

Tally.ERP 9 also enables users to export and e-mail these reports with CIN. That is, if the option **Print with Company CIN** is set to **Yes** in a report, then the report can be exported or e-mailed with the CIN.

The complete list of Vouchers, and reports for which CIN can be printed is given in the next section: Annexure

Annexure 1: List of Reports printed with CIN

Here is the module-wise list of all the reports that can be printed with CIN:

Payroll	
Single Pay Slip	Passport Expiry
Multi Pay Slip	Visa Expiry
Multi Payslip Printing	Contact Expiry
Pay Sheet	Payroll Statutory Computation
Payroll Statement	Payroll Statutory Payhead Details
Employee Monthly Summary	Employee Breakup of PayHead
Attendance Sheet	NPS Subscriber Contribution Details
Employee Breakup of PayHead	NPS Summary
Payroll Register	Payroll Statutory Payhead Details
Employee Summary	Employee Breakup of PayHead
Pay Head Employee Breakup	PRAN Not Available
Ledger Monthly Summary	Gratuity Summary
Attendance Register	Gratuity Details
Group Vouchers	Income Tax Computation
All Employees Profile	Salary Projection
Payment Advice	Income Tax Challan Reconciliation
Single Employee Profile	PAN Not Available
Group of Employees	Employees Other Records
Salary/Wages Payment Summary	TDS Variance
Salary/Wages Moth wise Summary	Payment Advice (Payment Voucher)
Head Count Details	

Inventory	
Stock summary	Order details
Stock item monthly summary	Purchase order Book
Stock voucher report	Batch Vouchers
Godown summary	Batch summary
Godown Monthly summary	Voucher register
Godown vouchers	Voucher register extract
Stock Category summary	Item Voucher analysis
Stock transfer	Ageing analysis
Physical stock register	Item inward details
Movement analysis (Stock group Analysis)	Stock query
Movement analysis (Category Analysis)	Top buyers \sellers
Movement analysis (Stock item Analysis)	Cost estimation
Movement analysis (Group Analysis)	Stock Group Cost Analysis (Item cost analysis)
Movement analysis (Ledger Analysis)	Stock Item Cost Analysis (Item cost analysis)
Movement analysis (Transfer Analysis)	Cost track breakup (Item cost analysis)
Purchase Order Stock Group Outstandings	Inventory reorder status
Purchase Order Stock Category Outstandings	Purchase bills pending
Purchase Order Stock Item Outstanding	Negative Stock
Purchase Order Group Outstanding	Purchase Register
Purchase Order Ledger Outstanding	Debit note register

Job Work In	
Job Order Summary	Material Movement register
Components Order Summary	Stock from party
Job Order Details	Issue variance analysis
Component order Details	Receipt variance analysis
Job work In order book	Job Work In Issues with Variance
Material Out register	Job Work In Receipts with Variance
Material In register	

Job Work Out	
Job Order Summary	Material Movement register
Components Order Summary	Stock with job worker
Job Order Details	Issue variance analysis
Component order Details	Receipt variance analysis
Job work In order book	Job Work In Issues with Variance
Material Out register	Job Work In Receipts with Variance
Material In register	

Job Costing	
Job work analysis	Break up of Job\Project
Material consumption summary	Job\Project monthly summary
Material consumption stock summary	Job work vouchers

Schedule VI	
All Reports under this module	

VAT/CST	
VAT Computation report	VAT Sales Register
Commodity wise Purchase report	Forms Receivable (CST Reports)
Commodity wise Sales report	Forms Issuable (CST Reports)
VAT Register	CST Purchase Register
VAT Purchase Register	CST Sales Register

Service Tax	
Service Tax Computation	Input Credit Summary
Service Tax Payable (Bill Date wise)	Input Credit Reversal Details
Service Tax Payable (Realisation Date wise)	Exception Report - Update Service Category
Tax on Service Received	Exception Report - Un-Migrated Vouchers
Import of Services	

TDS and TCS	
TDS Computation	TDS Not Deducted Details
TDS Challan Reconciliation	PAN Not Available
TDS Payable (with Ageing analysis also)	PAN Not Available (All Ledgers)
TDS Ledger Outstandings (All Items)	Unknown Deductee Type
TDS Ledger Outstandings (One Item)	Migration Tool Reports
TDS Nature of Payment Outstandings (All Items)	TCS Payable
TDS Nature of Payment Outstandings (One Item)	TCS Ledger Outstandings



Excise for Dealers	
Excise Closing Stock	Excise Stock CENVAT Register (One Item)
Excise Stock Register	Custom Clearance Register (All Items)
Excise Purchase Bill Register	Custom Clearance Register (One Item)
Excise Stock CENVAT Register (All Items)	Party Wise Duty Extract

Excise for Manufacturers	
Excise Computation	CENVAT Credit Summary
Daily Stock Register (Summary - One Item)	CENVAT Credit Availed
Daily Stock Register (Summary - Multi Item)	RG23 Part II
Daily Stock Register (Summary – Tariff wise)	Annexure - 10
Daily Stock Register (Day wise - One Item)	Abstract
Daily Stock Register (Day wise - Multi Item)	Rule 16 Register
Daily Stock Register (Day wise – Tariff wise)	C1-1 Outstandings
PLA Register	C1-3 Outstandings
PLA Summary	

Banking	
Bank Reconciliation Statement	Payment Advice

Interest Calculation	
Interest Ledger	Interest Groups
Ledger Forex Gain/Loss	Voucher Types
Interest Receivable	Masters
Interest Payable	Users



Accounting Reports	
Day Book	Group Summary
Ledgers	Group Vouchers

Accounts Books	
Cash / Bank Book	Debit Note Register
Journal Register	Credit Note Register
Sales Register	POS Register
Sales Register (Voucher Registers)	Journal Register (Credit Note Register)

Statements of Accounts	
Outstanding Receivables	Outstanding Ledger
Outstanding Payables	Outstanding Groups

Cost Centres	
Category Summary	Ledger Breakup
Cost Centre Breakup	Group Breakup

MCA Reports	
Additional Details	Profit & Loss
Balance Sheet	Cash Flow

Cash/Fund Flow	
Cash Flow	Cash Flow Projection
Fund Flow	

Exception Reports	
Negative Ledgers	Reversing Journals
Overdue Receivables	Optional Vouchers
Overdue Payables	Post Dated Vouchers
Memorandum Vouchers	E-mail IDs

Statement of Inventory	
Sales Order Book	Sales Order Stock Items Outstandings
Sales Bill Pending	Sales Order Groups Outstandings
Sales Order Stock Group Outstandings	Sales Order Ledgers Outstandings
Sales Order Stock Categories Outstandings	Sales Order All Orders Outstandings

Annexures to Auditor Report (CARO)	
All reports under Fixed Assets	Loan and Advances granted by way of pledge Provisions applicable to Chit funds & Nidhi/mutual benefit fund/societies
All reports under Inventory	
All reports under Loans	Dealing or trading in Securities, Debentures etc Guarantees given by company for loans taken by others
Internal Control procedure	
All reports under Contracts or arrangements	Application of term loan
Public Deposits	Utilisation of Funds raised on short-term basis
Cost records	Preferential allotment of Shares
All reports under Statutory dues	Security or charge on Debentures issued Disclosure of end use of money raised by public issue
Accumulated losses	
Default in repayment of dues to financial institution or Bank etc.	Fraud noticed or reported

Audit and Compliance	
Accounting Standards	Audit Documentation
Auditing and Assurance Standards	Audit Programme

Annexure 2: List of Vouchers printed with CIN

Here is the list of all the vouchers that can be printed with CIN:

List of Vouchers	
Attendance Voucher	Sales in Voucher mode
Payroll Voucher	Credit note
Debit note	Excise Rull 11 Invoice (Manufacturer/Dealer)
Purchase voucher simple format	Excise Supplementary Invoice
Purchase Invoice in Accounting Invoice mode	VAT Sales invoice (For Kerala)
Purchase Invoice in Inventory Invoice mode	Payment Voucher (Payment Advice)
Job Work Out Order	Audit Journal
Job Work In Order	Receipt
Material In	Contra
Material Out	Journal
Rejection Out	Memorandum
Receipt note	Reversing Journal
Purchase order	Sales Order
Stock journal (with Class also)	Delivery Note
Physical stock	Receipt Note
Sales Invoice in Accounting Invoice mode	Rejections In
Sales Invoice in Inventory Invoice mode	