Receipts and Payments report in Tally.ERP 9

Did you know that Tally.ERP 9 has Receipts and Payments report that displays the cash flow summary of an organization with Cash and Bank balance for a specified period? Now, Non-Profit Organizations and NGO’s have a perfect solution for their book keeping and reporting requirements.

Non-Profit organizations (Charitable trust, Sports club, NGO’s etc.) are heavily dependent on their Incomes and Expenses report to manage and keep a track of their funds. To meet these requirements, Tally.ERP 9 presents Receipts and Payments report that provides cash flow summary of the organization. This report begins with the opening Cash and Bank balance at the commencement and ends with the closing Cash and Bank balance, in contrast to the Cash Flow report that does not consider the Opening Balance of cash.

The Receipts and Payments report shows only the realized amount of organization’s Incomes and Expenses for the specified period but not the outstanding receivables and payables. On the report, the receipts are presented on the debit side while payments are on the credit side. Most importantly, the report displays up to date information from the date of opening the Cash Book till the last entry of the date specified.

To view Receipts and Payments report in Tally.ERP 9:

- Go to Gateway of Tally > Display > Receipts and Payments
- Press ‘Alt+F1’ for Detailed View
**Different Options to view Receipts and Payments report**

You can view the report in various ways using different options available. To do this:

- Press ‘F12: Configuration’

<table>
<thead>
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<th>Configuration</th>
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<tbody>
<tr>
<td>Show Vertical Receipts &amp; Payments</td>
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<tr>
<td>Show Nett Opening &amp; Closing Balance only</td>
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<td>Show Nett balance for Ledgers</td>
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<td>Appearance of Names</td>
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<td>Scale Factor for Values</td>
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<td>Expand all levels in Detailed Format</td>
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1. By default, the report is shown horizontally, but you can also have vertical view. To do this:
   - Set ‘Show Vertical Receipts Payments’ set to ‘Yes’
2. You can also show only Nett Opening and Closing Balance instead of separate Balances for both Receipts and Payments.
   - Set ‘Show Nett Opening & Closing Balance Only’ to ‘Yes’
3. Instead of the default view of Ledgers Balance based on transaction, you can view just the ‘Nett balance for Ledgers’. This option enables viewing the net effect of the transactions with the parties. For this:

- Set ‘Show Nett balance for Ledgers’ is set to ‘Yes’.

The report will be displayed as shown below:
4. You can also change the ‘Display Name Style’ according to your requirements.

5. Different Scale Factors are also available to choose from.

6. You can also expand all the levels in detailed format. To do this:
   - Set ‘Expand all levels in Detailed Format’ to ‘Yes’

7. The Receipts and Payments report also allows you to view Cash/Bank Opening Summary. To do this:
   - Select either Opening Balance or Closing Balance in the report and press ‘Enter’
     - Press ‘F2: Period’ to change the period
     - Press ‘F5: Led- wise’ to view the ledger-wise report

8. You can view the summary of all the receipts and payments transactions. It will show the report based on the groups or sub-groups including their ledgers for specified period.
   - Select the required primary group from the report (e.g. Current Liabilities) and press ‘Enter’

The report appears as shown:
If required, the report also allows you to drill down to the voucher level.

In case you need to compare the currently opened Receipts and Payments report with different ones, you can do so by creating a new column. Here, you have the options to choose different company, different time periods and different currency. To do this:

- Press ‘Alt+N’ and specify the appropriate period or options as required
- Press ‘Alt+C’ and specify the required details

Hence, the Receipts and Payments report in Tally.ERP 9 provides a convenient way to view up to date cash flow summary to help you manage your funds better.