



RJ Receipts & Payments For All Tally Users

We can help you
Speed up your work
Simplify tasks
Do what you could not do before

Business Requirement

- ❖ Non-profit organizations—such as NGOs, Societies, and Associations—need to prepare a Receipts & Payments statement periodically in addition to the Income & Expenditure statement.

with Tally As-is

- ❖ Tally's Cash Flow report does not meet the requirements for this report.

with RJ Receipts & Payments

- ❖ The report conforms to the usual format required by non-profit organizations which can be displayed in both horizontal and vertical formats.
- ❖ Adjustments to Accounts used in Receipts and Payments are reflected in the originating Account; that is, an adjusted amount is shown in the originating Account as opposed to displaying the adjustment separately.
- ❖ A separate section displays all Contra transactions
- ❖ The report incorporates all the features of standard Tally reports—specifying different periods, displaying condensed or detailed formats, drill-down, exploding or collapsing groups, etc

RJ Info Matrix (M) Sdn. Bhd.
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RJ Receipts & Payments

| RJ Receipts & Payments | | Non-Profit Organisation | | Ctrl + M | |
|-------------------------------|-------------|---------------------------|-----------------------|---------------------------|--------------------|
| Non-Profit Organisation | | Non-Profit Organisation | | Non-Profit Organisation | |
| 1-Apr-2007 to 31-May-2007 | | 1-Apr-2007 to 31-May-2007 | | 1-Apr-2007 to 31-May-2007 | |
| OPENING BALANCE | | | | | |
| RECEIPTS | | | | | |
| Direct Incomes | | 45,000.00 | | | |
| Members' Subscription | 26,000.00 | | | | |
| Rental Income | 19,000.00 | | | | |
| Indirect Incomes | | 1,62,400.00 | | | |
| Donations | 1,60,000.00 | | | | |
| Sundry Income | 2,400.00 | | | | |
| Total | | 2,07,400.00 | | | |
| TRANSFERS IN (Contra) | | | | | |
| Cash-in-hand | 7,500.00 | | Indirect Expenses | | 64,430.00 |
| Cash | 7,500.00 | | Bank Charges | 400.00 | |
| | | | Electricity | 800.00 | |
| | | | Other Utilities | 550.00 | |
| | | | Phone | 1,700.00 | |
| | | | Printing & Stationery | 2,080.00 | |
| | | | Rent Expense | 8,900.00 | |
| | | | Salary | 50,000.00 | |
| | | | Total | | 64,430.00 |
| TRANSFERS OUT (Contra) | | | | | |
| | | | Bank Accounts | 7,500.00 | |
| | | | Canara Bank | 7,500.00 | |
| | | | | | 5 more ... |
| GRAND TOTAL | | 2,15,050.00 | GRAND TOTAL | | 2,15,050.00 |

- ❖ The left hand side of the report shows the Opening Balance of the Bank and Cash Accounts, the Receipts during the period, and the transfers into the Cash and Bank accounts
- ❖ The right hand side of the report shows the Payments, the transfers out, and the Closing Balance of the Bank and Cash Accounts for the period.
- ❖ At the bottom, the Report shows the Grand Totals for the Inflows and Outflows.
- ❖ The report incorporates all the features of Tally reports
 - The report can display a Detailed or a Condensed view of the ledgers.
 - The report can be displayed in a Vertical or Horizontal format.
 - You can drill down on any account.
 - You can selectively expand or collapse any group.

- ❖ Adjustments to Accounts in the Receipts or Payments are reflected in the originating account.

| RJ Receipts & Payments | | Non-Profit Organisation | | Ctrl + M | |
|-------------------------------|-----------|---------------------------|--------------------|---------------------------|--------------------|
| Non-Profit Organisation | | Non-Profit Organisation | | Non-Profit Organisation | |
| 1-May-2007 to 31-May-2007 | | 1-May-2007 to 31-May-2007 | | 1-May-2007 to 31-May-2007 | |
| OPENING BALANCE | | | | | |
| Cash-in-hand | | 2,800.00 | | | |
| Cash | 2,800.00 | | | | |
| Bank Accounts | | 1,54,000.00 | | | |
| Canara Bank | | 1,54,000.00 | | | |
| RECEIPTS | | | | | |
| Direct Incomes | | 23,500.00 | | | |
| Members' Subscription | 14,000.00 | | | | |
| Rental Income | 9,500.00 | | | | |
| Indirect Incomes | | 17,400.00 | | | |
| Donations | 15,000.00 | | | | |
| Sundry Income | 2,400.00 | | | | |
| Total | | 40,900.00 | | | |
| TRANSFERS IN (Contra) | | | | | |
| Cash-in-hand | 2,500.00 | | | | |
| Cash | 2,500.00 | | | | |
| | | | | | 4 more ... |
| GRAND TOTAL | | 2,00,350.00 | GRAND TOTAL | | 2,00,350.00 |
| PAYMENTS | | | | | |
| Indirect Expenses | | | 54,730.00 | | |
| Bank Charges | | 400.00 | | | |
| Electricity | | 800.00 | | | |
| Other Utilities | | 550.00 | | | |
| Phone | | 900.00 | | | |
| Printing & Stationery | | 880.00 | | | |
| Rent Expense | | 8,900.00 | | | |
| Salary | | 50,000.00 | | | |
| Total | | | 54,730.00 | | |
| TRANSFERS OUT (Contra) | | | | | |
| Bank Accounts | | 2,500.00 | | | |
| Canara Bank | | 2,500.00 | | | |
| | | | | | 5 more ... |
| GRAND TOTAL | | 2,00,350.00 | GRAND TOTAL | | 2,00,350.00 |

| Ledger: Rent Expense | | Non-Profit Organisation | | Ctrl + M | |
|---------------------------|-------------|---------------------------|--------|---------------------------|-----------------|
| 1-May-2007 to 31-May-2007 | | 1-May-2007 to 31-May-2007 | | 1-May-2007 to 31-May-2007 | |
| Date | Particulars | Vch Type | Vch No | Debit | Credit |
| 31-5-2007 | Canara Bank | Payment | 10 | 1,650.00 | |
| 31-5-2007 | Canara Bank | RP Jml | 1 | | 160.00 |
| | | | | Current Total | 1,850.00 |