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17CMU111 FINANCIAL ACCOUNTING - (PRACTICAL)

COURSE OBJECTIVE

- Accounting is an integral part of company's financial system. However, there is more to a career in finance then Accountancy.
- This course aims at a holistic view of finance in company with an emphasis to other areas of Accounting, Taxation and Banking Services.

LEARNING OUTCOME

- > To provide practical knowledge on accounting practices
- ➢ To know the accounting through Tally
- In Tally we can learn how to prepare and maintaining the company's profit and loss account

TALLY – PRACTICAL LIST

- 1. Create a new company in integrate accounts mode and account with inventory mode
- 2. Create a primary and subgroups using single or multiple ledger modes.

3. Create minimum 10 ledgers using single or multiple ledgers and alter and delete any 2 ledger.

4. Create a new company, ledger and record minimum 10 transactions without adjustment.

5. Create a new company, ledger and record minimum 10 transactions with any five adjustments and display the relevant results.

6. Enter the following voucher

- Payment vouchers
- Receipt
- Purchases
- Sales
- Credit note

- Debit note
- Journals
- Memo
- Optional
- 7. Prepare trail balance for the company

8. Prepare profit and loss account and balance sheet (with minimum of any 5 adjustments)

KARPAGAM ACADEMY OF HIGHER EDUCATION KARPAGAM UNIVERSITY (Established Under section 3 of the UGC Act, 1956) Pollachi Main Road, Eachanari (Post), Coimbatore – 641 021.

DEPARTMENT OF COMMERCE

UG MODEL PRACTICAL EXAMINATION SEPTEMBER-2017

SPLITUP

SUBJECT CODE: 17CMU111

DATE AND SESSION: 20.09.2017 & FN

SUBJECT NAME: FINANCIAL ACCOUNTING PRACTICAL

- 1. Create a primary and sub groups using single or multiple ledger mode
- 2. Enter the following transactions and display the balance sheet

Raju Commenced business with a Capital	
	1000000
Opened a bank account with SBI by depositing	20000
Paid rent	2000
Sold goods for cash	4500
Received Rent	5000
Paid Office furniture	10000
Wages Paid	5500
Paid office Expenses	12000
Discount Allowed	1500
Discount Received	20000

- 1. Create a new company with Inventory mode
- 2. Create purchase voucher
- 1. Create ten multiple ledgers and alter & delete any two ledgers
- 2. Enter the following transactions and display the profit and loss account

Paid office rent	1800
Paid for fuel expenses	30000
Discount received	20000
Paid Telephone charges	1500
Paid insurance premium	1000
Received a commission	25000
Paid wages	15000

- 1. Create optional Voucher
- 2. Create payment and receipt voucher
- 1. Create Journal and Memo voucher
- 2. Enter the following transactions and display the balance sheet

er the following transactions and display	y the balance sheet
Introduced capital	150000
Paid office Expenses	12000
Discount Allowed	15000
Discount Received	20000
Paid office rent	18000
Paid for fuel expenses	30000
Discount received	20000
Paid Telephone charges	1500
Paid insurance premium	1000
Received a commission	50000

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 (a)

Payment voucher

Date:07.08.17

Aim:

To create the payment voucher for the following transaction

- a) Meet travelling expenses Rs.300
- b) Paid wages Rs.300
- c) Paid rent Rs.800

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 3: Create ledger for travelling expenses under indirect expenses and cash under cash

in hand.

Step 4: Press "y" to accept or press enter button.

Step 5: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F5 or select payment

voucher in button panel.

Step 6: Payment voucher screen appears then change the date by pressing F2 and make the

payment transaction either payment or receipt as per account.

Step 7: Press "y" or enter to accept the transaction.

Step 8: Stop the process.

CODE: 17CM	U 111		COURSE NA		BATCH-2	017-2
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6(d)

Sales voucher

Date:10.08.17

Aim:

To create sales voucher for the following transaction

a) Sold goods to Mohan on credit Rs.2000

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 3: Create ledger for sales and Mohan

Step 4: Press "y" to accept or press enter button

Step 5: Select Gateway of Tally →Accounting voucher → Press F8 or select sales voucher in button panel.

Step 6: Sales voucher screen appears then change the date by pressing F2 and make the

sales transaction either debit or credit as per account.

Step 7: Press "y" or enter to accept the transaction.

Step 8: Stop the process.

Output:

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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 g)

Date: 24.08.17

Journal voucher

Aim:

To create journal voucher for the transaction of purchase of furniture and depreciation Rs.500

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger.

Step 3: Create ledger for furniture under fixed assets and depreciation under indirect

expenses.

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F7 \rightarrow Select journal voucher in

button panel.

Step 5: The journal voucher screen appears than change the data by using pressing F2 key and

make the panel transaction either debit or credit as per account.

Step 6: Journal voucher screen appears to make the debit note transaction either debit or

credit as per account.

Step 7: Press "y" or enter to accept the transaction.

Step 8: Stop the process.



Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 8 (b)

Balance sheet

Date: 14.09.17

Aim:

To prepare a balance sheet account of a company

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger

Step 3: To create multiple ledger for capital account, bank account, current account, current

liabilities, fixed asset.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all expenses

in payment voucher.

Step 5: Select Gateway of Tally \rightarrow enter the display

Step 6: Choose balance sheet

Step 7: Stop the process.



Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 1

Creation of New Company

Date: 01.07.17

Aim:

To create a new company with accounts only mode or accounts with inventory mode.

Algorithm:

Step 1: Start \rightarrow All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally \rightarrow Company info \rightarrow Create company.

Step 3: The company screen will appear enter the various details like company name,

address, mail id, financial year, password, and etc.

Step 4: It has two option accounts only and accounts inventory mode choose any option.

Step 5: After entering the details press enter key to save the company name or click yes or

no in pop- up menu.

Step 6: Stop the process.

CLASS: I B.Com (BPS) COURSE CODE: 17CMU111 Output:

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

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Result:

Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 2

CREATION OF GROUP SINGLE MODE

Date: 06.07.17

Aim:

To create a primary and sub groups using single or multiple ledger mode.

Algorithm:

Step 1: Start \rightarrow All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally \rightarrow Account info \rightarrow Single group

 \rightarrow Create company.

Primary group

Step 3: The group creation screen appears to enter the name of the group name under the

primary group.

Example: Rent \rightarrow Primary.

Sub group

Step 4: The group creation screen appears enter the sub group name under the specify

group name. 🧹

Example: Wages \rightarrow Direct expenses.

Step 5: After entering the details press enter key or select yes or no to accept the group

creation.

Step 6: Stop the process.

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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 3

CREATION OF GROUP MULTIPLE MODE

Date: 13.07.17

Aim:

To create the groups under multiple mode

Algorithm:

Step 1: Start \rightarrow All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally \rightarrow Account info \rightarrow Multiple mode

 \rightarrow Create company.

Step 3: The multiple group creation screen appears to enter the list of group enter the

specific name.

Step 4: The group creation screen appears to enter the sub group name under the specific

group name.

Step 5: Stop the process.

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2.	INDIAN BANK		Bank Accounts	
3.	ICICI		Bank Accounts Bank Accounts	
5.	TMB			
			List of Groups	
			Dank Japanete	
			Bank OCC A/c	
			Bank OD A/c	
			Branch / Divisions	
			Cash-in-hand	
			Current Assets	
			Current Liabilities	
			Direct Expenses	
			Direct Incomes	
			Duties & Taxes	
			Expenses (Indirect)	
			Fixed Assets	
			Income (Direct)	
			Indirect Expenses	
			16 more]	G: Groups
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Thus the program has been executed successfully and the output is verified.

KARPAGAM ACADEMY OF HIGHER EDUCATION COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

CLASS: I B.Com COURSE CODE: 17CMU111

BATCH-2017-2020

Exercise no: 4

Creation of ledger using single ledger mode

Date: 31.07.17

Aim:

To create a ledger using single or multiple mode with alter and delete any two entries.

Algorithm:

Step 1: Start \rightarrow All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally \rightarrow Account info \rightarrow Single ledger

 \rightarrow Create.

Step 3: Enter the name of ledger under the specific group name.

Step 4: If needed give the opening balance either in debit or credit or entries amount in

vouchers.

Step 5: Save the process.

Alter:

Step 1: Go to Gateway of Tally \rightarrow Account info \rightarrow Ledger \rightarrow Single Ledger \rightarrow Alter.

Step 2: If any change required in name group or opening balance for alter and press enter

to save it.

Delete:

Step 1: Go to Gateway of Tally \rightarrow Alter \rightarrow than Delete the ledger by pressing Alt key.

Step 2: Press enter to save the process.

Step 3: Stop the process.

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						G: Groups
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			Accept ?			B: Budget
	Opening Balance (on 1-Apr-2	1917) :	Yes or No			V: Vch Type
Calculator		ODBC Server			Ctrl + N	
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 5

Creation of ledger using multiple ledger mode

Date: 05.08.17

Aim:

To create a ledger using multiple mode with alter and delete any two entries.

Algorithm:

Step 1: Start \rightarrow All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally \rightarrow Account info \rightarrow Single ledger

 \rightarrow Create.

Step 3: Enter the name of ledger under the specific group name.

Step 4: If needed give the opening balance either in debit or credit or entries the amounts

in vouchers.

Step 5: Save the process.

Alter:

Step 1: Go to Gateway of Tally \rightarrow Account info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Alter.

Step 2: If any change required in name group or opening balance for alter and press enter

to save it.

Step 3: Stop the process.

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5	Purchase Return		Purchase Accounts	
6	Parmesshwar		Sundry Creditors	
7	Wages		Direct Expenses	
0	Sales Peturn		Sales Accounts	
10	Kannan		Sundry Debtors	
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12	Furniture		Fixed Assets	
13	Buildings		Fixed Assets	
			List of Groups	
			1 5 more	
			Cash-in-hand	
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			Direct Expenses	
			Direct Incomes	
			Duties & Taxes	
			Expenses (Direct)	
			Expenses (Indirect)	
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 (b)

Receipt voucher

Date: 10.08.17

Aim:

To create the receipt voucher for the following transaction

- a) Received an amount from Krishnan Rs.8000
- b) Commission received Rs.500

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow

Create.

Step 3: Create ledger for commission received under indirect income and also create

ledger for other items.

Step 4: Press "y" to accept or press enter button.

Step 5: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F6 or select receipt

voucher in button panel.

Step 6: Receipt voucher screen appears then change the date by pressing F2 and make

the receipt transaction either payment or receipt as per account.

Step 7: Press "y" or enter to accept the transaction.

Step 8: Stop the process.



Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 c)

Purchase voucher

Date: 10.08.17

Aim:

To create purchase voucher for the following transaction

a) Purchased goods for Rs 3,000.

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 3: Create ledger for purchase and cash.

Step 4:Press "y" to accept or press enter button.

Step 5: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F9 or select purchase voucher in

button panel.

Step 6: Purchase voucher screen appears then change the date by pressing F2 and make the

purchase transaction either debit or credit as per account.

Step 7: Press "y" or enter to accept the transaction.

Step 8: Stop the process.

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Current Balance :						F6: Receipt
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 (e)

Credit note voucher

Date: 24.08.17

Aim:

To create the credit, note voucher for the following transaction

a) Kannan sold goods for Rs.2000 and goods return for Rs.225

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 3: Create ledger for Kannan under sundry debtors and sales return under sales account.

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F8 or select credit

note voucher in button panel.

Step 5: Go to features menu change "yes" option for debit note and credit note vouchers.

Step 6: Press "y" or enter to accept the transaction.

Step 7: Stop the process.

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Ref. :									Saturday F4: Contra
Party's A/c Name :	Kannan								F5: Payment
Current Balance :	as Datum								F6: Receipt
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 (f)

Debit note voucher

Date: 24.08.17

Aim:

To create the Debit note voucher for the following transaction

a) Parameshwar returned goods Rs.500.

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 3: Create ledger for prameshwar sundry creditor and purchase return under purchase

Account.

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F9 or select debit note voucher in button panel.

Step 5: Debit note screen appears to make the debit note transaction either debit or credit

as per account.

Step 6: Press "y" or enter to accept the transaction.

Step 7: Stop the process.

CLASS: I B.Com (BPS) COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

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Result:

Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6 (h)

Memo voucher

Date:24.08.17

Aim:

To create memo voucher for the following transaction

a) Paid for office expenses

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger.

Step 3: Create ledger for office expenses under office accountand cash under cash in hand.

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F10 \rightarrow Select memo voucher

In button panel.

Step 5: The memo voucher screen appears than change the data by using pressing F2 key

and make the panel transaction either debit or credit as per account.

Step 6: Press "y" or enter to accept the transaction.

Step 7: Stop the process.



Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 6(i)

Optional voucher

Date: 24.08.17

Aim:

To create optional voucher for the following transaction

a) Commission received Rs.200

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger.

Step 3: Create ledger for commission received under indirect income and cash under cash in

Hand.

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Select optional voucher in button

Panel.

Step 5: The optional voucher screen appears than change the data by using pressing F2 key

and make the panel transaction either debit or credit as per account.

Step 6: Press "y" or enter to accept the transaction.

Step 7: Stop the process.

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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 7

Trail balance

Date: 31.08.17

Aim:

To prepare the trail balance of the company

Algorithm:

Step 1:Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger

Step 3: To create multiple ledger for capital account, bank account, direct expenses,

indirect expenses.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all

expenses in payment voucher.

Step 5: Select Gateway of Tally \rightarrow Enter the display

Step 6: To choose trial balance.

Step 7: Stop the process.

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Purchase Accounts		3,000.00 500.00	
Direct Expenses Indirect Incomes		300.00 500.00 500.00	
Indirect Expenses		1,100.00	
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 8(a)

Profit and loss account

Date: 11.09.17

Aim:

To prepare a profit and loss account of a company

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger

Step 3: To create multiple ledger for capital account, bank account, current account, current

liabilities, fixed asset.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all

expenses in payment voucher.

Step 5: To choose profit and loss account.

Step 6: Stop the process.

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Wages		300.00			
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Thus the program has been executed successfully and the output is verified.

CLASS: I B.Com COURSE CODE: 17CMU111

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL BATCH-2017-2020

Exercise no: 8 (b)

Balance sheet

Date: 14.09.17

Aim:

To prepare a balance sheet account of a company

Algorithm:

Step 1: Start \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow Ledger

Step 3: To create multiple ledger for capital account, bank account, current account, current

liabilities, fixed asset.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all expenses

in payment voucher.

Step 5: Select Gateway of Tally \rightarrow enter the display

Step 6: Choose balance sheet

Step 7: Stop the process.



Thus the program has been executed successfully and the output is verified.