

		Semester I
		L T P C
17CMU111	FINANCIAL ACCOUNTING - (PRACTICAL)	- - 3 1

COURSE OBJECTIVE

- Accounting is an integral part of company's financial system. However, there is more to a career in finance than 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

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → 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 → Accounting voucher → 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.

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

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

The screenshot displays the 'Accounting Voucher Creation' window in Tally 9. The voucher is a 'Payment' type, numbered 'No. 1', dated '1-Apr-2017' (Saturday). The account is 'Cash' with a current balance of 2,700.00 Cr. The voucher details are as follows:

Particulars	Amount
Travelling Expenses Cur Bal : 300.00 Dr	300.00
Wages Cur Bal : 300.00 Dr	300.00
Rent Cur Bal : 800.00 Dr	800.00
Narration:	1,400.00

The total amount of 1,400.00 is shown at the bottom right of the voucher grid. An 'Accept?' dialog box with 'Yes or No' options is visible in the bottom right corner. The interface includes a menu bar with options like 'Print', 'Export', 'E-Mail', 'Upload', 'Language', 'Keyboard', and 'Help'. A toolbar on the right side contains function keys F1 through F12. The status bar at the bottom shows 'Gateway of Tally --> Accounting Voucher Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '14:07:31'.

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → 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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CLASS: I B.Com (BPS)
COURSE CODE: 17CMU11

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

The screenshot shows the Tally 9 Accounting Voucher Creation interface. The window title is 'Tally 9'. The main menu bar includes 'Print', 'Export', 'E-Mail', 'Upload', 'Language', 'Keyboard', and 'Help'. The current voucher is titled 'Accounting Voucher Creation' and is for 'Sales' No. 1, dated '1-Apr-2017' (Saturday). The party name is 'Mohan', and the sales ledger is 'Sales'. The voucher contains one entry: 'GOODS' with a quantity of 1, a rate of 2,000.00, and an amount of 2,000.00. The narration is 'Being goods are sold on credit'. A dialog box 'Accept?' with 'Yes or No' options is visible over the bottom right of the voucher. The bottom status bar shows 'Gateway of Tally -> Accounting Voucher Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '14:03:19'.

Result:

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

Exercise no: 6 g)

Journal voucher

Date: 24.08.17

Aim:

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

Algorithm:

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

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

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

Step 4: Select Gateway of Tally → Accounting voucher → Press F7 → 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.

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CLASS: I B.Com (BPS)

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020

The screenshot shows the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the application is "TallyGold - Multi-User". The user is "EDUCATIONAL". The window contains the following information:

- Company: Karthi
- Date: 1-Apr-2017 (Saturday)
- Voucher Type: Journal No. 1
- Particulars:
 - By Depreciation (Cur Bal: 500.00 Dr) 500.00
 - To Furniture (Cur Bal: 500.00 Cr) 500.00
- Narration: (empty)
- Total: 500.00 (Debit) / 500.00 (Credit)

The window also features a menu bar with options: Print, Export, E-Mail, Upload, Language, Keyboard, Help. A right-hand sidebar contains function keys: F1: Accounts Buttons, F1: Inventory Buttons, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F8: Credit Note, F9: Purchase, F9: Debit Note, F10: Rev Jml, F10: Memos, T: Post-Dated, L: Optional, F11: Features, F12: Configure. A bottom status bar shows: Gateway of Tally --> Accounting Voucher Creation, 9 - Release.1.11 (English), Mon, 18 Sep, 2017, 14:14:40.

Result:

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

Exercise no: 8 (b)

Balance sheet

Date: 14.09.17

Aim:

To prepare a balance sheet account of a company

Algorithm:

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

Step 2: Go to Gateway of Tally → Accounts info → 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 → enter the display

Step 6: Choose balance sheet

Step 7: Stop the process.

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CLASS: I B.Com (BPS)

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020

Liabilities		Assets	
Karthi as at 1-Apr-2017		Karthi as at 1-Apr-2017	
Capital Account		Current Assets	7,100.00
Loans (Liability)		Closing Stock	1,225.00
Current Liabilities	7,500.00	Sundry Debtors	1,775.00
Sundry Creditors	7,500.00	Cash-in-hand	4,100.00
Fixed Assets	500.00	Profit & Loss A/c	900.00
Furniture	500.00	Opening Balance	
		Current Period	900.00
Total	8,000.00	Total	8,000.00

Result:

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

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 → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Company info → 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.

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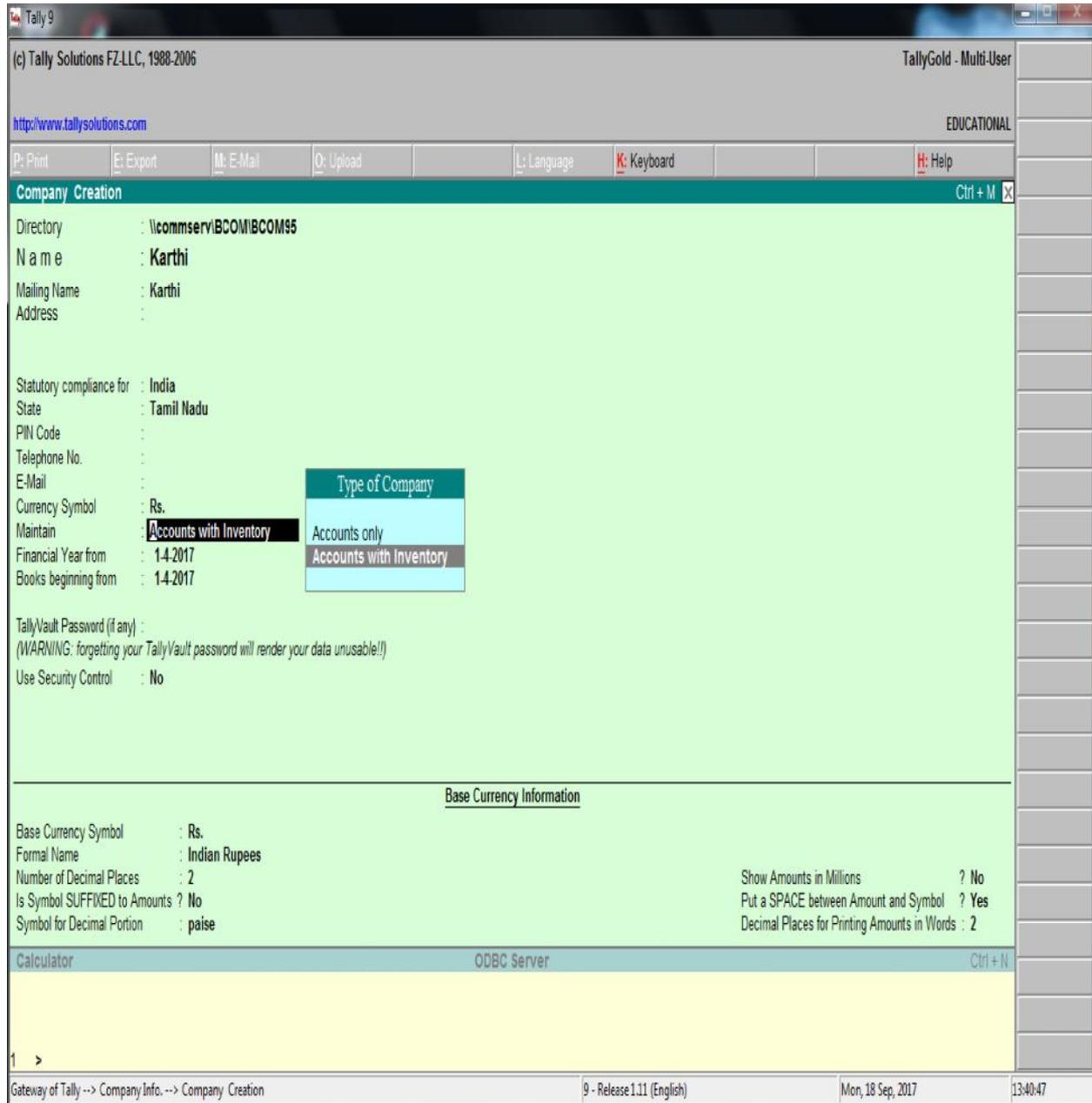
CLASS: I B.Com (BPS)

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020

Output:



Result:

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

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CLASS: I B.Com

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

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 → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

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

→ 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 → Primary.

Sub group

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

Example: Wages → 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.

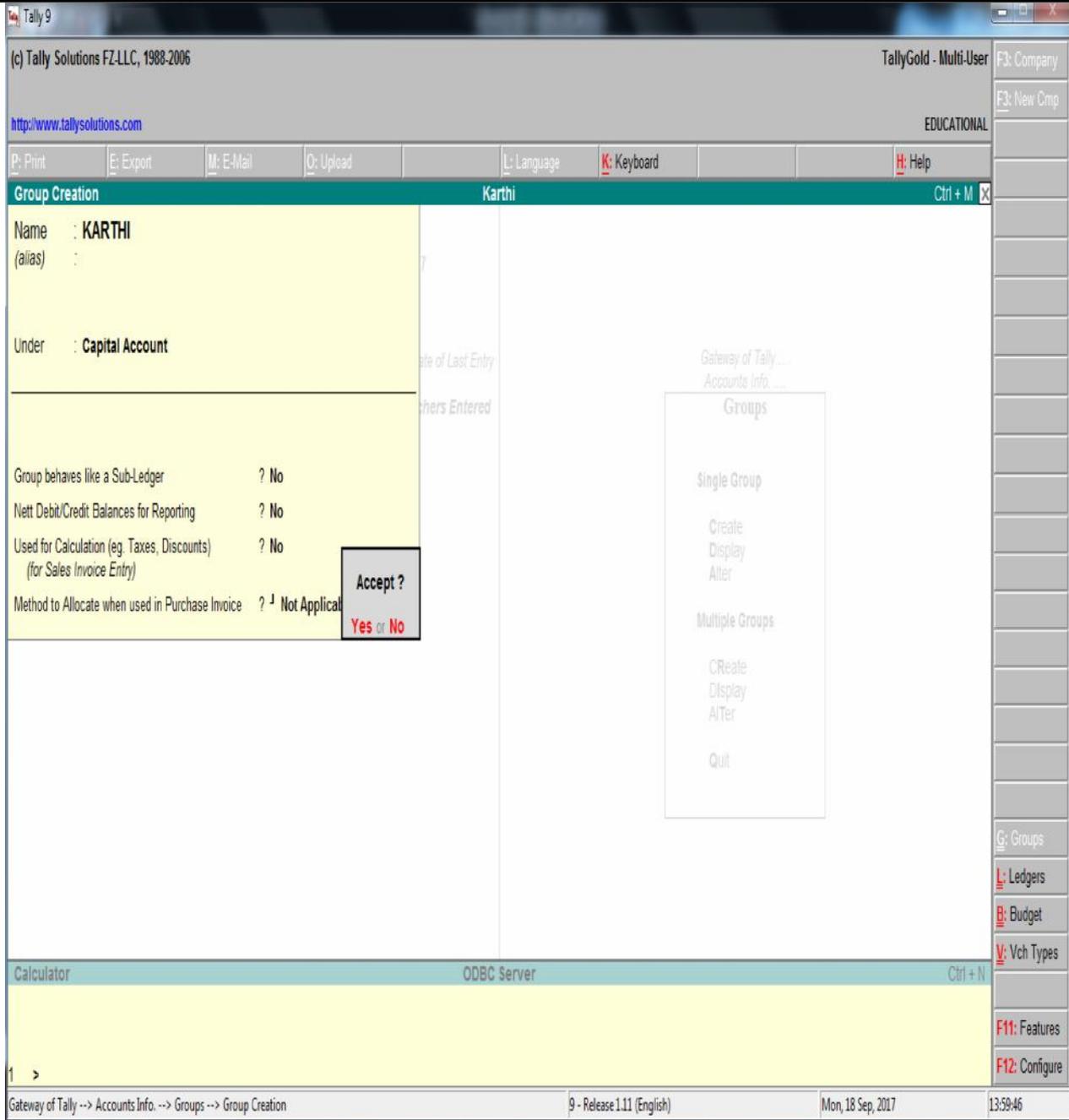
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COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020



Result:

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

Exercise no: 3

CREATION OF GROUP MULTIPLE MODE

Date: 13.07.17

Aim:

To create the groups under multiple mode

Algorithm:

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

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

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

**COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020**

(c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User
http://www.tallysolutions.com EDUCATIONAL
P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Multi Group Creation Karthi Ctrl + M X

Under Group : All Items

S.No.	Name of Group	Under
1.	SBI	Bank Accounts
2.	INDIAN BANK	Bank Accounts
3.	SYNDICATE BANK	Bank Accounts
4.	ICICI	Bank Accounts
5.	TMB	

List of Groups

- Bank Accounts
- Bank OCC A/c
- Bank OD A/c
- Branch / Divisions
- Capital Account
- Cash-in-hand
- Current Assets
- Current Liabilities
- Deposits (Asset)
- Direct Expenses
- Direct Incomes
- Duties & Taxes
- Expenses (Direct)
- Expenses (Indirect)
- Fixed Assets
- Income (Direct)
- Income (Indirect)
- Indirect Expenses

16 more ...

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Accounts Info. --> Groups --> Multi Group Creation 9 - Release 1.11 (English) Mon, 18 Sep, 2017 13:57:02

Result:

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

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 → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Single ledger
→ 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 → Account info → Ledger → Single Ledger → 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 → Alter → then Delete the ledger by pressing Alt key.

Step 2: Press enter to save the process.

Step 3: Stop the process.

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

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

The screenshot displays the Tally 9 software interface during the 'Ledger Creation' process. The main window title is 'Tally 9' and the user is logged in as 'Karthi'. The software version is 'TallyGold - Multi-User'. The company name is '(c) Tally Solutions FZ.LLC, 1988-2006'. The website 'http://www.tallysolutions.com' is visible. The 'Ledger Creation' window shows the following details:

- Name:** Sales
- (alias):** (empty)
- Under:** Sales Accounts
- Inventory values are affected:** ? Yes
- Mailing Details:** Name, Address, State, PIN Code (all empty)
- Tax Information:** PAN / IT No., Sales Tax No. (all empty)
- Total Op. Bal.:** (empty)

A context menu is open over the 'Ledgers' section, showing options: 'Single Ledger', 'Multiple Ledgers', 'Create', 'Display', 'Alter', 'Credit Limits', and 'Quit'. An 'Accept?' dialog box is visible at the bottom right, with 'Yes' and 'No' options. The status bar at the bottom shows 'Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '13:44:56'.

Result:

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

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 → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Single ledger
→ 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 → Account info → Ledger → Multiple Ledger → 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.

KARPAGAM ACADEMY OF HIGHER EDUCATION

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

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

(c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User
<http://www.tallysolutions.com> EDUCATIONAL
 P: Print E: Export M: E-Mail Q: Upload L: Language K: Keyboard H: Help
Multi Ledger Creation Karthi Ctrl + M
 Under Group : All Items For 1-Apr-2017

S.No.	Name of Ledger	Under	Opening Balance
1.	Mohan	Sundry Debtors	
2.	Raman	Sundry Creditors	
3.	Travelling Expenses	Indirect Expenses	
4.	Krishnan	Sundry Creditors	
5.	Purchase Return	Purchase Accounts	
6.	Parmeshwar	Sundry Creditors	
7.	Wages	Direct Expenses	
8.	Rent	Indirect Expenses	
9.	Sales Return	Sales Accounts	
10.	Kannan	Sundry Debtors	
11.	Comission	Indirect Incomes	
12.	Furniture	Fixed Assets	
13.	Buildings	Fixed Assets	

List of Groups
 ↑ ... 5 more
 Cash-in-hand
 Current Assets
 Current Liabilities
 Deposits (Asset)
 Direct Expenses
 Direct Incomes
 Duties & Taxes
 Expenses (Direct)
 Expenses (Indirect)
 Fixed Assets
 ↓ 19 more ...

Calculator ODBC Server Ctrl + N
 1 >
 Gateway of Tally --> Accounts Info. --> Ledgers --> Multi Ledger Creation 9 - Release 1.11 (English) Mon, 18 Sep, 2017 13:54:29

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → 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 → Accounting voucher → 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.

KARPAGAM ACADEMY OF HIGHER EDUCATION

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

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

(c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User
<http://www.tallysolutions.com> EDUCATIONAL

P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help

Accounting Voucher Creation Karthi Ctrl + M

Receipt No. 1 1-Apr-2017 Saturday

Account: **Cash**
 Cur Bal: 12,400.00 Cr

Particulars		Amount
Krishnan		8,000.00
Cur Bal: 8,000.00 Cr		
On Account	8,000.00 Cr	
Comission		500.00
Cur Bal: 500.00 Cr		
Narration:		8,500.00

Accept ?
Yes or No

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1.11 (English) Mon, 18 Sep, 2017 14:08:41

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → 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 → Accounting voucher → 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.

KARPAGAM ACADEMY OF HIGHER EDUCATION

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

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
BATCH-2017-2020

The screenshot displays the Tally 9 Accounting Voucher Creation interface. The main window is titled 'Accounting Voucher Creation' and shows a 'Purchase' voucher for 'No. 1' dated '1-Apr-2017' (Saturday). The reference is 'cas'. The party's account name is 'Cash', and the purchase ledger is 'Purchase'. A table lists the items:

Name of Item	Quantity	Rate per	Amount
GOODS			3,000.00
↓ End of List			

The 'Narration' field is active, and an 'Accept?' dialog box is shown with 'Yes or No' options. The bottom status bar indicates the current window is 'Gateway of Tally --> Accounting Voucher Creation', the software version is '9 - Release 1.11 (English)', the date is 'Mon, 18 Sep, 2017', and the time is '14:06:16'.

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

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

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

Step 4: Select Gateway of Tally → Accounting voucher → 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.

KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I B.Com (BPS)

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020

The screenshot shows the Tally 9 Accounting Voucher Creation window. The title bar reads "Tally 9" and "TallyGold - Multi-User". The window contains the following information:

- Company: Karthi
- Voucher Type: Credit Note
- Voucher No: 1
- Date: 1-Apr-2017 (Saturday)
- Party's A/c Name: Kannan
- Current Balance:
- Sales Ledger: Sales Return

Name of Item	Quantity	Rate per	Amount
GOODS			225.00
J End of List			

Narration: _____

Calculator ODBC Server

Gateway of Tally --> Accounting Voucher Creation | 9 - Release 1.11 (English) | Mon, 18 Sep, 2017 | 14:11:11

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

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

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

Step 4: Select Gateway of Tally → Accounting voucher → 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.

KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I B.Com (BPS)

COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL

COURSE CODE: 17CMU111

BATCH-2017-2020

The screenshot shows the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the main title is "Accounting Voucher Creation". The user is logged in as "Karthi". The voucher type is "Debit Note" and the number is "No. 1". The date is "1-Apr-2017" and the day is "Saturday". The voucher is for a "Purchase Return" of 500.00. The particulars are as follows:

Particulars	Debit	Credit
By Parmeshwar Cur Bal : 500.00 Dr On Account 500.00 Dr	500.00	
To Purchase Return Cur Bal : 500.00 Cr		500.00
	500.00	500.00

The window also shows a "Narration:" field and an "Accept ?" dialog box with "Yes or No" options. The status bar at the bottom indicates "Gateway of Tally --> Accounting Voucher Creation", "9 - Release 1.11 (English)", "Mon, 18 Sep, 2017", and "14:09:42".

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

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

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

Step 4: Select Gateway of Tally → Accounting voucher → Press F10 → 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.

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BATCH-2017-2020

The screenshot shows the 'Accounting Voucher Creation' window in Tally 9. The voucher is a Memorandum (No. 1) dated 1-Apr-2017 (Saturday). The entries are as follows:

Particulars	Debit	Credit
By Purchase Cur Bel : 5,500.00 Dr	2,500.00	
By Rent Cur Bel : 1,200.00 Dr	400.00	
By Wages Cur Bel : 500.00 Dr	200.00	
To Cash Cur Bel : 1,000.00 Dr		3,100.00
Narration:	3,100.00	3,100.00

At the bottom right of the voucher window, there is an 'Accept?' dialog box with 'Yes or No' options. The status bar at the bottom indicates 'Gateway of Tally --> Accounting Voucher Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '14:17:03'.

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

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

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

Step 4: Select Gateway of Tally → Accounting voucher → 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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COURSE NAME: FINANCIAL ACCOUNTING PRACTICAL
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The screenshot shows the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the user is "TallyGold - Multi-User". The window is titled "Accounting Voucher Creation" and the user is "Karthi". The voucher type is "Receipt" and the number is "No. 2". The date is "1-Apr-2017" and the day is "Saturday". The account is "Cash" and the current balance is "3,900.00 Dr". The voucher is marked as "Optional". The particulars table shows a single entry: "Comission" (Note: misspelled as 'Comission') with a current balance of "700.00 Cr" and an amount of "200.00". The narration is empty. The window has a menu bar with options: Print, Export, E-Mail, Upload, Language, Keyboard, Help. The window also has a toolbar with function keys: F1: Accounts Routines, F1: Inventory Buttons, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F8: Credit Note, F9: Purchase, F9: Debit Note, F10: Rev Jml, F10: Memos, T: Post-Dated, L: Regular, F11: Features, F12: Configure. The window also has a status bar with the text: Gateway of Tally --> Accounting Voucher Creation, 9 - Release 1.11 (English), Mon, 18 Sep, 2017, 14:18:36.

Particulars	Amount
Comission Cur Bal : 700.00 Cr	200.00

Result:

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

Exercise no: 7

Trail balance

Date: 31.08.17

Aim:

To prepare the trail balance of the company

Algorithm:

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

Step 2: Go to Gateway of Tally → Accounts info → 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 → Enter the display

Step 6: To choose trial balance.

Step 7: Stop the process.

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CLASS: I B.Com (BPS)

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Particulars	Karthi For 1-Apr-2017 Closing Balance	
	Debit	Credit
Current Liabilities	500.00	8,000.00
Fixed Assets		500.00
Current Assets	6,100.00	225.00
Sales Accounts	225.00	2,000.00
Purchase Accounts	3,000.00	500.00
Direct Expenses	300.00	
Indirect Incomes	500.00	500.00
Indirect Expenses	1,100.00	
Grand Total	11,725.00	11,725.00

Result:

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

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 → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → 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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CLASS: I B.Com (BPS)
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Profit & Loss A/c		Karhi	
Particulars	Karhi For 1-Apr-2017	Particulars	Karhi For 1-Apr-2017
Opening Stock		Sales Accounts	1,775.00
GOODS		Sales	2,000.00
Purchase Accounts	2,500.00	Sales Return	(1,225.00)
Purchase	3,000.00	Closing Stock	1,225.00
Purchase Return	(500.00)	GOODS	1,225.00
Direct Expenses	300.00		
Wages	300.00		
Gross Profit c/o	200.00		
	3,000.00		3,000.00
Indirect Incomes		Gross Profit b/f	200.00
Comission	(500.00)	Nett Loss	900.00
Depreciation	500.00		
Indirect Expenses	1,100.00		
Rent	800.00		
Travelling Expenses	300.00		
Total	1,100.00	Total	1,100.00

Result:

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

Exercise no: 8 (b)

Balance sheet

Date: 14.09.17

Aim:

To prepare a balance sheet account of a company

Algorithm:

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

Step 2: Go to Gateway of Tally → Accounts info → 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 → enter the display

Step 6: Choose balance sheet

Step 7: Stop the process.

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BATCH-2017-2020

Liabilities		Assets	
Karthi as at 1-Apr-2017		Karthi as at 1-Apr-2017	
Capital Account		Current Assets	7,100.00
Loans (Liability)		Closing Stock	1,225.00
Current Liabilities	7,500.00	Sundry Debtors	1,775.00
Sundry Creditors	7,500.00	Cash-in-hand	4,100.00
Fixed Assets	500.00	Profit & Loss A/c	900.00
Furniture	500.00	Opening Balance	
		Current Period	900.00
Total	8,000.00	Total	8,000.00

Result:

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