

16CMU611A	MANAGEMENT ACCOUNTING (PRACTICAL)	Semester VI			
		L	T	P	C
		-	-	3	1

The following are the list of practicals

1. Prepare inventory statements using (calculate inventory using all methods)
 - FIFO, LIFO, Simple Average Method, Weighted Average Method
2. Prepare bank reconciliation statement
3. Prepare the following ratio analysis
 - Financial ratio, Operating ratio, Investment ratio
4. Prepare the following
 - Cash flow statement
 - Fund flow statement
5. Create stock and stock groups
6. Create stock group and stock items and enter the vouchers
7. Preparation of reports for the following
 - Profit & loss a/c
 - Balance sheet
 - Bank reconciliation statement
 - Ledgers
 - Ratio analysis
8. Back up and restore the company information

Suggested Readings

Text Book

1. Jain and Narang,. (2007) *Cost and Management Accounting*. Ludhiana Kalyani Publishers.

Reference Books:

1. Goel, Rajiv,(2012) *Management Accounting*. International Book House,
2. Arora, M.N.(2013) *Management Accounting* . Vikas Publishing House, New Delhi.
3. Maheshwari, S.N. & S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
4. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education

Ex. No: 1

Preparation of Inventory Statements using FIFO, LIFO, Simple Average and Weighted Average

Aim

To Prepare Inventory Statements using FIFO, LIFO, Simple Average and Weighted Average

Algorithm

Step1: Double click the Tally icon in desktop menu or in Startup menu

Step 2: Gate way of Tally menu Appears click Alt+ F3 a new window opens. Select create a new company option

Step 3: Company creation window appears. Enter all details like (Name, mailing name, Address, Pin code, financial year, books beginning from date, etc.) After entering all details click enter and accept the company creation option.

Step4: From Gateway of Tally click Inventory Info → Stock Groups→ Create. Create a new stock group and give items addable option as yes or no. Create Units of measure as Units or Kilograms. Create stock items and enter opening balance in quantity column and accept the stock items.

Step 5: Gateway of Tally →Inventory Vouchers and enter the stock details. After entering the stock purchase and issues accept the inventory vouchers. From gateway of tally click stock transfer option and give Alt+ C a new window displayed. To view the Inventory Statements Click FIFO, LIFO, Average cost, Standard Price.

Step 6: Inventory Statements Displayed

Step 7: End the Process

Tally 9

(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

Stock Summary

Mathan Kumar

Ctrl + M

Particulars	Mathan Kumar 1-Apr-2006 to 31-Mar-2007			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 FIFO			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 LIFO Annual			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Avg. Cost			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Std. Price		
	Closing Balance			Closing Balance			Closing Balance			Closing Balance			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Materials	75 Unit	12.53	940.00												
Material A				75 Unit	13.00	975.00	75 Unit	12.00	900.00	75 Unit	12.53	940.00	75 Unit		
Grand Total	75 Unit		940.00	75 Unit		975.00	75 Unit		900.00	75 Unit		940.00	75 Unit		

Calculator

ODBC Server

Ctrl + N

1 >

Gateway of Tally --> Stock Summary

9 - Release 1.11 (English)

Thu, 6 Dec, 2018

14:21:59

F1: Detailed

F2: Period

F3: Company

F4: Group

F5: Item-wise

F6: Monthly

F7: Show Profit

F7: Orders

C: New Column

A: Alter Column

D: Del Column

N: Auto Column

F9: Inv Rep

F10: Acc Rep

F11: Features

F12: Configure

F12: Range

F12: Value

The above Program has been executed successfully.

Ex. No: 2

Prepare Bank Reconciliation Statement

Aim

To Prepare Bank Reconciliation Statement

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info → Ledger → Single ledger → Create ledger

Step 4: Create Single ledgers like (Sbi Bank, IOB Bank, Hdfc Bank etc.)

Step5: Go to Gateway of Tally → Accounting Vouchers. Press F4 Contra Voucher displayed. Enter all vouchers related to bank (Withdrawal and deposits) and accept the vouchers.

Step 6: Go to gateway of tally → Display → Accounts Book → Bank Books → Press F5 Reconciliation statement displays. Change the transaction dates. Balance as per bank displays.

Step 7: End the Process

Output Ex. No.2 Bank Reconciliation Statement

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User S: Set all Dates

<http://www.tallysolutions.com> EDUCATIONAL

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

Bank Reconciliation Mathan Kumar Ctrl + M X

Ledger: Hdfc Bank 1-Mar-2007 to 31-Mar-2007

(Reconciliation)

Date	Particulars	Vch Type	Bank Date	Debit	Credit
31-3-2007	Cash	Contra	31-3-2007	1,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	10,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	5,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	2,00,000.00	
Balance as per Company Books :				4,00,000.00	
Amounts not reflected in Bank :					
Balance as per Bank :				4,00,000.00	

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Display Menu --> Account Books --> Cash/B...er Monthly Summary --> Ledger Vouchers --> Bank Reconciliation 9 - Release 1.11 (English) Thu, 6 Dec, 2018 14:25:31

F11: Features
F12: Configure

Result:

The above Program has been executed successfully.

Ex. No: 3

Preparation of Financial ratio, Operating Ration and Investment Ratio

Aim

To prepare Financial ratio, Operating Ration and Investment Ratio.

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click Ratio analysis. Financial ratio, Operating Ration and Investment Ratio will be displayed.

Step 7: End the Process

Output Ex. No.3 Financial ratio, Operating Ratio, Investment Ratio

Tally.ERP 9

P: PrintE: ExportM: E-MailO: UploadS: ShopG: LanguageK: KeyboardK: Control CentreH: Support CentreH: HelpF2: Period

Ratio AnalysisMathan KumarCtrl + M

F3: Company

Principal Groups	Mathan Kumar For 1-Apr-2016	Principal Ratios	Mathan Kumar For 1-Apr-2016
Working Capital	29,86,000.00 Dr	Current Ratio	1.99 1
(Current Assets-Current Liabilities)		(Current Assets : Current Liabilities)	
Cash-in-hand	34,61,000.00 Dr	Quick Ratio	1.99 1
Bank Accounts	10,00,000.00 Cr	(Current Assets-Stock-in-hand : Current Liabilities)	
Bank OD A/c		Debt/Equity Ratio	0.00 1
Sundry Debtors	4,75,000.00 Cr	(Loans (Liability) : Capital Account + Nett Profit)	
(due till today)		Gross Profit %	52.50 %
Sundry Creditors	10,00,000.00 Dr	Nett Profit %	48.60 %
(due till today)		Operating Cost %	51.40 %
Sales Accounts	10,00,000.00 Cr	(as percentage of Sales Accounts)	
Purchase Accounts	4,75,000.00 Dr	Recv. Turnover in days	0.00 days
Stock-in-hand		(payment performance of Debtors)	
Nett Profit	4,86,000.00 Cr	Return on Investment %	16.28 %
Wkg. Capital Turnover	0.33	(Nett Profit / Capital Account + Nett Profit)	
(Sales Accounts / Working Capital)		Return on Wkg. Capital %	16.28 %
Inventory Turnover	0.00	(Nett Profit / Working Capital) %	
(Sales Accounts / Closing Stock)			

Q: QuitR: Remove LineU: Restore LineU: Restore AllSpace: Select

Ctrl + N

F9: Inv RepF10: Acc RepF11: FeaturesF12: ConfigureF12: RangeF12: Value

Tally MAIN--> Gateway of Tally --> Ratio Analysis

(c) Tally Solutions Pvt. Ltd, 1988-2015Thu, 9 Mar, 201719:06:51

19:0609-03-2017

Ex. No: 4

Prepare Cash Flow and Fund Flow Statement

Aim

To Prepare Cash Flow and Fund Flow Statement

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers of Emerald & Co and accept the vouchers.

Step 6: Go to Gateway of tally in generation of reports click Display option → Cash/ Fund Flow option→ Net cash flow and net fund flow will be displayed.

Step 7: End the Process

Output Ex. No.4 Cash Flow Statement

Tally 9		TallyGold - Multi-User		F1: Detailed
(c) Tally Solutions FZ-LLC, 1988-2006		EDUCATIONAL		F2: Period
http://www.tallysolutions.com		F3: Company		F4: Daily Flow
P: Print	E: Export	M: E-Mail	O: Upload	
Cash Flow Summary		Mathan Kumar		Ctrl + M
Inflow		Outflow		
Mathan Kumar 1-Mar-2007 to 31-Mar-2007		Mathan Kumar 1-Mar-2007 to 31-Mar-2007		
Capital Account	1,00,00,000.00	Direct Expenses	20,000.00	
Indirect Incomes	1,40,000.00	Indirect Expenses	2,80,000.00	
Total		Total		
1 more ...		1 more ...		
Net Inflow: 98,40,000.00		Net Outflow: 3,00,000.00		
Calculator		ODBC Server		Ctrl + N
Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Cash Flow --> Cash Flow Summary		9 - Release 1.11 (English)		Thu, 6 Dec, 2018 14:31:54

Output Ex. No.4 Fund Flow Statement

Tally 9		TallyGold - Multi-User		F1: Detailed
(c) Tally Solutions FZ-LLC, 1988-2006		EDUCATIONAL		F2: Period
http://www.tallysolutions.com		F3: Company		
P: Print	E: Export	M: E-Mail	O: Upload	
Funds Flow Summary		Mathan Kumar		Ctrl + M
Sources		Applications		
Mathan Kumar 1-Mar-2007 to 31-Mar-2007		Mathan Kumar 1-Mar-2007 to 31-Mar-2007		
Capital Account	1,00,00,000.00	Nett Loss	1,65,060.00	
Total		Total		
1 more ...		1 more ...		
Particulars		Opening Balance Closing Balance Wkg Cap Increase		
Current Assets		6,000.00 Dr	98,40,940.00 Dr	98,34,940.00
Current Liabilities				
Working Capital		6,000.00 Dr	98,40,940.00 Dr	98,34,940.00
Calculator		ODBC Server		Ctrl + N
Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Funds Flow --> Funds Flow Summary		9 - Release 1.11 (English)		Thu, 6 Dec, 2018 14:32:21

Result:

The above Program has been executed successfully.

Ex. No: 5

Create Stock and Stock groups

Aim

To Create Stock and Stock groups

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Inventory Info → Stock group's → Multiple Stock group → Create Groups (Ex: Computer Accessories, Stationeries, etc.,) and accept the stock group.

Step 4: Create Units of Measurement (Numbers as Nos, Kiogram as Kgs, Litres as Ltr) and accept the Units of Measurement.

Step 5: Go to Gateway of Tally click Inventory Info → Stock group's → Display. Stock groups displayed

Step 7: End the Process

Output Ex. No.5 Stock groups

Tally 9

(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 Stock Group Display Mathan Kumar Ctrl + M

Under Group : All Items

S.No.	Name of Stock Group	Under	Items are Addable (Y/N)
1.	Computer Accessories	Primary	Yes
2.	Hard Disks	Primary	Yes
3.	Keyboards	Primary	Yes
4.	Materials	Primary	Yes
5.	Mobile Phones	Primary	Yes
6.	Monitors	Primary	Yes
7.	Printers	Primary	Yes
8.	Processors	Primary	Yes

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Inventory Info. --> Stock Groups --> Multi Stock Group Display 9 - Release 1.11 (English) Thu, 6 Dec, 2018 14:36:13

Result:

The above Program has been executed successfully.

Ex. No: 6

Create Stock Group and Stock Items and Enter the Vouchers

Aim

To create Stock Group and Stock Items and Enter the Vouchers

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gateway of Tally menu Appears click Inventory Info → Stock group's → Multiple Stock group → Create Groups Celeron, Tally and accept the stock group.

Step 4: Create Units of Measurement (Numbers as Nos) and accept the Units of Measurement.

Step5: Create Stock Items (Hardisk, Keyboards, Monitors, Printers)

.

Step 6: Go to gateway of tally in Reports menu click stock summary option. Created stock summary will be displayed.

Step 7: End the Process

Output Ex. No.6 Stock with Vouchers

Tally 9			TallyGold - Multi-User		
(c) Tally Solutions FZ.LLC, 1988-2006			EDUCATIONAL		
http://www.tallysolutions.com			F1: Detailed		
P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help			F2: Period		
Stock Summary Mathan Kumar Ctrl + M			F3: Company		
Particulars			F4: Group		
			F5: Item-wise		
			F6: Monthly		
			F7: Show Profit		
			F7: Orders		
Hard Disks			C: New Column		
Keyboards			A: Alter Column		
Materials			D: Del Column		
Monitors			N: Auto Column		
Printers			F9: Inv Rep		
Processors			F10: Acc Rep		
			F11: Features		
			F12: Configure		
			F12: Range		
			F12: Value		
Grand Total			4,32,940.00		
Calculator ODBC Server Ctrl + N					
1 >					
Gateway of Tally -> Stock Summary			9 - Release 1.11 (English)		
			Thu, 6 Dec, 2018		
			14:40:20		

Result:

The above Program has been executed successfully.

Ex. No: 7

Preparation of Reports

Aim

To prepare reports for the following Profit & Loss Account, Balance Sheet, Bank Reconciliation Statement, Ledgers, Ratio Analysis.

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click balance sheet option balance sheet of will be displayed for the created vouchers and click profit and loss account option trading and profit and loss account of will be displayed. Click Display option and click accounts book select bank accounts and press F5 reconciliation statement displayed. From Gateway of Tally click accounts info→ ledgers→ multiple→ and click display. Created ledgers will be displayed.

Step 7: End the Process

Profit & Loss A/c		Mathan Kumar		Ctrl + M	
Particulars	Mathan Kumar 1-Apr-2016 to 1-Jun-2016	Particulars	Mathan Kumar 1-Apr-2016 to 1-Jun-2016		
Opening Stock	1,51,537.50	Sales Accounts	58,48,000.00		
Purchase Accounts	12,90,000.00	Closing Stock	2,41,267.50		
Direct Expenses					
Gross Profit c/o	46,47,730.00				
	<u>60,89,267.50</u>		<u>60,89,267.50</u>		
Indirect Expenses	1,44,000.00	Gross Profit b/f	46,47,730.00		
Nett Profit	45,39,730.00	Indirect Incomes	36,000.00		
Total	46,83,730.00	Total	46,83,730.00		
Q: Quit		R: Remove Line	U: Restore Line	U: Restore All	Space: Select

Tally MAIN--> Gateway of Tally --> Profit & Loss A/c

(c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:52:59

Output Ex. No.7 Balance Sheet

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help F1: Detailed F2: Period F3: Company F7: Valuation S: Schedule VI C: New Column A: Alter Column D: Del Column M: Auto Column F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F12: Range F12: Value

Balance Sheet Nathan Kumar Ctrl + M

Liabilities	Mathan Kumar as at 1-Apr-2016	Assets	Mathan Kumar as at 1-Apr-2016
Capital Account	25,00,000.00	Current Liabilities	2,50,000.00
Loans (Liability)		Current Assets	19,86,000.00
		Profit & Loss A/c	2,64,000.00
		Opening Balance	
		Current Period	2,64,000.00
Total	25,00,000.00	Total	25,00,000.00

Quit R: Remove Line U: Restore Line U: Restore All Space: Select Ctrl + N

Tally MATHV --> Gateway of Tally --> Balance Sheet (c) Tally Solutions Pvt. Ltd, 1988-2015 Thu, 9 Mar, 2017 19:05:31

EN 19:05 09-03-2017

Output Ex. No.7 Bank Reconciliation Statement

Tally 9		TallyGold - Multi-User		Set all Dates
(c) Tally Solutions FZ.LLC, 1988-2006		EDUCATIONAL		
http://www.tallysolutions.com				
P: Print	E: Export	M: E-Mail	Q: Upload	L: Language
		K: Keyboard	H: Help	
Bank Reconciliation		Mathan Kumar		Ctrl + M
Ledger: Hdfc Bank		1-Mar-2007 to 31-Mar-2007		
		(Reconciliation)		
Date	Particulars	Vch Type	Bank Date	Debit
				Credit
31-3-2007	Cash	Contra	31-3-2007	1,00,000.00
31-3-2007	Cash	Contra	31-3-2007	10,00,000.00
31-3-2007	Cash	Contra	31-3-2007	5,00,000.00
31-3-2007	Cash	Contra	31-3-2007	2,00,000.00
Balance as per Company Books :				4,00,000.00
Amounts not reflected in Bank :				
Balance as per Bank :				4,00,000.00
Calculator		ODBC Server		Ctrl + N
				F11: Features
				F12: Configure
1 >				
Gateway of Tally --> Display Menu --> Account Books --> Cash/B...er Monthly Summary --> Ledger Vouchers --> Bank Reconciliation			9 - Release 1.11 (English)	
			Thu, 6 Dec, 2018	
			14:25:31	

Output Ex. No.7 Ledgers

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: Shop

G: Language

K: Keyboard

K: Control Centre

H: Support Centre

H: Help

Multi Ledger Creation

Mathan

Ctrl + M

Under Group

All Items

For 1-Apr-2016

S.No.	Name of Ledger	Under	Opening Balance	Dr	Cr
1.	Buildings	Fixed Assets			
2.	Computer	Fixed Assets			
3.	Machinery	Fixed Assets			
4.	Rent Received	Indirect Incomes			
5.	Rent	Indirect Expenses			
6.	Salaries	Indirect Expenses			
7.	Commision	Indirect Expenses			
8.	Wages	Direct Expenses			
9.	Kumar Capital	Capital Account			
10.	Sales Return	Sales Accounts			
11.	Purchase Ret	Purchase Accounts			

Accept ?
Yes or No

Q: Quit

A: Accept

D: Delete

R: Remove Line

U: Restore Line

U: Restore All

Ctrl + W

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Multi Ledger Creation

(c) Tally Solutions Pvt. Ltd., 1988-2015

Sun, 28 Jan, 2018

21:27:35

EN

21:27

28-01-2018

Output Ex. No.7 Ratio Analysis

Tally.ERP 9										F2: Period																																																																															
P: Print		E: Export		M: E-Mail		O: Upload		S: Shop		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help		F3: Company																																																																					
Ratio Analysis										Mathan Kumar										Ctrl + M		F3: Company																																																																			
Principal Groups										Mathan Kumar For 1-Apr-2016										Principal Ratios										Mathan Kumar For 1-Apr-2016																																																											
Working Capital										29,86,000.00 Dr										Current Ratio										1.99 : 1																																																											
(Current Assets-Current Liabilities)																				(Current Assets : Current Liabilities)																																																																					
Cash-in-hand										34,61,000.00 Dr										Quick Ratio										1.99 : 1																																																											
Bank Accounts										10,00,000.00 Cr										(Current Assets-Stock-in-hand : Current Liabilities)																																																																					
Bank OD A/c																				Debt/Equity Ratio										0.00 : 1																																																											
Sundry Debtors										4,75,000.00 Cr										(Loans (Liability) : Capital Account + Nett Profit)																																																																					
(due till today)																				Gross Profit %										52.50 %																																																											
Sundry Creditors										10,00,000.00 Dr										Nett Profit %										48.60 %																																																											
(due till today)																				Operating Cost %										51.40 %																																																											
Sales Accounts										10,00,000.00 Cr										(as percentage of Sales Accounts)																																																																					
Purchase Accounts										4,75,000.00 Dr										Recv. Turnover in days										0.00 days																																																											
Stock-in-hand																				(payment performance of Debtors)																																																																					
Nett Profit										4,86,000.00 Cr										Return on Investment %										16.28 %																																																											
Wkg. Capital Turnover										0.33										(Nett Profit / Capital Account + Nett Profit)																																																																					
(Sales Accounts / Working Capital)																				Return on Wkg. Capital %										16.28 %																																																											
Inventory Turnover										0.00										(Nett Profit / Working Capital) %																																																																					
(Sales Accounts / Closing Stock)																																																																																									
Q: Quit																				R: Remove Line										U: Restore Line										U: Restore All										Space: Select										Ctrl + N										F12: Range										F12: Value									
Tally MATH --> Gateway of Tally --> Ratio Analysis																				(c) Tally Solutions Pvt. Ltd., 1988-2015										Thu, 9 Mar, 2017										19:06:51																																																	

Result:

The above Program has been executed successfully.

Ex. No: 8

Backup and Restore company Information

Aim

To create Backup and Restore the company Information.

Algorithm

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

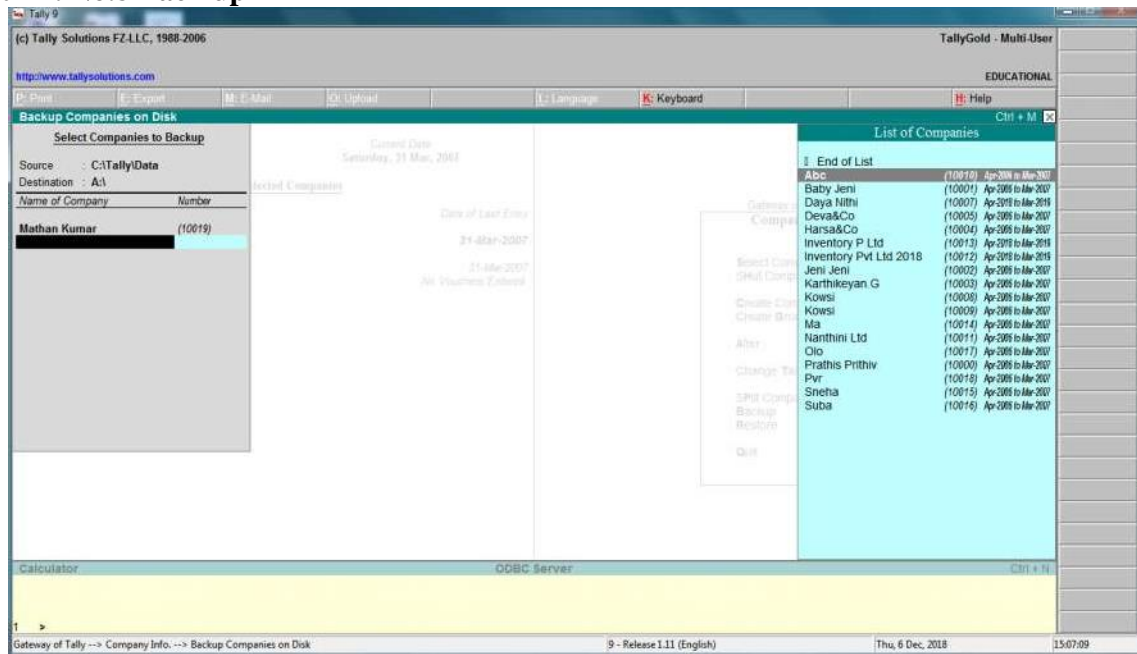
Step 6: Go to gateway of Tally Press ALT+ F3 Backup option appears. Enter the backup option and select the company and select the source to save the company information. All information of the company is backed up and saved in the source of the computer.

Step 7: Go to gateway of Tally Press ALT+ F3 Restore option appears. Enter the restore option and select the company and select the source to retrieve the company information. All information about the company is stored back to the tally server.

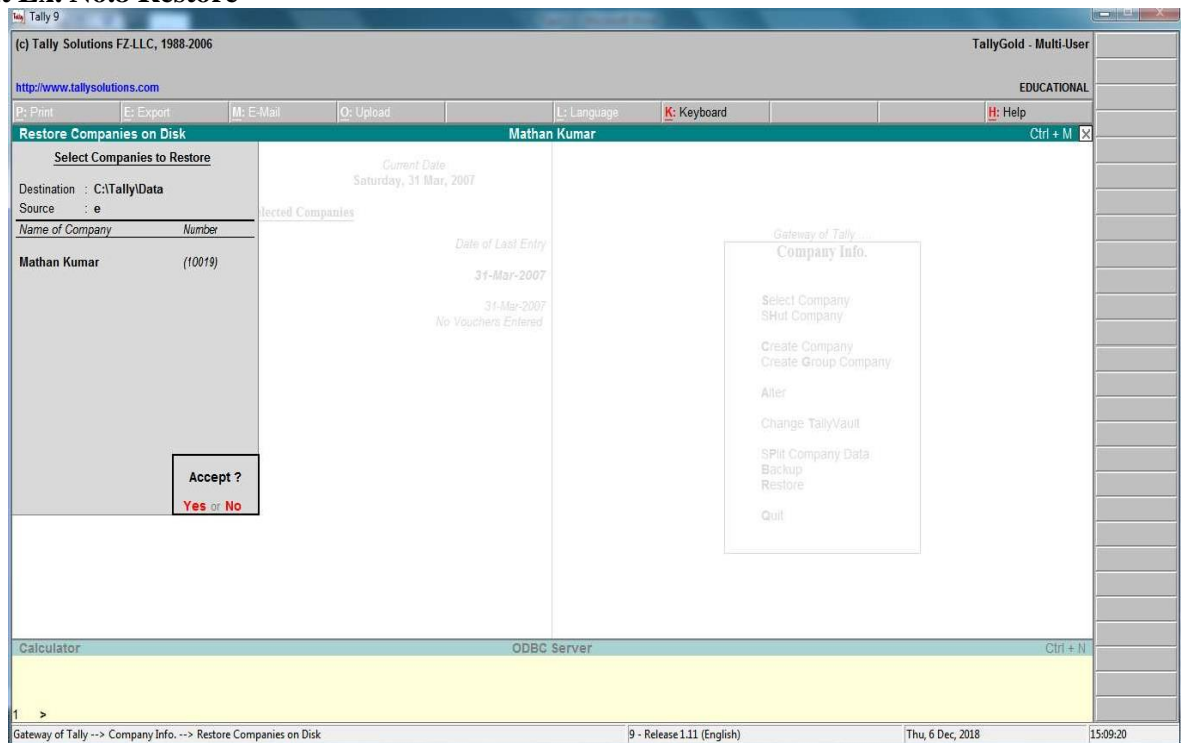
Step 8: End the Process



Output Ex. No.8 Back up



Output Ex. No.8 Restore



Result:

The above Program has been executed successfully.