

EX.NO.1

CREATION OF COMPANY

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Company Creation Ctrl + M

Directory	: C:\Users\Public\Tally.ERP9\Data	<u>Books and Financial Year Details</u>	
Name	: ABC LTD	Financial year begins from	: 1-4-2019
		Books beginning from	: 1-4-2019
<u>Primary Mailing Details</u>		<u>Security Control</u>	
Mailing name	: ABC LTD	TallyVault password (if any)	:
Address	: 2,152 II STREET, COIMBATORE	Repeat password	:
		(Warning: Forgetting TallyVault password will render your data inaccessible.)	
Country	: India	Use security control	? No
State	: Tamil Nadu	(Enable security to avail TSS features)	
Pincode	: 6411025		
<u>Contact Details</u>			
Phone no.	: 0422-256354		
Mobile no.	: 9008956421		
Fax no.	: 04227521		
E-mail	: abc123@gmail.com		
Website	: www.abc.ac.in		

Base Currency Information

Base currency symbol	: ₹	Number of decimal places	: 2
Formal name	: INR	Word representing amount after decimal	: paise
Suffix symbol to amount	? No	No. of decimal places for amount in words	
Add space between amount and symbol	? Yes		
Show amount in millions	? No		

Accept ?
Yes or No

Q: Quit

Product	Version & Updates Ctrl + Alt + T	License & Services Ctrl + Alt + L	Configuration Ctrl + Alt + F	Calculator Ctrl + N
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 6.1 Series A Release 6.5.4 Available	Serial Number 793047033 Gold TSS expiry 31-Oct-2019 Account Id tkuppuraj@karpagam.ac.in	Gateway commserv:9999 ODBC Server 9000	1>

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation

(c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 11:06:24

11:06 AM
9/24/2019

EX.NO.2.1

PAYMENT VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Payment No. 1 1-Apr-2019 Monday

Account: **Cash**
Cur Bal: 53,70,000.00 Cr

Particulars	Amount
Salary Cur Bal: 20,000.00 Dr	20,000.00

Narration:
being salary paid

20,000.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 12:17:52

12:17 PM
9/24/2019

EX.NO.2.2

RECEIPT VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Receipt No. 1 1-Apr-2019 Monday

Account : **Cash**
Cur Bal: 63,69,000.00 Cr

Particulars	Amount
Commission Received Cur Bal: 1,000.00 Cr	1,000.00

Narration:
Being received commission

1,000.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 12:19:22

12:19 PM 9/24/2019

EX.NO.2.3

PURCHASE VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Purchase No. 3 1-Apr-2019 Monday
Supplier invoice no.: 12 Date : 1-Apr-2019

Party A/c name : Cash
Current balance : 53,69,000.00 Cr
Purchase ledger : Purchase

Name of Item	Quantity	Rate	per	Disc %	Amount
ROYAL ENFIELD	10 no	1,40,000.00	no		14,00,000.00
J End of List					

Narration:
being cash purchases

10 no

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 12:28:50

12:28 PM 9/24/2019

EX.NO.2.4

SALES VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation

Sales No. 3 1-Apr-2019 Monday

Reference no.: 21

Party A/c name : Cash
Current balance : 67,69,000.00 Cr
Sales ledger : Sales

Name of Item	Quantity	Rate	per	Disc %	Amount
Redmi	10 nos	30,000.00	nos		3,00,000.00
J End of List					

Narration:
Being cash sales

10 nos

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd, 1988-2017 Tue, 24 Sep, 2019 12:31:08

12:31 PM 9/24/2019

EX.NO.2.5

CONTRA VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Contra No. 1 1-Apr-2019 Monday

Account : Cash
Cur Bal: 63,19,000.00 Cr

Particulars	Amount
Sbi Bank Cur Bal: 1,50,000.00 Cr	1,50,000.00

Narration:
Being cash deposited into SBI BANK

1,50,000.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 12:32:42

12:32 PM 9/24/2019

EX.NO.4.1

DEBIT NOTE VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Debit Note No. 1
Original invoice no.: 12 Date : 1-Apr-2019 1-Apr-2019 Monday

Party A/c name : JK LTD
Current balance :
Purchase ledger : Purchase

Name of Item	Quantity	Rate	per	Disc %	Amount
ROYAL ENFIELD	3 no	1,40,000.00	no		4,20,000.00
J End of List					

Narration:
being goods returned to JK LTD

3 no

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd, 1988-2017 Tue, 24 Sep, 2019 12:40:12

12:40 PM
9/24/2019

EX.NO.4.2

CREDIT NOTE VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Mk Ctrl + M

Credit Note No. 1
Original invoice no.: 102 Date: 1-Apr-2019
Party A/c name: SIVA & CO
Current balance:
Sales ledger: Sales

1-Apr-2019 Monday

Name of Item	Quantity	Rate	per	Disc %	Amount
Redmi	2 nos	30,000.00	nos		60,000.00
J End of List					

Narration:
Being goods returned from SIVA & CO

2 nos

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd, 1988-2017 Tue, 24 Sep, 2019 12:41:33

F1: Accounting Vouchers
F1: Inventory Vouchers
F1: Payroll Vouchers
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F8: Credit Note
F9: Purchase
F9: Debit Note
F10: Reversing Journal
F10: Memos
S: Stock Query
A: Tax Analysis
I: Accounting Invoice
V: As Voucher
I: Post-Dated
L: Optional
F11: Features
F12: Configure

EX.NO.4.3

MEMORANDUM VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation

Memorandum No. 1

1-Apr-2019
Monday

Particulars	Debit	Credit
Dr OFFICE SUPPLIES ACCOUNT Cur Bal: 15,000.00 Dr	15,000.00	
Cr Cash Cur Bal: 63,34,000.00 Cr		15,000.00
	15,000.00	15,000.00

Narration:
being office supplied account

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Tue, 24 Sep, 2019 12:43:06

12:43 PM
9/24/2019

EX.NO.5.1

STOCK GROUP

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Stock Group Creation **Mk Traders** **Ctrl + M**

Name : **CAR**
(alias) :

Under : **Primary**

Should quantities of items be added ? **Yes**
Set/alter GST Details ? **No**

Accept ?
Yes or No

Current Date
Monday, 1 Apr, 2019

Date of Last Entry
1-Apr-2019

No Vouchers Entered
1-Apr-2019
1-Apr-2019

Gateway of Tally
Inventory Info
Stock Groups

Single Stock Group
Create
Display
Alter

Multiple Stock Groups
CReate
Display
AlTer

Quit

G: Groups
C: Category
I: Items
U: Units
V: Voucher Types
F11: Features
F12: Configure

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups --> Stock Group Creation

(c) Tally Solutions Pvt. Ltd., 1988-2017 Wed, 25 Sep, 2019 11:02:45

11:02 AM
9/25/2019

EX.NO.5.2

UNIT OF MEASURE

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F3: Company

Unit Creation **Mk Traders** Ctrl + M

Type : **Simple**
Symbol : **NOS**
Formal name : NUMBERS
Unit Quantity Code (UQC): **Not**
Number of decimal places: **0**

Accept ?
Yes or No

Current Date
Monday, 1 Apr, 2019

Date of Last Entry
1-Apr-2019

No Vouchers Entered
1-Apr-2019
1-Apr-2019

Gateway of Tally
Inventory Info.
Units
Create
Display
Alter
Quit

ABC LTD
Mk Traders
Selva&Co

Q: Quit A: Accept D: Delete Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Units --> Unit Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Wed, 25 Sep, 2019 11:03:54

11:03 AM
9/25/2019

EX.NO.5.3

STOCK ITEMS

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Stock Item Creation **Mk Traders** **Ctrl + M**

Name : **SWIFT**
(alias) :

Under : CAR
Category : **Not Applicable**
Units : nos
Maintain in batches ? **No**

Statutory Information
GST Applicable : **Applicable**
Set/alter GST Details ? **No**
Type of Supply : **Goods**
Rate of Duty (eg 5) : **0**

	Quantity	Rate per	Value	Accept ?
Opening Balance	5 nos	7,00,000.00 nos	35,00,000.00	Yes or No

Gateway of Tally
Inventory Info
Stock Items

Single Stock Item
Create
Display
Alter

Multiple Stock Items
Create
Display
Alter
Quit

L: Details
G: Groups
C: Category
I: Items
U: Units
V: Voucher Types
F11: Features
F12: Configure

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation

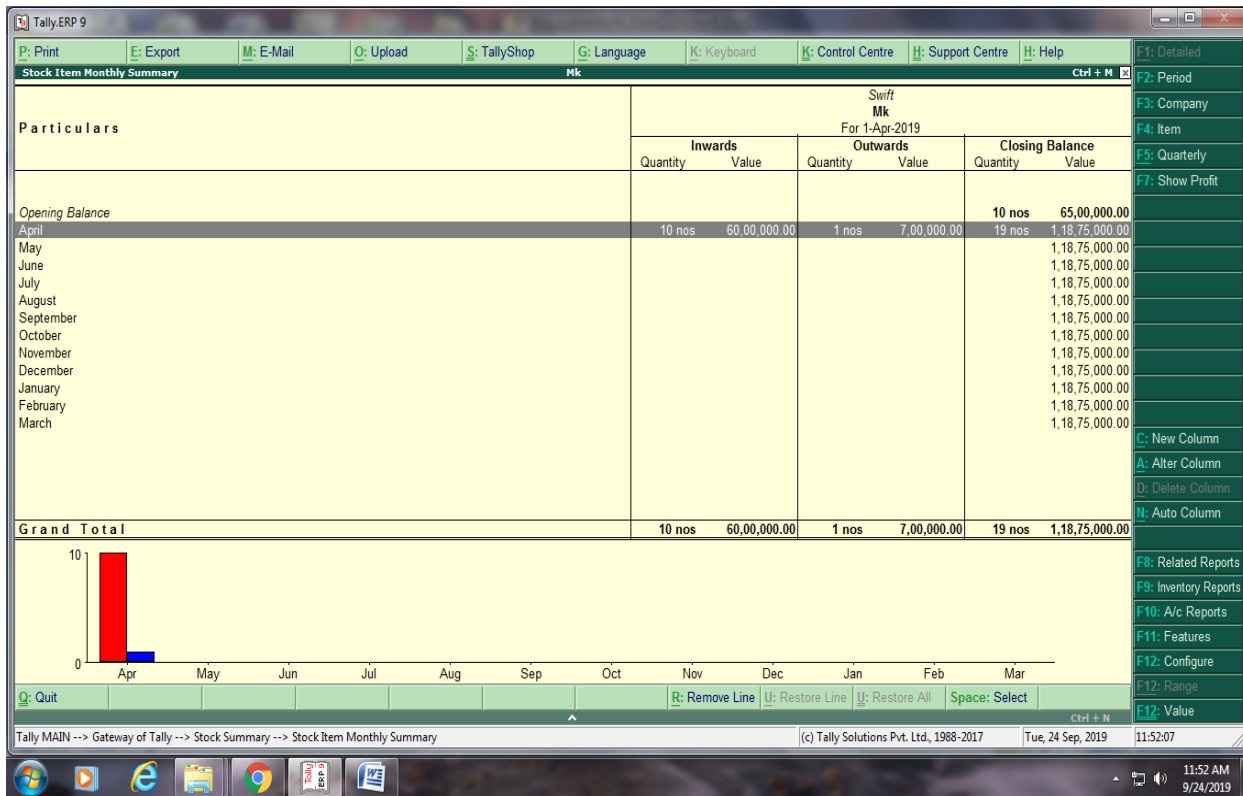
(c) Tally Solutions Pvt. Ltd., 1988-2017 Wed, 25 Sep, 2019 11:57:10

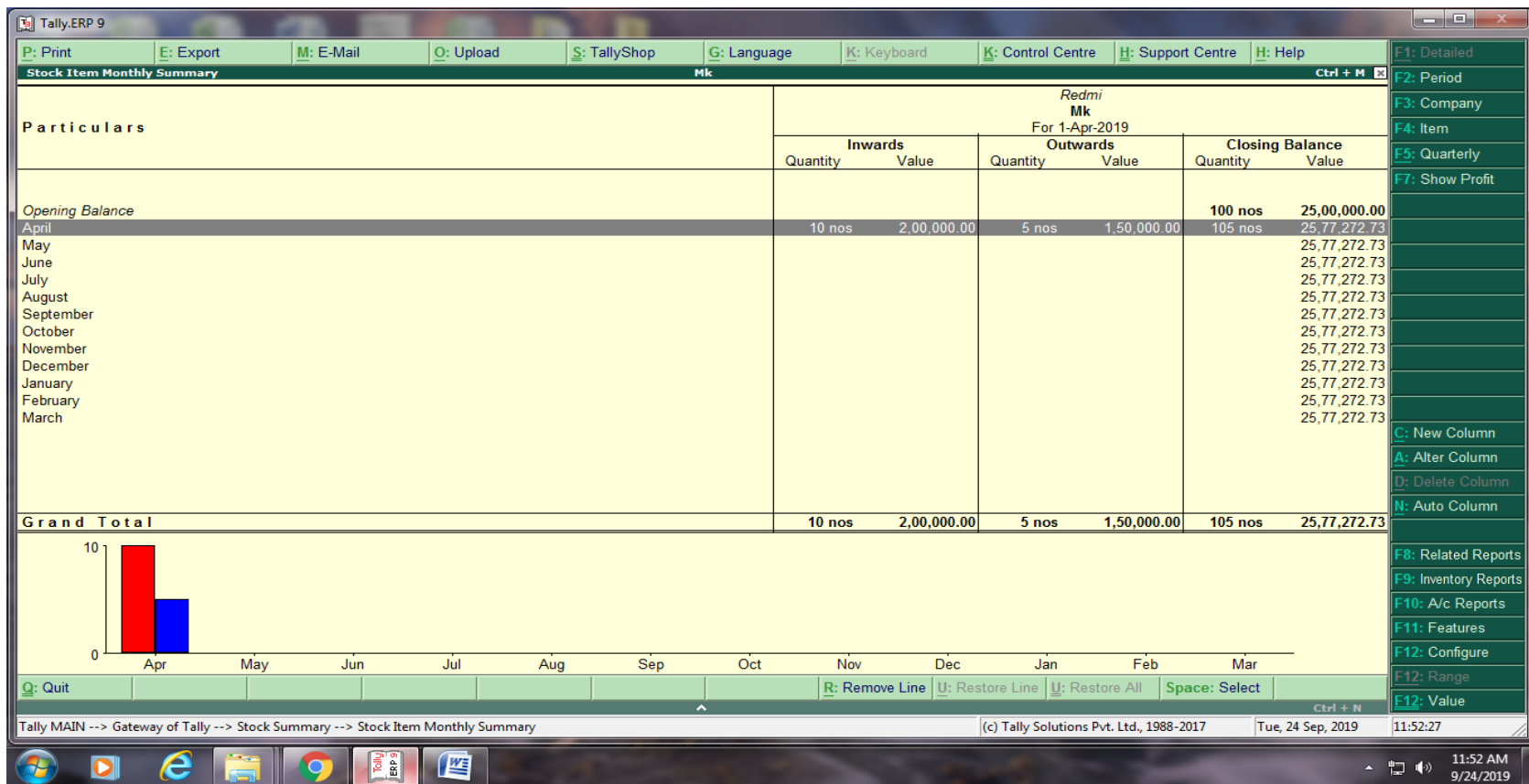
11:57 AM 9/25/2019

EX.NO .6.1

INVENTORY VOUCHER

Tally.ERP 9			
P: Print	E: Export	M: E-Mail	O: Upload
S: TallyShop	G: Language	K: Keyboard	K: Control Centre
H: Support Centre	H: Help	Ctrl + M	
Stock Summary		Mk	
Particulars		Mk	
		For 1-Apr-2019	
		Closing Balance	
		Quantity	Rate Value
Maruti		19 nos	6,25,000.00 1,18,75,000.00
Swift		19 nos	6,25,000.00 1,18,75,000.00
Mobile		105 nos	24,545.45 25,77,272.73
Redmi		105 nos	24,545.45 25,77,272.73
Grand Total		124 nos	1,44,52,272.73
Q: Quit		R: Remove Line	U: Restore Line
		U: Restore All	Space: Select
		Ctrl + N	
Tally MAIN --> Gateway of Tally --> Stock Summary			
		(c) Tally Solutions Pvt. Ltd., 1988-2017	
		Tue, 24 Sep, 2019	
		11:50:02	





EX.NO .6.2

MANUFACTURING VOUCHER

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Inventory Voucher Creation Mk Traders Ctrl + M

Manufacturing Journal No. 1 1-Apr-2019 Monday

Manufacture of Materials

Name of product: Raw Materials Name of BOM: J Not Applicable Qty :
 % of Cost allocation 100 % Batch name: Mfg date:

Components (Consumption)				Co-Product/By-Product/Scrap				
Name of Item	Quantity	Rate	Amount	Name of Item	% of Cost allocation	Quantity	Rate	Amount
Clothes	50 mtr	150.00/mtr	7,500.00	J End of List				
Buttons	20 nos	10.00/nos	200.00					
Threads	30 roll	50.00/roll	1,500.00					
				Cost of components:				9,200.00
				Type of Additional Cost	Percentage			
				Stitching Charges	5 %			460.00
				Total Addl. Cost	:			460.00
				Effective Cost	:			
				Allocation to Primary Item	:			
				Effective rate of primary item	:			
								9,200.00

Narration: Being details of raw materials components

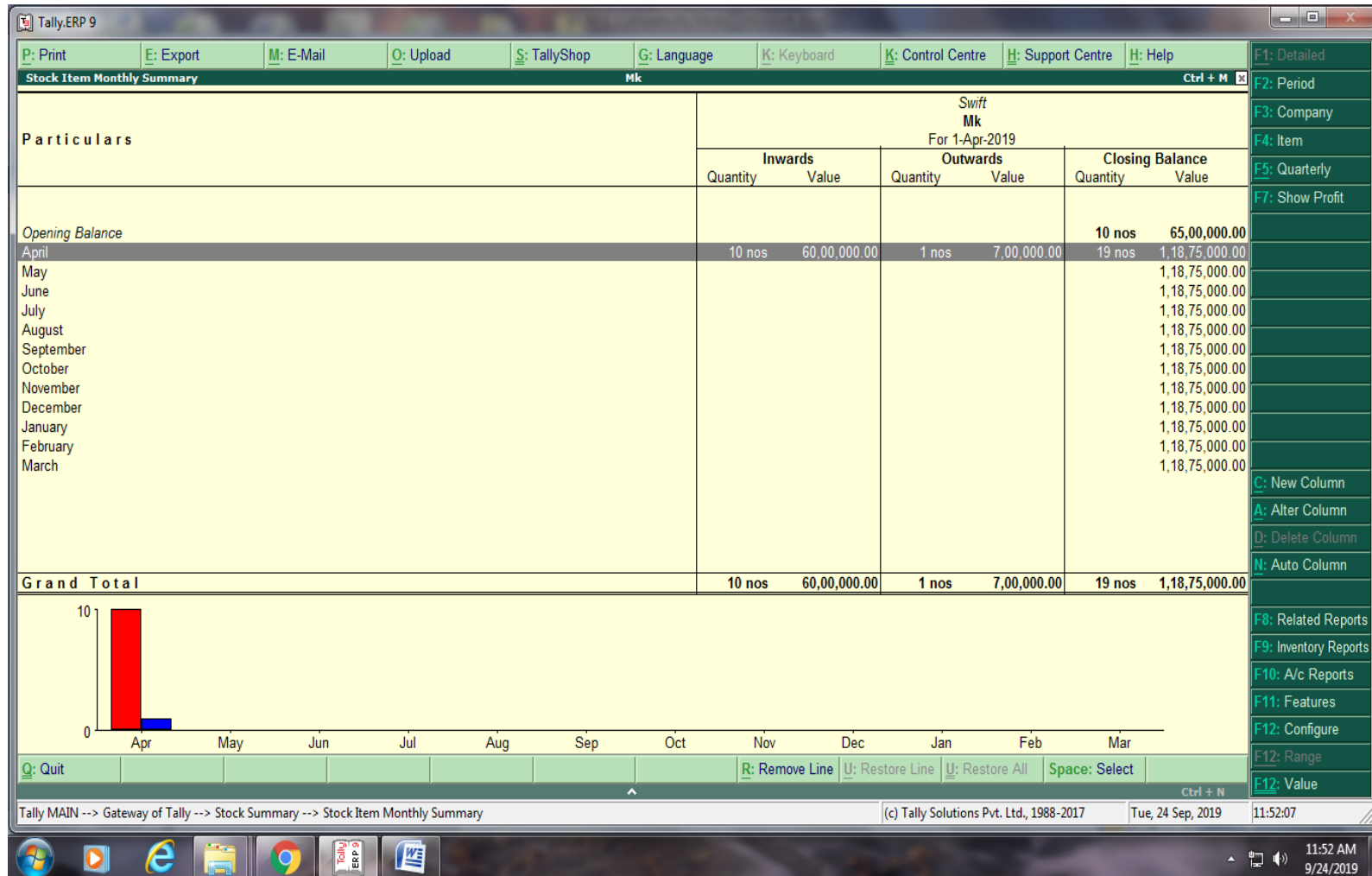
Q: Quit A: Accept D: Delete X: Cancel

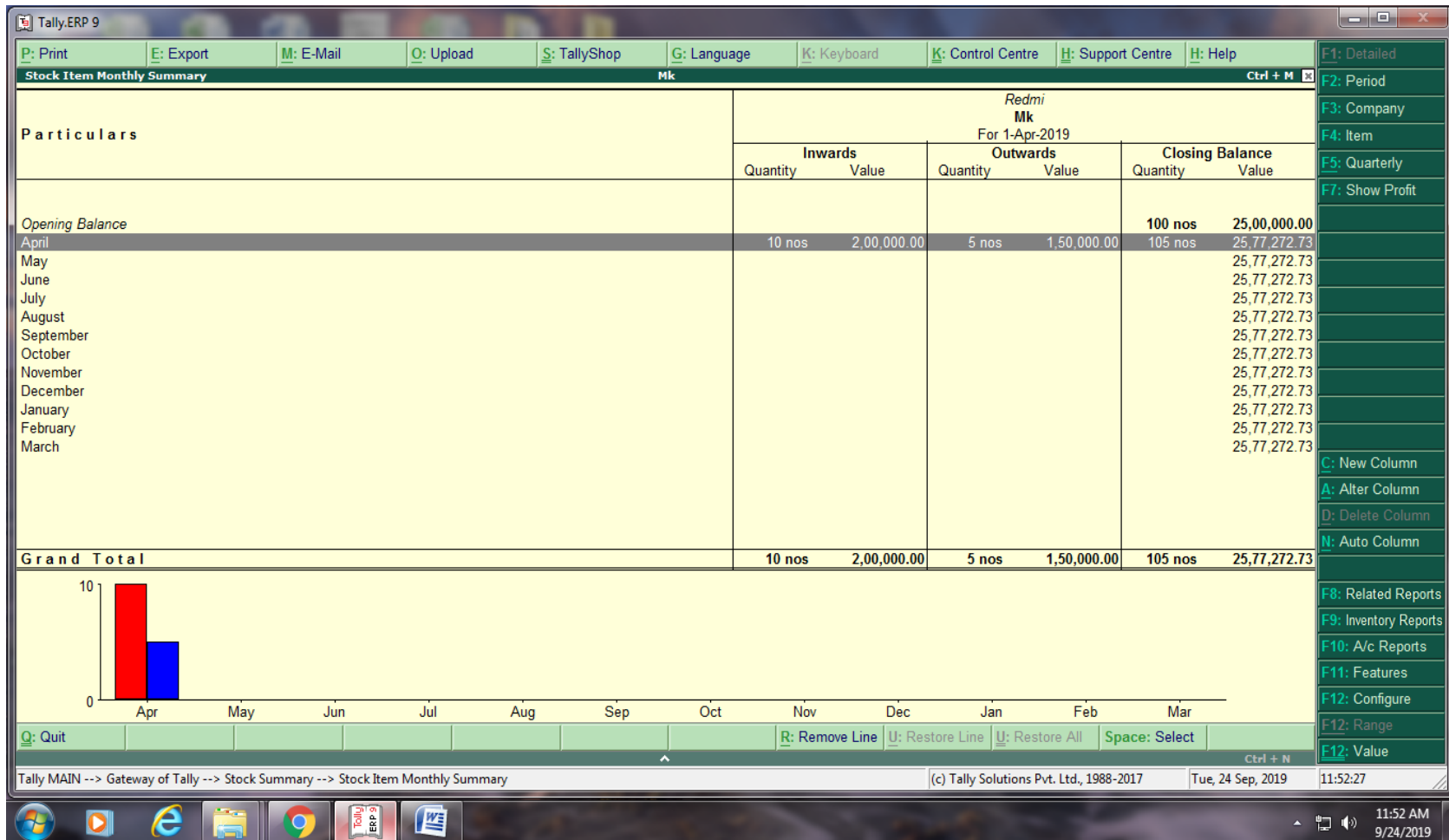
Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Wed, 25 Sep, 2019 12:06:57

EX.NO .7.3

STOCK SUMMARY





EX.NO .7.4

RATIO ANALYSIS

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ratio Analysis Selva&Co Ctrl + M

Principal Groups	Selva&Co For 1-Apr-2019	Principal Ratios	Selva&Co For 1-Apr-2019
Working Capital (Current Assets-Current Liabilities)	2,53,850.00 Cr	Current Ratio (Current Assets : Current Liabilities)	0.49 : 1
Cash-in-hand	1,53,000.00 Dr	Quick Ratio (Current Assets-Stock-in-hand : Current Liabilities)	0.31 : 1
Bank Accounts	10,000.00 Cr	Debt/Equity Ratio (Loans (Liability) : Capital Account + Nett Profit)	0.00 : 1
Bank OD A/c		Gross Profit %	17.64 %
Sundry Debtors (due till today)	10,000.00 Dr	Nett Profit %	(-)78.47 %
Sundry Creditors (due till today)	3,50,000.00 Cr	Operating Cost % (as percentage of Sales Accounts)	178.47 %
Sales Accounts	1,86,500.00 Cr	Recv. Turnover in days (payment performance of Debtors)	0.00 days
Purchase Accounts	1,78,000.00 Dr	Return on Investment % (Nett Profit / Capital Account + Nett Profit)	(-)9.45 %
Stock-in-hand	93,150.00 Dr	Return on Wkg. Capital % (Nett Profit / Working Capital) %	(-)57.65 %
Nett Loss	1,46,350.00 Dr		
Wkg. Capital Turnover (Sales Accounts / Working Capital)	0.73		
Inventory Turnover (Sales Accounts / Closing Stock)	2.00		

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

Tally MAIN --> Gateway of Tally --> Ratio Analysis (c) Tally Solutions Pvt. Ltd., 1988-2017 Thu, 3 Oct, 2019 16:01:21

Windows taskbar: 4:01 PM 10/3/2019

EX.NO .8

PAYROLL

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Pay Slip Mk Traders Ctrl + M

Pay Slip for April-2019

Siva

Employee Number : 123
 Function : Maintaing Department
 Designation : Manager
 Location : Coimbatore
 Bank Details :
 Date of joining : 1-Apr-2019

Income Tax Number (PAN) :
 Universal Account Number (UAN) :
 PF account number :
 ESI Number :
 PR Account Number (PRAN) :
 Passport Details :
 Visa expiry date :

Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Salaries	25,000.00	25,000.00	Provident Fund	1,250.00	1,250.00
Overtime	250.00				
Travelling Allowance	500.00	500.00			
Total Earnings	25,750.00	25,500.00	Total Deductions	1,250.00	1,250.00
			Net Amount	₹ 24,500.00	₹ 24,250.00

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Payroll Reports --> Statements of Payroll --> Pay Slip --> Pay Slip

(c) Tally Solutions Pvt. Ltd., 1988-2017 Wed, 25 Sep, 2019 12:19:18

12:19 PM 9/25/2019