



KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed to be University Established Under Sec 3 of UGC Act 1956)

Pollachi Main Road, Eachanari Post,
Coimbatore – 641021

FACULTY OF ARTS, SCIENCE AND HUMANITIES (FASH)

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION

I-M.Com

I SEMESTER

BATCH : 2019 – 2021

19CMP111

PRACTICAL TALLY

4H – 2C

Instruction Hours / week: L: 0 T: 0 P: 4 Marks: Int : 40 Ext : 60 Total: 100

Objectives

Course covers Company Creation, Ledger, Voucher, Trading and Profit and Loss Account, Balance Sheet, Inventory Valuation and Ratio Analysis

Learning Outcome

- ❖ To Know about Accounting Package – Tally
- ❖ To gain Accounting Knowledge through tally package
- ❖ To develop practical skills for maintain the book of accounts.

Creating a Company

1. Create a Company with all relevant details including VAT options

Creating Ledger

2. Create the ledgers under appropriate predefined groups

Cash a/c Computer sales a/c

Buildings a/c Machinery a/c

Furniture a/c Commission received a/c

Printer purchase a/c Commission paid a/c

Rent received a/c Salary a/c

Rent paid a/c Indian bank a/c

Wages a/c Sales returns a/c

Capital a/c Depreciation a/c

Purchase returns a/c John & Co. a/c (purchased goods from this company)

Ram agency a/c (sold goods to this company)

Create vouchers

3. **Create vouchers and view Profit and loss a/c and Balance sheet for the following:**

Hindustan Ltd. started the business on 01-04-2011

1 Apr. Contributed capital by cash Rs 2, 00,000

1 Apr. Cash deposited in Indian bank Rs 50,000

- 2 Apr. Credit purchases from Krishna traders Rs. 20000 invoice no 12
- 3 Apr. Credit purchases from PRAVIN traders Rs 20,000 invoice no 12
- 4 Apr. Credit purchase from KRISHNA traders Rs 20000 invoice no 14
- 5 Apr. Credit purchase from PRAVIN traders Rs 20,000 invoice no 44
- 6 Apr. Returned goods to KRISHNA traders Rs 5000 invoice no 12
- 7 Apr. Returned goods to PRAVIN traders Rs 5000 invoice no 44
- 8 Apr. Credit sales to RAVI & Co Rs 50,000 inv no 1
- 9 Apr. Credit sales to KUMAR & Co Rs 50,000 inv no 2
- 10 Apr. Cash sales Rs 20,000 inv no 3
- 11 Apr. Credit sales to RAVI & Co Rs 50,000 inv no 2
- 12 Apr. Credit sales to RAVI & Co Rs 50000 inv no 5
- 14 Apr. Goods returned by RAVI & Co Rs 5000 inv no 1
- 14 Apr. Goods returned by KUMAR & Co Rs 5000 inv no 1
- 15 Apr. Payment made by cheque to Krishna Traders Rs 30,000 ch no 505580
- 17 Apr. Payment made by cheque to Pravin Traders Rs 30,000 ch no 505592
- 17 Apr. Received cheque from: Ravi & Co and Kumar & Co 75,000 each.

Payments made by cash

- 3 Apr. Paid to petty cash by cash Rs.1000
- 4 Apr. Furniture purchased Rs.20000
- 5 Apr. Salaries paid Rs. 10000
- 6 Apr. Rent Rs.4000
- 7 Apr. Electricity charges Rs.3000
- 8 Apr. Telephone charges Rs.3500
- 9 Apr. Cash purchases Rs.5000

Payments made by petty cash

- 10 Apr. Conveyance Rs.150
- 11 Apr. Postage Rs.100
- 12 Apr. Stationeries Rs.200
- 14 Apr. Staff welfare Rs.100
- 14 Apr. Stationeries purchased from Sriram& Co 1500 on credit
- 15 Apr. Depreciation on furniture 10%

4. Emerald & Co., started a business of home appliances from 1-4-2011

- 01-04 received cash for capital 5, 00,000
- 07-04 credit purchases from LG Limited invoice no 123
- Oven 100nos at Rs 800,Mixes 100nos at Rs 1000,DVD player 100nos at Rs 1500,
- Fridge 100nos at Rs 2000
- 10-04 Credit Sales to AMN invoice no 1:
- Oven 70nos at Rs 1000,Mixes 70nos at Rs 1500,DVD player 70nos at Rs 2000
- Fridge 70nos at Rs 2500+TNGST 4% ON TOTAL SALES
- 10-04 Cash Sales invoice no 2:
- Oven 10nos at Rs 1000,Mixes 10nos at Rs 1500,DVD player 10nos at Rs 2000,
- Fridge 10nos at Rs 2500+TNGST 4% ON TOTAL SALES CASH discount 5%
- 15-4 Paid cheque to LG limitedRs 2,00,000

15-4 Received cheque from AMN&coRs 3,00,000

5.Payment made by cash

Paid to petty cash Rs 2000, Furniture Rs 15000, Salaries Rs 10000

Wages Rs 7000, Carriage inward Rs 1500.

25-04 Payment made by petty cash

Conveyance Rs 200, Postage Rs 150, Stationeries Rs 150, Staff Welfare Rs 200

30-04 Journal depreciate 10% on furniture:

Prepare Trading Profit and Loss Account and Balance sheet.

6. From the Balances of Ms.Kavitha, Prepare Trading A/C, Profit And Loss A/C and Balance Sheet for The Year Ending

Stock - 9,300	Misc. income - 200
Repairs - 310	Purchases - 15,450
Machinery - 12,670	Purchase return - 440
Furniture - 1430	Sales return - 120
Office expenses - 750	Sundry creditors - 12,370
Trading expenses - 310	Advertisement - 500
Land & Building - 15,400	Cash in hand - 170
Bank charges - 50	Cash at bank - 5,870
Capital - 24,500	Sales - 20,560
Loan - 5,000	Sundry expenses - 150
Closing stock - 7,580	Insurance - 500
	Traveling expenses - 200

INVENTORY VALUATION

7. From the Information given below create unit of measurement, stock groups and stock items

Find the stock summary:

Stock groups: 1. Magazine 2. Baby drinks 3. Cool drinks 4.dailynews paper 5. Hot drinks

6.Stationeries 7. Vegetables

Stock items:

Item	Qty	Rate	Units
Boost	25	80	nos
Sports star	20	15	nos
Potato	260	30	kgs
Star dust	20	25	nos
The Hindu	50	3.25	nos
Tomato	150	15	kgs
Fanta	10	25	lit
Dinamalar	40	2.50	nos
Coco	55	120	nos
Horlicks	60	70	nos
India today	10	10	nos
Lactogin	10	100	nos

MAINTAIN BILLWISE DETAILS**8. Create bill wise details from the following**

1. Ravi commenced business with a capital of Rs 2,00,000
2. Purchased goods from Kumar & Co Rs.15, 000 Paid in three installments within 5 days gap
3. Purchased goods for cash Rs.8000
4. Sold goods to Ratna& co Rs. 20,000 amount to be paid in two installment
5. Sold goods for cash for Rs .5000
6. Received cash from Ratna& co Rs. 75000
7. Paid to Kumar & co Rs. 7500
8. Sold goods for cash Rs.5000

CONSOLIDATION OF ACCOUNTS**9. Bharath Agencies, A Wholesaler Gives The Following Information:**

Opening balances:

Capital: 20, 00,000 cash at bank: 10, 00,000

Cash in hand: 5, 00,000 furniture: 5, 00,000

Bharath agencies are dealing in stationeries. The selling prices are as follows;

Pen Rs 35 per dozen, pencil Rs. 30 per dozen, Ink pens Rs 140 per dozen

The following transactions take on a particular date:

- 1.purchased 100 dozens of pens from Ravana bros. @ Rs.25 per dozen for cash
- 2.purchased 200 dozens of pencils from Gughan bros.@ Rs.21.50 per dozen for credit less discount of Rs 100
- 3.sold 10 dozens of pens to Dharma bros. For cash
- 4.sold 10 dozens of pens to Bema bros for credit
- 5.sold 50 dozens of pencils to Arjuna bros.
- 6.purchased from Ravana bros 50 dozens of ink pens @ Rs.120 and by cheque.

Prepare following statements using Ex-accounting packages:

Stores ledger, Trading account, Income statement, Balance sheet, Account summary Ignore dates

FOREIGN GAINS/LOSS**10. Calculate**

01.01.2005 Purchased goods from U.K supplier 1000 £

02.01.2005 Sold goods to U.S buyer 1500

03.01.2005 Cash received from U.S buyer 1500

(Selling rate rs.46/\$)

04.02.2005 Paid cash to U.K supplier 1000

(Selling rate Rs 53/ £)

Dollar \$:

Std rate - 1\$ - 43 Rs

Sales rate - 1\$ - 44 Rs

Buying rate - 1\$ - 42 Rs

Pound £:

Std rate - 1 £ - 51 Rs

Sales rate - 1 £ - 50 Rs

Buying rate - 1 £ - 52 Rs

11. MEMO VOUCHER

An advance amount paid Rs 1500 given to sales executive for traveling. The actual expenses for traveling expenses for the sales is Rs 500

12. CHEQUE PRINTING

Print a cheque:

Company name on cheque: Wipro India Ltd.: name of the bank Indusind bank.

Width 178, height 76, starting location 117, distance from top 23.

13. RATIO ANALYSIS

Enter the following details comment upon the short-term solvency position of the company:

Working capital Rs 20560492

Cash 14500

Bank 18500

Debtors 518260

Creditors 429337

Sales 515252

Purchases 433310

Stock 125982

Net profit ...?

14. INTEREST CALCULATIONS

Cash deposited in Scotia bank Rs 1,00,000

Sold goods to Ganesh Rs 25,000

31-12- cash deposited at Scotia bank Rs 50,000

Sold goods to Ganesh 50,000

Interest parameters rate 14% per 365 days year

15. Calculate Interest

Cash deposited in SBI 1, 00,000 Rs

1-12 purchased goods from suppliers Rs 20,000

Deposited in SBI Rs.50, 000

Purchased goods from suppliers Rs 40,000

Interest parameters rate 17% per 365 days year

16. Display the interest calculations for the period 1-4-2011 to 31-12-2011

Opening balance

Ram & Co Rs 25,000

Krishna traders Rs 20,000

Interest parameters rate 12% per 365 days year

Interest parameters rate 12% and 17% for sundry creditors per 365 days year

Purchased goods from Krishna for 25,000(credit period 45 days)

Sold goods to Ram for Rs. 50,000(credit period 30 days)

Paid to Krishna the amount plus interest

Received from Ram plus interest

17. Create stock items, stock groups, sales categories, godowns, units of measure.

Stock	Category	Group	Godown	Unit of measure	Std cost	Sell Price	Op. Qty	Total Value
Inter Celeron	Processor	Celeron	Mumbai	Nos.	15000	20000	2	30000
Intel Premium III	Processor	Celeron	Chennai	Nos	20000	250000	3	60000
Tally Silver	Accounting	Tally	Chennai	Nos	20000	22500	5	100000
Tally gold	Accounting	Tally	Chennai	Nos	42000	45000	5	210000

18. Using the above exercise create various vouchers including VAT calculation for the following

Date	Transaction
Transactions	
09/4/2006	Intel Pentium III (3 Nos) @ 25,000 delivered to Vijay & CO, from Madras Go down.
10/4/2006	10 Nos of Intel Celeron @ 15000 per unit received from Jayaram and Co, and sent to Madras Go down.
12/4/2006	2Nos of Intel Premium III received from Vijay & CO, as it was not in a working position.
14/4/2006	2Nos of Intel Celeron returned to Jayaram & Co from Madras Go down.
14/4/2006	Physical Stock verification shows Shortage of 1 No Intel Pentium III.

19. Create the following Inventory vouchers with data from any cost accounting book.

- Purchase order
- sales order
- Rejection out
- Rejection in
- Stock journal
- Delivery note
- Receipt note
- Physical stock

20. In addition to the above mentioned lab exercises work out a problem from any advanced accountancy book with a minimum of 20 transactions and generate the tally reports in full.

Ex. No: 1

Create a Company with all relevant details including GST options

Aim

To Create a Company with all relevant details including GST options

Algorithm

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

Step 2: Tally start up menu opens click work in educational mode.

Step 3: Gate way of Tally menu Appears click Alt+ F3 a new window opens.

Step 4: Select create a new company option

Step5: Company creation window appears. Enter all details like (Name, mailing name, Address, Pin code, financial year, books beginning from date, etc.)

Step 6: After entering all details click enter and accept the company creation option. A new company created.

Step 7: End the Process

Output Ex. No.1

Tally ERP 9

Company Creation

Directory : C:\Users\Public\Tally.ERP9\Data

Name : Mathan Kumar

Mailing Name : Mk Traders

Address : Pollachi

Currency Symbol : ₹

Maintain : Accounts with Inventory

Financial Year from : 14.2016

Books beginning from : 14.2016

Statutory compliance for : India

State : Tamil Nadu

PIN Code : 642109

Telephone No. :

Mobile No. : 9894144416

E-Mail : mathankumar010@gmail.com

Enable Auto Backup : Yes

Base Currency Information

Base Currency Symbol : ₹

Formal Name : INR

Number of Decimal Places : 2

Is Symbol SUFFIXED to Amounts ? No

Symbol for Decimal Portion : paise

Show Amounts in Millions ? No

Put a SPACE between Amount and Symbol ? Yes

Decimal Places for Printing Amounts in V ?

Accept ?

Yes or No

Product : Tally ERP 9

Version : Series A Release 4.92

License : Educational Mode

Configuration : Stat 237

Calculator : Latest

Edition : Users

License : Silver ONE

Proxy : ODBC Server on Port 9000

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

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

Tue, 7 Mar, 2017

19:03

07-03-2017

Result:

The above Program has been executed successfully.

Ex. No: 2

Create the ledgers under appropriate predefined groups

Aim

To create the ledgers under appropriate predefined 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 Accounts Info → Ledger → multiple ledger → Create ledger

Step 4: Create multiple ledgers like (wages, rent, salaries, purchase, sales. Discount received, commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of tally → Accounts Info → Ledger → Multiple Ledger → Display
All created ledgers will be displayed.

Step 7: End the Process

Output Ex. No.2

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.	Bulidings	Fixed Assets		
2.	Computer	Fixed Assets		
3.	Machinery	Fixed Assets		
4.	Rent Received	Indirect Incomes		
5.	Rent	Indirect Expenses		
6.	Salaries	Indirect Expenses		
7.	Commssion	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

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

Result:

The above Program has been executed successfully.

Ex. No: 3

Create vouchers and view Profit and loss a/c and Balance sheet

Aim

To create vouchers and view Profit and loss a/c and Balance sheet

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 will be displayed for the created vouchers and click profit and loss account option profit and loss account will be displayed.

Step 7: End the Process

Output Ex. No.3

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

Balance Sheet

Mathan 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	<u>2,64,000.00</u>
Total	25,00,000.00	Total	25,00,000.00

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet

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

Thu, 9 Mar, 2017

19:05:31

</

Result:

The above Program has been executed successfully.

Ex. No: 4

Create vouchers of Emerald & Co and view Profit and loss a/c and Balance sheet

Aim

To create vouchers of Emerald & Co and view Profit and loss a/c and Balance sheet

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 balance sheet option balance sheet of Emerald & Co will be displayed for the created vouchers and click profit and loss account option profit and loss account of Emerald & Co will be displayed.

Step 7: End the Process

Output Ex. No.4

Tally ERP 9							
P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre
Balance Sheet				Mathan Kumar			
Liabilities				Assets			
Mathan Kumar as at 1-Jun-2016				Mathan Kumar as at 1-Jun-2016			
Capital Account				Current Liabilities			
25,00,000.00				1,85,000.00			
Loans (Liability)				Current Assets			
45,39,730.00				70,06,267.50			
Profit & Loss A/c							
Opening Balance							
Current Period							
45,39,730.00							
Diff. in Opening Balances							
1,51,537.50							
Total				Total			
71,91,267.50				71,91,267.50			
Q: Quit				R: Remove Line			
				U: Restore Line			
				U: Restore All			
				Space: Select			
Tally MAIN --> Gateway of Tally --> Balance Sheet				(c) Tally Solutions Pvt. Ltd., 1988-2015			
				Thu, 9 Mar, 2017			
				19:22:12			

Result:

The above Program has been executed successfully.

Ex. No: 5

Prepare Trading Profit and Loss Account and Balance sheet.

Aim

To prepare Trading Profit and Loss Account and Balance Sheet.

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.

Step 7: End the Process

Result:

The above Program has been executed successfully.

Ex. No: 6

Create vouchers of Ms.Kavithaand view Profit and loss a/c and Balance sheet

Aim

To create vouchers of Ms. Kavitha and view Profit and loss a/c and Balance sheet

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 Ms. Kavithaand accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click balance sheet option balance sheet of Ms. Kavithawill be displayed for the created vouchers and click profit and loss account option profit and loss account of Ms. Kavithawill be displayed.

Step 7: End the Process

Result:

The above Program has been executed successfully.

Ex. No: 7**Create unit of measurement, stock groups and stock items****Aim**

To create unit of measurement, stock groups and stock items

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 1. Magazine 2. Baby drinks 3. Cool drinks 4. dailynews paper 5. Hot drinks 6. Stationeries 7. Vegetables 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.

Step5: Create Stock Items with the following

Boost	25	80	nos
Sports star	20	15	nos
Potato	260	30	kgs
Star dust	20	25	nos
The Hindu	50	3.25	nos
Tomato	150	15	kgs
Fanta	10	25	lit
Dinamalar	40	2.50	nos
Coco	55	120	nos
Horlicks	60	70	nos
India today	10	10	nos
Lactogin	10	100	nos

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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.7

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

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 F1: Accounts Buttons

Inventory Voucher Alteration (Secondary) Mathan Kumar Ctrl + M F1: Inventory Buttons

Stock Journal No. 1 1-Apr-2016 Friday F2: Date

Transfer of Materials F3: Company

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Led Monitors	10 nos	6,000.00/nos	60,000.00	Led Monitors	50 nos	6,000.00/nos	3,00,000.00
A4 192 Page Note	25 nos	35.00/nos	875.00	Pen	106 nos	5.00/nos	530.00
Pen	10 nos	5.00/nos	50.00	Pencil	65 nos	2.50/nos	162.50
Pencil	15 nos	2.50/nos	37.50				
60 nos 60,962.50				221 nos 3,00,692.50			

Narration:

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Inventory Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:13:45

EN 19:13 09-03-2017

Result:

The above Program has been executed successfully.

Ex. No: 8

Create bill wise details

Aim

To create bill wise details

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 single ledgers for the following and give YES option for Maintain Bill Wise Details with a default credit period of 30 days (Sundry Debtors, Sundry Creditors, Purchase, Sales etc.) and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates.

Step 7: End the Process

Output Ex. No.8

The screenshot shows the Tally ERP 9 interface with the 'Bills Outstanding' report for 1-Apr-2016. The report is titled 'Bills Receivable' and is for 'Mathan Kumar'. The report shows a list of bills with columns for Date, Ref. No., Party's Name, Pending Amount, and Due on Overdue by days. The total pending amount is 20,50,000.00.

Date	Ref. No.	Party's Name	Pending Amount	Due on Overdue by days
1-Apr-2016	1	Ramu	10,00,000.00	1-Apr-2016
1-Apr-2016	2	Ravi	10,50,000.00	1-May-2016
			20,50,000.00	

The interface includes a menu bar at the top with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. On the right side, there is a vertical menu with function keys F1 through F12. The status bar at the bottom shows the navigation path: Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Outstandings --> Bills Outstanding. The footer shows the copyright information: (c) Tally Solutions Pvt. Ltd., 1988-2015, and the date/time: Thu, 9 Mar, 2017 19:17:53.

Result:

The above Program has been executed successfully.

Ex. No: 9

Consolidation of Accounts

Aim

To prepare Consolidation of Accounts.

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 Gate way of Tally menu Appears click Inventory Info →Stock group's → Multiple Stock group→ Create Groups 1. Magazine 2.Baby drinks 3. Cool drinks 4.dailynews paper 5. Hot drinks 6.Stationeries 7. Vegetables and accept the stock group.

Step 5: Create Units of Measurement (Numbers as Nos, Kiogram as Kgs, Litres as Ltr) and accept the Units of Measurement.

Step6: Create Stock Items

Step7: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 8: 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 both accounts and inventory will be displayed.

Step 7: End the Process

Output Ex. No.9

The screenshot displays the Tally ERP 9 Day Book for the date 1-Apr-2016. The window title is 'Tally ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The toolbar shows: F1: Detailed, F2: Date, F2: Period, F3: Company, F4: Chg Vch, F5: Columnar, F6: Extract, F7: Show Profit, F8: Other Rep, F9: Inv Rep, F10: Acc Rep, F11: Features, F12: Configure, F12: Range, F12: Value. The main window shows the Day Book for 'Mathan Kumar' on '1-Apr-2016'. The table below lists the transactions:

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
				Inwards Qty	Outwards Qty
1-4-2016	Sbi Bank	Contra	1		10,00,000.00
1-4-2016	Salaries	Payment	1	25,000.00	
1-4-2016	Rent	Payment	2	50,000.00	
1-4-2016	Mk Capital	Receipt	1		25,00,000.00
1-4-2016	Discount Received	Receipt	2		36,000.00
1-4-2016	Ramu	Sales	1	10,00,000.00	
1-4-2016	Ravi	Sales	2	10,50,000.00	
1-4-2016	Somu	Purchase	1		4,75,000.00
1-4-2016	Rakesh	Purchase	2		6,50,000.00
1-4-2016	Arasu	Purchase	3		1,65,000.00
1-4-2016	Led Monitors	Stock Journal	1		50 nos

The status bar at the bottom shows: Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book. The footer includes: (c) Tally Solutions Pvt. Ltd., 1988-2015, Thu, 9 Mar, 2017, 19:48:13.

Result:

The above Program has been executed successfully.

Ex. No: 10

Foreign Gains/Loss

Aim

To prepare Foreign Gains/Loss

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 →Currencies → Create currencies and accept the currency value.

Step 4: Click display to view the created currency value. Click alter to change the currency values if any.

Step5: Click Rates of exchange and enter the transactions.

Step 6: Enter standard Rate, Selling Rate, Buying Rate and accept the transaction. Foreign and loss will be displayed.

Step 7: End the Process

Output Ex. No.10

The screenshot shows the 'Multi Currency Alteration' window in Tally ERP 9. The window title is 'Tally ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window title bar shows 'Multi Currency Alteration' and the user name 'Mathan Kumar'. The 'Date for Rate of Exchange' is set to '1-Jun-2016'. The window contains a table with the following data:

S.No.	Currency	Std. Rate	Selling Rate		Buying Rate	
			Last Voucher Rate	Specified Rate	Last Voucher Rate	Specified Rate
1.	\$ (Dollar)	₹ 61.20/\$		₹ 63.50/\$		₹ 60.50/\$

The bottom status bar shows the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Currencies --> Multi Currency Alteration. The footer shows the copyright notice: (c) Tally Solutions Pvt. Ltd., 1988-2015, the date: Thu, 9 Mar, 2017, and the time: 19:37:34.

Result:

The above Program has been executed successfully.

Ex. No: 11

Preparation of Memo Voucher

Aim

To prepare Memo Voucher

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 ledgers (Travelling Expenses under Indirect Expenses) and accept the ledger, Click F11 from the Gate way of tally option General features of tally appears. Change YES option to Reversing Journal and Optional Vouchers.

Step5: Pass the necessary vouchers in payment and accept the vouchers.

Step 6: Memorandum Voucher prepared.

Step 7: End the Process

Output Ex. No.11

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

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

Accounting Voucher Creation Mathan Kumar Ctrl + W

Memorandum No. 1 1-Jun-2016 Wednesday

Particulars	Debit	Credit
By Cash	2,40,000.00	
Cur Bal: 36,32,000.00 Dr		
To Discount Received		2,40,000.00
Cur Bal: 2,76,000.00 Cr		

Narration:

2,40,000.00 2,40,000.00

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., 1988-2015 Thu, 9 Mar, 2017 19:34:07

Result:

The above Program has been executed successfully.

Ex. No: 12

Print a cheque

Aim

To print a cheque

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

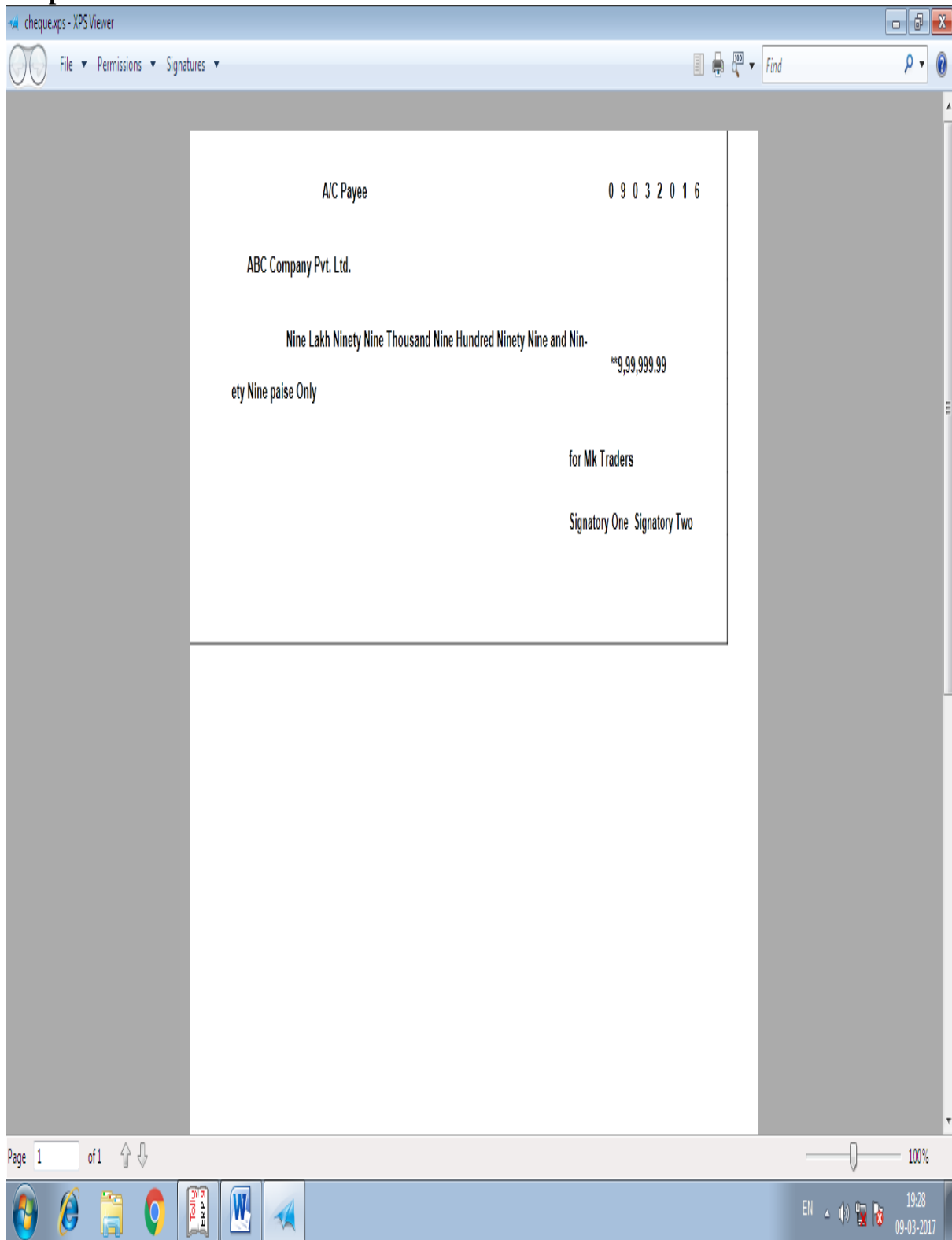
Step 3: Gate way of Tally menu Appears click F11 from the Gate way of tally option General features of tally appears.

Step 4: In Banking Features Enable Cheque Printing option by Giving YES.

Step5: Go to Gate way of Tally menu click Accounts Info →Ledger → Single ledger→ Create ledger for Bank Accounts

Step 6: Create HDFC bank Under Bank accounts → Give YES option to set and alter bank details option→ General configuration window Appears→ Click Cheque Printing Configuration option → a new window displays set all configurations required for company cheque. After entering all details press enter and accept the configuration. Cheque will be displayed in a new window.

Step 7: End the Process

Output Ex. No.12**Result:**

The above Program has been executed successfully.

Ex. No: 13

Preparation of Ratio Analysis.

Aim

To prepare 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 Ratio analysis. Ratio analysis statement will be displayed.

Step 7: End the Process

Output Ex. No.13

The screenshot displays the Tally ERP 9 interface for Ratio Analysis. The window title is 'Tally ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help, F2: Period, F3: Company. The toolbar shows: Ctrl + M, 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 main area is divided into two columns: Principal Groups and Principal Ratios, both for Mathan Kumar for 1-Apr-2016.

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)			

The bottom status bar shows: Tally MAIN --> 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: 14

Create Interest Calculations

Aim

To Create Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

Step 7: End the Process

Output Ex. No.14

The screenshot shows the Tally ERP 9 interface. The main window is titled 'Bank Reconciliation' for 'Sbi Bank' on '1-Apr-2016'. The user is 'Mathan Kumar'. The window displays a table with columns: Date, Particulars, Vch Type, Transaction Type, Instrument No., Instrument Date, Bank Date, Debit, and Credit. A single transaction is visible: 1-4-2016, Cash, Contra, Cheque, Instrument No. blank, Instrument Date 1-4-2016, Bank Date 1-4-2016, Debit blank, Credit 10,00,000.00. The bottom of the window shows a summary section with 'Balance as per Company Books', 'Amounts not reflected in Bank', and 'Balance as per Bank'. A status bar at the bottom indicates the current path: Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Ledger Vouchers --> Bank Reconciliation. The system clock shows (c) Tally Solutions Pvt. Ltd., 1988-2015, Thu, 9 Mar, 2017, 19:15:16.

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2016	Cash	Contra	Cheque		1-4-2016	1-4-2016		10,00,000.00

Balance as per Company Books :
Amounts not reflected in Bank :
Balance as per Bank :

Accept ?
Yes or No

Q: Quit D: Delete Unlinked D: Delete All Unlinked Enter: Alter Enter: Display Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Ledger Vouchers --> Bank Reconciliation (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:15:16

Result:

The above Program has been executed successfully.

Ex. No: 15

Create Interest Calculations

Aim

To Create Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

Step 7: End the Process

Output Ex. No.15

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

F1: Detailed

F2: Period

F3: Company

F4: Group

F5: Led-wise

F7: Billwise

C: New Column

A: Alter Column

D: Del Column

N: Auto Column

B: Budget Variance

F8: Other Rep

F9: Inv Rep

F10: Acc Rep

F11: Features

F12: Configure

F12: Range

F12: Value

Interest Receivable

Mathan Kumar

Ctrl + M

Particulars	Mathan Kumar	
	1-Apr-2016 to 1-Jun-2016	
	Interest Calculation	
	Cl. Balance	Interest

Current Assets	67,66,537.50 Dr	9,04,704.00 Dr

The above Program has been executed successfully.

Ex. No: 16

Display the interest calculations

Aim

To Display Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

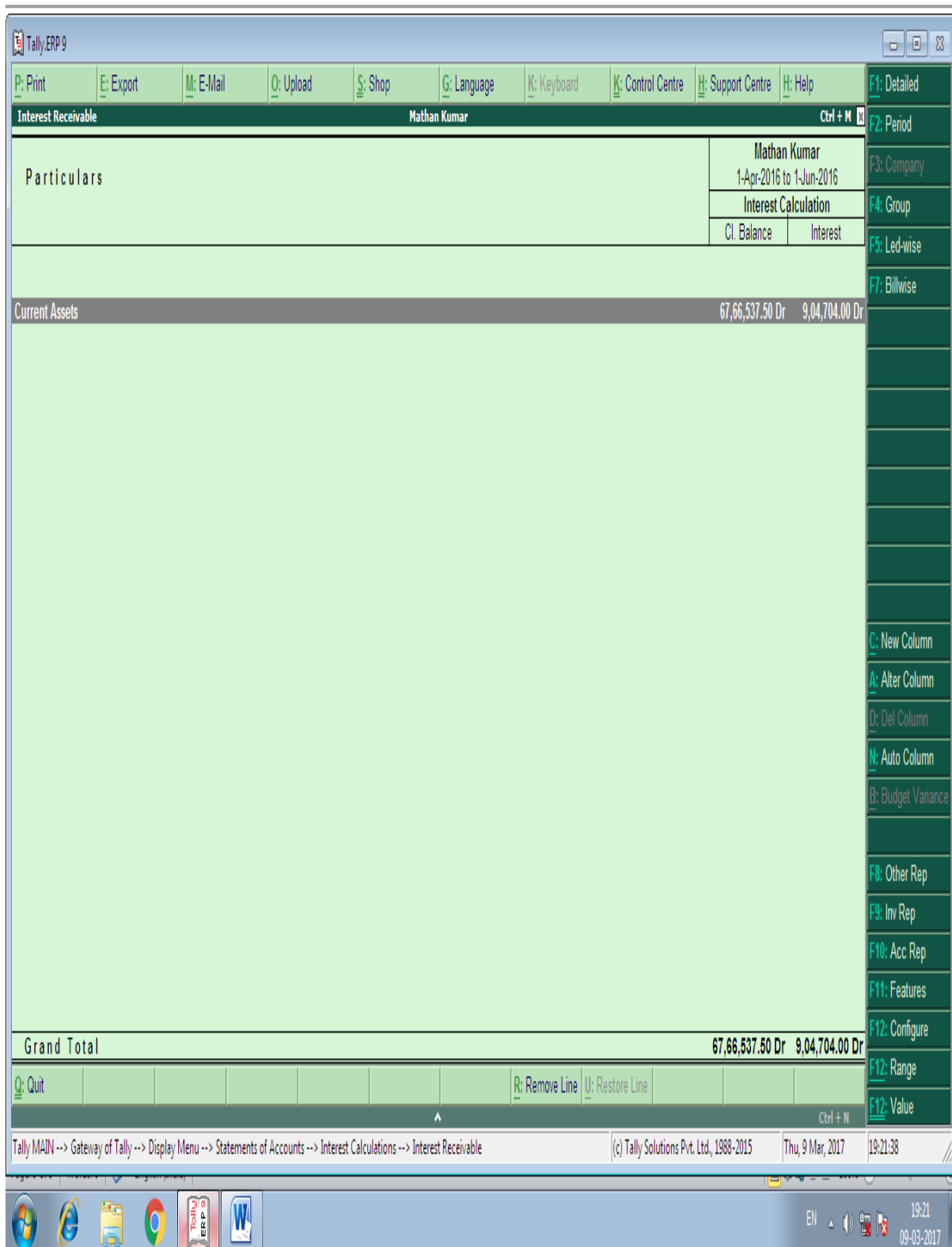
Step 7: End the Process

Output Ex. No.16

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021



Result:

The above Program has been executed successfully.

Ex. No: 17**Create Stock Items, Stock Groups, Sales Categories, Godowns, Units of Measure****Aim**

To create stock items, stock groups, sales categories, godowns, units of measure

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 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 with the following

Stock	Category	Group	Godown	Unit of measure	Std cost	Sell Price	Op. Qty	Total Value
Inter Celeron	Processor	Celeron	Mumbai	Nos.	15000	20000	2	30000
Intel Premium III	Processor	Celeron	Chennai	Nos	20000	250000	3	60000
Tally Silver	Accounting	Tally	Chennai	Nos	20000	22500	5	100000
Tally gold	Accounting	Tally	Chennai	Nos	42000	45000	5	210000

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.17

Stock Summary Mathan Kumar Ctrl + M

Particulars	Mathan Kumar For 1-Apr-2016 Closing Balance		
	Quantity	Rate	Value
Computer	65 nos	6,000.00	3,90,000.00
Note Books	10 nos	35.00	350.00
Stationaries	221 nos	4.15	917.50
Grand Total	296 nos		3,91,267.50

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., 1988-2015 Thu, 9 Mar, 2017 19:13:09

CLASS: I M.COM

COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL

BATCH-2019-2021

[illegible]

Result:

The above Program has been executed successfully.

Ex. No: 18

Create various vouchers including GST calculation

Aim

To Create various vouchers including GST calculation

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: Create ledger and click F11 from the Gateway of tally option Statutory features of tally appears. Give YES to GST Calculations. Enter the GST slab rate percentage in input and output tax rates

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 including tax rates with input and output tax rates and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click Balance sheet. Balance Sheet statement will be displayed.

Step 7: End the Process

Output Ex. No.18

Tally ERP 9

Accounting Voucher Alteration (Secondary) **Mathan Kumar** **Ctrl + M**

Sales **No. 4** **1-Jun-2016** **Wednesday**

Ref. :

Party's A/c Name : Kumar
Current Balance : 38,04,000.00 Dr
Sales Ledger : Sales
VAT/Tax Class :

Name of Item	Quantity	Rate per	Amount
Led Monitors	25 nos	6,000.00 nos	1,50,000.00
Output Tax 4%		4 %	6,000.00
			1,56,000.00

Narration:

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd, 1988-2015 Thu, 9 Mar, 2017 19:25:54

Result:

The above Program has been executed successfully.

Ex. No: 19

Create Inventory vouchers

Aim

To create Inventory 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: Click F11 from the Gateway of tally option Inventory features of tally appears. Give YES to Order Processing. Enter Yes option to all in Order Processing.

Step 4: Go to Gateway of Tally in Transactions Order Voucher Menu appears.

Step5: Click Order Voucher option. Create sales order and purchase order for the company and accept the voucher

Step 6: Go to gateway of tally in generation of reports click Display and click job work reports outstanding orders and orders in processing will be displayed.

Step 7: End the Process.

Output Ex. No.19

Tally ERP 9

Order Voucher Creation Mathan Kumar Ctrl + W

Sales Order No. 1 1-Apr-2016 Friday

Order No. : 1

Party's A/c Name : Kumar
Current Balance : 38,04,000.00 Dr
Sales Ledger : Sales
VAT/Tax Class : J Not Applicable

Name of Item	Quantity	Rate per	Amount
A4 192 Page Note	1	54,000.00	54,000.00
J End of List			

Narration:

Accept ?
Yes or No

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

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar 2017 19:50:06

Result:

The above Program has been executed successfully.

Ex. No: 20

Generation of all Reports.

Aim

To generate all Reports in Tally.

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, profit and loss account, Ratio analysis, Stock summary etc. All financial and Inventory statements will be displayed.

Step 7: End the Process

Output Ex. No.20

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

Tally ERP 9		Mathan Kumar		Ctrl + M
Liabilities	Mathan Kumar as at 1-Jun-2016	Assets	Mathan Kumar as at 1-Jun-2016	
Capital Account	25,00,000.00	Current Liabilities	1,79,000.00	
Loans (Liability)		Current Assets	70,12,267.50	
Profit & Loss A/c	45,39,730.00			
Opening Balance				
Current Period	45,39,730.00			
Diff. in Opening Balances	1,51,537.50			
Total	71,91,267.50	Total	71,91,267.50	
Tally MAIN --> Gateway of Tally --> Balance Sheet		(c) Tally Solutions Pvt. Ltd., 1988-2015		Thu, 9 Mar, 2017 19:52:50

Output Ex. No.20

Output Ex. No.20

The screenshot displays the Tally ERP 9 Ratio Analysis screen for the company 'Mathan Kumar' for the period '1-Apr-2016 to 1-Jun-2016'. The screen is divided into two main columns: 'Principal Groups' and 'Principal Ratios'. The 'Principal Groups' column lists various financial items with their respective debit and credit balances. The 'Principal Ratios' column shows the calculated ratios for these items.

Principal Groups	Mathan Kumar 1-Apr-2016 to 1-Jun-2016	Principal Ratios	Mathan Kumar 1-Apr-2016 to 1-Jun-2016
Working Capital	71,91,267.50 Dr	Current Ratio	39.17 : 1
(Current Assets-Current Liabilities)		(Current Assets : Current Liabilities)	
Cash-in-hand	33,92,000.00 Dr	Quick Ratio	37.83 : 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	43,79,000.00 Dr	(Loans (Liability) : Capital Account + Nett Profit)	
(due till today)	48,54,000.00 Dr	Gross Profit %	79.48 %
Sundry Creditors	1,85,000.00 Dr	Nett Profit %	77.63 %
(due till today)	8,15,000.00 Cr	Operating Cost %	22.37 %
Sales Accounts	58,48,000.00 Cr	(as percentage of Sales Accounts)	
Purchase Accounts	12,90,000.00 Dr	Recv. Turnover in days	55.93 days
Stock-in-hand	2,41,267.50 Dr	(payment performance of Debtors)	
Nett Profit	45,39,730.00 Cr	Return on Investment %	64.49 %
Wkg. Capital Turnover	0.81	(Nett Profit / Capital Account + Nett Profit)	
(Sales Accounts / Working Capital)		Return on Wkg. Capital %	63.13 %
Inventory Turnover	24.24	(Nett Profit / Working Capital) %	
(Sales Accounts / Closing Stock)			

The screenshot also shows the Tally ERP 9 interface with various menu options at the top and bottom, and a taskbar at the bottom.

Result:

The above Program has been executed successfully.

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Ex. No: 6

Create vouchers of Ms. Kavitha and view Profit and loss a/c and Balance sheet

Aim

To create vouchers of Ms. Kavitha and view Profit and loss a/c and Balance sheet

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 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 Ms. Kavitha and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click balance sheet option balance sheet of Ms. Kavitha will be displayed for the created vouchers and click profit and loss account option profit and loss account of Ms. Kavitha will be displayed.

Step 7: End the Process

Output Ex. No.6

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Create unit of measurement, stock groups and stock items

Aim

To create unit of measurement, stock groups and stock items

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 1. Magazine 2. Baby drinks 3. Cool drinks 4.dailynews paper 5. Hot drinks 6.Stationeries 7. Vegetables 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.

Step5: Create Stock Items with the following

Boost	25	80	nos
Sports star	20	15	nos
Potato	260	30	kgs
Star dust	20	25	nos
The Hindu	50	3.25	nos
Tomato	150	15	kgs
Fanta	10	25	lit
Dinamalar	40	2.50	nos
Coco	55	120	nos
Horlicks	60	70	nos
India today	10	10	nos
Lactogin	10	100	nos

.

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.7

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

F1: Accounts Buttons

F1: Inventory Buttons

F2: Date

F3: Company

F6: Rej In

F6: Rej Out

F7: Indent

F7: Stk Jml

F8: Dely Note

F9: Rcpt Note

F10: Phys Stk

J: Material Out

W: Material In

S: Stock Query

I: Post-Dated

L: Optional

F11: Features

F12: Configure

Inventory Voucher Alteration (Secondary)

Mathan Kumar

Ctrl + M

Stock Journal

No. 1

1-Apr-2016

Friday

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Led Monitors	10 nos	6,000.00/nos	60,000.00	Led Monitors	50 nos	6,000.00/nos	3,00,000.00
A4 192 Page Note	25 nos	35.00/nos	875.00	Pen	106 nos	5.00/nos	530.00
Pen	10 nos	5.00/nos	50.00	Pencil	65 nos	2.50/nos	162.50
Pencil	15 nos	2.50/nos	37.50				
	60 nos		60,962.50		221 nos		3,00,692.50

Narration:

Q: Quit

A: Accept

D: Delete

X: Cancel

Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Inventory Voucher Alteration (Secondary)

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

Thu, 9 Mar, 2017

19:13:46

EN

19:13

09-03-2017

Result:

The above Program has been executed successfully.

Ex. No: 8

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Create bill wise details

Aim

To create bill wise details

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 single ledgers for the following and give YES option for Maintain Bill Wise Details with a default credit period of 30 days (Sundry Debtors, Sundry Creditors, Purchase, Sales etc.) and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates.

Step 7: End the Process

Output Ex. No.8

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Tally ERP 9

Bills Outstanding **Mathan Kumar** **Ctrl + W**

Bills Receivable **For 1-Apr-2016**

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
1-Apr-2016	1	Ramu	10,00,000.00	1-Apr-2016	0
1-Apr-2016	2	Ravi	10,50,000.00	1-May-2016	
			20,50,000.00		

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Outstandings --> Bills Outstanding (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:17:53

Result:

The above Program has been executed successfully.

Ex. No: 9

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Consolidation of Accounts

Aim

To prepare Consolidation of Accounts.

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 Gate way of Tally menu Appears click Inventory Info →Stock group's → Multiple Stock group→ Create Groups 1. Magazine 2. Baby drinks 3. Cool drinks 4.dailynews paper 5. Hot drinks 6.Stationeries 7. Vegetables and accept the stock group.

Step 5: Create Units of Measurement (Numbers as Nos, Kiogram as Kgs, Litres as Ltr) and accept the Units of Measurement.

Step6: Create Stock Items

Step7: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 8: 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 both accounts and inventory will be displayed.

Step 7: End the Process

Output Ex. No.9

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Day Book Mathan Kumar Ctrl + M

Day Book For 1-Apr-2016

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Inwards Qty	Outwards Qty
1-4-2016	Sbi Bank	Contra	1		10,00,000.00		
1-4-2016	Salaries	Payment	1	25,000.00			
1-4-2016	Rent	Payment	2	50,000.00			
1-4-2016	Mk Capital	Receipt	1		25,00,000.00		
1-4-2016	Discount Received	Receipt	2		36,000.00		
1-4-2016	Ramu	Sales	1	10,00,000.00			
1-4-2016	Ravi	Sales	2	10,50,000.00			
1-4-2016	Somu	Purchase	1		4,75,000.00		
1-4-2016	Rakesh	Purchase	2		6,50,000.00		
1-4-2016	Arasu	Purchase	3		1,65,000.00		
1-4-2016	Led Monitors	Stock Journal	1			50 nos	

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:48:13

Result:

The above Program has been executed successfully.

Ex. No: 10

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

Foreign Gains/Loss

Aim

To prepare Foreign Gains/Loss

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 →Currencies → Create currencies and accept the currency value.

Step 4: Click display to view the created currency value. Click alter to change the currency values if any.

Step5: Click Rates of exchange and enter the transactions.

Step 6: Enter standard Rate, Selling Rate, Buying Rate and accept the transaction. Foreign and loss will be displayed.

Step 7: End the Process

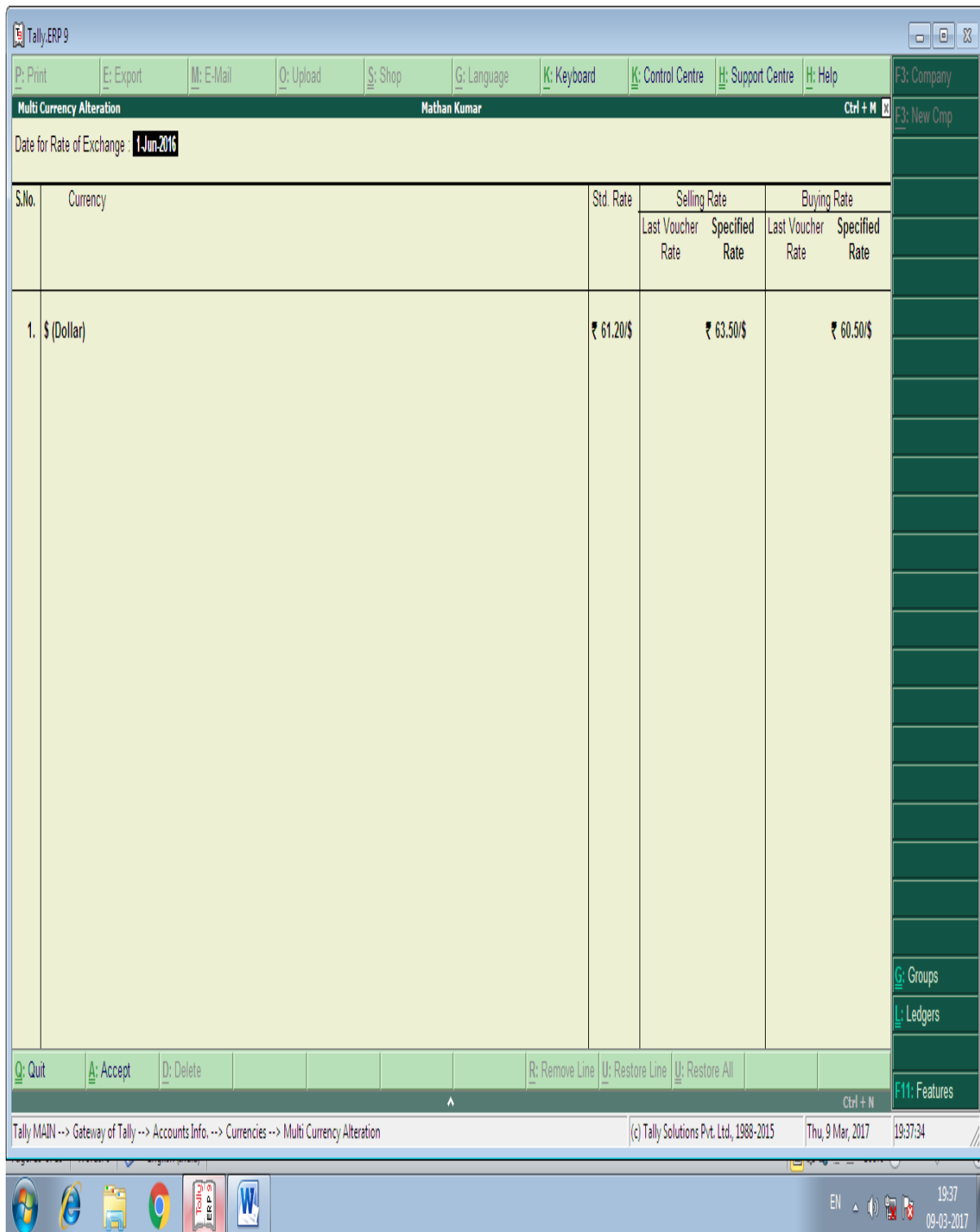
Output Ex. No.10

CLASS: I M.COM

COURSE NAME: TALLY PRACTICAL

COURSE CODE: 19CMP111

BATCH-2019-2021

**Result:**

The above Program has been executed successfully.

Ex. No: 11

Preparation of Memo Voucher

Aim

To prepare Memo Voucher

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 ledgers (Travelling Expenses under Indirect Expenses) and accept the ledger, Click F11 from the Gate way of tally option General features of tally appears. Change YES option to Reversing Journal and Optional Vouchers.

Step5: Pass the necessary vouchers in payment and accept the vouchers.

Step 6: Memorandum Voucher prepared.

Step 7: End the Process

Output Ex. No.11

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

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

Accounting Voucher Creation Mathan Kumar Ctrl + M

Memorandum No. 1 1-Jun-2016 Wednesday

Particulars	Debit	Credit
By Cash	2,40,000.00	
Cur Bal: 36,32,000.00 Dr		
To Discount Received		2,40,000.00
Cur Bal: 2,76,000.00 Cr		

Narration:

2,40,000.00 2,40,000.00

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., 1988-2015 Thu, 9 Mar, 2017 19:34:07

Result:

The above Program has been executed successfully.

Ex. No: 12

Print a cheque

Aim

To print a cheque

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 F11 from the Gate way of tally option General features of tally appears.

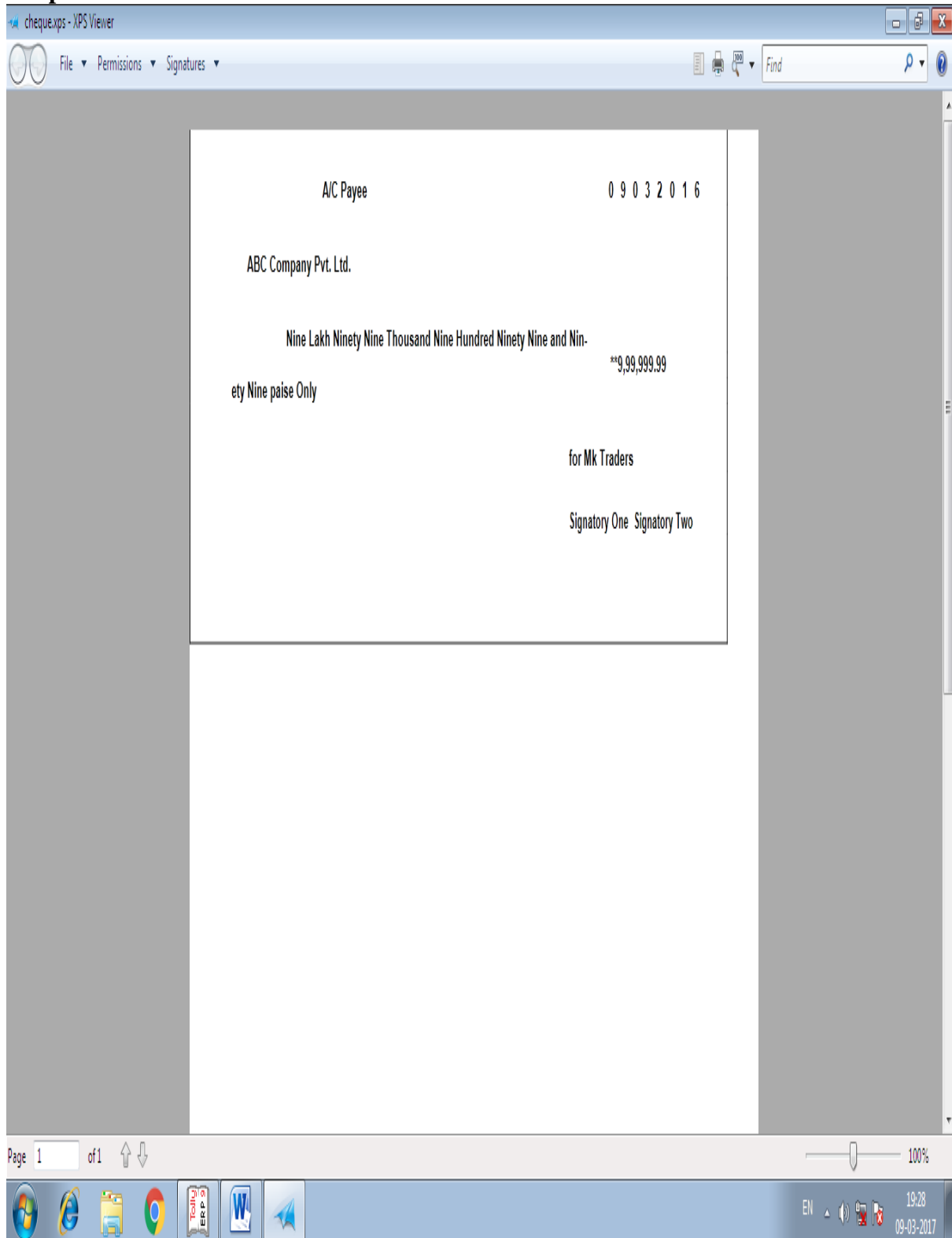
Step 4: In Banking Features Enable Cheque Printing option by Giving YES.

Step5: Go to Gate way of Tally menu click Accounts Info →Ledger → Single ledger→ Create ledger for Bank Accounts

Step 6: Create HDFC bank Under Bank accounts → Give YES option to set and alter bank details option→ General configuration window Appears→ Click Cheque Printing Configuration option → a new window displays set all configurations required for company cheque. After entering all details press enter and accept the configuration. Cheque will be displayed in a new window.

Step 7: End the Process

Output Ex. No.12



Result:

The above Program has been executed successfully.

Ex. No: 13

Preparation of Ratio Analysis.

Aim

To prepare 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 Ratio analysis. Ratio analysis statement will be displayed.

Step 7: End the Process

Output Ex. No.13

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

The screenshot displays the Tally ERP 9 interface with the 'Ratio Analysis' window open for 'Mathan Kumar' as of '1-Apr-2016'. The window is divided into two main columns: 'Principal Groups' and 'Principal Ratios'. The 'Principal Groups' column lists various financial items with their respective debit and credit balances. The 'Principal Ratios' column shows calculated ratios and percentages for the same items. The interface includes a menu bar at the top with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand pane contains function keys (F2-F12) for actions like Period, Company, New Column, Alter Column, Del Column, Auto Column, Inv Rep, Acc Rep, Features, Configure, Range, and Value. The status bar at the bottom shows the current path (Tally MAIN -> Gateway of Tally -> Ratio Analysis), copyright information, date (Thu, 9 Mar, 2017), and time (19:06:51).

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)			

Result:

The above Program has been executed successfully.

Ex. No: 14

Create Interest Calculations

Aim

To Create Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

Step 7: End the Process

Output Ex. No.14

Tally ERP 9

Bank Reconciliation **Mathan Kumar** **Ctrl + M**

Ledger: **Sbi Bank** **For 1-Apr-2016**

(Reconciliation)

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2016	Cash	Contra	Cheque		1-4-2016	1-4-2016	10,00,000.00	

Balance as per Company Books :
Amounts not reflected in Bank :
Balance as per Bank :

Accept ?
Yes or No

Q: Quit **D: Delete Unlinked** **D: Delete All Unlinked** **Enter: Alter** **Enter: Display** **Ctrl + N**

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Ledger Vouchers --> Bank Reconciliation (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:15:16

Result:

The above Program has been executed successfully.

Ex. No: 15

Create Interest Calculations

Aim

To Create Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

Step 7: End the Process

Output Ex. No.15

KAHE

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

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

Interest Receivable Mathan Kumar Ctrl + M

Particulars	Cl. Balance	Interest
Current Assets	67,66,537.50 Dr	9,04,704.00 Dr
Grand Total	67,66,537.50 Dr	9,04,704.00 Dr

Q: Quit R: Remove Line U: Restore Line Ctrl + M

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Interest Calculations --> Interest Receivable (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:21:38

Result:

The above Program has been executed successfully.

Ex. No: 16

Display the interest calculations

Aim

To Display Interest Calculations

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: Create ledger and click F11 from the Gate way of tally option General features of tally appears. In outstanding Management Give YES to activate Interest Calculations.

Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage and accept the ledger

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

Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates click Interest option Interest payable and receivable will be shown → click interest payable option sundry creditors outstanding amount will be appeared with interest and click interest Receivable option sundry debtor's outstanding amount will be appeared with interest.

Step 7: End the Process

Output Ex. No.16

The screenshot shows the Tally ERP 9 software interface. The main window displays the 'Interest Receivable' ledger for 'Mathan Kumar'. The ledger has a header section with 'Particulars', 'Mathan Kumar', '1-Apr-2016 to 1-Jun-2016', 'Interest Calculation', 'Cl. Balance', and 'Interest'. Below this, there is a large green area for data entry. At the bottom of the ledger, the 'Grand Total' is shown as 67,66,537.50 Dr and 9,04,704.00 Dr. The interface includes a menu bar at the top with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. A toolbar on the right side contains various function keys (F1-F12) and their corresponding actions. The status bar at the bottom shows the current path: Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Interest Calculations --> Interest Receivable. The footer of the window displays the copyright information: (c) Tally Solutions Pvt. Ltd., 1988-2015, the date: Thu, 9 Mar, 2017, and the time: 19:21:38.

Result:

The above Program has been executed successfully.

Ex. No: 17**Create Stock Items, Stock Groups, Sales Categories, Godowns, Units of Measure****Aim**

To create stock items, stock groups, sales categories, godowns, units of measure

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 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 with the following

Stock	Category	Group	Godown	Unit of measure	Std cost	Sell Price	Op. Qty	Total Value
Inter Celeron	Processor	Celeron	Mumbai	Nos.	15000	20000	2	30000
Intel Premium III	Processor	Celeron	Chennai	Nos	20000	250000	3	60000
Tally Silver	Accounting	Tally	Chennai	Nos	20000	22500	5	100000
Tally gold	Accounting	Tally	Chennai	Nos	42000	45000	5	210000

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.17

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

Tally ERP 9

Stock Summary Mathan Kumar Ctrl + M

Particulars	Quantity	Rate	Value
Computer	65 nos	6,000.00	3,90,000.00
Note Books	10 nos	35.00	350.00
Stationaries	221 nos	4.15	917.50
Grand Total	296 nos		3,91,267.50

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., 1988-2015 Thu, 9 Mar, 2017 19:13:09

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

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

Inventory Voucher Alteration (Secondary) Mathan Kumar Ctrl + M

Stock Journal No. 1 1-Apr-2016 Friday

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Led Monitors	10 nos	6,000.00/nos	60,000.00	Led Monitors	50 nos	6,000.00/nos	3,00,000.00
A4 192 Page Note	25 nos	35.00/nos	875.00	Pen	106 nos	5.00/nos	530.00
Pen	10 nos	5.00/nos	50.00	Pencil	65 nos	2.50/nos	162.50
Pencil	15 nos	2.50/nos	37.50				
	60 nos		60,962.50		221 nos		3,00,692.50

Narration:

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Inventory Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd, 1988-2015 Thu, 9 Mar, 2017 19:13:46

Result:

The above Program has been executed successfully.

Ex. No: 18

Create various vouchers including GST calculation

Aim

To Create various vouchers including GST calculation

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: Create ledger and click F11 from the Gate way of tally option Statutory features of tally appears. Give YES to GST Calculations. Enter the GST slab rate percentage in input and output tax rates

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 including tax rates with input and output tax rates and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click Balance sheet. Balance Sheet statement will be displayed.

Step 7: End the Process

CLASS: I M.COM
COURSE CODE: 19CMP111

COURSE NAME: TALLY PRACTICAL
BATCH-2019-2021

Output Ex. No.18

Tally ERP 9

Accounting Voucher Alteration (Secondary) Mathan Kumar Ctrl + M

Sales No. 4 1-Jun-2016 Wednesday

Ref. :

Party's A/c Name : Kumar
Current Balance : 38,04,000.00 Dr
Sales Ledger : Sales
VAT/Tax Class :

Name of Item	Quantity	Rate	per	Amount
Led Monitors	25 nos	6,000.00	nos	1,50,000.00
Output Tax 4%		4 %		6,000.00
				25 nos 1,56,000.00

Narration:

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

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:25:54

Result:

The above Program has been executed successfully.

Ex. No: 19

Create Inventory vouchers

Aim

To create Inventory 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: Click F11 from the Gate way of tally option Inventory features of tally appears. Give YES to Order Processing. Enter Yes option to all in Order Processing.

Step 4: Go to Gateway of Tally in Transactions Order Voucher Menu appears.

Step5: Click Order Voucher option. Create sales order and purchase order for the company and accept the voucher

Step 6: Go to gateway of tally in generation of reports click Display and click job work reports outstanding orders and orders in processing will be displayed.

Step 7: End the Process.

Output Ex. No.19

Tally ERP 9

Order Voucher Creation Mathan Kumar Ctrl + M

Sales Order No. 1 1-Apr-2016 Friday

Party's A/c Name : Kumar Order No. : 1

Current Balance : 38,04,000.00 Dr

Sales Ledger : Sales

VAT/Tax Class : J Not Applicable

Name of Item	Quantity	Rate per	Amount
A4 192 Page Note			54,000.00
J End of List			

Narration:

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel ^ Ctrl + M

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2015 Thu, 9 Mar, 2017 19:50:06

Result:

The above Program has been executed successfully.

Ex. No: 20

Generation of all Reports.

Aim

To generate all Reports in Tally.

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, profit and loss account, Ratio analysis, Stock summary etc. All financial and Inventory statements will be displayed.

Step 7: End the Process

Output Ex. No.20

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

Balance Sheet

Mathan Kumar

Ctrl + M

Liabilities	Mathan Kumar as at 1-Jun-2016	Assets	Mathan Kumar as at 1-Jun-2016
Capital Account	25,00,000.00	Current Liabilities	1,79,000.00
Loans (Liability)		Current Assets	70,12,267.50
Profit & Loss A/c	45,39,730.00		
Opening Balance			
Current Period	45,39,730.00		
Diff. in Opening Balances	1,51,537.50		
Total	71,91,267.50	Total	71,91,267.50

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet

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

Thu, 9 Mar, 2017

19:52:50

<

Output Ex. No.20

The screenshot displays the Tally ERP 9 Ratio Analysis screen for the company 'Mathan Kumar' for the period '1-Apr-2016 to 1-Jun-2016'. The screen is divided into two main columns: 'Principal Groups' and 'Principal Ratios'. The 'Principal Groups' column lists various financial items with their respective debit and credit balances. The 'Principal Ratios' column shows the calculated ratios for these items.

Principal Groups	Mathan Kumar 1-Apr-2016 to 1-Jun-2016	Principal Ratios	Mathan Kumar 1-Apr-2016 to 1-Jun-2016
Working Capital	71,91,267.50 Dr	Current Ratio	39.17 : 1
(Current Assets-Current Liabilities)		(Current Assets : Current Liabilities)	
Cash-in-hand	33,92,000.00 Dr	Quick Ratio	37.83 : 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	43,79,000.00 Dr	(Loans (Liability) : Capital Account + Nett Profit)	
(due till today)	48,54,000.00 Dr	Gross Profit %	79.48 %
Sundry Creditors	1,85,000.00 Dr	Nett Profit %	77.63 %
(due till today)	8,15,000.00 Cr	Operating Cost %	22.37 %
Sales Accounts	58,48,000.00 Cr	(as percentage of Sales Accounts)	
Purchase Accounts	12,90,000.00 Dr	Recv. Turnover in days	55.93 days
Stock-in-hand	2,41,267.50 Dr	(payment performance of Debtors)	
Nett Profit	45,39,730.00 Cr	Return on Investment %	64.49 %
Wkg. Capital Turnover	0.81	(Nett Profit / Capital Account + Nett Profit)	
(Sales Accounts / Working Capital)		Return on Wkg. Capital %	63.13 %
Inventory Turnover	24.24	(Nett Profit / Working Capital) %	
(Sales Accounts / Closing Stock)			

The screenshot also shows the Tally ERP 9 interface with various menu options at the top and bottom, and a taskbar at the bottom.

Result:

The above Program has been executed successfully.