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 &Builiding - 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	Transcation
Transactions	
O9/4/2006	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.

a. Purchase order
b. sales order
c. Rejection out
d. Rejection in
e. Stock journal
f. Delivery note
g. Receipt note
h. 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.

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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

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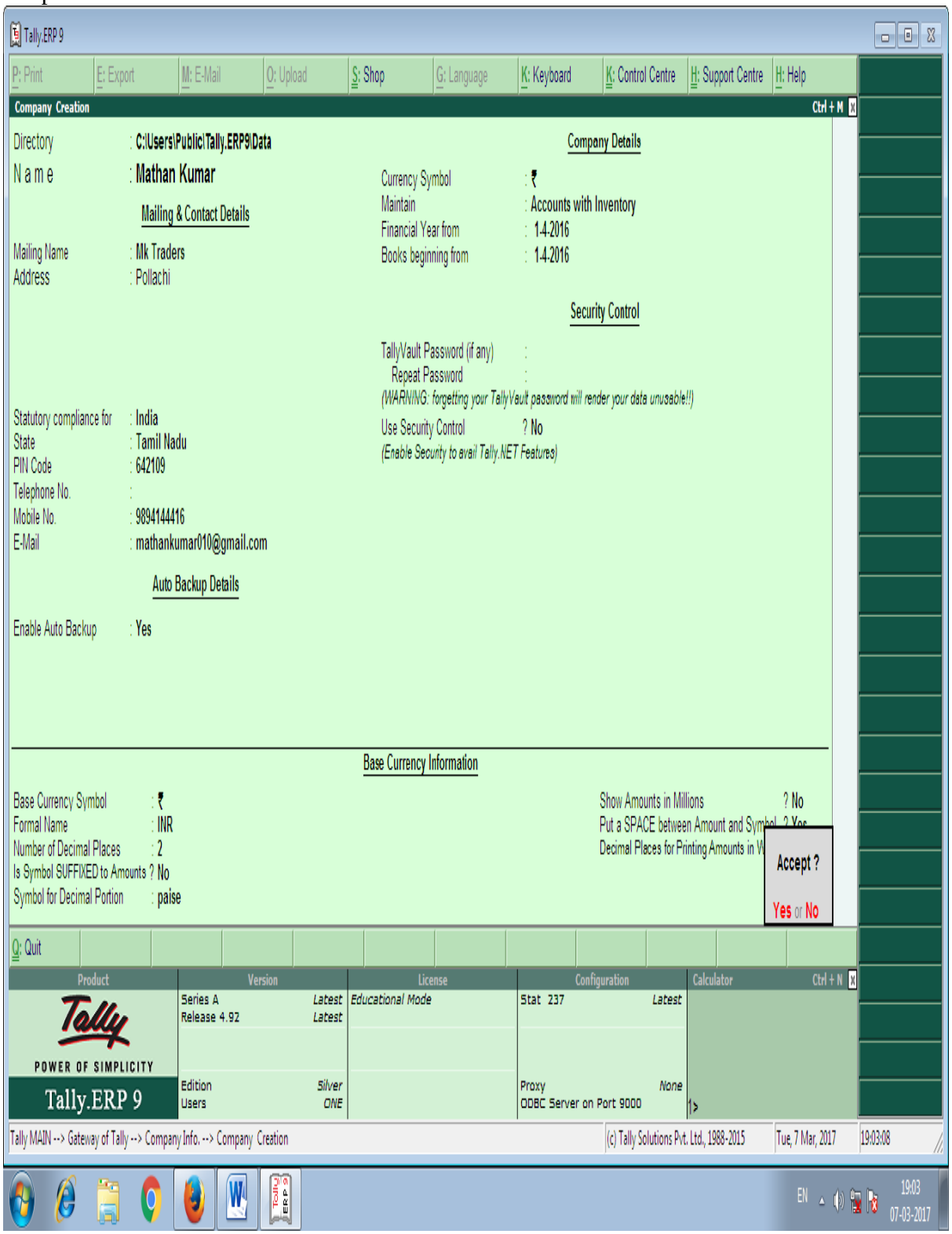
Output Ex. No.1



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

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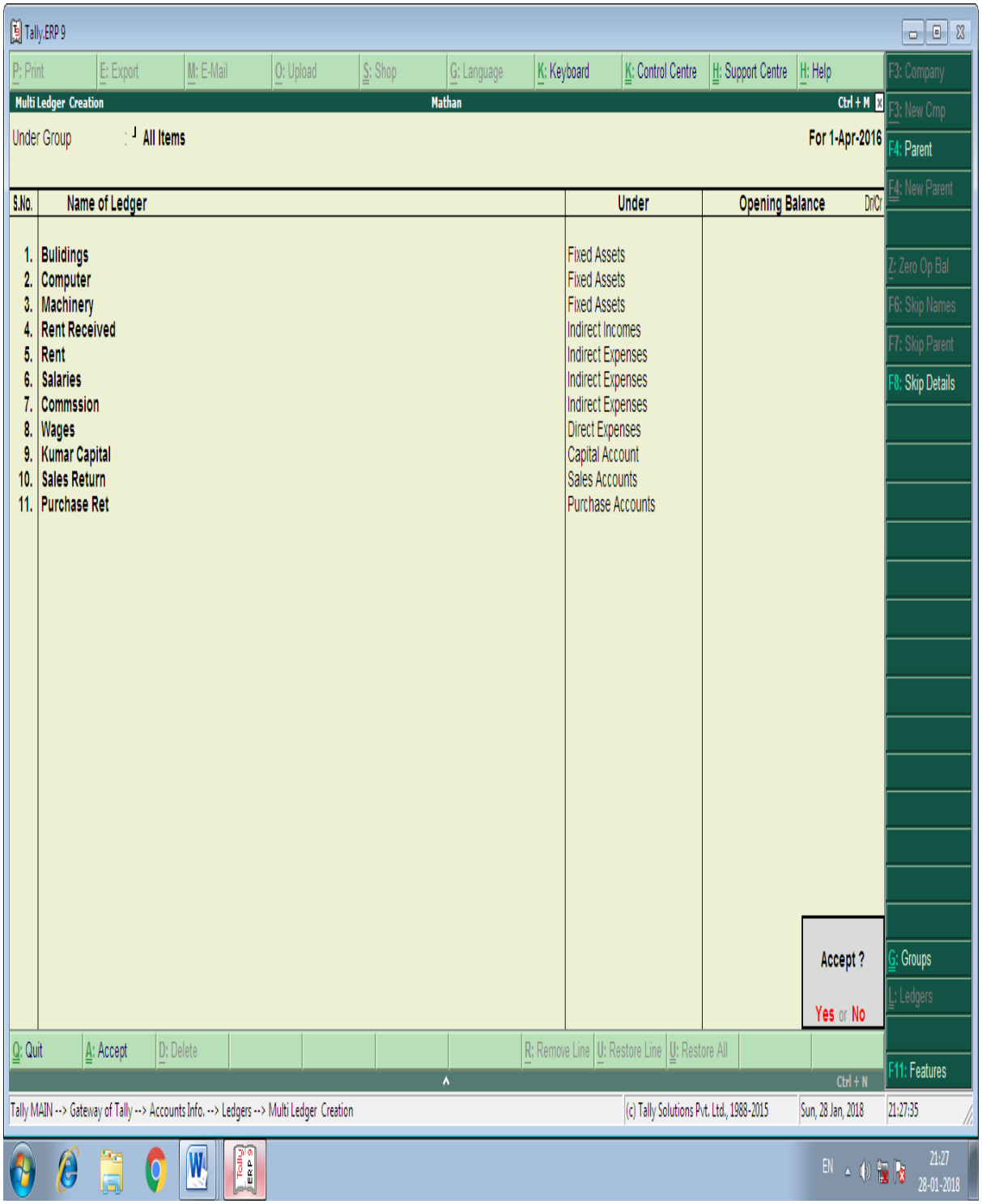
Output Ex. No.2



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

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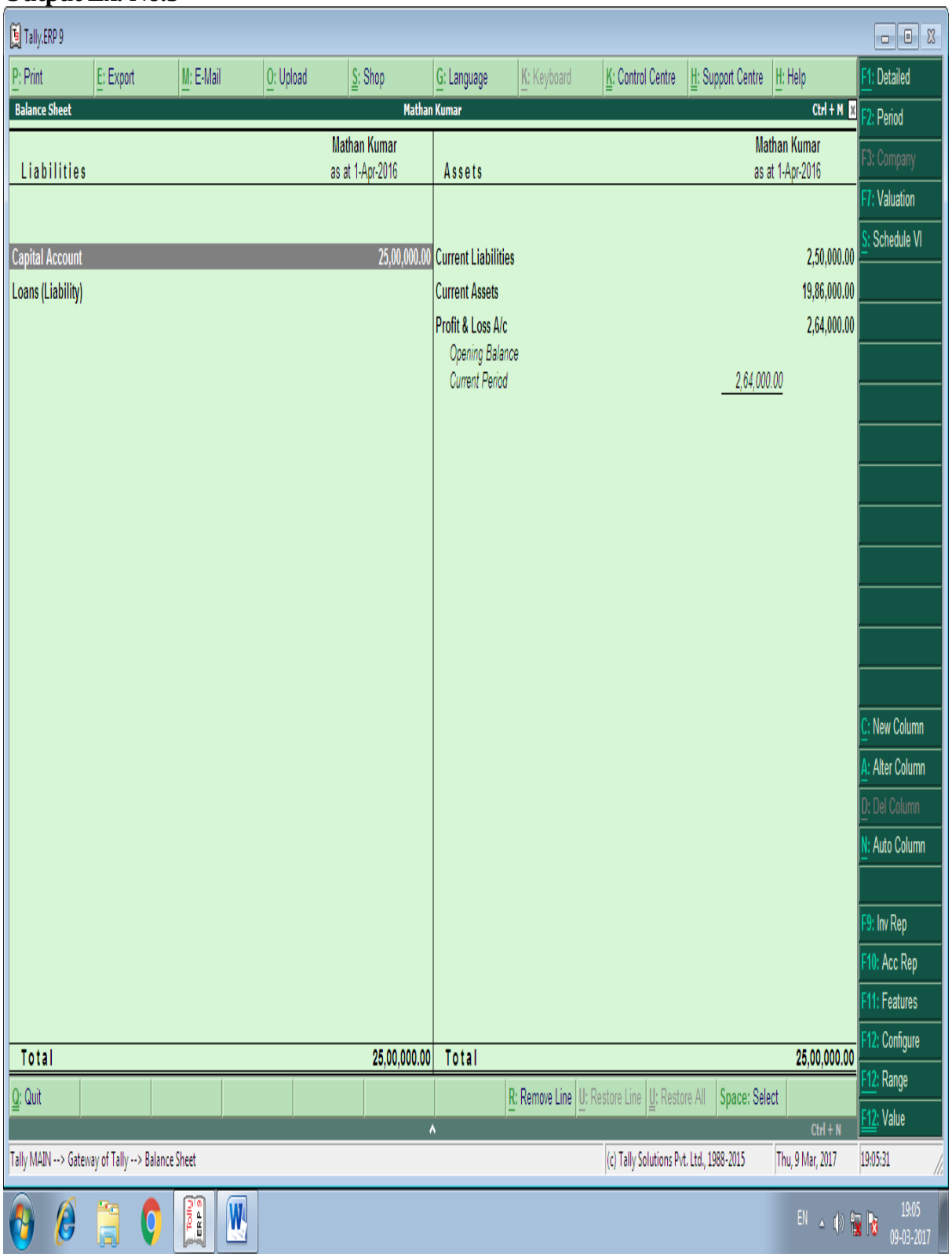
Output Ex. No.3



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

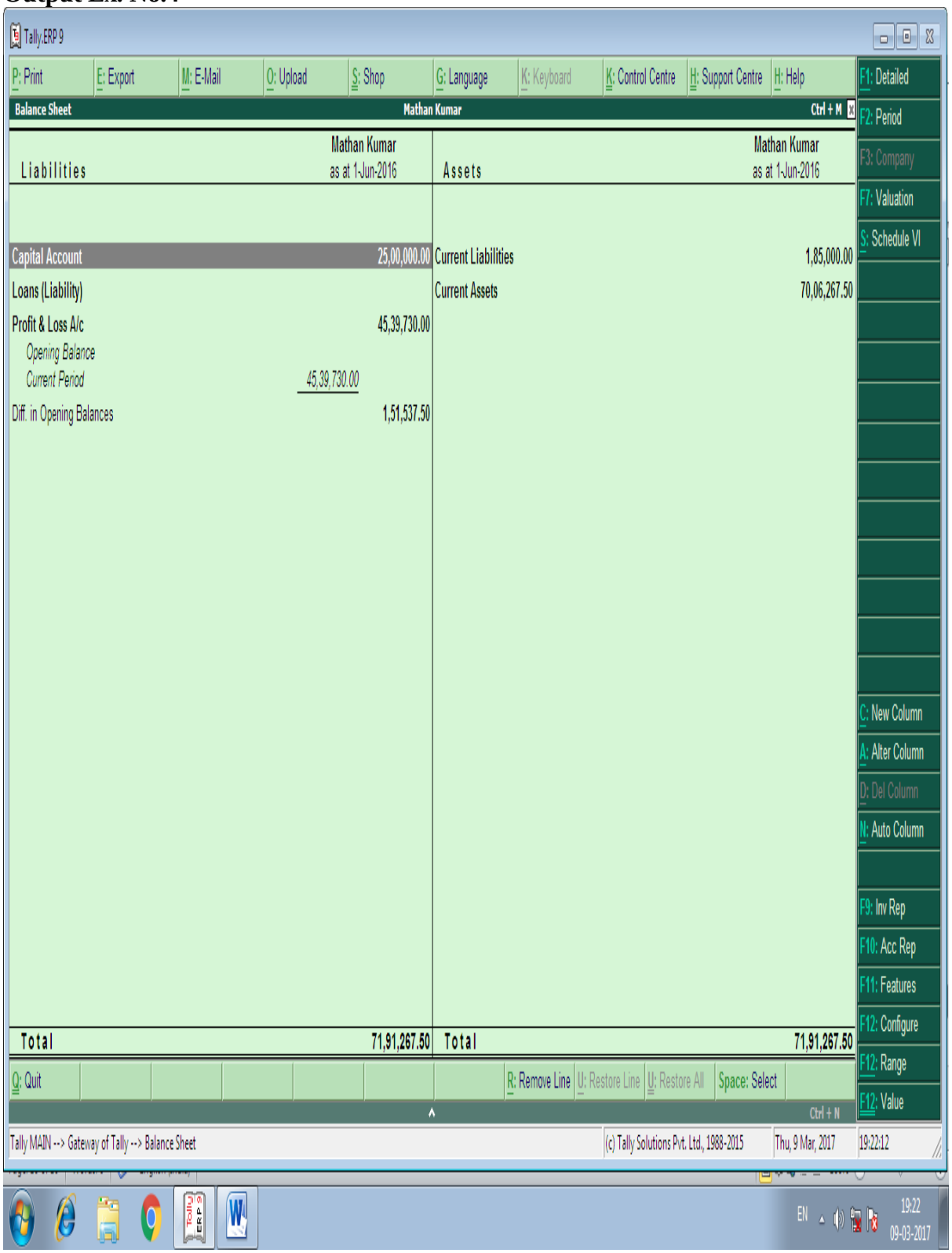
Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers of Emerald & Co and accept the vouchers.

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

KAHE

Output Ex. No.4



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

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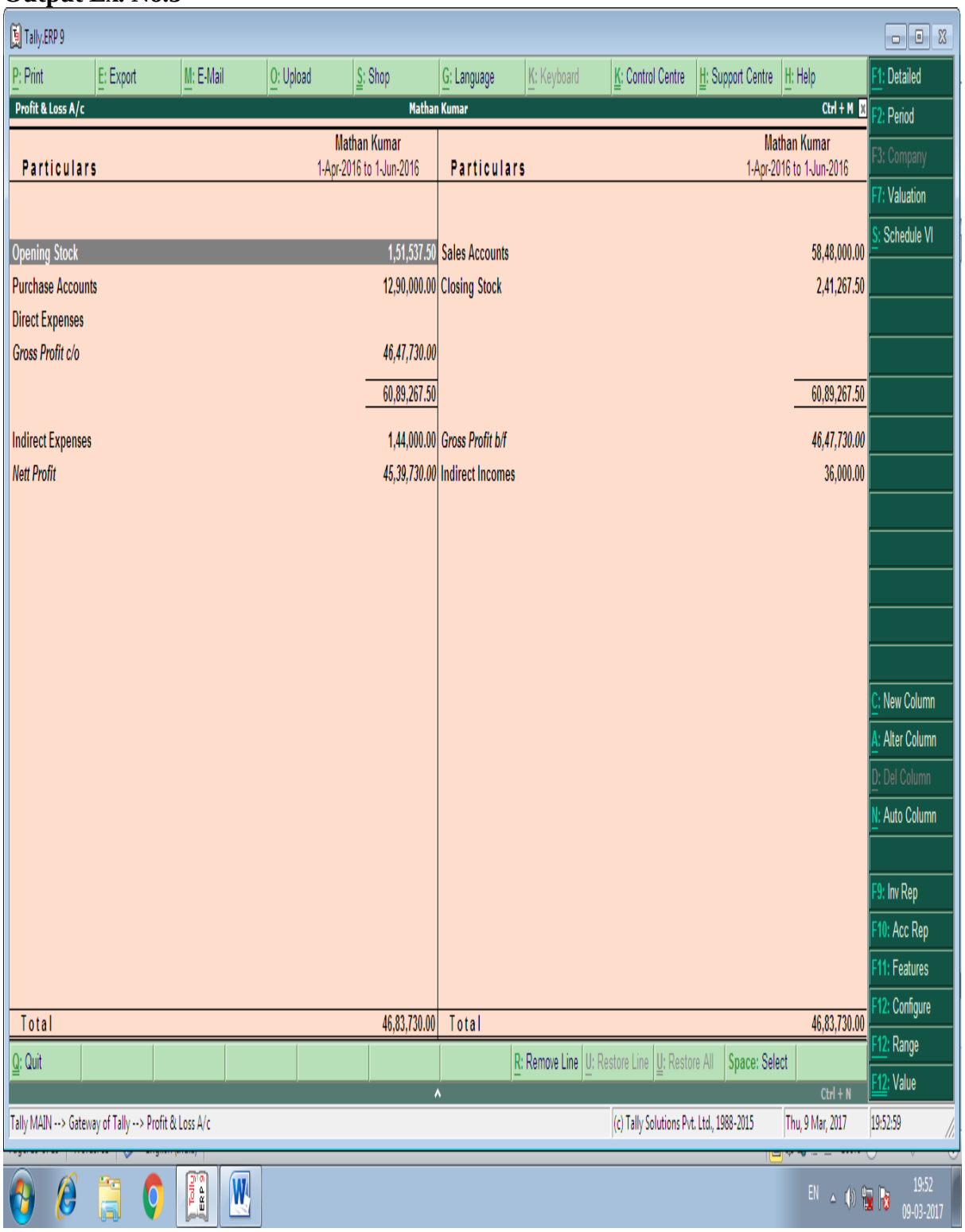
Output Ex. No.5



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

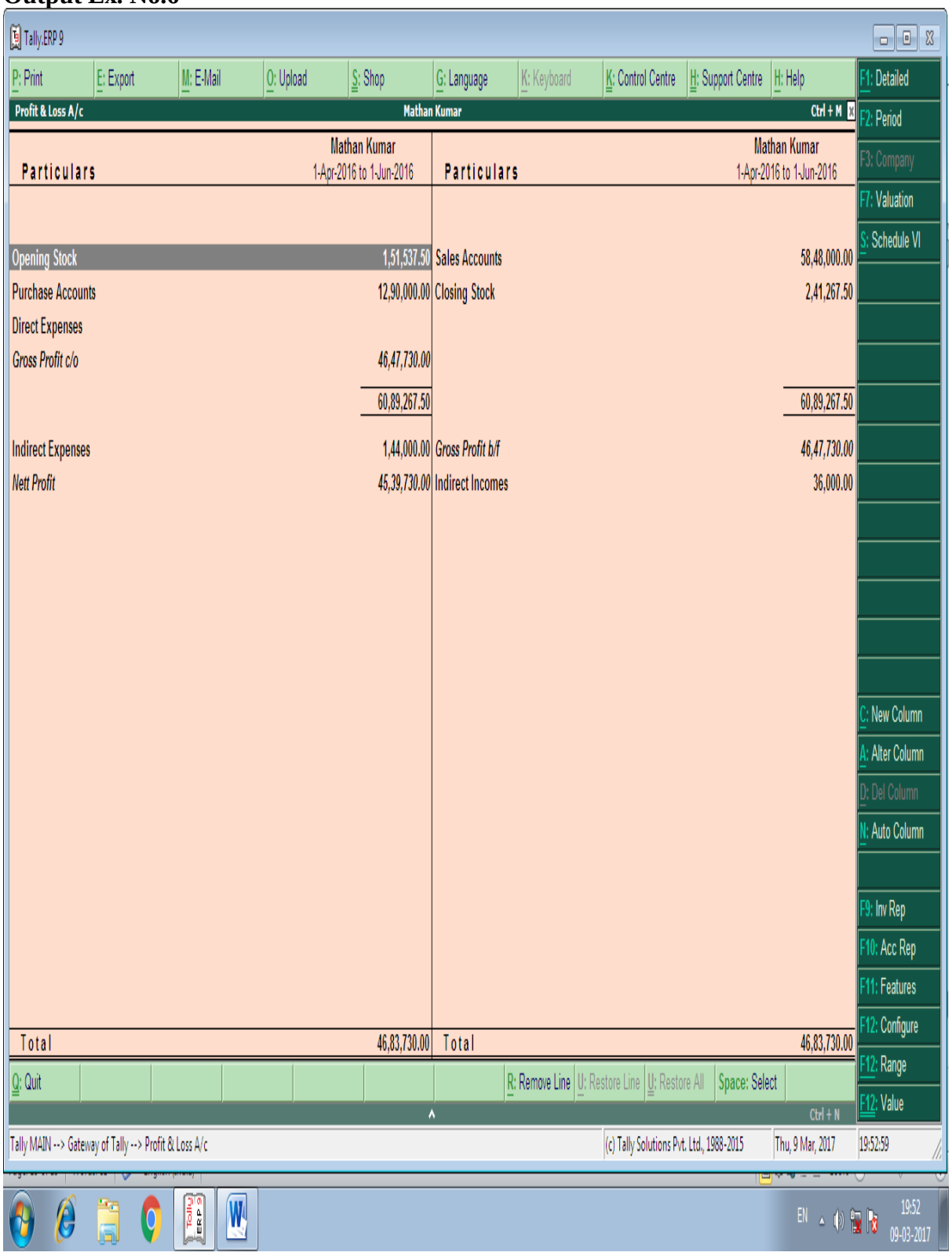
Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

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

Output Ex. No.6



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.Vegetablesand 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

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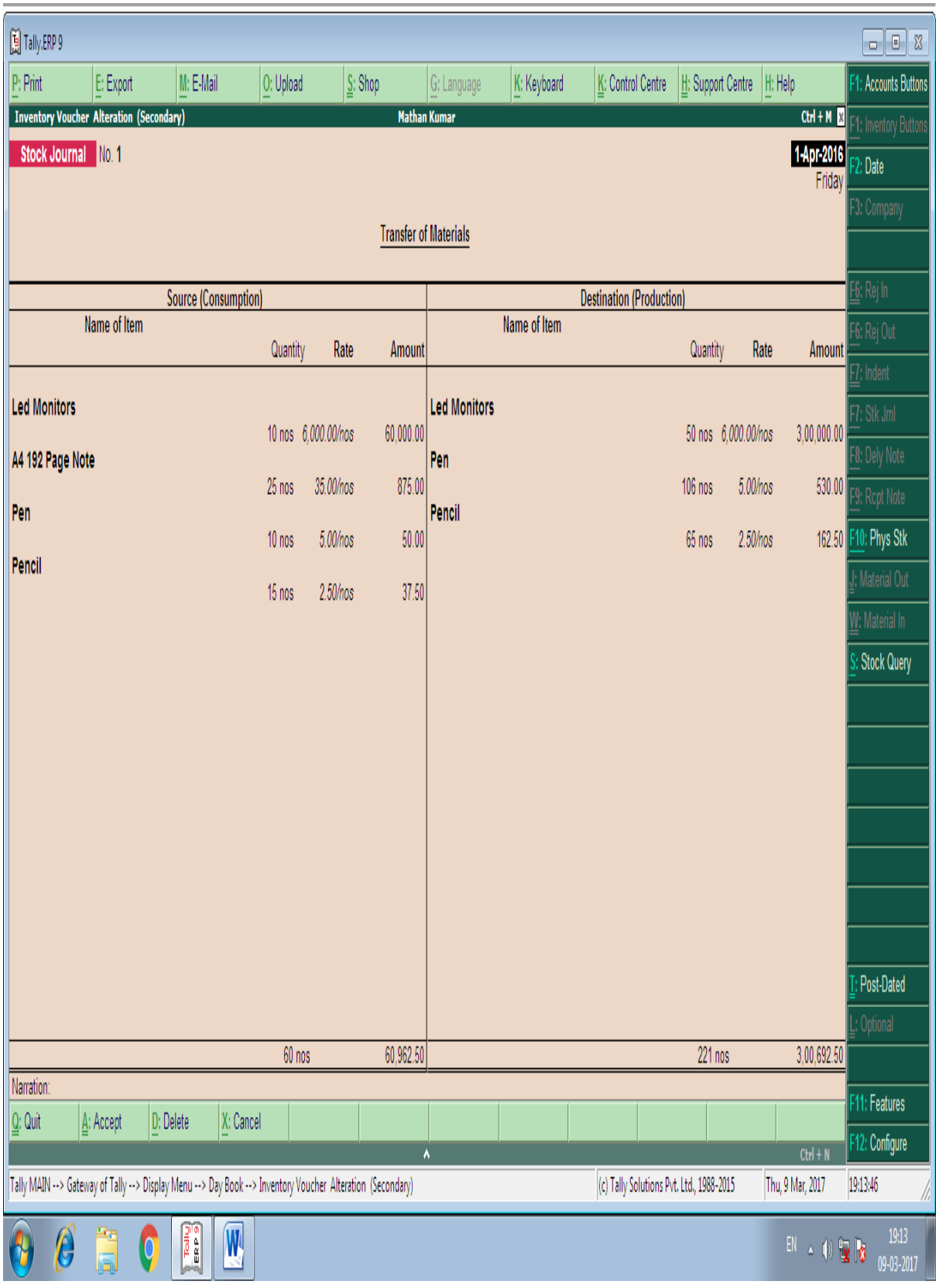

Result:

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

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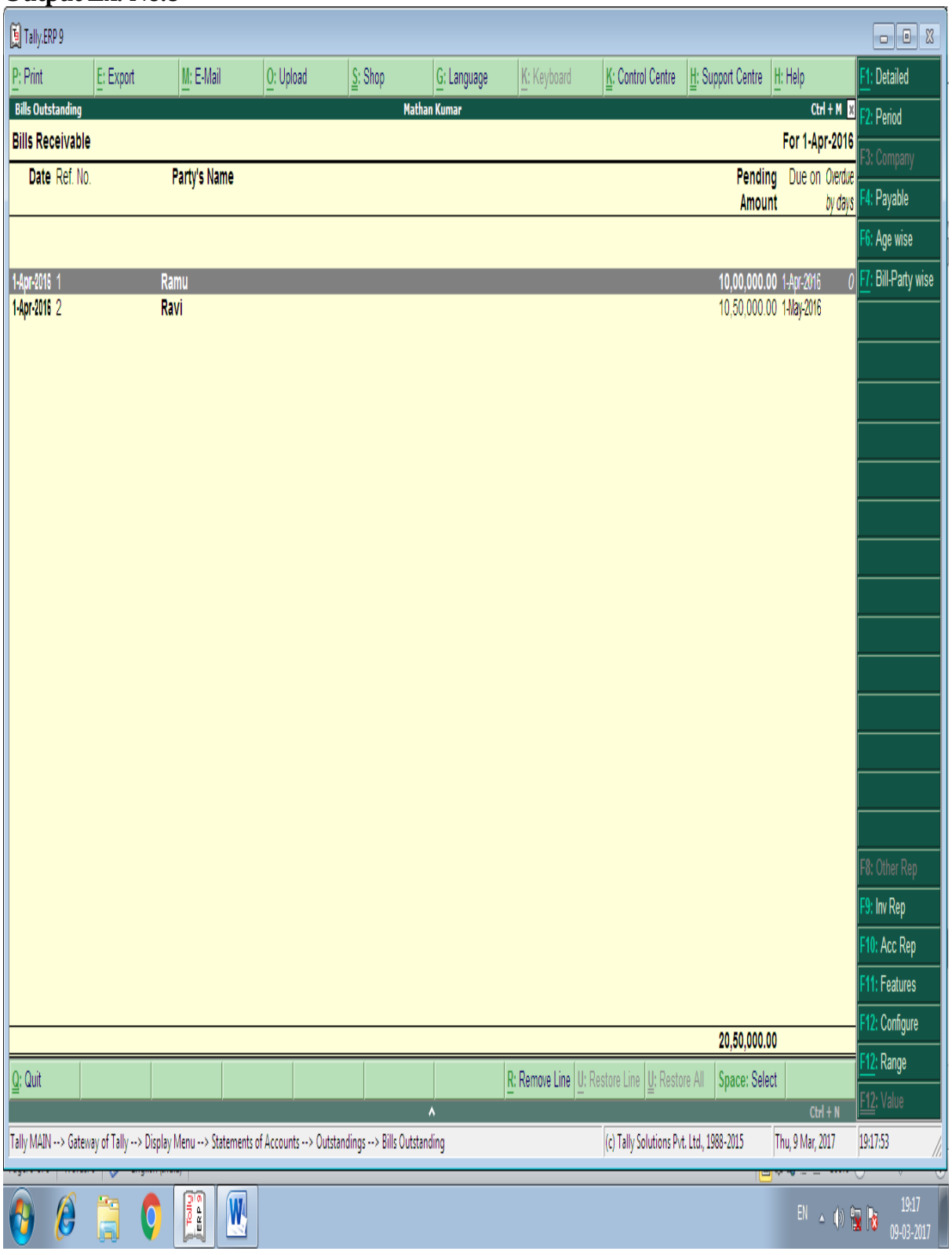
Output Ex. No.8



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

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Output Ex. No.9

Result:

The above Program has been executed successfully.

Ex. No: 10

Foreign Gains/Loss

Aim

To prepare Foreign Gains/Loss

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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

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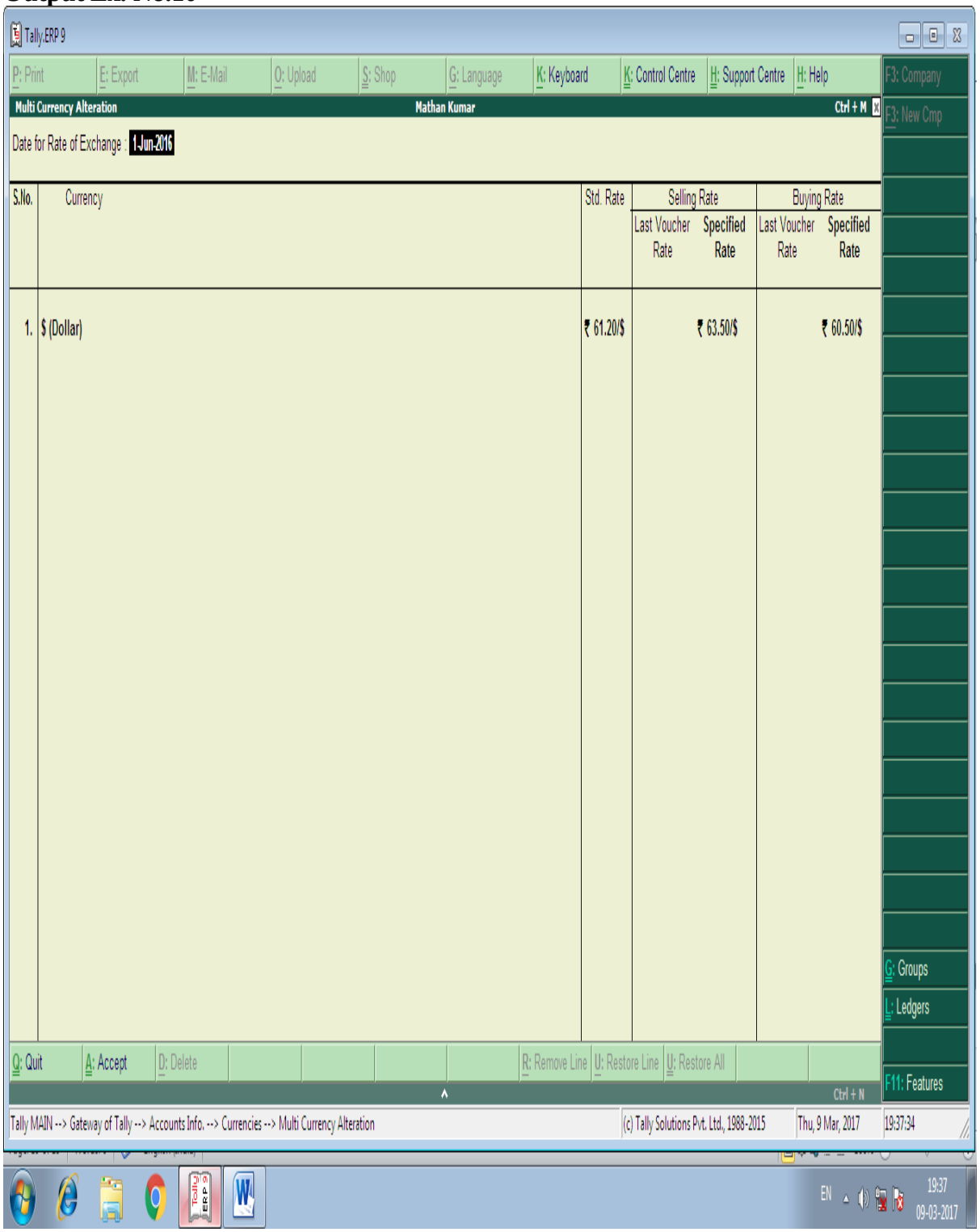
Output Ex. No.10



Result:

The above Program has been executed successfully.

Ex. No: 11

Preparation of Memo Voucher

Aim

To prepareMemo 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

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Output Ex. No.11

KAHE

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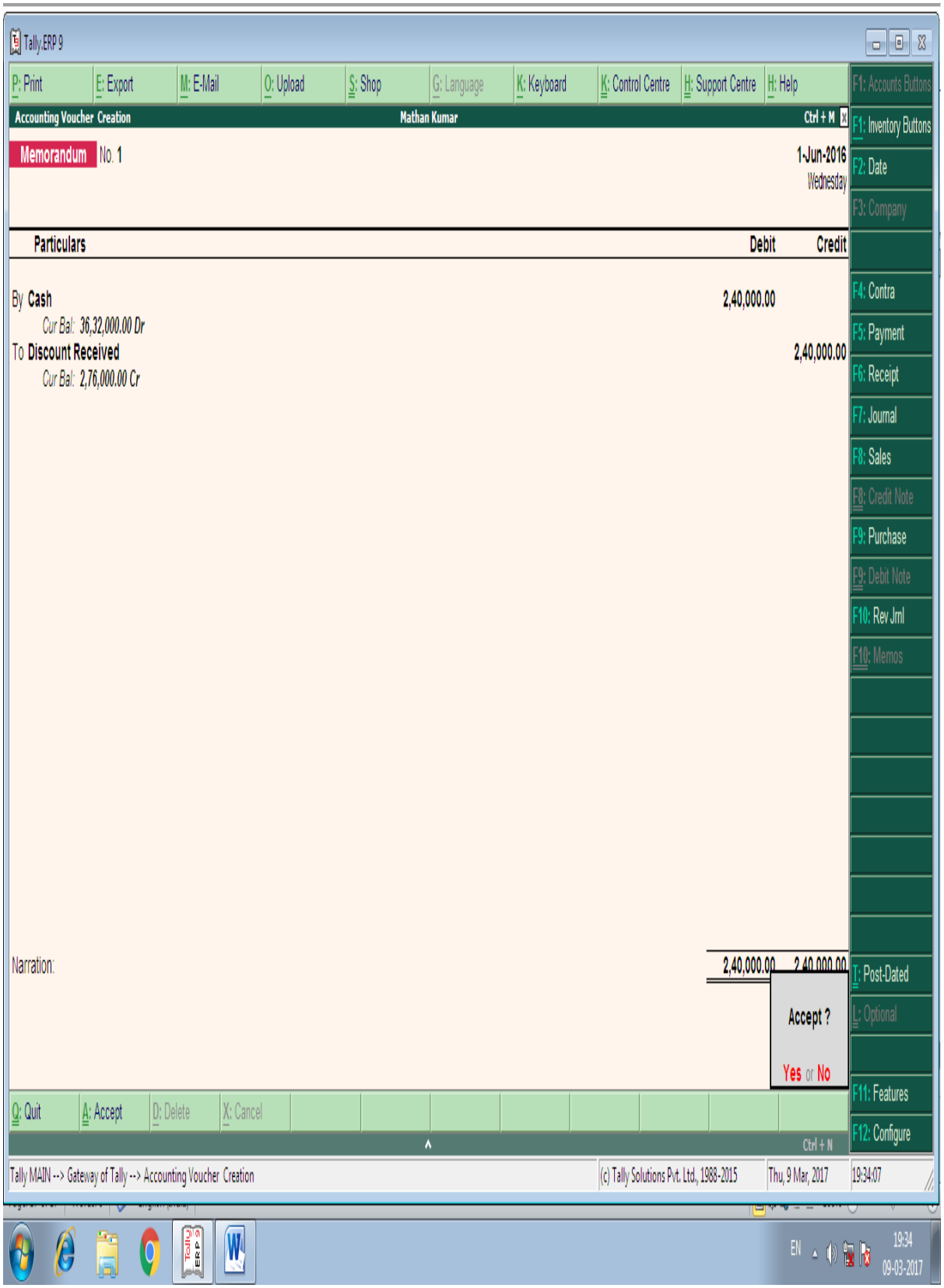
COURSE CODE: 19CMP111 **BATCH-2019-2021**



Result:

The above Program has been executed successfully.

Ex. No: 12

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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.

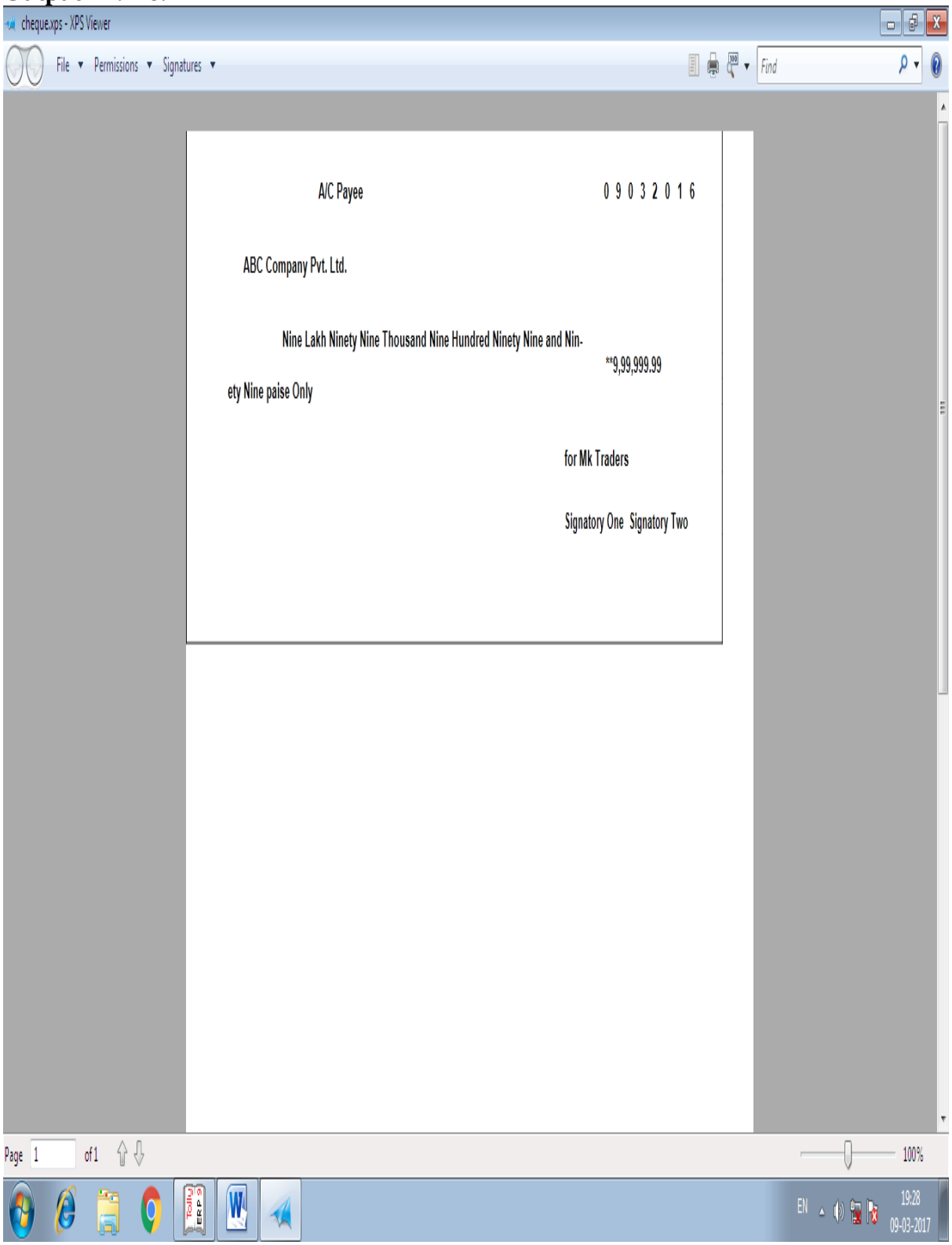
Step5: Go to Gate way of Tally menu click Accounts Info →Ledger → Single ledger→ Create ledger for Bank Accounts

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

KAHE

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.

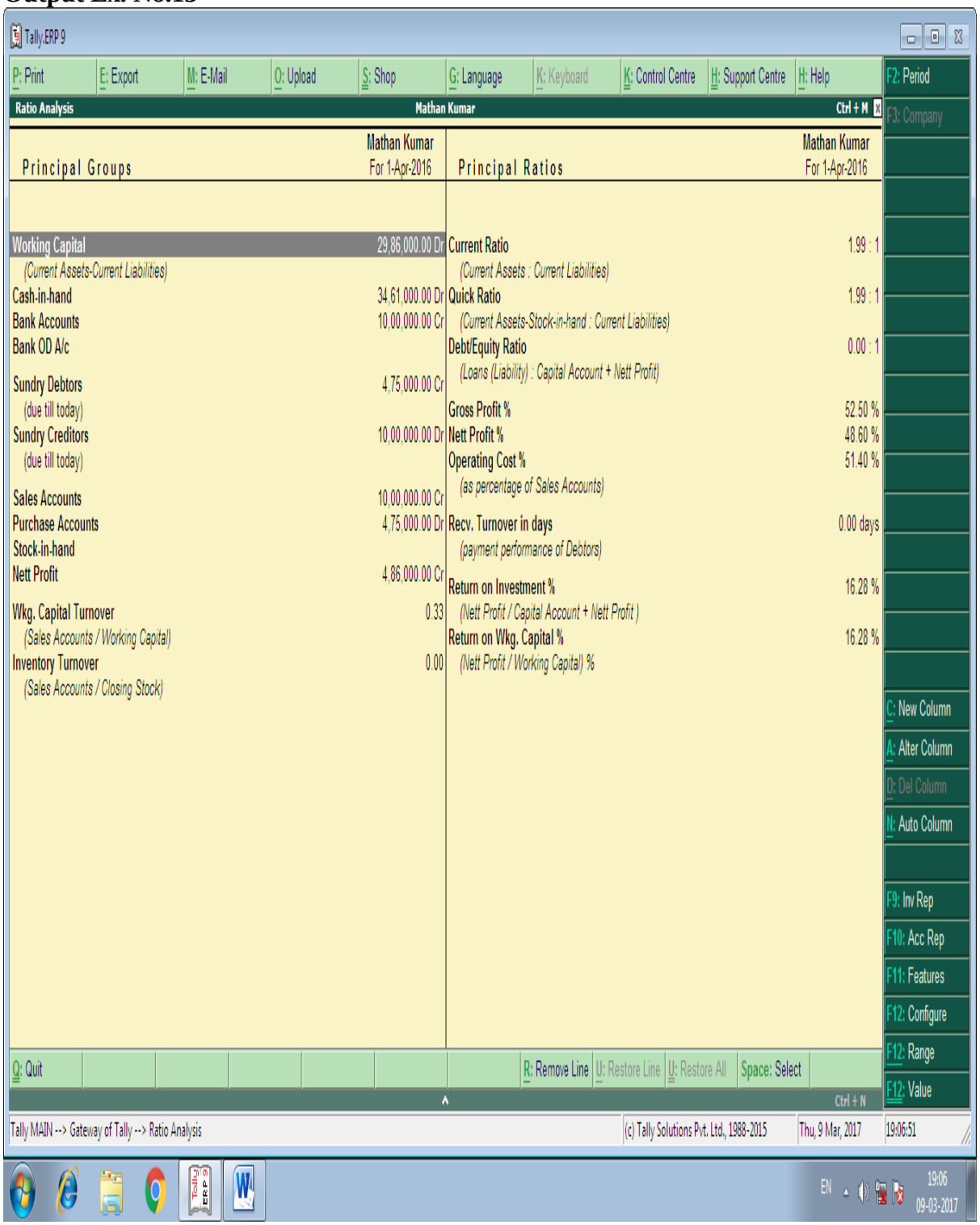
Step 6: Go to gateway of tally in generation of reports click Ratio analysis. Ratio analysis statement will be displayed.

Step 7: End the Process

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.13



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

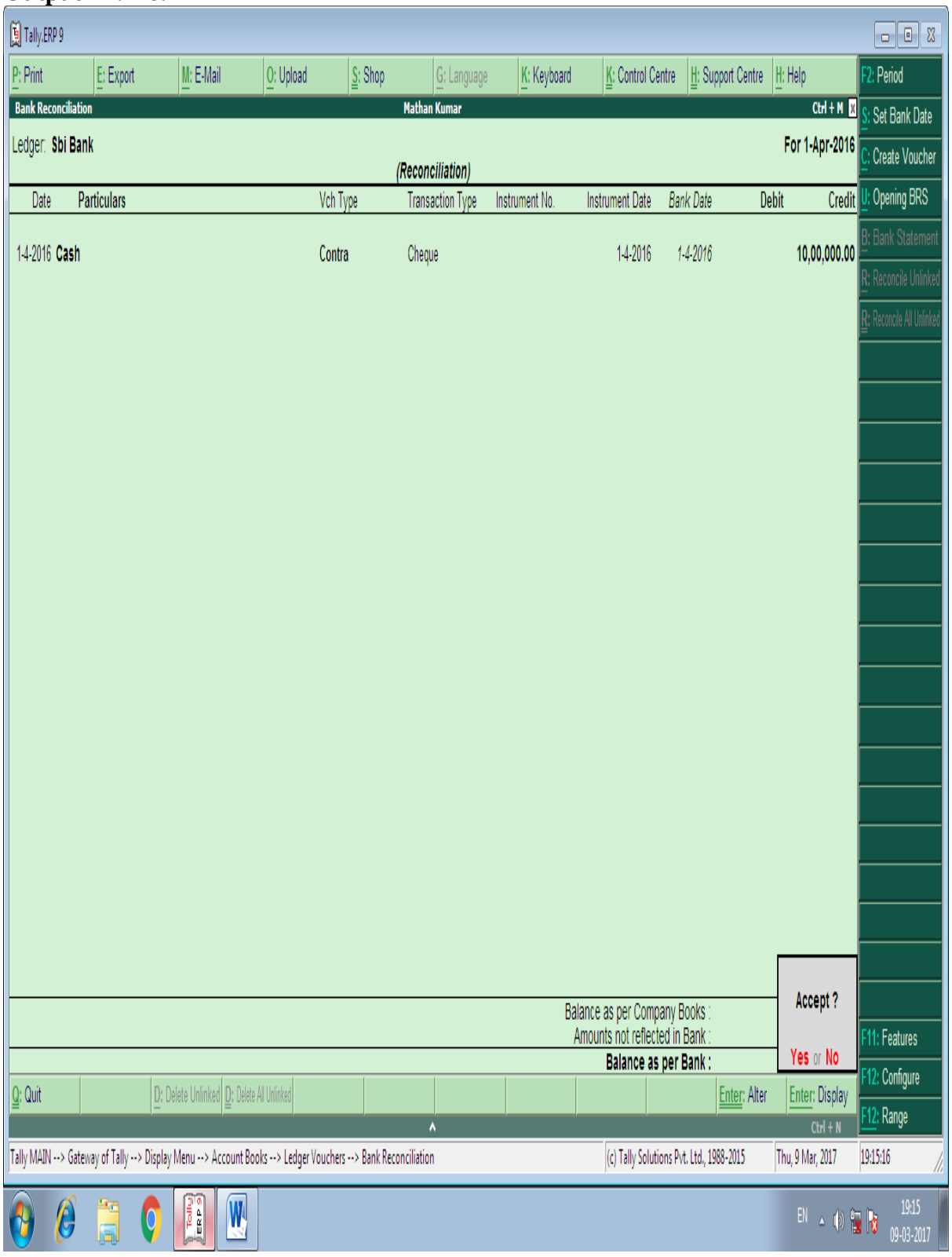
Step5: Pass the necessary vouchers like Purchase, Sales related to the Ledgers and accept the vouchers.

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

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.14



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

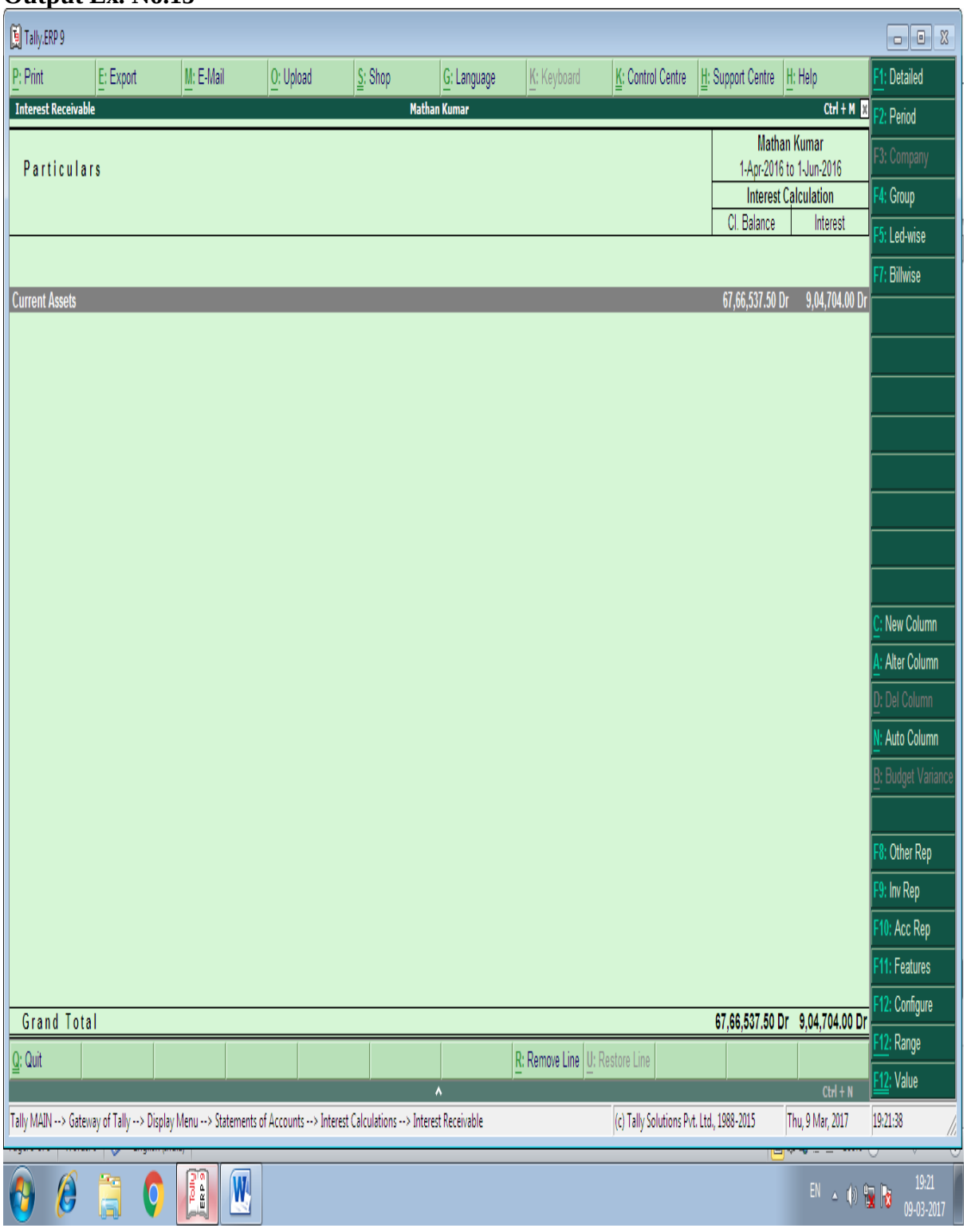
Step5: Pass the necessary vouchers like Purchase, Sales related to the Ledgers and accept the vouchers.

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

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.15



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.

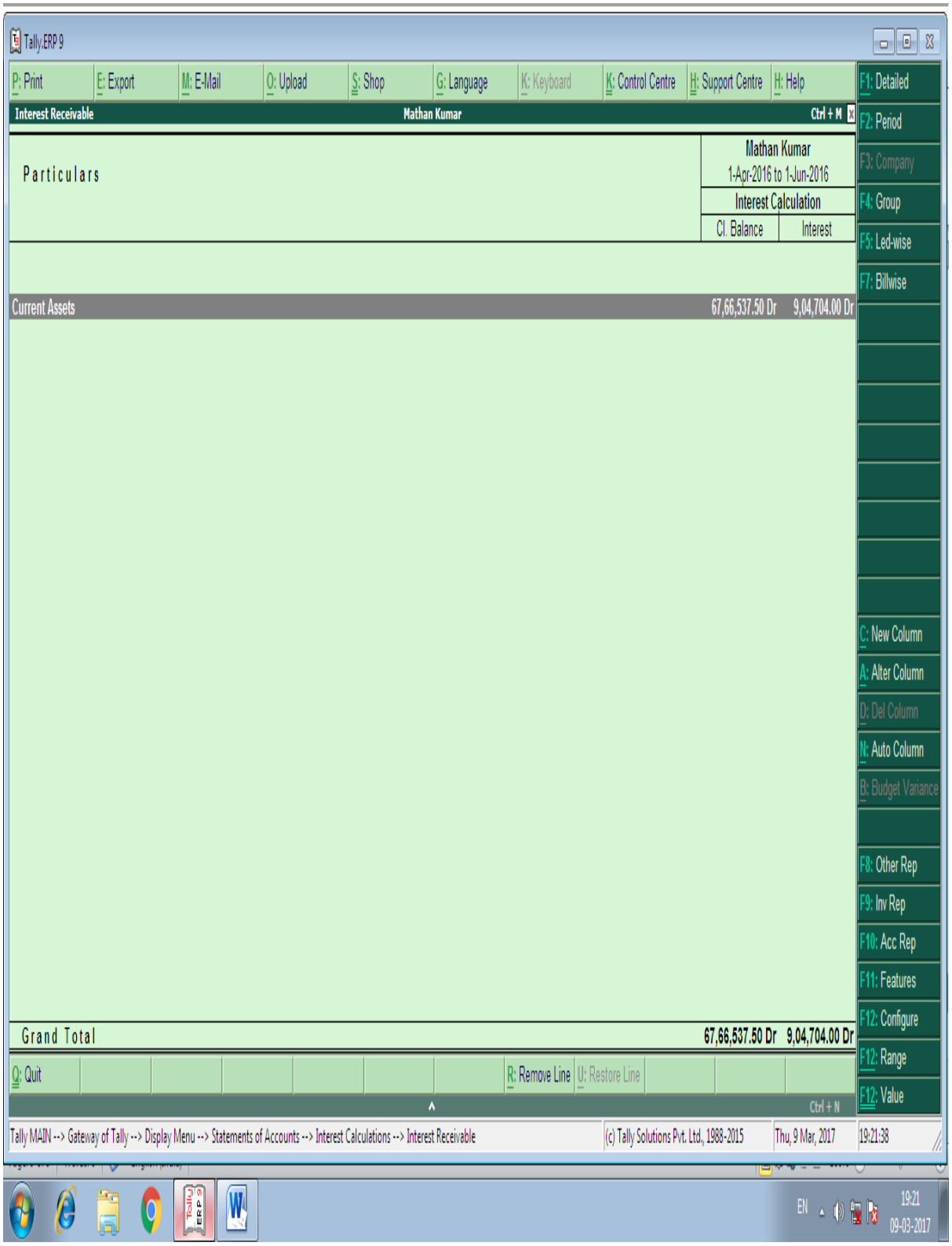
Step 7: End the Process

CLASS: I M.COM COURSE NAME: TALLY PRACTICAL
COURSE CODE: 19CMP111 BATCH-2019-2021

Output Ex. No.16

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **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

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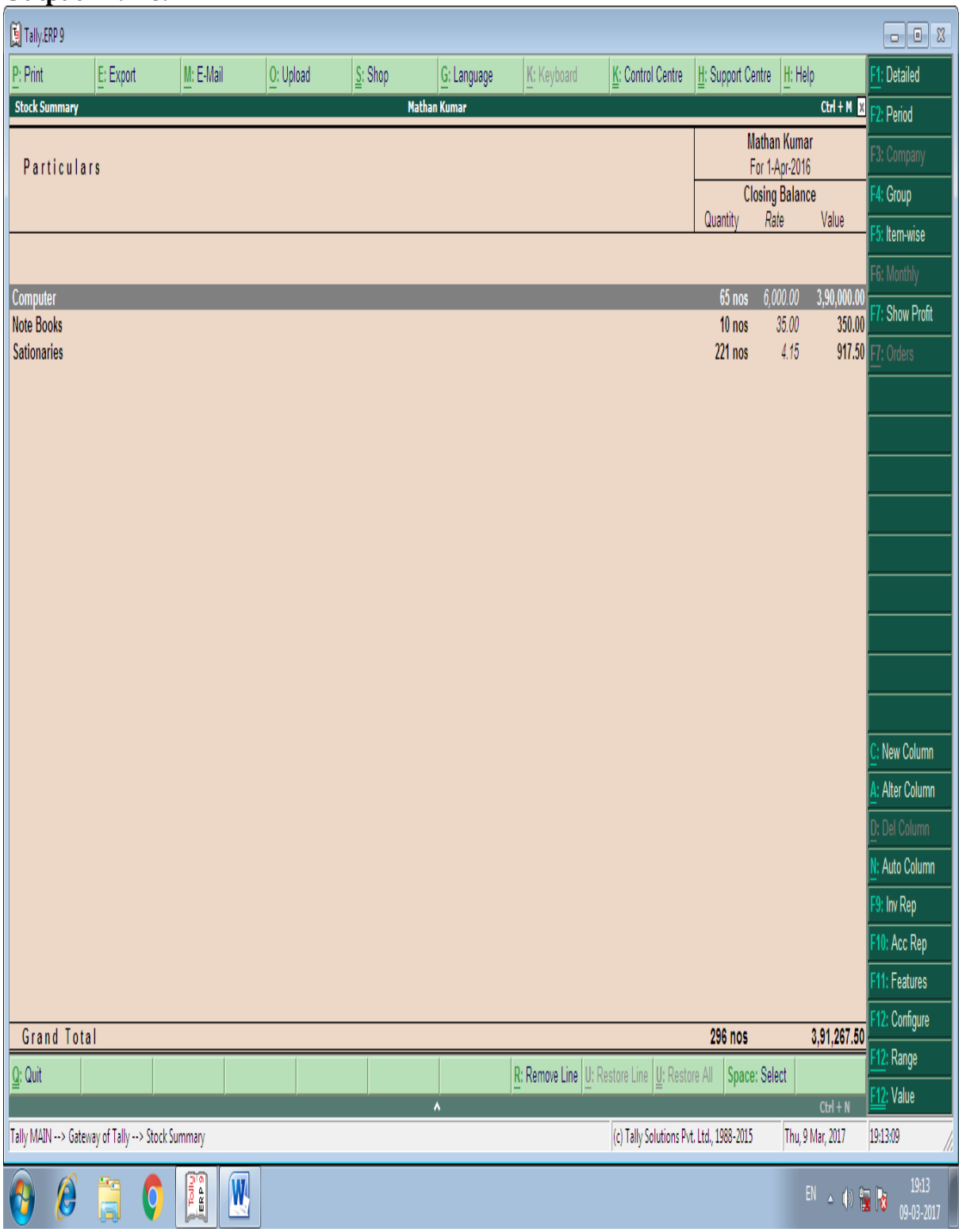
Step 6: Go to gateway of tally in Reports menu click stock summary option. Created stock summary will be displayed.

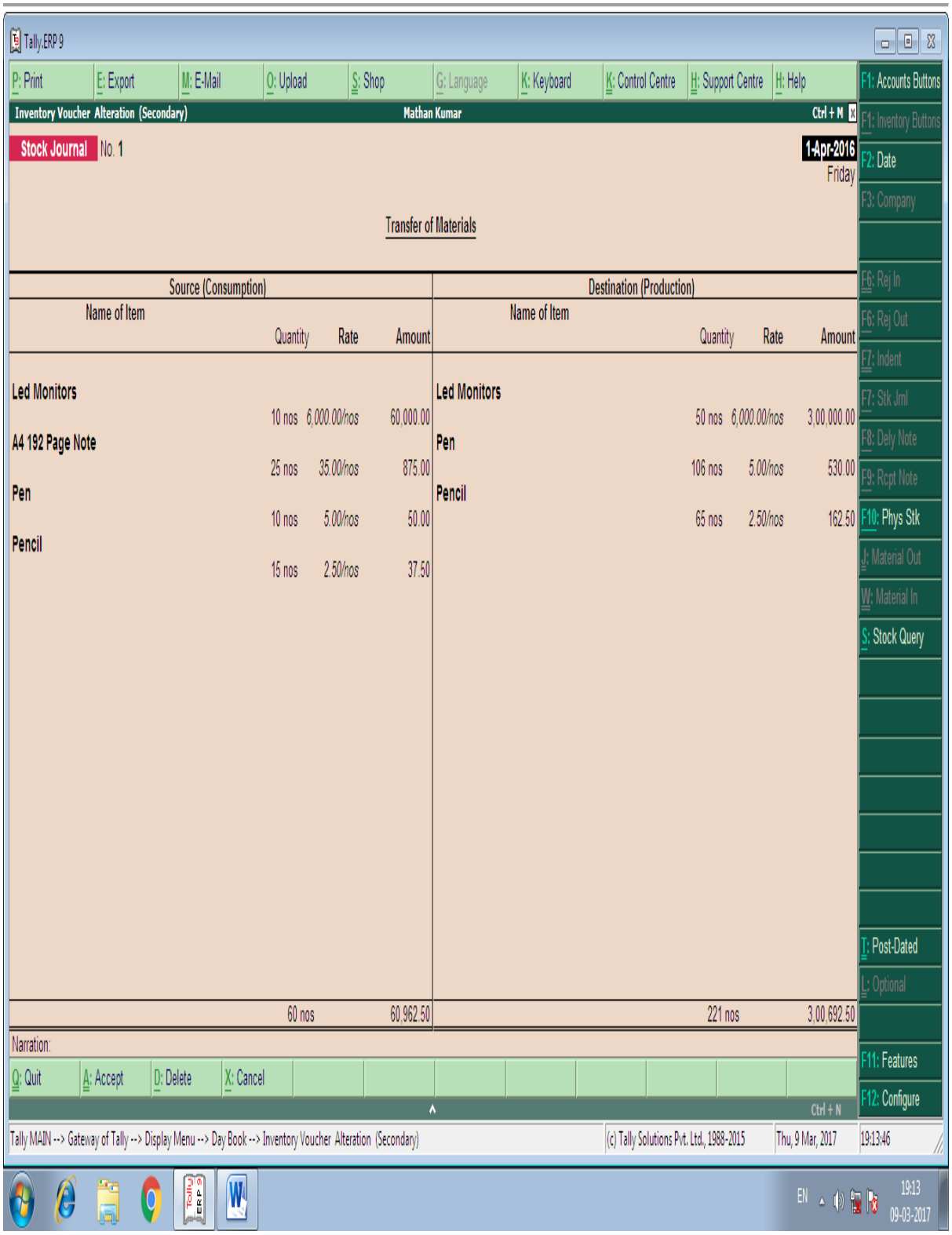
Step 7: End the Process

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.17



CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**



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

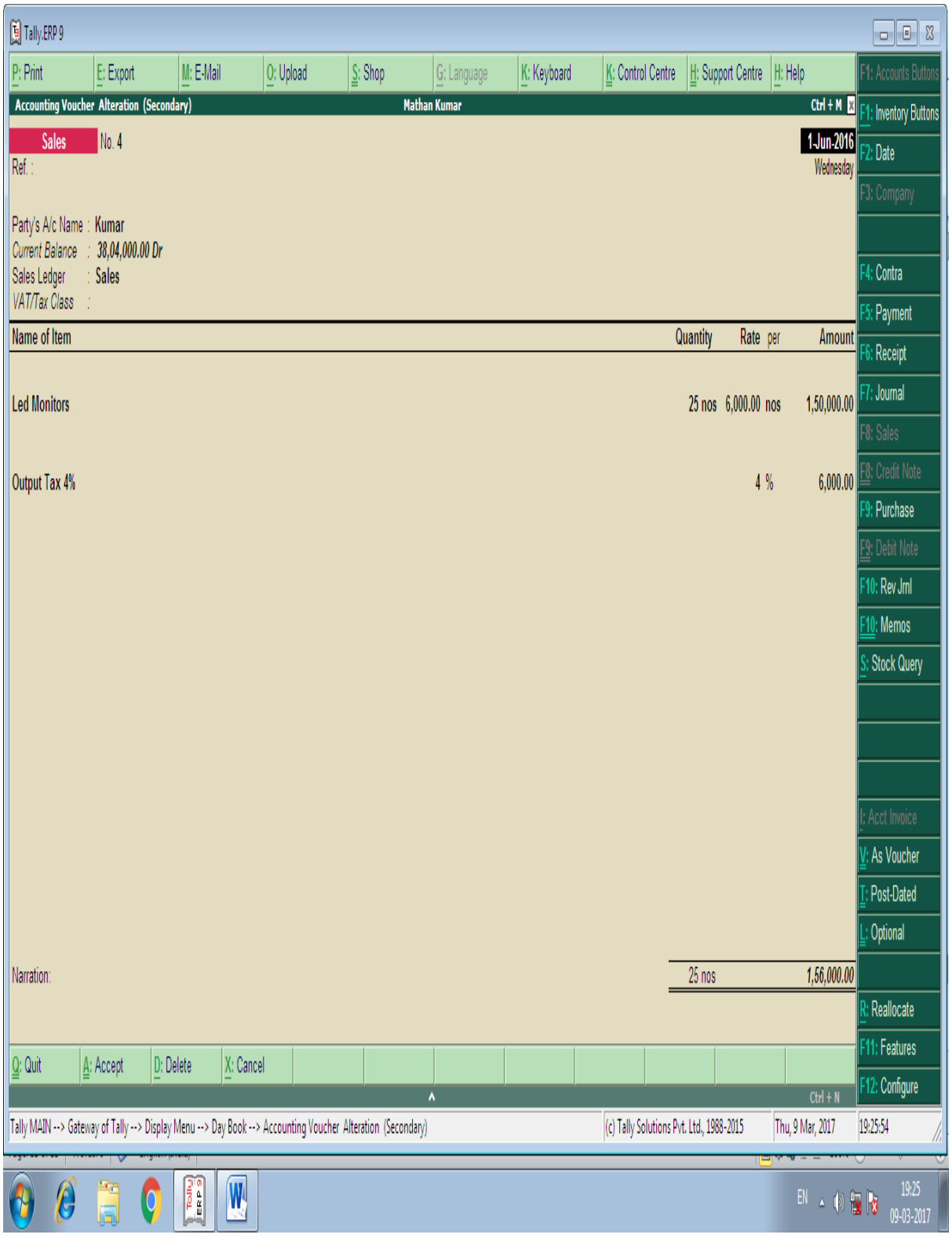
Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales including tax rates with input and output tax rates and accept the vouchers.

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 NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.18



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

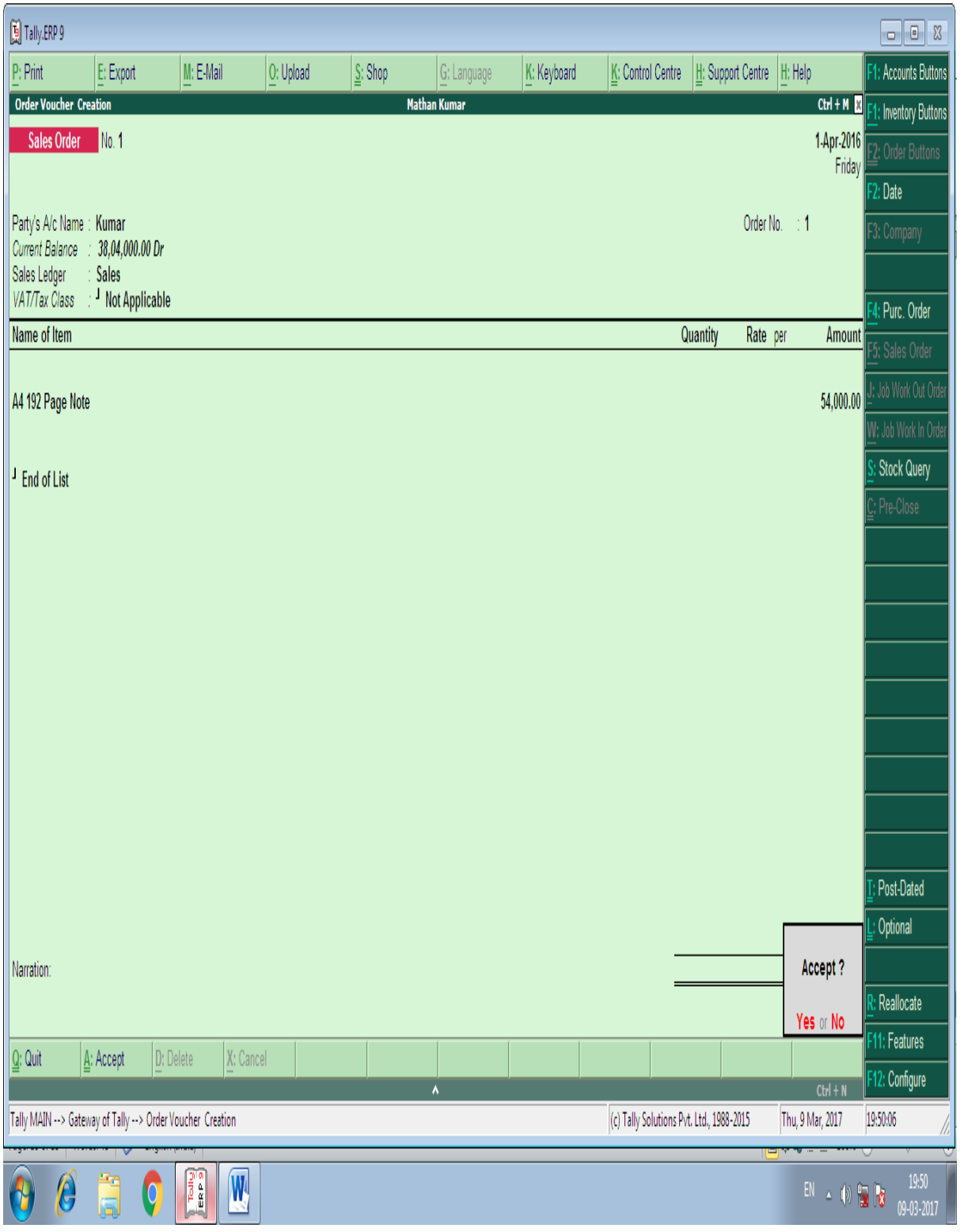
Step 6: Go to gateway of tally in generation of reports click Display and click job work reports outstanding orders and orders in processing will be displayed.

Step 7: End the Process.

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.19



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.

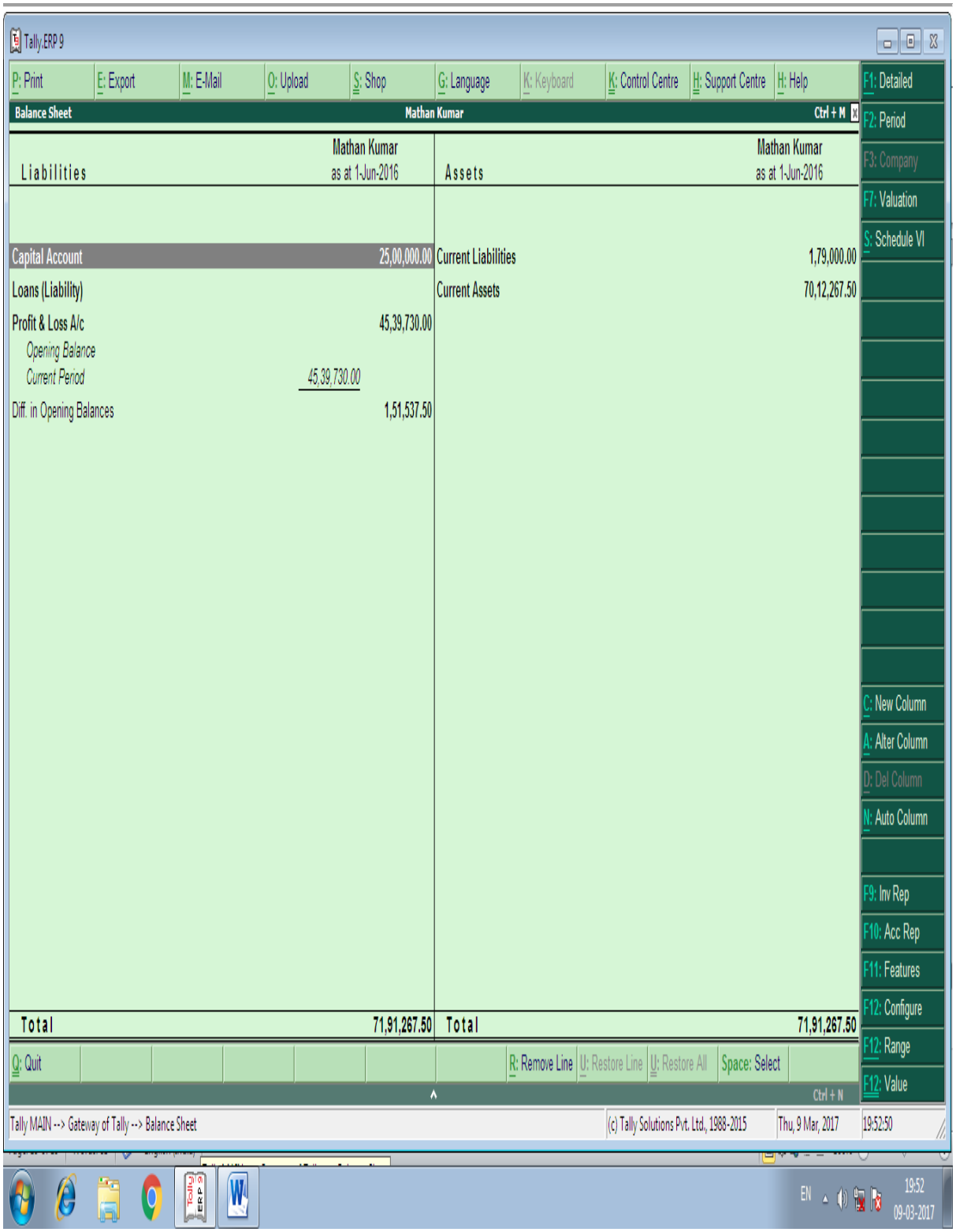
Step 7: End the Process

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.20

KAHE

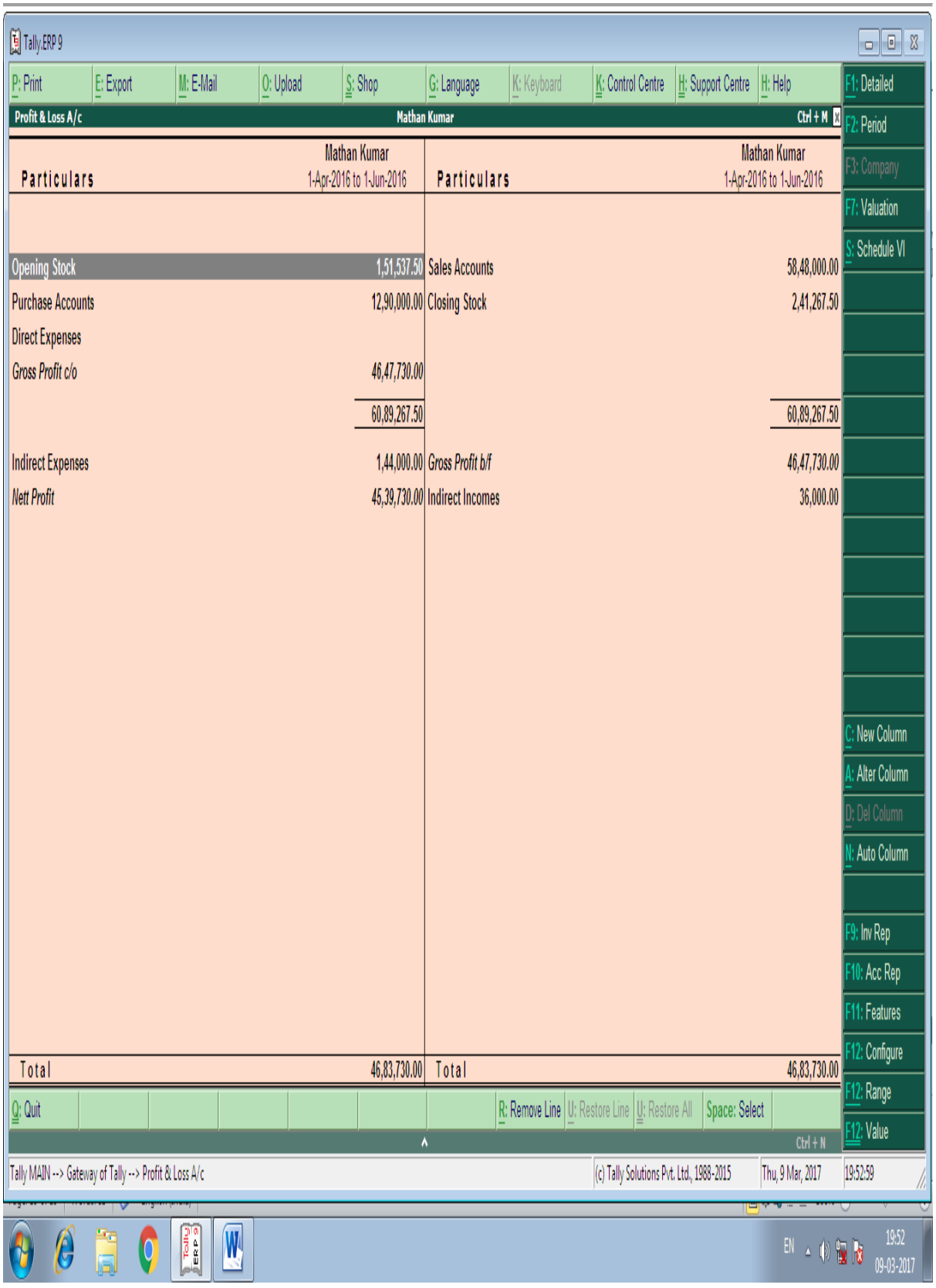
CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**



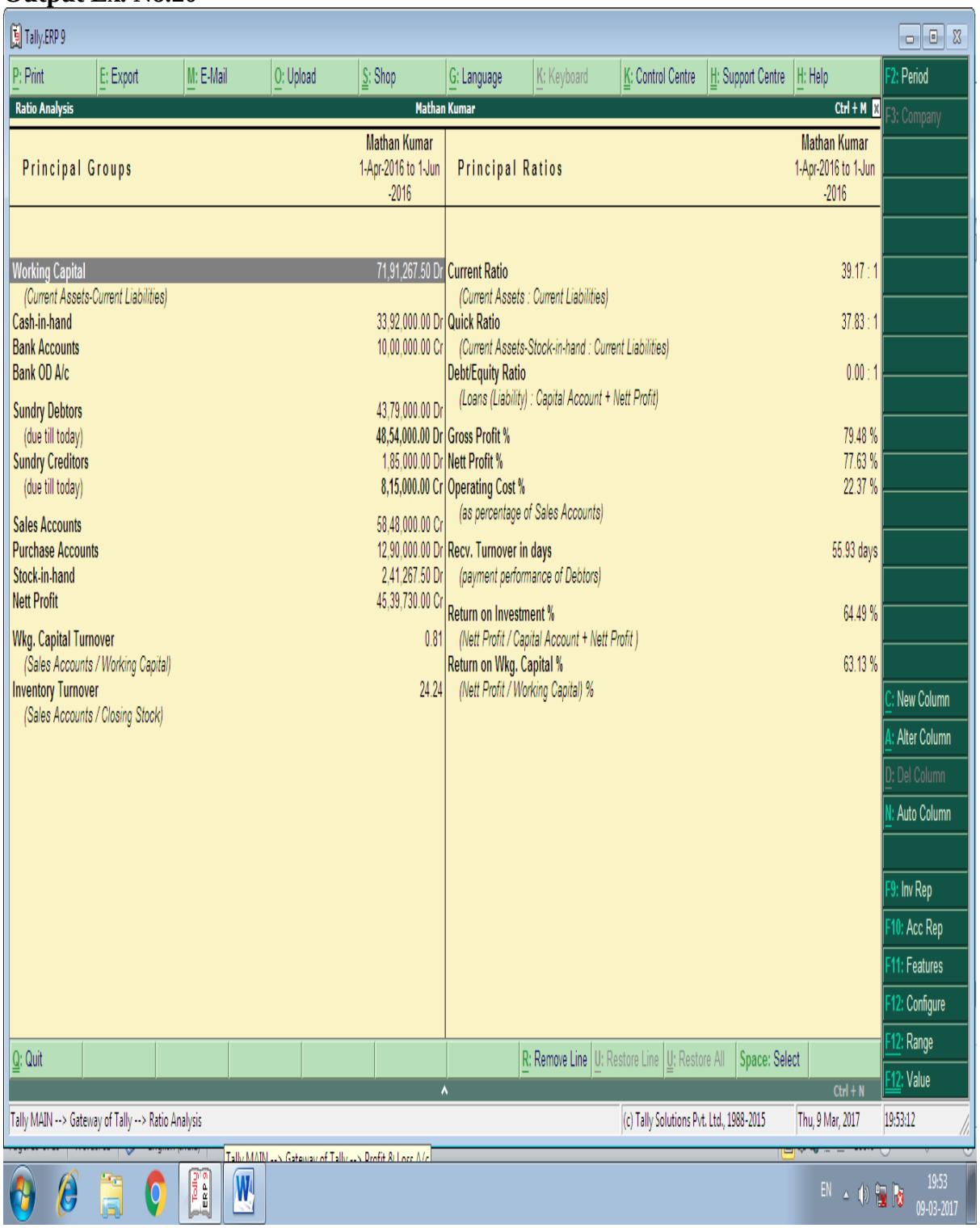
Output Ex. No.20

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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 | F2: Period | F3: Company

Ratio Analysis — Mathan Kumar — Ctrl + M

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)			

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

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, 1988-2015 | Thu, 9 Mar, 2017 | 19:53:12

EN 19:53 09-03-2017

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. 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.

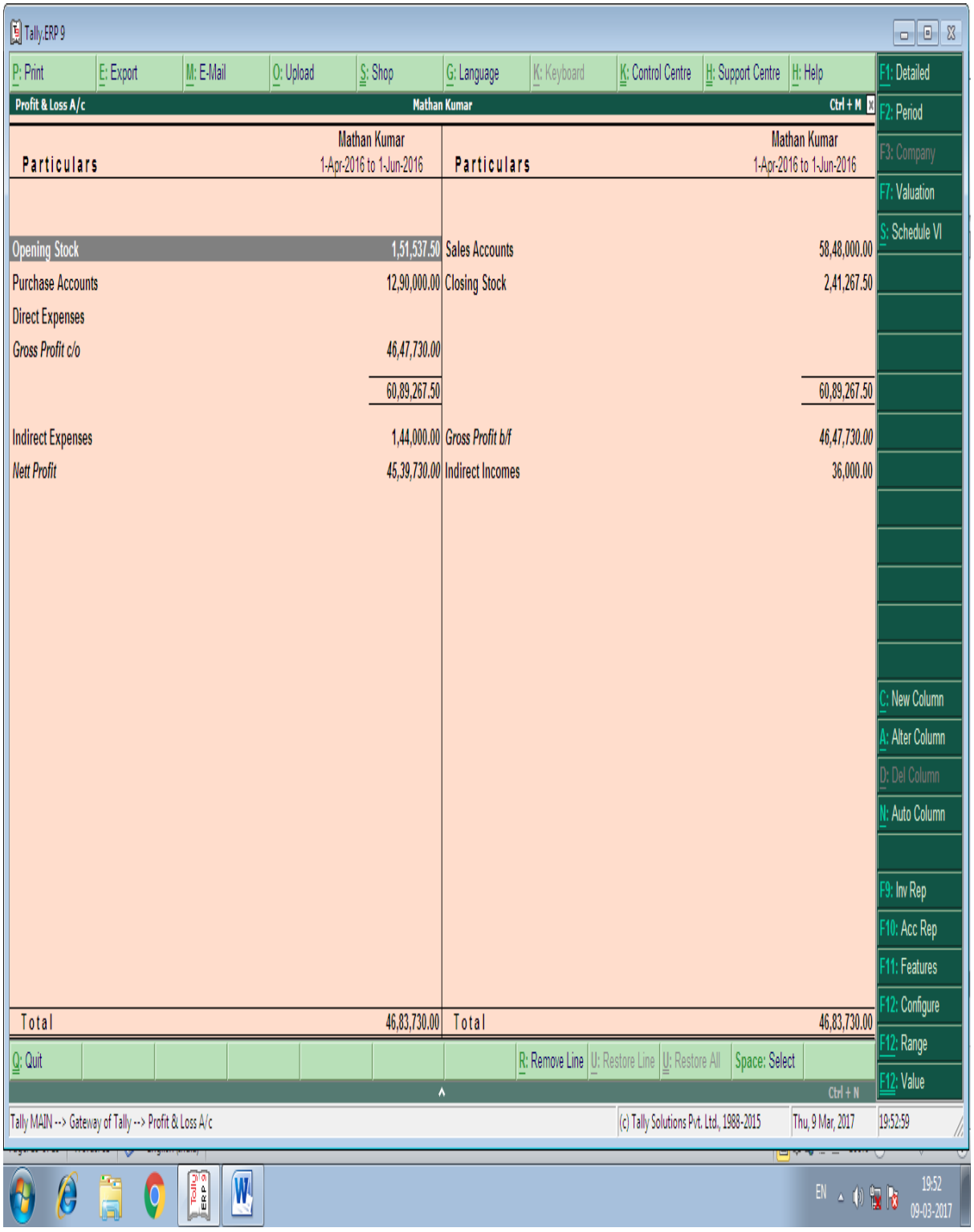
Step 6: Go to gateway of tally in generation of reports click balance sheet option balance sheet of Ms. Kavithawill be displayed for the created vouchers and click profit and loss account option profit and loss account of Ms. Kavithawill be displayed.

Step 7: End the Process

Output Ex. No.6

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



Result:

The above Program has been executed successfully.

Ex. No: 7

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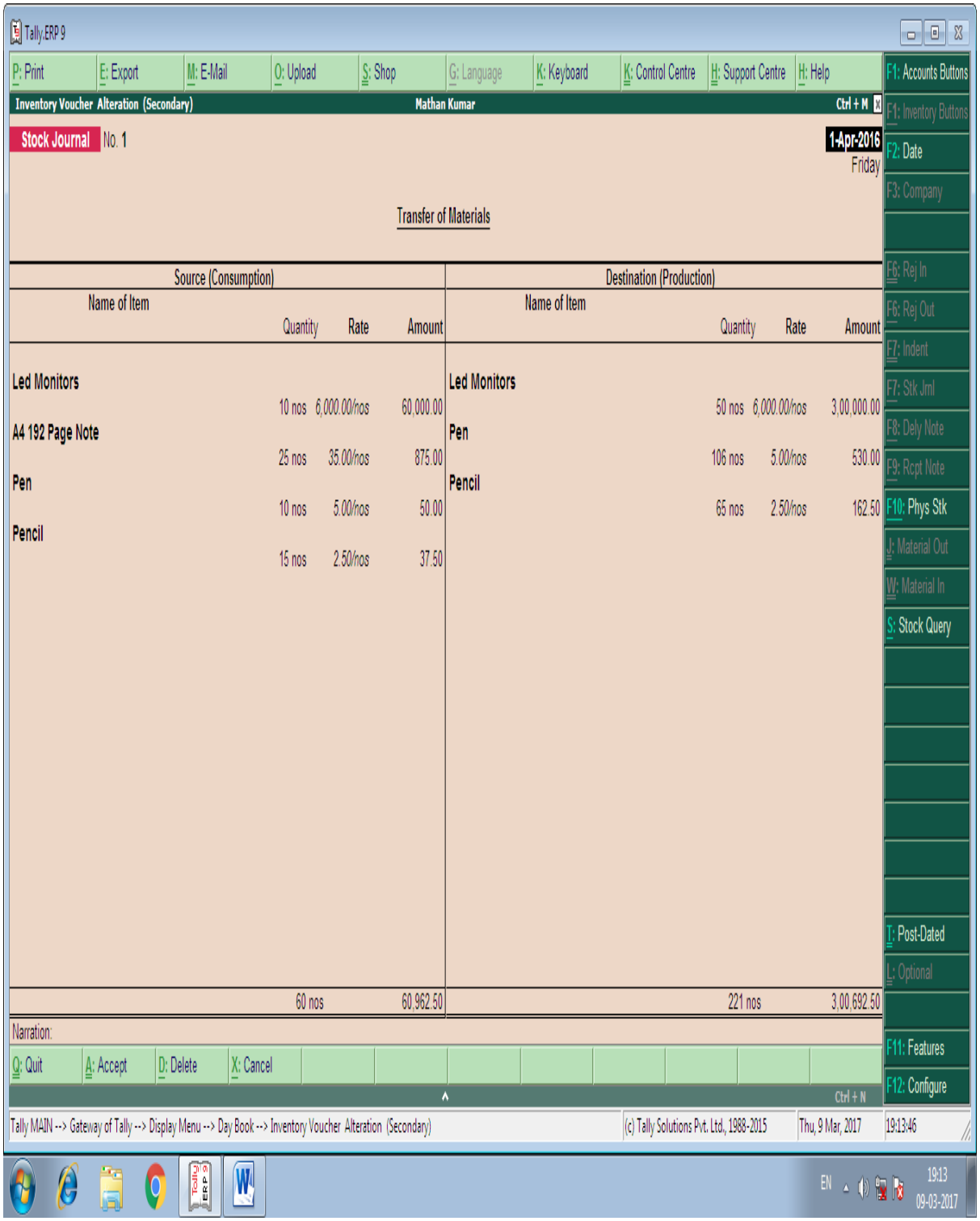
Step 6: Go to gateway of tally in Reports menu click stock summary option. Created stock summary will be displayed.

Step 7: End the Process

Output Ex. No.7

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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.

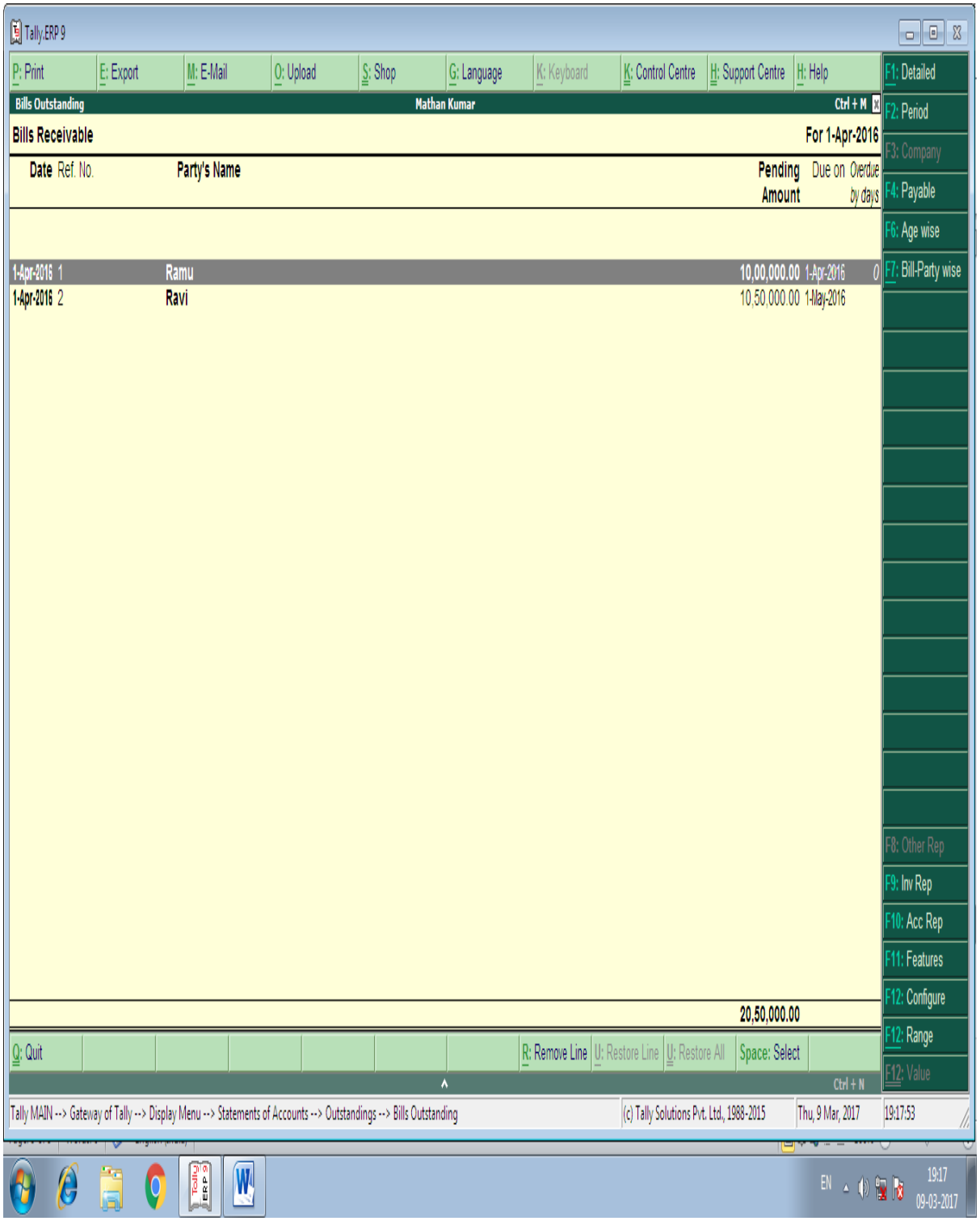
Step 6: Go to Gateway of Tally in generation of reports click Display→ Statement of Accounts→ Outstanding→ Bills Payable for sundry creditors and Bills Receivable option for Sundry debtors will displayed. Total outstanding of the company will be displayed with due dates.

Step 7: End the Process

Output Ex. No.8

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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.

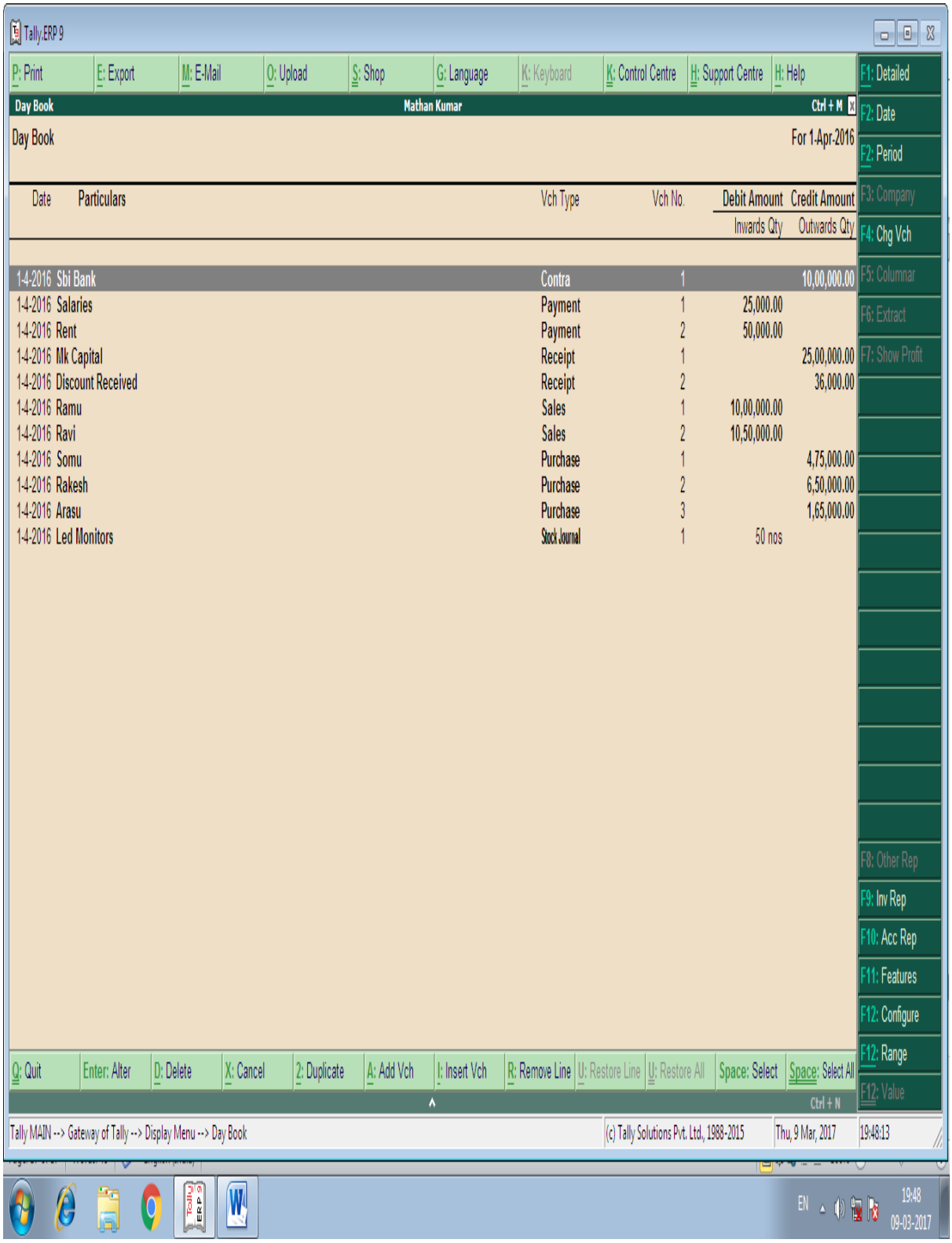
Step 8: Go to gateway of tally in generation of reports click balance sheet option balance sheet of will be displayed for the created vouchers and click profit and loss account option trading and profit and loss account both accounts and inventory will be displayed.

Step 7: End the Process

Output Ex. No.9

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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.

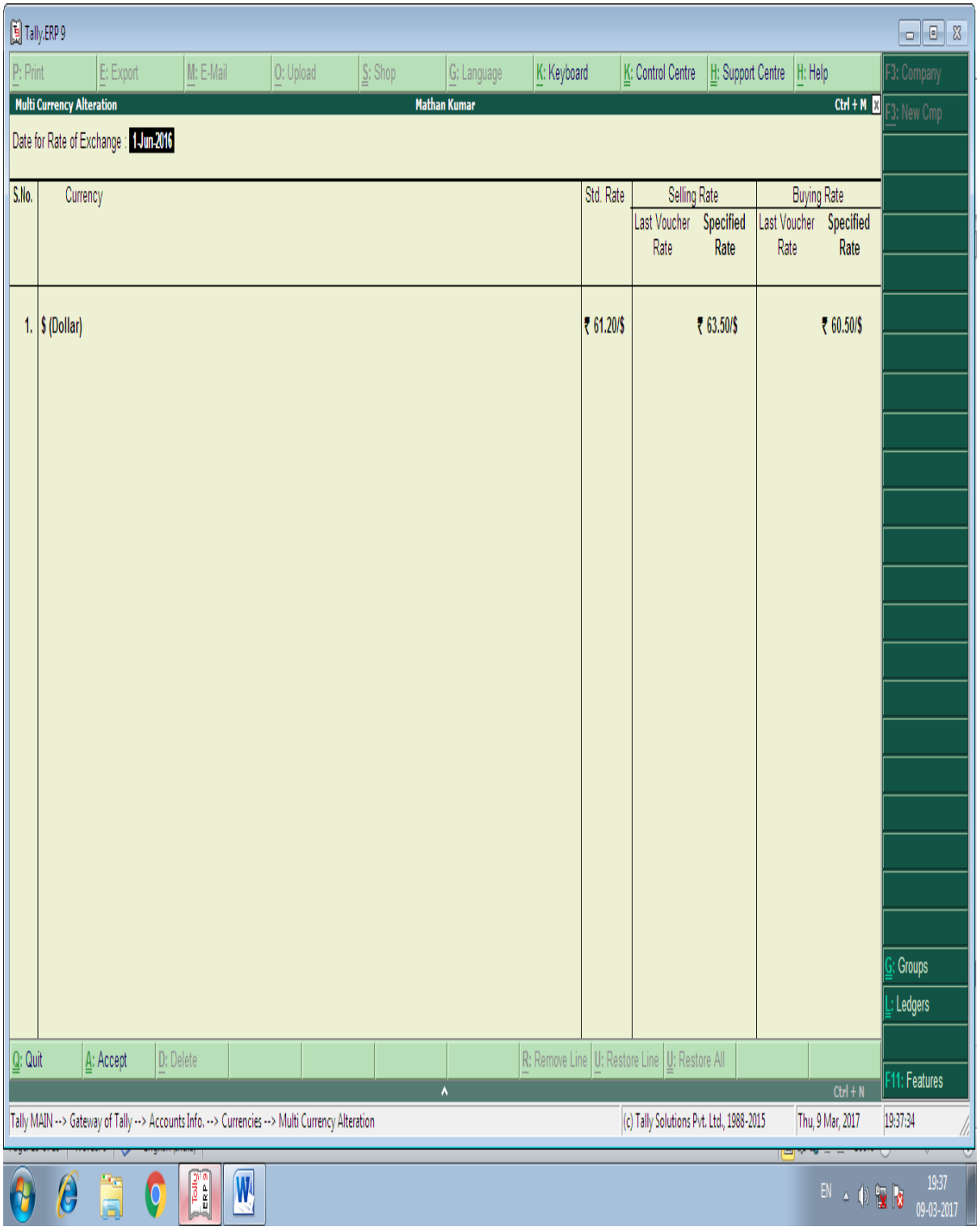
Step 7: End the Process

KAHE

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.

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Ex. No: 11

Preparation of Memo Voucher

Aim

To prepareMemo 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

KAHE

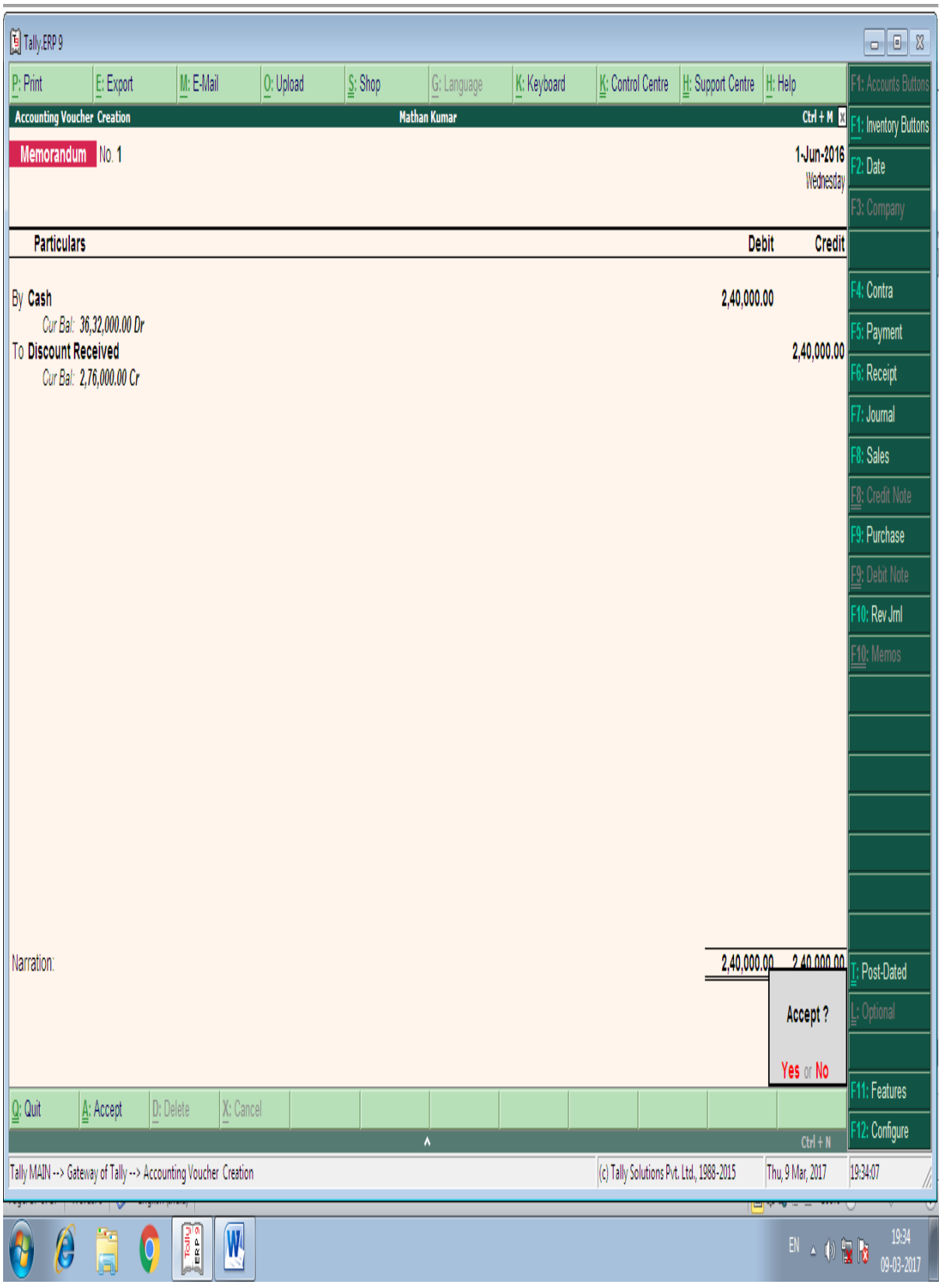
CLASS: I M.COM COURSE NAME: TALLY PRACTICAL
COURSE CODE: 19CMP111 BATCH-2019-2021

Output Ex. No.11

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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.

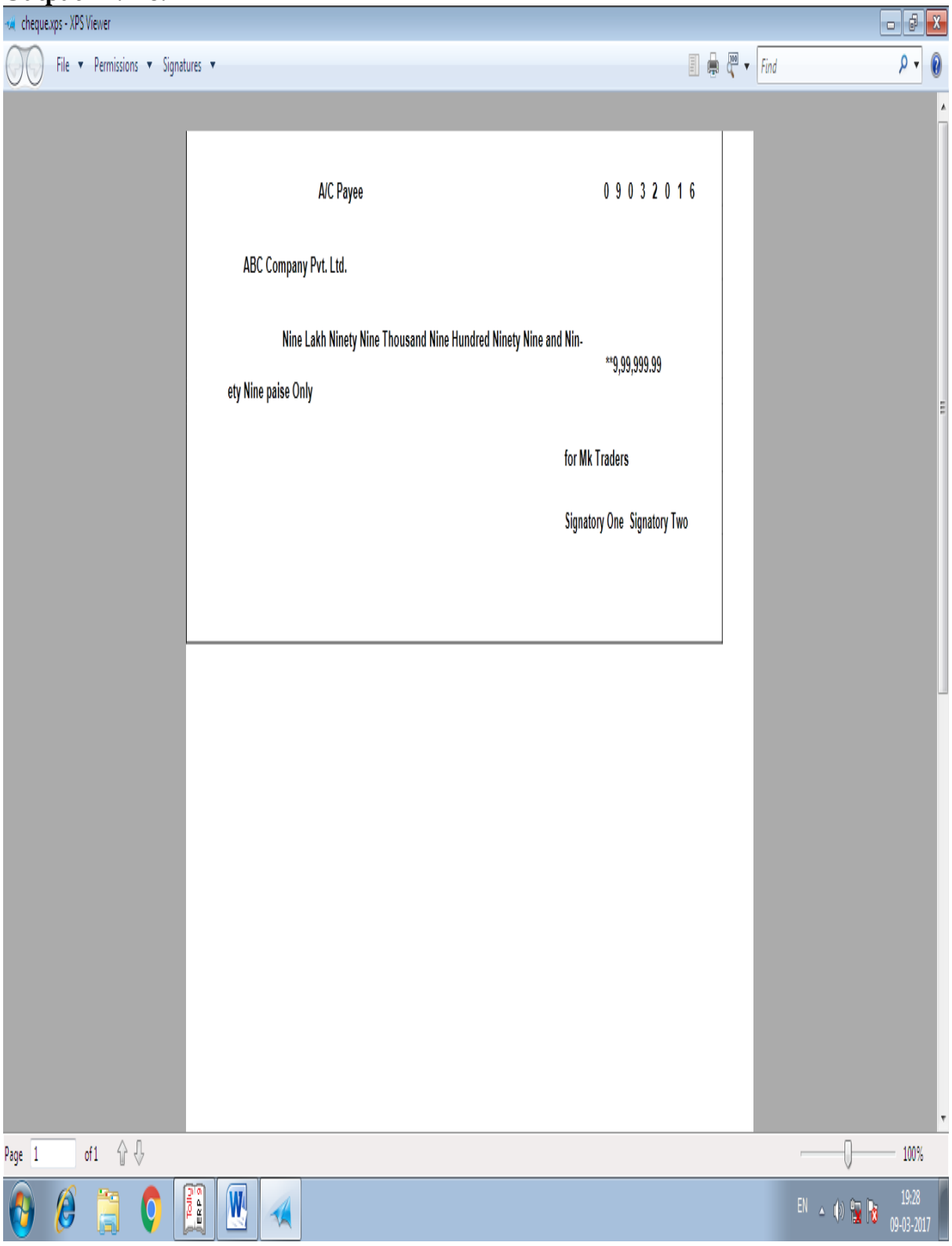
Step5: Go to Gate way of Tally menu click Accounts Info →Ledger → Single ledger→ Create ledger for Bank Accounts

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

KAHE

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

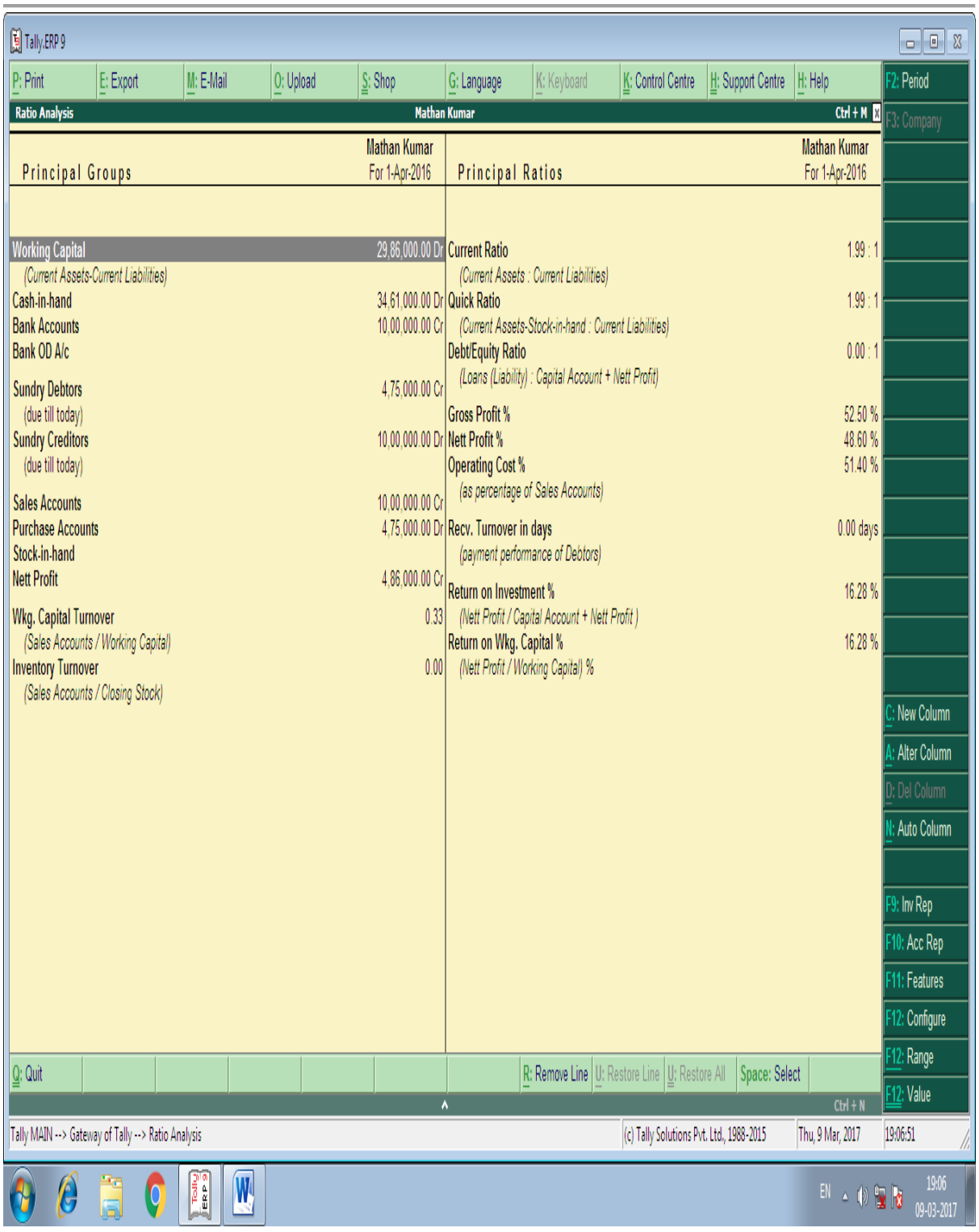
KAHE

CLASS: I M.COM COURSE NAME: TALLY PRACTICAL
COURSE CODE: 19CMP111 BATCH-2019-2021

Output Ex. No.13

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**



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

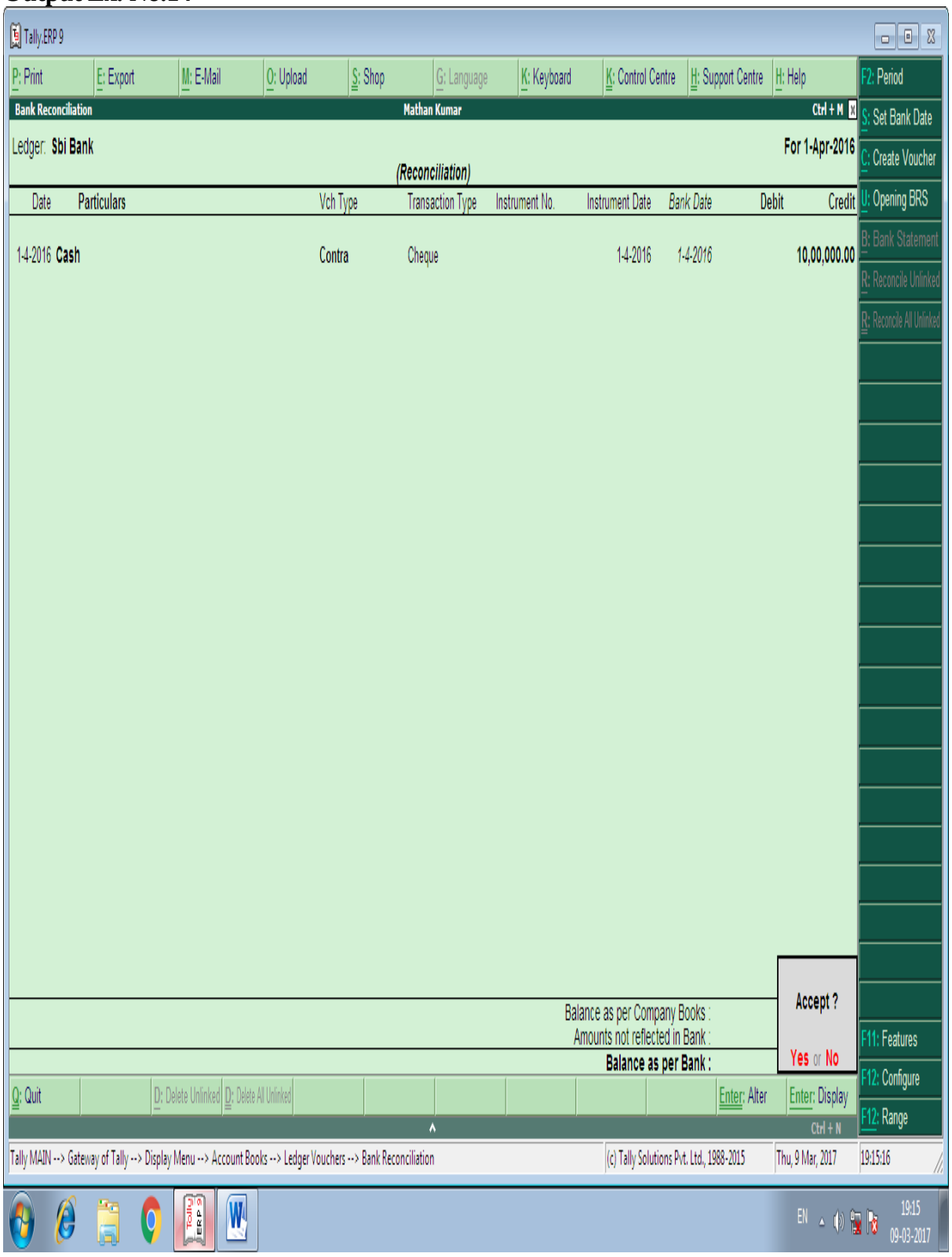
Step5: Pass the necessary vouchers like Purchase, Sales related to the Ledgers and accept the vouchers.

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

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.14



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

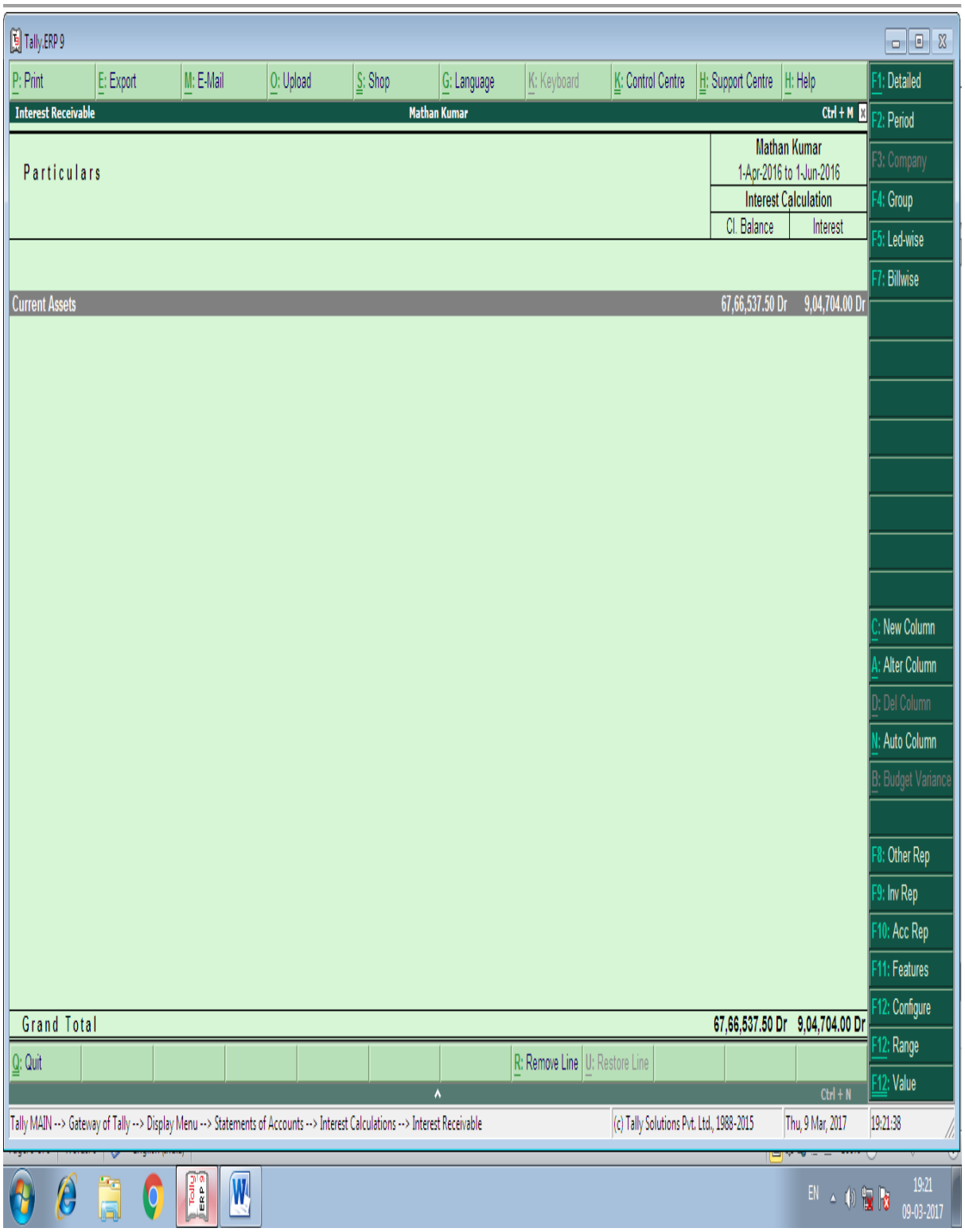
CLASS: I M.COM COURSE NAME: TALLY PRACTICAL
COURSE CODE: 19CMP111 BATCH-2019-2021

Output Ex. No.15

KAHE

CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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.

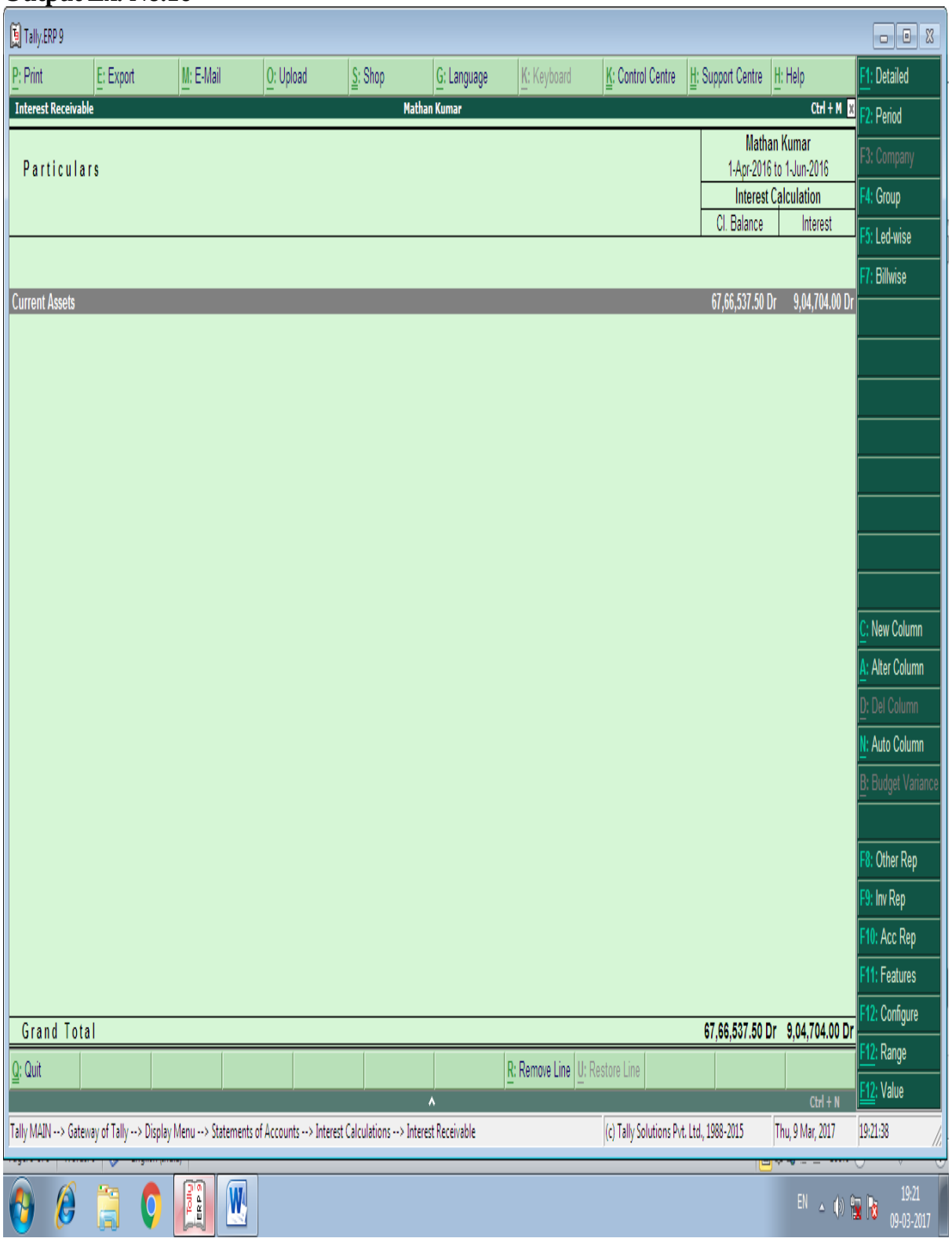
Step 4: Create single ledgers for the following (Sundry Debtors, Sundry Creditors, Purchase, Sales, bank accounts etc.) and give YES option for Maintain Bill Wise Details with a default credit period of 365 days, Give YES to activate Interest, a new window appears, Enter the rate interest percentage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



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

.

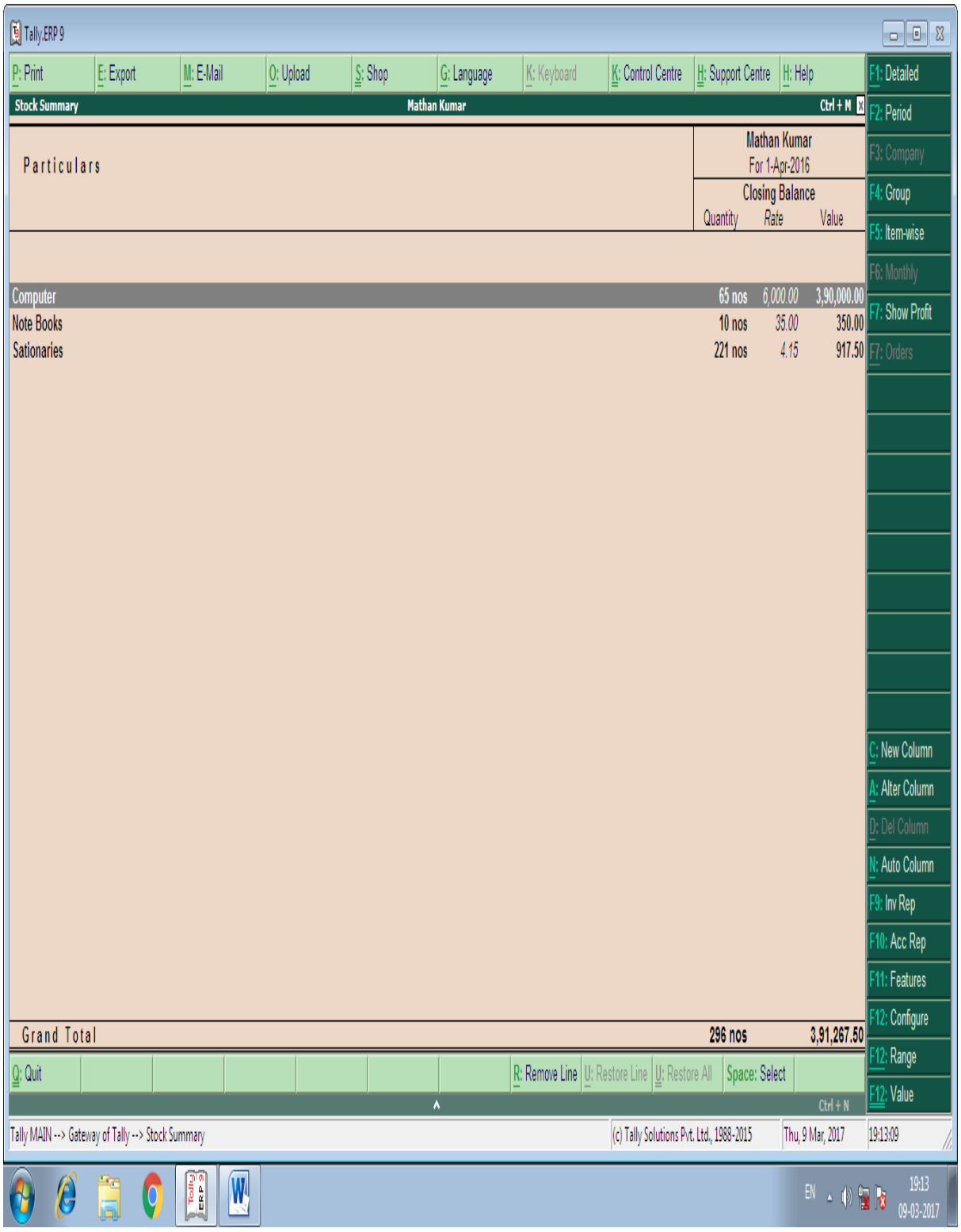
Step 6: Go to gateway of tally in Reports menu click stock summary option. Created stock summary will be displayed.

Step 7: End the Process

Output Ex. No.17

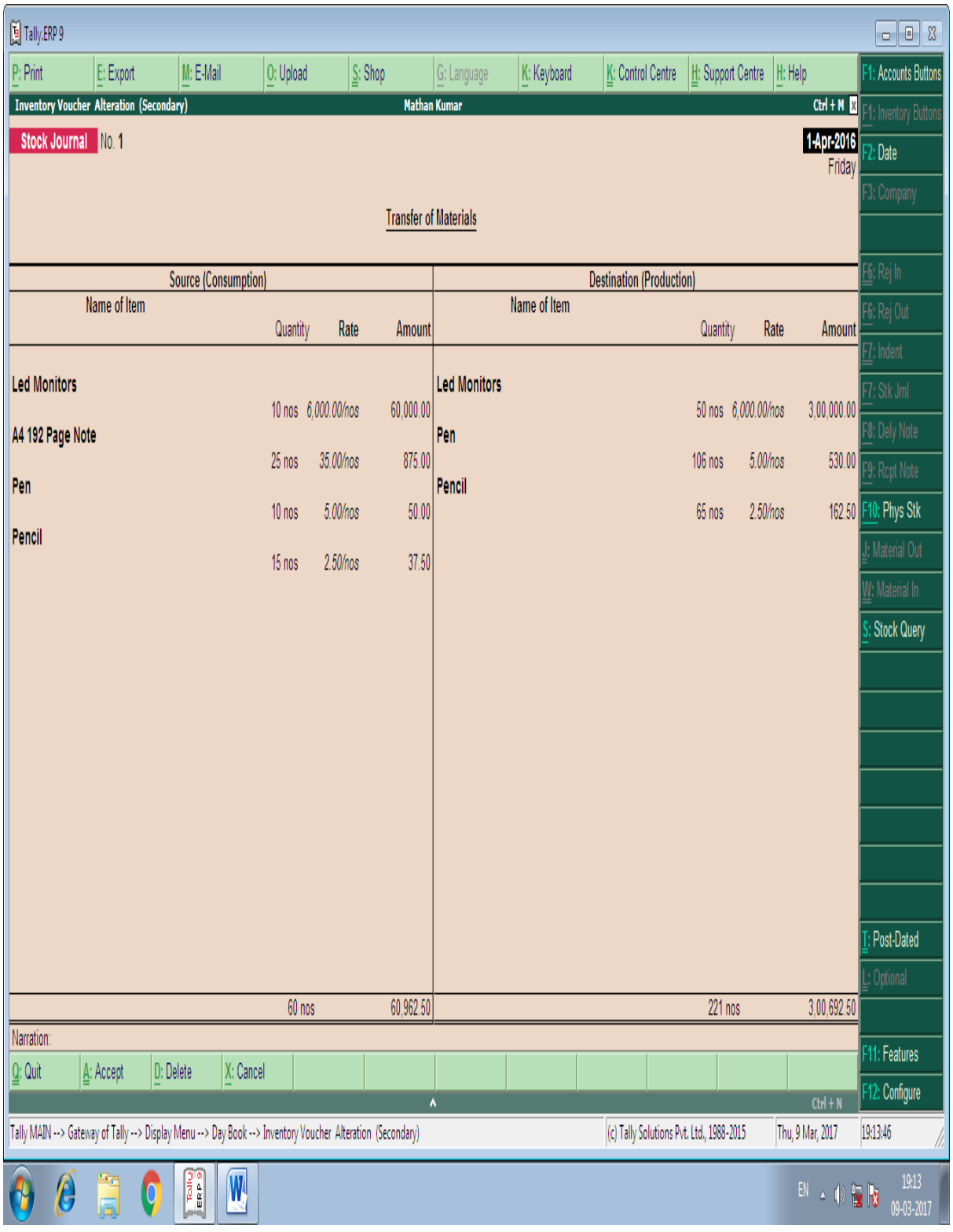
CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**

COURSE CODE: 19CMP111 **BATCH-2019-2021**



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

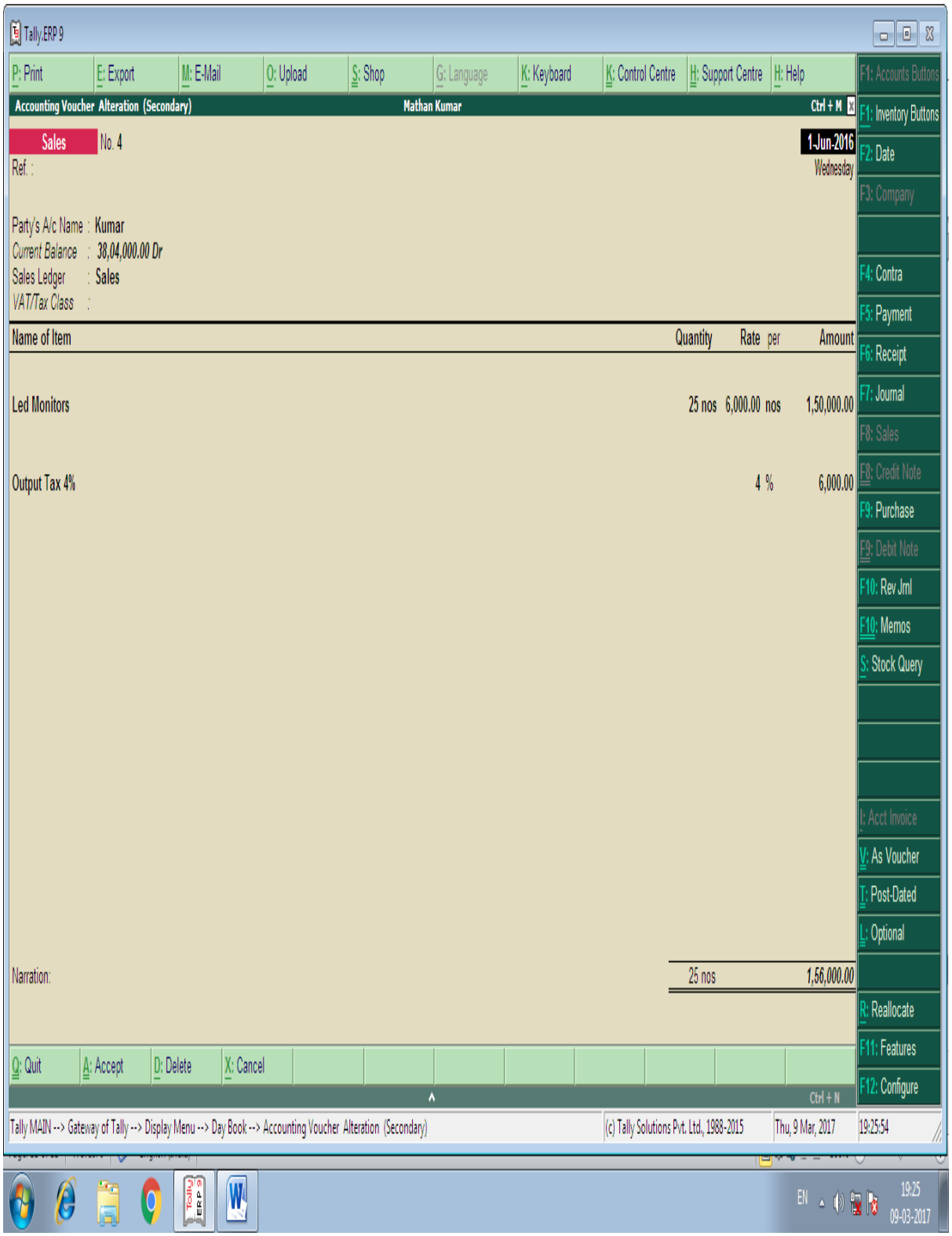
Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales including tax rates with input and output tax rates and accept the vouchers.

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

KAHE

Output Ex. No.18



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.

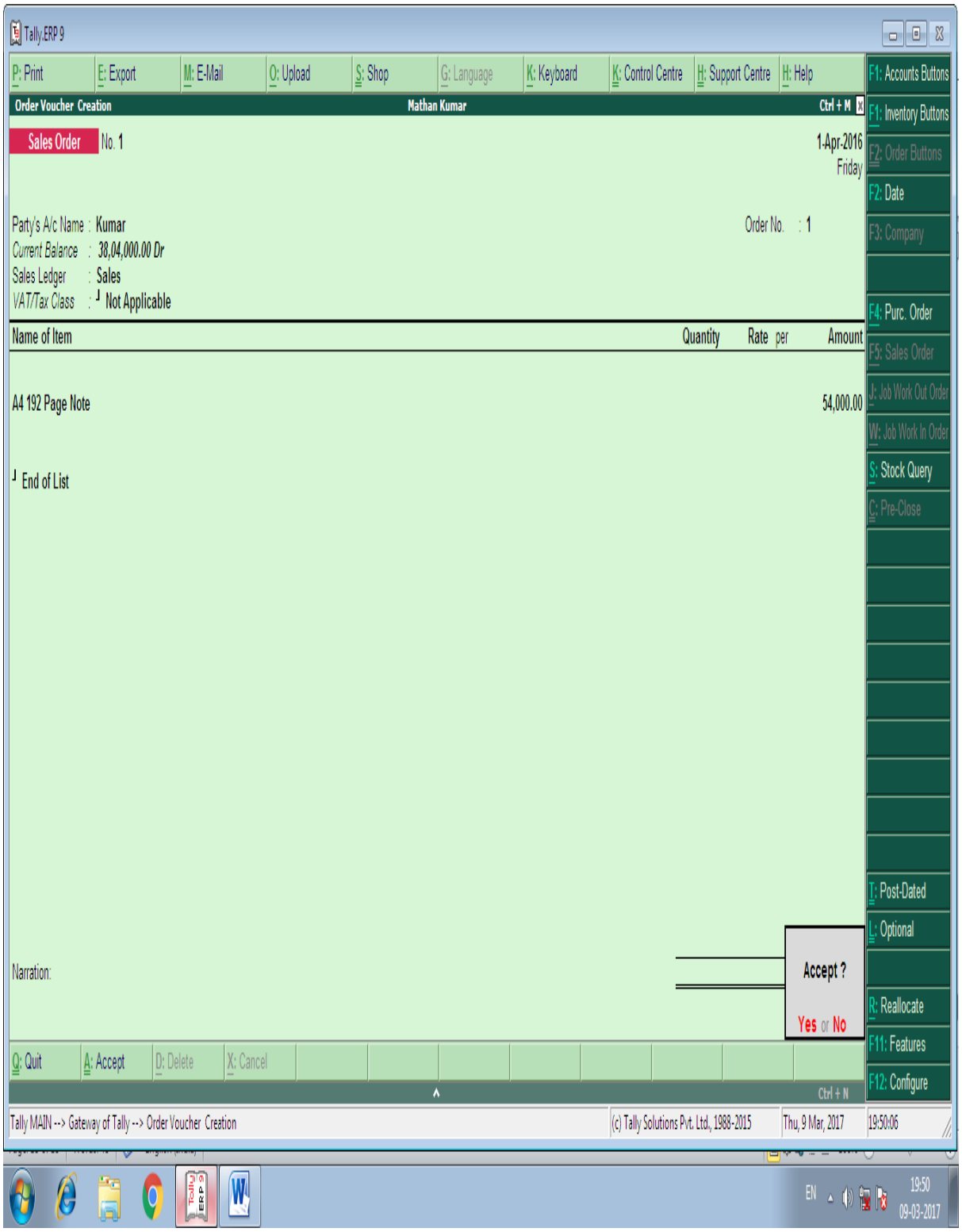
Step5: Click Order Voucher option. Create sales order and purchase order for the company and accept the voucher

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.

KAHE

Output Ex. No.19



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

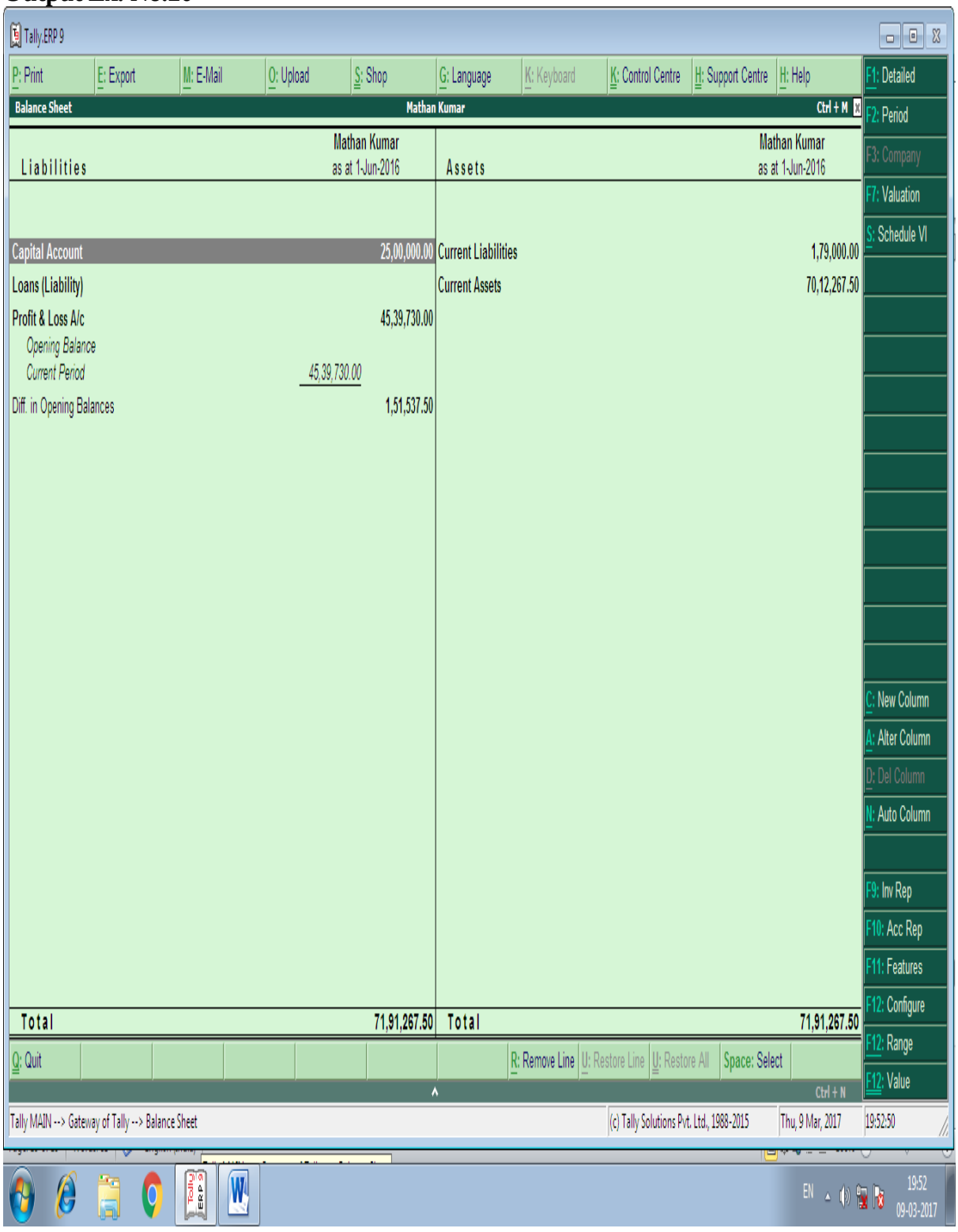
Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

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

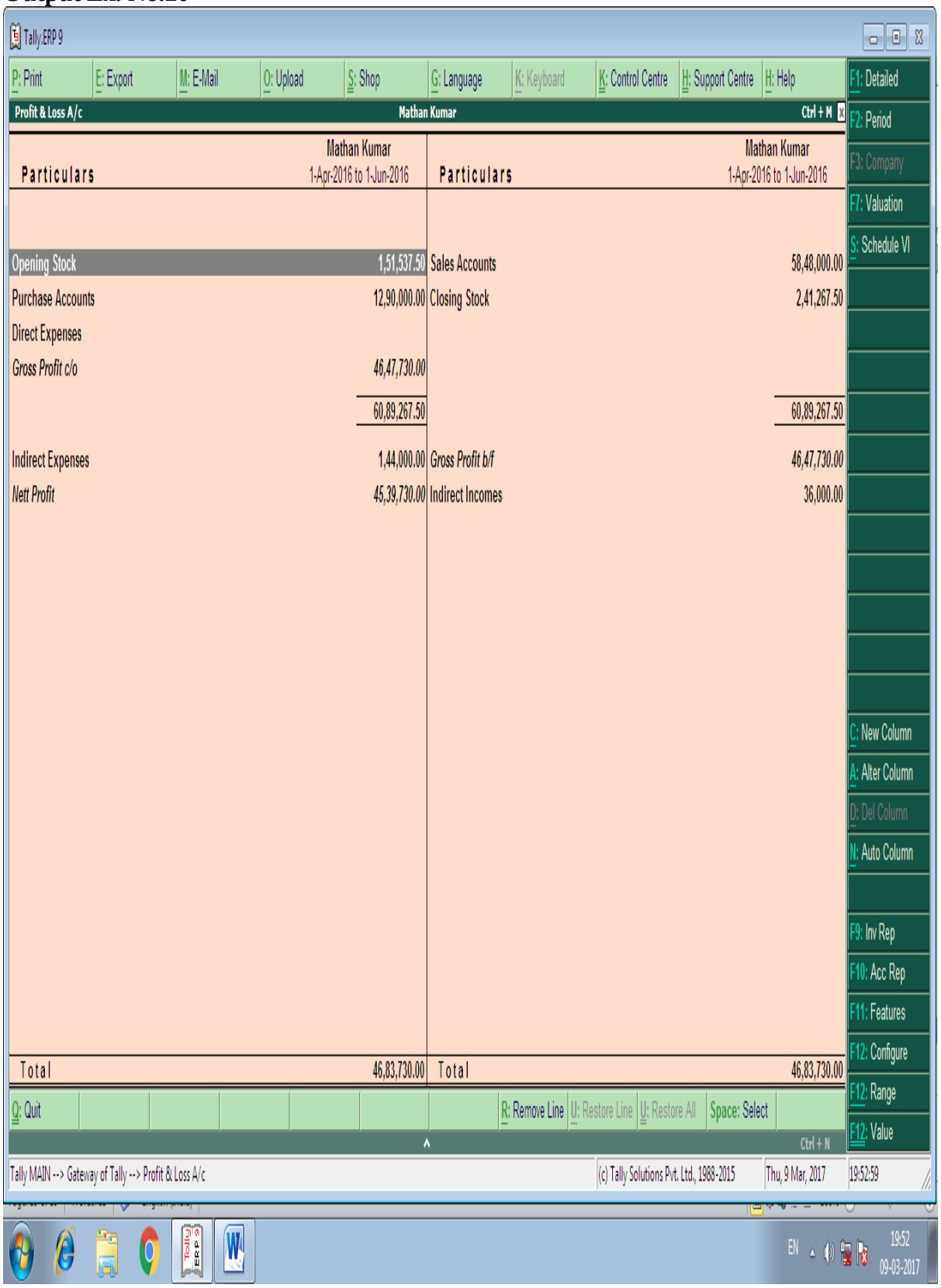
KAHE

Output Ex. No.20

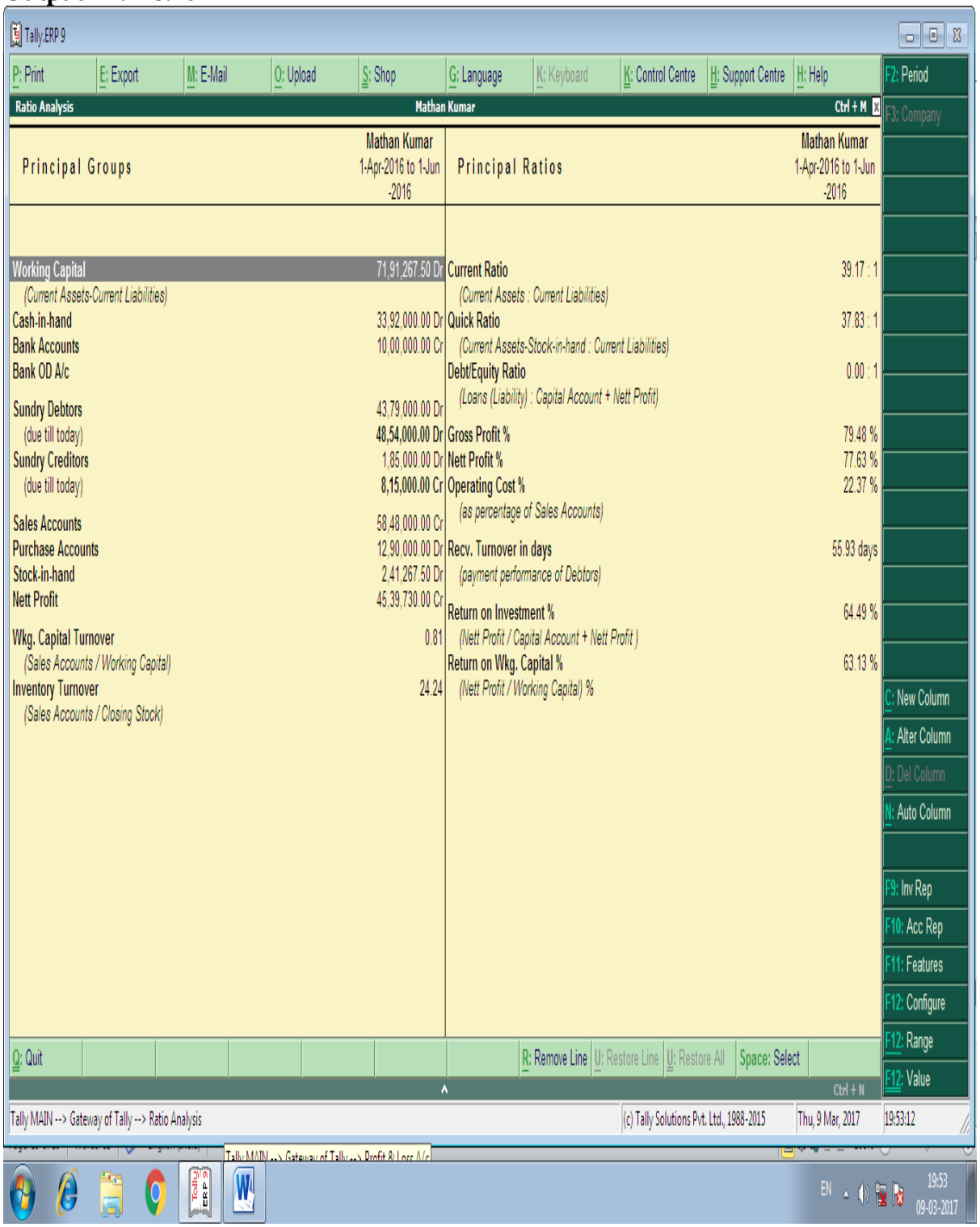


CLASS: I M.COM **COURSE NAME: TALLY PRACTICAL**
COURSE CODE: 19CMP111 **BATCH-2019-2021**

Output Ex. No.20



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 | F2: Period | F3: Company

Ratio Analysis — Mathan Kumar — Ctrl + M

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
		(Loans (Liability) : Capital Account + Nett Profit)	
Sundry Debtors	43,79,000.00 Dr		
(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 %
		(as percentage of Sales Accounts)	
Sales Accounts	58,48,000.00 Cr		
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)			

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

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, 1988-2015 | Thu, 9 Mar, 2017 | 19:53:12

EN 19:53 09-03-2017

Result:

The above Program has been executed successfully.