#### **KARPAGAM ACADEMY OF HIGHER EDUCATION** (Deemed to be University Established Under Sec 3 of UGC Act 1956) Pollachi Main Road, Eachanari Post, ARPAGAM Coimbatore – 641021 ACADEMY OF HIGHER EDUCATION FACULTY OF ARTS, SCIENCE AND HUMANITIES (FASH) (Established Under Section 3 of UGC Act, 1956 ) 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**

(Deemed to be University)

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 10-04 Cash Sales invoice no 2: Oven 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

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

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

# **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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# 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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex.	No.1									
Tally.ERP 9										
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rectory	C:Users\Public\Tally.ERP	Data	Company Details							
a m e	: Mathan Kumar		Currency Symbol : ₹							
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iling Name	: Mk Traders		Books begi		1.4.2016					
ldress	: Pollachi				Ç.,					
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Mail	: mathankumar010@gmail.	com								
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# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# 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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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  $\rightarrow$  Accounts Info  $\rightarrow$  Ledger  $\rightarrow$  Multiple Ledger  $\rightarrow$  Display All created ledgers will be displayed.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.2

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# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Tally.ERP 9										
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Balance Sheet				Matha	an Kumar				Ctrl + M	F2: Period
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										F7: Valuation
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oans (Liability)					Current Assets				19,86,000.00	
					Profit & Loss A/c				2,64,000.00	
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**Result:** 

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output 2	Ex. No	.4								
🚺 Tally.ERP 9										
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Balance Sheet	/				than Kumar				Ctrl + M 🗙	F2: Period
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Liabilities				as at 1-Jun-2016	Assets			85 8	at 1-Jun-2016	F7: Valuation
										S: Schedule VI
Capital Account				25,00,00	0.00 Current Liabili				1,85,000.00	-
Loans (Liability)					Current Assets	i -			70,06,267.50	
Profit & Loss A/c				45,39,73	0.00					
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Diff. in Opening Bal	ances			1,51,53	7.50					
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# **Result:**

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Profit & Loss A/	/c			Mathar	ı Kumar			,	Ctrl + M 🗴	F2: Period
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										F7: Valuation
)pening Stock				1.51.537.50	Sales Accounts				58,48,000.00	<u>S:</u> Schedule VI
urchase Acco					Closing Stock				2,41,267.50	
irect Expense				-,,					-,,	
iross Profit c/o				46,47,730.00						
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ndirect Expens	ses			1,44,000.00	Gross Profit b/f				46,47,730.00	
ett Profit				45,39,730.00	Indirect Incomes				36,000.00	
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### **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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

📓 Tally.ERP 9										- 8
P: Print	E: Export	M: E-Mail	O: Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Detailed
Profit & Loss A/c	:			Matha	n Kumar				Ctrl + M	F2: Period
				Mathan Kumar					lathan Kumar	F3: Company
Particula	rs		1.4	kpr-2016 to 1-Jun-2016	Particular	5		1-Apr-	2016 to 1-Jun-2016	F7: Valuation
)pening Stock				1,51,537.50	Sales Accounts				58,48,000.00	<u>S:</u> Schedule VI
urchase Accou	ints			12,90,000.00	Closing Stock				2,41,267.50	
irect Expenses	i									
Gross Profit c/o				46,47,730.00						
				60,89,267.50					60,89,267.50	0
ndirect Expens	00				Gross Profit b/f				46,47,730.00	-
latrect Expensi lett Profit	69				Indirect Incomes				40,47,730.00 36,000.00	
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### **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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  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

1			
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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.7

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Stock Journ	IAI NO. 1										<b>1-Apr-2016</b> Friday	F2: Date
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**Result:** 

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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s Receivable								For 1-Apr-2016	F3: Company
Date Ref. No.	Party's Name						Pendin	Due on Overdue	
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									F6: Age wise
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**Result:** 

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# Output Ex. No.9

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	Discount Received						Receipt	2		36,000.00	
1-4-2016							Sales	1	10,00,000.		
1-4-2016 1-4-2016							Sales Purchase	2	10,50,000.	00 4,75,000.00	
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# **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  $\rightarrow$ Currencies  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL 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  $\rightarrow$ Ledger  $\rightarrow$  Single ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.11

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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#### **Result:**

The above Program has been executed successfully.

Ex. No: 12

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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  $\rightarrow$ Ledger  $\rightarrow$  Single ledger $\rightarrow$  Create ledger for Bank Accounts

Step 6: Create HDFC bank Under Bank accounts  $\rightarrow$  Give YES option to set and alter bank details option $\rightarrow$  General configuration window Appears $\rightarrow$  Click Cheque Printing Configuration option  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# 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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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# Output Ex. No.13

# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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# Output Ex No 14

**Result:** 

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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**Result:** 

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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P: Print	E: Export	M: E-Mail	O: Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	<u>K</u> : Control Centre	H: Support Centre		F1: Detailed
Interest R	eceivable			Mat	han Kumar				Ctrl + M 🗴	F2: Period
Parti	culars								<b>an Kumar</b> 6 to 1-Jun-2016	F3: Company
- unti	culuis							Interest	t Calculation	F4: Group
								Cl. Balance	Interest	F5: Led-wise
										F7: Billwise
Current As	isets			-			-	67,66,537.50	Dr 9,04,704.00 Dr	
										<u>C:</u> New Column
										A: Alter Column
										D: Del Column
										N: Auto Column
										<u>B</u> : Budget Variance
										<b></b>
										F8: Other Rep F9: Inv Rep
										F10: Acc Rep
										F11: Features
										F12: Configure
	Total					1 1		67,66,537.50	Dr 9,04,704.00 Dr	F12: Range
<u>Q</u> : Quit					^	R: Remove Line U:	Restore Line		Ctrl + N	F12: Value
Tally MAIN -	-> Gateway of Tally> Dis	play Menu> Statemen	ts of Accounts> Inte	rest Calculations> Inte			(c) Tally Solutions Pvt	. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:21:38
,									_	40.01
V	🦉 🔋 🄇								EN 🔺 🍈 🖗	19:21 09-03-2017

**Result:** 

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

### 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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  Create Groups Celeron, Tally and accept the stock group.

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

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

Step5: Create Stock Items with the following

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

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Tally.ERP 9											
: Print	E: Export	<u>M</u> : E-Mail	<u>O</u> : Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre			F1: Detailed
itock Summary	y <sup>'</sup>				Mathan Kumar					Ctrl + M 🗙	F2: Period
Particul	lare								an Kumar -Apr-2016		F3: Company
raiticui	iaia								g Balance		F4: Group
								Quantity R	ate	Value	F5: Item-wise
											F6: Monthly
omputer										,90,000.00	
ote Books ationaries								10 nos 221 nos	35.00 4.15	350.00 917.50	F7: Orders
											C: New Colum
											A: Alter Colum
											<u>D</u> : Del Column
											N: Auto Colum
											F9: Inv Rep
											F10: Acc Rep
											F11: Features
											F12: Configure
Grand To	otal							296 nos	3,	91,267.50	-
: Quit						R: Remove Line U:	: Restore Line <u>U</u> : Resto	re All Space: Se	lect		F12: Range
Quit	,				٨	,				Ctrl + N	F12: Value
	ateway of Tally> Stoo	:k Summary					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Ma	er, 2017	19:13:09

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

🚺 Tally.ERP 9												
P: Print	E: Export	M: E-Mail	): Upload	<u>s</u> : s	hop	G: Language	K: Keyboard	K: Control Centre	H: Support	t Centre 🛛 H	l: Help	F1: Accounts But
	er Alteration (Secon	dary)				ı Kumar					Ctrl + M	F1: Inventory But
Stock Journa	al No. 1										1-Apr-2016 Friday	C): Data
					<b>.</b> .						- nuuy	F3: Company
					Transfer o	f Materials						
		Source (Consumption)						Destination (Production	on)			<u>F6</u> : Rej In
	Name of Item		Quantity	Rate	Amount		Name of Item		Quantity	/ Rate	e Amount	<u>F6</u> : Rej Out
Led Monitors						Led Monitors						F7: Indent
			10 nos - 6	),000.00/nos	60,000.00				50 nos	6,000.00/nos	s 3,00,000.00	F7: Stk Jml
44 192 Page N	ote		25 nos	35.00/nos	875.00	Pen			106 nos	5.00/no:	s 530.00	F8: Dely Note F9: Rcpt Note
Pen			10 nos	5.00/nos	50.00	Pencil			65 nos	2.50/nos		F10: Phys Stk
Pencil									00 1105	2.00/1100	3 102.30	J: Material Out
			15 nos	2.50/nos	37.50							<u>W</u> : Material In
												= S: Stock Query
												T: Post-Dated
			60 no	S	60,962.50				221 nc	DS	3,00,692.50	<u></u> L: Optional
Varration:		[	1			1			1			F11: Features
Q: Quit	Accept D:	Delete X: Cancel				^					Ctrl + N	F12: Configure
ally MAIN> Gat	eway of Tally> Displa	ay Menu> Day Book> In	ventory Vo	ucher Alteration				(c) Tally Solutions Pv	t. Ltd., 1988-2	015 T	стя + N hu, 9 Mar, 2017	19:13:46
0	<b>(</b>										EN 🔺 🍈 🖗	19:13 19:13 09-03-201

# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

### 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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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	Voucher Alteratio	n (Secondary)			Matha	n Kumar					Ctrl + M	i in internety Berrente
Sal Ref. :	es No. 4										1-Jun-2 Wednes	<mark>dav</mark> F2: Date
												F3: Company
Party's A/c Current Bal	Name : Kumar ance : 38,04,00	0.00 Dr										
Sales Ledg	er : Sales											F4: Contra
VAT/Tax C Name of It								0	uantity	Rate	per <b>Amo</b>	F5: Payment
nume or n									uunuy	nuto		F6: Receipt
Led Monit	ors								25 nos	6,000.00 1	nos 1,50,000	
												F8: Sales
Output Tax	( 4%									4 9	6,000	
												F9: Purchase
												<u>F9</u> : Debit Note F10: Rev Jml
												F10: Nemos
												S: Stock Query
												I: Acct Invoice
												<b>⊻:</b> As Voucher
												T: Post-Dated
												L: Optional
Narration:								_	25 nos		1,56,000	
												R: Reallocate
<u>Q</u> : Quit	<u> </u> Accept	<u>D</u> : Delete	X: Cancel									F11: Features
Talk, MAATAJ	S Catalogue of Tall	Nienles Marrie	Day Dask & Ass	ntine Verselan Alt		^		(a) T-ll, C-l, 41 D	4   44   400	0 0015	Ctrl + N	F12: Configure
	•> Gateway of Tally •	-> Display Menu>	Day Book> Accou	inung voucher Alter	ation (Secondary)			(c) Tally Solutions Pv	t, LTO., 198	8-2015	Thu, 9 Mar, 2017	19:25:54
	0										EN 🔺 📢	) 📴 📴 19:25
<b>V</b> Resu												09-03-2017

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021



# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### **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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

5										
🗐 Tally.ERP 9		[			[- ·				[	
<u>P: Print</u>	E: Export	<u>M</u> : E-Mail	<u>O</u> : Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Detailed
Balance Sheet					an Kumar				Ctrl + M X	F2: Period
Liabilitie	s			Mathan Kumar as at 1-Jun-2016	Assets				<b>athan Kumar</b> at 1-Jun-2016	F3: Company
	·									F7: Valuation
										S: Schedule VI
Capital Account				25,00,000.0	0 Current Liabilitie	3			1,79,000.00	-
Loans (Liability)				15 00 700	Current Assets				70,12,267.50	
Profit & Loss Ald Opening Bala				45,39,730.0	0					
Current Period			45,	39,730.00						
Diff. in Opening B	alances			1,51,537.5	50					
										C: New Column
										A: Alter Column
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										N: Auto Column
										F9: Inv Rep
										F10: Acc Rep
										F11: Features
Total				71,91,267.5	i0 Total				71,91,267.50	F12: Configure
Q: Quit					F	Remove Line U:	Restore Line 📙 Resto	ore All Space: Sel	lect	F12: Range
					^	-			Ctrl + N	F12: Value
ally MAIN> Gat	eway of Tally> Balan	ice Sheet					(c) Tally Solutions P	rt. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:52:50
				•. •				16		•
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Profit & Loss A/c		-	-		in Kumar			=		F2: Period
				Mathan Kumar					than Kumar	F3: Company
Particula	rs		1-A	pr-2016 to 1-Jun-2016	Particular	\$		1-Apr-2	016 to 1-Jun-2016	F7: Valuation
										S: Schedule VI
pening Stock				1,51,537.5	Sales Accounts				58,48,000.00	5: Schedule VI
urchase Accou	nts			12,90,000.0	0 Closing Stock				2,41,267.50	
lirect Expenses										
Gross Profit c/o				46,47,730.0						
				60,89,267.5	0				60,89,267.50	
ndirect Expense	25			1,44,000.0	0 Gross Profit b/f				46,47,730.00	
lett Profit				45,39,730.0	Indirect Incomes				36,000.00	
										<u>C</u> : New Colum <u>A</u> : Alter Colum D: Del Column
										– <u>N</u> : Auto Colum F9: Inv Rep
										F10: Acc Rep
										F11: Features F12: Configure
										- Connodre
Total				46,83,730.0	) Total				46,83,730.00	
1					<u>F</u>	: Remove Line U	: Restore Line <u>U</u> : Resto	re All Space: Sel	ect	F12: Range
: Quit	eway of Tally> Prof	fit & Loss A/c			1 1	: Remove Line <u>U</u>	: Restore Line U: Restore Line (U: Restore Line)		1	F12: Range

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

🗐 Tally.ERP 9										
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Ratio Analysis				Matha	n Kumar				Ctrl + M 🗴	F3: Company
Principal	Groups			Mathan Kumar 1-Apr-2016 to 1-Jun -2016	Principal	Ratios			Mathan Kumar 1-Apr-2016 to 1-Jun -2016	
Norking Capita (Current Asse Cash-in-hand Bank Accounts Bank OD A/c Sundry Debtors	ts-Current Liabilities)		_	71,91,267.50 D 33,92,000.00 D 10,00,000.00 C 43,79,000.00 D	Quick Ratio (Current Asset Debt/Equity Rati	s : Current Liabilities) ->Stock-in-hand : Cun 	rent Liabilities)		39.17 : 1 37.83 : 1 0.00 : 1	
(due till today) Sundry Credito (due till today)	) rs )			48,54,000.00 Di 1,85,000.00 Di 8,15,000.00 Ci	Gross Profit % Nett Profit % Operating Cost %	6 of Sales Accounts)			79.48 % 77.63 % 22.37 %	
Sales Accounts Purchase Acco Stock-in-hand Nett Profit				58,48,000.00 Ci 12,90,000.00 Di 2,41,267.50 Di 45,39,730.00 Ci	Recv. Turnover	n days mance of Debtors)			55.93 days 64.49 %	
Inventory Turno	nts / Working Capital)			0.81 24.24	(Nett Profit / C Return on Wkg.	apital Account + Nett	Profit )		63,13 %	
										F9: Inv Rep F10: Acc Rep F11: Features F12: Configure
<u>Q</u> : Quit					│ │ ∧	<u>R:</u> Remove Line <u>U</u> : F	Restore Line U: Resto	vre All Space: Sele	ct Ctrl + N	<mark>F12:</mark> Range <u>F12</u> : Value
ally MAIN> Ga	teway of Tally> Ratio A	Analysis					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:53:12
			UN Gateway of Tally.	> Drofit & Lose A/c					EN _ (6) (	19:5: 19:5: 09-03-2

# Output Ex. No.20

**Result:** 

The above Program has been executed successfully.

#### COURSE CODE: 19CMP111

#### COURSE NAME: TALLY PRACTICAL

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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

#### COURSE NAME: TALLY PRACTICAL

#### COURSE CODE: 19CMP111

#### BATCH-2019-2021

🚺 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	<u>O</u> : Upload	<u>S</u> : Shop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Detailed
Profit & Loss A	/c				n Kumar				Ctrl + M	F2: Period
Particul	276		1.4	Mathan Kumar Apr-2016 to 1-Jun-2016	Particular				<b>ithan Kumar</b> 016 to 1-Jun-2016	F3: Company
1 41 (1 4 4 1	u 1 2		17	ui-2010 to 1-001-2010	Tartivarai	•		177412	010101-2010	F7: Valuation
0 1 0 1				4 54 597 59					50 40 000 00	S: Schedule VI
Opening Stock		_			Sales Accounts Closing Stock				58,48,000.00	
Purchase Acco Direct Expense				12,90,000.00	Closing Stock				2,41,267.50	
Gross Profit c/c				46,47,730.00						
				60,89,267.50					60,89,267.50	
Indirect Expen	ISES			1.44.000.00	Gross Profit b/f				46,47,730.00	
Nett Profit					Indirect Incomes				36,000.00	
										C: New Column
										A: Alter Column
										D: Del Column
										N: Auto Column
										F9: Inv Rep
										F10: Acc Rep
										F11: Features
Total				46,83,730.00	Total				46,83,730.00	F12: Configure
Q: Quit				40,03,130.00	(	Remove Line	Restore Line U: Resto	re All Space: Sel	1	F12: Range
					<u> </u> ∧				Ctrl + N	F12: Value
Tally MAIN> Ga	ateway of Tally> Pro	fit & Loss A/c					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:52:59
								16		19:52
00	i 🔋 🍳								EN 🔺 🏟	09-03-2017
Result										

The above Program has been executed successfully.

Ex. No: 7

#### COURSE CODE: 19CMP111

#### COURSE NAME: TALLY PRACTICAL

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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  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

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

#### COURSE NAME: TALLY PRACTICAL

### COURSE CODE: 19CMP111

#### BATCH-2019-2021

🚺 Tally.ERP 9												
P: Print	E: Export	_	ail <u>O</u> : Upload	<u>}</u> :	Shop	<u>G</u> : Language	K: Keyboard	<u>K</u> : Control Centre	H: Support	Centre H:		F1: Accounts Buttons
Inventory Vou		(Secondary)			Mathan	Kumar					Ctrl + M 🗙	F1: Inventory Button
Stock Jour	nal No. 1										<b>1-Apr-2016</b> Friday	F2: Date
					- , ,							F3: Company
					Transfer of	Materials						
		Source (C	onsumption)					Destination (Production	on)			<u>F6</u> : Rej In
	Name of Ite	m	Quantity	Rate	Amount		Name of Item		Quantity	Rate	Amount	<u>F6</u> : Rej Out
											711104111	<u>F7</u> : Indent
Led Monitors	5		10 nos - 6	,000.00/nos	60,000.00	Led Monitors			50 nos - (	5,000.00/nos	3,00,000.00	<u>F7</u> : Stk Jml
A4 192 Page	Note					Pen						F8: Dely Note
Pen			25 nos	35.00/nos	875.00	Pencil			106 nos	5.00/nos	530.00	F9: Rcpt Note
Pencil			10 nos	5.00/nos	50.00				65 nos	2.50/nos	162.50	F10: Phys Stk
rencii			15 nos	2.50/nos	37.50							<u>↓</u> : Material Out
												<u>₩</u> : Material In
												<u>S:</u> Stock Query
												T: Post-Dated L: Optional
			60 no:	3	60,962.50				221 no	s	3,00,692.50	
Narration:												F11: Features
<u>Q</u> : Quit	Accept	<u>D</u> : Delete	X: Cancel									F12: Configure
Tally MAIN> G	ateway of Tally	-> Display Menu> I	Day Book> Inventory Vo	ucher Alteratio		•		(c) Tally Solutions Pv	t. Ltd., 1988-20	015 Th	Ctrl + N 10, 9 Mar, 2017	19:13:46
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## **Result:**

The above Program has been executed successfully.

# Ex. No: 8

#### COURSE CODE: 19CMP111

#### COURSE NAME: TALLY PRACTICAL

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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

#### COURSE NAME: TALLY PRACTICAL

# COURSE CODE: 19CMP111

#### BATCH-2019-2021

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# **Result:**

The above Program has been executed successfully.

# Ex. No: 9

#### COURSE CODE: 19CMP111

#### COURSE NAME: TALLY PRACTICAL

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  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

#### COURSE NAME: TALLY PRACTICAL

### COURSE CODE: 19CMP111

#### BATCH-2019-2021

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#### **Result:**

The above Program has been executed successfully.

# Ex. No: 10

#### COURSE CODE: 19CMP111

#### COURSE NAME: TALLY PRACTICAL

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  $\rightarrow$ Currencies  $\rightarrow$  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

#### COURSE NAME: TALLY PRACTICAL

#### COURSE CODE: 19CMP111

#### BATCH-2019-2021

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# **Result:**

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL 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  $\rightarrow$ Ledger  $\rightarrow$  Single ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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**Result:** 

The above Program has been executed successfully.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

### 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  $\rightarrow$ Ledger  $\rightarrow$  Single ledger $\rightarrow$  Create ledger for Bank Accounts

Step 6: Create HDFC bank Under Bank accounts  $\rightarrow$  Give YES option to set and alter bank details option $\rightarrow$  General configuration window Appears $\rightarrow$  Click Cheque Printing Configuration option  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.12	2					
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### **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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Ratio Analysis				ı Kuma <del>r</del>				Ctrl + M	F3: Company
Principal Groups			Mathan Kumar For 1-Apr-2016	Principal	Ratios			Mathan Kumar For 1-Apr-2016	-
Working Capital (Current Assets-Current Liabil Cash-in-hand	ties)	-	29,86,000.00 Dr 34,61,000.00 Dr	(Current Assets Quick Ratio	: Current Liabilities)			1.99 : 1 1.99 : 1	
Bank Accounts Bank OD A/c Sundry Debtors			10,00,000.00 Cr 4,75,000.00 Cr	Debt/Equity Ratio (Loans (Liability	-Stock-in-hand : Cun ) : Capital Account +			0.00 : 1	
(due till today) Sundry Creditors (due till today) Sales Accounts			10,00,000.00 Dr 10,00,000.00 Cr	Operating Cost %	of Sales Accounts)			52.50 % 48.60 % 51.40 %	
Purchase Accounts Stock-in-hand Nett Profit			4,75,000.00 Dr	Recv. Turnover in	mance of Debtors)			0.00 days 16.28 %	
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# **Result:**

The above Program has been executed successfully.

# Ex. No: 14

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

# **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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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# Output Ex No 14

**Result:** 

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.15

## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Interest	Receivable			Matha	an Kumar				Ctrl + M	F2: Period
Part	iculars								<b>an Kumar</b> 6 to 1-Jun-2016	F3: Company
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	d Total					<b>D.D.</b> 11 11 1		67,66,537.50 E	)r 9,04,704.00 Dr	F12: Range
Q: Quit					^	<u>R:</u> Remove Line <u>U</u> : F	Kestore Liné		Ctrl + N	F12: Value
Tally MAIN	> Gateway of Tally> Displa	y Menu> Statements	of Accounts> Interest				(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:21:38
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#### **Result:**

## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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 $\rightarrow$  Statement of Accounts $\rightarrow$  Outstanding $\rightarrow$  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  $\rightarrow$  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.

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Interest Receiva	able			Ma	athan Kumar				Ctrl + M	F2: Period
Particul	916								<b>an Kumar</b> 6 to 1-Jun-2016	F3: Company
Γαιιισαι	ars								Calculation	F4: Group
								CI. Balance	Interest	F5: Led-wise
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Current Assets								67,66,537.50	Dr 9,04,704.00 D	
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ally MAIN> Gai	teway of Tally> Disr	lay Menu> Statemen	ts of Accounts> Inter	est Calculations> Ir	^ nterest Receivable		(c) Tally Solutions Pv	. Ltd., 1988-2015	Ctrl + N Thu, 9 Mar, 2017	19:21:38
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#### **Result:**

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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  $\rightarrow$ Stock group's  $\rightarrow$  Multiple Stock group $\rightarrow$  Create Groups Celeron, Tally and accept the stock group.

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

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

Step5: Create Stock Items with the following

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

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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itock Summary	Er Enport	-			lathan Kumar					Ctrl + M 🗴	F2: Period
									nan Kumar		F3: Company
Particula	ITS							For	1-Apr-2016		
								Quantity	n <mark>g Balance</mark> Rate	Value	F4: Group
											F5: Item-wise
omputer			_		_	_	_	65 nos (	6,000.00	3,90,000.00	F6: Monthly
ote Books				_				10 nos	35.00	350.00	F7: Show Profit
ationaries								221 nos	4.15	917.50	F7: Orders
											C: New Columr
											A: Alter Colum
											<u>D</u> : Del Column
											N: Auto Colum
											F9: Inv Rep
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Grand Tot	al							296 nos	3	,91,267.50	F12: Configure
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ly MAIN> Gati	way of Tally> Stock	: Summary					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 M	ar, 2017	19:13:09
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## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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	er Alteration (Seco	ndary)			Mathar	, Kumar					Ctrl + M	F1: Inventory Butto
Stock Journa	al No. 1										1-Apr-2016 Friday	E2: Data
					_						i nuu)	F3: Company
					Transfer o	f Materials						
		Source (Consum	ption)					Destination (Production	on)			<u>F6</u> : Rej In
	Name of Item		Quantity	Rate	Amount		Name of Item		Quantity	Rate	Amoun	<u>F6</u> : Rej Out
			Quantity	nuto	Anoun				Quantity	nuto	Anoun	F1: Indent
Led Monitors			10 nos - 6	000.00/nos	60,000.00	Led Monitors			50 nos <i>1</i>	6,000.00/nos	3,00,000.00	<u>F7</u> : Stk Jml
A4 192 Page No	ote					Pen						F8: Dely Note
Pen			25 nos	35.00/nos	875.00	Pencil			106 nos	5.00/nos	530.00	F9: Rcpt Note
Pencil			10 nos	5.00/nos	50.00				65 nos	2.50/nos	162.50	F10: Phys Stk
rencii			15 nos	2.50/nos	37.50							<u>↓</u> : Material Out
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#### **Result:**

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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.

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.18

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	Voucher Alteration	(Secondary)		Mat	han Kumar					Ctrl + I		entory Buttons
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_												ompany
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Sales Ledge	er : Sales										F4: Co	ontra
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# COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

#### 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.

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

Output Ex. No.19

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Yes or No     R: Reallocate       Q: Quit     A: Accept     D: Delete     X: Cancel       Image: Ctrl + N     F12: Configure       Tally MAIN> Gateway of Tally> Order Voucher Creation     (c) Tally Solutions Pvt. Ltd, 1988-2015     Thu, 9 Mar, 2017     19:50:06	Narration:							-		A	cept?	
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### **Result:**

## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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  $\rightarrow$ Ledger  $\rightarrow$  multiple ledger  $\rightarrow$  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.

### COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Balance Sheet			Matha	n Kumar				Ctrl + M 🛛	F2: Period
11.1102			lathan Kumar					than Kumar	F3: Company
Liabilities		a	s at 1-Jun-2016	Assets			as a	at 1-Jun-2016	F7: Valuation
									S: Schedule VI
Capital Account			25,00,000.0	Current Liabilitie	5			1,79,000.00	5. Scriedule VI
oans (Liability)				Current Assets				70,12,267.50	
Profit & Loss A/c			45,39,730.0	)					
Opening Balance Current Period		45,39,7	120.00						
iff. in Opening Balances		40,03,1	1,51,537.5						
nii. In opening Dalances			1,100,101						
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									F9: Inv Rep
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									F11: Features
Total			71,91,267.50	) Total				71,91,267.50	F12: Configure
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Profit & Loss A/c				Mathai	n Kumar				Ctrl + M	F2: Period
Particular	\$		1-A	Mathan Kumar pr-2016 to 1-Jun-2016	Particular	\$			<b>Aathan Kumar</b> -2016 to 1-Jun-2016	F3: Company
										F7: Valuation
Opening Stock				1,51,537.50	Sales Accounts				58,48,000.0	Schedule VI
Purchase Accourt	ts			12,90,000.00	Closing Stock				2,41,267.5	)
Direct Expenses										
Gross Profit c/o				46,47,730.00						
				60,89,267.50					60,89,267.5	5
ndirect Expense	1			1.44.000.00	Gross Profit b/f				46,47,730.0	)
Vett Profit	,				Indirect Incomes				36,000.0	
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Total				46,83,730.00	Total				46,83,730.0	F12: Configure
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## COURSE NAME: TALLY PRACTICAL BATCH-2019-2021

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Ratio Analysis	/			Matha	n Kumar				Ctrl + M 🕺	F3: Company
Principal G	iroups			Mathan Kumar 1-Apr-2016 to 1-Jun -2016	Principal	Ratios			Mathan Kumar 1-Apr-2016 to 1-Jun -2016	
Cash-in-hand Bank Accounts Bank OD A/c Sundry Debtors (due till today) Sundry Creditors (due till today) Sales Accounts Purchase Accounts Stock-in-hand Vett Profit Wkg. Capital Turn	over /Working Capital)			1,85,000.00 Dr 8,15,000.00 Cr 58,48,000.00 Cr 12,90,000.00 Dr 2,41,267,50 Dr	(Current Assets Quick Ratio (Current Assets Debt/Equity Ratic (Loans (Liabilit) Gross Profit % Operating Cost % (as percentage Recv. Turnover il (payment perfor Return on Investu (Nett Profit / Ca Return on Wkg, (	) : Capital Account + of Sales Accounts) n days mance of Debtors) nent % pital Account + Nett	rent Liabilities) · Nett Profit)		39.17 : 1 37.83 : 1 0.00 : 1 79.48 % 77.63 % 22.37 % 55.93 days 64.49 % 63.13 %	
<u>Q</u> : Quit						<u>R</u> : Remove Line <u>  U</u> : F	Restore Line U: Resto	ore All Space: Sele	ect Ctrl + N	F12: Configure F12: Range F12: Value
ally MAIN> Gatew	ay of Tally> Ratio A	nalysis					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:53:12
				v> Drofit & Lore A/c					EN 🔺 🌒	19:5. 19:5. 09-03-2

#### **Result:**