



## KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed University Established Under Section 3 of UGC Act 1956)

Coimbatore - 641021.

(For the candidates admitted from 2017 onwards)

### DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

#### SYLLABUS

		Semester I			
		L	T	P	C
<b>17CCU111</b>	<b>FINANCIAL ACCOUNTING (PRACTICAL)</b>	-	-	3	1

#### COURSE OBJECTIVES

- To provide practical knowledge on accounting practices
- To know the accounting through Tally
- To learn how to prepare and maintain the company's profit and loss account

#### LEARNING OUTCOME

- Assists students in creating company and preparing accounting vouchers, trial balance, profit and loss account and balance sheet

#### TALLY – PRACTICAL LIST

1. Create a new company in integrate accounts mode and account with inventory mode
2. Create a primary and subgroups using single or multiple ledger mode.
3. Create minimum 10 ledgers using single or multiple ledgers and alter and delete any 2 ledger.
4. Create a new company, ledger and record minimum 10 transactions without adjustment.
5. Create a new company, ledger and record minimum 10 transactions with any five adjustments and display the relevant results.
6. Enter the following voucher
  - Payment vouchers
  - Receipt
  - Purchases
  - Sales

- Credit note
- Debit note
- Journals
- Memo
- Optional

7. Prepare trail balance for the company

8. Prepare profit and loss account and balance sheet (with minimum of any 5 adjustments)

**Suggested Readings:**

**Reference Books :**

1. Shraddha Singh, Navneet Mehra. (2015) *Tally ERP 9: Power of Simplicity* [first edition]. New Delhi, V&S Publishers.
2. Nadhani. (2013). *Tally9.2*. New Delhi, PBP Publication.
3. Rita Bhargava. (2011). *Tally 9.2*. New Delhi, Cyber media.

Exercise no: 1

## Creation of new company

Date: 06.07.17

### Aim:

To create a new company with accounts only mode or accounts with inventory mode.

### Algorithm:

Step 1: Start → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

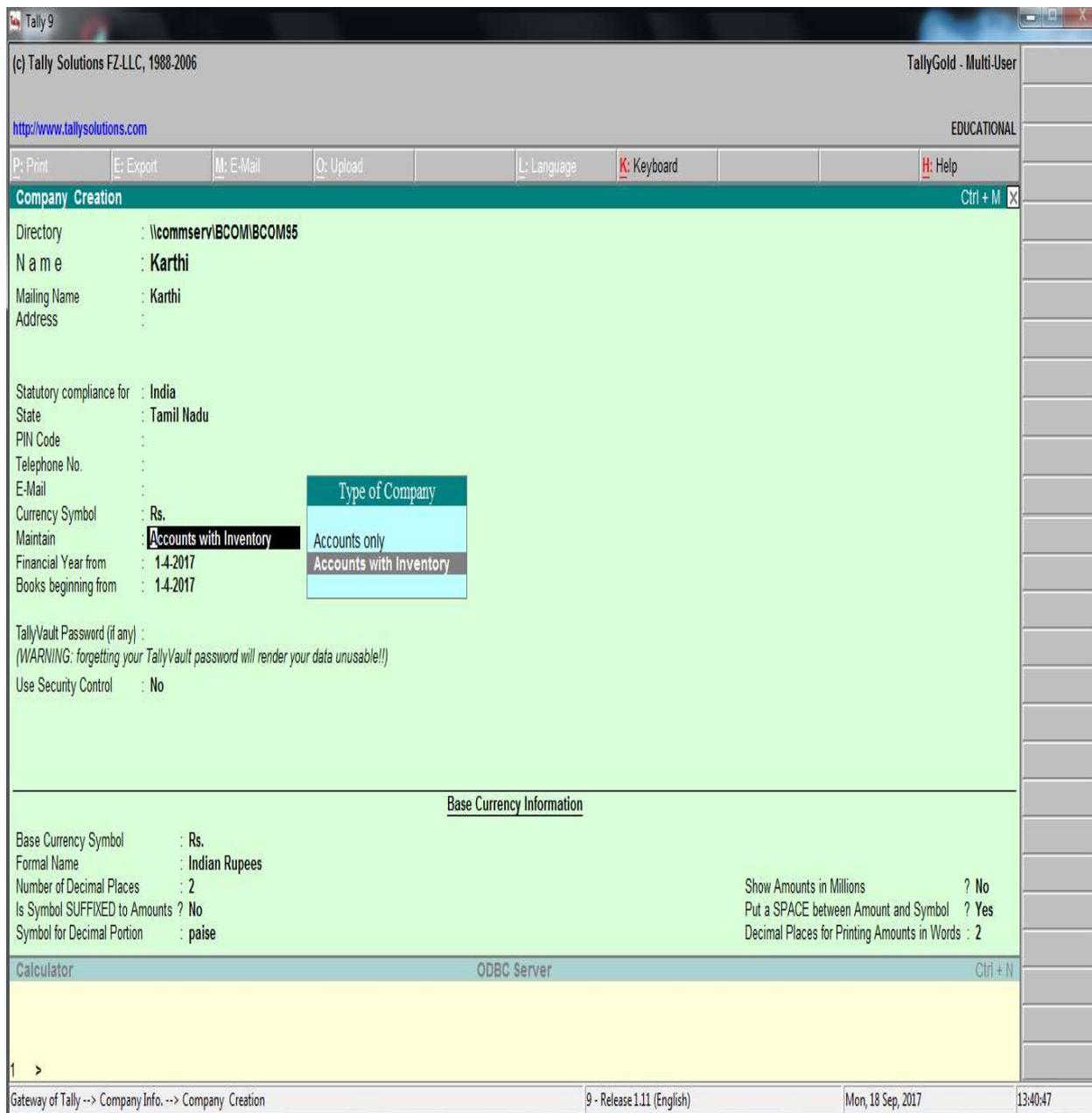
Step 2: Choose create company from Gateway of Tally → Company info → Create company.

Step 3: The company screen will appear enter the various details like company name, address, mail id, financial year, password, and etc.

Step 4: It has two option accounts only and accounts inventory mode choose any option.

Step 5: After entering the details press enter key to save the company name or click yes or no in pop- up menu.

Step 6: Stop the process.



## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 2

## Creation of group single mode

Date: 13.07.17

### Aim:

To create a primary and sub groups using single or multiple ledger mode.

### Algorithm:

Step 1: Start → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Single group  
→ Create company.

### Primary group

Step 3: The group creation screen appears to enter the name of the group name under the primary group.

Example: Rent → Primary.

### Sub group

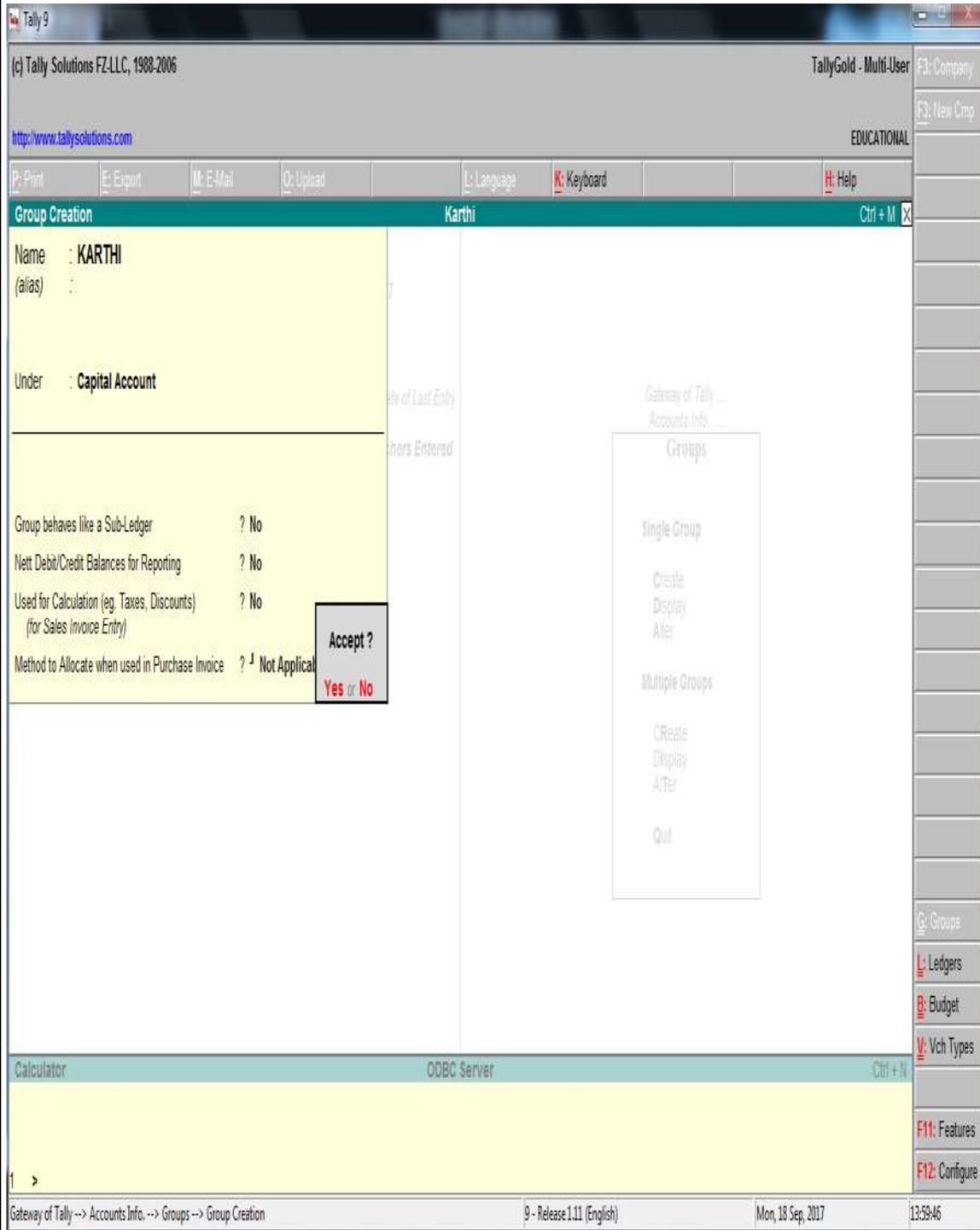
Step 4: The group creation screen appears enter the sub group name under the specify group name.

Example: Wages → Direct expenses.

Step 5: After entering the details press enter key or select yes or no to accept the group creation.

Step 6: Stop the process.

## Output:



## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 3

## Creation of group multiple mode

Date: 14.07.17

### Aim:

To create the groups under multiple mode

### Algorithm:

Step 1: Start → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Multiple mode  
→ Create company.

Step 3: The multiple group creation screen appears to enter the list of group enter the  
specific name.

Step 4: The group creation screen appears to enter the sub group name under the specific  
group name.

Step 5: Stop the process.

## Output:

The screenshot shows the Tally 9 'Multi Group Creation' window. The window title is 'Tally 9' and the user is 'TallyGold - Multi-User'. The window contains a table with the following data:

S.No.	Name of Group	Under
1.	SBI	Bank Accounts
2.	INDIAN BANK	Bank Accounts
3.	SYNDICATE BANK	Bank Accounts
4.	ICICI	Bank Accounts
5.	TMB	

A dropdown menu is open for the 'TMB' group, showing a list of groups:

- Bank Accounts
- Bank OCC A/c
- Bank OD A/c
- Branch / Divisions
- Capital Account
- Cash-in-hand
- Current Assets
- Current Liabilities
- Deposits (Asset)
- Direct Expenses
- Direct Incomes
- Duties & Taxes
- Expenses (Direct)
- Expenses (Indirect)
- Fixed Assets
- Income (Direct)
- Income (Indirect)
- Indirect Expenses

The status bar at the bottom shows: Gateway of Tally --> Accounts Info. --> Groups --> Multi Group Creation | 9 - Release 1.11 (English) | Mon, 18 Sep, 2017 | 13:57:02

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 4

Date: 20.07.17

## Creation of ledger using single ledger mode

### Aim:

To create a ledger using single or multiple mode with alter and delete any two entries.

### Algorithm:

Step 1: Start → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Single ledger → Create.

Step 3: Enter the name of ledger under the specific group name.

Step 4: If needed give the opening balance either in debit or credit or entries amount in vouchers.

Step 5: Save the process.

### Alter:

Step 1: Go to Gateway of Tally → Account info → Ledger → Single Ledger → Alter.

Step 2: If any change required in name group or opening balance for alter and press enter to save it.

### Delete:

Step 1: Go to Gateway of Tally → Alter → than Delete the ledger by pressing Alt key.

Step 2: Press enter to save the process.

Step 3: Stop the process.

## Output:

The screenshot displays the Tally 9 interface during the 'Ledger Creation' process. The main window title is 'Tally 9' and the user is 'TallyGold - Multi-User'. The ledger name is 'Sales' and it is under 'Sales Accounts'. The opening balance is set for 1-Apr-2017. A context menu is open over the 'Total Op. Bal.' field, showing options like 'Single Ledger', 'Multiple Ledgers', 'Create', 'Display', 'Alter', and 'Credit Limits'. A 'Calculator' window is also visible in the foreground.

Ledger Creation		Karthi		Ctrl + M X	
Name :	Sales	Total Op. Bal.			
(alias) :					
Under :	Sales Accounts	<b>Mailing Details</b>			
Inventory values are affected ?	Yes	Name :			
		Address :			
		State :			
		PIN Code :			
		<b>Tax Information</b>			
		PAN / IT No. :			
		Sales Tax No. :			
Opening Balance ( on 1-Apr-2017 ) :		Accept ?	Yes or No		

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 5

## Creation of ledger using multiple ledger mode

Date: .21.07.17

### Aim:

To create a ledger using multiple mode with alter and delete any two entries.

### Algorithm:

Step 1: Start → All programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Choose create company from Gateway of Tally → Account info → Single ledger  
→ Create.

Step 3: Enter the name of ledger under the specific group name.

Step 4: If needed give the opening balance either in debit or credit or entries the amounts  
in vouchers.

Step 5: Save the process.

### Alter:

Step 1: Go to Gateway of Tally → Account info → Ledger → Multiple Ledger → Alter.

Step 2: If any change required in name group or opening balance for alter and press enter  
to save it.

Step 3: Stop the process.

**Output:**

The screenshot shows the Tally 9 Multi Ledger Creation window. The window title is "Tally 9" and the application name is "TallyGold - Multi-User". The user is logged in as "EDUCATIONAL". The window shows a list of ledgers with their opening balances for 1-Apr-2017. The list is as follows:

S.No.	Name of Ledger	Under	Opening Balance
1.	Mohan	Sundry Debtors	
2.	Raman	Sundry Creditors	
3.	Travelling Expenses	Indirect Expenses	
4.	Krishnan	Sundry Creditors	
5.	Purchase Return	Purchase Accounts	
6.	Parmesshwar	Sundry Creditors	
7.	Wages	Direct Expenses	
8.	Rent	Indirect Expenses	
9.	Sales Return	Sales Accounts	
10.	Kannan	Sundry Debtors	
11.	Comission	Indirect Incomes	
12.	Furniture	Fixed Assets	
13.	Buildings	Fixed Assets	

A "List of Groups" dialog box is open, showing a list of groups including Cash-in-hand, Current Assets, Current Liabilities, Deposits (Asset), Direct Expenses, Direct Incomes, Duties & Taxes, Expenses (Direct), Expenses (Indirect), and Fixed Assets. There are 19 more groups available.

The window also shows a Calculator window and an ODBC Server window. The status bar at the bottom indicates the Gateway of Tally path, version (9 - Release 1.11 (English)), date (Mon, 18 Sep, 2017), and time (13:54:29).

**Result:**

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 (a)

## Payment voucher

Date:03.08.17

### Aim:

To create the payment voucher for the following transaction

- a) Meet travelling expenses Rs.300
- b) Paid wages Rs.300
- c) Paid rent Rs.800

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

Step 3: Create ledger for travelling expenses under indirect expenses and cash under cash in hand.

Step 4: Press “y” to accept or press enter button.

Step 5: Select Gateway of Tally → Accounting voucher → Press F5 or select payment voucher in button panel.

Step 6: Payment voucher screen appears then change the date by pressing F2 and make the payment transaction either payment or receipt as per account.

Step 7: Press “y” or enter to accept the transaction.

Step 8: Stop the process.

## Output:

The screenshot displays the Tally 9 Accounting Voucher Creation window. The window title is 'Tally 9' and the user is 'TallyGold - Multi-User'. The company name is '(c) Tally Solutions FZ-LLC, 1988-2006' and the website is 'http://www.tallysolutions.com'. The voucher is titled 'Accounting Voucher Creation' and is for 'Karthi'. The date is '1-Apr-2017' and the day is 'Saturday'. The account is 'Cash' with a current balance of '2,700.00 Cr'. The voucher includes the following entries:

Particulars	Amount
Travelling Expenses Cur Bal : 300.00 Dr	300.00
Wages Cur Bal : 300.00 Dr	300.00
Rent Cur Bal : 800.00 Dr	800.00
<b>Narration:</b>	<b>1,400.00</b>

A 'Narration' field is present with a total of 1,400.00. A 'Calculator' window is also visible in the background. The status bar at the bottom shows 'Gateway of Tally --> Accounting Voucher Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '14:07:31'.

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 (b)

## Receipt voucher

Date: 05.08.17

### Aim:

To create the receipt voucher for the following transaction

- a) Received an amount from Krishnan Rs.8000
- b) Commission received Rs.500

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

Step 3: Create ledger for commission received under indirect income and also create ledger for other items.

Step 4: Press “y” to accept or press enter button.

Step 5: Select Gateway of Tally → Accounting voucher → Press F6 or select receipt voucher in button panel.

Step 6: Receipt voucher screen appears then change the date by pressing F2 and make the receipt transaction either payment or receipt as per account.

Step 7: Press “y” or enter to accept the transaction.

Step 8: Stop the process.

## Output:

(c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User  
http://www.tallysolutions.com EDUCATIONAL

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

Accounting Voucher Creation Karthi Ctrl + M

Receipt No. 1 1-Apr-2017 Saturday

Account: Cash  
Cur Bal: 12,400.00 Cr

Particulars	Amount
Krishnan Cur Bal: 8,000.00 Cr On Account 8,000.00 Cr	8,000.00
Comission Cur Bal: 500.00 Cr	500.00
<b>Total</b>	<b>8,500.00</b>

Narration:

Accept?  
Yes or No

Calculator ODBC Server Ctrl + N

Gateway of Tally--> Accounting Voucher Creation 9 - Release 1.11 (English) Mon, 18 Sep, 2017 14:08:41

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 c)

Date: 11.08.17

## Purchase voucher

### Aim:

To create purchase voucher for the following transaction

- a) Purchased goods for Rs 3,000.

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

Step 3: Create ledger for purchase and cash.

Step 4: Press “y” to accept or press enter button.

Step 5: Select Gateway of Tally → Accounting voucher → Press F9 or select purchase voucher in button panel.

Step 6: Purchase voucher screen appears then change the date by pressing F2 and make the purchase transaction either debit or credit as per account.

Step 7: Press “y” or enter to accept the transaction.

Step 8: Stop the process.

# Output:

The screenshot displays the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the user is "TallyGold - Multi-User". The window contains the following information:

- Company: (c) Tally Solutions FZ-LLC, 1988-2006
- Website: <http://www.tallysolutions.com>
- Menu: P: Print, E: Export, M: E-Mail, O: Upload, L: Language, K: Keyboard, H: Help
- Form Title: Accounting Voucher Creation
- User: Karthi
- Transaction Type: Purchase
- Voucher No: No. 1
- Date: 1-Apr-2017
- Day: Saturday
- Party's A/c Name: Cash
- Current Balance:
- Purchase Ledger: Purchase
- Table:

Name of Item	Quantity	Rate per	Amount
GOODS			3,000.00
J End of List			
- Narration:
- Calculator window: ODBC Server
- Footer: Gateway of Tally --> Accounting Voucher Creation, 9 - Release 1.11 (English), Mon, 18 Sep, 2017, 14:06:16

An "Accept?" dialog box is visible over the Narration field, with "Yes or No" options.

# Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6(d)

## Sales voucher

Date:17.08.17

### Aim:

To create sales voucher for the following transaction

- a) Sold goods to Mohan on credit Rs.2000

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally →Account Info →Ledger → Multiple Ledger → Create.

Step 3: Create ledger for sales and Mohan

Step 4: Press “y” to accept or press enter button

Step 5: Select Gateway of Tally →Accounting voucher → Press F8 or select sales voucher in button panel.

Step 6: Sales voucher screen appears then change the date by pressing F2 and make the sales transaction either debit or credit as per account.

Step 7: Press “y” or enter to accept the transaction.

Step 8: Stop the process.

## Output:

The screenshot displays the Tally 9 Accounting Voucher Creation interface. The window title is 'Tally 9'. The main header shows '(c) Tally Solutions FZ-LLC, 1988-2006' and 'TallyGold - Multi-User'. The user is logged in as 'EDUCATIONAL'. The toolbar includes options for Print, Export, E-Mail, Upload, Language, Keyboard, and Help. The voucher is titled 'Accounting Voucher Creation' and is for 'Karthi'. The voucher type is 'Sales' with number 'No. 1', dated '1-Apr-2017' (Saturday). The party's name is 'Mohan', and the sales ledger is 'Sales'. The voucher contains one entry: 'GOODS' with a quantity of 1, a rate of 2,000.00, and an amount of 2,000.00. The narration is 'Being goods are sold on credit'. A dialog box with the text 'Accept ?' and 'Yes or No' is overlaid on the bottom right of the voucher area. The bottom status bar shows 'Gateway of Tally --> Accounting Voucher Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '14:03:19'.

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 (e)

## Credit note voucher

Date: 17.08.17

### Aim:

To create the credit, note voucher for the following transaction

- a) Kannan sold goods for Rs.2000 and goods return for Rs.225

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

Step 3: Create ledger for Kannan under sundry debtors and sales return under sales account.

Step 4: Select Gateway of Tally → Accounting voucher → Press F8 or select credit  
note voucher in button panel.

Step 5: Go to features menu change “yes” option for debit note and credit note vouchers.

Step 6: Press “y” or enter to accept the transaction.

Step 7: Stop the process.

# Output:

The screenshot displays the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the user is "TallyGold - Multi-User". The window contains the following information:

- Company: (c) Tally Solutions FZ.LLC, 1988-2006
- Website: <http://www.tallysolutions.com>
- Language: EDUCATIONAL
- Menu: P: Print, E: Export, M: E-Mail, O: Upload, L: Language, K: Keyboard, H: Help
- Accounting Voucher Creation: Karthi (Ctrl + M)
- Credit Note No. 1, 1-Apr-2017, Saturday
- Party's A/c Name: Kannan
- Current Balance:
- Sales Ledger: Sales Return
- Table with columns: Name of Item, Quantity, Rate per, Amount
- Table content: GOODS, 225.00
- End of List
- Narration:
- Accept? Yes or No dialog box
- Calculator ODBC Server (Ctrl + N)
- Footer: Gateway of Tally --> Accounting Voucher Creation, 9 - Release 1.11 (English), Mon, 18 Sep, 2017, 14:11:11

# Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 (f)

## Debit note voucher

Date: 24.08.17

### Aim:

To create the credit, note voucher for the following transaction

- a) Parameshwar returned goods Rs.500.

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally → Account Info → Ledger → Multiple Ledger → Create.

Step 3: Create ledger for parameshwar sundry creditor and purchase return under purchase account.

Step 4: Select Gateway of Tally → Accounting voucher → Press F9 or select debit note voucher in button panel.

Step 5: Debit note screen appears to make the debit note transaction either debit or credit as per account.

Step 6: Press “y” or enter to accept the transaction.

Step 7: Stop the process.

Output:

The screenshot shows the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the user is "TallyGold - Multi-User". The window contains the following information:

- Company: (c) Tally Solutions FZ-LLC, 1988-2006
- Website: <http://www.tallysolutions.com>
- Menu: P: Print, E: Export, M: E-Mail, O: Upload, L: Language, K: Keyboard, H: Help
- Form Title: Accounting Voucher Creation
- Name: Karthi
- Type: Debit Note
- No. 1
- Date: 1-Apr-2017
- Day: Saturday

Particulars	Debit	Credit
By Parmeshwar	500.00	
Cur Bal : 500.00 Dr		
On Account	500.00 Dr	
To Purchase Return		500.00
Cur Bal : 500.00 Cr		
Narration:	500.00	500.00

At the bottom right of the window, there is a dialog box asking "Accept ?" with "Yes or No" options.

Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 g)

## Journal voucher

Date: 18.08.17

### Aim:

To create journal voucher for the transaction of purchase of furniture and depreciation Rs.500

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger.

Step 3: Create ledger for furniture under fixed assets and depreciation under indirect expenses.

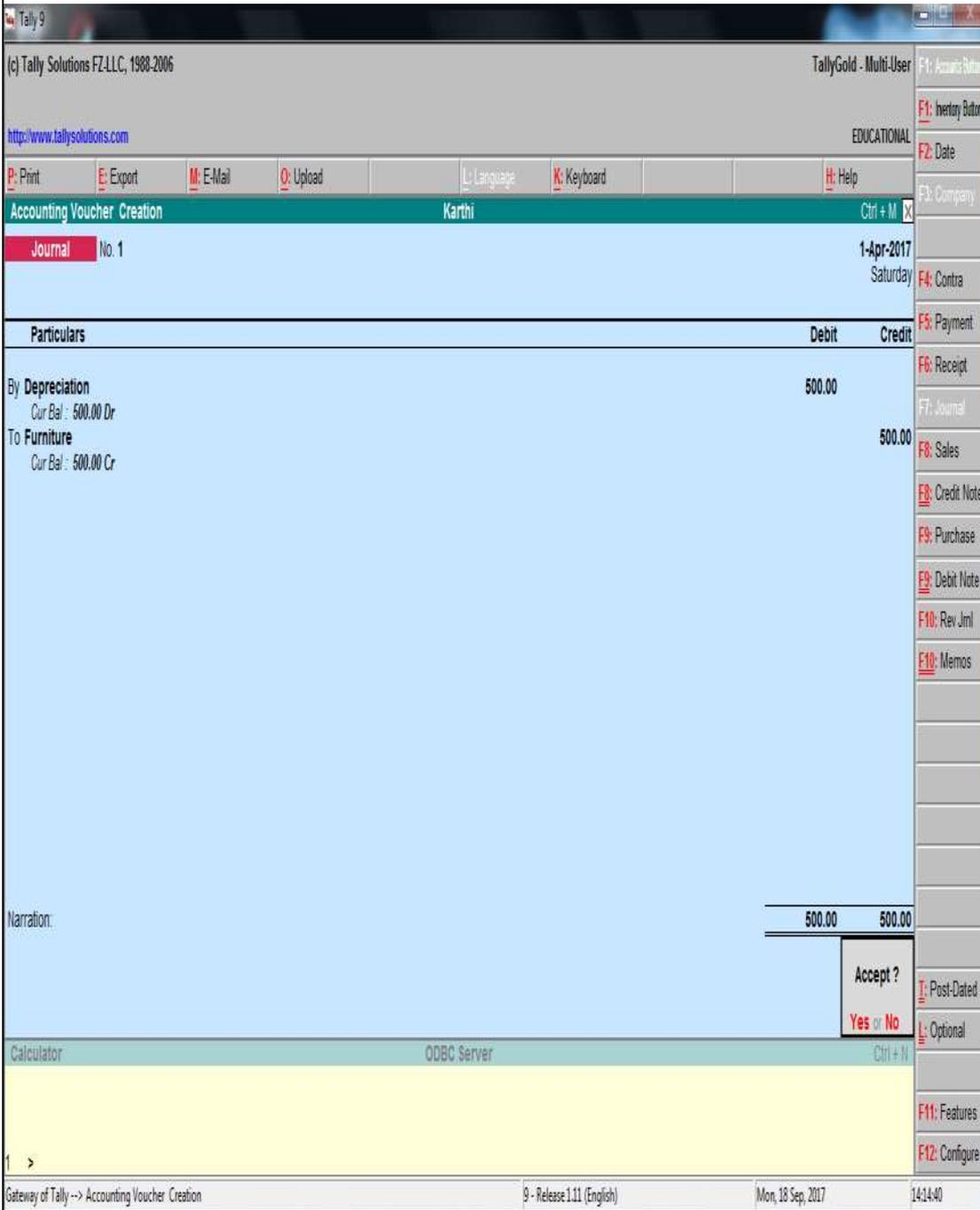
Step 4: Select Gateway of Tally → Accounting voucher → Press F7 → Select journal voucher in button panel.

Step 5: The journal voucher screen appears than change the data by using pressing F2 key and make the panel transaction either debit or credit as per account.

Step 6: Journal voucher screen appears to make the debit note transaction either debit or credit as per account.

Step 7: Press “y” or enter to accept the transaction.

Step 8: Stop the process.



## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6 (h)

## Memo voucher

Date:17.08.17

### Aim:

To create memo voucher for the following transaction

- a) Paid for office expenses

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger.

Step 3: Create ledger for office expenses under office account and cash under cash in hand.

Step 4: Select Gateway of Tally → Accounting voucher → Press F10 → Select memo voucher  
In button panel.

Step 5: The memo voucher screen appears then change the data by using pressing F2 key and make the panel transaction either debit or credit as per account.

Step 6: Press “y” or enter to accept the transaction.

Step 7: Stop the process.



Exercise no: 6 (h)

## Memo voucher

Date:17.08.17

### Aim:

To create memo voucher for the following transaction

- a) Paid for office expenses

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger.

Step 3: Create ledger for office expenses under office account and cash under cash in hand.

Step 4: Select Gateway of Tally → Accounting voucher → Press F10 → Select memo voucher  
In button panel.

Step 5: The memo voucher screen appears then change the data by using pressing F2 key and make the panel transaction either debit or credit as per account.

Step 6: Press “y” or enter to accept the transaction.

Step 7: Stop the process.

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006 TallyGold - Multi-User

http://www.tallysolutions.com EDUCATIONAL

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

Accounting Voucher Creation Karthi Ctrl + M

Memorandum No. 1 1-Apr-2017 Saturday

Particulars	Debit	Credit
By Purchase	2,500.00	
Cur Bal : 5,500.00 Dr		
By Rent	400.00	
Cur Bal : 1,200.00 Dr		
By Wages	200.00	
Cur Bal : 500.00 Dr		
To Cash		3,100.00
Cur Bal : 1,000.00 Dr		
	3,100.00	3,100.00

Narration:

Accept ?  
Yes or No

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Accounting Voucher Creation 9 - Release 1.11 (English) Mon, 18 Sep 2017 14:17:03

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 6(i)

## Optional voucher

Date: 18.08.17

### Aim:

To create optional voucher for the following transaction

- a) Commission received Rs.200

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger.

Step 3: Create ledger for commission received under indirect income and cash under cash in Hand.

Step 4: Select Gateway of Tally → Accounting voucher → Select optional voucher in button Panel.

Step 5: The optional voucher screen appears than change the data by using pressing F2 key and make the panel transaction either debit or credit as per account.

Step 6: Press “y” or enter to accept the transaction.

Step 7: Stop the process.

## Output:

The screenshot displays the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the user is "TallyGold - Multi-User". The company name is "(c) Tally Solutions FZ.LLC, 1988-2006" and the website is "http://www.tallysolutions.com". The user is logged in as "Karthi". The voucher type is "Receipt" and the number is "No. 2". The date is "1-Apr-2017" and the day is "Saturday". The voucher is marked as "Optional".

The account is "Cash" with a current balance of "3,900.00 Dr". The particular is "Comission" with a current balance of "700.00 Cr". The amount is "200.00". The narration is empty.

The window also shows a "Calculator" window in the background. The status bar at the bottom indicates "Gateway of Tally --> Accounting Voucher Creation", "9 - Release 1.11 (English)", "Mon, 18 Sep, 2017", and "14:18:36".

Particulars	Amount
Comission Cur Bal : 700.00 Cr	200.00
Narration:	200.00

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 7

## Trail balance

Date: 31.08.17

### Aim:

To prepare the trail balance of the company

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger

Step 3: To create multiple ledger for capital account, bank account, direct expenses, indirect expenses.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all expenses in payment voucher.

Step 5: Select Gateway of Tally → Enter the display

Step 6: To choose trial balance.

Step 7: Stop the process.

## Output:

Tally 9  
 (c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User  
<http://www.tallysolutions.com> EDUCATIONAL  
 P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help  
**Trial Balance Karthi Ctrl + M**

Particulars	Karthi For 1-Apr-2017 Closing Balance	
	Debit	Credit
Current Liabilities	500.00	8,000.00
Fixed Assets		500.00
Current Assets	6,100.00	225.00
Sales Accounts	225.00	2,000.00
Purchase Accounts	3,000.00	500.00
Direct Expenses	300.00	
Indirect Incomes	500.00	500.00
Indirect Expenses	1,100.00	
<b>Grand Total</b>	<b>11,725.00</b>	<b>11,725.00</b>

Calculator ODBC Server Ctrl + H  
 1 >

Gateway of Tally --> Display Menu --> Trial Balance 9 - Release 1.11 (English) Mon, 18 Sep, 2017 14:19:24

## Result:

Thus the program has been executed successfully and the output is verified.

Exercise no: 7(b)

## Profit and loss account

Date: 01.09.17

### Aim:

To prepare a profit and loss account of a company

### Algorithm:

Step 1: Start → All Programs → Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Go to Gateway of Tally → Accounts info → Ledger

Step 3: To create multiple ledger for capital account, bank account, current account, current liabilities, fixed asset.

Step 4: Pass necessary voucher to related voucher all incomes in receipt voucher all expenses in payment voucher.

Step 5: To choose profit and loss account.

Step 6: Stop the process.

## Output:

Particulars		Karthi For 1-Apr-2017	Particulars		Karthi For 1-Apr-2017
Opening Stock			Sales Accounts		1,775.00
GOODS			Sales	2,000.00	
Purchase Accounts		2,500.00	Sales Return	(-)225.00	
Purchase	3,000.00		Closing Stock		1,225.00
Purchase Return	(-)500.00		GOODS		1,225.00
Direct Expenses		300.00			
Wages	300.00				
Gross Profit c/o		200.00			
		3,000.00			3,000.00
Indirect Incomes			Gross Profit b/f		200.00
Comission	(-)500.00		Nett Loss		900.00
Depreciation	500.00				
Indirect Expenses		1,100.00			
Rent	800.00				
Travelling Expenses	300.00				
Total		1,100.00	Total		1,100.00

## Result:

Thus the program has been executed successfully and the output is verified.