FINANCIAL ACCOUNTING (PRACTICAL) 2017-2020 Batch



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

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т С 17CCU111 FINANCIAL ACCOUNTING (PRACTICAL) 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

Department of Commerce, KAHE

FINANCIAL ACCOUNTING (PRACTICAL) 2017-2020 Batch

- 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	Croation of now company						
Date: 06.07.17	Creation of new company						
Aim:	Aim:						
To create a new	company with accounts only mode or accounts with inventory mode.						
Algorithm:							
Step 1: Start \rightarrow	All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.						
Step 2: Choose	create company from Gateway of Tally \rightarrow Company info \rightarrow Create company.						
Step 3: The con	Step 3: The company screen will appear enter the various details like company name,						
address, mail id	ddress, 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.

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State : Tamil Nad	1					
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:-Mail :		Type of Company				
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WARNING: forgetting your TallyVault p	ssword will render your d	ata unusable!!)				-
Jse Security Control : No						
		Base	Currency Information			
Base Currency Symbol Rs						
Formal Name	ian Rupees					
lumber of Decimal Places : 2					Show Amounts in Millions	? No
s Symbol SUFFIXED to Amounts ? No					Put a SPACE between Amount and Symb	ol ? Yes
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Result:

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

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Page 2

Exercise no: 2		
Date: 13.07.17	Creation of group single mode	
Aim:		
To create a prir	nary and sub groups using single or multiple ledger mode.	
Algorithm:		
Step 1: Start →	All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.	
Step 2: Choose	create company from Gateway of Tally \rightarrow Account info \rightarrow Single group	
→Create comp	any.	
Primary grou	p	
Step 3: The gro	oup creation screen appears to enter the name of the group name under the	
primary group.		
Example: Rent	\rightarrow Primary.	
Sub group		
Step 4: The gro	up creation screen appears enter the sub group name under the specify	
group name.		
Example: Wag	es \rightarrow Direct expenses.	
Step 5: After er	ntering the details press enter key or select yes or no to accept the group	
creation.		
Step 6: Stop the	e process.	
Prepared by Samba	th Kumar.S, Department of commerce with CA, KAHE	Page 1

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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	Creation of group multiple mode
Aim:	
To create the gr	oups under multiple mode
Algorithm:	
Step 1: Start →	All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.
Step 2: Choose	create company from Gateway of Tally \rightarrow Account info \rightarrow Multiple mode
\rightarrow Create compa	any.
Step 3: The mu	tiple group creation screen appears to enter the list of group enter the
	specific name.
Step 4: The gro	up creation screen appears to enter the sub group name under the specific
	group name.
Step 5: Stop the process.	

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5.NO	Name of Group	Under	F7: Skip Pare
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Cal 1	culator	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 (Direct) Expenses (Indirect) Fixed Assets Income (Direct) Income (Indirect) Income (Indirect) Income (Indirect) Income (Indirect) Ctrl + N ODBC Server Ctrl + N	G: Groups L: Ledgers
iate	way 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	Creation of ladger using single ladger mode				
Date: 20.07.17	Creation of ledger using single ledger mode				
Aim:					
To create a ledge	er using single or multiple mode with alter and delete any two entries.				
Algorithm:					
Step 1: Start $\rightarrow A$	Il programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.				
Step 2: Choose c	reate company from Gateway of Tally \rightarrow Account info \rightarrow 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 Ga	teway of Tally \rightarrow Account info \rightarrow Ledger \rightarrow Single Ledger \rightarrow Alter.				
Step 2: If any ch	ange required in name group or opening balance for alter and press enter				
to save it.					
Delete:					
Step 1: Go to Ga	teway of Tally \rightarrow Alter \rightarrow than Delete the ledger by pressing Alt key.				
Step 2: Press ent	er to save the process.				

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Result:

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

Exercise no: 5	Creation of ladger using multiple ladger mode							
Date: .21.07.17	Creation of ledger using multiple ledger mode							
Aim:								
To create a ledg	ger using multiple mode with alter and delete any two entries.							
Algorithm:								
Step 1: Start →	All programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.							
Step 2: Choose	create company from Gateway of Tally \rightarrow Account info \rightarrow Single ledger							
→Create.								
Step 3: Enter th	e name of ledger under the specific group name.							
Step 4: If neede	d give the opening balance either in debit or credit or entries the amounts							
in vouchers.								
Step 5: Save the	e process.							
Alter:								
Step 1: Go to G	ateway of Tally \rightarrow Account info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Alter.							
Step 2: If any cl	hange required in name group or opening balance for alter and press enter							
to save it.								
Step 3: Stop the	e process.							

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Result:

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

Exercise no: 6 (a)	Payment youcher							
Date:03.08.17								
Aim:								
To create t	he payment voucher for the following transaction							
a) Meet trab) Paid wac) Paid rer	avelling expenses Rs.300 Iges Rs.300 nt Rs.800							
Algorithm:								
Step 1: Start → A	ll Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.							
Step 2: Select the	Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.							
Step 3: Create led	ger 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 Gat	eway of Tally \rightarrow Accounting voucher \rightarrow Press F5 or select payment							
voucher in button	panel.							
Step 6: Payment v	oucher screen appears then change the date by pressing F2 and make the							
payment transaction	on either payment or receipt as per account.							
Step 7: Press "y"	or enter to accept the transaction.							
Step 8: Stop the p	rocess.							
Prepared by Sambath H	Kumar.S,, Department of commerce with CA, KAHE	Page 1						

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Result:

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

Exercise no: 6 (b)	Pagaint youghar					
Date: 05.08.17	Keceipt voucner					
Aim:						
To create the	e receipt voucher for the following transaction					
a) Received b) Commissi	an amount from Krishnan Rs.8000 ion received Rs.500					
Algorithm:						
Step 1: Start → All	Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.					
Step 2: Select the G	ateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow					
Create.						
Step 3: Create ledge	r for commission received under indirect income and also create					
ledger for other iten	1S.					
Step 4: Press "y" to	accept or press enter button.					
Step 5: Select Gatew	vay of Tally \rightarrow Accounting voucher \rightarrow Press F6 or select receipt					
voucher in button pa	anel.					
Step 6: Receipt vou	cher screen appears then change the date by pressing F2 and make					
the receipt transaction	on either payment or receipt as per account.					
Step 7: Press "y" or	enter to accept the transaction.					
Step 8: Stop the pro	cess.					
Prepared by Sambath Ku	mar.S, , Department of commerce with CA, KAHE Page 1					

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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 \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow 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.

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Result:

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

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Exercise no: 6(d)	Salas youghar
Date:17.08.17	Sales voucher
Aim:	

To create sales voucher for the following transaction

a) Sold goods to Mohan on credit Rs.2000

Algorithm:

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

Step 2: Select the Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow 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.

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Result:

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

Exercise no: 6 (e)	Credit note voucher
Date: 17.08.17	
A i	

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 \rightarrow All Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.

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

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

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow 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.

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Accounting voucher creation	Karini	Ctfl + M X	
Ref. :		Saturday	F4: Contra
Party's A/c Name : Kannan			F5: Payment
Current Balance : Sales Ledner : Sales Return			F6: Receipt
lame of Item		Quantity Rate per Amount	F7: Journal
ness.			F8: Sales
300DS		225.00	F8: Credit Note
End of List			F9: Purchase
			F9: Debit Note
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Exercise no: 6 (f)	Debit note voucher						
Date: 24.08.17							
Aim:	Aim:						
To create the crea	lit, note voucher for the following transaction						
a) Parame	eshwarreturned goods Rs.500.						
Algorithm:							
Step 1: Start \rightarrow A	Il Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.						
Step 2: Select the	Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.						
Step 3: Create led	lger forprameshwar sundry creditor and purchase return under purchase						
a	ccount.						
Step 4: Select Ga	teway of Tally \rightarrow Accounting voucher \rightarrow Press F9 or select debit note						
v	oucher in button panel.						
Step 5: Debit note	e screen appears to make the debit note transaction either debit or credit						
a	s per account.						
Step 6: Press "y"	or enter to accept the transaction.						
Step 7: Stop the p	process.						

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ateway of Tally	> Accounting Voucher	Creation			9 - Release 1.11 (English)	Mon, 18 Sep. 2017	14:09:42

Result:

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

Exercise no: 6 g)	Iournal voucher
Date: 18.08.17	Journal Vouener

Aim:

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

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

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

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

Step 4: Select Gateway of Tally \rightarrow Accounting voucher \rightarrow Press F7 \rightarrow 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.

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Gateway of Tally -	-> Accounting Voucher	Creation			9-1	Release 1.11 (English)	Mon, 18 Sep, 2017		14:14:40

Result:

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

Exercise r	10:6	(h)
	10.0	(11)

Date:17.08.17

Aim:

To create memo voucher for the following transaction

a) Paid for office expenses

Algorithm:

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

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

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

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

Step 5: The memo 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.

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Result:

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

Exercise r	10:6	(h)
	10.0	(11)

Date:17.08.17

Aim:

To create memo voucher for the following transaction

a) Paid for office expenses

Algorithm:

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

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

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

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

Step 5: The memo 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.

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Particulars					Debi	t Credit	F5: Payment
By Purchase					2 500 0		FG: Receipt
Cur Bal : 5,500.00 Dr							F7: Journal
Cur Bal : 1,200.00 Dr					400.0	1	F&: Sales
By Wages Cur Bal : 500.00 Dr					200.0)	Es: Credit Note
To Cash Cur Ral : 1 000 00 Dr						3,100.00	F9: Purchase
our bar. Iyeenee br							E: Debit Note
							F10: Rev Jml
							FIM: Menos
Narration:					3,100.0	3,100.00	
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Calculator			ODBC Server			Ctrl+N	
							F11: Features
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Gateway of Tally> Accounting Youche	er 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) Date: 18.08.17	Optional voucher

Aim:

To create optional voucher for the following transaction

a) Commission received Rs.200

Algorithm:

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

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow 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.

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Result:

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

Trail balance

Date: 31.08.17

Aim:

To prepare the trail balance of the company

Algorithm:

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

Step 2: Go to Gateway of Tally \rightarrow Accounts info \rightarrow 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 \rightarrow Enter the display

Step 6: To choose trial balance.

Step 7: Stop the process.

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teway 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)						
Date: 01.09.17	Profit and loss account					
Aim:						
To prepare a p	rofit and loss account of a company					
Algorithm:						
Step 1: Start → All	Programs \rightarrow Tally 9.1 or double click on the Tally icon on the desktop.					
Step 2: Go to Gate	eway of Tally \rightarrow Accounts info \rightarrow Ledger					
Step 3: To create r	nultiple ledger for capital account, bank account, current account, current					
lia	bilities, fixed asset.					
Step 4: Pass neces	sary voucher to related voucher all incomes in receipt voucher all					
ex	penses in payment voucher.					
Step 5: To choose	profit and loss account.					
Step 6: Stop the pr	ocess.					

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Particul	ars			For 1-Apr-2017	Particular	s		For 1-Apr	-2017	
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GOODS					Sales Salas Datum			2,000.00		
Purchase Acco Purchase	ounts			2,500.00 3 000.00	Closing Stock				1.225.00	
Purchase Ret	um			(-)500.00	GOODS			1,225.00		
Direct Expense	85			300.00						
Gross Profit c/c	0			200.00						
				3.000.00				-	3.000.00	
Indirect Incom	106				Groce Profit h/f			-	200.00	
Comission	63			(-)500.00	Nett Loss				900.00	
Depreciation			1	500.00						
Indirect Expen Rent	ISES			1,100.00 800.00						C: New Column
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Result:

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