

**KARPAGAM ACADEMY OF HIGHER EDUCATION
(DEEMED TO BE UNIVERSITY ESTABLISHED UNDER SECTION 3 OF UGC
ACT, 1956)
BACHELOR OF COMMERCE WITH PROFESSIONAL ACCOUNTING
I B.COM (PA)
(FOR THE STUDENTS ADMITTED DURING THE YEAR 2017 - 2020 BATCH
ONWARDS)
SYLLABUS**

		Semester I			
17PAU111	ACCOUNTING PACKAGE – TALLY (PRACTICAL)	L	T	P	C
		-	-	4	2

PROGRAMME OUTCOME

It provides insight into the basic knowledge on accounting package. This practical enables the students to know about the voucher preparation and various accounting statements.

PROGRAMME LEARNING OUTCOME

- To gain the practical knowledge about the accounting package
- The students can able to gain knowledge in computerization of accounts

Practical List

1. Create a new company in Integrate Accounts mode and Account with Inventory mode
2. Create a primary and sub groups using single or multiple Ledger mode
3. Create minimum 10 ledgers using single or multiple ledger, and alter and delete any 2 ledger
4. Enter the following voucher

➤ Payment vouchers	➤ Debit note
➤ Receipt	➤ Journals
➤ Purchase	➤ Memo
➤ Sales	➤ Optional
➤ Credit note	
5. Create stock, stock groups and enter the vouchers
6. Prepare inventory statements using (calculate inventory using all methods)

• FIFO	• LIFO
• Simple Average Method	• Weighted Average Method

7. Prepare the following ratio analysis
 - Financial ratio
 - Operating ratio
 - Investment ratio
8. Prepare the following
 - Cash flow statement
 - Fund flow statement
9. Preparation of reports for the following
 - Trial Balance
 - Statement of Profit and Loss
 - Balance sheet
 - Bank Reconciliation Statement
 - Back up and restore the company information

TEXT BOOKS

1. Nellai Kannan. (2010). *Tally*. New Delhi: Nels Publishing Company.

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COIMBATORE – 641021

(For the candidates admitted from 2017 onwards)

I B.COM PA - FIRST SEMESTER

ACCOUNTING PACKAGE – TALLY (PRACTICAL)

1. CREATION OF A NEW COMPANY

ALGORITHMS:

STEP 1: start -->programs --> tally 9.1 [or] double click on tally icon on desktop

STEP 2: choose create company from gateway of tally, company info, create company

STEP 3: the company creation screen will appears, enter the various details like company name
& address & mail ID ,financialyear , password etc.....,,,,,,

STEP 4: it has two option , accounts only & accounts with inventory mode , choose any option

STEP 5 : after entering the details press enter key to save the company name

STEP 6: stop the process

2. CREATION OF A NEW COMPANY PRIMARY & SUB GROUPS USING SINGLE OR MULTIPLE LEDGER MODE

ALGORITHMS:

STEP 1 : start --> programs --> tally 9.1 [or] double click on tally icon on the desktop

STEP 2 : choose create company from gateway of tally--> accounts info --> Groups -->single group -->create company primary group

STEP3: the group creation screen appears to enter the name of the group under the primary group

Eg: rent --> primary

STEP4: the group creation screen appears to enter the sub group more under the specified group name

Eg: wages --> direct expenses

STEP5: after entering the details press enter key or select 'y' to accept the group creation

STEP6: stop the process

OUTPUT

Ex No. 1 Creation of new company

(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

Company Creation Ctrl + M

Directory : \\commserve\COM1\COM95
Name : Karthi
Mailing Name : Karthi
Address :

Statutory compliance for : India
State : Tamil Nadu
PIN Code :
Telephone No. :
E-Mail :
Currency Symbol : Rs.
Maintain : **Accounts with Inventory** Accounts only
Financial Year from : 1-4-2017 Accounts with Inventory
Books beginning from : 1-4-2017

TallyVault Password (if any) :
(WARNING: forgetting your TallyVault password will render your data unusable!!)
Use Security Control : No

Base Currency Information

Base Currency Symbol : Rs.
Formal Name : Indian Rupees
Number of Decimal Places : 2 Show Amounts in Millions ? No
Is Symbol SUFFIXED to Amounts ? No Put a SPACE between Amount and Symbol ? Yes
Symbol for Decimal Portion : paise Decimal Places for Printing Amounts in Words : 2

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Company Info. --> Company Creation 9 - Release 1.11 (English) Mon, 18 Sep, 2017 13:40:47

Output

Ex No.2 Creation of group single mode

The screenshot displays the Tally 9 software interface. The main window title is "Tally 9". The top status bar shows "(c) Tally Solutions FZ.LLC, 1988-2006" and "TallyGold - Multi-User". The URL "http://www.tallysolutions.com" is visible. The menu bar includes "P: Print", "E: Export", "M: E-Mail", "O: Upload", "L: Language", "K: Keyboard", and "H: Help".

The "Group Creation" dialog box is open, titled "Karthi". It contains the following fields and options:

- Name : **KARTHI**
- (alias) :
- Under : **Capital Account**
- Group behaves like a Sub-Ledger ? **No**
- Nett Debit/Credit Balances for Reporting ? **No**
- Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry) ? **No**
- Method to Allocate when used in Purchase Invoice ? **Not Applicable**

A "Yes or No" dialog box is overlaid on the "Method to Allocate" field, asking "Accept ?" with "Yes" and "No" options.

The "Groups" menu is open, showing options for "Single Group" and "Multiple Groups", each with sub-options "Create", "Display", and "Alter", and a "Quit" option.

The bottom status bar shows "Gateway of Tally --> Accounts Info. --> Groups --> Group Creation", "9 - Release 1.11 (English)", "Mon, 18 Sep, 2017", and "13:59:46".

Output

Multiple Group

The screenshot shows the 'Multi Stock Group Creation' window in Tally 9. The window title is 'Tally 9' and the user is 'TallyGold - Multi-User'. The company name is '(c) Tally Solutions FZ.LLC, 1988-2006'. The user is 'Mari Muthu'. The window contains a table with the following data:

S.No.	Name of Stock Group	Under	Items are Addable (Y/N)
1.	Grocery	Primary	No
2.	Dairy Milk	Primary	No
3.	Fruits	Primary	No

Below the table, there is a yellow bar with the text '1 >'. A small dialog box with the text 'Accept ?' and 'Yes or No' is visible in the bottom right corner of the table area. The window also shows a 'Calculator' and 'ODBC Server' window in the background. The status bar at the bottom indicates 'Gateway of Tally --> Inventory Info. --> Stock Groups --> Multi Stock Group Creation', '9 - Release 1.11 (English)', 'Mon, 25 Sep, 2017', and '15:21:49'.

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I B.COM PA - FIRST SEMESTER

ACCOUNTING PACKAGE – TALLY (PRACTICAL)

3. CREATION OF LEDGER

ALGORITHMS:

STEP 1: start--> programs --> tally 9.1 [or] double click on the tally icon on the desktop

STEP 2: go to gateway of tally --> accounts info -->single ledger -->create

STEP 3: enter the name of the ledger under the specific group name

STEP 4:if needed give opening balance either in debit or credit or enter the entries in vouchers

STEP 5: save the process

ALTER:

STEP 1: go to gateway of tally -->accounts info -->ledger --> single ledger --> alter

STEP 2: if any changes required in name, group or opening balance for alter & press enter to save it

DELETE:

STEP 1: go to ledger --> alter -->then delete the ledger by pressing alt+D

STEP 2 : press enter to save the process

STEP 3 : stop the process

4. CREATION OF NEW COMPANY & LEDGER WITHOUT ADJUSTMENTS

ALGORITHMS:

STEP 1 : start --> all programs --. Tally 9.1 [or] double click on tally icon on the desktop

STEP 2 : go to gateway of tally --> accounts info --> ledger --> multiple ledger --> create

STEP 3: enter the list if the ledger under the specify group name

STEP 4: if needed the give the opening balance either in credit or debit the amount in voucher entry

STEP 5: save the process

ALTER:

STEP 1: go to gate way of tally --> accounts info --> ledger --> multiple ledger --> alter

STEP 2 : if any changes required in name , group or opening balance for alter &press enter to save it

OUTPUT

Ex. No. 3 Creation of ledger using single ledger mode

The screenshot displays the Tally 9 software interface. At the top, the window title is 'Tally 9'. The main header shows '(c) Tally Solutions FZ-LLC, 1988-2006' and 'TallyGold - Multi-User'. Below this is the URL 'http://www.tallysolutions.com' and the word 'EDUCATIONAL'. A menu bar contains 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'L: Language', 'K: Keyboard', and 'H: Help'. The main window title is 'Ledger Creation Karthi'. The primary data field is 'Name : Sales'. To the right, there is a 'Total Op. Bal.' field. Below the name field, there are sections for 'Mailing Details' (Name, Address, State, PIN Code) and 'Tax Information' (PAN / IT No., Sales Tax No.). The 'Under' field is set to 'Sales Accounts' and 'Inventory values are affected' is set to 'Yes'. A context menu is open over the 'Ledger Creation' area, showing options for 'Single Ledger' (Create, Display, Alter) and 'Multiple Ledgers' (Create, Display, Alter, Credit Limits, Quit). At the bottom of the main window, there is an 'Opening Balance (on 1-Apr-2017) : Accept ? Yes or No' prompt. The bottom status bar shows 'Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation', '9 - Release 1.11 (English)', 'Mon, 18 Sep, 2017', and '13:44:56'. A vertical toolbar on the right side contains various function keys like F3: Company, F3: New Cmp, G: Groups, L: Ledgers, B: Budget, V: Vch Types, F11: Features, and F12: Configure.

Ex. No. 4 Multiple Ledger creation

Tally 9
TallyGold - Multi-User

(c) Tally Solutions FZ-LLC, 1988-2006
EDUCATIONAL

<http://www.tallysolutions.com>

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

Multi Ledger Creation
Karthi
Ctrl + M

Under Group : All Items For 1-Apr-2017

S.No.	Name of Ledger	Under	Opening Balance Dr/Cr
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	
		List of Groups	
		↑ ... 5 more	
		Cash-in-hand	
		Current Assets	
		Current Liabilities	
		Deposits (Asset)	
		Direct Expenses	
		Direct Incomes	
		Duties & Taxes	
		Expenses (Direct)	
		Expenses (Indirect)	
		Fixed Assets	
		↓ 19 more ...	

Calculator
ODBC Server
Ctrl + N

1 >

Gateway of Tally --> Accounts Info. --> Ledgers --> Multi Ledger Creation
9 - Release 1.11 (English)
Mon, 18 Sep, 2017
13:54:29

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I B.COM PA - FIRST SEMESTER

ACCOUNTING PACKAGE – TALLY (PRACTICAL)

5. CREATION OF STOCK, STOCK GROUP AND INVENTORY VOUCHERS:

ALGORITHM

STEP 1: start → all programs → tally 9.0

STEP 2: create a new company with “accounts info” inventory mode and give all necessary information

STEP 3: choose “inventory info” from gateway of tally

SINGLE STOCK GROUP CREATION

STEP 4: select “stock group” option and choose “create” option under single stock grouping heading

STEP 5: give all required details like name and etc...and accept the single stock group creation window with the help of enter key as “Y”.

STEP 6: as per your requirement open stock groups by using single stock group creation option

STEP 7: you can option alter the single stock group by relating “alter” option under single stock group heading

STEP 8: you can also delete the single stock group by relating “alter” option under single stock group that want to delete then press alt + D

STEP 9: select “stock group” option and choose “create” option under multiple stock group heading

MULTIPLE STOCK GROUP CREATION

STEP 10: give all required details like name and etc... and accept the multiple stock group creation window with the help of stock key or “Y”

STEP 11: as per your requirement open number of stock group by using multiple stock group option

STEP 12: you can also alter the multiple stock groups selecting “alter” the multiple stock group by selecting “alter” option under multiple stock group heading

STEP 13: you can also delete the multiple stock groups by selecting alter option under multiple stock group heading and choose the name of the stock group that you want to delete the process ctrl + D

CREATION OF INVENTORY VOUCHER

Step 14: before creation of inventory voucher create stock item for that select stock item option in inventory menu

STEP 15: this will give you single multiple stock items creation option choose anyone among them and give all necessary information then accept the window by giving enter or “Y”

STEP 16: pass inventory voucher for given data by selecting “inventory vouchers” option from gateway of tally

STEP 17: quit the process

6. PREPARATION OF INVENTORY STATEMENT

ALGORITHM

STEP 1: start → all programs → tally 9.0

STEP 2: create a new company with accounts with inventory mode and give all necessary information

STEP 3: create stock group using single or multiple stock group option

STEP 4: pass appropriate voucher for given inventory details

STEP 5: select balance sheet option from gateway of tally. This will display the balance sheet

STEP 6: from balance sheet option, press F7 for inventory valuation and choose FIFO, LIFO, weighted average, simple average and etc...

STEP 7: quit the process

OUTPUT

Ex No. 5 SINGLE GROUP STOCK GROUP

The screenshot shows the 'Stock Group Creation' window in Tally 9. The window title is 'Stock Group Creation' and the user is 'Mari Muthu'. The 'Name' field is set to 'Stationary' and the 'Under' field is set to 'Primary'. A dialog box with the text 'Accept ?' and 'Yes or No' is displayed. The 'Current Date' is 'Saturday, 1 Apr, 2006'. The 'Date of Last Entry' is '1-Apr-2006'. The 'Gateway of Tally' menu is open, showing options for 'Single Stock Group' (Create, Display, Alter) and 'Multiple Stock Groups' (CReate, DIsplay, AIter, Quit). The status bar at the bottom shows 'Gateway of Tally --> Inventory Info. --> Stock Groups --> Stock Group Creation' and the date 'Mon, 25 Sep, 2017'.

MULTIPLE STOCK GROUP

The screenshot shows the 'Multi Stock Group Creation' window in Tally 9. The window title is 'Multi Stock Group Creation' and the user is 'Mari Muthu'. The 'Under Group' is set to 'All Items'. A table lists the stock groups to be created:

S.No.	Name of Stock Group	Under	Items are Addable (Y/N)
1.	Grocery	Primary	No
2.	Dairy Milk	Primary	No
3.	Fruits	Primary	No

A dialog box with the text 'Accept ?' and 'Yes or No' is displayed. The status bar at the bottom shows 'Gateway of Tally --> Inventory Info. --> Stock Groups --> Multi Stock Group Creation' and the date 'Mon, 25 Sep, 2017'.

OUTPUT

Ex No. 6 INVENTORY VOUCHER

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

Inventory Voucher Creation **Mari Muthu** **Ctrl + M**

Stock Journal No. 1 **1-Apr-2006** **Saturday**

Transfer of Materials

Source (Consumption)			Destination (Production)				
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Dairy Mik Nuts			45.00	Dairy Mik Nuts			50.00
Dairy Milk Bubbles			65.00	Dairy Milk Bubbles			70.00
Dairy Milk Cracks			80.00	Dairy Milk Cracks			
Dairy Milk Silk			60.00				
			250.00				

Narration: **Accept ?**
Yes or No

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Inventory Voucher Creation 9 - Release 1.11 (English) Mon, 25 Sep, 2017 15:36:36

F1: Accounts Buttons

F1: Inventory Buttons

F2: Date

F3: Company

F4: Purc. Order

F5: Sales Order

F6: Rej In

F6: Rej Out

F7: Stk Jml

F8: Dely Note

F9: Rcpt Note

F10: Phys Stk

I: Post-Dated

L: Optional

F11: Features

F12: Configure

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COIMBATORE – 641021

(For the candidates admitted from 2017 onwards)

I B.COM PA - FIRST SEMESTER

ACCOUNTING PACKAGE – TALLY (PRACTICAL)

7. PREPARATION OF RATIO ANALYSIS

ALGORITHM

STEP 1: start → all programs → tally 9.0

STEP 2: create a new company with all necessary information

STEP 3: create ledger for the given accounting transaction using single or multiple ledger creation mode

STEP 4: pass journal entries for all given accounting transaction after identifying appropriate vouchers like contra (F4), payment (F5), receipt (F6) and etc...

STEP 5: select ratio analysis option from gateway of tally menu, will display financial ratio, operating and investment ratio

STEP 6: quit the process

8. PREPARATION OF FUND FLOW AND CASH FLOW STATEMENTS

ALGORITHM

STEP 1: start → all programs → tally 9.0

STEP 2: create a new company with all necessary information

STEP 3: create ledger for the given accounting transaction using single or multiple ledger creation modes

STEP 4: pass journal entries for all given accounting transaction after identifying appropriate vouchers like contra (F4), payment (F5), receipt (F6) etc...

STEP 5: select display option from gateway of tally menu. In display menu, select cash or fund flow option then choose fund flow or cash flow

STEP 6: quit the process

9. PREPARATION OF REPORTS

ALGORITHM

STEP 1: start → all programs → tally 9.0

STEP 2: create a new company with all necessary information

STEP 3: create ledger for the given accounting transaction using single or multiple ledger creation mode

STEP 4: pass journal entries for all given accounting transaction offer identifying appropriate voucher like control (F4), payments (F5), receipt (F6) and etc...

FOR BALANCE SHEET

STEP 5: select balance sheet from gateway of tally menu

FOR PROFIT AND LOSS A/C

STEP 6: select profit and loss a/c from gateway of tally menu

FOR TRAIL BALANCE

STEP 7: select display from gateway of tally menu in display menu

STEP 8: give alt + F3 to get company info menu and

STEP 9: select backup option then give the name of the drive that you would like to store backup of your company

STEP 10: accept the screen by pressing Y or ENTER key

STEP 11: give alt + F3 to get company info menu and select restore option then give the name and drive where of your company is available

STEP 12: accept the screen by pressing “Y” or ENTER key

STEP 13: quit the process

FOR BANK RECONCILIATION STATEMENT

STEP 14: select balance sheet from gateway of tally menu

STEP 15: go to balance sheet → select bank account → from that, select appropriate bank a/c

STEP 16: in ledger voucher → select F5 reconcile in bank and enter the bank pass book date

STEP 17: quit the process

OUTPUT

Ex No 7 a.FIFO

Tally 9 (c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User EDUCATIONAL

http://www.tallysolutions.com

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

Stock Summary Mari Muthu Ctrl + M

Particulars	Mari Muthu For 1-Apr-2006			Dairy Milk Mari Muthu For 1-Apr-2006 FIFO		
	Quantity	Rate	Value	Quantity	Rate	Value
Dairy Milk			(-130.00)			
Dairy Milk Nuts						5.00
Dairy Milk Bubbles						5.00
Dairy Milk Cracks						(-80.00)
Dairy Milk Silk						(-60.00)
Grand Total			(-130.00)			(-130.00)

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Stock Summary 9 - Release 1.11 (English) Mon, 25 Sep, 2017 15:38:55

b.LIFO

Tally 9 (c) Tally Solutions FZ.LLC, 1988-2006 TallyGold - Multi-User EDUCATIONAL

http://www.tallysolutions.com

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

Stock Summary Mari Muthu Ctrl + M

Particulars	Dairy Milk Mari Muthu For 1-Apr-2006			Dairy Milk Mari Muthu For 1-Apr-2006 LIFO Annual		
	Quantity	Rate	Value	Quantity	Rate	Value
Dairy Milk Nuts			5.00			5.00
Dairy Milk Bubbles			5.00			5.00
Dairy Milk Cracks			(-80.00)			(-80.00)
Dairy Milk Silk			(-60.00)			(-60.00)
Grand Total			(-130.00)			(-130.00)

Calculator ODBC Server Ctrl + N

1 >

Gateway of Tally --> Stock Summary --> Stock Summary 9 - Release 1.11 (English) Mon, 25 Sep, 2017 15:42:31

OUTPUT

c. Simple and Weighted Average

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006

http://www.tallysolutions.com

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

Stock Summary MARI MUTHU Ctrl + M

Particulars	MARI MUTHU For 1-Apr-2006			Chocolates MARI MUTHU For 1-Apr-2006 Avg. Cost			Chocolates MARI MUTHU For 1-Apr-2006 Monthly Avg. Cost		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Flavour			14,000.00						
Sugar	100 kg	12.00	1,200.00						
Grand Total	100 kg		15,200.00						

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Stock Summary 9 - Release 1.11 (English) Mon, 25 Sep, 2017 16:03:06

Ex No. 8 a. RATIO ANALYSIS

Tally 9

(c) Tally Solutions FZ-LLC, 1988-2006

http://www.tallysolutions.com

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

Ratio Analysis Mari Muthu Ctrl + M

Principal Groups	Mari Muthu For 1-Apr-2006	Principal Ratios	Mari Muthu For 1-Apr-2006
Working Capital (Current Assets - Current Liabilities)	130.00 Cr	Current Ratio (Current Assets : Current Liabilities)	0.00 : 1
Cash-in-hand		Quick Ratio (Current Assets - Stock-in-hand : Current Liabilities)	0.00 : 1
Bank Accounts		Debt/Equity Ratio (Loans (Liability) : Capital Account + Nett Profit)	: 1
Bank OD A/c		Gross Profit %	0.00 %
Sundry Debtors (due till today)		Nett Profit %	0.00 %
Sundry Creditors (due till today)		Operating Cost % (as percentage of Sales Accounts)	0.00 %
Sales Accounts		Recv. Turnover in days (payment performance of Debtors)	days
Purchase Accounts	130.00 Cr	Return on Investment % (Nett Profit / Capital Account + Nett Profit)	100.00 %
Stock-in-hand	130.00 Dr	Return on Wkg. Capital % (Nett Profit / Working Capital) %	100.00 %
Nett Loss			
Wkg. Capital Turnover (Sales Accounts / Working Capital)			
Inventory Turnover (Sales Accounts / Closing Stock)			

Calculator ODBC Server Ctrl + N

Gateway of Tally --> Ratio Analysis 9 - Release 1.11 (English) Mon, 25 Sep, 2017 15:43:23

OUTPUT

b. CASH FLOW

Inflow		Outflow	
Mari Muthu 1-Apr-2006 to 30-Apr-2006		Mari Muthu 1-Apr-2006 to 30-Apr-2006	
Sales Accounts	500.00	Current Liabilities	5,000.00
CASH SALES	500.00	Sundry Creditors	5,000.00
Total	500.00	Total	5,000.00
Nett Inflow: (-)4,500.00			

Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Cash Flow --> Cash Flow Summary

c. FUNDS FLOW

Sources		Applications	
Mari Muthu 1-Apr-2006 to 30-Apr-2006		Mari Muthu 1-Apr-2006 to 30-Apr-2006	
		Nett Loss	130.00
Total		Total	130.00
Particulars		Opening Balance	Closing Balance
Current Assets		5,130.00 Cr	(-)5,130.00
Current Liabilities		5,000.00 Dr	5,000.00
Working Capital		130.00 Cr	(-)130.00

Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Funds Flow --> Funds Flow Summary

OUTPUT

d. Bank reconciliation statement

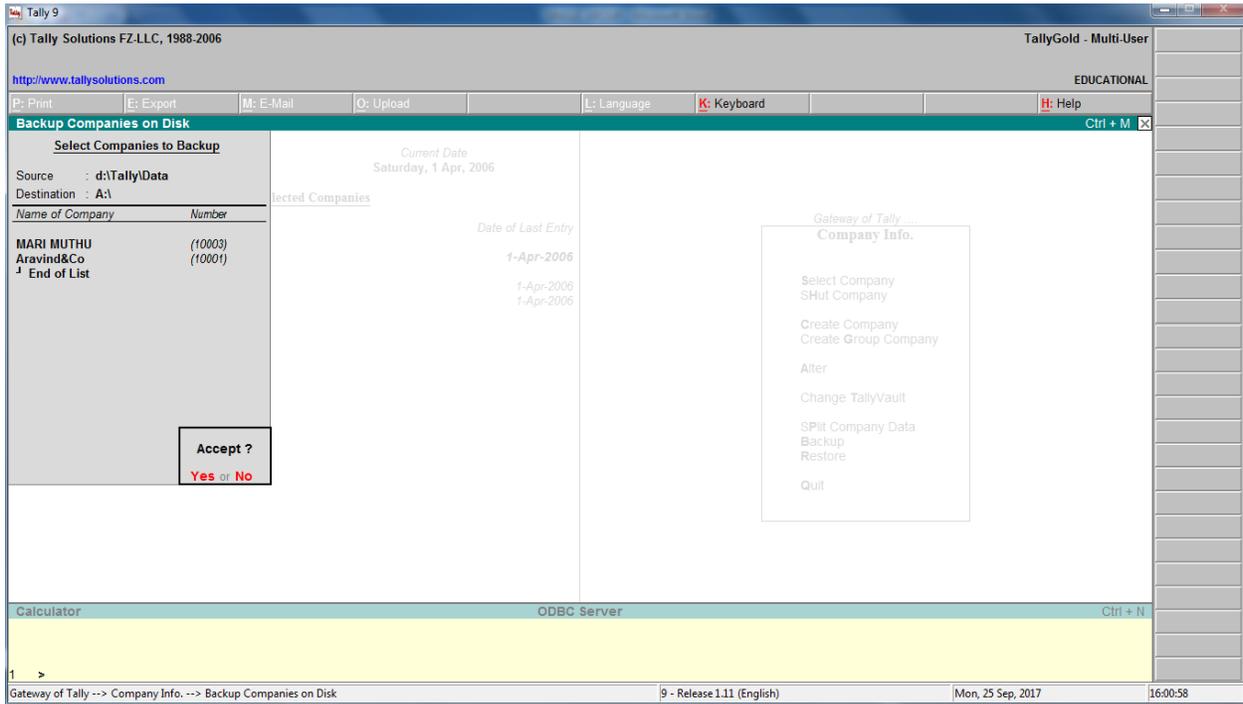
Tally 9
(c) Tally Solutions FZ-LLC, 1988-2006
http://www.tallysolutions.com
TallyGold - Multi-User
EDUCATIONAL
S: Set all Dates
P: Print E: Export M: E-Mail O: Upload L: Language K: Keyboard H: Help
Bank Reconciliation Mari Muthu Ctrl + M X
Ledger: Boi 1-Apr-2006 to 30-Apr-2006
(Reconciliation)

Date	Particulars	Vch Type	Bank Date	Debit	Credit
1-4-2006	MARIMUTHU	Payment	1-4-2006	50,000.00	
				Balance as per Company Books :	10,000.00
				Amounts not reflected in Bank :	50,000.00
				Balance as per Bank :	40,000.00

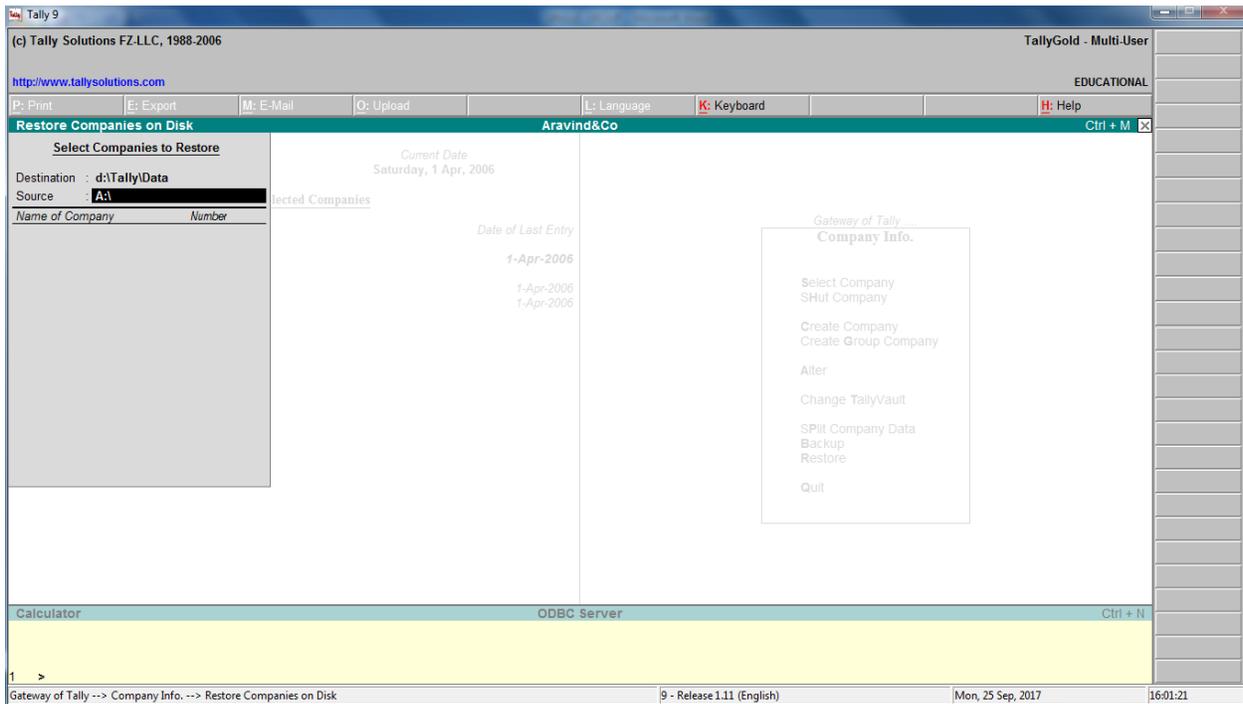
Calculator ODBC Server Ctrl + N
F11: Features
F12: Configure
Gateway of Tally --> Balance Sheet --> Group Summary --> Ledger Monthly Summary --> Ledger Vouchers --> Bank Reconciliation 9 - Release 1.11 (English) Mon, 25 Sep, 2017 15:58:47

OUTPUT

Ex no 9 a.Back up



b.Restore



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DEPARTMENT OF COMMERCE (UG)

I B.COM (PA) - Model Examination Practical – September 2017

SEMESTER I (BATCH 2017 -2020)

LIST OF PRACTICAL: ACCOUNTING PACKAGE – TALLY

SUBJECT CODE: 17PAU111

1. Create a new company and prepare ledger account for the following transaction, for the month of February 2017

2017	Feb 1 Started business with cash	40, 000
	Feb 4 Purchase Machinery	15, 000
	Feb 6 Purchase Land	25, 000
	Feb 7 Sold goods for cash	75, 000
	Feb 10 Credit sale to Ranjith	5, 000
	Feb 12 Salary Paid	5, 000
	Feb 14 Rent paid	3, 000
	Feb 15 Stationary equipment expenses	2, 000
	Feb 20 Purchase goods	2, 250
	Feb 25 Wages	2, 100

2. Create a company and enter the following transaction in voucher by creating appropriated group.

2016	Oct 1	Capital	Rs. 5, 000
	Oct 2	Stationary	Rs. 700
		*(Pen – Rs. 200, Pencil – Rs. 150, Papers Rs. 350)	
	Oct 3	Purchase of goods	Rs. 2, 000
	Oct 4	Rent Paid for house	Rs. 2, 000
		*(Sita house – Rs. 500 , Seela house – Rs. 1, 500)	
	Oct 5	Electricity expenses	Rs. 1, 000
		*(Sibhi house Electricity charge – Rs. 500 for Sini house – Rs. 500)	
	Oct 6	Sold goods for cash	Rs. 40, 000
	Oct 7	Salary Paid	Rs. 15, 000
		* (Kannan Rs. 5, 000 Karthic Rs. 10, 000)	

3. Prepare ledger account from the following transaction, for the month of January and Prepare

Trail balance

2017	Jan 1	Started business by investing	50, 000
	Jan 3	Bought Furniture	5, 000
	Jan 4	Purchase goods for cash	3, 000
	Jan 7	Purchase Building	40, 000
	Jan 9	Telephone Expenses	2, 500
	Jan 12	Paid Rent	200
	Jan 15	Sold goods for cash	5, 850
	Jan 18	Travelling Expenses	4, 650
	Jan 28	Paid Salary	500

4. Journalize the following transaction for the month of May 2014 and enter in appropriate voucher (Purchase, Payment, Receipt)

2017	May 1	Started business with cash	45, 000
	May 2	Bought Furniture	10, 000
	May 5	Purchase goods from Cash	14, 000
	May 6	Purchase goods from Mahesh	11, 000
	May 8	Paid Telephone Expenses	500
	May 10	Bought Typewriter	2, 100
	May 20	Paid into bank	5, 800
	May 22	Traveling expenses	1, 000
	May 25	Purchase Building	5, 800

5. From the following information of a company, prepare the following reports Trading, Profit and Loss account for the year ending 31st March 2015

Capital	1, 000
Sales	4, 500
Purchase	39, 000
Wages	2, 800
Motor van expenses	1, 500
Rent and Taxes	2, 500
Advertisement Expenses	350
Repairs	200
Office expenses	1, 300

6. From the following information of a company, Create stock, Stock group and enter in the appropriate voucher

Raw material (Opening Stock)	-	60, 000
<u>Raw materials</u>	:	<u>Received</u>
1. White Stone	-	100 units @ Rs. 2.10
2. Lime Stone	-	50 units @ Rs. 2.00
Metals (Opening Stock)	-	50, 000
<u>Metals</u>	:	<u>Issued</u>
1. S type metal	-	150 units @ Rs. 1.00
2. Y type metal	-	200 units @ Rs. 2.20

7. The following transaction occur in the purchase and issue of a material:

2015

Jan 1	Opening Stock	5,00,000
Jan 2	Purchased 4, 000 units @ Rs. 4.00 per unit	
Jan 20	Purchased 500 units @ Rs. 5.00 per unit	
Feb 05	Issued 2, 000 units	
Feb 10	Issued 6, 000 units @ Rs. 6.00 per unit	
Feb 12	Issued 4, 000 units	
Mar 02	Issued 1, 000 units	
Mar 05	Issued 2, 000 units	
Mar 15	Purchased 4, 500 units @ Rs. 5.50 per unit	
Mar 20	Issued 3, 000 units	

From the above prepare the store ledger account by adopting the First in First out Method.

8. Post the following transaction in the voucher and show the following ratio: Financial ratio, Operating ratio, Investment ration

March 2017	Rs.
1 Anil Started business with cash	2, 00, 000
2 Deposited into bank	50, 000
3 Purchased Machinery	45, 000
4 Sold goods to Manisha	65, 000
5 Salary paid	15, 000

6	Received cash from Manisha	65,000
8	Purchased goods for nithish	20,500
10	Returned goods to nithish	5,000

9. Post the following transaction in appropriate voucher and show the Cash flow and Fund flow

Statement

2017

August 1	Introduced Capital Rs. 9000
2	Bought furniture for Rs. 5000
3	Bought stationary Rs. 1,000
4	Deposited into bank Rs. 7,000
10	Purchase goods for Rs. 800
15	Received cash Rs. 15,000 for sales
18	Deposited into bank Rs. 500
19	Cash received Rs. 5,500

10. M Company has purchased and issued materials in month of July as under.

Date	Particulars	Details
1	Stock of material	200 units @ Rs. 5/ unit
3	Purchased	300 units @ Rs. 6/ unit
7	Purchased	500 units @ Rs. 8/ unit
10	Issued	600 units
13	Purchased	400 units @ Rs. 10/unit
19	Issued	500 units
25	Purchased	400 units @ Rs. 10 /unit
30	Issued	200 unit

Prepare the stores ledger under Simple Average Method and Weighted Average Method.

11. From the following information of a company, prepare the Profit & Loss account and Balance sheet for the year ending 31st March 2016

Opening stock	10,500
Purchase	19,500
Sales	65,000
Stationary	225
Furniture	1,500
Sundry debtors	30,000
Salary	1,000
Sundry Creditors	14,000
Building	20,000
Rent	500
Capital	5,000

12. Create a new company in integrate accounts mode and accounts with inventory mode.

1. Create a new company and prepare ledger account for the following transaction, for the month of February 2017

2017	Feb 1 Started business with cash	40,000
	Feb 4 Purchase Machinery	15,000
	Feb 6 Purchase Land	25,000
	Feb 7 Sold goods for cash	75,000
	Feb 10 Credit sale to Ranjith	5,000
	Feb 12 Salary Paid	5,000
	Feb 14 Rent paid	3,000
	Feb 15 Stationary equipment expenses	2,000
	Feb 20 Purchase goods	2,250
	Feb 25 Wages	2,100

2. Create a new company in integrate accounts mode and accounts with inventory mode.

1. Create a company and enter the following transaction in voucher by creating appropriated group.

2014	Oct 1	Capital	Rs. 5, 000
	Oct 2	Stationary	Rs. 700
		*(Pen – Rs. 200, Pencil – Rs. 150, Papers Rs. 350)	
	Oct 3	Purchase of goods	Rs. 2, 000
	Oct 4	Rent Paid for house	Rs. 2, 000
		*(Sita house – Rs. 500 , Seela house – Rs. 1, 500)	
	Oct 5	Electricity expenses	Rs. 1, 000
		*(Sibhi house Electricity charge – Rs. 500 for Sini house – Rs. 500)	
	Oct 6	Sold goods for cash	Rs. 40, 000
	Oct 7	Salary Paid	Rs. 15, 000
		* (Kannan Rs. 5, 000 Karthic Rs. 10, 000)	

2. Prepare ledger account from the following transaction, for the month of January and Prepare

Trail balance

2014	Jan 1	Started business by investing	50, 000
	Jan 3	Bought Furniture	5, 000
	Jan 4	Purchase goods for cash	3, 000
	Jan 7	Purchase Building	40, 000
	Jan 9	Telephone Expenses	2, 500
	Jan 12	Paid Rent	200
	Jan 15	Sold goods for cash	5, 850
	Jan 18	Travelling Expenses	4, 650
	Jan 28	Paid Salary	500

1. Journalize the following transaction for the month of May 2017 and enter in appropriate voucher (Purchase, Payment, Receipt and Contra)

2017	May 1	Started business with cash	45, 000
	May 2	Bought Furniture	10, 000
	May 5	Purchase goods from Cash	14, 000
	May 6	Purchase goods from Mahesh	11, 000
	May 8	Paid Telephone Expenses	500
	May 10	Bought Typewriter	2, 100
	May 20	Paid into bank	5, 800
	May 22	Traveling expenses	1, 000
	May 25	Purchase Building	5, 800

2. From the following information of a company, Create stock, Stock group and enter in the appropriate voucher

Raw material (Opening Stock)	-	60, 000
<u>Raw materials</u>	:	<u>Received</u>
3. White Stone	-	100 units @ Rs. 2.10
4. Lime Stone	-	50 units @ Rs. 2.00
Metals (Opening Stock)	-	50, 000
<u>Metals</u>	:	<u>Issued</u>
3. S type metal	-	150 units @ Rs. 1.00
4. Y type metal	-	200 units @ Rs. 2.20

1. From the following information of a company, prepare the following reports Trading, Profit and Loss account for the year ending 31st March 2017

Capital	1, 000
Sales	4, 500
Purchase	39, 000
Wages	2, 800
Motor van expenses	1, 500
Rent and Taxes	2, 500
Advertisement Expenses	350
Repairs	200
Office expenses	1, 300

2. Post the following transaction in appropriate voucher and show the Cash flow and Fund flow Statement

2017

August 1	Introduced Capital Rs. 9000
2	Bought furniture for Rs. 5000
3	Bought stationary Rs. 1, 000
4	Deposited into bank Rs. 7, 000
10	Purchase goods for Rs. 800
15	Received cash Rs. 15,000 for sales
18	Deposited into bank Rs. 500
19	Cash received Rs. 5, 500

1. Post the following transaction in the voucher and show the following ratio: Financial ratio, Operating ratio, Investment ration

March 2017	Rs.
1 Anil Started business with cash	2, 00, 000
2 Deposited into bank	50, 000
3 Purchased Machinery	45, 000
4 Sold goods to Manisha	65, 000
5 Salary paid	15, 000
6 Received cash from Manisha	65, 000
8 Purchased goods for nithish	20, 500
10 Returned goods to nithish	5, 000

2. M Company has purchased and issued materials in month of July as under.

Date	Particulars	Details
1	Stock of material	200 units @ Rs. 5/ unit
3	Purchased	300 units @ Rs. 6/ unit
7	Purchased	500 units @ Rs. 8/ unit
10	Issued	600 units
13	Purchased	400 units @ Rs. 10/unit
19	Issued	500 units
25	Purchased	400 units @ Rs. 10 /unit
30	Issued	200 unit

Prepare the stores ledger under Simple Average Method and Weighted Average Method.

1. From the following information of a company, prepare the Profit & Loss account and Balance sheet for the year ending 31st March 2017

Opening stock	10,500
Purchase	19,500
Sales	65,000
Stationary	225
Furniture	1,500
Sundry debtors	30,000
Salary	1,000
Sundry Creditors	14,000
Building	20,000
Rent	500
Capital	5,000

2. The following transaction occur in the purchase and issue of a material:

2015

Jan 1	Opening Stock	5,00,000
Jan 2	Purchased 4,000 units @ Rs. 4.00 per unit	
Jan 20	Purchased 500 units @ Rs. 5.00 per unit	
Feb 05	Issued 2,000 units	
Feb 10	Issued 6,000 units @ Rs. 6.00 per unit	
Feb 12	Issued 4,000 units	
Mar 02	Issued 1,000 units	
Mar 05	Issued 2,000 units	
Mar 15	Purchased 4,500 units @ Rs. 5.50 per unit	
Mar 20	Issued 3,000 units	

From the above prepare the store ledger account by adopting the First in First out Method.