



## KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established under section 3 of UGC Act 1956)

Coimbatore-641021

Department of Management

		Semester II			
17BAU211	CORE – TALLY (PRACTICAL )	L	T	P	C
		-	-	4	2

### SCOPE

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

### OBJECTIVES

- To gain the practical knowledge about the accounting package
- The students would be 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 voucher
  - Receipt
  - Purchase
  - Sales
  - Credit Note
  - Debit Note
  - Debit Note
  - Journal
  - Memo
  - Optional

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
  - Profit & Loss A/c
  - Balance sheet
  - Bank reconciliation statement
  - Back up and restore the company information

### **TEXT BOOKS**

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

**PROGRAMME -I**

**CREATION OF A COMPANY**

**Aim:**

To create a company in integrated accounts mode and accounts with inventory mode by using Tally 9.0.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** From Gateway of Tally give ALT + F3 for 'Company info' menu.

**Step 3:** Select 'Create Company' option from Company info menu, this will be taken to the 'Company creation' screen and Enter all necessary details like Name, Mailing address, E-Mail id, Telephone No. etc.,

**Step 4:** Under Maintain, Choose 'Accounts only' option, if your company is Service Organization otherwise Choose 'Accounts with Inventory' option and follow the company creation screen.

**Step 5:** After filling all necessary information's, Accept the screen by pressing 'Enter' key or CTRL + A or simply press 'A'.

**1. a) ALTER A COMPANY**

**Step 6:** Press ALT + F3 from Gateway of Tally. This will take you to Company info menu.

**Step 7:** Select 'Alter' option from the Company info menu or simply press 'A'.

**Step 8:** Now, you will see list of companies which are created in Tally 9.0 on your computer. Select the one which you want to 'Alter' and press Enter. This process will give you company alteration screen.

**Step 9:** Edit /Alter the details as required and accept the screen by pressing 'Y' or Enter key.

**1. b) DELETE A COMPANY**

**Step 10:** Press ALT + F3 from Gateway of Tally. This will take you to Company info menu.

**Step 11:** Select 'Alter' option from the Company info menu or simply press 'A'.

**Step 12:** Now, you will see list of companies which are created in Tally 9.0 on your computer. Select the one which you want to 'Delete' and press Enter.

**Step 13:** Press ALT + D and accept the screen by pressing 'Y' or Enter key.

**Step 14:** Tally will ask you again 'Are you sure' then press Enter Key or 'Y' to accept.

**Step 15:** Quit the process.

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**PROGRAMME -II**

**CREATION OF GROUP**

**Aim:**

To create a company with appropriate groups using Single and Multiple group creation mode in Tally 9.0.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** Select 'Accounts info.' from Gateway of Tally and choose 'Groups' option by the way of giving Enter or 'G'.

**Step 3:** This will give you 'Groups' menu.

**SINGLE GROUP CREATION**

**Step 4:** Choose 'Create' option under single group heading in 'Groups' menu.

**Step 5:** Give all required details and accept the Single Group Creation window with the help of Enter key or 'Y'.

**Step 6:** As per your requirement open no. of groups by using Single Group Creation option.

**Step 7:** You can also alter the single group by selecting 'Alter' option under Single Group heading.

**MULTIPLE GROUP CREATION**

**Step 8:** Choose 'Create' option under Multiple Group heading in 'Groups' menu.

**Step 9:** Give all required details and accept the Multiple Group Creation window with the help of Enter key or 'Y'.

**Step 10:** You can also alter the multiple group by selecting 'Alter' option under Multiple Group heading.

**Step 11:** Quit the process.

## 2. GROUP CREATION - OUTPUT

### A. SINGLE GROUP CREATION

The screenshot shows the Tally ERP 9 interface during the 'Group Creation' process. The main window title is 'ABC Industries Ltd'. The dialog box is titled 'Group Creation' and contains the following fields and options:

- Name:** Drawings
- (alias):** (empty)
- 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:** ? <sup>1</sup> Not Appli

An 'Accept ?' dialog box is overlaid on the 'Method to Allocate...' field, with 'Yes or No' options.

The right-hand side of the screen shows a vertical menu with the following items:

- F3: Company
- F3: New Cmp
- G: Groups
- L: Ledgers
- V: Vch Types
- F11: Features
- F12: Configure

The bottom status bar displays the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Groups --> Group Creation. The footer shows the copyright information: (c) Tally Solutions Pvt. Ltd., 1988-2011, the date: Sat, 1 Jan, 2005, and the time: 00:28:34.

## B. MULTIPLE GROUP CREATION

The screenshot displays the 'Multi Group Creation' window in Tally ERP 9 for 'ABC Industries Ltd'. The window title is 'Multi Group Creation' and it includes a 'Ctrl + M' keyboard shortcut. The main area contains a table with the following data:

S.No.	Name of Group	Under
1.	Telephone Bill	Indirect Expenses
2.	Salary	Indirect Expenses
3.	Electricity Bill	Indirect Expenses
4.	Rent	Indirect Expenses
5.	Interest Paid	Indirect Expenses
6.	State Bank of India	Bank Accounts
7.	Purchase	Purchase Accounts
8.	Sales	Sales Accounts
9.	Saravanan	Sundry Creditors
10.	Raja	Sundry Debtors
11.	Eswaran Capital	Capital Account

An 'Accept?' dialog box is shown in the bottom right corner of the window, with 'Yes' and 'No' options.

The window's menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The bottom status bar shows the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Groups --> Multi Group Creation. The footer includes the copyright notice '(c) Tally Solutions Pvt. Ltd., 1988-2011', the date 'Sat, 1 Jan 2005', and the time '00:33:27'. The Windows taskbar at the bottom shows the system tray with the date '1/1/2005' and time '12:33 AM'.

**PROGRAMME –III**

**CREATE, ALTER AND DELETE THE LEDGERS**

**Aim:**

To create, alter and delete the ledgers in single and multiple ledger creation modes by using Tally 9.0.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** Select 'Accounts info.' from Gateway of Tally and choose 'Ledgers' option by the way of giving Enter or 'L'.

**Step 3:** This will give you 'Ledgers' menu.

**SINGLE LEDGER CREATION**

**Step 4:** Choose 'Create' option under single ledger heading in 'Ledgers' menu.

**Step 5:** Give all required details like Name, Under, Mailing details etc., and accept the Single Ledger Creation window with the help of Enter key or 'Y'.

**Step 6:** As per your requirement open no. of ledgers by using Single Ledger Creation option.

**Step 7:** You can also alter the single ledger by selecting 'Alter' option under Single Ledger heading.

**Step 8:** You can also delete the single ledger by selecting 'Alter' option under Single Ledger heading and choose the name of the ledger that you want to delete then press CTRL + D.

**MULTIPLE LEDGER CREATION**

**Step 9:** Choose 'Create' option under multiple ledger heading in 'Ledgers' menu.

**Step 10:** Give all required details like Name, Under, Mailing details etc., and accept the Multiple Ledger Creation window with the help of Enter key or 'Y'.

**Step 11:** As per your requirement open no. of ledgers by using Multiple Ledger Creation option.

**Step 12:** You can also alter the multiple ledger by selecting 'Alter' option under Multiple Ledger heading.

**Step 13:** You can also delete the multiple ledger by selecting 'Alter' option under Multiple Ledger heading and choose the name of the ledger that you want to delete then press CTRL + D.

**Step 14:** Quit the process.

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**PROGRAMME -IV**

**PREPARATION OF VOUCHER ENTRIES**

**Aim:**

To prepare various vouchers in tally with the help of appropriate accounting transactions.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** Create a new Company with all necessary information's.

**Step 3:** Create Ledgers as per the given accounting transactions by using Single Ledger creation mode or Multiple Ledger creation mode.

**Step 4:** Choose 'Accounting Vouchers' in Gateway of Tally.

**Steps for Contra Voucher**

**Step 1:** Click on 'F4: Contra' on the Button Bar or press F4 key

**Step 2:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen.

**Steps for Payment Voucher**

**Step 1:** Click on 'F5: Payment' on the Button Bar or press F5 key

**Step 2:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen

**Steps for Receipt Voucher**

**Step 1:** Click on 'F6:Receipt' on the Button Bar or press F6 key

**Step 2:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen.

**Steps for Sales Voucher**

**Step 1:** Click on 'F8: Sales' on the Button Bar or press F8 key

**Note:** You can toggle between voucher and Invoice mode by using Ctrl+V.

**Step 2:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen.

**Steps for Purchase Voucher**

**Step 1:** Click on F9: Purchase on the Button Bar or press F9 key

**Note:** You can toggle between voucher and Invoice mode by using Ctrl+V.

**Step 2:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen.

**Steps for Credit Note (Sales Return)**

**Step 1:** Go to Gateway of Tally

**Step 2:** Enable the Credit Note, press F11 key: Accounting Features - Make Use Debit / Credit Notes option as 'YES' to enable Credit note.

**Step 3:** Click Credit Note on the Button Bar or press Ctrl+F8.

**Note:** You can toggle between voucher and Invoice mode by using Ctrl+V.

**Step 4:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen

**Steps for Debit Note (Purchase Return)**

**Step 1:** Go to Gateway of Tally

**Step 2:** Enable the Debit Note, press F11 key: Accounting Features - Use Debit / Credit Notes option as 'YES' to enable Debit note.

**Step 3:** Click on Debit Note on the Button Bar or press Ctrl+F9.

**Note:** You can toggle between voucher and Invoice mode by using Ctrl+V.

**Step 4:** Make appropriate voucher entry and Press 'Y' or 'Enter' to accept the screen

**Step 5:** Quit the process.

## 4. VOUCHER ENTRIES – OUTPUT

Tally.ERP 9

Accounting Voucher Alteration (Secondary) ABC Industries Ltd

Payment No. 1

31-Mar-2017 Friday

Particulars	Debit	Credit
Dr Rent <i>Cur Bal: 5,000.00 Dr</i>	5,000.00	
Dr Telephone Bill <i>Cur Bal: 250.00 Dr</i>	250.00	
Dr Electricity Bill <i>Cur Bal: 5,000.00 Dr</i>	5,000.00	
Cr Cash <i>Cur Bal: 4,89,750.00 Dr</i>		10,250.00
Narration:		
	10,250.00	10,250.00

Accept ?  
Yes or No

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 00:47:41

Tally.ERP 9

Accounting Voucher Alteration (Secondary) ABC Industries Ltd

Receipt No. 1

31-Mar-2017 Friday

Particulars	Debit	Credit
Cr Capital <i>Cur Bal: 5,00,000.00 Cr</i>		5,00,000.00
Dr Cash <i>Cur Bal: 4,89,750.00 Dr</i>	5,00,000.00	
Narration:		
	5,00,000.00	5,00,000.00

Accept ?  
Yes or No

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 00:48:56

**PROGRAMME –V**

**CREATION OF STOCK, STOCK GROUP AND INVENTORY VOUCHERS**

**Aim:**

To prepare stock, stock group and inventory vouchers using given inventory details in Tally 9.0.

**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’s.

**Step 3:** Choose ‘Inventory Info.’ from Gateway of Tally.

**SINGLE STOCK GROUP CREATION**

**Step 4:** Select ‘Stock Groups’ option and choose ‘Create’ option under Single Stock Group heading.

**Step 5:** Give all required details like Name, Under etc., and accept the Single Stock Group creation window with the help of Enter key or ‘Y’.

**Step 6:** As per your requirement open no. of Stock groups by using Single Stock Group creation option.

**Step 7:** You can also alter the single stock group by selecting ‘Alter’ option under Single Stock Group heading.

**Step 8:** You can also delete the single stock group by selecting ‘Alter’ option under Single Stock Group heading and choose the name of the stock group that you want to delete then press ALT + D.

**MULTIPLE STOCK GROUP CREATION**

**Step 9:** Select ‘Stock Groups’ option and choose ‘Create’ option under Multiple Stock Group heading.

**Step 10:** Give all required details like Name, Under etc., and accept the Multiple Stock Group creation window with the help of Enter key or ‘Y’.

**Step 11:** As per your requirement open no. of Stock groups by using Multiple Stock Group option.

**Step 12:** You can also alter the multiple stock group by selecting 'Alter' option under Multiple Stock Group heading.

**Step 13:** You can also delete the multiple stock group by selecting 'Alter' option under Multiple Stock Group heading and choose the name of the stock group that you want to delete then press CTRL + D.

### **CREATION OF INVENTORY VOUCHER**

**Step14:** Before Creation of inventory voucher, create 'Stock Items' for that select 'Stock Items' option in Inventory Menu.

**Step 15:** This will give you Single / Multiple Stock Item Creation options, choose any one among them and give all necessary information's then accept the window by giving Enter or Y.

**Step 16:** Pass inventory vouchers for given data by selecting 'Inventory Vouchers' option from Gateway of Tally.

**Step 17:** Quit the process.

## 5. STOCK GROUP CREATION – OUTPUT

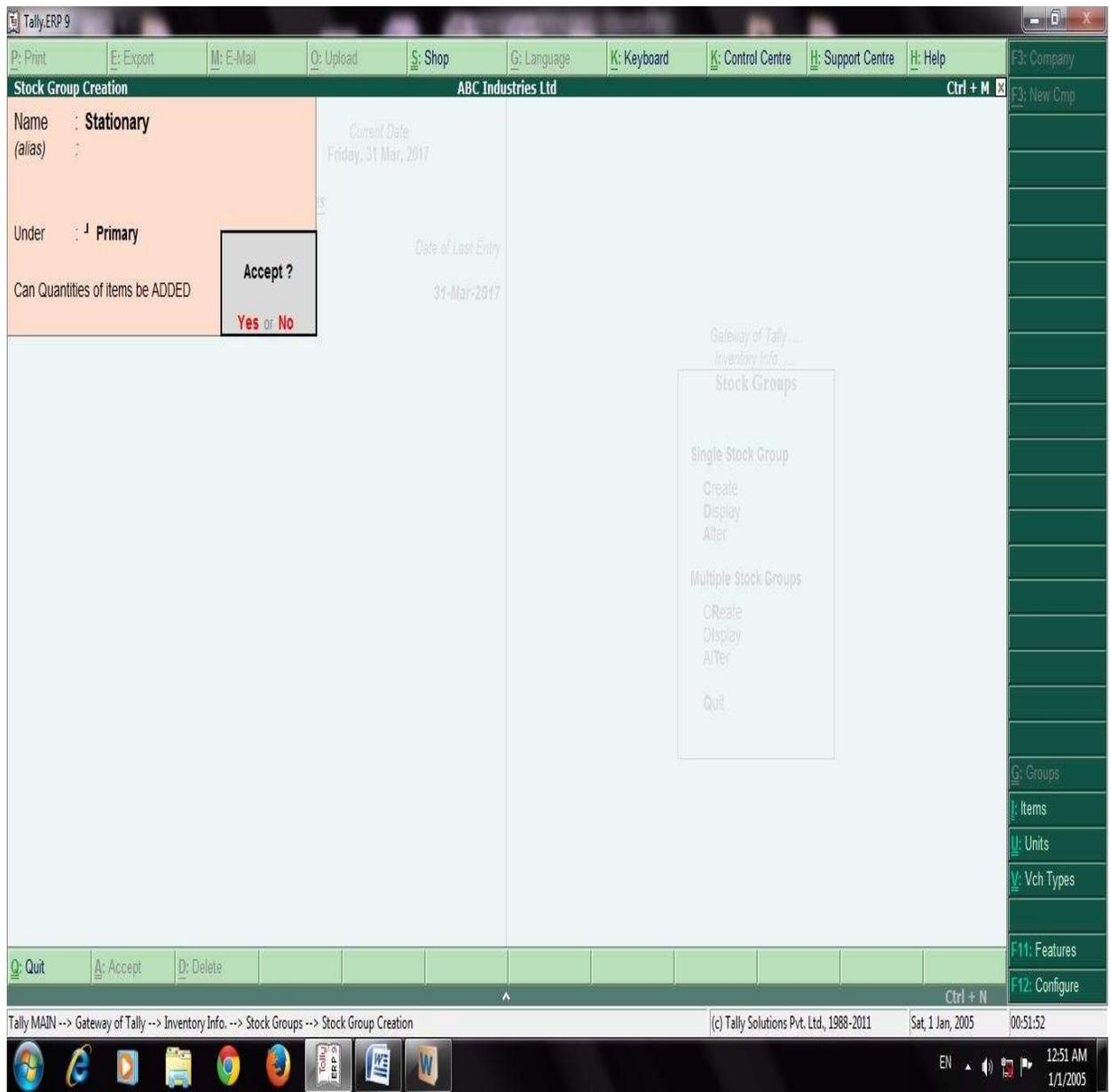
### A. SINGLE GROUP CREATION

The screenshot shows the 'Stock Group Creation' window in Tally ERP 9. The window title is 'ABC Industries Ltd' and it includes a 'Ctrl + M' icon. The main area is divided into several sections:

- Form Fields:**
  - Name: Stationary
  - (alias):
  - Under: Primary
  - Can Quantities of Items be ADDED: Yes of No
- Information:**
  - Current Date: Friday, 31 Mar, 2017
  - Date of Last Entry: 31-Mar-2017
- Navigation Menu:**
  - Gateway of Tally ...
  - Inventory Info ...
  - Stock Groups
    - Single Stock Group
      - Create
      - Display
      - Alter
    - Multiple Stock Groups
      - CReate
      - Display
      - AlTer
    - Quit

The bottom of the window features a menu bar with 'Q: Quit', 'A: Accept', and 'D: Delete'. The status bar at the bottom shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups --> Stock Group Creation'. It also displays '(c) Tally Solutions Pvt. Ltd., 1988-2011', 'Sat, 1 Jan, 2005', and '00:51:52'. The Windows taskbar at the very bottom shows the system clock as '12:51 AM 1/1/2005' and various application icons.

## **B. MULTIPLE GROUP CREATION**



## C. INVENTORY VOUCHERS – OUTPUT

Tally.ERP 9
ABC Industries Ltd
Ctrl + M

Stock Journal No. 1
31-Mar-2017  
Friday

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Dhoor Dhal			5,000.00	Dhoor Dhal			5,500.00
			5,000.00				

Narration:

Q: Quit
A: Accept
D: Delete
X: Cancel
Ctrl + N

Accept ?  
Yes or No

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation
(c) Tally Solutions Pvt. Ltd., 1988-2011
Sat, 1 Jan, 2005
00:59:24



**PROGRAMME -VI**

**PREPARATION OF INVENTORY STATEMENTS**

**Aim:**

To prepare various inventory statements using given inventory details in Tally 9.0.

**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's.

**Step 3:** Create Stock group using Single / Multiple Stock Group option.

**Step 4:** Pass appropriate Inventory Vouchers 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 screen, press F7 for Inventory Valuation and Choose FIFO, LIFO, Weighted Average, Simple Average etc., as per your requirement.

**Step 7:** Quit the process.

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## 6. INVENTORY STATEMENTS – OUTPUT

### A. FIFO

ABC Industries Ltd FIFO as at 31-Mar-2017		ABC Industries Ltd FIFO as at 31-Mar-2017	
<b>Liabilities</b>		<b>Assets</b>	
Capital Account	5,00,000.00	Current Assets	4,90,250.00
Loans (Liability)		Profit & Loss A/c	9,750.00
Current Liabilities		Opening Balance	
		Current Period	9,750.00
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>5,00,000.00</b>

### B. LIFO

ABC Industries Ltd LIFO Annual as at 31-Mar-2017		ABC Industries Ltd LIFO Annual as at 31-Mar-2017	
<b>Liabilities</b>		<b>Assets</b>	
Capital Account	5,00,000.00	Current Assets	4,90,250.00
Loans (Liability)		Profit & Loss A/c	9,750.00
Current Liabilities		Opening Balance	
		Current Period	9,750.00
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>5,00,000.00</b>

**PROGRAMME -VII**

**PREPARATION OF INVENTORY STATEMENTS**

**Aim:**

To prepare various inventory statements using given inventory details in Tally 9.0.

**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's.

**Step 3:** Create Stock group using Single / Multiple Stock Group option.

**Step 4:** Pass appropriate Inventory Vouchers 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 screen, press F7 for Inventory Valuation and Choose FIFO, LIFO, Weighted Average, Simple Average etc., as per your requirement.

**Step 7:** Quit the process.

**PROGRAMME -VIII**

**PREPARATION OF FUND FLOW AND CASH FLOW STATEMENTS**

**Aim:**

To prepare Cash flow and Fund flow statements for given accounting transactions in Tally 9.0.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** Create a new Company with all necessary information's.

**Step 3:** Create Ledgers for the given accounting transactions using Single / Multiple Ledger creation modes.

**Step 4:** Pass Journal entries for all given accounting transactions 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/Fund flow option then choose fund flow or cash flow.

**Step 6:** Quit the process.

## 8. FUND / CASH FLOW – OUTPUT

### A. FUND FLOW

Sources		Applications	
ABC Industries Ltd 1-Mar-2017 to 31-Mar-2017		ABC Industries Ltd 1-Mar-2017 to 31-Mar-2017	
Capital Account	5,00,000.00	Nett Loss	9,750.00
1 more ...		1 more ...	
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>9,750.00</b>
<i>Particulars</i>		<i>Opening Balance</i>	<i>Closing Balance</i> <i>Wkg Cap Increase</i>
Current Assets		4,90,250.00	Dr 4,90,250.00
Current Liabilities			
Working Capital		4,90,250.00	Dr 4,90,250.00

Tally,ERP 9  
 P: Print   E: Export   M: E-Mail   Q: Upload   S: Shop   G: Language   K: Keyboard   K: Control Centre   H: Support Centre   H: Help  
 Funds Flow Summary   ABC Industries Ltd   Ctrl + M  
 F1: Detailed  
 F2: Period  
 F3: Company  
 C: New Column  
 A: Alter Column  
 D: Del Column  
 N: Auto Column  
 F8: Other Rep  
 F9: Inv Rep  
 F10: Acc Rep  
 F11: Features  
 F12: Configure  
 F12: Range  
 F12: Value  
 Ctrl + N  
 Tally MAIN --> Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Funds Flow --> Funds Flow Summary  
 (c) Tally Solutions Pvt. Ltd., 1988-2011   Sat, 1 Jan, 2005   01:07:48  
 EN   1:07 AM  
 1/1/2005



**PROGRAMME -VIII**

**PREPARATION OF FUND FLOW AND CASH FLOW STATEMENTS**

**Aim:**

To prepare Cash flow and Fund flow statements for given accounting transactions in Tally 9.0.

**Algorithm:**

**Step 1:** Start → All Programs → Tally 9.0

**Step 2:** Create a new Company with all necessary information's.

**Step 3:** Create Ledgers for the given accounting transactions using Single / Multiple Ledger creation modes.

**Step 4:** Pass Journal entries for all given accounting transactions 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/Fund flow option then choose fund flow or cash flow.

**Step 6:** Quit the process.

## 8. FUND / CASH FLOW – OUTPUT

### A. FUND FLOW

Sources		Applications	
ABC Industries Ltd 1-Mar-2017 to 31-Mar-2017		ABC Industries Ltd 1-Mar-2017 to 31-Mar-2017	
Capital Account	5,00,000.00	Nett Loss	9,750.00
1 more ...		1 more ...	
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>9,750.00</b>
<i>Particulars</i>		<i>Opening Balance</i>	<i>Closing Balance</i> <i>Wkg Cap Increase</i>
Current Assets		4,90,250.00	Dr 4,90,250.00
Current Liabilities			
Working Capital		4,90,250.00	Dr 4,90,250.00

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

(c) Tally Solutions Pvt. Ltd., 1988-2011

Sat, 1 Jan, 2005

01:07:48



EN 1:07 AM  
1/1/2005



## 9. PREPARATION OF REPORTS – OUTPUT

### A. BALANCE SHEET

### B. PROFIT AND LOSS A/c

Tally.ERP 9

Balance Sheet

ABC Industries Ltd as at 31-Mar-2017		ABC Industries Ltd as at 31-Mar-2017	
Liabilities		Assets	
Capital Account	5,00,000.00	Current Assets	4,90,250.00
Loans (Liability)		Profit & Loss A/c	9,750.00
Current Liabilities		Opening Balance	
		Current Period	9,750.00
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>5,00,000.00</b>

Tally MAIN --> Gateway of Tally --> Balance Sheet

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 01:10:06

Tally.ERP 9

Profit & Loss A/c

ABC Industries Ltd 1-Apr-2016 to 31-Mar-2017		ABC Industries Ltd 1-Apr-2016 to 31-Mar-2017	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts		Closing Stock	500.00
Gross Profit c/o	500.00		
	500.00		500.00
Indirect Expenses	10,250.00	Gross Profit b/f	500.00
		Nett Loss	9,750.00
<b>Total</b>	<b>10,250.00</b>	<b>Total</b>	<b>10,250.00</b>

Tally MAIN --> Gateway of Tally --> Profit & Loss A/c

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 01:11:05

## C. TRAIL BALANCE

ABC Industries Ltd		Closing Balance	
		Debit	Credit
<b>Capital Account</b>			5,00,000.00
Capital			5,00,000.00
<b>Current Assets</b>		4,89,750.00	
Opening Stock			
Cash-in-hand		4,89,750.00	
<b>Indirect Expenses</b>		10,250.00	
Electricity Bill		5,000.00	
Rent		5,000.00	
Telephone Bill		250.00	
<b>Grand Total</b>		5,00,000.00	5,00,000.00

## D. BACK UP

Source: C:\Users\Public\Tally.ERP9\Data  
Destination: A:\

Name of Company	Number
ABC Industries Ltd	(10000)

Accept ?  
Yes or No

# D. RESTORE

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Restore Companies on Disk ABC Industries Ltd Ctrl + M

Select Companies to Restore

Destination : C:\Users\Public\Tally.ERP9\Data  
Source : I:\Tally back up

Backup		Auto Backup		
Name of Company	Number	Name of Company	Number	Backup Version
ABC Industries Ltd	(10000)	J End of List		

Accept ?  
Yes or No

Quit Ctrl + N

Tally MAIN --> Gateway of Tally --> Company Info. --> Restore Companies on Disk (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 01:14:14

EN 1:14 AM 1/1/2005

## 9. PREPARATION OF REPORTS – OUTPUT

### A. BALANCE SHEET

### B. PROFIT AND LOSS A/c

Tally.ERP 9

Balance Sheet

ABC Industries Ltd as at 31-Mar-2017		ABC Industries Ltd as at 31-Mar-2017	
Liabilities		Assets	
Capital Account	5,00,000.00	Current Assets	4,90,250.00
Loans (Liability)		Profit & Loss A/c	9,750.00
Current Liabilities		Opening Balance	
		Current Period	9,750.00
<b>Total</b>	<b>5,00,000.00</b>	<b>Total</b>	<b>5,00,000.00</b>

Tally MAIN --> Gateway of Tally --> Balance Sheet

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 1 Jan, 2005 01:10:06

Tally.ERP 9

Profit & Loss A/c

ABC Industries Ltd 1-Apr-2016 to 31-Mar-2017		ABC Industries Ltd 1-Apr-2016 to 31-Mar-2017	
Particulars		Particulars	
Opening Stock		Sales Accounts	
Purchase Accounts		Closing Stock	500.00
Gross Profit c/o	500.00		
	500.00		500.00
Indirect Expenses	10,250.00	Gross Profit b/f	500.00
		Nett Loss	9,750.00
<b>Total</b>	<b>10,250.00</b>	<b>Total</b>	<b>10,250.00</b>

Tally MAIN --> Gateway of Tally --> Profit & Loss A/c

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## C. TRAIL BALANCE

ABC Industries Ltd		Closing Balance	
		Debit	Credit
<b>Capital Account</b>			5,00,000.00
Capital			5,00,000.00
<b>Current Assets</b>		4,89,750.00	
Opening Stock			
Cash-in-hand		4,89,750.00	
<b>Indirect Expenses</b>		10,250.00	
Electricity Bill		5,000.00	
Rent		5,000.00	
Telephone Bill		250.00	
<b>Grand Total</b>		5,00,000.00	5,00,000.00

## D. BACK UP

Name of Company	Number
ABC Industries Ltd	(10000)

Accept ?  
Yes or No

# D. RESTORE

Restore Companies on Disk

Destination : C:\Users\Public\Tally.ERP9\Data  
Source : I:\Tally back up

Backup		Auto Backup		
Name of Company	Number	Name of Company	Number	Backup Version
ABC Industries Ltd	(10000)	J End of List		

Accept ?  
Yes or No

Tally MAIN --> Gateway of Tally --> Company Info. --> Restore Companies on Disk

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1:14 AM  
1/1/2005