

### **KARPAGAM ACADEMY OF HIGHER EDUCATION**

(Deemed to be University) (Established under section 3 of UGC Act 1956) Coimbatore-641021 Department of Management

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17BAU211	CORE – TALLY (PRACTICAL)	L	Т	Р	С
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### 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.

Class: I BBA Course Code: 17BAU211 **Course Name: Practical - Tally BATCH: 2017-20** 

### 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'.

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**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.

# OUTPUT 1. COMPANY CREATION

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### A. ALTERATION OF A COMPANY



# **B. DELETION OF A COMPANY**

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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

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# **B. MULTIPLE GROUP CREATION**

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**Course Code: 17BAU211** 

**Course Name: Practical - Tally** BATCH: 2017-20

### **PROGRAMME –III**

# **CREATE, ALTER AND DELETE THE LEDGERS**

### Aim:

**Class: I BBA** 

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

### Algorithm:

**Step 1:** Start  $\longrightarrow$  All Programs  $\longrightarrow$  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.

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**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.

Prepared by, Dr. M. Usha, Asst Professor, Department of Management, KAHE

Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### PROGRAMME -IV

### **PREPARATION OF VOUCHER ENTRIES**

### Aim:

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

### Algorithm:

**Step 1:** Start  $\longrightarrow$  All Programs  $\longrightarrow$  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**

Prepared by, Dr. M. Usha, Asst Professor, Department of Management, KAHE

# KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATOREClass: I BBACourse Name: Practical - TallyCourse Code: 17BAU211BATCH: 2017-20

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**

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Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### 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  $\longrightarrow$  All Programs  $\longrightarrow$  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 StockGroup heading and choose the name of the stock group that you want to delete thenpressALT + 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.

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**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 amongthem and give all necessary information's then accept the window by givingEnter 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

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# **B. MULTIPLE GROUP CREATION**

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# **C. INVENTORY VOUCHERS – OUTPUT**

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Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### PROGRAMME -VI

# PREPARATION OF INVENTORY STATEMENTS

Aim:

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

Algorithm:

**Step 1:** Start  $\longrightarrow$  All Programs  $\longrightarrow$  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.

**Step6:** 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.

KARPAGAM ACADEM Class: I BBA Course Code: 17BAU211	Y OF HIGHER EDUCATION, COIMBATORE Course Name: Practical - Tally BATCH: 2017-20

# 6. INVENTORY STATEMENTS – OUTPUT

# <u>A. FIFO</u>

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Balance Sheet				ABC Indu	istries Ltd				Ctrl + M 🛛	F2: Period
			AB	C Industries Ltd				ABC	Industries Ltd	F3: Company
Liabilities			25	F/FO at 31-Mar-2017	Assets			25	FIFO at 31-Mar-2017	C7: Valuation
										Schodule V/
				5 00 000 00	Current Assets				4 00 250 00	<u>a.</u> octional in
Loans (Liability)				3,00,000,00	Profit & Loss A/c				4,50,250.00	
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# <u>B. LIFO</u>

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				ABC Industries Ltd				ABC	Industries Ltd	F3: Company
Liab	ilities			as at 31-Mar-2017	Assets			as a	IFO Annual It 31-Mar-2017	F7: Valuation
										S. Schedule VI
Canital /	Account			5 00 000 00	Current Accete				4 90 250 00	
Loans (I	iability)			5,00,000.00	Profit & Loss A/c				4,50,250.00	
Current I	Liabilities				Opening Balance				5,100,000	
					Current Period			9,750	0.00	
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Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### 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.

**Step6:** 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.

Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### 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 Legers 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

🗓 Tally.ERP 9	100					describe.				
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Funds Flow Sum	imary	6	N.	ABC Indu	istries Ltd	16	M	W N	Ctrl + M 🗙	F2: Period
Courses			ABC	Industries Ltd	Applicati			ABC Ind	ustries Ltd	F3: Company
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## **B. CASH FLOW**



Class: I BBA Course Code: 17BAU211 Course Name: Practical - Tally BATCH: 2017-20

### 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 Legers 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

🗓 Tally.ERP 9	100					describe.				
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## **B. CASH FLOW**



# <u>9. PREPARATION OF REPORTS – OUTPUT</u> <u>A. BALANCE SHEET</u>

# **B. PROFIT AND LOSS A/c**

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Capital Ac	count					5,00,000.0	Current Assets				4,90,250.00	
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										S. Schadula VI
Opening Stock					Sales Accounts					3. Schedule vi
Purchase Account	ts				Closing Stock				500.00	
Gross Profit c/o				500.00						
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# C. TRAIL BALANCE

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# <u>D. BACK UP</u>

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# <u>9. PREPARATION OF REPORTS – OUTPUT</u> <u>A. BALANCE SHEET</u>

# **B. PROFIT AND LOSS A/c**

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Capital Ac	count					5,00,000.0	Current Assets				4,90,250.00	
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ourrent Er	abiliaes						Current Period			9,75	<u>50.00</u>	
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Opening Stock					Sales Accounts					3. Schedule vi
Purchase Account	ts				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	
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# C. TRAIL BALANCE

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Particul	e							ABC Indust	ries Ltd	F3: Company
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Capital Account									5,00,000.00	F7: Vouchers
Current Assets								4 89 750 00	5,00,000.00	Vodeliele
Opening Stock								4,03,130.00		
Cash-in-hand								4,89,750.00		<u></u>
Electricity Bill	25							<u>10,250.00</u> 5 000 00		
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