



**KARPAGAM ACADEMY OF HIGHER EDUCATION**

**(Deemed to be University)**

**(Established Under Sec 3 of UGC Act 1956)**

**Pollachi Main Road, Eachanari Post,**

**Coimbatore – 641 021**

**FACULTY OF ARTS, SCIENCE AND HUMANITIES (FASH)**

**DEPARTMENT OF MANAGEMENT**

**I-BBA**

**II SEMESTER**

**BATCH : 2018 – 2020**

**18BAU211**

**TALLY PRACTICAL**

**4H – 2C**

**Instruction Hours / week: L: 0 T: 0 P: 4 Marks: Int : 40 Ext : 60 Total: 100**

**COURSE OBJECTIVES:**

**To make the Students**

1. To understand the accounts heads available in the accounting software
2. To know the mechanics of creating the vouchers
3. To be aware of the inventory valuations methods available in the software
4. To understand various financial statements that are built in the software
5. To be aware of financial analysis tools available in the software

**COURSE OUTCOMES:**

**Learners should be able to**

1. Understand the different heads and its importance
2. Create vouchers by understanding the reason for posting different heads
3. Calculate valuation of assets using software
4. Prepare the financial statements and retrieve ratios
5. Creating backup and ensuring the accuracy of the accounting data
6. Communicate the output derived.

**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
  - Receipt
  - Credit note
  - Debit note

- Purchase
- Sales
- Optional
- Journals
- Memo

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

**SUGGESTED READINGS:**

1. Tally education (2018). Official Guide to Financial Accounting using Tally ERP 9 with GST (Release 6.4) 4<sup>th</sup> revised and updated edition. BPB Publications. New Delhi.

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**Ex. No: 1 (a)**

**Create a New Company in Accounts Mode**

**Aim**

To Create a New Company in Accounts Mode

**Algorithm**

**Step1:** Double click the Tally icon in desktop menu or in Startup menu

**Step 2:** Tally start up menu opens click work in educational mode.

**Step 3:** Gate way of Tally menu Appears click Alt+ F3 a new window opens.

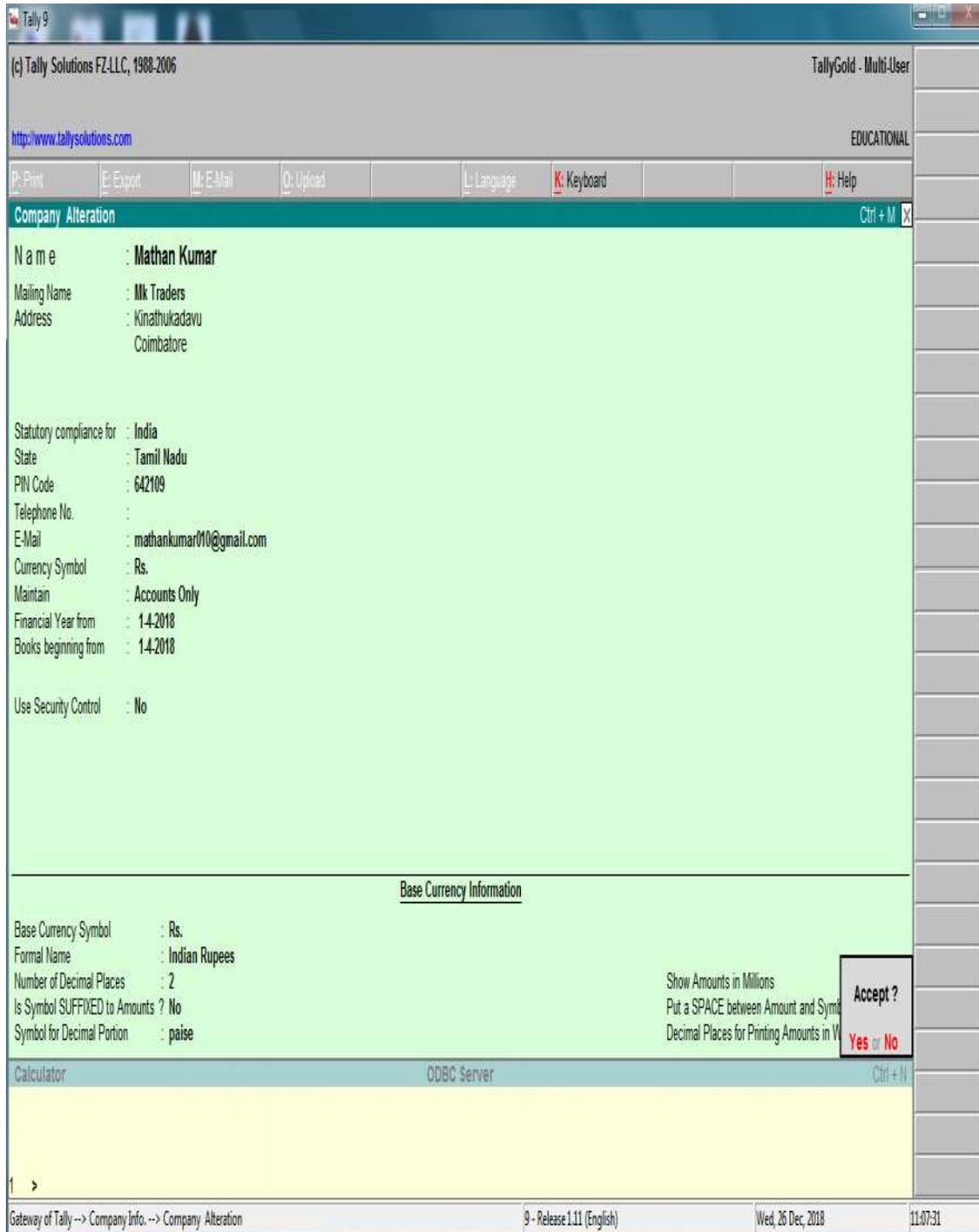
**Step 4:** Select create a new company option

**Step5:** Company creation window appears. Enter all details like (Name, mailing name, Address, Pin code, financial year, books beginning from date, etc.) and maintain accounts in accounts only mode.

**Step 6:** After entering all details click enter and accept the company creation option. A new company created in accounts mode.

**Step 7:** End the Process

Output Ex. No.1 (a) Accounts only mode



Result:

The above Program has been executed successfully.

**Ex. No: 1 (b)**

**Create a New Company in Accounts with Inventory Mode**

**Aim**

To Create a New Company in Accounts with Inventory Mode

**Algorithm**

**Step1:** Double click the Tally icon in desktop menu or in Startup menu

**Step 2:** Tally start up menu opens click work in educational mode.

**Step 3:** Gate way of Tally menu Appears click Alt+ F3 a new window opens.

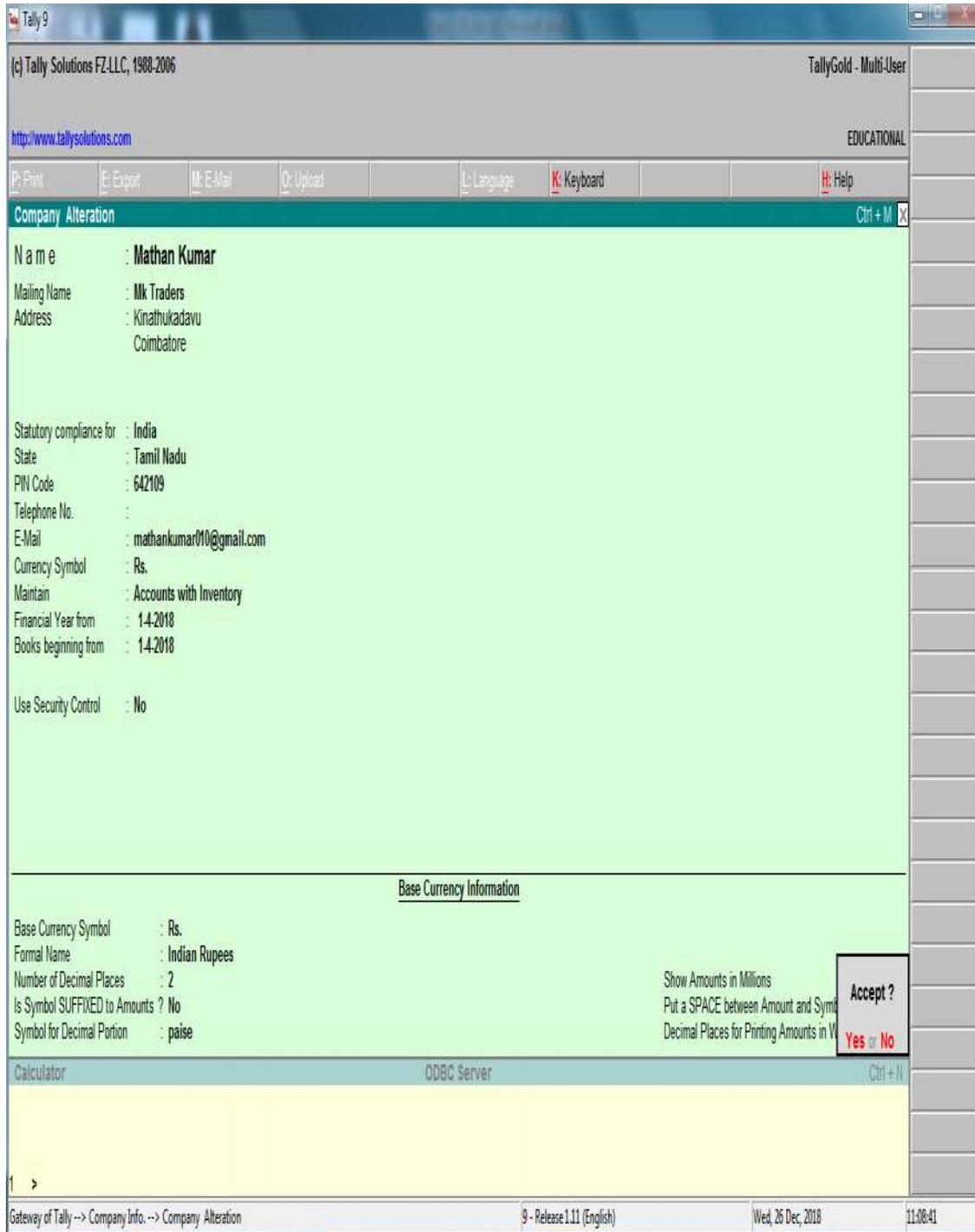
**Step 4:** Select create a new company option

**Step5:** Company creation window appears. Enter all details like (Name, mailing name, Address, Pin code, financial year, books beginning from date, etc.) and maintain accounts in accounts with inventory mode.

**Step 6:** After entering all details click enter and accept the company creation option. A new company created in accounts mode.

**Step 7:** End the Process

Output Ex. No.1 (b) Accounts with Inventory mode



Result:

The above Program has been executed successfully.

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**Ex. No: 2**

**Create Single and Multiple ledgers under predefined groups**

**Aim**

To Create Single and Multiple ledgers under predefined groups

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → Single→ Create ledger (wages, rent, salaries, purchase, sales. Discount received, commission, etc.) and accept the ledger

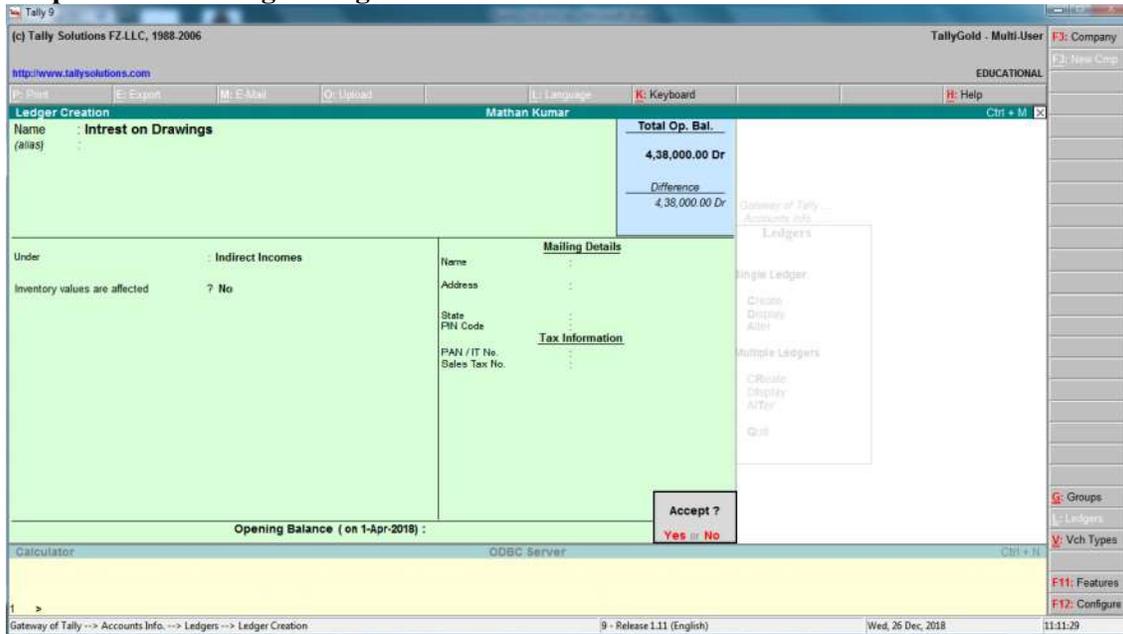
Step 4: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 5: Create multiple ledgers like (wages, rent, salaries, purchase, sales. Discount received, commission, etc.) and accept the ledger

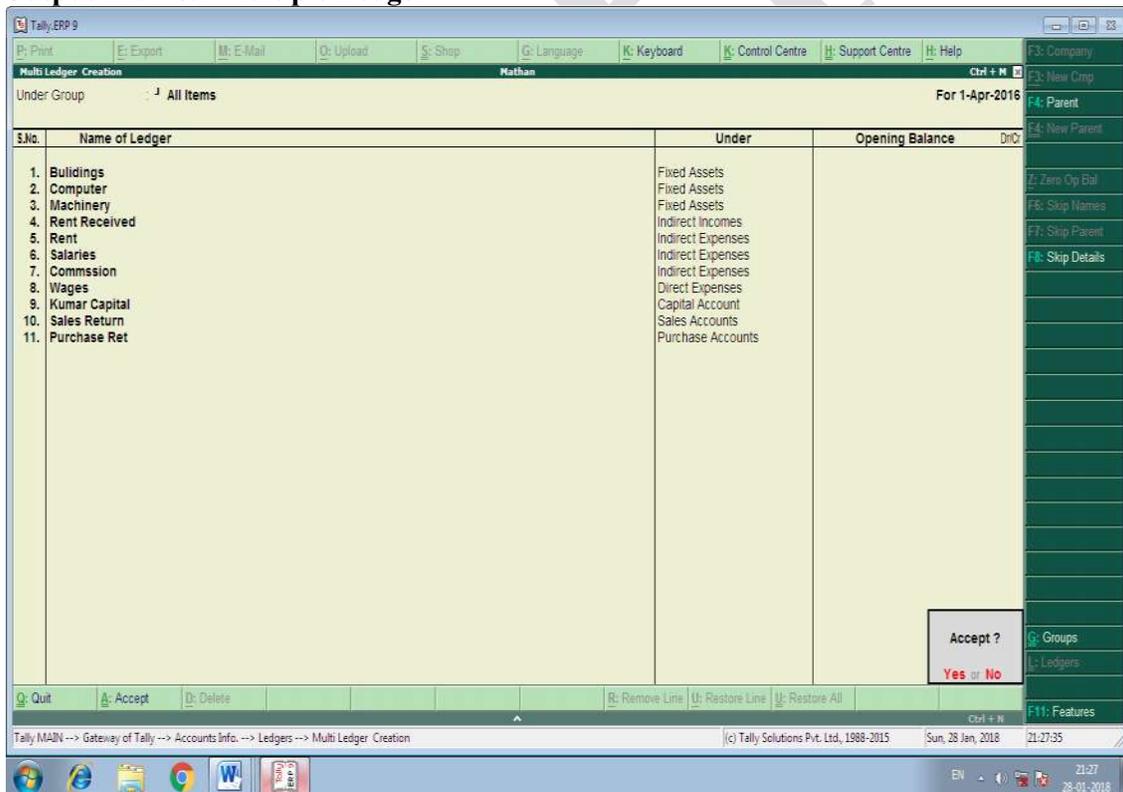
Step 6: Go to gateway of tally → Accounts Info → Ledger → Single & Multiple Ledger → Display All created ledgers will be displayed.

Step 7: End the Process

**Output Ex. No.2 Single Ledger**



**Output Ex. No.2 Multiple Ledger**



**Result:**

The above Program has been executed successfully.

**Ex. No: 3**

Create minimum 10 ledgers using single or multiple ledger, and alter and delete any 2 ledger

**Aim**

To create minimum 10 ledgers using single or multiple ledger, and alter and delete any 2 ledger

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info → Ledger → multiple ledger → Create ledger

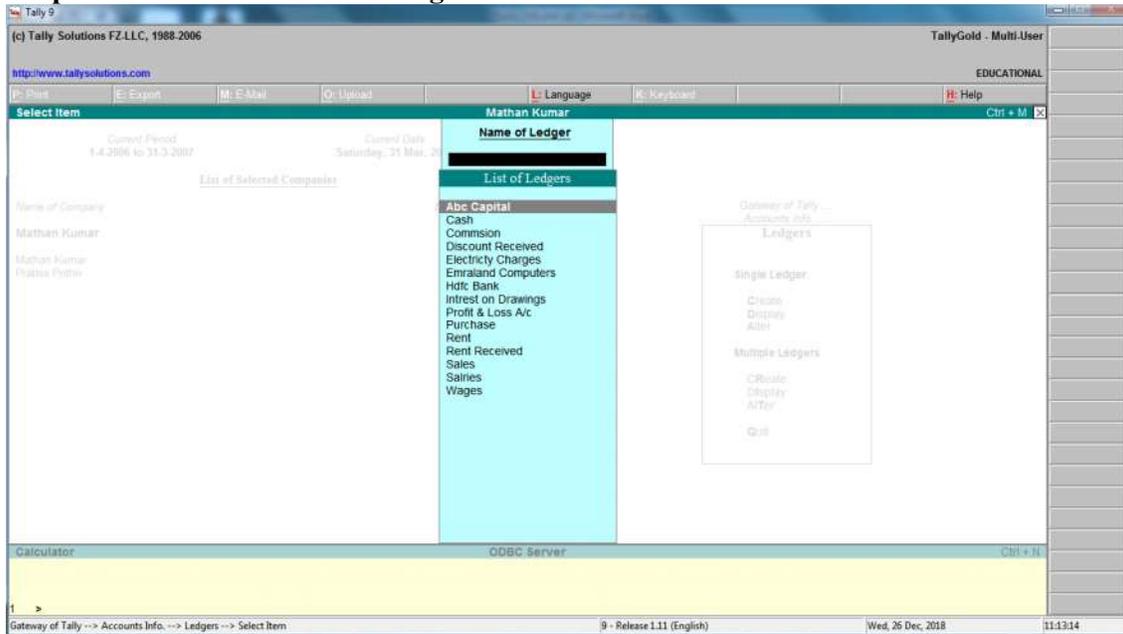
Step 4: Create multiple ledgers like (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step 5: Go to gateway of tally → Accounts Info → Ledger → Single & Multiple Ledger → Display All created ledgers will be displayed.

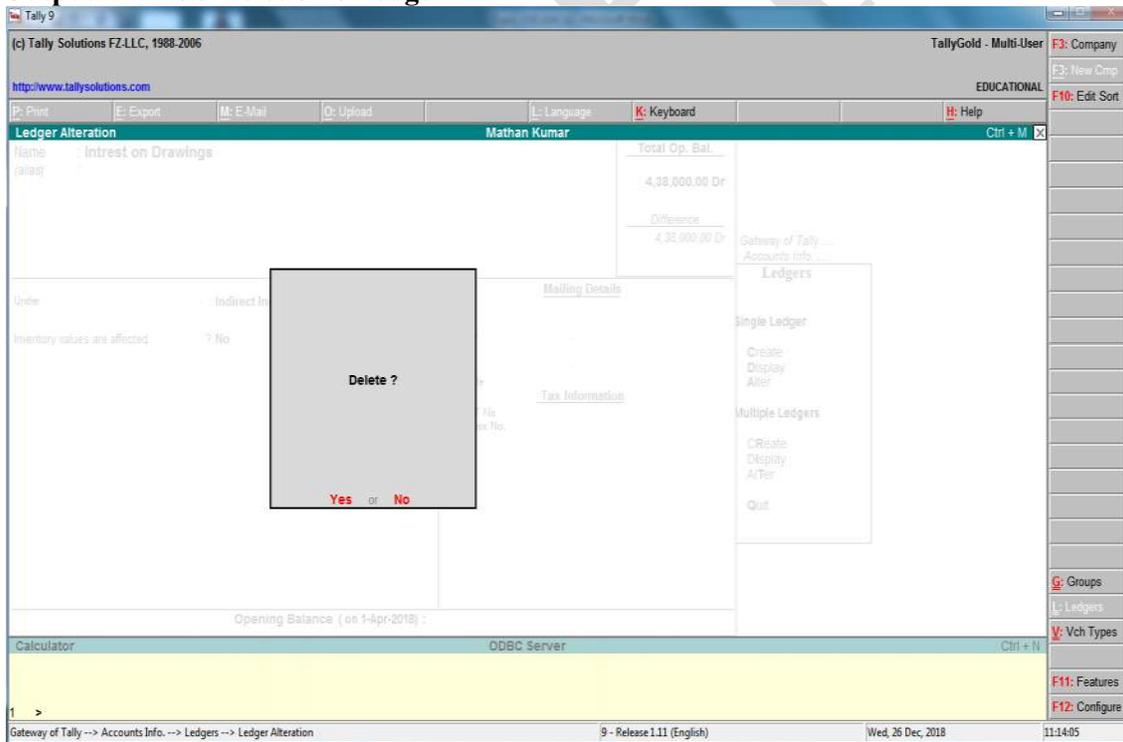
Step 6: Accounts Info → Ledger → Single & Multiple Ledger → Alter to alter the required ledger and press Alt + D to delete the ledger. Altered ledger will be displayed in display menu.

Step 7: End the Process

**Output Ex. No.3 Alteration of ledger**



**Output Ex. No.3 Deletion of ledger**



**Result:**

The above Program has been executed successfully.

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**Ex. No: 4**

**Create vouchers**

**Aim**

To create vouchers

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, Receipt, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales, Debit note, Credit note, Optional, Journal, Memo related to the transactions and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click display option and click day book option to view all the vouchers. All vouchers like Payment, Receipt, Contra, Purchase, Sales, Debit note, Credit note, Optional, Journal, Memo displayed.

Step 7: End the Process

**Output Ex. No.4 Payment voucher**

The screenshot shows a Tally software interface for a 'Payment' voucher. The voucher number is 1, dated 31-Mar-2007 (Saturday). The account is 'Cash' with a current balance of 1,05,20,000.00 Dr. The particular is 'Wages' with an amount of 20,000.00. The narration is blank. The interface includes a menu bar with options like Print, Export, E-Mail, Upload, Language, Keyboard, and Help. A right-hand panel lists various voucher types such as Contra, Receipt, Journal, Sales, Purchase, etc. The status bar at the bottom indicates 'Gateway of Tally' and the date 'Wed, 26 Dec, 2018'.

**Output Ex. No.4 Receipt voucher**

The screenshot shows a Tally software interface for a 'Receipt' voucher. The voucher number is 1, dated 31-Mar-2007 (Saturday). The account is 'Cash' with a current balance of 1,05,20,000.00 Dr. The particular is 'Abc Capital' with an amount of 1,00,00,000.00. The narration is blank. The interface is similar to the previous screenshot, showing the same menu bar and right-hand panel. The status bar at the bottom indicates 'Gateway of Tally' and the date 'Wed, 26 Dec, 2018'.

**Output Ex. No.4 Contra voucher**

The screenshot shows a Tally software interface for a 'Contra' voucher. The voucher number is 1, dated 31-Mar-2007 (Saturday). The account is 'Cash' with a current balance of 1,05,20,000.00 Dr. The particular is 'Hdfc Bank' with an amount of 1,00,000.00. The narration is blank. The interface is similar to the previous screenshots, showing the same menu bar and right-hand panel. The status bar at the bottom indicates 'Gateway of Tally' and the date 'Wed, 26 Dec, 2018'.

Output Ex. No.4 Purchase voucher

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

TallyGold - Multi-User

Accounting Voucher Creation

Mathan Kumar

31-Mar-2007

Party's A/c Name : Emraland Computers  
 Current Balance :  
 Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Purchase			1,50,000.00
			<b>1,50,000.00</b>

Narration:  
 Being goods purchased on credit,

Calculator ODBC Server

Gateway of Tally --> Accounting Voucher Creation

Output Ex. No.4 Sales voucher

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

TallyGold - Multi-User

Accounting Voucher Creation

Mathan Kumar

31-Mar-2007

Party's A/c Name : Mr Arun  
 Current Balance :  
 Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amount
Sales			1,00,000.00
			<b>1,00,000.00</b>

Narration:  
 Being goods sold on credit

Calculator ODBC Server

Gateway of Tally --> Accounting Voucher Creation

Output Ex. No.4 Debit Note

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

TallyGold - Multi-User

Accounting Voucher Creation

Mathan Kumar

31-Mar-2007

Party's A/c Name : Emraland Computers  
 Current Balance :  
 Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Purchase Return			15,000.00
			<b>15,000.00</b>

Narration:  
 Being goods returned to supplier,

Calculator ODBC Server

Gateway of Tally --> Accounting Voucher Creation

Output Ex. No.4 Credit Note

The screenshot shows the 'Accounting Voucher Creation' window in Tally. The voucher type is 'Credit Note' (No. 1) dated 31-Mar-2007. The party is 'Mr Arun' with a current balance of 10,000.00. The item is 'Sales Return' with a quantity of 1 and a rate of 10,000.00. The narration is 'Being goods returned by customer'. The total amount is 10,000.00.

Name of Item	Quantity	Rate per	Amount
Sales Return	1	10,000.00	10,000.00
			<b>10,000.00</b>

Output Ex. No.4 Optional voucher

The screenshot shows the 'Accounting Voucher Creation' window in Tally. The voucher type is 'Optional' (No. 4) dated 31-Mar-2007. The account is 'Cash' with a current balance of 1,05,35,000.00. The item is 'Travelling Expenses' with an amount of 15,000.00. The narration is 'Being Travelling expenses paid in advance'. The total amount is 15,000.00.

Particulars	Amount
Travelling Expenses	15,000.00
<b>15,000.00</b>	

Output Ex. No.4 Journal voucher

The screenshot shows the 'Accounting Voucher Creation' window in Tally. The voucher type is 'Reversing Journal' (No. 1) dated 31-Mar-2007. The items are 'Travelling Expenses' (Debit) and 'Cash' (Credit), both with an amount of 15,000.00. The narration is 'Applicable Upto : 31-Mar-2007'. The total amount is 15,000.00.

Particulars	Debit	Credit
Dr Travelling Expenses	15,000.00	
Cr Cash		15,000.00
<b>15,000.00</b>		<b>15,000.00</b>

**Output Ex. No.4 Memorandum voucher**

The screenshot shows the Tally 9 Accounting Voucher Creation window. The window title is "Tally 9" and the main title is "Accounting Voucher Creation". The user is "Mathan Kumar" and the date is "31-Mar-2007 Saturday". The voucher type is "Memorandum No. 1". The voucher contains the following entries:

Particulars	Debit	Credit
Dr Travelling Expenses	15,000.00	
Cr Cash		15,000.00
Narration:		
	15,000.00	15,000.00

The window also shows a "Calculator" window in the background. The status bar at the bottom indicates "Gateway of Tally --> Accounting Voucher Creation", "9 - Release 1.11 (English)", "Wed, 26 Dec, 2018", and "11:30:43".

**Result:**

The above Program has been executed successfully.

**Ex. No: 5**

**Create Stock Group and Stock Items and Enter the Vouchers**

**Aim**

To create Stock Group and Stock Items and Enter the Vouchers

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Inventory Info → Stock group's → Multiple Stock group → Create Groups Hardisk, Keyboards, Monitors, Printers and accept the stock group.

Step 4: Create Units of Measurement (Numbers as Nos) and accept the Units of Measurement.

Step5: Create Stock Items (Intel Hardisk, Logitech Keyboards, Samsung Monitors, HP Printers)

.

Step 6: Go to gateway of tally in Reports menu click stock summary option. Created stock summary will be displayed.

Step 7: End the Process

**Output Ex. No.5 Stock with Vouchers**

Particulars	Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Closing Balance		
	Quantity	Rate	Value
Hard Disks	12 Nos	12,500.00	1,50,000.00
Keyboards	10 Nos	1,200.00	12,000.00
Materials	75 Unit	12.53	940.00
Monitors	12 Nos	8,000.00	96,000.00
Printers	12 Nos	8,900.00	1,06,800.00
Processors	12 Nos	5,600.00	67,200.00
<b>Grand Total</b>			<b>4,32,940.00</b>

**Result:**

The above Program has been executed successfully.

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**Ex. No: 6**

**Preparation of Inventory Statements using FIFO, LIFO, Simple Average and Weighted Average**

**Aim**

To Prepare Inventory Statements using FIFO, LIFO, Simple Average and Weighted Average

**Algorithm**

**Step1:** Double click the Tally icon in desktop menu or in Startup menu

**Step 2:** Gate way of Tally menu Appears click Alt+ F3 a new window opens. Select create a new company option

**Step 3:** Company creation window appears. Enter all details like (Name, mailing name, Address, Pin code, financial year, books beginning from date, etc.) After entering all details click enter and accept the company creation option.

**Step4:** From Gateway of Tally click Inventory Info → Stock Groups→ Create. Create a new stock group and give items addable option as yes or no. Create Units of measure as Units or Kilograms. Create stock items and enter opening balance in quantity column and accept the stock items.

**Step 5:** Gateway of Tally →Inventory Vouchers and enter the stock details. After entering the stock purchase and issues accept the inventory vouchers. From gateway of tally click stock transfer option and give Alt+ C a new window displayed. To view the Inventory Statements Click FIFO, LIFO, Average cost, Standard Price.

**Step 6:** Inventory Statements Displayed

**Step 7:** End the Process

# KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA  
 COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL  
 BATCH-2018-2021

## Output Ex. No.6 FIFO, LIFO, Simple Average, Weighted Average

Particulars	Mathan Kumar 1-Apr-2006 to 31-Mar-2007			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 FIFO			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 LIFO Annual			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Avg. Cost			Materials Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Std. Price		
	Closing Balance			Closing Balance			Closing Balance			Closing Balance			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Materials	75 Unit	12.53	940.00												
Material A				75 Unit	13.00	975.00	75 Unit	12.00	900.00	75 Unit	12.53	940.00	75 Unit		
<b>Grand Total</b>	75 Unit		940.00	75 Unit		975.00	75 Unit		900.00	75 Unit		940.00	75 Unit		

**Result:**

The above Program has been executed successfully.

**Ex. No: 7**

**Preparation of Financial ratio, Operating Ration and Investment Ratio**

**Aim**

To prepare Financial ratio, Operating Ration and Investment Ratio.

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click Ratio analysis. Financial ratio, Operating Ration and Investment Ratio will be displayed.

Step 7: End the Process

**Output Ex. No.7 Financial ratio, Operating Ratio, Investment Ratio**

Principal Groups	Mathan Kumar For 1-Apr-2016	Principal Ratios	Mathan Kumar For 1-Apr-2016
Working Capital (Current Assets-Current Liabilities)	29,86,000.00 Dr	Current Ratio (Current Assets : Current Liabilities)	1.99 : 1
Cash-in-hand	34,61,000.00 Dr	Quick Ratio (Current Assets-Stock-in-hand : Current Liabilities)	1.99 : 1
Bank Accounts	10,00,000.00 Cr	Debt/Equity Ratio (Loans (Liability) : Capital Account + Nett Profit)	0.00 : 1
Bank OD A/c		Gross Profit %	52.50 %
Sundry Debtors (due till today)	4,75,000.00 Cr	Nett Profit %	48.60 %
Sundry Creditors (due till today)	10,00,000.00 Dr	Operating Cost % (as percentage of Sales Accounts)	51.40 %
Sales Accounts	10,00,000.00 Cr	Recv. Turnover in days (payment performance of Debtors)	0.00 days
Purchase Accounts	4,75,000.00 Dr	Return on Investment % (Nett Profit / Capital Account + Nett Profit)	16.28 %
Stock-in-hand		Return on Wkg. Capital % (Nett Profit / Working Capital) %	16.28 %
Nett Profit	4,86,000.00 Cr		
Wkg. Capital Turnover (Sales Accounts / Working Capital)	0.33		
Inventory Turnover (Sales Accounts / Closing Stock)	0.00		

**Result:**

The above Program has been executed successfully.

**Ex. No: 8**

**Prepare Cash Flow and Fund Flow Statement**

**Aim**

To Prepare Cash Flow and Fund Flow Statement

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers of Emerald & Co and accept the vouchers.

Step 6: Go to Gateway of tally in generation of reports click Display option → Cash/ Fund Flow option→ Net cash flow and net fund flow will be displayed.

Step 7: End the Process

# KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA  
 COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL  
 BATCH-2018-2021

## Output Ex. No.8 Cash Flow Statement

Mathan Kumar 1-Mar-2007 to 31-Mar-2007		Mathan Kumar 1-Mar-2007 to 31-Mar-2007	
In flow		Out flow	
Capital Account	1,00,00,000.00	Direct Expenses	20,000.00
Indirect Incomes	1,40,000.00	Indirect Expenses	2,80,000.00
<b>Total</b>	<b>1,01,40,000.00</b>	<b>Total</b>	<b>3,00,000.00</b>
		<b>Net Inflow: 98,40,000.00</b>	

## Output Ex. No.8 Fund Flow Statement

Mathan Kumar 1-Mar-2007 to 31-Mar-2007		Mathan Kumar 1-Mar-2007 to 31-Mar-2007	
Sources		Applications	
Capital Account	1,00,00,000.00	Nett Loss	1,65,060.00
<b>Total</b>	<b>1,00,00,000.00</b>	<b>Total</b>	<b>1,65,060.00</b>

Particulars	Opening Balance	Closing Balance	Wkg Cap Increase
Current Assets	6,000.00	98,40,940.00	98,34,940.00
Current Liabilities			
Working Capital	6,000.00	98,40,940.00	98,34,940.00

### Result:

The above Program has been executed successfully.

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**Ex. No: 9(a)**

**Preparation of Reports**

**Aim**

To prepare reports for the following Trial Balance, Profit & Loss Account, Balance Sheet, Bank Reconciliation Statement.

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of tally in generation of reports click balance sheet option balance sheet of will be displayed for the created vouchers and click profit and loss account option trading and profit and loss account of will be displayed. Click Display option and click accounts book select bank accounts and press F5 reconciliation statement displayed.

Step 7: End the Process

**Ex. No: 9(a) Trail Balance**

Particulars	Mathan Kumar 1-Apr-2006 to 31-Mar-2007 Closing Balance	
	Debit	Credit
Capital Account		1,00,00,000.00
Current Assets	1,09,58,000.00	6,80,000.00
Direct Expenses	20,000.00	
Indirect Incomes		1,40,000.00
Indirect Expenses	2,80,000.00	
Diff. in Opening Balances		4,38,000.00
<b>Grand Total</b>	<b>1,12,58,000.00</b>	<b>1,12,58,000.00</b>

**Ex. No: 9(a) Profit and Loss account**

Mathan Kumar 1-Apr-2016 to 1-Jun-2016		Mathan Kumar 1-Apr-2016 to 1-Jun-2016	
Particulars		Particulars	
Opening Stock	1,51,537.50	Sales Accounts	58,48,000.00
Purchase Accounts	12,90,000.00	Closing Stock	2,41,267.50
Direct Expenses			
Gross Profit c/o	46,47,730.00		
	<u>60,89,267.50</u>		<u>60,89,267.50</u>
Indirect Expenses	1,44,000.00	Gross Profit b/f	46,47,730.00
Nett Profit	45,39,730.00	Indirect Incomes	36,000.00
<b>Total</b>	<b>46,83,730.00</b>	<b>Total</b>	<b>46,83,730.00</b>

**Ex. No: 9(a) Balance Sheet**

Liabilities		Assets	
Mathan Kumar as at 1-Apr-2016		Mathan Kumar as at 1-Apr-2016	
Capital Account	25,00,000.00	Current Liabilities	2,50,000.00
Loans (Liability)		Current Assets	19,86,000.00
		Profit & Loss A/c	2,64,000.00
		Opening Balance	
		Current Period	2,64,000.00
<b>Total</b>	<b>25,00,000.00</b>	<b>Total</b>	<b>25,00,000.00</b>

**Ex. No: 9(a) Bank Reconciliation Statement**

Date	Particulars	Vch Type	Bank Date	Debit	Credit
31-3-2007	Cash	Contra	31-3-2007	1,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	10,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	5,00,000.00	
31-3-2007	Cash	Contra	31-3-2007	2,00,000.00	
				Balance as per Company Books :	4,00,000.00
				Amounts not reflected in Bank :	
				<b>Balance as per Bank :</b>	<b>4,00,000.00</b>

**Result:**

The above Program has been executed successfully.

**Ex. No: 9(b)**

**Backup and Restore company Information**

**Aim**

To create Backup and Restore the company Information.

**Algorithm**

Step1: Double click the Tally icon in desktop menu

Step 2: Create a New company with all required information in accounts with inventory mode

Step 3: Gate way of Tally menu Appears click Accounts Info →Ledger → multiple ledger→ Create ledger

Step 4: Create ledgers (Wages, Rent, Salaries, Purchase, Sales, Discount received, Commission, etc.) and accept the ledger

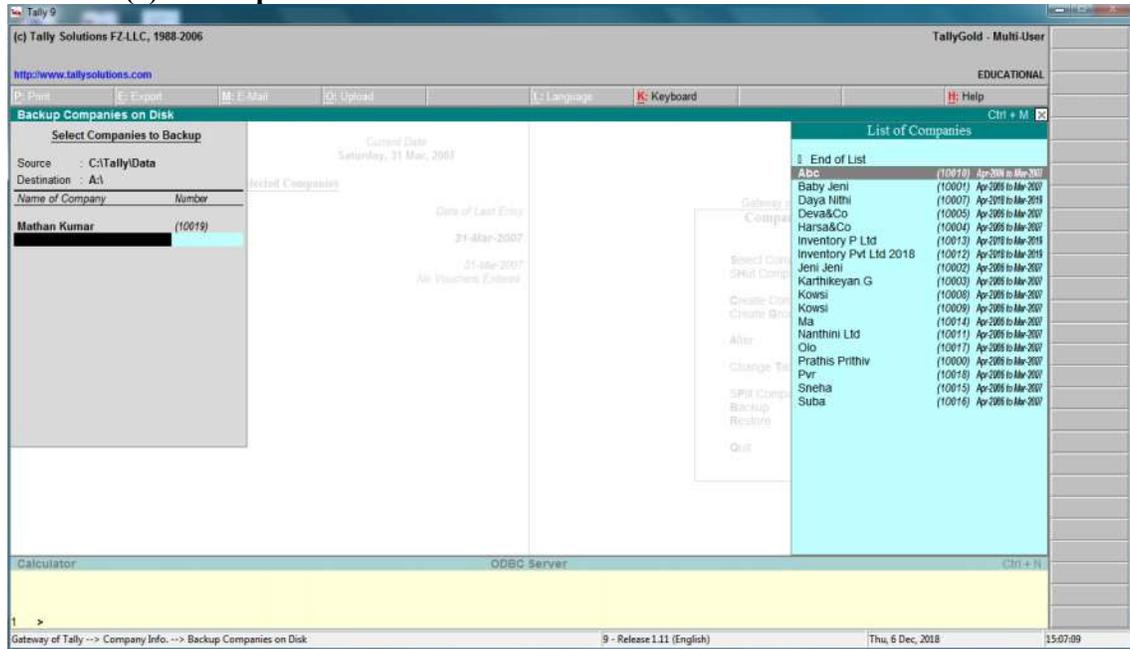
Step5: Pass the necessary vouchers like Payment, Receipt, Contra, Purchase, Sales related to the Ledgers and accept the vouchers.

Step 6: Go to gateway of Tally Press ALT+ F3 Backup option appears. Enter the backup option and select the company and select the source to save the company information. All information of the company is backed up and saved in the source of the computer.

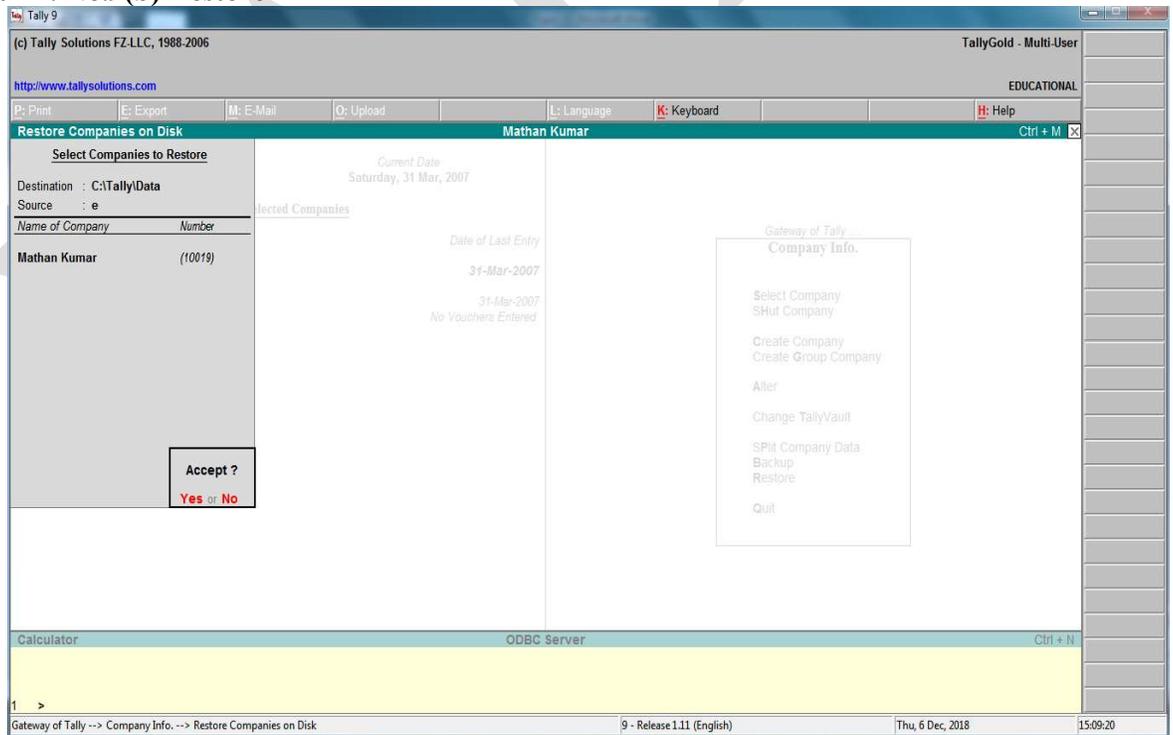
Step 7: Go to gateway of Tally Press ALT+ F3 Restore option appears. Enter the restore option and select the company and select the source to retrieve the company information. All information about the company is stored back to the tally server.

Step 8: End the Process

Output Ex. No.9(a) Back up



Output Ex. No.9(b) Restore



Result:

The above Program has been executed successfully.