Syllabus- Tally Practical 2018-2021 Batch

	KARPAGAM ACADEMY OF HIGHER EDUCATION (Deemed to be University)	
	(Established Under Sec 3 of UGC Act 1956)	
KARPAGAM	Pollachi Main Road, Eachanari Post,	
ACADEMY OF HIGHER EDUCATION (Deemed to be University) (Established Under Section 2 of USC Act. 1955.)	Coimbatore – 641 021	
(Established Under Section 3 of UGC Act, 1956)	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	➤Credit note
Receipt	Debit note

- > Purchase
- > Sales
- > Optional
- 5. Create stock, stock groups and enter the vouchers
- 6. Prepare inventory statements using (calculate inventory using all methods)
 - > FIFO > LIFO
 - Simple Average MethodWeighted 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) 4th revised and updated edition.BPB Publications. New Delhi.

DEPARTMENT OF MANAGEMENT, KARPAGAM ACADEMY OF HIGHER EDUCATION

- ➤ Journals
- ≻ Memo

KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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

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Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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

Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow Single \rightarrow 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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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 \rightarrow Accounts Info \rightarrow Ledger \rightarrow Single & Multiple Ledger \rightarrow Display All created ledgers will be displayed.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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 \rightarrow Accounts Info \rightarrow Ledger \rightarrow Single & Multiple Ledger \rightarrow Display All created ledgers will be displayed.

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

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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Output Ex. No.4 Receipt voucher

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Output Ex. No.4 Contra voucher

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COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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Output Ex. No.4 Sales voucher

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Output Ex. No.4 Debit Note

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COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Output Ex. No.4 Credit Note		
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Output Ex. No.4 Optional voucher

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Output Ex. No.4 Journal voucher

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								Fit: Features
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COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Output Ex. No.4 Memorandum voucher

🔄 Tally 9	110								
(c) Tally Solution	ons FZ-LLC, 1988-200	6					TallyGol	d - Multi-User	F1: Access State
http://www.tallyc	olutione com							EDUCATIONAL	F1: Inertory Button
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Accounting V	oucher Creation		P. operation	Mathan Kumar	Tr. Nejuodru		HE DE	P Ctrl + M X	F3: Company
Memorandu	m No. 1							31-Mar-2007	
								Saturday	F4: Contra
Particula	rs						Debit	Credit	F5: Payment
Dr Travelling	Fynenses						15 000 00		F6: Receipt
Cr Cash		N					10,000.00	15,000.00	F7: Journal
									F8: Sales
									E: Credit Note
									F9: Purchase
									P: Debit Note
									F10: Rev Jml
									F10: Memos
Narration:							15,000.00	15,000.00	
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Gateway of Tally -	Accounting Voucher	Creation			9 - Release 1.11 (English)		Wed, 26 Dec, 2018		11:30:43
	3								

Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Stock group's \rightarrow Multiple Stock group \rightarrow 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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Output Ex. No.5 Stock with Vouchers

🔄 Tally 9				Cal Red						
(c) Tally Soluti	ons FZ-LLC, 1988-20	06						TallyGold	1 - Multi-User	F1: Detailed
										F2: Period
http://www.tailys	colutions.com				[1	1		EDUCATIONAL	F3: Company
P: Print	E Export	K: E-Mail	0: Upload	Language	K Keyboard			H: Hel	0 (HH + M 🔽	F4: Group
SLUCK SUMIN				Maunan Numar			l N	lathan Kuma	GUI † M	F5: Item-wise
Particu	ars						1-Apr-2	2006 to 31-Ma	r-2007	F6: Monithly
							Quantity	osing Balani Rate	ce Value	F7: Show Profit
										F7: Orders
Hard Disks		_	_	_	_	_	12 Nos	12,500.00	1,50,000.00	<u>1</u>
Keyboards Matoriale							10 Nos 75 Unit	1,200.00	12,000.00	
Monitors							12 Nos	8,000.00	96,000.00	
Printers Processor							12 Nos	8,900.00	1,06,800.00	
FIDCESSUIS							12 1105	0,000.00	01,200.00	
										
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Gateway of Tally -	-> Stock Summary) - Release 1.11 (English)		Thu, 6 Dec	2018		14:40:20

Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Stock Groups \rightarrow 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 \rightarrow 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

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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(c) Tally Solu	itions FZ-LLC, 1988-20	06												Ta	llyGold - Multi-User	F1: Detailed
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http://www.tall	lysolutions.com	in en a					line		hear	1	-		1		EDUCATIONAL	F3: Company
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	iner j			_		Materials	andri reani	A1	Materials			Materials	_		Materials	F5: Item-wise
Denting	200	Ma	than Kum	ar 2007	Ma	than Kum	ar 2007	Ma 1 Are 20	than Kum	ar 2007	Ma	than Kuma	ar 2007	Mat 4 Ann 200	han Kumar	F6: Monthly
FIFO LIFO Annual Avg. Cost Std. Price											F7: Show Profit					
	Closing Balance Closing Balanc									ing Balance Rate Value	F7: Orders					
			Tuto	(dialo	Quantity	100	- Citro	quantity	- Idio		addinity	THE	Value	duantity	Talo Talao	
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		
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Calculator						OD	BC Serve	r							Ctrl + N	F12: Configure
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1 >																F12: Value
Gateway of Tally	y> Stock Summary							9 - 1	Release 1.11	(English)			Thu	, 6 Dec, 2018		14:21:59

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

Result:

KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

📜 Tally,ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	§: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F2: Period
Ratio Analysis				Matha	n Kumar				Ctrl + M 🛛	F3: Company
Detected	C			Mathan Kumar	Detectory	Dester			Mathan Kumar	
Ratio Analysis Principal Working Capita (Current Asset Cash-in-hand Bank Accounts Bank OD A/c Sundry Debtors (due till today) Sundry Creditor (due till today) Sales Accounts Purchase Accou Stock-in-hand Nett Profit Wkg. Capital Tu (Sales Accour Inventory Turno (Sales Accour)	Groups Is-Current Liabilities) Is Ints Intover Its / Working Capital) wer Its / Closing Stock)			Matha Mathan Kumar For 1.Apr-2016 29,86,000,00 D 34,61,000,00 C 4,75,000,00 C 10,00,000,00 C 4,75,000,00 C 4,75,000,00 C 4,75,000,00 C 0,33 0,01	Nomar Principal Current Ratio (Current Assets (Quick Ratio (Current Assets Debt/Equity Ratio (Corrent Assets Debt/Equity Ratio (Loans (Liabilit) Gross Profit % Operating Cost % (as percentage Return on Invest (Nett Profit / Ca Return on Wkg.) (Nett Profit / W	Ratios Ratios Current Liabilities) Stock-in-hand : Current Capital Account + Capital Accounts) ment % pital Account + Nett / pital Y Capital Y	ent Liabilities) Nett Profit)		Ct++ M E Mathan Kumar For 1-Apr:2016 1.99 1 1.99 1 0.00 1 52.50 % 48.80 % 51.40 % 0.00 days 16.28 % 16.28 %	F3: Company F3: Company
										F12: Configure
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Output Ex. No.7 Financial ratio, Operating Ratio, Investment Ratio

Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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 \rightarrow Cash/ Fund Flow option \rightarrow Net cash flow and net fund flow will be displayed.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Output Ex. No.8	Cash Flo	w Statem	lent			
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(c) Tally Solutions FZ-LLC, 1988-200	16				TallyGold - Multi-User	F1: Detailed
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Cash Flow Summary	W. C-Wall	Q. Opload	Mathar	n Kumar	Ctrl + M ×	F4: Daily Flow
			Mathan Kumar		Mathan Kumar	
Inflow			1-Mar-2007 to 31-Mar -2007	Outflow	1-Mar-2007 to 31-Mar -2007	
			2007		2001	
Capital Account			1 00 00 000 00	Direct Expenses	20.000.00	
Indirect Incomes			1,40,000.00	Indirect Expenses	2,80,000.00	
						-
						C: New Column
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						D: Del Column
						N: Auto Colum
						F8: Other Rep
						F9: Inv Ren
Traci			1 more ↓	Teast	1 more ↓	F10: Acc Ren
Total			Nett Inflow	v: 98,40,000.00	5,00,000.00	F11: Features
Calculator			ODBC	Server	Ctri + N	F12: Configure
						F12: Range
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1 > Gateway of Tally> Display Menu> Cas	sh/Funds Flow> Cash	Flow> Cash Flow Sun	nmary	9 - Release 1.11 (English)	Thu 6 Dec. 2018	14:31:54
Outerut Ex No 9	Eurod Ele	Ctatan				
Output Ex. No.8	Fund Fic	ow Staten	ient			
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(c) Tally Solutions FZ-LLC, 1988-200	16				TallyGold - Multi-User	F1: Detailed
(c) Tally Solutions FZ-LLC, 1988-200	16				TallyGold - Multi-User	F1: Detailed
(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com	16				TallyGold - Multi-User EDUCATIONAL	F1: Detailed F2: Period
(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export	6 M: E-Mail	O: Upload		L: Language K: Keyboard	TallyGold - Multi-User EDUCATIONAL H: Help	F1: Detailed F2: Period F3: Company
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(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export Funds Flow Summary S o u r c e s Capital Account Total Particulars Current Assets Current Assets Current Assets	6	O: Upload	Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1.00.00.000 00 1.00.00.000 00 1.00.00.000 00	Language K: Kayboard Kumar Applications	TallyGold - Multi-User EDUCATIONAL If: Help Ctrl + M Ctrl + M Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1,65,060.00 1,65,060.00 Opening Balance Closing Balance 6,000.00 Dr 98,34,940.00 Dr 98,34,940.00 Dr	E1: Detailed F2: Period F3: Company F3: Company C: New Column A: Alter Column D: Del Column N: Auto Column F8: Other Rep F9: Inv Rep F10: Acc Rep
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(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export Funds Flow Summary S o u r c e s Capital Account T o t a l Particulars Current Liabilities Working Capital Calculator	6	O: Upload	Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1.08.08.090.00 1.08.08.090.00 1.08.08.090.00 1.08.08.090.00	Language K: Kayboard Kumar Applications Nett Loss Image: Server	TallyGold - Multi-User EDUCATIONAL It: Help Ctrl + M Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1,65,060.00 1,65,060.00 0 0 1,65,060.00 1,65,060.00 0 <td>E1: Detailed F2: Period F3: Company F3: Company F3: Company F3: Company F3: Company F3: Company F3: Company F4: Column F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Confourt</td>	E1: Detailed F2: Period F3: Company F3: Company F3: Company F3: Company F3: Company F3: Company F3: Company F4: Column F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Confourt
(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export Funds Flow Summary S o u r c e s Capital Account Capital Account Total Particulars Current Labilities Working Capital Calculator	6	O: Upload	Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1.06.06.000.00 1.06.06.000.00 1.06.06.000.00	Language K: Kayboard Kumar Applications Nett Loss Image: Server	Immer Immer 0	E1: Detailed F2: Period F3: Company 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 F40: Configure F40: Configure
(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export Funds Flow Summary S o u r c e s Capital Account Capital Account Total Particulars Current Labilities Working Capital Calculator	6	O: Upload	Mathan Kumar 1-Mar-2007 to 31-Mar -2007 1.06.06.000.00 1.06.06.000.00 1.00.06.000.00 0.000.00 0.000.00 0.000.00	Language K: Kayboard Kumar Applications Nett Loss Total	Immore	E1: Detailed F2: Period F3: Company F3: Company C: New Column A: Alter Column D: Del Column D: Del Column N: Auto Column F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F12: Range
(c) Tally Solutions FZ-LLC, 1988-200 http://www.tallysolutions.com P: Print E: Export Funds Flow Summary Sources Capital Account Capital Account Total Particulars Current Labilities Working Capital Calculator	6	O: Upload	Маthan Kumar 1-Mar-2007 to 31-Mar -2007 1.Ле.Ле.000.00 1.Ле.Ле.000.00 1.Ле.0.00.000.00 1.Ле.0.00.000.00	Language K: Kayboard Kumar Applications Nett Loss Total	TallyGold - Multi-User EDUCATIONAL If: Help Chtl + M Adathan Kumar 1-Mar: 2007 to 31-Mar -2007 1-Mar: 2007 to 31-Mar -2007 1-Mar: 2007 to 31-Mar -2007 1,65,060.00 0 Opening Balance Closing Balance 0	F1: Detailed F2: Period F3: Company F3: Company F3: Company F3: Company F3: Company F3: Company F3: Column F4: Atter Column F4: Atter Column F5: Column F5

Result:

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Ex. No:	9(a) T	rail Bala	nce					
Tally 9				Inter Property li	and and the local division of the local divi			C X
(c) Tally Solution	ns FZ-LLC, 1988-20	006				TallyG	iold - Multi-User	F1: Detailed
								F2: Period
http://www.tailysol	lutions.com	10					EDUCATIONAL	F3: Company
P: Print	E: Export	M: E-Mail	0: Upload	L: Langua	ge K: Keyboard	E	Help	F4: Group
Inal Balance				Mathan Kumar		Matha	n Kumar	F5: Led-wise
Particula	rs					1-Apr-2006 t	o 31-Mar-2007	F6: Monthly
						Closing Debit	Balance Credit	F7: Vouchers
								14
Capital Account							1,00,00,000.00	
Current Assets Direct Expenses						1,09,58,000.0) 6,80,000.00	
Indirect Incomes	1						1,40,000.00	
Diff. in Opening B	alances					2,80,000.0	4,38,000.00	
								1
								d.
								C: New Column
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								D: Del Column
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								F8: Other Rep
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Grand Tot	al			ODRC Server		1,12,58,000.00	1,12,58,000.00	F11: Features
sabuardoor				ODDO JOLVEL			NULL IN	F12: Configure
								F12: Range
1 >								E12: Value
Gateway of Tally>	Display Menu> Tr	rial Balance			9 - Release 1.11 (English)	Wed, 26 Dec, 2018		11:34:11

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

🚺 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Detailed
Profit & Loss A	V/c			Matha	n Kumar				Ctrl + N 🗙	F2: Period
Particul	ars		1.Acc	Aathan Kumar 2016 to 1. Jun.2016	Particular			Mat 1.4rc-20	han Kumar 16 to 1- lun-2016	F3: Company
			1.4.94	2010 10 100012010		-		110120	10 10 100112010	F7: Valuation
0				4 54 517 51	Color Accorde				50 40 000 00	Schedule VI
Purchase Acc	ounts			12 90 000 00	Closing Stock				2 41 267 50	
Direct Expens	es			12,50,000.00	crosing stock				2,41,201.30	
Gross Profit c	6			46,47,730.00	P					
				60,89,267.50					60,89,267.50	
Indirect Exner	nepe			1.44.000.00	Gross Profit h/f				A6 A7 730 00	
Nett Profit	1909			45,39,730.00	Indirect Incomes				36.000.00	
all de la construction										
										C: New Column
										A: Alter Column
										D: Del Column
										N: Auto Column
										F9: Inv Rep
										F10: Acc Rep
										F11: Features
Total				46.83.730.00	Total				46.83.730.00	F12: Configure
Q: Quit	11				1	t: Remove Line U:	Restore Line U: Resto	re All Space: Sele	ct	F12: Range
		di la constante			^				Ctrl + N	E12: Value
Tally MAIN> G	iateway of Tally> Prof	it & Loss A/c					(c) Tally Solutions Pv	. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:52:59
										10-52
1) 🗐 🧿								EN 🔺 🌔 🎙	09-03-2017

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Ex. No: 9(a) Balance Sheet

Tally.ERP 9										0 0 8
P: Print	E: Export	M: E-Mail	O: Upload	Si Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	E1: Detailed
Balance Sheet				Mathan	Kumar				Ctrl + M 😠	F2 Period
Linbillian				Mathan Kumar	A			Mat	han Kumar	Fill Company
Lidbillies				as at 1-401-2010	ASSELS				t 1-Mpi-2010	T Valuation
										Si Schedule VI
Capital Account				25,00,000.00	Current Liabilities				2,50,000.00	Contraction of the second s
Loans (Liability)					Current Assets				19,86,000.00	
					Opening Balance				2,64,000.00	
					Current Period			2,64,000	00	
										C New Column
										Alter Column
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										Ne Auto Column
										F9: Inv Rep
										F10: Acc Rep
										F11 Features
Total				25.00.000.00	Total				25 00 000 00	F12: Configure
0.0va				23,00,000.00	IVIAI	Descent line 11	Ballion Internet	an All Constant Pate	25,00,000.00	F12: Range
A con					H.	Nemove Line	Teamle rue 1. Kento	abace See	Civil + II	E12: Value
Tally MAIN> Gatew	ay of Tally> Bala	ince Sheet					(c) Tally Solutions Pv	t. Ltd., 1988-2015	Thu, 9 Mar, 2017	19:05:31
- (A)	160									19:05
										09-03-2017

Ex. No: 9(a) Bank Reconciliation Statement

Telly Colutions F711C 400	9 2006					Tallac	dd Male there	P. 04
Tally Solutions FZ-LLC, 196	8-2006					TallyG	old - Multi-User	Set all L
:@www.tallysolutions.com							EDUCATIONAL	
Print E: Export		L: Language	K: Keyboard			H:H	lelp	
nk Reconciliation		Mathan Kumar					Ctrl + M 🗙	1
lger. Hdfc Bank		(Reconciliation)				1-Mar-2007 to	o 31-Mar-2007	
Date Particulars				Vch Type B	ank Date	Debit	Credit	<u>8</u>
3-2007 Cash 3-2007 Cash 3-2007 Cash 3-2007 Cash				Contra 3 Contra 3 Contra 3 Contra 3	1-3-2007 1-3-2007 1-3-2007 1-3-2007	5,00,000.00	1,00,000.00	
			Balance a	s per Company	Books :		4,00,000.00	
			Amount	s not reflected in Balance as per	Bank :		4.00.000.00	
lculator		ODBC Server					Ctrl + N	-
								-
								F11: Featu
>								F12: Config

Result:

KARPAGAM ACADEMY OF HIGHER EDUCATION

CLASS: I BBA COURSE CODE: 18BAU211

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

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 \rightarrow Ledger \rightarrow multiple ledger \rightarrow 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.

COURSE NAME: TALLY PRACTICAL BATCH-2018-2021

Output Ex. No.9(a) Back up

) Tally Solutions FZ-LLC, 1988-2006							TallyGold - Multi-Use	r
••••••								
p://www.tallysolutions.com							EDUCATIONA	L
Print Export				K: Keyboard			H: Help	-
ackup Companies on Disk							Ctrl + M	3
Select Companies to Backup	General Date					List of Co	mpanies	
ource : C:\Tally\Data	Saturday, 31 Mat.				0	End of List		-
stination : A:\	decired Companies				E	lbc Baby Jeni	(10001) Apr 2005 to Mar 200	-
me of Company Numbe	·				Gaterray a	Daya Nithi	(10007) Apr-2018 to Mar-201	
athan Kumar (10019)				Compar	Harsa&Co	(10004) Apr-206 to Mar-20 (10004) Apr-206 to Mar-20	
					1	nventory P Ltd	(10013) Apr-2018 to Mar-201 (10012) Apr-2018 to Mar-201	
					Scied Com	leni Jeni	(10002) Apr-2006 to Mar-200	
						Karthikeyan G Kowsi	(10003) Apr 2005 to Mar 200 (10008) Apr 2005 to Mar 200	
					Creamine Garon	Kowsi	(10009) Apr-2005 to Mar-200	
					1	va Vanthini Ltd	(10014) Apr-2006 to Mar-200 (10011) Apr-2006 to Mar-200	
					9	Dio Crathic Drithiu	(10017) Apr2005 to Mar-200 (100000) Apr2005 to Mar-200	
					Charge Tail	PVF	(10018) Apr2005 to Abr200	
					SPIK Compa	Sneha Suba	(10015) Apr-206 to Mar-20 (10015) Apr-206 to Mar-20	
					Restore	1000	(10010) spreasons as	
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					GUIL			-
								1
								-
liculator		ODBC Se	rver				Ctri+)	
								-
>								
away of Taily> Company Info> Bac	kup Companies on Disk		9 - Rel	ease 1.11 (English)		Thu, 6 Dec, 2	018	15:07:09

Output Ex. No.9(b) Restore

c) Tally Solutions	FZ-LLC, 1988-2006							TallyGold - Multi-User		
http://www.tallysolutions.com EDUCATIONAL										
Print	E: Export	M: E-Mail	O: Upload		L: Language	K: Keyboard		H: Help		
Restore Compan	ies on Disk	- 66- 		Matha	n Kumar		in the second	Ctrl + M 🗙		
Select Com	panies to Restore									
Destination : C:\Te	ally\Data									
Source : e		lected Co								
Name of Company	Number									
Mathan Kumar	(10019)									
	Acce	pt ?					Restore			
	Yes	No								
Calculator				ODBC	Server			Ctrl + N		

Result: