Arniko multiple college

A Lab report for

Financial Accounting

BCA second semester

Batch 2077

Submitted by:

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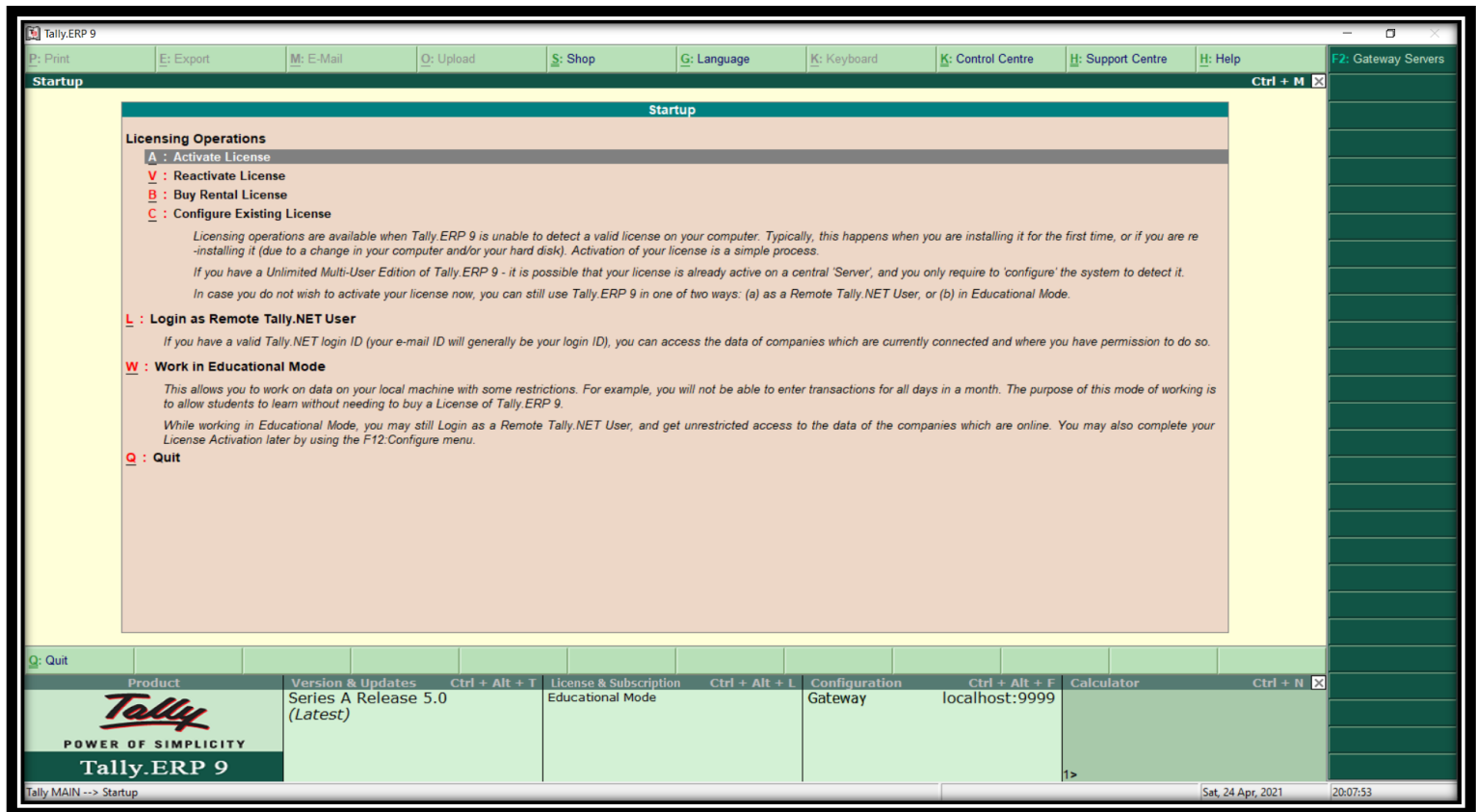
Level: Second Semester

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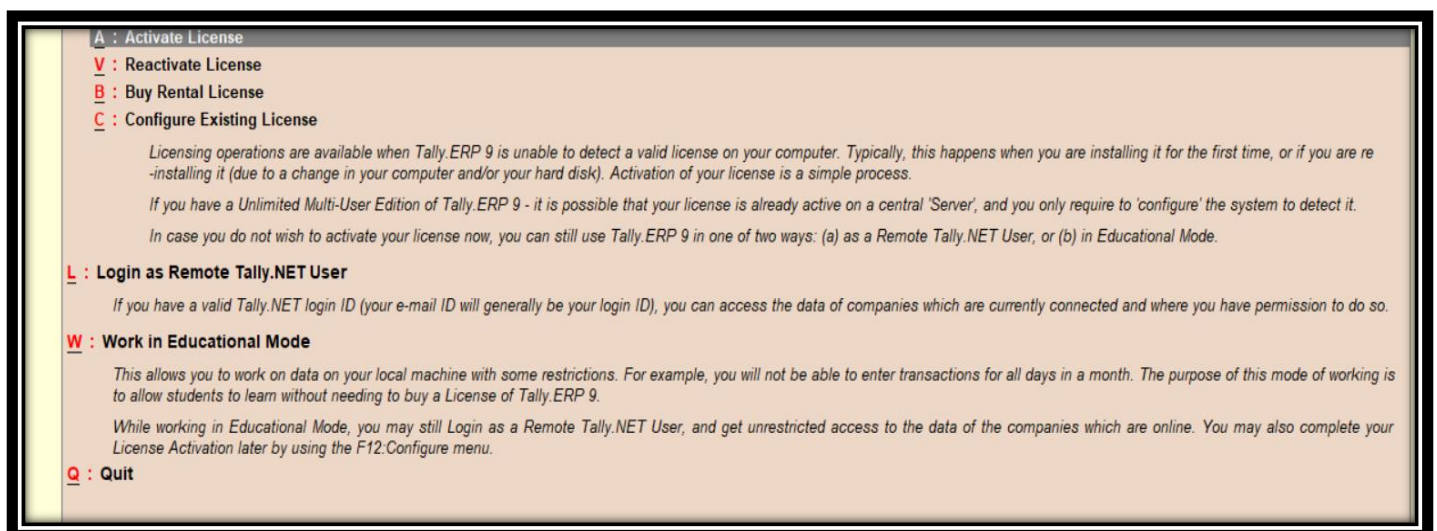
Submitted to:

Vishwonath lal Karna

(Financial Accounting lecturer)

First Window of Tally ERP 9.0

Opening the Tally in Educational Mode.

To open the tally in educational mode, you have to double click in educational mode or you have to simply click 'W' and select single user mode.

How to Create a Company in Tally?

To do this Select Create company from the Company Info. Menu using up and down arrow key and press Enter Key in 'create company'. After then enter the necessary information about company and passwords if required.

For Example We created Gobinda pvt. Ltd. As below:

Supplier's ledger in tally

- To create the suppliers ledger in tally firstly type the supplier's name and select the group as creditors and type all the required data and amount and accept.

Customer's ledger in tally.

- To create the customer's ledger in tally firstly type the customer's name and select the group as debtors and type all the required data and amount and accept.

Purchase ledger in Tally

- To create the Purchase ledger in tally firstly type purchase as topic and select the group as purchase and type all the required data and amount and accept.
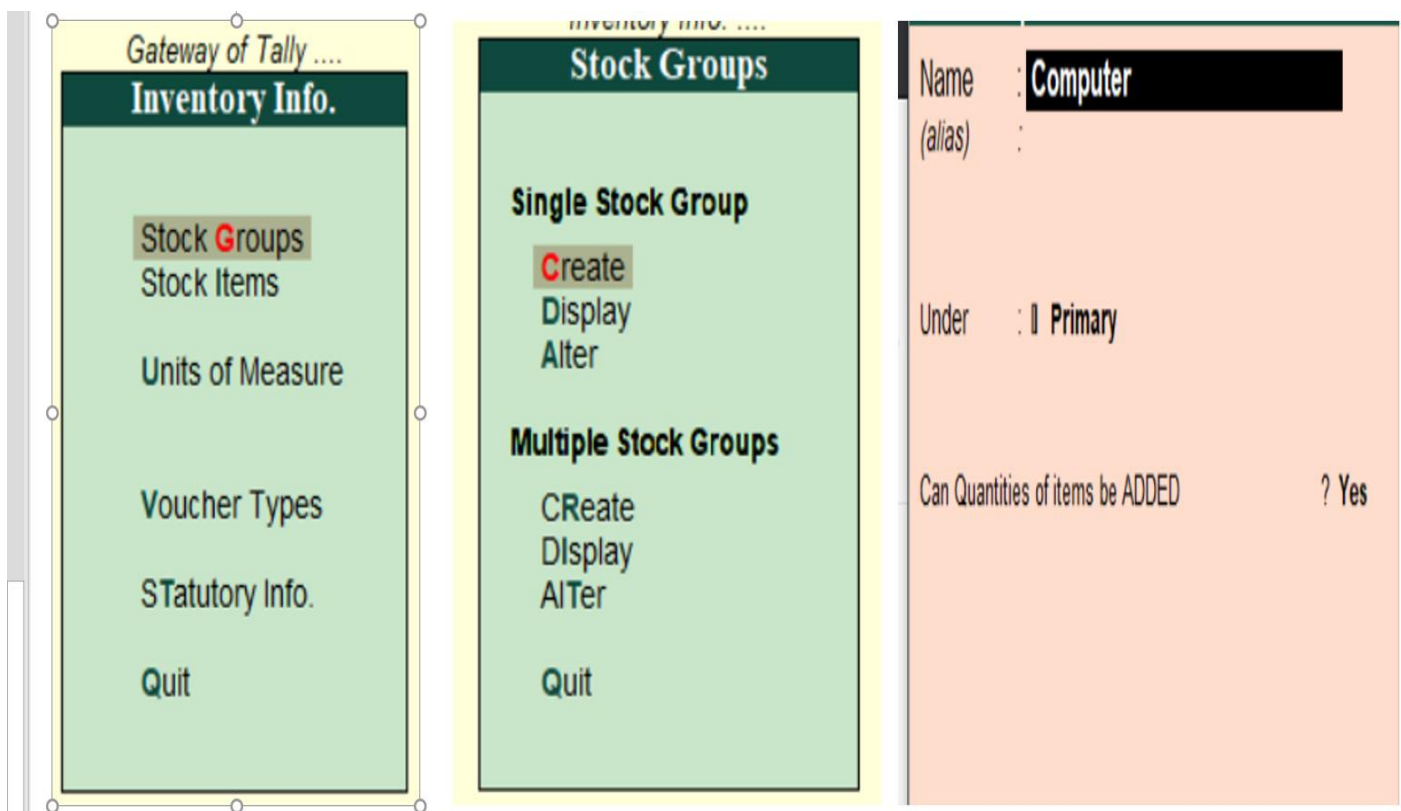

Bank Ledger in Tally.

- To create the Bank ledger in tally firstly type purchase as topic and select the group as Bank A/c and type all the required data and amount and accept.

Creating the stock group Tally!

1.Go to **Gateway of Tally** > **Inventory Info.** > **Stock Group**> **Create** (under **Single Stock Item)**.

2. Enter the **Name** of the Stock Group.

3. Enter the **Alias** name of Stock Group (if required).

4. You can choose the group as primary.

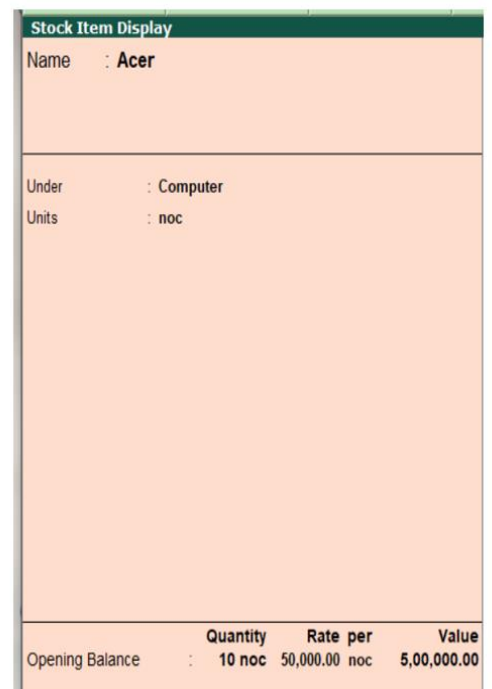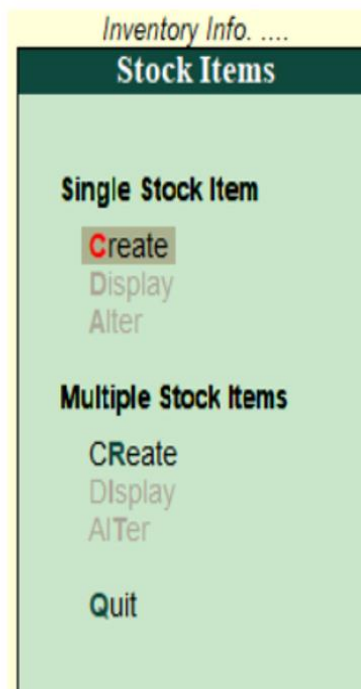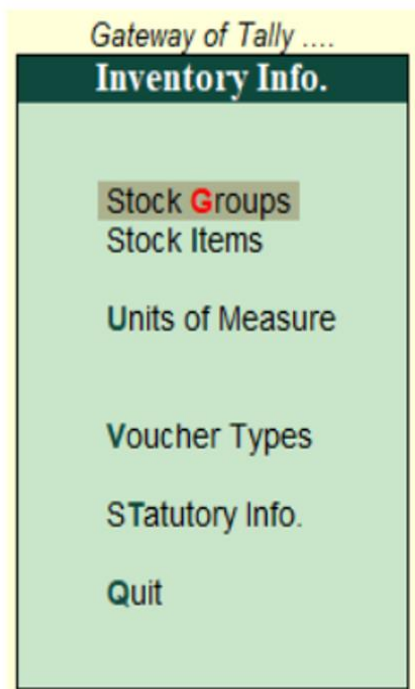| Gateway of Tally .... **Inventory Info.**	Inventory Info. .... **Stock Groups**	Name : Computer
Stock Groups Stock Items Units of Measure Voucher Types STatutory Info. Quit	**Single Stock Group** Create Display Alter **Multiple Stock Groups** CReate DIsplay AlTer Quit	(alias) : Under : ⅼ Primary Can Quantities of items be ADDED ? Yes

Creating the stock items in tally!

1. Go to **Gateway of Tally** > **Inventory Info.** > **Stock Item** > **Create** (under **Single Stock Item**).

2. Enter the **Name** of the Stock Item.

3. Enter the **Alias** name of Stock Item (if required).

4. The field **Under** will show the List of Groups . Here you can select the Stock Group to which the Stock Item belongs. By default, Primary Stock Group appears in this field.

Note: You can create a new stock Group by pressing **Alt+C** at this field.

Gateway of Tally .... **Inventory Info.**	*Inventory Info. ....* **Stock Items**

Gateway of Tally ....
Inventory Info.

Stock Groups
Stock Items

Units of Measure

Voucher Types

STatutory Info.

Quit

Inventory Info. ....
Stock Items

Single Stock Item

Create
Display
Alter

Multiple Stock Items

CReate
DIsplay
AlTer

Quit

Stock Item Display

Name	: **Acer**

Under	: Computer
Units	: noc

		Quantity	Rate per	Value
Opening Balance	:	10 noc	50,000.00 noc	5,00,000.00

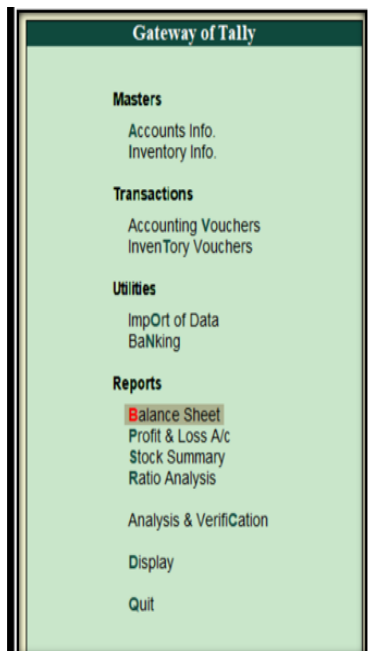# Vouchers in Tally (purchase voucher)

- Firstly press 'v' in the gateway of tally to enter to the voucher window.

- There you can choose different voucher types listed in the side menu bar.

- F10 is for other voucher that are not listed in the side menu bar.

- Press F9 for purchase voucher.

- Choose the appropriate invoice format by pressing ctrl+H for change mode.

- Enter other required data you want.

Balance Sheet in Tally!

- To see the Balance sheet of a particular company just press the 'B' in the gateway of tally.

- You can press Alt+f1 for detailed view.