



Arniko multiple college

A Lab report for
Financial Accounting
BCA second semester
Batch 2077



Submitted by:

Gobinda prasad jamakatel

Level: Second Semester

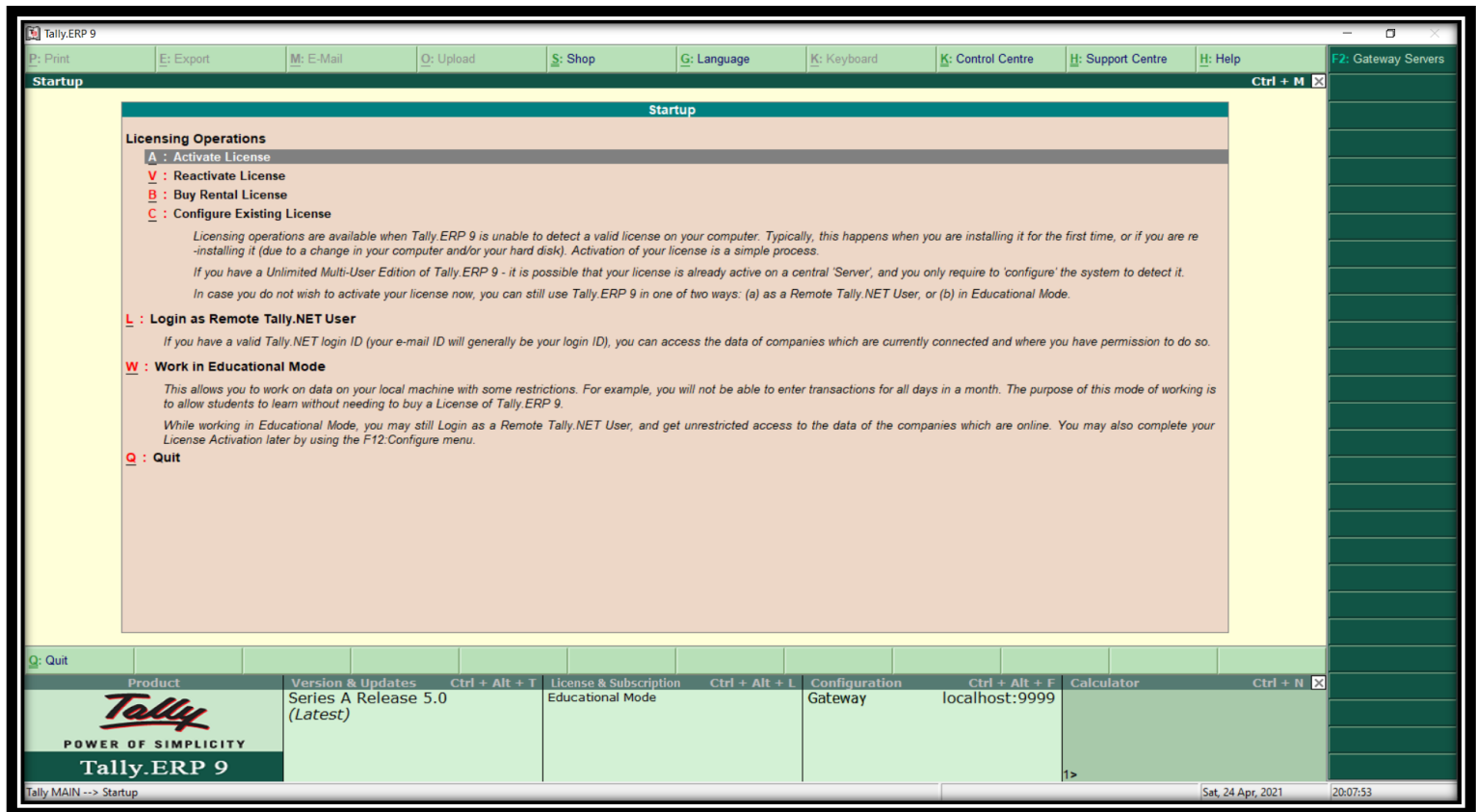
Registration no.:237372764

Submitted to:

Vishwonath lal Karna

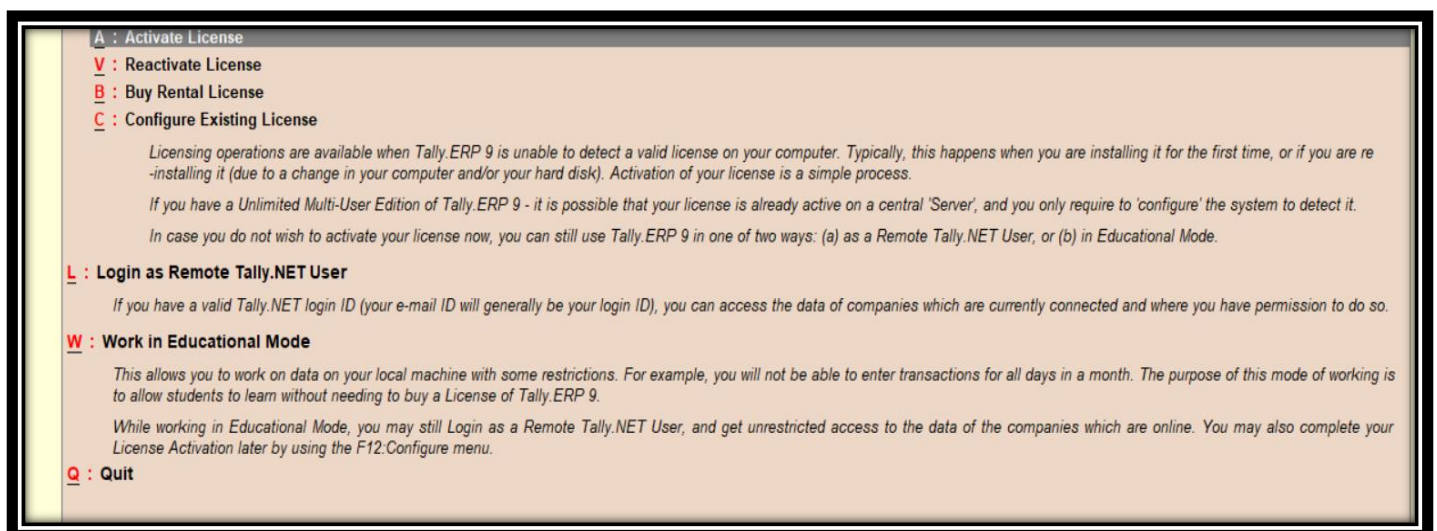
(Financial Accounting lecturer)

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:

Company Alteration	
Primary Mailing Details	
Name	Gobinda Pvt. Ltd.
Mailing Name	Gobinda Pvt. Ltd.
Address	Kathmandu, Nepal
Country	Nepal
Books and Financial Year Details	
Financial Year from	1-4-2021
Books beginning from	1-4-2021
Security Control	
Use security control	<input checked="" type="checkbox"/> Yes
(Enable security to avail Tally.NET features)	
Name of Administrator	Gobinda
Password	*****
Repeat Password	*****
(Password Strength is Weak)	
Use Tally Audit Features	<input type="checkbox"/> No
Disallow opening in Educational mode	<input type="checkbox"/> No
Contact Details	
Telephone No.	01216732
Mobile No.	9813293256
Fax No.	36748
E-Mail	iamgpjk@gmail.com
Website	Govinda.com
Base Currency Information	
Base Currency Symbol	NRs
Formal name	Nepalese Rupee
Is symbol suffixed to amounts	<input type="checkbox"/> No
Add space between amount and symbol	<input type="checkbox"/> Yes
Show amount in millions	<input type="checkbox"/> No
Product	
Product	Tally
Version & Updates	Series A Release 5.0 (Latest)
License & Subscription	Educational Mode
Configuration	Gateway ODBC Server
Calculator	localhost:9999 9000

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.

Tally.ERP 9

P: Print		E: Export		M: E-Mail		O: Upload		S: Shop		G: Language		K: Keyboard		K: C	
Ledger Creation															
Name : Raj Electronics														Total Op. Bal.	
(alias) :														27,000.00 Dr	
														74,000.00 Cr	
														Difference	
														47,000.00 Cr	
Gobinda Pvt. Ltd.															
<u>Mailing Details</u>															
Under : Sundry Creditors (Current Liabilities)								Name : Raj Electronics							
Maintain balances bill-by-bill ? Yes								Address :							
Default credit period :								Country : Nepal							
Check for credit days during voucher entry ? No								Provide bank details : No							
Inventory values are affected ? No								<u>Tax Registration Details</u>							

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.

Tally.ERP 9

P: Print		E: Export		M: E-Mail		O: Upload		S: Shop		G: Language		K: Keyboard		K: C	
Ledger Creation															
Name : Ram Electronics														Total Op. Bal.	
(alias) :														52,000.00 Dr	
														74,000.00 Cr	
														Difference	
														22,000.00 Cr	
Gobinda Pvt. Ltd.															
<u>Mailing Details</u>															
Under : Sundry Debtors (Current Assets)								Name : Ram Electronics							
Maintain balances bill-by-bill ? Yes								Address :							
Default credit period :								Country : Nepal							
Check for credit days during voucher entry ? No								Provide bank details : No							
Inventory values are affected ? No								<u>Tax Registration Details</u>							

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.

The screenshot shows the 'Ledger Alteration' screen in Tally ERP 9. The title bar includes 'Tally.ERP 9' and various menu options like 'Print', 'Export', 'E-Mail', 'Upload', 'Shop', 'Language', and 'Keyboard'. The main window is titled 'Gobinda Pvt. Ltd.'. The 'Name (alias)' field is set to 'Purchase'. On the right, a summary box shows 'Total Op. Bal.' with '75,000.00 Dr', '74,000.00 Cr', and a 'Difference' of '1,000.00 Dr'. The 'Under' field is set to 'Purchase Accounts'. 'Inventory values are affected' is set to 'Yes'. 'Rounding method' is 'Not Applicable' and 'Rounding limit' is '0'. The 'Mailing Details' section is empty. 'Provide bank details' is set to 'No'. The 'Tax Registration Details' section is also empty.

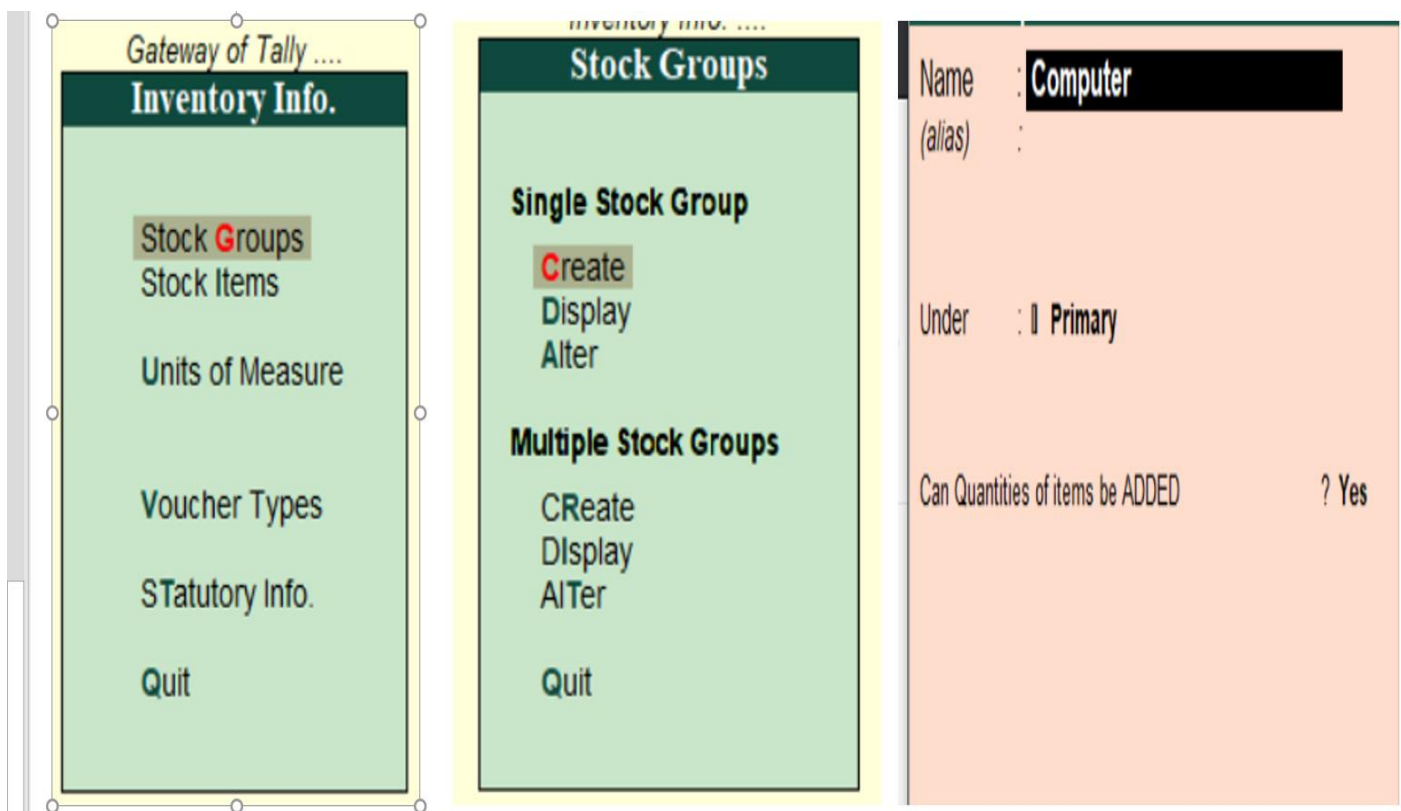
Bank Ledger in Tally.

- 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.

The screenshot shows the 'Ledger Display' screen in Tally ERP 9. The title bar is the same as the previous screen. The main window is titled 'Gobinda Pvt. Ltd.'. The 'Name' field is set to 'SBI'. On the right, a summary box shows 'Total Op. Bal.' with '1,75,000.00 Dr', '1,34,000.00 Cr', and a 'Difference' of '41,000.00 Dr'. The 'Under' field is set to 'Bank Accounts (Current Assets)'. 'Effective Date for Reconciliation Set/Alter Bank Details' is set to 'No'. The 'Mailing Details' section shows 'Name' as 'SBI' and 'Address' as blank. 'Country' is set to 'Nepal' and 'State' is blank. 'PIN Code' is also blank.

Creating the stock group Tally!

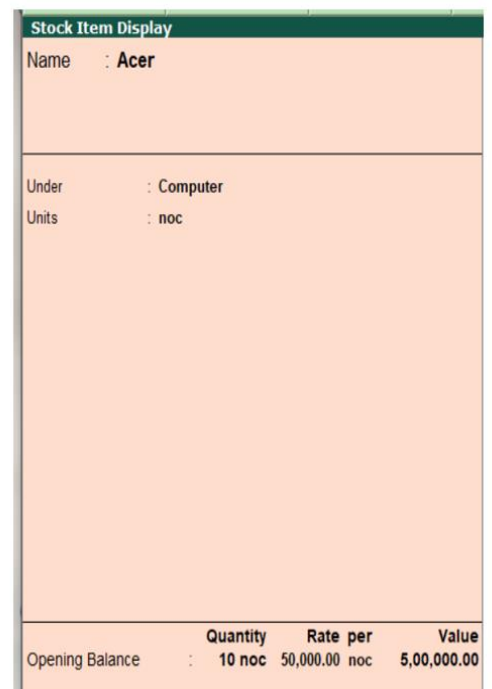
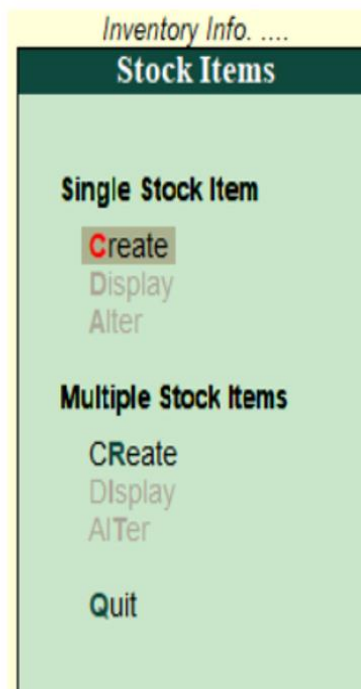
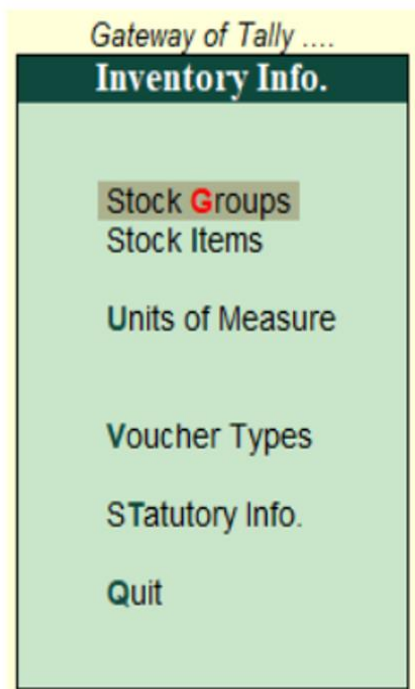
1. Go to **Gateway of Tally > Inventory Info. > Stock Group > Create** (under **Single Stock Item**).
2. Enter the **Name** of the Stock Group.
3. Enter the **Alias** name of Stock Group (if required).
4. You can choose the group as primary.



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.



Vouchers in Tally (purchase voucher)

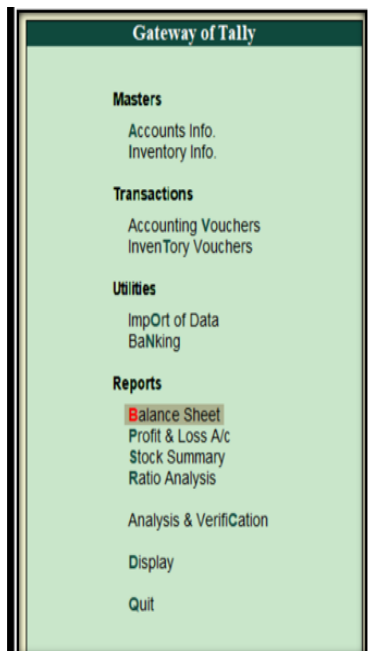
- Firstly press 'v' in the gateway of tally to enter to the voucher window.
- There you can choose different voucher types listed in the side menu bar.
- F10 is for other voucher that are not listed in the side menu bar.
- Press F9 for purchase voucher.
- Choose the appropriate invoice format by pressing ctrl+H for change mode.
- Enter other required data you want.

The screenshot displays the Tally Accounting Voucher Creation window for Gobinda Pvt. Ltd. The left sidebar shows the 'Gateway of Tally' menu with categories: Masters, Transactions, Utilities, and Reports. The 'Accounting Vouchers' option is highlighted under Transactions. The main window shows a 'Payment' voucher (No. 2) dated 1-Apr-2021. The account is 'Cash' with a current balance of 12,90,000.00 Cr. The voucher details include a 'Purchase' entry with a current balance of 6,12,000.00 Dr. and two items: 'Acer' (10 nos. @ 50,000.00) and 'Samsung' (3 nos. @ 30,000.00). The total amount is 5,90,000.00. The narration is 'okay done!'.

Particulars		Amount
Purchase		5,90,000.00
Cur Bal: 6,12,000.00 Dr		
Acer	10 nos. @ 50,000.00	
Samsung	3 nos. @ 30,000.00	
Total		5,90,000.00

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.



The screenshot displays the Balance Sheet for Gobinda Pvt. Ltd. as at 1-Apr-2021. The table is divided into Liabilities and Assets sections. The total for both sections is 19,50,000.00.

Gobinda Pvt. Ltd. as at 1-Apr-2021		Gobinda Pvt. Ltd. as at 1-Apr-2021	
Liabilities		Assets	
Capital Account	10,000.00	Fixed Assets	10,00,000.00
Loans (Liability)	10,000.00	Current Assets	9,50,000.00
Current Liabilities	54,000.00		
Profit & Loss A/c	35,000.00		
Opening Balance			
Current Period	35,000.00		
Diff. in Opening Balances	18,41,000.00		
Total	19,50,000.00	Total	19,50,000.00