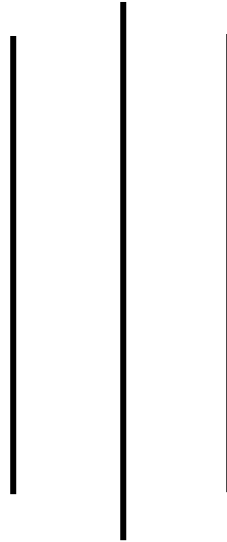


Tribhuvan University

Faculty of Humanities and Social Science

Bhaktapur Multiple Campus

Dudhpati-1, Bhaktapur



Lab Report on Tally.EPR 9

Submitted By:

“Kusum Darlami”

"23" "A"

BCA 2nd Semester

Submitted To:

“Dil Krishna Sahu”

“Faculty of Humanities
and Social Science”

ACKNOWLEDGEMENT

This lab report is assigned by the academic institution to the students of BCA 2nd semester as part of the partial fulfillment of the course and is designed for the systematic and accurate use of accounting software, 'TALLY.' Its successful completion would not have been possible without the support and guidance of many individuals, to whom I am deeply grateful.

Firstly, I would like to extend my heartfelt gratitude to our BCA Coordinator, **Mr. Madan Nath**, for granting this project and recognizing the academic needs of students. I am especially indebted to my subject teacher, **Mr. Dil Krishna Sahu**, for his invaluable guidance, constant supervision, and for providing the necessary information and support throughout the completion of this lab report.

I am also thankful to the institution and faculty management for providing essential resources and unwavering support for this endeavor. Finally, I wish to express my sincere gratitude to the TU board for designing such an innovative course structure, which undoubtedly plays a vital role in enhancing the skills and career prospects of students in the future.

Kusum Darlami

BCA Second Semester

Roll no: 23

Table of Contents

Introduction to Tally	1
Tally Interface	1
Tally Home Screen.....	2
Accounts info	2
Inventory info	3
Creating a Company.....	3
Ledgers	4
Voucher Entry	5
Receipts.....	5
Payments.....	6
Contra	6
Purchase.....	7
Sales.....	7
Trial Balance	8
Profit and loss account.....	8
Balance sheet.....	9

Introduction to Tally

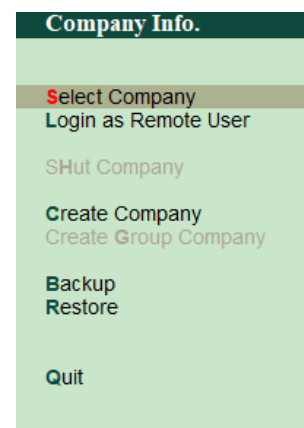
Tally ERP is one of the most used financial software. It can help business owner to make informed decisions to increase efficiency, reduce costs, and organize business operation. It provides a comprehensive solution for the accounting and inventory needs of business.

Tally can be used everywhere that requires accounting. From little small stores to education institutes to huge corporations, it is used. It can be implemented in any company that conducts financial transactions.

Tally Interface

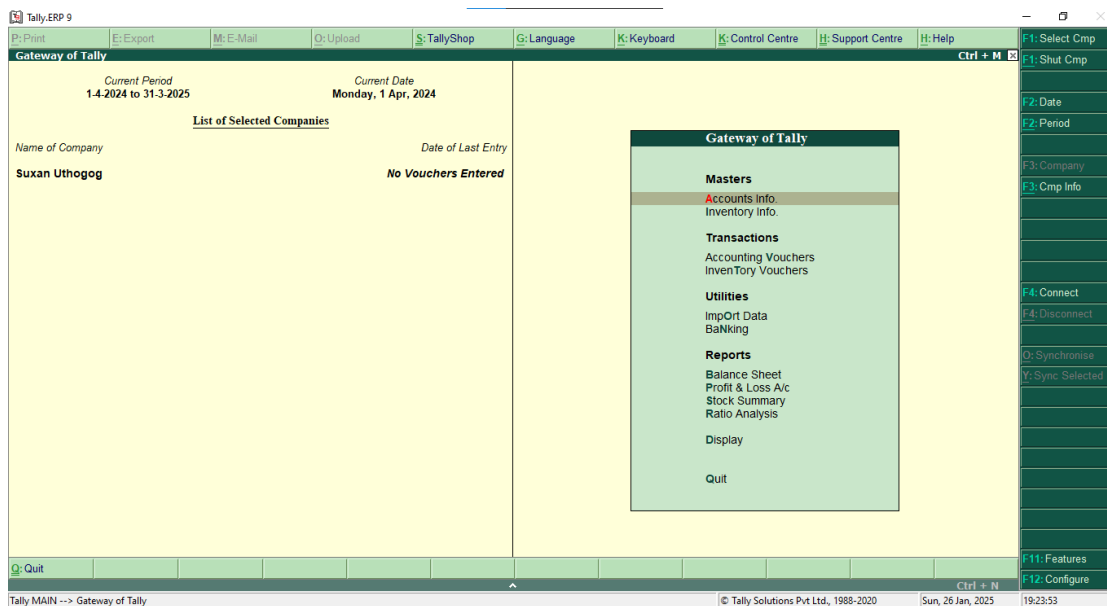
Once Tally ERP 9 is open, The Company Info interface will appear. It includes the following features:

1. Select Company
2. Login as Remote User.
3. Create a company.
4. Backup.
5. Restore.

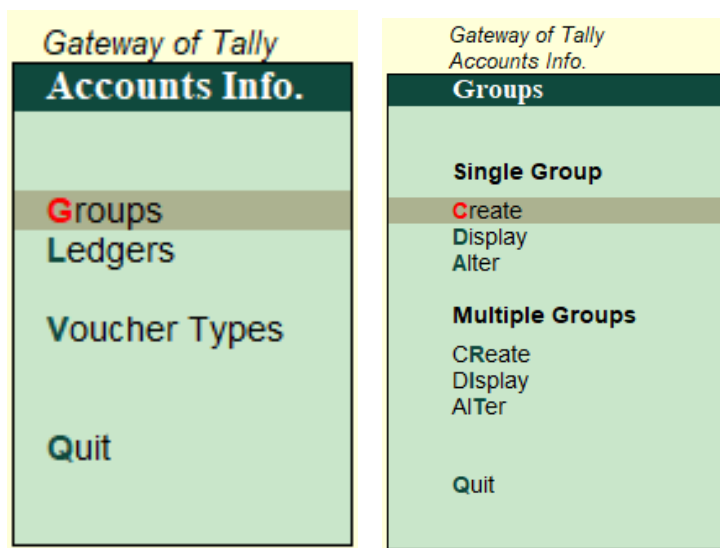


This tab allows you to create as many companies as needed as well as select created companies.

Tally Home Screen



Accounts info



The Ledger function can be used to generate new ledger accounts for use in future entries and vouchers.

Inventory info

Creating a Company

1. Go to Gateway of Tally
2. In Company info we can see Create Company
3. Select it, Company creation window will appear.
4. At last, the message Accept? Yes/ No will Displayed.
5. Press Enter or Y to save the details

Name: Kusum Karkhana

Mailing Address: Aargakhachi, Nepal

Contact No: 01-5588996

Email: karkhanakusum@gmail.com

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Company Creation Ctrl + M

Directory : C:\Users\Public\Tally.ERP9\Data

Name : **Kusum Karkhana**

Primary Mailing Details

Mailing name : **Kusum Karkhana**

Address : **Aargakhachi, Nepal**

Country : **Nepal**

Books and Financial Year Details

Financial year begins from : **1-4-2024**

Books beginning from : **1-4-2024**

Security Control

TallyVault password (if any) :

Repeat password :

(Warning: Forgetting TallyVault password will render your data inaccessible.)

Use security control ? **No**

(Enable security to avail TSS features)

Contact Details

Phone no. :

Mobile no. : **01-5588996**

Fax no. :

E-mail : **kharkhanakusum@gmail.com**

Website :

Base Currency Information

Base currency symbol : **NRs**

Formal name : **Nepalese Rupee**

Suffix symbol to amount ? **No**

Add space between amount and symbol ? **Yes**

Show amount in millions ? **No**

Number of decimal places : **2**

Word representing amount after decimal : **paisa**

No. of decimal places for amount in words : **2**

Q: Quit

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation

© Tally Solutions Pvt Ltd., 1988-2020 Mon, 27 Jan, 2025 23:00:47

Ledgers

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ledger Creation Ctrl + M

Name : **Printer and Computer**

(alias) :

Total Opening Balance

Under : **Fixed Assets**

Inventory values are affected ? **No**

Mailing Details

Name : **Printer and Computer**

Address :

Country : **Nepal**

Provide bank details ? **No**

Tax Registration Details

PAN/IT No. :

Sales Tax No. :

CST No. :

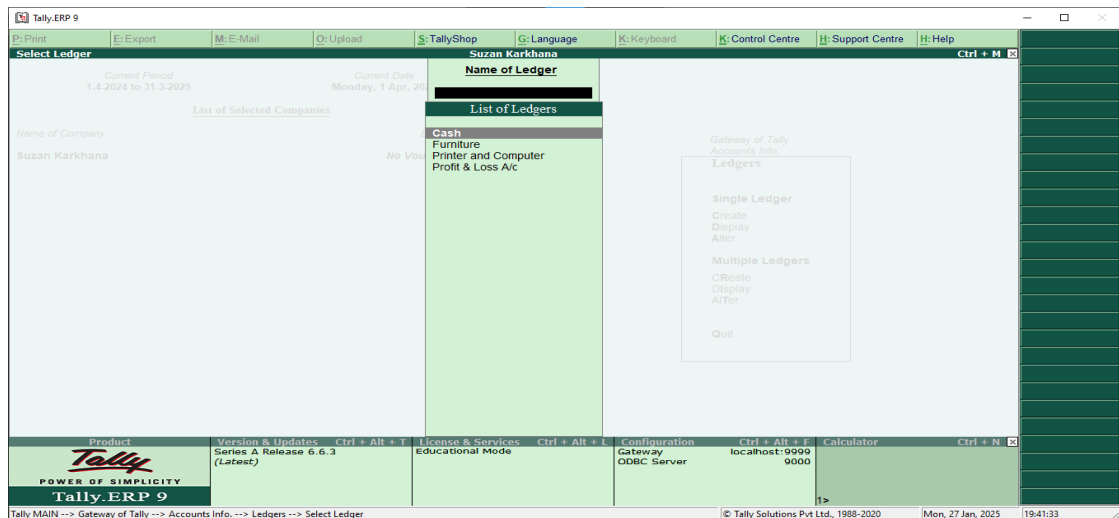
Opening Balance (on 1-Apr-2024) : **0.00**

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation

© Tally Solutions Pvt Ltd., 1988-2020 Mon, 27 Jan, 2025 19:38:37

List of Ledger



Note: While making leger, by default two ledger are created in tally (i.e. cash A/C and Profit and loss A/C).

Voucher Entry

In accounting terms, a voucher is a document containing the details of a financial transaction. For example, a purchase invoice, a sales receipt, a petty cash docket, a bank interest statement and so on. For every such transaction made, a voucher is used to enter details into the ledger to update the financial position of the company.

Receipts

Being business started with cash Rs 20000 and Furniture Rs 50000



Payments

Rent paid to house owner Rs 5000

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Suzan Karkhana Ctrl + M

Payment No. 1 2-Apr-2024 Tuesday

Particulars	Debit	Credit
Dr Rent Cur Bal: 5,000.00 Dr	5,000.00	
Cr Cash Cur Bal: 1,00,00,15,000.00 Dr		5,000.00
	5,000.00	5,000.00

Narration:
being rent paid to house owner.

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd, 1988-2020 Mon, 27 Jan, 2025 20:27:45

Contra

Cash Rs 50000 deposited into Mero Bank.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation Suzan Ctrl + M

Contra No. 1 1-Apr-2024 Monday

Account: Mero Bank
Cur Bal: 50,000.00 Dr

Particulars	Amount
Cash Cur Bal: 50,000.00 Cr	50,000.00
	50,000.00

Narration:
Being cash deposited to Bank.

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd, 1988-2020 Mon, 27 Jan, 2025 21:19:46

Purchase

Goods Purchased Rs 20000

[illegible]

Sales

Goods sold costing Rs 5000 on cash

[illegible]

Trial Balance

Showing the transaction into the trial balance.

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: TallyShop

G: Language

K: Keyboard

K: Control Centre

H: Support Centre

H: Help

Trial Balance

Suzan

Ctrl + M

Particulars

Suzan

For 1-Apr-2024

Closing Balance

Debit

Credit

Capital Account

7,70,000.00

Fixed Assets

50,000.00

Current Assets

7,00,000.00

Sales Accounts

5,000.00

Purchase Accounts

20,000.00

Indirect Expenses

5,000.00

Grand Total

7,75,000.00

7,75,000.00

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance

© Tally Solutions Pvt Ltd., 1988-2020

Mon, 27 Jan, 2025

22:10:37

F1: Detailed

F2: Period

F3: Company

F4: Group

F5: Ledger-wise

F6: Monthly

F7: Vouchers

C: New Column

A: Alter Column

D: Delete Column

N: Auto Column

B: Budget Variance

F8: Related Reports

F9: Inventory Reports

F10: A/c Reports

F11: Features

F12: Configure

F12: Range

F12: Value

Balance sheet

Showing the transaction into the balance sheet

Tally.ERP 9

P: PrintE: ExportM: E-MailO: UploadS: TallyShopG: LanguageK: KeyboardK: Control CentreH: Support CentreH: Help

Balance Sheet

Suzan

Ctrl + M

Liabilities

Suzan

as at 1-Apr-2024

Assets

Suzan

as at 1-Apr-2024

Capital Account

7,70,000.00

Loans (Liability)

Current Liabilities

Total

7,70,000.00

Fixed Assets

50,000.00

Current Assets

7,00,000.00

Profit & Loss A/c

20,000.00

Opening Balance

Current Period

20,000.00

Total

7,70,000.00

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

F1: Detailed

F2: Period

F3: Company

F7: Valuation

<