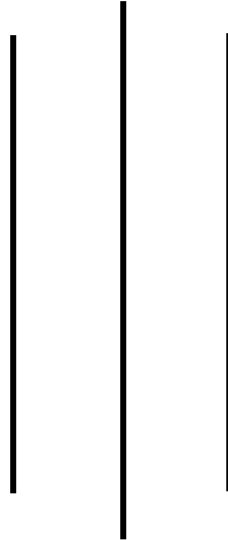


**Tribhuvan University**

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 2<sup>nd</sup> Semester

**Submitted To:**

“Gopi Bhandari”

“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. Gopi Bhandari**, 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

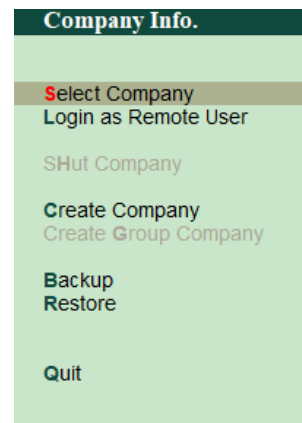
Tally ERP is one of the most used financial software. It can help business owner to make informed decisions to increase efficiency, reduce costs, and organize business operation. It provides a comprehensive solution for the accounting and inventory needs of business.

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

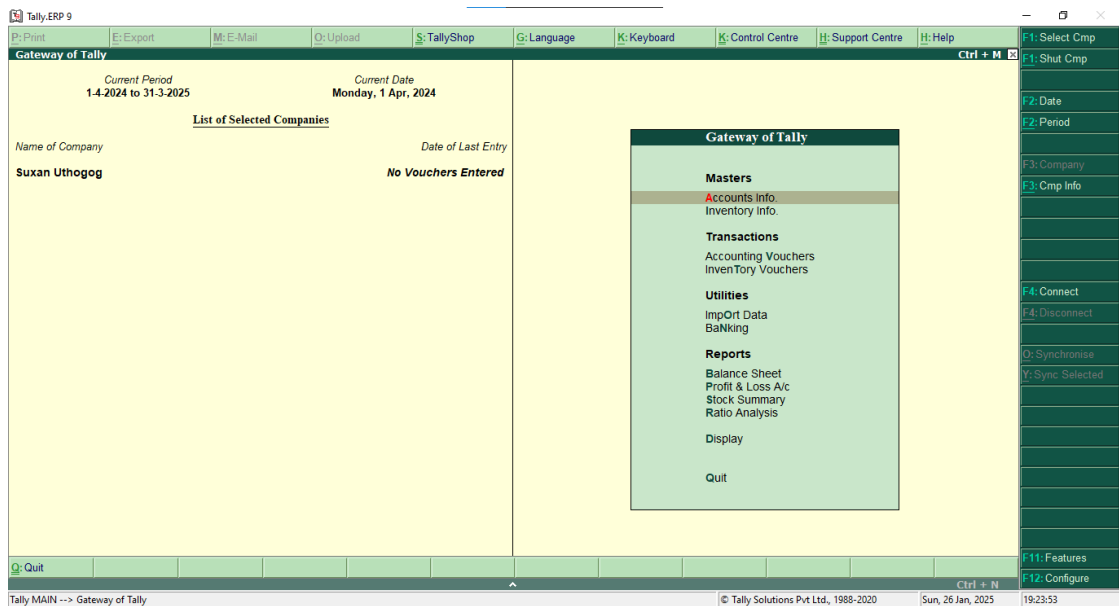
Once Tally ERP 9 is open, The Company Info interface will appear. It includes the following features:

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

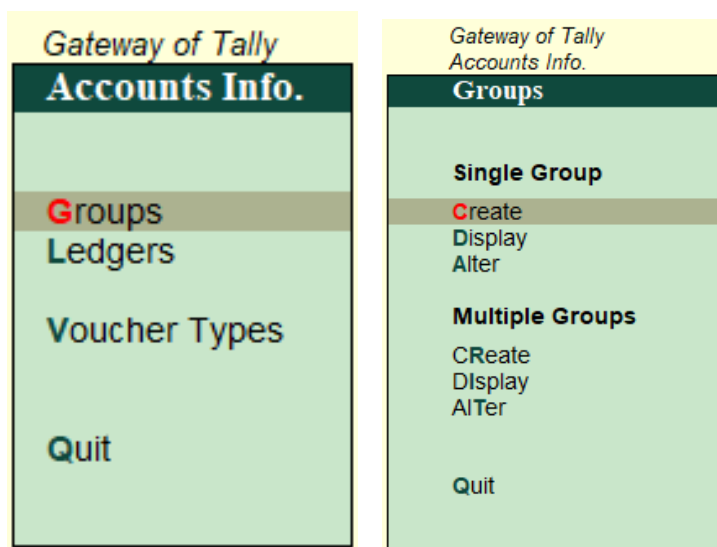


This tab allows you to create as many companies as needed as well as select created companies.

# 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

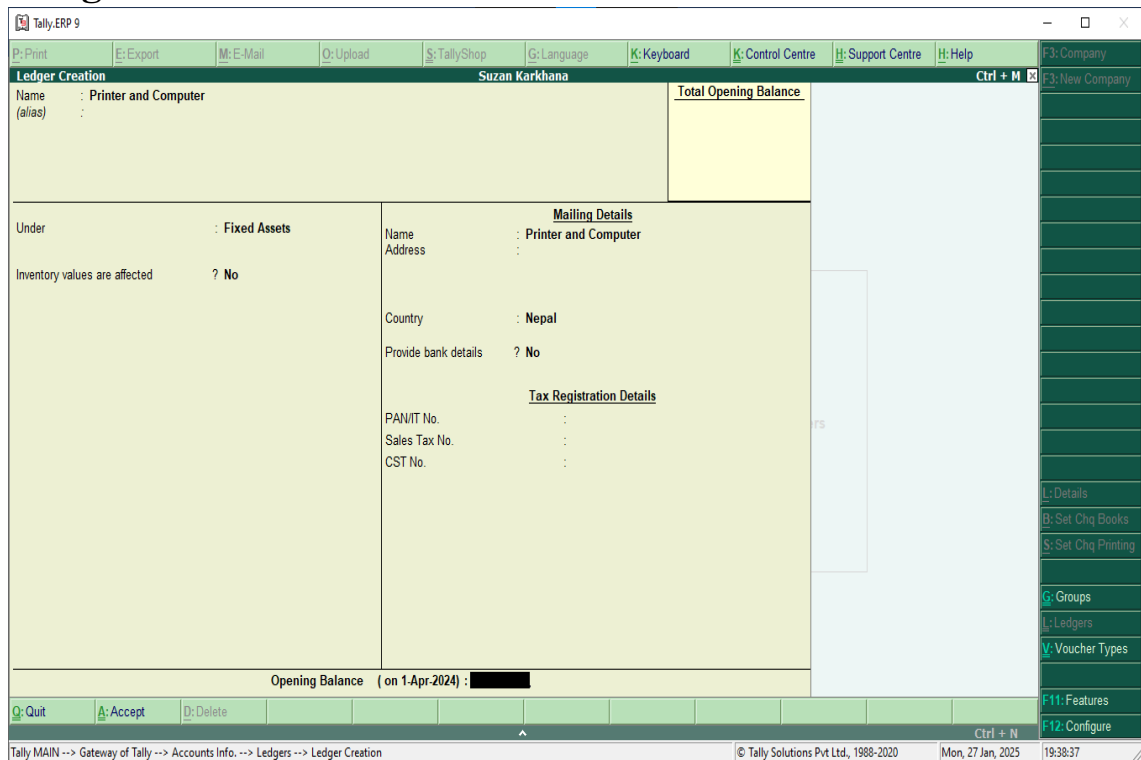
Name: Kusum Karkhana  
Mailing Address: Aargakhachi, Nepal  
Contact No: 01-5588996  
Email: karkhanakusum@gmail.com



The screenshot shows the 'Company Creation' window in Tally.ERP 9. The window is divided into several sections: 'Directory', 'Primary Mailing Details', 'Books and Financial Year Details', 'Security Control', 'Contact Details', and 'Base Currency Information'. The 'Directory' section shows the path 'C:\Users\Public\Tally.ERP9\Data'. The 'Primary Mailing Details' section shows the name 'Kusum Karkhana', address 'Aargakhachi, Nepal', and country 'Nepal'. The 'Books and Financial Year Details' section shows the financial year beginning from '1-4-2024' and books beginning from '1-4-2024'. The 'Security Control' section shows 'TallyVault password (if any)' as blank, 'Repeat password' as blank, and 'Use security control' as 'No'. The 'Contact Details' section shows 'Phone no.' as blank, 'Mobile no.' as '01-5588996', 'Fax no.' as blank, 'E-mail' as 'karkhanakusum@gmail.com', and 'Website' as blank. The 'Base Currency Information' section shows 'Base currency symbol' as 'NRs', 'Formal name' as 'Nepalese Rupee', 'Suffix symbol to amount' as 'No', 'Add space between amount and symbol' as 'Yes', 'Show amount in millions' as 'No', 'Number of decimal places' as '2', 'Word representing amount after decimal' as 'paise', and 'No. of decimal places for amount in words' as '2'. The window has a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation', '© Tally Solutions Pvt Ltd., 1988-2020', 'Mon, 27 Jan, 2025', and '23:00:47'.

Company Creation	
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	: karkhanakusum@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	: paise
No. of decimal places for amount in words	: 2

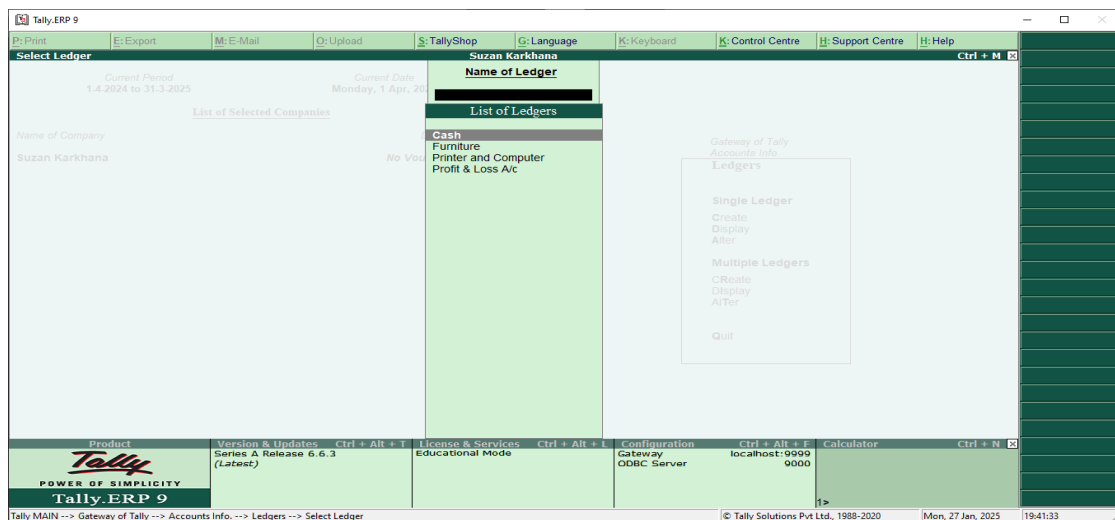
## Ledgers



The screenshot shows the 'Ledger Creation' window in Tally.ERP 9. The window is divided into several sections: 'Name', 'Under', 'Mailing Details', 'Tax Registration Details', and 'Opening Balance'. The 'Name' section shows 'Printer and Computer' and '(alias)'. The 'Under' section shows 'Fixed Assets'. The 'Mailing Details' section shows 'Name' as 'Printer and Computer', 'Address' as blank, 'Country' as 'Nepal', and 'Provide bank details' as 'No'. The 'Tax Registration Details' section shows 'PAN/VIT No.' as blank, 'Sales Tax No.' as blank, and 'CST No.' as blank. The 'Opening Balance' section shows 'Opening Balance (on 1-Apr-2024)' as blank. The window has a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation', '© Tally Solutions Pvt Ltd., 1988-2020', 'Mon, 27 Jan, 2025', and '19:38:37'.

Ledger Creation	
Name	: Printer and Computer
(alias)	:
Under	
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/VIT No.	:
Sales Tax No.	:
CST No.	:
Opening Balance	
Opening Balance (on 1-Apr-2024)	:

## List of Ledger



**Note:** While making ledger, 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.

Quit Accept Delete Cancel

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

F1: Accounting Vouchers  
F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Reversing Journal  
F11: Features  
F12: Configure

# 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.

Quit Accept Delete Cancel

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

F1: Accounting Vouchers  
F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Reversing Journal  
F11: Features  
F12: Configure

# Purchase

## Goods Purchased Rs 20000

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

Purchase No. 1 1-Apr-2024  
Supplier invoice no.: Date : Monday

Particulars	Debit	Credit
Cr Cash Cur Bal: 6,45,000.00 Dr		20,000.00
Dr Purchase Cur Bal: 20,000.00 Dr	20,000.00	
Narration: being goods purchased	20,000.00	20,000.00

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 21:57:01

# Sales

## Goods sold costing Rs 5000 on cash

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

Sales No. 1 1-Apr-2024  
Reference no.: Monday

Particulars	Debit	Credit
Dr Cash Cur Bal: 6,50,000.00 Dr	5,000.00	
Cr Sale Cur Bal: 5,000.00 Cr		5,000.00
Narration: being goods sold	5,000.00	5,000.00

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 22:05:17

## 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

Ctrl + N

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

## Profit and loss account

Showing the transaction into the profit and loss account.

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

Profit & Loss A/c

Suzan

Ctrl + M

Particulars	Suzan For 1-Apr-2024	Particulars	Suzan For 1-Apr-2024
Purchase Accounts	20,000.00	Sales Accounts	5,000.00
		Gross Loss c/o	15,000.00
	20,000.00		20,000.00
Gross Loss b/f	15,000.00	Nett Loss	20,000.00
Indirect Expenses	5,000.00		

# Balance sheet

Showing the transaction into the balance sheet

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		F1: Detailed																					
Balance Sheet										Suzan										Ctrl + M		F2: Period																			
Liabilities										Suzan as at 1-Apr-2024										Assets										Suzan as at 1-Apr-2024										F3: Company	
Capital Account										7,70,000.00										Fixed Assets										50,000.00										F7: Valuation	
Loans (Liability)																				Current Assets										7,00,000.00											
Current Liabilities																				Profit & Loss A/c										20,000.00											
																				Opening Balance																					
																				Current Period										20,000.00											
</																																									