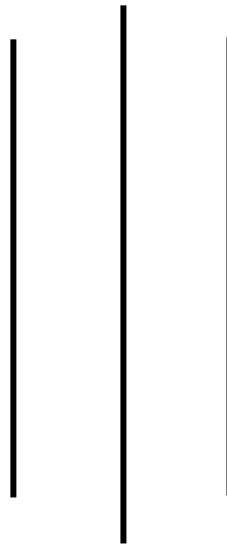


**Tribhuvan University**

Faculty of Humanities and Social Science

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**Lab Report on Tally.EPR 9**

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Sujan Tamang  
BCA Second Semester  
Roll no: 60

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## **Shortcut keys for tally**

Ctrl + A: Save

Alt + F1: Details

Alt + F3: Switch to Company info

Esc: Switch to Gateway of tally

Alt + C: Create

Alt + D: Delete Company, entries or anything

Alt + P: To print the ledger

## **Introduction to Tally**

Tally is an accounting program for recording and identifying accounting transactions. It aids in the organization of accounting transactions. Rather than storing accounting entries in bulky books that can be damaged, Tally makes the accounting process digital and more secure. Tally makes it easier to keep track of entries. All accounting operations, such as journals, ledgers, trial balances, and final accounts, can be accommodated. Similarly, it eliminates the need for time-consuming calculations because Tally can compute entered data, so all that is required is to enter the data.

Tally accounting software also comes with drill down options, which can track every detail of transaction. It helps in maintaining simple classification of accounts, general ledger, accounts receivable and payable, bank reconciliation, etc.

## **Features**

Tally has the following features:

1. Its innovative voucher entry method allows for a wide range of transactions.
2. Users can have endless periods and budgets thanks to its auditing capabilities.
3. Multiple ledgers, such as General, Sales, and Purchase, are combined into a single ledger.
4. Because many companies involved in international trade perform transactions, it is progressively adjusting to encompass the use of numerous currencies.
5. It allows the user to manage all receivable and payable billing information from top to bottom.

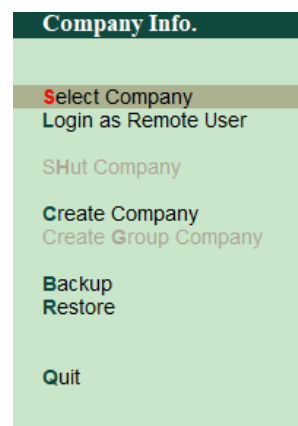
## **Uses of Tally**

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:

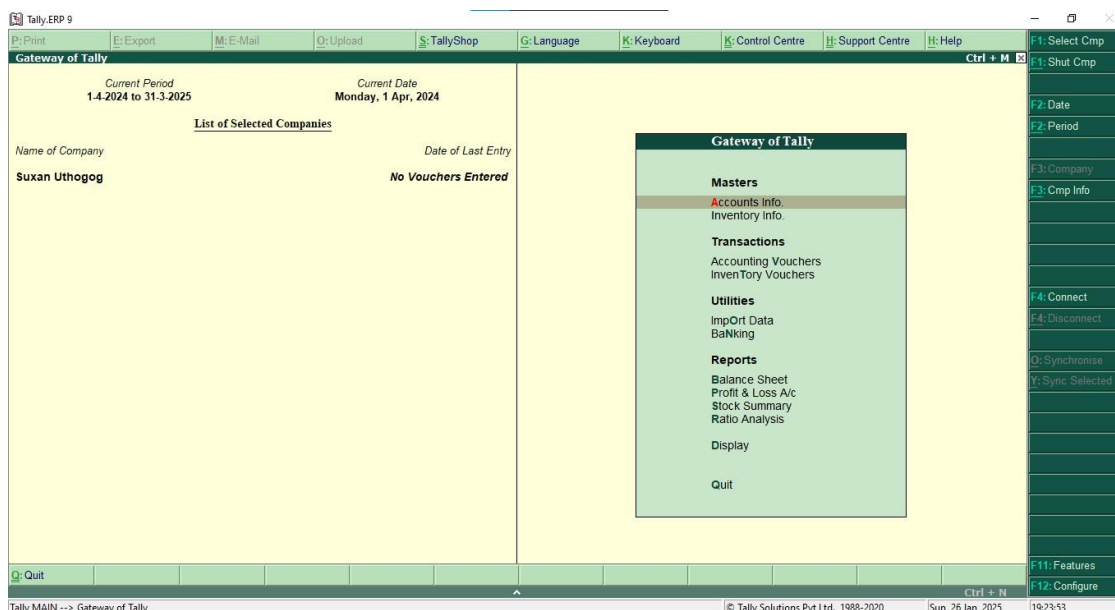
1. Select Company
2. Login as Remote User.
3. Create a company.
4. Backup.
5. Restore.



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

Some of the tally interfaces are shown below

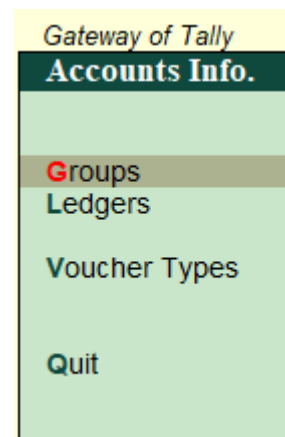
## Tally Home Screen



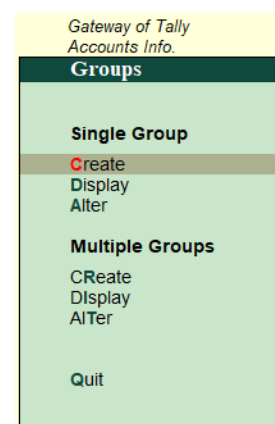
Tally's home screen is shown in the diagram above. It displays the possibilities for a number of Tally entries. On the home screen, you'll find Accounts Info, Accounting Vouchers, Import Data, Banking, Balance Sheet, Profit and Loss a/c, Ratio Analysis, Analysis and Verification, Display, and Quit.

## Accounts info

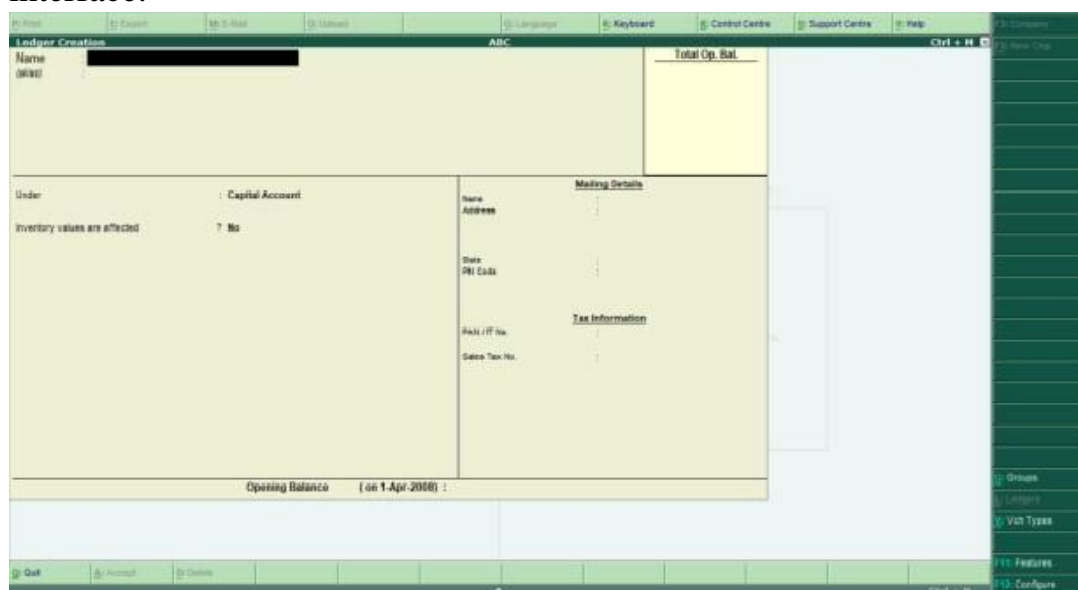
Groups, Ledgers, Vouchers, and other choices are available in this section. It allows you to see the information from the ledgers and vouchers you've input. Groups, Ledgers, and other options all have their own displays and functionalities.



The Group function can be used to enter data into accounts for groups. A desk, for example, fits under furniture and is recorded in the Group compartment.

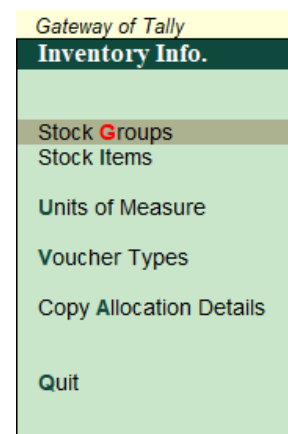


The Ledger function can be used to generate new ledger accounts for use in future entries and vouchers. Following the selection of this function, a ledger can be made in the Create section, which displays the supplied interface.



## Inventory info

Stock Groups, Stock Items, Units of Measure, Voucher Types, and Copy Allocation Details are all available in 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: Suzan Karkhana

Mailing Address: Nuwakot, Nepal

Contact No: 01-6638441

Email: karkhanasuzan@gmail.com



## Creating accounting Ledgers

- Go to gateway of tally
- Selects Account Info and Click on Create
- Enter name of account and fill other data.

## Ledger

**Ledger Creation** Suzan Karkhana Ctrl + M

Name : Printer and Computer  
(alias) :

Total Opening Balance

Under : Fixed Assets

Inventory values are affected ? No

Mailing Details  
Name Address : Printer and Computer  
Country : Nepal  
Provide bank details ? No

Tax Registration Details  
PAN/IT No. :  
Sales Tax No. :  
CST No. :

Opening Balance ( on 1-Apr-2024 ) :

Quit Accept 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

**Select Ledger** Suzan Karkhana Ctrl + M

Current Period 1-4-2024 to 31-3-2025 Current Date Monday, 1 Apr, 2025

List of Selected Companies  
Name of Company Suzan Karkhana No Voucher

Name of Ledger

List of Ledgers  
Cash  
Furniture  
Printer and Computer  
Profit & Loss A/c

Gateway of Tally  
Accounts Info  
Ledgers  
Single Ledger  
Create  
Display  
Alter  
Multiple Ledgers  
Create  
Display  
Alter  
Quit

Product Tally POWER OF SIMPLICITY Tally.ERP 9  
Version & Updates Ctrl + Alt + T Series A Release 6.6.3 (Latest)  
License & Services Ctrl + Alt + L Educational Mode  
Configuration Ctrl + Alt + F Gateway ODBC Server localhost:9090 9090  
Calculator Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounts Info --> Ledgers --> Select Ledger © Tally Solutions Pvt Ltd., 1988-2020 Mon, 27 Jan, 2025 19:41:33

**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.

## Posting into Journals

First you have to configure the voucher entry,

1. Press F12 and select the voucher Entry
2. Enter No in use single entry mode for payment and enter yes in use debit / credit instead of to/by

**Voucher Configuration**

Current Period: 1-4-2024 to 31-3-2025  
Current Date: Monday, 1 Apr, 2024

Name of Company: Suzan Karkhana

Accounts	Inventory
Skip Date field during creation for faster entry	? Yes
Use single entry mode for payment/receipt/contra vouchers	? No
Use payment/receipt as contra voucher	? No
Use Cr/Dr instead of To/By during entry	? Yes
Enable cheque printing for contra voucher	? No
Warn on negative cash balance	? Yes
Preallocate bills for payment/receipt/journal voucher	? No
Provide reference number in stock journal	? No
Show compound unit of item based on rate	? No
Show full details of compound unit	? No
Warn on negative stock balance	? Yes
Show balances as on voucher date	? No
Show Godown-wise details	? Yes
Show batch-wise details	? Yes
Allow cash accounts in journal vouchers	? No
Allow expenses/fixed assets in purchase vouchers	? No
Allow income accounts in sales vouchers	? No
Show inventory details	? Yes
Show table of bills for selection	? Yes
Show final balances of bill	? Yes
Show bill-wise details	? Yes
Expand into multiple lines	? Yes
Show current balances of ledgers	? Yes
Show balances as on voucher date	? No

Quit

Tally MAIN --> Gateway of Tally --> Configuration --> Voucher Configuration

© Tally Solutions Pvt Ltd, 1988-2020 | Mon, 27 Jan, 2025 | 20:00:51

## Receipts

Being business started with cash Rs 20000 and Furniture Rs 50000

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

Receipt No. 2 2-Apr-2024 Tuesday

Particulars	Debit	Credit
Cr Capital Cur Bal: 1,70,000.00 Cr		70,000.00
Dr Cash Cur Bal: 1,00,00,20,000.00 Dr	20,000.00	
Dr Furniture Cur Bal: 50,000.00 Dr	50,000.00	
	70,000.00	70,000.00

Narration:  
Being Business Started with Cash and Furniture

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd., 1988-2020 Mon, 27 Jan, 2025 20:22:50

## 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

## Contra

A Contra Entry is an entry in a business book of accounts, indicating transfer of funds from:

- Cash account to bank account
- Bank account to cash account
- One bank account to another bank account
- Go to Gateway of Tally > Accounting Vouchers> F4: Contra

Cash Rs 50000 deposited into Mero Bank.

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The voucher type is set to 'Contra' and the number is '1'. The date is '1-Apr-2024 Monday'. The account is 'Mero Bank' with a current balance of '50,000.00 Dr'. The particular is 'Cash' with a current balance of '50,000.00 Cr'. The amount is '50,000.00'. The narration is 'Being cash deposited to Bank'. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and '© Tally Solutions Pvt Ltd., 1988-2020'.

Particulars	Amount
Cash	50,000.00
	50,000.00

Narration:  
Being cash deposited to Bank,

## 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	
	20,000.00	20,000.00

Narration:  
being goods purchased

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
	5,000.00	5,000.00

Narration:  
being goods sold

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									

## 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		F1: Detailed																					
Profit & Loss A/c										Suzan										Ctrl + M		F2: Period																			
Particulars										Suzan For 1-Apr-2024										Particulars		Suzan For 1-Apr-2024										F3: Company									
Purchase Accounts										20,000.00										Sales Accounts										5,000.00										F7: Valuation	
																				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										Ctrl + M	
Liabilities					Assets					F2: Period	
Suzan as at 1-Apr-2024					Suzan as at 1-Apr-2024					F3: Company	
Capital Account					Fixed Assets					F7: Valuation	
7,70,000.00					50,000.00						
Loans (Liability)					Current Assets						
					7,00,000.00						
Current Liabilities					Profit & Loss A/c						
					Opening Balance						
					Current Period						
					20,000.00						
Total					Total					C: New Column	
7,70,000.00					7,70,000.00					A: Alter Column	
Q: Quit										D: Delete Column	
										N: Auto Column	
										F9: Inventory Reports	
										F10: A/c Reports	
										F11: Features	
										F12: Configure	
										F12: Range	
										F12: Value	
Tally MAIN --> Gateway of Tally --> Balance Sheet										© Tally Solutions Pvt Ltd, 1988-2020	
										Mon, 27 Jan, 2025	
										22:19:39	