**Tribhuvan University**

Faculty of Humanities and Social Science

**Bhaktapur Multiple Campus**

**Dudhpati-1, Bhaktapur**

**Lab Report on Tally.EPR 9**

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**ACKNOWLEDGEMENT**

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BCA Second Semester

Roll no: 23

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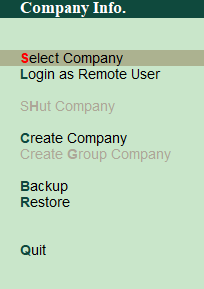
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# **Introduction to Tally**

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.

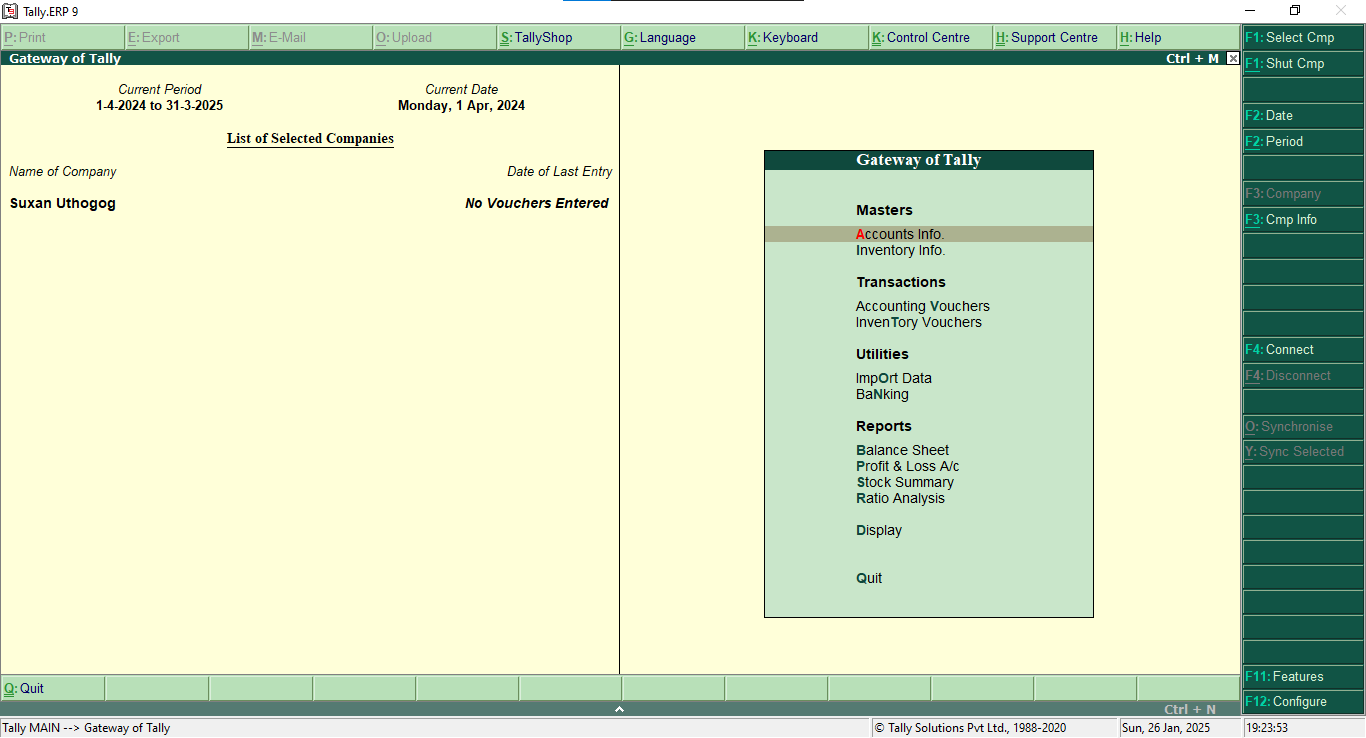
# **Tally Interface**

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

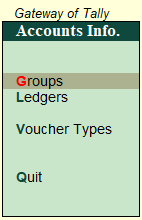
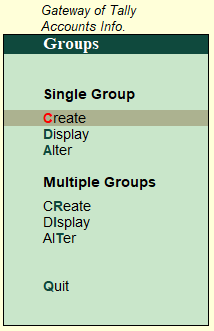
1. Select Company
2. Login as Remote User.
3. Create a company.
4. Backup.
5. Restore.

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

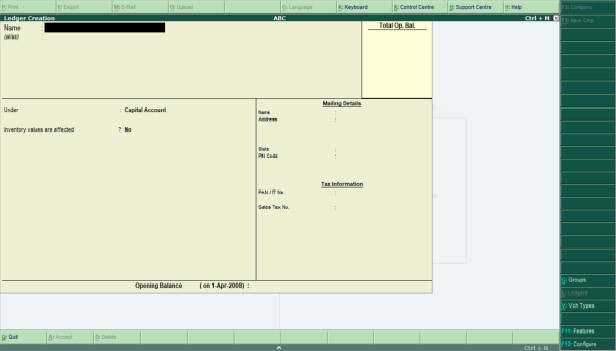
## **Tally Home Screen**



## **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

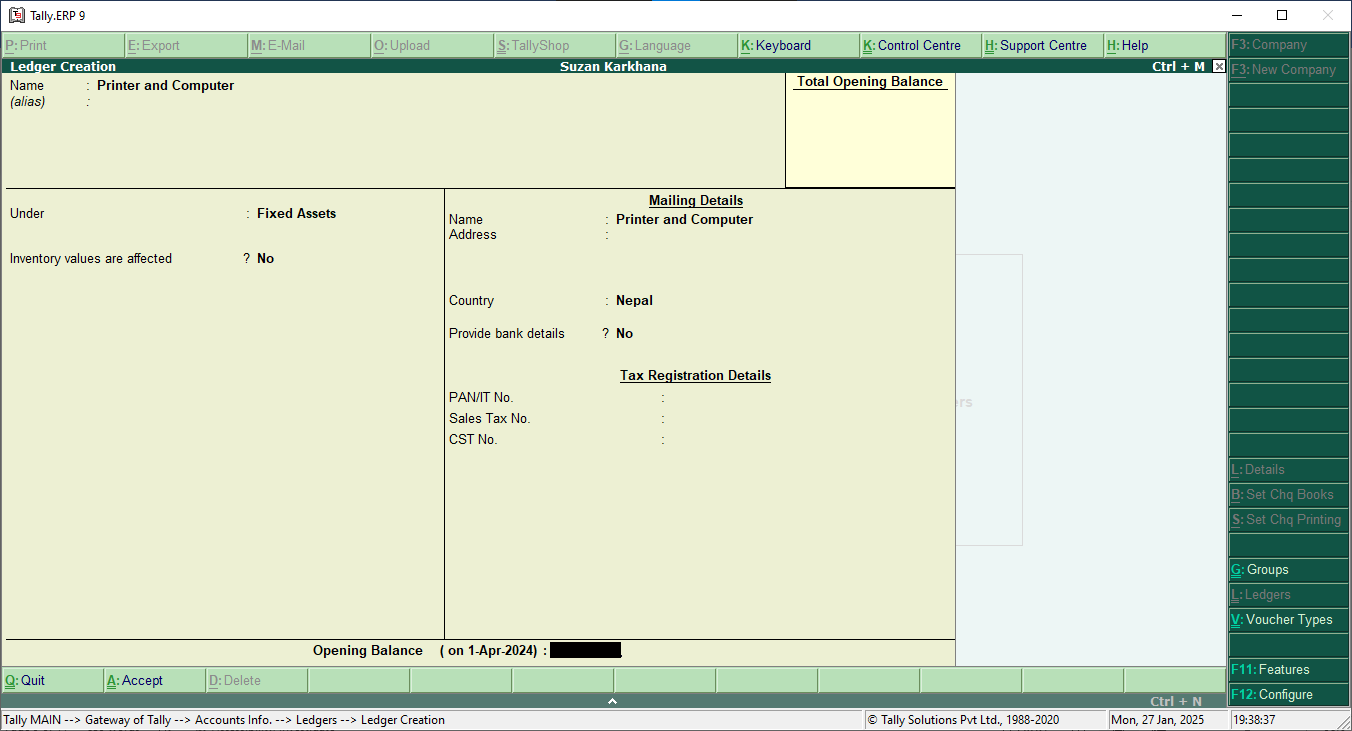
Mailing Address: Aargakhachi, Nepal

Contact No: 01-5588996

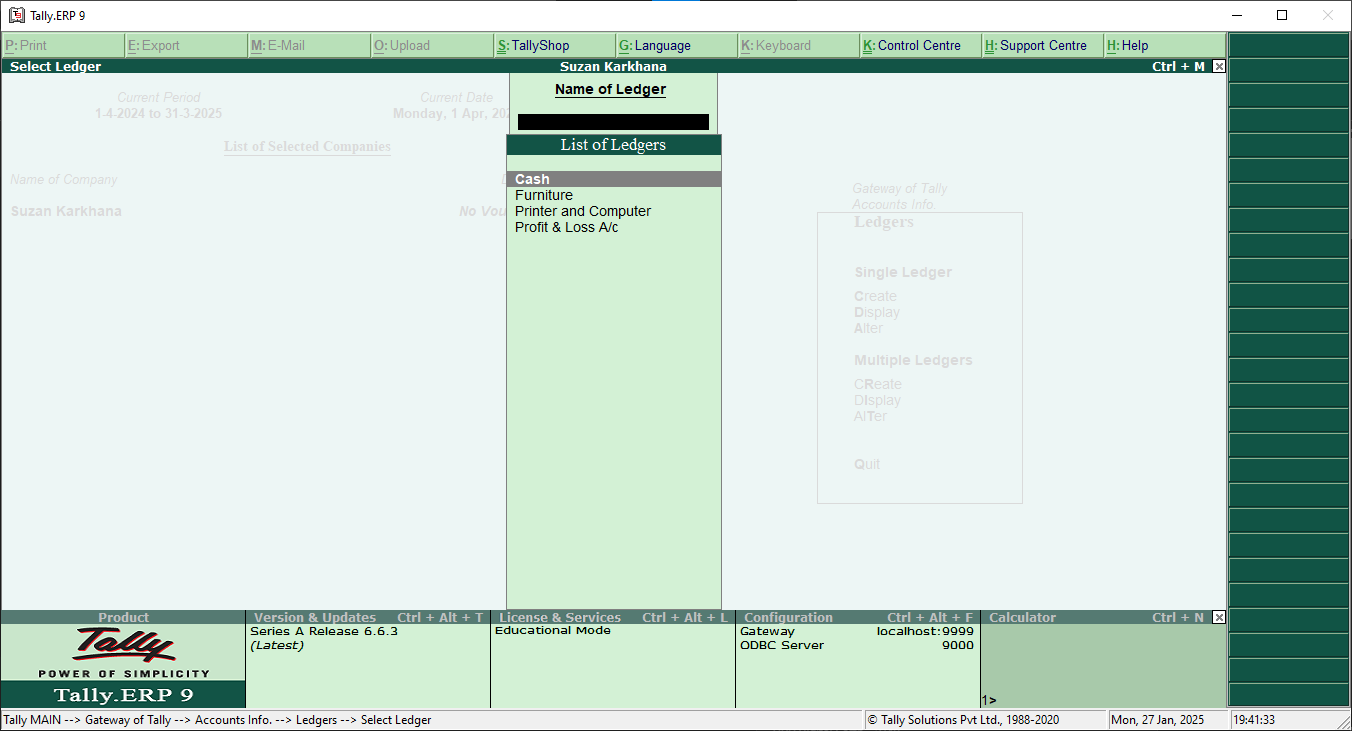
Email: karkhanakusum@gmail.com



# **Ledgers**

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**List of Ledger**

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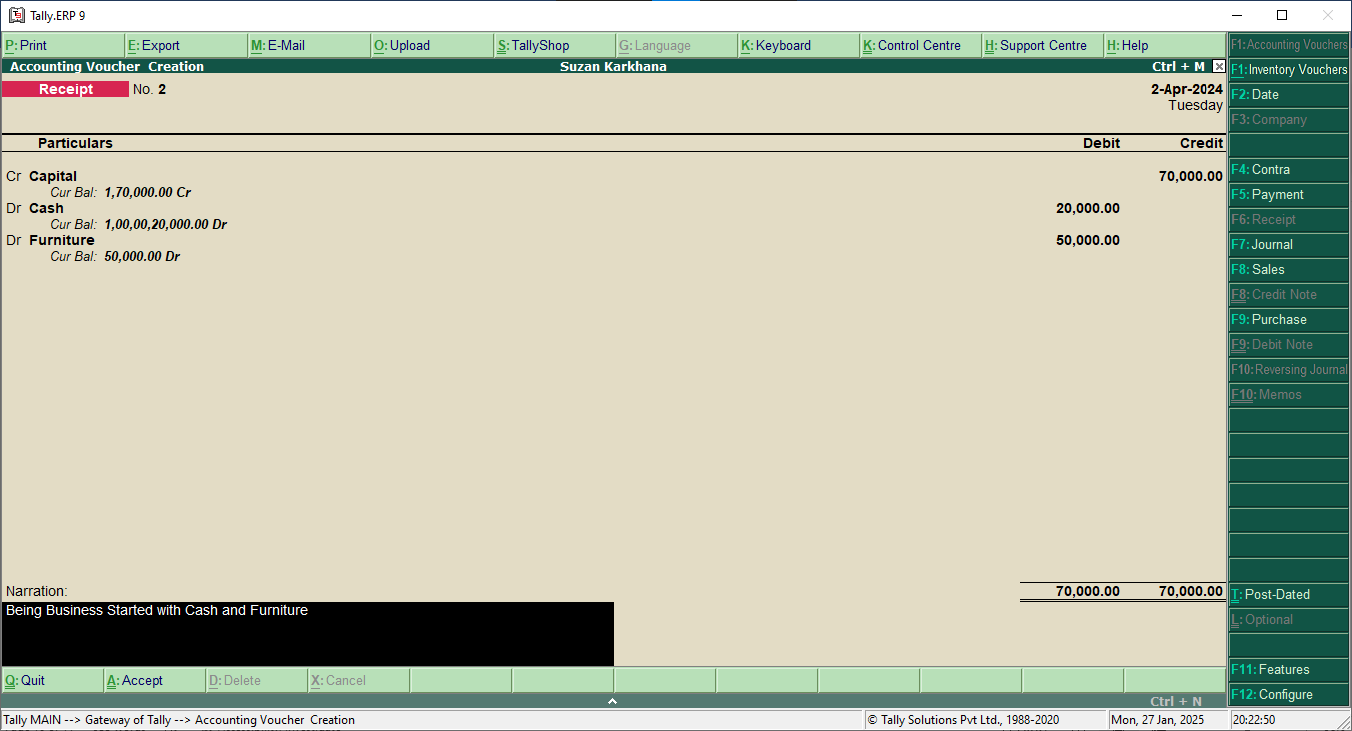
***Note: While making leger, by default two ledger are created in tally (i.e. cash A/C and Profit and loss A/C).***

# **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.

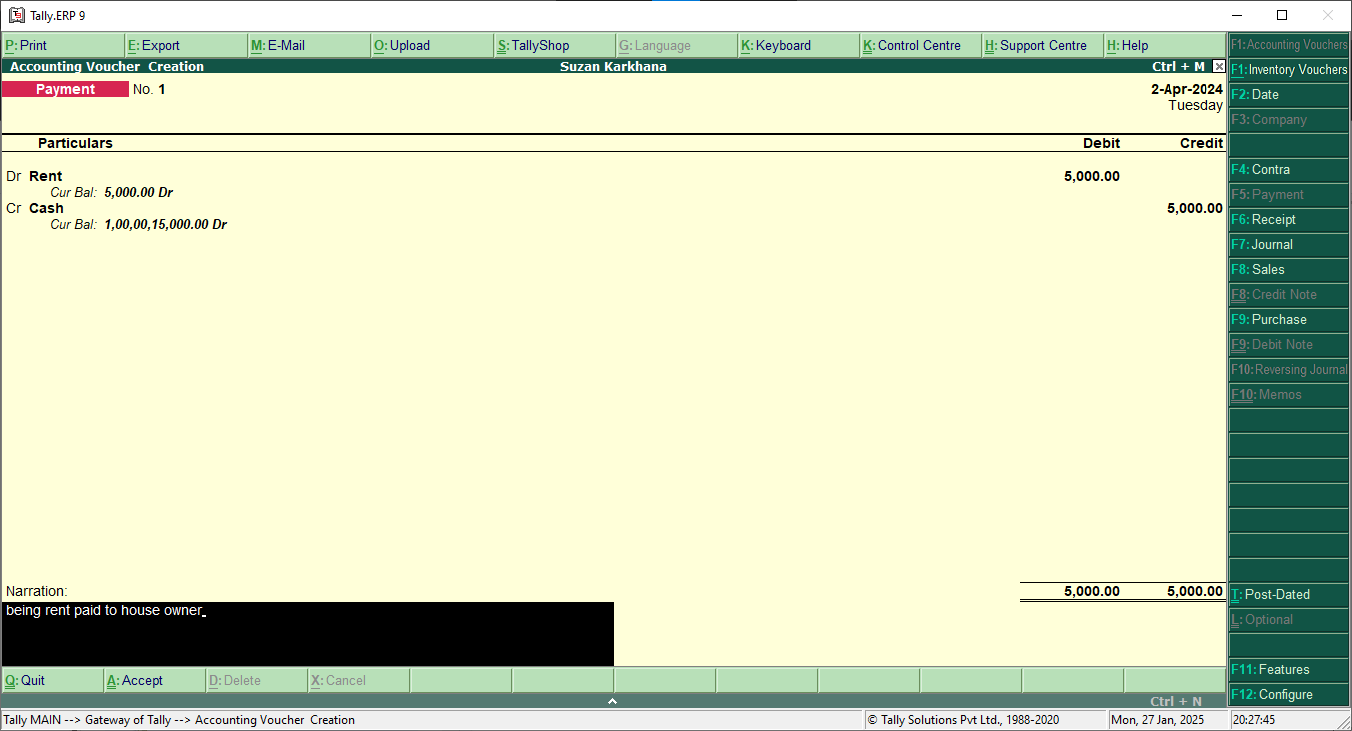
## **Receipts**

Being business started with cash Rs 20000 and Furniture Rs 50000



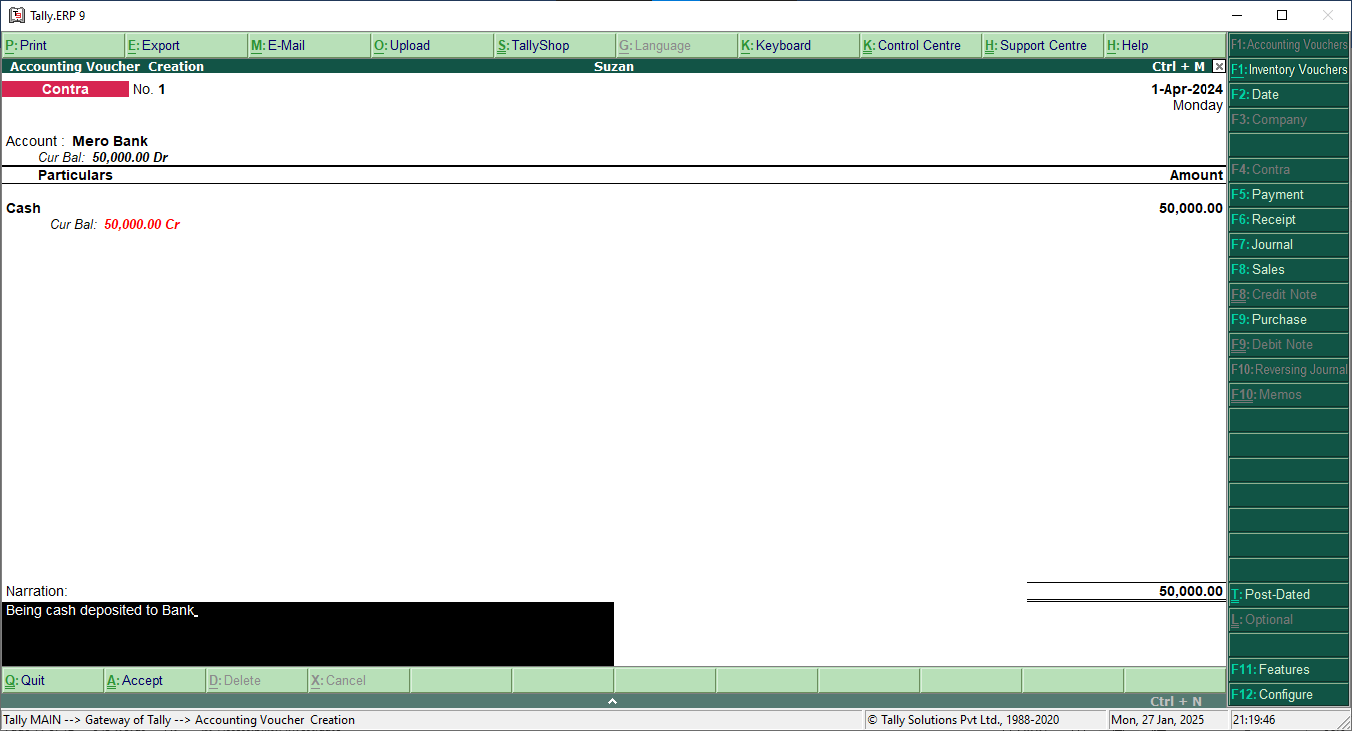
## **Payments**

Rent paid to house owner Rs 5000



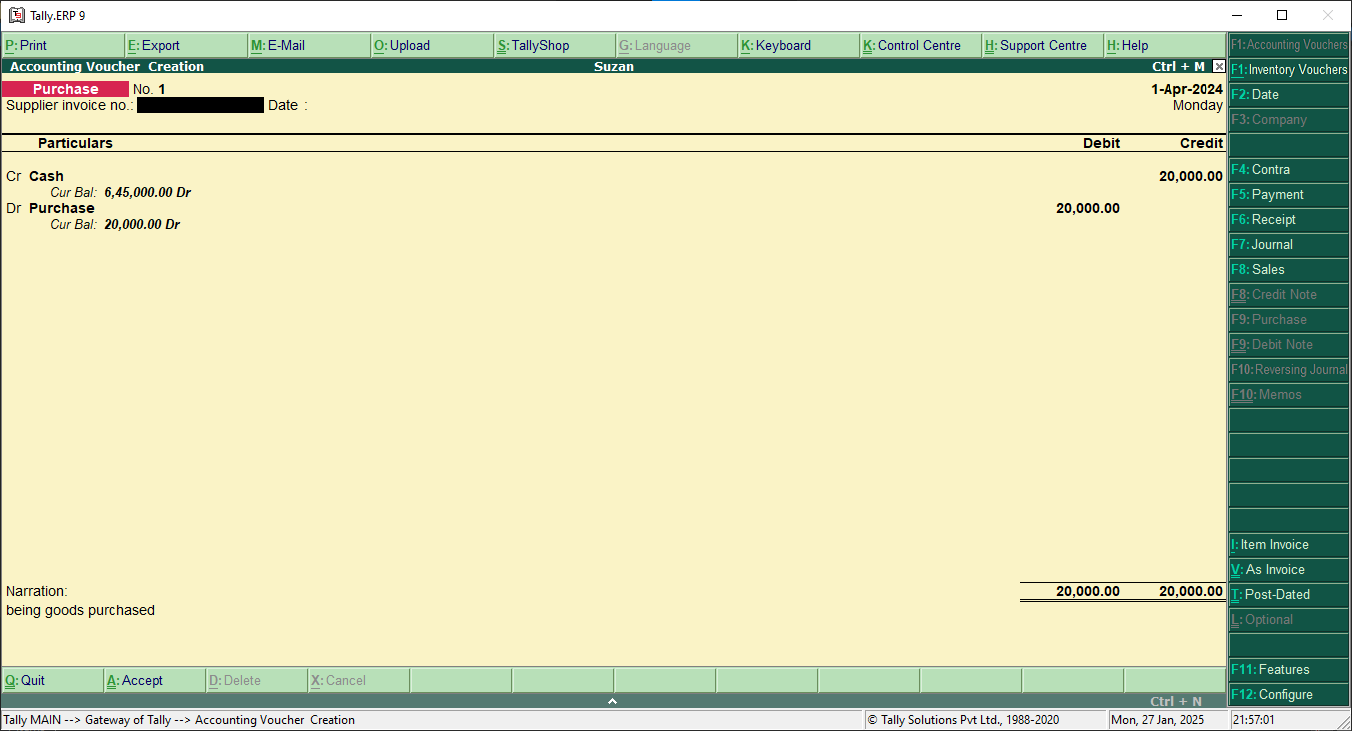
## **Contra**

Cash Rs 50000 deposited into Mero Bank.



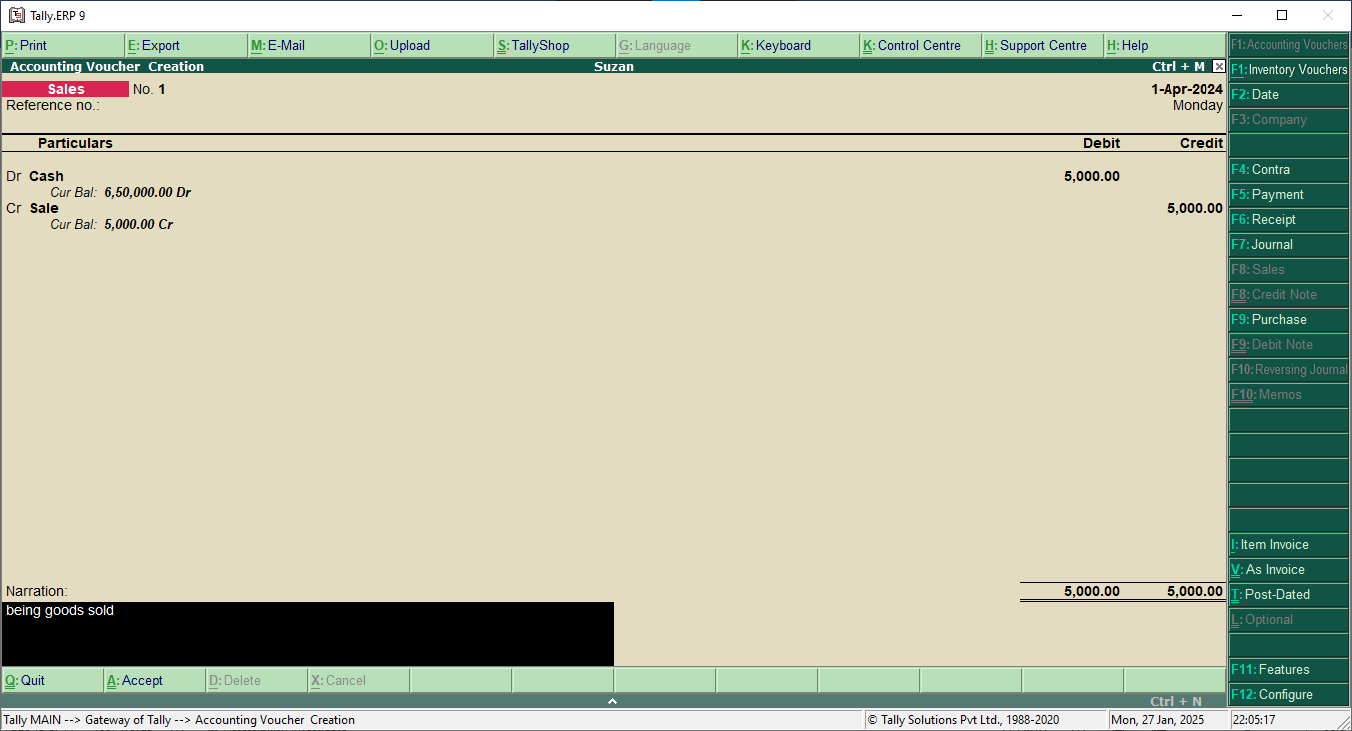
## **Purchase**

Goods Purchased Rs 20000



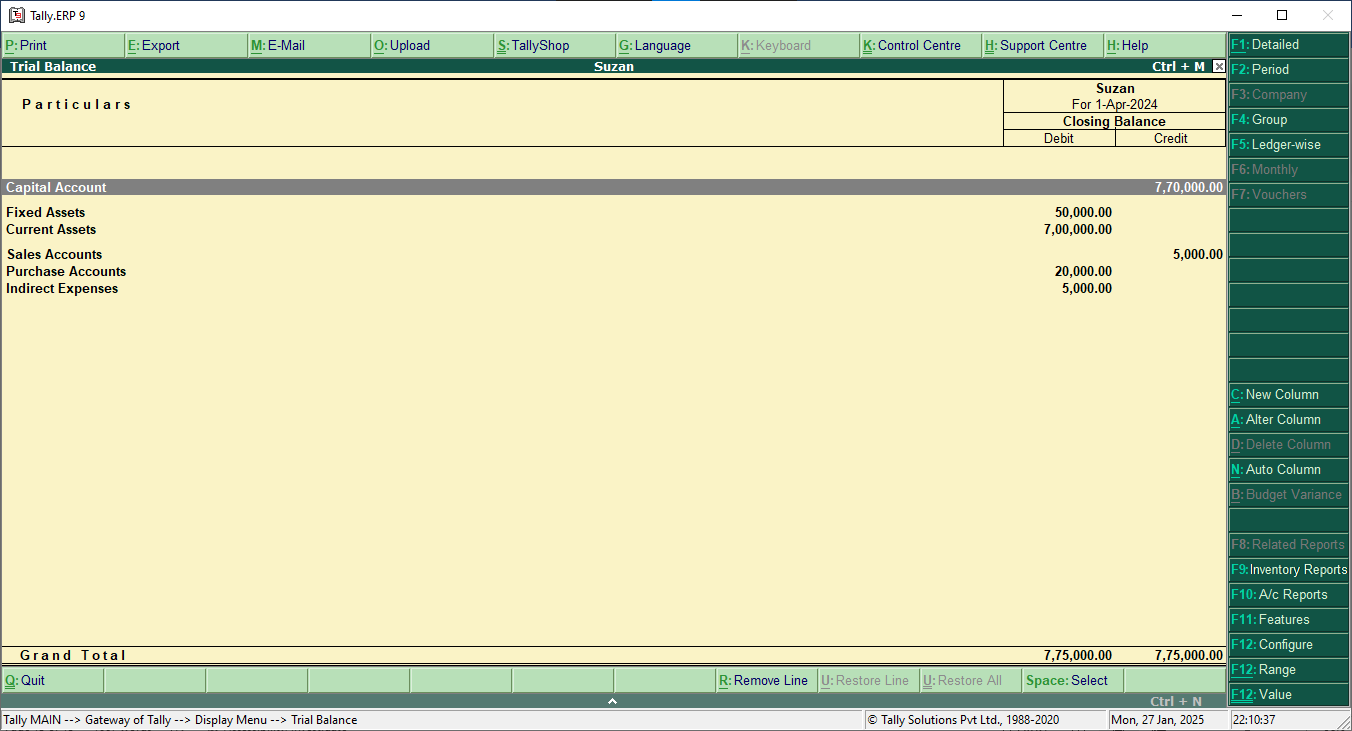
## **Sales**

Goods sold costing Rs 5000 on cash



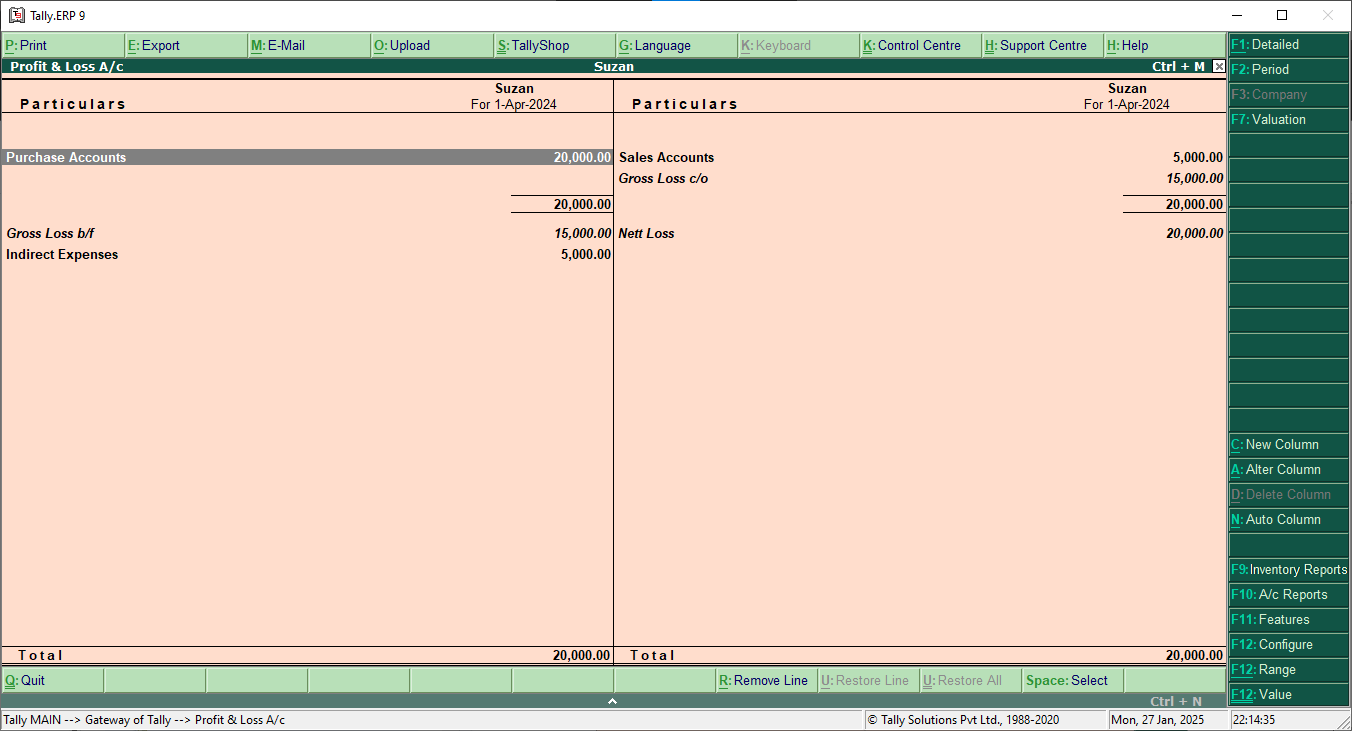
# **Trial Balance**

Showing the transaction into the trial balance.



# **Profit and loss account**

Showing the transaction into the profit and loss account.



# **Balance sheet**

Showing the transaction into the balance sheet

