

MARK LIST

AIM: To prepare students mark list is Ms-excel by using Formulas.

PROCEDURE:

STEP : 1. First go to file menu and choose new sub menu and select work sheet option and click ok.

STEP : 2. Enter the fields Reg No, students name, subject-Tamil, English, Maths, Science, Social, Total, Average, Result and grade.

STEP : 3. Enter the Register number, names, and marks and grade.

STEP : 4. To find the total, Enter the Formula = sum (ex: C3:H3) this will give the total at the marks.

STEP : 5. Enter the formula in the formula bar finding average . =average (total/no of subjects)

STEP : 6. In the result column type the formula in the formula menu as = IF(AND(Tamil>=40,English>=40,Maths>=40,Science>=40,Science>=40),"pass","fail") the result of the student will be displayed.

STEP : 7. In the grade column the formula in the formula bar

=IF(cellNo>=100,"Distinction",IF(cell No>=60,"First",IF(cell No>=50,"SE(NO)",IF(cell No>=40,"NIL"))). This will give the grade of the student.

STEP : 8. save the file.

RESULT: Thus student mark sheet is prepare, in Ms-excel using formulas.

mk list - Microsoft Excel

The screenshot shows a Microsoft Excel spreadsheet titled "mk list - Microsoft Excel". The table structure is as follows:

S.NO	NAME	TAMIL	ENGLISH	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	GRADE
1	AA	74	75	82	74	75	380	76	PASS	DISTINCTION
2	BB	62	80	74	62	80	358	71.6	PASS	FIRST CLASS
3	CC	65	58	78	65	58	324	64.8	PASS	FIRST CLASS
4	DD	56	69	88	56	69	338	67.6	PASS	FIRST CLASS
5	EE	68	54	53	68	54	297	59.4	PASS	SECOND CLASS
6	FF	56	78	76	56	78	344	68.8	PASS	FIRST CLASS
7	GG	97	55	87	97	55	391	78.2	PASS	FIRST CLASS
8	HH	54	67	78	54	67	320	64	PASS	FIRST CLASS
9	II	54	87	87	54	87	369	73.8	PASS	DISTINCTION
10	JJ	68	65	78	68	65	344	68.8	PASS	FIRST CLASS
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Sheet1 Sheet2 Sheet3

Ready

9:38 PM
11/17/2020

EXCEL CHART:

AIM: To prepare a chart using Ms-excel.

PROCEDURE:

STEP : 1. Go to file menu and select new sub menu and click work sheet option.

STEP : 2. Enter the data in the work sheet and select the data table.

STEP : 3. choose the chart wizard from insert menu be the chart type.

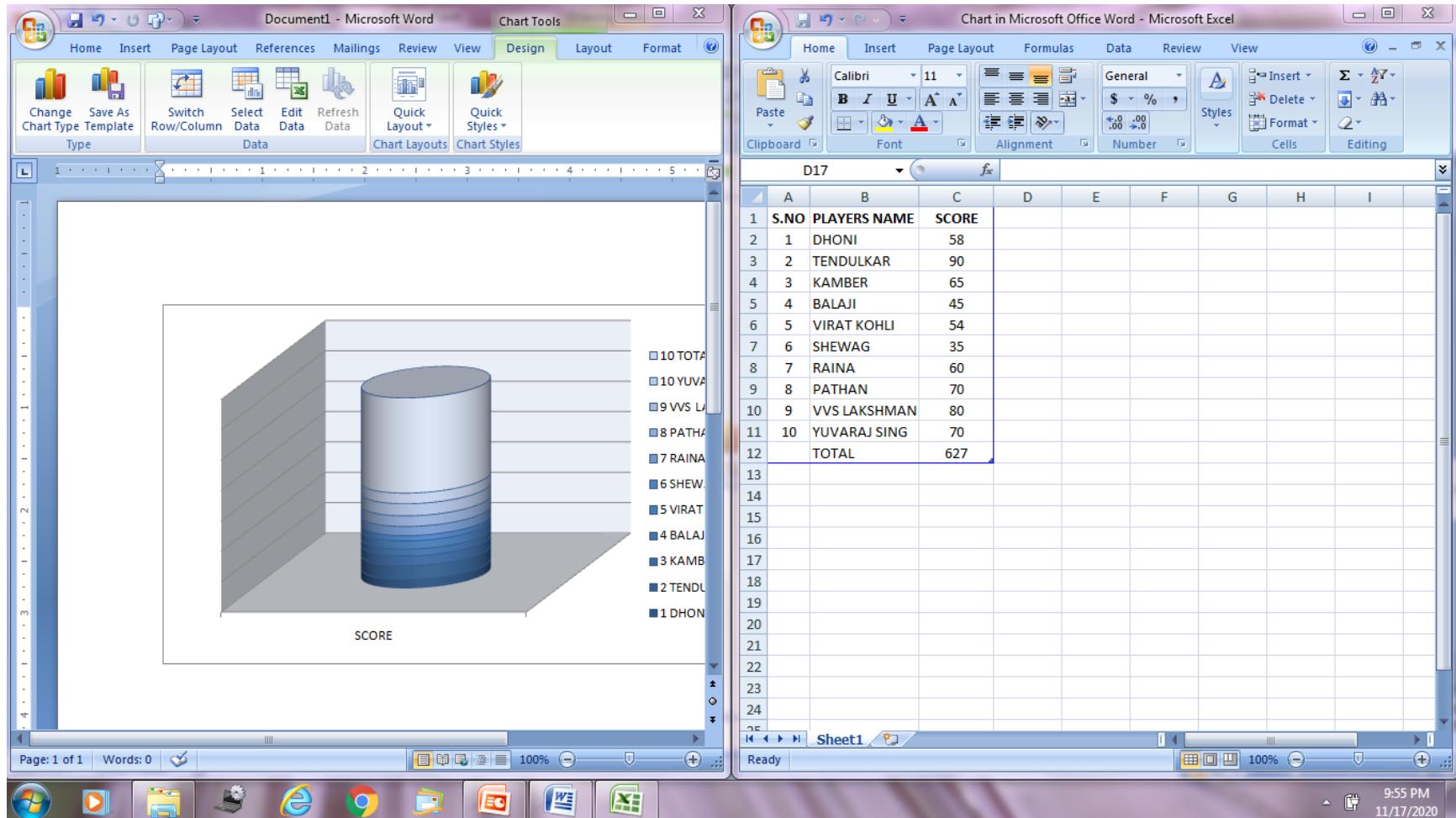
STEP : 4. Give the chart like and define X-axies and Y-axies.

STEP : 5. Finally click the finish button new we get the chart for the data table selected.

STEP : 6. save the file.

RESULT:

Thus a chart is prepare using Ms-excel.



EB BILL USING FILTER OPTION

AIM:

To create electricity bill and use filter to view records according to the conditions in Ms-excel.

ALGORITHM:

STEP : 1. open a new work sheet in Ms-excel.

STEP : 2. create electricity bill with the columns EB-number, name, current reading, previous reading, total units, costumed and amounts.

STEP : 3. In the units column type the formula in the bar C previous reading (C3) current reading (D3)=
$$C3-D3$$

In the amount column type the formula in the formula bar =if
$$(and(E3>=200,E3<=500,E3>.,IF(E3>=500,E3*2,E3X0.8))$$

STEP : 4. click in the date menu choosing the fixed and click in auto filter option.

STEP : 5. click in heading cell which is named as “amount”

STEP : 6. Choose the custom options and apply the conditions (Eg.Amount>500) the records satisfying a particular conditions can be filtered.

RESULT: Thus the electricity bill is created using Ms-excel and records and filtered.

EMPLOYEE PAY SLIP

AIM: To prepare an employee pay slip using Ms-excel.

PROCEDURE:

STEP : 1.

First click the file menu and choose the sub menu.

STEP : 2.

Enter the field employed No, Name, Basic pay, DA, HRA, LIC,etc.

STEP : 3.

The DA, HRA, PF, and LIC are calculate by

$$\text{DA} = \text{Basic Pay} \times 75/100$$

$$\text{HRA} = \text{Basic Pay} \times 10/100$$

$$\text{PF} = \text{Basic Pay} \times 12/100$$

$$\text{LIC} = \text{Basic Pay} \times 5/100$$

STEP : 4.

The gross pay can be calculate by adding allowances with basic salary use sum function and required cells. Gross pay =Basic pay+DA+HRA

STEP : 5.

To find the deduction using sum function add LIC and PF

STEP : 6. net pay is calculated by deduction total from gross pay I2-J2 click enter.

RESULT: Thus on employee pay slip is prepared in Ms-excel.

Ex:No: 9

DATE : 20.09.19 GENERATING THE FINAL ACCOUNTS FROM THE GIVEN TRIAL BALANCE

AIM:

TO PREPARE final Accounts using tally from trial balance.

PROCEDURE :

STEP 1 : Create the Company name : Problem 1

STEP 2 : Select Company → Accounting information from gateway of tally.

STEP 3 : Accounting information → Group → Create.

STEP 4 : Through Accounting information → Ledger → Create

STEP 5 : ~~Gateway~~ Creation of tally → Accounting Voucher → (F7) Journal

STEP 6 : Profit & Loss can be viewed through Gateway of tally → Profit & loss alc

STEP 7 : Balance Sheet viewed through gateway of tally → Balance Sheet

RESULT:

thus we generated the final A/c from
Trial balance using tally and result being

Gross Profit : 312.00

Net Profit : 1150

Balance Sheet : 504.50

Ex: No: 9

DATE : 20.09.19 CALCULATE THE FINAL ACCOUNTS FROM
THE GIVEN TRIAL BALANCE

From the following Particulars prepare Trading
Profit & Loss a/c for the year ended 31.12.2009
The balance sheet

Particulars	Amount (Rs.)
Sales	83000
Land & Building	13700
Creditors	6100
Wages	12600
Carriage inwards	900
Travelling expenses	5300
Sales return	600
Purchase return	100
Capital	29600
Bank over draft	5000
Opening Stock	8200
Sundry Debtors	9300
Bills Receivables	1200
Purchase	33600
Discount Received	200
Furniture	7400
Salaries	16900
Insurance	600
Plant	10000
Cash	3700

Adjustment :

1. CLOSING STOCK RS. 7000
2. PROVIDE 10% DEPRECIATION ON PLANT
3. INSURANCE WAS PREPAID FOR A QUARTER
AN AMOUNT RS 3000 WAS DUE FOR
WAGES

Ex>No: 10 CREATING VOUCHER ENTRIES AND
DATE : 25.09.19 GENERATING FINAL ACCOUNTS

AIM:

TO PREPARE FINAL ACCOUNTS FROM ACCOUNTING TRANSACTION USING TALLY.

PROCEDURE:

STEP 1 : CREATE THE NAME : PROBLEM 2

STEP 2 : SELECT COMPANY → ACCOUNTING INFORMATION FROM GATEWAY OF TALLY.

STEP 3 : ACCOUNTING INFORMATION → GROUP → CREATE

STEP 4 : THROUGH ACCOUNTING INFORMATION → LEDGER → CREATE

STEP 5 : GATEWAY OF TALLY → ACCOUNTING VOUCHER → PAYMENT, RECEIPT, CONTRA, SALES, PURCHASE, DEBIT NOTE, CREDIT NOTE.

STEP 6 : PROFIT & LOSS CAN BE VIEWED THROUGH GATEWAY OF TALLY → PROFIT & LOSS A/C

STEP 7 : BALANCE SHEET CAN BE VIEWED THROUGH GATEWAY OF TALLY → BALANCE SHEET.

RESULT :

Thus we generated the final A/C
from profit & loss and balance sheet
using tally result being:-

Gross profit : 16980

Net profit : 17380

Balance Sheet : 36630

Ex: No: 10 VOUCHER ENTRIES AND GENERATING
DATE : 25.10.19 FINAL ACCOUNTS

Enter the following transaction in the appropriate Voucher and Show the Final Account.

Jan 1 : Mr. A contributed RS. 10000 cash and started a New business

Jan 2 : Purchases goods worth RS. 1000

Jan 3 : Sold goods worth RS. 2000

Jan 4 : Purchases goods from Mr. X RS. 1500

Jan 5 : Sold goods worth RS. 2500 to Mr. Y

Jan 6 : Returned goods to Mr. X worth RS. 50

Jan 7 : Mr. Y Returned goods worth RS. 70

Jan 8 : Deposited RS. 3000 in the SBI.

Jan 9 : SBI Paid Mr. X RS. 500 cheque No: 00040

Jan 10 : Received RS. 1000 from Y.

Jan 11 : Paid Salary RS. 1000 each two employee

Jan 12 : Paid Rent RS. 800

Jan 13 : Outstanding Salary RS. 200

Jan 14 : Commission Received RS. 1000

Jan 15 : Outstanding interest RS. 500

Jan 16 : Purchased Furniture RS. 8000 from ABC & CO

50

Jan 17 : Sold goods worth RS. 15000
Jan 18 : Pre received Commission RS. 100
Jan 19 : Prepaid Rent RS. 200

Tally 9		TallyGold - Multi-User																																			
Tally Solutions FZ LLC, 1983-2006		F1: Condensed	F2: Period																																		
http://www.tallysolutions.com		SL No.: EAS-2007	F3: Company																																		
P: Print E: Export M: E-Mail O: Upload		Language																																			
Profit & Loss A/c		Tally 2																																			
Particulars		Particulars																																			
1-Apr-2006 to 31-Mar-2007		1-Apr-2006 to 31-Mar-2007																																			
<table border="1"> <tr><td>Purchase Returns</td><td>2,450.00</td></tr> <tr><td>Purchase A/c</td><td>2,500.00</td></tr> <tr><td>Purchase Return</td><td>(-50.00)</td></tr> <tr><td>Gross Profit A/c</td><td>17,000.00</td></tr> <tr><td></td><td>19,450.00</td></tr> <tr><td>Indirect Expenses</td><td>2,800.00</td></tr> <tr><td>Rent</td><td>600.00</td></tr> <tr><td>Salary</td><td>2,200.00</td></tr> <tr><td>Net Profit</td><td>15,600.00</td></tr> </table>		Purchase Returns	2,450.00	Purchase A/c	2,500.00	Purchase Return	(-50.00)	Gross Profit A/c	17,000.00		19,450.00	Indirect Expenses	2,800.00	Rent	600.00	Salary	2,200.00	Net Profit	15,600.00	<table border="1"> <tr><td>Sales Accounts</td><td>19,500.00</td></tr> <tr><td>Sales A/c</td><td>(150.00)</td></tr> <tr><td>Sales Return</td><td></td></tr> <tr><td>Gross Profit b/f</td><td>17,000.00</td></tr> <tr><td>Indirect Income</td><td>900.00</td></tr> <tr><td>Commission Received</td><td>500.00</td></tr> <tr><td>Interest</td><td></td></tr> <tr><td></td><td>18,400.00</td></tr> </table>		Sales Accounts	19,500.00	Sales A/c	(150.00)	Sales Return		Gross Profit b/f	17,000.00	Indirect Income	900.00	Commission Received	500.00	Interest			18,400.00
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Tally 9		TallyGold - Multi-User																																																	
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Liabilities		Assets																																																	
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Total		Total																																																	
Calculator		COBO Services																																																	
1 > Gateway of Tally --> Balance Sheet		9 - Release I (English) Tue, 29 Oct, 2013 13:58:04																																																	

J. 30

Ex: No: 11 PREPARATION OF STOCK GROUPS AND STOCK
 DATE : 1.10.19 CATEGORIES AND REPORTING THE STOCK SUMMARY

AIM:

TO CREATE THE STOCK GROUP, STOCK CATEGORIES,
 STOCK ITEM USING TALLY.

PROCEDURE :

- STEP 1 : Create the Company Name : problem 3
- STEP 2 : Select Company → Inventory information
 from gateway of tally.
- STEP 3 : Features (F11) → Inventory features →
 Purchase order (Yes) Sales order (Yes)
- STEP 4 : Gateway of tally → Inventory Information
 → units of measurement
- STEP 5 : Gateway of tally → Inventory Information
 → Stock groups
- STEP 6 : Gateway of tally → Inventory Information
 → Stock categories
- STEP 7 : Gateway of tally → Inventory Information
 → Stock items
- STEP 8 : Gateway of tally → Accounting Information
 → Ledger → Create

STEP 9 : Gateway of tally → Accounting Voucher
→ Payment, Receipt, contra, Sales,
Purchase, Debit Note, Credit Note

STEP 10 : Stock Summary can be viewed
Gateway of tally → Stock Summary (F5)

RESULT :
thus we generate the stock summary
using tally.

Stock Summary Grand total : 9719

Gross Profit : -

Net Loss : 4000

Balance Sheet : 2004325

Ex: No: 11 STOCK GROUPS AND STOCK CATEGORIES
 DATE : 1.10.2019
 REPORTING THE STOCK SUMMARY

1. 01.04.2005 Mr. Karthic Started business with cash
 ₹ 500000

Building 1500000

2. 03.04.2005 Open a current account with Punjab
 National Bank for RS. 100000

3. 05.04.2005 Bought the following items from
 Medicals

SHAMPOO

Clinic Plus 2 bottles @ ₹ 150 each

All Clear 5 bottles @ ₹ 75 each

PASTE

Colgate : 20 NOS - 200gms @ ₹ 79 each

15 NOS - 100 gms @ ₹ 60 each

20 NOS - 50gms @ ₹ 30 each

Close up : 10 NOS - 200 gms @ ₹ 71 each

15 NOS - 100 gms @ ₹ 56 each

5 NOS - 50 gms @ ₹ 30 each

HEALTH DRINKS

Hoylicks : 1Kg @ ₹ 195 10 packs
 500 gms @ ₹ 99 20 packs

Viva: 1Kg @ ₹ 150 5 packs

500 gms @ ₹ 75 10 packs

Bournvita: 1Kg @ ₹ 170 20 packs

500 gms @ ₹ 100 5 packs

4. 17.04.2005 Sold the following items to
Sekar Stores.

Horlicks: 1Kg 10 packs

Viva : 500 gms 9 packs

Close up each categories 5 NOS

Colgate first two categories 12 NOS

5. 28.04.2005 Returned goods to Vasan
medicals

Close up : 100 gms 2 NOS

Colgate : 50 gms 5 NOS

Horlicks : 500 gms 2 NOS

6. 01.05.2005 Sekar Store returned the
following

Horlicks : 1Kg 1 pack

Close up : each categories 1 NOS

Colgate : 100 gms 2 NOS

7. 07.05.2005 Purchased a computer for office
purpose ₹ 25750

8. 14.05.2005 Paid Salary to clerk RS. 1500

9. 17.05.2005 Paid Rent RS. 2500

10. 22.05.2005 withdraw cash for personal
use by cheque RS. 10000

11. 27.06.2005 Sold old typewriter RS. 1000

Tally 3		Tally 3	
1-Apr-2006 to 31-Mar-2007		1-Apr-2006 to 31-Mar-2007	
Particulars		Particulars	
Health Drinks Paste Shampoo		Sales Accounts Sales Ac Sales Return Closing Stock Health Drinks Paste Shampoo	
Purchase Account Purchase A/c Purchase Return		14,325.00 14,755.00 (-420.00)	
Gross Profit A/c		14,325.00	
Indirect Expenses Advt		4,000.00 2,500.00 1,500.00	
Salary		4,000.00 Gross Profit b/f Net Loss	
Total		Total	
4,000.00		4,000.00	
CALCULATOR		0000.00	
Gateway of Tally --> Profit & Loss A/c		9 - Release 1 (English)	
		Tue, 29 Oct, 2013	
		10:41:24	
F1: Condensed F2: Period F3: Company F4: Valuation F5: New Column F6: After Column F7: Auto Column F8: Inv Rep F9: Acc Rep F10: Features F11: Configure F12: Range F13: Value			

Tally 3		Tally 3	
as at 31-Mar-2007		as at 31-Mar-2007	
Liabilities		Assets	
Capital Account Karthick Capital Karthick Drawing		15,24,759.30 15,00,000.00 25,750.00 (-11,000.00)	
Loans [Liability]		4,75,575.00	
Current Liabilities Sundry Creditors		9,719.00 4,606.00 3,71,250.00 90,000.00	
14,325.00		Profit & Loss A/c Opening Balance Current Period	
1 more ...		4,000.00 4,000.00	
Total		Total	
20,04,725.00		20,04,725.00	
CALCULATOR		0000.00	
Gateway of Tally --> Balance Sheet		9 - Release 1 (English)	
		Tue, 29 Oct, 2013	
		10:43:00	
F1: Condensed F2: Period F3: Company F4: Valuation F5: New Column F6: After Column F7: Auto Column F8: Inv Rep F9: Acc Rep F10: Features F11: Configure F12: Range F13: Value			

Tally Solutions FZ LLC, 1998-2006		TallyGold - Multi-User	
http://www.tallsolutions.com		Sl. No.: BMG-2007	F1: Inventory
E-Post	E-Export	E-C-Mail	F2: Date
Or Upload:		K: Keyboards	H: Help
Accounting Voucher Attention:		Cash Voucher	F3: Company
Credit Note No. 1		1 Apr-2006	
Ref:		Saturday	
Party's Ac Name: Sekar Stores		F4: Contra	
Current Balance: 4,605.00 Dr		F5: Payment	
Sales Ledger: Sales Return		F6: Receipt	
Name of Item:		Quantity	Rate per
Borlicka 1 Kg		1 Pk	155.00 Pk
Close Up 250 Grams		1 Nos	71.50 Nos
Close Up 125 Grams		1 Nos	56.00 Nos
Close Up 50 Grams		1 Nos	30.00 Nos
Colgate 1K Grams		2 Nos	60.00 Nos
			472.00
Voucher:		V: As Voucher	
		472.00	
Calculator		GOBC Server	
E11: Features		E12: Configure	

A. 30

Ex: No: 12

GENERATING REPORTS FOR COST CENTRES

DATE : 04.10.19

AIM :

Generate reports for cost centres using tally.

PROCEDURE:

STEP 1 : Create the Company Name : Problem 4

STEP 2 : Select Company → Accounting Information from Gateway of tally.

STEP 3 : Gateway of tally → Accounting information → Cost centre.

STEP 4 : Gateway of tally → Accounting information → Cost Categories

STEP 5 : Gateway of tally → Accounting Information → Ledger → Create

STEP 6 : ~~Gateway~~ of tally → Accounting Voucher → payment, Receipt, Contra, Sales, Purchase, make entries.

STEP 7 : Costsheet can be viewed Gateway of tally → Display → Statement of Accounts → Cost centre → Cost centre Break up

RESULT:

Thus we generate the report for cost centre using tally.

Chennai : 117000

Trichy : 128000

Salem : 132000

Madurai : 117000

Gross Profit : 95000

Net Loss : 494000

Balance Sheet : 2540000

Ex: No: 12

COST CENTRES

DATE : 04.10.2019

1. XYZ Ltd started business with cash
RS. ₹ 500000

2. Purchase goods worth RS. 40000 M.Y.A
Salem Branch 40000

3. Sold goods RS. 135000

Chennai Branch RS. 40000

Trichy Branch RS. 50000

Salem Branch RS. 20000

Madurai Branch RS. 25000

4. Electricity expenses RS. 106000

Chennai Branch RS. 27000

Trichy Branch RS. 45000

Salem Branch RS. 12000

Madurai Branch RS. 22000

5. Salary to staff RS. 303000

Chennai Branch RS. 80000

Trichy Branch RS. 88000

Madurai Branch RS. 75000

Salem Branch RS. 60000

Rent of office Building RS. 80000 apportioned
to equally to all branches.

Cash deposited in Bank RS. 50000 Commission
Paid RS. 100000 [Chennai 30%. Trichy 25%.
Madurai 25%. Salem 20%].

Tally 9		TallyGold Multi User	Concurrent
(c) Tally Solutions FZ LLC, 1988-2006		S. No.: EM22-2007	F2 Period
http://www.tallysolutions.com		F3 Company	F4 Help
P. Print	E. Export	M. E-Mail	U. Upload
L. Language	C. CRM	R. Help	T. Valuation
Profit & Loss A/c			
Particulars	Tally 4 1-Apr-2006 to 31-Mar-2007	Particulars	Tally 4 1-Apr-2006 to 31-Mar-2007
Purchase A/c	40,000.00	Sales Accounts	1,35,000.00
Gross Profit A/c	95,000.00	Sales A/c	1,35,000.00
	1,35,000.00		1,35,000.00
Indirect Expenses	5,39,000.00	Gross Profit A/c	95,000.00
Commission Paid	1,00,000.00		4,34,000.00
Electricity Expenses	1,06,000.00	Net Loss	
Rent	82,000.00		
Salary	3,03,000.00		
Total	5,25,000.00	Total	5,25,000.00
Calculator	0.00	Ctrl+C	Ctrl+V
Gateway of Tally --> Profit & Loss A/c		S - Release 1 English	
Tue, 29 Oct 2013		10:11:11	