

## Introduction to Tally ERP

Manual accounting maintains involve lots of labour & time & even after the result may not be upto expectations. Working in tally, which is an Accounting software, provide complete solution to problem of our manual book keeping & make the job faster, perfect & elaborate. Moreover it gives a vast & advance information about our company. It is fully secured and reliable accounting program.

Tally is one of job most accounting programs which was developed by Tally solution pvt Ltd, Bangalore. The first version of Tally was released in 1998 & through continuous development is now recognized as one of leading accounting package across the world with over quater million customers.

### Advantages of Tally

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General

a) No accounting code :- Unlike other computerized accounting package with required numeric code, tally pionered the no accounting code concept. Tally users have the freedom to allocate meaningful names in plain english to their item in system.

b) Complete business solution :-

Tally provide a comprehensive solution to the accounts & inventory need of business. The package computerised finance accounts book keeping & inventory accounts.

c) Integrated / Non Integrated Accounts & Inventory :-  
With the Tally the user is able to choose between accounting with inventory. In accounting inventory user can choose whether it should be integrated or not.

d) Flexible & easy to use :-

Tally is very flexible it means the human through process can adopt it to any business need.

e) Versatility :-

Tally is suitable for range of organization from small stores to large corporations.

f) Multi Platform Available :-

Tally is available on windows 95, 98, ME - 2000 & NT. It runs on single person network.

Tally screen Components

Title Bar :-

Display tally version number

Horizontal Button Bar :-

Selection of language key, keyboard language & Tally.

Minimize Button :-

Perform the standard window allowing system function (windows 95 onwards) allowing you to minimize Tally & word on other appli-

Button tool Bar :- Display button which provide quick interaction with tally & only buttons relevant to current version are visible.

Calculator / ODBS Server :-

Used for calculator function & ODBS server.

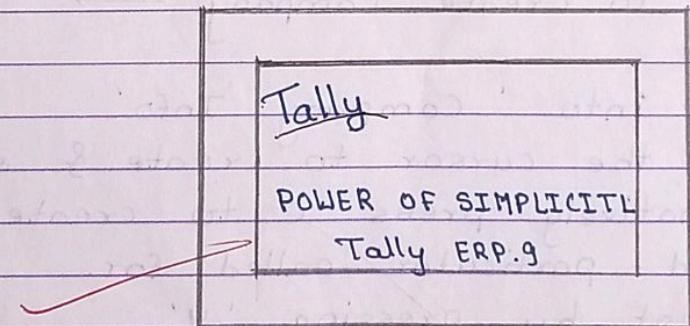
Button Pan :-

Display version number release details, current date & system time

Language Button :- Allow the user to configure the language for phonetic keyboard.

Getting function with Tally

Tally start up :- Start tally few of the import approach.



Click → Start → Program → Tally 9 → Tally ERP.9 icon

OR

Double click Tally ERP.9 icon on the desktop. Tally 9 logo will be shown on a screen & we have to wait till the program load.

The welcome screen "Tally power of simplicity" will be displayed.

( continue after tally startup)

The first display we get is 'company info' which contains the option.

Select Company, Create Company, Backup, Restore, Quite, etc.

Three steps →

After opening tally, we follow three steps

1) Company Creation

2) Ledger Creation

3) Voucher Posting

Company Creations →

From 'Company information' active 'Create Company' option by either double clicking the specified option or by pressing highlighted letter which is 'c' or bring the cursor & press <ENTER>

Steps to create Company →

1) Enter into 'Company Info.'

2) Move the cursor to create & enter alternatively press ~~c~~ to create.

3) Filled particular called for.

4) Accept by pressing 'y'

Company Creation : c:/Tally / data
Directory → c:/ Tally / data
Name →
Mailing Name →
Address →
Statutory Compliance for →
State →
Pin Code →
E-mail →
Currency Symbol →
Maintain →
Financial Year from →
Book Beginning from →

Under 'Company Creation' given the company's particular as needed like name, address, IT, Sales Tax number, etc. Given Rs. (or any currency symbol) against 'Currency Symbol' select type of company as account only or accounts with inventory under 'maintain'.

Financial year always starts from 1<sup>st</sup> April to 31<sup>st</sup> March. Even if we start our company in the middle of year. Give 1<sup>st</sup> April with year under 'Financial Year From' next & under book beginning from type the first transaction date.

~~Currency Symbol :-~~

We mention the base currency information, here in which our account would be maintained. The base currency in our case is ₹ which will be used in our reports.

Financial Year from :-

Among three forms of year, Calender year commence from January 1<sup>st</sup> & spreads upto December 31<sup>st</sup>. Academic year is from 1<sup>st</sup> June to 31<sup>st</sup> May & financial year starts from 1<sup>st</sup> April & ends on 31<sup>st</sup> March. Give 1<sup>st</sup> April with year as given in exercise.

Tally Vault :-

Tally vault is an advanced security system which convert normally accessible tally information into unrecognisable information thereby safeguarding our date from others.

Security Control :-

It is regular security feature which avoids the unauthorised access by others without your knowledge. The administrative can create many user's ID & password. Give the name of Administrator or National & the password twice as abc for an example.

Base Currency Information :-

Base currency Information → ₹

Formal name → Indian Rupee

No. of decimal place → show amount in million No 2 put as base year.

As symbol suffered to → No. decimal place

Printing amount in words → 2

Symbol for selecting a company

Symbol for decimal portion → Paise

After completing all the particulars, Accept it our company will automatically be loaded.

## Loading or selecting a Company :

Company Info
Select Company
Login as Remote user
Create Company
Backup
Restore
Quit

A company can be selected only if it exists.  
It can be selected by following ways.

i) For selecting the company press Alt + F3 key. Simultaneously to work or in the company information select option 'Select Company' in menu by pressing.

ii) Highlight the company to be selected with the help of up & down arrow keys from keyboards from the list of companies displayed & press ENTER.

## Altering or Modifying Existing Company :

- 1) Gateway of Tally.
- 2) Click Company Info (F3) or press Alt + F3 key simultaneously.
- 3) Then you will find 'Alter option', select the 'Alter' option from the company you wish to alter & press Enter.

- 4) Now, you have company alteration screen on your desktop make the required changes and accept. If you want to make any changes you can make the following one →
- a) Change Tally vault → Here you can change password
  - b) Security Control → Here you can set different authority & rights.
  - c) Backup → You can restore the data in floppy / CD.
  - d) Restore → You can restore the data in from CD / floppy disk.

Similarly, you can modify the data such as Name of the company, address, pin code, income tax no. etc.

### Shutting a Company :

Shutting a company means unloading it, you can shut the company by following ways

- 1) Press Alt + F5 key simultaneously or F3 (company any Information)
- 2) Select the option 'shut Company' in this menu by pressing Enter key.
- 3) Highlight the company you wish to shut down from list of companies displayed and press 'enter'.

Expt. No. 1 Date: \_\_\_\_\_

Title Intro to Tally (Part - 2)

Create a company BCA Ltd to maintain financial accounts only using hypothetical address & other details. The company maintain its books of accounts on financial year basis :

a) Make the default setting for printer assuming the report are printed on stationary with letterhead printed on top that consumes the space of one inch.

b) The company want to print the amount in Indian Currency with space between Rs. & amount.

As per the part - 1 of assignment we create the company only we need to create a company with name 'BCA Ltd' using hypothetical address & maintain books of accounts only on 'Financial year basis'.

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General

~~As per part a) of part II assignment for making default setting for printer assuming that the reports are printed on stationary with the letterhead printed on top consume the space of one inch space at top of page.~~

Following steps are :-

- 1) Go to company infos.
- 2) Over there you will find F12 keys click on that.
- 3) Click on printing option.
- 4) Click on general option.
- 5) Then setup the configuration as per your requirement.
- 6) Set standard space on top of page of inches.
- 7) Click & enter.

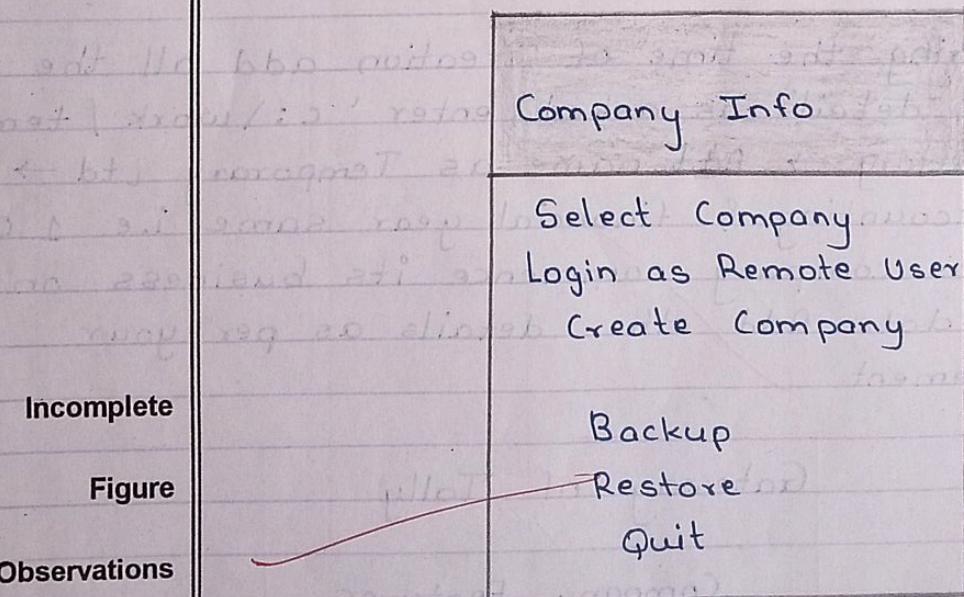
As per part b) of part II assignment only setting needs to be done during company creation i.e. first set base currency as 'Rs.' in Base Currency info & then set 'Yes' for put a space between amount & currency.

Automatically during the time of printing there will be space between Rs. & amount with Indian currency.

Title Creating, Altering & Deleting Company

Create a company Temporary Ltd. ( store data in C:\work\temp) having financial year as the accounting year. It is newly setup company that has commenced its business from 1<sup>st</sup> October 2007. Other details may be entered as per your assumption, except the Income Tax Number (PAN); upon saving the company, enter the income tax number PAN as FYBCA02785. Delete the company create as Temporary Ltd.

Create a company with the name 'Temporary Ltd' for that follow following steps :



Go to Gateway to Tally in that go in company info (F3), click on that, after that click on company option.

## Company Creation

Directory :

Name :

### Mailing & Contact Details

Mailing Name :

Address :

### Company Details

Currency Symbol :

Maintain :

Financial Year :

Book keeping from:

### Statutory Compliance for

state :

### Security Control

Pin Code : Tally vault Password :

Mobile no : Repeat Password :

E-mail :

Use Security Control ?

### Auto Backup Details

Enable Auto Auto Backup :

During the time of creation add all the required details as asked, enter 'c:\work\temp' in directory → Add name as Temporary Ltd → Add accounting & financial year same i.e. 1 Oct 2007 as company commence its business on that date. Add other details as per your requirement

## Gateway of Tally

Company Features

Accounting features

Statutory & Taxation  
Tally NET Features

Quit

Then the other requirement is for adding (PAN) or Income Tax No. → go to gateway of Tally on the right side you will find F11 i.e. feature key, click on it or simply press F11 key, there you will be find an option i.e. In statutory taxation click on start.

### Company Temporary Ltd Statutory & Taxation

Enable value Added Tax ? NO

Enable Tax Deducted source? NO

Alter VAT Detail ? NO

Set TDS Details ? NO

Enable Service Tax ? NO

Enable Tcs ? NO

Alter Service Tax Detail ? NO

Alter Tcs Details ? NO

### Tax Information

Local Sales Tax Number :

Inter State Tax Number :

PAN / Income-Tax Number :

Add all the details as per assumption there expect (PAN) Number

Enter Income Tax Pan Number as → 'FYBCA02785'

~~Press Enter & Ok to accept.~~

## Gateway of Tally

Company Info	
Select Company	
SHUT Company	
Create Company	

Create group Company  
Alter

change Tally vault

Split Company Data

Backup

Restore

Quit

For the deletion of 'Temporary Ltd Company' go to gateway of tally on right click on (F3) i.e. company info → There you will find an 'Alter' option, click on it. You will see all the companies listed → Clicked on the 'Temporary Ltd' & company created page will be opened Press 'Alt + D' key Simultaneously to delete company named 'Temporary Ltd'

Expt. No. 3 Date: \_\_\_\_\_

## Title Creating Display, Altering Multiple group & ledger

redraw picture at bing esport  
redraw program at bing esport  
regulars depend at bing update  
(in ~~000000~~ 5). Today's winds  
reports modeler

-> export & quid toward

ai gets from edit parameters to address ref? A  
can't see it. It's a reverse report & quid address at  
trunks of bethelaito to tianan room  
sites as to addresses as quid putnevi & quid  
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modeling climate teams

### Incomplete

### Figure

### Observations

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### Procedure

### General

Create groups following hierarchy shown below :

Debtors - International  
Debtors - National  
Debtors - South  
Debtors - North  
Debtors - Central

Create the following ledger accounts, place under appropriate group (Create new groups whenever necessary)

Wages paid to factory worker.

Wages paid to temporary worker.

Salary paid to branch employee  
share Capital (₹ 500000 cr.)

Telephone charges.

Account Group & Ledger :-

After creation of company the next step is to create group & ledger account. Account info menu consist of option related to account group & inventory group on selection of an action. A sub menu open up to entire menu that have almost similar option.

It is describe that before creating masters or groups first plan about it & note down on paper organize the hierarchy in case of group or ledger cost enter.

Create Single Group :-

As the group can be created in normal & advance modes configuration at the same should be change before its creation. Accordingly for that press 'F12' button & set 'yes' for that

option allow advance entries in master & then create the group as follow : Gateway of Tally  
→ Accounts info → Group (Enter)

### Creating Multiple Groups :-

To create multiple groups, go to Gateway of Tally → Accounts info → groups → create (under multiple groups) → select the name of the parent group from pop up list of group.

If you desire to create a sub-group then select all item for field under group in the pop-up list of groups. You will have to specify the name of parent group for each of sub group.

A ledger is actual account head to which you identify a transaction.

To create single ledger, go to Gateway of Tally → Account info → ledger (enter) then,

Type the appropriate answer of fields as-  
it Name :-

Type the unique name for ledger, duplicate ledger name is not allowed. The ledger name can be adjusted due to horizontal compression facility in Tally, Punctuation symbols are not consider in Tally.

e.g :- When you type SBI it will be consider as name

### ii) Opening Balance :-

If there is opening balance on the A/c, just type & specify whether it is Dr or Cr.

### iii) Percentage of Tax :-

Activating the option allow invoicing in the company feature menu & group the ledger under duties & taxes you will have to enter rate tax & accept.

Create Multiple Ledger :-

You can create multiple ledger at a time in this mode. You can first create a ledger under each group in single ledger mode and then the last of ledger in multiple mode for creating multiple ledger, go Gateway for creating multiple ledger, go of Tally → Accounting info → ledger → create (under multiple ledger)

Groups :-

In the modern way of account financial entities are perform using ledger or Alc head. Tally follow the single ledger concept of accounting. It is advisable to group to classify ledger information based on their function, groups or masters are helpful in classifying & identifying accounting based on their nature grouping & re-grouping of Alc is also permitted by Tally.

Displaying Single & Multiple Groups :-

To display single group, go to Gateway of Tally → Accounting info → groups → Display (under single group)

A window with list of groups will appear on screen. From this window select the parent group whose sub group are to be display to see all group selected all item option.

Altering single & Multiple groups :-

For alteration of single group, go to Gateway of Tally → Account info → Group → Alter (under single group)

Select the group you will to enter from the list of groups make the necessary changes & click 'Yes' to save the changes.

For alteration of multiple group, go to Gateway of Tally → Accounting Info → Groups → Multiple Alter.

A window with list of group view appear on screen → from this window select the percent arrow whose sub group are to be altered → make changes & accept it.

Deleting single or multiple groups :-

The delete function is performed through the single alteration mode. You cannot delete groups. from multiple alteration mode.

1) Select the group to be deleted

2) Press Alt + D to select the group.

Ledger :-

A ledger is actual account head to which you identify a transaction. In tally, you pass all accounting vouchers using ledger. However, all ledger have to be classify into groups.

Display single or Multiple ledger :-

To display ledger used the following steps:  
Gateway of Tally → Accounting Info → Ledger  
for single display →

Now select the ledger from the pop-up list by highlighting it & press enter key → you now have the ledger alteration screen make the describe changes & accept it.

## Altering Multiple Ledger :-

It is also take the alteration of multiple group steps :

Gateway of Tally → Account info → Ledger → Multiple → Alter → Select the ledger to the altered from pop-up list of ledger by high-lighting it → Then press the enter key → Now ledger alteration screen will appear on monitor make changes that you want to make.

## Deleting a ledger :

You can delete the ledger from alteration mode by pressing < Alt + D > Tally does not allow deleting of account that have transaction. Therefore, if you wish to delete an account which have transaction, you must first delete all its voucher entries.

- To create Groups  
→ Gateway of Tally → Alc Info → Group → Create
- Enter group of name as  
→ Debtor international & put this group under sundry debtors, enter & accept it.

Similarly other groups are created in same way  
i.e. Debtor - National  
Debtor - South  
Debtor - North  
Debtor - Central

If you want to display the groups go to,  
Account Info → Groups & Display.

- To create ledger accounts go to  
→ Gateway of Tally → Account Info → Ledger →  
single / Multiple ledger → create → Enter  
all ledger as per given in question ledger  
will be put under following groups :
- a) Factory worker wages → Direct Expenses.
  - b) Temporary worker wages → Direct Expenses.
  - c) Salary of H.O. Employee → Indirect Expenses
  - d) Salary of Branch Employee → Indirect Expenses
  - e) Share Capital → Capital A/c put opening bal. 500000
  - f) Telephone charges → Indirect Expenses.

If you want to see transaction go to  
Gateway of Tally → Balance sheet → only  
can see 500000 in balance sheet. You can  
also view profit & loss Accounts.

Expt. No. 4 Date:

## Title Preparing Purchase & Sales Register

### Sales Register

<input type="checkbox"/>	Tally 9	<input type="checkbox"/> -	<input checked="" type="checkbox"/> <b>Y</b>	<input type="checkbox"/> X
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00003	P	000009	SYX	80-A-1
00004	C	000009	901	80-B-1

000051	1000	F3:
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Voucher Register ABC	Ctrl + M	F4:
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List State No.	1 Prog to 30 Prog
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Date Particular	No. type	No. No.	Dr.	Credit
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1-4-08	4	Sales	1	40000
1-4-08	2	Sales	2	60000
Total 100000				

Calculator ODBC Server	Ctrl + N	No - No-type
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E11:

F12:

Incomplete

Figure

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General

Gateway of Tally → Alc's Info → Ledger → Cr. Creation
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Tally 9

F3:

Voucher Register ABC Ctrl + M

F4:

List of all purchase No. of V.O.

Date	Particular	V.O. type	No. NO	Dr.	Credit
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1-4-08	XYZ	Purchase	1	50000	
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1-4-08	COF	Purchase	2	70000	
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Total	120000	V.O. type
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Calculator ODBC Server Ctrl + N

Gateway of Tally → Account info → ledger  
→ Creation

- Prepare Purchase register & sale register, Sale voucher  
 Any sale transaction are entering is sales voucher in case of cash sales, we receive cash or cheque immediately so we do not require taking outstanding. Instead of making one sale voucher debiting the party we can create composite sale voucher in first entry instead of party ledger you can select cash or bank Alc. The entry will appear in sales ledger as well as in cash book. Press F8 ledger as well as in cash book at voucher entry screen to enter sales voucher.
- How to enter sales voucher.  
 The first entry must be debit involving any debtor, cash or bank Alc & second entry will be credit to ledger placed under sales Alc group remaining account may be of revenue nature you can enter sales voucher involving several billing aspect.
- Purchase Voucher  
 Any purchase transactions are entered in purchase voucher in case of cash purchase you make payment immediately by cash or by cheque & do not require tracking outstanding. Instead of making one purchase voucher crediting the party & another payment voucher debiting. The party you can create a composite purchase voucher. In first entry instead of party ledger. You can select cash / bank Alc the entry would appear in purchase register as well as in cash book, Press F9 at voucher entry screen to enter purchase voucher.

- How to enter purchase voucher

In the purchase voucher, first entry must be a credit involving any creditor may be any Alc or Bank Alc & second entry should be debit to a ledger placed under purchase Alc group remaining Alc may be any revenue Alc.

- Credit note.

By default, credit note voucher will not be available. If you activate the option use debit/credit note from the option company under feature you can select this voucher upon clicking either

F7 : Journal or F8 : Sales button. A credit note is not return goods that you sold him or if you grant him credit due to rate different / discount or rebate or due to some reason now you like to square off a debit balance.

- How to enter credit note voucher

The first entry must be a credit involving any debtor or cash or bank Alc. Second entry should be debit to a ledger placed under sales

- Debit note.

By default debit note voucher will not be available. If you activate the option use debit/credit note from the option company under feature you can select the voucher upon clicking either F7 : Journal or F8 : Purchase button.

- How to enter Debit note voucher

Normally a debit note voucher is entered when you make purchase return or have share billed or customer or your supplier have granted you because a rate different to discount.

Purchase register & Sales register by entering following transaction.

- 2009  
 28-4 Goods purchase from ravi ₹ 50000  
 15-4 Goods purchase from Mandar ₹ 40000  
 22-4 Goods purchase on cash for ₹ 100000 & cash discount is 10% on cash.  
 19-5 Goods purchase from sumit worth ₹ 10000  
 24-9 Purchase good from sameer worth ₹ 10000  
 10-10 Goods sold to Mr. Ajay ₹ 100000 & discount ₹ 10000  
 12-11 Goods sold to sameer ₹ 20000  
 31-12 Cash received from Tejas ₹ 20000  
 15-1-10 Cash sales ₹ 100000  
 25-2-10 Goods purchase from Mandar ₹ 55000  
 20-3-10 Cash sales ₹ 80000

Date	Particular	Dr. ₹	Cr. ₹
2009			
28-4	Purchase A/c — Dr 50000 To Ravi's A/c — Cr. 50000 (Being goods purchase)	50000	—
15-4	Purchase A/c — Dr 40000 To Mandar A/c — Cr. 40000 (Being goods purchase)	40000	—
22-4	<del>Purchase A/c — Dr 100000 To cash A/c — Cr. 90000 To Discount Received A/c — Cr. 10000</del>	100000	—
19-5	Purchase A/c — Dr. 100000 To sumit A/c — Cr. 100000 (Being goods purchased)	100000	—

Date	Particular	Dr. ₹	C. ₹
24-9	Purchase A/c To Sameer A/c (Being goods purchase)	— Dr 1000 — 1000	— 1000
10-10	Mr. Ajay A/c Discount allowed A/c To Sales A/c (Being goods sold & discount allowed)	— Dr 9000 — Dr 10000 — 100000	— — — 100000
12-11	Mr. Sameer A/c To Sales A/c (Being goods sold)	— Dr 20000 — 20000	— 20000
31-12	Cash A/c To Tejas A/c (Being cash received)	— Dr 20000 — 20000	— 20000
15-1-10	Cash A/c To Sales A/c (Being sales made on cash)	— Dr 100000 — 100000	— 100000
25-2	Purchase A/c To Mandar A/c (Being goods purchased)	— Dr 55000 — 55000	— 55000
20-3	Cash A/c To Sales A/c (Being cash sales)	— Dr 80000 — 80000	— 80000
	Total	585000	585000

Expt. No. S Date:

## Title Creating Balance Sheet

Tally 9

[ ] [ ] [ ]

F1: Delete

F2:

P: Print M: Mail L: Language H: Help

### Balance sheet

Liabilities Assets = AW 2005 Asset April-2008

Capital Account Current Account

More .... More ....

Total Total

Calculator ODBC Server

Incomplete

Figure

F12: value

Observations

Calculations

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General

## Balance Sheet :-

A balance sheet is statement of financial position of business. It displays liabilities on left hand side & assets on right hand side. To display balance sheet use following steps :

Gateway of Tally → Report → Balance Sheet

By default balance sheet will be displayed in horizontal form with double column & closing balance of primary group or liability & asset. To view detailed or condensed balance sheet press Alt + F1.

To view balance sheet for specific period to see the balance F2 & enter the period to see the balance sheet in vertical form with by changing press F12 & in configuration window change option also yes.

## Closing stock Entry through balance :-

If we are not maintaining the account with inventory then we have to prepare stock of good amount under group stock in hand & do not enter opening balance. Now open the stock of goods & ledgers menu then enter the data & closing stock amount of closing stock with mentioning balance key & accept the screen by selecting will appear in balance sheet :

Steps :-

- 1) Create company in Tally.
- 2) Accounting voucher & select ledger.
- 3) Then select, create option & ledger will be opening. eg :- Select accounting voucher & the entry in particular group little payment center receipts.

Transaction :-

April 2009 started busi. with capital & deposited ₹ 100000

Purchase goods from Mr. Srikant ₹ 15000

Sold goods for cash ₹ 10000

Cash Sales ₹ 40000

Paid wages by cash ₹ 1200

Paid Salary to manager by cheque ₹ 14000

Deposited into bank ₹ 30000

Paid electricity charges by cheque ₹ 10000

Sold goods to Mr. Suresh ₹ 10000

Paid Postage by cash ₹ 5000

Goods purchase from Mr. Ganesh ₹ 3500.

Date	Particular	Dr. ₹	Cr. ₹
1)	Capital A/c To Cash A/c	— Dr 100000 — - 100000	-
	(Being busi. started with cash)		
2)	Purchase A/c To Srikant A/c	— Dr 15000 — - 15000	-
	(Being good purchased)		
3)	Cash A/c To Sales A/c	— Dr 10000 — - 10000	-
	(Being goods sold on cash)		
4)	Cash A/c To Sales A/c	— Dr 40000 — - 40000	-
	(Being goods sold on cash)		

Date	Particular	DR. ₹	CR. ₹
5)	Wages A/c To Cash A/c (Being wages paid by cash)	1200	- 1200
6)	Salary A/c To Bank A/c (Being salary paid by cheque)	14000	- 14000
7)	Bank A/c To Cash A/c (Being cash deposited into bank)	30000	- 30000
8)	Electricity charges A/c To Bank A/c (Being electricity charges paid by cheque)	10000	- 10000
9)	Mr. Suresh A/c To Sales A/c (Being goods sold)	10000	- 10000
10)	Postage A/c To Cash A/c (Being postage paid by cash)	5000	- 5000
11)	Purchases A/c To Ganesh A/c (Being goods purchased)	35000	- 35000
	Total	256700	256700

Expt. No. 6 Date: no tributary

Title Prepare Trial Balance

Particulars	Debit	Credit	Debit	Credit
Bank A/c	1000	1000	1000	1000
Capital	1000	1000	1000	1000
Trade Assets	1000	1000	1000	1000
Trade Liabilities	1000	1000	1000	1000
Bank A/c	1000	1000	1000	1000
Capital	1000	1000	1000	1000
Trade Assets	1000	1000	1000	1000
Trade Liabilities	1000	1000	1000	1000

**Incomplete**

**Figure**

**Observations**

**Calculations**

**Graph**

**Procedure**

**General**

- Prepare Trial Balance :-

### Introduction :-

Tally prepare books of accounts & financial statement base on voucher entered. The appearance of report can be change according to requirement. The report can be displayed on screen as well as print on the screen or paper generally followings reports can be generating by tally.

Day Book	Trial Balance	Bank Reconciliation stat.
Cash & Bank Book	Profit & Loss Alc	List of Alc's
Purchase Register	Ledger	Exception Report
Sale Register	Balance sheet	Journal Register
Other Register	Cash flow statement	Group Voucher
Stock Register	Fund. flow statement	Purchase order
Ledger & Summaries	Ratio Analysis	Sales order / bill
Group Summaries	Purchase Return Book	Sales order / book
Cost Center Analysis	Sales Return Book	Purchase order / book

~~Balance sheet & profit & loss Accounting options are available in gateway of tally menu but all other reports are available through display in gateway of tally~~

### The Display Screen :-

Report is displayed at work area. In button bar, button relating to display of a report will available

### Trial Balance :-

Trial balance display the list of all company groups on left, right closing debit & credit balance on the right hand side. To see the display of trial balance use the following step:

Gateway of Tally → Display → Trial Balance

To view all primary groups & their balance Press F4 button & in button tool bar.

To view alphabetical list of all ledger accounts & there balance in button bar.

To compare the performance of various films & companies & new column to trial balance of active company. To add new column button a list of active companies will pop-up from that select the desire name of company further you can specify method of valuation of closing stock.

To view the trial balance in debited Press F1 key, the detail of sub-group & ledgers will appear on screen.

### Profit & Loss Alc :-

Profit & Loss Alc display the net profit or loss of company for current financial year. To view the profit & Loss Alc use following steps.

Gateway of Tally → Reports → Profit & Loss Alc

To view the condensed profit & Loss Alc. Press Alt + F1 to view profit & Loss for specific to view period press F2 & enter period.

To view profit & loss for specific to view & compare profit & Loss Alc of other than active compare press Alt + c. By default profit & Loss Alc displayed horizontally with two columns to see profit & Loss Alc in vertical from press F1 & in configuration window change the option show vertically profit & Loss.

To change values like Lakhs, crores, hundred, etc. change the value as required in configuration window.

### Balance Sheet :-

A balance sheet is a statement of financial position of business. It display liabilities on left hand side & assets on right hand side. To display or view the balance sheet.

### Transaction :-

- 1) April 2009 started business with capital & deposited into bank ₹ 100000
- 2) Purchase goods from Ravi ₹ 50000
- 3) Sold goods for cash ₹ 5000
- 4) Cash sales ₹ 30000
- 5) Paid wages by cash ₹ 12000
- 6) Paid salary to manager by cheque ₹ 1400
- 7) Deposited cash into bank ₹ 3000
- 8) Paid electricity charges by bank ₹ 1600
- 9) Sold goods to Mr. Suresh ₹ 12000
- 10) Paid postage by cash ₹ 6000
- 11) Goods purchase from Mr. Ganesh ₹ 35000

- Enter the voucher entries journal trial balance, Profit & Loss Alc & prepare balance sheet.

Date	Particular	DR. ₹	CR. ₹
1)	Bank A/c To cash A/c (Being busi. started & cash deposited into bank)	100000	-
2)	Purchase A/c To Ravi's A/c (Being goods purchased)	5000	5000
3)	Cash A/c To Sales A/c (Being goods sold for cash)	500	500
4)	Cash A/c To Sales A/c (Being goods sold for cash)	30000	30000
5)	Wages A/c To Cash A/c (Being wages paid in cash)	12000	12000
6)	Salary A/c To Bank A/c (Being salary paid by cheque)	1400	1400
7)	Bank A/c To cash A/c (Being cash deposited into bank)	3000	3000
8)	Electricity charges A/c To Bank A/c (Being charges paid by bank)	1600	1600

Date	Particular	Dr.	Credit
9)	Suresh Alc To sales Alc (Being goods sold)	DR 12000	-
10)	Postage Alc To cash Alc (Being postage paid by cash)	DR 6000	6000
11)	Purchase Alc To Mr. Ganesh Alc (Being goods purchase on credit)	DR 35000	35000
	Total	277600	277600

Expt. No. 4 Date:

Title Modification of voucher entry.

<input type="checkbox"/> Tally	<input type="checkbox"/>	<input type="checkbox"/>	F1 : Delete
			F2 : Delete
P : Print      I : Language      H : Help			
Day Book      ABC      Ctrl + M <input checked="" type="checkbox"/>			
Day Book      F - roll - Apr - 2008			
Incomplete			
Figure			
Observations			
Calculations			
Graph			
Procedure			
General			

Tally 9

- □ X

### Creating During Voucher Entry :-

To alter a voucher of same date while entering voucher, press key group of proceeding voucher. While appear on screen in voucher alteration mode pressing of group would bring further vouchers so you scroll all vouchers of any date, pressing page down would bring next date new voucher to alter voucher of any date by pressing & you can scroll through voucher press the  $\text{ctrl} + \text{A}$  key to save quitely.

### Alteration during display :-

User can drop down from balance sheet profit & loss A/c, balance sheet ratio, Analysis & all option of display & ultimately to voucher in alteration of modify.

### Deletion of Voucher :-

You may delete a voucher in alteration mode press Alt + D to delete vouchers, a confirmation will be sought click on yes to delete the voucher

### Cancelling of Voucher :-

Cancelling of voucher means deleting voucher without physical removing if you have developed auto member for sales voucher. A voucher was sub sequence cancelled by cancelling the voucher. You ensure that voucher you can cancel a voucher would appear in list of voucher / register

### Conversion of Voucher type :-

User can convert a voucher extends in tally. It is very important bcz use we can an week wheather have entered all voucher or not entered correctly not it wrongly entered.

Gateway of Tally → Display → Day book.

All entered voucher will appear in display of day book with date, particulars, voucher type, voucher number & amount of transaction.

### Displaying Ledger :-

To see the transaction of ledger Alc using following steps :

Gateway of Tally → Display → Ledger.

List of ledger will appear, select required ledger name that ledger will be displayed with ledger opening balance transaction & closing balance. You can change the configuration window, you can see ledger Alc as daily, weekly, monthly, quarterly, half yearly & yearly.

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