

PROGRAM NO:1

TOPIC: Creation of a Company in a Tally

Aim: TO Hally Create a Company with relevent detents wing

ALGORITHM:

Step 1: Open Tally ERP 9

Step 2: Tally home Paye will be display press. Alt+f, The menu will appear.

Step 3: go to the fill option and Select Create Company option.

Step 4: Enter the details such as name address shaking, Ermal, phone no, state, currently, symbel, maintain ac financial year and other related details of enter key.

pressing Sep 5: Save the Company after creating by Chil+A

Step 6: Press Esc key to Qued, from the proces) Company Creation program after saving it.

SKP 7: from ger way of telly brus Alt + f Seleed dusplay Company um be and displayed the Creare & Company

INFERENCE:

The Company has been creand suleenhdly in Tally

PROVIRAM NO:2

Topic: Creating and displaying ledger

Aim: To Create report and Create ledger with rebound

ALGORITHM:

Step 1: Open Tally ERP 9 program

Step 2: press Ant F₃ to Creak create a Company by seletam Company Option.

SxP 3: Enky the Company detoull and Save the Creand Company

Step 4: press Esc key the gotwry of tally will be displayed and select go to accounts into.

Steps: fill the option, and details save the whun ledger 15. Couled Sither by pressing "Senb+)" on by displayed

SHP6: After enking the deteuils. IS save the led you which called either by pressing "ends" or by chit A

SHP 7: After Saviny go back to gativy, of tally and Select ledger the enky delens will be displayed

skpq: press Esc key after creating and savem te ledger

INFERENCE:

The ledger which releaund ak delaus from bie Suasewing in Kelly

PROGRAM NO:3

TOPIC: Creating a voucher

Aim: Create • voucher and view it.

ALGORITHM:

Step 1: Open Tally ERP-9

Step 2: Press Alt F3 for creating Company.

Step 3: Press Esc key to return to Tally voucher Creation from accounting voucher

Step 4: for the voucher press to (RUN)

Step 5: Create the ledger for the voucher. Creating by Secondary Creation which is

Step 6: For Secondary Creation press Alt + C and Save the Secondary ledger.

Step 7: After Preparing the vouchers with Particular details, like name under which create Save by pressing Ctrl+A

Step 8: The voucher Created will be displayed

e

INFERENCE:

The accounting voucher can be created successfully using Tally ERP-9.

PROCURANT NO:4

TOPIC: Alldation and deletion of voucher

Aim To Alet voucher and deletion process

ALGORITHM:

Step1:

Open Tally ERP-9

Step 2:

Press Esc key to go the gorway of Tally

Step 3: Select Aiter option from Jetway of Tally

SHP 4: Seled the required voucha which is to be modified

SKP 5: Save the altered voucher.

Step 6: for deleting the voucher pres AH + D.

the Seluted voucher will be deleH2

Step 7: Save the Changes when is mode

INFERENCE:

The Voucher alternation and delection.

PROGRAM NO:5

TOPIC: To prepare emit stock Summan).

Aim: preparation of stock group and stock Hem for Stece summery

ALGORITHM:

Step 1: Open Tally ERP-9

SHP2: for the Creation of stock Suminary lerate stocuk Hem

Step 3: Cho to investing into in gartery of Tally for the creation of stock Hem

Step 4: Go to Stoch the necessary detents of stock

step5: For the creation of units Under Stoch Hem prous Alt+c. (secundry creation) and enter required uniss for ey: No, kilogram ete

SHP 6: Save the process

Step 7: prous Esc key Go to gelway of Tolly - seleed Stock Summary

Step 8: The Created Stock Summary will be wewed

INFERENCE:

The stock summary is Created succentully.

PROGRAM NO:6

TOPIC: To Prepare Goodown and

Aim: To create a goodown and u's alkernation

ALCIORITHAT:

SHP 1: Open Tally ERP-9

Step 2: go to the Fil feature and Press F₂

Step 3:

A box details will be displayed in that maintam multiple goodown option make is "yes" and Save H

SHP 4: Press Esc key go to gakway of Tally in that cuck inventory info

Step 5: From the inventory into goodown opten → Create by Secondary Creation and save 4.

SHP 6: Create goodown under single /multiple and Save it

Step 7: Close after sowing and go to alter option and alter the reajurred goodown.

Step 8: Save the altred goodown by Cliening Ichika

INFERENCE:

goodown created and ackred successfully.

PROGRAM NO: 7

TOPIC: To Create final a/c

Aim: To prepare final a/c using Tally

ALGORITHM:

SHP 1: Open Tally ERP-9

Step2: Go to fin features maintain a/c only → press 'yes' select and Create Enter a/c details Company

Step3: press Esc key and select along information Create ledger at all Hierarchy

Step4: Enter details in under detail in ledger for Creating branches Sundry discount / marketing set off
allowing vouchers and create ledger on it

SHP5: Select Balancesheet and profit Loss a/c from gateway of Tally

SHP6: The result will be displayed

INFERENCE:

Financial account been created successfully.

PROGRAM NO:8

TOPIC:

To Create Banks Reconciliation Statement

Aim: To Create a Bank Reconciliation Statement and view

ALGORITHM:

Step 1: open the bank ledger (in case the bank ledger is not opened) by creating a bank ledger of use the option ALKY the ledger" (if bank ledger is already created in Tally)

Step 2: Under company configuration, set 'yes' to use this feature of Auto bank reconciliation in Tally ERP9

Step 3: Select the relevant bank from the "List of Banks"

Step 4: After selecting the bank from the list of Banks, in the next dialogue box, set 'yes' to 'Activate Auto Reconciliation

Step 5: Accept the Change by selecting 'yes' in the next Screen Prompt.

Step 6: Go to "Statement of Tally Bank - Bank Reconciliation

Step 7: Select the required bank what has...

Step 8: To change the file type", you can press

"Bank Statement" to select 10 bank appropriate "file type" Statement to be imported.

Step 1

: Once the reconciliation happens automatically!!!

notification will be displayed with details like to tell Entries in Bank Statement", number of entries reconciled and Additional bank entries'

Step 12:

press any key and the Bank Reconciliation statement will imported bank statement details will appear.

INFERENCE:

As per the above algorithm the 15 done successfully. Program

PROVIRAM NO-9

TOPIC: Create a Advunting and Inventory informachen's.

Aim: To Createa Accounting and Inverity intimating and view it

ALGORITHM:

Step 1: Go to GATEWAY of Tally Inventory into

STP 2:

Select Statutory into

Step 3:

Inventory into menu is display in the gateway of tally , if you select type of company as maintain accounts with inventory in the company creation screen

INFERENCE:

As per the above algorithm the program is done sucessfully.

PROGRAM NO10

Topic: Create a Bill wise statements.

Aim: To Create a Bill wise statements and view it.

ALGORITHM:

SHP 1:

to

Set maintain Bill wise details to in fill: Accounting features window Yes

Step 2: To create a party (Ledger Alc) under Sundry Debtors / Sundry Creditors group

Step 3: To Set

maintain balance bill by bill to yes for the parties during ledgers Creation.

Step 4:

from menu of Tally > Accounting vouchers Bills (F8) or purchase (F4) accordingly and enter the transaction by specifying a bill reference No. along with due dates for the amount to be received at paid in the bill Allocations for the screen (we can also break up the amount into different due dates)

INFERENCE:

As per the above algorithm the program

is done successfully.