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INTRODUCTION TO TALLY

Tally is powerful accounting software, which is driven by a technology called concurrent multi-lingual accelerated technology engine. It is easy to use software and is designed to simply complex day to day activities associated in an enterprise. Tally provides comprehensive solution around accounting principles, inventory and data integrity. Tally also has feature encompassing global business. Tally software comes with easy to use interface thus making it operationally simple.

Tally accounting software provides a solution around inventory management, stock management, invoicing, purchase order management, discounting, stock valuation methodology, etc.

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.

1. Getting started with tally:

- Install Tally ERP 9 properly on your computer.
- · Click on icon and open it.

2. Creating a company in Tally. ERP 9:

- Go to Gateway of Tally
- In Company info we can see Create Company
- Select it, Company creation window will appear.
- At last the message Accept? Yes/ No will Displayed.
- Press Enter or Y to save the details

3. Creating accounting Ledgers:

- Go to gateway of tally
- Selects Account Info and Click on Create

Enter name of account and fill other data.

4. 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.

Contra Voucher:

A Contra Entry is an entry in a business books 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

CREATION OF COMPANY

Name: Gaurab Pvt. Ltd. co

Mailing Address: Kathmandu, Nepal

Contact No: 977-9860193295

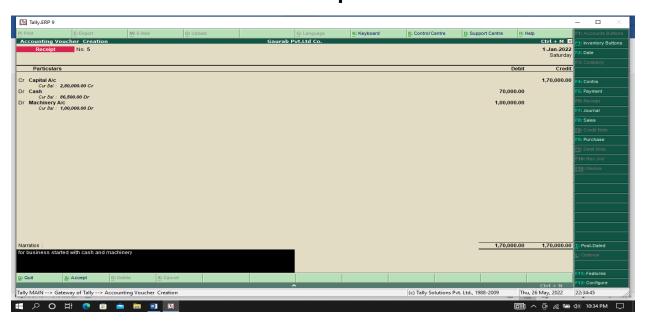
E-mail: Gaurab@gmail.com



Posting into the Journals Receipts:

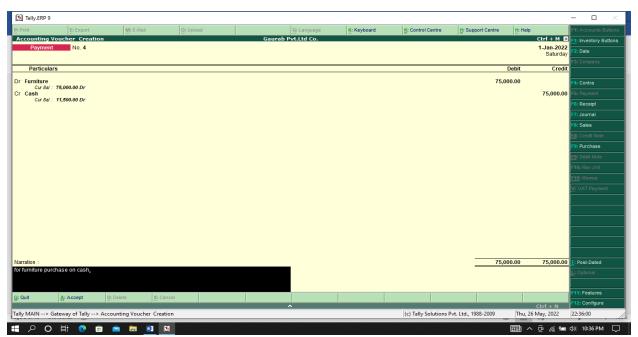
> Business started with cash (70000) and Machinery (100000).

Receipt:



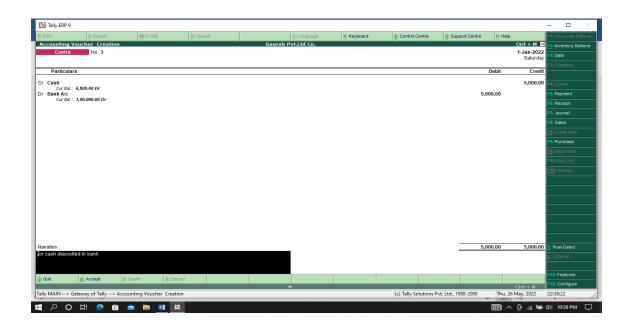
Payments:

> Furniture purchase during the months Rs.750000 on cash.



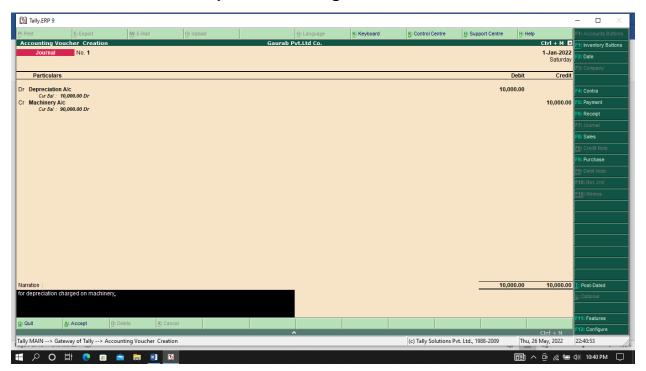
Contra:

> Cash deposited into bank (5000).



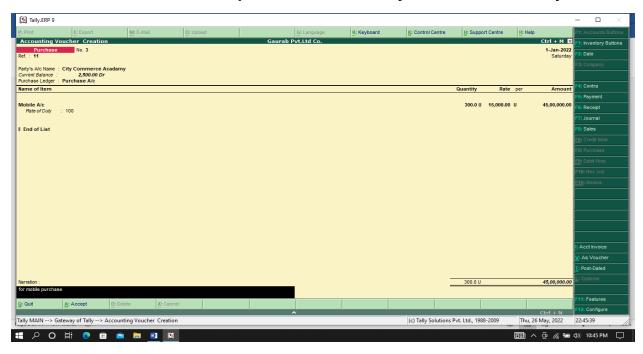
Journals:

> Depreciation charge 10000 on furniture.



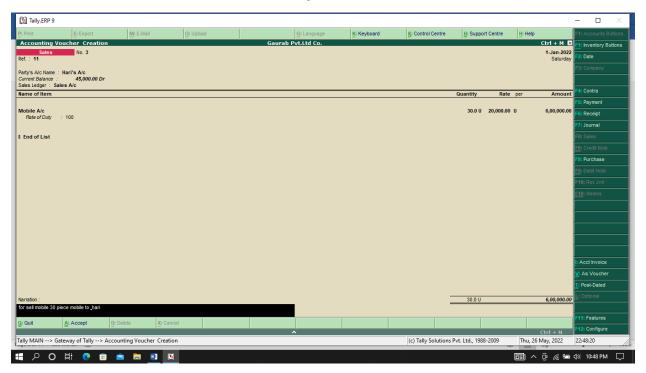
Purchase:

> Purchase 300 piece mobile from city commerce academy

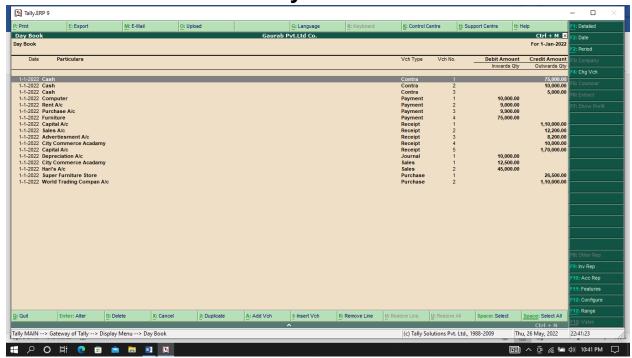


Sales:

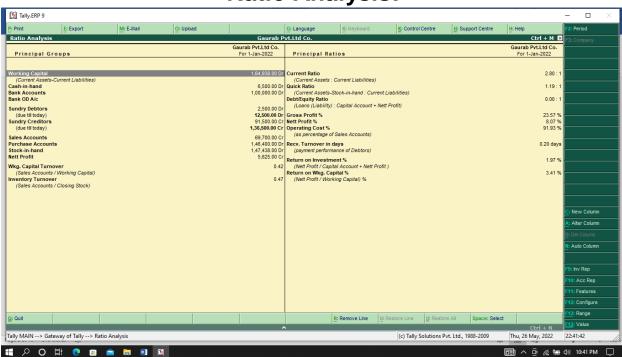
> Sales 30 piece mobile to hari



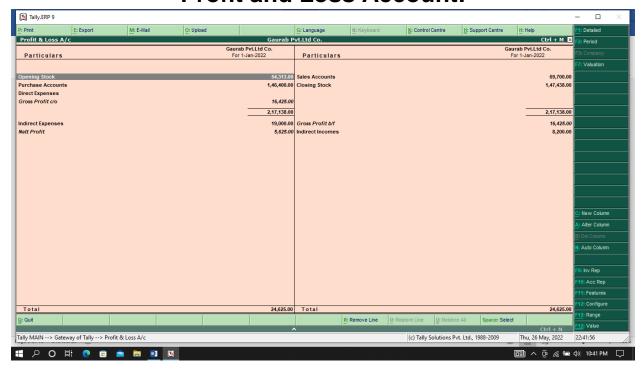
Day Book:



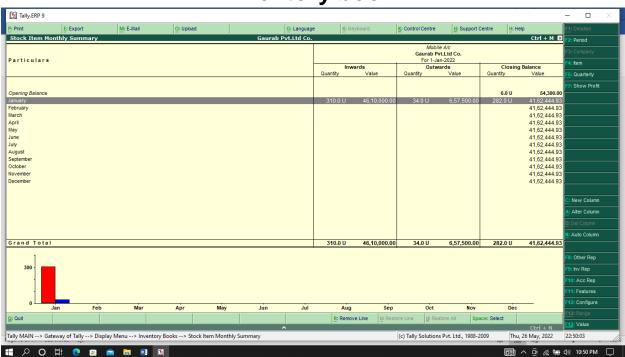
Ratio Analysis:



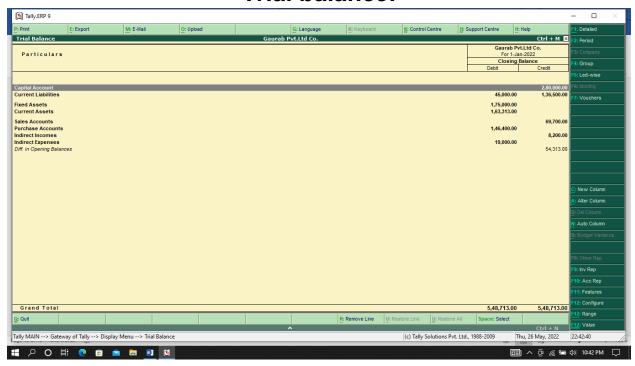
Profit and Loss Account:



Inventory book:



Trial balance:



Balance Sheet:

