

## LAB PROGRAM 1:

### Create, modify and delete Company & Group Company.

#### Company Creation:

Creating a Company involves providing basic information about the company whose books of accounts are to be maintained in Tally.ERP 9.

Go to Gateway of Tally > (Alt+F3) Company Info. > Create Company

#### Select Company

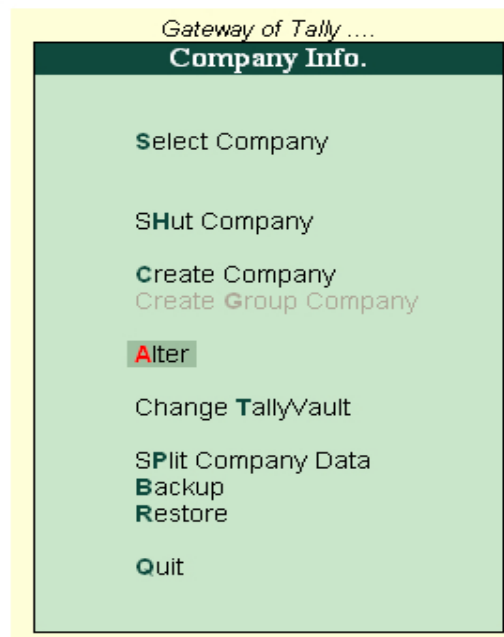
Select Company option allows you to load another company from the list of companies listed which you may have created earlier.

Press Enter on Select Company or use the button F1: Select Cmp. Tally.ERP 9 displays the following screen:

#### Deletion of Company.

In order to delete a company, you have to load the same first.

1. Use **Alt+F3** at the **Gateway of Tally** to proceed to the Company Information menu.



2. Press ( **Enter** ) on **Alter** and reselect the required company the Company Alternation Screen is displayed.
3. Use **Alt + D** to Delete. Tally will prompt for a confirmation on deleting the company.

**Alter a Company:**

This option allows you to alter information about the existing company, you can modify any information at any time that is set while creating a company.

Go to Gateway of Tally

1. Select F3: Cmp Info. (ALT+F3) from the button bar
2. Select Alter and press Enter and the screen appears as shown below:
3. Select the company from the List of Companies and press Enter to view the Company Alteration screen.
4. Make the necessary changes in the required fields and accept the screen.

**LAB PROGRAM 2:****Create, modify, delete Accounting Groups and Sub Groups.****Creating a Single Group:**

Group is a collection of Ledgers of the same nature, Tally.ERP 9 allows you to create groups as per your requirements.

Go to Gateway of Tally > Accounts Info. > Groups > Create under Single Group

**Creating Multiple Group:**

Tally.ERP 9 allow you to create Multiple Groups simultaneously, you can create them by pressing Enter on Create under Multiple Groups.

Go to Gateway of Tally > Accounts Info. > Groups > Create (under Multiple Groups):

### **Altering or Modifying Group:**

You can alter the Groups in Single mode or Multiple mode by selecting Alter from the menu to change any information. You can change the Name of any reserved group, but its characteristics will remain the same.

#### **Single mode:**

Go to Gateway of Tally > Accounts Info. > Group > Alter (under Single Group)

#### **Multiple Mode:**

Go to Gateway of Tally > Accounts Info. > Group > Alter (under Multi Groups)

### **Altering Multiple Group**

Select the Group for which you want to alter from the List of Groups. In Multi Group Alteration screen, make the necessary changes and click Yes to save Changes

### **Permanently Deleting a Group:**

Go to Gateway of Tally > Accounts Info > Groups > Single/Alter

The Delete function is performed through the single alteration mode. You cannot delete groups from the Multiple Alteration mode.

Select the Group to be deleted.

Press Alt+D to delete

### **Displaying a Group:**

You can display the Groups in Single mode or Multiple mode, since it is only display Tally.ERP 9 does not allow you to alter any information in display mode.

#### **Single Mode:**

Go to Gateway of Tally > Accounts Info. > Group > Display (under Single Group)

**Multiple Mode:**

Go to Gateway of Tally > Accounts Info > Group > Display (under Multiple Group)

**Displaying Multiple Groups**

Select the Group from the List of Groups to display all the Groups under the selected Group or select All Items to display all Groups. The Multi Group Display screen lists Groups and the corresponding details of the Groups

### **LAB PROGRAM 3**

#### **Create, modify, and Delete Single Ledger and Multiple Ledgers.**

**Creating a Single Ledger**

By default, Tally.ERP 9 contains two Ledger accounts namely, Cash (Under Cash-in- Hand) and Profit and Loss Account (direct Primary Account). You need to create all other accounts heads. There are no restrictions in Ledger creation except that you cannot create another Profit & Loss A/c. Any number of Cash Accounts may be created in any other name for ex: Petty Cash.

Go to Gateway of Tally > Accounts Info > Ledgers > Create

**Creating a Multiple Ledger:**

You can create multiple Ledgers at a time in this mode. This will save the time of the user.

Go to Gateway of Tally > Accounts Info > ledgers > Multiple ledgers > Create

**Displaying or Alter a Single Ledger Account.**

Go to Gateway of Tally > Accounts Info. > Ledgers > Display or Alter

**Deleting a Single Ledger Account:**

You can delete the ledger if no vouchers have been created under this ledger.

Go to Gateway of Tally > Accounts Info > Ledgers > Alter > Press Alt+D

If you want to delete a Ledger for which Vouchers have been created, then you have to first delete all the Vouchers from that Ledger and then delete the Ledger Account

**LAB PROGRAM 4****Create, modify and Delete Voucher Types.****Creating a New Voucher Type:**

Tally.ERP 9 acknowledges the special requirements of some users for more voucher types. These arise in cases where the user needs the same voucher but in different names or separate series of numbers

To create a Voucher Type,

Go to Gateway of Tally > Accounts Info/ Inventory Info > Voucher Type > Create

**Modifying a New Voucher Type:**

Go to Gateway of Tally > Accounts Info/ Inventory Info > Voucher Type > Alter

**Deleting a New Voucher Type:**

Go to Gateway of Tally > Accounts Info/ Inventory Info > Voucher Type > Alter > Alt+D

## LAB PROGRAM 5

**Take a Simple problem for usage of different accounting vouchers.**

- a) Ashok Started “ABC Company” by bringing Capital 3,00,000**
- b) He Deposited 1,00,000 cash at ICICI Bank**
- c) He paid Electricity Bill for 1,200 by cash**
- d) Deposits Rs.10,000 in PNB and opened an account**
- e) Purchased goods for 20,000 from ram**
- f) Sold goods for 45,000 to Mr.Rakesh**

- a) Ashok Started “ABC Company” by bringing Capital 3,00,000**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Sagar under Capital A/C

Step 2: Gateway of Tally>> Accounting Vouchers>>Receipt(F6) Voucher

- b) He Deposited 1,00,000 cash at ICICI Bank**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

ICICI Bank under Bank A/C

Step 2: Gateway of Tally>> Accounting Vouchers>>Contra(F4) Voucher

- c) He paid Electricity Bill for 1,200 by cash**

(c). He paid electricity bill for Rs.1200 by cash.

Step 1: Gateway of Tally>>account info>>single ledger>>create.

Electricity Bill under Indirect Expenses

Step 2: Gateway of tally>>Accounting vouchers>>select PAYMENT(F5) voucher

**d) Deposits Rs.10,000 in PNB and opened an account**

(d) Deposit Rs. 10,000 in PNB & Opened an Account.

Step 1: Gateway of Tally>>account info>>single ledger>>create.

**PNB bank under Bank A/C**

Step 2: Gateway of tally>>Accounting vouchers>>select **CONTRA(F4)** voucher

**e) Purchased goods for 20,000 from ram**

e) Purchased Goods for Rs. 20,000 from Mr. Ram.

Step 1: Gateway of Tally>>account info>>single ledger>>create.

**Goods purchase under Purchase A/c**

Step 2: Gateway of tally>>Accounting vouchers>>select **PAYMENT(F5)** voucher.

**f) Sold goods for 45,000 to Mr.Rakesh**

f) Sold goods to Mr. Rakesh Rs.45, 000.

Step 1: Gateway of Tally>>account info>>single ledger>>create.

**Goods sales under Sales A/c.**

Step 2: Gateway of tally>>Accounting vouchers>>select **RECEIPT(F6)** voucher.

### **LAB PROGRAM 6:**

**Prepare a final account for ABC Company using below given sample data**

**a. Create a Company as “ABC Company” in Tally with inventory management.**

**b. Pass the following Entries:-**

**(i). XYZ started “Sagar Industries Pvt Ltd” by bringing Capital Rs.3,00,000/- Cash.**

**(ii) He deposited Rs.1,00,000/- cash at ICICI bank.**

**(iii) He paid electricity bill for Rs.1,200/- by cash.**

**(iv) He withdrawn Rs.10,000/- cash for his personal use.**

**(v) He purchased the following item from Computer Lab. Ltd. on credit with 4% Vat rate.**

**(a) Computer - 10 Nos. - @20000/- each**

**(vi) He sold the following item to Tumkur Traders in cash with 4% Vat rate.**

**(a) Computer - 5 Nos. - @27500/- each**

**(vii) He received Rs.6,000/- as commission from Rohit by cash.**

**(viii) He paid House Rent for Rs.5,000/- by cash.**

**(ix) He withdrawn Rs.25,000/- cash from ICICI Bank.**

**(x) He purchased furniture for Rs. 25,000/- by cash for office use**

**a. Create a Company as “Sagar Industries Pvt Ltd ” in Tally with inventory management.**

Go to Gateway of Tally > (Alt+F3) Company Info. > Create Company

**b. Pass the following Entries:-**

**(i). XYZ started “Sagar Industries Pvt Ltd” by bringing Capital Rs.3,00,000/- Cash**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Capital under Capital A/C



Step 2: Gateway of Tally>> Accounting Vouchers>>Receipt(F6) Voucher

**(ii) He deposited Rs.1,00,000/- cash at ICICI bank.**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

ICICI Bank under Bank A/C

Step 2: Gateway of Tally>> Accounting Vouchers>>Contra(F4) Voucher

**(iii) He paid electricity bill for Rs.1,200/- by cash.**

(c). He paid electricity bill for Rs.1200 by cash.

Step 1: Gateway of Tally>>account info>>single ledger>>create.

**Electricity Bill under Indirect Expenses**

Step 2: Gateway of tally>>Accounting vouchers>>select **PAYMENT(F5)** voucher

**(iv) He withdrawn Rs.10,000/- cash for his personal use.**

no need to create separate ledger for this go ICICI bank Ledger which was created in **ii)**  
**sub question**

Step 1: Gateway of Tally>> Accounting Vouchers>>Contra(F4) Voucher

**(v) He purchased the following item from Computer Lab. Ltd. on credit with 4% Vat rate.**

**(a) Computer - 10 Nos. - @20000/- each**

Before solving this problem we need to enable Integrate accounts and Inventory

For that press f11

**Creation of Unit of Measure**

Gateway of Tally>>Inventory Info>>Unit>>Create

Name: No(Numbers)

**Creation of Stock Item**

Gateway of Tally>>Inventory Info>>Stock items >>Create>>

Name: Computer

Before purchasing an item from Computer lab Ltd we need to create Ledger

### **Computer Lab Ltd Ledger**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Computer Lab Ltd under Sundry creditors

Step 2: Gateway of Tally>> Accounting Vouchers>>Purchase(F9) Voucher

### **Purchase of Goods Ledger**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Purchase of Goods under purchase Account

Step 2: Gateway of Tally>> Accounting Vouchers>>Purchase(F9) Voucher

### **Input Vat @ 4 % Ledger**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Input Vat @ 4% under duties and Taxes

**(vi) He sold the following item to Tumkur Traders in cash with 4% Vat rate.**

**(a) Computer - 5 Nos. - @27500/- each**

### **Tumkur Traders Ledger**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Tumkur Traders under Sundry debtors

Step 2: Gateway of Tally>> Accounting Vouchers>>Sales (F8) Voucher

## **Sales of Goods**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Sales of Goods under purchase Account

Step 2: Gateway of Tally>> Accounting Vouchers>>Sales (F8) Voucher

## **Output Vat @ 4 % Ledger**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Output Vat @ 4% under duties and Taxes

**(vii) He received Rs.6,000/- as commission from Rohit by cash.**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Commission under Indirect Income

Step 2: Gateway of Tally>> Accounting Vouchers>>Receipt (F6) Voucher

**(viii) He paid House Rent for Rs.5,000/- by cash.**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Rent under Indirect Expense

Step 2: Gateway of Tally>> Accounting Vouchers>>Payment (F9) Voucher

**(ix) He withdrawn Rs.25,000/- cash from ICICI Bank.**

Step 1: Gateway of Tally>> Accounting Vouchers>>Contra(F4) Voucher

**(x) He purchased furniture for Rs. 25,000/- by cash for office use**

Step 1: Gateway of Tally>>accounting info>>Single Ledger>>Create

Furniture under Fixed Assest

Step 2: Gateway of Tally>> Accounting Vouchers>>Payment (F9) Voucher

## **CONTINUATION PART OF 6<sup>th</sup> ONE**

### **LAB PROGRAM 7**

**Show the Trial Balance and Balance Sheet of “Sagar Industries Ltd.”**

Step 1: Gateway of Tally>> Display Menu >> Trail Balance

Step 2: Gateway of Tally>> Balance Sheet

### **LAB PROGRAM 8**

**Show the Vat Computation report of the above company.**

Step 1: Gateway of Tally>> Display Menu >> Statutory Reports>> VAT>> Form Vat 100

### **LAB PROGRAM 9**

**Show the Cash Book & Bank Book of the company**

Step 1: Gateway of Tally>> Display Menu >> account books>> Cash/Bank Summary

### **LAB PROGRAM 10**

**Show the Day Book**

Step 1: Gateway of Tally>> Display Menu >> Day Book

### **LAB PROGRAM 11**

**Back up and Restore The company**

Step 1: Gateway of Tally>> Backup

Step 2: Gateway of Tally>> Restore