

## LAB PROGRAM 1:

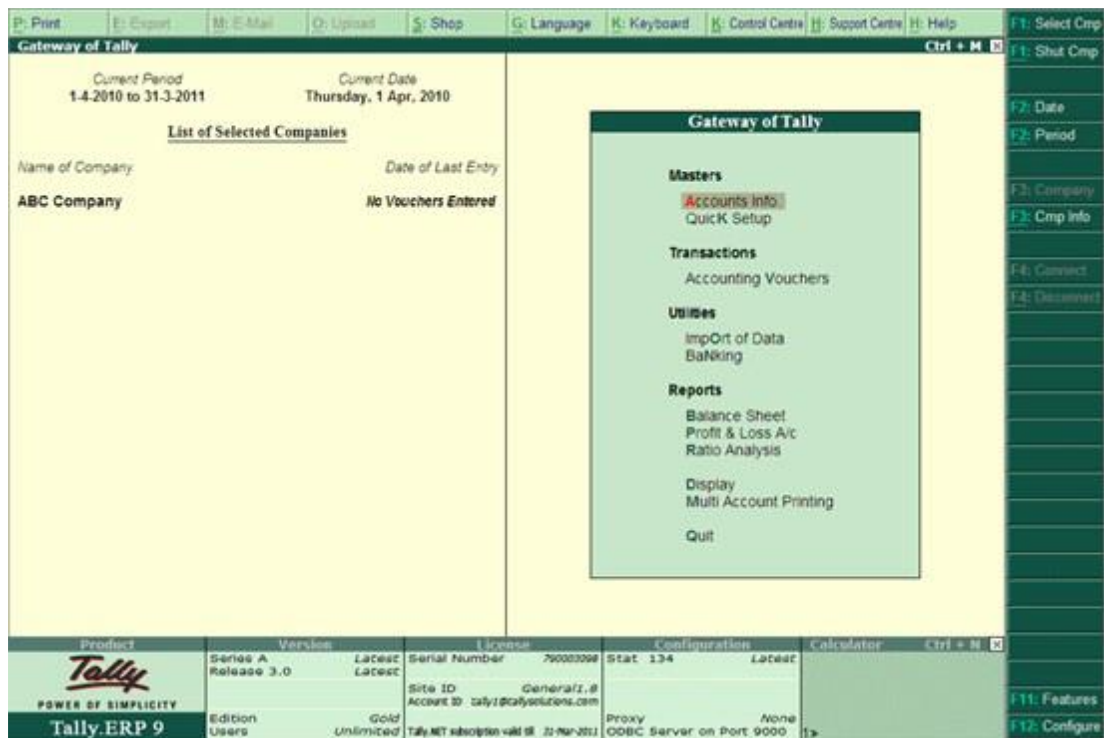
### Creating a company

Company Creation		Ctrl + M	
Directory	: C:\Tally.ERP9\Data		
Name	: ABC Company		
<u>Mailing &amp; Contact Details</u>		<u>Company Details</u>	
Mailing Name	: ABC Company	Currency Symbol	: ₹
Address	: 9/1, Mahalaxmi Chambers, M.G Road, Bangalore	Maintain	: Accounts with Inventory
		Financial Year from	: 1-4-2010
		Books beginning from	: 1-4-2010
<u>Statutory compliance for</u>		<u>Security Control</u>	
State	: India	TallyVault Password (if any)	:
PIN Code	: Karnataka	Repeat Password	:
Telephone No.	: 560001	(WARNING: forgetting your TallyVault password will render your data unusable!!)	
Mobile No.	: +91-080-66275299	Use Security Control	: ? No
E-Mail	: +919755145887	(Enable Security to avail Tally.NET Features)	
	: sales@abccompany.com		
<u>Auto Backup Details</u>			
Enable Auto Backup	: No		
<u>Base Currency Information</u>			
Base Currency Symbol	: ₹	Show Amounts in Millions	: ? No
Formal Name	: INR	Put a SPACE between Amount and Symbol	: ? Yes
Number of Decimal Places	: 2	Decimal Places for Printing Amounts in W	:
Is Symbol SUFFIXED to Amounts	: No		
Symbol for Decimal Portion	: paise		
<div>Accept ?</div> <div>Yes or No</div>			

### Select a Company

Select Company		
Directory	: C:\Tally.ERP9\Data	
Name	:	
List of Companies		
<b>ABC Company</b>	<b>(10002)</b>	<b>1-Apr-2007 to 31-Mar-2009</b>
ABC Company	(10003)	1-Apr-2008 to 31-Mar-2009
ABC Company	(10005)	1-Apr-2006 to 31-Mar-2007
ABC Company	(10006)	1-Apr-2005 to 31-Mar-2006

## Gateway of Tally

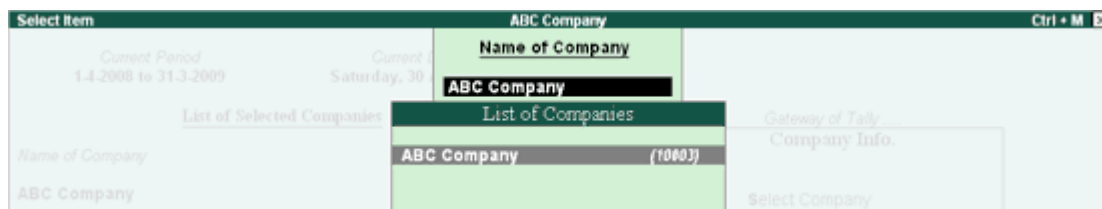


## Delete a Company



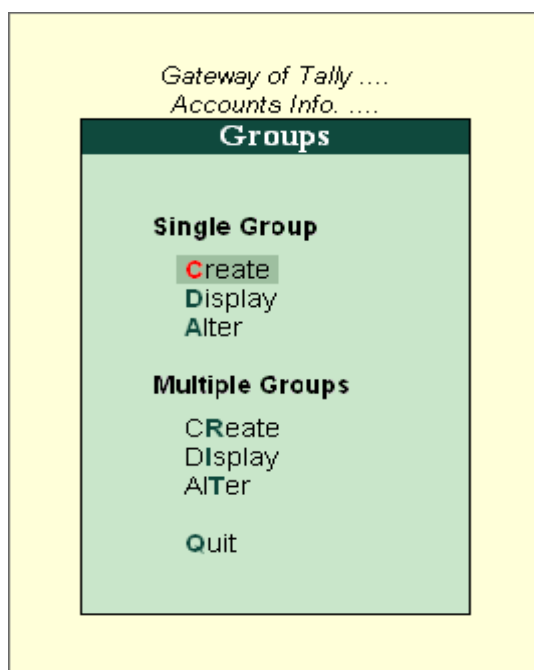


## Alter a company



## Lab Program 2

### Create a group



Group Creation	
Name	: <b>Administrative Expenses</b>
(alias)	: Office Expenses
Under	: <b>Indirect Expenses</b>
<div>Accept ?</div> <div>Yes or No</div>	

## Creating Multiple Group

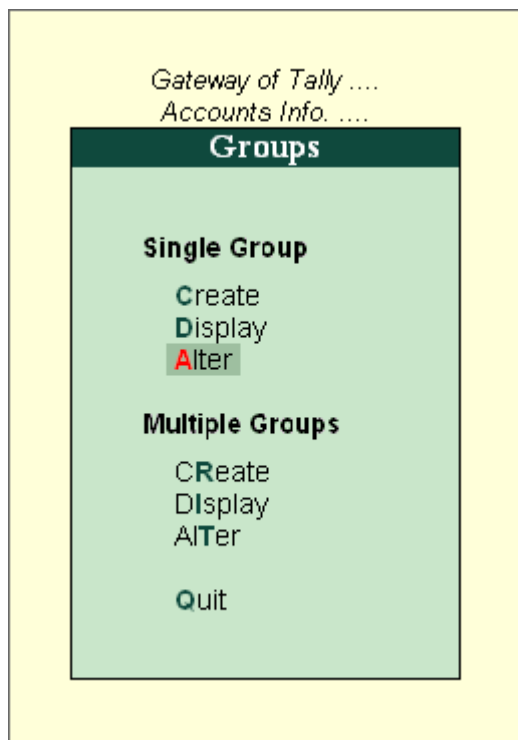
Gateway of Tally ....  
Accounts Info. ....

Groups
<b>Single Group</b> Create Display Alter
<b>Multiple Groups</b> Create Display Alter Quit

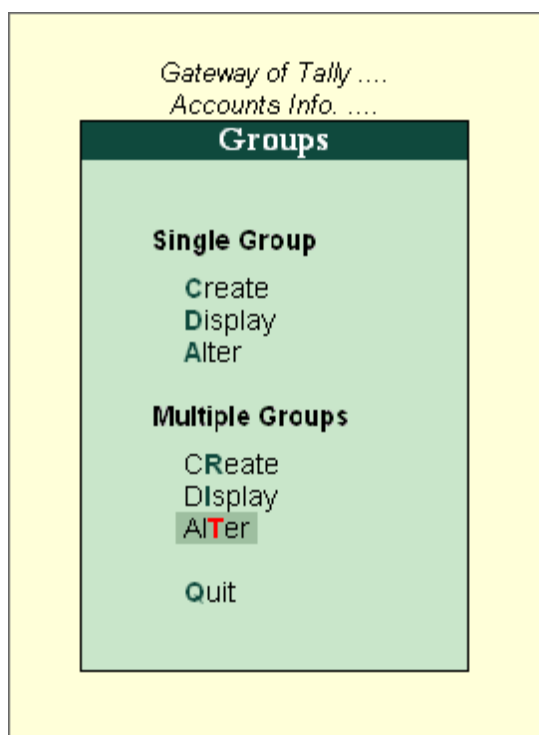
Multi Group Creation		Company A	Ctrl + M
Under Group		: Sundry Creditors	
S.No.	Name of Group	Under	
1.	Creditors - Raw Materials	Sundry Creditors	
2.	Creditors - Consumables	Sundry Creditors	

Multi Group Creation		Company A	Ctrl + M
Under Group		: All Items	
S.No.	Name of Group	Under	
1.	Factory Expenses	Direct Expenses	
2.	Staff Welfare Expenses	Indirect Expenses	

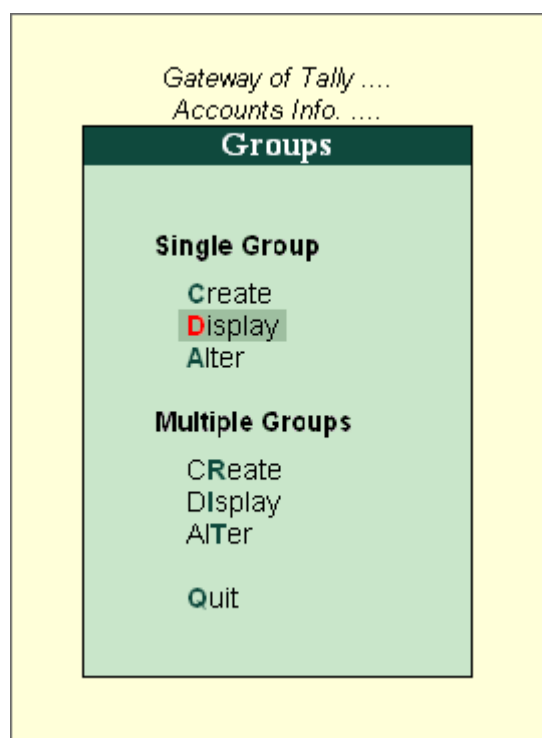
## Altering or Modifying Group:



## Multiple Mode:



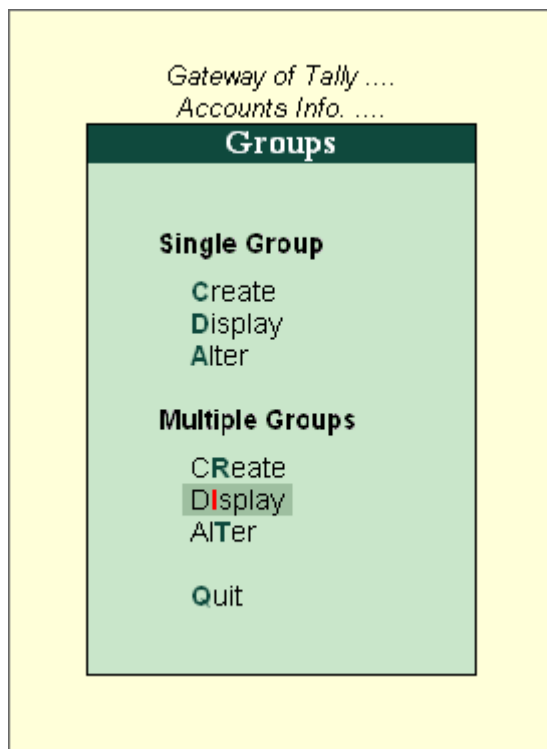
## Displaying a Group:



## Displaying a Single Group

Group Display		Company A
Name	:	<b>Administrative Expenses</b>
(alias)	:	Office Expenses
Under	:	<b>Indirect Expenses</b>
<hr/>		
Group behaves like a Sub-Ledger	?	<b>No</b>
Nett Debit/Credit Balances for Reporting	?	<b>No</b>
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	?	
Method to Allocate when used in Purchase Invoice	?	<input type="checkbox"/> <b>Not Applicable</b>

## Multiple Mode:



## Displaying Multiple Groups

Multi Group Display		Company A	Ctrl + M
Under Group : Sundry Creditors			
S.No.	Name of Group	Under	
1.	Creditors - Consumables	Sundry Creditors	
2.	Creditors - Raw Materials	Sundry Creditors	

## Lab Program 3

## Creating a Single Ledger.

Gateway of Tally ....  
Accounts Info. ....

**Ledgers**

**Single Ledger**

**C**reate  
**D**isplay  
**A**lter

**Multiple Ledgers**

**C**Reate  
**D**isplay  
**A**lTer  
Credit **L**imits

**Q**uit

<b>Ledger Creation</b>		<b>ABC Company</b>
Name	: A's Capital Account	<b>Total Op. Bal.</b>
(alias)	:	
		<b>5,00,000.00 Cr</b>
		<u>Difference</u>
		5,00,000.00 Cr
Under	: Capital Account	
<b>Opening Balance { on 1-Apr-2008} : 5,00,000.00</b>		<b>Cr</b>

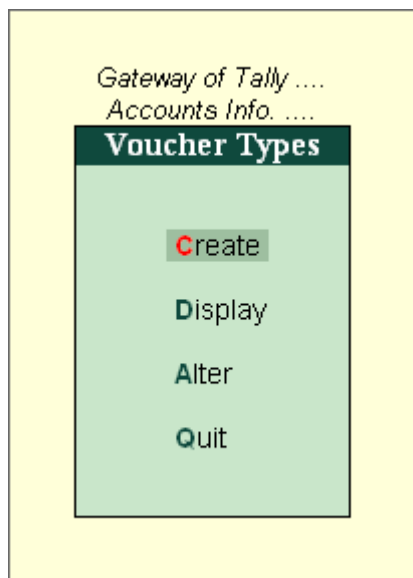


## Creating a Multiple Ledger:

Multi Ledger Creation		ABC Company		Ctrl + M
Under Group : ■ All Items		For 1-Apr-2008		
S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.	Trader B	Sundry Creditors	5,00,000.00	Cr
2.	Trader C	Sundry Creditors	4,00,000.00	Cr

## Lab Program 4

To create a Voucher Type,





## VOUCHER ENTRY:

Receipt No. 1		1-Apr-2021 Thursday
Account : <b>Cash</b> Cur Bal: 4,23,800.00 Dr		
Particulars	Amount	
Ashok Cur Bal: 3,00,000.00 Cr	3,00,000.00	
Narration: Ashok started "ABC " Company		3,00,000.00

## B) He Deposited 1,00,000 cash at ICICI Bank

## LEDGER CREATION:

Ledger Display		ABC	
Name : ICICI Bank			Total Opening Balance
Under : Bank Accounts (Current Assets)	<div>Mailing Details</div> <div> Name : ICICI Bank  Address :  Country : India  State : Karnataka  Pincode : </div>		
<div>Bank Account Details</div> <div> A/c holder's name : ABC  A/c no. :  IFS code :  Bank name :  Branch : </div>			
<div>Bank Configuration</div> <div> Set cheque books ? No  Set cheque printing configuration ? No </div>			
Opening Balance ( on 1-Apr-2021) :			

## VOUCHER ENTRY:

Accounting Voucher Alteration (Secondary)		ABC	Ctrl + M
Contra No. 1		1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 4,23,800.00 Dr			
Particulars	Amount		
ICICI Bank Cur Bal: 1,00,000.00 Cr	1,00,000.00		
Narration: Ashok deposited 1,00,000 Cash			1,00,000.00

C) He paid Electricity Bill for 1,200 by cash

## LEDGER CREATION:

Ledger Display		ABC	
Name : Electricity Bill		Total Opening Balance	
Under : Indirect Expenses	Mailing Details		
Inventory values are affected ? No	Name :		
Type of Ledger ?	Address :		
	Country :		
	State :	Pincode :	
	Provide bank details ? No		
	Tax Registration Details		
	PAN/IT No. :		
Opening Balance ( on 1-Apr-2021 ) :			

## VOCHER ENTRY:

Accounting Voucher Alteration (Secondary)		ABC	Ctrl + M
Payment No. 1			1-Apr-2021 Thursday
Account : Cash Cur Bal: 4,23,800.00 Dr			
Particulars		Amount	
Electricity Bill Cur Bal: 1,200.00 Dr		1,200.00	
Narration: He paid Electricity bill			1,200.00

## D) Deposits Rs.10,000 in PNB and opened an account

## LEDGER CREATION:

Ledger Display		ABC	Total Opening Balance
Name : PNB			
Under : Bank Accounts (Current Assets)	Mailing Details		
<b>Bank Account Details</b> A/c holder's name : ABC A/c no. : IFS code : Bank name : Branch : <b>Bank Configuration</b> Set cheque books ? No Set cheque printing configuration ? No		Name : PNB Address : Country : India State : Karnataka Pincode :	

## VOUCHER CREATION:

Accounting Voucher Alteration (Secondary)		ABC	Ctrl + M
Contra No. 2		1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 4,23,800.00 Dr			
Particulars	Amount		
Cash Cur Bal: 4,23,800.00 Dr	10,000.00		
Narration:			10,000.00

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

## LEDGER CREATION:

Ledger Display		ABC
Name : Purchase Goods	Total Opening Balance	
Under : Purchase Accounts	Mailing Details	
Inventory values are affected ? No	Name :	
Type of Ledger ?	Address :	
	Provide bank details ? No	
	Tax Registration Details	
	PAN/IT No. :	
Opening Balance ( on 1-Apr-2021 ) :		

## VOUCHER ENTRY:

Accounting Voucher Alteration (Secondary)		ABC	Ctrl + M
<b>Payment</b>	No. 2	1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 4,23,800.00 Dr			
Particulars	Amount		
<b>Purchase Goods</b> Cur Bal: 20,000.00 Dr	20,000.00		
Narration:			20,000.00

F) Sold goods for 45,000 to Mr.Rakesh

## LEDGER CREATION:

Ledger Display		ABC	Total Opening Balance
Name : Sales Goods			
Under : Sales Accounts	<b>Mailing Details</b> Name : Address :  Provide bank details ? No  <b>Tax Registration Details</b> PAN/IT No. :		
Inventory values are affected ? No Type of Ledger ?			
Opening Balance ( on 1-Apr-2021) :			

## VOUCHER ENTRY:

Accounting Voucher Alteration (Secondary)		ABC	Ctrl + M
<b>Receipt</b> No. 2		1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 4,23,800.00 Dr			
Particulars		Amount	
<b>Sales Goods</b> Cur Bal: 45,000.00 Cr		45,000.00	
Narration:		45,000.00	

## LAB PROGRAM 6

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

Company Alteration			
Name : <b>Sagar Industries Pvt .Ltd</b>		Books and Financial Year Details	
Primary Mailing Details		Financial year begins from : 1-4-2021	
Mailing name : Sagar Industries Pvt .Ltd		Books beginning from : 1-4-2021	
Address :		Security Control	
Country : India		Use security control ? No	
State : Karnataka		(Enable security to avail TSS features)	
Pincode :			
Contact Details			
Phone no. :			
Mobile no. :			
Fax no. :			
E-mail :			
Website :			
Base Currency Information			
Base currency symbol : ₹		Number of decimal places : 2	
Formal name : INR		Word representing amount after decimal : paise	
Suffix symbol to amount ? No		No. of decimal places for amount in words : 2	
Add space between amount and symbol ? Yes			
Show amount in millions ? No			
Quit			



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

**(i). XYZ started “ABC Company” by bringing Capital Rs.3,00,000/- Cash.**

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Capital A/C			Total Opening Balance
Under : Capital Account		<b>Mailing Details</b> Name : Capital A/C Address : Country : India State : Karnataka Provide bank details ? No Pincode : <b>Tax Registration Details</b> PAN/IT No. : Set/Alter VAT Details ? No	
Inventory values are affected ? No			
Opening Balance ( on 1-Apr-2021) :			

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt .Ltd		Ctrl + M
Receipt No. 1				1-Apr-2021 Thursday
Account : Cash				
Cur Bal: 3,39,800.00 Dr				
Particulars				Amount
Capital A/C				3,00,000.00
Cur Bal: 3,00,000.00 Cr				
Narration:				3,00,000.00
XYZ STARTED COMPANY "SAGAR INDUSTRIES PVT LTD" BY BRINGING 3,00,000 CASH				

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

Ledger Display		Sagar Industries Pvt .Ltd	
Name : ICICI Bank			Total Opening Balance
Under : Bank Accounts (Current Assets)		Mailing Details	
Name : ICICI Bank		Address :	
Country : India		Pincode :	
State : Karnataka			
<b>Bank Account Details</b> A/c holder's name : Sagar Industries Pvt .Ltd A/c no. : IFS code : Bank name : Branch :			
<b>Bank Configuration</b> Set cheque books ? No Set cheque printing configuration ? No			
Opening Balance ( on 1-Apr-2021) :			

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help	
Accounting Voucher Alteration (Secondary) Sagar Industries Pvt .Ltd Ctrl + M	
Contra No. 1	1-Apr-2021 Thursday
Account : Cash Cur Bal: 3,39,800.00 Dr	
Particulars	Amount
ICICI Bank Cur Bal: 65,000.00 Cr	1,00,000.00
Narration: HE DEPOSITED 1,00,000 CASH AT ICICI BANK	
	1,00,000.00

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

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Electricity Bill			Total Opening Balance
Under : Indirect Expenses		Mailing Details	
Inventory values are affected ? No	Name :		
Type of Ledger ?	Address :		
	Country :		
	State :	Pincode :	
	Provide bank details ? No		
Statutory Information		Tax Registration Details	
Is VAT/CST applicable ? <input checked="" type="checkbox"/> Not Applicable	PAN/IT No. :		
Set/Alter VAT Details ? No			
Include in assessable value calculation for: <input checked="" type="checkbox"/> Not Applicable			
Opening Balance ( on 1-Apr-2021) :			

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt .Ltd		Ctrl + M
Payment No. 1				1-Apr-2021 Thursday
Account : Cash				
Cur Bal: 3,39,800.00 Dr				
Particulars				Amount
Electricity Bill				1,200.00
Cur Bal: 1,200.00 Dr				
Narration:				
HE PAID ELECTRICITY BILL FOR Rs.1,200 BY CASH				1,200.00

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

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt .Ltd	Ctrl + M
<b>Contra</b> No. 2		<b>1-Apr-2021</b> Thursday	
Account : <b>ICICI Bank</b> Cur Bal: <b>65,000.00 Cr</b>			
Particulars	Amount		
<b>Cash</b> Cur Bal: 3,39,800.00 Dr	10,000.00		
Narration: HE WITHDRAW 10,000 CASH FOR HIS PERSONAL USE			10,000.00

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

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

### Creation of Unit of Measure

Gateway of Tally ....

**Inventory Info.**

- Stock Groups
- Stock Items
- Units of Measure**
- Voucher Types
- Copy Allocation Details
- Quit

## Creation of Stock Item



## Computer Lab Ltd Ledger

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Computer Lab Pvt Ltd		Total Opening Balance	
Under : Sundry Creditors (Current Liabilities)		Mailing Details	
Maintain balances bill-by-bill ? Yes		Name : Computer Lab Pvt Ltd	
Default credit period :		Address :	
Check for credit days during voucher entry ? No		Country : India	
Inventory values are affected ? No		State : Karnataka	
		Pincode :	
		Provide bank details ? No	
		Tax Registration Details	
		PAN/IT No. :	
		Set/Alter VAT Details ? No	
Opening Balance ( on 1-Apr-2021) :			

## Purchase of Goods Ledger

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Purchase of Goods			Total Opening Balance
Under : Purchase Accounts		Mailing Details	
Inventory values are affected ? Yes		Name :	
Type of Ledger ?		Address :	
Provide bank details ? No		PAN/IT No. :	
<u>Statutory Information</u> Is VAT/CST applicable ? <input checked="" type="checkbox"/> Applicable Set/Alter VAT Details ? No		<u>Tax Registration Details</u>	
Opening Balance ( on 1-Apr-2021) :			

## Input Vat @ 4 % Ledger

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Input Vat @ 4%			Total Opening Balance
Under : Duties & Taxes (Current Liabilities)		Mailing Details	
Type of duty/tax : VAT		Name :	
Inventory values are affected ? No		Address :	
Percentage of calculation ? 4 %		Provide bank details ? No	
Rounding method : <input checked="" type="checkbox"/> Not Applicable		PAN/IT No. :	
<u>Statutory Information</u>		<u>Tax Registration Details</u>	
Opening Balance ( on 1-Apr-2021) :			

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt .Ltd		Ctrl + M
<b>Purchase</b> No. 1		Supplier invoice no.: 1234		6-Apr-2021 Thursday
		Date : 1-Apr-2021		
Particulars		Debit	Credit	
To Computer Lab Pvt Ltd			2,08,000.00	
Cur Bal: 2,08,000.00 Cr				
New Ref: 1234	2,08,000.00 Cr			
By Purchase of Goods		2,00,000.00		
Cur Bal: 2,00,000.00 Dr				
Computers 10 No 20,000.00	2,00,000.00			
By Input Vat @ 4%		8,000.00		
Cur Bal: 8,000.00 Dr				
Narration:				
HE PURCHASED 10 COMPUTERS FOR 20,000 EACH @ 4% VAT				
		2,08,000.00	2,08,000.00	

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

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

### Tumkur Traders Ledger

Ledger Display		Sagar Industries Pvt .Ltd		Total Opening Balance
Name : Tumkur Traders				
Under : Sundry Debtors (Current Assets)		Mailing Details		
Maintain balances bill-by-bill ? Yes		Name : Tumkur Traders		
Default credit period :		Address :		
Check for credit days during voucher entry ? No		Country : India		
Inventory values are affected ? No		State : Karnataka	Pincode :	
		Provide bank details ? No		
		Tax Registration Details		
		PAN/IT No. :		
		Set/Alter VAT Details ? No		
Opening Balance ( on 1-Apr-2021) :				

## Sales of Goods

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Sales of Goods			Total Opening Balance
Under : Sales Accounts  Inventory values are affected ? Yes Type of Ledger ?		Mailing Details Name : Address :  Provide bank details ? No	
Statutory Information Is VAT/CST applicable ? <input checked="" type="checkbox"/> Applicable Set/Alter VAT Details ? No		Tax Registration Details PAN/IT No. :	
Opening Balance ( on 1-Apr-2021) :			

## Output Vat @ 4 % Ledger

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Output Vat @ 4%			Total Opening Balance
Under : Duties & Taxes (Current Liabilities)  Type of duty/tax : VAT Inventory values are affected ? No Percentage of calculation ? 4 % (0% for common ledger)  Rounding method : <input checked="" type="checkbox"/> Not Applicable		Mailing Details Name : Address :  Provide bank details ? No	
Statutory Information		Tax Registration Details PAN/IT No. :	
Opening Balance ( on 1-Apr-2021) :			



P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help												
Accounting Voucher Alteration (Secondary) Sagar Industries Pvt .Ltd																					
Sales No. 1																					
Reference no.: 3456																					
Party A/c name : Tumkur Traders																					
Current balance : 1,43,000.00 Dr																					
Sales ledger : Sales of Goods																					
<table border="1"> <thead> <tr> <th>Name of Item</th> <th>Quantity</th> <th>Rate per</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Computers</td> <td>5 No</td> <td>27,500.00 No</td> <td>1,37,500.00</td> </tr> <tr> <td>Output Vat @ 4%</td> <td></td> <td>4 %</td> <td>5,500.00</td> </tr> </tbody> </table>										Name of Item	Quantity	Rate per	Amount	Computers	5 No	27,500.00 No	1,37,500.00	Output Vat @ 4%		4 %	5,500.00
Name of Item	Quantity	Rate per	Amount																		
Computers	5 No	27,500.00 No	1,37,500.00																		
Output Vat @ 4%		4 %	5,500.00																		
Narration: 5 No 1,43,000.00 HE SOLD 5 COMPUTERS TO TUMKUR TRADERS FOR 27,500 EACH @ 4 % VAT																					

He received Rs.6,000/- as commission from Rohit by cash.

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Commission		Total Opening Balance	
Under : Indirect Incomes	Mailing Details Name : Address : Country : State : Provide bank details ? No Pincode :		
Inventory values are affected ? No	Tax Registration Details		
Type of Ledger ?	PAN/IT No. :		
Statutory Information Is VAT/CST applicable ? <input checked="" type="checkbox"/> Not Applicable Set/Alter VAT Details ? No Include in assessable value calculation for: <input checked="" type="checkbox"/> Not Applicable			
Opening Balance ( on 1-Apr-2021 ) :			

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt .Ltd	Ctrl + M
<b>Receipt</b> No. 2		1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 3,39,800.00 Dr			
<b>Particulars</b>		<b>Amount</b>	
Commission Cur Bal: 6,000.00 Cr		6,000.00	
Narration: HE RECEIVED RS.6000 AS COMMISSION FROM MR.ROHIT		6,000.00	

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

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Rent		Total Opening Balance	
Under : Indirect Expenses		Mailing Details	
Inventory values are affected ? No		Name :	
Type of Ledger ?		Address :	
Country :		State :	
Provide bank details ? No		Pincode :	
Statutory Information		Tax Registration Details	
Is VAT/CST applicable ? <input checked="" type="checkbox"/> Not Applicable		PAN/IT No. :	
Set/Alter VAT Details ? No			
Include in assessable value calculation for: <input checked="" type="checkbox"/> Not Applicable			
Opening Balance ( on 1-Apr-2021) :			

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt.Ltd	Ctrl + M
<b>Payment</b> No. 2		1-Apr-2021 Thursday	
Account : <b>Cash</b> Cur Bal: 3,39,800.00 Dr			
Particulars		Amount	
<b>Rent</b> Cur Bal: 5,000.00 Dr		5,000.00	
Narration: HE PAID 5,000 RENT		5,000.00	

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

Accounting Voucher Alteration (Secondary)		Sagar Industries Pvt.Ltd	Ctrl + M
<b>Contra</b> No. 3		1-Apr-2021 Thursday	
Account : <b>ICICI Bank</b> Cur Bal: 65,000.00 Cr			
Particulars		Amount	
<b>Cash</b> Cur Bal: 3,39,800.00 Dr		25,000.00	
Narration: HE WITHDRAW 25,000 CASH FROM ICICI BANK ACCOUNT		25,000.00	

He purchased furniture for Rs. 25,000/- by cash for office use

Ledger Display		Sagar Industries Pvt .Ltd	
Name : Furniture			Total Opening Balance
Under : Fixed Assets		Mailing Details	
Inventory values are affected ? No		Name : Furniture	
Statutory Information		Address :	
Is VAT/CST applicable ? <input checked="" type="checkbox"/> Not Applicable		Country : India	
Set/Alter VAT Details ? No		State : Karnataka	
		Pincode :	
		Provide bank details ? No	
		Tax Registration Details	
		PAN/IT No. :	
Opening Balance ( on 1-Apr-2021) :			

## LAB PROGRAM 7

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: TallyShop

G: Language

K: Keyboard

K: Control Centre

H: Support Centre

H: Help

Balance Sheet

Sagar Industries Pvt .Ltd

Ctrl + M

Liabilities

Sagar Industries Pvt .Ltd

as at 1-Apr-2021

Capital Account

Capital A/c

3,00,000.00

Loans (Liability)

Current Liabilities

Duties & Taxes

(-)2,500.00

Sundry Creditors

2,08,000.00

Profit & Loss A/c

Opening Balance

Current Period

37,300.00

Total

5,42,800.00

Assets

Sagar Industries Pvt .Ltd

as at 1-Apr-2021

Fixed Assets

Furniture

25,000.00

Current Assets

Closing Stock

1,00,000.00

Sundry Debtors

1,43,000.00

Cash-in-Hand

3,39,800.00

Bank Accounts

(-)65,000.00

Total

5,42,800.00

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet

© Tally Solutions Pvt Ltd, 1988-2018

Thu, 12 Aug, 2021

13:39:16

F1: Condensed

F2: Period

F3: Company

F7: Valuation

S: Schedule VI

C: New Column

A: Alter Column

D: Delete Column

N: Auto Column

F9: Inventory Reports

F10: A/c Reports

F11: Features

F12: Configure

F12: Range

F12: Value

## LAB PROGRAM 8

Tally ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: TallyShop

G: Language

K: Keyboard

C: Control Centre

H: Support Centre

H: Help

Statistics

Sagar Industries Pvt .Ltd

Ctrl + M

Statistics

1-Apr-2021 to 30-Apr-2021

Type of Voucher	Transactions				Type of Account	Total Accounts
	Total	Included	Not Included	Undecided		
Contra	3			3	Groups	28
Credit Note					Ledgers	14
Debit Note					Stock Groups	0
Delivery Note					Stock Items	1
Job Work In Order					Voucher Types	22
Job Work Out Order					Units	1
Journal					Currencies	1
Material In						
Material Out						
Memorandum						
Payment	3			3		
Physical Stock						
Purchase	1			1		
Purchase Order						
Receipt	2			2		
Receipt Note						
Rejections In						
Rejections Out						
Reversing Journal						
Sales	1			1		
Sales Order						
Stock Journal						
Total	10			8		2

Q: Quit

<

## LAB PROGRAM 9

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: TallyShop

G: Language

K: Keyboard

L: Control Centre

H: Support Centre

H: Help

Cash/Bank Summary

Sagar Industries Pvt .Ltd

Ctrl + M X

Particulars	Bank Accounts	
	Sagar Industries Pvt .Ltd For 1-Apr-2021	
	Closing Balance	
	Debit	Credit
Cash-in-Hand	3,39,800.00	
Cash	3,39,800.00	
Bank Accounts		65,000.00
ICICI Bank		65,000.00
Grand Total	3,39,800.00	65,000.00

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Cash/Bank Summary

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Thu, 12 Aug. 2021

13:46:12

F1: Condensed

F2: Period

F3: Company

F4: Group

F5: Ledger-wise

F6: Monthly

C: New Column

A: Alter Column

D: Delete Column

N: Auto Column

B: Budget Variance

F8: Related Reports

F9: Inventory Reports

F10: A/c Reports

F11: Features

F12: Configure

F12: Range

F12: Value

## LAB PROGRAM 10

Tally.ERP 9										F1: Condensed	
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F2: Date	
Day Book										F2: Period	
Sagar Industries Pvt .Ltd										F3: Company	
Day Book										F4: Change Voucher	
For 1-Apr-2021										F5: Columnar	
Date	Particulars				Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty		F6: Extract	
1-4-2021	ICICI Bank				Contra	1		1,00,000.00		F7: Show Profit	
	Cash	1,00,000.00	Dr								
1-4-2021	Cash				Contra	2		10,000.00			
	ICICI Bank	10,000.00	Dr								
1-4-2021	Cash				Contra	3		25,000.00			
	ICICI Bank	25,000.00	Dr								
1-4-2021	Electricity Bill				Payment	1	1,200.00				
	Cash	1,200.00	Cr								
1-4-2021	Rent				Payment	2	5,000.00				
	Cash	5,000.00	Cr								
1-4-2021	Furniture				Payment	3	25,000.00				
	Cash	25,000.00	Cr								
1-4-2021	Capital A/C				Receipt	1		3,00,000.00			
	Cash	3,00,000.00	Dr								
1-4-2021	Commission				Receipt	2		6,000.00			
	Cash	6,000.00	Dr								
1-4-2021	Tumkur Traders				Sales	1	1,43,000.00				
	Sales of Goods	1,37,500.00	Cr								
	Output Vat @ 4%	5,500.00	Cr								
1-4-2021	Computer Lab Pvt Ltd				Purchase	1		2,08,000.00			
	Purchase of Goods	2,00,000.00	Dr								
	Input Vat @ 4%	8,000.00	Dr								
Q: Quit	Enter: Alter	D: Delete	X: Cancel	Z: Duplicate	A: Add Voucher	I: Insert Voucher	R: Remove Line	U: Restore Line	U: Restore All	Space: Select	Space: Select All
Tally MAIN --> Gateway of Tally--> Display Menu --> Day Book										Ctrl + N	
© Tally Solutions Pvt Ltd., 1988-2018										13:47:18	
Thu, 12 Aug, 2021											

## LAB PROGRAM 11

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Backup Companies on Disk Sagar Industries Pvt. Ltd Ctrl + M

Select Companies to Backup

Source : C:\Users\Public\Tally ERP9\Data  
Destination : D:\JAVA PROGRAMS

Name of Company Company Number

Current Date  
Thursday, 1 Apr, 2021

4 Companies

Date of Last Entry

1-Apr-2021  
1-Apr-2021  
1-Apr-2021

List of Companies

J All Items  
ABC (10000) Apr-2021 to Mar-2022  
Sagar Industries Pvt. Ltd (10001) Apr-2021 to Mar-2022

Q: Quit Ctrl + N

Tally MAIN --> Gateway of Tally --> Company Info. --> Backup Companies on Disk

© Tally Solutions Pvt Ltd., 1988-2018 Thu, 12 Aug, 2021 13:59:14

Select Company

Path : C:\Users\Public\Tally.ERP9\Data  
Name :

List of Companies

ABC	(10000)	1-Apr-2021 to 31-Mar-2022
Sagar Industries Pvt .Ltd	(10001)	1-Apr-2021 to 31-Mar-2022