PERIYAR UNIVERSITY

(NAAC 'A++' Grade with CGPA 3.61 (Cycle - 3) State University - NIRF Rank 56 - State Public University Rank 25 SALEM - 636 011

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

BACHELOR OF BUSINESS ADMINISTRATION

SEMESTER - IV



SKILL ENHANCEMENT COURSE: TALLY

(Candidates admitted from 2024 onwards)

PERIYAR UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

B.B.A 2024 admission onwards

SKILL ENHANCEMENT COURSE – 6 TALLY

Prepared by:

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) Periyar University, Salem – 11.

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TALLY

UNIT - I OBJECTIVES

1. Grasp essential accounting principles and rules.

2. Learn to create and set up a company in Tally.ERP 9.

3. Configure Tally settings, implement security measures, and utilize features for effective accounting and management.

EX. NO.: 1	
	COMPANY CREATION AND ALTERATION

Step 1:

Double click the Tally icon on desktop or select start \rightarrow program \rightarrow Tally to launch Tally 9

Step 2:

Select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow create company to open company creation Screen.

Step 3:

In the company creation screen, enter the required details and press enter in the pop-up dialogue box. Press Y to accept the details.

Step 4:

The required company is created and is displayed on the Left hand side of Gateway of Tally Screen.

Step 5:

To select a company that is already created, select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow select company or press Alt + F1 to select the specific company to be opened.

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Step 6:

To shut a company that is already opened, select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow shut company to shut the specific company from the list of existing names displayed.

Step 7:

To Alter a company that is already created, select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow Alter to select the Alter the details of the specific company.

Step 8:

To delete a company that is already created, select Gateway o Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow Alter \rightarrow press Alt + D. press yes in the pop-up screen delete? To delete a company.

Step 9:

To split the company data, select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow split company data \rightarrow select company. Select the required company and enter the data in the split From Field. Press Enter.

Step 10:

To backup Files in Tally, Select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow backup. In the Destination Field, specify the path to take backup and select the company to be backup. Accept the screen by pressing yes.

Step 11:

To restore Files in Tally, Select Gateway of Tally \rightarrow Alt + F3 \rightarrow company info \rightarrow restore. Enter The Source and destination Field by giving the path. Select the companies to restore data. Accept the screen by pressing yes.

ILLUSTRATION

Ram started a business named as M/s ram & co. at Salem on 18.10.2018 with its financial year starting From April every year. He wants to maintain both financial books of accounts and inventory. Create a company for the given details in Tally.

SOLUTION

Name	:	M/S Ram & Co.
Mailing Name	:	Ram
Statutory Company For	:	India

CDOE - ODL	B.B.A – SEMESTER IV	UNIT – 1-5
State	:	Tamil Nadu
Pin Code	:	636005
E-Mail	: ram.	co@gmail.com
Currency Symbol	:	Rs.
Maintain	:	Accounts with Inventory
Financial Year From	:	1-4-2018
Book Beginning From	:	18-10-2018

OUTPUT

Company Info.
Company mio.
Select Company
Connect Company Connectivity Status
SHut Company
Create Company Create Group Company
Alter
SEcurity Control Change TallyVault
SPlit Company Data Backup Restore
Quit

Fig 1: Company Info Menu

Gateway of Tally.....

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P: Print	E: Export	M:E-Mail	O: Uplo	ad <u>S</u> :T	allyShop	G:Language	K: Keyboard	K: Control C	Centre H: Supp	port Centre	H: Help	
Company Creat	tion										Ctrl + M 🔀	
Directory	: C:	Users\Public\Tall	y.ERP9\Data				Boo	oks and Financial Y	'ear Details			
Name	: M/	s Ram&Co				ear begins from	1-4-20					
		Primary Mailing	Detaile		Books begi	inning from	1-4-20	18				
	_		Jetans					0				
Mailing name Address	: Ra : Sal							Security Cont	rol			
Address	. 04				TallyVault p	assword (if any) password						
						password Forgetting TallyVault	password will render	your data inaccessil	ble.)			
					Use securit	ty control	? No					
Country	: Ind	lia			(Enable se	curity to avail TSS fe	atures)					
State	: Tar	mil Nadu										
-												
Pincode	: 636	5002 Contact Deta										
			115									
Phone no. Mobile no.		27 99665 91845522										
Fax no.	. 975	91840522										
E-mail	ran	n&co@gmail.com										
Website												
					Base Currence	cy Information						
Base currency symb	lool	: ₹						Numb	per of decimal places	;	: 2	
Formal name Suffix symbol to amo	ount	: INR 2 No						Word	I representing amoun f decimal places for a	t after decimal	paise 2	
Add space between	amount and symbo	7 Yes						140.0	a decimal places for a	amount m words	. 2	
Show amount in milli	lions	? No										
Q: Quit												

Fig 2: Company Creation Screen

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	
Gateway							201		Ctrl + M 🔀	F1: Shut Cmp
	Current Period 1-4-2018 to 31-3-2019		Current Date Sunday, 1 Apr,	2018						
		List of Selected Com	panies				Gateway of Tally			
Name of Co	mpany			Date of Last Entry			Company Info.			
M/s Ram			N	o Vouchers Entered			Select Company			
							Connectivity Status			
							SHut Company			
							Create Company			
							Create Group Compar	ny		
							Alter			
							SEcurity Control			
							Change TallyVault			
							SPilt Company Data Backup			
							Restore			
							-			
							Quit			
	Product	Version & Upda Series A Release	ites Ctrl + Alt + T	License & Service Educational Mode	s Ctrl + Alt + L	Configuration	Ctrl + Alt + F	Calculator	Ctrl + N X	
	Tally	Series A Release (Latest)	6.6.3	Educational Mode		Gateway ODBC Server	localhost:9999 9000			
POW	ER OF SIMPLICITY									F11: Features
Т	ally.ERP 9							1>		F12: Configure

Fig 3: Company Created

RESULT

Thus, a Company is created and altered in Tally.

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UNIT - II OBJECTIVES

The objectives of this unit are to master the creation and management of groups and ledgers in Tally. ERP 9, and to effectively set up inventory management by creating stock groups, categories, and units of measure for streamlined accounting and reporting.

EX. NO.: 2	GROUP CREATION
	GROUP CREATION

AIM

To Create and use accounting Groups in Tally.

PROCEDURE

Step 1:

Open Tally and create a company.

Step 2:

To Create a Group. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow single Group \rightarrow Create.

Step 3:

Enter the new Group name to be created under the required pre-defined Groups and fill in the Details in Group creation screen.

Step 4:

Accept the Group creation screen and the new Group is created.

Step 5:

More than one Group can be created at the same time by selecting Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow Multiple Groups \rightarrow Create.

Step 6:

To Display a Group. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow Single Group \rightarrow Multiple Groups \rightarrow Display.

Step 7:

To Alter a Group. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow Single Group / Multiple Group \rightarrow Alter.

Step 8:

To delete a Group. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow Single Group/ Multiple Group \rightarrow Alter \rightarrow press Alt + D.

ILLUSTRATION

Create Groups Following the hierarchy shown below.

Sundry Debtors	-	Debtors – South
		Debtors – North
		Debtors – East
		Debtors – North East
		Debtors – West
		Debtors – International
Sundry Creditors	-	Creditors – South
		Creditors – North
		Creditors – East
		Creditors – North East
		Creditors – West
		Creditors – International

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SOLUTION

Name of the Group	Under		
Debtors – South			
Debtors – North			
Debtors – East	Sundry Dobtors		
Debtors – North East	Sundry Debtors		
Debtors – West			
Debtors – International	-		
Creditors – South			
Creditors – North			
Creditors – East	Sundry Craditora		
Creditors – North East	Sundry Creditors		
Creditors – West			
Creditors – International			

B.B.A – SEMESTER IV

OUTPUT

Gateway of Tally.....



Fig 4: Accounts Info. Menu

Groups	
Single Gr	oup
Create	
Display	
Alter	
Multiple G	Foups
CReate	
Display	
AlTer	
Quit	

Fig 5: Groups Menu

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: Print	E: Export	M:E-Mail	O: Uploi		G:Language	K: Keyboard	K: Control Centre	H: Support Centre	H:Help	F3: Company
Group Cr	eation			4	4/s Ram&Co				Ctrl + M	F3: New Company
Name (alias)										
,,										
Under	: Capital Account									
				ichers Ente						
Group beha	ves like a sub-ledger	2	No							
	Credit Balances for Reporting		No							
Used for cal (for sale)	culation (for example: taxes, di s <i>invoice entries</i>)	iscounts) ?	No							
Method to a	llocate when used in purchase	invoice ?	Not Applicable	,						
										G: Groups
										L: Ledgers
										V:Voucher Types
: Quit	A: Accept D	: Delete								F11: Features
										E12: Configure

Fig 6: Single Group Creation

Hubit Group Creation M/s RamkCo Cit + M Z Under Group List of Groups List of Groups Sko. Name of Group Bark Accounts Bark Accounts Bark Accounts Bark Accounts Bark Accounts Caller Shows 1. Bark Accounts Bark Accounts Bark Accounts Participations 1. Bark Accounts Bark Accounts Bark Accounts Participations 1. Creditors-International Creditors-North Creditors-Statt Creditors-North Creditors-North Creditors-North Creditors-North Creditors-North Creditors-North Creditors-North Creditors-North East Creditors-North East Creditors-North East Creditors-North East Debtors-North East Creditors-North East Creditors-North East Creditors-North East Debtors-North East Debtors-North East Credito	P: Print	E: Export	M: E-Mail	O: Uploa	id <u>s</u> t1	allyShop	G: Language	K: Keyboard	K: Control	Centre H: Se	upport Centre	H: Help	F3: Company
SN0 Name of Group Sak Accounts Bank Accounts Sak Ac	CONTRACTOR OF CONTRACTOR	A CONTRACTOR OF				M/s R	am&Co					Ctrl + M 🔀	F3:New Company
SNo. Name of Group Bank Accounts 24, Note Date 1. Bank OC Ac Bank OC Ac Bank OC Ac Bank OC Ac Bank OC Ac Bank OC Ac Bank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Brank OC Ac Creations-International Creations-North East Creations-North East Creations-North Creations-North East Creations-North East Creations-North Creations-North East Creations-North East Creations-North Debtors-Flast Debtors-North Brank OC Ac Debtors-North East Debtors-North East Debtors-North Debtors-North East Debtors-North East Debtors-North Debtors-North East Debtors-North Debtors-North Debtors-North East Debtors-North Debtors-North Debtors-North East Debtors-North Debtors-North <th>Under Gro</th> <th>up :</th> <th></th> <th>_</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>st of Groups</th> <th>F4: Parent</th>	Under Gro	up :		_								st of Groups	F4: Parent
12 more 1	S.No.										Bank Accou Bank OcC , Bank OCC , Bank OCC , Capital Acc Cash-in-Ha Creditors-B Creditors-N Creditors-N Creditors-V Creditors-V Creditors-V Current Lise Debors-Ban De	Vic csisions unt stat errational orth est stat est stat with th th th th th th th th th th th th t	P4: Skp Names P7: Skp Names P7: Skp Parent
	0: Oult	A: Accent						R-Ramon Line				12 more 1	

Fig 7: Multiple Group Creation

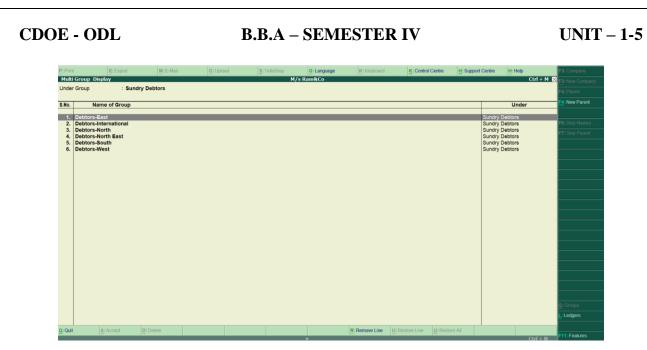


Fig 8: Group Created

RESULT

Thus, the necessary Groups are created in Tally.

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EX. NO.: 3	LEDGER CREATION
AIM	

To Create Accounting Ledger Under Appropriate Groups for a Company in Tally.

PROCEDURE

Step 1:

Open Tally and create a company.

Step 2:

To Create a Group. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Groups \rightarrow Single Group \rightarrow Create. Enter the new Group name to be Create under the required predefined Groups Group and Fill in the details in Group creation Screen. Accept the Group creation screen and the new Group is created.

Step 3:

To create a ledger. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Ledgers \rightarrow Single ledger \rightarrow Create.

Step 4:

In Ledger Creation screen. Enter the name of the ledger. In the option under. Enter the name of the appropriate Group.

Step 5:

Enter other details and accept the screen. The required ledgers are created.

Step 6:

More than one Ledger can be created at the same time by selecting Gateway of Tally \rightarrow Account Info \rightarrow Ledger \rightarrow Multiple Ledger \rightarrow Create.

Step 7:

11

To display a ledger, select Gateway of Tally \rightarrow Accounts Info \rightarrow Ledger \rightarrow Single ledger/Multiple ledger \rightarrow Display.

Step 8:

To Alter a ledger. Select Gateway of Tally \rightarrow Accounts Info \rightarrow Ledger \rightarrow Single ledger/ multiple ledger \rightarrow Alter.

Step 9:

To delete a ledger, select Gateway of Tally \rightarrow Account Info \rightarrow Single ledger/ multiple ledger \rightarrow Alter \rightarrow Press Alt + D.

ILLUSTRATION

Create the Following ledger accounts for a company and place under appropriate Groups.

Name	Group	Opening Balance (Rs)
Lakshmi Handloom House	Debtors – South	40000 Dr
Rathaswamy textiles	Debtors – North	
Varma Corporation	Debtors – East	
Nandita textiles	Debtors – West	
Babu textiles	Debtors -North East	
Sakshi Cotton	Debtors – East	
Textiles Ltd	Debtors - International	
Mumbai textiles Ltd.	Debtors - International	
Windstor textiles Ltd.		
Citi Bank		200000 Dr
Bank OF India		55000 Dr
Sales – Domestic		

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Sales - International	
Purchase	
Motor Car	50000 Dr
Furniture	10000 Dr

SOLUTION

Name of the Ledger	Under Group
Citi Bank	Bank Accounts
Bank OF India	Bank Accounts
Sales – Domestic	Sales Accounts
Sales – International	Sales Accounts
Purchase	Purchased Accounts
Motor Car	Fixed Assets
Furniture	Fixed Assets

OUTPUT

Gateway of Tally.....



Fig 9: Accounts Info. Menu

Ledgers
Single Ledger
Create
Display Alter
Multiple Ledgers
CReate
Display
AlTer
Quit

Fig 10: Ledgers Menu

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P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboar	d <u>K</u> : Control C	entre <u>H</u> : Sup	port Centre	l:Help	F3: Company
Ledger Creat	tion				M/s Ram&Co		Total Opening Balance			Ctrl + M 🔀	
Name : (alias) :						-	Total Opening Balance				
(airas) .											
					Mailing Deta	ils					
Under		: Capital Account		Name							
				Address							
Inventory values	are affected	? No									
				Country							
				Provide bank details	? No						
					Tax Registration	Details					
				PANIT No.							
											G: Groups
											V:Voucher Types
		Openir	g Balance	(on 1-Apr-2018) :				-			
											F11: Features
o: Quit	A: Accept D	: Delete									F12: Configure
					*					Ctrl + N	r iz. comgue

Fig 11: single ledger creation

P:Print	E: Export	M: E-Mail	O: Upload	1 <u>S</u> :T	allyShop	G:Language	K: Keyboard	K: Contro	I Centre H: S	Support Centre	H: Help	F3: Company
Multi L	edger Creation				M/s Ra	am&Co		a de la companya de l			Ctrl + M 🔉	F3: New Company
Under G	Group :									Li	st of Groups	F4: Parent
										+ All Items		F4:New Parent
S.No.	Name of Ledger								Un	de Bank Accou Bank OCC		
1.										Bank OD A	c	
										Branch / Di		z : Zero Opening Bal
										Capital Acc Cash-in-Ha		F6: Skip Names
										Creditors-E		F7: Skip Parent
										Creditors-In		F8: Skip Details
										Creditors-N Creditors-N		To: Okip Details
										Creditors-N Creditors-S		
										Creditors-W		
										Current Ass Current Lial		
										Debtors-Fa		
										Debtors-Inte		
										Debtors-No		
										Debtors-No Debtors-So		
										Debtors-We		
										Deposits (A		
										Direct Expe Direct Incon		
										Direct incon Duties & Ta		
										Expenses (I	Direct)	
										Expenses (I		
										Fixed Asset Income (Dir		
										Income (Ind		
										Indirect Exp	enses	
										Indirect Inco		
										Loans & Ad	vances (Asset)	G: Groups
										Loans (Liab		L:Ledgers
											12 more ↓	
Q:Quit	A:Accept	D: Delete					R:Remove Line	U: Restore Line	U: Restore All			F11: Features
Section in which the real of the			516								Ctrl + N	r II. rediules

Fig 12: Multiple Ledger Creation

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IFS code : Not Applicable Bank name : Not Applic	P: Print	E: Export	M:E-Mail	O: Upload	<u>s</u> :Ta		G:Language	K: Keyboard	K: Control C	entre <u>H</u> : Supp	port Centre	H: Help	F3: Company
Name Cold Bank ginday :: gi						M/s Ra	m&Co					Ctrl + M 🔀	F3: New Company
2.40,000.00 r								Total	Opening Balance				
Difference 240000 00 tr 240000 00 tr 240000 00 tr Under Bank Accounts (Current Assets) Name Bank Account S (Current Assets) Name Config Bank Account S (Current Assets) Config Config Bank Anne Config Endia State Tamil Nadu Pincode Bank Anne Not Applicable Bank Anne Not Applicable Bank Anne Not Applicable Bank Anne Not Applicable Bank Configuration No Set chape printing configuration No Opening Baine (on 14pr 2018) : 20,000.0 Er Opening Baine (on 14pr 2018) : 20,000.0 Er	(alias)								2 40 000 00 Dr				
Under Bank Accounts (Current Assets) Name Addeess Citi Bank Mailing Details Bank Account Assets) Name Addeess Citi Bank Mailing Details Mailing Details Bank Account Assets) Name Addeess Citi Bank Mailing Details Mailing Details Bank Account Scatter Country India State Mailing Details Mailing Details Bank Account Scatter Country India State Pincode India State Mailing Details Bank Account Scatter No State Tamil Nadu Pincode India State Pincode India State Bank Account Scatter No No No State Tamil Nadu Pincode India State									2,40,000.00 Dr				
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At no	Bank Accourt	t Details											
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Bank name • • • No Applicable Banch • : Banch • : Banch • : Banch • : Bank Configuration · : Set cheque printing configuration · ? No Set cheque print	A/c no.				State	Tan	nil Nadu	Pincod	e :				
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Opening Balance (on 1-Apr-2018) : 2,00,000.00 [Or F11: Features 0: Out A: Accoot D: Destein F11: Features													Set Chq Printing
Opening Balance (on 1-Apr-2018) : 2,00,000.00 [Or F11: Features 2: Quit A: Accord D: Desite F11: Features													
Opening Balance (on 1-Apr-2018) : 2,00,000.00 [Or F11: Features 0: Out A: Accoot D: Destein F11: Features													
Opening Balance (on 1-Apr-2018) : 2,00,000.00 [D] F11: Features 0: Out A: Accoot D: Dente F11: Features													G: Groups
Opening Balance (on 1-Apr-2018) : 2,00,000.00 [Or F11. Features D: Quit A: Accoot D: Denting F11. Features													L:Ledgers
P11: Features													V: Voucher Types
P11: Features			0.5	ening Polence	(on 1 Apr 2018)		-						
2: Quit A: Accept D: Delete				ening balance	(on 1-Apr-2018)	2,00,000.00	-						F11: Features
Cird + N F12: Compute	Q: Quit	A: Accept D	: Delete										F12: Configure

Fig 13: single ledger Created

P: Prin	E: Export	M: E-Mail O: U	load S:Ta	allyShop	G:Language	K: Keyboard	K: Control	Centre H: Sup	port Centre	H: Help	F3: Company
Multi	Ledger Display		-	M/s Ra						Ctrl + M 🔀	
Under	Group : • All Items									For 1-Apr-2018	
											F4: New Parent
S.No.	Name of Ledger							Under	r	Opening Balance Dr/Cr	
	Bank of India							Bank Accounts Debtors-North Eas		55,000.00 Dr	
	Basu Texiles Cash							Cash-in-Hand	t		
4.	Citi Bank							Bank Accounts Fixed Assets		2,00,000.00 Dr	
5. 6.	Furniture Lakshmi Handloom House							Pixed Assets Debtors-South		10,000.00 Dr 40,000.00 Dr	
7.	Motor Car Mumbai Textile Ltd							Fixed Assets Debtors-Internation		50,000.00 Dr	
8. 9.	Nadita Textiles							Debtors-West	a		
10. 11.	Profit & Loss A/c Purchases							 Primary Purchase Accounts 			
12.	Rathaswamy Textiles							Debtors-North	•		
13. 14.	Sakshi Cotton Sales - Domestic							Debtors-East Sales Accounts			
15.	Sales - International							Sales Accounts			
16. 17.	Textiles Ltd Varma Corporation							Debtors-Internation Debtors-East	al		
	Windstor Textile Ltd							Debtors-Internation	al		
											G: Groups
Q:Quit	A: Accept D: De	lete				R: Remove Line	U: Restore Line	U: Restore All		Ctrl + N	F11: Features

Fig 14: Multiple Ledgers Created

B.B.A – SEMESTER IV

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G:Language	K:Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
List of Account				M/	s Ram&Co				Ctrl + M 🔀	
List of Ledger	s								For 1-Apr-2018	G: Groups
Branch / Division Capital Account										S: Cost Category
Reserves & Su	urplus (Retained Earni	ngs)								
Current Assets Bank Account	is.									
Bank of India										
Citi Bank Cash-in-Hand										E: Currencies
Cash										
Deposits (Ass										T: Stock Groups
Loans & Adva Stock-in-Hand	nces (Asset) I									
Sundry Debto	rs									K: Stock Categories
Debtors-Eas Sakshi Co										I: Stock Items
Varma Co										N: Units
Debtors-Inte										O: Godowns
Mumbai T Textiles Lt										
Windstor 7	Textile Ltd									V: Voucher Types
Debtors-Nor										
Rathaswar Debtors-Nor	ny rextiles									
Basu Texi	les									
Debtors-Sou	uth Iandloom House									
Debtors-We										
Nadita Tex										
Current Liabilitie Duties & Taxe										
Provisions	•									
Sundry Credit										
Creditors-Ea Creditors-In										
Creditors-N	orth									
Creditors-N	orth East									
40 Group(s) and	19 Ledger(e)								22 more ↓	F5: Show Unused
Q: Quit		D: Delete		C: Create Mst		R: Remove Line	U: Restore Line U: Rest	ore All Space: Sele	ct Space: Select All	F11: Features
G. Gui	Enter. Ader	D. Delete		Create Mst		R. Remove Line	U: Resi	space: Sele	apace; Select All	F12: Range

Fig 15: List of Accounts

RESULT

Thus, the necessary ledgers are created in Tally.

EX. NO.: 4

INVENTORY MASTER CREATION

AIM

To create units of measure, stock items, stock categories and stock groups in Tally.

PROCEDURE

Step 1:

Open Tally and create a company

Step 2:

To create Units of Measure, select Gateway of Tally \rightarrow Inventory Info \rightarrow Units of Measures \rightarrow Create. Enter the type of unit as Simple or Compound, Symbol and formal name. Accept the Unit Creation Screen and the units of measure are created.

To display units of measures, select Gateway of Tally \rightarrow Inventory Info \rightarrow Units of measure \rightarrow Display. To alter a Unit of measures, select Gateway of Tally \rightarrow Inventory Info \rightarrow Units of measures \rightarrow Alter. To Delete Units of Measures, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Units of Measures \rightarrow Alter. \rightarrow Press Alt + D.

Step 3:

To create a single Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Groups \rightarrow Single \rightarrow Create. To Create Multiple Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Group \rightarrow Multiple \rightarrow Create. In Stock Group Creation Screen, Enter the Group Name and Accept the Screen. The Stock Groups Are Created.

To Display a Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Groups \rightarrow Single Stock Group / Multiple Stock Group \rightarrow Display. To Alter a Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Group \rightarrow Single Stock Group \rightarrow Alter. To Delete a Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Group, Select Gateway of Tally \rightarrow Alter. To Delete a Stock Group, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Groups/ Single Stock Group / Multiple Stock Group Alter.

Step 4:

B.B.A – SEMESTER IV

Activate Stock Categories through Maintain Stock Categories in F11: Company Features \rightarrow F2: Inventory. To Create Single Stock Categories. Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Category \rightarrow Single \rightarrow Create. To Create Multiple Stock Categories, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Category \rightarrow Multiple \rightarrow Create. In Stock Category Creation Screen, Enter the Name of The Stock Category Under the Appropriate Stock Group and Accept the Screen. The Stock Categories Are Created.

To Display a Stock Category. Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Categories \rightarrow Single Stock Category / Multiple Stock Categories \rightarrow Display. To Alter a Stock Category, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Category \rightarrow Multiple Create. In Stock Category Creation Screen, Enter the Name of The Stock Category Under the Appropriate Stock Group and Accept the Screen. The Stock Categories Are Created.

Step 5:

To Create Single Stock Item; Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Item \rightarrow Single \rightarrow Create. To Create Multiple Stock Item, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Item \rightarrow Multiple \rightarrow Create. Enter The Required Details and Accept the Screen. The Stock Items Are Created.

To Display a Stock Item. Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Item \rightarrow Single Stock Item/ Multiple Stock Item \rightarrow Display. To Alter a Stock Item, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Items \rightarrow Single Stock Item/ Multiple Stock Item \rightarrow Alter. To Delete a Stock Item, Select Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Groups \rightarrow Single Stock Item/ Multiple Stock Item \rightarrow Alter \rightarrow Press Alt +D.

Step 6:

The Created Stock Groups, Stock Categories, Stock Items and Units of Measure can be viewed under Gateway of Tally→ Inventory Info.

CDOE - ODL		B.B.A – SEMEST	ER IV		UNIT – 1-5
ILLUSTRATION					
Create the following in	Tally				
Stock Group	-	Group A	-	Television	S
		Group B	-	Music Sys	stem
Stock Categories	-	Television	-	21 Inches	and 25 Inches
		Music System	-	Tape Re	corder and CD
Player					
Stock Item	-	Television			
		21" - A11 -	Panase	onic	25" - A12 -
Panasonic					
		A21 - (Onida		A22 – Onida
		A31 -	Sony		A32 – Sony
		Music System			
		Tape – B11 -	- Panaso	nic	CD – B12 –
Panasonic					
		B21 –	Sony		B22 – Sony
Create numbers (Nos	s) in unit	ts of measures.			

Create numbers (Nos) in units of measures.

SOLUTION

Stock Item	Stock Category	Stock Group
A11- Panasonic	21 Inches	Television
A21- Onida	21 Inches	Television
A31- Sony	21 Inches	Television
A12- Panasonic	25 Inches	Television
A22-Onida	25 Inches	Television
A32- Sony	25 Inches	Television
B11- Panasonic	Tape Recorder	Music System
B21- Sony	Tape Recorder	Music System
B12- Panasonic	CD Player	Music System
B22- Sony	CD Player	Music System

B.B.A – SEMESTER IV

OUTPUT

Inventory Info.	
Charly Craying	
Stock Groups	
Stock Items	
Units of Measure	
Voucher Types	
voucher Types	
One Alleration Dataile	
Copy Allocation Details	
Quit	

Fig 16: Inventory Info. Menu



Fig 17: Units Menu

Stock Groups	
Single Stock Group	
Create	
Display	
Alter	
Multiple Stock Groups	
CReate	
Display	
AlTer	
Quit	

Fig 18: Stock Groups Menu

Stock Categories
Single Stock Category
Create
Display
Alter
Multiple Stock Categories
CReate
Display
AlTer
0
Quit

Fig 19: Stock Categories Menu

B.B.A – SEMESTER IV



Fig 20: Stock Item Menu

			1		-	100.00			list in a	
P: Plint Stock Group	E: Export	M: E-Mati	O: Upload	S: TallyShop	G:Language Ram&Co	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
	Creation				RamaCo				Ctn + M	F3: New Company
Name : (alias) :										
(
Under :	Primary									
Should quantitie	es of items be added	7 No								
										_
										G: Groups
										Rems
										U:Units
										Voucher Types
	la average da	02402040								F11: Features
Q:Quit	A: Accept D	: Delete								F12: Configure

Fig 21: Single Stock Group Creation

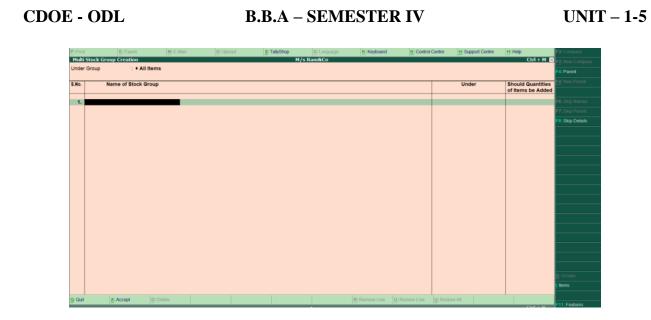


Fig 22: Multiple Stock Group Creation

Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
Stock Cat	tegory Creation			М,	/s Ram				Ctrl + M 🔉	53: New Company
Name (alias)			Curro Sunday,							
Under	: + Primary									
	, , , , , , , , , , , , , , , , , , , ,									
										G: Groups
										C: Category
										l: Items
										• U: Units
										V: Voucher Types
						1				F11: Features
2: Quit	A: Accept	D: Delete			^				Ctrl + N	F12: Configure

Fig 23: Single Stock Category Creation

B.B.A – SEMESTER IV

P:Print	E: Export		O: Upload	s: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
	Stock Category Crea	ntion			M/s Ram			Tie	Ctrl + M 🔀 st of Categories	F3: New Company
Under	Category :									F4: Parent
S.No.	Norma of Ooton							All Items	5	F4: New Parent
	Name of Categ	ory								
1.										F6: Skip Names
										F7: Skip Parent
										F7. Skip Paten
										G: Groups
										C: Category
										l: llems
Q:Quit	A: Accept	D: Delete				R: Remove Line	U: Restore Line U: Rest	tore All		FALL Factors
					^				Ctrl + N	F11: Features

Fig 24: Multiple Stock Category Creation

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
Unit Creat	tion			м	/s Ram				Ctrl + M	F3: New Company
Туре	: Simple									
Symbol	:									
Formal nar	ne:	of Selected C								
Number of	decimal places : 0									
										G: Groups
										C: Category
										l: Items
										U: Units
										V: Voucher Types
<u>Q</u> :Quit	A: Accept	D: Delete							Ctrl + N	F11: Features

Fig 25: unit creation

Stock Item Name (alias)	E:Export Creation	M: E-Mail	O: Upload	<u>s</u> : TallyShop	<u>G: Language</u> M/s Ram	K: Keyboard	K: Control Centre	H: Support Centre	H:Help Ctrl + M 🔉	F3: Company F3: New Company L: Tax Rate History
Under Category	+ Primary + Not Applicable		Statutory Infor	nation						
Units	: • Not Applicable									
o	pening Balance :	Quantity F	tate per	Value						<u>G</u> : Groups

Fig 26: Single Stock Item Creation

Print	E: Export	M: E-Mail	O: Upload	<u>s</u> :T	allyShop	G:Language	K: Keyboard	K: Control Cer	ntre <u>H</u> : Su	apport Centre	<u>H</u> :H		F3: Company
	Stock Item Creation				M/	s Ram						Ctrl + M 🔀	
nder (Group : • All Items	5										For 1-Apr-2018	F4: Parent
No.	Name of Item		Under	С	ategory			Units	Opening	Oty Rate	per	Amount	F4: New Parent
									-,,-		p		
1.													Z: Zero Opening B
													F6: Skip Names
													F7: Skip Parent
													F8: Skip Details
													F9: Skip Category
													G: Groups
													C: Category
													l: tems
	to town in the second						R: Remove Line	U: Restore Line U					
Quit	A: Accept D: D	relete				^	K: Remove Line	U: Restore Line	Restore All			Ctrl + N	F11: Features

Fig 27: Multiple Stock Item Creation

Stock Ite Name (allas)	E: Export m Alteration : A11- Panasonic :	M: E-Mail	Q: Upload	<u>S</u> : TallyShop	<u>G</u> : Language M/s Ram	K: Keyboard	K: Control Centre	H: Support Centre	H: Help Ctrl + M	F3: Company F3: New Company L: Tax Rate History
Under Category Units	: Television 21 inches : nos		Statutory Infor	mation						
	Opening Balance	Quantity :	Rate per	Value						G: Groups G: Category I: Terms U: Units V: Voucher Types
Q:Quit	A: Accept	D: Delete			_				Ctrl + N	F11: Features F12: Configure
			I	=ig 28: \$	Stock Ite	em Crea	ation			

				C. runyonop	o. cangoage		. Control Centre	. Oupport Gentre	TTT THOP	
Select Stock	Item				Tally 4				Ctrl + M 🔀	
					Name of Item					
				022						
				L	ist of Stock Items					
				A11- Par	aconic					
				412- Pan	asonic					
				AZ1- Unit						
				A22- Oni A31- Son						
				A32- Son	y					
				B11- Pan B12- Pan						
				B12- Pan B21- Son						
				B22- Son	ý					
	Product	Version & Update Series A Release 6.	s Ctrl + Alt + T 6.3	License & S	ervices Ctrl + Alt +	L Configuration	Ctrl + Alt + F localhost:9999	Calculator	Ctrl + N 🔀	
2	Tally	Series A Release 6. (Latest)	0.3	Educational	Mode	Gateway ODBC Server	localhost:9999 9000			
-										
	OF SIMPLICITY									
Ta.	lly.ERP 9							1>		

Fig 29: Stock Item

RESULT

Thus, the required units of measures, stock item, stock categories and stock Groups are created in Tally

B.B.A – SEMESTER IV

UNIT - III OBJECTIVES

The objectives of this unit are to proficiently handle voucher entries and advanced accounting tasks in Tally. ERP 9. This includes understanding various voucher types, managing invoicing and bill-wise details, utilizing cost centers for expense tracking, performing bank reconciliation, and effectively managing different accounting scenarios.

EX. NO.: 5	
	VOUCHER TYPE CREATION

AIM

To create voucher type and use inventory masters of Tally in Point of Sale.

PROCEDURE

Step 1:

Open Tally and create company.

Step 2:

Create ledgers using Gateway of Tally \rightarrow Accounts Info \rightarrow Ledgers \rightarrow Single ledgers \rightarrow Create under appropriate groups.

Step 3:

Select Gateway of Tally \rightarrow Accounts Info \rightarrow Voucher type \rightarrow Create. In voucher type creation screen, enter the name as Point of Sales Invoice under sales. Set voucher numbering as automatic. Set yes for Common narration. Set Yes for Use for POS invoicing? Accept the screen after setting the Print message 1 and 2.

Step 4:

Go to Gateway of Tally \rightarrow accounting vouchers. Press F8 From the popup dialogue box, select point of Sale invoice. Press Ctrl + P to toggle between Multi Payment modes. Enter the point of sale transaction and accept the voucher.

B.B.A – SEMESTER IV

ILLUSTRATION

Sindhu went to a supermarket to purchase eatables for her stall. The Following items were purchased

Biscuits	20 packets	@Rs15/pkt
Ice creams	10 box	@Rs80/box
Wafers	12packets	@Rs20/pkt
Chocolates	15 pieces	@Rs120/pc
Pen	200 pieces	@Rs3/pc
Pencil	200 pieces	@Rs2/pc
Candies	200 pieces	@Rs2/pc

She paid Rs.3000 in cash remaining by cheque. Prepare Point of Sale invoice.

SOLUTION

Name of the Ledger	Under Group
Bank	Bank Accounts
Sindhu	Sundry Debtors
Sales	Sales Accounts

Stock Items	Under	Nos	Price	Amount
Biscuits	Eatables	20	15	300
Ice Creams	Eatables	10	80	800
Wafers	Eatables	12	20	240
Chocolates	Eatables	15	120	800
Candies	Eatables	200	2	400
Pen	Stationeries	200	3	600
Pencil	Stationeries	200	2	400
		Cash-3000		4540
		Cheque-1540		

CDOE -	ODL
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B.B.A – SEMESTER IV

OUTPUT

Print E: Ex		M: E-Mail	O: Upk	ad <u>s</u> :Tally		G:Language	K:Keyboard	K: Control Cent	re H: Support Centre	H: Help	F3: Company
oucher Type Creation					Sir	idhu				Ctrl + M 🔉	F3: New Company
ime :											
ias) :											
									_		
	General				Printin			Name of Class			
elect type of voucher				Print voucher after savin	9	? No					
bbreviation											
sthod of voucher numbering	?										
e effective dates for vouche	s	? No									
ake this voucher type as 'Opl	ional' by default	? No									
low narration in voucher ovide narrations for each led	an in your her	? Yes ? No									
onde harrabons for each lec	germvoucher	1 110									
											G: Groups
											Ledgers
											¥:Voucher Types
Quit A: Accept	D: Dele	to.									F11: Features
Quit Accept	D: Dele	10								Ctrl + N	F12: Configure

Fig 30: Voucher Type Creation

: Print	E: Export	M: E-Mail	O: Upload	S: TalyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H:Help		1
Change Vouche	г Туре				Sindhu					Ctrl + M ×	
										1-Apr-2021	
										Thursday	
										Amount	
										Amount	
				Va	ucher Type						
				Name : Po	s Invoice						
					List of Types						
					os Invoice ales						
				2	ales						

Fig 31: Change Voucher Type

B.B.A – SEMESTER IV

Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G:Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
Voucher Type	Alteration			=	Sindhu	-		10	Ctrl + M 🗙	F3: New Company
Name : Po (allas) :	os Invoice									F10: Edit Sort
Select type of vouch Abbreviation Method of voucher r Use advanced c	: Sale	2 Automatic 7 No	Use for PC	er after saving	inting ? Yes Yes thank you		Name of Class			
Enable default acco	for each ledger in vouch punting allocations	? Yes	Default title	to print : 1	visit again Yes					
Set/Alter Default A	Accounting Entries	? No	Set/alter d	eclaration ? I	No					
							Accept ? Yes or No			G: Groups
										V: Voucher Types
Q: Quit	A: Accept	: Delete								F11: Features F12: Configure

Fig 32: Voucher Type Created

P: Print	E: Export	M: E-Mail	O: Upload	8: TallyShop	G:Language	K: Keyboard	K: Control Centre	H: Support Centr	e H:Help		Ft:Accounting Vouchers
	oucher Alteration				Sindhu					Ctrl + M 🔀	F1: Inventory Vouchers
Pos Invoice	No. 1									1-Apr-2021 Thursday	F2: Date
Party A/c name: \$	Sindhu										F3: Company
Name of Item								Quantity	Rate per	Amount	
Biscuits								20 pkt	15.00 pkt	300.00	
Ice Cream									80.00 box	800.00	F6: Rejections Out
Wafers								12 pkt	20.00 pkt	240.00	F7: Indent
Chocolate									20.00 pc	1,800.00	
Pen								200 pc	3.00 pc	600.00	Fill: Delivery Note
Pencial								200 pc	2.00 pc	400.00	F9: Receipt Note
Candles								200 pc	2.00 pc	400.00	
										4,540.00	F10: Physical Stock
											J: Malerial Out
											W: Material In
											Stock Query
							-			4,540.00	
Gift vouchers							-				
Credit/debit card											
Cheque Cash	Bank Cash		1,540.00	Bank name Sta Cash tendered	te Bank of India 4,000.00 Balance	Cheque no. 74	156984				
Narration:	Contra		0,000.00	ABBIT HEIRABITERS	4,000.00 Calarica						
Q:Quit		Delete X: Cano									
	Product	Version & Upda Series A Release	tes Ctrl + Alt +	T License & Serv Educational Mod	rices Ctrl + Alt + L	Configuration Gateway	Ctrl + Alt + 1 localhost:999	Calculator		Ctrl + N 🗙	
7	ally	(Latest)	0.0.3	Educational Moc		ODBC Server	localhost:9999				F11: Features
BOWER	OF SIMPLICITY										F12: Configure
	ly.ERP 9										Single Mode Pymt
141	IY.ERP 9							1>			and the second sec

Fig 33: PoS Invoice

RESULT

Thus, voucher type is Created and inventory masters are used in Tally.

EX. NO.: 6

ACCOUNTING VOUCHER CREATION

AIM

To create accounting vouchers in Tally.

PROCEDURE

Step 1:

Open Tally and create company.

Step 2:

Create ledgers using Gateway of Tally \rightarrow Accounts Info \rightarrow Ledger \rightarrow Single ledgers \rightarrow Create under appropriate groups.

Step 3:

To enable Memo and Optical vouchers, select Gateway of Tally \rightarrow F11: Features \rightarrow F1: Accounting Features. Set yes to use Reversing Journals & optical vouchers?

Step 4:

Select Gateway of Tally \rightarrow accounting vouchers to pass the accounting vouchers. Select the necessary voucher through

F4: Contra voucher

F5: Payment voucher

- F6: Receipt voucher
- F7: Journal voucher
- F8: Sales voucher
- F9: Purchase voucher
- Ctrl + F10: Memos
- Ctrl + L: Optional

Step 5:

Enter the other details and accept the screen. The required vouchers are created.

Step 6:

View the entire recorded journal in Gateway of Tally \rightarrow Display \rightarrow Day Book

ILLUSTRATION

The Following Information has been extracted From Mr. Siva's book. Journalise the Following transactions.

April 2018	Particulars	Rs.
1	Received cash From Kumar	10,000
2	Purchased goods For Cash	3,000
3	Sold goods to Gopal	2,400
4	Paid Krishnaram	800
5	Received From Gopal	200
6	Bought Furniture From Kumar	400
7	Paid into bank	800
8	Paid Rent	560
9	Paid Salary	1,000

SOLUTION

Name of the Ledger	Journal		Amount	Under	Voucher
Cash a/c	Cash a/c	Dr	10000	-	Receipt
Kumar a/c	To Kumar a/c			Sundry Debtors	
Purchase a/c	Purchase a/c	Dr	30000	Purchase Account	Purchase
Cash a/c	To Cash a/c			-	
Gopal a/c	Gopal a/c	Dr	2400	Sundry Debtors	Sales
Sales a/c	To Sales a/c			Sales Account	
Krishna a/c	Krishnaram a/c	Dr	800	Sundry Creditors	Payment
Cash a/c	To Cash a/c			-	
Cash a/c	Cash a/c	Dr	200	-	Receipt
Gopala/c	To Gopal a/c		200	Sundry Debtors	

B.B.A – SEMESTER IV

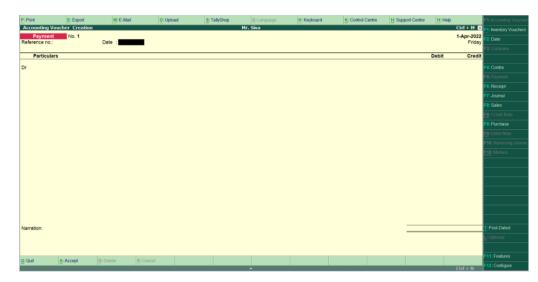
Furniture a/c Kumar a/c	Furniture a/c To Kumar a/c	Dr	400	Fixed Asset Sundry Debtors	Journal
Bank a/c Cash a/c	Bank a/c To Cash a/c	Dr	800	Bank Accounts -	Contra
Rent a/c Cash a/c	Rent a/c To Cash a/c	Dr	560	Indirect Exp -	Payment
Salary a/c Cash a/c	Salary a/c To Cash a/c	Dr	1000	Indirect Exp -	Payment

OUTPUT

P: Print	E: Export	M: E-Mail	O: Uploa	d <u>s</u> :T	allyShop	G: Language	K: Keyboard	K: Control Ce	ntre <u>H</u> : Su	pport Centre	H: Help	F1: Accounting Vouchers
	Voucher Creation				Mr	. Siva				Lister	Ctrl + M Ledger Accounts	E1: Inventory Vouchers
Contra	No. 1										Ledger Accounts	F2: Date
										Cash		F3: Company
Particul	lars											
Cr												F4: Contra
		_								1		F5: Payment
												F6: Receipt
												F7: Journal
												F8: Sales
												F8: Credit Note
												F9: Purchase
												F9: Debit Note
												F10: Reversing Journal
												F10: Memos
												P 10. Wernos
Narration:												: Post-Dated
												L: Optional
Q:Quit	A: Accept	D: Delete X:	:Cancel									F11: Features
	E. recept	A									Ctri + N	F12: Configure

Fig 34: Contra Voucher

B.B.A – SEMESTER IV





Print .	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H:Help	F1: Accounting Vouche
	Voucher Creation				Mr. Siva			Listo	Ctrl + M Ledger Accounts	E1: Inventory Voucher
Receip	No. 1								Leuger Accounts	F2: Date
								Cash		F3: Company
Particu	lars									
Cr										F4: Contra
										F5: Payment
										F6: Receipt
										F7: Journal
										F8: Sales
										F8: Credit Note
										F9: Purchase
										F9: Debit Note
										F10: Reversing Journ
										F10: Memos
larration:										T: Post-Dated
										L: Optional
										F11: Features
Quit	A: Accept D	: Delete X: C	ancel							F12: Configure



B.B.A – SEMESTER IV

											_	
P: Print	E: Export	M: E-Mail	O: Uploa	id <u>S</u> :T		G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help		
	oucher Creation				Mr.	Siva					Ctrl + M 🔀	
Purchase Supplier invoice no	No. 1	Date :									1-Apr-2022 Friday	F2: Date
Party A/c name Current balance												
Purchase ledger	1.00											F4: Contra
Name of Item									Quantity Rat	e per	Amount	F5: Payment
												F6: Receipt
												F7: Journal
												F8: Sales
												F8: Credit Note
												Accounting Invoice
												V: As Voucher
												T: Post-Dated
Narration:												
												F11: Features
Q: Quit	A: Accept	D: Delete X:	Cancel									
											Ctrl + N	F12: Configure

Fig 37: Purchases Voucher

P: Print	6. C	M: E-Mail	0.111				M. Markerson	14. October 1 October		H:Help	_	
	E:Export	M:E-Mail	O: Uploa	id <u>s</u> : i	allyShop Mr. 1	G:Language	K: Keyboard	K: Control Centre	H: Support Centre		Ctrl + M 🔀	
Sales	No. 1					яуа						E1: Inventory Vouchers
Reference no.:	110. 1										1-Apr-2022 Friday	F2: Date
Party A/c name												
Current balance												
Sales ledger Name of item	1								Quantity Rate	Der	Amount	
									country run	per	Panoura	F5: Payment
												= F9: Purchase
												Stock Query
												, oton duery
												Accounting Invoice
												: As Voucher
												Post-Dated
Narration:												
rearranced.												
Q: Quit	A: Accept	D: Delete X: C									_	F11: Features
d: duit	V: Vccebi	D: Delete	ancer								Ctrl + N	F12: Configure

Fig 38: Sales Voucher

B.B.A – SEMESTER IV

P: Print	E: Export	M: E-Mail	O: Upload	5: TallyShop	G:Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Voucher
Accounting Vo	oucher Creation				Mr. Siva				Ctrl + M 🗵	F1: Inventory Vouchers
Journal	No. 1							List o	f Ledger Accounts	F2: Date
								Profit & L	oss A/c	F3: Company
Particular	rs									
Dr		-								F4: Contra
		_								F6: Payment
										F6:Receipt
										F7: Journal
										F8: Sales
										F8: Credit Note
										F9: Purchase
										F9: Debit Note
										F10: Reversing Journal
										F10: Memos
										PTO. Memos
Narration:										T: Post-Dated
										L: Optional
Q: Quit	A: Accept	D: Delete X:								F11: Features
					~				Ctrl + N	F12: Configure

Fig 39: Journal Voucher

Print	E: Export	M: E-Mail	O: Uplor	ad S	: TallyShop	G: Language	K: Keyboard	K: Control Centr	• H:S	upport Centre	H: Help	F1: Accounting Vouch
	oucher Creation		0. opioi			Siva		in some of claim	<u></u>		Ctrl + M 🔀	
Memorandu										List of I	Ledger Accounts	F2: Date
										Cash		F3: Company
Particular	18									Profit & Loss	A/c	P3: Company
		_										
Dr												F4: Contra
												F5: Payment
												F6: Receipt
												F7: Journal
												F8: Sales
												EB: Credit Note
												F9: Purchase
												E9: Debit Note
												F10: Reversing Jour
												F10: Memos
arration:												T: Post-Dated
an area.												L: Optional
												-
												F11: Features
2: Quit	A: Accept	D:Delete	X: Cancel									
						^					Ctrl + N	F12: Configure

Fig 40: Memo Voucher

B.B.A – SEMESTER IV

P: Print	E: Export	M: E-Mail	O: Uplo	ad <u>S</u> :T	allyShop	G: Language	K: Keyboard	K: Control Cent	re <u>H</u> : Suppl	ort Centre	H:Help		F1: Accounting Vouch
Accounting Vo					Mr.	Siva						Ctrl + M 🛛	
Payment Reference no.:	No. 1	Date :										1-Apr-2022 Friday	
		ate .			Opti	ional						Thouy	
Particulars										D	ebit	Credit	
Dr													F4: Contra
													F6: Receipt
													F7: Journal
													F8: Sales
													F8: Credit Note
													F9: Debit Note
													F10: Reversing Journ
													F10: Memos
Narration:													T: Post-Dated
													L:Regular
Q:Quit	A: Accept D: 0	Delete	t: Cancel										F11: Features
	-	-										Ctrl + N	F12: Configure

Fig 41: Optional Voucher

P: Print	E: Export	M: E-Mail	O: Uplo	ad <u>s</u> :T	allyShop	G:Language	K: Keyboard	K: Control Cer	ntre <u>H</u> : Suppo	rt Centre	H: Help		F1: Accounting Vouchers
	ng Voucher Creation				Mr.	. Siva						Ctrl + M 🔀	F1: Inventory Vouchers
Rec	eipt No. 1											1-Apr-2022 Friday	F2: Date
												Filley	F3: Company
Parti	culars									De	ebit	Credit	
Cr Kuma	r											10,000.00	F4: Contra
Cui On Acc	Bal: 10,000.00 Cr	10,000.00 Cr											F5: Payment
Dr Cash		10,000.00 01								10,000	0.00		F6: Receipt
Cu	Bal: 10,000.00 Dr												F7: Journal
													F8: Sales
													F8: Credit Note
													F9: Purchase
													F9: Debit Note
													F10: Reversing Journal
													F10: Memos
Name										40.000		40.000.00	T: Post-Dated
Narration:										10,000	Ϊ.		: Optional
											Ac	cept ?	Optional
											Yes	or No	
Q: Quit	A: Accept	D: Delete X: Ca	ancel								-		F11: Features
						^						Ctrl + N	F12: Configure

Fig 42: Voucher Created

RESULT

Thus, the accounting vouchers are created in Tally.

EX. NO.: 7

INVENTORY VOUCHER CREATION

AIM

To Create Inventory vouchers in Tally

PROCEDURE

Step :1

Open Tally and Create a company.

Step :2

In F11: Features \rightarrow F2: Inventory, activate the options Allow purchases order processing? and Allow sales order processing?

Step 3

Activate Allow invoicing? In F11: Features and enable the option Inventory values are affected while creating ledgers to Yes.

Step 4

Create the necessary accounting and Inventory ledgers

Step 5

Select Gateway of Tally \rightarrow Inventory vouchers. Select Alt+F4 For purchase order and select Alt +F5 For sales order. Fill the required details and accept the voucher.

Step 6

To view order position, select Gateway of Tally \rightarrow Stock Summary. Press Alt+F7: order \rightarrow Net Stock to view the stock.

B.B.A – SEMESTER IV

ILLUSTRATION

From the Following Information of M/s Kumar & Co, prepare the necessary orders and invoices

September 2	purchased from Latha stores 100 bags
	of 100 kgs each wheat @ Rs. 50/bags.
September 4	sold to Jamal & co 60 bags of wheat
	@ Rs. 65/bag.
September 7	purchased from Sulabh stores 25tins of oil
	@Rs.75/tin. 5 tins of Vanaspathi @60/tin.
September 12	sold to Jamal & co 5tins of oil @ Rs.85/
	tin. 2tin of Vanaspathi @Rs. 75/tin.
	Trade discount 3%

SOLUTION

Name of the Ledger	Under Group
Latha Stores	Sundry Creditors
Sulabh Stores	Sundry Creditors
Jamal and Co.	Sundry Debtors
Purchase	Purchase Accounts
Sales	Sales Accounts
Discount Allowed	Indirect Expenses

Purchase Order and Invoice

1. Latha Stores

Item	Number	Price	Amount					
Wheat	100 Bags	50	5000					
	Total							

2. Sulabh Stores

Item	Number	Price	Amount
Oil	25tins	75	1875
Vanaspathi	5tins	60	300
	Total		2175

Sales Order and Invoice

1. Jamal &Co

ltem	Number	Price	Amount
Wheat	60 Bags	65	3900
Oil	5tins	85	425
Vanaspathi	2tins	75	150
		Total	4475
	Trade Discount3%		134.25

B.B.A – SEMESTER IV

OUTPUT

Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centro	e H: Support Centre	H: Help	F1: Accounts
ompany Operat	tions Alteration								Ctrl + M 🛛	F2: Inventory
	Current Daviad		Cum	el Dala					1	F3: Statutory
				Comp	any: Tallyb 7(5)					F4: TSS
				Inver	ntory Features					F6: Add-Ons
	General				Invoicing					
	Integrate acc	counts and inventory		? Yes	Enable invoicing			? Yes ? Yes		
	Enable zero-	-valued transactions		? No	Use debit and c	nases in invoice mode		? Yes ? No		
	Storage and	d Classification			Record credi	t notes in invoice mode		? No		
	Maintain mul	Itiple Godowns		? No		notes in invoice mode		? No		
	Maintain stor	ck categories		? No	Use separate di	scount column in invoices		? No		
		ch-wise details y dates for batches		? No ? No	Purchase Man	agement				
		y dates for batches te actual and billed quanti	ty columns	? No ? No	Track additional	costs of purchases		? No		
			columns	110	Sales Manager	nent				
	Order Proce				Use multiple prid	ce levels		? No		
		hase order processing		? Yes	Other Features					
		s order processing order processing		? Yes ? No		! nbers (enables delivery ar	ad receipt poter)	2 No		
	(Enables th	he options 'Maintain mu	ttiple godowns'	7 NO		ward and outward notes	iu receipi noies)	2 No		
	and 'Use n	material in and out vouch	iers')			and out vouchers		2 No		
					Use cost trackin	g for stock item		? No		
									-	
		F1: A	counts F2:	Inventory F3:	Statutory F4	I: TSS F	6: Add-Ons			<u> </u>
										<u> </u>
it A	: Accept									
					^				Ctrl + N	

Fig 43: Inventory Feature

P: Print	E:Export	M: E-Mai	l O: Upl	load S:	TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H:Help		F1:Accounting Voucher
Order Vouch	er Creation				Tal	lyb 7(5)					Ctrl + M 🛛	F1: Inventory Vouchers
Purchase Or	der No. 3										1-Apr-2021 Thursday	
											-	F2: Date
Party A/c name Current balance	-								Orde	rno. : S	3	
Purchase ledger												
Name of Item									Quantity Rat	e per	Amount	
												F5: Sales Order
												S: Stock Query
Narration:												T: Post-Dated
Q: Quit	A: Accept	D: Delete	X: Cancel									F11: Features
						^					Ctrl + N	F12: Configure



CDOE - ODL **B.B.A – SEMESTER IV** M: E-Mail S: TallyShop K: Keybo O:Upload K-Control Centre H: Support Centre Tallyb 7(5) Ctrl + M D Order V 1-Apr-202 No 2 2 Name of Item Am

UNIT – 1-5



P: Print	E: Export	M: E-Mail	O: Uplo	ad <u>S</u> :1		G:Language	K: Keyboard	K: Control C	entre <u>H</u> : Supp	ort Centre	H: Help		F1: Accounting Voucher
Order Vouche					Taliyt	7(5)						trl + M 🛛	
Purchase Ord	der No. 1											1-Apr-2021 Thursday	
												mursuay	F2: Date
Party A/c name Current balance	Latha Store 5.000.00 C									Order no.	: 789		
Purchase ledger	Purchases												
Name of Item									Quantity	Rate p	ier	Amount	
Wheat									100 ba	g 50.00 bi	ag	5,000.00	
													F10: Physical Stock
													S: Stock Query
													C: Pre-Close Order
Narration:									100 ba	3		5.000.00	T: Post-Dated
										·			
Q: Quit	A: Accept	D: Delete	X: Cancel									_	F11: Features
													E42: Configure

Fig 46: Purchases Order Created

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P: Print	E:Export	M: E-Mail	O: Uplo	ad <u>S</u> :1		G:Language	K: Keyboard	K: Control Ce	entre <u>H</u> : Suppo	ort Centre	H:Help		F1:Accounting Vouchers
Order Vouche					Tallyt	b 7(5)						Ctrl + M 🗵	
Sales Order	No. 1											1-Apr-2021 Thursday	F2: Order Vouchers
												mursuay	F2: Date
Party A/c name	Jamal and Co 4,492.25	0-								Order no	. : 61	54	F3: Company
Current balance Sales ledger	4,492.25 Sales	Dr											r-a. Company
Name of Item									Quantity	Rate	per	Amount	
													F6: Rejections In
Wheat									60 ba	·	-		F6: Rejections Out
OII									5 ti			425.00	F7: Indent
Vanaspathu									2 ti	n 75.00 t	in	150.00	F7: Stock Journal
												4,475.00	F8: Delivery Note
Discount Allowed	đ									3 9	%	134.25	F9: Receipt Note
													F10: Physical Stock
													<u> </u>
													J: Material Out
													W: Material In
													Stock Query
													C: Pre-Close Order
													E: Excise
Narration:												4,609.25	T: Post-Dated
													L: Optional
0.0.3	A. A	D: Delete	X: Cancel										F11: Features
Q: Quit	A: Accept	D. Delete	A: Cancer										E12: Configure



P:Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G:Language	K: Keyboard	K: Control Ce	entre H: Support Cent			F1: Detailed
Stock Summary				T	allyb 7(5)					Ctrl + M 🔀	F2: Period
									Stock in Hand Tallyb 7(5)		
Particulars									For 1-Apr-2021 Closing Balance		F4: Group
								Quantity	Rate	Value	F5: Item-wise
											F6: Monthly
OI								20 tir		1,500.00	F7: Show Profit
Vanaspathu Wheat								3 tin 40 bag		180.00 2,000.00	
											C: New Column
											A: Alter Column
											Delete Column
											N: Auto Column
											F9: Inventory Reports
											F10: A/c Reports
											F11: Features
											F12: Configure
Grand Total						D. Demons Line	U:Restore Line	J: Restore All Space:	Colori	3,680.00	F12: Range
Q:Quit						R: Remove Line	U: Restore Line	L: Restore All Space:	Select	Ctal I N	F12: Value

Fig 48: Stock Summary

RESULT

Thus, inventory vouchers are Created in Tally

EX. NO.: 8

BANK RECONCILIATION STATEMENT

AIM

To create a Bank Reconciliation Statement in Tally.

PROCEDURE

Step 1:

To start with tally go to start-> program-> Tally Prime.

Step 2:

Create a company by giving the Company Name, Address.

Step 3:

While creating the company activate the BRS option and set the inventory and taxation option as "NO" and accept the company.

Step 4:

To create the ledger, go to gateway of tally and select ledger from accounting info.

Step 5:

While entering the opening balance, give the amount in the ledger and accept the transaction.

Step 6:

Open the other ledger such as airtel, interest received, salary, dividend received, EB charges and rent.

Step 7:

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Go to gateway of tally, choose the voucher option and enter the amount for all the created ledgers.

Step 8:

Go to gateway of tally, choose display more reports – accounts book – cash/bank books.

Step 9:

To see the result, click the reconcile option on the right side of the window.

ILLUSTRATION

DATE	PARTICULARS	REFERENCE	Dr	Cr	BALANCE
01.4.2021	Balance b/d				3,00,000
03.4.2021	Airtel	25131	2,000		2,98,000
04.4.2021	Interest			370	2,98,370
06.4.2021	Salary	25132	10,000		2,88,370
07.4.2021	Cash			10,000	2,98,370
08.4.2021	Dividend	13555		29,000	3,27,370
09.4.2021	EB Charges	25133	2,500		3,24,870
13.4.2021	Rent	25134	4,000		3,20,870
15.4.2021	Cash			10,000	3,30,870
			Closi	ng Balance	3,30,870

OUTPUT

allyPrime	MANAGE											
DU	K:Company	Y: Data	Z: Exchange		G:Go To		O:Import	E:Export	M:E-mail	P: Print	F1:Help	
ank Reconcilia	tion				Exp-6 21bco318					×	F2: Period	
dger: Indian	Bank									For 1-Apr-22	F3: Company	
					(Reconciliation)						F4: Bank	
Date	Particulars		Vch	п Туре	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit		
1-Apr-22 Ai				/ment	Cheque		1-Apr-22			2,000.00		
1-Apr-22 Sa				/ment	Cheque	13555	1-Apr-22			10,000.00		
1-Apr-22 Eb				ment	Cheque	25133	1-Apr-22			2,500.00		
1-Apr-22 Re				ment	Cheque	25134	1-Apr-22			4,000.00		-
	mmission Receive	d		ceipt	Cheque/DD		1-Apr-22		350.00		F8	
	vidend Received			ceipt	Cheque/DD		1-Apr-22		29,000.00		F9	
1-Apr-22 Ca			Cor		Cash		1-Apr-22		10,000.00		F10	
1-Apr-22 Ca	ish		Cor	ntra	Cash		1-Apr-22		20,000.00			
											B: Basis of Values	
											H: Change View	
											J: Exception Reports	ŝ
											H: Opening BRS	
											J: Create Voucher	
											Q: Reconcile Unlinke	e
											R: Reconcile All	
											S: Set Bank Date	
											V: Delete Unlinked	
											W: Delete All Unlinke	e
							Balance as per (Amounts not r	Company Books: eflected in Bank:	3,40,850.00 59,350.00	18,500.00		
							Baland	e as per Bank:	3,00,000.00			
Quit	A Enter: Alter	A	A: Accept								F12: Configure	

RESULT

Thus, the Bank Reconciliation Statement has been created successfully in Tally

EX. NO.: 9

BILL WISE STATEMENT

AIM

To create a Bill Wise Statements using Tally Prime.

PROCEDURE

Step 1:

To start with Tally Go to start->Programs->Tally Prime.

Step 2:

Open the gateway of tally and create a company

Step 3:

To change the inventory features from gateway of tally. Select inventory

features and

change 'YES' for storage and classification and accept the inventory feature.

Step 4:

To create inventory details, go to gateway of tally and click inventory info.

Step 5:

In inventory info window, complete the required field like unit of measure, stock group,

godown or location and stock item as usual.

Step 6:

Now to create ledger, go to gateway of tally select create and click ledger and create

and the necessary ledgers as per the requirements.

Step 7:

To create voucher, go to gateway of tally and click voucher option. Create payment,

receipt, purchase and sales voucher and enter the values.

Step 8:

To display the output, go to display more reports in gateway of tally. Select statement of

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accounts - outstanding - receivables - payables.

Step 9:

To see the final accounts and stock summary go to gateway of tally, select

stock

summary, profit and loss a/c and balance sheet.

ILLUSTRATION

Bills Payable & Bills Receivable

1st July Further Invested in a business with cash Rs 7,00,000.

2nd July Opened an account in Kotak bank by depositing Rs 5,00,000.

3rd July Purchased following stock items from the following traders on credit and agree

to pay the amount within 15 days from the date of purchase.

Saha Traders: Ref No-ST/01

Product	Category	Items		Qty	Price
Rice	White Rice	Basmati 455(W)		100	100/ Kg
				0	
Rice	Brown Rice	Basmati 455(B)		100	110/ Kg
				0	
Rice	White Rice	Dehradooni	Basmati	100	150/ Kg
		(W)		0	

SF Traders: Ref No-SF/01

Product	Category	Items	Qty	Price
Wheat	Flour	Multigrain	500	60/ Kg
Wheat	Flour	Wholewheat	500	50/ Kg

5th July Sold the following stock items to the following traders on credit and agreed to

pay the amount within 30 days from the date of sale.

MM Traders: Ref No-BA/01/MM

Product	Category	ltems	Qty	Price
Rice	White Rice	Basmati 455	250	150/ Kg
		(VV)		
Rice	Brown Rice	Basmati 455(B)	250	180/ Kg

SK Traders: Ref No-BA/01/SK

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Product	Category	Items	Qty	Price
Wheat	Flour	Multigrain	250	90/ Kg
Wheat	Flour	Wholewheat	250	80/ Kg

7th July Made a payment of Rs 3,60,000 to Saha traders against the Ref No: ST/01 the payment made through Kotak bank.

7th July Made a full payment of Rs 55,000 to SF Traders against the Ref No: SF/01 the payment made through Kotak bank.

1st Aug Received a Kotak Cheque of Rs 82,500 from MM Traders.

1st Aug Sold 100 Kgs of Multigrain wheat flour for Rs 90/kg to SK Traders with Ref No: BA/02/SK.

3rd Aug Received an advance Payment of Rs 2,200 from Superior traders through Kotak bank with the Ref No: ST/ADV/01.

4th Aug Sold 50Kgs of Dehradooni Basmati rice for Rs 200/Kg on credit to Superior Traders with the Ref No: ST/SA/01.

7th Aug Sold 50Kgs of Dehradooni Basmati rice for Rs 200/Kg on credit to Ashok Traders with the Ref No: BA/01/AT.

10th Aug Sold 50Kgs of Basmati 455(W) for Rs 150/Kg to Ashok Traders on credit with the Ref No: BA/02/AT.

18th Aug Received Rs 15,000 from Ashok Traders through Kotak bank for Pending bills but specific pending bills details are not provided.

OUTPUT:

yPrime) U Receivable									- 0
	K:Company	Y: Data	Z: Exchange	<u>G</u> : Go To	<u>O</u> : Import	E:Export	M: E-mail	P:Print	F1:Help
				Billwise Statement				×	F2: Period
up : • All Ite		Bard In Marca				Dec l'action	(Defection Final	For 1-Apr-22	F3: Company
Date Ref. N	10.	Party's Name				Pending Pos Amount	t-Dated Final Amount Balance	Due on Overdue by days	F4: Group
									F4: Group
o r-22 2		Anand			4	,87,000.00	4,87,000.00 Dr	1-May-22	
1-Apr-1 300 p	22 Sales os Kids Wear A	2 Anand	5,85,000.00 Dr 950.00/nos						F5: Bills Payable
250 n	os Mens Wear		1,200.00/nos						F6: Ageing Method
	22 Receipt	1 Vankataah Callar	98,000.00 Cr		0	05 000 00	0 DE 000 00 De	4 May 00	F7
o r-22 1 1-Apr-1	22 Sales	Venkatesh Collect	8,95,000.00 Dr		3	,95,000.00	3,95,000.00 Dr	1-May-22	F8:Ledger-wise
	os Sarees os Chudithar		700.00/nos 1,800.00/nos						Bills
	22 Receipt	1	5,00,000.00 Cr						F9
									F10
									B:Basis of Values
									H: Change View
									<u></u>]:Exception
									Reports
									L:Save View
					8	,82,000.00	8,82,000.00 Dr		
luit	A Enter: Alter	Space: Select	• A:Add Vch • 2:	Duplicate Vch 🔺 I: Insert Vch 🔺		R	Remove Line 🔺 🖳	Restore Line 🔥	F12: Configure

DU	e MANAGE K:Company	Y:Data	Z: Exchange	G:Go To	O: Import	E:Export M	:E-mail	P:Print	F1:Help
lls Payable	-	-		Billwise Statement				X	
roup : 🔸	All Items							For 1-Apr-23	F2: Period
Date	Ref. No.	Party's Name				Pending Post-Dated		Due on Overdue	F3: Company
						Amount Amount	Balance	by days	F4: Group
Apr-22	1234 1-Apr-22 Purchase	Anjali Collections	2,54,500.00 Cr		1,57	,000.00	1,57,000.00 Cr	1-May-22 335	F5: Bills Receivab
	250 nos Chudithar 50 nos Kids Wear		1,000.00/nos 90.00/nos						F6: Ageing Metho
	1-Apr-22 Payment	1	97,500.00 Dr						F7
Apr-22	12345 1-Apr-22 Purchase 300 nos Sarees Sree	Sreedevi Textiles 2 devi	2,65,000.00 Cr 550.00/nos		1,32	,000.00	1,32,000.00 Cr	1-May-22 335	F8: Ledger-wise Bills
	100 nos Mens Wear 1-Apr-22 Payment		1,000.00/nos 1,33,000.00 Dr						F9
									F10
									B:Basis of Values
									H: Change View
									∐ :Exception Reports
									L:Save View
				방 Airplane mode off	2,89	,000.00	2,89,000.00 Cr		
Quit	A Enter: Alter	A Space: Select	A A: Add Vch A 2:	Duplicate Vch				:Restore Line	F12: Configure

RESULT

Thus, the Bill wise statements has been created successfully in Tally

UNIT - IV OBJECTIVES

The objectives of this unit are to master advanced inventory features and tax management in Tally. ERP 9. This includes order processing, batch details, POS, TDS and TCS compliance, GST returns, and managing EPF, ESIC, and professional tax filings.

EX. NO.: 10	GSTR REPORT 1&2

AIM

To generate a report on GSTR 1 & 2 in Tally Prime

PROCEDURE

Step 1:

To start with tally select start Tally Prime.

Step 2:

To create a company select Alt+F3 and enterrequired details and create a company.

Step 3:

To enable GST details, press F11, the Accounting features screen will appear, in that screen statutory and taxation, make the changes in GST detailsand press Ctrl+A to save.

Step 4:

To create inventory, select inventory info stock group create and enters the stock items and units of measure.

Step 5:

If you want to give the godown details press F11 in inventory features

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enable the Godown features and press Ctrl+A.

Step 6:

Create ledger for the given items including CGST, SGST and give the percentage of calculationaccording to the product type.

Step 7:

To create a voucher go to the gate way of tallyand select accounting voucher.

Step 8:

Create sales voucher by clicking F8, and purchase voucher F9, Central and state tax would beautomatically calculated after the sales and purchase entries and select accept.

Step 9:

To View the results go back to the gate way oftally display statutory report GST GSTR 1(sales)and GSTR 2(purchases).

ILLUSTRATION

Prepare GST Report using Tally Prime

April 1- Mr. Akash Managing director of Akash Electronics invested and started a business with cash Rs 10,00,000.

April 1 – Open a bank account and deposited Rs 7,00,000 in HDFC Bank.

April 3 Purchased the following stock items from the following traders on credit and

agreed to pay the amount within 30 days from the date of purchase.

Intrastate Purchase: Aravind Enterprises

R.M Tech Park, Bengaluru,

Karnataka – 560105.

GSTIN: 29AAICS1406R1ZT

Name of the Item	Qty	Rate	Amount
Samsung 32 Smart TV	5	16,000	80,000
Sony 32 Smart TV	5	15,000	75,000

B.B.A – SEMESTER IV

Interstate Purchase: Sun Enterprises

Vasanth Nagar, Coimbatore,

TamilNadu - 641044

GSTIN - 33AADCS0472N1Z9

Name of the Item	Qty	Rate	Amount
MI 32 Smart TV	10	15,000	15,00,000
Oneplus Smart TV	10	15,000	15,00,000

April 7 Akash electronics sold the following goods to the following traders.

Intrastate Sales: Nanda Enterprises

Prestige towers, K.M Cariappa Rd,

Bengaluru, Karnataka - 560025,

GSTIN - 29AAICS2717D1ZE

Name of the Item	Qty	Rate	Amount
Samsung 32 Smart	2	17,000	34,000
TV			
Sony 32 Smart TV	2	16,000	32,000

Interstate Sales: Glory Electronics

Ramnagar Extension.

Anantapur Andhra Pradesh - 515004

GSTIN - 37AAICS2717D2ZG

Name of the Item	Qty	Rate	Amount
MI 32 Smart TV	2	16,000	32,000
Oneplus 32 Smart	2	16,000	32,000
TV			

B.B.A – SEMESTER IV

OUTPUT

EDL	J K: Company	Y:Data	Z: Exchange	G: Go To	0:Import	E: Export	M: E-mail	P : Print	F1:Help	
GSTR	-	-	-	GSTR1&2REPORT	-	-	_	X	F2:Period	
STIN	33AAAAA0000A1ZA						1	I-Apr-23 to 30-Apr-23	F3: Company	
Particu	lars							Voucher Count		
Total V	louchers							2	F4	
	ded in Return							1		
	luded in HSN/SAC Summary)	- de all	1					F5: Nature View	
	omplete Information in HSN/SAC elevant in this Return	summary (Corrections ne	eded)	0				1	F6	
Unce	rtain Transactions (Corrections nee	ded)						0	F7	
8	Particulars				Voucher	Taxable Amount	Tax Amount	Invoice Amount	F8	
No.					Count				F9	
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C								F10	
	B2C(Large) Invoices - 5A, 5B									
	B2C(Small) Invoices - 7				1	5,50,000.00	99,000.00	6,70,000.00	B: Basis of Values	
4	Credit/Debit Notes(Registered) - 9	В							H: Change View	
5	Credit/Debit Notes(Unregistered)	9B							J: Exception Reports	
6	Exports Invoices - 6A								=	2
1	Tax Liability(Advances received) -	11A(1), 11A(2)							L:Save View	
8	Adjustment of Advances - 11B(1),	1B(2)								
9	Nil Rated Invoices - 8A, 8B, 8C, 8D								J: Stat Adjustment	
	Total				1	5,50,000.00	99,000.00	6,70,000.00	V: Open GST Portal	
	HSN/SAC Summary - 12									
	Document Summary - 13									
								Activate Windo	WC	
								Go to Settings to act		
	loucher count and values are not p	rovided for HSN/SAC Su	mmary and Document Summar	y. Dnii down for details.						
Vote: V									F12: Configure	

B.B.A – SEMESTER IV

UNIT – 1-5

TallyPrime EDU GSTR-2 GSTINUIN Particulars Total Vouchers Included in Retu	K:Company										- 0
GSTIN/UIN Particulars Total Vouchers		Y:Data	Z: Exchange		G:GoTo		<u>O</u> :Import	E:Export	M:E-mail	P:Print	F1:Help
Particulars Total Vouchers				GS	R1&2REPORT					Х	F2: Period
Total Vouchers	33AAAAA0000A1ZA								1		
										Voucher Count	r v. oompany
Included in Retu										2	F4
	n									1	
Invoices read	/		0								F5: Status-wise Vie
	mismatch in information actions (Corrections need		1							0	F6
Not relevant in th		,									F7
	rmation in HSN/SAC Sur	mmary (Corrections nee	eded)								F8
Particulars						Voucher Count	Taxable Amount	Tax Amount	Total ITC Available	Reconciliation Status	F9
						Count	Amount	Amount	Available		F10
	with the GST portal										
B2B Invoices -						1	10,00,000.00	1,80,000.00	1,80,000.00		B: Basis of Values
To be uploaded of	tes Regular - 6C on the GST portal										=
B2BUR Invoice											H: Change View
Import of Servic											J: Exception Repo
Import of Good Credit/Debit No	6 - 5 tes Unregistered - 6C										L:Save View
Nil Rated Invoid	es - 7 - (Summary)										
	10A - (Summary) dvance - 10B - (Summar	v)									B: Save Return
Total Inward S		11					10,00,000.00	1,80,000.00	1,80,000.00		J: Stat Adjustment
ITC Reversal/R	eclaim - 11 - (Summary)										V: Open GST Port
Total No. of In						1					
HSN/SAC Sum											
Reverse Charge	Liability to be Booked										
	arge Inward Supplies									0.00	
Import of Se										0.00	
Advance Payme										0.00	
	djusted Against Purchase gainst Advance from Prev										
Fulcidase A	janisi Auvance nom Frev	lious relious									
										Activate Windo	11/6
										Go to Settings to act	
Q: Quit	٨										F12: Configure
			1.1			1.1					

EX. NO.: 11	
	TDS REPORT

AIM

To generate Tax deducted at source report in Tally .

PROCEDURE

Step 1:

To start with tally select start Tally Prime.

Step 2:

To create a company select Alt+F3 and enterrequired details and create a company.

Step 3:

To enable TDS details in gate way of tally press F11, Tally features screen will appear, in that screen select statutory & taxation field and enable all the TDS details and press Ctrl+A to save.

Step 4:

Go back to the Gateway of Tally ->Account's info, statutory info. TDS nature of payments create.

Step 5:

Create TDS at group level, go to Gateway of Tally Account's info `groups create TDS group and enter all the required details.

Step 6:

To create ledger go to Gateway of Tally Account's info ledger create and enter the following TDS ledger details.

Step 7:

To create vouchers go to Gateway of Tally accounting vouchers select the required vouchers and enter the required details.

Step 8:

To view the result go to Gateway of Tally Display-> statutory Report TDS report form 26.

B.B.A – SEMESTER IV

ILLUSTRATION

PREPARATION OF TDS REPORT

DATE	PARTICULARS
30 th July 2017	Global motors is liable to pay rent of Rs 2000000 for office space (Building) to Sai
	Agencies, since the liable amount exceeds the exemption limit, the company
	decided to deduct TDS on the same bill.
30 th July 2017	Made a payment on remaining amount of Rs180000 to Sai Agencies vide cheque
	number 000001 dated 30 th July 2017.
30 th July 2017	Global motors booked rental expenses of Rs190000, on furniture against Sai
	Agency. Since the Rent on Machinery expenses is Rs190000 TDS must be
	deducted while booking the expenses.
30 th July 2017	Made a payment of remaining amount of Rs 171000 to Sai Agencies vide cheque
	number 000002 dated 30 th July 2017.
30 th July 2017	Global motors incurred commission expenses of Rs120000 for services taken
	from a Business consultancy.
30 th July 2017	Made a payment of remaining amount of Rs 114000 to Sai Agencies vide cheque
	No 000003 dated 30 th July 2017.
30 th August	Global motors incurred Commission expenses of Rs 140000 for services taken
2017	from a Business Consultancy.

B.B.A – SEMESTER IV

OUTPUT

TallyPrime	MANAGE											- 0
EDU	K: Company	Y:Data	Z: Exchang	le	<u>G</u> :Go To		(): Import	E:Export	M: E-mail	P:Print	F1:Help
orm 26Q					TDS New							F2: Period
										1-Ap		F3: Company
articulars												
<mark>otal Voucher</mark> Included in ret												Γ4
Not Relevant i												
Uncertain Trar	sactions (Corrections	needed)										
Particula	118				Assessable Value		Tax		Deducted		Balance	F6
				Prev. Period	Current Period	Total	Deductable	Prev. Period	Current Perio	d Total	Deductable	F7
eduction Det												F8
Deduction at Deduction at					6,50,000.00	6,50,000.00	52,000.00		52,000.0	6 52,000.0	D	F9
Lower Rated	Taxable Expense											F10
Zero rated Ta Under Exemp	xable Expense											
	u of PAN available											B: Basis of Value
												-
												-
Total Deduc	ted								52,000.0	0		
ayment Deta	ils		TDS New F2: Period 1.Apr.23 to 30-Jun.23 F3: Company F4 F4 Assessable Value Tax Deducted Balance Prev. Period Total Deductable Prev. Period Total 6,50,000.00 6,50,000.00 52,000.00 52,000.00 F8 9 F10 F10 F10 F10 2 F2: Period F10 F10 F10 2 F2: Period F2: Period F2: Period F2: Period 6,50,000.00 6,50,000.00 52,000.00 52,000.00 F2: Period F3 6,50,000.00 52,000.00 52,000.00 52,000.00 F3 F3 9 F10 F3 F3 F3 F3 9 F3 F3 F3									
Included in ret												E: Save View
Uncertain Trar	sactions										0	
Particula	ars								Paid Amou	nt	Amount	-
												H: Save as Revise
												J:TDS Deduction
												R: Remarks
												S: Stat Payment
									50.000			-
Balance Paya									52,000.0	00		
Q: Quit	Λ											F12: Configure
<u>Q</u> : Quit												F12: Configure
RESI	JLT											
					nort don	oratod	succe	ssfullv		Tally		
	The Tax	deducte	d at sou	irce re	pon gen	erateu	0.000	oorany	using	rany.		
	The Tax	deducte	d at sou	irce re	pon gen	erateu		oorany	using	rany.		

B.B.A – SEMESTER IV

UNIT - V OBJECTIVES

The objectives of this unit are to understand the technological advantages of Tally. ERP 9, manage payroll efficiently, generate various reports, and utilize shortcut keys to enhance productivity and streamline accounting tasks within the software.

EX. NO.: 12	
	PAYROLL STATEMENT

AIM

To create Payroll Statement using Tally Prime.

PROCEDURE

STEP 1:

To start with tally go to Start->Program->Tally Prime.

STEP 2:

Create a company and go to F11 features->Accounting features give YES to,

1.Maintain payroll?

2. Maintain cost centers?

3.Use cost center for job costing? 4.More than ONE payroll/cost

category?

4.Use pre-defined cost center allocations in transactions?

5. Show opening balance for revenue items in report?

STEP 3:

Go to gateway of tally->payroll info->employee groups->single group->create and create employee group as Marketing, finance, and Accounting department as given.

STEP 4:

Now go to Employee->single employee->create andcreate the employee details.

STEP 5:

After giving the employee details go to PAY HEADS under payroll info and

create all the earnings and deductions from the employees.

STEP 6:

Now go to Gateway of tally->payroll vouchers andcreate a voucher for all the employees.

STEP 7:

Payroll voucher screen appears, give account as cash, and select name under list of employees and give all theearnings and deductions made by/to a particular Employees.

STEP 8:

After entering all the vouchers go to result.

STEP 9:

To check the result go to GATEWAY OF TALLY->Display->Payroll reports- > Statement of payroll->Pay sheet and you result will be displayed.

ILLUSTRATION

Create payroll information for the following employees with the available details using Tally Prime.

Employee Details								
Name	S.Nishanth	P.Rathika						
Department	Administrative	Sales						
Designation	Manager	Sales Manager						
Date of Joining	01.08.2003	01.06.2012						
Employee ID	258	1087						
Bank Name	HDFC Bank Ltd.	HDFC Bank Ltd.						
Account Number	1234567890	9876543210						
Present days	24 days	29 days						

Employee Salary Details

S.Nis	shanth	P.Rathika							
Basic Pay	Rs.35,000	Basic Pay	Rs.20,000						
DA	40% of Basic Pay	DA	20% of Basic Pay						
ТА	6% of Basic Pay	ТА	5% of Basic Pay						
Medical Allowance	Rs.1,000 per month	Medical Allowance	Rs.600 per month						
Advance	Rs.1,500 per month	Food allowance	Rs.700 per month						
Food allowance	Rs.1,300 per month	House Rent Allowance	8.5% of Basic Pay						
House Rent Allowance	15% of Basic Pay	Provident Fund	7% of Basic Pay + DA						
Provident Fund	10% of Basic Pay + DA	Income tax	10% of DA						
Income tax	15% of DA	Public Provident Fund	6.5% of Basic Pay						
House loan	Rs.700 per month	City Compensatory Allowance	15% of Basic Pay						
Overtime at Rs.50 per hour	10 hours	Overtime at Rs.75 per hour	8 hours						

OUTPUT

TallyPrime	MANAGE												- 0
EDU	K:Company	Y: Data	Z: Exchange		G: Go To			<u>O</u> : Import	E: Export	M:E-	mail <u>P</u>	Print	F1:Help
Pay Sheet					Exp-10 21bcc	0318						Х	F2: Period
or all employee												22 to 30-Apr-22	F3: Company
Particula	rs		Basic Pay	DA	HRA	Overtime	Total	Canteen	ESI	PF	Total	Net Amount	
							Earnings	Expenses			Deductions		F4: Employees
													F5
imary Cost Cat	tegory		57,500.00	5,500.00	13,500.00	6,900.00	83,400.00	300.00	1,500.00	3,000.00	4,800.00	78,600.00	
Account Depa			20,000.00	3,000.00	5,000.00	2,300.00	30,300.00	100.00	500.00	1,000.00	1,600.00	28,700.00	
Anita			20,000.00	3,000.00	5,000.00	2,300.00	30,300.00	100.00	500.00	1,000.00	1,600.00	28,700.00	
Finance Depa	artment		12,500.00	1,000.00	2,500.00	2,300.00	18,300.00	100.00	500.00	1,000.00	1,600.00	16,700.00	F8
Anand			12,500.00	1,000.00	2,500.00	<mark>2,300.00</mark>	18,300.00	100.00	500.00	1,000.00	1,600.00	16,700.00	10
Marketing Dep	partment		25,000.00	1,500.00	6,000.00	2,300.00	34,800.00	100.00	500.00	1,000.00	1,600.00	33,200.00	F9
Varun			25,000.00	1,500.00	6,000.00	2,300.00	34,800.00	100.00	500.00	1,000.00	1,600.00	33,200.00	F10
													B: Basis of Values
													H: Change View
													J: Exception Reports
													L:Save View
													C: New Column
													A: Alter Column
													D: Delete Column
													N: Auto Column
											A . 4		
												vate Windo Settings to act	WS vate Windows.
rand Total			57,500.00	5,500.00	13,500.00	6,900.00	83,400.00	300.00	1,500.00	3,000.00	4,800.00	78,600.00	
): Quit		Space: Select	٨							R: Remove Lin	e \Lambda U:Rest	1.	F12: Configure

RESULT

The Payroll Statement has been created successfully using Tally.

SHORT KEYS IN TALLY ERP

- F2 Change The Current Date
- Alt+F2 Change The Current Period
- F3 Select Company
- Alt+F3 Company Info
- F4 Contra Voucher
- ➢ F5 Payment Voucher
- F6 Receipt Voucher
- F7 Journal Voucher
- F8 Sale Voucher
- F9 Purchased Voucher
- Ctrl+F8 Credit Note
- Ctrl+F9 Debit Note
- F11 Features
- F12 Configuration
- Page up Display Previous Voucher
- Page down Display Next Voucher
- Esc Come Out Of Screen
- Alt+P To Print The Report
- Ctrl+Q Quit
- Alt+C Secondary window