1.Company Creation

Aim : To create company profile.

Procedure : 1. Click on "Start" then "All Programs" and then "Tally".

2. Select on "Create Company" from "Company Info (Alt+F3)" menu.

3. Enter the company details (company, mailing name,address, income tax, sales tax nos,

currency for company creation.

4. Click on Quit / Esc button / Ctrl + Q for Save and Exit the file.

Result : Using the above procedure, the company has been created successfully.

2.Creation of Groups

Aim : To create Groups for the following accounts.

Team	Selling Area	Group Name
A	North	Debtor North /Creditor North
B	East	Debtor East/Creditor East
C	South	Debtor South /Creditor South
D	West	Debtor West /Creditor West

Procedure : 1. Select "Accounts info." from "Gateway of Tally" menu.

2. Select "Groups" from "Accounts info." Menu.

3. Choose "Create" under "Single Group" menu".

4. Enter the name of the Group and choose basic account group in "Group Creation" dialog box.

6. Confirm the entries by pressing "Y" for the message "Accept yes/No"

Result : Groups have been created successfully.

3. Creation of group details

Aim : To create under group details for the following transactions.

Capital	Carriage inward	Machinery	Discount received
Cash at bank	Provision	Bad debit	Cash
Creditors	Carriage outward	Furniture	Sales return
Bills receivable	Interest received	Audit fee	Purchase return
Bills payable	General expenses	Debtors	Investment

| Purchase | Building | Travelling charges | Wage |
| Sales | Insurance | Stock | Plant Machinery |

Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Assign "All items" under group.

5. Enter the name of the ledger and their groups with opening balance.

6. A message "Accept? Yes or No appears. Press "Yes" to save ledger with their balances.

Name of ledger	Under group	Name of ledger	Under group
Capital	Capital a/c	Machinery	fixed asset
Cash at bank	cash a/c	Bad debit	indirect expense
Creditors	sundry creditor	Furniture	fixed asset
Bills receivable	current asset	Audit fee	indirect expense
Bills payable	current liability	Debtors	sundry debtor
Purchase	purchase a/c	Travelling charges	indirect expense
Sales	sales a/c	Stock	stock in hand
Carriage inward	direct expense	Discount received	indirect expense
Provision	Provisions	Cash	cash in hand
Carriage outward	indirect expense	Sales return	sales Dr
Interest received	indirect income	Purchase return	purchase Cr
General expenses	indirect expense	Investment	investment
Building	fixed asset	Wage	direct expense
Insurance	indirect expense	Plant Machinery	fixed asset

Result : Ledger has been created successfully.

4.Creation of Ledger

Solve the following problem using tally:

Particulars	Debit	Credit
Stock on hand	15,000	
Purchases	13,000	
Sales		30,000
Carriage	200	
Salaries	5,000	
Stationeries	800	
Drawings	1,700	
Creditors		2,000
Debtors	18,000	

Furniture	1,000	
Capital		25,000
Telegrams	750	
Interest	550	
Equipments	4,000	
Loans Payable		3,000
	60,000	60,000
Stock at the end amount 12,000		

Aim : To create the ledger for the following transactions.

Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their groups with opening balance.

5. Press "Yes" to save ledger with their balances.

Ledger	Under Group
Stock on hand	Stock in hand
Purchases	Purchases a/c
Sales	Sales a/c
Carriage	Direct Expenditure
Salaries	Indirect expenditure
Stationeries	Indirect expenditure
Drawings	Capital a/c
Creditors	Sundry Creditors
Debtors	Sundry Debtors
Furniture	Fixed asset
Capital	Capital a/c
Telegrams	Indirect expenditure
Interest	Indirect expenditure
Equipments	Fixed asset

Loans Payable	Loan and advances

Result : Ledger has been created successfully.

5.Creation of the ledger account

Solve the following using tally. Create the ledger account and enter the following amount in the respective heads of accounts.

Particulars	Debit	Credit
Purchase	20,000	
Sales		30,000
Capital		30,000
Interest	400	
Sales returns	1,000	
Purchase returns		800
Sundry debtors	15,000	
Sundry creditors		4,000
Cash in hand	1,800	
Cash at bank	6,000	
Bills receivable	11,000	
Bills payable		7,000

Commission receivable	1,000	
Commission payable		7,000
Wages	7,000	
Rent	800	
Plant and machinery	8,000	
Telephone charges	1,000	
Total	73,000	73,000

Aim : To create the ledgers for the following transactions.

Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their groups with opening balance.

5. Press "Yes" to save ledger with their balances.

Ledger	Under Group
Purchase	Purchase a/c
Sales	Sales a/c
Capital	Capital a/c
Interest paid	Indirect expenditure
Sales returns	Sales a/c
Purchase returns	Purchase a/c
Sundry debtors	Sundry debtors
Sundry creditors	Sundry creditors
Cash in hand	Cash in hand
Cash at bank	Bank a/c
Bills receivable	Current Asset
Bills payable	Current Liability
Commission receivable	Indirect Income
Commission payable	Indirect expenditure
Wages	Direct expenditure
Rent	Indirect expenditure
Plant and machinery	Fixed asset
Telephone charges	Indirect expenditure

Result : Ledger account have been created.

6. Solve the following problem using tally

Debit Balances	Rs.	Credit Balances	Rs.
Purchase	19000	capital	70000
Salaries	2000	Sales	28000
Rent	1500	Creditors	8000
Insurance	300	Bills Payable	4000
Drawings	10000		
Cash	2000		
Opening stock	5200		
Machinery	28000		
SBI	4500		
Computer	25000		
Furniture	10000		
Debtors	2500		
Total	110000		110000

Aim : To Prepare the final account from the following transactions.

Procedure :

1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their groups with opening balance.

5. Select "Balance sheet" from "Gateway of Tally" menu.

Debit Balances	Credit Balances
Purchase	Purchase a/c
Salaries	Indirect Expenditure
Rent	Indirect Expenditure
Insurance	Indirect Expenditure
Drawings	Capital a/c
Cash	cash in Hand
Opening stock	Stock in Hand
Machinery	Fixed Asset
SBI	Bank a/c
Computer	Fixed Asset
Furniture	Fixed Asset
Debtors	Sundry Debtors
capital	capital a/c
Sales	Sales a/c
Creditors	Sundry Creditors
Bills Payable	Current Liability

Result : Balance sheet has been created.

7. Prepare the final account from the following details.

Particulars	Rs	Particulars	Rs
Drawings	6480	Capital	120000
Land and Buildings	25000	Provision debts	2470
Plant and Machinery	14270	Sales	91230
Furniture	1250	Discount	120
Debtors	37800	Purchase Return	8460
Stock(01.01.2002)	26420	Creditors	12170
Fire Insurance	490	Apprentice Premium	500
Cash at bank	13000		
Carriage inwards	4370		
Wages	21470		
Salaries	4670		
Sales Return	1760		
Bank Charges	140		
Coal, Gas, Water	720		
Rent and Taxes	840		
Purchases	42160		
Bills Receivable	1270		
Trade Expenses	1990		
Investment	30000		
Suspense a/c	850		
Total	234950		234950

Adjustment

Closing Stock on 31.12.2002 Rs 29390

Allow interest on Capital at 5% and Charge interest on Drawings Rs3000

Aim : To Prepare the final account from the following transactions.

Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their groups with opening balance.

5. Select "Balance sheet" from "Gateway of Tally" menu for view final account.

Procedure for adjustment

Select "Account info." then "Single ledger" and then "Alter".

Select the ledger "Stock" from the list of ledgers.

Enter the closing balance amount and "Yes".

Ledger and Under Group	
Drawings (Capital a/c)	Rent and Taxes (Indirect Expenditure)
Land and Buildings (Fixed Asset)	Purchases (Purchase a/c)
Plant and Machinery (Fixed Asset)	Bills Receivable (Current Asset)
Furniture (Fixed Asset)	Trade Expenses (Direct Expenditure)
Debtors (Sundry Debtor)	Investment (investment a/c)
Stock(01.01.2002) (Stock in Hand)	Suspense a/c (Suspense a/c)
Fire Insurance (Indirect Expenditure)	Capital (Capital a/c)
Cash at bank (Bank a/c)	Provision debts (Indirect Income)
Carriage inwards (Direct Expenditure)	Sales (sales a/c)
Wages (Direct Expenditure)	Discount (Indirect Income)
Salaries (Indirect Expenditure)	Purchase Return(Purchase a/c)
Sales Return (sales a/c)	Creditors(Sundry Creditor)
Bank Charges (Indirect Expenditure)	Apprentice Premium (Indirect Income)
Coal, Gas, Water (Direct Expenditure)	

Result : Final account has been created.

8. Enter the following ledger entry in the appropriate group of M/s JK & Co. And generate the Profit and Loss account using tally.

Debit Balances	Rs.	Credit Balances	Rs.
Purchase	80000	Capital	140000
Salaries	4000	Sales	98000
Rent	3000	Creditors	16000
Insurance	600	Bills Payable	8000
Drawings	20000		
Cash	4000		
Opening stock	10400		
Machinery	56000		
SBI	9000		
Computer	50000		
Furniture	20000		
Debtors	5000		
Total	**262000**		**262000**

Aim : To generate the Profit and Loss account using tally for the above transactions.

Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their group with opening balance.

5. Press "Yes" to save ledger with their balances.

6. Select "Profit and Loss account" account in "Gateway of Tally" menu.

Ledger	Under Group	Ledger	Under Group
Purchase	Purchase a/c	SBI	Bank a/c
Salaries	Indirect Income	Computer	Fixed Asset
Rent	Indirect Income	Furniture	Fixed Asset
Insurance	Indirect Income	Debtors	Sundry debtor
Drawings	Capital a/c	Capital	Capital a/c
Cash	Cash in Hand	Sales	Sales a/c

Opening stock	Stock in Hand	Creditors	Sundry creditor
Machinery	Fixed Asset	Bills Payable	Current Liability

Result : Profit and Loss account has been prepared.

9. Create the ledger accounts, enter the following amounts in the respective head of account, and generate the trial balance

Debit Balances	Rs.	Credit Balances	Rs.
Cash	500	Capital	9000
Bank	1000	Sales	12000
Bank Loan	4000	Buildings	4000
Wages	1000	Creditors	4500
Purchases	8000	Dividend received	300
Stock on 01.01.2005	6000		
Debtors	4400		
Scooter	2900		
Rent	400		
Interest on bank loan	50		
Commission	250		
General expenses	800		
Salaries	500		
Total	**29800**		**29800**

Closing Stock Rs.8000 as on 31.12.2005

Aim : To generate the trial balance using tally for the above transactions.
Procedure : 1. Select "Account info." from "Gateway of Tally" menu.

2. Select ledger from "Account info." menu.

3. Select "Single ledger" in ledger menu".

4. Enter the name of the ledger and their group with opening balance.

5. Press "Yes" to save ledger with their balances.

6. Click on "Display" from "Gateway of Tally" menu then "Trail balance" from Display menu.

Ledger	Under Group	Ledger	Under Group
Cash	Cash in Hand	Int. on bank loan	Indir.Exp
Bank	Bank a/c	Commission	Indir.Exp
Bank Loan	Loans Liability	General expenses	Indir.Exp
Wages	Dir. Exp	Salaries	Indir. Exp
Purchases	Purchase a/c	Capital	Capital a/c
Stock on 01.01.2005	Stock in Hand	Sales	Sales a/c
Debtors	Sundry Debtor	Buildings	Fixed Asset

Scooter	Fixed Asset	Creditors	Sundry Creditors
Rent	Indir. Exp	Dividend received	Indirect Income

Result : Trial balance has been prepared successfully.

10.Creation of Voucher

Aim : To solve the following problem using tally.

Problem :

1.1.2001	Ram commenced business with capital of Rs.4,00,000
3.1.2001	Purchases goods Rs.2,00,000
4.1.2001	Sale of goods to Kasim & Sons Rs.1,80,000
5.1.2001	Purchased goods from L& Co. for Rs.1,60,000
6.1.2001	Sold goods Rs.1,50,000 for cash
8.1.2001	Paid office rent Rs.1,800; Salaries Rs.1,500
9.1.2001	Paid for fuel expenses Rs.3,000
10.1.2001	Purchased building for Rs.20,000
13.1.2001	Sold goods for cash Rs.50,000 to Ram
14.1.2001	Karim and sons returned goods worth Rs.4,000
15.1.2001	Goods were returned to L&Co. for Rs.1,800
18.1.2001	Kasim and sons gave a cheque
20.1.2001	A current account was opened in SBI Rs.1,00,000
21.1.2001	Purchase for Plant and Machinery Rs.2,00,000
28.1.2001	Goods were sold for Rs.3,00,000

Aim: To create the Vouchers for the following transactions.

Procedure :

1. Enter the name of the ledger and their groups.

2. Select "Voucher Entry" from "Gateway of Tally" menu.

3. Choose Voucher type by presenting any one of the following function keys.

F4 for Contra

F5 for Payment

F6 for Receipt

F7 for Journal

F8 for Sales

F9 for Purchase

4. Enter the voucher using the above debit and credit a/c details. The following details should be

entered in each voucher.

Date for voucher

Debit and Credit amount details

Narration

5. Confirm by presenting "y" for the message Accept "Yes/No".

Ledger and Group details

Ledger	Under Group	Ledger	Under Group
Capital	Capital a/c	Building	Current Assets
Purchase	Purchase a/c	Cash	Cash in Hand
Kasim and Sons	Sundry Debtors	Ram	Sundry Debtors
L & Co.	Sundry Creditors	Sales return	Sales a/c
Sales	Sales a/c	Purchase return	Purchase a/c
Office Rent	Indirect Expenses	SBI	Bank a/c
Salaries	Indirect Expenses	Plant and Machinery	Current Assets

Fuel Expense	Indirect Expenses		

Transactions, Voucher types, debit and credit a/c details

Transactions No.	Voucher types	Debit a/c	Credit a/c
1	Receipt	Cash	Capital
2	Purchase	Purchase	Cash
3	Sales	Kasim and Sons	Sales
4	Purchase	Purchase	L & Co.
5	Sales	Cash	Sales
6	Payment	Office rent, Salaries	Cash
7	Payment	Fuel Expenses	Cash
8	Payment	Building	Cash
9	Sales	Cash	Sales
10	Journal	Sales return	Kasim and Sons
11	Journal	L & Co.	Purchase Return
12	Receipt	Cash	Kasim and Sons
13	Contra	SBI	Cash
14	Payment	Plant and Machinery	Cash
15	Sales	Cash	Sales

Result : Voucher entry have been done successfully.

11.Generate the stock summary reports in condensed and detailed format for the following:

Stock Group **Stock Item**

Magazine   Daily Thanthi, Dinakaran, Dinamani,

      Tamil Hindu & Manichudar

Aim : To Create stock summary report for the following inventory details.

Procedure : 1) Select "Inventory Info." from "Gateway of Tally" menu.

2) Create the "Units of Measure" from "Inventory Info." menu.

3) Select "Stock Group" from "Inventory Info." menu.

4) Select "Create" in Single Stock Group from Stock Groups menu.

5) Repeat this procedure for create the Stock item.

6) Select stock summary from "Gateway of Tally" menu.

Result : Stock summary report has been prepared successfully.

12. Create the following stock Group, Categories, items and its summary report.

Group	Category	Item
Soap	Bath Soap	Liril
		Hamam
		Margo
		Dettol
		Chanrika
	Washing Soap	Surf
		Rin
		Power
		Tide
		Ponvandu

Aim : To Create stock summary report for the following inventory details.

Procedure : 1) Select "Inventory Info." from "Gateway of Tally" menu.

2) Create the "Units of Measure" from "Inventory Info." menu.

3) Select the "Stock Group", "Stock Category" and "Stock Item" from "Inventory Info." menu.

4) Select "Create" in "Single Stock Group/ Category/ Item" from Stock Groups menu.

5) Select stock summary from "Gateway of Tally" menu.

Result : Inventory report has been prepared successfully.