

Tally Lab Programs Manual

LAB WORK: 1

Create a company with the following details.

Name : SV Traders
Address : Near KG Road, Atmakur
Email : svtraders@gmail.com
Maintain : Accounts only
Financial year from : 1-4-2018
Books beginning from : 1-4-2018
Use security control : No

Procedure :

Step 1: Go to Gate way of Tally and press Alt+F3 then Click Company Info, on the button panel .

Step 2: From the Company Info menu, select Create Company option, Now Company creation Screen will display .

Step 3: Type the following details in appropriate fields .

<u>Field</u>	<u>Type</u>
Name :	SV Traders
Address :	KG Road, Atmakur
Email :	svtraders@gmail.com
Maintain :	Accounts only
Financial year from :	1-4-2018
Books beginning from :	1-4-2018
Use security control :	No

Step 4: After entering the above details press Enter until the last field and look at the new dialog box on the screen .

Step 5: Accept Yes or type Y, the new company has been created .

LAB WORK: 2

Create Ledger Account under appropriate Groups from the following trial balance

<u>Ledger Name</u>	<u>Debit</u>	<u>Credit</u>
Purchases	26,000	

Sales		42,000
Daily Wages	3,000	
Debtors	22,000	
Machinery	10,000	
Commission		2,000
Cash	5,000	
Capital		22,000

	66,000	66,000

Closing stock : 6,000

Procedure :

Step 1: Create a Company and then go to Gateway of Tally then select Accounts Info . Then select Ledger option and select Create from Single or Multiple Ledger .

<u>S . No .</u>	<u>Name of Ledger</u>	<u>Group</u>	<u>Opening balance</u>
1	Purchases	Purchases	26,000
2	Sales	Sales	42,000
3	Wages	Direct expenses	3,000
4	Debtors	Sundry debtors	22,000
5	Machinery	Fixed Asset	10,000
6	Commission Received	Indirect income	2,000
7	Capital	Capital	22,000
8	Stock	Stock in hand	

Step 2: To enter the opening balance for Cash Account, alter cash account by choosing, Gateway of Tally and select Accounts Info . Then after select Ledger and select Alter . enter the opening balance of cash account

Step 3: To enter closing stock, Go to Gateway of Tally and select Accounts Info . Then after select Ledger and select Alter option and choose the Stock Account in the field of closing balance, first enter the closing date and enter the closing balance

Step 4: To display ledger select Gateway of Tally and select Accounts Info . Then select Ledger and choose Display . Then the Ledger will be created .

LAB WORK: 3

Create a company (SVDC) , ledgers and appropriate voucher types for the following transactions 2014 April 1

Introduced Capital	Rs . 1,00,000
Purchased Furniture	Rs . 50,000
Paid Salary	Rs . 10,000

Received Commission	Rs . 3,000
Computer Purchased	Rs . 20,000

Procedure :

Step1: Press Alt+F3 to Create a Company from the Company Info menu, then select Create Company as – (Name : SVDC)

Step 2: Create ledger from Gateway of Tally then select Accounts Info and then select Ledger and Create from Single or Multiple Ledger .

<u>S . No .</u>	<u>Name of Ledger</u>	<u>Group</u>	<u>Opening balance</u>
1	SVDC	Capital A/ c	
2	Purchases	Purchases A/ c	
3	Furniture	Fixed assets	
4	Salary	Indirect expenses	
5	Commission Received	Indirect income	
6	Computer	Fixed assets	

Step 3: Create Voucher by selecting Gateway of Tally and select Accounting Vouchers . For first entry, (Introduced capital Rs . 1, 00,000) Click 'F6' for receipt voucher, press the space bar when the cursor is in the particulars field . Select Capital account and fill the amount .

Step 4: Accept the screen as Yes or Y in Dialogue box appears .

Step 5: follow the same process for the remaining transactions and complete the all voucher postings .

<u>Transaction</u>	<u>Accounts involved</u>	<u>Vouchers</u>	<u>Amount</u>
Introduced Capital	Cash account, Dr . Capital	Receipt	Rs . 1,00,000
Purchased Furniture	Furniture account, Dr . Cash	Payment	Rs . 50,000
Paid Salary	Salary account, Dr . Cash	Payment	Rs . 10,000
Received Commission	Cash account, Dr . Commission	Receipt	Rs . 3,000
Purchased Computer	Computer account, Dr . Cash	Payment	Rs . 20,000

Step 6: To get Trial balance go to Gateway of Tally and select Display then select Trial balance

Step 7: To get Profit & Loss account go to Gateway of Tally and select Profit & Loss Account

Step 8: To get Balance Sheet go to Gateway of Tally and select Balance Sheet .

LAB WORK : 4

Prepare Final accounts of SV . Agencies, Atmakur, as on 31-03-2018 from the following transactions

Started business with Rs . 4, 00,000

Opened Current account with Syndicate Bank Rs . 2, 00,000

Purchased Machinery Rs . 35, 000

Purchased goods from Fasi traders Rs . 80,000

Sold goods to Vijay Rs . 1,40,000

Returned goods to Fasi Traders Rs . 12,000

Vijay returned goods for Rs . 7,000

Paid wages Rs . 2,000

Paid rent Rs . 8,000

Interest received Rs . 2,000

- Adjustments
1. Closing stock Rs . 14,000
 2. Depreciate Machinery Rs . 400
 3. Rent outstanding Rs . 1,000
 4. Prepaid wages Rs 500

Procedure :

Step1: Create a Company from the Company Info menu , select Create Company – (SV . Agencies)

Step 2: Create ledgers from Gateway of Tally and select Accounts Info . Then select Ledger and select Create from Single or Multiple Ledger .

<u>S . No .</u>	<u>Name of Ledger</u>	<u>Group</u>	<u>S . No .</u>	<u>Name of Ledger</u>	<u>Group</u>
1	Capital	Capital	9	Sales returns	Sales
2	Syndicate Bank	Bank account	10	wages	Direct expenses
3	Machinery	Fixed asset	11	Rent	Indirect expenses
4	Purchase	Purchase	12	Interest	Indirect income
5	Fasi Traders	Sundry Creditors	13	Stock	Stock in hand
6	Sales	Sales	14	Depreciation	Indirect expenses
7	Vijay	Sundry Debtors	15	Rent outstanding	Current liability
8	Purchase returns	Purchase	16	Prepaid wages	Current Asset

Step 3: Create Voucher from Gateway of Tally and select Accounting Vouchers with the help of following table, enter the transactions by using appropriate voucher types .

<u>Transaction</u>	<u>Accounts involved</u>	<u>Vouchers</u>	
<u>Amount</u>			
Started business	Cash account Dr Capital	Receipt	4,00,000
Opened a/c with Syndicate Bank	Syndicate Bank Dr Cash	Contra	2,00,000
Purchased Machinery	Machinery a/c Dr Cash	Payment	35,000
Purchased goods from Fasi traders	Purchase a/c Dr Fasi traders	Purchase	80,000
Sold goods to Vijay	Vijay account Dr Sales	Sales	1,40,000
Returned goods to Fasi Traders	Fasi Traders Dr Purchase returns	Debit Note	12,000
Vijay returned goods	Sales returns a/c Dr Vijay	Credit Note	7,000
Paid wages	Wages a/c Dr Cash	Payment	2,000
Paid rent	Rent a/c Dr Cash	Payment	8,000
Interest received	Cash a/c Dr Interest	Receipt	2,000
Depreciation on Machinery	Depreciation Dr Machinery	Journal	400

Rent outstanding	Rent a/c Dr Rent outstanding	Journal	1,000
Prepaid wages	Prepaid wages Dr Cash	Journal	500

Step 4: To enter closing stock go to Gateway of Tally and select Accounts Info . and then select Ledger and select Alter and Choose the Stock account . In the field of closing balance, first enter the closing date and enter the closing balance

Step 5: To get Profit & Loss account go to Gateway of Tally and select Profit & Loss Account (Set period: From 1-4-2018, To 31-3-2018)

Step 6: To get Balance Sheet go to Gateway of Tally and select Balance Sheet (Set period: From 1-4-2018, To 31-3-2018) .

LAB WORK: 5

Enter the following transactions in appropriate vouchers of SV . Traders, Atmakur and Prepare Bank reconciliation statement for the month of June 2018

01-06-2018 : Started business with Rs . 5,00,000

01-06-2018 : Deposited cash into Canara Bank Rs . 2,00,000

01-06-2018 : Withdraw cash from Canara Bank Rs . 30,000

01-06-2018 : Issued a cheque No . 12511 to Fasi for Rs . 80,000

01-06-2018 : Received a cheque No . 10512 from Bindu Rs . 10,000

02-06-2018 : Paid rent by cheque No . 12512 Rs 6,000

Procedure :

Step1: Create a Company from the Company Info menu, select Create Company – (SV . Traders, 1-4-2018)

Step 2: Create relevant ledgers and Vouchers

<u>Transaction</u>	<u>Accounts involved</u>	<u>Group</u>	<u>Vouchers</u>	<u>Amount</u>
Started business	Cash account Dr Capital	Cash Capital	Receipt	5,00,000
Deposited cash into Bank	Canara Bank Dr Cash	Bank Cash	Contra	2,00,000
Withdraw cash from Canara bank	Canara Bank Dr . Cash	Bank Cash	Contra	30,000
Issued a cheque to Fasi	Fasi account Dr Canara Bank	Sundry Creditors	Payment	30,000
Received a cheque from Bindu	Canara Bank Dr Bindu	Sundry Debtors	Receipt	10,000
Paid rent by cheque	Rent account Dr Canara Bank	Indirect Expense	Payment	6,000

Step3: To see Balance sheet select go to gate way of Tally and select Balance sheet .

Step4: To see Cash/Bank book select gate way of Tally and select Display option and then select A/c Books then select Cash/Bank book .

Lab Work 6:

Create a company, Ledgers and appropriate vouchers and check the Balance sheet for the following Program .

1. Bindu started a new business with 5,00,000/-

2. Purchase as Follows :-

i) Computers – 15 Sets Each one 16,000/-

ii) Pen drives – 50 No's Each one 350/-

iii) Headphones – 35 Sets Each one 170/-

3. Purchase Returns:-

i) Computers – 3 Sets

ii) Pen drives – 7 No's

iii) Headphones – 5 Sets

4. Sales as Follows:-

i) Computers – 12 Sets Each one 25,000/-

ii) Pen drives – 43 No's Each one 550/-

iii) Headphones – 30 Sets Each one 300/-

5. Sales Returns:-

i) Pen drives – 8 No's

ii) Computers – 2 Sets

iii) Headphones – 5 Sets

Procedure:

Step1: Create a Company from the Company Info menu , select Create Company – (SV . Traders)

Step 2: Create ledgers by selecting Gateway of Tally and select Accounts Info . Then select Ledger and select Create from Single or Multiple Ledger .

Step 3: after creating Ledgers Create Units of measure as select gate way of Tally and select Inventory Info and then select Units of measure . In units of measure create required units as No' s and Sets .

Step 4: Then go to gate way of Tally and select Inventory Info and then select Stock Items . Select create option under single or multiple stock items . In Stock item creation screen fill all the stock item names and group and quantities .

Step 5: Then go to gate way of Tally then select Accounting vouchers option then voucher screen will be appeared . First enable the inventory settings by pressing F11 and then F2 and accept them . Then we can able to create Debit Note and Credit Note voucher entries .

Step 6: Do the all postings as per given and save them . After that go to gate way of Tally and select display and then Balance sheet and then after select Display and select A / c Books and select Purchase or Sales Register .

Lab Work 7:

Create a company, Ledgers and appropriate vouchers for the following Tally program and display the balance sheet.

1. Mr.Ganesh started a new small business with 50,000/-

2. Purchase order given to Anand Traders with Order No:301 – It contain fallowing stock items

a. Liril soaps 10 Peaces Each one 150/-

b. Lux soaps 20 Peaces Each one 200/-

c. Dove soaps 15 Peaces Each one 170/-

d. Santhoor soaps 10 Peaces Each one 130/-

e. Pears soaps 25 Peaces Each one 220/-

3. Received goods from Anand Traders Order No: 301.

4. Sales order received to Sindhu Traders with Order No:205 – It contain fallowing stock items

a. Liril soaps 8 Peaces Each one 200/-

b. Lux soaps 18 Peaces Each one 230/-

c. Dove soaps 10 Peaces Each one 210/-

d. Santoor soaps 6 Peaces Each one 160/-

e. Pears soaps 20 Peaces Each one 250/-

5. Goods given to Sindhu Traders Order No:205

6. Cash Paid to Anand Traders

7. Cash From Sindhu Traders.

Procedure:

Step1: Create a Company from the Company Info menu , select Create Company – (SV . Traders)

Step 2: Create ledgers by selecting Gateway of Tally and select Accounts Info . Then select Ledger and select Create from Single or Multiple Ledger .

Step 3: after creating Ledgers Create Units of measure as select gate way of Tally and select Inventory Info and then select Units of measure . In units of measure create required units as No ' s and Sets .

Step 4: Then go to gate way of Tally and select Inventory Info and then select Stock Items . Select create option under single or multiple stock items . In Stock item creation screen fill all the stock item names and group and quantities .

Step 5: Then go to gate way of Tally then select Accounting vouchers option then voucher screen will be appeared . First enable the inventory settings by pressing F11 and then F2 and accept them by enabling the Order placement option for Purchase order and Sales order . Then we can able to create Purchase order and Sales order .

Step 6: Do the all postings as per given and save them . After that go to gate way of Tally and select display and then Balance sheet and then after select Display and select A / c Books and select Purchase or Sales Register .

Lab Work 8:

Create a company, Ledgers and appropriate vouchers for Godown management and postings of Physical voucher for following program and Display the Balance sheet.

1. Mr.Ramana Started a new business with 10,00,000/-
2. Purchase LED Tv's 10 Sets Each one 12,000/-
3. Above Stock Under Autonagar Godown.
4. Purchase Air condition's (A/C's) 10 Sets Each one 40,000/-
5. Above Stock Under Ganesh Godown.
6. 10 Sets LED Tv's Transfer to Main Location
7. 5 Sets Air conditons (A/C's) Transfer to Main Location
8. Sales as follows:-
 - a. LED Tv's 8 Sets Each one 20,000/-
 - b. Air condition's (A/C's) 3 Sets Each one 55,000/-
 - c. Air condition's (A/C's) 4 Sets Each one 51,000/- from Ganesh Godown

Procedure:

Step1: Create a Company from the Company Info menu, select Create Company – (SV . Traders)

Step 2: Create ledgers by selecting Gateway of Tally and select Accounts Info . Then select Ledger and select Create from Single or Multiple Ledger .

Step 3: after creating Ledgers Create Units of measure as select gate way of Tally and select Inventory Info and then select Units of measure . In units of measure create required units. Then go to gate way of Tally and select Inventory info and then select Godown and Create Godown names.

Step 4: Then go to gate way of Tally and select Inventory Info and then select Stock Items . Select create option under single or multiple stock items . In Stock item creation screen fill all the stock item names and group and quantities .

Step 5: Then go to gate way of Tally then select Accounting vouchers option then voucher screen will be appeared . First enable the inventory settings by pressing F11 and then F2 and accept them by enabling the storage settings to Yes . Then we can able to create Physical stock voucher by pressing Alt+F7 .

Step 6: Do the all postings as per given and save them . After that go to gate way of Tally and select display and then Balance sheet.