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1. create a company with Imaginary details.

step-1 :- Go to Gateway of tally → Alt + F3 → company info → create a company ←

company creation

Directory : C:\Tally.ERP 9\ Data

Name : Swathi

primary mailing details

mailing name : Swathi

country : India

state : Telangana

Pincode : 503322

contact details

Phone no. : 123456789

Mobile no. : -

Fax no. : -

E-mail : ~~swathiramathi@gmail.com~~

Website : -

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Books and financial year details

Financial year begins from : 01 - 04 - 2021

Books beginning from : 01 - 04 - 2021

Security control

Tally vault password (if any) :

Repeat password :

(Warning : Forgetting Tally vault password will render your data inaccessible)

use security control ? NO

(Enable security to avail TSS features)

Base currency Information

Base currency symbol : ₹

Formal name : INR

suffix symbol to amount ? NO

Add space b/w amount and symbol ? YES

Show amount in millions ? NO

number of decimal places : 2

Word representing amount after decimal : paise

No. of decimal places for amount in words : 2

2. create a company in Tally with following details :-

step-1 :- Go to gateway of Tally → Alt + F3 →
company info → create a company.

company creation

Directory : C:\Tally.ERP9\Data

Name : Kapoor Enterprises

primary mailing details

mailing name : Kapoor Enterprises

Address : 12-1-975 / A Dichpally, Nizamabad.

country : India

state : Telangana

pincode : 503322

contact details

phone no. : 9988776655

Mobile no. : _____

Fax no. : _____

e-mail : Kapoor@gmail.com

Website : _____

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Books and Financial year details

Financial year begins from : 01-04-2020

Books beginning from : 01-04-2020

Security control

Tally vault password (if any):

Repeat password

(Warning : Forgetting Tally vault password will render your data inaccessible)

use security control ? NO

(Enable security to avail TSS features)

Base currency Information

Base currency symbol : ₹

Formal name : INR

suffix symbol to amount ? NO

Add space b/w amount & symbol ? YES

show amount in millions ? NO

Number of decimal places : 2

Word represent amount after decimal : paise

no. of decimal places for amount in words : 2

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3. create a company with imaginary details by selecting country as united states and giving Tally password and activating security control by set Yes.

step-1 :- Go to Gateway of Tally → Alt+F3 → company info → create company

company creation

Directory : c:\Tally.ERP9\Data

Name : prashanth sir

primary mailing details

mailing Name : Prashanth sir

Address : 02 - 3 - 56 , New Jersey

country : United States of America

contact details

phone no. : 4455667788

Mobile no. : -

Fax. no. : -

E - mail : prashanth@gmail.com

Website : -

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Books and Financial year Details

Financial year begins from : 1-4-2020

Books beginning from : 1-4-2020

← security control

Tally vault password (if any) : prashanth sir

Repeat password : prashanth sir

(Warning: Forgetting Tally vault password will render your data inaccessible)

Use security control ?

(enable security to avail TSS features)

Name of administrator : prashanth sir

password : prashanth sir

Repeat password : prashanth sir

Use tally Audit features : NO

Disallow opening in education Mode : NO

Base currency information

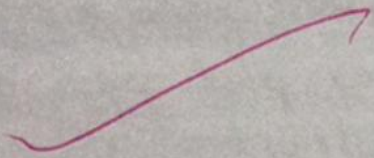
Base currency symbol : \$

Formal name : Dollar

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- Suffix symbol to amount : No
- Add space b/w amount & symbol : Yes
- Show amount in millions : No
- number of decimal places : 2
- Word representing amount after decimal : cent
- No. of decimal places for amount in words : 2



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4. create the following Ledgers under relevent groups in tally giving their opening balance & Display the following for sudden Suresh & co.:

Step-1 :- Go to Gateway of Tally → Alt + F3 → Company info → create a company.

Company creation

Directory : C:\Tally\ERP\DATA

Name : Suresh & co

primary mailing Details

Mailing name : Suresh & co

Address : 1-131, Vinayak Nagar, Nizamabad

Country : India

State : Telangana

Pincode : 503322

contact details

Phone no. : -

Mobile no. : -

Fax no. : -

E-mail : -

Website : -

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Books and financial year Details

Financial year begins from : 1-4-2021

Books beginning from : 1-4-2021

Security control

Tally vault password (if any) :

Repeat password :

(Warning : Forgetting Tally vault password will render your data inaccessible)

Use security control : NO

(Enable security to avail TSS features)

Base currency Information

Base currency symbol : ₹

Formal name : INR

Suffix symbol to amount ? NO

Add space b/w amount & symbol ? Yes

Show amount in millions ? NO

Number of Decimal places : 2

Word representing amount after decimal : paise

No. of decimal places for amount in words : 2

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Step - 2 :- Go to Gateway of Tally → press F11 key
→ Accounting features → maintain Accounts
only (Yes) ←

Step - 3 :- Go to Gateway of Tally → Accounting info
→ Ledger info → single / Multiple ledger ←

Multiple ledger creation

under group :- All items

S.No.	Name of Ledger	under	opening Dr/ Balance Cr
1.	Stock Alc	stock - in - hand	96,000 Dr
2.	wages Alc	Direct expenses	28,000 Dr
3.	salaries Alc	Indirect expenses	4000 Dr
4.	carriage Inwards Alc	Direct expenses	5000 Dr
5.	purchase Alc	purchase Accounts	1,20,000 Dr
6.	Interest on loan	Indirect expenses	200 Dr
7.	cash at bank	Bank Accounts	1800 Dr
8.	Buildings	Fixed Assets	11,000 Dr
9.	sales returns	sales Accounts	1000 Cr
10.	Debtors	sundry Debtors	35,000 Dr

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11.	Drawings	capital Accounts	6500	Cr
12.	deprication	Indirect expenses	2000	Dr
13.	Rent	Indirect expenses	2400	Dr
14.	plant	Fixed Assets	18,000	Dr
15.	outstanding expenses	current liabilities	700	Cr
16.	Travelling expenses	Indirect expenses	5000	Dr
17.	Advertisement	Indirect expenses	1600	Dr
18.	cash in hand	cash - in - hand	200	Dr
19.	capital	capital Accounts	50,000	Cr
20.	loans	loans & Liability	9000	Cr
21.	sales	sales Accounts	2,50,000	Cr
22.	Reserve for bad debts	provisions	5000	Cr
23.	Discount on purchase	purchase Accounts	4000	Dr
24.	creditors	current liabilities	23,000	Cr
25.	Purchase Returns	purchase Accounts	1500	Dr
26.	office expenses	Indirect expenses	5500	Dr

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5. create the following ledgers in Multiple ledger creation mode :-

Step-1 :- go to gateway of tally → Alt + F3 → company info → create a company.

Step-2 :- go to gateway of tally → press F11 key → Accounting features → maintain Accounts only (yes) ←

Step-3 :- go to gateway of Tally → Accounting info → Ledger info → Multiple Ledger ←

Multiple Ledger creation

under Group :- All items

S. No.	Name of ledger	under
1.	Machinery Alc	Fixed Assets
2.	Furniture Alc	Fixed Assets
3.	Land & Building Alc	Fixed Assets
4.	Loose Tools Alc	Fixed Assets
5.	Fixtures Alc	Fixed Assets
6.	Discount Received Alc	Indirect Income
7.	Discount paid Alc	Indirect expenses

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8.	Interest paid Alc	Indirect expenses
9.	Interest Received Alc	Indirect incomes
10.	commission paid Alc	Indirect expenses
11.	printing stationery Alc	Indirect expenses
12.	postage Alc	Indirect expenses
13.	wages Alc	Direct expenses
14.	Loan Taken from HDFC bank Alc	Loans & Liabilities
15.	suspense Alc	capital Alc
16.	motive power Alc	Indirect expenses
17.	purchase Alc	Purchase Account
18.	sales Alc	Sales Alc
19.	capital Alc	capital Alc
20.	Bank Alc	Bank

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6. create the following ledgers in single ledgers
creation mode :-

Step-1 :- Go to gateway of tally → Alt + F3 →
company info → create a company

Step-2 :- Go to gateway of tally → press F11 key
→ Accounting features → maintain Accounts only (Yes) ←

Step-3 :- ^{Go to} Gateway of Tally → Accounting info → Ledger info → ^{single} Multiple Ledger ←

Single Ledger creation

Under Group :- All items

S.No.	Ledger Name	Under
1.	Land and building A/c	Fixed Assets
2.	Furniture and fixture A/c	Fixed Assets
3.	Trade marks A/c	Fixed Assets
4.	patents A/c	Fixed Assets
5.	Debtors A/c	Sundry Debtors
6.	Discount paid A/c	Indirect expenses
7.	Discount received A/c	Indirect incomes

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8.	commission paid alc	Indirect expenses
9.	printing & stationery alc	Indirect expenses
10.	creditors alc	sundry creditors
11.	wages alc	Direct expenses
12.	purchases alc	purchase Account
13.	Sales alc	Sales Account
14.	capital alc	capital Account
15.	Bank alc	Bank Account

~~Page 1~~

1. purchase goods for Rs. 45,000 by cash
2. purchase goods for Rs. 8500 by SBI Bank
3. purchase goods from "Krishna Mohan" for Rs. 67500 for credit
4. purchase goods from "Siva Mohan Agency" for Rs. 7800 and paid by SBI Bank cheque
5. purchase goods from "Michaela & Co" for Rs. 15000 and cash discount received @ 2%
6. cash purchase goods from "Krishna & Co" for Rs. 15000

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10. Enter the following transaction :
1. started business with cash Rs. 2,00,000
 2. purchased goods from Amit suppliers on credit
1,30,000
 3. Deposit cash into Bank Rs. 25,000
 4. sold goods to Dynamic Traders pvt. Ltd. of
Rs. 1,30,000
 5. Received a cheque of Rs. 1,27,000 from Dyn-
amic Traders pvt. Ltd.
 6. Issued a cheque of Rs. 1,00,000 as a partial
payment to Amit suppliers
 7. purchase goods for Rs. 45,000 by cash
 8. purchase goods for Rs. 8500 by SBI Bank.
 9. purchase goods from "Krishna Mohan" for
Rs. 675000 for credit.
 10. purchase goods from "Siva Mohan Agency" for
Rs. 7200 and paid by SBI Bank cheque.
 11. purchase goods from "Mehatha G/s" for Rs. 15000
and cash Discount received @ 2%.
 12. cash purchase goods from "Krishna G/s" for
Rs. 12000

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13. Goods given to proprietor daughter RS. ~~12000~~ ¹⁸⁰⁰
14. purchased furniture for proprietor's residence by cash.
15. cash withdrawn from Bank.

Step-1 :- Go to Gateway of Tally → Alt+F3 → company info → create a company

Step-2 :- Go to Gateway of Tally → press F11 key → Accounting features → maintain accounts only (Yes)

Step-3 :- Go to gateway of Tally → Accounting info → ledger info → Multiple ledger

~~Multiple Ledger creation~~

under Group :- All items

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S. NO.	Name of Ledger	under
1.	capital Alc	capital Account
2.	purchase Alc	purchase Accounts
3.	Amit suppliers	sundry creditors
4.	Bank Alc	Bank Accounts
5.	Sales Alc	Sales Accounts
6.	Dynamic Traders Alc	sundry Debtors
7.	Krishna Mohan Alc	sundry Creditors
8.	Discount Alc	Indirect incomes
9.	Drawings Alc	capital Accounts

~~Multiple ledger creation under group :- all items~~

11. Ms. Gurraj started a Business on 1-4-2017
with Rs. 5,00,000
- on 02-04-2017 purchased Furniture for office
use Rs. 5,000
- on 03-04-2017 purchased a Building Rs. 1,00,000
- on 04-04-2017 purchased goods Rs. 1,00,000
- on 04-04-2017 paid Transport charges Rs. 1,000
- on 04-04-2017 paid wages Rs. 500
- on 05-04-2017 paid sold Goods by cash
Rs. 1,50,000
- on 06-04-2017 purchased goods on credit from
Kapoor and co Rs. 2,00,000
- on 06-04-2017 paid Transport charges Rs. 1500
- on 06-04-2017 paid wages Rs. 1000
- on 07-04-2017 sold goods on credit to Ranga
and co Rs. 5,00,000
- on 08-04-2017 paid stationery charges
Rs. 1000
- on 09-04-2017 paid cash to Kapoor and co
Rs. 1,00,000

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On 15-04-2017 Received cash from Ranga and co
Rs. 3,00,000

On 30-04-2017 paid salaries Rs. 10,000

On 30-04-2017 paid Telephone Bill Rs. 5000

Step-1 :- Go to Gateway of Tally → Alt + F3
→ company info → create a company ←

Step-2 :- Go to Gateway of Tally → press F11
key → Accounting features → maintain
Accounts only (Yes) ←

Step-3 :- Go to Gateway of Tally → Accounting
info → Ledger info → Multiple ledger ←

Multiple ledger creation

Under Group :- All items

S.No	Name of Ledger	Under
1.	capital Alc	capital account
2.	Furniture Alc	Fixed Assets
3.	Buildings Alc	Fixed Assets
4.	Purchase Alc	purchase Accounts
5.	Transport Alc	Direct expenses
6.	wages Alc	Direct expenses
7.	Sales Alc	Sales Accounts
8.	Kapoor and Co Alc	Sundry creditors
9.	Ranga and Co Alc	Sundry Debtors
10.	Stationery Alc	Indirect expenses
11.	Salaries Alc	Indirect expenses
12.	Telephone Bill	Indirect expenses

Step - 4 :- Go to Gateway of Tally → Accounting voucher ←

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S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	Receipt	F ₆	cr - capital Dr - cash	5,00,000 -	- 5,00,000
2.	payment	F ₅	Dr - Furniture cr - cash	5000 -	- 5000
3.	payment	F ₅	Dr - Building cr - cash	1,00,000 -	- 1,00,000
4.	payment	F ₅	Dr - purchase cr - cash	1,00,000 -	- 1,00,000
5.	payment	F ₅	Dr - Transport cr - cash	1000 -	- 1000
6.	payment	F ₅	Dr - wages cr - cash	500 -	- 500
7.	Receipt	F ₆	cr - sales Dr - cash	1,50,000 -	- 1,50,000
8.	purchase	F ₉	Dr - purchase cr - Kapoor & co	2,00,000 -	- 2,00,000
9.	payment	F ₅	Dr - Transport cr - cash	1500 -	- 1500

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10.	payment	F ₅	Dr - wages Cr - cash	1000 -	- 1000
11.	Sales	F ₈	Cr - sales Dr - Ranga & co	5,00,000 -	- 5,00,000
12.	payment	F ₅	Dr - Stationery Cr - cash	1000 -	- 1000
13.	payment	F ₅	Dr - Kapoor & co Cr - cash	1,00,000 -	- 1,00,000
14.	Receipt	F ₆	Cr - Ranga & co Dr - cash	3,00,000 -	- 3,00,000
15.	payment	F ₅	Dr - salaries Cr - cash	10,000 -	- 10,000
16.	payment	F ₅	Dr - Telephone Bill Cr - cash	5,000 -	- 5,000

Step - 5 :- Go to Gateway of tally → Reports →
Balance sheet and profit & loss
A/c ←

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Balance sheet

Gurraj

Liabilities	Gurraj as at 1-Apr-2017	Assets	Gurraj as at 1-Apr-2017
Capital Account	5,00,000	Fixed Assets	1,05,000
Loans (Liability)		Current Assets	8,25,000
Current Liabilities	1,00,000		
Profit & Loss A/c	3,30,000		
opening Balance			
current period	3,30,000		
Total	9,30,000	Total	9,30,000

Profit and Loss A/c

Gurraj

Particulars	Gurraj as at 1-Apr-2017	Particulars	Gurraj as at 1-Apr-2017
Purchase Accounts	3,00,000	Sales Accounts	6,50,000
Direct expenses	4,000		
Gross profit c/o	3,46,000		
	6,50,000		6,50,000
Indirect expenses	16,000	Gross profit b/f	3,46,000
Nett profit	3,30,000		
Total	3,46,000	Total	3,46,000

12. Mr. Gupta started a Business on 1-04-2017
with Rs. 6,00,000
- on 03-04-2017 purchased a Land and Building
Rs. 2,00,000
- on 04-04-2017 purchased goods Rs. 2,00,000
- on 04-04-2017 paid Transport charges Rs. 1500
- on 04-04-2017 paid wages Rs. 600
- on 05-04-2017 sold goods by cash Rs. 2,50,000
- on 06-04-2017 purchased good on credit from
Anil Traders Rs. 2,00,000
- on 07-04-2017 sold Goods on credit to sandhya
Rs. 3,00,000
- on 08-04-2017 paid Advertisement charges Rs. 2000
- on 09-04-2017 paid cash to Anil traders Rs. 1,00,000
- on 15-04-2017 Received cash from sandhya & co
Rs. 200,000
- on 30-04-2017 paid salaries Rs. 10,000

Step-1 :- Go to gateway of tally → Alt + F3 → company info → create a company

Step-2 :- Go to gateway of tally → press F11 key → Accounting features → maintain! Accounts only (Yes)

Step-3 :- Go to gateway of tally → Accounting info → ledger info → Multiple ledger

Multiple ledger creation

under group :- All items

S. No.	Name of ledger	Under
1.	capital A/c	capital Accounts
2.	Land and Buildings A/c	Fixed Assets
3.	purchase A/c	purchase Accounts
4.	Transport charges A/c	Direct expenses
5.	wages A/c	Direct expenses
6.	sales A/c	sales Accounts
7.	Anil traders A/c	sundry creditors
8.	Sandhya A/c	sundry Debtors
9.	Advertisement A/c	Indirect expenses
10.	salaries A/c	Indirect expenses

Step-4 :- Go to Gateway of tally → Accounting voucher ←

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S.No.	Voucher type	Voucher key	Voucher	Amount	Amount
1.	Receipt	F ₆	Cr - capital A/c Dr - cash A/c	6,00,000 -	- 6,00,000
2.	payment	F ₅	Dr - Land & Building A/c Cr - cash A/c	2,00,000 -	- 2,00,000
3.	payment	F ₅	Dr - purchase A/c Cr - cash A/c	2,00,000 -	- 2,00,000
4.	payment	F ₅	Dr - Transport. c A/c Cr - cash	1500 -	- 1500
5.	payment	F ₅	Dr - wages A/c Cr - cash A/c	600 -	- 600
6.	Receipt	F ₆	Cr - sales A/c Dr - cash A/c	2,50,000 -	- 2,50,000
7.	purchase	F ₉	Dr - purchase A/c Cr - Anil & Co A/c	2,00,000 -	- 2,00,000
8.	sales	F ₈	Dr - Sandhya A/c Cr - sales A/c	3,00,000 -	- 3,00,000

9.	payment	F ₅	Dr-Advertisement a/c Cr-cash a/c	2000 -	2000
10.	payment	F ₅	Dr-Anil traders a/c Cr-cash a/c	1,00,000 -	1,00,000
11.	Receipt	F ₆	Cr-sandhya a/c Dr-cash a/c	2,00,000 -	2,00,000
12.	payment	F ₅	Dr-salaries a/c Cr-cash a/c	10,000 -	10,000

Step - 5% - Go to Gateway of tally → Reports → Balance sheet and profit & loss a/c

Balance sheet

Liabilities		Assets	
as at 1-Apr-2017		as at 1-Apr-2017	
capital Account	6,00,000	Fixed Assets	2,00,000
Loans (Liability)		current Assets	6,35,900
current liabilities	1,00,000		
profit & loss a/c	1,35,900		
opening balance			
current period	1,35,900		
Total	8,35,900	Total	8,35,900

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Profit and Loss A/c		Guptha	
Particulars	as at 1-Apr-2017	Particulars	as at 1-Apr-2017
Purchase Accounts	4,00,000	Sales Accounts	5,50,000
Direct expenses	2100		
Gross profit c/o	1,47,900		
	<u>5,50,000</u>		<u>5,50,000</u>
Indirect expenses	12,000	Gross profit b/f	1,47,900
Nett profit	1,35,900		
Total	<u>1,47,900</u>	Total	<u>1,47,900</u>

Handwritten signature



14. Mr. Sharma started a Business on 1-04-2017 with Rs. 3,00,000
- on 02-04-2017 opened a Bank A/c in SBI with Rs. 10,000
- 03-04-2017 purchased Furniture Rs. 20,000
- on 04-04-2017 purchased goods Rs. 50,000
- on 04-04-2017 paid transport charges Rs. 1000 by cheque.
- on 05-04-2017 sold goods Rs. 2,50,000 received cheque.
- on 06-04-2017 purchased goods by cash Rs. 2,00,000
- on 07-04-2017 sold goods by cash Rs. 3,00,000
- on 08-04-2017 paid advertisement charges Rs. 2000
- on 15-04-2017 cash withdrawn from SBI Rs. 20,000
- on ~~30-04-2017~~ paid salaries Rs. 10,000.

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Step - 1 :- Go to Gateway of tally → Alt + F3 →
company info → create a company ←

Step - 2 :- Go to Gateway of tally → press F11
key → Accounting features → maintain
accounts only (Yes) ←

Step - 3 :- Go to Gateway of Tally → Accounti-
ng info → ledger info → Multiple ledgers ←

Multiple ledger creation

Under group :- All items

S. No.	Name of Ledger	under
1.	capital Alc	capital account
2.	Bank Alc	Bank Account
3.	purchase Alc	purchase accounts
4.	Furniture Alc	Fixed Assets
5.	Transport charges Alc	Direct expenses
6.	sales Alc	Sales Accounts
7.	Advertisement Alc	Indirect expenses
8.	salaries alc	Indirect expenses

Step - 4 :- Go to Gateway of tally → Accounting
 ← Voucher

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S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	Receipt	F ₆	cr - capital A/c Dr - cash A/c	3,00,000 -	- 3,00,000
2.	contra	F ₄	cr - cash A/c Dr - Bank A/c	10,000 -	- 10,000
3.	payment	F ₅	Dr - Furniture A/c cr - cash A/c	20,000 -	- 20,000
4.	payment	F ₅	Dr - purchase A/c cr - cash	50,000 -	- 50,000
5.	payment	F ₅	Dr - Transport A/c cr - Bank A/c	1000 -	- 1000
6.	Receipt	F ₆	cr - sales A/c Dr - Bank A/c	2,50,000 -	- 2,50,000
7.	payment	F ₅	Dr - purchase A/c cr - cash A/c	2,00,000 -	- 2,00,000
8.	Receipt	F ₆	cr - sales A/c Dr - cash A/c	3,00,000 -	- 3,00,000

9.	payment	F ₅	Dr-Advertisement, c. alc	2000	
			cr-cash	-	2000
10.	contra	F ₄	cr - Bank alc	20,000	-
			Dr - cash alc	-	20,000
11.	payment	F ₅	Dr - Salaries A/c	10,000	-
			cr - cash alc	-	10,000

Step - 5 :- Go to Gateway of tally → reports → Balance sheet and profit & loss a/c.

Balance sheet

Sharma		Sharma	
Liabilities	as at 1-Apr-2017	Assets	as at 1-Apr-2017
Capital Account	3,00,000	Fixed Assets	20,000
Loans (Liability)		Current Assets	5,67,000
Current liabilities			
Profit & loss a/c	2,87,000		
Opening Balance			
Current period	2,87,000		
Total	5,87,000	Total	5,87,000

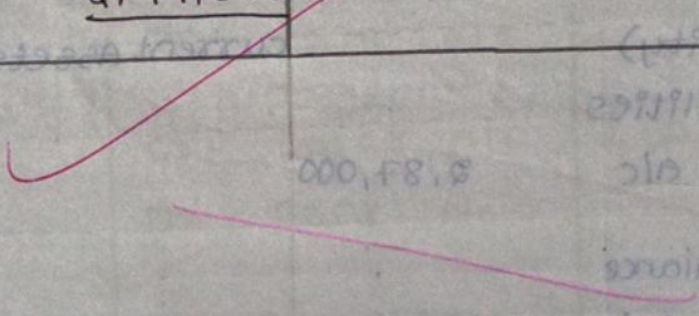
Teacher Signature _____

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Profit and Loss A/c

Sharma		Sharma	
particulars	as at 1-Apr-2017	particulars	as at 1-Apr-2017
Purchase Accounts	2,50,000	Sales Accounts	5,50,000
Direct expenses	1000		
Gross profit c/o	2,99,000		
	<u>5,50,000</u>		<u>5,50,000</u>
Indirect expenses	12,000	Gross profit b/f	2,99,000
Nett profit	2,87,000		
	<u>2,99,000</u>	Total	<u>2,99,000</u>
Total			



15. Mr. Gupta started a Business on 01-04-2017 with Rs. 5,00,000

on 02-04-2017 purchased Furniture for office use Rs. 5000

on 03-04-2017 purchased a Building Rs. 1,00,000

on 04-04-2017 purchased following goods:

S.No	Name of item	Qty	Rate	Amount
1.	COLOUR TV'S	10	6,000	60,000
2.	B/W TV'S	10	4,000	40,000
Total				1,00,000

on 04-04-2017 paid Transport charges Rs. 1000

on 04-04-2017 paid wages Rs. 500

on 05-04-2017 sold Goods by cash.

S.No	Name of item	Qty	Rate	Amount
1.	COLOUR TV'S	10	10,000	1,00,000
2.	B/W TV'S	10	5,000	50,000
Total				1,50,000

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on 06-04-2017 purchased goods on credit from kapoor and co.

S.No	Name of item	Qty	Rate	Amount
1.	colour TV's	20	6,000	1,20,000
2.	Blw TV's	20	4,000	80,000
Total				2,00,000

on 06-04-2017 paid transport charges RS. 1500

on 06-04-2017 paid wages RS. 1000

on 07-04-2017 sold Goods on credit to Ranga and co RS. 3,00,000

S.No	Name of item	Qty	Rate	Amount
1.	colour TV's	20	10,000	2,00,000
2	Blw TV's	20	5,000	1,00,000
Total				3,00,000

on 08-04-2017 paid stationery charges RS. 1000

on 09-04-2017 paid cash to kapoor and and co RS. 1,00,000

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on 15-04-2017 Received cash from Ranga and
CO RS. 2,00,000

on 30-04-2017 paid salaries RS. 10,000

on 30-04-2017 paid Telephone Bill RS. 5000

Step-1 :- Go to gateway of tally → Alt+F3 →
company info → create a company ←

Step-2 :- Go to Gateway of tally → Accounting
info → ledger info → multiple ledger ←

Multiple Ledger creation

Under Group :- All items

Teacher Signature _____

S.No.	Name of ledger	under
1.	capital A/c	capital Account
2.	Furniture A/c	Fixed Assets
3.	Purchase A/c	purchase Accounts
4.	Buildings A/c	Fixed Assets
5.	Transport charges A/c	Direct expenses
6.	wages A/c	Direct expenses
7.	sales A/c	sales Accounts
8.	kapoor and co A/c	sundry creditors
9.	Ranga and co A/c	sundry Debtors
10.	stationery A/c	Indirect expenses
11.	salaries A/c	Indirect expenses
12.	Telephone Bill A/c	Indirect expenses

Step-3 :- Go to Gateway of Tally →
Inventory info ←

- i. units of Measure
- ii. Stock Group
- iii. Stock item

i. unit creation

Type : simple
Symbol : no's
Formal name : Numbers
Number of decimal places : 0

Then press Enter ----- to save

ii. Stock Group creation

Name : TV's
(alias)
under : ~~primary~~
can quantities of items be ADDED ? NO

iii. Stock item creation

Name : colour TV's			
(alias)			
under : TV's			
units : no's			
	Quantity	Rate per	value
opening Balance :			

similarly create for B/W TV's

Stock item creation

Name : B/W TV's			
(alias)			
under : TV's			
units : no's			
	Quantity	Rate per	value
opening Balance :			

Step-4 :- Go to Gateway of Tally Inventory vouchers ←

S.No	voucher type	voucher key	voucher	Amount	Amount
1.	Receipt	F ₆	cr - capital Alc Dr - cash Alc	5,00,000 -	- 5,00,000
2.	payment	F ₅	Dr - Furniture Alc cr - cash Alc	5000 -	- 5000
3.	payment	F ₅	Dr - Building Alc cr - cash Alc	1,00,000 -	- 1,00,000
4.	purchase	F ₉			

party's Alc name : cash

purchase Ledger : purchase

Name of item	Quantity	Rate per	Amount
COLOUR TV'S	10 no's	6000 no's	60,000
B/W TV'S	10 no's	4000 no's	40,000
Total	20 no's		1,00,000

Teacher Signature _____

5.	payment	F ₅	Dr-Transport. char. Alc	1000	-
			cr-cash alc	-	1000
6.	payment	F ₅	Dr-wages alc	500	-
			cr-cash alc	-	500
7.	sales	F ₈			

party's Alc Name : cash

sales ledger

Name of item	Quantity	Rate per	Amount
colour TV's	10 no's	10,000 no's	1,00,000
BlW TV's	10 no's	5000 no's	50,000
Total	20 no's		1,50,000

8. purchase | F₉ |
party's Alc name : Kapoor & co
Purchase ledger : purchase

Name of item	Quantity	Rate per	Amount
colour TV's	20 no's	6000 no's	1,20,000
BlW TV's	20 no's	4000 no's	80,000
Total	40 no's		2,00,000

9.	payment	F ₅	Dr-Transport chas. A/c Cr- cash A/c	1500 -	1500
10.	payment	F ₅	Dr- wages A/c Cr- cash A/c	1000 -	1000
11.	sales	F ₈			

Party's A/c Name : Ranga and co

Sales Ledger : sales

Name of Item	Quantity	Rate per	Amount
COLOUR TV'S	20 no's	10,000 no's	2,00,000
BIW TV'S	20 no's	5000 no's	1,00,000
Total	40 no's		3,00,000

12.	payment	F ₅	Dr- Stationery A/c Cr- cash A/c	1000 -	1000
13.	payment	F ₅	Dr- Kapoor & co A/c Cr- cash A/c	1,00,000 -	1,00,000
14.	Receipt	F ₆	Cr- Ranga & co A/c Dr- cash A/c	2,00,000 -	2,00,000

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15.	payment	F ₅	Dr - Salaries A/c Cr - cash A/c	10,000 -	- 10,000
16.	payment	F ₅	Dr - Telephone Bill A/c Cr - cash A/c	5000 -	- 5000

Step-5 :- Go to Gateway of Tally → Reports →
Balance sheet and profit & Loss A/c ←
Balance sheet

Liabilities as at 1-Apr-2017		Assets as at 1-Apr-2017	
Capital Account	5,00,000	Assets	
Loans (Liability)		Fixed Assets	1,05,000
Current Liabilities	1,00,000	Current Assets	6,25,000
Profit & Loss A/c	1,30,000		
Opening Balance			
Current period	1,30,000		
Total	7,30,000	Total	7,30,000

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profit and loss A/c

Gurraj		Gurraj	
particulars as at 1-Apr-2017		particulars as at 1-Apr-2017	
opening stock		Sales Accounts	4,50,000
Purchase Accounts	3,00,000	closing stock	
Direct expenses	4000		
Gross profit c/o	1,46,000		
	<u>4,50,000</u>		<u>4,50,000</u>
Indirect expenses	16,000	Gross profit: b/f	1,46,000
Nett profit	1,30,000		
	<u>1,46,000</u>	Total	<u>1,46,000</u>
Total			

Teacher Signature _____

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13. on 1-4-2006 cash invested by Rango Rs. 3,00,000
on 2-4-2006 purchased goods by cash Rs. 1,00,000
on 3-4-2006 cash paid to carriage charges Rs. 250
on 5-4-2006 purchased goods by credit from
M/s. Anil & Co. Rs. 1,20,000
on 6-4-2006 cash paid to carriage charges Rs. 500
on 9-4-2006 sold goods by cash Rs. 1,50,000
on 11-4-2006 cash paid to stationery charges
Rs. 1500
on 14-4-2006 purchased a computer by cash
for office use Rs. 15,000
on 18-4-2006 sold goods by credit to M/s.
Sandhya & Co. Rs. 1,60,000
on 25-4-2006 purchased furniture by cash
Rs. 2500
on 30-4-2006 cash paid to wages Rs. 1500

Step-1 :- Go to Gateway of tally → Alt + F3 → company info → create a company

Step-2 :- Go to Gateway of tally → press F11 key → Accounting features → maintain accounts only (Yes)

Step-3 :- Go to gateway of tally → Accounting info → Ledger info → Multiple ledgers

Multiple ledger creation

under Group :- All items

Step-4 :- Go to datebook of tally → Accounting vouchers

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S.No.	Name of Ledger	Under
1.	Capital A/c	Capital Account
2.	Purchase A/c	Purchase Accounts
3.	Carriage A/c	Direct expenses
4.	Amal & Co A/c	Sundry Creditors
5.	Sales A/c	Sales Accounts
6.	Stationery A/c	Indirect expenses
7.	Computer A/c	Fixed Assets
8.	Sandhya A/c	Sundry Debtors
9.	Furniture A/c	Fixed Assets
10.	Wages	Direct expenses

Step-4 :- Go to gateway of tally → Accounting
Vouchers ←

S.No	voucher type	voucher key	voucher	Amount	Amount
1.	Receipt	F ₆	Cr - capital A/c Dr - cash A/c	3,00,000 -	- 3,00,000
2.	payment	F ₅	Dr - purchase A/c Cr - cash A/c	1,00,000 -	- 1,00,000
3.	payment	F ₅	Dr - carriage A/c Cr - cash A/c	250 -	- 250
4.	purchase	F ₉	Dr - purchase A/c Cr - Anil Eco A/c	1,20,000 -	- 1,20,000
5.	payment	F ₅	Dr - carriage A/c Cr - cash A/c	500 -	- 500
6.	Receipt	F ₆	Cr - sales A/c Dr - cash A/c	1,50,000 -	- 1,50,000
7.	payment	F ₅	Dr - stationary A/c Cr - cash A/c	1500 -	- 1500
8.	payment	F ₅	Dr - computer A/c Cr - cash A/c	15,000 -	- 15,000

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9.	sales	F ₈	cr - sales A/c	1,60,000	
			Dr - Sandhya A/c		1,60,000
10.	payment	F ₅	Dr - Furniture A/c	2500	
			cr - cash A/c		2500
11.	payment	F ₅	Dr - wages A/c	1500	
			cr - cash A/c		1500

Step - 5 :- Go to Gateway of tally → Reports
→ Balance sheet and profit & loss A/c ←

Balance sheet

Ranga		Ranga	
Liabilities	as at 1-Apr-2006	Assets	as at 1-Apr-2006
Capital Account	3,00,000	Fixed Assets	17,500
Loans Liability		Current Assets	4,88,750
Current Liabilities	1,20,000		
Profit & Loss A/c	86,250		
opening Balance			
current period	86,250		
Total	5,06,250	Total	5,06,250

profit and loss Alc

Ranga		Ranga	
particulars	For 1-Apr-2006	Particulars	For 1-Apr-2006
purchase accounts	2,20,000	Sales Accounts	3,10,000
Direct expenses	2250		
Gross profit c/o	87,750		
	<u>3,10,000</u>		<u>3,10,000</u>
Indirect expenses	1500	Gross profit b/f	87,750
Nett profit	86,250		
	<u>87,750</u>		<u>87,750</u>

Step - 6 :- Go to Gateway of tally → Reports → Display → Trial Balance ←

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Trial Balance

particulars	Ranga For 1 - Apr - 2006 closing Balance	
	Debit	Credit
	Capital Account	
Current Liabilities		1,20,000
Fixed Assets	17,500	
Current Assets	4,88,750	
Sales Accounts		3,10,000
Purchase Accounts	2,20,000	
Direct Expenses	2,250	
Indirect expenses	1,500	
Grand Total	7,30,000	7,30,000

7. create following Godowns for " Dinesh Kirana store"
Koti, Sultan Bazar and Begum Bazar;

step-1 :- Go to Gateway of tally → Alt + F3 → company info → create a company

company creation

Directory : C:\Tally.ERP9\data

Name : Dinesh Kirana store

primary mailing details

Mailing name : Dinesh Kirana store

country : India

State : Telangana

pincode : 503322

contact details

phone no. : 987954321

mobile no. : -

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Fax no : _____

E-mail : _____

Website : _____

Books and Financial year Details

Financial year begins from : 01-04-2021

Books beginning from : 01-04-2021

Security control

Tally vault password (if any) : _____

Repeat password : _____

(Warning : Forgetting Tally vault password will render your data inaccessible)

Use security control ? NO

(Enable security to avail TSS features)

Base currency Information

Base currency symbol : ₹

Formal name : INR

Suffix symbol to amount ? NO

Add space b/w amount and symbol ? Yes

show amount in millions ? NO
 number of decimal places : 2
 word representing amount after decimal : paise
 no. of decimal places for amount in words : 2

step-2 :- Go to Gateway of tally → press F11 →
 Inventory features → maintain multiple
 godowns (yes) ←

step-3 :- Go to Gateway of tally → Inventory
 info → select godowns → create multiple
 Godowns ←

Multi Godown creation

under Godown : All items

S. No.	Name	under
1.	Koti	primary
2.	Sultan Bazar	primary
3.	Begum Bazar	primary

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8. create a company named "Dinesh Kirana store" and create following stock groups and stock items according to the given information:

Stock Item	company / Brand (Stock Group)	unit of measurement	Quantity	price
Rice	Daawat	kg	500	100
oil	Gold Drop	Ltr.	1000	105
Mustard oil	Fortune	Ltr.	250	120
Biscuits	sunfeast	NO.	500	10
chilli powder	Everst	Pkt.	100	50
Black pepper	Everst	Pkt.	100	40

Step-1 :- Go to Gateway of tally → Alt+F3 → company info → create a company ←

Step-2 :- Go to Gateway of tally → Inventory info ←

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- i. unit of measure
- ii. stock group
- iii. stock item

i. unit creation :

Type : simple
Symbol : kg
Formal name : kilograms
Number of decimal places : 0

similarly create for Ltr, NO, PKT

Type : simple
Symbol : Ltr
Formal name : Litres
Number of decimal places : 0

~~Type : simple
Symbol : NO
Formal name : numbers
Number of decimal places : 0~~

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Type : simple
Symbol : PKT
Formal name : packets
Number of decimal places : 0

Then press Enter ----> to save

ii. stock Group creation

create multiple stock Group

Multi stock Group creation

under Group : All items:

S.NO.	Name of stock Group	Under
1.	Daawat	primary
2.	Gold mop	primary
3.	Fortune	primary
4.	Sunfeast	primary
5.	Everst	primary

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iii. Stock item creation

create multiple stock item or

Multi stock item

Under Group : All items

S.No	Name of item	Under	units	opening Qty	Rate per	Amount
1.	Rice	Daawat	kg	500 kg	100 kg	50,000
2.	Oil	Gold Drop	Ltr	1000 Ltr	105 ltr	1,05,000
3.	Mustard oil	Fortune	Ltr	250 Ltr	120 ltr	30,000
4.	Biscuit	Sunfeast	no	500 no	10 no	5000
5.	chilli powder	Everst	pkt	100 pkt	50 pkt	5000
6.	Black pepp - er	Everst	pkt	100 pkt	40 pkt	4000

Teacher Signature _____

9. Enter following business transactions for National Traders.

Business Transactions for the months of May and June 2009 are as follows:

National Traders Business Transactions

Date	Transaction Details
10-5-09	Bank Advice received for Bank interest of Rs. 500 credited to the deposit account.
11-5-09	Electricity bill (office costs) for Rs. 400 received from Horizon Enterprises.
13-5-09	Sold 1 HP Laserjet 1010 series for Rs. 9500 to a cash customer, retaining the money as petty cash.
19-5-09	Salaries of Rs. 2500. Amount paid through bank account.
24-5-09	Sold 1 HCL Pentium IV For Rs. 21,500 to Supreme computers.

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- 30-5-09 purchased 5 USB pen Drives 64 MB @ RS. 1250 each from challenger systems on credit.
- 01-6-09 paid freight charges of RS. 200 from petty cash.
- 01-6-09 paid challenger systems RS. 11,500 by cheque.
- 09-6-09 Transferred RS. 6000 from Bank Account to Deposit Account.
- 15-6-09 cheque for RS. 15000 received from spectrum computers.
- 22-6-09 purchased 4 IBM pentium IVs for RS. 17,100 each from a new supplier and paid by cheque.
- 22-6-09 sold 2 IBM pentium IVs for RS. 24,785 to a customer who paid by cheque.

Teacher Signature _____

Step-1 :- Go to Gateway ^{of} tally → Alt + F3 →
company info → create a company ←

Step-2 :- Go to Gateway of tally → press
F11 key → Accounting features →
maintain Accounts only (yes) ←

Step-3 :- Go to Gateway of tally → Accounting
info → Ledger info → Multiple ledger ←

Multiple Ledger creation

Under Group : All items

S.No.	Name of Ledger	Under
1.	Bank A/c	Bank Accounts
2.	Horizon enterprises	Sundry creditors
3.	Sales A/c	Sales Accounts
4.	salaries A/c	Indirect expenses
5.	supreme computers	sundry Debtors
6.	Purchase A/c	purchase Accounts
7.	challenger systems	sundry creditors
8.	Freight	Direct expenses

Step - 4 :- Go to Gateway of tally → Accounting vouchers ←

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S.No.	Voucher type	Voucher key	Voucher	Amount	Amount
1.	Receipt	F ₆	Cr - Interest A/c Dr - Bank A/c	500 -	- 500
2.	Receipt	F ₆	Cr - Horizon enter prises Dr - cash A/c	400 -	- 400
3.	Receipt	F ₆	Cr - sales A/c Dr - cash A/c	9500 -	- 9500
4.	Payment	F ₅	Dr - salaries A/c Cr - Bank A/c	2500 -	- 2500
5.	sales	F ₈	Cr - sales A/c Dr - supreme com puters A/c	21,500 -	- 21,500
6.	purchase	F ₉	Dr - purchase A/c Cr - challenger systems A/c	1250 -	- 1250
7.	payment	F ₅	Dr - Freight A/c Cr - cash A/c	200 -	- 200

8.	payment	F ₅	Dr - challenger sys - term	11,500	
			Cr - Bank A/c	-	11,500
9.	contra	F ₄	Cr - Bank A/c	6000	
			Dr - cash A/c	-	6000
10.	Receipt	F ₆	Cr - Supreme co- mputers A/c	15,000	-
			Dr - Bank A/c	-	15,000
11.	payment	F ₅	Dr - purchase A/c	17,100	-
			Cr - Bank A/c	-	17,100
12.	Receipt	F ₆	Cr - Sales A/c	24,785	-
			Dr - Bank A/c	-	24,785

Step - 5 :- Go to Gateway of tally → Reports
→ Balance sheet ←

Teacher Signature _____

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Balance sheet

National Traders		National Traders	
Liabilities	as at 1-May-2009	Assets	as at 1-May-2009
capital account		current liabilities	9,850
loans (Liability)		current assets	25,385
profit & loss a/c	35,235		
opening balance			
current period	35,235		
Total	<u>35,235</u>	Total	<u>35,235</u>

step - 2 :- go to statement of profit & loss → reports
← Balance sheet →

16. prepare a cash book from the following cash transactions :

Ramu brought in cash towards capital Rs. 25,000
Deposit into Bank Rs. 20,000

purchased goods Rs. 3000

sale of goods worth Rs. 8000

paid to Hrithik (a supplier) Rs. 5000

Received from Mohan (a customer) Rs. 6000

step-1 :- Go to Gateway of tally → Alt + F3 →
company info → create a company ←

step-2 :- Go to Gateway of tally → press F11 key
→ Accounting features → maintain →
accounts only (Yes) ←

step-3 :- Go to Gateway of tally → Accounting
info → Ledger info ←

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Multiple Ledger creation under Group : All items

S. No.	Name of Ledger	under
1.	capital Alc	capital Account.
2.	Bank Alc	Bank Accounts
3.	purchase Alc	purchase Accounts
4.	sales Alc	sales Accounts
5.	Hrithik Alc	Sundry Debtors
6.	Mohan Alc	Sundry creditors

step - 4 :- Go to Gateway of tally → Accounting
voucher ←

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S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	Receipt	F ₆	cr - capital Alc Dr - cash Alc	25,000 -	- 25,000
2.	contra	F ₄	cr - cash Alc Dr - Bank Alc	20,000 -	- 20,000
3.	payment	F ₅	Dr - purchase Alc cr - cash Alc	3000 -	3000 -
4.	Receipt	F ₆	cr - sales Alc Dr - cash Alc	8000 -	- 8000
5.	payment	F ₅	Dr - Hrithik Alc cr - cash	5000 -	- 5000
6.	Receipt	F ₆	cr - Mohan Alc Dr - cash Alc	6000 -	6000 6000

Teacher Signature _____

Step-5 :- Go to Gateway of tally → Reports → Display → Accounts Books → Cash / Bank Book ←

Cash / Bank Summary

particulars	Bank Accounts Ramu For 1-Apr-2021 closing Balance	
	Debit	credit
cash-in-Hand	11,000	
cash	11,000	
Bank Accounts		20,000
Bank		20,000
Grand Total	31,000	

17. Find out the Bank Balance from following transactions in SBI

cash at Bank Rs. 2,00,000

paid to Rajesh Rs. 10,000 by cheque

paid to Mahesh Babu Rs. 25,000 by cheque

Received a cheque from Ragini Rs. 38,000

Received from sneha Rs. 50,000 by cheque.

Step-1 :- Go to Gateway of tally → Alt + F3
→ company info → create a company ←

Step-2 :- Go to Gateway of tally → press
F11 key → Accounting features → maintain
Accounts only (Yes) ←

Step-3 :- Go to Gateway of tally → Accounting
info → ledger info ←

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Multiple Ledger creation
under Group : All items

S.No.	Name of Ledger	Under
1.	Bank Alc	Bank Accounts
2.	Rajesh Alc	Sundry Debtors
3.	Mahesh Babu Alc	Sundry Debtors
4.	Ragini Alc	Sundry Creditors
5.	Sneha	Sundry Creditors

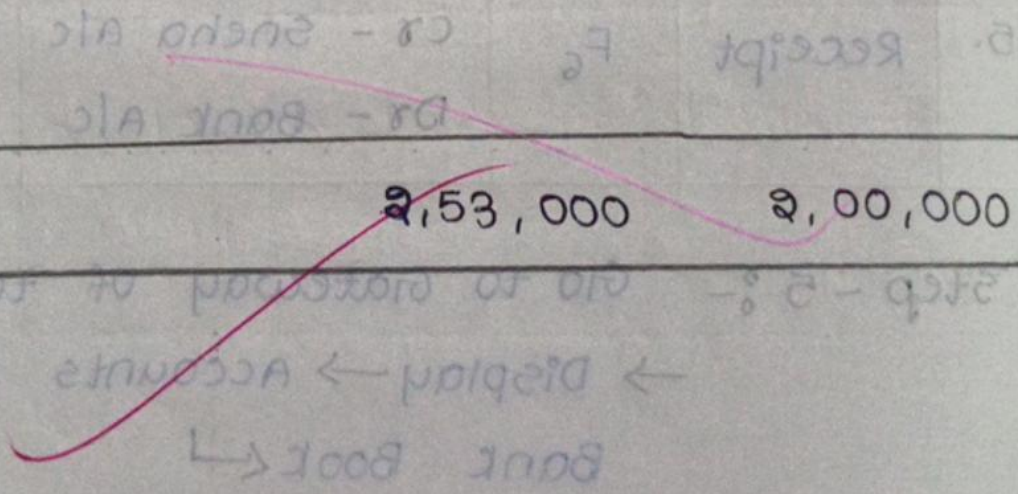
Step-4 :- Go to Gateway of tally → Accounting voucher

S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	contra Receipt	F ₄	Cr - cash A/c Dr - Bank A/c	2,00,000 -	- 2,00,000
2.	payment	F ₅	Dr - Rajesh A/c Cr - Bank A/c	10,000 -	- 10,000
3.	payment	F ₅	Dr - Mahesh A/c Cr - Bank A/c	25,000 -	- 25,000
4.	Receipt	F ₆	Cr - Ragini A/c Dr - Bank A/c	38,000 -	- 38,000
5.	Receipt	F ₆	Cr - Sneha A/c Dr - Bank A/c	50,000 -	- 50,000

step - 5 :- Go to Gateway of tally → Reports
→ Display → Accounts Books → Cash/
Bank Book ←

cash / Bank summary

particulars	Bank Accounts	
	ABC	
	For 1 - Apr - 2021	
	closing Balance	
	Debit	credit
cash - in-Hand		₹,00,000
cash		₹,00,000
Bank Accounts	₹,53,000	
Bank	₹,53,000	
Grand Total	₹,53,000	₹,00,000



18. Enter the following transactions maintain Bill wise details :-

Mohan started business with cash Rs. 10,000 purchase following stock items from Ravi on 1-Oct - 2015.

Bill no.	Item	Purchase Price / unit	unit purchase
No/001	Dove soap 100 gm	Rs. 50	100
No/001	Dove soap 200 gm	Rs. 100	50
No/001	Lux soap 100 gm	Rs. 22	100
No/001	Lifebouy 100 gm	Rs. 20	200

purchase following stock item from Sudha trader on 2-Oct - 2015

Bill no.	Item	Purchase Price / unit	unit purchase
No/002	Maggi 100 gm	Rs. 8	100
No/002	Maggi 400 gm	Rs. 35	50
No/002	Top semen 100 gm	Rs. 12	100
No/002	Top semen 400 gm	Rs. 40	200

Teacher Signature

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Step-1 :- Go to Gateway of tally → Alt + F3
→ company info → create a company ←

Step-2 :- Go to Gateway of Tally → Accounting
info → ledger info → multiple ledger ←

Multiple Ledger creation

Under Group :- All items

S. NO.	Ledger Name	Under
1.	capital Alc	capital Account
2.	purchase Alc	Purchase Accounts

Step-3 :- Go to Gateway of tally →
Inventory info ←

i. unit of measure

ii. Stock Group

iii. stock item

i. unit creation

Type :	simple
Symbol :	gm
Formal Name :	grams
Number of decimal places :	0

ii. Stock Group creation (Multiple)

under Group : All items

S.No.	Name of stock Group	Under
1.	soaps	primary
2.	Food items	primary

iii. ~~Stock item creation~~

~~Multi stock item~~

under Group : All items

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S.No.	Name of item	Under	units	opening Qty	Rate per	Amount
1.	Dove soap	soaps	gm	100 gm	50 gm	5,000
2.	Dove soap	soaps	gm	200 gm	100 gm	20,000
3.	Lux soap	soaps	gm	100 gm	22 gm	2,200
4.	Lifeboy	soaps	gm	100 gm	20 gm	2,000
5.	Maggi	Food items	gm	100 gm	8 gm	800
6.	Maggi	Food items	gm	400 gm	35 gm	14,000
7.	Top remen	Food items	gm	100 gm	12 gm	1200
8.	Top remen	Food items	gm	400 gm	40 gm	16,000

~~Fast~~

20. Show the balance sheet of Royal star company, with the following accounts, under relevent groups with imaginary figures :

i. Fixed Assets :

- a) Land b) Building c) Machinery d) Furniture
- e) Goodwill

ii. current Assets :

- a) Trade Debtors b) stock c) Bills Receivable
- d) Bank e) cash

iii. Loan accounts :

- a) Loan from Andhra Bank b) Loan from Ramu

iv. capital Account

step - 1 :- ~~Go to Gateway of tally~~ → Alt + F3
→ company info → create a company

step - 2 :- Go to Gateway of tally → Accounting
info → ^{Groups} ledger info → Multiple ledger

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Step-3 :- press F11 key → Accounting features
→ maintain accounts only (Yes) ←

Group
Multiple ledger creation

Under Group : All items

S.No.	Name of ledger	Under
1.	Land Alc	Fixed Assets
2.	Buildings Alc	Fixed Assets
3.	Machinery Alc	Fixed Assets
4.	Furniture Alc	Fixed Assets
5.	Good will Alc	Fixed Assets
6.	Trade Debtors	sundry Debtors
7.	Stock	stock-in-hand
8.	Bills Receivable	current Assets
9.	Bank	Bank Accounts
10.	cash	cash-in-hand
11.	Loans from Andhra	Loans (Liability)
12.	Loan from Ramu	Loans (Liability)
13.	capital Account	capital Account

21. Enter the following transactions by creating relevant accounts and groups
- i. purchased goods from Ram Rs. 10,000
 - ii. purchased goods from Roshan Rs. 5000
 - iii. purchased goods from Mohan Rs. 20,000
 - iv. Sold goods to Leela Rs. 25,000
 - v. Sold goods to praveena Rs. 30,000
 - vi. sold goods to praveen Rs. 20,000

Step-1 :- Go to Gateway of tally → Alt+F3 → company info → create a company ←

Step-2 :- Go to Gateway of tally → Press F11 key → Accounting features → maintain Accounts only (Yes) ←

~~Step-3 :- Go to Gateway of tally → Accounting info → Ledger info → Multiple Ledgers ←~~

Multiple ledger creation
under Group : All items

S.No.	Name of ledger	Under
1.	purchase Alc	purchase Accounts
2.	Ram Alc	Sundry creditors
3.	Roshan Alc	Sundry creditors
4.	Mohan Alc	Sundry creditors
5.	sales Alc	sales Accounts
6.	Leela Alc	Sundry Debtors
7.	praveena Alc	Sundry Debtors
8.	praveen Alc	Sundry Debtors

Step-4 :- Go to Gateway of tally → Accounting voucher

S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	purchase	F ₉	Dr - purchase a/c Cr - Ram a/c	10,000 -	 10,000
2.	purchase	F ₉	Dr - purchase a/c Cr - Roshan a/c	5000 -	 5000
3.	purchase	F ₉	Dr - purchase a/c Cr - Mohan a/c	20,000 -	 20,000
4.	sales	F ₈	Cr - sales a/c Dr - Leela a/c	25,000 -	 25,000
5.	sales	F ₈	Cr - sales a/c Dr - praveena a/c	30,000 -	 30,000
6.	sales	F ₈	Cr - sales a/c Dr - praveen a/c	20,000 -	 20,000

Step - 5 :- Go to Gateway of tally → Reports
→ Balance sheet → profit and
loss a/c ←

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Balance sheet

ABC		ABC	
Liabilities	as at 1-Apr-2021	Assets	as at 1-Apr-2021
Capital account		Current Assets	75,000
Loans (Liability)			
Current Liabilities	35,000		
Profit & Loss A/c	40,000		
opening Balance			
current period	40,000		
Total	75,000	Total	75,000

Profit & Loss A/c

ABC		ABC	
Particulars	as at 1-Apr-2021	Particulars	as at 1-Apr-2021
Purchase Accounts	35,000	Sales accounts	75,000
Gross profit c/o	40,000		
	75,000		75,000
Nett profit	40,000	Gross profit b/f	40,000
Total	40,000	Total	40,000

22. From the information given below prepare profit and loss account & Balance sheet

Salaries	70,000	Purchases	84,000
Rent	30,000	Machinery	81,000
Stationary	5,000	Capital	6,00,000
Cash	45,000	Commission received	10,000
Furniture	4,60,000	Sales	1,65,000

Adjustments : outstanding Rent Rs. 1000,
depreciation on furniture @ 5%, Machinery @ 4%

Step-1 :- Go to Gateway of tally → Alt + F3 →
company info → create a company ←

Step-2 :- Go to Gateway of tally → press F11
key → Accounting features → maintain
Accounts only (yes) ←

Step-3 :- Go to Gateway of Tally → Accoun-
-ting info → ledger info → Multiple
ledger ←

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Multiple Ledger creation
under Group : All items

S.No.	Name of Ledger	under	opening Balance Dr/cr
1.	Salaries Alc	Indirect expenses	70,000
2.	Rent Alc	Indirect expenses	30,000
3.	Stationery Alc	Indirect expenses	5,000
4.	Furniture Alc	Fixed Assets	4,60,000
5.	cash Alc	cash-in-hand	45,000
6.	purchases Alc	purchase accounts	84,000
7.	Machinery Alc	Fixed Assets	81,000
8.	capital Alc	capital account	6,00,000
9.	commission received Alc	Indirect Incomes	10,000
10.	sales	Sales accounts	1,65,000
11.	outstanding expenses	current liability	
	Depreciation	Indirect expenses	

Step - 4 :- Go to Gateway of tally → Accounting vouchers ←

S.No.	voucher type	voucher key	voucher	Amount	Amount
1.	Journal	F ₇	Dr - Rent A/c Cr - outstanding A/c	1000 -	- 1000
2.	Journal	F ₇	Dr - Depreciation A/c Cr - Furniture A/c	23,000 -	- 23,000
3.	Journal	F ₇	Dr - Depreciation A/c Cr - Machinery A/c	3,240 -	- 3,240

Step - 5 :- ~~Go to Gateway of tally → Reports~~
→ Balance sheet and profit and loss a/c ←

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Balance sheet

XYZ		XYZ	
Liabilities as at 1-Apr-2021		Assets as at 1-Apr-2021	
capital account	6,00,000	Fixed Assets	5,14,760
Loans(Liability)		current Assets	45,000
current Liabilities	1000		
profit & loss A/c	(-) 41,240		
opening Balance			
current period	41,240		
<u>Total</u>	<u>5,59,760</u>	<u>Total</u>	<u>5,59,760</u>

step 5 :-
→ Balance sheet and profit and loss A/c

profit and loss a/c

XYZ		XYZ	
particulars For 1-Apr-2021		Particulars For 1-Apr-2021	
Purchase Accounts	84,000	Sales Accounts	1,65,000
Purchases	84,000	Sales	1,65,000
Gross profit c/o	81,000		
	<u>1,65,000</u>		<u>1,65,000</u>
Indirect expenses	1,32,240	Gross profit b/f	81,000
Depreciation	26,240	Indirect Incomes	10,000
Rent	31,000	commission received	10,000
Salaries	70,000	Nett loss	41,240
Stationery	5,000		
	<u>1,32,240</u>		<u>1,32,240</u>
Total	1,32,240	Total	1,32,240

Teacher's Signature _____

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23. From the following ledger balances of Ayaan Ltd., prepare Trading and P & L a/c for the year ending 31-3-2018 and a balance sheet as at that date.

particulars	Amount
cash-in-hand	15,000
cash-at-bank	6,100
Rent	3,600
wages	10,000
	500
Bad debts	68,000
Plant and Machinery	21,000
opening stock	6000
salaries	1,80,000
Land and Buildings	18,000
Furniture	80,000
P & L a/c on 1-4-2009	2,00,000
share capital 20,000 equity shares @ 10/-	20,000
sundry creditors	20,500
Bills payable	10,000
Sales	2,70,000

step-1 :- Go to Gateway of tally → Alt + F3 → company info → create a company

step-2 :- Go to Gateway of tally → press F11 key → Accounting features → maintain accounts only (Yes)

step-3 :- Go to Gateway of tally → Accounting info → ledger info → multiple ledger

Multiple ledger creation
under Group : All items

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S.No.	Name of Ledger	under	opening Balance Dr/cr
			15,000 Dr
1.	cash-in-hand	cash-in-hand	6,100 Dr
2.	cash-at-bank	Bank Accounts	3,600 Dr
3.	Rent Alc	Indirect expenses	10,000 Dr
4.	wages Alc	Direct expenses	500 Cr
5.	Bad Debts Alc	provisions	68,000 Dr
6.	plant & machinery	Fixed Assets	21,000 Dr
7.	opening stock	Stock-in-hand	6,000 Dr
8.	salaries Alc	Indirect expenses	1,80,000 Dr
9.	Land & Buildings	Fixed Assets	18,000 Dr
10.	Furniture Alc	Fixed Assets	80,000 Cr
11.	P & L on 1-4-2009	primary	2,00,000 Cr
12.	capital Alc	capital Account	20,500 Cr
13.	creditors	sundry creditors	10,000 Cr
14.	Bills payable	current Liabilities	2,70,000 Cr
15.	Sales Alc	sales Accounts	2,74,300 Dr
16.	Purchase Alc	Purchase Accounts	

Step-4 :- Go to Gateway of Tally Reports
Balance sheet

Balance sheet		Balance sheet	
Ayaan		Ayaan	
Liabilities as at 31-03-2008		Assets as at 31-03-2008	
Capital Account	2,00,000	Fixed Assets	2,66,000
Loans (Liability)		Current Assets	21,100
Current Liabilities	31,000	Difference in	
Profit & Loss A/c 1-4-2009	3,30,400	Opening Balance	2,74,300
Opening Balance	80,000		
Current period	2,50,400		
<u>Total</u>	<u>5,61,400</u>	<u>Total</u>	<u>5,61,400</u>

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Profit and Loss A/c

Ayaan		Ayaan	
particulars	For 31-3-2018	particulars	for 31-3-2018
Direct Expenses	10,000	Sales Accounts	2,70,000
Gross profit c/o	2,60,000		<u>2,70,000</u>
	<u>2,70,000</u>		
Indirect Expenses	9,600	Gross profit b/f	2,60,000
Nett profit	2,50,400		
Total	<u>2,60,000</u>	Total	<u>2,60,000</u>

~~Verified~~
~~Self~~

Total 2,50,400

Total