

JAMAL MOHAMED COLLEGE (Autonomous)

**Accredited (3rdCycle) with 'A' Grade by NAAC
(Affiliated to Bharathidasan University)**

Tiruchirappalli - 620 020

PG & RESEARCH DEPARTMENT OF COMMERCE (SF-MEN)



Tally ERP 9 - Practical's (20PCO2CC8P)



SINCE 1951

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Semester	Code	Course	Title of the Course	Hours	Credits	Max. Marks	Internal marks	External marks
II	20PCO2CC8 P	Core – VIII	TALLY ERP 9 – PRACTICAL	6	4	100	20	80

Course Outcomes

At the completion of this course, the students will be able to

- CO 1** demonstrate knowledge of ERP software package and to prepare the Final accounts of a concern with Tally Software
- CO 2** Prepare the necessary reports with relevance to an organization dealing with goods using Tally ERP
- CO 3** Apply the principles of accounting in preparing Bank Reconciliation statement and to create cheque printouts in Computerised accounting environment
- CO 4** Create Wage and Salary administration strategies mechanically with the help of Tally software for an organization which had TDS and also ESI and PF contributions
- CO 5** Practice GST compliance in which the intrastate and interstate supply of goods are made and prepare and upload GST Returns and upload them to GST portal

Unit I

18 hours

Introduction to Tally ERP 9 – Company: Creation, Selection, Shutting up and Alteration – F 11 Features & F 12 Configurations – Accounting Masters - Ledgers and Groups: Creation, Display, Alteration & Deletion in Single and Multiple options – Pre-defined Groups – Preparation of Trial balance – Entering Closing Stock – Accounting Vouchers: Accounts Only Mode - - Preparation of Final Accounts – Adjustment Entries – # **Displaying Financial Statements and Reports #**

Unit II

18 hours

Inventory Masters : Stock Group - Stock Category - Stock Item - Creation, Display, Alteration & Deletion in Single and Multiple options - Unit of Measurement – Godown: Single & Multiple Godowns – Inventory Vouchers - Passing Different Accounting Vouchers - Order Processing – Purchase and Sales Order - Cost Centres and Cost Categories – Usage in Transactions – # **Creations of Item Invoice and Accounting Invoice #**

Unit III

18 hours

Banking Module: Cheque Printing – Single and Multiple Mode – Cancellation of a Cheque – Deposit Slip – Payment Advice – Cheque Register - Bank Reconciliation Statement – Preparation of BRS – From Cash Book to Pass Book and vice versa – Using Overdraft Balance in BRS – Interest Calculation: Simple Mode and Advanced Mode

Unit IV

18 hours

Payroll Administration: Configuration and Activation – Employee Masters – Attendance / Production Types - Payroll Units – Pay Heads – Salary Processing – Accounting for Employer Contribution towards PF & ESI – Generation of Attendance Sheet & Payslip - Tax Deducted at Source – TDS Masters – Configuring TDS at Group Level and Ledger Level – Making Payment to Government – Generation of TDS Reports – # **E-Filing #**

Unit – V
hours

18

Introduction to Goods and Services Tax – Transfer of Input Tax Credit to GST – Intrastate – Interstate Supply – Inward & Outward Supply – Purchase Returns & Sales Returns – Generating GSTR 1 & GSTR 2 – Input Tax Credit Set Off – Modes of Payment – Exporting the GSTR 1 Return and uploading in GST portal.

Case Studies in All Units – For Teaching Purpose Only

.....# Self Study Portion

Bank Reconciliation Statement

Problem

Investment capital Rs. 200000 on 1-4-2022
Deposit into bank Rs. 50000 on 1-4-2022
Paid to Ramesh by cheque Rs. 5000
Paid to Kumar by cheque Rs. 3000
Paid to Devi by cheque Rs. 4000
Cheque received from Kavi Rs. 7000
Cheque received from Kala Rs. 4500
Cheque received from Mani Rs. 6000
As per the cash book
Cheque Deposit into bank on 2-4-2022 by/of

Ramesh on 1-4-2022 Devi on 1-4-2022
Kavi on 2-4-2022 Mani on 2-4-2022

Procedure:

Company creation → Change period and date
GWT → Accounts Info. → Create necessary Ledger
Such as:

Name	Under
Capital	Capital A/c
Bank	Bank A/c
Ramesh	Sundry Creditor
Kumar	Sundry Creditor
Devi	Sundry Creditor
Kavi	Sundry Debtor
Kala	Sundry Debtor
Mani	Sundry Debtor

GWT → Accounting Voucher → Enter Receipt (F6)
Enter Contra (F4)
Enter Payment (F5)

Result:

GWT → Display → Account Books → Cash/Bank Book → Click Enter Twice → Click F5 for reconcile → Enter the given date of the cheque for both the payment and receipt (sundry debtors and creditors cheques).

Click F5 to view the reconcile status of the bank

Investment capital Rs. 200000 on 1-4-2022

Accounting Voucher Alteration (Secondary)		BRS E Content LA	Ctrl + M	F1: Inventory Vouchers
Receipt No. 1			1-Apr-2022	F2: Date
			Friday	F3: Company
Particulars		Debit	Credit	
To Capital			2,00,000.00	F4: Contra
	Cur Bal: 2,00,000.00 Cr			F5: Payment
By Cash		2,00,000.00		F6: Receipt
	Cur Bal: 2,00,000.00 Dr			
Narration:				I: Post-Dated
Invested capital Rs. 200000 for business		2,00,000.00	2,00,000.00	L: Optional

Deposit into bank Rs. 50000 on 1-4-2022

Accounting Voucher Alteration (Secondary)		BRS E Content LA	Ctrl + M	F1: Inventory Vouchers
Contra No. 1			1-Apr-2022	F2: Date
			Friday	F3: Company
Particulars		Debit	Credit	
To Cash			50,000.00	F4: Contra
	Cur Bal: 1,50,000.00 Dr			F5: Payment
By Bank		50,000.00		F6: Receipt
	Cur Bal: 50,000.00 Dr			
Narration:				I: Post-Dated
Cash deposited into bank Rs. 50000		50,000.00	50,000.00	L: Optional

Paid to Ramesh by cheque Rs. 5000

Accounting Voucher Alteration (Secondary)		BRS E Content LA	Ctrl + M	F1: Inventory Vouchers
Payment No. 1			1-Apr-2022	F2: Date
			Friday	F3: Company
Particulars		Debit	Credit	
By Ramesh		5,000.00		F4: Contra
	Cur Bal: 5,000.00 Dr			F5: Payment
To Bank			5,000.00	F6: Receipt
	Cur Bal: 45,000.00 Dr			F7: Journal
Narration:				I: Post-Dated
Paid to Ramesh by Cheque		5,000.00	5,000.00	L: Optional
Q: Quit A: Accept D: Delete X: Cancel				F11: Features
				F12: Configure
Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary)				Ctrl + N
				© Tally Solutions Pvt Ltd., 1988-20 Mon, 13 Feb, 2022 12:33:37

Paid to Kumar by cheque Rs. 3000

Accounting Voucher Creation		BRS E Content LA	Ctrl + M	F1: Inventory Vouchers
Payment No. 2			1-Apr-2022	F2: Date
			Friday	F3: Company
Particulars		Debit	Credit	
By Kumar		3,000.00		F4: Contra
	Cur Bal: 3,000.00 Dr			F5: Payment
	On Account 3,000.00 Dr			F6: Receipt
To Bank			3,000.00	F7: Journal
	Cur Bal: 42,000.00 Dr			
Narration:				I: Post-Dated
Paid to Kumar by Cheque		3,000.00	3,000.00	L: Optional
				Accept ?

Paid to Devi by cheque Rs. 4000

Accounting Voucher Creation		BRS E Content LA		Ctrl + M
Payment No. 3				1-Apr-2022 Friday
Particulars		Debit	Credit	
By Devi		4,000.00		
<i>Cur Bal: 4,000.00 Dr</i>				
On Account		4,000.00 Dr		
To Bank			4,000.00	
<i>Cur Bal: 38,000.00 Dr</i>				
Narration:		4,000.00	4,000.00	
Paid to Devi by Cheque				Accept ?

Cheque received from Kavi Rs. 7000

Accounting Voucher Creation		BRS E Content LA		Ctrl + M
Receipt No. 2				1-Apr-2022 Friday
Particulars		Debit	Credit	
To Kavi			7,000.00	
<i>Cur Bal: 7,000.00 Cr</i>				
On Account		7,000.00 Cr		
By Bank		7,000.00		
<i>Cur Bal: 45,000.00 Dr</i>				
Narration:		7,000.00	7,000.00	
Cheque received from Kavi Rs 7000				Accept ?
				Yes or No

Cheque received from Kala Rs. 4500

Accounting Voucher Creation		BRS E Content LA		Ctrl + M
Receipt No. 3				1-Apr-2022 Friday
Particulars		Debit	Credit	
To Kala			4,500.00	
<i>Cur Bal: 4,500.00 Cr</i>				
On Account		4,500.00 Cr		
By Bank		4,500.00		
<i>Cur Bal: 49,500.00 Dr</i>				
Narration:		4,500.00	4,500.00	
Cheque Received from Kala Rs. 4500				Accept ?
				Yes or No

Cheque received from Mani Rs. 6000

Accounting Voucher Creation		BRS E Content LA		Ctrl + M
Receipt No. 4				1-Apr-2022 Friday
Particulars		Debit	Credit	
To Mani			6,000.00	
<i>Cur Bal: 6,000.00 Cr</i>				
On Account		6,000.00 Cr		
By Bank		6,000.00		
<i>Cur Bal: 55,500.00 Dr</i>				
Narration:		6,000.00	6,000.00	
Cheque received from Mani Rs. 6000				Accept ?
				Yes or No

Result:

As per the cash book

Deposit into bank on 2-4-2022

Ramesh on 1-4-2022

Devi on 1-4-2022

Kavi on 2-4-2022

Mani on 2-4-2022

GWT -> Display -> Account Books -> Cash/Bank Book -> Click Enter Twice -> Click F5 for reconcile -> Enter the given date of the cheque for both the payment and receipt (sundry debtors and creditors cheques).

Bank Reconciliation		BRS E Content LA		Ctrl + M				
Ledger: Bank		(Reconciliation)		1-Apr-2022 to 30-Apr-2022				
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2022	Cash	Contra	Same Bank Transfer		1-4-2022		50,000.00	
1-4-2022	Ramesh	Payment	Cheque		1-4-2022	2-4-2022		5,000.00
1-4-2022	Kumar	Payment	Cheque		1-4-2022			3,000.00
1-4-2022	Devi	Payment	Cheque		1-4-2022	2-4-2022		4,000.00
1-4-2022	Kavi	Receipt	Cheque/DD		1-4-2022	2-4-2022	7,000.00	
1-4-2022	Kala	Receipt	Cheque/DD		1-4-2022		4,500.00	
1-4-2022	Mani	Receipt	Cheque/DD		1-4-2022	2-4-2022	6,000.00	
Balance as per company books:							55,500.00	
Amounts not reflected in bank:							54,500.00	3,000.00
Balance as per bank:							4,000.00	

Accept ?
 Yes or No

Q: Quit D: Delete Unlinked D: Delete All Unlinked Enter: Alter Enter: Display

Click F5 to view the reconcile status of the bank

Bank Reconciliation		BRS E Content LA		Ctrl + M				
Ledger: Bank		(Reconciliation)		1-Apr-2022 to 30-Apr-2022				
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2022	Cash	Contra	Same Bank Transfer		1-4-2022		50,000.00	
1-4-2022	Kumar	Payment	Cheque		1-4-2022			3,000.00
1-4-2022	Kala	Receipt	Cheque/DD		1-4-2022		4,500.00	
Balance as per company books:							55,500.00	
Amounts not reflected in bank:							54,500.00	3,000.00
Balance as per bank:							4,000.00	

Q: Quit D: Delete Unlinked D: Delete All Unlinked Enter: Alter Enter: Display