

## INTRODUCTION TO ACCOUNTING PACKAGES: Tally

### Structure

#### 3.1 Introduction

#### 3.2 Objectives

#### 3.3 Getting started with Tally

##### 3.3.1 Creating Company

##### 3.3.2 Role of Buttons

#### 3.4 Creating Accounts

##### 3.4.1 Groups

##### 3.4.2 Ledger

#### 3.5 Vouchers

##### 3.5.1 Voucher entry

##### 3.5.2 Role of Buttons in Voucher Entry Screen

#### 3.6 Report Creation

##### 3.6.1 Displaying Balance Sheet

##### 3.6.2 Displaying Profit and Loss Account

##### 3.6.3 Displaying Trial Balance

#### 3.7 Exercise

#### 3.8 Suggested Readings

### 3.1 Introduction

Tally is a software package- an accounting package which is used for maintaining accounts electronically. Below are given some general features of Tally:

- It maintains all the primary books of accounts, like cash book and bank book.
- It maintains all registers like purchase register, sales and journal registers.
- It maintains all statement of accounts like balance sheet, profit and loss account, trial balance, cash flow and stock statement.
- It can maintain outstanding reports.

- It can provide report for any range of dates or for a particular date only.
- It provides complete bill-wise information of amounts receivables as well as payable either party-wise or group-wise.
- It provides the facility of bank reconciliation.

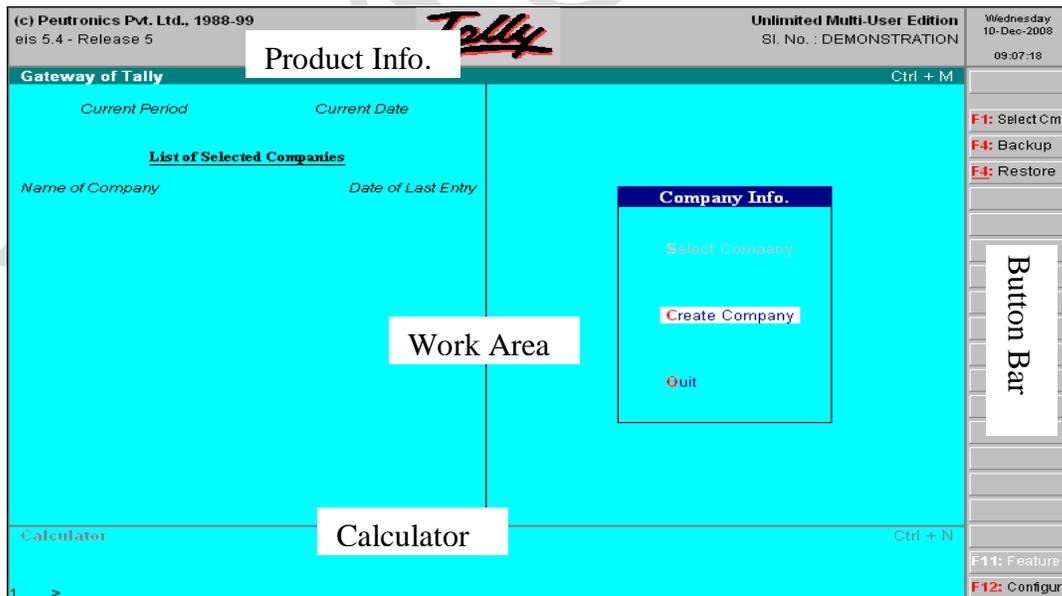
### 3.2 Objectives

After going through this unit, students should be able to:

- Maintain all registers like purchase register, sales and journal registers.
- Maintain all statements of accounts like balance sheet, profit and loss account, trial balance, cash flow and stock statement.
- Reconcile bank books.
- Produce reports.

### 3.3 Getting started with Tally

Start Tally either by clicking on the shortcut **icon** on the desktop or go to **Start** menu and look for Tally in **All programs** and click the proper option. Once Tally is started, home page of Tally called '**Gateway of Tally**', as shown below will be displayed.



The

'Gateway of Tally' screen is divided into four parts as labeled in the figure above.

1. **Product Info.**: Displays information about Tally Version and Release, Current Day, Date and Time and the type of Software like Single User or Multi-user.
2. **Work Area.** At the Gateway, the Work Area is broadly divided into two sections. The right side contains the Menu, where you can choose various options to work with Tally. The left hand side displays a list of Selected Companies, Current Period (Financial Period) and Current Date.
3. **Calculator.** You can work with either the Work area in Tally or with the Calculator at any time but not with both of these concurrently. By default the Work Area becomes active when we start Tally. To switch to the Calculator, once we need to perform some calculations, we press Ctrl+N keys and to switch back to the work area we press Ctrl+M keys.
4. **Button Bar.** On the right side of the Work Area, you will find the Button Bar containing various labeled buttons to perform different functions as reflected by the label. We can either click a button to perform a function or press a key or combination of keys from the keyboard. Different Buttons available at the Gateway of Tally Screen are:
  - i) **F1**: Used to select a company from a list of companies.
  - ii) **F4**: Used to take Backup of any company.
  - iii) **F4**: Used to restore any Backed Up company.
  - iv) **F11 and F12**: Explained later.

### 3.3.1 Creating Company

On the home page of tally screen 'Create Company' and 'Select Company' options are available under the title 'Company Info'. If you have already created a company, then select the 'Select Company' option and choose the company to load it otherwise to create a company you would click at 'Create Company' option. A new window (shown below) will appear with various items on the screen, the important ones being discussed below:

(c) Peatronics Pvt. Ltd., 1988-99 eis 5.4 - Release 5		<b>Tally</b>		Unlimited Multi-User Edition SI. No. : DEMONSTRATION		Thursday 11-Dec-2009 07:54:31	
<b>Company Creation</b> <span style="float: right;">Ctrl + M</span>							
Name	:	[REDACTED]					
Mailing Name	:	[REDACTED]					
Address	:	[REDACTED]					
Income-Tax Number	:	[REDACTED]					
Local Sales Tax Number	:	[REDACTED]					
Inter-state Sales Tax Number	:	[REDACTED]					
Currency Symbol	:	Rs					
Maintain	:	Accts-with-Inv					
Financial Year from	:	1-4-2008					
Books beginning from	:	1-4-2008					
Use Security Control	:	No					
<b>Base Currency Information</b>							
Base Currency Symbol	:	Rs					
Formal Name	:	Rupees					
Number of Decimal Places	:	2					
Is Symbol SUFFixed to Amounts?	:	No					
Show Amounts in Millions?	:	No					
Put a SPACE between Amounts and Symbol?	:	Yes					
Tally 5.4 - Release 5							

1. **Name:** Name of the Company to be created.
2. **Mailing Name:** By default, same as the name of the company. You can give some other name.
3. **Address:** Type the postal address of the company. There is no restriction on the number of lines.
4. **Income Tax number:** Type in the TIN number assigned to you.
5. **Local Sales Tax Number:** Type in the Local Sales Tax Number and date, if the Company is registered under Sales Tax Act.
6. **Inter State Sales Tax Number:** Type in the Central sales tax Number and date if applicable to your company.
7. **Currency symbol:** Choose the currency symbol to be used for accounts in the company.
8. **Maintain:** In tally accounts can be maintained in two different ways:
  - Accounts only
  - Accounts with inventory
9. **Financial Year From:** Enter the beginning date of the financial year for your company like 1-Apr-2008.
10. **Books Beginning From:** Enter the actual date from which your books begin.
11. **Use security control:** This option provides security control to your company accounts by offering a comprehensive pass-based access control.

In the Bottom part of the screen, following information is to be entered:

12. **Base Currency Symbol:** The currency symbol entered at the top part of the screen is shown here which can not be altered.
13. **Formal name (for currency):** Use a currency name for the symbol used e.g. Rupees for Rs.
14. **Number of Decimal Places:** Type in the number of decimal places for the currency to represent the fractional part e.g. Paise, cents etc.

**15. Is Symbol Suffixed to Amounts:** To put currency symbol after amount, say Yes e.g. 1000\$ else say No.

**16. Show amount in millions:** Choose Yes if the amount is to be shown in Millions else choose No.

**17. Put a space between amounts and symbol:** Choose Yes if you want to put a space between the amount and the symbol else say No.

After filling all the required information press **Enter**. A window will appear asking for confirmation. Press **Yes** for acceptance. The next window is as follow:

The screenshot shows the 'Company Creation' window in Tally. The window title is '(c) Peutronics Pvt. Ltd., 1988-99 eis 5.4 - Release 5' and 'Tally Unlimited Multi-User Edition SI. No. : DEMONSTRATION'. The window contains the following fields:

Name	: Crescent Technologies
Mailing Name	: Crescent Technologies
Address	: Pattan, Baramulla-193121
Income-Tax Number	:
Local Sales Tax Number	:
Inter-state Sales Tax Number	:
Currency Symbol	: Rs
Maintain	: Accts-with-Inv
Financial Year from	: 1-4-2008
Books beginning from	: 1-4-2008
Use Security Control	: No

**Base Currency Information**

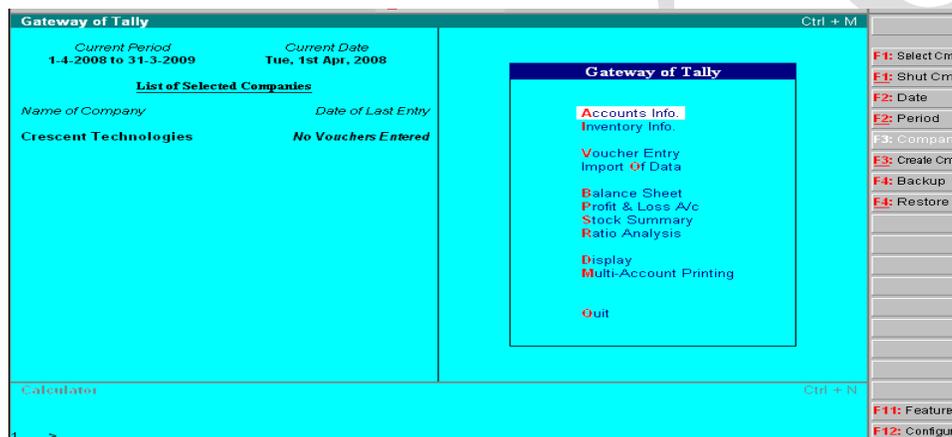
Base Currency Symbol	: Rs
Formal Name	: Rupees
Number of Decimal Places	: 2
Is Symbol SUFFIXED to Amounts ?	: No
Show Amounts in Millions	: <input type="checkbox"/>
Put a SPACE between Amounts and	: <input type="checkbox"/>

Accept ?  
Yes No  
Ctrl + N

Once the Company is created, the heading 'Company Info' contains some new options. These options are as follows:

- Select Company:** This option permits you to load any company, which was created earlier, from the list of companies listed.
- Shut company:** It allows you to exit from the companies not in use, from the dialogue box.
- Create company:** Allows you to create a company.
- Create Group Company:** When we select multiple companies, this option is activated. You can create a Group Company to get consolidated accounts of multiple companies.
- Alter:** It allows you to change the information of an existing company filled at the time of creation of the company.

- f. **Change Tally vault:** To change the password assigned at the time of creating the company.
- g. **Split company data:** Split a company to form two companies. In this process the closing balance of the first company will become the opening balance for the second company.
- h. **Backup:** This option allows the user to take backup either on local hard disk or any other external media. The backup of one or more companies can be taken under a single directory.
- i. **Restore:** Used to restore the data of a backup company.



**Role of Buttons/Function Keys:**

The right hand Tally screen area contains various buttons, they perform various useful functions such as:

**F1 (Select Company):** Used to select company or companies from a list of available companies and add them to the list of Active Companies.

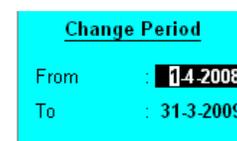
**F1 (Shut Company):** Enables you to shut or exit the selected company from the list of active companies.

**F2 (Date):** All vouchers entered have the current date shown at the ‘Gateway of Tally’. To change this Current we click this Button to get the Current Date window as shown.



Date

**F2 (Period):** To change the Current period of the company, this button. A window as shown will be displayed to change



click the

financial period of a company.

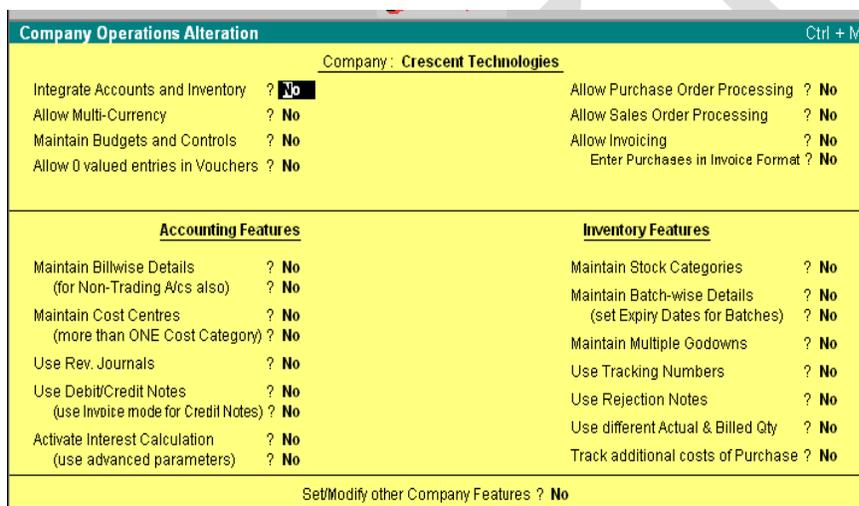
**F3 (Company):** To make a company active from the list of selected companies, click this button. It becomes active when more than one company is selected.

**F3 (Create Company):** Is used to create a new company, if not already created.

**F4 (Backup):** Same function as enumerated above.

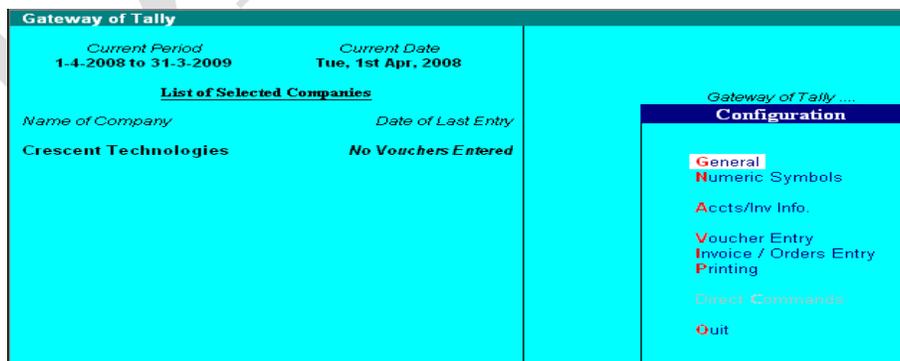
**F4 (Restore):** Already discussed above.

**F11 (Features):** The different features of a company can be selected or modified by F11 button. This button is available in almost all screens of Tally with slight variations for each screen. Features Screen at the 'Gateway of Tally' is shown here.



**F12**

**(Configure):** Used to configure the various characteristics of the company including both general as well as specific characteristics as shown in following window. It is common to all the companies.

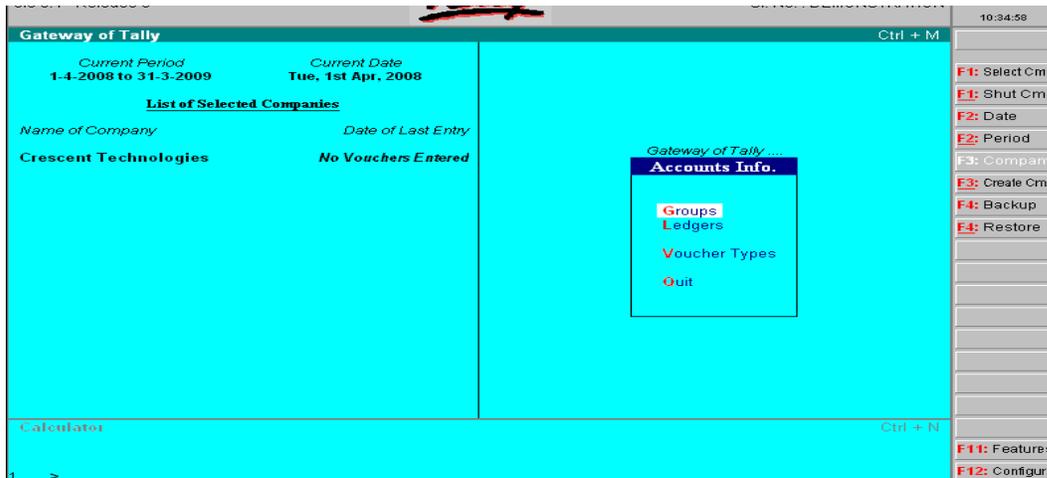


### 3.4 Creating Accounts

## Accounting Package: Tally

Once the company has been created, the next step is to open the accounts. This can be done in the following way:

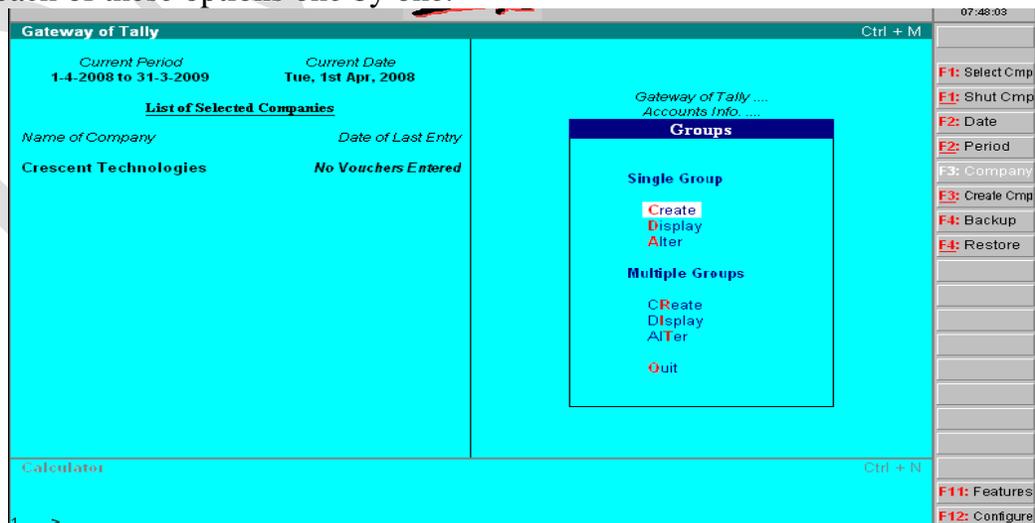
1. Select a company from the list of companies created above.
2. The below shown gateway of Tally window appears:



The above listed options can be chosen either by mouse click or by pressing bold and capital key of respective field.

3. Select Account Info. option from the gateway of Tally. The following window will appear. This window contains the following options:
  - Group
  - Ledger
  - Voucher Type

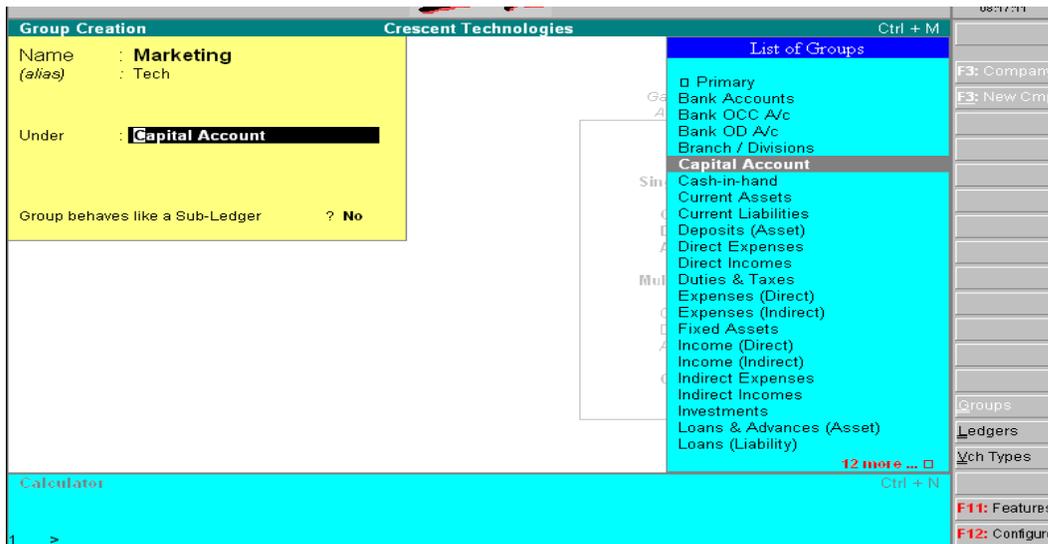
Let's explain each of these options one by one.



### 3.4.1 Groups:

This option creates a group company when the main company already exists. To create a group company use following steps:

1. Press groups to create Group Company.
2. Select create and press enter.



Tally

has 28 pre-defined Groups which can not be altered. Out of the 28 groups 15 are primary and 13 are secondary or sub-groups. We can create new groups of our choice also. These Groups are displayed at the time of creating an account to ask you under which Group the new account would be listed. The 'Display' option helps the user in displaying any account on the screen.

To change any information in the account, 'Alter' option is used. It can change the name of any reserved group but not its characteristics.



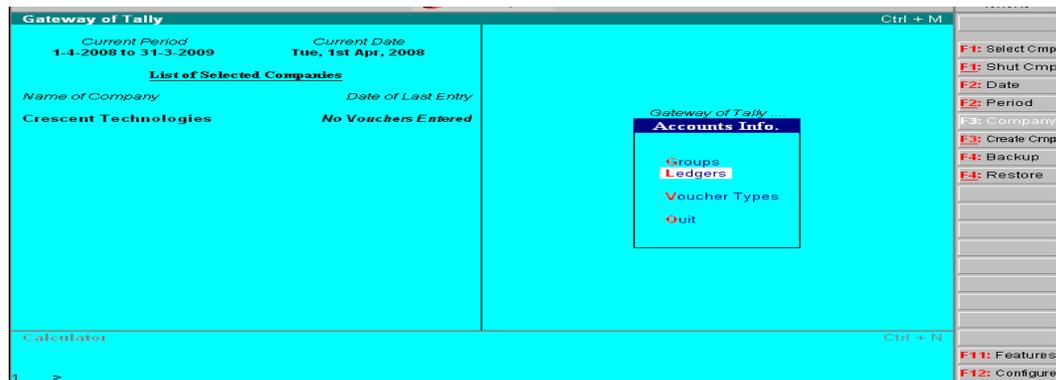
To delete a Group press 'Alt+D'. User confirmation is sought before permanently deleting a Group.

### 3.4.2 Ledger:

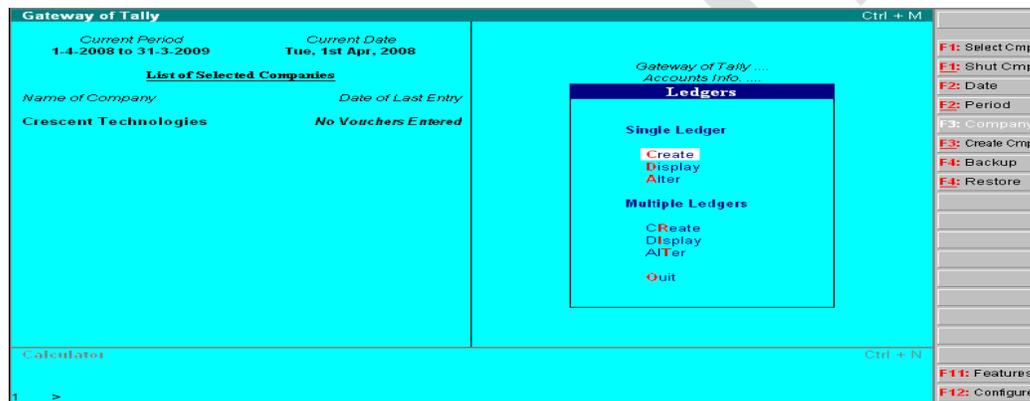
Ledgers are the actual account heads to which the transactions are identified. All voucher entries are made in this account. All ledgers must be grouped.

## Creating a Ledger

The steps for creating a ledger are:



1. Select 'Ledger' from 'Account Info'
2. Select 'Create'



3. Fill all the needed information viz.
  - a) Name
  - b) Alias (optional name for the ledger)
  - c) Under (Group name)
  - d) Opening balance (Zero for new company)

## e) Mailing and Related details

The screenshot shows the 'Ledger Creation' window in Tally. The ledger name is 'Furniture' with an alias. It is categorized under 'Deposits (Asset)'. The opening balance on 1-Apr-2008 is 500.00 Dr. The difference is also 500.00 Dr. The 'Mailing & Related Details' section is visible at the bottom, with fields for Name, Address, Income Tax No., and Sales Tax No. The window includes a 'Calculator' bar at the bottom and a right-hand menu with options like 'Company', 'New Cmp', 'Groups', 'Ledgers', 'Vch Types', 'Features', and 'Configure'.

You can display any ledger account on the screen by selecting 'Display' from the menu. 'Alteration' of group account allows you to change information in account format. You can change name of any group but not its characteristics.

You can delete a Ledger by pressing 'Alt+D' in the ledger 'Alteration Screen'. Before, permanently deleting the ledger, User confirmation is sought.

To create a ledger, let's take a practical example of the transactions shown below.

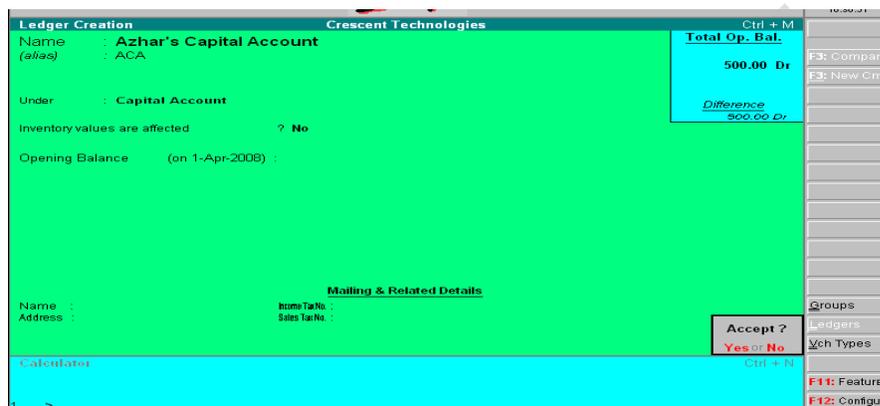
2008		Rs
April 1	Azhar started business with cash	5000
"" 2	Deposit in the Bank	500
"" 3	Furniture purchased for cash	200
"" 5	Purchased goods for cash	400
"" 8	Purchased goods from M/s Comptech on credit	1000
"" 16	Goods sold to M/s Babbage Computers for cash	600
"" 24	Goods sold on credit to Farooq	300
"" 28	Received cash from Farooq	300
"" 30	Paid Rent	100
"" 30	Paid Salary	200

In the first transaction, there are two accounts- real cash account and personal, Azhar's capital account. So we need to create two ledgers but the cash ledger exists by default, so we need to create only the capital account ledger. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create

## Accounting Package: Tally

5. Type 'Azhar's Capital Account'
6. Press <Enter>
7. Select capital account from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select No as the capital wont effect inventory
9. Press 'Y' for acceptance



In the second transaction, there are two accounts- real cash account and personal, Bank account. So we need to create two ledgers but the cash ledger exists by default, so we need to create only one ledger named Bank. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create
5. Type 'Bank Account'
6. Press <Enter>
7. Select Bank account option from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select No as the account wont effect inventory
9. Enter the opening balance of the Bank account
10. Enter Name and Address of the Bank
11. Press 'Y' for acceptance

## Accounting Package: Tally

**Ledger Creation** Crescent Technologies

Name : **Bank Account**  
(alias)

Under : **Bank Accounts**  
(Current Assets)

Inventory values are affected ? **No**

Effective Date for Reconciliation ? **1-Apr-2008**

Opening Balance (on 1-Apr-2008) : **500.00 Dr**

**Total Op. Bal.**  
**1,000.00 Dr**

**Difference**  
**1,000.00 Dr**

**Mailing & Related Details**

Name : **J and K Bank**  
Address : **Hazrat Bal Sgr**

Income Tax No :  
Sales Tax No :

Accept ?  
Yes or No

Ctrl + M

F3: Company  
F3: New Cmp

Groups  
Ledgers  
Vch Types

F11: Features  
F12: Configure

Calculators

In the third transaction, there are two real accounts-cash account and the Furniture Account. So we need to open only one ledger named Furniture. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create
5. Type 'Furniture'
6. Press <Enter>
7. Select Fixed Assets option from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select Yes as the account will effect inventory
9. Press 'Y' for acceptance

In the fourth and fifth transactions, there are two real accounts-cash account and the Purchase Account and one personal account M/s Comptech. So we need to open two ledgers named Purchase and M/s Comptech. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create
5. Type 'Purchase'
6. Press <Enter>
7. Select Purchase Account from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select Yes as the account will effect inventory

## Accounting Package: Tally

9. Press 'Y' for acceptance
10. Press <Enter>, a new empty window of ledger creation will appear
11. Type M/s Comptech
12. Press <Enter>
13. Select Sundry Creditors from the 'List of Groups' Under option 'Under'
14. Press <Enter> and select No as the capital never effects inventory
15. Enter Name and Address of M/s Comptech
16. Press 'Y' for acceptance

In the sixth and seventh transactions, there are two personal accounts-M/s Babbage Computers and the Farooq and one real account-cash. So we need to open two ledgers of personal accounts. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create
5. Type 'M/s Babbage computers'
6. Press <Enter>
7. Select Sundry debtors from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select No as the account wont effect inventory
9. Enter Name and Address of M/s Babbage Cmputers
10. Press 'Y' for acceptance
11. Press <Enter>, a new empty window of ledger creation will appear
12. Type 'Farooq'
13. Press <Enter>
14. Select Sundry Debtors from the 'List of Groups' Under option 'Under'
15. Press <Enter> and select No as the capital will not effect inventory
16. Enter Name and Address of Farooq
17. Press 'Y' for acceptance

In the ninth and tenth transactions, there are two nominal accounts-Rent and Salary account and one real account-cash account. So we need to open two ledgers of nominal accounts. The steps are:

1. Come to 'Gateway of Tally'
2. Select 'Accounts Info'
3. Select Ledgers
4. Select Create
5. Type 'Rent'
6. Press <Enter>
7. Select Indirect Expenses from the 'List of Groups' Under option 'Under'
8. Press <Enter> and select No as it will never effect inventory
9. Press 'Y' for acceptance
10. Press <Enter>, anew empty window of ledger creation will appear
11. Type Salary
12. Press <Enter>
13. Select Indirect Expenses from the 'List of Groups' Under option 'Under'
14. Press <Enter> and select No as the account will never effect inventory
15. Press 'Y' for acceptance



### 3.5 Vouchers

In accounting, vouchers are the main input besides the opening balances which you put in the masters. Tally recognizes a number of vouchers, which can be used to enter first information of the transaction.

Vouchers are of different types. Some of them are pre-defined in the Tally program. Some general vouchers are as follows:

- Sales Voucher

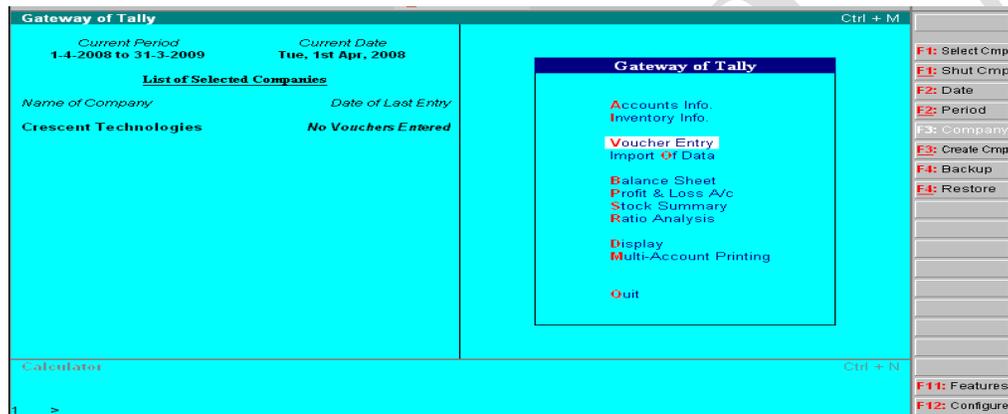
## Accounting Package: Tally

- Purchase Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher

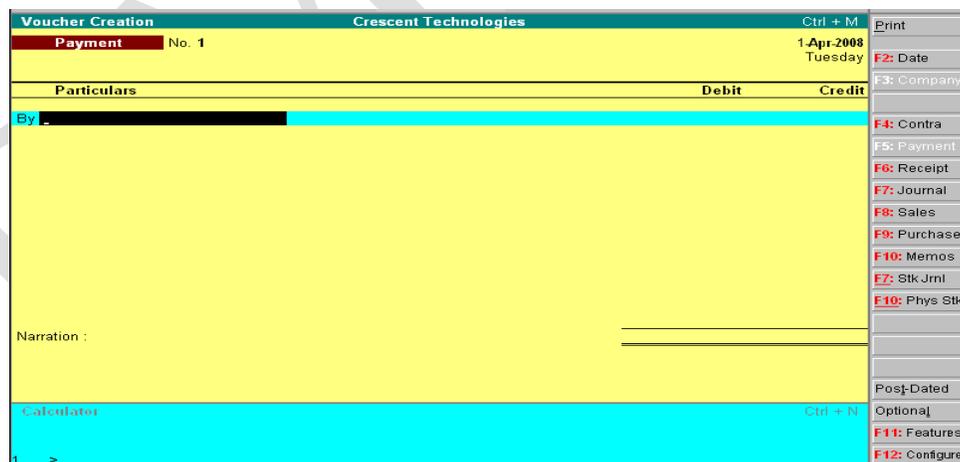
Other than the pre-defined vouchers of Tally, users can create vouchers of their own desire and requirement.

### 3.5.1 Voucher Entry

Voucher entry is done by selecting 'Voucher Entry' option from 'Gateway of Tally'.



The default voucher entry screen displayed is the 'Payment Voucher'. To change the screen for different voucher type, you can use Button Bar or Function Keys.



Voucher type entry is the mental work done by the operator not by the computer and it is totally based on the accounting concepts of a user. Let's analyze the voucher type in the following example taken up in the previous section.



Accounting Package: Tally

To Cash Account

Tally will ask some details of purchased goods. The new window is as shown above. The journal entry of the fifth transaction shows that the Company is receiving some goods for cash, it is a purchase voucher.

Purchase Account                      Dr.  
To M/s Comptech

The journal entry of the sixth transaction shows that the Company is receiving some money, it is a Sales voucher.

Cash Account                      Dr.  
To Sales Account

The journal entry of the seventh transaction shows that the Company is receiving some money, it is a Sales voucher.

Farooq                      Dr.  
To Sales Account

The journal entry of the Eighth transaction shows that the Company is receiving some money, it is a Receipt.

Cash Account                      Dr.  
To Farooq

The journal entry of the Ninth transaction shows that the Company is paying money, it is a Payment voucher.

Rent Account                      Dr.  
To Cash Account

The journal entry of the sixth transaction shows that the Company is paying money (salary), it is a Payment voucher.

Salary Account                      Dr.  
To Cash Account

### **Entering These Vouchers:**

#### **1. Receipt Voucher:**

1. Come to 'Gateway of Tally'

2. Select 'Voucher Entry'
3. In the window that appears, Press F6 or click F6 button to change the voucher type from default payment voucher to receipt voucher
4. The Receipt Voucher entry window as follows will appear

5. In front of 'To' write 'R', a list of related ledger will appear, select Azhar's Capital option
6. Enter the amount Rs. 5000 in credit
7. Press <Enter>
8. The 'By' column will appear, Write 'C', a list of will appear, choose the 'Cash option', the same amount will automatically filled in the debit column
9. The voucher screen will appear as follows:

## 2. Contra Voucher:

1. Come to 'Gateway of Tally'
2. Select 'Voucher Entry'

3. In the window that appears, Press F4 or click F4 button to change the voucher type from default payment voucher to Contra voucher
4. In front of 'To' write 'C', a list of related ledger will appear, select Cash option
5. Enter the amount Rs. 500 in credit
6. Press <Enter>
7. The 'By' column will appear, Write 'B', a list of will appear, choose the 'Bank option', the same amount will automatically filled in the debit column
8. The voucher screen will appear as follows:

Particulars		Debit	Credit
To Cash			500.00
Cur Bal : 500.00 Cr			
By Bank		500.00	
Cur Bal : 1,000.00 Dr			
Narration :		500.00	500.00

**Note:** Students are advised to enter all other vouchers in the same fashion making necessary changes wherever needed. The procedure is as simple as shown in the two examples above.

### 3.5.2 Role of Buttons/Function Keys in Voucher Entry Screen:

The function of various Buttons/Function keys in Voucher Entry Screen is enumerated below.

**F2:** Used to change the Date of the Voucher.

**Alt+F2:** Used to change the Voucher period.

**F3:** Used to switch to another loaded company and enter a voucher in that company.

**F4:** Used to change the Default Voucher type to Contra voucher.

**F5:** Used to create a Payment Voucher.

**F6:** Used to create a Receipt Voucher.

**F7:** Used to create Journal note like debit note.

**F8:** Used to create a Sales Voucher.

**F9:** Used to create a Purchase Voucher.

**F10:** Used to reverse Journal voucher and also to create memorandum.

**F11:** Used to change the various features.

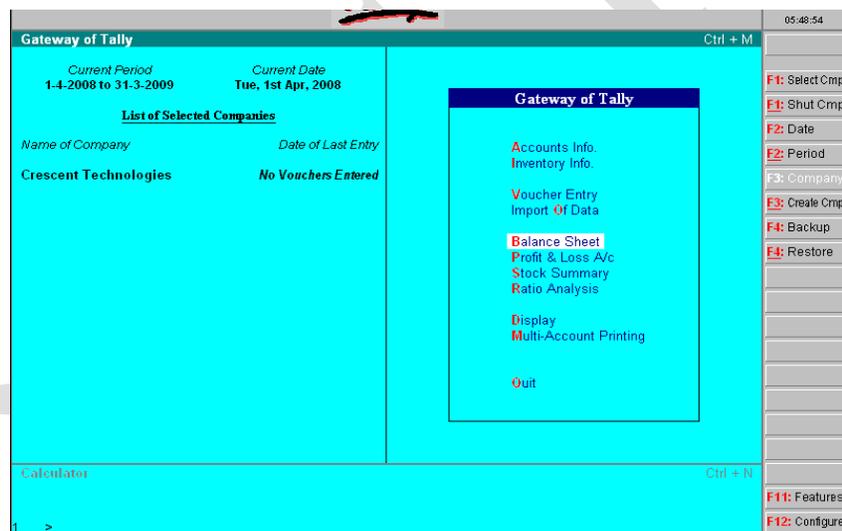
**Post Dated:** Used to make the current voucher post-dated.

**Optional:** Used to mark the current voucher optional.

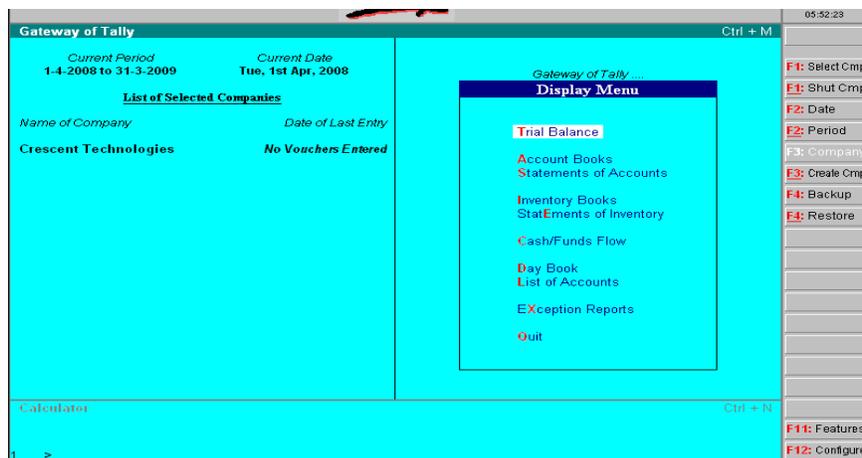
### 3.6 Report Creation

In Report Creation, Tally serves the purpose of putting all your data in the form of vouchers to get the comprehensive accounting reports. Tally uses the data and gives you reports in addition to all books and statements. Tally is real time; all reports are up-to-date at all times. The reports can be displayed as at the last voucher entered.

Tally provides you the facility to create different types of reports. But only the Balance Sheet and Profit and Loss account are displayed directly from the 'Gateway of Tally' as shown below:



Tally accords these two statements the highest importance. All other reports can be generated from the 'Display' option in the 'Gateway of Tally'. The 'Display menu is divided as shown below:



As can be seen from the menu, ‘displays’ are roughly organized into ‘Accounts Information Displays’ and ‘Inventory Information Displays’- confirming to the two major areas of operation. Each area is grouped separately into Books and Statements.

Books of account record the individual transaction details you entered through the vouchers. Although you may post items to many different ledgers, Tally brings all the transactions of one category together into a book of accounts for viewing and printing. For example the cash book records all the transactions affecting cash.

Financial statements on the other hand are still derived from individual transactions but tend to show summary totals, ratios and statistics, analyzing a company’s financial data in a wide variety of ways. Typical financial statements include the Balance sheet, Profit and Loss account and Cash flow analysis.

In each case when you display a report, you can go to the next level of detail by highlighting the item and pressing <Enter> and one can keep going until one reaches an individual voucher. To step back to a higher level, one can press Esc key. All the features associated with a particular report are indicated on the Button Bar and can be selected by clicking on the button.

All books are displayed first as a monthly summary with an opening and closing balances. To display all the transactions of the month, select the particular month and then press <Enter>. You can see the voucher by selecting the transaction.

### 3.6.1 Displaying Balance Sheet

The Balance Sheet gives the state of the financial affairs of a company on a given date. It lists the Assets and Liabilities based on the primary Groups of Tally. The Balance Sheet in Tally is instantly updated with every transaction in a voucher that is entered and saved.

Steps for creating a Balance sheet are:

1. Select ‘Gateway of Tally’
2. Select ‘Balance Sheet’



Profit and Loss				Crescent Technologies		Ctrl + M	08:47:42
Particulars		Crescent Technologies for 1-Apr-2008	Particulars	Crescent Technologies for 1-Apr-2008			
Indirect Expenses							
Net Profit							
Total			Total				
Calculator					Ctrl + N		

### 3.6.3 Displaying Trial Balance

The Trial Balance report provides account balance listing for all accounts for the company sorted according to groups with their respective closing balances. Steps for creating trial balance are:

1. Select 'Gateway of Tally'
2. Select 'Display'
3. Select 'Trial Balance'

You get a horizontal form of a Profit and Loss account window.

Trial Balance			Crescent Technologies		Ctrl + M	Print
Particulars	Crescent Technologies for 1-Apr-2008		Closing Balance			
	Debit	Credit				
Current Assets	500.00					
Dr. in Opening Balances		500.00				
Grand Total	500.00	500.00				
Calculator					Ctrl + N	

**Note:** Many other different types of reports can be generated in tally as depicted in the 'Display' screen of the 'Gateway of Tally'. Students are advised again to try their hands on other features available as the script can not supplement a Book that is needed to explain each and every feature of tally.

## 3.7 Exercise

### Q1. Answer the Following

- i) Tally is an \_\_\_\_\_ software package
- ii) The work area in the gateway of Tally is divided into \_\_\_\_\_ parts
- iii) To select a company from existing companies \_\_\_\_\_ key is used

- iv) To activate calculator, \_\_\_\_\_ keys are pressed together
- v) To get help in Tally \_\_\_\_\_ hotkey is used
- vi) \_\_\_\_ key is used to change the current date at the Gateway
- vii) To configure various options \_\_\_\_\_ key is used
- viii) F8 key is used to create \_\_\_\_\_ type of voucher
- ix) Alt+F2 keys are used to change \_\_\_\_\_ of a voucher
- x) \_\_\_\_ are the actual account heads to which transactions are done

**Q2. Answer the Following**

- i) Create and open many companies with different names?
- ii) What is role played by various Buttons in the 'Gateway of Tally' screen?
- iii) What are the various options available for company information?  
Explain?
- iv) What is a ledger in Tally?
- v) Create all the possible Ledgers in the example in the previous sections?
- vi) Delete a ledger that you have previously created?
- vii) Where and how can we make changes to a already created ledger?
- viii) What is a voucher? How can we enter vouchers in Tally?
- ix) Make various voucher entries left pending in the previous sections?
- x) What are the different types of Vouchers in Tally? How are these different from each other?
- xi) Write steps to change the date of a voucher in Tally?
- xii) Change the period of an existing voucher?
- xiii) What is a Report in Tally? What are its benefits?
- xiv) How can we create a Balance Sheet in Tally? Explain?
- xv) Generate a Profit and Loss account of the example done in the previous sections?
- xvi) What are the different types of Balance Sheets in Tally?

**3.8 Suggested Readings**

## Accounting Package: Tally

1. K.K. Nadhani, 'Implementing Tally', BPB Publications, New Delhi
2. N. Satyapal, Using Tally, Khanna Publications
3. Namrata Agarwal, Financial Accounting on Computers Using Tally, Dreamtech Press (P) Ltd.
4. Tally User Manual, Tally Solutions Pvt. Ltd.

DMS, KU