

teachoo.com

BASICS OF TALLY ASSIGNMENT

Faculty- [CA Maninder Singh Mb](#) - 9871714851, 9205065874



What is Tally?

Tally is a Software used to do Accounting

How is Accounting Done in Tally?

We have to just

1. Create Company
2. Make ledgers(accounts)
3. Pass Entries

Automatic Profit and Loss, Balance Sheet, Trial Balance is Prepared

How to Download Tally?

Educational Version can be downloaded free from

- Click <https://tallysolutions.com/download/>
- Click Download for Later
- Setup will be downloaded
- Click Setup
- Automatic Tally Icon on Desktop Appears
- Open Tally
- Click Work in Educational Company
- Click Select Co or Create New Co

How to Make Company

Click Comp Info-->Create Co-->Put Co Name and Address-->Save

Assignment:-

Make a Company in Tally for the Accounting of following company

Teachoo Tally Private Limited

83 Shankar Road New Delhi-10060 India

Tel No :-011-3232121,9898989211

Email:-accounts@teachoo.com

www.teachoo.com

Accounting is to be done for Financial Year 2017-18 (From 1 April 2017 to 31 March 2018)

How to Create Ledgers and pass Entries in Tally?

When we Create Company, 2 ledgers are already created by default

1. Cash Account
2. Profit and Loss Account.

All other ledgers have to be manually created before we can begin work in Tally

How to Make Ledgers in Tally

Click on Accounts Info -> Ledger -> Create

Shortcut- Type ALC

We have to Put Ledger Name and Select Under which Group or heading

What are Groups or Heading?

It helps Tally to determine type of Ledger (Whether ledger is an income or expense or Asset or liability)

it is necessary to put ledger in correct head or group so that Tally can account it properly

Example

Suppose we have to pass the entry

Telephone Expense Dr 2000

To Airtel 2000

In this case, we have to create 2 ledgers

1. Telephone Expense
2. Airtel

What Groups should be selected while making ledgers?

| Name of Ledger | Group |
|-------------------|------------------|
| Telephone Expense | Indirect Expense |
| Airtel | Sundry Creditors |

Which ledger in Which Group

For your ease, we have created a Ledger Group List which you can refer while making ledgers

Download from here

[https://www.teachoo.com/725/228/Tally-Ledger-Groups-List-\(Ledger-under-Which-Head-or-Group-in-Accounts/category/Ledger-Creation-and-Alteration/](https://www.teachoo.com/725/228/Tally-Ledger-Groups-List-(Ledger-under-Which-Head-or-Group-in-Accounts/category/Ledger-Creation-and-Alteration/)

Different Types of Entries in Tally

There are normally 6 types of entries or vouchers in tally

1. Purchase
2. Sales
3. Receipt
4. Payment
5. Contra
6. Journal

We have to Select Correct type of voucher/Entry Only then we can pass entry

TYPE OF ENTRY

-

EXAMPLES

| | |
|-----------------|--|
| <u>Purchase</u> | <i>Entries having Purchase A/c Debited like</i> Purchase A/c Dr To Party Purchase A/c Dr To Cash |
| <u>Sales</u> | <i>Entries having Sales Account Credited like</i> Party Dr To Sales Cash Dr To Sales |
| <u>Receipt</u> | <i>When Cash or bank is Debited like</i> Bank Dr To Party |

| | |
|----------------|--|
| | <p>Cash Dr</p> <p style="padding-left: 40px;">To Party</p> |
| <u>Payment</u> | <p><i>When Cash or bank is Credited like</i></p> <p>Party Dr</p> <p style="padding-left: 40px;">To Bank</p> <p>Party Dr</p> <p style="padding-left: 40px;">To Cash</p> |
| <u>Contra</u> | <p><i>When both Cash and bank are Debited and Credited like</i></p> <p>Bank Dr</p> <p style="padding-left: 40px;">To Cash</p> <p>Cash Dr</p> <p style="padding-left: 40px;">To Bank</p> <p>Bank 1 Dr</p> <p style="padding-left: 40px;">To Bank 2</p> |
| <u>Journal</u> | <p><i>When there are no Purchase/Sales/Bank/Cash like</i></p> <p>Exp Dr</p> <p style="padding-left: 40px;">To Party</p> <p>Asset Dr</p> <p style="padding-left: 40px;">To Income</p> <p>Party Dr</p> <p style="padding-left: 40px;">To Income</p> <p>Etc</p> |

QUESTION

1. Goods purchased for Rs 10000 from A Ltd, amount paid by cheque

Entries

Purchase A/c Dr

To A

A

To Bank

What type of Voucher Entry?

Ans

First Entry is Purchase

Second Entry is Payment

2 Stationary purchased from B Ltd Rs 2000. Amount paid by cash

Stationary Expense A/c Dr

To B

B Dr

To Cash

What type of Voucher Entry?

Ans

First Entry is Journal (it is not purchase as there is no purchase account)

Second Entry is Payment as cash is credited

3. Cash withdrawn through Bank ATM

Cash Dr

To Bank

What type of Voucher Entry?

Ans

It is a contra Entry as Cash is debited and bank is credited

4. Sales to Z Ltd Rs 50000, amount received by cheque

Z Dr

To Sales

Bank Dr

To Z

What type of Voucher Entry?

Ans

First Entry is Sales

Second Entry is Receipt as bank is debited

5. Cash Sales Rs 5000

Cash Dr

To Sales

What type of Voucher Entry?

Ans

We can put this in Either Receipt or Sales

It is preferable to put in Sales so that it shows in Sales Register

HOW TO PASS EXPENSE ENTRIES IN TALLY

We normally pass double entries

Expense A/c Dr

To Party

Party Dr

To Bank/Cash

(First entry is when Bill or Invoice Received,

Second Entry when Payment Made to Party

However for small payments,we can do directly

Expense A/c Dr

To Bank/Cash

Later,we have to close ledger while passing entry

Profit and loss A/c Dr

To Expense

Important Shortcuts in Tally

To Create Company

Comp Info→Create Co

(Shortcut Alt F3 →C)

To Select OR Open Company Already Created

Comp Info→Select Company

To Make Ledgers(Create Ledgers)

Acc Info→Ledger→Create

(Shortcut ALC)

To See Ledgers(Display Ledgers)

Acc Info→Ledger→Display

(Shortcut ALD)

To Change Ledgers(Alter Ledgers)

Acc Info→Ledger→Alter

(Shortcut ALA)

To Delete Ledgers

Acc Info→Ledger→Alter→Click Delete(Alt D)

(Shortcut ALA then Alt D)

To Pass Entry

Accounting Voucher→Select Date→Select Type of Entry

(Shortcut V then F2 then then press F6/F7/F8 etc)

Shortcuts to Select Type of Entries is on Right of Screen

| TYPE OF ENTRY | SHORTCUTS |
|---------------|-----------|
| PURCHASE | F9 |
| SALES | F8 |
| RECEIPT | F6 |
| PAYMENT | F5 |
| CONTRA | F4 |
| JOURNAL | F7 |

To See All Entries Passed

Display->Daybook->Select Period

(Shortcut DD then Alt F2)

To See One Entry Passed of One Ledger

Display->Account Books->Ledger->Select Period->Entries will be shown

(Shortcut DAL then Alt F2)

To Change Entry

Display->Account Books->Ledger->Select Period->Entries will be shown->Open Entry-->MAKE CHANGES->Enter Enter

(Shortcut DAL -> Alt F2-->Select Entry-->Make Changes CTRLA)