

# AN INTERNSHIP REPORT ON

CREATING LEDGER IN TALLY ERP9

ed in accordance with the requirement for the degree of B.COM COMPUTER APPLICATIONS



Under the Faculty Guidance of

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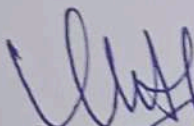
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## CERTIFICATE

This is to certify that is the bonafide record of the project work carried out by **Mathangi Sreenivasa rao**, Reg.No2029223066034 partial fulfillment of the requirement for the award of the degree B.COM COMPUTER APPLICATIONS

  
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## DECLARATION

I **Mathangi Sreenivasa rao**, Reg No : **2029223066034** hereby declare that the project report title **CREATING LEDGER IN TALLY ERP9** under the guidance of **Dr. CH. ANADA KUMAR, M.com, M.B.A M.A litt, MDCA, APSETT, Ph.D** is submitted in partial fulfillment of the requirements for the award of the **B.COM COMPUTER APPLICATIONS**. This is a record of bonafide work carried out by me and the results embodied I this project report not been reproduced or copied from any source. The results embodied in this project report nave not been submitted to any other university or institute for the award of any other degree.

*M. Sreenivasa Rao*  
Signature of the Student



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# CERTIFICATE OF INTERNSHIP

*This is to certify that*

*Mr./Miss Mathangi Sreenivasa rao*

*has successfully completed Internship  
for long term in project titled  
CREATING LEDGER IN TALLY ERP9*

*by Anjanaas Foundation From April-23 to July-23.*

CERT NO: CERT NO AF/INT/1738

Date: 26-07-2025

**Anjanaas Foundation**  
ISO 9001:2015



*G. Naveen*

**Naveen Batchu**  
Founder  
Anjanaas Foundation



## Acknowledgement

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I am extending my heart full thanks to my village people and respondents of my project questionnaires for filling the questionnaires with a lot of patience. Without their cooperation support, it would have been impossible for me to complete this project work. I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this work.

*H. Sreenivasa Rao*

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## Abstract:

Tally ERP 9, a widely used accounting software, offers comprehensive features for financial management and record-keeping. This abstract focuses on the process of creating ledgers in Tally ERP 9, highlighting its significance in efficient financial management for businesses.

Through an analysis of Tally ERP 9's functionalities and capabilities, this study explores the key steps involved in creating ledgers. It begins with defining ledger details, including account names, account types, and associated attributes. Tally ERP 9 allows businesses to input this information, ensuring accurate categorization and tracking of financial transactions.

The analysis further delves into the advantages of creating ledgers in Tally ERP 9. It facilitates organized and systematic recording of financial data, ensuring accurate bookkeeping and ease of retrieval when generating financial reports. By creating ledgers specific to various accounts, such as sales, purchases, expenses, and income, businesses can analyze their financial performance efficiently.

Additionally, Tally ERP 9 enables businesses to define and customize the chart of accounts, allowing for accurate classification and grouping of ledgers. This enhances financial analysis and reporting capabilities, providing businesses with valuable insights into their financial health.

Moreover, the study highlights Tally ERP 9's integration capabilities with other modules, such as inventory and accounts payable/receivable. This integration allows for seamless data flow and real-time updates, ensuring accurate recording of transactions and facilitating comprehensive financial management.

The study concludes by emphasizing the benefits of creating ledgers in Tally ERP 9 for businesses. It streamlines financial processes, enables accurate bookkeeping, enhances financial reporting, and improves overall financial decision-making. By leveraging Tally ERP 9's ledger creation features, businesses can effectively manage their financial transactions, maintain organized records, and gain valuable insights into their financial performance.

Understanding the process of creating ledgers in Tally ERP 9 is essential for businesses seeking efficient financial management. This abstract serves as a valuable resource for organizations considering or already utilizing Tally ERP 9, providing insights into the significance of ledgers and demonstrating how they optimize financial processes and facilitate informed decision-making. By harnessing the power of Tally ERP 9, organizations can enhance their financial management capabilities, improve accuracy in record-keeping, and drive financial success.

## ORGANIZATION PROFILE

**ANJANAAS FOUNDATION** is a non-profit organization that strives to empower common folks. It is created with a view to ameliorate the living standards of people by bringing forth finer opportunities in association with government. We focus on furnishing high quality services to people by its viable interventions in Education Health, Agriculture and Livelihood/Enlightenment sectors. It provides sublime solutions to enrich the way of lives of youth, their families and communities.

### VISION:

To bring about a phenomenal transformation in the lives of needful individuals by helping them find better opportunities to aid their development.

### MISSION:

To improve the standards of living by providing a window of opportunities and thereby helping people to attain social protection.

We are elated to inform you that we gained expertise by working on skill-upgrading initiatives and competitive exam coaching under the guidance of **APSSDC, EGMM, MEPMA, NDLM** and **Rajiv Yuva Kiranalu** for the past 12 years under our Anjanaas Educational Institution's. Under the direction of our APSSDC, we recently finished the training

Program for 660 students for DSC /Competitive at Paderu Pool Center, Paderu YTC, and Chintapalli YTC in Visakhapatnam District.

We are proud to announce that the target of YTC's programme under the leadership of APSSDC received a pass percentage of 67.16 and that our pool center, Paderu, received an average pass percentage of 91.66 with tribal youth. Out of these, **50 individuals have been selected for government teaching positions, almost are selected for Gram / Ward Sachivalayam posts.**

Furthermore, we successfully completed our ITCP, Web developer, PPTT, DDEO, Assistant Fashion Designer and Etc., batches in our Andhra Pradesh with 92 percent pass rate and 78 percent placements/ Self-employment. More over you might have heard about how our **Avanigadda** Coaching Institutions are pioneers in AP and Telangana states for DSC, TET, SI, Constable and other competitive examinations.

Had the best training experience in Ms office, Tally, **SAP (Systems Applications**



and Products in data processing) and other emerging IT technologies like **Azure, My SQL, Data Science, Python, Service Now, Devops, Tableau, Web Technologies, Full Stack, Cloud Computing, Informatica and Digital Marketing etc.** When it comes to training materials, we'll furnish the students with well-updated materials, and we offer a top-notch group of knowledgeable instructors for all of the aforementioned technical trainings,

We provide the valuable certification whichever required the academic and industrial acceptance. As you are aware now a day's all IT Companies are recruiting a greater number of fresher's as part of their recruitment policy and it's very difficult for companies to find the trained fresher's as per their requirement. Taking this into consideration "**Anjanaas Foundation**" is building a bridge between companies and trained fresher's. As part of this we are connecting with many numbers of colleges and organizations so that we will train every student as per the company's requirement and place them in different MNCs. We work with top Companies across India and have been undergone an MOU with all of them and those companies agreed to recruit who are retrained from our institute or our under-go's institutions will be given first preference in their recruitment drive, if the students are up to the mark in the interview, they will be given offer letter with good salary as per the industry norms.

I hope with your support we will get a good opportunity to interact with your students and explain them the real scenarios in the IT world and other industries, once they step out of your college. we will train your students in the technology suitable for them and prepare them to face the interviews and try to place them in the companies which we are have been tie up.

We provide training as per our convenience and required projects accepting the colleges as well as students in preferable mode. Following are the training programs we can undergo.

1. **In house training** : Our trainers will come to your premises and train your students.
2. **Training at our premises**: Your students can come to our institute and get trained at our premises.
3. **Online training**: Students can attend classes at their convenient place and trainers will beat their convenient place and classes will be conducted virtually and every class will be recorded ,and the recordings will be sent to them immediately and they can use them for their future reference.

Anjanaa's Foundation the real trend setters with a large network in the state of A.P. in the field of technical and competitive education along with placement. Its objective is to carry on with ritual of superiority in the respective field for Tomorrow's challenges.

## AN INTERNSHIP ON

### Creating Ledger in Tally.ERP 9

Journal is a memorandum book to record transactions date wise. On a particular date, what are total purchases, total sales, debtors, creditors, incomes, expenses may not be known as journal. And to get information about the above, the entries passed in the journal are classified on the basis of their nature in another book which is known as ledger.

An account represents a detailed record of changes that have occurred in a particular asset, liability, expense, loss, gain or capital during the accounting period. All these separate accounts are kept in a loose leaf binder, and the entire group of accounts is called a ledger.

#### Utility of a Ledger

- The ledger is a master record of all the accounts of a business unit
- It is a principal book of double entry system of accounting which provides all important information
- Separate accounts are maintained based on their nature, so all information relating to transactions may be obtained through ledgers, such as to whom what is payable, from whom what is receivable, what is the position of assets and liabilities of the business
- Ledger helps us preparing the trial balance to ensure the arithmetical accuracy of the account
- Moreover, ledger assists us in preparing trading, profit and loss account and Balance sheet

#### How to Creating Ledger in Tally.ERP 9

How many ways to create?

There is a total of 2 major ways to create a ledger in Tally.

- One way is to create a Single Ledger
- Another way is to create it with Multiple Ledgers
- To create ledger from voucher screen by pressing ALT + C

**Explanation:** When we need to create 1 or 2 ledgers, we can create it with the help of the Single Ledger option. On the other hand, when we need to create more ledgers, we can create it easily with the help of an option called Multiple Ledgers.

Step 1: From Gateway of Tally, go to Accounts Info

Step 2: Go to Ledger

Step 3: Under single ledger, Select the option *Create*

Step 4: Fill the particulars in the Ledger Creation screen displayed:

*Name:* The first box is the Name of the ledger. Enter the name

Method 1: Single Ledger Creation in Tally

of the ledger, for example, Furniture A/c; Party ledger account (sales)

- *Under:* Every ledger requires a group to operate in. For example, Furniture A/c will be under Fixed Assets group and party ledger account (sales) under Sundry debtors as they are receivables which the company will realise on the future point of time.

[Rule: The rule is very simple we just have to select the group that is required as per the nature of the ledger.]

- *Inventory values are affected:* This needs to be set to yes if we have stock to be maintained

- *Mailing details:* Details like Name, Address, Country and Bank Details for the ledger has to be filed [Note: It is for the ledgers such as debtors and creditors which require these kinds of details.]

- *Tax Registration Details:* Tax registration details include:

PAN/TT No. : \_\_\_\_\_

Registration Type : \_\_\_\_\_

GSTIN/UIN : \_\_\_\_\_

Set/Alter GST details: \_\_\_\_\_

[Note: Similar to mailing details, these details are also of people and not for ledgers like furniture, building etc.]

- *Opening balance:* This is the opening balance of the ledger if any. Any balance of the ledger which is being carried forward from the previous year will have to be entered as the opening balance.

Method 2: Multiple Ledger Creation in Tally

The process is almost the same as the single ledger method. Only one step is different.

Step 1: From Gateway of Tally, go to Accounts Info.

Step 2: Go to Ledger

Step 3: Under Multiple ledgers, Select the option *Create*

Step 4: Fill the particulars in the Ledger Creation Screen:

*Under Group:* This option is similar to the Under option under the Single Ledger Method. For example, Furniture A/c, Electrical and Fittings will be under Fixed Assets group, Investment in shares, Investment in Fixed deposit account under Investment group etc., This works well if we create ledgers under only one group. This type of ledger creation is also not useful for creating Sundry debtors ledger and sundry creditors ledger as we have to also fill up GST details of individual creditors and debtors while creating ledger account for them.

### Which is the Best Method to Create Ledger in Tally.ERP 9?

It is totally up to the decision of users to create ledgers using single ledger or multiple ledger method because that totally depends on the requirements.

Only one important thing to note is that we get more details while creating ledgers under the Single Ledger Method as compared to Multiple Ledger Method. Because in Multiple Ledger Method, there are no options such as:

- Inventory values are affected
- Mailing Details
- Tax Registration Details

For this, we have to edit the ledger individually while passing the accounting entries or we can go to each ledger and edit them. In short, choose the method wisely to save your time

## Groups

Groups are collection of ledgers of the same nature. Account groups are maintained to determine the hierarchy of Ledger Accounts, which is helpful in determining and presenting meaningful and compliant reports. Using this you can generate reports, which are meaningful as well as compliant with laws.

At the highest level, accounts are classified into **Capital** or **Revenue** – and more specifically into **Assets, Liabilities, Income** and **Expenditure**.

Tally.ERP 9 provides you with **28 pre-defined Groups**. Of these **15** are **Primary Groups** and **13** are **Sub-Groups**. You can also create your own groups, either as **Sub-groups** or **Primary groups**. Groups can be sub-classified to an unlimited level to give a virtual accounting tree. The lowest level would be the Ledger Account. All Voucher entries are passed using ledgers. You can create the required chart of accounts. You can group the Ledger accounts under the required Groups at the time of creating the chart of accounts or you can alter them at any time.

## Default Groups

In Tally.ERP 9, there are a number of default Groups that can be used for various accounts.

### Capital Account

This records the Capital and Reserves of the company. The ledgers that belong to Capital

Accounts are Share Capital, Partners' Capital A/c, and Proprietor's Capital Account and so on.

### *Reserves and Surplus [Retained Earnings]*

This contains ledgers like Capital Reserve, General Reserve, Reserve for Depreciation and so on.

## Current Assets

Current Assets record the assets that do not belong either to Bank Accounts or to Cash-in-Hand sub-groups.

- **Bank Accounts:** Current account, savings account, short term deposit accounts and so on.
- **Cash-in hand:** Tally.ERP 9 automatically creates Cash A/c in this group. You can open more than one cash account, if necessary.

**Note:** An account under Cash-in-hand group or Bank Accounts/Bank OCC A/c group is printed as a separate Cash Book in the traditional Cash Book format and does not form part of the Ledger.

- **Deposits (Asset):** Deposits contain Fixed Deposits, Security Deposits or any deposit made by the company (not received by the company, which is a liability).
- **Loans & Advances (Asset):** This records all loans given by the company and advances of a non-trading nature (example: advance against salaries) or even for purchase of Fixed Assets. We do not recommend you to open Advances to Suppliers' account under this Group. For further details, please refer to the section on Common Errors.
- **Stock-in-hand:** This group contains accounts like Raw Materials, Work-in-Progress and Finished Goods. The balance control depends on whether you have selected Integrated Account-cum-Inventory option while creating the company. (Refer to Company creation section for more details) Let us consider these options:
  - **Integrated Accounts-cum-Inventory:** This option has a significant effect on the Balance Sheet and Profit & Loss Account. If set to Yes, it brings the stock/inventory balance figures from the inventory records and provides a drill down to the Stock registers from the Balance Sheet. You are not allowed to directly change the closing balance of an account under this group. You are allowed to pass transactions in Inventory records and the account balances are automatically reflected in the Balance Sheet as Closing Stock.
  - **Non-integrated Accounts-cum-Inventory :** If Integrated Account-cum-Inventory option is set to No, it ignores the inventory books figures and picks up manually entered closing stock balances from the ledger account created. This provides the facility to maintain accounts separately and inventory separately. You are not allowed to pass transactions if your accounts that come under this Group. It allows you to hold opening and closing balances only. Since no vouchers can be passed for these accounts, they are the only accounts for which the closing balances can be directly altered (by an authorised user only).
- **Sundry Debtors:** For customer accounts refer to common and possible errors in grouping of accounts section.

## Current Liabilities

Accounts like Outstanding Liabilities, Statutory Liabilities and other minor liabilities can

be created directly under this group. Sub-groups under Current Liabilities are Duties and Taxes, Provisions and Sundry Creditors

- **Duties and Taxes** : Duties and Taxes contain all tax accounts like VAT, CENVAT, Excise, Sales and other trade taxes and the total liability (or asset in case of advances paid) and the break-up of individual items.
- **Provisions**: Accounts like Provision for Taxation, Provision for Depreciation and so on are recorded under Provisions.
- **Sundry Creditors**: For trade creditors, refer to common and possible errors in grouping of accounts section.

## Investments

Group your investment accounts like Investment in Shares, Bonds, Govt. securities, long term Bank deposit accounts and so on. This allows you to view the total investments made by the company.

## Loans (Liability)

Loans that a company has borrowed, typically long-terms loans.

- **Bank OD Accounts [Bank OCC Accounts]**: Tally.ERP 9 provides you with distinct types of Bank Accounts,
- **Bank OCC A/c**: To record the company's overdraft accounts with banks. For example, Bill Discounted A/c's and Hypothecation A/c's etc.

**Note:** An account under Bank OCC A/c group is printed as a separate Cash Book in the traditional Cash Book format and does not form part of the Ledger.

- **Secured Loans** : Term loans or other long/medium term loans, which are obtained against security of some asset. does not verify the existence of the security. Typical accounts are Debentures, Term Loans, and so on.
- **Unsecured Loans** : Loans obtained without any security. Example: Loans from Directors/partners or outside parties.
- **Loans and Advances (Asset) group** : The Suspense Account is a Balance Sheet item. Any expense account even if it has 'suspense' in its name, it should be opened under Revenue group like Indirect Expenses and not under Suspense Account group.

## Sales Account

You can classify your sales accounts based on Tax slabs or type of sales. This also becomes a simple mechanism for preparation of Tax returns.

For example,

- Domestic Sales
- Export Sales

Now under Domestic Sales open the following ledgers:

- Sales (10%)
- Sales (5%)
- Sales (exempt)

**Note:** Do not create customer accounts under this group. For more details, refer to common and possible errors in grouping of accounts section.

## Purchase Account

This is similar to sales accounts, except for the type of transactions.

### Direct Income [Income Direct]

These are Non-trade income accounts that affect Gross Profit. All trade income accounts fall under Sales Accounts. You may also use this group for accounts like Servicing, Contract Charges that follow sales of equipment.

For a professional services company, you may not use Sales Account group at all. Instead, open accounts like Professional Fees under this group.

### Indirect Income [Income Indirect]

These are miscellaneous non-sale income accounts. Example: Rent Received and Interest Received.

### Direct Expenses [Expenses Direct]

These are manufacturing or direct trading expenses. These accounts determine the Gross Profit of the company.

### Indirect Expenses [Expenses Indirect]

All administrative, selling or non-direct expenses.

Profit & Loss Account is a reserved primary account in Tally.ERP 9. You can use this account to pass adjustment entries through journal vouchers. For example, transfer of profit or loss account to Capital or Reserve account.

## Pre-Defined Groups

There are twenty eight pre-defined groups in Tally.ERP 9. These groups are a part of the chart of accounts for most organizations. For example, Sales Accounts is a pre-defined group. All sales ledgers can be classified under this group.

Out of the twenty eight pre-defined groups, fifteen are primary groups and thirteen are sub-groups. The user can create any number of primary groups and sub-groups.

Primary Groups	Subgroups
Branch / Divisions	Bank Accounts
Capital Account	Bank OD A/c
Current Assets	Cash-in-hand
Current Liabilities	Deposits (Asset)
Direct Expenses	Duties & Taxes
Direct Incomes	Loans & Advances (Asset)

Fixed Assets	Provisions
Indirect Expenses	Reserves & Surplus
Indirect Incomes	Secured Loans
Investments	Stock-in-hand
Loans (Liability)	Sundry Creditors
Misc. Expenses (ASSET)	Sundry Debtors
Purchase Accounts	Unsecured Loans
Sales Accounts	
Suspense A/c	

Out of the fifteen primary groups, nine primary groups appear in the balance sheets that are capital in nature and six primary groups appear under Profit & Loss account which are revenue in nature.

re-defined Subgroups	Under
Bank Accounts	Current Assets
Bank OD A/c	Loans (Liability)
Cash-in-hand	Current Assets
Deposits (Asset)	Current Assets
Duties & Taxes	Current Liabilities
Loans & Advances (Asset)	Current Assets
Provisions	Current Liabilities
Reserves & Surplus	Capital Account
Secured Loans	Loans (Liability)
Stock-in-hand	Current Assets
Sundry Creditors	Current Liabilities
Sundry Debtors	Current Assets
Unsecured Loans	Loans (Liability)



## Create account groups one-by-one

1. Go to **Gateway of Tally > Accounts Info. > Groups > Create** ( under **Single Group** )
2. Enter the **Name** of the group.
3. Enter the **Alias** name, if required.
4. In the field **Under** , from the **List of Groups** displayed, select the parent group under which the group has to be classified. For example, **Indirect Expenses** .

**Note:** Groups can be created under the group **Primary** , if required. To classify a group under **Primary** , the option **Allow Advanced entries in Masters** should be enabled in the **Master Configuration** screen. To enable it:

- ◆ Click **F12: Configure** from **Gateway of Tally** .
- ◆ Select **Accts/ Inventory Info.** from the **Configuration** menu.
- ◆ In the **Master Configuration** screen, set the option **Allow advanced entries in masters** .

The **Group Creation** screen appears as shown below:

Group Creation	
Name	: Administrative Expenses
(alias)	: Office Expenses
Under	: Indirect Expenses
	Accept ?
	Yes or No

5. Click **Yes** to accept the screen.

A new group created under primary will not be reflected in reports until you pass masters/transactions for that group.

## View account groups one-by-one in display mode

1. Go to **Gateway of Tally > Accounts Info. > Groups > Display** ( under **Single Group** ).
2. Select the name of the group required from the **List of Groups** displayed. The ledger display screen appears as shown below:

Group Display		National Enterprise
Name	: Administrative Expenses	
(alias)	: Office Expenses	
Under	: Indirect Expenses	
Group behaves like a sub-ledger		? No
Nett Debit/Credit Balances for Reporting		? No
Used for calculation (for example: taxes, discounts) (for sales invoice entries)		? No
Method to allocate when used in purchase invoice		?    Not Applicable

**Note:** In the display mode, group details can't be modified.

## Alter a Group

The details entered in a group can be modified when required.

1. Go to **Gateway of Tally > Accounts Info. > Groups > Alter** ( under **Single Group** ) .
2. Select the name of the group required from the **List of Groups** displayed.
3. Make the necessary changes in the **Group Alteration** screen.
4. Click **Yes** to save the changes.

## Create Multiple Groups in one-go

You can create, edit or delete multiple groups in Tally.ERP 9.

1. Go to **Gateway of Tally > Accounts Info. > Groups > Create (Multiple Groups)**.
2. Select the group category in the field **under**.
3. Enter the **Name** of the group. The screen appears as shown below:

Multi Group Creation		Company A	Ctrl + M
Under Group		Sundry Creditors	
S.No.	Name of Group	Under	
1.	Creditors - Raw Materials	Sundry Creditors Sundry Creditors	
2.	Creditors - Consumables		

4. Select **All Items** in the field **Under** to create multiple groups of different categories.

**Note:** You can add any number of sub-groups to an already created or selected group. The sub-groups inherits the characteristics of the parent groups.

A new group created under primary will not be reflected in reports until you pass masters/transactions for that group.

## Buttons in Multiple Group Creation

Button	Shortcut Keys	Behaviour
F4: Parent	F4	The Parent Group can be changed
L: Ledgers	Ctrl+L	Navigate to Ledger Creation screen
S: Cost Category	Ctrl+S	Navigate to Cost Category Creation Screen
C: Cost Center	Ctrl+C	Navigate to Cost Centre Creation Screen
O: Employee Groups	Ctrl+O	Navigate to Employee Group Creation Screen

P: Employee	Ctrl+P	Navigate to Employee Creation Screen
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**Note:** The default buttons available are Parent Group and Ledger. To display other buttons, enable features in F11: F1 Accounting Feature .

## Display Multiple Groups

1. Go to **Gateway of Tally > Accounts Info. > Groups.**
2. Click **Display (Multiple Groups)**. The **Multi Group Display** screen appears as shown below:

Multi Group Display		Company A	Ctrl - M
Under Group		Sundry Creditors	
S.No.	Name of Group	Under	
1.	Creditors - Consumables	Sundry Creditors	
2.	Creditors - Raw Materials	Sundry Creditors	

3. Select the groups to display from the **List of Groups** or select **All Items** to display all groups.

**Note:** Select **F4: New Parent** or press **Ctrl+F4** to select any other group in the display mode.

## Alter Multiple Groups

1. Go to **Gateway of Tally > Accounts Info. > Groups > Alter (Multiple Groups)** .
2. Select the group from the **List of Groups** . The **Multi Group Alteration** screen appears as shown below:

Multi Group Alteration		Company A	Ctrl - M
Under Group		Sundry Creditors	
S.No.	Name of Group	Under	
1.	Creditors - Consumables	Sundry Creditors	
2.	Creditors - Raw Materials	Sundry Creditors	

3. Change the details as required and click **Yes** to save changes.

## Delete a Group

Groups can be deleted from the alteration screen. You cannot delete groups from the Multiple group Alteration mode.

1. Go to **Gateway of Tally > Accounts Info. > Groups > Alter (under Single Group)**.
2. Select the group from the **List of Groups**.
3. Click **D: Delete**.
4. Click **Yes** to confirm deletion.

**Note:** A group cannot be deleted if:

- ◆ The group has sub-groups.
- ◆ The group has ledgers classified under it.
- ◆ The group is a predefined master.

# Bank Ledgers

Bank ledgers contain relevant information about a bank that you use to make or receive payments. You can provide information such as Bank name, Account no., IFS code, and address while creating bank ledgers.

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create.**
2. Enter the **Name** of the bank for the bank ledger.
3. Select **Bank Account** from the **List of Groups**, in the **Under** field.

**Note:** The **Books Beginning date** is pre-filled in **Effective Date for Reconciliation** field.

4. Provide the following details in **Bank Accounts details** :
  - o **A/C holder's name** - It prefills the company name; however, you can alter this name by pressing **Backspace** .
  - o **A/c no.** - Provide the account number of your bank.
  - o **IFS code** - Provide the IFS code for your bank.

**Note:** If the IFS code is incorrect, the system prompts the warning message "Invalid IFS Code. The IFS Code must contain 4 alphabets, followed by 0 and 6 numbers/alphabets. **For example, KKBK0000434.**"

- o **Bank name** - Select the bank name from the **List of Banks** .

The Ledger Creation screen appears as shown below:

Ledger Creation		ABC Company		cod a no	
Name	Bank_DBS			Total Opening Balance	
(alias)				25,20,000.00 Dr	
				1,48,250.00 Cr	
				Difference	
				23,90,750.00 Dr	
Under	Bank Accounts (Current Account)	Name	Bank_DBS		
Currency of ledger	₹	Address	Whitefield		
Cost centres are applicable	? No		Bangalore		
<b>Bank Account Details</b>		Country	India	Pincode	560066
A/c holder's name	ABC Company	State	Karnataka		
A/c no	262267097				
IFS code	DBS5000027				
Bank name	DBS (India)				
Branch	Bangalore				
<b>Bank Configuration</b>					
Set cheque books	? No				
Enable cheque printing	? Yes				
Set/alter cheque printing configuration?	? No				
Enable auto reconciliation	? Yes				
Set/alter auto BPS configuration	? No				
Enable e-Payments	? Yes				
Accept ?					
Yes No					
Opening Balance ( as 1 Apr 2010 ) :					

**Note :** The **List of Banks** is displayed only when **TSS** and internet connectivity is available . Additionally, the **Bank Configuration** displays options that are applicable for the bank you select.

## 5. Under **Bank Configuration**:

- o Enable **Set cheque books**. Enter the details of the cheque range in the **Cheque Book Management** screen as shown below:

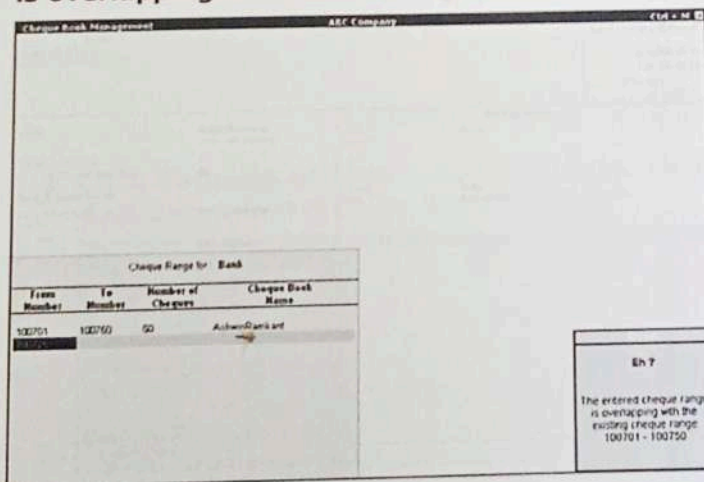
Cheque Range for : Bank			
From Number	To Number	Number of Cheques	Cheque Book Name
100701	100750	50	AshwinRamkant_

**Note:** You can set cheque ranges from the Cheque Register report as well.

- o Enable **Set cheque printing configuration?** to **Yes**. Refer to the topic Setting Up Cheque Printing Configuration in Bank Ledger for more details.

**Note :** In case the cheque printing feature is not enabled in **F11: Accounting Features** the error message - **Enable Cheque Printing from F11 Accounting Features** will be displayed while setting the option - **Set/Alter Cheque Printing Configuration** to **Yes** in the bank ledger master.

One bank ledger may have multiple cheque books. If you enter a cheque number that already exists in another cheque range, the error message **The entered cheque range is overlapping with the existing cheque range** is displayed , as shown below:



- Enter the correct cheque numbers and press **Enter** to navigate to the **Ledger Creation** screen.
- Set **Enable auto reconciliation** to **Yes** to reconcile the bank accounts by importing the bank statements.
- Enabling **Set/alter auto BRS configuration** opens the **Location of Bank Statements** screen. Specify the path for **Location** and **Location of imported bank statements** as shown below:

Location of bank statements

Location : **D:\Tally.ERP 9**  
 Location of imported bank statements : **D:\Tally.ERP 9**

• **Enable e-Payments:** This option is applicable only for banks supported for electronic modes of payment. The following banks are supported for e-payments capability:

- DBS Bank - India
- Standard Chartered Bank - India
- Standard Chartered Bank - UAE
- YES BANK - India
- ICICI Bank - India
- Kotak Mahindra Bank
- HDFC Bank
- Bank of Baroda

Upon selecting one of the banks from the above list, the e-payments capability is enabled by default.

6. Enter the **Name , Address , State** and **Pincode** in the **Mailing Details** section.

7. Press **Enter** or **Y** to accept and save the bank ledger.

## Party Ledgers

A business deals with customers, wholesalers, retailers and many such business parties on a day-to-day basis. You need to create party ledgers to record transactions that you make, which may involve receipts or payments, or supplies or receipts from these parties.

### Create party ledger

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create** . The **Ledger Creation** screen displays as shown below:

Ledger Creation		ABC Company		Ctrl = M C	
Name			Trader A		Total Opening Balance
Under	Sundry Creditors (Current Liabilities)	Name	Mailing Details		
Maintain balances bill-by-bill ?	Yes	Address	Trader A, Level A, Traders Company Millers Road Bangalore		
Default credit period	30 Days	Country	India	Pincode	560018
Checks for credit days during voucher entry ?	Yes	State	Karnataka		
Inventory values are affected ?	No	Contact person	Rajesh		
Card centres are applicable ?	No	Phone no	000 - 22654478		
		Mobile no	9969174457		
		Fax no	000 - 22654145		
		E-mail	rajesh@traders.com		
		CC to if any	rajesh_@em-ail.com		
		Website	www.traders.com		
		Provide bank details	No		
		PAN/T No	Tax Registration Details ADEFY1541G		
					Accept ?
Opening Balance (on 1-Apr-2016) :					Yes No

In the party ledger the cursor will skip the field **Maintain balances bill-by-bill** when the option **Inventory Values are affected** is enabled. Also, if you select a foreign currency in the **Currency of ledger** field, the option **Maintain balances bill-by-bill** will not be displayed.

**Note:** We recommend you to maintain the currency of party ledger in the base currency selected for the company. Only bank accounts that are maintained in foreign currencies need to have their currency set up in that particular foreign currency. Only when you maintain a ledger account in base currency, you can configure bill wise, record transactions by selecting any other currency to track outstanding and also generate your MIS or Final Reports. Hence, if you select a foreign currency for party ledger, the option **Maintain balances bill-by-bill** will not be displayed.

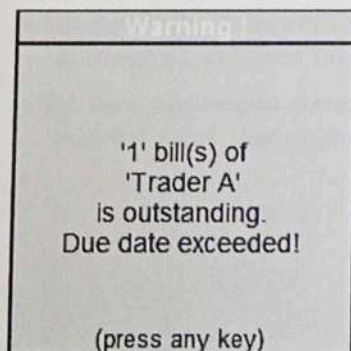
2. Enable **Maintain balances bill-by-bill** to maintain bill-wise details.

3. Define the **Default Credit Period** .

The credit period may be given for **Sundry Debtors** and **Sundry Creditors** . The number of credit days or period can be defined in various ways:

	Suffix	Example
Days	None	5 is considered as 5 days.
Weeks	W	5 W is considered as 5 weeks.
Months	M	5 M is considered as 5 months.
Year	Y	5 Y is considered as 5 years.

4. Set the option **Check For Credit Days During Voucher Entry** to **Yes** to get a warning message when the party ledger selected in a transaction has exceeded the credit period, and outstanding bills have not been cleared. The warning message appears as shown below:



This will ensure that there is better control over credit period and outstanding amounts to be received and paid.

5. Select **Yes** for the option **Inventory values are affected?** if your company maintains accounts with inventory .

**Note:** Tally.ERP 9 does not restrict you to particular accounts as you may require to link inventory with accounts like customs duty, or direct expenses related to purchases such as freight inwards.

## Purchase and Sales Ledgers

Purchase or sales ledgers are required for trading, repacking or in manufacturing products. Sales and purchase account groups are revenue accounts and are used in the profit and loss account.

1. Go to **Gateway of Tally > Accounts Info. > Ledgers > Create** .
2. Group it under **Purchase Accounts** for purchases or **Sales Accounts** for sales.
3. Select **Yes** for the option **Inventory values are affected?** if your company maintains accounts with inventory.

The **Ledger Creation** screen appears as shown below:

Ledger Creation		ABC Company		Cost of No. 0	
Name: Purchase			Initial Opening Balance:		
Under: Purchase Accounts		Name: Address			
Inventory values are affected: Yes		Provide bank details: No			
		PAN/TIN No. Tax Registration Details			
Opening Balance: ( on 1-Apr-2010 )					Accept ?
					Yes No

**Note:** You can link inventory with accounts like customs duty, or direct expenses related to purchases such as freight inwards.

To get the options for cost centre and interest calculation in the **Ledger**

**Creation** screen, you have to enable the following options in set the option in **F11:**

**Features > Accounting Features :**

- Set **Maintain cost centres** to **Yes** . In the ledger master, set the option **Cost centers are applicable?** to **Yes** if any of the transactions need to be allocated to any particular cost center.
- Set **Activate interest calculation** to **Yes** to enable interest calculation automatically based on the interest rate and style of calculation specified.
- Set **Use advanced parameters** to **Yes** to enable the advanced parameters for interest rates that change from time to time.



ACTIVITY LOG FOR THE FIRST WEEK

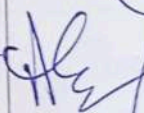
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about the Microsoft office word 2007	I have learned how to open Microsoft word. 2. Start button in all programs in MS office. 3. Search box in Microsoft word	
Day - 2	I have learned about the box, ribbon tab, Quick access tool box, window controller.	I learned how to use the 2. I know where they are.	
Day - 3	I have learned about document section, Ribbon bar, scroll bar, status bar, zoom in, zoom out, joyak.	1. I learned how to use them. 2. I learned how to use Windows a short cut keys	Hiz
Day - 4	I have learned about office button	1. I have learned how to use all the options like: file, edit, open, save, in the office button.	
Day - 5	I have learned about office button in excel option.	1. I have learned how to open a new document. 2. I have learned how to open a blank document and how to open	
Day - 6	I have learned about office button in open option	I have learned how to open the document even if they are already saved	

## WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:
Detailed Report:
<ul style="list-style-type: none"><li>• I have learned about the introduction of the Microsoft office word 2007</li><li>• I have learned how to open Microsoft office word 2007, they are 3 files</li><li>• 1. Microsoft office word 2007 in Microsoft office in all program slot</li><li>• 2. Search box in Microsoft office.</li><li>• 3. Short cut key window + R = window</li><li>• I have learned about title bar, ribbon tab, Quick access tool bar, window.</li><li>• I have learned how to use them, know where they are.</li><li>• I have learned about the File bar, document section, status</li><li>• I learned how to use them, know where they are, how to use.</li><li>• I have learned about the office button and the options they contain and how to use these options with short cut</li><li>• In a office button I have learned about the new, open save, Save as, print, print preview</li><li>• I learned how open a document. I have learned how to open a blank document and how to open a template files and how to use them</li><li>• I have learned how to open the documents even if they are already saved</li><li>• After I have created a document I have learned how to save it.</li></ul>

**ACTIVITY LOG FOR THE SECOND WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about the Ribbon tab. In the Ribbon tab have explained the home tab	1. I learned about the clipboard group in the Home tab and the cut, copy, paste, options in it.	
Day - 2	I have learned the font group in the home tab of the Ribbon tab	1. I have learned how to change font style of home option and font style of text	
Day - 3	I have learned the font group in the home tab of the	I learned how to apply bold, italic and underline to the document	
Day - 4	I have learned about the paragraph in home tab	1. I have learned about style in the home tab and how to apply the document	
Day - 5	I have learned about the paragraph styles and change styles	1. I have learned about style in the document text styles I have created	
Day - 6	I have learned about the editing group in the home tab	1. I have learned how use find, Replace, select in editing option in	

## WEEKLY REPORT

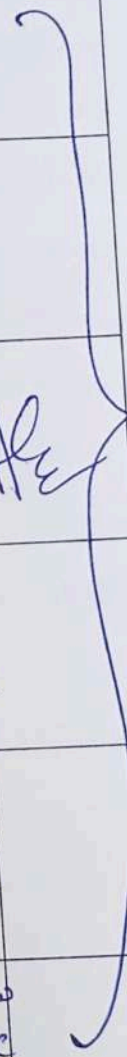
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about the home tab there I can use a short cut keys to copy, paste, thus are a (ctrl+c), (ctrl+v)
2. I learned about the font style of the text
3. I learned how to apply italic while typing a letter or creating a document in the. Font group I have learned how to apply bold
4. I have learned how to use change case to change the text after typing a letter in the. Font group or creating a document. I have learned how to apply the color of the created document
5. I have learned how to use paragraph alignments and how to use left alignment or right alignment. and also learned short cut keys.
6. The paragraph alignments have use to the left, center, right, and justify alignments.
7. I have learned paragraph in home tab when creating a document, text as points or bullets option is used to create a document.
8. I have learned how to search for any word in the text

**ACTIVITY LOG FOR THE THIRD WEEK**







Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about the insert tab	1. I have learned about the pages, groups in insert group.	
Day - 2	I have learned how to create a table in the insert tab	1. I have learned about the table group in the insert tab	
Day - 3	I have learned about the table group in the insert tab	1. I have learned about the layout tab that appears after creating a table.	
Day - 4	I have learned about the Illustration group in the insert tab	1. I have learned about the adjust of the pictures and brightness and contrast change	
Day - 5	I have learned about the illustration in their have a picture, clipart	1. I have learned about the illustration have a picture styles thus which picture.	
Day - 6	I have learned about the illustration in their have a shapes, smart art chart	1. I have learned how to insert a picture into shapes. 2. I have learned to create the smart art	

## WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:
Detailed Report:
1. I have learned about the insert tab in pages group
2. I have learned about how to use the blank page and cover and page break.
3. I have learned about how to draw a table in a use the insert tab
4. I have learned how to insert the picture in the document and their adjustments
5. I have learned how to use the design tab to the design the table and tab tools for that table
6. I have learned how to use all the groups like table rows, columns in the layout tab
7. I have learned about the picture option in the illustrations group in the insert tab
8. I have learned how to insert a picture in the illustrations group in the insert tab and how to edit a picture in the illustration group
9. I have learned how to insert clip arts and how to use them
10. I have learned about smart art in the insert tab, how to use them, how to edit them.

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about the insert tab in the links group	1. I have learned about the links 2. that have a hyper link that we can any link from the Google	
Day - 2	I have learned about the insert tab in the header and footer, page number	1. I have learned header and footer how to use them 2. I have learned how to use the page number	
Day - 3	I have learned about the insert tab in text group	1. I have learned about the text group in text box word art; signature	
Day - 4	I have learned about the page layout tab in micro soft word	1. I have learned page layout tab and how to use them	
Day - 5	I have learned about themes groups and how to use them in the page layout tab	1. I have learned about the what colours to use for text in themes groups.	
Day - 6	I have learned about the insert tab in equations, symbols	1. I have learned about the symbols how to use them 2. The equations how to use	

## WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

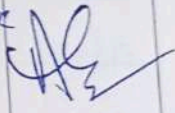
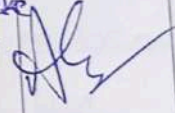
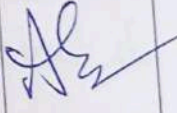

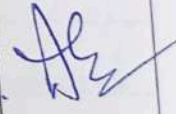
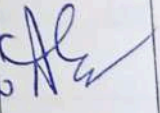
Objective of the Activity Done:

Detailed Report:

1. I have learned about hyperlinks in the links group on the insert tab
2. That have a hyper link that we can any link from the google.
3. I have learned how to use headers and footers and how to create them
4. I have learned how to edit the page number option and how to use it
5. I have learned how to use the symbols in the symbols group and how to edit them
6. I have learned how to use the equations in the symbols group and how to edit them
7. I have learned how to insert a new equations.
8. I learned about how to use the text boxes options in the text group and how to edit them
9. I have learned about the drop cap option in insert tab how to use and edit them, signature line, date & time and object how to use them
10. I learned about page set up group in page layout tab.



ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about orientation in the page set up group	1. I have learned how to do landscape and portrait how to create page	
Day - 2	I have learned how to set page size in page set up group	1. I have learned that when we take a printout of any document.	
Day - 3	I have learned about columns option in page set up group	1. after I create a document in the columns option in the page setup group	
Day - 4	I learned about breaks option and link numbers option in page setup group	1. I have learned about break options how to use them, how to edit them	
Day - 5	I have learned how to use watermark option	1. I have learned how to edit your watermark on the page and how to use it	
Day - 6	I have learned about the page color option	1. I have learned how to apply color to a page and how to change the color	

## WEEKLY REPORT







WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned how to do landscape and portrait how to create page how to set and how to set a portrait page.
2. I learned how to create the text in the document as columns as we like and set the columns as we want
3. we should use the page size and create the document in such page size
4. I have learned that when we take a printout of any document
5. I have learned about break options, how to use them, how to edit them
6. I have learned how to edit your watermark on the page and how to use it
7. I have learned how to apply color to page and how to change the color
8. I have learned about how to page borders use and edit them
9. I have learned about how to set pages color, border watermark how to edit them how to use them
10. There are two types of indent left indent, right indent

**ACTIVITY LOG FOR THE SIXTH WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about references tab in micro soft word	1. I have learned about the table of contents group in references tab	
Day - 2	I have learned about foot - notes group in references tab	1. I have learned about the footnotes how to use the insert footnotes option and how.	
Day - 3	I have learned about citations & bibliography group	I have learned about insert citation option manage sources style bibliography - how to use and	
Day - 4	I have learned about captions, index, table of authorities groups	I have learned about captions, index, table of authorities groups how to use them	
Day - 5	I have learned about the mailings tab in micro soft word	I have learned about the mailings tab in create start mail merge write & insert fields preview	
Day - 6	I have learned about the review tab and view tab	I learned about the options in the review tab and view tab, how to use them	

## WEEKLY REPORT

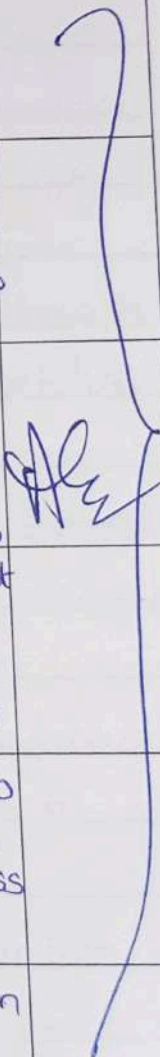
WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about the how to change the spelling grammar in micro soft word.
2. I have learned about the options in the proofing group in the review tab and how to use them
3. I learned about comments groups and how to use them and edit them.
4. I learned about the tracking group, how to edit show markup, track changes, balloons options in that group and how to use them
5. I have learned about the changes group, compare protect groups in options how to use and edit them
6. I have learned about the document views group in print layout, full screen reading how to use and edit them
7. I have learned about the show/hide group in rules, guidelines how to use and edit them
8. I have learned about the zoom group in one page, two page how to use and them
9. I have learned about the macros group in macros how to use, and edit them.

### ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned all the basic introduction of Tally ERP9	I learn as much as the briefly explanation about the topics in Tally ERP9. They are	
Day - 2	I learned how to create a company and its sub parts	I have learned about creation of company and how to select company	
Day - 3	I learned about ledger topic in class today	I have learned how to create a ledger and also learned about sub	
Day - 4	I learned how to do vouchering and posting and how to do basic accounting entries tally	I have learned about how to open vouchering options and how to enter in tally ERP9.	
Day - 5	Today I am learning about cash & bank transactions topic with notes in tally	I have learned how to enter payments and receipts in class today	
Day - 6	Today I am learning about contra (F4) option	I have earned an introduction to contra	

## WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I learn as much as the briefly explanation about the topic in Tally exp 9. They are:

1. Company Creation

2. Ledger Creation

3. Vouchering or posting

2. I learned about creation of company and how to selection of company name & modification, deletion with example problems and notes

3. I learn how to create a ledger and also learned about sub topics of ledgering and it's modification & deletion with example problems and notes

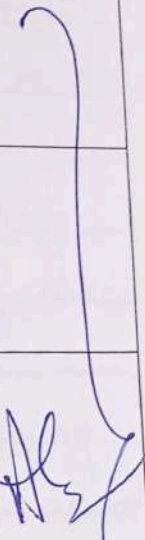
4. I learn about how to open vouchering options and how to enter in tally exp 9 with example problem and notes.

5. I learned how to enter payment and receipts in class today with example problems and notes

6. I learned how to enter cash when it comes and how to enter bank entries when it comes with example problems and notes.

7. I learned an introduction to Contra with example.

## ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I learning about error rectification topic in today class	1. I have learned how to do error rectifications i.e.	
Day - 2	I learned about journal option in class today	I have learned how to make entries using the golden rules.	
Day - 3	I learned about depreciation topic	I am learning about how to entry depreciation in journal voucher.	
Day - 4	I learned about partnership topic in today class	I am knowing about partnership topic and I learning about how to do 'David's	
Day - 5	I learned about credit operations	I have learned in today class. credit operations. it means how to	
Day - 6	I learned about inventory management or stock base management	I have learned about inventory management topics they were	

## WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt : Dt.....)

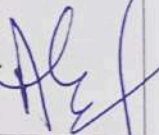
Objective of the Activity Done:

Detailed Report:

1. I am learning about error rectification topic in today class. I have learned how to do error rectification i.e. how to rectify it there is an error while making payment & receipts or any other problem.
2. I learned about journal option in class today. I have learned how to make entries using the golden rules while using journal option.
3. I learned about depreciation topic. I am learning about how to entry depreciation in journal.
4. I learned about a partnership topic in today class. I am knowing about partnership topic and I learning about how to divide's income and losses.
5. I learned about credit operations. I have learned in today class credit operations it means. How to write sales or purchases to a person on credit.
6. I learned about inventory management or stock base management.
7. I have learned about inventory management topic. They are: stock process, inventory info, units of measurement, stock items, single stock item, multiple stock



## ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about starting problems in tally	Go to Gateway of Tally > F3: Comp info > split Company data > verify company	
Day - 2	I have learned about bank transaction and statements.	create a ledger under bank accounts and then save the same. Go to the accounting vouchers	
Day - 3	I have learned about contra. Fr option (withdraw and depositing)	As per accounting rules, Contra entry is transaction indicating transfer	
Day - 4	I have learned about cheques entering concept in tally	Go to Gateway of Tally > Banking > cheque printing. The Select Bank	
Day - 5	I have learned about cheques entering concept bank to bank transaction	Go to Gateway of Tally > Accounting. vouchers. Select Fr payment from the. Button bank to bank	
Day - 6	I have learned about error rectifications problems in tally emp9	Go to display option and then go to Day book option.	

## WEEKLY REPORT

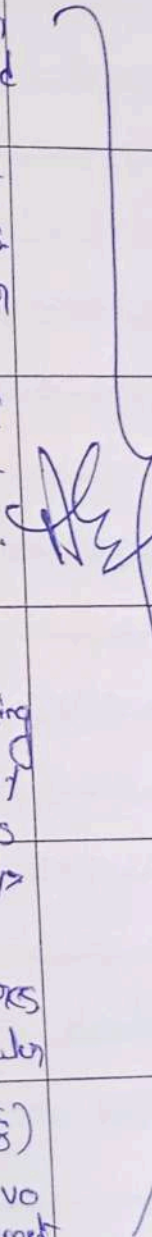
WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about starting problems in tally.  
Go to Gateway of Tally > F3: (Comp Info.) > split Company data > verify Company data. select the required company. The list of possible error screen appears if there are any error.
2. I have learned about bank transaction and statement. create a ledger under bank accounts and then save the same. Go to the accounting vouchers menu and then we need to select what kind of vouchers do we need to pass using the bank account one can use 3 vouchers type to pass a bank entry in Tally. FRP9.
3. payment: To make payment entry, debit the Expenses Ledger (for cash transactions) / party Ledger (for non-cash transactions) and credit the Bank. The shortcut key to select payment voucher is F6  
Receipt: To make receipt entry. debit the Bank Ledger. and credit the party Ledger (for cash transactions) / Income Ledger (for non-cash transactions). The shortcut key to select receipt voucher is F6

## ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about depreciation concept in tally ERP9	Depreciation is considered as an indirect expense and therefore should	
Day - 2	I have learned about partnership concept in tally ERP9	In this concept the company has minimum of part-ners. we have to some profit	
Day - 3	I have learned about credit note operation, or sales returns concept problems.	Today I am practi-cing in credit note operation. example.	
Day - 4	I have learned about foreign exchange concept in tally ERP9	Go to Gateway of Tally > Accounting vouchers/Inventory vouchers > fs: Sales	
Day - 5	I have learned about inventory management (all stock items) concept in tally ERP9	Gateway of tally > F11 Features. > F1 Accounting features In Accounting feature	
Day - 6	I have learned about credit operations	Credit note (ctrl+F8) or sales returns vo-ucher is a document issued to a party	

## WEEKLY REPORT

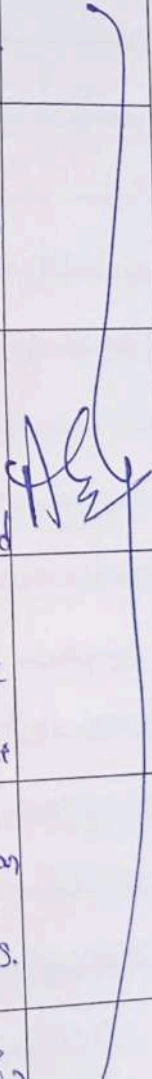
WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about depreciation concept in tally 12p9. Depreciation is considered as an indirect expense and therefore should fall under the expenses group. Open 'Company of Tally' click on Accounting info or press "A" Go to Ledgers or press "L" select create or press "C" Type the name of the depreciation ledger. Under the group select indirect Expenses. Press Enter to save.
2. I have learned about partnership concept in tally 12p9.
3. In this concept the company has minimum of partners. We have to share profit or loss as per depends their capital investment. And examples on partnership concept.
4. I have about credit note operation or sales returns concepts problems. Today I am practicing in credit note operation examples.
5. I have learned about foreign exchange concept in tally 12p9.
6. I have learned about inventory management concept in tally 12p9.

## ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about purchase returns option	From Gateway of Tally press F11 - shortcut for Company features under Accounting	
Day - 2	I have learned about sales returns option in tally exp 9	when you accept sales return, record such returns by issuing credit	
Day - 3	I have learned about discount concepts with cash and trade options	Every trader is placed when they see that their customers have paid	
Day - 4	I have learned about tally short cut keys in tally exp 9	F1 - selection F2 - to change the current date F4 - contra transaction F5 - payment	
Day - 5	I have learned about the godowns and warehouses concepts in tally exp 9.	1. Create Godowns/Location 2. Create multiple Godowns/Locations. 3. Allocate stocks	
Day - 6	I have learned about the godowns and warehouses concepts examples in tally exp 9	1. open the voucher > press Alt + P > F12 (with) set the show godown name and show godown address.	

## WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. purchase return. As in the given case, M/s ABC LTD is returning goods to supplier (M/s XYZ INC). Damage in goods. purchase return journal on debit note

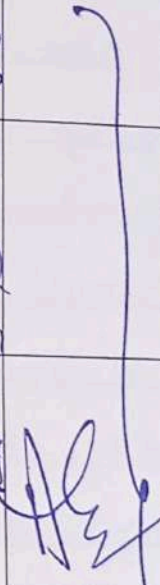
2. step 1: From Gateway of Tally, we have to follow to Accounting vouchers screen.

step 2: press CTRL+F9 on the keyboard or just select debit note from the side table using mouse pointer.

step 3: create/getting the ledger ready

purchase return ledger - Under purchase Accounts or having assumed that the given example is intra state sale, the instead of purchase return account and crediting the same we can use the ledger used for passing Intra state purchase as on a net it will reduce the purchases suppliers. ledger would already be created at time of purchase so it's not required to create a new ledger at this stage Tax ledger applicable for this particular transaction would be CGST and SGST even this would have already been.

## ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about multiple price levels concepts	Hierarchy of Tally > Alter > price list (stock Group): Alter > Alt + G (Go To) > Alter	
Day - 2	I have learned about drawing concept in tally ERP 9.	Drawing ledger will be created under the Capital Account Group in	
Day - 3	I have learned about example problems on drawing concepts	ERP 9 we can create the drawing Account ledger creation screen	
Day - 4	I have learned about brief descriptions on income tax	Payment of interest penalty and late fee gateway tally vouchers > press	
Day - 5	I have learned about Record income tax payments in tally ERP 9.	payment vouchers - Income Tax (ITPS challan 281) challan payment of interest	
Day - 6	I have to learned about Record salary payment in tally ERP 9	salaries from payroll vouchers or use the payroll vouchers to create the liability and salary	

## WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

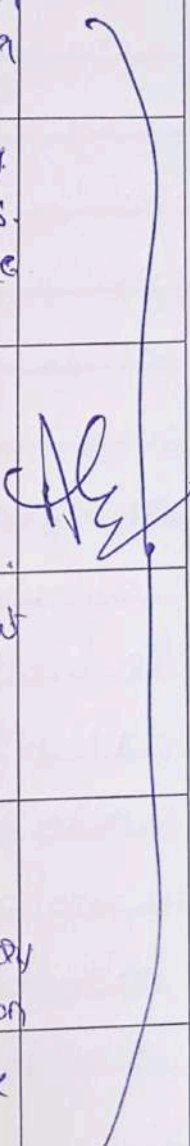
Objective of the Activity Done:

Detailed Report:

1. I have learned about drawing concept in tally.
2. In Tally-ERP 9 we can create the drawing account ledger using Ledger creation screen and we have to select the capital account group in the screen. So, the drawings will automatically deducted from the capital account in the balance.
3. It's a contra-owner's equity account to an associated owner's equity account. It is used to record the transaction of an owner withdrawing cash or other assets from its proprietorship enterprise for personal use.
4. Deduction from capital account in tally  
Explanation: All distributions given to the business owners are records in the drawing account, a type of accounting record used in sole proprietorship and partnerships.
5. create price levels
  - Assign price levels to Ledger Accounts.
  - use price levels during voucher entry
6. Drawing ledger will be created under the cap



## ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1	I have learned about service tax in tally <del>emp</del>	on this page service Tax ledger Common tax ledger for service.		
Day - 2	I have learned about how to create service tax ledger in tally <del>emp</del>	<ol style="list-style-type: none"> <li>1. Go to Gateway of Tally &gt; Accounts &gt; Ledges &gt; create</li> <li>2. Enter the ledger name.</li> </ol>		
Day - 3	I have learned about vat. tax concepts in tally <del>emp</del>	value Added tax (VAT) is the tax levied at every level of value.		
Day - 4	I have learned about VAT calculation.	VAT payable = output tax - input tax		
Day - 5	I have learned about vat feature.	the VAT feature for a state by using the statutory & taxation option		
Day - 6	I have learned about enable vat tax	value added tax is an indirect tax on goods. introduced in 1991		

## WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about service tax in tally exp 9

2. On this page

Service Tax Ledger

Common tax ledger for service tax

Education Cess Ledger

Secondary Education Cess Ledger.

Krishi Kalyan Cess Ledger.

Swachh Bharat Cess Ledger

3. I have learned about vat tax concepts in tally exp 9.

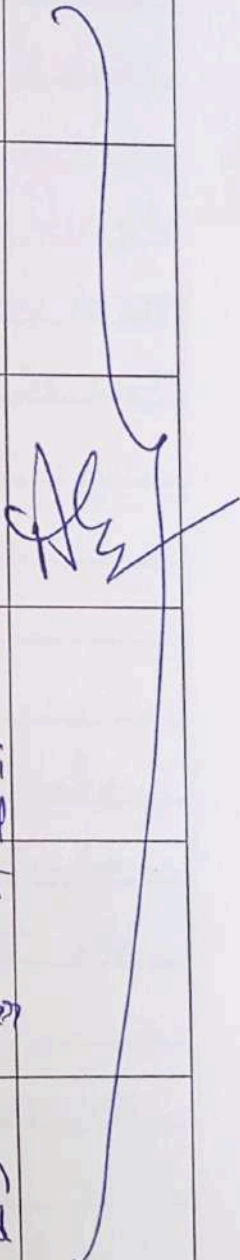
4. Value Added Tax (VAT) is the tax levied at every level of value addition to a stock item.

The tax paid for acquiring the item is allowed as input tax credit. On selling this item, the VAT payable to the department is adjusted against the tax credit, and only the balance amount is paid.

5. VAT calculation.

The tax paid on purchases is termed as input tax, and tax payable on sales is called output

## ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about tally short cut keys.	Tally short cut keys list	
Day - 2	I have learned about central sales tax (CST)	CST entry in tally ERP9 helps to manage interstate transactions in a business because.	
Day - 3	I have to learned about how to activate CST	Con figuring VAT and CST rate for an item (Applicable from Release)	
Day - 4	I have learned about CST Income tax	Central sales Tax (CST) is a tax on sales of goods livied by the central	
Day - 5	I have learned about CST features	features of 'CST tax. it extends to the makes inter sale. sale must	
Day - 6	I have learned about difference of vat and CST taxes.	CST or central sales tax, is an indirect tax levied on interstate sales	

## WEEKLY REPORT

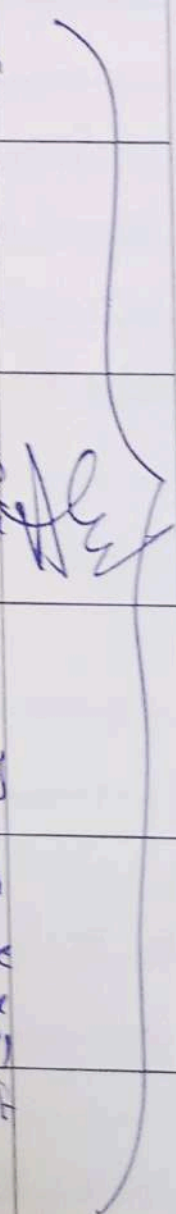
WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about central sales tax (CST)
2. CST entry in Tally ERP9 helps to manage interstate in a business because generally interstate sales and purchase require issue/receipts various kind of statutory forms which is difficult to manage if we do not pass CST entry in Tally
3. I have learned about how to activate CST
4. I have learned CST income tax
5. I have learned about CST features.  
feature of CST tax  
it extends to the whole of India  
Every dealer who makes inter-state sale must be registered dealer and certificate of registration has to be displayed at all places of his business.  
There is no exemption limit of turnover for the levy of central sale tax
6. I have learned about difference of VAT and CST taxes.

### ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have learned about TDS (tax deducted at source)	Go to Gateway of Tally > F11 : Feature Statutory & Taxation set enable Tax acco	
Day - 2	I have learned about how to implement TDS in tally ERP9	Gateway of Tally > Create > type or select Ledger and press Enter	
Day - 3	I have learned about what is the concept of TDS in Tally ERP9	Tax deducted at source (TDS) is an indirect tax and a means to	
Day - 4	I have learned about where is TDS shown in Tally ERP9	Gateway of Tally > Display more Reports > Statutory Reports > TDS Rep	
Day - 5	I have learned about How is TDS calculated	The general formula is: Average Income tax Rate = Income tax payable / (Computed)	
Day - 6	I have learned about excise duty in tally ERP9	Go to Gateway of Tally > Accounting vouchers > As Sales on enabling	

## WEEKLY REPORT

WEEK - 15 (From Dt ..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

1. I have learned about TDS (tax deducted at source) go to Gateway of Tally > F11: feature.  
> statutory & Taxation.
2. set enable tax deducted at source (TDS) to yes in the company operations Alteration screen.
3. I have learned about how to implement TDS in tally. ERP 9 Gateway of Tally > create > type or select
4. ledger > and press Enter ....  
Enter the name.  
select duties and taxes as the group name in the under filed
5. select TDS as the type of duty / tax  
select a nature of payment from the list of nature of payments.  
press Enter ....  
As always you can press Ctrl + A to save.
6. I have learned about what is the concept of TDS in Tally ERP 9. Tax Deducted at source (TDS) is an indirect tax and a means to collect

## REAL TIME TECHNICAL SKILLS USING BY TALLY ERP 9, MS OFFICE AND OTHERS

Creating ledgers in Tally ERP 9 plays a vital role in efficient financial management for businesses. This abstract focuses on the real-time technical skills used by Tally ERP 9 for creating ledgers, highlighting the key proficiencies required to accurately record and manage financial transactions.

The analysis reveals several technical skills used by Tally ERP 9 for creating ledgers:

**Ledger Configuration:** Proficiency in Tally ERP 9 involves understanding the software's ledger configuration options and setup procedures. This includes defining ledger names, account types (such as income, expense, asset, or liability), and associated attributes like GST rates, tax types, and billing details.

**Chart of Accounts Customization:** Skills in customizing the chart of accounts within Tally ERP 9 enable businesses to create and manage ledgers in a structured and organized manner. Proficient users can define account groups, sub-groups, and hierarchy, ensuring accurate classification and grouping of ledgers for comprehensive financial reporting.

**Opening Balance Entry:** Tally ERP 9 allows businesses to enter opening balances for ledger accounts. Proficiency in entering opening balances accurately ensures the correct starting point for financial transactions, enabling businesses to maintain accurate and up-to-date financial records.

**Voucher Entry:** Skills in voucher entry within Tally ERP 9 are essential for recording financial transactions accurately. Proficient users can enter transaction details, including ledger accounts, amounts, dates, and additional details, ensuring precise and error-free recording of financial activities.

**Integration with Other Modules:** Tally ERP 9's integration capabilities with other modules, such as inventory management and accounts payable/receivable, play a crucial role in ledger creation and financial management. Proficiency in integrating ledgers with relevant modules ensures seamless data flow, accurate recording of transactions, and comprehensive financial reporting.

**Financial Reporting:** Proficiency in generating financial reports within Tally ERP 9 enables businesses to analyze their financial health effectively. Skills in utilizing Tally ERP 9's reporting features allow users to generate balance sheets, profit and loss statements, cash flow statements, and other financial reports to gain insights into their financial performance.

By acquiring these real-time technical skills, users can effectively utilize Tally ERP 9's capabilities for creating ledgers and maintaining accurate financial records. Tally ERP 9's user-friendly interface, customizable chart of accounts, and integration capabilities empower businesses to streamline their financial management processes and make informed decisions.

In conclusion, proficiency in the technical skills mentioned above equips users with the necessary tools to create ledgers accurately using Tally ERP 9. By leveraging these skills, businesses can maintain organized financial records, streamline transaction recording, enhance financial reporting, and drive effective financial management. The acquisition and mastery of these technical skills contribute to the successful utilization of Tally ERP 9 for creating ledgers and optimizing financial processes.

MS Office skills refer to the proficiency in using the various applications within the Microsoft Office suite, which includes popular productivity tools such as Word, Excel, PowerPoint, Outlook, and more. These skills are highly valued in a wide range of professional settings and are essential for tasks such as document creation, data analysis, presentations, communication, and organization. Here's a description of key MS Office skills:

#### Microsoft Word:

**Creating and Formatting Documents:** Proficiency in creating, editing, and formatting professional documents, including text formatting, paragraph formatting, headers and footers, tables, and page layout.

**Styles and Templates:** Understanding and utilizing styles and templates to ensure consistency and efficiency in document formatting.

**Collaboration and Review:** Familiarity with features like track changes, comments, and collaborating on shared documents with multiple users.

**Mail Merge:** Knowledge of the mail merge function to personalize and send mass communications such as letters, envelopes, or labels.

#### Microsoft Excel:

**Data Entry and Manipulation:** Proficiency in entering and organizing data, using formulas and functions, sorting and filtering data, and creating basic calculations.

**Data Analysis and Visualization:** Understanding and utilizing tools such as pivot tables, charts, and graphs to analyze and present data effectively.

**Conditional Formatting:** Applying formatting rules based on specific conditions to highlight and analyze data.

**Data Validation:** Ensuring data accuracy and consistency by applying validation rules and restrictions to cell entries.

**Macros and Automation:** Basic knowledge of creating and running macros to automate repetitive tasks and enhance productivity.



## Microsoft PowerPoint:

**Creating and Designing Presentations:** Proficiency in creating visually appealing and engaging slide presentations, including slide layouts, themes, and design elements.

**Slide Transitions and Animations:** Applying slide transitions and animations to enhance the delivery and visual appeal of presentations.

**Multimedia Integration:** Knowledge of incorporating multimedia elements such as images, videos, and audio into presentations.

**Presenter Tools:** Familiarity with presenter view, notes, and rehearsing timings to deliver effective presentations.

**Collaboration and Sharing:** Understanding how to collaborate with others on presentations and share them in different formats.

## Microsoft Outlook:

**Email Management:** Proficiency in managing emails, including composing, replying, forwarding, organizing emails into folders, and using email rules and filters.

**Calendar and Scheduling:** Utilizing calendar features to schedule appointments, meetings, and reminders, and coordinating with others.

**Contacts and Address Book:** Managing and organizing contacts, creating distribution lists, and utilizing contact management features.

**Task and Note Management:** Creating and managing tasks and notes for personal organization and productivity.

## Microsoft One Note:

**Note-Taking and Organization:** Proficiency in capturing and organizing notes, ideas, and information using different sections, pages, and tags.

**Collaboration and Sharing:** Understanding how to collaborate with others on shared notebooks, and sharing and syncing notes across devices.

**Multimedia Integration:** Incorporating multimedia elements such as images, audio, and video into notes.

Having strong MS Office skills can enhance productivity, improve communication, and facilitate efficient data management and analysis. Continuous learning and exploration of advanced features within each application can further expand one's MS Office proficiency and productivity

Arithmetic and reasoning are two fundamental components of problem-solving and critical thinking skills. Here's a description of each:

### Arithmetic:

Arithmetic refers to the branch of mathematics that deals with numbers, their operations, and calculations. It involves the fundamental mathematical operations of addition, subtraction,

multiplication, and division, as well as concepts like fractions, decimals, percentages, and basic algebraic equations. Proficiency in arithmetic is essential in everyday life for tasks such as budgeting, financial planning, measurement conversions, and basic calculations.

Key aspects of arithmetic include:

**Basic Operations:** Performing addition, subtraction, multiplication, and division accurately and efficiently.

**Number Systems:** Understanding and working with different number systems, such as whole numbers, integers, fractions, decimals, and percentages.

**Estimation:** Approximating calculations to quickly assess reasonable outcomes or evaluate the reasonableness of results.

**Problem Solving:** Applying arithmetic skills to solve real-world problems, analyze data, and make informed decisions.

**Mental Math:** Developing the ability to perform calculations mentally, without relying heavily on calculators or written methods.

**Reasoning:**

Reasoning refers to the ability to think logically, analyze information, and draw conclusions based on evidence, facts, or patterns. It involves the process of making logical connections, identifying relationships, and drawing inferences or deductions from given information.

Reasoning skills are crucial in problem-solving, decision-making, and critical thinking tasks.

Key aspects of reasoning include:

**Logical Thinking:** Applying logical principles to evaluate arguments, identify patterns, and draw conclusions.

**Deductive Reasoning:** Using general principles or rules to draw specific conclusions based on given information.

**Inductive Reasoning:** Making generalizations or predictions based on specific observations or patterns.

**Critical Thinking:** Evaluating information, questioning assumptions, considering alternative viewpoints, and forming reasoned judgments.

**Analytical Skills:** Breaking down complex problems or situations into smaller components, analyzing relationships and dependencies, and identifying solutions.

Strong arithmetic skills are essential for accurate calculations, data analysis, and quantitative reasoning. Reasoning skills complement arithmetic by enabling individuals to apply critical thinking and problem-solving strategies to arrive at logical solutions or conclusions. Both skills are highly valued in various academic, professional, and everyday life contexts, as they contribute to effective decision-making, problem-solving, and overall cognitive abilities.

Continuous practice and development in arithmetic and reasoning can enhance problem-solving abilities and provide a foundation for further mathematical and logical thinking.

## CONCLUSION

Creating ledgers in Tally ERP 9 is a fundamental aspect of efficient financial management for businesses. The analysis of Tally ERP 9's ledger creation functionalities reveals the importance of acquiring technical skills to accurately record and manage financial transactions.

Proficiency in ledger configuration and customization enables businesses to create structured and organized ledgers, ensuring accurate classification and grouping of financial data. The ability to enter opening balances and perform voucher entries accurately allows for precise recording of financial activities, maintaining up-to-date and error-free financial records.

Integration capabilities with other modules, such as inventory management and accounts payable/receivable, streamline data flow and ensure comprehensive financial management. By effectively integrating ledgers with relevant modules, businesses can track transactions, manage inventory, and generate accurate financial reports.

Proficiency in generating financial reports within Tally ERP 9 enables businesses to analyze their financial performance effectively. By leveraging Tally ERP 9's reporting features, businesses can generate balance sheets, profit and loss statements, cash flow statements, and other financial reports to gain valuable insights into their financial health.

In conclusion, acquiring the necessary technical skills to create and manage ledgers in Tally ERP 9 is crucial for businesses seeking efficient financial management. By leveraging these skills, businesses can maintain accurate financial records, streamline transaction recording, and enhance financial reporting capabilities. Tally ERP 9 continues to be a reliable software solution for businesses, providing the tools necessary to drive effective financial management and make informed decisions.

## Student Self Evaluation of the LONG-Term Internship

Student Name: **Mathangi Sreenivasa rao**

Registration No:  
2029223066034

Organization Name & Address: ANJANAAS FOUNDATION, AVANIGADDA / HYDERABAD

Term of Internship: \_\_\_\_\_ From: \_\_\_\_\_ TO : \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date: \_\_\_\_\_

*M. Sreenivasa Rao*  
Signature of the Student

### Evaluation by the Supervisor of the Intern Organization

Student Name: Mathangi Sreenivasa rao

Registration No:  
2029223066034

Term of Internship:

From:

To :

Organisation Details: Anjanaas Foundation

Name Of the Supervisor:

BHARATI PADAMATI, 7382072919

Date of Evaluation:

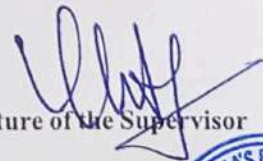
Please rate the student's performance in the following areas:

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
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8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
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12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date: 26/07/23

Signature of the Supervisor



Page No



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Mathangi Sreenivasa rao

Programme of Study: CREATING LEDGER IN TALLY ERP9

Year of Study: 2023

Group: B.COM COMPUTER APPLICATIONS

Register No/H.T. No: 2029223066034

Name of the College: V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	05
2.	Internship Evaluation	30	23
3.	Oral Presentation	10	05
	GRAND TOTAL	50	33

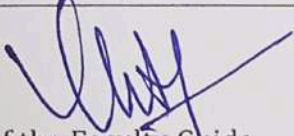
Date:

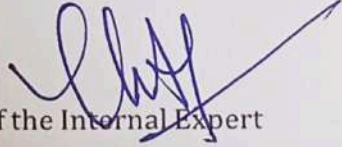
Signature of the Faculty Guide

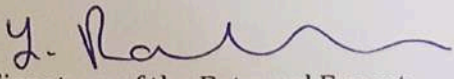
## EXTERNAL ASSESSMENT STATEMENT

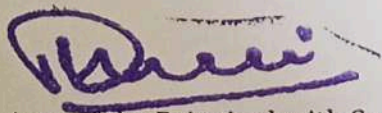
Name Of the Student: ~~M. Anurag~~ ~~123456789~~  
Program of Study: CREATING LEDGER IN TALLY ERP9  
Year of Study: 2023  
Group: B.COM COMPUTER APPLICATIONS  
Register No/H.T. No: 2029223066034  
Name of the College: V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA  
University: KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	55
2.	For the grading giving by the Supervisor of the Intern Organization	20	10
3.	Viva-Voce	50	35
	TOTAL	150	100
<b>GRAND TOTAL (EXT. 50 M + INT. 100M)</b>		<b>200</b>	<b>100+33=133</b>

  
Signature of the Faculty Guide

  
Signature of the Internal Expert

  
Signature of the External Expert

  
Signature of the Principal with Seal



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road  
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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