

HOW TO OPEN THE BOOKS AND REPORTS?

HOW TO OPEN DAY BOOK?

1. Gateway Of Tally
2. Display
3. Day book
4. Give period
5. View the Entries

HOW TO OPEN A LEDGER?

- 1) Gateway of Tally
- 2) Display
- 3) Accounts Books
- 4) Ledger
- 5) Select the ledger
- 6) Give Period
- 7) Press F7 For Month Wise Details

HOW TO OPEN PROFIT AND LOSS ACCOUNT?

1. Gateway of Tally
2. Profit & Loss a/c
3. Give period

HOW TO OPEN BALANCE SHEET?

1. Gateway of Tally
2. Balance Sheet
3. Give Period

HOW TO OPEN TRIAL BALANCE?

1. Gateway of Tally
2. Trial Balance
3. Give Period

HOW TO OPEN SALES REGISTER ?

1. Gateway of Tally
2. Display
3. Accounts Book
4. Sales Ledger
5. Give Period

HOW TO OPEN PURCHASE REGISTER?

1. Gateway of Tally
2. Display
3. Accounts Book
4. Purchase Register
5. Give Period
6. What is the total Liability of the company?

QUESTIONS:

1. What is the capital of the company?
2. What is the total purchase?
3. What is the total sales?
4. Who are the Debtors of the company?
5. Who are the Creditors of the company?
6. What is Profit and Loss account of the Company during 1995-96?
7. What is total Asset value of the company?

INVENTORY MANAGEMENT

HOW TO VIEW THE STOCK POSITION?

1. Gateway of Tally
2. Stock Summary
3. Open TV
4. Give period
5. View the Stock Position

(or)

1. Gateway of Tally
2. Display
3. Statements of Inventory
4. Give period
5. View the Stock Position

(or)

1. Gateway of Tally
2. Display
3. Inventory Books
4. Give period
5. View the Stock Position