

Raniganj Girls' College

Course Name: Entrepreneurship Development

Course Code: BCOMHSE401

Topic of the project: New Business Plan Preparation and Presentation

A Project Report

Submitted by Semester-IV students (Academic Year 2021-22)

Name of the student	Registration Number
ALKA KUMARI	KNU20113001753
ARCHANA KUMARI	KNU20113001546
ASHA PAL	KNU20113001637
BIRANGI TIU	KNU20113001621
DEBANJANA GHOSH	KNU20113001173
DEBOLINA BHATTACHARJEE	KNU20113001665
JAYA KUMARI NONIA	KNU20113001275
JYOTI KISKU	KNU20113001395
KHOOSHBOO NONIA	KNU20113001580
KHUSHI KUMARI	KNU20113001260
KONKANA GHOSH	KNU20113001443
LAXMI KUMARI RABIDAS	KNU20113001465
MEGHA CHOUDHARY	KNU20113001440
NABONITA MALLICK	KNU20113001582
NANDINI KUMARI PANDEY	KNU20113001402
NISHA RAUT	KNU20113001431
NIVA RAM	KNU20113001400
NUSRAT KHATUN	KNU20113001672
PALLAVI KUMARI BURNWAL	KNU20113001523

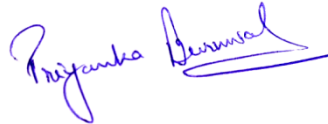
CERTIFICATE

This is to certify that this project titled “**New Business Plan Preparation and Presentation**” submitted by the students for the award of degree of B.Com. Honours is a bonafide record of work carried out under my guidance and supervision.

Name of the student	Registration Number
ALKA KUMARI	KNU20113001753
ARCHANA KUMARI	KNU20113001546
ASHA PAL	KNU20113001637
BIRANGI TIU	KNU20113001621
DEBANJANA GHOSH	KNU20113001173
DEBOLINA BHATTACHARJEE	KNU20113001665
JAYA KUMARI NONIA	KNU20113001275
JYOTI KISKU	KNU20113001395
KHOOSHBOO NONIA	KNU20113001580
KHUSHI KUMARI	KNU20113001260
KONKANA GHOSH	KNU20113001443
LAXMI KUMARI RABIDAS	KNU20113001465
MEGHA CHOUDHARY	KNU20113001440
NABONITA MALLICK	KNU20113001582
NANDINI KUMARI PANDEY	KNU20113001402
NISHA RAUT	KNU20113001431
NIVA RAM	KNU20113001400
NUSRAT KHATUN	KNU20113001672
PALLAVI KUMARI BURNWAL	KNU20113001523

Place: Raniganj

Date: 28.06.2022



SACT, Department of Commerce

Signature of the supervisor with designation and department

Name ~ Archana Kumari

KNU Registration No.: KNU20113001546

College Roll No.: BC028

Semester: IV BCOM (HONS)

3rd Sem Roll No: 1132003123051002

PROJECT-1

1. What do you mean by computing?

Ans:- Computing is any activity that uses computers to manage, process and communicate information. It includes development of both hardware and software.

2. What are the differences between data and information?

Ans:-

- Data contains raw figures and facts.

Information unlike data provides insights analyzed through the data collected.

- Information can't exist without data but data doesn't rely on the information.
- Data, as an input, goes through a filtration process followed by a meaningful organization to generate output or information.
- Data doesn't deliver into specifics since there is rarely any relevance scattered amongst heaps of data unless processed. Information is particular with correlation to the inferences derived.
- Data doesn't harbor any real meaning whereas information exists to provide insights and meaning.

3. What do you mean by user interface?

Ans:- The user interface (UI) is the point of human-computer interaction and communication in a device. This can include display screens, keyboards, a mouse and the appearance of a desktop. It is also the way through which user interacts with an application or a website.

4. Write the differences between GUI and CUI.

Ans:- Differences between GUI and CUI are as follows:-

Basis of Difference	GUI	CUI
Meaning	GUI stands for Graphical User Interface. It enables users to interact with the system using graphics like icons, images etc.	CUI stands for Character User Interface. It enables users to interact with the computer using commands like text.
Navigation	Navigation is not easy to use.	Navigation is not easy.
Memory Requirement	It has a high memory requirement.	It has a low memory requirement.
Flexibility	It has a highly flexible user interface.	It has a little flexible user interface.
Precision	It has low precision	It has high precision

5. What do you mean by touch interface?

Ans:- A key component among tablet computers is touch input. This allows the user to navigate easily and type with a virtual keyboard on the screen. The first tablet to do this was the GRIIDPad by GRIID Systems cooperation; the tablet featured both a stylus, a pen-like tool to aid with precision in a touchscreen device as well as on-screen keyboard.

6. What is CLI?

Ans:- A command-line interface (CLI) processes commands to a computer program in the form of lines of text. The program which handles the interface is called command-line interpreter or command-line processor.

7. What do you mean by NLI?

Ans:- Natural Language Interaction (NLI) is the convergence of a diverse set of natural language principles that enables people to interact with any connected device or service in a humanlike way.

8. What is data processing?

Ans:- Data processing is the method of collecting raw data and translating it into usable information. It is usually performed in a step-by-step process by a team of data scientists and data engineers in an organisation.

9. What are the different methods of data processing?

Ans:- The different methods of data processing are as follows:-

TYPE	USES
Batch processing	Data is collected and processed in batches. Used for large amounts of data. Eg:- Payroll System
Real-time processing	Data is processed within seconds when the input is given. Used for small amounts of data. Eg:- withdrawing money from ATM
Online processing	Data is automatically fed into the CPU as soon as it becomes available. Used for continuous processing of data. Eg:- barcode scanning
Multiprocessing	Data is broken down into frames and processed using two or more CPUs within a single computer system. Also known as parallel processing. Eg:- weather forecasting
Time-sharing	Allocates computer resources and data in time slots to several users simultaneously.

10. Briefly write the different applications of computer in business.

Ans:- Every business require recognized computer applications. Five computer applications in a core

part of the business are:-

- Accounting (Recordkeeping):- One of the best advantages of the computer in business is the accounting software it offers for keeping all the essential transactional documents and records safe. Essentially computer software allows accountants to process more information in less time.
- Business Communication:- Computers make communication cross-boundary. This means that communication is no longer restricted to the location of communicating people.
- Business Management:- The computer software in business management is oriented to support management within the organisation. The versatile computer application in business management and collaboration will depend on the size of the organisation from a startup, small, medium-sized company to a large corporation.
- Research and Marketing:- A PC with internet access offers a tremendous amount of data of competitors and market demands easily that businesses can take advantage of. Computer application in business avail to analyze the competitors, researching the products and prices of their competitors, studying them through websites.
- Client and Customers:- The computer has helped the business to interact with their customer by eliminating the barriers like limited location, restricted language barrier, and there was no way of direct consumer forum for all the feedback.

Prepare a student data table in MS Excel and calculate total, average, maximum and minimum marks along with the grades of the student using the following information:-

(a) Roll No.

(b) Student's name

(c) English

(d) Accounting

(e) Taxation

(f) Total = English + Accounting + Taxation

(g) Average = $\frac{\text{Total}}{3}$

(h) Maximum = (Max. of 3 sub)

(i) Minimum = (Min. of 3 sub)

(j) Grades, grades will be calculated as per following conditions:-

Average	Grades
≥ 75	S
≥ 60	A
≥ 50	B
≥ 40	C
else	F

= IF (G2 >= 75, "S", IF (G2 >= 60, "A", IF (G2 >= 50, "B", IF (G2 >= 40, "C", "F"))))

A	B	C	D	E	F	G	H	I	J
Roll	Students Name	English	Accounting	Vocation	Total	Average	Maximum	Minimum	Grades
1	Rishi	85	68	81	234	78.00	85	68	S
2	Sheetal	34	49	59	142	47.33	59	34	C
3	Ajay	35	52	67	154	51.33	67	35	B
4	Anushka	69	35	54	158	52.67	69	35	B
5	Priyanshu	18	29	39	86	28.67	39	18	F
6	Shikha	89	45	42	176	58.67	89	42	B
7	Amit	59	96	63	218	72.67	96	59	A
8	Darvishi	56	85	88	229	76.33	88	56	S
9	Sunit	32	34	82	148	49.33	82	32	C
10	Komal	58	67	74	199	66.33	74	58	A

Expt.No.

Page No./

Date./

Solution:-

Open MS-Excel, stay in worksheet 1, then prepare student's data table with the input and calculated fields as here under:

Insert / Paste / Draw Table

Formula Used:

1. Total = C2 + D2 + E2

2. Average = F2/3

3. Maximum = MAX (C2 : E2)

4. Minimum = MIN (C2 : E2)

5. Grades = IF (G2 >= 75, "S", IF (G2 >= 60, "A", IF (G2 >= 50, "B", IF (G2 >= 40, "C", "F"))))

OXFORD®

Teacher's Signature

BIODATA

Name : Aachana Kumari
Father's Name : Ram Babu Mahato
Date of Birth : 12th June, 2001
Gender : Female
Nationality : Indian
Address : Khas Kajora Colliery
P.O. - Kajora Gram
P.S. - Andal
Dist - Burdwan, PIN - 713338

Academic Qualification:

Exam Passed	Year	Institution	Division
Madhyamik	2016	C.B.S.E.	1 st
HS	2018	C.B.S.E.	1 st

Expt.No.

PROJECT-3

Page No. _____
Date. / 29/04/22

Project on MS Word

You are asked to prepare a self bio-data in MS Word using proper page setup; paragraph and font formatting.

Steps to follow for preparing self-biodata:-

1. Open MS-Word

2. Page setup:

(a) Size > A4

(b) Orientation > Portrait

(c) Margins > Normal (1" all side)

3. Font Setup

(a) Face > Times New Roman

(b) Size > 12

(c) Colour > Black

4. Paragraph:

(a) Alignment and line spacing > As per requirement

5. Save the document.

OXFORD

Teacher's Signature

Project on ERP Tally

You are asked to write of following topic in your Practical Notebook

1. What is Computerised Accounting Software? Give examples.

Ans:- Computerised Accounting software is a software solution that can be installed in computer for seamlessly managing company's financial dealings, reports, data and statements.

Eg:- QuickBooks, FreshBooks, Sage Group, NetSuite etc.

2. What is tally?

Ans:- Tally is an ERP accounting software package that is used to record day to day business data of a company.

3. What are the uses of Tally?

Ans:- Tally is used for:-

- Daily Accounting
- Balance Sheet Finalization
- Inventory Maintenance
- Generating different reports for tax filing etc.

4. Accounting Group of ERP Tally.

Ans:- In ERP Tally there are 28 pre-defined accounting groups. Out of which 15 are Primary Groups and 13

Profit & Loss

Expenses	Incomes
1. Provision	4. Sales
2. Direct Expenses	5. Direct Incomes
3. Indirect Expenses	6. Indirect Incomes

Balance Sheet

Liabilities	Assets
7. Capital (i) Reserves & Surplus (Retained Earnings)	12. Fixed Assets
8. Loans (Liabilities) (i) Secured Loan (ii) Unsecured Loan (iii) Bank Overdraft (ODD/OCC)	13. Investments
9. Current Liabilities (i) Sundry Creditors (ii) Duties & Taxes (iii) Provisions	14. Current Assets (i) Cash in Hand (ii) Bank Accounts (iii) Stock in Hand (iv) Sundry Debtors (v) Deposits (Assets) (vi) Loans & Advances (Assets)
10. Branch/Division	15. Mix. Expense (Assets)
11. Suspense	

Expt.No.

Page No.

Date

are Secondary Groups.

1. Purchase: The following books may fall under this group

- All purchase accounts
- Purchase Return a/c
- Expenses which are included in purchase

2. Direct Expenses: These expenses are directly involved in the production

- Expenses after purchase
- All godowns expenses
- All production costs

3. Indirect Expenses: These are indirectly involved in production

- office Expense
- Administration expense
- Selling expense
- distribution expense

4. Sales

- All sales a/c
- Sales Return a/c

5. Direct incomes: Incomes arising out of source sold.

eg: Income from students, fee from patents etc.

6. Indirect incomes: All other sources of income

eg - Interest Received, Commission Received etc.

7. Capital: Owner's investment into any business in the capital of that business

eg. Share capital, Partner's Capital

8. Loans: Any amount taken from outside sources against which the business has to pay interest. It is of three types:

- Secured loans: Loans taken against security deposits/mortgages. Generally it is long term in nature. eg. Bank loans
- Unsecured loans: Loans taken without any mortgage. It is

OXFORD

Teacher's Signature

short-term in nature. Eg: loan taken from a friend, Personal loan etc.
 (iii) Bank Overdraft: The amount overdrawn from Bank Balance. It is also known as Over Cash Credit (OCC)

9. Current liabilities: all those liabilities which the business has to pay within the current financial year.

10. Branch / Division: If the business has any branch / division / sister concern / department, all will fall under this group.
 Eg: Raniganj Branch, Asansol Branch etc.

11. Suspense: If any uncertain or suspense account will occur, then use this group.

12. Fixed assets: All movable & immovable properties will fall under this group.
 Eg - Land, Goodwill etc.

13. Investment: The money invested in any concern except the own business is called investment.
 Eg: Purchase shares of Reliance Co., Purchase NSC etc.

14. Current assets: The assets which are liquid in nature (Cash and Bank) or which can easily be converted into liquid within current financial year.

15. Miscellaneous expenses (Assets): All deferred expenses and preliminary expenses, the effects of which will carry forward to the next years, falls under this group.

Classify the following ledger accounts under a specific accounting groups (as available in Tally, i.e. out of 28 pre-defined groups)

1. Equity Share Capital - Capital
2. Raw Material Purchase - Purchase
3. Land and Building - Fixed Assets
4. Sales - Sales
5. Wages - Direct Expenses
6. Service Income - Direct Income
7. General Reserve - Reserve & Surplus
8. Goodwill - Fixed Assets
9. Salary - Indirect Expenses
10. Sales Return - Sales
11. 11% loan taken from Axis Bank - Secured Loans
12. Purchase Shares of Tata Co. - Investment
13. Purchase Return - Purchase
14. Commission Received - Indirect Incomes
15. Personal loan - Unsecured loan
16. Cash - (Current Assets) Cash-in-Hand
17. Office expenses - Indirect Expenses
18. Dividend Received - Indirect Income
19. Overdraft Balance in SBI - Bank Overdraft
20. HDFC Savings A/c - Bank accounts
21. Depreciation - Indirect Expenses
22. Discount Received - Indirect Income

23. Discount Allowed - Indirect Expense
24. Carriage Inward - Direct Expense
25. Carriage Outward - Indirect Expense
26. Supplier - Sundry Creditors
27. Customer - Sundry Debtors
28. GST - Duties and Taxes
29. Bad debt - Indirect Expenses
30. Interest paid - Indirect Expenses
31. Bank interest received - Indirect Income
32. Stock of goods - Stock-in-hand
33. Building funds - Provisions
34. Raniganj Branch - Branch / Divisions
35. Preliminary Expenses - Miscellaneous Expenses
36. Loan given to a worker - Loans & Advances
37. Fixed Deposit - Deposits (Assets)
38. Invest in Mutual Fund - Investments
39. 8% Preference Share Capital - Capital
40. Loss on accident - Indirect Expense
41. Petty Cash - Cash-in-Hand
42. Outstanding Expenses - Current Liabilities
43. Accrued Income - Current Assets
44. Prereceived Income - Current Assets
45. Prepaid Expenses - Loans and Advances
46. Factory Lighting - Direct Expenses
47. Rent - Indirect Expenses
48. Branch Cash - Cash-in-Hand
49. Abnormal loss - Indirect Expenses
50. Partners Capital - Capital

A	B	C	D	E	F	G	H	I	J	K
Emp Name	Dept	BP	DA	HRA	MA	GP	PF	TI	TDS	NP
1	Suchitra	Office	8500	5100	1360	17680	2121.6	15558.4	1555.84	14002.6
2	Tannay	Marketing	9850	5910	1576	20488	2458.56	18027.4	1802.74	16226.5
3	Shiraf	Office	1800	4096	2048	26624	3194.88	23429.1	2342.91	21086.2
4	Sukha	Office	1980	6355.2	3171.6	41308.8	4957.06	36351.7	3655.17	32716.6
5	Bhishabh	Production	10500	6500	1680	21840	2620.8	17219.2	1721.92	17297.3
6	Priya	Production	15800	9480	2528	32864	3943.68	28920.3	2892.03	26028.3

Expt.No.

PROJECT-6

Page No.
Date / 10/05/22

Prepare a payroll in MS-Excel with the following fields and formulas:-

Name of the employee

Department

Basic Pay

Dearness Allowance (DA): 60% of Basic Pay

House and Rent Allowance (HRA): 20% of Basic Pay + DA

Medical Allowance (MA): 10% of Basic Pay + DA

Gross Pay (GP): BP + DA + HRA + MA

Provident Fund (PF): 12% of GP

Taxable Income (TI): GP - PF

TDS: 10% of TI

Net Pay (NP): TI - TDS

Note: Input at least 5 records

(Tax deducted source)

OXFORD®

Teacher's Signature

Durga Private Company Limited

15 N.S.B. Road, P.O. Raniganj.

Dist. Paschim Bardhaman PIN-713347 (WB)

Ref. No.

Date:

NOTICE

It is hereby notified to all the Board Members and Shareholders of the company that the Annual General Meeting of the Company will be held on 15th June, 2022 at 3:00 PM at the Conference Hall of the Company.

The following Agenda will be discussed

Agenda:

1. Confirmation of proposals and resolutions of the last meeting
2. Endorsement of audited Financial Report
3. Distribution of dividend
4. Appointment of auditors
5. Formation of Board of Directors

By order
G. K. Krishnan
(Secretary)

EX-201-770

PROJECT - 7

Page No.

Date

10/06/22

Prepare a notice for the Annual General Meeting with agenda in the following's letter head in MS Word.

Steps to follow for preparing notice:

1. Open MS Word

2. Page Setup:

(a) Size > A4

(b) Orientation > Portrait

(c) Margins > Normal (1" all sides)

3. Font Setup

(a) Face > Times New Roman

(b) Size > 12

(c) Colour > Black

4. Paragraph:

(a) Alignment and line spacing > as per requirement

5. Save the document

OXFORD

Teacher's Signature

PROJECT - 8

Prepare a both axis chart (column-line) on the following data table:

Monthly Comparison of Sales and Profit
of Relaxo Company

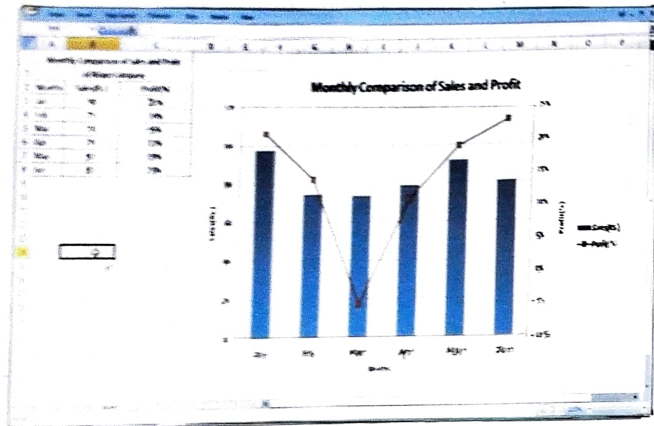
Months	Sales (Rs.)	Profit (%)
Jan	98	21%
Feb	75	14%
Mar	74	-5%
Apr	79	11%
May	92	19%
Jun	81	23%

and write down the steps in your lab note book.

Solution:-

Prepare the both axes chart (column-line) using the following steps

1. Prepare the data table in Sheet 1 of excel Workbook
2. Select the data table with headings
3. Click on insert ribbon, then go to the charts group



EXPL. NO.

Page No.

Date

4. Select clustered column chart from column button
5. Select the profit column from the chart
6. Right click → Change series chart type
7. Select line with markers chart
8. Select the line chart
Right click → Format data series → Secondary axis → close
9. Select the chart → Design → Layout 9 from chart layout → Enter the titles

OXFORD

Teacher's Signature :

Student's Signature :

Particulars

Jyoti Enterprises
1-Apr-2018 to 31-Mar-2019

Particulars

Jyoti Enterprises
1-Apr-2018 to 31-Mar-2019

Opening Stock	50000.00	Sales Accounts	340000.00
Stock in Hand		Sales accounts	340000.00
Purchases accounts	250000.00	Closing Stock	50000.00
Purchases	250000.00	Stock in Hand	50000.00
Gross Profit c/o	90000.00		
	390000.00		390000.00
Indirect Expenses	167000.00	Gross Profit b/f	90000.00
Agent Commission	1200.00	Indirect Incomes	7000.00
Sold Debt	4400.00	Discount Received	2000.00
Discount Given	1000.00	Interest Received	5000.00
Insurance Charges	5400.00	Nett Loss	70000.00
Phone Charges	7000.00		
Rent	10000.00		
Repairs and Maintenance	8000.00		
Salaries	100000.00		
Taxes	30000.00		
Total	1,67,000.00	Total	1,67,000.00

G: Quit

Tally MAIN --> Gateway of Tally --> Profit & Loss A/c

R: Remove Line

OXFORD

Expt.No.

PROJECT-9

From the Trial Balance of Jyoti Enterprises as on 31st March 2019, you are asked to prepare Profit & Loss and Balance sheet in ERP Tally. You are also asked to specify the group names of the ledger account shown in the trial balance.

Trial Balance

Jyoti Enterprises as on March 31st, 2019

Sr.No.	Particulars	Amount (₹)	
		Dr.	Cr.
1	Owner Equity		5,00,000
2	Machinery	2,00,000	
3	Cash in Hand	10,000	
4	Bills Receivable	70,000	
5	Plant and Building	2,00,000	
6	Repairs and Maintenance	8,000	
7	Stock in Hand	50,000	
8	Insurance Charges	5,400	
9	Bills Payable		80,000
10	Sales		3,40,000
11	Agent Commission	1,200	
12	Phone Charges	7,000	
13	Rent	10,000	
14	Furniture	20,000	
15	Purchases	2,50,000	
16	Discount Received		2,000
17	Bank Loan		50,000
18	Salaries	1,00,000	
19	General Reserve		10,000
20	Discount Given	1,000	
21	Drawings	20,000	
22	Bad Debts	4,400	
23	Interest Received		5,000
24	Taxes	30,000	
	Total	9,87,000	9,87,000

1. Owner's Equity - Capital
2. Machinery - Fixed Assets
3. Cash in Hand - Cash in Hand
4. Bills Receivable - Current Assets
5. Plant and Machinery - Fixed Assets
6. Repairs and Maintenance - Indirect Expenses
7. Stock in Hand - Stock in Hand

Liabilities Jyoti Enterprises
as at 31-May-2019

Capital Account 4,90,000.00
 Reserves & Surplus 10,000.00
 Drawings (-) 20,000.00
 Owner Equity 5,00,000.00
 Loans (Liability) 50,000.00
 Secured Loans 50,000.00
 Current liabilities 80,000.00
 Bills Payable 80,000

Assets Jyoti Enterprises
as at 31-May-2019

Fixed Assets 4,90,000.00
 Furniture 20,000
 Machinery 200,000
 Plant and Machinery 200,000
 Current Assets 1,30,000.00
 Closing Stock 50,000
 Cash in Hand 10,000
 Bills Receivable 70,000
 Profit & Loss A/c 70,000.00
 Opening Balance
 Current Period 10,000.00

Total
B: Suit

6,20,000.00

Total

6,20,000.00

Tally MAIN --> Gateway of Tally --> Balance Sheet R: Remove Line

OXFORD®

Expt.No.

Page No
Date

8. Insurance charges - Indirect Expenses
9. Bills Payable - Current liabilities
10. Sales - Sales
11. Agent Commission - Indirect Expenses
12. Phone charges - Indirect Expenses
13. Rent - Indirect Expenses
14. Furniture - Fixed assets
15. Purchases - Purchases
16. Discount Received - Indirect Income
17. Bank Loan - Secured Loans
18. Salaries - Indirect Expenses
19. General Reserve - Reserves & Surplus
20. Discount Given - Indirect Expenses
21. Drawings - Capital
22. Bad debts - Indirect Expense
23. Interest Received - Indirect Income
24. Taxes - Indirect Expenses

What do you mean by Voucher? Briefly describe the accounting voucher types used in ERP Tally.

Ans: Voucher is an authenticated document to record financial transactions. It is also known as Books of Primary Entry.

Examples: Cash Memo, Money Receipt, Invoice, Bill, Challan etc.

Voucher Books/Types in ERP Tally (under Accounts Only):

1. Payment (F5): All payments made by Cash/Bank

Dr. Reason

Cr. Cash/Bank

Example: Salary paid by cash for ₹ 5000

Dr. Salary 5000

Cr. Cash 5000

2. Receipt (F6): All receipts made by Cash/Bank

Dr. Cash/Bank

Cr. Reason

Example: Commission received by Cash for ₹ 12000

Dr. Cash 12000

Cr. Commission Received 12000

3. Contra (F4): Cash to Cash, Bank to Bank, Cash to Bank, Bank to Cash

Dr. In

Cr. Out

Example: Cash deposited into SBI ₹ 4000

Dr. SBI 4000

Cr. Cash 4000

4. Purchase (F9): Only Credit Purchase from the Supplier

Dr. Purchase

Cr. Supplier

Example: Goods purchased on credit from Ram for ₹14000

Dr. Purchase 14000

Cr. Ram 14000

5. Debit Note (Ctrl + F9): Purchase Return to the Supplier

Dr. Supplier

Cr. Purchase Return

Example: Goods returned to Ram for ₹3000

Dr. Ram 3000

Cr. Purchase Return 3000

6. Sales (F8): Only credit sales to the customers

Dr. Customers

Cr. Sales

Example: Goods sold on credit to Sita for ₹25000

Dr. Sita

Cr. Sales

7. Credit Note (Ctrl + F8): Sales Return from the Customers

Dr. Sales Return

Cr. Customers

Example: Goods for ₹4000 returned to Sita

Dr. Sales Return 4000

Cr. Sita 4000

8. Journal (F7): All adjustments entries to be passed on the financial year except Cash/Bank.

4. Purchase (F9): Only Credit Purchase from the Suppliers

Dr. Purchase

Cr. Supplier

Example: Goods purchased on credit from Ram for ₹14000

Dr. Purchase 14000

Cr. Ram 14000

5. Debit Note (Ctrl + F9): Purchase Return to the Supplier

Dr. Supplier

Cr. Purchase Return

Example: Goods returned to Ram for ₹3000

Dr. Ram 3000

Cr. Purchase Return 3000

6. Sales (F8): Only credit sales to the customers

Dr. Customers

Cr. Sales

Example: Goods sold on credit to Sita for ₹25000

Dr. Sita

Cr. Sales

7. Credit Note (Ctrl + F8): Sales Return from the Customers

Dr. Sales Return

Cr. Customers

Example: Goods for ₹4000 returned to Sita

Dr. Sales Return 4000

Cr. Sita 4000

8. Journal (F7): All adjustments entries to be passed on the financial year except Cash/Bank.

4. Purchase (F9): Only Credit Purchase from the Suppliers

Dr. Purchase

Cr. Supplier

Example: Goods purchased on credit from Ram for ₹14000

Dr. Purchase 14000

Cr. Ram 14000

5. Debit Note (Ctrl + F9): Purchase Return to the supplier

Dr. Supplier

Cr. Purchase Return

Example: Goods returned to Ram for ₹3000

Dr. Ram 3000

Cr. Purchase Return 3000

6. Sales (F8): Only credit sales to the customers

Dr. Customers

Cr. Sales

Example: Goods sold on credit to Sita for ₹25000

Dr. Sita

Cr. Sales

7. Credit Note (Ctrl + F8): Sales Return from the customers

Dr. Sales Return

Cr. Customers

Example: Goods for ₹4000 returned to Sita

Dr. Sales Return 4000

Cr. Sita 4000

8. Journal (F7): All adjustments entries to be passed on the financial year except Cash/Bank.

4. Purchase (F9): Only Credit Purchase from the Suppliers

Dr. Purchase

Cr. Supplier

Example: Goods purchased on credit from Ram for ₹14000

Dr. Purchase 14000

Cr. Ram 14000

5. Debit Note (Ctrl + F9): Purchase Return to the supplier

Dr. Supplier

Cr. Purchase Return

Example: Goods returned to Ram for ₹3000

Dr. Ram 3000

Cr. Purchase Return 3000

6. Sales (F8): Only credit sales to the customers

Dr. Customers

Cr. Sales

Example: Goods sold on credit to Sita for ₹25000

Dr. Sita

Cr. Sales

7. Credit Note (Ctrl + F8): Sales Return from the customers

Dr. Sales Return

Cr. Customers

Example: Goods for ₹4000 returned to Sita

Dr. Sales Return 4000

Cr. Sita 4000

8. Journal (F7): All adjustments entries to be passed on the financial year except Cash/Bank.

What do you mean by Voucher? Briefly describe the accounting voucher types used in ERP Tally.

Ans: Voucher is an authenticated document to record financial transactions. It is also known as Books of Primary Entry.

Examples: Cash Memo, Money Receipt, Invoice, Bill, Challan etc.

Voucher Books/Types in ERP Tally (under Accounts Only):

1. Payment (F5): All payments made by Cash/Bank

Dr. Reason

Cr. Cash/Bank

Example: Salary paid by cash for ₹ 5000

Dr. Salary 5000

Cr. Cash 5000

2. Receipt (F6): All receipts made by Cash/Bank

Dr. Cash/Bank

Cr. Reason

Example: Commission received by Cash for ₹ 12000

Dr. Cash 12000

Cr. Commission Received 12000

3. Contra (F4): Cash to Cash, Bank to Bank, Cash to Bank, Bank to Cash

Dr. In

Cr. Out

Example: Cash deposited into SBI ₹ 4000

Dr. SBI 4000

Cr. Cash 4000

4. Purchase (F9): Only Credit Purchase from the Suppliers

Dr. Purchase

Cr. Supplier

Example: Goods purchased on credit from Ram for ₹14000

Dr. Purchase 14000

- Cr. Ram 14000

5. Debit Note (Ctrl + F9): Purchase Return to the supplier

Dr. Supplier

Cr. Purchase Return

Example: Goods returned to Ram for ₹3000

Dr. Ram 3000

- Cr. Purchase Return 3000

6. Sales (F8): Only credit sales to the customers

Dr. Customers

Cr. Sales

Example: Goods sold on credit to Sita for ₹25000

Dr. Sita

- Cr. Sales

7. Credit Note (Ctrl + F8): Sales Return from the customers

Dr. Sales Return

Cr. Customers

Example: Goods for ₹ 4000 returned to Sita

Dr. Sales Return 4000

- Cr. Sita 4000

8. Journal (F7): All adjustments entries to be passed on the financial year except Cash/Bank.

Account	Debit	Credit	Balance
Capital		400000	400000
Bank	27000		373000
Land	20000		353000
Equipment	10000		343000
Accounts Payable		10000	353000
Accounts Receivable		10000	363000
Inventory		10000	373000
Prepaid Insurance		10000	383000
Retained Earnings		27000	410000
Total	84000	84000	410000

Expt. No.

Page No.
3/30

16 (1.4.20)			(21.12) Club F'S
Dr Cash	400000		Dr Sales Return 10000
Cr Capital		400000	Dr Foreign Trade
17 (2.4.20)			(1.8.20) F'S
Dr Axis Bank	80000		Dr Axis Bank 11000
Cr Cash		80000	Cr Axis Bank 11000
18 (4.4.20)			(2.8.20) F'S
Dr Purchase	90000		Dr Furniture 20000
Cr Tana Trade		90000	Cr Cash 20000
19 (6.4.20)			(2.8.20) F'S
Dr Office Expenses	6000		Dr Office Rent 10000
Cr Cash		6000	Cr Cash 10000
20 (8.4.20)			(2.8.20) F'S
Dr Cash	14000		Dr Depreciation 2500
Cr Commission		14000	Cr Furniture 2500
21 (10.4.20)			(2.8.20) F'S
Dr Tana Trade	9000		Dr Salary 15000
Cr Purchase Return		9000	Cr Outstanding Salary 15000
22 (12.4.20)			(1.5.20)
Dr Foreign Trade	140000		
Cr Cash		140000	
23 (14.4.20)			
Dr Cash	2500		
Cr Axis Bank		2500	
24 (16.4.20)			
Dr Tana Trade	15000		
Cr Cash		15000	

OXFORD

Teacher's Signature

Days	Customer Name	Products	Selling Amount
Mon	Tara Traders	Mouse	5000
Mon	Durga Traders	Scanner	10500
Mon	Tara Traders	Laptop	7500
Tue	Durga Traders	Mouse	6500
Tue	Laxmi Co	Laptop	11000
Tue	Tara Traders	Scanner	15500
Wed	Laxmi Co	Mouse	7800
Wed	Laxmi Co	Scanner	8900
Wed	Tara Traders	Scanner	15800
Wed	Durga Traders	Laptop	9800

Days	Customer Name	Products	Selling Amount
Mon	Tara Traders	Mouse	5000
Mon	Durga Traders	Scanner	10500
Mon	Tara Traders	Laptop	7500
Tue	Durga Traders	Mouse	6500
Tue	Laxmi Co	Laptop	11000
Tue	Tara Traders	Scanner	15500
Wed	Laxmi Co	Mouse	7800
Wed	Laxmi Co	Scanner	8900
Wed	Tara Traders	Scanner	15800
Wed	Durga Traders	Laptop	9800
Grand Total			254000

Prepare a pivot table on the basis of following data table.

Days	Customer Name	Products	Selling Amount
Mon	Tara Traders	Mouse	5000
Mon	Durga Traders	Scanner	10500
Mon	Tara Traders	Laptop	7500
Tue	Durga Traders	Mouse	6500
Tue	Laxmi Co	Laptop	11000
Tue	Tara Traders	Scanner	15500
Wed	Laxmi Co	Mouse	7800
Wed	Laxmi Co	Scanner	8900
Wed	Tara Traders	Scanner	15800
Wed	Durga Traders	Laptop	9800

Solution :-

Step 1: Prepare the data table in excel worksheet

Step 2: Select the data table

Step 3: Click on insert ribbon

Step 4: Click on pivot table command from table group

Step 5: Select the range (already selected)

Step 6: Select new worksheet to place the pivot table

Step 7: Place the following fields in the following areas

Days → Row label

Customer name → Report filter

Products → Column labels

Selling amount → Values

Project on Mail Merge in MS Word

Create a Mail-Merge document containing invitation letter of your birthday and send the same to your five friends with proper address.

Solution:-

Step 1: Prepare the invitation letter (Main Document) and save it and close.

To

<Name>

<Road>

<City>

<PIN>

Dear <Name>

You are cordially invited on account of my Birthday dated 28th May 2022 at 6:00 PM at Nirala Restaurant.

Thanks

Archana

Teacher's Signature

Step 2: Prepare the list of friends in a Data Table (Recipient list) and Save and Close.

Name	Road	City	PIN
Ankita Raj	Ronai Road	Raniganj	713347
Tony Yadav	Kajora Road	Kajora	713338
Madhu Sinha	Kajora Road	Kajora	713338
Anshu Shaw	C.R. Road	Raniganj	713347
Jassi Mahato	Ronai Road	Raniganj	713347

Step 3: Open the Main Document

Step 4: Click on Mailings > Start Mail Merge > Letters

Step 5: Click on Mailings > Select Recipient > Use Existing List > Select the Data Table document > Open

Step 6: Place the Field Buttons from Mailings > Write & Insert Fields > Insert Merge Field

Step 7: To View Merged Data:

a. Click on Preview Result

b. Finish & Merge > edit individual document > All > OK

Share Charge Ledgers as at 31 Mar 2022		Share Charge Ledgers as at 31 Mar 2022	
Share Charge Ledgers	3,95,100.00	Share Charge Ledgers	3,95,100.00
Reserves & Surplus	10,000.00	Fixed Assets	1,07,900.00
Capital	2,78,900.00	Land and Buildings	2,41,200.00
Current & Sundry	2,20,000.00	Investments	1,85,500.00
Deferred Loans	2,20,000.00	Current Assets	1,95,700.00
Current Liabilities	77,800.00	Debtors	43,000.00
Trade Creditors	46,900.00	Loans & Advances (ASSET)	1,000.00
Outstanding Salary	8,500.00	Sundry Debtors	79,500.00
Provision for Loan Adv	22,400.00	Cash/Bank	18,600.00
Current Liabilities	77,800.00	Bank Balances	22,500.00
Total	6,72,700.00	Total	6,72,700.00

Expt.No.

Page No.

Date

Adjustment Entry:

1. Closing Stock on 31.3.2022 ₹ 65,000
2. Outstanding Salary ₹ 8,500
3. Prepaid Rent ₹ 12,000
4. Interest on Bank loan 10% p.a
5. Provision for Bad debt 10%
6. Depreciation on all fixed assets @ 12%

You are required to show Trial Balance, Profit & Loss and Balance sheet.

OXFORD®

Teacher's Signature

Tally E.R.P 9
P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard

Particulars	Tara Traders	
	1-APR-2021 to 31-July 2021	
	Debit	Credit
Opening Stock	588,400.00	
Cash	19,500.00	
Commission Received		16,500.00
J.K. Traders		98,500.00
Purchase	2,18,300.00	
Sales		2,42,200.00
SOI	50,000.00	
Staff Salary	12,000.00	
Star Hotels	57,200.00	
Suspense		588,400.00
Grand Total	9,45,400.00	9,45,400.00

Tally ERP 9
P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: COST CENTRE

Profit & Loss A/C		Tara Traders	
Particulars	Tara Traders 1APR 2021 to 31-Jul-2021	Particulars	Tara Traders 1APR-2021 to 31-July-2021
Opening Stock	588,400.00	Sales Accounts	2,42,200.00
LG	188,200.00	Sales	2,42,200.00
Samsung	79,200.00	Closing Stock	6,35,876.47
Sony	32,100.00	LG	1,24,476.47
Purchase Accounts	2,18,300.00	Samsung	1,70,400.00
Purchase	2,18,300.00	Sony	3,21,000.00
Gross Profit c/o	71,376.47		
	8,78,076.47		8,78,076.47
Indirect Expenses	12,000.00	Gross Profit b/f	71,376.47
Staff Salary	12,000.00	Indirect Incomes	16,500.00
Nett Profit	75,876.47	Commission Received	16,500.00
Total	8,78,076.47	Total	8,78,076.47

Expt.No.

PROJECT-15

Page No. /
Date. /9/06/22

Create a company named Tara Traders of Raniganj, West Bengal for the F.Y. 2021-22 under accounts with Inventory, then enter the opening balance of the following items and pass the transactions given below:

Items	Groups	Category	Opening Balance
Golden Eye	LG	32 inch	8 pcs @ ₹12500
Wega	Sony	42 inch	15 pcs @ ₹21400
Starlite	Samsung	32 inch	6 pcs @ ₹13200
Blue View	LG	24 inch	9 pcs @ ₹9800

1.4 Purchased 9 pcs LG Golden eye 32 inch @ 11900 and 10 pcs Samsung starlite 32 inch @ ₹13900 from J.K. Traders of Kolkata

2.4 Sold 12 pcs LG Golden eye @ ₹19800 and 5 pcs Blue View @ ₹12800 to Star Hotels of diansol

1.5 Returned 2 pcs Samsung starlite to J.K. Traders

2.5 3 pcs LG Golden eye returned from Star Hotels

31.5 Received ₹185000 from Star Hotels by cash

1.6 Paid ₹100000 to J.K. Traders by cash

OXFORD

Teacher's Signature

Balance Sheet		Taxes Traders	
Liabilities	Taxes Traders as at 31-Jul-2021	Assets	Taxes Traders as at 31-Jul-2021
Capital Accounts		Current Assets	76,2576.47
Loans (Liability)		Closing Stock	6,35,876.47
Current Liabilities	98,300.00	Inventory Debtors	57,200.00
Sundry Creditors	<u>98,300.00</u>	Cash-In-Hand	19,500.00
Suspense A/c	5,88,400.00	Bank Accounts	<u>50,000.00</u>
Suspense	<u>5,88,400.00</u>		
Profit & Loss A/c	75,876.47		
Opening Balance			
Current Period	<u>75,876.47</u>		
Total	76,2576.47	Total	76,2576.47

Stock Summary			
	Taxes Traders 1-Apr-2021 to 31-Jul-2021		
	Quantity	Closing Balance Rate	Value
LG	11 pcs	11,316.04	1,24,476.47
Blue View	4 pcs	9,800.00	39,200.00
Golden Eye	7 pcs	12,182.35	85,276.47
Samsung	14 pcs	13,600.00	1,90,400.00
Star Lite	14 pcs	13,600.00	1,90,400.00
Sony	15 pcs	21,400.00	3,21,000.00
Wega	15 pcs	21,400.00	3,21,000.00
Total	40 pcs		6,35,876.47

Expt.No.

Page No.
Date.

2.6 Deposited ₹ 50000 into the SBI

1.7 Paid ₹ 12000 to the staff as salary

2.7 Received ₹ 16500 as commission

31.7 1 pc LG Golden Eye found misplaced.

You are asked to show the trial balance, Profit & Loss A/c, Balance sheet and Stock Summary.

OXFORD®

Teacher's Signature

Prepare a PPT on accounting:-

Slide 1: Title slide
PPT title
Presenter's name, Sem, Roll No. and KNU
Registration no.

Slide 2: What is accounting?

Slide 3: Features of accounting

Slide 4: Needs of accounting

Slide 5: Types of accounting

Slide 6: Accounting cycle

Slide 7: Computerised accounting

Slide 8: Thanks Giving

ACCOUNTANCY

Name: Archana Kumar
Semester: IV
College Roll No.: BC028
KNU Registration No.: ANU/20113001546

Slide: 1

WHAT IS ACCOUNTING?

Accounting is an art of recording, classifying, summarising, and communicating financial information to users for correct decision making.

Slide: 2

FEATURES OF ACCOUNTING

- Accounting is an art as well as Science
- Recording in Financial Transactions only
- Recording in terms of Money
- Classifying
- Summarising
- Interpretation of the results
- Communicating

Slide: 3

NEEDS OF ACCOUNTING

- To keep systematic record of business transactions
- To calculate profit and loss
- To ascertain the financial position of the business
- To prevent and detect errors and frauds
- To ascertain the progress of the business from year to year
- To know the exact reasons leading to net profit or net loss

Slide: 4

TYPES OF ACCOUNTING

- Financial Accounting
- Corporate Accounting
- Cost Accounting
- Tax Accounting
- Auditing

Slide: 5

ACCOUNTING CYCLE

The accounting cycle is a standard 8 step process that tracks, records, and explains all financial activity and transactions within a business. It starts when a transaction is made and ends when a financial statement is formed and the books are closed.

The 8 steps of Accounting cycle are:

- Transaction
- Journal Entries
- Posting
- The Balance
- Worksheet
- Adjusting Entries
- Financial Transactions
- Closing the Books

Slide: 6

COMPUTERISED ACCOUNTING

Computerised accounting refers to carrying out accounting functions or processes using computers. It involves recording and analyzing financial transactions electronically over accounting software.

Slide: 7

THANK YOU

Slide: 8

1.

Internal Assignment

BIO - DATA

Step 1: Open MS Word

Step 2: Page set up

(a) Size > A4

(b) Orientation > Portrait

(c) Margin > Normal (1" all side)

Step 3: Font set up

(a) Size > ~~14~~ 12

(b) Colour colour > Black

(c) Face > Times New Roman

Step 4: Paragraph

Align Alignment and ~~set~~ line spacing
> as per requirements

Step 5: Save the document