



**THE INSTITUTE OF
CHARTERED ACCOUNTANTS OF INDIA
“ICAI BHAWAN”
MANGLORE (SIRC)
MANGLORE**

**A Project report submitted by
MUHAMMED AMEEN G M
REG NO: SRO 0449816**

Roll no 1595

Submitted in partial fulfillment of the requirements for

**INFORMATION TECHNOLOGY
DEPARTMENT OF ITT
“ICAI BHAWAN”
Mangalore (SIRC)
MANGLORE**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI



MOTTO

Ya esa suptesu jagarti kamam kamam Puruso nirmimanah ।

Tadeva sukram tad brahma tadevamrtamucyate ।

Tasminloka sritah sarve tadu natyeti Kascan । etad vai tat ॥

य एष सुप्तेषु जागर्ति कामं कामं पुरुषो निर्मिमाणः ।

तदेव शुक्रं तद् ब्रह्म तदेवामृतमुच्यते ।

तस्मिंल्लोकाः श्रिताः सर्वे तदु नात्येति कश्चन । एतद् वै तत् ॥

(That person who is awake in those that sleep, shaping desire after desire, that, indeed, is the pure. That is Brahman, that, indeed, is called the immortal. In it all the worlds rest and no one ever goes beyond it. This, verily, is that, kamam kamam : desire after desire, really objects of desire. Even dream objects like objects of waking consciousness are due to the Supreme Person. Even dream consciousness is a proof of the existence of the self.

No one ever goes beyond it : cf. Eckhart : 'On reaching God all progress ends.')

Source : Kathopanishad



**THE INSTITUTE OF
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MANGLORELORE
DEPARTMENT OF INFORMATION TECHNOLOGY
TRAINING**

BONAFIDE CERTIFICATE

**This is to certify that the project work is carried out by
Under my supervision and guidance during the ITT COURSE**

MUHAMMED AMEEN G M

REG NO: SRO 0449816

ROLL NO 1595

Under my supervision and guidance during the ITT COURSE.

Department of ITT

ACKNOWLEDGEMENT

Firstly I offer my prayers to the almighty for his blessings, care and love for this and for the times to come and also I would like to thank the Institute of Chartered Accountants of India for organizing this course which served as a vibrant platform for learning the dynamic area of computers relevant to us.

I wish to express my gratitude to the faculty advisors ***MRS CA RAJANI, MS SRIPARNA, MS SUCHITHRA*** for their guidance and valuable advices during all our classes and for always being generous with their time in setting us right.

I would like to express my sincere thanks to my family and friends for supporting me in all occasions and providing me with all comforts and encouraging me to put my best efforts.

At the completion of my ITT project work in the partial fulfillment of the requirements to complete the course would like to thank the Institute of Chartered Accountant of India For keeping this course and making it extremely convenient for the students to obtain knowledge from the very renowned institute. I would also like to thank the Mangalore Southern India regional Council of ICAI having this platform created for the students helping them gain new heights in the field of professionalism.

To conclude, I do hope my project satisfies the requirements of the course as it has to me.

MUHAMMED AMEEN G M
REG NO: SRO 0449816

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POWER OF SIMPLICITY

Tally.ERP 9

Tally.ERP 9

INTRODUCTION TALLY

Tally is one of the financial accounting software which is most popular in India. It contains add on features like inventory management, TDS provisions etc. Tally is designed in such a way that it can be used in any business for accounting purpose irrespective of the size of the entity. Accounting is made easy in tally. One has to just input the journal entries Tally does rest of the job. It automatically creates the trail balance and final account. Apart from that it contains features like Backup Data, Importing and Exporting Data to XML or HTML format.

POWER OF SIMPLICITY

The '*Power of Simplicity*' – Its brand statement and philosophy, is the foundation on which we develop every facet of our business. This value is reflected in our innovative, uncomplicated and customer-centric approach. We believe in harnessing cutting-edge technology to develop simple solutions, which help customers overcome increasingly complex business challenges.

From simplifying business accounting technology for small and medium enterprises in India, to simplifying business across the world, Tally has come a long way since its humble beginnings in 1986. The company's tremendous progress is validated in the July 2005 Dataquest (India) report that named Tally Solutions as one of the fastest growing software companies in India. As the Number 1 accounting software choice, Tally's market share is larger than the combined share of all the other accounting software brands in India.

Today, Tally is a globally recognized name, with over 2 million users, in over 90 countries, experiencing the 'Power of Simplicity' that our solutions offer. Our continuous growth is driven by our desire to develop standard, easy to use products that deliver practical relevance to diverse businesses globally.

VERSIONS

Tally is easy to use, with dynamic features designed to simplify day-to-day business operations. Tally accounting software is user friendly software which can generate a whole lot of reports and statistics. The earlier versions of tally are Tally 4.5, Tally 5.4, Tally 6.3, Tally 7.2, Tally 8.1 and Tally 9.0. The latest version of Tally is Tally ERP 9.0.

TALLY ERP 9

One of the most useful accounting packages in the current revolution of the Accounting software's for the maintenance of the records in any kind of the industry is TALLY ERP 9. Tally ERP 9 is the world's best concurrent multi-lingual business accounting and inventory management software. Tally has been designed specifically for Indian business owners, who always wanted to maintain accounts in an Indian language of your choice. Tally ERP 9 is so technologically advanced that it can operate in almost all Indian languages concurrently! That means, you can maintain accounts in any Indian language, view it in another and print it in yet another language of your choice.

It offers comprehensive accounting structure with inventory, statutory processes, and data synchronization capabilities. It also has the ability to go globally with business transactions sans language or geographical barriers. While Tally Software is robust, its user interface makes it easy to learn and straight forward to use.

Tally Account Software offers a range of inventory options from simple inventory and stock management to advanced including invoicing, purchase orders, discount column in invoicing, flexible units of measure, stock query and multiple stock valuation methods.

Tally Account Software includes Drill down display, complete bookkeeping options, flexible classification of accounts, general

ledger, accounts receivable and payable, bank reconciliation and more operating with speed, flexibility and online help.

Tally ERP 9 empowers business owners to manage business smoothly. Designed keeping in mind the needs of the Indian businessman, it has several key additions in terms of functionalities.

Technology and data reliability and security are one of the advantages of using Tally Software with a diverse protocol support for HTTP, HTTPS, FTP, SMTP and ODBC with raw sockets with data interchange formats including XML, HTML and HTML with SML Islands, SOAP and SDF.

It also has the ability to synchronize data across multiple offices. This account software is one of the best for financial management providing receivables turnover, fund flows, variance analysis, consolidation of companies and branch accounting.

While it is simple and easy to install with unlimited multi-user support across a single LAN setup, there is also full-featured, multi-directory setup for company management, web-enabled with the ability to publish financial reports to the Internet and graphical analysis options.

TALLY FEATURES

- The advent of technology has simplified the process of accounting,
- Tally is a versatile accounting software which is used for financial accounting, inventory accounting payroll mgt.etc.,
- The versatility and simplicity of Tally makes it popular, widely used and recognized Accounting software package.
- Comprehensive financial accounting,
- Receivables and payable management,
- Invoicing, voucher setting, printing,
- Comprehensive inventory management with stock journals,
- Multi currency accounting and Budgeting.

- Statutory provisions like TDS, FBT, Sales Tax, Service Tax, Excise.
- Unique presentation of various statutory reports and returns in appropriate forms for each and every state in India.
- Online up gradation facility to update with the most recent and latest amendments in statutory provisions and taxation.
- Management information system
- Comprehensive budgeting
- Multi account printing
- Customization of reports according to users requirements.
- Audit features which would comply and satisfy the requirements of an auditor to an extent.

Security features

There are three default users in Tally with varying authority levels of operations.

- They are administrator, owner and data entry persons.
- Tally has also incorporated password controls in forms of tally vault passwords and security controls
- However caution has to be exercised while opting for tally vault password.
- Usage of tally vault password even masks the name of the organization
- So, if lists of companies are worked at the same time setting tally vault passwords then it could be cumbersome tasks.

Tally Audit

- Tally-Audit is one of the unique features of Tally.
- It enables the administrator to track changes in the accounts after his previous audit.
- The changes made in the vouchers and in the masters are easily identified and tracked.
- However any other immaterial change does not get noticed. For e.g. any change made to a narration of the voucher.
- Tally enhances confidentiality as only the administrator can view the audit list and act accordingly.

Backup features

- Tally enables to back up data from virtually any storage medium into any other medium.
- The source of backup and destination has to be given in the back up screen to take back up.

Imports and Exports

- Tally enables its user to import the data from one company to another created within tally.
- Ledgers and masters can be duplicated by importing the list of accounts from another company.
- Export of data from tally is also possible in ASCII, Xml, Excel spread sheet form etc.

Limitations

- No provision for freezing of entered data.
- Tally does not check automatically for duplicate entries if opted for manual numbering of vouchers.
- It is not suited for very large business having numerous cost centers as Tally does not allow online data updating.
- Inability to add and rename the fields
- Inadequate controls on automatic entries

Complex procedures are to be followed for getting desired results in the statutory and taxation part

TALLY SHORTCUTS KEYS

The shortcut keys appear in button names in the button bar (right side of the Tally screen). We can either click the button from the button bar or press the relevant function key or character underlined/double-underlined.

The buttons have a function key before the button names (E.g.: F1: Select Cmp) which means we need to press F1 key (Function Key) to select the 'Select Company' screen

The buttons have an underlined character (E.g.: F3: Cmp Info), which means we need to press ALT + F3 to select the 'Company Info' screen.

Some buttons have a double-underlined character (E.g.: As Voucher), which means you need to press CTRL + V to select the 'Voucher' in voucher mode.

The shortcut keys available in Tally are listed in the below table:

Windows	Functionality	Availability
<i>F1</i>	<i>To select a company To select the Accounts Button and Inventory buttons</i>	<i>At all masters menu screen At the Accounting / Inventory Voucher creation and alteration screen</i>
<i>F2</i>	<i>To change the menu period</i>	<i>At almost all screens in TALLY</i>
<i>F3</i>	<i>To select the company</i>	<i>At almost all screens in TALLY</i>
<i>F4</i>	<i>To select the Contra voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F5</i>	<i>To select the Payment voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F6</i>	<i>To select the Receipt voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F7</i>	<i>To select the Journal voucher</i>	<i>At Accounting / Inventory Voucher creation and</i>

		<i>alteration screen</i>
<i>F8</i>	<i>To select the Sales voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F8 (CTRL+F8)</i>	<i>To select the Credit Note voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F9</i>	<i>To select the Purchase voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F9 (CTRL+F9)</i>	<i>To select the Debit Note voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F10</i>	<i>To select the Reversing Journal voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F10</i>	<i>To select the Memorandum voucher</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>F11</i>	<i>To select the Functions and Features screen</i>	<i>At almost all screens in TALLY</i>
<i>F12</i>	<i>To select the Configure screen</i>	<i>At almost all screens in TALLY</i>

SPECIAL KEYS

<i>Windows</i>	<i>Functionality</i>	<i>Availability</i>
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<i>ALT + 2</i>	<i>To Duplicate a voucher</i>	<i>At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination</i>
<i>ALT + A</i>	<i>To Add a voucher</i>	<i>At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.</i>
<i>ALT + C</i>	<i>To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)</i>	<i>At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.</i>
<i>ALT + D</i>	<i>To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)</i>	<i>At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.</i>
<i>ALT + E</i>	<i>To export the report in ASCII, SDF, HTML OR XML format</i>	<i>At all reports screens in TALLY</i>
<i>ALT + I</i>	<i>To insert a voucher</i>	<i>At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.</i>
<i>ALT + O</i>	<i>To upload the report at your website</i>	<i>At all reports screens in TALLY</i>

<i>ALT + M</i>	<i>To Email the report</i>	<i>At all reports screens in TALLY</i>
<i>ALT + P</i>	<i>To print the report</i>	<i>At all reports screens in TALLY</i>
<i>ALT + R</i>	<i>To remove a line in a report</i>	<i>At all reports screens in TALLY</i>
<i>ALT + S</i>	<i>To bring back a line you removed using ALT + R</i>	<i>At all reports screens in TALLY</i>
<i>ALT+ V</i>	<i>From Invoice screen to bring Stock Journal screen</i>	<i>At Invoice screen □ Quantity Field □ Press Alt + V to select the Stock Journal.</i>
<i>ALT + W</i>	<i>To view the Tally Web browser.</i>	<i>At all reports screens in TALLY</i>
<i>ALT + X</i>	<i>To cancel a voucher in Day Book/List of Vouchers</i>	<i>At all voucher screens in TALLY</i>
<i>ALT + R</i>	<i>To Register Tally</i>	<i>At Licensing Menu in TALLY</i>
<i>CTRL + A</i>	<i>To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.</i>	<i>At almost all screens in TALLY, except where a specific detail has to be given before accepting.</i>
<i>CTRL + B</i>	<i>To select the Budget</i>	<i>At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen</i>
<i>CTRL + C</i>	<i>To select the Cost Centre To select the Cost</i>	<i>At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration</i>

	<i>Category</i>	screen At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ God owns / Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
<i>CTRL + E</i>	<i>To select the Currencies</i>	At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
<i>CTRL + G</i>	<i>To select the Group</i>	At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
<i>CTRL + I</i>	<i>To select the Stock Items</i>	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen
<i>CTRL + L</i>	<i>To select the Ledger</i>	At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
<i>CTRL + O</i>	<i>To select the Godowns</i>	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of

		<i>Measure (Inventory Info) creation/alteration screen</i>
<i>CTRL + Q</i>	<i>To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.</i>	<i>At almost all screens in TALLY.</i>
<i>CTRL + Alt + R</i>	<i>Rewrite data for a Company</i>	<i>From Gateway of Tally screen</i>
<i>CTRL + S</i>	<i>Allows you to alter Stock Item master</i>	<i>At Stock Voucher Report and Godown Voucher Report</i>
<i>CTRL + U</i>	<i>To select the Units</i>	<i>At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure (Inventory Info) creation/alteration screen</i>
<i>Ctrl + V</i>	<i>To select the Voucher Types</i>	<i>At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen</i>

SPECIAL KEY COMBINATION:

Windows	Functionality	Availability
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<i>ALT + F1</i>	<i>To close a company To view detailed report To explode a line into its details</i>	<i>At all the menu screen At almost all report screen At almost all screens in TALLY</i>
<i>ALT+ F2</i>	<i>To change the system period</i>	<i>At almost all screens in TALLY</i>
<i>ALT + F3</i>	<i>To select the company info menu To create/alter/shut a Company</i>	<i>At Gateway of Tally screen</i>
<i>ALT + F4</i>	<i>To select the Purchase Order Voucher Type</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>ALT + F5</i>	<i>To select the Sales Order Voucher Type To view monthly and quarterly report</i>	<i>At Accounting / Inventory Voucher creation and alteration screen At almost all report screens in TALLY</i>
<i>ALT + F6</i>	<i>To select the Rejection Out Voucher Type To change the Sales Order Voucher Type</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>ALT + F7</i>	<i>To select the Stock Journal Voucher Type To accept all the Audit lists</i>	<i>At Accounting / Inventory Voucher creation and alteration screen At Tally Audit Listing screen</i>
<i>ALT+ F8</i>	<i>To select the Delivery Note Voucher Type To view the Columnar report</i>	<i>At Accounting / Inventory Voucher creation and alteration screen At Ledger Voucher screen</i>

<i>ALT + F9</i>	<i>To select the Receipt Note Voucher Type</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>ALT + F10</i>	<i>To select the Physical Stock Voucher Type</i>	<i>At Accounting / Inventory Voucher creation and alteration screen</i>
<i>ALT + F12</i>	<i>To filter the information based on monetary value</i>	<i>At almost all report screens</i>
<i>CTRL + ALT + F12</i>	<i>Advanced Configure</i>	<i>At Gateway of Tally</i>

KEY COMBINATION USED FOR NAVIGATION:

Windows	Functionality	Availability
<i>Pg Up</i>	<i>Display previous voucher during voucher entry/alter</i>	<i>At voucher entry and alteration screens</i>
<i>Pg Dn</i>	<i>Display next voucher during voucher entry/alter</i>	<i>At voucher entry and alteration screens</i>
<i>ENTER</i>	<i>To accept anything you type into a field.</i> <i>To accept a voucher or master</i> <i>To get a report with further details of an item in a report.</i>	<i>You have to use this key at most areas in TALLY</i> <i>At the receivables report – press Enter at a pending bill to get transactions relating to this bill (e.g., original sale bill, receipts and payments against this bill, etc)</i>
	<i>To remove what you typed into a field</i>	

<i>ESC</i>	<i>To come out of a screen To indicate you do not want to accept a voucher or master.</i>	<i>At almost all screens in TALLY.</i>
<i>SHIFT + ENTER</i>	<i>Collapse next level details</i>	<i>At Voucher Register screen and Trial Balance report</i>
<i>SHIFT + ENTER</i>	<i>To explode a line into its details</i>	<i>In almost all Reports:</i> <i>At a Group/Stock Group/Cost Category/Godown/Stock Category – displays Sub Groups and Ledgers/Stock Items/Cost Centers/Secondary Godowns/Secondary Stock Categories</i> <i>At a Voucher – displays its entries and narration</i> <i>At a Stock Item- displays its godowns and batch details</i> <i>At Voucher Register screen – displays the next level details</i> <i>At Trial Balance report - displays the next level details</i>
<i>CTRL + ENTER</i>	<i>To alter a master while making an entry or viewing a report</i>	<i>At voucher entry and alteration screens</i> <i>At all reports</i>

Tally.ERP 9				F1: Accounts Buttons F1: Inventory Buttons			
P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help				F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F9: Credit Note F9: Purchase F9: Debit Note F10: Rev Jml F10: Memos S: Stock Query I: Acct Invoice V: As Voucher I: Post-Dated L: Optional F11: Features F12: Configure			
Accounting Voucher Alteration (Secondary) Ammi Jewellery&Diamond Ctrl + M				2-Apr-2013 Tuesday			
Purchase No. 1 Supplier Invoice No. : 101 Date : 2-Apr-2013							
Party's A/c Name : Malabar Gold Current Balance : 2,97,750.00 Cr Purchase Ledger : Purchase							
Name of Item	Quantity	Rate per	Amount				
Gold Chain	25- 0 kgs	12,000.00 kgs	3,00,000.00				
Gold Coin	10- 0 kgs	6,000.00 kgs	60,000.00				
Gold Ring	30- 0 kgs	3,000.00 kgs	90,000.00				
			4,50,000.00				
Input Tax @ 5%		5 %	22,500.00				
Narration: purchase of jwelleries			65- 0 kgs	4,72,500.00			
Q: Quit A: Accept D: Delete X: Cancel				Ctrl + N			
Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary)				(c) Tally Solutions Pvt. Ltd., 1988-2014		Sun, 11 Jan, 2015 12:10:41	

SALES VOUCHER WITH VAT

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Alteration (Secondary) Ammi Jewellery&Diamond Ctrl + M

Sales No. 1 2.May.2013 Thursday

Ref : 201

Party's A/c Name : Saravana Gold
Current Balance : 1,23,750.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amount
Gold Chain	10- 0 kgs	13,000.00 kgs	1,30,000.00
Gold Coin	20- 0 kgs	7,000.00 kgs	1,40,000.00
Gold Ring	40- 0 kgs	4,000.00 kgs	1,60,000.00
			4,30,000.00
Output Tax @ 5%		5 %	21,500.00
			4,51,500.00

Narration:
being credit sales

70- 0 kgs 4,51,500.00

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2014 Sun, 11 Jan, 2015 12:11:32

EN 12:11 PM 1/11/2015

REPORTS

OPENING TRIAL BALANCE

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

Trial Balance

1-Apr-2013 to 31-Mar-2014

Page 1

	Closing Balance	
	Debit	Credit
Capital Account		1,51,50,000.00
0449816 Capital		50,50,000.00
1595 S Capital		50,50,000.00
9746515035 Capital		50,50,000.00
Current Liabilities	2,82,500.00	14,80,500.00
Duties & Taxes	2,82,500.00	2,05,250.00
Sundry Creditors		12,75,250.00
Fixed Assets	15,15,000.00	
Building	10,00,000.00	
Computer	1,00,000.00	
Electricity Fittings	65,000.00	
Furniture	3,00,000.00	
Plant&Machinery	50,000.00	
Current Assets	1,36,84,830.00	
Opening Stock		
Sundry Debtors	11,16,250.00	
Cash-in-hand	2,97,330.00	
Bank Accounts	1,22,71,250.00	
Sales Accounts		41,05,000.00
Sales		41,05,000.00
Purchase Accounts	56,50,000.00	
Purchase	56,50,000.00	
Indirect Incomes		21,29,000.00
Gold Charge Received		19,97,000.00
Interest Received		1,32,000.00
Indirect Expenses	17,32,170.00	
Electricity Bill	46,520.00	
Income Tax Paid	45,000.00	
Insurance Paid	12,000.00	
Refreshment Expense	20,200.00	
Rent Paid	2,40,000.00	
Salary Paid	11,80,000.00	
Sundry Expense	1,70,500.00	
Telephone Expense	17,950.00	
Grand Total	2,28,64,500.00	2,28,64,500.00

DETAILED TRIAL BALANCE

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

Trial Balance

1-Apr-2013 to 31-Mar-2014

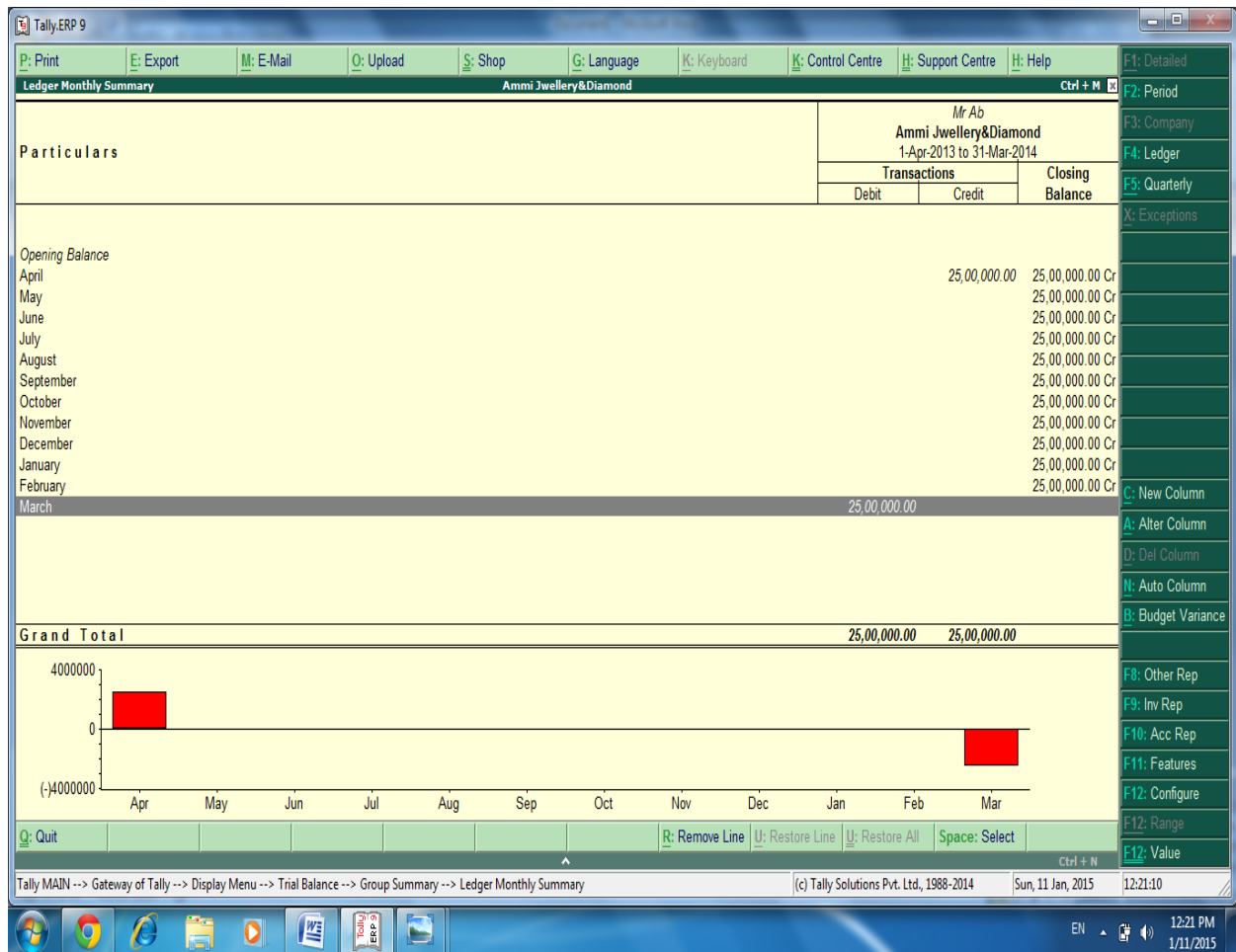
Page 1

	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account			1,51,50,000.00	1,51,50,000.00 Cr
0449816 Capital			50,50,000.00	50,50,000.00 Cr
1595 S Capital			50,50,000.00	50,50,000.00 Cr
9746515035 Capital			50,50,000.00	50,50,000.00 Cr
Current Liabilities	54,04,500.00	66,02,500.00		11,98,000.00 Cr
Duties & Taxes	2,82,500.00	2,05,250.00		77,250.00 Dr
Input Tax @ 5%	2,82,500.00			2,82,500.00 Dr
Output Tax @ 5%			2,05,250.00	2,05,250.00 Cr
Sundry Creditors	51,00,000.00	63,75,250.00		12,75,250.00 Cr
T D S on Rent	22,000.00	22,000.00		
Fixed Assets	15,15,000.00			15,15,000.00 Dr
Building	10,00,000.00			10,00,000.00 Dr
Computer	1,00,000.00			1,00,000.00 Dr
Electricity Fittings	65,000.00			65,000.00 Dr
Furniture	3,00,000.00			3,00,000.00 Dr
Plant&Machinery	50,000.00			50,000.00 Dr
Current Assets	2,70,64,250.00	1,33,79,420.00		1,36,84,830.00 Dr
Opening Stock				
Sundry Debtors	40,16,250.00	29,00,000.00		11,16,250.00 Dr
Cash-in-hand	3,82,000.00	84,670.00		2,97,330.00 Dr
Cash	3,82,000.00	84,670.00		2,97,330.00 Dr
Bank Accounts	2,26,66,000.00	1,03,94,750.00		1,22,71,250.00 Dr
S B T Bank	1,62,34,000.00	70,36,750.00		91,97,250.00 Dr
South Indian Bank	64,32,000.00	33,58,000.00		30,74,000.00 Dr
Sales Accounts			41,05,000.00	41,05,000.00 Cr
Sales			41,05,000.00	41,05,000.00 Cr
Purchase Accounts	56,50,000.00			56,50,000.00 Dr
Purchase	56,50,000.00			56,50,000.00 Dr
Indirect Incomes		21,29,000.00		21,29,000.00 Cr
Gold Charge Received		19,97,000.00		19,97,000.00 Cr
Interest Received		1,32,000.00		1,32,000.00 Cr
Indirect Expenses	18,32,170.00	1,00,000.00		17,32,170.00 Dr
Electricity Bill	46,520.00			46,520.00 Dr
Income Tax Paid	45,000.00			45,000.00 Dr
Insurance Paid	12,000.00			12,000.00 Dr
Refreshment Expense	20,200.00			20,200.00 Dr
Rent Paid	2,40,000.00			2,40,000.00 Dr
Salary Paid	11,80,000.00			11,80,000.00 Dr
Sundry Expense	1,70,500.00			1,70,500.00 Dr
Tds on Salary	1,00,000.00	1,00,000.00		
Telephone Expense	17,950.00			17,950.00 Dr
Grand Total		4,14,65,920.00	4,14,65,920.00	

SUNDRY CREDITOR DETAIL

Tally.ERP 9				
P: Print	E: Export	M: E-Mail	O: Upload	S: Shop
G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Group Summary Ammi Jewellery&Diamond Ctrl + M				
Particulars	Opening Balance	Sundry Creditors Ammi Jewellery&Diamond 1-Apr-2013 to 31-Mar-2014		Closing Balance
		Debit	Credit	
Lulu Gold		5,00,000.00	10,39,500.00	5,39,500.00 Cr
Malabar Gold		6,00,000.00	8,97,750.00	2,97,750.00 Cr
Mr Ab		25,00,000.00	25,00,000.00	
Saravana Store			3,00,000.00	3,00,000.00 Cr
Sulthan Gold		15,00,000.00	16,38,000.00	1,38,000.00 Cr
Grand Total		51,00,000.00	63,75,250.00	12,75,250.00 Cr
Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select Ctrl + N				
Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Group Summary (c) Tally Solutions Pvt. Ltd., 1988-2014 Sun, 11 Jan, 2015 12:20:05				

TRANSACTION OF SUNDRY CREDITOR MR AB



PROFIT AND LOSS A/C

Tally.ERP 9																							
P: Print		E: Export		M: E-Mail		O: Upload		S: Shop		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help		F1: Condensed			
Profit & Loss A/c														Ammi Jewellery&Diamond		Ctrl + M							
Particulars														Ammi Jewellery&Diamond		1-Apr-2013 to 31-Mar-2014		Particulars		Ammi Jewellery&Diamond		1-Apr-2013 to 31-Mar-2014	
Opening Stock																		Sales Accounts		41,05,000.00			
Diamond Necklaces																		Sales		41,05,000.00			
Diamonds																		Closing Stock		22,75,382.37			
Gold Chain																		Diamond Necklaces		10,71,111.11			
Gold Coin																		Diamonds		6,07,692.31			
Gold Ring																		Gold Chain		3,90,000.00			
Purchase Accounts														56,50,000.00				Gold Coin		1,91,578.95			
Purchase														56,50,000.00				Gold Ring		15,000.00			
Gross Profit c/o														7,30,382.37									
														63,80,382.37						63,80,382.37			
Indirect Expenses														17,32,170.00				Gross Profit b/f		7,30,382.37			
Electricity Bill														46,520.00				Indirect Incomes		21,29,000.00			
Income Tax Paid														45,000.00				Gold Charge Received		19,97,000.00			
Insurance Paid														12,000.00				Interest Received		1,32,000.00			
Refreshment Expense														20,200.00									
Rent Paid														2,40,000.00									
Salary Paid														11,80,000.00									
Sundry Expense														1,70,500.00									
Tds on Salary																							
Telephone Expense														17,950.00									
Nett Profit														11,27,212.37									
Total														28,59,382.37				Total		28,59,382.37			
Q: Quit												R: Remove Line		U: Restore Line		U: Restore All		Space: Select					
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CORRECTED PROFIT AND LOSS A/C

Tally.ERP 9										F1: Condensed																	
P: Print		E: Export		M: E-Mail		O: Upload		S: Shop		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help		F2: Period							
Profit & Loss A/c										Ammi Jewellery&Diamond										Ctrl + M		F3: Company					
Particulars										Ammi Jewellery&Diamond										1-Apr-2013 to 31-Mar-2014		F7: Valuation					
Opening Stock										Sales Accounts										41,05,000.00		S: Schedule VI					
Diamond Necklaces										Sales										41,05,000.00							
Diamonds										Closing Stock										22,75,382.37							
Gold Chain										Diamond Necklaces										10,71,111.11							
Gold Coin										Diamonds										6,07,692.31							
Gold Ring										Gold Chain										3,90,000.00							
Purchase Accounts										Gold Coin										1,91,578.95							
Purchase										Gold Ring										15,000.00							
Gross Profit c/o										7,30,382.37																	
										63,80,382.37																	
Indirect Expenses										Gross Profit b/f										7,30,382.37							
Electricity Bill										Indirect Incomes										21,29,000.00							
Insurance Paid										Gold Charge Received										19,97,000.00							
Refreshment Expense										Interest Received										1,32,000.00							
Rent Paid																											
Salary Paid																											
Sundry Expense																											
Telephone Expense																											
Nett Profit										11,72,212.37																	
Total										28,59,382.37										Total		28,59,382.37					
Q: Quit										R: Remove Line		U: Restore Line		U: Restore All		Space: Select				F12: Range							
																								Ctrl + N		F12: Value	
Tally MAIN --> Gateway of Tally --> Profit & Loss A/c										(c) Tally Solutions Pvt. Ltd., 1988-2014										Sun, 11 Jan, 2015		12:25:01					

ACTUAL V/S BUDGET

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

Profit & Loss A/c

1-Apr-2013 to 31-Mar-2014

Particulars	Actuals	Budget for 2013-14
	1-Apr-2013 to 31-Mar-2014	1-Apr-2013 to 31-Mar-2014
<u>Trading Account :</u>		
Sales Accounts	41,05,000.00	70,00,000.00
<i>Sales</i>	<i>41,05,000.00</i>	<i>70,00,000.00</i>
Cost of Sales :	33,74,617.63	60,00,000.00
Opening Stock		
Add: Purchase Accounts	<i>56,50,000.00</i>	<i>60,00,000.00</i>
Less: Closing Stock	<i>22,75,382.37</i>	
Gross Profit :	7,30,382.37	10,00,000.00
<u>Income Statement :</u>		
Indirect Incomes	21,29,000.00	7,00,000.00
<i>Gold Charge Received</i>	<i>19,97,000.00</i>	<i>7,00,000.00</i>
<i>Interest Received</i>	<i>1,32,000.00</i>	
	28,59,382.37	17,00,000.00
Indirect Expenses	16,87,170.00	17,03,000.00
<i>Electricity Bill</i>	<i>46,520.00</i>	<i>45,000.00</i>
<i>Insurance Paid</i>	<i>12,000.00</i>	
<i>Refreshment Expense</i>	<i>20,200.00</i>	<i>2,00,000.00</i>
<i>Rent Paid</i>	<i>2,40,000.00</i>	<i>2,40,000.00</i>
<i>Salary Paid</i>	<i>11,80,000.00</i>	<i>12,00,000.00</i>
<i>Sundry Expense</i>	<i>1,70,500.00</i>	<i>18,000.00</i>
<i>Telephone Expense</i>	<i>17,950.00</i>	
Nett Profit :	11,72,212.37	(-)3,000.00

BALANCE SHEET

Tally.ERP 9				Ammi Jewellery&Diamond				Ctrl + M			
P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Condensed	F2: Period
Balance Sheet				Ammi Jewellery&Diamond				Ctrl + M			
Liabilities				Assets				Ctrl + M			
Capital Account				Fixed Assets				Ctrl + M			
0449816 Capital				Building				Ctrl + M			
1595 S Capital				Computer				Ctrl + M			
9746515035 Capital				Electricity Fittings				Ctrl + M			
Income Tax Paid				Furniture				Ctrl + M			
Loans (Liability)				Plant&Machinery				Ctrl + M			
Current Liabilities				Current Assets				Ctrl + M			
Duties & Taxes				Closing Stock				Ctrl + M			
Sundry Creditors				Sundry Debtors				Ctrl + M			
T D S on Rent				Cash-in-hand				Ctrl + M			
Profit & Loss A/c				Bank Accounts				Ctrl + M			
Opening Balance								Ctrl + M			
Current Period								Ctrl + M			
Total				Total				Ctrl + M			
G: Quit				R: Remove Line				Ctrl + N			
				U: Restore Line							
				U: Restore All							
				Space: Select							
Tally MAIN --> Gateway of Tally --> Balance Sheet				(c) Tally Solutions Pvt. Ltd., 1988-2014				Sun, 11 Jan, 2015			
								12:29:11			

BANK RECONCILIATION STATEMENT SBT BANK

Ammi Jewellery&Diamond

Roll No 1595
Reg No Sro0449816

S B T Bank

Reconciliation Statement

1-Apr-2013 to 31-Mar-2014

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2013	1595 S Capital	Receipt	Cheque/DD		1-4-2013	1-4-2013	1,00,00,000.00	
2-4-2013	Insurance Paid	Payment	Cheque/DD		2-4-2013	2-4-2013		6,000.00
2-8-2013	Sundry Expense	Payment	Cheque		2-4-2013	2-4-2013		20,000.00
2-1-2014	Salary Paid	Payment	Cheque		2-4-2013	2-4-2013		90,000.00
2-4-2013	Sundry Expense	Payment	Cheque		2-4-2013	1-5-2013		10,000.00
2-4-2013	Building	Payment	Cheque		2-4-2013	1-5-2013		10,00,000.00
2-4-2013	Electricity Fittings	Payment	Cheque		2-4-2013	1-5-2013		65,000.00
2-4-2013	Computer	Payment	Cheque		2-4-2013	1-5-2013		1,00,000.00
2-4-2013	Plant&Machinery	Payment	Cheque		2-4-2013	1-5-2013		50,000.00
2-4-2013	Salary Paid	Payment	Cheque		2-4-2013	1-5-2013		90,000.00
2-5-2013	Sundry Expense	Payment	Cheque		2-4-2013	1-5-2013		15,000.00
2-5-2013	Salary Paid	Payment	Cheque		2-4-2013	1-5-2013		90,000.00
2-6-2013	Sundry Expense	Payment	Cheque		2-4-2013	1-5-2013		18,000.00
2-7-2013	Salary Paid	Payment	Cheque		2-4-2013	1-5-2013		90,000.00
1-10-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	40,000.00	
2-10-2013	Sundry Expense	Payment	Cheque		2-4-2013	1-5-2013		19,000.00
2-10-2013	Salary Paid	Payment	Cheque		2-4-2013	1-5-2013		90,000.00
2-10-2013	Lulu Gold	Payment	Cheque		2-4-2013	1-5-2013		5,00,000.00
2-12-2013	Salary Paid	Payment	Cheque		2-4-2013	1-5-2013		90,000.00
2-1-2014	Sundry Expense	Payment	Cheque		2-4-2013	1-5-2013		13,500.00
1-5-2013	0449816 Capital	Receipt	Cheque/DD		1-5-2013	2-5-2013	50,00,000.00	
2-5-2013	Cash	Contra	Cheque		2-5-2013	2-5-2013		10,000.00
2-6-2013	Salary Paid	Payment	Cheque		2-4-2013	2-5-2013		90,000.00
2-9-2013	Insurance Paid	Payment	Cheque		2-4-2013	2-5-2013		6,000.00
2-9-2013	Salary Paid	Payment	Cheque		2-4-2013	2-5-2013		90,000.00
2-11-2013	Sundry Expense	Payment	Cheque		2-4-2013	2-5-2013		21,000.00
2-12-2013	Sundry Expense	Payment	Cheque		2-4-2013	2-5-2013		17,500.00
2-2-2014	Sundry Expense	Payment	Cheque		2-4-2013	2-5-2013		16,500.00
1-6-2013	Input Tax @ 5%	Purchase	Cheque		1-6-2013	2-6-2013		9,76,500.00
1-8-2013	Output Tax @ 5%	Sales	Cheque/DD		1-8-2013	2-8-2013	2,94,000.00	
2-8-2013	Cash	Contra	Cheque		2-8-2013	2-8-2013		25,000.00
2-8-2013	Salary Paid	Payment	Cheque		2-8-2013	1-9-2013		90,000.00
2-9-2013	Saravana Gold	Receipt	Cheque/DD		2-9-2013	1-10-2013	9,00,000.00	
2-10-2013	Sulthan Gold	Payment	Cheque		2-10-2013	1-11-2013		15,00,000.00
2-10-2013	Income Tax Paid	Payment	Cheque		2-10-2013	1-11-2013		45,000.00
2-11-2013	Salary Paid	Payment	Cheque		2-11-2013	1-12-2013		90,000.00
1-2-2014	Input Tax @ 5%	Purchase	Cheque		1-2-2014	1-2-2014		13,80,750.00
2-2-2014	Salary Paid	Payment	Cheque		2-4-2013			90,000.00
2-3-2014	Sundry Expense	Payment	Cheque		2-4-2013			20,000.00
2-3-2014	Salary Paid	Payment	Cheque		2-4-2013			90,000.00
31-3-2014	T D S on Rent	Payment	Cheque		31-3-2014			1,22,000.00
Balance as per Company Books :							91,97,250.00	
Amounts not reflected in Bank :								3,22,000.00
Balance as per Bank :							95,19,250.00	

SOUTH INDIAN BANK

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

South Indian Bank

Reconciliation Statement

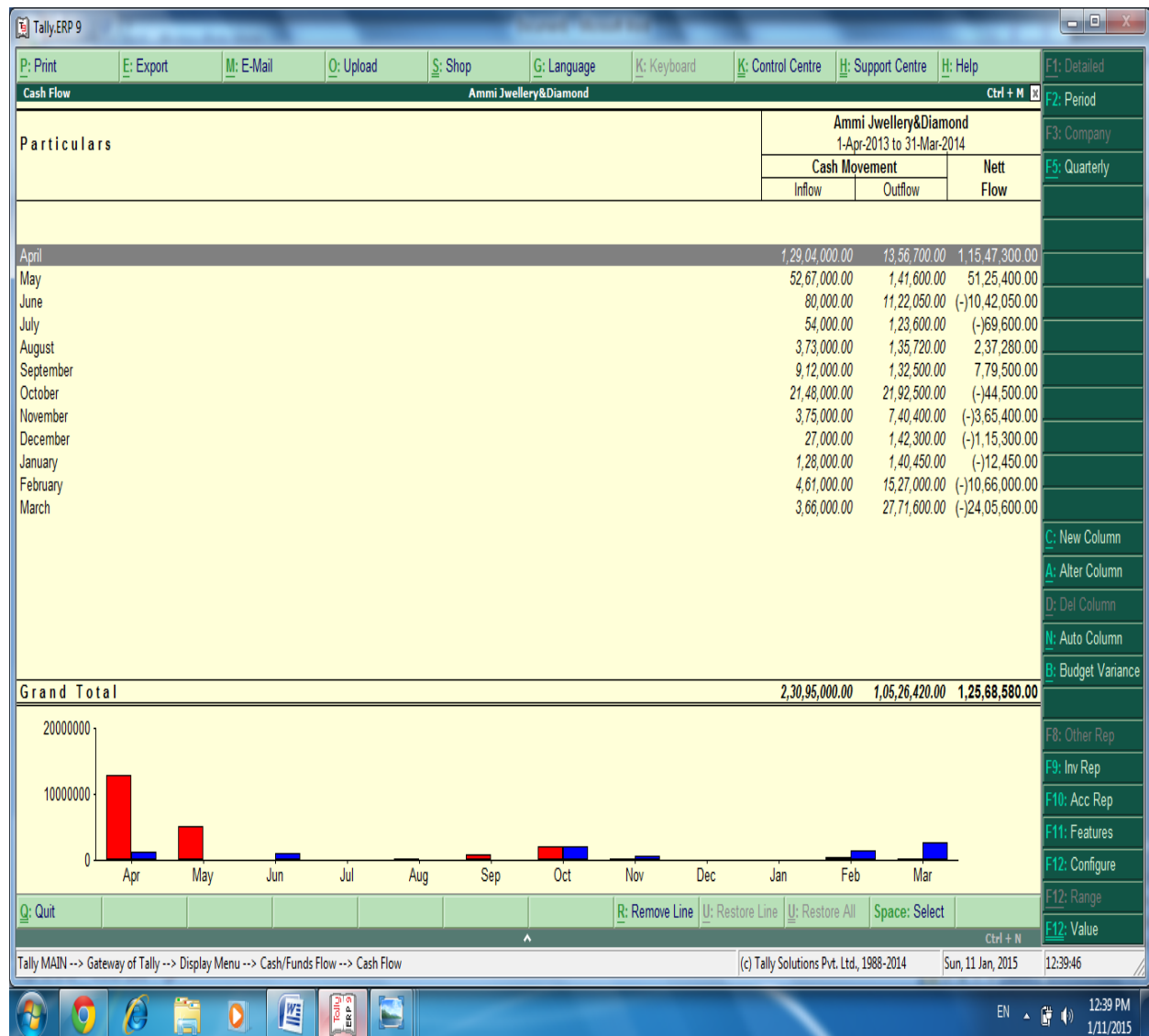
1-Apr-2013 to 31-Mar-2014

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
14-2013	Mr Ab	Receipt	Cheque/DD		1-4-2013	2-4-2013	25,00,000.00	
14-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	2-4-2013	2,00,000.00	
18-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	2-4-2013	60,000.00	
24-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	30,000.00	
15-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	2,00,000.00	
25-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	45,000.00	
16-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	50,000.00	
17-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	35,000.00	
2-10-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	75,000.00	
1-11-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	30,000.00	
1-11-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	2,50,000.00	
2-11-2013	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	80,000.00	
1-1-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	60,000.00	
2-1-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013	1-5-2013	40,000.00	
24-2013	Rent Paid	Payment	Cheque		2-5-2013	2-5-2013		18,000.00
25-2013	Rent Paid	Payment	Cheque		2-5-2013	2-5-2013		18,000.00
28-2013	Rent Paid	Payment	Cheque		2-5-2013	2-5-2013		20,000.00
2-11-2013	Rent Paid	Payment	Cheque		2-5-2013	2-5-2013		18,000.00
2-1-2014	Rent Paid	Payment	Cheque		2-5-2013	2-5-2013		18,000.00
26-2013	Rent Paid	Payment	Cheque		2-5-2013	1-6-2013		18,000.00
29-2013	Rent Paid	Payment	Cheque		2-5-2013	1-6-2013		18,000.00
2-10-2013	Rent Paid	Payment	Cheque		2-5-2013	1-6-2013		18,000.00
2-12-2013	Rent Paid	Payment	Cheque		2-5-2013	1-6-2013		18,000.00
26-2013	Cash	Contra	Cheque		2-6-2013	2-6-2013		10,000.00
2-7-2013	Rent Paid	Payment	Cheque		2-7-2013	1-8-2013		18,000.00
2-10-2013	Cash	Contra	Cheque		2-10-2013	2-10-2013		30,000.00
2-10-2013	Topco Gold	Receipt	Cheque/DD		2-10-2013	2-10-2013	20,00,000.00	
2-11-2013	Malabar Gold	Payment	Cheque		2-11-2013	1-12-2013		6,00,000.00
1-2-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013		4,00,000.00	
2-2-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013		35,000.00	
2-2-2014	Rent Paid	Payment	Cheque		2-5-2013			18,000.00
1-3-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013		3,00,000.00	
2-3-2014	Gold Charge Received	Receipt	Cheque/DD		2-4-2013		42,000.00	
2-3-2014	Rent Paid	Payment	Cheque		2-5-2013			18,000.00
2-3-2014	Mr Ab	Payment	Cheque		2-3-2014			25,00,000.00
Balance as per Company Books :							30,74,000.00	
Amounts not reflected in Bank :							7,77,000.00	25,36,000.00
Balance as per Bank :							48,33,000.00	

STOCK SUMMARY

Tally.ERP 9									
P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help
Stock Summary Ammi Jewellery&Diamond Ctrl + M									
Particulars	Ammi Jewellery&Diamond 1-Apr-2013 to 31-Mar-2014								
	Outwards						Closing Balance		
	Quantity	Rate	Value	Consumption	Gross Profit	Perc %	Quantity	Rate	Value
Diamond Necklaces	25 kgs	66,000.00	16,50,000.00	13,38,888.89	3,11,111.11	18.86 %	20 kgs	53,555.56	10,71,111.11
Diamonds	40 kgs	30,000.00	12,00,000.00	9,72,307.69	2,27,692.31	18.97 %	25 kgs	24,307.69	6,07,692.31
Gold Chain	45 kgs	14,000.00	6,30,000.00	5,85,000.00	45,000.00	7.14 %	30 kgs	13,000.00	3,90,000.00
Gold Coin	60 kgs	7,000.00	4,20,000.00	3,28,421.05	91,578.95	21.80 %	35 kgs	5,473.68	1,91,578.95
Gold Ring	50 kgs	4,100.00	2,05,000.00	1,50,000.00	55,000.00	26.83 %	5 kgs	3,000.00	15,000.00
Grand Total	220 kgs		41,05,000.00	33,74,617.63	7,30,382.37	17.79 %	115 kgs		22,75,382.37
Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select Ctrl + N									
Tally MAIN --> Gateway of Tally --> Stock Summary (c) Tally Solutions Pvt. Ltd., 1988-2014 Sun, 11 Jan, 2015 12:38:04									

CASH FLOW STATEMENT



OUTSTANDING RECEIVABLES

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Bills Outstanding Ammi Jewellery&Diamond Ctrl + M

Bills Receivable 1-Apr-2013 to 31-Mar-2014

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
1-Oct-2013	4	Saravana Gold	5,72,250.00	1-Oct-2013	181
1-Oct-2013	Sales 4		5,72,250.00 Dr		
25-0 kgs	Gold Chain		14,000.00/kgs		
25-0 kgs	Gold Coin		7,000.00/kgs		
5-0 kgs	Gold Ring		4,000.00/kgs		
1-Feb-2014	5	Topco Gold	23,10,000.00	1-Feb-2014	58
1-Feb-2014	Sales 5		23,10,000.00 Dr		
20-0 kgs	Diamond Necklaces		65,000.00/kgs		
30-0 kgs	Diamonds		30,000.00/kgs		
			28,82,250.00		

Quit | Remove Line | Restore Line | Restore All | Space: Select

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Outstandings --> Bills Outstanding (c) Tally Solutions Pvt. Ltd., 1988-2014 Sun, 11 Jan, 2015 12:41:39

EN 12:41 PM 1/11/2015

OUTSTANDING PAYABLE

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

Bills Payable

1-Apr-2013 to 31-Mar-2014

Date	Ref. No.	Party's Name	Pending Amount	Due on	Overdue by days
2-Apr-2013	101	Malabar Gold	4,72,500.00	2-Apr-2013	363
	2-Apr-2013 Purchase 1		4,72,500.00 Cr		
	25- 0 kgs Gold Chain		12,000.00kgs		
	10- 0 kgs Gold Coin		6,000.00kgs		
	30- 0 kgs Gold Ring		3,000.00kgs		
2-Apr-2013	102	Sulthan Gold	6,56,250.00	2-Apr-2013	363
	2-Apr-2013 Purchase 2		6,56,250.00 Cr		
	10- 0 kgs Diamond Necklaces		50,000.00kgs		
	5- 0 kgs Diamonds		25,000.00kgs		
1-May-2013	103	Lulu Gold	5,14,500.00	1-May-2013	334
	1-May-2013 Purchase 3		5,14,500.00 Cr		
	20- 0 kgs Gold Chain		12,000.00kgs		
	50- 0 kgs Gold Coin		5,000.00kgs		
2-May-2013	1	Saravana Gold	4,48,500.00	2-May-2013	333
	2-May-2013 Sales 1		4,51,500.00 Dr		
	10- 0 kgs Gold Chain		13,000.00kgs		
	20- 0 kgs Gold Coin		7,000.00kgs		
	40- 0 kgs Gold Ring		4,000.00kgs		
	2-Sep-2013 Receipt 21		9,00,000.00 Cr		
1-Jun-2013	2	Topco Gold	13,17,500.00	1-Jun-2013	303
	1-Jun-2013 Sales 2		6,82,500.00 Dr		
	5- 0 kgs Diamond Necklaces		70,000.00kgs		
	10- 0 kgs Diamonds		30,000.00kgs		
	2-Oct-2013 Receipt 26		20,00,000.00 Cr		
1-Jul-2013	105	Malabar Gold	4,25,250.00	1-Jul-2013	273
	1-Jul-2013 Purchase 5		4,25,250.00 Cr		
	15- 0 kgs Gold Chain		14,000.00kgs		
	25- 0 kgs Gold Coin		6,000.00kgs		
	15- 0 kgs Gold Ring		3,000.00kgs		
1-Sep-2013	106	Lulu Gold	5,25,000.00	1-Sep-2013	211
	1-Sep-2013 Purchase 6		5,25,000.00 Cr		
	5- 0 kgs Diamond Necklaces		50,000.00kgs		
	10- 0 kgs Diamonds		25,000.00kgs		
1-Dec-2013	107	Sulthan Gold	9,81,750.00	1-Dec-2013	120
	1-Dec-2013 Purchase 7		9,81,750.00 Cr		
	10- 0 kgs Diamond Necklaces		56,000.00kgs		
	15- 0 kgs Diamonds		25,000.00kgs		
			<u>53,41,250.00</u>		

RATIO ANALYSIS

Ammi Jewellery&Diamond

Roll No 1595

Reg No Sro0449816

Ratio Analysis

1-Apr-2013 to 31-Mar-2014

Principal Groups	1-Apr-2013 to 31-Mar-2014	Principal Ratios	1-Apr-2013 to 31-Mar-2014
Working Capital (Current Assets - Current Liabilities)	1,47,62,212.37 Dr	Current Ratio (Current Assets : Current Liabilities)	13.32 : 1
Cash-in-hand	2,97,330.00 Dr	Quick Ratio (Current Assets - Stock-in-hand : Current Liabilities)	11.42 : 1
Bank Accounts	1,22,71,250.00 Dr	Debt/Equity Ratio (Loans (Liability) : Capital Account + Nett Profit)	0.00 : 1
Bank OD A/c			
Sundry Debtors (due till today)	11,16,250.00 Dr	Gross Profit %	17.79 %
Sundry Creditors (due till today)	28,82,250.00 Dr	Nett Profit %	28.56 %
	12,75,250.00 Cr	Operating Cost % (as percentage of Sales Accounts)	71.44 %
Sales Accounts	41,05,000.00 Cr		
Purchase Accounts	56,50,000.00 Dr	Recv. Turnover in days (payment performance of Debtors)	101.44 days
Stock-in-hand	22,75,382.37 Dr		
Nett Profit	11,72,212.37 Cr	Return on Investment % (Nett Profit / Capital Account + Nett Profit)	7.20 %
Wkg. Capital Turnover (Sales Accounts / Working Capital)	0.28	Return on Wkg. Capital % (Nett Profit / Working Capital) %	7.94 %
Inventory Turnover (Sales Accounts / Closing Stock)	1.80		



PowerPoint 2007

500 PowerPoint

MS POWERPOINT 2010

Microsoft PowerPoint, usually just called PowerPoint, is a commercial presentation program developed by Microsoft. It is part of the Microsoft Office suite and generally uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic.

The main purpose of MS PowerPoint is to enable the user to create dynamic, informational slides through the use of text, graphics, and animation. Slide presentations created with the software are often displayed on projection screens for business, training, or educational presentations, although they can be distributed as stand-alone files. Additionally, the slides can be arranged and printed to PDF handouts for reference.

MS POWER POINT SHORTCUT KEYS

Ctrl + N	Opens a new blank presentation	Ctrl + M	Inserts a new slide
Ctrl + D	Duplicates the selected object	Ctrl + T	Opens the Font dialog box
F5	Run slide show from beginning	Shift+F5	Run slide show from current slide
During Slide Show			
N, ENTER, PGDOWN, ↵, ↓, SPACE	Perform the next animation or advance to the next slide	P, PGUP, ←, ⬅, ⬅, BACKSPACE	Perform the previous animation or return to the previous slide
<No>+ENTER	To go to slide number	ESC	End a slide show
W or COMMA	Display a white screen, or return to the slide show from a white screen	B or PERIOD	Display a black screen, or return to the slide show from a black screen
E	Erase on-screen annotations	H	Go to the next hidden slide
Ctrl+P	To redisplay hidden pointer and/or change the pointer to a pen	Ctrl+A	Visible hidden pointer and/or change the pointer to an arrow
Ctrl+H	Hide the pointer and navigation button immediately	Ctrl+U	Hide the pointer and navigation button automatically
SHIFT+F10 or Popup button	To display the shortcut menu		



SECURITIES & EXCHANGE BOARD OF INDIA



INTRODUCTION

- 1 *FORMED: 1992*
- 2 *JURISDICTION: INDIA*
- 3 *HEADQUARTERS: MUMBAI, MAHARASTRA*
- 4 *CHAIRMAN: CB BHAVE*
- 5 *EMPLOYEES: 525*

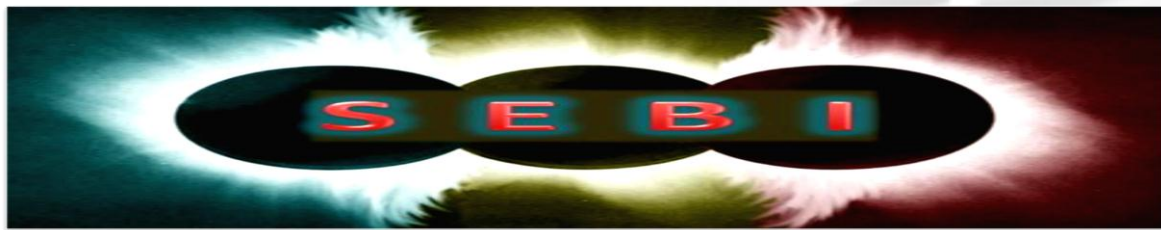
ABOUT SEBI

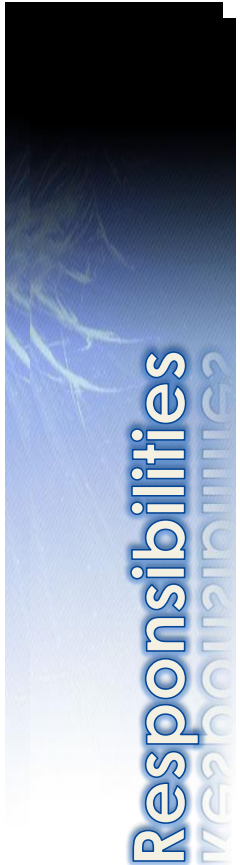
1 SEBI is the regulator for the Securities Market in India.

2 It was formed officially by Government of India in 1988 with SEBI Act, 1992.

3 It is chaired by CB Bhav (i.e. Chandrasekhar Bhasker Bhav).

4 It is a closely held company i.e. a company in which public is not substantially interested.





Responsibilities

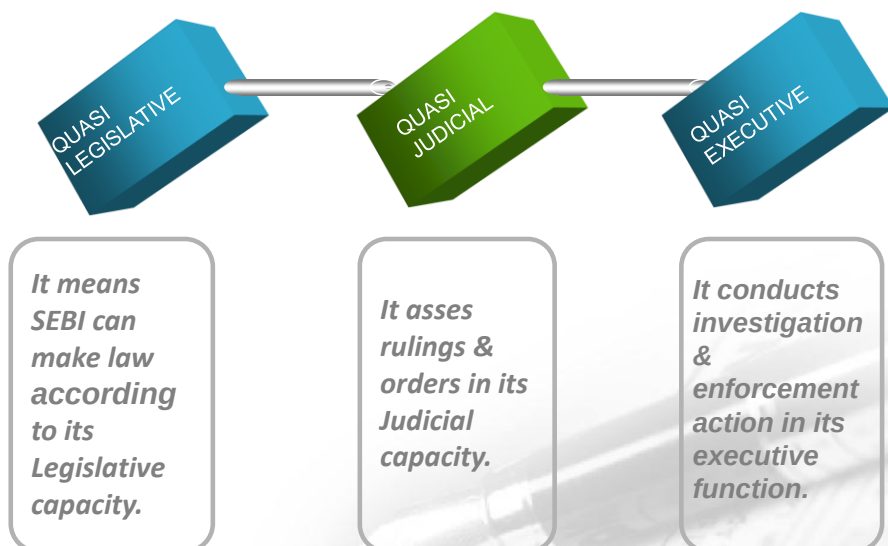
SEBI has to be responsive to the needs of three groups :

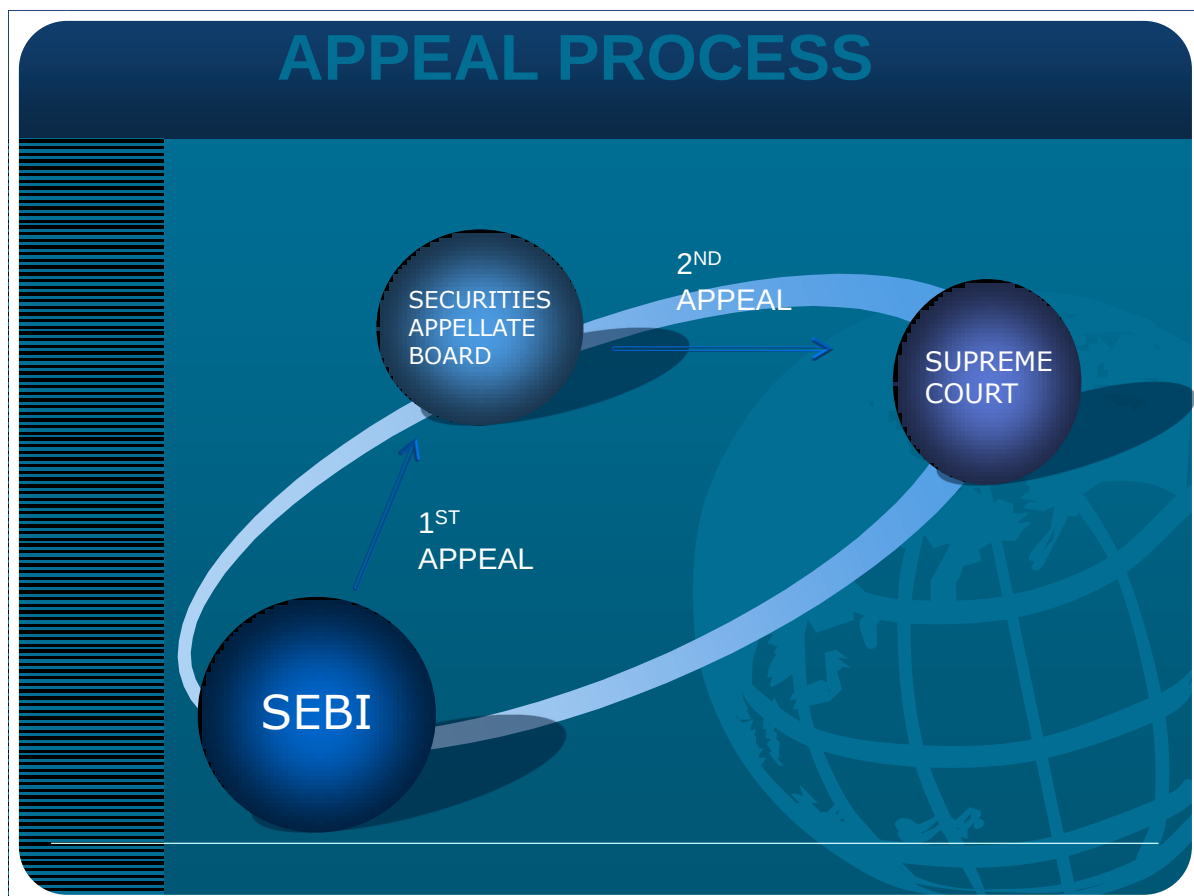
1. The issuers of Securities.

2. The Investors.

3. The Market Intermediaries.

FUNCTIONS OF SEBI





SHARE MARKET TRADING

Share market trading means trading i.e. Sale & purchase of Securities Floating in the market.
Share market trading can be classified into either of following categories:



DAY TRADING

01

• It is the deepest approach to share market tradings.

02

• Sale or purchase of securities in minutes due to fluctuations in stock prices not on long term basis.

03

• Risk is very high.

04

• Effective only for day traders.

DAY TRADING

01

• It is the deepest approach to share market tradings.

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• Sale or purchase of securities in minutes due to fluctuations in stock prices not on long term basis.

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04

•Effective only for day traders.

The graphic features a teal banner with the text "Position Trading" in a white serif font. To the left of the banner is a vertical green bar. The background of the banner shows a faint image of a stock market chart.

Position Trading

01

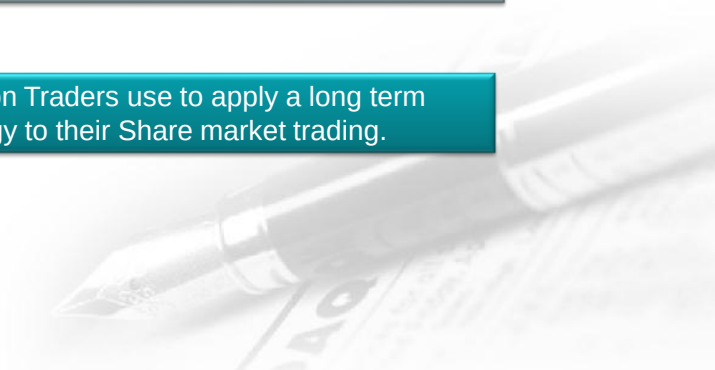
They are the temporary investors i.e. they run short of time.

02

Stocks are being held for months awaiting any changes in the trend.

03

Position Traders use to apply a long term strategy to their Share market trading.



GENERAL DETAILS

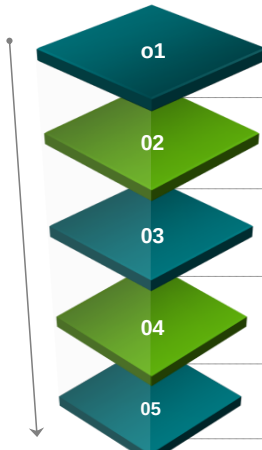
- There are 24 SE in India.
- Out of which 20 are Recognized & 04 are De-recognized.
- De-recognized SE are :-
 1. Hyderabad SE
 2. Magadha SE
 3. Saurashtra Kutch SE
 4. Mangalore SE
- Out of these all SE, top two SE of India are:
 1. NSE (National Stock Exchange)
 2. BSE (Bombay Stock Exchange)

STOCK EXCHANGE

As the name suggest, it means a place where exchange of stock take place.

Stock here means securities like shares, debentures, bonds, etc.

NATIONAL STOCK EXCHANGE

- 
- 01 • It came into existence to encourage stock exchange reform through system modernization and competition.
 - 02 • It was opened for trading in Mid-1994.
 - 03 • The instruments traded are Treasury Bills, Government Securities & Bonds used by Public Companies.
 - 04 • It was incorporated in Nov. 1992 as a Taxpaying STOCK EXCHANGE.
 - 05 • Index used in NSE is NIFTY.

Company Logo

BOMBAY STOCK EXCHANGE



DESCRIPTIONS OF BSE

1

FORMED: 1875

2

OWNER: BOMBAY STOCK EXCHANGE LIMITED

3

CEO: MRS. MADHU KANNAN

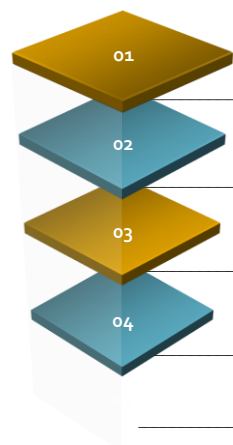
4

MARKET CAP: US \$ 1.1 TRILLION

5

EMPLOYEES: 445

BOMBAY STOCK EXCHANGE

- 
- 01 • It is the oldest stock exchange in Asia.
 - 02 • It has the greatest number of listed companies in the world, with 4700.
 - 03 • It is also the largest stock exchange in [South Asia](#) and the [12th largest in the world](#).
 - 04 • The [BSE SENSEX](#), also called the "BSE 30", is a widely used BSE market index in India and [Asia](#).

HISTORY OF BSE

1

BSE in 1875 became an official organization known as 'The Native Share & Stock Brokers Association'.

2

In 1956, the BSE became the first stock exchange to be recognized by the Indian Government under the Securities Contracts Regulation Act.

3

The Bombay Stock Exchange developed the BSE Sensex in 1986.

4

Later it switched to an electronic trading system in 1995.

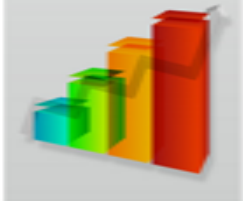


AWARDS

- The World Council of Corporate Governance has awarded the Golden Peacock Global CSR Award for BSE's initiatives.
 - The Annual Reports and Accounts of BSE for the year ended March 31, 2006 and March 31 2007 have been awarded the ICAI awards for excellence in financial reporting.
 - The Human Resource Management at BSE has won the Asia - Pacific HRM awards for its efforts in employer branding.
-

BEARISH MARKET

- A bear market is a general decline in the stock market over a period of time.
- It is a transition from high investor optimism to widespread investor fear and pessimism.
- While there's no agreed-upon definition of a bear market, one generally accepted measure is a price decline of 20% or more over at least a two-month period."

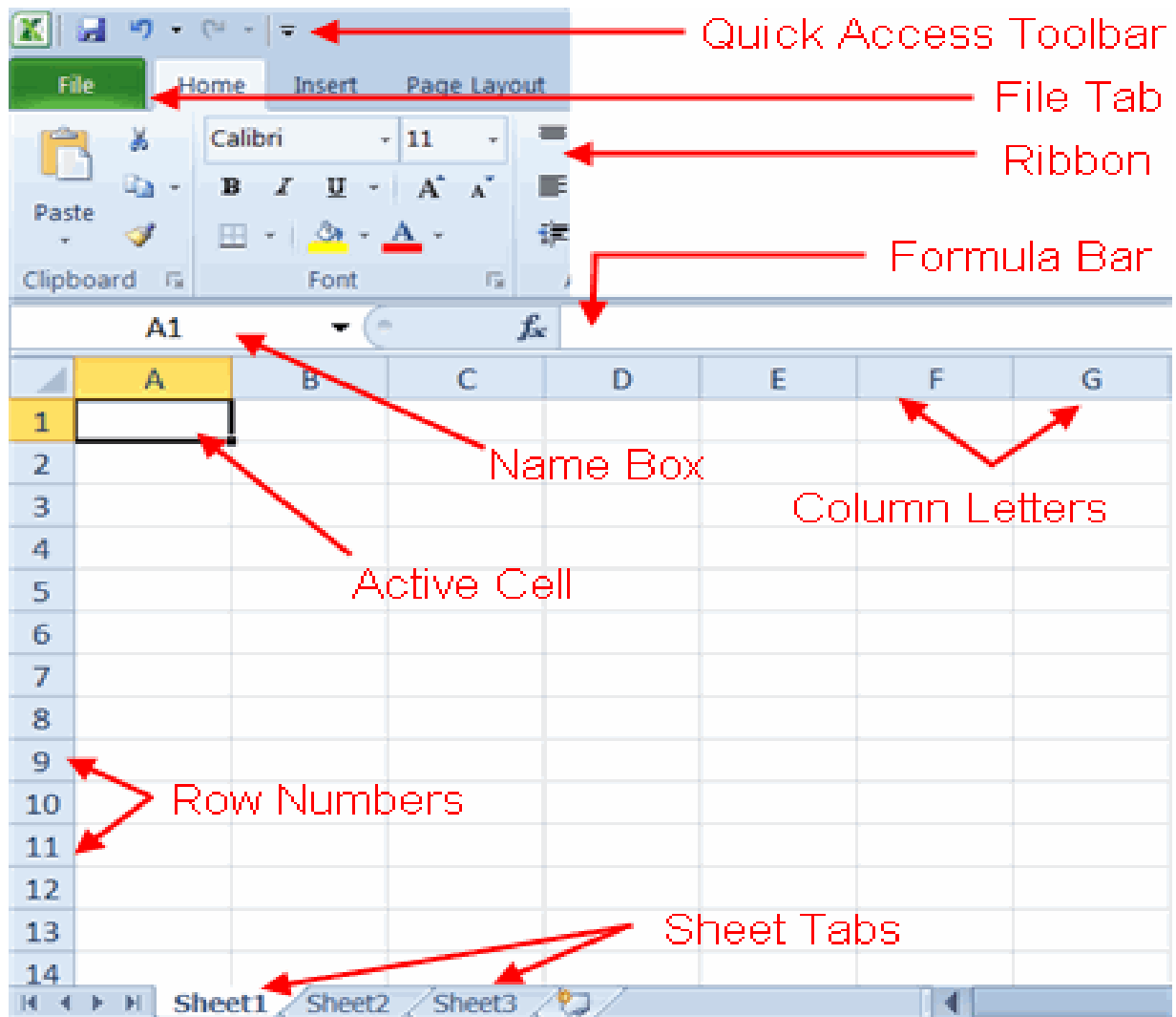






MS EXCEL 2010

Excel 2010 is spreadsheet software in the new Microsoft 2010 Office Suite. Excel allows you to store manipulate and analyze data in organized workbooks for home and business tasks. New innovations in Excel 2010 include the enhanced data viewing features of Spark lines and Slicers.

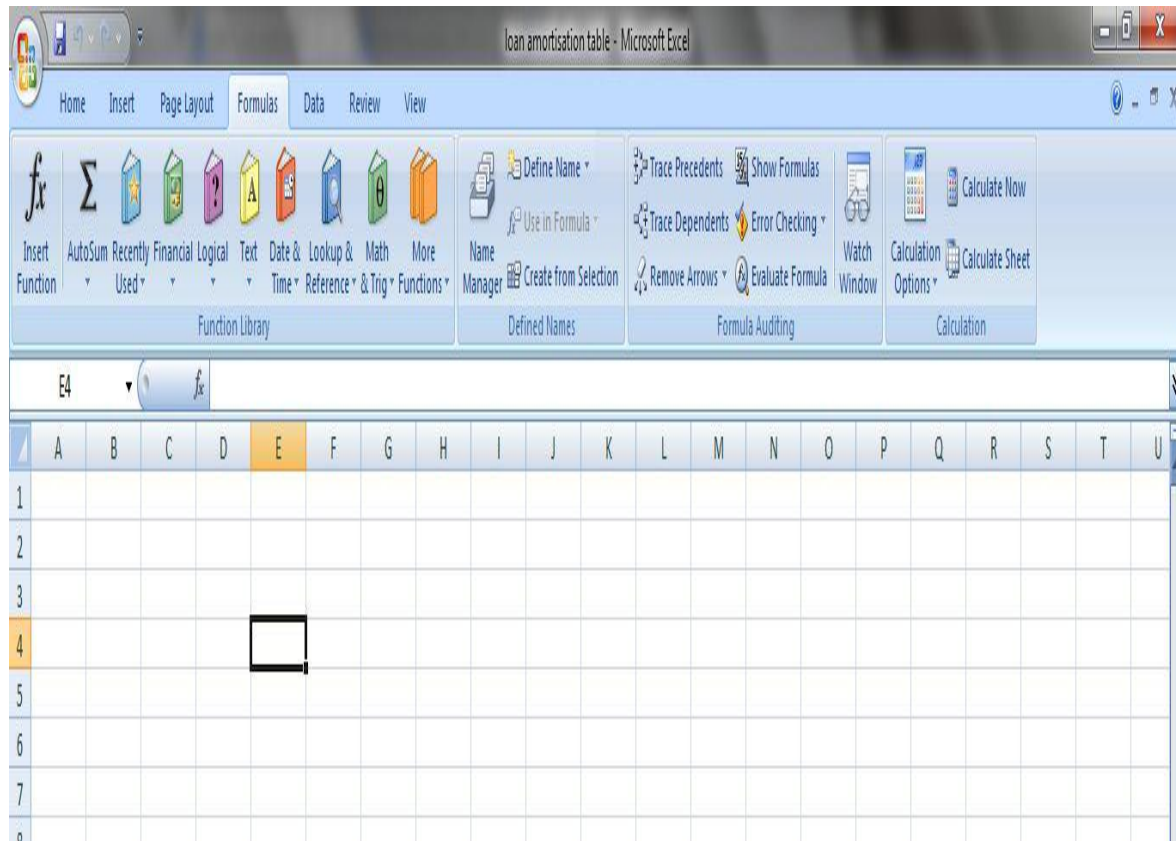


FEATURES OF MS EXCEL 2010

1. Worksheet and graphics
2. Data lists and Databases
3. Data Exchange with other application
4. Results oriented user interface
5. Optimized memory consumption
6. Access spread sheet from virtually anywhere
7. Connect and share when working together

FORMULA FUCTION

Formulas are entries that have an equation that calculates the value to display. We DO NOT type in the numbers we are looking for; we type in the equation. This equation will be updated upon the change or entry of any data that is referenced in the equation.



ENQUIRY SHEET

We can use different referencing features, functions like VLOOKUP and data validation rules to make an enquiry sheet from the data at other sheets.

PIVOT TABLE

Pivot tables in Excel are a versatile reporting tool that makes it easy to extract information from large tables of data without the use of formulas.

Pivot tables are extremely user friendly in that by moving, or pivoting, fields of data from one location to another using drag and drop. We can look at the same data in a number of different ways.

In data processing, a pivot table is a data summarization tool found in data visualization programs such as spreadsheets or business intelligence software. Among other functions, a pivot-table can automatically sort, count, total or give the average of the data stored in one table or spreadsheet. It displays the results in a second table (called a "pivot table") showing the summarized data. Pivot tables are also useful for quickly creating unweighted cross tabulations.

PIVOT CHART

A PivotChart report provides a graphical representation of the data in a PivotTable report, which in this case is called the associated PivotTable report. A PivotChart report is also interactive. When we create a PivotChart report, the PivotChart Filter Pane appears. We can use this filter pane to sort and filter the underlying data of the PivotChart report. Changes that we make to the layout and data in the associated PivotTable report are immediately reflected in the layout and data in the PivotChart report.

A PivotChart report displays data series, categories, data markers, and axes just as standard charts do. We can also change the chart type and other options such as the titles, the legend placement, the data labels, the chart location, and so on.

CHARTS IN MS EXCEL

A **chart** is designed to:

- Present information in graphic form
- Plot specific information

Using a chart is a great way to make complicated material—such as comparisons, patterns, and trends in data—easy to view and understand. For instance, rather than analyze several columns of worksheet numbers, we can use a chart to compare at a glance how the enrollment statistics of girls and boys are changing over a period of years.

MS EXCEL SHORTCUT KEYS

F2	Edit the selected cell.	F5	Goto a specific cell. For example, C6.
F7	Spell check selected text and/or document.	F11	Create chart.
Ctrl + Shift + ;	Enter the current time.	Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.	Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.	Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.	Ctrl + U	Underline highlighted selection.
Ctrl + I	Italic highlighted selection.	Ctrl + 5	Strikethrough highlighted selection.
Ctrl + F9	Minimize current window.	Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks / windows.	Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.	Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells	Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Shift + !	Format number in comma format.	Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + \$	Format number in currency format.	Ctrl + Shift + @	Format number in time format.

Ctrl + Shift + #	Format number in date format.	Ctrl + Shift + %	Format number in percentage format.
Shift + Space	Select entire row.	Ctrl + Space	Select entire column
Ctrl+1	Displays Format Cells dialog box.		
Ctrl+9	Hides the selected rows	Ctrl+0	Hides the selected columns.
Ctrl+SHIFT+(	Unhide any hidden rows within the selection	Ctrl+SHIFT+)	Unhide any hidden columns within the selection.
Ctrl+SHIFT+&	Applies the outline border to the selected cells.	Ctrl+SHIFT_	Removes the outline border from the selected cells.
F8	Turns extend mode on or off. In extend mode the arrow keys extend the selection.	SHIFT+F8	Enables to add a nonadjacent cells to a selection of cells by using the arrow keys

CALCULATION OF TAXABLE INCOMECOMPUTATION OF TAX

<u>SL</u> <u>NO</u>	<u>ASSESSE NAME</u>	<u>PAN CARD</u> <u>NO</u>	<u>STATUS</u>	<u>AGE</u>	<u>INCOME FROM SALARY</u>	<u>IFHP</u>
1	MUHAMMED AMEEN G M	BJWPM137J	RESIDENT	56	230000	300000
2	PRANESH	FJDFF456F	RESIDENT	58	265000	75000
3	JAISON	EDRF789F	RESIDENT	64	315000	458000
4	MOHAMMED YOUSUF	WASD784W	RESIDENT	62	312000	600000
5	RAJ GOPAL	REDS852R	RESIDENT	85	269000	90000
6	SRI DEVI	GFTR458G	RESIDENT	45	275000	85000
7	MUKESH CHHANGANI	THGF659W	NON RESI	82	175000	125000
8	MANSOOR G A	MASW458K	RESIDENT	66	360000	150000
9	RASHEEDA S K	EWEU875P	RESIDENT	48	260000	165000
10	KADEEJATH KUBRA	POKU879H	NON RESI	56	290000	240000
11	KANNAN V K	REWS894G	RESIDENT	75	180000	30000
12	CHINNAYYA	VFDD254G	RESIDENT	45	150000	48000
13	KUPPA SWAMY	BLIF852	NON RESI	66	155000	62000
14	AUSTIN ROY	PLKG784F	RESIDENT	62	225000	78200
15	AVINASH	WSEE994T	RESIDENT	75	250000	35000
16	KARAN M K	YOYT789W	RESIDENT	45	160000	80000
17	KAMALAKSHMI	QASW321Y	RESIDENT	68	170000	45000
18	SACHIN	OKIY462E	NON RESI	98	215000	63000
19	RAMESH	NVJD763P	NON RESI	57	275000	24825
20	BASHEER PH	AKSJ125L	NON RESI	39	325000	74600

FILTERING RESIDENTS

DETAILS OF TAXABLE INCOME

<u>SL NO</u>	<u>ASSESE NAME</u>	<u>PAN CARD NO</u>	<u>STATUS</u>	<u>AGE</u>	<u>INCOME FROM SALARY</u>	<u>IFHP</u>	<u>PGBP</u>	<u>TOTAL</u>
1	MUHAMMED AMEEN G M	BJWPM137J	RESIDENT	56	230000	300000	42000	
2	PRANESH	FJDFF456F	RESIDENT	58	265000	75000	18000	
3	JAISON	EDRF789F	RESIDENT	64	315000	458000	45000	
4	MOHAMMED YOUSUF	WASD784W	RESIDENT	62	312000	600000	18200	
5	RAJ GOPAL	REDS852R	RESIDENT	85	269000	90000	90000	
6	SRI DEVI	GFTR458G	RESIDENT	45	275000	85000	47000	
8	MANSOOR G A	MASW458K	RESIDENT	66	360000	150000	164000	
9	RASHEEDA S K	EWEU875P	RESIDENT	48	260000	165000	240000	
11	KANNAN V K	REWS894G	RESIDENT	75	180000	30000	32000	
12	CHINNAYYA	VFDD254G	RESIDENT	45	150000	48000	48000	
14	AUSTIN ROY	PLKG784F	RESIDENT	62	225000	78200	74000	
15	AVINASH	WSEE994T	RESIDENT	75	250000	35000	350000	
16	KARAN M K	YOYT789W	RESIDENT	45	160000	80000	49000	
17	KAMALAKSHMI	QASW321Y	RESIDENT	68	170000	45000	287000	

FILTERING NON RESIDENTS

<u>SL NO</u>	<u>ASSESSE NAME</u>	<u>PAN CARD NO</u>	<u>STATUS</u>	<u>AGE</u>	<u>INCOME FROM SALARY</u>	<u>IFH</u>
7	MUKESH CHHANGANI	THGF659W	NON RESI	82	175000	1250
10	KADEEJATH KUBRA	POKU879H	NON RESI	56	290000	2400
13	KUPPA SWAMY	BLIF852	NON RESI	66	155000	620
18	SACHIN	OKIY462E	NON RESI	98	215000	630
19	RAMESH	NVJD763P	NON RESI	57	275000	248
20	BASHEER PH	AKSJ125L	NON RESI	39	325000	746

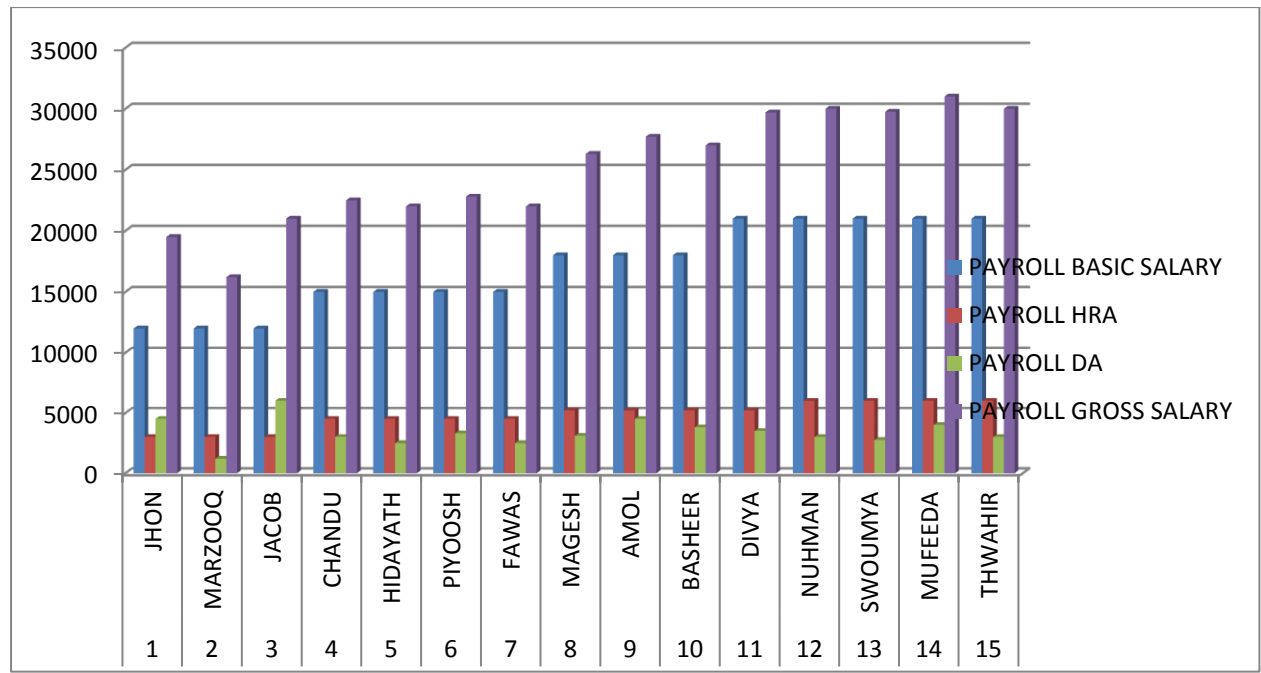
PAYROLL SHEETPAYROLL

<u>SL</u> <u>NO</u>	<u>EMPLOYEE NAME</u>	<u>BASIC SALARY</u>	<u>HRA</u>	<u>DA</u>	<u>GROSS SALARY</u>	<u>TDS</u>	<u>TDS DEDUCTION</u>	
1	JHON	12000	3000	4500	19500	10%		19
2	MARZOOQ	12000	3000	1200	16200	10%		16
3	JACOB	12000	3000	6000	21000	10%		21
4	CHANDU	15000	4500	3000	22500	10%		22
5	HIDAYATH	15000	4500	2500	22000	10%		22
6	PIYOOSH	15000	4500	3300	22800	10%		22
7	FAWAS	15000	4500	2500	22000	10%		22
8	MAGESH	18000	5200	3100	26300	10%		26
9	AMOL	18000	5200	4500	27700	10%		27
10	BASHEER	18000	5200	3800	27000	10%		27
11	DIVYA	21000	5200	3500	29700	10%		29
12	NUHMAN	21000	6000	3000	30000	10%		30
13	SWOUMYA	21000	6000	2750	29750	10%		29
14	MUFEEDA	21000	6000	4000	31000	10%		31
15	THWAHIR	21000	6000	3000	30000	10%		30

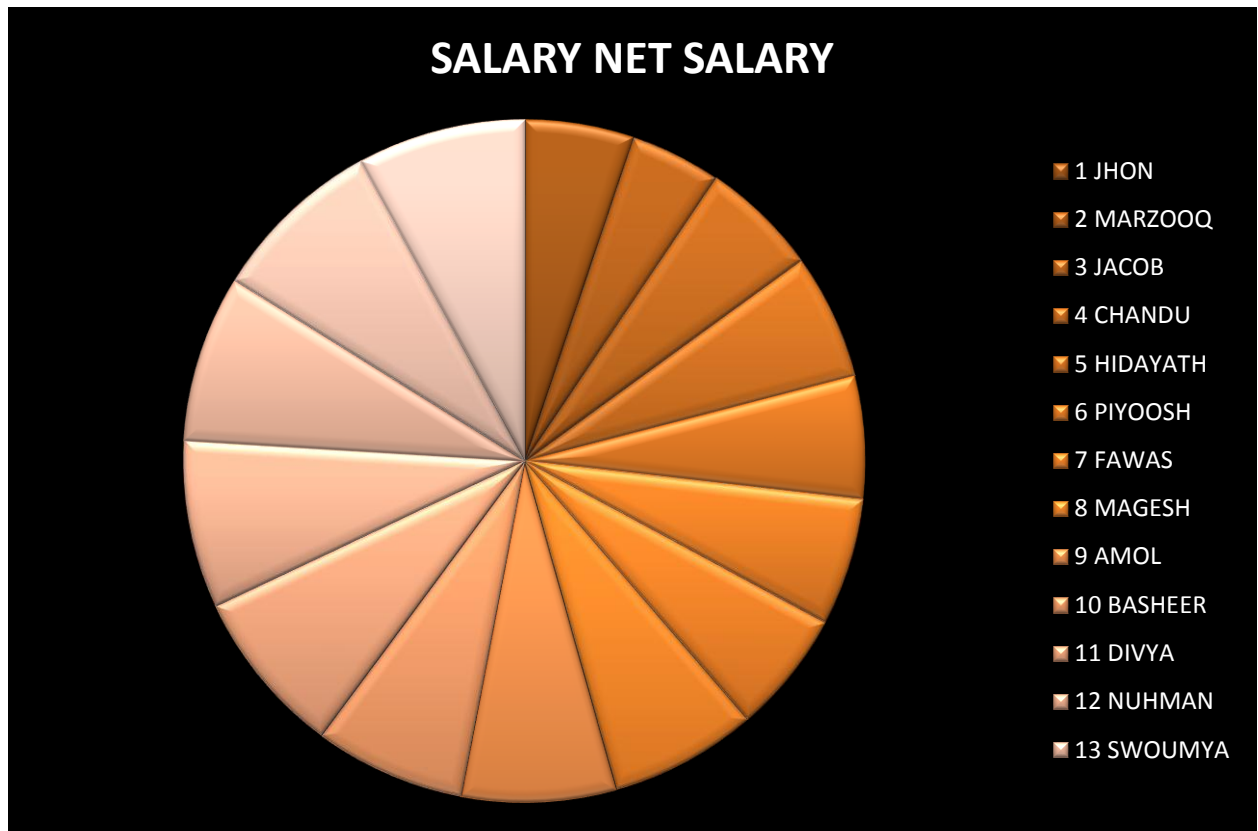
PIVOT TABLE

	PIVOT TABLE						
Row Labels	Count of SL NO	Sum of BASIC SALARY	Sum of HRA	Sum of DA	Sum of GROSS SALARY	Sum of TDS	
AMOL	1	18000	5200	4500	27700		0.1
BASHEER	1	18000	5200	3800	27000		0.1
CHANDU	1	15000	4500	3000	22500		0.1
DIVYA	1	21000	5200	3500	29700		0.1
FAWAS	1	15000	4500	2500	22000		0.1
HIDAYATH	1	15000	4500	2500	22000		0.1
JACOB	1	12000	3000	6000	21000		0.1
JHON	1	12000	3000	4500	19500		0.1
MAGESH	1	18000	5200	3100	26300		0.1
MARZOOQ	1	12000	3000	1200	16200		0.1
MUFEEDA	1	21000	6000	4000	31000		0.1
NUHMAN	1	21000	6000	3000	30000		0.1
PIYOOSH	1	15000	4500	3300	22800		0.1
SWOUMYA	1	21000	6000	2750	29750		0.1
THWAHIR	1	21000	6000	3000	30000		0.1
Grand Total	15	255000	71800	50650	377450		1.5

CHARTS



PIE CHART



NPV CALCULATION

CALCULATION OF NPV

PARTICULARS	DATA
ANNUAL DISC RATE	12%
INITIAL CASH FLOW	-2500000
FIRST YEAR RETURN	350000
SECOND YEAR RETURN	1200000
THIRD YEAR RETURN	1000000
FOURTH YEAR RETURN	850000
NPV	18842.20314

IRR CALCULATION

CALCULATION OF IRR

PARTICULARS	DATA
INITIAL COST	-500000
FIRST YEAR OUTFLOW	120000
SECOND YEAR OUTFLOW	200000
THIRD YEAR OUTFLOW	175000
FOURTH YEAR OUTFLOW	225000
FIFTH YEAR OUTFLOW	150000
IRR	21%

EMI CALCULATION**CALCULATION OF EMI**

PARTICULARS	DATA
ANNUAL INTEREST RATE	8%
NO OF MONTHS OF PYT	24
AMOUNT OF LOAN	5000000
EMI	-226136.4573

DATA CONSOLIDATION

Q1 INCOME STATEMENT

PARTICULARS	AMOUNT
SALES	5000000
COGS	-3750000
ADMN EXPENSES	-300000
SELLING EXPENSES	-250000
DEPRECIATION	-150000
NET PROFIT BEFORE TAX	550000

INCOME STATEMENT Q2

PARTICULARS	AMOUNT
SALES	7500000
COGS	-4800000
ADMN EXPENSES	-400000
SELLING EXPENSES	-300000
DEPRECIATION	-150000
NET PROFIT BEFORE TAX	1850000

INCOME STATEMENT Q3

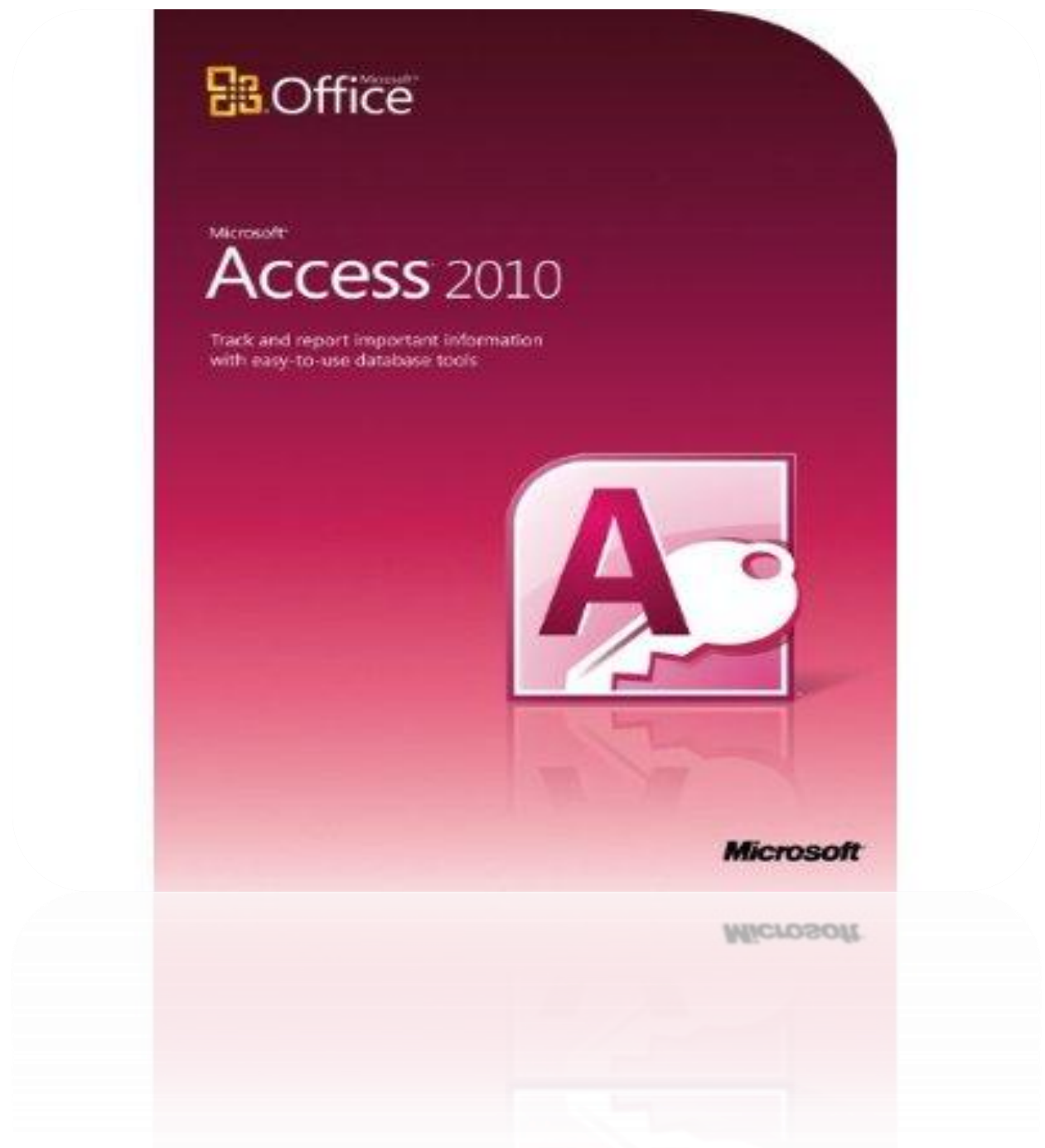
PARTICULARS	AMOUNT
SALES	8000000
COGS	-5000000
ADMN EXPENSES	-420000
SELLING EXPENSES	-315000
DEPRECIATION	-150000
NET PROFIT BEFORE TAX	2115000

INCOME STATEMENT Q4

PARTICULARS	AMOUNT
SALES	9500000
COGS	-5400000
ADMN EXPENSES	-450000
SELLING EXPENSES	-320000
DEPRECIATION	-150000
NET PROFIT BEFORE TAX	3180000

CONSOLIDATED TABLE**CONSOLIDATED INCOME STATEMENT**

	AMOUNT
SALES	30000000
COGS	-18950000
ADMN EXPENSES	-1570000
SELLING EXPENSES	-1185000
DEPRECIATION	-600000
NET PROFIT BEFORE TAX	7695000



MS ACCESS 2010

Microsoft Access, also known as Microsoft Office Access, is a database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately.

KEYS

Primary Key:- A primary key is a field or set of fields in your table that provide Microsoft Office Access 2007 with a unique identifier for every row. In a relational database, such as Office Access 2007, you divide your information into separate, subject based tables. You then use table relationships and primary keys to tell Access how to bring the information back together again. Access uses primary key fields to quickly associate data from multiple tables and combine that data in a meaningful way.

Foreign key:- A foreign key, simply stated, is another table's primary key.

RELATIONSHIPS

One of the goals of good database design is to remove data redundancy (duplicate data). To achieve that goal, you divide your data into many subject-based tables so that each fact is represented only once.

TYPES OF RELATIONSHIPS

1. **ONE TO MANY :-** Each record in first table is related to many records in other table.
2. **ONE TO ONE:-** Each record in second table is related to only one record in second table and vice versa. It is a rare case of relationship.

3. MANY TO MANY:- Each record in first table may be related to more than one record in next table and vice versa is also true.

FORMS

A form is a database object that you can use to enter, edit, or display data from a table or a query. You can use forms to control access to data, such as which fields or rows of data are displayed. For example, certain users might need to see only several fields in a table with many fields. Providing those users with a form that contains just those fields makes it easier for them to use the database. You can also add buttons and other functionality to a form to automate frequently performed actions.

REPORTS

Reports are a great way to organize and present data from your Microsoft Access database. Reports enable you to format your data in an attractive and informative layout for printing or viewing on screen.

EMPLOYEE DETAILS TABLE

employee details					
EMPLOYEE ID	EMPLOYEE NAME	department	gender	CONTACT NO	EMAIL ID
1	satheesh	purchase dept	male	9746515035	satheesh@gmail.com
2	praveen	purchase dept	male	9710056035	praveen@gmail.com
3	veneeth kumar	purchase dept	male	8807566035	vineeth@gmail.com
4	vadivelu	purchase dept	male	9633335035	vadivelu@gmail.com
5	austin roy	sales dept	male	9895515035	austin@gmail.com
6	sowmya shree	sales dept	female	9847515035	sowmya@gmail.com
7	prarthana	sales dept	female	9633226035	prarthana@gmail.com
8	ajnas k p	sales dept	male	9495515035	ajnas@gmail.com
9	shamseer	sales dept	male	8281515035	shamseer@gmail.com
10	alwin	production	male	9447515035	alwin@gmail.com
11	raj kumar	production	male	9446694035	raj@gmail.com
12	mayoor sharma	production	male	9745456035	mayoor@gmail.com
13	deekshith	production	male	8089515035	deekshith@gmail.com
14	arshad khan	production	male	8870425035	arshad@gmail.com
15	swadique	production	male	9809515035	swadiq@gmail.com
16	nikhitha	accounts	female	9947471035	nikhitha@gmail.com
17	magesh chandran	accounts	female	9946458035	magesh@gmail.com
18	suman	accounts	male	9846350035	suman@gmail.com
19	vijay kumar	accounts	male	9567258035	vijay@gmail.com
20	prakash	accounts	male	9633785035	prakash@gmail.com
21	yousuf	accounts	male	9746585035	yousuf@gmail.com
22	pranesh	HR	male	9895741035	pranesh@gmail.com
23	shi nidhi	HR	female	8281630035	shrinidhi@gmail.com
24	arham	HR	male	7567051035	arham@gmail.com
25	ameen gunaje	HR	male	9746840035	ameen@gmail.com

EMPLOYEE QUERY

employee details					
EMPLOYEE ID	EMPLOYEE NAME	department	gender	CONTACT NO	EMAIL ID
1	satheesh	purchase dept	male	9746515035	satheesh@gmail.com
2	praveen	purchase dept	male	9710056035	praveen@gmail.com
3	veneeth kumar	purchase dept	male	8807566035	vineeth@gmail.com
4	vadivelu	purchase dept	male	9633335035	vadivelu@gmail.com
5	austin roy	sales dept	male	9895515035	austin@gmail.com
6	sowmya shree	sales dept	female	9847515035	sowmya@gmail.com
7	prarthana	sales dept	female	9633226035	prarthana@gmail.com
8	ajnas k p	sales dept	male	9495515035	ajnas@gmail.com
9	shamseer	sales dept	male	8281515035	shamseer@gmail.com
10	alwin	production	male	9447515035	alwin@gmail.com
11	raj kumar	production	male	9446694035	raj@gmail.com
12	mayoor sharma	production	male	9745456035	mayoor@gmail.com
13	deekshith	production	male	8089515035	deekshith@gmail.com
14	arshad khan	production	male	8870425035	arshad@gmail.com
15	swadique	production	male	9809515035	swadiq@gmail.com
16	nikhitha	accounts	female	9947471035	nikhitha@gmail.com
17	mesh chandran	accounts	female	9946458035	mesh@gmail.com
18	suman	accounts	male	9846350035	suman@gmail.com
19	vijay kumar	accounts	male	9567258035	vijay@gmail.com
20	prakash	accounts	male	9633785035	prakash@gmail.com
21	yousuf	accounts	male	9746585035	yousuf@gmail.com
22	Pranesh	HR	male	9895741035	pranesh@gmail.com
23	shi nidhi	HR	female	8281630035	shrinidhi@gmail.com
24	Arham	HR	male	7567051035	arham@gmail.com
25	ameen gunaje	HR	male	9746840035	ameen@gmail.com

STUDENTS DETAIL

student details						
ID	stdent name	gender	department	dob	contact no	fees details
2	muhammed musthafa	male	commerce	2/1/2014	9746515035	25000
3	mufeeda	female	commerce	4/14/1993	8807566035	25000
4	thwahir hassan	male	commerce	7/8/1994	9710056035	25000
5	mubashir	male	commerce	5/25/1994	9895155035	25000
6	moinuddeen	male	commerce	2/14/1992	9745515035	30000
7	nuha khadeeja	female	commerce	8/15/1990	8129515035	25000
8	fida fathima	female	commerce	2/21/1991	9747392486	25000
9	niha fathima	female	commerce	5/22/1991	9900885488	25000
10	rasheeda banu	female	commerce	4/21/1992	9447693937	30000
11	austin roy	male	science	4/6/1994	9495147825	25000
12	raj gopal	male	science	5/8/1994	8089929640	25000
13	mukesh chhangani	male	science	3/4/1995	9633226055	25000
14	ibrahim savaf	male	science	9/8/1995	8281129825	30000
15	khadeejath kubra	female	science	1/2/1996	9747392486	30000
16	rahmath beevi	female	science	12/25/1991	9745869452	45000
17	sumayya	female	science	8/9/1993	9746587412	45000
18	abdul saleem	male	science	2/4/1992	9995627946	45000
19	nuhman malik	male	science	3/4/1992	9995487632	45000
20	abdul khader	male	science	7/9/1992	9895468175	45000
21	abdul kareem	male	management	8/4/1992	9746770175	75000
22	nihala nusreen	female	management	12/12/1992	9633487955	75000
23	basheer p h	male	management	12/13/1992	9567478555	75000
24	abdul rahman	male	management	4/6/1992	9895456800	75000
25	sirajuddeen	male	management	5/19/1992	9633444520	75000

FEES OUTSTANDING DETAILS

details of outstanding		
ID	stdent name	fees out standing
1	muhammed musthafa	5000
2	Mufeeda	4000
3	thwahir Hassan	5000
4	Mubashir	4000
5	Moinuddeen	2000
6	nuha khadeeja	3000
7	fida fathima	4500
8	niha fathima	4500
9	rasheeda banu	5000
10	austin roy	6000
11	raj gopal	3000
12	mukesh chhangani	5000
13	ibrahim savaf	6000
14	khadeejath kubra	4500
15	rahmath beevi	7500
16	Sumayya	7500
17	abdul saleem	4500
18	nuhman malik	6000
19	abdul khader	6500
20	abdul kareem	6500
21	nihala nusreen	6500
22	basheer p h	7500
23	abdul rahman	7500
24	Sirajuddeen	7500
25		7500

FORMS

Database1 - Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

Security Warning Certain content in the database has been disabled Options...

All Tables employee details employee details Query employee forms student details employee report details of outstanding

employee details
employee details : Table
employee details Query
employee forms
employee report

student details
student details : Table
details of outstanding
details of outstanding : Table

Unrelated Objects
studens registration form

DETAILS OF EMPLOYEES

EMPLOYEE ID:

EMPLOYEE NAME:

department:

gender:

CONTACT NO:

EMAIL ID:

www.employees.com

Record: 1 of 25 No Filter Search

Form View Caps Lock Num Lock 11:43 AM 1/11/2015

Database: Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools

Security Warning Certain content in the database has been disabled Options...

All Tables

- employee details
- employee details : Table
- employee details Query
- employee forms
- employee report
- student details
- student details : Table
- details of outstanding
- details of outstanding : Table
- Unrelated Objects
- students registration form

DETAILS OF EMPLOYEES

EMPLOYEE ID:

EMPLOYEE NAME:

department:

gender:

CONTACT NO:

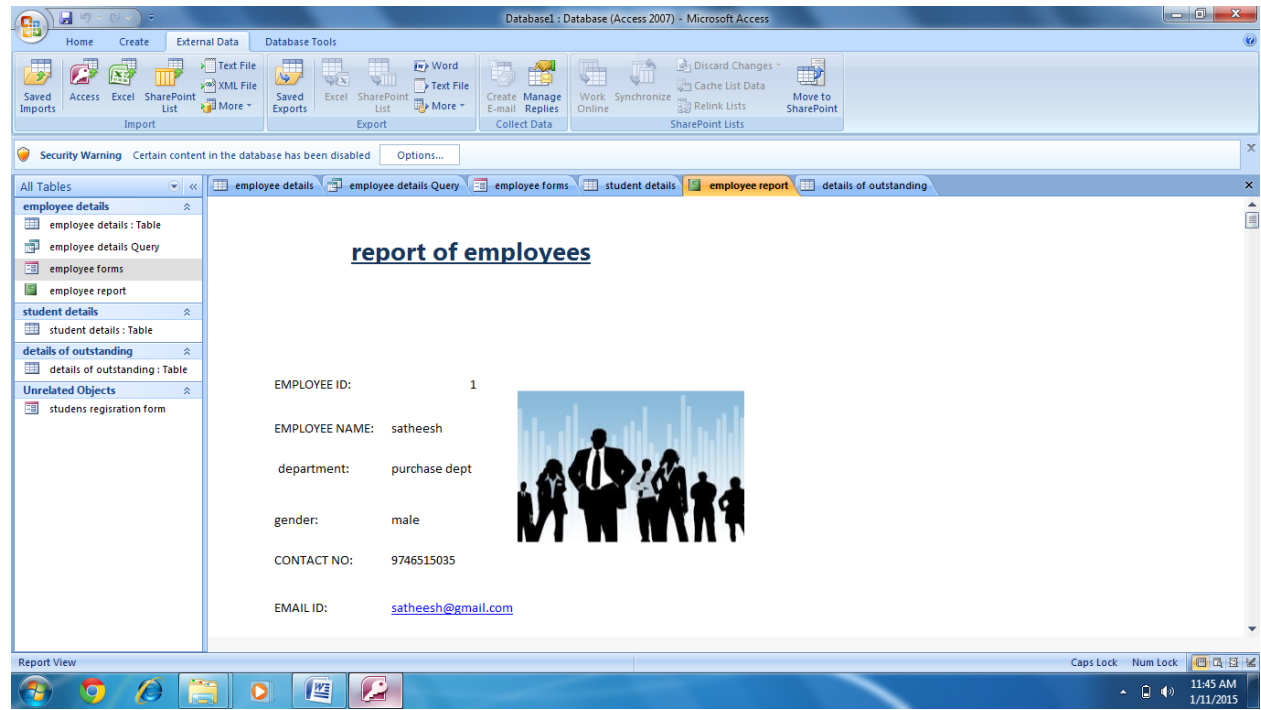
EMAIL ID:

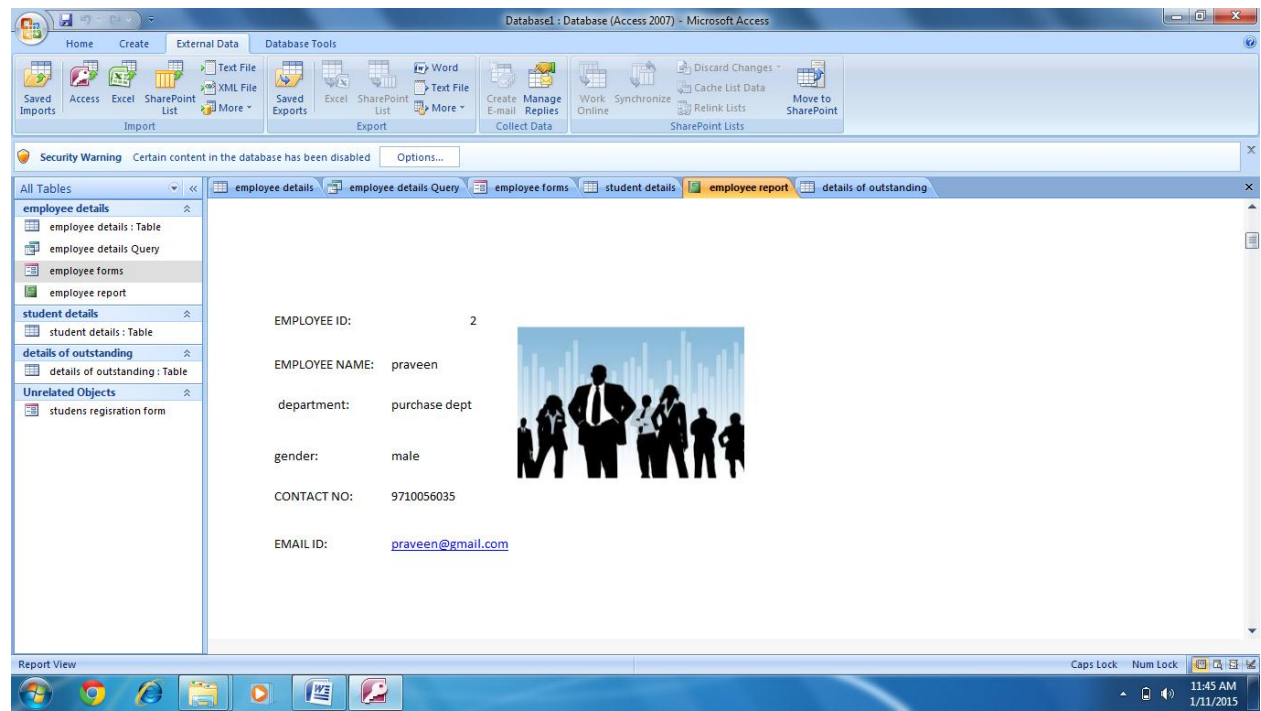
www.employees.com

Record: 1 of 2 of 25 No Filter Search

Form View Caps Lock Num Lock 11:43 AM 1/11/2015

EMPLOYEE REPORT

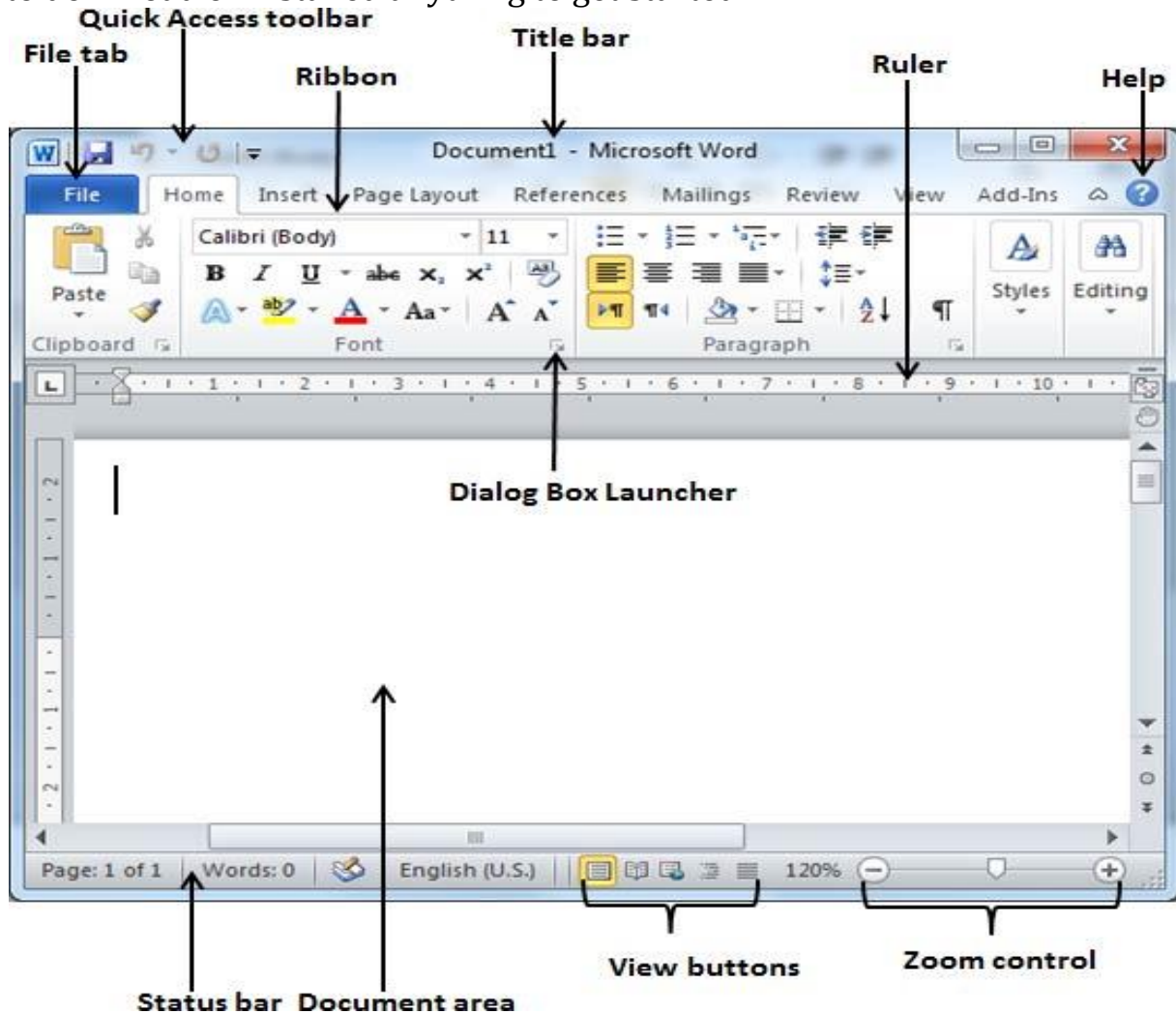






MS WORD 2010

We can work with WORD 2010 rich functionality just about anywhere: using an internet browser, a mobile phone or our desktop computer. Using Microsoft Office Mobile 2010, we can use our Window Phone 7 to work with our files from anywhere. Word Mobile 2010 is part of Office Mobile and is already on our Windows Phone 7 in the office hub, so we don't need to download or installed anything to get started.



FEATURES OF MS WORD 2010

- Formatting Effects
- Navigation Pane
- Integration of Screenshot Features
- Background Removal Tool
- Backstage View
- Artistic Effect
- Open Type Features
- More Themes
- Protected View
- New Numbering Formats
- New Smart Art graphic picture layouts
- Better Picture compression and picture Cropping
- Work on the same document At the Same time.

MS WORD SHORTCUT KEYS

Ctrl+Z	Undo last action	Ctrl+Y or F4	Redo last action
Ctrl+X	Cut current selection	Ctrl+C	Copy current selection
Ctrl+V	Paste data from clipboard	Ctrl+F	Open find dialog box
Ctrl+G or F5	Open Goto Dialog box	Ctrl+H	Open replace dialog box
Ctrl+Bksp	Delete one word towards left	Ctrl+Delete	Delete one word towards right
Shift+→	Select character to the right of the insertion point	Shift+Home	Select all the current line to the left of insertion point
Shift+←	Select character to the left of the insertion point	Shift+End	Select all the current line to the right of insertion point
Shift+PgUp	Select a screenful of text from insertion point up	Ctrl+Shift+→	Select one word to the right of insertion point
Shift+PgDn	Select a screenful of text from insertion point down	Ctrl+Shift+←	Select one word to the left of insertion point
Ctrl+Shift+Home	Select all text from insertion point to the start of document	Ctrl+Shift+End	Select all text from insertion point to the end of document
Ctrl+A	Selects entire document		
Ctrl+B	Toggles bold on the selection	Ctrl+I	Toggles italics on the selection
Ctrl+U	Toggles underline on the	Ctrl+=	Toggles subscript on the

	selection		selection
Ctrl+Shift+=	Toggles superscript on the selection	Ctrl+]	Increases font size by one point
Ctrl+[	Decreases font size by one point	Ctrl+Shift+>	Increases font size
Ctrl+Shift+<	Decreases font size	Ctrl+L	Aligns selections to the left
Ctrl+E	Aligns selections to the center	Ctrl+R	Aligns selections to the right
Ctrl+J	Justify the selections	Ctrl+D	Open Font dialog box
Ctrl+Shift+P	Apply bullets to selection	Shift+F3	Changes case of selection
Ctrl+Shift+C	Copy formats from selection	Ctrl+Shift +V	Paste formats to the selection
Ctrl+M	Indent Paragraph	Ctrl+Shift+F	Select font name list on formatting toolbar
Ctrl+Shif+S	Open style box		
Ctrl+1	Single Line Spacing	Ctrl+2	Double Line Spacing
Ctrl+5	1.5 Line Spacing	F7	Open Spellchecker
Shift+F7	Open Thesaurus	Shift+F3	Change Case

MAIL MERGE IN MS WORD 2010

We use mail merge when we want to create a set of documents, such as a form letter that is sent to many customers. Each document has the same kind of information, yet some of the content is unique. For example, in letters to our customers, we can personalize each letter to address each customer by name. The unique information in each letter comes from entries in a data source.

The mail merge process entails the following overall steps:

1. Set up the main document. The main document contains the text and graphics that are the same for each version of the merged document — for example, the return address in a form letter.
2. Connect the document to a data source. A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.
3. Refine the list of recipients or items. Microsoft Word generates a copy of the main document for each recipient or item in your data file. If you want to generate copies for only certain items in your data file, you can choose which items (or records) to include.
4. Add placeholders, called mail merge fields, to the document. When we perform the mail merge, the mail merge fields are filled with information from our data file.

Preview and complete the merge. We can preview each copy of the document before you print the whole set.

Jan. 15. 2015

«AddressBlock»

«GreetingLine»

Subject : invitation for a seminar on “Customer relationship management”

With this letter we hereby want to inform you that the Institute for Management is organizing a seminar on “Customer relationship management” on 26th of January, 2014. The seminar will gather eminent speakers and scholars engaged in the management of customer relations. We are using this opportunity to invite you to participate to this event.

It would be our great honor if you can come to this seminar. In a case your agenda does not allow you to attend this seminar we would appreciate if you can appoint your one of your distinguished colleagues to represent your Institution in the seminar.

Since the seminar is indented to provide a platform for exchange of best practices in the implementation of CRM systems, we believe it will provide enriching experience for all of the participants.

In the enclosure you can find draft agenda of the seminar and registration form. Please complete full details on the attached RSVP and return by the 3rd of July. Unfortunately we are not in position to accept replies received after this date.

We eagerly await your participation in the seminar

Thanks and regards

Program co coordinator

Chennai 034

Jan. 15. 2015
mr nooruddeen
mt educare,
kasaragod,
chennai - 600034, tn
Dear mr ameen,

Subject : invitation for a seminar on “Customer relationship management”

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Jan. 15. 2015
mr ameen muhammed
mt educare,
kasaragod,
chennai - 600034, tn
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Thanks and regards

Program co coordinator

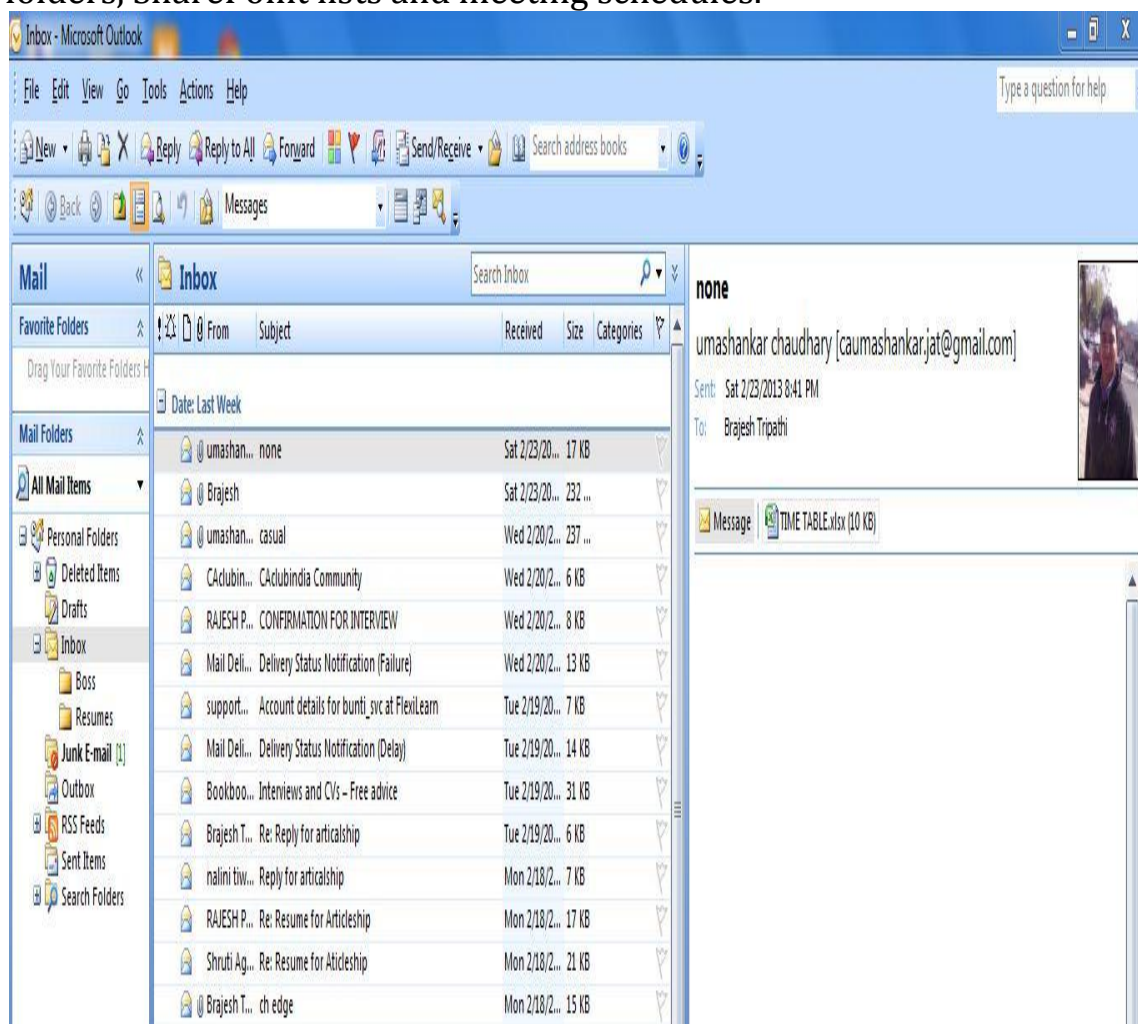
Chennai 034

MS OUTLOOK

Microsoft Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office suite. The current version is Microsoft Office Outlook 2013 for Windows and Microsoft Office Outlook 2011 for Mac.

Although often used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, a journal and web browsing.

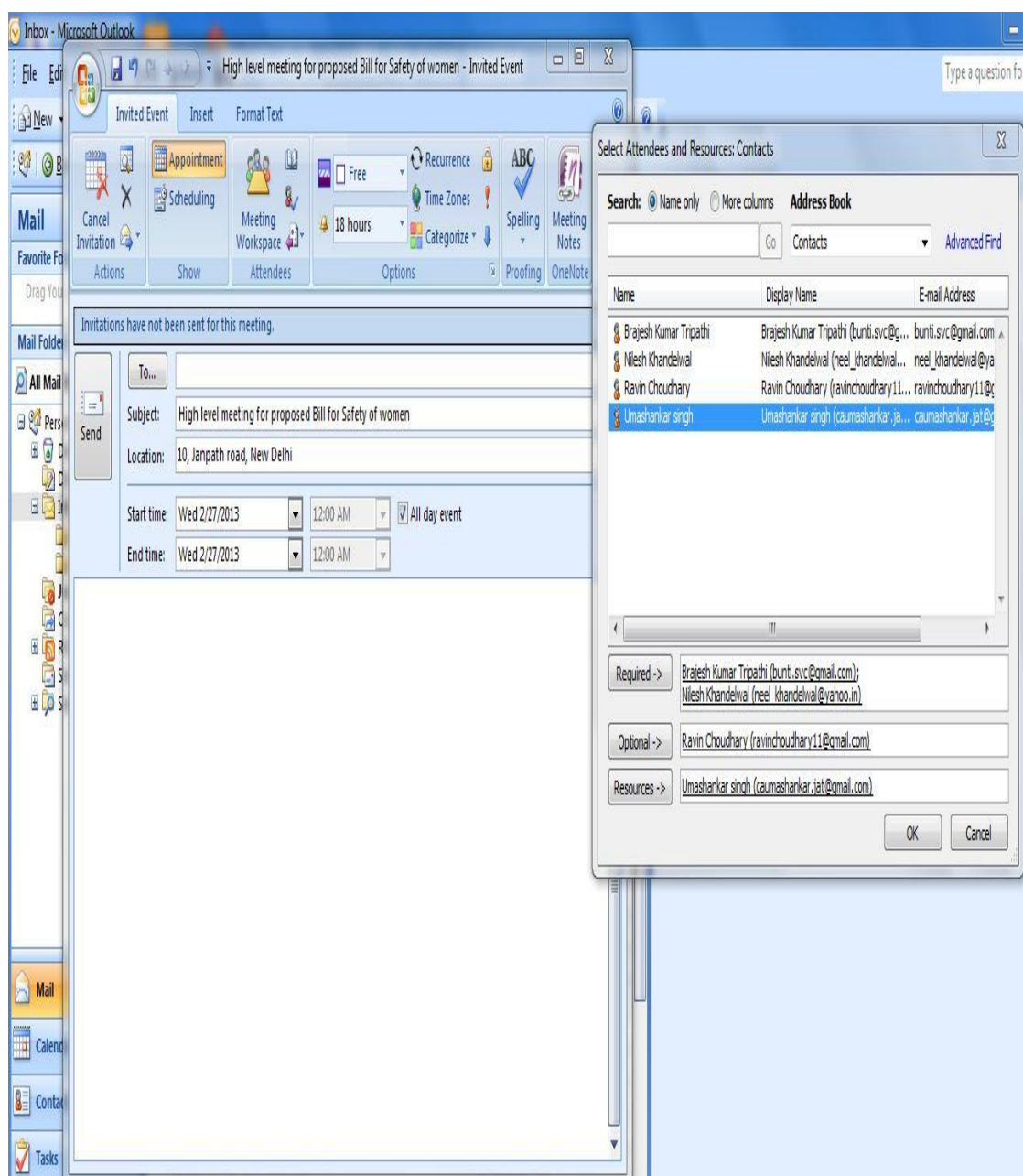
It can be used as a stand-alone application, or can work with Microsoft Exchange Server and Microsoft SharePoint Server for multiple users in an organization, such as shared mailboxes and calendars, Exchange public folders, SharePoint lists and meeting schedules.



APPOINTMENT

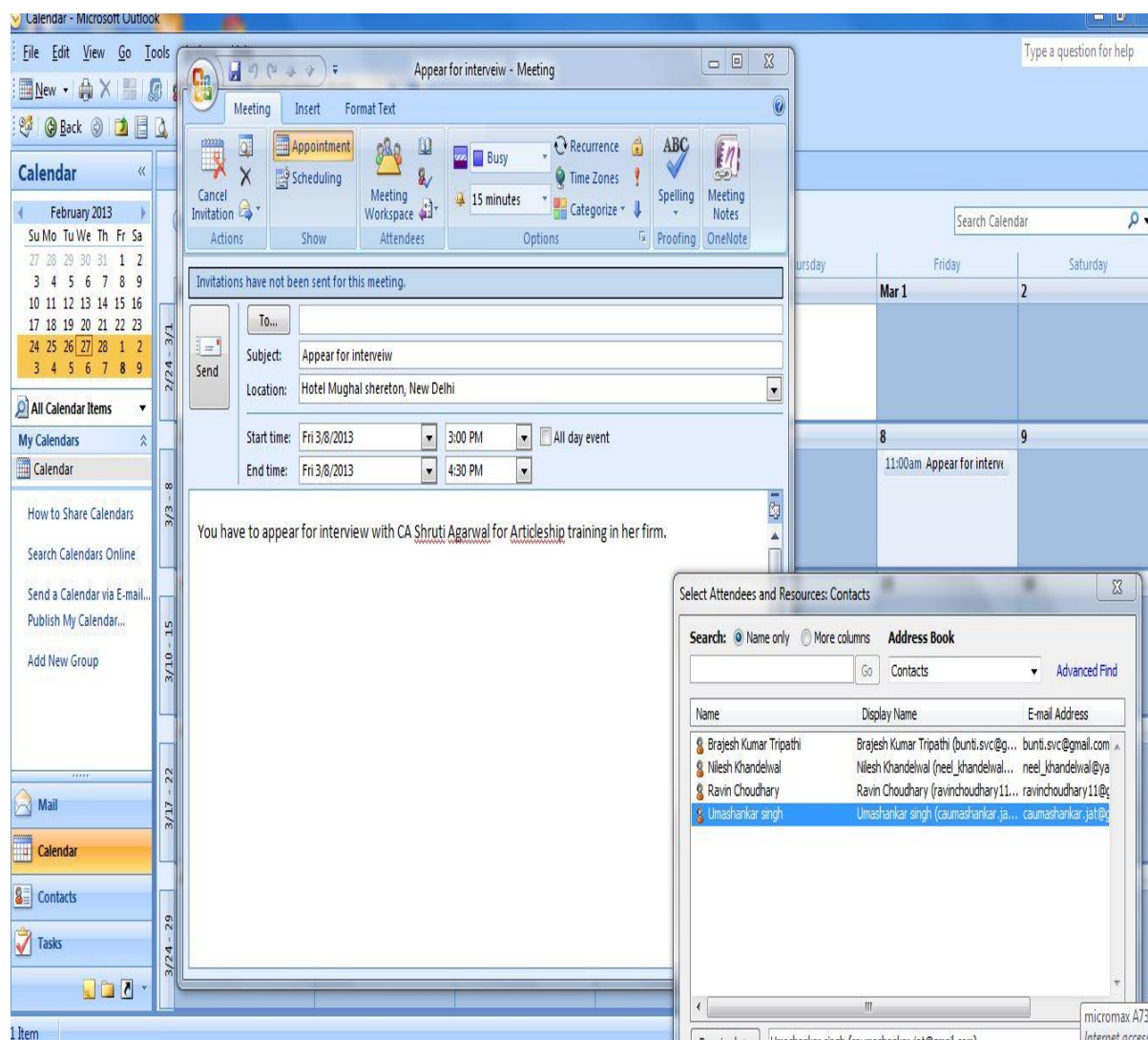
Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can schedule recurring appointments, view your appointments by day, week, or month, and set reminders for your appointments.

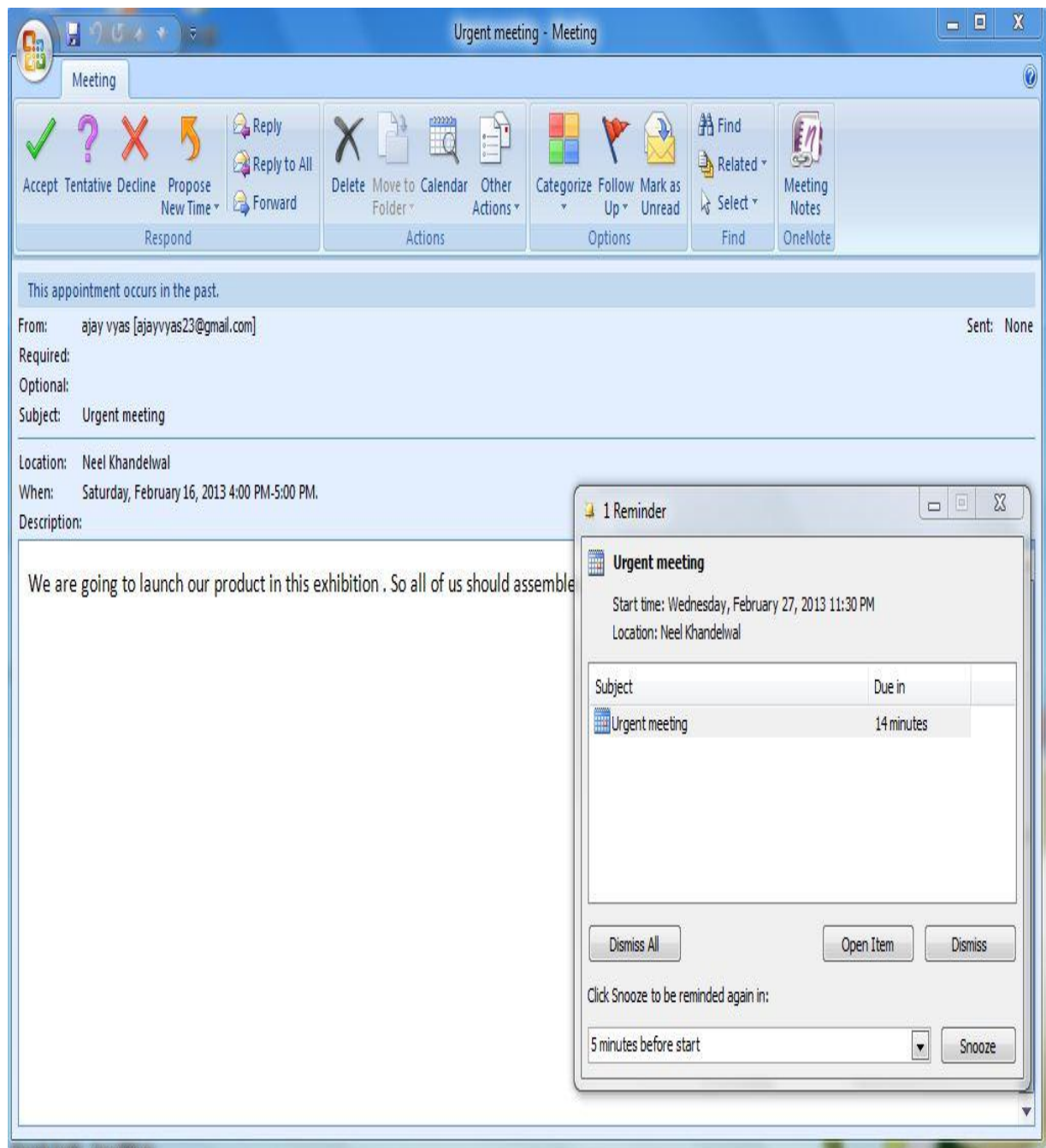
You can specify how the appointments in your calendar look to others by designating the time of the appointment as busy, free, tentative, or out of office. Also, others can give you permission to schedule or make changes to appointments in their calendars.



MEETINGS

A meeting is an appointment to which we invite people or reserve resources for. We can create and send meeting requests and reserve resources for face-to-face meetings or for online meetings. When we create a meeting, we identify the people to invite and the resources to reserve and we pick a meeting time. Responses to our meeting request appear in your Inbox. We can also add people to an existing meeting or reschedule a meeting.

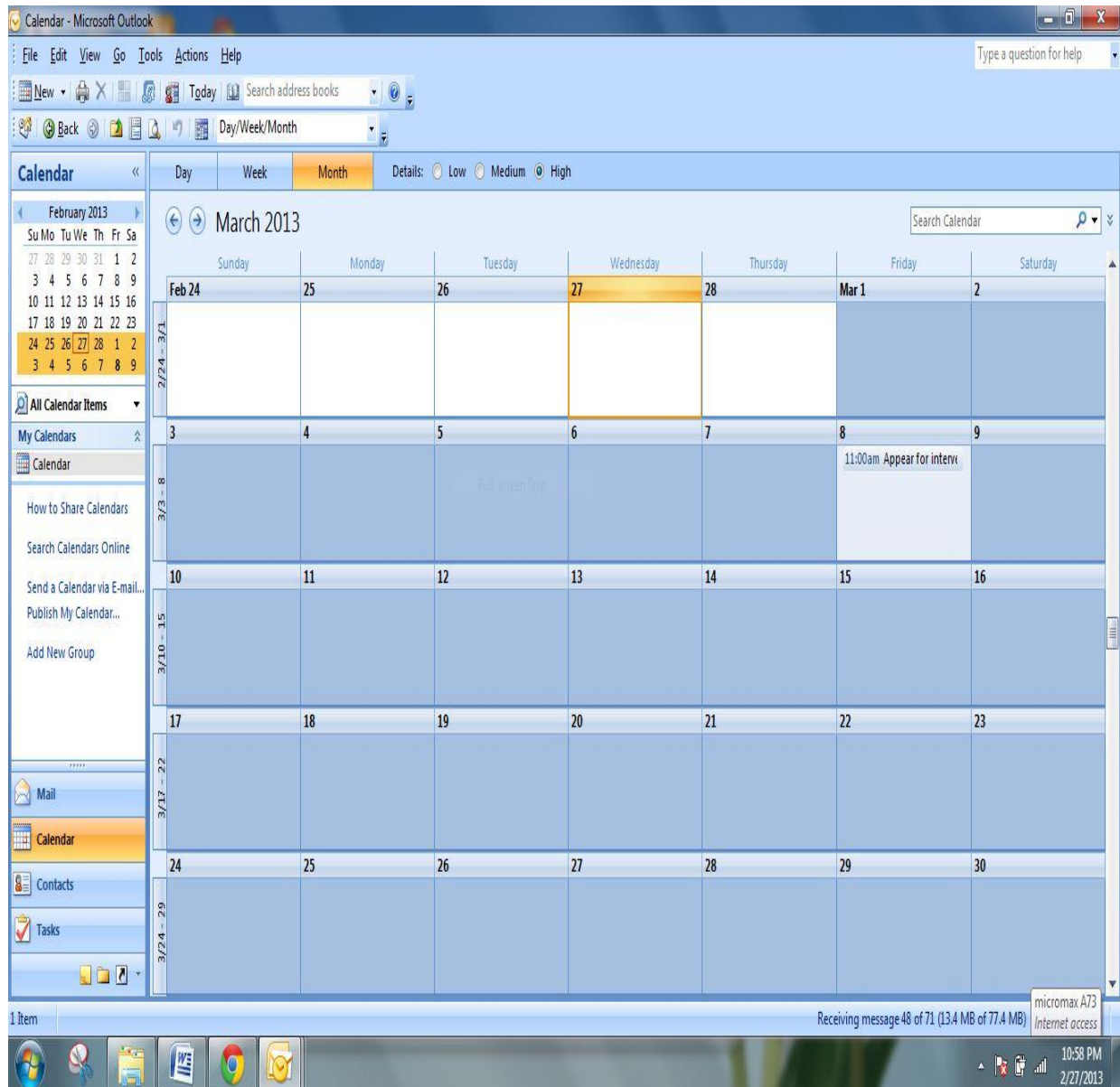




Above is the way in which the meeting request in our email will be seen.

SCEDULING

The Outlook calendar can be used for managing your own time, creating appointments and scheduling meetings with others. You are also able to view other peoples calendars if you have permissions to do so. Similarly, you can set up permissions for others to view your calendar, follow how to set up calendar permissions guidance to do this.



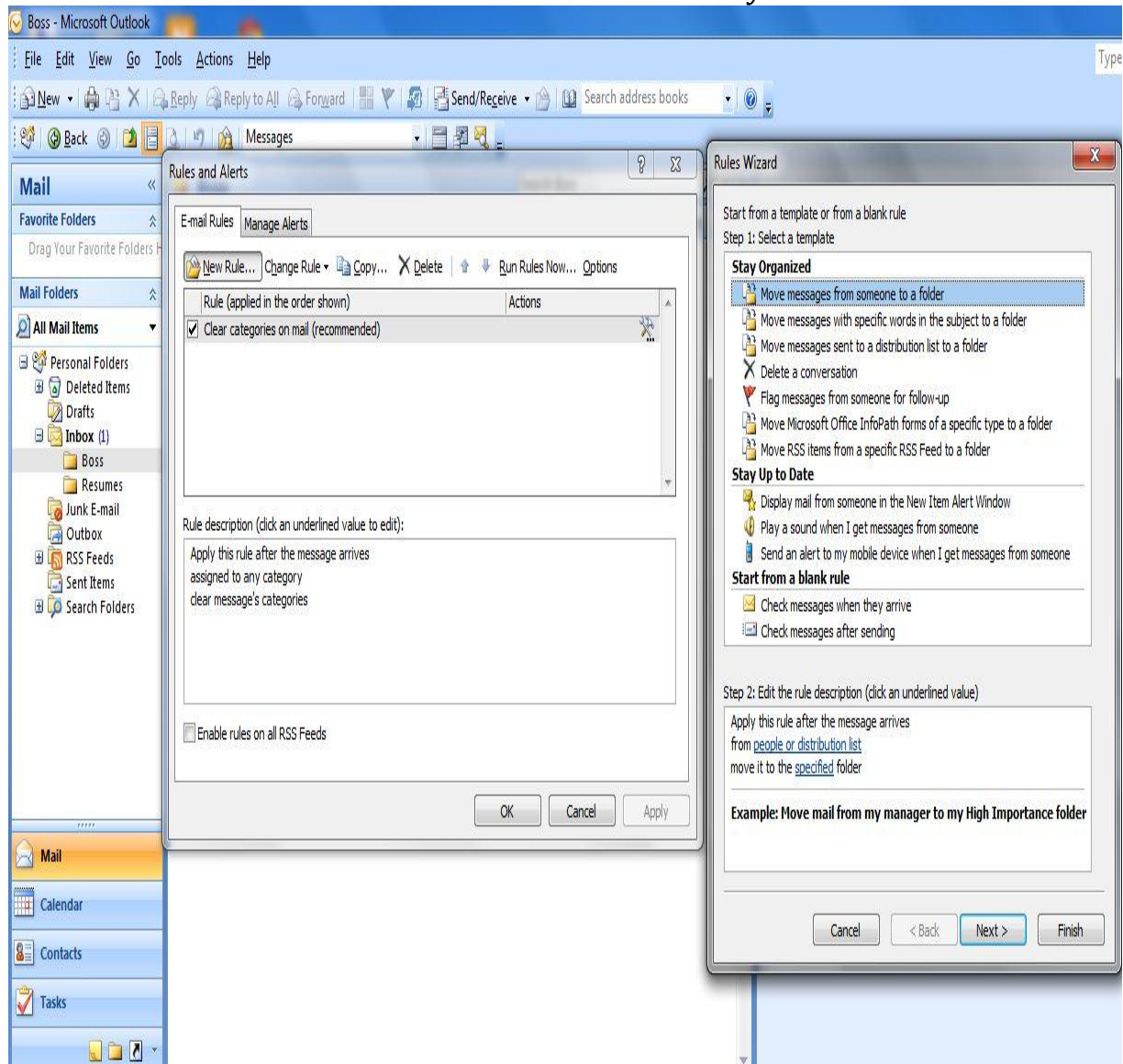
In the same way we can send our calendar to others to adjust it with their own calendar.

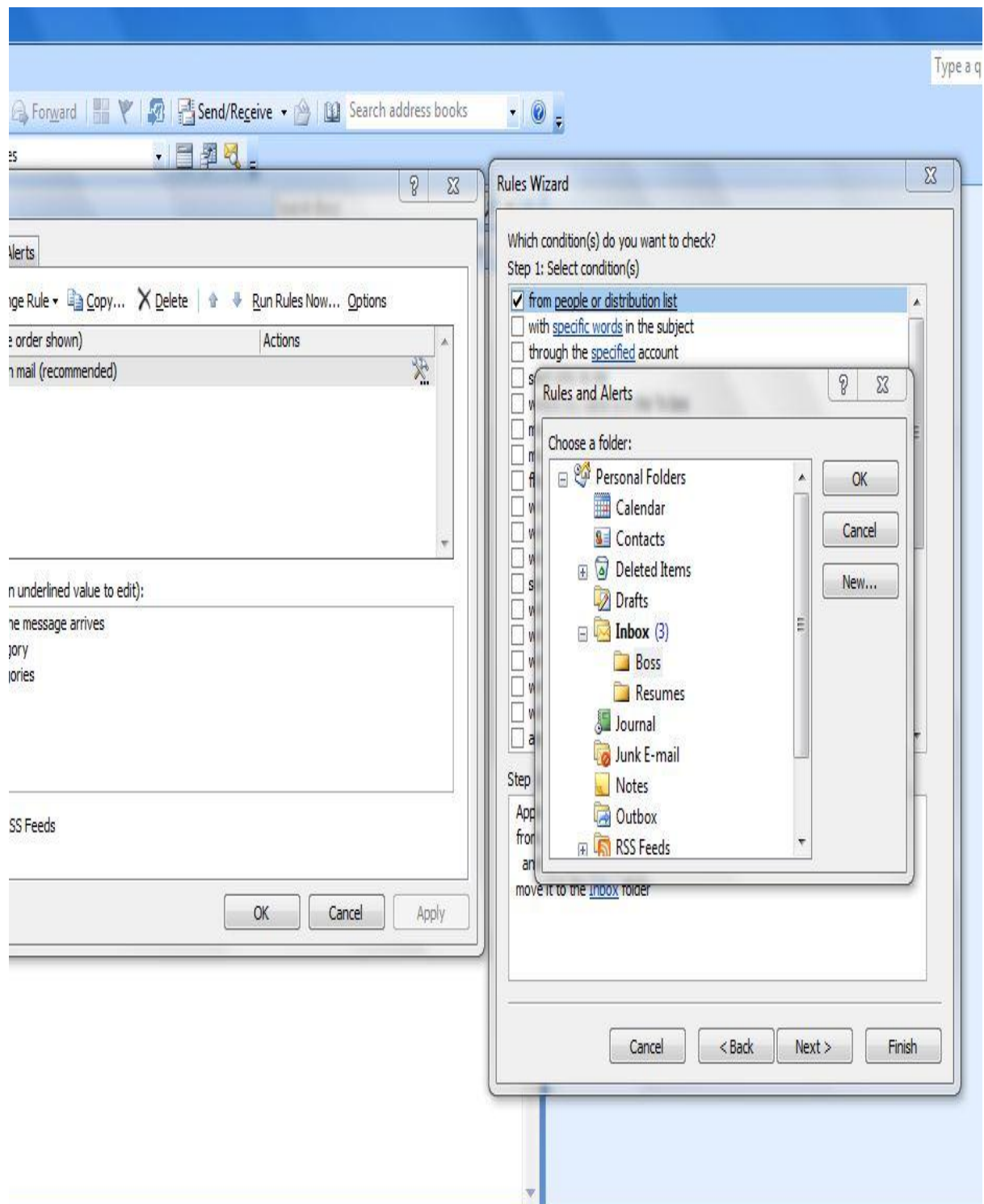


SETTING RULES

We can set different rules and criteria for inbox e.g. we can set a rule that mail from particular person goes to BOSS folder in inbox.

Also we can set rules so that mail with particular words in subject of mail will be sent to RESUME folder n inbox automatically.





Details of Tax Deducted at Source from SALARY				
23 [As per FORM 16 issued by Employer(s)]				
SLNo	Tax Deduction Account Number (TAN) of the Employer	Name of the Employer	Income chargeable under the head Salaries	Total tax Deducted
(1)	(2)	(3)	(4)	(5)
1	PTNB12345B	TU	8,500,000	52,000
2				
3				

✓ Validate	» Next	» Prev
? Help	Print	

+ (Click + to add more rows to 23) TDS on Salary above. Do not delete blank rows.)

Details of Tax Deducted at Source on Income OTHER THAN SALARY						
24 [As per FORM 16 A issued by Deductor(s)]						
SLNo	Tax Deduction Account Number (TAN) of the Deductor	Name of the Deductor	Unique TDS Certificate No.	Deducted Year	Total tax Deducted	Amount out of (6) claimed for this year
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						

+ (Click + to add more rows) TDS other than Salary above. Do not delete blank rows.)

25	Details of Advance Tax and Self Assessment Tax Payments
----	---

TAXES PAID	16 Taxes Paid PLEASE NOTE THAT CALCULATED FIELDS (IN WHITE) ARE PICKED UP FROM OTHER SCHEDULES AND ARE NOT TO BE ENTERED. For ex : The taxes paid figures below will get filled up when the Schedules linked to them are filled.				Validate
	a	Advance Tax (from item 25)	16a	0	Print
	b	TDS (Total from item 23 + item 24)	16b	52,000	Prev
	c	Self Assessment Tax (item 25)	16c	45,000	Next
					Help
17 Total Taxes Paid (16a+16b+16c)				17	97,000
18 Tax Payable (15-17) (if 15 is greater than 17)				18	8,388,320
19 Refund (17-15) if 17 is greater than 15				19	0
REFUND	20 Enter your Bank Account number		78941212314568 95		
	21 Select Yes if you want your refund by direct deposit into your bank account, Select No if you want refund by Cheque				YES
	22 In case of direct deposit to your bank account give additional details				
	MICR Code		123456789	Type of Account(As applicable)	Savings
26 Exempt income for reporting purposes only					0
VERIFICATION					
I,		ASDF	son/daughter of	SURNEDRA TRIPATHI	
solemnly declare that to the best of my knowledge and belief, the information given in the return thereto is correct and complete and that the amount of total income and other particulars shown therein are truly stated and are in accordance with the provisions of the Income-tax Act, 1961, in respect of income chargeable to Income-tax for the previous year relevant to the Assessment Year 2012-13					
Place	PATNA		Date	08/03/2013	Sign here ->
PAN	PTNBH9939R				
27 If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:					
Identification No of TRP			Name of TRP		
Income Details TDS Taxes paid and Verification 80G					

Schedule 80G		Details of donations entitled for deduction under section 80G (PLEASE READ NOTE BELOW)							
A		Donations entitled for 100% deduction without qualifying limit							
		Validate Print Prev Help							
		Name of donee	Address	City or Town or District	State Code	PinCode	PAN of Donee	Amount of donation	Eligible Amount of Donation
1									0
2									0
3									0
4									0
Total 80GA								0	0

Click Here To Insert Rows in 80G A

B		Donations entitled for 50% deduction without qualifying limit							
		Name of donee	Address	City or Town or District	State Code	PinCode	PAN of Donee	Amount of donation	Eligible Amount of Donation
1									0
2									0
3									0
4									0
Total 80GB :								0	0

At last an xml file will be created in following format.

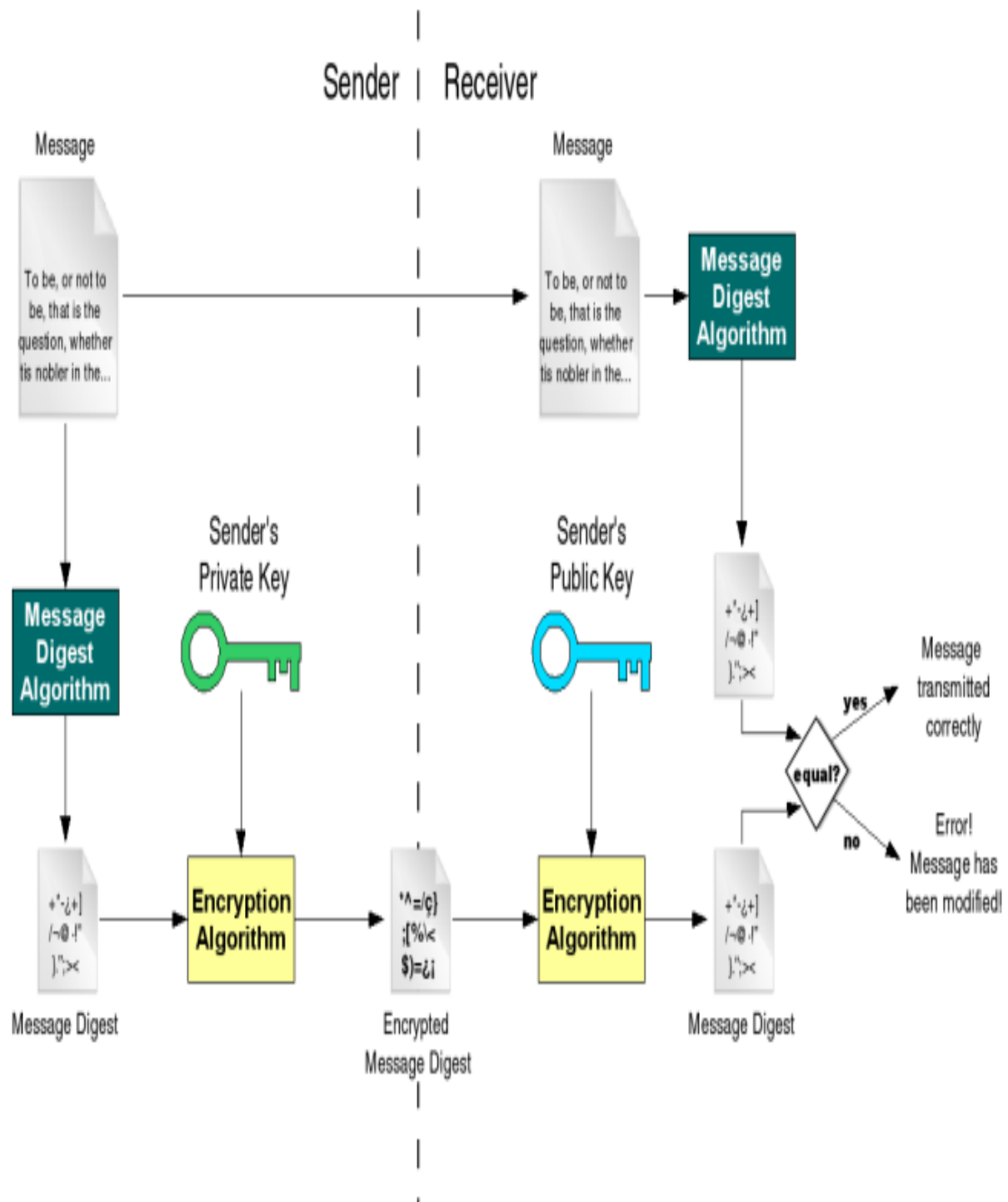
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<?xml version="1.0" encoding="ISO-8859-1" ?>
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DIGITAL SIGNATURES

A digital signature or digital signature scheme is a mathematical scheme for demonstrating the authenticity of a digital message or document. A valid digital signature gives a recipient reason to believe that the message was created by a known sender such that they cannot deny sending it (authentication and non-repudiation) and that the message was not altered in transit (integrity). Digital signatures are commonly used for software distribution, financial transactions, and in other cases where it is important to detect forgery or tampering.

Digital signatures are often used to implement electronic signatures, a broader term that refers to any electronic data that carries the intent of a signature, but not all electronic signatures use digital signatures. In some countries, including the United States, India, and members of the European Union, electronic signatures have legal significance.

Digital signatures employ a type of asymmetric cryptography. For messages sent through a nonsecure channel, a properly implemented digital signature gives the receiver reason to believe the message was sent by the claimed sender. Digital signatures are equivalent to traditional handwritten signatures in many respects, but properly implemented digital signatures are more difficult to forge than the handwritten type. Digital signature schemes in the sense used here are cryptographically based, and must be implemented properly to be effective. Digital signatures can also provide non-repudiation, meaning that the signer cannot successfully claim they did not sign a message, while also claiming their private key remains secret; further, some non-repudiation schemes offer a time stamp for the digital signature, so that even if the private key is exposed, the signature is valid. Digitally signed messages may be anything represent able as a bitstring: examples include electronic mail, contracts, or a message sent via some other cryptographic protocol.



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FORM 23AC

Form for filing balance sheet and other documents with the Registrar

[Pursuant to section 220 of the Companies Act, 1956]

Note - All fields marked in * are to be mandatorily filled.

Authorised capital of the company as on the date of filing (in Rs.)

Number of members of the company as on the date of filing

Part A

I. General information of the company

1.(a) *Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

2.(a) Name of the company

(b) Address of the registered office of the company

(c) *e-mail ID of the company

3.(a) *Date of balance sheet as at (DD/MM/YYYY)

(b) *Date of Board of directors' meeting in which balance sheet was approved (DD/MM/YYYY)

(c) Details of director(s), Managing Director, manager, secretary of the company who have signed the balance sheet

Following details are to be entered only in case date of balance sheet is on or after 1st July 2007

Provide Director identification number (DIN) in case of director, Managing Director and Income-tax permanent account number (Income-tax PAN) in case of manager, secretary

(i) DIN or Income-tax PAN Designation

Name

save data typed into this form.

Verification

I confirm that all the particulars mentioned above are as per the attached balance sheet and other related documents, all of which are duly signed and authenticated as required under the Companies Act, 1956.

To the best of my knowledge and belief, the information given in the form and its attachments is correct and complete.

I have been authorised by the Board of directors' resolution number * dated (DD/MM/YYYY) to sign and submit this form.

To be digitally signed by

Managing Director or director or manager or secretary of the company

*Designation

*DIN of the director or Managing Director; or

Income-tax PAN of the manager; or

Membership number, if applicable or income-tax PAN of the secretary

(secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN)

Certificate

It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of

RELIANCE INDUSTRIES LIMITED

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or

☐ Company secretary (in whole-time practice)

*Whether associate or fellow ☐ Associate ☐ Fellow

*Membership number or certificate of practice number

Modify

Check Form

Prescrutiny

Submit

This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company

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CONCLUSION

On the submission of this project I hope that it satisfies all your expectations. It would not have been possible for me to have completed this project without the help of our faculty at the ICAI, Mangalore .

To conclude, I do hope that my project satisfies the requirement of the course as it has to me.

BIBLIOGRAPHY

The project has been done with the help of various references collected from various sources.

WEBSITES

1. www.icaai.org
2. www.google.com
3. www.tallysolutions.com
4. [INCOME TAX –BY Prof RSN SOWMYA NARAYANAN](#)
5. www.caclubindia.com

REFERENCE BOOKS

1. Institute Modules
2. Information Technology Study Material of ICAI

