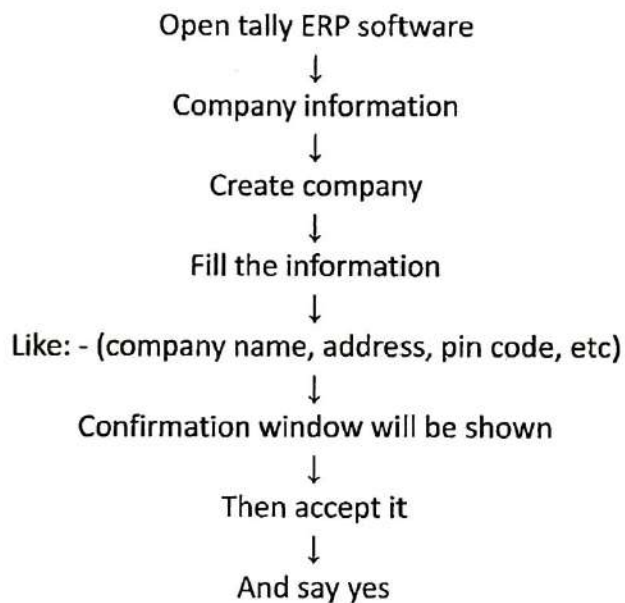


ASSIGNMENT.1

Create a Company BCA Ltd. To maintain financial accounts only using hypothetical addresses and other details. The company maintains its books of accounts on a financial year basis.

- Make the default setting for print an assuming that the reports are printed on the stationery with a letterhead printed on the top that consumes the space of one inch.
- The company wants to print the amount in Indian currency with space between Rs and amount.

COMPANY CREATION STEPS



ASSIGNMENT .2

Create a company temporary Ltd. (Store data in C:/work/temp)having a financial year as the accounting year it is a newly setup company that has commenced its business from 1st October 2007. Other details may be entered as per your assumption, except the income tax Number(PAN); upon saving the company, enter the Income tax number PAN as FYBCA0278S. Delete the company created for temporary Ltd.

PAN CARD NO.

Double click on tally icon

↓
Gateway of tally

↓
Company information

↓
Create Company

↓
Press F11

↓
Statutory & Taxation

↓
Fill The Pan Card No

[Handwritten signature]

Company: Sandip

Statutory & Taxation

Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? No
Set/Alter Excise Details	? No	Set/Alter TDS Details	? No
(Note: 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
Follow Excise rules for Invoicing	? No	Set/Alter TCS Details	? No
Enable Value Added Tax (VAT)	? No	Enable Fringe Benefits Tax (FBT)	? No
Set/Alter VAT Details	? No	Set/Alter FBT Details	? No
Enable Service Tax	? No		
Set/Alter Service Tax Details	? No		

Tax Information

Local Sales Tax Number :

Inter state Sales Tax Number :

PAN / Income - Tax No. : **FYBCA0278S**

F1: Accounts F2: Inventory F3: Statutory

ASSIGNMENT.3

Create Group Following The Hierarchy Shown Below

Debtors-international, National, North, South, Center

Single Group Create

Double click on tally icon

Gateway of tally icon

Company information

Open a/c

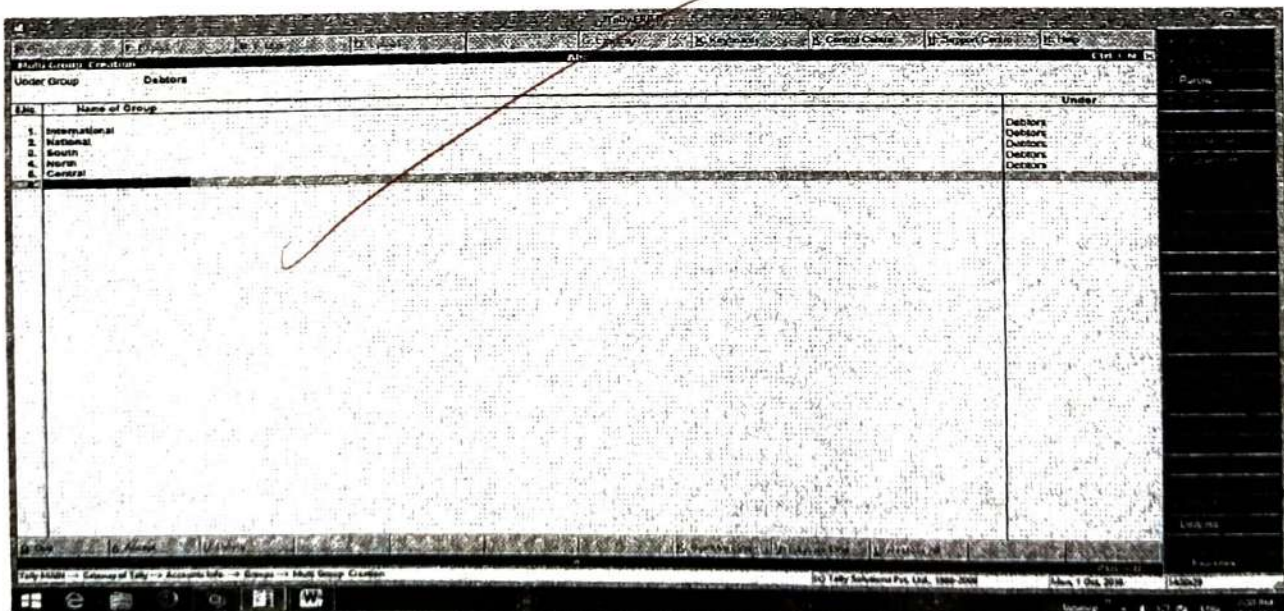
Group

Single group

Create

Open create

Press (ok/enter)



Assignment :4

Crete the following ledger account, place under appropriate group (create new groups whenever necessary)

- wages paid to factory workers
- wags paid to temporary workers
- salary paid to H.O employees
- salary paid to branch employees
- share capital (Rs.5,00,000 Cr.)

Create ledqer steps:

1)double click on tally icon

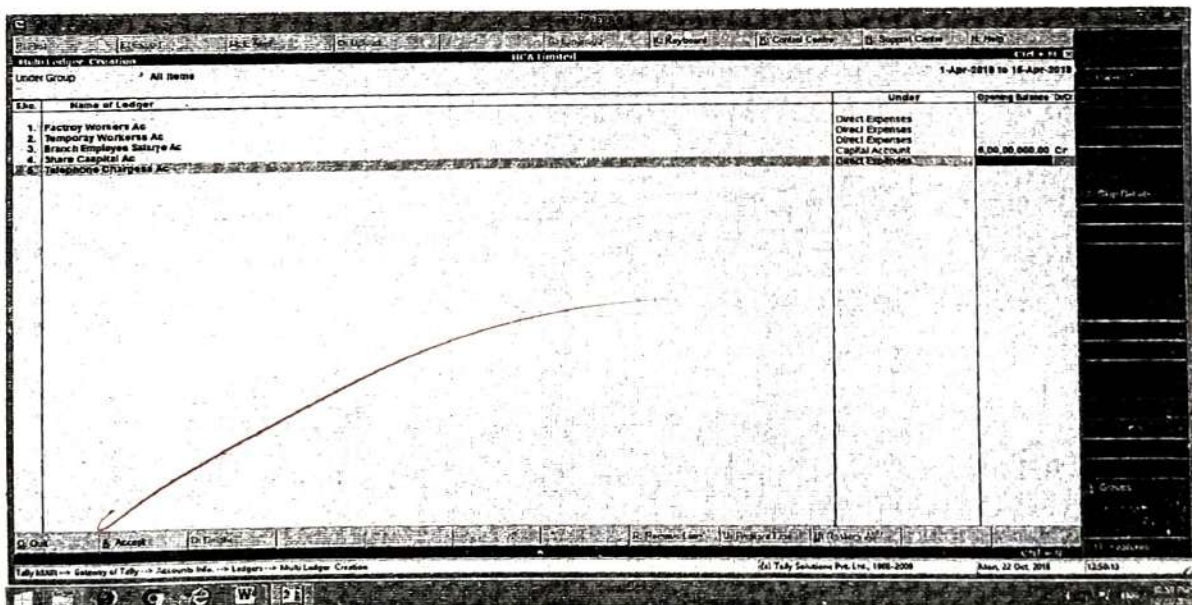
2)gateway on tally

3)accounts information

4)ledqer

5)single/ multiple ledqer

6)create



Assignment 5

- Create at least 8 imaginary ledger account and place them under appropriate group in the books of an Educational Institution.
- Modify the above company to record account of a new asset which was not there earlier.
- Creation of ledger consist of
steps :of ledger creation

Double click on tally icon
↓
Gateway of tally
↓
Account information
↓
Ledger
↓
Multiple ledger Creation
↓
All items
↓
Ledger creation under different groups
↓
Enter

Ledger Creation

Name : Furniture A/c

Total Op. Bal.

10,000.00 Dr

Difference

10,000.00 Dr

Under : Fixed Assets

Voucher Type : Purchase

Date : 01/01/2018

Opening Balance (on 1-Apr-2018) : 10,000.00

Name

Address

PIN Code

PAN/IT No.

Sales Tax No.

Tax Information

SP

ASSIGNMENT: 6

- o Create a Short-life Company Ltd, and copy all the masters from the BCA Ltd. To the Short-life Company Ltd. Select the Short-life Company created, and check whether all the masters (Groups & Ledgers) have been copied. Delete the Short-life Company.

Steps For Delete Company

Double click in tally icon



Gateway of tally



Company information



Create company



For delete



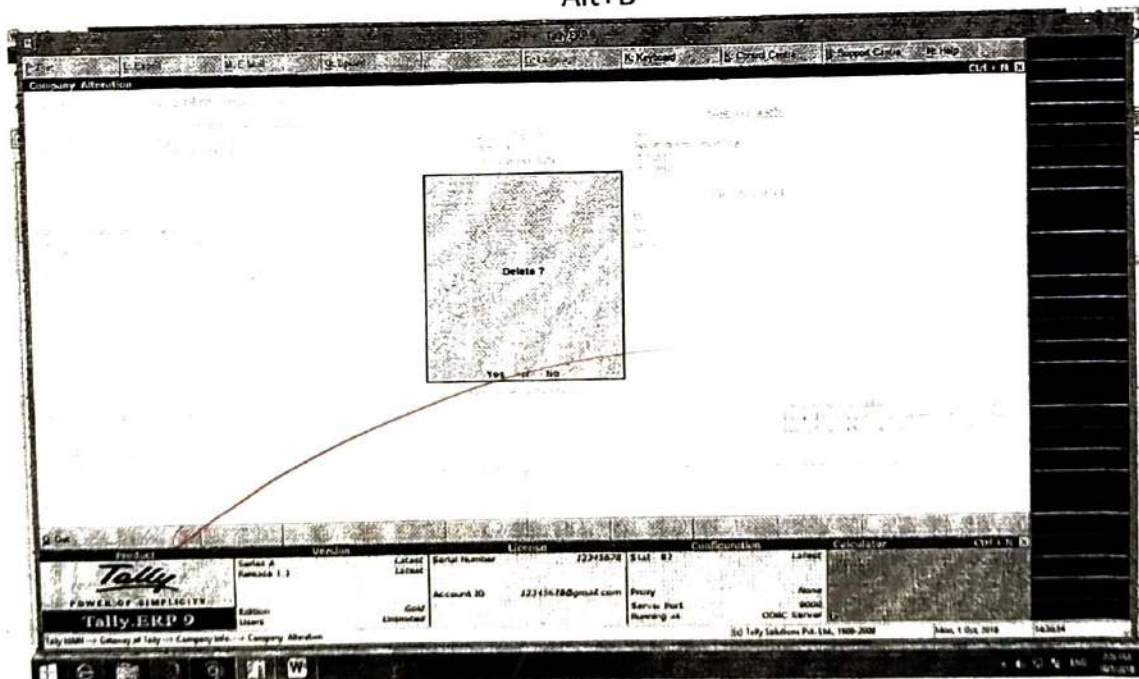
Alter



Select company



Alt+D



ASSIGNMENT :7

2.Preparing Trial Balance with the minimum of 10 to 12 transactions.

Trial balance

Double click on tally icon

Gateway of tally

Display menu

Trial Balance

Enter

Trial Balance		ABC		Ctrl = F1 F2	
Particulars		Closing Balance		Debit	
Capital Account		6,00,000.00			
Current Liabilities		5,000.00			
Fixed Assets		33,00,00,02,25,000.00			
Current Assets		78,000.00			
Direct Incomes		3,000.00			
Direct Expenses		1,34,000.00			
Indirect Incomes		35,000.00			
Indirect Expenses		74,000.00			
Diff. in Opening Balances		30,99,99,98,25,000.00			
Grand Total		33,00,00,04,02,000.00		33,00,00,04,02,000.00	

ASSIGNMENT=8

➤ PREPARING TRIAL BALANCE WITH MAXIMUM 10 TO 12 TRANSACTIONS.

Step1) Double click on tally icon.



Step2) Gateway of tally.



Step3) Click on click on display menu.



Step4) Trial balance.

Trial Balance: BCA PVT. LTD.		For 1-Apr-2018	
Closing Balance		Debit	Credit
Capital Account			20,94,000.00
Current Liabilities			29,000.00
Fixed Assets		15,000.00	
Current Assets		40,000.00	
Sales Accounts			17,000.00
Purchase Accounts		7,16,000.00	
Direct Expenses		72,000.00	
Indirect Expenses			2,800.00
Diff. in Opening Balance		18,97,000.00	
Grand Total		20,94,000.00	20,94,000.00

Display Detailed Profit & Loss A/c steps: -

Step 2: -Gateway of Tally

Step 4: - Click on Accounting Features

Step 6: - Then showing the Income and Expenditure on Gateway of tally Menu

Step 8: - Enter

Output: -

R.C.P.T.M.R.D College, Shirpur

Assignment No 10

Showing Stock Summary Report steps:-

Step 1: -Double click on tally icon

Step 2: -Gateway of Tally

Step 3: -Create company (Account with Inventory)

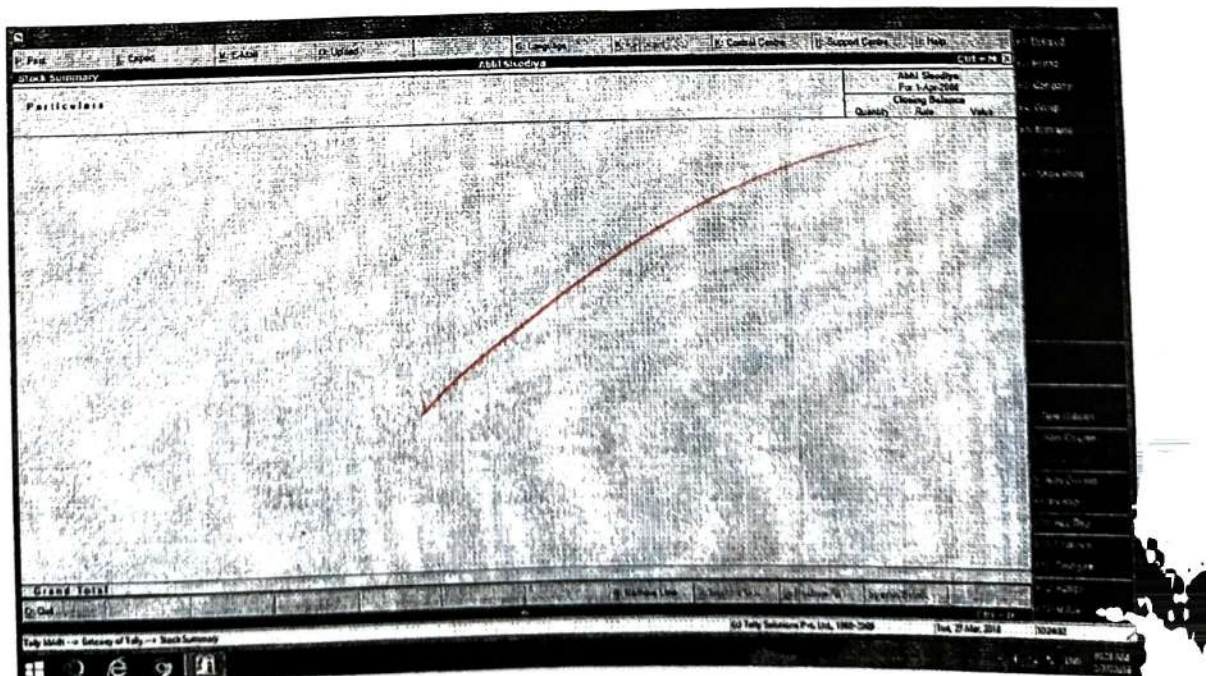
Step 4: -Enter

Step 5: - Inventory Voucher

Step 6:- Press F11 (Inventory)

Step 7: - purchase order and sales order (press y)

Output: -



PL