

## **Assignment – 1**

1. Uninstall Tally application from PC by following steps :-

- ☞ Open **Control Panel** by pressing Windows key.
- ☞ Click on “**Uninstall Program**” and Right Click on Tally Prime.
- ☞ Select **Uninstall** option and click on **Yes**.

2. Install the tally Application in the given location using “**Configure**” option.

(a) C:\RAJ\NR

(b) C:\VCTC\Tally Prime

3. Again Install a New Tally application by **Changing the Name** of Tally.

4. Open the Tally Application and **Create** the following Company as given below :-

Sr.	Company Name	Company Path	F.Y
1.	Rahul & Sons	C:\Raj\Friend	2020-21
2.	RK Brothers	C:\K\VCTC	2019-20
3.	F & F Pvt. Ltd	D:\Nandan\Raj	2018-19
4.	Ajay IT Solution	C:\Computer	2021-22
5.	ICA Pvt. Ltd	C:\My Personal	2022-23

5. **Close Tally** application & again **open** it.

6. **Open** all the Company you created by writing the correct path.

7. **Change** the **Active Company** of the Tally by three Method.

8. **Change** Name, Address & Contact details of **first & third** Company.

9. **Delete** “F & F” Company and ICA Pvt. Ltd Company from Tally.

10. **Close** “Ajay IT” & “RK Brothers” Company & again open it.

11. **Change** the **Current Date** and **Current Period** of the Tally.

12. **Write** any **Twenty Short / Hot key** in the copy by seeing the Screen of Tally.

13. Check Theory Notes and Revise all the Topic in Tally related to Company.

## ***Assignment – 2***

1. Create any three company in D:\vctc\2023
2. Create password for any one company and then close it.
3. Open the password protected company and change its password.
4. Enable the following feature of any one company
  - a. Multiple Price Level
  - b. Discount Column
  - c. Val Tax
  - d. Payroll
5. Disable the following feature.
  - a. GST Tax
  - b. Inventory
  - c. Discount column
6. Change the financial year of anyone Company as 1/4/2021 and also set the period A/C to financial year.
7. Install Tally Prime or given location and name.
  - a. Location = C:\NR\july      Name = Tally Prime VCTC
8. Create any one Drive in your Pc.

## ***Assignment – 3***

1. Create any three Company in any Drive of Computer
2. Protect your Company by providing Password in it.
3. Change Password of any company and Remove password from any one company.
4. Enable Payroll option for any one company.
5. Change the Financial Year (F.Y) and Current Date of company.
6. Create Backup of any company in D:\Data\VCTC
7. Delete the company that's Backup is created.
8. Restore the Deleted Company that backup is created.
9. Split the created company in two Term from 1 Nov.
10. Now Delete all the Company that is created after split.
11. Set D:\Raj as Default path of the Tally application.
12. Create the company as given below: -  
Path – C:\Nandan\VCTC, Name: - ICA IT Solution,  
Add: - Near RLSY College, Paliganj, Patna,  
F.Y: - 1/4/2022, Books Beg Date: - 1/5/2022, Mob: -  
9995552367  
and disable all feature except A/C
13. Revise all the previous work of company creation.
14. Create a New Drive of Hard Disk.

## Assignment – 4

1. Create any new Company in Tally Prime.
2. Now Create the following Ledger using Go To Menu ( Alt + G ):-

Ram A/C	Sundry Creditor	Mahi Store	Capital A/C Group
Ajay A/C		R & Sons	
Vinay A/C		Viru A/C	Sundry Debtor
Mamta A/C		Mantu A/C	
Mintu A/C	Sundry Debtor	Rahul A/C	Sundry Creditor
Niral A/C		Nihal A/C	
Vishal A/C		Niru A/C	

3. Now change the name of one Ledger from all the group.
4. Delete any one Ledger from all group respectively.
5. Create following Voucher as given below suing Go to menu.
  - a. Received Rs. 50,000 from Mahi.
  - b. Padi Rs. 5,000 to Ram and Rs. 7,000 to Vinay.
  - c. Received Rs. 15,000 from Mantu.
  - d. Paid Rs. 10,000 to Vishal.
6. Check the following Report using Go to Menu:-
  - a. Cash Book          b. Day Book of Complete Year
  - c. Ledger Voucher    d. Bills Receivable
7. Export all the Ledger and Voucher in a new Company.
8. Import all Ledger and Voucher in a New company and also check it.
9. Try to follow the steps to send any voucher using E-Mail.
10.      Check the Print Preview of Voucher and also change the Printer name and no. of copy to print the voucher.
11.      Create Two new company with different currency.

## **Assignment – 5**

1. Create any one company and create three group as given below:-
  - a. Customer Group under Sundry Creditor
  - b. Supplier Group and whole seller Group under Sundry Debtor.
  - c. Staff Group under Indirect Expense.
2. Now create Following Group using Multiple option ( Alt + H ).
  - a. Lab In Charge under staff Group.
  - b. Teacher under Staff Group.
  - c. Office Attendant under staff.
  - d. Non- Teaching staff under Staff.
3. Check all your Created Group and do the following:-
  - a. Change the name of any one group.
  - b. Delete any one group.
4. Now create the following Ledger is given below ( Multiple ):-

Ram A/C	Sundry Creditor	Mahi Store	Capital A/C Group
Ajay A/C		R & Sons	
Vinay A/C		Viru A/C	Teacher Group
Mamta A/C		Mantu A/C	
Mintu A/C	Sundry Debtor	Rahul A/C	Lab In charge
Niraj A/C		Nihal A/C	
Vishal A/C		Niru A/C	

5. Now change the group of any one Ledger of all the Group.
6. Delete any one Ledger of all group respectively.
7. Try to delete any group in which Ledger is created. If it cannot be deleted then perform complete steps to delete the group anyhow.
8. Create Three company with different currency.

## Assignment – 6

1. Create any Three Company by selecting three different Country.
2. Now check the Currency from Chart of Account option by opening all the company that you have created.
3. Now create at least two new currency in all the three company.
4. Delete all the Custom created Currency from the company.
5. Disable and Enable Inventory option from the GOT windows.
6. Again check all the Stock Group, Stock Items , Unit , Go down and Category in the company.
7. Now Create the following as given below :-

Name of Items	Stock Group	Categ-ory	Unit	Godown	Rate	Quant.
Potatoes	Vegetables	Red	Kg.	Patna		
Onion		---		Paliganj		
Brinjal		Green		Bikram		
Cauliflower		----		Paliganj		
Carrot		----		Bikram		
Radish		----		Patna		
Chilly		Green		Bikram		
Cabbage		----		Paliganj		
Apple	Fruits	Shimla	Kg.	Patna		
Mango		Malda		Paliganj		
Litchi		-----		Bikram		
Pomegranate		-----		Paliganj		
Orange		Yellow		Bikram		
Grapes		Chiniya		Patna		
Pears		Black		Bikram		
Banana		-----	Dozen	Paliganj		
Milk	Diary	-----	Litre	Paliganj		
Butter		-----	gm	Bikram		
Curd		-----	Kg	Patna		
Paneer		-----	Kg	Bikram		
Rasgulla		-----	Pc.	Paliganj		
Realme 6 S	Mobile	Smartphone	Pcs.	Bikram		
Redmi 5A		Smartphone		Patna		
Samsung Guru Music		Keypad		Bikram		
Vivo Y 25		Android		Paliganj		
Micromax Q-350		Qwerty		Paliganj		

Name of Items	Stock Group	Categ-ory	Unit	Godown	Rate	Quant.
Realme Earbuds 220	Mobile Accessories	Wireless	Pcs.	Bikram		
Sam S7 Flip Cover		Leather	Pcs.	Paliganj		
ZBL Memory Card 32 GB		Class 10	Pcs.	Bikram		
JBL Wireless Speaker 2.0		Mini	Pcs.	Patna		
Samsung Headphone		Wired	Pcs.	Bikram		
Roboteck USB Cable 4.0		-----	Pcs.	Paliganj		
LG Q1415 (32 inch)	T.V	LED	Nos.	Arwal		
Sony Bravia N -7 (52 Inch)		LCD	Nos.	Karpi		
Frontech S – 141 (18 Inch)		LCD	Nos.	Kurtha		
Samsung S500 (21 Inch)		LED	Nos.	Kinjar		
Bajaj Wall fan Q250	FAN	High Speed	Nos.	Bikram		
Usha Runner P – 1240		Cooling	Nos.	Paliganj		
Khetan Cool Speed M25		Normal	Nos.	Arwal		

8. After Creating all the above List of Items, check all the items and their stock group.
9. Alter some name of Items using Alter option and Delete some of the items.

### **“Hints to Create the above List”**

- *Firstly create all the required Group , Unit , Go down and Category in Inventory Master before crating items.*
- *Create a Stock Group (Primary) named as “Electronic Item” and Keep FAN, TV, Mobile and Mobile Accessories sub group in this Group.*
- *During Creating the Stock Items, You must Add Opening Quantity, Allot the Go down and Write the rate.*
- *If category does not display during creating the item then enable it using F12 Key.*