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 Two Company in any drive and folder of Company.

2. Protect your all Company by providing password in it.

3. Change password of any company and Remove Password from any one company.

4. Enable Payroll and VAT option for any one company.

5. Change the Period and Current date of the company.

6. Create the Backup of any one company & then Delete the company, Again Restore the Deleted company.

7. Spilt the created company in two Term from November.

8. Use GO TO option to check Cash, Voucher, Stock, Ledger etc.

9. Create three Ledger and then three Voucher as given below:-

   a) Ram A/C under Sundry Creditor Group.

   b) Rohit A/C under Sundry Debtor Group.

   c) Ajay A/C under Capital Group.

   d) Payment Voucher (F5) of Rs. 6000 to Ram.

   e) Receipt Voucher (F6) of Rs. 5000 from Rohit.

   f) Receipt Voucher (F6) of Rs. 60000 from Ajay.

10. RETRY QUESTION NO. - 8 and check the Cash of Company and also check the Ledger of Ram, Rohit and Ajay.

11. Check all the Created Ledger using "Chart of Account" and all the Voucher using "Day Book" of company.

12. Export all data of the company in which Ledger & Voucher is created.

13. Again open Another company & Import the Exported Data.

14. Revise all the previous work of Company Creation.

15. Create Three Ledger with different name in Teacher, Lab In charge and Non - Teaching Staff Group respectively.

16. Also Add Rs. 3000 as Opening Balance in each Ledger of Teacher, Rs. 2000 in each Ledger of Non- Teaching and Rs. 4000 in Lab In charge.

Assignment − 3

1. Open Tally Application and Create the Company as given below :-

S.N	Company Name	Location	F.Y	Books Beginning
(a)	Improven Computer Academy Pvt. Ltd	C:\ICA	1/4/2021	1/5/2021
(b)	Vedanta Computer Training Centre	C:\VCTC	1/4/2022	1/7/2022
(c)	N&N Pvt. Ltd.	C:\Nandan	1/4/2020	1/6/2020

2. Apply Password for all the three company using theory notes.

3. Now Close Two Company (a) and (b) and try to open both the company using User name and Password.

4. Enable the Following Features in Company (a) and (c)

   (a) VAT   (b) Service Tax   (c) Payroll

5. Disable the Following Features in Company (b)

   (a) Inventory   (b) GST

6. Create the Backup of Company (a) in C:\N.R and then Delete the Company.

7. Again Restore the deleted Company in same Location.

8. Split the Company (b) from 2 October.

9. Change the default Location of Tally Prime for Company.

10. Export the Data of Company (a) and Import the Data in Company (b).

11. Check different types of Report using Go to Menu (Alt+G).

Assignment – 4

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.*