

The cover features a decorative border with geometric shapes in yellow, blue, and gold. At the top center is the SWAYAM EDUCATION logo, which includes a stylized figure holding a graduation cap. Below it is the Tally logo with the tagline 'POWER OF SIMPLICITY' and the phrase 'Learn ... anytime anywhere'. The main title 'TallyPrime 4.1' is in a large, bold, blue font, underlined. Below this, the words 'PRACTICAL ASSIGNMENT' are written in a very large, bold, dark blue font. A small icon of a quill pen is positioned between the title and the subtitle. The subtitle 'A PRACTICAL ASSIGNMENT SELF-STUDY APPROACH E-BOOK' is in a smaller, bold, black font. Below the subtitle, a dark blue rectangular box contains the text '23 Practical Assignments' in white. The author's name, 'Sanjay Satapathy', is written in a cursive script. At the bottom left, it says 'all Tally Users' with the Tally logo, followed by 'e-Book' and a PDF icon. At the bottom right, there is a blue diamond-shaped price tag with '₹.150' and a double arrow icon pointing left.

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Tally
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TallyPrime 4.1

**PRACTICAL
ASSIGNMENT**

A PRACTICAL ASSIGNMENT SELF-STUDY APPROACH E-BOOK

23 Practical Assignments

Sanjay Satapathy

all **Tally** Users **EB** e-Book **PDF**

₹.150

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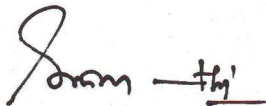
Forward :

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

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For

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Sanjay Satpathy
(Author)

Instruction :

All are requested to attempt all Practical Assignment given after every Chapter with the help of your own TallyPrime Software, otherwise you will not able to display your Reports and Statements. After going through all the Chapters, you can maintain 100% independently of your Books of Accounts with Inventory with the help of your own TallyPrime Software.

Practice on your own TallyPrime Software

To get you own version of the original legal version of TallyPrime software to learn and practice at your convenience , please download the Education Version of the software (Free) from ...

<https://tallysolutions.com/download>



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A handwritten signature in black ink, appearing to read 'Sanjay Satapathy'.

**Sanjay Satapathy**

(Author)

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# Practical Assignment with GST using TallyPrime 4.1

## Assignment-1

### [COMPANY CREATION]

Create a New Company doing business of FMCG with following Information ...

**Swayam Sales & Co.** is one Departmental Store in Balasore, Odisha, with GSTN No - **21AGHPB2764P1ZD** deals with both Whole selling & Trading of different types of Products like ... Groceries, Essentials, Personal Care etc. etc. with the following information's and will maintain his Books of Accounts with the help of TallyPrime Accounting Software with effect from 01-04-2023.

**Swayam Sales & Co. (www.TallyPrimeBook.Com)**

Balasore, Odisha – 756001 (India)

GSTN - 21AGHPB2764P1ZD

Mob – 9437264738

Website : [www.tallyprimebook.com](http://www.tallyprimebook.com)

eMail ID : [order@tallyprimebook.com](mailto:order@tallyprimebook.com)

Financial Year begins from : 1-4-2023

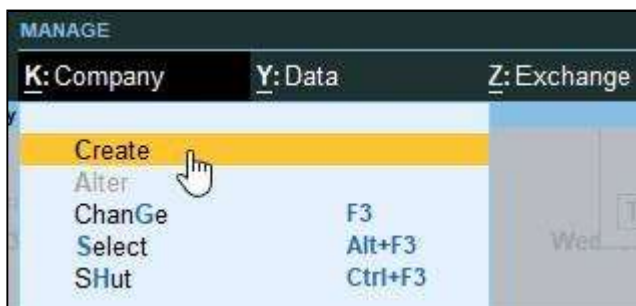
Books beginning from : 1-4-2023

*Note : Your can change your Local State with your GST No. DUE TO GST TRANSACTIONS. If your put your local state, all GST transaction with in your state will be CGST & SGST. So while creating Sundry Debtor or Sundry Creditor or any other Credit Party, their State and GST No. depends your within State transactions or Outside State Transaction.*

## Company Creation:

You can create a Company profile by using the following procedure :

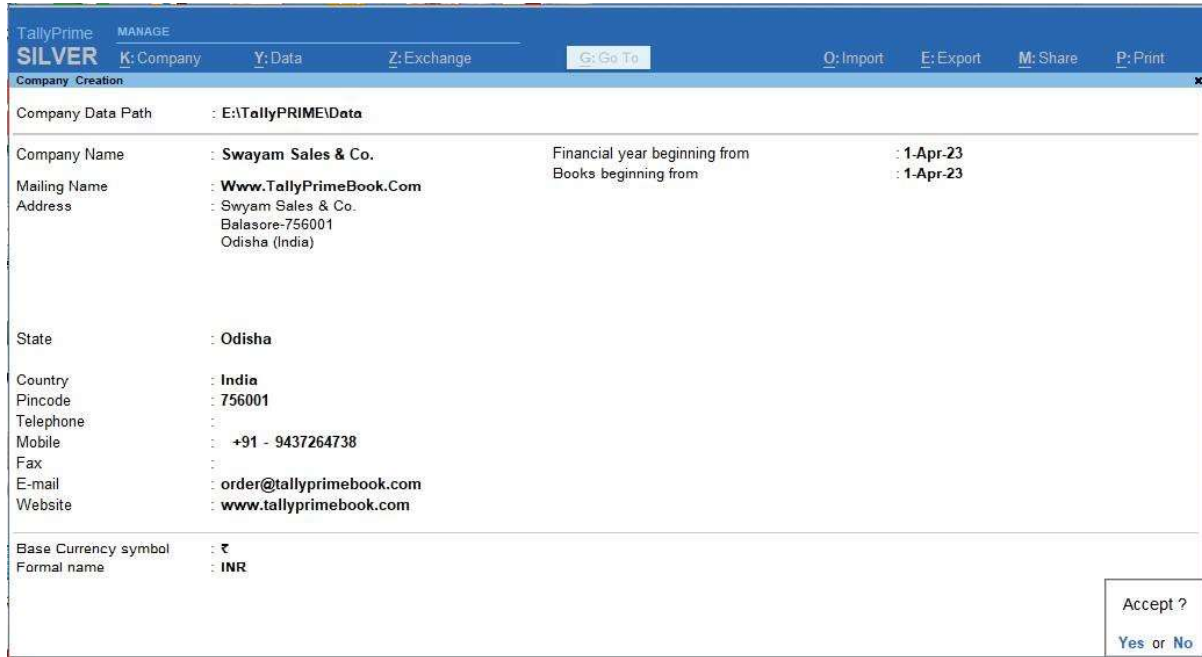
1. Press **Alt+K > Create**.



Alternatively, at the Gateway of Tally, press **F3 > Company > Create Company**

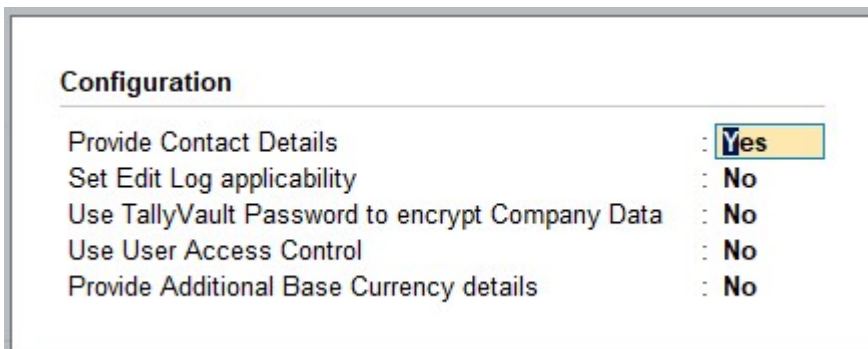


The Company Creation screen appears.



Note :

In case you want to specify additional details for your Company, press **F12** on the Company Creation screen.



### Books and Financial Year Details:



## A Self-Study Practical Assignment on TallyPrime 4.1

- **Financial year begins from** : TallyPrime pre-fills this field based on the date settings of your computer and the **Country** selected in the **Company Creation** screen.

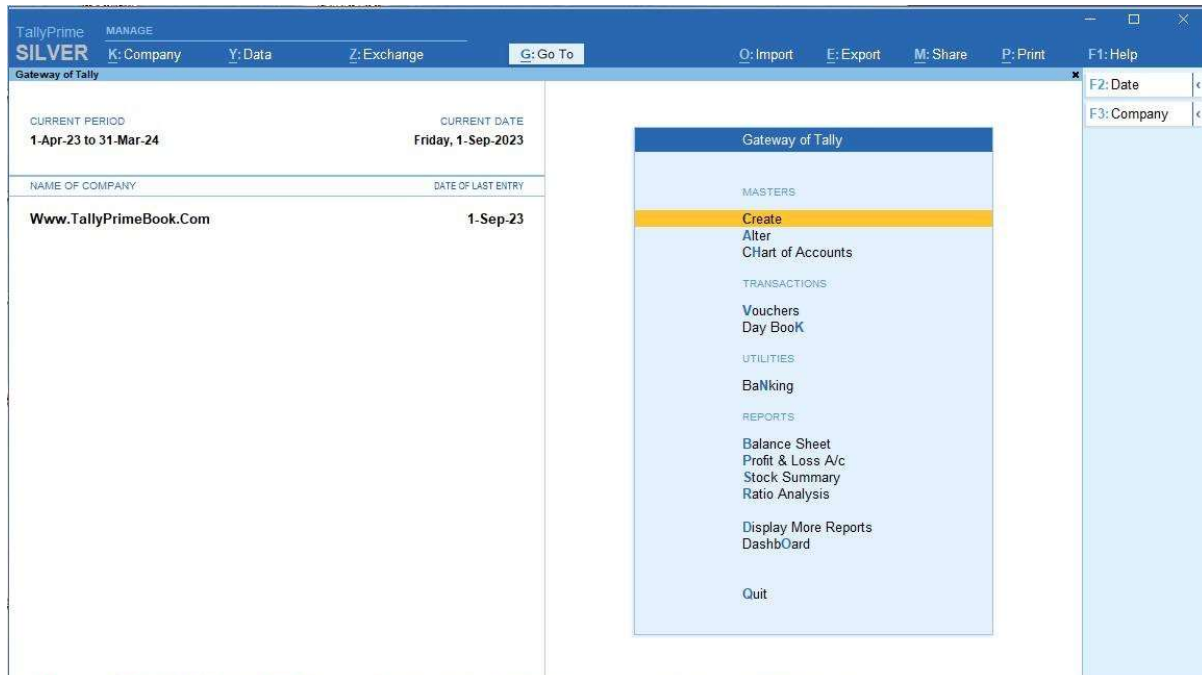
For example, if your computer date is set to 06-06-2023 and the region is set to India, the financial year is pre-filled as 01-04-2023.

- **Books beginning from** : By default, TallyPrime fills this field with the **Financial year begins from** date. You can update this, as needed.

For example, you started to maintain your Books of Accounts in TallyPrime from 1-June-2023. You can update the **Books beginning from** date to 1-June-2023, while the financial year will be 1-Apr-2023.

(Now you will be able to work with the Current Company)

The first Screen is called **Gateway of Tally (Home Screen)**.



You can create a Company profile by using the following procedure :

1. Press **Alt+K > Create**.

Alternatively, at the Gateway of Tally, press **F3 > Company > Create Company**



The Company Creation screen appears.



## A Self-Study Practical Assignment on TallyPrime 4.1

The screenshot shows the 'Company Creation' window in TallyPrime 4.1. The window title is 'TallyPrime MANAGE EDU'. The menu bar includes 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. The 'Company Data Path' is 'C:\TallyPrime\Data'. The 'Company Name' is 'Swayam Sales'. The 'Financial year beginning from' and 'Books beginning from' are both set to '1-Apr-22'. The 'Mailing Name' is 'Swayam Sales'. The 'Address' is 'Balasore, Odisha - 756001 (India)' and 'GSTN - 21AGHPB2764P1ZD'. The 'State' is 'Odisha'. The 'Country' is 'India'. The 'Pincode' is '756001'. The 'Telephone' is empty. The 'Mobile' is '9437264738'. The 'Fax' is empty. The 'E-mail' is 'tallyprimebook@gmail.com'. The 'Website' is 'www.tallyprimebook.com'. The 'Base Currency symbol' is '₹' and the 'Formal name' is 'INR'. There is an 'Accept ?' button with 'Yes or No' options below it. On the right side, there is a vertical list of function keys: F2: Period, F3: Company, F4, F5, F6, F7, F8, F9, F10, R: Group Company, and F12: Configure.

### Books and Financial Year Details:

|                               |            |
|-------------------------------|------------|
| Financial year beginning from | : 1-Apr-23 |
| Books beginning from          | : 1-Apr-23 |

## Assignment-2

### [GST Activation]

Activate GST Information of your Business as Regular Business with GST No - 21AGHPB2764P1ZD ...

## Activate GST for Regular Dealers

To use TallyPrime for GST compliance, you need to activate the GST feature. Once activated, GST-related features are available in ledgers, stock items, and transactions, and GST returns can be generated.

1. Open the company for which you need to activate GST.
2. Press **F11** (Features) > set **Enable Goods and Services Tax (GST)** to **Yes**.
3. If you do not see this option:  
Set **Show more features** to **Yes**.  
Set **Show all features** to **Yes**.

A Self-Study Practical Assignment on TallyPrime 4.1

|                                                               |       |
|---------------------------------------------------------------|-------|
| <b>Company: SWAYAM SALES</b>                                  |       |
| Show more features                                            | : Yes |
| Show all features                                             | : Yes |
| <b>Accounting</b>                                             |       |
| Maintain Accounts                                             | : Yes |
| Enable Bill-wise entry                                        | : No  |
| Enable Cost Centres                                           | : No  |
| Enable Interest Calculation                                   | : No  |
| <b>Inventory</b>                                              |       |
| Maintain Inventory                                            | : Yes |
| Integrate Accounts with Inventory                             | : Yes |
| Enable multiple Price Levels                                  | : No  |
| Enable Batches                                                | : No  |
| Maintain Expiry Date for Batches                              | : No  |
| Enable Job Order Processing                                   | : No  |
| Enable Cost Tracking                                          | : No  |
| Enable Job Costing                                            | : No  |
| Use Discount column in invoices                               | : Yes |
| Use separate Actual and Billed Quantity columns in invoices   | : No  |
| <b>Taxation</b>                                               |       |
| Enable Goods and Services Tax (GST)                           | : Yes |
| Set/Alter Company GST Rate and Other Details                  | : No  |
| Enable Tax Deducted at Source (TDS)                           | : No  |
| Enable Tax Collected at Source (TCS)                          | : No  |
| Enable Value Added Tax (VAT)                                  | : No  |
| Enable Excise                                                 | : No  |
| Enable Service Tax                                            | : No  |
| <b>Online Access</b>                                          |       |
| Enable Browser Access for Reports                             | : Yes |
| Enable Tally.NET Services for Remote Access & Synchronisation | : No  |
| <b>Payroll</b>                                                |       |
| Maintain Payroll                                              | : No  |
| Enable Payroll Statutory                                      | : No  |
| <b>Others</b>                                                 |       |
| Enable Payment Request to share payment link/QR code          | : Yes |
| Enable multiple addresses                                     | : No  |
| Mark modified vouchers                                        | : No  |

[ Note : Enable Bill-wise Entry Option to – NO ]

4. Fill in the relevant details for GST registration:

|                                 |                   |
|---------------------------------|-------------------|
| <b>GST Registration Details</b> |                   |
| State                           | : Odisha          |
| Registration type               | : Regular         |
| Assessee of Other Territory     | : No              |
| GSTIN/UIN                       | : 21AGHPB2764P1ZD |
| Periodicity of GSTR-1           | : Monthly         |
| Place of Supply (for Inwards)   | : Odisha          |

|                                                  |                                                                |
|--------------------------------------------------|----------------------------------------------------------------|
| <b>GST Details</b>                               |                                                                |
| Registration status                              | : Active                                                       |
| <b>GST Registration Details</b>                  | <b>e-Way Bill Details</b>                                      |
| State                                            | : Odisha                                                       |
| Registration type                                | : Regular                                                      |
| Assessee of Other Territory                      | : No                                                           |
| GSTIN/UIN                                        | : 21AGHPB2764P1ZD                                              |
| Periodicity of GSTR-1                            | : Monthly                                                      |
| Place of Supply (for Inwards)                    | : Odisha                                                       |
| <b>e-Invoice Details</b>                         | <b>Reconciliation Configuration</b>                            |
| e-Invoicing applicable                           | : No                                                           |
|                                                  | Use Voucher No. & Date as Supplier Invoice No. & Date: No      |
|                                                  | Ignore zero (0) if prefixed in Supplier Document No.: No       |
|                                                  | Ignore special characters if used in Supplier Document No.: No |
|                                                  | <b>LUT/Bond Details</b>                                        |
|                                                  | Provide LUT/Bond details : No                                  |
| Registration Name                                | : Odisha Registration                                          |
| Create another GST Registration for the Company: | : No                                                           |

5. Press **Ctrl+A** to save the details.

# Assignment-3

## [ACCOUNT GROUPS CREATION]

### Account Groups in TallyPrime

At the highest level, accounts are classified into **Capital** or **Revenue** – and more specifically into **Assets, Liabilities, Income** and **Expenditure**.

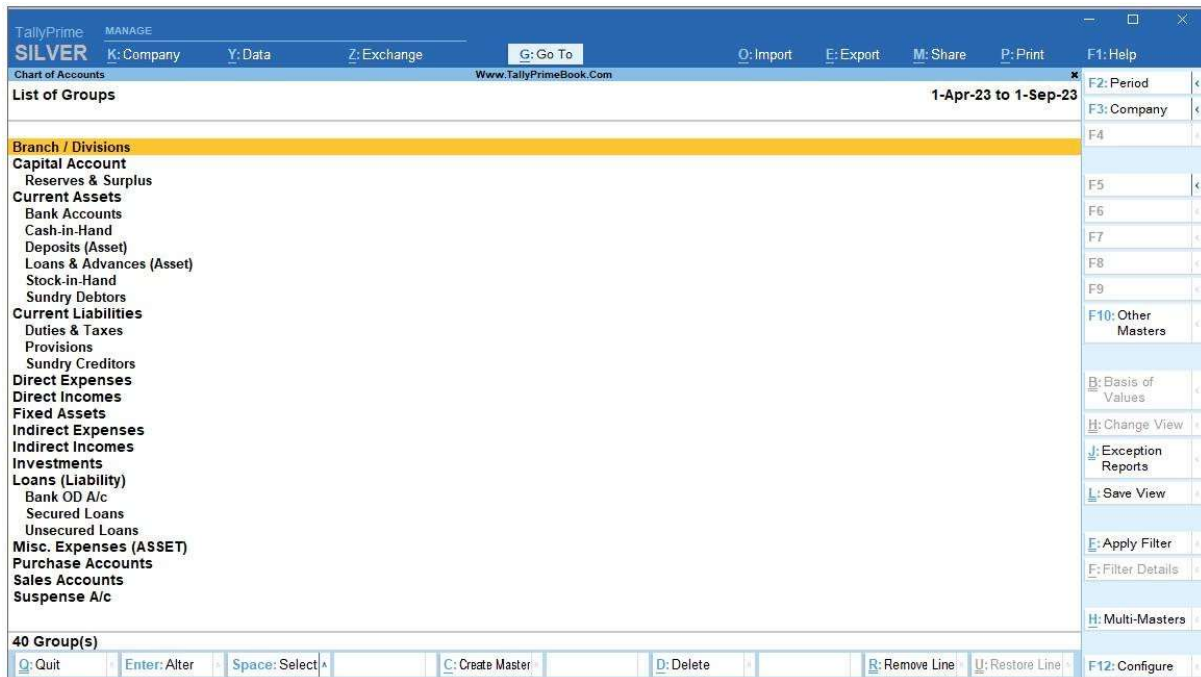
TallyPrime provides you with **28 Pre-defined Groups**, of these **15 are Primary Groups** and **13 are Sub-Groups**. You can also create your own groups, either as **Sub-groups** or **Primary Groups**.

Out of the **15 Primary Groups**, **9 Primary Groups appear in the Balance Sheets** that are Capital in nature and **6 Primary Groups appear under Profit & Loss account** which are Revenue in nature.

The lowest level would be the Ledger Account. All Voucher entries are passed using ledgers.

TallyPrime has Pre-Defined Ledgers for **Cash (under Cash-in-hand group)** and for the **Profit & Loss A/c (under primary group)**.

- Select Groups from the Chart of Accounts and Press Enter to see the List of Groups as below :



### Create Account Groups (under Single Group) one-by-one:

1. **Gateway of Tally > Create > type or select Group** and press **Enter**.  
Alternatively, press **Alt+G (Go To) > Create Master > type or select Group** and press **Enter**.
2. After giving Name to the Group, In the field **Under**, from the **List of Groups** displayed, select the parent group under which the group has to be classified.

For example, **Manufacturing Expenses** under **Direct Expenses**.

| Group Creation |                          |
|----------------|--------------------------|
| Name           | : Manufacturing Expenses |
| (alias)        | :                        |
| Under          | : Direct Expenses        |

A new group created under primary will not be reflected in reports until you pass masters / transactions for that group.

**You can also View any Groups...**

Go to **Gateway of Tally > Chart of Accounts > Groups > Enter**

**You can also Alter / Modify any Groups ...**

Go to **Gateway of Tally > Alter > Groups > Select or type Group Name and Press Enter to Alter .**

### Delete a Created Group (No Default Group)

Groups can be deleted from the alteration screen, provided no transactions has been made or no sub-groups has been created .

Just Pres Alt+D in Alternation screen, and press Y.

|           |
|-----------|
| Delete ?  |
| Yes or No |

## [Practical Assignment]

Create the following Accounts Groups with Normal Letter ( Italic Letters are Default Group)...

|                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>Sundry Creditor (pre-defined) :</i></b></p> <ul style="list-style-type: none"> <li>Local Creditor</li> <li>Outside Creditor (IGST)</li> <li>Other Creditor</li> </ul> <p><b><i>Loans (Liability) - (pre-defined):</i></b></p> <ul style="list-style-type: none"> <li>Loans Received</li> <li>Deposit Received</li> <li>Advances Received</li> <li>Bank Loans and Overdrafts</li> </ul> | <p><b><i>Investments - (pre-defined):</i></b></p> <ul style="list-style-type: none"> <li>Investments in Securities</li> </ul> <p><b><i>Sundry Debtors - (pre-defined):</i></b></p> <ul style="list-style-type: none"> <li>Local Customer</li> <li>Outside Customers (IGST)</li> </ul> <p><b><i>Deposits ( Asset) - (pre-defined):</i></b></p> <ul style="list-style-type: none"> <li>Deposits Given</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                    |                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Provisions (pre-defined):</b></p> <p>Expenses and Outstanding Payable</p> <p>Creditor for Expenses:</p> <p><b>Direct Expenses (pre-defined):</b></p> <p>Purchase Overheads</p> <p>Trading Expenses</p>                       | <p>Refunds / Claim Receivable</p> <p><b>Loan &amp; Advances (Asset)- (pre-defined):</b></p> <p>Tax Advances</p> <p>Loans Given</p> <p>Advances Given</p> |
| <p><b>Indirect Expenses (pre-defined):</b></p> <p>Salaries &amp; Staff Expenses</p> <p>Administrative Expenses</p> <p>Marketing Expenses</p> <p>Financial Expenses</p> <p>Taxable Expenses</p> <p>Expenses with GST Compliance</p> | <p><b>Indirect Income (pre-defined):</b></p> <p>Other Income</p> <p>Interest Earning</p>                                                                 |

## Assignment-4

### [CREATING LIABILITIES / ASSETS LEDGER]

#### Creating a Single LEDGER :

A ledger is the actual account head to identify your transactions and are used in all accounting vouchers.

For example, purchase, payments, sales, receipts, and others accounts heads are ledger accounts. Without a ledger, you cannot record any transaction.

All **Ledgers** have to be classified into **Groups**. These groups and ledgers are classified into **Profit and Loss or Balance Sheet**.

The creation and usage of Groups in TallyPrime has been explained earlier. Now you will learn how TallyPrime works with Ledgers.

1. **Gateway of Tally > Create > type or select Ledger and press Enter.**  
Alternatively, press **Alt+G** (Go To) > **Create Master > type or select Ledger and press Enter.**

|                                                                                     |                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p style="text-align: center;"><b>Enjoying this Sample?</b></p> <p style="text-align: center;"><u>Download the Book Online to continue</u><br/><u>the Full Book</u></p> <p style="text-align: center;"><a href="http://www.tallyprimebook.com">www.tallyprimebook.com</a></p> |
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