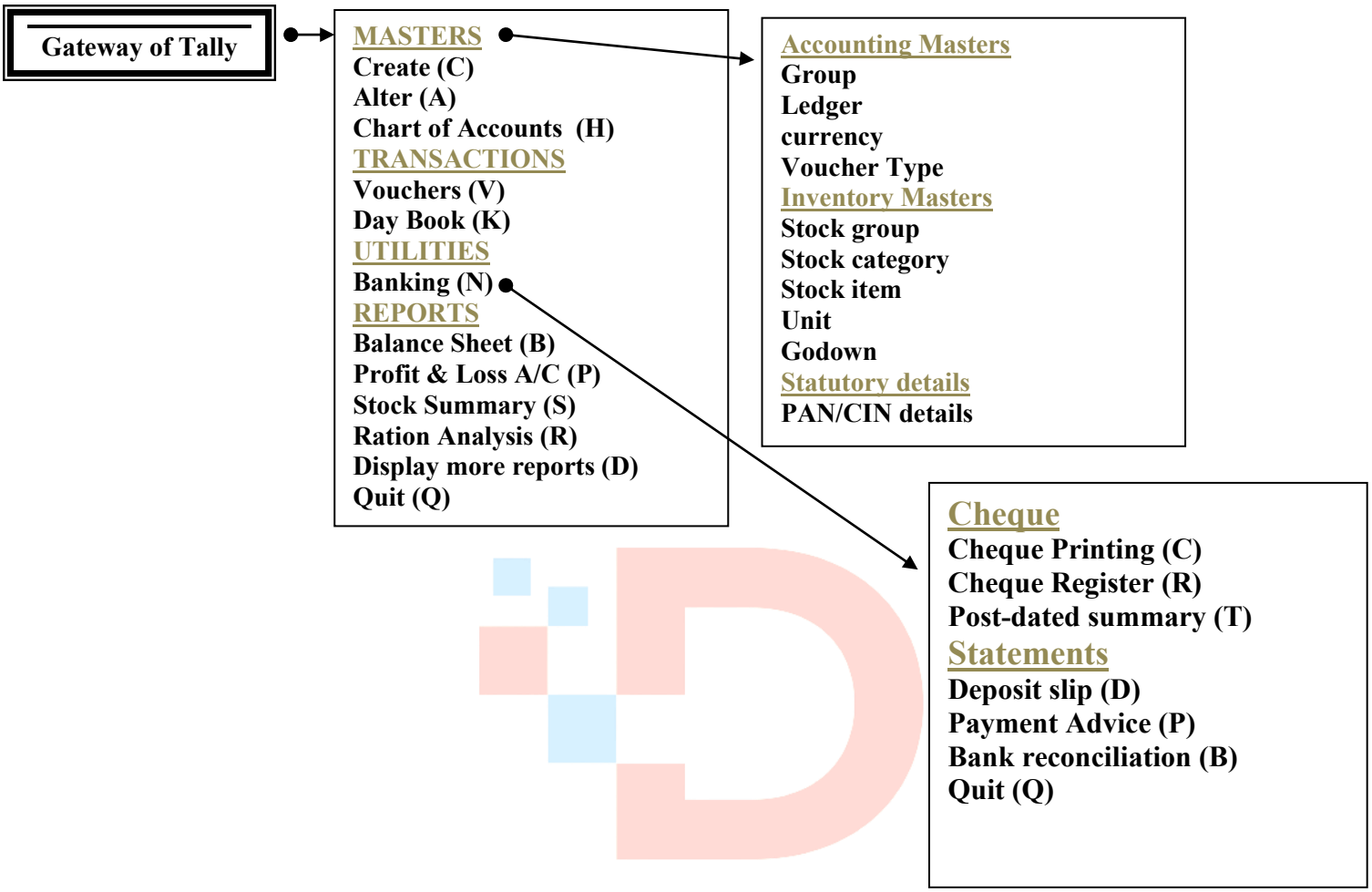
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Tally Prime Exercise Sheet

(WORKING PATH)



Tally Prime:

Tally Prime takes this to a new level, making your start to automation, or your switch to Tally simpler than ever before. You can discover the product much more easily and make the product do more for you, without learning anything new. There is greater flexibility as the product adapts to your business and your way of working. And the overall look and feel will only make you love the product even more.

Key Features:

Accounting Management, Inventory Management, Taxation, Payroll Management, Financial Reporting, Multi-Currency Support, Multi-Location and Multi-Company Support, User Management and Security, Integration and Data Import/Export, Customizable Reports and Invoices.

Benefits:

Ease of Use, Scalability, Compliance.

Groups help you organise the ledger accounts and view the financial statements with proper accounting heads. It can be classified between Assets, Liabilities, Expenses, and Incomes. Any Groups created under Assets and Liabilities form a part of the Balance Sheet whereas Groups under Expenses and Incomes are part of the Profit & Loss Account.

In Tally Prime, there are **28 predefined groups**, of which **15 are Primary and 13 are Subgroups**. Along with the predefined groups, you can create new Groups to accommodate your business needs.

Primary	Under	Subgroup	Under
Branch/Divisions	**Balance Sheet**	Bank Accounts	**Current Assets**
Capital Account	**Balance Sheet**	Bank OD A/c	**Loans (Liability)**
Current Assets	**Balance Sheet**	Cash-in-hand	**Current Assets**
Current Liabilities	**Balance Sheet**	Deposits (Asset)	**Current Assets**
Direct Expenses	**Profit & Loss A/c**	Duties & Taxes	**Current Liabilities**
Direct Incomes	**Profit & Loss A/c**	Loans & Advances (Asset)	**Current Assets**
Fixed Assets	**Balance Sheet**	Provisions	**Current Liabilities**
Indirect Expenses	**Profit & Loss A/c**	Reserves & Surplus	**Capital Account**
Indirect Incomes	**Profit & Loss A/c**	Secured Loans	**Loans (Liability)**
Investments	**Balance Sheet**	Stock-in-hand	**Current Assets**
Loans (Liability)	**Balance Sheet**	Sundry Creditors	**Current Liabilities**
Misc. Expenses (ASSET)	**Balance Sheet**	Sundry Debtors	**Current Assets**
Purchase Accounts	**Profit & Loss A/c**	Unsecured Loans	**Loans (Liability)**
Sales Accounts	**Profit & Loss A/c**		
Suspense A/c	**Balance Sheet**		

Create, Alter, and Delete Account Groups-

You can create single or multiple groups in TallyPrime and configure the details per your requirement. You can also view, alter, or delete these groups in TallyPrime, as needed.

In this section-

- Create account groups
- View and alter groups
- Delete Groups
- View Edit Log for groups

Pre-Defined A/c Groups (28)

Branch / Divisions
Capital Account
Current Assets
Current Liabilities
Direct Expenses
Direct Incomes
Fixed Assets
Indirect Expenses
Indirect Incomes
Investments
Loans (Liability)
Misc. Expenses (ASSET)
Purchase Accounts
Sales Accounts
Suspense A/c
Bank Accounts
Bank OD A/c
Cash-in-hand
Deposits (Asset)
Duties & Taxes
Loans & Advances (Asset)
Provisions
Reserves & Surplus
Secured Loans
Stock-in-hand
Sundry Creditors
Sundry Debtors
Unsecured Loans

Pre-Defined Ledgers (2)

Cash in Hand
Profit & Loss A/c

Create a company by name: **DATASOFT Institute - Your Name** which imparts Computer Education at their centre located at Shaktinagar, 231222.

1. Their accounts are to be computerized from 1st April 2026. Their Trial Balance as on 31st March 2026 is reproduced below:

Liabilities	Amount	Assets	Amount
Capital A/c		**Fixed Assets**	
Anil Kumar	500000	Computers & Peripherals	1649000
Bijoy Das	500000	Furniture & Fixtures	300000
		Electrical Installations	150000
Secured Loans		**Sundry Debtors**	
SBI Cash/Credit A/c No - 111	100000	NTPC	25000
SBI Loan A/c No - 123	1500000	HINDALCO	10000
		NCL	75000
Sundry Creditors			
Computer World	12000	**Cash & Bank**	
Dominic's Computer Land	10000	Cash	175000
Current Liability		SBI Current A/c	250000
Caution Deposits	19000		
		Security Deposits (Deposit Asset)	
		UPPCL	5000
		P&T Dept.	2000
	2641000		**2641000**

Note : Cash Ledger is pre defined ledger, only open the cash ledger in alter view & assign the opening balance.

2. Create the following ledger a/c within the groups specified as under and enter opening balances as mentioned in the above balance sheet: (using **Single Ledger Creation** option)

Ledger A/c	Group Name
Anil Kumar	**Capital A/c**
Bijoy Das	**Capital A/c**
SBI Cash/Credit A/c No - 111	**Bank OCC /OD**
SBI Loan A/c No - 123	**Loans (Liability)**
Computer World	**Sundry Creditor**
Dominic's Computer Land	**Sundry Creditor**
Caution Deposits	**Current Liabilities**
Computers & Peripherals	**Fixed Asset**
Furniture & Fixture	**Fixed Asset**
Electrical Installations	**Fixed Asset**
NTPC	**Sundry Debtors**
HINDALCO	**Sundry Debtors**
NCL	**Sundry Debtors**
Cash **(Don't create it, already exist)**	**Cash in Hand**
SBI Current A/c	**Bank Accounts**
UPPCL	**Deposit (Asset)**
P & T Dept.	**Deposit (Asset)**

3. **Create the following ledger a/c's within the groups specified as under**:
   - (using **Multiple Ledger creation** option)

Ledger A/c	Group Name
Salary & Allowances	***Direct Expenses***
Royalty to DATASOFT	***Direct Expenses***
Course Material	***Direct Expenses***
Electricity Expenses	***Indirect Expenses***
Postage & Courier	***Indirect Expenses***
Printing & Stationery	***Indirect Expenses***
Photocopy Expenses	***Indirect Expenses***
Fuel Expenses	***Indirect Expenses***
Marketing Expenses	***Indirect Expenses***
Repair & Maintenance	***Indirect Expenses***
Freight	***Indirect Expenses***
Premises Rent	***Indirect Expenses***
Telephone & Fax	***Indirect Expenses***
Interest on Capital	***Indirect Expenses***
Interest on SBI CC a/c	***Indirect Expenses***
Interest on SBI loan	***Indirect Expenses***
Bank Charges	***Indirect Expenses***

4. Create the following ledger a/c's within the groups specified as under:
   - (using **Single Ledger creation** option)

Ledger A/c	Group Name
Income from Fees	Direct Income
Other Income	Indirect Income

5. **Change the name of the ledger A/C's created above, as follows:**

Salary & Allowances	to	Salary & Wages
Bank Charges	to	Bank Commission
Fuel Expenses	to	Vehicle Running Expenses
Cash	to	Cash-In-Hand

6. **Delete the following Ledger A/C : Marketing Expenses**

Open the Ledger in alter view :

Gateway of tally -> Account Info -> Ledger -> Alter ->Select the ledger (Alt+D) & Press y

7. **Enter the following transactions using *Receipt voucher*:**

i. Cash receipt of Rs.1000 each from fees on 1st, 5th, 8th, 12th, 15th, 20th April 2026.

ii. Other Income of Rs.500 (cash) each on 3rd, 5th and 20th April 2026.

iii. Income from fees by cheque nos. 12345 & 34567 of Rs.5000 & 10000 respectively, both were deposited in SBI Current a/c on 25th April 2026.

iv. Other Income of Rs.10000 by cheque no.65790 and was deposited in SBI Current A/c.

v. Caution deposit of Rs.4000 by cash on 25th April 25.

vi. Received Rs.15000 from NTPC (Debtor) by DD no. 234456 on 25th April 2026 and deposited in SBI current A/c.

vii. Received Rs.10000 from Hindalco (Debtor) by cheque no. 2323545 on 25th April 2026 and deposited in SBI current a/c.

viii. Other Income of Rs.1500 (cash) each on 13th and 25th April 2026.

ix. Caution deposit of Rs.1200 by cash on 30th April 25.

x. Cash receipt of Rs.1000 each from fees on 17th, 19th, 28th April 2026.

8. Display the day book of 25th April

9. Display the day book for the period 1st April to 30th April

10. Display the detailed Daybook for the above period.

11. Display the Balance Sheet as on 30th April.

12. Display the Trial Balance as on 30th April.

TRIAL BALANCE – GROUP WISE

Particulars	Debit	Credit
Capital Account		10,00,000
Loans(Liability)		16,00,000
Current Liabilities		46,200
Fixed Assets	20,99,000	
Current Assets	5,85,700	
Direct Incomes		24,000
Indirect Incomes		14,500
Grand Total	**26,84,700**	**26,84,700**

TRIAL BALANCE – LEDGER WISE

Particulars	Debit	Credit
Anil Kumar		5,00,000
Bijoy Das		5,00,000
Cash-in-hand	1,93,700	
Caution Deposit		24,200
Computer & Peripherals	16,49,000	
Computer World		12,000
Dominic's Computer Land		10,000
Electrical Installation	1,50,000	
Furniture & Fixture	3,00,000	
Income From Fees		24,000
UPPCL	5,000	
NCL	75,000	
NTPC	10,000	
Other Income		14,500
P&T Dept.	2,000	
SBI Cc a/c		1,00,000
SBI Current a/c	3,00,000	
SBI Loan a/c		15,00,000
Grand Total	**26,84,700**	**26,84,700**

13. Enter the following transactions using *Payment voucher*:

i. Refund of caution deposit on 20th April 2026 by cash Rs.10000.

ii. Payment of salary on 30th April by cheque nos. 456, 457, & 458 for Rs.15000, 25000 & 11500 respectively.

iii. Payment of Electricity & Telephone bills of Rs.1300 & 2090 respectively on 10th April

iv. Royalty sent to DATASOFT thru DD on 7th, 14th, 21st & 28th April. (Total Am. 84000/-)

v. Vehicle running expenses were Rs.600 each on 10th, 18th and 29th April.

vi. Postage expenses met on 15th April was Rs.350.

vii. Repair & maintenance work was carried out on 30th April and cash paid an amount of Rs.2000.

viii. Freight was paid on course material from DATASOFT on 25th April amounting Rs.650.

ix. Premises rent of Rs.15000 was paid on 30th April by cheque.

x. Photocopy bills of Rs.2120 was paid by cheque on 28th April.

TRIAL BALANCE – GROUP WISE

Particulars	Debit	Credit
Capital Account		10,00,000
Loans(Liability)		16,00,000
Current Liability		36,200
Fixed Assets	20,99,000	
Current Assets	4,14,890	
Direct Incomes		24,000
Direct Expense	1,35,500	
Indirect income		14,500
Indirect Expenses	25,310	
Grand Total	**26,74,700**	**26,74,700**

TRIAL BALANCE – LEDGER WISE

Particulars	Debit	Credit
Anil Kumar		5,00,000
Bijoy Das		5,00,000
Cash-in-hand	1,75,510	
Caution Deposit		14,200
Computer & Peripherals	16,49,000	
Computer World		12,000
Dominic's Computer World		10,000
Electrical Installation	1,50,000	
Electricity Expenses	1,300	
Freight	650	
Furniture & Fixture	3,00,000	
Income From Fees		24,000
UPPCL	5,000	
NCL	75,000	
NTPC	10,000	
Other Income		14,500
Photocopy Expenses	2,120	
Postage & Courier	350	
Premises Rent	15,000	
P&T Dept.	2,000	
Repair & Maintenance	2,000	
Royalty To DATASOFT	84,000	
Salary & Wages	51,500	
SBI cc a/c		1,00,000
SBI Current a/c	1,47,380	
SBI Loan a/c		15,00,000
Telephone & Fax	2,090	
Vehicle Running Expenses	1,800	
Grand Total	**26,74,700**	**26,74,700**

14. Enter the following transactions (using Contra voucher):

i. Deposited 10000 cash (each) in SBI current a/c on 16th, 20th, 21st, 28th April.

ii. Withdrawn 12000 cash (each) from SBI Current a/c on 15th, 17th, 27th April.

iii. Deposited 8000 cash (each) in SBI current a/c on 17th, 23rd, 29th May.

iv. Withdrawn 7000 cash (each) from SBI Current a/c on 15th, 27th May.

v. Deposited 4000 cash (each) in SBI current a/c on 19th, 26th, 30th June.

vi. Withdrawn 6000 cash (each) from SBI Current a/c on 11th, 17th June.

CASH / BANK SUMMARY

Particulars	Debit	Credit
Cash-in-hand	1,61,510	-
SBI Current a/c	1,61,380	-
Grand Total	**3,22,890**	**-**

15. Create a ledger a/c **Development Expenses** under the group Indirect Expenses while working in a payment voucher (place the cursor in the a/c head section and press ALT+ C to create a new ledger) and debit Rs.1000 under this head by cash.

CASH / BANK SUMMARY

Particulars	Debit	Credit
Cash-in-hand	1,60,510	-
SBI Current a/c	1,61,380	-
Grand Total	**3,21,890**	**-**

16. Make the following adjustment entries on 30th June, 30th September, 31st December, 31st March (using Journal voucher):

[create separate ledger for the depreciation of any item]

i. Interest on SBI Loan @ 4% per qtr on the balance loan amount.

ii. Interest on SBI CC a/c @ 5% per qtr on the balance amount.

iii. Interest to creditor M/s Computer World @ 24% per annum on balance amount.

iv. Depreciation @ 10% per annum on furniture & fixture, on balance amount (calculate it for a quarter)

v. Depreciation @ 40% per annum on Computer & Peripherals a/c, on bal. amt. (calculate it for a quarter).

vi. Depreciation @ 25% per annum on Electrical Installation a/c, on bal. amt. (calculate it for a quarter).

vii. Interest on Capital a/c of Anil Kumar @ 5% per qtr.

viii. Interest on Capital a/c of Bijoy Das @ 5% per qtr.

TRIAL BALANCE – GROUP WISE

Particulars	Debit	Credit
Capital Account		12,00,000
Loans(Liability)		18,60,000
Current Liability		39,080
Fixed Assets	13,71,900	
Current Assets	4,13,890	
Direct Incomes		24,000
Direct Expense	1,35,500	
Indirect income		14,500
Indirect Expenses	12,16,290	
Grand Total	**31,37,580**	**31,37,580**

TRIAL BALANCE – LEDGER WISE

Particulars	Debit	Credit
Anil Kumar		6,00,000
Bijoy Das		6,00,000
Cash-in-hand	1,60,510	
Caution Deposit		14,200
Computer & Peripherals	9,89,400	
Computer World		14,880
Dep on computer peripheral	6,59,600	
Dep on electrical installation	37,500	
Dep on furniture & fixture	30,000	
Development Expenses	1,000	
Dominic's Computer World		10,000
Electrical Installation	1,12,500	
Electricity Expenses	1,300	
Freight	650	
Furniture & Fixture	2,70,000	
Income From Fees		24,000
Interest on Capital of Bijoy	1,00,000	
Interest on Capital of Anil	1.00,000	
Interest on SBI CC A/c	20,000	
Interest on SBI Loan	240000	
Interest on computer world	2,880	
UPPCL	5,000	
NCL	75,000	
NTPC	10,000	
Other income		14,500
Photocopy expenses	2,120	
Postage & Courier	350	
Premises Rent	15,000	
P&T Dept.	2,000	
Repair & Maintenance	2,000	
Royalty to DATASOFT	84,000	
Salary & Wages	51,500	
SBI CC a/c		1,20,000
SBI Current A/c	1,61,380	
SBI Loan A/c		17,40,000
Telephone & Fax	2,090	
Vehicle Running Expenses	1,800	
Grand Total	**31,37,580**	**31,37,580**

The company started sales & purchase of Computers, Consumables and Peripherals from 1st July. Make appropriate changes in the basic information of the company so that the Sales, Purchase and Stock of all these items can be maintained.

17. **Create the following a/c's:**

    Sale A/c under Sales Account & **Purchase A/c** under Purchase A/c group.

18. **Create the ledgers** of the vendors **M/s Smile Computer**, **M/s Zenith Computers** and **M/s Orbit Computers** from whom the above items are purchased sometimes in credit.

19. Create the Ledger named **Customers A/c** under the group Sundry Debtors.

20. Create the following Stock Groups:

a) Consumables under Primary group.

b) Peripherals under Primary group.

21. Create the following Units of Measurement:

Pcs. (Pieces), Nos. (Number)

22. Create the following Stock Items:

- Computer Systems under primary group having units as Nos. and opening stock qty as 05 @Rs.35000 per Computer.
- Floppy, Ribbon, Dust Covers, Anti Glare Screens, Cartridge under the group Consumables all having units as Pcs and 25 as stock quantities @Rs.150, Rs.35, Rs.65, Rs.150, Rs.1200 per Pc respectively.
- Printers (DMP), Printers (Inkjet), UPS under the group Peripherals @Rs.13000, Rs.4500, Rs.3500 per Pcs and opening stock qty being 2, 3 and 5 respectively.

23. Enter the following transactions (credit) using Purchase Voucher –

- Purchased 2 Computers from Smile Computers @Rs.32000 per system on 2nd July & 14th Aug.
- Purchased 1 Computer from Zenith Computers @Rs.30000 per system on 12th July & 20th Aug
- Purchased 2 computers @Rs.29000, 1 Printer (Inkjet) @Rs.4000, 10 Floppy packs @Rs.130, 20 Dust Covers @Rs.50, and 5 cartridges @Rs.1300 on 26th July from M/s Orbit Computers.

24. Enter the following transactions (credit) using Sales Voucher –

- Sold 2 Computers each to customer @Rs.36000 on 2nd Aug & 14th Sept.
  - [Sold one computer on 2nd Aug & one on 14th Sep.]
- Sold 3 Computers to customer @Rs.35000 on 20th Sept.
- Sold 1 Printer (Inkjet) @Rs.6000, 5 Floppy packs @Rs.200, 10 Dust Covers @Rs.80, and 3 cartridges @Rs.1500 on 28th Sept to customers.

25. Enter the following cash transactions:

- Sold 3 computers each to customers @ Rs.37000 on 10th, 17th and 30th September.
- Sold 5 dust covers @ Rs.80, 2 cartridges @ Rs.Rs.1500 on 30th September.
- Purchased 2 computers from Zenith computers @ Rs.32000 on 30th September.
- Purchased 5 cartridge @ Rs.1300, 20 Anti Glare Screens @ Rs.150 on 30th September.

TRIAL BALANCE – GROUP WISE

Particulars	Debit	Credit
Capital Account		12,00,000
Loans(Liability)		18,60,000
Current Liability		2,97,880
Fixed Assets	13,71,900	
Current Assets	9,16,090	
Sales Account		3,03,700
Purchase Account	3,32,300	
Direct Incomes		24,000
Direct Expense	1,35,500	
Indirect income		14,500
Indirect Expenses	12,16,290	
Diff in Opening Balance		2,72,000
Grand Total	**39,72,080**	**39,72,080**

TRIAL BALANCE – LEDGER WISE

Particulars	Debit	Credit
Opening Stock	2,72,000	
Anil Kumar		6,00,000
Bijoy Das		6,00,000
Cash-in-hand	2,01,410	
Caution Deposit		14,200
Computer & Peripherals	9,89,400	
Computer World		14,880
Customer Account	1,89,300	
Dep on Computer Peripherals	6,59,600	
Dep on electrical installation	37,500	
Dep on furniture & fixture	30,000	
Development Expenses	1,000	
Dominic's Computer Land		10,000
Electrical installation	1,12,500	
Electricity Expenses	1,300	
Freight	650	
Furniture & Fixture	2,70,000	
Income From Fees		24,000
Interest on Capital of Bijoy	1,00,000	
Interest on Capital of Anil	1,00,000	
Interest on Computer World	2,880	
Interest on SBI cc a/c	20000	
Interest on Loan	2,40,000	
UPPCL	5000	
M/s Orbit Computers		70,8000
M/s Smile Computers		1,28,000
M/s Zenith Computers		60,000
NCL	75,000	
NTPC	10,000	
Other Income		14,500
Photocopy expenses	2,120	
Postage & Courier	350	
Premises Rent	15,000	
P&T Dept.	2,000	
Purchase A/c	3,32,300	
Repair & Maintenance	2,000	
Royalty to DATASOFT	84,000	
Salary & Wages	51,500	
Sales A/c		3,03,700
SBI CC A/c		1,20,000
SBI Current A/c	1,61,380	
SBI Loan A/c		17,40,000
Telephone & Fax	2,090	
Vehicle Running Expenses	1,800	
Diff in Opening Balances		2,72,000
Grand Total	**39,72,080**	**39,72,080**

Stock Summary

	Quantity	Rate	Value
CONSUMABLES	**160Pcs**	**316**	**50,561.71**
Anti Glare Screen	45Pcs	150	6,750
Cartridge	30Pcs	1,228.57	36,857.14
Dust Covers	30Pcs	58.33	1,750
Floppy	30Pcs	144.29	4,328.57
Ribbon	25Pcs	35	875
PERIPHERALS	**10Pcs**	**5,662.50**	**56,625**
Printer(Inkjet)	3Pcs	4,375	13,125
Printer(DMP)	2Pcs	13,000	26,000
UPS	5Pcs	3,500	17,500
COMPUTER SYSTEM	**7Nos**	**32,333.33**	**2,26,333.33**
Grand Total			**3,33,519.04**

Tally Prime Shortcut Keys:

Vouchers		
To open Contra voucher	F4	Accounting Vouchers
To open Payment voucher	F5	Accounting Vouchers
To open Receipt voucher	F6	Accounting Vouchers
To open Journal voucher	F7	Accounting Vouchers
To open Stock Journal voucher	Alt+F7	Inventory Vouchers
To open Physical Stock	Ctrl+F7	Inventory Vouchers
To open Sales voucher	F8	Accounting Vouchers
To open Delivery Note	Alt+F8	Inventory Vouchers
To open Sales Order	Ctrl+F8	Order Vouchers
To open Purchase voucher	F9	Accounting Vouchers
To open Receipt Note	Alt+F9	Inventory Vouchers
To open Purchase Order	Ctrl+F9	Order Vouchers
To open Credit Note	Alt+F6	Accounting Vouchers
To open Debit Note	Alt+F5	Accounting Vouchers
To open Payroll voucher	Ctrl+F4	Payroll Vouchers
To open Rejection In voucher	Ctrl+F6	Inventory Vouchers
To open Rejection Out voucher	Ctrl+F5	Inventory Vouchers
To view list of all vouchers	F10	Vouchers
To mark a voucher as Post-Dated	Ctrl+T	Right button
To autofill details	Ctrl+F	Right button
To change mode – open vouchers in different modes	Ctrl+H	Right button
To open the Stock Query report for the selected stock item	Alt+S	Right button
To mark a voucher as Optional	Ctrl+L	Right button
Masters & Vouchers		
To add more details to a master or voucher for the current instance	Ctrl+I	Right button

Tally S/w website - https://tallysolutions.com/

