**NMIMS Global Access**

**School for Continuing Education (NGA-SCE)**

**Course: Employability Skills - II Tally**

**Internal Assignment Applicable for April 2022 Examination**

**Q.NO. 1 Please create a company in tally using following mention Details?**

Company Name: - Zen Foundation.

**Primary Mailing Details.**

Mailing Name: - Zen Foundation.

Address: - Western Express Highway, Andheri (East), Mumbai.

Country: - India

State: - Maharashtra.

Pin Code: - 400 099.

**Contact Details.**

Phone No.: - 022-224466

Mobile No.: - 99000 00000

Fax No.: -

E-mail: - z@gmail.com

Website:-

**Books & Financial Year Details**.

Financial Year Begins from: - 1-4-2020

Books Beginning from: - 1-4-2020

**Security Control.**

Use Security Control: - No

**Base Currency Information.**

Base Currency symbol: - Rs.

Formal Name: - INR

Suffix Symbol to Amount: - No

Add Space between Amt & Symbol: - Yes

Show Amount in Millions: - No.

Number of Decimal Places: - 2

Word Representing amount after Decimal: - Paise

Number of Decimal Places for Amt in Words: - 2

**Answer:**

ANS:- these steps following in this process , create a company in tally software .

1. Click and open tally software, and press key Alt+f2.
2. Go to company information and click tag new company.
3. All information fill up steps by steps and after that pass entry to accepts through by Enter.

After 3 step open a gateway of Its Half solved only

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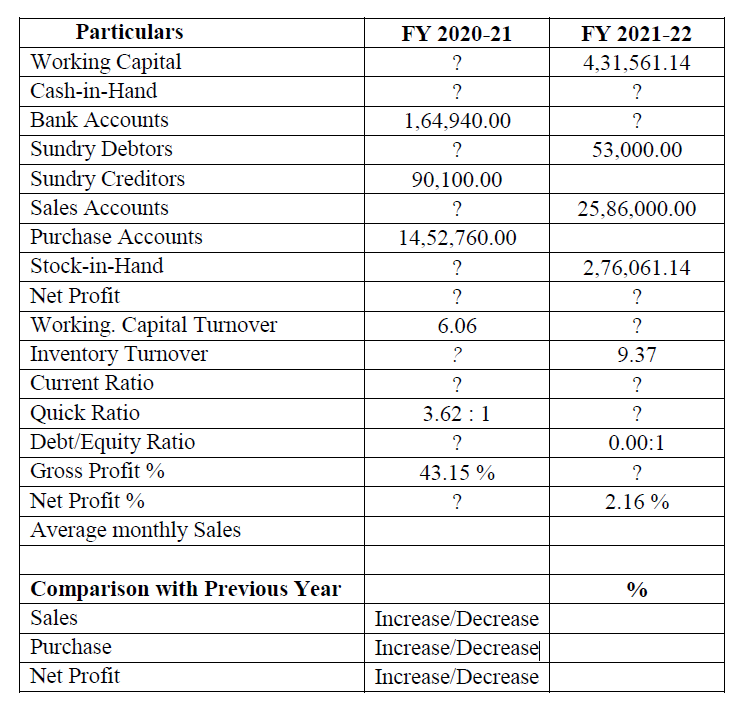
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**Q.NO. 2 Please find out following numbers and Ratios from provide tally backup for the financial year 2020-21 & 2021-2022**

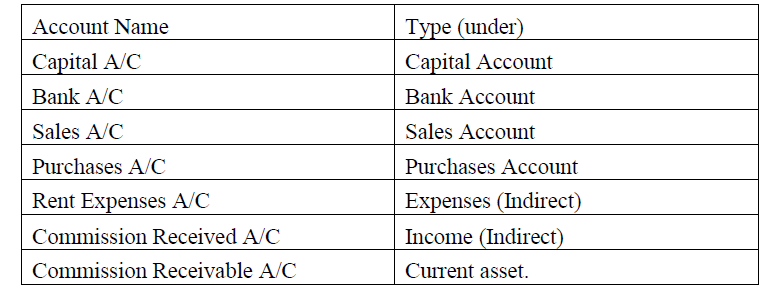
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https://studentzonengasce.

nmims.edu/assignments/Sep2021/Assignment%20Sep%20Batch%20Tally%20backup.rar

**ANS:-these are finding these numbers and ratios through work in tally software . This sheet convert tally to excel sheets.**

**Q.NO:- 3 ledger creation and Accounting Entries in tally.**

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**ANS:-A) create a ledgers and accounts in tally in Zen Foundation.**

**B) Passes the entries in Zen Foundation.**

**1. Capital Introduced in organization in Bank Rs. 1,20,000/- & in Cash Rs. 30,000/- on 1st**

**April 2020.**

**2. Cash Deposited in bank on 2nd April 2020 Rs. 15,000/-.**

**3. Cash purchase of Rs. 40,000/- on 1st May 2020. (Paid from Bank)**

**4. Cash Sales of Rs. 30,000/- on 31st May 2020. (Received in bank)**

**5. Rent Paid Rs. 10,000/- by Cheque on 2nd June 2020.**

**6. Cash withdrawn from Bank Rs. 10,000/- on 2nd August 2020.**

**7. Debit Note Sent to Supplier for Rs. 2,000/- on 1st Oct 2020.**

**8. Debit Note Received from customer for Rs. 3,000/- on 1st Nov 2020. (To be enter in**

**Credit Note.)**

Ans