**SUDHARSAN COLLEGE OF ARTS AND SCIENCE, PERUMANADU, PUDUKKOTTAI.**

**FUNDAMENTALS OF INFORMATION TECHNOLOGY (THEORTY)**

**CLASS: II M.COM**          **UNIT – II & III**      **SUBJECT CODE:P16MC24T**

**Max.marks :45**

**SECTION – A ( 7 X2 =14)**

**Answer all the questions**

1. **How to delete ledger in Tally?**

   ➢ Select "Ledgers" from "Acccount Info". Menu
   ➢ Select "Alter" option.
   ➢ Press "Alt" and "D" keys simultaneously
   ➢ Confirm it by pressing "Y" for the message "Delet Yes/No".

2. **Give any four examples for direct expenses**

These are the expenses which are directly related to manufacturing of goods.
Ex. Wages, factory rent, heating, lighting etc

3. **How the groups are created**
   ➢ Select "Account Info" from 'Gateway of Tally".
   ➢ Select "Group" from the "Account Information" menu. Then Choose "create" under "Multiple Groups" or "Single Group".
   ➢ Enter the name of the group , alias name and choose basic account group.
   ➢ Confirm the entries by pressing "Y" for the message "Accept Yes/No".

4. **What do you mean by payment voucher?**
   Press F5 for this voucher is used for all payments made through cash or bank. These payments can be towards expenses, purchase, trade creditors, etc.
   Ex :      Rent A/c   Dr    -------
              To cash A/c            --------

5. **What do you mean by  Pre- defined groups?**
   By default,  Tally ERP 9 provides a list of groups called pre-defined groups. The user can create  any number of primary groups and sub groups which are again grouped under a Primary group/ sub groups. There are 29 pre –defined groups in tally ERP 9 out of which 15 are Primary groups and 13 are Sub-groups.

**Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.**

6. **Write about different voucher types?**

   **F4 – Contra Voucher**

   **F5 – Payment Voucher**

   **F6 – Receipt Voucher**

   **F7 – Journal Voucher**

   **F8 – Sales Voucher**

   **F9 – Purchase Voucher**

## SECTION – B ( 3 X 4 =12)

**Answer all the questions**

7. **(a) Explain the procedure for create a new company.**

   **Creation of company**

   i. Select "Create Company" button from the buttons area of the Tally screen. They company Info.
   ii. Select "Create Company"
   iii. Enter the following details
       a. **Company name**  The name of the company
       b. **Mailing name**  The e-mail address.
       c. **Address**  The address of the company
       d. **Income tax number**  Company's Income Tax number.
       e. **Local sales tax number**  Company's  local sales tax number
       f. **Interstate sales tax number**  Interstate sales tax number
       g. **Currency symbol**  Symbol of currency like Rs., $, etc.
       h. **Financial year from**  The starting date of the financial year.
       i. **Books beginning from**  The starting date of the account book
       j. **Use security symbol**  The password control for entry into an account
       k. **Base currency information**  Some information about currency.

Press "Enter" key after entering each of the above details.

   iv. After entering all the details, Tally displays a message box with "Accept Yes/No" options.  Press "Y" to save the company details.

(OR)

Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.

(b) **Explain the features of Tally.**

    i. Easy to use for the beginners
    ii. Creation, modification, and deletion of ledgers and groups are very simple
    iii. Modification can be done whenever needed.
    iv. Automatic posting in the relevant books.
    v. Lot of useful reports with printing option is available.
    vi. Pass word facility is available for security purpose
    vii. Backup and restore facility is available.
    viii. Calculator is available for calculations
    ix. Simple menus for all operations
    x. Trial balance, profit and loss, balance sheet, cash flow and fund flow statements are available in an organized manner.
    xi. Multiple currencies are possible
    xii. Import and export of data is possible
    xiii. Maintain unlimited cost /profit centers
    xiv. Multiple units of measurement for items are allowed.

8. (a) **How will you alter and delete a voucher ?**

**Alter Voucher**
> ➢ Select "Display" form "Gateway of Tally"
> ➢ Select " Statement of Accounts".
> ➢ Select "Statistics".
> ➢ Select the type of voucher.
> ➢ Choose the required voucher and make the modification.
> ➢ After modification press "Enter" Key.
> ➢ At the end of voucher, press "Y" for the message " Accept Yes?No".

**Delete Voucher**
> ➢ Select "Display" form "Gateway of Tally"
> ➢ Select " Statement of Accounts".
> ➢ Select "Statistics".
> ➢ Select the type of voucher.
> ➢ Choose the required voucher and which must be deleted.
> ➢ Press "ALT" and "D" keys simultaneously.
> ➢ Press "Y" for the message " Delete Yes/Np".

**(OR)**

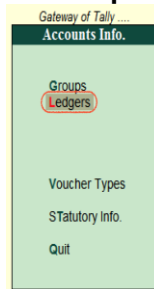(b) **Explain the process of creation of a ledger.**

**Path**: Gateway of Tally –> Accounts Info –> Ledgers –> Single Ledger –> Choose Create

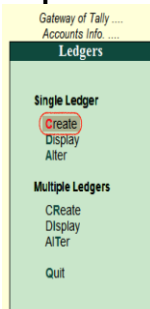**Step 1:** From Gateway of Tally Screen, click on accounts info

**Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.**
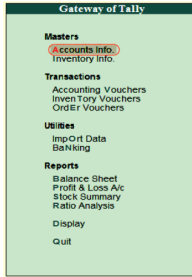
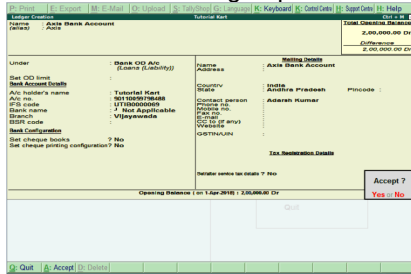**Step 2:** In the next screen, choose "Ledger"



**Step 3:** In the next ledger screen, choose the option **create** under single ledger



**Step 4**: On ledger creation screen, update the following details

- **Name:** Enter the name of ledger account, and the name should be unique.
- **Under:** Choose the group name from list of group, that pertains to ledger account.



9. **(a) Short note on Budget.**

Every business has its own objectives and goals, it must have an efficient mechanism to set its targets and appraisal of achievements in respect of the target. For this, Tally provides the system of budget. To include budgetary control press F11.

**Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.**

Set "Yes" to the question "Maintain Budgets and controls?". The account information menu is changed

Creation of Budgets

1. Select "Account Info" from "Gateway of Tally".
2. Select "Budgets".
3. Select "Create"
4. Enter name of the budget in the "Name" field. Enter parent budget name or "Primary" in the "under" field. Specify the period of budget in the "From" and "To" fields. Set budget for groups. Ledger or cost centers

   Press "Y" for the question " Accept Yes/No".

(OR)

**(b) What do you mean by Credit note and Debit note?**

**Debit Note**

When goods are returned, the purchaser returning the goods prepares a memo with full particulars of the return and sends it to the supplier to whom the goods are returned. This memo is called the Debit Note.

A Debit Note is also used by a Purchaser when he has been *wrongly overcharged* or when he *claims an allowance for damaged goods* from the supplier.

**Credit Note**

When goods sold are returned to a seller by his customer for some reason or the other, the memo issued by the seller to the customer acknowledging the receipt of the goods is called a Credit Note.

**SECTION –C ( 3 X 7 = 21)**

**Answer any THREE questions**

**10. Distinguish between manual accounting and computerized accounting.**

| Manual Accounting | Computerized Accounting |
|---|---|
| Ledgers are grouped at the time of preparing final accounts | Grouping is done at the time of ledger creation. |
| Separate journal, ledger postings | Single entry for all transactions |
| Strain in preparing trial balance | No strain |
| Prepare of final account only at year end | Final account can be prepared at any time |

Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.

| Large number of books is maintained | No books.  Only computer hard disk |
| Error may arise while posting | No posting.  So, no such types of error |
| Various headings | Simple determined headings |
| Tracking  of entries is complicated | Easy tracking of entries. |

## 11. Explain the different types of vouchers in Tally.

Voucher is a document containing the details of a for every traction.

**Types of voucher**

**Contra voucher**

Press F4for contra voucher.  this voucher is used for fund transfer between cash and bank accounts only. For example: cash withdraw from bank and cash deposited into bank comes under this voucher.

Cash deposited into bank Rs.50000

          Bank A/c  Dr  50000

           To cash A/c        50000

**Payment voucher**

Press F5 for this voucher  is used  for all payments made through cash or bank.  These  payments can be towards expenses, purchase, trade creditors, etc.
Rent paid Rs.3000
  Ex :        Rent A/c   Dr    3000
             To cash A/c     3000
**Receipt voucher**

Press F6 for this voucher  is used  for all receipts in the form of cash or bank.  These  receipts can be towards income, cash sales, trade debtors, etc.

 Interest received Rs.2000
Ex :        Cash A/c   Dr     2000
          To Interest received  A/c   2000
**Journal voucher**

Press F7 for Journal voucher entry.  It is an adjustment voucher.
For example : Depreciation of Machinery Rs.4000 and furniture Rs.1000
          Depreciation   A/C   Dr     5000
            To Machinery  A/C     4000
            To Furniture A/C     1000
**Purchase voucher**

Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.

Press F9 for this voucher.  this voucher is used when purchase is made for credit
For example : Goods purchased from Arul & Co   Rs.6000

      Purchase A/c Dr      6000
        To Arul & co A/c          6000

**Sales voucher**

Press F8 for this voucher.  This voucher is used when sales are made for credit.
For Example: Goods sold to Ramu & co 15000

       Ramu &co A/c Dr   15000
        To Sales A/c          15000

### 12. Explain the advantages of computerized accounting?

➢ They carry out difficult calculations.
➢ They save much time in calculation.
➢ They avoid mistakes in calculations and give correct results always.
➢ They store data for future reference for any number of years
➢ They are much useful in solving complex scientific and business problems.
➢ They help management in decision making.
➢ They relieve human beings form much mental strain.
➢ The results are accurate and reliable.

### 13. Discuss detail the groups available in Tally,

Tally.ERP 9 provides a list of Groups called **pre-defined groups**.  The user can create any number of Primary Groups and Sub Groups which are again grouped under a Primary Group/Sub Group.

There are **28 pre-defined Groups** in Tally.ERP 9, out of which **15 are Primary Groups** and **13 are Sub-Groups**.

| 15 Primary Groups | 13 Sub Groups |
|---|---|
| Branch / Divisions | Bank Accounts |
| Capital Account | Bank OD A/c |
| Current Assets | Cash-in-hand |
| Current Liabilities | Deposits (Asset) |
| Direct Expenses | Duties & Taxes |
| Direct Incomes | Loans & Advances (Asset) |
| Fixed Assets | Provisions |
| Indirect Expenses | Reserves & Surplus |
| Indirect Incomes | Secured Loans |
| Investments | Stock-in-hand |
| Loans (Liability) | Sundry Creditors |
| Misc. Expenses (ASSET) | Sundry Debtors |
| Purchase Accounts | Unsecured Loans |
| Sales Accounts | |
| Suspense A/c | |

**Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.**

Out of the 15 Primary Groups, 9 Primary Groups appear in the Balance Sheet which are Capital in nature and 6 Primary Groups appear under Profit & Loss Account which are Revenue in nature.

13 Sub Groups are classified under the 15 Primary Groups and they appear in the Balance Sheet.

| Pre defined Sub Groups | Under |
|---|---|
| Bank Accounts | Current Assets |
| Bank OD A/c | Loans (Liability) |
| Cash-in-hand | Current Assets |
| Deposits (Asset) | Current Assets |
| Duties & Taxes | Current Liabilities |
| Loans & Advances (Asset) | Current Assets |
| Provisions | Current Liabilities |
| Reserves & Surplus | Capital Account |
| Secured Loans | Loans (Liability) |
| Stock-in-hand | Current Assets |
| Sundry Creditors | Current Liabilities |
| Sundry Debtors | Current Assets |
| Unsecured Loans | Loans (Liability) |

## 14. Discuss the steps involved in the creation of voucher.

Tally.ERP 9 acknowledges the special requirements of some users for more voucher types. These arise in cases where the user needs the same voucher but in different names or separate series of numbers.

To create a Voucher Type,

Go to **Gateway of Tally** > **Accounts Info./Inventory Info.** > **Voucher Type** > **Create**
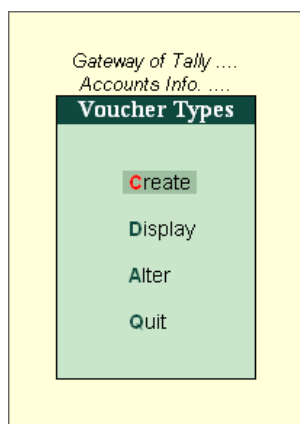


The **Voucher Type Creation** screen is divided into three sections depending on various settings:

- General

- Printing

- Voucher Class

**Dr.A.PARVATHI., M.Com., M.Phil., Ph.D., PGDCA., Assistant Professor of Commerce, Sudharsan College of Arts & Science, Perumanadu., Pudukkottai.**

**Name**

Give the **name** of the new voucher type, e.g., Sales Invoice.

**Alias**

Give the **alias**, if required.