

## 10. Computer in Accounting

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### Q.1 Objective questions :

A. Select the most appropriate alternatives from those given below and rewrite the statements.

1) The primary document for recording all financial transactions in Tally is the

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- a) Journal
- b) Trial sheet
- c) Voucher**
- d) File

2) This displays the balance day wise for a selected voucher type.

- a) Record Book
- b) Ledger book
- c) Journal book
- d) Day book**

3) Fixed Deposit A/c comes under ..... group.

- a) Investments**
- b) Current Liability
- c) Bank A/c
- d) Current Asset

B. Give the word term or phrase which can substitute each of the following statements:

1) The details of Bills Receivable are maintained in this record .

Ans: Sundry Debtors

2) Tally software is classified into this category .

Ans: Mercantile

3) The short key used to save or accept the information .

Ans: Ctrl + A

4) It is a damaged software, cracked, nearly fully functional .

Ans: Pirated Software

**5) The process by which all the calculations are automatically done by the accounting software.**

**Ans:** Automation

**(C) (1) State whether the following statements are True or False with reasons:**

**(1) Alt + D are the short key for delete voucher**

**Ans. This statement is True.**

True or entry. To delete voucher entry, people use Alt +D key.

**(2) In Tally F6 Function key is for payment voucher.**

**Ans. This statement is False.**

In Tally F6 Function key is useful for receipt voucher.

**(3) Legal software is fully functional software without any restriction.**

**Ans. This statement is True.**

Base of the legal software are full functional, safe and legal, so one can use this kind of software without any hesitation and restriction.

**(4) Salary Account comes under Indirect expenses.**

**Ans. This statement is True.**

process, they are known as direct expense. Salary does not fall in that category and so it comes under indirect When the expenses are made for purchase of goods, and for manufacturing expense category.

**(5) Accounting software may not be customized to meet the special requirement of the user.**

**Ans. This statement is False.**

Customized Accounting software is prepared to meet the special requirement of the user which is not readily available in the market.

**(D) Answer in one sentence only.**

**(1) What is CAS ?**

**Ans.** CAS means Computerized Accounting System which helps business firms to Implement accounting process and makes it user friendly with automation

**(2) Write the steps to create ledger account in tally**

**Ans.** Steps to create ledger account in tally are as follows:

- (1) From Gateway of Tally Screen, click on accounts info
- (2) Path gateway to Tally - Accounts Info - Ledgers -Single ledger -Choses create.

**(3) How to view reports in Tally ?**

**Ans.** For viewing accounting reports in accounting software to click on report option and select the Display option

**(4) State the various types of voucher.**

**Answer.** Following are the various voucher types :

- (1) F4 Contra voucher - For cash deposited in the bank and cash withdrawn from bank. Transfer from one cash A/C to other Cash A/c and Bank to Bank transfer
- (2) F5 Payment voucher - For all types of payments are recorded through this voucher type (Cash and Bank) Cash or Bank
- (3) F6 Receipt voucher - For Cash and Bank receipts
- (4) F7 Journal voucher - For non-cash transactions
- (5) F8 Sales voucher- For cash as well as credit sales
- (6) F9 Purchase voucher - For cash as well as credit purchase.

**(5) Write the steps to create a company.**

**Ans.** Following are the steps to create a company

- (1) After entering into Accounting software Tally, double click on the option, create company under company information. Then follow navigation path  
Gateway of Tally > Company Info > Create Company
- (2) Fill the detail information in the company creation form, displayed on the screen – Company creation window.