



Question Bank
Accounting for IT {ACC 306}
Tally.ERP 9

❖ **First: Theoretical Part; Answer the Following Questions:**

- 1) What are the Tally.ERP 9 *screen components*?
- 2) What are the “*fundamental Info.*” you should enter to create a company file in Tally.ERP9?
- 3) Explain the difference between “*Features & Configuration*” in Tally.
- 4) Explain the difference between “*Groups & Ledgers*” in Tally.
- 5) What are the “*predefined groups*” related to “*Balance Sheet*” in Tally?
- 6) What are the “*predefined groups*” related to “*Profit & Loss A/c*” in Tally?
- 7) Explain the “*Accounting Voucher Types*” in Tally.
- 8) Explain the difference between “*Stock Groups & Stock Items*” in Tally.
- 9) Explain the “*Units of Measure*” in Tally.
- 10) Explain the difference between “*Backup & Restore*” data.
- 11) Most of the time, we *don't need to use double-entry journal* in Tally, why?
- 12) What are the major cases to use *journal voucher* in Tally.ERP 9?
- 13) How to record a *journal voucher* in Tally.ERP 9?
- 14) What are the *required inputs* to record a *journal voucher* in Tally.ERP 9?
- 15) How to record a *purchase voucher* in Tally.ERP 9?
- 16) What are the *required inputs* to record a *purchase voucher* in Tally.ERP 9?
- 17) How to record *sales voucher* in Tally.ERP 9?
- 18) What are the *required inputs* to record *sales voucher* in Tally.ERP 9?
- 19) How to record *purchases returns voucher* in Tally.ERP 9?



- 20) What are the *required inputs* to record *purchase returns voucher* in Tally.ERP 9?
- 21) How to record *sales returns voucher* in Tally.ERP 9?
- 22) What are the *required inputs* to record *sales returns voucher* in Tally.ERP 9?
- 23) How to record *a receipt voucher* in Tally.ERP 9?
- 24) What are the *required inputs* to record *a receipt voucher* in Tally.ERP 9?
- 25) How to record *a payment voucher* in Tally.ERP 9?
- 26) What are the *required inputs* to record *a payment voucher* in Tally.ERP 9?
- 27) How to record *a contra voucher* in Tally.ERP 9?
- 28) What are the *required inputs* to record *a contra voucher* in Tally.ERP 9?

❖ **Second: Practical Part; Using Tally.ERP9, Do the Following Tasks:**

Part I: Setting Up Tally.ERP 9

- 1) Create a “*New Company File*” that contains the following fundamental info.:
 - Name: *Amazon Co.*
 - country: *Iraq*
 - Financial year begins from: *01-01-2018*
 - Base currency symbol: *USD*
 - Formal name: *Dollar*
 - Number of decimal places: *2*
 - Word representing amount after decimal: *Cent*
 - No. of decimals places for amount in words: *2*



2) Set up the following “*Ledgers*”:

Name	Under	Opening Balance
HSBC Bank	Bank Accounts	-
Byblos Bank	Bank Accounts	-
Cash on Hand	Cash-in-Hand	100,000
Petty Cash	Cash-in-Hand	25,000
Customer No. 1	Sundry Debtors	10,000
Customer No. 2	Sundry Debtors	15,000
Customer No. 3	Sundry Debtors	12,000
Hardware Inventory	Stock-in-hand	-
Software Inventory	Stock-in-hand	-
Furniture & Fixture	Fixed Assets	18,000
Accumulated Dep. - F&F	Provisions	-
Equipment & Supplies	Fixed Assets	14,000
Accumulated Dep. - E&S	Provisions	-
Vendor No. 1	Sundry Creditors	8,000
Vendor No. 2	Sundry Creditors	7,000
Vendor No.3	Sundry Creditors	44,000
Loan No.13	Loans	35,000
Owner's Equity	Capital Account	100,000
Owner's Withdrawals	Capital Account	-
Hardware Sales	Sales Accounts	-
Software Sales	Sales Accounts	-
Service Income	Direct Incomes	-
Interest Income	Indirect Incomes	-
Hardware Purchase	Purchase Accounts	-
Software Purchase	Purchase Accounts	-
Rent Exp.	Direct Expenses	-
Payroll Exp.	Direct Expenses	-
Water & Electricity Exp.	Direct Expenses	-
Telephone & Internet Exp.	Direct Expenses	-
Dep. Exp. - F&F	Direct Expenses	-
Dep. Exp. - E&S	Direct Expenses	-
Interest Exp.	Indirect Expenses	-



3) Set up the following “*Stock Groups*”:

Name	Under	Should Quantities of items be added?
Computers Group	Primary	Yes
Printers Group	Primary	Yes
Programs Group	Primary	Yes

4) Set up the following “*Units of Measure*”:

Type	Symbol	Formal Name	Number of decimal places
Simple	No.	Number	2
Simple	Kg.	Kilogram	2

5) Set up the following “*Stock Items*”:

Name	Under	Units
Computer HP	Computers Group	No.
Computer LG	Computers Group	No.
Printer HP	Printers Group	No.
Printer LG	Printers Group	No.
Win Program	Programs Group	No.
Office Program	Programs Group	No.

6) Create “*backup*” of your company file on the following path: C:\ My Tally



Part II: Bookkeeping

Record the following “*Vouchers*”:

A. Journal Vouchers:

Date	Particulars	Debit	Credit
02/01/2018	Cash on Hand	25,000	
	Owner's Equity		25,000
<i>Invested by the owner</i>			

Date	Account	Debit	Credit
02/01/2018	Cash on Hand	45,000	
	Loan No.13		45,000
<i>Long-term Investment Loan</i>			

❖ Instructions for This Task:

- In case cash & bank accounts didn't appear in the ledger list, press (F12: configure) then activate the choice “Allow cash accounts in journal vouchers”.

B. Purchase Vouchers:

Supplier Invoice No.	Party A/c Name	Date	Purchase Ledger	Particulars		
				Name of Item	QTY	Rate
1000	Vendor 1	02-02-2018	Hardware Purchase	Computer HP	3	800
				Computer LG	4	700
Narration: Hardware purchasing on account from vendor 1						

Supplier Invoice No.	Party A/c Name	Date	Purchase Ledger	Particulars		
				Name of Item	QTY	Rate
1400	Vendor 3	02-02-2018	Software Purchase	Win Program	10	125
				Office Program	12	90
Narration: Software purchasing on account from vendor 3						



C. Purchases Returns Voucher:

Original Invoice No.	Party A/c Name	Date	Purchase Ledger	Particulars		
				Name of Item	QTY	Rate
1000	Vendor 1	04-02-2018	Hardware Purchase	Computer HP	1	800
				Computer LG	1	700
Narration: Recording purchases returns						

❖ Instructions for This Task:

- To activate “Credit & Debit Notes” in Tally, Turn on the following three options from “F11 Features” window:
 - Use debit and credit notes
 - Record credit notes in invoice mode
 - Record debit notes in invoice mode

D. Sales Vouchers:

Reference No.	Party A/c Name	Date	Sales Ledger	Particulars		
				Name of Item	QTY	Rate
213	Customer 2	01-03-2018	Software Sales	Office Program	2	725
				Win Program	4	550
Narration: Software sales on account						

Reference No.	Party A/c Name	Date	Sales Ledger	Particulars		
				Name of Item	QTY	Rate
217	Customer 3	01-03-2018	Hardware Sales	Computer HP	1	2,350
				Computer LG	2	2,100
Narration: Hardware sales on account						

E. Sales Returns Voucher:

Original Invoice No.	Party A/c Name	Date	Sales Ledger	Particulars		
				Name of Item	QTY	Rate
213	Customer 2	01-05-2018	Software Sales	Win Program	1	550
Narration: Recording sales returns						



❖ **Instructions for This Task:**

- To activate “Credit & Debit Notes” in Tally, Turn on the following three options from “F11 Features” window:
 - Use debit and credit notes
 - Record credit notes in invoice mode
 - Record debit notes in invoice mode

F. Receipt Voucher:

Date	Account	Particulars		Method of Adj.	Narration
		Acc.	Amount		
01-06-2018	Cash on Hand	Customer 2	1,250	On Account	Cash received from customer 2

G. Payment Voucher:

Date	Account	Particulars		Method of Adj.	Narration
		Acc.	Amount		
02-06-2018	Petty Cash	Vendor 2	1,400	Advance	Payment in advance to vendor 2

H. Contra Voucher:

Date	Account	Particulars		Narration
		Acc.	Amount	
01-07-2018	Byblos Bank	Cash on Hand	3,200	Funds transfer



Part III: Reporting

Generate detailed report for each item of the list below that covers the period from 01/01/2018 to 31/12/2018.

- A. Balance Sheet*
- B. Profit & Loss A/C*
- C. Stock Summary*
- D. Trial Balance*
- E. Ledger of Cash on Hand*
- F. Sales Register*
- G. Purchase Register*

❖ **Instructions for This Task:**

Capture each report and save it as a JPEG image on your *Desktop* and name it as follows:

- A. Balance Sheet >>> BS-Your Name*
- B. Profit & Loss A/C >>> PL-Your Name*
- C. Stock Summary >>> SS-Your Name*
- D. Trial Balance >>> TB-Your Name*
- E. Ledger of Cash on Hand >>> LC-Your Name*
- F. Sales Register >>> SR-Your Name*
- G. Purchase Register >>> PR-Your Name*

❖ **Important Note:**

The final exam will include, **but not limited to**, the above questions

End of Question Bank