

Maharashtra State Board 12th Book Keeping & Accountancy Solutions Chapter 10 Computer in Accounting

1. Objective questions:

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

Question 1.

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

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

Answer:

- (c) Voucher

Question 2.

_____ displays the balance day-wise for a selected voucher type.

- (a) Record book
- (b) Ledger book
- (c) Journal book
- (d) Daybook

Answer:

- (d) Daybook

Question 3.

Fixed Deposit A/c comes under _____ group.

- (a) Investments
- (b) Current liability
- (c) Bank A/c
- (d) Current asset

Answer:

- (a) Investments

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

Question 1.

The details of Bills receivable are maintained in this record.

Answer:

Sundry Debtors

Question 2.

Tally software is classified into this category.

Answer:

Mercantile

Question 3.

The short key is used to save or accept the information.

Answer:

Ctrl + A

Question 4.

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

Answer:

Pirated Software

Question 5.

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

Answer:

Automation

C. State whether the following statements are true or false with reason:

Question 1.

Alt + D is the short key for delete voucher entries.

Answer:

This statement is True.

To delete voucher entries, people use the Alt + D key.

Question 2.

In Tally, the F6 Function key is for the payment vouchers.

Answer:

This statement is False.

In Tally, the F6 Function key is useful for receipt vouchers.

Question 3.

Legal software is fully functional software without any restriction.

Answer:

This statement is True.

The base of the legal software is fully functional, safe, and legal, so one can use this kind of software without any hesitation and restriction.

Question 4.

Salary Account comes under Indirect expenses.

Answer:

This statement is True.

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

Question 5.

Accounting software may not be customized to meet the special requirement of the user.

Answer:

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 Sentences:

Question 1.

What is CAS?

Answer:

CAS means Computerized Accounting System which helps business firms to implement accounting processes and makes it user friendly with automation.

Question 2.

Write the steps to create a ledger account in tally.

Answer:

Steps to create a ledger account in the tally are as follows:

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

Question 3.

How to view reports in Tally?

Answer:

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

Question 4.

State the various types of vouchers.

Answer:

Following are the various voucher types:

1. F4 Contra voucher – For cash deposited in the bank and cash withdrawn from the bank, Transfer from one cash A/c to another 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 a credit purchase

Question 5.

Write the steps to create a company.

Answer:

Following are the steps to create a company:

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

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