



# THE INSTITUTE OF COMPUTER ACCOUNTANTS

27, N. S. Road, Kolkata – 700001  
Offline Question Paper | Tally.ERP 9  
Paper Code: 02061901

Full Marks: 100

Time: 60 min.

- 1) Open your Student Login portal through your user ID and password. Then do the following: [05]
  - a) Click on download button and extract it
  - b) Open Tally Document for Set1 document file and do the work as per given instruction
  - c) After completion all the work upload the tally backup file and backup of Question no. 12 from your student login
- 2) Create a company with “Your Code & Question Paper Code Pvt. Ltd.” Based on West Bengal with the following details for the financial year 2018-2019. [05]  
**Company Address:** 17, Gariahat Road, Gariahat, Kolkata – 700 019  
\* PAN No.: AAAGM0289C, TAN No.: ARTF47851K, GSTIN: 19AAAGM0289C1ZG
- 3) Create the following ledgers.  
Furniture – 120000, Loan from IDBI Bank – 60000, Cash in hand – 55000, Axis Bank – 580000, Outstanding Electricity Bill – 30520, Profit & Loss A/c – 75000, Petty Cash – 30000, Capital – Remaining Amount [08]
- 4) Open ‘DOCUMENT 1’ and pass the required entries and on the next day paid the amount by cheque no. 152369. [07+03]
- 5) On 02.02.2019 Company paid ₹60000 by cheque no. 152370 as Advertisement like below: [07]  
News Channel – 40%, Website – 35%, News Papers – 25%
- 6) Open ‘DOCUMENT 2’ and pass the necessary entry. On the same day paid the amount by cheque no. 152371. [09+03]
- 7) Create a Price List as below: [07]

Item Name	Qty		Rate	Disc. %
	From	To		
Pantene Conditioner		5	150	
	6	14	148	1%
	15	24	142	5%
	25	39	138	
	40	69	135	8%
	70		130	10%

- 8) Open ‘DOCUMENT 3’ and pass the necessary entries by using price list. On the same day Company received 60% of the full amount by ICICI Bank cheque no. 395648. [08+03]
- 9) On 02.03.2019 Company paid the TDS amount to the Govt. by cheque no. 152372. [06]
- 10) Now open ‘DOCUMENT 4’ and pass the necessary entries. On the next day received 90% of bill amount as full and final settlement through PNB cheque no. 395642. [08+05]
- 11) On 31.03.2019 Company purchased a **Machinery [HSN: 84538000]** worth ₹95000 with 12% GST from **Machinery World [GSTIN: 19AABCS1429B1ZR]**. On the same day pay the bill amount through cheque no. 152373. [07+03]
- 12) Export the Balance Sheet in JPEG Format and keep it in the folder that you have downloaded. [06]