

## Overview of Tally ERP 9

### **Q1. Mention what is the shortcuts for Voucher Creation and Alteration Screen in Tally ERP 9?**

For Tally ERP 9, to create any master (ledger, stock item) on the voucher or alteration screen, you have to enter Alt+C.

To alter or configure any master item on a voucher, you have to select specific ledger or stock item on the sales voucher screen and press Ctrl+Enter.

### **Q2. Mention what is the shortcut to repeat the narration on a voucher?**

To repeat the narration on a voucher, press Ctrl+R.

### **Q3. Explain in Tally ERP 9, how you can view profit and loss statement?**

To view the profit and loss statement, click **F1: Detailed** and it will display the information based on the default primary groups. With every transaction/voucher that is entered is updated instantly.

### **Q4. Explain how you can generate schedule VI profit & loss account using auditor's edition of Tally ERP 9?**

Using auditor's edition of Tally ERP 9, the schedule-VI balance sheet can be generated. For that

- Go to the gateway of Tally ->Audit & Compliance->Financial Statements->Profit & Loss account
- Press Ctrl+3 to load the previous year's company to generate the Schedule VI profit & loss account with two year's data

### **Q5. Explain what trial balance is and how you check trial balance in Tally ERP9?**

Trial Balance is basically a summary of all the ledger balances and checks whether the figures are correct and balanced. It is a way to confirm that the journal entries are correctly posted to the general ledger. In trial

balance, the total of all debts balances should be equal the total of all the credit balances.

**Q6. Explain what is the default configuration Tally ERP 9 provides for Balance Sheet?**

Balance Sheet in Tally ERP 9 will display two columns with Liabilities and Assets. The balance sheet displays the closing balances of all the primary groups or capital accounts and the net profit for the period.