

SEM VI
SUBJECT: COMPUTERISED ACCOUNTING (Sec6.1Chg)
TEACHER: SANDIP BHATTCHARYYA & AMIT MITRA

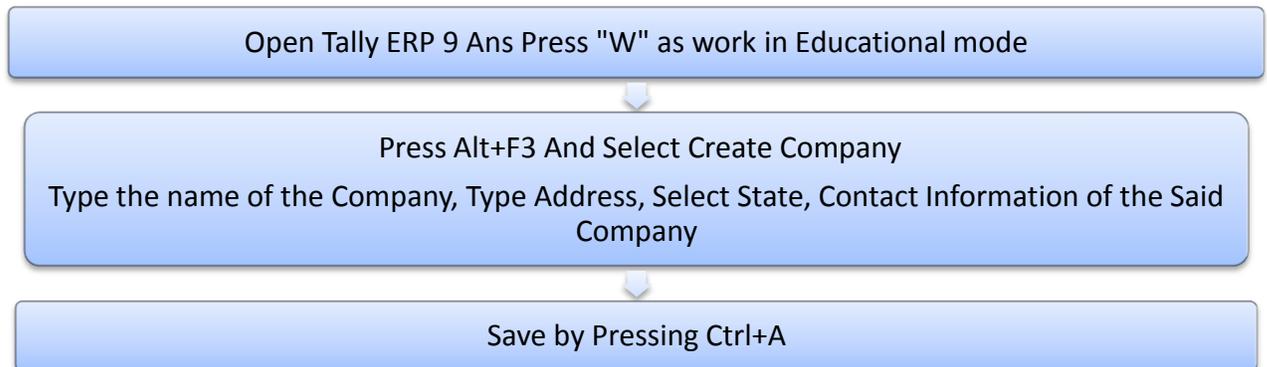
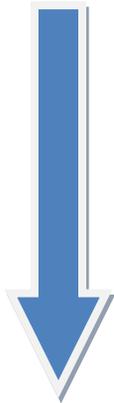
Probable Model Questions:

FULL MARKS : 50

1. How the Company Created in Tally.

Marks: 05

Ans:



2. Suppose A Company has Its Branch in Kolkata. In Kolkata Branch There Are Two Employees in Two Departments. One Employee Namely Mr. P Who Belongs to Accounts Department Basic Salary (For Example) Rs.10000/- And Another Employee Namely Mr.Q Who Belongs to Sales Department Basic Salary (For Example) Rs.16000/-. Draft the Employee pay Roll In Tally With Some Hypothetical Assumptions.

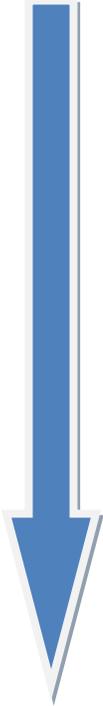
Marks: 10

Ans:

In Payroll Accounting The Salary Structure May be Assumed As:

- Basic Salary
- Dearness Allowances (DA)
- House Rent Allowances (HRA)
- Employees Provident Fund (PF)

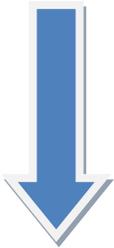
Step 1: (For Configuration of PayRoll Process)



- Gate Way of Tally
- Press Alt+F3
- Select the Company in Which the Pay Roll Accounting Is to Be Activated
- Press F11 And Then Press F1
- Put Yes Beside Maintain Payroll And then Put Yes Beside Maintain More Than One Payroll category
- Save (Ctrl+A)
- Ten Again Go to Gate Way of Tally
- Press F11 And then Press F3
- Put Yes Beside Enable Payroll Category
- Put Yes Beside Set Alter Payroll Details
- Type the Company Code under Provident Fund, ESI, NPS
- Type 26 As the Standard Working days Per Month
- Type the Company TAN Number
- Select Others As the Deductee Type
- Save (Ctrl+A)
- Then Again Save (Ctrl+A)

Step 2: (For Create Payroll Info)

1.Employee Category:



- Gate Way of Tally
- Select Pay Roll Info
- Select Employee Category
- Create
- Type Kolkata Branch Under Name
- Save (Ctrl+A)

2.Employee Group:

- 
- Gate Way of Tally
 - Select Pay Roll Info
 - Select Employee Group
 - Create
 - Press Backspace And Select Kolkata Branch
 - Press Enter
 - Type Accounts Department Under name
 - Save (Ctrl+A)
 - Then Again Go To Gate Way of Tally
 - Select Pay Roll Info
 - Select Employee Group
 - Create
 - Press Backspace And Select Kolkata Branch
 - Press Enter
 - Type Sales Department Under name
 - Save (Ctrl+A)

3.Employees:

- 
- Gate Way of Tally
 - Select Pay Roll Info
 - Select Employees
 - Create
 - Press Backspace And Select Kolkata Branch
 - Type Mr. P Under Name
 - Select Accounts Department Instead of Primary (List Displayed)
 - Type Date of Joining (Example Mr. P Joined on 01-04-2020)
 - Type Employee Number
 - Select Gender (Example: For Mr.P : Select Male)
 - Type All the Details of the Employees
 - Type PAN Number of the Employes, PF Number, UAN Number, EPS Number of the Employees
 - Save (Ctrl+A)
 - Then Again Go to Gate Way of Tally
 - Select Pay Roll Info
 - Select Employees
 - Create
 - Press Backspace And Select Kolkata Branch
 - Type Mr. Q Under Name
 - Select Sales Department Instead of Primary (List Displayed)



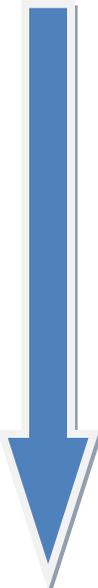
- Type Date of Joining (Example Mr. Q Joined on 01-04-2020)
- Type Employee Number
- Select Gender (Example: For Mr.Q : Select Male)
- Type All the Details of the Employees
- Type PAN Number of the Employees, PF Number, UAN Number, EPS Number of the Employees
- Save (Ctrl+A)



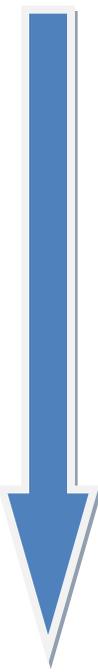
4.Units (Work)

- Gate Way of Tally
- Select Pay Roll Info
- Select Units (Work)
- Create
- Type Hours Under Symbol
- Save (Ctrl+A)
- Then Again Go To Gate Way of Tally
- Select Pay Roll Info
- Select Units (Work)
- Create
- Type Minutes Under Symbol
- Save (Ctrl+A)
- Then Again Go To Gate Way of Tally
- Select Pay Roll Info
- Select Units (Work)
- Create
- Press Backspace And Select Compound As Type
- Select Hours In First Unit And Enter
- Select (of) 60 Minutes
- Save (Ctrl+A)

5.Attendance/ Production Types:

- 
- Gate Way of Tally
 - Select Pay Roll Info
 - Select Attendance/ Production Types
 - Create
 - Type Present
 - Select Attendance / Leave with Pay
 - Save (Ctrl+A)
 - Then Again Go To Gate Way of Tally
 - Select Pay Roll Info
 - Select Attendance/ Production Types
 - Create
 - Type Absent
 - Select Leave Without Pay
 - Save (Ctrl+A)

6.Pay Heads:

- 
- Gate Way of Tally
 - Select Pay Roll Info
 - Select Pay Heads
 - Create
 - Type Basic Salary Under Name
 - Select Earnings For Employees Under Pay Head Type
 - Income Type: Fixed
 - Type Indirect Expenses As Under
 - Put Yes Besides Effect On Net Salary
 - Put Yes Besides Calculation of Gratuity
 - Put Yes Beside Set Alter Income tax Details
 - Select Other Earnings And Allowances (Fully taxable) , Select Projected Value And then Press Enter
 - Select Flat rate As the Calculation Type
 - Calculation Period : Months
 - Save (Ctrl+A)



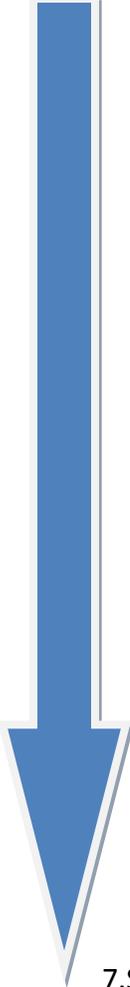
Similar Way to Create Another Pay Heads:

- Gate Way of Tally
- Select Pay Roll Info
- Select Pay Heads
- Create
- Type Dearness Allowances (DA) Under Name
- Select Earnings For Employees Under Pay Head Type
- Income Type: Variable
- Type Indirect Expenses As Under
- Put Yes Besides Effect On Net Salary
- Put Yes Besides Calculation of Gratuity
- Put Yes Beside Set Alter Income tax Details
- Select Dearness Allowances, Select Projected Value And then Press Enter
- Select Computed Value As the Calculation Type
- Calculation Period : Months
- Select Specified Formula Under Computation Information
- Select Basic Salary Pay Head Under Function
- Then Select End of the List
- Then Press Enter
- Effective From date: 01-04-2020
- Enter
- Select Percentage As the Calculation Type
- Type Percentage (For Example: 60%)
- Enter
- Save (Ctrl+A)

Similar Way to Create Another Pay Heads:

- Gate Way of Tally
- Select Pay Roll Info
- Select Pay Heads
- Create
- Type House Rent Allowances (HRA) Under Name
- Select Earnings For Employees Under Pay Head Type
- Income Type: Variable
- Type Indirect Expenses As Under
- Put Yes Besides Effect On Net Salary
- Put Yes Beside Set Alter Income tax Details
- Select House Rent Allowances, Select Projected Value And then Press Enter
- Select Computed Value As the Calculation Type
- Calculation Period : Months
- Select Specified Formula Under Computation Information
- Select Basic Salary Pay Head Under Function
- Then Select Add Pay Head
- Select Dearness Allowances
- Then Select End of the List
- Then Press Enter
- Effective From date: 01-04-2020
- Enter
- Select Percentage As the Calculation Type
- Type Percentage (For Example: 30%)
- Enter
- Save (Ctrl+A)





Similar Way to Create Another Pay Heads:

- Gate Way of Tally
- Select Pay Roll Info
- Select Pay Heads
- Create
- Type Employees Provident Fund (PF) Under Name
- Select Employees Statutory Deduction Under Pay Head Type
- Select Statutory Pay Type: PF (Account No. 1)
- Type Current Liabilities As Under
- Put Yes Besides Effect On Net Salary
- Put Yes Besides Calculation of Gratuity
- Select Computed Value As the Calculation Type
- Calculation Period : Months
- Select Specified Formula Under Computation Information
- Select Basic Salary Pay Head Under Function
- Then Select End of the List
- Then Press Enter
- Effective From date: 01-04-2020
- Enter
- Select Percentage As the Calculation Type
- Type Percentage (For Example: 12%)
- Enter
- Save (Ctrl+A)

7.Salary Details:

- 
- Gate Way of Tally
 - Select Pay Roll Info
 - Select Salary Details
 - Define
 - Select Mr. P From the List of the Employees (Displayed)
 - Select Effective From : 01-04-2020
 - Enter
 - Select Basic Salary From the List of the Pay Heads
 - Enter the Basic Salary Amount For the Employee Mr. P (For Example: Rs.10000/-)
 - Enter
 - Select Dearness Allowances (DA) From the List of the Pay Heads
 - Enter
 - Select House Rent Allowances (HRA) From the List of the Pay Heads
 - Enter
 - Select Employees Provident Fund (PF) From the List of the Pay Heads
 - Enter

- Save (Ctrl+A)

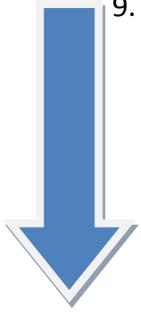
Similar Way to Enter the Salary Details of the Employee Mr. Q:

- Gate Way of Tally
- Select Pay Roll Info
- Select Salary Details
- Define
- Select Mr. Q From the List of the Employees (Displayed)
- Select Effective From : 01-04-2020
- Enter
- Select Basic Salary From the List of the Pay Heads
- Enter the Basic Salary Amount For the Employee Mr. Q (For Example: Rs.16000/-)
- Enter
- Select Dearness Allowances (DA) From the List of the Pay Heads
- Enter
- Select House Rent Allowances (HRA) From the List of the Pay Heads
- Enter
- Select Employees Provident Fund (PF) From the List of the Pay Heads
- Enter
- Save (Ctrl+A)

8. PayRoll Vouchers:

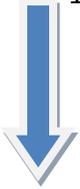
- Gate Way of Tally
- Select Pay Roll Vouchers
- Enter
- Select Attendance Auto fill
- Select Voucher Date: 30-04-2020 / 01-05-2020
- Select Kolkata Branch Form the List As the Employee Category
- Select All Items Under the Employees
- Select Present From the List As the Attendance / Production Type
- Save (Ctrl+A)
- Select Cash Or Bank Name As the Account Name
- Select Pay roll Auto Fill
- Select Salary Under the Processed For
- Select Beginning date : 01-04-2020
- Select End Date: 01-05-2020
- Select Kolkata Branch As the Employee Category
- Select All Items As the Employees
- Select Cash Or the Bank name As the Cash Ledger
- Enter
- Save (Ctrl+A)
- Then The Data of the Employees of the Kolkata Branch Will be Filled Up Automatically
- Then Enter And Type Pay for 01-04-2020 to 01-05-2020 As the Narration

- Save (Ctrl+A)



9.To Show Pay Slip:

- Gate Way of Tally
- Select Display
- Pay Roll Reports
- Select Pay Slip
- Select Single Pay Slip
- Select the Employee name
- Select the Month For Which the Pay Slip Is Required



10.To Print Pay Slip:

- Select the Pay slip
- Press Alt+P
- Select Print Preview By Put Yes Besides the Print Preview
- Press Alt+Z to View the Pay slip.

3. Purchase From Mr A 1200 units of Pen @ Rs.10/- per pen With GST (Inter State) @18%

Marks: 05

Ans:

Inter State GST Means Input IGST @18% on Rs.12000/- (1200 unit X Rs.10)

Input IGST Amount = Rs.2160/-

- 
- Open Tally ERP 9 Ans Press "W" as work in Educational mode
 - Press Alt+F3 And Select the Company
 - Press F11 And then F3 (Statutory Taxation) And GST Enabled
 - In Buyer: Select the State (Namely West Bengal) GST number Starting From 19 (Example: 19AAAAAAAAAA)
 - Select Intrastate Threshold limit Rs.100000/- (For West Bengal)
 - Save (Ctrl+A)
 - Gate Way of Tally
 - Accounts Info
 - Go to Ledger
 - Create
 - Type Purchase under Purchase A/C(Select From the List of Groups)
 - Save (Ctrl+A)
 - Go to Gate Way of Tally
 - Accounts Info
 - Go to Ledger
 - Create
 - Type Mr A under Sundry Creditors A/C(Select From the List of Groups)
 - Select the State in the Ledger of Mr A Other then the Buyer State(Namely Gujrat)
 - Select the GST Number Starting From 24 (Example: 24BBBBBBBBBB)
 - Save (Ctrl+A)
 - Create Stock Item Pen By Pressing Alt+C Under the name of the Item
 - In Stock Item Pen, Create Stock Unit (Pcs: Full Form: Pieces) by Pressing Alt+C then Save
 - In stock Item Pen, Select GST Applicable And Put "Yes" Beside Set Alter GST Details, Give HSN Code (Example: 2945), Taxability: Taxable, And Give the Rate @18% And Save (Ctrl+A)
 - Save (Ctrl+A)
 - Go to Accounting Voucher
 - Type Quantity 1200, Rate: Rs.10/-, And Amount: Rs.12000/-
 - Enter
 - Create Input IGST Ledger under Duties And taxes, Type of Duty: GST, Integrated Tax, Rate: 18%
 - Save (Ctrl+A)
 - Then Save the Entire Transaction by Pressing Save (Ctrl+A)

4. Following details are available of an individual:

Name	Raman Gupta
Father's Name	Ashok Gupta
PAN	AABPM2680G
Date of Birth	28/04/1986
Address	36, Picnic Garden, Kolkata-700091, West Bengal
Mobile No	9674859362
Email id	raman@gmail.com
Residential Status	Resident and ordinarily Resident
Return filed u/s	139(1)
Type of Return	Original Return
Occupation Details	Employed under: ABC Group of Companies 29, New Alipore Road, Kolkata-700039
PAN of Employer	AGPCM4167Q
No of Bank Accounts (any time during the year)	1
Bank Account Details:	
Name of Bank	HDFC Bank
Branch	HDFC Kolkata Main
Account No.	30547896320
IFSC Code	HDFC0000006
Date of Filing Return	25/06/2019
Place of Filing Return of Income	Kolkata

Details of Income:

Particulars	Amount
Income from salaries(As per from 16 provided by Employer)	
Salary income	12,35,000
Income from other sources:	
Bank interest received from HDFC Bank	37,050
Investment Eligible for Deductions:	
L.I.C Premium	69,550
P.P.F	25,000
Donation made under 80G(Eligible for 50% Deductions):	
Paid by Cheque	36,000
Paid by Cash	8,000
TDS Deducted by Employer	1,35,000

Prepare and File Income Tax Return. State which ITR should he use to file. (15 Marks)

Ans:

The assessee is an individual who is a **resident and ordinary resident**, whose total income for the assessment year 2019-20 does not, exceeds **Rs.50 lakh** and who has income under the following heads:

- a) Income from salary
- b) Income from other sources

So we shall use from **ITR 1** to prepare and file his return of income.

FORM	INDIAN INCOME TAX RETURN			Assessment Year 2 0 19 - 20
	ITR-1 SAHAJ	[For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5 thousand] [Not for an individual who is either Director in a company or has invested in unlisted equity shares] (Refer instructions for eligibility)		
PART A GENERAL INFORMATION	First Name	Middle Name	Last Name	PAN
	Raman		Gupta	AABPM2680G
	Aadhaar Number [12 Digits]			256312458965
	Aadhaar Enrolment Id [Note: If Aadhaar Number is not yet allotted, then Aadhaar Enrolment Id is required. All the digits in enrolment ID & Date and time of enrolment to be entered continuously. For example Enrolment ID: 1234/12345/12345 & Date/Time of enrolment: 01/12/2016 11:50:22 to be entered as 1234123451234501122016115022]			
Flat / Door / Block No.	Name of Premises / Building / Village		Date of Birth (DD/MM/YYYY)	

36	28/04/1986		
Road / Street/ Post Office	Area / Locality	Town/ City/ District	
Picnic Garden	Kolkata	Kolkata	
State	Country	Pincode	Nature of Employment
32-WEST BENGAL	INDIA	700091	Others

Email Address	Mobile Number	Filed u/s Filed in response to notice u/s
raman@gmail.com	91 9674859362	139(1)-On or before due date

If revised/defective

Receipt Number		Date of Filing Original Return	
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If filed in response to notice u/s 139(9)/142(1)/148/153A/153C or order u/s 119(2)(b)-

Unique Number		Date of such Notice or Order	
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i	Gross Salary (ia + ib + ic)		1235000	
	a	Salary as per section 17(1)	1235000	
	b	Value of perquisites as per section 17(2)		
	c	Profits in lieu of salary as per section 17(3)		
i	Less : Allowances to the extent exempt u/s 10 (Ensure that it is included in salary income u/s 17(1)/17(2)/17(3))		0	
1	Sl.No.	Nature of Exempt Allowance	Description (If 'Any Other' selected)	Amount
	1	(Select)	Not Applicable	

	2	(Select)	Not Applicable	
	Add Rows			
	i	Net Salary (i – ii)	1235000	
	i	Deductions u/s 16 (iva + ivb + ivc)	40000	
	v	a	Standard Deduction u/s 16(ia)	40000
		b	Entertainment Allowance u/s 16(ii)	
		c	Professional Tax u/s 16(iii)	
	v	Income chargeable under the Head ‘Salaries’ (iii-iv)	1195000	
	Type of House Property		(Select)	
	i	Gross rent received/ receivable/ letable value during the year		
i	Tax paid to local authorities			
i	Annual Value (i – ii)	0		
2	i	30% of Annual Value	0	
v	Interest payable on borrowed capital			
v	i	Arrears/Unrealized Rent received during the year Less 30%		
v	i	Income chargeable under the head ‘House Property’ (iii – iv – v)+ vi Note : Maximum Loss from House property that can be set-off is INR 2,00,000. To avail the benefit of carry forward and set off of loss, please use ITR-2"	0	
Income from Other Sources		37050		
SI.N	Nature of Income	Description (If 'Any	Amount	

HOUSE PROPERTY

	o.		Other' selected)
3	1	Interest from Deposit (Bank/Post Office/Cooperative Society)	Not Applicable 37050
	2	(Select)	Not Applicable

Add Rows

Less: Deduction u/s 57(iia) (In case of family pension only)

Gross Total Income (If loss, put the figure in negative) (1+2+3)

4 Note: To avail the benefit of carry forward and set off of loss, please use ITR-2 1232050

DEDUCTIONS

5 Part C – Deductions and Taxable Total Income (Refer instructions for Deduction limit as per Income-tax Act)			Amount	System Calculated
a	80C - Life insurance premia, deferred annuity, contributions to provident fund, subscription to certain equity shares or debentures, etc.	5a	94550	94550
b	80CCC - Payment in respect Pension Fund	5b		0
c	80CCD(1) - Contribution to pension scheme of Central Government	5c		0
d	80CCD(1B) - Contribution to pension scheme of Central Government	5d		0
e	80CCD(2) - Contribution to pension scheme of Central Government by employer	5e		0
f	80CCG - Investment made under an equity savings scheme	5f		0

	80D			
g	a) Health insurance premium	(Select)	5ga	0
	b) Medical expenditure	(Select)	5gb	
	c) Preventive health check-up	(Select)	5gc	
h	80D - Maintenance including medical treatment of a dep	(Select)	5h	0

	end ent who is a pers on with disa bilit y			
i	80D DB - Med ical trea tme nt of spec ified dise ase (Select)	5i		0
j	80E - Interest on loan taken for higher education	5j		0
k	80EE - Interest on loan taken for residential house property	5k		0
l	<u>80G - Donations to certain funds, charitable institutions, etc. (Please fill 80G Schedule. This field is auto-populated from schedule.)</u>	5l	4000	4000
m	80GG - Rent paid	5m		0
n	<u>80GGA - Certain donations for scientific research or rural development (Please fill 80GGA Schedule. This field is auto-populated from schedule.)</u>	5n	0	0
o	80GGC - Donation to Political party	5o		0

p	80TTA - Interest on saving bank Accounts in case of other than Resident senior citizens	5p		0
q	80TTB- Interest on deposits in case of Resident senior citizens	5q		0
r	80U - In case of a person with disability (Select)	5r		0
6	Total Deductions (Total of 5a to 5r)	6	98550	6 98550
7	Total Income (4 - 6)			7 1133500
Exempt Income: For reporting purpose				
Sl. No.	Nature of Income	Description (If 'Any Other' selected)	Amount	
1	(Select)	Not Applicable		
2	(Select)	Not Applicable		
Add Row(s)				
Total Exempt Income				0
8	Tax Payable on Total Income		8	152550
9	Rebate u/s 87A		9	0
1	Tax Payable After Rebate (8-9)		1	152550

0		0	
1 1	Health and Education Cess @4% on (10)	1 1	6102
1 2	Total Tax & Cess (10+11)	1 2	158652
1 3	Relief u/s 89 (Please ensure to submit Form 10E to claim this relief)	1 3	0
1 4	Balance Tax after Relief (12-13)	1 4	158652
	Interest u/s 234 A	1 5 a	1888
1 5	Interest u/s 234 B	1 5 b	3068
	Interest u/s 234 C	1 5 c	1190
	Fee u/s 234F	1 5 d	10000
1 6	Total Interest, Fee Payable (15a + 15b + 15c+15d)	1 6	16146
1 7	Total Tax , Fee and Interest (14 + 16)	1 7	174798

TDS

18 TDS1		Details of Tax Deducted at Source from SALARY [As per FORM 16 issued by Employer(s)]		
Sl.No.	Tax Deduction Account Number (TAN) of the Deductor	Name of Deductor	Income chargeable under Salaries	Total Tax Deducted
	(1)	(2)	(3)	(4)
1	DELI07933V	ABC Group of Companies	1235000	135000
2				
3				
4				
Total				135000
Add Row(s)				

TAX PAID AND VERIFICATION

		e-PayTax			
TAXES PAID	2	Total Taxes Paid			
	3	PLEASE NOTE THAT CALCULATED FIELDS (IN WHITE) ARE PICKED UP FROM OTHER SCHEDULES AND ARE NOT TO BE ENTERED. For ex : The taxes paid figures below will get filled up when the Schedules linked to them are filled.			
	a	Total Advance Tax Paid (from item 21)		0	
	b	Total TDS Claimed (Total from item 18 + item 19 + item 20)		135000	
	c	Total TCS Claimed (Total from item 22)		0	
d	Total Self Assessment Tax Paid (from item 21)		0		
2	4	Total Taxes Paid (23a+23b+23c+23d)		135000	
2	5	Amount Payable (17-24) (if 17 is greater than 24)		39800	
2	6	Refund (24-17) (if 24 is greater than 17)		0	
(i)	Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)				
	Sl. No.	IFS Code of the Bank	Name of the Bank	Account Number	Select Account for Refund

				Credit
1	HDFC00000 06	HDFC BANK	30547896320	<input checked="" type="checkbox"/>
2				<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Row(s)</div>				

NOTE:

1. Minimum one account should be selected for refund credit
2. In case of Refund, multiple accounts are selected for refund credit, then refund will be credited to one of the account decided by CPC after processing the return

VERIFICATION

I,	RAMAN GUPTA	son/daughter of	ASHOK GUPTA
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solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions

of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as

Self

and I am also
competent to
make

this return and verify it.

**I am holding
Permanent Account
Number**

AABPM2680G

Date (System Date)

25/06/2019

Place

KOLKATA

2 If the return has been prepared by a Tax Return Preparer (TRP) give further details
8 below:

Identification No. of
TRP

Name of TRP

If TRP is entitled for any reimbursement from
the Government, amount thereof

NOTE :

1. **Submission date** is the system date of e-Filing portal of Income Tax Department. The same is available in the Acknowledgement/ITR-V generated after submission of return.
2. **Verification Date** is the date of e-Verification at e-Filing portal of Income Tax Department or the date of receipt of ITR-V at CPC, Bengaluru. The same will be available in View Returns/Forms option of e-Filing portal. In case of e-Verification, it is available in Acknowledgement

80G

B	Donations entitled for 50% deduction without qualifying limit										
	Sl.No.	Name of donee	Address	City or Town or District	State Code	Pincode	PAN of Donor	Amount of donation		Total Donation	Eligible Amount of Donation
								Donation in cash	Donation in other mode		
1	INDIRA GANDHI MEMORIAL TRUST	KOLKATA	KOLKATA	32-WEST BENGAL	700039	HYRPM1254K	36000		36000	0	
2				(Select)				8000	8000	4000	
3				(Select)					0	0	
4				(Select)					0	0	
Total B							36000	8000	44000	4000	

Add Row(s)	(Do Not Delete Blank Rows)
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5.

A. Create a table called **Employees** having the following structure:

Field Name	Data type
Social security Number	Short Text
Last Name	Short Text
First Name	Short Text
Date Hired	Date /Time
Salary	Currency

Set the field **Social security Number** as the primary key.

Set the **Required** field property of the fields **Social security Number**, **Last Name** and **First Name** to **Yes**.

Set the **Field Size** field property of the field **Social security Number** to **11**.

Set the **Field Size** field property of the field **Last Name** to **50**.

Set the **Field Size** field property of the field **First Name** to **50**.

B. Enter the following data for the **Employee** table:

Social security Number	Last Name	First Name	Date Hired	Salary
000-00-0000	"Your Last Name"	"Your First Name"	25/08/2017	75,000
111-11-1111	Singh	Aman	15/09/2017	82,000
222-22-2222	Sen	Koyel	12/10/2018	58,500
333-33-3333	Shaw	Krishna	25/03/2019	65,000

(10 Marks)

Ans:

Step 1: create a blank database

Click on **blank database** icon.

The file name text box appears in the right corner of the screen.

Type a descriptive **file name** for your database.

You may want to click the **browse** icon to specify a different folder or drive to store your database.

Click **create**.

Access displays a blank table and an add new field text box. Displaying your database in rows and columns in datasheet view.

Step 2:

View >datasheet view>put the table name as '**Employees**'>save it.

Then put the field name and data type as described in the question.

Field Name	Data type
Social security Number	Short Text
Last Name	Short Text
First Name	Short Text
Date Hired	Date /Time
Salary	Currency

The first field is by default **primary key**.so social security number is set as **primary key**.

Then click on the field name such as **Social security Number**, **Last Name**, and **First Name** and in the field property set the **required** field "**yes**".

Then click on social security number field name set the **field size 11** in field property.

Then click on Last name field name set the **field size 50** in field property.

Then click on First name field name set the **field size 50** in field property.

Step 3:

View >datasheet view>put the employee details in the table as described in the question.

Social security Number	Last Name	First Name	Date Hired	Salary
000-00-0000	"Your Last Name"	"Your First Name"	25/08/2017	75,000
111-11-1111	Singh	Aman	15/09/2017	82,000
222-22-2222	Sen	Koyel	12/10/2018	58,500
333-33-3333	Shaw	Krishna	25/03/2019	65,000

Then save the table.

Note: The Previous Year Question Papers/ Model Question Papers is Not Available for this Paper. Therefore the Above Mentioned Probable Model Questions Are Given Here.