**Name of the College: R.G.P.G College, Meerut**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reg no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:90 Min Max Marks: 100 Marks **ADV-** **Set-1**

**EXAM OF TALLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **QUESTION\_STATEMENT** | **ANS\_A** | **ANS\_B** | **ANS\_C** | **ANS\_D** | **ANS\_E** | **Ans** |
| 1 | In Tally we can maintain | Inventory only | Accounts only | Inventory with account | All of the above | Both B & C | e |
| 2 | Net Debit / Credit Balances for Reporting option of a Group | does not allow any credit balance | does not allow any debit balance | shows the accumulated balance | None of these |  | c |
| 3 | Is it possible to pay different salary to an individual who fall under the same group where salary structure are same | a) Yes | b) No |  |  |  | a |
| 4 | Tally by default provides | 5 ledgers | 4 ledgers | 2 ledgers | no ledgers | None of the above | c |
| 5 | To pass reversing journal entry press | F10 | Ctrl + F10 | Alt + F10 | F9 | None of these | a |
| 6 | Through which configuration we can activate Dr / Cr instead of To / By ? | F11 | F12 | Alt+F3 | None |  | b |
| 7 | Bank OCC Accounts is the alias of | Bank Accounts group | Bank Overdraft group | Both | None of these |  | b |
| 8 | In Tally Simple and Compound Interest can be charged. | True | False |  |  |  | a |
| 9 | F12 - Key is also known as | Configuration window | Company Features window | Company Properties window |  |  | a |
| 10 | If a Company has splitted on 1-Sep-2004 then what will happen with the Company? | Company data till 31-Aug-2004 will be deleted | Company data will be shifted to a new Company | Actual Company will be divided into two parts. | Actual Company will remain unchanged and other two companies will be generated. | None of these | d |
| 11 | Bad Debts are recorded in | Income | Expense | Liabilities | Capital | None of these | B |
| 12 | Which tax is a single unified indirect tax system aims at uniting India’s complex taxation structure to a ‘One Nation- One Tax’ regime. | GST | Vat | Service tax | others |  | A |
| 13 | Tally can warn on negative balance of Cash. | True | False |  |  |  | a |
| 14 | To invoke Memorandum voucher press | F10 | Alt + F10 | Ctrl + F10 | None of these |  | c |
| 15 | To switch from Profit & Loss a / c to Balance Sheet we will use | F10 | alt + 10 | F11 | Ctrl + F12 |  | a |
| 16 | Which tax is not replace by GST | Central Excise Duty  CVD  CST & VAT | Entry Tax & Octroi  Surcharges & Cess levied by State govt | TDS | others |  | C |
| 17 | Which Tax Components is not a part of GST | CGST | SGST | IGST | TGST |  | D |
| 18 | To link reciept note with suppliers Invoice we use | Delivery Note | Debit Note | Credit Note | Tracking No | None of the above | d |
| 19 | Can we Create two Company having same name ? | yes | no |  |  |  | a |
| 20 | To use the expiry date for stock item turn on the option | Maintain batch wise details | Set expiry date for batches | Manufacturing date | Both A & B |  | d |
| 21 | In purchase bill we can given Tracking Number | TRUE | FALSE |  |  |  | b |
| 22 | Permanent Account Number (PAN) digit | 10-character alpha-numeric identifier | 11-character alpha-numeric identifier | 12-character alpha-numeric identifier | others |  | a |
| 23 | Started Business with cash Rs 100000. We will pass this entry using | Contra mode | Payment mode | Receipt mode | None of these |  | c |
| 24 | GST means | GST (Goods & Services Tax) | GST (Goods & Goods Simple Tax) | GST (Services & Simple Tax) | GST (Goods & Goods Tax) |  | A |
| 25 | Can we zoom any reports in tally ? | yes | no |  |  |  | a |
| 26 | Debit Note means Sales Return | Yes | No |  |  |  | b |
| 27 | For Payroll Auto Fill You can Press | a) Ctrl + F7 | b) Alt + F7 | c) Either (a) or(b) | d) none of These |  | a |
| 28 | Stock categories can be maintained in Tally | True | FALSE |  |  |  | a |
| 29 | Full form of BOM is | Bills of Month | Bill of Material | Batch of Material | None of these |  | b |
| 30 | During Voucher Entry in the amount column ALT+C stands for | Online creation of Ledgers | Online Calculation | Online Group Creation | None |  | b |
| 31 | The shortcut to Delete a Company is | Alt + Delete | Shift + Delete | Ctrl + Delete | Alt + D | Alt + X | d |
| 32 | How to switch between opened Companies | Alt + F3 | F1 | F3 | F2 | Ctrl + F3 | c |
| 33 | Cash ledger can be allowed in journal mode | true | FALSE |  |  |  | a |
| 34 | Manufacturing Journal is a | Document Class | Voucher Class | Manufacturing Class | Sales Class |  | b |
| 35 | Challan is prepared before | order | quotation | invoice | return |  | c |
| 36 | GSTIN format structure | 29ABCDE1234F2Z5 | 29ABCD51234F2Z5 | 29ABCDE1234F2Z5 | 29ABCDE1234F2 |  | a |
| 37 | Is it possible to delete the main location Godown ? | yes | no |  |  |  | b |
| 38 | Abhi further explains the set-off of taxes under GST regime | Manufacturer-Retailer- Consumer- Whole seller | Manufacturer-Whole seller-Retailer- Consumer | Whole seller-Retailer- Consumer-Manufacture | Manufacturer- Retailer -Whole seller-Consumer |  | B |
| 39 | To view current balance of ledger during voucher entry turn on the option | Show Ledger Balances from F11 | Show Ledger Current Balances from F12 | Display Current Balance from F11 | None of these |  | b |
| 40 | Debit Note & Credit Note is show in | Purchase Register | Sales Register | Journal Register | Cash book |  | c |
| 41 | Alter/Delete of Company | Company Info | Company Data | Company Delete | none of these |  | a |
| 42 | Is it possible to see the opening balance in trial balance | Yes | No |  |  |  | a |
| 43 | Depreciation ledger falls under | Indirect Incomes | Fixed Assets | Indirect Expenses | Direct Incomes |  | c |
| 44 | To see the Trial Balance choose | Gateway of Tally > Display > Trial Balance | Gateway of Tally >Trial Balance | Company Info > Trial Balance | None of these |  | a |
| 45 | Shortcut for TDS deduction in Tally is | Alt+C | Alt+S | Alt+T | Ctrl+T | Ctrl+K | b |
| 46 | Keeping a copy of data in other media is termed as | Tally Vault | Tally Audit | Restore | Backup | All of the above | d |
| 47 | Under which head Motor Car is shown? | Current Assets | Fixed Assets | Sundry Creditors | Sundry Debtors |  | **B** |
| 48 | F12 - Key is also known as | Configuration window | Company Features window | Company Properties window | None of these |  | **A** |
| 49 | Basic Salary is | Earning of Employee | Deduction of Employee | Total Earning of Employee | None of these |  | a |
| 50 | User can print Confirmation of Statement of any ledger from Tally 9.0 | True | False |  |  |  | a |
| 51 | What is the shortcut key to delete a Budget ? | Alt+B | Alt+D | Alt+C | None |  | B |
| 52 | Is it possible to assign Multiple Price levels for Invoicing ? | Yes | No |  |  |  | A |
| 53 | Company features are applicable with the current company only | True | FALSE |  |  |  | A |
| 54 | To pass the Receipt Note return choose | Rejection In | Rejection Out | Credit Note | Debit Note | None of these | B |
| 55 | """Proprietor goods taken over for personal use "" It should be passed through " | a) Payment | b) journal | c) receipts | d) None of the above |  | B |
| 56 | Gratuity Calculated after | 60 months | 55 months | 62 months | 52 months |  | **A** |
| 57 | EPS Contribution rate is? | 3.67 % | 8.33 % | 8.67 % | 3.33 % |  | B |
| 58 | To maintain stock categories one should mark | Activate interest calculation | Invoice for capital Goods | More than one cost categories | Maintain Stock categories | All of the above | D |
| 59 | which button is used for payroll auto fill | a) ctrl + F7 | b) Alt + F4 | c) ctrl + v | d) Alt + O |  | A |
| 60 | How to display the payslip report | a) GOT > Display > Day Book | b) GOT > Display > Payslip | c) GOT > Display > Payroll Reports > Stement of payroll>Payslip | d) Either (a) or (b) |  | c |
| 61 | To save a Voucher from any position press | F4 | Ctrl + U | Ctrl + A | Ctrl + V |  | C |
| 62 | Payment is an \_\_\_\_\_\_\_\_\_\_\_\_\_. | Accounting voucher | Inventory voucher | Optional voucher |  |  | **A** |
| 63 | Tally Vault password is used | To set user name & password for the company but it will not show the name of the company in Select Company List | To set user name & password for the company but it will show the name of the company in Select Company List | To lock the period of the Company | To set the password for the company but it will not view the name of the company in Select Company List |  | d |
| 64 | To maintain Godown with Inventory turn on the option | Maintain Locations in F11 | Use Godowns in F12 | Maintain Multiple Godowns in F11 | Use Multiple Locations in F12 |  | C |
| 65 | Can we zoom any reports in tally ? | yes | No |  |  |  | **A** |
| 66 | The shortcut of changing period is invoked by pressing | F2 | ALT + F2 | CTRL + F2 | F1 |  | b |
| 67 | Bill reference can be of | 4 types | 5 types | 9types | 7types | All of the above | A |
| 68 | Split Company and Group Company are not the same | Yes | No |  |  |  | a |
| 69 | Shortcut for Budget Variance | Ctlr + N | Alt + 2 | Alt + V | Ctrl + S | Alt + B | E |
| 70 | PF is calculated on | Basic | Basic & HRA | Basic, DA & HRA | Basic, DA |  | D |
| 71 | date field in voucher creation mode can be skipped | TRUE | FALSE |  |  |  | a |
| 72 | We can give opening balances to the ledger accounts at the time of | Ledger Creation | Group Creation | Voucher Entry | None of these |  | A |
| 73 | Shut down a company means to delete a company | True | False |  |  |  | B |
| 74 | To enter voucher number manually in tally we should modify | configuration window | feature window | voucher type | voucher class |  | C |
| 75 | Advance salary falls under | a) Current Assets | b) Duties and taxes | c) Loans & advances( assets) | d) a and c |  | d |
| 76 | Enable Company Logo in | F11 in Accounting Feature | F11 in Inventory Feature | F11 in Statutory Feature | None of these |  | A |
| 77 | Drawings account will be assigned with the group | Profit and Loss with Debit balance | Capital Account with Debit balance | Capital Account with Credit balance | Profit and Loss with Credit balance |  | **B** |
| 78 | There are \_\_\_\_\_\_\_\_ types of Unit of measurements | 1 | 2 | 3 | 4 |  | **B** |
| 79 | In Journal voucher Cash / Bank entry is possible. | True | False |  |  |  | A |
| 80 | Taxes Ledger Fall under which group | Loan Liabilities | Fixed Asset | Duties & Taxes | creditors |  | C |
| 81 | Expenses or Fixed Asset are allowed in Purchase Vouchers | True | False |  |  |  | **A** |
| 82 | Part number option is associated with | stock items | stock group | ledger name | unit of measurement |  | a |
| 83 | To get detail report format press | Alt + 1 | Alt + F1 | Alt + 2 | Alt + F2 |  | B |
| 84 | """Cash withdrawal for personal use"" the entry should be passed through " | a) Receipt | b) Payment | c) Contra | D) Journal |  | B |
| 85 | Shortcut key for Cancellation of Voucher | Alt + 2 | Alt + X | Ctrl + 2 | None of these |  | b |
| 86 | Can we define Credit limit for debtors & creditors ? | yes | no |  |  |  | a |
| 87 | Allow 0 valued entries in voucher option is set to Yes when we need to pass | Accounting vouchers without any value | Inventory vouchers without any value | Free goods | both a & b |  | D |
| 88 | To activate Price List how many options from F11 should be turned on? | 4 | 3 | 1 | 2 |  | C |
| 89 | To work with Track Additional Cost of Purchase you need | Voucher mode | Invoice mode | Both | None of these |  | A |
| 90 | Working Capital means | Fixed Assets - Current Liabilities | Current Assets - Current Liabilities | Current Liabilitites - Current Assets | None of these |  | B |
| 91 | We can maintain more than one user & passward in tally | True | False |  |  |  | a |
| 92 | Voucher Type option is available in | Account Info | Inventory Info | Not available | In both of A and B |  | D |
| 93 | To delete the Master which key you will use ? | Shift+d | Alt+D | Esc | Alt+c |  | B |
| 94 | "The shortcut key ""to remove a line in a report"" is" | a) Ctrl + R | b) Alt + L | c) Alt + R | d) Either (a) or (b) |  | c |
| 95 | F11 in Tally refers to | Company details | Company configuration | Company features | Company ACCOUNTS | All of the above | c |
| 96 | To switch from one inventory report to another inventory report we use | F1 | F10 | F9 | none of these |  | C |
| 97 | At the time of company creation if Accounts Only option has been selected then | we cannot pass purchase / sales transaction | we cannot maintain inventory | we cannot maintain party | A and B | A and C | B |
| 98 | Purchase order in tally Comes by | Alt + P | Ctrl+P | Alt+R | Alt+O | None of these | e |
| 99 | Single mode of Voucher entry is possible in Tally | True | False |  |  |  | a |
| 100 | CGST AND SGST Ledger fall under which group | Duties and Taxes | Current Asset | Loan Liabiliites | Loan & advance Asset |  | a |