|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sn | QUESTION\_STATEMENT | ANS\_1 | ANS\_2 | ANS\_3 | ANS\_4 | ANS\_5 | 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 through | Contra mode | Journal mode | Receipt mode | Payment mode | None of these | b |
| 12 | Is it mendatory to select the type of organization at the time of service tax configuration | a) Yes | b) No |  |  |  | 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 | At the time of ledger creation the shortcut to create online Group / Subgroup is | Insert key | Ctrl + C | Alt + C | Ctrl + Enter |  | c |
| 17 | Is it mendatory to select the service tax categories at the time of service tax ledger creation | a) Yes | b) No |  |  |  | a |
| 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 | Input tax credit will be available when the goods are purchased from | Register Dealer | Wholeseller | Retailer | Unregister dealer |  | 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 | To show VAT classification report we use | F12 at VAT Computation report | F9 at VAT computation report | F5 at VAT computation report | F7at VAT computation report | None of the above | 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 | We can not keep e-mail address in Company Creation Screen | True | False |  |  |  | b |
| 37 | Is it possible to delete the main location ? | yes | no |  |  |  | b |
| 38 | Vat report consists of | Input Vat on trading goods | Output Vat on trading goods | CST at the time of sales for trading goods | Input vat on purchase of capital goods | All of the above | e |
| 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 | The Option - Allow Component List Datails (BOM) - is used for | Purchase | Sales | Manufacturing | Voucher Class |  | c |
| 41 | Report of memorandum vouchers can be viewed through | Exception reports | Statutory master | Stock summary | 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 | Income Tax number of the Company will appear in which report? | Balance Sheet | Profit and Loss | Account Confirmation Statement | Reminder Letter |  | c |
| 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 | "Is it required to create the ledger named "" VAT refundable""" | a) Yes | b) No | c) Yes depends on situation | d) All of the above |  | c |
| 48 | Within Company alteration window we can define | an Administrator | a User | Name of the Proprietor | All of these | None of these | a |
| 49 | Is it necessary to create at least one item for maintaining price List | True | False |  |  |  | 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 | To display net balances of the account group / subgroup instead of debit and credit balances in separate columns we will activate- | Net Debit / Credit Balances for Reporting | Group behaves like a Sub-Ledger | Used for Calculation | None of these |  | a |
| 57 | Debit Note vouchers can be used for | Sales Return | Sales Order | Purchase Return | Rejection Out |  | c |
| 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 | In general the Financial year from is stareted from | 1st April of any year | 31st March of any year | All of them are true | None of these |  | 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 | Is it possible to see the vouchers which have been already Reconciled ? | True | False |  |  |  | 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 | input cr on capital goods falls under | a) Current liabilities | b) Duties and taxes | c) Loan liabilities | d) All of the above |  | b |
| 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 | Machine purchased for production of goods the VAT rate will be | 1percent | 4percent | 20percent | 12.5percent | nil | 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 | Formal name of any unit should be different from Symbol name | True | False |  |  |  | a |
| 77 | If a company is actually established on 1st September 2002 the Financial Year from will be | 1st September 2002 | 1st October 2002 | 1st April 2002 | 1st April 2003 | None of these | c |
| 78 | Default ledgers in tally are | CASH A / C CAPITAL A / C & CLOSING STOCK A / C | CASH A / C & CLOSING STOCK A / C | CASH A / C & PROFIT & LOSS A / C | NO DEFAULT LEDGERS ARE THERE. |  | c |
| 79 | In Journal voucher Cash / Bank entry is possible. | True | False |  |  |  | a |
| 80 | Reorder Level is a \_\_\_\_\_\_\_\_\_\_\_ for stock item. | Quality | Cost | Quantity | None of these |  | c |
| 81 | An assessable value is | on which Vat is to be calculated | On which TDS is charged | On which Sales tax is calculated | None of the above | All of the above | a |
| 82 | Tally has extensive internet capabilities | TRUE | FALSE | - | - | - | 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 | BOM Stands for | Base of materials | Bill of materials | Bill of matter | Bill of management |  | b |
| 86 | We can see the daily break-up report in cash book by press | F8 | F6 | F2 | Alt + w |  | b |
| 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 | Document re-numbering is possible in Tally | a) True | b) False |  |  |  | b |
| 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 | To give notes for a particular ledger account one should mark | Allow Advance entries in master in F12 | Allow Contact Details for ledger account in F12 | Allow Notes for Ledger Account in F12 | Add Notes for Ledger Account in F12 | None of the above | d |
| 95 | "What is the No. of ""VAT return form""" | a) Form 16 | b) Form 16A | c) Form 14 | d) Form 60 |  | 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 | The account subgroup Deposits is under | Current Liability | Current Assets | Fixed Assets | Reserve and Surplus |  | b |
| 99 | VAT is Charged on | Cost price | Sale price | Assessable Value | All of the above | None of the above | c |
| 100 | To convert any voucher to Post Dated press | Alt + P | Ctrl + P | Alt + T | Ctrl + T | None of these | d |
| 101 | A Voucher Types can be created | from scratch | based on existing voucher type | Either A or B | None of these |  | b |
| 102 | Budget activation option is available under | F12 | F11 | Company Alteration | Company Info |  | b |
| 103 | Modifications / alterations if any done by the user in the entries of a Company to trace out them you have to use | Tally Vault | Tally Audit feature | Audit Trail | Any one of them | None of these | b |
| 104 | Deferred Revenue Expenditure group falls under | Branch / Divisions | Indirect Expenses | Direct Expenses | Miscellaneous Expenses | None of these | d |
| 105 | Can we mention narration against each ledger while passing the voucher entry ? | yes | no |  |  |  | a |
| 106 | Unconventional voucher means | Accounting voucher | Inventory voucher | Non accounting vouchers | Banking voucher | Contra voucher | c |
| 107 | The Option - Use Tracking Numbers - is used for. | Sales Challan | Purchase Challan | Purchase Order | Sales Order | Both A & B | e |
| 108 | Which is not a Final Report of a Company? | Balance Sheet | Profit and Loss | Day Book | None of them |  | c |
| 109 | The option - Track Additional cost of Purchase - is used in | Sales | Purchase | Party Receipt | Party Payment |  | b |
| 110 | Salary paid to employees without any value this entry passed through | a) Payment | b) Payment after activate the option from F11 | c) Not possible | d) Received after active the option from F11 |  | c |
| 111 | To switch between Accounts Voucher to Inventory Voucher press | F11 | F12 | F1 for Accounts | Alt+F1 for Inventory | Both C and D | e |
| 112 | The ledger salary payable falls under the group | a) Current liabilities | b) Duty and taxes | c) Loan liabilities | d) All of the above |  | a |
| 113 | Budgets can be of | 2 types | 5 types | 7 types | 3 types | 4 types | a |
| 114 | To feed Free quantities of goods during Sales / Purchase turn on the option | Allow Invoicing | Use different Actual & Billed Qty | Allow 0 (zero) valued entries in Vouchers | Separate Discount column on Invoices | None of these | b |
| 115 | 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 |
| 116 | "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 |
| 117 | Credit Note is associated with | Sales Challan | Sales Return | Purchase Challan | Purchase Return | None of these | b |
| 118 | To see the Balance Sheet in a detailed manner What is the Shortcut Key ? | Alt+F2 | F2 | Alt+F1 | F12 (Configuration) |  | c |
| 119 | Which one is the right VAT adjustment entry | a) Output VAT A/C Dr to Input VAT A/C to Vat payable | b) VAT payable A C Dr to Bank | c) Bank A C Dr to VAT payable | d) VAT payable A C Dr to Input VAT to Output VAT |  | a |
| 120 | F11 refers to sales order | TRUE | FALSE |  |  |  | b |
| 121 | What is the difference between Indirect Expenses and Expenses (Indirect) groups? | They are two separate primary groups | Indirect Expenses is an alias of Expenses (Indirect) group | Expenses (Indirect) is an alias of Indirect Expenses group | A and B | B and C | c |
| 122 | In a Company we may maintain | Accounts only | Accounts with Inventory | Both of these | Either of these | None of these | c |
| 123 | Price List is applicable in case of | Delivery Note | Receipt Note | Purchase Order | Purchases |  | a |
| 124 | In price list we show | Trade Discoiunt | Cash discount | both a & b | none of these |  | a |
| 125 | For Calculation purpose which key we will use ? | Alt+C | Alt+N | Alt+M | All of these |  | a |
| 126 | Stock journal can be used as | manufacturing voucher | transfer of materials | both a & b | none of these |  | c |
| 127 | toggle button between optional & regular voucher | a) alt + L | b) ctrl + L | c) ctrl + v | d) Alt + O |  | b |
| 128 | Expenses or Fixed Asset are allowed in Purchase Vouchers ? | True | False |  |  |  | a |
| 129 | Expiry dates for an item like Medicine can be given in Tally | True | FALSE | - | - |  | a |
| 130 | Directory where TallyProgram Files will be Loaded is | Tally Directory | Application Directory | Data Directory | All of these | None of These | b |
| 131 | Is it necessary to give Chalan No in - Reference - | True | False |  |  |  | b |
| 132 | You can press \_\_\_\_\_\_on payslip screen to change configuration | a) F12 | b) F11 | c) Alt + F12 | d) Ctrl + F11 |  | a |
| 133 | To Select an existing company the way you should follow | Gateway of Tally >Company | Company Info >Select Company | Company Info > Company | Any one of them | None of these | b |
| 134 | Cost Category is essential to prepare Cost Centre. | True | False |  |  |  | b |
| 135 | The shortcut key used for Memorandum Voucher | Ctrl+F10 | F10 | Ctrl+F8 | Ctrl+F9 |  | a |
| 136 | Opening Stock and Closing Stock both can be viewed through stock summary | True | False |  |  |  | a |
| 137 | Special journal that automatically reversed after date of journal | Scenario management | Budget | Reversed Journal | Reversing journal | VAT adjustment journal | d |
| 138 | Budget option is available in | Accounts Info | Inventory Info | Both A & B | Not Available |  | a |
| 139 | If you want to change the view of voucher entry screen from Dr Cr mode to To By mode use | company features | Company configuration | gateway of tally | company info |  | b |
| 140 | Is there any difference between Reversing Journal and Memorandam Voucher ? | Yes | No |  |  |  | a |
| 141 | Is it possible to pass a payment entry in single entry mode ? | yes | no |  |  |  | a |
| 142 | How to create Employee Group in Tally | a) GOT> Payroll voucher> Employee | b) GOT> Payroll info> Employees | c) GOT> Payroll info> Employee | d) None of these |  | b |
| 143 | Shortcut key used to see the report in Detailed Format | Alt+F4 | Alt+F2 | Alt+F5 | Alt+F1 |  | d |
| 144 | Depositing cash to SBI should be passed through | Payment mode | Reciept mode | Contra mode | Purchase | Sales | c |
| 145 | Which key we will use to activate Company features ? | F11 | F4 | F6 | F12 |  | a |
| 146 | Reciept PaymentVouchers can be passed in | Single Entry mode | Contra mode | Double Entry mode | Payment mode | Both A & C | e |
| 147 | Is it possible to record Post-Dated Cash or Bank Transaction? | Yes | No |  |  |  | a |
| 148 | Cash to Bank transaction in Tally can be passed through | Payment Voucher | Contra voucher | Reciept voucher | Voucher Class | None of the above | b |
| 149 | What is the function of alias in Master ? | Shortname | Full name | Address | None |  | a |
| 150 | There are \_\_\_\_\_\_\_\_ types of Unit of measurements | 1 | 2 | 3 | 4 |  | b |
| 151 | The shortcut key used for Online Creation | Alt + A | Alt + C | Alt + D | Alt + B |  | b |
| 152 | We can Split Company Data for | 3 Months | 4 Months | 6 Months | all of the above |  | d |
| 153 | Loss of stock the entry should be passed through | a) Journal | b) Stock Journal | c) a and b | d) Physical stock adjustment |  | c |
| 154 | toggle button between tds ledger And standard journal | a) Alt + s | b) Alt+ D | c) Ctrl+D | d) Ctrl+ S |  | a |
| 155 | The limitation for Budget amount is | Rs 5 000 | Rs 10 000 | Rs 50 000 | No limitation |  | d |
| 156 | To create Cost Category the option is set to be - Yes - in | Configuration window | Feature window | None of these |  |  | b |
| 157 | There is no difference between allocate revenue & non-revenue items | True | False |  |  |  | b |
| 158 | To switch from Invoice mode to Voucher mode we will use which shortcut key ? | F2 | F1 | CTRL + V | ALT +F1 |  | c |
| 159 | A Tax invoice is a | TDS invoice | Invoice for capital Goods | A VAT complaint invoice | Tax point | None of the above | c |
| 160 | Payment is an \_\_\_\_\_\_\_\_\_\_\_\_\_. | Accounting voucher | Inventory voucher | Optional voucher | Un-conventional voucher |  | a |
| 161 | Group Company option comes in which window ? | Gateway of Tally | Company info | Accounts Book | Daybook |  | b |
| 162 | The shortcut key used to create a New Company | Alt + F1 | Alt + F3 | Both A & B | Alt + F2 |  | c |
| 163 | Can we view both Opening Balance and Closing Balance in Trial Balance ? | yes | no |  |  |  | a |
| 164 | Is it Compulsory to activate Maintain Balances Bill by Bill for S.Debtors & S.Creditors for maintaining billwise breakup ? | Yes | No |  |  |  | a |
| 165 | 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 | None of these | b |
| 166 | Alt + F9 key is used for | Purchase order | Sales order | Purchase challan | Sales challan |  | c |
| 167 | Maintenance of batchwise inventory is not possible in tally | True | False |  |  |  | b |
| 168 | User can print Reminder Letter for the Party from Tally 9.0 | True | False |  |  |  | a |
| 169 | Buy 2 get 1 free - Which option we should use ? | Maintain cost centres | Zero Valued entry | Maintain Billwise Details | Actual and Billed Qty |  | d |
| 170 | To pass the Delivery Note return you need | Rejection In | Rejection Out | Credit Note | Debit Note | None of these | a |
| 171 | How many types of Interest Styles are available during Interest calculation | 4 | 3 | 2 | 1 |  | a |
| 172 | The option calculator will come through | a) Ctrl + N | b) Ctrl + C | c) Alt + C | d) a and c | e) None of this | d |
| 173 | How many parts in Employee masters | a) 1 | b) 3 | c) 2 | d) 4 |  | b |
| 174 | To get cash ledger in Journal mode one should mark | Allow cash accounts in journal in F12 | Allow multicrrency | Invoice for capital Goods | Alllow cash accounts in Journal | None of the above | d |
| 175 | Input vat ledger should be under | Purchase account | Sales account | Duties & taxes | Current Assets |  | c |
| 176 | Use Rejection Notes option can be used | to cancel any Sale | to cancel any Purchase | to Reject any Sold good | to Scrap any good from godown |  | c |
| 177 | We can Modify Delete and Alter a Voucher Entry from Display Daybooks option | True | False |  |  |  | a |
| 178 | The function of an alternate unit is same as main unit | yes | no |  |  |  | b |
| 179 | Inventory values are affected option will be set Yes for which ledgers ? | Sales Return | Sales | Purchase | Purchase Return | All of these | e |
| 180 | Calculator in tally is invoked by | Alt + P | Ctrl+P | Ctrl+N | Ctrl+Shift+N | All of the above | c |
| 181 | Incase of loan taken from party the required ledger will be | a) Loan from party Party Cash | b) Loan from party Party | c) Loan from party cash | d) None of the above |  | c |
| 182 | Ctrl+F10 is the shortcut for Memo Voucher | TRUE | FALSE |  |  |  | a |
| 183 | We can maintain an alias | a) Short name | b) Code number | c) Extra information | d) a and b |  | d |
| 184 | Stock Journal voucher can be used for | Stock tranfer | Manufacturing entry | Goods purchased | Both A & B | Both A & C | d |
| 185 | During the declaration of a group parent group can be changed using | Ctrl + Enter | Alt + Enter | Enter | Not possible |  | a |
| 186 | To maintain batch details for stock item which Shortcut Key is used to activated the option ? | F12 | F11 | F8 | F9 |  | b |
| 187 | What type of voucher Memorandum voucher is ? | Optional | Non Conventional Voucher | Regular | None Of These |  | b |
| 188 | Can a user pass a voucher entry whose monetary transaction value is 0 ? | Yes | No |  |  |  | a |
| 189 | Shortcut for credit note in Tally is | Ctrl+C | Alt+C | Ctrl+F8 | Alt+O | All of the above | c |
| 190 | Revenue item is related with | a) Purchase | b) Sale | c) Purchase & Sale | d) None of the above |  | c |
| 191 | Shut down a company means to delete a company | True | False |  |  |  | b |
| 192 | To view a hidden voucher we will use | alt + r | alt + s | ctrl + r | none of these |  | b |
| 193 | Outstanding bill report can be seen from | Display - Inventory Books - Outstanding | Display - Accounts Books - Outstanding | Display - Statement Of Accounts - Outstanding | None of these |  | c |
| 194 | Market valuation can be in | 2 Ways | 3 ways | 6 ways | 4 ways | None of these | d |
| 195 | To pass Sales order entry turn on the option from F11 | Allow 0 valued entries in voucher | Allow sales order processing | Both A & B | Tracking Number |  | c |
| 196 | The option - Separate Discount Column on Invoices - is available in | Sales Voucher | Purchase Voucher | Payment Voucher | Both A and B |  | d |
| 197 | To see existing ledgers of a Company choose | Gateway of Tally > Accounts Info > Ledgers > Create | Gateway of Tally > Accounts Info > Ledgers > Display | Gateway of Tally > Accounts Info > Ledgers > Alter | None of these |  | b |
| 198 | Actual & Billed Quantity column may be used in case of | free goods | trade discount | cash discount | none of these |  | a |
| 199 | Ctrl + N is the key to activate | Voucher Entry | Stock Entry | Calculator | Current Voucher No. |  | c |
| 200 | Splitting of a company is not possible in Tally | TRUE | FALSE |  |  |  | b |
| 201 | Allow aliases option is associated with | stock items | stock group | ledger name | ledger group | all of these | e |
| 202 | Part number option is associated with | stock items | stock group | ledger name | unit of measurement |  | a |
| 203 | Does Purchase and Sales order affect stock position ? | Yes | No |  |  |  | b |
| 204 | To keep bill details for a party choose | Maintain Billwise Breakups | Maintain Bill Details | Maintain Billwise Details | None of these |  | c |
| 205 | Shortcut key for Cancellation of Voucher | Alt + 2 | Alt + X | Ctrl + 2 | None of these |  | b |
| 206 | Cost centre report is available in | statements of accounts | statements of inventory | Accounts Book | Exception Report |  | a |
| 207 | UDF is possible in Tally | a) True | b) False |  |  |  | b |
| 208 | Is it possible to see profit or loss both as liability | a) True | b) False |  |  |  | a |
| 209 | To shut a Company | Click on taskbar | Click On gateway of Tally | Click on Shift +N Button | Click On Alt+f1 button | None of the above | d |
| 210 | Can we define Credit limit for debtors & creditors ? | yes | no |  |  |  | a |
| 211 | To prepare Manufacturing Voucher you have to depend on | Stock Journal | Sales | Purchase | Any one of them | None of these | a |
| 212 | Discrepancy between Actual stock and Computer stock is termed as | Actual Level | Stock Verification | Reorder Level | Voucher Class | Physical Stock | e |
| 213 | What is the hot key to open an Accounting Voucher ? | Press - V | Press - A | Press - D | None |  | a |
| 214 | Suspense A / c in Tally falls under | Assets | Liabilities | Incomes | Expenses |  | b |
| 215 | How we can pass entry without any value | a) F11 > allow 0 valued entries in vouchers | c) Is not possible |  |  |  | a |
| 216 | Invoice format for Sales / Purchases can be turned ON from | Company Configuration | Company Info menu | Company Features window | Company Alteration window | None of these | c |
| 217 | The shortcut key used for Optional Vouchers | Ctrl + T | Ctrl + A | Ctrl + O | Ctrl + L |  | d |
| 218 | Budget report can be seen from | Display -Trial Balance | Display - Accounts Book - Cash Bank Book(s) | Display - Statement Of Accounts | Both A & B | None of these | d |
| 219 | To convert a Sales entry from Voucher mode to Invoice mode use | F9 | F8 | Alt + V | Ctrl + V | None of these | d |
| 220 | Invoices are classified in | 2 categories | 5 categories | 8 categories | 6 categories | None of the above | a |
| 221 | We can maintain more than one user & passward in tally | True | False |  |  |  | a |
| 222 | No entries in voucher this message comes when there is | no debit side in the entry | no credit side in the entry | no amount in the entry | no date in the entry |  | c |
| 223 | F11 in Tally refers to | Company details | Company configuration | Company features | Company ACCOUNTS | All of the above | c |
| 224 | Purchase order in tally Comes by | Alt + P | Ctrl+P | Alt+R | Alt+O | None of these | e |
| 225 | In case of Date Setting is there any difference between F2 & Alt + F2 key ? | Yes | No |  |  |  | a |
| 226 | Sale Bill and Purchase Bill can be entered only in | Voucher mode | Invoice mode | Both A & B | None of these |  | c |
| 227 | The shortcut used to find Group Company | Alt + F1 | Alt + F2 | Alt + F3 | Alt + F4 |  | c |
| 228 | Is it possible to define item wise price list ? | yes | no |  |  |  | a |
| 229 | Bill of materials option is related with | scenario | manufacturing | reversing journal | budget |  | b |
| 230 | To create Duplicate voucher press | Alt + F2 | Ctrl + F2 | Alt + 2 | Ctrl + 2 |  | c |
| 231 | By default Profit & Loss A / c is created under which Group ? | Capital | Reserve & Surplus | Primary | Profit & Loss. |  | c |
| 232 | Is it possible to see vertical balance sheet | a) True | b) False |  |  |  | a |
| 233 | Display of Sundry debtors without ledger breakup cannot be possible in Tally | True | FALSE |  |  |  | b |
| 234 | Single mode of Voucher entry is possible in Tally | True | False |  |  |  | a |
| 235 | To display Outstanding report for Debtors select | Gateway of Tally > Display > Exception Reports > Debtors | Gateway of Tally > Display > Statements of Accounts > Outstanding > Receivables | Gateway of Tally > Display > Statements of Accounts > Outstanding > Debtors | None of these |  | b |
| 236 | Goods received on account of purchase is related with | Delivery Note | Receipt Note | Purchase Note | Sales Note | None of these | b |
| 237 | There is no difference between Cancellation and Deletion of Voucher ? | True | False |  |  |  | b |
| 238 | The shortcut to open Payment Voucher Mode . | Press F5 | Press F6 | Press F8 | Press F9 |  | a |
| 239 | Costing method of an item in Tally can be maintained in | 2 Ways | 9 ways | 4 ways | 8 ways | Costing cannot be done | b |
| 240 | "To display the ""inventory values are affected"" at the time of ledger creation "" press F12"" to active " | a) Use ADDRESS for ledger accounts | b) Allow ADVANCED entries in master from Inventory master | c) Allow ADVANCED entries in master from Accounts Master | d) None of these |  | c |
| 241 | The option - Rejection out - is used during | Payment | Sales | Purchase | Receipt |  | c |
| 242 | To transfer the amount from Main Cash to Petty Cash you have to use | Payment mode | Receipt mode | Contra mode | None of these |  | c |
| 243 | If we select - Accounts Only - feature can we maintain stock item ? | Yes | No |  |  |  | b |
| 244 | Is it possible to maintain Income and Expenditure Stmt instead of P / L A / c ? | True | False |  |  |  | a |
| 245 | Choose the correct shortcut key to export. | Alt + X | Alt + E | Alt + P | Alt + T |  | b |
| 246 | CST in purchase is deducted from | Sale amount | Purchase amount | None of the above | All of the above |  | c |
| 247 | Simple & Compound Interest are same in Tally | True | False |  |  |  | b |
| 248 | To Shut an opened Company the shortcut is | Alt + F1 | Shift + F1 | Ctrl + F1 | None of these |  | a |
| 249 | Discount Allowed ledger is created under \_\_\_\_\_\_\_\_\_ group | Direct Income | Indirect Income | Indirect Expenses | Direct Expenses |  | c |
| 250 | Input Vat ledger falls under | Indirect Expenses | Duties and Taxes | Sales | Purchases | Indirect Incomes | b |
| 251 | To transfer the amount from one Bank to another mode of voucher will be | Contra mode | Payment mode | Receipt mode | None of these |  | a |
| 252 | Audit features are available without enable the Security Control | True | False |  |  |  | b |
| 253 | A VAT TIN number has | 11 digit numerals | 12 digit numerals | 13 digit numerals | 9 digit numerals | 6 digit numerals | a |
| 254 | Use defaults for bill allocation this option is available by pressing which key ? | F12 | F11 | F10 | F3 |  | a |
| 255 | For on line modification we have to press | a) Ctrl + Enter | b) Alt + Enter | c) Alt + D | d) Not possible |  | a |
| 256 | Calculation of Input Vat Is of | 2 Ways | 3 ways | 5 ways | 4 ways | Cannot be calculated | d |
| 257 | How many types of Voucher Numbering are available in Voucher Types ? | 2 | 1 | 3 | 4 |  | c |
| 258 | In vat tin no 1st 2digits represent | state | Company | country |  |  | a |
| 259 | To skip the date field in accounting voucher create mode one should mark | Invoice for capital Goods | Allow Advance entries in master in F12 | Click On gateway of Tally | F11-Skip date field in create mode(faster entry) | F12-Skip date field in create mode(faster entry) | e |
| 260 | During Debit Note entry Purchase Account is to be | Debited | Credited | Will not come into effect | None |  | b |
| 261 | "The shortcut key ""to Duplicate a voucher"" is" | a) Alt + 2 | b) Alt + 3 | c) Alt + V | d) Alt + D |  | a |
| 262 | We can take Backup of a Company through | Company Info > Backup | Display > Backup | Gateway of Tally > Backup | None of these |  | a |
| 263 | MRP stands for | Material Retail Price | Minimum Retail Price | Maximum Retail Price | None |  | c |
| 264 | For Purchase & Sales Ledgers - Inventory values are affected - option must be YES | True | False |  |  |  | a |
| 265 | To exit from any window the shortcut is | alt + x | ctrl + q | alt + e | alt + y |  | b |
| 266 | Journal Voucher is used for Adjustment and Rectification | True | False |  |  |  | a |
| 267 | Can we create Online Ledgers during Voucher Entry in every mode ? | Yes | No |  |  |  | a |
| 268 | Credit Note means Sales Return | Yes | No |  |  |  | a |
| 269 | Price List option is available in | Accounts Info | Inventory Info | Accounting Vouchers | Both A & B |  | b |
| 270 | For interest calculation which of the option in F11should be marked | maintain Billwise Details | Allow multicrrency | Activate interest calculation | Maintain stock categories | Enable TDS | c |
| 271 | Cost Centre report can be seen from | Display-Trial Balance | Dispalay - Accounts Book | Display - Statements Of Accounts | Both A & B |  | c |
| 272 | BRS report we can see through | a) Cash bank reports > F5 | b) Display > MIS report > BRS report | c) Display > Bank report > F5 | d) Cash report > BRS report |  | a |
| 273 | Is there any effect in accounts if goods are destroyed by fire ? | yes | no |  |  |  | a |
| 274 | Deferred Revenue Expenditures is related with | Indirect Exp. Group | Direct Exp.Group | Curent Assets Group | Miscellaneous Expenses group |  | d |
| 275 | To modify any ledger balance go to Account info -> Ledger -> | Create | Display | Alter | None of These |  | c |
| 276 | The shortcut key used to quit from the screen without questioning | Ctrl + Q | Ctrl + A | Ctrl + Enter | Ctrl + N |  | a |
| 277 | To view Reorder Status report we use | statements of accounts | statements of inventory | inventory books | inventory info |  | b |
| 278 | The shortcut key to activate Purchase Order | Alt + F5 | Alt + F8 | Alt + F9 | Alt + F4 |  | d |
| 279 | Allow standard rate for stock items this option is used to give | purchase rate | sales rate | closing rate | both a & b |  | d |
| 280 | The Option Accounts-with-Inventory is used to maintain | Financial Accts | Inventory Accts | Both A & B | None of these |  | c |
| 281 | In tally We can create a new Company on any other Directory rather than data Directory | YES | NO |  |  |  | a |
| 282 | Post Dated entries can be viewed through | Scenarios | List of Accounts | Exception Reports | None of these |  | c |
| 283 | To convert a Purchase entry from Invoice mode to Voucher mode use | Ctrl + V | F8 | Alt + V | F9 | None of these | a |
| 284 | The way to Shut any opened Company is | Gateway of Tally > Shut | Company Info > Shut Company | Company Info > Close Company | A and B | B and C | b |
| 285 | We can Modify an existing Company from | Company Info > Alter | Company Info > Alter Company | Gateway of Tally > Modify Company | None of these |  | a |
| 286 | Tally by default create s | 2 levels of security | 3 levels of security | 4 levels of security | 7 levels of security | 6 levels of security | a |
| 287 | Contra mode is used for | Cash-Bank Transaction | Party Payment | Party Receipt | Adjustment |  | a |
| 288 | To suppress ledger break-ups for a group within report the option should be activated in group is | Net Debit / Credit Balances for reporting. | Group behaves like subledger. | Used for calculation. | None of these |  | b |
| 289 | Which Form is use for TDS Challan | a) Form 16 | b) Form 16A | c) Form 14 | d) Form 60 |  | b |
| 290 | Is it possible to perform manufacturing without formula ? | yes | no |  |  |  | a |
| 291 | To see profit or loss both as liabilities we have to select | a) F11 > Profit or loss both as liabilities | b) F12 > Profit or loss both as liabilities | c) Not possible |  |  | b |
| 292 | How to edit a Ledger during a Voucher Entry ? | Alt+Space Bar | Alt+Tab | Ctrl+Enter | None |  | c |
| 293 | To get the option Enter address for godowns press | F12 Key | F11 Key | F10 Key | none of these |  | a |
| 294 | Memo voucher can be viewed by Display -> Exception Report -> | Memo Entry | Memo Register | Memorandum Vouchers | Memo Account |  | c |
| 295 | Voucher number in tally can be in | numeric | alpha numeric | text | All of these |  | d |
| 296 | Which option is mandatory to make a Manufacturing Journal? | Make Optional as default | Prefill with Zero | Use as a Manufacturing Journal | None of these |  | c |
| 297 | To display Outstanding report for Creditors select | Gateway of Tally > Display > Exception Reports > Creditors | Gateway of Tally > Display > Statements of Accounts > Outstanding > Payables | Gateway of Tally > Display > Statements of Accounts > Outstanding > Creditors | None of these |  | b |
| 298 | We can maintain our books as | Accounts only | Accounts with Inventory | Accrual Basis | Both A & B | None | d |
| 299 | Ctrl + F8 is the shortcut key for Debit Note | TRUE | FALSE |  |  |  | b |
| 300 | Income (Indirect) is the alias of which account group ? | Income | Profit and Loss | Indirect Income | None of these |  | c |
| 301 | "Why The option "" Behave like groups"" Ask at the time of employee creation" | a) Only 5 Employees can come under the group | b) Minimun 2 and Max 10 employee can come under the group | c) Many employees can come under a single group | d) b and c |  | c |
| 302 | Books beginning from means | the date from which Financial Year starts for the Company | the date from which Company starts to maintain its Accounts | Closing Date of the Financial Year | None of these |  | b |
| 303 | Can we see income and expenses statement instead of profit or loss account | a) Yes | b) No |  |  |  | a |
| 304 | We can see Income Expenses instead of Profit & Loss in Tally | True | FALSE |  |  |  | a |
| 305 | Interest can be defined against | Cost Centre | Group | Ledger | None of these |  | c |
| 306 | Cost center option will come through | a) F11 | b) F12 | c) F4 | d) F5 |  | a |
| 307 | Reorder Level option is available in | Accounts Info | Inventory Info | Both A & B | Accounting Vouchers |  | b |
| 308 | Is it possible to export Balance Sheet report from tally to excel ? | yes | no |  |  |  | a |
| 309 | Party account can be created through | Group creation window | Ledger creation window | Inventory creation window | Any one of them | None of these | b |
| 310 | Existing Voucher Type can be modified. | True | False |  |  |  | a |
| 311 | To enter the effective date for vouchers we should modify the | voucher entry | voucher type | voucher mode | ledger |  | b |
| 312 | Relation between 2 simple units is | Relative | Absolute | Compound | mixed | All of the above | c |
| 313 | Is it possible to change password of Tally Vault for a Company already assigned with such password? | Yes | No |  |  |  | a |
| 314 | The Payroll configuration can be activate from | a) F11 | b) F10 | c) Alt + F12 | d) none of these |  | a |
| 315 | The shortcut key used for Post Dated Voucher | Ctrl + L | Ctrl + T | Ctrl + A | Ctrl + Enter |  | b |
| 316 | Optional / Memo / Reversing Journal is effected in Financial Account | Yes | No |  |  |  | b |
| 317 | The name of the Company is hidden inside when we use \_\_\_\_\_\_\_\_? | Tally vault password | Security control password | User password | all of these | none of these | a |
| 318 | Novel way of automating accounting allocations during invoice entry is | Price List | Price Level | Voucher Class | Contra vouchers | None of the above | c |
| 319 | Inventory valuation in tally may be | average | FIFO | LIFO | Std.Cost | All of the above | e |
| 320 | Which option is use for goods delevery entry | a) F11 > use tracking number | b) F12 > use tracking number | c) F12 > Use tracking number and use rejection notes |  |  | a |
| 321 | How many default ledgers are provided by Tally? | 4 | 2 | 0 | 1 |  | b |
| 322 | Voucher Class can be used | to define a new voucher type | to define a group of ledgers | to allocate ledgers with a voucher type | None of these |  | c |
| 323 | Short cut for Deletion of Sales order | Alt + P | Shift+S | Alt+D | Crtl+D | None of the above | c |
| 324 | Receipt note is used in case of | After purchase | Before sales | Before purchase return | Sales return | Before purchase | e |
| 325 | Costing method in Tally for item is not possible | True | FALSE |  |  |  | b |
| 326 | To reconcile the voucher press | F8 | F5 | F9 | F6 | F1 | b |
| 327 | During voucher entry we may create | Online ledger | Online Group | Online Cost Centre | A and C | All of these | e |
| 328 | What is the key combination to change the financial year an existing Company ? | Alt + F2 | Alt + F1 | Ctrl + F2 | Ctrl + F1 | None of these | a |
| 329 | At the time of ledger creation the shortcut to modify online Group / Subgroup is | Alt + C | Alt + D | Insert key | Ctrl + Enter | None of these | d |
| 330 | If the Company starts from1st April 05 the books beginning from will be | 01/04/2005 | 31/03/2005 | 02/04/2005 | It can be any date after 31 / 3 / 2005 |  | d |
| 331 | Manufacturing Entry should be passed through | Optional Journal | Stock Jrnl | Physical Stock | Both A & B | None of these | b |
| 332 | To purchase Fixed Assets through Purchase voucher turn on the option | Allow Expenses / Fixed Assets in Purchase Vouchers from F11 | Allow Expenses / Fixed Assets in Purchase Vouchers from F12 | Allow Expenses / Fixed Assets in Purchase Vouchers from F11 / F12 | None of these |  | b |
| 333 | To Duplicate a Voucher In Day Book | Alt + 2 | Alt + X | Alt + A | Alt + I |  | a |
| 334 | Multiaccounting printing is possible in tally | TRUE | FALSE | - | - | - | a |
| 335 | Is it possible to import transactions from one company to another company in tally ? | yes | no |  |  |  | a |
| 336 | The voucher that are used in Scenarios management | Optional voucher | Reversing journal | Post dated voucher | Both A & B | None of these | d |
| 337 | We can give partno(Design no catalogue No ) for stock item | True | FALSE |  |  |  | a |
| 338 | A ledger account can be altered through | Gateway of Tally > Accounts Info > Ledgers > Alter | Gateway of Tally > Ledgers > Single Ledger > Alter | Gateway of Tally > Ledgers > Alter | None of these |  | a |
| 339 | A Primary Group can be defined by the user. | True | False |  |  |  | a |
| 340 | To Delete a Company you should opt | Gateway of Tally > Delete Company | Company Info > Delete Company | Company Info > Alter | Nome of these |  | c |
| 341 | To see the Budget variance press | Alt + G | Alt + B | Alt + T | Ctrl + B |  | b |
| 342 | Stock Journal mode is used for | Manufacturing of Item | Bad Debts adjustments | None of these |  |  | a |
| 343 | During voucher entry Date can be changed. | True | False |  |  |  | a |
| 344 | To make an Optional voucher press | Alt + L | Ctrl + L | Shift + Ctrl + L | Alt + Ctrl + L | None of these | b |
| 345 | Can we mention the voucher number for each entry manually ? | yes | no |  |  |  | a |
| 346 | Goods delivered on account of Sale is related with | Sales Note | Receipt Note | Sales Receipt Note | Delivery Note | None of these | d |
| 347 | Where you will find the stock summary | a) GOT> Stock Summary | b) GOT > Display > Stock Summary | c) GOT > Inventory Books > Stock Summary | d) b and c |  | a |
| 348 | Company Feature invoked by pressing | F12 | F11 | Alt + F11 | Ctrl + F12 | None of these | b |
| 349 | How to create godowns? | Gateway of Tally > Inventory Info > Stock Items > Location | Gateway of Tally > Inventory Info > Stock Items > Godowns | Gateway of Tally > Inventory Info > Godowns | Gateway of Tally > Inventory Info > Locations |  | c |
| 350 | Multiple Ledger creation mode does not allow to define Bill details against a party account. | True | False |  |  |  | b |
| 351 | Can we view CST paid amount at the time of purchase in Vat Report ? | yes | no |  |  |  | b |
| 352 | The shortcut key ( Alt+F7 ) is used for | Stock Jrnl | Manufacturing Jrnl | Physical Stock | Both A & B |  | d |
| 353 | Short Cut key to put the Voucher Date | F2 | F3 | F6 | None |  | a |
| 354 | For a new Bill raised by us or raised on us by our supplier we use | Against Ref | New Ref | On Account | Advance | None of the above | b |
| 355 | At the time of Sale Bill entry - Output Vat - is created under which group ? | Duty & Taxes | Sales Account | Current Liabities | Duties & Taxes |  | d |
| 356 | Maintain Company data in encrypted form and not to disclose our company name we use | Security control | User Password | Tally Vault | Audit trial | None of the above | c |
| 357 | Unit for an item can be | Simple only | Compound Only | Both Simple & compound | None of the above | All of the above | c |
| 358 | To see the opening balance in trial balance you have to activate the option | a) Show opening balance | b) Show accomulated balance | c) Only opening balance | d) Opening balance only | e) Not possible | a |
| 359 | Can we change the date format from dd-mm-yy to mm-dd-yy in tally ? | yes | no |  |  |  | a |
| 360 | Is it possible to pass purchase order entry without any value | a) Yes | b) No |  |  |  | a |
| 361 | For auto calculation of TDS amount we have to press | a) Alt + C | b) Ctrl + N | c) Alt + S | d) Not possible |  | c |
| 362 | Quantities of items be added option is available while creating | ledger | stock item | stock group | unit of measurement |  | c |
| 363 | Full form of BOM | Billing of Maintaint | Bill of Material | Billing of Material | None |  | b |
| 364 | To print the report press | Ctrl + P | Alt + P | Alt + E | Alt + R |  | b |
| 365 | To mention the narration against each ledger we have to | use common narration | narrations for each entry | narrations for each ledger | common narration for each ledger |  | b |
| 366 | Outstanding Expenses group comes under | Current Assets | Investments | Loans (Liability) | Current Liabilities |  | d |
| 367 | To Cancel a voucher press | Alt + 2 | Ctrl + D | Alt + D | Alt + X |  | d |
| 368 | Accounts & inventory cannot be maintained together in Tally | TRUE | FALSE |  |  |  | b |
| 369 | Prereceived Commission ledger falls under | Current Liabilities | Current Assets | Loans and Advances | Loan (Liability) | None of these | a |
| 370 | To remove a line from a report which key we will use ? | Alt+R | Alt+O | Alt+W | All of these |  | a |
| 371 | Tax paid on Capital goods ledger should be under the group | Fixed assets | Current liabilities | Misc Exp( Assets) | Sundry Debtors |  | c |
| 372 | The Mailing name shall be | The Name of the Company | The Name of the Proprietor | Both | None of these |  | a |
| 373 | Stock Report is not appearing because | Inactivation of Allow Invoicing option | Inactivation of Billwise Details option | Inactivation of Integrate Accounts and Inventory | None of these |  | c |
| 374 | Bank Interest received will be passed through | Contra mode | Journal mode | Receipt mode | Payment mode | None of these | c |
| 375 | User can maintain Predefined narration in Tally 9.0 | True | False |  |  |  | b |
| 376 | The default godown of tally is | location | main location | godown | none of these |  | b |
| 377 | What do you mean by the term - Alias ? | Alternate name | Nick Name | Short Name | All of these |  | d |
| 378 | What is the full form of TDS ? | Terms Deducted from Sales | Tax deducted from Sales | Tax Demated From Sales | Tax deducted at Source |  | d |
| 379 | The shortcut key used to change the Voucher Date | F4 | F5 | F2 | F7 |  | c |
| 380 | Allow components list details (Bill Of Materials) this option is used for | manufacturing | purchase | sales | sales return |  | a |
| 381 | The shortcut key used for Back Up and Restore data. | Alt + F1 | Alt + F2 | Alt + F3 | Both A & C |  | d |
| 382 | Can we see Closing Stock through Trial Balance ? | yes | no |  |  |  | b |
| 383 | Under which directory data of a company is normally stored ? | DATA Directory | Root Directory | Bin Directory | Company Directory | None of these | a |
| 384 | Can we delete a company using ? | Alt + D | Ctrl + D | Del | both a & b |  | a |
| 385 | Single Entry mode is available for Sales and Purchase entries. | True | False |  |  |  | b |
| 386 | To switch to Contra mode of voucher press | F4 | F5 | F6 | F7 | None of these | a |
| 387 | To Split a Company use | Gateway of Tally > Split Company Data | Company Info > Split Company Data | Gateway of Tally > Accounts Info > Split | None of these |  | b |
| 388 | Alt + N key is used for | Calculator | Print | Export the data | Backup | None of these | e |
| 389 | How many default ledgers are available in Tally ? | 1 | 2 | 3 | 4 |  | b |
| 390 | To switch from one accounting report to another accounting report we use | F1 | F10 | F9 | none of these |  | b |
| 391 | To pass payment reciept voucher as contra the option be marked is | Allow cash accounts in journal in F12 | Allow payment as contra in F12 | Allow reciept as contra in F12 | Use Payment Reciept as Contra in F12 | All of the above | d |
| 392 | We can maintain different and actual billed quantity through | a) F11 | b) F12 | c) None of the above | d) All of the above |  | a |
| 393 | A Company can be Restored through a Backup from | Company Info > Restore | Display > Restore | Gateway of Tally > Restore | None of these |  | a |
| 394 | What is the shortcut key to create a duplicate Voucher ? | Alt+1 | Alt+D | Alt+C | Alt+5 | None | e |
| 395 | Is it possible to import transactions from one company to another company without importing the masters ? | yes | no |  |  |  | b |
| 396 | To see the Ratio Analysis choose | Gateway of Tally > Display > Ratio | Gateway of Tally > Ratio Analysis | Company Info > Ratio Analysis | None of these |  | b |
| 397 | Stock Category is used for \_\_\_\_\_\_\_\_\_\_\_\_of Stock item. | Adjustment | Classification | Rectification | None of these |  | b |
| 398 | To shut a Company means | To Open it | To Close it | To Delete it | To Hide it | None of the above | b |
| 399 | For Cheque printing press F11 to activate | a) Set modify other company features | b) Enable Cheque Printing | c) Both (a) and (b) | d) Either (a) or (b) |  | c |
| 400 | Debit Note is associated with | Purchase Return | Sales Return | Purchase Challan | Sales Challan | None of these | a |
| 401 | How to display item wise stock report | a) GOT> Stock Summary | b) GOT > Display > Inventory books > Stock Item | c) GOT > Display > Statement of inventory> Godowns | d) GOT > Display > Inventory books > Group Summary |  | b |
| 402 | Allows administrator to track changes in accounting information | Security Option | Tally A udit | Audit trial | All of these | None of these | b |
| 403 | Tally maintain our accounts according to the currency given in | Multicurrency | Symbol in base currency | Alternative currency | None of the above |  | b |
| 404 | To invoke Reversing Journal press | F10 | Alt + F10 | Ctrl + F10 | None of these |  | a |
| 405 | Optional voucher can be converted into regular voucher by click on | Regular button | Regular voucher | Regular date | Regular no | Optional | a |
| 406 | To avoid warning against negative cash use | configuration window | featues window | voucher type | none of these |  | a |
| 407 | Remarks for items in Tally can be given | TRUE | FALSE | - | - | - | a |
| 408 | To see the opening balance in trial balance you have to activate the option from | a) F11 | b) F12 | c) Ctrl + F11 | d) Ctrl + F12 |  | b |
| 409 | What is the procedure to import transaction from one to another company | a) GOT > Import data | b) GOT > Import Masters | c) GOT > Entry transaction | d) Not possible |  | b |
| 410 | Find out which is not a Default ledger in Tally. | Cash in Hand | Capital Account | Profit & Loss | None of these |  | b |
| 411 | We can add Prefix and Suffix to | Voucher mode | Voucher Class | Voucher Number | Voucher Type |  | c |
| 412 | Use defaults for bill allocation this option is used to | Enter Bill No. Manually | Bill No Will Be Generated Automatically | Bill No. Is Not Needed | None of these |  | b |
| 413 | The shortcut key of changing Accounts Invoice to Item Invoice is | a)Alt + E | b)Ctrl + I | c)Alt + I | d) None of these |  | c |
| 414 | Manufacturing Vouchers can be created in Tally | Stock items | Stock groups | Vouchers Types | ledger | All of the above | c |
| 415 | Accounts with Inventory means | Accounts will be maintained whenever stock being purchased | Accounts will be maintained whenever stock being sold | Accounts will be maintained whenever stock will be transferred through godowns | A and B | A and C | d |
| 416 | Physical Stock option is used | to transfer stock from one godown to another | to cancel a Sale / Purchase entry | to increase / decrease stock without affecting accounts | None of these |  | c |
| 417 | Memorandum Voucher is a Non-accounting Voucher | True | False |  |  |  | a |
| 418 | An item can have alternative units in TALLY | TRUE | FALSE |  |  |  | a |
| 419 | A ledger may get declaration space for its Alias through | F12 | F11 | Alt + F1 | Alt + F2 |  | a |
| 420 | Document re numbering is possible in Tally | a) True | b) False |  |  |  | b |
| 421 | Vat Tin number consists of | 11 digits | 10 digits | 12 digits | 15 digits |  | a |
| 422 | Can we use Cost Categories without using Cost Centres ? | yes | No |  |  |  | b |
| 423 | Contra mode is related to Bank and Cash transaction. | Yes | No |  |  |  | a |
| 424 | It is mandatory To pass a purchase order before bill | Yes | No |  |  |  | b |
| 425 | Administrator of a Company can be assigned through | Tally Audit | Security Control | Tally Vault | Company Alteration | None of these | d |
| 426 | Standard Rates for Stock item can be given from | Use alternate unit for stock items in F12 | Use Standard rates for stock item | Allow Std.rates for Stock items | Allow alternative rates for stock items | None of the above | c |
| 427 | C S T (Purchase) can be adjusted with \_\_\_\_\_\_. | Input Vat | Output Vat | Both | none of these |  | d |
| 428 | Purchase / Sales order is affected in your Financial Account | Yes | No |  |  |  | b |
| 429 | Monthwise display of balancesheet can be displayed in Tally | TRUE | FALSE | - | - | - | a |
| 430 | Which ledger in Tally maintains Inventory? | Stock in Hand | Closing Stock | No ledger is there |  |  | c |
| 431 | Is it mandatory to create the pay structure for each and every employee | a) No | b) Yes |  |  |  | a |
| 432 | To give any note for aledger account is not possible | True | FALSE |  |  |  | b |
| 433 | For auto calculation of payroll amount we have to press | a) ctrl + F7 | b) Alt + F4 | c) ctrl + v | d) Alt + O |  | a |
| 434 | By default Nature of Group for Branch / Divisions is | Assets | Liabilities | Incomes | Expenses |  | b |
| 435 | Day Book is used to see the | List of Inventory | List of Vouchers | List of all Masters | None of these |  | b |
| 436 | Example of an Accounting Voucher is Memo Voucher | TRUE | FALSE |  |  |  | b |
| 437 | To invoke Calculator anywhere in Tally press | Alt + Insert | Ctrl+M | Ctrl + N | Ctrl + C | None of these | c |
| 438 | To Add a voucher in Day Book. | Alt + A | Alt + 2 | Alt + X | Alt + D |  | a |
| 439 | Stock Transfer report can be seen from | Display - Inventory Books | Display - Statements of Inventory | Display - Accounts Book | Display - Day Book |  | a |
| 440 | 49 items are exempted from VAT | TRUE | FALSE |  |  |  | b |
| 441 | To switch to Payment mode of voucher press | F4 | F5 | F6 | F7 | None of these | b |
| 442 | VAT means | Valuation of all taxes | Valued added tax | Value added tax | Value adding tax |  | c |
| 443 | Input vat credit on capital goods is available for maximum of [May differ state to state] | 30 monthly installment | 35 monthly installment | 24 monthly installment | 20 monthly installment | 36 monthly installment | e |
| 444 | Is it possible to copy the entry into Tally | a) Yes | b) No |  |  |  | a |
| 445 | A Bill can be formed without Order and Challan. | True | False |  |  |  | a |
| 446 | shortcut for purchase bill is | Alt + P | Ctrl+P | Shift+Alt+C | Alt+F9 | F9 | e |
| 447 | The Hot Key for - Display Daybooks - is | Press D Y | Press D B | Press D D | Press D S |  | c |
| 448 | Life insurance premium of proprietor is treated as | indirect exp | drawings | direct exp | indirect income |  | b |
| 449 | Switching between Invoice and Voucher mode during Sale / Purchase | Alt + D | Ctrl + B | Ctrl + V | None of these |  | c |
| 450 | Reorder level is related with | stock items | ledger | cost centres | godowns |  | a |
| 451 | To see vertical balance sheet we have to select | a) F11 > Show vertical balance sheet | b) F12 > Show vertical balance sheet | c) Not possible |  |  | b |
| 452 | Reciept Note Voucher is an example of | Inventory ledger | Accounts ledger | Accounts Voucher | Inventory Voucher | All of the above | d |
| 453 | To avail Budget turn on the option | Maintain Billwise Details | Allow Invoicing | Allow Order processing | Maintain Budgets and Control | None of these | d |
| 454 | Is it possible to calculate tax on current sub-total ? | True | False |  |  |  | a |
| 455 | Online creation of Ledger can be possible by | Ctrl+C | Alt+C | Shift+Alt+C | Alt+O | All of the above | b |
| 456 | To create ledger in multiple modes Go to -- Gateway of tally -> Accounts info -> Ledger -> | Create | Alter | Multiple creation | Display |  | c |
| 457 | To insert a voucher in Day Book. | Alt + I | Alt + A | Alt + D | Alt + 2 | A & B | e |
| 458 | Credit for the Tax paid on Inputs is | TDS invoice | VAT invoice | Invoice for Capital Goods | Input Tax credit | All of the above | d |
| 459 | To Reconcile a Bank entry press | F3 | F4 | F5 | F6 |  | c |
| 460 | Can any User convert the Memorandam Voucher into Regular basis ? | True | False |  |  |  | a |
| 461 | The option - Integrate Accounts with Inventory - affects only | Accounts | Inventory | Both A & B | None of these |  | c |
| 462 | BOM refers to | Bill of materials | Bill of manufacturing | Budget of Manufacturing | Bill of Memo | None of the above | a |
| 463 | Tracking Number is used to keep | Challan number | Order number | Bill number | All of these | None of these | a |
| 464 | Retained Earnings is the alias of which account group ? | Retailer | Profit and Loss | Reserve and Surplus | Capital Reserve |  | c |
| 465 | Is it possible to delete the default godown (Main Location) ? | Yes | No |  |  |  | b |
| 466 | Can we use Reference Number in Stock Journal ? | yes | No |  |  |  | a |
| 467 | Is it possible to create pre defined cost center for entry | a) Yes | b) No |  |  |  | a |
| 468 | Is it possible to delete the profit & loss account ledger ? | yes | no |  |  |  | b |
| 469 | toggle button between voucher & invoice mode | a) ctrl + v | b) ctrl+ i | c) ctrl + a | d) ctrl + d |  | a |
| 470 | Before taking printout print preview can be viewed in Tally. | True | False |  |  |  | a |
| 471 | Patent account falls under | Investments | Liabilities | Current Assets | None of these |  | d |
| 472 | The shortcut key used to activate company features | F11 | F12 | F9 | F8 |  | a |
| 473 | Can we use Cash Account in Journal mode ? | True | False |  |  |  | a |
| 474 | At the time of voucher entry to repeat the previous narration press- | Ctrl+R | Alt + C | Alt+R | Alt + Ctrl + R | A & C | e |
| 475 | During voucher entry existing ledger can be modified. | True | False |  |  |  | a |
| 476 | compound unit is associated with | Unit of mesurement | Groups | Cost centres | Interest calulation |  | a |
| 477 | We can create the Cost Centres for | Revenue Items | Non Revenue Items | Both | None of these |  | c |
| 478 | Full form of CST | Central Service Tax | Central Surcharge Tax | Central Sales Tax | None |  | c |
| 479 | UOM stands for | Utility of Materials | Units of Materials | Unit of Measurement | all of the above |  | c |
| 480 | A management tool that enables different views of our information | Reversing Journal | Optional Vouchers | Memorandum Vouchers | Scenario management | None of the above | d |
| 481 | For manufacturing we have to create | a) voucher type | b) Voucher class | c) Either a or b | d) a and b both |  | a |
| 482 | You do not allocate transactions to cost categories you allocate them to cost centres only | True | False |  |  |  | a |
| 483 | Group Company option can be worked for | an opened company | more than one opened company | Both | None of these |  | b |
| 484 | When goods are destroyed by fire there is an effect in | both accounts & inventory | only inventory | only accounts | no effect |  | a |
| 485 | If voucher numbering scheme is changed from automatic to manual then a message will come for duplicate voucher number | yes | no |  |  |  | a |
| 486 | Tally 9.0 can be used by | Single User | Multiple User | Both (a) & (b) | None |  | c |
| 487 | How many months are by default provided by Tally for a Financial Year ? | 12 | 24 | 6 | Unlimited |  | a |
| 488 | To declare Price List for a product choose | Gateway of Tally > Masters > Inventory Info > Price List | Gateway of Tally > Inventory Info > Price List | Gateway of Tally > Display > Price List | None of these |  | b |
| 489 | "Is it mendatory to select the same categories with the both ledger "" Service Tax and Expences""" | a) Yes | b) No |  |  |  | a |
| 490 | We can import | Ledger | Cost Center | Group | All of the above |  | d |
| 491 | To hide a voucher we will use | alt + r | alt + s | ctrl + r | none of these |  | a |
| 492 | Godown option is available in | Accounts Info | Inventory Info | Both A & B | None of these |  | b |
| 493 | Is it possible to pass Cash / Bank entry through Journal Entry mode ? | Yes | No |  |  |  | a |
| 494 | Memorandum Voucher is used for | Suspense Payment | Party Payment | Party Receipt | None of these |  | a |
| 495 | We cannot Maintain Cost Centre in Tally | TRUE | FALSE |  |  |  | b |
| 496 | We can maintain Both Cost centre & Cost categories in Tally | True | FALSE |  |  |  | a |
| 497 | To activate Auto Value Calculator press | Alt + A | Alt + F | Alt + C | None of these |  | c |
| 498 | Which key will be used to choose for Reversing Journal ? | F10 Key | F8 Key | F9 Key | F4 Key |  | a |
| 499 | Books beginning from is the end date of Accounting Year | True | False |  |  |  | b |
| 500 | VAT TIN stands for | Tax indian notifiacation | Tax Payers identification number | Tax input number | Tax Inter State Number |  | b |
| 501 | The shortcut used to find Security Control | Alt + F1 | Alt + F2 | Alt + F3 | Alt + F4 |  | c |
| 502 | To use Cash Bank accounts in Journal mode modify | configuration window | feature window | voucher type | none of these |  | a |
| 503 | To switch to Receipt mode of voucher press | F4 | F5 | F6 | F7 | None of these | c |
| 504 | We can pass the manufacturing entry through stock journal | True | False |  |  |  | a |
| 505 | F12 key is used for | Company Deletion | Company creation | Company Configuaration | Company Features | None of these | c |
| 506 | We can see cost center wise report | a) GOT > Display > Statement of accounts > Cost center | b) GOT > Display > Cost center report | c) GOT > reports > Cost center > Cost center report |  |  | a |
| 507 | To invoke Company Info from Gateway of Tally use | Alt + F1 | Alt + F2 | Alt + F3 | A and B | A and C | c |
| 508 | Configuration menu invoked by pressing | F12 | F11 | Alt + F11 | Ctrl + F12 | None of these | a |
| 509 | The shortcut key used for Bank Reconciliation. | F6 | F4 | F5 | F2 |  | c |
| 510 | To Invoke a Calculator on the Voucher Entry Screen | Ctrl + N | Alt + C | Both A & B | Ctrl + M |  | c |
| 511 | Memo Voucher is a | Contra voucher | payment Voucher | Non-accounting voucher | All of the above | None of the above | c |
| 512 | How many types of Costing Method are found in Tally ? | 7 | 9 | 8 | 10 |  | b |
| 513 | Which one of the stated options can hide name of the Company? | Alter Company | Tally Audit | Tally Vault | Security Control | None of these | c |
| 514 | To change Current Date from Gateway of Tally press the key | F1 | F9 | F5 | F2 |  | d |
| 515 | Stock Journal is generally used in | Sales | Purchase | Transfer of Materials | Voucher Class |  | c |
| 516 | Can we view Godown wise report through stock summary ? | yes | no |  |  |  | a |
| 517 | who is the manufacturer of Tally | Debcom pvt.ltd | Tally Solutions pvt.ltd | Dgtek pvt.ltd | IBM | None of the above | b |
| 518 | Tally supports online Group creation during creation of Ledger. | True | False |  |  |  | a |
| 519 | Price List is based on | Quantities of stock items | Stock available in Godown | Rate declared during Opening Stock | None of these |  | a |
| 520 | Split Company means | Splitting of ledgers | Splitting of items | Splitting of accounting periods | None of these |  | c |
| 521 | Why separate discount column is used ? | TRADE DISCOUNT IN SALES VOUCHER | TRADE DISCOUNT IN PURCHASE VOUCHER | TRADE DISCOUNT IN BOTH THE VOUCHERS | none of these |  | c |
| 522 | The Option where the Administrator can set up User and Password is known as | Tally Vault | Security Control | Tally Audit | Proxy Configuration |  | b |
| 523 | Can we use expired batches for sale ? | yes | no |  |  |  | a |
| 524 | To set predefined billing terms we need | Voucher Types | Voucher Class | Price List | None of these |  | b |
| 525 | To define a Criteria on a Report press | Alt + F11 | Alt + F12 | Ctrl + F11 | Ctrl + F12 |  | b |
| 526 | We can pass Contra entry through F6 without any changes in Configration (F12) | True | False |  |  |  | b |
| 527 | To change the voucher date press | Alt + F1 | Alt + F2 | F3 | F1 | None of these | e |
| 528 | Cash deposit into bank the entry can be passed through | a) Payment | b) Journal | Contra | d) Receipt |  | c |
| 529 | The Discount column in Price List implies | Cash Discount | Trade Discount | Special Discount | None of these |  | b |
| 530 | A Budget can be set with a Ledger. | True | False |  |  |  | a |
| 531 | manufacturing of item is not possible in Tally | True | FALSE |  |  |  | b |
| 532 | While pressing Alt + F2 in the Gateway of Tally it will | Change Current date | Change Reporting period | Change Accounting period | None of these |  | c |
| 533 | We can maintain more than one unit of measurement | Yes | No |  |  |  | a |
| 534 | How many types of budgets are available ? | Two | Four | Three | One |  | a |
| 535 | Manufacturing can be done through | stock journal | a new voucher type based on stock journal | physical stock | both a & b | all of these | d |
| 536 | A Budget cannot be set with a Group. | True | False |  |  |  | b |
| 537 | To adjust a previous reference we select | New Ref | Advance | Agst Ref | On Account | None of the above | c |
| 538 | What is the path to check the Vat report | a) GOT>Display>Statuory Report> VAT Report | b) GOT>Display> VAT Report > VAT Allocation Report | c) GOT > Display > VAT Computation Report | d) All of the above |  | a |
| 539 | The shortcut key used for Online Modification | Ctrl + Enter | Shift + Enter | Ctrl + A | Ctrl + Q |  | a |
| 540 | How we can see income and expenses statement instead of profit or loss account | a) F11 > Profit or loss both as liabilities | b) F12 > Profit or loss both as liabilities | c) Not possible | d) F11>Income Expense Stmt instead of P & L? |  | d |
| 541 | During Voucher entry Date field can be skipped by manipulating | Company Configuration | Company Features window | Gateway of Tally > Hide Date | None of these |  | a |
| 542 | If you press Alt + C key in the amount portion of any voucher then what will happen ? | Auto Generated Amount | Auto Value calculator | Online Currency Creation | None of these |  | b |
| 543 | To enter Voucher choose | Company Info >Voucher Entries | Gateway of Tally > Accounting Vouchers | Gateway of Tally > Voucher Entry | None of these |  | b |
| 544 | Can we modify the predefined Voucher Types ? | yes | no |  |  |  | a |
| 545 | Can we maintain different tax rate for different item ? | True | False |  |  |  | a |
| 546 | Income and expenditure statement is available in tally | yes | no |  |  |  | a |
| 547 | Shortcut key used to add a voucher | Alt + A | Alt + S | Alt + W | Alt + C |  | a |
| 548 | Is it possible to alter a Voucher Entry in the Display Daybooks Mode? | YES | NO |  |  |  | a |
| 549 | If the Financial Year from is 1st April 2005 and the Books beginning from is 1st January 2006 then what will be the Closing Date ? | 31st Dec 2006 | 31st March 2006 | 31st December 2005 | None of these |  | b |
| 550 | "To show the ledger current balance "" Show ledger current balance"" option active from" | a) F12 | b) F11 | c) Ctrl + F12 | d) Ctrl + F11 |  | a |
| 551 | To make an Optional entry | CTRL + T | CTRL+ D | CTRL+ L | ALT + L |  | c |
| 552 | Option available to track unauthorised changesin data | Security Control | Tally Vault | Tally Audit | E\_capabilities | None of the above | c |
| 553 | Data path can be changed later | True | False |  |  |  | a |
| 554 | The shortcut to repeat anything in tally | CTRL + T | CTRL+ R | ALT + R | ALT + L |  | b |
| 555 | To see the scenario report | a) Balance sheet > Alt+ C | b) Profit & Loss > Ctrl + C | c) Dislpy > Scenario report | d) Disply > scenario report > Alt+C |  | a |
| 556 | We can maintain alternate Unit of Measurement | Yes | No |  |  |  | a |
| 557 | How we can maintain pre defined cost center | a) F11 > Set modify other company features | b) F12 > Set modify other company features | c) F11 > Maintain cost center | d) a and c |  | d |
| 1 | What is the key combination for payroll voucher | CTRL+F4 | CTRL+4 | CTRL+F5 | ALT+F5 |  | a |
| 2 | Can we enter more then one interest rate for one general ledger | TRUE | FALSE |  |  |  | a |
| 3 | Is it possible to split balance sheet hulf yearly | TRUE | FALSE |  |  |  | a |
| 4 | Tally allow us to create a duplicate voucher | TRUE | FALSE |  |  |  | a |
| 5 | Is it possible to view cost centre report with group wise break-up | It is posssible | It is posssible but for this report we have to on a option from f12 | It is never possible | Tally only allow to view cost centre report |  | a |
| 6 | To hide the name of company you are to defined | Security Control | Tally Audit | Create at least one User | Tally Vault Passward |  | d |
| 7 | When payment is received or made against any existing billwe select | New Ref | Against Ref | Advance | On Account |  | b |
| 8 | Transfer of materials from one godown to another godownuse | Manufacturing Journal | Stock Journal | Both A & B | Journal |  | b |
| 9 | It is nesessary to define alias for ledger | TRUE | FALSE |  |  |  | b |
| 10 | Tally dose not allow to print day book | TRUE | FALSE |  |  |  | b |
| 11 | Which of the followings we can export from one company to another company | Ledger | Transaction | Ledger with balance | All of these |  | d |
| 12 | In tally we can restrict deferent user to view company balance sheet and p/l | TRUE | FALSE |  |  |  | a |
| 13 | What is the use of cost centre in tally | To maintain different centre account | To allocate cost for different purpose in a single voucher | To maintain ovrehead cost of production of different item | To maintain cost sheet of compay |  | b |
| 14 | Auto value calculator can be activated by pressing | Ctrl + V | Alt + C | Ctrl + M | Ctrl + C |  | b |
| 15 | We can create a primary group in tally | TRUE | FALSE |  |  |  | a |
| 16 | We can not pass any Compound entries in Tally | FALSE | TRUE |  |  |  | a |
| 17 | We can switch from Accounting Voucher to Inventory Voucher pressing | F2 | Alt +F1 | Ctrl + F1 | F11 |  | b |
| 18 | Tally company store by default in the data folder | TRUE | FALSE |  |  |  | a |
| 19 | Company Restore option is available in | Company Features | Company Information | Configuration | None of these |  | b |
| 20 | We can show Bill wise details of Debtors and Creditors by activating | Bill by bill | Maintain Billwise Details | Maintain References | None of these |  | b |
| 21 | In every time we can get 100% input cerdit on output service tax | TRUE | FALSE |  |  |  | b |
| 22 | Gratuity pay head comes under which of the following | Current Assets | Current liability | Statutary deduction | Statutary contribution |  | b |
| 23 | Use different Actual & Billed Qty is used for | Cost Center | Godown Creation | Cost Category | Free Sample |  | d |
| 24 | Which of the following goods classified under tcs | SCRAP | TIMBER | TENDU LEAVES | ALL OF THESE |  | d |
| 25 | To activate contra voucher press | Ctrl + F4 | Alt + F4 | Shift + F4 | None of these |  | d |
| 26 | We can~t select cash in Journal Voucher | True | False |  |  |  | b |
| 27 | Stock Category is an option to be activated by pressing | F12 | F5 | ALT + F11 | F11 |  | d |
| 28 | Godown creation option is available in | Company Configuration | Accounts Info | Company Information | Inventory Info |  | d |
| 29 | We can get the report of interest from | Account Books | Cash and Fund flow | Inventory Books | Sttements of Accounts |  | d |
| 30 | Unconventional vouchers are | Accounting Vouchers | Non-accounting vouchers | Both A & B | Inventory Vouchers |  | b |
| 31 | Budget means | Estimation | Forecasting | Assumption | All Of these |  | d |
| 32 | We can show godown report from | Statements of Accounts | Accounts Book | Inventory Book | Statements of Inventory |  | d |
| 33 | The adjustment between ouput vat and input vat is | Vat Payable | Vat Receivable | Both A & B | Tax Payable |  | c |
| 34 | We can change company information from | Company Info > Back up | Company Info > Alter | Company Info > Split Company Data | None of these |  | b |
| 35 | We can see list of Memorandam Vouchers from | Cash/Bank Books | Exception Reports | Accounts Books | Trail Balance | None of these | b |
| 36 | To print a voucher from Tally we need to press | Ctrl + P | Shift + P | Alt + P | Ctrl + Alt + P | None of these | c |
| 37 | In display mode alteration is not possible | TRUE | FALSE |  |  |  | a |
| 38 | It is possible to create duplicate voucher in creation mode | TRUE | FALSE |  |  |  | b |
| 39 | To see reports of Job Work Analysis | Display-Statement of a/cs | Display-Statement of a/cs-Job Work Analysis | Display-Statement of a/cs-Cost Center-Job work | None of the these |  | b |
| 40 | To activate TCS go to | Accounting Features | Inventory Features | Statutory & Taxation | None of these |  | c |
| 41 | Rs5000 deposite in to bank this entry will pass through | Contra Voucher | Payment voucher | Receipt voucher | All of these | None of these | d |
| 42 | Payroll Autofill is done through | Ctrl + A | Alt + A | Ctrl + B | Alt + B | None of these | b |
| 43 | The shortcut used to activate calculator | Ctrl+N | Ctrl+M | Ctrl+A | Ctrl+B |  | a |
| 44 | The shortcut used for online creation | Alt+A | Alt+C | Ctrl+A | Alt+D | None of these | b |
| 45 | To see any report in detailed way press | Alt+F2 | F2 | Alt+C | Alt+F1 | None of these | d |
| 46 | Memorandum Voucher does not effect Books of Accounts | True | False |  |  |  | a |
| 47 | Which form has to be submitted for tcs certificate | 27-D | 27 | 27A | 16A | None of these | a |
| 48 | Tcs return will be filled | Monthly | Quarterly | Yearly | Both a & b | None of these | b |
| 49 | If passward are used to log into the company the right to delete the company is with | Manager | Supervisor | Owner | Administrator |  | d |
| 50 | Service tax can be adjusted with vat | TRUE | FALSE |  |  |  | b |
| 51 | It is not possible to delete a unit which is assign with a item | TRUE | FALSE |  |  |  | a |
| 52 | We can see Income & Expenditure A/c instead of Profit & Loss Account | True | False |  |  |  | a |
| 53 | Can we pass contra entry through receipt and payment entry | Yes | No |  |  |  | a |
| 54 | To show ledger current balances during voucher entrywe have to activate option in | F11 | F12 | Ctrl+F12 | Alt+F12 |  | b |
| 55 | What is the use of stck journal | It is used for manufacturing product | It is used for inter godown stock transfer | It is used for stock comsumption entry | All of these |  | d |
| 56 | From where we can enable bill of material facility? | F11 | F12 | F11 > F2 | All of these |  | b |
| 57 | For what kind of voucher we can create pre-define voucher class? | Payment | Receipt | Sale | All of these |  | d |
| 58 | We can change the default directory of Tally | True | False |  |  |  | a |
| 59 | Suspense Account is group defined under | Income | Expenditure | Liabilities | Assets |  | c |
| 60 | Vat Receivable ledger is created under | Duties and Taxes | Current Liabilities | Current Assets | Sales Accounts |  | c |
| 61 | Input Credit on Capital Goods ledger falls under | Current Assets | Current Liabilities | Duties&Taxes | MiscExp(Assets) |  | c |
| 62 | Allow components list detail (Bill of Materials)” option is activated for | Ledgers | Cost Category | Stock Items | Budgets |  | c |
| 63 | We can filter voucher wise report in daybook | TRUE | FALSE |  |  |  | a |
| 64 | What is the path to create price list | GOT > F11 | GOT > Accounts Info > Price List | GOT > Inventory Info > Price List | B & C |  | c |
| 65 | List of optional voucher we can get from | Cash Bank Books | Exceptional Reports | Accounts Books | Balance Sheet |  | b |
| 66 | A ledger can~t be deleted if it is carring opening balance | True | False |  |  |  | b |
| 67 | It is not necessary to prepare new manufacturing journal to pass mgf Entry | True | False |  |  |  | a |
| 68 | Track additional cost of purchase allows to enter | Indirect expenses | Direct expenses | Both | None of these |  | c |
| 69 | To open new column window press | Ctrl + C | Alt + C | Ctrl + Alt + C | None of the these |  | b |
| 70 | To see Gratuity Reports | Gateway of Tally > Display > Payroll Report > Gratuity | Gateway of Tally > Display > Gratuity Report | Gateway of Tally > Display > Statement of Accounts > Gratuity Reports | None of these |  | a |
| 71 | It is necessary to give addresses during Ledger Creation | True | False |  |  |  | b |
| 72 | To see the report of list of voucherswe have to go | Display-Day Book | Display-Account Books | Display-Exception Reports | Display-Trial Balance |  | a |
| 73 | Drawings ledger falls under | Indirect expenses | Capital | Current Assets | Current Liabilities |  | b |
| 74 | Carriage outward ledger comes under | Direct expence | Indirect exp | Expence(indirect) | B & c |  | d |
| 75 | Export duty can be adjusted against output vat | TRUE | FALSE |  |  |  | b |
| 76 | Incom Tax Number printed in | Balance Sheet | Profit & Loss Account | Cash / Bank Accounts | None of these |  | d |
| 77 | To get cost center details in voucher entry press | Features (F11) | Configuration (F12) | None of these |  |  | b |
| 78 | What is MRP? | Market Price | Maximum Retail Price | Marginal Price | Minimum Retail Price | None of these | b |
| 79 | Multiple godowns are activated from | F11 | F11 > F1 | F11 > F2 | F11 > F3 |  | c |
| 80 | From where we can enable interest calculation feature in tally? | GOT > Display >Interest Calculation | F11 > F1 | Got > display > statements of accounts > interest calculation | Got > account |  | b |
| 81 | Receipt voucher and receipt note both are similer in tally | TRUE | FALSE |  |  |  | b |
| 82 | It is necessary to activate BOM during the creation of raw materials | True | False |  |  |  | b |
| 83 | What is TAN? | Tax Account Number | Tax Assessment Number | Tax Assignment Number | None of these |  | b |
| 84 | To get Payroll Reports choose | Gateway of Tally > Display | Gateway of Tally > Display > Statement of Accounts | Gateway of Tally > Display > Statement of Payroll | Gateway of Tally > Display > Payroll Reports | None of these | d |
| 85 | We can set budgets for which of the followings | Ledger | Group | Cost centre | All of these | None of these | d |
| 86 | No of Predefined Ledgers in Tally is \_\_\_\_\_ | 1 | 2 | 4 | 3 | None of these | b |
| 87 | Reversing Journal needs an applicable date | True | False |  |  |  | a |
| 88 | Data Folder of a Company consists of | 3 digits | 4 digits | 6 digits | 5 digits | None of these | d |
| 89 | Alias means | Shortname | Nickname | Codename | All of these | None of these | d |
| 90 | To alter a master while making an entry or viewing a report | Alt + Enter | Shift + Enter | Ctrl + Enter | Tab + Enter | None of these | c |
| 91 | Goods Delivered but Bills not Made means | Challan not prepared | Order not made | Both A & B | Sales Bill Pending | None of these | d |
| 92 | The tax(vat) paid at the time of purchase | Input Tax | Output tax | Service Tax | Tax Deducted at Source | None of these | a |
| 93 | What is the utility of Tally Vault Password? | It will not show the Company Name in the Company Select List | It will lock the period of Company | It will lock all voucher enties for that Company | None of these |  | a |
| 94 | There is no difference between Shut Company & Delete Company | True | False |  |  |  | b |
| 95 | BOM represents | Billing of Machines | Bill of Materials | Bill of Maintenance | None of these |  | b |
| 96 | Transfer from Main Cash to Petty Cash passed through | Journal | Payment | Receipt | Contra |  | d |
| 97 | To change the period press | Alt+F2 | Alt+F3 | F2 | F1 |  | a |
| 98 | 0% vat and exampt vat these two are same | TRUE | FALSE |  |  |  | b |
| 99 | Can we change Tally Vault Password? | Yes | No |  |  |  | a |
| 100 | What is assesseble value | Bill value | Voucher rate | Tax amount | On which value vat will be calculated |  | d |
| 101 | Capital reserve ledger comes under | Capital a/c | Reserve & surplus | Reserve a/c | Current liability |  | b |
| 102 | Debit note is used for | Purchase return | Discount allowed by creditor | Decrease Purchse Rate | All of these |  | d |
| 103 | Vat and cst could not be charged in a same voucher | TRUE | FALSE |  |  |  | a |
| 104 | To change from invoice mode to voucher modethe shortcut is \_\_\_\_\_ | Ctrl+N | Ctrl+M | Ctrl+A | Ctrl+V |  | d |
| 105 | How can we maintain free gift entry in purchase invoice | It is not possible to maintain this type of entry in tally | For this type of entry we have to alter tally feature | For this type of entry we have to alter tally configuaration | It is possible in tally in simple voucher entry |  | b |
| 106 | Which of the following statement is not correct | Input vat comes under current asset | Inputvat comes under debit column of duties & taxes | There will be no adjustment between inputvat & output vat | Output vat comes under current liability | None of these | c |
| 107 | ETCS means | Enable Tax Collected at Source | Electronic Tax Collected at Source | Electric Tax Collected at Source | None of these |  | b |
| 108 | To go to Payroll Voucher press | Ctrl + F9 | Ctrl + F5 | Ctrl + F4 | Ctrl + F6 | None of these | c |
| 109 | It is not possible to give description for stock items | True | False |  |  |  | b |
| 110 | How can we create voucher Class? | Gateway of Tally > Accounts Info > Voucher Types > Create | Gateway of Tally > Inventory Info > Voucher Types > Create | Both | None of these |  | c |
| 111 | It is possible to maintain same stock in different unit of measurement unit | TRUE | FALSE |  |  |  | a |
| 112 | To remove a line at all reports screen shortcut is | Alt + R | Alt + S | Alt + 1 | Alt + T | None of these | a |
| 113 | We can maintain vat and wbst within a same bill | Yes | No |  |  |  | b |
| 114 | How can we see the budget report | GOT > Display > Budget Report | Got > display > trial balance > budget variance | Got > accounts book | Got > display > accounts books > budget | None of these | b |
| 115 | We can not copy any narration from another voucher | TRUE | FALSE |  |  |  | b |
| 116 | We can repeat narration by pressing | Alt + Shift + R | Shift + R | Alt + R | Ctrl + R | None of these | d |
| 117 | Tally Software developed by | Tally Software Pvt Ltd | Tally Infotech Pvt Ltd | Tally Pvt Ltd | Tally Solutions Pvt Ltd | None of these | d |
| 118 | Total number of Ledgers Groups Entries etc can be shown from | Tally Audit | Statistics | Accounts Information | Company Information | None of these | b |
| 119 | Bank a/c comes under | PERSONAL A/C | REAL A/C | NOMINAL A/C | B & C | None of these | b |
| 120 | Output Vat is created under | Current Liabilities | Sales Accounts | Purchase Accounts | Duties and Taxes | None of these | d |
| 121 | In service tax Credit Adjustment(%) should be either | 20% | 100% | Both A & B | 30% | None of these | c |
| 122 | Surcharge is always calculated on | Tax | Total sales | Additional Duty | None of these |  | a |
| 123 | The shortcut key used to quit the screen without questioning | Ctrl+A | Esc | Alt+C | Ctrl+Q |  | d |
| 124 | We can activate Journal Voucher pressing | Alt + F7 | F7 | F8 | Alt + F8 |  | b |
| 125 | To use Dr/Cr instead of To/By during Voucher entry or vice versa Press | F10 | F12 | F11 | None of these |  | b |
| 126 | To see Vat and Cst reports | Display-Day Book | Display-Statutory Reports | Display-Account Books | Display-Exception Reports |  | b |
| 127 | Re-Order Level option is available in | Accounts Info | Inventory Info | Both A & B | None of these |  | b |
| 128 | Scenario can be created from | Accounts Info | Inventory Info | Both A & B | None of these |  | a |
| 129 | What is the use of stck journal ? | It is used for manufacturing product | It is used for inter godown stock transfer | It is used for stock comsumption entry | All of these |  | d |
| 130 | If input vat is more than output vatthen adjustment will be through | Tax Payable | Vat Receivable | All Of these | Vat Payable |  | b |
| 131 | While creation of Input vat and Output vat Type of Duty/Vat should be | Cst | Others | Vat | Surcharge |  | c |
| 132 | Maintain Batch Details” is activated for | Stock Groups | Stock Category | Stock Item | None of these |  | c |
| 133 | We cann~t pass a purchase/sale bill without order and challan | TRUE | FALSE |  |  |  | b |
| 134 | Government could be the deducter type for tds | TRUE | FALSE |  |  |  | a |
| 135 | Is it possible to view double column cash book in tally? | TRUE | FALSE |  |  |  | a |
| 136 | To get the Contra Mode shortcut is | F7 | F5 | F8 | F4 |  | d |
| 137 | Vat Tin consists of \_\_\_\_ digits | 10 | 12 | 11 | 9 |  | c |
| 138 | Purchase furniture rs30000 by cash- to pass this entry use | Payment voucher | Purchase voucher | Journal | All of these |  | d |
| 139 | Vat should be adjusted in every month | TRUE | FALSE |  |  |  | a |
| 140 | To reconcill bank book which key we have to press | F5 | F6 | F7 | F8 |  | a |
| 141 | The full form of BOM is | Base Of Material | Book of Material | Bill of Materials | Bills Of Materials |  | c |
| 142 | Reversing journal is a | Conventional Voucher | Unconventional Voucher | Both (a) and (b) | None of these |  | b |
| 143 | By default Tally data is stored into | Data Directory | Program Files | Root Directory | None of these |  | a |
| 144 | Which of the following is non accounting voucher | PAYMENT | MEMORANDUM | OPTIONAL | B & C |  | d |
| 145 | Tcs will be collected by seller | TRUE | FALSE |  |  |  | a |
| 146 | We can not export ledgers of one company to another company | True | False |  |  |  | b |
| 147 | In Company Features how many features are available? | 5 | 3 | 4 | 2 |  | c |
| 148 | To create a Group Company at least \_\_\_\_\_\_ companies are needed | 1 | 3 | 2 | 4 |  | c |
| 149 | F12 is known as | Company Features | Company Configuration | Accounting Features | None of these |  | b |
| 150 | Input Vat Ledger is created under which account? | Duties & Taxes | Sales | Sales Return | None of these |  | a |
| 151 | Output Vat Ledger should be defined under | Current Liabilites | Current Assets | Direct Expenses | Duties & Taxes | None of these | d |
| 152 | To enable vat computation is it nacessary to select vat/tax class | TRUE | FALSE |  |  |  | a |
| 153 | To view the TDS report go to | Display > Statements of Accounts > TDS Outstanding > TDS Computation | Accounts Book > TDS Outstanding > TDS Computation | Display > TDS Outstanding > TDS Computation | None of these |  | a |
| 154 | To show the cheque number while reconciling Bank Accounts press | F11 | F 12 | CTRL + F11 | CTRL + F12 | None of these | b |
| 155 | Is it possible to pass a cash bank entry through journal voucher | Not possible | It is possible | First we have to on an option from configuration | First we have to on an option from feature |  | c |
| 156 | To see Ratio Analysis reportwe select | GOT-Display-Ratio Analysis | Display-Day Book | Display-Trial Balance | Display-Account Books |  | a |
| 157 | Input Credit on Capital Goods Ledger will Fall Under | Current Assets | Current Liabilities | Duties&Taxes | MiscExp(Assets) |  | c |
| 158 | From where we can enable discount column in voucher? | F11 | F 12 | F11 > F2 | F11 > F1 |  | c |
| 159 | Where we can set the tds deductor details in tally? | In F11 statutory feature | In company creation screen | At the time of tds entry | At the time of ledger creation |  | a |
| 160 | Bank OD A/c is defined under | Bank Account | Secured Loan | Unsecured Loan | Loan Liability |  | d |
| 161 | What is the full form of TCS | Tax Collected by Staff | Tax Consumption at Source | Tax Collected at Source | Tax Collected from Sales |  | c |
| 162 | Which percentage does not comes under wb vat | 4% | 0% | 1% | None of these |  | d |
| 163 | How can we display payslip | Got>display>payroll report >payslip | Got>display> statement of payroll > payslip | Got > display >payroll report > statements of payroll > payslip | Got >display >payslip |  | c |
| 164 | Cash bank trasaction is possible through which of the folowing voucher | PAYMENT | RECEIPT | CONTRA | ALL OF THESE |  | d |
| 165 | How many days salary is eligible for gratuity calculation | 15 | 30 | 10 | 20 |  | a |
| 166 | To create Scenario which option to be activated | Use Rev journal & Optional voucher in F12 | Use Optional voucher in F11 | Use Reversing voucher in F11 | Use Rev journal & Optional voucher in F11 |  | d |
| 167 | Without godown creation we cann~t create item | TRUE | FALSE |  |  |  | b |
| 168 | The shortcut key used for Print is | Alt+E | Alt+P | Alt+A | Alt+I | None of these | b |
| 169 | Without mentioning units can we give quantity and rate of a particular stock item? | Yes | No |  |  |  | b |
| 170 | We can create multiple users in Tally activating | Tally Audit | Use Security Control | Both (a) and (b) | None of these |  | b |
| 171 | What is tracking no: | Purchase challan no: | Sale challan no: | Both | Invoice | None of these | c |
| 172 | Voucher Class for Interest calculation created based on | Journal Voucher | Debit And Credit Note | Receipt and Payment Voucher | Both (a) and (b) | None of these | b |
| 173 | To shut a company press | F1 | SHIFT + F1 | Ctrl + F1 | ALT + F1 | None of these | d |
| 174 | Branch / Division is a group defined under | Liabilities | Assets | Income | Expenditure |  | a |
| 175 | The tax(vat) paid at the time of sales | Input Tax | Output tax | Service Tax | Tax Deducted at Source |  | b |
| 176 | Deferred Revenue Expenditure falls under | Current Assets | MiscExpenses(Asset) | Both A & B | Indirect Expenses |  | c |
| 177 | Manufacturing voucher create under | Stock Journal | Stock voucher | Manufacturing voucher | A & b |  | a |
| 178 | Bank OCC a/c is a group defined under | Bank Account | Secured Loan | Unsecured Loan | Loan Liability |  | d |
| 179 | How many type of Measurement Unit can we create in Tally? | 2 | 3 | 5 | Unlimited |  | a |
| 180 | How can we see Vat Reports? | Gateway of Tally > Display | Gateway of Tally > Vat Reports | Gateway of Tally > Display > Statutory Info | Gateway of Tally > Display> Statutory Reports |  | d |
| 181 | If we purchase from an unregister dealer then the tax amount will be paid by me | TRUE | FALSE |  |  |  | a |
| 182 | Return to creditor 2 pcs ram for replacement after bill preparation- pass the entry in | Dedit note | Credit note | Rejection out | Rejection in |  | c |
| 183 | What is the path for jobcosting report | Got>display > statements of a/c >jobwork analysis | Got > display > jobwork analysis | Got > accounts book > job costing | None of these |  | a |
| 184 | To decleare a voucher as Post Dated press | Ctrl + T | Alt + T | Ctrl + P | Ctrl + D |  | a |
| 185 | Shortcut key used for Export is | Alt+E | Alt+C | Alt+B | Alt+D |  | a |
| 186 | If we purchase any Fixed asset in creditwe use | Payment mode | Receipt mode | Journal mode | Purchase mode |  | c |
| 1 | Reciept Note Voucher is an example of | Inventory ledger | Accounts ledger | Accounts Voucher | Inventory Voucher | All of the above | d |
| 2 | How we can see income and expenses statement instead of profit or loss account | a) F11 > Profit or loss both as liabilities | b) F12 > Profit or loss both as liabilities | c) Not possible | d) F11>Income Expense Stmt instead of P & L? |  | d |
| 3 | Costing method in Tally for item is not possible | True | FALSE |  |  |  | b |
| 4 | To show VAT classification report we use | F12 at VAT Computation report | F9 at VAT computation report | F5 at VAT computation report | F7at VAT computation report | None of the above | a |
| 5 | Tally by default create s | 2 levels of security | 3 levels of security | 4 levels of security | 7 levels of security | 6 levels of security | a |
| 6 | Tally has extensive internet capabilities | TRUE | FALSE | - | - | - | a |
| 7 | """Proprietor goods taken over for personal use "" It should be passed through " | a) Payment | b) journal | c) receipts | d) None of the above |  | b |
| 8 | "Is it mendatory to select the same categories with the both ledger "" Service Tax and Expences""" | a) Yes | b) No |  |  |  | a |
| 9 | To link reciept note with suppliers Invoice we use | Delivery Note | Debit Note | Credit Note | Tracking No | None of the above | d |
| 10 | toggle button between tds ledger And standard journal | a) Alt + s | b) Alt+ D | c) Ctrl+D | d) Ctrl+ S |  | a |
| 11 | "The shortcut key ""to Duplicate a voucher"" is" | a) Alt + 2 | b) Alt + 3 | c) Alt + V | d) Alt + D |  | a |
| 12 | Invoices are classified in | 2 categories | 5 categories | 8 categories | 6 categories | None of the above | a |
| 13 | An item can have alternative units in TALLY | TRUE | FALSE | - | - | - | a |
| 14 | Manufacturing Vouchers can be created in Tally | Stock items | Stock groups | Vouchers Types | ledger | All of the above | c |
| 15 | "Why The option "" Behave like groups"" Ask at the time of employee creation" | a) Only 5 Employees can come under the group | b) Minimun 2 and Max 10 employee can come under the group | c) Many employees can come under a single group | d) b and c |  | c |
| 16 | "What is the No. of ""VAT return form""" | a) Form 16 | b) Form 16A | c) Form 14 | d) Form 60 |  | c |
| 17 | Is it mendatory to create the pay structure for each and every employee | a) No | b) Yes |  |  |  | a |
| 18 | BRS report we can see through | a) Cash bank reports > F5 | b) Display > MIS report > BRS report | c) Display > Bank report > F5 | d) Cash report > BRS report |  | a |
| 19 | Reciept PaymentVouchers can be passed in | Single Entry mode | Contra mode | Double Entry mode | Payment mode | Both A & C | e |
| 20 | To see the opening balance in trial balance you have to activate the option from | a) F11 | b) F12 | c) Ctrl + F11 | d) Ctrl + F12 |  | b |
| 21 | In general the Financial year from shall be from | 1st April of any year | 31st March of any year | All of them are true | None of these |  | a |
| 22 | Books beginning from means | the date from which Financial Year starts for the Company | the date from which Company starts to maintain its Accounts | Closing Date of the Financial Year | None of these |  | b |
| 23 | Within Company alteration window we can define | an Administrator | a User | Name of the Proprietor | All of these | None of these | a |
| 24 | To invoke Company Info from Gateway of Tally use | Alt + F1 | Alt + F2 | Alt + F3 | A and B | A and C | c |
| 25 | The shortcut to Delete a Company is | Alt + Delete | Shift + Delete | Ctrl + Delete | Alt + D | Alt + X | d |
| 26 | A ledger account can be altered through | Gateway of Tally > Accounts Info > Ledgers > Alter | Gateway of Tally > Ledgers > Single Ledger > Alter | Gateway of Tally > Ledgers > Alter | None of these |  | a |
| 27 | What is the difference between Indirect Expenses and Expenses (Indirect) groups? | They are two separate primary groups | Indirect Expenses is an alias of Expenses (Indirect) group | Expenses (Indirect) is an alias of Indirect Expenses group | A and B | B and C | c |
| 28 | For on line modification we have to press | a) Ctrl + Enter | b) Alt + Enter | c) Alt + D | d) Not possible |  | a |
| 29 | Directory where TallyProgram Files will be Loaded is | Tally Directory | Application Directory | Data Directory | All of these | None of These | b |
| 30 | Bill reference can be of | 4 types | 5 types | 9types | 7types | All of the above | a |
| 31 | Accounts with Inventory means | Accounts will be maintained whenever stock being purchased | Accounts will be maintained whenever stock being sold | Accounts will be maintained whenever stock will be transferred through godowns | A and B | A and C | d |
| 32 | Company Feature invoked by pressing | F12 | F11 | Alt + F11 | Ctrl + F12 | None of these | b |
| 33 | Bank OCC Accounts is the alias of | Bank Accounts group | Bank Overdraft group | Both | None of these |  | b |
| 34 | The account subgroup Deposits is under | Current Liability | Current Assets | Fixed Assets | Reserve and Surplus |  | b |
| 35 | Prereceived Commission ledger falls under | Current Liabilities | Current Assets | Loans and Advances | Loan (Liability) | None of these | a |
| 36 | To convert a Sales entry from Voucher mode to Invoice mode use | F9 | F8 | Alt + V | Ctrl + V | None of these | d |
| 37 | 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 |
| 38 | Started Business with cash Rs 100000. We will pass this entry using | Contra mode | Payment mode | Receipt mode | None of these |  | c |
| 39 | We can maintain an alias | a) Short name | b) Code number | c) Extra information | d) a and b |  | d |
| 40 | UDF is possible in Tally | a) True | b) False |  |  |  | b |
| 41 | How to create unit in payroll | a) GOT > Inventory info > Units of measure > create | b) GOT > Payroll info > Units > create |  | d) None of these |  | a |
| 42 | Calculation of Input Vat Is of | 2 Ways | 3 ways | 5 ways | 4 ways | Cannot be calculated | d |
| 43 | Which Form is use for TDS Challan | a) Form 16 | b) Form 16A | c) Form 14 | d) Form 60 |  | b |
| 44 | date field in voucher creation mode can be skipped | TRUE | FALSE |  |  |  | a |
| 45 | Stock categories can be maintained in Tally | True | FALSE |  |  |  | a |
| 46 | To see profit or loss both as liabilities we have to select | a) F11 > Profit or loss both as liabilities | b) F12 > Profit or loss both as liabilities | c) Not possible |  |  | b |
| 47 | Which option is use for goods delevery entry | a) F11 > use tracking number | b) F12 > use tracking number | c) F12 > Use tracking number and use rejection notes |  |  | a |
| 48 | Remarks for items in Tally can begiven | TRUE | FALSE | - | - | - | a |
| 49 | "Is it required to create the ledger named "" VAT refundable""" | a) Yes | b) No | c) Yes depends on situation | d) All of the above |  | c |
| 50 | The option calculator will come through | a) Ctrl + N | b) Ctrl + C | c) Alt + C | d) a and c | e) None of this | d |
| 51 | The Mailing name shall be | The Name of the Company | The Name of the Proprietor | Both | None of these |  | a |
| 52 | To create Cost Category the option is set to be - Yes - in | Configuration window | Feature window | None of these |  |  | b |
| 53 | Is there any difference between Reversing Journal and Memorandam Voucher ? | True | False |  |  |  | a |
| 54 | Switching between Invoice and Voucher mode during Sale / Purchase | Alt + D | Ctrl + B | Ctrl + V | None of these |  | c |
| 55 | To switch from one accounting report to another accounting report we use | F1 | F10 | F9 | none of these |  | b |
| 56 | Can we view CST paid amount at the time of purchase in Vat Report ? | yes | no |  |  |  | b |
| 57 | 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 |
| 58 | Choose the correct shortcut key to export. | Alt + X | Alt + E | Alt + P | Alt + T |  | b |
| 59 | Memorandum Voucher is a Non-accounting Voucher | True | False |  |  |  | a |
| 60 | Can we use Reference Number in Stock Journal ? | yes | No |  |  |  | a |
| 61 | The name of the Company is hidden inside when we use \_\_\_\_\_\_\_\_? | Tally vault password | Security control password | User password | all of these | none of these | a |
| 62 | The shortcut of changing period is invoked by pressing | F2 | ALT + F2 | CTRL + F2 | F1 |  | b |
| 63 | To make an Optional entry | CTRL + T | CTRL+ D | CTRL+ L | ALT + L |  | c |
| 64 | To mention the narration against each ledger we have to | use common narration | narrations for each entry | narrations for each ledger | common narration for each ledger |  | b |
| 65 | The default godown of tally is | location | main location | godown | none of these |  | b |
| 66 | Can we view Godown wise report through stock summary ? | yes | no |  |  |  | a |
| 67 | who is the manufacturer of Tally | Debcom pvt.ltd | Tally Solutions pvt.ltd | Dgtek pvt.ltd | IBM | None of the above | b |
| 68 | The ledger salary payable falls under the group | a) Current liabilities | b) Duty and taxes | c) Loan liabilities | d) All of the above |  | a |
| 69 | In tally We can create a new Company on any other Directory rather than data Directory | YES | NO |  |  |  | a |
| 70 | Where you will find the stock summary | a) GOT> Stock Summary | b) GOT > Display > Stock Summary | c) GOT > Inventory Books > Stock Summary | d) b and c |  | a |
| 71 | Is it possible to pass purchase order entry without any value | a) Yes | b) No |  |  |  | a |
| 72 | How to create Employee Group in Tally | a) GOT> Payroll voucher> Employee | b) GOT> Payroll info> Employees | c) GOT> Payroll info> Employee | d) None of these |  | b |
| 73 | Tally maintain our accounts according to the currency given in | Multicurrency | Symbol in base currency | Alternative currency | None of the above |  | b |
| 74 | Market valuation Tally can be in | 2 Ways | 3 ways | 6 ways | 4 ways | None of these | d |
| 75 | Expiry dates for an item like Medicine can be given in Tally | True | FALSE | - | - |  | a |
| 76 | Is it possible to create pre defined cost center for entry | a) Yes | b) No |  |  |  | a |
| 77 | "To show the ledger current balance "" Show ledger current balance"" option active from" | a) F12 | b) F11 | c) Ctrl + F12 | d) Ctrl + F11 |  | a |
| 78 | The Payroll configuration can be activate from | a) F11 | b) F10 | c) Alt + F12 | d) none of these |  | a |
| 79 | Novel way of automating accounting allocationsduring invoice entry is | Price List | Price Level | Voucher Class | Contra vouchers | None of the above | c |
| 80 | Accounts & inventory cannot be maintained together in Tally | TRUE | FALSE |  |  |  | b |
| 81 | Credit for the Tax paid on Inputs is | TDS invoice | VAT invoice | Invoice for Capital Goods | Input Tax credit | All of the above | d |
| 82 | What is the path to check the Vat report | a) GOT>Display>Statuory Report> VAT Report | b) GOT>Display> VAT Report > VAT Allocation Report | c) GOT > Display > VAT Computation Report | d) All of the above |  | a |
| 83 | In a Company we may maintain | Accounts only | Accounts with Inventory | Both of these | Either of these | None of these | c |
| 84 | If a company is actually established on 1st September 2002 the Financial Year from will be | 1st September 2002 | 1st October 2002 | 1st April 2002 | 1st April 2003 | None of these | c |
| 85 | Which one of the stated options can hide name of the Company? | Alter Company | Tally Audit | Tally Vault | Security Control | None of these | c |
| 86 | We cannot Maintain Cost Centre in Tally | TRUE | FALSE |  |  |  | b |
| 87 | F11 refers to sales order | TRUE | FALSE |  |  |  | b |
| 88 | 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 |
| 89 | Administrator of a Company can be assigned through | Tally Audit | Security Control | Tally Vault | Company Alteration | None of these | d |
| 90 | Cash deposit into bank the entry can be passed through | a) Payment | b) Journal | Contra | d) Receipt |  | c |
| 91 | How to display item wise stock report | a) GOT> Stock Summary | b) GOT > Display > Inventory books > Stock Item | c) GOT > Display > Statement of inventory> Godowns | d) GOT > Display > Inventory books > Group Summary |  | b |
| 92 | For auto calculation of TDS amount we have to press | a) Alt + C | b) Ctrl + N | c) Alt + S | d) Not possible |  | c |
| 93 | To see vertical balance sheet we have to select | a) F11 > Show vertical balance sheet | b) F12 > Show vertical balance sheet | c) Not possible |  |  | b |
| 94 | For Cheque printing press F11 to activate | a) Set modify other company features | b) Enable Cheque Printing | c) Both (a) and (b) | d) Either (a) or (b) |  | c |
| 95 | Allows administrator to track changes in accounting information | Security Option | Tally A udit | Audit trial | All of these | None of these | b |
| 96 | Budgets can be of | 2 types | 5 types | 7 types | 3 types | 4 types | a |
| 97 | Inventory valuation in tally may be | average | FIFO | LIFO | Std.Cost | All of the above | e |
| 98 | Is it possible to copy the entry into Tally | a) Yes | b) No |  |  |  | a |
| 99 | Can we delete a company using ? | Alt + D | Ctrl + D | Del | both a & b |  | a |
| 100 | Is it possible to delete the profit & loss account ledger ? | yes | no |  |  |  | b |
| 101 | To delete the Master which key you will use ? | Shift+d | Alt+D | Esc | Alt+c |  | b |
| 102 | Purchase / Sales order is affected in your Financial Account | Yes | No |  |  |  | b |
| 103 | To define Credit limit for debtors & creditors switch on the option from \_\_\_? | F11 | F12 | Company Info | none of these |  | a |
| 104 | Receipt note is used in case of | After purchase | Before sales | Before purchase return | Sales return | Before purchase | e |
| 105 | Use defaults for bill allocation this option is available by pressing which key ? | F12 | F11 | F10 | F3 |  | a |
| 106 | To switch from Profit & Loss a / c to Balance Sheet we will use | F10 | alt + 10 | F11 | Ctrl + F12 |  | a |
| 107 | Is it possible to perform manufacturing without formula ? | yes | no |  |  |  | a |
| 108 | You do not allocate transactions to cost categories you allocate them to cost centres only | True | False |  |  |  | a |
| 109 | We can maintain different and actual billed quantity through | a) F11 | b) F12 | c) None of the above | d) All of the above |  | a |
| 110 | Is it possible to see vertical balance sheet | a) True | b) False |  |  |  | a |
| 111 | To see the scenario report | a) Balance sheet > Alt+ C | b) Profit & Loss > Ctrl + C | c) Dislpy > Scenario report | d) Disply > scenario report > Alt+C |  | a |
| 112 | Unit for an item can be | Simple only | Compound Only | Both Simple & compound | None of the above | All of the above | c |
| 113 | To give notes for a particular ledger account one should mark | Allow Advance entries in master in F12 | Allow Contact Details for ledger account in F12 | Allow Notes for Ledger Account in F12 | Add Notes for Ledger Account in F12 | None of the above | d |
| 114 | CST in purchase is deducted from | Sale amount | Purchase amount | None of the above | All of the above |  | c |
| 115 | How many months are by default provided by Tally for a Financial Year ? | 12 | 24 | 6 | Unlimited |  | a |
| 116 | Vat is imposed on | 255 items | 125 items | 46 items | 550 items | 270 items | d |
| 117 | Monthwise display of balancesheet can be displayed in Tally | TRUE | FALSE | - | - | - | a |
| 118 | Is it mendatory to select the type of organization at the time of service tax configuration | a) Yes | b) No |  |  |  | a |
| 119 | Cost center option will come through | a) F11 | b) F12 | c) F4 | d) F5 |  | a |
| 120 | Incase of loan taken from party the required ledger will be | a) Loan from party Party Cash | b) Loan from party Party | c) Loan from party cash | d) None of the above |  | c |
| 121 | Is it possible to see profit or loss both as liability | a) True | b) False |  |  |  | a |
| 122 | Salary paid to employees without any value this entry passed through | a) Payment | b) Payment after activate the option from F11 | c) Not possible | d) Received after active the option from F11 |  | c |
| 123 | How to display the payslip report | a) GOT > Display > Day Book | b) GOT > Display > Payslip | c) GOT > Display > Payroll Reports > Payslip | d) Either (a) or (b) |  | c |
| 124 | Display of Sundry debtors without ledger breakup cannot be possible in Tally | True | FALSE |  |  |  | b |
| 125 | We can give partno(Design no catalogue No ) for stock item | True | FALSE |  |  |  | a |
| 126 | Number of items exempted from VAT | 46 | 26 | 45 | 89 | 30 | a |
| 127 | An assessable value is | on which Vat is to be calculated | On which TDS is charged | On which Sales tax is calculated | None of the above | All of the above | a |
| 128 | shortcut for purchase bill is | Alt + P | Ctrl+P | Shift+Alt+C | Alt+F9 | F9 | e |
| 129 | manufacturing of item is not possible in Tally | True | FALSE |  |  |  | b |
| 130 | Cash ledger can be allowed in journal mode | true | FALSE |  |  |  | a |
| 131 | Cash to Bank transaction in Tally can be passed through | Payment Voucher | Contra voucher | Reciept voucher | Voucher Class | None of the above | b |
| 132 | Example of an Accounting Voucher is Memo Voucher | TRUE | FALSE |  |  |  | a |
| 133 | Is it mendatory to select the service tax categories at the time of service tax ledger creation | a) Yes | b) No |  |  |  | a |
| 134 | Day Book is used to see the | List of Inventory | List of Vouchers | List of all Masters | None of these |  | b |
| 135 | Can we define Credit limit for debtors & creditors ? | yes | no |  |  |  | a |
| 136 | Vat report consists of | Input Vat on trading goods | Output Vat on trading goods | CST at the time of sales for trading goods | Input vat on purchase of capital goods | All of the above | e |
| 137 | To skip the date field in accounting voucher create mode one should mark | Invoice for capital Goods | Allow Advance entries in master in F12 | Click On gateway of Tally | F11-Skip date field in create mode(faster entry) | F12-Skip date field in create mode(faster entry) | e |
| 138 | A VAT TIN number has | 11 digit numerals | 12 digit numerals | 13 digit numerals | 9 digit numerals | 6 digit numerals | a |
| 139 | "To display the ""inventory values are affected"" at the time of ledger creation "" press F12"" to active " | a) Use ADDRESS for ledger accounts | b) Allow ADVANCED entries in master from Inventory master | c) Allow ADVANCED entries in master from Accounts Master | d) None of these |  | c |
| 140 | How many parts in Employee masters | a) 1 | b) 3 | c) 2 | d) 4 |  | b |
| 141 | Memo Voucher is a | Contra voucher | payment Voucher | Non-accounting voucher | All of the above | None of the above | c |
| 142 | input cr on capital goods falls under | a) Current liabilities | b) Duties and taxes | c) Loan liabilities | d) All of the above |  | b |
| 143 | Revenue item is related with | a) Purchase | b) Sale | c) Purchase & Sale | d) None of the above |  | c |
| 144 | Multiaccounting printing is possible in tally | TRUE | FALSE | - | - | - | a |
| 145 | Payment & Reciept Voucher can be passed as contra | True | FALSE |  |  |  | a |
| 146 | We can see cost center wise report | a) GOT > Display > Statement of accounts > Cost center | b) GOT > Display > Cost center report | c) GOT > reports > Cost center > Cost center report |  |  | a |
| 147 | Company features are applicable with the current company only | True | FALSE |  |  |  | a |
| 148 | BOM refers to | Bill of materials | Bill of manufacturing | Budget of Manufacturing | Bill of Memo | None of the above | a |
| 149 | Online creation of Ledger can be possible by | Ctrl+C | Alt+C | Shift+Alt+C | Alt+O | All of the above | b |
| 150 | Sales Order Report is accessed by | Alt + P | Shift+S | Alt+F7 | Ctrl+Shift+N | Ctrl+F7 | c |
| 151 | Under which directory data of a company is normally stored ? | DATA Directory | Root Directory | Bin Directory | Company Directory | None of these | a |
| 152 | How we can pass entry without any value | a) F11 > allow 0 valued entries in vouchers | c) Is not possible |  |  |  | a |
| 153 | "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 |
| 154 | Document re-numbering is possible in Tally | a) True | b) False |  |  |  | b |
| 155 | Special journal that automatically reversed after date of journal | Scenario management | Budget | Reversed Journal | Reversing journal | VAT adjustment journal | d |
| 156 | Option available to track unauthorised changesin data | Security Control | Tally Vault | Tally Audit | E\_capabilities | None of the above | c |
| 157 | Short cut to shut a company ion tally is | Alt + P | Ctrl+P | Alt+F1 | F1 | None of the above | c |
| 158 | In Tally we can maintain | Inventory only | Accounts only | Inventory with account | All of the above | Both B & C | e |
| 159 | Loss of stock the entry should be passed through | a) Journal | b) Stock Journal | c) a and b | d) Physical stock adjustment |  | c |
| 160 | The shortcut key of changing Accounts Invoice to Item Invoice is | a)Alt + E | b)Ctrl + I | c)Alt + I | d) None of these |  | c |
| 161 | A management tool that enables different views of our information | Reversing Journal | Optional Vouchers | Memorandum Vouchers | Scenario management | None of the above | d |
| 162 | Relation between 2 simple units is | Relative | Absolute | Compound | mixed | All of the above | c |
| 163 | which button is used for payroll auto fill | a) ctrl + F7 | b) Alt + F4 | c) ctrl + v | d) Alt + O |  | a |
| 164 | What is the procedure to import transaction from one to another company | a) GOT > Import data | b) GOT > Import Masters | c) GOT > Entry transaction | d) Not possible |  | b |
| 165 | Keeping a copy of data in other media is termed as | Tally Vault | Tally Audit | Restore | Backup | All of the above | d |
| 166 | Calculator in tally is invoked by | Alt + P | Ctrl+P | Ctrl+N | Ctrl+Shift+N | All of the above | c |
| 167 | For Payroll Auto Fill You can Press | a) Ctrl + F7 | b) Alt + F7 | c) Either (a) or(b) | d) none of These |  | a |
| 168 | To see the opening balance in trial balance you have to activate the option | a) Show opening balance | b) Show accomulated balance | c) Only opening balance | d) Opening balance only | e) Not possible | a |
| 169 | For manufacturing we have to create | a) voucher type | b) Voucher class | c) Either a or b | d) a and b both |  | a |
| 170 | VAT computation report can be view through | a) GOT > Display > Statutory report > VAT reports | b) GOT > Display > VAT computation | c) GOT > Day Book | d) GOT > vat reports > vat compution |  | b |
| 171 | Depositing cash to SBI should be passed through | Payment mode | Reciept mode | Contra mode | Purchase | Sales | c |
| 172 | We can maintain Both Cost centre & Cost categories in Tally | True | FALSE |  |  |  | a |
| 173 | 49 items are exempted from VAT | TRUE | FALSE |  |  |  | b |
| 174 | Income Tax number of the Company will appear in which report? | Balance Sheet | Profit and Loss | Account Confirmation Statement | Reminder Letter |  | c |
| 175 | If the Financial Year from is 1st April 2005 and the Books beginning from is 1st January 2006 then what will be the Closing Date ? | 31st Dec 2006 | 31st March 2006 | 31st December 2005 | None of these |  | b |
| 176 | To Shut an opened Company the shortcut is | Alt + F1 | Shift + F1 | Ctrl + F1 | None of these |  | a |
| 177 | How to switch between opened Companies? | Alt + F3 | F1 | F3 | F2 | Ctrl + F3 | c |
| 178 | To change Current Date from Gateway of Tally press the key | F1 | F9 | F5 | F2 |  | d |
| 179 | Party account can be created through | Group creation window | Ledger creation window | Inventory creation window | Any one of them | None of these | b |
| 180 | Outstanding Expenses group comes under | Current Assets | Investments | Loans (Liability) | Current Liabilities |  | d |
| 181 | Tally can warn on negative balance of Cash. | True | False |  |  |  | a |
| 182 | To define a Criteria on a Report press | Alt + F11 | Alt + F12 | Ctrl + F11 | Ctrl + F12 |  | b |
| 183 | Which ledger in Tally maintains Inventory? | Stock in Hand | Closing Stock | No ledger is there |  |  | c |
| 184 | To activate Price List how many options from F11 should be turned on? | 4 | 3 | 1 | 2 |  | d |
| 185 | Stock Journal mode is used for | Manufacturing of stock | Any sort of Stock adjustment | Bad Debts adjustments | None of these |  | b |
| 186 | To prepare Manufacturing Voucher you have to depend on | Stock Journal | Sales | Purchase | Any one of them | None of these | a |
| 187 | Which option is mandatory to make a Manufacturing Journal? | Make Optional as default | Prefill with Zero | Use as a Manufacturing Journal | None of these |  | c |
| 188 | To set predefined billing terms we need | Voucher Types | Voucher Class | Price List | None of these |  | b |
| 189 | Split Company means | Splitting of ledgers | Splitting of items | Splitting of accounting periods | None of these |  | c |
| 190 | We can pass Contra entry through F6 without any changes in Configration (F12) | True | False |  |  |  | b |
| 191 | Input vat ledger should be under | Purchase account | Sales account | Duties & taxes | Current Assets |  | c |
| 192 | Shut down a company means to delete a company | True | False |  |  |  | b |
| 193 | Input Vat ledger falls under | Indirect Expenses | Duties and Taxes | Sales | Purchases | Indirect Incomes | b |
| 194 | To enter Voucher choose | Company Info >Voucher Entries | Gateway of Tally > Accounting Vouchers | Gateway of Tally > Voucher Entry | None of these |  | b |
| 195 | To switch to Payment mode of voucher press | F4 | F5 | F6 | F7 | None of these | b |
| 196 | Set / Modify other Company Features option should be turned ON to avail Price List. | True | False |  |  |  | a |
| 197 | Physical Stock option is used | to transfer stock from one godown to another | to cancel a Sale / Purchase entry | to increase / decrease stock without affecting accounts | None of these |  | c |
| 198 | To save a Voucher from any position press | F4 | Ctrl + U | Ctrl + A | Ctrl + V |  | c |
| 199 | Audit features are available without enable the Security Control | True | False |  |  |  | b |
| 200 | Tax paid on Capital goods ledger should be under the group | Fixed assets | Current liabilities | Misc Exp( Assets) | Sundry Debtors |  | c |
| 201 | To change the voucher date press | Alt + F1 | Alt + F2 | F3 | F1 | None of these | e |
| 202 | At the time of ledger creation the shortcut to modify online Group / Subgroup is | Alt + C | Alt + D | Insert key | Ctrl + Enter | None of these | d |
| 203 | To transfer the amount from Main Cash to Petty Cash you have to use | Payment mode | Receipt mode | Contra mode | None of these |  | c |
| 204 | To transfer the amount from one Bank to another mode of voucher will be | Contra mode | Payment mode | Receipt mode | None of these |  | a |
| 205 | We can add Prefix and Suffix to | Voucher mode | Voucher Class | Voucher Number | Voucher Type |  | c |
| 206 | To display Outstanding report for Debtors select | Gateway of Tally > Display > Exception Reports > Debtors | Gateway of Tally > Display > Statements of Accounts > Outstanding > Receivables | Gateway of Tally > Display > Statements of Accounts > Outstanding > Debtors | None of these |  | b |
| 207 | To switch between Accounts Voucher to Inventory Voucher press | F11 | F12 | F1 | F2 | None of these | c |
| 208 | To invoke Memorandum voucher press | F10 | Alt + F10 | Ctrl + F10 | None of these |  | c |
| 209 | Simple & Compound Interest are same in Tally | True | False |  |  |  | b |
| 210 | To pass Sales order entry turn on the option from F11 | Allow 0 valued entries in voucher | Allow sales order processing | Both A & B | Tracking Number |  | c |
| 211 | To reconcile the voucher press | F8 | F5 | F9 | F6 | F1 | b |
| 212 | Stock Journal voucher can be used for | Stock tranfer | Manufacturing entry | Goods purchased | Both A & B | Both A & C | d |
| 213 | Suspense A / c in Tally falls under | Assets | Liabilities | Incomes | Expenses |  | b |
| 214 | To display net balances of the account group / subgroup instead of debit and credit balances in separate columns we will activate- | Net Debit / Credit Balances for Reporting | Group behaves like a Sub-Ledger | Used for Calculation | None of these |  | a |
| 215 | During voucher entry Date can be changed. | True | False |  |  |  | a |
| 216 | To switch to Receipt mode of voucher press | F4 | F5 | F6 | F7 | None of these | c |
| 217 | To convert a Purchase entry from Invoice mode to Voucher mode use | Ctrl + V | F8 | Alt + V | F9 | None of these | a |
| 218 | Bad Debts are recorded through | Contra mode | Journal mode | Receipt mode | Payment mode | None of these | b |
| 219 | To create Duplicate voucher press | Alt + F2 | Ctrl + F2 | Alt + 2 | Ctrl + 2 |  | c |
| 220 | 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 |
| 221 | Modifications / alterations if any done by the user in the entries of a Company to trace out them you have to use | Tally Vault | Tally Audit feature | Audit Trail | Any one of them | None of these | b |
| 222 | Tally supports online Group creation during creation of Ledger. | True | False |  |  |  | a |
| 223 | Find out which is not a Default ledger in Tally. | Cash in Hand | Capital Account | Profit & Loss | None of these |  | b |
| 224 | A Primary Group can be defined by the user. | True | False |  |  |  | a |
| 225 | Before taking printout print preview can be viewed in Tally. | True | False |  |  |  | a |
| 226 | Price List is based on | Quantities of stock items | Stock available in Godown | Rate declared during Opening Stock | None of these |  | a |
| 227 | To invoke Reversing Journal press | F10 | Alt + F10 | Ctrl + F10 | None of these |  | a |
| 228 | Patent account falls under | Investments | Liabilities | Current Assets | None of these |  | d |
| 229 | At the time of ledger creation the shortcut to create online Group / Subgroup is | Insert key | Ctrl + C | Alt + C | Ctrl + Enter |  | c |
| 230 | We can give opening balances to the ledger accounts at the time of | Ledger Creation | Group Creation | Voucher Entry | None of these |  | a |
| 231 | How to create godowns? | Gateway of Tally > Inventory Info > Stock Items > Location | Gateway of Tally > Inventory Info > Stock Items > Godowns | Gateway of Tally > Inventory Info > Godowns | Gateway of Tally > Inventory Info > Locations |  | c |
| 232 | To suppress ledger break-ups for a group within report the option should be activated in group is | Net Debit / Credit Balances for reporting. | Group behaves like subledger. | Used for calculation. | None of these |  | b |
| 233 | During Voucher entry Date field can be skipped by manipulating | Company Configuration | Company Features window | Gateway of Tally > Hide Date | None of these |  | a |
| 234 | To see the Ratio Analysis choose | Gateway of Tally > Display > Ratio | Gateway of Tally > Ratio Analysis | Company Info > Ratio Analysis | None of these |  | b |
| 235 | Full form of BOM is | Bills of Month | Bill of Material | Batch of Material | None of these |  | b |
| 236 | The Discount column in Price List implies | Cash Discount | Trade Discount | Special Discount | None of these |  | b |
| 237 | Group Company option can be worked for | an opened company | more than one opened company | Both | None of these |  | b |
| 238 | We can take Backup of a Company through | Company Info > Backup | Display > Backup | Gateway of Tally > Backup | None of these |  | a |
| 239 | To activate Auto Value Calculator press | Alt + A | Alt + F | Alt + C | None of these |  | c |
| 240 | To pass reversing journal entry press | F10 | Ctrl + F10 | Alt + F10 | F9 | None of these | a |
| 241 | To create ledger in multiple modes Go to -- Gateway of tally -> Accounts info -> Ledger -> | Create | Alter | Multiple creation | Display |  | c |
| 242 | To Select an existing company the way you should follow | Gateway of Tally >Company | Company Info >Select Company | Company Info > Company | Any one of them | None of these | b |
| 243 | The way to Shut any opened Company is | Gateway of Tally > Shut | Company Info > Shut Company | Company Info > Close Company | A and B | B and C | b |
| 244 | Configuration menu invoked by pressing | F12 | F11 | Alt + F11 | Ctrl + F12 | None of these | a |
| 245 | Multiple Ledger creation mode does not allow to define Bill details against a party account. | True | False |  |  |  | b |
| 246 | To keep bill details for a party choose | Maintain Billwise Breakups | Maintain Bill Details | Maintain Billwise Details | None of these |  | c |
| 247 | By default Nature of Group for Branch / Divisions is | Assets | Liabilities | Incomes | Expenses |  | b |
| 248 | To purchase Fixed Assets through Purchase voucher turn on the option | Allow Expenses / Fixed Assets in Purchase Vouchers from F11 | Allow Expenses / Fixed Assets in Purchase Vouchers from F12 | Allow Expenses / Fixed Assets in Purchase Vouchers from F11 / F12 | None of these |  | b |
| 249 | Bank Interest received will be passed through | Contra mode | Journal mode | Receipt mode | Payment mode | None of these | c |
| 250 | During voucher entry existing ledger can be modified. | True | False |  |  |  | a |
| 251 | A Voucher Types can be created | from scratch | based on existing voucher type | Either A or B | None of these |  | b |
| 252 | To declare Price List for a product choose | Gateway of Tally > Masters > Inventory Info > Price List | Gateway of Tally > Inventory Info > Price List | Gateway of Tally > Display > Price List | None of these |  | b |
| 253 | We can Modify an existing Company from | Company Info > Alter | Company Info > Alter Company | Gateway of Tally > Modify Company | None of these |  | a |
| 254 | What is the key combination to change the financial year an existing Company ? | Alt + F2 | Alt + F1 | Ctrl + F2 | Ctrl + F1 | None of these | a |
| 255 | To see existing ledgers of a Company choose | Gateway of Tally > Accounts Info > Ledgers > Create | Gateway of Tally > Accounts Info > Ledgers > Display | Gateway of Tally > Accounts Info > Ledgers > Alter | None of these |  | b |
| 256 | 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 | None of these | b |
| 257 | During voucher entry we may create | Online ledger | Online Group | Online Cost Centre | A and C | All of these | e |
| 258 | To get detail report format press | Alt + 1 | Alt + F1 | Alt + 2 | Alt + F2 |  | b |
| 259 | To pass the Delivery Note return you need | Rejection In | Rejection Out | Credit Note | Debit Note | None of these | a |
| 260 | Credit Note is associated with | Sales Challan | Sales Return | Purchase Challan | Purchase Return | None of these | b |
| 261 | Voucher Class can be used | to define a new voucher type | to define a group of ledgers | to allocate ledgers with a voucher type | None of these |  | c |
| 262 | We can see the daily break-up report in cash book by press | F8 | F6 | F2 | Alt + w |  | b |
| 263 | To invoke Calculator anywhere in Tally press | Alt + Insert | Ctrl+M | Ctrl + N | Ctrl + C | None of these | c |
| 264 | To convert any voucher to Post Dated press | Alt + P | Ctrl + P | Alt + T | Ctrl + T | None of these | d |
| 265 | To display Outstanding report for Creditors select | Gateway of Tally > Display > Exception Reports > Creditors | Gateway of Tally > Display > Statements of Accounts > Outstanding > Payables | Gateway of Tally > Display > Statements of Accounts > Outstanding > Creditors | None of these |  | b |
| 266 | A Bill can be formed without Order and Challan. | True | False |  |  |  | a |
| 267 | Use Rejection Notes option can be used | to cancel any Sale | to cancel any Purchase | to Reject any Sold good | to Scrap any good from godown |  | c |
| 268 | To pass the Receipt Note return choose | Rejection In | Rejection Out | Credit Note | Debit Note | None of these | b |
| 269 | Tracking Number is used to keep | Challan number | Order number | Bill number | All of these | None of these | a |
| 270 | Debit Note is associated with | Purchase Return | Sales Return | Purchase Challan | Sales Challan | None of these | a |
| 271 | A Budget can be set with a Ledger. | True | False |  |  |  | a |
| 272 | To print the report press | Ctrl + P | Alt + P | Alt + E | Alt + R |  | b |
| 273 | To modify any ledger balance go to Account info -> Ledger -> | Create | Display | Alter | None of These |  | c |
| 274 | To see the Budget variance press | Alt + G | Alt + B | Alt + T | Ctrl + B |  | b |
| 275 | Single Entry mode is available for Sales and Purchase entries. | True | False |  |  |  | b |
| 276 | At the time of voucher entry to repeat the previous narration press- | Alt + Insert | Alt + C | Ctrl + R | Alt + Ctrl + R | None of these | c |
| 277 | Post Dated entries can be viewed through | Scenarios | List of Accounts | Exception Reports | None of these |  | c |
| 278 | To feed Free quantities of goods during Sales / Purchase turn on the option | Allow Invoicing | Use different Actual & Billed Qty | Allow 0 (zero) valued entries in Vouchers | Separate Discount column on Invoices | None of these | b |
| 279 | Optional voucher can be converted into regular voucher by click on | Regular button | Regular voucher | Regular date | Regular no | Optional | a |
| 280 | Unconventional voucher means | Accounting voucher | Inventory voucher | Non accounting vouchers | Banking voucher | Contra voucher | c |
| 281 | Which is not a Final Report of a Company? | Balance Sheet | Profit and Loss | Day Book | None of them |  | c |
| 282 | A Company can be Restored through a Backup from | Company Info > Restore | Display > Restore | Gateway of Tally > Restore | None of these |  | a |
| 283 | 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 |
| 284 | During the declaration of a group parent group can be changed using | Ctrl + Enter | Alt + Enter | Enter | Not possible |  | a |
| 285 | To Reconcile a Bank entry press | F3 | F4 | F5 | F6 |  | c |
| 286 | To work with Track Additional Cost of Purchase you need | Voucher mode | Invoice mode | Both | None of these |  | a |
| 287 | To Split a Company use | Gateway of Tally > Split Company Data | Company Info > Split Company Data | Gateway of Tally > Accounts Info > Split | None of these |  | b |
| 288 | VAT TIN stands for | Tax indian notifiacation | Tax Payers identification number | Tax input number | Tax Inter State Number |  | b |
| 289 | Is it possible to change password of Tally Vault for a Company already assigned with such password? | Yes | No |  |  |  | a |
| 290 | Income (Indirect) is the alias of which account group ? | Income | Profit and Loss | Indirect Income | None of these |  | c |
| 291 | Deferred Revenue Expenditure group falls under | Branch / Divisions | Indirect Expenses | Direct Expenses | Miscellaneous Expenses | None of these | d |
| 292 | Existing Voucher Type can be modified. | True | False |  |  |  | a |
| 293 | 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 |
| 294 | We can create the Cost Centres for | Revenue Items | Non Revenue Items | Both | None of these |  | c |
| 295 | BOM Stands for | Base of materials | Bill of materials | Bill of matter | Bill of management |  | b |
| 296 | Alt + N key is used for | Calculator | Print | Export the data | Backup | None of these | e |
| 297 | To Delete a Company you should opt | Gateway of Tally > Delete Company | Company Info > Delete Company | Company Info > Alter | Nome of these |  | c |
| 298 | A ledger may get declaration space for its Alias through | F12 | F11 | Alt + F1 | Alt + F2 |  | a |
| 299 | To switch to Contra mode of voucher press | F4 | F5 | F6 | F7 | None of these | a |
| 300 | How many default ledgers are provided by Tally? | 4 | 2 | 0 | 1 |  | b |
| 301 | Price List is applicable in case of | Delivery Note | Receipt Note | Purchase Order | Purchases |  | a |
| 302 | To make an Optional voucher press | Alt + L | Ctrl + L | Shift + Ctrl + L | Alt + Ctrl + L | None of these | b |
| 303 | To avail Budget turn on the option | Maintain Billwise Details | Allow Invoicing | Allow Order processing | Maintain Budgets and Control | None of these | d |
| 304 | 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 |
| 305 | VAT means | Valuation of all taxes | Valued added tax | Value added tax | Value adding tax |  | c |
| 306 | Depreciation ledger falls under | Indirect Incomes | Fixed Assets | Indirect Expenses | Direct Incomes |  | c |
| 307 | Budget activation option is available under | F12 | F11 | Company Alteration | Company Info |  | b |
| 308 | A Budget cannot be set with a Group. | True | False |  |  |  | b |
| 309 | Interest can be defined against | Cost Centre | Group | Ledger | None of these |  | c |
| 310 | In Tally Simple and Compound Interest can be charged. | True | False |  |  |  | a |
| 311 | Input tax credit will be available when the goods are purchased from | Register Dealer | Wholeseller | Retailer | Unregister dealer |  | a |
| 312 | Invoice format for Sales / Purchases can be turned ON from | Company Configuration | Company Info menu | Company Features window | Company Alteration window | None of these | c |
| 313 | Retained Earnings is the alias of which account group ? | Retailer | Profit and Loss | Reserve and Surplus | Capital Reserve |  | c |
| 314 | The limitation for Budget amount is | Rs 5 000 | Rs 10 000 | Rs 50 000 | No limitation |  | d |
| 315 | 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 |
| 316 | In Journal voucher Cash / Bank entry is possible. | True | False |  |  |  | a |
| 317 | To Cancel a voucher press | Alt + 2 | Ctrl + D | Alt + D | Alt + X |  | d |
| 318 | The voucher that are used in Scenarios management | Optional voucher | Reversing journal | Post dated voucher | Both A & B | None of these | d |
| 319 | Memo voucher can be viewed by Display -> Exception Report -> | Memo Entry | Memo Register | Memorandum Vouchers | Memo Account |  | c |
| 320 | Alt + F9 key is used for | Purchase order | Sales order | Purchase challan | Sales challan |  | c |
| 321 | Full form of BOM | Billing of Maintaint | Bill of Material | Billing of Material | None |  | b |
| 322 | Split Company and Group Company are not the same | Yes | No |  |  |  | a |
| 323 | Short Cut key to put the Voucher Date | F2 | F3 | F6 | None |  | a |
| 324 | What is the full form of TDS ? | Terms Deducted from Sales | Tax deducted from Sales | Tax Demated From Sales | Tax deducted at Source |  | d |
| 325 | The Hot Key for - Display Daybooks - is | Press D Y | Press D B | Press D D | Press D S |  | c |
| 326 | Reorder Level is a \_\_\_\_\_\_\_\_\_\_\_ for stock item. | Quality | Cost | Quantity | None of these |  | c |
| 327 | Budget option is available in | Accounts Info | Inventory Info | Both A & B | Not Available |  | a |
| 328 | The shortcut key used for Memorandum Voucher | Ctrl+F10 | F10 | Ctrl+F8 | Ctrl+F9 |  | a |
| 329 | Buy 2 get 1 free - Which option we should use ? | Maintain cost centres | Zero Valued entry | Maintain Billwise Details | Actual and Billed Qty |  | d |
| 330 | Is it possible to calculate tax on current sub-total ? | True | False |  |  |  | a |
| 331 | In case of Date Setting is there any difference between F2 & Alt + F2 key ? | Yes | No |  |  |  | a |
| 332 | If the Company starts from1st April 05 the books beginning from will be | 1/4/2005 | 31/03/2005 | 2/4/2005 | It can be any date after 31 / 3 / 2005 |  | d |
| 333 | No entries in voucher this message comes when there is | no debit side in the entry | no credit side in the entry | no amount in the entry | no date in the entry |  | c |
| 334 | Splitting of a company is not possible in Tally | TRUE | FALSE |  |  |  | b |
| 335 | Short cut for Deletion of Sales order | Alt + P | Shift+S | Alt+D | Crtl+D | None of the above | c |
| 336 | For a new Bill raised by us or raised on us by our supplier we use | Against Ref | New Ref | On Account | Advance | None of the above | b |
| 337 | We can pass the manufacturing entry through stock journal | True | False |  |  |  | a |
| 338 | What is the shortcut key to delete a Budget ? | Alt+B | Alt+D | Alt+C | None |  | b |
| 339 | What is the hot key to open an Accounting Voucher ? | Press - V | Press - A | Press - D | None |  | a |
| 340 | Which key will be used to choose for Reversing Journal ? | F10 Key | F8 Key | F9 Key | F4 Key |  | a |
| 341 | For Purchase & Sales Ledgers - Inventory values are affected - option must be YES | True | False |  |  |  | a |
| 342 | While pressing Alt + F2 in the Gateway of Tally it will | Change Current date | Change Reporting period | Change Accounting period | None of these |  | c |
| 343 | The shortcut key used to change the Voucher Date | F4 | F5 | F2 | F7 |  | c |
| 344 | Is it necessary to create at least one item for maintaining price List | True | False |  |  |  | a |
| 345 | The Option - Use Tracking Numbers - is used for. | Sales Challan | Purchase Challan | Purchase Order | Sales Order | Both A & B | e |
| 346 | Sale Bill and Purchase Bill can be entered only in | Voucher mode | Invoice mode | Both A & B | None of these |  | c |
| 347 | Manufacturing Entry should be passed through | Optional Journal | Stock Jrnl | Physical Stock | Both A & B | None of these | b |
| 348 | Shortcut key for Cancellation of Voucher | Alt + 2 | Alt + X | Ctrl + 2 | None of these |  | b |
| 349 | There is no difference between Cancellation and Deletion of Voucher ? | True | False |  |  |  | b |
| 350 | In price list we show | Trade Discoiunt | Cash discount | both a & b | none of these |  | a |
| 351 | The shortcut to switch from accounting voucher to inventory voucher | F2 | F1 | CTRL + V | ALT + F1 |  | b |
| 352 | Can we zoom any reports in tally ? | yes | no |  |  |  | a |
| 353 | Opening Stock and Closing Stock both can be viewed through stock summary | True | False |  |  |  | a |
| 354 | Full form of CST | Central Service Tax | Central Surcharge Tax | Central Sales Tax | None |  | c |
| 355 | Debit Note means Sales Return | Yes | No |  |  |  | b |
| 356 | Is it possible to assign Multiple Price levels for Invoicing ? | Yes | No |  |  |  | a |
| 357 | Is it possible to record Post-Dated Cash or Bank Transaction? | Yes | No |  |  |  | a |
| 358 | Is it Compulsory to activate Maintain Balances Bill by Bill for S.Debtors & S.Creditors for maintaining billwise breakup ? | Yes | No |  |  |  | a |
| 359 | Ctrl + N is the key to activate | Voucher Entry | Stock Entry | Calculator | Current Voucher No. |  | c |
| 360 | Voucher Type option is available in | Account Info | Inventory Info | Not available | In both of A and B |  | d |
| 361 | To Invoke a Calculator on the Voucher Entry Screen | Ctrl + N | Alt + C | Both A & B | Ctrl + M |  | c |
| 362 | Can we use Cash Account in Journal mode ? | True | False |  |  |  | a |
| 363 | Cost Category is essential to prepare Cost Centre. | True | False |  |  |  | b |
| 364 | Contra mode is used for | Cash-Bank Transaction | Party Payment | Party Receipt | Adjustment |  | a |
| 365 | The Option where the Administrator can set up User and Password is known as | Tally Vault | Security Control | Tally Audit | Proxy Configuration |  | b |
| 366 | To enter voucher number manually in tally we should modify | configuration window | feature window | voucher type | voucher class |  | c |
| 367 | To view a hidden voucher we will use | alt + r | alt + s | ctrl + r | none of these |  | b |
| 368 | Stock Journal is generally used in | Sales | Purchase | Transfer of Materials | Voucher Class |  | c |
| 369 | Document re numbering is possible in Tally | a) True | b) False |  |  |  | b |
| 370 | How to edit a Ledger during a Voucher Entry ? | Alt+Space Bar | Alt+Tab | Ctrl+Enter | None |  | c |
| 371 | How many types of Interest Styles are available during Interest calculation | 4 | 3 | 2 | 1 |  | a |
| 372 | Debit Note vouchers can be used for | Sales Return | Sales Order | Purchase Return | Rejection Out |  | c |
| 373 | Is it possible to maintain Income and Expenditure Stmt instead of P / L A / c ? | True | False |  |  |  | a |
| 374 | Budget report can be seen from | Display -Trial Balance | Display - Accounts Book - Cash Bank Book(s) | Display - Statement Of Accounts | Both A & B | None of these | d |
| 375 | Income and expenditure statement is available in tally | yes | no |  |  |  | a |
| 376 | To switch from one inventory report to another inventory report we use | F1 | F10 | F9 | none of these |  | c |
| 377 | Can we Create two Company having same name ? | yes | no |  |  |  | a |
| 378 | To get the option Enter address for godowns press | F12 Key | F11 Key | F10 Key | none of these |  | a |
| 379 | If voucher numbering scheme is changed from automatic to manual then a message will come for duplicate voucher number | yes | no |  |  |  | a |
| 380 | If you want to change the view of voucher entry screen from Dr Cr mode to To By mode use | company features | Company configuration | gateway of tally | company info |  | b |
| 381 | Is it possible to import transactions from one company to another company in tally ? | yes | no |  |  |  | a |
| 382 | Challan is prepared before | order | quotation | invoice | return |  | c |
| 383 | Through which configuration we can activate Dr / Cr instead of To / By ? | F11 | F12 | Alt+F3 | None |  | b |
| 384 | The Option Accounts-with-Inventory is used to maintain | Financial Accts | Inventory Accts | Both A & B | None of these |  | c |
| 385 | The shortcut key used for Online Modification | Ctrl + Enter | Shift + Enter | Ctrl + A | Ctrl + Q |  | a |
| 386 | Can we use Cost Categories without using Cost Centres ? | True | False |  |  |  | b |
| 387 | The shortcut key used to activate company features | F11 | F12 | F9 | F8 |  | a |
| 388 | The shortcut to open Payment Voucher Mode . | Press F5 | Press F6 | Press F8 | Press F9 |  | a |
| 389 | The option - Track Additional cost of Purchase - is used in | Sales | Purchase | Party Receipt | Party Payment |  | b |
| 390 | Is it possible to see the vouchers which have been already Reconciled ? | True | False |  |  |  | a |
| 391 | Goods received on account of purchase is related with | Delivery Note | Receipt Note | Purchase Note | Sales Note | None of these | b |
| 392 | The shortcut used to find Security Control | Alt + F1 | Alt + F2 | Alt + F3 | Alt + F4 |  | c |
| 393 | The shortcut key used for Optional Vouchers | Ctrl + T | Ctrl + A | Ctrl + O | Ctrl + L |  | d |
| 394 | Shortcut for Budget Variance | Ctlr + N | Alt + 2 | Alt + V | Ctrl + S | Alt + B | e |
| 395 | User can print Reminder Letter for the Party from Tally 7.2 | True | False |  |  |  | a |
| 396 | Manufacturing can be done through | stock journal | a new voucher type based on stock journal | physical stock | both a & b | all of these | d |
| 397 | Allow aliases option is associated with | stock items | stock group | ledger name | ledger group | all of these | e |
| 398 | Is it possible to import transactions from one company to another company without importing the masters ? | yes | no |  |  |  | b |
| 399 | Life insurance premium of proprietor is treated as | indirect exp | drawings | direct exp | indirect income |  | b |
| 400 | Can we view both Opening Balance and Closing Balance in Trial Balance ? | yes | no |  |  |  | a |
| 401 | Can we see Closing Stock through Trial Balance ? | yes | no |  |  |  | b |
| 402 | For interest calculation which of the option in F11should be marked | maintain Billwise Details | Allow multicrrency | Activate interest calculation | Maintain stock categories | Enable TDS | c |
| 403 | To get cash ledger in Journal mode one should mark | Allow cash accounts in journal in F12 | Allow multicrrency | Invoice for capital Goods | Alllow cash accounts in Journal | None of the above | d |
| 404 | Purchase order in tally Comes by | Alt + P | Ctrl+P | Alt+R | Alt+O | None of these | e |
| 405 | For Calculation purpose which key we will use ? | Alt+C | Alt+N | Alt+M | All of these |  | a |
| 406 | Contra mode is related to Bank and Cash transaction. | Yes | No |  |  |  | a |
| 407 | Is it possible to pass Cash / Bank entry through Journal Entry mode ? | Yes | No |  |  |  | a |
| 408 | Optional / Memo / Reversing Journal is effected in Financial Account | Yes | No |  |  |  | b |
| 409 | By default Profit & Loss A / c is created under which Group ? | Capital | Reserve & Surplus | Primary | Profit & Loss. |  | c |
| 410 | We can import | Ledger | Cost Center | Group | All of the above |  | d |
| 411 | Manufacturing Journal is a | Document Class | Voucher Class | Manufacturing Class | Sales Class |  | b |
| 412 | During Debit Note entry Purchase Account is to be | Debited | Credited | Will not come into effect | None |  | b |
| 413 | We can maintain our books as | Accounts only | Accounts with Inventory | Accrual Basis | Both A & B | None | d |
| 414 | We can maintain more than one user & passward in tally | True | False |  |  |  | a |
| 415 | Machine purchased for production of goods the VAT rate will be | 1percent | 4percent | 20percent | 12.5percent | nil | b |
| 416 | We can Modify Delete and Alter a Voucher Entry from Display Daybooks option | True | False |  |  |  | a |
| 417 | If we select - Accounts Only - feature can we maintain stock item ? | Yes | No |  |  |  | b |
| 418 | The shortcut key used for Bank Reconciliation. | F6 | F4 | F5 | F2 |  | c |
| 419 | Formal name of any unit should be different from Symbol name | True | False |  |  |  | a |
| 420 | How many types of Costing Method are found in Tally ? | 7 | 9 | 8 | 10 |  | c |
| 421 | 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 |
| 422 | Voucher number in tally can be in | numeric | alpha numeric | text | All of these |  | d |
| 423 | When goods are destroyed by fire there is an effect in | both accounts & inventory | only inventory | only accounts | no effect |  | a |
| 424 | To hide a voucher we will use | alt + r | alt + s | ctrl + r | none of these |  | a |
| 425 | MRP stands for | Material Retail Price | Minimum Retail Price | Maximum Retail Price | None |  | c |
| 426 | Is it possible to delete the default godown (Main Location) ? | True | False |  |  |  | b |
| 427 | Can any user make voucher entry whose monetary transaction value is 0 ? | True | False |  |  |  | a |
| 428 | What do you mean by the term - Alias ? | Alternate name | Nick Name | Short Name | All of these |  | d |
| 429 | The shortcut key used for Post Dated Voucher | Ctrl + L | Ctrl + T | Ctrl + A | Ctrl + Enter |  | b |
| 430 | Use defaults for bill allocation this option is used to | Enter Bill No. Manually | Bill No Will Be Generated Automatically | Bill No. Is Not Needed | None of these |  | b |
| 431 | Can we use expired batches for sale ? | yes | no |  |  |  | a |
| 432 | Is there any effect in accounts if goods are destroyed by fire ? | yes | no |  |  |  | a |
| 433 | A Tax invoice is a | TDS invoice | Invoice for capital Goods | A VAT complaint invoice | Tax point | None of the above | c |
| 434 | In purchase bill we caN GIVE Tracking Number | TRUE | FALSE |  |  |  | b |
| 435 | What is the function of alias in Master ? | Shortname | Full name | Address | None |  | a |
| 436 | The option - Separate Discount Column on Invoices - is available in | Sales Voucher | Purchase Voucher | Payment Voucher | Receipt Voucher |  | a |
| 437 | Discrepancy between Actual stock and Computer stock is termed as | Actual Level | Stock Verification | Reorder Level | Voucher Class | Physical Stock | e |
| 438 | Miscellaneous Expenses group is related with | General Expenses | Office Expenses | Revenue Expenses | Deferred Revenue Expenditures |  | d |
| 439 | The shortcut key used to create a New Company | Alt + F1 | Alt + F3 | Both A & B | Alt + F2 |  | c |
| 440 | Cash Discount can be allowed in credit bill | True | False |  |  |  | b |
| 441 | To exit from any voucher the shortcut is | alt + x | ctrl + q | alt + e | alt + y |  | b |
| 442 | We cannot keep e-mail address in Company Creation Screen | True | False |  |  |  | a |
| 443 | Can we create Online Ledgers during Voucher Entry in every mode ? | Yes | No |  |  |  | a |
| 444 | To see the Balance Sheet in a detailed manner What is the Shortcut Key ? | Alt+F2 | F2 | Alt+F1 | F12 (Configuration) |  | c |
| 445 | The shortcut key used to quit from the screen without questioning | Ctrl + Q | Ctrl + A | Ctrl + Enter | Ctrl + N |  | a |
| 446 | The Option - Allow Component List Datails (BOM) - is used for | Purchase | Sales | Manufacturing | Voucher Class |  | c |
| 447 | At the time of Sale Bill entry - Output Vat - is created under which group ? | Duty & Taxes | Sales Account | Current Liabities | Duties & Taxes |  | d |
| 448 | Can we maintain more than one unit of measurement ? | True | False |  |  |  | a |
| 449 | To maintain batch details for stock item which Shortcut Key is used to activated the option ? | F12 | F11 | F8 | F9 |  | b |
| 450 | Inventory values are affected option will be set Yes for which ledgers ? | Sales Return | Sales | Purchase | Purchase Return | All of these | e |
| 451 | Goods delivered on account of Sale is related with | Sales Note | Receipt Note | Sales Receipt Note | Delivery Note | None of these | d |
| 452 | F12 key is used for | Company Deletion | Company creation | Company Configuaration | Company Features | None of these | c |
| 453 | Report of memorandum vouchers can be viewed through | Exception reports | Statutory master | Stock summary | none of these |  | a |
| 454 | 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 |
| 455 | Quantities of items be added option is available while creating | ledger | stock item | stock group | unit of measurement |  | c |
| 456 | There is no difference between allocate revenue & non-revenue items | True | False |  |  |  | b |
| 457 | Can we mention narration against each ledger while passing the voucher entry ? | yes | no |  |  |  | a |
| 458 | compound unit is associated with | Unit of mesurement | Groups | Cost centres | Interest calulation |  | a |
| 459 | Is it possible to define item wise price list ? | yes | no |  |  |  | a |
| 460 | To switch from Invoice mode to Voucher mode we will use which shortcut key ? | F2 | F1 | CTRL + V | ALT +F1 |  | c |
| 461 | We can see Income Expenses instead of Profit & Loss in Tally | True | FALSE |  |  |  | a |
| 462 | To pass payment reciept voucher as contra the option be marked is | Allow cash accounts in journal in F12 | Allow payment as contra in F12 | Allow reciept as contra in F12 | Use Payment Reciept as Contra in F12 | All of the above | d |
| 463 | Input vat credit on capital goods is available for maximum of | 30 monthly installment | 35 monthly installment | 34 monthly installment | 20 monthly installment | 36 monthly installment | e |
| 464 | What is the shortcut key to create a duplicate Voucher ? | Alt+1 | Alt+D | Alt+C | Alt+5 | None | e |
| 465 | Stock Category is used for \_\_\_\_\_\_\_\_\_\_\_\_of Stock item. | Adjustment | Classification | Rectification | None of these |  | b |
| 466 | To shut a Company means | To Open it | To Close it | To Delete it | To Hide it | None of the above | b |
| 467 | The function of an alternate unit is same as main unit | yes | no |  |  |  | b |
| 468 | To define the stock valuation method we will use which shortcut key ? | F11 | F12 | Alt+F3 | none of these |  | b |
| 469 | Standard Rates for Stock item can be given from | Use alternate unit for stock items in F12 | Use Standard rates for stock item | Allow Std.rates for Stock items | Allow alternative rates for stock items | None of the above | c |
| 470 | Default ledgers in tally are | CASH A / C CAPITAL A / C & CLOSING STOCK A / C | CASH A / C & CLOSING STOCK A / C | CASH A / C & PROFIT & LOSS A / C | NO DEFAULT LEDGERS ARE THERE. |  | c |
| 471 | To enter the effective date for vouchers we should modify the | voucher entry | voucher type | voucher mode | ledger |  | b |
| 472 | To remove a line from a report which key we will use ? | Alt+R | Alt+O | Alt+W | All of these |  | a |
| 473 | Credit Note means Sales Return | Yes | No |  |  |  | a |
| 474 | Can any User convert the Memorandam Voucher into Regular basis ? | True | False |  |  |  | a |
| 475 | Outstanding bill report can be seen from | Display - Inventory Books - Outstanding | Display - Accounts Books - Outstanding | Display - Statement Of Accounts - Outstanding | None of these |  | c |
| 476 | There are \_\_\_\_\_\_\_\_ types of Unit of measurements | 1 | 2 | 3 | 4 |  | b |
| 477 | The shortcut used to find Group Company | Alt + F1 | Alt + F2 | Alt + F3 | Alt + F4 |  | c |
| 478 | Is it necessary to give Chalan No in - Reference - | True | False |  |  |  | b |
| 479 | C S T (Purchase) can be adjusted with \_\_\_\_\_\_. | Input Vat | Output Vat | Both | none of these |  | d |
| 480 | How many types of budgets are available ? | Two | Four | Three | One |  | a |
| 481 | We can Split Company Data for | 3 Months | 4 Months | 6 Months | all of the above |  | d |
| 482 | Data path can be changed later | True | False |  |  |  | a |
| 483 | The shortcut key used for Online Creation | Alt + A | Alt + C | Alt + D | Alt + B |  | b |
| 484 | To insert a voucher in Day Book. | Alt + I | Alt + A | Alt + D | Alt + 2 |  | a |
| 485 | To Duplicate a Voucher In Day Book | Alt + 2 | Alt + X | Alt + A | Alt + I |  | a |
| 486 | Shortcut key used to insert a voucher | Alt + R | Alt + I | Ctrl + S | None of these |  | b |
| 487 | Memorandum Voucher is used for | Suspense Payment | Party Payment | Party Receipt | None of these |  | a |
| 488 | Can we maintain different tax rate for different item ? | True | False |  |  |  | a |
| 489 | The option - Rejection out - is used during | Payment | Sales | Purchase | Receipt |  | c |
| 490 | Godown option is available in | Accounts Info | Inventory Info | Both A & B | None of these |  | b |
| 491 | The option - Integrate Accounts with Inventory - affects only | Accounts | Inventory | Both A & B | None of these |  | c |
| 492 | Price List option is available in | Accounts Info | Inventory Info | Accounting Vouchers | Both A & B |  | b |
| 493 | Reorder Level option is available in | Accounts Info | Inventory Info | Both A & B | Accounting Vouchers |  | b |
| 494 | User can maintain Predefined narration in Tally 7.2 | True | False |  |  |  | b |
| 495 | F12 - Key is also known as | Configuration window | Company Features window | Company Properties window |  |  | a |
| 496 | Allow components list details (Bill Of Materials) this option is used for | manufacturing | purchase | sales | sales return |  | a |
| 497 | Vat Tin number consists of | 11 digits | 10 digits | 12 digits | 15 digits |  | a |
| 498 | Allow standard rate for stock items this option is used to give | purchase rate | sales rate | closing rate | both a & b |  | d |
| 499 | Maintenance of batchwise inventory is not possible in tally | True | False |  |  |  | b |
| 500 | Part number option is associated with | stock items | stock group | ledger name | unit of measurement |  | a |
| 501 | Is it possible to pass a payment entry in single entry mode ? | yes | no |  |  |  | a |
| 502 | Reorder level is related with | stock items | ledger | cost centres | godowns |  | a |
| 503 | Is it possible to export Balance Sheet report from tally to excel ? | yes | no |  |  |  | a |
| 504 | In vat tin no 1st 2digits represent | state | Company | country |  |  | a |
| 505 | Shortcut for TDS deduction in Tally is | Alt+C | Alt+S | Alt+T | Ctrl+T | Ctrl+K | b |
| 506 | Ctrl+F10 is the shortcut for Memo Voucher | TRUE | FALSE |  |  |  | a |
| 507 | Maintain Company data in encrypted form and not to disclose our company name we use | Security control | User Password | Tally Vault | Audit trial | None of the above | c |
| 508 | To shut a Company | Click on taskbar | Click On gateway of Tally | Click on Shift +N Button | Click On Alt+f1 button | None of the above | d |
| 509 | We can maintain alternate Unit of Measurement | Yes | No |  |  |  | a |
| 510 | Single mode of Voucher entry is possible in Tally | True | False |  |  |  | a |
| 511 | Tally 7.2 can be used by | Single User | Multiple User | Both (a) & (b) | None |  | c |
| 512 | UOM stands for | Utility of Materials | Units of Materials | Unit of Measurement | all of the above |  | c |
| 513 | Purchase must be in \_\_\_\_\_\_\_\_ mode. | As invoice Acct invoice | As voucher Item Invoice | Item Invoice Acct invoice | Acct Invoice As invoice | None | b |
| 514 | Is it possible to alter a Voucher Entry in the Display Daybooks Mode? | YES | NO |  |  |  | a |
| 515 | Books beginning from is the end date of Accounting Year | True | False |  |  |  | b |
| 516 | Expenses or Fixed Asset are allowed in Purchase Vouchers ? | True | False |  |  |  | a |
| 517 | Shortcut key used to see the report in Detailed Format | Alt+F4 | Alt+F2 | Alt+F5 | Alt+F1 |  | d |
| 518 | User can print Confirmation of Statement of any ledger from Tally 7.2 | True | False |  |  |  | a |
| 519 | Why separate discount column is used ? | TRADE DISCOUNT IN SALES VOUCHER | TRADE DISCOUNT IN PURCHASE VOUCHER | TRADE DISCOUNT IN BOTH THE VOUCHERS | none of these |  | a |
| 520 | Bill of materials option is related with | scenario | manufacturing | reversing journal | budget |  | b |
| 521 | To view Reorder Status report we use | statements of accounts | statements of inventory | inventory books | inventory info |  | b |
| 522 | Which key we will use to activate Company features ? | F11 | F4 | F6 | F12 |  | a |
| 523 | Working Capital means | Fixed Assets - Current Liabilities | Current Assets - Current Liabilities | Current Liabilitites - Current Assets | None of these |  | b |
| 524 | During Voucher Entry in the amount column ALT+C stands for | Online creation of Ledgers | Online Calculation | Online Group Creation | None |  | b |
| 525 | Stock Report is not appearing because | Inactivation of Allow Invoicing option | Inactivation of Billwise Details option | Inactivation of Integrate Accounts and Inventory | None of these |  | c |
| 526 | The shortcut key to activate Purchase Order | Alt + F5 | Alt + F8 | Alt + F9 | Alt + F4 |  | d |
| 527 | How many types of Voucher Numbering are available in Voucher Types ? | 2 | 1 | 3 | 4 |  | c |
| 528 | Does Purchase and Sales order affect stock position ? | Yes | No |  |  |  | b |
| 529 | Can we modify the predefined Voucher Types ? | yes | no |  |  |  | a |
| 530 | To give any notes for aledger account is not possible | True | FALSE |  |  |  | a |
| 531 | F11 in Tally refers to | Company details | Company configuration | Company features | Company ACCOUNTS | All of the above | c |
| 532 | How many default ledgers are available in Tally ? | 1 | 2 | 3 | 4 |  | b |
| 533 | Discount Allowed ledger is created under \_\_\_\_\_\_\_\_\_ group | Direct Income | Indirect Income | Indirect Expenses | Direct Expenses |  | c |
| 534 | What type of voucher Memorandum voucher is ? | Optional | Non Conventional Voucher | Regular | None Of These |  | b |
| 535 | Actual & Billed Quantity column may be used in case of | free goods | trade discount | cash discount | none of these |  | a |
| 536 | The shortcut key ( Alt+F7 ) is used for | Stock Jrnl | Manufacturing Jrnl | Physical Stock | Both A & B |  | d |
| 537 | The shortcut key used for Back Up and Restore data. | Alt + F1 | Alt + F2 | Alt + F3 | Both A & C |  | d |
| 538 | Cost Centre report can be seen from | Display-Trial Balance | Dispalay - Accounts Book | Display - Statements Of Accounts | Both A & B |  | c |
| 539 | To avoid warning against negative cash use | configuration window | featues window | voucher type | none of these |  | a |
| 540 | To Add a voucher in Day Book. | Alt + A | Alt + 2 | Alt + X | Alt + D |  | a |
| 541 | Journal Voucher is used for Adjustment and Rectification | True | False |  |  |  | a |
| 542 | Shortcut key used to add a voucher | Alt + A | Alt + S | Alt + W | Alt + C |  | a |
| 543 | Stock Transfer report can be seen from | Display - Inventory Books | Display - Statements of Inventory | Display - Accounts Book | Display - Day Book |  | a |
| 544 | If you press Alt + C key in the amount portion of any voucher then what will happen ? | Auto Generated Amount | Calculator on | Online Currency Creation | None of these |  | b |
| 545 | Payment is an \_\_\_\_\_\_\_\_\_\_\_\_\_. | Accounting voucher | Inventory voucher | Optional voucher | Un-conventional voucher |  | a |
| 546 | Group Company option comes in which window ? | Gateway of Tally | Company info | Accounts Book | Daybook |  | b |
| 547 | The shortcut to repeat anything in tally | CTRL + T | CTRL+ R | ALT + R | ALT + L |  | b |
| 548 | Can we change the date format from dd-mm-yy to mm-dd-yy in tally ? | yes | no |  |  |  | a |
| 549 | Can we mention the voucher number for each entry manually ? | yes | no |  |  |  | a |
| 550 | Stock journal can be used as | manufacturing voucher | transfer of materials | both a & b | none of these |  | c |
| 551 | To use Cash Bank accounts in Journal mode modify | configuration window | feature window | voucher type | none of these |  | a |
| 552 | Is it possible to delete the main location ? | yes | no |  |  |  | b |
| 553 | Cost centre report is available in | statements of accounts | statements of inventory | Accounts Book | Exception Report |  | a |
| 554 | Vat is imposed on 550 items | TRUE | FALSE |  |  |  | a |
| 555 | VAT is Charged on | Cost price | Sale price | Assessable Value | All of the above | None of the above | c |
| 556 | Ctrl + F8 is the shortcut key for Debit Note | TRUE | FALSE |  |  |  | b |
| 557 | Which one is the right VAT adjustment entry | a) Output VAT A C Dr to Input VAT A C to Vat payable | b) VAT payable A C Dr to Bank | c) Bank A C Dr to VAT payable | d) VAT payable A C Dr to Input VAT to Output VAT |  | a |
| 558 | Advance salary falls under | a) Current Assets | b) Duties and taxes | c) Loans & advances( assets) | d) a and c |  | d |
| 559 | How we can maintain pre defined cost center | a) F11 > Set modify other company features | b) F12 > Set modify other company features | c) F11 > Maintain cost center | d) a and c |  | d |
| 560 | Costing method of an item in Tally can be maintained in | 2 Ways | 3 ways | 4 ways | 8 ways | Costing cannot be done | d |
| 561 | Shortcut for credit note in Tally is | Ctrl+C | Alt+C | Ctrl+F8 | Alt+O | All of the above | c |
| 562 | To adjust a previous reference we select | New Ref | Advance | Agst Ref | On Account | None of the above | c |
| 563 | Is it possible to see the opening balance in trial balance | Yes | No |  |  |  | a |
| 564 | """Cash withdrawal for personal use"" the entry should be passed through " | a) Receipt | b) Payment | c) Contra | D) Journal |  | b |
| 565 | 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 |
| 566 | toggle button between voucher & invoice mode | a) ctrl + v | b) ctrl+ i | c) ctrl + a | d) ctrl + d |  | a |
| 567 | toggle button between optional & regular voucher | a) alt + L | b) ctrl + L | c) ctrl + v | d) Alt + O |  | b |
| 568 | For auto calculation of payroll amount we have to press | a) ctrl + F7 | b) Alt + F4 | c) ctrl + v | d) Alt + O |  | a |
| 569 | Can we see income and expenses statement instead of profit or loss account | a) Yes | b) No |  |  |  | a |
| 570 | You can press \_\_\_\_\_\_on payslip screen to change configuration | a) F12 | b) F11 | c) Alt + F12 | d) Ctrl + F11 |  | a |
| 571 | Tally bydefault provides | 5 ledgers | 4 ledgers | 2 ledgers | no ledgers | None of the above | c |
| 572 | It is mandatory To pass a purchase order before bill | TRUE | FALSE |  |  |  | b |