



KERALA STATE RUTRONIX
Basic Accounting with Tally
(CTTC)

Question code

F3

Time : 2 hours

Maximum Marks : 100

Note: Write the answers for Questions from 1 to 30 in the MCQ answer sheet

Part - I Choose the most appropriate answer

(10 x 1 Mark = 10 Marks)

- 1) is an example of intangible real asset.
a) Patent b) Furniture c) Depreciation d) Advertisement
- 2) The difference in the Trial Balance is transferred to
a) Capital Account b) Suspense Account c) Difference Account d) Balance Sheet
- 3) If the financial year is from 1st April 2015 and the books beginning is from 1st Jan 2016, then what will be the closing date?
a) 31st Dec 2016 b) 31st March 2016 c) 31st Dec 2015 d) None of these
- 4) A purchase day book is used to record
a) All purchases b) Cash Purchases c) Credit Purchases d) Cash & Credit Purchases
- 5) In Tally, the function key is used to get journal voucher entry screen.
a) F5 b) F6 c) F7 d) F8
- 6) In Tally, to see any report in detailed way, press
a) Alt+F2 b) F2 c) Alt+C d) Alt+F1
- 7) To save entry without any amount, we have to use
a) Cost Center b) Maintain Multiple godown
c) Allow Zero Valued Entries d) Use Rejection Notes
- 8) Discount column is available in
a) Sales Invoice b) Purchase Invoice c) Both a & b d) None of these
- 9) In Tally, the company restore option is available in
a) Company Features b) Company Information c) Configuration d) None of these
- 10) In Tally, depreciation comes under group.
a) Duties & Taxes b) Reserves & Surplus c) Fixed Assets d) Indirect Expenses

Part - II Fill in the blanks

(10 x 1 Mark = 10 Marks)

- 11) is a language that provide information about financial position of an organization.
- 12) Bank charges is to the customer.
- 13) voucher is used for adjustments between ledger accounts.
- 14) All purchase returns should be entered through voucher in Tally.
- 15) Direct expenses are shown in account.
- 16) The amount invested by the proprietor is called
- 17) As per the accounting convention, the inventory is valued at cost price or market price which ever is less.
- 18) Credit purchase of goods not meant for re-sale shall be included in journal.
- 19) Installation cost of machinery is treated as expenditure.
- 20) Errors cancelled by themselves are called

Part - III State whether True or False

(10 x 1 Mark = 10 Marks)

- 21) The balances from the Profit & Loss account are entered in Capital Account.
- 22) Traditional method of Trial Balance considers the sub totals of ledger accounts.
- 23) The first side of receipt voucher is Credit in Tally.
- 24) Alt+ F2 key is used to change the period in Tally.
- 25) There is no difference between Shut Company & Delete Company.
- 26) Income received in advance is an asset.
- 27) Ledger is also called book of final entry.
- 28) Reserve is a charge against profit.
- 29) Bills receivable is a current asset.
- 30) Tally updates all reports as and when the transactions are entered.

(Part IV, Part V എന്നിവയുടെ ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

Part - IV Answer the following (Any Five)

(5 x 10 Marks = 50 Marks)

- 31) Explain any five accounting vouchers in Tally.
- 32) Explain Sales Order Processing and Purchase Order Processing in Tally.
- 33) What is a Bank Reconciliation Statement? How it is prepared? Give a proforma of the bank reconciliation statement with imaginary figures.
- 34) What are the rules of Double entry book keeping for various types of accounts?
- 35) Difference between P&L a/c and Balance Sheet.
- 36) Explain Direct Expense and Indirect Expense.

Part - V Answer the following (Any One)

(1 x 20 Marks = 20 Marks)

- 37) Journalize the following.
 - a) Ramdev commenced business with cash Rs.5,00,000/-
 - b) Bought furniture for Rs.50,000/-
 - c) Purchased goods for cash Rs.7,000/-
 - d) Cash sales Rs.7,500/-
 - e) Sold goods to Rema on credit Rs.2,750/-
 - f) Opened bank account Rs.2,00,000/-
 - g) Bought goods on credit from Mohan Rs.15,000/-
 - h) Paid Wages Rs.900/-
 - i) Paid commission to salesman for the month Rs.1,500/-
 - j) Paid rent of the building Rs.2,500/-
 - k) Commission received Rs.800/-
 - l) Introduced further capital by Ramdev Rs.52,000/-
 - m) Cash Sales Rs.25,000/-
 - n) Paid sundry expenses Rs.1,200/-
 - o) Ramdev has withdrawn cash Rs.5,000/- for his personal use.
 - p) Purchased goods and paid by Cheque Rs.4,000/-
 - q) Deposited into Bank Rs.2,000/-
 - r) Paid Salary by Cheque Rs.5,000/-
 - s) Withdrawn from Bank Rs.1,000/-
 - t) Bank charges for the month Rs.50/-

38) From the following Trial Balance, prepare Trading & Profit & Loss account for the year ended 31-03-2016 and a Balance Sheet as on that date.

Particulars	L/F	Dr. Amount	Cr. Amount
Capital			15,000
Purchases		55,000	
Drawings		2,500	
Stock		11,000	
Bank Over Draft			2,100
Furniture		1,300	
Creditors			7,900
Premises		10,000	
Book Debts		9,000	
Rent			500
Sales			75,000
Sales Returns		1,000	
Discount Received			200
Insurance		500	
Sundry Expenses		2,500	
Commission Received			1,000
Carriage Outwards		3,300	
Cash		5,600	
		1,01,700	1,01,700

Adjustments:

- 1) Closing Stock Rs.17,200/-
- 2) Commission accrued but not received amounts to Rs.450/-
- 3) Rent receivable amounts to Rs.100/-
- 4) Carriage outwards outstanding Rs. 200/-
- 5) Insurance paid in advance Rs.150/-