







**(ENGLISH)**

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

**COMPUTERIZED ACCOUNTING USING TALLY (THEORY-I)***Instructions.*—(1) All questions are *compulsory*.(2) All questions carry *equal* marks(3) Figures to the right indicate *full* marks.

(4) Illustrate your answers with neat sketches, wherever necessary.

**Marks**

1. Choose the appropriate option :—

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(a) Tally package is developed by .....

(i) Peutronics

(ii) Tally Solutions

(iii) Coral Softwares

(iv) Vedika Softwares.

(b) To change current date from Gate-way of Tally press the key .....

(i) F1

(ii) F5

(iii) F2

(iv) F9.

(c) The shortcut key to quit from Tally is .....

(i) Ctrl + L

(ii) Ctrl + P

(iii) Ctrl + M

(iv) Ctrl + Q.

(d) How many inbuilt Accounts group are in tally by default ?

(i) 29

(ii) 31

(iii) 25

(iv) 34.

(e) F12 is known as .....

(i) Company features

(ii) Company configuration

(iii) Accounting features

(iv) None of these.

(f) The shortcut used to activate calculator is .....

(i) Ctrl + N

(ii) Ctrl + M

(iii) Ctrl + A

(iv) Ctrl + B.

(g) To print a voucher from Tally we need to press .....

(i) Ctrl + P

(ii) Shift + P

(iii) Alt + P

(iv) Ctrl + Alt + P.

(h) We can cancel a voucher using.

(i) Alt + X

(ii) Ctrl + X

(iii) Shift + X

(iv) Ctrl + Shift + X.

(i) Optional Voucher is one type of .....

(i) Conventional Voucher

(ii) Un-conventional Voucher

(iii) Both (i) &amp; (ii)

(iv) None of these.

(j) TDS deduction entry can be made through .....

(i) Payment Voucher

(ii) Journal Voucher

(iii) Receipt Voucher

(iv) All of these.

(k) To create Purchase Order press.

(i) Alt + F4

(ii) Ctrl + F4

(iii) F4

(iv) None of these.

(l) We can switch from Accounting Voucher to Inventory Voucher pressing.....

(i) F2

(ii) Alt + F1

(iii) Ctrl + F1

(iv) F11.

(m) What is TAN ?

- (i) Tax Account Number (ii) Tax Assessment Number  
(iii) Tax Assignment Number (iv) None of these.

(n) BOM represents .....

- (i) Billing of Machines (ii) Bill of Materials  
(iii) Bill of Maintenance (iv) None of these.

(o) What is the full form of TCS ?

- (i) Tax Collected by Staff (ii) Tax Consumption at Source  
(iii) Tax Collected at Source (iv) Tax Collected from Sales.

(p) The shortcut used for Sales Order is .....

- (i) Alt + F4 (ii) Alt + F5 (iii) Alt + F7 (iv) Alt + F8.

(q) Income Tax Number of the Company will appear in which report ?

- (i) Cash / Bank Book (ii) Profit and Loss A/c  
(iii) Reminder Letter (iv) None of these.

(r) Patent Account falls under .....

- (i) Investments (ii) Liabilities  
(iii) Current Assets (iv) None of these.

(s) Find out, which is not a Default Ledger in Tally .....

- (i) Cash in Hand (ii) Capital Account  
(iii) Profit and Loss (iv) None of these.

(t) What is MRP ?

- (i) Market Price (ii) Maximum Retail Price  
(iii) Marginal Price (iv) Minimum Retail Price.

2. Attempt any *ten* of the following :—

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- (a) What are Bad debts ?  
(b) What is a Journal ?  
(c) What are Ledgers ?  
(d) What do you mean by Book-keeping ?  
(e) Explain the Rules for Debit and Credit.  
(f) What are Outstanding Expenses ?  
(g) Explain the chart of accounts.  
(h) Define the filling backorders.  
(i) How to entering the Controller Password ?  
(j) Explain the receivable Ledger.  
(k) What are the options in Easy-Setup ?

[Turn over

3. Attempt any *four* of the following :— 20
- (a) Write down the features of Tally.
  - (b) List and explain basic types of accounts.
  - (c) Explain the opening Screen of the Tally.
  - (d) Explain the uses of the feature options (F11).
  - (e) Explain the use of configuration of company (F12).
  - (f) What is group in Tally ?
4. Attempt any *four* of the following :— 20
- (a) Explain the steps in creating Balance-sheet.
  - (b) Explain the growth of E-commerce in India.
  - (c) How will you rectify, wrong entries in Tally ?
  - (d) List the Standard Accounting Vouchers.
  - (e) Explain the steps in creating a company account with inventory.
5. Write short notes on the following :— 20
- (a) Cost Centre.
  - (b) Fund Flow Statement.
  - (c) E-Banking.
  - (d) Primary Books of Accounts.
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