

1. IN GST, ALL IMPORTS AND UNREGISTERED SUPPLIES ARE EARMARKED AS REVERSE CHARGE MECHANISM.

A. TRUE ✓

B. FALSE

2. TO MAKE A PAYMENT ENTRY, YOU SHOULD SELECT ACCOUNTING VOUCHERS AND PRESS THE ____KEY FROM THE KEYBOARD.

A. F5

B. F6 ✓

C. F7

D. F8

3. YOU CAN RECORD A JOURNAL VOUCHER TO TRANSFER THE CLOSING BALANCE OF ____AS THE OPENING BALANCE UNDER GST.

A. CESS

B. SURCHARGE

C. CENVAT

D. ALL OF THE ABOVE ✓

4. IN MULTI-CURRENCY TRANSACTIONS IN TALLY, THE ONGOING OR CURRENT EXCHANGE RATE IS KNOWN AS THE ____RATE.

A. BUYING ✓

B. STANDARD

C. SELLING

D. EXISTING

5. WHICH OF THESE VOUCHERS LISTS ALL TRANSACTIONS MADE ON A PARTICULAR DAY?

A. CREDIT NOTE VOUCHER

B. DAYBOOK ✓

C. DETAILED TRIAL BALANCE REPORT

D. POST DATED VOUCHER

6. THERE ARE ____TYPES OF PAYROLL VOUCHERS IN TALLY.

A. 2 ✓

B. 3

C. 5

D. 7

7. YOU CAN CONNECT ONLY ONE COMPANY THROUGH TALLY.NET.

A. TRUE

B. FALSE ✓

8. TO CREATE A STOCK GROUP, GO TO GATEWAY OF TALLY > INVENTORY INFO. > STOCK GROUP > ____.

A. CREATE ✓

B. DISPLAY

C. ALTER

D. ALL OF THE ABOVE

9. IF YOU WANT TO GIVE A CODE TO STOCK ITEMS, YOU SHOULD SET WHICH OF THESE OPTIONS TO YES?

A. USE DESCRIPTION FOR STOCK ITEMS

B. ALLOW ADVANCED ENTRIES IN MASTERS

C. USE PART NUMBERS FOR STOCK ITEMS ✓

D. USE ALTERNATE UNIT FOR STOCK ITEMS

10. IF YOU SET EXEMPTED AS THE TAXABILITY OPTION, TALLY TAKES THE DEFAULT TAX PERCENTAGE AS ____.

A. 0 ✓

B. 5

C. 10

D. 25

11. IN ORDER TO SET VARIOUS COMPANY FEATURES REQUIRED FOR TRANSACTION ENTRIES, CLICK F11: FEATURES ON THE _____.

A. HORIZONTAL BUTTON BAR ✓

B. MENU BAR

C. TASK BAR

D. VERTICAL BUTTON BAR

12. WHAT DO THE TERMS 'CR' AND 'DR' STAND FOR IN TALLY?

A. CASH AND DEBT

B. CREDIT AND DEBT

C. CREDIT AND DEBIT ✓

D. CURRENCY AND DEBT

13. THE THIRD PARTY STOCK WITH US OPTION IS USED WHEN THE GODOWN IS USED TO RECORD DETAILS OF THIRD PARTY GOODS WITH THE COMPANY.

A. TRUE ✓

B. FALSE

14. IN TALLY, TO ENABLE PAYROLL FOR A COMPANY, WHICH KEYBOARD SHORTCUT IS USED?

A. F9

B. F10

C. F11 ✓

D. F12

15. IF YOU SET THE _____ OPTION TO YES, YOU DO NOT NEED TO SEPARATELY DEBIT LEDGER ACCOUNTS FOR EXPENSES.

A. TRACK ADDITIONAL COSTS OF PURCHASE ✓

B. USE MULTIPLE PRICE LEVELS

C. USE REJECTION INWARD/OUTWARD NOTES

D. USE TRACKING NUMBERS

16. ON 14TH SEPTEMBER, YOU SENT AN INVOICE OF RS. 73,000 TO GOA COMPUTERS TOWARDS THE SALE OF 500 CPUs. THIS IS A _____.

A. LEDGER

B. PURCHASE INVOICE

C. RECEIPT NOTE

D. SALES INVOICE ✓

17. YOU SHOULD USE WHICH ADJUSTMENT METHOD WHEN YOU DO NOT KNOW WHICH BILLS NEED TO BE ADJUSTED WITH MONEY?

A. ADVANCE

B. AGAINST REF

C. NEW REF

D. ON ACCOUNT ✓

18. IN ECONOMICS, THE TERM SEZ STANDS FOR _____.

A. SPECIAL ENVIRONMENTAL ZONE

B. SPECIAL ECOLOGICAL ZONE

C. SPECIAL ECONOMIC ZONE ✓

D. SPECIAL ENTERTAINMENT ZONE

19. PRESS _____ SHORT CUT KEY TO SEE PREDEFINED VOUCHERS FROM THE 'LIST OF ACCOUNTS' SCREEN.

A. ALT + D

B. CTRL + A ✓

C. CTRL + V

D. ALT + F

20. THE TALLY HELP OPTION APPEARS ON ____.

A. HORIZONTAL BUTTON BAR ✓

B. MENU BAR

C. TASK BAR

D. VERTICAL BUTTON BAR

21. THE STATE AND CENTRAL TAX IS ALWAYS ____ OF THE INTEGRATED TAX.

A. ONE HALF ✓

B. ONE THIRD

C. ONE FOURTH

D. ONE FIFTH

22. WHICH OF THESE OPTIONS SHOULD BE SET TO YES IF YOU WANT TO INCLUDE A DIFFERENT NAME FOR THE EMPLOYEE IN THE PAYROLL REPORTS?

A. PROVIDE CONTRACT DETAILS

B. SHOW EMPLOYEE DISPLAY NAME ✓

C. SHOW RESIGNED/RETIRED EMPLOYEES

D. SHOW STATUTORY DETAILS

23. IN CASE OF TAXABLE EXPORTS, WHICH OF THESE TAXES IS APPLICABLE?

A. CGST

B. IGST ✓

C. SGST

D. VAT

24. WHICH OF THESE ACCOUNTS ARE DIFFERENT TYPES OF INCOMES OR EXPENSES?

A. BANK ACCOUNT

B. CASH ACCOUNT

C. REAL ACCOUNT

D. NOMINAL ACCOUNT ✓

25. WHICH SHORTCUT KEY IS USED TO CONFIGURE A STOCK ITEM FROM STOCK ITEM CREATION SCREEN?

A. F8

B. F9

C. F11

D. F12 ✓

26. WHICH KEYBOARD SHORTCUT IS USED TO CREATE A PURCHASE VOUCHER?

A. F5

B. F7

C. F8 ✓

D. F9

27. WHICH OF THESE IS THE CLOSING BALANCE OF ALL THE LEDGER ACCOUNTS (EXCEPT CLOSING STOCK) FOR A SPECIFIC DATE?

A. CREDIT BALANCE

B. DEBIT BALANCE

C. TRIAL BALANCE ✓

D. BANK BALANCE

28. DIRECTORY IS THE PATH WHERE THE COMPANY DATA IS STORED IN TALLY.

A. TRUE ✓

B. FALSE

29. INVENTORY INFORMATION CONTAINS THE DETAILS OF INVENTORY MASTERS.

A. TRUE ✓

B. FALSE

30. WHICH OF THESE IS NEITHER A REGISTER NOR A LEDGER TYPE RECOGNIZED BY TALLY?

A. BANK BOOK

B. CONTRA ENTRY ✓

C. DAY BOOK

D. SALES REGISTER

31. THE FIRST TWO DIGITS OF GSTIN REPRESENT THE ____ CODE.

A. CITY

B. DISTRICT

C. STATE ✓

D. COUNTRY

32. WHILE RESTORING FILES, FIRST SELECT ____ AND THEN ____.

A. DESTINATION, SERVER

B. SOURCE, DESTINATION ✓

C. DESTINATION, SOURCE

D. SERVER, DESTINATION

33. WHEN ITEMS IN THE PURCHASE INVOICE HAVE THE SAME UNIT OF MEASUREMENT, YOU SHOULD USE APPROPRIATE BY ____.

A. QUANTITY ✓

B. VALUE

C. QUALITY

D. PRICE

34. YOU SHOULD USE THIS VOUCHER WHEN YOUR COMPANY SALE SOME GOODS.

A. DEBIT NOTE

B. RECEIPT

C. PURCHASE

D. SALES ✓

35. TO OPEN A STOCK JOURNAL, YOU SHOULD USE WHICH KEYBOARD SHORTCUT?

A. ALT+F7 ✓

B. CTRL+F7

C. ALT+F10

D. CTRL+F10

36. GENERAL LEDGER SERVES THE PURPOSE OF RE-CLASSIFYING AND SUMMARIZING ALL THE INFORMATION RECORDED IN THE CASH BOOK AND JOURNAL, ACCORDING TO THE ACCOUNT HEADS.

A. TRUE ✓

B. FALSE

37. WHICH OF THESE FILE FORMATS IS/ARE AVAILABLE IN TALLY FOR EXPORTING THE LIST OF LEDGERS?

A. ASCII

B. EXCEL

C. HTML

D. ALL OF THE ABOVE ✓

38. THE ____ BALANCE FOR THE PREVIOUS FINANCIAL YEAR BECOMES THE ____ BALANCE FOR THE CURRENT FINANCIAL YEAR.

A. CLOSING, OPENING ✓

B. OPENING, CLOSING

C. CLOSING, CLOSING

D. OPENING, OPENING

39. YOU CAN ENTER DETAILED INFORMATION ABOUT ALL YOUR EMPLOYEES THROUGH THE MULTIPLE EMPLOYEE CREATION SCREEN.

A. TRUE

B. FALSE ✓

40. ____ARE USED TO DEFINE A PAY STRUCTURE OF AN EMPLOYEE OR AN EMPLOYEE GROUP.

A. EMPLOYEE MASTERS

B. PAY HEADS ✓

C. PAYROLL UNITS

D. SALARY DETAILS

41. THE ALIAS FEATURE ALLOWS YOU TO REFER A LEDGER EITHER BY THE NAME OR ALIAS.

A. TRUE ✓

B. FALSE

42. ____IS ONE OF THE MODES FOR COLLECTING THE INCOME TAX AT THE SOURCE.

A. GST

B. TAN

C. TDS ✓

D. VAT

43. THE ____OPTION ALLOWS YOU TO EXPORT THE REPORTS OR DATA FROM TALLY.

A. EXPORT ✓

B. DISPLAY

C. ALTER

D. SPLIT FROM

44. WHICH BUTTON IS CLICKED TO OPEN THE INVENTORY FEATURES SCREEN FROM GATEWAY OF TALLY?

A. F1: SHUT COMP

B. F2: DATE

C. F11: FEATURES ✓

D. F12: CONFIGURE

45. THE ____VOUCHER IS USED WHEN ITEMS ARE NOT YET APPROVED.

A. POST DATED

B. MEMO

C. OPTIONAL ✓

D. REVERSING JOURNAL

46. TALLY RELIES ON WHICH BASIC UNIT TO COMPUTE EMPLOYEE PAYMENT?

A. ATTENDANCE/PRODUCTION TYPE ✓

B. EMPLOYEE GROUPS

C. EMPLOYEE MASTERS

D. PAYROLL UNITS

47. USING THE KEY COMBINATION ALT+T WILL ALLOW YOU TO ENTER THE SUBTITLE OF THE BALANCE SHEET REPORT?

A. TRUE ✓

B. FALSE

48. IN THE SINGLE ENTRY SYSTEM, ALL THE CREDIT TRANSACTIONS AND ACCRUED LIABILITIES ARE OMITTED.

A. TRUE ✓

B. FALSE

49. LEDGERS THAT HAVE FINANCIAL TRANSACTIONS OF THE SAME NATURE ARE CLASSIFIED UNDER A SINGLE GROUP.

A. TRUE ✓

B. FALSE

50. MANUAL ACCOUNTING REQUIRES A LOT OF MANPOWER AS COMPARED TO THE COMPUTERIZED ACCOUNTING.

A. TRUE ✓

B. FALSE

51. THE TERM 'INTRASTATE OUTWARD SERVICES' REFERS TO _____.

A. PURCHASE FROM ANOTHER STATE

B. SALES MADE OUTSIDE THE SAME STATE

C. PURCHASE FROM WITHIN THE SAME STATE

D. SALES WITHIN THE SAME STATE ✓

52. AN EMPLOYEE GROUP CAN BE DELETED BY PRESSING WHICH OF THESE KEY(S)?

A. ALT+A

B. ALT+C

C. ALT+D ✓

D. ALT+F

53. ACCOUNTING IS THE PROCESS OF SYSTEMATICALLY RECORDING, CLASSIFYING, AND SUMMARIZING THE FINANCIAL INFORMATION.

A. TRUE ✓

B. FALSE

54. WHILE RESTORING FILES, FIRST SELECT ____AND THEN ____.

A. DESTINATION, SERVER

B. SOURCE, DESTINATION ✓

C. DESTINATION, SOURCE

D. SERVER, DESTINATION

55. TO SEPARATELY RECORD INTERSTATE AND INTRASTATE PURCHASE LEDGERS, THERE IS NO NEED TO CREATE A SEPARATE INTERSTATE PURCHASE TAXABLE LEDGER.

A. TRUE ✓

B. FALSE

56. IN TALLY, ____FEATURES ARE USED TO CONNECT TO A SERVER REMOTELY.

A. AUDIT

B. ADD-ON

C. STATUTORY & TAXATION

D. TSS ✓

57. IF YOU RECEIVED AN ADVANCE AMOUNT OF RS. 10,000 THEN YOU SHOULD MAKE THIS ENTRY AS A/AN ____ RECEIPT.

A. ADVANCE ✓

B. SALES

C. SPECIAL

D. TAX-FREE

58. TO RECORD ADDITIONAL COSTS ON A PURCHASE, YOU NEED TO ENABLE ____.

A. USE MULTIPLE PRICE LEVELS

B. TRACK ADDITIONAL COST OF PURCHASE ✓

C. USE COST TRACKING FOR STOCK ITEM

D. MAINTAIN BATCH-WISE DETAILS

59. TO GO TO ACCOUNTING FEATURES, YOU NEED TO USE WHICH FUNCTION KEY?

A. F12->F1

B. F11->F1

C. F11->F2 ✓

D. F8

60. TAX DEDUCTED AT SOURCE (TDS) IS AN INDIRECT TAX COLLECTED AT THE PRESCRIBED RATE FROM THE INCOME SOURCE.

A. TRUE

B. FALSE ✓