Student EnrollNo. _____

SARDAR PATEL ACADEMY AND RESEARCH CENTER

National Institute of Open Schooling(NIOS), AVI No. 990262, MHRD Govt. Of India
NIELIT/DOEACC Society, Ministry of IT, Govt of India - ACCR. No 01921.

TALLY
Paper Code - TALLY-MAR-2022

Time: 2 Hours   Max Marks: 80.

Instructions

1. Student can give answers either in Hindi or English. 2. Student can only use black or blue pan. 3. Mobile phones are not allowed. 4. You can't leave exam room before first hour.

Question 1. MCQ (All Questions are Compulsory)   10x1 = 10

1. Manufacturing expenses come under_____ Group

    a. None   b. Direct Expenses

    c. Miss Expenses   d. Expenses (Indirect)

2. To create Manufacturing Journal which option must be activated?

    a. Use Common Narration   b. Prefill with Zero

    c. Use as manufacturing Journal   d. Narrations for each entry

3. Transfer of materials from one godown to another godown, use

    a. Both a and b   b. Purchase Journal

    c. Stock Journal

4. The option used in tally to exit from tally

    a. Quit company   b. Shut company

    c. Close company   d. Alter company

5. VAT stands for

    a. VAT Stands TAX   b. Value Added Tally

    c. Valuable At Tax   d. Value Added Tax

6. _____ is the function key for changing date

    a. F4   b. F3

    c. F2   d. F1

7. We can modify an existing Company from

    a. Company Info > Alter   b. Gateway of Tally > Modify Company

    c. Company Info > Alter Company

8. Which of the following is not an account type?

    a. Nominal account   b. Occasional account

    c. Real Accounts   d. Personal Accounts

9. Tally is a/an--------------Software

    a. Language   b. Operating System

    c. Manual Accounting   d. Computerize Accounting

10. How many formats are available while Exporting?

    a. 5   b. 4

    c. 3   d. 2

Question 2. Fill In the blanks (All Questions are Compulsory)   10x1 = 10

1. _____ is used for Sales Return bill.

2. Loans taken from bank is_____

3. _____ key is used for Delivery Note voucher.

4. Purchase return are also called as _____.

5. _____ Shortcut key is used for print screen in Tally.

6. Total vouchers are categorized into_____,_____ and_____.

7. The Trading account of a business concern shows_____

8. There are _____ types of vouchers in Tally.

9. Accounting has _____aspects

10. _____is used for Online modify.

Question 3. Write shortcuts of following (All Questions are Compulsory)   10x1 = 10
1. As Invoice
2. List (busy)
3. Tds Deduction
4. F9 (busy)
5. F3(busy)
6. Working Educational Mode
7. Online Modification (busy)
8. Select company
9. F8 (busy)
10. Online Ledger Creation (busy)

Question 4. True/False (All Questions are Compulsory)   10x1 = 10
1. Stock transfer transaction is used to record purchase bill.
2. Profit & Loss Account is also known as Income statement
3. It is possible to create company without user & password in Busy
4. Manufacturing Journal is used to record sale Bill.
5. You cant delete any ledger in Display.
6. Tally ERP 9 support entry of inventory details in accounting voucher.
7. Discount allowed is an Expense
8. A Ledger can't be deleted if its carrying Opening balance
9. Discount received is a Income
10. 3 types of Measurement Units we can create in Tally

Question 5. Define Following (Short Questions) Attempt any 10   10x2 = 20
1. TDS
2. Drawings
3. Assets
4. rejection in
5. purchase order
6. Direct income
7. fixed assets
8. Budget & price level
9. Contra Voucher
10. Target
11. Interest calculation
12. Goodwill

Question 6. Attempt any 4 Questions   4x5 = 20
1. What is budget & budget variance?
2. Explain Sales Returns and Purchase Return?
3. Explain the steps for Manufacturing?
4. What are vouchers? Name all the vouchers with Shortcut key s?
5. What are masters in busy? Write the steps to create masters?

6. What do you mean by backup and restore? How can you create backup of your company.