

**TELANGANA UNIVERSITY**  
**S.S.R. DEGREE COLLEGE, NIZAMABAD (C.C:5029)**  
**V SEMESTER INTERNAL ASSESSMENT II EXAMINATIONS**  
**COMPUTERISED ACCOUNTING QUESTION BANK**

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I. Multiple choice questions.

1. Salary account comes under which head [     ]  
a. Indirect incomes      b. Indirect expenses      c. Direct incomes      d. Direct expenses
2. Which ledger is created by Tally automatically as soon as we create a new company? [     ]  
a. Cash      b. Profit & Loss A/c      c. Capital A/c      d. Both a & b
3. Which of the following is the predefined stock category in Tally? [     ]  
a. Primary      b. Symbol      c. Stock      d. Main Location
4. Which file in Tally is used to record the import activity? [     ]  
a. Tally.dat      b. Tally.ini      c. Tally.imp      d. None of these
5. Inventory books is used to view [     ]  
a. Stock items      b. Group summary      c. Both a and b      d. None of these
6. To print a voucher from Tally we need to press [     ]  
a. Ctrl+P      b. Shift+P      c. Alt+P      d. None of these
7. We can see working capital figure changing [     ]  
a. Profit and loss configuration      b. Balance sheet configuration  
c. Voucher configuration      d. Ledger configuration
8. We can see list of memorandum vouchers form [     ]  
a. Cash/Bank books      b. Exception reports      c. Accounts book      d. Trail balance
9. What is MRP [     ]  
a. Market price      b. Maximum retail price      c. Marginal price      d. Minimum retail price
10. We can use stock journal for [     ]  
a. Production and consumption      b. Inter godown transfer for stock  
c. Both a & b      d. None of these
11. Default invoice mode is on for sales or purchase entry. Which key should be pressed for entry of sales or purchase as a voucher [     ]  
a. Alt+V      b. Ctrl+V      c. Alt+F8      d. Alt+F9
12. Which shortcut key is pressed for voucher entry or deleting a ledger [     ]  
a. Alt+A      b. Alt+C      c. Alt+X      d. Alt+D
13. By default, which mode is on in purchase and sales voucher [     ]  
a. Normal mode      b. Item invoice mode      c. Particulars mode      d. None of these
14. A credit note is sent by to [     ]  
a. Seller, buyer      b. Buyer, seller      c. Customer, seller      d. Creditor, seller
15. To create a sales voucher in Tally, you have to press [     ]  
a. F5      b. F7      c. F8      d. F9
16. How many types of MIS reports in Tally ERP9 [     ]  
a. Three      b. Two      c. Four      d. Five
17. Doesn't comes under Financial MIS reports [     ]  
a. Bills receivables      b. Exceptional reports      c. Cash flow statements      d. None of the above
18. Can we see gross profit and net profit simultaneously [     ]  
a. Yes      b) No
19. Which among the following are the features of cash flow statement [     ]  
a. Relationship between net profit and changes in cash position  
b. Involve matching of cost against revenue  
c. Indicator of cash earning capacity of the firm  
d. Both a and c
20. All transactions made in particular day and by default display the last voucher entry date of a regular voucher is displayed in [     ]

a. Principal groups

b. Principal ratios

c. Daybook

d. Accounting report

## II. Fill in the blanks

1. To appear voucher date should select \_\_\_\_\_
2. Shortcut for credit note \_\_\_\_\_
3. Purchase vouchers are used to record all types of purchases like \_\_\_\_\_
4. \_\_\_\_\_ is a book keeping worksheet in which the balances of all ledgers are compiled into debit and credit columns
5. While viewing the balance sheet select F12 then we can see \_\_\_\_\_ column appears on screen
6. \_\_\_\_\_ gives an idea about the inflow and outflow of cash from operating, investing and financing activities
7. A projected cash flow statement is referred to as \_\_\_\_\_
8. Ratio analysis compares relationship between \_\_\_\_\_
9. \_\_\_\_\_ displays the information on the periodic purchases of a business concern
10. To appear exporting sales register we have to press \_\_\_\_\_
11. \_\_\_\_\_ is the outstanding balance on a particular invoice
12. To view the bill-party wise receivable report Go to gateway of Tally > Display>> outstanding> \_\_\_\_\_
13. When a company purchases goods on credit which needs to be paid back in a short period of time is known as \_\_\_\_\_
14. To create inventory Gateway of Tally>Inventory info \_\_\_\_\_ press \_\_\_\_\_
15. Tally ERP9 helps to maintain and track accounts on \_\_\_\_\_ every bill
16. To change the date of a voucher in Tally ERP9 Go to Gateway of Tally accounting voucher F5 payments and then press \_\_\_\_\_
17. Dr./Cr. is usually the same as the \_\_\_\_\_
18. \_\_\_\_\_ is the proceeds or payment which the company will receive from its customers who have purchased its goods & services on credit
19. To maintain bill wise detail we can have details of all the bills \_\_\_\_\_
20. When a customer A has an outstanding balance of X as opening balance then tally display a warning message \_\_\_\_\_
21. If we choose Agst Ref and press enter we will get a \_\_\_\_\_
22. \_\_\_\_\_ option is pressed to delete a stock category.