TALLY ERP – 9

MULTIPLE CHOICE QUESTIONS – SET 1

1. Tally package is developed by

A. Peutronics

B. Tally Solutions

C. Coral Softwares

D. Vedika Softwares

2. in general the financial year shall be from

A. 1st April of any year

B. 31st March of any year

C. All of them are true

D. None of these

3. Which menu appears after starting Tally for the first time

A. Gateway of Tally

B. Company Info

C. Display

D. None of these

4. Which option is used in Tally to make changes in created company

A. Select Company

B. Shut Company

C. Alter

D. None of these

5. Which option from Company Info. menu is selected to create a new Company in Tally

A. Company Create

B. Create Company

C. Create

D. New Company

6. Which option is selected from Company Info Menu to divide company data into two financial years

A. Change Tally Vault

B. Alter

C. Split Company Data

D. New Company

7. Which option is used to copy company?s data into pen drive or CD

A. Backup

B. Restore

C. Split Company Data

D. Copy Data

8. Which option is used to place data taken in pen drive to Appropriate place in Tally

A. Backup

B. Restore

C. Split Company Data

D. None of these

9. Which option is used to open company created in Tally

A. Create Company

B. Alter

C. Select Company

D. Shut Company

10. Which option is used in Tally to close opened Company

A. Alter

B. Shut Company

C. Create Company

D. Select Company

11. Which option is used to move from one company to another when more than one companies are open

A. Company Info

B. Shut Company

C. Select Company

D. Company

12. Which menu is used to create new ledgers, groups and voucher types in Tally

A. Reports

B. Import

C. Transactions

D. Masters

13. Which submenu is used to create new ledgers, groups and voucher types in Tally

A. Account Info

B. Inventory Info

C. Accounting Vouchers

D. Inventory Vouchers

14. Which submenu is used for voucher entry in Tally

A. Vouchers

B. Account Vouchers

C. Accounts Info

D. None of these

15. Salary Account comes under which head

A. Indirect Incomes

B. Indirect Expenses

C. Direct Incomes

D. Direct Expenses

16. How many groups are pre-defined in Tally

A. 28

B. 30

C. 15

D. 19

17. How many primary groups are there in Tally

A. 19

B. 28

C. 15

D. 20

18. How many secondary groups are there in Tally?

A. 15

B. 13

C. 28

D. 3

19. Which option is used to view list of Primary and Secondary groups in Tally

A. List of Accounts

B. Accounts

C. List

D. None of these

20. 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. A and B both

21. Which option is used to make changes in created Groups of Ledgers in Tally

A. Create

B. Display

C. Alter

D. Change

22. How many voucher types area readily available in Tally

A. 18

B. 16

C. 20

D. 28

23. Which voucher type is used to transfer amount from one bank to another

A. Contra

B. Payment

C. Receipt

D. Post-Dated

24. Rs.20,000 withdrawn from State Bank. In which voucher type this transaction will be recorded

A. Payment

B. Receipt

C. Contra

D. Post-Dated

25. Where do we record transactions of salary, rent or interest paid

A. Contra

B. Journal

C. Receipt

D. Payment

26. Where do we record interest received, commission received or rent received in Tally

A. Contra

B. Payment

C. Receipt

D. Journal

27. Where do we record cash sales in Tally

A. Contra

B. Receipt

C. Payment

D. Journal

28. Where do we record credit purchase of furniture in Tally

A. Purchase

B. Payment

C. Receipt

D. Journal

29. Where do we record purchase return, sales return, depreciation, etc. in Tally

A. Journal

B. Payment

C. Contra

D. Receipt

30. Which of the following equation is true for balance sheet

A. Assets = Liabilities +Capital

B. Liabilities = Assets - Capital

C. Capital = Assets - Liabilities

D. All of these

31. How many options related to Company Features are there in F11: Features in Tally

A. 3

B. 2

C. 4

D. 5

32. Which unit is created for stock items like grain, pulse, sugar, oil, ghee etc.

A. Lts

B. Nos

C. Kgs

D. Box

33. Which option is used to view Trial Balance from Gateway of Tally

A. Gateway of Tally? Reports ? Trial Balance

B. Gateway of Tally? Trial Balance

C. Gateway of Tally? Reports ? Display ? Trial Balance

D. None of these

34. Which option is true for viewing Profit & Loss A/C in Gateway of Tally

A. Gateway of Tally? Reports ? Profit & Loss A/C

B. Gateway of Tally? Display ? Profit & Loss A/C

C. Gateway of Tally? Account Books ? Profit & Loss A/C

D. None of these

35. By default, which mode is on in Purchase and Sales voucher

A. Norma Mode

B. Item Invoice Mode

C. Particulars Mode

D. None of these

36. Which step is followed to view Purchase Register

A. Gateway of Tally? Display ? Sales Register

B. Gateway of Tally? Account Books ? Sales Register

C. Gateway of Tally? Display ? Account Books ? Purchase Register

D. None of these

37. Which of the following is not compulsory to create while entry in Accounts with Inventory

A. Stock Groups

B. Stock Items

C. Stock Categories

D. Units of Measure

38. Which reports are prepared monthly in Tally

A. Profit & Loss A/C

B. Balance Sheet

C. Trial Balance

D. Cash Flow of Funds Flow

39. By which option Purchase or Sales register can be viewed

A. Statutory Books

B. Inventory Books

C. Accounts Books

D. Display

40. Which option is used to view Stock Items or Group Summary

A. Accounts Books

B. Inventory Books

C. Statutory Books

D. Display

41. We can change the Company Information from

A. A Company Info > Back up

B. Company Info > Alter

C. Company Info > Split Company Data

D. None of these

42. Company Restore option is available in

A. Company Features

B. Company Information

C. Configuration

D. None of these

43. We can modify an existing Company from

A. Company Info > Alter

B. Company Info > Alter Company

C. Gateway of Tally > Modify Company

D. None of these

44. Party account can be created through

A. Group creation window

B. Ledger creation window

C. Inventory creation window

D. Any one of them

45. What is the utility of Tally Vault Password

A. It will lock the period of Company

B. It will lock all voucher entries for that Company

C. It will not show the Company Name in the Company Select List

D. None of these

46. We can show Bill wise details of Debtors and Creditors by activating

A. Bill by bill

B. Maintain Bill wise Details

C. Maintain References

D. None of these

47. How many inbuilt Accounts group are in tally by default

A. 29

B. 31

C. 25

D. 34

48. Suspense Account Group is defined under

A. Income

B. Expenditure

C. Liabilities

D. Assets

49. Manufacturing Journal creates based on

A. Journal

B. Receipt Note

C. Stock Journal

D. Purchase Quotation

50. To create Manufacturing Journal which option must be activated

A. Use Common Narration

B. Narrations for each entry

C. Prefilled with Zero

D. Use as manufacturing Journal

51. How many types of Measurement Units we can create in Tally

A. 2

B. 3

C. 5

D. Unlimited

52. To activate Job Costing which options require to be activated

A. Maintain Cost Centre

B. Use Cost Centre for Job Costing

C. Both a & b

D. None of these

53. In Tally, there are _________ predefined ledgers

A. One

B. Three

C. Two

D. Four

54. We can see list of Memorandum Vouchers from

A. Cash/Bank Books

B. Exception Reports

C. Accounts Books

D. Trail Balance

55. We can see Working Capital figure changing

A. Voucher configuration

B. Profit & Loss configuration

C. Balance Sheet configuration

D. Ledger configuration

56. We can create multiple users in Tally activating

A. Tally Audit

B. Use Security Control

C. Both (a) and (b)

D. None of these

57. Allow components list details (Bill of Materials) which option is activated for

A. Ledgers

B. Cost Category

C. Stock Items

D. Budgets

58. Retained Earnings is an alias of

A. Indirect Income

B. Reserve and Surplus

C. Capital Account

D. Investments

59. We can use Stock Journal for

A. Production and Consumption

B. Inter Godown transfer for stock

C. Both (a) and (b)

D. None of these

60. Discount Column is available in

A. Sales Invoice

B. Purchase Invoice

C. Both (a) and (b)

D. None of these

61. We can get the report of Interest from

A. Account Books

B. Cash and Fund flow

C. Inventory Books

D. Statements of Accounts

62. To see reports of Job Work Analysis

A. Display-Statement of a/cs

B. Display-Statement of a/cs-Job Work Analysis

C. Display-Statement of a/cs-Cost Centre-Job work

D. None of these

63. To create Scenario which option requires to be activated

A. Use Rev Journal & Optional voucher in F12

B. Use Optional voucher in F11

C. Use Reversing voucher in F11

D. Use Rev journal & Optional voucher in F11

64. Optional Voucher is one type of

A. Conventional Voucher

B. Unconventional Voucher

C. Both (a) & (b)

D. None of these

65. List of Optional Voucher we can get from

A. Cash Bank Books

B. Exceptional Reports

C. Accounts Books

D. Balance Sheet

66. Single Entry mode is applicable for

A. Receipt Voucher

B. Contra Voucher

C. Payment Voucher

D. All of these

67. Reversing journal is a

A. Conventional Voucher

B. Unconventional Voucher

C. Both (a) and (b)

D. None of these

68. To hide the name of the Company you need to define

A. Security Control

B. Tally Audit

C. Create at least one User

D. Tally Vault Password

69. Goods returning to a Creditor after challan but before bill we need to pass

A. Debit Note

B. Receipt Note

C. Rejection Out

D. Rejection In

70. Branch / Division is a group defined under

A. Liabilities
B. Assets
C. Income
D. Expenditure

SET 1 ANSWERS

1. B	8.B	15.B	22.A	29.A	36.C	43.A	50.D	57.C	64.B
2.A	9.C	16.A	23.A	30.D	37.C	44.B	51.A	58.B	65.B
3.B	10.B	17.C	24.C	31.A	38.C	45.C	52.C	59.C	66.D
4.C	11.C	18.B	25.D	32.C	39.C	46.B	53.C	60.C	67.B
5.B	12.D	19.A	26.C	33.C	40.B	47.B	54.B	61.D	68.D
6.C	13.A	20.D	27.B	34.A	41.B	48.C	55.C	62.B	69.D
7.A	14.B	21.C	28.D	35.B	42.B	49.C	56.B	63.D	70.C

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MULTIPLE CHOICE QUESTIONS – SET 2

1. ETCS means

A. Enable Tax Collected at Source

B. Electronic Tax Collected at Source

C. Electric Tax Collected at Source

D. None of these

2. To get Payroll Reports choose

A. Gateway of Tally > Display

B. Gateway of Tally > Display > Statement of Accounts

C. Gateway of Tally > Display > Statement of Payroll

D. Gateway of Tally > Display > Payroll Reports

3. BOM represents

A. Billing of Machines

B. Bill of Materials

C. Bill of Maintenance

D. None of these

4. "Alias" represents

A. Short name

B. Nick name

C. Code name

D. All of these

5. If we purchase any fixed asset in credit, we can pass it from

A. Payment mode

B. Receipt mode

C. Journal mode

D. Contra mode

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

A. Manufacturing Journal

B. Stock Journal

C. Purchase Journal

D. Both A & B

7. Recording of actual stock as physically verified or counted is done through

A. Journal

B. Stock Journal

C. Physical Stock

D. Sales

8. Budget represents _______________

A. Estimation

B. Forecasting

C. Assumption

D. All of these

9. Find out which is not a Default Ledger in Tally

A. Cash in Hand

B. Capital Account

C. Profit & Loss

D. None of these

10. The Profit & Loss statement can be displayed in _____________ format(s).

A. Horizontal

B. Vertical

C. A or B

D. None of the above

11. Default ledger accounts in tally are ______

A. Balance sheet & profit & loss profit & loss and trial balance

B. Profit & loss and trial balance

C. Cash and profit & loss

D. Cash and bank

12. Default 'godown' name in tally is ____________

A. Primary

B. Main location

C. A or b

D. None of the above

13. 'Tally vault' is a _________________

A. Security mechanism

B. Ledger a/c

C. Cost category

D. None of the above

14. A Group Company is _______________ given to the merged accounts of member companies of the group

A. a name

B. an identity

C. A and B

D. None of the above

15. In tally you get currency symbol option from _______ menu

A. Company creation

B. Stock items units

C. Regional setting

D. None of the above

16. _____________ gives the balance for each day for the voucher type has been selected

A) Trial Balance
B) Daybook
C) Balance Sheet
D) None of the above

17. Which option lists inventory valuation method in tally

A) Stock report
B) Stock journal
C) Stock analysis
D) Stock summary

18. How to activate the tally audit feature in a company

A) Press F11 key
B) During the creation of a company
C) In -comp info -> security control-option
D) Press F12 key

19. What is the predefined number of groups in tally

A) 16
B) 28
C) 128
D) 228

20. Which of the following is used for voucher entry

A) Ledger Account B.
B) Groups
C) Sub-Groups

D) Depends on number of companies

21. Which of the following user type can view audit list
A) Tally Vault
B) Owner
C) Data Entry
D) Administrator

22. How can data be imported in tally
A) One company to another company created within Tally Package
B) Other programs - a spreadsheet or a database file
C) Depends on number of companies
D) Both A and B

23. Which of the following file is usually used as a master file
A) Inventory subsidiary
B) Cash disbursements
C) Cash receipts
D) Payroll transactions

24. What is the advantage of a computer-based transaction processing system
A) Does not require as stringent a set of internal controls
B) Will produce a more accurate set of financial statements
C) Eliminates the need to reconcile control accounts and subsidiary ledgers
D) Will be more efficient at producing financial statements

25. Which of the following can be budgeted in tally
A) Net Transactions
B) Closing Balance
C) A and B
D) none

26. Which of the following shows daily balance for a selected voucher type
A) Daybook
B) Trial Balance
C) Balance Sheet
D) None of the above

27. How many types of users are present in tally
A) 1
B) 2
C) 3
D) 4

28. Which of the following is the predefined stock category in tally
A) Primary
B) Symbol
C) Stock
D) Main location

29. Which file in tally is used to record the import activity
A) Tally dat
B) Tally ini

C) Tally imp
D) None of the above
30. Which of the following is compulsory to create while entry in Accounts with Inventory
A) Stock Groups
B) Stock Items
C) Units of Measure
D) All of these
31. Inventory books is used to view
A) Stock Items
B) Group Summary
C) Both A and B above
D) None of these

32. Trial balance is prepared on ___________ basis
A) Monthly
B) Annually
C) Half yearly
D) Any of the above

33. A ____________ serves the purpose of both journal and ledger accounts
A) Journal proper
B) Purchase day book
C) Cash book
D) Any of the above

34. The rate of trade discount varies with the ____________ purchased
A) Total asset
B) Current asset
C) Quantity
D) None of these

35. A ?credit note? is sent by ____________ to _________
A) Seller, buyer
B) Buyer, seller
C) Customer, seller
D) Creditor, seller

36. A trial balance is a ___________________
A) Ledger
B) Journal
C) Account
D) List

37. Sales return are recorded in __________ Voucher
A) Sales voucher
B) Debit note
C) Receipt
D) Credit note

38. ERP stands for
A) Enterprise resource planning
B) Economic resource planning
C) Efficient resource planning

D) Economic resource processing

39. The home screen of tally is also known as
A) Menu bar
B) Gate way of tally
C) Accounts info
D) Button tool bar

40. Full form of ODBC
A) Open data base connectivity
B) Open data base calculating
C) Open document basically
D) Order data base connection

41. The option ?statutory compliance for? is appearing in
A) Company creation screen
B) vat classification screen
C) F11 accounting features
D) account creation screen

42. Changes in accounts are possible only in
A) Display mode
B) Alteration mode
C) Single mode
D) multiple mode

43. Reserve group accounts in tally is
A) 28
B) 30
C) 18
D) 15

44. An account that the user need not create is
A) Cash at bank
B) Sundry creditors
C) Cash in hand
D) Balance sheet

45. The voucher type for recording goods received
A) Rejection in
B) Receipt note
C) Purchase order
D) Stock voucher

SET 2 ANSWERS

1. B	8.D	15.A	22.D	29.B	36.D	43.A
2.D	9.B	16.B	23.A	30.D	37.D	44.C
3.B	10.C	17.D	24.D	31.C	38.A	45.B
4.D	11.C	18.B	25.C	32.D	39.B	
5.C	12.B	19.B	26.A	33.C	40.A	
6.B	13.A	20.A	27.C	34.C	41.A	
7.C	14.C	21.D	28.A	35.A	42.B	

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MULTIPLE CHOICE QUESTIONS – SET 3

1. Employee salary details are shown in
A) Attendance sheet
B) Gratuity papers
C) Exact reports
D) Pay roll

2. Salary comes under __________ Head
A) Direct expense
B) current liability
C) Indirect expense
D) Current asset

3. Vouchers can be displayed in
A) Accounts info
B) Day book
C) inventory info
D) Ledger

4. Professionals usually maintain accounts as
A) Accounts with inventory
B) accounts only
C) Normal accounting
D) payroll accounting

5. A company can be deleted only in
A) Display
B) alter
C) delete
D) Create

6. Company features in tally includes
A) Accounting features
B) Inventory features
C) Statutory features
D) all of the above

7. Integrated accounts with inventory is available in
A) F12 configuration
B) f11 features
C) inventory info
D) accounts info

8. Collection of ledgers of same nature is called
A) Vouchers
B) asset
C) Group
D) None of these

9. The options ? use common narration? and ? narration each entry? appear
A) Account creation screen
B) Voucher entry screen
C) F11 accounting features
D) Voucher type creation screen

10. Predefined groups are also called as
A) Main group
B) Primary group
C) Statutory group
D) Parent group

11. Which of the following is not a disadvantage of introducing computerized accounting system
A) Possible demotivation through reundance
B) High expenditure on set up
C) Saving made on labour cost
D) Required staff training

12. Transfer from main cash to petty cash you require to pass__________
A) Voucher
B) Payment
C) Contra
D) Receipt

13. Income tax number of the company will appear in which report
A) Cash/bank book
B) Profit and loss a/c
C) Reminder letter
D) None of these

14. Patent account falls under
A) Investments
B) Liabilities
C) Current assets
D) None of these

15. Drawings account is to be created by linking with
A) Capital
B) Current asset
C) Current liability
D) Drawings

16. Transactions are firstly entered in:
A) Journal
B) Ledger
C) Trial balance
D) None of these

17. A trial balance is prepared
A) To prepare p &l a/c
B) To test the arithmetical accuracy
C) For making adjustments
D) To balance the a/c

18. Capital is treated as liability because of
A) Dual aspect concept
B) Money measurement concept
C) Matching concept
D) Entity concept

19. ______ are the liabilities which are payable after a long period
A) Fixed liabilities
B) Miscellaneous expenditure
C) Current liabilities
D) Contingent liabilities

20. ______ is an example for long term liabilities
A) Creditors
B) Debentures
C) Overdraft
D) Bills payable

21. _______ is the collection of all accounts
A) Journal
B) Voucher
C) Invoices
D) Ledger

22. _______ is the book of original entry
A) Journal
B) Voucher
C) Invoices
D) Ledger

23. The process of ascertaining the balance of a particular account on a given date is
A) Posting
B) Journalizing
C) Balancing
D) Accounting

24. _______ is the expense which is unpaid at the end of the accounting period
A) Outstanding expenses
B) Prepaid expenses
C) Proposed expenses
D) Working capital

25. _____ is an example for tangible assets
A) Furniture
B) Debtors
C) Patent
D) Discount on issue of shares and debentures

26. Which account is the odd one
A) Furniture
B) Land and buildings
C) Stock of raw materials
D) Plant and machinery

27. Which of the following is the example of external users of accounting information
A) Government
B) Owners
C) Management
D) Employee

28. A ______ is sent to a customer when he returns the goods
A) Debit note
B) Credit note
C) Proforma invoice
D) Bill

29. A ______ is sent to the seller when he is taken back the sold goods
A) Debit note
B) Credit note
C) Proforma invoice
D) Bill

30. Which of the following is not a transaction
A) Goods are purchased on cash basis for rs 1000
B) Salaries paid for the month of may 2009
C) Land is purchased for rs 10 lakhs
D) An employee is dismissed from the job

31. Bank account is _________
A) Personal account
B) Real account
C) Nominal account
D) Intangible real account

32. Income earned but not received is known as __________
A) Advance income
B) Proposed income
C) Earned income
D) Accrued income

33. _____ refers the amount invested by the owner into business
A) Loan
B) Advance
C) Capital
D) Prepaid expenses

34. _______ is the major source of revenue of any business
A) Investment
B) Advances
C) Loan
D) Sales

35. Assets acquired for long term use in the business are called _________
A) Fixed assets
B) Current assets
C) Fictitious assets
D) Liquid asset

36. A person who owes money to the business is a ___________

A) Debtor
B) Creditor
C) Investor
D) Supplier

37. Accrued income comes under

A) Current liability
B) Capital
C) Current asset
D) Fixed asset

38. Taxes paid come under which group

A) Capital
B) Loans and liabilities
C) Direct expenses
D) Duties and taxes

39. Accounting principles are divided into two types. These are

A) Accounting concepts
B) Accounting conventions
C) Accounting standard
D) 1 and 3 both

40. The term current assets does not include __________

A) Debtors
B) B/r
C) Stock
D) Goodwill

41. There are _________ predefined ledgers

A) One
B) Three
C) Two
D) Four

42. Closing stock come under______________

A) Current asset
B) Fixed asset
C) Stock in hand
D) Direct income

43. E-mail can be used to

A) Send mail directly from tally screen
B) To send e-mail
C) Download information
D) Access help

44. In tally screen right extreme displays______________

A) Selected companies
B) Current date
C) Gate way of tally
D) Button bar

45. Capital of the company is included under
A) Capital account
B) Fixed liabilities
C) Loans and advances
D) Current liabilities

46. Carriage inwards can be included in
A) Direct expenses
B) Indirect expenses
C) Current liability
D) Misc Expenses

47. The branch of accounting which analyses and interprets the overall data is_______
A) Financial accounting
B) Cost accounting
C) Management accounting
D) None of these

48. To activate cost centre and cost category feature we have to select
A) Configuration
B) F 11 features
C) Group creation
D) Voucher creation

49. The left hand side of tally screen shows
A) Current date
B) Last entered voucher
C) Gate way of tally
D) List of selected companies

50. Credit note is used for entering
A) Purchases
B) Sales
C) Purchase return
D) Sales return

SET – 3 ANSWERS

1. D	8.C	15.A	22.A	29.A	36.A	43.A	50.D
2.C	9.C	16.A	23.C	30.D	37.C	44.D	
3.B	10.C	17.B	24.A	31.A	38.D	45.B	
4.B	11.C	18.D	25.A	32.D	39.D	46.A	
5.B	12.C	19.A	26.C	33.C	40.D	47.C	
6.D	13.D	20.B	27.A	34.D	41.A	48.B	
7.B	14.D	21.D	28.B	35.A	42.C	49.D	

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MULTIPLE CHOICE QUESTIONS – SET 4

1. Debit note is used for entering
A) Purchases
B) Sales
C) Purchase return
D) Sales return

2. Bottom of tally screen shows
A) Button bar
B) List of vouchers
C) List of companies
D) Calculator

3. ____________ button helps to connect data from spread sheet or other application
A) E-mail
B) Help
C) Export
D) Browser

4. For entries involving both cash and bank transactions we use ____________voucher
A) Contra voucher
B) Journal
C) Sales
D) Purchase

5. For entries not involving either cash or bank transactions we use _________voucher
A) Contra voucher
B) Journal
C) Sales
D) Purchase

6. Loans from individual comes under ________ group
A) Fixed liabilities
B) Loans and advances
C) Current liabilities
D) Capital

7. Adjustment entries can be entered in
A) Contra voucher
B) Journal voucher
C) Sales voucher
D) Purchase voucher

8. Which shortcut key is pressed to go to company Info. Menu from Gateway of Tally
A) Alt+F4
B) Alt+f2
C) Alt+F1
D) Alt+F3

9. Which key is pressed to go to Gateway of Tally from company Info. Menu
A) Ctrl
B) Alt
C) Esc
D) Enter

10. To change Current Date from Gateway of Tally press the key
A) F1
B) F5
C) F2
D) F9

11. A ledger may get declaration space for its Alias through
A) F12
B) F11
C) Alt + F1
D) Alt + F2

12. F12 is known as
A) Company Features
B) Company Configuration
C) Accounting Features
D) None of these

13. The shortcut key to quit from Tally is
A) Ctrl + L
B) Ctrl + P
C) Ctrl + M
D) Ctrl+Q

14. The shortcut used to activate calculator is
A) Ctrl + N
B) Ctrl + M
C) Ctrl + A
D) Ctrl + B

15. To activate MRP feature from Gateway of Tally initially we need to press
A) F11
B) F12
C) F10
D) Alt + F1

16. Multiple Godowns are activated from
A) F11
B) F11 < F1
C) F11 < F2
D) F11 < F3

17. To print a voucher from Tally we need to press
A) Ctrl + P
B) Shift + P
C) Alt + P
D) Ctrl + Alt + P

18. We can repeat narration by pressing
A) Shift + R
B) Alt + R
C) Ctrl + R
D) Alt + Shift + R

19. We can cancel a voucher using
A) Alt + X
B) Ctrl + X
C) Shift + X
D) Ctrl + Shift + X

20. To create Purchase Order press
A) Alt + F4
B) Ctrl + F4
C) F4
D) None of these

21. Online voucher creation from Day Book report by pressing
A) Ctrl + A
B) Shift + A
C) Alt + A
D) None of these

22. To declare a voucher as Post Dated press
A) Ctrl + T
B) Alt + T
C) Ctrl + P
D) Ctrl + D

23. We can switch from Accounting Voucher to Inventory Voucher pressing
A) F2
B) Alt +F1
C) Ctrl + F1
D) F11

24. To use Dr/Cr instead of To/By during Voucher entry or vice versa, Press
A) F10
B) F12
C) F11
D) None of these

25. To change the date, shortcut used
A) Alt+F2
B) Alt+F3
C) F2
D) F1

26. Payroll Auto fill is done through
A) Ctrl + A
B) Alt + A
C) Ctrl + B
D) Alt + B

27. The shortcut used for Sales Order is
A) Alt+F4
B) Alt+F5
C) Alt+F7
D) Alt+F8

28. To create a sales voucher in tally, you have to press _______
A) F5
B) F7
C) F8
D) F9

29. For 'stock journal' entry we press ______________ in tally
A) F7
B) Alt + F7
C) F10
D) F11

30. Which shortcut key(s) are used to enter a stock journal in tally
A) F7
B) Control + F7
C) Alt + F7
D) Shift + F7

31. Which shortcut keys are used to display list of inventory reports within balance sheet
A) F8
B) F9
C) F10
D) F11

32. Which shortcut key is used to take print of any report in Tally
A) Ctrl+P
B) Shift+P
C) Alt+P
D) Alt+Ctrl+P

33. Which shortcut key is used to export data of any company in Microsoft Excel spreadsheet or in any other company
A) Alt+P
B) Alt+E
C) Alt+O
D) Alt+S

34. Which shortcut key is used for Select Company in Tally
A) F1
B) Alt+F1
C) F3
D) Alt+F3

35. Which shortcut key is used to shut opened company in Tally
A) F1
B) Alt+F1
C) F3
D) Alt+F3

36. Which shortcut key is used to change current period in Tally
A) F2
B) Alt+F2
C) F3
D) Alt+F3

37. Which Shortcut key is pressed to create a new company in Tally
A) F3
B) Alt+F3
C) F2
D) Alt+F2

38. Which Shortcut key is pressed to view features in Tally
A) F10
B) F11
C) Alt+11
D) F12

39. Which shortcut key is used to view configure in Tally
A) F10
B) F11
C) F12
D) Alt+F9

40. Which option is used to exit Tally
A) Exit
B) Close
C) Quit
D) Shut Company

41. Which key is pressed to post entries in double entry accounting system instead of single entry system in Tally.ERP9
A) F11
B) F12
C) Alt+F11
D) Alt+F12

42. Where do we record all type of adjustment entry in Tally
A) F5:Payment
B) F6:Receipt
C) F7:Journal
D) F4:Contra

43. Which shortcut key is pressed and then ?yes? is given in ?Use Debit/Credit Noted? to post entry in Credit Note and Debit Note in Tally
A) Alt+F11
B) F11
C) F12
D) Alt+F12

44. In which voucher type credit purchase entry is posted in Tally
A) F5:Payment
B) F7:Journal
C) F9:Purchase
D) F6:Receipt

45. In which voucher type credit sales is recorded in Tally
A) F5:Payment
B) F6:Receipt
C) F7:Journal
D) F8:Sales

46. Which shortcut key is used in ?Company Feature?s screen to use Accounting Features in Tally
A) F1
B) F2
C) F3
D) F4

47. Which shortcut key is used in ?Company Features? screen to use Inventory Features in Tally
A) F1
B) F2
C) F3
D) F4

48. Which shortcut key is used in ?Company Features? Screen to use Statutory & Taxation in Tally
A) F3
B) F4
C) F2
D) F1

49. Which key is used to post entry in Debit Note in tally
A) F7
B) F8
C) Ctrl+F9
D) Ctrl+F8

50. Which shortcut key is used to view Report with all details in Tally3
A) F1
B) Alt + F1
C) F3
D) Alt + F2

SET – 4 ANSWERS

1. C	8.D	15.B	22.A	29.B	36.B	43.B	50.B
2.D	9.C	16.C	23.B	30.C	37.B	44.C	
3.C	10.C	17.C	24.B	31.B	38.B	45.D	
4.A	11.A	18.C	25.C	32.C	39.C	46.A	
5.B	12.B	19.A	26.B	33.B	40.C	47.B	
6.B	13.D	20.A	27.B	34.C	41.B	48.A	
7.B	14.A	21.C	28.C	35.B	42.C	49.C	