

SEM	SET	PAPER CODE	TITLE OF THE PAPER
IV	2013	12PCC4116	FINANCIAL ACCOUNTING PACKAGE – TALLY

SECTION – A**Answer all the questions:****20 x 1 = 20****Choose the correct answer:**

- To get a detailed profit and loss a/c, _____ key is used.
 - Alt + F3
 - Alt + F1
 - Alt + F2
 - Alt + F4
- The ledger salary and wages A/c comes under:
 - Direct expenses
 - Indirect expenses
 - Indirect expenses
 - Direct income
- _____ key is used for viewing the budget variance.
 - Ctrl + C
 - Ctrl + B
 - Alt + B
 - Alt + U
- To deactivate the calculator _____ short cut key is used.
 - Ctrl + C
 - Ctrl + N
 - Ctrl + M
 - Ctrl + A
- Which one of the following is the pre-defined ledger in tally?
 - Wages
 - Cash
 - Bank
 - TCS

Fill in the blanks:

- The short cut key to change the date is _____.
- The adjustment entries are entered in _____ voucher.

8. _____ is the example of compound unit.
9. The ledger land and building comes under _____ group.
10. The process of copying hard disk data in another place is termed as _____.

State True or False:

11. Trading A/c comes under the head Nominal A/c.
12. The ledger TDS comes under the head Duties and Taxes.
13. Ctrl + P are the short cut key for printing the reports in Tally.
14. Credit note comes under inventory vouchers.
15. Ctrl + Alt + I is the short cut key used for importing statutory masers.

Match the following:

16. Alt + A - a) For changing the period
17. Ctrl + A - b) For choosing Payment voucher
18. F5 - c) For sales order voucher type
19. Alt + F5 - d) For adding a voucher
20. Alt + F2 - e) for Quick saving

SECTION – B

Answer all the questions:

5 x 7 = 35

21. a. Bring out the importance of computerized accounting.

OR

- b. Write down the general features of Tally.
22. a. Explain the components of company Info Menu.

OR

- b. Explain any five pre-defined ledgers in tally.

23. a. How will you use cost centre and cost category in accounting vouchers?

OR

b. How will you create Unit of Measure, Godown and Stock Item using Tally.

24. a. Bring out the various accounting reports in Tally.

OR

b. Write a detailed note on “Purchase order processing in Tally”.

25. a. “Inventory Reports in Tally” – Explain.

OR

b. Explain the use of F12: Configuration in Ledger and Accounting Vouchers.

SECTION – C

Answer any THREE questions:

3 x 15 = 45

26. Explain the steps involved in Company Creation using Tally.

27. Explain different types of Accounting vouchers used in Tally.

28. Bring out the Pure Inventory Vouchers in Tally.

29. Explain the steps involved in using Valued Added Tax (VAT) in Tally.

30. Define ODBC. Explain the procedure in connecting Tally Data into MS Word Document.
