

BBA

IV Sem

BASIC INFORMATICS FOR MANAEMENT

1. Drawings account is to be created by linking with
 - A. **Capital**
 - B. Current asset
 - C. Current liability
 - D. Drawings

2. The options 'Use Common Narration' and 'Narration for Each Entry' appears in
 - A. Account creation screen
 - B. Voucher entry screen
 - C. **F11 Accounting features**
 - D. Voucher Type creation screen

3. Which of the following is not a disadvantage of introducing computerized accounting systems?
 - A. Possible demotivation through redundancies
 - B. High expenditure on set-up
 - C. **Savings made on labor costs**
 - D. Required staff training

4. Tally package is developed by
 - A. Peutronics
 - B. **Tally Solutions**
 - C. Coral Software
 - D. Vedika Software

5. We can change the Company Information form
 - A. Company Info > Back up
 - B. **Company Info > Alter**
 - C. Company Info > Split Company Data
 - D. None of these

6. Company Restore option is available in
 - A. Company Features
 - B. **Company Features**
 - C. Configuration
 - D. None of these

7. We can modify an existing Company from
 - A. Company Info > Alter Company
 - B. Company Info > Alter Company
 - C. **Gateway of Tally > Modify Company**
 - D. None of these

8. To change Current Date from Gateway of Tally press the key
- A. F1
 - B. F5
 - C. **F2**
 - D. F9
9. Party account can be created through
- A. Group creation window
 - B. **Ledger creation window**
 - C. Inventory creation window
 - D. Any one of them
10. A ledger may get declaration space for its Alias through
- A. **F12**
 - B. F11
 - C. Alt + F1
 - D. Alt + F2
11. F12 is known as
- A. Company Features
 - B. **Company Configuration**
 - C. Accounting Features
 - D. None of these
12. The shortcut key to quit from Tally is
- A. Ctrl + L
 - B. Ctrl + P
 - C. Ctrl + M
 - D. **Ctrl+ Q**
13. In general the financial year from 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
14. 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
15. 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

16. How many inbuilt Accounts group are in tally by default?
- A. **29**
 - B. 31
 - C. 25
 - D. 34
17. The shortcut used to activate calculator is
- A. **Ctrl+N**
 - B. Ctrl+M
 - C. Ctrl+A
 - D. Ctrl+B
18. Suspense Account Group is defined under
- A. **Income**
 - B. Expenditure
 - C. Liabilities
 - D. Assets
19. To activate MRP feature from Gateway of Tally initially we need to press
- A. **F11**
 - B. F12
 - C. F10
 - D. Alt+F1
20. Budget represents
- A. Estimation
 - B. Forecasting
 - C. Assumption
 - D. **All of these**
20. To see any report in detailed way, press
- A. Alt+F2
 - B. F2
 - C. Alt + C
 - D. **Alt+F1**
21. Service Tax Report can be seen from
- A. Display > Day Book
 - B. Display > Account Books
 - C. **Display > Statutory Masters**
 - D. Display > Statutory Reports
22. Transfer from Main Cash to Petty Cash you require to pass
- A. Voucher.
 - B. Payment

- C. **Contra**
 - D. Receipt
23. If the Financial Year from is 1st April 2005 and the Books Beginning from is 1st January 2006 then what will be the Closing Date?
- A. 31st Dec 2006
 - B. **31st March 2006**
 - C. 31st December 2005
 - D. None of these
24. 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**
25. Patent account falls under
- A. Investments
 - B. Liabilities
 - C. Current Assets
 - D. **None of these**
26. Find out which is not a Default Ledger in Tally.
- A. Cash in Hand
 - B. **Capital Account**
 - C. Profit & Loss
 - D. None of these
27. Multiple Godowns are activated from
- A. F11
 - B. **F11 > F1**
 - C. F11 > F2
 - D. F11 > F3
28. "Allow components list details (Bill of Materials)" option is activated for
- A. Ledgers
 - B. **Cost Category**
 - C. Stock Items
 - D. Budgets
29. What is MRP?
- A. Market Price
 - B. **Maximum Retail Price**
 - C. Marginal Price
 - D. Minimum Retail Price
30. Discount Column is available in
- A. Sales Invoice
 - B. Purchase Invoice
 - C. **Both (a) and (b)**
 - D. None of these
31. We can cancel a voucher using
- A. **Alt + X**
 - B. Ctrl + X

- C. Shift + X
 - D. Ctrl + Shift + X
32. To create Purchase Order press
- A. Alt + F4
 - B. Ctrl + F4
 - C. F4
 - D. None of these**
33. Single Entry mode is applicable for
- A. Receipt Voucher
 - B. Contra Voucher
 - C. Payment Voucher
 - D. All of these**
34. 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
35. What is TAN?
- A. Tax Account Number**
 - B. Tax Assessment Number
 - C. Tax Assignment Number
 - D. None of these
36. Drawings account is to be created by linking with
- A. Capital**
 - B. Current asset
 - C. Current liability
 - D. Drawings
37. Which of the following is related with payment of cash
- A. TCS
 - B. TDS**
 - C. FBT
 - D. VAT
38. The options 'Use Common Narration' and 'Narration for Each Entry' appears In
- A. Account creation screen
 - B. Voucher entry screen
 - C. F11 accounting features**
 - D. Voucher Type creation screen
39. Transactions are firstly entered in:
- A. Journal**
 - B. Ledger
 - C. Trial Balance
 - D. None of these
40. 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

41. Capital is treated as liability because of:
- A. Dual aspect concept
 - B. Money measurement concept
 - C. Matching concept
 - D. **Entity concept**
42. _____ are the liabilities which are payable after a long period
- A. **Fixed liabilities**
 - B. Miscellaneous expenditure
 - C. Current liabilities
 - D. Contingent liabilities
43. _____ is an example for long term liabilities
- A. **Creditors**
 - B. Debentures
 - C. Overdraft
 - D. Bills payable
44. _____ is the collection of all accounts
- A. Journal
 - B. Voucher
 - C. Invoices
 - D. **Ledger**
45. _____ is the book of original entry.
- A. **Journal**
 - B. Voucher
 - C. Invoices
 - D. Ledger
46. The process of ascertaining the balance of a particular account on a given date is:
- A. Posting
 - B. Journalising
 - C. **Balancing**
 - D. Accounting.
47. _____ 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.

48. _____ is an example for tangible assets.

- A. **Furniture**
- B. Debtors
- C. Patent
- D. Discount on issue of shares and debentures

49. Which account is the odd one?

- A. Furniture
- B. Land and buildings
- C. **Stock of raw materials**
- D. Plant and machinery

50. Which of the following is the example of external users of accounting information?

- A. **Government**
- B. Owners
- C. Management
- D. Employee

51. A _____ is sent to a customer when he returns the goods.

- A. Debit note
- B. **Credit note**
- C. Proforma invoice
- D. Bill

52. 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

53. 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.**

54. Bank account is _____.

- A. Personal account
- B. **Real account**

- C. Nominal account
 - D. Intangible real account
55. Income earned but not received is known as _____
- A. Advance income
 - B. Proposed income
 - C. Earned income
 - D. **Accrued income**
56. _____ refers the amount invested by the owner into business.
- A. Loan
 - B. Advance
 - C. **Capital**
 - D. Prepaid expenses
57. _____ is the major source of revenue of any business.
- A. Investment
 - B. Advances
 - C. Loan
 - D. **Sales**
58. Assets acquired for long term use in the business are called _____.
- A. **Fixed assets**
 - B. Current assets
 - C. Fictitious assets
 - D. Liquid asset
59. 4. A person who owes money to the business is a _____.
- A. **Debtor**
 - B. Creditor
 - C. Investor
 - D. Supplier
60. Accrued income comes under _____
- A. Current liability
 - B. Capital
 - C. **Current asset**
 - D. Fixed asset
61. Taxes paid come under which group?
- A. Capital
 - B. Loans and liabilities
 - C. Direct expenses

D. Duties and taxes

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

- A. Accounting concepts
- B. Accounting conventions
- C. Accounting standard
- D. 1 and 3 both**

63. The term current assets does not include _____

- A. Debtors
- B. B/R
- C. Stock
- D. Goodwill**

64. 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

65. F12 is known as

- A. Company Features
- B. Company Configuration**
- C. Accounting Features
- D. None of these

66. To activate MRP feature from Gateway of Tally initially we need to press

- A. F11**
- B. F12
- C. F10
- D. Alt + F1

67. Multiple Godowns are activated from

- A. F11
- B. F11 > F1**
- C. F11 > F2
- D. F11 > F3

68. There are _____ predefined ledgers

- A. One**
- B. Three

- C. Two
- D. Four

69. To print a voucher from Tally we need to press

- A. Ctrl + P
- B. Shift + P
- C. Alt + P**
- D. Ctrl + Alt + P

70. Closing stock come under-----

- A. Current asset
- B. Fixed asset
- C. Stock in hand**
- D. Direct income

71. E-mail can be used to

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

72. In tally screen right extreme displays-----

- A. Selected companies
- B. Current date
- C. Gate way of tally
- D. Button bar**

73. Retained Earnings is an alias of

- A. Indirect Income
- B. Reserve and Surplus**
- C. Capital Account
- D. Investments

74. We can cancel a voucher using

- A. Alt + X**
- B. Ctrl + X
- C. Shift + X
- D. Ctrl + Shift + X

75. 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**

76. Patent account falls under

- A. Investments
- B. Liabilities
- C. Current Assets
- D. None of these**

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

- A. Cash in Hand
- B. Capital Account**
- C. Profit & Loss
- D. None of these

78. Capital of the company is included under

- A. Capital account
- B. Fixed liabilities**
- C. Loans and advances
- D. Current liabilities

79. Carriage inwards can be included in

- A. Direct expenses**
- B. Indirect expenses
- C. Current liability
- D. Misc. expenses

80. Function key for changing date is

- A. Alt + F2
- B. F2**
- C. F5
- D. F6

81. Function key for changing current period is

- A. Alt + F2**
- B. F2
- C. F5
- D. F6

82. Budget represents

- A. Estimation
- B. Forecasting
- C. Assumption
- D. All of these**

83. 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

84. To view detailed form of every report, we have to press----

- A. Alt+ F2
- B. Alt +F1**
- C. Alt + F3
- D. F6

85. Function key for receipt voucher is?

- A. F3
- B. F4
- C. F5
- D. F6**

86. Function key for payment voucher is?

- A. F3
- B. F4
- C. F5**
- D. F6

87. Function key to select purchase voucher is?

- A. F8
- B. F9**
- C. F4
- D. F3

88. Function key to select sales voucher is?

- A. F8**
- B. F9
- C. F4
- D. F3

89. Function key to select journal voucher is?

- A. F5
- B. F6
- C. F7**
- D. F2

90. Function key to select contra voucher is?

- A. F4**
- B. F8
- C. F9
- D. F7

91 To activate cost centre and cost category feature we have to select

- A. Configuration
- B. F 11 features**
- C. Group creation
- D. Voucher creation

92. 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**

93. For selecting debit note voucher we have to use ----- key

- A. Cntrl F9**
- B. Cntrl F8
- C. Alt F7
- D. Alt F8

94. For selecting credit note voucher we have to use ----- key

- A. Cntrl F9
- B. Cntrl F8**
- C. Alt F7
- D. Alt F8

95. Credit note is used for entering

- A. Purchases
- B. Sales
- C. Purchase return
- D. Sales return**

96. Debit note is used for entering

- A. Purchases
- B. Sales
- C. Purchase return**
- D. Sales return

97. F2 is used for

- A. Changing current date**
- B. Changing current period
- C. Change the voucher
- D. Select payment voucher

98. For selecting a company use ----key

- A. F1**
- B. F2
- C. F6
- D. F7

99. ---- key helps to select function and features screen

- A. F8
- B. F6
- C. F11**
- D. F9

100. Bottom of tally screen shows---

- A. Button bar
- B. List of vouchers
- C. List of companies
- D. Calculator**

101. ----- button helps to connect data from spread sheet or other application

- A. E-mail
- B. Help
- C. Export**
- D. Browser

102. For entries involving both cash and bank transactions we use ---- voucher

- A. Contra voucher**
- B. Journal
- C. Sales
- D. Purchase

103. For entries not involving either cash or bank transactions we use ---- voucher

- A. Contra voucher
- B. Journal**
- C. Sales
- D. Purchase

104. Function key for selecting payment voucher is----

- A. F5**
- B. F6
- C. F9
- D. F11

105. F12 button is used to select--- option

- A. Select company
- B. More features
- C. Inventory
- D. Configuration**

106. Loans from individual comes under ---- group

- A. Fixed liabilities
- B. Loans and advances**
- C. Current liabilities
- D. Capital

107. Adjustment entries can be entered in

- A. Contra voucher
- B. Journal voucher**
- C. Sales voucher
- D. Purchase voucher

108. F10 key is used to select

- A. Contra voucher
- B. Reversing journal**
- C. Receipt voucher
- D. Payment voucher

109. Cntrl + F10 is used to select

- A. Select company
- B. More features
- C. Inventory
- D. Memorandum voucher**

110. 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