

**AMA COMPUTER ACADEMY**  
**TALLY WITH GST FINAL EXAMINATION**  
**AMA COMPUTER ACADEMY**

TALLY WITH GST | MULTIPLE CHOICE QUESTIONS | CIRCLE THE CORRECT ANSWER

**1. IN GST, ALL IMPORTS AND UNREGISTERED SUPPLIES ARE EARMARKED AS REVERSE CHARGE MECHANISM.**

A. TRUE ✓

B. FALSE

**2. TO MAKE A PAYMENT ENTRY, YOU SHOULD SELECT ACCOUNTING VOUCHERS AND PRESS THE \_\_\_\_ KEY FROM THE KEYBOARD.**

A. F5

B. F6 ✓

C. F7

D. F8

**3. YOU CAN RECORD A JOURNAL VOUCHER TO TRANSFER THE CLOSING BALANCE OF \_\_\_\_ AS THE OPENING BALANCE UNDER GST.**

A. CESS

B. SURCHARGE

C. CENVAT

D. ALL OF THE ABOVE ✓

**4. IN MULTI-CURRENCY TRANSACTIONS IN TALLY, THE ONGOING OR CURRENT EXCHANGE RATE IS KNOWN AS THE \_\_\_\_ RATE.**

A. BUYING ✓

B. STANDARD

C. SELLING

D. EXISTING

**5. WHICH OF THESE VOUCHERS LISTS ALL TRANSACTIONS MADE ON A PARTICULAR DAY?**

A. CREDIT NOTE VOUCHER

B. DAYBOOK ✓

C. DETAILED TRIAL BALANCE REPORT

D. POST DATED VOUCHER

**6. THERE ARE \_\_\_\_ TYPES OF PAYROLL VOUCHERS IN TALLY.**

A. 2 ✓

B. 3

C. 5

D. 7

**7. YOU CAN CONNECT ONLY ONE COMPANY THROUGH TALLY.NET.**

A. TRUE

B. FALSE ✓

**8. TO CREATE A STOCK GROUP, GO TO GATEWAY OF TALLY > INVENTORY INFO. > STOCK GROUP > \_\_\_\_.**

A. CREATE ✓

B. DISPLAY

C. ALTER

D. ALL OF THE ABOVE

**9. IF YOU WANT TO GIVE A CODE TO STOCK ITEMS, YOU SHOULD SET WHICH OF THESE OPTIONS TO YES?**

A. USE DESCRIPTION FOR STOCK ITEMS

B. ALLOW ADVANCED ENTRIES IN MASTERS

C. USE PART NUMBERS FOR STOCK ITEMS ✓

D. USE ALTERNATE UNIT FOR STOCK ITEMS

**10. IF YOU SET EXEMPTED AS THE TAXABILITY OPTION, TALLY TAKES THE DEFAULT TAX PERCENTAGE AS \_\_\_\_.**

A. 0 ✓

B. 5

C. 10

D. 25

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**11. IN ORDER TO SET VARIOUS COMPANY FEATURES REQUIRED FOR TRANSACTION ENTRIES, CLICK F11: FEATURES ON THE \_\_\_\_\_.**

A. HORIZONTAL BUTTON BAR ✓

B. MENU BAR

C. TASK BAR

D. VERTICAL BUTTON BAR

**12. WHAT DO THE TERMS 'CR' AND 'DR' STAND FOR IN TALLY?**

A. CASH AND DEBT

B. CREDIT AND DEBT

C. CREDIT AND DEBIT ✓

D. CURRENCY AND DEBT

**13. THE THIRD PARTY STOCK WITH US OPTION IS USED WHEN THE GODOWN IS USED TO RECORD DETAILS OF THIRD PARTY GOODS WITH THE COMPANY.**

A. TRUE ✓

B. FALSE

**14. IN TALLY, TO ENABLE PAYROLL FOR A COMPANY, WHICH KEYBOARD SHORTCUT IS USED?**

A. F9

B. F10

C. F11 ✓

D. F12

**15. IF YOU SET THE \_\_\_\_\_ OPTION TO YES, YOU DO NOT NEED TO SEPARATELY DEBIT LEDGER ACCOUNTS FOR EXPENSES.**

A. TRACK ADDITIONAL COSTS OF PURCHASE ✓

B. USE MULTIPLE PRICE LEVELS

C. USE REJECTION INWARD/OUTWARD NOTES

D. USE TRACKING NUMBERS

**16. ON 14TH SEPTEMBER, YOU SENT AN INVOICE OF RS. 73,000 TO GOA COMPUTERS TOWARDS THE SALE OF 500 CPUs. THIS IS A \_\_\_\_\_.**

A. LEDGER

B. PURCHASE INVOICE

C. RECEIPT NOTE

D. SALES INVOICE ✓

**17. YOU SHOULD USE WHICH ADJUSTMENT METHOD WHEN YOU DO NOT KNOW WHICH BILLS NEED TO BE ADJUSTED WITH MONEY?**

A. ADVANCE

B. AGAINST REF

C. NEW REF

D. ON ACCOUNT ✓

**18. IN ECONOMICS, THE TERM SEZ STANDS FOR \_\_\_\_\_.**

A. SPECIAL ENVIRONMENTAL ZONE

B. SPECIAL ECOLOGICAL ZONE

C. SPECIAL ECONOMIC ZONE ✓

D. SPECIAL ENTERTAINMENT ZONE

**19. PRESS \_\_\_\_\_ SHORT CUT KEY TO SEE PREDEFINED VOUCHERS FROM THE 'LIST OF ACCOUNTS' SCREEN.**

A. ALT +D

B. CTRL +A ✓

C. CTRL + V

D. ALT+ F

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**20. THE TALLY HELP OPTION APPEARS ON \_\_\_\_\_.**

A. HORIZONTAL BUTTON BAR ✓

B. MENU BAR

C. TASK BAR

D. VERTICAL BUTTON BAR

**21. THE STATE AND CENTRAL TAX IS ALWAYS \_\_\_\_ OF THE INTEGRATED TAX.**

A. ONE HALF ✓

B. ONE THIRD

C. ONE FOURTH

D. ONE FIFTH

**22. WHICH OF THESE OPTIONS SHOULD BE SET TO YES IF YOU WANT TO INCLUDE A DIFFERENT NAME FOR THE EMPLOYEE IN THE PAYROLL REPORTS?**

A. PROVIDE CONTRACT DETAILS

B. SHOW EMPLOYEE DISPLAY NAME ✓

C. SHOW RESIGNED/RETIRED EMPLOYEES

D. SHOW STATUTORY DETAILS

**23. IN CASE OF TAXABLE EXPORTS, WHICH OF THESE TAXES IS APPLICABLE?**

A. CGST

B. IGST ✓

C. SGST

D. VAT

**24. WHICH OF THESE ACCOUNTS ARE DIFFERENT TYPES OF INCOMES OR EXPENSES?**

A. BANK ACCOUNT

B. CASH ACCOUNT

C. REAL ACCOUNT

D. NOMINAL ACCOUNT ✓

**25. WHICH SHORTCUT KEY IS USED TO CONFIGURE A STOCK ITEM FROM STOCK ITEM CREATION SCREEN?**

A. F8

B. F9

C. F11

D. F12 ✓

**26. WHICH KEYBOARD SHORTCUT IS USED TO CREATE A PURCHASE VOUCHER?**

A. F5

B. F7

C. F8 ✓

D. F9

**27. WHICH OF THESE IS THE CLOSING BALANCE OF ALL THE LEDGER ACCOUNTS (EXCEPT CLOSING STOCK) FOR A SPECIFIC DATE?**

A. CREDIT BALANCE

B. DEBIT BALANCE

C. TRIAL BALANCE ✓

D. BANK BALANCE

**28. DIRECTORY IS THE PATH WHERE THE COMPANY DATA IS STORED IN TALLY.**

A. TRUE ✓

B. FALSE

**29. INVENTORY INFORMATION CONTAINS THE DETAILS OF INVENTORY MASTERS.**

A. TRUE ✓

B. FALSE

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**30. WHICH OF THESE IS NEITHER A REGISTER NOR A LEDGER TYPE RECOGNIZED BY TALLY?**

A. BANK BOOK

B. CONTRA ENTRY ✓

C. DAY BOOK

D. SALES REGISTER

**31. THE FIRST TWO DIGITS OF GSTIN REPRESENT THE \_\_\_\_ CODE.**

A. CITY

B. DISTRICT

C. STATE ✓

D. COUNTRY

**32. WHILE RESTORING FILES, FIRST SELECT \_\_\_\_\_ AND THEN \_\_\_\_\_.**

A. DESTINATION, SERVER

B. SOURCE, DESTINATION ✓

C. DESTINATION, SOURCE

D. SERVER, DESTINATION

**33. WHEN ITEMS IN THE PURCHASE INVOICE HAVE THE SAME UNIT OF MEASUREMENT, YOU SHOULD USE APPROPRIATE BY \_\_\_\_\_.**

A. QUANTITY ✓

B. VALUE

C. QUALITY

D. PRICE

**34. YOU SHOULD USE THIS VOUCHER WHEN YOUR COMPANY SALE SOME GOODS.**

A. DEBIT NOTE

B. RECEIPT

C. PURCHASE

D. SALES ✓

**35. TO OPEN A STOCK JOURNAL, YOU SHOULD USE WHICH KEYBOARD SHORTCUT?**

A. ALT+F7 ✓

B. CTRL+F7

C. ALT+F10

D. CTRL+F10

**36. GENERAL LEDGER SERVES THE PURPOSE OF RE-CLASSIFYING AND SUMMARIZING ALL THE INFORMATION RECORDED IN THE CASH BOOK AND JOURNAL, ACCORDING TO THE ACCOUNT HEADS.**

A. TRUE ✓

B. FALSE

**37. WHICH OF THESE FILE FORMATS IS/ARE AVAILABLE IN TALLY FOR EXPORTING THE LIST OF LEDGERS?**

A. ASCII

B. EXCEL

C. HTML

D. ALL OF THE ABOVE ✓

**38. THE \_\_\_\_ BALANCE FOR THE PREVIOUS FINANCIAL YEAR BECOMES THE \_\_\_\_ BALANCE FOR THE CURRENT FINANCIAL YEAR.**

A. CLOSING, OPENING ✓

B. OPENING, CLOSING

C. CLOSING, CLOSING

D. OPENING, OPENING

**39. YOU CAN ENTER DETAILED INFORMATION ABOUT ALL YOUR EMPLOYEES THROUGH THE MULTIPLE EMPLOYEE CREATION SCREEN.**

A. TRUE

B. FALSE ✓

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**40. \_\_\_\_\_ ARE USED TO DEFINE A PAY STRUCTURE OF AN EMPLOYEE OR AN EMPLOYEE GROUP.**

A. EMPLOYEE MASTERS

**B. PAY HEADS ✓**

C. PAYROLL UNITS

D. SALARY DETAILS

**41. THE ALIAS FEATURE ALLOWS YOU TO REFER A LEDGER EITHER BY THE NAME OR ALIAS.**

**A. TRUE ✓**

B. FALSE

**42. \_\_\_\_\_ IS ONE OF THE MODES FOR COLLECTING THE INCOME TAX AT THE SOURCE.**

A. GST

B. TAN

**C. TDS ✓**

D. VAT

**43. THE \_\_\_\_\_ OPTION ALLOWS YOU TO EXPORT THE REPORTS OR DATA FROM TALLY.**

**A. EXPORT ✓**

B. DISPLAY

C. ALTER

D. SPLIT FROM

**44. WHICH BUTTON IS CLICKED TO OPEN THE INVENTORY FEATURES SCREEN FROM GATEWAY OF TALLY?**

A. F1: SHUT COMP

B. F2: DATE

**C. F11: FEATURES ✓**

D. F12: CONFIGURE

**45. THE \_\_\_\_\_ VOUCHER IS USED WHEN ITEMS ARE NOT YET APPROVED.**

A. POST DATED

B. MEMO

**C. OPTIONAL ✓**

D. REVERSING JOURNAL

**46. TALLY RELIES ON WHICH BASIC UNIT TO COMPUTE EMPLOYEE PAYMENT?**

**A. ATTENDANCE/PRODUCTION TYPE ✓**

B. EMPLOYEE GROUPS

C. EMPLOYEE MASTERS

D. PAYROLL UNITS

**47. USING THE KEY COMBINATION ALT+T WILL ALLOW YOU TO ENTER THE SUBTITLE OF THE BALANCE SHEET REPORT?**

**A. TRUE ✓**

B. FALSE

**48. IN THE SINGLE ENTRY SYSTEM, ALL THE CREDIT TRANSACTIONS AND ACCRUED LIABILITIES ARE OMITTED.**

**A. TRUE ✓**

B. FALSE

**49. LEDGERS THAT HAVE FINANCIAL TRANSACTIONS OF THE SAME NATURE ARE CLASSIFIED UNDER A SINGLE GROUP.**

**A. TRUE ✓**

B. FALSE

**50. MANUAL ACCOUNTING REQUIRES A LOT OF MANPOWER AS COMPARED TO THE COMPUTERIZED ACCOUNTING.**

**A. TRUE ✓**

B. FALSE

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**51. THE TERM 'INTRASTATE OUTWARD SERVICES' REFERS TO \_\_\_\_\_.**

A. PURCHASE FROM ANOTHER STATE

B. SALES MADE OUTSIDE THE SAME STATE

C. PURCHASE FROM WITHIN THE SAME STATE

D. SALES WITHIN THE SAME STATE ✓

**52. AN EMPLOYEE GROUP CAN BE DELETED BY PRESSING WHICH OF THESE KEY(S)?**

A. ALT+A

B. ALT+C

C. ALT+D ✓

D. ALT+F

**53. ACCOUNTING IS THE PROCESS OF SYSTEMATICALLY RECORDING, CLASSIFYING, AND SUMMARIZING THE FINANCIAL INFORMATION.**

A. TRUE ✓

B. FALSE

**54. WHILE RESTORING FILES, FIRST SELECT \_\_\_\_ AND THEN \_\_\_\_.**

A. DESTINATION, SERVER

B. SOURCE, DESTINATION ✓

C. DESTINATION, SOURCE

D. SERVER, DESTINATION

**55. TO SEPARATELY RECORD INTERSTATE AND INTRASTATE PURCHASE LEDGERS, THERE IS NO NEED TO CREATE A SEPARATE INTERSTATE PURCHASE TAXABLE LEDGER.**

A. TRUE ✓

B. FALSE

**56. IN TALLY, \_\_\_\_ FEATURES ARE USED TO CONNECT TO A SERVER REMOTELY.**

A. AUDIT

B. ADD-ON

C. STATUTORY & TAXATION

D. TSS ✓

**57. IF YOU RECEIVED AN ADVANCE AMOUNT OF RS. 10,000 THEN YOU SHOULD MAKE THIS ENTRY AS A/AN \_\_\_\_ RECEIPT.**

A. ADVANCE ✓

B. SALES

C. SPECIAL

D. TAX-FREE

**58. TO RECORD ADDITIONAL COSTS ON A PURCHASE, YOU NEED TO ENABLE \_\_\_\_.**

A. USE MULTIPLE PRICE LEVELS

B. TRACK ADDITIONAL COST OF PURCHASE ✓

C. USE COST TRACKING FOR STOCK ITEM

D. MAINTAIN BATCH-WISE DETAILS

**59. TO GO TO ACCOUNTING FEATURES, YOU NEED TO USE WHICH FUNCTION KEY?**

A. F12->F1

B. F11->F1

C. F11->F2 ✓

D. F8

**60. TAX DEDUCTED AT SOURCE (TDS) IS AN INDIRECT TAX COLLECTED AT THE PRESCRIBED RATE FROM THE INCOME SOURCE.**

A. TRUE

B. FALSE ✓