VISAKHA GOVT. DEGREE COLLEGE FOR WOMEN

(NAAC REACCREDITED B GRADE INSTITUTION)

OLD Jail Road, VISAKHAPATNAM 530020, Andhra Pradesh

DEPARTMENT OF COMMERCE



Certificate Course on

TALLY

OBJECTIVES:

Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for commerce students to get placements in different offices as well as companies in Accounts departments.

Course Coordinator Smt.Y.Lakshmi Lect.in Commerce Course Coordinator Dr.P.Johncornelius Principal

Syllabus of Tally.ERP9

1. Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- I Tally audit feature

2. Accounting Information

- Accounting Configuration & Features
- Group Creation
- I Multiple Group Creation
- Ledger Creation
- I Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

3. Inventory Information

- I Inventory configuration & features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- I Locations / Godown
- Batches & Expiry
- Inventory voucher types

4. Voucher Entry

- Accounting voucher
- Inventory voucher
- Optional & non-accounting voucher
- Order processing
- Advanced voucher entry

5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management
- Reorder levels & reorder quantity
- Price level & price lists

6. Reports

Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closingstock manually in the balance sheet with different stock valuation methods)

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15	K. Lokeswari	P	P	ρ	A	P	P	P	P	A	P	P	P	A	A	ρ	ρ	P	P	p	P	A
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17.	P. Ramadevi	P	P	P	P	A	P	P	P	P	ρ	P	P	P	ρ	P	A	P	0	P	0	0
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26.	Y. Kanaka mahalakshmi	P	P	A	P	P	2	P	P	P	P	P	ρ	p	P	A	ρ	ρ	ρ	P	ρ	A
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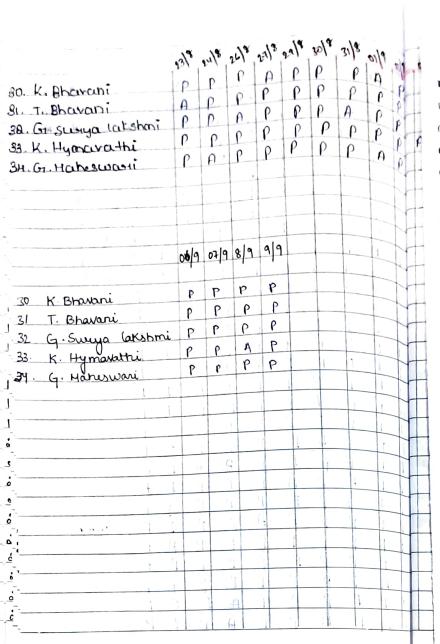
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8 L. Sravani	A	P	P	P		P	P		A P	P	P	P	P	A	P	P	A	P	. P	<u> </u>	P	F
9. B. Hemalatha	P	P	F	P	P	P	P		PP	P	A	P	P	P	A	P	Р	P	P.	Y	P	P
12 B. Monika Kumari	P	P	ρ	P	+	-	P		PA	_		ρ	P	P	P	P	P	P	P	<u> </u>	P	P
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14. K. Lokeswari	P	P	ρ	P	P	P	P		PP	P			P	P	A	P	P	P	P	P	P	P
15. M.Bhayathi	P	P	P	P	P	P	A		PP	P		P P	P	P	P	P	P	P	P	A	P	P
16 P. Ramadevi	P	P	A	P	P		P		PP	f	7	PP	P	P	A	P	P	P	P	P	P	P
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22, A. Mani Deepika	P	P	P	P	ρ	P	P		PP	f		PA	P	P	P	P	P	ρ	ρ	ρ	A	P
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1. N. Karuna Lumas	P P P P P P P P P P P P P P P P P P P	6
2 P. Sunathi		
3. H. Nookaratham	PPP 2 0 PPP PPP PPP PPP PPP	
H. D. Grayathri		6
5 B.V. P. S. ASULINI	PLIADPPPPPPPP	,
6. K. soilatha	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	
7. V. Nirmala	PPPPHDPPPPPPPPPPPP	
8 L. STarani	PPPPPPPPPPPPPPP	
9. B. Hemalatha	APPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	
10. B. Mounika tumari	PPPPPPPPPPPPP	
II. ch. kunari	PAPPPPPPPPPPPPPP	
12 Gr. Kanakamahalaxmi	P P P P P P P P P P P P P P P	
13. M. Annapwina	PPPPPA	
He. K. Lokeswash	PPPHPPPPPPPPPPPPPPPPPP	
15. M. Bhazathi	PPAPPPPPPPPPPPPPPPPPP	
16 P Ramadevi	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	
17. ch. sai Divya	P P P P A P P P P P P P P P P P P P P P	
18. M. Hemalatha		
19. B. Kumasi	PAPPPPPP	
20. P. Aparna	PPPHPHPPDDDDDDDDDD	
-21. K. Venkata lazoni	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	
- 22. A. manidecpika		
23. N. Rathan	DOPP POPPFFFFFFFFFFFFF	
24. P. Dwga		
25. T. Thanuja		
26. Y. Kanakamahalazoi	OPPPPPPPPPPPPP	
- 87. ch. Adilaksmi	O O P P P A O O O P P P P P P	
28. 9. Bharani	P P P P P P P P P P P P P P P P	
29. Y. Ramja	H P P P P P P P A P P P P	



VISAKIIA GOVT. DEGREE COLLEGE (W)

MOCK TEST (2016-17)

(2016-17)	
Time: 1hr	Marks: 50
1. Sales Tax Ledger falls us der which Group?	
(A) Sales	-+
(B) Purchases	L
(C) Indirect Expenses	
(D) Duties and Taxes	
2. The shortcut key to quit from Tally is	5 80
(A) Ctrl + Q	¥
(B) Ctrl + M	
(C) Ctrl + P	
(D) Ctrl + L	
3. What is the full form of TCS?	
(A) Tax Collected at Source	·
(B) Tax collected from Sales	
(C) Tax Consumption at Source	
(D) Tax Collected by Staff	
4.What is TAN?	
(A) Tax Absorb Number	_
(B) Tax Assignment Number	
(C) Tax Account Number	-
(D) Tax Assessment Number	-
5.The shortcut used for Sales Order is	-
(A) Alt + F4	
(B) Alt +F5	
(C) Alt +F7	
(D) Alt + F8	

0. Noucaer class is a predefined voucher type that helps to		(D) C U + F 7	r
(A) Automatic Entry		12 Tally package is developed by	
(B) Automatic Calculation	AB	(A) Microsoft	
(C) Minimize L trors	- 1	(B) Adobe Software	
(D) All of these		(C) Apple Software	2
7 Service Tax Report can be seen from	-10	(D) Tally Solutions	
(A) Display > Statutory Reports		13.Single Entry mode is applicable for	
(B) Display > Statutory Masters	-	(A) Payment Voucher	
(C) Display > Account Books		(B) Contra Voucher	
(D) Display > Day Book		(C) Receipt Voucher	
8. What is the utility of Tally Vault Password?		(D) All of these	
(A) It will not shows the company name in the company select list		14.We can create multiple users in Tally activating	
(B) It will lock all voucher entries for that company		(A) Tally Audit	
(C) It will lock the period of company		(B) Use Security Control	
(D) Both a and b		(C) Both a and b	
9.Discount Column is available in		(D) All of these	
(A) Accounting Voucher		15. The shortcut used to activate calculator is	
(B) Sales Invoice		(A) Ctrl + A	
(C) Purchase Invoice		(B) Ctrl + B	
(D) Both b and c		(C) Ctrl + M	
10. Which option from Company Info.menu is selected to create a new Company in Tally?		(D) Ctrl + N	
(A) Create Company		16.Voucher Class for Interest calculation created based on	
(B) Create		(A) Debit and Credit Note	
(C) New Company		(B) Journal Voucher	
(D) Company Create		(C) Receipt and payment Voucher	
11 is the shortcut to delivery note from Inventory Vouchers in Tally.		(D) Both a and b	
(A) Alt+F6		17.Transfer of materials from one godown to another godown, use	
(B) Alt+F8		(A) Stock Journal	
		(B) Purchase Journal	
(C) Alt+F9	~		0

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(C) Manufacturing Journal	(B) I 5 Payment
(D) Both a and b	(C) 16 Pricept
18. To remove a line at all reports screen, shortcut is	(D) E2 Journal
(A) Alt $+ \mathbb{R}$	24. Trial balance is prepared on basis.
(B) Alt + S	(A) Monthly
(C) Alt + 1	(B) Annually
(D) Alt + T	(C) Half yearly
 19.In which voucher type credit purchase entry is posted in Tally? 	(D) Any of the above
	 is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F5:Payment	(A) F8
(B) F6:Receipt	(B) F9
(C) F7:Journal	
(D) F9:Purchase	(C) Alt+F1
20.We can see list of Memorandum Vouchers from	(D) Ctrl+F1
(A) Accounts Books	26. To active MRP feature from Gateway of Tally initially we need to press
- (B) Cash/Bank Books	(A) F10
(C) Exception Reports	(B) F11 (C) F12
	(C) F12 $(D) Alt + F1$
(D) Trial Balance	
21.Recording of actual stock as physically verified or counted is done thr	(A) Accounts Books
(A) Sales	(B) Cash/Bank Books
(B) Journal	(C) Exception Reports
(C) Stock Journal	(D) Irail Balance
(D) Physical Stock	28. Recording of actual stock as physically verified or counted is done through (A) Sales
22.Branch/Division is a group defined under	(C) Study Jammal
(A) Assets	(D) Physical Stock
(B) Expenditure	29. In which voucher type entry is done for TDS calculations?
(C) Income	(A) F4:Contra
(D) Liabilities	(B) F5:Payment
	(C) F6:Receipt
23.In which voucher type entry is done for TDS calculations?	(D) F7: Journal
(A) F4:Contra	30. Which shortcut key is used for Select Company in Tally?
	(A) F1

	(B) F3		(X) Exit
	(C) Alt+El		(B) Quit
	(D) Alt+F2		(C) Close
	 as the shortcut to purchase voucher from Accounting Vouchers in Tally. 		(D) Shut company
and the second	(A) T8	i bere a	 is the shortal! to rejection out from Inventory Vouchers in Tally.
	(B) 1 9		(A) Alt+F6
	(C) Alt+E1		(B) Alt+F8
	(D) Ctrl+F1	-	(C) Alt+F9
	 Which group [Under] should be selected for TDS on Advertisement A/C? 		(D) Ctrl+F6
	(A) Indirect Expenses		40. Which option is used in Tally to make changes in created company?
	(B) Indirect Incomes		(A) Select Company
	(C) Sundry Creditors		(B) Shut Company
	(D) Duties and Taxes		(C) Alter
	33. While exporting Ledgers from Tally to Web page, we use		(D) None of these
	(A) ASCII Format		41. Which of the following is not compulsory to create while entry in Accounts with
	(B) HTML Format		Inventory?
	(C) SDF Format		(A) Stock Groups
	(D) XML Format		(B) Stock Categories
	34. Company restore option is available in		(C) Stock Items
	(A) Configuration		(D) Units of Measure
·	(B) Company Features		42. To create a sales voucher in tally, you have to press
	(C) Company Information		(A) F5
	(D) Both A & B		(B) F6
	35. To hide the name of the Company you need to define		(C) F7
	(A) Tally Vault Password		(D) F8
·	(B) Tally Audit		43. Which of the following user type can view audit list?
· · · · · · · · · · · · · · · · · · ·	(C) Create at least one User		(A) Administrator
	(D) Security Control		(B) Owner
-	36. Goods returning to a Creditor after challan but before bill we need to pass		(C) Tally Vault
	(A) Debit Note		(D) Data Entry
	(B) Receipt Note		44. Which option is used to view VAT or TDS computation?
	(C) Rejection In		(A) Accounts Books
	(D) Rejection Out		(B) Display
1	37. There are predefined ledgers.		
	(A) One		(C) Inventory Books (D) Statutory Books
	(B) Two		
	(C) Three		45. Which option is used to move from one company to another when more than one
<u></u> ф			companies are open?
·	(D) Four		(A) Company
-	38. Which option is used to exit Tally?	·	(B) Company Info.

- (C) Select Company
- 46. _____ is the shortcut to physical stock verification from Inventory Vouchers in Tally.
- (A) Alt+F4
- (B) Alt+F5
- (C) Alt+F7

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- (D) Alt+F10
- 47. Which option is used to view Stock Items or Group Summary?
- (A) Display
- (B) Statutory Books
- (C) Accounts Books
- (D) Inventory Books
- 48. _____ is the shortcut to journal from accounting vouchers in tally.
- (A) F7
- (B) F8
- (C) Alt+F1
- (D) Ctlr+F1
- 49. Amount payable as TDS can be known by which report in Tally?
- (A) E-Return
- (B) Form-26
- (C) Computation
- (D) Print Form 16A
- 50. How can data be imported in tally?
- (A) Depends on number of companies
- (B) One company to another company created within Tally Package
- (C) Other programs a spreadsheet or a database file.
- (D) Both B and C

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	1017, 117,	INF BE INF	0 0	7,9	2019,211	9, 82/2	8417 25	26/7	17 28	2914	31/2	108 21	8 3/8	w18 5	18 8/1	8 9/9
1. A. Anuna	A P P P	PAP	PPPF		PP	P	PP	P	AP	P	P	PP	ρ	P.,	2 P	P
2. A. Pushpa Latha	PP	PPP	APD		PP		PP		AP	P	P	PA	P	P.P	P	P
3. A. Nagamani	PP	PPP	P P ot	1	PP	-	PP	Ρ	PP	P	P	AP	. P	P	2 P	A
H. A. Lity	PP	PPP	PPP		A P		PP	ρ	PP	P	A	PP	ρ	P	o p	P
5. A. Puthpa	PP	APP	PPP		PP	P	PP	P	PP	A	P	PP	P	P. F	- P	P
6. B. Alekya	Li-	PPA	PPPP		PP	P	A P	A	PP	P	P	ρρ	A	P.	p.p	P
- 7. B. Sona vanthi	P P P P	PPP	PAPO	1	PIP	P	PP	- A I	2 P	P	P	o p	P	AI	, A	P
8. B. Lakshmi	PP	PPP	PPP		PIP	P	PP	ρ	P A	P	P	ρρ	ρ	Pf	P	P
9. B. Srandya, Rani	11	PPP	PPO		AP	IP	PP		2 P	1		o P	P 1	A f	p p	P
10. B. Kamaka, Maha lakshm		PPA	PPDH	9	PP	P	PA	P P	PIPI	P	P	p p	P	PF	A	P
1. B. Trdhu Madhani	PP	PPP	00		PP	P	PP	R	PP	A	PI	2 P	P	PIL	P	A
12. B. Madhy, Rani	PA	PPP	PPPP	1	PA	P	PP	PP	1 1 1	P	P () P	P.	A.F	P	P
- 13. Ch. · Rama, Ratham	PA	PPP	APO	1	PP	A	PP	P	P.	1 7 1	PF	P	P.	PP	P	P
- 14. Ch. Pallavi	PP	PAP	PPP	E	P P	P	P P.	AF		1 1	PP		P	PA	P	P
15. C. heera kumani	PP		PAPO		PP		P.P.	Pr f	A P	P	PP	P	A	PF	P	P
16. D. Vasantha	PP		0 0 0		PP		PP		P		AF		P	P.F	P	P
17. D-Annapolina	AP	PTI	PA		P P	P	AP	P P	PI	P	P p	P	ρ.	P P	A	P
- 18. E. Satua, kasuna	PP	L' L L			PP	P	PP	PIP	A	P:	P: P	P	PI	P.P	P.	P
- 18. E. Satya, karuna - 19. Gr. Dhana, Lakshmi	PP	PPA	P	ł	PP	P	PP	PP	PI	AIL	2 - P	P	P	P.p.	P	A
2D. Gr. Salitha	PP		FFP	F	A) PI	P	P P	PIP	P	PII	pp	A	RU	PP	P	P
21. G. Venkata lakehmi	PP	FILL	0 0 0	1	PA		P P.	PPP	PI	P	D.P	P	Ruh	R.p.	A	P
22. Gr. Sony.	PP	PPP	PPPP		PP F	P	P. P	PP	o po	Pi	ρρ	P	Pill	PH P	R	P
23. G1. Revathi	PP		APPP		PP	P	AP	PPP	P	PI	PA	P	PF	FUP	P	P
24. Gr. Memalatha	AP	I P I	PPPF		PIPI	Pi	PA	PAP	P	PI	o p	P	Pi	Po P	A	ρ
25. K. Laluhmi	PP	PPP	PPPA	1	Pi Pi	A	PP	PP	1 PH	PS	Pp	A	P:	PP	P	ρ
26. K. Anung	PP	E	PPPP		P. P.	PI	PP	PPP	A	PI) p	P	PI	PR	ρ	P
27. K. Ratna kumari	PP	PPP	PPPP	F	P	Pi	PIP	AP		ρ	p.p	ρ	PF	210	P	P
28. k. Ujjaya lakshmi	PP		PAPP		Pi Pi		PP		NP S	P	p p	ρ	PUE		P	P
29. K. Mounika	PA	PPP	P P P P	0	PA	P+	PP	PP	p	AI		ΠP.	P.F	2 0	Ā	P.
								+ 1	L. 1	- p	1.8.4	41. 4		1)		12

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OPPPPPP		P	P	A	P	P	P	P	P	P	4	P	0	P	n	P	P
30. K. Hima birdhy	0	P	P	ρ	P	P	P	-	A			P	4	P	P	P	P
	10	P	P	P	P	P	P	P	P		P	P	0	A	P	P	A
32. K. kota lakekmi DPPPPPPP	A	P	IP	P	P	P	P	P	_	A		P	P	P	P	P	P
33. Nº Kungu	P	P			P	A	P			P	2	-P	A	P	P.	P	P
34. R. Vaha ansime OD PPPPP	A	D	P	P	A	P	P	P	P	9	P	P	P	P	P	A	P
35. K. Ramya ODPPPPPP	A		P	A	P	P	P	P	P	A.	P	P	P	P,	1	P	A
36. L. Sneha PPPAP	P	P	P	P	P	A		-	P		P	P	P	P	P	A	P
37. M. Radha DPPPPP	P	P	P	A	P	P	P	P	P	P		P	P	P	P	P	P
38. M-Keenthi DPPPPPP	P	+'		P	P	P	P	1			-	P	A	P	P	P	A
39, N. Lavanya , P.	P	P	P	P		A		<u>_</u>	P	P	4	1	-	P	P	P	1
40. N. Lakshmi P.	4	P	P		P	P	A	P		P	P	P	P			· · · ·	
41. O. Manju A PRPPPP	A	P		P	-		P	PP	P	P	P	P	P	A	P	P	P
42. P. Usharani Q Q D P P P P P	P	P			P P	P	P	1	Р	P		P	P	A	P	P	P
43. P. Sai Parvathe n P P P P P P P	P	P	P	P		A	P	P	P	P	Ρ	P	P	9	P	P	A
-44. P. Sai Grayathon PIT	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P
45. P. Bharathi PF PP PP	P	P	P	P	9	P	P	P	P	Ρ	Ρ	Ρ	Р	Р	P	P	P
46. P. Uma Shalini A P.	A	P	1	P	P	P	Pf	P	P	A	P	P	P	P	P	P	P
47. P. Aparna PITTO PP PP PP	P	P		P	A	P	P	P	A	P	P	Ą	P	P	P	P	Ρ
48. P. Mani Print Page A PPD	P	P	P	-	P	P	A	P	P	A	Р	P	P	P	P	P	P
+19. P-Trilichana PIII	A	P	P	A	P	P	P	A	A	P	P	Ρ	P	P	P	P	P
SO. R. Nechanika PH	P	P	P	P	P	A	P		P	P	A	A	P	P	P	Ρ	P
S R. YPAIL DIVUO	P		P	P	P	P	P	P	P	P	P	P	9	P	P	P	P
52. S- Kauitha PPPPPPPPPPPPP	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A
53. S. Nirosha PPPPPPPPPPPPPP	P	P	A	P	P	A	P	Ρ	P	P	A	P	P	P	P	P	P
54. S. Poriyanka PPHPPPPPPPPPPPP	P	P	A	P	9	P	P	P	P	P	P	P	P	P	A	-	P
- 55. S. Nooka APPPPPPPPPPPPP	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
56. S. Tulasi PPPPPPPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
57: T. Latshmi PPPPPAAPPPPP	P	P	P	P	P	P	P	P	P	P	2	P		P		P	P
- 58. T. Divya neeraja A P P P P P P A PP	P	A	P	P	P	P	P	A	P	P	P	P				P	P
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	10/7	F/1,	pla	131	141	10	P	P	P	D	21	+ 21	7 241	1 25/2	9612	27/	2854	Alt	3117	1/8	2/8	318	418	5/8	818	918	10/8	16/8	17/8
59. T. Suamala	A	P	and the second se	P	P	A	P	P	P	P		10 2	A	P	P	P	P	P	P	P	P	P	IP	P	P	P	P	n_	P
59. T. Syamala 60. T. Robini	P	A	P	P	P	P	P	P	P	P	4	PF		P	P		P	P	-1	P	P	, P	4	P	P	P	P	P	A
61. T. Vijaya, lakihmi 62. V. kusuma	P		P	P	P		P	A	P	P	2 9	PP	P	P	P			P	P	P	P	P	P	P	P	Piu	R	P	Р
62. V. kusuma	P	P	P		P	P	P	A	P	P	P	PF	P	A	P		P		P	P	A	P	P	A	P	P	P	P	P
63. Y. Krishna Deui	4	R	P	P			P	P	P	P	A	PF	4	P	P	P	IP	IP	₽	P		4	P	P	P	P	P.	P	P
64. Y. Sandya	P	P	P		A	P	P	P	6	P	P	PF		P	A	P	IP	P	P	P	P	P	P	Р	P	_	P	P	A
65. Y-Sibisha	P	P	P	+	-	P	P	P	A	P	P P		P			Ρ	P	P	P	Р	P	Þ	Ρ	Р	Ρ	P	•	P	Ρ
66. Y. Singeina	P	A	P	P	F	/		8		11	1	A 9	P	P	P	A	A	P	P	P	Ρ	A	Ρ	P	A	P	P	A	P
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	1018	16/8	17/8	18/8	19/8	211º	0	D	P	28/8C	3/18	8018	31/8	19	419	6/9	219	8/9	119	1219	13/9	14/9	18/9	19/9	20/9	21/9	22/9	25/9	26/9
1. A. Asiuna	P	P	P	P	P	P	P	P	Ð	Ρ	P	P	P	P	P	P	A	P	P	P	· · ·	P		P	P	D	P	P	P
2. A. Pushpa latha	P	P	-	P	P	P	P	P	P	P	R	P	P	P	P		-	P	P	P		IP	A	P	P	P	P,	P.	P
3. A. Nagamani		P	A-P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A.	P	P	P	P	P
4. A. lity	P	P	P	P	·P	P	P	P	P	P	P	P	P	P	P	P	P	X	P	r	P	2	6	4	P	P	P	P	A
5. A. Pushpa	A P	P	P	P	P	P	P	P	P	P	P	P	9	P	P	P	P	P	Y	P	P	P	P	P	P	<u>P</u> _	P	A	P P
6. B. Alekya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	<u>P</u>	4	P P	P P	0		P	
7. B. Szavanthi	0	A	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	D	A	P		P P	PP	-	A	P. P.
8. B. Lakshmi	ρ	P	P	P	A	P	P	P	P	P	P	PP	A	P	P	P	P	P	P	D	P	P	P	P	P	A	P	P	P.
- 9. B. Sandya Rani	P	ρ	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P
<u>10. B. Karaka Mahalakuhmi</u>	P	P	A	P	P	P	P	P	P	P	p	P	P	ρ	P	P	P	-	P	P	P	0	P	P	P	P	P	A	P
- 11. B. Indhu Madhawi	P	P	P	P	P	P	P	P	P	A	P	P	P	A	B	P	P	P	P	P.	P	P	P	P	8	P	P	P	P
12, B. Madhu, Rani	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	-	P	P	P	-	P	P	P	P	P	P	P
- 13. Ch. Rama, Ratham	A	P	P	P	P		<u>p</u>	-	P	ρ	P	A	R	P	Pi	P	P	P	P	P	P		P	P	P	P	P	P	P
- <u>.14. Ch. Pallani</u> - <u>15. C. heera kumari</u>	A	P	P	P	P		p	P	P	P	P	P	R	A	PI	R	P	PI	P	P	P	P.	P	P	P.	PI	P	P	P
- 16. D. Vasantha	P	P	P	P	P		P	P	P		P	PP	P	P	P	A	R	P.	P	A	P	P	2	P	P	P	P	P	P:
- 17. D. Annapading	P	A	P	P	P		A		P	P	P	P	A	PI	P	Pi	PI	P	P	P	A	PF	?	P	P	P.	A	P	2
- 18. E. Satya karuna	ρ	P	P	P	P			1		P	P	P	PI	PI	PI	P	A	P	P	PF	1	P.	P	P	P	P	P	P.	4
-: 19. G. Dhane. Lakihmi	P	ρ	P	1º	P				h	P	P	P	P	R	A	PI	P	Pi	PI	2	PI	R	P	A	P	P	P	P,	P.
20. Gr. Sabilty	P	P	P	P	F		P	2	1		A	P	P	P.	P.	P.	P.	R	P	PF	9	A. 4	2	P	A	P	R	P	P
- 21. Gr. Venkata lakihmi	P	P	A	P	1		P		P	0	P	P	R	P	PI	PI		-	P. 8	2 1	2	0 1	P	P	R	R	P	AA	P
- 22. Gr- Sony	P	ρ	P	P	AP		P P		•	PP	P	P	P	P	Pa	P	PA	P	AP	1	2 1		2	P	P.	P	P.	P	P
23. Gi-Revathi	A	P	P	P	P		p	0		-	-	A	P	PI	PI	PI	R	R	PP	1	11	D, .	A	P	P	R.	Pi	P	P
24. G. Kemalatha	P	P	P					p		P f		P	P	PI	P	A	Pi	PI	PP	19		-	1	P	P	P.	Pi	P. 2	P
2. K. Lakshmi	P	A	P	P	1	0	P	1	-	-	P	P	P	PI	9	P	P	P	PP	qp	P	1.	A	P	R	P	PI	-	P
- 26. K. Aruna	P	P	P	P	P P	P		-			P	P		P	P	PI	<u>k</u>		PP		P	17	2	Pu	112	R	P	P	9
27. K. Ratha kumari	P	P	P	A						P	P	P	P	P	P	PI	0	Pal		-	P		2		P	PI	PIT	P. 2	P
28 K. Ujjaya lakihmi	P	P	P	P	P	P	Pf	P	D			P	A	P	r	P	•	PI	PF		2 P	1	2/	P	P	P.	P	RIT	P
- 29- K. Mounika	P	A	P	r		M	r I			- 1		r	R	Pi	Pi	P	A	P	PP	P	f	15	à	P	R'I	P.+	P	D.T	R
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	16	18 ,71	8 18/9	6,919	5 21/8	22/8	23/8	24/8	28/8	9/8	30/8	9	9	946	19 10	1ª a'	(a.)	5 .2	2.2	1/2/	9 ,a	2 1	9 20	1 19	19	19	19	19	0,0	0	0.0
30. K. Kima birdhu	A	P	P	P	P	P	P	P	P	P	PI	331		p	DP	P	P	P	P	P		13	30							6/0/1	
31. K. Sudha, Rani	P	P	P	A	P	P	P	P	P	P	P			0	PF	F	P	P		P							1 1			PP	
32. K. Kota lakyhmi	P	p	P	P	P	P	A.	P	PI	0	P				D P		-		-	-			P	1	P		P			PP	
33. K. Ramya	F	P.P	P	P	A	P	P	P	PP		P						P	P	P	P	P	-	P P	P		P	+	P		PP	P
34. K. Vana lakehini	P	P	P	P	P		P	P		P	A	1 1		0	P. P. P. P.	P	P	P	A	P	P	P	P	P	P	P		R		PP	P
35. K-Ramyg	P		P	P	P			P	PI		P	P	Pr				P	P	P	P	·P	P	P		P			P		PP	
36: L. Sneha	P	P		P	P		-	-		A 1	P		PF) [0.05	P	P		P	P	P	P			P	P				PP	P
37. M. Radha	P	P	P	P	P	P			PI		P		PF	P		A			P	P	P	P		1	P	1		1	_		P
38. M. Keenthi	P	A	P	P	P	P	P		PP		P	ST F		pf		P	P	P	P	A	P	P			P		P		PT		-
39. N. Lavanua	P	P	P	P	A		PF		P	1	PF	H	PF			P	P		P		1	P	9	A		P			_	P P A P	
40. N-Lakshmi	A	P	è	_	P	A 1	10	P	r f		PI					P	A	P	P	0			P			1	6	6	PI		P
41- O. Maniu	P	ρ	P	P	P	P	Pi	PF	7-1	P		to		-	P	P	P		P	0		P	P				Pi	-		P P P P	P
42. P. Usharani	P	P	A	P		_	Pf					1º			P	P		A	P	P		A	P			P		-		P P P P	
43. P. Sai Panvathi	P	P	P	P		P. 1		P		A		TF	P	P	A	P	P	P	P			-			1	P	2	7	PF		+ '
44. P. Sai Grayathri	P	P	P	P	P. 1	P F				P		1P	A	P	P	P	P	P	-	0 1	> 4						A	2	PF		+
45. P. Bhayathi	P.	P			PF	7			Pf	P	F	TP	P	P	P	P	P	P	P	P		-	P		1	PI			PF		-
48. P. Uma, Shalini	P		P	PI	2 1		A				F				P	P	P	P	P	P	-	-	p f	2		AF			PP		F
47. P. Aparing	A	P	PI	PI	PP					P	F		P		-	P			A	R				PP	1	PI		-	Pf		P
48. P-Mani	P	P.	P	PI	D. A	4 9	P			P				1	P	P	P	A		1		R P		PT			1			D P	1.
49. P. Turlochana	P		PI	PIF	P		-		P.	P	A	P		4	P	P	P	P		8		PS			P		P		V	PP	
SD. R Neehanika	P	P	PII	PF		P	P	P	P	P	P.	P		P	8	P	P					Pg			1	AF					P
51. R. Yesu Divya	P	P 1	PILI	PP	_	,A	P	P.	PI	P	R	P	P	P	8	A	P		P	PI				PP			P P	-	_	PP	
Sz. S. kowithg				PP		P	P	PI	P.	P.	P		P	P		8	P	P	P	PF		> 7			F	1	A		PP		P
53. S. Nizoshq	PH	PI	PF	A	- P	P	P	P	P	P	P		P	P	P	P	P	P		PF			PF			1	ĩ	1	į.		P
54. S. Privanka	PF	710	PF			p	A	pp	P	ρ	P			P			P		Pq					-	-		P F	1	A P P P	- 11	F
55. S. Nooka; Ratnano	PF	P	P	P	P	P	P	P	A	P	P		P	P	8	P	P	P		2 4	-	+	> f		-	P 7				+	
56. S. Tulasi	PP	P	F	PP	A	P	P	Pg	P	P	A	P		P	8	P	P		0	PF			P								P
57. T. Lakshmi	PF	P	PF		P	P	P	P	Pi	P	P	P				1 St. 1 St. 1			PI		_				P	1	P		PA	-	1
8. T. Dinya: Neeraja	010		PP	P	P	P	P	A	P	P	A	P		P			P		PI	_			-				1		PP		P
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59.					P		P	P	P	P	H	P	P		0 0	F			P					1.1	1			P	(
60.	T. Syanala T. Rohini	P	P	P	P	P	P		And in the other states		F	P		1	2 F	>P	F	P	A-	P	P	42	P	P	P	-A	P	P	P	·P	ip	P	P.
61.	T- Ujaya Lakshini V. Kusung	P	P	P	P	P	P	P	P		P	Ter and	P	To	P	P	P	IP	P	P	P	P	P	P	P	P	P	A	P.	P	P	P	A
62.	V. Kusung	P	P	P	P	P	A		P	P			1	Le		P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	P
63.	Y- Kuishna Opini	P	P	P	P	P	P	P	P	P	A	P	P		O P	P	P	P	P	P	P	A	P					P	P	.P.	P		1
64.	Y-Sandya	P		P		P	P	P	P	12	19	A	1		>P					P			P	4.	P	P	P	A	P			p	P
65.	Y. Sirisha	P	P	P	P		P	P	P	<u>y</u>	Y	P.	A	F	F	P	P	P	P	P	P	A	P	P	P	P	Р	·P	1	P	P	P	A
66.	Y. Sularina	P	P	P	P	P	·P	P	P	P	P	P	P	1	> .	PP	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
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VISAKHA GOVT. DEGREE COLLEGE (W)

MOCK TEST

1. P		0 (4)	0 -1	10 61	10 2/1	0		+	Time: 1hr
	P	P	P		P			F	1 Which option
1. A. Anung		P	P	-	P.			4	(A) Select Comp (B) Shut Compa
2. A. Pushpa latha	P		P	A			-	-	(C) Alter (D) None of thes
3. A. Nagamani	A	P	P	P	P		_	4	2. Which of the
4. A-Lity	P	P		P	P	1			Inventory? (A) Stock Group
5. A. Pushpa	P	P	P	P	P				(B) Stock Catego
6. B. Alekya	P	P	P	10	E.	1		T	(C) Stock Items (D) Units of Mea
6. B. Aleky'a 7. B. Shavanthi	P	P	P		P			Π	3. To create a sa
8. B- Laluhmi	P	P	P	P	· P·	1		Π	(A) F5 (B) F6
7. B. Sandya Rani	P	P	P	P	A			T	(C) F7 (D) F8
D. B. kanaka Mata lakihini	P	P	P	P	P			1	4 Which of the
	P	P	P	P	P			H	(A) Administrato (B) Owner
1- B. Indhus Madhami	P	P	P	A	P			H	(C) Tally Vault
2 B. Madhu Rani	1'	Þ	P	P	P			H	(D) Data Entry 5. Which option
3. Ch. Rama Ratham	P	+	1	P	A		_	H	(A) Accounts Bo
4. Ch. Pallaui	P	P	P	P	1			H	(B) Display(C) Inventory Bo
s. C. heera kumari	P	P	P	1	P		_	H	(D) Statutory Bo 6. Which option
6. D. Vasantha	P	P	P	P	P				companies are of
7. D. Annapoling	P	P	P	P	P				(A) Company(B) Company Int
	P	P	-A	P	P			Π	(C) Select Comp
8. E. Satya, kasuna 9. G. Dhana, Lakshmi	P	P	P	P	P				(D) Shut Compa 7 is the sl
	P	P	P	P	P				(A) Alt+F4
0. Gr. Sabitha	P	P	P	P	P	-		1	(B) Alt+F5 (C) Alt+F7
1. G. Venkata, Lakshmi	1-'	P	P	P	P			-	(D) Alt+F10 8. Which option
2. G. Sony	P	1		P	P			-	(A) Display
3, G- Revathi	P	9	P	1	1				(B) Statutory Bo(C) Accounts Bo
4. Gr. Hemalatha	P	P	P	P	P				(D) Inventory Bo
S. K. Lakshmi	P	A	P	P	P				9 is the sl (A) F7
6. K. Arang	P	P	P	P	P				(B) F8
1. K. Ratner Kumasui	P	P	P	P	P				(C) Alt+F1 (D) Ctlr+F1
R K MAR - C-kil!	A	P	P	P	P				10. Amount paya
8. K. Ujayar (akhoni	F R	A	P	P	P				(A) E-Return (B) Form-26
9. K. Mounika	F	41	P		,			-	(C) Computation

. (2017-18)
Time: 1hr Marks: 50
. Which option is used in Tally to make changes in created company? A) Select Company B) Shut Company
C) Alter D) None of these
D) None of the following is not compulsory to create while entry in Accounts with
nventory?
A) Stock Groups B) Stock Categories
C) Stock ltems
D) Unite of Measure
. To create a sales voucher in tally, you have to press
A) F5
B) F6
C) F7
D) F8 . Which of the following user type can view audit list?
Which of the following user type can view addit list:
A) Administrator B) Owner
C) Tally Vault
D) Data Entry
Which option is used to view VAT or TDS computation?
A) Accounts Books
B) Display
C) Inventory Books
D) Statutory Books Which option is used to move from one company to another when more than one
ompanies are open?
A) Company
B) Company Info.
C) Select Company
D) Shut Company
is the shortcut to physical stock verification from Inventory Vouchers in Tally.
A) Alt+F4
B) Alt+F5
C) Alt+F7
D) Alt+F10 . Which option is used to view Stock Items or Group Summary?
A) Display
B) Statutory Books
C) Accounts Books
D) Inventory Books
is the shortcut to journal from accounting vouchers in tally.
A) F7
B) F8
C) Alt+FI
D) Ctlr+F1
0. Amount payable as TDS can be known by which report in Tally?
A) E-Return 3) Form-26
3) Form-20

(D) Print Form 16A 22. Sales Tax Ledger falls under which Group? 11. How can data be imported in tally? (A) Sales (A) Depends on number of companies (B) Purchases (B) One company to another company created within Tally Package (C) Indirect Expenses (C) Other programs - a spreadsheet or a database file. (D) Duties and Taxes 23. The shortcut key to quit from Tally is (D) Both B and C is the shortcut to delivery note from Inventory Vouchers in Tally. 12. (A) Ctrl + Q (A) Alt+F6 (B) Ctrl + M (B) Alt+F8 (C) Ctrl + P (C) Alt+F9 (D) Ctrl + L 24. What is the full form of TCS? (D) Ctrl+F7 (A) Tax Collected at Source 13. Tally package is developed by (B) Tax collected from Sales (A) Microsoft (C) Tax Consumption at Source (B) Adobe Software (D) Tax Collected by Staff (C) Apple Software 25. What is TAN? (D) Tally Solutions (A) Tax Absorb Number 14.Single Entry mode is applicable for (B) Tax Assignment Number (A) Payment Voucher (C) Tax Account Number (B) Contra Voucher (D) Tax Assessment Number (C) Receipt Voucher 26. The shortcut used for Sales Order is (D) All of these (A) Alt + F4 15.We can create multiple users in Tally activating (B) Alt +F5 (A) Tally Audit (C) Alt +F7 (B) Use Security Control (C) Both a and b (D) Alt + F8 27. Voucher class is a predefined voucher type that helps to (D) All of these (A) Automatic Entry 16. The shortcut used to activate calculator is (B) Automatic Calculation (A) Ctrl + A(C) Minimize Errors (B) Ctrl + B(D) All of these (C) Ctrl + M28. Service Tax Report can be seen from (D) Ctrl + N(A) Display > Statutory Reports 17. Voucher Class for Interest calculation created based on (B) Display > Statutory Masters (A) Debit and Credit Note (C) Display > Account Books (B) Journal Voucher (D) Display > Day Book (C) Receipt and payment Voucher 29. What is the utility of Tally Vault Password? (D) Both a and b (A) It will not shows the company name in the company select list 18. Transfer of materials from one godown to another godown, use (B) It will lock all voucher entries for that company (A) Stock Journal (C) It will lock the period of company (B) Purchase Journal (D) Both a and b (C) Manufacturing Journal 30.Discount Column is available in (D) Both a and b (A) Accounting Voucher 19. To remove a line at all reports screen, shortcut is (B) Sales Invoice (A) Alt + R1 (C) Purchase Invoice (B) Alt + S (D) Both b and c (C) Alt + 131. Which option from Company Info. menu is selected to create a new Company in Tally? (D) Alt + T(A) Create Company 20.In which voucher type credit purchase entry is posted in Tally? (B) Create (A) F5:Payment (C) New Company (B) F6:Receipt (D) Company Create (C) F7: Journal 32. Recording of actual stock as physically verified or counted is done through (D) F9:Purchase (A) Sales 21. We can see list of Memorandum Vouchers from (B) Journal (A) Accounts Books (C) Stock Journal (B) Cash/Bank Books (D) Physical Stock (C) Exception Reports 33.Branch/Division is a group defined under (D) Trial Balance (A) Assets

(B) Expenditure
(C) Income
(D) Liabilities
34.In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal
35. Trial balance is prepared on basis.
(A) Monthly
(B) Annually
(C) Half yearly
(D) Any of the above 36
(A) F8
(B) F9
(C) Alt+F1
(D) Ctrl+F1 37.To active MRP feature from Gateway of Tally initially we need to press
(A) F10
(B) F11
(C) F12
(D) Alt 1 F1
38. We can see list of Memorandum Vouchers from
(A) Accounts Books
(B) Cash/Bank Books
(C) Exception Reports
(D) Trail Balance 39. Recording of actual stock as physically verified or counted is done through
39. Recording of actual stock as physically vertice of other
(A) Sales
(B) Journal
(C) Stock Journal
(D) Physical Stock
(D) Physical Stock40. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7: Journal
(D) F7: Journal41. Which shortcut key is used for Select Company in Tally?
(A) F1
(B) F3
(C) Alt+F1
(D) Alt+F2
(D) Alt+F2 42. Which option from Company Info.menu is selected to create a new Company in Tally?
(A) Create Company
(B) Create
(C) New Company
(D) Company Create
 (D) Company Create 43 is the shortcut to delivery note from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F7
44. Tally package is developed by
(A) Microsoft
(B) Adobe Software
(C) Apple Software

45.Single Entry mode is applicable for (A) Payment Voucher (B) Contra Voucher (C) Receipt Voucher (D) All of these 46.We can create multiple users in Tally activating (A) Tally Audit (B) Use Security Control (C) Both a and b (D) All of these 47. The shortcut used to activate calculator is (A) Ctrl + A(B) Ctrl + B (C) Ctrl + M (D) Ctrl + N 48. Voucher Class for Interest calculation created based on (A) Debit and Credit Note (B) Journal Voucher (C) Receipt and payment Voucher (D) Both a and b 49.In which voucher type credit purchase entry is posted in Tally? (A) F5:Payment (B) F6:Receipt (C) F7:Journal (D) F9:Purchase 50.We can see list of Memorandum Vouchers from (A) Accounts Books (B) Cash/Bank Books (C) Exception Reports (D) Trial Balance

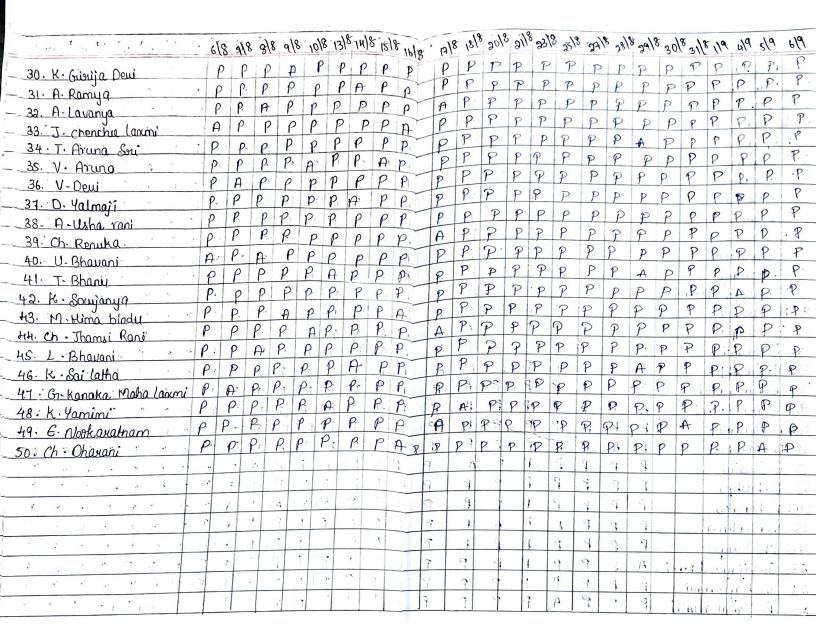
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917	Contraction of the second			13/7 14	117 16	+ 17/2	7 18/1	1919	2017	21/9	23/7	2419	25/1	30/1	21/1	spit	3/17	118	3/8	3/8	118	6/8
1. T. Anusha P	P	ρ	P	PP	2 P	P	A	P	P	PI	P	P	P	P	P	P	P	P	P	P 5 P	P	P
2. S. Mamatha	P	P	-	17 1	p p p	P	P	P	P	P	P		A	P	P	P	P	P	P	P		P
3. Gr. Latha P	P	A	F		r		P	P	P-	P	A	P	1-1	P	P	P	_A	P	P	R	P	P
H. D. Tulasi P	P	P		PP	-+	P	P	P	P	P	P	P	r	A	P	P	P	P	P		P	P
S. P. Apanna P	P	P	P	1-1-1-	PA	P	P	R	P	P	P	P	P	P	P	P A		P	P			P
6. D. Snavari P	P	P	P	PP		P	P	P	P		P	P	P	P	P	P		P	P	P	1	P
7. P. Chandona P	P	p	P	PP	- F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8. P. Vasantha P	P	p	A	PP		P	P	P	A	P	P.	P	P	P	P	A	P	P	P.		-	P
9. T. Swathi P	A	P		PP		Р	P	A	P	P	P	P	P	A	8	P	P	P	P	1	P.	P
10. D. Porcethi P	P	P		PP		A	p	P		P	A	P	P	p	P	P	P	P	Pin			P
11. E. Ramadeui P	P	P	P	PP	(P	A	IF	P	P	P	P	P	P	P	Ď	P	P	P.			P
12. Ch. Lavanya P	P	P	P	r A		P	P	P	P	P	P	Ð		P	P Q	P	P	P.	P	P	+ +	P
13. V-Bhagya, lakshmi P	P	P		AP		P	P D-	P	P	A	P	1 1	A	P	P	P	P	P		P	+ + +	P
14. A. Massena P	P			PP		P	-	P	PI	P		P	P	P	P	P	P	P	P	P		P
IS. K-Pushpa P				PP		P	P	1.	1		P	P	10	P	P	P	P	P	·P.	. P		P
16. P. Revathi P	P	1	1 1	PP		P	P	A		P	<u> </u>	P	P	P	P	P	P	P	P	P	P	P
IT. H. Swathi P	P			PP	P	A	P	1	y :	P	Pi	1 1	P	P	P	P		P	4	P	P	P
18. B. Ramadeui P	P	р		PA	P	P			A	P	P	PI	1 1	P	P			P	9	P		P
19. P. Vara Lazmi A	P		1 1	PP	1	P	T	1 1	P	P	P	Pit	P	1		P	P		0		P	-
20. N. Sravani P	P			PP	P	P	1.1	PA	P.	P	P	P	P	P	P	P	P		1			1
al. N. Havitha P			PP		P	P	P	A	R		P	P	P	P	P	1	P	10	Pier	P		P P
22. B-Swathi	P		PP		1		P	11	4	P P	P		P	P	1	P	F		-			1
23. D. Pushpa P		4.	PP	V	P	P	L		P		P	P	P	A	-	+ -		-				-
24. P. Renuka P			AP		P		P	1	P	P	P	P	P P	P	1	4	P					-
25. V. Neeling P	-	V 1	PP		P	P	P		P	P	P	P		A	9	P	+ '	-	+Y			P
26. CH. Krupg P	P		PP		P		P			8	8	P	P	P	P	P	P	-				P
27. G. Virava Lazoni P		PP				1	P				P	9	P	P	P	-	P	r		-		-
28. V. Rajescuari P	P	PI	PP	P	P	A	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
29 O kastinuali P	1 A		PP		P	ρ	P	P	P	0	P	D	P	P	P	P		P	P	P	P	0

	9/7	F 1017			(9,13)7	(14)	1.16	+ 171	els. f.	1917	2012	7 21/7	1 23/2	1 aut	1 25/?	1 26/	+ 2717	+ 301	1 31	7 118	2\8	318	418
30. K. Girija. Peui	P	A	P				P	P	P	A	P	P	F	9-	F	P	1.P	IP	P	Y	-inter	1.70	1.
_31. A. Ramya	P					P		P	P	P	A	P	P			P	P	P	-	+	P	P	1
32. A. Lavanya	P	P				A		P	P	P	A	P	P	P			1.P	A		-	Tr.	P	P.
33. J. Chenchu, larmi	P	P		P	_	PI		P	P	P	P	P	P		P	P	A-	P		P	P.	A .	P
34. T. Aruna Sri	A	·P		IP		P!		P	P	P	P	P	P	P		P	1	!P	1	P	P	P.	PP
35. V-Arung	P		I:A	P	-	P	P.	P	A	P	P	P	P	P		P	P	P	P	1	P	P	
36. V- Dew	P	P	P	P	P		P	A	P	P	-	P	P	P	P P	P	P	A		P.	141-1-1	F	P
37. D. Yalmaji	P	P	P	P			P	P	P	A	P	P	P	P	A	P	-	AP	P	1	P	P	PP
38. A. Usha Rani	P.	P	P		P	1	PI	R	P	P	P	P	P	P	P	A	P	P	P	P	P	P	+ A''
39. Ch. Renuka	P	A	P	P	P	P	P	P	A	P	P	P A	P	P	P	A	P	-		-	P		A
40. U-Bhavani	A	-P-	P	1			P	P	P		P	P.	P	A	P	P	P	P	P	P	P		P
41. T-Bhany	P	·P	P	P	P	P	P	P	- P	P	P	P	P	8	P	P	P	+	P.	P	P	P	P
42. K- souyanya	P	P	P	P	+ V V	R	1	P		P	A	P.	P	F	P	P	1 1	P P	P	P	P,	P .	P
43. M. Hima binall	P	P		L.P	P		P	1	P				+ +	P	P	P	P P	-	-	1 1	1	P.	-
44 · Ch · Thansi Rani	P	·Ρ	P	P	φ	P A'	P	P			PG	P	P	P	P	1	+ +	P.	P	P	P. P		P P
45: L. Bhavani	P	P	P	P	P	-		P	0.8	P		+ +		P	4 A	P	P	P	P	8	8		
- 46. KSai Latha	·P	P	P	P	A		P:	P	2310-01			· · · ·	-				-	P	P	P	P.	1 1	P.
47- Gi- Kanaka, Mahalapimi	P	P	P	P			P	P.	8	8	PI	P. P	9		P.			P	P	1 1 1 1	, P,	P	A
48. K. Yamini	P	P	P	A		P		P	8	184	P			P	P	Pi		P.	P	P	Pri	P	P
49. G. Nookasiatham	P	P	P	P	P	P		A.	7	1 P				P	P	P	P	P	P	Pu	8	P.	
- SD. Ch. Dhanani	·P ·	·A	P	P	P	PI	A	P	9	1.8	P	A	P	8	P	P	PI	P	P	24	· P :-	P	P
	1	1 9		1		9	11	•						-	14	1	1			1	<u>prin</u> !	13	100
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1 0 1 1 3 3 1	1 .	1 1	4			1	1	1		6	\rightarrow	1	3	1	1	1	+	9	1	16	Jum	1.4	•6'.,
1 1 1 3 1 1	1	r 17	1		1		1	1		F 1	12 0	- 1	1			i	1	1		LIN	ulueba	1.8	10 (11)
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1	6	1	2	1	-	1	1				21	9	1	S	÷.		3	1	1		0.01		
	1	17	1 17	1			r	- 1		1	6 1.4	12	1	1			1		: (CUEN		E g	Se.
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the the the state	7/8	8/8	9/8	5 1018	13/8	14/8	5,518	16/8	17/8	18/8	2118	2118	23/8	25/8	92/8	28/8	29/8	3/8	31/8	129	19/4	5/9	6/9	19.	19/0	14/9
1. T. Anusha	A	P	P	P	P	P	P	P.	P	P	P	-	P.	P	₽.	P	P	P	P	P	P	P	P	P	P	P.
2. S. Mamatha	P	P	P	P	P	P	P	P.	A	P	P	P	PI	P	P	P	P	P	P	P	P	P	P	P	m.	P
3. Gr. Latha	P	P	P	P	P	A	P.	Pa	P	P	P	A	P	P	P	P	Pi	-04	P	P	8	P	P	P.	P	1
4. D. Tulasi	P	P	A	P	P	P	P.	P	P	A	P	P	P	P	P	P	P	P		P	P	P.	D	PI	P	R
5. P. Apang	P	P	P	P	P	P	P	P	P	P	A		P	P	P	P	P	P	P	P	P	P	9	P	P.	P
6. D. Snavani	P	A	P	P	ρ	p	P	P	P	P	P	-	P		P	P	P	9	-	P	P	A	P		R	P
7. P. Chandana	P	P	P	P	P	P	A	P	P	P	P	P	P	R	P	P	P	PI	P	P	P	A	P	P	P	Por
8. P. Vasantha	P	P	P	A	P	P	P	P	P	P	PI	-	P	P	-	P	P	P	P	P	P	P	P	Pil	P	<u>A.</u>
9. T. Swathi	P	P	P	P	P	P	P	P	P	P	PI	P	P	P	P	P	P	P	P	P	P	P	P.		3	P
10. O. Porcethi	· P	P	Pt	ip	A	P	19	A	P	P	P	A	R	J?	P	P	P	P	PI	P	P	P	N'	P	Pr	·P
11. E-Romadeui	P	P	A	P	₽	P	Pi	P	P	P	A	P.	P	P	P	P		PI	PI	A	P	P	1	A	P	4
12. Ch-lavanya	A	P	P	P	P	P	P	P		P	P	P	P	P	P	-	P	P	P	P	P	P	P	P.L	P	P
- 13. V. Bragya Laxmi	P P	P	P	P	1 1	A	P.	P	P	P	PI		P	PI	P	P	4	P	P	P	P	P	P.	P.	P	P
H. H. Haseena	· 0	P	P	P	P.	P	P	P	P	P	Pa		P	PI	P		P	P	P	P	P	P.	Ŷ	Ŷ.		P
15- K. Pushpa	· P P		P	p	P	P.	P.	-	F	P	P	A	P	P	P	PI	P	1	P.	P	P	Ð.	P	P	1	P
16. P. Revath	P	A P	P.	P	P	P.	P	AP	P	1	PI	P	PI	P	P.	P	PI	P	PI	P	P	P	A	P	P	P
- L7. N. Swathi		P	P.	P	P	P	A	P	8	A	PI	P	P	P	P	PI	P	P	PI	P	P	P	Pi	1	P .	P
18. B. Ramadeui	A P		P.	P	P	Pi	Pi	P	A	P	PI	P.	Pi		P	PI	P	Pr	P.	Rin	P	Pic	PR	PIL	P	P
19: P- Varia lavini	·p	P	P	P	P	P	P	P	P	P	Pi	A	P	P7-	R	P	P.	PI	PI	P	P	P	A	Ru	P	Par
- 20: N. Sravani	R	pr P	P	P.	A	P.	P	P	P	P	A	P	Pi	PI PI	-	/	Ph	PI		P	A	·R	P.		P-	P
- al. N. Maxitha	P	P	P	A	P	P	P	P	P	P	P:	P.	P	PI	P.		PI	Pi	Pi	P	P	P	R	P	Pa	Aut
- 22. B-Swathi	P	R	P	P		A	P	P	R	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P
- 23. D-Pushpa	P	A	P	P	P	P	P	P	P	P				P P	/	9	P	P	8	P	P	P	P	P	7	P
24. P. Renuka	P	P	P	P	P	P	P	P	P	A	P	P	9	- 1	P	A P	8	P	P	P	P	P	P	P	P	P
25. V. Neeling		P	P	P		P	P	P	P	P	P	P A	P	P	P	/	P	P	2	9	P	P	P	P	P	P
a. Ch. Krupa	A O	P		P			P	P	P	P	P		P	P	P	P	P	9	P	P	P	P	P	P	P	P
- 27. Gr. Wijaya Lanm	P	P	P	P		P	V I	R	P	P	n	P	P P	9	P	P	P	P	P	A	P	P	P	P	A	8
- 28. V. Rajesmeni	P	P	P	P	0	P	P	A	P	P	0	P P		P	P	P	P	P	P	P	P	P	2	P	P	P
29. P. Kanakavalli		11	V-		Г	PI	r,	FT	T	Γ	P	1	8	P	P	P	P	P	P	P	P	P	P	P	P	P



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	-19	Plai	1419	17/9	18/9	1919	20/9 20	-19	24/9	25/0	1 24	9/9	27/9	28/9		 			
		P	A	1 1	A	1		P	P	P	P	5	PI	P					
30. K-Grinija Deur	P	++	1-1		1			-	P	P		P	P	A					
31. A. Ramya	P	P	P	P	P			P	P	P		P	P	P					
32. A. Lavanya	P	P	P	A	P			P	P	P		P	P	P					
30. K. Grinija Dewi 31. A. Ramya 32. A. Lavanya 33. J. Chenchu lanmi	P	P	P	P	P	P	time	P	P	P			P	P					
SHI I. HYUND SOU	P	P	P	P	P			P	P			P	P	A					
35. V. Arcina	P	P	P	P	P		P		_			P	P	P					
36. V. Demi	P	P	P		P		P	P	P			P	P	P					
37. D. Yalmaji	P		P		P			P	P			A	P	P					
38. A. Usharani	P	P	P		P			P	P		P	P	P	P					
39. Ch-Renuka	P	P	P	1				P	+		P	P	P	P		 		~	
40. U. Bhanani	P		- ·					P	+		P	P	A	P					
41. T. Bhane	P							P			P	P	- P	P	+	 	 		
42. K. Sorwianya	P							P			P	P	T. P	P	+	 			
42. K. Saujanya 43. M. Hima bindue	P							P		-	P	P	P	P	+	 	 		
44. Chi. Thansi Rani	P				1			P		-		+ .	P	P	+	 	 		
45. L- Bhayani	P			,					- + -		P	P	- '			 	 		
46. K. Sailatha	P						-				P	P		P		 	 		
47. Gr- Kanaka maha lanmi	i A					P P				P	P	P	1	P	-+	 	 		
48. K. Yamini	P				PP	1				P	P		-	P	-	 	 		
49. E- Nooka matham	P		<u>P</u>	· P					- +	P	P	P		n	-	 	 		
50. CH. Oharani	P	P	PP	p p	p p	PP	1 P.	1	AI	P	P	P	P	P			 		
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VISAKHA GOVT. DEGREE COLLEGE (W)

MOCK TEST

	VISAKHA GOVI: DEGREE COLLES			
	MOONTEST			(A) Sales
	MOCK TEST			(B) Journal (C) Stock Journal
	(2018-19)		-	(D) Physical Stock
				12.Branch/Division is a group defined under
	Time: 1hr	Marks: 50	1 1	(A) Assets
_	 is the shortcut to delivery note from Inventory Vouchers in Tally. 		-	(B) Expenditure
	(A) Alt+F6		1+	(C) Income
	(B) Alt+F8		-	(D) Liabilities
			1 5	13.In which voucher type entry is done for TDS calculations?
-	(C) Alt+F9 (D) Ctrl+F7		-	(A) F4:Contra
	2. Tally package is developed by		7 1 1	(B) F5:Payment
	(A) Microsoft			(C) F6:Receipt
	(B) Adobe Software			(D) F7:Journal
			. –	14.Trial balance is prepared on basis.
_	(C) Apple Software		-	(A) Monthly -
	(D) Tally Solutions		17	(B) Annually
-	3.Single Entry mode is applicable for (A) Payment Voucher			(C) Half yearly
				(D) Any of the above
	(B) Contra Voucher			(D) Any of the above 15 is the shortcut to purchase voucher from Accounting Vouchers in Tally.
_	(C) Receipt Voucher			(A) F8
	(D) All of these		~ 7	(B) F9
-	4. We can create multiple users in Tally activating			(C) Alt+F1
	(A) Tally Audit (B) Lies Security Control			(D) Ctrl+F1
	(B) Use Security Control			16. To active MRP feature from Gateway of Tally initially we need to press
	(C) Both a and b		i l	
	(D) All of these 5.The shortcut used to activate calculator is			(A) F10
			_	(B) F11
	(A) $Ctrl + A$		7	
	(B) Ctrl + B			(C) F12
	(C) $Ctrl + M$		1	(D) Alt + F1
	 (D) Ctrl + N 6.Voucher Class for Interest calculation created based on 		_	
	(A) Debit and Credit Note		_	17. We can see list of Memorandum Vouchers from
	(A) Debit and Credit Note		2 7	(A) Accounts Books
_	(B) Journal Voucher(C) Receipt and payment Voucher		-	
	(C) Receipt and payment voucher		1	(B) Cash/Bank Books
-	(D) Both a and b 7.Transfer of materials from one godown to another godown, use			(C) Exception Reports
	(A) Stock Journal			
-	(A) Stock Journal (B) Purchase Journal		-	(D) Trail Balance
	(C) Manufacturing Journal		-	18. Recording of actual stock as physically verified or counted is done through
	(C) Manufacturing Journal		. 1	
	(D) Both a and b8.To remove a line at all reports screen, shortcut is		-	(A) Sales
	(A) Alt L D			(B) Journal
-	(A) $Alt + R$			
	(B) $Alt + S$		N	(C) Stock Journal
-	(C) $Alt + 1$		-	(D) Physical Stock
	(D) Alt + T 9.In which voucher type credit purchase entry is posted in Tally?		-	(D) Physical Stock
1	9.16 which voucher type create purchase thing in			19. In which voucher type entry is done for TDS calculations?
	(A) F5:Payment			(A) E4-Contro
1	(B) F6:Receipt			(A) F4:Contra
-	(C) F7: Journal			(B) F5:Payment
	(D) F9:Purchase			
-	10.We can see list of Memorandum Vouchers from			(C) F6:Receipt
1	(A) Accounts Books			(D) F7:Journal
-	(B) Cash/Bank Books			
	(C) Exception Reports			20. Which shortcut key is used for Select Company in Tally?
-	(D) Trial Balance			(A) F1
				(

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

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		(B) F3		(B) F9
		(C) Alt+FI		(C) Alt+1
		(D) Alt+F2		(D) Ctrl+F1
		≥ 21. Sales Tax Ledger falls under which Group?		32. Which group [Under] should be selected for TDS on Advertisement A/C?
i		(A) Sales	-	(A) Indirect Expenses
		(B) Purchases	-	
2	_	(C) Indirect Expenses (D) Duties and Taxes		(B) Indirect Incomes
ł	~	22. The shortcut key to quit from Tally is		(C) Sundry Creditors
		(A) $Ctrl + Q$		(D) Duties and Taxes
1		(B) $Ctrl + M$		33. While exporting Ledgers from Tally to Web page, we use
A		(C) $Ctrl + P$ (D) $Ctrl + L$		(A) ASCII Format
-		23. What is the full form of TCS?		(B) HTML Format
-		(A) Tax Collected at Source		
		(B) Tax collected from Sales		(C) SDF Format
		(C) Tax Consumption at Source - (D) Tax Collected by Staff		(D) XML Format
-	-12-	24.What is TAN?	-1	34. Company restore option is available in
_		(A) Tax Absorb Number		(A) Configuration
		(B) Tax Assignment Number	1	(B) Company Features
		(C) Tax Account Number (D) Tax Assessment Number		
-		25. The shortcut used for Sales Order is		(C) Company Information
		(A) Alt + F4	1	(D) Both A & B
		(B) Alt +F5		35. To hide the name of the Company you need to define
-		(C) Alt +F7 (D) Alt + F8		(A) Tally Vault Password
-		26. Voucher class is a predefined voucher type that helps to		(B) Tally Audit
_	_	(A) Automatic Entry		(C) Create at least one User
	1.10	(B) Automatic Calculation		
-	~	(C) Minimize Errors (D) All of these		(D) Security Control
_		27.Service Tax Report can be seen from		36. Goods returning to a Creditor after challan but before bill we need to pass
		(A) Display > Statutory Reports		(A) Debit Note
	~~~~	(B) Display > Statutory Masters	-	(B) Receipt Note
-	·	<ul> <li>(C) Display &gt; Account Books</li> <li>(D) Display &gt; Day Book</li> </ul>		
_		28. What is the utility of Tally Vault Password?		(C) Rejection In
	~~~~	(A) It will not shows the company name in the company select list		(D) Rejection Out
1		(B) It will lock all voucher entries for that company		37. There are predefined ledgers.
-		(C) It will lock the period of company(D) Both a and b	-	(A) One
		29.Discount Column is available in		(B) Two
		(A) Accounting Voucher		
-		(B) Sales Invoice		(C) Three
		(C) Purchase Invoice (D) Both b and c		(D) Four
1	1	30. Which option from Company Info.menu is selected to create a new Company in Tally?	,	38. Which option is used to exit Tally?
1	- i	(A) Create Company		(A) Exit
-		B) Create		
		C) New Company		(B) Quit
ŀ		D) Company Create 11 is the shortcut to purchase voucher from Accounting Vouchers in Tally.		(C) Close
ł	-			(D) Shut company
	6	A) F8		
11				

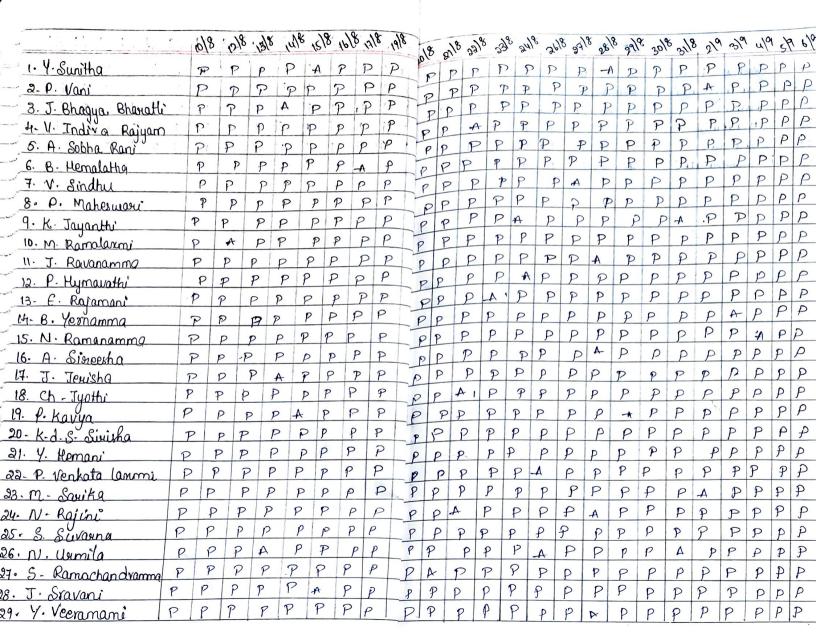
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	 is the shortcut to rejection out from Inventory Vouchers in Tally. 		(A) Alt+1-4	
	(A) Alt+F6		(B) Alt+F5	
	(B) Alt+F8	1	(C) Alt+ $F7$	
	(C) Alt+F9	- :	(D) $Alt+F10$	
	(D) Ctrl+F6	F	47. Which option is used to view Stock Items or Group Summary?	
	40. Which option is used in Tally to make changes in created company?	T	(A) Display	
	(A) Select Company	7	(B) Statutory Books	
	(B) Shut Company		(C) Accounts Books	
	(C) Alter		(D) Inventory Books	
	(D) None of these		48 is the shortcut to journal from accounting vouchers in tally.	
	41. Which of the following is not compulsory to create while entry in Accounts with		(A) F7	
	Inventory?		(B) F8	
	(A) Stock Groups	3	(C) Alt+F1	
	(B) Stock Categories	-	(D) Ctlr+ ^[7]	
	(C) Stock Items		49. Amount payable as TDS can be known by which report in Tally?	
	(D) Units of Measure		(A) E-Return	
	42. To create a sales voucher in tally, you have to press		(B) Form-26	
	(A) F5		(C) Computation	
	(B) F6		(D) Print Form 16A	
	(C) F7		50. How can data be imported in tally?	
	(D) F8		(A) Depends on number of companies	
	43. Which of the following user type can view audit list?		(B) One company to another company created within Tally Package	
	(A) Administrator		(C) Other programs - a spreadsheet or a database file.	
	(B) Owner		(D) Both B and C	
	(C) Tally Vault			
	(D) Data Entry			
	44. Which option is used to view VAT or TDS computation?			
	(A) Accounts Books			
~~~	(B) Display	-		
	(C) Inventory Books			
	(D) Statutory Books	-		
	45. Which option is used to move from one company to another when more than one	4		
	companies are open?			
7	(A) Company			
	(B) Company Info.		1	
	(C) Select Company		1	
	(D) Shut Company	-	1	
	46 is the shortcut to physical stock verification from Inventory Vouchers in Tally.			
11 -				

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	15/7	16/7	17/7	18/7	1913	1 Jola	n	1 2	215	25/1	26/7	27/	29/1	3011	31/1	1/8	2/8	318	518	6/8	2/8	8/8	a/8
1. Y. Sunitha	P	P	P	P	P	P	7	P	P	P	-1	P	P	P	P	P	P	P	-A	P.	P	P	P
- 2. P. Vari	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R	P	P			P
3. J. Bhagya Bharatti	P	P	P	P	P	P	P	Te	P	P	P	P	P	P	P	P	P	P		1			P-
- 4. V. Indian Rajyam	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	-		P.	P	P:
5. A. Sobha Ranju	P	P	P	P	P	P	P	TP		P	P	P	P	P	P	P	A	P	P	P.	P	1	P
6. B. Hemolatha	P	4	P	P	P	P	P	F	-	P	1×1	P	P	P	P	P	P	P	P.	1-1	·P	P.	P
7. V-Sindhy	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	+ +	P
8. P. Maheswari	2	P	P	P	P	P	P	E	-		P	P	P	-1	P	P	P	P	P	P	P		P
9. K. Jayanthi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10. M. Ramalarmi	P	P	P	P		P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	1	
11. J. Ravanamma	P		A	P	P	P	P	P	P	P	P	P	P	Р	P	P	P	P	P	P	P	1	<u>P_</u>
12. P. Humavathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
13. E. Rajamani	P	P	P	P	P	A	P	P	P	P	P	P	P	P	Р	Р	Р	P	P	P	P	P	P
14. B. Yernamma	+	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Р	A
15N. Ramanamma	P	P	P	P	P	P	P	A	P	P	P	$\mathcal{P}$	P	Р	P	P	P	P	P	P	Р	· ·	Р
16. A. Sircetha	P	P	P	P	P	P	P	P	P	P	P	P	Р	Р	A	Ρ	P	P	P	P	P	P	P
17. J. Jesuisha	P	P	P	P	P	P	P	P	P	P	P	P	Р	P	P	A	P	P	P		1	P	P
18. ch. Jyothi	P	P	A	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17. P. Kavya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
20. K.d.s Sirisha	P	A	P	P	12	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21. Y- Hemani	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
22. P. Venkata, Laxmi	P	P	P	P	P	P	P	P	P	P	Ρ	Р	P	P	P	P	P	P	P	P	A	P	P
23. M - Sanika	P	1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
24. N. Rajihi	P	P	P	P	P	P	P	P	P	P	P	Р	P	P	P	P	P	P	P	P	P	P	P
25. S. Swang	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
26. N. Vrmila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
27. S. Ramachandrammy	P	EH		A	P	P	P	P	,P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28. J. Sravani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	2	P	P
29. Y. Vecramani	P	Pl.	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
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	31.	A	· Sa	rdh	u (). (	Rani		P	P	P	1			8	P		P	-		P	P	P	P	P	P	P		P	P	P.	,P	-
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	34.						1	LA.	P	P	P	PI	P	P	PI	P	P	P	P	P	P	P	-1	P	P	P	P	P	P	P	P	-
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1. Y. Sumitha	P	P	P	R	P	P	R	P	P	P	P	P	-A	P	kan int			trees
2. P. Vani	P	P.	P	P	P	P	P	P	P	P	P	7	P	P	9 192		i. Bu	1.
3. J. Bhaqua, Bharatti	P	P	P	A	P	P	P	P	P	P	P	P	P	P	1			10
4. V. Indira Bainam	P	P	P	P	P	P	P.	P	P	A	P	P	P	P				in
3 - J. Bhagya, Bharatti 4. V. Indira Rajyan 5. A. Sobha, Irami	P	P	P	P	PI	P'	P	P	P	P	P	P	P	P	4			adar.
6. B. Kemalatha	P	P	P	P	PI	P	P	P	E	P	P	P	P	P			1	an a
7. V. Sindhy	P	P	P	P	P	P	P	P	P	A	P	P	P	P				
8. P. Maheswari	P	P	P	P	A	P	P	P	P	P	P	P	P	P				
9. K. Jayam thi	P	P	P	P	P	P	P	P	E	P			A	P				
9. K. Jayamthi 10. M. Ramalakéhni	P	P	A	P	P	P		_	P	P	P	P	P	P				
11. J. Rovanaroma	P	P	P	P	P	A	Р	P	P	P	P	P P	P	P				
12. P. Hymanathi	P	P	P	P	P	P	₽	р	P	P	P		P	P				
13. E - Rajamani	P	P	P	P	P	P	P	P	P	P		P	P	P	17. 13			
12. B. Vernamma	P	P	A	P	P	P	P	P	8	P	P	P	P	P				
15. N. Ramanamma	P	P	P	P	P	P	P	$\mathcal{P}$	P	8	A	P	P	P		1		
16. A. Sireesha	P	A	P	P	P	P	P	P	P	P	P	P	P	P			-	
17- J- Jeuisha	P	P	P	P	P	P	P	P	8	P.	P	A	P	P				
18. Ch. Jyothi 19. P. Kavya	P	P	P	P	P	Э	P	P	P	·P	P	P	P	P				
19- P. Kavya	P	P	P	P	P	P	P	P	P	A	P		P	P				
20 - K.d. S SIMisha	P	P	P	A	P	P	P	P	P			A	P	P				
21. 4. Kemani	P	P	P	P	P	P	P	P	P	P		P	P	P				
22. P. Venhata lanmi	P	P	8	P	P	A	P	P	11	\$		P	P	P				
22. M. Sarika	P	P	P	P	P	P	P	P	P	1		P	P	P				
24. N. Rojini	P	A .	P	P	P	P	P	P	F		P		8	P		-		
24. N. Rojini 25. S. Swanna	P	P	P	P	P	P	P	P	F			P	P	P				
26. N. Urmila	P	P	P	P	P	P	P	P	1	+ F			P				21 7	in the
27. S. Ramacham Avamma	P	9	P	P	P	P	P	P		PF	/			P				
28. J. Sravani	P	P	P	A	P	Р	P	P		2 5	2 P			P	-			
29. Y. Veeramani	P	P	P	P	P	P	P	lp	P	P	A	J.P	P	₽				÷

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30.P. Nooka, Ratnam	P	P	NP	1 P	P	P	P	p.	P	2	P	P	P	P		
31. A. Sandhue Rami	P	1	1		1	P	PI		P	P	P		P	P		10
31. A. Sandhye. Romi 32. J. Pavani	P	P		P	P	P	P	P	P	P	P		P	P		
33. T. Madhuni	P	P	P	0	P	-A	P	PT	-A	P	P		P	P		
34- J. Bhanathi	P	p	P	A	P	P	P	P	P	P	P	P	P	P		1
35. M. Sanaswathi	P	P	1	P	P		PI		P	P	P	P	P	P		
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## <u>VISAKHA GOVT. DEGREE COLLEGE (W)</u>

#### MOCK TEST

(2019-20)Marks: 50 Time: 1hr 1. Sales Tax Ledger falls under which Group? (A) Sales (B) Purchases (C) Indirect Expenses (D) Duties and Taxes 2. The shortcut key to quit from Tally is (A) Ctrl + O~~ (B) Ctrl + M (C) Ctrl + P (D) Ctrl + L3. What is the full form of TCS? J ..... (A) Tax Collected at Source (B) Tax collected from Sales ----(C) Tax Consumption at Source (D) Tax Collected by Staff ~----4. What is TAN? ----(A) Tax Absorb Number (B) Tax Assignment Number ~~ (C) Tax Account Number (D) Tax Assessment Number ---5. The shortcut used for Sales Order is (A) Alt + F4 _---(B) Alt +F5 (C) Alt +F7 (D) Alt + F8 6. Voucher class is a predefined voucher type that helps to ----(A) Automatic Entry (B) Automatic Calculation (C) Minimize Errors (D) All of these 7.Service Tax Report can be seen from (A) Display > Statutory Reports (B) Display > Statutory Masters (C) Display > Account Books (D) Display > Day Book 8. What is the utility of Tally Vault Password? (A) It will not shows the company name in the company select list (B) It will lock all voucher entries for that company (C) It will lock the period of company (D) Both a and b 9.Discount Column is available in (A) Accounting Voucher (B) Sales Invoice (C) Purchase Invoice (D) Both b and c 10. Which option from Company Info.menu is selected to create a new Company in Tally? (A) Create Company (B) Create (C) New Company (D) Company Create

is the shortcut to delivery note from Inventory Vouchers in Tally. 11. (A) Alt+F6 (B) Alt+F8 (C) Alt+F9 (D) Ctrl+F7 12. Tally package is developed by (A) Microsoft (B) Adobe Software (C) Apple Software (D) Tally Solutions 13.Single Entry mode is applicable for (A) Payment Voucher (B) Contra Voucher (C) Receipt Voucher (D) All of these 14. We can create multiple users in Tally activating (A) Tally Audit (B) Use Security Control (C) Both a and b (D) All of these 15. The shortcut used to activate calculator is (A) Ctrl + A (B) Ctrl + B (C) Ctrl + M(D) Ctrl + N 16. Voucher Class for Interest calculation created based on (A) Debit and Credit Note (B) Journal Voucher (C) Receipt and payment Voucher (D) Both a and b 17.Transfer of materials from one godown to another godown, use (A) Stock Journal (B) Purchase Journal (C) Manufacturing Journal (D) Both a and b 18. To remove a line at all reports screen, shortcut is (A) Alt + R(B) Alt + S (C) Alt + 1(D) Alt + T 19.In which voucher type credit purchase entry is posted in Tally? (A) F5:Payment (B) F6:Receipt (C) F7:Journal (D) F9:Purchase 20.We can see list of Memorandum Vouchers from (A) Accounts Books (B) Cash/Bank Books (C) Exception Reports (D) Trial Balance 21.Recording of actual stock as physically verified or counted is done through (A) Sales (B) Journal (C) Stock Journal (D) Physical Stock 22.Branch/Division is a group defined under (A) Assets

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which is but the arm - is there a

| (B) Expenditure | 34. Company restore option is available in |
|---|---|
| (C) Income | (A) Configuration |
| (D) Liabilities | |
| - 23.In which voucher type entry is done for TDS calculations? | (C) Company Information |
| (A) F4:Contra | (D) Both A & B |
| (B) F5:Payment | 35. To hide the name of the Company you need to define |
| (C) F6:Receipt | |
| - (D) F7:Journal | (B) Tally Audit |
| 24.Trial balance is prepared on basis. | (C) Create at least one User |
| (A) Monthly | (D) Security Control
36. Goods returning to a Creditor after challan but before bill we need to pass |
| (B) Annually | 36. Goods returning to a Creditor after chainan but before bill we need to puss |
| (C) Half yearly | (A) Debit Note |
| _ (D) Any of the above | (B) Receipt Note |
| 25 is the shortcut to purchase voucher from Accounting Vouchers in Tally. | (C) Rejection In |
| (A) F8 | (D) Rejection Out
37. There are predefined ledgers. |
| (B) F9 | |
| | (A) One |
| (D) $Ctr]+F1$ | (B) Two |
| 26. To active MRP feature from Gateway of Tally initially we need to press | - (C) Three |
| - (A) F10 | (D) Four |
| | 38. Which option is used to exit Tally? |
| (C) F12 | (A) Exit |
| (D) $Alt + Fl$ | (B) Quit |
| 27. We can see list of Memorandum Vouchers from | (C) Close |
| (A) Accounts Books | (D) Shut company |
| (B) Cash/Bank Books | 39 is the shortcut to rejection out from Inventory Vouchers in Tally. |
| (C) Execution Bonorto | (A) Alt+F6 |
| | - (B) Alt+F8 |
| is the unified or counted is done unrough | (C) Alt+F9 |
| (A) Sales | (D) Ctrl+F6 |
| (A) Sales | 40. Which option is used in Tally to make changes in created company? |
| (C) Stock Journal | (A) Select Company |
| (D) Physical Stock | - (B) Shut Company |
| (D) Finysteal Stock | (C) Alter |
| 29. In which voucher type entry is done for TDS careful and the | (D) None of these |
| (A) F4:Contra | 41. Which of the following is not compulsory to create while entry in Accounts with |
| (B) F5:Payment | Inventory? |
| (C) F6:Receipt | (A) Stock Groups |
| (D) F7: Journal | (A) Stock Cloups
(B) Stock Categories |
| 30. Which shortcut key is used for Select Company in Tally? | |
| (A) F1 | C) Stock Items |
| (B) F3 | (D) Units of Measure |
| (C) Alt+F1 | 42. To create a sales voucher in tally, you have to press |
| - (D) Alt+F2 | (A) F5 |
| (D) Alt+F2 31 is the shortcut to purchase voucher from Accounting Vouchers in Tally. | (B) F6 |
| (A) F8 | - (C) F7 |
| (B) F9 | (D) F8 |
| (C) Alt+F1 | 43. Which of the following user type can view audit list? |
| | (A) Administrator |
| (D) Ctrl+F1 | |
| 32. Which group [Under] should be selected for TDS on Advertisement A/C? | (B) Owner |
| (A) Indirect Expenses | - (C) Tally Vault |
| (B) Indirect Incomes | (D) Data Entry |
| (C) Sundry Creditors | 44. Which option is used to view VAT or TDS computation? |
| (D) Duties and Taxes | (A) Accounts Books |
| 33. While exporting Ledgers from Tally to Web page, we use | (B) Display |
| s), while exporting Ledgers from rany to web page, we doe | |
| (A) ASCII Format | (C) Inventory Books |
| (B) HTML Format | (D) Statutory Books |
| (C) SDF Format | 45. Which option is used to move from one company to another when more than on |
| (D) XML Format | companies are open? |
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| _ (D) Ctrl+F1 | (C) Three |
| 26. To active MRP feature from Gateway of Tally initially we need to press | (D) Four |
| (A) F10 | 38. Which option is used to exit Tally? |
| (B) F11 | (A) Exit |
| (C) F12 | (A) LAT
(B) Quit |
| $(D) \operatorname{Alt} + F1$ | (C) Close |
| 27. We can see list of Memorandum Vouchers from | (c) Close |
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(A) Company (B) Company Info. (C) Select Company 46. \_\_\_\_\_\_ is the shortcut to physical stock verification from Inventory Vouchers in Tally. (A) Alt+F4 (B) Alt+F5 (C) Alt+F7 (D) Alt+F10 47. Which option is used to view Stock Items or Group Summary? (A) Display (B) Statutory Books (C) Accounts Books (D) Inventory Books \_\_\_\_\_ is the shortcut to journal from accounting vouchers in tally. 48. (A) F7 (B) F8 (C) Alt+F1 (D) Ctlr+F1 49. Amount payable as TDS can be known by which report in Tally? (A) E-Return (B) Form-26 (C) Computation (D) Print Form 16A 50. How can data be imported in tally?

(A) Depends on number of companies

(B) One company to another company created within Tally Package

(C) Other programs - a spreadsheet or a database file.

(D) Both B and C