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   Course Coordinator

Smt.Y.Lakshmi   Dr.P.Johncornelius

Lect.in Commerce   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
- Tally audit feature

2. Accounting Information
- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

3. Inventory Information
- Inventory configuration & features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- 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)

#	Name	21/6	22/6	23/6	24/6	25/6	27/6	28/6	29/6	30/6	1/7	02/7	04/7	05/7	06/7	08/7	11/7	12/7	13/7	14/7	15/7	16/7
1.	N. Karuna Kumar	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P
2.	P. Sumathi	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
3.	M. Nookaratnam	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
4.	D. Gayathri	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
5.	B.V.P.S. Aswini	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
6.	K. Srilatha	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A
7.	V. Nirmala	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
8.	L. Sravani	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
9.	B. Hemalatha	P	A	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P
10.	B. Monika Kumari	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
11.	Ch. Kumari	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
12.	G. Kanaka Mahalakshmi	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P
13.	M. Annapurna	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
14.	K. Lokeswari	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
15.	M. Bharathi	P	P	P	A	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	A
16.	P. Ramadevi	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P
17.	Ch. Sai Durga	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P
18.	M. Hemalatha	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
19.	B. Kumari	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
20.	P. Aparna	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
21.	K. Venkatalakshmi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
22.	A. Mani Deepika	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
23.	N. Ratnam	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24.	P. Durga	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
25.	T. Tharuja	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A
26.	Y. Kanaka mahalakshmi	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
27.	Ch. Adi Lakshmi	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
28.	S. Bhavani	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
29.	Y. Ramya	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A

#	Roll	Name	21/6	22/6	23/6	24/6	25/6	27/6	28/6	29/6	29/6	1/7	2/7	4/7	5/7	6/7	8/7	11/7	12/7	13/7	14/7	15/7	16/7	17/7
1	30	K. Bhavani	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
2	31	T. Bhavani	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
3	32	G. Surya Lakshmi	P	A	P	P	P	P		P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
4	33	K. Hymavathi	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5	34	G. Maheswari	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
6																								
7																								
8																								
9																								
10																								
11																								
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19																								

Attendance Register

#	Name	18/7	19/7	20/7	21/7	22/7	23/7	25/7	26/7	27/7	28/7	29/7	30/7	31/7	1/8	2/8	3/8	4/8	8/8	11/8	16/8
1	N. Karuna Kumari	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P
2	P. Sumathi	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P
3	M. Nookaratnam	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
4	D. Gayathri	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
5	B.V.P.S. Aswini	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
6	K. Srilatha	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A
7	V. Nirmala	P	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	A	P	P	P
8	L. Sravani	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P
9	B. Hemalatha	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
10	B. Monika Kumari	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
11	Ch. Kumari	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
12	G. Karakamahalakshmi	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
13	M. Annapurna	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P
14	K. Lokeswari	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
15	M. Bharathi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
16	P. Ramadevi	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
17	Ch. Sai Durga	A	P	P	A	P	P	P	A	P	P	P	A	A	P	A	P	A	P	P	P
18	M. Hemalatha	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	B. Kumari	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
20	P. Aparna	P	A	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P
21	K. Venkatalakshmi	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
22	A. Mani Deepika	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
23	N. Ratnam	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P
24	P. Durga	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A
25	T. Thanuja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
26	Y. Kanakamahalakshmi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A
27	Ch. Adilakshmi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	S. Bhavani	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	A	P	P
29	Y. Ramya	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P

No	Name	19/7	20/7	21/7	22/7	23/7	25/7	26/7	27/7	28/7	30/7	01/8	03/8	04/8	05/8	06/8	07/8	09/8	10/8	11/8	16/8	17/8	17/8	25/8	22/8
30	K Bhavani	P	P	P	A	A	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
31	T Bhavani	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
32	G.Surya Lakshmi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
33	K Hymavathi	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
34	G.Maheswari	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A

Attendance Register

S.No	Name	17/8	19/8	20/8	22/8	23/8	25/8	26/8	27/8	29/8	30/8	31/8	01/9	03/9	06/9	04/9					
1.	N. Karuna Kumari	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P		P	P	P
2.	P. Sumathi	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
3.	H. Nookaratnam	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
4.	D. Grayathri	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
5.	B.V.P.S Aswini	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
6.	K. Srilatha	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	A		
7.	V. Nirmala	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	
8.	L. Sravani	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P		
9.	B. Hemalatha	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P		
10.	B. Mounika Kumari	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P		
11.	Ch. Kumari	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P		
12.	G. Kanakamahalaxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
13.	M. Annapurna	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
14.	K. Lokeswari	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A					
15.	M. Bharathi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P					
16.	P. Ramadevi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P				
17.	Ch. Sai Divya	P	P	P	P	P	A	P	A	P	P	P	A	P	A	P	P				
18.	M. Hemalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
19.	B. Kumari	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P					
20.	P. Aparna	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P					
21.	K. Venkata laxmi	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A					
22.	A. Manideepika	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A					
23.	N. Ratnam	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
24.	P. Durga	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P					
25.	T. Thanuja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P				
26.	Y. Kanakamahalaxmi	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P					
27.	Ch. Adilaksmi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P					
28.	S. Bhavani	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	P				
29.	Y. Ramya	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P				

	23/8	24/8	26/8	27/8	29/8	30/8	31/8	01/9		
30. K. Bhavani	P	P	P	A	P	P	P	A	P	
31. T. Bhavani	A	P	P	P	P	P	A	P	P	
32. G. Surya lakshmi	P	P	A	P	P	P	P	P	P	
33. K. Hymavathi	P	P	P	P	P	P	P	P	P	P
34. G. Maheswari	P	A	P	P	P	P	P	A	P	

	06/9	07/9	8/9	9/9
30 K. Bhavani	P	P	P	P
31 T. Bhavani	P	P	P	P
32 G. Surya lakshmi	P	P	P	P
33 K. Hymavathi	P	P	A	P
34 G. Maheswari	P	P	P	P

Time: 1hr

Marks: 50

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 + 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

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

11.____ is the shortcut to delivery note from Inventory Vouchers in Tally.

(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 + I

(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

(B) Expenditure

(C) Income

(D) Liabilities

23. In which voucher type entry is done for TDS calculations?

(A) F4:Contra

(B) F5:Payment

(C) F6:Receipt

(D) F7:Journal

24. Trial balance is prepared on _____ basis

(A) Monthly

(B) Annually

(C) Half yearly

(D) Any of the above

25. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.

(A) F8

(B) F9

(C) Alt+F1

(D) Ctrl+F1

26. To active MRP feature from Gateway of Tally initially we need to press

(A) F10

(B) F11

(C) F12

(D) Alt + F1

27. We can see list of Memorandum Vouchers from

(A) Accounts Books

(B) Cash/Bank Books

(C) Exception Reports

(D) Trail Balance

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

(A) Sales

(B) Journal

(C) Stock Journal

(D) Physical Stock

29. In which voucher type entry is done for TDS calculations?

(A) F4:Contra

(B) F5:Payment

(C) F6:Receipt

(D) F7:Journal

30. Which shortcut key is used for Select Company in Tally?

(A) F1

(B) 13

(C) Alt+F1

(D) Alt+F2

31. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.

(A) F8

(B) F9

(C) Alt+F1

(D) Ctrl+F1

32. Which group [Under] should be selected for TDS on Advertisement A/C?

(A) Indirect Expenses

(B) Indirect Incomes

(C) Sundry Creditors

(D) Duties and Taxes

33. While exporting Ledgers from Tally to Web page, we use

(A) ASCII Format

(B) HTML Format

(C) SDF Format

(D) XML Format

34. Company restore option is available in

(A) Configuration

(B) Company Features

(C) Company Information

(D) Both A & B

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

(A) Tally Vault Password

(B) Tally Audit

(C) Create at least one User

(D) Security Control

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

(A) Debit Note

(B) Receipt Note

(C) Rejection In

(D) Rejection Out

37. There are _____ predefined ledgers.

(A) One

(B) Two

(C) Three

(D) Four

38. Which option is used to exit Tally?

(A) Exit

(B) Quit

(C) Close

(D) Shut company

39. _____ is the shortcut to rejection out from Inventory Vouchers in Tally.

(A) Alt+F6

(B) Alt+F8

(C) Alt+F9

(D) Ctrl+F6

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

(A) Select Company

(B) Shut Company

(C) Alter

(D) None of these

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

Inventory?

(A) Stock Groups

(B) Stock Categories

(C) Stock Items

(D) Units of Measure

42. To create a sales voucher in tally, you have to press _____

(A) F5

(B) F6

(C) F7

(D) F8

43. Which of the following user type can view audit list?

(A) Administrator

(B) Owner

(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

companies are open?

(A) Company

(B) Company Info.

(C) Select Company

(D) Shut 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

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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S.No	Name	10/7	11/7	12/7	13/7	14/7	15/7	17/7	18/7	19/7	20/7	21/7	22/7	24/7	25/7	26/7	27/7	28/7	29/7	31/7	1/08	2/8	3/8	4/8	5/8	8/8	9/8
1	A. Aruna	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
2	A. Pushpa Latha	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P
3	A. Nagamani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
4	A. Lily	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
5	A. Pushpa	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
6	B. Alekya	P	P	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P
7	B. Sravanthi	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	A	P	P
8	B. Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
9	B. Sandya Rani	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
10	B. Kanaka Maha lakshmi	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
11	B. Indhu Madhavi	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
12	B. Madhu Rani	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
13	Ch. Rama Ratnam	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
14	Ch. Pallavi	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
15	C. heera Kumari	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
16	D. Vasantha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
17	D. Annapoorna	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P
18	E. Satya karuna	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
19	G. Dhana Lakshmi	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
20	G. Sabitha	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
21	G. Venkata lakshmi	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
22	G. Sony	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	G. Revathi	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P
24	G. Hemalatha	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
25	K. Lakshmi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
26	K. Aruna	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
27	K. Ratna kumari	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P
28	K. Vijaya lakshmi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	K. Moumika	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P

Attendance Register

No.	Name	10/7	11/7	12/7	13/7	14/7	15/7	17/7	18/7	19/7	20/7	21/7	22/7	24/7	25/7	26/7	28/7	29/7	31/7	1/8	2/8	3/8	4/8	5/8	8/8	9/8	10/8
30	K. Hima Bindhu	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	D	P	P	P	A	P	P	P	P	P	P
31	K. Sudha Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	D	P	A	P	P	D	A	D	P	P	P
32	K. Kota Lakshmi	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	A
33	K. Ramya	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
34	K. Vara Lakshmi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	A	P	P	A	P	A	P	P	P	P
35	K. Ramya	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	A
36	L. Sneha	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	D	P	P	P	P	A
37	M. Radha	P	P	P	P	A	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	D	A	P
38	M. Keerthi	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	D	P	P	P	P	P	P	P	P
39	N. Lavanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	A	P	P	P	A
40	N. Lakshmi	P	P	P	P	A	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A
41	O. Manju	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	D	P	P	P	P	A	P	P	A	P
42	P. Usharani	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	D	P	P	P	P	A	P	P	P	P	P
43	P. Sai Parvathi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
44	P. Sai Gayathri	P	A	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P
45	P. Bharathi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	P. Uma Shalini	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
47	P. Aparna	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P
48	P. Mani	P	P	P	A	P	P	P	P	P	P	P	P	P	P	D	A	P	P	A	P	P	P	P	P	P	P
49	P. Trilochana	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P
50	R. Neeharika	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P
51	R. Yesu Divya	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	S. Kavitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A
53	S. Nirosha	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P
54	S. Priyanka	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
55	S. Noolka	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
56	S. Tulasi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
57	T. Lakshmi	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
58	T. Divya Neeraja	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P

#	Name	10/7	11/7	12/7	13/7	14/7	15/7	17/7	18/7	19/7	20/7	21/7	22/7	24/7	25/7	26/7	27/7	28/7	29/7	31/7	1/8	2/8	3/8	4/8	5/8	8/8	9/8	10/8	16/8	17/8
59	T. Syamala	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
60	T. Rohini	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A
61	T. Vijaya Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
62	V. Kusuma	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P
63	Y. Krishna Devi	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
64	Y. Sandya	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
65	Y. Sirisha	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
66	Y. Suvarna	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	A	A	P	P	P	P	A	P	P	A	P	P	A	P

Name	10/8	16/8	17/8	18/8	19/8	21/8	22/8	23/8	24/8	28/8	30/8	31/8	1/9	4/9	6/9	7/9	8/9	11/9	12/9	13/9	14/9	18/9	19/9	20/9	21/9	22/9	25/9	26/9
1. A. Aruna	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
2. A. Pushpa latha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
3. A. Nagamani	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
4. A. Lily	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A
5. A. Pushpa	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	T	A	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	P	P	P	P	P	P	P
7. B. Sravanthi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P
8. B. Lakshmi	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P
9. B. Sandya Rani	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A
10. B. Kanaka Mahalakshmi	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
11. B. Indhu Madhavi	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
12. B. Madhu Rani	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13. Ch. Rama Ratnam	P	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
14. Ch. Pallavi	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15. C. heera kumari	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16. D. Vasantha	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P
17. D. Annapoorna	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
18. G. Satya Karuna	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A
19. G. Dhana Lakshmi	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
20. G. Sabitha	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P	A	P	P	P	P
21. G. Venkata lakshmi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
22. G. Sony	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
23. G. Revathi	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
24. G. Hemalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
25. K. Lakshmi	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
26. K. Aruna	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27. K. Ratna kumari	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A
28. K. Vijaya lakshmi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29. K. Mounika	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P

Attendance Register

No.	Name	16/8	17/8	18/8	19/8	21/8	22/8	23/8	24/8	28/8	29/8	30/8	31/8	4/9	5/9	7/9	8/9	11/9	12/9	13/9	14/9	19/9	19/9	20/9	20/9	23/9	25/9	23/10	7/10	5/10	6/10
30	K. Hima bindhu	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	K. Sudha Rani	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
32	K. Kota lakshmi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
33	K. Ramya	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
34	K. Vara lakshmi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A
35	K. Ramya	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	L. Sneha	P	P	P	P	P	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
37	M. Radha	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
38	M. Keerthi	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
39	N. Lavanya	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P
40	N. Lakshmi	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	O. Manju	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
42	P. Usharani	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
43	P. Sai Parvathi	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
44	P. Sai Grayathri	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	A
45	P. Bharathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
46	P. Uma Shalini	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P
47	P. Aparna	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
48	P. Mani	P	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	P	P
49	P. Trilochana	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
50	R. Neeharika	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P
51	R. Yesu Divya	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
52	S. Kavitha	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
53	S. Nirosha	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
54	S. Priyanka	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A
55	S. Nooka Ratnam	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
56	S. Tulasi	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
57	T. Lakshmi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
58	T. Divya Neeraja	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P

No.	Name	18/8	19/8	21/8	22/8	23/8	24/8	28/8	29/8	30/8	31/8	1/9	4/9	6/9	7/9	8/9	11/9	12/9	13/9	16/9	18/9	19/9	20/9	21/9	2/9	25/9	26/9	3/10	4/10	5/10	6/10	7/10
59.	T. Syamala	P	P	P	P	P		P	P	P	P	A	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	A	A
60.	T. Rohini	T	P	P	P	P	P	P	P	A	P	P	P		P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
61.	T. Vijaya Lakshmi	P	P	P	P	P	P	P	P	P	P	A	P		A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
62.	V. Kusuma	P	P	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	A	P
63.	Y. Krishna Devi	P	P	P	P	P	P	P	P	P	P	A	P		P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A
64.	Y. Sandya	P	A	P	P	P	P	P	P	P	P	A	P		P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
65.	Y. Sirisha	P	P	P	P	P	P	P	P	P	P	P	A		P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	A
66.	Y. Suvarna	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	D

	3/10	4/10	5/10	6/10	7/10
1. A. Aruna	P	P	P	P	P
2. A. Pushpa latha	P	P	P	P	P
3. A. Nagamani	A	P	P	A	P
4. A. Lily	P	P	P	P	P
5. A. Pushpa	P	P	P	P	P
6. B. Alekya	P	P	P	P	P
7. B. Sravanthi	P	P	P	P	P
8. B. Lakshmi	P	P	P	P	P
9. B. Sandya Rani	P	P	P	P	A
10. B. Kanaka Maha lakshmi	P	P	P	P	P
11. B. Indhu madhavi	P	P	P	P	P
12. B. Madhu Rani	P	P	P	A	P
13. Ch. Rama Ratnam	P	P	P	P	P
14. Ch. Pallavi	P	P	P	P	A
15. C. heera kumari	P	P	P	P	P
16. D. Vasantha	P	P	P	P	P
17. D. Annapoorna	P	P	P	P	P
18. E. Satya karuna	P	P	A	P	P
19. G. Dhana Lakshmi	P	P	P	P	P
20. G. Sabitha	P	P	P	P	P
21. G. Venkata lakshmi	P	P	P	P	P
22. G. Sony	P	P	P	P	P
23. G. Revathi	P	P	P	P	P
24. G. Hemalatha	P	P	P	P	P
25. K. Lakshmi	P	A	P	P	P
26. K. Aruna	P	P	P	P	P
27. K. Ratna kumari	P	P	P	P	P
28. K. Vijaya lakshmi	A	P	P	P	P
29. K. Mounika	P	A	P	P	P

1. Which option is used in Tally to make changes in created company?
(A) Select Company
(B) Shut Company
(C) Alter
(D) None of these

2. Which of the following is not compulsory to create while entry in Accounts with Inventory?
(A) Stock Groups
(B) Stock Categories
(C) Stock Items
(D) Units of Measure

3. To create a sales voucher in tally, you have to press _____
(A) F5
(B) F6
(C) F7
(D) F8

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

5. Which option is used to view VAT or TDS computation?
(A) Accounts Books
(B) Display
(C) Inventory Books
(D) Statutory Books

6. Which option is used to move from one company to another when more than one companies are open?
(A) Company
(B) Company Info.
(C) Select Company
(D) Shut Company

7. _____ is the shortcut to physical stock verification from Inventory Vouchers in Tally.
(A) Alt+F4
(B) Alt+F5
(C) Alt+F7
(D) Alt+F10

8. Which option is used to view Stock Items or Group Summary?
(A) Display
(B) Statutory Books
(C) Accounts Books
(D) Inventory Books

9. _____ is the shortcut to journal from accounting vouchers in tally.
(A) F7
(B) F8
(C) Alt+F1
(D) Ctlr+F1

10. Amount payable as TDS can be known by which report in Tally?
(A) E-Return
(B) Form-26
(C) Computation

(D) Print Form 16A

11. 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

12. _____ is the shortcut to delivery note from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F7

13. Tally package is developed by
(A) Microsoft
(B) Adobe Software
(C) Apple Software
(D) Tally Solutions

14. Single Entry mode is applicable for
(A) Payment Voucher
(B) Contra Voucher
(C) Receipt Voucher
(D) All of these

15. We can create multiple users in Tally activating
(A) Tally Audit
(B) Use Security Control
(C) Both a and b
(D) All of these

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

17. 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

18. Transfer of materials from one godown to another godown, use
(A) Stock Journal
(B) Purchase Journal
(C) Manufacturing Journal
(D) Both a and d

19. To remove a line at all reports screen, shortcut is
(A) Alt + R
(B) Alt + S
(C) Alt + 1
(D) Alt + T

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

21. We can see list of Memorandum Vouchers from
(A) Accounts Books
(B) Cash/Bank Books
(C) Exception Reports
(D) Trial Balance

22. Sales Tax Ledger falls under which Group?
(A) Sales
(B) Purchases
(C) Indirect Expenses
(D) Duties and Taxes

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

24. 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

25. What is TAN?
(A) Tax Absorb Number
(B) Tax Assignment Number
(C) Tax Account Number
(D) Tax Assessment Number

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

27. Voucher class is a predefined voucher type that helps to
(A) Automatic Entry
(B) Automatic Calculation
(C) Minimize Errors
(D) All of these

28. Service Tax Report can be seen from
(A) Display > Statutory Reports
(B) Display > Statutory Masters
(C) Display > Account Books
(D) Display > Day Book

29. 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

30. Discount Column is available in
(A) Accounting Voucher
(B) Sales Invoice
(C) Purchase Invoice
(D) Both b and c

31. 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

32. Recording of actual stock as physically verified or counted is done through
(A) Sales
(B) Journal
(C) Stock Journal
(D) Physical Stock

33. Branch/Division is a group defined under
(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. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(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 + 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
(A) Sales
(B) Journal
(C) Stock Journal
(D) Physical Stock

40. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal

41. Which shortcut key is used for Select Company in Tally?
(A) F1
(B) F3
(C) Alt+F1
(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

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
(D) Tally Solutions

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
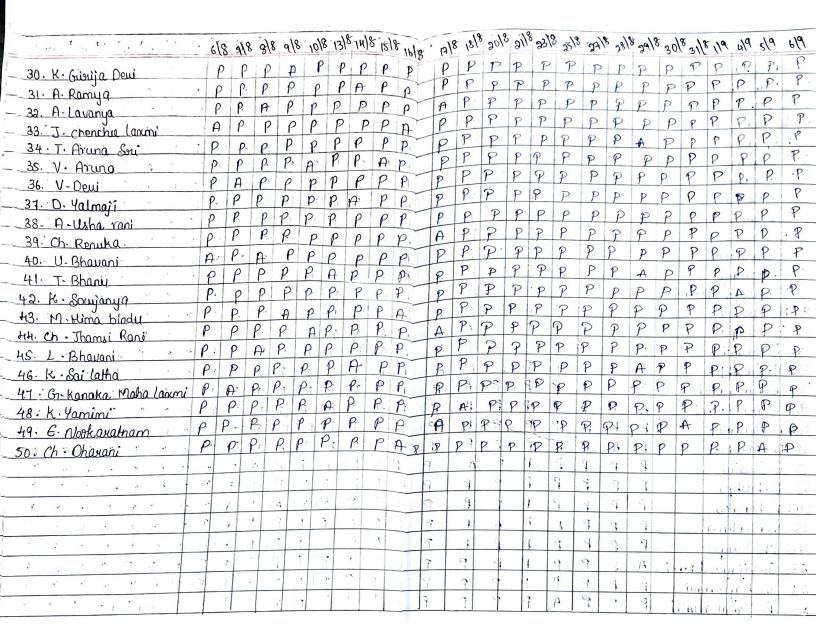(C) Exception Reports
(D) Trial Balance

#	Name	9/7	10/7	11/7	12/7	13/7	14/7	16/7	17/7	18/7	19/7	20/7	21/7	23/7	24/7	25/7	26/7	27/7	30/7	31/7	1/8	2/8	3/8	4/8	6/8
1	T. Anusha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	S. Mamatha	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
3	G. Latha	P	P	A	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P
4	D. Tulasi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
5	P. Aparna	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
6	D. Sravani	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
7	P. Chandana	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
8	P. Vasantha	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P
9	T. Swathi	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
10	D. Preethi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	E. Ramadevi	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
12	Ch. Lavanya	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
13	V. Bhagya Lakshmi	P	P	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P
14	A. Haseena	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	K. Pushpa	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	P. Revathi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	H. Swathi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	B. Ramadevi	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
19	P. Vara Laxmi	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
20	N. Sravani	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
21	N. Haritha	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
22	B. Swathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	D. Pushpa	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
24	P. Renuka	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
25	V. Neelima	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
26	CH. Krupa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	G. Vijaya Laxmi	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	V. Rajeswari	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P
29	P. Kanakavalli	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

	9/7	10/7	11/7	12/7	13/7	14/7	16/7	17/7	18/7	19/7	20/7	21/7	23/7	24/7	25/7	26/7	27/7	30/7	31/7	1/8	2/8	3/8	4/8
30. K. Girija Devi	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
31. A. Ramya	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
32. A. Lavanya	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P
33. J. Chenchu Laxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34. T. Aruna Sri	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35. V. Aruna	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36. V. Devi	P	P	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P
37. D. Yalmaji	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P
38. A. Usha Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
39. Ch. Renuka	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	A
40. U. Bhavani	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
41. T. Bhanu	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
42. K. Soujanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43. M. Hima bindu	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P
44. Ch. Jhansi Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45. L. Bhavani	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46. K. Sai latha	P	P	P	P	A	P	P	P	P	P	A	P	A	A	A	P	P	P	P	P	P	P	P
47. G. Kanaka Mahalaxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
48. K. Yamini	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
49. G. Nookaratnam	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
50. Ch. Dharani	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P

Name	7/8	8/8	9/8	10/8	13/8	14/8	15/8	16/8	17/8	18/8	21/8	23/8	25/8	27/8	28/8	29/8	30/8	31/8	1/9	4/9	5/9	6/9	7/9	10/9	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	P
2. S. Mamatha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
3. G. Latha	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A
4. D. Tulasi	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5. P. Aparna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6. D. Sravani	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
7. P. Chandana	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
8. P. Vasantha	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
9. T. Swathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10. O. Preethi	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	N	P	P	P	P
11. E. Ramadevi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	A	P	A
12. Ch. lavanya	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13. V. Bhagya laxmi	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
14. A. Haseena	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
15. K. Pushpa	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P
16. P. Revathi	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
17. M. Swathi	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18. B. Ramadevi	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19. P. Vara laxmi	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
20. N. Sravani	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
21. N. Haritha	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
22. B. Swathi	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
23. D. Pushpa	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24. P. Renuka	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
25. V. Neelima	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26. Ch. Krupa	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27. G. Vijaya laxmi	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
28. V. Rajeswari	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29. P. Kanakavalli	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Name	6/8	7/8	8/8	9/8	10/8	13/8	14/8	15/8	16/8	17/8	18/8	20/8	21/8	23/8	25/8	27/8	28/8	29/8	30/8	31/8	1/9	4/9	5/9	6/9
30. K. Girija Devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31. A. Ramya	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32. A. Lavanya	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33. J. chenchu laxmi	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
34. T. Aruna Sri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35. V. Aruna	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36. V. Devi	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37. D. Yalmaji	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38. A. Usha rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39. Ch. Renuka	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40. U. Bhavani	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41. T. Bhanu	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
42. K. Soujanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
43. M. Hima bindu	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44. Ch. Jhansi Rani	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45. L. Bhavani	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46. K. Sai latha	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
47. G. kanaka Maha laxmi	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48. K. Yamini	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
49. G. Nookaratnam	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
50. Ch. Dharani	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P

	17/9	18/9	19/9	20/9	22/9	24/9	25/9	26/9	27/9	28/9
1. T. Anusha	P	P	P	P	P	P	P	P	P	P
2. S. Mamatha	P	P	P	P	P	P	P	P	P	P
3. G. Latha	P	P	P	P	P	P	P	P	P	P
4. D. Tulasi	A	P	P	P	P	P	P	P	P	P
5. P. Aparna	P	P	P	P	P	P	P	P	P	P
6. D. Sravani	P	P	P	P	P	P	P	P	P	P
7. P. Chandana	P	P	P	P	P	P	P	P	P	P
8. P. Vasantha	P	P	A	P	P	P	P	P	P	P
9. T. Swathi	A	P	P	P	P	P	P	P	P	P
10. D. Preethi	P	P	P	P	P	P	P	P	P	P
11. E. Rama devi	P	P	P	P	P	P	P	P	P	P
12. Ch. Lavanya	P	P	P	P	P	P	P	P	P	P
13. V. Bhagya lakshmi	P	P	P	P	P	P	P	P	P	P
14. A. Haseena	P	P	P	P	P	P	P	P	P	P
15. K. Pushpa	P	P	P	P	P	P	P	P	P	P
16. P. Revathi	P	A	P	P	P	P	P	P	P	P
17. H. Swathi	P	P	P	P	P	P	P	P	P	P
18. B. Ramadevi	P	P	P	P	P	P	P	P	P	P
19. P. Vara laxmi	A	P	P	P	P	P	P	P	P	P
20. N. Sravani	P	P	P	P	P	P	P	P	P	P
21. N. Karitha	P	A	P	P	P	P	P	P	P	P
22. B. Swathi	P	P	P	P	P	P	A	P	A	P
23. D. Pushpa	P	P	P	P	P	P	P	P	P	P
24. P. Renuka	P	P	P	P	P	P	P	P	P	P
25. V. Neelima	P	P	P	P	A	A	P	P	P	P
26. Ch. Krupa	P	P	P	P	P	P	P	P	P	P
27. G. Vijaya laxmi	A	P	P	P	P	P	P	P	P	P
28. V. Rajeswari	P	P	P	P	P	P	P	P	P	P
29. P. Kanakavalli	P	P	P	A	P	P	P	P	P	A

	7/9	10/9	14/9	17/9	18/9	19/9	20/9	22/9	24/9	25/9	26/9	27/9	28/9
30. K. Girija Devi	P	P	A	P	A	P	P	P	P	P	P	P	P
31. A. Ramya	P	P	P	P	P	P	P	P	P	P	P	P	A
32. A. Lavanya	P	P	P	A	P	P	P	P	P	P	P	P	P
33. J. Chenchu laxmi	P	P	P	P	P	P	P	P	P	P	P	P	P
34. T. Aruna Sri	P	P	P	P	P	P	P	P	P	P	P	P	A
35. V. Aruna	P	P	P	P	P	P	P	P	P	A	P	P	P
36. V. Devi	P	P	P	P	P	P	P	P	P	P	P	P	P
37. D. Yalmaji	P	P	P	P	P	P	P	P	P	P	A	P	P
38. A. Usharani	P	P	P	P	P	P	P	P	P	P	P	P	P
39. Ch. Renuka	P	P	P	P	P	P	P	P	P	P	P	P	P
40. U. Bhavani	P	P	P	P	P	P	P	P	P	P	P	A	P
41. T. Bhanu	P	P	P	P	P	A	P	P	P	P	P	P	P
42. K. Saujanya	P	A	P	P	P	P	P	P	A	P	P	P	P
43. M. Hima bindu	P	P	P	P	P	P	P	P	P	P	P	P	P
44. Ch. Jhansi Rani	P	P	P	P	P	A	P	P	P	P	P	P	P
45. L. Bhavani	P	P	P	P	P	P	A	P	P	P	P	P	P
46. K. Sai latha	P	P	P	P	A	P	P	P	P	P	P	P	P
47. G. Kanaka maha laxmi	A	P	P	P	P	P	P	P	P	P	P	P	P
48. K. Yamini	P	P	P	P	P	P	P	P	P	P	P	P	P
49. E. Nooka ratnam	P	P	P	P	P	P	P	P	P	P	P	P	A
50. CH. Dharani	P	P	P	P	P	P	P	A	P	P	P	P	P

VISAKHA GOVT. DEGREE COLLEGE (W)

MOCK TEST
(2018-19)

Time: 1hr Marks: 50

1.____ is the shortcut to delivery note from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F7

2. Tally package is developed by
(A) Microsoft
(B) Adobe Software
(C) Apple Software
(D) Tally Solutions

3. Single Entry mode is applicable for
(A) Payment Voucher
(B) Contra Voucher
(C) Receipt Voucher
(D) All of these

4. We can create multiple users in Tally activating
(A) Tally Audit
(B) Use Security Control
(C) Both a and b
(D) All of these

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

6. 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

7. Transfer of materials from one godown to another godown, use
(A) Stock Journal
(B) Purchase Journal
(C) Manufacturing Journal
(D) Both a and b

8. To remove a line at all reports screen, shortcut is
(A) Alt + R
(B) Alt + S
(C) Alt + 1
(D) Alt + T

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

10. We can see list of Memorandum Vouchers from
(A) Accounts Books
(B) Cash/Bank Books
(C) Exception Reports
(D) Trial Balance

11. Recording of actual stock as physically verified or counted is done through
(A) Sales
(B) Journal
(C) Stock Journal
(D) Physical Stock

12. Branch/Division is a group defined under
(A) Assets
(B) Expenditure
(C) Income
(D) Liabilities

13. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal

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

15.____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F8
(B) F9
(C) Alt+F1
(D) Ctrl+F1

16. To active MRP feature from Gateway of Tally initially we need to press

(A) F10

(B) F11

(C) F12

(D) Alt + F1

17. We can see list of Memorandum Vouchers from

(A) Accounts Books

(B) Cash/Bank Books

(C) Exception Reports

(D) Trail Balance

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

(A) Sales

(B) Journal

(C) Stock Journal

(D) Physical Stock

19. In which voucher type entry is done for TDS calculations?

(A) F4:Contra

(B) F5:Payment

(C) F6:Receipt

(D) F7:Journal

20. Which shortcut key is used for Select Company in Tally?

(A) F1

(B) F3

(C) Alt+F1

(D) Alt+F2

21. Sales Tax Ledger falls under which Group?
(A) Sales
(B) Purchases
(C) Indirect Expenses
(D) Duties and Taxes

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

23. 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

24. What is TAN?
(A) Tax Absorb Number
(B) Tax Assignment Number
(C) Tax Account Number
(D) Tax Assessment Number

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

26. Voucher class is a predefined voucher type that helps to
(A) Automatic Entry
(B) Automatic Calculation
(C) Minimize Errors
(D) All of these

27. Service Tax Report can be seen from
(A) Display > Statutory Reports
(B) Display > Statutory Masters
(C) Display > Account Books
(D) Display > Day Book

28. 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

29. Discount Column is available in
(A) Accounting Voucher
(B) Sales Invoice
(C) Purchase Invoice
(D) Both b and c

30. 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

31. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F8

(B) F9

(C) Alt+F1

(D) Ctrl+F1

32. Which group [Under] should be selected for TDS on Advertisement A/C?
(A) Indirect Expenses
(B) Indirect Incomes
(C) Sundry Creditors
(D) Duties and Taxes

33. While exporting Ledgers from Tally to Web page, we use
(A) ASCII Format
(B) HTML Format
(C) SDF Format
(D) XML Format

34. Company restore option is available in
(A) Configuration
(B) Company Features
(C) Company Information
(D) Both A & B

35. To hide the name of the Company you need to define
(A) Tally Vault Password
(B) Tally Audit
(C) Create at least one User
(D) Security Control

36. Goods returning to a Creditor after challan but before bill we need to pass
(A) Debit Note
(B) Receipt Note
(C) Rejection In
(D) Rejection Out

37. There are _____ predefined ledgers.
(A) One
(B) Two
(C) Three
(D) Four

38. Which option is used to exit Tally?
(A) Exit
(B) Quit
(C) Close
(D) Shut company

39. _____ is the shortcut to rejection out from Inventory Vouchers in Tally.

(A) Alt+F6

(B) Alt+F8

(C) Alt+F9

(D) Ctrl+F6

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

(A) Select Company

(B) Shut Company

(C) Alter

(D) None of these

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

(A) Stock Groups

(B) Stock Categories

(C) Stock Items

(D) Units of Measure

42. To create a sales voucher in tally, you have to press _____

(A) F5

(B) F6

(C) F7

(D) F8

43. Which of the following user type can view audit list?

(A) Administrator

(B) Owner

(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 companies are open?

(A) Company

(B) Company Info.

(C) Select Company

(D) Shut 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

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

2019 – 20

#	Name	15/7	16/7	17/7	18/7	19/7	20/7	22/7	23/7	24/7	25/7	26/7	27/7	29/7	30/7	31/7	1/8	2/8	3/8	5/8	6/8	7/8	8/8	9/8
1	Y. Sunitha	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
2	P. Vani	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	J. Bhagya Bharatti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	V. Indira Rajyam	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	A. Sobha Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
6	B. Hemalatha	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P
7	V. Sindhu	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	P. Maheswari	P	P	P	P	P	P	P	P	P	P	P	P	A	P	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. Ramalaxmi	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	J. Ravanamma	P		A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	P. Hymavathi	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	P	P	P	P	P	P	P	P	
14	B. Yernamma	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A		
15	N. Ramanamma	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	A. Sireesha	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P		
17	J. Jousha	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P		
18	Ch. Jyothi	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	P. Kavya	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	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	A	P	P	P	P	P	P	P	P	P	P		
22	P. Venkata Laxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P		
23	M. Sarika	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P		
24	N. Rajini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
25	S. Swarna	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P		
26	N. Urmila	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P		
27	S. Ramachandramma	P	P	P	A	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	A	P	P	P	P		
29	Y. Veeramani	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P		

S.No	Name	15/7	16/7	17/7	18/7	19/7	20/7	22/7	23/7	24/7	25/7	26/7	27/7	29/7	30/7	31/7	1/8	2/8	3/8	5/8	6/8	7/8	8/8	9/8	10/8
30.	P. Nooka Ratnam	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
31.	A. Sandhya Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32.	J. Pavani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
33.	T. Madhuri	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
34.	J. Bharathi	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
35.	M. Saraswathi	P	P	P	P	P	P	P	P	P															

Name	10/8	12/8	13/8	14/8	15/8	16/8	17/8	19/8	20/8	21/8	22/8	23/8	24/8	26/8	27/8	28/8	29/8	30/8	31/8	2/9	3/9	4/9	5/9	6/9
1. Y. Sunitha	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
2. P. Vani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	
3. J. Bhagya Bharathi	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4. V. Indira Rajyam	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
5. A. Sobha Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6. B. Hemalatha	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7. V. Sindhu	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
8. P. Maheswari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9. K. Jayanthi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	
10. M. Ramalaxmi	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11. J. Ravanamma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
12. P. Hymavathi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
13. E. Rajamani	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
14. B. Yesamma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	
15. N. Ramanamma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	
16. A. Sireesha	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	
17. J. Tewisha	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18. Ch. Jyothi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19. P. Kavya	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
20. K.d.S. Sivisha	P	P	P	P	P	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	P	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	P	A	P	P	P	P	P	P	P	P	P	P	P	
23. M. Sarika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
24. N. Rajini	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	
25. S. Suvarna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26. N. Urmila	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	
27. S. Ramachandramma	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
28. J. Sravani	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29. Y. Veeramani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	

#	Name	12/8	13/8	14/8	15/8	16/8	17/8	19/8	20/8	21/8	22/8	23/8	24/8	26/8	27/8	29/8	30/8	31/8	2/9	3/9	4/9	5/9	6/9
30	P. Nookaratnam	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	D	P	P	P	P	P
31	A. Sandhyarani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
32	J. Pavani	P	P	A	P	P	P	P	P	P	P	P	P	P	D	P	D	P	P	P	P	P	P
33	T. Madhuri	P	P	P	P	P	P	P	P	P	P	P	P	P	D	P	P	P	P	P	P	P	P
34	J. Bharathi	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	D	P	P	P	P	P	P
35	M. Saraswathi	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P

Name	7/9	9/9	10/9	11/9	12/9	13/9	14/9	16/9	17/9	18/9	19/9	20/9	21/9	23/9
1. Y. Sumitha	P	P	P	P	P	P	P	P	P	P	P	P	A	P
2. P. Vani	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3. J. Bhagya Bharathi	P	P	P	A	P	P	P	P	P	P	P	P	P	P
4. V. Indira Rajyam	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5. A. Sobha rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6. B. Hemalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7. V. Sindhu	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. Jayanthi	P	P	P	P	P	P	P	P	P		A	P	A	P
10. M. Ramalakshmi	P	P	A	P	P	P	P	P	P	P	P	P	P	P
11. J. Ravanamma	P	P	P	P	P	A	P	P	P	P	P	P	P	P
12. P. Mymavathi	P	P	P	P	P	P	P	P	P	P	A	P	P	P
13. E. Rajamani	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14. B. Vernamma	P	P	A	P	P	P	P	P	P	P	P	P	P	P
15. N. Ramanamma	P	P	P	P	P	P	P	P	P	P	A	P	P	P
16. A. Sireesha	P	A	P	P	P	P	P	P	P	P	P	P	P	P
17. J. Terisha	P	P	P	P	P	P	P	P	P	P	P	A	P	P
18. Ch. Jyothi	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19. P. Kavya	P	P	P	P	P	P	P	P	P	A	P	P	P	P
20. K.d.S Sirisha	P	P	P	A	P	P	P	P	P	P	P	A	P	P
21. Y. Hemani	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22. P. Venkata laxmi	P	P	P	P	P	A	P	P	P	P	A	P	P	P
23. M. Sarika	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24. N. Rajini	P	A	P	P	P	P	P	P	P	P	P	P	P	P
25. S. Swarna	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26. N. Urmila	P	P	P	P	P	P	P	P	A	P	P	P	P	P
27. S. Ramachandramma	P	P	P	P	P	P	P	P	P	P	P	A	P	P
28. J. Sravani	P	P	P	A	P	P	P	P	P	P	P	P	P	P
29. Y. Veeramani	P	P	P	P	P	P	P	P	P	P	A	P	P	P

	7/9	9/9	10/9	11/9	12/9	13/9	14/9	16/9	17/9	18/9	19/9	20/9	21/9	23/9
30. P. Mooka Ratnam	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31. A. Sandhya Rani	P	P	P	P	P	P	P	A	P	P	P	P	P	P
32. J. Pavani	P	P	P	P	P	P	P	P	P	P	P	A	P	P
33. T. Madhuri	P	P	P	P	P	A	P	P	A	P	P	P	P	P
34. J. Bharathi	P	P	P	A	P	P	P	P	P	P	P	P	P	P
35. M. Saraswathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Time: 1hr   Marks: 50

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 + 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

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

11. _____ is the shortcut to delivery note from Inventory Vouchers in Tally.
(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 + I
(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

(B) Expenditure
(C) Income
(D) Liabilities

23. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal

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

25. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F8
(B) F9
(C) Alt+F1
(D) Ctrl+F1

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

27. We can see list of Memorandum Vouchers from
(A) Accounts Books
(B) Cash/Bank Books
(C) Exception Reports
(D) Trail Balance

28. Recording of actual stock as physically verified or counted is done through
(A) Sales
(B) Journal
(C) Stock Journal
(D) Physical Stock

29. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal

30. Which shortcut key is used for Select Company in Tally?
(A) F1
(B) F3
(C) Alt+F1
(D) Alt+F2

31. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F8
(B) F9
(C) Alt+F1
(D) Ctrl+F1

32. Which group [Under] should be selected for TDS on Advertisement A/C?
(A) Indirect Expenses
(B) Indirect Incomes
(C) Sundry Creditors
(D) Duties and Taxes

33. While exporting Ledgers from Tally to Web page, we use
(A) ASCII Format
(B) HTML Format
(C) SDF Format
(D) XML Format

34. Company restore option is available in
(A) Configuration
(B) Company Features
(C) Company Information
(D) Both A & B

35. To hide the name of the Company you need to define
(A) Tally Vault Password
(B) Tally Audit
(C) Create at least one User
(D) Security Control

36. Goods returning to a Creditor after challan but before bill we need to pass
(A) Debit Note
(B) Receipt Note
(C) Rejection In
(D) Rejection Out

37. There are _____ predefined ledgers.
(A) One
(B) Two
(C) Three
(D) Four

38. Which option is used to exit Tally?
(A) Exit
(B) Quit
(C) Close
(D) Shut company

39. _____ is the shortcut to rejection out from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F6

40. Which option is used in Tally to make changes in created company?
(A) Select Company
(B) Shut Company
(C) Alter
(D) None of these

41. Which of the following is not compulsory to create while entry in Accounts with Inventory?
(A) Stock Groups
(B) Stock Categories
(C) Stock Items
(D) Units of Measure

42. To create a sales voucher in tally, you have to press _____
(A) F5
(B) F6
(C) F7
(D) F8

43. Which of the following user type can view audit list?
(A) Administrator
(B) Owner
(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 companies are open?

(B) Expenditure
(C) Income
(D) Liabilities

23. In which voucher type entry is done for TDS calculations?
(A) F4:Contra
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(C) F6:Receipt
(D) F7:Journal

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(C) Half yearly
(D) Any of the above

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(B) F11
(C) F12
(D) Alt + F1

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(B) F5:Payment
(C) F6:Receipt
(D) F7:Journal

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(A) F1
(B) F3
(C) Alt+F1
(D) Alt+F2

31. _____ is the shortcut to purchase voucher from Accounting Vouchers in Tally.
(A) F8
(B) F9
(C) Alt+F1
(D) Ctrl+F1

32. Which group [Under] should be selected for TDS on Advertisement A/C?
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(D) Duties and Taxes

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(B) HTML Format
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(D) XML Format

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(A) Configuration
(B) Company Features
(C) Company Information
(D) Both A & B

35. To hide the name of the Company you need to define
(A) Tally Vault Password
(B) Tally Audit
(C) Create at least one User
(D) Security Control

36. Goods returning to a Creditor after challan but before bill we need to pass
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(C) Rejection In
(D) Rejection Out

37. There are _____ predefined ledgers.
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(B) Two
(C) Three
(D) Four

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(A) Exit
(B) Quit
(C) Close
(D) Shut company

39. _____ is the shortcut to rejection out from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F6

40. Which option is used in Tally to make changes in created company?
(A) Select Company
(B) Shut Company
(C) Alter
(D) None of these

41. Which of the following is not compulsory to create while entry in Accounts with Inventory?
(A) Stock Groups
(B) Stock Categories
(C) Stock Items
(D) Units of Measure

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(A) F5
(B) F6
(C) F7
(D) F8

43. Which of the following user type can view audit list?
(A) Administrator
(B) Owner
(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 companies are open?

(A) Company
(B) Company Info.
(C) Select Company
(D) Shut 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

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