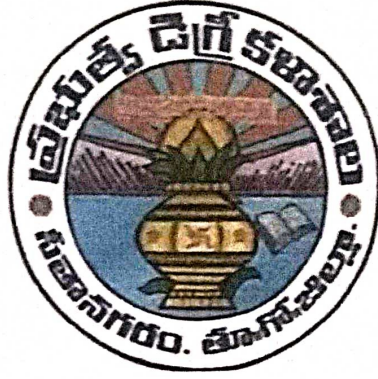


GOVT. DEGREE COLLEGE SEETHANAGARAM
East Godavari District, Andhra Pradesh



Department of Commerce

**CERTIFICATE COURSE
IN
Tally.ERP9 with GST**

2022-2023

Tally.ERP9 with GST

Total Hours -30

Unit/Module-1: (6 Hours)

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

Unit/Module-2: (6 Hours)

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

Unit/Module-3: (6 Hours)

Voucher Entry -Accounting voucher Inventory voucher - optional & non-accounting voucher - Order processing - Advanced voucher entry

Unit/Module-4: (6 Hours)

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

Unit/Module-5: (6 Hours)

Online Taxation Return - Fill online ITR (Income Tax Return) download and filling forms - Fill online VAT, CST Return - Excise Return & Forms - Online service tax return - TCS, TDS return

Note: Credits -1 for on-the-job field work/practical exposure

Units	Name of the Topic	MCQ 30M
1	Company Info Menu	6
2	Accounting Information	6
3	Voucher Entry	6
4	Advanced Accounting Features	6
5	Online Taxation Return	6

ATTENDANCE

75% Attendance in classes is mandatory for appearing in the examination.

MODE OF EXAMINATION

The Examination Paper will consist of 30 Marks

PASSING REQUIREMENT

Candidates have to secure minimum 50% marks to qualify the certificate course examination.

RESULT

The result will appear after one day of closure of off-line examination. List of passed participants will also be hosted at the college notice board.

CERTIFICATES

Certificates will be awarded by our hon'ble college principal to the students whoever passed this examination.

GOVERNMENT DEGREE COLLEGE
SEETHANAGARAM

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

QUESTION PAPER

1. Party account can be created through

- (A) Inventory creation window (B) Group creation window
(C) Ledger creation window (D) Any one of them

2. For Export of Data from Company to Company Tally uses

- (A) XML Format (B) ASCII Format (C) SDF Format (D) None of these

3. We can change the Company Information from

- (A) Company Info > View (B) Company Info > Split Company Data
(C) Company Info > Back up (D) Company Info > Alter

4. Manufacturing journal creates based on

- (A) Purchase Quotation (B) Stock Journal (C) Receipt Note (D) Journal

5. Transfer from Main Cash to petty Cash you require to pass _____ voucher.

- (A) Contra (B) Payment (C) Receipt (D) None of these

6. To show the cheque number while reconciling Bank Accounts press

- (A) CTRL + F11 (B) CTRL + F12 (C) F11 (D) F12

7. To activate Job Costing which options require to be activated?

- (A) Maintain VAT (B) Maintain Cost Centre
(C) Use Cost Centre for Job Costing (D) Both b and c

8. Service Tax Report can be seen from

- (A) Display > Account Books (B) Display > Statutory Reports
(C) Display > Day Book (D) Display > Statutory Masters

9. Retained Earnings is an alias of

- (A) Investments (B) Capital Account (C) Indirect Income (D) Reserve and surplus

10. Data Folder of a Company consists of

- (A) 3 digits (B) 4 digits (C) 5 digits (D) 6 digits

11. Which option is used to view list of Primary and Secondary groups in Tally?

- (A) Accounts (B) List (C) List of Accounts (D) None of these

12. _____ is the shortcut to Attendance from Payroll Vouchers in Tally.

- (A) Ctrl+F4 (B) Ctrl+F5 (C) Alt+A (D) Alt+S

13. Which shortcut key(s) are used to display list of inventory reports within balance sheet?

- (A) F8 (B) F9 (C) F10 (D) F11

14. Which group [Under] is selected in Input VAT or Output VAT?

- (A) Sundry Creditors (B) Direct Expenses (C) Indirect Expenses (D) Duties & Taxes

15. Which shortcut key is used in "Company Features Screen to use Statutory & Taxation in Tally?

- (A) F1 (B) F2 (C) F3 (D) F4

16. To see the report of unconventional vouchers go to

- (A) Display- Trial Balance (B) Display- Exception Reports
(C) Display- Account Books (D) Display- Day Book

17. _____ is the shortcut to change the accounting period from Gateway of Tally.

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

18. Double Entry System was introduced in

- (A) Italy (B) India (C) Japan (D) America

19. Which option is used to copy company's data into pen drive or cud?

- (A) Restore (B) Backup (C) Copy data (D) Split company data

20. How many groups are pre-defined in Tally?

- (A) 15 (B) 19 (C) 28 (D) 30

21. In general the Financial year from shall be from

- (A) 31st March of any year (B) 1st April of any year

- (C) 9th September of any year (D) All of the above

22. To change Current Date from Gateway of Tally press the key

- (A) F1 (B) F2 (C) F5 (D) F9

23. _____ is the shortcut for purchase voucher in Tally.

- (A) F5 (B) F9 (C) Alt+F4 (D) Alt+F5

24. The tax collected by the seller from the buyer is generally called

- (A) Value Added Tax (VAT) (B) Fringe Benefit Tax (FBT)

- (C) Tax Collected at Source (TCS) (D) Tax Deducted at Source (TDS)

25. How to activate the tally audit feature in a company?

- (A) Press F12 key (B) In comp info-> security control-option

- (C) During the creation of a company (D) Press F11 key

26. TDS is applied on which of the following incomes?

- (A) Salary Income (Contract) (B) Commission of lottery ticket

- (C) Professional Fee (D) All of these

27 _____ is the shortcut to post dated voucher from accounting vouchers
in Tally.

- (A) Alt+I (B) Ctrl+V (C) Ctrl+T (D) Ctrl+F10

28 What percent of Additional Tax is applied if VAT in 12.5%?

- (A) 1% (B) 1.5% (C) 2.5% (D) 4%

29 Which shortcut key is used to set No in \pounds Use Common Ledger A/c for Item Allocation?

- (A) F11 (B) F12 (C) Alt+F11 (D) Alt+F12

30 To change the date, shortcut used

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

ANSWERS: 1: C 2: A 3: D 4: B 5: A 6: D 7: D 8: B 9: D 10: C 11: C 12: A 13: B 14: D 15: C
16: B 17: C 18: A 19: B 20: C 21: B 22: B 23: B 24: C 25: C 26: D 27: C 28: C 29: B 30: B

