

Basic Accounting with Tally

(CTTC)

E2**Time: 2 hours****Maximum Marks: 100****Note: Write the answers for Questions from 1 to 51 in the MCQ answer sheet****Part- I Choose the correct answer****(20 x 1 Mark = 20 Marks)**

1. In Tally, key is used to select receipt voucher.
a) F6 b) F5 c) F4
2. An expenditure incurred to derive long term advantage is
a) Capital expenditure b) Revenue expenditure c) Expense
3. Wages paid to Ramesh by cash should be debited to
a) Ramesh a/c b) Cash a/c c) Wages a/c
4. The main window of Tally is called
a) Menu Page b) Main c) Gateway of Tally
- 5..... voucher is used for adjustment entries in Tally.
a) Memorandum b) Receipt c) Journal
6. assets are used for selling purpose.
a) Fixed Asset b) Intangible Asset c) Current Asset
7. Direct expenses are shown in account.
a) Trading b) P&L c) Balance sheet
8. Ramesh withdraws Rs.2000 cash from his SBT Bank Current Account. In the books of Ramesh, it is a case of:
a) Increase in one Asset and decrease in another Asset
b) Increase in one Liability and increase in one Asset.
c) Increase in one Liability and Decrease in one Asset.
9. The person who owes money to us is called
a) Debtor b) Creditor c) Owner
10. Gross Profit is the difference between
a) Sales & Purchase b) Sales & Cost of Goods sold c) Sales and Total cost
11. The difference in the trial balance is transferred to.....
a) Capital account b) Suspense account c) Difference account
12. Mohan gave Anish a sum of Rs.2, 000 as loan, in the books of Mohan, it is a case of
a) Increase in one Asset and decrease In another Asset
b) Increase in Expenses and decrease in asset
c) None of the above
13. Personal accounts deal the accounts of
a) Natural persons b) Artificial persons c) All of the above
14. Ram purchased furniture for Rs.10,000 on credit from Modern Furniture. It is a case of :
a) Modern Furniture Cr 10,000
b) Modern Furniture Dr 10,000
c) Furniture's Cr 10,000

15. In Tally to Email the report,key combination is used.
a) ALT+M b) ALT+L c) ALT+R
16. is prepared to check the arithmetical accuracy of books of account.
a) Balance Sheet b) Trial Balance c) Trading Account
17. Key is used for payment in Tally.
a) F3 b) F1 c) F5
18. voucher is used for adjustment entries in Tally.
a) Memorandum b) Receipt c) Journal
19. Assets that have a physical existence are called asset.
a) Intangible b) Tangible c) Wasting
20. The amount invested by the proprietor is called
a) Capital b) Drawings c) Assets

Part- II. Fill in the blanks (Answer any 15)

(15 x 1 Mark = 15 Marks)

21. Expenses which are incurred as routine business expense are called.....
22. Income statement is known as
23. Liabilities which are expected to be payable within one year are called
24. The expenses related to current year but remain unpaid is called.....
25. In Tally, the shortcut key to close a company is
26. Cash book always showsbalance.
27. The object of preparing income statement is to ascertain
28. Financial Statement is collectively called
29. Double entry system was invented by
30. A bank reconciliation statement is prepared by.....
31. keystroke is used to change the period of entire Tally screen.
32. Bills Receivable are shown on the.....side of Balance Sheet.
33. In Tally, key is used to delete a company.
34. Ledger accounts are prepared inform having two equal sides.
35. Errors of omission can be committed at the time of.....
36. L/F stands for

Part - III. Match the following

(5 x 1 Mark = 5 Marks)

A	B
37. Bank a/c	Book of first entry
38. Trial balance	Proprietors claim
39. Cash book	Subsidiary book
40. Capital	Statement
41. Journal	Personal a/c

Part - IV. State whether the following are True or False

(10 x 1 Mark = 10 Marks)

42. The preparation of trial balance is based on the fundamental principle of double entry book keeping.
43. The cash book represents the true position of cash transactions.
44. Revenues are amounts earned by selling the products of a concern.
45. Ctrl + F8 key is used to activate debit note voucher in Tally.

46. The sellers of goods on credit to the firm are known as its creditors for goods.
47. Preparation of trial balance is compulsory.
48. On payment of salary to employees, salary account is credited.
49. Cash book is the most important subsidiary book.
50. The outstanding expenses are related to the current year but remain unpaid.
51. Rent, Rates, and taxes are credited to trading account.

Part - V. Answer any *ten* of the following

(10 x 3 Marks = 30 Marks)

52. What are the objects of preparing trial balance?
53. What are Financial Statements?
54. Explain the structure of Tally screen.
55. What is meant by Trial balance and specify its objects?
56. Explain four accounting voucher's in Tally.
57. Explain the difference between Journal and Ledger.
58. What is an asset? What are the differences between fixed asset and current asset.
59. What is meant by trading account? Give a Performa of trading account.
60. Explain Bank Reconciliation Statement and Pass book.
61. What is meant by double entry system of Book-Keeping?
62. Explain Capital expenditure and Revenue expenditure.
63. Explain Types of Accounts and Debit and Credit Rules of these Accounts.

Part - VI. Answer any one of the following

(1 x 20 Marks = 20Marks)

64. Journalise the following transactions

2008

Dec 1. Ramesh Commenced business with cash Rs.4,00,000/-

Dec 2. Bought furniture for Rs.10,000/-

Dec 2. Purchased goods for cash 7,000/-

Dec 13. Cash sales Rs.7, 500/-

Dec 14. Sold goods to Ram on credit 2,750/-

Dec 15. Bought goods on credit from Mohan 15,000/-

Dec 18. Paid wages Rs.3, 000/-

Dec 19. Paid commission to salesman for the month 1,500/-

Dec 20. Paid rent of the building Rs, 1000/-

Dec 21. Commission received for Rs.800/-

Dec 24. Introduced further capital by Rajeev Rs.50, 000/-

Dec 27. Cash sales Rs.25, 000/-

Dec 28. Paid for carriage Rs.500/-

Dec 29. Paid cash to Ram Rs.1, 400/-

Dec 30. Paid Sundry expenses Rs.1, 200/-

Dec 31. Ramesh has withdrawn cash Rs.5, 000/- for his personal use.

65. The following balances were extracted from the books of Super Traders on 31st December, 2008. Prepare Trading and profit and Loss Account and Balance Sheet. The closing stock amounted to Rs.14, 220.

Particulars	LF	Dr.Amount	Cr.Amount
Debtors		12,000	
Creditors			7,900
Capital			30,000
Drawings		2,900	
Rent and Rates		250	
Trade Expenses		670	
Purchases		8,640	
Sales			14,290
Returns Outwards			280
Return Inwards		190	
Carriage Inwards		250	
Wages		2,920	
Salaries		1,200	
Stock(opening)		3,100	
Discount received			240
Discount allowed		180	
Bad Debts		200	
Plant and Machinery		2,510	
Furniture and Fittings		1,800	
Cash in hand		500	
Cash at Bank		15,400	
Total		52,710	52,710