KERALA STATE RUTRONIX
Accounting Tally & Peachtree
(PDCFA)

Time : 2 hours   **Maximum Marks : 100**
Note: Write the answers for Questions from 1 to 30 in the MCQ answer sheet

Part - I Choose the most appropriate answer   **(10 x 1 Mark = 10 Marks)**

1) Proprietors capital a/c is a ……………. account.

   a) Personal   b) Real   c) Nominal   d) None of these

2) Debit means ……………. in asset.

   a) Increase   b) Decrease   c) Both a & b   d) Loss

3) Nominal a/c is also known as ……………. a/c.

   a) Real   b) Ficticious   c) Intangible   d) Personal

4) ……………. is an incomplete system of recording business transactions.

   a) Double entry   b) Single Entry   c) Compound Entry   d) None of these

5) In Peach Tree, ……………. is a person or company providing merchandise or service to retail stores.

   a) Vendor   b) Supplier   c) Both a & b   d) Whole saler

6) In Tally, to declare a voucher as post-dated press …………….

   a) Ctrl+T   b) Alt+T   c) Ctrl+P   d) Ctrl+D

7) The Data folder of the company created in Tally consist of ……………. digits.

   a) 3 digits   b) 4 digits   c) 6 digits   d) 5 digits

8) If the financial year is from 1st April 2013 and the book begins from 1st Jan 2014, then what will be the closing date?

   a) 31st December 2014   b) 31st March 2014   c) 31st December 2013   d) None of these

9) In Tally, to get company information, press ……………. from the gateway of Tally.

   a) F3   b) Ctrl+F3   c) Alt+F3   d) Ctrl+D

10) The default directory for storing Tally data will be …………….

   a) C:\Tally\Data   b) D:\Tally\Data   c) C:\Tally\Companies d) F:\Tally\Data

Part - II Fill in the blanks   **(10 x 1 Mark = 10 Marks)**

11) Net loss will be debited to ……………. a/c.

12) A brief description of the transactions recorded in the journal is called …………….

13) Bank account is a ……………. account.

14) In Peach Tree, the navigation aids are located at the ……………. of the window.

15) Bad Debt comes under ……………. group in Tally.

16) The most important sub division of journal is …………….

17) A ……………. is a copy of customers account in a Bank.

18) Cash account always have a ……………. balance.

19) ……………. is treated as both journal and ledger.

20) The status bar of Peach Tree window displays ……………. and …………….

Part - III State whether True or False   **(10 x 1 Mark = 10 Marks)**

21) Voucher is a source document.

22) Purchase book is used for recording all credit purchase of goods.

23) Book-keeping provide a permanent record of each transactions.

24) In Ledger, transactions are recorded in analytical manner.

25) Purchase return book is used for recording returns inward.

26) Accounts receivable are displayed in Balance Sheet.

27) Capital a/c always show debit balance.

28) F7 is used for payments in Tally.

29) Sales comes under current asset group in Tally.

30) We cannot select cash in journal voucher.

(Part IV, Part V എന്നിവയുടെ ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

Part - IV Answer the following (Any Five)   **(5 x 10 Marks = 50 Marks)**

31) Explain the window elements of Peach Tree.

32) Difference between Accounting and Book-keeping.

33) Explain the accounting vouchers used in Tally.

34) The sundry debtors and creditors on 31/03/2014, amounted to Rs.24,000/- and Rs.18,000/- respectively. Write off Rs.2,000/- as Bad Debt, make a provision for doubtful debts at 5% on debtors and provision for discount on debtors and creditors at 2% , Pass Journal Entries.

35) Explain the Debit Note and Credit Note Vouchers used in Tally.

36) Explain Sales Order processing and Purchase Order processing in Tally.

37) Explain Double entry book-keeping. What are the advantages of Double entry system?

Part - V Answer the following (Any One)   **(1 x 20 Marks = 20 Marks)**

38) Journalize the following

    a)   Ankur started business with cash Rs.40,000/-

    b)   Opened Bank a/c Rs.15,000/-

    c)   Bought Machinery Rs.4,000/-

    d)   Withdrew Cash from bank for office use Rs.3,000/-

    e)   Purchased Goods Rs.9,000/-

    f)   Sold Goods for Cash Rs.5,000/-

    g)   Cash Paid in to Bank Rs.2,500/-

    h)   Drew from Bank for Personal use Rs.500/-

    i)   Purchased Goods on Credit from Rajan Rs.3,000/-

    j)   Sold Goods on Credit to Mohan Rs.2,000/-

    k)   Cheque issued to Rajan Rs.1,000/-

    l)   Goods returned by Mohan Rs.250/-

    m)   Paid Rent by Cheque Rs.1,100/-

    n)   Received Commission Rs.600/-

    o)   Bank Charges for the month Rs.50/-

    p)   Interest on Deposit credited Rs.80/-

    q)   Mohan's cheque was returned dishonoured

    r)   Paid salary Rs. 1,500/-

    s)   Goods returned to Rajan Rs.300/-

    t)   Withdrew from Bank Rs.1,500/-

39) From the following Trial Balance of Mr.Appu as on 31st March 2014, prepare Trading & Profit & Loss account for the year ended 31-03-2014 and a Balance Sheet as on that date.

Particulars	L/F	Dr. Amount	Cr. Amount
Capital			36,500
Drawings		1,200	
Wages		4,200	
Sundry Exp.		1,450	
Insurance		540	
Salaries		3,460	
Rent Workshop Rs.1,300 & Office Rs.700		2,000	
Purchase & Sales		36,000	70,000
Advertising		1,700	
Carriage		350	
Returns inward& Outward		250	700
Discount			190
Sundry Drs & Crs		9,800	4,360
Travellers salary & Commission		3,100	
Bank Balance			700
Plant & Machinery		9,800	
Loose Tools		1,000	
Business Premises		40,000	
Loan on Mortgage of premises			20,000
Stock of Books & Stationery		500	
Commission earned			400
Opening Stock		16,200	
Trade Expenses		1,300	
		1,32,850	1,32,850

Closing stock is valued at Rs.18,000/-