

SL.NO	QUESTION	OPTION 1
1	The transaction from one bank to another bank is done in:	contra
2	overhead is under of group	direct expenses
3	Central GST -CGST is under of group	assets
4	TDS return for salary	24Q
5	Materials transfer one godown to another godown	stock journal
6	price level active from-	accounting features
7	short cut key for payroll	alt+f4
8	standard rate active from-	f12
9	sundry creditors under-	current asset
10	POS invoice comes under vouchers type	contra
11	maintain cost centre is under	accounting features
12	online ledger creation	alt+v
13	online change -	alt+c
14	Delete option	alt+s
15	Direct save	alt+a
16	BOM active from	f11
17	WHO DEVELOPED TALLY ?	TALLY SOLUTION
18	ADVANCE RECEIPT MODE ACTIVE FROM-	Alt+R
19	ALLOW ADVANCED TDS ENTRIES OPTION ACTIVE FROM	F12
20	INPUT IGST UNDER-	DEPOSIT ASSETS
21	SINGLE ENTRY MODE ACTIVE FROM-	F4
22	CASH TO PETTY CASH TRANSACTION-	F9
23	BILLS RECEIVABLE UNDER	CURRENT LIABILITIES
24	THE FIRST VERSION OF TALLY WAS LAUNCHED IN THE YEAR:	1988
25	THE OPTION USED TO ACTIVE MULTI-CURRENCY IS	F11
26	THE FUNCTION KEY REQUIRED TO SEE DETAILED BALANCE SHEET:	ALT+F1
27	WHICH OF THE FOLLOWING IS AN INTANGIBLE ASSET?	MACHINERY
28	THE KEY USED TO DELETE A VOUCHER ENTRY IS:	ALT+D
29	THE KEY USED TO ZOOM THE PRINT PREVIEW SCREEN:	ALT+Z
30	FREIGHT COMES UNDER:	INDIRECT EXPENSES
31	STATE-GST UNDER -	CURRENT ASSET

32	PURCHASE-URD MEANS-	UNREGISTER DEALER
33	What is TAN?	Tax Absorb NumberB.
34	How many types of Measurement Units we can create in Tally?	2
35	WHAT IS FULL FORM OF TDS?	TAX DEDUCTED AT SOURCE
36	INPUT IGST IS UNDER ?	CAPITAL GOODS
37	IN DEBIT NOTE GOODS GOES TO WHICH PERSON	BUYER
38	RECEIPT NOTE IS USED IN ----- VOUCHER	SALES VOUCHER
39	DELIVERY NOTE IS USE IN----- VOUCHER	PURCHASE VOUCHER
40	SHORT CUT KEY OF PURCHASE ORDER VOUCHER IN TALLY :	CONTROL+F9
41	BOM STANDS FOR	BUILDING MATERIAL
42	OPTIONAL VOUCHER IS ACTIVATED FROM-----	INVENTORY FEATURE
43	EXPENSES LEDGER IS UNDER	REAL ACCOUNT
44	JOB WORK IS BASICALLY-----	CONTRA
45	CONTROL +F5 IS USED IN----- VOUCHER	MANUFATURING JOURNAL
46	ALLOW STORAGE MATERIAL IS ACTIVATE FROM ----- FEATURES	ACCOUNTING FEATURE
47	OUTPUT TAX IS GREATER THAN INPUT TAX IS CALL-----	TAX REFUNDABLE
48	POS STANDS FOR-----	POST STANDARD COST
49	BUDGET OPTION IS USED IN-----	ACCOUNTING FEATURE
50	CONSULTING REVENUE IS UNDER-----	INDIRECT EXPENSES
51	Closing Stock appears in:	Balance sheet
52	In the Tally Software,which one of the following directories stores all data entered by the user?	Bin
53	The two predefined ledger available for a company when no ledger have been created in tally are	Cash and P/L Account
54	Which option is selected from Company Info Menu to divide company data into two financial years?	Change Tally Vault

55	Which option is used to open company created in Tally?	Create Company
56	Which submenu is used for voucher entry in Tally?	Vouchers
57	Which option is used to make changes in created Groups of Ledgers in Tally?	Create
58	Dividend Received comes under head:	indirect incomes
59	Outstanding salary is a:	Nominal Account
60	Bills Receivable comes under:	current assets
61	Bills payable comes under:	current assets
62	Loan from Bank comes under:	Secured loans
63	Loan taken from Party comes under:	Unsecured Loans
64	Loan given to party comes under:	Secured Loans
65	Where do we record transactions of salary, rent or interest paid?	Contra
66	Where do we record interest received, commission received or rent received in Tally?	Contra
67	Which option is used to view Trial Balance from Gateway of Tally?	Gateway of Tally? Reports ? Trial Balance
68	By default, which mode is on in Purchase and Sales voucher?	Normal mode
69	We can change the Company Information from:	A Company Info > Back up
70	Party account can be created through:	Group creation window
71	We can show Bill wise details of Debtors and Creditors by activating:	Bill by bill
72	Suspense Account Group is defined under:	Income
73	Manufacturing Journal creates based on:	Stock Journal
74	To create Manufacturing Journal which option must be activated?	Use Common Narration
75	To activate Job Costing which options require to be activated?	Maintain Cost Centre
76	We can see Working Capital figure changing:	Voucher configuration
77	We can create multiple users in Tally activating:	Tally Audit
78	Allow components list details (Bill of Materials)? option is activated for:	Ledgers
79	Retained Earnings is an alias of	Indirect Income

80	Discount Column is available in	Sales Invoice
81	We can get the report of Interest from:	Statement Of Accounts
82	List of Optional Voucher we can get from	Cash Bank Books
83	Single Entry mode is applicable for:	Receipt Voucher
84	Goods returning to a Creditor after challan but before bill we need to pass:	Debit Note
85	FOLLOWING IS NOT A TAX WHICH HAS BEEN SUBSTITUTED BY GST:	CENTRAL EXCISE DUTY
86	When was GST launched in India?	1st April 2017
87	GST is a _____ based tax on consumption of goods and services.	Duration
88	What does "I" stands for in IGST?	International
89	What are the taxes levied on an Intra-state supply?	CGST
90	How will the goods and services be classified under GST regime?	HSN/SAC
91	HSN Code stands for:	Harmonised System of Normenclature
92	SAC Code stands for:	Services Accounting Code
93	When 101st Amendment Act was passed	July, 17
94	standard rate active from-	f12
95	online ledger creation	alt+v
96	THE OPTION USED TO ACTIVE MULTI-CURRENCY IS	F11
97	Which submenu is used for voucher entry in Tally?	Vouchers
98	Bills payable comes under:	current assets
99	IN PAYROLL EMPLOYEE GROUP ACTIVATE FROM WHICH OPTION?	ACCOUNTING FEATURE
100	HOW CAN DA RATE BE ACTIVATE IN PAYROLL ?	F11
101	PAYROLL AUTO FILL OPTION ACTIVATE FROM ----- KEY	SHIFT +F11
102	EMPLOYEE GROIP IN TALLY BE	4
103	CASUAL LABOURS CAN GET ESI BENEFIT FROM WHICH DATE ?	MONTH END
104	FROM WHICH PERIOD GRATUITY BENEFIT CAN BE TAKEN?	AFTER 12 MONTHS
105	BASIC SALARY GOES UNDER WHICH GROUP?	INDIRECT EXOENSES
106	OVERTIME IS USED FOR	PROCESSING

107	LEAVE WITH PAY OPTIOIN IS USED FRO	PRESENT
108	EARNINGS FOR EMPLOYEE IS USED IN	BASIC SALARY
109	IN PAYROLL YTD MEANS	YEAR TO DATA
110	FOR PAYROLL TRANSACTION WHICH KEY IS USED ?	ALT + F4
111	CURRENT RATE OF EMPLOYER ESI IS	2.50%
112	HOW MUCH PERCENT BE DEPOSITED IN PENSION SCHEME?	4.75%
113	PF ADMIN CHARGES IS UNDER A/C NUMBER	2
114	EDLI CONTRIBUTION IS UNDER A/C NO	10
115	CONTRACT EXPIRY REPORT COMES UNDER----- REPORT	ATTENDANCE SHEET
116	PAYMENT ADVICE COMES UNDER ----- STATEMENT	ATTENDANCE SHEET
117	FORM 3A IS USED FOR ----- REPORT	ESI REPORT
118	EMPLOYER EPF RATE IS-----	3.67%
119	AMOUNT LIMIT FOR WAY BILL-----	100000
120	IN WAY BILL HOW MANY COPIES ARE REQUIRED?	3
121	ITC IS INELIGIBLE ON-----	MOTOR SPIRIT
122	FULL FORM OF ITC	INPUT CREDIT BALANCE
123	THE TERM REVERSAL OF ITC IS USED -----	CARRY INPUT FOR FUTURE
124	SALES TO SEZ EXEMPTED IS UNDER	DUTIES AND TAX
125	FULL FORM OF SEZ IS-----	SPECIAL ZONE
126	IN COMBO PACK TAX RATE IS CALCULATE ON	LOWER RATE
127	PRICE BASED STOCK ITEM IS CALCULATED ON	QUANTITY
128	WHEN COMPOSITE DEALDER CAN GET ITC ?	TURNOVER> 25 LAKHS
129	SHORT CUT KEY FOR MATERIAL OUT IS-----	CONTROL+V
130	MATERIAL IN AND OUT VOUCHER IS USED IN	JOB WORK
131	JOB WORK IS A TYPE OF	RETAILING
132	ALLOW STORAGE MATERIAL IS ACTIVATE FROM	F12
133	BUDGET OPTION IS ACTIVATE FRO----- FEATURE	F11

134	SCENARIO AND MEMORANDUM IS USED IN	ACCOUNTING FEATURE
135	FOR IMPORT AND EXPORT OF DATA WHICH KEY IS USED?	CONTROL+V
136	TIMBER OBTAIN UNDER FOREST LEASE IN UNDER SECTION	206A
137	FORM 15G IS USED FOR THE PURPOSE	TCS
138	HOW MANY GROUPS ARE THERE IN TALLYT?	22
139	TCS IS A TYPE OF COLLECTION FROM----	BUYER
140	HSN STANDS FOR	HARMONISED SYSTEM
141	SALES BRANCH IS UNDER-----	SALES BRANCH
142	FORM 26Q IS FOR ----- PURPOSE	SALES PURPOSE
143	STOCK OF STATIONARY CONSUMBLE IS UNDER ----	CURRENT ASSETS
144	EQUITY SHARE CAPITAL IS BASICALLY COMPANIES-----	LIABILITES
145	DEBENTURE IS SPECIALLY -----	LIABILITIES
146	POS IS USED BY -----	SELLER
147	GST IS BASED ON ---- TYPE	5
148	INCOME AND EXPENDITURE STATEMENT IS USED IN-----	TRADING BUSINESS
149	ALLOCATE REVENUE AND NON REVENUE IS ACTIVATERD IN-----	COST CATEGORY
150	ONE NATION ON TAX SLOGAN IS USED IN -----	VAT
151	GST RATE ON GOLD IS	4%
152	ALLOW STORAGE MATERIAL IS ACTIVATE FROM	F12
153	OVER RIDE SLAB PERCENTAGE IS USED IN -----	PAYROLL
154	ALLOW ZERO VALUES IS USED FOR	SALES ORDER
155	PROPOSED DIVIDEND IS UDER	CURRENT ASSETS
156	IN TDS " D" STANDS FOR	DEDUCT
157	FORM 15 G IS USDED FRO ---- PURPOSE	TDS
158	IN INCOME TAX ----- TYPE OF FILE IS GENERATED FOR UPLOAD	JAVA FILE
159	PROFESSION TAX IS BASED ON----	RATE
160	MINIMUM PROFESSION TAX IS IN A MONTH FOR SALARY	ZERO

161	ESI IS CLCULATED ON THE BASIS OF ----	SLAB
162	CASUL LABOURERS GET ONLY-----	BASIC,DA,HRA
163	TO CHANGE FROM INVOICE TO ITEM MODE PRESS	ALT+I
164	PRICE LIST IS BASED ON -----	VALUE
165	GST ON SERVICE IS CALCULATED ON -----MODE	INVOICE
166	TO ADD NEW OPTION ----IS USDED	ONLINE KEY
167	IN POS VOUCHER TO CHANGE FROM SINGLE TO MULTI MODE ---- USED	ALT+I
168	A KEY CONTROL +F8 IS USED IN ---	DEBIT NOTE
169	PAY SLIP IS USED IN ----- PURPOSE	INCOME TAX
170	A GROUP LOANS AND ADVANCES IS USED IN -----	LOAN TAKEN
171	ESI IS APPLICABLE FOR MINIMUM -----LABOR	10
172	TO CHANGE FROM SINGLE TO DOUBLE MODE ---- KEY IS USED	F11
173	80 G IS USED FOR ----- PURPOSE	GIFT
174	BALANCE SHEET IS A-----	STATEMENT
175	DELIVERY NOTE IS USED IN	PURCHASE VOUCHER
176	LOAN IS UNDER	LOANS AND LIABILITY
177	IN IGST SERVICE COMES FROM---- TO -----	PURCHASE TO SALES
178	OFFICE MAINTENANC IS FOR ----- PURPOSE	TDS
179	TO SEE PRINT FORMAT OF SALES VOUCHER ---- MODE IS USED	ITEM MODE
180	FOR COMPOSITE DEALER IN MANUFACTURING PURPOSE --- % IS USED	2%
181	TALLY AUDIT FEATURES IS ACTIVATED FROM --- FEATURES	ACCOUNTING FEATURE
182	ODBC MEANS	OPEN DATA
183	TO CHANGE TALLY TO EXCEL -----KEY IS USED	ALT+B
184	IN TCS C STANDS FOR	COLLECTIVE
185	IN GST CONSUMPTION MEANS	USE OF SERVICE

186	FOR PERCENTAGE CALCULATION IN COST CENTRE --- IS USED	PREALLOCATE BILL FOR PAYMENT
187	Income Tax number of the company will appear in which report?	Profit and Loss Account
188	Predefined Billing terms can be maintained through:	Voucher Class
189	The shortcut key to quit from Tally is:	Ctrl + P
190	Data Folder of a Company consists of:	3 digits
191	How many inbuilt Accounts group are in Tally by default?	29
192	Sales Tax Ledger falls under which Group?	Sales
193	Single Entry mode is applicable for:	Receipt Voucher
194	To change Current Date from Gateway of Tally press the key:	F1
195	Branch / Division is a group defined under:	ASSETS
196	Suspense Account Group is defined under:	ASSETS
197	To hide the name of the Company you need to define:	Report Voucher
198	Company Restore option is available in:	Configuration
199	F12 is known as	Company Configuration
200	To declare a voucher as Post Dated press:	Ctrl + D
201	While exporting Ledgers from Tally to Web Page, we use:	ASCII Format
202	We can cancel a voucher using	Alt + X
203	Party account can be created through:	Any one of them
204	Voucher Class for Interest calculation created based on:	Receipt and Payment Voucher
205	We can repeat narration by pressing	Ctrl + R
206	The shortcut used to activate calculator is	Ctrl + M
207	We can get the report of Interest from	Statements of Accounts
208	A ledger may get declaration space for its Alias through	F11
209	TDS deduction entry can be made through	F7
210	For Export of Data from Company to Company Tally users:	XML Format
211	ETCS means:	Electric Tax Collected at Source
212	To activate MRP features from Gateway of Tally initially we need to press	F10



213	Total number of Ledgers, Groups, Entries etc. can be shown from:	Company Information
214	The shortcut used for Optional vouchers is:	Ctrl + A
215	Find out which is not a Default Ledger in Tally.	Profit and Loss
216	We can see list of Memorandum Vouchers from	Trial Balance
217	To see any report in detailed way, press	Alt + F1
218	For reconciliation of Bank press	F5
219	Transfer from Main Cash to Petty Cash you require to pass ..... voucher.	CONTRA
220	We can switch from Accounting Voucher to Inventory Voucher pressing	F11
221	To show the cheque number while reconciling Bank Accounts press	Ctrl + F11
222	In general the Financial year from:	1st March of any year
223	Recording of actual stock as physically verified or counted is done through:	Journal
224	Goods returning to a Creditor after challan but before bill we need to pass:	Rejection Note
225	To print a voucher from Tally we need to press	Ctrl + P
226	To create Purchase Order press:	Ctrl + F4
227	_____ is the shortcut for sales order in Tally.	Alt+F4
228	Salary Account comes under which head?	Indirect Incomes
229	A _____ serves the purpose of both journal and ledger accounts	Journal proper
230	Which of the following is used for voucher entry?	Groups
231	Budget represents:	Assumption
232	DEFAULT GODOWN NAME IN TALLY IS:	MAIN LOCATION
233	"TALLY VAULT" IS A: _____	SECURITY MECHANISM
234	IN TALLY, WE GET CURRENCY SYMBOL OPTION FROM:	COMPANY CREATION
235	_____ GIVES THE BALANCE FOR EACH DAY FOR THE VOUCHER TYPE HAS BEEN SELECTED.	TRIAL BALANCE
236	WHICH OPTION LISTS INVENTORY VALUATION METHOD IN TALLY?	STOCK REPORT
237	How to activate tally audit feature in a company?	Press F11 key
238	WHICH OF THE FOLLOWING USER TYPE CAN VIEW AUDIT LIST?	TALLY VAULT
239	WHICH OF THE FOLLOWING FILE IS USUALLY USED AS A MASTER FILE?	Inventory subsidiary
240	WHICH OF THE FOLLOWING CAN BE BUDGETED IN TALLY?	NET TRANSACTIONS

241	HOW MANY TYPES OF USERS ARE PRESENT IN TALLY?	1
242	WHICH ACCOUNT IS ODD ONE?	FURNITURE
243	Which of the following is the external users of accounting information?	Government
244	A _____ is sent to a customer when he returns the goods.	debit note
245	A _____ is sent to the seller when he is taken back the sold goods	debit note
246	Furniture is a :	Real account
247	Wages is a :	Nominal Account
248	Income earned but not received is called:	Advance income
249	_____ refers the amount invested by the owner into business	Loan
250	Assets acquired for long term use in the business are called:	Fixed assets
251	A person who owes money into a business is:	debtor
252	Accrued income comes under:	current liability
253	Tax paid comes under which group?	DIRECT EXPENSE
254	The current assets does not include:	Bills Receivable
255	Which of the following is related to TDS on Salary?	24Q
256	Which of the following file is usually used as a master file?	inventory subsidiary
257	How many types of taxes is there in GST?	1
258	Which of the following tax is not subsumed in GST?	VAT
259	Maximum rate prescribed under UTGST/SGST is:	14%
260	For an E-Commerce Operator Registration, the threshold limit is:	20 Lacs
261	Which group (under) should be selected for TDS on Professional or Technical Services?	Indirect Expenses
262	In which voucher type entry is done for TDS calculations?	F7
263	In which voucher type, TDS payable to Government will be noted?	F5

OPTION 2	OPTION 3	OPTION 4	RIGHT OPTION
journal	payment	receipt	contra
Indirect expenses	asset	liability	Indirect expenses
indirect expenses	duties and taxes	indirect income	duties and taxes
26Q	27Q	28Q	26Q
manufacturing journal	payment	receipt	stock journal
statutory features	inventory features	others features	inventory features
ctrl+f4	ctrl+f5	alt+f5	ctrl+f4
f11	f3	f2	f12
current liability journal	fixed asset	deposit asset	current liability
journal	sales	purchase	sales
inventory features	statutory features	others features	accounting features
alt+c	ctrl+f4	ctrl+f5	alt+c
ctrl+v	ctrl+f4	ctrl+enter	ctrl+enter
alt+v	alt+d	alt+f	alt+d
ctrl+a	alt+c	ctrl+enter	ctrl+a
f2	f5	f12	f12
TALLY PARTNER	HOMEIO DEPARTMENT	SOCIAL WORKER	TALLY SOLUTION
Alt+N	Alt+F4	CTRL+F4	Alt+N
F2	F11	F4	F12
CURRENT ASSET	DUTIES AND TAXES	DIRECT EXPENSES	DUTIES AND TAXES
F12	F5	F11	F12
F4	F5	F6	F4
CURRENT ASSETS	FIXED ASSETS	LOANS AND ADVANCES	CURRENT ASSETS
1987	1972	1970	1988
F12	F2	F1	F11
ALT+F2	F3	ALT+F3	ALT+F1
FURNITURE	LAND	GOODWILL	GOODWILL
CTRL+D	CTRL+F	ALT+V	ALT+D
CTRL+Z	ALT+C	CTRL+Y	ALT+Z
DIRECT EXPENSES	DIRECT INCOME	CURRENT ASSETS	DIRECT EXPENSES
FIXED ASSET	DUTIES AND TAXES	SUNDRY CREDITORS	DUTIES AND TAXES

REGISTER DEALER	COMPOSITION DEALER	REGULAR DEALER	UNREGISTER DEALER
Tax Account Number	Tax Assessment Number	Tax Assign Number	Tax Assessment Number
3	4	5	5
TAX REJECTED AT SOURCE	TAX DROP OUT FROM SOURCE	TAX PAYER IDENTIFICATION NUMBER	TAX DEDUCTED AT SOURCE
DUTIES AND TAXES	INDIRECT EXPENSES	DIRECT EXPENSES	DUTIES AND TAXES
SELLER	STOCK BROKER	COMMISSION AGENT	SELLER
PURCHASE VOUCHER	SALES RETURN	PURCHASE RETURN	PURCHASE VOUCHER
SALES VOUCHER	JOURNAL VOUCHER	PAYMENT VOUCHER	SALES VOUCHER
Alt+V	Alt+F4	F9	Alt+F4
BUILDING AND LABOUR	BILLS OF MATERIAL	BILL WITH LABOUR CHARGE	BILLS OF MATERIAL
STATUTORY AND TAXATION	PAYROLL VOUCHER	ACCOUNTING VOUCHER	ACCOUNTING VOUCHER
NOMINAL ACCOUNT	PERSONAL ACCOUNT	BANK ACCOUNT	NOMINAL ACCOUNT
JOURNAL	PROCESSING WORK	WORK IN PROGRESS PROCESS	PROCESSING WORK
JOB WORK	WORKS CONTRACTOR	PAYROLL	PAYROLL
INVENTORY FEATURE	STATUTORY FEATURES	CONFIGURATION	CONFIGURATION
TAXPAYABLE	TAX ADJUSTMENT	TAX CARRY FORWARD	TAXPAYABLE
POINT OF SALES	POSITION WITH STANDARD RATE	POINT OF PURCHASE	POINT OF SALES
INVENTORY FEATURE	STATUTORY FEATURE	AUDIT FEATURE	ACCOUNTING FEATURE
DIRECT EXPENSES	CAPITAL GAIN	DIRECT INCOME	DIRECT INCOME
Profit and loss account	Trial Balance	Journal Voucher	Balance sheet
Sub	Data	Database	Data
Cash and Loan Account	Sales and Purchase Account	Sundry Debtors and Creditors Account	Cash and P/L Account
Alter	Split Company Data	New Company	Split Company Data

Alter	Select Company	Shut Company	Select Company
Account Vouchers	Accounts Info	None of these	Account Vouchers
Display	Alter	Change	Alter
indirect expenses	direct incomes	direct expenses	indirect incomes
Real Account	Representative Personal Account	Valuation Account	Representative Personal Account
current liabilities	fixed assets	direct expenses	current assets
current liabilities	fixed assets	direct incomes	current liabilities
Unsecured loans	Loans(liability)	Deposits(Assets)	Secured loans
Secured Loans	Loans(Liability)	Loans and Advances	Unsecured Loans
Unsecured Loans	Loans And Advances	Loans(Liability)	Loans And Advances
Journal	Receipt	Payment	Payment
Payment	Receipt	Journal	Receipt
Gateway of Tally? Trial Balance	Gateway of Tally? Display? Trial Balance	None of the above	Gateway of Tally? Display? Trial Balance
Item mode	Voucher Mode	None of the above	Item mode
Company Info > Alter	Company Info > Split Company Data	None of these	Company Info > Alter
Ledger creation window	Inventory creation window	None of the above	Ledger creation window
Maintain Bill wise Details	Maintain References	None of these	Maintain Bill wise Details
Expenditure	Assets	Liabilities	Liabilities
Receipt Note	Journal	Payment	Stock Journal
Narrations for each entry	Prefilled with Zero	Use as manufacturing Journal	Use as manufacturing Journal
Use Cost Centre for Job Costing	Both (1) and (2)	None of the above	Both (1) and (2)
Profit & Loss configuration	Balance Sheet configuration	Ledger configuration	Balance Sheet configuration
Use Security Control	Both (1) and (2)	None of the above	Use Security Control
Cost Category	Stock Items	Budgets	Stock Items
Reserve and Surplus	Capital Account	Investments	Reserve and Surplus

Purchase Invoice	Both (1) and (2)	None of these	Both (1) and (2)
Account Books	Cash and Fund flow	Inventory Books	Statement Of Accounts
Exceptional Reports	Accounts Books	Balance Sheet	Exceptional Reports
Contra Voucher	Payment Voucher	All of these	All of these
Receipt Note	Rejection Out	Rejection In	Rejection Out
SERVICE TAX	STATE VAT	PROFESSION TAX	PROFESSION TAX
1st January 2017	1st July 2017	1st March 2017	1st July 2017
Destination	Dividend	Development	Destination
Internal	Integrated	Intra	Integrated
SGST	IGST	CGST and SGST	CGST and SGST
GST Code	Both (1) and (2)	None of the above	HSN/SAC
Home Shopping Network	Harmonised System Number	Home State Code	Harmonised System of Normenclature
Software Accounting Code	System Accounting Code	Service Application Code	Services Accounting Code
Sept, 16	Aug, 16	April, 17	Aug, 16
f11	f3	f2	f12
alt+c	ctrl+f4	ctrl+f5	alt+c
F12	F2	F1	F11
Account Vouchers	Accounts Info	None of these	Account Vouchers
current liabilities	fixed assets	direct incomes	current assets
INVENTORY FEATURE	STATUTORY FEATURE	CONFIGURAT ION	ACCOUNTING FEATURE
F3	F12	F8	F12
ALT+V	ALT+A	CONTROL + ENTER	ALT+A
2	5	NONE	NONE
MONTH BEGINNING	NONE	DATE OF INCORPORAT ION	NONE
AFTER 63 MONTHS	AFTER 60 MONTHS	AFTER END OF BOOKS BEGINNING	AFTER 60 MONTHS
PAYHEAD	ADMINISTRATION CHARGES	MANUFACTU RING CHARGES	PAYHEAD
MANUFACTURIN G	PRODUCTION	SEZ	PRODUCTION

ABSENT	OVERTIME	PROCESSING	PRESENT
DA	HRA	CONVEYANCE	BASIC SALARY
YEAR TO DEPARTURE	YEAR TO DATE	YEAR TO DESIGN	YEAR TO DATA
CONTROL +F4	ALT +V	SHIFT +F11	CONTROL +F4
1.74%	4.75%	6.50%	4.75%
7.33%	8.33%	9.54%	8.33%
10	12	13	10
21	7	2	21
EXPAT REPORT	PAY SHEET	PAYMENT ADVICE	EXPAT REPORT
PAYROLL	PASSPORT EXPIRY	OVERTIME REGISTER	PAYROLL
EPF REPORT	GRATUITY REPORT	ESI EMPLOYEE REPORT	EPF REPORT
12%	1.75%	4.75%	3.67%
25000	300000	NONE	100000
4	5	2	3
PETROL	DIESEL	KEROSINE	MOTOR SPIRIT
INPUT TAX CREDIT	INSURANCE SUPPLY COMMISSION	INTANGIBLE CAR	INPUT TAX CREDIT
CARRY AMOUNT FOR NEXT YEAR	CANCEL OF INPUT TAX CREDIT	INELIGIBLE INPUT	CARRY AMOUNT FOR NEXT YEAR
SALES	SALES EXPORT	SALES TO ZONE	SALES
SPECIAL ECONOMIC ZONE	ZONE OF SEZ	SPECIAL ENVIRONMENT ZONE	SPECIAL ECONOMIC ZONE
CHEAP RATE	HIGHEST RATE	MIDDLE PRICE	HIGHEST RATE
VALUE	RATE	LOW PRICE	QUANTITY
TURNOVER>750000	NO TURNOVER	ONLY QUANTITY	TURNOVER>7500000
CONTROL+J	CONTROL+I	CONTROL+N	CONTROL+J
MANUFACTURING	STOCK TRANSFER	BOOK KEEPING	JOB WORK
MANUFACTURING	PROCESSING	TRANSFERING	PROCESSING
F11	F9	F8	F12
F12	F1	F2	F1

INVENTORY FEATURE	STATUTORY FEATURE	CONFIGURATION	ACCOUNTING FEATURE
CONTROL+U	ALT+E	ALT+W	ALT+W
24Q	27D	206C	206C
FBT	TDS	GST	TDS
25	27	28	28
SELLER	RETAILER	WHOLESELLER	SELLER
HARMFUL SYSTEM	HORIZONTAL SYSTEM	HIGHER COLLECTION SYSTEM	HARMONISED SYSTEM
SALES DIVISION	BOTH 1 AND 2	NONE	BOTH 1 AND 2
SALARY PURPOSE	TDS PURPOSE	NONE	TDS PURPOSE
STOCK IN HAND	FIXED ASSETS	INDIRECT EXPENSES	CURRENT ASSETS
ASSETS	GAIN OF CAPITAL	WORKING CAPITAL GAIN PROCESS	LIABILITES
SHARE	LIABILITES AND ASSETS	DIVIDEND	LIABILITES AND ASSETS
BYER	RETAILER	WHOLESELLER	SELLER
2	3	4	3
CHARITABE TRUST	PROFIT SEEKING ORGANIZATION	ALL OF THE ABOVE	CHARITABE TRUST
COST CENTRE	LEDGER CREATION	STOCK ITEM CREATION	COST CATEGORY
CST	GST	TDS	GST
3%	1%	5%	3%
F11	F2	F6	F2
INCOME TAX	GST	VAT	PAYROLL
PURCHASE ORDER	RECEIPT NOTE	BOTH 2 AND 3 OPTION	BOTH 2 AND 3 OPTION
CURRENT LIABILITES	INDIRECT EXPENSES	DIRECT EXPENSES	CURRENT ASSETS
REDUCE	DEBENTURE	DEFERRED	DEDUCT
SERVICE TAX	GST	INCOME AND EXPENDITUR E	TDS
XML FILE	JPG FILE	WORD FILE	XML FILE
SLAB	PRODUCTION	OVERTIME	SLAB
RS 30	RS 50	RS 110	RS 30



INCOME	EXPENSES	CURRENT ASSETS	SLAB
BASIC,DA	BASIC , DA, CONVEYANCE	ONLY BASIC SALARY	BASIC,DA,HRA
CTRL+V	SHIFT + ENTER	ALT +C	ALT+I
QUANTITY	BOTH 1 AND 2	NONE	BOTH 1 AND 2
VOUCHER	DEBIT AND CFREDIT	ONLY DEBIT	INVOICE
OFFLINE MODE	BOTH 1 AND 2	NONE	ONLINE KEY
CONTROL +P	ALT +Z	CONTROL + ENTER	CONTROL +P
CREDIT NOTE	RECEIPT NOTE	DELIVERY NOTE	CREDIT NOTE
PAYROLL	INCOME STATEMENT	DEFERRED REVENUE	PAYROLL
LOAN GIVEN	PAYMENT OF FD	INCOME STATEMENT	LOAN GIVEN
12	13	25	10
F12	F8	F9	F12
DONATION	LIABILITY	PAYMENT TO CONTRACTOR	DONATION
REPORT	INCOME AND EXPENDITURE	PROFIT AND LOSS	REPORT
SALES VOUCHER	JOURNAL VOUCHER	PAYMENT VOUCHER	SALES VOUCHER
CURRENT LIABILITES	CURRENT ASSETS	DEFERRED REVENUE	LOANS AND LIABILITY
SALES TO PURCHASE	OPTIONAL VOUCHER	ORDER VOUCHER	PURCHASE TO SALES
TCS	SERVICE TAX	AUTHORISED CAPITAL	TDS
PARTICULAS	DEBIT AND CFREDIT	MEMORANDUM VOUCHER	PARTICULAS
4%	1%	5%	1%
INVENTORY FEATURE	STATUTORY FEATURES	CONFIGURATION	ACCOUNTING FEATURE
WITH DATE	OFFLINE DATA	OVERRIDE DATA	OPEN DATA
ALT+E	ALT+I	CONTROL+N	ALT+E
COLLECTION	CONNECTION	CORRECTION	COLLECTION
MAN TO MAN TRANSFER	OUTGOING SERVICE	OUTPUT SERVICE	USE OF SERVICE

PAYABLE PROVOCATION	PRODUCTION RATE	OVER RIDE RATE	PREALLOCATE BILL FOR PAYMENT
Payment voucher	Reminder Letter	Cash/Bank Book	Payment voucher
Cost Center	Stock categories	Maintain Multiple Godowns	Voucher Class
Ctrl + Q	Ctrl + M	Ctrl + L	Ctrl + Q
4 digits	6 digits	5 digits	5 digits
31	35	34	34
purchase	duties and taxes	Indirect Expenses	duties and taxes
Payment Voucher	Contra Voucher	ALL THE ABOVE	ALL THE ABOVE
F2	F5	F9	F2
LIABILITIES	INCOME	EXPENDITUR E	LIABILITIES
INCOME	LIABILITIES	EXPENDITUR E	LIABILITIES
Conventional Voucher	Unconventional Voucher	Both a and b	Unconventional Voucher
Company Features	Company Information	Both a and b	Company Information
Tax	Accounting Features	Company Features	Company Configuration
Ctrl + P	Alt + T	Ctrl + T	Ctrl + T
XML Format	SDF Format	HTML Format	HTML Format
Ctrl + X	Shift + X	Ctrl + Shift + X	Alt + X
Group creation window	Inventory creation window	Ledger creation window	Ledger creation window
Journal Voucher	Debit and Credit Note	Both a and b	Debit and Credit Note
Alt+R	Shift + R	Alt + Shift + R	Ctrl + R
Ctrl + N	Ctrl + A	Ctrl + D	Ctrl + N
Accounts Books	Inventory Books	Cash and Fund flow	Statements of Accounts
F12	ALT+F1	ALT+F3	F12
F5	F6	F4	F7
ASCII Format	SDF Format	PDF Format	XML Format
Electronic Tax Collection at Source	Electronic Tax Collected at Source	Enable Tax Collected at Source	Electronic Tax Collected at Source
F11	F12	F5	F12

Tally Audit	Statistics	Accounts Information	Statistics
Ctrl + N	Ctrl + M	Ctrl + L	Ctrl + L
Cash in Hand	Capital Account	None	Capital Account
Cash/Bank Books	Exception Reports	Account books	Exception Reports
Alt + F2	F3	Alt + C	Alt + F1
F6	F10	F12	F5
PAYMENT	RECEIPT	DEBIT NOTE	CONTRA
F12	Alt + F1	Ctrl + F1	Alt + F1
Ctrl + F12	F11	F12	F12
1st April of any year	9th September of any year	1st May of any year	1st April of any year
Sales	Stock Journal	Physical Stock	Physical Stock
Rejection In	Rejection Out	Debit Note	Rejection Out
Ctrl + Alt + P	Shift + P	Alt+P	Alt+P
F4	Alt + F4	Alt + F3	Alt + F4
Alt+F5	F8	F9	Alt+F5
Indirect Expenses	Direct Incomes	Direct Expenses	Indirect Expenses
Purchase day book	Cash book	Any of the above	Cash book
Depends on number of companies	Sub Groups	Ledger account	Ledger account
Estimation	Forecasting	All of these	All of these
PRIMARY	STOCK LOCATION	NONE	MAIN LOCATION
LEDGER ACCOUNT	COST CATEGORY	NONE	SECURITY MECHANISM
STOCK ITEMS UNITS	REGIONAL SETTING	NONE	COMPANY CREATION
DAY BOOK	BALANCE SHEET	NONE	DAY BOOK
STOCK JOURNAL	STOCK ANALYSIS	STOCK SUMMARY	STOCK SUMMARY
During the creation of a company	In -comp info -> security control-option	Press F12 key	During the creation of a company
OWNER	DATA ENTRY	ADMINISTRATOR	ADMINISTRATOR
Cash disbursements	Cash receipts	Payroll transactions	Inventory subsidiary
CLOSING BALANCE	OPENING BALANCE	BOTH 1 AND 2	BOTH 1 AND 2

2	3	5	3
LAND AND BUILDINGS	STOCK OF RAW MATERIALS	PLANT AND MACHINERY	STOCK OF RAW MATERIALS
Owners	Management	Employee	Government
credit note	proforma invoice	bill	credit note
credit note	proforma invoice	bill	debit note
Personal account	Nominal account	None	Real account
Real Account	Personal Account	None	Nominal Account
Proposed income	Earned income	Accrued income	Accrued income
Capital	Advance	Prepaid Expenses	Capital
Current assets	Fictitious assets	Liquid assets	Fixed assets
creditor	investor	supplier	debtor
current asset	capital	fixed asset	current asset
PURCHASE	SALES	DUTIES AND TAXES	DUTIES AND TAXES
Stock	Debtors	Goodwill	Goodwill
26Q	27Q	27E	24Q
cash disbursements	cash receipts	payroll transactions	inventory subsidiary
2	3	5	3
Entry Tax	Stamp Duty	Entertainment Tax	Stamp Duty
20%	28%	30%	14%
50 Lacs	75 Lacs	None of the above	None of the above
Indirect Incomes	Duties and Taxes	None of the above	Duties and Taxes
F6	F5	F4	F7
F4	F6	F7	F5