XBCE (INDIA)

Xavier Board for Computer Education (India)

Roll No:

NAME _____

Time: 1hr 30 Minutes   **FM: 60**

READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY

1. Write your roll Number and Name in the appropriate place.
2. All answers of Part A should be answered only in the question paper.
3. Write answers of Part-B in the answer sheet provided.
4. You are expected to complete the exam in the prescribed time and handover the question paper and answer sheet to the invigilator.
5. In case of malpractice, the exam will be cancelled and the person will be debarred from appearing for other exams.

[Part-A]

All questions are compulsory.

1) **Choose the correct one for the following.**   **[10*1=10 marks]**

   a) A _____ is send to a customer when he returns the goods
      i) Debit note   ii) Credit Note   iii) Bill   iv) BRS

   b) Which option is used to make changes in created groups of ledgers in tally?
      i) Create   ii) Alter   iii) Display   iv) Change

   c) Can we allow Expenses/Fixed Assets in Purchase vouchers?
      i) Yes   ii) No   iii) Wrong Question iv) Both i and ii

   d) Single entry mode is applicable for
      i) Payment   ii) Receipt   iii) Contra   iv) All of these

   e) Which voucher type is used to transfer amount from one bank to another?
      i) Contra   ii) Payment   iii) Receipt   iv) Journal

   f) We can create multiple user in tally prime activating
      i) Tally Vault   ii) Security Control   iii) Both i and ii iv) All of these

   g) Which shortcut key is used to view configure in Tally?
      i) Alt + F9   ii) F10   iii) F11   iv) F12

   h) Which unit is created for stock items like grain, pulse, sugar etc.?
      i) Lts   ii) Nos   iii) Kgs   iv) Box

   i) Sales Tax falls under which group?
      i) Sales   ii) Purchase   iii) Indirect Expense iv) Duties and Taxes

   j) Which of the following is the predefined stock category in tally?
      i) Main Location   ii) Symbol   iii) Primary   iv) Stock

2) State True or False. [10*1=10 marks]

a) Tally provides a set of predefined groups based on traditional method of accounting.

b) Land and Building is not fixed assets.

c) To change voucher mode in tally prime, Ctrl + H shortcut is used.

d) Cash discount is deducted from the actual price and net amount is shown in invoice.

e) Configuration changes affect only the current company.

f) Tally allows deletion of Ledger having Entries recorded in that.

g) Transaction accounting for money received is entered into Payment Voucher.

h) Sale Voucher record Credit Purchase of Asset.

i) Personal A/c is related with Expenses & Incomes.

j) GST paid on goods has to be reversed if the goods on which GST was paid are lost, stolen or destroyed.
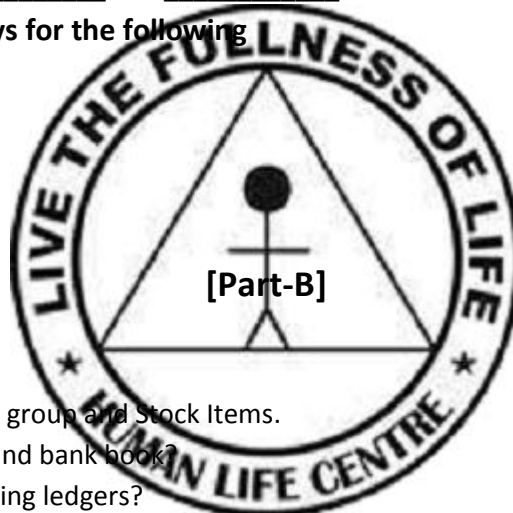
3) Fill in the blanks. [5*1=5 marks]

a) To create a contra voucher Press _____.

b) By default, the profit and loss account are in _____ form.

c) In taxation, GST stands for _____.

d) Travelling expense ledger account will come under _____ group.

e) We don't have to create _____ and _____ account in tally as it is already available in it.

4) Write down the short cut keys for the following [5*1=5 marks]

a) Select Company

b) Change Period

c) Multi Masters

d) Current Print

e) Debit Note

[Part-B]

5) Answer any 3 questions. [5*3=15 marks]

a) Steps to create company.

b) Differentiate between Stock group and Stock Items.

c) How do you generate cash and bank book?

d) What are the steps for creating ledgers?

e) What is day book?

6) Answers any 2 question. [7.5*2=15 marks]

a) What is Voucher? Explain any 3 vouchers in tally prime?

b) Explain how do bank reconciliation in tally prime?

c) Define GST? Differentiate between Interstate and intrastate transaction?