

SAMPLE QUESTION WITH ANSWERS

(PRACTICE QUESTIONS)

# COMPUTERIZED ACCOUNTING

BY

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## Practice Questions with Answers:

Q1. Users of accounting information includes:

Ans. Creditors, lenders, customers etc

Q2. Hard copy printer is:

Ans. Output device

Q3. Which type of two digit used in binary system?

Ans. 0, 1

Q4. Which language is used in business operation?

Ans. COBAL

Q5. Computerized accounting is a:

Ans. **Hardware**

Q6. We can create multiples users in tally activating:

Ans. **Use security control**

Q7. Allow components list details option is activated for:

Ans. **Stock items**

Q8. To use Dr/Cr instead of To/By during voucher entry, press:

Ans. **F12**

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Q9. Payroll auto fill is done through:

Ans. **Alt + A**

Q10. To get payroll report choose:

Ans. **Gateway of tally > Display > Payroll reports**

Q11. We can see list of memorandum voucher from:

Ans. **Exception reports**

Q12. Which file in tally is used to record the import activity?

Ans. **Tally.ini**

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Q13. Which short cut is used to view report with all details in tally?

Ans. Alt + F1

Q14. We can cancel a voucher using:

Ans. Alt + X

Q15. For reconciliation of bank, we use:

Ans. F5

Q16. Single entry mode is applicable for:

Ans. Receipt voucher, Contra voucher and payment voucher

Q17. Where do we record transaction of salary, rent or interest paid?

Ans. **Payment**

Q18. How to activate the tally audit feature in a company?

Ans. **During the creation of a company**

Q19. Generally the financial year shall be from:

Ans. **1<sup>st</sup> April of Every year**

Q20. We can modify an existing company from:

Ans. **Company info > Alter**

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Q21. F12 is known as:

Ans. **Company configuration**

Q22. The shortcut key to quit from tally is:

Ans. **Ctrl + Q**

Q23. The shortcut used to activate calculator is:

Ans. **Ctrl + N**

Q24. Suspense account group is defined under:

Ans. **Liabilities**

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Q25. To activate MRP Feature from Gateway of tally initially we need to press:

Ans. **F12**

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