

Name .....

# Unique Computer Institute

## Tally Paper

**Total Mark – 55**

**Total Time – 1 hour**

**Note – all questions are compulsory & Each Question carry 5 Marks.**

**QUE(1)-** Define the tally and it's uses in the field of accounting?

**QUE(2)-** Write the steps to alter and delete a “company” in tally ERP9?

**QUE(3)-** How many types of voucher in Tally, write them with their shortcut keys?

**QUE(4)- Write these entries as instruction given below.**

**(a)-** Paid convence of Rs 700 by cash. (As voucher)

**(b)-** Paid wages of Rs 1200 by cash and Rs150 deducted for T.D.S. Liability. (As voucher)

**(c)-** Sold goods on credit to Rakesh at the rate of Rs 1600 and Rs 150 is taken as sale tax. (As voucher)

**QUE(5)-** A customer sold goods of Rs 10000 by cash and customer return the goods of Rs 2000 due to some problem, write the entry of sale and sale return. (As voucher)

**QUE(6)-** What is invoice and what's the difference between voucher and invoice?

**QUE(7)- What is billwise detail & write the entries as instruction given below**

**(a)-** Purchase 5 pcs samsung mouse at the rate of 300 each from Ramlal on credit, credit allowed 10 days. Ref No-1. (As voucher)

**QUE(8)-** Sold 2 pcs LG keyboard at the rate of 700 each to Vijay Ltd on credit, credit allowed 5 days Ref (VL-1). (As Invoice)

**QUE(9)-** What is price level, order processing & zero value of entries?

**OR**

**Pass these entries in your Notebook?**

**(a)-** Post a purchase order of 500 pcs levis jeans at the rate of 2000 each from Ravi garment ltd. Order No. – RG-1, Order due on 1 May 2018. (As Invoice).

**(b)-** Sold 500 pcs levis jeans at the rate of 2000 each to ABC Shopping Mall against Order No. ABC-1, Order due on 1 May 2018.

**QUE(10)- What is GST, write an entry as instruction given below?**

Sold 4 pcs TVS Bike at the rate of 50,000 each GST applied 20% (As Invoice).

**QUE(11)-** Write the shortcut key of Print, Print Preview and zoom for any bill.