# BRAINWARE UNIVERSITY
## Term End Examination 2020 - 21
**Programme – Bachelor of Commerce (Honours) in Banking & Financial Accounting**
**Course Name – Computer Application in Accounting**
**Course Code - GECS102**
**Semester / Year - Semester I**

Time allotted : 75 Minutes

Full Marks : 60

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

## Group-A

(Multiple Choice Type Question)          1 x 60=60

1.          *(Answer any Sixty )*

(i) To assemble a product from different items —————entry is used

    a) Reversing Journal
    b) Stock Journal
    c) Journal
    d) Physical Stock Transfer

(ii)  We can maintain

    a) Party Ageing Analysis
    b) Stock Ageing Analysis
    c) Both of these
    d) None of these

(iii) ODBC stands for

    a) Object Database Connectivity
    b) Open Database Connectivity
    c) Original Database Connectivity
    d) Optimum Database Connectivity

(iv) The maximum number of decimal places, that can be activated is

    a) 4
    b) 3
    c) 2
    d) 1

(v) To invoke company features, we have to press

    a) F10
    b) F11
    c) F12
    d) None of these

(vi) In order to transfer stock from one godown to another, we have to transact through

    a) Physical Stock                         b) Stock Journal

    c) Receipt Note                          d) None of these

(vii)  To pass the sales Order, we have to press

    a) F5                                   b) Alt + F5

    c) Ctrl + F5                            d) All of these

(viii) Tally data files are stored in

    a) Data Directory                      b) Application Directory

    c) Configuration Directory            d) None of these

(ix) The backup file is stored as

    a) TBK900.001                      b) TAK500.001

    c) TCK500.001                     d) TDK500.001

(x) Real Time Gross Settlement (RTGS) is management by

    a) SBI                                 b) RBI

    c) IBA                                d) GOI

(xi) In Tally Audit, to accept all the vouchers at a time, we have to press

    a) F7                                   b) Alt + F7

    c) Ctrl + F7                           d) Shift + F7

(xii) Tally supports

    a) Accounts Only                     b) Inventory Only

    c) Accounts with Inventory          d) Both Accounts Only and Accounts with Inventory

(xiii) We can find _____ method of voucher numbering.

a) Automatic                                  b) Manual

c) Manual                                     d) All

(xiv) To pass 'Reversing Journal' we have to press

a) F10                                        b) Alt + R

c) Ctrl + T                                 d) Ctrl + A

(xv) We can create _____ level(s) of cost centres.

a) 10                                          b) 5

c) Single                                     d) Unlimited

(xvi) We can specify the company to be loaded automatically in

a) Tally.sav                                b) Tally.txt

c) Tally.info                               d) Tally.ini

(xvii) BOM stands for

a) Bill On Materials                    b) Bill Of Materials

c) Bill Off Materials                  d) Bill Offer Materials

(xviii) To close a company, we have to press

a) Alt + F1                               b) Alt + F3

c) F1                                          d) All of these

(xix) To view the Bank Reconciliation report, we have to press

a) F4                                         b) F5

c) F5                                           d) F6

(xx) To add a new column, we have to press

a) Alt + N                                 b) Ctrl + N

c) Shit + Ctrl + N                  d) None of these

(xxi) Tally program files are stored in

a) Data Directory

b) Application Directory

c) Configuration Directory

d) None of these

(xxii) In order to change the current Configuration of company in Tally, we press

a) F6

b) F7

c) F11

d) F12

(xxiii) Which is not the default group in Tally?

a) Suspense Account

b) Outstanding Expense

c) Sales Account

d) Investments

(xxiv) Through _____ option, we can modify the ledger

a) Alter

b) Display

c) Both of these

d) None of these

(xxv) We can view the Interest Calculation report from

a) Accounts Info

b) Accounts Book

c) Statement of Accounts

d) None of these

(xxvi) In order to activate Tally ERP 9 for online licensing we have to press

a) F12

b) F10.

c) F11

d) F7

(xxvii) A _____ contains accounts of member companies

a) Group Company

b) Single Company

c) Single Group Company

d) All of these

(xxviii) For online help, we have to press _____

a) Alt + H

b) Alt + C

c) Alt + O                                  d) Alt + T

(xxix) _____ feature helps the administrator to track changes in the accounts.
a) Tally Audit                              b) Tally Vault
c) Tally Configuration                      d) All of these

(xxx) To pass the Purchase Challan, we have to select
a) Receipt Note                            b) Receipt Challan
c) Purchase Voucher                        d) None of these

(xxxi) Which of the following is a regulatory institution in Indian Banking System?
a) RBI                                      b) SEBI
c) CIBIL                                    d) IRDA

(xxxii) To divide a Company into two financial periods _____ option is used
a) Split Company Data                       b) ODBC
c) Amalgamation                             d) None of them

(xxxiii) _____ and _____ are the default ledgers in Tally
a) Cash and Profit & Loss                   b) Cash and Bank
c) Cash and Income                          d) Cash and Expense

(xxxiv)  To create online ledger we need to press
a) Alt+C                                    b) ALT+L
c) ALT+V                                    d) ALT+R

(xxxv) To pass Contra entry, press
a) F4                                       b) F8

c) F9                 d) F10

(xxxvi) To pass receipt entry, press
  a) F6                 b) F8
  c) F9                 d) F10

(xxxvii) To create a company we have press ___ from GOT
  a) Alt+F3             b) F8
  c) F9                 d) F10

(xxxviii) To modify a company data we have press ___ from GOT
  a) Alt+F3             b) F8
  c) F9                 d) F10

(xxxix) To create anything online, we have to press
  a) Alt+C              b) F8
  c) F9                 d) F10

(xl) To see all the entries in a single page, we have to access
  a) Day Book          b) Balance Sheet
  c) Balance Sheet       d) None of these

(xli) To see any report in detailed format, we have to press
  a) Alt+F1             b) Alt+ F8
  c) F9                 d) F10

(xlii) To export any report in other format, we have to press
  a) Alt+E              b) Alt+ F8
  c) F9                 d) F10

(xliii) To change tally configuration, press

    a) F12                                  b) Alt+ F8

    c) F11                                  d) F9

(xliv) To change company features, press

    a) F12                                  b) Alt+ F8

    c) F11                                  d) F9

(xlv) Bank Overdraft is a

    a) Assets                              b) Income

    c) Liability                         d) None of these

(xlvi) Outstanding expenses is a

    a) Current Assets                  b) Income

    c) Current Liability             d) None of these

(xlvii) Telephone expenses is a

    a) Current Assets                  b) Income

    c) Indirect Expense             d) None of these

(xlviii) Rent Received from Office Building is a

    a) Current Assets                  b) Income

    c) Indirect Expense             d) None of these

(xlix) Factory Overhead is a

    a) Current Assets                  b) Income

    c) Indirect Expense             d) None of these

(l) A payment made for traveling expenses of Rs.5000 in cash – will be recorded in

    a) F5                                    b) F8

c) F9                                   d) F10

(li) A payment made for purchasing of Office Furniture of Rs.7500 in cash –
will be recorded in

   a) F7                                 b) F8

   c) F9                                 d) F10

(lii) A receipt of Rs.5000 in cash for Rent Received of Office Building – will be
recorded in

   a) F6                                 b) F8

   c) F9                                 d) F10

(liii) Deposited Rs.50000 in SBI – will be recorded in

   a) F4                                 b) F8

   c) F9                                 d) F10

(liv) POS stands for

   a) Point of Sale                      b) Profit of Sale

   c) Point of Share                     d) None of these

(lv) Shortcut key for print in Tally is

   a) Alt+P                              b) Alt+E

   c) Ctrl+P                             d) F10

(lvi) Shortcut key for Auto Value Calculator in Tally is

   a) Alt+C                              b) Alt+A

   c) Ctrl+A                             d) None of these

(lvii) GST is a

   a) Indirect Tax                       b) Direct Tax

   c) Both of these                      d) None of these

(lviii) Salary Disbursement functions can performed in Tally with ____ features

    a) Payroll                             b) GST

    c) TDS                                d) None of these

(lix) The latest version of Tally is

    a) 6.5.4                              b) 6.4.4

    c) 9.5.4                              d) None of these

(lx) Ageing Analysis is related with

    a) Party (Debtor & Creditor)            b) Sales

    c) Purchase                        d) None of these