

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - A

(Each question carries **Two** marks)

IT – I

1. Write the procedure to open Tally ERP.9.
2. How to shut a company?
3. What is Tally ERP.9?
4. List any two features of Tally ERP.9.
5. List the components of Tally ERP.9 window.
6. What do you mean by 'Data Synchronization' in Tally ERP.9?
7. How to open the gateway of Tally Screen?
8. What are the short cut keys to display the company features and to display the configuration menu in Tally ERP.9?
9. How to open calculator in Tally ERP.9?
10. What do you mean by stock group?
11. What do you mean by stock category?
12. What do you mean by stock item?
13. What is compound unit?
14. What do you mean by godown?
15. Define 'Unit of Measure'.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - B

(Each question carries **Three** marks)

UNIT – I

1. Write down the major enhancement introduced in Tally ERP.9.
2. Write a short note concurrent multi-lingual capability feature of Tally ERP.9.
3. How to select a company in Tally ERP.9.
4. Write down the steps to display stock group.
5. Write down the steps to display multiple stock group.
6. Write down the steps to display a single stock category.
7. Write down the steps to alter a single stock category.
8. Write down the steps to display a single stock item.
9. Write down the steps to alter a single stock item.
10. Write down the steps to display a multiple stock item.
11. Write down the steps to alter a multiple stock item.
12. How to create a simple unit in Tally ERP.9? How to activate godown option in Tally ERP.9?
13. How to display a single godown in Tally ERP.9?
14. How to display unit of measure in Tally ERP.9?

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Five** marks)

UNIT – I

1. Explain the features of Tally.
2. How to delete a company in Tally ERP.9? Explain.
3. Explain different buttons are available when Gateway of Tally screen appears.
4. Explain product information bar appears at the bottom of Tally ERP.9 Window.
5. Explain status bar appears at the bottom of Tally ERP.9 Window.
6. How to alter a company in Tally ERP.9?
7. Write down the steps to create Stock Group with screen.
8. Write down the steps to alter a stock group.
9. Write down the steps to alter a multiple stock group.
10. Write down the steps to create Stock Categories with screen.
11. How to create a compound unit in Tally ERP.9?
12. How to alter a godown in Tally ERP.9.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Ten** marks)

UNIT – I

1. Write down the steps to create company in Tally ERP.9.
2. Explain installation procedure of Tally ERP.9.
3. Explain components of Tally ERP.9 window in detail.
4. Write down the steps to create multiple Stock Group with screen.
5. Write down the steps to create multiple Stock Categories with screen.
6. Write down the steps to create single Stock items with screen.
7. Write down the steps to create multiple Stock items with screen.
8. Write down the steps to create unit with screen.
9. Write down the steps to create single godowns with screen.
10. Write down the steps to create multiple godowns with screen.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - A

(Each question carries **Two** marks)

UNIT – II

1. Define Group.
2. What is Ledger?
3. What is Voucher?
4. Write down the steps to display Single Group in Tally ERP.9.
5. Write down the steps to display Single Ledger in Tally ERP.9.
6. Write a short note on Purchase Order in Tally ERP.9.
7. Write a short note on Sales Order in Tally ERP.9.
8. Write a short note on Invoice in Tally ERP.9.
9. Write down the steps to display balance sheet in Detailed format
10. Write down the steps to display the weekly Profit & Loss Account.
11. Write down the steps to display Trail Balance in Detailed format
12. Write down the steps to display Day Book Report for a particular Voucher.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - B

(Each question carries **Three** marks)

UNIT – II

1. How to alter a single Group in Tally ERP.9.
2. How to alter a single Ledger in Tally ERP.9.
3. Write down the steps to display a Voucher in Tally ERP.9.
4. Write down the steps to alter a voucher in Tally ERP.9.
5. Write down the steps to alter a purchase Order in Tally ERP.9.
6. Write down the steps to delete a Purchase Order in Tally ERP.9.
7. Write down the steps to alter a Sales Order in Tally ERP.9.
8. Write down the steps to delete a Sales Order in Tally ERP.9.
9. Explain displaying the ledger-wise closing balance in a Trial Balance Report Tally ERP.9.
10. Write down the steps to alter a column in stock summary report Tally ERP.9.
11. Write down the steps to delete a column from the stock summary report Tally ERP.9.
12. Write down the steps to delete a column from a Balance Sheet in Tally ERP.9.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Five** marks)

UNIT – II

1. Explain the steps to create a single Group in Tally ERP.9.
2. Explain the steps to create a Single Ledger in Tally ERP.9.
3. Explain the Setting of Accounting Features in Tally ERP.9.
4. Explain the setting of Inventory features in Tally ERP.9.
5. Explain the setting of Statutory & Taxation Features in Tally ERP.9.
6. Explain how to alter a voucher in Tally ERP.9.
7. How to Configure Balance Sheet in Tally ERP.9.
8. How to display Profit & Loss Account in a Different Currency in Tally ERP.9.
9. Explain the steps to view the stock category summary in Tally ERP.9.
10. Explain the steps of display a trial balance Report for a Particular Date in Tally ERP.9.
11. Explain Configuring a Day Book Report in Tally ERP.9.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Ten** marks)

UNIT – II

1. Explain the steps to create a primary group in TallyERP.9.
2. Explain the Steps to create a Multiple Groups in Tally ERP.9.
3. Explain the steps to create a Multiple Ledger in Tally ERP.9.
4. Explain the steps to create a voucher type in Tally ERP.9.
5. Explain the steps to create a purchase orders in Tally ERP.9.
6. Explain the steps to create sales orders in Tally ERP.9.
7. Explain the Purchase Invoice entry with example in tally ERP.9.
8. Explain the Sales Invoice entry with example in tally ERP.9.
9. Explain the steps to print the invoice/ Voucher in Tally ERP.9.
10. Explain how to configure the Profit & Loss Account in Tally ERP.9.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - A

(Each question carries **Two** marks)

UNIT – III

1. What is payroll?
2. What is pay slip?
3. What is payroll information?
4. What is payroll voucher?
5. What is payroll report?
6. Steps to create tax ledger
7. Write down the steps to print TDS challan.
8. Write down the steps to print TCS Report.
9. What is Tax?
10. What is TDS?
11. What is TCS?
12. What is VAT?
13. What is Indian Tax Structure?
14. What is TDS Challan?
15. What is VAT report?
16. What is Service Tax?
17. Write the steps to create tax ledger.
18. How to create TDS voucher?
19. How to create TCS voucher?
20. How to create VAT ledger?

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - B

(Each question carries **Three** marks)

UNIT – III

1. What do you mean by payroll voucher?
2. How to print pay sheet in Tally?
3. What is statement of payroll report?
4. How to enable payroll in Tally ERP 9?
5. Draw the chart showing payroll report
6. What do you mean by pay slip?
7. How to activate service Tax in Tally?
8. Write down the types of VAT in Tally.
9. What is VAT report?
10. How to display service Tax reports in Tally?
11. How to enable VAT in Tally?
12. How to activate TDS in Tally ERP?
13. How to configure VAT in Tally ERP?
14. How to configure TCS in Tally?
15. What is the procedure to view the TDS report?
16. Differentiate between VAT and TDS.
17. How print TDS challan in Tally ERP.9?
18. How to access VAT report in Tally?
19. How to access service tax report in Tally?
20. Write short note on TCS report in Tally.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Five** marks)

UNIT – III

1. What is Payroll? Explain its features.
2. Explain Payroll reports in detail.
3. Explain the needs of Payroll in Tally.ERP9.
4. Explain the needs of Salary Report.
5. Explain the Importance of Pay Sheet.
6. How to create Employee details in Payroll info? Explain its creation screen.
7. Explain Statutory and Taxation in detail.
8. Explain the procedure to create Payroll Voucher.
9. Explain the procedure to display Payroll Report with diagram.
10. Explain working of VAT in Tally.ERP9.
11. Explain working of TDS in Tally.ERP9.
12. What is Service Tax? Explain in detail.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Ten** marks)

UNIT – III

1. What is Service Tax? Explain Service Tax reports in detail.
2. What is TDS? What are the benefits of TDS to Government?
3. What is VAT Report? Explain Different types of VAT Reports.
4. Demonstrate VAT transactions with any 05 entries.
5. Demonstrate TDS transactions with any 05 entries.
6. Explain the Features of TCS Report.
7. Explain the procedure to create VAT reports in Tally ERP.9.
8. What is Tax? Explain the structure of Indian Tax in detail.
9. What is TDS? Write down the procedure to deduct tax in Tally ERP.9 in detail.
10. What is TDS challan? Write down the steps in detail.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - A

(Each question carries **Two** marks)

UNIT – IV

1. Write down the steps to take back-up in Tally ERP 9.
2. What are the Steps to restore data in Tally ERP.9.
3. What is the Procedure of Migrating data in from Tally 7.2 to Tally ERP 9.
4. List various security levels for company.
5. Write down the Steps to create security control in Tally ERP 9.0
6. Write the Procedures to connect the company to Tally.NET
7. Write down any two configuring features in Tally .NET
8. What is server login?
9. Write any two Tally.NET Features.
10. Define remote user.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - B

(Each question carries **Three** marks)

UNIT – IV

1. Write down the step of back up in Tally ERP 9.
2. What do you mean by restoring of data?
3. What is the use of E-mail in tally ERP 9.
4. Define Tally.Net in Tally ERP.
5. Write any four configuring features in Tally.Net.
6. What do you mean by security in tally ERP 9?
7. Write down the steps to create security levels in Tally ERP 9.
8. What is security controls?
9. What do you mean by logging as a remote user?
10. Write short notes on Tally.Net server.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Five** marks)

NIT – IV

1. Explain restore option in tally ERP.9.
2. Describe the term 'split company data'.
3. Explain connect company option in tally ERP.9.
4. How will you delete company from tally ERP.9?
5. Write procedure to create security control in tally ERP.9.
6. How will you set list of users for security control.
7. Explain tally.net features.
8. Explain assigning of username & password for company.
9. Explain any 5 inventory books available in tally ERP.9.

QUESTION BANK

BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA)

Course: BCCA – III (Semester – V)

Subject: Tally

Part - C

(Each question carries **Ten** marks)

UNIT – IV

1. How to take back-up and restore the data in Tally.ERP9? Explain.
2. Explain Horizontal button bar of Tally.ERP9.
3. How to migrate data from Tally7.2 to Tally.ERP9? Explain with diagram.
4. How to configure the Tally.NET in Tally.ERP9? Explain in detail.
5. What is Security Level? How to create security levels in Tally.ERP9?
6. What is Security Control? Write a procedure to create security control in Tally.ERP9.
7. Explain the following terms—(1) Assigning securities levels (ii) Creating security controls.