Tally ERP 9

1. How can you access the Tally ERP 9 help menu?
a) **Press F1**   b) Press F2   c) Press F3   d) Press F4

2. How can you activate Tally ERP 9?
a) **Purchasing a license**
b) Installing a cracked version
c) Using a trial version
d) Downloading from an unofficial website

3. How do you create a group in Tally ERP 9?
a) Accounts Info > Ledgers   b) Inventory Info > Stock Groups
c) **Accounts Info > Groups**   d) Display > Groups

4. In Tally ERP 9, which ledger account is automatically created?
a) Bank Account   b) **Cash Account**   c) Capital Account   d) Sales Account

5. In Tally ERP9, what is the shortcut key to create a ledger?
a) Alt + F1   b) Alt + L   c) **Alt + C**   d) Alt + N

6. In Tally ERP9, which option allows the export of data?
a) Alt + E   b) Alt + X   c) F12   d) **Ctrl + E**

7. The option to record Contra entries in Tally ERP 9 is found under which menu?
a) **Accounting Vouchers**   b) Statutory & Taxation
c) Inventory Vouchers   d) Payroll Vouchers

8. The shortcut key to print a report in Tally ERP 9 is _____.
a) **Alt + P**   b) Ctrl + M   c) Ctrl + P   d) Ctrl + F

9. The shortcut key to switch between companies in Tally ERP 9 is _____.
a) Alt + F1   b) Ctrl + F3   c) F1   d) **F3**

10. To create a company in Tally ERP 9, you should go to-
a) **Gateway of Tally ? Create Company**   b) Gateway of Tally ? Delete Company
c) Gateway of Tally ? Alter Company   d) None of the above

11. To create a new company in Tally ERP 9, which option should be selected?
a) Alter Company   b) Export Company   c) **Create Company**   d) Delete Company

12. To restore a backup in Tally ERP 9, you should go to -
a) Gateway of Tally ? Backup   b) **Gateway of Tally ? Restore**
c) Gateway of Tally ? Export   d) None of the above

13. What does F11 represent in Tally ERP 9?
a) Inventory Reports   b) Print Menu
c) **Features Menu**   d) Calculator Panel

14. What does the "Accounts Info" section in Tally ERP 9 include?
a) Reports on stock prices
b) Customer service details
c) **Information on accounts, ledgers and vouchers**
d) Sales and purchase data

15. What does the "Gateway of Tally" screen display?
a) The user's personal information
b) **The dashboard with various Tally modules**
c) The latest news headlines
d) A calculator

16. What does the term "TDS" stand for in Tally ERP 9?
a) **Tax Deducted at Source**   b) Tax Deferred Service
c) Total Deductible Salary   d) Tax Direct Service

17. What is Tally ERP 9 primarily used for?
a) Word Processing   b) Spreadsheet Management
c) **Accounting and Inventory Management** d) Graphic Design

18. What is Tally ERP 9 used for?
a) Graphic Designing   b) **Financial Accounting**
c) Word Processing   d) Web Development

19. What is the default date format used in Tally ERP 9?
a) **DD-MM-YYYY**   b) YYYY-MM-DD   c) DD/MM/YYYY   d) MM-DD-YYYY

20. What is the default username for the administrator in Tally ERP 9?
a) **Admin**   b) Manager   c) Administrator   d) Owner

21. What is the purpose of the Day Book in Tally ERP 9?
a) To manage inventory
b) To view balance sheets
c) **To view all transactions for a particular day**
d) To view GST reports

22. What is the shortcut key for Contra voucher in Tally ERP9?
a) **F4**   b) F6   c) F8   d) F10

23. What is the shortcut key to change the date in Tally ERP 9?
a) **F2**   b) F3   c) Alt + D   d) Ctrl + D

24. What is the shortcut key to create a ledger in Tally ERP 9?
a) F5   b) **Alt + C**   c) Ctrl + L   d) Alt + L

25. What is the shortcut key to delete a ledger in Tally ERP 9?
a) **Alt + D**   b) Alt + X   c) Ctrl + D   d) Alt + R

26. What is the shortcut key to enter a voucher in Tally ERP 9?
a) **Alt + V**   b) Alt + S   c) Alt + D   d) Alt + M

27. What is the shortcut key to open the Day Book in Tally ERP 9?
a) **Alt + D**   b) Alt + B   c) Ctrl + D   d) Ctrl + B

28. Which feature in Tally ERP 9 helps in calculating and managing payroll?
a) Inventory Management b) **Payroll Module**
c) Budgeting d) Banking

29. Which feature in Tally ERP 9 helps in detecting changes in transactions?
a) **Audit Trail** b) Ledger Analysis c) Stock Summary d) Cost Centers

30. Which feature in Tally ERP 9 is used for employee management?
a) Inventory Management b) **Payroll**
c) Statutory & Taxation d) None of the above

31. Which feature in Tally ERP 9 is used for tracking bill payments?
a) **Bill wise Details** b) Voucher Entry
c) Cost Centers d) Budgeting

32. Which feature is used to handle foreign currency transactions in Tally ERP 9?
a) Multi-Ledger b) Multi-Godown c) **Multi-Currency** d) Multi-Account

33. Which key combination is used to open the Calculator in Tally ERP 9?
a) **Ctrl + N** b) Alt + C c) Alt + X d) Ctrl + M

34. Which key is used to open the "Company Info" menu in Tally ERP 9?
a) **F3** b) F4 c) F1 d) F2

35. Which key is used to print reports in Tally ERP 9?
a) F12 b) **Alt + P** c) Ctrl + P d) F9

36. Which menu allows you to create budgets in Tally ERP 9?
a) Gateway of Tally ? Inventory Info b) Gateway of Tally ? Accounts Info
c) Gateway of Tally ? Display d) **Gateway of Tally ? Budget**

37. Which module in Tally ERP 9 is used for managing inventory?
a) Payroll b) **Inventory** c) Accounts d) Manufacturing

38. Which module in Tally ERP 9 is used to manage inventory?
a) Accounting Vouchers b) Payroll
c) **Inventory Vouchers** d) Sales Order

39. Which of the following is a default ledger created in Tally ERP 9?
a) Capital Account b) Purchase Account
c) Sales Account d) **Profit & Loss Account**

40. Which of the following is a default voucher type in Tally ERP 9?
a) Cash Payment b) **Journal Voucher**
c) Purchase Invoice d) Receipt Voucher

41. Which of the following is a non-accounting voucher?
a) Contra Voucher b) Journal Voucher c) **Memo Voucher** d) Sales Voucher

42. Which of the following is not a feature of Tally ERP 9?
a) Payroll Management b) GST Compliance
c) **Video Editing** d) Inventory Control

43. Which of the following is used to track expenses and income in different departments in Tally ERP 9?

a) **Cost Centers**   b) Stock Groups   c) Payroll   d) Budgets

44. Which of the following vouchers can be created in Tally ERP 9?
a) Payment Voucher   b) Sales Voucher
c) Receipt Voucher   d) **All of the above**

45. Which option in Tally ERP 9 is used for "Account Reconciliation"?
a) **Bank Reconciliation**   b) Ledger Reconciliation
c) Voucher Reconciliation   d) Inventory Reconciliation

46. Which option is used to configure the GST in Tally ERP 9?
a) F12   b) **F11**   c) Alt + F3   d) Ctrl + G

47. Which voucher is used to record credit purchases?
a) Sales Voucher   b) Receipt Voucher
c) **Purchase Voucher**   d) Payment Voucher

Answer Key

1.**A** 2.**A** 3.**C** 4.**B** 5.**C** 6.**D** 7.**A** 8.**A** 9.**D** 10.**A** 11.**C** 12.**B** 13.**C** 14.**C** 15.**B** 16.**A** 17.**C** 18.**B** 19.**A** 20.**A** 21.**C** 22.**A** 23.**A** 24.**B** 25.**A** 26.**A** 27.**A** 28.**B** 29.**A** 30.**B** 31.**A** 32.**C** 33.**A** 34.**A** 35.**B** 36.**D** 37.**B** 38.**C** 39.**D** 40.**B** 41.**C** 42.**C** 43.**A** 44.**D** 45.**A** 46.**B** 47.**C**