



Bhaskars Engineering Design and IT Service Center

(Placement Consultancy & Engineering Service Organization)



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TALLY ERP.9

INTERVIEW QUESTIONS & ANSWERS

Basic – Advance Level

Syllabus Content - 1

- ✓ Basic Tally
- ✓ Advance Tally

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Interview Questions & Answers

1. What do you mean by Tally?

Tally is computer software that is used for accounting purposes. It also helps with preparing balance sheets, filing tax returns and profit/loss statements, calculating GST etc.

2. Do you know any features available in Tally ERP9 for Accounting?

It provides various benefits such as:

- Profit Centers management for better ledger maintenance
- Budget supervision
- Outstanding Management for better finance management
- Invoicing of all dealers
- Other features like printing of checks, etc.

3. Types of ledger you can make in Tally ERP9?

The types of ledger you can make are:

- Creating a tax ledger, Creating a current liabilities
- Creating bank account, Creating a sales ledger
- Creating an Income ledger, Creating a party ledger

4. Define group in Tally ERP9?

A group is defined as a compilation of ledgers of the exact nature. In the business, expenses like telephone bills, electric bills, etc., are usually included in groups. Ledger based on these expenses is shaped to be used while accounting vouchers are entered.

5. What do you mean by reversing journal entries?

Reversing journal entries refers to entries made at the start of an accounting period to withdraw the adjusting journal entries completed at the end of the earlier accounting period.

6. What are the options available in accounts books menu in Tally ERP9?

The menu includes:

- Journal Register, Purchase Register
- Sales Register, Cash Book, Bank Book
- Ledger, Group Summary

7. Deferred taxations is a part of which equity?

Deferred taxation refers to a part of owner's equity.

8. What are the things that fall under Intangible Assets?

The following things are:

- Brand Names, Patents
- Copyrights, Trade Marks
- Domain Names etc

Interview Questions & Answers

9. Define Trial Balance in Accounting?

A trial balance is defined as an accounting report that records the credits in each of an organization's universal ledger accounts. It is done at the end of posting journal entries to ensure that there are no posting bugs.

10. Where do accruals appear on the balance sheet?

Accrued expenses frequently tend to be enormously short-term. So you would trace them within the "current liabilities section" of the balance sheet.

11. How can you view the profit and loss statement in Tally ERP9?

To outlook the profit and loss statement, we should press F1: Complete, which will show the data based on the non-payment primary groups, with every transaction that has been entered directly.

12. What does the statement of Inventory be used for?

Statement of Inventory is utilized to visualize the reports on Inventory based on Godowns. Tracking details of items according to the Inventory. In addition, to query on stock and check out the budgets estimates and plans, statistics, etc.

13. What are available statutory features in Tally ERP?

The statutory features are:

- Service Tax, Goods and Service Tax, Excise,
- Value Added Tax, Payroll Statutory
- Tax collected at source, Tax deducted at source

14. Name the kinds of vouchers in Tally ERP?

The kinds of vouchers are:

- Sales Voucher
- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Debit note Voucher
- Credit note Voucher
- memo Voucher
- Reversing Journals

15. What are the entry for sales?

- Customer A/c Dr
- To Sales A/c
- To CGST A/c
- To SGST A/c

Interview Questions & Answers

16. What is the way to copy text from Tally?

We use the shortcut (**Ctrl+Alt+C**) to copy text and shortcut (**Ctrl+Alt+V**) to paste the copied text

17. What is the shortcut to recall the last narration?

The short cut to recall the narration is (**Alt+R**).

18. What are the pre-defined ledgers available in Tally ERP9?

Profit and Loss Account: This ledger is formed under Primary, where the earlier year's profit or loss is entered as the opening balance.

Cash: Under the set Cash-in-hand, a cash ledger is formed, where the opening balance can be entered as the books begin.

19. Explain the default configuration of Tally ERP9 provided for the Balance Sheet?

Balance Sheet in **Tally ERP 9** showcases the two columns with **Assets** and **Liabilities**. The sheet also shows the closing balances of all the main groups and capital accounts and the net profit for the particular period as necessary by the organization.

20. Tell me the shortcut to duplicate a voucher and to add a voucher in Tally ERP 9?

- To add voucher: (Use short cut keys **Alt+A**.)
- To duplicate a voucher: (Use short cut keys **Alt+2**)

21. What is the shortcut to repeat the narration on a voucher?

For repeating the narration on any voucher we must press **Ctrl + R**.

22. What is the shortcut to select the credit note voucher in Tally ERP 9?

We should press the key F8 (**Ctrl+F8**), which will allow us to select the credit note voucher in **Tally ERP 9**.

23. How can we check the organizations, statutory details?

We can use the shortcut **Ctrl+Alt+B** to check statutory details from any screen.

Interview Questions & Answers

24. What is the shortcut for Voucher creation and Alterations screen in Tally ERP 9?

Tally ERP 9 permits a master on the voucher by the shortcut key (**Alt+C.**) To change any master item on a voucher, we have to choose the precise ledger on the sales voucher screen and press **Ctrl+Enter**.

25. Tell me the shortcut key to change the date in tally?

To shortcut key is "**F2**"

26. Do you know the shortcut to retrieve the last line which is removed in Tally ERP 9?

The shortcut to recover the last removed line is (**Ctrl +U**)

27. Mention what is the shortcuts for Voucher Creation and Alteration Screen in Tally ERP 9?

Tally ERP 9, allows creating a master (**ledger, stock item**) on the voucher by the shortcut **Alt+C.** To modify any master item on a voucher, we have to select the specific ledger on the sales voucher screen and press **Ctrl+Enter**.

28. What is a group in Tally ERP 9?

The group is a compilation of ledgers of the same nature. In any organization, operating costs like electric bills, telephone bills, conveyance, etc. are commonly included in groups. Ledger based on these expenses can be created to be used while accounting vouchers are entered. There are **28** Groups by default in **Tally ERP 9**, out of which **15** are **Primary Groups** and 13 are **subgroups**.

29. What is the shortcut to select the credit not voucher in Tally ERP 9?

We should key in **F8 (Cntrl+F8)**, which will enable us to select the credit note voucher in **Tally ERP 9**.

30. Mention what is the shortcut to select the purchase order voucher type?

Shortcut **ALT+F4** is used to select the purchase order voucher type, at accounting and inventory voucher creation and alteration screens.

31. How can the text be copied from Tally?

We can use the shortcut **Ctrl+Alt+C** to copy text and shortcut **Ctrl+Alt+V** to paste the copied text.



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