1069

Certificate Course (Add-on)

Computer Based Accounting

Paper –II: Tally 6.3

Time allowed: 3 Hours   Max. Marks: 75

NOTE: Attempt five questions in all, including Question No. I which is compulsory.

x-x-x

I. Attempt any five questions:-

a) What do you mean by reversing journal?

b) What do you mean by accounting group?

c) What do you mean by balance sheet?

d) What do you mean by postdated voucher?

e) What do you mean by money receipt?

f) What are the different stock items?

g) What do you mean by credit note?

h) What do you mean by splitting of data?   (5x3)

II. What do you mean by consolidation of group accounts? Examine the process of consolidation of group accounts.   (15)

III. What do you mean by memorandum voucher? What is the purpose of memorandum voucher? Explain the process of preparing memorandum voucher.   (15)

IV. What do you mean by purchase enquiry? What is its purpose? How would you prepare a purchase enquiry?   (15)

V. What do you mean stock journal? What is its significance? Explain the process of preparing a stock journal.   (15)

VI. Explain the following: -
a) Bank reconciliation statement
b) Trial balance   (15)

VII. Write the steps of display and print:-
a) Profit and Loss Account
b) Balance sheet   (15)

VIII. Explain the meaning of New Year books. Explain the process of creation of New Year books. You may use hypothetical data for this purpose.   (15)

x-x-x