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Roll No.

Total No. of Pages : 02

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B.Com. (Honours) (Sem.–4)  
WORKSHOP ON COMPUTERISED ACCOUNTING

Subject Code : BCOMSEC-401-18

M.Code : 77413

Date of Examination : 15-07-22

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTIONS-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Students have to attempt any ONE question from each Sub-section.

SECTION-A

- 1) Write briefly :
  - a) Define the term Manual Accounting.
  - b) Define the term ERP.
  - c) Discuss various features of Tally.
  - d) Define the term Capital Account.
  - e) Explain the term Principal Ratios.
  - f) Explain the concept of Number of Decimal Places.
  - g) Define Inventory Vouchers.
  - h) Explain the term Loan.

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- i) Define the term Bank Book.
- j) Discuss the term Purchase Invoice.

## SECTION-B

### UNIT-I

- 2) Define the term Computerised Accounting. Discuss various features and advantages of using Computerised Accounting.
- 3) Discuss various aspects of Computerised accounting in detail.

### UNIT-II

- 4) Explain the steps in installation of Tally in Computer.
- 5) Discuss various steps involved in creation of company in Tally.

### UNIT-III

- 6) Define the term Stock Groups. Discuss the steps involved in creating a single stock group.
- 7) Write detailed note on Purchase and Sales order.

### UNIT-IV

- 8) What is Profit and Loss Account? Discuss various items covered in Profit and Loss Account.
- 9) Discuss various steps involved in preparing Balance Sheet in Tally.

**NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.**