

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**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.
- 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.**