BBA Semester-IV (Hons) Examination, 2022-23
BACHELOR OF BUSINESS ADMINISTRATION

Course ID : 43215 **Course Code : SEC-02**

Course Title : Financial Accounting Package(s)

Time : 2 Hours Full Marks : 50

The figures in the right-hand margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

GROUP–A

1. Choose the best alternative from the following options for each question: 1×10=10

   i) GoT (in Tally) Stands for_____.

     a) Get on Task

     b) Gateway of Tally

     c) Give or Take

     d) Game of Thrones

     e) None of these

   ii) Goodwill is a/an example of _____.

     a) Asset

     b) Liability

     c) Income

     d) Expense

     e) None of these

   iii) _____ is the Book of Primary Entry.

     a) Ledger

     b) Journal

     c) Trial Balance

     d) Final Accounts

     e) None of these

   iv) _____ and _____account ledgers automatically created by Tally.

     a) Bank and Capital

     b) Debtors and Creditors

     c) Trading and Profit & Loss

     d) Cash and Profit & Loss

     e) None of these

   v) For recording Cash Transaction(s) in Tally we use _____ and _____.

     a) Cash Vouchers, Bank Vouchers

     b) Journal Vouchers, Memo Vouchers

     c) Payment Vouchers, Receipt Vouchers

     d) Purchase Voucher, Sales Voucher

     e) None of these

vi) _____ keys are used to Select a Company in Tally.

   a) F1

   b) Ctrl+F1

   c) Alt+F1

   d) Esc

   e) None of these

vii) _____ key is used to Change Period.

   a) Alt+F2

   b) F2

   c) Ctrl+F2

   d) F1

   e) None of these

viii) The latest version of Tally is _____.

   a) Tally 4.5

   b) Tally 5.4

   c) Tally Prime 2.1

   d) Tally.ERP 9

   e) None of these

ix) From Gateway of Tally, you may exit Tally _____.

   a) By Click on the right most Cross button

   b) Select Quit in the Main Menu

   c) Type Q in the Main Menu

   d) All of the above

   e) None of these

x) At Tally at Gateway of Tally, activate Calculator Area by pressing _____.

   a) CTRL + C

   b) ALT + C

   c) CTRL + N

   d) ALT + N

   e) None of these

GROUP–B

2. Answer the following questions (any **five**): 2×5=10

   i) What is Default Company in Tally?

   ii) What is Suspense Account?

   iii) How you can perform Arithmetic Computation in Tally?

   iv) How to convert a Voucher from one type to another?

   v) Is Trial Balance a part of Books of Accounts?

   vi) What is Book Beginning from date?

   vii) Is it essential that I must enter Address, Phone Number. Mobile Phone Number, PINCODE in Company Creation screen?

viii) Write the name of the two financial accounting software other than Tally.

GROUP–C

3. Answer the following questions (any **four**): 5×4=20

i) What is Tally Educational Mode? How to work with Educational Mode? 2+3

ii) What are Reserve Account Ledgers, automatically created by Tally? How to enter Opening Balance of Cash Account? 2+3

iii) What is Contra Voucher? When we use Contra Voucher? Give Example. 2+3

iv) What is Balance Sheet? How it differ from Trial Balance? 2+3

v) In a Proprietorship firm, how to transfer the entire amount of loss for the current year to Capital Account in Tally?

vi) How you continue to enter Voucher for the next Financial Year in the same Company?

GROUP–D

4. Answer the following questions (any **one**):

10×1=10

i) Journalise the following transaction of Makhan Lal Sarkar & Sons and also indicate the Tally Group of each Leger Account:

Date 2021	Particulars
Apr. 1	Business started with cash of Rs. 150,000
Apr. 5	Goods purchased from Ali Raja on credit for Rs. 15,000
Apr. 6	Office Stationary Purchased Rs. 14,000
Apr. 10	Opened a bank account with Axis Bank by depositing cash of Rs 1,00,000
Apr. 11	Bought Computer of 10,000
Apr. 12	Insurance paid by cheque of Rs 5,000
Apr. 14	Sold goods of Rs 20,000
Apr. 15	Paid Rs. 2500 towards insurance by cash
Apr. 25	Purchase Plant & machinery of Rs. 50,000
Apr. 30	Cash withdrawn for private purpose Rs 7,500

ii) Journalise the following transaction in the books of Badrilal Brothers and also indicate the Tally Group of each Ledger Account.

Date 2021	Particulars
Mar. 1	Commenced business with cash Rs 1,20,000
Mar. 5	Goods purchased from Mohan on credit for Rs 5,000
Mar. 6	Pen and Paper Purchased Rs 4000
Mar. 10	Opened a bank account with Kotak Bank by depositing cash of Rs 10,000
Mar. 11	Bought furniture of Rs 1,000
Mar. 12	Insurance paid by cheque of Rs 1,000
Mar. 14	Sold goods of Rs 25,000
Mar. 15	Paid Rs 2500 towards rent by cash
Mar. 25	Purchase machinery of Rs 5000
Mar. 30	Cash withdrawn for household purpose Rs. 4,500

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