

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer any TEN questions.

1. What is journal voucher?
2. What is meant by inventory control?
3. What is meant by post dated cheque?
4. What is bank reconciliation?
5. What is meant by profit and loss account?
6. What is meant by purchase returns?
7. What is inventory management?
8. What is meant by group Summary?
9. What is credit note?
10. What is purchase voucher?
11. What are the functions of accounting?
12. What is 'Alias Names'?

I M-Com - Computerised Accounting.

PART B — (5 × 5 = 25 marks)

Answer any FIVE questions.

13. What is a sales order? How to create a sales order? Explain.
14. What is a company? How to create a company by using tally?
15. What is a voucher? And what are the components in voucher entry screen?
16. What is a stock item summary? And how to create it?
17. What is a budget? And how to delete and alter the budget in tally? Explain.
18. What is a payment voucher? And how to create a payment voucher?
19. What is unit of measure? And how to create it?

PART C — (4 × 10 = 40 marks)

Answer any FOUR questions.

20. What is debit note? And how to create a debit note?
21. What is a post dated voucher? And how to create it?

22. What is a Trial balance? And how to create it?
23. (a) What is meant by POS invoice? And how to create it?
(b) What is meant by cash book? And how to create it?
24. Briefly explain about inventory management.
25. What is a report? And how to print a sales invoice? Explain.