

DEPARTMENT OF COMMERCE
QUESTION BANK
B.COM PROGRAMME
Computerized Accounting

MODULE I- INTRODUCTION TO COMPUTERIZED ACCOUNTING
COI- Outline Tally ERP 9. (Understand)

SECTION A

1. Briefly explain manual accounting. (COI)
2. Illustrate zero valued entries (COI)
3. Explain active company. (COI)
4. Summarise gateway of tally. (COI)
5. Explain the term Hot Key? (COI)
6. Explain gateway of Tally
7. Outline Tally vault
8. Illustrate deleting of a company
9. Compare computerised accounting and manual accounting.
10. Explain ODBC Compliance.

SECTION B

11. Differentiate between manual accounting and computerized accounting. (COI)
12. Draw the advantages and disadvantages of computerized accounting. (COI)
13. Explain the difference between Books beginning from date and Financial year beginning from dates? (COI)
14. Describe the procedure for creating ledgers in tally. (COI)
15. Summarise the procedure for altering an existing company
16. Outline the screen components of computerised accounting
17. Illustrate financial year from and books beginning from.

SECTION C

19. Give an outline on the company creation process in tally. Briefly explain the important items in company creation screen. (CO1)
20. Explain the features of Tally ERP 9? What are the important screen components. (CO1)
21. Outline the steps for creating company in tally and its screen components.
22. Compare computerised accounting and manual accounting.

MODULE II- ACCOUNTS AND VOUCHERS
CO2- Classify vouchers.

SECTION A

1. Illustrate the account groups in tally. (CO2)
2. Briefly explain the role of vouchers in tally. (CO2)
3. Extend contra voucher usage in accounting process (CO2)
4. Explain the process of altering a ledger in tally. (CO2)
5. Differentiate between vouchers and ledgers. (CO2)
6. Explain gateway of Tally
7. Explain overdue reports
8. Outline reverse journal?
9. Relate fund flow statement and cash flow statement.
10. Illustrate the activation of bill wise details.

SECTION B

11. Illustrate the steps involved in creating budget in tally. (CO2)
12. Illustrate the term "reports" in tally. Discuss about various accounting reports in tally. (CO2)
13. Discuss the functions of bank reconciliation statement. (CO2)
14. Discuss about any four accounting vouchers in tally. (CO2)
15. Comment on budgets creation in tally and mention the steps involve in budget creation.
16. Illustrate any three types of report generation in Tally
17. Explain bank reconciliation as the effective way to order the date of transaction.
18. Summarise the importance of working capital in business.

SECTION C

19. Explain various vouchers in tally. (CO2)

20. Explain the process of creating and displaying balance sheet in tally. (CO2)
21. Explain the uses of following reports. Write the procedure for configuring and displaying them.
- Statement of Accounts
 - Ratio Analysis
 - Cash Flow
 - Day Book
22. Discuss the voucher types in Tally.

MODULE III- ACCOUNTS WITH INVENTORY
CO3- Examine accounts with inventory
SECTION A

- Describe any two types of inventory vouchers. (CO3)
- Illustrate the compound unit measurement. (CO3)
- Explain Accounts and Inventory. (CO3)
- Elucidate the steps in creating a group company. (CO3)
- Explain the process of altering and deleting a stock item. (CO3)
- Classify invoices and vouchers
- Distinguish stock item and stock group
- Explain altering and deleting of stock item.
- Divide order vouchers
- Explain cost center

SECTION B

- Explain the stock journal and when is it used. (CO3)
- Explain stock summary report. (CO3)
- Illustrate the need for proper inventory accounting. (CO3)
- Briefly explain the display procedure for inventory reports. (CO3)
- Explain the steps for creating stock item?
- Identify the need for taking back up and its procedure?
- List inventory books and explain each.
- Distinguish 'days allowed for backdated vouchers' and 'cutoff date for backdated vouchers'.

SECTION C

19. Explain the various accounting and inventory vouchers in tally. (CO3)
20. List out and explain all the inventory books report. (CO3)
21. Distinguish cost centre and cost category and steps for creation
22. List Inventory reports.

MODULE IV- ACCOUNTING WITH TAX **CO4- Assess GST liability. (Understanding)** **SECTION A**

1. Mention the importance of HSN/SAC code. (CO4)
2. Differentiate TDS & TCS. (CO4)
3. Explain the term “CGST”. (CO4)
4. Illustrate the difference between input tax and output tax. (CO4)
5. Explain the process of GST activation in Tally. (CO4)
6. Explain types of GST
7. Compare CGST and IGST
8. Explain PAN
9. Determine composite dealer as per GST
10. Classify taxes replaced with GST

SECTION B

11. Describe the ledgers affected by GST? (CO4)
12. Explain the terms “GST”, “Input Credit”, “Composite Dealer” and “GSTIN”. (CO4)
13. Illustrate the taxes on goods in India. (CO4)
14. Discuss about the GST rates prevailed in India. (CO4)
15. Explain the ledgers affected by GST
16. Explain the procedure for creating TDS payment voucher?
17. Compare composite dealers and regular dealers.
18. List taxes on goods in India

SECTION C

19. Explain the procedure for creating TDS. (CO4)
20. Explain the procedure for GST activation in tally and explain the GST reports in tally. (CO4)
21. Explain the procedure for enabling TDS? Give steps for TDS accounting in Tally.
22. Discuss the GST Activation, steps for creating GST accounts, payment to government and GST Reports.

SECTION A
MODULE V- PAYROLL IN TALLY
CO5- Create Payroll accounting (Understanding)

1. Explain employee group. (CO5)
2. Illustrate the expat reports in tally. (CO5)
3. Explain the compound payroll unit. (CO5)
4. Illustrate the term pay head. (CO5)
5. Illustrate the payroll vouchers. (CO5)
6. Discuss Pay structure
7. Formulate payroll unit
8. Choose payroll vouchers
9. Create pay heads
10. Design Pay slip.

SECTION B

11. Explain the features of tally payroll. (CO5)
12. Explain the procedure for employee creation. (CO5)
13. Distinguish between pay slip and pay sheet. (CO5)
14. Discuss about the two attendance reports in tally. (CO5)
15. Discuss F12 configuration of payroll?
16. Construct the steps creating EDLI Pay head
17. Discuss the steps for creating gratuity reports.
18. Explain the features of payroll.

SECTION C

19. Classify the pay head types in tally. (CO5)
20. Explain the various payroll statements reports. (CO5)

21. List out various pay head types in tally?
22. Explain various EPF reports?