



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION-OCTOBER 2019
Subject: Introduction to Accounting Packages
DCFM

Register No.

Time: 3 Hours

Maximum Marks: 100

I. Fill in the blanks. Answer ALL questions.

(10 x 1 = 10)

1. Cash Withdrawn from bank is entered in the _____ Voucher.
2. While creating units of measure the symbol dzn is used to denote _____
3. There are _____ predefined groups in Tally.
4. Cash in hand, cash at bank and Bills receivable are examples for _____ Assets.
5. Amount due by all customers to whom goods have been sold on credit are termed as _____
6. _____ Journals are special journal that are automatically reversed after the date of the journal.
7. The _____ unit manages and coordinates the entire computer system.
8. Software that converts source code into machine code and vice versa is termed as _____
9. Alt+ _____ is used for shut company.
10. Ctrl+ _____ key combinations is used for activating calculator in tally.

II. Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. What do you mean by Memo Voucher?
2. What are the different methods used for valuation of depreciation?
3. What are the Features of Tally?
4. Fill up the following with function keys
 1. Payment Voucher _____
 - 2 . _____ F7
 3. Receipt Voucher _____
 4. Reversing Journal _____
5. What is Debit note voucher?
6. What do you mean by Work in process?
7. How can we export data in tally?
8. Write note Tally vault.

9. Differentiate between LIFO method and FIFO method of Inventory Valuation.
10. What is Reorder level?
11. Write down the steps for Godown creation.
12. Briefly explain Rejection in and Rejection out in Tally.
13. How can we create cost centre?

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. Explain in detail the term Account Groups of Asset Side.
2. Write down the steps for Final Accounts in Tally.
3. Which Voucher type would you select for entering the following transactions
 - (a) Started business with cash
 - (b) Opened a Current a/c with SBI
 - (c) Purchased goods for cash
 - (d) Sold goods to Mr. Shaji
 - (e) Advertisement charges paid
 - (f) With drawn from bank for office use
 - (g) Cheque received from Mr haji
 - (h) Freight charges incurred towards purchase
4. Explain Accounting Vouchers.
5. Explain the different components of Tally start up screen.
6. List out the ledgers to be created and voucher types for entering the following transactions in tally
 1. Started business with cash
 2. Purchased goods on credit from Devan & Co
 3. Sold goods on credit to Jasmine
 4. Rent Paid
 5. Transportation charges paid
7. Who are the users of Accounting Information?
