



I Semester B.B.A. Examination, February/March 2023
(NEP Scheme)

BUSINESS ADMINISTRATION
Fundamentals of Business Accounting

Time : 2½ Hours

Max. Marks : 60

Instruction : Answers should be written in **English** only.

SECTION – A

1. Answer **any five** of the following. **Each** question carries **two** marks. (5×2=10)
- Write the meaning of Accounting.
 - Mention two Accounting Standards.
 - What do you mean by double entry system of book keeping ?
 - What is the purpose of maintaining petty cash book ?
 - What are adjusting entries ?
 - What do you understand by TALLY ?
 - Mention any two vouchers used in TALLY.

SECTION – B

Answer **any three** of the following. **Each** question carries **four** marks. (3×4=12)

- Explain the objective of accounting.
- Write the rules of Debit and Credit under the English System.
- From the following particulars of Mr. Sriram, prepare Bank Reconciliation Statement as on 31-March-2022.

Bank balance as per cash book Rs. 50,000

Cheques issued, but not presented for payment Rs. 6,000

Dividend on shares collected by bank and credited in the pass book Rs. 8,000

Bank charges debited in the pass book only Rs. 400

A cheque deposited into Bank, but not collected by bank Rs. 5,000

Interest credited in the pass book only Rs. 500

P.T.O.



5. Prepare a Purchases Book in the books of M/s Eresha Provision Stores for the month of Dec. – 2022

On 1-Dec.-2022 Purchased from Govinda Rice Mills (Invoice No. 1102)
20 bags of rice at Rs. 1,200 per bag, trade discount on all items @ 10%.

On 10-Dec.-2022 Bought from Shiva Flour Mills (Invoice No. 1202) 10 bags of wheat flour on account at Rs. 1,750 per bag.

On 18-Dec.-2022 Purchased from Lakshmi Traders (Invoice No. 1243)
10 boxes of chocolates at Rs. 1,500 per box.

On 24-Dec.-2022 Purchased from Nandini Trades (Invoice No. 1254)
15 boxes of Ghee at Rs. 3,000 per box.

6. From the following particulars of Anitha Traders, prepare a Trading Account.

Particulars	Rs.
Opening stock	60,000
Purchases	3,00,000
Sales	7,30,000
Purchase returns	18,000
Sales returns	30,000
Carriage inwards	12,000
Factory rent	18,000
Coal, gas and water	10,000
Freight and Octroi	6,500
Closing stock	20,000



SECTION – C

Answer **any three** of the following. **Each** question carries **ten** marks. (3×10=30)

7. What do you mean by Accounting Principles ? Briefly explain the Accounting Concepts and Conventions.
8. Journalise the following transactions :
- On 1- Apr.-2022 Yash commenced business with cash Rs. 60,000
- On 3-Apr.-2022 Paid into bank Rs. 20,000
- On 5-Apr.-2022 Purchased goods for cash Rs. 20,000
- On 6-Apr.-2022 Sold goods for cash Rs. 25,000
- On 8-Apr.-2022 Purchased goods from Dharshan on credit for Rs. 10,000
- On 9-Apr.-2022 Sold goods to Sudeep on credit for Rs. 20,000
- On 15-Apr.-2022 Returned goods to Dharshan Rs. 1,000 for damage.



- On 18-Apr.-2022 Received goods returned by Sudeep Rs. 2,000
- On 20-Apr.-2022 Bought furniture for cash Rs. 10,000
- On 21-Apr.-2022 Paid to Dharshan on account Rs. 8,000
- On 27-Apr.-2022 Received from Sudeep Rs. 15,000 on account
- On 31-Apr.-2022 Paid salaries Rs. 5,000

9. Post the given below transactions into a ledger and balance them in the books of Yash Co. Ltd.

- On 1-Dec.-2022 Business started with cash Rs. 2,00,000
- On 4-Dec.-2022 Opened a bank account with SBI Rs. 80,000
- On 7-Dec.-2022 Purchased goods on credit from M/s Jaggesh Rs. 30,000
- On 10-Dec.-2022 Purchased machinery and paid by cheque Rs. 20,000
- On 15-Dec.-2022 Rent paid by cheque Rs. 5,000
- On 20-Dec.-2022 Sale of goods to M/s Vishnuvardhan on credit Rs. 10,000
- On 25-Dec.-2022 Cash sales Rs. 15,000
- On 28-Dec.-2022 Received a cheque from M/s Vishnuvardhan Rs. 10,000
- On 31-Dec.-2022 Paid salary in cash Rs. 6,000

10. Prepare Trading, Profit and Loss A/c and Balance Sheet of Mohan & Co. for the year ending 31-March-2022 from the following :

Particulars	Rs.
Bills payable	8,000
Bills receivables	10,000
Capital	1,00,000
Cash and Bank balance	38,000
Drawings	30,000
Furniture	30,000
General expenses	6,000
Insurance	2,000
Opening stock	26,000
Purchase returns	6,000
Purchases	80,000
Salaries	16,000
Sales returns	4,000
Sales	1,40,000
Sundry creditors	20,000
Sundry debtors	24,000
Wages	8,000

**Adjustments :**

- a) Closing stock Rs. 40,000.
- b) Insurance prepaid Rs. 400.
- c) Provide for doubtful debts @ 10%.
- d) Depreciate furniture by 20%.



11. Enter the following transaction in a three-column cash book.

01-March-2022	Balance of cash in hand Rs. 8,000 and at bank Rs. 20,000
3-March-2022	Received cash from Manu Rs. 4,000 and allowed her discount of Rs. 160
4-March-2022	Sold goods for cash Rs. 7,000
5-March-2022	Cash paid into bank Rs. 6,400
7-March-2022	Cash paid to Diya Rs. 2,800 and discount receive Rs. 100
10-March-2022	Paid for cash purchase by cheque Rs. 5,400
13-March-2022	Cash withdraw from bank for office use Rs. 62,100
15-March-2022	Bought furniture and amount paid by cheque Rs. 11,200
18-March-2022	Received from Suman a cheque for Rs. 3,300 and discount allowed to him Rs. 100
21-March-2022	Cheque received from Mahi and paid into bank Rs. 3,300
24-March-2022	Issued to Asha a cheque for Rs. 3,800 and discount received Rs. 200
25-March-2022	Cash sales Rs. 13,900
30-March-2022	Paid salary Rs. 3,700

SECTION – D

Answer **any one** of the following. **Each** carry **eight** marks.

(1×8=8)

12. Explain the steps involved in creation of Ledger Account in Tally.

OR

What are the steps followed in configuration of General Information, numeric symbols, Account and Inventory, voucher entry and invoice/order entry in Tally ERP-9 ?