

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING - FINANCE AND
ACCOUNTING (DBPOFA)**

Term-End Examination

December, 2013

BPOI-005 : RECORD TO REPORT (R2R)

Time : 3 hours

Maximum Marks : 100

Note : *There are **three** sections and all are compulsory.*

SECTION - A

(All questions are **compulsory** in this section.)

1. State whether the following statements are **true** or **false**. **5x1=5**
- (a) Financial decisions are based on financial statements.
 - (b) Setting up a reliable , financial accounting team is a time consuming activity.
 - (c) GL balance of FA is reported in Balance Sheet.
 - (d) Basket purchase is the acquisition of several transactions in one transaction.
 - (e) Bank charges are credited to customer's account in the bank's ledger.
2. Fill in the blanks : **5x1=5**
- (a) Book value = original cost - _____
 - (b) _____ usually refer's to spreading an intangible assets cost over the useful life of the asset.
 - (c) Salvage value is also known as _____

- (d) Budget period refers to the forecasting period of _____ year.
- (e) _____ is the most liquid asset that a business owns.

SECTION - B

(Attempt **any three** questions from this section)

3. "Efficient Cash management will aim at maximizing the cash inflows and slowing cash outflows". Discuss. 10
4. Define reporting. Explain the users of reporting. 10
5. What is metrics and how are they developed ? 10
6. Discuss the causes of depreciation in detail. 10

SECTION - C

(Answer **any four** questions including question No. 7 which is **compulsory**)

7. Prepare Bank Reconciliation Statement from the following particulars on 31-3-2011: 15

	Rs.
(a) Dt. balance as per cash book	372000
(b) Cheques issued, but not yet present for payment	72000
(c) Dividend received by bank, but not entered in cash book	5000
(d) Interest allowed by bank	1250
(e) Cheques deposited but not yet collected	15400
(f) Bank Charges	200
(g) Cheque Deposited was dishonoured, but no intimation received	320
(h) Bank paid house tax on our behalf but no information was sent to us	350

8. What is the relevance of R 2 R ? Discuss the technology used in R2R process. 15
 9. What is revaluation of fixed assets ? What are the reasons for revaluation ? Discuss the methods of revaluation of fixed assets. 15
 10. Discuss different types of errors in R2R process ? List out the various methods of control in R2R ? 15
 11. What is cash flow forecasting? Discuss the techniques of forecasting. How cash flow forecasting is different to cash budgeting ? 15
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