

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

Term-End Examination, 2019

BPOI-002 : FUNDAMENTALS OF ACCOUNTING

Time : 3 Hours

Maximum Marks : 100

Note : There are three sections in this paper. All sections are compulsory.

SECTION-A

1. (a) Fill in the blanks : [5x1=5]
- (i) Cost Accounting helps in ascertaining and controlling.....
 - (ii) Assets = Capital +
 - (iii) An asset is recorded in books of account at.....
 - (iv) AS-2 is meant for.....
 - (v) Accounting concepts and conventions are also known as.....



- (b) State whether the following statements are True or False : [5x1=5]
- (i) AS-1 is meant for disclosures of accounting policies.
 - (ii) Journal is a book of original entry.
 - (iii) The process of recording a transaction is called posting.
 - (iv) Narration must be written for every transaction entered in the Journal.
 - (v) Compound Journal Entry is posted to more than two accounts.

SECTION-B

Note : Attempt any three questions.

- 2. What do you mean by Accounting ? Explain the basic accounting concepts. [3+7=10]
- 3. What is Journal Proper ? List the transactions recorded in the Journal Proper. [3+7=10]
- 4. How Rectification of one-sided errors is made ? Explain with suitable examples. [10]

5. Find the cost of goods sold from the following information for the year 2017 : [10]

	(Rs.)
Stock (1.1.2017)	50,000
Purchases	10,00,000
Sales	15,00,000
Purchase returns	50,000
Stock (31.12.2017)	70,000
Direct expenses	60,000
Indirect expenses	1,00,000

SECTION-C

Note : Attempt **any three** questions including **Question No. 6** which is **compulsory**.

6. What is meant by a Balance Sheet ? Explain its objectives and classification. [3+7+10=20]
7. Write short notes on the following : [5x4=20]

(a) Returns Inward Journal

- (b) Returns Outward Journal
- (c) Acceptance of a bill
- (d) Discounting a bill
- (e) Retiring a bill

8. Define Reserves. What are its various types ?
Differentiate between provisions and reserves.

[3+7+10=20]

9. Explain the form and contents of Company's Profit and
Loss Account.

[20]

10. What is meant by 'Financial Schedules' ? Discuss the
items in respect of which the schedules are provided as
part of accounts, and give an example of any one item.

[3+12+5=20]

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