



I Semester B.B.A. Examination, February/March 2024
(NEP Scheme) (Freshers and Repeaters)
BUSINESS ADMINISTRATION
Paper – 1.2 : Fundamentals of Business Accounting

Time : 2½ Hours

Max. Marks : 60

Instruction : Answers to be written completely in **English**.

SECTION – A

1. Answer **any five** of the following. **Each** question carries **two** marks. **(5×2=10)**
- Write the meaning of Accountancy.
 - What are Accounting Standards ?
 - What do you mean by single entry system of book keeping ?
 - Why petty cash book is maintained ?
 - Write the meaning of tangible assets.
 - Mention the reports that can be generated in Tally.
 - What is the purpose of creating ledger in Tally ?

SECTION – B

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

- Explain the functions of Accounting.
- Write the rules of Debit and Credit under the Personal Account, Real Account and Nominal Account.
- Prepare a Purchases Book in the books of Mr. Srinivasmurthy Provision Stores for the month of Jan. 2023.
 - On 1-Jan-2023 Purchased from Prakash Traders (Invoice No. 1112) – 25 bags of rice at Rs. 1,500 per bag, trade discount on all items @10%.
 - On 11-Jan-2023 Bought from Sindhu Traders (Invoice No. 1122) – 12 bags of wheat flour on account at Rs. 1,950 per bag.
 - On 17-Jan-2023 Purchased from Shri Vidya Traders (Invoice No. 1133) 15 boxes of chocolates at Rs. 1,750 per box.
 - On 21-Jan-2023 Purchased from Padmavati Traders (Invoice No. 1144) 25 boxes of Biscuits at Rs. 2,000 per box.



5. From the following particulars of Mr. Yathiraj, prepare Bank Reconciliation Statement as on 31-March-2023
- Bank balance as per cash book Rs. 1,00,000
 - Interest credited in the pass book only Rs. 1,000
 - Dividend on shares collected by bank and credited in the pass book Rs. 16,000
 - Cheques issued, but not presented for payment Rs. 12,000
 - Bank charges debited in the pass book only Rs. 800
 - A cheque deposited into bank, but not collected by bank Rs. 10,000.
6. From the following particulars of Zabiulla Traders, prepare a Trading Account.

Particulars	Rs.
Opening stock	1,30,000
Purchases	1,50,000
Sales	4,20,000
Purchase returns	15,000
Sales returns	42,000
Carriage inwards	2,000
Factory rent	12,000
Coal, gas and water	9,000
Freight and Octroi	3,500
Closing stock	20,000

SECTION – C

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

7. Write the list of Indian Accounting Standards.
8. Journalise the following transactions.
- On 1-Jan-2024 Prabhas commenced business with cash Rs. 1,00,000
 - On 3-Jan-2024 Paid into bank Rs. 30,000
 - On 5-Jan-2024 Purchased goods for cash Rs. 30,000
 - On 6-Jan-2024 Sold goods for cash Rs. 35,000
 - On 8-Jan-2024 Purchased goods from Ramcharan on credit for Rs. 18,000
 - On 9-Jan-2024 Sold goods to Srileela on credit for Rs. 20,000
 - On 15-Jan-2024 Returned goods to Ramcharan Rs. 2,000 for damage
 - On 21-Jan-2024 Paid to Ramcharan on account Rs. 15,000
 - On 27-Jan-2024 Received from Srileela Rs. 15,000 on account
 - On 31-Jan-2024 Paid Salaries Rs. 5,000.



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

- On 1-Dec-2023 Business started with cash Rs. 1,00,000
- On 4-Dec-2023 Opened a bank account with SBI Rs. 40,000
- On 7-Dec-2023 Purchased goods on credit from Dharshan Rs. 15,000
- On 10-Dec-2023 Purchased machinery and paid by cheque Rs. 10,000
- On 15-Dec-2023 Rent paid by cheque Rs. 2,500
- On 20-Dec-2023 Sale of goods to Malashree on credit Rs. 5,000
- On 25-Dec-2023 Cash Sales Rs. 7,500
- On 28-Dec-2023 Received a cheque from Malashree Rs. 5,000
- On 31-Dec-2023 Paid salary in cash Rs. 3,000.

10. Prepare Trading, Profit and Loss A/c and Balance sheet of Srinivasmurthy and Co. for the year ending 31-March-2023 from the following.

Particulars	Rs.
Bills Payable	7,200
Bills Receivables	9,000
Capital	90,000
Cash and Bank balance	34,200
Drawings	27,000
Furniture	27,000
General Expenses	5,400
Insurance	1,800
Opening Stock	23,400
Purchase returns	5,400
Purchases	72,000
Salaries	14,400
Sales returns	3,600
Sales	1,26,000
Sundry Creditors	18,000
Sundry Debtors	21,600
Wages	7,200

**Adjustments :**

- a) Closing stock Rs. 36,000
- b) Insurance Prepaid Rs. 360
- c) Provide for doubtful debts @ 10%
- d) Depreciate furniture by 20%.

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

1-Dec-2023 Balance of cash in hand Rs. 8,000 and at bank Rs. 20,000

3-Dec-2023 Received cash from Manu Rs. 4,000 and allowed him discount of Rs.160

4-Dec-2023 Sold goods for cash Rs. 7,000

5-Dec-2023 Cash paid into bank Rs. 6,400

7-Dec-2023 Cash paid to Hema Rs. 2,800 and discount received Rs. 100

10-Dec-2023 Paid for cash purchase by cheque Rs. 5,400

13-Dec-2023 Cash withdrew from bank for office use Rs. 62,100

15-Dec-2023 Bought furniture and amount paid by cheque Rs. 11,200

18-Dec-2023 Received from Deepak a cheque for Rs. 3,300 and discount allowed to him Rs. 100

21-Dec-2023 Cheque received from Triveni and paid into bank Rs. 3,300

24-Dec-2023 Issued to Sujatha a cheque for Rs. 3,800 and discount received Rs. 200

25-Dec-2023 Cash Sales Rs. 13,900

30-Dec-2023 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.

13. Describe the different types of Vouchers offered by Tally.
