

**2023-24**

**Time - 3 hours**

**Full Marks - 60**

*Answer all groups as per instructions.*

*Figures in the right hand margin indicate marks.*

*Candidates are required to answer  
in their own words as far as practicable.*

**GROUP - A**

1. Fill in the blanks. (all)

[1 × 8

- (a) Tally is a \_\_\_\_\_ type of accounting software.
- (b) The short cut key to create a company in Tally Prime is \_\_\_\_\_.
- (c) To configure Bank Reconciliation screen, the user can use \_\_\_\_\_ button.
- (d) \_\_\_\_\_ voucher is used for recording goods delivered to a customer.
- (e) The Report template of payroll system will print \_\_\_\_\_.
- (f) Tax calculator is available under \_\_\_\_\_ menu of Income tax website.

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- (g) The facility of viewing form 26AS is available from the assessment year \_\_\_\_\_.
- (h) \_\_\_\_\_ form is applicable for claiming relief under section 89.

**GROUP - B**

2. Answer any eight of the following within two or three sentences each. [1½ × 8]

- (a) What do you mean by computerised accounting ?
- (b) What is voucher ?
- (c) What is reversing journal ?
- (d) What is Payroll ?
- (e) What is tax calculator ?
- (f) Explain TDS.
- (g) What is Gross Total Income ?
- (h) What is Database ?
- (i) What is e-payment ?
- (j) Relief under section 80(1)

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**GROUP - C**

3. Answer any eight of the following within 75 words each. [2 × 8]

- (a) Explain any two advantages of computerised accounting.
- (b) What is cost centre ?
- (c) What is contra voucher ?
- (d) What are the steps for sales voucher entry in Tally Prime ?
- (e) What are the different challans used for payment of income tax ?
- (f) What are the conditions to be satisfied to claim relief under section 89(1) ?
- (g) How can you create a multiple cost centre in Tally Prime ?
- (h) Write different components of a Table.
- (i) Explain any two demerits of payroll system.
- (j) What is Bill of Material ?

**GROUP - D**

4. Answer any four of the following within 500 words each. [6 × 4]

- (a) Discuss the steps to create and modify a ledger under Tally Prime.

- (b) How to alter purchase order book in Tally Prime ?
- (c) Discuss various steps for creating and altering budget.
- (d) Discuss different types of Reports available in DBMS.
- (e) Write down different steps for setting of payroll in Microsoft Access.
- (f) Discuss the process of e-payment of income tax.
- (g) Discuss the steps to fill up form 10E through online e-filing portal 2.0.