# -Strictly Confidential : (For Internal and Restricted Use Only) Senior School Certificate Examination <br> July -2014-15 <br> Marking Scheme - Accountancy (Outside Delhi) 67/1, 67/2, $67 / 3$ (Compartment) 

## General Instructions:-

1. The Marking scheme provides general guidelines to reduce subjectivity in the marking. The answers given in the marking scheme are suggested answers. The content is thus indicative. If a student has given any other answer which is different from the one given in the marking scheme but conveys the same meaning, such answers should be given full weightage.
2. Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one's own interpretation or any other consideration-Marking. Scheme should be strictly adhered to and religiously followed.
3. The Head-Examiner has to go through the first five answer scripts evaluated by each evaluator to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. The remaining answer scripts meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
4. If a question has parts, please award marks on the right hand side for each part. Marks awarded for different parts of the question should then be totalled up and written in the left hand margin and encircled.
5. If a question does not have any parts, marks must be awarded in the left hand margin and encircled.
6. If a student has attempted an extra question, answer of the question deserving more marks should be retained and other answer scored out.
7. No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
8. Deductions up to $25 \%$ of the marks must be made if the student has not drawn formats of the Journal and Ledger and has not given the narrations.
9. A full scale of marks 1-80 has to be used. Please do not hesitate to award full marks if the answer deserves it.
10. No marks are to be deducted or awarded for writing / not writing 'TO and BY' while preparing Journal and Ledger accounts.
11. In theory questions, credit is to be given for the content and not for the format.
12. In compliance to the judgment of the Hon'ble Supreme Court of India, Board has decided to provide photocopy of the answer book(s) to the candidates who will apply for it along with the requisite fee from 2012 examination. Therefore, it is all the more important that the evaluation is done strictly as per the value points given in the marking scheme so that the Board could be in a position to defend the evaluation at any forum.
13. In the light of the above judgment instructions have been incorporated in the guidelines for Centre Superintendents to ensure that the answer books of all the appeared candidates have been sent to the Board's office and in the Guidelines for spot evaluation for the Examiners that they have to evaluate the answer books strictly in accordance with the value points given in the marking scheme and the correct set of the question paper. The examiner(s) shall also have to certify this.
14. Every Examiner should stay up to sufficiently reasonable time normally 5-6 hours every day and evaluate 20-25 answer books.
15. In the past it has been observed that the following are the common types of errors committed by the Examiners-.
$>$ Leaving answer or part thereof unassessed in an answer script
$>$ Giving more marks for an answer than assigned to it or deviation from the marking scheme.
$>$ Wrong transference of marks from the inside pages of the answer book to the title page.
$>$ Wrong question wise totalling on the title page.
$>$ Wrong totalling of marks of the two columns on the title page
$>$ Wrong grand total
> Marks in words and figures not tallying
> Wrong transference to marks from the answer book to award list
$>$ Answers marked as correct but marks not awarded.
$>$ Half or a part of answer marked correct and the rest as wrong but no marks awarded.
16. While evaluating the answer scripts if the answer is found to be totally incorrect, it should be marked as (X) and awarded zero(0) Marks.
17. Any unassessed portion, non-carrying over of marks to the title page or totalling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also of the Board. Hence in order to uphold the prestige of all concerned, It is again reiterated that the instructions be followed meticulously and judiciously.
18. The Examiners should acquaint themselves with the guidelines given in the Guidelines for Spot Evaluation before starting the actual evaluation.
19. Every Examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totaled and written in figures and words.




|  |  |  | To Ka A/c | an's Executor | $3,65,000$ $4,05,000$ | By Interest on <br> By Reserve Fu <br> By P/L Suspens <br> By Priya's Cap <br> By Anna's Cap |  |  |  | 4 Marks |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 13 | 15 | 14 | Q. (a) Fill in the blank $\qquad$ .given below: Ans. (a) |  |  |  |  |  |  |  |
|  |  |  | Date |  | riculars |  | LF | Dr. Amt (F) | Cr. Amt (₹) |  |
|  |  |  |  | Share Capita <br> Securities Pr <br> To Share For <br> To Share Al <br> To Share fir <br> (Being 2,000 <br> issued at a pr <br> for non paym <br> per share inc <br> 2 per share) | Reserve A/ A/c <br> A/c <br> /c <br> ₹ 10 each of ₹ 2 per llotment mor remium an | Dr. <br> Dr. <br> ₹ 8 called up hare forfeited oney of ₹ 5 <br> first call of ₹ |  | $\begin{array}{r} 16,000 \\ 4,000 \end{array}$ | $\begin{array}{r} \text { 6,000 } \\ \text { 10,000 } \\ \text { 4,000 } \end{array}$ | 1 |
|  |  |  |  | Bank A/c <br> To Share Ca <br> To Securitie <br> (Being 1400 s <br> fully paid-up) | um reserve <br> issued for | $A / c$ $\text { ₹ } 19,600 \text { as }$ |  | 19,600 | $\begin{array}{r} 14,000 \\ 5,600 \end{array}$ | 1 |
|  |  |  |  | Share forfeit <br> To Capital (Being profit transferred t | A/c <br> ue of forfei reserve) | Dr. <br> ed shares |  | 4,200 | 4,200 | 1 |
|  |  |  | (b) |  |  | Journal |  |  |  |  |
|  |  |  | Date |  | rticulars |  | LF | Dr. Amt (₹) | $\begin{aligned} & \text { Cr. Amt } \\ & \text { (₹ ) } \end{aligned}$ |  |
|  |  |  |  | Share Capital <br> To Share Fo <br> To Discoun | $A / c$ <br> e of share | A/c |  | 80,000 | $\begin{aligned} & 10,000 \\ & 10,000 \end{aligned}$ |  |







|  |  |  |  |  |  | 42,000 |  |  |  | 42,000 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Partner's Capital A/c |  |  |  |  |  |  |  |  |
|  |  |  | Particulars | Lokesh (₹) | $\begin{gathered} \hline \text { Mansoor } \\ \text { (₹) } \\ \hline \end{gathered}$ | Nihal (₹) | Particulars | Lokesh (₹) | $\begin{gathered} \text { Mansoor } \\ \text { (₹) } \\ \hline \end{gathered}$ | Nihal (₹) |  |
|  |  |  | To Mansoor's Capital A/c | 21,857 | --- | 8,743 | By Balance b/d | 1,40,000 | 80,000 | 50,000 |  |
|  |  |  | To Goodwill A/c | 20,000 | 12,000 | 8,000 | By Lokesh's Capital A/c | --- | 21,857 | --- | 6 |
|  |  |  | To P/LA/c | 10,000 | 6,000 | 4,000 | By Nihal's <br> Capital A/c | --- | 8,743 | --- | 6 |
|  |  |  | To Revaluation A/c | 20,000 | 12,000 | 8,000 | By Cash A/c | --- | --- | 4,286 |  |
|  |  |  | To Cash A/c | 4,286 | 20,600 | --- |  |  |  |  | = |
|  |  |  | To Mansoor's Loan A/c | --- | 60,000 | --- |  |  |  |  |  |
|  |  |  | To Balance c/d | 63,857 | --- | 25,543 |  |  |  |  |  |
|  |  |  |  | 1,40,000 | 1,10,600 | 54,286 |  | $\underline{\underline{1,40,000}}$ | $\underline{\underline{1,10,600}}$ | 54,286 |  |
|  |  |  |  |  | (Financ |  | T B ments Analysis) |  |  |  |  |
| 18 | 19 | 18 | Q. Koval Ltd..... Ans. <br> (d) Operati | Activity | $\qquad$ act | vity. |  |  |  |  | 1 Mark |
| 19 | 18 | 19 | Q. 'Shri Ltd.".... <br> Ans. <br> ₹ $15,00,000$ |  |  | Transac | ons. |  |  |  | 1 Mark |
| 20 | - | - | Q. (a) Under wh Ans. | ch. | ................. | ..... ana |  |  |  |  |  |
|  |  |  | S.No. | Item |  |  | Headings |  | ub headin |  |  |
|  |  |  | 1 Long T | rm Loans |  |  | Current liabilities | Long | erm borro | ngs | 2 |
|  |  |  | 2 Loose | ools |  | Cur | ent assets | Inven | ories |  |  |
|  |  |  | 3 3 Tradem | arks |  | Non | Current assets | Fixed Intan | assets: <br> ible |  |  |
|  |  |  | 4 Drafts | hand |  | Cur | ent assets | Cash <br> equiv | and cash lents |  |  |
|  |  |  | Q. (b) State....... | ............ | ........anal |  |  |  |  |  |  |


|  |  |  | Ans. (Any two) <br> - Assessing the earning capacity or profitability <br> - Assessing managerial efficiency <br> - To measure the solvency <br> - To make comparative study with other firms <br> - To measure the financial strength <br> - To provide useful information to management <br> - (Or any other suitable objective) |  |  | 2 <br> = <br> 4 Marks |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 21 | - | - | Q. From the following. $\qquad$ loss. <br> Ans. <br> Total Asset to Debt ratio = Total Assets/ Long term debts <br> Total Assets = ₹ $14,85,000$ <br> Long Term Debt = ₹ $6,45,000$ <br> Total asset to debt ratio $=₹ 1$ 1, $55,000 / ₹ 6,45,000$ |  |  | $=$ <br> 4 Marks |
| 22 | 22 | 20 | Q. Nishit $\qquad$ above case. <br> Ans. <br> a) Net Profit Ratio <br> As on 31-03-2013 $=$ Net Profit after tax / Revenue from oper $\begin{aligned} & =7,00,000 / 14,00,000 \times 100 \\ & =50 \% \end{aligned}$ <br> As on 31-03-2014 $=$ Net Profit after tax / Revenue from oper $\begin{aligned} & =9,10,000 / 18,00,000 \times 100 \\ & =51 \% \end{aligned}$ <br> b) Values: <br> (Any two) <br> - Promoting healthy living. <br> - Participation of Employees in excess profits. <br> - Treating employees a part of the company. <br> - Ethical practices of company <br> - Hardwork and honesty of employees. <br> - Serving the organisation with dignity. <br> (Or any other suitable value) | ions x 100 <br> ions x 100 | 1 |  |
| 23 | 23 | 23 | Q. Following. $\qquad$ was sold. <br> Ans. <br> Cash flow statement of Srestha For the year ended 31 ${ }^{\text {st }}$ March 2014 as per <br> Particulars | td. <br> AS-3 (Revised) <br> Details (₹) | Amount (₹) |  |



|  |  |  | visible on the right Press F5. <br> iii. The display now becomes an Edit screen in Reconciliation mode. The primary components are: A column for the ' Bankers Date'. <br> iv. The 'Reconciliation' at the bottom of the screen. <br> v. Balance as per company's books. <br> vi. Amounts not reflected in banks. <br> vii. Balance as per bank. | $=$ <br> 4 Marks |
| :---: | :---: | :---: | :---: | :---: |
| 21 | 20 | 22 | Q. 'A business data $\qquad$ its secrecy. <br> Ans. The features which help to maintain secrecy (Any two): <br> 1. Password security: Password is widely accepted security control to access the data. Only the authorised person can access the data. Any user who does not know the password cannot retrieve information from the system. It ensures data integrity. It uses a binary encoding format of storage and offers access to the data base. <br> 2. Data Audit: Audit feature of accounting software provides the user with administrator right in order to keep track of unauthorised access to the data base. It audit for the correctness of entries. Once entries are audited with adulterations, if any, the software displays all entries along with the name of the auditor user and date and time of alteration. <br> 3. Data vault: Software provides additional security for the imputed data and this feature is referred as data vault. Data vault ensures that original information is presented and is not tempered. Data vault password cannot be broken. Some software uses data encryption method. | $=$ <br> 4 Marks |
| 22 | 21 | 20 | Q. Enumerate different $\qquad$ of data. <br> Ans. Different elements of Chart/ Graph are: <br> 1. The Chart area. <br> 2. The Plot area. <br> 3. The data points. <br> 4. The horizontal (category) and vertical (Value) axis. <br> 5. The legend <br> 6. A chart and axis title. <br> 7. A data label. | $=$ <br> 4 Marks |
| 23 | - | - | Q. Write the steps. $\qquad$ Access. <br> Ans. Following are the steps to create a 'Query' in Microsoft Access: <br> 1. Click to create $>$ Query design. <br> 2. Show table will appear. <br> 3. In the show table click to add button. <br> 4. Add the relative tables. <br> 5. Fill the different fields from table object and design grid in the same way as you want them to be shown in query results datasheet. <br> 6. Click RUN <br> 7. Results of the query will be displayed. <br> 8. Click OK to save the Query. | $=$ <br> 6 Marks |


| Q. Set No. |  |  | Marking Scheme Compartment 2014-15 <br> Accountancy (055) (Compartment) <br> Outside Delhi - 67/2 <br> Expected Answers / Value points | Distribution of marks |
| :---: | :---: | :---: | :---: | :---: |
| 67/ | 67/ | 67/ |  |  |
| 1 | 2 | 3 |  |  |
|  |  |  |  |  |
| - | 1 | - | Q. Prachi, Komal and John............................ of your answer. |  |











|  |  |  | xi. | Share Forfeiture A/ <br> To Capital Reserv <br> (For share forfeitur | Dr. | 5,000 | 5,000 | 8 Marks |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | PART B <br> (Financial Statements Analysis) |  |  |  |  |  |
| 19 | 18 | 19 | Q. 'Shri Ltd." $\qquad$ Transactions. Ans. ₹ 15,00,000 |  |  |  |  | 1 Mark |
| 18 | 19 | 18 | Q. Koval Ltd. $\qquad$ .activity. Ans. (d) Operating Activity |  |  |  |  | 1 Mark |
| - | 20 | - | Q. From the following. $\qquad$ loss. Ans. <br> Total Asset to Debt ratio = Total Assets/ Long term debts <br> Total Assets = ₹ $16,00,000$ <br> Long Term Debt = ₹ 9,75,000 <br> Total asset to debt ratio $=₹ 16,00,000 / ₹ 9,75,000$ |  |  |  |  | $=$ <br> 4 Marks |
| - | 21 | - | Q. (b) State. $\qquad$ analysis. <br> Ans. (Any two) <br> - Assessing the earning capacity or profitability <br> - Assessing managerial efficiency <br> - To measure the solvency <br> - To make comparative study with other firms <br> - To measure the financial strength <br> - To provide useful information to management <br> - (Or any other suitable objective) |  |  |  |  | $2$ <br> 2 <br> = <br> 4 Marks |
| 22 | 22 | 20 | Q. Nishit $\qquad$ above case. <br> Ans. <br> a) Net Profit Ratio $\begin{aligned} \text { As on 31-03-2013 } & =\text { Net Profit after tax } / \text { Revenue from operations } \times 100 \\ & =7,00,000 / 14,00,000 \times 100 \\ & =50 \% \end{aligned}$ |  |  |  |  | 2 |




|  |  |  | date and time of alteration. <br> 3. Data vault: Software provides additional security for the imputed data and this feature is referred as data vault. Data vault ensures that original information is presented and is not tempered. Data vault password cannot be broken. Some software uses data encryption method. | 4 Marks |
| :---: | :---: | :---: | :---: | :---: |
| 22 | 21 | 20 | Q. Enumerate different. $\qquad$ of data. <br> Ans. Different elements of Chart/ Graph are: <br> 1. The Chart area. <br> 2. The Plot area. <br> 3. The data points. <br> 4. The horizontal (category) and vertical (Value) axis. <br> 5. The legend <br> 6. A chart and axis title. <br> 7. A data label. | = <br> 4 Marks |
| 20 | 22 | 21 | Q. State the $\qquad$ using Tally. <br> Ans. <br> The following are the steps to construct BRS in tally: <br> i. Bring up the monthly summary of bank book. <br> ii. Bring your cursor to the first month and press enter. This brings up the vouchers for the month. Since this is a bank account, an additional button F5: reconcile will be visible on the right Press F5. <br> iii. The display now becomes an Edit screen in Reconciliation mode. The primary components are: A column for the ' Bankers Date'. <br> iv. The 'Reconciliation' at the bottom of the screen. <br> v. Balance as per company's books. <br> vi. Amounts not reflected in banks. <br> vii. Balance as per bank. | $=$ <br> 4 Marks |
| - | 23 | - | Q. Identify the error. $\qquad$ corrected? <br> Ans. This error occurs when wrong type of argument is used. To correct following steps can be taken: <br> 1. Optionally click the cell that displays the error, click the button that appears, then click show calculation steps if it appears. <br> 2. Review the following causes and solutions: <br> - Entering text when formula requires a number or a logical value. <br> - Making sure that the formula or function is correct for operand or argument. <br> - Entering or editing an array formula, and then pressing Enter. <br> - Select the cell or range of cells that contains the array formula. Press F2 to edit the formula and then press CTRL+SHIFT+ENTER. <br> - Make sure that the array constant is not a cell reference, formula or function. <br> - Supplying a range to an operator or a function that requires single value, not range. <br> - Change the range to a single value. <br> - Change the range to include either the same row or the same column that contains the formula. | = <br> 6 Marks |
| Q. Set No. |  |  | Marking Scheme Compartment 2014-15 | Distribution |
| $\begin{aligned} & \hline 67 / \\ & 1 \end{aligned}$ | 67/ | 67/ 3 | Accountancy (055) (Compartment) Outside Delhi - 67/3 <br> Expected Answers / Value points | of marks |


| 3 | 4 | 1 | Q. At the time of retirement $\qquad$ is debited: Ans. <br> (b) to the capital accounts of all the partners in their old profit sharing ratio. |  |  |  |  |  | 1 Mark |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 6 | 3 | 2 | $\begin{array}{\|l\|} \hline \text { Basis } \\ \hline \text { Preparation } \end{array}$ |  | between $\qquad$ 'Profit and Loss <br> Profit \& Loss Appropriation Account <br> Profit \& Loss Appropriation A/c is prepared to distribute profit among partners according to the provisions of partnership deed or Partnership Act. | Susp <br> Prof <br> Prof <br> prep <br> part <br> end | nse Accoun <br> \& Loss Sus <br> \& Loss Sus <br> red to calc <br> ular time $p$ <br> f the accou | ense Account nse $A / c$ is ate profit for a iod before the ing year. | 1 Mark |
| - | - | 3 | Q. Shahzad, Raja and Sohan $\qquad$ of your answer. <br> Ans. No, he is not correct. <br> Reason: Because the loan was given before he became the partner. |  |  |  |  |  | $\begin{gathered} (1 / 2+1 / 2) \\ = \\ 1 \text { Mark } \end{gathered}$ |
| - | - | 4 | Q. When forfeited share $\qquad$ cannot exceed: Ans. <br> (c) The amount received per share on forfeited shares. |  |  |  |  |  | 1 Mark |
| 4 | 5 | 5 | Q. Name the account $\qquad$ have been redeemed. Ans. General Reserve Account. |  |  |  |  |  | 1 Mark |
| 1 | 2 | 6 | Q. When a new $\qquad$ .credited to:. Ans. (c) Capital Accounts of Old Partners. |  |  |  |  |  | 1 Mark |
| - | - | 7 | Q. The average profit. $\qquad$ super profit. <br> Ans. <br> Average Profit = ₹ 2,50,000, Overvaluation of Stock $=10,000$ <br> Average Profit $=2,50,000-10,000=₹ 2,40,000$ <br> Normal Profit = Capital Investment * Normal Rate of Return $=14,00,000$ * 15/100 = ₹ 2,10,000 $\text { Super Profit }=2,40,000-2,10,000=₹ 30,000$ <br> Goodwill $=30,000$ * $4=₹ 1,20,000$ |  |  |  |  |  | $=$ <br> 3 Marks |
| - | - | 8 | Q. Ekta Ltd $\qquad$ 8\% Debentures. Ans. <br> Books of Ekta Ltd. Journal |  |  |  |  |  |  |
|  |  |  | Date |  | Particulars | LF | Dr. Amt (₹) | Cr. Amt (₹) |  |
|  |  |  | , |  | Debenture Application A/c lication money received on 10,000 8\% ures @ ₹ 250 each) |  | 25,00,000 | 25,00,000 | 1/2 |
|  |  |  | ii. | $\begin{array}{\|c\|} \hline 8 \% \text { [ } \\ \text { To } \\ \text { (For } \\ \hline \end{array}$ | Denture Application A/c Dr. <br> Debenture A/c  <br> lication money adjusted)  |  | 25,00,000 | 25,00,000 | 1/2 |










|  |  |  | $\begin{aligned} & =7,00,000 / 14,00,000 \times 100 \\ & =50 \% \end{aligned}$ <br> As on 31-03-2014 = Net Profit after tax / Revenue from operations $\times 100$ $\begin{aligned} & =9,10,000 / 18,00,000 \times 100 \\ & =51 \% \end{aligned}$ <br> b) Values: <br> (Any two) <br> - Promoting healthy living. <br> - Participation of Employees in excess profits. <br> - Treating employees a part of the company. <br> - Ethical practices of company <br> - Hard work and honesty of employees. <br> - Serving the organisation with dignity. <br> (Or any other suitable value) |  | $2$ $=$ <br> 4 Marks |
| :---: | :---: | :---: | :---: | :---: | :---: |
| - | - | 21 | Q. From the following. $\qquad$ loss. <br> Ans. <br> Total Asset to Debt ratio = Total Assets/ Long term debts <br> Total asset to debt ratio $=₹ 17,00,000 / ₹ 14,60,000$ |  | $=$ <br> 4 Marks |
| - | - | 22 | Q. (a) Under which. $\qquad$ analysis. Ans. <br> Q. (b) State. $\qquad$ .analysis. <br> Ans. (Any two) <br> - Assessing the earning capacity or profitability <br> - Assessing managerial efficiency <br> - To measure the solvency <br> - To make comparative study with other firms <br> - To measure the financial strength <br> - To provide useful information to management <br> - (Or any other suitable objective) | Sub headings <br> Inventories <br> Fixed Assets: <br> Intangible <br> Short term borrowings <br> Long term borrowings |  |
| 23 | 23 | 23 | Q. Following.........................was sold. |  |  |



|  |  |  | Cash Flows from Operating Activities: <br> Net Profit before tax \& extraordinary items <br> Add: Non cash and non-operating charges <br> Provision for Tax <br> Depreciation on machinery <br> Loss on sale of machinery <br> Operating profit before working capital changes <br> Less: Increase in Current Assets <br> Increase in inventories <br> Less: Decrease in Current Liabilities <br> Decrease in trade payables <br> Operating profit after working capital changes <br> Less: Tax Paid <br> Cash generated from Operating Activities <br> Cash flows from Investing Activities: <br> Purchase of machinery <br> Sale of machinery <br> Purchase of Goodwill <br> Cash used in investing activities <br> Cash flows from Financing Activities: <br> Issue of share capital <br> Money raised from long term borrowings <br> Cash from financing activities <br> Net increase in cash \& cash equivalents <br> Add: Opening balance of cash \& cash equivalents: <br> Closing Balance of cash \& cash equivalents | $\begin{array}{r} 4,00,000 \\ \\ 1,40,000 \\ 1,30,000 \\ 1,000 \\ 6,71,000 \\ \\ (1,80,000) \\ \\ \hline(1,00,000) \\ 3,91,000 \\ \hline(1,20,000) \\ \hline \end{array}$ | $2,71,000$ <br> $(13,31,000)$ $\begin{array}{r} \frac{12,00,000}{1,40,000} \\ \underline{2,40,000} \\ \underline{\underline{3,80,000}} \end{array}$ | 2 <br> 2 <br> 2 <br> $=$ <br> 6 Marks |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | PART C(Computerized Accounting) |  |  |  |
| 19 | 18 | 18 | Q. The term 'Field' $\qquad$ means: Ans. <br> (c) Name of the table |  |  | 1 Mark |
| 18 | 19 | 19 | Q. The components of. $\qquad$ refer to : Ans. <br> (a) Analysis and recording of business transactions, pre statement of Profit and Loss and Balance Sheet | tion of trial |  | 1 Mark |
| 22 | 21 | 20 | Q. Enumerate different. $\qquad$ of data. <br> Ans. Different elements of Chart/ Graph are: <br> 1. The Chart area. <br> 2. The Plot area. <br> 3. The data points. <br> 4. The horizontal (category) and vertical (Value) axis. <br> 5. The legend <br> 6. A chart and axis title. <br> 7. A data label. |  |  | $=$ <br> 4 Marks |
| 20 | 22 | 21 | Q. State the........................using Tally. |  |  |  |


|  |  |  | Ans. <br> The following are the steps to construct BRS in tally: <br> i. Bring up the monthly summary of bank book. <br> ii. Bring your cursor to the first month and press enter. This brings up the vouchers for the month. Since this is a bank account, an additional button F5: reconcile will be visible on the right Press F5. <br> iii. The display now becomes an Edit screen in Reconciliation mode. The primary components are: A column for the 'Bankers Date'. <br> iv. The 'Reconciliation' at the bottom of the screen. <br> v. Balance as per company's books. <br> vi. Amounts not reflected in banks. <br> vii. Balance as per bank. | $=$ <br> 4 Marks |
| :---: | :---: | :---: | :---: | :---: |
| 21 | 20 | 22 | Q. 'A business data $\qquad$ .its secrecy. <br> Ans. The features which help to maintain secrecy (Any two): <br> 1. Password security: Password is widely accepted security control to access the data. Only the authorised person can access the data. Any user who does not know the password cannot retrieve information from the system. It ensures data integrity. It uses a binary encoding format of storage and offers access to the data base. <br> 2. Data Audit: Audit feature of accounting software provides the user with administrator right in order to keep track of unauthorised access to the data base. It audit for the correctness of entries. Once entries are audited with adulterations, if any, the software displays all entries along with the name of the auditor user and date and time of alteration. <br> 3. Data vault: Software provides additional security for the imputed data and this feature is referred as data vault. Data vault ensures that original information is presented and is not tempered. Data vault password cannot be broken. Some software uses data encryption method. | $=$ <br> 4 Marks |
| - | - | 23 | Q. Name the table. $\qquad$ .advantages. <br> Ans. A format change, such as background cell shading or font colour that is applied to a cell when a specified condition for the data in the cell is true. <br> Conditional formatting is often applied to worksheets to find: <br> - Data that is above or below a certain value. <br> - Duplicate data values. <br> - Cells containing specific text. <br> - Data that is above or below average. <br> - Data that falls in the top ten or bottom ten values. <br> Benefits of using Conditional Formatting: <br> - Helps in answering questions which are important for taking decisions. <br> - Guides with help of using visuals. <br> - Helps in understanding distribution and variation of critical data. | $=$ <br> 6 Marks |

