



**CHRISTIAN SERVICE UNIVERSITY COLLEGE
KUMASI
CSUC SCHOOL OF BUSINESS**

**BACHELOR OF BUSINESS ADMINISTRATION
End of First Semester Examination, 2021/2022 Academic Year**

CSBA 397: COMPUTERIZED ACCOUNTING SYSTEMS

SECTION A: ANSWER ALL QUESTIONS

NOVEMBER, 2021

TOTAL MARKS [30]

Time: 1 Hours

INSTRUCTIONS

- Fill out the blanks provided for your **Index number, Signature and Date** on each page.
- Be sure to read carefully and follow the instructions for the individual questions.
- Answer all questions on this Question Paper. Do not use any extra sheet for any of your answers.
- If your answer is not in the options provided, kindly write the answer on the question paper beneath the options for that question.
- If you require clarification, raise your hand.

Good luck!

Examiner: Emmanuel Laryea

PART 1: MULTICHOICE QUESTIONS

INSTRUCTIONS: Circle the appropriate answer for each question.

1. To follow the accounting rule:

Resources: what they are = Resources: who supplied them
(Assets) (Capital + Liabilities)

aComputerized Accounting Systems maintains a balance that puts together all its debits and compares this with all its credits. Transactions whose balance are not equal are:

- a. rejected
- b. transferred into an automatic suspense account
- c. reversed back to the beginning
- d. proceed, but are flagged for future rectification
- e. put on hold while others whose balances are equal are processed in the meantime.

2. In the CAS environment, Financial Statements are generated progressively and can be viewed:

- a. only at the end of the stated financial period
- b. at any time that the need arises
- c. once every transaction cycle
- d. when the organization makes profits
- e. when the organization makes losses

3. Another name for a ledger is _____.

- a. an account
- b. a voucher
- c. a transaction
- d. a contra
- e. an invoice

4. A group of elements that are integrated, with the common purpose of achieving one objective is known as

- a. a subsystem
- b. sub-sub system
- c. accounting elements
- d. a system
- e. related accounts

5. _____ is an event that affects or is of interest to the organization and that is processed by its information system as a unit of work.

- a. A ledger
- b. A process
- c. A voucher
- d. A statement
- e. A transaction

6. According to Hall (2004), transactions can be classified into two. These are _____ and _____.

- a. financial and non-accounting.
- b. accounting and non financial.
- c. financial and non-financial.
- d. accounting and non-accounting.
- e. processing and non-processing.

7. Enterprise Resource Planning has all the following features except

- a. provides the integration of an organizations business processes/activities.
- b. facilitates data sharing and flows of information.
- c. introduces the common business exercises/practices to all users in the organization.
- d. complex and large size system which can take several years before implementation.
- e. usually made use of by one staff for the sake of security and security concerns.

8. Accounting with the Tally system begins with

- a. recording of ledger entries via an accounting voucher.
- b. debiting or crediting as appropriate.
- c. creating of financial reports to aid in the accounting preparation.
- d. closing all ledger accounts for the trial balance.

- e. creating vouchers to use for the transactions.
9. The process of transferring the entries recorded in the journal or subsidiary books to the respective accounts opened in the ledger is called
- Ledger
 - Posting
 - Transferring
 - Voucher
 - Entries
10. The important aspect of accounting is to record transactions promptly and correctly to ascertain the financial status of a company as on a particular date. Generally, the business transactions may be of the following nature:
- Purchase of goods either as raw materials for processing or as finished goods for resale
 - Payment of expenses incurred towards business
 - Sale of goods or services
 - Receipts (in Cash or by Cheques)
 - All of the Above
11. All these are benefits of Computerized Accounting except
- generation of timely reports.
 - real time inquiry needs quickly and accurately, to enable faster decision making.
 - facilitates knowledge sharing between accountants across different locations of an organization.
 - supports financial planning tools such as budget and performance reports.
 - gives extra income in case of low profit.
12. Factors contributing to change include all the following except
- migration
 - changing business needs
 - changing technology
 - better business processes
 - competitive advantage
13. Challenges Associated with Accounting on Computers include all the following except
- capturing business accounting needs
 - implementation
 - migration
 - rigidity
 - security
14. An effective accounting solution on computers must be able to do all the following except
- able to identify and address business accounting requirements
 - able to be implement simply, configured and used
 - able to generate instant reports to help the management take quick business decisions
 - able to change figures when the need arises
 - able to update real time data of all relevant records and eliminate duplication
15. The security threat of data violation and data loss can be guarded against by ensuring:
- Regular data backups
 - Logical access control
 - Integrity of data at different stages
 - All of the Above
 - None of the Above
16. The following ensures a smooth transition from manual accounting to accounting on computers except
- Analysis of the existing accounting system
 - Examine the usage of the existing accounting system
 - Collect feedback from users about their expectations from an accounting system
 - Create a prototype to evolve the new accounting system
 - Using new computers
17. For service companies _____ are usually created in Tally.
- Account with Inventory

- b. Account Only
- c. Account Exceptional
- d. Account Service
- e. Account All

18. Gateway of Tally is the _____, after a company has been created in the system.

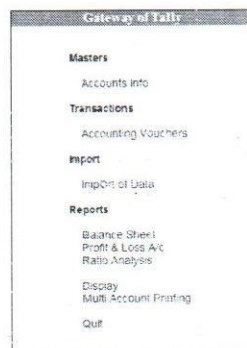
- a. Beginning of Tally (just after installation)
- b. First Interface of Tally (to proceed with commands on a created company)
- c. Place where Tally is
- d. Area to search when looking for the Tally Program
- e. Only platform of Tally

19. _____ are used to activate or access the commands on menus of tally.

- a. Hot Keys
- b. Cold Keys
- c. Placeholders
- d. Pointers
- e. Menus

20. What key in the following menu will generate a Profit and Loss Account?

- a. A
- b. V
- c. O
- d. B
- e. P



21. In configuring vouchers, it is best to have the double entry mode enable, so that transactions can be:

- a. Debited and Credited more simply
- b. Corrected accordingly
- c. Erased when necessary
- d. Changed accordingly
- e. Narrated as necessary

22. Protecting your accounts with the Tally Vault password could be dangerous in the event:

- a. An Administrator you have created is able to open the accounts
- b. You forget the password used
- c. The software is uninstalled accidentally
- d. The company file is deleted
- e. All of the Above

23. Skipping the date field in entering data into vouchers means

- a. You will not be able to enter the date while creating a transaction
- b. You cannot change the date while creating a transaction
- c. You will have the same date while creating a transaction
- d. You can only change the date by selecting the field yourself while creating a transaction
- e. None of the Above

24. In creating a company with the Tally Accounting software, all the following details can be given, except

- a. Name
- b. Statutory Compliance for
- c. E-mail
- d. Phone Number
- e. All of the Above

25. Using the Payment Voucher will require that there is a payment source such as cash or bank. If the company purchases anything that has to be paid for, but then there is no cash involved in the transaction, (that is the purchase is done on credit), then the voucher used instead is the _____ voucher.

- a. Contra
- b. Payment
- c. Receipt
- d. Journal
- e. Sales

26. The receipt voucher is used to indicate the company has just _____ in a transaction.

- a. received
- b. given
- c. sold
- d. disposed

- e. stopped
27. The Opening Balances field in the creation of ledgers are meant for
- entering the closing balances of ledgers when transferring to Tally.
 - entering transaction amounts for the company in each month.
 - displaying the opening balances that are on the ledger.
 - entering the amount that should balance the ledger before it is created.
 - displaying the correct balance that may be opening or closing depending on the transactions that will be entered.
28. Withdrawals or drawings affect the _____ account of the owner of the business.
- Cash
 - Bank
 - Capital
 - Profit and Loss
 - Creditor
29. The Quick Books system is a
- Computerized Accounting System
 - Manual Accounting System
 - Enterprise Resource Planning System
 - Transaction Processing System
 - Management Processing System
30. To prevent loss of data Tally
- ask you to save at any given point in time of using it.
 - prevents you from accidentally shutting down the computer as you use it.
 - automatically saves as you use it.
 - reboots every few minutes to ensure the safety of data.
 - does not do anything. All saving is done by the user.
31. Using the contra voucher means you have a transactions whose nature is
- between Journal and Cash
 - between Cash and Assets
 - between Assets and Receipt
 - between Receipt and Payment
 - between Cash and Bank
32. Tally Groups are meant to dictate the way _____ behave.
- ledgers
 - journals
 - receipts
 - payments
 - vouchers
33. To activate a previous field in any of Tally's interfaces, a combination of the following keys should be pressed:
- CTRL + TAB
 - SHIFT + TAB
 - ALT + TAB
 - SPACE + TAB
 - FN + TAB
34. Ledgers, vouchers and even created companies can be deleted in Tally by use of the following key combinations:
- CTRL + D
 - SHIFT + D
 - ALT + D
 - SPACE + D
 - FN + D
35. The destination for exporting a your accounts (as a file) in Tally is:
- where your company accounts will be backed up to
 - where your company accounts will be opened from
 - where your company accounts will be maintained from
 - All of the Above
 - None of the Above

PART 2: TRUE / FALSE

INSTRUCTIONS: Underline the right answer.

36. Pressing the Escape Key severally in Tally will quit the program.

True

False

37. Backing up accounts in Tally is limited to internal storage only.

True

False

38. To print the decimal of amounts in Tally, it is expedient to leave the decimal places for printing amount in words to be the same as the number of decimal places for numbers.

True

False

39. Purchases made over the Internet can be automatically recorded into company accounts with some Computerized Accounting Systems.

True

False

40. Auditing Tally accounts is a process which is achieved by selecting the line transactions and pressing enter to access the details that make up the figures in those transactions.

True

False

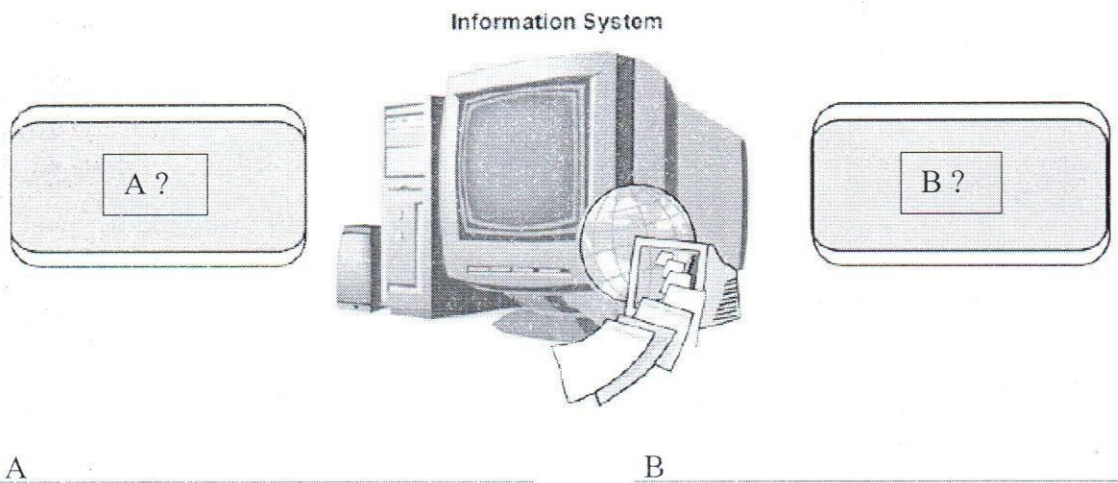
PART 3: FILL IN / DEFINITIONS

INSTRUCTIONS: Fill in the blank spaces provided for definition or completing of the sentence.

41. The accounting process includes summarizing, analysing, and reporting transactions as Accounting Information to stakeholders. Who are stakeholders of Accounting Information?

42. Define a sub-system, giving one example of a major subsystems of AIS:

43. Give the two subsystems of Information Systems, in completing the diagram below with its remaining labels.



44. A Chart of Accounts in CAS may not use numbers for identification. The reason is that

45. Accounting concepts form the basis for preparation of financial statements. State one Accounting Concept.

PART 4: SHORT NOTES

INSTRUCTIONS: Provide a one to two sentence notes on the following.

46. Stock Items

47. Non-Financial Transactions

48. Enterprise Resource Planning systems.

49. Tally Vault.

50. Data.
