

O. P. JINDAL SCHOOL, SAVITRI NAGAR**बारहवीं प्री-बोर्ड I परीक्षा 2025-26****Pre-Board I Examination 2025-26 for Class XII****SUBJECT: ACCOUNTANCY (055)****SET-B****M.M.:80****Time: 3 Hours****GENERAL INSTRUCTIONS:**

1. This question paper contains 34 questions. All questions are compulsory.
2. This question paper is divided into two parts, Part A and B.
3. Part - A is compulsory for all candidates.
4. There is no overall choice. However, an internal choice has been provided in 7 questions of one mark, 2 questions of three marks, 1 question of four marks and 2 questions of six marks.

PART A (Accounting for Partnership Firms and Companies)

- 1 Star Ltd forfeited 1,000 shares of ₹10 each, Mr Jivan a shareholder of the company, for non-payment of allotment money of ₹4 per share. The called up value per share was ₹ 7. On forfeiture, the amount debited to share capital:
 A) ₹ 3,000 B) ₹ 7,000 C) ₹ 4,000 D) ₹10,000

OR

If 10,000 shares of ₹ 10 each were forfeited for non-payment of final call money of ₹ 3 per share and only 7,000 of these shares were re-issued @ ₹ 11 per share as fully paid up, then what is the minimum amount that company must collect at the time of re-issue of the remaining 3,000 shares?

- A) ₹ 21,000 B) ₹ 9,000 C) ₹ 16,000 D) ₹ 30,000

- 2 Realisation Account is a : 1

(A) Personal Account (B) Real Account (C) Nominal Account (D) Both A and B

- 3 Arun and Vijay are partner sharing profits and losses in the ratio of 5:1 and Machinery shown in Balance sheet was ₹ 40,000. If the value of Machinery reflected in the balance Sheet is overvalued by $33 \frac{1}{3}\%$, find Out the value of Machinery to be shown in the new balance sheet:

- (A) ₹ 44,000 (B) ₹ 48,000 (C) ₹ 32,000 (D) ₹ 30,000

- 4 Assertion (A) : 'Self-Generated Goodwill' should be adjusted through partners' capital Accounts at the time of reconstitution of a partnership firm. 1

Reason (R) : As per AS 26, goodwill should be recorded in the books of accounts only when consideration in money or money's worth is paid for it.

In the context of above two statements, which of the following is correct?

- (A) Assertion (A) and Reason (R) are correct but the Reason (R) is not correct explanation of Assertion (A).
 (B) Both Assertion (A) and (R) are correct and Reason (R) is the correct explanation of Assertion (A).
 (C) Assertion (A) is correct but the Reason (R) is not correct.

(D) Assertion (A) is not correct but the Reason (R) is correct.

- 5 P ; S and T sharing profits and losses in the ratio of 1:2:3, Decide to share 1
future profit and losses equally. They also decided to adjust the Following
accumulated profits, losses and reserves without affecting their book figures,
by passing a single adjustment entry:
General Reserve ₹ 40,000
Profit and Loss A/c ₹ 30,000
Advertisement Suspense ₹ 10,000
Then necessary adjustment entry will be:
(A) Dr. P and Cr. T by ₹ 10,000 (B) Dr. T and Cr. P by ₹ 10,000
(C) Dr. S and Cr. P by ₹ 10,000 (D) Dr. P and Cr. S by ₹ 10,000
- 6 **Assertion:** Batman, a partner in a firm with four partners has advanced a loan of 1
₹ 50,000 to the firm for last six months of the financial year without any
agreement. He claims an interest on loan of ₹ 3,000 despite the firm being in loss
for the year.
Reasoning: In the absence of any agreement / provision in the partnership deed,
provisions of Indian Partnership Act, 1932 would apply.
A) Both A and R are correct, and R is the correct explanation of A.
B) Both A and R are correct, but R is not the correct explanation of A.
C) A is correct but R is incorrect.
D) A is incorrect but R is correct.
- 7 The Directors of S Ltd. forfeited 7,000 Equity Shares of ₹ 10 each, ₹ 10 Called up, 1
for non-payment of final call of ₹ 1 per share. Half of the forfeited shares were
reissued at ₹ 20 per share fully paid up. On reissue of forfeited shares, what
amount will be transferred to the Capital Reserve Account?
(A) ₹ 7,000 (B) ₹ 42,000 (C) ₹ 14,000 (D) ₹ 31,500
- 8 X and Y are partners sharing profit in the ratio of 3 : 2. Z was admitted with 1/4 1
share in profits which he acquires equally from X and Y. The new ratio will be:
(A) 9 : 6 : 5 (B) 19 : 11 : 10 (C) 3 : 3 : 2 (D) 3 : 2 : 4

OR

B and N are partners in a firm sharing profits in the ratio of 3 : 2. They admit S as 1
a partner for 1/4th share in the profits. S acquires his share from B and N in the
ratio of 2 : 1. The new profit-sharing ratio will be :
(A) 2 : 1 : 4 (B) 19 : 26 : 15 (C) 3 : 2 : 4 (D) 26 : 19 : 15

- 9 C, M and G shared profits of ₹ 75,000 in the ratio of 2:2:1 but the partnership 1
Deed was silent regarding profit-sharing ratio. Which of the following is necessary
adjusting entry?

A)	G's Capital A/c Dr C's Capital A/c M's Capital A/c	10,000	5,000 5,000
B)	C's Capital A/c Dr M's Capital A/c Dr G's Capital A/c	5,000 5,000	10,000
C)	M's Capital A/c Dr C's Capital A/c G's Capital A/c	10,000	5,000 5,000

D)	C's Capital A/c Dr	10,000	
	M's Capital A/c		5,000
	G's Capital A/c		5,000

OR

R, S and J were partners in a firm sharing profits and losses in the ratio of 4:3:2. R retired on 15th October, 2025. At the time, the capitals of S and J after all the adjustments were ₹ 3,56,000 and ₹ 2,44,000 respectively. S and J decided to adjust their capitals according to their new profit sharing ratio by opening current accounts. Calculate the new capital of S and J. 1

- (A) ₹ 3,60,000 and ₹ 2,40,000 (B) ₹ 1,80,000 and ₹ 1,20,000
(C) ₹ 90,000 and ₹ 60,000 (D) ₹ 2,40,000 and ₹ 3,60,000

10. X, Y, Z and A are partners. They change their profit-sharing ratio to 2:2:1:1. Z's sacrifice is _____. 1

- (A) 1/6 (B) 1/12 (C) 1/24 (D) 2/6

OR

A firm has an average profit of ₹ 60,000 Rate of return on capital employed is 12.5% p.a. Total capital employed in the firm was ₹ 4,00,000. Goodwill on the basis of two years purchase of super profit is : 1

- (A) ₹ 20,000 (B) ₹ 15,000 (C) ₹ 10,000 (D) None of these

Read the following hypothetical situation, Answer Question No. 11 and 12

Anshul and Neeraj are partners in a firm. Anshul contributed ₹ 3,00,000 and Neeraj contributed ₹ 1,00,000 as capitals. The current account of Anshul and Neeraj showed a balance of ₹ 30,000 and ₹ 10,000 (debit) respectively. They had agreed as per the terms of the partnership deed that interest on capital will be allowed at 10% per annum. Neeraj is to be allowed as a salary of ₹ 2,500 per month. Anshul is to be given a rent of ₹ 1,000 per month for the use of his premises by the firm. Due to the pandemic the profits for the firm for the year ended 31st March 2025 was ₹ 54,000.

11. The profits between Anshul and Neeraj will be divided between them in the ratio of: 1

- (A) Equal (B) 4:3 (C) 3:4 (D) 3:1

12. The amount of Rent payable should be: 1

- (A) Debited to Profit and loss appropriation account and credited to Anshul's capital account.
(B) Credited to Profit and loss appropriation account and debited to Anshul's current account.
(C) Debited to Profit and loss account and credited to Anshul's capital account.
(D) Debited to Profit and loss account and credited to Anshul's current account.

13. Consider the following information from the books of A and B who agree to admit K. They share future profits and losses in the ratio of 2:2:1. 1

Investments	₹ 1,00,000
Investment Fluctuation Fund	₹ 20,000

Investments were valued at ₹ 95,000 at the time of reconstitution of the firm. Which of the following treatment is correct with respect to Investment Fluctuation Fund:

A	Investment Fluctuation Fund	DR	5,000
	To Revaluation		5,000

B	Investment Fluctuation Fund	DR	20,000
	To A's Capital A/c		8,000
	To B's Capital A/c		8,000
	To K's Capital A/c		4,000
C	Investment Fluctuation Fund	DR	5,000
	To Investment		5,000
D	A A's Capital A/c	DR	10,000
	B A's Capital A/c	DR	10,000
	To Investment Fluctuation Fund		20000

- 14 The Debentures which are payable on the expiry of a specified period either in lump sum or in instalments during the life time of the company are known as : 1
 (A) Secured Debentures (B) Redeemable Debentures
 (C) Specified coupon Rate Debentures (D) Convertible Debentures
- 15 Alpha Ltd Company issued 4,000 shares of ₹ 10 each at par payable as under: 1
 On application ₹ 3; On allotment ₹ 2; On first call ₹ 4 and on final call ₹ 1 per share. Applications were received for 10,000 shares and allotment was made pro-rata to all applicants. How much amount will be received in cash on allotment?
 (A) ₹ 8,000 (B) ₹ 12,000 (C) ₹ 10,000 (D) Nil
- 16 Which of the following statements does not relate to 'Reserve Capital'? 1
 (A) It is part of uncalled capital of a company
 (B) It cannot be used during the lifetime of a company
 (C) It can be used for writing off capital losses
 (D) It is part of subscribed capital

OR

- A company forfeited 3,000 shares of ₹ 10 each, on which only ₹ 5 per share (including ₹ 1 premium) has been paid. Out of these few shares were re-issued at a discount of ₹ 1 per share were and ₹ 6,000 were transferred to Capital Reserve. How many shares were re-issued? 1
 A) 3,000 shares B) 1,000 shares C) 2,000 shares D) 1,500 shares
- 17 Ajay, Bijoy, and Chitra were partners sharing profits and losses in the ratio of 2:2:1. They admitted Divya into partnership for 1/6 share. It was decided that Chitra will have 1/4th share in future profits. Goodwill of the firm was valued at ₹ 1,80,000, but Divya could not bring her share of goodwill in cash. You are required to Calculate the New Profit-Sharing Ratio, Sacrificing Ratio and Pass the Journal Entry for goodwill at the time of Divya's admission. 3

OR

- Anika, Bhavya, and Chirag are partners in a firm sharing profits and losses in the ratio of 2:2:1. From 1st April 2025, they decided to change their profit-sharing ratio to 3:2:1. On the date of change:
 I. Goodwill appeared in the books at ₹ 1,50,000
 II. Goodwill of the firm was valued at ₹ 3,00,000
 Pass the necessary journal entries and determine the gain or sacrifice for each partner.

- 18 Raka, Seema and Mahesh were partners sharing profits and losses in the ratio of 5:3:2. With effect from 1st April, 2025, they mutually agreed to share profits and losses in the ratio of 2:2:1. On that date, there was a workmen's compensation fund of ₹ 90,000 in the books of the firm. It was agreed that : 3
- (i) Goodwill of the firm be valued at ₹ 70,000.
 - (ii) Claim for workmen's compensation amounted to ₹ 40,000.
 - (iii) Profit on revaluation of assets and re-assessment of liabilities amounted to ₹ 40,000. Pass necessary journal entries for the above transactions in the books of the firm.
- 19 Jay and Jaya are partners in a firm. They admit Jayant as partner with $\frac{1}{4}$ th share in the profits of the firm. Jayant brings ₹ 4,00,000 as his share of capital. The value of total assets of the firm is ₹ 8,40,000 and outside liabilities are valued at ₹ 2,00,000 on the date of admission of Jayant. Give necessary journal entries to record for the above transaction and show your workings clearly. 3
- 20 Complex Machines Ltd. Is registered with the Authorised share capital of ₹ 50,00,000 divided into 4,00,000 Equity shares of ₹ 10 each and 10,000 preference shares of ₹ 100 each. The company issued 2,75,000 Equity shares and 10,000; 10% preference shares for subscription. Applications were received for 2,50,000 Equity shares and 10,000; 10% preference shares. The entire nominal (face) value of Equity shares and ₹ 80 on 10% preference shares were called for payment. The amount called was received. 3
- Show share capital in the balance sheet of the company.
- 21 Rohan, Karan and Manav were partners sharing profits in the ratio 4:3:3. Their capitals were ₹ 6,00,000; ₹ 5,00,000; and ₹ 4,00,000 respectively. The Partnership Deed provides: 4
- (a) Interest on Capital @ 10% p.a.
 - (b) Salary: Rohan ₹ 8, 000 p.m., Manav ₹ 12,000 per quarter
 - (c) Commission to Karan ₹ 50,000
 - (d) Karan is guaranteed minimum profit of ₹ 80, 000. Deficiency to be borne by Rohan and Manav in the ratio 3:1.
- The firm earned a net profit of ₹ 5,40,000 which was divided equally among partners. Pass necessary adjustment entry.
- 22 On 1st April, 2024 Bhawani Ltd. issued 5,000, 10% Debentures of ₹ 100 each at a discount of 10% redeemable at 5% premium after 5 years On the same date Bhawani Ltd. entered into the following transactions also: It purchased business of Swami Ltd. by taking over sundry assets of ₹ 4,50,000 and sundry liabilities of ₹ 70,000 for the purchase consideration of ₹ 4,80,000. It paid the purchase consideration by issuing 10% Debentures at 4% discount. 4
- Bhawani Ltd. borrowed a loan of ₹ 80,000 from SBI for 5 years and issued 10% Debentures of ₹ 1,00,000 to bank as a collateral security.
- The interest on debentures is paid half yearly on 30th September and 31st March every year. The company has sufficient balance in its Securities Premium Reserve Account at the year end and it has decided to write off loss on issue of debentures from Securities Premium Reserve Account.
- Read above information and answer the following questions:
- i) State the circumstances when debentures are issued for consideration other than cash.
 - ii) Is Bhawani Ltd. correct in issuing debentures at a discount?
 - iii) Pass journal entry for the takeover of business of Swami Ltd. by Bhawani Ltd

- 23 A and B were partners in a firm sharing profits and losses in the ratio of 3: 2. Their Balance Sheet as at 31st March, 2025 was as follows: 6

Balance Sheet of A and B as at 31st March, 2025

Liabilities	Amount (₹)	Assets	Amount (₹)
Capitals:		Cash	40,000
A 1,44,000		Debtors 36,000	
B <u>80,000</u>	2,24,000	Less Provision for	
General Reserve	50,000	Doubt debts <u>(2,000)</u>	34,000
Creditors	80,000	Stock	30,000
Investment fluctuation	10,000	Investments	40,000
fund		Plant & Machinery	2,20,000
	3,64,000		3,64,000

On 1st April, 2025, H was admitted into partnership for 1/ 5th share in the profits of the firm on the following terms:

- H brought ₹ 20,000 as her share of goodwill and proportionate capital.
- Provision for doubtful debts was to be maintained at 10% on debtors
- Market value of investments was ₹ 35,000.
- The value of Plant and Machinery is increased by ₹ 6,600.

Prepare Revaluation Account and Partners' Capital Accounts.

- 24 Pass the necessary journal entries for the following transactions on the dissolution of the partnership firm of Tina and Rina after the various assets (other than cash and bank) and external liabilities have been transferred to realisation account: 6
- There was an outstanding bill for repairs for which ₹ 20,000 were paid.
 - The firm had stock of ₹ 80,000. Tina took over 50% of the stock at a discount of 20% while the remaining stock was sold off for ₹ 52,000.
 - The firm had 100 shares of ₹ 10 each which were taken over by the partners at market value of ₹ 20 per share in their profit-sharing ratio of 3:2.
 - Realisation expenses of ₹ 4,000 were paid by Rina.
 - Tina had given a loan of ₹ 40,000 to the firm which was duly paid.
- Rina agreed to pay off her husband's loan of ₹ 10,000 at a discount of 10%.

OR

Madhav, Raghav and Purav were partners in a firm sharing profits and losses in the ratio of 3: 1: 1. Their Balance Sheet as at 31st March, 2024 was as follows: 6

Liabilities	Amount ₹	Assets	Amount ₹
Creditors	1,00,000	Bank	20,000
General Reserve	50,000	Stock	1,10,000
Capitals		Investment	70,000
Madhav 60,000		Furniture	35,000
Raghav 1,00,000		Building	1,15,000
Purav 40,000	2,00,000		
	3,50,000		3,50,000

Purav died on 30th September, 2024. According to Partnership deed, his legal representatives are entitled to the following:

- Balance in his Capital Account.
- Share of profit up to the date of death to be calculated on the basis of last

year's profit.

- iii. Share of goodwill calculated on the basis of three years purchase of average profits of last four years
- iv. Interest on capital @ 12% p.a.

Purav's share of profit was ₹ 3,000 and the average profit of last four years were ₹ 50,000. Purav's drawings up to the date of death were ₹ 10,000.

Prepare Purav's Capital Account to be rendered to his legal representatives.

25 X Ltd has offered 50,000 equity shares of ₹ 100 each at a premium of ₹ 20 6 payable as follows:

Application ₹ 50

Allotment ₹ 40 (Including premium)

And balance on first and final call

The bank account of the company has received ₹ 35,00,000 on account of share application money. X Ltd decided to allot shares to all the applicants on Pro-rata basis. The balance in call in arrears account at the time of allotment and first and final call amounted to ₹ 1,00,000 and ₹ 1,50,000 respectively.

These shares were forfeited and reissued at ₹ 90 per share as fully paid up. Journalise.

OR

Applications were invited by the directors of X Ltd. for 15,000 of its equity shares 6 of ₹ 100 and at ₹ 115 per share payable as:

- a) On application on 1st April, 2025 (including premium of ₹ 15 per share) ₹ 75
- b) On allotment on 30th April, 2025 ₹ 20 and
- c) On first and final call on 31st May, 2025 ₹ 20.

Applications were received for 18,000 shares and it was decided to deal with these as:

- a) To refuse the allotment to applicants for 800 shares,
- b) To give full allotment to applicants for 2,200 shares,
- c) To allot the reminder of the available shares on pro-rata basis among the other applicants and
- d) To utilize the surplus received on applications in part payment of amounts due on allotments.

An applicant, to whom 400 shares have been allotted, failed to pay the amount due on first and final call and his shares were declared forfeited on 31st July, 2025.

Pass necessary journal entries.

26 On April 1, 2024 Z Ltd. issued, 10,000, 8% Debentures of ₹ 100 each at premium 6 of 5%, to be redeemable at a premium of 10%, after 3 years The entire amount was payable on application. The issue was oversubscribed to the extent of 10,000 debentures and the allotment was made proportionately to all the applicants. The securities premium amount has not been utilized for any other purpose during the year.

- i. Pass entries for issue of Debentures.
- ii. Prepare Loss on Issue of Debentures Account.
- iii. Pass entries for interest on debentures on March 31, 2025 assuming interest is payable on 30th September and 31st March every year.

Part B :- Analysis of Financial Statements

- 27 If total Sales are ₹ 2,50,000 and Credit Sales are 25% of Cash Sales. The amount of Credit Sales is : 1
(A) ₹ 50,000 (B) ₹ 2,50,000 (C) ₹ 16,000 (D) ₹ 1,80,000

OR

- A firm has Current ratio of 2.5:1 and a Liquid ratio of 2:1. Its opening Inventory is ₹ 80,000 which is 3 times lesser than its closing inventory. What will be the Quick Assets? 1
(A) ₹ 2,40,000 (B) ₹ 9,60,000 (C) ₹ 4,80,000 (D) ₹ 12,00,000
- 28 Which of the following is a limitation of financial analysis? 1
(A) It is just a study of reports of the company.
(B) It judges the ability of the firm to repay its debts
(C) It identifies the reasons for change in financial position.
(D) It ascertains the relative importance of different components of the financial position of the firm.
- 29 Statement I:- Sale of Marketable Securities will result in no flow of Cash. 1
Statement II:- Debentures issued as collateral security will result in inflow of cash.
A. Both Statements are correct.
B. Both Statements are incorrect.
C. Statement I is correct and Statement II is incorrect.
D. Statement I is incorrect and Statement I is correct.

OR

- In case of financial enterprise whose main business is lending and borrowing. 'interest paid' and 'interest received' are classified as : 1
(A) Operating Activity. (B) Financing Activity.
(C) Investing Activities. (D) None of these.
- 30 X Ltd. purchased furniture for ₹ 20,00,000 paying 60% by issue of equity shares of ₹ 10 each and the balance by a cheque. This transaction will result in: 1
(A) Cash used in investing activities ₹ 20,00,000.
(B) Cash generated from financing activities ₹ 12,00,000.
(C) Increase in cash and cash equivalents ₹ 8,00,000.
(D) Cash used in investing activities ₹ 8,00,000.
- 31 Classify the following items under Major head and Sub head in the Balance Sheet as per Schedule III of the Companies Act, 2013: 3
(i) Public Deposit (ii) Unpaid Dividend
(iii) Copyright and Patents (iv) Land and Building
(v) Outstanding Salaries (vi) Capital Advances

- 32 Complete the comparative statement of profit & loss: 3

Particulars	2023-24	2024-25	Absolute change (₹)	% change
Revenue from operations	1,60,000	2,00,000	?	?
Less employee benefit expenses	80,000	?	?	25%
Less other expenses	20,000	?	(10,000)	?
Profit before tax	60,000	?	?	50%

Less tax@30%	?	?	9,000	?
Profit after tax	42,000	?	21,000	?

OR

From the following information, prepare a Common Size Balance sheet of Mohan Ltd:

Particulars	31 st March 2025 (₹)	31 st March 2024 (₹)
Share Capital	5,00,000	4,00,000
Trade Payables	1,40,000	80,000
Reserves and Surplus.	1,60,000	1,20,000
Property, Plant and Equipment	3,60,000	3,00,000
Cash and Cash equivalents	40,000	40,000
Inventories	4,00,000	2,60,000

33 The proprietary ratio of M. limited is 0.80:1. State with reasons whether the following transitions will increase, decrease or not change the proprietary ratio.

- Obtained a bank loan from bank ₹ 2, 00,000 payable after five years
- Purchased Machinery for cash ₹ 75, 000.
- Redeemed 5% Redeemable Preference Shares ₹ 1, 00,000.
- Issued equity shares to the vendors of machinery purchased for ₹ 4, 00,000

OR

Calculate the following ratio from the information given below: -

- Liquid ratio
- Operating ratio

Details:-

Current Assets :-	₹ 70,000
Net working capital :-	₹ 30, 000
Inventories	₹ 30, 000
Revenue from Operation	₹1,40,000
Cost of Revenue from Operation	₹ 68,000

34 Following was the Balance Sheet of Dabur Ltd. as on 31st March, 2025, Dabur Ltd. Balance Sheet as at 31st March, 2025

Particulars	Note No	31 st March 2025 (₹)	31 st March 2024 (₹)
I Equity and Liabilities:			
1. Shareholders' funds			
(a) Share Capital		19,00,000	17,00,000
(b) Reserves and Surplus	1	6,00,000	3,00,000
2. Non-Current Liabilities			
12% Long-term Borrowings		5,00,000	4,00,000
3. Current Liabilities			
(a) Short term borrowings	2	1,70,000	1,75,000
(b) Short-term Provisions	3	2,00,000	1,65,000
Total		33,70,000	27,40,000

II Assets:			
1. Non-Current Assets			
(a) Property ,Plant & Equipment & Intangible assets			
(i) Tangible Assets	4	25,00,000	21,00,000
(ii) Intangible Assets	5	4,00,000	3,00,000
2. Current Assets			
(a) Current investments		1,40,000	1,70,000
(b) Inventories		2,60,000	1,30,000
(c) Cash and Cash Equivalents		70,000	40,000
Total		33,70,000	27,40,000

Notes to Accounts:

Note No.	Particulars	31st March, 2025	31st March, 2024
1	Reserves and Surplus (Surplus i.e., Balance in the Statement of Profit and Loss)	6,00,000	3,00,000
2	short-term Borrowings bank overdraft	1,70,000	1,75,000
3	Short-term Provisions Provision for Tax	2,00,000	1,65,000
4	Tangible Assets Machinery	25,00,000	21,00,000
5	Intangible Assets Goodwill	4,00,000	3,00,000

Additional information:

- (i) A machine of the book value of ₹ 40, 000 was sold for ₹ 50, 000.
- (ii) Depreciation charged on machinery during the year was ₹ 2,00,000.
- (iii) ₹ 1, 00,000, 12% long term borrowings were obtained on 31st March 2025.

Calculate Cash Flow from investing and financing activities.

	PART B (COMPUTERISED ACCOUNTING)	
	OPTION II	
27	A batch code refers to a code applied to a group of documents where: (A) Each document is given a different account number (B) Documents are filed by client name (C) A common code is assigned to documents processed together (D) Numbers are assigned based on alphabetical order Or Name the Accounting information sub-system which is responsible for recording transactions related to purchasing and payments: (A) Inventory sub-system (B) Sales accounting sub-system (C) Purchase and Payables sub-system (D) Final accounts sub-system	1
28	. Which of the following is not a feature of good accounting software? (A) User-friendly interface (B) Automatic error detection (C) Frequent system crashes (D) Customizable report generation	1
29	To apply predefined layouts to a chart, which of the following buttons is clicked? (A) Chart Layout (B) Design (C) Format (D) Insert	1
30	The data labels in a chart can be placed: (A) Only outside the chart area (B) Only at the top of each data point (C) In various positions like center, inside end, outside end, etc. (D) Only below the x-axis OR The main purpose of classification in accounting is: (A) To generate random numbers for entries (B) To encrypt financial data (C) To group similar transactions for better understanding (D) To assign passwords to users.	1
31	What is authentication and how is it useful in a Computerised Accounting System (CAS)?	3
32	State any three advantages of a Computerised Accounting System.	3
33	State the steps to insert a PivotTable in MS Excel. OR What is the function of the 'Settings tab' in Data Validation?	4
34	What is meant by 'Wrapping Text' in a cell? How is it done? State the steps to remove text wrapping.	6

