

No. of Printed Pages : 6 **BPOI-002/BPOI-102**

**DIPLOMA IN BUSINESS PROCESS  
OUTSOURCING-FINANCE AND  
ACCOUNTING  
(DBPOFA)**

**Term-End Examination**

**December, 2025**

**BPOI-002/BPOI-102 : FUNDAMENTALS OF  
ACCOUNTING**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note :** *There are three Sections in this paper. All  
Sections are compulsory.*

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**Section—A (Compulsory)**

1. (a) Fill in the blanks : 1×5=5
- (i) An asset is recorded in books of  
account at .....



**Section—B**  
**(Compulsory)**

2. Name the different parties interested in accounting information and explain why they need it. 10
3. What do you mean by accounting principles ? Give their characteristics. 5+5
4. What are Accounting Standards ? Explain the nature of Accounting Standards. 5+5

**Section—C**

*Note : Attempt any **three** questions including Q. No. 5 which is compulsory. Each question carries 20 marks.*

5. Journalize the following transactions, post them into ledger and prepare Trial Balance : 5+5+10

<b>2023</b>		₹
<b>Jan.</b>		
1	Atul & Co. started business with cash	70,000

3	Deposited into bank	35,000
5	Purchased goods for cash	3,000
6	Bought furniture for office use	5,000
8	Drew from bank for office use	4,100
11	Goods sold to Aman Brothers	2,500
14	Bought goods from Sunil & Co.	1,500
17	Paid Trade Expenses	500
19	Received cash from Aman Brothers	2,500
24	Paid Wages	100
26	Paid Sunil & Company in full settlement	1,500
30	Paid Rent	200
31	Interest on Capital	300

6. Write short notes on the following : 5×4=20
- (i) Branches of Accounting
  - (ii) IFRS
  - (iii) Trial Balance
  - (iv) Bill of Exchange
7. (a) Name *four* errors which cannot be disclosed by preparing a Trial Balance. 10
- (b) What is Capital Expenditure ? Give *six* examples of Capital Expenditure. 10
8. Give the Pro forma of Purchase Journal. Explain the method of recording the transactions in the Purchase Journal and its posting into ledger. 10+10
9. How would you treat the following items while preparing the final accounts if the items are given in adjustment ? 20
- (i) Accrued Income or Income Receivable

- (ii) Unearned Income or Income Received  
in Advance
- (iii) Provision for discount on debtors
- (iv) Interest on capital

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