



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ  
Odisha State Open University  
Established by an Act of Government of Odisha

# Assignment December 2018

## Semester – 1

### Diploma in Accounting (DIA)

Course Code	Name of the Course	Date of Submission
DIA 01	Basic Accounting	15 <sup>th</sup> November 2018
DIA 02	Financial Statement	15 <sup>th</sup> November 2018
DIA 03	Application of Computer in Financial Accounting	15 <sup>th</sup> November 2018

**Please read the instructions carefully before attempting assignment questions.**

## **INSTRUCTIONS**

Dear Learner,

Greetings from Odisha State Open University.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment to the Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material, understand the same and write answers in your own language and style so that you will get good marks/grades.

### **Purpose of assignments**

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system.
2. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
3. Your assignment, after evaluation, will be returned to you with comments by the evaluator.
4. This will help you to know your strength as well as your weakness. Thus, it will establish a two- way communication between learner and evaluator.

### **How to write assignments**

1. Write your name, programme code, course title, enrolment no. and study centre code on the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

### **Weightage for each assignment**

1. Each assignment will be of 100 marks but it will carry 25% weightage
2. Similarly, the Term End Examination will be of 100 marks but will carry 75% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment.
4. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

**DIA 01 Basic Accounting**  
**Assignment Questions**

**Group-A (1x10=10 Marks)**

1. Answer all the questions
  - a. Financial statement
  - b. Capital
  - c. Profit
  - d. Asset
  - e. Liability
  - f. Accounting
  - g. Debit
  - h. Credit
  - i. Cash book
  - j. Reconciliation statement

**Group-B (5x4= 20 Marks)**

2. Answer any four in 50 words for each
  - a. What is Book-Keeping?
  - b. What is meant by “Basic Assumptions of Accounting”?
  - c. Give an equation for calculating owner’s Equity?
  - d. What is Posting in accounting?
  - e. What is a Petty cash book?
  - f. What is Journal proper?

**Group-C (10x4=40 Marks)**

3. Answer any four in 200 words for each
  - a. Write a short note on the “Role of Accountant in the society”?
  - b. Enumerate the two primary qualities of useful Accounting Information?
  - c. How will you deal with the following items in Accounting equation
    - i. Outstanding expenses.
    - ii. Accrued Incomes.
  - d. Enumerate the five utilities of Ledger?
  - e. List the special Journals?
  - f. Outline the advantages of Bank Reconciliation Statement?

**Group-D (15x2=30 Marks)**

4. Answer any two in 250 words for each
  - a. Identify and explain the modifying principles?
  - b. Explain the procedure for balancing a Ledger account?
  - c. Define Accounting and explain the steps in Accounting Process?
  - d. What is the need of preparing Bank Reconciliation statement? Enumerate the causes of difference in the balance of cash book and pass book.

## **DIA 02 Financial Statement**

### **Assignment Questions**

#### **Group-A (1x10=10 Marks)**

1. Define the following and answer all the questions
  - a. Discount
  - b. Ledger
  - c. Balance sheet
  - d. Liability
  - e. Capital
  - f. Gross profit
  - g. Net income
  - h. Goodwill
  - i. Trial balance
  - j. Journal

#### **Group-B (5x4= 20 Marks)**

2. Answer any four in 50 words for each
  - a. Discuss the essential features of bill of exchange.
  - b. Discuss the differences between bill of exchange and promissory note
  - c. What is a Trial Balance? Explain in briefly the objectives of preparing Trial Balance.
  - d. What is depreciation and explain causes of depreciation.
  - e. Explain the different types of liabilities.
  - f. Distinguish between capital expenditure and revenue expenditure with example.

#### **Group-C (10x4=40 Marks)**

3. Answer any four in 200 words for each
  - a. What is error in trial balance? Discuss the different errors affecting and errors not affecting the agreement of the Trial Balance.
  - b. What is a Trial Balance? Discuss the methods of preparation of Trial Balance with explain.
  - c. How would you determine the profit or loss on sale of fixed assets? Explain with example.
  - d. What is a Bill? Discuss briefly the different option available to the drawer or holder of a Bill.
  - e. Illustration:1 Rectify the following errors:

- i. Purchase Book under cast by Rs.100.
  - ii. Sales Day Book wrongly totalled Rs.10,230 instead of Rs.10,023.
  - iii. Credit sale to Mr. A posted in A's Account Rs.670 instead of Rs.570.
  - iv. Discount received from supplier omitted to be posted to supplier account Rs.150.
  - v. Depreciation of Rs.1,000 on Machinery not posted to Depreciation account.
  - vi. Total of discount column in Cash Book (receipt side) Rs.375 wrongly posted to the credit side of discount account.
- f. State which of the following are Capital or Revenue expenditure :
- i. A second-hand truck purchased for Rs.2,00,000 and Rs.1,00,000 Spent on overhauling and painting it.
  - ii. Rs.30,000 spent on white washing of factory building
  - iii. Rs.20,000 paid to obtain license for starting the factory.
  - iv. Rs.9,000 spent on removal of stock to a new site.
  - v. A factory shed was constructed at a cost of Rs.100000. A sum of Rs.5000 had been incurred for construction of temporary huts for storing building materials.
  - vi. Amount realised on sale of a discarded machine.
  - vii. Expenses on a foreign tour to purchase a new machine.
  - viii. Interest on term loan for purchase of a machine. The commercial production has not begun

**Group-D (15x2=30 Marks)**

4. Answer any two in 250 words for each
- a. Explain the purposes of a profit and loss account and describe the structure with suitable example.
  - b. What is depreciation? Distinguish between straight line method and written down value method with suitable example.
  - c. From the following Trial Balance, prepare Trading, Profit & Loss account and Balance Sheet.

Particulars	Amounts (Rs.)	Particulars	Amounts (Rs.)
Fixed Assets	1200000	Sales	700000
Opening Stock	20000	Capital	800000
Carriage inwards	5000	Creditors	45000
Carriage outwards	8000	Loan	400000
Salaries	75000	Bills Payble	35000

Bills Receivable	25000	Bank Overdraft	20000
Cash in hand & at bank	80000		
Power & fuel	10000		
Wages	27000		
Office expenses	50000		
Debtors	65000		
Purchases	435000		
Total	2000000	Total	2000000

At the end of the year it found that closing stock was Rs.50,000, outstanding Salaries was Rs.8,000 and depreciation was Rs.50,000 on fixed assets.

- d. On 1st April 2013, X Ltd. Purchased a machine for Rs.95,000 and spent Rs.5,000 on its installation. It is expected that the useful life of the machine shall be four years and the scrap value at the end of its useful life is Rs.20,000. On 30th September 2015, the machine is sold for Rs.42,000. Depreciation is charged on straight line method. Pass journal entries and prepare ledger accounts (Machinery Account and Depreciation Account) for three years. The accounts are closed on 31st march.

## **DIA 03 Application of Computer in Financial Accounting**

### **Assignment Questions**

#### **Group-A (1x10=10 Marks)**

1. Define the following and answer all the questions
  - a. BIOS
  - b. RAM
  - c. ROM
  - d. CPU
  - e. Modem
  - f. FTP
  - g. DNS
  - h. HTML
  - i. Cookie
  - j. Email

#### **Group-B (5x4= 20 Marks)**

2. Answer any four in 50 words for each
  - a. What are the various ways to format a text?
  - b. Give the steps to save a word document in computer.
  - c. What is payroll process?
  - d. State various output devices?
  - e. What is formula auditing?
  - f. Explain the roll of MS Access.

#### **Group-C (10x4=40 Marks)**

3. Answer any four in 200 words for each
  - a. State the application of any five formula using MS Excel.
  - b. Differentiate between Traditional Accounting Computerized Accounting.
  - c. Explain different types of accounting software packages?
  - d. Compare between File systems and database systems.
  - e. Explain GAAP?
  - f. What are the types of input device?

#### **Group-D (15x2=30 Marks)**

4. Answer any two in 250 words for each
  - a. What do you mean by Database system? Discuss the Purpose, Advantages and

limitations of Database System.

- b. What do you mean by accounting? State the Objective, Advantages and limitations of accounting system.
- c. Explain the workings of a computer? State the functions of Various Units?
- d. What do you mean by Graph? State the role of graph in Business Management?
- e. What is MS Excel? What are the features offered by Electronic Spread sheet?
- f. What is operating System? Briefly explain the function of an operating system?