DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (DIFA)

Exam Code: GDIFA/IAB/XV/NEW/110611
Time: 3 hours Total Marks: 100

MODULE 1

MS OFFICE

(Max. Marks: 10)

I. Fill in the blanks. Each carries 1 mark. (5 x 1 = 5)

1. _____shortcut key is used to make a text Bold.
2. DOS stands for _____.
3. Default alignment of text in Excel is _____.
4. _____bar is at the top of the window.
5. The extension of MS PowerPoint 2007 is _____.

II. State whether True or False. Each carries 1 mark. (5 x 1 = 5)

6. Plotter is an output device.
7. An octal system has seven symbols.
8. The status bar displays the title of the window.
9. The shortcut key for new slide is Ctrl+ N.
10. The default extension of MS Paint files is .jpg.

MANUAL ACCOUNTING

(Max. Marks: 10)

III. Journalize the following statements. Each carries 1 Mark. (5 x 1 = 5)

11. Rent paid by cheque Rs 1000.
12. Arun Commenced business with cash Rs 100000, Building Rs 50000.
13. Depreciation charged on building is 5%.
14. Cash purchase Rs 15000.
15. Commission received in advance Rs 500.

IV. Answer the following questions. Each carries 2.5 marks. (2 x 2.5 = 5)

16. Explain the term Depreciation.
17. What is the difference between cash discount and trade discount?

MODULE 2

TALLY

(Max. Marks: 20)

V. Fill in the Blanks. Each carries 1 mark (10 x 1 = 10)

18. Ctrl + F5 is used for _____ voucher.
19. The collection of account is called _____.
20. Tax paid on purchase is called _____.
21. Inventory received without bill is done in _____ voucher.
22. To display the detailed report of vouchers, balance sheet or any reports, press_____ key.
23. _____key is used for changing the voucher date.
24. The expansion of ODBC is _____.
25. Manufacturing journal can be created under _____ type of voucher.
26. The key which is used for tally configuration is _____.
27. Debenture is created under _____ group.

VI. Answer the following questions. Each question carries 2.5 marks. **(4 x 2.5=10)**

28. What are the demerits of multiple ledgers?
29. Explain the term 'Current asset' and its subgroup.
30. What is the use of multiple price level?
31. What do you mean by BOM?

PEACHTREE
(Max. Marks: 15)

VII. Fill in the blanks. Each carries 1 mark. **(5 x 1 =5)**

32. The Accounting code which is used for inventory is _____.
33. Sales tax is created from _____menu.
34. _____ is used to display the events.
35. _____option is used to hide or unhide the start up window.
36. Payment Manager is available in _____ menu.

VIII. Match the following. Each carries 1 mark. **(5 x 1 = 5)**

37. Navigation Aid	a) Sales order
38. Item class	b) Option menu
39. Account receivable	c) File menu
40. Back up	d) Services
41. Quotes	e) Customer

IX. Answer the following question. Each carries 2.5 marks. **(2 x 2.5 = 5)**

42. Write the steps to change the customer ID.
43. How do you create a company?

DACEASY or QUICKBOOKS (Any One)

DACEASY
(Max. Marks: 15)

X. Fill in the blanks. Each carries 1 Mark. **(5 x 1=5)**

44. Ctrl + O is used for _____.
45. _____ key is used for editing.
46. Cash sales is entered into _____module.
47. _____is used to increase the stock level.
48. Cash and bank transaction are entered in _____module.

XI. Answer the following questions. Each carries 2 Marks. **(5 x 2 =10)**

49. How do we assign our own invoice number?
50. What is void check? How is it applied?
51. Mention the different methods of changing company information
52. Explain briefly product creation.
53. What are the options in Easy setup?

OR

QUICK BOOKS
(Max. Marks: 15)

XII. Fill in the blanks. Each carries 1 Mark. **(5 x 1 = 5)**

54. Chart of account is selected from _____.
55. _____ is levied and collected at every point of sale.

56. Payroll option is selected from _____menu.
57. A company receives cash from customer whereby the transaction would be recorded through _____.
58. Expansion of COGS is_____.

XIII. Answer the following questions. Each carries 2 marks. (5 x 2=10)

59. Explain the step-by-step process of creating a chart of accounts?
60. How do you enter sales returns?
61. What is the use of Set Credit and Set discount in pay bill?
62. Explain the steps to find the stock summary.
63. Explain bank reconciliation.

MODULE 3

(ERP, E-FILING, E-BANKING, E-BUSINESS, ECRM)

(Max. Marks: 30)

XIV. Answer the following questions. Each carries 1 mark. (5 x 1 = 5)

64. ATM stands for _____ .
65. Data is classified into Historical Data and _____.
66. An Example of ERP vendor _____.
67. OLAP was proposed by _____, in the year 1993.
68. _____is a place meant to store raw materials or finished goods.

XV. Answer the following questions. Each carries 2 marks. (5 x 2 = 10)

69. What is BPR?
70. What are the limitations of a debit card?
71. What is B2C?
72. Write a short note on SAP.
73. Define e-Commerce

XVI. Answer the following questions. Each carries 5 marks. (5 x 3 = 15)

74. Explain the process of Data Warehousing in detail.
75. Explain different types of taxes.
76. Explain ERP related technologies.

"The IAB has reviewed this examination paper and confirms that, in terms of the level and demand of the set tasks/questions and also syllabus coverage, it is considered to be entirely appropriate for use with this programme."

Malcolm Trotter
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