



Job Ready Assessment Blueprint

Accounting - Basic



Test Code: 3000 / Version: 01

“Measuring What Matters”

Specific Competencies and Skills Tested in this Assessment:

Journalizing

- Journalize an opening entry
- Interpret information contained in source documents
- Follow principles of double-entry bookkeeping in the journalizing process
- Record entries in special journals
- Total and post special journals
- Adjust for bad debts using direct write off or allowance methods
- Analyze transactions involving owners' equity

Posting

- Post from special journals to general and subsidiary ledger accounts
- Demonstrate understanding of multicolumn ledgers
- Demonstrate familiarity with computerized posting methods
- Use appropriate posting references
- Prove accuracy of posting to ensure entries are in-balance



Specific Competencies and Skills continued:**Payroll Preparation**

- Calculate employee earnings based on hourly and/or salaried time records
- Enter payroll data in a payroll earnings record
- Demonstrate familiarity with electronic payroll data entry
- Complete a payroll register
- Prepare a payroll check and check stub with appropriate information
- Record information found on W-4 forms in employee data section
- Demonstrate understanding of payroll taxes
- Demonstrate understanding of employer payroll liabilities
- Journalize payroll entries at end of earnings period in appropriate journals
- Demonstrate understanding of processes and functions of various payroll records

Banking and Banking Procedures

- Complete check stubs and checks
- Enter appropriate data on a deposit slip
- Reconcile a bank statement
- Follow-up on outstanding checks, including voiding and/or reissuing checks
- Demonstrate familiarity with online and electronic banking procedures
- Exhibit understanding of credit cards and/or debit cards



Specific Competencies and Skills continued:**Merchandise Inventory**

- Demonstrate knowledge of a merchandise inventory account
- Analyze effects on accounts by the purchase of merchandise
- Analyze effects on accounts by the sale of merchandise
- Demonstrate the ability to determine the cost of merchandise sold
- Prepare adjusting entries based on physical inventory

Completion of Accounting Cycle

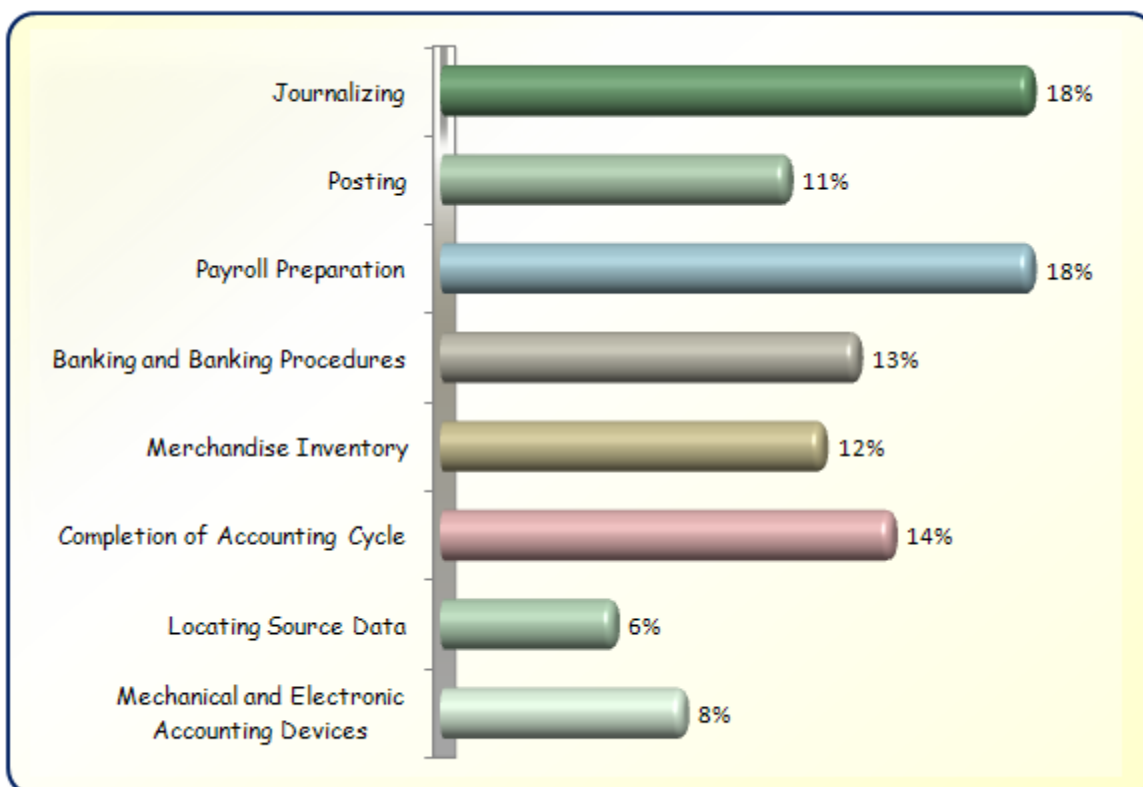
- Complete 8 or 10 column worksheets
- Prepare the needed financial statements from a completed worksheet
- Verify the financial statements against the worksheet for accuracy
- Record and post adjusting and closing entries
- Locate and correct accounting errors
- Prepare post-closing trial balance from general ledger

**Locating Source Data**

- Identify uses of business forms used in bookkeeping and/or accounting
- Locate data from a bookkeeping and/or accounting record or source document
- Manipulate electronic data for various bookkeeping and/or accounting purposes

Mechanical and Electronic Accounting Devices

- Demonstrate ability to use calculator, adding machine, and computer
- Demonstrate ability to understand charts and graphs
- Demonstrate familiarity with basic computer terminology
- Demonstrate basic familiarity with spreadsheet software

Written Assessment:**Administration Time:** 3 hours**Number of Questions:** 169**Areas Covered:**

Sample Questions:

When checking an invoice for accuracy, the accountant must make sure that extensions and totals are

- A. verified
- B. identified
- C. balanced
- D. acknowledged

A sales transaction with an agreement that the merchandise will be paid for at a later date is a

- A. sale on account
- B. deferred sale
- C. cash sale
- D. payable

A signed statement ordering a bank to pay cash from funds already deposited in that bank is a

- A. check
- B. promissory note
- C. bill of lading
- D. stock certificate

One of the main purposes in preparing a balance sheet is to

- A. prove the accuracy of the debits and credits
- B. close the asset, liability, and capital accounts
- C. show the financial condition of a business on a specific date
- D. open the accounts for the new fiscal period

One feature of a computerized accounting system is that a _____ is unnecessary.

- A. worksheet
- B. balance sheet
- C. charts of accounts
- D. statement of cash flows



Performance Assessment:

Administration Time: 3 hours and 15 minutes

Number of Jobs: 8

Areas Covered:

7% Identification of Account Balances

Groups 1, 2, and 3, and time to complete Job 1.

25% Journal Entries

Filling out various forms, legibility, and time to complete Job 2.

8% Posting Verification

Schedule of accounts receivable, trial balance, legibility, and time to complete Job 3.

6% Banking

Preparation of reconciliation of bank statement, legibility, and time to complete Job 4.

17% Payroll

Computation of net pay for employees, completion of payroll register, entry 1 and 2, legibility, and time to complete Job 5.

6% Worksheet

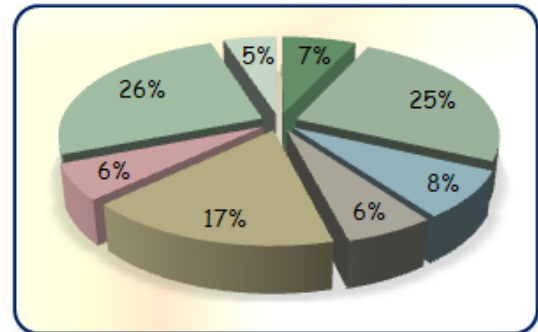
Completing adjustment and trial balance columns, legibility, and time to complete Job 6.

26% Financial Statements

Completing income statements and balance sheet columns on worksheet, determination of net income and loss, completing the income statement, capital statement format and amount, completing the balance sheet, legibility, and time to complete Job 7.

5% Locating Information in Source Documents

Source document information, and time to complete Job 8.



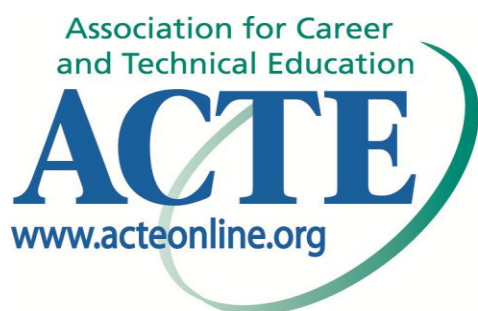
Sample Job: Identification of Account Balances

Maximum Time: 5 minutes

Participant Activity: The test participant will be given a list of accounts, and will indicate the normal balance in the appropriate debit or credit column.

	cuft	selling us\$\$	conv	duty	var	166.35	107.74	109.00
	14.86	105.00	131.25	139.13	162.14	166.35	107.74	109.00
	6.58	72.00	90.00	95.40	105.59	107.74	109.00	109.00
	18.98	118.00	147.50	156.35	186.75	191.94	197.35	197.35
	5.9	75.00	93.75	99.38	108.51	110.44	112.12	112.12
	2.84	52.00	65.00	68.90	73.30	74.23	75.94	75.94
	5.11	72.00	90.00	95.40	103.31	104.98	106.40	106.40
5	11.15	105.00	131.25	139.13	158.40	158.40	158.40	158.40
40	5.05	72.00	90.00	95.40	103.22	103.22	103.22	103.22
80	9.54	99.00	123.75	131.18	145.95	149.06	151.00	151.00
25	11.13	108.00	135.00	143.10	160.34	163.97	163.97	163.97
40	5.23	68.00	85.00	90.10	98.20	99.90	99.90	99.90
80	8.54	99.00	123.75	131.18	144.40	144.40	144.40	144.40
25	9.8	98.00	122.50	129.85	145.03	145.03	145.03	145.03
40	9.8	98.00	122.50	129.85	145.03	145.03	145.03	145.03
40	5.61	55.00	68.75	72.88	81.56	81.56	81.56	81.56
		34.00	42.50	45.05	49.03	49.03	49.03	49.03
		49.00	61.25	64.93	71.01	71.01	71.01	71.01
			118.75	125.88	135.97	135.97	135.97	135.97
			50.00	63.60	68.49	68.49	68.49	68.49

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organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!