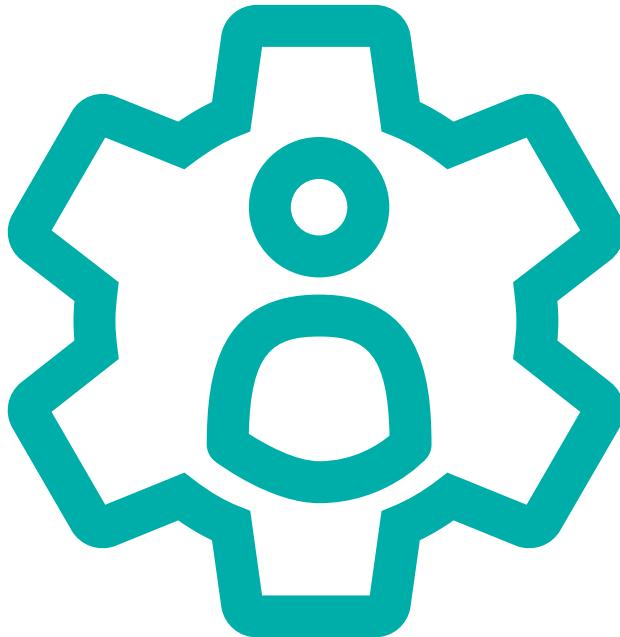


# **Pilot Assessment**

Content is Subject To Change Prior to Full Implementation



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## **Accounting - Pilot**

Code: 4200 / Version: 01

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***JOB READY ASSESSMENT BLUEPRINT***

**ACCOUNTING - PILOT**

**Test Code: 4200**

**Version: 1**

**Specific Competencies and Skills Tested in this Assessment:**

**Journalizing**

Demonstrate knowledge of analyzing debits and credits on source documents  
Demonstrate understanding of how to apply Generally Accepted Accounting Principles (GAAP)  
Exhibit understanding of how to follow principles of double-entry bookkeeping in the journalizing process  
Analyze transactions involving equity  
Identify and compute adjusting entries  
Describe accounts receivable and payable

**Posting**

Demonstrate understanding of how to post to general and subsidiary ledger accounts  
Identify and correct posting errors  
Demonstrate knowledge of how to reconcile subsidiaries to general ledgers  
Display understanding of how to manage accounts receivable and payable

**Payroll Preparation**

Calculate employee earnings and create record  
Calculate appropriate employer payroll tax liabilities  
Calculate and journalize payroll entries at end of earnings period in general journal  
Demonstrate understanding of how to prepare a payroll check and check stub with appropriate information

**Cash and Banking Procedures**

Demonstrate understanding of how to reconcile a bank statement  
Demonstrate knowledge of how to complete deposit tickets, check stubs, and checks  
Exhibit understanding of credit cards and/or debit card accounts  
Demonstrate understanding of how to reconcile and replenish petty cash funds

*Accounting - PILOT (continued)*

**Completion of Accounting Cycle**

Display knowledge of how to complete 8 or 10 column worksheets

Demonstrate knowledge of how to prepare and verify the financial statements from a completed worksheet

Demonstrate understanding of how to record and post adjusting and closing entries

Demonstrate knowledge of how to locate and correct accounting errors

**Identification and Application of Source Data**

Identify and analyze appropriate business forms used in bookkeeping and/or accounting

Identify and analyze electronic data for various bookkeeping and/or accounting purposes

Interpret and analyze information contained in source documents

**Basic Accounting Knowledge and Skills**

Exhibit understanding of terminology relating to accounting

Exhibit understanding of careers in accounting and regulatory bodies

Demonstrate knowledge of internal controls (e.g., segregation of duties)

Determine classification of accounts and identify normal balances

Display knowledge of how to generate and interpret spreadsheets, charts, and graphs

*Accounting - PILOT (continued)*

**Written Assessment:**

Administration Time: 2 hours and 30 minutes

Number of Questions: 139

**Areas Covered:**

- 21% Journalizing
- 10% Posting
- 9% Payroll Preparation
- 11% Cash and Banking Procedures
- 16% Completion of Accounting Cycle
- 14% Identification and Application of Source Data
- 19% Basic Accounting Knowledge and Skills

**Sample Questions:**

The transaction that would result in a debit to Liability and a credit to Assets is the

- A. payment of cash to a creditor
- B. purchase of equipment on account
- C. receipt of cash from a customer
- D. issuance of common stock for cash

An increase in a liability typically indicates a

- A. payment of cash to a supplier
- B. return of merchandise to a vendor
- C. receipt of cash from a customer
- D. purchase of merchandise on account

Posting is the process of

- A. entering transactions into the journal
- B. analyzing financial statements
- C. recording transactions in chronological order
- D. transferring journal entries to ledger accounts

***Accounting - PILOT (continued)***

Form W-4 is used to

- A. verify an employee's eligibility to work
- B. report non-employee compensation to the IRS
- C. file quarterly federal tax returns for employers
- D. determine the amount of federal income tax withheld

Bank expense is the account that gets debited for a/an

- A. increase in owner's equity
- B. deposit made by a customer
- C. bank service fee
- D. loan repayment

Endorsement refers to a

- A. legal certification by a notary
- B. method of calculating asset depreciation
- C. written or stamped authorized signature
- D. financial statement disclosure

Trial balances are categorized as

- A. preliminary, interim, and final financial statements
- B. initial, monthly, and annual bank reconciliations
- C. standard, approved, and pending purchase orders
- D. unadjusted, adjusted, and post-closing trial balances

A credit memo is a business form used to

- A. record cash payments from customers
- B. document and record sales returns
- C. authorize inventory purchases
- D. track employee reimbursements

***Accounting - PILOT (continued)***

A CPA is a professional designation for a/an

- A. loan officer
- B. accountant
- C. financial planner
- D. budget analyst

Easier to perform complex calculations is a benefit of

- A. using spreadsheets in accounting
- B. filing paper receipts manually
- C. relying solely on printed ledgers
- D. avoiding digital tools in bookkeeping

*Accounting - PILOT (continued)*

**Performance Assessment:**

Administration Time: 2 hours and 30 minutes

Number of Jobs: 5

**Areas Covered:**

14%

**Payroll Register**

*Participant will use the provided Job 1: Payroll Register worksheet to compute each employee's net pay and complete the total and payroll register for the week.*

16%

**Bank Reconciliation**

*Participant will use the provided Job 2: Bank Reconciliation worksheet to document any changes to the checkbook stubs.*

25%

**General Journal Entries**

*Participant will use the provided Job 3: General Journal Entries worksheet to record entries for each document in the general journal and include source document number.*

10%

**Schedule of Accounts Receivable and Trial Balance**

*Participant will use the provided Lawns Landscaping, Inc., ledger accounts and worksheets to prepare a Schedule of Accounts Receivable and a Trial Balance.*

35%

**Financial Statements**

*Participant will complete and total the Income Statement and Balance Sheet columns on the provided 8-column worksheet; calculate for Net Income or Net Loss; and prepare an Income Statement, Statement of Owner's Equity, and Balance Sheet using the provided worksheets.*

***Sample Job:*** Schedule of Accounts Receivable and Trial Balance

**Maximum** 20

***Job Time:***

***Participant Activity:*** Participant will use the provided Lawns Landscaping, Inc., ledger accounts on the Job 4: Ledger worksheet and the Job 4: Schedule of Accounts Receivable worksheet to prepare a Schedule of Accounts Receivable as of January 31, 20XX. Then, the participant will use the Job 4: Trial Balance worksheet to prepare a Trial Balance to verify accuracy of posting.