

Entry Level Assessment Blueprint

Accounting - Advanced



Specific Competencies and Skills Tested in this Assessment:

Journalizing

- Apply the accounting equation to journalize an opening entry
- Follow principles of double-entry bookkeeping in the journalizing process
- Adjust for bad debts using direct write-off or allowance methods
- Analyze transactions involving owners' equity

Posting

- Post to general and subsidiary ledger accounts
- Demonstrate understanding of multicolumn ledgers
- Demonstrate familiarity with computerized posting methods
- Reconcile subsidiary to general ledgers
- Use appropriate posting references

Payroll Preparation

- Calculate employee earnings, including salary, hourly, overtime, and commission
- 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
- Calculate appropriate employee payroll taxes
- Calculate appropriate employer payroll tax liabilities
- Determine appropriate deposit dates and documentation, and prepare federal tax forms
- Journalize payroll entries at end of earnings period in general journal

The image shows a collage with a US dollar bill, a pen, and a payroll register table. The table is a multicolumn ledger with columns for months 7 through 12. It contains numerical data for various categories, likely representing payroll entries and tax liabilities.

	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
	-150.00	-150.00	-150.00	-150.00	-150.00	-150.00
	-50.00	-50.00	-50.00	-50.00	-50.00	-50.00
		-350.00				-350.00
	-20.00	-20.00	-20.00	-20.00	-20.00	-20.00
	-380.50	-416.67	-471.67	-390.00	-390.00	-700.00
Person						
	-3,331.20	-4,423.81	-4,423.81	-4,423.81	-5,243.27	-5,243.27
	0.00	0.00	0.00	0.00	0.00	0.00
	-330.30	-416.67	-671.67	-350.00	-380.00	-700.00
	-1,932.45	-1,932.48	-1,932.45	-1,932.48	-1,932.48	-1,932.45
	-5,643.88	-6,773.96	-7,027.86	-6,736.29	-7,586.75	-7,876.73

Specific Competencies and Skills continued:**Cash and Banking Procedures**

- Complete check stubs and checks
- Enter appropriate data on a deposit slip
- Reconcile a bank statement
- Demonstrate familiarity with online and electronic banking procedures
- Exhibit understanding of credit cards and/or debit cards
- Manage multiple bank accounts and transactions
- Reconcile and replenish petty cash funds

Merchandise Inventory

- Demonstrate knowledge of a merchandise inventory account using perpetual and periodic methods
- Analyze effects on accounts by the purchase of goods
- Calculate the cost of goods sold
- Prepare adjusting entries based on physical inventory
- Calculate for obsolete or a shrinkage of inventory

**Completion of Accounting Cycle**

- Complete 8 or 10 column worksheets
- Prepare the 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

Identification and Application of Source Data

- Identify and locate appropriate business forms used in bookkeeping and/or accounting
- Apply procedures for using electronic data for various bookkeeping and/or accounting purposes
- Interpret and identify information contained in source documents

Specific Competencies and Skills continued:**Security**

- Exhibit familiarity with the internal controls for sensitive source documents
- Exhibit familiarity with the internal controls for e-commerce
- Exhibit familiarity with internal control for the protection of company assets and property
- Exhibit familiarity with confidentiality and ethics

Basic Accounting Knowledge

- Exhibit understanding of terminology relating to accounting
- Exhibit understanding of careers in accounting
- Exhibit understanding of regulatory bodies
- Demonstrate ability to use calculator, 10-key, and computer
- Identify various business entities
- Determine classification of accounts and identify normal balances
- Generate and interpret spreadsheets, charts, and graphs

Advanced Accounting Practices

- Exhibit understanding of cash or accrual accounting
- Differentiate between proprietorship, partnership, corporation, and departmental accounting procedures
- Exhibit understanding of stocks, declarations, and payment of dividends
- Calculate and record depreciation and amortization
- Calculate and analyze financial ratios



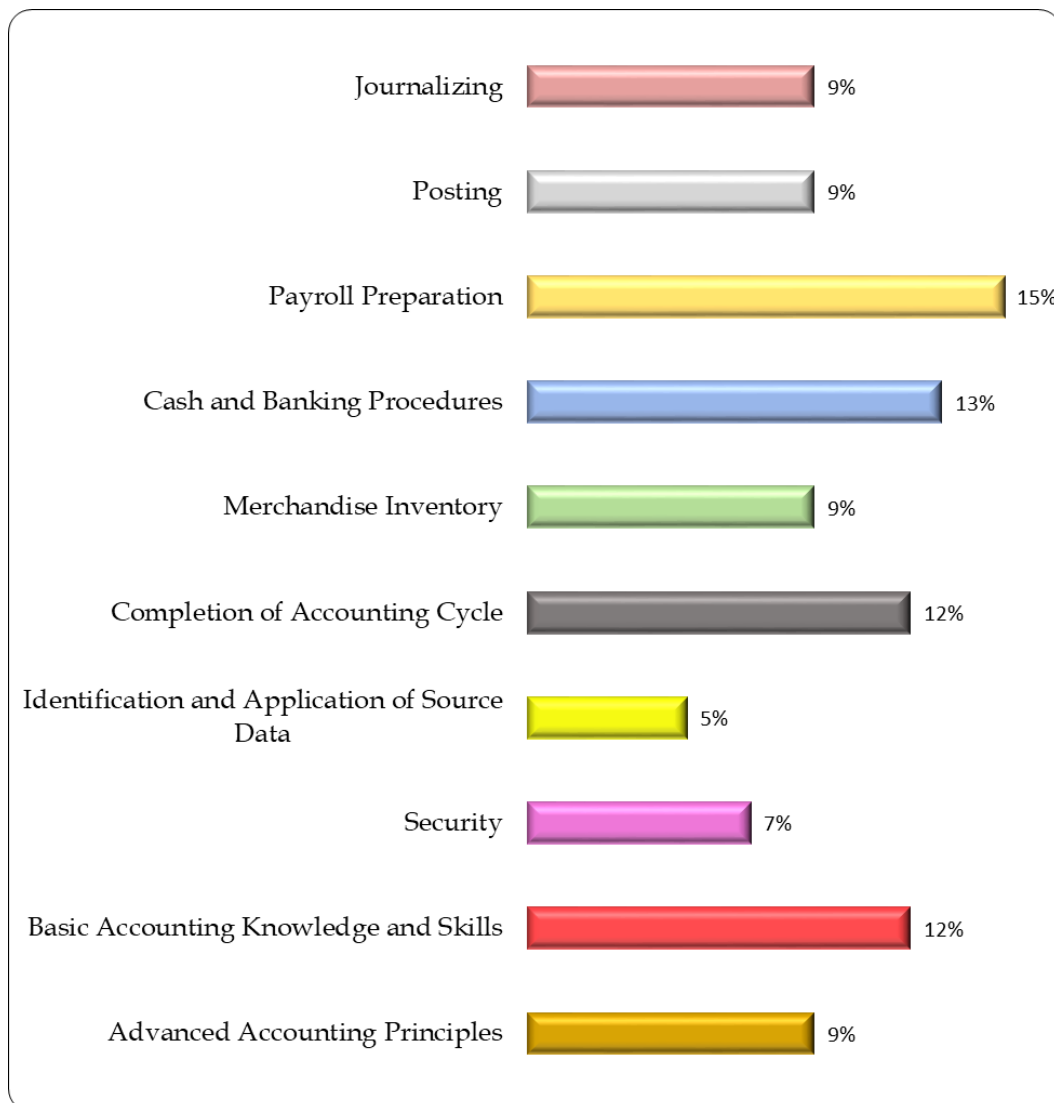
Written Assessment:

Administration Time: 3 hours

Number of Questions: 219

Areas Covered:

9%	Journalizing
9%	Posting
15%	Payroll Preparation
13%	Cash and Banking Procedures
9%	Merchandise Inventory
12%	Completion of Accounting Cycle
5%	Identification and Application of Source Data
7%	Security
12%	Basic Accounting Knowledge and Skills
9%	Advanced Accounting Principles



Sample Questions:

When the owner takes merchandise for personal use, it will _____ account.

- A. decrease the Drawing
- B. decrease the Expense
- C. increase the Capital
- D. increase the Drawing

Use the Posting Reference (PR) column in the General Ledger to

- A. trace the entry to the book of final entry
- B. show the accountant that the transaction was posted in the General Ledger
- C. trace the transaction to the original book of entry
- D. show which employee posted the record to the General Ledger

Taxes that are the employer's sole responsibility are considered to be a/an

- A. expense of a business
- B. asset of a business
- C. deduction from capital
- D. addition to employee earnings

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. transfer

An actual count of merchandise is called a _____ inventory.

- A. physical
- B. perpetual
- C. merchandise control
- D. supply

Performance Assessment:

Administration Time: 3 hours

Number of Jobs: 7

Areas Covered:

26% Journal Entries

Participant will use the spreadsheet provided and record entries for each document in the general journal.

9% Posting Verification

Participant will accurately prepare a schedule of accounts receivable using the information provided.

15% Payroll

Participant will compute net pay for employees using correct formatting.

7% Complete Worksheet

Participant will legibly complete the adjusted trial balance columns, totaling the income statement and balance sheet columns.

14% Financial Statements

Participant will use the worksheet provided to prepare an income statement, statement of owner's equity, and balance sheet, including proper heading.

10% Ratio and Partial Horizontal Analysis

Participant will use the account balances and formulas provided to calculate working capital, current ratio, and acid-test ratio.

19% Advanced Journal Entries

Participant will use the transactions provided to create a general ledger.

