

(These items were developed by teachers for the Technical Skills Assessment. Below is a sample item for each program standard.)

Question 1 of 10

Which step is NOT part of the accounting cycle?

- A) Closing
- B) Recording
- C) Evaluating
- D) Adjusting

Question 2 of 10

What is the definition of petty cash?

- A) Amount of cash kept on hand
- B) Amount of cash in a checking account
- C) Small payments made by check
- D) Asset with normal credit balance

Question 3 of 10

What is NOT true regarding the accounts receivable ledger?

- A) All customer account balances should equal the balance in accounts receivable.
- B) A separate account is prepared for each customer account.
- C) Businesses that use subsidiary ledgers are less organized.
- D) Businesses that use the subsidiary ledger are better organized.

Question 4 of 10

If an employee makes an annual salary of \$135,000, what is his gross BI-WEEKLY pay?

- A) \$5,192.31
- B) \$2,812.50
- C) \$5,625.00
- D) \$2,596.15

Question 5 of 10

When a business buys copy paper, toner cartridges, and file folders on credit from vendors, how is this purchase recorded?

- A) Revenue
- B) Account payable
- C) Expense
- D) Account receivable

Question 6 of 10

How should source documents be filed?

- A) Chronologically
- B) Randomly
- C) Alphabetically
- D) Numerically

Question 7 of 10

Issuing of stock and long-term borrowing are considered what type of business activity?

- A) Operating
- B) Financing
- C) Investing
- D) Management

Question 8 of 10

If per unit costs go up and sales prices stay the same, what happens to net income?

- A) Increases
- B) Doubles
- C) No change
- D) Decreases

Question 9 of 10

When making a presentation to the company's owners comparing income for the last 12 months, what visual representation BEST summarizes the information?

- A) Bar graph of the balance sheet for the past 12 months
- B) Spreadsheet of sales over the last 12 months
- C) Spreadsheet of cash balances for the past 12 months
- D) Bar graph showing net income for the past 12 months

Question 10 of 10

The company Income Statement incorrectly reports the net income. What is the BEST ethical decision?

- A) Inform the company CEO.
- B) Correct it without telling anyone.
- C) Leave it as it is.
- D) Correct the mistake and inform the Accounting Department Manager.

Accounting Sample Test Answer Key

Question	Answer
1.	C
2.	A
3.	C
4.	A
5.	B
6.	A
7.	B
8.	D
9.	D
10.	D