



**CAREER CLUSTER**

Finance

**CAREER PATHWAY**

Accounting

**INSTRUCTIONAL AREA**

Financial Analysis

**ACCOUNTING APPLICATIONS SERIES EVENT**

**PARTICIPANT INSTRUCTIONS**

- The event will be presented to you through your reading of the 21<sup>st</sup> Century Skills, Performance Indicators and Event Situation. You will have up to 10 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge).
- You will be evaluated on how well you meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

**21<sup>st</sup> CENTURY SKILLS**

- Critical Thinking – Reason effectively and use systems thinking.
- Problem Solving – Make judgments and decisions, and solve problems.
- Communication – Communicate clearly.
- Creativity and Innovation – Show evidence of creativity.

**PERFORMANCE INDICATORS**

1. Explain the nature of accounts payable.
2. Explain the nature of accounts receivable.
3. Explain the concept of accounting.
4. Distinguish among types of business transactions
5. Describe the need for financial information.

## **EVENT SITUATION**

You are to assume the role of bookkeeper for JKL FURNITURE AND MOORE, a furniture manufacturer. JKL has experienced tremendous growth in customers over the past year which has caused an overall increase in accounting transactions. The accounting manager (judge) has decided to hire an assistant for you and wants you to prepare an overview presentation of the role of accounting in business and the processes of accounts payable and accounts receivable.

The accounting manager (judge) has asked that you begin the presentation by discussing the different types of business transactions. Next, you will need to explain the nature of accounts receivable and accounts payable. The manager (judge) also wants you to explain the need for financial information and accurate records.

You will brief the accounting manager (judge) in a role-play to take place in the accounting manager's (judge) office. The accounting manager (judge) will begin the role-play by greeting you and asking to hear your presentation. After you have conducted the briefing and have answered the accounting manager's (judge's) questions, the accounting manager (judge) will conclude the role-play by thanking you for your work

## JUDGE'S INSTRUCTIONS

### DIRECTIONS, PROCEDURES AND JUDGE'S ROLE

In preparation for this event, you should review the following information with your event manager and other judges:

1. Procedures
2. 21<sup>st</sup> Century Skills and Performance Indicators
3. Event Situation
4. Judge Role-play Characterization  
Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.
5. Judge's Evaluation Instructions
6. Judge's Evaluation Form  
Please use a critical and consistent eye in rating each participant.

### JUDGE ROLE-PLAY CHARACTERIZATION

You are to assume the role of accounting manager for JKL FURNITURE AND MOORE, a furniture manufacturer. JKL has experienced tremendous growth in customers over the past year which has caused an overall increase in accounting transactions. You have decided to hire an assistant for the company bookkeeper (participant) and want the bookkeeper (participant) to prepare an overview presentation of the role of accounting in business and the processes of accounts payable and accounts receivable.

You have asked the bookkeeper (participant) to begin the presentation by discussing the different types of business transactions. Next, the bookkeeper (participant) will need to explain the nature of accounts receivable and accounts payable. You also want the bookkeeper (participant) to explain the need for financial information and accurate records.

The bookkeeper (participant) will brief you in a role-play to take place in your office. You will begin the role-play by greeting the bookkeeper (participant) and asking to hear the presentation.

During the course of the role-play you are to ask the following questions of each participant:

1. Why are ethics important in accounting?
2. How does the accounting department help to reinforce the company's image?

After the bookkeeper (participant) has conducted the briefing and answered your questions, you will conclude the role-play by thanking the bookkeeper (participant) for their work.

You are not to make any comments after the event is over except to thank the participant

**SOLUTION:**

**1. Explain the nature of accounts payable**

Accounts payable is money owed by a business to its suppliers. It is shown on the liability side of a company's balance sheet. Accounts must be paid within a certain time in order to avoid default. The payable is really a short-term IOU from the business to the other business who acts as a creditor. The main mission of the accounts payable is to pay only the companies bills and to further pay those that are legitimate and accurate. The accounts payable process be very accurate.

**2. Explain the nature of accounts receivable**

Accounts receivable (AR) refers to the outstanding invoices a company has or the money the company is owed from its clients. AR refers to accounts that a business should receive payment because it has delivered a product or service. Receivables are generally a line of credit that was given by a company and due within a short period of time. The accounts receivables are considered assets because of this and are usually posted on the debit side of the accounting T account. They are considered short-term assets (less than one year).

**3. Explain the concept of accounting**

Answers may vary but should include some key aspects: Accounting is the recording of financial transactions plus storing, sorting, retrieving, summarizing the information into reports and analyses. Accounting provides information necessary to keep the business financially healthy.

## JUDGE'S EVALUATION INSTRUCTIONS

### Evaluation Form Information

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators being demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event.

### Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event chairperson and the other judges to ensure complete and common understanding for judging consistency.

<b>Level of Evaluation</b>	<b>Interpretation Level</b>
Exceeds Expectations	Participant demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.
Meets Expectations	Participant demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89 <sup>th</sup> percentile of business personnel performing this performance indicator.
Below Expectations	Participant demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69 <sup>th</sup> percentile of business personnel performing this performance indicator.
Little/No Value	Participant demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps this person should seek other employment; would rank in the 0-49 <sup>th</sup> percentile of business personnel performing this performance indicator.



**ACCOUNTING APPLICATIONS SERIES, 2017**

Participant: \_\_\_\_\_

**JUDGE'S EVALUATION FORM**  
DISTRICT EVENT #2

I.D. Number: \_\_\_\_\_

**INSTRUCTIONAL AREA:**  
Financial Analysis

Did the participant:

		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Explain the nature of accounts payable?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Explain the nature of accounts receivable?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Explain the concept of accounting?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Distinguish among types of business transactions?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Describe the need for financial information?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
<b>21<sup>st</sup> CENTURY SKILLS</b>						
6.	Reason effectively and use systems thinking?	0-1	2-3	4	5-6	
7.	Make judgments and decisions, and solve problems?	0-1	2-3	4	5-6	
8.	Communicate clearly?	0-1	2-3	4	5-6	
9.	Show evidence of creativity?	0-1	2-3	4	5-6	
10.	Overall impression and responses to the judge's questions	0-1	2-3	4	5-6	
<b>TOTAL SCORE</b>						