



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 21st 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 demonstrate the 21st Century Skills and meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

21st 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

- Discuss the nature of the accounting cycle.
- Distinguish among types of business transactions.
- Demonstrate the effects of transactions on the accounting equation.
- Organize information.
- Make oral presentations.

EVENT SITUATION

You are to assume the role of an accounting associate for BEST COFFEE, a coffee shop. The owner (judge) needs your help in identifying and understanding the accounting cycle and different types of business transactions.

The owner (judge) needs help classifying the following transactions and learning how each impacts the accounting equation:

- BEST COFFEE sold 10,000 bags of whole coffee beans to a retail coffee chain for \$100,000, on account.
- BEST COFFEE purchased 4,000 pounds of whole coffee beans from a vendor based out of Costa Rica for \$36,000, on account.
- A customer paid BEST COFFEE \$50,000 for 5,000 bags of whole coffee beans.
- BEST COFFEE paid its employees \$23,500 for wages associated with the current pay period.

You must prepare the following for a meeting with the owner (judge):

- Describe the steps in the accounting cycle.
- Distinguish the types of business transactions listed above.
- Provide an explanation as to how the above transactions would impact the accounting equation.
- Present a mathematical depiction of the impact of the transactions on the accounting equation.

You will present the information to the owner (judge) in a role-play to take place in the owner's (judge's) office. The owner (judge) will begin the role-play by greeting you and asking to hear your ideas. After you have presented the information and have answered the owner's (judge's) questions, the owner (judge) will conclude the role-play by thanking you for your work.

JUDGE INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE ROLE

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

1. Participant Instructions, 21st Century Skills and Performance Indicators
2. Event Situation
3. Judge Role-Play Characterization
Allow the participants to present their ideas without interruption, unless you are asked to respond. 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.
4. Judge Evaluation Instructions and Judge Evaluation Form
Please use a critical and consistent eye in rating each participant.

JUDGE ROLE-PLAY CHARACTERIZATION

You are to assume the role of the owner of BEST COFFEE, a coffee shop. You need the accounting associate's (participant's) help in identifying and understanding the accounting cycle and different types of business transactions.

You need help classifying the following transactions and learning how each impacts the accounting equation:

- BEST COFFEE sold 10,000 bags of whole coffee beans to a retail coffee chain for \$100,000, on account.
- BEST COFFEE purchased 4,000 pounds of whole coffee beans from a vendor based out of Costa Rica for \$36,000, on account.
- A customer paid BEST COFFEE \$50,000 for 5,000 bags of whole coffee beans.
- BEST COFFEE paid its employees \$23,500 for wages associated with the current pay period.

The accounting associate (participant) must prepare the following for a meeting with you:

- Describe the steps in the accounting cycle.
- Distinguish the types of business transactions listed above.
- Provide an explanation as to how the above transactions would impact the accounting equation.
- Present a mathematical depiction of the impact of the transactions on the accounting equation.

The participant will present information to you in a role-play to take place in your office. You will begin the role-play by greeting the participant and asking to hear about his/her ideas.

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

1. How often should an owner pay attention to transactions?
2. Why is it important for the accounting equation to be in balance?

Once the accounting associate (participant) has presented the information and has answered your questions, you will conclude the role-play by thanking the accounting associate (participant) for the work.

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

SOLUTIONS

General steps to the accounting cycle (most common):

- Identify transactions
- Record transactions in a journal
- Post transactions to general ledger
- Determine unadjusted trial balance
- Analyze a worksheet
- Adjust journal entries
- Generate financial statements
- Close the books

Business transaction types:

- BEST COFFEE sold 10,000 bags of whole coffee beans to a retail coffee chain for \$100,000, on account.
 - SOLUTION: this is a sales transaction
- BEST COFFEE purchased 4,000 pounds of whole coffee beans, i.e., inventory, from a vendor based out of Costa Rica for \$36,000, on account.
 - SOLUTION: this is a purchase transaction
- A customer paid BEST COFFEE \$50,000 for 5,000 bags of whole coffee beans.
 - SOLUTION: this is a receipt transaction
- BEST COFFEE paid its employees \$23,500 for wages associated with the current pay period.
 - SOLUTION: this is a payment transaction

Using the accounting equation, a graphic presentation may look something like:

Asset	=	Liabilities	+	Equity
Accounts Receivable + \$100,000				Sales Revenue + \$100,000
Inventory +36,000		Accounts payable + \$36,000		
Cash + \$50,000				Sales Revenue + \$50,000
Cash - \$23,500				Salaries and wage expense - \$23,500

Note: The accounting equation is in balance since the assets of \$163,500 equal the liabilities of \$36,000 plus equity of \$126,500, which is \$163,500.

EVALUATION INSTRUCTIONS

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 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 director and the other judges to ensure complete and common understanding for judging consistency.

Level of Evaluation	Interpretation Level
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 th 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 th 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 th percentile of business personnel performing this performance indicator.



**ACCOUNTING APPLICATIONS SERIES
2026**

JUDGE'S EVALUATION FORM
DISTRICT EVENT 1

Participant: _____

INSTRUCTIONAL AREA:
Financial Analysis

ID Number: _____

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Discuss the nature of the accounting cycle?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Distinguish among types of business transactions?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Demonstrate the effects of transactions on the accounting equation?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Organize information?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Make oral presentations?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
21st CENTURY SKILLS						
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	
TOTAL SCORE						