

Accounting & Finance



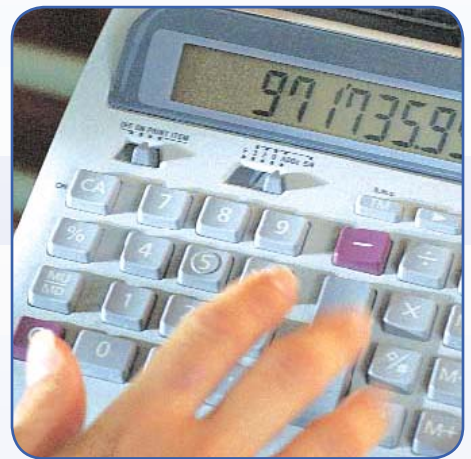
Evaluate job candidates for accounting and finance positions with our SkillCheck Accounting and Finance Assessments.

Whether your goal is employee selection, workforce development, or education and training, SkillCheck Assessments from MCS provide the highest quality tests, test content and test development tools to meet your most exacting needs.

With SkillCheck Accounting tests, you can readily assess abilities in key accounting areas such as Accounts Payable, Accounts Receivable, Payroll, Financial Statement Analysis, as well as numerous specialised accounting subjects such as Cost Accounting and Taxes. You can also evaluate skills critical to success in the accounting office environment with tests that measure typing, audio transcription and shorthand skills, as well as an individual's ability to use accounting and financial documents and understand accounting terminology.

Our new Finance tests enable you to measure key competencies with consumer finance, insurance, credit issues, financial analysis and critical financial management concepts such as Sarbanes-Oxley requirements.

All of our tests feature examples and illustrations from real-world accounting and finance environments to give you the most accurate picture of a job candidate's knowledge, skills and abilities.



CASH RECEIPTS JOURNAL						
Date	S/R Title	Cash	Sales Discount	Accounts Receivable	Sales	Other

Question 6

In which columns of the cash receipts journal would you enter the following? [Select all correct answers.]

Cash received for prompt payment of a receivable.

A Cash

B Sales Discount

C Accounts Receivable

D Sales

E Other

Answer Choices: A, B, C, D, E

Skip the Question

Test accounting knowledge using a variety of real-world examples and illustrations

Type text in the box below:

Beginning this year, existing IRA balances, including money that originally came from a 401(k) or profit-sharing plan, can be transferred |

Test typing and audio transcription speed and accuracy using documents related to accounting

SkillCheck Accounting and Finance Tests



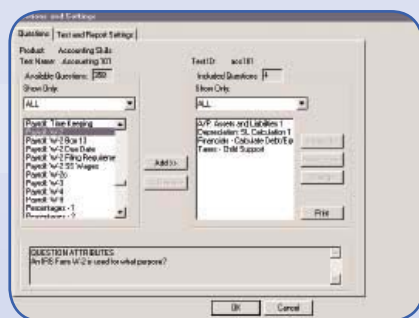
Test Name	Items	Description
Accounting - Accountant* NEW	40	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Accounting - Accounts Payable* NEW	35	This test contains questions on accounts payable skills, such as invoice calculations, identifying statement debits and credits, reasonable recording, journal identification, disbursements, checks, returns, assets and liabilities, posting, terminology, and general accounting practices.
Accounting - Accounts Receivable* NEW	45	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as well as terminology and general accounting practices.
Accounting - Advanced Accounting* NEW	45	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.
Accounting - Bookkeeper* NEW	45	This test contains questions on bookkeeping skills, such as identifying statement debits and credits, reasonable recording, journal identification, disbursements, assets and liabilities, posting, terminology, and general accounting practices.
Accounting - Business Documents* NEW	35	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.
Accounting - Cost Accounting*	46	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.
Accounting - Credits and Debits*	40	This test contains questions on common knowledge and skills required by a bookkeeper, including basic accounting concepts and bookkeeping calculations, filing procedures and knowledge of financial statements.
Standard to Accounting - Math Skills*	35	This test contains questions on the most commonly used accounting math skills, such as calculations requiring addition, subtraction, multiplication, division, percentages, invoices and payroll.
Accounting - Payroll* NEW	35	This test contains questions on Payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, journal entries as well as relevant terminology.
Accounting - Taxes - Standard*	30	This test contains questions on the most commonly used accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, Capital Gains, Return of Investment Capital, and Deduction calculations.
Accounting - Taxes - Advanced*	30	This test contains more complex questions on accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, Capital Gains, Return of Investment Capital, and Deduction calculations.
Accounting - Terminology* NEW	35	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.
Peachtree Accounting (9.0, 8.0)	35	This test contains questions on the most commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
QuickBooks Accounting (2005, 2003, 2001)	35	This test contains questions on the most commonly used QuickBooks Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.
Transcription - Accounting	5 minutes	Examinees type a document that is read aloud
Typing Test - Accounting*	5 minutes	Tests typing speed and error rate while copying a text.
Shorthand - Accounting	5 minutes	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen

SkillCheck Accounting and Finance Tests (cont.)

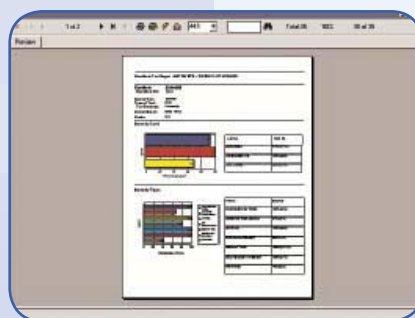


Test Name	Items	Description
Accounting - Read Response (audio)	5 minutes + reading	Shorthand test in which examinees hear a document read aloud, transcribe it into shorthand, then show or read their shorthand notes to an administrator for personal grading.
Spelling - Accounting	20	The applicant is asked to select the correct spelling of words specific to accounting environments.
Banking - Typing Test*	35	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.
Data Entry - Checks*	35	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.
Data Entry - Decimals*	45	SkillCheck Accounting and Finance Tests the applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.
Bank Teller - Money Handling	30	A multimedia assessment testing a candidate's ability to count, account for, manage and reconcile coins, bills, checks, deposits, auditing statements and other banking forms.
Bank Teller - Teller Knowledge	35	Assesses an understanding of knowledge related to working in a bank cashier position including banking forms, security, customer service, accounting and banking products and services.
Finance - Consumer Finance* NEW	35	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.
Finance - Credit and Collections* NEW	35	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.
Finance - Financial Analysis* NEW	35	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.
Finance - Financial Management* NEW	35	Assesses an understanding of financial management knowledge and skill including financial management concepts and calculations, debt and debt restructuring, financial reorganisation and Sarbanes-Oxley issues.
Finance - Financial Knowledge* NEW	35	Assesses foundational knowledge of financial issues including financial markets & business structures, financial management and analysis concepts, currency markets, business ethics and law.
Finance - Insurance* NEW	45	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.
Finance - Insurance - Health* NEW	30	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.

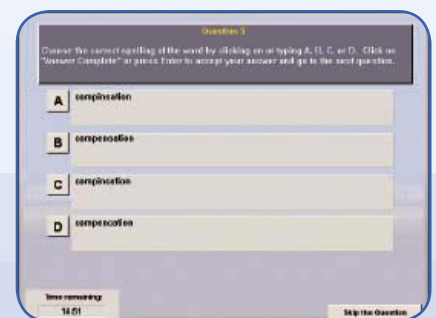
* Indicates testmaking is available



Test administrators can customise tests any number of ways – even create their own questions



Test spelling and language skills on accounting terminology



New advanced reporting allows you to view individual and group test scores with graphs and other formatting and analysis

• Advanced Test Making

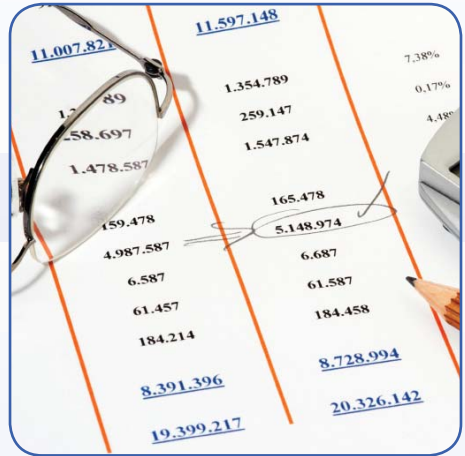
Using our advanced test customisation, a test administrator can create tests that combine questions from any of our test databases into a single test. And our ItemWriter question-development functionality allows test administrators to create their own test questions (multiple-choice, true-false, fill-in-the-blank and matching) and combine those questions with any of our questions to create a test that perfectly fits any need!

• Advanced Reporting

Our advanced reporting lets you read and interpret test results, all with the click of a mouse. This advanced capability enables you to analyze a candidate's test performance in relation to that of other test takers. And profile reports let you sort data according to your needs. You can opt to display data from all tests taken by an individual candidate, or from all candidates who have taken a particular test.

• The Skillcheck Assessment Portfolio

The SkillCheck Assessment Portfolio includes tests on the widest range of competencies in Microsoft Office, clerical, medical, legal, call center, accounting, behavioural, computer literacy, IT, food service, retail sales, and light industrial areas.



Crisp MCS

45 Queen Street, Exeter, EX4 3SR
 Tel: +44 (0) 8703 213444
 Fax: +44 (0) 1392 421942
 Email: info@crisp-mcs.com
 Web: www.crisp-mcs.com

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