

# ACCOUNTING: Authentic Project-Learning Experience (APLE)

## Learner Resource: Today's Cup O'Jo APLE



**Authentic Project-Learning Experiences (APLEs)** promote the transfer of your content knowledge and industry competencies to solve open-ended challenges in your career pathway or community. You will:

- Exercise agency by selecting an inquiry pathway and using your expertise to solve real-world problems.
- Analyze authentic situations with industry professional guidance to design innovative solutions that produce relevant and community-connected outcomes.

### APLE Question

***How can we improve a business's financial health by applying accounting principles?***

**Today's Cup O'Jo** is an *APLE ePractice for the Accounting Cycle* that features *Microsoft Excel*, which generates individualized-accounting case studies. Excel automates the repetitive posting, so you focus on the accounting data analytics to determine the business's financial health featured in the case study. Today's Cup O'Jo evaluates your achievement levels of industry competencies and standards as a *competency-based assessment*. Complete the accounting APLE to demonstrate achievement of the following:

### AICPA Accounting Competencies

(Association of International Certified Professional Accountants)



#### *Measurement Analysis and Interpretation:*

- Identify and apply appropriate, reliable, and verifiable measurements to analyze data for a given purpose and intended use.

#### *Reporting:*

- Identify the appropriate content and communicate clearly and objectively to the intended audience, the work performed, and the results as governed by professional standards, required by law, or dictated by the business environment.

### NBEA Standards

(National Business Education Association)



#### *Financial Reports:*

- Develop an understanding and working knowledge of an annual report and financial statements.

#### *Financial Analysis:*

- Assess the company's financial condition and operating results, analyze and interpret financial statements and information to make informed business decisions.

#### *Accounting Principles:*

- Identify and describe generally accepted accounting principles (GAAP) and explain how applying the GAAP impacts the recording of financial transactions and the preparation of financial statements.

#### *Accounting Process:*

- Complete the steps in the accounting cycle to prepare the financial statements.

#### *Interpretation and Use of Data:*

- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions.

### Accounting Knowledge

You need a working knowledge of the following accounting principles:

<i>Accounting Cycle:</i>	Analysis, business transactions, and closing
<i>General Ledger/Trial Balances:</i>	Posting, journalizing, and balancing accounts
<i>Income Statements:</i>	Post to a ledger and prepare trial balances & income statements
<i>Balance Sheets:</i>	Evaluation of statement of changes in owner's equity (SCOE)
<i>Analysis Techniques:</i>	Income statements, SCOE, and balance sheets
<i>Financial Statements:</i>	Assessment to make decisions



Source: [The Accounting Cycle](#)

### Competency-Based Assessment

The Today's Cup O'Jo APLE assesses the achievement of the following accounting competencies:

- Interpretation & Use of Data:
  - Evaluate and analyze the source documents, journals, ledgers, trial balances, and financial statements.
- Financial Analysis:
  - Prepare a *decision-maker report* from the perspective of a Certified Public Accountant (CPA) to forecast if the business's financial statements project potentially sound financial health.
- Financial Reports:
  - Communicate clearly and objectively to an external audience the analysis performed and the results.
  - Make recommendations regarding the business's viability for investment purposes.
  - Offer remedial strategic actions to improve the business's financial health.

### Showcase Findings

- Review the Accounting APLE Showcase Choice Board to select a presentation option.
- Justify the financial health of Today's Cup O'Jo:
  - Use the final performance evaluations and decision-maker report of the business.

Showcase Findings (continued)

- Make recommendations regarding possible business scenarios for Today's Cup O'Jo:
  - What is the strategic-action plan to maintain or improve the business's financial health?
  - Is it worth considering as an investment?
  - Can you recommend it as a franchise?
  - Should an investor walk away from it as an investment deal?

**APLE Implementation Plan**

**APLE Question** (*a real-world accounting situation*):

***How can we improve a business's financial health by applying accounting principles?***

**Today's Cup O'Jo APLE**

The Today's Cup O'Jo APLE allows you to ***Take Charge of Your Learning***:



You will:

- **Reflect** on being an aspiring *Certified Public Accountant (CPA)* who must assess Today's Cup O'Jo's financial health.
- **Stretch** and *increase your knowledge of the business* by examining the expenses of running Today's Cup O'Jo and inspecting the coffee shop's dealings and transactions (*chart of accounts*).
- **Innovate** to solicit business and accounting professionals to guide the analysis of essential accounting cycle documents to ensure an accurate evaluation of the business's financial health.
- **Showcase** your process for developing journals, ledgers, and trial balances, followed by analyzing financial statements to assess Today's Cup O'Jo's financial health.

**Learner Objectives**

You engage in the Today's Cup O'Jo APLE to:

- Demonstrate your expertise in the *NBEA Standards*:
  - *Financial Reports • Financial Analysis • Accounting Principles • Accounting Process • Interpretation and Use of Data*
- Validate your achievement of the *AICPA's Accounting Competencies* during a showcase of a decision-maker report to substantiate the business's financial health:
  - *Measurement Analysis and Interpretation • Reporting*
- Recruit business and accounting professionals to guide you through the accounting APLE.
  - Review [SCORE Business Mentoring](#).

### Learner Resources

#### 1. Project Showcase Rubric

- The Project Showcase Rubric describes the *necessary actions* required to demonstrate the accomplishment of the Rubric Domains. A project showcase is your opportunity to demonstrate your content knowledge, industry competencies, and college and career readiness achievements to an audience.
- Self-Reflection: Pre-Project: Review the domains' required actions. Guesstimate your performance levels to identify your strengths and areas for growth and development. Post-Project: Before your showcase, reflect on the rubric domains to establish your current performance levels.

#### 2. APLE Excel Spreadsheet

- An Excel ePractice for the Accounting *Cycle* generates personalized data for each learner, and the workbook automates posting in designated sheets.

#### 3. Showcase Choice Board

- The Choice Board provides presentation choices to communicate with your external audience when you present your APLE project.

#### 4. Presentation Tips

- Offers Toastmasters' tips for planning a presentation.

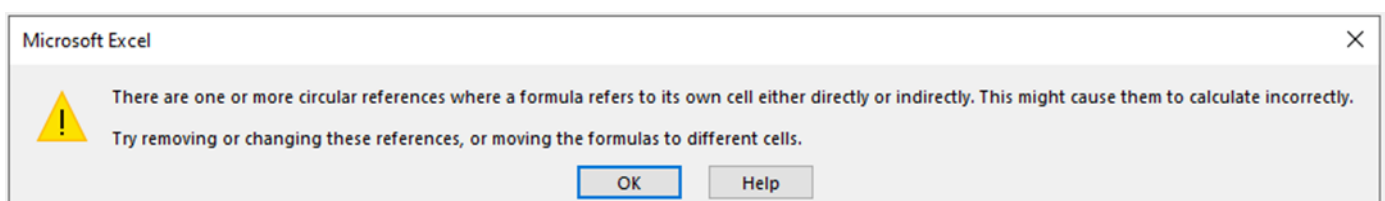
### Today's Cup O'Jo APLE: Excel Spreadsheet Instructions

Use Today's Cup O'Jo data provided in the Excel spreadsheet to produce various financial documents used in accounting data analytics to determine the financial health of Today's Cup O'Jo.

### APLE Excel Spreadsheet Instructions

#### Note:

1. Always back up your Today's Cup O'Jo data in the Excel File and have a copy in case you lose your file.
2. Open your Excel File. If you see the *Excel Warning* below, do the following:
  - Access **Files** > **Options** (Left menu – Bottom) > **Formulas**
  - **Calculation Options** > Enable: **Automatic** & **Enable Iterative Calculations** > Click **OK**



## Excel Instructions

### Step 1: Chart of Accounts

- Includes all the accounts required to predict the financial health of Today's Cup O'Jo.
- Print the chart of accounts list to use as a reference guide.
- Use the chart of accounts data for Today's Cup O'Jo to generate the accounts required for the **49 transactions**.

### Step 2: Journalizing Transactions (10 pts each)

- Use the unique transaction data in your Excel spreadsheet.
- Record each transaction in the appropriate journal.
- Enter the date when journalizing.
- Select the account number from the drop-down list in the Post Reference column to automatically enter the account name.
- Enter the amount in the correct column.
- **Note:** You can only fill in the highlighted cells; do not use other cells.
- Use only the Today's Cup O'Jo Journals listed below.

Today's Cup O'Jo Journals		
Journal	Code	Recorded Transaction Types
General	GJ	All transactions not recorded in the special journals below
Sales	SJ	Credit sales of inventory
Purchases	PJ	Credit purchases of inventory
Cash Receipts	CRJ	Cash inflows to the business
Cash Payments	CPJ	Cash outflows from the business

### Step 3: Posting

- When journalizing, posting automatically occurs when you select the account number in the Post Reference column.
- Posting of entries is recorded in the special journals:
  - It occurs *Monthly*, at the end of the month, in the special journals where each column's total is calculated automatically.

The column totals post to the appropriate accounts when *you* select the account number from the drop-down list below the highlighted column total.

### Step 4: Worksheet

- **Note:** The worksheet is not graded but is essential to completing the accounting cycle.
- Ensure that the Trial Balance columns do balance. Red cells mean that they are not in balance.
- Clear all red cells: check for errors and correct them.
- Do not move forward without balancing, as it will impact your final APLE grade.

## Excel Instructions

### Step 5: Adjusting Entries (10 pts each).

- Journalize the Adjusting Entries in the General Journal.

### Step 6: Worksheet

- Ensure the Adjustment columns balance; there must be no red cells.
- Do not move forward without balancing the Adjustment columns (follow directions in Step 4).

### Step 7: Schedule of Accounts Receivable & Payable (50 pts each).

- Ensure the Schedule of Accounts Receivable and Accounts Payable totals match the Accounts Receivable and Accounts Payable balance, respectively.
- Check for errors if there is not a match and correct them before moving forward to the next step.
- Match the balance from each statement to the balance of each controlling account to receive credit for the APLE.

### Step 8: Prepare Financial Statements (100 pts each).

- Enter ALL the transactions.
- Ensure the Worksheet is balanced; check that the balances of the Schedule of Accounts match.
- Prepare (1) Income Statement, (2) Statement of Changes in Owner's Equity, and (3) Balance Sheet.

### Step 9: Prepare Closing Entries (25 pts each).

- Use the information from the Worksheet or Financial Statements.
- Prepare (1) Closing Entries and (2) Journalize in the General Journal.

### Step 10: Post Closing Trial Balance (100 pts).

- **Note:** The values are automatically imported into the Post Closing Trial Balance.
- Review the transactions if the Post Closing Trial Balance is not in balance.
- Must be balanced to receive credit for the APLE.

### Step 11: Analysis & Report (420 pts).

- Review the *APLE Showcase Choice Board* on the *Analysis Excel sheet* to select a presentation option.
- Include your decision-maker report and use the financial statements to explain your recommendations.
- Justify the financial health of Today's Cup O'Jo:
  - Refer to the final performance evaluations and decision-maker report of the business.
- Make recommendations regarding possible business scenarios for Today's Cup O'Jo:
  - What is the strategic-action plan to maintain or improve the business's financial health?
  - Is it worth considering as an investment?
  - Can you recommend it as a franchise?
  - Should an investor walk away from it as an investment deal?

### Step 12: Upload (Total 1,500 pts).

- Upload the Excel File and your Analysis to submit your Today's Cup O'Jo APLE.