



YouTestMe

How to Configure Accounting Questions

File name	How to Configure Accounting Questions
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1 Introduction

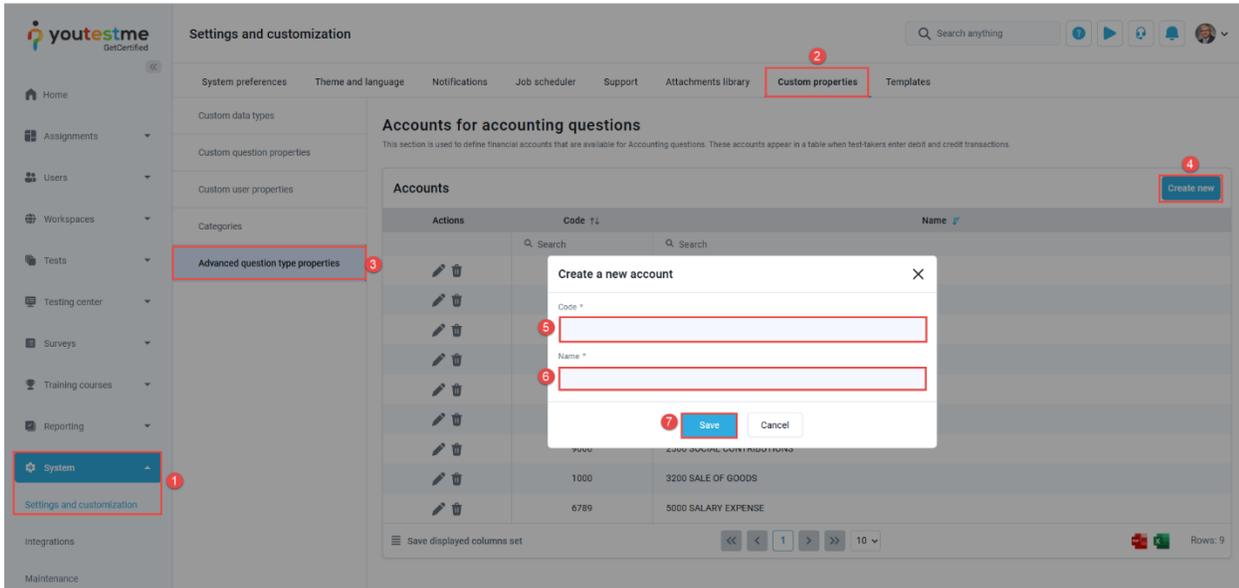
This procedure explains how to create, configure, and evaluate accounting questions within a test. It covers setting up custom accounts, building questions with debit, credit, and amount inputs, and integrating them into a test.

2 How to Create an Accounting Question

The first step in creating an accounting question is setting up the accounts. To do this:

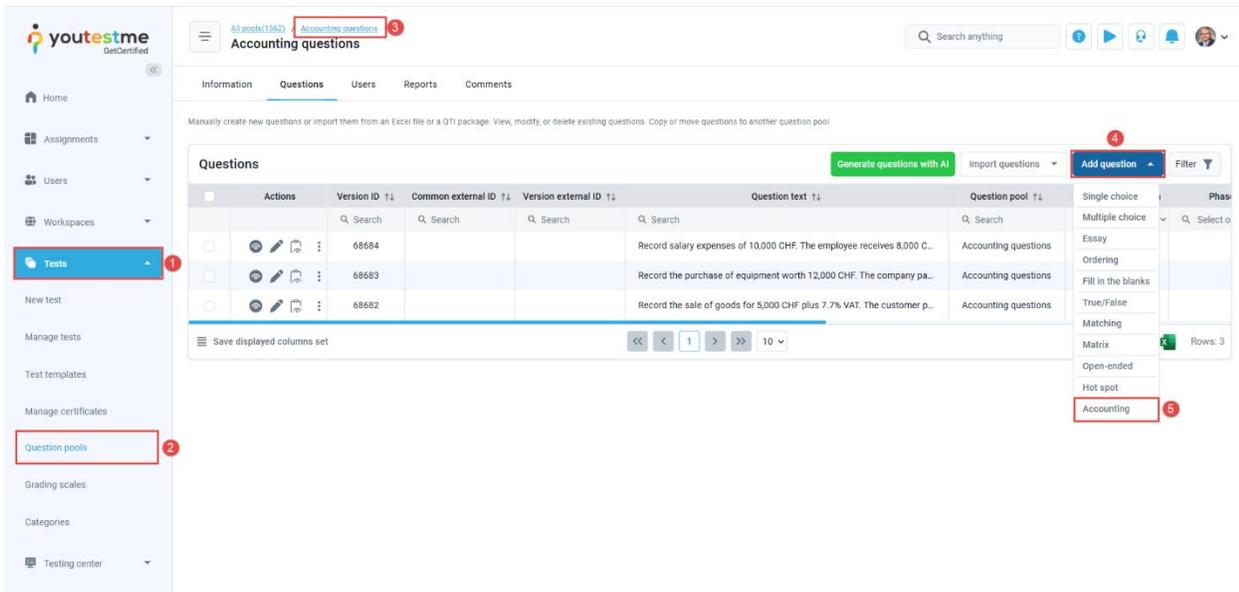
1. Navigate to **System > Settings and Customization**.

2. Select the **Custom Properties** tab.
3. Click the **Advanced Question Type Properties** button.
4. Click the **Create New** button.
5. Enter a **unique code**.
6. Enter a name
7. Click the **Save** button.

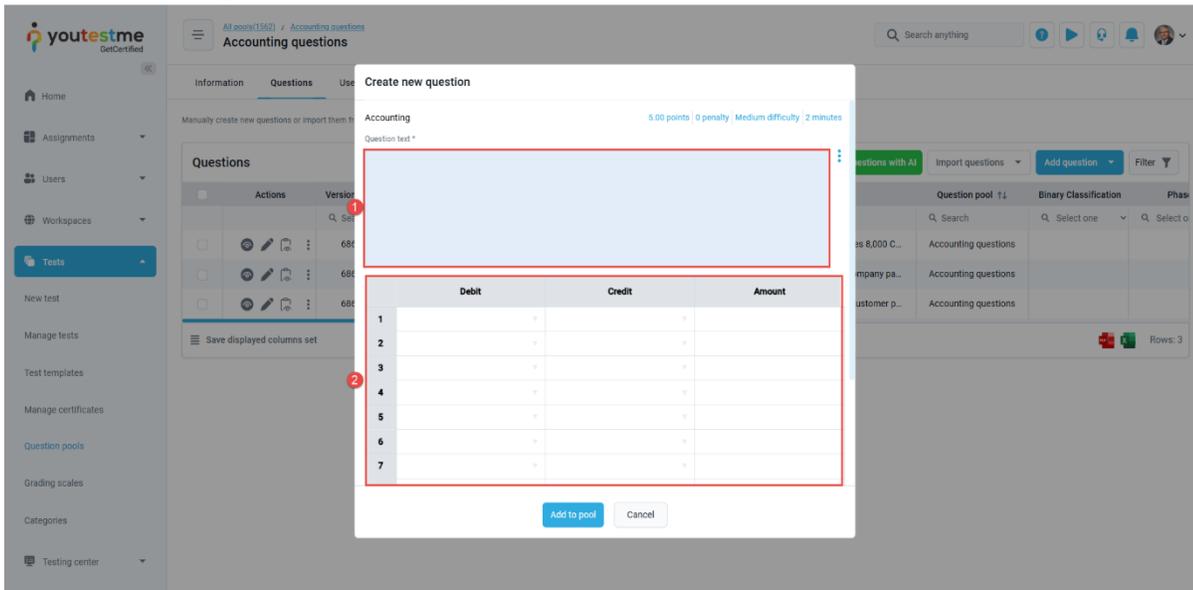


Having completed that, do the following:

1. 1. Navigate to **Tests > Question pools**
2. Select a question pool
3. Click the **Add question** button
4. Select the **Accounting** question type



Then, the following window will be displayed:



1. In the first section, the question text should be entered.
2. In the second section, there is a table with **Debit**, **Credit**, and **Amount** columns. If the arrow in the **Debit** and **Credit** columns is clicked, the accounts previously created can be seen in the dropdown menu. The fields in the columns must be populated with the correct data.
 - The **Debit** and **Credit** columns use dropdowns to select from accounts previously created in the system.
 - The **Amount** column allows for whole or decimal number inputs.

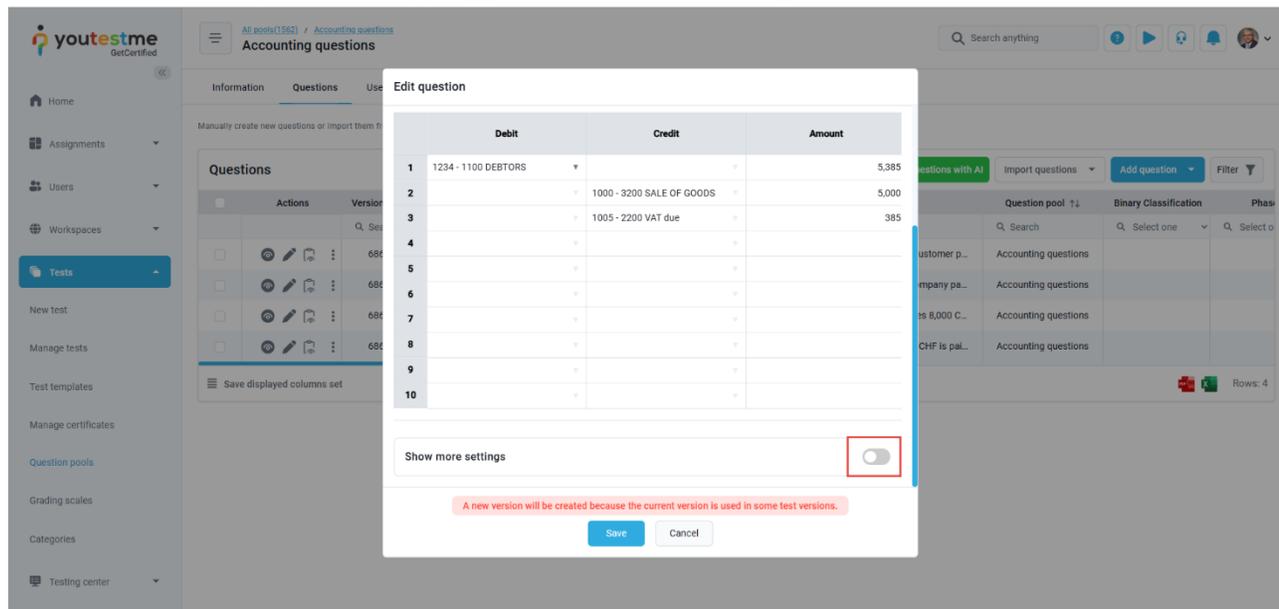
When data is entered:

- If an account is selected in the **Debit** column, its balance increases by the specified amount.
- If an account is selected in the **Credit** column, its balance decreases by the specified amount.

The system calculates and stores the net value for each account. These values represent the correct answer that will be used for grading.

2.1 Advanced question setup

To access advanced question setup, toggle the **Show more settings button**.

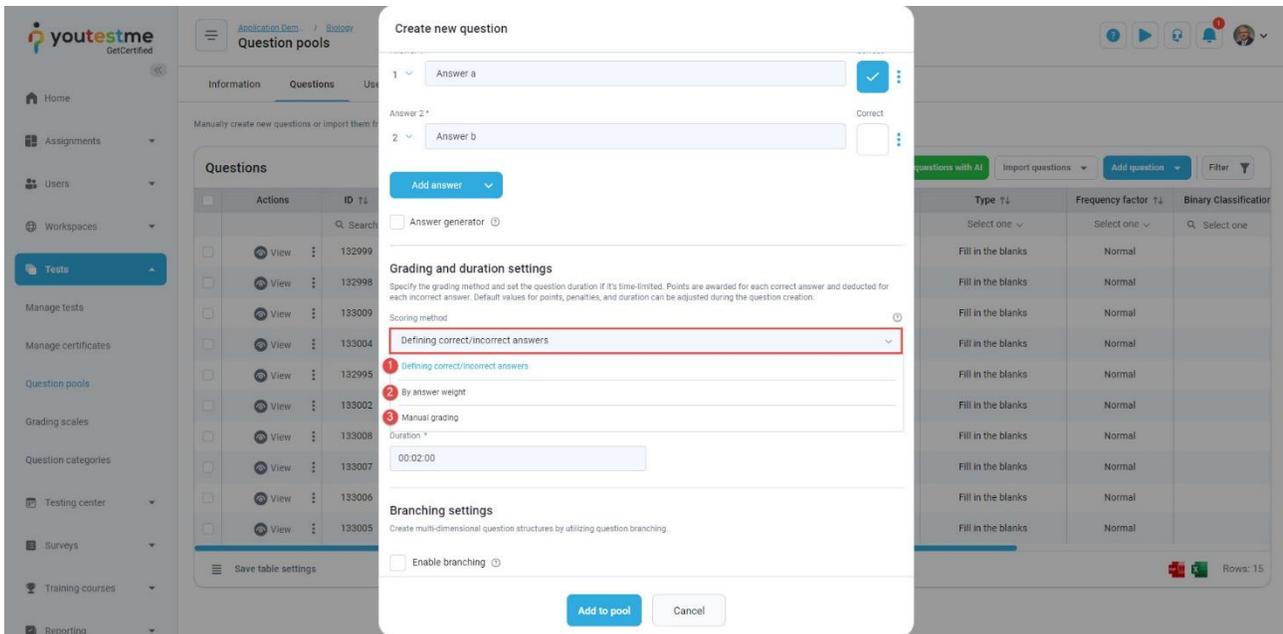


2.2 Grading and duration settings

The creation of the question involves choosing from various scoring methods. To determine the scoring method for each question, follow these instructions below.

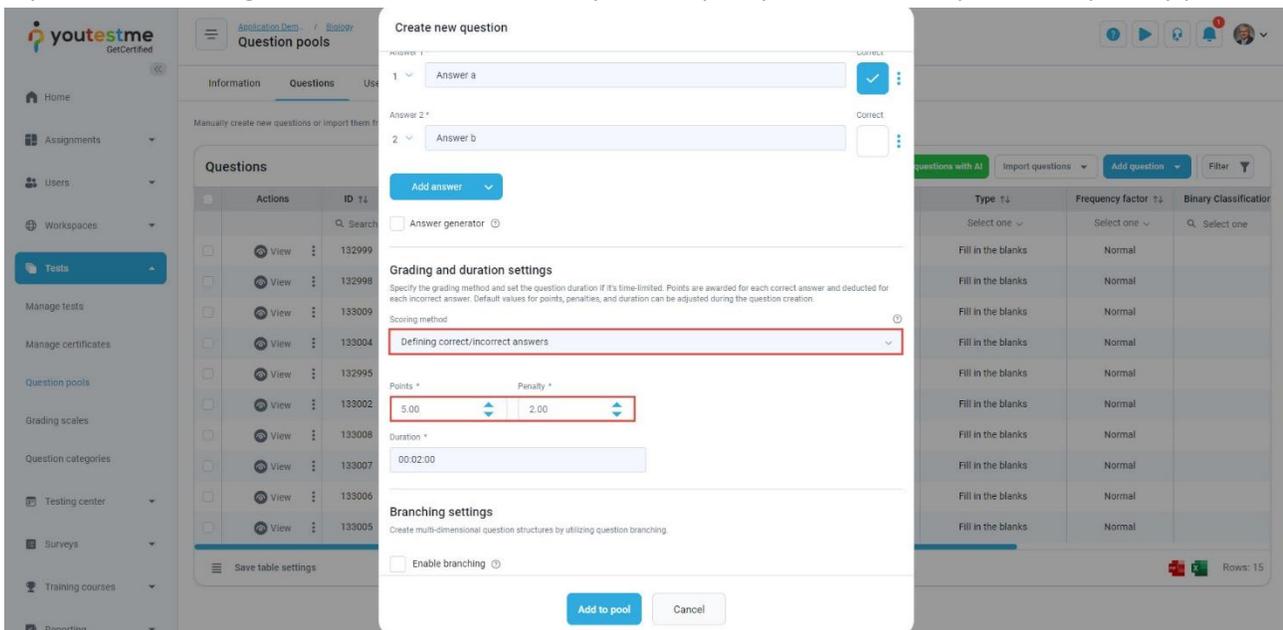
Open the drop-down menu under the **Scoring method section** and choose from the following options:

1. **Defining correct/incorrect answers** - Only one answer can be marked as correct.
2. **Manual grading** - Questions should be graded manually by a test manager or instructor after completing the test.



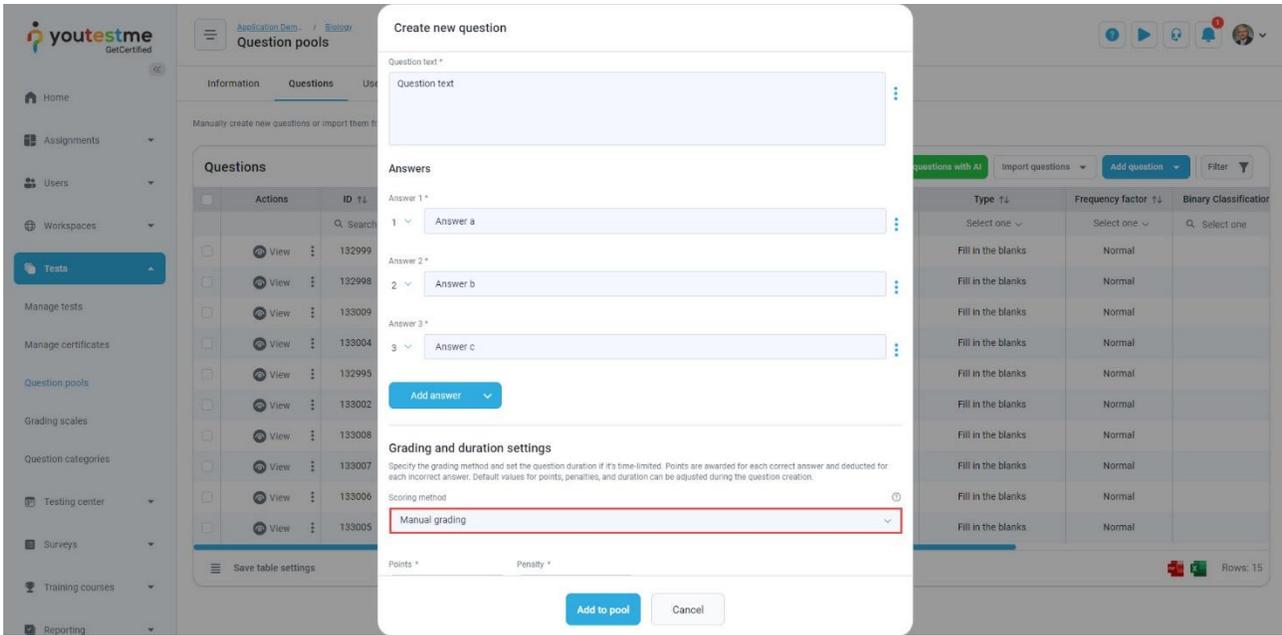
2.1.1 Defining correct/incorrect answers scoring method for single choice question

If you select **Defining correct/incorrect answers**, you can specify the number of points and penalty points.



2.1.2 Manual grading

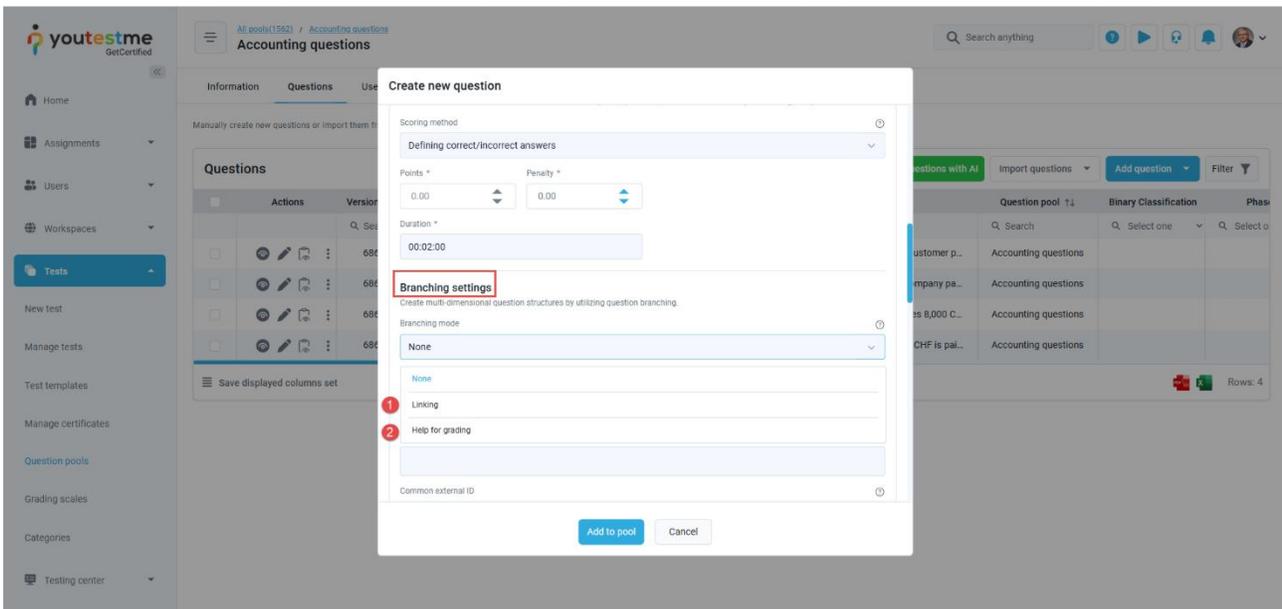
The checkboxes for selecting the correct answers will be unavailable when opting for the **Manual grading** scoring method. The user will need to manually grade the answer after completing the test. Additionally, you can define the possible range of points for the correct answer.



2.3 Branching settings

Create multidimensional question structures by utilizing question branching. The branching option is available for any of the selected scoring methods. There are two branching modes that can be selected:

1. Linking - next question is presented regardless of the answer.
2. Help for grading - same as linking, but questions are not displayed to candidates, only to graders.

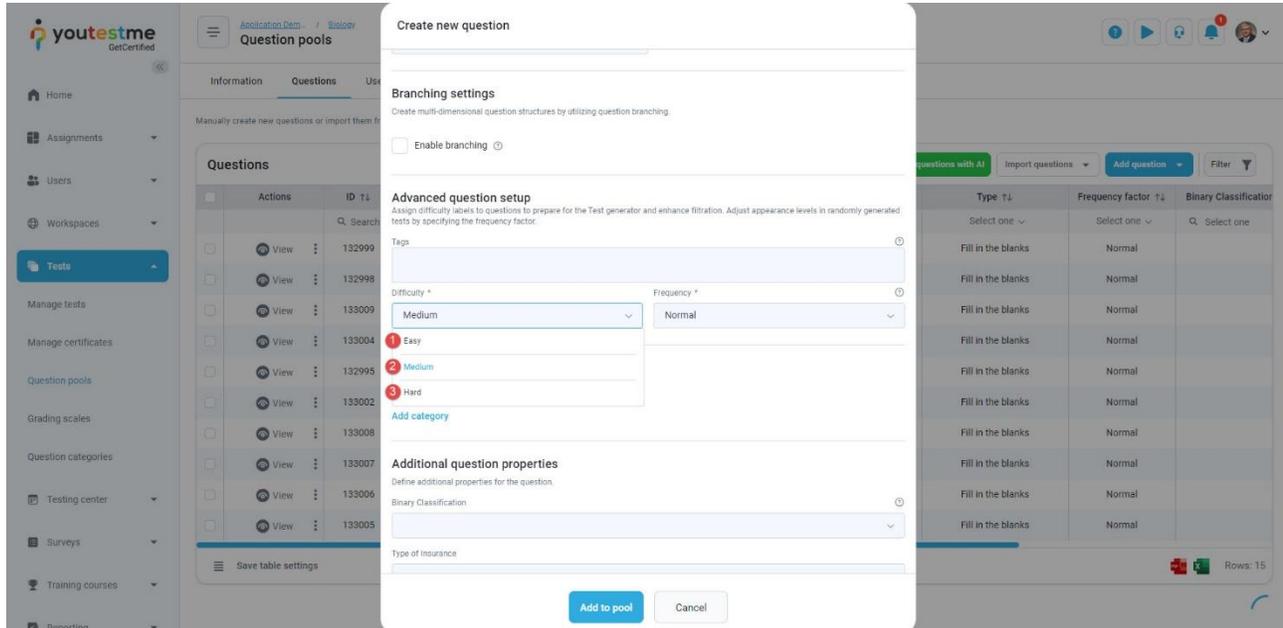


2.4 Advanced question setup

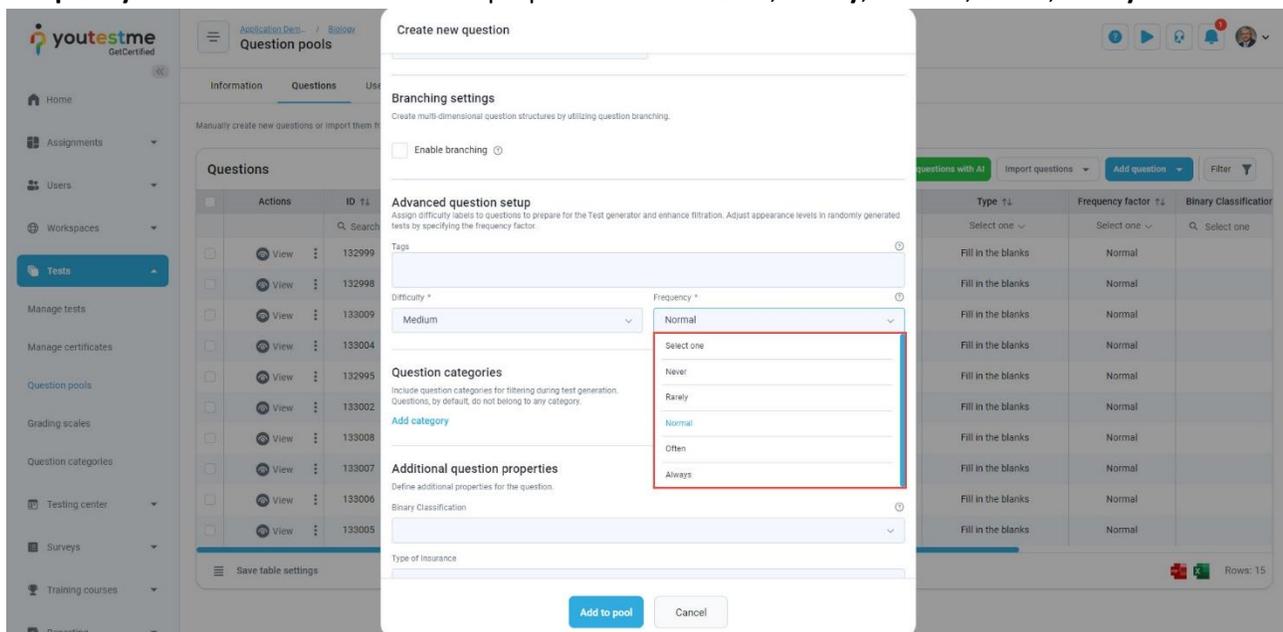
You can assign difficulty labels to questions to prepare for the Test generator and enhance filtration. Adjust appearance levels in randomly generated tests by specifying the frequency factor.

To define the question difficulty, open the drop-down menu under the **Difficulty** section and select one of the offered values:

1. Easy.
2. Medium.
3. Hard.

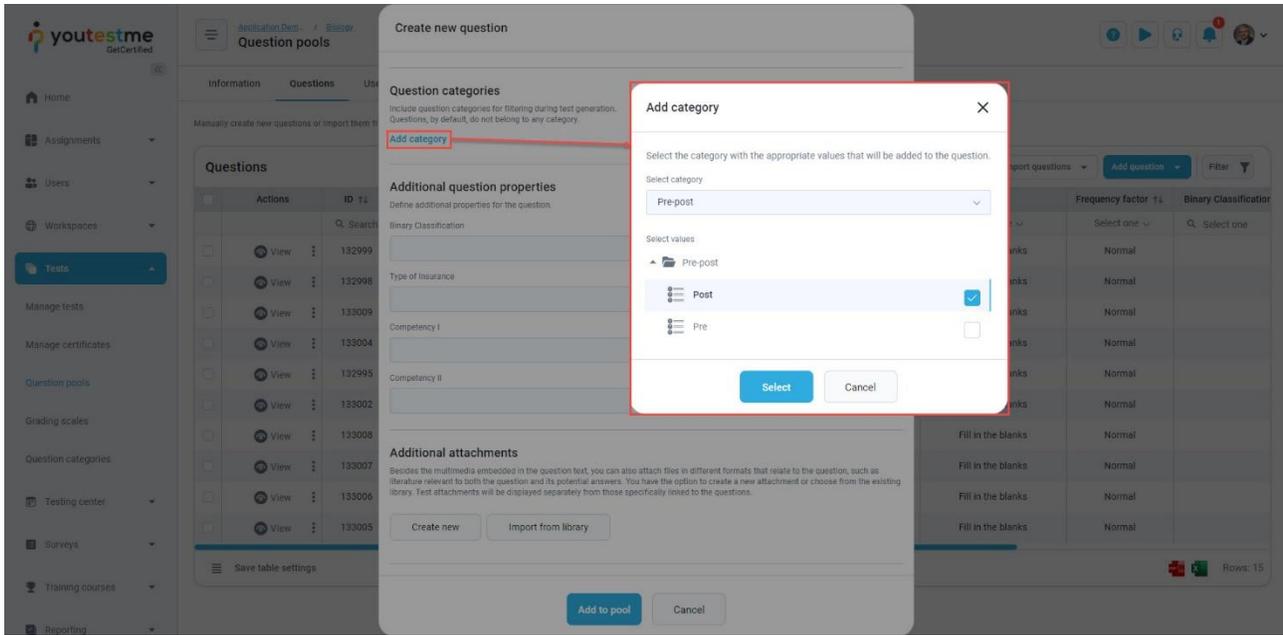


To define the frequency of the question appearing in the test, open the drop-down menu under the **Frequency** section and select one of the proposed values: **Never, Rarely, Normal, Often, Always.**



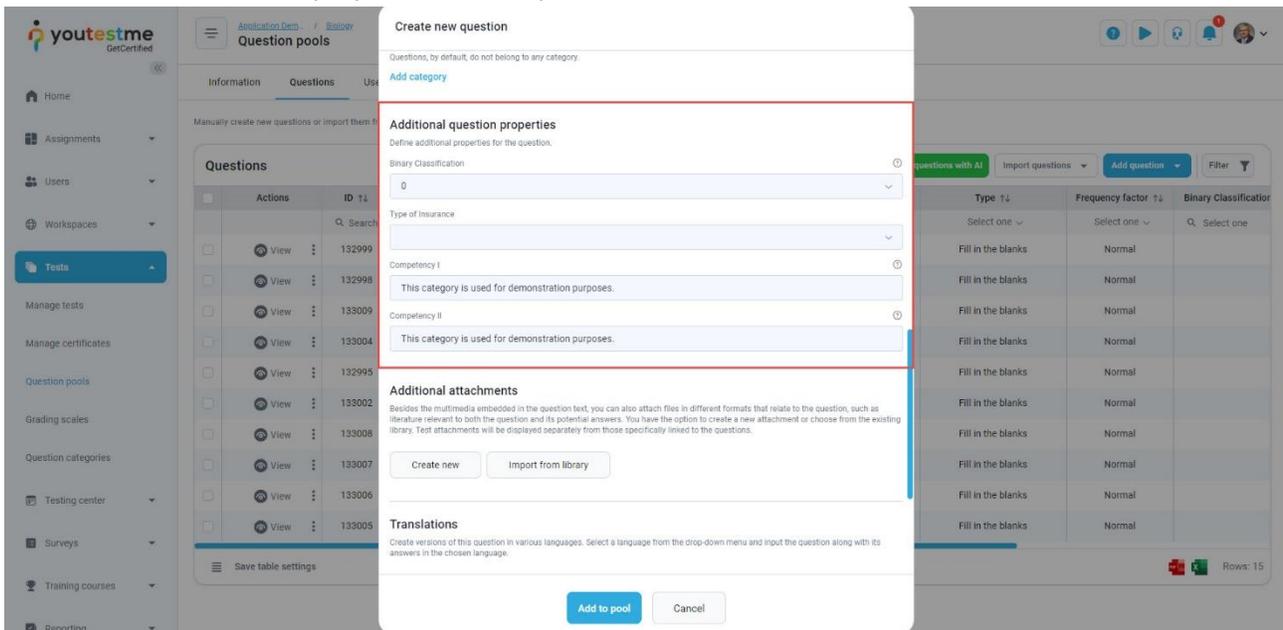
2.5 Question categories

You have the option to include question categories for filtering during test generation. Select the category with the appropriate values, and they will be added to the question.



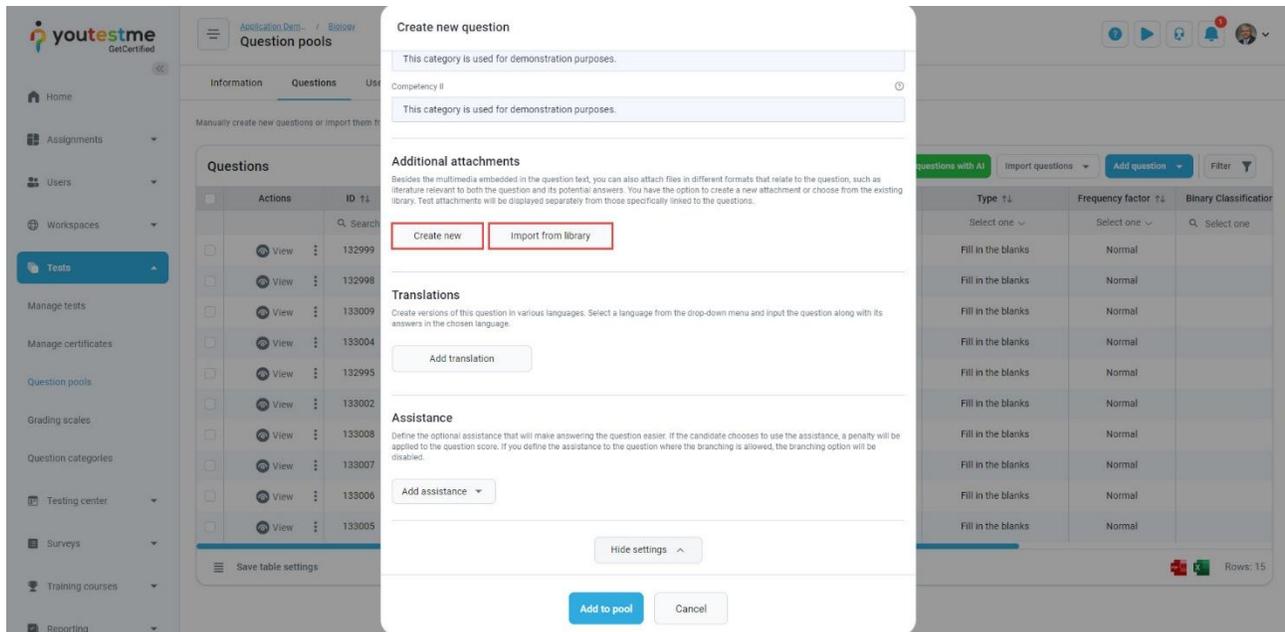
2.6 Additional question properties

You can define additional properties for the question.



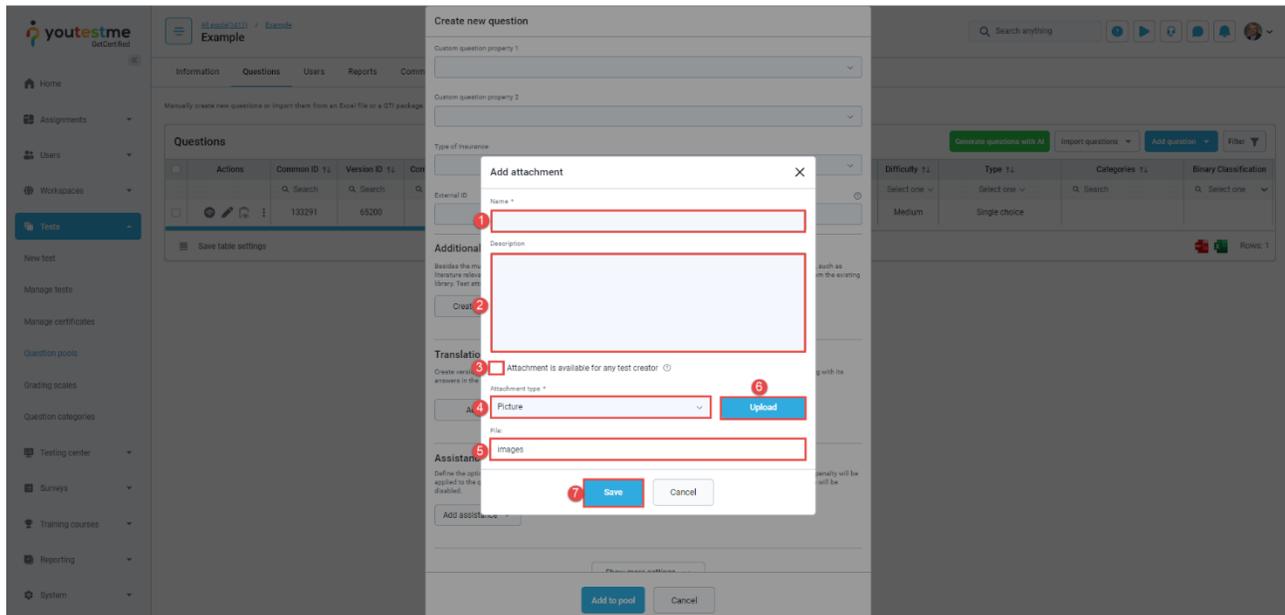
2.7 Additional attachments

In addition to multimedia embedded in the question text, you can attach files in various formats related to the question, such as literature relevant to both the question and its potential answers. You can choose to create a new attachment or select from the existing library.

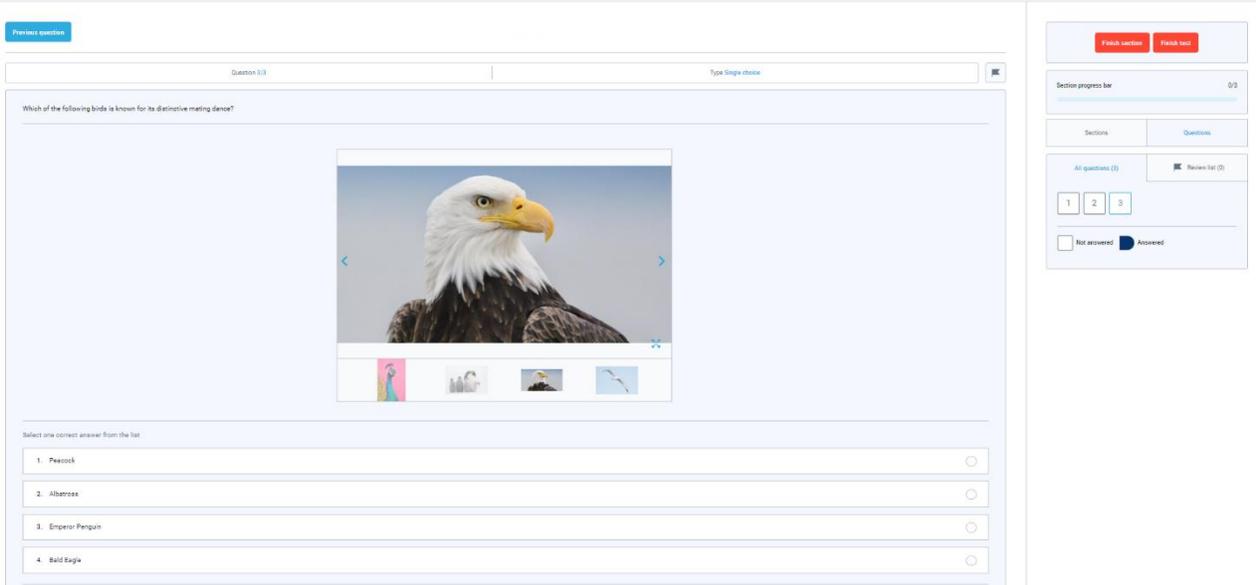


Special case: You can add multiple pictures to a single question using this option. To this, follow the next steps:

1. Name the attachment.
2. Optionally, add a description.
3. Optionally, check the checkbox to allow other users in the system to use this attachment.
4. For the **Attachment type**, select **Picture**.
5. Click the **Upload** button.
6. Upload the picture from your device.
7. Click the **Save** button.
8. Repeat the process for as many pictures as you want to add.

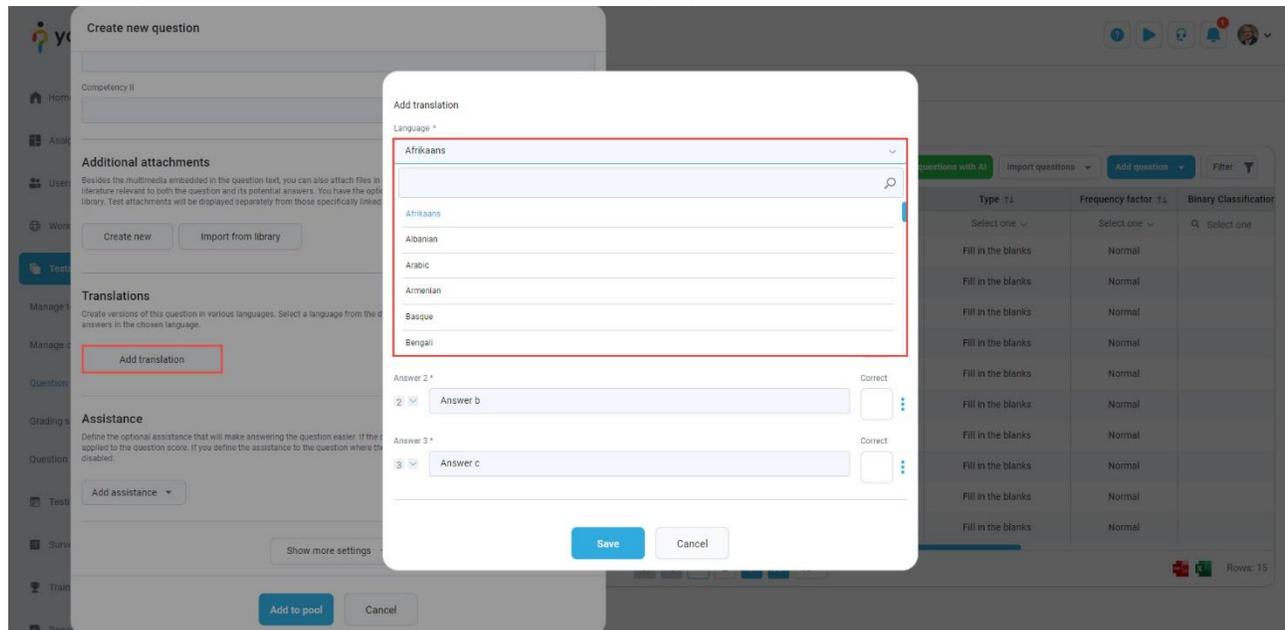


Finally, during the test-taking process, the candidate will see the question with multiple pictures displayed as follows:



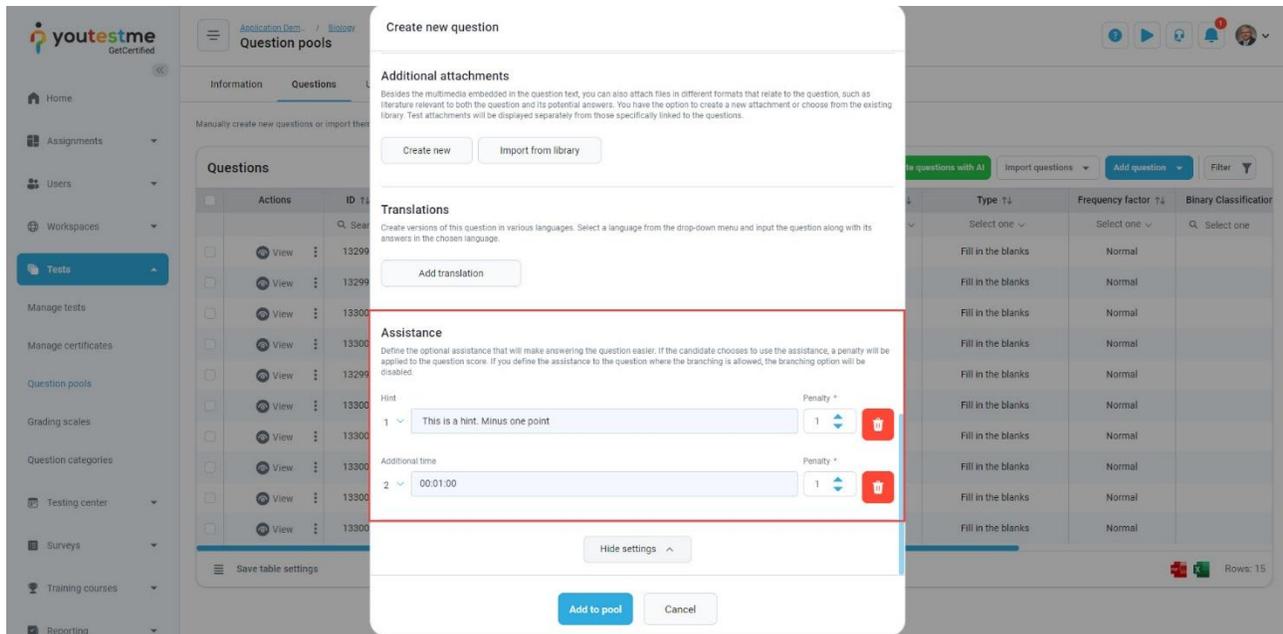
2.8 Translations

Generate versions of this question in different languages. Select a language from the drop-down menu and enter the question and its answers in the selected language.



2.9 Assistance

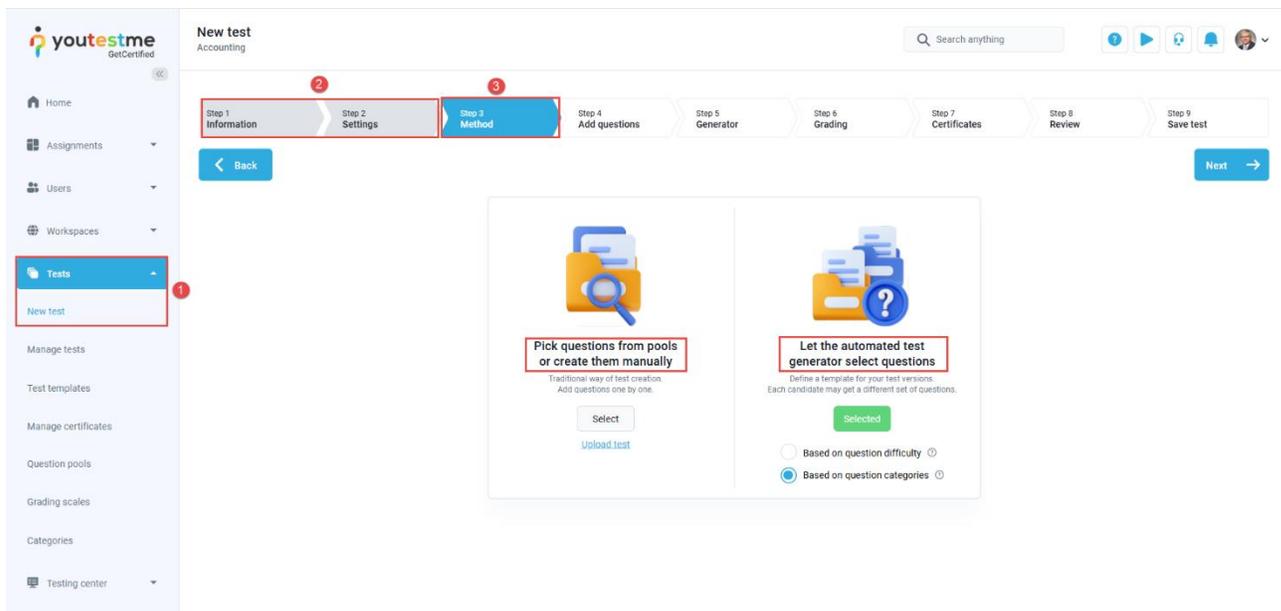
Specify the optional support that aids in answering the question. If the candidate opts to utilize the assistance, a penalty will be imposed on the question score. If assistance is defined for a question with enabled branching, the branching option will be disabled.



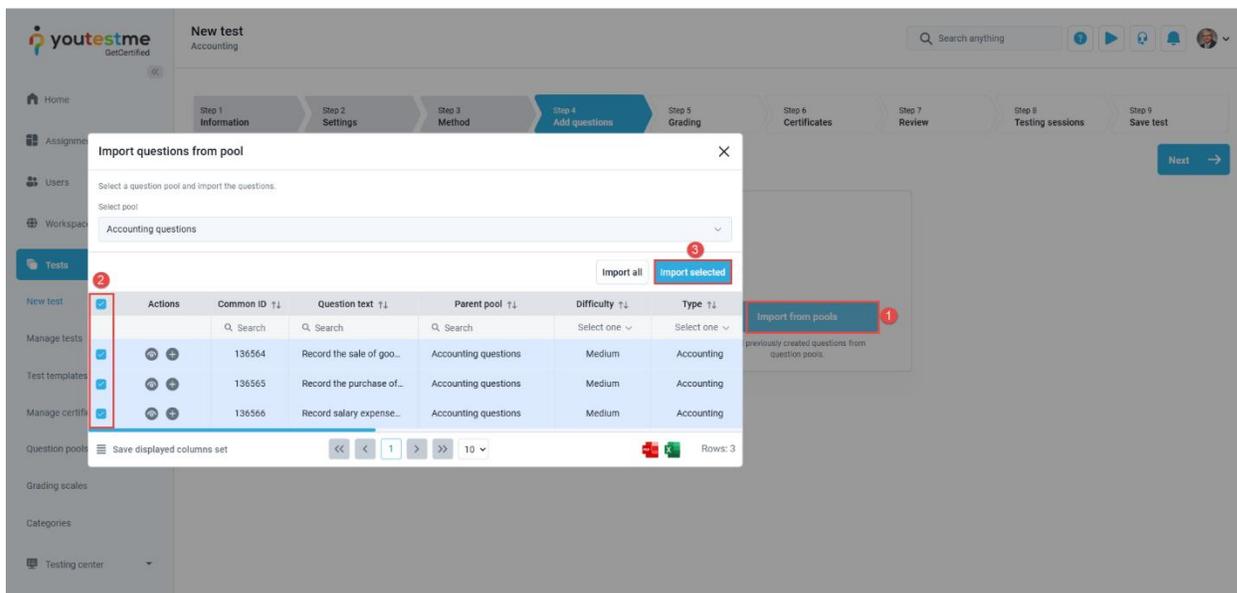
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3 How to Create a Test with Accounting Questions

1. Navigate to **Tests > New Test**.
2. Fill in the required fields in the **Information** and **Settings** steps. More details are available in this [article](#).
3. In the third step, select a **method** for creating the test. There are two options: **Manual** and **Generated** test.
 1. Manual test can be configured by **picking questions from pools** or by **creating them manually (one by one)**. To explore these options in more detail, check this [article](#).
 2. Generated test can be configured **based on question difficulty**, and/or **based on question categories**. To learn more about these options, refer to this [article](#).
4. Proceed through the remaining steps in the test creation wizard.



5. Click the **Import from pools** option, then select the desired pool. Select the questions and click the **Import selected** button.



After that, proceed with the remaining steps in the test creation wizard.

4 Answering Accounting Questions

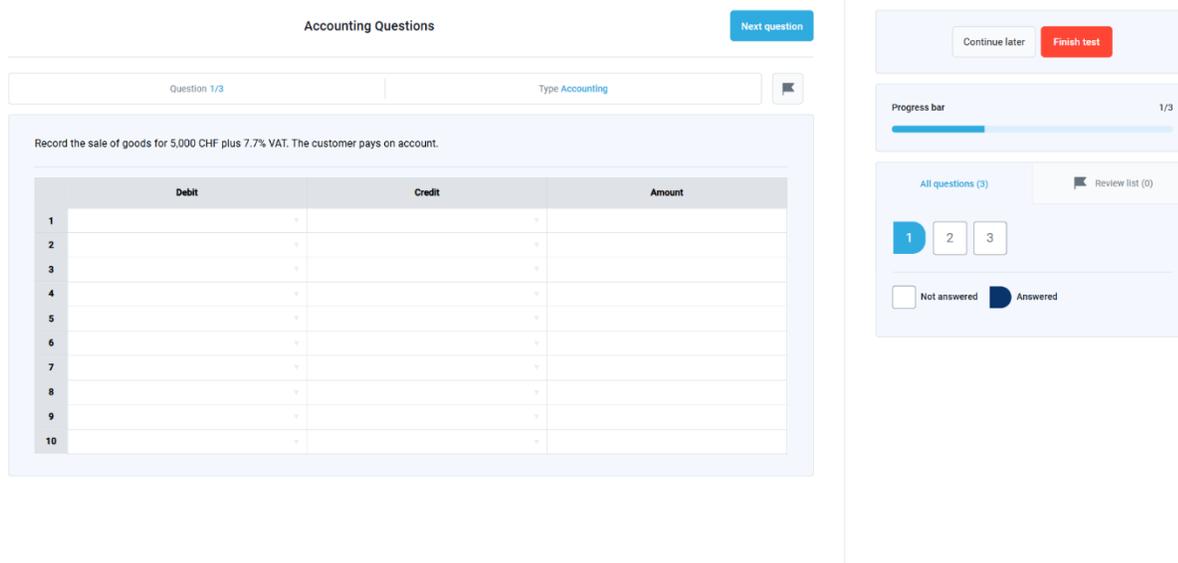
Test takers will see the question text and an initially empty table with **Debit**, **Credit**, and **Amount** columns.

- **Debit** and **Credit** are dropdowns populated with all available accounts.
- **Amount** allows entry of whole or decimal numbers.
- Users may add as many rows as needed.

The system calculates the net value for each account based on the inputs:

- Adds the amount if the account is listed under **Debit**.
- Subtracts the amount if listed under **Credit**.

If the calculated values match the correct values stored during question creation, the answer is marked correct. Multiple combinations may be valid if the final calculated account balances are correct.



The screenshot shows the 'Accounting Questions' interface. The main area contains a question: 'Record the sale of goods for 5,000 CHF plus 7.7% VAT. The customer pays on account.' Below the question is a table with 10 rows and 3 columns: Debit, Credit, and Amount. The table is currently empty. To the right of the main area is a sidebar with a 'Next question' button, a 'Continue later' button, a 'Finish test' button, a progress bar showing 1/3, and a question navigation section with buttons for 'All questions (3)' and 'Review list (0)'. Below the navigation are three question indicators (1, 2, 3), with indicator 1 being active. At the bottom of the sidebar are 'Not answered' and 'Answered' status indicators.

5 Displaying Results

After the exam is submitted, the test taker is presented with a personal report displaying their responses alongside the correct answers. The result is presented in a table with the following columns:

- **Account Name**
- **Amount Answered**
- **Correct Amount**
- If the **Amount Answered** matches the **Correct Amount**, the row is highlighted in **green**.
- If they differ, the row is highlighted in **red**.





- Home
- Assignments
- Users
- Workspaces
- Tests
- Testing center
- Surveys
- Training courses
- Reporting
- System



Congratulations!

You passed!

77.78%

Candidate: **John Smith**

Test name: **Accounting assessment**

Export options

Summary
Aggregated reports
Questions
Special requests

	Account name	Answered amount	Correct amount
1	2206 IMPÔT ANTICIPÉ DÙ	-15,000	-15,000
2	2269 DIVIDENDS	-35,000	-35,000
3	2979 BÉNÉFICE DE L'EXERCICE	50,000	50,000

Achieved points **3.00** Correct

Question 2 of 3
Type Accounting

Record the purchase of equipment worth 12,000 CHF. The company pays 5,000 CHF in cash and finances the rest through a loan.

	Account name	Answered amount	Correct amount
1	1500 EQUIPMENT	12,000	12,000
2	2300 LOANS PAYABLE	-5,000	-7,000
3	1000 CASH	-7,000	-5,000

Achieved points **1.00** Partially correct