

Accountant Knowledge Test Topics**Bookkeeper Test Topics**

A/R – Bad Debt Write-Off	Tangible Assets
A/R – DSO Formula	Intangible Assets
Calculating Basic Owner Equity	Total Assets – Total Liabilities
Calculating Gross Profit Margin	Recording Debits And Credits
Net Income Formula	Account Designations
Property Classification	Inventory Methods – Older Items
Financial Position Statement	Inventory Methods – Newer Items
Current Assets	Recording Transactions
Depreciation Definition	Control Account
Merchandise Purchase	Disputed Invoices
Depreciation – Methods	Transaction Recording
Depreciation – Simplest Method	Recording Check Transactions
Depreciation – Least Used Method	Check Procedures
Depreciation – Highest	Journal – Acquisition Transactions
Intangible Assets	Journals – Payment Transactions
Inventory Costing Methods	Sales Journal
Accounting Methods	Cash Receipts Journal
Variable Costs	Calculating Net Sale – A
Sales vs Cost and Expenses	Calculating Net Sale – B
Production Costs	Credit Term Calculations – A
Capital Investment Earnings	Credit Term Calculations – B
Non-GAAP Financial Measurement	Interest Calculation
Operating Profit Equivalent	Account Totals
Balance for All Accounts	Calculate Total Revenues – A
Budget Differences	Calculate Total Expenses – A
Taxes – Capital Asset Sale	Calculate Net Income – A
New Business Documents	Calculate Total Revenues – B
Assets	Calculate Total Expenses – B
General Journal	Calculate Net Income – B
Terminology: Cost Principle	Filing Methods
Reconciling Checking Accounts	Alphabetical Filing A
Preparing Income Statements	Chronological Filing A
Accounting Cycles	Numerical Filing A
Journal Entry Process	Serial Filing A

Journal Elements – A	Income Statement Sections – A
Journal Elements – B	Income Statement Sections – B
Ending Entries	Net Income/Net Loss Statement
Undoing Previous Entries	Bookkeeping Worksheets
Declared Cash Dividends	Financial Status Snapshot
End-of-Month Procedures	Annual Report
	Balance Sheet Classification