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The Intuit Certified Bookkeeping Professional Exam and This Text



The Intuit Certified Bookkeeping Professional certification can be an important credential for those in accounting and bookkeeping roles. To obtain certification, you must pass a comprehensive exam that focuses on bookkeeping topics. This appendix includes a table that shows you where each of the exam objectives is covered in this course.

Exam Objectives

You can use this table as you prepare for the Intuit Certified Bookkeeping Professional exam. For each exam objective (left column) you can see a reference to the most prominent sections in your learning solution text that deal with that objective (right column). Be sure to also check out the information presented by Certiport, the company that delivers the certification, at: <https://certiport.pearsonvue.com/Certifications/Intuit>

OBJECTIVE		SECTION TO REVIEW
1	Accounting Basics	
1.1	Define accounting and the concepts underlying accounting measurement	
1.1.1	Explain the ethical responsibilities of bookkeepers	Accounting and Bookkeeping Defined (CH1)
1.1.2	Explain the accounting equation	The Accounting Equation (CH1)
1.1.3	Describe the purpose and content of balance sheets, statements of equity, income statements, and statements of cash flows	Income Statement, Statement of Owner's Equity, Balance Sheet, Statement of Cash Flows (CH5)
1.2	Summarize the double-entry accounting method	
1.2.1	Define double-entry accounting terms	Evaluating Transactions (CH1)
1.2.2	Explain how double-entry accounting works in accounting software	Computerized Accounting Systems (CH6)
1.2.3	Demonstrate an understanding of T-accounts	T-Accounts (CH3)
1.2.4	Read and interpret the transaction journal and general ledger in accounting software	Debits and Credits, General and Special Journals (CH3); Computerized Accounting Systems (CH6)
1.3	Describe the fundamental concepts of the accounting cycle	
1.3.1	Demonstrate an understanding of the accounting cycle	Chapter 2 (entire)
1.3.2	Summarize the adjusting process	Adjusting and Reversing Entries (CH4)
1.3.3	Describe the entries related to the adjusting process	Adjusting and Reversing Entries, Depreciation (CH4)
1.3.4	Explain the impact of posting adjusting journal entries on net income, the balance sheet, and equity	Adjusting and Reversing Entries (CH4)
1.4	Summarize accounting principles	
1.4.1	Explain the key assumptions of financial accounting, reporting, and measurement-triggering transaction events	Generally Accepted Accounting Principles (CH 2); Step 3: Post Journal Entries (CH 2)
1.4.2	Determine whether to record transactions as revenue or expense	Generally Accepted Accounting Principles (CH 2); Chapter 3 (entire)
1.4.3	Compare and contrast accrual accounting and cash-basis accounting	Step 5: Adjusting Entries and Adjusted Trial Balance (CH2)

OBJECTIVE		SECTION TO REVIEW
2 Accounting for Assets and Sales Transactions		
2.1	Summarize assets and sales transactions	
2.1.1	Define assets and identify natural account balance	The Accounting Equation (CH 1); T-Accounts (CH 3)
2.1.2	Differentiate between current and long-term assets	Case in Point 3-1 (CH 3); Balance Sheet (CH 5)
2.1.3	Identify the financial statements on which assets appear	Balance Sheet (CH 5); Statement of Cash Flows (CH 5)
2.1.4	Explain accounting for sales, accounts receivable, and cash receipts	Chapter 3 (entire); General and Special Journals (CH 3)
2.1.5	Identify other notes receivable and uncollectible accounts	Case in Point 1-2 (CH 1); Recording the Depreciation Adjusting Entry
2.2	Describe the importance of merchandise inventory	
2.2.1	Identify and define merchandise inventory	The Merchandise Inventory Account (CH9)
2.2.2	Apply inventory valuation methods	Determining the Value of Merchandise Inventory (CH9)
2.2.3	Describe when and how to adjust inventory balance	Adjusting Merchandise Inventory (CH9)
2.3	Define depreciation concepts and terminology	
2.3.1	Describe principles relating to service life and depreciation	Depreciation (CH 4)
2.3.2	Identify how depreciation expense is reported on income statements	Recording the Depreciation Adjusting Entry (CH 4)
2.4	Describe the effect of asset and sales transactions on the accounting equation	
2.4.1	Describe the effect of sales transactions on the accounting equation	Case in Point 1-3 (CH 1); Case in Point 1-4 (CH 1)
2.4.2	Describe the effect of merchandise inventory on the accounting equation	PIT 1-1 Record the Transactions (CH 1)
2.4.3	Describe the effect of common property and equipment entries on the accounting equation	Case in Point 1-3 (CH 1); Case in Point 1-4 (CH 1)
2.4.4	Describe the effect of other asset transactions on the accounting equation	Case in Point 1-3 (CH 1); Case in Point 1-4 (CH 1)

OBJECTIVE		SECTION TO REVIEW
3 Accounting for Liabilities, Equity, and Purchase Transactions		
3.1	Summarize liabilities and purchase transactions	
3.1.1	Define liabilities and identify natural account balance	The Accounting Equation (CH 1); T-Accounts (CH 3)
3.1.2	Differentiate between current and long-term liabilities	Balance Sheet (CH 5)
3.1.3	Identify the financial statements on which liabilities appear	Balance Sheet (CH 5)
3.1.4	Explain accounting for purchases, accounts payable, and cash payments	Chapter 3 (entire); General and Special Journals (CH 3)
3.1.5	Identify other liabilities	Balance Sheet (CH 5)
3.2	Describe basic payroll transactions	
3.2.1	Define basic payroll accounting terms	Payroll Calculations and Journal Entries (CH6)
3.2.2	Explain accounting for payroll	Payroll Calculations and Journal Entries (CH6)
3.2.3	Explain payroll tax forms	Payroll Tax Forms (CH6)
3.3	Compare and contrast different types of equity	
3.3.1	Identify types of equity accounts	Account Names and Descriptions (CH 1)
3.3.2	Explain the connection between equity and income statements	Statement of Owner's Equity (CH 5)
3.4	Describe the effect of liability, equity, and purchase transactions on the accounting equation	
3.4.1	Describe the effect of purchase transactions on the accounting equation	Chapter 3 (entire); General and Special Journals (CH 3)
3.4.2	Describe the effect of payroll transactions on the accounting equation	Payroll Calculations and Journal Entries (CH 6); Case in Point 6-5 (CH 6)
3.4.3	Describe the effect of equity transactions on the accounting equation	Chapter 3 (entire); General and Special Journals (CH 3)
3.4.4	Describe the effect of other liability transactions on the accounting equation	Chapter 3 (entire); General and Special Journals (CH 3)

OBJECTIVE	SECTION TO REVIEW
4 Reconciliation and Financial Statements	
4.1 Describe the purpose and process of account reconciliations	
4.1.1 Define reconciliation concepts	Account Reconciliations (CH6)
4.1.2 Identify accounts that are typically reconciled	Account Reconciliations (CH6)
4.1.3 Identify reconciliation source documentation types	Account Reconciliations (CH6)
4.2 Describe the process of bank reconciliations	
4.2.1 Prepare for a bank reconciliation	Account Reconciliations (CH6)
4.2.2 Reconcile bank accounts	Account Reconciliations (CH6)
4.2.3 Explain bank reconciling items	Account Reconciliations (CH6)
4.3 Describe basic financial statement analytical methods	
4.3.1 Read and comprehend balance sheets	Completing a Horizontal Analysis, Completing a Vertical Analysis (CH7)
4.3.2 Read and comprehend comparative income statements	Completing a Horizontal Analysis, Completing a Vertical Analysis (CH7)
4.3.3 Read and comprehend budget vs. actual reports	Case in Point 7-1 (CH 7)
4.3.4 Analyze cost of goods sold and comparative revenue	Analyzing Cost of Goods Sold and Gross Profit (CH9)