



## Accounting – Business Documents

Number of Questions: 35

Estimated administration time: 25 minutes

Accounting Check 1 – Identify Recipient
Accounting Check 1- Identify Amount
Accounting Check 1 – Identify Check Number
Accounting Check 2 – Identify Signer
Accounting Check 2 – Identify Check Purpose
Accounting Check 1 – Identify Invoice Number
Accounting Check 1 – Identify Ship Date
Accounting Check 1 – Calculate Tax
Accounting Calculate Refund
Accounting Check 1 – Calculate Subtotal
Accounting Check 1 – Early Payment A
Accounting Check 1 – Calculate Discount
Accounting Check 2 – Identify Hourly Rate
Accounting Check 2 – Identify Total Hours
Accounting Check 2 – Rate Change
Accounting Check 2 – Hours Change
Accounting Check 2 – Calculate Percentage
Accounting Check 2 – Calculate Total A
Accounting Check 2 – Calculate Amount Due
Accounting Check 2 – Calculate Balance
Accounting Statement 1 – Identify Account Number
Accounting Statement 1 – Identify Statement Period
Accounting Statement 1 – Identify Total Debits
Accounting Statement 1 – Identify Account Total
Accounting Statement 1 – Calculate Net Activity{\$}
Accounting Statement 1 – Calculate Interest
Accounting Statement 1 – Calculate Net Activity{%}
Accounting Statement 2 – Identify Beginning Balance
Accounting Statement 2 – Identify Check Number
Accounting Statement 2 – Identify Total Credits
Accounting Statement 2 – Calculate Net Activity {\$}
Accounting Statement 2 – Calculate Balance
Accounting Statement 2 – Calculate Fees
Accounting Statement 2 – Calculate Interest