



51A Middle Street Newburyport MA 01950

Phone: 800-588-7039 Fax: 877-902-4284

[contact@bhfe.com](mailto:contact@bhfe.com)

[www.beaconhillcpe.com](http://www.beaconhillcpe.com)

## Course Information

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**Course Title:** The New Controller Guidebook #3620

**Number of continuing education credit hours recommended for this course:**

**CPA:** 18 (All states)

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

**Program Delivery Method:** QAS Self-Study (interactive)

**Subject Codes/Field of Study:** Accounting

### Course Description:

Level: Overview

Prerequisites: None

Advance Preparation: None

*The New Controller Guidebook* describes each responsibility of the new controller and shows you how to manage each one as efficiently as possible. Topics also include the financial statements, closing the books, budgeting, and computer system selection.

### Course Content

Publication/Revision date: 8/1/2014.

Course book: *The New Controller Guidebook* by Steven M. Bragg, CPA.

Final exam (online): Ninety questions (multiple-choice).

### **Instructions for taking this course**

In order to receive CPE credit for this course, you must complete the course within one year of the date of purchase. This includes achieving a passing grade of at least 70% on the final exam. The exam may be retaken if not passed on first attempt (no charge).

Complete the course by following the learning assignments and objectives listed below and studying the review questions at the end of each chapter. Once you have completed each learning assignment and you are confident that the learning objectives have been met, answer the final exam questions (online).

### **Instructions for Taking the Final Exam Online:**

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your courses.
- Select "Take Exam" for this course and follow instructions.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Assignment & Objectives

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- Recognize the functions of the controller position.
  - Identify the key elements of the accounting for cash.
  - Cite the techniques and accounting used for credit and collections.
  - State the main aspects of billing preparation and accounting.
  - Recognize the systems used to calculate the cost of inventory.
  - Identify the key elements of the accounting for fixed assets.
  - Cite the major accounts payable processes.
  - Identify the key elements of the accounting for equity.
  - Recognize the techniques used to improve the processing of payroll.
  - Itemize the methods used to establish a system of management over the accounting department.
  - Cite the main steps used to close the books.
  - State the reports that comprise the financial statements.
  - State the concepts and tests needed to create public company financial statements.
  - Cite the types of management reports that the controller should produce.
  - Itemize the ratios that can be used by the controller.
  - Recognize the component parts of a company's budget.
  - Identify the main methods used to investigate requests for capital spending.
  - Cite the considerations involved in the selection of a computer system.
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## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books:

Accountants' Guidebook	Cost Management Guidebook
Accounting Controls Guidebook	Credit & Collection Guidebook
Accounting Procedures Guidebook	Financial Analysis
Budgeting	Fixed Asset Accounting
Business Ratios Guidebook	GAAP Guidebook
CFO Guidebook	IFRS Guidebook
Closing the Books	Investor Relations Guidebook
Corporate Cash Management	Mergers and Acquisitions
Cost Accounting Fundamentals	New Controller Guidebook
Lean Accounting Guidebook	Payroll Management

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