

# QuickBooks Certification Exam Study Guide

Why would you hide or collapse sub accounts on a report? - ANS - To temporarily hide unnecessary detail and hide parent accounts

What should you do after you click save & close on a customer credit memo? - ANS - Choose between retained as an available credit, give a refund or apply to an invoice

Which of the following CAN be memorized in quickbooks? - ANS - check

Which is NOT shown on the payroll summary report on quickbooks? - ANS - information necessary to complete your state unemployment tax form

The bank notified you that a customer's check you deposited has bounced. The customer did not have sufficient funds to cover the check. What should you do? - ANS - Record a transaction to show the customer owes you the money and that the checking balance decreased by that same amount

Suppose you always want all reports to show a specific size and color,how do you set standard preference in quickbooks so you don't have to customize each report? - ANS - Click the edit menu and select preferences then click the reports and graphs group to set preferences

Suppose you want to restrict which users can access customer credit card numbers. How do you do this? - ANS - Give the user access to sales and accounts receivable but do not check the complete credit card numbers

Which of the following is a possible reason for a bank reconciliation discrepancy? - ANS - The beginning balance calculated by quickbooks does not match last months ending balance

which of the following statements is TRUE regarding Undeposited funds? - ANS - It is an account used to record payments before you make a deposit

# Quickbooks Certified User Exam Study Guide

**Daniel John Stine**



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