

Study guide for Quickbooks certification exam questions and answers

which of the following cannot be entered during the setup of a new company? - Answer- trial balance, open balance

after quickbooks sets up a chart of accounts during the express start or advanced setup, which of the following is true ? - Answer- it is possible to add more accounts later.

once you have completed the sign up of a new company file, how do you change company information such as business name, address, or phone number? - Answer- select company information from the menu.

when you create a new company using the detailed setup easy step interview, quickbooks asks for your start date. what is the best definition of start date in quickbooks? - Answer- the date you chose to start recording the financial records in quickbooks.

what is the primary reason for setting a closing date in quickbooks. - Answer- to restrict users from deleting, editing or adding transactions to last year.

the product information window shows you the version and release of quickbooks you have along with other information about the company file. how do you access the product information window? - Answer- press the F2 key.

which of the following is a reason to create a new company file? - Answer- to start over when a company file has many errors that are beyond repair.

the company file you are working on is a mess. you decided to start a new file. at the same time you want to keep all the lists and preferences and just delete the transactions. how do you do this? - Answer- click the file menu, choose utilities, clean up company data, then choose default transaction option.

why might you need to restore a company file?

- a. the company file on your hard drive is damaged or corrupted.
- b. the computers hard drive is damaged.
- c. you want to review your companys data as it stood at an earlier period
- d. all of the above. - Answer- all of the above

Quickbooks Certification Exam Study Guide

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