

Quickbooks Exam 2023 Questions and Answers with complete solution;(Quiz bank)

Which of the following statements is true about entering and paying bills in Quickbooks?
Ans- If you record bills do not use write checks

Which of the following statements is true regarding vendor credit memos? Ans- vendor credit memos reduce what you owe

When should you use the items tab on a bill or check? Ans- when you purchase inventory parts.

You purchase something with a debit card. Place the following steps below in the order you would perform your debit card transactions in QB's.
Ans- 1. Open the write checks window
2. Type debit in the number field. Then enter who you paid, how much, and what it is for (expense account)

How would you track customers birthdates in QB's? Ans- Add a customer field to the customer list

How do you print "terms" to be displayed on the printed invoice? Ans- 1. List menu > Templates
2. Select the desired template and double-click on it
3. Click on "ADDITIONAL CUSTOMIZATION"
4. Select what to print

You've been asked to move the name of the customer in the customer center from the top of the list to the bottom of the list. How do you do this WITHOUT renaming the customer? Ans- Click on the diamond to the left of the name then drag.

Record a customer credit and apply it to the open invoice. Ans- refund+credit > select customer > enter date and reference amount > select the invoice save+close

What is the quickest way in QuickBooks to find an invoice from six months ago? Ans- open invoice > click find

How do you make an item inactive? Ans- 1. Open item list
2. Click on the item you want to hide
3. Click the item drop-down arrow at the bottom left of the window

Quickbooks Quiz Answers

Brendan G. Carr

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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