NAME______KEY

QUICKBOOKS® 2014:
A COMPLETE COURSE

EXAM CHAPTERS 1-4

TRUE/FALSE

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

__T__ 1. A new customer may be added "on the fly."

__T__ 2. Credit memos are prepared to record a reduction to a sale on account.

__F__ 3. An Accounts Receivable report summarizes sales by item.

__F__ 4. In a sole proprietorship an owner's name is added to the vendor list for recording withdrawals.

__F__ 5. Once a transaction has been saved, it may not be deleted.

__F__ 6. The Accounts Payable Register keeps track of all checks written in the business.

__T__ 7. Accrual basis accounting matches the income from the period and the expenses for the period in order to determine the net income for the period.

__F__ 8. A customer's payment on account is immediately recorded in the checking account.

__F__ 9. The restore button is marked with an X.

__T__ 10. When using the Write Checks feature of QuickBooks, it is possible to duplicate a check in QuickBooks.

__T__ 11. The Alt key + a letter may be used to access the drop-down menus on the menu bar.

__F__ 12. The QuickBooks backup (.qbb) file is used to record transactions.

__F__ 13. QuickBooks Home Page appears beneath the title bar and has a list of drop-down menus.

__T__ 14. When a correction for a transaction is made, QuickBooks not only changes the form used to record the transaction; it also changes all journal and account entries for the transaction to reflect the correction.

__T__ 15. There are various methods of giving QuickBooks commands including use of QuickBooks Home Page, the menu bar, and keyboard shortcuts.

__F__ 16. A Vendor Balance Summary report shows each transaction for a vendor.

__F__ 17. The bank statement ending balance will always match the ending balance of the checking account.

__T__ 18. A missing check report lists any duplicate check numbers or gaps between check numbers.

__F__ 19. A Sales Item List stores information about products you purchase.

__T__ 20. Anything entered as a bank service charge or as interest earned will be entered automatically when the bank reconciliation is complete.

MULTIPLE CHOICE

WRITE THE LETTER OF THE CORRECT ANSWER IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

__A__ 21. The Journal shows .

A. all transactions no matter where they were recorded
B. only those transactions recorded in the General Journal
C. only transactions recorded in account registers
D. only those transactions that have been edited

__C__ 22. Changes to the chart of accounts may be made .

A. at the beginning of a fiscal period
B. before the end of the fiscal year
C. at any time
D. once established the chart of accounts may not be modified

__B__ 23. As soon as a bill is received, .
A. a check is written but it is not printed until the bill is due
B. it is entered as a bill
C. a check is written and printed
D. QuickBooks deducts the amount due from the checking account

__A__ 24. To permanently remove the Date Prepared, Time Prepared, and Report Basis from the heading of all reports you ___.
A. change the Report Preferences
B. modify the Header on the individual report
C. it cannot be removed
D. once you remove it from a report header, it never shows up again

__C__ 25. If the adjusting entry to transfer Net Income/Owner's Equity into the owner's capital account is made prior to the end of the year, the Balance Sheet shows .
A. Owner's Equity
B. Net Income
C. both Net Income and Owner's Equity
D. none of the above because the income/earnings has been transferred into capital

__B__ 26. QuickMath displays .
A. a calculator
B. adding machine tape
C. a calculator with adding machine tape
D. none of the above

__D__ 27. A closing date is assigned .
A. after all passwords have been assigned
B. at the beginning of the year
C. by entering a closing transaction
D. at the end of the accounting period to be closed

__C__ 28. To enter a cash sale, a(n) is completed.
A. debit
B. invoice
C. sales receipt
D. bank deposit

__C__ 29. When aninvoice is deleted, .
A. the amount is changed to 0.00
B. the word "Deleted" appears as the Memo
C. it is removed without a trace
D. aninvoice cannot be deleted

__B__ 30. QuickBooks uses graphs to illustrate information about .

A. the chart of accounts
B. sales
C. the cash account
D. supplies

A 31. Undeposited Funds represents .

A. cash or checks received from customers but not yet deposited in the bank
B. all cash sales
C. the balance of the accounts receivable account
D. none of the above

__B__ 32. allow(s) you to make a closer observation of transaction details and/or amounts.

A. Graphs
B. QuickZoom
C. Invoices
D. The Balance Sheet

__B__ 33. To add your name to a QuickBooks Company name, you use the .

A. Edit menu
B. Company menu
C. Company Preferences
D. Chart of Accounts

__B__ 34. If a bill is recorded in the Enter Bills window, it is best to pay the bill by .

A. writing a check
B. using the Pay Bills window
C. using petty cash
D. allowing QuickBooks to generate the check automatically five days before the due date

__C__ 35. A correction to a bill that has been recorded can be made on the bill or .

A. not at all
B. on the Accounts Payable Graph
C. in the Accounts Payable Register
D. none of the above