QuickBooks Certification Test 2023-2024 | Questions and 100% Correct Answers

After quickbooks sets up a chart of accounts in the easy step interview, which of the following is True? - ANSWER- It's possible to add more accounts later

#Assume that quickbooks is now in single user mode. What does this mean? -ANSWER- only one user can access the data file

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? - ANSWER- Record a transaction to show the customer owes you the money and that the checking balance decreased by that same amount

#How can you ensure that invoice detail does not appear on a customer statement? ANSWER- Uncheck the show invoice item detail on statements box in the create
statements window

#How do you add or delete columns on a report? - ANSWER- Click the customize report button and on the display tab check or uncheck add or remove columns

#How do you change text in the header/footer of a report? - ANSWER- Click the customize report button and on the header/footer tab change the name

How do you change the report basis, accrual vs. cash for just one report? - ANSWER-Click the customize report button and on the display tab choose accrual or cash

How do you move list entries to a different location on the list? - ANSWER- click on the diamond to the left of the name and then drag the name up or down the list

#How do you use a different forms template when creating a new transaction? ANSWER- Open the form, click the templates drop down list and select the appropriate
form

#How would you track customer birth in quickbooks? - ANSWER- add a custom field to the customer list

**If you have a customized report that you use each month, which feature lets you run the - ANSWER- Memorize report

#Name the sections of the balance sheet - ANSWER- assets, liabilities, equity

#How do you access the product information window? - ANSWER- Press the F2 key

14 Real Quickbooks Test Answers

Gail Perry

14 Real Ouickbooks Test Answers:

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Table of Contents 14 Real Quickbooks Test Answers

- 1. Understanding the eBook 14 Real Quickbooks Test Answers
 - The Rise of Digital Reading 14 Real Quickbooks Test Answers
 - Advantages of eBooks Over Traditional Books
- 2. Identifying 14 Real Quickbooks Test Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - o Features to Look for in an 14 Real Quickbooks Test Answers
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from 14 Real Quickbooks Test Answers
 - Personalized Recommendations
 - 14 Real Quickbooks Test Answers User Reviews and Ratings

- 14 Real Ouickbooks Test Answers and Bestseller Lists
- 5. Accessing 14 Real Quickbooks Test Answers Free and Paid eBooks
 - 14 Real Quickbooks Test Answers Public Domain eBooks
 - 14 Real Quickbooks Test Answers eBook Subscription Services
 - 14 Real Quickbooks Test Answers Budget-Friendly Options
- 6. Navigating 14 Real Quickbooks Test Answers eBook Formats
 - o ePub, PDF, MOBI, and More
 - 14 Real Quickbooks Test Answers Compatibility with Devices
 - 14 Real Quickbooks Test Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of 14 Real Quickbooks Test Answers
 - Highlighting and Note-Taking 14 Real Quickbooks Test Answers
 - Interactive Elements 14 Real Quickbooks Test Answers
- 8. Staying Engaged with 14 Real Quickbooks Test Answers
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers 14 Real Quickbooks Test Answers
- 9. Balancing eBooks and Physical Books 14 Real Quickbooks Test Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection 14 Real Quickbooks Test Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine 14 Real Quickbooks Test Answers
 - Setting Reading Goals 14 Real Quickbooks Test Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of 14 Real Quickbooks Test Answers
 - Fact-Checking eBook Content of 14 Real Quickbooks Test Answers
 - Distinguishing Credible Sources

- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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