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# 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

**G Psacharopoulos**



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**Contractor's Guide to QuickBooks Pro 2003** Karen Mitchell, Craig Savage, Jim Erwin, 2003 Easily master QuickBooks Pro 2003 and quickly learn how to generate reports to help you analyze your company's progress Includes a FREE CD ROM with preconfigured construction company files for QuickBooks Pro including one for Canada Just drag the company file onto your hard drive and then fill it in with your vendors subs and customers Also included is a complete estimating program with a cost database to help you estimate your jobs and a unique translation tool to transfer the estimate to QuickBooks Pro for job costing Includes 40 FREE construction forms      *QuickBooks 2014* Bonnie Biafore, 2013 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

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