
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

L Reisser



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