



## QuickBooks Fundamentals Practice Test



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**1. Which of the following would you not include in the chart of accounts?**

- A) Checking account
- B) Vendor record
- C) Depreciation Expense
- D) Accounts Payable

**2. Checking, savings, and petty cash should be set up as which of the following account types in QuickBooks?**

- A) Expense
- B) Other current asset
- C) \$119.89
- D) Equity

**3. Once you have set up the chart of accounts, you cannot add, delete or modify accounts.**

- A) True
- B) False

**4. Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?**

- A) Create statements
- B) Assess finance charges
- C) Enter credit card charges
- D) Receive payments

**5. You can delete list items that are used in transactions.**

- A) True
- B) False

**6. What does the ending balance in a QuickBooks bank account register represent?**

- A) Only transactions that have been printed
- B) All transactions entered in the register, including checks that haven't yet been printed

**7. When would you not want to use the Write Checks window when paying bills?**

- A) When paying sales tax
- B) When paying payroll taxes
- C) When using a handwritten check
- D) When paying bills you track with Accounts Payable
- E) None of the above
- F) A, B, and D

**8. Which of the following would likely be considered a long-term liability**

- A) Vehicle loan
- B) Accounts payable
- C) Rent
- D) Credit card account

**9. QuickBooks lets you save sales forms as PDF files.**

- A) True
- B) False

**10. On which of the following can you NOT use price levels?**

- A) Invoices
- B) Sales receipts
- C) Credit memos
- D) Purchase orders

**11. Invoice letters and Reminder statements are two methods in QuickBooks that provides customers with information about overdue invoices and allows them to assess finance charges.**

- A) True
- B) False

**12. QuickBooks supports which of the following types of payment scenarios?**

- A) Down payments for products or services
- B) Overpayments from customers
- C) Partial payments from customers
- D) All of the above

**13. Which of the following is an asset**

- A) Accounts Payable
- B) Accounts Receivable
- C) Company delivery van
- D) Both A and B
- E) Both B and C

**14. Choosing a company organization associates a tax form with your business in the QuickBooks file.**

- A) True
- B) False

**15. Products you sell would appear on which of the following lists?**

- A) Vendor list
- B) Employee list
- C) Chart of Accounts
- D) Item list

**16. All income and expense accounts have a register associated with them in QuickBooks.**

- A) True
- B) False

**17. Retained Earnings is defined as which of the following?**

- A) The amount of money that a business retains for paying its employees
- B) The earnings from non-essential business services
- C) The amount of interest saved from paying off a loan early
- D) The accumulation of a company's net income or loss from its start date

**18. When receiving payment at the time of sale, you create a sales receipt in QuickBooks.**

- A) True
- B) False

**19. If a wood door costs \$120.00 and you set the rounding option to 1.00 minus .11, what price would appear on an invoice for the wood door?**

- A) \$120.00
- B) \$120.89
- C) \$119.89
- D) \$119.11

**20. QuickBooks allows you to print deposit slips that you can take to the bank.**

- A) True
- B) False

**21. When you make a payment (from the checking account) in the Pay Bills window, you can see the transactions in the checking and accounts payable registers.**

- A) True
- B) False

**22. You paid a vendor \$1,000 through the Pay Bills window (using the Checking account). QuickBooks automatically creates a journal entry that**

- A) Deletes the bill.
- B) Shows \$1,000 as a Credit in Accounts Payable and shows \$1,000 as a Debit in the Checking account.
- C) Shows \$1,000 as a Debit in Accounts Payable and shows \$1,000 as a Credit in the Checking account.
- D) Shows \$1,000 as a Debit in Accounts Payable and shows \$1,000 as a Credit in the Accounts Receivable.

**23. In which report category would you find the list of open invoices?**

- A) Company & Financial
- B) Sales
- C) Customers & Receivables
- D) List

**24. Forms, lists and registers are the three main ways you enter data in QuickBooks.**

- A) True
- B) False

**25. During the EasyStep Interview, QuickBooks creates income and expense accounts based on your company's industry**

- A) True
- B) False

**26. If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.**

- A) True
- B) False

**27. Enter bills and Pay bills are the two steps involved in using the accounts payable features in QuickBooks.**

- A) True
- B) False

**28. You use the accounts payable account to track money that you owe vendors.**

- A) True
- B) False

**29. QuickZoom is the tool that allows you to drill down on summary reports and graphs in QuickBooks.**

- A) True
- B) False

**30. Which of the following statements is true?**

- A) A debit decreases a liability account balance.
- B) Equity decreases if liabilities increase.
- C) In a transaction, the total debits must equal the total credits.
- D) All of the above.



## QuickBooks Fundamentals Practice Test Answer Sheet

Name: \_\_\_\_\_

1.	B
2.	B
3.	B
4.	C
5.	B
6.	B
7.	F
8.	A
9.	A
10.	D
11.	A
12.	D
13.	E
14.	A
15.	D

16.	B
17.	D
18.	A
19.	C
20.	A
21.	A
22.	C
23.	C
24.	A
25.	A
26.	B
27.	A
28.	A
29.	A
30.	D