Reports

#	Question	Answer A	Answer B	Answer C	Answer D
1	What information does an **Accounts Payable Aging** report present?	Billable expenses you have not yet invoiced	Overdue **Invoices** with due dates, days past due, and totals for each customer	The total amount of your unpaid **Bills**, grouped by days past due	Unpaid balances for each customer, grouped by days past due
2	For which type of transaction can you send custom email messages from QuickBooks Online?	**Check**	**Invoice**	**Bill**	**Receive Payment**
3	What would be a purpose for an **Income By Customer** report?	To compare products to see which sell better	To compare customers to determine who buys more from you	To review the current selling prices items your company sells	To compare which products sell better
4	What would be a purpose for a **Sales By Products/Services** report?	To compare products to see which sell better	To compare customers to determine who buys more from you	To review the current selling prices items your company sells	To compare which products sell better
5	Select all reports that can be exported to Excel. (Select all that apply.)	**Sales by Products/Services**	**Income by Customer**	**Sales by Customer**	**Products/Services List**
6	You need to determine which vendors charge the most for the goods and services they provide your company. Which report should you run?	**Expense by Vendor**	**Purchases by Vendor**	**Transaction List by Vendor**	**Vendor Balance**
7	Before setting a report to be automatically emailed, what must you do to it?	Make sure it matches the current fiscal quarter	Export it to Excel	Change the report header to state "Emailed by System"	Save it as a **Custom Report**
8	Which item on reports cannot be adjusted to customize the data or format?	The data range	The accounting method	The formatting of the numbers	All of these can be adjusted
9	What report would let you how much money, in total, each customer owes your company and how far past due the balances are?	**Balance Sheet report**	**Accounts Receivable Aging Summary report**	**Accounts Payable Aging Detail report**	**Profit and Loss report**
10	Before a report can be set to be automatically emailed every week from QBO, the report must…	Be saved in PDF format	Be saves as an Excel file	Must be reviewed by the sender	Must be saved as a custom report

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11	Sub-accounts and sub-customers can be collapsed on reports to show their combined balance(s)	TRUE	FALSE		
12	**Accounts Payable** and **Accounts Receivable Aging** reports can be displayed as summaries or detailing each item that make up each balance.	TRUE	FALSE		
13	An **Accounts Payable Aging** report show how long before you have to pay the **Bill**	TRUE	FALSE		
14	QBO allows reports to be directly exported to Google Sheets	TRUE	FALSE		
15	By adjusting the filters, a report can be set up to show activity for just one Customer.	TRUE	FALSE		

IMPORTANT NOTE: Because you are working with a "live" company Test Drive file, Intuit may change answers without notice. If you have questions or need assistance, reach out to the bsnsAtlas.com team in our private Facebook group at:

www.facebook.com/groups/bsnsAtlasBookkeepingBasics

Project 1 Quiz Answers:

1. C
2. B
3. B
4. A

5. A, B, C, D
6. A
7. D
8. D

9. B
10. D
11. TRUE
12. TRUE

13. FALSE
14. FALSE
15. TRUE