

Customization / Saving Time

#	Question	Answer A	Answer B	Answer C	Answer D
1	Which of the following would you use to track transactions by different operations within your company in different cities or regions?	Projects	Classes	Locations	Sub-customers
2	Which QBO transactions can be set up to recur?	Bank Deposits	Sales Receipts	Check and Journal Entry	Credit Memos
3	During a business trip, you pay for expenses using the company credit card. After the trip, you need to upload your expense receipts to QBO. Which TWO methods can you use?	From the QBO mobile app, take a picture of each receipt	Scan each receipt to a PDF file and email the files to QuickBooks Online	Upload an image directly from your Google Drive	All of these
4	Which QBO tool would be used to track the costs and income for a specific job?	Locations	Sub-vendors	Projects	Classes
5	What is NOT a recurring transactions TYPE in QuickBooks Online?	Automatic	Unscheduled	Scheduled	Reminder
6	You want to pass on some of your costs directly to customers in QBO. You are able to assign a customer to a cost, but the system will not allow you to mark if it is Billable . What should you do to make costs Billable in QBO?	In the Account and Settings area, on the Expenses tab, toggle on <i>Track expenses and items by customer</i>	In the Customer record, on the Payment and Billing tab, select <i>Allow billable expenses</i>	In the Account and Settings area, on the Advanced tab, select Billable Expense Income account	In the Account and Settings area, on the Expenses tab, toggle on <i>Make expenses and items billable</i>
7	QBO must be backed up by the user...	Every day	Every week	Every month	Never
8	The Location tracking title in QBO can be changed to which of the following?	Department	Division	Store	All of these
9	Which of the following are tasks CANNOT be automated in QBO?	Pre-fill forms with previously entered content	Apply credits	Invoice unbilled activity	Import bills from vendors
10	All of the following forms can be customized in QBO except which one?	Invoice	Estimate	Refund Receipt	Sales Receipt

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11	After uploading a receipt into QBO what option would you use to link the receipt to an existing transaction?	Create	Match	Edit	New
12	If the desktop you use to record data in QBO quits working, what happens to your data?	Nothing since the data is in the cloud	Data back to your last backup will be lost	Data will need to be reviewed for damage	QBO will need to be reinstalled on a new computer from the original installation disk
13	The benefits of using Recurring Transactions include all of the following EXCEPT which one?	Reduces the number of accounts in the Chart of Accounts	Reduces the amount of time spent on entering month end journals	Reduces the chance of forgetting about monthly expenses such as rent	Provides a place to memorize complicated entries for reuse later
14	Which area of QBO is where information about uploaded receipts can be found?	Accounting	Banking	Expenses	Sales
15	Either Locations or Classes may be turned on, but not both.	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](https://www.bsnsAtlas.com) team in our private Facebook group at:

www.facebook.com/groups/bsnsAtlasBookkeepingBasics

Project 1 Quiz Answers:

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