

Bookkeeping Basics #1 – Understand the Fundamentals

Section 5 Quiz **with Answers****



Which of the following break downs would really be TOO detailed when setting up income accounts?

- Tires
- Batteries
- **Oil by grade or weight****
- Air filters

Which of the following would be issued to verify payment has been accepted when a customer makes a purchase:

- Invoice
- **Sales Receipt****
- Statement
- A warranty expiration reminder

Which of the following would be issued to let a customer know the details of a purchase along with when and how much is due:

- **Invoice****
- Sales Receipt
- Statement
- An Overdue Notice to your customer

What would NOT typically be included on a customer statement?

- A list of invoice numbers, dates, and amounts
- An aging breakdown showing past due totals
- **The quantity and descriptions of items purchased on a sale****
- Payment amounts

Which of the following would be an example of money coming into a business that is NOT considered revenue?

- **The owner adding cash to the checking account to cover the upcoming bills that must be paid****
- Rental of a wedding dress by a clothing store
- Notary public services by a bank branch location
- Collecting a service fee on a credit card purchase at a fitness center