

Bookkeeping Basics #3: QuickBooks™ Fundamentals

Section 3 Quiz – Lesson #03Q

Correct answers are in red

Examples of undeposited funds are:

- Bank service charges
- Owner's investment
- **Customer payments recorded as received but not yet deposited**
- Interest earned on the Checking account

True or False: The Write Checks is only one way to enter a check.

- True
- **False**

When deleting a check all of the following is false except:

- **The deleted check no longer appears in the check register**
- QuickBooks changes the amount deducted in the check register to zero
- It is always better to delete the check than void the check
- All of the choices are correct

The Check Register:

- Keeps track of company deposits only
- Lists all accounts and their account numbers
- **Records payments and deposits to the Checking account**
- Is located directly on the Company section of the Home page

All of the following tasks can be completed in the Banking section of the Home page except:

- Write checks
- **Pay Employees**
- Record Deposits
- Reconcile Checking accounts

In the Check Register, the term "split" indicates the payment is split between two or more:

- Invoices
- Purchase orders
- Check
- **Accounts**

Which of the following icons appear in the Banking section of the Home page?

- Receive Payments
- **Make Deposits**
- Enter Bills
- Pay Bills

The Drill Down/Quick Zoom function in QuickBooks™...

- Verifies the amount is correct
- Sorts the amounts in a list
- **Shows the items included in an amount**
- All of these

True or False: After a check is entered in QuickBooks™, it must then be entered in the Check Register to be included in reports.

- True
- **False**

Voiding a check does not remove it from QuickBooks™

- **True**
- False