

## Bookkeeping Basics #3: QuickBooks™ Fundamentals

### Section 4 Quiz – Lesson #04Q

Correct answers are in red

To record a customer sale on account, select:

- Sales Receipts
- Create Estimates
- **Create Invoices**
- Create Purchase Order

Sales in QuickBooks can be recorded with all the following means of payment, except:

- Cash
- **Purchase Order**
- Check
- Credit Card

The Undeposited Funds account contains:

- **Funds received from customers but not deposited in the bank**
- Funds the company owes vendors
- Only partial payments received from customers
- Petty Cash funds

When recording a customer payment from a credit sale, select:

- **Receive Payment > Customer & Job Name**
- Create Invoice > Customer Payment > Customer & Job Name
- Create Sales Receipt > Record Deposits
- Make Deposit > Customer & Job Name

When recording a customer payment from a cash sale, select:

- **Create Sales Receipt > Record Deposits**
- Receive Payment > Customer & Job Name
- Make Deposit
- Create Invoice > Customer Payment > Customer Name Only

The Customers List in QuickBooks can be accessed from all of the following except:

- Customers section of the Home Page
- Customers Menu
- Customers Center
- **Vendor section of the Home Page**

Sales on account to customers are:

- Recorded using the Create Sales Receipts window
- Recorded using the Enter Bills window
- Recorded using a Create Invoices window
- Recorded in a Credit Card Sales window

When issuing a credit to a customer, use:

- Receive Payment
- Invoice
- Bill
- Credit Memo

Which of the following is NOT a type of item on the Item List:

- Service
- Non-Inventory
- Shipping Method
- Discount

True or False: Checks in QuickBooks™ can be printed one-at-a-time or in a batch.

- True
- False