

QuickBooks Quiz

1. If you wanted to add an icon to your icon bar in QuickBooks QBi, you would:

- a. Open up the feature or report, right-click and select Add to Icon Bar.
- b. You can't change the icon bar in QuickBooks QBi
- c. Drag and drop the feature or report onto the icon bar.
- d. Open up the feature or report, and select Add to Icon Bar from the View menu.

2. When designing your Chart of Accounts, which of the following selection of accounts would all correctly have Cost of Goods Sold as the Account Type?

- a. Raw materials, factory consumables, subcontract labour, purchases
- b. Advertising, wages, motor vehicle expenses, electricity
- c. Legal costs, freight, bank charges, subcontract labour
- d. Accounting fees, computer consumables, purchases, raw materials.

3. If QuickBooks says you can't delete an account from your Chart of Accounts, you would:

- a) QuickBooks will always let you delete an account
- b) Edit the account and make it inactive
- c) Wait until next financial year, at which point QuickBooks will let you delete it
- d) Merge the account with another account that's similar
- e) Choose between option b) and d), depending whether you want a clear history of that account, or not

4. To enter an opening balance for a new customer, the best approach is to:

- a) When creating a new customer, enter their opening balance in the Opening Balance field for that supplier
- b) Record a sale for the amount that you owed the customer when you first started using QuickBooks
- c) Create an item for recording historical sales, and use this item to record all the sales that make up this opening balance
- d) Go to the Opening Balances menu, and enter the amount owing there

5. In what situation would you select Group as the Item Type when creating a new item in your Items List?

- a) If you were manufacturing a new item made up of several items
- b) If you were assembling a kit, such as a hamper or gift basket
- c) If you were setting up an item for something you buy, but don't sell
- d) If you wanted to group certain items together on invoices.

6. When invoicing a customer, when do you use the Customer Message field, and when do you use the Memo field?

- a) Use Customer Messages for things you want your customer to read on the invoice, and use Memos for comments that you want to appear on customer statements
- b) Use Customer Messages for things you want your customer to read on the invoice, and use Memos for internal office use only
- c) Use Memos for things you want your customer to read on the invoice, and use Customer Messages for internal office use only
- d) It depends on how you customize your templates, as you can get QuickBooks to print both Customer Messages and Memos on customer invoices

7. What's the best way to attach a standard disclaimer to every customer invoice?

- a) Use the Customer Message field, saving the disclaimer as a standard message
- b) Use the Memo field, customising the template to print the Memo
- c) Customise the template itself, adding a text field which includes the disclaimer
- d) Create a new item, with the disclaimer as the Description, which you add to every invoice

8. A business sells at retail and trade, offering a 20% discount to trade customers. They sell a mixture of taxable and non-taxable goods. What's the best way to apply discounts to customer invoices?

- a) Create a new item with Discount as the Item Type, and 20% as the percentage. Insert this item on the bottom of every trade invoice.
- b) Set up price levels, one for retail and another for trade, and associate each customer with the correct price level.
- c) Set up two different items for everything you sell, one with the trade price and another with the retail price.
- d) If goods are a mix of taxable and non-taxable, there's no easy way to calculate customer discounts.

9. QuickBooks QBi produces Tax Invoices that comply with Australian legislation as a matter of course. However, in order to make sure your invoices meet legal requirements, you need to ensure the following:

- a) That you include the customer's ABN on every invoice
- b) If an invoice costs more than \$1,000, include either the customer's address or their ABN
- c) If an invoice costs more than \$1,000, include the customer's address
- d) That you complete your ABN details when setting up QuickBooks, and that your ABN prints on the Tax Invoice
- e) Both b) and d)

10. You're selling goods to a customer overseas. How can you make sure the tax code comes up correctly every time?

- a) You don't have to worry, you always use the same tax code for an item, no matter where the customer lives
- b) You create two items for every good you sell (one item for local sales, the other for overseas), and select a different tax code for each
- c) You set up a different export tax code in the customer's details, under the Additional Info tab
- d) Don't enter any tax code for items when you create them in the Items List, and then select the correct tax code in the Tax column every time you create an invoice

11. You have a receipt for train travel, but the GST isn't shown on the receipt. How do calculate how much GST is included?

- a) Divide the total by eleven
- b) Divide the total by ten
- c) Divide the total by 1.1
- d) Divide the total by 9

12. You want to include not just a date on your customer invoices, but a date next to each item on the invoice itself. What do you do?

- a) Upgrade to QuickBooks Enterprise, as the date column feature isn't featured in any other QuickBooks versions
- b) You can't include the date on every line, as the date is a field that belongs to the whole invoice itself

- c) Write the date in the item Description on every line
- d) Go to customise your invoice template, and under the Additional Customisation button, click in the Screen and Print columns against the Service Date field

13. Every month, the bank debits your bank account for your motor vehicle lease. What's the best way to record this transaction in QuickBooks?

- a) In your General preferences, get QuickBooks to automatically recall transaction information so that this transaction is quick to record every month
- b) Create a memorised transaction for the lease, with automatic reminders when it's due
- c) Create a memorised transaction for the lease, setting it up as a standing order
- d) Record this transaction in Write Cheques every month, typing in the details from scratch each time. This is the safest method, just in case the amount of the lease changes.

14. When working in Write Cheques, how do you get the cost of sales or expense account to come up automatically each item:

- a) Ask to Automatically Remember Account Or Transaction Information in your General preferences.
- b) Ask to Autofill Payee Account Number in Cheque Memo in your Banking preferences.
- c) Complete Account information for the supplier, under the Additional Info tab of the supplier's details.
- d) There's no easy way to get account information to come up automatically in Write Cheques.

15. You're at a new job. They like to print two copies of each customer invoice, posting one and keeping a copy of the other, but ask you if you think this is efficient. What's your advice?

- a) Emailing customer invoices is faster than mailing them, but you always need to keep a printed copy in case you're ever audited.
- b) The most efficient approach is to email customer invoices. You don't need to worry about keeping copies, so long as backup systems are regular, reliable and stored offsite.
- c) Customers hate receiving invoices by email, and you have to keep invoice copies. Stick to the system as it is, and don't change anything.

16. You realise that you invoiced a customer twice for the same thing. How do you fix the duplicate invoice?

- a) If you've already lodged your BAS for the period when the mistake occurred, then create an Adjustment Note for the value of the duplicate invoice. Date this Adjustment Note with the current date.
- b) QuickBooks is flexible: all you have to do is display the invoice, and select Delete Tax Invoice from the Edit menu.
- c) If you've already lodged your BAS for the period when the mistake occurred, then create an Adjustment Note for the value of the duplicate invoice. Date this Adjustment Note with the date the mistake occurred.

17. In what situations does it work best for a business to use an undeposited funds account when recording customer payments?

- a) Undeposited funds accounts are great if you receive lots of cheques from customers every day
- b) Undeposited funds accounts are great for retailers who pay for expenses straight out of the till
- c) All businesses should record customer payments into an undeposited funds account as this is best bookkeeping practice
- d) Undeposited accounts are a pain. You're best to set your Sales preferences so that you bank customer payments direct into your bank account.
- e) Both a) and b)

18. You recently upgraded to QuickBooks QBi. What's the best way to record interest income?

- a) Go to Reconcile Accounts and enter interest income in the first window that appears.
- b) Create a new Item in your Item List called Interest Income and a new Customer called the same thing (Interest Income). Then record a Sales Receipt using this customer and this item every time you receive interest.
- c) Go to Make a Deposit and record a deposit, allocating it to your Interest Income account.
- d) Don't worry about recording interest income, you can just give a total for interest income to your accountant at the end of the year.

19. You've accidentally paid for a personal expense out of your business account. How do you record this expense in QuickBooks?

- a) Allocate the expense to Directors Loans.
- b) Allocate the expense to Drawings or Partners Drawings.
- c) Choose either a) or b), depending whether you're a company, a sole trader, or a partnership.
- d) Don't record the expense at all: only business expenses should be recorded in QuickBooks.

20. You need to write off a bad debt. Give a brief summary of your approach:

- a) Print out the invoice and keep this copy carefully on file. Then delete the invoice so it no longer appears in the system.
- b) Don't do anything. This is a job best left to your accountant.
- c) Go to Customer Payments and enter a discount for the value of the bad debt.
- d) Create an Item called Bad Debt Expense (linked to your Bad Debt Expense), record an adjustment note (credit) for the amount of the bad debt using this item, and apply the adjustment note to the original invoice.

ANSWERS

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|-------|-------|
| 1. d | 11. a |
| 2. a | 12. d |
| 3. e | 13. c |
| 4. c | 14. a |
| 5. d | 15. b |
| 6. a | 16. a |
| 7. c | 17. e |
| 8. b | 18. b |
| 9. e | 19. c |
| 10. c | 20. a |

