

QUICKBOOKS CERTIFICATION PRACTICE TEST #1 EXAM QUESTIONS WITH COMPLETE SOLUTIONS

What is the maximum number of names that can be included on the Names lists in QB Pro or Premier?

- a) 1,000
- b) 14,500
- c) 10,000
- d) 2,500 - Answer-b) 41,500

What transaction/form do you begin with to enter a Vendor Credit?

- a) Vendor Credit
- b) Enter Bill
- c) Receive Vendor Credit
- d) Pay Bills window - Answer-d) Pay Bills window

When setting up a new company through Advanced/Detailed set up, some company information is optional and some is absolutely required. Which of the following pieces of information does QB require you to enter during the Easy Step Interview?

- a) All of these are correct
- b) Company Name
- c) Company password
- d) Tax ID - Answer-b) Company Name

Suppose you have to track a specific piece of information about your customers that QB does not track. What is the best way to do this?

- a) Export the customer list to Excel, add the information there, and then re-import the list
- b) Use the 'Notes' feature for each customer
- c) Edit a customer and click the "Additional Info" tab. Click 'Define fields' to create a custom field to track anything you want
- d) You can't create new fields or rename fields in QB - Answer-c) Edit a customer and click the "Additional Info" tab. Click 'Define fields' to create a custom field to track anything you want.

How do you set up multiple users in QB Pro or Premier?

- a) During the loading screen when you install QB on that user's machine
- b) Choose Edit > Preferences, and select the Authorized Users Preferences
- c) Choose Company > Setup Users and Passwords > Setup Users
- d) You can't set up multiple users in QB Pro or Premier, but only in QB Enterprise Solutions or QB Online - Answer-c) Choose Company > Setup Users and Passwords > Setup Users

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