

NAME _____

QUICKBOOKS ONLINE PLUS: A COMPLETE COURSE 2019

Chapter 2 Quiz

TRUE/FALSE

ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

- _____ 2.01. A registered Educational Trial Version of QuickBooks Online is usable for 30 days.
- _____ 2.02. When importing accounts, all opening balances are entered automatically for Assets and Liabilities.
- _____ 2.03. You can purge data and import data using either Excel or QuickBooks Desktop as many times as you wish during the first 90 days of activating your QuickBooks Online account.
- _____ 2.04. Opening balances are imported for Customers and Vendors.
- _____ 2.05. You can add preferred invoice terms by editing Sales Settings.

MULTIPLE CHOICE

WRITE THE LETTER OF THE CORRECT ANSWER IN THE SPACE PROVIDED BEFORE THE QUESTION NUMBER.

- _____ 2.06. To erase all information entered by QuickBooks during the activation of QBO, you ___ all information.
- A. Edit
 - B. Purge
 - C. Transfer
 - D. Import

- _____ 2.07. You may import company data from ____.
- A. Excel files
 - B. QuickBooks Desktop Company File
 - C. Word files
 - D. Either A or B
- _____ 2.08. Which tab do you click in order to add Terms to a customer's account?
- A. Tax Info
 - B. Notes
 - C. Payment and Billing
 - D. Address
- _____ 2.09. It is better to add ____ accounts rather than import them.
- A. Fixed Assets
 - B. Retained Earnings
 - C. Income
 - D. Long-Term Liabilities
- _____ 2.10. All of the following can be Imported into QuickBooks Online with Excel **except** ____.
- A. Customers
 - B. Company Settings
 - C. Vendors
 - D. Products and Services