

QuickBooks Certification Exam Study Guide

Why would you hide or collapse sub accounts on a report? - ANS - To temporarily hide unnecessary detail and hide parent accounts

What should you do after you click save & close on a customer credit memo? - ANS - Choose between retained as an available credit, give a refund or apply to an invoice

Which of the following CAN be memorized in quickbooks? - ANS - check

Which is NOT shown on the payroll summary report on quickbooks? - ANS - information necessary to complete your state unemployment tax form

The bank notified you that a customer's check you deposited has bounced. The customer did not have sufficient funds to cover the check. What should you do? - ANS - Record a transaction to show the customer owes you the money and that the checking balance decreased by that same amount

Suppose you always want all reports to show a specific size and color,how do you set standard preference in quickbooks so you don't have to customize each report? - ANS - Click the edit menu and select preferences then click the reports and graphs group to set preferences

Suppose you want to restrict which users can access customer credit card numbers. How do you do this? - ANS - Give the user access to sales and accounts receivable but do not check the complete credit card numbers

Which of the following is a possible reason for a bank reconciliation discrepancy? - ANS - The beginning balance calculated by quickbooks does not match last months ending balance

which of the following statements is TRUE regarding Undeposited funds? - ANS - It is an account used to record payments before you make a deposit

Quickbooks Certified User Exam Study Guide

Crystalynn Shelton



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Autodesk AutoCAD Certified User Study Guide (AutoCAD 2022 Edition) William Wyatt, 2021-06 The Autodesk AutoCAD Certified User Study Guide is designed for the AutoCAD user who is already familiar with AutoCAD It provides a series of hands on exercises and tutorials in the use of AutoCAD to help you prepare for the Autodesk AutoCAD Certified User Exam The text covers all the exam objectives for the AutoCAD Certified User Exam Each topic is covered in detail and then is followed up with tutorials and quizzes to reinforce the material covered The emphasis of the tutorials is to focus on the use of the ribbon and contextual menus rather than keyboard entry in the command line The tutorials will strengthen your ability to use the software without reliance upon tool tips Passing the AutoCAD Certified User Exam establishes that you have a basic aptitude in AutoCAD This credential can be added to job applications and your resume to help you stand out from the crowd Once you pass the Certified User Exam you can continue your journey and begin working toward the next level of certification Practice Exam Software Included with your purchase of this book is practice exam software The practice exam software is meant to simulate the actual Autodesk AutoCAD Certified User exam It can be downloaded and run from any computer and it will get you familiar with the official exam and check your skills prior to taking the official exam The practice exam software requires you to use Autodesk AutoCAD to perform actions in order to formulate the answer to questions just like the actual exam

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