1. When adding a new customer, you set up the tax code to reflect:
   ____ Whether or not the items the customer is buying are taxable
   ____ Whether or not the customer is taxable
   ____ Whether or not you are required to pay sales tax
   ____ None of the above

2. Who puts in the Customer Number?
   ____ QuickBooks® User
   ____ QuickBooks® Software

3. What item can you NOT bring up in the Customer Center?
   ____ Invoice
   ____ Payment
   ____ Estimate
   ____ Bill

4. What other Center can you pull up while in the Customer Center?
   ____ Vendor
   ____ Collections
   ____ Employee
   ____ Calendar

5. The Sales Receipt is used when:
   ____ you receive payment immediately
   ____ you are receiving payment later
   ____ you are paying for a bill
   ____ you are buying an item on credit

6. The Credit Memos/Refunds option is located in the:
   ____ Collections Center
   ____ Employee Center
   ____ Vendor Center
   ____ Customer Center

7. When adding an Estimate to a Customer:Job, what financial accounts are affected?
   ____ sales
   ____ accounts payable
   ____ accounts receivable
   ____ none of the above

8. You receive a payment from a customer, you must:
   ____ make sure the amount matches the customer invoice amount(s) you are paying
   ____ verify the check number against the customer invoices you are paying
   ____ verify the date of the check against the customer invoices you are paying
   ____ verify the company name of the check against the customer invoices you are paying

9. When you make a deposit using the Undeposited Funds Account, you go through:
   ____ Customers
   ____ Company
   ____ Banking
   ____ Lists

10. When adding a Sales Order to a Customer:Job, what financial accounts are affected?
    ____ sales
    ____ accounts payable
    ____ accounts receivable
    ____ none of the above