1. When adding a new vendor, per the IRS you should request a:
   _____ Sales tax exempt certificate from them
   _____ DBA certificate
   _____ W-9 form
   _____ None of the above

2. The account number is provided by the:
   _____ QuickBooks® User
   _____ QuickBooks® Software
   _____ Vendor

3. What item can you NOT bring up in the Vendor Center?
   _____ Enter Bill
   _____ Purchase Order
   _____ Estimate
   _____ Receive Items

4. You can add sub jobs to Vendors:
   _____ True
   _____ False

5. In the “Print on Check As” section, you can have a different vendor name than the Vendor Name section.
   _____ True
   _____ False

6. When entering a bill, you can charge only 1 account in the Expenses tab.
   _____ True
   _____ False

7. When adding a Purchase Order to a Vendor, what financial accounts are affected?
   _____ COGS
   _____ accounts payable
   _____ accounts receivable
   _____ none of the above

8. When paying a bill for a vendor, you must:
   _____ make sure the amount matches the vendor bill amount(s) you are paying
   _____ verify your check number against the vendor invoices you are paying
   _____ verify the date of the check against the vendor invoices you are paying
   _____ verify the company name of your check against the vendor invoices you are paying

9. What item cannot be viewed in the Vendor Center home page?
   _____ Purchase Orders
   _____ Bills
   _____ Checks
   _____ Invoices

10. It is not necessary to make the Vendor Name different from a Customer Name:
    _____ True
     _____ False