QuickBooks® Test Questions – Vendor Center

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