NAME

**QUICKBOOKS ONLINE PLUS:**

**A COMPLETE COURSE 2017**

**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 must provide a valid email address when activating QuickBooks Online.

           2.04. Opening balances are imported for Customers and Vendors.

           2.05. When purging a company file, you have 30 days after program activation to do so.

**MULTIPLE CHOICE**

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

           2.06. It is better to add       accounts rather than import them.

A. Fixed Assets

B. Retained Earnings

C. Income

D. Long-Term Liabilities

           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 in the customer’s account do you click in order to add Terms?

A. Tax Info

B. Notes

C. Payment and Billing

D. Address

           2.09. To erase all information entered by QuickBooks during the activation of QBO, you       all information.

A. Edit

B. Purge

C. Transfer

D. Import

           2.10. Where do you get the Excel data files for importing company information?

A. Download from Pearson’s Web site

B. Create Excel files yourself

C. Create Excel files from QuickBooks Desktop

D. None of the above