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LESSON 13 **Review questions
and activities**



Lesson 13: Estimating and progress invoicing

Review questions

- 1** QuickBooks tracks estimates using what kind of account?
 - a** Posting
 - b** Non-posting
- 2** True or false: QuickBooks allows you to create multiple estimates for a single customer.
 - a** True
 - b** False
- 3** Which of the following is not an option when creating an invoice from an estimate?
 - a** Create an invoice for the entire estimate
 - b** Create an invoice for a percentage of the entire estimate
 - c** Create an invoice for selected items or different percentages of each item
 - d** None of the above
- 4** You prepared an estimate for a customer and were subsequently awarded the contract. How would you change the job status from “Pending” to “Awarded?”
 - a** Create the invoice from the accepted estimate—this changes the status automatically
 - b** Use the Job Status drop-down list in the customer’s record
 - c** Use the Job Status drop-down list in the Create Estimates window
 - d** None of the above
- 5** What QuickBooks feature would you use to charge customers as you complete various phases of a job?
 - a** Progress invoicing
 - b** Phased invoicing
 - c** Partial invoicing
 - d** None of the above

Review activities

- 1** Create an estimate for the 75 Sunset Rd. job for Pretell Real Estate. The estimate is for 6 hours of installation labor, 18.5 hours of plumbing work, and 4 hours of drywall work.
- 2** Create a progress invoice for 50% of the estimate just created for the 75 Sunset Rd. job for Pretell Real Estate.