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**LESSON 14 Review questions
and activities**



Lesson 14: Tracking time

Review questions

- 1** List four ways to enter time in QuickBooks.
 - a** _____
 - b** _____
 - c** _____
 - d** _____
- 2** For which of the following can the time tracking features in QuickBooks not be used?
 - a** Notifying you that more staffing is required for a given project
 - b** Tracking the cost of an employee's gross pay by job
 - c** Providing hours worked on an employee's paycheck
 - d** Invoicing customers based on time spent on a job
- 3** Which report would you use to determine how many hours were spent on each activity and whether or not the customer had been billed for the time?
 - a** Time by item
 - b** Time by name
 - c** Time by job summary
 - d** Time by job detail
- 4** When paying owners or partners, you should use an _____ account to track the payment.
- 5** Which of the following is a step involved in the process for invoicing a customer for time worked?
 - a** Select the customer's name in the Create Invoices window
 - b** Click Add Time/Costs
 - c** In the Choose Billable Time and Costs window, click to select the items you want to transfer to the invoice
 - d** All of the above

Review activities

- 1** Create a single activity timesheet for Gregg Schneider, for eight hours worked on the Anton Teschner Sun Room job.
- 2** Transfer the time you just entered for Gregg Schneider onto an invoice for the Teschner Sun Room job.
- 3** Display a time by name job report to see how many hours Gregg Schneider has worked for each job.