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**LESSON 3 Review questions
and activities**



Lesson 3: Working with lists

Review questions

- 1** How many custom fields can you set up for items?
 - a** 4
 - b** 5
 - c** 7
 - d** 20

- 2** Which of the following forms and windows could potentially be populated with information from the Vendor list?
 - a** Purchase orders
 - b** Bills
 - c** Write Checks
 - d** All of the above

- 3** Which of the following activities cannot be accessed from the Customers & Jobs list in the Customer Center?
 - a** Create statements
 - b** Assess finance charges
 - c** Enter credit card charges
 - d** Receive payments

- 4** On which tab of the Edit Customer window would you enter a customer's payment terms (for example, Net 30 Days)?
 - a** Address Info
 - b** Additional Info
 - c** Payment Info
 - d** Job Info

- 5** A customer has three warehouses and you are installing an overhead door at each location. The best way to track this in QuickBooks would be to:
 - a** Set up each location as a separate customer
 - b** Set up a separate job for each location under the customer
 - c** Enter all work as one order under the customer
 - d** Use a custom field to track each location

Review questions and activities

- 6** Products you sell would appear on which of the following lists?
- a** Vendor list
 - b** Employee list
 - c** Chart of Accounts
 - d** Item list
- 7** A subcontractor would appear on which of the following lists?
- a** Vendor list
 - b** Employee list
 - c** Customers & Jobs list
 - d** Item list
- 8** Name at least three lists on which you can merge items.
- a** _____
 - b** _____
 - c** _____
- 9** True or false: You can delete list items that are used in transactions.
- a** True
 - b** False

Review activities

- 1** Add the following customer using the data below:
- Customer Name: Alla Rozenvasser
 - Opening Balance: \$234.00
 - Company Name: Rozenvasser Advertising
 - Contact: Alla Rozenvasser
 - Bill to: 300 Main Street, Suite #3, Middlefield, CA 94432
 - Phone: 415-555-6767
 - Fax: 415-555-9090
 - Alt. Contact: Shannon Stubo
 - Type: Commercial
 - Credit Limit: \$2500
 - Terms: Net 15
 - Tax Item: San Domingo

Review questions and activities

- 2** Add a new vendor using the data below:
 - Vendor: Martin Drywall
 - Contact: Sean D. Martin
 - Address: P.O. Box 76, Middlefield, CA 94432
 - Phone: 555-5432
 - Fax: 555-6565
 - Account: 082-4343
 - Type: Subcontractors
 - Terms: Net 30
 - Credit Limit: 1,000.00
- 3** In the Customers & Jobs list, select Ecker Designs. Answer the following questions:
 - a** What is the job status for Ecker Designs' office repairs?
 - b** What is the number of the most recent invoice and how much was it?
 - c** What happened on December 11th?
- 4** In the Vendor Center, locate sales tax payment transactions. Answer the following questions:
 - a** Who is the vendor?
 - b** How many payments have been made?
 - c** What is the total amount of payments that have been made?
- 5** In the Employee Center, find Gregg Schneider's information. Answer the following questions:
 - a** What is the name of his spouse?
 - b** When was Gregg hired?
 - c** How many hours of vacation has Gregg used in 2007?
 - d** What is Gregg's overtime pay rate?
- 6** In the Vendor Center, find C.U. Electric. Answer the following questions:
 - a** What is open balance for this vendor?
 - b** How many bills are outstanding and what are the amounts?
 - c** What are the payment terms for this vendor?
- 7** Open the Item list and answer the following questions:
 - a** How many brass hinges are on hand?
 - b** What is the price of a patio door?
 - c** What is the finance charge percentage on overdue balances?