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**LESSON 4 Review questions
and activities**



Lesson 4: Working with bank accounts

Review questions

- 1** What does the ending balance in a QuickBooks bank account register represent?
 - a** Only transactions that have been printed
 - b** All transactions entered in the register, including checks that haven't yet been printed
- 2** What preference allows you to have QuickBooks prefill the amount from the previous transaction with a payee?
 - a** Automatically prefill last amount for this payee
 - b** Automatically prefill last amount for this name
 - c** Automatically recall last transaction for this name
 - d** Automatically recall previous transaction for this payee
- 3** What preference allows you to have QuickBooks prefill the expense account from previous transactions with a vendor?
 - a** Automatically prefill last account for this vendor
 - b** Prefill accounts for vendor based on past transactions
 - c** Automatically recall last transaction for this vendor
 - d** Prefill accounts for this payee based on the last transaction
- 4** True or false: All income and expense accounts have a register associated with them in QuickBooks.
 - a** True
 - b** False
- 5** _____ is the process of making sure that your checking account record matches the bank's record.
- 6** How can you determine whether or not a check has been cleared in QuickBooks?
 - a** A checkmark displays in the bank account register
 - b** The word "Cleared" is stamped on the check in QuickBooks
 - c** All of the above
 - d** None of the above
- 7** True or false: If you are tracking bills with Accounts Payable and have already entered a bill, you should pay the bill by writing a check from the Write Checks window.
 - a** True
 - b** False

- 8** Which of the following might affect a bank account reconciliation?
- a** Interest
 - b** Depreciation
 - c** Service charges
 - d** Both a and c
 - e** All of the above
- 9** When would you not want to use the Write Checks window when paying bills?
- a** When paying sales tax
 - b** When paying payroll taxes
 - c** When using a handwritten check
 - d** When paying bills you track with Accounts Payable
 - e** None of the above
 - f** Both a and b
 - g** a, b, and d

Review activities

- 1** Use the checking account register to enter a handwritten check for \$76.95. Use the next available check number and make the check payable to Express Delivery Service, for delivery of a new sign. Assign the check to the Freight & Delivery expense account.
 - 2** Write a QuickBooks check to Bayshore Water for \$143.87 to pay this month's water bill. Assign the check to the Utilities:Water expense account.
 - 3** Find all the checks in the sample file that were written for \$3000.00 and more. How many checks are there?
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Review questions and activities