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**LESSON 9      Review questions  
and activities**



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## **Lesson 9: Analyzing financial data**

### **Review questions**

- 1** \_\_\_\_\_ is the tool that allows you to drill down on summary reports and graphs in QuickBooks.
- 2** When can you generate a QuickReport?
  - a** Only when viewing an active customer or account
  - b** Only when viewing a list, register, or form
  - c** Only at the end of the current fiscal period
  - d** Only when viewing balance sheet accounts
- 3** In which report category would you find the a list of open invoices?
  - a** Company & Financial
  - b** Sales
  - c** Customers & Receivables
  - d** List
- 4** Report \_\_\_\_\_ let you set custom criteria for the transactions you want to include in a report.
- 5** Once you've customized a preset report to meet your needs, how can you save your settings so you don't have to customize the report each time you run it?
  - a** Choose Save Settings from the Report menu
  - b** Choose Save Setting from the File menu
  - c** Click Memorize on the button bar
  - d** Click Modify, and then choose Memorize
- 6** True or false: Once you've exported report data to Excel, you can send modified data back to QuickBooks.
  - a** True
  - b** False

### Review activities

- 1** Create a QuickReport on an item in one of Rock Castle Construction's lists.
- 2** Rock Castle Construction wants to create a report that shows how much they have spent on lumber for projects during November, 2007. Create an item summary purchase report, covering the date range from 11/01/2007 to 11/30/2007. Filter the report to show only Rock Castle Construction's purchases for Lumber.
- 3** Batch process the balance sheet, profit and loss statement, and statement of cash flows using the Process Multiple Reports window.
- 4** Use the Report Center to find reports that show the following:
  - Sick and vacation balances for each employee
  - Time spent on each job
  - Inventory stock on hand and reorder point
  - Customers with overdue payments, how much they owe, and their phone numbers
  - How much of total sales is taxable, at what rate, and how much sales tax is currently due to be paid

## Review questions and activities