

Question (1): QuickBooks Online has some great features. Clients can use Online Invoicing, which will track when they've been viewed and paid. Online Invoicing even allows for customer queries via online messages directly linked to the invoice. You now need to enable this feature in the new client company you're setting up. Take a look at the steps below.

1. Select the Gear icon, and select Account and Settings, under the Your Company column)
2. _____ and scroll down to the Online delivery section
3. _____ to ensure that Attach invoice as pdf is unchecked Can you identify the missing steps?

Answer:

Step 2: Select the Sales tab,

Step 3: From the drop-down list, click on the Online invoice.

Question (2): Your client has asked you to turn on warnings for duplicate checks and bill numbers in their QuickBooks Online company. Take a look at the steps below.

1. _____
2. Under Your Company, select Account and Settings
3. Select Advanced tab
4. In the Other preferences section, select the option to warn if a duplicate check number is used and warn if a duplicate bill number is used
5. _____
6. Starting at the QuickBooks Online Dashboard, which option would complete the following steps?

Answer:

Step 1: Select the Gear icon,

Step 5: Select Save

Question (3): Your client doesn't want to pay a monthly fee for their QuickBooksPayments merchant account. What other option is available to them, and wherein QuickBooks Online can they sign up for QuickBooksPayments?

Answer: There is another plan which means the customer pays the transaction charge; In the Billing and Subscription tab of Account and Settings.

Question (4): Your client has moved and needs you to modify the business address of the company in QuickBooks Online. Take a look at the steps below.

1. Sign in to your QuickBooks Online Accountant account
2. _____
3. You'll see the client company dashboard
4. _____
5. Select Account and Settings
6. Select the Pencil icon in the Address section of the Company tab

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WJ Hussar



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Table of Contents Study Guide For Quickbooks Certified 21

1. Understanding the eBook Study Guide For Quickbooks Certified 21
 - The Rise of Digital Reading Study Guide For Quickbooks Certified 21
 - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide For Quickbooks Certified 21
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Study Guide For Quickbooks Certified 21
 - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide For Quickbooks Certified 21
 - Personalized Recommendations
 - Study Guide For Quickbooks Certified 21 User Reviews and Ratings
 - Study Guide For Quickbooks Certified 21 and Bestseller Lists
5. Accessing Study Guide For Quickbooks Certified 21 Free and Paid eBooks

- Study Guide For Quickbooks Certified 21 Public Domain eBooks
- Study Guide For Quickbooks Certified 21 eBook Subscription Services
- Study Guide For Quickbooks Certified 21 Budget-Friendly Options
- 6. Navigating Study Guide For Quickbooks Certified 21 eBook Formats
 - ePub, PDF, MOBI, and More
 - Study Guide For Quickbooks Certified 21 Compatibility with Devices
 - Study Guide For Quickbooks Certified 21 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Study Guide For Quickbooks Certified 21
 - Highlighting and Note-Taking Study Guide For Quickbooks Certified 21
 - Interactive Elements Study Guide For Quickbooks Certified 21
- 8. Staying Engaged with Study Guide For Quickbooks Certified 21
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Study Guide For Quickbooks Certified 21
- 9. Balancing eBooks and Physical Books Study Guide For Quickbooks Certified 21
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Study Guide For Quickbooks Certified 21
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Study Guide For Quickbooks Certified 21
 - Setting Reading Goals Study Guide For Quickbooks Certified 21
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Study Guide For Quickbooks Certified 21
 - Fact-Checking eBook Content of Study Guide For Quickbooks Certified 21
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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