

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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Stephen L. Nelson



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