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**Small Business Financials 9.0
MB5-554**

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Question: 1

What is the maximum number of account segments allowed in Microsoft Small Business Financials?

- A - 1
- B - 2
- C - 5
- D - 10

Answer: C

Question: 2

What is the maximum account length allowed in Microsoft Small Business Financials?

- A - 5
- B - 10
- C - 20
- D - 25

Answer: D

Question: 3

Which of the following file formats are available to save a report to in Microsoft Small Business Financials? Choose the 3 that apply.

- A - HTML
- B - DIF
- C - Comma Delimited
- D - Text

Answer: A, C, D

Question: 4

What is the maximum number of fiscal periods you can have in a fiscal year in Microsoft Small Business Financials?

- A - 12
- B - 13
- C - 24
- D - 367

Answer: B

Question: 5

Where can integration to MapPoint are activated in Microsoft Small Business Financials?

- A - Company Setup**
- B - User Preferences
- C - Transaction Setup
- D - Process Monitor

Answer: B

Question: 6

Where can you remove a “stranded” user from the system in Microsoft Small Business Financials?

- A - Security’ Setup
- B - Company Setup
- C - User Activity
- D - User Preferences

Answer: C

Question: 7

What is the maximum number of companies that can be set up in Microsoft Small Business Financials?

- A - 1
- B - 3
- C - 5
- D - Unlimited

Answer: D

Question: 8

Where are the “built in” backup and restore functions located in Small Business Financials?

- A - Setup on the Menu Bar
- B - File on the Menu Bar
- C - Posting on the Tool Bar
- D - There isn't a “built in” backup or restore function

Answer: B

Question: 9

Which of the following statements are true about the Notes feature? Choose the 2 that apply.

- A - Notes can be attached to windows
- B - Notes cannot be changed once entered
- C - Notes can be attached to individual vendors and customers
- D - Notes are only available if the feature is turned on in company setup

Answer: A, C

Question: 10

What is the maximum number of licensed concurrent users you can have in Microsoft Small Business Financials?

- A - 1
- B - 2
- C - 5
- D - 10

Answer: D

Question: 11

**What determines whether an account will be closed at year-end to the retained earnings account,
or its balance is carried forward into the next fiscal year as a beginning balance?**

- A - Financial Statement Category
- B - Posting Type
- C - Typical Balance
- D - Account Number

Answer: B

Question: 12

What application has a seamless link to import budget information into Microsoft Small Business Financials?

- A - Microsoft Excel
- B - Microsoft Word
- C - Lotus Notes
- D - Quicken

Answer: A

Question: 13

Which of the following statements are true about the year-end closing function for general ledger accounts? Choose the 2 that apply.

- A - The account balances for balance sheet accounts are carried forward as beginning balances for the new fiscal year
- B - The account balances for balance sheet accounts are closed to retained earnings
- C - The account balances for profit and loss accounts are closed to retained earnings
- D - It automatically creates a new fiscal year to carry beginning balances forward

Answer: A, C

Question: 14

What function should be used to enter recurring transactions where account numbers are consistently the same, but the amounts change each time the transaction needs to be posted?

- A - Batch Entry
- B - Detail Inquiry
- C - Journal Entry
- D - Quick Journal Entry

Answer: D

Question: 15

How do Fixed Allocation accounts distribute posted amounts to distribution accounts?

- A - By percentages entered in setup
- B - Based on other posting account balances
- C - Evenly between each distribution account entered
- D - Ten percent to each distribution account listed

Answer: A

Question: 16

Which of the following situations could possibly be remedied by running the reconcile utility in Accounting?

- A - A budget does not contain all accounts
- B - A checkbook balance doesn't agree with a cash account balance
- C - A vendor check was written for the wrong amount
- D - An account balance for a period displays differently when comparing the trial balance report and balance sheet

Answer: D

Question: 17

Where can you specify the default retained earnings account that should be used when closing the fiscal year in Accounting?

- A - Transaction Setup
- B - Financial Reports
- C - Journal Entry
- D - Accounts window

Answer: A

Question: 18

What happens when a reversing transaction is entered in the Journal Entry window?

- A - A previously entered transaction is reversed
- B - Two transactions are posted immediately, one on the transaction date, and one on the reversing date
- C - A transaction is posted immediately, and another will be posted after the year-end closing is run

D - A transaction is posted on the transaction date, and when the user date is set to the reversing date, a reversing transaction will post

Answer: B

Question: 19

Which of the following are requirements to delete an account from your chart of accounts? Choose the 2 that apply.

- A - The account must have a zero balance
- B - The account must have been inactivated
- C - The account must be a balance sheet account
- D - There currently are no history records for the account

Answer: A, D

Question: 20

Which of the following statements are true when you are using Quick Journals? Choose the 2 that apply.

- A - Transactions can be entered in a batch.
- B - You can delete a quick journal you no longer need.
- C - Account numbers cannot be changed.
- D - You don't have to enter amounts for ever/ account on the quick journal.

Answer: B, D

Question: 21

Which of the following can be done within the reconciliation windows in Banking when reconciling a checkbook? Choose the 3 that apply.

- A - Void a document
- B - Enter an adjustment for a bank service charge
- C - Clear a document for a different amount then entered
- D - Print a marked documents list to determine if all necessary documents have been marked

Answer: B, C, D

Question: 22

When do customer cash payments entered in Sales update the checkbook balance in Banking?

- A - When they are posted in Sales entry windows
- B - When they are entered in Sales entry windows
- C - When they are deposited using the Deposit window
- D - When they are reconciled in the checkbook reconcile windows

Answer: C

Question: 23

Which deposit type allows you to remove receipts without affecting your checkbook balance?

- A - Deposit with Receipts
- B - Deposit without Receipts
- C - Deposit to Delete Receipts
- D - Clear Unused Receipts

Answer: D

Question: 24

What two fields in the Checkbooks window cannot be changed once a reconcile has been performed on a checkbook?

- A - Next check number and next deposit number
- B - Last reconciled date and bank account number
- C - Last reconciled date and last reconciled balance
- D - Last reconciled balance and next check number

Answer: C

Question: 25

When are banking transactions moved to history?

- A - When they are posted
- B - When they are deposited
- C - When they are reconciled
- D - When they are entered

Answer: C

Question: 26

How many checkbooks can be set up in Microsoft Small Business Financials?

- A - 1
- B - 5
- C - 10
- D - Unlimited

Answer: D

Question: 27

Which transaction entry window in Banking would allow you to print a check?

- A - Bank Transfer Entry'
- B - Other Bank Transactions
- C - Miscellaneous Check
- D - Bank Receipt Entry'

Answer: C

Question: 28

What option should you choose if you want to mark a group of consecutive documents in the checkbook reconcile windows?

- A - Tools>Select
- B - Select Range
- C - Edit
- D - Utilities

Answer: B

Question: 29

Checks can be cleared for a different amount than entered only if it meets which requirement?

- A - The document is for less than \$50
- B - It is less than 90 days old
- C - It has not been reconciled

D - It was reconciled in the previous month

Answer: C

Question: 30

The checkbook reconcile process is trying to reconcile which of the following?

A - The checkbook balance and the General Ledger cash account

B - The General Ledger cash account and bank statement balance

C - The checkbook balance and the bank statement balance

D - Transactions from Purchasing and Payroll to checkbooks

Answer: C

Question: 31

It a vendor has been inactivated, when can they be reactivated?

A - At anytime

B - At the end of a fiscal period

C - At the end of fiscal year

D - At the end of a calendar year

Answer: A

Question: 32

What can you do if you don't want to let users change the default check number when printing

Payables checks?

A - Modify the check in Report Editor and remove the check number field

B - In Transaction Setup, check the Do not Allow Override box for Purchasing

C - Don't mark the Override Check Number box in the Checkbooks window

D - You can't stop the user from editing the check number when entering checks in Purchasing

Answer: C

Question: 33

Which transaction types can be entered for a vendor in Microsoft Small Business Financials?

Choose the 3 that apply.

- A - Credit Memos
- B - Warranty
- C - Purchase Orders
- D - Returns

Answer: A, C, D

Question: 34

Which of the following will stop you from inactivating a vendor? Choose the 3 that apply.

- A - Transaction History
- B - Partially paid voucher/invoice on the vendor account
- C - A current balance owed to the vendor
- D - Unpaid voucher/invoice on the vendor account

Answer: B, C, D

Question: 35

Which of the following options are available in Microsoft Small Business Financials when entering a receiving transaction on a purchase order? Choose the 3 that apply.

- A - Shipment/invoice transaction
- B - Shipment Only transaction
- C - Invoice Only transaction
- D - Bill of Lading transaction

Answer: A, B, C

Question: 36

How many aging periods are there in Purchasing?

- A - 3
- B - 4
- C - 5
- D - 7

Answer: B

Question: 37

When can a credit memo be applied to an invoice? Choose the 2 that apply.

- A - When it is entered in Payables Transaction Entry
- B - After it is posted using the Apply Vendor Documents window
- C - When it is voided
- D - When in Find Vendor Documents Inquiry

Answer: A, B

Question: 38

In Purchasing, which of the following windows will allow you to print a check?

- A - Payables Transaction Entry
- B - Manual Check Entry
- C - Vendors
- D - Apply Documents

Answer: A

Question: 39

Which number is automatically incremented by the system to uniquely identify a Payables transaction?

- A - Voucher Number
- B - Invoice Number
- C - Document Number
- D - Apply Number

Answer: A

Question: 40

What default vendor posting account numbers can be assigned on a per vendor basis when you set up a vendor? Choose the 2 that apply.

- A - Purchases
- B - Accounts Payable
- C - Freight
- D - Sales

Answer: A, B

Question: 41

Where can you set a default NSF (Non-sufficient funds) check charge in Sales?

- A - Transaction Setup
- B - Cash Payments Entry
- C - Customers
- D - Customer Maintenance Options

Answer: A

Question: 42

Which transaction entry window will allow you to enter sales line items in Microsoft Small Business Financials?

- A - Receivables Transaction Entry
- B - Cash Payments Entry
- C - Invoices
- D - Edit Receivables Transactions

Answer: C

Question: 43

If the period-end procedure Assess Finance Charges window is used, what additional step must be performed to have the finance charges appear on customer statements?

- A - Move Transactions to History must be run
- B - You must enter each finance charge transaction in Receivables Transaction Entry
- C - You need to post the finance charge batch
- D - No other step is needed for them to appear

Answer: C

Question: 44

Which sales transaction type will have no effect on a customer's balance?

- A - Debit Memo**
- B - Service/Repair
- C - Credit Memo
- D - Warranty

Answer: D

Question: 45

How will voided transactions appear in Sales Inquiry windows?

- A - Brackets will be around amounts
- B - They will have negative dollar values
- C - With an asterisk next to the document
- D - With a pound sign next to the document

Answer: C

Question: 46

Which of the following would stop you from deleting a customer in Sales? Choose the 3 that apply.

- A - A current balance
- B - Customer transaction history
- C - Multiple customer addresses
- D - Unposted transactions in a batch for the customer

Answer: A, B, D

Question: 47

Which of the following can be accomplished when printing statements using the statements wizard? Choose the S that apply.

- A - Exclude transactions after a particular date
- B - Print statements for a range of customers
- C - Print all line items purchased on all invoices for the period
- D - Print special messages to overdue customers

Answer: A, B, D

Question: 48

Which of the following document types in sales can be used to eventually create an invoice? Choose the 2 that apply.

- A - Credit Memo
- B - Debit Memo
- C - Order
- D - Quote

Answer: CD

Question: 49

Which period-end procedure allows you to print an Aging report?

- A - Age Customer Balances
- B - Print Customer Statements
- C - Move Transactions to History
- D - Assess Finance Charges

Answer: A

Question: 50

What does checking the Compound Finance Charge box in Transaction Setup do?

- A - Allows you to enter multiple finance charges for a customer
- B - Allows you to print statements showing finance charges
- C - Allows finance charging on a customer's balance including unpaid previously assessed finance charges
- D - Allows you to double finance charge amounts for a customer in cases where documents are in your last aging bucket

Answer: C

Question: 51

Which of the following will allow you to increase quantity on hand for an item? Choose the 2 that apply.

- A - Receiving the item in Purchase Order
- B - Increase item adjustment
- C - Entering a Quote in Sales

D - Entering an Order in Sales

Answer: A, B

Question: 52

Which of the following is a difference between kit items and assembled items?

A - Assembled items can have a quantity on hand; a kit never has a quantity on hand

B - Assembled items have component parts, kits do not

C - Kits can be sold to customers, and assembled items cannot

D - Assembled items can be sold to customers, kits cannot

Answer: A

Question: 53

Which of the following are Track Options when you set up items in inventory? Choose the 2 that apply.

A - Manufacturer product number

B - Retailer's product identification number

C - Serial Numbers

D - Lot Numbers

Answer: CD

Question: 54

Which item type will allow you to track quantities?

A - StockItem

B - Labor

C - Service

D - Miscellaneous Charge

Answer: A

Question: 55

Which of the following cost methods can be assigned to an item in Inventory? Choose the 3 that apply.

- A - FIFO
- B - LIFO
- C - Average
- D - Periodic

Answer: A, B, C

Question: 56

What is the maximum number of currency or quantity decimal places supported for items in Microsoft Small Business Financials?

- A - 2
- B - 3
- C - 5
- D - 7

Answer: C

Question: 57

Which of the following default account types can be entered for inventory items in the Item Accounts window? Choose the 3 that apply.

- A - Inventory
- B - Purchases
- C - Sales
- D - Cost of Goods Sold

Answer: A, C, D

Question: 58

How can you enter a decrease adjustment transaction in Item Adjustment Entry?

- A - Select a transaction type of decrease adjustment
- B - Enter a minus sign along with a quantity
- C - Enter a quantity and place brackets around it
- D - A decrease adjustment can't be entered

Answer: B

Question: 59

It an item type is changed to discontinued, what function can no longer be done in Microsoft Small Business Financials?

- A - The item can't be sold to a customer
- B - The item can't be purchased on a Purchase Order
- C - The item can't be placed on a quote
- D - The item can't be changed back to a stock item

Answer: B

Question: 60

How many item price levels can be entered for an item in the Item Prices window?

- A - 1
- B - 3
- C - 5
- D - 7

Answer: C

Question: 61

Which of the following file formats are available to save a report to in Microsoft Small Business Financials? Choose the 3 that apply.

- A - HTML
- B - DIF
- C - Comma Delimited
- D - Text

Answer: A, C, D

Question: 62

Which of the following can be added to the shortcut bar in Microsoft Small Business Financials? Choose the 3 that apply.

- A - Macros

- B - Individual Fields
- C - Application Windows
- D - Smart List Favorites

Answer: A, C, D

Question: 63

What is the maximum number of fiscal periods you can have in a fiscal year in Microsoft Small Business Financials?

- A - 12
- B - 13
- C - 24
- D - 367

Answer: B

Question: 64

Where can you remove a “stranded” user from the system in Microsoft Small Business Financials?

- A - Security Setup
- B - Company Setup
- C - User Activity
- D - User Preferences

Answer: C

Question: 65

What do you need to do if you want sales and purchase transactions entered in a batch to use the transaction date of each transaction to update posting accounts?

- A - Transactions always use the transaction date when updating accounts
- B - Set the option on each batch to use the transaction date
- C - In Transaction Setup set the Posting Date From option to Transaction
- D - Set the option in Sales Utilities and Purchase Utilities to use the transaction date

Answer: C

Question: 66

What is the maximum number of licensed concurrent users you can have in Microsoft Small Business Financials?

- A - 1
- B - 2
- C - 5
- D - 10

Answer: D

Question: 67

Where are the “built in” backup and restore functions located in Small Business Financials?

- A - Setup on the Menu Bar
- B - File on the Menu Bar
- C - Posting on the Tool Bar
- D - There isn't a “built in” backup or restore function

Answer: B

Question: 68

What is the maximum number of companies that can be set up in Microsoft Small Business Financials?

- A - 1
- B - 3
- C - 5
- D - Unlimited

Answer: D

Question: 69

What is the maximum account length allowed in Microsoft Small Business Financials?

- A - 5
- B - 10
- C - 20
- D - 25

Answer: D

Question: 70

What is the maximum number of account segments allowed in Microsoft Small Business Financials?

- A - 1
- B - 2
- C - 5
- D - 10

Answer: C

Question: 71

If you are creating a new company in Microsoft Small Business Financials, which of the following options are available to you for “entering” a chart of accounts? Choose the 3 that apply.

- A - Copying from an existing company
- B - Downloading a sample chart of accounts from the web
- C - Set up each account using the Accounts window
- D - Auto generate accounts using the Company Setup Wizard

Answer: A, C, D

Question: 72

Which of the following statements are true when you are using Quick Journals? Choose the 2 that apply.

- A - Transactions can be entered in a batch.
- B - You can delete a quick journal you no longer need.
- C - Account numbers cannot be changed.
- D - You don't have to enter amounts for every account on the quick journal.

Answer: B, D

Question: 73

Which of the following situations could possibly be remedied by running the reconcile utility in Accounting?

- A - A budget does not contain all accounts
- B - A checkbook balance doesn't agree with a cash account balance
- C - A vendor check was written for the wrong amount
- D - An account balance for a period displays differently when comparing the trial balance report and balance sheet

Answer: D

Question: 74

Which of the following frequencies are available for a recurring batch type in Microsoft Small Business Financials?

- A - Monthly
- B - Special
- C - Single Use
- D - Miscellaneous

Answer: A

Question: 75

What application has a seamless link to import budget information into Microsoft Small Business Financials?

- A - Microsoft Excel
- B - Microsoft Word
- C - Lotus Notes
- D - Quicken

Answer: A

Question: 76

Where can you specify the default retained earnings account that should be used when closing the fiscal year in Accounting?

- A - Transaction Setup
- B - Financial Reports

- C - Journal Entry
- D - Accounts window

Answer: A

Question: 77

Which of the following financial statements can be created using Microsoft Small Business Financials? Choose the 3 that apply.

- A - Balance Sheet
- B - Profit&Loss
- C - Statement of Cash Flows
- D - Statement of Changes in Financial Position

Answer: A, B, C

Question: 78

What function should be used to enter recurring transactions where account numbers are consistently the same, but the amounts change each time the transaction needs to be posted?

- A - Batch Entry
- B - Detail Inquiry
- C - Journal Entry
- D - Quick Journal Entry

Answer: D

Question: 79

What happens when a reversing transaction is entered in the Journal Entry window?

- A - A previously entered transaction is reversed
- B - Two transactions are posted immediately, one on the transaction date, and one on the reversing date
- C - A transaction is posted immediately, and another will be posted after the year-end closing is run
- D - A transaction is posted on the transaction date, and when the user date is set to the reversing date, a reversing transaction will post

Answer: B

Question: 80

Which of the following statements are true about the year-end closing function for general ledger accounts? Choose the 2 that apply.

- A - The account balances for balance sheet accounts are carried forward as beginning balances for the new fiscal year
- B - The account balances for balance sheet accounts are closed to retained earnings
- C - The account balances for profit and loss accounts are closed to retained earnings
- D - It automatically creates a new fiscal year to carry beginning balances forward

Answer: A, C

Question: 81

Which transaction type in the Other Bank Transactions window will not affect a checkbook when posted?

- A - Check
- B - Receipt
- C - Withdrawal
- D - Increase Adjustment

Answer: B

Question: 82

The checkbook reconcile process is trying to reconcile which of the following?

- A - The checkbook balance and the General Ledger cash account
- B - The General Ledger cash account and bank statement balance
- C - The checkbook balance and the bank statement balance
- D - Transactions from Purchasing and Payroll to checkbooks

Answer: C

Question: 83

How many checkbooks can be set up in Microsoft Small Business Financials?

- A - 1
- B - 5

C - 10
D - Unlimited

Answer: D

Question: 84

Which two document types default their next number from the Checkbooks setup window?

- A - Deposit and Check
- B - Check and Withdrawal
- C - Receipt and Check
- D - Increase and Decrease Adjustments

Answer: A

Question: 85

When do customer cash payments entered in Sales update the checkbook balance in Banking?

- A - When they are posted in Sales entry' windows
- B - When they are entered in Sales entry' windows
- C - When they are deposited using the Deposit window
- D - When they are reconciled in the checkbook reconcile windows

Answer: C

Question: 86

Which transaction entry window in Banking would allow you to print a check?

- A - Bank Transfer Entry
- B - Other Bank Transactions
- C - Miscellaneous Check
- D - Bank Receipt Entry

Answer: C

Question: 87

When do checks entered in Purchasing update the checkbook balance in Banking?

- A - When they are posted in Purchasing

- B - When they are entered in Purchasing
- C - When they are reconciled in the checkbook reconcile windows
- D - When the check amount is entered and posted in the Bank Transaction Entry window

Answer: A

Question: 88

What two fields in the Checkbooks window cannot be changed once a reconcile has been performed on a checkbook?

- A - Next check number and next deposit number
- B - Last reconciled date and bank account number
- C - Last reconciled date and last reconciled balance
- D - Last reconciled balance and next check number

Answer: C

Question: 89

What option should you choose if you want to mark a group or consecutive documents in the checkbook reconcile windows?

- A - Tools>Select
- B - Select Range
- C - Edit
- D - Utilities

Answer: B

Question: 90

Which deposit type allows you to remove receipts without affecting your checkbook balance?

- A - Deposit with Receipts
- B - Deposit without Receipts
- C - Deposit to Delete Receipts
- D - Clear Unused Receipts

Answer: D

Question: 91

Which number is automatically incremented by the system to uniquely identify a Payables

transaction?

- A - Voucher Number
- B - Invoice Number
- C - Document Number
- D - Apply Number

Answer: A

Question: 92

It an invoice was entered in Purchasing against the wrong vendor account, which window would you use to void it if it has not been applied to any document?

- A - Edit Payables Transaction
- B - Void Open Payables Transactions
- C - Void Historical Payables Transactions
- D - Remove Transaction History

Answer: B

Question: 93

If a vendor extends the discount date on a previously posted invoice transaction from April 10 to April 25, what is the best/easiest way to update Microsoft Small Business Financials with the new information?

- A - Change the discount date in the Payables Transaction Inquiry-Document window
- B - Void the original invoice and reenter it with the new discount information
- C - Use the Edit Payables Transaction window to change the discount date
- D - Modify the payment term in Payment Terms Setup to reflect the additional discount period

Answer: C

Question: 94

What can you do if you don't want to let users change the default check number when printing Payables checks?

- A - Modify the check in Report Editor and remove the check number field

- B - In Transaction Setup, check the Do not Allow Override box for Purchasing
- C - Don't mark the Override Check Number box in the Checkbooks window
- D - You can't stop the user from editing the check number when entering checks in Purchasing

Answer: C

Question: 95

If a vendor has been inactivated, when can they be reactivated?

- A - At anytime
- B - At the end of a fiscal period
- C - At the end of a fiscal year
- D - At the end of a calendar year

Answer: A

Question: 96

Where do you need to format the payables check?

- A - Purchasing Utilities
- B - Purchasing Tools
- C - Computer Check Entry
- D - Use Report Editor or Report Writer

Answer: D

Question: 97

Which of the following options are available in Microsoft Small Business Financials when entering a receiving transaction on a purchase order? Choose the 3 that apply.

- A - Shipment/invoice transaction
- B - Shipment Only transaction
- C - Invoice Only transaction
- D - Bill of Lading transaction

Answer: A, B, C

Question: 98

Which purchase order type has its own entry window in Microsoft Small Business Financials?

- A - Standard Purchase Order
- B - Purchase Order with multiple line items
- C - Drop Ship Purchase Orders
- D - Warehouse Purchase Orders

Answer: C

Question: 99

When are invoice transactions moved to history in Purchasing?

- A - At month end
- B - When they are fully applied
- C - When the fiscal year end closing is run
- D - When the calendar year end closing is run

Answer: B

Question: 100

When can a credit memo be applied to an invoice? Choose the 2 that apply.

- A - When it is entered in Payables Transaction Entry
- B - After it is posted using the Apply Vendor Documents window
- C - When it is voided
- D - When in Find Vendor Documents inquiry

Answer: A, B

Question: 101

When moving sales transactions to history, which document type can have a unique cut off date entered?

- A - Voids
- B - Checks
- C - Paid Transactions
- D - Waived Finance Charges

Answer: B

Question: 102

What does checking the Compound Finance Charge box in Transaction Setup do?

- A - Allows you to enter multiple finance charges for a customer
- B - Allows you to print statements showing finance charges
- C - Allows finance charging on a customer's balance including unpaid previously assessed finance charges
- D - Allows you to double finance charge amounts for a customer in cases where documents are in your last aging bucket

Answer: C

Question: 103

Which of the following would stop you from deleting a customer in Sales? Choose the 3 that apply.

- A - A current balance
- B - Customer transaction history
- C - Multiple customer addresses
- D - Unposted transactions in a batch for the customer

Answer: A, B, D

Question: 104

What fields can be changed using the Edit Receivables Transaction window? Choose the 2 that apply.

- A - Discount date
- B - Transaction amount
- C - Invoice number
- D - Due date

Answer: A, D

Question: 105

Which transaction entry window will allow you to enter sales line items in Microsoft Small Business Financials?

- A - Receivables Transaction Entry
- B - Cash Payments Entry

- C - Invoices
- D - Edit Receivables Transactions

Answer: C

Question: 106

Which of the following can be accomplished when printing statements using the statements wizard? Choose the 3 that apply.

- A - Exclude transactions after a particular date
- B - Print statements for a range of customers
- C - Print all line items purchased on all invoices for the period
- D - Print special messages to overdue customers

Answer: A, B, D

Question: 107

It you are posting a sales batch and the power goes out, where should you go to restart posting of the batch?

- A - Master Posting
- B - Batch Posting
- C - Transaction Entry
- D - Batch Recovery

Answer: D

Question: 108

Which sales transaction type will have no effect on a customer's balance?

- A - Debit Memo
- B - Service/Repair
- C - Credit Memo
- D - Warranty

Answer: D

Question: 109

Which of the following document types in sales can be used to eventually create an invoice?

Choose the 2 that apply.

- A - Credit Memo
- B - Debit Memo
- C - Order
- D - Quote

Answer: C, D

Question: 110

If the period-end procedure Assess Finance Charges window is used, what additional step must be performed to have the finance charges appear on customer statements?

- A - Move Transactions to History must be run
- B - You must enter each finance charge transaction in Receivables Transaction Entry
- C - You need to post the finance charge batch
- D - No other step is needed for them to appear

Answer: C

Question: 111

If an item type is changed to discontinued, what function can no longer be done in Microsoft Small Business Financials?

- A - The item can't be sold to a customer
- B - The item can't be purchased on a Purchase Order
- C - The item can't be placed on a quote
- D - The item can't be changed back to a stock item

Answer: B

Question: 112

Which of the following cost methods can be assigned to an item in inventory? Choose the 3 that apply.

- A - FIFO
- B - LIFO
- C - Average

D - Periodic

Answer: A, B, C

Question: 113

Which of the following default account types can be entered for inventory items in the Item Accounts window? Choose the 3 that apply.

A - Inventory

B - Purchases

C - Sales

D - Cost of Goods Sold

Answer: A, C, D

Question: 114

Which of the following are Track Options when you set up items in Inventory? Choose the 2 that apply.

A - Manufacturer product number

B - Retailer's product identification number

C - Serial Numbers

D - Lot Numbers

Answer: CD

Question: 115

How can you enter a decrease adjustment transaction in Item Adjustment Entry?

A - Select a transaction type of decrease adjustment

B - Enter a minus sign along with a quantity

C - Enter a quantity and place brackets around it

D - A decrease adjustment can't be entered

Answer: B

Question: 116

Which of the following documents can have inventory line items? Choose the 3 that apply.

A - Invoice (Sales)

- B - Quote (Sales)
- C - Order (Sales)
- D - Voucher (Purchasing)

Answer: A

Question: 117

Which of the following documents can have inventory line items? Choose the 3 that apply.

- A - Invoice (Sales)
- B - Quote (Sales)
- C - Order (Sales)
- D - Voucher (Purchasing)

Answer: A, B, C

Question: 118

Which of the following will allow you to increase quantity on hand for an item? Choose the 2 that apply.

- A - Receiving the item in Purchase Order
- B - increase item adjustment
- C - Entering a Quote in Sales
- D - Entering an Order in Sales

Answer: A, B

Question: 119

How many item price levels can be entered for an item in the Item Prices window?

- A - 1
- B - 3
- C - 5
- D - 7

Answer: C

Question: 120

What is the term for an item in Microsoft Small Business Financials that has component items and is pieced together at the time of the sale?

- A - Assembled Item
- B - Lot
- C - Serial Numbered Item
- D - Kit

Answer: D

Question: 121

What is the maximum number of licensed concurrent users you can have in Microsoft Small Business Financials?

- A - 1
- B - 2
- C - 5
- D - 10

Answer: D

Question: 122

What is the keyboard equivalent for a lookup window in Microsoft Small Business Financials?

- A - Ctrl+R
- B - Ctrl+L
- C - Alt + P
- D - Alt + L

Answer: B

Question: 123

Which of the following statements are true about the Notes feature? Choose the 2 that apply.

- A - Notes can be attached to windows
- B - Notes cannot be changed once entered
- C - Notes can be attached to individual vendors and customers
- D - Notes are only available if the feature is turned on in company setup

Answer: A, C

Question: 124

Which of the following can be added to the shortcut bar in Microsoft Small Business Financials?

Choose the 3 that apply.

- A- Macros
- B - Individual Fields
- C - Application Windows
- D - SmartList Favorites

Answer: A, C, D

Question: 125

What is the maximum number of companies that can be set up in Microsoft Small Business Financials?

- A - 1
- B - 3
- C - 5
- D – Unlimited

Answer: D

Question: 126

Where can integration to MapPoint be activated in Microsoft Small Business Financials?

- A - Company Setup
- B - User Preferences
- C -Transaction Setup
- D - Process Monitor

Answer: B

Question: 127

What is the maximum number of account segments allowed in Microsoft Small Business Financials?

- A - 1

- B - 2
- C - 5
- D - 10

Answer: C

Question: 128

Where are the “built in” backup and restore functions located in Small Business Financials?

- A - Setup on the Menu Bar
- B - File on the Menu Bar
- C - Posting on the Tool Bar
- D - There isn't a “built in” backup or restore function

Answer: B

Question: 129

Which of the following file formats are available to save a report to in Microsoft Small Business Financials? Choose the 3 that apply.

- A - HTML
- B - DIF
- C - Comma Delimited
- D - Text

Answer: A, C, D

Question: 130

What is the maximum account length allowed in Microsoft Small Business Financials?

- A - 5
- B - 10
- C - 20
- D – 25

Answer: D

Question: 131

Which of the following statements are true about the year-end closing function for general ledger accounts? Choose the 2 that apply.

- A - The account balances for balance sheet accounts are carried forward as beginning balances for the new fiscal year
- B - The account balances for balance sheet accounts are closed to retained earnings
- C - The account balances for profit and loss accounts are closed to retained earnings
- D - It automatically creates a new fiscal year to carry beginning balances forward

Answer: A, C

Question: 132

Which of the following situations could possibly be remedied by running the reconcile utility in Accounting?

- A - A budget does not contain all accounts
- B - A checkbook balance doesn't agree with a cash account balance
- C - A vendor check was written for the wrong amount
- D - An account balance for a period displays differently when comparing the trial balance report and balance sheet

Answer: D

Question: 133

When are transactions for posting accounts in Accounting moved to history?

- A - When accounts are cleared
- B - When transactions are applied
- C - When transactions are posted
- D - When the year-end closing is run

Answer: D

Question: 134

Which of the following frequencies are available for a recurring batch type in Microsoft Small Business Financials?

- A - Monthly
- B - Special
- C - Single Use
- D - Miscellaneous

Answer: A

Question: 135

Which of the following would stop you from inactivating a posting account? Choose the 2 that apply.

- A - A debit account balance
- B - A credit account balance
- C - A zero account balance
- D - Transaction history for the account

Answer: A, B

Question: 136

Where can you specify the default retained earnings account that should be used when closing the fiscal year in Accounting?

- A - Transaction Setup
- B - Financial Reports
- C - Journal Entry
- D - Accounts window

Answer: A

Question: 137

Which of the following are requirements to delete an account from your chart of accounts? Choose the 2 that apply.

- A - The account must have a zero balance
- B - The account must have been inactivated
- C - The account must be a balance sheet account
- D - There currently are no history records for the account

Answer: A, D

Question: 138

What determines whether an account will be closed at year-end to the retained earnings account, or its balance is carried forward into the next fiscal year as a beginning balance?

- A - Financial Statement Category
- B - Posting Type
- C - Typical Balance
- D - Account Number

Answer: B

Question: 139

Which of the following financial statements can be created using Microsoft Small Business Financials? Choose the 3 that apply.

- A - Balance Sheet
- B - Profit&Loss
- C - Statement of Cash Flows
- D - Statement of Changes in Financial Position

Answer: A, B, C

Question: 140

What function should be used to enter recurring transactions where account numbers are consistently the same, but the amounts change each time the transaction needs to be posted?

- A - Batch Entry
- B - Detail Inquiry
- C - Journal Entry
- D - Quick Journal Entry

Answer: D

Question: 141

Which deposit type allows you to remove receipts without affecting your checkbook balance?

- A - Deposit with Receipts
- B - Deposit without Receipts
- C - Deposit to Delete Receipts
- D - Clear Unused Receipts

Answer: D

Question: 142

How many checkbooks can be set up in Microsoft Small Business Financials?

- A - 1
- B - 5
- C - 10
- D - Unlimited

Answer: D

Question: 143

Bank Transfer Entry should be used to record which type of transaction?

- A - A check written to a vendor
- B - You moved funds from your Operating checkbook to your Payroll checkbook
- C - A deposit of sales receipts you made to a new checkbook from your cash register
- D - You withdrew funds from your Operating checkbook to use for your petty cash drawer

Answer: B

Question: 144

Which two document types default their next number from the Checkbooks setup window?

- A - Deposit and Check
- B - Check and Withdrawal
- C - Receipt and Check
- D - Increase and Decrease Adjustments

Answer: A

Question: 145

What must happen in order to reconcile a checkbook?

- A - The difference must be \$0 on the Select Bank Transactions window

- B - Adjustments must equal the Adjusted Book Balance for the checkbook
- C - All documents must be marked for clearing for the checkbook
- D - Adjustment transactions must be posted prior to reconciling the checkbook

Answer: A

Question: 146

Which transaction entry window in Banking would allow you to print a check?

- A - Sank Transfer Entry
- B - Other Bank Transactions
- C - Miscellaneous Check
- D - Bank Receipt Entry

Answer: C

Question: 147

Checks can be cleared for a different amount than entered only if it meets which requirement?

- A - The document is for less than \$50
- B - It is less than 90 days old
- C - It has not been reconciled
- D - It was reconciled in the previous month

Answer: C

Question: 148

Which of the following can be done within the reconciliation windows in Banking when reconciling a checkbook? Choose the 3 that apply.

- A - Void a document
- B - Enter an adjustment for a bank service charge
- C - Clear a document for a different amount then entered
- D - Print a marked documents list to determine if all necessary documents have been marked

Answer: B, C, D

Question: 149

When do checks entered in Purchasing update the checkbook balance in Banking?

- A - When they are posted in Purchasing
- B - When they are entered in Purchasing
- C - When they are reconciled in the checkbook reconcile windows
- D - When the check amount is entered and posted in the Bank Transaction Entry window

Answer: A

Question: 150

What two fields in the Checkbooks window cannot be changed once a reconcile has been performed on a checkbook?

- A - Next check number and next deposit number
- B - Last reconciled date and bank account number
- C - Last reconciled date and last reconciled balance
- D - Last reconciled balance and next check number

Answer: C

Question: 151

It a vendor has been inactivated, when can they be reactivated?

- A - At anytime
- B - At the end of a fiscal period
- C - At the end of a fiscal year
- D - At the end of a calendar year

Answer: A

Question: 152

In Purchasing, which of the following windows will allow you to print a check?

- A - Payables Transaction Entry
- B - Manual Check Entry'
- C - Vendors
- D - Apply Documents

Answer: A

Question: 153

If a vendor extends the discount date on a previously posted invoice transaction from April 10 to April 25, what is the best easiest way to update Microsoft Small Business Financials with the new information?

- A - Change the discount date in the Payables Transaction Inquiry-Document window
- B - Void the original invoice and reenter it with the new discount information
- C - Use the Edit Payables Transaction window to change the discount date
- D - Modify the payment term in Payment Terms Setup to reflect the additional discount period

Answer: C

Question: 154

Which of the following options are available in Microsoft Small Business Financials when entering a receiving transaction on a purchase order? Choose the 3 that apply.

- A - Shipment/Invoice transaction
- B - Shipment Only transaction
- C - Invoice Only transaction
- D - Bill of Lading transaction

Answer: A, B, C

Question: 155

Where do you need to format the payables check?

- A - Purchasing Utilities
- B - Purchasing Tools
- C - Computer Check Entry
- D - Use Report Editor or Report Writer

Answer: D

Question: 156

Which transaction types can be entered for a vendor in Microsoft Small Business Financials? Choose the 3 that apply.

- A - Credit Memos
- B - Warranty
- C - Purchase Orders
- D - Returns

Answer: A, C, D

Question: 157

What default vendor posting account numbers can be assigned on a per vendor basis when you set up a vendor? Choose the 2 that apply.

- A - Purchases
- B - Accounts Payable
- C - Freight
- D - Sales

Answer: A, B

Question: 158

How many aging periods are there in Purchasing?

- A - 3
- B - 4
- C - 5
- D - 7

Answer: B

Question: 159

When are invoice transactions moved to history in Purchasing?

- A - At month end
- B - When they are fully applied
- C - When the fiscal year end closing is run
- D - When the calendar year end closing is run

Answer: B

Question: 160

Which of the following will stop you from inactivating a vendor? Choose the 3 that apply.

- A - Transaction History'
- B - Partially paid voucher/invoice on the vendor account
- C - A current balance owed to the vendor
- D - Unpaid voucher/invoice on the vendor account

Answer: B, C, D

Question: 161

Which of the following will stop you from inactivating a vendor? Choose the 3 that apply.

- A - Transaction History'
- B - Partially paid voucher/invoice on the vendor account
- C - A current balance owed to the vendor
- D - Unpaid voucher/invoice on the vendor account

Answer: C

Question: 162

Which of the following would stop you from deleting a customer in Sales? Choose the 3 that apply.

- A - A current balance
- B - Customer transaction history
- C - Multiple customer addresses
- D - Unposted transactions in a batch for the customer

Answer: A, B, D

Question: 163

How many aging periods are there for Sales?

- A - 2
- B - 3
- C - 4
- D - 5

Answer: C

Question: 164

What fields can be changed using the Edit Receivables Transaction window? Choose the 2 that apply.

- A - Discount date
- B - Transaction amount
- C - Invoice number
- D - Due date

Answer: A, D

Question: 165

When entering customer cash receipts in Cash Payments Entry, which of the following statements are true? Choose the 2 that apply.

- A - The cash receipt must be applied prior to posting
- B - The cash receipt must be entered in a batch
- C - The cash receipt can be posted unapplied
- D - The cash receipt can be a cash, check or credit card payment

Answer: C, D

Question: 166

Which of the following can be accomplished when printing statements using the statements wizard? Choose the 3 that apply.

- A - Exclude transactions after a particular date
- B - Print statements for a range of customers
- C - Print all line items purchased on all invoices for the period
- D - Print special messages to overdue customers

Answer: A, B, D

Question: 167

Which period-end procedure allows you to print an Aging report?

- A - Age Customer Balances
- B - Print Customer Statements
- C - Move Transactions to History
- D - Assess Finance Charges

Answer: A

Question: 168

Where can you set a default NSF (Non-sufficient funds) check charge in Sales?

- A - Transaction Setup
- B - Cash Payments Entry
- C - Customers
- D - Customer Maintenance Options

Answer: A

Question: 169

If you are posting a sales batch and the power goes out, where should you go to restart posting of the batch?

- A - Master Posting
- B - Batch Posting
- C - Transaction Entry
- D - Batch Recovery

Answer: D

Question: 170

Which sales transaction type will have no effect on a customer's balance?

- A - Debit Memo
- B - Service/Repair
- C - Credit Memo
- D - Warranty

Answer: D

Question: 171

Which of the following documents can have inventory line items? Choose the 3 that apply.

- A - Invoice (Sales)

- B - Quote (Sales)
- C - Order (Sales)
- D - Voucher (Purchasing)

Answer: A, B, C

Question: 172

Which item type can be changed to discontinued?

- A - Labor
- B - Service
- C - Miscellaneous Charge
- D - Stock Item

Answer: D

Question: 173

What is the term for an item in Microsoft Small Business Financials that has component items

and is “pieced together” at the time of the sale?

- A - Assembled Item
- B - Lot
- C - Serial Numbered Item
- D - Kit

Answer: D

Question: 174

Which item type will allow you to track quantities?

- A - Stock Item
- B - Labor
- C - Service
- D - Miscellaneous Charge

Answer: A

Question: 175

It an item type is changed to discontinued, what function can no longer be done in Microsoft Small Business Financials?

- A - The item can't be sold to a customer
- B - The item can't be purchased on a Purchase Order
- C - The item can't be placed on a quote
- D - The item can't be changed back to a stock item

Answer: B

Question: 176

Which of the following is a difference between kit items and assembled items?

- A - Assembled items can have a quantity on hand; a kit never has a quantity on hand
- B - Assembled items have component parts, kits do not
- C - Kits can be sold to customers, and assembled items cannot
- D - Assembled items can be sold to customers, kits cannot

Answer: A

Question: 177

Which of the following are Track Options when you set up items in Inventory? Choose the 2 that apply.

- A - Manufacturer product number
- B - Retailer's product identification number
- C - Serial Numbers
- D - LotNumbers

Answer: C, D

Question: 178

Which of the following default account types can be entered for inventory items in the Item Accounts window? Choose the 3 that apply.

- A - Inventory
- B - Purchases
- C - Sales
- D - Cost of Goods Sold

Answer: A, C, D

Question: 179

How many item price levels can be entered for an item in the Item Prices window?

- A - 1
- B - 3
- C - 5
- D - 7

Answer: C

Question: 180

Which of the following cost methods can be assigned to an item in Inventory? Choose the 3 that apply.

- A - FIFO
- B - LIFO
- C - Average
- D - Periodic

Answer: A, B, C

Question: 181

If a payment is voided in Purchasing, what happens to the invoice that was applied to the payment?

- A - It is deleted
- B - It stays in history
- C - It is voided when the payment is voided
- D - It returns to the open table where it can be paid with a new/different credit document

Answer: D