SKIT Project

MCQ -Marks-100
QuickBooks Online-50 & Xero-50

QuickBooks Online MCQ-50

1. Which form of VAT registration requires businesses to account for VAT on the basis of payments received and made?

A) Standard VAT Scheme

B) Cash Accounting Scheme

C) Flat Rate Scheme

D) Annual Accounting Scheme

Answer: B) Cash Accounting Scheme

2. In QuickBooks Online, how can you set up VAT codes?

A) In the Sales Settings

B) In the Banking Center

C) In the VAT Settings

D) In the Chart of Accounts

Answer: D) In the Chart of Accounts

3. What is the purpose of a reverse charge VAT?

A) To decrease VAT liability

B) To simplify VAT reporting

C) To shift the responsibility for VAT payment from the supplier to the customer

D) To exempt certain transactions from VAT

Answer: C) To shift the responsibility for VAT payment from the supplier to the customer

4. Which of the following is a requirement for businesses registered for VAT in the UK?

A) Quarterly VAT returns

B) Monthly VAT returns

C) Annual VAT returns

D) No VAT returns required

Answer: B) Quarterly VAT returns

5. What is the VAT MOSS scheme used for?

A) To calculate VAT on sales made to EU customers

B) To report and pay VAT on certain digital services provided to EU customers

C) To calculate VAT on sales made to non-EU customers

D) To claim VAT refunds for purchases made in other EU countries

Answer: B) To report and pay VAT on certain digital services provided to EU customers

6. Which VAT setting in QuickBooks Online allows you to track VAT on sales and purchases separately?

A) VAT Rate Setting

B) VAT Exclusive Setting

C) VAT Inclusive Setting

D) VAT Agency Setting

Answer: C) VAT Inclusive Setting

7. How can you access the customer center in QuickBooks Online?

A) From the Employee Center

B) From the Reports Center

C) From the Sales Center

D) From the Customers menu

Answer: D) From the Customers menu

8. What information can you store for a customer in QuickBooks Online?

A) Only their name

B) Name, address, phone number, and email

C) Name and phone number

D) Name, email, and website

Answer: B) Name, address, phone number, and email

9. Which of the following actions can you perform in the Customer Center of QuickBooks Online?

A) Record customer payments

B) Track employee hours

C) Manage vendor information

D) Create journal entries

Answer: A) Record customer payments

10. In QuickBooks Online, what is the purpose of setting a customer as "taxable"?

A) To exempt them from taxes

B) To apply special discounts

C) To indicate they are subject to sales tax

D) To set them up for recurring billing

Answer: C) To indicate they are subject to sales tax

11. How can you add a new customer in QuickBooks Online?

A) By calling QuickBooks support

B) By importing a customer list from Excel

C) By accessing the Customer Center and clicking "New Customer"

D) By sending an email to QuickBooks

Answer: C) By accessing the Customer Center and clicking "New Customer"

12. Which of the following is true regarding customer statements in QuickBooks Online?

A) They can only be sent via postal mail

B) They summarize transactions and balances for a specific customer

C) They are automatically generated daily

D) They can only be accessed by the administrator

Answer: B) They summarize transactions and balances for a specific customer

13. What is the purpose of adding notes to a customer's profile in QuickBooks Online?

A) To record their favorite color

B) To track communication and important details about the customer

C) To store their social media profiles

D) To set reminders for follow-up calls

Answer: B) To track communication and important details about the customer

14. How can you view a list of all transactions related to a specific customer in QuickBooks Online?

A) By printing a customer report

B) By accessing the Customer Center and selecting the customer's name

C) By clicking on the customer's name in the Employee Center

D) By contacting QuickBooks support

Answer: B) By accessing the Customer Center and selecting the customer's name

15. What is the purpose of creating customer groups or tags in QuickBooks Online?

A) To assign tasks to customers

B) To categorize customers for reporting and communication purposes

C) To restrict access to customer information

D) To apply discounts to specific groups of customers

Answer: B) To categorize customers for reporting and communication purposes

16. In QuickBooks Online, how can you mark a customer as inactive?

A) By deleting their profile

B) By removing all their transactions

C) By unchecking the "Active" box in their profile

D) By sending them an email notification

Answer: C) By unchecking the "Active" box in their profile

17. Where can you access the Product and Service List in QuickBooks Online?

A) Sales Center

B) Reports Center

C) Settings Menu

D) Banking Center

Answer: C) Settings Menu

18. What types of items can you add to the Product and Service List in QuickBooks Online?

A) Only physical products

B) Only services

C) Both physical products and services

D) Only digital products

Answer: C) Both physical products and services

19. Which of the following is NOT a category that can be assigned to items in the Product and Service List?

A) Inventory

B) Non-Inventory

C) Service

D) Subscription

Answer: D) Subscription

20. What is the purpose of the "Description" field when adding items to the Product and Service List in QuickBooks Online?

A) To specify the item's weight

B) To provide additional details about the item

C) To include a hyperlink to the item's webpage

D) To add tags for better organization

Answer: B) To provide additional details about the item

21. Which of the following actions can you perform on items in the Product and Service List?

A) Edit

B) Delete

C) Both A and B

D) None of the above

Answer: C) Both A and B

22. In QuickBooks online, what does the "SKU" field stand for?

A) Sales Keeping Unit

B) Stock Keeping Unit

C) Service Keeping Unit

D) Sales Knowledge Update

Answer: B) Stock Keeping Unit

23. Which of the following is NOT a pricing option available for items in the Product and Service List?

A) Fixed Price

B) Cost Plus Markup

C) Time and Materials

D) Variable Pricing

Answer: D) Variable Pricing

24. How can you set up different tax rates for items in the Product and Service List in QuickBooks Online?

A) By contacting QuickBooks support

B) By using the "Taxable" checkbox

C) By selecting from predefined tax codes

D) By adding tax rates manually

Answer: C) By selecting from predefined tax codes

25. What is the purpose of the "Income Account" field when adding items to the Product and Service List?

A) To track the item's cost

B) To track the item's sales revenue

C) To track the item's inventory

D) To track the item's tax liability

Answer: B) To track the item's sales revenue

26. Which report in QuickBooks Online allows you to view a list of all items in the Product and Service List?

A) Customer Balance Detail Report

B) Profit and Loss Report

C) Product/Service List Report

D) Cash Flow Statement

Answer: C) Product/Service List Report

27. Where can you access the supplier center in QuickBooks Online?

A) Purchases Center

B) Reports Center

C) Settings Menu

D) Employees Menu

Answer: A) Purchases Center

28. What information can you store for a supplier in QuickBooks Online?

A) Only their name

B) Name, address, phone number, and email

C) Name and phone number

D) Name, email, and website

Answer: B) Name, address, phone number, and email

29. Which of the following actions can you perform in the Supplier Center of QuickBooks Online?

A) Record supplier payments

B) Manage customer invoices

C) Schedule employee shifts

D) Create new products

Answer: A) Record supplier payments

30. How can you add a new supplier to QuickBooks Online?

A) By calling QuickBooks support

B) By importing a supplier list from Excel

C) By accessing the Supplier Center and clicking "New Supplier"

D) By sending an email to QuickBooks

Answer: C) By accessing the Supplier Center and clicking "New Supplier"

31. Which of the following is NOT a field typically included when adding a supplier in QuickBooks Online?

A) Tax ID

B) Payment terms

C) Fax number

D) Customer reference number

Answer: D) Customer reference number

32. What is the purpose of setting a default expense account for a supplier in QuickBooks Online?

A) To track expenses related to that supplier

B) To apply discounts to invoices

C) To track customer payments

D) To schedule supplier visits

Answer: A) To track expenses related to that supplier

33. How can you view a list of all transactions related to a specific supplier in QuickBooks Online?

A) By printing a supplier report

B) By accessing the Supplier Center and selecting the supplier's name

C) By clicking on the supplier's name in the Employee Center

D) By contacting QuickBooks support

Answer: B) By accessing the Supplier Center and selecting the supplier's name

34. What is the purpose of creating supplier groups or tags in QuickBooks Online?

A) To assign tasks to suppliers

B) To categorize suppliers for reporting and communication purposes

C) To restrict access to supplier information

D) To apply discounts to specific groups of suppliers

Answer: B) To categorize suppliers for reporting and communication purposes

35. What is the purpose of the "Attachments" feature in the supplier profile of QuickBooks Online?

A) To attach supplier photos

B) To attach documents related to the supplier

C) To attach payment receipts

D) To attach voice recordings

Answer: B) To attach documents related to the supplier

36. In QuickBooks Online, how can you mark a supplier as inactive?

A) By deleting their profile

B) By removing all their transactions

C) By unchecking the "Active" box in their profile

D) By sending them an email notification

Answer: C) By unchecking the "Active" box in their profile

37. **Where can you access the sales center in QuickBooks Online?**

A) Purchases Center

B) Reports Center

C) Sales Menu

D) Employees Menu

Answer: C) Sales Menu

38. What types of sales transactions can you create in QuickBooks Online?

A) Only invoices

B) Only estimates

C) Invoices, estimates, sales receipts, and refunds

D) Only sales receipts

Answer: C) Invoices, estimates, sales receipts, and refunds

39. Which of the following actions can you perform in the Sales Center of QuickBooks Online?

A) Record customer payments

B) Record supplier payments

C) Manage employee schedules

D) Create new products

Answer: A) Record customer payments

40. How can you create a new invoice in QuickBooks Online?

A) By calling QuickBooks support

B) By accessing the Sales Center and clicking "New Invoice"

C) By importing an invoice template from Excel

D) By sending an email to QuickBooks

Answer: B) By accessing the Sales Center and clicking "New Invoice"

41. What is the purpose of an estimate in QuickBooks Online?

A) To record sales of products

B) To record customer payments

C) To provide a quote or proposal to a customer

D) To record supplier payments

Answer: C) To provide a quote or proposal to a customer

42. Which of the following is NOT a field typically included when creating a sales receipt in QuickBooks Online?

A) Customer name

B) Payment method

C) Supplier name

D) Date of sale

Answer: C) Supplier name

43. How can you view a list of all sales transactions in QuickBooks Online?

A) By printing a sales report

B) By accessing the Sales Center and selecting "All Sales"

C) By clicking on the sales menu in the Reports Center

D) By contacting QuickBooks support

Answer: B) By accessing the Sales Center and selecting "All Sales"

44. What is the purpose of creating product categories or tags in QuickBooks Online?

A) To assign tasks to products

B) To categorize products for reporting and communication purposes

C) To restrict access to product information

D) To apply discounts to specific groups of products

Answer: B) To categorize products for reporting and communication purposes

45. What is the purpose of the "Attachments" feature in the sales transaction in QuickBooks Online?

A) To attach customer photos

B) To attach documents related to the sale

C) To attach payment receipts

D) To attach voice recordings

Answer: B) To attach documents related to the sale

46. In QuickBooks Online, how can you mark a sales transaction as recurring?

A) By selecting the "Recurring" checkbox when creating the transaction

B) By contacting QuickBooks support

C) By assigning a specific tag to the transaction

D) By sending an email to QuickBooks

Answer: A) By selecting the "Recurring" checkbox when creating the transaction

47. Where can you access the bill center in QuickBooks Online?

A) Purchases Center

B) Reports Center

C) Expenses Menu

D) Employees Menu

Answer: C) Expenses Menu

48. What types of bills can you create in QuickBooks Online?

A) Only purchase orders

B) Only invoices

C) Bills for expenses, products, and services

D) Only estimates

Answer: C) Bills for expenses, products, and services

49. Which of the following actions can you perform in the Bill Center of QuickBooks Online?

A) Record vendor payments

B) Record customer payments

C) Manage employee schedules

D) Create new products

Answer: A) Record vendor payments

50. How can you create a new bill in QuickBooks Online?

A) By calling QuickBooks support

B) By accessing the Bill Center and clicking "New Bill"

C) By importing a bill template from Excel

D) By sending an email to QuickBooks

Answer: B) By accessing the Bill Center and clicking "New Bill"

Xero MCQ-50

1. What type of software is Xero?

A. Desktop-based

B. Cloud-based

C. Mobile-based

D. Web-based

Answer: B. Cloud-based

2. Which of the following is a primary feature of Xero?

A. Inventory management

B. Payroll processing

C. Project management

D. Customer relationship management

Answer: B. Payroll processing

3. In Xero, what is the purpose of the "Dashboard"?

A. To manage inventory

B. To track employee hours

C. To view key financial metrics at a glance

D. To send invoices to customers

Answer: C. To view key financial metrics at a glance

4. In Xero, what is the purpose of the "Bank Reconciliation" feature?

A. To record payments made to suppliers

B. To match transactions in Xero with bank transactions

C. To create financial reports

D. To generate purchase orders

Answer: B. To match transactions in Xero with bank transactions

5. What is the purpose of Xero's "Fixed Assets" module?

A. To manage inventory

B. To track employee hours

C. To record and depreciate assets over time

D. To process expense claims

Answer: C. To record and depreciate assets over time

6. What is the purpose of Xero's "Projects" feature?

A. To manage inventory levels

B. To track time and expenses for specific jobs or projects

C. To create financial forecasts

D. To process payroll

Answer: B. To track time and expenses for specific jobs or projects

7. In Xero, what is the purpose of the "Chart of Accounts"?

A. To track inventory items

B. To manage customer contacts

C. To categorize financial transactions

D. To generate payroll reports

Answer: C. To categorize financial transactions

8. Which of the following reports can be generated in Xero?

A. Profit and Loss Statement

B. Balance Sheet

C. Cash Flow Statement

D. All of the above

Answer: D. All of the above

9. What is the purpose of Xero's "Quotes" feature?

A. To track employee hours

B. To record sales transactions

C. To send price estimates to customers

D. To reconcile bank transactions

Answer: C. To send price estimates to customers

10. What is the purpose of Xero's "Multi-Currency" feature?

A. To manage inventory in multiple locations

B. To track time and expenses for specific projects

C. To record financial transactions in multiple currencies

D. To generate financial statements

Answer: C. To record financial transactions in multiple currencies

11. Which of the following statements about Xero's "Bank Feeds" feature is true?

A. It allows users to transfer funds between bank accounts

B. It automatically imports bank transactions into Xero

C. It enables users to track employee leave balances

D. It generates monthly bank statements

Answer: B. It automatically imports bank transactions into Xero

Answer: B. To manage stock levels and track inventory movements

12. In Xero, what is the purpose of the "Tracking Categories" feature?

A. To manage customer contacts

B. To categorize financial transactions for reporting purposes

C. To create sales invoices

D. To generate payroll reports

Answer: B. To categorize financial transactions for reporting purposes

13. Which of the following statements about Xero's "Payroll" feature is true?

A. It automatically reconciles bank transactions

B. It allows users to track employee leave balances

C. It generates financial statements

D. It sends quotes to customers

Answer: B. It allows users to track employee leave balances

14. What is the purpose of Xero's "Bank Rules" feature?

A. To reconcile bank transactions automatically

B. To categorize financial transactions

C. To generate purchase orders

D. To manage customer contacts

Answer: A. To reconcile bank transactions automatically

15. Which of the following statements about Xero's "Reports" feature is true?

A. It allows users to manage customer contacts

B. It generates financial statements and other reports

C. It tracks time and expenses for specific projects

D. It reconciles bank transactions automatically

Answer: B. It generates financial statements and other reports

16. What is the purpose of Xero's "Online Invoicing" feature?

A. To create sales invoices

B. To manage customer contacts

C. To track employee hours

D. To reconcile bank transactions automatically

Answer: A. To create sales invoices

17. Which of the following is NOT a feature of Xero's "Projects" module?

A. Time tracking

B. Expense tracking

C. Inventory management

D. Invoicing

Answer: C. Inventory management

18. Which of the following statements about Xero's "Payroll" feature is true?

A. It allows users to manage customer contacts

B. It generates purchase orders

C. It enables users to track employee leave balances

D. It reconciles bank transactions automatically

Answer: C. It enables users to track employee leave balances

19. In Xero, what is the purpose of the "Projects" feature?

A. To manage inventory

B. To track time and expenses for specific jobs or projects

C. To create financial forecasts

D. To process payroll

Answer: B. To track time and expenses for specific jobs or projects

20. Which of the following statements about Xero's "Files" feature is true?

A. It allows users to create sales invoices

B. It enables users to store and share documents

C. It generates financial statements

D. It reconciles bank transactions automatically

Answer: B. It enables users to store and share documents

21. Which of the following is a benefit of using Xero's mobile app?

A. Processing payroll

B. Creating invoices

C. Managing customer contacts

D. Reconciling bank transactions

Answer: B. Creating invoices

22. Which of the following integrations allows users to accept online payments in Xero?

A. Stripe

B. PayPal

C. Square

D. All of the above

Answer: D. All of the above

23. What is the purpose of Xero's "Quotes" feature?

A. To record sales transactions

B. To manage inventory

C. To send price estimates to customers

D. To reconcile bank transactions

Answer: C. To send price estimates to customers

24. Which of the following statements about Xero's "Bank Feeds" feature is true?

A. It allows users to transfer funds between bank accounts

B. It automatically imports bank transactions into Xero

C. It enables users to track employee leave balances

D. It generates monthly bank statements

Answer: B. It automatically imports bank transactions into Xero

25. In Xero, what is the purpose of the "Tracking Categories" feature?

A. To manage customer contacts

B. To categorize financial transactions for reporting purposes

C. To create sales invoices

D. To generate payroll reports

Answer: B. To categorize financial transactions for reporting purposes

26. Which of the following statements about Xero's "Reports" feature is true?

A. It allows users to manage customer contacts

B. It generates financial statements and other reports

C. It tracks time and expenses for specific projects

D. It reconciles bank transactions automatically

Answer: B. It generates financial statements and other reports

27. What is the purpose of Xero's "Online Invoicing" feature?

A. To create sales invoices

B. To manage customer contacts

C. To track employee hours

D. To reconcile bank transactions automatically

Answer: A. To create sales invoices

28. What is the purpose of Xero's "Bank Transfers" feature?

A. To record payments made to suppliers

B. To reconcile bank transactions automatically

C. To transfer funds between bank accounts

D. To generate financial statements

Answer: C. To transfer funds between bank accounts

29. Which of the following statements about Xero's "Payroll" feature is true?

A. It allows users to manage customer contacts

B. It generates purchase orders

C. It enables users to track employee leave balances

D. It reconciles bank transactions automatically

Answer: C. It enables users to track employee leave balances

30. In Xero, what is the purpose of the "Projects" feature?

A. To manage inventory

B. To track time and expenses for specific jobs or projects

C. To create financial forecasts

D. To process payroll

Answer: B. To track time and expenses for specific jobs or projects

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A. It allows users to create sales invoices

B. It enables users to store and share documents

C. It generates financial statements

D. It reconciles bank transactions automatically

Answer: B. It enables users to store and share documents

32. Which of the following integrations allows users to accept online payments in Xero?

A. Stripe

B. PayPal

C. Square

D. All of the above

Answer: D. All of the above

33. Which of the following statements about Xero's "Bank Rules" feature is true?

A. It allows users to reconcile bank transactions automatically

B. It categorizes financial transactions

C. It generates purchase orders

D. It manages customer contacts

Answer: A. It allows users to reconcile bank transactions automatically

34. What is the purpose of Xero's "Inventory" module?

A. To track employee hours

B. To manage stock levels and track inventory movements

C. To create financial forecasts

D. To process expense claims

Answer: B. To manage stock levels and track inventory movements

35. Which of the following statements about Xero's "Purchase Orders" feature is true?

A. It allows users to record sales transactions

B. It enables users to order goods or services from suppliers

C. It generates payment reminders for overdue invoices

D. It reconciles bank transactions automatically

Answer: B. It enables users to order goods or services from suppliers

36. In Xero, what is the purpose of the "Tracking Categories" feature?

A. To manage customer contacts

B. To categorize financial transactions for reporting purposes

C. To create sales invoices

D. To generate payroll reports

Answer: B. To categorize financial transactions for reporting purposes

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A. It allows users to manage customer contacts

B. It generates financial statements and other reports

C. It tracks time and expenses for specific projects

D. It reconciles bank transactions automatically

Answer: B. It generates financial statements and other reports

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A. To create sales invoices

B. To manage customer contacts

C. To track employee hours

D. To reconcile bank transactions automatically

Answer: A. To create sales invoices

39. Which of the following statements about Xero's "Files" feature is true?

A. It allows users to create sales invoices

B. It enables users to store and share documents

C. It generates financial statements

D. It reconciles bank transactions automatically

Answer: B. It enables users to store and share documents

40. What is the purpose of Xero's "Bank Reconciliation" feature?

A. To record payments made to suppliers

B. To match transactions in Xero with bank transactions

C. To create financial forecasts

D. To generate purchase orders

Answer: B. To match transactions in Xero with bank transactions

41. What is the purpose of Xero's "Quotes" feature?

A. To record sales transactions

B. To manage inventory

C. To send price estimates to customers

D. To reconcile bank transactions

Answer: C. To send price estimates to customers

42. Which of the following functions can be performed using Xero's "Contacts" feature?

A. Generating purchase orders

B. Managing customer and supplier information

C. Reconciling bank transactions

D. Processing payroll

Answer: B. Managing customer and supplier information

43. What is the purpose of Xero's "Inventory" module?

A. To track employee hours

B. To manage stock levels and track inventory movements

C. To create financial forecasts

D. To process expense claims

Answer: B. To manage stock levels and track inventory movements

44. What is the purpose of Xero's "Online Invoicing" feature?

A. To create sales invoices

B. To manage customer contacts

C. To track employee hours

D. To reconcile bank transactions automatically

Answer: A. To create sales invoices

45. Which of the following is NOT a report available in Xero?

A) Profit and Loss Statement
B) Balance Sheet
C) Cash Flow Statement
D) Gantt Chart

Answer: D) Gantt Chart

46. Which of the following Xero plans includes payroll services?

A) Starter
B) Standard
C) Premium 5
D) All Xero plans include payroll services.

Answer: C) Premium 5

47. What does the "Repeating" feature in Xero allow users to do?

A) Reconcile bank transactions automatically
B) Create recurring invoices and bills
C) Import data from external sources
D) Archive old transactions

Answer: B) Create recurring invoices and bills

48. Which of the following is NOT a payment method supported by Xero?

A) Credit card
B) Bank transfer
C) Cash
D) Bitcoin

Answer: D) Bitcoin

49. What is the purpose of the "Chart of Accounts" in Xero?

A) To record customer contact information
B) To categorize transactions for reporting
C) To manage employee payroll details
D) To create visual representations of financial data

Answer: B) To categorize transactions for reporting

50. Which feature in Xero allows users to reconcile bank transactions more efficiently?

A) Bank feeds
B) Multi-currency support
C) Budgeting tools
D) Fixed asset management

Answer: A) Bank feeds