

Tanta University



Faculty: Commerce  
Department: Accounting  
Program: BIS-3<sup>rd</sup> Level  
Semester: 1/ 2021-2022  
Date: 01/02/2022

Course Title: Software Packages for Business (COM303)  
Instructors: Prof. Nargis Kaiser & Dr. Salah A. Hammad  
Exam: Final  
Time allowed: 120 Minutes

Instructions to Students:

- The exam paper is (6) pages long.
- The exam consists of (25) questions.
- The maximum score is 50 marks.

**Multiple Choice Questions:**

[50 marks]

(Answer each of the following multiple-choice questions by selecting and shading the best answer in the provided electronic answer sheet)

1- The Vendor Defaults window lets you tell Peachtree what you consider standard ----- terms and how you want to age your vendor -----.

- A. Payment,,,,Invoices. B. Collection,,,,Orders. C. Credit,,,,Receipts. D. Cashflow,,,Memos.

2- The 1099 Settings tab in Vendor Defaults lets you determine how 1099 calculations are made for all of your ----- accounts.

- A. General Ledger B. Flowchart C. Historical D. Current

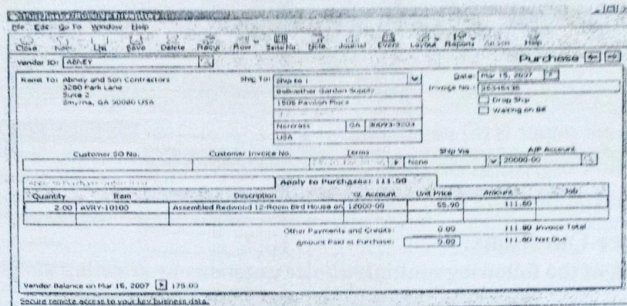
3- The Maintain Vendors window stores information about the businesses you purchase goods and services from. It's also where you set up government agencies you pay ----- to.

- A. Bonuses B. Commissions C. Expenditures D. Taxes

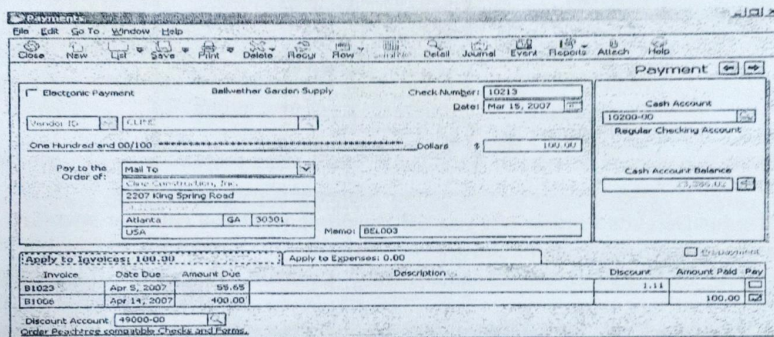
4- The ----- window is where you enter a purchase request for items from a single vendor. (To order from multiple vendors, use the ----- option.)



- A. Purchase Orders,,Select for Purchase Order.
- B. Select for Purchase Order,,Purchase Orders.
- C. Purchases/Receive Inventory,,Select for Purchase Order.
- D. Select for Purchase Order,, Purchases/Receive Inventory.



- 5- If you paid the invoice in full at time of purchase, enter the amount in the ----- field.  
 A. Payments    B. Apply to Purchases    C. Apply to Purchase Order    D. Amount Paid at Purchase



6- The ----- option from the Tasks menu lets you make uncomplicated payment transactions that don't involve invoices, prepayments, or the need to track inventory items. This is paying bills on the fly.

- A. Payments.    B. Select for Payment    C. Write Checks    D. Amount Paid at Purchase

7- The ----- option from the Tasks menu lets you enter checks to vendors one at a time, paying off certain invoices or recording prepayments or cash purchases. It is also the right choice for refunds to customers. Note that this same option is available if you go to the Tasks menu, select Bills, and then select Pay Bills.

- A. Payments.    B. Select for Payment    C. Write Checks    D. Amount Paid at Purchase

8- The ----- option on the Tasks menu allows you to pay multiple vendors from the same window, without entering checks one at a time for each vendor.

- A. Payments.    B. Select for Payment    C. Write Checks    D. Amount Paid at Purchase



Quote

Customer ID: MCKAY

Ship To: Mckay Construction  
4556 Piedmont Road  
Atlanta, GA 30344

Ship To: Ship to 1  
Mckay Construction  
4556 Piedmont Road  
Atlanta, GA 30344

Date: Mar 15, 2007  
Good Thru: Apr 14, 2007  
Quote No.: Q10202  
 Drop Ship

Customer PO: None Ship Via: None Terms: 2% 10, Net 30 Days Sales Rep: [ ]

Quantity	Item	Description	Unit Price	Tax	Amount	Job
1.00	AVBY-10150	Gothic Stone 3rd Bath - 2 pc. Height 28.5 in. Top 21	129.99	1	129.99	
3.00	NURS-21800	Red Rose Starter Bush	16.99	1	50.97	
6.00	LAND-17700	Group Prep and Cultivation Service	29.99	2	179.94	
					12.07	GAPLUTON
					0.00	
					373.97	

Customer Account as of Mar 15, 2007  
Balance: 4,492.00  
Credit Limit: 80,000.00  
Credit Status: Notify Over Limit

Sales Tax: 12.07 GAPLUTON  
Freight: 0.00  
Quote Total: 373.97

Enter your company Web site with ease and integrate it with Peachtree.

9- In order to enter a quote, the business should select -----, Quotes/Sales Orders/proposals, and Quotes.

- A. Maintain      B. Tasks      C. Analysis      D. Reports&Forms

10- Quotes are ----- for goods and services that the business provides to its current customers or potential or prospected customers.

- A. Lists      B. Evaluations      C. Estimates      D. Prices

Invoice

Customer ID: MOSLEY

Ship To: Mosley Country Club  
1 Howell Walk  
Duluth, GA 30096

Ship To: Ship to 1  
Mosley Country Club  
1 Howell Walk  
Duluth, GA 30096

Date: Mar 15, 2007  
Invoice No.: [ ]  
 Drop Ship

Customer PO: None Ship Via: None Ship Date: Mar 15, 2007 Terms: [ ] Sales Rep: SPRICHARD [ ]

Apply to Sales: 7,112.09

Quantity	Item	Description	Unit Price	Tax	Amount	Job
20.00	NURS-21900	Plus Tree 22" - 26"	55.95	1	1,119.00	
25.00	NURS-22000	Plus Tree 14" - 16"	49.95	1	1,248.75	
					426.73	GAPLUTON
					0.00	
					7,538.82	Invoice Total
					0.00	Amount Paid at Sale
					7,538.82	Net Due

Customer Account as of Mar 15, 2007  
Balance: 16,478.13  
Credit Limit: 80,000.00  
Credit Status: Notify Over Limit

Other Applied Credits: 0.00  
Amount Paid at Sale: 0.00

Enter the invoice and now link with your Peachtree data.

11- To bill a customer, use the menu bar to select Tasks, -----.

- A. Sales/invoicing      B. Customers/prospects.      C. Select for deposit      D. Credit memos

Receipt

Deposit Ticket ID: 0217071

Reference: 10123

Customer ID: ARCHER

Receipt Number: 1038

Archer Scapes and Ponds  
778 Oakland Parkway  
Alpharetta, GA 30092

Date: 03/15/07

Receipt Amount: 23,359.35

Payment Method: Check  
 Use credit card swipe       Process Credit Card

Cash Account: Regular Checking Account  
Cash Account Balance: Uncalculated

Apply to Invoices: 23,359.35      Apply to Revenues: 0.00

Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Day
10120	Feb 20, 2007	4,201.47			4,201.47	✓
10122	Mar 2, 2007	15,077.80			15,077.80	✓
10209	Mar 25, 2007	7,374.69				
10329	Apr 3, 2007	89.90				

Order Peachtree compatible checks and forms.

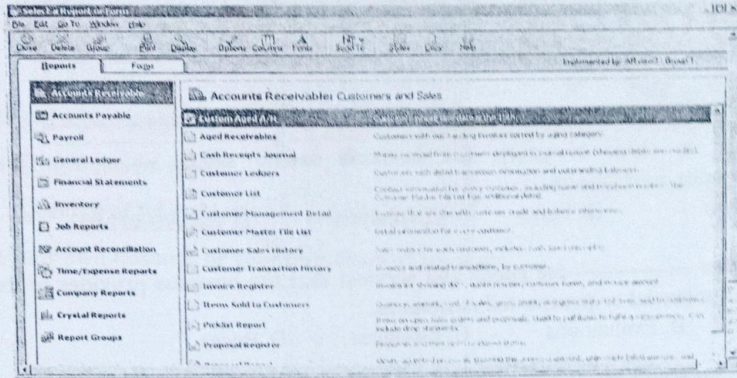
12- In order to enter cash sales, or any other type of sale where no invoices is involved, the business will use the Apply to ----- tab.

- A. Invoices      B. Revenues      C. Receipts      D. Payments



13- To enter cash sales, or any other type of sale where no invoice is involved, you will use the ----- tab. By using this tab, you can enter the customer's payment as well as record the sale of inventory items and other services. Your inventory quantities on hand will be updated when you save the receipt.

- A. Apply to Sales    B. Amount Paid at Sale    C. Apply to Sales Order    D. Apply to Revenue



- From Select a Report or Form window:

14- To preview or change the report you must click on ----- icon.

- A. Options    B. Fonts    C. Display    D. Columns

15- Select the ----- button from either the Select a Report or Form window or a displayed report to change the date range for a report, to change the sort order, or to define or filter the data that appears on the report.

- A. Options    B. Fonts    C. Display    D. Columns

16- -----: Select this option if you want the data to appear in the Excel worksheet with columns and rows unformatted regardless of the formatting in the original Peachtree report.

- A. Excel report layout    B. Excel data layout    C. Raw data layout    D. Peachtree report layout

17- In Peachtree, a ----- is a document that prints within a standard layout, usually on preprinted paper stock, such as an invoice, check, or statement.

- A. Report    B. Form    C. Statement    D. Menu

Payment Aging					
Average Days Outstanding: 4					
Aging Brackets	0 - 30	31 - 60	61 - 90	Over 90 days	Total
Dollar Value					
March 2007	59,576.81	35,476.50	2,102.75	0.00	97,156.06

18- Peachtree's manager series offers up to ---- levels of analysis for different aspects of your business.

- A. Two    B. Four    C. Five    D. Three



19- The Payment Manager analyzes your -----, or the money you owe to vendors.

- A. Current Assets    B. Notes Payable    C. Accounts Receivable    D. Accounts Payable

20- You can modify several settings for your Cash Flow projections using the Change Cash Flow Settings window. -----transactions show you the state of your business today, while ----- transactions show you the state of your business at an earlier time.

- A. Historical,,,Open.    B. Current,,,Historical.    C. Open,,,Historical.    D. Current,,,Open.

### [Part prof. Nargis Kaisar Boles Makhail]-----

Choose the Appropriate Answer and Transfer It to the Electric Marking Sheet

21- Payments the business makes to its vendors are recorded by Clicking:

- A. Menu Bar – Tasks- and then- Payments.  
 B. Menu Bar – Maintain - and then- Payments.  
 C. Menu Bar – Task and then- Receipt.  
 D. Menu Bar – Tasks- and then- Quotes/ sales orders.

22- The business can use Dunning Messages tab to create short notices to notify customers on invoices that

- A. Are due in coming days  
 B. Already paid  
 C. Are overdue by a certain number of days.  
 D. All of the above



23- The posting method used by most of business is:

- A. Real-time posting
- B. Batch posting
- C. A combination of batch posting and real-time posting
- D. Cash basis posting

24- While creating a new company you will be offered a list of accounts if you choose either:

- A. Using a sample business type
- B. Copying information from another Peachtree company
- C. Building your own business or your own chart of accounts
- D. A or B

25- From the maintain chart of accounts windows, the business can :

- A. Add new accounts
- B. Modify the description of an existing account
- C. Delete an existing account
- D. All the above