



QuickBooks Questions to Ask Potential Office Staff

1. How would you enter a new Customer in QuickBooks?
2. How would you invoice a Customer in QuickBooks?
3. How would you apply a Customer payment in QuickBooks?
4. How would you enter a deposit in QuickBooks?
5. How would you enter a Vendor bill in QuickBooks?
6. How would you pay a Vendor bill in QuickBooks?
7. How would you set up a new Bank Account in QuickBooks?
8. How would you enter the opening balance of a new Bank Account in QuickBooks?
9. How would you reconcile a Bank Account in QuickBooks?

If these questions can be answered fully, then there's a pretty good chance your new hire really does know QuickBooks!

