2 Lecture - MGT101

Important Mcqs

1. **Which of the following is NOT a type of record?**
   a) Financial statements
   b) Payroll records
   c) Customer complaints
   d) Sales forecasts
   Answer: c) Customer complaints

2. **Which of the following is a basic concept of record keeping?**
   a) Keeping all records in paper form
   b) Recording only the most important transactions
   c) Maintaining accurate and complete records
   d) Updating records only once a year
   Answer: c) Maintaining accurate and complete records

3. **What is the purpose of record keeping?**
   a) To comply with legal requirements
   b) To make the company look good
   c) To impress customers
   d) To avoid paying taxes
   Answer: a) To comply with legal requirements

4. **Which of the following is an example of a financial record?**
   a) Customer database
   b) Sales forecast
   c) Balance sheet
   d) Employee handbook
   Answer: c) Balance sheet

5. **Which of the following is NOT a benefit of using accounting software?**
   a) It can help prevent errors
   b) It saves time
   c) It improves communication with customers
   d) It provides detailed financial reports
   Answer: c) It improves communication with customers

6. **Which of the following is a component of a basic record keeping system?**
   a) A filing cabinet
   b) An abacus
   c) A ledger book
   d) A calculator
   Answer: c) A ledger book

7. **Which of the following is a characteristic of accurate records?**
   a) They are always up-to-date

b) They contain only important information
c) They are easy to read
d) They reflect the true state of the company's finances
Answer: d) They reflect the true state of the company's finances

8. **Which of the following is an example of an internal record?**
a) Sales invoice
b) Purchase order
c) Employee time sheet
d) Bank statement
Answer: c) Employee time sheet

9. **Why is record keeping important for small businesses?**
a) It helps them keep track of their finances
b) It helps them avoid paying taxes
c) It is a legal requirement
d) It is not important for small businesses
Answer: a) It helps them keep track of their finances

10. **Which of the following is a disadvantage of manual record keeping?**
a) It is more prone to errors
b) It is more expensive
c) It is more time-consuming
d) It is more difficult to understand
Answer: a) It is more prone to errors