

ProAdvisor Certification Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

- 1. What options do workers and vendors have when submitting expense claims?**
 - A. Emailing a receipt**
 - B. Uploading a receipt**
 - C. Entering the expense manually**
 - D. Using an existing expense as a template**
- 2. What should a user do to ensure they can track inventory accurately in QuickBooks Online?**
 - A. Set up all inventory items**
 - B. Delete old inventory**
 - C. Track sales taxes**
 - D. Use a separate inventory tracking software**
- 3. Which of the following is a function of the Banking Activity section of QuickBooks Online?**
 - A. Issuing payroll**
 - B. Categorizing transactions**
 - C. Managing customer reviews**
 - D. Creating invoices**
- 4. Which five items are accessible from the Your Practice area in QuickBooks Online Accountant?**
 - A. A list of team members, Work area, and Apps**
 - B. Profit and Loss report, Chart of accounts, and Team management**
 - C. A list of team members, Chart of accounts, and Reports**
 - D. Work area, Profit and Loss report, and Client overview**
- 5. What is one benefit of connecting bank and credit card accounts to QuickBooks Online?**
 - A. All transactions sync automatically with QuickBooks Online**
 - B. Transaction volume increases significantly**
 - C. Data entry time is substantially increased**
 - D. It prevents any discrepancies in bank statements**

- 6. What must be done before turning an estimate into a purchase order?**
- A. Set the status of the estimate as Closed**
 - B. Enable the purchase orders option in Account and Settings**
 - C. Have a QuickBooks Online Plus or Advanced subscription**
 - D. Set up an Estimate reminder workflow from the Work menu**
- 7. Why is it necessary to deselect the original invoice when recording a failed payment?**
- A. To comment on the transaction**
 - B. To reset the aging of the original invoice**
 - C. To generate a report**
 - D. To ensure accurate bookkeeping**
- 8. Which access level would you assign to a user needing full access to modify and update firm information?**
- A. Limited access**
 - B. Standard all access**
 - C. Read-only access**
 - D. Company user**
- 9. What is a primary function of rules in QuickBooks Online?**
- A. Manual transaction entry**
 - B. Automating transaction categorization**
 - C. Transaction duplication**
 - D. Creating financial reports**
- 10. Which of the following can the Grouping feature in the bank feed help with?**
- A. Processing similar transactions in bulk**
 - B. Identifying duplicate transactions**
 - C. Generating client financial reports**
 - D. Automatically deleting old transactions**

Answers

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1. B
2. A
3. B
4. C
5. A
6. B
7. B
8. B
9. B
10. A

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Explanations

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1. What options do workers and vendors have when submitting expense claims?

- A. Emailing a receipt**
- B. Uploading a receipt**
- C. Entering the expense manually**
- D. Using an existing expense as a template**

The option of uploading a receipt is the correct answer because it aligns with modern accounting practices and technology that facilitate the submission of expense claims. Uploading a receipt allows workers and vendors to provide a digital version of their proof of purchase, which can easily be integrated into expense-reporting systems. This method enhances efficiency and accuracy in record-keeping, making it easier for both the submitter and the approver to track expenses and verify claims. Submitting receipts through uploading also minimizes the chances of losing physical receipts and supports a more environmentally friendly approach by reducing paper usage. Additionally, this method often allows for immediate digital storage, making it easier to manage and retrieve financial documentation when needed for audits or reporting. Other options, while they may seem viable, do not capture the benefit and ease of directly uploading receipts to a system. Emailing a receipt can lead to loss in transit or miscommunication, entering an expense manually increases the chance of human error, and using an existing expense as a template may not suit all situations since it still requires additional manual interventions. Hence, uploading provides a more streamlined and effective solution for submitting expense claims.

2. What should a user do to ensure they can track inventory accurately in QuickBooks Online?

- A. Set up all inventory items**
- B. Delete old inventory**
- C. Track sales taxes**
- D. Use a separate inventory tracking software**

To track inventory accurately in QuickBooks Online, setting up all inventory items is essential. This process involves inputting detailed information about each item that will be tracked, such as the item name, description, quantity on hand, cost, and selling price. By ensuring that every inventory item is set up properly, the user can maintain accurate records of stock levels, costs, and sales data. Having all inventory items recorded allows QuickBooks Online to calculate and report on inventory metrics accurately, supporting better business decisions regarding purchasing and stock management. Properly tracked inventory helps minimize errors that can arise from relying on external systems or manual counting methods. Maintaining a comprehensive inventory list allows for real-time tracking of loss or gain in stock, enabling the business to quickly respond to inventory shortages or excesses. This clarity is crucial for cash flow management and overall operational success.

3. Which of the following is a function of the Banking Activity section of QuickBooks Online?

- A. Issuing payroll
- B. Categorizing transactions**
- C. Managing customer reviews
- D. Creating invoices

The Banking Activity section of QuickBooks Online is specifically designed to facilitate the management of financial transactions that flow through a business's bank accounts. One of its primary functions is categorizing transactions, which involves reviewing each banking transaction and assigning it to the appropriate account in your chart of accounts. This process ensures that entries are accurately reflected in the company's financial reports, allowing for precise tracking of income and expenses, and ultimately aiding in the proper preparation of financial statements. Categorizing transactions helps users keep their accounts organized and ensures that the financial data is reliable for decision-making and reporting purposes. This task is crucial for maintaining clean and accurate records, which is essential for effective financial management. The banking activity can streamline this process by allowing users to quickly review, edit, and categorize transactions directly from their bank feeds. In contrast, the other options listed focus on functions that fall outside the scope of the Banking Activity section. Issuing payroll pertains to employee compensation management, which is handled in specific payroll sections of the software. Similarly, managing customer reviews relates to customer relationship and feedback management, not transaction categorization. Creating invoices is a separate function that involves billing customers for services or products provided, which is managed in the sales or invoicing module of the program.

4. Which five items are accessible from the Your Practice area in QuickBooks Online Accountant?

- A. A list of team members, Work area, and Apps
- B. Profit and Loss report, Chart of accounts, and Team management
- C. A list of team members, Chart of accounts, and Reports**
- D. Work area, Profit and Loss report, and Client overview

The "Your Practice" area in QuickBooks Online Accountant serves as a central hub for accounting professionals, offering essential tools and information to efficiently manage their practice and client accounts. The correct choice includes a list of team members, Chart of accounts, and Reports, each providing significant value in this context. A list of team members allows accountants to quickly access information about the personnel involved in their practice, facilitating seamless collaboration and communication. The Chart of accounts serves as a foundational element for any firm's accounting system, listing all accounts used for organizing finances. Reports provide critical insights into financial performance and help in monitoring clients' statuses effectively. The other options, while they contain elements relevant to the accounting practice, do not collectively represent the main accessible items within the "Your Practice" area. For instance, the inclusion of the Profit and Loss report or specific work areas doesn't align as closely with the core components of "Your Practice" as the chosen items do. Therefore, the specific combination in the correct response reflects the key functionalities available, positioning it as the best answer.

5. What is one benefit of connecting bank and credit card accounts to QuickBooks Online?

- A. All transactions sync automatically with QuickBooks Online**
- B. Transaction volume increases significantly**
- C. Data entry time is substantially increased**
- D. It prevents any discrepancies in bank statements**

Connecting bank and credit card accounts to QuickBooks Online provides the significant benefit of automatic synchronization of transactions. This means that each time a transaction occurs in the connected account, it is automatically imported into QuickBooks Online, helping to keep financial records up to date without requiring manual entry. As a result, users experience a substantial reduction in the time they would otherwise spend inputting data, decreasing the risk of human error and allowing for timely financial reporting and analysis. This automatic syncing feature enhances efficiency in bookkeeping and ensures that users have access to real-time financial data, which is essential for making informed business decisions. The streamlined process saves time and improves accuracy, making it a valuable benefit for those using QuickBooks Online for managing their finances.

6. What must be done before turning an estimate into a purchase order?

- A. Set the status of the estimate as Closed**
- B. Enable the purchase orders option in Account and Settings**
- C. Have a QuickBooks Online Plus or Advanced subscription**
- D. Set up an Estimate reminder workflow from the Work menu**

Before turning an estimate into a purchase order, enabling the purchase orders option in Account and Settings is essential. This step is crucial because it ensures that QuickBooks Online is configured to support the creation of purchase orders from estimates. By enabling this option, the software recognizes the transaction type and allows users to seamlessly convert estimates into purchase orders. Setting the status of an estimate as Closed does not directly affect the ability to create a purchase order. In fact, it is often necessary for estimates to remain open to allow for conversions. Having a QuickBooks Online Plus or Advanced subscription is also critical for many features, but the ability to create a purchase order from an estimate specifically requires the purchase orders option to be enabled. Similarly, setting up an Estimate reminder workflow does not impact the conversion process to a purchase order and is more related to task management rather than financial transactions.

7. Why is it necessary to deselect the original invoice when recording a failed payment?

- A. To comment on the transaction**
- B. To reset the aging of the original invoice**
- C. To generate a report**
- D. To ensure accurate bookkeeping**

Deselecting the original invoice when recording a failed payment is essential to reset the aging of that invoice. Aging reports are crucial for monitoring accounts receivable and understanding how long invoices have been outstanding. When a payment fails, it indicates that the invoice is still unpaid; thus, keeping the invoice selected would inaccurately reflect its status in the aging report. By deselecting the invoice, the accounting system acknowledges that the payment attempt did not complete successfully, allowing the invoice to retain its original aging status. This ensures that it appears accurately in reports and reflects the true state of receivables, which is critical for financial health and cash flow management. Accurate aging helps businesses follow up appropriately on past due invoices and manage their collections effectively. The other options focus on aspects that, while important in a broader accounting context, do not directly pertain to the specific requirement for managing invoice aging with regard to a failed payment.

8. Which access level would you assign to a user needing full access to modify and update firm information?

- A. Limited access**
- B. Standard all access**
- C. Read-only access**
- D. Company user**

The appropriate access level for a user who requires full access to modify and update firm information is "Standard all access." This designation allows the user to perform a comprehensive range of actions within the system, including making changes to firm settings, which are essential for managing and updating vital company details. When users are assigned "Standard all access," they gain the ability to not only view but also edit and manage various data and settings, ensuring they can effectively perform their roles in maintaining the integrity of the firm's information. This level of access is essential for roles that involve significant responsibility, such as administration or financial management, where updates to firm information are critical. In contrast, the other access levels listed do not allow for the same degree of control over the firm's data. Limited access, for example, restricts user capabilities significantly, preventing them from making necessary changes. Read-only access allows users to view information but does not permit modifications, making it unsuitable for someone who needs to update details. Company user typically implies a basic level of access focused on usage rather than administrative capabilities. Thus, "Standard all access" is the only option that aligns with the need to modify and update firm information without restrictions.

9. What is a primary function of rules in QuickBooks Online?

- A. Manual transaction entry
- B. Automating transaction categorization**
- C. Transaction duplication
- D. Creating financial reports

The primary function of rules in QuickBooks Online is to automate transaction categorization. This functionality allows users to set up criteria so that when transactions come in, QuickBooks Online can automatically assign the appropriate categories based on those predefined rules. For instance, if a specific vendor's transactions should always be categorized under a particular expense account, users can create a rule to ensure that this categorization occurs automatically. This saves time and reduces the likelihood of errors that might occur with manual categorization. In contrast, manual transaction entry involves inputting data by hand, which is a more traditional method but does not take advantage of automation. Transaction duplication would refer to the unintended repetition of entries, which is not a function of the rules in QuickBooks Online, as rules are meant to enhance efficiency rather than create redundancy. Creating financial reports is a separate function that utilizes the data already categorized, rather than categorizing transactions themselves. Thus, the automation of transaction categorization stands out as the key function of rules, streamlining the bookkeeping process effectively.

10. Which of the following can the Grouping feature in the bank feed help with?

- A. Processing similar transactions in bulk**
- B. Identifying duplicate transactions
- C. Generating client financial reports
- D. Automatically deleting old transactions

The Grouping feature in bank feeds is designed to help users process similar transactions in bulk. This functionality is particularly advantageous because it allows for streamlined management of transactions that share common characteristics, such as identical payees, amounts, or categories. When transactions are grouped, it simplifies the reconciliation process and enhances efficiency, enabling users to apply the same categorization or actions to multiple transactions simultaneously, rather than handling each one individually. This capability is invaluable for ensuring accuracy and saving time, especially when dealing with high volumes of transactions, such as those seen in businesses with numerous repetitive expenses or revenues. By using the Grouping feature, users are better equipped to maintain organized financial records and speed up their workflows. Identifying duplicate transactions, generating client financial reports, and automatically deleting old transactions are not primary functions of the Grouping feature. These processes involve distinct functionalities and require different tools or actions within the broader financial management software context.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://proadvisorcert.examzify.com>

We wish you the very best on your exam journey. You've got this!