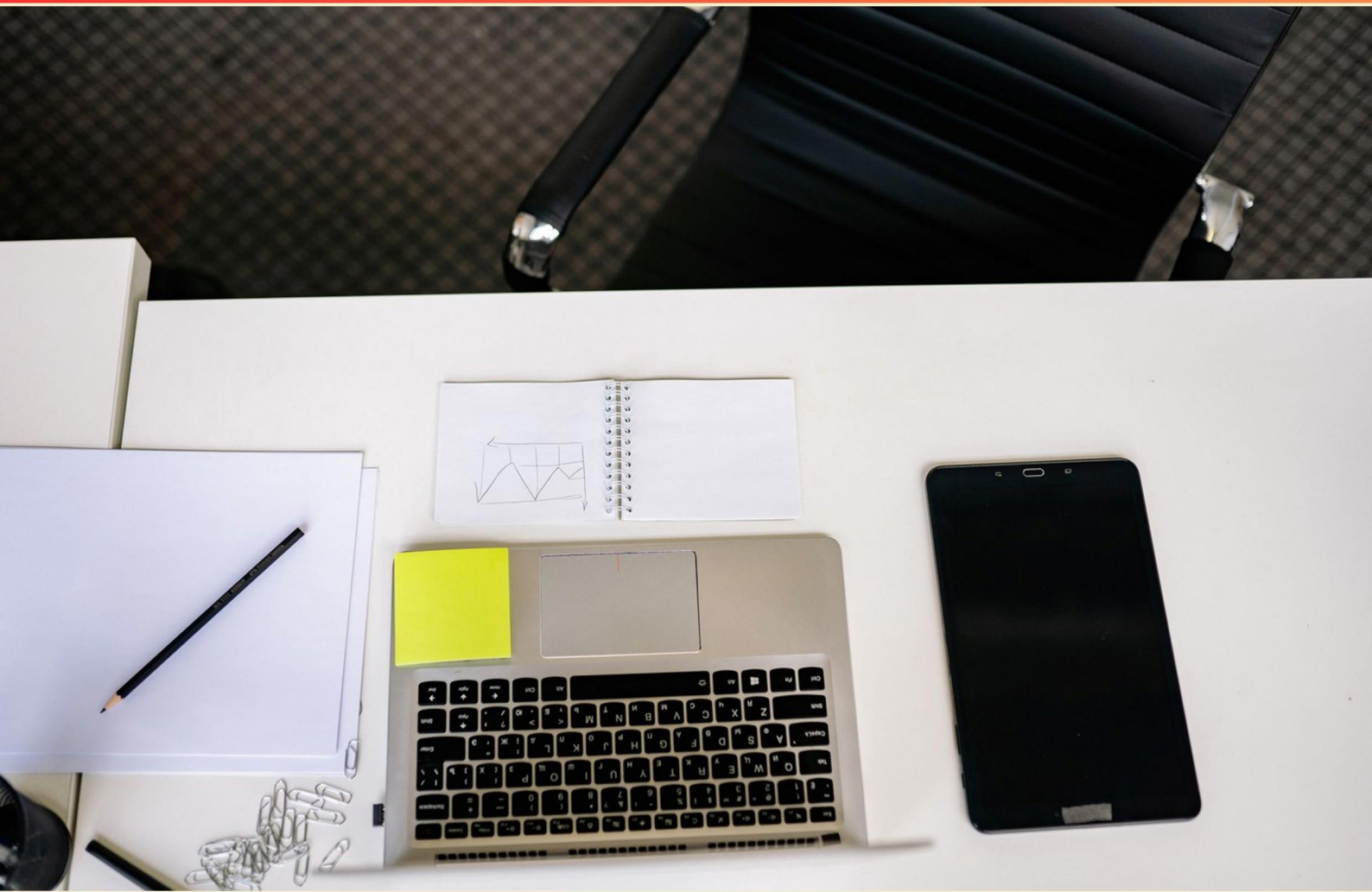


# PROADVISOR CERTIFICATION PRACTICE TEST (SAMPLE)

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR  
THE FULL VERSION STUDY GUIDE

<https://proadvisorcert.examzify.com>



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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

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- 1. Where would you start importing a set of rules downloaded from another QuickBooks Online company?**
  - A. Transactions > Rules tab
  - B. Banking > Settings
  - C. Lists > Manage Rules
  - D. Tools > Import
  
- 2. Where would you go to delete a filing payment that was entered in error?**
  - A. The Troubleshoot link in the Sales Tax center
  - B. The Sales tax settings link in the Sales Tax center
  - C. The History link in the Sales Tax center
  - D. The Resolution center from the Gear icon
  
- 3. When using inventory adjustments, what type of account records the impact on inventory shrinkage?**
  - A. Accounts Receivable account
  - B. Inventory Shrinkage COGS account
  - C. Sales Revenue account
  - D. Inventory Adjustment account
  
- 4. How can expense claims be submitted by workers according to QuickBooks Online Advanced?**
  - A. Typing it into a mobile app
  - B. By attaching files in a mobile app
  - C. Manually through the QuickBooks website
  - D. Using a virtual assistant service
  
- 5. What is one of the main benefits of accessing the Priority Circle?**
  - A. Increased storage space for data
  - B. Exclusive access to third-party accounting software
  - C. Personalized support from an account team
  - D. Enhanced user permissions with security features

- 6. What could lead to a discrepancy between the Profit and Loss report and the Sales by Product/Service report?**
- A. Purchase transactions posting to an income account
  - B. Expenses posting directly to an expense account
  - C. Journal entries posting to an income account
  - D. Products and services posting to non-income accounts
- 7. What is one of the steps you should complete before closing a client's books?**
- A. Set the status of all client projects to Pending
  - B. Reconcile all bank and credit card accounts
  - C. Disconnect any bank feed links
  - D. Review only the expenses from the profit and loss accounts
- 8. Where should a client go to start creating an estimate for a potential customer?**
- A. Sales > Customers
  - B. + New > Estimate
  - C. Projects > New project
  - D. Gear icon > Budgeting
- 9. What type of backup saves everything, including company data?**
- A. Full backup
  - B. Emergency backup
  - C. Complete backup
  - D. Incremental backup
- 10. Where can account numbers be enabled for an existing chart of accounts in QuickBooks Online?**
- A. The Banking tab
  - B. The Advanced tab in Account and Settings
  - C. The Reports tab
  - D. The User Settings tab

## **Answers**

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

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## **Explanations**

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**1. Where would you start importing a set of rules downloaded from another QuickBooks Online company?**

**A. Transactions > Rules tab**

B. Banking > Settings

C. Lists > Manage Rules

D. Tools > Import

*To begin the process of importing a set of rules downloaded from another QuickBooks Online company, you would navigate to the Transactions section and select the Rules tab. This location is specifically designed for managing rules pertaining to transactions, such as automated categorization of expenses and income based on certain criteria. The Rules tab provides the functionality to not only view existing rules but also to import new rules from external sources. Utilizing this specific section ensures that all rules are consolidated in one area, making it easier to manage and streamline transaction handling in QuickBooks Online. In contrast, other options do not direct you to the appropriate functionality for rule importation: Banking > Settings would lead to general banking settings and not rules management, Lists > Manage Rules is not a current feature in QuickBooks Online, and Tools > Import is typically reserved for importing lists and data, not specifically designed for transaction rules.*

**2. Where would you go to delete a filing payment that was entered in error?**

A. The Troubleshoot link in the Sales Tax center

B. The Sales tax settings link in the Sales Tax center

**C. The History link in the Sales Tax center**

D. The Resolution center from the Gear icon

*To delete a filing payment that was entered in error, you would navigate to the History link in the Sales Tax center. This section provides a detailed record of all transactions related to sales tax filings, including payments, adjustments, and any errors that may have occurred. By accessing the history, you can locate the specific filing payment that needs to be deleted, review the details, and take appropriate action to remove it. The History link serves as an audit trail, making it easy to track and manage past filings, which is crucial for maintaining accurate records in your accounting system. Using this link helps ensure that all actions are performed with the necessary context about what has already been filed and paid. While the other options relate to different aspects of sales tax management, they do not specifically facilitate the deletion of an erroneously entered filing payment. The Troubleshoot link is typically used for resolving issues rather than managing transactions directly, the Sales tax settings link is generally for configuration options, and the Resolution center from the Gear icon is focused on broader account resolutions rather than specific sales tax payment management.*

**3. When using inventory adjustments, what type of account records the impact on inventory shrinkage?**

- A. Accounts Receivable account
- B. Inventory Shrinkage COGS account**
- C. Sales Revenue account
- D. Inventory Adjustment account

*The Inventory Shrinkage COGS account is used to record the financial impact of inventory shrinkage, which occurs when there is a decrease in the physical inventory levels compared to what is reported in the financial records. This can happen due to various factors, such as theft, loss, damage, or administrative errors. By recording shrinkage in the Cost of Goods Sold (COGS) section, it accurately reflects the reduction in inventory costs associated with unsold products, ensuring that the financial reports provide a true picture of the company's profits and costs. Utilizing a specific account for inventory shrinkage helps businesses track losses accurately and allows for better management and control over inventory levels. This account is crucial for understanding the overall efficiency of inventory management and ensuring appropriate adjustments in financial reporting. The classification of this account under COGS links the shrinkage directly to the costs associated with generating revenue, aiding in better financial analysis and decision-making.*

**4. How can expense claims be submitted by workers according to QuickBooks Online Advanced?**

- A. Typing it into a mobile app
- B. By attaching files in a mobile app**
- C. Manually through the QuickBooks website
- D. Using a virtual assistant service

*The submission of expense claims by workers through QuickBooks Online Advanced can be done effectively by attaching files in a mobile app. This feature allows workers to streamline their expense reporting process by conveniently uploading receipts and documentation directly from their mobile devices, making it easier to keep records and ensure all necessary supporting materials accompany their claims. Using the mobile app enhances efficiency as it enables claims to be submitted on-the-go, which is particularly beneficial for employees who are frequently traveling or working outside the office. Being able to attach files directly ensures that all details are captured accurately, reducing the chances of errors and omissions that can occur with manual entry or other submission methods. Other methods of submitting expense claims, such as typing it into a mobile app or doing so manually through the QuickBooks website, do not provide the same level of immediacy and resource integration as attaching files. While some elements of these methods may be valid, they lack the convenience and comprehensive nature of attaching files, which directly addresses the need for efficient and accurate expense claim submission. Using a virtual assistant service also introduces unnecessary complexity and could potentially compromise data security and privacy compared to direct submission through a secure app.*

## 5. What is one of the main benefits of accessing the Priority Circle?

- A. Increased storage space for data
- B. Exclusive access to third-party accounting software
- C. Personalized support from an account team**
- D. Enhanced user permissions with security features

One of the main benefits of accessing the Priority Circle is the personalized support from an account team. This feature provides users with dedicated assistance tailored to their specific needs, enhancing their experience by allowing for direct communication and guidance from professionals who understand the intricacies of their situation. Personalized support can significantly streamline processes, resolve issues more quickly, and offer strategic advice based on the user's unique business context. Other options may provide advantages in different areas, but they do not focus on the tailored, direct support that comes from an account team. Increased storage capacity might aid in managing data, exclusive access to third-party software could enhance functionality, and enhanced security features certainly contribute to a secure working environment; however, none of these options emphasize the customized and proactive support that Priority Circle membership offers, making personalized support the standout benefit.

## 6. What could lead to a discrepancy between the Profit and Loss report and the Sales by Product/Service report?

- A. Purchase transactions posting to an income account**
- B. Expenses posting directly to an expense account
- C. Journal entries posting to an income account
- D. Products and services posting to non-income accounts

The scenario where a discrepancy arises between the Profit and Loss report and the Sales by Product/Service report can indeed be attributed to purchase transactions posting to an income account. In a well-structured accounting system, sales revenue should be recognized in income accounts, reflecting the income earned from selling products or services. However, if purchase transactions are incorrectly posted to an income account, they will inflate the income figures inaccurately on the Profit and Loss report. This divergence occurs because the Profit and Loss report aggregates all income and expenses, while the Sales by Product/Service report specifically tracks sales revenue derived from product and service sales. If purchases, which are typically expenses or cost of goods sold, are recorded as income, it would misrepresent the actual financial performance, leading to discrepancies between the two reports. When thinking about the options provided, it's clear that this issue significantly impacts the integrity of reporting. Other actions, such as journal entries to an income account or products posting to non-income accounts, could also lead to discrepancies but typically do not directly arise from the interaction of purchase transactions in the same manner. Thus, the primary reason for the particular discrepancy centers around the incorrect classification of purchase transactions.

**7. What is one of the steps you should complete before closing a client's books?**

- A. Set the status of all client projects to Pending
- B. Reconcile all bank and credit card accounts**
- C. Disconnect any bank feed links
- D. Review only the expenses from the profit and loss accounts

*Reconciliation of all bank and credit card accounts is a crucial step to complete before closing a client's books. This process ensures that the financial records are accurate and match the actual statements from financial institutions. By reconciling these accounts, any discrepancies can be identified and corrected, which helps maintain the integrity of the financial data. It ensures that all transactions are accounted for and properly categorized, allowing for accurate financial reporting and analysis. If this step is skipped, there may be unresolved errors that could lead to misleading financial statements, affecting both the client's decision-making and compliance with any regulatory requirements. Completing this thorough reconciliation provides a solid foundation for closing the books confidently, ensuring that the financial records are complete and accurate for the reporting period.*

**8. Where should a client go to start creating an estimate for a potential customer?**

- A. Sales > Customers
- B. + New > Estimate**
- C. Projects > New project
- D. Gear icon > Budgeting

*To begin creating an estimate for a potential customer, the appropriate pathway is through the "+ New" option followed by selecting "Estimate." This option is specifically designed to facilitate the creation of new estimates, making it straightforward for users to identify and initiate the process. This process is important because estimates play a crucial role in business transactions as they provide potential customers with a clear overview of projected costs and anticipated project scopes before any formal agreement is made. By using the direct "+ New" button, users can efficiently access all relevant functions, including estimates, ensuring that they can quickly move forward in the sales process. While other options might lead to related functions, they do not specifically provide a direct route to creating an estimate. Accessing Sales or Customers would involve navigating through customer accounts but wouldn't directly lead to the estimate creation. The Projects section focuses on ongoing or planned projects, rather than on initial customer estimates. Accessing the Gear icon generally leads to settings and configuration aspects which are not relevant to the estimate creation process.*

**9. What type of backup saves everything, including company data?**

- A. Full backup
- B. Emergency backup
- C. Complete backup**
- D. Incremental backup

*A complete backup refers to the process of creating a backup that captures all files, data, and settings from a system or data source at a specific point in time. This includes all company data, applications, and the operating system, ensuring that if a recovery is needed, everything can be restored exactly as it was during the backup. This type of backup is comprehensive, making it a reliable option for safeguarding company information against loss or corruption. In contrast, the other backup types tend to differ in scope and method. A full backup, although similar in concept, specifically captures all the data at the time of the backup but may not have the team-recognized label of "complete backup." Emergency backup generally refers to a temporary or immediate backup made in response to a crisis, but it may not encompass all company data. Incremental backup saves only the data that has changed since the last backup was performed, which means it does not provide a complete snapshot of all data at a single point in time. These distinctions are crucial for understanding the different strategies for data protection and recovery.*

**10. Where can account numbers be enabled for an existing chart of accounts in QuickBooks Online?**

- A. The Banking tab
- B. The Advanced tab in Account and Settings**
- C. The Reports tab
- D. The User Settings tab

*The feature for enabling account numbers in an existing chart of accounts is found in the Advanced tab within the Account and Settings section of QuickBooks Online. This is the designated area where users can adjust various advanced settings related to how the accounting software operates. By navigating to this section, users can toggle the option to use account numbers, which can provide a systematic way to categorize accounts and improve the overall organization of the chart of accounts. When account numbers are enabled, it allows users to assign a unique identifier to each account, making it easier to reference specific accounts during data entry, reporting, and reconciliation processes. This is particularly beneficial for larger organizations that require a more detailed account structure. The other options listed do not pertain to modifying settings for account numbers within QuickBooks Online. The Banking tab primarily deals with bank transactions and reconciliations, while the Reports tab focuses on generating and viewing financial reports. The User Settings tab relates to user permissions and access levels rather than specific accounting features.*

## 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](mailto: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!

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