

QUICKBOOKS CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://quickbookscert.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. What happens if an item is linked to a sales form in QuickBooks?**
 - A. It uses the sales account from item setup
 - B. It does not affect any accounts
 - C. Expenses can be recorded automatically
 - D. No defaults apply for non-inventory items

- 2. What feature helps track customer payments against their invoices?**
 - A. Invoice Reconciliation
 - B. Invoice Matching
 - C. Payment Application
 - D. Payment History Review

- 3. What field must be completed when creating a new customer in QuickBooks?**
 - A. Customer Email
 - B. Customer Phone Number
 - C. Customer Name
 - D. Customer Address

- 4. How can you customize invoices in QuickBooks?**
 - A. Through the Custom Form Styles feature under the Settings menu
 - B. By modifying templates in the Layout Designer
 - C. By editing the invoice after it has been created
 - D. Using a third-party invoicing software

- 5. What is the function of the Chart of Accounts in QuickBooks?**
 - A. To categorize all financial transactions into specific accounts
 - B. To generate detailed payroll reports
 - C. To manage customer accounts and profiles
 - D. To track sales and inventory levels

- 6. What is the main function of an Invoice in QuickBooks?**
 - A. To track employee hours worked
 - B. To record outgoing expenses
 - C. To request payment from customers for goods or services
 - D. To summarize sales tax collected

- 7. Which version of QuickBooks is specifically designed for Mac users?**
- A. QuickBooks Online
 - B. QuickBooks Desktop
 - C. QuickBooks for Mac
 - D. QuickBooks Enterprise
- 8. How do you switch to Multi-User Mode in QuickBooks?**
- A. Choose Company > Set Up Users and Passwords > Set Up Users
 - B. Open the data file from a remote location
 - C. Choose Edit > Preferences > Multi-User from the menu
 - D. Choose File > Switch to Multi-user Mode from the menu
- 9. How do you create a budget in QuickBooks?**
- A. By selecting budget from the Dashboard
 - B. Through the Company menu and selecting Planning and Budgeting
 - C. Using the Reports menu to generate a budgeting template
 - D. By editing existing financial statements
- 10. What is necessary to provide a user selective access to specific areas of QuickBooks?**
- A. Set the permissions for the user during setup as No Access, Full Access, or Selective Access.
 - B. Once user access is set, it cannot be altered later.
 - C. All users must have full access to all areas at all times.
 - D. Only the Administrator can change user access settings after initial setup.

Answers

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

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Explanations

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1. What happens if an item is linked to a sales form in QuickBooks?

- A. It uses the sales account from item setup
- B. It does not affect any accounts
- C. Expenses can be recorded automatically
- D. No defaults apply for non-inventory items

When an item is linked to a sales form in QuickBooks, it utilizes the sales account configured in the item setup. This means that any transaction involving that item will automatically post to the designated sales account, ensuring that the financial reports accurately reflect income generated from sales of that item. This functionality streamlines the accounting process by minimizing manual data entry errors and improves the accuracy of financial reporting. Other scenarios might suggest that expenses could be recorded automatically or that non-inventory items have different implications, but the primary and direct impact of linking an item to a sales form centers around its association with the specific sales account, which is fundamental to tracking revenue accurately.

2. What feature helps track customer payments against their invoices?

- A. Invoice Reconciliation
- B. Invoice Matching
- C. Payment Application
- D. Payment History Review

The feature that helps track customer payments against their invoices is Payment Application. This function enables users to match received payments directly to the corresponding invoices in QuickBooks, ensuring that the accounting records reflect accurate accounts receivable balances. When a business receives a payment, it can be directly applied to the specific invoice that the payment is intended to settle, which simplifies tracking and reporting on outstanding balances. This process helps businesses manage their cash flow effectively and provide customers with precise information about their outstanding invoices, reducing confusion and enhancing customer satisfaction. Other options may sound plausible but do not fulfill this specific function in QuickBooks. Invoice Reconciliation might imply matching invoices with payments, but it isn't a standalone feature in QuickBooks for tracking payments. Invoice Matching typically relates to comparing purchase orders and bills rather than customer payments against invoices. Payment History Review allows users to look back at past transactions but does not aid in actively tracking payments against specific open invoices.

3. What field must be completed when creating a new customer in QuickBooks?

- A. Customer Email
- B. Customer Phone Number
- C. Customer Name
- D. Customer Address

When creating a new customer in QuickBooks, the Customer Name field must be completed as it is a required field. This is essential for several reasons: the Customer Name serves as the primary identifier for each customer in the system, making it necessary for tracking transactions, sales, and communications associated with that customer. Without a unique Customer Name, QuickBooks would not be able to organize records properly or facilitate customer-related reports efficiently. While the other fields—Customer Email, Customer Phone Number, and Customer Address—can enhance customer management and communication, they are not mandatory for saving a new customer record in the system. The ability to enter additional contact information is valuable but does not take precedence over establishing the core identity of the customer through their name. Therefore, the requirement of the Customer Name field is crucial in ensuring that every customer entry is complete and functional within QuickBooks.

4. How can you customize invoices in QuickBooks?

- A. Through the Custom Form Styles feature under the Settings menu**
- B. By modifying templates in the Layout Designer
- C. By editing the invoice after it has been created
- D. Using a third-party invoicing software

Customizing invoices in QuickBooks can be done through the Custom Form Styles feature located under the Settings menu. This option allows users to create and modify various invoice templates to match their business branding and preferences. By utilizing this feature, you can adjust elements such as colors, fonts, logos, and the overall layout of the invoice to provide a personalized touch that aligns with your company's identity. The advantage of using the Custom Form Styles feature is that it enables you to create multiple styles, allowing different invoices for different types of transactions or customers. This not only enhances your professional appearance but can also improve customer satisfaction and recognition. Other methods, such as modifying templates in the Layout Designer or editing invoices after they are created, offer some flexibility but do not provide the same breadth of customization options available with the Custom Form Styles. Additionally, while third-party invoicing software can indeed offer extensive customization, using QuickBooks' built-in features keeps everything streamlined within one platform, making invoice management more efficient.

5. What is the function of the Chart of Accounts in QuickBooks?

- A. To categorize all financial transactions into specific accounts**
- B. To generate detailed payroll reports
- C. To manage customer accounts and profiles
- D. To track sales and inventory levels

The Chart of Accounts in QuickBooks serves as a foundational tool that categorizes all financial transactions into specific accounts, allowing businesses to organize their financial data systematically. This categorization helps in tracking income and expenses, managing budgets, and preparing financial statements such as profit and loss statements and balance sheets. By structuring accounts in this way, QuickBooks enables users to gain insights into their financial position and performance, making informed business decisions. In contrast, the other options focus on specific functionalities that are important in QuickBooks but do not address the overarching purpose of the Chart of Accounts. Generating payroll reports relates specifically to payroll functionality, managing customer accounts pertains to customer relationship management, and tracking sales and inventory levels is concerned with inventory management. Each of these areas is essential for business operations but does not define the core role of the Chart of Accounts.

6. What is the main function of an Invoice in QuickBooks?

- A. To track employee hours worked
- B. To record outgoing expenses
- C. To request payment from customers for goods or services**
- D. To summarize sales tax collected

The primary function of an Invoice in QuickBooks is to request payment from customers for goods or services provided. When a business sells products or offers services, it generates an invoice which details what was sold, the quantity, the price, and any applicable taxes. This document serves as a formal request for payment and can be sent to the customer to initiate the payment process. Additionally, it allows businesses to clearly communicate their payment terms, due dates, and other relevant information regarding the transaction. When managed properly, invoices enhance cash flow as they help keep track of unpaid amounts, which can be critical for maintaining a healthy financial position. They also serve as essential documentation for both the seller's and buyer's record-keeping, aiding in tracking sales and managing accounts receivable efficiently. The other options provided do not align with the primary purpose of an invoice. Tracking employee hours worked pertains to payroll functions, recording outgoing expenses relates to accounts payable and expense management, and summarizing sales tax collected deals with tax reporting, none of which encapsulate the core intent of invoicing.

7. Which version of QuickBooks is specifically designed for Mac users?

- A. QuickBooks Online
- B. QuickBooks Desktop
- C. QuickBooks for Mac**
- D. QuickBooks Enterprise

The version specifically designed for Mac users is QuickBooks for Mac. This software version is tailored to meet the needs of Mac operating system users, providing a user-friendly interface and functionalities that integrate smoothly with macOS. It offers essential accounting features, such as invoicing, expense tracking, and reporting, while aligning with the unique requirements and preferences of Mac users. In contrast, QuickBooks Online is a cloud-based solution accessible via any device with internet connectivity, making it platform-agnostic rather than specifically designed for Mac. QuickBooks Desktop, while also a popular option, primarily caters to Windows users, although there is a version available for Mac, it is not as fully developed as QuickBooks for Mac. QuickBooks Enterprise is an advanced version of QuickBooks Desktop targeted at large businesses and is also Windows-centric. Therefore, QuickBooks for Mac stands out as the dedicated choice for Mac users, ensuring optimal performance and compatibility.

8. How do you switch to Multi-User Mode in QuickBooks?

- A. Choose Company > Set Up Users and Passwords > Set Up Users
- B. Open the data file from a remote location
- C. Choose Edit > Preferences > Multi-User from the menu
- D. Choose File > Switch to Multi-user Mode from the menu**

Switching to Multi-User Mode in QuickBooks involves utilizing the feature that allows multiple users to access and work on the company file simultaneously. To enable this mode, you need to select the option specifically designed for the purpose, which is found under the File menu. By choosing the "Switch to Multi-user Mode" option, QuickBooks prepares the company file to allow multiple users to log in at the same time, enhancing collaborative work capabilities and improving productivity. Other choices may reference related functions or require user setup, but they do not directly facilitate the transition into Multi-User Mode as effectively as the correct choice. For instance, setting up users involves configuring access permissions, while preferences related to Multi-User settings do not initiate the mode. Opening the data file from a remote location implies accessing the company file over a network rather than switching modes. Hence, the correct process for switching to Multi-User Mode is explicitly through the File menu option.

9. How do you create a budget in QuickBooks?

- A. By selecting budget from the Dashboard
- B. Through the Company menu and selecting Planning and Budgeting**
- C. Using the Reports menu to generate a budgeting template
- D. By editing existing financial statements

To create a budget in QuickBooks, you utilize the Company menu and select Planning and Budgeting. This pathway leads you directly to the budgeting features specifically designed for setting up and managing your financial plans within the software. When you navigate to the Planning and Budgeting section, it allows you to create new budgets for different periods, customize them based on your income and expenses, and easily compare your actual performance against your budgeted figures. This streamlined approach is crucial for proper financial planning and analysis, as it helps businesses set realistic financial goals and monitor their progress over time. In contrast, selecting budget from the Dashboard does not typically provide the comprehensive options needed to create a budget; rather, it may show budget reports. Using the Reports menu to generate a budgeting template could provide insights but doesn't directly take you to budget creation. Editing existing financial statements is not related to budgeting as it pertains to managing already completed financial reports rather than planning for future finances.

10. What is necessary to provide a user selective access to specific areas of QuickBooks?

A. Set the permissions for the user during setup as No Access, Full Access, or Selective Access.

B. Once user access is set, it cannot be altered later.

C. All users must have full access to all areas at all times.

D. Only the Administrator can change user access settings after initial setup.

Setting the permissions for a user during setup as No Access, Full Access, or Selective Access is essential for managing what areas of QuickBooks a user can access. Selective Access allows you to give specific users the ability to view or modify only the information necessary for their role, thus enhancing security and minimizing the chances of errors or fraud. This option ensures that you have the flexibility to tailor access according to each user's responsibilities. Granting either No Access or Full Access is quite limiting and does not meet the selective needs of specific roles within an organization. The other alternatives either misrepresent how user permissions work in QuickBooks or establish incorrect rules regarding user access management. For instance, it's possible to modify user access after the initial setup, enabling administrators to adjust permissions as roles within the company change or as a user requires different access for evolving tasks.

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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://quickbookscert.examzify.com>

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

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