

QUICKBOOKS CERTIFIED USER (QBCU) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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. Which item type tracks quantity and affects both balance sheet and P&L?**
 - A. Non-Inventory item
 - B. Service item
 - C. Inventory item
 - D. Subtotal item

- 2. In QuickBooks Online, what is the difference between an Invoice and a Sales Receipt, and when would you use each?**
 - A. Invoices and Sales Receipts both create receivables.
 - B. An Invoice creates a receivable for payment later; a Sales Receipt records a sale and payment at the time of the transaction.
 - C. A Sales Receipt records a sale but not a payment.
 - D. An Invoice records a sale at the time of the transaction.

- 3. Which QuickBooks module is required to run payroll calculations and tax filings?**
 - A. CRM module
 - B. Inventory module
 - C. Payroll module
 - D. Reporting module

- 4. Which button do you click to change a field in a customized form?**
 - A. Memorize
 - B. Formatting tab
 - C. Customize Design
 - D. Customize Data Layout

- 5. Which security feature provides an extra layer of verification when signing into QuickBooks Online?**
 - A. Password reset questions
 - B. IP whitelisting
 - C. Security questions
 - D. Two-factor authentication

- 6. What does a 'matched' transaction indicate in reconciliations?**
- A. It matches with a bank feed item
 - B. It has been cleared by the bank
 - C. It has been added to inventory
 - D. It is a duplicate entry
- 7. If revenue and expense totals do not reconcile at year-end, what is an appropriate first step?**
- A. Reconcile only the bank accounts.
 - B. Delete all invoices from the period.
 - C. Ignore and proceed with closing.
 - D. Verify totals and trace discrepancies to source documents; adjust as needed.
- 8. Why would you set up payroll schedules?**
- A. To group employees on the same schedule and auto-fill information
 - B. To track overtime hours
 - C. To reduce taxes
 - D. To generate annual reports
- 9. What is the difference between 'Inventory' and 'Non-Inventory' items?**
- A. Non-Inventory items track quantity; Inventory does not
 - B. Inventory items are tax-exempt
 - C. Inventory items cannot be sold
 - D. Inventory items track quantity; Non-Inventory do not
- 10. To modify the payment terms for an existing customer, you should:**
- A. Edit the customer and set Payment Terms
 - B. Create a new client with terms
 - C. Change the company settings
 - D. Update the invoice template

Answers

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

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Explanations

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1. Which item type tracks quantity and affects both balance sheet and P&L?

- A. Non-Inventory item
- B. Service item
- C. Inventory item**
- D. Subtotal item

Inventory items are set up to track quantities on hand. That quantity is an asset on the balance sheet, because you own inventory. When you buy inventory, the balance sheet asset increases; when you sell it, the inventory asset decreases and the cost of the goods sold is recorded on the income statement. At the same time, revenue from the sale hits the income statement, so the item type links both the balance sheet and the P&L. Other item types don't track on-hand quantities or don't affect both statements: non-inventory items don't manage quantity, service items affect only the income statement, and subtotal items don't post to accounts. So the item type that both tracks quantity and impacts both financial statements is the inventory item.

2. In QuickBooks Online, what is the difference between an Invoice and a Sales Receipt, and when would you use each?

- A. Invoices and Sales Receipts both create receivables.
- B. An Invoice creates a receivable for payment later; a Sales Receipt records a sale and payment at the time of the transaction.**
- C. A Sales Receipt records a sale but not a payment.
- D. An Invoice records a sale at the time of the transaction.

The difference hinges on when payment happens and how it affects accounts receivable. An invoice is used when you provide goods or services now but expect to be paid later. Creating an invoice records a receivable—the customer owes you money—and the sale stays on the books until payment is received. A sales receipt is used when payment is received at the time of the sale. It records the sale and immediately increases cash or bank and recognizes revenue without creating an accounts receivable. This distinction matters for tracking who owes you money and for cash flow. Use an invoice to bill later; use a sales receipt when payment is collected immediately (cash, check, or credit card at the point of sale).

3. Which QuickBooks module is required to run payroll calculations and tax filings?

- A. CRM module
- B. Inventory module
- C. Payroll module**
- D. Reporting module

Payroll calculations and tax filings in QuickBooks are handled by the payroll module. This module is designed to calculate employee wages, deductions, employer taxes, and to prepare and file the required payroll tax forms, keeping up with current tax rules. It supports automatic tax calculations, withholding, direct deposit, and integration with tax agencies where available. Other modules focus on different tasks: the CRM module manages customer relationships, the Inventory module tracks stock and costs, and the Reporting module creates business reports but does not perform payroll calculations or filings. So, the payroll module is the one you use for payroll calculations and tax filings.

4. Which button do you click to change a field in a customized form?

- A. Memorize
- B. Formatting tab
- C. Customize Design
- D. Customize Data Layout**

When you want to modify which data appears on a customized form, you work with the data layout controls. The option to Customize Data Layout opens the area where you can add or remove fields, rearrange their order, and adjust which data elements show up on the form. This is the right place to change a field because it directly governs the fields themselves, not just the form's look. For example, you can toggle fields like customer phone or ship-to address and move them to a different position within the layout there. The other options serve different purposes: memorizing saves the current form as a reusable template; the Formatting tab handles fonts, sizes, and basic alignment; Customize Design focuses on the overall appearance and visual styling of the form rather than which fields are included. Hence, to change a field, Customize Data Layout is the correct choice.

5. Which security feature provides an extra layer of verification when signing into QuickBooks Online?

- A. Password reset questions
- B. IP whitelisting
- C. Security questions
- D. Two-factor authentication**

The main concept being tested is adding an extra verification step at sign-in. Two-factor authentication requires a second form of proof beyond the password—such as a code from an authenticator app, a SMS code, or a security key—so you must present something you know (the password) and something you have (the second factor) to access QuickBooks Online. This dual requirement makes it much harder for someone to break in if your password is compromised. Other options don't provide this ongoing second-check at login. Password reset or security questions are used mainly for account recovery, not for confirming identity at every sign-in. IP whitelisting controls which networks can access the account but doesn't require the user to prove their identity at login with a second factor.

6. What does a 'matched' transaction indicate in reconciliations?

- A. It matches with a bank feed item**
- B. It has been cleared by the bank
- C. It has been added to inventory
- D. It is a duplicate entry

Matched means QuickBooks has found a bank feed item that corresponds to a transaction you already entered in QuickBooks and has linked the two together. This shows the bank's record and your ledger entry describe the same transaction (same date and amount, and usually the same payee). It's the ideal state when reconciling because you're confirming the bank data matches what you have in your books, so you can mark it as reconciled without creating a duplicate. It's not about inventory or a bank-clearing status by itself. If a bank feed item doesn't have a match, you'd add or find the correct QuickBooks entry to link.

7. If revenue and expense totals do not reconcile at year-end, what is an appropriate first step?

- A. Reconcile only the bank accounts.
- B. Delete all invoices from the period.
- C. Ignore and proceed with closing.

D. Verify totals and trace discrepancies to source documents; adjust as needed.

When revenue and expense totals don't reconcile at year-end, start by tracing the discrepancy to its source. The appropriate first step is to verify the totals and follow the trail back to the underlying documents— invoices, receipts, payroll records, and journal entries—to see where the numbers diverge. This helps pinpoint issues like miskeyed amounts, duplicate entries, missing transactions, or timing differences between when a transaction is recorded and when it affects the period. Once you identify the source, correct the entries with appropriate adjusting journal entries or data corrections, then re-run the reports to confirm that the totals align before closing. This approach preserves an accurate audit trail and ensures reliable financial statements. Reconcile only bank accounts, delete invoices, or ignore the issue would not address the mismatch in revenue and expense totals.

8. Why would you set up payroll schedules?

A. To group employees on the same schedule and auto-fill information

- B. To track overtime hours
- C. To reduce taxes
- D. To generate annual reports

Payroll schedules group employees who share the same pay cycle so processing is streamlined. When everyone on a schedule is paid on the same frequency, QuickBooks can auto-fill common fields—like pay frequency, start date, and standard deductions—for all those employees, reducing repetitive data entry and ensuring consistency across payroll entries. Tracking overtime hours comes from time data and payroll settings rather than the schedule itself. Tax withholding is determined by tax rules and each employee's setup, not by simply creating a schedule. Generating annual payroll reports is a separate capability of the payroll system, but the schedule's purpose is to organize and automate processing for employees on the same cycle.

9. What is the difference between 'Inventory' and 'Non-Inventory' items?

- A. Non-Inventory items track quantity; Inventory does not
- B. Inventory items are tax-exempt
- C. Inventory items cannot be sold

D. Inventory items track quantity; Non-Inventory do not

In QuickBooks, Inventory items are stock you track with a quantity on hand and a value. Each purchase increases the Inventory Asset and the cost of goods sold when the item is sold affects COGS. When you sell an inventory item, QuickBooks decreases the on-hand quantity and records revenue and the corresponding COGS. Non-Inventory items, on the other hand, do not have on-hand quantities. They are used for products or services you sell that you don't stock, so there's no inventory quantity to manage or value to track. Purchases of these items don't affect an inventory asset, and while they can still impact revenue and related costs, they won't update inventory levels or inventory reports. This distinction is why the key difference is that inventory items track quantity, while non-inventory items do not.

10. To modify the payment terms for an existing customer, you should:

A. Edit the customer and set Payment Terms

B. Create a new client with terms

C. Change the company settings

D. Update the invoice template

To modify payment terms for an existing customer, edit the customer's record and set the Payment Terms field. This stores the terms at the customer level, making them the default due-date rule for any new invoices or transactions you create for that customer. Creating a new client would duplicate data and isn't needed to change terms. Changing the company settings would apply to the whole organization, not just one customer, and updating the invoice template affects appearance or wording, not the actual payment terms stored for the customer. If you need the terms to apply to future invoices for that customer, updating their record is the correct approach.

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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://qbcu.examzify.com>

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

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