

QUICKBOOKS PROADVISOR PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://quickbooksproadvisor.examzify.com>



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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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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 type of adjustments may be made in the Set up tab of the Books Review?**
 - A. Employee training schedules
 - B. Bank account balances and chart of accounts
 - C. Customer contact information
 - D. Inventory levels
- 2. How can you create an invoice in QuickBooks?**
 - A. By selecting "Create Invoice" from the Vendors menu
 - B. By selecting "Create Invoices" from the Customers menu
 - C. By using the Sales Reports function
 - D. By accessing the Dashboard
- 3. Which tool is used in QuickBooks to track expenses and income related specifically to individual projects?**
 - A. Time Tracking
 - B. Job Costing
 - C. Projects
 - D. Expense Reports
- 4. Where can Client/Accountant users with Admin access locate the Apps center in QuickBooks Online?**
 - A. In the Tools menu
 - B. In the Apps center on the nav bar
 - C. Through settings
 - D. In the Reports section
- 5. What types of fields are available when creating a custom report in QuickBooks?**
 - A. Tables, charts, and graphs
 - B. Filters, rows, and columns
 - C. Templates and formulas
 - D. Text and images

- 6. What does it mean to "reclassify" transactions in QuickBooks?**
- A. To permanently delete unwanted transactions
 - B. To change the account assigned to transactions for accurate bookkeeping
 - C. To transfer transactions between different accounts
 - D. To summarize transactions for reporting purposes
- 7. In QuickBooks, where can you find the Overview of apps feature?**
- A. Dashboards tab
 - B. Apps tab
 - C. Reports tab
 - D. Payroll tab
- 8. How can you add a new user in QuickBooks?**
- A. By creating a guest account from Settings menu
 - B. By selecting Users from the Company menu and managing users
 - C. By sending an invitation link via email
 - D. By upgrading your plan to a higher tier
- 9. Which action allows you to convert an estimate into a purchase order in QuickBooks?**
- A. Select 'Create Bill' from the estimate
 - B. Use the drop-down next to 'Create Invoice'
 - C. Select 'Convert to Bill' from the sales tab
 - D. Copy the estimate directly to a vendor purchase order
- 10. Which feature in QuickBooks allows you to track income and expenses by customer?**
- A. Vendor accounts
 - B. Expense tracking
 - C. Customer job tracking
 - D. Project management

Answers

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

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Explanations

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1. What type of adjustments may be made in the Set up tab of the Books Review?

- A. Employee training schedules
- B. Bank account balances and chart of accounts**
- C. Customer contact information
- D. Inventory levels

In the Set up tab of the Books Review, adjustments typically involve elements directly related to the financial aspects of the business's accounting records. This includes bank account balances and the chart of accounts. Making adjustments to bank account balances is crucial for ensuring that the financial statements accurately reflect the company's assets and liabilities. Correctly maintaining the chart of accounts is equally important as it organizes all transactions into categories that allow for accurate financial reporting and analysis. Other options presented, while they are important business functions, do not belong in the financial adjustment context found within the Books Review setup. Employee training schedules and customer contact information pertain more to human resources and customer relationship management, respectively. Inventory levels are also valuable, but managing inventory tends to be part of operational oversight rather than core financial adjustments, which is why only bank account balances and the chart of accounts are appropriate in this scenario.

2. How can you create an invoice in QuickBooks?

- A. By selecting "Create Invoice" from the Vendors menu
- B. By selecting "Create Invoices" from the Customers menu**
- C. By using the Sales Reports function
- D. By accessing the Dashboard

Creating an invoice in QuickBooks is done through the Customers menu, specifically by selecting the "Create Invoices" option. This is the correct method, as it is designed to streamline the invoicing process for businesses that need to bill customers for products or services rendered. When you navigate to the Customers menu and choose "Create Invoices," QuickBooks presents you with a user-friendly interface where you can input essential details such as customer information, invoice items, quantities, pricing, and any applicable taxes. This functionality is tailored for invoicing, making it intuitive and efficient for users to manage their billing processes. The other options presented do not lead to the creation of invoices within QuickBooks. The Vendors menu is focused on managing supplier-related transactions, while the Sales Reports function is designed for analyzing sales data rather than generating invoices. Accessing the Dashboard provides a summary view of your financials and activities but does not directly relate to invoice creation. Understanding the specific pathways to create invoices is crucial for effective usage of QuickBooks in managing accounts receivable.

3. Which tool is used in QuickBooks to track expenses and income related specifically to individual projects?

- A. Time Tracking
- B. Job Costing
- C. Projects**
- D. Expense Reports

The tool specifically designed for tracking expenses and income related to individual projects in QuickBooks is the Projects feature. This functionality allows users to create and manage distinct projects, ensuring they can allocate income and expenses accurately for each one. By utilizing this feature, users can gain insights into the financial performance of their projects, track costs against budgets, and evaluate profitability on a per-project basis. When you use the Projects tool, it becomes easier to associate transactions directly with specific projects rather than having them intermixed or misattributed within the general income and expense categories. This clarity aids both in reporting and in making informed decisions about project viability and future investments. While job costing and expense reports also touch on related aspects of financial tracking, they do not offer the same focused project-oriented approach that the Projects feature provides. Time tracking may assist in capturing labor costs associated with projects but does not encompass all aspects of income and expense management specific to individual projects. Hence, the Projects feature is the most appropriate tool for this purpose.

4. Where can Client/Accountant users with Admin access locate the Apps center in QuickBooks Online?

- A. In the Tools menu
- B. In the Apps center on the nav bar**
- C. Through settings
- D. In the Reports section

The Apps center in QuickBooks Online is located on the navigation bar, providing a direct and convenient access point for users. This location is designed to facilitate the integration of various applications that can enhance the functionality of QuickBooks, such as financial tools, inventory management, and more. By placing the Apps center on the nav bar, QuickBooks ensures that users with Admin access can quickly find and manage their business apps without navigating through multiple menus, streamlining their workflow. The other locations mentioned in the options, such as the Tools menu, settings, or the Reports section, do not serve as access points for the Apps center, thus emphasizing the importance of the navigation bar for easy accessibility to essential features within QuickBooks Online.

5. What types of fields are available when creating a custom report in QuickBooks?

- A. Tables, charts, and graphs
- B. Filters, rows, and columns**
- C. Templates and formulas
- D. Text and images

When creating a custom report in QuickBooks, the most relevant types of fields you can choose from are filters, rows, and columns. Each of these components plays a vital role in defining the structure and content of the report. Filters allow users to specify which data they want to include in the report, thereby narrowing down the dataset to focus on specific transactions or criteria. This is particularly useful for producing targeted reports that only contain relevant information. Rows represent the different data points that will be displayed in the report, essentially acting as individual entries or items being summarized. This allows QuickBooks users to see a breakdown of transactions or account activity. Columns, on the other hand, are used to categorize the data that is being reported, offering different views or angles on the information. For instance, you can create columns that represent various metrics like totals, expenses, income, or any other financial details important for analysis. These three components (filters, rows, and columns) are integral in shaping a report to ensure it meets the specific needs of the user, providing meaningful insights into the financial data managed within QuickBooks.

6. What does it mean to "reclassify" transactions in QuickBooks?

- A. To permanently delete unwanted transactions
- B. To change the account assigned to transactions for accurate bookkeeping**
- C. To transfer transactions between different accounts
- D. To summarize transactions for reporting purposes

To "reclassify" transactions in QuickBooks means to change the account that is assigned to those transactions in order to ensure accurate bookkeeping. This process is crucial when there has been an error in the categorization of transactions or when a business decides to reorganize its chart of accounts. By reclassifying, users can adjust the entries to reflect the true nature of the finances, which impacts reports like the profit and loss statement and other financial reports. Reclassifying allows for better tracking of financial performance and ensures that expenses and income are allocated to the correct accounts. This is especially important during audits or financial reviews when accurate categorization of transactions is essential for compliance and analysis. It's a way to maintain the integrity of financial data without losing the transaction history. In contrast to the other options, permanently deleting transactions could result in loss of important financial records, transferring transactions does not necessarily involve changing their categorization but merely moving them between accounts, while summarizing for reporting does not imply a change in the underlying account assignments.

7. In QuickBooks, where can you find the Overview of apps feature?

- A. Dashboards tab
- B. Apps tab**
- C. Reports tab
- D. Payroll tab

The Overview of apps feature in QuickBooks is located in the Apps tab. This section is specifically designed to manage and oversee the various applications that can integrate with QuickBooks. It provides users with insights into the apps they have connected, what functionalities those apps provide, and allows them to explore new apps that can enhance their accounting and business management processes. Within the Apps tab, users can find a variety of tools designed to streamline their workflow, such as payment processing solutions, inventory management systems, and customer relationship management software. This tab serves as a centralized location for accessing app settings, reviewing performance metrics, and installing new applications that could add value to their QuickBooks experience. Other areas of QuickBooks, such as the Dashboards, Reports, and Payroll tabs, do not focus specifically on app management, which distinguishes the Apps tab as the correct choice for finding the Overview of apps feature.

8. How can you add a new user in QuickBooks?

- A. By creating a guest account from Settings menu
- B. By selecting Users from the Company menu and managing users**
- C. By sending an invitation link via email
- D. By upgrading your plan to a higher tier

To add a new user in QuickBooks, the best approach is to select Users from the Company menu and manage users. This option allows you to access user management features, where you can either add a new user or modify existing users' settings. Setting user permissions and roles is essential for controlling access to various parts of the QuickBooks system, which is critical for both security and operational efficiency. Using the Company menu streamlines the process by centralizing user management in one location, ensuring that you have the necessary controls and settings at your fingertips. This capability is fundamental for businesses that require multiple users to access the QuickBooks file, each with specific permissions tailored to their roles. While creating a guest account or sending an invitation may sound viable, those methods do not fully encompass the robust management options offered through the Company menu. Upgrading your plan, on the other hand, might be necessary if you need more user slots but is not a step required solely for adding a new user, especially if you're within your current limits. Thus, managing users through the relevant menu provides a comprehensive and effective means to add and customize user access in QuickBooks.

9. Which action allows you to convert an estimate into a purchase order in QuickBooks?

- A. Select 'Create Bill' from the estimate
- B. Use the drop-down next to 'Create Invoice'
- C. Select 'Convert to Bill' from the sales tab
- D. Copy the estimate directly to a vendor purchase order**

The option that allows you to convert an estimate into a purchase order in QuickBooks is to copy the estimate directly to a vendor purchase order. This process is specifically designed for scenarios where a business needs to procure materials or services based on the estimates created. When you select the option to copy the estimate, QuickBooks facilitates the transfer of relevant details such as item descriptions, quantities, and pricing directly into the purchase order format applied to a specific vendor. This streamlines the workflow, allowing users to efficiently manage their purchasing activities based on previously generated estimates without the need for manual data entry, helping to reduce errors and save time. In contrast, the other options involve actions related to billing or invoicing and do not serve the purpose of converting an estimate into a purchase order directly. This makes them unsuitable for the task specified in the question.

10. Which feature in QuickBooks allows you to track income and expenses by customer?

- A. Vendor accounts
- B. Expense tracking
- C. Customer job tracking**
- D. Project management

The ability to track income and expenses by customer in QuickBooks is accomplished through customer job tracking. This feature allows users to assign transactions, such as invoices and expenses, directly to specific customers or jobs. As transactions are recorded, QuickBooks captures all related income and expenses, giving you detailed insights into each customer's financial performance. This is essential for businesses that want to analyze profitability on a per-customer basis, enabling informed financial decisions and enhancing customer relationship management. Other features, such as vendor accounts and expense tracking, are more focused on managing supplier relationships and general expenses rather than specifically breaking down financials on a customer basis. While project management is also a useful tool in QuickBooks, it encompasses a broader scope, which may include income and expenses by project rather than specifying tracking by individual customers.

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://quickbooksproadvisor.examzify.com>

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

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