GMETRIX QUICKBOOKS CERTIFIED USER (QBCU) ONLINE PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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.

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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!

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Questions

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1. Which path displays numbers for accounts?

A. Settings - Account and Settings - Advanced

B. Tools - Preferences - Accounts

C. View - Account Numbers

D. Settings - Preferences

2. What is the correct sequence to create a journal entry in QuickBooks Online?

A. +New > Journal Entry; enter date, debit and credit lines, and Save.

B. +New > Invoice; enter date, line items, and Save.

C. Settings > Custom Form Styles > Edit Invoice; modify fields, logo, colors, and Save.

D. Reports > Export; select data and Save.

3. To display audit entries for a specific user, which action should you perform?

A. Settings - Audit Log - Filter - All Users drop down box - Thomas Vet - Apply

B. Settings - Audit Log - Filter - All Users drop down box - Apply

C. Settings - Audit Log - Filter - Thomas Vet - Apply

D. Settings - Audit Log - Filter - All Users drop down box - Thomas Vet - Apply

4. When you record a cash sale using a Sales Receipt, which accounts are affected?

A. Expenses increase and cash remains unchanged.

B. Accounts Receivable increases.

C. Inventory increases.

D. Revenue increases and Cash increases.

5. Once a file is opened for import, what is the next step in the import process?

A. Map the fields to import existing QuickBooks fields

B. Validate the data

C. Preview data

D. Start import

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6. When a service is entered, an hourly rate must be entered?

A. True

B. False

C. Not required unless it's a service item

D. Only for hourly billed items

7. After opening an import file, what is the immediate next step in the import workflow?

A. Map the fields to import existing QuickBooks fields

B. Validate the data

C. Preview

D. Import

8. Which of the following best describes the recommended sequence for year-end closing?

A. Reconcile all accounts, review profit and loss statements and balance sheet, and run year-end reports; adjust as needed.

B. Only reconcile bank accounts and ignore others.

C. Export data to CSV and stop.

D. Delete prior year transactions.

9. How do you use the 'Attach a file' feature on transactions?

A. Use the Attachments option to add receipts or supporting documents to the transaction.

B. Use Notes only.

C. Email attachments to vendor.

D. Snap a picture with the mobile app and attach to customer record.

10. After adding a tax rate, where can you assign it to items or customers?

A. In the Chart of Accounts.

B. During item creation and customer profiles.

C. In the Tax Center.

D. When editing an item or customer, select the applicable tax rate.

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Answers

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

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Explanations

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1. Which path displays numbers for accounts?

A. Settings - Account and Settings - Advanced

B. Tools - Preferences - Accounts

C. View - Account Numbers

D. Settings - Preferences

The ability to display numbers for accounts is controlled in the Account and Settings area, under the Advanced section. This is where you turn on the option to show account numbers, so the numbers appear next to each account in the Chart of Accounts and on related reports. The other paths don't lead to that setting: they point to different menus or features, and won't enable the account-number display.

2. What is the correct sequence to create a journal entry in QuickBooks Online?

A. +New > Journal Entry; enter date, debit and credit lines, and Save.

B. +New > Invoice; enter date, line items, and Save.

C. Settings > Custom Form Styles > Edit Invoice; modify fields, logo, colors, and Save.

D. Reports > Export; select data and Save.

To create a journal entry in QuickBooks Online, you start from the +New menu and choose Journal Entry. Then you set the date and add debit and credit lines by selecting the appropriate accounts and entering amounts (you can add multiple lines with either debits or credits). The key is that total debits must equal total credits, and when you're finished you save the entry. The other options aren't for journal entries: an Invoice is for billing customers, Settings > Custom Form Styles is for adjusting how forms look, and Reports > Export is for extracting data.

3. To display audit entries for a specific user, which action should you perform?

A. Settings - Audit Log - Filter - All Users drop down box - Thomas Vet - Apply

B. Settings - Audit Log - Filter - All Users drop down box - Apply

C. Settings - Audit Log - Filter - Thomas Vet - Apply

D. Settings - Audit Log - Filter - All Users drop down box - Thomas Vet - Apply

To see audit entries for a specific user, you must filter the log by that user. Go to Settings > Audit Log > Filter, open the All Users dropdown, select the desired user (Thomas Vet), then click Apply. This narrows the results to only that user's activity. Options that skip selecting a user or apply the filter without choosing a user won't restrict the results to one person.

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4. When you record a cash sale using a Sales Receipt, which accounts are affected?

A. Expenses increase and cash remains unchanged.

B. Accounts Receivable increases.

C. Inventory increases.

D. Revenue increases and Cash increases.

Recording a cash sale with a Sales Receipt captures money received and revenue earned at the moment of the sale. The accounts affected are Revenue, which increases to reflect the income from the sale, and Cash, which increases because cash is received. Accounts Receivable doesn't change because there's no credit extended—the payment is collected right away. If you also track inventory, you'd typically reduce Inventory and recognize Cost of Goods Sold, but the primary recorded impact shown here is revenue and cash.

5. Once a file is opened for import, what is the next step in the import process?

A. Map the fields to import existing QuickBooks fields

B. Validate the data

C. Preview data

D. Start import

Mapping the fields to QuickBooks fields is the next step because this is where you tell QuickBooks which column in your file corresponds to which field in QuickBooks. Without this alignment, QuickBooks wouldn't know where to place data like dates, amounts, names, descriptions, or accounts, and the import could fail or import data into the wrong places. Once the fields are mapped, you can preview the data to verify the mapping, then validate and proceed with the import. The other steps come after mapping, since you need the structure defined first for accurate validation, previewing, and importing.

6. When a service is entered, an hourly rate must be entered?

A. True

B. False

C. Not required unless it's a service item

D. Only for hourly billed items

In QuickBooks, you don't have to enter an hourly rate whenever you add a service item. The rate is simply the price per unit, and you can bill a service with a fixed amount by entering the total on the line instead of a rate. If you are tracking hours, you can use hours with a rate to calculate the total, or you can set a default rate on the item for consistency, but neither action is strictly required. So the statement that an hourly rate must be entered is not correct.

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7. After opening an import file, what is the immediate next step in the import workflow?

A. Map the fields to import existing QuickBooks fields

B. Validate the data

C. Preview

D. Import

Mapping the fields is the immediate next step after opening the import file. This aligns each column in your file with the corresponding QuickBooks field so the software knows where to place names, amounts, dates, and other data during the import. Without this mapping, QuickBooks wouldn't know how to interpret the data, making subsequent steps unreliable. After mapping, you typically preview to see how records will appear, run validation to catch errors, and then perform the actual import. These steps rely on knowing the correct field connections, so they come after mapping.

8. Which of the following best describes the recommended sequence for year-end closing?

A. Reconcile all accounts, review profit and loss statements and balance sheet, and run year-end reports; adjust as needed.

B. Only reconcile bank accounts and ignore others.

C. Export data to CSV and stop.

D. Delete prior year transactions.

Closing the books for the year should be a thorough process that ensures every piece of data lines up and the financial statements truly reflect the year's activity. The best sequence starts with reconciling all accounts so ending balances match statements from banks, credit cards, loans, and other ledgers. This step catches errors, mispostings, and ommissions across the entire set of accounts, not just one area, and it prevents incorrect numbers from carrying into the next year. Next, review the profit and loss statement and the balance sheet. This helps verify that revenues and expenses are correctly classified and that assets, liabilities, and equity are accurate for the period. It gives a clear view of profitability and financial position and helps spot misclassifications or accruals that should be adjusted before closing. Finally, run year-end reports to document the year's activity, support tax preparation, and provide audit-ready records. If anything in reconciliation or review signals adjustments, make those now so the books truly reflect the year before finalizing. Other approaches don't provide a complete, defensible year-end picture: reconciling only one area leaves others unchecked; exporting data and stopping ends the process prematurely; deleting prior year transactions erases the historical record and can violate audit trails.

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9. How do you use the 'Attach a file' feature on transactions?

A. Use the Attachments option to add receipts or supporting documents to the transaction.

B. Use Notes only.

C. Email attachments to vendor.

D. Snap a picture with the mobile app and attach to customer record.

Attaching a file to a transaction keeps receipts and backing documents directly with that specific transaction, making everything easy to review later. In QuickBooks Online, open the transaction (invoice, bill, expense, etc.) and use the Attachments option or the paperclip icon to add a file. You can upload receipts, PDFs, images, or other documents, and the attachment stays with the transaction for future reference. Notes are for text memos and don't attach files. Emailing attachments to a vendor isn't how the transaction's documents are stored in the record. Attaching to a customer record on mobile would place the file on the customer, not the transaction itself. So the correct approach is to use the Attachments option to add receipts or supporting documents to the transaction.

10. After adding a tax rate, where can you assign it to items or customers?

A. In the Chart of Accounts.

B. During item creation and customer profiles.

C. In the Tax Center.

D. When editing an item or customer, select the applicable tax rate.

The amount of tax you charge is determined by tying a tax rate to specific records—items or customers—so the rate can be applied automatically on transactions. After you create a tax rate in the Tax Center, you assign it to each item or customer by opening that item or customer's settings and selecting the applicable tax rate. This direct pairing ensures the correct rate is used when selling that item to that customer. The Tax Center is for managing the rates themselves, not for permanently attaching them to individual items or customers. Chart of Accounts isn't involved in tax rates, and while you can set a rate during item creation or in a customer profile, the decisive step is selecting the rate in the item's or the customer's tax settings.

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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://gmetrixqbcu.examzify.com

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

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