

# 200+ QuickBooks ProAdvisor Certification Exam Questions & Answers PDF

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**Exam Duration: 2 to 3 hours**

**Total Sections: 5**

**Total number of Questions: 75**

**Minimum Passing Score: 80% in each Section Certification**

**Validity: 365 Days**

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**Question (1):-** When you send a QuickBooks report to Excel, which features allow you to choose what sections of the report to collapse?

**Answer:** Auto outline.

**Question (2):-** What is the purpose of an Audit Trail report?

**Answer:**

Track any changes and deletions to transactions and track which user makes the change or the deletion.

**Question (3):-** What can you do in the report center?

**Answer:** Run most reports in QuickBooks

**Question (4):-** The company file you are working on is a mess. You decided to start a new file. At the same time, you want to keep all the lists and preferences and just delete the transactions. How do you do this?

**Answer:**

Click the File menu, choose Utilities, clean up company data, then choose the default transaction option.

**Question (5):-** Your company sells unique items to every customer. They never sell the same service or product twice. What item should you set up in QuickBooks?

**Answer:**

Set up a generic item and edit the description and price each time.

# Answer Key Quickbooks 2013

**Valerie Tribes**

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*QuickBooks 2013: The Missing Manual* Bonnie Biafore, 2012-10-19 The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows and as the program's Official Guide this Missing Manual puts you firmly in control. You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process. The important stuff you need to know Get started Set up your accounts customers jobs and invoice items quickly Follow the money Track everything from billable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers Exchange data with other programs Move data between QuickBooks Microsoft Office and other programs

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