

# QBO Practice Test Questions and Answers

## 1. How often should bank reconciliations be performed?

- A) Once per quarter
- B) Monthly
- C) Only at year-end
- D) Weekly

## 2. How do you mark a customer as sales tax-exempt in QBO?

- A) Delete their shipping address
- B) Set their tax status to Exempt in their customer profile
- C) Apply a 0% rate manually to every invoice
- D) Use a journal entry to reverse tax charges each month

## 3. Which feature allows you to undo a bank reconciliation?

- A) Transaction History
- B) Bank Register
- C) Reconcile Tool (Accountant only)
- D) Audit Trail

## 4. What is the role of the Bank Feed feature in QuickBooks?

- A) Issue refund receipts
- B) Track mileage
- C) Download and match transactions
- D) Create journal entries

**Answers: 1-B 2-B 3-C 4-C**

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