

Xero Certified Advisor Practice Test Questions and Answers

1. What is the role of bills in Xero?

- A) Bills are used for tracking payments from customers.
- B) Bills are used for recording expenses and supplier payments.
- C) Bills are only for inventory purchases.
- D) Bills are automatically generated from purchase orders.

2. How do you set up payroll in Xero?

- A) Request payroll setup from Xero support.
- B) Enable payroll in the settings and enter employee information.
- C) Contact your bank to set up payroll.
- D) Use an external software for payroll management.

3. How can you customize reports in Xero?

- A) By manually adjusting each transaction.
- B) By selecting date ranges and applying filters.
- C) Reports are automatically customized based on user preferences.
- D) Customizing reports is not possible in Xero.

4. How can you generate tax reports in Xero?

- A) By using external tax preparation software.
- B) By selecting the appropriate tax report from the reports section in Xero.
- C) Tax reports are automatically generated by the system without setup.
- D) Xero does not provide tax reports.

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

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