ORACLE
NETSUITE

NetSuite: Administrator

Sample Test: March 2021

Contents

About this Sample Test

None of these questions are on the Administrator Exam. Most of these questions were written by the same authors who wrote the actual exams. We have tried to write them to a similar level of difficulty as the actual exam questions, but do not guarantee this.

This sample test is provided to give you an idea of the format of questions that might be asked on the exam. However, the sample test does not provide comprehensive coverage of all topics on the test. Materials listed in the Administrator Study Guide may be tested.

Being able to answer all the below questions correctly does not guarantee that you will pass the Administrator exam. We do not publish our passing score.

The number of sample questions per test objective does not reflect the actual weighting of the exam. Any objective may have more, or fewer, questions than are presented here. All objectives have at least one sample question included here.

SuiteAnalytics

I. Identify the options in defining advanced saved searches to obtain the described results.

1) Where should an Administrator add the Type field in a Transaction Saved Search to limit search results to a specific transaction type?

   A. Criteria Tab
   B. Results Tab
   C. Highlighting Tab
   D. Role Tab

2) Which search type shows the number of orders from a Vendor that are late or not received?

   A. Order Search
   B. Transaction Search
   C. Account Search
   D. Shipping Item Search

3) What Saved Search type should an Administrator use to determine the total lifetime sales for both parent and child customers?

   A. Transaction
   B. Company
   C. Document
   D. Parent

II. Compare the methods of sharing search results vs. reports for a given use case.

4) How are users added to receive alerts sent by a Saved Search?

   A. From the Audience tab of the Saved Search, add the user in the Employees field.
   B. From the Audience tab of the Saved Search, add the user's team in the Groups field.
   C. From the Email tab of the Saved Search, click Specific Recipients, and add the user in the Recipient field.
   D. From the Email tab of the Saved Search, click Customize Message and add the user in the From field.

III. Determine the best method to monitor saved search usage and access.

5) An Administrator wishes to give users with the Sales Person role permission to edit a Sales Order Saved Search. How is this done?

A. Set the Search to Public. Then, under the Roles tab, select Form for the Sales Person role.
B. Set the Search to Public. Then, under the Roles tab, select all options for Sales Person role.
C. From the Audience Tab of the Saved Search, select Allow Audience To Edit and select Sales Person under Roles.
D. From the Audience Tab of the Saved Search, select Sales Person under Roles and select the users under Employees.

6) How can an Administrator view changes made to a Saved Search?

A. Access the Execution Log tab.
B. Access the Audience tab.
C. Access the Results tab.
D. Access the Audit Trail tab.

IV. Identify the advantages of various methods of publishing or updating dashboards.

7) Which Mode option allows users to remove portlets added as part of a published dashboard?

A. Locked
B. Unlocked
C. Restrict Content
D. Add/Move

V. Compare dashboard elements to address user requirements.

8) Which portlet allows for multiple Key Performance Indicators (KPIs) to display at once?

A. Trend Graph
B. Report Snapshots
C. KPI Meter
D. Custom Portlet

SuiteBuilder

VI. Recognize use-cases driving form selection.

9) How can Administrators make a field visible but not editable to users?

A. Deactivate the form.
B. Select the Disabled field type.
C. Clear the Show checkbox.

    D.   Select the Mandatory checkbox.

   10) On which custom forms is the Store Form with Record preference available? (Choose 2)

    A.   Credit Memo form
    B.   Sales Order form
    C.   Employee form
    D.   Inventory Item form

VII. Compare the considerations when setting field options at the field vs. at the form level.

   11) How does an Administrator set a custom field as mandatory for a specific custom role?

    A.   On the custom field, under Access, select Mandatory for that role.
    B.   Assign a custom form only for that role, then select Mandatory for that field.
    C.   On the custom role, under Custom Fields, select Mandatory for that field.
    D.   Under Audience, assign the custom field for that custom role.

VIII. Identify implications of various methods of restricting users to a particular custom form.

   12) An Administrator wants to limit a custom role so that the role only uses a specific custom form when viewing a custom record. What configuration would achieve this?

    A.   On the custom form, go to Roles and select Preferred for that custom role.
    B.   On the custom role, go to Forms, then Custom Record, and select both Preferred and Restricted for the custom form.
    C.   On the custom record type, go to Forms and select Preferred for that custom form.
    D.   On the custom form, go to Permissions, add the custom role, and select both Preferred and Restricted for that role.

IX. Identify considerations and impact of creating online forms.

   13) Which preferences prevent creating duplicate records once an online form is submitted? (Choose 2)

    A.   On the Select Fields tab, select the Search column field.
    B.   On the Setup Workflow tab, select Use Duplicate Detection Criteria.
    C.   On the Setup Workflow tab, select Allow Update on Contact Record.
    D.   On the Select Fields tab, select Mandatory.

X. Distinguish the differences between Basic and Advanced PDF printing.

14) Which forms are supported by Advanced PDF/HTML Templates?

  A. Transaction forms, Return forms, and Remittance forms
  B. Entity forms, Return forms, and Remittance forms
  C. Transaction forms, Address forms, and Remittance forms
  D. Entity forms, Address forms, and Remittance forms

15) Which two formats are available when printing a transaction?

  A. XLS
  B. CSV
  C. PDF
  D. DOC
  E. HTML

16) Where is the PDF/HTML Print Layout defined that will be used when printing a transaction?

  A. Transaction Form > Header section
  B. Transaction Form > Printing Fields tab
  C. Transaction Form PDF/HTML Layout > Header section
  D. Transaction Form PDF/HTML Layout > Transaction Forms tab

XI. Match custom field settings for displaying, calculating, or manipulating data from other fields or records to use cases.

17) A user wants to create a custom field on a Task record that lists all customers with the Taxable checkbox selected. If the field Type = List/Record and List/Record = Customer, what additional settings are required for the custom field?

  A. Sourcing & Filtering > Filter Using = Taxable
     Is Checked = Yes
  B. Sourcing & Filtering > Source List = Company
     Sourcing & Filtering > Source From = Taxable
  C. Sourcing & Filtering > Source List = Company
     Sourcing & Filtering > Source Filter By = Taxable
  D. Validation & Defaulting > Formula = {taxable}

XII. Compare differences between field display types and uses cases where appropriate.

18) Which setting affects field placement on forms?

   A. Display Type
   B. Insert Before
   C. Height
   D. Width

XIII. Identify when to use a custom record over a custom list.

19) When customizing records, in which scenario could a custom List be used?

   A. To display pre-defined choices in a field.
   B. To display values extracted from a sublist.
   C. To display the results of a Saved Search.
   D. To display a Record Type list.

XIV. Compare differences between setting "Record is Parent" vs. publishing a sublist search.

20) An Administrator wants to add a custom sublist using a Saved Search. Which Saved Search field joins the search results to the record?

   A. The first field listed in the Available Filters subtab.
   B. The first field listed in the Criteria subtab.
   C. A field in the Available Filters subtab that has a Label.
   D. A field in the Summary Criteria subtab.

XV. Given a use case, select appropriate attributes when defining a custom record type.

21) Which custom record type setting prevents users from creating a new record in the user interface?

   A. No Permission Required is selected
   B. Enable Optimistic Locking is not selected
   C. Allow Quick Add is not selected
   D. Allow UI Access is not selected

22) When enabled, which custom record type setting displays the user who created a record entry?

   A. Show ID field
   B. Show Owner on Record
   C. Include Name field

D. Administrative Notifications

SuiteCloud Platform

XVI. Order the steps in creating a SuiteFlow from a given scenario.

23) Which Trigger Type is used to set up a workflow to send an email?

A. After Record Submit
B. Before Record Submit
C. Before Record Load
D. After Record Load

24) When used for a workflow, which Release Status causes no new instances of the workflow to be created and no existing instances of the workflow to be executed?

A. Testing
B. Do Not Exit Workflow
C. Not Initiating
D. Suspended

XVII. Identify scenarios where SuiteFlow can be used to solve a user requirement.

25) Which Release Status will not run new instances of a workflow, but will continue running existing instances?

A. Suspended
B. Not Initiating
C. Testing
D. Released

26) What elements can be configured in a basic workflow?

A. Condition, State, Transition, and Action
B. Condition, Transfer, Action, and Start
C. Activate, Transition, Position, and Measure
D. Movement, State, Circumstance, and Operation

XVIII. Identify a method for determining all the automations running for a given record.

27) How would an Administrator identify workflows currently executing on a specific record?

A. Under the Scripted Records page, select the record type and view the Workflow tab to see all released workflows.
B. Under the Workflows list page, view all released workflows that run on that record type.
C. On the record, go to System Information > Active Workflows tab.
D. On the record, go to System Information > System Notes tab.

XIX. Order the steps in creating or finding and installing or uninstalling a SuiteBundle.

28) How does an Administrator uninstall a bundle?

A. Navigate to the Installed Bundle List and click Uninstall next to the bundle name.
B. Create a Support Case to uninstall the bundle.
C. Navigate to the Installed Bundle List and click Remove next to the bundle name.
D. Call Phone Support to verify access and request permission to uninstall the bundle.

XX. Compare differences between Managed vs. non-managed bundles and identify steps in updating already installed bundles.

29) If a bundle author changes a bundle already installed on a target account, who can update the installed bundle? (Choose 2)

A. Account Administrator
B. User with SuiteApp Marketplace permission
C. User with access to Managed Bundles permission
D. User with SuiteApp Distribution permission

XXI. Compare uses of SuiteTalk/SOAP Web Services, SuiteScript, ODBC/SuiteAnalytics Connect and CSV Import to manage data in NetSuite

30) Which feature allows users to execute a Saved Search through an external application?

A. SuiteFlow
B. CSV Import
C. SuiteCloud Plus
D. SOAP Web Services

Setup and Administration

XXII. Recognize recommended NetSuite practices for creating and assigning custom roles and use of Global Permissions and Core Administrator Permission.

31) Which statement is **true** about Global Permissions?

A. Role-based permissions override Global Permissions.
B. Global Permissions let Administrators bypass assigning roles to employees.
C. Global Permissions override role-based permissions.
D. Global Permissions apply to the Administrator.

XIX. Identify how subsidiary access is defined on custom roles and impact of subsidiary on entity records.

32) When the Automated Intercompany Management feature is enabled, which additional field is available on Customer and Vendor records?

A. Primary Subsidiary
B. Represents Subsidiary
C. Alternative Subsidiary
D. Auto Elimination Subsidiary

XX. Recognize best practices around the use of the Administrator Role.

33) What is important to consider when auditing NetSuite user access?

A. The Administrator role does not appear in Access Reports.
B. A separate custom report is needed to track Administrator access.
C. Since the Administrator encompasses all roles, this skews Access Reports.
D. Only Administrators can audit each other's' access.

XXI. Identify how role options affect the records, searches, and forms to which a user will have access.

34) A user with a restricted role runs a custom search with the Run Unrestricted box marked.

What access will the user have to the search results?

A. None
B. Edit access to resulting records
C. Edit access to the search results
D. View access to the search results
E. View access to the underlying detail from summary

35) What could prevent a Custom A/P clerk role from accessing a Vendor Bill transaction?

    A. The vendor Bill is already paid
    B. The vendor Bill was created by another user
    C. The Role has Department/Class/Location restriction
    D. The transaction date of the Vendor Bill is already closed

XXII. Identify considerations of assignment of limited access or custom role to Vendor, Partner, Customer, or Employee.

36) Which function can a user with the Vendor Center role access?

    A. View Payment History
    B. Create Purchase Requests
    C. Update Item Pricing
    D. Submit a Support Case

XXIII. Recognize the capabilities of the Multi-language feature.

37) How can users change the language displayed in the Help Center?

    A. Go to the NetSuite Help Center and select a language from the dropdown in the top right corner.
    B. Go to Enable Features and select the Multi-Language Help Center.
    C. Go to General Preferences, then the Languages subtab, and add Language.
    D. Go to User/Roles, then Manage Roles, then the International subtab, and add Language.

XXIV. Recognize NetSuite recommended practices around managing NetSuite environments (Sandbox, Production, Release Preview).

38) What data is copied from Production during a Sandbox Refresh?

    A. Token-based Authentication (TBA)
    B. User passwords
    C. SAML configuration
    D. System Notes on records

39) Which role is **never** allowed access to Sandbox accounts?

    A. Warehouse Manager
    B. Accountant
    C. Customer Center

D. Employee Center

XXV. Determine the proper use of advanced options in CSV Import and SuiteCloud Plus.

40) For accounts with SuiteCloud Plus licenses, what is the maximum number of import job queues that can be utilized?

A. Two
B. Ten
C. Five
D. Ten per license

XXVI. Analyze an error in the CSV Import process to determine the appropriate resolution.

41) An Administrator wants to use a CSV import to remove obsolete Item descriptions and update some descriptions. Which Advanced CSV Import option should they use?

A. Overwrite Missing Fields
B. Assign Null Values
C. Delete Sublists
D. Void Text

42) During an item import, you choose Name as the Reference Type and receive the following error: "Invalid Item Reference Key." Which of the following could have caused this error?

A. The Item Name was used.
B. The Item Number was used.
C. The Internal ID was used.
D. The Web Store Display Name was used.

Data Security

XXVII. Identify methods for controlling access to File Cabinet.

43) How can an Administrator restrict a user to files in File Cabinet folders, yet allow users to view files attached to records?

A. Set or edit the folder access to Restrict By Group.
B. When creating a folder, select the Private checkbox.
C. Select the Hide Attachment Folders preference, under General Preferences.
D. Select the Restrict File Cabinet Access preference, under General Preferences.

XXVIII. Identify available security controls for user login, including Two-Factor Authentication and Single Sign-On.

44) What is the most secure action an Administrator can take to protect the company from unauthorized access to NetSuite data?

A. Set the NetSuite Password Policy to Strong.
B. Require password changes every 5 days.
C. Require users to answer security questions upon login.
D. Use Two-Factor Authentication.

45) The Password Policy selected by an Administrator determines which password requirement?

A. Minimum Character Types
B. Maximum Days to Expiration
C. Allow Non-ASCII Characters
D. Minimum Password Difference

XXIX. Identify setup for Two-Factor Authentication and Single Sign-On.

46) When setting up Two-Factor Authentication (2FA), what is the longest possible Duration of Trusted Device?

A. 10 days
B. 60 days
C. 90 days
D. 30 days

XXX. Recognize permissions with high levels of data access.

47) Which scenario requires a permission that gives the ability to download data or records?

A. Download a Custom Record
B. Export an Expense Report
C. Export a list
D. Export Financial History

XXXI. Identify the strategies to manage data security risks when an employee leaves.

48) How do you prevent a terminated employee from logging into NetSuite?

A. Clear the Give Access checkbox.
B. Delete the Employee record.

    C.   Inactivate the Employee record.
    D.   Reset the employee's password.

XXXII. Identify impact of changing field values on reporting.

    49)   A Sales Rep moves to a new Sales Manager at the first of the month and the Employee record is updated immediately. How will this impact reporting?

    A.   Expense approvals will be directed to the new manager and Commissions will be directed to the previous manager.
    B.   Expense approvals and Commission will be directed to the new manager.
    C.   Expense approvals and Commission will be directed to the previous manager.
    D.   Existing expense approvals already queued remain in the previous supervisor's queue, despite effective date changes.

Working with NetSuite

XXXIII. Identify how to view or change system alert email notifications.

    50)   The Maintenance Complete Email Notification provides an option for users to be alerted when a scheduled maintenance is complete. Which user roles receive the email notification by default?

    A.   Administrators and user roles with Full Account Management permission
    B.   Administrators with the Send Maintenance Alert option enabled in User Preferences
    C.   Active account Administrators
    D.   Only the Primary Contact

XXXIV. Recognize recommended steps in the New Release Test Plan.

    51)   Which portlet is considered the information center for all NetSuite release-related information?

    A.   SuiteAnswers
    B.   Release Notes
    C.   NetSuite Account Center
    D.   New Release

    52)   Which statement is **true** about the behavior of bundles in Release Preview?

    A.   Bundles can be installed from one Release Preview account to another Release Preview account.
    B.   Bundles can be installed from a Release Preview account to a Production account.

    C.   Bundles can be copied to the repository from Release Preview.

    D.   Bundles can be installed from a Release Preview account to a Sandbox or Development account.

XXXV. Given a scenario, determine what information is needed to troubleshoot a problem.

53)   Which window displays NetSuite server and client load times?

    A.   Account Center

    B.   Performance Details

    C.   Status Portlet

    D.   Performance Audit Log

54)   What are **two** (2) basic tasks **users** should perform to optimize account performance before Administrator intervention?

    A.   Perform the action (e.g., load a record or run a report) 3 to 5 times.

    B.   Attempt the action with multiple users to identify user-specific errors.

    C.   Select Delay Loading of Sublists to initially load NetSuite pages without data on subtabs.

    D.   Troubleshoot user firewalls and proxies for HTTP connections.

XXXVI. Identify how to determine how many licenses are provisioned and number of licenses being used.

55)   Where can you identify the current number of Full License users?

    A.   Setup > Users/Roles > Manage Users

    B.   Setup > Company > View Billing Terms

    C.   Setup > Users/Roles > Access Tokens

    D.   Setup > Company > View Billing Information

56)   In which scenario is a user's access only counted against an Employee Center license?

    A.   The user only has access to the Administrator role.

    B.   The user has access to the Administrator role and the Employee Center role.

    C.   The user only has access to the Employee Center role.

    D.   The user has access to the Employee Center role and a custom role.

XXXVII. Identify steps and benefits of accessing the NetSuite Support Center Role.

57)   Which statement is **true** regarding the NetSuite Support Center role?

    A.   The NetSuite Support Center role has Full permissions for all transactions.

B. The NetSuite Support Center (Basic) role has no transaction permissions.
C. The NetSuite Support Center role has View Only permissions for all transactions.
D. The NetSuite Support Center (Basic) role has View Only permissions for all transactions.

XXXVIII. Answer Keys:

Question	Answer
1	A (Criteria Tab)
2	B (Transaction Search)
3	A (Transaction)
4	C (From the Email tab of the Saved Search, click Specific Recipients, and add the user in the Recipient field.)
5	C (From the Audience Tab of the Saved Search, select Allow Audience To Edit and select Sales Person under Roles.)
6	D (Access the Audit Trail tab.)
7	B (Unlocked)
8	A (Trend Graph)
9	B (Select the Disabled field type)
10	C (Employee form)
	D (Inventory Item form)
11	B (Assign a custom form only for that role, then select Mandatory for that field.)
12	B (On the custom role, go to Forms, then Custom Record, and select both Preferred and Restricted for the custom form.)
13	A (On the Select Fields tab, select the Search column field.)
	B (On the Setup Workflow tab, select Use Duplicate Detection Criteria.)
14	A (Transaction forms, Return forms, and Remittance forms)
15	C (PDF)
	E (HTML)
16	A (Transaction Form > Header section)
17	A (Sourcing & Filtering > Filter Using = Taxable
	Is Checked = Yes)
18	B (Insert Before)
19	A (To display pre-defined choices in a field.)
20	A (The first field listed in the Available Filters subtab.)
21	D (Allow UI Access is not selected)
22	B (Show Owner on Record)
23	A (After Record Submit)
24	D (Suspended)
25	B (Not Initiating)
26	A (Condition, State, Transition and Action)
27	C (On the record, go to System Information > Active Workflows tab.)
28	A (Navigate to the Installed Bundle List and click Uninstall next to the bundle name.)
29	A (Account Administrator)
	B (User with SuiteApp Marketplace permission)
30	D (SOAP Web Services)
31	C (Global Permissions override role-based permissions.)
32	B (Represents Subsidiary)
33	A (The Administrator role does not appear in Access Reports.)
34	D (View access to the search results)

35	C (The Role has Department/Class/Location restriction)
36	A (View Payment History)
37	A (Go to the NetSuite Help Center and select a language from the dropdown in the top right corner.)
38	B (User passwords)
39	C (Customer Center)
40	C (Five)
41	A (Overwrite Missing Fields)
42	C (The Internal ID was used.)
43	C (Select the Hide Attachment Folders preference, under General Preferences.)
44	D (Use Two-Factor Authentication.)
45	A (Minimum Character Types)
46	D (30 days)
47	C (Export a list)
48	A (Clear the Give Access checkbox)
49	D (Existing expense approvals already queued remain in the previous supervisor's queue, despite effective date changes.)
50	C (Active account Administrators)
51	D (New Release)
52	A (Bundles can be installed from one Release Preview account to another Release Preview account.)
53	B (Performance Details)
54	A (Perform the action (e.g., load a record or run a report) 3 to 5 times.) B (Attempt the action with multiple users to identify user-specific errors.)
55	D (Setup > Company > View Billing Information)
56	C (The user only has access to the Employee Center role.)
57	B (The NetSuite Support Center (Basic) role has no transaction permissions.)