

Oracle NetSuite Administrator – Practice Exam

About this Practice Exam

The practice exam is a helpful resource that provides an example of the format and types of questions that could appear on a NetSuite certification exam. The same authors who created exam questions wrote most of the practice questions. The practice questions illustrate a similar level of difficulty as exam questions. You can refer to the answer key for all practice questions at the end.

Remember, the practice exam might not provide a comprehensive preview of all topics presented on the certification exam. It is recommended that you review all content available in the **Certification Preparation – Administrator** learning path in NetSuite MyLearn before attempting the practice or certification exams.

No practice exam questions will appear on the actual certification exam. Additionally, being able to answer all practice questions correctly does not guarantee a passing score on the certification exam.

Practice Questions

- 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

- 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.

- 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.
- 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
- 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
- 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
- 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.

- 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.
- 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.
- 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

- 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}
- 18) Which setting affects field placement on forms?
- A. Display Type
 - B. Insert Before
 - C. Height
 - D. Width
- 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.
- 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.
- 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
- 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
- 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

- 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.
- 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.
- 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
- 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
- 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.

- 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
- 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.
- 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
- 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

- 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.
- 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
- 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
- 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.
- 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.
- 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
- 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

- 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
- 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.
- 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.
- 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
- 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.
- 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.
- 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.
- 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.

Answer Key:

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.)