Oracle NetSuite Accounts Payable Specialist- 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 – Accounts Payable Specialist** 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.

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Practice Questions

1) Where can you set an accounts payable account to be selected by default on a vendor bill?

   A. Invoicing preferences
   B. On the Vendor record
   C. Vendor Bill custom form
   D. On the Item record

2) What defines the transaction approver in the Vendor Bill Approval workflow?

   A. The user's Supervisor
   B. The user creating the Purchase Order
   C. The default Approver with the role permission
   D. Next Approver

3) What is the first step in the Return to Debit process?

   A. Vendor Return Authorization
   B. Refund
   C. Return Item
   D. Pay Vendor Bill

4) At what point in the purchasing process is accounts payable credited?

   A. Creation of a purchase order
   B. Creation of a bill
   C. Receipt of goods or services
   D. Payment of a bill

5) How can you utilize vendor categories?

   A. When creating reports and searches for to a vendor
   B. When setting default vendor terms for transactions
   C. To set a default payables account for transactions
   D. To set a default expense account for transactions

6) How do you set up a vendor to be shared across subsidiaries?

   A. Set the Primary Subsidiary to Include Children of the Vendor record.
   B. Set up the Subsidiaries subtab of the Vendor record.
   C. Vendors are automatically shared across subsidiaries.
   D. Add the vendor to each subsidiary.

7) Which setup options help with tax reporting for vendors that are contractors in the United States? (Choose 2.)

A. Set each contractor as 1099 Eligible on the Financial subtab of the Vendor record.
B. Set an expense account as 1099 Eligible.
C. Associate an expense account with a 1099-MISC category.
D. Set the 1099-MISC category for each Vendor record.
E. Set a 1099-MISC expense account as the default account for the vendor.

8) What does a Vendor Dashboard display KPI data for?

A. All vendors in your account
B. Only for the vendor whose dashboard you are viewing
C. The Vendor Category you select on the dashboard
D. KPIs cannot be displayed on the Vendor Dashboard

9) What is **not** required information for a requisition?

A. Vendor
B. Quantity
C. Item or Expense
D. Requestor

10) Which are possible statuses for a requisition? (Choose 2.)

A. Open
B. Pending Order
C. Voided
D. Pending Approval
E. Pending Fulfillment

11) Which status is unique to requisitions but not for purchase orders?

A. Pending Receipt
B. Pending Bill
C. Pending Order
D. Pending Approval

12) How can you create a purchase order from the Home dashboard?

A. Add a new purchase order link to the Shortcuts portlet
B. Use menu options in the Recent Records portlet
C. Select Purchase Order in the KPI portlet
D. Use the Quick Search portlet

13) When is it possible to create multiple Item Receipt records from a single Purchase Order record?

   A. For partial vendor shipments
   B. For vendors with outstanding purchase orders
   C. When updating a vendor purchase requisition
   D. For vendors with multiple payment methods

14) What is the status of a purchase order that has lines that are fully billed and at least one item that is closed?

   A. Pending Receipt
   B. Pending Billing
   C. Closed
   D. Open

15) Which statement is **correct** when you select an amortization template on a Vendor Bill record?

   A. The account on the line should be the Prepaid Expenses account.
   B. The Amortization Start Date is required when selecting an amortization template.
   C. You can only select the amortization template for vendor bills lines that use items, not expenses.
   D. The Amortization Start Date or End Date should not precede the selected posting period for the transaction.

16) Which NetSuite tool can you customize to create a standalone bill? (Choose 2.)

   A. Shortcuts menu
   B. Recent Records portlet
   C. Menu Center
   D. Create New menu
   E. Reminders portlet

17) You need to bill a Purchase Order before receiving the items, but you are unable to generate the bill. What is preventing you from performing this action?

   A. The Bill Purchase Order in Advance of Shipping feature is not enabled.
   B. NetSuite does not allow billing for Purchase Orders.
   C. The Bill Purchase Order in Advanced of Receiving feature is not enabled.
   D. You cannot create a bill from an Item Receipt.

18) What is the current status after approving a Vendor Return Authorization that only includes expenses?

   A. Pending Return
   B. Pending Credit
   C. Pending Refund
   D. Pending Receipt

19) Which statement is correct when you create a Vendor Credit?

A. You can save a Vendor Credit with a balance in the Unapplied field.
B. The Memo field is mandatory before saving.
C. You can only apply a Vendor Credit to a single bill.
D. You must create a Vendor Credit from a Vendor Bill.

20) Which bills does NetSuite select if Auto Apply is selected on a Vendor Credit?

A. The lowest amounts first
B. The amount closest to the credit amount
C. The highest amount first
D. The most recent Vendor Bills
E. The oldest Vendor Bills

21) What must match when linking a Deposit record with a Vendor Credit record?

A. Accounts Payable Account
B. Bank Account
C. User creating both transactions
D. Date

22) A vendor bill displays a Discount Date of Jan 31st and the Terms are 2% 10, Net 30. Which payment date includes the discount?

A. January 10th
B. January 20th
C. January 30th
D. Feb 9th

23) When is a payment applied to a bill if a vendor prepayment is associated with a purchase order?

A. After the items are shipped from the vendor
B. After the vendor deposits the payment
C. When the bill is created
D. When the bill is paid

24) Which NetSuite report would you use to track payment holds?

A. Open Bills
B. AP Aging
C. AP Aging History by Bill
D. AR Aging

25) When you use the Start Date and End Date filter on the Bill Payment page, what field must you enter to see payable transactions?
   A. Date Created
   B. Payables Account
   C. Vendor
   D. Due Date

26) When paying a vendor bill on the Bill Payment page, what criteria must you select to have bills appear in the list?

   A. All bills for the vendor appear in the list
   B. The dates and posting period must match
   C. Records assigned to the Accounts Payable account and Currency
   D. The location and account must match

27) How can you void a bill payment if the Void Transaction Using Reversing Journal entries preference is selected?

   A. Search for Void Journal Entry and select Bill Payment
   B. Navigate to the Bill Payment page and delete the applicable Bill Payment
   C. Click Void on the Bill Payment
   D. Navigate to the Bill Payment page, then go to the Accounting subtab and click Void Payment

28) Susan would like to conserve paper and print three (3) checks on one page. Which Check Type should she select?

   A. Standard
   B. Voucher
   C. Batch
   D. Stub

29) How can you pay an employee expense report using an Electronic Funds Transfer (EFT) payment?

   A. On the Employee record, locate the expense report and select Pay Expense Report with EFT under Actions.
   B. On the EFT - Bill Payments page, select the employee from the Employee field to populate their expense reports.
   C. On the Payables subtab, locate the expense reports, select the record to pay, and select Apply EFT Payment.
   D. In the Employee Center, select the EFT option on expense report.

30) When should you create a File Cabinet location for the Company Bank Details for your business?

   A. To map an Electronic Funds Transfer file.
   B. Creating a File Cabinet location is optional and not necessary to map a location for an Electronic Funds Transfer.
   C. Each time you generate a new Electronic Funds Transfer file.
   D. For each vendor paid through Electronic Funds Transfer.

31) When setting up bank details for a vendor, what information should you map in the Payment File Format field?

A. The Payment File Format is setup during implementation and cannot be adjusted
B. The Payment File Format should be the same as the Company Bank Details.
C. This field is optional and can be left clear.
D. You should create the Payment File Format on the Company Preferences page.

32) After generating an EFT file, how long is the Rollback option available?

A. 24 hours
B. 7 days
C. Forever
D. 30 days

33) Erin's business defines their receipts as due, based on weeks instead of days. How can Erin adjust aging options for the A/P Aging Summary to align with business reporting requirements?

A. Change the default Interval from Days to Weeks
B. Adjust the As Of date to Weeks
C. Change Aging Based On to Weekly Dates
D. Add new Bands for each week

34) Which statement is **correct** about the A/P Payment History by Bill report?

A. Transactions are subtotaled by date.
B. The report lists all posting purchases from vendors.
C. Transactions are subtotaled by bills.
D. The report lists all vendor payments this year.

35) Sasha must see all purchase orders entered last month, regardless of the status. Which report displays this information?

A. Purchase by Vendor
B. Purchase by Item
C. Purchase Order Register
D. A/P Register

Answer Key:

Question	Answer
1	B (On the Vendor record)
2	D (Next Approver)
3	A (Vendor Return Authorization)
4	B (Creation of a bill)
5	A (When creating reports and searches for to a vendor)
6	B (Set up the Subsidiaries subtab of the Vendor record)
7	A (Set each contractor as 1099 Eligible on the Financial subtab of the Vendor record) C (Associate an expense account with a 1099-MISC category)
8	B (Only for the vendor whose dashboard you are viewing)
9	A (Vendor)
10	B (Pending Order) D (Pending Approval)
11	C (Pending Order)
12	A (Add a new purchase order link to the Shortcuts portlet)
13	A (For partial vendor shipments)
14	C (Closed)
15	D (The Amortization Start Date or End Date should not precede the selected posting period for the transaction.)
16	A (Shortcuts menu) D (Create New menu)
17	C (The Bill Purchase Order in Advanced of Receiving feature is not enabled)
18	B (Pending Credit)
19	A (You can save a Vendor Credit with a balance in the Unapplied field)
20	E (The oldest Vendor Bills)
21	A (Accounts Payable Account)
22	C (January 30th)
23	C (When the bill is created)
24	A (Open Bills)
25	D (Due Date)
26	C (Records assigned to the Accounts Payable account and Currency)
27	C (Click Void on the Bill Payment)
28	A (Standard)
29	B (On the EFT - Bill Payments page, select the employee from the Employee field to populate their expense reports)
30	A (To map an Electronic Funds Transfer file)
31	B (The Payment File Format should be the same as the Company Bank Details)
32	A (24 hours)
33	A (Change the default Interval from Days to Weeks)
34	C (Transactions are subtotaled by bills)
35	C (Purchase Order Register)