NetSuite: SuiteFoundation

Sample Test: June 2020

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About this Sample Test

None of these questions are on the SuiteFoundation 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. All material listed in the SuiteFoundation Study Guide may be tested.

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 We do not publish our passing score.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

August 2016 Corrections: Questions 6 and 26 were updated to show the correct answers.

I. Identify the general functionality that can be controlled under Enable Features.

1) Which feature requires a user to agree to the Mass Messaging Application Terms of Service?
   A. Mail Merge
   B. Capture Email Replies
   C. Subscription Categories
   D. Customer Relationship Manager

2) Where does an Administrator turn on Custom Records?
   A. Users/Roles
   B. Enable Features
   C. Setup Customization
   D. Company Preferences

II. Identify the general functionality of classifications/subsidiaries on both transactions and reporting.

3) Which structure will allow the tracking of consolidated financial reports by a legal entity?
   A. Classes
   B. Locations
   C. Subsidiaries
   D. Departments

III. Identify considerations in planning subsidiary structure.

4) How can the impact of intercompany purchases and sales be offset?
   A. Post journals to an elimination subsidiary.
   B. Ensure the subsidiaries have the same parent.
   C. Exclude one of the subsidiaries when reporting.
   D. Set the same base currency in both subsidiaries.

IV. Identify capabilities and setup of sales taxes within the NetSuite Editions and bundles.

5) In a OneWorld account, which **two** steps are required to make items taxable? (choose 2)
   A. Assign a tax schedule on the item record.
   B. Set the taxable flag on the Item to “Yes”.
   C. Create tax schedules for groups of Items.
   D. Add the Item to the appropriate tax schedule.

V. Define the uses of these SuiteBuilder elements: Custom Forms, Custom Fields, Custom Record Types (Intro), Subtabs.

6) Match the desired requirement to the most appropriate custom Field Type to use.

Answer options may be used more than once or not at all.

A. ___ Record formatted text
B. ___ Describe something as On or Off
C. ___ Connect Customers to a custom record
D. ___ Record only one of several related preferences
E. ___ Ability to possibly record several related preferences.

1. Radio Button
2. Multiple Select
3. Text Area
4. Check Box
5. List/Record
6. Rich Text

7) Order (1,2,3) the sequence that should be followed to create a custom record.

A. ___ Create custom fields
B. ___ Create necessary subtabs
C. ___ Define record attributes and behavior first

8) Match the desired Form Customization actions with the correct option.

Answer options may be used more than once or not at all.

A. ___ Enable inline editing
B. ___ Force a user to fill in a field
C. ___ Enter information on-the-fly instead of a regular screen
D. ___ Fields are presented in the same order each time a record is accessed

1. Field Group
2. Use for pop-ups
3. Mandatory
4. Store form with record
5. Enable field editing on lists

VI. Identify the different navigation options within NetSuite.

9) A user just closed the record for a customer name Company A by mistake.

   What is the recommended method to go directly back to the Customer record for Company A?

   A. Use Shortcuts
   B. Use Global Search
   C. Use Recent Records
   D. Use the Customers Menu Option

VII. Identify options for optimizing browser experience and NetSuite system performance.

10) Which action can be taken to optimize NetSuite's performance in a browser?
    A. Resize dashboard portlets.
    B. Use of multiple browser tabs.
    C. Use the smallest portlet level refresh.
    D. Maximize the use of dashboard reports and searches.

11) What information is displayed in a pop-up window after double clicking the NetSuite logo?
    A. The PET (Page, Email, Time) page.
    B. The ISP (Internet, Service, Performance) page.
    C. The NS stat (https://status.netsuite.com) page.
    D. The NPN (NetSuite Performance Notification) page.

VIII. Identify user-level preferences which modify the UI experience.

12) Which two options can be set by the User under Home > Set Preferences?
    A. The default role
    B. The default forms
    C. The tab navigation
    D. The default subsidiary

13) Which configuration would allow a user to see only child items?
    A. Modify forms to show sub item field.
    B. Set the user preferences to only show last sub item.
    C. From Setup Tab > Accounting setup > Items and transactions, set to only show last sub item.
    D. From company set up enable features, under items and inventory, set to only show last sub item.

IX. Identify tools for organizing daily activities, communicating and sharing documents.

14) Which two methods can be used to restrict access to a file from the file cabinet? (Pick 2)
   A. Mark File as Private
   B. Mark Folder as Private
   C. Restrict Folder to Group
   D. Define Private Group in Audience
   E. Clear "Available without login" checkbox

15) Why might user A not see user B's Calendar?
   A. User B has a restricted role.
   B. User A and User B's roles use different Centers.
   C. User B's calendar is not shared as Public.
   D. User A has not cleared their browser cache.

X. Identify how to set up Sales Force Automation.

16) What are **three** default CRM List types? (choose 3)
   A. Contact Role
   B. Contact Type
   C. Buying Reason
   D. Quota Category
   E. Win/Loss Reason

17) Where can statuses be mapped to actions for the progress of Lead to Prospect to Customer?
   A. Forecast Rules
   B. Sales Preferences
   C. Customer Status List
   D. Customer Sales Rules

XI. Identify elements in progressing through the sales cycle.

18) Match the Sales Transaction to the default Customer Stage associated with it. (Answer options may be used more than once or not at all)

A. ___ First Invoice
B. ___ First Opportunity
C. ___ First Sales Order
D. ___ First Quote / Estimate
E. ___ Additional Sales Order

1. Lead
2. Prospect
3. Customer

XII. Identify fields and settings which affect quota and forecast reporting.

19) Which option must be selected to allow sales reps and managers to adjust the statuses of opportunities when saving forecasts?

A. Use Quotes in Forecast
B. Multiple Projected Amounts
C. Allow Setting Status in Forecast Editor
D. Allow Setting Probability in Forecast Editor

XIII. Identify how to set up and use Case Management.

20) What is the purpose of checking the Internal Only check box on a Case Form?

A. To prevent comments in the Reply window from being emailed
B. To limit the view of comments to the Contact who filed the Case
C. To email the comments in the Reply window to copied employees
D. To hide the comments in the Reply window from everyone except the assigned Support Rep

XIV. Identify how to set up and use marketing campaigns.

21) What allows more than 10,000 messages to be sent in a single email campaign?

A. Campaign Subscriptions
B. Execute
C. Promo code
D. Campaign Domain

XV. Identify how Sales Order form impacts downstream transactions and future GL impact.

22) Which Sales Order transaction form can generate a Cash Sale upon billing?

A. Standard Sales Order
B. Standard Sales Order - Invoice
C. Standard Sales Order - Deposit
D. Standard Sales Order – Progress Billing

XVI. Identify impact of controls on steps in order fulfillment.

23) What is the impact of enabling the Advanced Shipping feature?

A. Multi-step fulfillment is enabled.
B. Drop Ship functionality is automated.
C. Fulfillment is separated from invoicing.
D. Printing of integrated shipping labels is available.
E. Shipping to separate addresses per transaction line is supported.

XVII. Identify supported payment methods.

24) Which **three** Customer Payment Methods are supported in NetSuite? (choose 3)
    A. ACH Processing
    B. Electronic Funds Transfer
    C. PayPal Express for Web Stores
    D. Credit Card Processing for Sales Orders

XVIII. Identify impact of controls on steps in Return Management and issuing refunds.

25) Which setting allows returned items to be counted as part of inventory?
    A. Return Authorization Status set to “Pending Receipt”
    B. Receive Return > Clear “Discard” checkbox
    C. Receive Return > Check “Restock” checkbox
    D. Location Record > Check “Make Inventory Available”.

XIX. Identify Item Types and best uses.

26) Which **three** Item Types can be defined for Purchase, Resale, or Sale? (choose 3)
    A. Service
    B. Other Charge
    C. Inventory Item
    D. Non-inventory Item

XX. Identify the impact of inventory transactions.

27) Which statement is true about inventory transactions?
    A. Inventory adjustments should not be used on LIFO costed items.
    B. Inventory fulfillments cannot be made unless there is sufficient inventory.
    C. Inventory transfers and intercompany transfers have the same GL impact.
    D. The inventory worksheet can be used to create opening balances for items.

XXI. Identify the functionality of advanced inventory features and potential impacts of enabling them.

28) How does Multi-Location Inventory affect costing?
    A. LIFO and FIFO costing cannot be used.
    B. Costs are calculated at the location level.
    C. Costing calculations remain at the item level.
    D. Average costing will not work with Bin control.

XXII. Define sales pricing strategy options.

29) How can a customer's custom negotiated sales price for items be set up to default on sales transactions?
    - A. Define the sales price on the item record.
    - B. Assign a price level on the customer record.
    - C. Assign the item pricing on a customer record.
    - D. Define a contract price level on the item record

XXIII. Identify how billable items, time, and expenses flow to Invoice.

30) Which two statements are true regarding billable line items on invoices?
    - A. Vendors can enter timesheets.
    - B. Employees can bill time to customers in different subsidiaries.
    - C. Purchase Orders must be Billed before they can be Invoiced to Customers.
    - D. Items must have a Sales Price filled in to appear on the Items to be Billed tab.

XXIV. Identify setup of approval and routing options for purchasing

31) Where is the purchase approval limit (amount) defined for supervisors?
    - A. On the Employee record
    - B. On the Item record
    - C. In Accounting Preferences
    - D. On the Subsidiary record

XXV. Identify controls and steps in Accounts Payable transactions processes and their GL impacts.

32) How does enabling the Advanced Receiving feature, change the Item Receipt function in NetSuite?
    - A. It allows for multi-stage receiving
    - B. It separates the Item Receipt from the Vendor Bill
    - C. It allows for cross-subsidiary inventory receipt
    - D. It tracks price variance from the originating purchase order

XXVI. Identify NetSuite Site Builder webstore capabilities.

33) Which statement is true about NetSuite's ecommerce functionality?
    - A. HTML skills are required to create a website.
    - B. Hosted HTML pages require external hosting sites.
    - C. Shopping cart automatically saves sales orders in the system.
    - D. Integration with the accounting module requires WSDK codes.

XXVII. Identify options for finding records.

34) Match the search method with the definition. (Answer options may be used only once)
    A. ___ Quick Search
    B. ___ Global Search
    C. ___ Saved Searches

    1. Can be used to search Help Topics
    2. Custom filters can be used
    3. General or Transaction type only

XXVIII. Define elements of building a saved search.

35) In a Saved Search, what are **two** ways to get the transaction date to display as month and year? (Choose 2)
    A. Use the month function on the Result field.
    B. Change the results date format preference.
    C. Change the date format in User Preferences.
    D. Create a Formula Field using a SQL date formatting function.

XXIX. Identify considerations for choosing between a custom report vs. a saved search.

36) What are **three** attributes of a custom report? (Choose 3)
    A. Are available for Web Query
    B. Provide point-in-time analysis
    C. Are the basis for custom KPIs
    D. Can have critical data highlighted
    E. Are the basis for custom report snapshots

37) What are **three** attributes of saved searches? (Choose 3)
    A. Good for point-in-time analysis
    B. Reveals hierarchical groupings
    C. Are the basis for custom metrics
    D. Can have critical data highlighted
    E. Provides a dynamic list of results
    F. Includes totals and subtotals by default

XXX. Identify which SuiteAnalytics features require a custom search vs. a custom report.

38) Which use case requires the use of a report rather than a search?
    A. Key Performance Indicator
    B. Dashboard Reminder
    C. KPI Scorecard
    D. Web Query enabled spreadsheet

XXXI. Identify elements unique to Financial Report Builder Interface.

39) What are **three** unique features to Financial Report Builder? (choose 3)
   - A. Sections may have specific sorting.
   - B. Sections may have highlighted results.
   - C. Sections may contain subsidiary context.
   - D. Sections may be shared between financial reports.
   - E. Sections are defined by additional sorts, override layout sorts.

XXXII. Define the elements of Report Builder Interface.

40) Match the Report Builder Interface elements to its functionality.

   Answer options are used once each.

   - A. ___ Filters
   - B. ___ Sorting
   - C. ___ More Options
   - D. ___ Edit Columns

   1. Select report access by roles, departments, groups and employees
   2. Select fields to limit results
   3. Delete or move data, add formulas and define formatting
   4. Have additional ranking options to display parent/child relationship

41) Which **two** statements are true about the functionality in Report Builder? (choose 2)
   - A. Users can add formula fields to columns.
   - B. User can export reports as an Excel Web Query.
   - C. Users can add custom HTML into column headers.
   - D. Users can customize data through Edit Layout Page.

XXXIII. Define the use of the following data management tools: Inline Editing, Mass Updates, csv imports, csv export, duplicate detection, Delete All Data.

42) Which **three** actions can be accomplished with a CSV Import? (choose 3)
   - A. Add and or Update items.
   - B. Add Transactions records.
   - C. Update existing entity records.
   - D. Delete Customer lead records.

XXXIV. Identify how to locate NetSuite account number and NetSuite Support full menu routing options.

43) Where can the NetSuite Account Number can be found?
    A. My Login Audit portlet
    B. At the bottom of the Home Dashboard
    C. Settings Portlet > Change Email
    D. SuiteAnswers > Contact Support by Phone

XXXV. Identify the resources to use to locate information on help, functionality, SuiteApp, enhancements, or 'Best Practices', user discussion.

44) What are **three** methods to access Help in NetSuite? (choose 3)
    A. Click the field label next to a field.
    B. Click the Help link at the top right of any screen.
    C. Click the NetSuite icon at the top left of any screen.
    D. Type Help: <and a keyword> in the Global Search field.

XXXVI. Identify resources to learn about NetSuite Release Cycles and New Features

45) Which **three** pieces of information are contained in the New Release Portlet? (choose 3)
    A. Links to Previous Versions
    B. Release Notes
    C. New Feature Overview
    D. Release Preview Test Plan

XXXVII. Select options for controlling access to data when creating custom roles.

46) Which **two** options for defining custom roles will restrict the pool of records that a role can access? (choose 2)
    A. Location Restrictions
    B. Employee Restrictions
    C. IP Address Restrictions
    D. Restricted Form

XXXVIII. Identify strategies in creating custom roles.

47) What is the simplest way to compare Roles?
    A. Manage Roles
    B. Manage Users
    C. Show Role Options
    D. Show Role Differences

48) Which **three** statements are true about creating a Custom Role? (choose 3)
   A. They can be started from scratch.
   B. They can be edited after they are created.
   C. They can be started from Standard Roles.
   D. They can be deleted while they are assigned.

XXXIX. Identify steps and considerations when adding a user.

49) What is a recommended practice when adding a user?
   A. Customize a separate role for each user.
   B. Assign a custom role.
   C. Assign a NetSuite standard role.
   D. Use Global Permissions with standard roles

XL. Identify order of steps to remove user access.

50) What is the first step an Admin should take after being notified that an employee will be terminated?
   A. Delete the Employee record.
   B. Inactivate the Employee record.
   C. Change the Employee's password.
   D. Remove System Access for Employee.

XLI. Define user authentication functionality.

51) Which **three** statements are true about the security authentication of users' passwords? (choose 3)
   A. Password criteria is setup by the system administrator.
   B. Users can change their password via the Settings portlet.
   C. Passwords have strength ratings and cannot be changed until the criterion is met.
   D. The 'reset password' Security Questions are updated by the system administrator.

XLII. Identify ways of tracking changes to records in NetSuite.

52) Match the information logged with where the information is found. (Use each option once)
   A. ___ Security Challenge
   B. ___ Date Allocated
   C. ___ Login Failures Today
   D. ___ Old and New GL Impact
   E. ___ CREATE, CHANGE, DELETE

      1. Transaction Numbering Audit Log
      2. System Notes
      3. My Login Audit
      4. Transaction Audit Trail
      5. Login Audit Trail

Answer Keys:

1	A
2	B
3	C
4	A
5	A, C
6	A - 6 B – 4 C – 5 D – 5 E – 2
7	A – 3 B – 2 C – 1
8	A – 5 B – 3 C – 2 D – 4

9	C
10	C
11	A
12	C, D
13	B
14	B, C
15	C
16	A, C, E
17	B
18	A – 3 B – 2 C – 3 D – 2 E – 3
19	C
20	A
21	D
22	A
23	C
24	B, C, D
25	C
26	A, B, D

27	D
28	B
29	C
30	B, C
31	A
32	B
33	C
34	3, 1, 2
35	A, D
36	A, B, E
37	C, D, E
38	D
39	A, B, D
40	A – 2 B – 4 C – 1 D - 3
41	A, B
42	A, B, C
43	D
44	A, B, D
45	B, C, D
46	A, B
47	D
48	A, B, C
49	B
50	D
51	A, B, C
52	A-5, B-1, C-3, D-2, E-4