

Sage X3 Accounts Payable Application Specialist Study Guide



This study guide is intended to provide you with information to aid you in preparing to take the Sage X3 Accounts Payable Application Specialist assessment. To achieve your Accounts Payable Application Specialist certification, complete the recommended training and pass the required assessment.

The Sage X3 Accounts Payable Specialist Application Certification is designed for Accounts Payable Specialists using Sage X3 as part of their daily job. AP Specialist are typically responsible for setting up suppliers/vendors, defining payment information, entering supplier/vendor invoices, processing payments, and completing a bank reconciliation.

1.1 Before taking assessment

Before taking the assessment, it is important you take time to prepare and study. To aid you in the preparation and study process, it is recommended you complete the following steps.

Recommended Steps

- Review the Assessment Content information provided below to understand areas that will be assessed.
- Log into Sage University and locate the Sage X3 Accounts Payable Specialist learning path under the Learning by role section.
- Complete the recommended training including viewing the Sage X3 Getting Started, AP Setup, AP Invoicing & Payments eLearning courses and attending and participating in the Accounts Payable Fundamentals instructor-led course.
- Review and study using the eLearning and any training curriculum provided by attending the recommended training. (**Note:** You do not have access to the training curriculum without attending the recommended courses)
- Register for and take the sample assessment: Sage X3 – Accounts Payable Application Specialist Sample Assessment. The sample assessment has one attempt available.
- Register for the Sage X3 - Accounts Payable Application Specialist Assessment (accessible for 30 days from date of registration).
- On assessment day, ensure you are in a quiet area with no distractions and have a reliable internet connection.

1.2 About the assessment

The information below details the number of questions, time allotted, and passing score for this assessment.

| Question | Answer |
|--|---|
| How many questions will be asked in the assessment? | <ul style="list-style-type: none">• 35 questions |
| What are the format types of questions? | <ul style="list-style-type: none">• Multiple choice/single-answer• Multiple choice/multiple-answer• Yes/No• True/False |
| How much time do I get to complete the assessment? | <ul style="list-style-type: none">• 70 minutes• Allows for an average of 2 minutes per question |
| What is a passing score? | <ul style="list-style-type: none">• 80% |
| How many attempts do I get? | <ul style="list-style-type: none">• 2 per assessment |
| How is the assessment delivered? | <ul style="list-style-type: none">• On-demand through Sage University |
| What tools or documents can I use during the assessment? | <ul style="list-style-type: none">• eLearning, training curriculum (only available by attending the recommended training) |

1.2.1 Assessment Content

The Sage X3 Accounts Payable Application Specialist assessment measures your experience and capabilities of using the Sage X3 Financials module. This includes:

- Basic understanding of Accounts Payable including functions, features, and processing in Accounts Receivable.
- Understanding of Accounts Payable functions such as setting up business partners, supplier categories, suppliers, defining payment terms, defining payment types, entering invoices, process payments, entering employee expenses and defining taxes.

| Assessment Content |
|-------------------------------|
| Business Partners & Suppliers |
| Supplier Categories |
| Payment Methods |
| Payment Terms |
| Payment Entry Types |
| Entering Supplier Invoices |
| Entering Payments |
| Managing Employee Expenses |
| Bank Reconciliation |
| Tax Setup |

1.2.2 Sample Assessment

The sample assessment gives you an opportunity to practice your knowledge before attempting the Sage X3 Accounts Payable Specialist Certification assessment. You are asked a limited number of questions and are given one opportunity to answer the questions.

Below are examples of the types of questions found on the assessment. For more sample questions, register for the Sage X3 – Accounts Payable Application Specialist Sample Assessment found under the Sage X3 Accounts Payable Specialist learning path. Taking this sample assessment will also prepare you for how the certification assessment will be presented. Note that the sample assessment will not ask questions on every topic above, it is meant to give you an example of how questions will be presented in the certification assessment.

Sample Questions

1. At what level do you need to act to assign a bank account to all payments for a selected supplier?
 - Suppliers
 - Supplier categories
 - Parameter attributes
 - Payment methods

2. When generating automatic payment proposals, you can optionally enter a date range to only show open items that fall within those dates?
 - True
 - False

3. To track employee expenses, you should create an account in which function?
 - Accounting Codes
 - Accounts
 - Expense codes
 - Miscellaneous Business Partners