Sage X3 Accounts Receivable 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 Receivable Application Specialist assessment. To achieve your System Administrator Application Specialist certification, complete the recommended training and pass the required assessment.

The Sage X3 Accounts Receivable Application Specialist Certification is designed for Accounts Receivable Specialists using Sage X3 as part of their daily job. AR Specialist are typically responsible for setting up customers, defining payment information, entering invoices, processing payments, and printing customer statements.

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 Receivable Specialist learning path
• Complete the recommend training including viewing the Sage X3 Getting Started, AR Setup, AR Invoicing & Payments eLearning courses and attending and participating in the Accounts Receivable 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 Receivable Application Specialist Sample Assessment. The sample assessment has one attempt available.
• Register for the Sage X3 - Accounts Receivable Application Specialist Assessment (accessible for 30 days from date of registration).
• On assessment day, ensure you are in a quite 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?	• 35 questions
What are the format types of questions?	• Multiple choice/single-answer • Multiple choice/multiple-answer • Yes/No • True/False
How much time do I get to complete the assessment?	• 70 minutes • Allows for an average of 2 minutes per question
What is a passing score?	• 80%
How many attempts do I get?	• 2 per assessment
How is the assessment delivered?	• On-demand through Sage University
What tools or documents can I use during the assessment?	• eLearning, training curriculum (only available by attending the recommended training)

1.2.1   Assessment Content

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

- Basic understanding of Accounts Receivable including functions, features, and processing in Accounts Receivable.
- Understanding of the Accounts Receivable functions such as setting up business partners, customer categories, customers, defining payment terms, defining payment types, entering invoices, process payments from customers, and printing statements.

Assessment Content
Business Partners & Customers
Customer Categories
Payment Methods
Payment Terms
Payment Entry Types
Entering Customers Invoices
Entering Payments
Printing Statements & Reminders
Tax Setup

1.2.2   Sample Assessment

The sample assessment gives you an opportunity to practice your knowledge before attempting the Sage X3 Accounts Receivable 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 X3 – Sage X3 – Accounts Receivable Application Specialist Sample Assessment found under the Sage X3 Accounts Receivable 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. Which of the following statements is TRUE regarding the Payment entry type function?
   - Specifies payment modes for the automatic payment proposal
   - Determines which fields to display during payment entry
   - Defines the account posting steps
2. Open items refer to invoices that are unpaid or partially paid?
   - True
   - False
3. When creating a BP, I noticed that I can select a category. However, I do not see a BP Category function. Where does the category come from?
   - Customer category or Supplier category
   - Supplier category
   - Customer category
   - Miscellaneous Table