

# Sage X3 Accounting Manager Application Specialist Study Guide



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

The Sage X3 Accounting Manager Specialist Certification is designed for Accounting Managers using Sage X3 as part of their daily job. Accounting Managers are typically responsible for understanding the setup information for Financials and defining such information as new general ledger accounting, dimension types and value, posting journal entries, and closing the period and fiscal year.

## 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 Accounting Manager learning path under the learning by role section.
- Complete the recommend training which includes the Sage X3 Getting Started, Setting up Financials, Entering Transactions, Budgets & Reports, and Current and Month-end Processing & Closing eLearning courses and attending and participating in the Accounting Manager Fundamentals 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 – Accounting Manager Application Specialist Sample Assessment. The sample assessment has only one attempt available.
- Register for the Sage X3 - Accounting Manager 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"><li>• 40 questions</li></ul>
What are the format types of questions?	<ul style="list-style-type: none"><li>• Multiple choice/single-answer</li><li>• Multiple choice/multiple-answer</li><li>• Yes/No</li><li>• True/False</li></ul>
How much time do I get to complete the assessment?	<ul style="list-style-type: none"><li>• 80 minutes</li><li>• Allows for an average of 2 minutes per question</li></ul>
What is a passing score?	<ul style="list-style-type: none"><li>• 80%</li></ul>
How many attempts do I get?	<ul style="list-style-type: none"><li>• 2 per assessment</li></ul>
How is the assessment delivered?	<ul style="list-style-type: none"><li>• On-demand through Sage University</li></ul>
What tools or documents can I use during the assessment?	<ul style="list-style-type: none"><li>• eLearning, training curriculum (only available by attending the recommended training)</li></ul>

### 1.2.1 Assessment Content

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

- Basic understanding of financials including functions, features, and processing in General Ledger.
- Understanding of Financial module functions such as setting up general ledger accounts, defining dimensions, defining sales tax, processing various types of journal transactions, understanding the various month-end processes, and closing the periods and fiscal years

Assessment Content
Chart of Accounts
Dimensions
Organizational and Accounting Structure
Fiscal Years and Periods
Account Core Model
Creating Companies and Sites
General Ledger Entries
Analytical Budgets and Budget Entry
Bank Posting and Remittances
Tax Setup
Month End, Period End & Closing Processes
Financial Data Extraction & Sage Intelligence
Inquiries and Reports

### 1.2.2 Sample Assessment

The sample assessment gives you an opportunity to practice your knowledge before attempting the Sage X3 Accounting Manager Application Specialist 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 – Accounting Manager Application Specialist Sample Assessment as found on the Sage X3 Accounting Manager 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 function defined the format of the account created?
  - Account Classes
  - Accounts
  - Chart of Accounts
  - Dimension Values

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2. You cannot convert a simulated journal entry into an actual journal entry?
  - True
  - False

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3. With the exception of manually entering a journal entry, all other functions post using:
  - Purchase and Sales journals
  - Automatic journals
  - Manual journals