Certification Exam Guide

Infor Certified M3 Finance Consultant

Exam #: M3-123

infor™   Certification Program

Target Audience

The exam targets the skills and abilities required by an M3 Finance Consultant with relevant experience to successfully implement and configure customer solutions to meet the customer's business needs.

Exam Details

- Exam number: M3-123
- Onsite or Online, proctored
- 73 questions
- 90 minute time limit

Schedule and Register

Below are the steps to schedule and register for an onsite or online proctored exam.

- Infor partners: Information on how to request your voucher code can be found here.
- Infor employees: Obtain your coupon code from the Infor Services Career Portal (click the orange Infor Product Certification Program button.)
- If you require an additional time accommodation for a disability or because English is not your first language, send a request to certification@infor.com at least 5 days prior to your exam date/time.

Onsite

Prior to registering for an exam, please follow the steps below to register for your preferred exam date/time:

1. If required, create a new account by clicking here.

2. If you already have an account, login to Webassessor.

3. Click Register for an Exam.

4. Click Select next to the Onsite Proctored option for the exam you wish to attempt.

5. Search for a test center or choose one of the closest test centers listed and click Select.

6. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)

7. Read and accept the Terms and Conditions and then click Select.

8. If you have an Infor partner voucher code or Infor employee coupon code, enter the code and click Apply.

9. If the exam details are correct, click Checkout.

10. If using a credit card, enter your credit card information and click Submit.

11. After confirming payment, click Done. You will receive a confirmation email with your Test Taker Authorization Code and additional onsite details.

    Please Note:

- Ensure you have your Test Authorization Code with you when you arrive at the test center. You cannot attempt your exam without the Test Authorization Code, and no refund will be provided.
- Please arrive at the test center at least 15 minutes prior to your scheduled exam.
- Parking and other test center specific instructions are included in your confirmation email.

Register here

Online

Prior to registering for an exam, please follow the steps below at least 5 days prior to you preferred exam date/time:

1. Test your Internet connection to ensure your computer meets the required speeds for online testing.

2. Validate you have the required webcam (built-in webcams ARE permitted), microphone (headsets are NOT permitted) and security software installed as outlined on this Kryterion help page.

3. If you encounter any problems, contact Kryterion Support:
   - Email: support@kryteriononline.com
   - Live Chat: https://www.kryteriononline.com/test-taker/online-proctoring-support
   - Phone: 1-877-313-2008 (U.S.) or +001-602-659-4679 (International)

4. If required, create a new account by clicking here.

5. If you already have an account, login to Webassessor.

6. Click Register for an Exam.

7. Click Select next to the Online Proctored option for the exam you wish to attempt.

8. Select your preferred date and time to attempt the exam and click Select.

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Register here

Exam Topic Area Summary

The following summarizes the percentage of each topic area included on the exam:

- Processing - 7%
- Reporting - 3%
- Setup & Configuration - 46%
- Using - 44%

Related Training and Documentation

Although not required, the following training courses and documentation cover content included in this exam:

- Training courses on Infor Campus:

  - M3: v13x Configuring Ad Hoc Reports
  - M3: v13x Configuring Costing and Internal Accounting
  - M3: v13x Configuring Financial Accounting
  - M3: v13x Manufacturing Foundation

- Other documentation on Infor Documentation Central:

  - M3 Financial Accounting User Guide
  - M3 Sales Management User Guide

Exam Objectives by Topic Area and Resource

This certification exam includes the following exam objectives by topic and resource.

Resource and related exam objective(s)	Topic Area and Percentage			
	Processing	Reporting	Setup & Configuration	Using
	7%	3%	46%	44%
M3: v13x Configuring Ad Hoc Reports				
Describe how Infor M3 Ad Hoc Reporting will enable you to build your own reports over any standard or customer-built Infor M3 tables.		X		
M3: v13x Configuring Costing and Internal Accounting				
Create and display cost accounting for a customer order.			X	
Describe concepts related to distribution costing and accounting in Infor M3.			X	
Describe concepts related to purchase costing and accounting in Infor M3.			X	
Identify key design considerations for configuring the cost accounting module.			X	
Perform the basic process flow for processing manufacturing orders for cost accounting.			X	
Define the main configuration settings for cost accounting. (to include Financial Application Management (FAM) functions, general ledger settings and accounting rules.)			X	
Define the main configuration settings for order costing.			X	
Analyze purchase costs.				X
Calculate a distribution cost.				X
Calculate a purchase cost.				X

Resource and related exam objective(s)	Topic Area and Percentage			
	Processing	Reporting	Setup & Configuration	Using
	7%	3%	46%	44%
Describe correcting cost accounting errors. (Internal Cost Accounting)				X
Describe the types of cost accounting errors. (Internal Cost Accounting)				X
Perform basic cost accounting process flow including create internal accounting entries, transfer them to the general ledger and make adjustments.				X
Review a distribution costing model.				X
M3: v13x Configuring Financial Accounting				
Define an exception rule.			X	
Describe payment proposal and configuration options.			X	
Describe an accounting rule.			X	
Describe Multi-Unit Coordination (MUC) configuration. (MFS)			X	
Describe the areas that must be defined for the General Ledger module.			X	
Describe the available configuration options and tables to enable supplier invoice entry.			X	
Describe the characteristics of the Financial Application Management (FAM) functions related to processing supplier invoices.			X	
Describe the impact of Financial Application Management (FAM) functions in relation to the Accounts Payable process.			X	
Explain the role and characteristics of supplier bank accounts in relation to Accounts Payable.			X	
List the Accounts Payable master files and the programs you use to access them.			X	
List the financial functions available within the supplier master file.			X	
List the main configuration settings for Accounts Receivable.			X	
List the three components of an accounting rule.			X	
Describe Allocations in GLS130.				X
Describe AP Manual Invoice processing. (Accounts Payable)				X
Describe Customer order invoicing. (Accounts Receivable)				X
Describe Recoding Supplier Invoices. (Accounts Payable)				X
Describe registering supplier invoices. (Accounts Payable)				X
Describe purchase order invoice matching. (Accounts Payable)				X
M3: v13x Manufacturing Foundation				
Describe the basic data and setup required to run the main process flows in Infor M3.	X			
Explain how financial management and control are part of the Infor M3 integrated solution.	X			
M3 Financial Accounting User Guide				
Create Customer Statement. (Accounts Receivable)				X
Describe Closing Purchase invoices. (Accounts Payable)				X
Describe Error Handling in GLS037, GLS047, and CAS300				X
Describe Finance Problem Solving. (General Ledger)				X
Describe VAT Reporting. (Tax Management)				X
Describe Year End Parameter Maintenance. (General Ledger)				X

Resource and related exam objective(s)	Topic Area and Percentage			
	Processing	Reporting	Setup & Configuration	Using
	7%	3%	46%	44%
M3 Sales Management User Guide				
Describe Invoice Post Processing. (Accounts Receivable)				X

Questions and Help

Additional Certification Program information is available at www.infor.com/certification

The Certification Program rules, policies, and procedures, including credentials and badging, are available in the Infor Certification Program Guide.

Additional information about Infor Education training courses is available at www.infor.com/education.

Your results will be available in CertMetrics 24 hours after you receive your test results.

If you experience any issues when registering for a certification exam, please contact support@kryteriononline.com.

If you need help registering for a training course, please contact:

- For Americas: EducationAmericas@infor.com
- For Europe, the Middle East and Africa: EducationEMEA@infor.com
- For Asia Pacific: EducationAPAC@infor.com

Sample Questions

The sample questions below provide examples of the types of questions included on the certification exams delivered through the Webassessor testing platform. The correct answers are provided for reference purposes only in the following Key to Sample Questions section. **Note:** The Webassessor platform randomizes all certification question items and answer options during the exam.

1. A customer purchases some of your products to be delivered by you at a delivery address, so you begin to set up this customer in Customer. Open (CRS610) with 0=Normal as a specific code. Which one of the following fields enables you to enter this code?

    A. ○ Customer number
    B. ○ Customer type
    C. ○ Order number
    D. ○ Order type

2. Which <u>four</u> of the following are master files in which data is stored and used for accounts payable processing? Choose 4 answers.

    A. ☐ Supplier
    B. ☐ Bank
    C. ☐ User
    D. ☐ Number series
    E. ☐ Customer
    F. ☐ Accounting type

3. Select from the drop-down lists on the right the field that corresponds with each description on the left. Use each option only once.

A.	The exchange rate used when prices are converted to local currency	Choose One ∨	Exch rate type
B.	Indicates whether a goods receipt transaction is to be matched to an invoice line of type 2	Choose One ∨	Auto inv approve
C.	Indicates if sales tax or other tax surcharges are included	Choose One ∨	Tax included
D.	The tax registration number of the company	Choose One ∨	Tax ID no suppl

    Note: In Webassessor the responses on the right display in a drop-down list box.

4. Which one of the following transaction types will create internal accounting entries?

    A. ○ Stock transactions
    B. ○ Accounts payable invoice matching
    C. ○ Customer order invoicing
    D. ○ Financial institution transactions

5. Which <u>two</u> of the following programs can be used to review cost accounting entries? Choose 2 answers.

    A. ☐ Internal Account Entry. Open (CAS300)
    B. ☐ Internal Account Entry. Transfer to GL (CAS960)
    C. ☐ Order Costing Balance File. Display (CAS330)
    D. ☐ Item. Connect Warehouse (MMS002)

6. Which one of the following types of purchase cost allows calculated cost comparison?

   A. ○ Estimated
   B. ○ Potential
   C. ○ Incurred/actual
   D. ○ Enterprise

7. The process to create an "open item" statement of account for a customer according to user-defined selection criteria includes the following four tasks:

   1. Confirm the proposal and create the final statement of account.
   2. Send statement of account to the payer.
   3. Adjust the statement of account proposal.
   4. Create and verify the statement of account proposal.

   Which one of the following is the correct order?

   A. ○ 4, 3, 1, 2
   B. ○ 1, 2, 3, 4
   C. ○ 3, 4, 2, 1
   D. ○ 2, 1, 4, 3

8. Which one of the following programs determines the number of transactions to update the general ledger?

   A. ○ Internal Account Entry. Create (CAS950)
   B. ○ Internal Account Entry. Open (CAS300)
   C. ○ Journal Voucher. Enter (CAS100)
   D. ○ Internal Allocation. Calculate (CAS130)

9. Which two of the following FAM-functions need to be configured to transfer the internal account entries into the General Ledger? Choose 2 answers.

   A. ☐ Internal Account Entry.Create (CAS950)
   B. ☐ Internal Account Entry.Transfer to GL (CAS960)
   C. ☐ FAM Fuction.Open (CRS405)
   D. ☐ Accounting Rule.Set (CRS395)

10. You are reviewing the cost accounting entries on Internal Account Entry.Open (CAS300). Which one of the following actions are you allowed to perform on the accounting string if the entry has not yet been transferred to the general ledger?

   A. ○ View only
   B. ○ Adjust the accounting string
   C. ○ Change the value of the accounting string
   D. ○ Edit the accounting rule

11. Which two of the following options describe why a company would want to simulate changes to the costing model on a continuous basis? Choose 2 answers.

   A. ☐ To ensure they can sell the products at a profit
   B. ☐ To purchase the correct parts for manufacturing
   C. ☐ To purchase the correct items
   D. ☐ To analyze and compare costs using multiple cost factors
   E. ☐ To control inventory

12. Which <u>three</u> of the following can you define using AR20 when processing customer invoices? Choose 3 answers.

    A. ☐ The invoice series and series type
    B. ☐ Whether facilities can be changed during customer invoice entry
    C. ☐ Whether the invoice number needs to be confirmed, allowing confirmation before being transferred to the financial system
    D. ☐ A customer credit note
    E. ☐ A corrective customer invoice

13. You have activated Save file in Ad Hoc Report Location. Open (AHS010/E). Which one of the following statements explains what this means?

    A. ◯ The report is saved at the location defined in Ad Hoc Document Location. Open (AHS020).
    B. ◯ The report can be viewed in Ad Hoc Report Run. Open (AHS160).
    C. ◯ The XML file can be viewed in Ad Hoc Report Run. Open (AHS160).
    D. ◯ The report is sent to the email address defined in Ad Hoc Report. Open (AHS110).

14. During M3 Finance Management set up, you must register customer and suppliers. Which one of the following levels of the company hierarchy do you register suppliers?

    A. ◯ Company
    B. ◯ Division
    C. ◯ Region
    D. ◯ Branch

15. Which one of the following payment method options indicates whether to create payment transactions from a separate bank reporting function or immediately when a payment order is created?

    A. ◯ Bank confirm
    B. ◯ Bank operation
    C. ◯ Grouped payment
    D. ◯ Operator
    E. ◯ Transfer method

Key to Sample Questions

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3. Select from the drop-down lists on the right the field that corresponds with each description on the left. Use each option only once.

    A. The exchange rate used when prices are converted to local currency   [Choose One ▾]   Exch rate type

    B. Indicates whether a goods receipt transaction is to be matched to an invoice line of type 2   [Choose One ▾]   Auto inv approve

    C. Indicates if sales tax or other tax surcharges are included   [Choose One ▾]   Tax included

    D. The tax registration number of the company   [Choose One ▾]   Tax ID no suppl

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About Infor

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping 70,000 customers in 194 countries improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit www.infor.com.