

Certification Exam Guide

Infor Certified CloudSuite Financials – Finance Consultant

Exam #: CSF-FC110-100



Certification Program

Target Audience

This exam targets the skills and abilities required by a CloudSuite Financials - Finance Consultant with relevant experience to successfully analyze client's financial business requirements and implement Infor products to meet those requirements.

Exam Details

- Exam number: CSF-FC110-100
- Onsite or Online, proctored
- 72 questions
- 90 minute time limit

Schedule and Register

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

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. Find the exam you wish to attempt.
5. Click Select next to the Onsite Proctored option.
6. Search for a test center or choose one of the closest test centers listed.
7. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)
8. Read and accept the Terms and Conditions and then click Select.
9. If you have a Voucher/Coupon code, enter the code and click Apply.
10. If the exam details are correct, click Checkout.
11. If using a credit card, choose your payment type and click Submit.
12. After confirming payment, click Done.
13. 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 minute 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](#). Run the test twice: once with the default server and then to a server in Arizona (e.g. Phoenix, AZ; Tempe AZ, Tucson, AZ; etc.) Results to an Arizona server must meet these minimum requirements:
 - o Ping times must be less than 200ms
 - o Jitter must be less than 50ms
 - o Download and upload must be greater than 1Mbps
2. Ensure your computer meets other requirements outlined in this [Guide](#). Some of the requirements are:
 - o A webcam is required - built in webcams ARE permitted
 - o A microphone is required - headsets are NOT permitted
 - o Sentinel Secure software must be installed (MS Windows and MAC supported)
3. If you encounter any problems, contact Kryterion Support:
 - o Voice: 866-227-7116 (U.S.) or +001-602-714-8235 (International)
 - o Live Chat: www.kryteriononline.com/Support, then click on "LIVE HELP"
 - o Email: OLPsupport@KryterionOnline.com
4. If required, create a new account by clicking [here](#).
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7. Find the exam you wish to attempt.
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14. After confirming payment, click Done.
15. You will receive a confirmation email.

[Register here](#)

Exam Topic Area Summary

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

- Processing - 33%
- Using - 28%
- Setup and Configuration - 24%
- Security Administration - 4%
- Customize and Modify - 3%
- Data Management - 3%
- Troubleshooting - 3%
- Integration/Interfacing - 1%
- Maintenance - 1%

Related Training and Documentation

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

- Training courses found on Campus:
 - CloudSuite Financials & Supply Management: Applications Foundation
 - CloudSuite Financials: Configuring and Administering Global Ledger
 - CloudSuite Financials: Configuring and Administering Global Ledger Allocations
 - CloudSuite Financials: Configuring and Administering Matching
 - CloudSuite Financials: Configuring and Administering Payables
 - CloudSuite Financials: Configuring and Administering Asset Accounting
 - CloudSuite Financials: Configuring and Administering Cash Management
 - CloudSuite Financials: Configuring and Administering Reconciliation Management
 - Lawson: Administering Landmark Foundation

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	Using	Setup and Configuration	Security Administration	Customize and Modify	Data Management	Troubleshooting	Integration/Interfacing	Maintenance
	33%	28%	24%	4%	3%	3%	3%	1%	1%
CloudSuite Financials & Supply Management: Applications Foundation									
Explain how the Configuration Console is used.					X				
Describe the basics of security in Infor CloudSuite Financials applications.				X					
Describe the processes for the Billing and Receivables applications.		X							
Describe the process for the Cash Management application.		X							
Explain how Infor Process Automation is used.		X							

Resource and related exam objective(s)	Topic Area and Percentage								
	Processing	Using	Setup and Configuration	Security Administration	Customize and Modify	Data Management	Troubleshooting	Integration/Interfacing	Maintenance
	33%	28%	24%	4%	3%	3%	3%	1%	1%
Explain how Infor Spreadsheet Designer is used.		X							
Describe Infor Business Intelligence.		X							
CloudSuite Financials: Configuring and Administering Global Ledger									
Process journals in Global Ledger.	X								
Identify Global Ledger closing activities.	X								
Explain Infor Finance Enterprise Group (FEG) concepts.			X						
Set up Finance Enterprise Groups in Global Ledger.			X						
Set up account number structure rules in Global Ledger.			X						
Describe the functions of Infor CloudSuite Global Ledger.		X							
CloudSuite Financials: Configuring and Administering Global Ledger Allocations									
Build basic allocations to disperse posted balances between accounts in Global Ledger.			X						
Define multi-line allocations to generate multiple Global Ledger journal entries.			X						
Explain how allocations are used to increase the efficiencies provided by the Global Ledger.		X							
CloudSuite Financials: Configuring and Administering Matching									
Describe invoice entry options.	X								
Describe invoice matching options.	X								
Describe the potential results from different match methods.	X								
Identify reasons for invoice messaging.	X								
Identify the actions for invoice messaging.	X								
Describe the Work List and Work List tasks for Matching.	X								
Describe the match rules setup options.			X						
CloudSuite Financials: Configuring and Administering Payable									
Access Payables data.					X				
Complete the pay cycle to pay invoices.	X								
Void an invoice.	X								
Close a period or year-end in Payables.	X								
Set up Cash Management prerequisites for Payables.			X						
Submit an invoice for approval.			X						
Locate utilities for troubleshooting Payables such as system queues and Async Framework.							X		
Describe the Payables process flow.		X							

Resource and related exam objective(s)	Topic Area and Percentage								
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Enter invoices.		X							
List the steps for maintaining invoices after they have been released.		X							
CloudSuite Financials: Configuring and Administering Asset Accounting									
Describe the interface options from other CloudSuite solutions.								X	
Close period and year-end for Asset Accounting.	X								
Add an asset.		X							
Import assets into Asset Accounting.		X							
CloudSuite Financials: Configuring and Administering Cash Management									
Explain the process to import bank statements to file channels for the previous day.	X								
Explain the process to categorize bank statements for the previous day.	X								
Explain how Templates are used in Statement Reconciliation.			X						
Record bank activity.		X							
CloudSuite Financials: Configuring and Administering Reconciliation Management									
Describe the approval process.	X								
Lawson: Administering Landmark Foundation									
Maintain actors in Landmark.									X
Add and apply security roles.				X					
Add actors in Landmark.			X						

Questions and Help

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

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

If you experience any issues when registering for a certification exam, please contact olpsupport@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. As a buyer, you receive a PO Cost message and take action on the message. Which one of the following will get notified next to prepare the invoice for payment?
 - A. The next person that logs as a Match Specialist
 - B. The Match Specialist assigned to the corresponding company and vendor
 - C. The Accounts Payable Manager
 - D. The Payables Processor that logged in last
 - E. The Billing Manager
2. Which two of the following CloudSuite solutions allow you to add an asset template directly in the solution? Choose 2 answers.
 - A. Project Ledger
 - B. Payables
 - C. Purchasing
 - D. Lease Accounting
 - E. Requisitions
3. Which two of the following can be used to create Landmark users? Choose 2 answers.
 - A. Configuration Console
 - B. Lawson Security Administrator
 - C. Infor Process Automation
 - D. secadm utility
 - E. Infor Security Services
4. Which one of the following match levels can invoices be coded with to display on the Work List?
 - A. Invoice Reconciling at the Invoice Match (IM) level only
 - B. Invoice Reconciling at the Detail Match (DM) level only
 - C. Both Invoice Match (IM) level and Detail Match (DM) level
 - D. Neither Invoice Match (IM) level or Detail Match (DM) level
5. Handling bank statement line exceptions includes the following four tasks:
 1. Click Line Exceptions after opening your statement.
 2. Define Categories and Save.
 3. Select Uncategorized transactions.
 4. Select Statement Processing > Bank Statements.

Which one of the following is the correct order in which those tasks should be performed?

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

6. Which two of the following options can you use to add invoices using the Invoice Interface? Choose 2 answers.
- A. Add invoices without matching
 - B. Add invoices if it goes through a two-person approval
 - C. Add invoices and attempt a match
 - D. Select invoices that are within a dollar amount and attempt to match
 - E. Select matched invoices
7. Your organization has determined that they want to close accounting periods in addition to closing year-end. Which one of the following must you define to close accounting periods?
- A. Define closing control in System Control of the Payables application.
 - B. Define closing control in System Control of the Global Ledger application.
 - C. Define closing periods in the Reconciliation Management application.
 - D. Define period close action reasons in the Global Ledger application.
8. Which one of the following roles must be assigned to resources/actors in order to access Infor Security Administration (ISA)?
- A. LSSSuperAdmin role
 - B. Secadmin role
 - C. ConfigAdmin role
 - D. SecurityConfigAccess role
9. Select from the drop-down list on the right the financial reporting item that corresponds with each description on the left. Use each option only once. However, not all options will be used.
- | | | |
|--|---|-------------------|
| A. Segregates transactions by grouping like transactions together. | <input type="text" value="Choose One"/> | Hierarchies |
| B. Hierarchies or roll-ups of accounts used across an enterprise. | <input type="text" value="Choose One"/> | Calendars |
| C. Made up of core plus one or more ledgers. | <input type="text" value="Choose One"/> | Ledgers |
| D. Filter data at a posting level. | <input type="text" value="Choose One"/> | Dimension |
| E. An unlimited number can be defined for any time period. | <input type="text" value="Choose One"/> | Basis |
| | <input type="text" value="Choose One"/> | Chart of accounts |
| | <input type="text" value="Choose One"/> | Reporting basis |

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

10. Which two of the following fields are retrieved from the bank statement reconciliation during a cash reconciliation? Choose 2 answers.
- A. The Transactions Amount field
 - B. The Cash Amount field
 - C. The Bank Account Number field
 - D. The Bank Statement Balance field

11. Your organization wants to evenly allocate information technology (IT) support expenses accrued in the IT department to the remaining departments within the organization. Which one of the following posting option combinations should you use?
- A. Consolidate/retain
 - B. Consolidate/compute
 - C. Consolidate/split
 - D. Split/split
 - E. Compute/split
12. As a Payables Manager, your invoices difference is set at \$1 or 1%. You want to limit the number of invoices requiring operator intervention. Which one of the following would you access to increase the limits?
- A. Process levels
 - B. Reason codes
 - C. Match rule group
 - D. Match tolerances
13. You want to ensure a vendor gets paid the 15th day after you receive an invoice. Which one of the following fields is used to define that information when adding a vendor?
- A. Distribution code
 - B. Income code
 - C. Terms code
 - D. Cash code
14. Select from the drop-down lists on the right the reconciliation term that corresponds with each description on the left. Use an option only once, however, not all options will be used.
- | | | |
|---|---|-----------------------------|
| A. Used to reconcile bank statement lines to system-side transactions. | <input type="text" value="Choose One"/> ▼ | Header rule |
| B. Used for more flexibility in selecting transactions to match and reconcile. | <input type="text" value="Choose One"/> ▼ | Forecast groups |
| C. Used to specify the value for the line match field on the bank statement reconciliation. | <input type="text" value="Choose One"/> ▼ | Reconciliation templates |
| D. Used to set each account to reconcile on match rules or on a template. | <input type="text" value="Choose One"/> ▼ | Reconciliation method |
| | <input type="text" value="Choose One"/> ▼ | Reconciliation match rules |
| | <input type="text" value="Choose One"/> ▼ | Reconciliation Method field |

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15. Which one of the following options determines the data to query in Infor Spreadsheet Designer?
- A. Business class
 - B. Form name
 - C. Field name
 - D. Query Wizard

16. Which two of the following options are part of the setup of the Cash Management application? Choose 2 answers.
- A. Establish currency codes
 - B. Identify the user roles
 - C. Transfer funds between banks
 - D. Define bank transactions and payment types
17. Which two of the following can you adjust on a released invoice? Choose 2 answers.
- A. Reportable income
 - B. Distributions
 - C. Payment terms
 - D. Discounts
18. Which one of the following Global Ledger features provides search capability for knowledge, chat, and assistance based on processes?
- A. Full history
 - B. Contextual
 - C. Collaboration
 - D. Organizational
 - E. Process driven
19. A payment has gone all the way through the payment cycle to the incorrect vendor. As the company Cash Accountant, you have authority to void the payment. Voiding a payment includes the following three tasks:
1. Create a new payment for reinstate invoice.
 2. Locate the invoice.
 3. Reinstatement invoice (reverses general ledger payment entry).

Which one of the following is the correct order in which those tasks should be performed?

- A. 1, 2, 3
 - B. 2, 3, 1
 - C. 2, 1, 3
 - D. 3, 2, 1
20. As a Cash Manager, you have just specified transactions, transfers, and cash deposits. Which one of the following options is your next step in recording bank activity?
- A. Release to update balances for Global Ledger posting
 - B. Release to update balances for Cash Ledger posting
 - C. Approve to reconcile
 - D. Match to reconcile

Key to Sample Questions

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1. As a buyer, you receive a PO Cost message and take action on the message. Which one of the following will get notified next to prepare the invoice for payment?
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About Infor

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