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Question: 1

Which statement describes the relationship between Poles, Positions and Jobs?

- A - Positions and jobs are variants of roles
- B - Positions and roles are variants of jobs
- C - Jobs and roles are types of positions
- D - A position is a manager role; a job is an employee role

Answer: C

Question: 2

Your company has decided to restructure its organization, and you need to move 10 people from the Quality Control unit to another unit. To move these employees, which of the following can you do?

- A - You can move all employees individually on the Employee form
- B - You can move the Quality Control positions to the new unit, and thereby automatically update the affiliation of the employees that hold the positions
- C - You can move all Quality Control employees simultaneously to the new unit on the Organization form
- D - You can eliminate the Quality Control positions altogether, and create new positions in the new unit in the Positions form

Answer: A, C

Question: 3

What is the maximum employment factor that a person employed in four different units may have?

- A - 0.25
- B - 1.0
- C - 4.0
- D - A person cannot be employed in different units

Answer: B

Question: 4

In addition to manually entering employee base data in the Employee form, from which of these forms can you also copy this information?

- A - Virtual Network form
- B - Hire form
- C - Applicant form
- D - Organization form

Answer: C

Question: 5

With which of the following can you associate strategic plans?

- A - Employees and an organization unit
- B - Applicants and a recruitment project
- C - Contact persons and business relations
- D - Customers

Answer: A

Question: 6

The Sales department has enjoyed considerable success recently, and need additional support with processing the new orders. To provide the extra sales support personnel, you decide to merge a Sales Administration unit with the Sales unit. How do you merge the two organization units into one?

- A - Drag a unit and drop one on another, and then click Confirm when asked Merge.
- B - Select an organization unit, and select the Move option, and then indicate the unit with which you want to merge
- C - Move all employees from one unit to the other, and then close the first unit
- D - Right-click on a unit, and then select Merge With

Answer: B

Question: 7

Your company is restructuring its organizational structure, and wants to reduce the overall number of organization units.

However, you want to do so on a trial basis, that is, you only want to make certain units inactive for a certain period.

Which of the following conditions effect whether you can make an organization unit inactive?

- A - There are no people employed in the unit
- B - There are no active units below the unit
- C - All employees in the unit have been terminated from related positions
- D - You use the correct reason code

Answer: B

Question: 8

To move an employee from one unit to another, which of the following does you need to do?

- A - Enter the start date in the new unit and the system automatically sets an end date in the current unit**
- B - Enter an end date and clear the employment factor in the current Unit - and then hire the employee into the new unit
- C - Enter the end date in the current unit and clear the employment factor - and then enter the start date and the employment factor in the new unit
- D - Enter the end date in the current unit, and then enter the start date and the employment factor in the new unit

Answer: D

Question: 9

Which of these are situations in which you would use Reason codes?

- A - When moving, hiring, or terminating an employee
- B - When assigning benefits
- C - When updating an employee resume
- D - When ending a recruitment project

Answer: A

Question: 10

Management has decided to target an opportunity in a business area that is entirely new to the company. It is your responsibility to create a new organization unit and positions, and then fill positions in the unit with specialists in the new field. What do you need to remember about the relationship between organization units and positions?

- A - They are completely interdependent. One cannot be used without the other
- B - There is no interdependency. You can use organization units without positions, and vice versa

- C - Organization units must have positions related to them
- D - Positions must always be related to an organization unit

Answer: B

Question: 11

From where can you access the Balanced Scorecard functionalities?

- A - General ledger menu
- B - CRM menu
- C - Human resources menu
- D - Enterprise portal

Answer: C, D

Question: 12

Which of the following rules apply to project organization affiliations?

- A - A person can be affiliated to an indefinite number of project units
- B - A person can be affiliated to a maximum of five project units
- C - A person can be affiliated to a maximum of ten project units
- D - A person can be affiliated to an indefinite number of project units, provided the person is already affiliated to a line unit

Answer: A

Question: 13

When a position is inactive, which of the following can you do?

- A - You can hire people into it as usual
- B - You can move people into it if you assign a future start date
- C - You cannot hire people into the position
- D - You cannot change position information

Answer: C

Question: 14

Assigning employment factors to employees helps you do which of the following?

- A - Ensure that the head count budgeted for an organization unit is not exceeded

- B - Avoid employing people more than once in the same company or unit
- C - Ensure that no employee is employed more than full-time
- D - Facilitate the Head count report

Answer: C

Question: 15

When you hire an applicant, Microsoft Axapta will automatically handle base data in which of the following manners?

- A - Microsoft Axapta deletes all data related to the person in the Applicant form
- B - Microsoft Axapta transfers the data to the Employee table
- C - Microsoft Axapta will confirm the transfer of base data
- D - Microsoft Axapta does not handle base data, it must be transferred manually

Answer: B

Question: 16

Which of these can you facilitate by maintaining employee records?

- A - Automatically updating the employment history'
- B - Assigning activities to an employee's development plan
- C - Keeping track of an employee's activities within the company
- D - Evaluating an employee's performance level

Answer: C

Question: 17

Which of these features links an employee to absence validations?

- A - The absence group
- B - The absence journal
- C - The absence setup
- D - The multi-registration journal

Answer: C

Question: 18

Absence registration always involves cooperation between what two people?

- A - A finance manager and an approver

- B - An employee and an approver
- C - A manager and a human resource manager
- D - Absence managers can handle absence registration autonomously

Answer: B

Question: 19

In the Human Resources module, certificates represent which of the following?

- A - They are a way to identify employees that participated in training courses
- B - They are simple documentation of employee skills. Each skill has a corresponding certificate
- C - They prove that you are qualified to participate in a training course
- D - They represent time constrained proof that an employee has the ability to perform specific tasks

Answer: D

Question: 20

June Cleary, the Human Resource Manager, is the person in charge of an absence setup which is attached to specific employees in your company. What does this entitle June to do?

- A - Create new journals for employees with that absence setup
- B - Approve only own absence journals
- C - Approve journals for employees with that absence setup
- D - Create new journals and approve absence journals for employees with that absence setup

Answer: C

Question: 21

Which of the following applies to appraisal interviews?

- A - Appraisal interviews are always accompanied by a questionnaire
- B - Before filling in a questionnaire for an appraisal interview, a planned answer session must be created
- C - There is no relationship between questionnaires and appraisal interviews.
- D - Planned answer sessions are created in the appraisal interview form

Answer: B

Question: 22

An employee's development plan has not been followed up on for the preceding year. Some of the planned development activities, defined on the plan's lines, have been finished, and some have been postponed. After a recent round of appraisal interviews, it is now time to close the preceding year's plans and start this year's. What happens when the employee's manager tries to end the old development plan?

- A - An error message appears, and then plan is not closed because all development plan lines must be closed first
- B - All development plan lines must be closed before the plan, so a warning message is displayed and the plan remains open or postponed
- C - The plan is simply closed, and no messages are displayed
- D - A warning message is shown stating that there are open lines in the plan, however, the plan is still closed

Answer: D

Question: 23

Which of the following statements applies to reason codes?

- A - Reason codes are used to track reasons for bad performance
- B - Reason codes can be configured by the user
- C - Reason codes are hard coded into the system
- D - Reason code types are hard coded into the system

Answer: B, D

Question: 24

What information is contained in the Appraisal interview form?

- A - The form only contains information about employee appraisal interviews
- B - The form contains information about all kinds of interviews. The interview type indicates the kind of interview held
- C - The form contains information about employee performance agreements
- D - The form contains evaluations of applicants derived through applicant interviews, as long as you link the interview to a recruitment project

Answer: B

Question: 25

You are creating a recruitment project, and you want to assign the person who is responsible for

the project. Who can you choose from?

- A - Any person in the Employee table
- B - Only the person who is in charge of the unit into which the person will be hired
- C - Any person in the Employee table who holds a manager position
- D - Any person that is employed in the recruiting unit and holds a manager position

Answer: A

Question: 26

The Light company has launched an initiative to try and map all competences throughout the company. As a result they want to assign a skill level to people who have participated in certain courses. Where can you record the skills gained by completing the course?

- A - Courses
- B - Course types
- C - Course groups
- D - Participants

Answer: B

Question: 27

You have just executed a skill mapping, and the result is a list of people that each has a score that indicates how well they fit the profile. You now want to further refine the results by comparing scores for each person. What do you need to do?

- A - In the skills setup, you need to rank the point scores assigned to each combination of skill and skill level
- B - Assign scores to the highest skill level related to the skills you are interested in, and then select the Score skill mapping check box
- C - In the skill mapping setup, you must weight the importance of each skill
- D - In the skill mapping setup, you must weight the importance of each skill and then select the Optional check box

Answer: C

Question: 28

When you schedule a development interview, which o the following can happen?

- A - Scheduling information contained in Microsoft Axapta can be displayed in your Outlook

calendar

B - Scheduling information in Outlook can automatically update the corresponding information in Microsoft Axapta

C - E-mail invitations can be sent to both the interview participant and their manager

D - A planned answer session can also be scheduled

Answer: A

Question: 29

When you receive and evaluate applications for employment, whether or not you want to interview the applicant you should always inform them of your decision. If you receive numerous applications, processing them manually can be very time consuming. Microsoft Axapta supports automated communication with applicants by enabling you to do what?

A - Create mail merge documents based on templates

B - Create application e-mail documents

C - Communicate with applicants using the Enterprise Portal

D - Create telephone call logs

Answer: A, B

Question: 30

On the Applications form, which button would you use when you want to create a list of people that will review an application?

A - Show data

B - Applicant interview

C - Examination

D - Create application document

Answer: C

Question: 31

To set up an application document, what do you first need to create?

A - A dot file containing application bookmarks

B - A .dot file, and manually enter the applicant's base data

C - A normal .doc file, and use the standard bookmark functionality in Word

D - Nothing, Microsoft Axapta provides standard template files

Answer: A

Question: 32

Which of the following applies to absence functionality/?

- A - You can only register one day of absence at a time
- B - Absence information does not reflect employee satisfaction levels
- C - Statistics containing absence information help pinpoint common causes of employee absence
- D - You can only use the registration rules predefined on the absence setup

Answer: C

Question: 33

In the Applications form, what does the correspondence action do?

- A - Determines whether or not to include the applicant in the next mail merge to be used on the applications
- B - Displays the last communication received from the applicant
- C - Indicates whether you have used E-mail, or hard copy correspondence
- D - Defaults to the next step in the application communication process

Answer: D

Question: 34

Under which of the following conditions can you delete absence journals?

- A - if the journals contain errors
- B - The journals do not contain transactions
- C - Transactions in the journals have been posted
- D - An employee has transferred too many journals

Answer: B

Question: 35

Which of the following applies to validation rules?

- A - Validation rules will prevent a user from incorrectly recording absences
- B - When a rule has been broken, Microsoft Axapta gives the user a warning
- C - Validation rules must always be attached to absence codes
- D - You can only assign a single validation rule to an absence code

Answer: B

Question: 36

What can you manage using a recruitment project?

- A - Staffing efforts for one position at a time because different projects require different use of media
- B - Staffing efforts for one or more positions, where you can record developments for each position you need to fill
- C - Costs involved in recruiting employees by transferring the information to a project in the Project module
- D - Launch a position on the company web site

Answer: B

Question: 37

You have been working on a recruitment project, but have been out of the office on vacation for a week. When you return to the office, and want to catch up on the project, what will the project's status indicate?

- A - The subject of the last communication with an applicant
- B - Where the project is in the overall recruitment process
- C - Whether or not the project has been approved
- D - Whether or not the recruitment projects end date has been exceeded

Answer: B

Question: 38

What is media information used for in the recruitment process?

- A - Tracking media expenses in recruitment projects
- B - Managing media developments in conjunction with an advertising company
- C - Managing budgeting on media expense from HR activities
- D - Managing recruitment channels, such as media and, for example, headhunters

Answer: D

Question: 39

What is the relationship between absence management and time recording?

- A - Absence management and time recording are two completely different things
- B - Absence management and time recording are closely related and the one cannot exist without the other
- C - Absence management is a sub category of time recording and there can be overlaps
- D - Time recording is a sub category of absence management and there can be overlaps

Answer: A

Question: 40

Which of the following options does not apply to absence journal periods?

- A - Calendar week
- B - Calendar month
- C - Quarterly
- D - No Period

Answer: C

Question: 41

Which of the following applies to the correspondence action field on the Applications form?

- A - The correspondence action indicates who is responsible for communicating with the applicant
- B - The correspondence action indicates how far you are in the communication process with each applicant
- C - The correspondence action is controlled by the application status
- D - The correspondence action is calculated according to the date of receipt

Answer: B

Question: 42

When you want to register more than one consecutive day of absence, but you do not know the end date, what should you do?

- A - Create individual absence transactions for each day
- B - Create an open absence transaction, and then close it upon the employees return to work
- C - Use the color-coding functionality in the absence calendar to mark each day according to the Max. number of days defined on the absence code
- D - Multiple days of absence requires that a manager perform registration

Answer: B

Question: 43

When mass creating loan items, how do you make items unique?

- A - By entering assign in the ID field
- B - By entering assign in the Interval field
- C - By entering assign in the Starting value field
- D - By entering assign in the Format field

Answer: D

Question: 44

Which of these surveys are relevant in a Human Resources context?

- A - Customer satisfaction
- B - Competitive analysis
- C - Employee satisfaction
- D - Course evaluation

Answer: C, D

Question: 45

Line managers can view employee information under which of the following conditions?

- A - They have been given the necessary authorization
- B - They manage an organization unit with affiliated employees
- C - They hold a management position with which access rights are affiliated
- D - All managers can view information on all employees in the company

Answer: B

Question: 46

Why is there payroll information in Microsoft Axapta Human Resources?

- A - Because payroll is always managed by a Human Resource department
- B - Because Microsoft Axapta Human Resource can make additional complex calculations, not provided by any payroll system vendor
- C - Because payroll data in Microsoft Axapta Human Resource can be exported to an external

payroll system

D - Because Microsoft Axapta Human Resources is the only payroll reporting tool in Microsoft Axapta

Answer: C

Question: 47

Which of these elements can be managed from the setup button in the course form?

A - Equipment rental

B - Transportation

C - Hotels

D - Miscellaneous Charges

Answer: C

Question: 48

With regards to Human Resources, which of the following can you do on the Enterprise Portal?

A - Only employees to view information

B - Line managers to view information regarding all employees within the organization

C - Employees and their Line manager to view and maintain employee data

D - Applicants to apply for a position directly

Answer: C

Question: 49

From a Human Resource perspective, Actions can be used to do what?

A - Suggest Best Practices for business processes

B - Describe a project organization unit

C - Describe the skill requirements for various positions

D - Specify reasons for absence

Answer: A

Question: 50

A project management course has been offered within the company. There can be a maximum of 10 participants per course. June Cleary receives 14 requests to take part in the course. What happens to the 4 participants who register after the limit of 10 has been exceeded?

- A - The participants can not be registered
- B - The participants are registered and put on a waiting list
- C - The participant are registered on another course of that type
- D - The system runs a skill mapping and allocates the participants with the largest skill gap

Answer: B

Question: 51

What is the relationship between benefits and salary deductions?

- A - A benefit cannot hold information on benefit value, but the value can be entered in the salary deduction and linked to a benefit
- B - There is no relationship
- C - A salary deduction is the same as a benefit
- D - Benefits are linked to a salary deduction line with a negative sign in front of it

Answer: B

Question: 52

You have just copied information to a course from a course type, but now you want to change the Max. number of participants value inherited from the course type. Can you do so?

- A - No, you cannot change information copied from a course type
- B - Yes, but only to a number smaller than that inherited from the course type
- C - Yes, as long as the course status is open
- D - Yes, you are always free to do so

Answer: D

Question: 53

When you schedule a development interview, which of the following can happen?

- A - Scheduling information contained in Microsoft Axapta can be displayed in your Outlook calendar
- B - Scheduling information in Outlook can automatically update the corresponding information in Microsoft Axapta
- C - E-mail invitations can be sent to both the interview participant and their manager
- D - A planned answer session can also be scheduled

Answer: A

Question: 54

The Light Company has just updated its mobile phones to the latest model. and wants to start issuing the phones to its employees. Before they can do so, however, they need to create each phone in which of the following Human Resource tables?

- A - Loans
- B - Loan types
- C - Loan items
- D - Create loan items

Answer: C, D

Question: 55

When implementing the HRM module, the Network table needs special attention. Why?

- A - It is needed for registering employee and applicant resume information, and existing employees must be merged into it
- B - It is the main install table for Microsoft Axapta HR
- C - It holds parameters that can automatically set up master data
- D - It ensures that there are no duplicates among employees and Applicants

Answer: A

Question: 56

Where can you attach a vendor account to a course?

- A - A course type
- B - A course group
- C - A course location
- D - A classroom

Answer: C

Question: 57

Which of the following applies to the relationship between organization units and positions?

- A - A position must always be related to an organization unit
- B - People can only be affiliated with organization units via a position
- C - The Responsible of an organization unit must always have a Unique position

D - A position can be related to a unit, but it is not mandatory

Answer: D

Question: 58

From where can you access the Balanced Scorecard functionalities?

- A - General ledger menu
- B - CRM menu
- C - Human resources menu
- D - Enterprise portal

Answer: C, D

Question: 59

On the Employee table, you can indicate that an employee is out of the office on leave. When you do so, which of the following happens?

- A - You create a transaction in the employment history
- B - You simply note that the employee is out of the office on leave
- C - You change the employee's employment status
- D - You effect the employee's seniority within the company

Answer: B

Question: 60

With which of the following can you associate strategic plans?

- A - Employees and an organization unit
- B - Applicants and a recruitment project
- C - Contact persons and business relations
- D - Customers

Answer: D

Question: 61

With which of the following can you associate strategic plans?

- A - Employees and an organization unit
- B - Applicants and a recruitment project

- C - Contact persons and business relations
- D - Customers

Answer: A

Question: 62

Which statement describes the relationship between Roles, Positions and Jobs?

- A - Positions and jobs are variants of roles
- B - Positions and roles are variants of jobs
- C - Jobs and roles are types of positions
- D - A position is a manager role, a job is an employee role

Answer: C

Question: 63

Which of the following rules apply to matrix organization units?

- A - A person can be affiliated to an indefinite number of matrix units
- B - A person can be affiliated to a maximum of five matrix units
- C - A person can be affiliated to a maximum of ten matrix units
- D - A person can be affiliated to an indefinite number of matrix units, provided the person is already affiliated to a line unit

Answer: A

Question: 64

To move an employee from one unit to another, which of the following do you need to do?

- A - Enter the start date in the new unit and the system automatically sets an end date in the current unit
- B - Enter an end date and clear the employment factor in the current Unit - and then hire the employee into the new unit
- C - Enter the end date in the current unit and clear the employment factor - and then enter the start date and the employment factor in the new unit
- D - Enter the end date in the current unit, and then enter the start date and the employment factor in the new unit

Answer: D

Question: 65

The Sales department has enjoyed considerable success recently, and need additional support with processing the new orders. To provide the extra sales support personnel, you decide to merge a Sales Administration unit with the Sales unit. How do you merge the two organization units into one?

- A - Drag a unit and drop one on another, and then click Confirm when asked Merge.
- B - Select an organization unit, and select the Move option, and then indicate the unit with which you want to merge
- C - Move all employees from one unit to the other, and then close the first unit
- D - Right-click on a unit, and then select Merge With

Answer: B

Question: 66

Your company is restructuring its organizational structure, and wants to reduce the overall number of organization units.

However, you want to do so on a trial basis, that is, you only want to make certain units inactive for a certain period.

Which of the following conditions effect whether you can make an organization unit inactive?

- A - There are no people employed in the unit
- B - There are no active units below the unit
- C - All employees in the unit have been terminated from related positions
- D - You use the correct reason code

Answer: B

Question: 67

When a position is inactive, which of the following can you do?

- A - You can hire people into it as usual
- B - You can move people into it if you assign a future start date
- C - You cannot hire people into the position
- D - You cannot change position information

Answer: C

Question: 68

Which of the following rules apply to project organization affiliations?

- A - A person can be affiliated to an indefinite number of project units

- B - A person can be affiliated to a maximum of five project units
- C - A person can be affiliated to a maximum of ten project units
- D - A person can be affiliated to an indefinite number of project units, provided the person is already affiliated to a line unit

Answer: A

Question: 69

Which of these are situations in which you would use Reason codes?

- A - When moving, hiring, or terminating an employee
- B - When assigning benefits
- C - When updating an employee resume
- D - When ending a recruitment project

Answer: A

Question: 70

When you apply a Headcount to an organization unit, you can do which of the following?

- A - Only affiliate a specific number of employees to the unit
- B - Affiliate as many employees as you would like to the unit
- C - View a summary of all people in the network
- D - View a detailed list of all full-time employees

Answer: B

Question: 71

In the Human Resources module, certificates represent which of the following?

- A - They are a way to identify employees that participated in training courses
- B - They are simple documentation of employee skills. Each skill has a corresponding certificate
- C - They prove that you are qualified to participate in a training course
- D - They represent time constrained proof that an employee has the ability to perform specific tasks

Answer: D

Question: 72

What is the interdependency between an appraisal interview and a development plan?

- A - A development plan must be started before the corresponding appraisal interview can be linked to it
- B - An appraisal interview must be made before the corresponding development plan can be linked to it
- C - Sequence is irrelevant, but the one cannot exist without the other
- D - There is no interdependency

Answer: D

Question: 73

Which of the following applies to appraisal interviews?

- A - Appraisal interviews are always accompanied by a questionnaire
- B - Before filling in a questionnaire for an appraisal interview, a planned answer session must be created.
- C - There is no relationship between questionnaires and appraisal interviews.
- D - Planned answer sessions are created in the appraisal interview form

Answer: B

Question: 74

You can retrieve skill mapping profiles defined for a person, a position, and a course type. Which of these can you then compare the profile with?

- A - A relevant person, position and course type
- B - A position and course type
- C - A person and course type
- D - Any person in the HRM Virtual Network table

Answer: D

Question: 75

Which of these can you facilitate by maintaining employee records?

- A - Automatically updating the employment history
- B - Assigning activities to an employee's development plan
- C - Keeping track of an employee's activities within the company
- D - Evaluating an employee's performance level

Answer: C

Question: 76

An employee's development plan has not been followed up on for the preceding year. Some of the planned development activities, defined on the plan's lines, have been finished, and some have been postponed. After a recent round of appraisal interviews, it is now time to close the preceding year's plans and start this year's. What happens when the employee's manager tries to end the old development plan?

- A - An error message appears, and then plan is not closed because all development plan lines must be closed first
- B - All development plan lines must be closed before the plan, so a warning message is displayed and the plan remains open or postponed
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Answer: D

Question: 77

The Light company has launched an initiative to try and map all competences throughout the company. As a result they want to assign a skill level to people who have participated in certain courses. Where can you record the skills gained by completing the course?

- A - Courses
- B - Course types
- C - Course groups
- D - Participants

Answer: B

Question: 78

Assigning skills to positions enables you to do what?

- A - Designate the minimum level of competency required by a position
- B - Create a foundation for bonus structures
- C - Be able to transfer skill information to the employee's resume
- D - Assist in structuring employment contracts

Answer: A

Question: 79

You have just executed a skill mapping, and the result is a list of people that each have a score that indicates how well they fit the profile. You now want to further refine the results by comparing scores for each person. What do you need to do?

- A - In the skills setup, you need to rank the point scores assigned to each combination of skill and skill level
- B - Assign scores to the highest skill level related to the skills you are interested in, and then select the Score skill mapping check box
- C - In the skill mapping setup, you must weight the importance of each skill
- D - In the skill mapping setup, you must weight the importance of each skill and then select the Optional check box

Answer: C

Question: 80

How many levels for a specific skill does Microsoft ?Axapta support?

- A - 1
- B - 3
- C - 4
- D - 6

Answer: D

Question: 81

What information is contained in the Appraisal interview form?

- A - The form only contains information about employee appraisal interviews
- B - The form contains information about all kinds of interviews. The interview type indicates the kind of interview held
- C - The form contains information about employee performance agreements
- D - The form contains evaluations of applicants derived through applicant interviews, as long as you link the interview to a recruitment project

Answer: B

Question: 82

Which of these features links an employee to absence validations?

- A - The absence groups

- B - The absence journal
- C - The absence setup
- D - The multi-registration journal

Answer: C

Question: 83

You can record applications for employment for which of the following types of persons?

- A - New applicants only
- B - New applicants and employees
- C - Applicants, employees and contact persons
- D - Applicants, employees, contact persons and vendors

Answer: C

Question: 84

When you schedule a development interview, which of the following can happen?

- A - Scheduling information contained in Microsoft Axapta can be displayed in your Outlook calendar
- B - Scheduling information in Outlook can automatically update the corresponding information in Microsoft Axapta
- C - E-mail invitations can be sent to both the interview participant and their manager
- D - A planned answer session can also be scheduled

Answer: A

Question: 85

On a recruitment project itself, you can define the very basic information for the project, that is, you can give the project a name, define the period in which it will be active, and indicate the person in charge. What do you use recruitment lines to manage?

- A - Administrative activities in the recruitment process
- B - The media and recruitment channels involved in a recruitment project
- C - The positions you want to fill using a recruitment project
- D - The applications received for a position you want to fill

Answer: C

Question: 86

You can define validation rules for an absence code, and for each code you can set a period. However, you can only define the duration of the period, that is, how long you want the period to be but not the actual dates because you do not know when the code will be used. To determine the actual dates, the system uses which of the following calculations?

- A - (System date +1- the duration of the period)
- B - (System date ÷ the duration of the period)
- C - (System date - duration of the period)
- D - Duration split equally around system date

Answer: C

Question: 87

What is media information used for in the recruitment process?

- A - Tracking media expenses in recruitment projects
- B - Managing media developments in conjunction with an advertising company
- C - Managing budgeting on media expense from HP activities
- D - Managing recruitment channels, such as media and, br example, headhunters

Answer: D

Question: 88

You can control whether employees register absences in terms of hours or whole days by using which of the following fields?

- A - The Period unit in the Absence setup form
- B - Period unit in the Absence code validation
- C - Working time in the Absence setup
- D - Working time on the Employee master data

Answer: C

Question: 89

When a transferred absence journal is rejected by the approver, and is returned to the employee, what happens to the journal for the next period?

- A - The journal for the next period is blocked until the rejected journal is transferred (but still visible)
- B - The journal for the next period is blocked until the rejected journal is transferred (and not

visible)

C - The journal for the next period is open, next to the rejected period

D - The rejected journal can be retrieved via the rejected journals dialogue box

Answer: B

Question: 90

In the Applications form, what does the correspondence action do?

A - Determines whether or not to include the applicant in the next mail merge to be used on the applications

B - Displays the last communication received from the applicant

C - Indicates whether you have used E-mail, or hard copy correspondence

D - Defaults to the next step in the application communication process

Answer: D

Question: 91

When you receive and evaluate applications for employment, whether or not you want to interview the applicant you should always inform them of your decision. If you receive numerous applications, processing them manually can be very time consuming. Microsoft Axapta supports automated communication with applicants by enabling you to do what?

A - Create mail merge documents based on templates

B - Create application e-mail documents

C - Communicate with applicants using the Enterprise Portal

D - Create telephone call logs

Answer: A, B

Question: 92

Which of the following applies to validation rules?

A - Validation rules will prevent a user from incorrectly recording absences

B - When a rule has been broken, Microsoft Axapta gives the user a warning

C - Validation rules must always be attached to absence codes

D - You can only assign a single validation rule to an absence code

Answer: B

Question: 93

Your company uses absence journals to register absence on a monthly basis, which means that you can only transfer one registration journal per month. When you do so, the period is closed and you can only register absences that happen in the next period. To allow for the possibility of unexpected absences within registration periods, you should only register absences that happen when?

- A - In the past
- B - In the future
- C - In the past and in the future
- D - Absence in the past, and holiday registrations in the future

Answer: A

Question: 94

What can you manage using a recruitment project?

- A - Staffing efforts for one position at a time because different projects require different use of media
- B - Staffing efforts for one or more positions, where you can record developments for each position you need to fill
- C - Costs involved in recruiting employees by transferring the information to a project in the Project module
- D - Launch a position on the company web site

Answer: B

Question: 95

When you want to register more than one consecutive day of absence, but you do not know the end date, what should you do?

- A - Create individual absence transactions for each day
- B - Create an open absence transaction, and then close it upon the employees return to work
- C - Use the color-coding functionality in the absence calendar to mark each day according to the Max. number of days defined on the absence code
- D - Multiple days of absence requires that a manager perform registration

Answer: B

Question: 96

Which of the following options does not apply to absence journal periods?

- A - Calendar week
- B - Calendar month
- C - Quarterly
- D - No Period

Answer: C

Question: 97

On the Applications form, which button would you use when you want to create a list of people that will review an application?

- A - Show data
- B - Applicant interview
- C - Examination
- D - Create application document

Answer: C

Question: 98

You have been working on a recruitment project, but have been out of the office on vacation for a week. When you return to the office, and want to catch up on the project, what will the projects status indicate?

- A - The subject of the last communication with an applicant
- B - Where the project is in the overall recruitment process
- C - Whether or not the project has been approved
- D - Whether or not the recruitment project's end date has been exceeded

Answer: B

Question: 99

When implementing the HRM module, the Network table needs special attention. Why?

- A - It is needed for registering employee and applicant resume information, and existing employees must be merged into it
- B - It is the main install table for Microsoft Axapta HP
- C - It holds parameters that can automatically set up master data
- D - It ensures that there are no duplicates among employees and Applicants

Answer: A

Question: 100

Who can you assign as the person in charge of a questionnaire?

- A - Anyone
- B - An employee only
- C - An external administrator
- D - A business relation

Answer: B

Question: 101

How can you use features found in the Questionnaire module in relation to courses?

- A - Create and distribute registration forms
- B - You can link and score tests directly
- C - You can create and distribute course evaluations
- D - You can use administrative features on the Enterprise Portal

Answer: C

Question: 102

For which statuses can you record or change information for a course?

- A - Open
- B - Created
- C - Started
- D - Active

Answer: A, B

Question: 103

The Light Company has just updated its mobile phones to the latest model, and wants to start issuing the phones to its employees. Before they can do so, however, they need to create each phone in which of the following Human Resource tables?

- A - Loans
- B - Loan types
- C - Loan items
- D - Create loan items

Answer: C, D

Question: 104

When an employee has completed a course that has skills affiliated with it, what happens next?

- A - Their resume information is automatically updated
- B - Skills information must manually be updated
- C - An end date must be entered to indicate when the skill level is updated
- D - The target skill level is updated to reflect the new skills

Answer: B

Question: 105

When can you start registering participants for a course?

- A - The course is registered in their development plan
- B - When the course status is open
- C - When the course status is created
- D - As long as the registration deadline Is not exceeded

Answer: B

Question: 106

Where can you attach a vendor account to a course?

- A - A course type
- B - A course group
- C - A course location
- D - A classroom

Answer: C

Question: 107

What does the Course confirmation report do?

- A - Prints a basic report confirming registration for a course
- B - Posts registration confirmations on the Enterprise Portal

- C - Prints a report and sets the participant status to Confirmation
- D - Sends an e-mail that sets the participant status to Confirmation

Answer: C

Question: 108

Who can be registered as a course organizer?

- A - The manager of the course location
- B - A vendor
- C - A course instructor
- D - A person in the Employee table

Answer: B

Question: 109

To approve absences using the Enterprise Portal, you must be assigned to which of these Human Resource related roles?

- A - Employee manager and absence approver
- B - Absence
- C - Employee manager only
- D - Human Resource professional only

Answer: B

Question: 110

Why is there payroll information in Microsoft Axapta Human Resources?

- A - Because payroll is always managed by a Human Resource department
- B - Because Microsoft Axapta Human Resource can make additional complex calculations, not provided by any payroll system vendor
- C - Because payroll data in Microsoft Axapta Human Resource can be exported to an external payroll system
- D - Because Microsoft Axapta Human Resources is the only payroll reporting tool in Microsoft Axapta

Answer: C

Question: 111

When mass creating loan items, how do you make items unique?

- A - By entering a # sign in the ID field
- B - By entering a # sign in the Interval field
- C - By entering a # sign in the Starting value field
- D - By entering a # sign in the Format field

Answer: D

Question: 112

Which of these surveys are relevant in a Human Resources context?

- A - Customer satisfaction
- B - Competitive analysis
- C - Employee satisfaction
- D - Course evaluation

Answer: C, D

Question: 113

Which of the following will be displayed in the Number of employees report when you select the Include child units check box?

- A - All first level units in the structure only
- B - All selected units in the structure
- C - All units in the structure
- D - Only child units in the structure

Answer: C

Question: 114

The Sales department has enjoyed considerable success recently, and need additional support with processing the new orders. To provide the extra sales support personnel, you decide to merge a Sales Administration unit with the Sales unit. How do you merge the two organization units into one?

- A - Drag a unit and drop one on another, and then click Confirm when asked, Merge
- B - Select an organization unit, and select the Move option, and then indicate the unit with which you want to merge

- C - Move all employees from one unit to the other, and then close the first unit
- D - Right-click on a unit, and then select Merge With

Answer: B

Question: 115

An employee's main employment relation with the company is which of the following?

- A - A role in the line organization
- B - A job in the line organization
- C - A position in the line organization
- D - An organization unit in the line organization

Answer: B

Question: 116

To move an employee from one unit to another, which of the following do you need to do?

- A - Enter the start date in the new unit and the system automatically sets an end date in the current unit
- B - Enter an end date and clear the employment factor in the current Unit - and then hire the employee into the new unit
- C - Enter the end date in the current unit and clear the employment factor - and then enter the start date and the employment factor in the new unit
- D - Enter the end date in the current unit, and then enter the start date and the employment factor in the new unit

Answer: D

Question: 117

You have just created a new organization unit, and now you want to assign the manager, or the person in charge of the unit. Which of the following people are eligible for selection?

- A - Any person in the Employee table
- B - Any person employed in the unit
- C - Any person in the Employee or Network tables that hold a manager position
- D - Any person that is or has been employed in the unit and who currently holds a manager position

Answer: B

Question: 118

When you apply a Headcount to an organization unit, you can do which of the following?

- A - Only affiliate a specific number of employees to the unit
- B - Affiliate as many employees as you would like to the unit
- C - View a summary of all people in the network
- D - View a detailed list of all full-time employees

Answer: B

Question: 119

You want to assemble a group of employees to address a special business need, however, you do not want the group to be part of your formal organization. Which of the following types of organization units should you create?

- A - A line unit
- B - A line and matrix unit
- C - A line unit as the parent and then a matrix unit as the child
- D - A matrix or a project unit

Answer: D

Question: 120

Your company has decided to restructure its organization, and you need to move 10 people from the Quality Control unit to another unit. To move these employees, which of the following can you do?

- A - You can move all employees individually on the Employee form
- B - You can move the Quality Control positions to the new unit, and thereby automatically update the affiliation of the employees that hold the positions
- C - You can move all Quality Control employees simultaneously to the new unit on the Organization form
- D - You can eliminate the Quality Control positions altogether, and create new positions in the new unit in the Positions form

Answer: A, C

Question: 121

Management has decided to target an opportunity in a business area that is entirely new to the

company. It is your responsibility to create a new organization unit and positions, and then till positions in the unit with specialists in the new field. What do you need to remember about the relationship between organization units and positions?

- A - They are completely interdependent. One cannot be used without the other
- B - There is no interdependency. You can use organization units without positions, and vice versa
- C - Organization units must have positions related to them
- D - Positions must always be related to an organization unit

Answer: B

Question: 122

From where can you access the Balanced Scorecard functionalities?

- A - General ledger menu
- B - CRM menu
- C - Human resources menu
- D - Enterprise portal

Answer: C, D

Question: 123

What is the maximum employment factor that a person employed in four different units may have?

- A - 0.25
- B - 1.0
- C - 4.0
- D - A person cannot be employed in different units

Answer: B

Question: 124

Which of the following applies to the relationship between organization units and positions?

- A - A position must always be related to an organization unit
- B - People can only be affiliated with organization units via a position
- C - The Responsible of an organization unit must always have a Unique position
- D - A position can be related to a unit, but it is not mandatory

Answer: D

Question: 125

On the Organization form, which of the following actions should you do to create new organization unit?

- A - Make a new entry in the overview table view
- B - Double-click a unit in the organigram view to copy that unit's settings to the new unit
- C - Apply the tree control view, and then click New on the toolbar
- D - Select the Show only active check box

Answer: A, C

Question: 126

Your company is restructuring its organizational structure, and wants to reduce the overall number of organization units.

However, you want to do so on a trial basis, that is, you only want to make certain units inactive for a certain period.

Which of the following conditions effect whether you can make an organization unit inactive?

- A - There are no people employed in the unit
- B - There are no active units below the unit
- C - All employees in the unit have been terminated from related positions
- D - You use the correct reason code

Answer: B

Question: 127

You can record applications for employment for which of the following types of persons?

- A - New applicants only
- B - New applicants and employees
- C - Applicants, employees and contact persons
- D - Applicants, employees, contact persons and vendors

Answer: C

Question: 128

How many levels for a specific skill does Microsoft Axapta support?

- A - 1
- B - 3
- C - 4
- D - 6

Answer: D

Question: 129

What is the relationship between the status of a development plan and its lines?

- A - A development plan line can be started even if the development plan has not yet been started. A warning appears indicating the development plan's status has also been updated to started
- B - A development plan line cannot be started before the development plan has the status started
- C - A development plan line can be started without the plan being started if the line's start date is after the plan's start date
- D - Development plan lines and development plans are independent and can be started independently of each other

Answer: B

Question: 130

Absence registration always involves cooperation between what two people?

- A - A finance manager and an approver
- B - An employee and an approver
- C - A manager and a human resource manager
- D - Absence managers can handle absence registration autonomously

Answer: B

Question: 131

Which of these features links an employee to absence validations?

- A - The absence group
- B - The absence journal
- C - The absence setup
- D - The multi-registration journal

Answer: C

Question: 132

Which of these can you facilitate by maintaining employee records?

- A - Automatically updating the employment history
- B - Assigning activities to an employee's development plan
- C - Keeping track of an employee's activities within the company
- D - Evaluating an employee's performance level

Answer: C

Question: 133

In the Human Resources module, certificates represent which of the following?

- A - They are a way to identify employees that participated in training courses
- B - They are simple documentation of employee skills. Each skill has a corresponding certificate
- C - They prove that you are qualified to participate in a training course
- D - They represent time constrained proof that an employee has the ability to perform specific tasks

Answer: D

Question: 134

You have just executed a skill mapping, and the result is a list of people that each have a score that indicates how well they fit the profile. You now want to further refine the results by comparing scores for each person. What do you need to do?

- A - In the skills setup, you need to rank the point scores assigned to each combination of skill and skill level
- B - Assign scores to the highest skill level related to the skills you are interested in, and then select the Score skill mapping check box
- C - In the skill mapping setup, you must weight the importance of each skill
- D - In the skill mapping setup, you must weight the importance of each skill and then select the Optional check box

Answer: C

Question: 135

When you hire an applicant, Microsoft Axapta will automatically handle base data in which of the following manners?

- A - Microsoft Axapta deletes all data related to the person in the Applicant form
- B - Microsoft Axapta transfers the data to the Employee table
- C - Microsoft Axapta will confirm the transfer of base data
- D - Microsoft Axapta does not handle base data, it must be transferred manually

Answer: B

Question: 136

What is the relationship between the optional and the importance settings in a skill search?

- A - Optional can be used without assigning an importance
- B - If you select Optional, you must assign an importance
- C - Importance and optional must never be used together
- D - Importance and optional must always be used together

Answer: B

Question: 137

When you schedule a development interview, which of the following can happen?

- A - Scheduling information contained in Microsoft Axapta can be displayed in your Outlook calendar
- B - Scheduling information in Outlook can automatically update the corresponding information in Microsoft Axapta
- C - E-mail invitations can be sent to both the interview participant and their manager
- D - A planned answer session can also be scheduled

Answer: A

Question: 138

What is the interdependency between an appraisal interview and a development plan?

- A - A development plan must be started before the corresponding appraisal interview can be linked to it
- B - An appraisal interview must be made before the corresponding development plan can be linked to it
- C - Sequence is irrelevant, but the one cannot exist without the other
- D - There is no interdependency

Answer: D

Question: 139

Which of the following statements applies to reason codes?

- A - Reason codes are used to track reasons for bad performance
- B - Reason codes can be configured by the user
- C - Reason codes are hard coded into the system
- D - Reason code types are hard coded into the system

Answer: B, D

Question: 140

You can retrieve skill mapping profiles defined for a person, a position, and a course type. Which of these can you then compare the profile with?

- A - A relevant person, and course type
- B - A position and course type
- C - A person and course type
- D - Any person in the HRM Virtual Network table

Answer: D

Question: 141

In the Applications form, what does the correspondence action do?

- A - Determines whether or not to include the applicant in the next mail merge to be used on the applications
- B - Displays the last communication received from the applicant
- C - Indicates whether you have used E-mail, or hard copy correspondence
- D - Defaults to the next step in the application communication process

Answer: D

Question: 142

Assigning the No period unit to an absence setup indicates what?

- A - That employees assigned to that setup can register absences at any time
- B - That you want the system to create a number of journals corresponding to the validation rule period, but not stamp a date on them

- C - That employees assigned to that setup must enter the dates manually
- D - Absence can only be recorded by a multi-registration user

Answer: A

Question: 143

You are the absence registrar, and you are notified that an employee has caught the flu and does not know they will return to work. You create an open ended absence transaction that will be closed upon the employee's return to the office. How will the open transaction be closed?

- A - By sending a notification to the employee's manager to close the absence transaction on the employees return.
- B - By using the Create series function to post multiple absence transactions
- C - By closing the open transaction and entering the date of their return to work
- D - By transferring the open absence journal to their absence approver

Answer: C

Question: 144

What is the relationship between absence management and time recording?

- A - Absence management and time recording are two completely different things
- B - Absence management and time recording are closely related and the one cannot exist without the other
- C - Absence management is a sub category of time recording and there can be overlaps
- D - Time recording is a sub category of absence management and there can be overlaps

Answer: A

Question: 145

To set up an application document, what do you first need to create?

- A - A dot rile containing application bookmarks
- B - A .dot tile, and manually enter the applicant's base data
- C - A normal .doc file, and use the standard bookmark functionality in Word
- D - Nothing, Microsoft Axapta provides standard template files

Answer: A

Question: 146

On a recruitment project itself. you can define the very basic information for the project, that is,

you can give the project a name, define the period in which it will be active, and indicate the person in charge. What do you use recruitment lines to manage?

- A - Administrative activities in the recruitment process
- B - The media and recruitment channels involved in a recruitment project
- C - The positions you want to fill using a recruitment project
- D - The applications received for a position you want to fill

Answer: C

Question: 147

You have been working on a recruitment project, but have been out of the office on vacation for a week. When you return to the office, and want to catch up on the project, what will the project's status indicate?

- A - The subject of the last communication with an applicant
- B - Where the project is in the overall recruitment process
- C - Whether or not the project has been approved
- D - Whether or not the recruitment projects end date has been exceeded

Answer: B

Question: 148

When creating absence journals automatically, what happens if some journals already exist in the period?

- A - The system only creates the missing journals
- B - The system deletes all existing and empty journals and recreates them
- C - The system creates new journals, and makes the old journals 'inactive'
- D - The system saves the existing journals under a lower version number

Answer: A

Question: 149

Which of the following applies to the correspondence action field on the Applications form?

- A - The correspondence action indicates who is responsible for communicating with the applicant
- B - The correspondence action indicates how far you are in the communication process with each applicant
- C - The correspondence action is controlled by the application status

D - The correspondence action is calculated according to the date of receipt

Answer: B

Question: 150

Under which of the following conditions can you delete absence journals?

- A - If the journals contain errors
- B - The journals do not contain transactions
- C - Transactions in the journals have been posted
- D - An employee has transferred too many journals

Answer: B

Question: 151

You can define validation rules for an absence code, and for each code you can set a period. However, you can only define the duration of the period, that is, how long you want the period to be but not the actual dates because you do not know when the code will be used. To determine the actual dates, the system uses which of the following calculations?

- A - (System date +1- the duration of the period)
- B - (System date + the duration of the period)
- C - (System date - duration of the period)
- D - Duration split equally around system date

Answer: C

Question: 152

Your company uses absence journals to register absence on a monthly basis, which means that you can only transfer one registration journal per month. When you do so, the period is closed and you can only register absences that happen in the next period. To allow for the possibility of unexpected absences within registration periods, you should only register absences that happen when?

- A - In the past
- B - In the future
- C - In the past and in the future
- D - Absence in the past, and holiday registrations in the future

Answer: A

Question: 153

What can you manage using a recruitment project?

- A - Staffing efforts for one position at a time because different projects require different use of media**
- B - Staffing efforts for one or more positions, where you can record developments for each position you need to fill
- C - Costs involved in recruiting employees by transferring the information to a project in the Project module
- D - Launch a position on the company web site

Answer: B

Question: 154

You can control whether employees register absences in terms of hours or whole days by using which of the following fields?

- A -The Period in the Absence setup form
- B - Period unit in the Absence code validation
- C - Working time in the Absence setup
- D - Working time on the Employee master data

Answer: C

Question: 155

Which of these elements can be managed from the setup button in the course form?

- A - Equipment rental
- B - Transportation
- C - Hotels
- D - Miscellaneous Charges

Answer: C

Question: 156

When an employee has completed a course that has skills affiliated with it, what happens next?

- A - Their resume information is automatically updated
- B - Skills information must manually be updated
- C - An end date must be entered to indicate when the skill level is updated

D - The target skill level is updated to reflect the new skills

Answer: B

Question: 157

With regards to Human Resources, which of the following can you do on the Enterprise Portal?

A - Only employees to view information

B - Line managers to view information regarding all employees within the organization

C - Employees and their Line manager to view and maintain employee data

D - Applicants to apply for a position directly

Answer: C

Question: 158

For which statuses can you record or change information for a course?

A - Open

B - Created

C - Started

D - Active

Answer: A, B

Question: 159

When you want to register participants for an open training course, which of the following groups can you register?

A - Employees

B - Employees and applicants

C - Employees, applicants, and contact persons

D - Employees, applicants, contact persons, and vendors

Answer: C

Question: 160

Which of these surveys are relevant in a Human Resources context?

A - Customer satisfaction

B - Competitive analysis

- C - Employee satisfaction
- D - Course evaluation

Answer: C, D

Question: 161

Why is there payroll information in Microsoft Axapta Human Resources?

- A - Because payroll is always managed by a Human Resource department
- B - Because Microsoft Axapta Human Resource can make additional complex calculations, not provided by any payroll system vendor
- C - Because payroll data in Microsoft Axapta Human Resource can be exported to an external payroll system
- D - Because Microsoft Axapta Human Resources is the only payroll reporting tool in Microsoft Axapta

Answer: C

Question: 162

In the Enterprise Portal, if the manager of a line organization unit wants to access information or perform transactions related to their employees, what do they need to click on the navigation bar?

- A - Personal Information
- B - My Employees
- C - Department List
- D - Positions

Answer: B

Question: 163

From a Human Resource perspective, Actions can be used to do what?

- A - Suggest Best Practices for business processes
- B - Describe a project organization unit
- C - Describe the skill requirements for various positions
- D - Specify reasons for absence

Answer: A

Question: 164

When mass creating loan items, how do you make items unique?

- A - By entering a # sign in the ID field
- B - By entering a # sign in the Interval field
- C - By entering a # sign in the Starting value field
- D - By entering a # sign in the Format field

Answer: D

Question: 165

You have just copied information to a course from a course type, but now you want to change the Max. number of participants value inherited from the course type. Can you do so?

- A - No, you cannot change information copied from a course type
- B - Yes, but only to a number smaller than that inherited from the course type
- C - Yes as long as the course status is open
- D - Yes, you are always free to do so

Answer: D

Question: 166

What is the relationship between benefits and salary deductions?

- A - A benefit cannot hold information on benefit value, but the value can be entered in the salary deduction and linked to a benefit
- B - There is no relationship
- C - A salary deduction is the same as a benefit
- D - Benefits are linked to a salary deduction line with a negative sign in front of it

Answer: B

Question: 167

When can you start registering participants for a course?

- A - The course is registered in their development plan
- B - When the course status is open
- C - When the course status is created
- D - As long as the registration deadline is not exceeded

Answer: B

Question: 168

Who can be registered as a course organizer?

- A - The manager of the course location
- B - A vendor
- C - A course instructor
- D - A person in the Employee table

Answer: B

Question: 169

Which of the following are actions you can perform using the Affiliation button in the Organization form?

- A - Hire employees
- B - Terminate and move employees
- C - Hire, terminate and allocate to training course
- D - Hire, terminate, and move employees

Answer: D

Question: 170

When creating a new position which of the following should you consider beforehand?

- A - To which position group you want to assign the position
- B - Have created a contract in Microsoft Axapta document handling
- C - Who is the manager of the unit in which you are creating the position
- D - That position titles in organization units must be unique, so you must be sure that you are not duplicating a title already used in the unit

Answer: A

Question: 171

A new initiative has been launched within the Light Company to examine overall levels of job satisfaction. A part of the analysis involves tracking absence over the preceding year. Which view must department managers look in to get a graphical overview of the amount and cause of employee absence?

- A - Transactions
- B - History

- C - Absence per employee
- D - Absence registration

Answer: C

Question: 172

When you mass-create absence journals, the number of journals you create depends on what?

- A - The end date you enter in the Create absence journals dialog, and the period setup defined on the absence setup
- B - The end date you enter, and the working time selected for the employee
- C - The Max. in series defined on the absence code
- D - The end date you enter on the Create absence journals dialog

Answer: A

Question: 173

You have just begun to receive applications in response to a new recruiting initiative, and several of the applicants are qualified. You want to invite the qualified applicants to an interview, and send a rejection notice to those applicants that are not eligible. Where do you manage communication with applicants?

- A - The Applicant form
- B - The Recruitment project form
- C - The Recruitment project line form
- D - The Application form

Answer: D