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Certinia PSA-Sysadmin Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Schedule• Review• Delete Scheduled Jobs According to Business Needs; Perform Routine Cleanup, Configuration in 'Actuals Configuration Group' and Set Mode for Calculation, and App Log Maintenance.

Topic 2	<ul style="list-style-type: none"> PSA Custom Settings, Configuration Groups, and Metadata: This section covers Lightning Components & Visualforce Pages, how to manage Lightning Pages, use Field Sets to Customize Lightning and or Visualforce Pages, PSA Configuration Groups, Manage Configuration Groups, PSA Custom Settings, Review & Maintain Existing Custom Settings, and creating importing Regions-Practices-Groups.
Topic 3	<ul style="list-style-type: none"> Automated Jobs & Scheduled Maintenance: In this section, the focus is on how to schedule Jobs
Topic 4	<ul style="list-style-type: none"> User Management: This section covers Security, how to manage User Access by Assigning & Managing, Permission Controls, User Access by Assigning Permission Controls, Workspaces, how to assign Workspaces to New Users, and how to maintain workspaces to Reflect Personas within the organization.
Topic 5	<ul style="list-style-type: none"> Configuration Management: In this section, the topics covered include General Configuration & UX customization, Customize Page Layouts, configuring Task Time Entry Mode, and creating Report and Dashboard Folders.

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Certinia PSA System Administrator 2023 Sample Questions (Q15-Q20):

NEW QUESTION # 15

When setting up a Utilization calculation, what does the "Is Report Master" field mean?

- A. Calculated utilization value from this job gets surfaced on the Contact record
- B. In a Utilization calculation hierarchy based on Region hierarchy, this is the primary/highest job
- C. Calculated utilization value from this job gets surfaced in the Resource Planner "Availability column"

Answer: A

Explanation:

The "Is Report Master" field in utilization calculation determines whether the results of the calculation are displayed on the Contact (Resource) record.

* Purpose of "Is Report Master":

* If checked, the calculated utilization values appear directly on the Contact record for each resource.

* If unchecked, the utilization calculation is still processed but is not displayed on the resource's profile.

* Utilization Calculation Process:

* Utilization is calculated using timecards (historical utilization) and assignments (scheduled utilization).

* The system determines billable and available hours based on Work Calendars and time-tracked activities.

* Common Use Cases:

* Organizations often check "Is Report Master" to ensure resource utilization is visible on Contact records for reporting purposes.

* If unchecked, utilization can still be accessed via reports and dashboards but won't appear on the Contact record.

* Certinia PSA Utilization Calculation Guide

* PSA System Administration Essentials

References:

NEW QUESTION # 16

Which of the following "frequent tasks" would be found in the "System Administrator Workspace"?

- **A. User Management**
- B. Transaction Reconciliation
- C. Manage Accounts

Answer: A

NEW QUESTION # 17

The Finance Team is interested in limiting the amount for a particular type of expense company-wide. Of the following, which is the best solution to accomplish this?

- **A. Set up an Expense Limit that will limit the expense based on the Expense Type on the Expense Limit record at the global region level.**
- B. Set up an Expense Limit that will limit the expense based on the Expense Type on the Resource Record.
- C. Set up an Expense Limit that will limit the expense based on the Expense Type on the RPG record.

Answer: A

Explanation:

To limit expenses company-wide for a particular type of expense, the best solution is:

- * Use the Expense Limit record- This allows defining limits based on Expense Type at a global region level.
- * Set the maximum allowable amount per transaction, period, or user.
- * Ensure that the Expense Limit applies across all users and regions to enforce company-wide restrictions.
- * Option B (Using the RPG record) is incorrect because it applies only to specific regions or practice groups, not company-wide.
- * Option C (Using the Resource Record) is incorrect because it applies at an individual user level rather than enforcing a global limit.

Thus, the correct answer is A.

References:

- * PSA Sys Admin Essentials Student Guide Fall 20

NEW QUESTION # 18

What does the Time Entry permission control do?

- **A. It allows users to create a timecard on behalf of another**
- B. It allows users to create a timecard for specific projects
- C. It allows users to create a timecard for themselves

Answer: A

Explanation:

The Time Entry Permission Control determines who can create and submit timecards in PSA.

- * Primary Function:
 - * Grants users the ability to enter time on behalf of another user.
 - * Typically assigned to managers or team leads who report time for their teams.
- * Why This is Important:
 - * Some organizations require managers or admins to log time entries when team members forget.
 - * Ensures accurate utilization tracking and reporting.
- * Incorrect Answer Explanation:
 - * A. It allows users to create a timecard for themselves # Incorrect
 - * This is default behavior; users do not need a special permission for this.
 - * C. It allows users to create a timecard for specific projects # Incorrect
 - * Time Entry permission is not project-specific but rather user-specific.
- * PSA System Administration Guide

References:

NEW QUESTION # 19

You configured a new Salesforce approval process on the "Timecard" object. What is needed to make a user a Timecard approver?

in this process?

- A. The approver must have Read permissions on the "Timecard" object
- B. The approver must be in the same role hierarchy as the submitter
- C. The approver must be set up as a Delegated Approver for the submitter

Answer: C

NEW QUESTION # 20

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