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Certinia PSA-Sysadmin Exam Syllabus Topics:

Topic	Details
Topic 1	• 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 2	• 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 3	• 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.
Topic 4	• Automated Jobs & Scheduled Maintenance: In this section, the focus is on how to schedule Jobs
Topic 5	• 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.

Certinia PSA System Administrator 2023 Sample Questions (Q10-Q15):

NEW QUESTION # 10

What does the Time Entry permission control do?

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

Answer: C

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 # 11

One of the Project Managers in your company has reached out to you to resolve an issue. Many of the Timecards that were approved in the last week against projects are not reflecting back on the Project Actuals.

You check that the Actuals Configuration Group > Calculation Mode option is set to "Scheduled".

What is the next step you should take?

- A. Navigate to "App Logs", and check the details of the error in the "Message" field for each agg log record
- B. Navigate to "Error Logs", and check the details of the error in the "Message" field for each error log record
- C. Navigate to "Logs", and check the details of the error in the "Message" field for each log record

Answer: B

Explanation:

If approved timecards are not reflecting in Project Actuals, follow these steps:

- * Verify Actuals Calculation Mode:
- * Go to PSA Administration.
- * Check if the Calculation Mode is set to "Scheduled".
- * Check for Errors in Logs:
- * Navigate to Error Logs (App Launcher > PSA Administration > Logs).
- * Look for records where errors may have occurred.
- * Check the Message field to determine the cause.
- * Common Errors and Resolutions:
- * Unprocessed Transaction Delta Records:
- * If there are unprocessed Transaction Deltas, manually process them.
- * App Logs Indicating Failures:
- * If there are App Logs, review them and delete old logs if necessary.
- * Run Project Actuals Recalc:
- * If errors persist, run the Project Actuals Recalculation Job.
- * Use Actuals Verifier for Troubleshooting:
- * Run the Actuals Verifier tool to identify discrepancies.
- * Manually recalculate actuals if necessary.
- * Certinia PSA Project Actuals Guide
- * PSA System Administration Essentials

References:

NEW QUESTION # 12

Currently Project Managers and Resource Managers are using Gantt. You do not want your Project Managers creating assignment, resource requests or milestones from the Gantt. Which of the following custom settings should you configure to hide these buttons?

- A. Project Task Gantt Global Settings
- B. Project Task Gantt Preferences
- C. Gantt Global Settings

Answer: C

NEW QUESTION # 13

Managers want to be able to edit expenses once they are marked as approved, "Include in Financials" is selected, but before the Billing Events are created. Which of the following options do you choose under the Permission Control record?

- A. Expense Ops Edit
- B. Expense Entry
- C. Expense Edit

Answer: A

Explanation:

- * Understanding Expense Editing in PSA:
- * Once an expense is approved and the "Include in Financials" field is selected, expenses are locked for modification.
- * However, managers can still edit expenses before a billing event is created with the correct permission control.
- * Options Analysis:
- * Option A: "Expense Ops Edit" # Correct! Grants edit access to approved expenses before they are included in billing events.
- * Option B: "Expense Entry" # Incorrect. This allows expense creation, not modification of approved expenses.
- * Option C: "Expense Edit" # Incorrect. This general permission does not override locked expense records.
- * Steps to Enable Expense Editing for Managers:
- * Go to Permission Controls in PSA Administration.

- * PSA Sys Admin Essentials Student Guide.

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