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**QUESTION: 1**

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: 2**

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: 3**

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

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**QUESTION: 4**

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: 5**

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: 6**

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: 7**

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

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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: 8**

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: 9**

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: 10**

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**

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