



Exam : MB3-230

Title : Great Plains 8.0 Human Resources Payroll(U.S)

Ver : 11.08.06

QUESTION 1:

The Injury/Illness function allows you to track which of the following?

- A. Witness and injury circumstances
- B. Physician information
- C. Workers Compensation Claim information
- D. Hospital/Clinic information

Answer: A,B,C,D

QUESTION 2:

To ensure that salary/wage history shows on Human Resources reports, what needs to be done in the Employee Pay Code Maintenance window?

- A. The pay code must be based on another pay code.
- B. The employee must have all pay codes assigned to attendance time codes and have a salary matrix assigned to each pay code.
- C. The employee must be assigned to a class.
- D. The Primary Pay Code box needs to be checked for the employee primary pay code.

Answer: D

QUESTION 3:

Where are General Ledger accounts for Payroll transactions pulled?

- A. Employee Maintenance
- B. Posting Accounts Setup
- C. Payroll Posting Accounts Setup
- D. The Class assigned to the Employee

Answer: C

QUESTION 4:

If you wish to give all employees in your organization a cost of living pay increase, what window could be used to ensure both Payroll and Human Resources will be updated?

- A. Reconcile Human Resources
- B. Payroll Pay Code Update
- C. Compensation Management
- D. Payroll Mass Update

Answer: C

QUESTION 5:

When is information transferred to the check history and transaction history tables in Payroll?

- A. During quarter-end
- B. After the year-end wage file is created
- C. When check processing is completed
- D. During month-end

Answer: C

QUESTION 6:

Which of the following options are available when setting up a deduction record in Payroll?

- A. A deduction can have tiers.
- B. It can be based on one specific pay code.
- C. You can set a maximum lifetime amount for the deduction.
- D. You can specify a W2 box and W2 label for the deduction.

Answer: A,B,C,D

QUESTION 7:

If a user creates a time code for sick time without pay in Attendance, what time type should be assigned to the time code?

- A. Benefit
- B. Hourly
- C. Miscellaneous
- D. Absent

Answer: D

QUESTION 8:

Which of the following tax records allow you to enter an additional withholding amount?

- A. State Tax
- B. Federal Tax

- C. Unemployment Tax
- D. Local Tax

Answer: A,B,D

QUESTION 9:

Which of the following pay codes need to be based on another pay code?

- A. Vacation
- B. Overtime
- C. Commission
- D. Holiday

Answer: A,B,D

QUESTION 10:

What skills tool can help you find employees with specific skills?

- A. Skills Search
- B. Skills Finder
- C. Skills Query
- D. Skills Drill

Answer: C

QUESTION 11:

Which of the following is true about your employee benefits, such as health coverage, when you are setting up Payroll and Human Resources?

- A. Benefits should be set up in Payroll and not in HR.
- B. Benefits should be set up in Payroll and then the corresponding codes in HR.
- C. Benefits should be set up in HR and then the corresponding codes in Payroll.
- D. If the Payroll view box is checked for the user, they will be prompted to set up the corresponding codes in Payroll after entering a benefit in HR.

Answer: C,D

QUESTION 12:

If Enable Direct Link to Vacation is checked in Attendance Setup, how does this affect the Absence Entry function in the Vacation Calendar?

- A. The Absence Entry button will open the HR Attendance Transaction window.

- B. The Absence Entry button will send an email to the employee confirming vacation dates.
- C. A payroll vacation transaction will be created.
- D. Vacation will be auto accrued whenever an attendance transaction is entered in HR.

Answer: A

QUESTION 13:

When performing training batch sign ups, which of the following can you do?

- A. You can sign up a specific department of employees for a class or course.
- B. You can sign up a group of employees by position for a course or class.
- C. You can sign up all employees for a specific class or course.
- D. You can sign up a group of applicants for a course or class.

Answer: A,B,C

QUESTION 14:

Which of the following are automatic pay types and don require a transaction to be included in a Payroll check build?

- A. Pension
- B. Salary
- C. Holiday
- D. Hourly

Answer: A,B

QUESTION 15:

When defining your orientation checklists, which of the following is true?

- A. Pre-defined defaults are available to speed up the setup of orientation checklists.
- B. You can add your own checklist items to the orientation checklist.
- C. Checklist items cannot be reordered once they are saved.
- D. Checklist items cannot be removed once they are saved.

Answer: A,B

QUESTION 16:

Which Human Resources function allows you to generate a Payroll notification sheet for an employee?

- A. I-9
- B. Orientation
- C. Training
- D. Skills

Answer: B

QUESTION 17:

Which of the following are true about setting up Health Insurance plans in Human Resources?

- A. A COBRA premium can be tracked.
- B. Contributions to pay for the plan can come from the employee and employer.
- C. A copay code could be attached for prescription drugs.
- D. A waiting period can be specified before an employee becomes eligible.

Answer: A,B,C,D

QUESTION 18:

Which of the following statements are true about Attendance?

- A. Attendance is optional to use for Payroll transactions.
- B. Attendance can be used as a "stand alone" system independent from Payroll.
- C. If Attendance is being used, Payroll Mass Transaction Entry is disabled.
- D. Attendance has to be used for Payroll transactions if Human Resources is loaded.

Answer: A,B

QUESTION 19:

On the Setup Accruals window in Attendance, which of the following accrue By options should be used if all employees receive 40 hrs of sick time at the beginning of each year?

- A. Hr/Yr
- B. Post Once
- C. Interval
- D. Pay Period

Answer: C

QUESTION 20:

Which of the following statements are true about the Property function in Human

Resources?

- A. Property can be assigned to an applicant.
- B. Property can be assigned to a Department.
- C. A serial number for an item can be tracked.
- D. Property can be assigned to a specific employee.

Answer: C,D

QUESTION 21:

What procedure(s) should be run if Payroll was set up prior to purchasing Human Resources to ensure the HR benefit information will be updated?

- A. This will happen automatically as soon as HR is loaded
- B. Year end closing in Payroll and HR
- C. Shrink and verify
- D. Reconcile

Answer: D

QUESTION 22:

Which of the following statements are true about salary matrixes?

- A. Salary matrixes will not allow you to save pay rates outside the maximum rate specified.
- B. Salary matrixes are optional.
- C. If a salary matrix is assigned to a pay code, the system will warn you when you are outside the matrix standards with a message.
- D. Salary matrixes are required for each pay code.

Answer: B,C

QUESTION 23:

Why would the Vac/Sick button for an employee on the Employee Maintenance screen be dimmed?

- A. The Vac/Sick button will only be dimmed if the employee has no vacation or sick hours available to use.
- B. You marked no to accrue vacation and sick time on the employee.
- C. You marked no to accrue vacation and sick time in Payroll Setup.
- D. You marked to accrue from Attendance in the Attendance Setup screen.

Answer: D

QUESTION 24:

When calculating checks, which of the following must be corrected before you can complete the pay run?

- A. Critical Mistakes
- B. Errors
- C. Warnings
- D. Warnings and Errors

Answer: B

QUESTION 25:

How many applications can be entered into the system for an applicant?

- A. 2
- B. Unlimited
- C. 1
- D. 3

Answer: B

QUESTION 26:

What should be done if you want to correct the number of hours on a transaction for an employee that you notice when calculating checks?

- A. Go directly to Transaction Entry and make the correction on the transaction
- B. Go back to Build Checks and select the build and choose Remove, then make the correction on the transaction
- C. Finish check processing and then void that check, then make the correction on the transaction
- D. Delete the employee from the check run

Answer: B

QUESTION 27:

From where do W2 forms pull financial information when printing W2?

- A. Transaction and check history
- B. The year-end wage file created during year-end processing
- C. Pulled only from the employee file unless manual checks have been written
- D. From the employee and related tables that store the year financial information

Answer: B

QUESTION 28:

When setting up employees, which of the following statements are true?

- A. An employee can be assigned to multiple classes during the setup process.
- B. An employee can accrue vacation and sick hours differently from other employees.
- C. An employee needs to be assigned to a class if Human Resources is not being used.
- D. An employee can have multiple pay records assigned to them.

Answer: B,D

QUESTION 29:

In manual checks, how are taxes calculated?

- A. Tax amounts are entered manually by the data entry person.
- B. They are calculated automatically by using tax tables installed.
- C. They are calculated by using flat tax rates entered on pay records.
- D. No taxes can be withheld on a manual check in Payroll.

Answer: A

QUESTION 30:

What does the termination window in HR offer?

- A. Ability to track costs associated with termination
- B. Ability to record an exit interview in the system
- C. Discipline information and grievance data
- D. Ability to delete an employee in Payroll

Answer: B

QUESTION 31:

Which organizational level can have To-Do entries assigned?

- A. Company
- B. Division
- C. Department
- D. Position

Answer: A

QUESTION 32:

Which of the following are requirements for voiding a Payroll check?

- A. Check and transaction history must be kept.
- B. The check must be in the current month/period.
- C. The employee must be inactivated temporarily.
- D. The check can be reconciled in the Bank Reconciliation module.

Answer: A,D

QUESTION 33:

Which of the following are required to use the Hire feature for an applicant in Human Resources?

- A. An I-9 must exist for the applicant.
- B. A vacancy and requisition must exist for the position for which they are hired.
- C. An employee ID must be entered on the Hire window.
- D. An offer must be entered in Human Resources.

Answer: C

QUESTION 34:

Which of the following are true about the Review feature in Human Resources?

- A. Review Categories can use a Word or Number "scale."
- B. If you wish, the next review date can be posted to the To-do List.
- C. Reviews are required.
- D. The next review date can be based on an employee adjusted hire date.

Answer: A,B,D

QUESTION 35:

The adjusted hire date can be used for which of the following?

- A. To calculate Attendance accruals
- B. To calculate Benefit eligibility
- C. To determine Length of service
- D. To pro-rate salary

Answer: A,B,C

QUESTION 36:

When linking time codes in Attendance to pay codes in Payroll, which of the following statements is true?

- A. An "absent" time code should not be linked to a pay code.
- B. Time codes are linked to pay codes for W-2 processing.
- C. Time codes and pay codes with the same ID will be automatically be linked.
- D. Time codes and pay codes are for information only.

Answer: A

QUESTION 37:

If an applicant is hired, which of the following information will the system transfer to their employee record?

- A. Education
- B. Skills
- C. Interviews
- D. Applicant User Defined information

Answer: A,B

QUESTION 38:

How is a post-dated pay rate activated?

- A. A post-dated pay rate is activated when the pay code is activated in the Activate Employee Post-Dated Pay Rates window.
- B. A post-dated pay rate is activated when the user date is set to the effective date for the pay code.
- C. A post-dated pay rate is automatically activated on the effective date.
- D. A post-dated pay rate is activated automatically when building checks for a pay period that includes the effective date.

Answer: A

QUESTION 39:

Human Resources supports which of the following premium methods for Life Insurance?

- A. Fixed Amounts and Variable Amounts
- B. Variable Amounts and Age Based
- C. Fixed Amounts and Age Based

D. Fixed Amounts only

Answer: C

QUESTION 40:

Which of the following statements are true about advance pay runs?

- A. Advances can be run at the same time you generate a regular pay run.
- B. No taxes, benefits or deductions are calculated on the advance pay run.
- C. Advances can be made for salary (pay code) employees.
- D. Advances can be made for hourly (pay code) employees.

Answer: B,C

QUESTION 41:

In the Attendance Transaction Transfer window, what does the checkbox indicate next to a transaction?

- A. The transaction has been voided.
- B. The transaction has been marked for posting.
- C. The transaction has been previously posted.
- D. The transaction needs to be posted.

Answer: C

QUESTION 42:

Where can the Payroll check be formatted?

- A. Human Resources
- B. Payroll Setup
- C. Report Writer
- D. Employee Maintenance

Answer: C

QUESTION 43:

When should you use the Skills synchronize button?

- A. At the end of every month.
- B. If you add skills to a previously defined skill set
- C. If you are removing skills from a previously defined skill set
- D. Before each pay run.

Answer: B,C

QUESTION 44:

Which of the following organizational setups allow you to track 25 extra fields?

- A. Company
- B. Position
- C. Employee
- D. Dependents

Answer: A,B,C

QUESTION 45:

Which of the following can you enter a transaction for in Payroll Transaction Entry?

- A. Benefit
- B. Deduction
- C. Workers Compensation Liability
- D. Pay Code

Answer: A,B,D

QUESTION 46:

When pay periods are set up in Attendance, how many years need to be set up to avoid problems?

- A. 1
- B. 2
- C. 0
- D. 5

Answer: B

QUESTION 47:

When enrolling employees in benefits in Human Resources, which of the following statements are true about the process?

- A. The deduction for the benefit in Payroll must be set up during the enrollment process.
- B. The HR user will be unable to create an employee deduction or benefit records in Payroll when enrolling an employee in HR.

- C. The deduction and benefit portions in Payroll, if applicable, can be set up later or by another user.
- D. The HR user will need access to the Payroll view in order to complete the integration of the deduction and benefit in Payroll.

Answer: C,D

QUESTION 48:

What Payroll Setup option should be checked if you want to change month to-date amounts on an employee pay record?

- A. Change Payroll information
- B. Edit Payroll information
- C. Edit financial fields
- D. Change employee records

Answer: C

QUESTION 49:

By assigning an employee to a union in HR what benefits will you experience?

- A. The ability to print some union related reports in HR.
- B. A benefit for the union dues will be setup in Payroll automatically.
- C. A deduction for the union dues will be setup in Payroll automatically.
- D. The ability to track union seniority and dues.

Answer: A,D

QUESTION 50:

If a transaction for 8 hours were entered on a vacation pay code based on an employee salary pay code with a frequency of biweekly, how many hours of salary pay would the employee receive?

- A. 72 hours
- B. 8 hours
- C. 88 hours
- D. 80 hours

Answer: A

QUESTION 51:

If a 401K retirement plan is set up in Human Resources, and the employer match

percent is 50%, what would be the deduction and benefit percentage amounts in Payroll if the employee contributed 4%?

- A. 4% deduction and no benefit
- B. 4% deduction and 2% benefit
- C. 100% deduction and 2% benefit
- D. 100% deduction and 50% benefit

Answer: B

QUESTION 52:

Which of the following modules integrate with Payroll?

- A. Bank Reconciliation
- B. General Ledger
- C. Receivables Management
- D. Sales Order Processing

Answer: A,B

QUESTION 53:

Which of the following pay types can be excluded from gross wages by not checking the Report as wages box?

- A. Holiday
- B. Pension
- C. Commissions
- D. Business Expense

Answer: D

QUESTION 54:

Which of the following tax liabilities can be posted in Payroll at month or quarter end?

- A. Local Taxes
- B. Workers Compensation
- C. State Taxes
- D. SUTA Taxes

Answer: B,D

QUESTION 55:

What does a red exclamation mark mean next to a to-do list item?

- A. The item has been entered today.
- B. The item is very important.
- C. The item has been rolled forward as opposed to a new entry for the day.
- D. The item is a new item that day, is important, and cannot be deleted until it is completed.

Answer: C

QUESTION 56:

Which of the following is a benefit of activating automatic overtime?

- A. Overtime hours would be automatically calculated for a salaried employee.
- B. No overtime records would need to be set up for an employee.
- C. Overtime transactions would be generated when the regular hours required is exceeded on an hourly pay record transaction.
- D. Activating automatic overtime would automatically record all hours worked as overtime hours for hourly employees but not for salaried employees.

Answer: C

QUESTION 57:

If all the fields in the termination window in Human Resources are completed for an employee, which of the following will occur?

- A. The HR status field on the Employee Human Resource Maintenance window will be changed to "separated" when the termination is effective.
- B. The employee will be inactivated in Payroll.
- C. The Last Day Worked field on the Employee Maintenance window will be updated.
- D. The employee will be deleted in Payroll and a W2 will be printed.

Answer: A,B,C

QUESTION 58:

If Employee filters are being used on the HR Preferences screen, which of the following is true if a user has been granted access only to the Sales department?

- A. The user will be able to access all employees in Payroll, but only Sales Department employees in HR screens.
- B. The user will be able to access employees in the sales department in both HR and

Payroll.

C. The user will be able to access all employees in HR screens, but only sales department employees in Payroll.

D. The user can not have a filter set up for an individual department; filters can only be assigned by divisions in a company.

Answer: A

QUESTION 59:

If you want the system to only withhold \$100 per pay period for federal taxes for an employee, what would you need to do?

A. Enter a flat tax percentage on all of an employees different pay records for federal withholding

B. Adjust the number of exemptions or frequency of pay records until you get \$100 in federal taxes withheld

C. Enter \$100 in the estimated withholding field in Employee Tax Maintenance

D. Enter \$100 in the additional withholding field in Employee Tax Maintenance

Answer: C

QUESTION 60:

What is the function of the Payroll Gross Up window?

A. It allows you to determine the gross pay amount needed to net a specified bonus for an employee.

B. It allows you to determine the gross pay amount needed to net a specified dollar amount.

C. It allows you to calculate an employee gross wages for a monthly period.

D. It allows you to determine the net pay amount needed for an employee to qualify for earned income credits.

Answer: B

QUESTION 61:

Which of the following is true about the applicant hire process in Human Resources?

A. The applicant is deleted from the applicant file.

B. An employee ID must be entered when you hire the applicant.

C. The applicant is added to the Employee file.

D. Some information about the applicant is transferred to an employee record.

Answer: B,C,D

QUESTION 62:

Which of the following is true about the employee transfer function in HR?

- A. Will prompt you when saved, if there is currently an open position, as to whether you want to transfer the employee to the position automatically.
- B. There is a limit of one transfer request per employee.
- C. You can enter multiple requests for an employee with different dates.

Answer: C

QUESTION 63:

If your company requires regular drug testing of employees, what window could be used to track such tests?

- A. Injury/Illness
- B. Orientation
- C. Discipline
- D. Employee User Defined

Answer: D

QUESTION 64:

Which of the following can be archived in Human Resources?

- A. Organizational Setups
- B. To-Do Lists
- C. Applicants
- D. Employees

Answer: C,D

QUESTION 65:

Which of the following information will transfer from the applicant function to the employee if it is set up during the applicant process?

- A. Demographic information
- B. Skills
- C. Tests
- D. Pay Codes

Answer: A,B,C

QUESTION 66:

Which of the following statuses can an applicant have to be hired using the Hire function?

- A. Waiting
- B. Open
- C. Active
- D. Inactive

Answer: B,C

QUESTION 67:

Which of the following can be done in Mass Transaction Entry?

- A. Record 8 hours of holiday pay for all your hourly employees
- B. Change hourly pay rates for employees in a specified department
- C. Record an hourly transaction for all hourly employees in a pay period where they have all worked 40 hours
- D. Record a standard holiday bonus transaction for all employees

Answer: A,C,D

QUESTION 68:

If a transaction for hourly pay dated 5/18 is included in a pay run with a starting date of 5/1 and an ending date of 5/15, what will happen?

- A. Payroll will list it as a warning on the Calculate Checks window and will not allow further processing.
- B. Payroll will consider this a critical error and not let processing continue until the transaction has been corrected.
- C. Payroll will ignore the error and let processing continue, but will list it as an error on the Calculate Checks window.
- D. Payroll will list it as a warning on the Calculate Checks window, but processing can be completed anyway.

Answer: D

QUESTION 69:

Which of the following are true about requisitions in Human Resources?

- A. Requisitions are optional
- B. Requisitions are required to be entered for each individual position
- C. Costs can be recorded
- D. All requisitions must be filled before year end processing.

Answer: A,C

QUESTION 70:

Which of the following organizational setups require that you set up at least one?

- A. Department
- B. Position/Job title
- C. Supervisors
- D. Division

Answer: A,B