Certification Guide

Sage Intacct Implementation Consultant Certification

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Purpose of this Guide

This guide is designed to help you assess your level of preparation for the Sage Intacct Implementation Consultant assessment. It recommends training courses and documentation to consult, as well as a complete list of assessment objectives to help you achieve a passing score.

Audience Description

The Sage Intacct Implementation Consultant Certification assessment is intended for Sage Intacct partners who are responsible for implementing and configuring Sage Intacct. This assessment tests your knowledge and skillset necessary to implement and configure Sage Intacct.

1. About the Assessment

The Certification assessment has the following characteristics:

- Number of questions: **75**
- Question format: **Multiple Choice Questions**
- Assessment duration: **90 minutes**
- Passing score: **80% or higher**
- What tools and documents can I use during the assessment? **No notes or online documents may be referenced during the assessment.**
- Conditions: For more information on the assessment, consult sections 2 and 3.

2. Recommended Training and References

To prepare for the assessment, we recommend you follow the Implementation Learning Path found on Sage University, focus on the areas listed in the Assessment Outline section, and review new features released over the past year.

3. Assessment Outline

The Sage Intacct Implementation Consultant Certification assessment measures a candidate's knowledge and skills related to the objectives listed.

Objective	Weighting
Company Application	15%
Creating a client company	
Creating and managing users, roles, and access rights	
Using single and multi-entity company structures	
General Ledger Application	15%

Objective	Weighting
Configure General Ledger	
Creating the chart of accounts and dimensions	
Posting journal entries	
Importing historical GL balances	
Closing the books	
Accounts Receivable Application	15%
Configure Accounts Receivable	
Creating or importing customers and terms	
Entering or importing customer invoices and adjustments	
Applying payments and entering deposits	
Running Accounts Receivable reports	
Cash Management Application	11%
Configure Cash Management	
Creating bank accounts and credit cards	
Entering and paying credit card transactions	
Importing open checks and deposits	
Funds transfers, manual payments, and other receipts	
Accounts Payable Application	15%
Configure Accounts Payable	
Creating vendors and terms	
Entering or importing vendor bills and adjustments	
Paying bills	
Approving vendor transactions	
Printing and voiding checks	
Running Accounts Payable reports	
Order Entry Application	9%
Configure Order Entry	

Objective	Weighting
Creating Items and Item GL groups	
Using QuickStart and advanced Order Entry workflows	
Creating transaction definitions	
Entering Order Entry transactions	
Purchasing Application	13%
Configure Purchasing	
Creating Items and Item GL groups	
Creating transaction definitions	
Entering Purchasing transactions	
Printing Purchasing documents	
Reporting	7%
Creating account groups	
Using account groups in financial reports	
Running financial reports	
Running standard reports	

4. Sample Assessment Question

The assessment is comprised of a series of multiple-choice questions. You will be asked to select one valid answer from the list of choices. Select the **radio button** to indicate your answer, then select **Next Question** to continue.

Below is a sample question similar to the ones that are included in the assessment.

Which function defines the format of the account created?

- o Account classes
- o Accounts
- o Chart of accounts
- o Dimension values

5. Register and Take the Assessment

Register for the Assessment

To register and take the assessment, refer to the Implementation Consultant learning path on Sage University and select Certification from the options listed.

Taking the Assessment

Select **Launch** to access the assessment then **Continue** to begin the countdown clock and use one of your attempts to take the assessment.

When taking the assessment, make sure no other applications are running on your computer. Close all email, browsers, applications, and windows.

If you pass the assessment, you will receive an email within 72 hours directing you to the site where you can download your certificate and certification badge.

Retaking the Assessment

If you fail the assessment, Sage Intacct strongly recommends additional study before taking the assessment again.

When you are ready to retake the assessment, sign into Sage University and go to your transcript and select **Retake**.

After 2 failed attempts, please Contact Us to request 2 additional attempts.

6. Achieving and Maintaining a Certification

Upon successful completion of the assessment, you will receive an email within 72 hours congratulating you for becoming a Certified Sage Intacct Implementation Consultant. The email includes a link to your certificate and badge along with details about how to share your credential. If are not able to locate your email, please go to Accredible to request your credentials.

Individuals are required to keep their certification current for their firm to remain authorized. Certification maintenance requirements are evaluated on a yearly basis which may result in you needing to complete an additional assessment to ensure your credential is renewed. You will be notified by email regarding any new certification requirements that need to be completed. Certification maintenance assessments typically include questions about new features or changes to the product and do not require you to complete the full assessment again.

Section 7. Frequently Asked Questions

Is my certification still valid if I move to another company that is a Sage Intacct partner?

- Yes, we certify individuals who are employees of Sage Intacct partners. This certification goes with you (not the company). If you move to another company that is a Sage Intacct partner, Contact Us ensure that your records are associated to the correct company.

When will I find out my assessment score?

- Upon submission of the last question on the assessment, your status and score are displayed.

Can I obtain the questions I missed on an assessment, to prepare to take it again?

- To protect the security and integrity of each assessment, questions are not made publicly available.

Do I need to retake the full certification every year?

- Your credential needs to be renewed every year. You will be notified by email regarding any certification maintenance requirements that need to be completed.