

NetSuite Administrator Certification Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

- 1. Which of the following is NOT an option under the email sub-tab of printing preferences?**
 - A. Default templates for outgoing emails**
 - B. Settings for copying administrators on transactions**
 - C. Rules for item catalog updates**
 - D. Default preferences for contact outreach**
- 2. What is the function of the audience settings in Saved search permissions?**
 - A. Define the access level based on criteria such as role and department**
 - B. Determine which users can edit saved searches**
 - C. Automatically approve search requests**
 - D. Allow public access to all users**
- 3. What is required to enable 2FA for a user?**
 - A. Just a mobile app download**
 - B. A secure password only**
 - C. An email address for verification**
 - D. A mobile device to receive the verification code**
- 4. What is one of the items located in the Accounting Preferences?**
 - A. Inventory centralization**
 - B. Payment processing settings**
 - C. Budget control settings**
 - D. Employee benefit structure**
- 5. Which action can you perform on reports in NetSuite?**
 - A. Schedule reports to generate automatically**
 - B. Only view reports without customization**
 - C. Easily delete any reports**
 - D. Run reports without user permissions**

- 6. What is shown in the preferences subtab that administrators can set?**
- A. Role-specific settings and user access**
 - B. General system configurations**
 - C. Individual user permissions**
 - D. Collaborative tools for users**
- 7. What action occurs during the "Before user submit" trigger?**
- A. Field validations after the user exits the field**
 - B. Client-side validation of fields before the record is submitted**
 - C. Display properties of fields are set**
 - D. Values are locked and cannot be changed**
- 8. What is a guideline to follow when renaming records or transactions?**
- A. Use terms that are commonly recognized by all users**
 - B. Enter new names in plural format**
 - C. Avoid reusing terms that are already being used**
 - D. Always use abbreviations for records**
- 9. How can you access properties of searches and reports that have been deleted?**
- A. Through recovery options in the Dashboard**
 - B. By using a search in the analytics audit trail**
 - C. Via administrative permissions only**
 - D. Through the system settings menu**
- 10. What purpose does MONTHS_BETWEEN(date, date) serve?**
- A. To find the number of weeks between two dates**
 - B. To accurately calculate the number of months separating two dates**
 - C. To convert dates to numeric representation**
 - D. To determine the age of a person based on their birthdate**

Answers

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1. C
2. A
3. D
4. A
5. A
6. A
7. B
8. C
9. B
10. B

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Explanations

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1. Which of the following is NOT an option under the email sub-tab of printing preferences?

- A. Default templates for outgoing emails**
- B. Settings for copying administrators on transactions**
- C. Rules for item catalog updates**
- D. Default preferences for contact outreach**

The correct option indicates that "Rules for item catalog updates" is not part of the email sub-tab under printing preferences. This is because the email sub-tab is specifically designed to handle settings related to how emails are sent from the system, including preferences for default email templates for outgoing communications, settings that determine if administrators receive copies of transactional emails, and default preferences for outreach to contacts. In contrast, "Rules for item catalog updates" pertains to inventory management and the mechanisms for updating item records, which falls outside the scope of email-related settings. Email preferences focus on communication settings rather than the specific rules governing inventory items or catalog updates. Thus, understanding the functional segregation of these settings within NetSuite is crucial for effectively navigating and utilizing the platform's features.

2. What is the function of the audience settings in Saved search permissions?

- A. Define the access level based on criteria such as role and department**
- B. Determine which users can edit saved searches**
- C. Automatically approve search requests**
- D. Allow public access to all users**

The audience settings in Saved search permissions serve the critical function of defining the access level based on specific criteria, such as user roles and departments. This allows for granular control over who can view and utilize the saved search, ensuring that sensitive or relevant information is only accessible to those who require it for their roles. By configuring these settings, administrators can tailor the visibility of saved searches to align with the organization's structure and data security requirements. This feature is essential for maintaining data integrity and compliance within the system, as it prevents unauthorized access and allows for tailored reporting based on user function.

3. What is required to enable 2FA for a user?

- A. Just a mobile app download
- B. A secure password only
- C. An email address for verification
- D. A mobile device to receive the verification code**

To enable two-factor authentication (2FA) for a user in NetSuite, it is essential to have a mobile device that can receive the verification code. This mobile device typically runs an authentication application that generates time-sensitive codes or can receive SMS messages containing verification codes. The purpose of 2FA is to add an additional layer of security beyond just a username and password, and having a mobile device that can handle these codes is crucial for that process. While other options mention elements that might seem related to user security, none fulfill the requirements for 2FA as effectively as having a mobile device. A secure password alone is not sufficient for 2FA, as it only represents the first layer of authentication. Similarly, while an email address can be used for verification purposes in some contexts, it is not a requirement or part of the standard process for enabling 2FA in NetSuite. Lastly, simply downloading a mobile app does not complete the 2FA setup; the user must also utilize the app or device to generate or receive the verification codes. Thus, possessing a mobile device to receive the verification code is a necessary requirement for enabling 2FA.

4. What is one of the items located in the Accounting Preferences?

- A. Inventory centralization**
- B. Payment processing settings
- C. Budget control settings
- D. Employee benefit structure

Inventory centralization is indeed one of the items found within the Accounting Preferences in NetSuite. This feature allows organizations to manage and streamline their inventory processes across multiple locations or subsidiaries. By centralizing inventory, businesses can enhance visibility and control over their stock levels, benefiting overall inventory management and financial reporting. In Accounting Preferences, users can customize how inventory is tracked and reported, which is critical for accurate accounting and operational effectiveness. This functionality aids in minimizing discrepancies and improving decision-making related to inventory management. The other options pertain to different aspects of NetSuite operations or configuration that are not specifically categorized under Accounting Preferences. Payment processing settings, budget control settings, and employee benefit structures belong to their respective modules or areas within the system, focusing on payments, budgeting, and employee management rather than the core accounting functions related to inventory.

5. Which action can you perform on reports in NetSuite?

A. Schedule reports to generate automatically

B. Only view reports without customization

C. Easily delete any reports

D. Run reports without user permissions

Scheduling reports to generate automatically is a key feature in NetSuite that enhances efficiency and allows users to obtain insights without manual intervention. This feature enables users to set up a report to run at specified intervals such as daily, weekly, or monthly. Users can also configure the scheduling to automatically send the generated reports via email to specified recipients. This functionality is particularly useful for ongoing business analytics and monitoring, as it ensures the latest data is consistently reviewed and shared with relevant stakeholders. Users can benefit from the automation of report generation, thus saving time while ensuring the reports are up-to-date and readily available for decision-making. In contrast, options such as only viewing reports without customization restrict users from tailoring the reports to their specific needs, limiting their analytical capabilities. The ability to delete reports is usually restricted due to permissions and audit trails in NetSuite, meaning not all users can delete reports freely. Lastly, running reports without the necessary user permissions poses a significant security risk and would undermine the control and access rights established within NetSuite, which is designed to protect sensitive data.

6. What is shown in the preferences subtab that administrators can set?

A. Role-specific settings and user access

B. General system configurations

C. Individual user permissions

D. Collaborative tools for users

The preferences subtab is specifically designed for administrators to manage role-specific settings and user access. This means that administrators can configure how different roles interact with the NetSuite environment, setting preferences that may vary based on user responsibilities or the specific needs of various departments within an organization. This subtab enables administrators to tailor the system based on the unique requirements of each role, ensuring that users have access to the tools and information they need, while also maintaining appropriate restrictions for security and efficiency. This level of customization is crucial for optimizing workflows and ensuring that the system supports an organization's operational processes effectively. The other options, while relevant in the broader context of system management, do not specifically relate to the unique features and capabilities found within the preferences subtab. General system configurations typically encompass settings that affect all users rather than individualized preferences specific to roles. Individual user permissions are also handled at a different level of administration, and collaborative tools are not a focus of the preferences subtab.

7. What action occurs during the "Before user submit" trigger?

- A. Field validations after the user exits the field**
- B. Client-side validation of fields before the record is submitted**
- C. Display properties of fields are set**
- D. Values are locked and cannot be changed**

During the "Before user submit" trigger, client-side validation of fields takes place prior to the record being submitted. This is a critical step in ensuring data integrity and preventing the submission of incomplete or incorrect information to the database. In this phase, any rules or validations that have been set up in the NetSuite environment are enforced, allowing developers to check for specific conditions or constraints on the data inputted by the user. For instance, if a required field is left blank or a value does not meet a specified criterion, the form can halt the submission process and display error messages prompting the user to rectify the issue. This validation occurs after the user has interacted with a field but before the entire record is submitted to ensure that all necessary conditions are met for the data being entered. By focusing on this validation, it helps maintain data accuracy and consistency within the system, reinforcing why this trigger is a pivotal part of the data entry process in NetSuite.

8. What is a guideline to follow when renaming records or transactions?

- A. Use terms that are commonly recognized by all users**
- B. Enter new names in plural format**
- C. Avoid reusing terms that are already being used**
- D. Always use abbreviations for records**

When renaming records or transactions in NetSuite, it is essential to avoid reusing terms that are already in use. This guideline helps ensure clarity and prevents confusion among users. When multiple records or transactions share the same name, it can lead to misunderstandings about which record or transaction is being referenced. It can also make it more challenging to navigate and manage records effectively, particularly in systems with a large amount of data. By creating unique identifiers for each record or transaction, you maintain clarity in reporting, searching, and data analysis, thus fostering better user experience and operational efficiency. While using commonly recognized terms can be beneficial, it doesn't address the specificity required for unique identification. Plural formatting may not always be appropriate depending on the context and type of record being renamed, and using abbreviations might lead to ambiguity or misinterpretation among users who are unfamiliar with the abbreviations. Therefore, the priority should always be on creating unique and distinguishable names to facilitate better management of records and transactions.

9. How can you access properties of searches and reports that have been deleted?

- A. Through recovery options in the Dashboard**
- B. By using a search in the analytics audit trail**
- C. Via administrative permissions only**
- D. Through the system settings menu**

Accessing properties of searches and reports that have been deleted can be effectively accomplished by utilizing the analytics audit trail. This audit trail provides a comprehensive record of changes made within the system, including the creation and deletion of searches and reports. By reviewing the audit trail, an administrator can locate the deleted items and analyze their properties, such as filters, criteria, and configurations, which can be critical for data analysis, compliance, and recovery processes. The other methods mentioned do not specifically cater to recovering properties of deleted searches and reports. For instance, recovery options in the dashboard may relate to different functionalities and resources within the dashboard but do not provide a dedicated means to retrieve deleted search properties. Administrative permissions alone do not grant capabilities for accessing deleted items unless there is a specific function tied to tracking changes, which is the audit trail's primary function. The system settings menu focuses on configuration settings rather than the historical data or changes associated with searches and reports. Therefore, leveraging the analytics audit trail is the most relevant and direct method for accessing deleted search and report properties in the NetSuite environment.

10. What purpose does MONTHS_BETWEEN(date, date) serve?

- A. To find the number of weeks between two dates**
- B. To accurately calculate the number of months separating two dates**
- C. To convert dates to numeric representation**
- D. To determine the age of a person based on their birthdate**

The function MONTHS_BETWEEN(date, date) is designed specifically to evaluate the difference between two dates in terms of months. It calculates the total number of months that exist between the two provided dates, taking into account the specific days of those dates, which can affect the outcome. This means that the result is not simply a matter of counting whole months but also considers any partial months that may exist. This level of detail makes it particularly useful for situations where understanding the exact month difference is critical, such as in financial calculations, project timelines, or understanding durations. The other options refer to different functionalities that do not apply to the MONTHS_BETWEEN function. Some options might hint at calculating intervals in weeks or determining age which are not aligned with the primary purpose of this function. Overall, the function's specific application in calculating months sets it apart and highlights its usefulness in data analysis contexts.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://netsuiteadministrator.examzify.com>

We wish you the very best on your exam journey. You've got this!