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**Exam Code: C\_TFG51\_2405**

**Exam Name: SAP Certified Associate - Administrator - SAP Fieldglass Contingent Workforce Management**



## Exam A

### QUESTION 1

What is a Statement of Work (SOW) clause?

- A. Deliverables required during a project but not directly tied to payment or invoices
- B. Legal terms and conditions that outline contractual language between the buyer and supplier
- C. Payments to be made upon completion of specific milestones or delivery of certain work products
- D. Structured payments to be made on a regular or recurring basis

**Correct Answer: B**

**Section:**

### QUESTION 2

Which configuration is used when Worker rates are dependent on the type of Worker selected for a position?

- A. Job Question
- B. Worker Pay Type
- C. Qualification
- D. Asset Type

**Correct Answer: B**

**Section:**

### QUESTION 3

Where in the Configuration section of the Admin menu would a user navigate to create a report header and/or footer?

- A. Label Set
- B. Custom Field
- C. Custom Text
- D. Contextual Help

**Correct Answer: B**

**Section:**

### QUESTION 4

Which transfer method uses the Hypertext Transfer Protocol Secure ('HTTPS') that allows the integrated systems to call directly to each other?

- A. Web Services
- B. SFTP
- C. SOAP
- D. Manual

**Correct Answer: A**



**Section:**

**QUESTION 5**

What is an SOW Bid?

- A. A scope of the work needed that multiple suppliers can review, collaborate, and respond to
- B. A type of approval group within the SAP Fieldglass services module
- C. A request for more workers created by a supplier servicing a buyer on a SOW
- D. A template required for all suppliers to complete when engaging in an SOW

**Correct Answer: A**

**Section:**

**QUESTION 6**

A company's workers have set schedules of 8 hours a day and 40 hours a week. The worker will need to be paid overtime for any hours worked over 40 in a week. What configuration could automatically allocate any hours over 40 hours worked into an overtime rate on their time sheet?

- A. Rate Change Matrix
- B. Rate Schedule
- C. Rate Component
- D. Rate Grid

**Correct Answer: B**

**Section:**

**QUESTION 7**

How can a Contractor Access Agreement (CAA) be signed in SAP Fieldglass? Note: There are 2 correct answers to this question.

- A. After Storefront self-registration
- B. Electronically, after registration invitation
- C. By fax number
- D. By email attachment

**Correct Answer: A, B**

**Section:**

**QUESTION 8**

What is the purpose of the 'expense code' when an organization chooses to manage worker expenses within SAP Fieldglass?

- A. It is the item that is used to define the rates applied for reimbursement.
- B. It is used to track any expenses a worker may incur whilst on the job.
- C. It is the code given when the Administrator creates expenses in SAP Fieldglass.
- D. It is the module where the worker submits their expenses for approval.

**Correct Answer: B**

**Section:**



**QUESTION 9**

The Messaging section within the SAP Fieldglass admin menu allows Administrator users to perform which of the following activities? Note: There are 2 correct answers to this question.

- A. Create reminders for various user groups within SAP Fieldglass
- B. Manage the various aspects of notifications generated from within SAP Fieldglass.
- C. Chat with buyer users and supplier users regarding current transactions
- D. Send direct messages to users of SAP Fieldglass.

**Correct Answer: A, B**

**Section:**

**QUESTION 10**

Which of the following are aspects of the Data Dictionary functionality? Note: There are 2 correct answers to this question.

- A. It is split into two groups; report fields and formulas
- B. It is located in every user's Reference Library.
- C. It is where users can see all reportable fields in the application
- D. It is accessed via the Admin menu under the Report header.

**Correct Answer: C, D**

**Section:**

**QUESTION 11**

Which of the following describes the difference between a general ledger and a general ledger account?

- A. They are both related functionalities used for the same purpose.
- B. A general ledger account is associated with task and expense codes rather than a business unit
- C. General ledgers are required, while general ledger accounts are optional.
- D. A general ledger account is associated with a business unit rather than task and expense codes.

**Correct Answer: B**

**Section:**

**QUESTION 12**

Why would you associate proxy roles to a user role?

- A. To select proxies for a single user that could serve as a proxy
- B. To select proxies for multiple user roles that could serve as proxies for all
- C. To select a single user who can perform the role of a proxy
- D. To select the roles that could serve as proxies for that role

**Correct Answer: D**

**Section:**

**QUESTION 13**

Which of the following methods allow you to create a buyer User? Note: There are 2 correct answers to this question.

- A. Via the Job Posting workflow
- B. Via a Work Order
- C. Via the User list
- D. Via a connector

**Correct Answer: C, D**

**Section:**

**QUESTION 14**

Why would you use Supervisor role functionality?

- A. To be able to maintain Users and permissions
- B. To use as a system role included in an Approval Group
- C. To set up an individual User's Supervisor shown in the org chart
- D. To determine the escalation path for Escalation Thresholds

**Correct Answer: B**

**Section:**

**QUESTION 15**

What does My Group indicate with User visibility?

- A. Users can access documents they have always been associated with.
- B. Users can view all documents within their Business Unit, Cost Center, or Site.
- C. Users can access documents they are associated with by that document's owner.
- D. Users can view the Work Items received by their assigned delegate.

**Correct Answer: A**

**Section:**

**QUESTION 16**

How are User Roles assigned in SAP Fieldglass?

- A. Users complete a wizard to determine their User Role permissions at registration.
- B. Users request their permissions based on their role in the workflow.
- C. The application will automatically assign User Role permissions based on Work Items received.
- D. Permissions are assigned to Users based upon their role in the workflow.

**Correct Answer: D**

**Section:**

**QUESTION 17**

What are examples of the Feature Access you can set on a User's Profile? Note: There are 3 correct answers to this question.

- A. Access Archived Data
- B. Link multiple accounts
- C. Manage User Roles



- D. Use PMO Dashboard
- E. Use Visualizer

**Correct Answer: A, D, E**

**Section:**

**QUESTION 18**

What data object ensures that invoices coming out of SAP Fieldglass include the appropriate tax and location information?

- A. MSP Fees
- B. Invoice Tax Information
- C. Rate Components
- D. Advisors

**Correct Answer: B**

**Section:**

**QUESTION 19**

By default, what is the maximum number of reports that can be scheduled at one time?

- A. 25
- B. 75
- C. 100
- D. 50

**Correct Answer: C**

**Section:**

**QUESTION 20**

What is the minimum number of Shifts required when creating a Rate Schedule?

- A. 1
- B. 0
- C. 2
- D. 3

**Correct Answer: C**

**Section:**

**QUESTION 21**

Which supplier profile detail will allow the buyer to transact with the supplier for contingent workers?

- A. Direct
- B. Profile worker
- C. Temp
- D. Services



**Correct Answer: B**

**Section:**

**QUESTION 22**

Which of the following are elements of filter sets? Note: There are 3 correct answers to this question.

- A. You can select a filter set or use the default one created for the report in question.
- B. Filter sets are created by selecting 'Save As' after the desired filters are in place
- C. Filter sets are always selected after running a report and cannot be locked or restricted.
- D. The Filter Logic section displays the report output, font name, and font size used in the report.
- E. Filter sets can be saved for easy access and used again at a later time

**Correct Answer: B, C, E**

**Section:**

**QUESTION 23**

How does an SOW bid approval process differ from the SOW approval process? Note: There are 3 correct answers to this question.

- A. When an SOW Bid approval is required, those steps take place first before the SOW Module is engaged.
- B. The remainder of the workflow after SOW Bids contains a classification, a supplier, and an SOW template.
- C. The first steps for creating an SOW Bid are choosing the Classification and the Template, but the option to choose a supplier is not available.
- D. The details of the SOW Bid will generate Details, Clauses, Characteristics, and SOW Workers.
- E. After the SOW Bid has been populated and approved, it gets sent to multiple suppliers.

**Correct Answer: B, C, E**

**Section:**

**QUESTION 24**

Which admin object is used to capture data in a supplier qualification?

- A. XSL Templates
- B. Advisors
- C. Invoice Tax Information
- D. Master Data

**Correct Answer: D**

**Section:**

**QUESTION 25**

Which of the following elements apply to Invoice Adjustments? Note: There are 2 correct answers to this question.

- A. Invoice Adjustments can be either a credit or a debit item to be added to an invoice
- B. Invoice Adjustments can be either a credit or a debit item to be added to an invoice
- C. An invoice Adjustment must always be a taxable item
- D. Invoice Adjustments are not selectable by Suppliers

**Correct Answer: A, C**



**Section:**

**QUESTION 26**

Which best describes SOW Workers and the use of activity (onboarding/offboarding) items?

- A. They do not apply to the SOW Worker module.
- B. They can be completed by buyer or worker users.
- C. They can only be completed by buyer users.
- D. They are mandatory in the SOW Worker module.

**Correct Answer: C**

**Section:**

**QUESTION 27**

Which rate structure can be used to address pay rate-based contingent labor?

- A. Rate Groups
- B. Rate Components
- C. Rate Schedules
- D. Rate Grids

**Correct Answer: C**

**Section:**

**QUESTION 28**

How many template types are available for each language within the Messaging Template section?

- A. 1
- B. 9
- C. 18
- D. 8

**Correct Answer: A**

**Section:**

**QUESTION 29**

When creating a Statement of Work (SOW), what is the first selection you must make?

- A. Business Unit
- B. Supplier
- C. Classification
- D. SOW Template

**Correct Answer: C**

**Section:**

**QUESTION 30**





Which configuration is used to group together authorized users and notify when particular work items are submitted for review or approval?

- A. Activity Item
- B. Approval Group
- C. Activity Checklist
- D. Decision Form

**Correct Answer: B**

**Section:**

**QUESTION 31**

When creating your SOW Templates, which elements are required to be pre-configured (if used)?

- A. Classifications, SOW Type, and Clauses
- B. Characteristics, SOW Type Label Set, and SOW Type
- C. Classifications, Clauses, and SOW Type
- D. Classifications, SOW Type Label Set, and SOW Type

**Correct Answer: D**

**Section:**

**QUESTION 32**

What is a company's SAP Fieldglass password policy?

- A. A section that allows companies to define their own rules for how users must create passwords for accessing SAP Fieldglass
- B. The important decision whether they require a password or single sign-on for their users to access SAP Fieldglass
- C. A security awareness course that must be completed by a representative from every buyer company
- D. A set of strict restrictions determined by SAP Fieldglass that applies to all buyer users globally

**Correct Answer: D**

**Section:**

**QUESTION 33**

Why would you use Statement of Work (SOW) Templates? Note: There are 3 correct answers to this question.

- A. To allow you to set up Company Configuration that is not editable
- B. To standardize SOWs across the organization
- C. To allow you to customize what appears on a Contingent document
- D. To simplify the SOW create process with default values and pre-populated information
- E. To include various Characteristics to be managed as part of a project

**Correct Answer: B, C, D**

**Section:**

**QUESTION 34**

What is an approval group?

- A. Groups of authorized approvers who are notified when particular work items are submitted
- B. Time parameters that dictate when certain workflow activities must occur
- C. Collections of dashboards and graphs used as business reporting tools to assist in corporate decision-making
- D. Collections of activity items necessary to initiate and complete particular workflows

**Correct Answer: A**

**Section:**

**QUESTION 35**

Which library will an Administrator user maintain to create the contractual language or agreements for use within Statements of Work (SOWs)?

- A. Schedule Library
- B. Event Library
- C. Question Library
- D. Clause Library

**Correct Answer: D**

**Section:**

**QUESTION 36**

Which of the following are characteristics of report folders? Note: There are 2 correct answers to this question

- A. There is a minimum number of report folders required in SAP Fieldglass
- B. Report folders are used to group together similar reports
- C. Report folders are associated to user roles, which define specific user permissions
- D. Any user can view a report after it is associated to a report folder



**Correct Answer: B, C**

**Section:**

**QUESTION 37**

Which admin object is used to create lists of data to be chosen from a dropdown menu?

- A. Job Posting Templates
- B. List View
- C. Master Data
- D. Pick Lists

**Correct Answer: D**

**Section:**

**QUESTION 38**

When reviewing details for an upload or download in the Integration Audit Trail, what is the unique identifier called?

- A. Server Status
- B. Transaction ID
- C. Client Message

D. Initiator

**Correct Answer: B**

**Section:**

**QUESTION 39**

What aspect of a custom lookup defines the outcome of each row of data?

- A. The Key
- B. The Value
- C. The Delimiter
- D. The Segments

**Correct Answer: D**

**Section:**

**QUESTION 40**

You are listed as the Primary Contact Person for your supplier. What will you initially receive in order to service a buyer in SAP Fieldglass?

- A. Time sheets
- B. Registration invitation
- C. Password reset requests
- D. Expense sheets

**Correct Answer: B**

**Section:**



**QUESTION 41**

Which of the following functions can be performed using a System Broadcast? Note: There are 3 correct answers to this question.

- A. A System Broadcast can be retracted.
- B. A System Broadcast can be scheduled for a specific date and time.
- C. A System Broadcast can be targeted to specific user groups.
- D. A System Broadcast can only be sent to users when the SAP Fieldglass agent runs overnight.
- E. A System Broadcast can be sent to a user via email and their home page if configured to do so.

**Correct Answer: C, D, E**

**Section:**

**QUESTION 42**

What is the purpose of the System Variables section in the Admin menu?

- A. To set up other systems that can send information to SAP Fieldglass.
- B. To modify fields included in messages and the Summary tabs within the User Interface.
- C. To enable or disable data values for use on documents in the application.
- D. To vary when integrations are triggered to other systems

**Correct Answer: B**

**Section:**

**QUESTION 43**

What is the function of a connector in SAP Fieldglass?

- A. Allows you to view a count of successful and failed connector and subscription runs over the past four weeks
- B. Allows validation that an upload or download processed successfully and to troubleshoot any errors that may have occurred
- C. Allows you to view recent subscription actions and troubleshoot subscription errors
- D. Allows data to be collated and properly formatted for sharing between SAP Fieldglass and other systems

**Correct Answer: D**

**Section:**

**QUESTION 44**

Which configuration allows for similar questions to be grouped and easily shared among job posting templates?

- A. Qualification
- B. Job Question Checklist
- C. Asset Type
- D. Activity Checklist

**Correct Answer: B**

**Section:**

**QUESTION 45**

If a customer wants to relabel 'Job Posting' to 'Job Requisition', what admin object allows for this change?

- A. Custom Lookup
- B. Custom Field
- C. Classification
- D. Custom Text

**Correct Answer: D**

**Section:**

