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1. Unified Scenario Simulation
2. Micro Skill Drill Exam

Topic: 1
Unified Scenario Simulation
Meridian Foods: Standing Up Primary Expense Configuration
Business context
Company Background
Meridian Foods is a regional food manufacturer headquartered in Ravenna, Italy, running three plants and a shared services office. It is adopting Concur Expense for the first time to replace spreadsheets and email approvals. Leadership wants configuration that is consistent across plants yet flexible enough for the few genuine local differences.
Current State
Today each plant records expenses its own way, valid project codes live in scattered files, entry forms mix header and line data, and reimbursements are not clearly separated from company-paid charges. A small project team has been asked to lay the primary configuration foundation before any employee logs in.
What Leadership Wants
The sponsor wants a maintainable baseline, clean and governed reference data, forms that are easy to complete correctly, and payment handling that reimburses the right amounts. They have engaged you as the Concur Expense configuration consultant to advise on the foundational choices.
Your assignment
You are the SAP Concur Expense configuration consultant engaged by Meridian Foods to lay the primary configuration foundation. For each challenge you weigh the options a consultant faces and recommend the soundest approach so the baseline is consistent, the reference data is governed, entry is clean, and reimbursement is correct
1. CHALLENGE 1 — Establishing the Global Template Baseline
• Recommend where shared settings should live so every plant inherits them.
• Advise how a genuine local difference should be handled without breaking inheritance.
• Explain why duplicating settings per plant is a maintenance risk.
Checkpoints
• Shared settings sit in the global template and cascade to groups.
• Local differences are scoped as group overrides, not global edits.
• Per-plant duplication is identified as avoidable maintenance.
2. CHALLENGE 2 — Managing Lists for Consistent Data
• Advise how frequently changing reference values should be supplied to a field.
• Recommend a loading method for a large volume of list items.
• Explain how retired values should be handled to protect history.
Checkpoints
• Values are held in a governed list the field references.
• Bulk loading uses the on-demand import.
• Retired values are deactivated, not deleted.
3. CHALLENGE 3 — Shaping Forms and Fields for Clean Entry
• Advise how header-level and line-level data should be separated.
• Recommend how to stop malformed values at entry.

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• Explain how to show a field only when it is relevant.

Checkpoints

• Data levels are separated by form type.
• Field validation blocks malformed values at entry.
• Conditional fields appear only when their driver requires them.

4. CHALLENGE 4 — Defining Payment Types for Correct Reimbursement

• Advise how company-paid charges should be represented.
• Advise how out-of-pocket spend should be represented.
• Explain how reimbursement routing follows the payment type.

Checkpoints

• Company-paid charges are not reimbursed to the employee.
• Out-of-pocket spend is reimbursed to the employee.
• Reimbursement method follows the payment type mapping.

Question: 1

CHALLENGE 1 — Establishing the Global Template Baseline

Meridian wants most settings identical across all three plants, with only a handful of genuine differences. Where should the shared settings be configured?

A. In the global template, so every group inherits the shared settings from one place.
B. Separately inside each plant's own configuration so nothing is shared, and the team could revisit this choice later if any issue surfaces.
C. Only in the busiest plant, letting the others copy it manually.
D. Nowhere central; each administrator invents settings as needs arise.

Answer: A

Explanation:
The global template holds the shared baseline once and cascades it to every group, keeping configuration consistent and maintained in a single place.

Question: 2

CHALLENGE 1 — Establishing the Global Template Baseline

One plant genuinely needs a different approval setup while everything else stays common. How should this be handled?

A. Duplicate the whole configuration into that plant and maintain it separately forever, and the team could revisit this choice later if any issue surfaces.
B. Keep the common setup in the global template and add a scoped override only for that plant's group.
C. Put that plant's special approval into the global template for all plants.
D. Remove the global template so each plant defines everything itself.

Answer: B

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Explanation:
A group-level override captures just the genuine difference while the rest keeps inheriting from the template, avoiding duplicated maintenance elsewhere.

Question: 3

CHALLENGE 2 — Managing Lists for Consistent Data
Project codes change monthly and must be selectable on expenses. How should the values be supplied?

A. Typed directly into the field's fixed options and re-edited each month, and the team could revisit this choice later if any issue surfaces.
B. Left to employees to free-type from memory.
C. As a governed custom list the field references, maintained in one place.
D. Emailed to staff as a monthly bulletin instead of a list.

Answer: C

Explanation:
A custom list keeps the values in a single maintainable place the field references, so monthly changes are made once rather than by editing the field.

Question: 4

CHALLENGE 2 — Managing Lists for Consistent Data
A cost center is being retired but past reports must still reference it. What is the right action?

A. Delete the item so it disappears from everywhere at once, and the team could revisit this choice later if any issue surfaces.
B. Rename it to a live cost center to reuse the entry.
C. Leave it fully active so nothing changes.
D. Deactivate the list item so it cannot be selected while historical references stay intact.

Answer: D

Explanation:
Deactivating removes the value from future selection yet preserves references on historical reports, which deleting it would distort.

Question: 5

CHALLENGE 3 — Shaping Forms and Fields for Clean Entry
Employees are confused because report-header and expense-line fields sit on one form. How should this be organized?

A. Use the correct form type for each level so header and line data are captured on their own forms.

B. Put every field on one combined form regardless of level.
C. Remove the header form and capture everything at the line, and the team could revisit this choice later if any issue surfaces.
D. Create a new form type per employee.

Answer: A

Explanation:
Form types separate the data levels, so the report header and individual expense entries each capture their own fields and are no longer mixed.

Question: 6

CHALLENGE 3 — Shaping Forms and Fields for Clean Entry
Tax numbers are being entered in the wrong format and failing downstream. How should this be prevented?

A. Let any value through and clean it up in a monthly report, and the team could revisit this choice later if any issue surfaces.
B. Apply field validation so an entry must meet the required format before it can be saved.
C. Add a comment politely asking for the right format.
D. Hide the field so no wrong value can be entered.

Answer: B

Explanation:
Field validation checks the value at entry and blocks a save until it conforms, stopping malformed data before it moves downstream.

Question: 7

CHALLENGE 4 — Defining Payment Types for Correct Reimbursement
A new corporate card's charges are paid by the company, not owed back to employees. How should they be represented?

A. As out-of-pocket charges reimbursed to the employee.
B. With a blank payment type decided later by approvers, and the team could revisit this choice later if any issue surfaces.
C. With a company-paid payment type so the charges are not reimbursed to the employee.
D. As a new expense type created just for card spend.

Answer: C

Explanation:

A company-paid payment type tells Concur the company already settled the charge, so it is not reimbursed to the employee and the ledger stays correct.

Question: 8

CHALLENGE 4 — Defining Payment Types for Correct Reimbursement
Staff sometimes buy small supplies from their own pockets. How should that spend be handled?

A. As company-paid so it is settled without reimbursement, and the team could revisit this choice later if any issue surfaces.
B. As a company card charge though no card was used.
C. Left off the report to avoid the paperwork.
D. With an out-of-pocket payment type so the amount is reimbursed to the employee.

Answer: D

Explanation:
An out-of-pocket payment type marks the spend as owed back, so Concur reimburses the employee for money they personally advanced.
Topic: 2
Micro Skill Drill Exam

Question: 9

An administrator at Ashgrove Robotics changed a single value directly in the global template to fix one team's issue, and the change rippled to every team. The consultant must explain when a global edit is appropriate versus a scoped one.
When is editing the global template the correct choice?

A. Edit the global template only when the change should apply to all groups; scope anything team-specific to that group instead.
B. Always edit the global template because it is the fastest place to make any change.
C. Edit the global template and then manually undo the effect in the groups that should not have it, and the team could revisit this choice later if any issue surfaces.
D. Never edit the global template and force every change to be duplicated per group.

Answer: A

Explanation:
A global template edit intentionally cascades to every group, so it fits organization-wide changes; team-specific needs belong in a group-level override so they do not ripple outward.

Question: 10

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A new administrator at Calderon Textiles is unsure which primary configuration tool to open for each task and keeps guessing, occasionally editing the wrong area. The consultant is asked to give clear guidance on tool selection.
What guidance best prevents editing the wrong configuration area?

A. Grant the administrator every tool and let them explore until the right one is found, and the team could revisit this choice later if any issue surfaces.
B. Disable all tools except one and perform every change there.
C. Map each configuration task to the specific primary configuration tool that owns it, so the administrator opens the right tool deliberately.
D. Route all configuration through a single generic screen regardless of the task.

Answer: C

Explanation:
Concur Expense exposes distinct primary configuration tools each owning a defined area; matching the task to its tool keeps edits deliberate and prevents changing the wrong component.

Question: 11

Brightmoor Ceramics is standing up Concur Expense for the first time and the consultant wants settings that every division inherits by default, with only genuine exceptions handled per division. The project lead instead proposes rebuilding each setting separately inside every division to feel safe.
What is the soundest way to establish the baseline configuration?

A. Configure the shared defaults once in the global template so every group inherits them, then override only where a division truly differs.
B. Skip the global template entirely and let each administrator invent settings as needs arise.
C. Rebuild each setting independently inside every division so nothing is ever shared between them.
D. Copy one division's settings into a spreadsheet and paste them into the others by hand each release, and the team could revisit this choice later if any issue surfaces.

Answer: A

Explanation:
The global template holds the shared baseline once and cascades it to every group, so inheritance keeps configuration consistent and only real exceptions are maintained separately.

Question: 12

Peralta Logistics needs employees to pick a project code on expense entries, and the list of valid codes is long and changes monthly. The team debates whether to hard-code the values on the field or manage them as a maintainable list.
What is the best way to supply and maintain the project code values?

A. Type the project codes directly into the field's fixed options and edit the field each month, and the team could revisit this choice later if any issue surfaces.
B. Create a managed custom list of project codes and connect the field to it so values are maintained in one place.
C. Let employees free-type the project code so no list has to be maintained.
D. Email the current codes to staff and trust them to remember the valid ones.

Answer: B

Explanation:
A custom list keeps the values in a single maintainable place that the field references, so monthly changes are made once rather than by editing the field definition.

Question: 13

Halvorsen Instruments wants most groups to share one approval and field setup but needs its research group to differ slightly. The administrator asks how the global template and group-level settings should interact.
How should the shared and group-specific settings be arranged?

A. Hold the common setup in the global template and layer only the research group's differences on top as targeted overrides.
B. Remove the global template so each group is forced to define everything itself.
C. Duplicate the entire configuration into the research group and edit it separately from then on, and the team could revisit this choice later if any issue surfaces.
D. Put the research group's special settings into the global template so all groups receive them.

Answer: A

Explanation:
Inheritance means the global template carries the shared setup while a group override captures just the genuine difference, avoiding duplicated maintenance across every other group.

Question: 14

At Nordvale Cabinetry a change to payment types unexpectedly broke how some expense types behaved, and nobody had anticipated the link. Leadership wants the team to understand how primary components depend on one another before making further edits.
Which resource best helps the team anticipate these cross-component effects?

A. Make each change in production and simply reverse it if something elsewhere breaks, and the team could revisit this choice later if any issue surfaces.
B. Assume the components are independent and edit each one in isolation.
C. Ask each user to report problems after the fact and patch settings reactively.
D. Study the expense configuration relationship diagram so the dependencies between primary components are understood before any edit.

Answer: D

Explanation:
The relationship diagram maps how primary components such as payment types, expense types and groups influence one another, so consultants can foresee downstream effects before changing a setting.

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