Deltek Costpoint Master Certification Exam Study Guide

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What is the Deltek University Costpoint Certification Program?

The Deltek University Costpoint Certification Program provides an opportunity for Deltek clients, partners and employees to enhance their current Costpoint system knowledge, and use Deltek tools to allow them to grow their skills and remain competitive in the workforce.

The Deltek Costpoint Master Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification.

What does the Certification Mean?

A candidate who passes the Deltek Costpoint Certification exam has demonstrated proficiency within multiple areas of Deltek Costpoint. To receive Deltek Costpoint Certification, you must pass the knowledge based exam.

Benefits to individuals include:

- ✓ Improved use of current systems
- ✓ Valuable experience and confidence
- ✓ Proof of skills and differentiator employers are looking for in the hiring process

Benefits to employers include:

- ✓ Better return on system investment and employee satisfaction
- ✓ Process improvements and efficiency
- ✓ Ability to identify qualified employment candidates and ensure their users have a certain level of knowledge

Preparing for the Exams

Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User.

Requirements

Knowledge Based Exam

This is a 150 question exam comprised of multiple choice questions to test your knowledge of Costpoint, with a focus on the complete Costpoint product suite. This exam is randomly generated and provided via the Deltek Learning Zone.

Conditions

No written or online reference materials may be used during the exam.

The exams are taken online via the Deltek Learning Zone. Access to the exam is included for all users who have a subscription to use the Deltek Learning Zone. If you are not a subscribed customer, the course can be requested and purchased by following the steps shown on the screen. The exam must be completed in a single session of up to 120 minutes, with up to two attempts to successfully pass the exam.

Terms and Conditions

Following the purchase (if applicable) and launch of the exam, you must read and accept the Deltek Certification Program Terms and Conditions.

Maintaining Deltek Costpoint Certification

Certification will be valid for up to 2-years and can be renewed by passing the New Release exam. The exam will be available at least 90-days following the release of new Costpoint training series by Deltek.

Recommended Training or Background

All questions in the exam are tied to training series found on the DLZ; this includes all training types, such as, Virtual Live Classes (VLC), Recorded Sessions (RS), Self-Paced Learning (SPL), Click Guides (CG), Infographics (IF), and Quick Reference Guides (QRG). The following series are recommended. Go to the Deltek Learning Zone (Deltek.com\Learn) for more information on the certification program, Costpoint courses, and how to register.

- Costpoint Fundamentals Series
- Costpoint Project Series
- Costpoint Pools Series
- Costpoint Billing Series
- Costpoint Accounts Receivable Course
- Costpoint Accounts Payable Series
- Costpoint GL Month End Series
- Costpoint Bank Reconciliation
- Costpoint Labor Series
- Costpoint Leave Series
- Costpoint Payroll Series

Study Suggestions:

You will need knowledge in all areas of Costpoint to pass the exam. Use your knowledge from work, co-workers, Deltek University's Costpoint Series trainings, and Knowledge Base Articles. Here are some suggestions of areas to study that will help with taking the exam. While this is not a complete list, use it as a springboard into your studies.

Navigation and Fundamentals

Focus on:
You need a strong understanding of the navigation in Costpoint. Knowledge of tasks such as completing lookups and queries, using screen parameters, creating/modifying/deleting records, understanding the role of the fiscal year, and comprehending the structural elements of data transactions are needed.

DLZ Assets:

Costpoint Fundamentals Series: Navigation Part 1	VLC	RS	IF	-
Costpoint Fundamentals Series: Navigation Part 2	VLC	RS	IF	-
Costpoint Fundamentals Series: Shortcut Keys Toolbar Icons and Buttons	-	-	IF	-
Costpoint Fundamentals Series: Touchpoints Process Flow Chart	VLC	RS	-	-
Costpoint Glossary of Acronyms	-	-	-	QRG

Projects

Focus on:
You need a strong understanding of the control and setup screens, key design project structures, setup of projects, project transaction validation mechanisms, creation of new projects by replicating existing ones, multiple ways of revenue recognition, and setup of ceilings and overrides. Also knowledge of creating and setting up different types of contracts like Cost Plus, Fixed Fee, Milestone, and Time and Material, along with the differences between a Project Labor Category and General Labor Category and the role of the Rate Sequence Table.

DLZ Assets:

Costpoint Project Series: Project Setup Part 1	VLC	RS	IF	SPL
Costpoint Project Series: Project Setup Part 2	VLC	RS	-	SPL
Costpoint Project Series: Manage Project User Flow	-	-	IF	-
Costpoint Project Series: Project Account Group	-	-	IF	-
Costpoint Project Series: Modification Descriptions	-	-	IF	-
Costpoint Project Series: Revenue and Ceilings	VLC	RS	IF	-
Costpoint Project Series: Time and Materials	VLC	RS	-	-
Costpoint Project Series: Workshop	VLC	-	-	-
Costpoint Project Series: Inter-Company Work Orders (IWOs)	-	-	-	SPL
Costpoint Project Series: New Revenue Standards (ASC Topic) 606 in Costpoint	-	-	-	CG

Pools

Focus on:

You need a strong understanding of the differences between the four allocations mechanisms within Costpoint. Also, knowledge of how to setup each of these four allocation mechanisms and the correct steps for processing.

DLZ Assets:

Costpoint Pools Series: Allocation Mechanisms	VLC	RS	IF	-
Costpoint Pools Series: Processing, Replication, & Specialized Pools	VLC	RS	IF	-
Costpoint Pools Series: Project Transfer & Multi Jobs	VLC	RS	IF	-
Costpoint Pools Series: Cost of Money	-	-	-	CG

Billing

Focus on:

You need a strong understanding of the key control, setup, reports and history screens; procedures for creating Cost Plus, Milestone, Fixed Price, Manual, and Time and Material invoices; project work force setup; and different generic billing formats.

DLZ Assets:

Costpoint Billing Series: Billing Overview	VLC	RS	IF	-
Costpoint Billing Series: Billing Procedures Part 1	VLC	RS	IF	-
Costpoint Billing Series: Billing Procedures Part 2	VLC	RS	IF	-
Costpoint Billing Series: Billing Formats	VLC	RS	-	-
Costpoint Billing Series: Workshop	VLC	-	-	-
Costpoint Billing Series: Progress Payments	-	-	-	SPL
Costpoint Billing Series: Reprinting Standard Posted Bills	-	-	IF	-
Costpoint Billing Series: Unbilled Receivables	-	-	-	CG

Accounts Receivable

Focus on:

You need a strong understanding of the key control, setup, reports and history screens; setting up and maintaining customers; and entering and posting cash receipts, including unknown cash receipts.

DLZ Assets:

Costpoint Accounts Receivable: From Start to Finish	VLC	RS	IF	-

Accounts Payable

Focus on:

You need a strong understanding of the key control, setup, reports and history screens, voucher types, voucher entry, and payment entry (check and EFT).

DLZ Assets:

Costpoint Accounts Payable Series: Overview and Controls	VLC	RS	IF	-
Costpoint Accounts Payable Series: Vendor Setup	VLC	RS	IF	-
Costpoint Accounts Payable Series: Vouchers	VLC	RS	IF	-
Costpoint Accounts Payable Series: Payments	VLC	RS	IF	-
Costpoint Accounts Payable Series: Workshop	VLC	-	-	-
Costpoint Accounts Payable Series: EFT Payment Notifications	-	-	IF	-

General Ledger

Focus on:

You need a strong understanding of the five phases of the General Ledger Month End Close, to include different types journal entries, the rate computation process, burden computation process, review and generation of reports, global controls versus company controls for setting up new fiscal years, periods and subperiods, creating and maintaining financial statements, as well as, key control, setup, inquiry and history screens.

DLZ Assets:

Costpoint GL Month End Series: Part 1 Month End Overview and Recording Journal Entries	VLC	RS	IF	-
Costpoint GL Month End Series: Part 2 Rate Computation and Recognizing Revenue	VLC	RS	IF	-
Costpoint GL Month End Series: Part 3 Reconciliation and Financial Reporting	VLC	RS	IF	-
Costpoint GL Month End Series: 5R Closing	-	-	IF	-
Costpoint GL Month End Series: Streamlining the Month End Process	-	-	IF	-

Bank Reconciliation

Focus on:

You need a strong understanding of the complete bank reconciliation process in Costpoint.

DLZ Assets:

Costpoint Cash Management: Costpoint Bank Reconciliation	-	-	-	SPL

Labor

Focus on:
You need to understand the process of configuring control and setup screens, setting up employees, the different types of timesheets and their functions, entering the different types of timesheets and correcting timesheets, querying and generating labor data and reports, and posting labor.

DLZ Assets:

Costpoint Labor Series: Labor Controls	VLC	RS	IF	-
Costpoint Labor Series: Employee Setup	VLC	RS	-	-
Costpoint Labor Series: Timesheets	VLC	RS	-	-
Costpoint Labor Series: Labor Posting	VLC	RS	-	-
Costpoint Labor Series: Workshop	VLC	-	-	-
Costpoint Labor Series: Employee Information Setup Checklist	-	-	IF	-

Leave

Focus on:
You need a strong understanding of the key control, setup and history screens, assigning leave to employees, processing leave accruals, reconciling leave, and creating leave payout.

DLZ Assets:

Costpoint Leave Series: Leave Setup	VLC	RS	-	-
Costpoint Leave Series: Leave Processing	VLC	RS	-	-
Costpoint Leave Series: Workshop	VLC	-	-	-
Costpoint Leave Series: Leave Process Flow & Employee Leave Management	-	-	IF	-
Costpoint Leave Series: Leave Controls Setup Checklist	-	-	IF	-
Costpoint Leave Series: Leave Reconciliation	-	-	-	SPL

Payroll

Focus on:
You need a strong understanding of the key configuration, control, setup and history screens, setup and management of employees, setup and management of garnishments screens, tax calculation processes for employees who work in more than one state during a pay cycle, multi-state payroll configuration, processing payroll from timesheet to payment advice or check, and generating standard inquiries and reports for reviewing payroll data.

DLZ Assets:

Costpoint Payroll Series: Payroll Setup	VLC	RS	-	-
Costpoint Payroll Series: New Employee Setup	VLC	RS	-	SPL
Costpoint Payroll Series: Garnishments	VLC	RS	-	SPL
Costpoint Payroll Series: Multi-State Taxes	VLC	RS	-	SPL
Costpoint Payroll Series: Compute Payroll	VLC	RS	-	-
Costpoint Payroll Series: Reports and Inquiries	VLC	RS		
Costpoint Payroll Series: Workshop	VLC	-	-	-
Costpoint Payroll Series: Multi-State Taxes Computation	-	-	IF	-
Costpoint Payroll Series: Employee Information Update & Employee Termination Flows	-	-	IF	-

Sample Questions:

The Deltek Costpoint Master Certification exam contains multiple choice questions. Below are some examples of the types of questions you will find in the exam, with the answers in bold.

1. Which of the following is a valid Employee Status:

   a. Temporary
   b. **Active**
   c. Terminated
   d. New Hire

2. Fill in the blanks: To prevent users from posting transactions to a fiscal year/period/subperiod combination that is in a/an status _____ check the box for _____ in the Configure General Ledger Settings screen.

   a. **Closed; Posting Validation for FY/Period/Subperiod**
   b. Closed; Validate Accounts for Organizations
   c. Open; Validate Accounts for Organizations
   d. Open; Posting Validation for FY/Period/Subperiod