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What is the Deltek University Ajera Certification Program?

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

The Deltek Ajera Core Certification validates skills within the basic Ajera Core product suite. Successful completion of the Certification exam is required to receive the Certification.

What does the Certification Mean?

A candidate who passes the Deltek Ajera Core Certification exam has demonstrated proficiency within multiple areas of Deltek Ajera Core. To receive Deltek Ajera Core 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 exams confirms you have practical application knowledge required to be a Deltek Ajera Core Certified User.
Requirements

Knowledge Based Exam
There is a 100 question exam comprised of multiple choice questions to test your knowledge of Ajera.
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 90 minutes, with up to 2 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 Ajera 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 Ajera 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, Ajera courses, and how to register.

- Ajera Series
- Ajera Reconciliation Troubleshooting
- Ajera Standard Workflow Overview Series
- Ajera Reconciliation Troubleshooting Series
- Ajera Project Manager Pathway Series
- Ajera Standard User Series
- Ajera Advanced Users Series
Study Suggestions:
You will need knowledge in all areas of Ajera Core to pass the exam. Use your knowledge from work, co-workers, Deltek University’s Ajera 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.

Ajera Series

Focus on:
You will need a understanding of Expense Entry, AP processing, Standard Reporting, Widgets, Security, Configuration, Time Entry, AR Processing, Reconciliation, Year-End procedures, Bank Registers, Credit Card Registers, Inquiry, Beginning Balances, Invoice Formatting, Financial Statement Designer, the Project Command Center, Budgeting Resources and SQL Formulas.

DLZ Assets:

<table>
<thead>
<tr>
<th>Ajera Series</th>
<th>VLC</th>
<th>RS</th>
<th>SPL</th>
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<tr>
<td>Expense Entry</td>
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<td>Browser Based Expense Reports</td>
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<td>Accounts Payable</td>
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<td>Reports and Widgets</td>
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<td>Security and Setup</td>
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<td>Time Entry</td>
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<td>Table Widgets</td>
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<td>Chart Widgets</td>
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<td>Client Invoices</td>
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<td>Client Receipts</td>
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<td>Year – End Reconciliation and Review</td>
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<td>Monthly Reconciliation</td>
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<td>Bank Register, Credit Cards and Reconciling</td>
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<td>Inquiry Formulas</td>
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<td>Beginning Balances</td>
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<td>Inquiry Basics, Conditions and Links</td>
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<td>Invoice Formatting and Customization</td>
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<td>Financial Statement Designer</td>
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<td>Project Command Center</td>
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<td>Understanding Project Reporting, Widgets and Analysis</td>
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<td>New Features of Ajera 9</td>
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<td>Navigation and General Workflow in Ajera</td>
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<td>Standard User Series: Effective Cost</td>
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<td>Standard Users Series: Direct Personal Expense and Overhead Review</td>
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<td>Advanced Users Series: Formulas for Inquiries and Widgets</td>
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Ajera Reconciliation Troubleshooting

**Focus on:**
You will need an understanding of the most common items that may cause Control Account reconciliation problems and how to trouble a non-balancing Control Account in Ajera.

**DLZ Assets:**

| Ajera Reconciliation Troubleshooting: Trial Balance   | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Cash Account   | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Accounts Receivable | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Prepayments    | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Work In Progress | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Accounts Payable | VLC | RS | - | - |
| Ajera Reconciliation Troubleshooting: Salaries Payable | VLC | RS | - | - |

Ajera Project Manager Pathway Series

**Focus on:**
You will an understanding of Aspects of the Project Lifecycle from setup all the way through closing a project. Also, knowledge of how to create a Work Breakdown Structure (WBS), budget using Resources, and view/analyze Standard Project Reports and Widgets.

**DLZ Assets:**

| Ajera Project Manager Pathway Series: Project Command Center and Accounts Receivable | VLC | RS | - | - |
| Ajera Project Manager Pathway Series: Project Command Center Budgeting     | VLC | RS | - | - |
| Ajera Project Manager Pathway Series: Reports and Widgets                   | VLC | RS | - | - |
| Ajera Project Manager Pathway Series: Closing your Projects                 | VLC | RS | - | - |
Sample Questions

The Deltek Ajera 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. Where would you go to add a company logo to standard reports, assuming you are not multi-company?
   a. Setup Column > Company > Preferences > Billing Tab
   b. Reports Column > Manage Custom Reports
   c. Setup Column > Company > Preferences > General Tab
   d. Reports Column > Quick Reports

2. What are the ways you can create an Expense Report, assuming that you are using Ajera and you have full access in your Role? (Select all that apply)
   a. Traditional Expense Reports
   b. Import an Expense Report from a .csv file
   c. Browser Based Expense Reports
   d. Touch Expense App on a mobile device

3. If you need to re-open a Fiscal Year in Ajera, how would you do that?
   a. Go to Setup > Company > Close Fiscal Year (delete button)
   b. Go to Manage > Journal Entries > find the Close Year entries and delete them
   c. Go to Setup > Company > Preferences > General Tab > change the fiscal year back to the previous fiscal year
   d. Go to Setup > Company > Preferences > General Tab > change the do not allow entries prior to date to the first day of the fiscal year you want to re-open

4. Which one of the listed ways are you unable to create a Project in the Project Command Center, assuming that you are using Ajera and you have full access in your Role? (Select all that apply)
   a. Copy an existing Project
   b. Import a project from a .csv file
   c. Use a Project Template
   d. Create a new project from scratch

5. Where is Overtime entered on a timesheet in Ajera?
   a. In the Hours Detail area for the day
   b. In the Notes area for the day
   c. In the Approval block for the day
   d. In the Manager Notes area for the day
6. Once you have created a custom invoice format, which of these items cannot be changed through the Standard formatting tabs?
   a. The Description for the Invoice Format
   b. Suppress zero billed phases on the Fee Type Tab
   c. Suppress zero detail with zero amounts to bill on the Time and Expense tab
   d. Print Notes on the Time and Expense tab

7. The most important factor in determining what information can be brought into a Widget is
   a. The Base
   b. The Chart Type
   c. The Widget size on the page
   d. The employee’s Role

8. All of the following may be done through the Touch Expense App for mobile devices except:
   a. Submit an Expense Report
   b. Approve an Expense Report
   c. Enter Company Credit Card usage on an Expense Report
   d. Create a new Expense Report by copying a previous Expense Report

9. In general, the most common causes of Cash Account non-reconciling in Ajera comes down to what three things?
   a. A Journal Entry to the Cash Account
   b. Improper use of the Cash Account in a Client Receipt, Vendor Invoice or Bank Register Entry
   c. Clearing a future dated item in the Bank Register statement
   d. Paying a Vendor with a Debit Card rather than a Credit Card

10. Which of the following statements is true concerning the general use of a CAST statement in a formula used in an Inquiry or Widget in Ajera? (select all that apply)
    a. CAST is used to convert data types of an existing column into a data type that is useful at the time
    b. CAST is used to specify the row returned for a SELECT statement
    c. CAST is used to create a one-to-one relationship within a SQL formula
    d. Not all data types can be converted from their existing type into the type you want using CAST