Deltek Costpoint Certification with Billing and Accounts Receivable 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 grow their skills and remain competitive in the workforce.

The Deltek Costpoint Certification with Billing and Accounts Receivable exam validates skills within the Costpoint core, Billing, and Accounts Receivables areas. 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 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 75 question exam comprised of multiple choice questions to test your knowledge of Costpoint, with a focus on Billing and Accounts Receivable. 25 exam questions come from the core foundations of Costpoint. The other 50 questions come from Billing and Accounts Receivable. 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 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 is valid for up to two years, and can be renewed by passing the New Release exam. The exam is available for 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 registration instructions.

- Costpoint Fundamentals Series
- Costpoint Billing Series
- Costpoint Accounts Receivable Course
Study Suggestions:
You need knowledge in all areas of Costpoint in order 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 to 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 |

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 | - | - | IF | 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 | - |
Sample Questions:
The Deltek Costpoint Certification with Billing and Accounts Receivable exam contains multiple choice questions. Below are some examples of the types of questions in the exam, with the answers in bold.

1. In the Billing Format Line Details area of the generic billing format for a T&M project, accounts do not have to be linked to the Line Type of:
   
   a. Units 
   b. Costs 
   c. **Hours** 
   d. Travel 

2. Accounts have to be linked to the Line Type of ________, when creating a generic billing format:

   a. Costs and Travel 
   b. Units and Hours 
   c. Travel and Units 
   d. Costs, **Travel, and Units** 
   e. Hours, Units, and Travel 
   f. None of the answers are correct