Deltek Costpoint Certification with General Ledger 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 knowledge, and use Deltek tools to allow them to grow their skills and remain competitive in the workforce.

The Deltek Costpoint Certification with General Ledger exam validates skills within the Costpoint core and General Ledger 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 General Ledger. 25 exam questions come from the core foundations of Costpoint. The other 50 questions come from General Ledger. 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 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 General Ledger Series
- Costpoint Bank Reconciliation
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 suggested areas to 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 of the Costpoint System. Knowledge of tasks such as how to complete lookups and queries, the purpose of screen parameters, how to create, modify and delete records, the role of the fiscal year and its part throughout Costpoint, along with understanding 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 |

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 |
Sample Questions:
The Deltek Costpoint Certification with General Ledger exam contains multiple choice questions. Below are some examples of the types of questions in the exam, with the answers in bold.

1. Which statement is incorrect when the box for 'Posting Validation for FY/Period/Subperiod' in the Configure General Ledger Settings screen is not checked:

   a. Costpoint will post revenue transactions to the designated fiscal year/period/subperiod on the Post Revenue screen, even if that combination is in a 'Not Available' status
   b. Costpoint will post accounts payable transactions to the designated fiscal year/period/subperiod on the voucher screen, even if that combination is in a 'Closed' status
   c. **Costpoint will not post accounts receivable transactions to the designated fiscal year/period/subperiod on the Post Cash Receipts screen, even if that combination is in an 'Open' status**
   d. Costpoint will post timesheets to the designated fiscal year/period/subperiod on the voucher screen, even if that combination is in a 'Not Available' status

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