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What is the Deltek University Vantagepoint Certification Program?

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

The Deltek Vantagepoint Master Certification Exam validates skills within the Vantagepoint 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 Vantagepoint Certification exam has demonstrated proficiency within multiple areas of Deltek Vantagepoint. To receive Deltek Vantagepoint 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 Vantagepoint Certified User.
Requirements

Knowledge Based Exam

This is a 150 question exam comprised of multiple choice questions to test your knowledge of Vantagepoint, with a focus on the complete Vantagepoint 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 Vantagepoint 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 Vantagepoint 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, Vantagepoint courses, and how to register.

- Vantagepoint User Fundamentals Series
- Vantagepoint Time Series
- Vantagepoint Expenses Series
- Vantagepoint CRM Series
- Vantagepoint Standard Reporting Series
- Vantagepoint Security Series
- Vantagepoint Resource Planning Series
- Vantagepoint Product Concepts Series
- Vantagepoint Accounting & AP Series
- Vantagepoint Billing Processing Series
Study Suggestions:
You will need knowledge in all areas of Vantagepoint to pass the exam. Use your knowledge from work, co-workers, Deltek University’s Vantagepoint 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.

User Fundamentals Series
Focus on:
This series provides a general system overview and navigation, with a look at Hubs, general searching and reporting, and using the Screen Designer.

DLZ Assets:

<table>
<thead>
<tr>
<th>Series</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint User Fundamentals Series: Hubs</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint User Fundamentals Series: Overview and Navigation</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint User Fundamentals Series: Reporting</td>
<td>- - IF -</td>
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<tr>
<td>Deltek Vantagepoint User Fundamentals Series: Screen Designer</td>
<td>VLC RS - -</td>
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<tr>
<td>Deltek Vantagepoint User Fundamentals Series: Searching and Reporting</td>
<td>VLC RS - -</td>
</tr>
<tr>
<td>Deltek Vantagepoint User Fundamentals: Dashboard Designer</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint User Fundamentals: Reporting for Web Application - Infographic</td>
<td>- - IF -</td>
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Time Series
Focus on:
This series teaches about completing timesheets and an overview of timesheet configuration. Along with cover time processing and overview of the full timesheet functionality.

DLZ Assets:

<table>
<thead>
<tr>
<th>Series</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint Time Series: Completing a Timesheet</td>
<td>- - IF -</td>
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<tr>
<td>Deltek Vantagepoint Time Series: Configuration Overview</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint Time Series: Time Processing</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint Time Series: Timesheet Overview</td>
<td>- - IF -</td>
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</table>

Expense Series
Focus on:
This series covers configuration of expenses and approval and processing of employee expenses. Along with how to use the credit card import functionality.

DLZ Assets:

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<tr>
<th>Series</th>
<th>Rating</th>
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<td>Deltek Vantagepoint Expense Configuration Series: Expense Approvals</td>
<td>VLC RS - -</td>
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<tr>
<td>Deltek Vantagepoint Expense Configuration Series: Expense Configuration</td>
<td>VLC RS IF -</td>
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<tr>
<td>Deltek Vantagepoint Expense Series: Credit Card with Import</td>
<td>VLC RS - -</td>
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<tr>
<td>Deltek Vantagepoint Expense Series: Expense Processing</td>
<td>VLC RS IF -</td>
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CRM Series

Focus on:
The CRM series covers all aspects of Customer Relationship Management, including the Projects, Employees and Boilerplates Hubs, Contacts, Marketing and Campaigns, Activities, and the Calendar feature.

DLZ Assets:

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<tr>
<th>Course</th>
<th>VLC</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint CRM Series: CRM Processing Part 1</td>
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<td>Deltek Vantagepoint CRM Series: CRM Processing Part 2</td>
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<td>Deltek Vantagepoint CRM Series: CRM Processing Part 3</td>
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<td>Deltek Vantagepoint CRM Series: Customer Relationship Management</td>
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<td>Processing Part 1</td>
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<td>Deltek Vantagepoint CRM Series: Customer Relationship Management</td>
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<td>Processing Part 3</td>
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<tr>
<td>Deltek Vantagepoint CRM Series: Introduction to Customer Relationship</td>
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<td>Management</td>
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Standard Reporting Series

Focus on:
The reporting series takes you through the creation and publishing of reports, including advanced layouts, sorting, grouping, archiving, and all the standard options of Core Reporting.

DLZ Assets:

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<thead>
<tr>
<th>Course</th>
<th>VLC</th>
<th>RS</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint Standard Reporting Series: Delivered Standard</td>
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<td>Reports</td>
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<tr>
<td>Deltek Vantagepoint Standard Reporting Series: Overview and Authoring</td>
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Standard Reporting Series

Focus on:
These courses take you through managing users, their security access, and password policies configuration. Also role settings and a general security overview will be covered.

DLZ Assets:

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<th>Course</th>
<th>VLC</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint Security Series: Overview and Roles</td>
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<td>Deltek Vantagepoint Security Series: Users, Password Policies, and</td>
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<td>Other Concepts</td>
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Resource Planning Series

Focus on:
This series covers project and resource planning and how to check plans in and out, reviews of the contract, labor expenses, and consultants tabs.

DLZ Assets:

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Deltek Vantagepoint: Resource Planning – Introduction to Resource</td>
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<td>Planning in Browser</td>
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<tr>
<td>Deltek Vantagepoint: Resource Planning – Project Planning</td>
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<tr>
<td>Deltek Vantagepoint: Resource Planning – Resource Management &amp;</td>
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<td>Opportunity Planning</td>
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Product Concepts Series

Focus on:
This course gives an overview of the Deltek Vantagepoint product and discusses basic product concepts found in the Browser and desktop client. Also, looking at Timesheet, Billing, Reporting, Hubs, and other product applications.

DLZ Assets:
- Deltek Vantagepoint Product Concepts and Overview

Accounting & AP Processing Series

Focus on:
This series is intended for users who manage and maintain accounting records for their organization. It includes content on running overhead allocation, budgeting, cross charges, revenue generation, bank reconciliation, the transaction center, utilities, and a look at project based and batch accounting.

DLZ Assets:
- Deltek Vantagepoint Accounting & AP Processing Series: Advanced Concepts Part 1
- Deltek Vantagepoint Accounting & AP Processing Series: AP Processing Part 1
- Deltek Vantagepoint Accounting & AP Processing Series: AP Processing Part 2
- Deltek Vantagepoint Accounting & AP Processing Series: Hubs
- Deltek Vantagepoint Accounting & AP Processing Series: Transaction Center
- Deltek Vantagepoint Accounting & AP Processing Series: Utilities
- Deltek Vantagepoint Project Based and Batch Accounting Overview

Billing Processing Series

Focus on:
This series is intended for users who manage and maintain accounting and billing processes within their organization. It covers the billing process flow, billing terms, and the approval and processing of different types of invoices.

DLZ Assets:
- Deltek Vantagepoint Billing Processing Series: Billing Terms Part 2
- Deltek Vantagepoint Billing Processing Series: Interactive, Group and Batch Billing
- Deltek Vantagepoint Billing Processing Series: Invoice Approval Process
- Deltek Vantagepoint Billing Processing Series: Invoice Template Editor
Sample Questions
The Deltek Vantagepoint Certification exam contains multiple choice questions. Below are some examples of the types of questions you will find in the exam.

1. Which feature can you use to customize drop-down fields in Hubs?
   a. Lists
   b. Firm Hierarchies
   c. Dashboard Designer
   d. Labels

2. Which of the following actions does the Screen Designer enable you to do?
   a. Hide access to Other Actions
   b. Delete standard fields
   c. Add/Move/remove fields
   d. Prevent users from creating new records

3. Which of the following can be created as a result of qualifying a lead?
   a. Phase
   b. Employee
   c. Activity
   d. Project

4. Which are the 3 types of project charge available in Vantagepoint?
   a. Regular, Overhead, Promotional
   b. Regular, Overhead, Estimate
   c. Regular, Promotional, Opportunity
   d. Regular, Proposal, Opportunity