Deltek Vision Accounting Certification Exam Study Guide

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What is the Deltek University Vision Certification Program?

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

The Deltek Professional Vision Certification Exam validates skills within the Vision 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 Vision Certification exam has demonstrated proficiency within multiple areas of Deltek Vision. To receive Deltek Vision 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 Vision.
Requirements

Knowledge Based Exam
This is a 120 question exam comprised of multiple choice questions to test your knowledge of Vision. There will be 40 questions on User Fundamentals and Standard Reporting and 80 questions on Accounting, including Time, Expense, Billing, and Accounts Payable. 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 Vision 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 Vision 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, Vision courses, and how to register.

- Vision Accounting and Accounts Payable Processing Series
- Vision Billing Processing Series
- Vision Time Processing Series
- Vision Expense Series
- Vision Standard Reporting Series
- Vision User Fundamentals Series
- Vision Security Series
Study Suggestions:
You will need knowledge in all areas of Vision to pass the exam. Use your knowledge from work, co-workers, Deltek University's Vision 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.

Accounting and Accounts Payable

Focus on:
You need a strong understanding of AP processing, AP configuration and reporting, period setup, closing periods, creating new periods and accounting related reporting. Also, knowledge of processing vendor AP checks, EFTs, voiding vendor invoices and payments, general setup and usage of Multi-company, Multi-currency, Revenue Generation, adjust salary job cost, Labor Cross Charge, Overhead allocation, Organizational setup, and consultant accruals, as well as a complete understanding of the setup options and abilities that control these areas and related organizational reporting and financial reports.

DLZ Assets:

<table>
<thead>
<tr>
<th>Series</th>
<th>VLC</th>
<th>RS</th>
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<tbody>
<tr>
<td>Vision Accounting and Accounts Payable Processing Series: Utilities</td>
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<td>Vision Accounting and Accounts Payable Processing Series: Info Centers</td>
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<td>Vision Accounting and Accounts Payable Processing Series: Transaction Center</td>
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<td>Vision Accounting and Accounts Payable Processing Series: AP Processing Part 1</td>
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<td>Vision Accounting and Accounts Payable Processing Series: AP Processing Part 2</td>
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<tr>
<td>Vision Accounting and Accounts Payable Processing Series: Advanced Concepts Part 1</td>
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Billing

Focus on:
You need a strong understanding of the configuration setup for running the billing process and the procedures for creating an invoice through interactive billing, batch billing and group billing usage. Also, knowledge of how the various billing tables work and how these are configured, the invoice templates and billing terms and billing transfers, write-off, holds, voids, and credit memos.

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<table>
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<tr>
<td>Vision Billing Series: Billing Processing Overview and Billing Tables</td>
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<td>Vision Billing Series: Billing Terms Part 1</td>
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<td>Vision Billing Series: Billing Terms Part 2</td>
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<tr>
<td>Vision Billing Series: Interactive Billing</td>
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<td>Vision Billing Series: Invoice Template Editor</td>
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<td>Vision Billing Series: Pre-Billing</td>
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Time & Expense

Focus on:
You need an understanding of the settings controlling the way in which time and expenses are entered and/or approved and posted. Also, knowledge of how both Labor and Expense categories, as well as establishing timesheet calendars, use labor codes and how and where labor costs and accounts are derived.

DLZ Assets:

| Vision Time Processing Series: Overview and Completing a Timesheet | VLC | RS | SPL |
| Vision Time Processing Series: Processing Timesheets | VLC | RS | IF | - |
| Vision Expense Series: Company Expense Configuration | VLC | RS | - | - |
| Vision Expense Series: Expense Approvals | VLC | RS | - | - |
| Vision Expense Series: Expense Processing Part 1 - Overview, Actions, and Transaction Entry | VLC | RS | - | - |
| Vision Expense Series: Expense Processing Part 2 - Expense Payment Processing | VLC | RS | - | - |
| Vision Expense Series: Expense Categories Setup | - | - | - | SPL |

Standard Reporting

Focus on:
You need an understanding of the basic report usage and features consisting of creating saved favorites and saved searches. Also, a understanding of the Report Builder, report options, and custom reporting are required.

DLZ Assets:

| Vision Standard Reporting Series: Overview and Authoring | VLC | RS | - | - |
| Vision Standard Reporting Series: Delivered Standard Reports | VLC | RS | - | - |

User Fundamentals

Focus on:
You need an understanding of info center and field usage, dashboards including web and system, user-defined fields, info center designer and Vision security rights with password policy. Also, knowledge of what each utility is used for and how they are used. This includes understanding how code tables and labels are used in Vision.

DLZ Assets:

| Vision User Fundamentals Series: Overview, Navigation and User Options | VLC | RS | - | SPL |
| Vision User Fundamentals Series: Dashboards | - | - | - | SPL |
| Vision User Fundamentals Series: Reporting and User Defined Component | VLC | RS | - | SPL |
Security

Focus on:
You need an understanding of the Vision Security and Roles configuration, the different tabs and functions of Roles, Windows integrated security, and security implications of Vision Tab Designer. Also, knowledge of how to configure the Users and Password Policies and how to configure reports and audit trails.

DLZ Assets:

| Vision Security Series: Overview and Roles | VLC | RS | - | - |
| Vision Security Series: Users, Password Policies, and Other Concepts | VLC | RS | - | - |
Sample Questions:
The Deltek Vision 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. How can dashparts be displayed on your dashboard?
   a. Vertically
   b. Horizontally
   c. Cascade
   d. Grid
   e. All answers are correct

2. Where do Vision users print their timesheets from?
   a. User Options
   b. The timesheet entry screen
   c. The Employee Reporting menu
   d. The Human Resources menu

3. This term refers to an amount collected in advance from a client prior to working on a project.
   a. Retainage
   b. Deferred payment
   c. Retainer
   d. Down payment

4. Which report is considered the Employee Expense Sub-ledger?
   a. Employee Ledger
   b. Employee Audit
   c. Voucher Ledger
   d. Cash Requirements

5. In Reporting, which of the following can be saved?
   a. Search Criteria
   b. Search Options
   c. Favorite Reports
   d. None of the answers are correct
   e. All answers are correct
6. The projects that automatically appear at the top of the timesheet data entry grid are called__________
   a. Timesheet Categories
   b. Default projects
   c. Special projects
   d. PTO projects

7. When you copy a timesheet into a new timesheet, which of the following items is NOT copied into the new timesheet?
   a. Project number
   b. Labor code
   c. Regular hours
   d. Project name

8. Which of the following cannot be done from the Reporting Grid?
   a. Delete a report
   b. Save a personal favorite
   c. Define selection criteria
   d. Schedule a report

9. How long are Report Archives maintained in Vision?
   a. For 24 hours
   b. Until a new accounting period is opened
   c. Until the employee logs out of Vision
   d. For the number of hours specified when the archive was originally created

10. Which toolbar option allows you to add a new record to an Info Center?
    a. Create
    b. Add record
    c. New
    d. Open