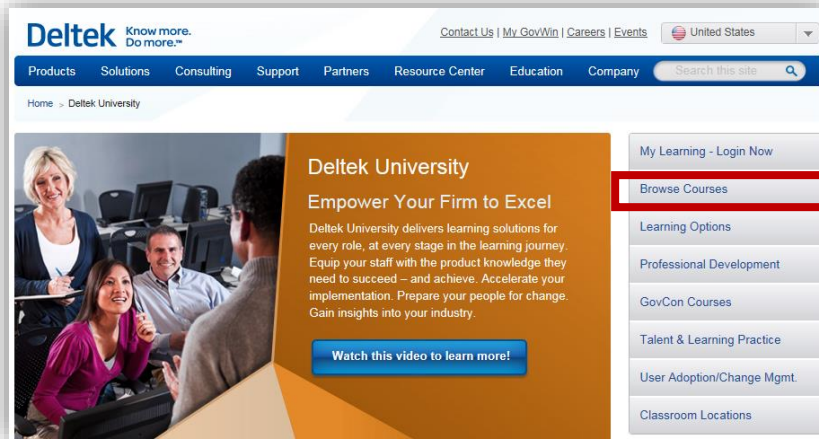


How to Register for a New Account

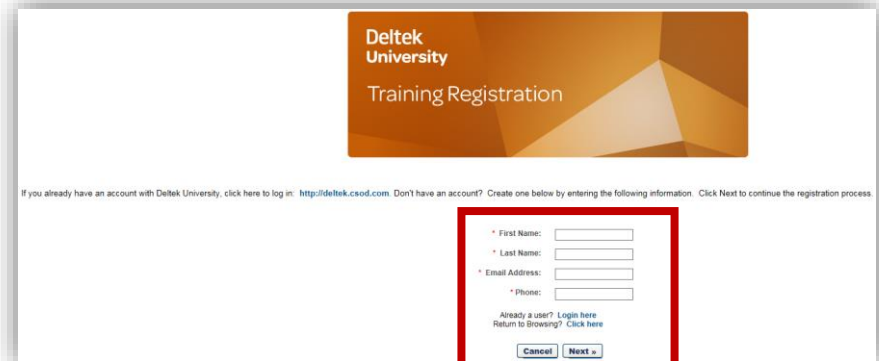
1. From Deltek University's website <http://www.deltek.com/education.aspx> go to **Browse Courses**.



2. Click on the settings icon at the upper right corner of the guest landing page. First time users, select **Register**.



3. Fill in all fields with red (*) asterisk and click **Next**. On the last page, you will be required to set up a password. **Note: Please use a valid Client Name and ID and valid client email address when registering to ensure visibility of GCS migration training courses.**

A screenshot of the 'Training Registration' form. The form includes a header with the Deltek University logo and the title 'Training Registration'. Below the header, there is a line of text: 'If you already have an account with Deltek University, click here to log in: <http://deltek.cxod.com>. Don't have an account? Create one below by entering the following information. Click Next to continue the registration process.' The registration fields are: 'First Name:', 'Last Name:', 'Email Address:', and 'Phone:'. Each field has a red asterisk (*) next to it. Below the fields, there is a link: 'Already a user? Login here. Return to browsing? Click here.' At the bottom of the form, there are two buttons: 'Cancel' and 'Next >'. The entire registration section is highlighted with a red box.

Course Descriptions

Touchpoints for GCS migration to Costpoint Cloud

- During this virtual instructor-led class, we focus on the complex interactions between the operating domains and modules within Costpoint. This course makes use of process flow diagrams to graphically depict the exchange of data and the dependencies that exist between applications, modules, and products.
- Who should attend: Controller/Sr. Accountant

Fundamentals for GCS migration to Costpoint Cloud

- During this virtual instructor-led class you will concentrate on learning navigation techniques. We focus on maneuvering through the main menus, adding and modifying records, retrieving data, and using inquiries to examine information in the database. Exercises include recording and posting transactions, reviewing reports, and examining the basic process flow of data.
- Who should attend: Senior/GL/Payroll Accountants

Projects Overview for GCS migration to Costpoint Cloud

- During this 1-hour virtual instructor-led class, we focus on the Project User Flow. We will review the definition of the project work breakdown structure, designing project structures, and understanding how Costpoint uses project levels.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Projects Setup for GCS Migration to Costpoint Cloud

- During this 2-hour virtual instructor-led class, we focus on the Project User Flow for capturing information contracts for setup in Costpoint. We will review how to validate project transactions using Project Account Groups (PAG), Project Account Organizations (PAO). We will learn about replication project data and creating project templates.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Projects Setup – Time and Material Setup for GC Migration to Costpoint Cloud

- During this 2-hour virtual instructor-led class, we focus on the setting up a Time and Material contract. We will learn about using Project Labor Categories (PLCs), and setting up and using Project Workforce. You will learn how processing is completed for a Time and Material contract.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Course Descriptions

Projects Setup – Revenue and Ceilings for GCS migration to Costpoint Cloud

- During this 1-hour virtual instructor-led class, we focus on setting up the revenue formula, learning about ceilings to enforce contract requirements on revenue and billing, and applying overrides for the contract value and funded amounts.
- Who should attend: Controller/Mgr./Sr. Accountants

Projects – Hands on Workshop for GCS migration to Costpoint Cloud

- During this 3-hour virtual instructor-led class, we complete activities to setup a contract for a Cost Plus, Fixed Fee, Milestone, and Time and Material contract.
- Who should attend: Controller/Mgr./Sr. Accountants

Billing Overview for GCS migration to Costpoint Cloud

- During this 2-hour virtual instructor-led class, we will examine the complete module process flow from timesheets and reimbursable expenses, continuing with the billing computation, editing and posting of the bill, and culminating with the update to billing history.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Billing Formats for GCS Migration to Costpoint Cloud

- During this 2-hour virtual instructor-led class, we will examine the complete module process flow from timesheets and reimbursable expenses, continuing with the billing computation, editing and posting of the bill, and culminating with the update to billing history.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Billing for Cost+, Milestone, Fixed Fee, Manual Bill for GCS migration to Costpoint Cloud

- During this 1-hour virtual instructor-led class, we take a comprehensive look at the creation of Billing Formats and the creation of a generic bill format.
- Who should attend: Controller/Mgr./Sr. Accountants
- Prerequisites: Fundamentals or basic navigation in Costpoint 7

Course Descriptions

Billing for Time and Material for GCS migration to Costpoint Cloud

- During this 2-hour virtual instructor-led class, we take a comprehensive look at the creation of a Time & Materials bill. We examine the complete module process flow from timesheets and reimbursable expenses, continuing with the billing computation, editing and posting of the bill, and culminating with the update to billing history.
- Who should attend: Controller/Mgr./Sr. Accountants

Billing – Hands on Workshop for GCS migration to Costpoint Cloud

- During this 3-hour virtual instructor-led class, we complete activities to create a Cost Plus, Time & Materials, and Fixed Price bill. The exercises include a set-up of billing formulas and processing and posting of bills.
- Who should attend: Controller/Mgr./Sr. Accountants

GL Month End for GCS Migration to Costpoint Cloud

- This six-hour course focuses on the five phases of the General Ledger Month End Close: recording of entries, the rate computation process, burden computation process, review and generation of reports, and reconciliation of all subsidiary ledgers. There are hands-on activities throughout the course that allow participants to apply the processes on their own. This course serves as the base for the creation of an effective list of procedures for completing the General Ledger Month End.
- Who should attend: Controller/Mgr./Sr. Accountants

CER – Workspace Advanced

- CER Workspace Advanced is a web-based tool used to author reports and analyze data. This six hour Virtual Instructor-led training class focuses on the relational reporting style. We will review List and Cross Tab Reports, and focus reports with filters.

Labor & Leave

- During this class five-hour virtual instructor-led class, we focus on activities within the Labor and Leave modules of Costpoint 7. Hands-on exercises concentrate on the setup of new employees, the definition of salaries, and the creation of leave calculation tables. The course concentrates on controlling timesheet periods, correcting timesheets, the generation of the labor distribution report, and the use of timesheet defaults to populate selected records on a timesheet line.

Payroll Setup for GCS Migration to Costpoint Cloud

- During this two-hour virtual instructor-led class, we focus on initialization activities within the Costpoint Payroll module. This course will demonstrate how to configure the: Payroll Settings, Direct Deposit settings, and Payroll Tax Control applications.
- Who should attend: Payroll Staff responsible for payroll database setup.

Course Descriptions

Payroll Setup for GCS Migration to Costpoint Cloud

- During this two-hour virtual instructor-led class, we focus on initialization activities within the Costpoint Payroll module. This course will demonstrate how to configure the: Payroll Settings, Direct Deposit settings, and Payroll Tax Control applications.
- Who should attend: Payroll Staff responsible for payroll database setup.

Payroll – Employee Setup for GCS Migration to Costpoint Cloud

- During this three-hour virtual instructor-led class, hands-on exercises concentrate on the setup of new employees, the definition and setup of salaries, setup and management of contributions and deductions, and managing pay cycles.
- Who should attend: HR/Payroll Staff

Payroll – Garnishments for GCS Migration to Costpoint Cloud

- During this one-hour virtual instructor-led class, we focus on the setup and management of employee garnishments
- Who should attend: Payroll Staff.

Payroll – Multi-State for GCS Migration to Costpoint Cloud

- During this one-hour virtual instructor-led class, we focus on the payroll setup and processing of employees who live and work in different states.
- Who should attend: Payroll Staff.

Payroll – Reports & Inquiries for GCS Migration to Costpoint Cloud

- During this one-hour virtual instructor-led class, we focus reviewing all of the payroll reports and inquiries that are included in the Payroll module.
- Who should attend: Payroll Staff.

Payroll – Compute Payroll for GCS Migration to Costpoint Cloud

- During this three-hour virtual instructor-led class, we focus on the process of computing payroll in the Costpoint Payroll module. Hands-on exercises concentrate on the computation of the “Gross to Net” in the payroll process. Through hands-on exercises, we follow the entire process of a physical paycheck and ACH payment advice. Concepts include the auto-generation of Accounts Payable vouchers for the remittance of taxes, deductions, and garnishments.
- Who should attend: Payroll Staff.

COMING SOON

- Accounts Payable – Q4
- Fixed Assets – Q4

September

2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
29 August	30	31	1 September	2	3/4
5	6	7 Payroll Setup 9am – 11am EST Payroll Employee Setup 1pm – 4pm EST	8 Labor and Leave 10 am – 4pm EST Link to Labor and Leave	9 Payroll - Garnishments 8am – 9am EST Payroll – Multi-State 9am – 10am EST Payroll Reports & Inq 10am – 11am EST Compute Payroll 1pm – 4pm EST	10/11
12 Touchpoints for GCS Migration 10 am EST – 3 pm EST	13 Fundamentals for GCS Migration 10 am EST – 3 pm EST	14 Projects: Project Overview Project Setup Revenue & Ceilings Select course links for time	15 Projects: Time & Material Setup Hands on workshop Select course links for times	16	17/18
19 Billing: Billing Overview CP+, Milestone, FF, Manual Time & Material Select course links for times	20 Billing: Billing Formats Hands on Workshop Select course links for times	21 GL Month End 9 am EST – 4 pm	22 CP Saas Administrator 10am – 12pm EST	23	24/25
26	27 CER – Workspace Advanced 10 am – 3pm EST	28	29	30	1 October

October

2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
26 September	27	28	29	30	1/2
3	4	5 CP Saas Administrator 10am – 12pm EST	6	7	8/9
10 Touchpoints for GCS Migration 10 am EST – 3 pm EST	11 Fundamentals for GCS Migration 10 am EST – 3 pm EST	12 Projects: Project Overview Project Setup Revenue & Ceilings	13 Projects: Time & Material Setup Hands on workshop	14	15/16
17 Billing: Billing Overview CP+, Milestone, FF, Manual Time & Material Select course links for times	18 Billing: Billing Formats Hands on Workshop	19 GL Month End 9 am EST – 4 pm	20 Payroll Setup 9am – 11am EST Payroll Employee Setup 1pm – 4pm EST	21 Payroll - Garnishments 8am – 9am EST Payroll – Multi-State 9am – 10am EST Payroll Reports & Inq 10am – 11am EST Compute Payroll 1pm – 4pm EST	22/23
24 Labor 8 am – 12pm EST	25 Leave 9 am – 12pm EST	26 CER – Workspace Advanced 10 am – 3pm EST	27	28	29/30
31					

November

2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
31 October	1	2 CP Saas Administrator 10am – 12pm EST	3	4	5/6
7 Touchpoints for GCS Migration 10 am EST – 3 pm EST	8 Fundamentals for GCS Migration 10 am EST – 3 pm EST	9 Projects: Project Overview Project Setup Revenue & Ceilings	10 Projects: Time & Material Setup Hands on workshop	11	12/13
14	15	16	17	18	19/20
DELTEK INSIGHT – Washington, D.C.					
21	22	23	24	25	26/27
THANKSGIVING					
28	29 GL Month End 9 am EST – 4 pm	30 CER – Workspace Advanced 10 am – 3pm EST	1 December	2	3

December

2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 November	29	30	1 December CP Saas Administrator 10am – 12pm EST	2	3/4
5 Touchpoints for GCS Migration 10 am EST – 3 pm EST	6 Fundamentals for GCS Migration 10 am EST – 3 pm EST	7 Projects: Project Overview Project Setup Revenue & Ceilings	8 Projects: Time & Material Setup Hands on workshop	9	10/11
12 Billing: Billing Overview CP+, Milestone, FF, Manual Time & Material Select course links for times	13 Billing: Billing Formats Hands on Workshop	14 Payroll Setup 9am – 11am EST Payroll Employee Setup 1pm – 4pm EST	15 Payroll - Garnishments 9am – 10am EST Payroll – Multi-State 10am – 11am EST Payroll Reports & Inq 1pm – 2 pm EST	16 Compute Payroll 9am – 12pm EST	17/18
19 Labor 8 am – 12pm EST	20 Leave 9am – 12pm	21	22	23	24/25
26 CHRISTMAS	27	28 GL Month End 9 am EST – 4 pm	29 CER – Workspace Advanced 10 am – 3pm EST	30	31/1 Dec/Jan