Deltek Learning Zone
Learning Path and Course Enrollment

Enrollment in DLZ

You may access content in DLZ by enrolling in learning paths or courses in the **Learning Search Page**.

Learning Path
A learning path is a set of courses with a common learning objective.

Course
A course is a learning program regarding a specific product and role.

How to Enroll for a Learning Path

1. Learning path enrollment through the Learning Search Page:

1 In the **Learning Search Page**, select your preferred learning path from the list.

2 Click the **Actions** button.

3 Click **Enroll**.

2. Learning path enrollment through the Learning Profile Page:

1 In the **Learning Search Page**, select your preferred **Learning Path** from the list.

2 On the Learning Path Profile Screen, click **Enroll**.

Confirm enrollment by clicking **OK**.

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Learning Path and Course Enrollment

How to Enroll for a Course

You can enroll for a course either through the Learning Search page or the Course Profile page.

1. Course enrollment under a Learning Path:

1 Click the pull down tab of the preferred learning path to view all the courses it contains.

2 Click the pull tab of your preferred course.

3 Click the **Launch E-Learning Course** button.

CP213: Accounts Receivable
Learning Path • 3 Courses • Deltek Costpoint • Accounts Receivable
Learn more about the Accounts Receivable module in the Accounting Domain. This includes learning about the accounts receivable control screens, entering customers, and the setup and computing of finance charges on invoices. Duration: 1 Hour 30 Minutes

1

Costpoint Accounts Receivable Series: Start to Finish v8.2 - Learning Video
E-Learning • 1 Class • Deltek Costpoint • Accounts Receivable
This learning video focuses on the configuration and setup of the Accounts Receivable Control screens, entering customers, and the setup and computing of finance charges on invoices. This also discusses how to enter and post cash receipts, including unknown cash receipts, and the various Accounts Receivable reports. Topics covered: Accounts Receivable Controls Cash Receipts Processing Reports and Inquiries
Duration: 1h 10m

2

There is no student progress yet

→] Launch E-Learning Course   **3**

> **Note:** There are three available course types: E-Learning, Instructor-led and Read and Sign. Auto enrollment functionality is only available for E-Learning and Read and Sign courses.

2. Course enrollment directly through the Learning Search:

1 On the Learning Search page, click the pull tab of your preferred course.

2 For E-Learning courses:
Click the **Launch E-Learning Course** button.

For Read and Sign courses:
Click the **Launch** button.

Costpoint 8 Planning Series: Project Budgeting - Self-Paced Learning
E-Learning • 1 Class • Deltek Costpoint • Planning Specialist
Learn about Project/Budget EAC Flow Chart, how to create a budget, the Project Estimate at Completion (EAC) and the Revenue Setup in Costpoint 8. Topics covered: Project Budget/EAC Flow ChartCreating a BudgetRevenue SetupProject Estimate at Completion (EAC)
Duration: 30 Minutes

1

There is no student progress yet

→] Launch E-Learning Course   **2**

Costpoint 8.0 - Learning Portal
Read and Sign • 1 Class • Deltek Costpoint • Accounts Payable, Accounts Receivable, Billing Specialist, CEO, Contracting Officer, Controller, Fixed Asset Specialist, General Ledger Specialist, HR Specialist, Labor Specialist, Leave Specialist, Materials Specialist, Payroll Specialist, Planning Specialist, Pools Specialist, Project Specialist, Reporting Specialist, Super User, System Administrator
This portal will support your transition to Costpoint 8, starting 60 days prior to your upgrade, prepping you for Go Live and beyond. We have a variety of training types for you to dive into, from Clickguides that will teach the fundamentals, to Learning Videos and Self-Paced Learning that dig deeper into the features, and Infographics that are used to reinforce the core while doing your daily tasks. Keep checking back regularly, we're adding new content all the time. Topics covered: New Features introduced in Costpoint 8 Helpful Materials Frequently Asked Questions Release Notes

1

Launch Each Asset, Review, & Mark Complete
Assets will open in a new tab. Return to this screen to mark complete.

Launch   🔗 Costpoint 8.0 - Learning Portal   **2**

3. Course enrollment through the Course Profile page:

1 On the Learning Search page, select your preferred course.

2 For E-Learning courses:
Click the **Launch E-Learning Course** button.

For Read and Sign courses:
Click the **Launch** button.

Course Profile

Costpoint 8 Planning Series: Project Budgeting - Self-Paced Learning

Description   Learn about Project/Budget EAC Flow Chart, how to create a budget, the Project Estimate at Completion (EAC) and the Revenue Setup in Costpoint 8.

Topics covered:

2
→] Launch E-Learning Course
There is no student progress yet

> @ Questions? Email us at **DeltekUniversity@dlz.deltek.com**.