

# Deltek Costpoint - DLZ Starter Guide



Asset Name	Description	Role
Costpoint Time and Employee Self Service - Starter Guide	Learn about the main areas available for Costpoint Employee Self Service. This clickguide includes details on the process workflow of the Standard Implementation Progression, Benefits Review and Setup, and how to configure the Employee Self Service views functionality. [Keywords and Related Searches - clickguide, online course, elearning, payroll responsibility, benefits administration, data processing, system relationship, open enrollment]	Super User,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager
Costpoint Enterprise Reporting Administrator - Starter Guide	This clickguide focuses on the Costpoint Enterprise Reporting's Administrator Security Setup. This includes the Cloud Administrator User Account Setup/Verification, the three main types of Security: Model, Capability and Object Security, how to Set Up the Current Reporting Period, CER's Validation and Testing, and steps on how to Move Custom Reports from Cognos 10 and Move the Reports to Cognos 11. [Keywords and Related Searches - clickguide, online course, elearning, cer]	Controller,Super User,Reporting Specialist
Costpoint Time and Expense - Starter Guide	Learn more about Costpoint Time & Expense 10 Administrators who create user profiles for timesheets and expense reports and users who access it from a mobile device. [Keywords and Related Searches - clickguide, online course, elearning, timesheet navigation, additional timesheet functions, time and expense, te10, timesheet approval, leave request, correcting a processed timesheet, configuring end user timesheet application url shortcut, additional expense functions, expense report creation, claimed expense entry, how to attach receipts, administration and time tab]	Super User,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager
Costpoint Planning - Starter Guide	In this clickguide, you will learn the overview of the Planning Domain in Costpoint, information on the Project Budgeting Reports, Organization Budgeting Reports, how to generate the Rate and Processing Reports, and the steps on how to generate the Plug Processing Reports. [Keywords and Related Searches - clickguide, online course, elearning, configuration and mapping settings, refresh process, post install, mau1, uer maintenance, organization budgeting, mam10, revenue calculation, project budgets, plug project review, plug project details, budget risk summary]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations

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Costpoint Payroll - Starter Guide	Learn more about the the primary control screens that must be configures to initialize the Costpoint Payroll module, and how to navigate and configure screens relevant to initialization under the following application groups: Payroll Controls, Employee Controls, and Federal/State/Local Taxes. This clickguide also covers the employee life cycle in Costpoint from recruitment to termination, the different types of potential garnishment, and how to navigate the following applications: Manage Deductions, Manage Garnishment Recipients, Manage Federal Tax Levy Exemptions, Manage Minimum Wage, Manage State Support Order Rules, and Manage Employee Garnishments. [Keywords and Related Searches - clickguide, online course, elearning, medical support order, child support, creditor debt, student loan, compute payroll, federal tax levy exemptions, state support order rules, minimum wage, garnishment recipients, employee garnishments, garnishment types, employee information setup, salary information setup, payroll information setup, new employee setup, employee termination, timesheet defaults, manage employee information, affirmative action data, compensation data, employee hr information]	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Human Resources - Starter Guide	In this clickguide, you will learn all the Employee areas that are affected by Human Resources such as controls, information, salary, and termination. This will also focus on different Personnel areas to include, Controls, Education, Skills and Training, and Personnel Actions and the setup and configuring of benefits to include benefit providers, coverage options and various necessary tables for coverage and premium rates by age and salary. [Keywords and Related Searches - clickguide, online course, elearning, set up personnel actions, manage employee hr information, configure personnel settings, manage award, manage drug test, manage 1-9, manage managers/hr reps by hr organization, manage medical surveillance codes]	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Fixed Assets - Starter Guide	In this clickguide, you will learn about configuring the setup screens, how to enter a fixed asset record and how to autocreate a fixed asset from an accounts payable/purchase order voucher, how to compute depreciation, close the fixed asset accounting period, reconcile the fixed assets to the general ledger, and utilize the various reports. [Keywords and Related Searches - clickguide, online course, elearning, monthly depreciation processing, projected depreciation, non-depreciable records, reports, print current period, manage asset master information, configure autocreation settings, master record, asset autocreation, purchasing orders, monthly processing, manage disposal transactions]	Controller,Super User,Fixed Asset Specialist
Costpoint Contract Management - Starter Guide	Get familiar with the Contract Management feature and functionality in Costpoint. This clickguide will walk you through the contract, subcontract, opportunities, GovWin IQ Integration, and Customer, Vendor, and Employee overview and modifications, also the opportunity/contract project initialization. [Keywords and Related Searches - clickguide, online course, elearning, contract information, post award debrief, rfp info, details tab, customer/contacts, prospective vendor, contract management, manage competitors, deltek software manager, manage opportunities, contract roles]	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations

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Costpoint Administrator - Starter Guide	Learn more about the basic processes that an administrator executes in Costpoint, particularly setting up new users and user groups, granting and restricting access to applications screens, setting up process queues and servers, creating and executing process macros, and customizing application screens using a UI Profile. [Keywords and Related Searches - clickguide, online course, elearning, system admin, job management, ui profile, screen customization, application rights, access security, process macros, process queues, user setup, user groups]	Super User,Small Medium Business Maintenance
Costpoint Leave - Starter Guide	This clickguide covers the details on the leave processing flow, Process Leave and Accruals Usage, and create Leave Payout Timesheets. It also includes the two leave pay accounting methods, enumerate the different leave balance ceiling methods and leave accrual method codes, navigate the application screens relevant to the Leave setup, and how to configure the leave control screens. [Keywords and Related Searches - clickguide, online course, elearning, compute leave accruals, manage leave edit table, manage employee leave, post leave accruals, create leave payout timesheets]	Controller,Super User,Leave Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Labor - Starter Guide	In this clickguide, you will learn how to navigate to the primary control screens relevant to the initialization of the Costpoint Labor module, and how to configure the Employee and Labor Attributes relevant to the module. [Keywords and Related Searches - clickguide, online course, elearning, setting up the employee attributes, manage timesheet periods, manage work schedules, manage general labor categories, manage workers' compensation codes, setting up the labor costing attributes, manage pay types, manage allowances, configure wage determination controls, configure overtime controls]	Controller,Super User,Labor Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Receivable - Starter Guide	This clickguide focuses on configuring and setting up of the accounts receivable control screens, entering customers, and the setup and computing of finance charges on invoices. It delves into how to enter and post cash receipts, including Unknown cash receipts, and the various accounts receivable reports. [Keywords and Related Searches - clickguide, online course, elearning, set up customer terms, configure accounts receivable settings, finance charges information, fee percent to charge account, monthly rate, annual rate, transfer accounts, customer terms, credit limits, sales order tab]	Accounts Receivable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Payable - Starter Guide	Learn about how to set up of the Accounts Payable Voucher, and Vendor Control applications, identify the primary process flow associated with an Accounts Payable transaction and identify the purpose of establishing a default Accounts Payable and Cash Account. [Keywords and Related Searches - clickguide, online course, elearning, standard vendors, company employees, contractor vendors, vendor employees, payroll vendors, vendor approval setup, configure vendor approver settings, accounts payable process flows]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations

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Costpoint Billing - Starter Guide	In this clickguide, you will learn all about Billing functions in Costpoint, the procedures for setting up the Project Billing Info screen, know the difference between Employee Work Force screens, and time and material formulas. [Keywords and Related Searches - clickguide, online course, elearning, overview and billing process flow, accounts receivable customer, module initialization and controls, project billing information, manage project user flow, using detail bills, customer subtask, billing formulas, customer setup, manage billing user groups, open billing detail, miscellaneous charges]	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Projects - Starter Guide	This clickguide focuses on the key considerations when designing project structures and defines the steps in setting up projects. This also covers the project transaction validation mechanisms, and define the steps when creating new projects by replicating existing ones. [Keywords and Related Searches - clickguide, online course, elearning, work breakdown structure, rollups and summarization, hierarchical project structure, structure design considerations, configure project settings]	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Fundamentals - Starter Guide	Learn about how to navigate on the system specifically the login protocol, do lookups and queries, and basic table manipulations. This clickguide will also cover the role of the fiscal year in a Costpoint transaction. [Keywords and Related Searches - clickguide, online course, elearning, product overview, user basics, data retrieval, fiscal period, costpoint capabilities, project manufacturing, performance management, business development]	
Costpoint Materials Management - Starter Guide	In this clickguide, you will learn the work centers, document management processes, setup and maintenance of controls, various Bills of Material reports, and the manufacture and engineering of Bills of Material. This also covers the Inventory module, its controls, and the various types of inventory transactions that can be performed within the Costpoint Materials Inventory Module. [Keywords and Related Searches - clickguide, online course, elearning, inventory settings, abc classification by warehouse, costing method, report elements of material cost, roll-up po charges in material cost, update units usage history, configure serial lot settings]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations

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<p>Costpoint Fundamentals Series: Navigation Shortcut Keys Toolbar Icons and Buttons - Infographic</p>	<p>Learn how to navigate the Costpoint user interface. This printable guide lists the keyboard shortcuts to menu options and defines the navigation toolbar icons and buttons that are found on an application screen. This is part of the Costpoint Fundamentals Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, navigation interface, menu icons, toolbar buttons, my menu, open applications, screen configuration, select company, line functions, option functions, miscellaneous functions, file functions, edit functions]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Projects Series: Project Account Group - Infographic</p>	<p>Know the steps in setting up a new Project Account Group and in using Costpoint Wildcards. This printable guide defines the relevant fields on the Manage Project Account Groups application screen. It is part of the Costpoint Projects Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, new pag setup, project account group]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>
<p>Costpoint Billing Series: Overview - Infographic</p>	<p>Get an overview of the billing process flow on Costpoint. This printable guide shows the critical ingredients to the billing process recipe. It is part of the Costpoint Billing Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, project billing, billable transactions, billed transactions]</p>	<p>Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

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Costpoint Billing Series: Reprinting Posted Standard Bills - Infographic	<p>Get familiar with the Costpoint feature that allows reprinting of Posted Standard Bills. This printable guide has a sample scenario that shows how this is done using the relevant fields and options in the Print Standard Bills screen. It is part of the Costpoint Billing Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, reprinting posted bills, printing standard bills, selection ranges, posting status, select printing, print button]</p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Payroll Series: Multi-State Taxes Computation - Infographic	<p>Know how Costpoint computes payroll for a multi-state pay period. This printable guide has flowcharts showing resident calculation and non-resident calculation in computing payroll for a multi-state pay period. It is under the Costpoint Payroll Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, multiple states, payroll computation, computing taxes, calculating taxes, calculate tax]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: Module Initialization Checklist - Infographic	<p>Initialize the Costpoint Payroll module using this printable checklist. It lists the application screens that you need to configure to set up payroll controls, employee controls, and tax controls. It is part of the Costpoint Payroll Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, payroll settings, payroll configuration, setup screens, configuration screens]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Labor Series: Employee Information Setup Checklist - Infographic	<p>Set up employee information in Costpoint using this printable checklist. It summarizes the data needed to configure basic employee information, employee salary information, and employee allowances and leave information. It is part of the Costpoint Labor Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, labor settings, labor configuration, employee setup, new employee, leave setup, salary setup]</p>	Controller,HR Specialist,Super User,Labor Specialist,Small Medium Business Maintenance
Costpoint GL Month End Series: Streamlining the Month End Process - Infographic	<p>Learn how to streamline the month-end closing process. This printable guide shows how multiple processes could be run together instead of individually. It us part of the GL Month End Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, general ledger, multi-process screens, multi-screen processing, cost pool processes, compute revenue, reporting processes, month-end program]</p>	Controller,Super User,General Ledger Specialist,Pools Specialist,Small Medium Business Operations
Costpoint Accounts Payable Series: Overview and Controls - Infographic	<p>This overview of Costpoint Accounts Payable (AP) shows the role of AP in the accounting process, the AP process flow, the AP controls setup screens, and the voucher approval process. It is part of the Costpoint Accounts Payable Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, ap module, vouchering process, module initialization, setup controls, subsidiary ledger, AP vouchers, vendor settings]</p>	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations

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Costpoint Accounts Payable Series: Vendor Setup - Infographic	Learn how to set up vendors in Costpoint Accounts Payable (AP). This printable guide covers vendor types, adding and approving new vendors, and setting up Electronic Fund Transfers for vendors. It is part of Costpoint Accounts Payable Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, ap module, vendor setup, approval process flow, manage vendors, eft]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Payable Series: EFT Payment Notifications - Infographic	Know how to set up notifications for Electronic Fund Transfer payments. This printable guide shows how to enable realtime reflection of payment activities in Costpoint Accounts Payable. It is part of Costpoint Accounts Payable Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, eft notification, invoice payment, bank payments]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance
Costpoint Enterprise Reporting Series: Security Setup - Checklist	This is a checklist reference for the Costpoint Enterprise Reporting - Security Setup.This is part of the Costpoint Enterprise Reporting Series.  [Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, cer, administration, cloud team, technical guides, reports and analytics]	Controller,Super User,Reporting Specialist
Costpoint Materials Management Series: Product Definition - Infographic	Learn about the Product Definition module on Costpoint. This printable guide defines parts, goods, and services and shows how to configure product definition settings. It is part of the Costpoint Materials Management Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, consumable goods, non-material items, manufacturing part, parts inventory]	Super User,Materials Specialist
Costpoint Materials Management Series: Supplier Portal Overview - Infographic	Get an overview of the Supplier Portal feature in Costpoint. It allows suppliers to quickly access purchase orders issued by buyers and enables companies to streamline communications between their purchase departments and their suppliers, vendors, and subcontractors. This printable guide is part of the Costpoint Materials Management Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, supplier dashboard, manage suppliers, supplier actions, PO line, action history, email notification]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Fixed Assets Series Part 2: Fixed Asset Management - Infographic	Learn about fixed assets management in Costpoint, specifically the methods to entering master record data, asset initialization, computing time status, autocreation process, and disposal methods. This printable guide is 2 of 3 in the Costpoint Fixed Assets Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, fa management, initialization checklist, autocreation touchpoints, asset disposal]	Controller,Super User,Fixed Asset Specialist,Small Medium Business Maintenance

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Costpoint Fixed Assets Series Part 3: Fixed Asset Depreciation and Reports - Infographic	<p>Learn about fixed assets depreciation and reports in the Costpoint Fixed Assets module, get an overview of the fixed assets process from setup to closing, compare the general ledger and the fixed assets subsidiary ledger, and know the requirements to fixed assets month-end processing and depreciation projection. This is 3 of 3 printable guides in the Costpoint Fixed Assets Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, fa process flow, gl reconciliation, month-end checklist]</p>	Controller,Super User,Fixed Asset Specialist,Small Medium Business Maintenance
Costpoint Human Resources Series: Compensation - Infographic	<p>Get familiar with the Compensation functionality in Costpoint. This printable guide has process flows for employee lifecycle, updating employee salary information, employee termination, and compensation planning. It is part of the Costpoint Human Resources Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, compensation setup, deferred compensation, salary updates, employee deactivation, compensation controls]</p>	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Human Resources Series: Affirmative Action - Infographic	<p>Get familiar with the Affirmative Action functionality in Costpoint. This printable guide shows how to navigate the control screens where affirmative action applications are configured, to the Employee Reports area where affirmative action reports are generated, and to the Planning Reports area where reports helpful to affirmative action planning are generated.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, navigation path, setup screens, affirmative action controls, configuration settings, employee reports, planning reports]</p>	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Human Resources Series: Deferred Compensation - Infographic	<p>Get familiar with the Deferred Compensation Plan functionality in Costpoint. This printable guide shows how to navigate to the Manage Deferred Compensation Plans screen and shows how to link a contribution or deduction code to a deferred compensation plan. It is part of the Costpoint Human Resources Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, navigation path, setup screens, compensation planning, contribution code, compensation deductions]</p>	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Pools Series: Allocation Mechanisms - Infographic	<p>Know the Cost Allocation Mechanisms of Costpoint Pools. This printable guide defines relevant concepts like Service Centers, Cost Pools, Project Transfer, and Multi-Job Allocation. It is part of the Cospoint Pools Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, pools functionality, pools processing]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations



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Costpoint Pools Series: Processing, Replication, & Specialized Pools - Infographic	<p>Get an overview of the pool processing cycle in Costpoint Pools, from the creation of pool links to the posting of pool journals. This printable guide covers Circular References and the two models for pool allocation. It is part of the Cospoint Pools Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, pools functionality, financial statement reclass, intermediate pool, debit allocation account]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Pools Series: Project Transfer & Multi-Jobs - Infographic	<p>Know the concepts of project transfer and multi-jobs in Costpoint Pools. This printable guide covers account mapping, mapping constraints, project to project multi-job allocation, and the three basic allocation methods. It is part of the Costpoint Pools Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, pools functionality, owning, performing, fixed, cost and hours incurred, percentage method]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Time and Expense 10 Series: Desktop User Training - Self-Paced Learning	<p>This 2-hour course is for Time &amp; Expense 10 users who access it from a desktop computer. It includes infographics on basic T&amp;E 10 processes such as navigating the interface, querying records, adding a new line, accessing tabs and subtasks, and switching between table view and form view. There are also how-to videos on timesheet navigation and entry, timesheet approvals, timesheet corrections, leave requests, expense report creation, and other basic topics.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, timesheet navigation, additional timesheet functions, time and expense, te10, timesheet approval, leave request, correcting a processed timesheet, configuring end user timesheet application url shortcut, additional expense functions, expense report creation, claimed expense entry, how to attach receipts, administration and time tab]</p>	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense 10 Series: Expense Wizard - Video	<p>This video provides walkthrough and demonstrations for the Costpoint Time and Expense 10 - Expense Wizard features.</p> <p>[Keywords and Related Searches - recorded session, online video, expense wizard, menu tab, purpose, locations, default charges, expenses]</p>	CEO,Super User,Time and Expense End User
Costpoint Planning Series: Resource Planning - Clickguide	<p>This clickguide takes you through Budgeting by Resource Capabilities within Costpoint. This features how to add basic resource planning functionality such as the ability for a resource manager to create a team, assign an employee on multiple projects at a time, and to search for employees, resources, skills, credentials, etc. This clickguide is part of the Planning Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, resource planning, smb, smb customers, budget by resource, eac assignment, configuration settings, mam10, advanced search, home organization, general labor code]</p>	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations

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Costpoint Planning Series: Administration Reports - Infographic	<p>Know what Planning Administration Reports are available in Costpoint. This printable guide shows how a user with Administrator rights should navigate to the screens where these reports could be generated. It is part of the Costpoint Planning Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, planning reports, administrator reports, navigation path, user security log, user security review]</p>	Super User, Planning Specialist, Small Medium Business Maintenance
Costpoint Time and Expense Series: How the System Calculates Over-Ceilings - Infographic	<p>This focuses on how the system calculates the over-ceilings for Costpoint Time and Expense. It shows the two types of Per Diem Rates as well as the Ceiling Calculations. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, system calculations, over-ceilings, over ceilings, ceiling calculations, per diem rates, configuration option, lodging, meals, expense over ceiling, t&amp;e]</p>	Super User, Small Medium Business Maintenance, Small Medium Business Operations, Time and Expense End User, Time and Expense Manager
Costpoint Time and Expense Series: Manage Expense Authorization - Infographic	<p>This covers the Manage Expense Authorization screen for Costpoint Time and Expense. It provides the information and details for each part of the screen and functions of each tab. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, manage expense authorization, screen overview, header area tabs, claimed expense section]</p>	Super User, Small Medium Business Maintenance, Time and Expense Manager
Costpoint Time and Expense Series: Manage Expense Report - Infographic	<p>This focuses on the Manage Expense Report functionality in Costpoint Time and Expense. It provides the information and details for each part of the screen. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, screen overview, header area tabs, claimed expense section, subtasks, charge allocation subtasks]</p>	Super User, Small Medium Business Maintenance, Time and Expense Manager
Costpoint Time and Expense Series: Manage Timesheets - Infographic	<p>This focuses on the Manage Timesheet functionality in Costpoint Time and Expense. It provides the information and details for each part of the screen. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, screen overview, header area tabs, claimed expense section, timesheet lines table]</p>	CEO, Super User, Time and Expense End User, Time and Expense Manager
Costpoint Time and Expense Series: Query and Lookup - Infographic	<p>This provides the details and information on each of Query and Lookup function found in Costpoint. This also shows an image of how the domain looks for both Costpoint licensed and Time and Expense licensed only. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, query and lookup functions, query, lookup, queries, autocomplete functions]</p>	CEO, Super User, Time and Expense End User, Time and Expense Manager

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Costpoint Time and Expense Series: Setting up Printers - Infographic	This focuses on how to setup the printers for Costpoint. It provides the detailed information for each function. This is part of the Time and Expense Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, t&e, setting up printers, identification, delivery options, print options, queuing]	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Mobile Time - Approve and Reject Timesheets - Infographic	This shows how to Approve and Reject timesheets for the Resource Managers. This is part of the Time and Expense Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, t&e, tasks screen, mobile time, reject a timesheet, using search screen for backup]	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Mobile Time - Acquire and Setup the App - Infographic	This covers the steps on how to Install and Setup the Costpoint Mobile Time app. This is part of the Time and Expense Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, t&e, setup pin/passcode, logout, connect, terms and use of service, lookup charges, add charge]	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Mobile Time - Navigation and Enter Time - Infographic	This shows the Navigation features and the steps on how to enter time in the Costpoint Mobile Time app. This is part of the Time and Expense Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, t&e, mobile time, timesheet screen, enter time, quick entry, sign a timesheet]	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Tips and Tricks Series: Show/Hide Screen Controls - Infographic	This covers the steps and options for the Show/Hide Controls in Costpoint. It allows you to define the fields you wish to display on the screen. This is part of the Tips and Tricks Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, load defaults, data field, ui controls, application layout changes, manage project user flow]	Controller,Super User
Costpoint Tips and Tricks Series: My Menu - Infographic	This covers the steps and options for the My Menu features in Costpoint. This allows each user to establish a quick access list of the frequently used applications. This is part of the Tips and Tricks Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, browse applications, application list]	Controller,Super User
Costpoint Tips and Tricks Series: Shortcut Icons - Infographic	Mobile device apps provide quick access icons for the Costpoint application. This covers the steps on how to create a Windows OS Desktop shortcut icon to Costpoint. This is part of the Tips and Tricks Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, phone and tablet, laptop and desktop, new shortcut, create shortcut]	Controller,Super User

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Costpoint Tips and Tricks Series: Navigation - Infographic	<p>This features the Navigation options available in Costpoint. It shows how to Query, customize toolbar settings as well as the option to browse the applications. This is part of the Tips and Tricks Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, four modes of navigation, global menu, global toolbar, navigation toolbar, application toolbar, query, toolbar settings, browse applications]</p>	Controller, Super User
Costpoint Tips and Tricks Series: Data Entry - Infographic	<p>This shows different ways to customize tables by hiding/displaying columns of information that meet your needs. This is part of the Tips and Tricks Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, data entry, accounts payable voucher, hide/display columns, show/hide screen controls, arrange table columns]</p>	Controller, Super User
Costpoint Tips and Tricks Series: Copy to Excel - Infographic	<p>This features the function - Export to Excel in Costpoint. This shows you how to easily get form data into Excel where you can quickly sort and filter your information. This is part of the Tips and Tricks Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, copy to excel, export to excel, table view format, sort and filter]</p>	Controller, Super User
Costpoint Contract Management Series: Competitor Tracking feature in Contract Management - Infographic	<p>This focuses on the ability of Costpoint to identify the competitors and track them against an opportunity. It defines each Screen Updates, System and Application JAR Requirements as well as the Custom Programs affected. This is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, manage competitors, manage opportunities, manage contract management roles, configure contract management settings, manage contracts, fix and feature update, run deltek software manager]</p>	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Enterprise Reporting Administrator Series: User Account Setup/Verification - Quick Reference Guide	<p>In this quick reference guide, you will learn the steps on how to complete the setup for the CER Cloud Administrator and verify their assigned user groups, modules and applications. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, manage users, license types, ad manager application, assigned user groups, reports and analytics]</p>	Controller, Super User, Reporting Specialist
Costpoint Enterprise Reporting Administrator Series: Set Up Current Reporting Period - Quick Reference Guide	<p>In this quick reference guide, you will learn the steps on how to set up the current reporting period. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, manage current reporting period, reporting configuration, end date, fiscal year, update mode]</p>	Controller, Super User, Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Enterprise Reporting Administrator Series: Validation and Testing - Quick Reference Guide	<p>This quick reference guide covers the steps on how to validate and test user access to content and data in CER. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, ibm cognos analytics, user group rights report, team content, run report, role testing, validation]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting Administrator Series: Security Setup - Quick Reference Guide	<p>In this quick reference guide, you will learn the steps on how to set up security, allow users to have different features, views of information, and content. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, security planning template, capability security, model security, object security, enable model security, user maintenance (mau1), manage project user flow, map10, object security]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting Administrator Series: Move Custom Reports from Cognos 10 and Move Reports to Cognos 11 - Quick Reference Guide	<p>In this quick reference guide, you will learn the steps on how to move custom reports from Cognos 10 into Cognos 11 for Costpoint CER Cloud Administrators. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, report studio, cognos 10.x, report xml, report - running and validating, run with full interactivity]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting Administrator Series: Cloud Setup (Heavy Usage Customers) - Checklist	<p>This is a checklist reference for the Costpoint Enterprise Reporting - Cloud Setup. It provides the steps when upgrading to Costpoint Enterprise Reporting 7.2.x in the Cloud. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, cer, dashboard interaction training, dashboard authoring training, key users, admin, cer cloud administrator, heavy usage customers]</p>	Super User,Reporting Specialist
Costpoint Enterprise Reporting 7.2: Managing Company Content - Clickguide	<p>In this clickguide, you learn how to leverage the CER Consumer group in CER. This group has access only to the Company content folder and not to Team content folders. In addition, this group only has the ability to view reports and dashboards. This clickguide is part of the Costpoint Enterprise Reporting 7.2 Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, cer, leveraging the cer consumer group in company content, reports and analytics, revenue summary report, accounts receivable]</p>	Controller,Super User,Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Enterprise Reporting Administrator Series: Cloud Setup (Light Usage Customers) - Checklist	<p>This is a checklist reference for the Costpoint Enterprise Reporting - Cloud Setup. It describes the steps for system setup and topics to learn about CER 7.2 Series. This is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, cer, key users, admin, cer cloud administrator, light usage customers]</p>	Controller,Super User,Reporting Specialist
Costpoint Extensibility Series: Level of Effort to Create an Extension - Infographic	<p>This identifies the level of effort required to create an extension. This is part of the Extensibility Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, send basic email, add field, new sub-screens, new apps, add basic validation, modify or create a basic action, add more robust validation, modify or create an action with more robust logic, modify standard or create new costpoint reports]</p>	Controller,Super User,System Administrator,Small Medium Business Maintenance
Costpoint Extensibility Series: Managing Extensibility - Infographic	<p>This provides details on managing user interface profiles, defines Extensibility functionality and considerations, and identifies the best practices in setting user interface profile priorities. This is part of the Extensibility Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference,manage user interface profiles, dbwizard, setting ui profile priorities]</p>	CEO,Controller,Super User,System Administrator,Small Medium Business Maintenance
Costpoint Extensibility Series: Personalization in Costpoint 7 - Infographic	<p>This infographic identifies the options and provides the steps in personalizing Costpoint 7.This is part of the Extensibility Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, manage users, ui profiles, personal screen configurations, enter profile]</p>	Controller,Super User,System Administrator,Small Medium Business Maintenance
Costpoint Accounts Receivable Series: From Start to Finish - Infographic	<p>This presents an overview of Costpoint's Accounts Receivable module. It defines the information required or displayed in the subtasks under Manage Customer and Manage Accounts Receivable History, and also covers the steps in recording and clearing unknown invoices. This is part of the Accounts Receivable Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, customer subtask, recording an unknown invoice, history subtask]</p>	Accounts Receivable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 1 - Infographic	<p>This is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics. This focuses on advanced topics such as creating cover pages and creating calculated fields.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, cer, adding a new page to your report, calculated fields, calculation data]</p>	CEO,Controller,Super User,Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Administrator Series: Workspace Customization - Infographic</p>	<p>This introduces the Basic Screens. It is a new defined UI Profile function available in Costpoint. This provides the paths to access and sample screens wherein this feature is used. This is part of the Administrator Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, user profile, manage users, manage user interface profiles, manage project user flow]</p>	<p>Super User,Small Medium Business Operations</p>
<p>Costpoint: Glossary of Acronyms - Quick Reference Guide</p>	<p>This quick reference guide includes an alphabetical listing of acronyms that commonly appear within Costpoint. Some of this terminology is also external to Costpoint but is commonly utilized by the standard Government contractor.</p> <p>[Keywords and Related Searches - qrg, print out, cheat sheet, quick reference, terminologies]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Accounting Series: Entering Vendor Labor on Purchase Order - Infographic</p>	<p>This focuses on the process of Vendor Labor Vouchers within the Purchase Order and provides the steps on how to enter it to the system. This is part of the Accounting Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, voucher line, glc, plc, vendor labor, effective billing date, labor details, timesheet hours]</p>	<p>Accounts Payable,Controller,Super User,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Shop Floor Time 2.0 Series: How to View Open Jobs from the Web Time Clock - Infographic	This shows how to view Open Jobs via the Web Time Clock in Deltek Shop Floor Time. It includes steps and each fields and buttons descriptions. This is part of the Shop Floor Time 2.0 Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, sft2, sft, open labor, terminal menu, open jobs]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Shop Floor Time 2.0 Series: Requesting Time Off via the Web Time Clock - Infographic	This shows how to request Time Off via Web Time Clock in Deltek Shop Floor Time. It includes steps and each fields and buttons' descriptions. This is part of the Shop Floor Time 2.0 Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, sft2, sft, time off request view, terminal menu, start timestamp]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Shop Floor Time 2.0 Series: How to view Balances from the Web Time Clock - Infographic	This shows how to view balances via Web Time Clock in Deltek Shop Floor Time. It includes steps and each fields and buttons' descriptions. This is part of the Shop Floor Time 2.0 Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, sft2, sft, accruals view, available time off balances, scheduled time off balances, earned time off balances, remaining time off balances]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Navigation Part 1 - Virtual Live Class</p>	<p>In this 2-hour course, you will learn how to navigate on the system specifically the login protocol, do lookups and queries, and basic table manipulations. It will also tackle the role of the fiscal year in a Costpoint transaction. This course is part of the Fundamentals Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Explain the capabilities and components of Costpoint 7 and how it interacts with other Deltek products.</li> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Login protocol and the types of security within Costpoint.</li> <li>• Different ways on how to do lookups and data retrieval.</li> <li>• Steps on how to manipulate the table interface of Costpoint.</li> <li>• Role of Fiscal Period in a Costpoint transaction.</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 2 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Computer &amp; Software App                      CPE Credit/s: 2.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Action Required: There is a hands-on training for this course that requires participants to login to the Deltek Learning Lab training environment. We recommend testing your access to the Learning Lab as soon as you receive your log-in credentials, typically 48 hours before the session. If you encounter any issues please email Deltek University at <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a></p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Navigation Part 2 - Virtual Live Class</p>	<p>In this 2-hour course, you will learn the purposes of the screen parameters, steps how to create, modify, and delete records, modifying and deleting table line entries, finding and replacing table line values, and printing reports. It will also explain the posting process and how to gracefully exit the system. This course is part of the Fundamentals Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Purpose of screen parameters</li> <li>• Steps for creating, modifying, and deleting records</li> <li>• Steps for selecting, repeating, and deleting table line entries</li> <li>• Steps for finding and replacing table values</li> <li>• Steps for printing reports</li> <li>• Steps for posting transactions</li> <li>• Correct way of exiting the system</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 2 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Computer &amp; Software App                      CPE Credit/s: 2.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Action Required: There is a hands-on training for this course that requires participants to login to the Deltek Learning Lab training environment. We recommend testing your access to the Learning Lab as soon as you</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Projects Series: Project Setup Part 1 - Virtual Live Class</p>	<p>This 1.5-hour course focuses on the key considerations when designing project structures and defines the steps in setting up projects. This course is part of the Projects Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify key considerations when setting up the project's Work Breakdown Structure.</li> <li>- Explain the key steps in setting up a project.</li> <li>- Describe the use of subtasks associated with the project setup.</li> </ul> <p>Level: Entry            Training Hours: 1.5 hours            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Management Services            CPE Credit/s: 1.5            Prerequisites: None            Advance            Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, work breakdown structure, rollups and summarization, detail transactions, hierarchical project structure, structure design considerations, configure project settings]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Projects Series: Project Setup Part 2 - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the project transaction validation mechanisms, and also define the steps when creating new projects by replicating existing ones. This course is part of the Projects Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Describe the primary project transaction validation mechanisms.</li> <li>- Create a new project by replicating an existing project and all of its associated setup screens</li> </ul> <p>Level: Entry            Training Hours: 1 hour            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Management Services            CPE Credit/s: 1.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, project account group, creating projects from templates, vertical project replication, horizontal replication, project account abbreviation, project account wildcard, project organization wildcard]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Projects Series: Revenue and Ceilings - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the concepts of revenue recognition by Owning versus Performing Organization. It also includes the basic groups of revenue calculations, how to setup revenue in Revenue Info subtask and setting up ceilings and overrides. This course is part of the Projects Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Describe the concept of revenue recognition by Owning versus Performing Organization.</li> <li>- Describe the basic groups of revenue calculations.</li> <li>- Setup revenue in Revenue Info subtask.</li> <li>- Setup ceilings and overrides.</li> </ul> <p>Level: Entry            Vendor: VLT, Deltek University            Training Hours: 1 hour            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Management Services            CPE Credits: 1.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, global revenue formula suppression, total ceilings, direct cost ceilings, direct-hours ceiling, employee-hours ceiling, vendor-hours ceiling, ultimate override, cost fee override, barn codes, award fees]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Projects Series: Time and Materials - Virtual Live Class</p>	<p>This 1.5-hour course will focus on how Time and Material projects are created in Costpoint, the difference between a General Labor Category and a Project Labor Category, and the role of the Rate Sequence table in the revenue and billing process for loaded labor projects. This course is part of the Projects Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Describe and create Time and Material projects.</li> <li>- Identify the difference between a General Labor Category and a Project Labor Category.</li> <li>- Identify the role of the Rate Sequence Table in the revenue and billing process for loaded labor projects.</li> </ul> <p>Level: Entry            Vendor: VLT, Deltek University            Training Hours: 1.5 hours            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Management Services            CPE Credits: 1.5            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, loaded labor categories, link glc to project plc, billing rates, vendor workforce, rate sequence table, loaded labor calculation]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Billing Series: Overview - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the capabilities and components of Costpoint and how it interacts with other Deltek products, identify the purpose of the Project Billing Info screen, role of Open Billing Detail and Billing Edit Detail tables, and what are the key sources of billing transactions. It also includes details on data repositories for billed transactions key initialization screens and the role of Open Billing Detail in the billing process. This course is part of the Billing Series.</p> <p>This course is part of Deltek University's Costpoint Billing Series. It focuses on the key initialization screens required for billing processing.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Capabilities and components of Costpoint and how it interacts with other Deltek products</li> <li>• Purpose of the Project Billing Info screen</li> <li>• Role of Open Billing Detail and Billing Edit Detail tables</li> <li>• Key sources of billing transactions</li> <li>• Data repositories for billed transactions</li> <li>• Key initialization screens required for use of the Billing Module</li> <li>• Role of Open Billing Detail in the billing process</li> </ul> </li> <li>- Demonstrate the following:                             <ul style="list-style-type: none"> <li>• Steps to create a new customer</li> <li>• Procedure for making adjustments to records in Open Billing Detail</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hour                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of</p>	<p>Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Billing Series: Billing Formats - Virtual Live Class</p>	<p>In this 1.5-hour course, you will learn the procedures for setting up the Project Billing Info screen, how to format the options in the formatting screen, what are the causes of the OTHER line in an invoice, how to setup screens that capture historical billing information and its importance during system initialization, and the difference between Open Billing Details and Closed Billing Detail. This course is part of the Billing Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Procedure for setting up the Project Billing Info screen</li> <li>• Formatting options available in the formatting screen</li> <li>• What causes the OTHER line in an invoice Set up screens that capture historical billing information and why they are important during system initialization</li> <li>• Difference between Open Billing Detail and Closed Billing Detail</li> </ul> </li> <li>- Demonstrate the steps to:                             <ul style="list-style-type: none"> <li>• Create a generic billing format</li> <li>• Review and correct formatting errors</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course</p>	<p>Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Billing Series: Workshop (DLL) - Virtual Live Class	<p>This 3-hour course is part of the Billing Series. It covers the activities taught in the following courses: Costpoint Fundamentals Series: Navigation Part 1 Costpoint Fundamentals Series: Navigation Part 2 Costpoint Billing Series: Overview Costpoint Billing Series: Billing Procedures (Part 1) Costpoint Billing Series: Billing Procedures (Part2) Costpoint Billing Series: Billing Formats.</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, generic billing format setup, cost plus contract billing, other direct cost, percent of total billed, print standard bills, milestone billing, fixed price, time and materials, mass add project data, project revenue standard]</p>	Billing Specialist,Super User,Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Payroll Setup - Virtual Live Class</p>	<p>In this 2-hour course, you will learn the primary control screens that must be configured to initialize the Costpoint Payroll module, and how to navigate and configure screens relevant to initialization under the following application groups: Payroll Controls, Employee Controls, and Federal/State/Local Taxes. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the primary control screens that must be configured to initialize the Costpoint Payroll module</li> <li>- Navigate to and configure screens relevant to initialization under the following application groups: <ul style="list-style-type: none"> <li>• Payroll Controls</li> <li>• Employee Controls</li> <li>• Federal/State/Local Taxes</li> </ul> </li> </ul> <p>Level: Entry  Training Hours: 2 hours  NASBA Delivery Method: Group Internet Based  NASBA Field of Study: Business Mgmt &amp; Org  CPE Credit/s: 2.0  Prerequisites: None  Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, configure payroll settings, manage pay periods, configure paycheck settings, configure direct deposit settings, manage deductions, costpoint module</p>	<p>Controller, Super User, Payroll Specialist, Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: New Employee Setup - Virtual Live Class</p>	<p>In this 2-hour course, you will learn the employee life cycle in Costpoint from recruitment to termination. This covers the process for the following: setup of basic information, salary information, and payroll details for a new employee, employee information update, and termination. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Describe the employee life cycle in Costpoint from recruitment to termination</li> <li>- Perform the following processes:</li> <li>- Setup of basic information, salary information, and payroll details for a new employee</li> <li>- Employee information update</li> <li>- Employee termination</li> </ul> <p>Level: Entry            Training Hours: 2 hours            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Business Mgmt &amp; Org            CPE Credit/s: 2.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, employee information setup, salary information setup, payroll information setup, new employee setup, employee termination, timesheet defaults, manage employee information, affirmative action data, compensation data, employee hr</p>	<p>Controller,Super User,Payroll Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Garnishments - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the different types of potential garnishment, and how to navigate the following applications: Manage Deductions, Manage Garnishment Recipients, Manage Federal Tax Levy Exemptions, Manage Minimum Wage, Manage State Support Order Rules, and Manage Employee Garnishments. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the types of potential garnishment</li> <li>- Navigate to and configure the following garnishment applications:                             <ul style="list-style-type: none"> <li>• Manage Garnishment Recipients</li> <li>• Manage Federal Tax Levy Exemptions</li> <li>• Manage Minimum Wage</li> <li>• Manage State Support Order Rules</li> <li>• Manage Employee Garnishments</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hour                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p>	<p>Controller,Super User,Payroll Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Multi-State Taxes - Virtual Live Class</p>	<p>This 1-hour course focuses on the tax calculation processes for employees who work in more than one state during a pay cycle. It is intended for users who process employee withholding taxes for their organizations. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate understanding of how Costpoint calculates multi-state taxes</li> <li>- Differentiate between residents and non-residents of a company's withholding state relative to tax calculation</li> <li>- Perform the following processes:                             <ul style="list-style-type: none"> <li>• Set up employees for multi-state withholding taxes</li> <li>• Calculate taxes of employees working in more than one state during a pay cycle</li> <li>• Check for reciprocal agreements between states using the Compute Payroll application</li> <li>• Show employees the breakdown of taxes for each state</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hour                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p>	<p>Controller, Super User, Payroll Specialist, Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Compute Payroll - Virtual Live Class</p>	<p>This 2-hour course focuses on the payroll computation process from timesheet to paycheck. It is intended for users who manage the payroll for their organization. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Describe the payroll computation process from timesheet to paycheck</li> <li>- Navigate to and configure the following payroll processing applications:                             <ul style="list-style-type: none"> <li>• Update Excess Life Deductions</li> <li>• Activate Pending Employee Bank Info</li> <li>• Compute Payroll</li> <li>• Manage Payroll Records</li> <li>• Print Payroll Edit Report</li> <li>• Create ACH Bank File</li> <li>• Print ACH File Report</li> <li>• Print Payment Advices</li> <li>• Print Paychecks</li> <li>• Recall where to find resources for Year-End Processing</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 2 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 2.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:Deltek_University@Deltek.com">Deltek_University@Deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p>	<p>Controller, Super User, Payroll Specialist, Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Reports and Inquiries - Virtual Live Class</p>	<p>This 1-hour course focuses on the standard inquiries and reports for reviewing labor-based data. It is intended for users who generate labor-related reports for their organizations. This course is part of the Payroll Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Perform standard inquiries for reviewing labor-based data</li> <li>- Create and print standard labor reports:                             <ul style="list-style-type: none"> <li>• Employee Earnings Report</li> <li>• Quarterly Federal Payroll Tax Report</li> <li>• Social Security and Medicare -Reconciliation Report</li> <li>• Quarterly State Unemployment Report</li> <li>• State Withholding Report</li> <li>• Local Withholding Report</li> <li>• Workers' Compensation Accrual Report</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hour                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p>	<p>Controller,Super User,Payroll Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Payroll Series: Workshop (DLL) - Virtual Live Class	<p>This 3-hour course is part of the Payroll Series. It covers the activities taught in the following courses:                      Costpoint Fundamentals Series: Navigation Part 1                      Costpoint Fundamentals Series: Navigation Part 2                      Costpoint Payroll Series: Setup                      Costpoint Payroll Series: Employee                      Costpoint Payroll Series: Garnishments                      Costpoint Payroll Series: Multi-State Taxes                      Costpoint Payroll Series: Compute Payroll                      Costpoint Payroll Series: Reports and Inquiries.</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, activate pending bank info, create ach bank files, print payment advices, post payroll journal, close pay period, create ap voucher, salary details, employee deductions]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Labor Series: Labor Controls - Virtual Live Class	<p>In this 2-hour course, you will learn how to navigate to the primary control screens relevant to the initialization of the Costpoint Labor module, and how to configure the Employee and Labor Attributes relevant to the module. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - instructor led class, training, setting up the employee attributes, manage timesheet periods, manage work schedules, manage general labor categories, manage workers' compensation codes, setting up the labor costing attributes, manage pay types, manage allowances, configure wage determination controls, configure overtime controls]</p>	Controller,Super User,Labor Specialist
Costpoint Labor Series: Employee Setup - Virtual Live Class	<p>This 2-hour course focuses on the process of setting up an employee in the Costpoint Labor module. It is intended for users who maintain their organization's employee database. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - instructor led class, training, employee information setup, salary setup, leave and allowances setup, hr data, address defaults, leave beginning balances]</p>	Controller,Super User,Labor Specialist,Small Medium Business Maintenance
Costpoint Labor Series: Timesheets - Virtual Live Class	<p>This 2-hour course focuses on the Costpoint Labor Timesheet. It is intended for users who manage their organization's labor and timesheet processes. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - instructor led class, training, labor process flow, manage timesheets, types of timesheet, manage timesheet defaults, timesheet entry, labor proration]</p>	Controller,Super User,Labor Specialist,Small Medium Business Operations



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Labor Series: Labor Posting and Reporting - Virtual Live Class</p>	<p>This 2-hour course focuses on the processes of posting and correcting timesheets, creating special timesheets, and querying and generating labor data and reports. It is intended for users who perform these process for their organization. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - instructor led class, training, posting timesheets, correcting timesheets, creating auto-pay timesheets, creating reversing timesheets, reports and inquiries]</p>	<p>Controller,Super User,Labor Specialist,Small Medium Business Operations</p>
<p>Costpoint Labor Series: Labor/Leave Workshop (DLL) - Virtual Live Class</p>	<p>This 3-hour course is part of the Labor Series. It covers the activities taught in the following courses: Costpoint Fundamentals Series: Navigation Part 1 Costpoint Fundamentals Series: Navigation Part 2 Costpoint Labor Series: Labor Controls Costpoint Labor Series: Employee Setup Costpoint Labor Series: Timesheets Costpoint Labor Series: Labor Posting &amp; Reporting Costpoint Leave Series: Leave Setup Costpoint Leave Series: Leave Processing</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, labor controls - employee attributes, manage allowances, pay types, configure wage determination controls, overtime premium recasting, set up employees, recast overtime premium, correcting timesheets, leave beginning balances]</p>	<p>Controller,Super User,Labor Specialist,Leave Specialist</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint GL Month End Series: Part 1 - Month End Overview and Recording Journal Entries - Virtual Live Class</p>	<p>This 3-hour course explains the 5Rs of closing the month end, the duality and the key tables of both the General Ledger and Project Ledger, and period control. This course focuses on recording entries into the General Ledger including adjusting, recurring, and reversing journal entries. This is part one of three courses for Costpoint GL Month End Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Explain the capabilities and components of Costpoint 7 and how it interacts with other Deltek products.</li> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Login protocol and the types of security within Costpoint.</li> <li>• Different ways on how to do lookups and data retrieval.</li> <li>• Steps on how to manipulate the table interface of Costpoint.</li> <li>• Role of Fiscal Period in a Costpoint transaction.</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 3 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Accounting (Govmnt)                      CPE Credits: 3.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, system duality, recording entries - period</p>	<p>Controller, Super User, General Ledger Specialist, Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint GL Month End Series: Part 2 - Rate Computation and Recognizing Revenue - Virtual Live Class</p>	<p>This 2-hour course explains the burdening process, computing burden, and revenue recognition. This course focuses on rate application, pool processing and revenue computation. This is part two of three courses for Costpoint GL Month End Series.</p> <p>This course is part of Deltek University's Costpoint GL Month End Series. This is part two of three courses for Costpoint GL Month End. This course explains the burdening process, computing burden, and revenue recognition. This course focuses on rate application, pool processing and revenue computation.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the role of the Compute Burden process in the creation of the Project Ledger.</li> <li>- Identify the two distinct activities associated with the Compute Burden process.</li> <li>- Identify the two core tables making up the Project Ledger.</li> <li>- Identify the key processes that are an integral part of the revenue computation process.</li> <li>- Identify the set up considerations associated with revenue.</li> <li>- Identify the order of activities related to the computation and review of revenue.</li> </ul> <p>Level: Entry            Training Hours: 2 hours            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Accounting (Govmnt)            CPE Credits: 2.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course</p>	<p>Controller, Super User, General Ledger Specialist, Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint GL Month End Series: Part 3 - Reconciliation and Financial Reporting - Virtual Live Class</p>	<p>This 3-hour course demonstrates the reconciling factors and techniques for completing the month end process. This course demonstrates how to setup, review, and print financial reports and statements. This is part three of three courses for Costpoint GL Month End Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the reports that can be utilized to reconcile the subsidiaries to the General Ledger control accounts</li> <li>- Describe the key process and report that are fundamental to generating the Unbilled Receivable Analysis.</li> <li>- Define the role of the General Ledger Posting Summary reconciliation to the Financial Statement Summary table.</li> <li>- Define the role of Reference Summary and Labor History reconciliation to the General Ledger Posting Summary.</li> <li>- Describe the procedure to create and modify a financial statement.</li> <li>- Identify the standard reports available from Costpoint.</li> </ul> <p>Level: Entry            Training Hours: 3 hours            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Accounting (Govmnt)            CPE Credits: 3.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p>	<p>Controller, Super User, General Ledger Specialist, Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Accounts Payable Series: Overview and Controls - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the how to set up of the Accounts Payable Voucher, and Vendor Control applications, identify the primary process flow associated with an Accounts Payable transaction and identify the purpose of establishing a default Accounts Payable and Cash Account. This course is part of the Accounts Payable Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Explain the setup of the Accounts Payable, Voucher, and Vendor Control applications.</li> <li>- Identify the primary process flow associated with an Accounts Payable transaction.</li> <li>- Identify the purpose of establishing a default Accounts Payable and Cash account.</li> </ul> <p>Level: Entry            Training Hours: 1 hour            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Computer Software &amp; App            CPE Credit/s: 1.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, accounts payable overview, accounts payable controls, accounts payable voucher controls, vendor controls]</p>	<p>Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Accounts Payable Series: Vendor Setup - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the procedures of various vendor types including commercial, subcontractor, and employee vendors, procedures for deactivating a vendor and for setting up Electronic Funds Transfer of vendors. This course is part of the Accounts Payable Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the procedure for the setup of various vendor types including commercial, subcontractor, and employee vendors.</li> <li>- Identify the procedure for deactivating a vendor.</li> <li>- Identify the procedure for setting up Electronic Funds Transfer of vendors.</li> </ul> <p>Level: Entry            Training Hours: 1 hour            NASBA Delivery Method: Group Internet Based            NASBA Field of Study: Accounting (Govmnt)            CPE Credit/s: 1.0            Prerequisites: None            Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, standard vendors, company employees, contractor vendors, vendor employees, payroll vendors, vendor approval setup, configure vendor approver settings]</p>	<p>Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Accounts Payable Series: Vouchers - Virtual Live Class</p>	<p>In this 1-hour course, you will learn the procedures for entering an Accounts Payable Voucher, and how to view and run its inquiries and reports. This course is part of the Accounts Payable Series.</p> <p>[Keywords and Related Searches - instructor led class, training, voucher entry, voucher correction, payable vouchers, te expenses, voucher line tax details, recalculate voucher lines</p>	<p>Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>
<p>Costpoint Accounts Payable Series: Payments - Virtual Live Class</p>	<p>In this 2-hour course, you will learn the methods for selecting vouchers for payment, define the set up options for printing checks using a preprinted form or a blank laser, and identify the steps to void and re-issue a check. This course is part of the Accounts Payable Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Define the methods for selecting vouchers for payment.</li> <li>- Define the set up options for printing checks using a preprinted form or a blank laser.</li> <li>- Identify the steps to void and re-issue a check.</li> </ul> <p>Level: Entry                      Training Hours: 2 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Accounting (Govmnt)                      CPE Credit/s: 2.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p> <p>[Keywords and Related Searches - instructor led class, training, accounts payable payments, voucher selection, pay when paid, vendor payments, eft, void checks]</p>	<p>Accounts Payable,Controller,Super User,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Accounts Payable Series: Workshop (DLL) - Virtual Live Class	<p>This 3-hour course is part of the Accounts Payable Series. It covers the subject matter taught in the following courses: Costpoint Fundamentals Series: Navigation Part 1 Costpoint Fundamentals Series: Navigation Part 2 Costpoint Accounts Payable Series - Overview &amp; Controls Costpoint Accounts Payable Series - Vendor Setup Costpoint Accounts Payable Series - Accounts Payable Vouchers Costpoint Accounts Payable Series - Accounts Payable Payments.</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, create a vendor, create and employee vendor, vendor eft setup, create ap vouchers, enter contractor voucher, create a zero amount correction voucher, voucher selection, payment by eft, manual check method]</p>	Accounts Payable,Controller,Super User,Small Medium Business Operations
Costpoint SaaS Customer Administrator - Virtual Live Class	<p>This 2-hour course covers the activation of a SaaS Customer Administrator account, setup of cloud portal users, system maintenance and outage monitoring, use of the Customer Support Center, and the submission of support cases and service requests. This course is part of the SaaS Series.</p> <p>[Keywords and Related Searches - instructor led class, training, use the customer support center, knowledge base articles, submit a support case, enter a request service, account charges, license updates, product feedback]</p>	Controller,Super User
Costpoint Materials Management Series: Bills of Material - Virtual Live Class	<p>This 2-hour course covers the work centers, document management processes, setup and maintenance of controls, various Bills of Material reports, and the manufacture and engineering of Bills of Material. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, bills of material, labor location, general labor category, manage document maintenance groups, manage document media, manage manufacturing bills of material]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Inventory - Virtual Live Class	<p>This 2-hour course focuses on the Inventory module, its controls, and the various types of inventory transactions that can be performed within the Costpoint Materials Inventory Module. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, inventory settings, abc classification by warehouse, costing method, report elements of material cost, roll-up po charges in material cost, update units usage history, configure serial lot settings]</p>	Super User,Materials Specialist,Small Medium Business Maintenance



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Materials Management Series: Sales Order Entry - Virtual Live Class	<p>This 1.5-hour course focuses on the Sales Order module, its controls, order entry and invoicing, and issuing and shipping transactions that can be performed within the Costpoint Materials Sales Order Module. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, configure sales order entry settings, overall system numbering, sales order numbering, price catalog and project, prorating recurring invoices, manage sales order project defaults, serial/lot user-defined labels]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Engineering Change Notices (ECN) - Virtual Live Class	<p>This 1.5-hour course focuses on the Engineering Change Notices and how to identify and process modifications to design and processing information. It also provides examples for how to use ECN to add new parts, add a revision, replace a BOM and add a routing step, and how to obsolete a part. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, mbom and ebom components, manage engineering change notices, assemblies using an ecn]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Product Definition - Virtual Live Class	<p>This 1-hour course focuses on the item master setup of parts, goods, and services. You will learn how to set up vendors and apply preferred vendor status to the item master. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, configure product definition settings, company cage id, default order policy, part quality requirements, default part level vendor restriction, commodity codes]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Purchase Requisition - Virtual Live Class	<p>In this 2-hour course, you will learn how to enter Purchase Requisition items and prepare the requisition to be generated into the Purchase Order. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, purchasing workflow, purchase requisition controls, entering purchase requisitions, entering vendor quotes]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Purchase Orders - Virtual Live Class	<p>This 2-hour course focuses on entering a Purchase Order and a Blanket Purchase Order, releasing a Blanket Purchase Order, and making changes to Purchase Orders. You will learn how to print and post Purchase, Blanket, and Purchase Order Change Orders. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - instructor led class, training, setup purchase order controls, entering purchase orders, entering blanket purchase orders, process purchase order vouchers]</p>	Super User,Materials Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Materials Management Series: Procurement Workshop (DLL) - Virtual Live Class	<p>This 3-hour course is part of the Materials Management Series. This will have you create items in the Item Master, Purchase Requisitions, Purchase Orders, and Blanket Purchase Orders. You learn how to print and post Purchase Requisitions, Purchase Orders, and Blanket Orders. You will learn how to release items on a Blanket Purchase Order and process Purchase Order Change Orders.</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, create new good part and service, setup a new vendor, enter a purchase requisition, apply po information to purchase requisition, procurement activities]</p>	Super User,Materials Specialist
Costpoint Fixed Assets Series Part 1: Fixed Asset Controls - Virtual Live Class	<p>In this 1-hour course, you will learn about configuring the setup screens for fixed asset. Included you will learn about setting up property types, classifications codes, and various depreciation methods. This is part one of the Fixed Assets four-part series.</p> <p>[Keywords and Related Searches - instructor led class, training, general ledger, supplemental books, master record, g/l account org, accumulated depreciation, code assignment, high level categorization, configure posting settings]</p>	Controller,Super User,Fixed Asset Specialist
Costpoint Fixed Assets Series Part 2: Fixed Asset Management - Virtual Live Class	<p>In this 3-hour course, you will learn how to enter a fixed asset record and how to autocreate a fixed asset from an accounts payable/purchase order voucher. You will learn how to make changes to existing assets, and how to properly dispose of an asset. Included you will understand how to create leasehold improvements. This is part two of the Fixed Assets four-part series.</p> <p>[Keywords and Related Searches - instructor led class, training, fixed assets master record, enter asset manually, asset autocreation, changing an asset record, disposals, leasehold improvements]</p>	Controller,Super User,Fixed Asset Specialist
Costpoint Fixed Assets Series Part 3: Fixed Asset Depreciation and Reports - Virtual Live Class	<p>In this 1-hour course, you will learn how to compute depreciation, close the fixed asset accounting period, reconcile the fixed assets to the general ledger, and utilize the various reports. This is part three of the Fixed Assets four-part series.</p> <p>[Keywords and Related Searches - instructor led class, training, monthly depreciation processing, projected depreciation, non-depreciable records, reports, print current period, manage asset master information]</p>	Controller,Super User,Fixed Asset Specialist
Costpoint Fixed Assets Series: Fixed Assets Workshop (DLL) - Virtual Live Class	<p>This 3-hour course is part four of the Fixed Assets Series. You complete the hands-on activities that encompass all of the topics covered in the Fixed Assets Series. It is recommended that before you attend the workshop you have completed the Costpoint Fundamentals Series and all of the courses in the Costpoint Fixed Asset Series.</p> <p>[Keywords and Related Searches - instructor led class, training, workshop guide, configure autocreation settings, master record, asset autocreation, purchasing orders, monthly processing, manage disposal transactions]</p>	Controller,Super User,Fixed Asset Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Touchpoints Process Flow Charts - Virtual Live Class</p>	<p>In this 2-hour course, it will focus on the complex interactions between the operating domains and modules within Costpoint. It also provides details on how to make use of the process flow diagrams to graphically depict the exchange of data and the dependencies that exist between applications, modules, and products. This course is part of the Fundamentals Series.</p> <p>[Keywords and Related Searches - instructor led class, training, flow charts, two primary ledgers, database tables, query studio, process flow essentials, billing process concepts, project status report, revenue summary]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Human Resources Series: Compensation - Virtual Live Class</p>	<p>In this 2-hour course, you will learn all the Employee areas that are affected by Human Resources such as controls, information, salary, and termination. This also includes the process on how to manage a compensation plan, configure the compensation settings, and manage the job titles and descriptions. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - instructor led class, training, employee life cycle, manage employee class codes, manage life event, manage locator, manage race/ethnicity]</p>	<p>HR Specialist,Super User,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Human Resources Series: Personnel - Virtual Live Class	<p>This 2-hour course focuses on different Personnel areas to include, Controls, Education, Skills and Training, and Personnel Actions. It explains how to first setup data such as awards and drug testing results information and then link them to employees. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - instructor led class, training, set up personnel actions, manage employee hr information, configure personnel settings, manage award, manage drug test, manage 1-9, manage managers/hr reps by hr organization, manage medical surveillance codes]</p>	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Human Resources Series: Deferred Compensation and Benefits - Virtual Live Class	<p>This 2-hour course focuses on the setup and configuring of benefits to include benefit providers, coverage options and various necessary tables for coverage and premium rates by age and salary. It delves into assigning employee benefit elections, dependent and beneficiaries. The course will also include employee and dependent FSA and Medical information. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - instructor led class, training, configure benefit controls, manage benefit packages, manage employee benefit information, manage employee fsa/hsa information]</p>	HR Specialist,Super User,Small Medium Business Maintenance
Costpoint Pools Series: Processing, Replication, & Specialized Pools - Virtual Live Class	<p>This 2-hour course focuses on the correct steps for pool processing, discusses special set up and processing for reclass and intermediate pools, how to replicate pools and how to change the pool base mid-year. This course is part of the Pools Series.</p> <p>[Keywords and Related Searches - instructor led class, training, create pool links, build rate application table, compute and print pool rates, print statement of indirect expenses, print allocation journal edit report, reconciliation, post pool journal]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Pools Series: Project Transfer & Multi-Jobs - Virtual Live Class	<p>This 1.5-hour course focuses on identifying the set up procedures for using project transfer and discusses the unique constraints of this feature. This also includes definitions of the uses for the multi-job allocation and discusses its allocation base methodologies and procedures for processing. This course is part of the Pools Series.</p> <p>[Keywords and Related Searches - instructor led class, training, project transfer, special allocation mechanism, mapping constraints, account mapping, project transfer process, check open billing detail flag, open billing detail, post transfer view]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Accounting Series: Advanced Salary Cap Feature (DLL) - Virtual Live Class	<p>This 3-hour course will guide you in understanding the purpose of the Salary Cap feature and how to best use it in your daily work. You will learn to set up the critical areas of a project so that an appropriate salary cap can be applied. This will also show you how Costpoint applies the salary cap and automatically reclassifies the labor amount that is over the cap to an unallowable account. Another feature we will discuss is the ability to support 6 Day Pay. This learning experience is made complete with hands-on activities to help reinforce these discussions. This course is part of the Accounting Series.</p> <p>[Keywords and Related Searches - instructor led class, training, manage project account groups, salary cap account mapping, salary cap codes, manage timesheets, apply timesheet adjustments in batch mode, manage project user flow]</p>	Controller,Super User
Costpoint Advanced Features Series: Preprocessors: Importing Data to CP (DLL) - Virtual Live Class	<p>This 3-hour course will provide information on how preprocessors' importing data to Costpoint. This will cover the steps and process to the following: File Upload Process, Projects, AP Vouchers, and Journal Entries import. This course also has guided activities for doing uploads and correcting errors. This course is part of the Advanced Features Series.</p> <p>[Keywords and Related Searches - instructor led class, training, alternative to manual data entry, preprocessor/import interface overview, cash receipts, employee data, quicker data entry, reference files, file upload process, import project master data]</p>	Accounts Payable,Super User,General Ledger Specialist,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Receivable Series: From Start to Finish - Virtual Live Class	<p>This 2-hour course focuses on configuring and setting up of the accounts receivable control screens, entering customers, and the setup and computing of finance charges on invoices. It delves into how to enter and post cash receipts, including Unknown cash receipts, and the various accounts receivable reports. This course is part of the Accounts Receivable Series.</p> <p>[Keywords and Related Searches - instructor led class, training, set up customer terms, configure accounts receivable settings, finance charges information, fee percent to charge account, monthly rate, annual rate, transfer accounts, customer terms, credit limits, sales order tab]</p>	Accounts Receivable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Basic Topics Part 1 (DLL) - Virtual Live Class	<p>This 2-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on navigating the user interface, creating a List report, and working with the on-demand toolbar. This course is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics Series.</p> <p>[Keywords and Related Searches - instructor led class, training, navigating the user interface, creating a list report, working with the on-demand toolbar, save and run reports, running reports in team content, creating new content]</p>	Controller,Super User,Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Basic Topics Part 2 (DLL) - Virtual Live Class	<p>This 2-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on creating a Crosstab report as well as discusses working with the on-demand toolbar, formatting reports and utilizing filters to focus the data in reports. This course is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics Series.</p> <p>[Keywords and Related Searches - instructor led class, training, creating a crosstab report, formatting reports, working with filters, adding page headers and page footers, list headers and list footers, creating sections]</p>	Controller,Super User,Reporting Specialist
Costpoint Billing Series: Progress Payments - Self-Paced Learning	<p>This 1.5-hour course focuses on Progress Payment Billing and Delivery Invoices functionality in Costpoint. It covers how to set up and execute the 1443 billing and then how to print and post the bill. The SPL contains infographics, videos and a clickguide for the topics: Introduction, Setup, Processing, Printing and Posting.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, billing, delivery invoices, setup for progress payments, processing for progress payments, project account group, configure billing settings, billing master setup information, billing master 1443 info, delivery invoices at net amount, delivery invoices at gross amount, progress pmt bills to gl when billed, manage project user flow modifications, manage contractor addresses, manage government payment offices, updating cash basis information, cost and revenue processing, calculate progress payment bills, edit project product bills]</p>	Billing Specialist,Super User,Small Medium Business Operations
Costpoint Projects Series: New Revenue Standards (ASC Topic) 606 in Costpoint - Clickguide	<p>This clickguide covers the new Costpoint features added to help companies transition to the new revenue (ASC Topic 606) standards that include Revenue Evaluation, Capture Revenue Calculation Values and New Revenue Formulas, Alternate Revenue Profiles, and Manage Alternate Revenue Profiles. This is part of the Project Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, alternate revenue profiles,gaap, ifrs, full retrospective adoption, modified retrospective application, manage revenue evaluation status codes, manage performance obligation type codes,configure gl settings, general ledger, compute revenue, manage project revenue calculation value history, configure project settings, manage revenue information]</p>	Super User,Project Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Time and Expense 10 Series: Mobile User Training - Self-paced Learning	<p>This 1.5 hour course is for Time &amp; Expense 10 users who access it from a mobile device. It includes how-to videos on basic T&amp;E 10 processes on mobile such as timesheet navigation and entry, timesheet approvals, leave requests, expense report creation, and other basic topics.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, te10,navigating a timesheet for mobile, using the timesheet for mobile, manage timesheet approvals for mobile, timesheet ancillary functions for mobile, employee leave requests for mobile, expense report creation for mobile application, expense report ancillary functions for mobile application, entering claimed expenses for mobile application, creating cash advance request for mobile application]</p>	Super User,Small Medium Business Maintenance,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense 10 Series: Administrator and Manager Training - Self-Paced Learning	<p>This 2-hour course is for Time &amp; Expense 10 Administrators who create user profiles for timesheets and expense reports. It covers the setup and configuration of user profiles and update of user interfaces for the Manage Timesheets and Manage Expense Report applications. For T&amp;E 10 Managers and Approvers, it includes the creation of desktop shortcuts and setting up of profiles to go directly to specific applications upon login.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, time and expense, te10, accessing user profiles, creating a user profile, configuring profile application, profile mymenu, configuring end user timesheet application, for url and shortcut, accessing user profiles, expense tab, exporting directly to costpoint]</p>	Super User,Small Medium Business Maintenance
Costpoint Administrator Series - Self-paced Learning	<p>This 1-hour course covers the basic processes that an administrator executes in Costpoint, particularly setting up new users and user groups, granting and restricting access to applications screens, setting up process queues and servers, creating and executing process macros, and customizing application screens using a UI Profile.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, training, costpoint, administrator, system admin, job management, ui profile, screen customization, application rights, access security, process macros, process queues, user setup, user groups]</p>	Super User
Costpoint Bank Reconciliation - Self-Paced Learning	<p>This 1-hour course details the steps in the monthly bank reconciliation process. It includes a printable infographic containing an introduction to bank reconciliation and a process checklist. The videos here demonstrate the entire process flow, from the preliminary steps to the printing of bank reconciliation summary and detail reports.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, training, costpoint, bank reconciliation, bank transactions, summary reports, detail reports]</p>	Controller,Super User,General Ledger Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Multicurrency - Self-Paced Learning	<p>This 1-hour course focuses on the Setup and Processing of Multicurrency in Costpoint. It covers how to setup and initialize the Multicurrency, identify how Multicurrency interacts with A/P, Billing and A/R and how to process unrealized gains/losses.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, training, setup and processing multicurrency, manage currencies, company setup with functionality currency, view and configure multicurrency settings, manage exchange rate groups, manage exchange rate sources, manage multicurrency accounts, gains and losses, manage exchange rates by period, update ap and ar exchange rates, compute/process unrealized gains/losses]</p>	Accounts Payable,Accounts Receivable,Billing Specialist,Controller,Super User,General Ledger Specialist,Labor Specialist,Small Medium Business Operations
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 1 (DLL) - Virtual Live Class	<p>This 2-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on advanced topics such as creating cover pages and creating calculated fields. The prerequisite for this course is completing the Costpoint Enterprise Report v7.2 Interactive Report Writer Basic Topics Parts 1 and 2. This course is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics Series.</p> <p>[Keywords and Related Searches - instructor led class, training, cover sheets, new page report, cover page, page display order, creating calculated fields]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 2 (DLL) - Virtual Live Class	<p>This 2-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on building filter prompts and creating drillable reports. The prerequisite for this course is completing the Costpoint Enterprise Report v7.2 Interactive Report Writer Basic Topics Parts 1 and 2. This course is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics Series.</p> <p>[Keywords and Related Searches - instructor led class, training, ibm cognos 11, build filter prompts, create drillable reports, create cascading prompts, manual prompt pages, disable filters, parent and child reports]</p>	Controller,Super User,Reporting Specialist
Costpoint Human Resources Series: Affirmative Action - Virtual Live Class	<p>This 2-hour course focuses on the configuring and setup of Affirmative Actions and the various reporting features, such as EEO 1 and VETS-4212 reporting. It also discusses various other employee reports available within the system. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - instructor led class, training, compliance planning reports, affirmative action controls, action plans, employer information report, configure affirmative action settings, functional job hierarchy, manage job categories]</p>	HR Specialist,Super User,Small Medium Business Maintenance



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Leave Series: Leave Processing - Virtual Live Class	In this 1-hour course, you will learn the details on the leave processing flow, how to demonstrate the Process Leave and Accruals Usage, and create Leave Payout Timesheets. This course is part of the Leave Series.  [Keywords and Related Searches - instructor led class, training, compute leave accruals, manage leave edit table, manage employee leave, post leave accruals, create leave payout timesheets]	Controller,Super User,Leave Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Leave Series: Leave Setup - Virtual Live Class	In this 1-hour course, you will learn how to differentiate the two leave pay accounting methods, enumerate the different leave balance ceiling methods and leave accrual method codes, navigate the application screens relevant to the Leave setup, and how to configure the leave control screens. This course is part of the Leave Series.  [Keywords and Related Searches - instructor led class, training, leave process flow in costpoint, leave pay accounting methods, leave balance ceiling methods, leave accrual method codes, leave controls, manage employee leave]	Controller,Super User,Leave Specialist,Small Medium Business Maintenance
Costpoint Materials Management Series: Routings and Production Control - Virtual Live Class	This 2-hour course focuses on how to identify and perform the Routings' sequence of steps, execute various Engineering Change Notices (ECNs) procedures, and define the important screen parts of Compute Material Requirements and Manufacturing Order. This course is part of the Materials Management Series.  [Keywords and Related Searches - instructor led class, training, raw material, finished goods, government furnished materials, requisition approval process, qc acceptance, component parts, bom]	Super User,Materials Specialist
Costpoint Pools Series: Allocation Mechanisms - Virtual Live Class	This 2.5-hour course defines each of the four allocation mechanisms within Costpoint cost pool, service center, multi-job allocation and project transfer. It compares and contrast major differences between each tool. It delves into the concepts and key features of each tool and covers various setup screens for the cost pool and service center. This course is part of the Pools Series.  [Keywords and Related Searches - instructor led class, training, service center, multi-job allocation, project transfer, cost allocation, cost pool, special accounts, allocation accounts, process resequencing, wild card generators]	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 2 - Infographic	This is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics. This focuses on building filter prompts and creating drillable reports.  [Keywords and Related Searches - print out, cheat sheet, quick reference, changeable prompt properties, data format, use value and display value, static choice, conditional style]	CEO,Controller,Super User,Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Enterprise Reporting Workspace Advanced - Basic Topics Part 1 - Infographic	<p>This is the first of two parts of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series. This covers basic navigation and using the user interface and you will learn how to build a List Report.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, cer, cwa, report types, content pane, page navigation, work area]</p>	Super User,Reporting Specialist
Costpoint Enterprise Reporting Workspace Advanced: Advanced Topics - Infographic	<p>This is part of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series. This covers advanced topics including how to present data graphically, using calculations in your reports and applying conditional styles to data in your reports.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, cer, chart report, baselines and trendlines, controlling axes, dashboard reports, adding a calculation]</p>	Super User,Reporting Specialist
Costpoint Enterprise Reporting Workspace Advanced - Basic Topics Part 2 - Infographic	<p>This is the second of two parts of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series, here you will learn how to build a Crosstab Report and how to utilize filters to create focus within your reports.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, cer, drop zones, nodes, product line, pivot tables, creating a custom filter]</p>	Super User,Reporting Specialist
Costpoint Time and Expense Series: Customize Standard Labeling - Infographic	<p>This contains information on Time and Expense's ability to customize fields. It outlines the process and shows some screen options before and after the customizations. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, te, udt01, udt02, manage standard label customizations, udt options, manage timesheets]</p>	Super User

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Create, Modify, and Delete Records - Learning Video</p>	<p>This 30 minute course will discuss and demonstrate the Stored Parameters, how to complete Basic Data Entry functions, and how to select contiguous and non-contiguous rows of table data.</p> <p>[Keywords and Related Searches - training videos, types of records, modifying and delting records, table row functions, find and replace]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Projects Series: Project Setup Part 1 - Self-Paced Learning</p>	<p>This 1-hour course focuses on the key considerations when designing project structures and defines the steps in setting up projects. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, training, work breakdown structure, rollups and summarization, detail transactions, hierarchical project structure, structure design considerations, configure project settings]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>
<p>Costpoint Projects Series: Inter-Company Work Orders (IWOs) - Self Paced Learning</p>	<p>In this 1-hour course, you will get instructions for the setup, processing, and transfer of Inter-Company Work Orders information. You will also learn why the Inter-Company Work Orders module exists and in which situations it is best to use the IWO functionality. This is part of the Projects Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, iwos, general ledger, pag, project account group, configure transfer locations, manage iwo expense mappings, manage create iwo projects, create iwo projects, manage iwo allocations, post iwo journal, sending database]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Planning Series: Resource Planning - Self-Paced Learning	This 1-hour course covers the functions of the Budget by Resource screen available in Costpoint Planning. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, budget eac assignment rules, selected resource, advanced search]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: Planning Domain Overview - Self-Paced Learning	This 1-hour course provides an overview of the Planning Domain in Costpoint. This includes information on: Organization Budgeting, New Business Budgeting, Project Budgeting, Resource Planning and Administration. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, integrated project management]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: Project Budgeting Reports - Self-Paced Learning	This 1-hour course provides information on the Project Budgeting Reports available in Costpoint Planning. This also covers the Project Budgeting Parameter Glossary. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, project budgeting, cost budget, variance, parameter glossary, supplemental reports, active level, level down, top level, all projects reports]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: Organization Budgeting Reports - Self-Paced Learning	This 1-hour course provides information on the Organization Budgeting Reports. This covers the following topics: Org Budgeting Parameter Glossary, Profit and Loss Reports and Charts, and the Labor and Non Labor Reports. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, org budget reports parameters, non labor analysis, org parameters]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: Rate Processing/Reports - Self-Paced Learning	In this 30 minute course, you will learn the steps on how to generate the Rate and Processing Reports. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, rate reports, processing reports, organization budget cycle intialization, fiscal year, source year, job server, budget profit and loss by organization, rate analysis by summary]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: Plug Processing and Reports - Self-Paced Learning	In this 30 minute course, you will learn the steps on how to generate the Plug Processing Reports. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, organization budgeting, mam10, revenue calculation, project budgets, plug project review, plug project details, budget risk summary]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Planning Series: Administration and Administration Reports - Self-Paced Learning	<p>In this 1-hour course, you will learn all the information on the Administration feature available in Costpoint Planning. It covers the Planning Security Setup, Administration Utilities, the Org and Project Budgeting Controls and the reports generated for administrators. This course is part of the Planning Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, configuration and mapping settings, refresh process, post install, mau1, uer maintenance]</p>	Super User, Planning Specialist, Small Medium Business Maintenance
Costpoint Contract Management Series: Contracts Overview - Self Paced Learning	<p>This 1-hour course focuses on the features and functionalities available in the Manage Contracts screen of the Costpoint Contract Management. This also includes the the definition and the steps to create a new contact record. This course is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, new contract record, basic information, financial information, contract status, contract type, project type, small business unit]</p>	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Planning Series: Project Budgeting Self-Paced Learning	<p>This 1-hour course provides information about the Project Budgeting options and functions available in Costpoint Planning. This covers the following topics: Project/Budget EAC Flow Chart, how to create a budget, The Project Estimate at Completion (EAC) and the Revenue Setup. This course is part of the Planning Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, project budgeting, eac, eac flow chart, project estimate at completion, creating a budget, revenue setup, job server, refresh process]</p>	Super User, Planning Specialist, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Contract Management Series: Org Conflict of Interest - Self Paced Learning	<p>This 30 minute course focuses on the features and functionalities available in the Manage Organizational Conflict of Interest (OCI) of the Costpoint Contract Management. This also includes the definition and the steps to create a new OCI record. This course is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, org conflict of interest, oci record, manage oci, opportunities, clear date review, conflict types]</p>	Super User, Contracting Officer
Costpoint Contract Management Series: Subcontracts Overview - Self Paced Learning	<p>This 1-hour course focuses on the features and functionalities available in the Manage Subcontracts of the Costpoint Contract Management. This also includes the definition and the steps to create a new subcontract record. This course is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, funding remaining, subcontract modifications and requirements, 8a, cas, ics, far, dfars, primary contract, nda]</p>	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Contract Management Series: GovWin IQ Integration Overview - Self Paced Learning</p>	<p>In this 30 minute course, you will learn the process and steps to import opportunity records from GovWin IQ into Costpoint. This course is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, govwin iq integration, configure opportunity settings, tenant id, opportunities controls, enter the parameters, manage opportunities]</p>	<p>Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations</p>
<p>Costpoint Contract Management Series: Customer, Vendor, and Employee Information Overview - Self Paced Learning</p>	<p>This 1-hour course focuses on the features and functionalities available in the Customer, Vendor, Employee Information screen of the Costpoint Contract Management. This also includes the definition and the steps to set up, maintain, approve prospective vendors and customers. This course is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, employee overview, customer, vendor, manage contract management customer info, customer account, prospective customer id, approve prospective customers, manage contract vendor info]</p>	<p>Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations</p>
<p>Costpoint Fundamentals Series: Printing, Posting, and Exiting Costpoint - Learning Video</p>	<p>This 30 minute course provides demonstrations on how to Print and Preview reports, what does Posting do and how to properly exit Costpoint.</p> <p>[Keywords and Related Searches - training videos, printing and posting, existing costpoint, what does posting do, printing in costpoint, logout]</p>	<p>Accounts Payable, Accounts Receivable, Billing Specialist, CEO, Controller, HR Specialist, Super User, System Administrator, Contracting Officer, Fixed Asset Specialist, General Ledger Specialist, Labor Specialist, Leave Specialist, Materials Specialist, Payroll Specialist, Planning Specialist, Pools Specialist, Project Specialist, Reporting Specialist, Small Medium Business Maintenance, Small Medium Business Operations, Time and Expense End User, Time and Expense Manager</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Find and Retrieve Data - Learning Video</p>	<p>This 30 minute course provides demonstrations on how to use Lookup and Fields, data retrieval using the Find and Query, and how to manipulate tables.This also includes information about the role of the Fiscal Period.</p> <p>[Keywords and Related Searches - training videos, find and data retrieval, lookup and query, working with tables, fiscal period transactions]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: User Basics - Learning Video</p>	<p>This 30 minute course the basic navigation within Costpoint. It provides demonstrations on how to login and logout, and changing companies. This also includes information on the Domains, Global Menu and Global Toolbar, the types of modules, Application Review and My Menu and how to browse them, and details on the Security and access rights.</p> <p>[Keywords and Related Searches - training videos, login to costpoint, changing companies, domains, application groups, global menu, global toolbar, types of modules, application review, my menu, browse applications, security rights]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Projects Series: Project Setup Part 1 - Recorded Session</p>	<p>This 1-hour course focuses on the key considerations when designing project structures and defines the steps in setting up projects. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - recorded session, online video, work breakdown structure, rollups and summarization, detail transactions, hierarchical project structure, structure design considerations, configure project settings]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>
<p>Costpoint Projects Series: Project Setup Part 2 - Recorded Session</p>	<p>In this 1-hour course, you will learn the project transaction validation mechanisms, and also define the steps when creating new projects by replicating existing ones. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - recorded session, online video, project account group, creating projects from templates, vertical project replication, horizontal replication, project account abbreviation, project account wildcard, project organization wildcard]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance</p>



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Projects Series: Revenue and Ceilings - Recorded Session	<p>In this 2-hour course, you will learn the concepts of revenue recognition by Owning versus Performing Organization. It also includes the basic groups of revenue calculations, how to setup revenue in Revenue Info subtask and setting up ceilings and overrides. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - recorded session, online video, global revenue formula suppression, total ceilings, direct cost ceilings, direct-hours ceiling, employee-hours ceiling, vendor-hours ceiling, ultimate override, cost fee override, barn codes, award fees]</p>	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Projects Series: Time and Materials - Recorded Session	<p>This 1-hour course will focus on how Time and Material projects are created in Costpoint, the difference between a General Labor Category and a Project Labor Category, and the role of the Rate Sequence table in the revenue and billing process for loaded labor projects. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - recorded session, online video, loaded labor categories, link glc to project plc, billing rates, vendor workforce, rate sequence table, loaded labor calculation]</p>	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Overview - Recorded Session	<p>In this 1-hour course, you will learn the capabilities and components of Costpoint and how it interacts with other Deltek products, identify the purpose of the Project Billing Info screen, role of Open Billing Detail and Billing Edit Detail tables, and what are the key sources of billing transactions. It also includes details on data repositories for billed transactions key initialization screens and the role of Open Billing Detail in the billing process. This course is part of the Billing Series.</p> <p>[Keywords and Related Searches - recorded session, online video, overview and billing process flow, accounts receivable customer, module initialization and controls, manage project user flow, using detail bills, customer subtask, billing formulas, customer setup, manage billing user groups]</p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Billing Procedures Part 1 - Recorded Session	<p>In this 1.5-hour course, you will learn and identify the ceilings for restricting the billing amount, the role of "BARN" codes on ceiling screens, and provides demonstrations when to use the Milestone, Fixed Price and Manual billing. This course is part of the Billing Series.</p> <p>[Keywords and Related Searches - recorded session, online video, review open billing detail, calculated standard bills, invoice ceiling controls, total contract value, funding value, detail of summary account, project labor category, percent complete bills, fixed price billing, enter bill manually, view receivables and collections]</p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Billing Series: Billing Procedures Part 2 - Recorded Session	<p>In this 1.5-hour course, you will learn and identify the purpose of a work force in controlling labor charges against any type of project, know the difference between Employee Work Force screens, and time and material formulas. It will also focus on project work force setup and the procedure for creating a time and material bill. This course is part of the Billing Series.</p> <p>[Keywords and Related Searches - recorded session, online video, top level work force, project user flow, top level work, assign plc to employee work force, employee specific rates, loaded labor rate, project billing information, loaded labor rate plus cost incurred on non-labor, rate type matrix]</p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Billing Formats - Recorded Session	<p>In this 1-hour course, you will learn the procedures for setting up the Project Billing Info screen, how to format the options in the formatting screen, what are the causes of the OTHER line in an invoice, how to setup screens that capture historical billing information and its importance during system initialization, and the difference between Open Billing Details and Closed Billing Detail. This course is part of the Billing Series.</p> <p>[Keywords and Related Searches - recorded session, online video, invoice formats, troubleshooting formats, billing history, manage project billing information, supporting schedule required, accounts subtask, display options tab, generic billing format, invoice format replication, form 1034, process and test, manage standard bills, formatting errors]</p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Payroll Series: Payroll Setup - Recorded Session	<p>In this 1.5-hour course, you will learn the primary control screens that must be configured to initialize the Costpoint Payroll module, and how to navigate and configure screens relevant to initialization under the following application groups: Payroll Controls, Employee Controls, and Federal/State/Local Taxes. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - recorded session, online video, configure payroll settings, manage pay periods, configure paycheck settings, configure direct deposit settings, manage deductions, costpoint module initialization, posting advice information, payroll tax controls]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: New Employee Setup - Recorded Session	<p>In this 1-hour course, you will learn the employee life cycle in Costpoint from recruitment to termination. This covers the process for the following: setup of basic information, salary information, and payroll details for a new employee, employee information update, and termination. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - recorded session, online video, salary information setup, payroll information setup, new employee setup, employee termination, timesheet defaults, manage employee information, affirmative action data, compensation data, employee hr information]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Payroll Series: Garnishments - Recorded Session	<p>In this 1-hour course, you will learn the different types of potential garnishment, and how to navigate the following applications: Manage Deductions, Manage Garnishment Recipients, Manage Federal Tax Levy Exemptions, Manage Minimum Wage, Manage State Support Order Rules, and Manage Employee Garnishments. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - recorded session, online video, medical support order, child support, creditor debt, student loan, compute payroll]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: Compute Payroll - Recorded Session	<p>This 2-hour course focuses on the payroll computation process from timesheet to paycheck. It is intended for users who manage the payroll for their organization. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - recorded session, online video, payroll computing process overview, update excess life deductions, activate pending employee bank info, compute payroll, manage payroll records, print payroll edit report, create ach bank file, print ach file report, pricing payment advices, print paychecks, payroll closing, year-end processing]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Labor Series: Labor Controls - Recorded Session	<p>In this 2-hour course, you will learn how to navigate to the primary control screens relevant to the initialization of the Costpoint Labor module, and how to configure the Employee and Labor Attributes relevant to the module. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - recorded session, online video, setting up the employee attributes, manage timesheet periods, manage work schedules, manage general labor categories, manage workers' compensation codes, setting up the labor costing attributes, manage pay types, manage allowances, configure wage determination controls, configure overtime controls]</p>	Controller,Super User,Labor Specialist
Costpoint Labor Series: Employee Setup - Recorded Session	<p>This 1.5-hour course focuses on the process of setting up an employee in the Costpoint Labor module. It is intended for users who maintain their organization's employee database. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - recorded session, online video, employee information setup, salary setup, leave and allowances setup, hr data, address defaults, leave beginning balances]</p>	Controller,Super User,Labor Specialist,Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Labor Series: Timesheets - Recorded Session	<p>This 2-hour course focuses on the Costpoint Labor Timesheet. It is intended for users who manage their organization's labor and timesheet processes. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - recorded session, online video, costpoint labor process flow, manage timesheets, types of timesheet, manage timesheet defaults, timesheet entry, labor proration]</p>	Controller,Super User,Labor Specialist,Small Medium Business Operations
Costpoint Labor Series: Labor Posting and Reporting - Recorded Session	<p>This 1.5-hour course focuses on the processes of posting and correcting timesheets, creating special timesheets, and querying and generating labor data and reports. It is intended for users who perform these process for their organization. This course is part of the Labor Series.</p> <p>[Keywords and Related Searches - recorded session, online video, posting timesheets, correcting timesheets, creating auto-pay timesheets, creating reversing timesheets, reports and inquiries]</p>	Controller,Super User,Labor Specialist,Small Medium Business Operations
Costpoint Leave Series: Leave Setup - Recorded Session	<p>In this 1-hour course, you will learn how to differentiate the two leave pay accounting methods, enumerate the different leave balance ceiling methods and leave accrual method codes, navigate the application screens relevant to the Leave setup, and how to configure the leave control screens. This course is part of the Leave Series.</p> <p>[Keywords and Related Searches - recorded session, online video, leave process flow in costpoint, leave pay accounting methods, leave balance ceiling methods, leave accrual method codes, leave controls, manage employee leave]</p>	Controller,Super User,Leave Specialist,Small Medium Business Maintenance
Costpoint Leave Series: Leave Processing - Recorded Session	<p>In this 1-hour course, you will learn the details on the leave processing flow, how to demonstrate the Process Leave and Accruals Usage, and create Leave Payout Timesheets. This course is part of the Leave Series.</p> <p>[Keywords and Related Searches - recorded session, online video, compute leave accruals, manage leave edit table, manage employee leave, post leave accruals, create leave payout timesheets]</p>	Controller,Super User,Leave Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint GL Month End Series: Part 1 - Month End Overview and Recording Journal Entries - Recorded Session	<p>This 3-hour course explains the 5Rs of closing the month end, the duality and the key tables of both the General Ledger and Project Ledger, and period control. This course focuses on recording entries into the General Ledger including adjusting, recurring, and reversing journal entries. This is part one of three courses for Costpoint GL Month End Series.</p> <p>[Keywords and Related Searches - recorded session, online video, system duality, general ledger, projects ledger, recording entries - period control, opening the accounting period, recording journal entries, journal entry approver settings, recurring entries, reverse posted journal entry, configure journal entry cycles, collecting data from other ledgers, test close, journal processing and posting]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint GL Month End Series: Part 2 - Rate Computation and Recognizing Revenue - Recorded Session	<p>This 2-hour course explains the burdening process, computing burden, and revenue recognition. This course focuses on rate application, pool processing and revenue computation. This is part two of three courses for Costpoint GL Month End Series.</p> <p>[Keywords and Related Searches - recorded session, online video, rate computation, recognize revenue, compute burden, compute revenue, rate application table - preliminary steps, cost pool rate setup, the rate types, pool processing, pool allocation posting, crossing over to the project ledger, the project summary table, the process pictorially revenue setup considerations, compute revenue - process checklist]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint GL Month End Series: Part 3 - Reconciliation and Financial Reporting - Recorded Session	<p>This 3-hour course demonstrates the reconciling factors and techniques for completing the month end process. This course demonstrates how to setup, review, and print financial reports and statements. This is part three of three courses for Costpoint GL Month End Series.</p> <p>[Keywords and Related Searches - recorded session, online video, revenue reconciliation, expense reconciliation, indirect expenses reconciliation, accounts payable reconciliation, accounts receivable reconciliation, fixed assets reconciliation, inventory reconciliation, complex interaction analysis report, troubleshoot the reconciliation, table redundancy, labor history table, financial statement formats and format groupings]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint Accounts Payable Series: Overview and Controls - Recorded Session	<p>In this 1-hour course, you will learn the how to set up of the Accounts Payable Voucher, and Vendor Control applications, identify the primary process flow associated with an Accounts Payable transaction and identify the purpose of establishing a default Accounts Payable and Cash Account. This course is part of the Accounts Payable Series.</p> <p>[Keywords and Related Searches - recorded session, online video, accounts payable overview, accounts payable controls, accounts payable voucher controls, vendor controls]</p>	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Accounts Payable Series: Vendor Setup - Recorded Session	In this 1-hour course, you will learn the procedures of various vendor types including commercial, subcontractor, and employee vendors, procedures for deactivating a vendor and for setting up Electronic Funds Transfer of vendors. This course is part of the Accounts Payable Series.  [Keywords and Related Searches - recorded session, online video, standard vendors, company employees, contractor vendors, vendor employees, payroll vendors, vendor approval setup, configure vendor approver settings]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Payable Series: Vouchers - Recorded Session	In this 2-hour course, you will learn the procedures for entering an Accounts Payable Voucher, and how to view and run its inquiries and reports. This course is part of the Accounts Payable Series.  [Keywords and Related Searches - recorded session, online video, voucher entry, voucher correction, inquiry and reports, payable vouchers, te expenses, voucher line tax details, recalculate voucher lines]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Payable Series: Payments - Recorded Session	In this 2-hour course, you will learn the methods for selecting vouchers for payment, define the set up options for printing checks using a preprinted form or a blank laser, and identify the steps to void and rei-issue a check. This course is part of the Accounts Payable Series.  [Keywords and Related Searches - recorded session, online video, accounts payable payments, voucher selection, pay when paid, vendor payments, eft, void checks]	Accounts Payable,Controller,Super User,Small Medium Business Operations
Costpoint SaaS Series: Customer Administrator - Recorded Session	This 2-hour course covers the activation of a SaaS Customer Administrator account, setup of cloud portal users, system maintenance and outage monitoring, use of the Customer Support Center, and the submission of support cases and service requests. This course is part of the SaaS Series.  [Keywords and Related Searches - recorded session, online video, use the customer support center, knowledge base articles, submit a support case, enter a request service, account charges, license updates, product feedback]	Controller,Super User,Small Medium Business Maintenance
Costpoint Materials Management Series: Bills of Material - Recorded Session	This 1.5-hour course covers the work centers, document management processes, setup and maintenance of controls, various Bills of Material reports, and the manufacture and engineering of Bills of Material. This course is part of the Materials Management Series.  [Keywords and Related Searches - recorded session, online video, bom, labor location, general labor category, manage document maintenance groups, manage document media, manage manufacturing bills of materials]	Super User,Materials Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Materials Management Series: Inventory - Recorded Session	<p>This 2-hour course focuses on the Inventory module, its controls, and the various types of inventory transactions that can be performed within the Costpoint Materials Inventory Module. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - recorded session, online video, inventory settings, abc classification by warehouse, costing method, report elements of material cost, roll-up po charges in material cost, update units usage history, configure serial lot settings]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Sales Order Entry - Recorded Session	<p>This 2-hour course focuses on the Sales Order module, its controls, order entry and invoicing, and issuing and shipping transactions that can be performed within the Costpoint Materials Sales Order Module. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - recorded session, online video, raw material, finished goods, government furnished materials, requisition approval process, qc acceptance, component parts, bom]</p>	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Materials Management Series: Routings and Production Control - Recorded Session	<p>This 1-hour course focuses on how to identify and perform the Routings' sequence of steps, execute various Engineering Change Notices (ECNs) procedures, and define the important screen parts of Compute Material Requirements and Manufacturing Order. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - recorded session, online video, recorded session, online video, raw material, finished goods, government furnished materials, requisition approval process, qc acceptance, component parts, bom]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Engineering Change Notices (ECN) - Recorded Session	<p>This 1-hour course focuses on the Engineering Change Notices and how to to identify and process modifications to design and processing information. It also provides examples for how to use ECN to add new parts, add a revision, replace a BOM and add a routing step, and how to obsolete a part. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - recorded session, online video, ecn, mbom and ebom components, manage engineering change notices, assemblies using an ecn]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Product Definition - Recorded Session	<p>This 1-hour course focuses on the item master setup of parts, goods, and services. You will learn how to set up vendors and apply preferred vendor status to the item master. This course is part of the Materials Management Series.</p> <p>[Keywords and Related Searches - recorded session, online video, configure product definition settings, company cage id, default order policy, part quality requirements, default part level vendor restriction, commodity codes]</p>	Super User,Materials Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Materials Management Series: Purchase Requisition - Recorded Session	In this 1-hour course, you will learn how to enter Purchase Requisition items and prepare the requisition to be generated into the Purchase Order. This course is part of the Materials Management Series.  [Keywords and Related Searches - recorded session, online video, purchasing workflow, purchase requisition controls, entering purchase requisitions, entering vendor quotes]	Super User,Materials Specialist
Costpoint Materials Management Series: Purchase Orders - Recorded Session	This 1-hour course focuses on entering a Purchase Order and a Blanket Purchase Order, releasing a Blanket Purchase Order, and making changes to Purchase Orders. You will learn how to print and post Purchase, Blanket, and Purchase Order Change Orders. This course is part of the Materials Management Series.  [Keywords and Related Searches - recorded session, online video, setup purchase order controls, entering purchase orders, entering blanket purchase orders, process purchase order vouchers]	Super User,Materials Specialist
Costpoint Fixed Assets Series Part 1: Fixed Asset Controls - Recorded Session	In this 1-hour course, you will learn about configuring the setup screens for fixed asset. Included you will learn about setting up property types, classifications codes, and various depreciation methods. This is part one of the Fixed Assets four-part series.  [Keywords and Related Searches - recorded session, online video, general ledger, supplemental books, master record, g/l account org, accumulated depreciation, code assignment, high level categorization, configure posting settings]	Controller,Super User,Fixed Asset Specialist,Small Medium Business Maintenance
Costpoint Fixed Assets Series Part 2: Fixed Asset Management - Recorded Session	In this 3-hour course, you will learn how to enter a fixed asset record and how to autcreate a fixed asset from an accounts payable/purchase order voucher. You will learn how to make changes to existing assets, and how to properly dispose of an asset. Included you will understand how to create leasehold improvements. This is part two of the Fixed Assets four-part series.  [Keywords and Related Searches - recorded session, online video, fixed assets master record, enter asset manually, asset autcreation, changing an asset record, disposals, leasehold improvements]	Controller,Super User,Fixed Asset Specialist,Small Medium Business Maintenance
Costpoint Fixed Assets Series Part 3: Fixed Asset Depreciation and Reports - Recorded Session	In this 1-hour course, you will learn how to compute depreciation, close the fixed asset accounting period, reconcile the fixed assets to the general ledger, and utilize the various reports. This is part three of the Fixed Assets four-part series.  [Keywords and Related Searches - recorded session, online video, monthly depreciation processing, projected depreciation, non-depreciable records, reports, print current period, manage asset master information]	Controller,Super User,Fixed Asset Specialist,Small Medium Business Maintenance



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Human Resources Series: Compensation - Recorded Session	<p>In this 2-hour course, you will learn all the Employee areas that are affected by Human Resources such as controls, information, salary, and termination. This also includes the process on how to manage a compensation plan, configure the compensation settings, and manage the job titles and descriptions. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - recorded session, online video, employee life cycle, manage employee class codes, manage life event, manage locator, manage race/ethnicity]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Human Resources Series: Personnel - Recorded Session	<p>This 1.5-hour course focuses on different Personnel areas to include, Controls, Education, Skills and Training, and Personnel Actions. It explains how to first setup data such as awards and drug testing results information and then link them to employees. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - recorded session, online video, set up personnel actions, manage employee hr information, configure personnel settings, manage award, manage drug test, manage 1-9, manage managers/hr reps by hr organization, manage medical surveillance codes]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Human Resources Series: Affirmative Action - Recorded Session	<p>This 1.5-hour course focuses on the configuring and setup of Affirmative Actions and the various reporting features, such as EEO 1 and VETS-4212 reporting. It also discusses various other employee reports available within the system. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - recorded session, online video, compliance planning reports, affirmative action controls, action plans, employer information report, configure affirmative action settings, functional job hierarchy, manage job categories]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Human Resources Series: Deferred Compensation and Benefits - Recorded Session	<p>This 1.5-hour course focuses on the setup and configuring of benefits to include benefit providers, coverage options and various necessary tables for coverage and premium rates by age and salary. It delves into assigning employee benefit elections, dependent and beneficiaries. The course will also include employee and dependent FSA and Medical information. This course is part of the Human Resources Series.</p> <p>[Keywords and Related Searches - recorded session, online video, configure benefit controls, manage benefit packages, manage employee benefit information, manage employee fsa/has information]</p>	HR Specialist, Super User, Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Pools Series: Allocation Mechanisms - Recorded Session	<p>This 2-hour course defines each of the four allocation mechanisms within Costpoint cost pool, service center, multi-job allocation and project transfer. It compares and contrast major differences between each tool. It delves into the concepts and key features of each tool and covers various setup screens for the cost pool and service center. This course is part of the Pools Series.</p> <p>[Keywords and Related Searches - recorded session, online video, service center, multi-job allocation, project transfer, cost allocation, cost pool, special accounts, allocation accounts, process resequencing, wild card generators]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Pools Series: Processing, Replication, & Specialized Pools - Recorded Session	<p>This 2-hour course focuses on the correct steps for pool processing, discusses special set up and processing for reclass and intermediate pools, how to replicate pools and how to change the pool base mid-year. This course is part of the Pools Series.</p> <p>[Keywords and Related Searches - recorded session, online video, create pool links, build rate application table, compute and print pool rates, print statement of indirect expenses, print allocation journal edit report, reconciliation, post pool journal]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Pools Series: Project Transfer & Multi-Jobs - Recorded Session	<p>This 1.5-hour course focuses on identifying the set up procedures for using project transfer and discusses the unique constraints of this feature. This also includes definitions of the uses for the multi-job allocation and discusses its allocation base methodologies and procedures for processing. This course is part of the Pools Series.</p> <p>[Keywords and Related Searches - recorded session, online video, project transfer, special allocation mechanism, mapping constraints, account mapping, project transfer process, check open billing detail flag, open billing detail, post transfer view]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Time and Expense 10 Series: User Setup - Self-Paced Learning	<p>This 30 minute course is for people who will set up users in a standalone application of Time and Expense. You will access Resource Group Type, Manage Resource Group information and how to set up for a new employee/user. When completed you will be able to setup new employee and user account records, manage their basic user information, and manage employee group memberships.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, online video, time and expense, time and expense 10, user setup, manage resource group types, resource groups, manage resource information, basic user information, create user account, user account, user account records, new user, new employee, timesheet, manage employee, costpoint email resource management]</p>	Super User,Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Planning Series: Insight 2018 Prepare a Project Budget - Recorded Session	<p>This 1-hour course is a session from Insight 2018. It explains how to leverage the redesign of Budgeting and Planning. This course is part of the Planning Series.</p> <p>[Keywords and Related Searches - recorded session, online video, costpoint planning, prepare a project budget, pcq, insight 2018, project budget, budget revenue work, create a project budget, create and estimate at completion, eac, real time pending charges, resource planning]</p>	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Enterprise Reporting Workspace Advanced: Basic Topics Part 1 - Recorded Session	<p>This 1-hour course covers the basic navigation and using the user interface. During this course you will learn how to build a List Report. This course is the first of two parts of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series.</p> <p>[Keywords and Related Searches - recorded session, online video, cer, workspace advanced, basic topics, report list, cross tab, framework package, user interface, enterprise reporting]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting Workspace Advanced: Basic Topics Part 2 - Recorded Session	<p>In this 1-hour course, you will learn how to build a Crosstab Report and how to utilize filters to create focus within your reports. This course is the second of two parts of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series.</p> <p>[Keywords and Related Searches - recorded session, online video, cer, workspace advanced, basic topics, report list, cross tab, framework package, user interface, enterprise reporting]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Basic Topics Part 1 - Recorded Session	<p>This 1-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on navigating the user interface, creating a List report, and working with the on-demand toolbar. This course is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics Series.</p> <p>[Keywords and Related Searches - recorded session, online video, navigating the user interface, creating a list report, working with the on-demand toolbar, save and run reports, running reports in team content, creating new content]</p>	Controller,Super User,Reporting Specialist
Costpoint Accounts Receivable Series: From Start to Finish - Recorded Session	<p>This 2-hour course focuses on configuring and setting up of the accounts receivable control screens, entering customers, and the setup and computing of finance charges on invoices. It delves into how to enter and post cash receipts, including Unknown cash receipts, and the various accounts receivable reports. This course is part of the Accounts Receivable Series.</p> <p>[Keywords and Related Searches - recorded session, online video, set up customer terms, configure accounts receivable settings, finance charges information, fee percent to charge account, monthly rate, annual rate, transfer accounts, customer terms, credit limits, sales order tab]</p>	Accounts Receivable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Basic Topics Part 2 - Recorded Session	<p>This 2-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on creating a Crosstab report as well as discusses working with the on-demand toolbar, formatting reports and utilizing filters to focus the data in reports. This course is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics Series.</p> <p>[Keywords and Related Searches - recorded session, online video, creating a crosstab report, formatting reports, working with filters, adding page headers and page footers, list headers and list footers, creating sections]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 1 - Recorded Session	<p>This 1.5-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on advanced topics such as creating cover pages and creating calculated fields. The prerequisite for this course is completing the Costpoint Enterprise Report v7.2 Interactive Report Writer Basic Topics Parts 1 and 2. This course is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics Series.</p> <p>[Keywords and Related Searches - recorded session, online video, cover sheets, new page report, cover page, page display order, creating calculated fields]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Advanced Topics Part 2 - Recorded Session	<p>This 1.5-hour course is a web-based tool used to author reports and analyze data using Cognos Analytics 11. This course focuses on building filter prompts and creating drillable reports. The prerequisite for this course is completing the Costpoint Enterprise Report v7.2 Interactive Report Writer Basic Topics Parts 1 and 2. This course is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Advanced Topics Series.</p> <p>[Keywords and Related Searches - recorded session, online video, ibm cognos 11, build filter prompts, create drillable reports, create cascading prompts, manual prompt pages, disable filters, parent and child reports]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting Workspace Advanced: Advanced Topics - Recorded Session	<p>This 2-hour course course covers advanced topics including how to present data graphically, using calculations in your reports and applying conditional styles to data in your reports. This course is part of the Deltek Costpoint Enterprise Reporting Workspace Advanced Series.</p> <p>[Keywords and Related Searches - recorded session, online video, cer, workspace advanced, basic topics, report list, cross tab, framework package, user interface, enterprise reporting, cwa]</p>	Controller,Super User,Reporting Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Contract Management Series: Opportunity and Contract Project Initialization - Clickguide	<p>In this clickguide, you will learn the process for the Opportunity and Contract Project Initialization available in Costpoint Contract Management. This includes steps on entering data and the Project Initialization setup both for the Opportunity and Contract and has the details on how to view the project reports linked for both Opportunity and Contract. This clickguide is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, populate the opportunity record, opportunity employee team subtask, manage project user flow, mass add project]</p>	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Enterprise Reporting 7.2: Managing Company Content - Clickguide	<p>In this clickguide, you learn how to leverage the CER Consumer group in CER. This group has access only to the Company content folder and not to Team content folders. In addition, this group only has the ability to view reports and dashboards. This clickguide is part of the Costpoint Enterprise Reporting 7.2 Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, cer, leveraging the cer consumer group in company content, reports and analytics, revenue summary report, accounts receivable]</p>	Controller, Super User, Reporting Specialist
Converting from Quickbooks to Costpoint - Self-Paced Learning	<p>This 20 minute course focuses on Converting from Quickbooks to Costpoint. This will discuss the fundamental differences between QuickBooks and Costpoint, define the initial steps to prepare the information for the system change. This will also introduce the best practices in Costpoint.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, processing data in quickbooks, system comparisons, accounts payable, expense reporting, customer invoices, project reporting, customer billings, contract project, monthend, accounts receivable flow]</p>	Super User, System Administrator, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Projects Series: Project Setup Part 2 - Self-Paced Learning	<p>In this 1-hour course, you will learn the project transaction validation mechanisms, and also define the steps when creating new projects by replicating existing ones. This course is part of the Projects Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, project account group, creating projects from templates, vertical project replication, horizontal replication, project account abbreviation, project account wildcard, project organization wildcard]</p>	Super User, Project Specialist, Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Payroll Series: New Employee Setup - Self-Paced Learning	<p>In this 1-hour course, you will learn the employee life cycle in Costpoint from recruitment to termination. This covers the process for the following: setup of basic information, salary information, and payroll details for a new employee, employee information update, and termination. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, salary information setup, payroll information setup, employee termination, timesheet defaults, manage employee information, affirmative action data, compensation data, employee hr information]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: Garnishments - Self-Paced Learning	<p>In this 1-hour course, you will learn the different types of potential garnishment, and how to navigate the following applications: Manage Deductions, Manage Garnishment Recipients, Manage Federal Tax Levy Exemptions, Manage Minimum Wage, Manage State Support Order Rules, and Manage Employee Garnishments. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, medical support order, child support, creditor debt, student loan, compute payroll]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: Multi-State Taxes - Self-Paced Learning	<p>This 1-hour course focuses on the tax calculation processes for employees who work in more than one state during a pay cycle. It is intended for users who process employee withholding taxes for their organizations. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, costpoint multi-state taxes feature overview, manage pay periods, manage state taxes, manage reciprocal state taxes, manage employee information, residency computation]</p>	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Billing Series: Unbilled Receivables - Clickguide	<p>This clickguide focuses on the Unbilled Receivables Account for Costpoint. It introduces this account as the representation of all billing and revenue recognition activity. This clickguide is part of the Billing Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, the capital reconciliation, 6 to 1: tables to account, process flows, 5 systematic errors, unbilled analysis report, billing tables, revenue tables, process flow: billing, process flow: revenue recognition]</p>	Billing Specialist,Super User,Small Medium Business Operations
Costpoint Time and Expense 9: Expense Report for Travelers - Clickguide	<p>This clickguide is intended for employees who use the Expense module of Deltek Time and Expense 9 system. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, creating a new expense, identify the location, identify project/charge code, recording expenses, recording an advance, submitting an expense report, attachments, printing an expense report, using the copy command]</p>	Super User,Time and Expense End User,Time and Expense Manager

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Time and Expense 9: Time Collection - Clickguide	<p>This clickguide provides information for employees who use the Deltek Time and Expense 9 timekeeping system. It covers the following topics: Accessing Time and Expense, Navigating the Time Collection, how to enter time, as well as Submitting a timesheet and adding favorites.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, edit mydesktop layout, number of my timesheets, te, te9, my alerts, validate the monthly period, generate timesheets]</p>	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Home Dashboard - Clickguide	<p>This clickguide features the home dashboard functionality in Costpoint. It will also discuss the Report Tab settings, how to sort columns in a table, and copy data to MS Excel option. This clickguide is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, t&amp;e, te, parameters tab, reports tab, dashparts, my timesheets, my tasks, my leave balances, my expense reports, my expense authorizations, my outstanding expenses, drill-through application, home icon]</p>	Super User,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager
Costpoint Enterprise Reporting 7.2 Interactive Report Writer: Dashboards - Self-Paced Learning	<p>This 1-hour course focuses on the Costpoint Enterprise Reporting Dashboard functionality in Cognos 11. The main topics covered include: Overview, Creating Source for Dashboard Data, Dashboard Menus and its Content Area. There are also video demonstrations for each activity and printable guides for additional references. This course is part of the Costpoint Enterprise Reporting 7.2 Interactive Report Writer Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, dashboards, creating source for dashboard data, dashboard content area, dashboard menu, build a dashboard, add a line chart, Add a tree map]</p>	Controller,Super User,Reporting Specialist
Costpoint Enterprise Reporting v7.2 Interactive Report Writer: Basic Topics - Self-Paced Learning	<p>This 1-hour course is a web-based tool used to author reports and analyze data using Costpoint Enterprise Reporting v7.2. This includes an overview of the changes and upgrade to CER v7.2, navigating Interactive Report Writer, creating, working and editing Reports. This course is part of the Costpoint Enterprise Reporting 7.2 Interactive Report Writer Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, navigating the user interface, creating a list report, working with the on-demand toolbar, save and run reports, running reports in team content, creating new content]</p>	Controller,Super User,Reporting Specialist
Costpoint Pools Series: Cost of Money - Clickguide	<p>This clickguide introduces the process of calculating Cost of Money in Costpoint, including the screens required to set up Cost of Money and the reports and bills where Cost of Money can be viewed. This clickguide is part of the Pools Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, money rates, compute cost, view cost, revenue summary, com billings, com, pool rates]</p>	Controller,Super User,Pools Specialist,Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Extensibility Self-Paced Learning	<p>This course focuses on the key features of Costpoint Extensibility, how to create extension using the Extensibility Designer, and the best practices in creating a design, setting up configuration, and testing of an extension.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, defining extensibility, extensibility use cases, building an extension, adding a validation, best practices, promoting extensions to test and production, managing extensibility, personalization in costpoint 7, level of effort to create and extension]</p>	Controller,Super User,System Administrator
Costpoint Time and Expense Series: Create Scheduled Jobs for Daily Floor Check - Clickguide	<p>This clickguide is designed for those whose responsibility includes setup or modification of the Daily Floor Check. This shows the step-by-step process to create Scheduled Jobs including creation of a Job Parameter, Job Group, Job, Job Queue, Job Server, and Submitting a Job to the Queue. This clickguide is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, create a job queue, job server, job parameter, manage job fields, check results, te, t&amp;e]</p>	Super User,Small Medium Business Maintenance,Time and Expense Manager
What's New in Costpoint: Costpoint Domains Menu Mapping - Clickguide	<p>This clickguide takes you through Costpoint's latest menu structure that includes the new Contracts domain. It compares the classic and new navigation paths under each domain and presents the new look of the Costpoint interface.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, enhancements, report and analytics, project contract management, time and expense, people, projects, materials]</p>	Super User
Costpoint Contract Management Series: Contract Management - Clickguide	<p>This clickguide takes you through the four main areas of Contract Management: Opportunities, Contracts, Manage Subcontracts, and Organizational Conflict Of Interest (OCI). You will also find information about the contract management process. This clickguide is part of the Costpoint Contracts Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, contract information, post award debrief, rfp info, details tab, customer/contacts, prospective vendor, customer]</p>	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Enterprise Reporting Administrator Series: Security Setup - Self Paced Learning	<p>This 1-hour course focuses on the Costpoint Enterprise Reporting's Administrator Security Setup. This includes the Cloud Administrator User Account Setup/Verification, the three main types of Security: Model, Capability and Object Security, how to Set Up the Current Reporting Period, CER's Validation and Testing, and steps on how to Move Custom Reports from Cognos 10 and Move the Reports to Cognos 11. This course is part of the Costpoint Enterprise Reporting Administrator Series.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, cer]</p>	Controller,Super User,Reporting Specialist



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Payroll Series: Multi-State Taxes - Recorded Session</p>	<p>This 1-hour course focuses on the tax calculation processes for employees who work in more than one state during a pay cycle. It is intended for users who process employee withholding taxes for their organizations. This course is part of the Payroll Series.</p> <p>[Keywords and Related Searches - recorded session, online video, costpoint multi-state taxes feature overview, manage pay periods, manage state taxes, manage reciprocal state taxes, manage employee information, residency computation]</p>	<p>Controller,Super User,Payroll Specialist,Small Medium Business Maintenance</p>
<p>Costpoint Pre-Conference Workshop: Planning and Upgrading to T&amp;E 10 - Recorded Session</p>	<p>This 30 minute course provides all of the helpful information needed to learn about Time &amp; Expense 10 for Costpoint on-premise administrators and IT professionals to ensure you're setup for success and prepared for the T&amp;E 10 upgrade. Topics in this webinar are: An overview of the Time &amp; Expense 10 functionality, what deployment options are available, A walkthrough of the upgrade process and, End user training best practices.</p> <p>[Keywords and Related Searches - recorded session, online video, time and expense, planning, upgrading process, te10, te]</p>	<p>Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>
<p>Costpoint Fundamentals Series: Touchpoints Process Flow Charts - Recorded Session</p>	<p>In this 2-hour course, it will focus on the complex interactions between the operating domains and modules within Costpoint. It also provides details on how to make use of the process flow diagrams to graphically depict the exchange of data and the dependencies that exist between applications, modules, and products. This course is part of the Fundamentals Series.</p> <p>[Keywords and Related Searches - recorded session, online video, flow charts, two primary ledgers, database tables, query studio, process flow essentials, billing process concepts, project status report, revenue summary]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Leave Reconciliation - Self-Paced Learning</p>	<p>This 1-hour course focuses on Leave Reconciliation functionality in Costpoint. It includes the following topics: Reconciling Leave by Account and Reconciling Leave by Employee. This course provides the processing steps and descriptions for each methods. It also includes how the system computes realized gains and losses when Multicurrency is enabled and the other system calculations for other leave information.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, leave reconciliation methods, reconciliation, leave by employee, multicurrency, realized gains and losses, reconcile leave balances, accrual and expense accounts usage, calculation steps, true-up leave history, leave type transfer, general ledger adjustment, leave history adjustment, true-up calculation formula]</p>	<p>Controller,Super User,Leave Specialist,Small Medium Business Operations,Time and Expense Manager</p>
<p>Costpoint Projects Series: Workshop (DLL) - Virtual Live Class</p>	<p>This 3-hour course is part of the Projects Series. This workshop covers subject matter taught in the following courses: Costpoint Fundamentals Series: Navigation Part 1 Costpoint Fundamentals Series: Navigation Part 2 Costpoint Projects Series: Projects Setup Part 1 Costpoint Projects Series: Projects Setup Part 2 Costpoint Projects Series: Revenue and Ceilings Costpoint Projects Series: Time and Material.</p> <p>[Keywords and Related Searches - instructor led class, training, project setup introduction, contract and funding values, user defined fields, project account group, revenue methodology, ceilings and overrides, project replication, project labor categories]</p>	<p>Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Billing Series: Billing Procedures Part 1 - Virtual Live Class</p>	<p>In this 1-hour course, you will learn and identify the ceilings for restricting the billing amount, the role of "BARN" codes on ceiling screens, and provides demonstrations when to use the Milestone, Fixed Price and Manual billing. This course is part of the Billing Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Ceilings for restricting the billing amount</li> <li>• Role of "BARN" codes on ceiling screens</li> <li>• Situations when to use Milestone billing, Fixed Price billing, and Manual billing</li> <li>• Demonstrate the steps to process a:                                     <ul style="list-style-type: none"> <li>• Cost Plus Bill</li> <li>• Milestone Bill</li> <li>• Fixed Price Bill</li> <li>• Manual Bill</li> </ul> </li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1 hour                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.0                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: <a href="http://www.nasbaregistry.org">www.nasbaregistry.org</a>.</p> <p>Instructors and participants can obtain the training materials and other helpful information for the course through the PDF file(s) displayed by Resources.</p>	<p>Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Billing Series: Billing Procedures Part 2 - Virtual Live Class</p>	<p>In this 1.5-hour course, you will learn and identify the purpose of a work force in controlling labor charges against any type of project, know the difference between Employee Work Force screens, and time and material formulas. It will also focus on project work force setup and the procedure for creating a time and material bill. This course is part of the Billing Series.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> <li>- Identify the following:                             <ul style="list-style-type: none"> <li>• Purpose of a work force in controlling labor charges against any type of project</li> <li>• Difference between Employee Work Force and Vendor Work Force screens</li> <li>• Time and Material Formulas</li> <li>• Use of Rate Type codes</li> <li>• Function of the Rate Sequence table</li> <li>• Role of the Load Labor Rates process in properly updating a labor transaction record that initially resides in Open Billing Detail</li> </ul> </li> <li>- Demonstrate the steps to:                             <ul style="list-style-type: none"> <li>• Setup the Project Work Force</li> <li>• Create a T&amp;M format and supporting schedule</li> <li>• Setup PLCs and linking PLCs and PLC Rates to projects</li> <li>• Process a T&amp;M bill</li> </ul> </li> </ul> <p>Level: Entry                      Training Hours: 1.5 hours                      NASBA Delivery Method: Group Internet Based                      NASBA Field of Study: Business Mgmt &amp; Org                      CPE Credit/s: 1.5                      Prerequisites: None                      Advance Preparation: None</p> <p>For refunds, cancellation policy, and other concerns, please e-mail <a href="mailto:DeltekUniversity@DLZ.deltek.com">DeltekUniversity@DLZ.deltek.com</a>.</p> <p>Deltek, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered</p>	<p>Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Accounts Payable Series: Payments - Infographic	Learn all about Accounts Payable (AP) payments in Costpoint. This printable guide covers vendor payment methods, Pay When Paid vouchers, voucher selection, payment statuses, using Cash Requirement Report, electronic fund transfer, and manual check processing. It is part of the Costpoint Accounts Payable Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, ap module, ap payments, payment criteria, selection options, future disbursements, open payables, eft, check payments, check voiding]	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Accounts Payable Series: Vouchers - Infographic	Learn all about vouchers in Costpoint Accounts Payable (AP). This printable guide covers voucher types, posting vouchers, managing recurring vouchers, correcting and reversing posted vouchers, and pulling up reports to verify AP voucher information. It is part of the Costpoint Accounts Payable Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, ap module, voucher setup, manage ap vouchers, ap reports, voucher correction, voucher reversal]	Accounts Payable,Controller,Super User,Small Medium Business Operations
Costpoint Billing Series: Billing Procedures Part 1 - Infographic	Learn about printing milestone invoices and fixed price schedule invoices, processing a schedule fixed price bill, and editing schedule information for a fixed price invoice. This is 1 of 2 printable guides for Costpoint Billing Procedures.  [Keywords and Related Searches - print out, cheat sheet, quick reference, printing invoices, fixed price billing, editing invoices, bill processing, invoice processing]	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Billing Procedures Part 2 - Infographic	Learn about work force and Project Labor Category, Loaded Labor formulas, Time and Material formulas, and Time and Material bill processing. This is 2 of 2 printable guides for Costpoint Billing Procedures.  [Keywords and Related Searches - print out, cheat sheet, quick reference, plc, t&m billing, billing formulas]	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Contract Management Series: Data Flow Between Modules - Clickguide	This clickguide provides a walkthrough of how data flows between the different modules within the Deltek Contracts domain when creating new records. This clickguide is part of the Contract Management Series.  [Keywords and Related Searches - clickguide, online course, elearning, opportunity to a contract, creating a contract from an opportunity, field transferred from opportunity to contract, opportunity/contract to a subcontract, subcontracts, far, far/supplemental clauses and provisions from a contract to a subcontract]	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Contract Management Series: Modifications for Contracts and Subcontracts - Clickguide	<p>The clickguide will help clients understand how the Modifications entered for Contracts, Subcontracts, and Projects are related and the flow between these three areas. This clickguide is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, allow override, project modifications, assign a project, modification controls, funded value, manage project user flow]</p>	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint Enterprise Reporting Interactive Report Writer: Basic Topics Part 1 - Infographic	<p>This is the first of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics. This contains information on navigating the user interface, creating a List report, and working with the on-demand toolbar.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, cer, user interface, team content, content pane, my content, upload files]</p>	CEO, Controller, Super User, Reporting Specialist
Costpoint Enterprise Reporting Interactive Report Writer: Basic Topics Part 2 - Infographic	<p>This is the second of two parts of the Costpoint Enterprise Reporting Interactive Report Writer - Basic Topics. This focuses on creating a Crosstab report as well as discusses working with the on-demand toolbar, formatting reports and utilizing filters to focus the data in reports.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, report type, cer, number fields, text fields, headers and footers, background images]</p>	CEO, Controller, Super User, Reporting Specialist
Costpoint Fixed Assets Series Part 1: Fixed Asset Controls - Infographic	<p>Get an overview of the Fixed Assets module, including the interactivity of the segments within it. Learn about the 3Cs to fixed assets acquisition in Costpoint: categorization, classification, and code assignment. This printable guide is 1 of 3 in the Costpoint Fixed Assets Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, acquiring fixed assets, purchasing requisition, purchasing order, vendor, packing slip, receiving record, invoice voucher, fa account, gl asset account]</p>	Controller, Super User, Fixed Asset Specialist, Small Medium Business Maintenance

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Fundamentals Series: Navigation Part 1 - Infographic	Get familiar with the Costpoint navigation interface, specifically the basic parts of an application screen, the application menus, the lookup and query functions, the column functions, and the accounting periods. This is 1 of 2 printable guides for navigation under the Costpoint Fundamentals Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, user interface, application layout, find and query, screen configuration, table columns]	Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint Fundamentals Series: Navigation Part 2 - Infographic</p>	<p>Get familiar with the Costpoint navigation interface, specifically stored parameters, basic data entry, table rows, find and replace, and printing options. This is 2 of 2 printable guides for navigation under the Costpoint Fundamentals Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, user interface, data fields, table rows, printer delivery, printer options, printing logos]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>
<p>Costpoint Administrator Series: Enhancements to Costpoint Approval Workflow (NEW) - Clickguide</p>	<p>This clickguide features Q3 2017's enhancement to Costpoint's Approval Workflow (NEW) functionality and its main features.It covers the four basic setup screens, Approval Roles, Rejection Codes, Approval Workflow Email Messages, and Approval Workflow Models, and the steps in setting up a new approval workflow. The new enhancements are interspersed, while describing the setup process.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, basic setup screens, revisions, export/import]</p>	<p>Controller,Super User,System Administrator,Small Medium Business Maintenance</p>



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Time and Expense 9 vs 10 Menu Mapping Series: Administration Tab - Clickguide	<p>This clickguide can help you locate your applications as well as get you familiar with menu differences between the two versions for those Time and Expense Administrators moving from version 9.0.1x to version 10.0. This clickguide is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, time and expense, te9, te10, te, configure general settings, udt options, manage resource group types, job management, manage resource information, security roles, functional roles, charge trees]</p>	Super User,Small Medium Business Maintenance,Time and Expense Manager
Time and Expense 9 vs 10 Menu Mapping Series: Expense Tab - Clickguide	<p>This clickguide is for Time and Expense users to help you get from what you now in Expense tab version 9 to what improvements are in version 10. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, outstanding aging, expense report status, authorization, currency schedules, per diem schedules, te, te9, te10]</p>	Super User,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager
Time and Expense 9 vs 10 Menu Mapping Series: Time Tab - Clickguide	<p>This clickguide is for Time and Expense users to help you get from what you now in Time tab version 9 to what improvements are in version 10. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, generate timesheets, export timesheets, employee activity, utilization inquiry, company work schedules, te, te9, te10]</p>	Super User,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Approver Setup - Infographic	<p>This will walk you through how to set up a Timesheet or Expense Approver. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, set up an approver, approver setup, manage functional roles, manage employee groups, review and check, functional roles, costpoint 7.1]</p>	Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Expense Entry - Infographic	<p>This will walk you through how to Login and enter your expenses in a basic expense report. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, manage my desktop, manage expense report, costpoint 7.1, expense report, expense report purpose, default charges, default allocation %, add to favorites, meal detail, claimed expenses, missing receipt]</p>	CEO,Super User,Time and Expense End User,Time and Expense Manager

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Time and Expense Series: Expense Views - Infographic	<p>This covers the Form and Table views available in Costpoint. It includes the detailed definition for the screen part of each view. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, form view, table view, grid, grouped in boxes]</p>	Super User,Small Medium Business Maintenance,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: Timesheet Entry - Infographic	<p>This will walk you through how to Login and enter your time in a basic timesheet. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, import projects, my desktop, manage timesheets, line item, project code, charge lookups, costpoint 7.1]</p>	CEO,Super User,Time and Expense End User,Time and Expense Manager
Costpoint Time and Expense Series: User Interface - Infographic	<p>This focuses on the Costpoint's Time and Expense User interface. It provides the detailed information for each part of the screen. This is part of the Time and Expense Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, t&amp;e, menu options, global icons, task toolbar, screen configuration, save toolbar configuration]</p>	CEO,Super User,Time and Expense End User,Time and Expense Manager
Costpoint Projects Series: Revenue and Ceilings - Infographic	<p>Get an overview of Revenue Recognition, know the difference between Owning Org and Performing Org, understand the Revenue Rules of the Road, and be able to identify the screens used to set up ceilings and overrides. This printable guide is part of the Costpoint Projects Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, owning organization, performing organization, ceiling setup, override setup, project revenue]</p>	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint GL Month End Series: Part 1 - Month End Overview and Recording Journal Entries - Infographic	<p>Know the basics of recording journal entries, the first phase in the 5R month-end closing process in Costpoint. This printable guide covers period control, journal entry approval, reversing entries, and recurring entries. It is part of the GL Month End Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, general ledger, closing program, recording entry, adjusting entries]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint GL Month End Series: Part 2 - Rate Computation and Recognizing Revenue - Infographic	<p>Know the steps to computing revenue using this printable process checklist. It summarizes the steps that feed into phase four and phase five of the 5R month-end closing process in Costpoint. It is part of the GL Month End Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, general ledger, revenue computation, revenue calculation, closing program, revenue processing, revenue reporting, rate calculation]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint GL Month End Series: Part 3 - Reconciliation and Financial Reporting - Infographic	<p>Troubleshoot Unbilled Receivable Reconciliation using this printable checklist. It summarizes the application screens and items that must be verified in case of discrepancies. It also lists the seven common financial reports that Costpoint may generate at phase five of the 5R month-end closing process. This is part of the GL Month End Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, general ledger, closing program, revenue reconciliation, troubleshooting discrepancies, financial statements, revenue posting]</p>	Controller, Super User, General Ledger Specialist, Small Medium Business Operations
Costpoint Human Resources Series: Benefit Controls - Infographic	<p>Get familiar with Benefit Controls that must be configured in Costpoint. This printable guide shows how to navigate to these screens and defines the employee benefits applications that must be set up. It is part of the Costpoint Human Resources Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, navigation path, setup screens, benefits settings, application configuration]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Human Resources Series: Benefit Entry and Creation Controls - Infographic	<p>Get familiar with the Benefit Entry and Creation screens that must be configured in Costpoint. This printable guide shows how to navigate to these screens where employee benefits are created and relevant employee data are managed. It is part of the Costpoint Human Resources Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, navigation path, setup screens, creating benefits, manage benefits, benefit management]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Human Resources Series: Personnel - Infographic	<p>Get familiar with the Personnel functionality in Costpoint. This printable guide shows how to navigate to the control screens for personnel configuration and to the setup screens for employee information and HR-specific data. It is part of the Costpoint Human Resources Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, hr module, navigation path, personnel setup, personnel controls, employee education, skills and training, hr information]</p>	HR Specialist, Super User, Small Medium Business Maintenance
Costpoint Labor Series: Employee Information Setup Checklist - Infographic	<p>This infographic summarizes the steps in setting up an employee in the Costpoint Labor module.</p>	

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Labor Series: Labor Controls Setup Checklist - Infographic	<p>Initialize the Costpoint Labor module using this printable checklist. It lists the employee attributes and labor costing attributes that must be configured to set up the module. It is part of the Costpoint Labor Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, labor settings, labor configuration, wage configuration, wage setup, labor setup, compensation setup, overtime controls, pay types, timesheet periods, works schedule]</p>	Controller,Super User,Labor Specialist,Leave Specialist,Small Medium Business Maintenance
Costpoint Leave Series: Leave Controls Setup Checklist - Infographic	<p>Initialize the Costpoint Leave module using this printable checklist. It lists the five application screens that need to be configured to set up leave controls. It is part of the Costpoint Leave Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, leave setup, employee leave, leave settings, leave types, leave periods, leave processing, leave management]</p>	Controller,Super User,Leave Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Leave Series: Leave Process Flow and Employee Leave Management - Infographic	<p>Know how Costpoint processes employee leave using this printable guide. It shows how to link employees to leave information on the Manage Employee Information screen, so they could receive leave benefits. It is part of the Costpoint Leave Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, leave setup, employee leaves, leave settings, leave types, leave periods, leave processing, leave accruals, leave management, beginning balances]</p>	Controller,Super User,Leave Specialist,Small Medium Business Operations
Costpoint GL Month End Series: 5R Closing - Infographic	<p>Get an overview of the five phases of the GL Month End closing process in this printable guide. It includes a checklist of activities under each phase of the 5R program. This is part of the GL Month End Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, general ledger, record entries, rate computation, recognize revenue, reconcile, review and report, general ledger]</p>	Controller,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint Materials Management Series: Supplier Portal Buyer Actions - Infographic	<p>Get familiar with the functions and options in the Buyer Dashboard in Costpoint. This feature allows buyers to access purchase orders linked to their suppliers, and enables companies to streamline communications between their purchasing department and their suppliers, vendors, and subcontractors. This printable guide is part of the Costpoint Materials Management Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, dashboard actions, purchasing dashboard, buyer dashboard, buyer actions]</p>	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Materials Management Series: Purchase Order - Infographic	<p>Know the eight types of purchase orders in Costpoint. This printable guide defines each one. It is part of the Costpoint Materials Management Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, blanket order, government funded material, gfm, government furnished equipment, gfe, release order, subcontractor retainage, agreement blanket, agreement release]</p>	Super User,Materials Specialist
Costpoint Materials Management Series: Purchase Requisition - Infographic	<p>Know the eight types of purchase orders in Costpoint. This printable guide defines each one. It is part of the Costpoint Materials Management Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, blanket order, government funded material, gfm, government furnished equipment, gfe, release order, subcontractor retainage, agreement blanket, agreement release]</p>	Super User,Materials Specialist
Costpoint Payroll Series: Employee Information Update and Employee Termination Process Flows - Infographic	<p>Know how to update employee salary information and how to terminate an employee in Costpoint using the process flows in this printable guide. This is part of the Costpoint Payroll Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, payroll settings, payroll configuration, setup screens, configuration screens, employee deactivation, salary update, pay increase, manage employee salary]</p>	Controller,HR Specialist,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Payroll Series: Module Initialization Checklist - Infographic	This infographic summarizes the steps in initializing the Costpoint Payroll module.	
Costpoint Payroll Series: New Employee Setup Checklist - Infographic	<p>Enter a new employee in Costpoint using this printable checklist. It summarizes the data needed to set up basic employee information, employee salary information, and employee payroll information. It is part of the Costpoint Payroll Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, employee setup, entering new employee, payroll configuration, payroll setup, payroll settings, setup screens, configuration screens]</p>	Controller,HR Specialist,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Projects Series: Project User Flow - Infographic	<p>Know the setup requirements for Costpoint Project User Flow. This printable guide includes tips to configuring this Manage Project User Flow application screen. It is part of the Costpoint Project Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, required items, optional items, project level, project setup, project initialization]</p>	Super User,Project Specialist,Small Medium Business Maintenance
Costpoint Projects Series: Modifications Descriptions - Infographic	<p>Know more about Validate Modification Descriptions, an optional feature for Costpoint Projects. Learn how to enable it when managing modification descriptions. This printable guide is under the Costpoint Projects Series.</p> <p>[Keywords and Related Searches - print out, cheat sheet, quick reference, project modification, configuration settings, manage modifications]</p>	Super User,Project Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Time and Expense Series: Security Roles and User Groups - Infographic	This gives the users the background and discusses Security Roles and User Groups for Costpoint Time and Expense concepts. This infographic also provides some scenarios on where this function is being used. This is part of the Time and Expense Series.  [Keywords and Related Searches - print out, cheat sheet, quick reference, te, cp framework, seat licenses, access granted]	Super User,Small Medium Business Maintenance,Time and Expense Manager
Costpoint Time and Expense 10 Series: Expense Wizard - Video	This video provides walkthrough and demonstrations for the Costpoint Time and Expense 10 - Expense Wizard features.	Estimator,Quantity Surveyor,Sales & Marketing,Claims Analyst,Business Development Representative,Executive
Costpoint Fundamentals Series: Accounting Period Control Screens - Infographic	Get familiar with the Costpoint's Accounting Period Control screens, specifically the three components of fiscal period, the manage accounting periods application and manage subperiod. This infographic is part of the Fundamentals series.	Contracting Officer
Costpoint Projects Series: Manage Project User Flow and Manage Change Order Screens - Infographic	Get familiar with the Manage Project User Flow and Manage Change Order screens in Costpoint Projects. This infographic focuses on Gov't Contract, Deliverables, and Modifications subtasks available in the Manage User Project Flow application, and also the uses of the Manage Change Order screen. This is part of the Projects series.	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Projects Series: Project Account Abbreviation (PAA) and Project Account Wildcard (PAW) - Infographic	Get familiar with the Project Account Abbreviation (PAA) and Project Account Wildcard (PAW) available in Costpoint Projects. This printable guide is part of the Projects series.	Super User,Project Specialist,Small Medium Business Maintenance
Costpoint Projects Series: Project Revenue and Ceilings - Infographic	Get familiar with the Award Fee and the Ceiling and Overrides available in Costpoint Projects. This printable guide lists the steps on how to setup an award fee, and also the difference between the ceilings and overrides. This is part of the Projects series.	Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Projects Series: Time and Material - Infographic	Get familiar with the Time and Material functionality in Costpoint Projects. Learn how to enable the project work force feature, how to create a project work force, assign the PLC to an employee, and link PLC rates to employee or vendor. This infographic is part of the Projects series.	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Labor Series: Labor Posting and Reporting - Infographic	Get familiar with the Posting and Reporting functionality available in Costpoint Labor. This printable guide lists the information of the missing timesheet reports, employee labor and timesheet history, employee labor summary and labor utilization reports. This is part of the Labor series.	Controller,HR Specialist,Labor Specialist,Small Medium Business Operations

This document serves as a guide on the available learning assets for the given product. Note that additional assets may have been added since this document was produced.

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Labor Series: Manage Timesheet Defaults - Infographic	Get familiar with the Manage Timesheet Defaults available in Costpoint Labor. This printable guide list information on how to auto adjust timesheets, how to add and create overtime and allowance lines, and recast overtime premium - manage timesheet and pay types. This is part of the Labor series.	Controller,HR Specialist,Super User,Labor Specialist,Small Medium Business Operations
Costpoint Payroll Series: Reports and Inquiries - Recorded Session	This 2-hour course focuses on the standard inquiries and reports for reviewing labor-based data. It is intended for users who generate labor-related reports for their organizations. This course is part of the Payroll Series.  [Keywords and Related Searches - recorded session, online video, employee earnings report, quarterly federal payroll tax report, social security and medicare reconciliation report, quarterly state unemployment report, state withholding report, local withholding report, workers' compensation accrual report]	Controller,Super User,Payroll Specialist,Small Medium Business Maintenance
Costpoint Pre-Conference Workshop Series: Reports, Processes, and Utilities - Recorded Session	In this 1-hour course, Costpoint Instructor Debbie Hofheimer gives a high-level walkthrough of the various processes, reports, and utilities in Costpoint. She also presents tips and tricks that can help users optimize the functionalities of Costpoint.  [Keywords and Related Searches - recorded session, online video, costpoint reports, utilities, best practices, tips and tricks, optimize, functionalities, setup]	Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Procedures - Scheduled Bills - Learning Video	In this Learning Video, you will learn the benefits of a Schedule Fixed Price invoice, as well as, its uses. We will also go through the processing steps of posting this type of invoice as well as show the desired results.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Procedures - Milestone Billing - Learning Video	In this Learning Video, you will learn the many uses for Milestone Percent Complete bills. We will cover why it is such a dynamic invoice format, speak to its benefits in general and demonstrate the basic processing steps for this type of invoice, from creating a Milestone Percent Complete invoice through posting it.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Procedures - Invoice Ceilings - Learning Video	In this Learning Video, you will learn the various types of ceilings and explain at what level of the project they can exist, discuss the the Total Ceilings screen and explain the meaning of BARN codes and their uses, which types of codes are traditionally implemented on the Funding and Value sides, and the appearance of numeric values in this screen.	Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Billing Series: Procedures - Billing Cost Plus - Learning Video	In this Learning Video, you will learn the basic processing steps for a Cost Plus bill. It includes where and how to view records that can be included on an invoice, calculating and reviewing the created invoice, printing a draft bill to review for accuracy and printing a final invoice for your customer, as well as, posting the cost plus invoice.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Overview - Open Billing Detail - Learning Video	In this 15 minute course, you will learn the role of Open Billing Detail within the Billing Module, explain the different statuses that can be found on the Open Billing Detail Report, and demonstrate how to adjust transactions in Open Billing Detail by using a specific screen. This course is part of the Billing Overview series.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Overview - Project Billing Information and Customers - Learning Video	In this 15 minute course, you will learn the various aspects of the Project Billing Information screen and demonstrate how to set it up. This also includes a demonstration on how to enter a customer into the Manage Customers screen, which can then be used in the Billing module. This course is part of the Billing Overview series.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Overview - Module Initialization and Controls - Learning Video	In this 15 minute course, you will learn the configuration of the Billing Settings and how to set up multiple screens in the Billing Controls area of Costpoint. This course is part of the Billing Overview series.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Overview - Billing Process Flows - Learning Video	In this 10 minute course, you will learn the basic process flows in Billing for Costpoint. It covers the Billing Process Flow overview, the sources of Billable Transactions and its destination, and the critical ingredients to the Billing Process recipe. This course is part of the Billing Overview series.	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Contract Management Series: Opportunities Overview - Self-Paced Learning	In this 30 minute course, you will learn the features and functionalities available in the Manage Opportunities screen of the Costpoint Contract Management. This also includes the definition and the steps to create new opportunities. This course is part of the Contract Management Series. [Keywords and Related Searches - elearning, online learning, online course, contracts domain, manage opportunities, business development, conflicts of interest, team tab]	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint 8 Planning Series: Advanced Search Enhancements - Infographic	Get familiar with the Costpoint Planning's Advanced Search Enhancements. This infographic covers the advanced search parameters, and how to find and add resources. This is part of the Planning series. [Keywords and Related Searches - print out, cheat sheet, quick reference, budget by resource, project budget, eac, new business budgets, hours type, itar required, assignment range, opportunity id, labor category]	Super User, Planning Specialist, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint 8 Business Intelligence: Executive Dashboards - Infographic	Get familiar with using the Executive Dashboard feature available in Costpoint Business Intelligence. This infographic provides the functions and information on each views. This is part of the Business Intelligence series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, bi, filtering, filters, overall reporting, insights, trend revenue]	CEO, Controller, Super User, Reporting Specialist
Costpoint 8 Business Intelligence: Projects Dashboards - Infographic	Learn how to use the Project Dashboard feature available in Costpoint Business Intelligence. This printable guide defines the Organization Manager CP Performance Analytics, and Project Manager CP Performance Analytics. This is part of the Business Intelligence series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, bi, current period revenue analysis, itd revenue, historical trends, utilization]	CEO, Controller, Super User, Reporting Specialist
Costpoint 8 Business Intelligence - Clickguide	This clickguide is intended for all new users of Costpoint Business Intelligence to learn the key features that all users should know before starting with Costpoint BI. This will provide an overview of Costpoint BI as well as instructions on how to navigate, view BI content (reports and dashboards), interact with content and subscribe to reports. [Keywords and Related Searches - elearning, online course, online learning, cp8, dashboard, parameters, manage dashparts, my workflow approvals, manage mydesktop, cer, cognos analytics 11.1.5, data models, smart ai for resource management, new contracts reports]	Controller, Super User, Reporting Specialist
Costpoint 8 Time & Expense Series: Using Time & Expense - Clickguide	In this clickguide, you will learn how to use the tool Time and Expense available in Costpoint. This provides an overview of the product, its benefits, as well as steps on how to enter time and request leave. This is part of the Time and Expense series. [Keywords and Related Searches - elearning, online course, online learning, timesheet, capture receipt, expense reports, adding expense, icr processing, outstanding expenses]	Super User, Small Medium Business Maintenance, Small Medium Business Operations, Time and Expense End User, Time and Expense Manager
Welcome to Costpoint 8 - Clickguide	This clickguide is an introduction to Costpoint 8 new enhanced features and how they relate to Costpoint 7. It covers updates to all domains: Accounting, Contracts, Projects, Planning, People/Regulatory, Materials, Time & Expense, Reports & Analytics, and Admin. [Keywords and Related Searches - elearning, online course, online learning, cp8, supplier portal, business intelligence, data models, uei, crm, govwin, erp, supplier vendor, api integration, task order number, resource planning, advanced search, what if scenarios, eac, view part inventory, autoloading standard text]	

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint 8 Projects Series: Inter-Company Work Orders - Self-Paced Learning	In this 1-hour course, you will get instructions for the setup, processing, and transfer of Inter-Company Work Orders information. You will also learn why the Inter-Company Work Orders module exists and in which situations it is best to use the IWO functionality. This is part of the Projects Series. [Keywords and Related Searches - elearning, online course, online learning, iwos, general ledger, pag, project account group, configure transfer locations, manage iwo expense mappings, manage create iwo projects, create iwo projects, manage iwo allocations, post iwo journal, sending database]	Super User,Project Specialist,Small Medium Business Maintenance
Costpoint Tips and Tricks Series: Unmasked and Hands On (DLL) - Virtual Live Class	This 3-hour course will provide details and information for Costpoint's various utilities, reports and processes that can be useful for the learner's advantage. This course is part of the Tips and Tricks Series.  [Keywords and Related Searches - instructor led class, training, delete timesheet payroll computed flags, delete payment advices from payroll edit table, purge audit file data, basic employee info, salary info and history, payroll taxes, employee bank info, payroll deductions, payroll contributions, payroll edit table, employee earnings, employee bond info]	Billing Specialist,Controller,Super User,General Ledger Specialist,Labor Specialist,Payroll Specialist,Pools Specialist,Project Specialist
Costpoint Planning Series: Organizational Budgeting - Self-Paced Learning	This 1-hour course covers the Organizational Budgeting feature available in Costpoint Planning. It includes the process of creating it by a traditional and integrated method, the outlooks, and the controls and utilities functional screens. This is part of the Planning Series. [Keywords and Related Searches - elearning, online learning, online course, training, maintain special org reporting rights, org budget cycle, mass upload budget, data entry, audit budget, upload project budget]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Planning Series: New Business Budgeting - Self-Paced Learning	This 1-hour course focuses on the New Business Budgeting functionality available in Costpoint Planning. It covers the overview, how the work breakdown structure works, creating a new business budget, burden templates and how to upload and process the data. This course is part of the Planning Series. [Keywords and Related Searches - elearning, online learning, online course, excel, administrator prerequisites, prepare your data, wbs, migrated non-backlog, budget subtask, import pools]	Super User,Planning Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Procedures - Manual Bills - Learning Video	In this Learning Video, you will learn the appropriate way to use the Manage Manual Bills screen to record an invoice, what billing formulas to use and the processing steps for entering and posting a Manual Bill. [Keywords and Related Searches - training videos, online video, entering and posting, billing information, advad3, accounts receivable, subsidiary ledger, billing master, project bill info, enter bill manually]	Billing Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Billing Series: Procedures - Time and Materials Billing Formulas and Formats - Learning Video	In this Learning Video, you will learn the term "T&M" and how it can mean different things to different people and industries. It will cover what each of the Time and Materials billing formulas exactly does and also discuss the different formats that can be used with T&M type billings. [Keywords and Related Searches - training videos, online video, labor, hourly basis, markup, formula, 6 loaded labor formulas, 3 multiplier formulas, non-labor with burden fee, cost times, open billing detail]	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Billing Series: Procedures - Time and Materials Invoice Processing - Learning Video	In this Learning Video, you will learn the role of the Load Labor Rates process and demonstrate the steps for processing a Time & Material bill, including posting the invoice. [Keywords and Related Searches - training videos, online video, records review, load labor rates, calculate standard bills, print a draft copy, post standard bills, final invoice]	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Projects Series: Contract Management Enhancements - Clickguide	This clickguide provides information on the important new features and enhancements available in Contract Management for Costpoint 8. It covers the changes made for the Contracts and Opportunities team tab, how this connects with Planning, also introducing the new application for Lead and Contacts. This clickguide is part of the Projects Series. [Keywords and Related Searches - online course, elearning, existing contacts, lead record, assigning resources, vendor employees, required criteria, labor categories, work location, plc, project budgets, eac]	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Contract Management Series: GovWin IQ Integration Overview - Self-Paced Learning	In this 30 minute course, you will learn the process and steps to import opportunity records from GovWin IQ into Costpoint.This course is part of the Contract Management Series. [Keywords and Related Searches - elearning, online learning, online course, govwin iq integration, configure opportunity settings, tenant id, opportunities controls, enter the parameters, manage opportunities]	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Business Intelligence: Planning Dashboards - Infographic	Learn how to use the Planning Dashboard feature available in Costpoint Business Intelligence. This printable guide defines the Organization Manager CP Performance Analytics, and Project Manager CP Performance Analytics dashboards for the Planning domain. This is part of the Business Intelligence series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, bi, itd revenue analysis, historical trends, revenue forecast, labor analysis, bud, eac]	CEO,Controller,Super User,Reporting Specialist
Costpoint 8 Business Intelligence: Manufacturing Dashboards - Infographic	Get familiar with using the Manufacturing Dashboard feature available in Costpoint Business Intelligence. This infographic provides the information on the dashboard's drill down capabilities, filters and pinned objects. This is part of the Business Intelligence series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, bi, mo, manufacturing order, cycle time, production status, ecn, engineering change notices]	CEO,Controller,Super User,Reporting Specialist
Costpoint 8 Contract Management Series: Opportunity and Contract Project Initialization - Clickguide	In this clickguide, you will learn the process for the Opportunity and Contract Project Initialization available in Costpoint Contract Management. This includes steps on entering data and the Project Initialization setup both for the Opportunity and Contract and has the details on how to view the project reports linked for both Opportunity and Contract. This clickguide is part of the Contract Management Series. [Keywords and Related Searches - clickguide, online course, elearning, populate the opportunity record, opportunity employee team subtask, manage project user flow, mass add project]	Super User,Contracting Officer,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint 8 Materials Management Series: Supplier Portal Overview - Infographic	Get an overview of the Supplier Portal feature in Costpoint. It allows suppliers to quickly access purchase orders issued by buyers and enables companies to streamline communications between their purchase departments and their suppliers, vendors, and subcontractors. This printable guide is part of the Costpoint Materials Management Series. [Keywords and Related Searches - print out, cheat sheet, quick reference, supplier dashboard, manage suppliers, supplier actions, PO line, action history, email notification]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Materials Management Series: Supplier Portal Buyer Dashboard - Infographic	Get familiar with the functions and options in the Buyer Dashboard in Costpoint. This feature allows buyers to access purchase orders linked to their suppliers, and enables companies to streamline communications between their purchasing department and their suppliers, vendors, and subcontractors. This printable guide is part of the Costpoint Materials Management Series. [Keywords and Related Searches - print out, cheat sheet, quick reference, dashboard actions, purchasing dashboard, buyer dashboard, buyer actions]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint 8 Materials Management Series: Supplier Portal Overview for Buyer - Clickguide	Get familiar with the functions and options in the Buyer in Supplier Portal for Costpoint. This feature allows buyers to access purchase orders linked to their suppliers, and enables companies to streamline communications between their purchasing department and their suppliers, vendors, and subcontractors. This clickguide is part of the Costpoint Materials Management Series. [Keywords and Related Searches - clickguide, online course, elearning, buyer and supplier, email notifications, action history, purchase order communications, supplier setup]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint Certification with Labor, Leave, and Payroll Exam	The Deltek Professional Costpoint Labor, Leave, and Payroll Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]	Labor Specialist,Leave Specialist,Payroll Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Master Certification Exam	<p>The Deltek Professional Costpoint Master Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read &amp; Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]</p>	Super User
Costpoint Certification with General Ledger Exam	<p>The Deltek Professional Costpoint General Ledger Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read &amp; Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]</p>	General Ledger Specialist
Costpoint Certification with Projects Exam	<p>The Deltek Professional Costpoint Projects Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read &amp; Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]</p>	Project Specialist

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Certification with Billing and Accounts Receivable Exam	The Deltek Professional Costpoint Billing and Accounts Receivable Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]	Accounts Receivable,Billing Specialist
Costpoint Certification with Accounts Payable Exam	The Deltek Professional Costpoint Accounts Payable Certification Exam validates skills within the Costpoint product suite. Successful completion of the Certification exam is required to receive the Professional Certification. Deltek Training is not required to be certified. Passing the exam confirms you have practical application knowledge required to be a Deltek Costpoint Certified User. If you do not have access to the Read & Sign document, right-click on the below link and open in a new Tab on your browser to use the alternate entry form: <a href="https://education.deltek.com/web/dlz_request_form/product_certification/">https://education.deltek.com/web/dlz_request_form/product_certification/</a> If you are using alternate access, there will be a fee associated with the Certification Exam. After paying the fee, you will receive an email with information on accessing the Certification Exam. [Keywords and Related Searches - costpoint, certification, test, exam, study guide, agreement, recommended training, study suggestions, sample questions, badge, certification badge, product certification]	Accounts Payable
Costpoint - Families First Coronavirus Response Act (HR 6201)	This document covers the recommended process for setting up Costpoint for the emergency sick pay and expanded family and medical leave requirements for both hourly and salary employees due to CoVid19. [Keywords and Related Searches: cp, costpoint, sick pay, emergency, medical leave, family, coronavirus, covid19, payroll]	
Costpoint Materials Management Series: Supplier Portal - Clickguide	This clickguide provides information on the Supplier Portal functionality available in Costpoint. It includes the Purchase Order Communications flow chart that illustrates each roles: Admin, Buyer and Supplier/Subcontractor. This clickguide is part of the Materials Management Series.  [Keywords and Related Searches - clickguide, online course, elearning, buyer and supplier, email notifications, action history, purchase order communications, supplier setup]	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint Contract Management Series: Subcontractor Management - Self-paced Learning	This 1-hour course covers the basic processes relevant to the Subcontractor Management feature of Costpoint. This course is part of the Contracts Series. [Keywords and Related Searches - elearning, online learning, online course, vendor employees, control settings, subcontractor invoices, procurement, work assignments, te, t&e]	Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint 8 Business Intelligence: Contracts & Opportunities Dashboards - Infographic	Get familiar with using the Contracts & Opportunities Dashboard feature available in Costpoint Business Intelligence. This infographic provides details on the consolidated metric views of their respective module and information on each tabs. This is part of the Business Intelligence series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, bi, admin, actual backlog, target backlog, funding % complete, pipeline breakout, revenue forecast]	CEO, Controller, Super User, Reporting Specialist
Costpoint 8 Reports and Analytics Series: Organization Manager Dashboard - Infographic	Learn how to use the Organization Manager Dashboard feature available in Costpoint Reports and Analytics. This printable guide defines the dashboards capability and displays various dashparts with high level information. This is part of the Reports and Analytics series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, drill down, ar over 30 days, open billing, projects over x funding, labor utilization, ar current]	CEO, Controller, Super User, Reporting Specialist
Costpoint 8 Human Resources Series: Affirmative Action - Virtual Live Class	This 2-hour course focuses on the configuring and setup of Affirmative Actions and the various reporting features, such as EEO 1 and VETS-4212 reporting. It also discusses various other employee reports available within the system. This course is part of the Human Resources Series. [Keywords and Related Searches - instructor led class, training, compliance planning reports, affirmative action controls, action plans, employer information report, configure affirmative action settings, functional job hierarchy, manage job categories]	HR Specialist, Small Medium Business Maintenance
Costpoint 8 Materials Management Series: Supplier Portal Overview for Payer - Clickguide	Get familiar with the functions and options in the Payer in Supplier Portal for Costpoint. This course provides the information on the three main use cases for the Supplier Portal Invoicing Capabilities. This is part of the Costpoint Materials Management Series. [Keywords and Related Searches - clickguide, online course, elearning, payer and supplier, supplier approval of costpoint generated invoice, cp8, supplier generates invoice based on t&e, time & expense, supplier generates invoice for standard po, purchase order, digital signature]	Super User, Materials Specialist, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint 8 Time and Expense Series: Mobile Expense - Acquire and Setup the App - Infographic	Get familiar on how to acquire and setup the Costpoint Mobile Time and Expense app. This printable guide provides the steps on how to install and login using the T&E mobile app. This is part of the Time and Expense series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, te, server url field, api, terms and use of service, saml, 3rd party authentication, ldap, lightweight directory access protocol, sso, single sign on, saml, biometric authentication, pin]	Super User, Small Medium Business Maintenance, Time and Expense End User, Time and Expense Manager

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint 8 Time and Expense Series: Mobile Expense - Approve and Reject Expense Reports - Infographic	Learn more on how to approve and reject expense reports using the Costpoint Mobile Time and Expense app. This infographic provides steps on both approval and rejection task for the Resource Managers. This is part of the Time and Expense series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, te, approve expense reports, tasks]	Super User, Small Medium Business Maintenance, Time and Expense End User, Time and Expense Manager
Costpoint 8 Time and Expense Series: Mobile Expense - Capture Receipt and Create Expense - Infographic	Get familiar on the capture receipt and creating expense features available in Costpoint Mobile Time and Expense app. This infographic provides the steps on how to capture receipt and processed through the intelligent character recognition processing engine, also the two tabs available: Expense Reports and Outstanding Expenses. This is part of the Time and Expense series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, te, icr, partners system, allow mobile expense application, create new report, claimed expense, error display]	Super User, Small Medium Business Maintenance, Time and Expense End User, Time and Expense Manager
Costpoint 8 Planning Series: Project Budgeting - Self-Paced Learning	This 1-hour course provides information about the Project Budgeting options and functions available in Costpoint Planning. This covers the following topics: Project/Budget EAC Flow Chart, how to create a budget, The Project Estimate at Completion (EAC) and the Revenue Setup. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, project budgeting, eac, eac flow chart, project estimate at completion, creating a budget, revenue setup, job server, refresh process]	Super User, Planning Specialist, Small Medium Business Maintenance, Small Medium Business Operations
Costpoint 8 Planning Series: Administration and Administration Reports - Self-Paced Learning	In this 1-hour course, you will learn all the information on the Administration feature available in Costpoint Planning. It covers the Planning Security Setup, Administration Utilities, the Org and Project Budgeting Controls and the reports generated for administrators. This course is part of the Planning Series.  [Keywords and Related Searches - elearning, online learning, online course, configuration and mapping settings, refresh process, post install, mau1, user maintenance]	Super User, Planning Specialist, Small Medium Business Maintenance
Costpoint 8 Reports and Analytics Series: Finance Manager Dashboard - Infographic	Get familiar with the Finance Manager Dashboard feature available in Costpoint Reports and Analytics. This printable guide defines the dashboards capability and displays various dashparts with high level information. This is part of the Reports and Analytics series. [Keywords and Related Searches - print out, cheat sheet, quick reference, cp8, drill down, ar over 30 days, open billing, projects over x funding, labor utilization, ar current]	CEO, Controller, Super User, Reporting Specialist
Costpoint New User Interface - Support Material	This portal contains all assets related to the Costpoint's user interface. [Keywords and Related Searches - performance support videos, cp, guided tour, navigation, modernized menu, screen size, domains, module, application groups, instructions]	Super User



# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
Costpoint 7 Shop Floor Time 1.2 Series (PSV) - Support Material	This portal contains the basic information on Costpoint Shop Floor Time 1.2. It will provide the necessary guides to navigate and execute Shop Floor Time. [Keywords and Related Searches - performance support videos, sft, cp, elapsed entry, human resources, reports and payroll, managers manual, getting started, employee records, hierarchy definition, group definition]	Super User
Costpoint Enterprise Reporting 7.2 Series - Support Material	This portal provides access to the training available to support your knowledge of CER. [Keywords and Related Searches - performance support videos, enterprise reporting, cp, reports and analytics, models overview, navigation, modify reports, notifications, dashboards and dashparts]	Super User
Costpoint Contract Management Series: Contract Management Overview - Support Material	In this portal you will find a collection of assets designed to assist you in your knowledge of Contract Management. [Keywords and Related Searches - performance support videos, clickthrus, contracts, customer, vendor, employee, govwin integration, opportunities, organizational conflict, oci, subcontracts]	Super User
Costpoint 7.1.1. Series - Support Material	In this portal you will find a robust collection of assets designed to assist you in your Costpoint journey. These Videos, click-thrus and Quick Reference Cards cover everything from release notes to navigation to basic set ups. [Keywords and Related Searches - performance support videos, clickthrus, release notes, navigating cp, benefits enrollment, mobile time, project manager dashboard, quick reference card]	Super User
Costpoint Contract Management Series: Opportunities Overview - Self Paced Learning	In this 30 minute course, you will learn the features and functionalities available in the Manage Opportunities screen of the Costpoint Contract Management. This also includes the definition and the steps to create new opportunities. This course is part of the Contract Management Series.  [Keywords and Related Searches - elearning, online learning, online course, contracts domain, manage opportunities, business development, conflicts of interest, team tab]	Super User, Contracting Officer
Costpoint Time and Expense 10 - Self-Paced Learning	This self-paced learning will focus on the workflow process of Deltek Time and Expense as well as the data interaction between Expense and other systems. We review the general implementation requirements the basic setup in Costpoint for visibility in Deltek Time and Expense. We also examine basic configurations while applying the understanding in a live training environment. This course uses examples based on imports and exports into the database.	Super User, Time and Expense End User, Time and Expense Manager
Costpoint 8 Materials Management Series: Purchase Orders to Shipping Notification in the Supplier Portal - Learning Video	This 22 minute course will cover how to setup, process the Purchase Orders, and Shipment information for the Supplier Portal feature of Costpoint 8 - Materials Management domain. [Keywords and Related Searches - training videos, cp8, po, po line, buyer, employee id, manage vendors, accounts payable, vendor id, database, buyerco, accounting defaults, contact information, fuselage, change request by supplier, action changes]	

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint 8 Contract Management Series: Data Flow Between Modules - Clickguide</p>	<p>This clickguide provides a walkthrough of how data flows between the different modules within the Deltek Contracts domain when creating new records. This clickguide is part of the Contract Management Series.</p> <p>[Keywords and Related Searches - clickguide, online course, elearning, opportunity to a contract, creating a contract from an opportunity, field transferred from opportunity to contract, opportunity/contract to a subcontact, subcontracts, far, far/supplemental clauses and provisions from a contract to a subcontract]</p>	<p>Super User, Contracting Officer, Small Medium Business Maintenance, Small Medium Business Operations</p>
<p>Costpoint 8 Time and Expense Series: Administrator and Manager Training - Clickguide</p>	<p>This course is for Time &amp; Expense Administrators who create user profiles for timesheets and expense reports. It covers the setup and configuration of user profiles and update of user interfaces for the Manage Timesheets and Manage Expense Report applications. For T&amp;E 10 Managers and Approvers, it includes the creation of desktop shortcuts and setting up of profiles to go directly to specific applications upon login.</p> <p>[Keywords and Related Searches - elearning, online learning, online course, time and expense, te10, accessing user profiles, creating a user profile, configuring profile application, profile mymenu, configuring end user timesheet application, for url and shortcut, accessing user profiles, expense tab, exporting directly to costpoint]</p>	<p>Super User, Small Medium Business Maintenance</p>

# Deltek Costpoint - DLZ Standard



Asset Name	Description	Role
<p>Costpoint 8 - Learning Portal</p>	<p>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.</p> <p>[Keywords and Related Searches - cp8, training, learning videos, accounting, contracts, projects, planning, admin, time &amp; expense, reporting &amp; analytics, business intelligence, people, materials, advanced search enhancements, contract management, support material]</p>	<p>Accounts Payable,Accounts Receivable,Billing Specialist,CEO,Controller,HR Specialist,Super User,System Administrator,Contracting Officer,Fixed Asset Specialist,General Ledger Specialist,Labor Specialist,Leave Specialist,Materials Specialist,Payroll Specialist,Planning Specialist,Pools Specialist,Project Specialist,Reporting Specialist,Small Medium Business Maintenance,Small Medium Business Operations,Time and Expense End User,Time and Expense Manager</p>

# Deltek Costpoint - DLZ Enhanced



Asset Name	Description	Role
Costpoint DCAA Compliance - The Keys and Best Practices Series: Conquering Accounts - Business Results Training	In this 1-hour course, you will utilize the power of the Account and arrive at the best business decisions when designing and building accounts in Costpoint. You will also examine the negative effects of an account that is setup incorrectly and understand the impact on DCAA Compliance. This is 1 of 8 courses within the series. [Keywords and Related Searches - elearning, online course, online learning, accounting managers, accounting specialists, cost types, scenario application, dod contracts, department of defense contracts, cost reimbursable, sop, standard operating procedures, general ledger, chart of accounts, coa, labor charges]	CEO,Super User,General Ledger Specialist,Small Medium Business Operations
Costpoint DCAA Compliance - The Keys and Best Practices Series: Compliant Timekeeping - Business Results Training	In this 40-minute course, you will have clearly defined best practices for both the manager and the employee roles regarding timesheet compliance. You will be able to use the existing tools in Costpoint Time and have access to sample documentation to help reinforce requirements for DCAA compliance. You will also examine the negative impacts that can directly affect DCAA Compliance when Costpoint Time is not used as intended. This is 2 of 8 courses within the series. [Keywords and Related Searches - elearning, online course, online learning, sop, standard operating procedures, reporting and inquiries, timesheet approval, timesheet status, daily floor check inquiry, manual timesheet, timekeeping checklist]	
Deltek Costpoint Projects - Applied Learning	This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to initiate a project, enter contract and funding values, associate user defined fields with projects, create project account groups, attach revenue formulas with projects, and set ceilings and overrides. Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download. [Keywords and Related Searches - project initialization, contract values, PAG setup, revenue method, ceilings and override, project clone, project labor categories, hands-on practice, self-paced learning] AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a>	Super User,Project Specialist,Small Medium Business Maintenance,Small Medium Business Operations
Deltek Costpoint Procurement - Applied Learning	This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to create parts, goods, and services and how to manage, approve, and print purchase requisitions, purchase orders, and vouchers. Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download. [Keywords and Related Searches - materials management, manage vendors, purchase orders, purchase requisitions, change order, hands-on practice, self-paced learning] AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a>	Super User,Materials Specialist,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Enhanced



Asset Name	Description	Role
Deltek Costpoint Labor and Leave - Applied Learning	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to configure labor and leave controls, set up employee information and salary details, post timesheets, and manage leave usage and balances. Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - labor controls, leave controls, new employee, manage allowances, salary setup, overtime premiums, leave balances, leave accruals, leave usage, wage determination, hands-on practice, self-paced learning]</p> <p>AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a></p>	Controller,Super User,Labor Specialist,Leave Specialist,Small Medium Business Operations
Deltek Costpoint Fixed Assets - Applied Learning	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to configure auto creation settings and default auto numbering asset numbering and how to manage auto creation accounts.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - fa controls, master record, asset auto creation, purchasing orders, monthly processing, asset disposal, hands-on practice, self-paced learning]</p> <p>AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a></p>	Accounts Payable,Controller,Small Medium Business Maintenance,Small Medium Business Operations
Deltek Costpoint Accounts Payable - Applied Learning	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to set up Accounts Payable, create vouchers, and configure electronic fund transfer and check payments.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - vouchers, eft, check payments, ap setup, handson practice, self-paced learning]</p> <p>AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a></p>	Accounts Payable,Controller,Super User,Small Medium Business Maintenance,Small Medium Business Operations

# Deltek Costpoint - DLZ Enhanced



Asset Name	Description	Role
Deltek Costpoint Fundamentals - Applied Learning	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers how to use Query and data retrieval functions, create and clone records, manage table rows and columns, among other basic processes.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>Keywords and Related Searches - user interface, basic navigation, column width, sorting data, stored parameters, entry posting, table rows, new record, hands-on practice, selfpaced learning]</p> <p>AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a></p>	
Deltek Costpoint Billing - Applied Learning	<p>This course provides you with up to 4 hours of hands-on experience, navigating through the Costpoint system in a Learning Lab sandbox environment. This course covers covers how to create a generic billing format and how to process different billing types: cost plus, milestone, schedule, time and materials.</p> <p>Applied Learning courses consist of a full product environment for you to work in, and accompanying Guided Practice scenarios that you can download.</p> <p>[Keywords and Related Searches - generic billing format, bills processing, time &amp; materials, fixed price, scheduled bill, milestone billing, cost plus, invoice transaction, hands-on practice, self-paced learning]</p> <p>AL Request Form link: <a href="https://education.deltek.com/web/dlz_request_form/applied_learning/">https://education.deltek.com/web/dlz_request_form/applied_learning/</a></p>	Billing Specialist,Super User,Small Medium Business Maintenance,Small Medium Business Operations
Costpoint - Learning Lab	<p>This course provides you with up to 4 hours of hands-on experience, navigating the Costpoint interface in a Learning Lab sandbox environment. Please note that Learning Lab Courses require you to fill in and send a Request Form before the course can be made available to you. The Request Form will open on your screen when you click on the link to launch the course. Requests are processed within 24 hours of the form being submitted. [Keywords and Related Searches - learning lab, cp, costpoint, training, online]</p>	