NeoSystems℠

Catalog of Costpoint Training Courses

COURSE NAME	CONTENT	LEARNING OBJECTIVES	PROGRAM LEVEL/ PREREQUISITES/ ADVANCE PREP	HOURS
INTRODUCTION TO DELTEK COSTPOINT 7	This course is designed for users who are new to Costpoint. It covers the basics on how to log in, how to navigate, and an overview of the core modules.	• Describe the flow of data in Costpoint • Navigate around the system • Describe the way the Accounts, Organizations and Projects work together • Set up an account • Set up an organization • Describe the financial statement setup • Enter a journal entry • Print financial reports • Describe how pools work in Costpoint • Describe how projects work in Costpoint • Describe the billing process • Describe the procurement process • Describe how labor expenses flow through the system	Basic/ None/ None	18
SYSTEM SECURITY IN DELTEK COSTPOINT 7	Security is essential in any system. In this course learn how to set up user groups and users and how to implement organizational security to maintain the security of your system.	• Set up User Groups and Users • Set up Organizational Security	Basic/ None/ None	3

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ACCOUNTS PAYABLE IN DELTEK COSTPOINT 7	Managing the accounts payable module in Costpoint includes being able to set up vendors, process vouchers and make payments. This course walks students through each	• Create vendors • Enter vouchers • Approve and post vouchers • Process payments	Basic/ None/ None	6
LABOR PROCESSING IN DELTEK COSTPOINT 7	Ensuring that labor is accurately recorded is a critical function for any business. Students learn how to set up new employees and how the entry of timesheets feeds into the general ledger, projects, billing and payroll. Processing subcontractors who often submit timesheets that need to be reconciled with their follow up invoices can be time-consuming. Students learn how to minimize the reconciliation challenges.	• Set up new employees • Set up subcontractors • Enter/process Timesheets • Process Leave • Process special types of Timesheets • Process Wage Determination	Basic/ None/ None	12
INDIRECT COST POOLS AND RATES IN DELTEK COSTPOINT 7	In government contracting, allocating indirect costs to jobs is a mix of art and science. This course discusses the government regulations that must be adhered to and how to categorize and allocate indirect costs across jobs in Excel. Once the basics of rate calculations	• Define direct and indirect costs • Describe the indirect rate calculation • List the types of costs that are typically indirect • Describe the costs usually found in the Fringe Benefits, Overhead, and G&A pools • Discuss the applicability of different allocation bases • Describe the difference between a pool and a service center	Basic/ None/ None	12

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	have been learned, the student then applies those concepts to understanding how rate calculations are done in Costpoint.	• Describe how one pool can flow into another • Set up new cost pools • Calculate indirect rates • Reconcile the Statement of Indirect Expenses to the Income Statement		
PROJECTS IN DELTEK COSTPOINT 7	Setting up projects in Costpoint can be a challenge. Learn how to set the project up right the first time and have the system automatically compute revenue.	• Describe the flow of data in projects module • Describe a possible project structure • List attributes of the project field • Set up a project in Costpoint • Set up a project work force • Enter contract modifications • Enter contract and funded value information • Set up revenue calculations • Set up ceilings • Set up government contract information • Clone projects • Add projects using mass add • Set up T&M labor categories and billing rates • Set up units • Enter Advanced budgets • Process Revenue • Describe Owning vs. Performing orgs • Process cost calculations • Process project transfers • Redistribute revenue • Generate project reports	Basic/ None/ None	18

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BILLING & ACCOUNTS RECEIVABLE IN DELTEK COSTPOINT 7	Learn how to process bills in Costpoint. This course covers everything from setting up a new project to bill, to computing bills, printing, posting and receiving cash.	• Describe billing computations • Set up billing computations in Costpoint • Set up ceilings on billing calculations • List the preparation steps before billing • Bill subcontractor time on T&M contracts as if they are employees • Process CPFF and T&M bills • Process fixed price bills • List the steps to process ACRN bills • Process customer and project product bills • List the steps to process WAWF bills • Perform billing inquiries and reporting • Process cash receipts • Write off uncollectable accounts • Correct posted invoices • Reconcile unbilled receivables • Initialize and calculate discounts on a bill	Basic/ None/ None	12
GENERAL LEDGER & FINANCIAL REPORTING IN DELTEK COSTPOINT 7	Learn how Costpoint's accounts, organizations and projects work in tandem with each other to provide you with robust reporting options.	• Enter an account • Design an organization structure • Link accounts and organizations appropriately • Enter a Project Account Group • Enter a journal entry • Post a journal entry • Design a Reorganization structure • Enter a reorganization structure • Set up a financial statement • Print G/L report • Perform an inquiry	Basic/ None/ None	6

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MONTH END CLOSING IN DELTEK COSTPOINT 7	The goal is to produce accurate, reliable, timely, auditable financial statements. Students learn to efficiently produce those statements in Costpoint.	• Describe an overview of the month-end close process • Customize a generic month-end close checklist • Close the month following the checklist	Basic/ None/ None	6
REQUISITIONS AND PURCHASING IN DELTEK COSTPOINT 7	In this course students learn how to set up a vendor, enter purchase requisitions and process them through to posting the voucher.	• Create vendors • Process purchase requisitions • Enter and track purchase orders • Enter receipts against purchase orders • Create PO vouchers from a PO.	Basic/ None/ None	6
ENSURE COMPLIANCE FOR GOVERNMENT CONTRACTORS	Government contract accountants are held to a higher standard than GAAP. Students learn the basics of staying compliant with government contract accounting regulations. A discussion of sales and use tax compliance is included as well as the mechanics of ensuring payroll tax reporting is done without fines or penalties.	• Describe the purpose of the FAR • Look up relevant FAR sections • Find the CAS within the FAR • Describe the major standards in the FAR • Describe the FAR's consistency requirements • Determine CAS coverage • Identify defective pricing practices • Allocate costs in compliance with the FAR • Avoid double-dipping • Classify costs as allowable or unallowable • Describe an Incurred Cost Submission • Describe Total Time Accounting requirements • List the major types of contracts • Describe Forward Pricing Rates • List other legislation that applies to contractors • Describe the procurement cycle • List the government-conducted audits • List the government's enforcement options	Basic/ None/ None	6

Registration Information

For more information, email the Training Department.

Cancellations

All cancellations must be received at least 48 business hours before the start of the training course. Registration refunds are subject to a 50% cancellation fee. Cancellations must be received in writing by e-mail (training@neosystemscorp.com) or by U.S. mail (1861 International Drive, Tysons Corner, VA 22102 ATTN: Training). No refunds will be made for requests received after that time. Please allow two weeks for processing. NeoSystems reserves the right to cancel classes two business days prior to the start of the class. Registrants will be notified via e-mail that the class has been cancelled and what their options are for rescheduling or getting a refund.

Complaint Resolution

In the event that students require assistance in resolving issues, clarifications, and/or complaints pertaining to registration, enrollment, or attendance students may call (571-748-3767) or email (training@neosystemscorp.com) the Training Department. Upon receipt of the student's input, the Training staff will take the matter for action, conduct research, and respond to the student within 3 working days.