Deltek GCS Premier 5.0 Getting Started Guide

August 29, 2008

Contents

GETTING STARTED

Welcome to Deltek GCS Premier, the industry-leading, integrated software solution for government contracting enterprises.

This Deltek GCS Premier Getting Started guide introduces you to the many features and capabilities offered in Deltek GCS Premier modules and applications and will help you maximize this product's full potential.

This guide provides instructions for accessing the Deltek GCS Premier applications and descriptions of the menus, toolbars, and other global features.

You can take advantage of Deltek GCS Premier's functions immediately upon installation. If you have not yet installed the program software, please refer to your installation instructions.

> Deltek does not assume responsibility for providing training in the use of Microsoft Windows. We have designed the GCS Premier manuals with the assumption that you are familiar with such basic Windows functions as cut, copy, paste, undo, exit, save, and others.

LOG ON TO DELTEK GCS PREMIER

To start Deltek GCS Premier, complete the following steps:

1. On your Windows toolbar, click **Start » All Programs**.

2. On the Programs menu, click **Deltek GCS Premier**.

3. On the Deltek GCS Premier menu, click **GCS Premier.**

4. On the Login dialog box, enter your assigned User ID and password.
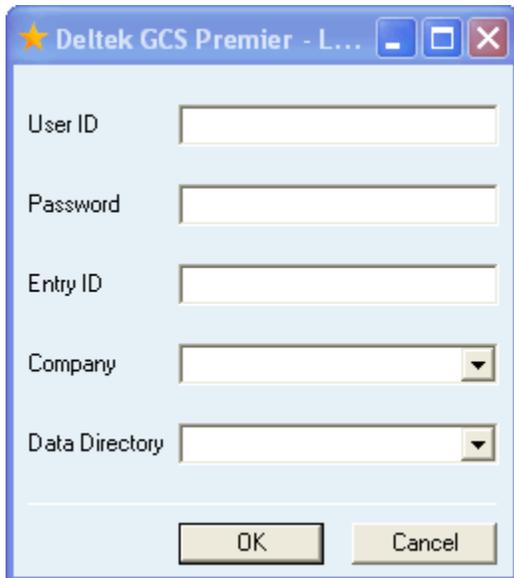
5. Click **OK**.

When you log on, Deltek GCS Premier automatically verifies that your workstation version matches the version residing on the server. If the two versions do not match, you cannot log on to Deltek GCS Premier and you must upgrade your workstation to the current server version. This ensures consistent results across all workstations.

Display Settings

- If your desktop **Display Properties** are set to Large Fonts, you should select 1024x768 pixels. Without this setting certain Deltek GCS Premier screens may be appear truncated. These properties can be modified by clicking **Display** in the Windows Control Panel.

- If you use Small Fonts, you should use 800x600 pixels.

- In addition, if your MS Office™ or Startup Menu bar displays on the right side of your screen, some Deltek GCS Premier screens may appear truncated.

ABOUT DELTEK GCS PREMIER GROUPS AND MODULES

Deltek GCS Premier is organized through a hierarchical structure of groups, modules, and applications. The following table provides a brief overview of the diverse functionality contained within each group and module.

The application functions described here represent just a portion of the resources available. For more information on specific applications, see Deltek GCS Premier Help Topics in the global menu.

Accounting and Job Cost Group	
Module	**Application Functions**
LD **Timesheets and Labor Distribution**	- Enhances management control of labor by project and increases employee timekeeping accuracy. - Posts timesheet amounts to Labor Distribution and sets up labor categories, pay types, trade codes, and contract work. - Reviews each employee's timesheet charges for the year, labor utilization percentages, and average labor rates. - Interfaces with exterior timekeeping systems.
PA **Payroll and Human Resources**	- Streamlines HR functions and reports. Generates payroll automatically from timesheet data, eliminating the need for duplicate entry. - Supports unlimited payroll history, personnel and employee master records, employee leave accrual tracking, and employee benefits information. - Prints timesheet history reports by employee and by account. - Tracks employee education and skills and maintains dependents/beneficiaries information.
AP **Accounts Payable**	- Records and posts all invoices, pays unpaid invoices automatically, provides Standard Aging and Vendor Information reports to bolster cash flow efficiency. - Processes and tracks subcontractor labor and maintains vendor history data.
GL **General Ledger**	- Produces financial statements reflecting the entire company or a single division for any period during the year. - Offers multiple options for organizational reporting, extensive audit trails for all transactions, print preview, and automatic bank reconciliation.
CT **Contracts and Pools**	Tracks revenue methods, contract ceilings, loaded labor billing rates, and employee and subcontractor workforces for most types of projects.

AR **Billing and Accounts Receivable**	▪ Creates and prints invoices in government-specified formats without manual processing. ▪ Tracks billed and unbilled receivables and collections. Monitors costs at all levels for increased profitability on contracts.
BD **Budgeting**	▪ Monitors costs by contract. Compares budget-to-actual costs for contract-to-date, year-to-date, and current accounting periods. ▪ Maintains multiyear budgets with allowance for multiple revisions. ▪ Tracks indirect rates and updates summary level budgets.
TR **Travel**	▪ Tracks individual travel advances and reimbursable expenditures for lodging, meals, and incidentals. ▪ Maintains and updates the government's per diem and lodging table. ▪ Calculates recommended travel advance amounts. ▪ Maintains travel advance history by trip and by employee. ▪ Identifies over-ceiling expenses.
FA **Fixed Assets**	▪ Tracks and reports asset cost, depreciation, and disposal. ▪ Stores inventory data and maintenance and transfer records for both company-owned assets and Government Furnished Equipment (GFE). ▪ Posts depreciation and disposal entries to the General Ledger. ▪ Records project depreciation for up to five years.

Material Management Group	
PD **Product Definition**	▪ Defines part characteristics and stores descriptive information, including engineering revision status, associated vendors, material planning information, and more. ▪ Maintains commodity codes and unit of measure conversions.
RQ **Purchase Requisitions**	Maintains purchase requisitions online, interfaces with inventory planning, assists buyers in vendor selection, and generates purchase orders automatically.
PO **Purchasing and Receiving**	▪ Prints purchase order commitments on Job Status reports automatically. ▪ Maintains quality control information, automatically generates vouchers, and reports discrepancies.

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Inventory Control	▪ Provides online, real-time tracking and control for contract-specific inventory, company-owned inventory, and government-furnished equipment and materials. ▪ Manages inventory at the contract or task level.
Bill of Materials	▪ Defines and maintains products and assemblies by components and sub-assemblies. Maintains single-level BOMs through multi-level relationships defined by subassembly part numbers, with capacity for up to 200 levels of indentures. ▪ Clones BOMS to create new ones.
Order Entry	▪ Streamlines sales order processes from creation through fulfillment. ▪ Enters, maintains, ships, and invoices sales orders. Automates systems for completing government contract requirements while improving accuracy and productivity. ▪ Stores price information, tracks sales order status, generates bills, and tracks customer payments.

Information Access Group

Executive Information	Provides executives with read-only access to the most highly requested reports.
DataPort	▪ Gathers data from different maintenance screens for conversion to customized outputs. ▪ Renders all maintenance screens and corresponding fields for convenient single-screen display. ▪ Sorts individual fields from different screens into specific orders. ▪ Formats the resulting output for email sharing. This data-mining tool is a separate, add-on module.

System Administration Group

Users, Security, and Profiles	Maintains user IDs, entry IDs, and contract security.
Configuration	Maintains specifications for various system-wide options including general ledger options, posting options, crash-proofing, and more.

SB **Batch Manager**	Enables you to schedule and run print jobs during non-working hours.
SI **System Interfaces**	Exports Deltek GCS Premier data for use in other systems.
SF **File Utilities**	Monitors and repairs Deltek GCS Premier data and generates sequential or indexed files.
SM **Miscellaneous Utilities**	Runs toolkit programs within Deltek GCS Premier, as advised by Deltek Support.
SP **File Preprocessors**	Contains custom add-on programs for uploading information into Deltek GCS Premier from outside user-created files.
SD **Data Conversions**	Converts or merges existing Deltek GCS Premier data, including employee and vendor IDs, accounts, and transaction codes.

Client Care Group

CC **Client Care**	Provides direct connection to the Deltek Web site, which offers training, support groups, Webex meetings, newsletters, press releases, FAQs, user bulletins, and information on upcoming user conferences and special events.

Personal Menu

PG **Personal Menu**	Provides a customizable menu that builds itself while you work with Deltek GCS Premier, based on frequency of use, screen name, functions, menu, date last used, or any specified combination of these characteristics.

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USING DELTEK GCS PREMIER

Deltek GCS Premier's user-friendly interface lets you easily maneuver between groups, modules, applications, records, and forms. You can access the Deltek GCS Premier online Help system from any screen.

The following Deltek GCS Premier interface components are discussed in this chapter:

- About the Deltek GCS Premier User Interface
- Navigating the Deltek GCS Premier Interface
- Groups
- Modules
- Application Folders
- Applications
  - Application Categories
  - Application Types
  - Application Menus
  - Application Toolbars
- Global Menu Options
- Deltek GCS Premier Workflow
- Global Features
- Grids
- User Preferences
- Application Preferences
- Reset Application Preferences
- Reset All Application Preferences

ABOUT THE DELTEK GCS PREMIER USER INTERFACE

The Deltek GCS Premier interface has a look and feel similar to that of Microsoft Outlook and is designed to optimize user navigation.

The main window contains two panes: a navigation pane on the left side, from which you select modules and applications, and a viewing pane on the right side, referred to as the "landing page," where the applications display. The graphic below illustrates these components.
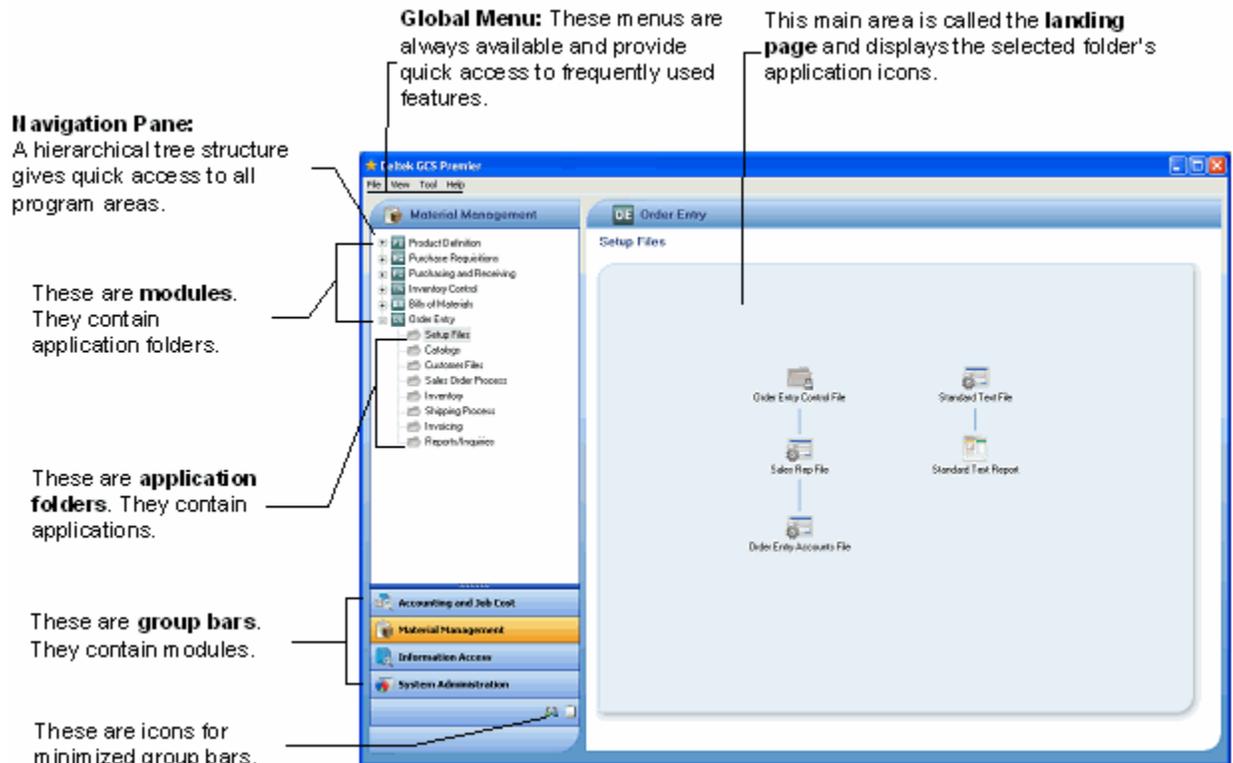
NAVIGATING THE GCS PREMIER USER INTERFACE

Navigating the GCS Premier User Interface

Step 2: Select a module. Click a module's icon to display its application folders in the next level of the tree structure.

Step 3: Select an application folder. Click a folder to display its applications on the landing page.

Step 1: Select a group. Click a group bar to display its modules in the navigation window above.

Step 4: Select an application: After you select an application icon, the application opens in a separate screen. For example, if you click the **Order Entry Accounts File** icon, the Order Entry Accounts File application displays, as shown below.
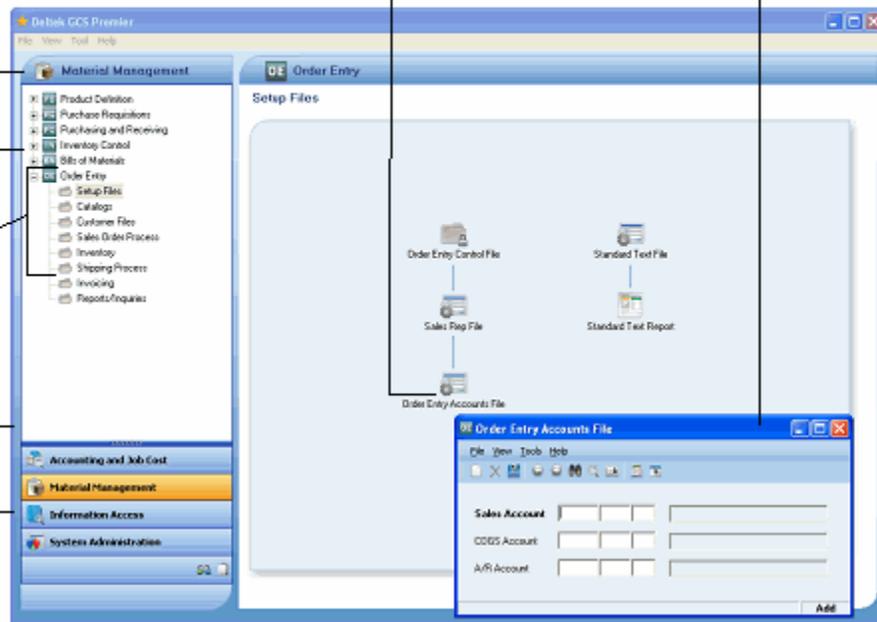
> You see only those groups and modules to which you have access rights.

GROUPS

Groups represent the top level of the Deltek GCS Premier hierarchy and always appear as stacked bars in the bottom section of the navigation pane. When you click a group bar, the navigation pane window (located above the group bars) displays the modules for that group.

There are six groups in Deltek GCS Premier:

- Accounting and Job Cost
- Material Management
- Information Access
- System Administration
- Client Care
- Personal Menu
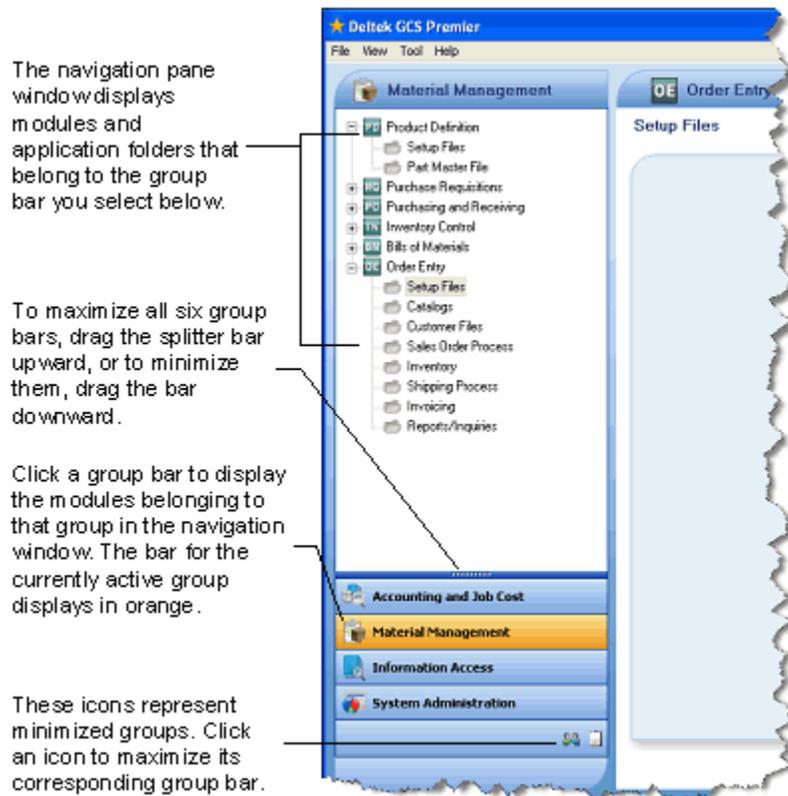
MODULES

Modules reside on the second level of the hierarchy and contain application folders.

To expand a module's application folders, click a module's plus sign [+] or double-click the module name or icon.

To collapse the contents of a module, click the minus sign [-] or double-click the module name or icon.
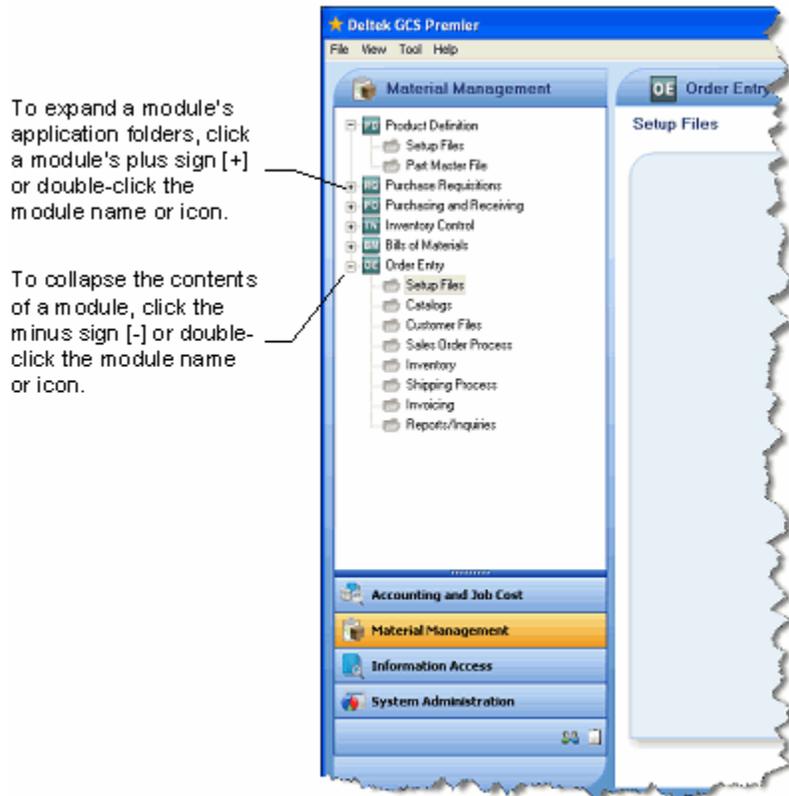
In the image above, examples of modules include Purchasing and Receiving, Inventory Control, and Order Entry, all located within the Material Management group.

APPLICATION FOLDERS

Application folders are located on the third level of the hierarchy.

When you select an application folder in the navigation pane, its applications display here in the landing page.

In this example, clicking the **Setup Files** folder displays this folder's applications in the landing page to the right.
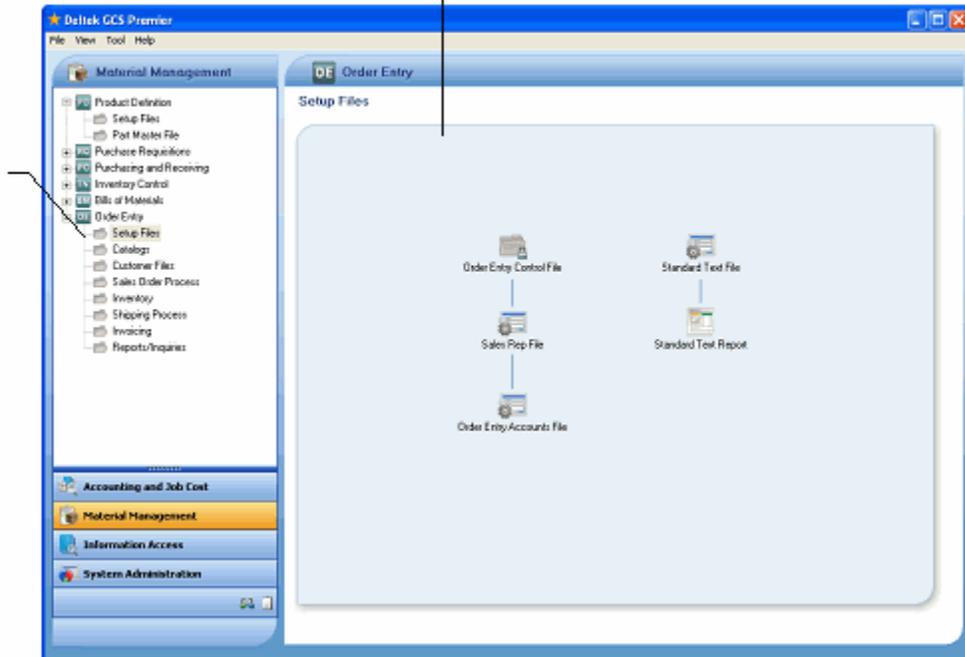
In the image above, examples of application folders include Catalogs, Inventory, and Invoicing, all located within the Order Entry module.

> The landing page always displays the contents of the most recently viewed folder and does not refresh until you select a new folder from any group or module. For example, if you are working in **Materials Management » Order Entry » Setup Files** (as displayed in the image above), and you switch to the Accounting and Job Cost group, the view in the landing page remains unchanged until you select a new folder from one of the modules.

APPLICATIONS

Applications reside on the deepest level of the GSC Premier hierarchy. You work in the application dialog boxes to carry out a wide variety of tasks, such as:

- Entering data for vouchers, contracts, and timesheets

- Viewing and editing existing records for payroll and travel

- Creating and reviewing various labor, accounts payable, and inventory reports

- Printing and posting reports and checks

> This list represents only a small number of available functions.

In this example, clicking the **Setup Files** folder displays this folder's applications in the landing page to the right.
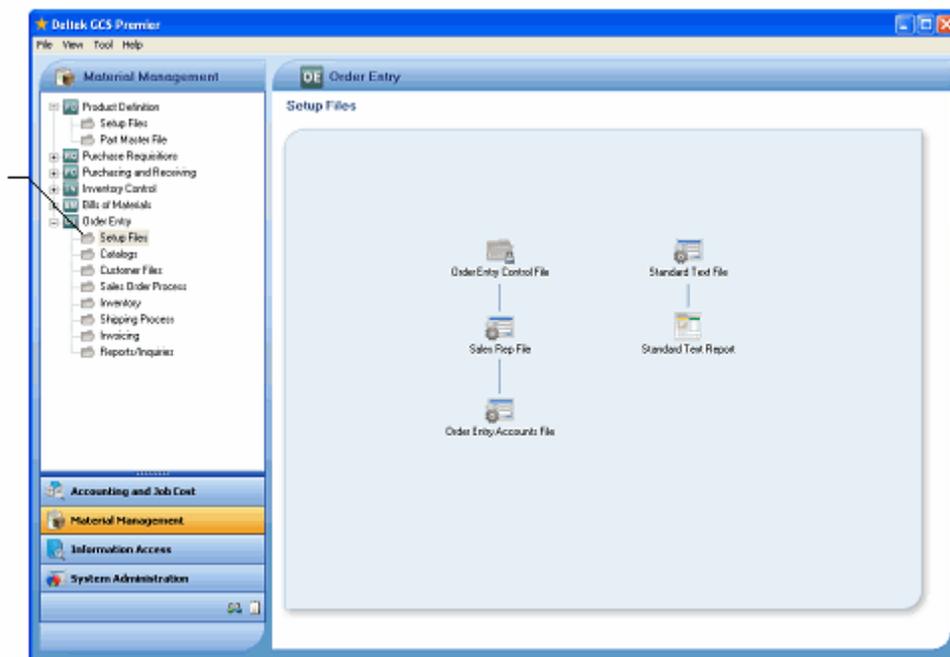
In this example, clicking the Setup Files folder displays this folder's applications in the landing page to the right.

You can work with multiple applications from diverse groups and modules at the same time.
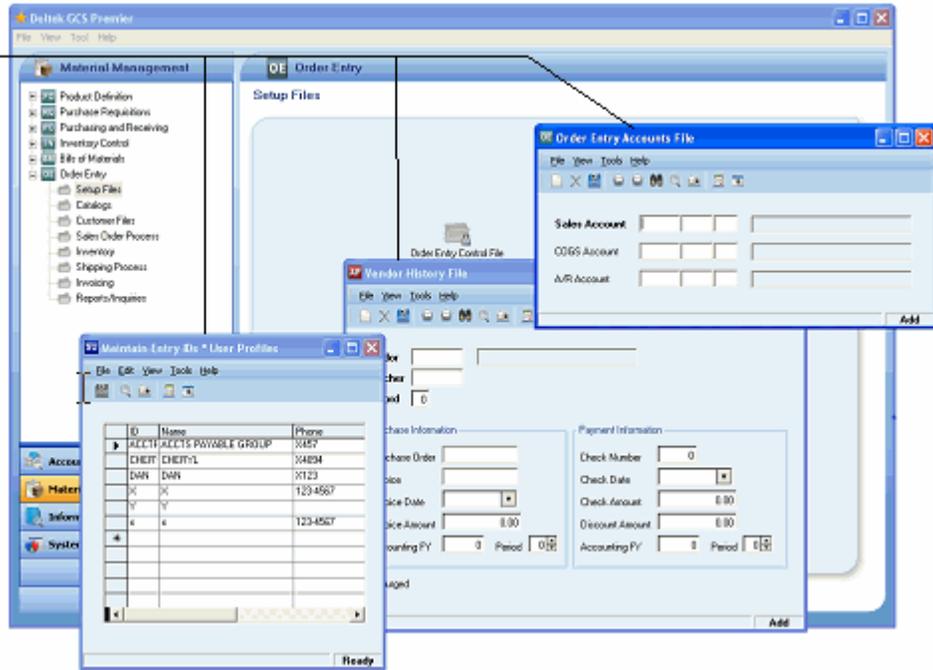
APPLICATION CATEGORIES

Maintenance Category	
Application Types	**Functions**

Master
 	
  Transactions
 	
  Control
 	
  Setup
 	
  History
	Use these screens to enter and maintain data. There are two types of maintenance screens:
	
	 ▪ Record maintenance, for creating and maintaining records. For example, the Vendor Master File under **Accounting and Job Cost » Accounts Payable » Voucher Processing**.
	
	 ▪ Transaction maintenance, for entering and maintaining transactions. For example, Enter/Edit A/P Vouchers under **Accounting and Job Cost » Accounts Payable » Voucher Processing**.

Process Category	
Application Types	**Functions**
Posting **General Process**	These screens enable to you to run processes using data contained within Deltek GCS Premier. For example, the Post Vouchers to A/P files process updates the A/P files with information from A/P and non-A/P vouchers. Most process screens contain a **Process** button. Process screens are found throughout most modules.
Report Category	
Application Types	**Functions**
Report	These screens enable you to generate reports based on data maintained within Deltek GCS Premier. Most often, report screens are easily identified because "Report" is part of the application title. The majority of report screens are grouped within the Reports/Inquiry folder under any given module.

Inquiry Category	
Application Types	**Functions**
Inquiries	These screens enable you to look up information in the Deltek GCS Premier database. For example, Open A/P Inquiry collects and displays unpaid vouchers for a selected vendor. These screens are easily identified because "Inquiry" is part of the application title. Inquiry screens are most often grouped under the Reports/Inquiry folder for any given module.

Utility Category	
Application Types	**Functions**

General Utilities
 	
  Purge/Delete
 	
  Security/Admin
 	
  Batch Manager
 	
  Process Manager
 	
  Dataport
 	
  Interface
	These screens enable you to address occasional problems and errors. For instance, in the case of a bad check run, you can use the Clear A/P Check Run utility (**Accounting and Job Cost » Accounts Receivable**) to clear the current check run and start over. If you accidentally closed the A/P year twice, causing the Vendor Master File to discard the history of payments, you could use the Update Vendor Master File From Vendor History utility (**Accounting and Job Cost » Accounts Receivable**) to restore the payment history.
	
	 The trash can icon is associated with purging data and is most often available from the Utilities folder.

APPLICATION TYPES

See Application Categories for an overview of the application categories and their associated application types. By contrast, the table below provides more detailed information about each application type, including examples and brief descriptions of many popular application functions.

Maintenance Category	
Application Types	**Functions**
Control	Use these applications to enter company information, cash receipts and billing, divisions/profit centers, reference numbers, contract parameters, budgeting options, travel expenses, payroll control, NASA 533 reports, and to specify which Deltek GCS Premier features your company will use. **Examples:** G/L Control File, Division Control File, Contract Control File, NASA 533M Control File.
Master	Master files contain database information on various subjects, including employees, time and expense, vendors, reference numbers, contracts, manufacturer codes, inventory items, and many others. **Examples:** Employee Master File, Employee Time & Expense, Vendor Master File, Reference 1 Master File, Contract Master File, Manufacturer Master File, Part Master Files.
Setup	Use these applications to set up accounting periods, billed accounts receivable, non-contract accounts, departments and department expenses, company-wide and contract labor categories, contract deliverables, employees who are authorized buyers, requisition costs, sales tax locations and rates, inventory accounts for raw materials, work in process, and finished goods. **Examples:** Chart of Accounts File, Accounting Periods File, Department File, Labor Category, Contract Deliverables File, Buyer File, Requisition Cost Type File, Sales Tax File, Inventory Accounts File.
Transactions	Use these screens to enter and edit invoices, timesheets, journal entries, service center usage by cost center or contract, quality assurance functions for purchase requisitions, purchase orders, inventory adjustments, and inventory receipts. **Examples:** Enter/Edit A/P Vouchers, Enter/Edit Adjusting Journal Entries, Enter/Edit Service Center Usage, Enter/Edit Timesheets, Enter/Edit Quality Assurance, Enter/Edit Purchase Orders, Enter/Edit Inventory Receipts.

History	Use these applications to view or modify history for vendors, timesheets, employee earnings and deductions, employee pay, journal entry posting, prior year billable data, and current year billing data.
	Examples: Vendor History File, Timesheet History File, Earnings Record File, Employee Pay History File, Vendor History File, G/L Header File, Current Year Billing Data.

Process Category	
Application Types	**Functions**
Posting	Use these applications to print and post A/P and non-A/P vouchers, voucher distribution journals, cash disbursement journals, labor distribution by account, general journals, service center allocations, contract revenue summary reports, inventory journals, and more.
	Examples: Print/Post Labor Distribution, Post Vouchers to A/P Files, Print/Post Voucher Distribution Journal, Print/Post Cash Disbursement Journal, Print/Post General Journal, Print/Post SC Allocations, Print/Post Revenue & WIP Journals, Print/Post Contract Billing Journal.
General Process	Use these application screens to: ▪ Establish voucher payment parameters ▪ Override payment parameters for general payments ▪ Record unusable (damaged) checks ▪ Close the A/P Year ▪ File Federal 1099s on magnetic media ▪ Reset prenotification codes for employee direct deposit payroll ▪ Post scheduled pay changes to the Employee Master file [EMF] and Pay History File ▪ Update the EMF with new Employee Benefits data ▪ Update Part Master File standard item costs ▪ Approve requisition line items ▪ Generate purchase orders from requisitions ▪ Print purchase orders ▪ View purchase orders by vendor classification ▪ Generate requisitions from Bills of Materials

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	Examples: General Voucher Selection, Individual Voucher Selection, Record Unusable Checks, Close the A/P Year, Create Federal Magnetic Media, Reset Prenotification Codes, Post Scheduled Pay Changes to EMF, Update EMF from Employee Benefits, Update Standard Cost from Last Purchase Price, Initial Approval, approve requisition line items, Quality Assurance Approval, Worksheet Approval, Purchase Order Register Approval, Generate Purchase Orders, Print Purchase Orders, Purchase Order by Vendor Classification Report, Generate Requisitions from BOM.

Report Category	
Application Types	**Functions**
Report	Print a variety of reports and lists, including check registers, lists of unpaid vouchers by vendor, open A/P file reports by invoice due date, vendor history reports, lists of accounts by account number, lists of departments, timesheet data, Organizational Breakdown Structure reports, contract and labor reports, statements of indirect expenses, service center reports, sales tax information, customer credit information, quality assurance by requisition reports, and inventory accounts reports. **Examples**: Check Register, Open A/P Report, Cash Requirements Report, Timesheet Edit by Employee Report, Chart of Accounts Report, OBS Reports, Department Report, Divisional Pool Expense Report, Service Center Cost, Master, and Usage Reports, Sales Tax Information Report, Customer Credit by Customer ID Report, Quality Assurance by Requisition Report, Inventory Accounts Report.
Output	Print a variety of forms and certificates, including Form 1099 for vendors, Department of Defense Form 250 invoices, Standard Form 1034, certificates of performance for Labor and ODC, and sales order invoices by account or invoice. Update bond files and create magnetic media-convertible data for submission to the U.S. Treasury. **Examples**: Print 1099s, Print Regular Invoices, Print DD Form 250 Invoices, Print Standard Form 1034, Certificates of Performance – ODC, Form 250 Invoices, Print Standard Form 1034, Certificates of Performance – Labor, Create U.S. Treasury File, Update Bond File.

Inquiry Category	
Application Types	**Functions**
Inquiries	Produce condensed reports for all account balances, view data for specific GL accounts, view audit trail information from Employee Master File updates, retrieve information for inventory items, and view data on Bills of Material.
	Examples: Trial Balance Inquiry, G/L Account Detail Inquiry, Employee Master Audit Inquiry, Part Serial/Location Inquiry, Part Serial History Inquiry, Bills of Materials Inquiry.
Utility Category	
Application Types	**Functions**
Purge/Delete	Usually located in utility folders across groups and modules, these applications allow you to purge or delete files for labor distribution, Accounts Payable, cash disbursements, vendor history, selected depreciation and disposal detail records, part master files, purchase and purchasing history data, travel data, and more.
	Examples: Purge Labor Distribution, Purge Accounts Payable, Purge Cash Disbursements, Purge Vendor History File, Purge Asset Transaction, Purge Part Master Files, Perform Purge of Purchasing Data, Perform Purge of Purchasing History Data, Purge Travel Data.
Interface	Mostly located in **System Administration » System Interfaces**, the interface applications allow you to export and import selected files, including employee files, accounts, ODC transaction codes, contract work force, trade codes, pay types, and departments. Import finalized employee and consultant timesheet data from Electronic Timesheet. Download timesheet data to the ADP® External Paydata file. Download Deltek GCS Premier data file into Lotus® 1-2-3® for designing and producing customized reports and graphs. Download Deltek GCS Premier data into ASCII files for use in database management systems. Upload ASCII-formatted data (from other software) into Budgeting module files. Transmit the Labor Distribution File to Ceridian®. Download timesheets to the Paychex® Time0002 Import File. Set parameters for interfacing Deltek GSC Premier with Cobra™.

	Examples: Export to the Electronic Timesheet System, Electronic Timesheet — Import Employee Timesheets, Download Timesheets to the ADP External Paydata File, Export to Spreadsheet Format, Import Labor and Non-Labor Budget Data, Import Indirect Pool Budget Data. Ceridian Timesheet Interface, Create Paychex Time0002 Import File, Cobra Cost Templates, Cobra Extract Parameters, (Cobra) Interface Configuration and Scheduler.
General Utilities	Set up beginning account balances, update beginning balances from a prior year, set up new ODC suffix accounts, reset billing addresses to allow updates through the Customer Address File, update various budgets using data entered through Detail Budget Screens, import budget data, generate pay changes for particular groups of employees, update inventory quantities, average cost, and year-to-date usage, set up supplementary backup procedures, restore files from a previous backup, fix corrupted index files, view all current users, processes, and file locks. **Examples**: G/L Beginning Balances, Update Beginning Balances From Prior Year, Add Suffix Accounts, Reset Billing Addresses, Update Ref 1 Budgets, Update Department Budgets, Import Labor Data by Employee, Generate Scheduled Pay Changes, Duplicate Inventory Master Accounts, Inventory Transaction Reconciliation, Back Up Files, Restore Files, Fix Data Files, Current Users & File Locks.
Preprocessors	Use these preprocessor toolkits to prepare and upload data (for example, ASCII-formatted timesheet, employee master file, journal entry, and accounts payable data files) that you maintain separately from Deltek GCS Premier. **Examples**: Timesheet PreProcessor, Employee Master File PreProcessor, Accounts Payable Preprocessor Defaults, Accounts Payable Preprocessor, all located in the File Preprocessor folder in the System Administration group.
Conversion	Using these dialog boxes, convert account numbers, suffixes, transaction codes, and employee IDs throughout data files for Deltek GCS Premier. You can also merge two different Chart of Accounts files from two different Deltek GCS Premier DATA directories into one Chart of Accounts file. **Examples:** Account and Subaccount Number Conversion File, Convert Account Numbers, Account Suffix and Trans Code Conversion File, Merge Two Charts of Accounts Files, Convert Employee IDs, Convert Vendor IDs, all located in the Data Conversion Module under the System Administration group.

Dataport	Located in the Information Access group, this separate, add-on data-mining tool gathers data from different maintenance screens for conversion to output that is customizable for departmental and managerial needs. Select fields from different files, view all maintenance screens and fields on a single screen, sort output by designated fields and specified order, export the output in different formats, and share it via email.
Process Manager	View the process queue and status information on batch jobs, completion status, applications included in batch jobs, and pending batch jobs. **Example**: Process View and History, located in the Batch Manager module under the System Administration group.
Batch Manager	Update the Batch Index File, which contains the index for all available batches; schedule batch processes; create recurring processing tasks; export reports to PDF files, text files, and email. **Example**: Batch Job Setup, located in the Batch Manager module under the System Administration group.
Security/Admin	These applications are mostly located in the Client Care group and the Users, Security, and Profiles and Configuration modules under the System Administration group. Establish and maintain passwords and user IDs, browse user ID records, grant or deny access rights for particular modules or applications, browse, add, edit, and delete Entry ID records, control contract access for individuals and groups, update the Contract Rights File, set up which divisions a user can access, define system-wide configuration options, configure Deltek GCS Premier email settings, connect to Deltek to access resources such as bulletin subscriptions, Webex meetings, enhancements, FAQs, training, promotions, press releases, user groups and conferences, and special events. **Examples**: Users & Passwords, Individual Application Rights, Maintain Entry IDs & User Profiles, Contract User Groups, Contract Rights File, Divisional Security File.

APPLICATION MENUS

The table below lists all the menu options available in the Deltek GCS Premier applications. However, not all applications share the same set of menu options. For example, maintenance applications include a set of Edit menu options, which are not available in report, processing, or inquiry applications. Such exceptions are noted in the Description column.

File Menu	
Menu Option	**Description**
New (Ctrl+N)	Click to refresh the current screen. This removes all data for the current record so that you can enter information for your new record. This option is also available on the toolbar.
Clone (F8)	This option is available only in certain maintenance applications. Click **Clone** to copy all information from an existing record into a new record. To use this function: 1. Display the record that contains the desired information and click **Clone**. 2. Enter the new key field. (For example, to copy information from contract 1008-000 into contract 1009-008, view 1008-000, click **Clone**, change the account number to 1009-008, and save.)
Properties (Ctrl+T)	This option appears only in report and process applications. **Font Tab** Use the **Font** tab to select font, font style, point sizes, and extra vertical spacing, and print and preview these fonts in PDF format. You can also use any monospaced font currently installed on your workstation. GCS Premier uses Midilex as its default font; however, **Preview to Excel** uses Arial Narrow regardless of the font specified under **Properties.** Also, **Preview to Text** and forms like W2s, 1099s, 1034s, and checks do not use these font settings. Font type and size remain consistent with specifications that existed prior to Deltek GCS Premier Version 3 Service Pack 8. **Expanded Vertical Spacing** allows you to increase the white space between printed lines. Deltek GCS Premier calculates the number of lines that can fit on a page given the font, style, font size, extra space, paper size, orientation, and alignment settings. You are responsible for selecting fonts that do not extend the printing past the right margin of the page. Deltek GCS Premier automatically stores user preferences for future use.

	Alignment Tab **Alignment** can be found in the second tab of the **Properties** dialog box. This printer alignment option allows you to adjust text placement within the form. 1000 equals one inch. Enter the number of inches (or fraction of an inch) you would like to move the text, as well as the direction. Deltek GCS Premier tracks your initial entry, so if you need to adjust the text further, reduce or increase distances based on your original entry. **Align Tab (Ctrl+A)** **Align** is only available in applications that print to forms, such as **Print Payroll Checks** and **Print A/P Checks**. The printer alignment option allows you to adjust form alignment and placement of text on forms. 1000 equals one inch. Enter the number of inches (or fraction of an inch) you would like to move the text, as well as the direction. Deltek GCS Premier tracks your initial entry, so if you need to adjust the text further, reduce or increase distances based on your original entry.
Print Preview (Ctrl+W)	This option is available only in report and process applications. Click to review your report on screen before printing a copy. You can preview your print job in text, PDF, or Excel formats. ▪ **Text** allows you to view the report in text format. ▪ **PDF** allows you to view the report in PDF format. If your computer lacks PDF viewer software, **Print Preview** defaults to text format. ▪ **Excel** allows you to view the report in Microsoft Excel. This feature assists in analyzing and preparing multiple types of reports. If you have already set the report style preference in the User Options screen, your report displays in your designated format. Otherwise the Report Format dialog box displays, where you can specify the format for your report.
Print (Ctrl+P)	This option appears only in report and process applications. Click to select your printer, number of copies, and other print options. The items listed within the Printing header frame describe the printer to which the output will be directed. The current status of the printer, the type, and location are all listed below the printer name. You can use the drop-down list to choose a different printer. Click the down arrow beside the current printer to display a list of valid printers, from which you can choose a different printer.

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	Use **Properties** to view your chosen printer's current settings.
	Under the **Print Range** frame, you can print all pages of a report, a range of pages, or a specific page.
	Under **Copies**, specify the number of copies to be printed.
Send (Ctrl+M)	This option is available only in report and process applications.
	Click to send an email message with an electronic copy of the report. You can send the report in Excel, PDF, or text format. Once you select the report format, a blank email message displays.
	If you have set the report style preference in **User Options**, the report is sent in the designated format. Otherwise, the **Report Format** dialog box displays, on which you can set your preferences.
Save (Ctrl+S)	This option is available only in maintenance applications.
	Click to save a record that you have added or updated. After you save the record, a blank record displays in **Add** mode. **Save** is also available on the toolbar.
Save and Continue (Ctrl+U)	This option is available only in maintenance applications.
	Click **Save and Continue** to save a new of updated record. After you use this option to save your record, the record continues to display in **Browse** mode.
Delete	This option is available only in maintenance applications.
	Click to delete a record. After you confirm that you wish to delete the displayed record, Deltek GCS Premier displays the next available record. This option is also available on the toolbar.
Exit	Click **Exit** to close the current application. This does not log you out of Deltek GCS Premier.

Edit Menu	
Menu Option	**Function**
Add New Line (Ctrl + A)	This option is available only in maintenance applications.
	Click this option to add a new line of information to a table window grid. Deltek GCS Premier automatically places your cursor in the next available line within the grid.

Delete Line (Ctrl +D)	This option is available only in maintenance applications. Click this option to delete an existing line from the table window grid. To enable **Delete line**, highlight the line to be deleted by double-clicking the column located to the far left. This column is located immediately before the first input column. After you highlight the row, **Delete line** enables.
Copy Line (Ctrl C)	This option is available only in maintenance applications. Click to copy an existing line within a grid. First, highlight the line to be copied by double-clicking the far left-hand column. This column is located immediately before the first input column. After you highlight the row, **Copy line** enables.
Paste Line (Ctrl V)	This option is available only in maintenance applications. Click to place a line you have copied from another location.

View Menu	
Menu Option	**Function**
Previous (F11)	This option is available only in maintenance applications. Click to view the record immediately preceding the currently displayed record. This option is available on the toolbar.
Next (F12)	This option is available only in maintenance applications. Click to view the record immediately following the currently displayed record. This option is available on the toolbar.
Go! Inquiry (Ctrl+I)	This option is available only in inquiry applications. Click to initiate the inquiry process. Excepting Job Summary Inquiries, inquiry results usually display in Excel PivotTable format. This option is also available in the toolbar.

Lookup (Ctrl+L)	Click to locate valid values for a particular field. Your cursor must be placed in a field in order to use **Lookup**.
	You can also use **Lookup** to execute searches. For example, you need to review a particular contract, but you know only that the contract number begins with "19." Using **Lookup**, enter the known value into the **Starting with** field. In this case, enter "1900." Deltek GCS Premier then lists all valid values from 1900 and higher. You can then select the contract number from the list.
	If a search produces more than one page of results, click **More** to display the next page. **More** disables if there are no additional values available for display.
	Lookup is also available on the toolbar.
Find (Ctrl+F)	This option is available only in maintenance applications.
	Click to search the files for records. When **Find** is activated in a blank screen, it displays the first record in the file. If you know the record you want to find, enter the key information and then click **Find**. If the requested record does not exist in the file, the next available record displays. This feature is also available on the toolbar.
Calculator (Ctrl+F11)	Click to launch the calculator. This allows for quick calculations without leaving Deltek GCS Premier. This option is also available on the toolbar.
Calendar (Ctrl+F12)	Click for quick access to past, current, and future dates. This option is also available on the toolbar.

Tools Menu	
Menu Item	**Function**
User Options	Click this option to set user preferences in the **User Options** screen. These options, which are determined during login, are non-application specific. Changes take effect only when you click **OK** on this screen and log out of Deltek GCS Premier.

Application Preferences	Click this option to apply default values for the application screen. These application-specific values are determined during application startup. Changes take effect after you close the application screen. You can save the following preferences: ▪ Screen size ▪ Screen position on desktop ▪ Last tab accessed in the screen (for applications with more than one tab) You can choose between your previously-saved user application preferences and Deltek's default preferences.
Reset Application Preferences	Click this option to reset your application preferences to Deltek's default values. This deletes your saved preferences for that application in favor of Deltek's default settings.

Help Menu	
Menu Item	**Function**
Deltek GCS Premier Help Topics (F1)	Click this option for Help information concerning the currently displayed application. From the Help topic screen, you can also access documentation for any other application within the current module. Use the Contents, Index, or Find tabs to view additional help topics.
Deltek GCS Premier Screen Capture	Click to capture a screen shot of your current desktop display and automatically attach the image to an email message (you will need to enter the Deltek customer support email address). This feature allows Deltek Technical Support to view your current problem or setup issue. Depending on the user preferences you select in **User Options**, your screen capture attachment can be either zipped or unzipped. This option is also available on the toolbar.

About Deltek GCS Premier	Click to view a detailed summary of your system setup. The initial screen displays your current version of Deltek GCS Premier, specifics of the *Dtshared.ini* and *Dtlocal.ini* files, numbers of active and licensed users, and your Deltek support identification number.
	Click **License** to view all add-on modules. Add-on modules currently available in Deltek GCS Premier appear in bold face, while those available in Deltek System1 are disabled. The add-ons purchased by your organization are indicated with a red diamond.
	Click **Product Information** to view information on your current Deltek GCS Premier software version and installation date, as well as information on your workstation's operating system.
	Click **File Info** to view program file information for Deltek GCS Premier and Deltek System1, including file name, date, version number, and size.
	Click **System Info** to view your workstation's technical information. This information will help Deltek Technical Support assist you.

APPLICATION TOOLBARS

Toolbar	
Option	**Function**
New	Click to refresh the current screen, which discards all previously entered information for that screen. You can then enter information for a new record.
Delete	This option is available in maintenance applications only. Click ✕ to delete the displayed record. Once you confirm, Deltek GCS Premier deletes the record and then displays the next available record in the file.
Save	This option is available in maintenance applications only. Click 💾 save a record that you have added or updated. After the record is saved, a blank record displays in **Add** mode.
Previous	This option is available in maintenance applications only. Click to view the previous record.
Next	This option is available in maintenance applications only. Click to view the next record.
Find	This option is available in maintenance applications only. Click this icon to search the file for records. When you click 🔍 from a blank record, Deltek GCS Premier displays the first record in the file. If you know the record you want to find, enter the key information and click 🔍. If the information you enter matches a record in the database, then that record displays. If no match exists, the next available record displays.
Print Preview	This option is available in process and report applications only. Click to review the current report before you print a copy. From the drop-down list, you can select from Excel, PDF, and text formats.

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Print	This option is available only in process and report applications.
	Click ▣ to print the report. Please see the Printing menu discussion for printer definitions and settings. You cannot use this feature to change the default printer.
Send	This option is available only in process and report applications.
	Click ▣ to email an electronic copy of the report. Use the drop-down list to specify Excel, PDF, or text format. After you select the report format, a blank email message displays.
	If you have previously set the report style preference in **User Options**, the report automatically attaches to the email in the designated format. Otherwise, the **Report Format** dialog box displays, on which you can specify your preferences.
Lookup	Click ▣ to locate valid values for a particular field. In order to use **Lookup**, your cursor must be located within a field.
	You can also use **Lookup** to execute searches. For example: you need to review a particular contract, but you know only that the contract number begins with "19." Using **Lookup**, enter the known value into the **Starting with** field. In this case, enter "1900." Deltek GCS Premier then lists all valid values from 1900 and higher. Select the contract number from the list.
	If more than one page of valid values exists, click **More** to display the next page. This icon is shaded if there are no additional values available for display.
Go! Inquiry	This option is available only in inquiry applications.
	Click ▣ to proceed with the inquiry process. Excepting the Job Summary Inquiry, data displays in Excel PivotTable format.
Screen Capture	Click ▣ to take a screenshot of your current desktop and automatically launch your email with this screenshot attached (you will need to enter the Deltek customer support email address). The screenshot helps Deltek Technical Support identify your current problem or setup issue.
	Depending on the user preferences you select in **User Options**, the screen capture attachment can be either zipped or unzipped.
Calculator (Ctrl+F11)	Click ▣ to launch the calculator. This allows for quick calculations without leaving Deltek GCS Premier.
Calendar (Ctrl+F12)	Click ▣ for quick access to past, current, and future dates.

Deltek

GLOBAL MENU OPTIONS

The global menu is located in the top left portion of the main window, directly above the navigation pane. These menu options are always accessible. The four menu categories are:

- **File**: Provides convenient access to your ten most recently accessed Deltek GCS Premier applications. You can also click **Close Flowchart Menus** to reset the landing page to the Deltek splash screen.

- **View**: Offers a calculator and calendar for your convenience.

- **Tool**: Includes **User Options** for setting global defaults for zipping email attachments and screen captures, as well as selecting default format for your report previewer (text, PDF, or Excel), printer options, and the option to reset all application preferences to Deltek Defaults.

- **Help**: Click **Deltek GCS Premier Help Topics** to access help topics for specific applications. Click **About Deltek GCS Premier** to view license, product, file, and system information, as well as contents of *.ini* files.

DELTEK GCS PREMIER WORKFLOW

On landing pages for many Deltek GCS Premier application folders, certain applications are connected with graphical lines, which are called workflow lines. Workflow lines display on these landing pages for two reasons.

First, workflow lines help orient newcomers to Deltek GCS Premier by depicting the preferred order of application usage. As an example, let's look at the Voucher Processing folder in the Accounts Payable module. In this folder, you enter and post A/P Voucher or unpaid invoices.

Sample Screen
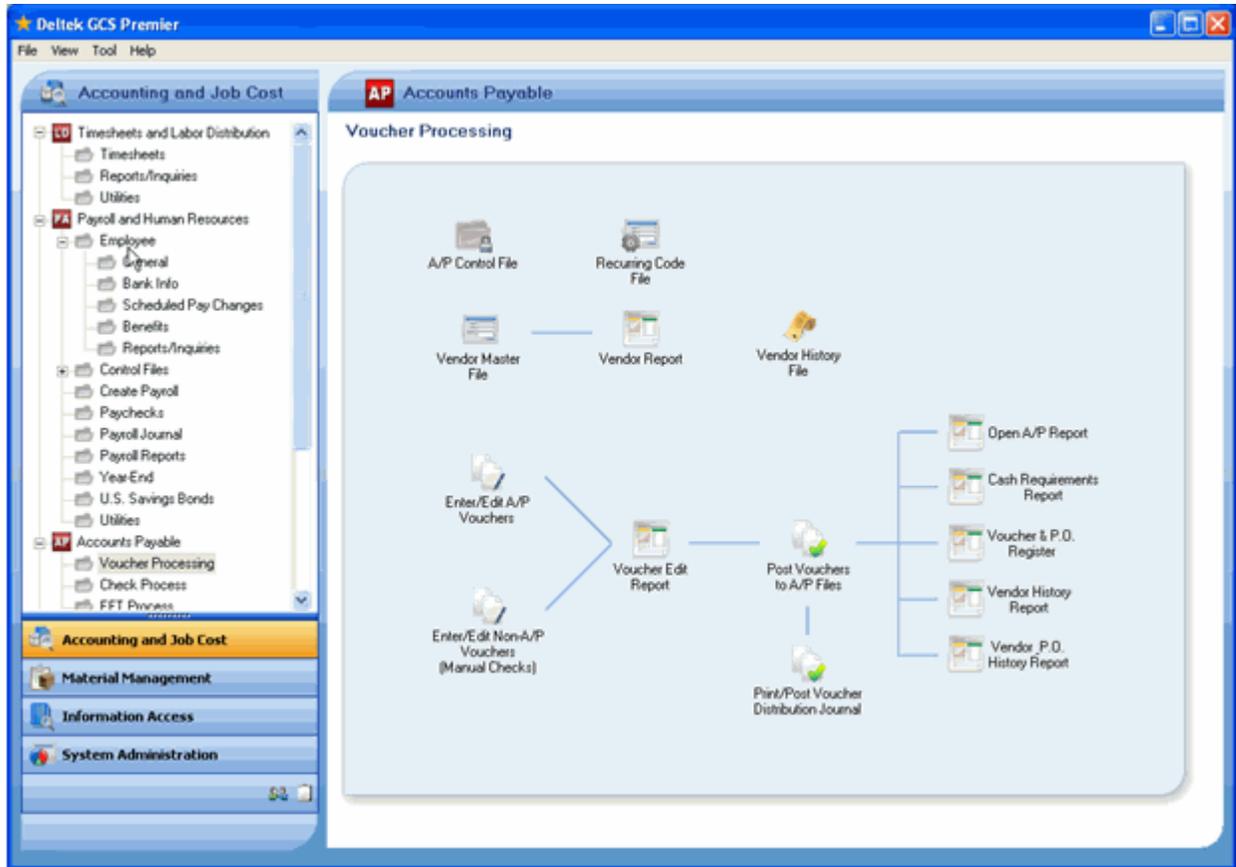
The workflow lines depict the following process:

1. You enter or edit an unpaid voucher (or invoice) using the Enter/Edit A/P Vouchers application.

2. You review or edit the list of all unposted vouchers using the Voucher Edit Report.

3. Unposted vouchers are then posted to Accounts Payable using Post Vouchers to A/P Files.

4. You then review the original voucher and others by running five different reports that derive from the A/P Files: Open A/P Report, Cash Requirements Report, Voucher & P.O. Register, Vendor History Report, and Vendor P.O. History Report (the voucher can also be selected for payment and posted to the General Ledger, located in the Check Process folder under Accounts Payable).

Second, workflow lines assist experienced users because they illustrate Deltek GCS Premier program logic by depicting which applications feed into which applications. To illustrate, we'll pick an example from the Timesheets folder (**Accounting and Job Cost » Labor Distribution**):

Sample Screen
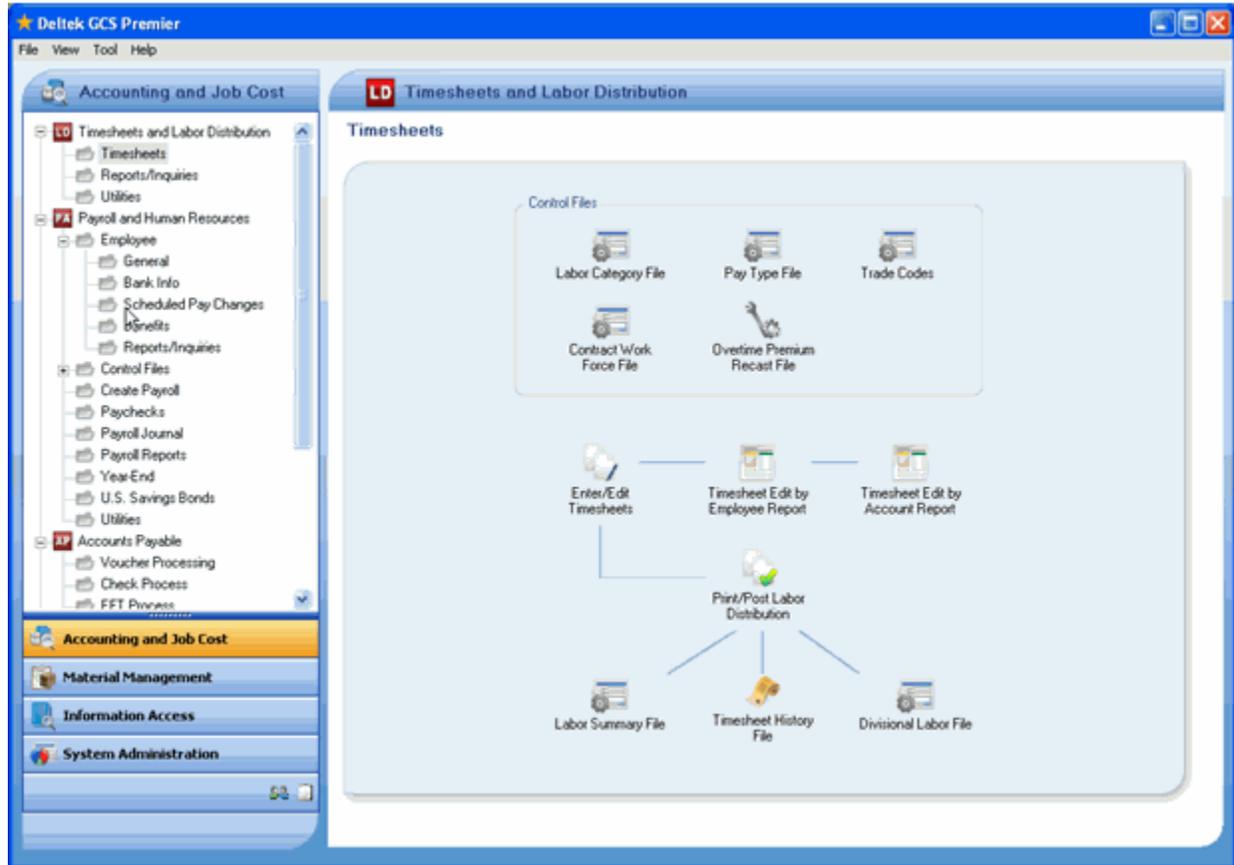
The workflow lines on the landing page show that:

1. Labor cost data flow from the applications Enter/Edit Timesheets, Timesheet Edit by Employee Report, and Timesheet Edit by Account Report into the Labor Distribution Journal (Print/Post Labor Distribution).

2. The Labor Distribution Journal in turn feeds data into the Labor Summary File, Timesheet History File, and Divisional Labor File.

The Labor Summary File, Timesheet History File, and Divisional Labor File are stand-alone applications and not directly related to the Timesheets workflow process discussed here. However, the workflow lines illustrate that data contained in these files derive from posting the Labor Distribution File.

GLOBAL FEATURES

Browse, Add, and Change Modes

Within an application, you can browse, add, change, or search for a record. The current mode displays in the bottom right corner of the application screen.

Sample Screens

Deltek GCS Premier applications offer the following modes:

- **Add**: When you first enter a screen or select **New**, the Add mode automatically enables.
- **Browse**: When you select **Find**, the Browse mode enables.
- **Change**: When you edit an existing record, Deltek GCS Premier switches to Change mode.
- **Search**: If you attempt to change a key field while in Browse mode, Deltek GCS Premier automatically switches to Search mode. This enables you to look up a particular record using any of the key fields. To exit Search mode, select **File/New** from your toolbar.

When you modify a non-key field while in Browse mode, Deltek GCS Premier switches to Change mode, and returns to Browse mode after you save the record.

Key Fields vs. Required Fields

Generally, all key fields in an application dialog box are required fields. The field names for key fields display in bold type. Notice that when you position your cursor within a key field, the cursor's appearance changes to a key symbol. If you skip a required field while adding or editing a record, an error message lists the fields that you missed. You must correct errors before you can save a record.

Error Dialog Boxes

Error dialog boxes report both errors and warnings. You must correct errors contained in your record before you can save it, but you can either address or ignore warnings.

Grids

Grids display matrixes of information. The columns of the matrix represent all of the components needed to complete a line of the matrix. You can customize a grid's appearance (changing the grid view does not affect the data stored in that grid). For example, you can move columns within your grids. To move a column, highlight the column title. After the column title attaches itself to your cursor; drag it to the desired location.

You can also sort column information within a grid. To sort data in a specific column, double-click the column title. This sorts your data in ascending order. To sort the data in descending order, double-click the column title again.

You can divide grids that display horizontal scroll bars into two panels. This feature is helpful for wider grids, such as the Enter/Edit Timesheets application (located in the Timesheets and Labor Distribution module) and the Enter/Edit A/P Vouchers application (in the Accounts Payable module). To divide a grid into two panels:

1. Click the black rectangle located in the bottom left corner of the grid.

2. Drag and drop this rectangle to the point where you want the grid to be split.

Information in the left panel continues to display while you scroll in the right panel.

You can delete multiple lines within a grid. Select the lines you want to delete by pressing your SHIFT or CONTROL keys.

Grid Preferences

When you close the application and select User Preferences, Deltek GCS Premier saves your current grid settings (such as changes to column order and width) to the {USERID} #.XML file. Any previous grid settings in that application are overwritten.

When loading applications containing grids, User Preferences reads the XML file that contains these specifications and loads these values.

There are two situations where Deltek Default settings load automatically:

▪ If you load an application where the Deltek Defaults check box has been selected prior to closing that application the previous time

   Or

▪ If your XML file contains no saved user preferences.

Select **User Preferences** while the application is running to set grid settings to the values contained in the XML file. Click **Deltek Defaults** to set the grid settings to the Deltek Default values.

Select **Reset Application Preferences** to delete the XML file grid settings in favor of the Deltek Defaults.

USER PREFERENCES

With User Preferences you can save your current Deltek GCS Premier settings, such as email settings, the location and size of the screen, your preferred mode for previewing reports, and others. This increases your productivity as it reduces time expended on repetitive tasks such as selecting the PDF previewer. Through User Preferences you can also override your own preferences and return to Deltek GCS Premier defaults.

Deltek GCS Premier User Preferences also tracks grid column order, column width, and grid splits or fences.

The following are saved settings:

- User Options

  - Default for email attachments (zipped/unzipped)

  - Default for screen captures (zipped/unzipped)

  - Default previewer (text/PDF/Excel)

  - Suppress 'Form Loading' message

- Application Preferences

  - Main form size

  - Main form position

  - Last tab accessed (for applications with tabs)

- Most recently accessed applications

  - Tab of last accessed application for every module

  - Last 10 accessed applications

> When a user is deleted from Users & Passwords in the Users, Security, and Profiles screen under System Administration, the saved User Preferences settings for that user are also deleted.

Access User Options from the Tool Menu
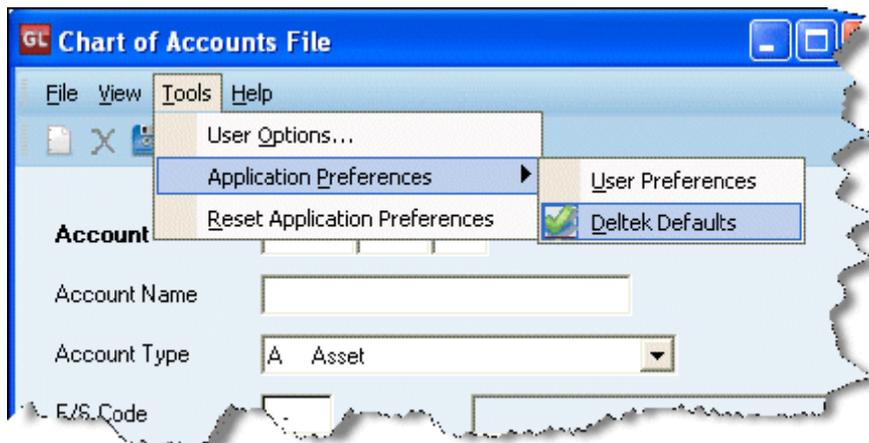
The Tool menu contains three items related to user preferences:

- User Options
- Application Preferences
- Reset Application Preferences

> These menu options are accessed from the Tools menu that is available from within each application.

USER OPTIONS

The User Options dialog box enables you to select preferences related to email attachments, screen captures, and formats for previewing reports. These options are determined during the login process and changes take effect only when you click **OK** on this screen and log out of Deltek GCS Premier.
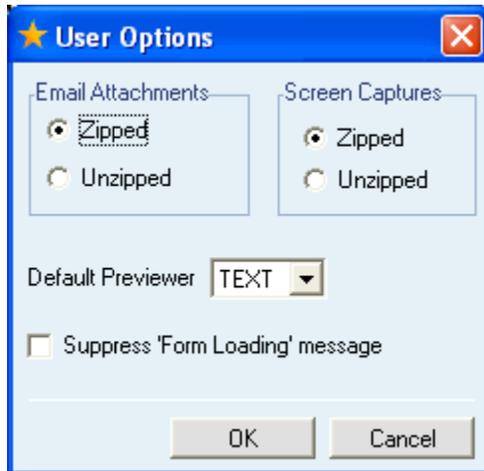
> The first time User Options displays, Deltek GCS Premier uses Deltek defaults. The Deltek defaults are "Zipped" for Email Attachments, "Zipped" for Screen Captures, "TEXT" for Default Previewer, and the Suppress 'Form Loading' message check box is clear.

Email Attachments

Use the options in this group box to determine the format for emailing attachments from Deltek GCS Premier. You can send email attachments as either zipped or unzipped file(s). User Options affect only attachments sent via the File » Send menus and Send on the toolbar. Attachments you send via the Email Data Files and Software Audit Log screens are not affected by your selection here.

Screen Captures

Use the options in this group box to determine how to capture a screenshot and attach it to your email. Capture Screen and Email is available on the toolbar, represented by the camera icon ( ), or in the Help menu by selecting Deltek GCS Premier Screen Capture. You can send screen captures by e-mail as either zipped or unzipped files.

Default Previewer

- Text

- PDF

- Excel

Use this field to select a default preview tool to preview a report before printing it. You can access Print Preview by clicking the Print Preview toolbar icon (   ), or by selecting **Print Preview** under the File menu. Reports viewed through the print preview feature can be displayed in three formats: Excel, text, or PDF.

> The Excel option disables if Microsoft Excel is not installed on your computer, or if the report you are about to process is not supported in Preview to Excel. For more information, see the Preview/Send to Excel section in this manual. Similarly, if no PDF viewer is installed on your computer, that viewing option is also disabled.

Suppress 'Form Loading' message

Select this check box to suppress the "Form Loading" message, which alerts the user that a screen is being loaded.

> The "Form Loading" message can be suppressed only after the user has logged into Deltek GCS Premier.

APPLICATION PREFERENCES

Use Application Preferences to apply default values for the application screen; these values are application-specific. These options are determined during the application startup, and take effect only after you close the application screen.
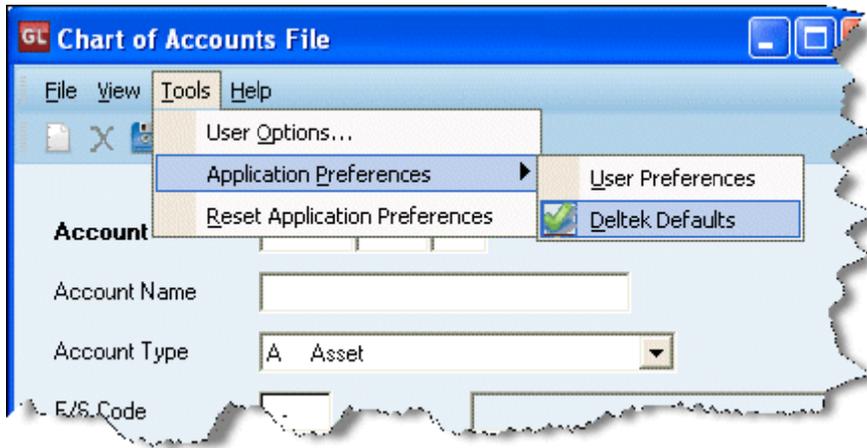
The Application Preferences can save the following:

- Screen size

- Screen position on desktop

- Last tab accessed in the screen (for applications with multiple tabs)

You can choose between the saved user application preferences or the Deltek default preferences.

User Preferences

When you close an application, your current grid settings (such as changes to column width, column order, and split) are saved to the {USERID} #.XML file, providing you have selected User Preferences (**Tools » Application Preferences**). Any previous settings for the grid(s) in that application are overwritten.

When starting an application containing grids, User Preferences reads the XML file that contains the grid column order, column width, split and loads previously set values. Conversely, when Deltek Defaults is selected, the default values load the next time you start the application. If the XML file does not contain any saved user preference settings, the default settings automatically load.

Select **User Preferences** while the application is running to change the grid settings to the values from the XML file, or click Deltek Defaults to change the grid settings to the default values.

Select **Reset Application Preferences** to erase the grid settings in the XML file and return the grid settings to the Deltek default values. In this case, even if User Preferences is selected, the previous settings do not take effect.

> When you open an application, Deltek GCS Premier obtains the application's grid default settings. When you activate User Preferences in the {USERID}_#.XML file, it sets the grid settings to the values stored in that file. If deactivated, it sets the grid settings to the Deltek Default settings.

REARRANGING COLUMN ORDER

You can arrange your grid columns by dragging and dropping the column headers. To move an entire column(s) to a different location:

1. Press and hold the mouse button within the column header area. Notice that the pointer's appearance changes to a cursor arrow with a small box at its lower right corner. The divider at the left edge of the selected column(s) becomes enlarged and highlighted.

Sample Screen
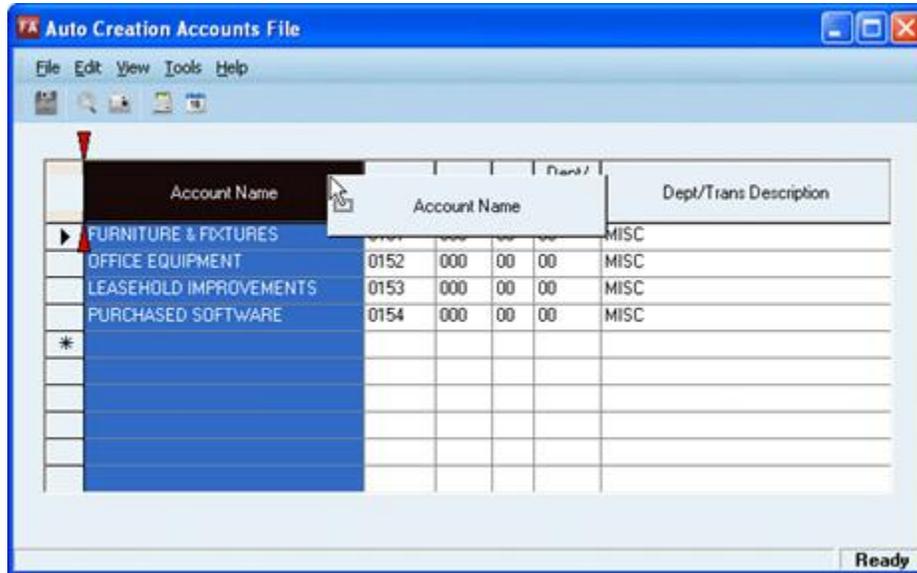
2. Drag the divider to the desired location and release the mouse button. The columns you have moved remain selected.

If you drag the divider to a position within the currently selected range, no movement occurs. Additionally, you cannot move a column that is not selected.

RESIZING COLUMN WIDTH

- Placing the mouse pointer to the right edge of a column header changes the pointer's appearance to a horizontal double arrow; you can click and drag to resize the column.

    Sample Screen
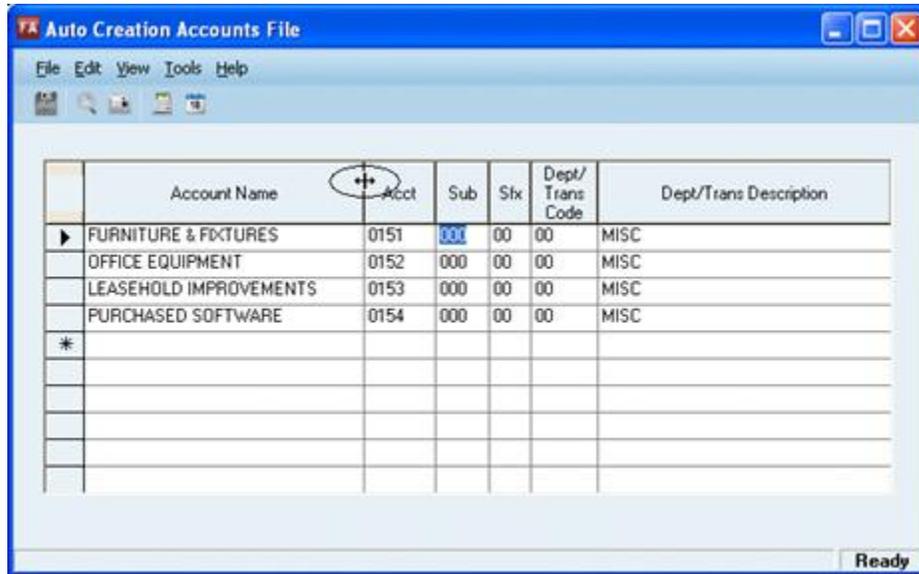
- Dragging the pointer to the left narrows the column, while dragging it to the right widens it.

- Dragging the divider to the farthest left portion of the grid hides the column. To show the hidden column, move the pointer over the succeeding column divider until it changes to a horizontal right arrow. Drag the divider to the right to make the column visible and adjust its width.

    Sample Screen
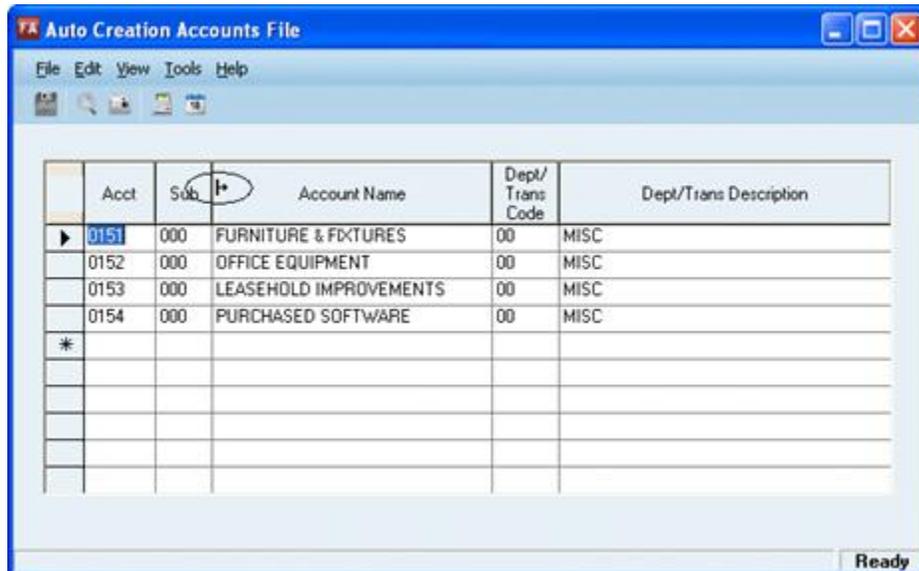
GRID SPLITS

By default, the grid has only one split. If the horizontal scroll bar is visible, the grid displays a split box immediately to the left of the horizontal scroll bar. You can make the horizontal scroll bar visible or invisible by resizing the column(s) width.

To separate a grid into two panels, click the black rectangle in the bottom left corner of the grid. The pointer changes to a double vertical bar with a down arrow. Drag and drop this rectangle to the location where you want to split the grid. Information contained in the left portion of the grid remains in view while you scroll on the right side. You can create only two splits for any Deltek GCS Premier application that has a grid control.

Drag the dividers left or right to adjust the widths of the adjacent splits. As with columns, you can drag the dividers all the way to the left to hide or delete a split.

Sample Screens

RESET APPLICATION PREFERENCES

Resetting your Application Preferences to Deltek's default values means your saved user preferences for that application are deleted in favor of the Deltek defaults. These defaults take effect the next time you execute the application.

 Applications that are currently running when you select this option are not affected.

Selecting this option resets your Report Properties (**File » Properties**) to the Deltek defaults. The Deltek defaults are Midilex font, Regular style, an Expanded Vertical Style of "0" and a font size of "Fit to page width." The alignment also resets to "0".

Reset All Application Preferences, located in the global Tool menu, resets ALL of your current application preferences to Deltek's default values; in other words, it deletes your saved preferences for all applications within GCS Premier.
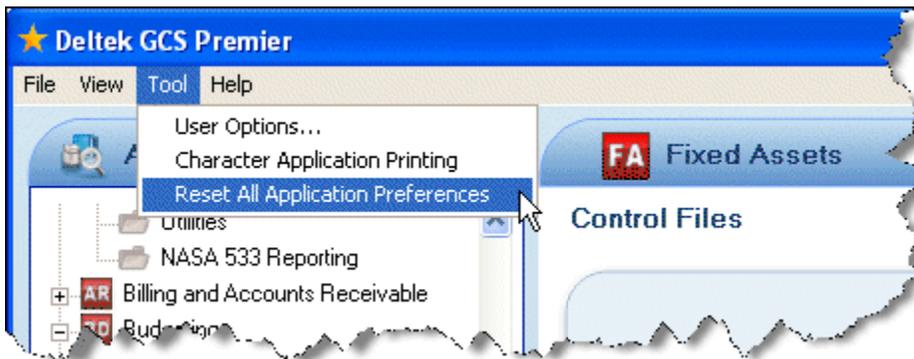
DELTEK GCS PREMIER AND MICROSOFT EXCEL

Microsoft Excel PivotTable

Deltek GCS Premier presents the Data Screen in a Microsoft Excel PivotTable, which you can use to export your information directly to Excel. Filter your data by selecting the filter drop-down arrow that is present in every field. The filter drop-down arrow displays a list of the filter field records. Consult the built-in Excel PivotTable Help for assistance in manipulating the data display.

Drag and drop data fields to the Outer Row field or the Outer Column field to provide a customized grouping for the total, or subtotals, or any other grouping functions. With this simple drag-and-drop operation, you can view data for all employees residing in a particular state. Using the Excel PivotTable, you can also include subtotals in the query results:

1. Click the field header.

2. Right-click to display the context menu.

3. Select the AutoCalc menu, from which you can then select the function you wish to perform.

> The Inquiry Report (which you generate from the Data Screen by clicking **Print Preview**) displays all data fields regardless of which fields were selected in the Input Screen.

Deltek

GRID RESIZE

Using **Grid Resize**, you can maximize a grid within the application screen.

You can maximize a grid only within a single record. It is automatically restored when you perform any of the following actions:

- Saving the current record
- Browsing another record
- Clearing the form

Grids on dialog boxes are not included in this feature.

Using Grid Resize

To activate Grid Resize:

1. Right-click any enabled grid column. The Grid Resize pop-up menu displays.
2. From the shortcut menu, select the appropriate option.

The Grid Resize shortcut menu cannot activate if the grid is disabled.

GRID RESIZE OPTIONS

Maximize

Use **Maximize** to enlarge the grid within the application that contains it. The enlarged grid displaces the other fields that were formerly displayed on the application screen. This option disables after you maximize the grid.

Sample Screen - Before Selecting Maximize

Sample Screen - After Selecting Maximize
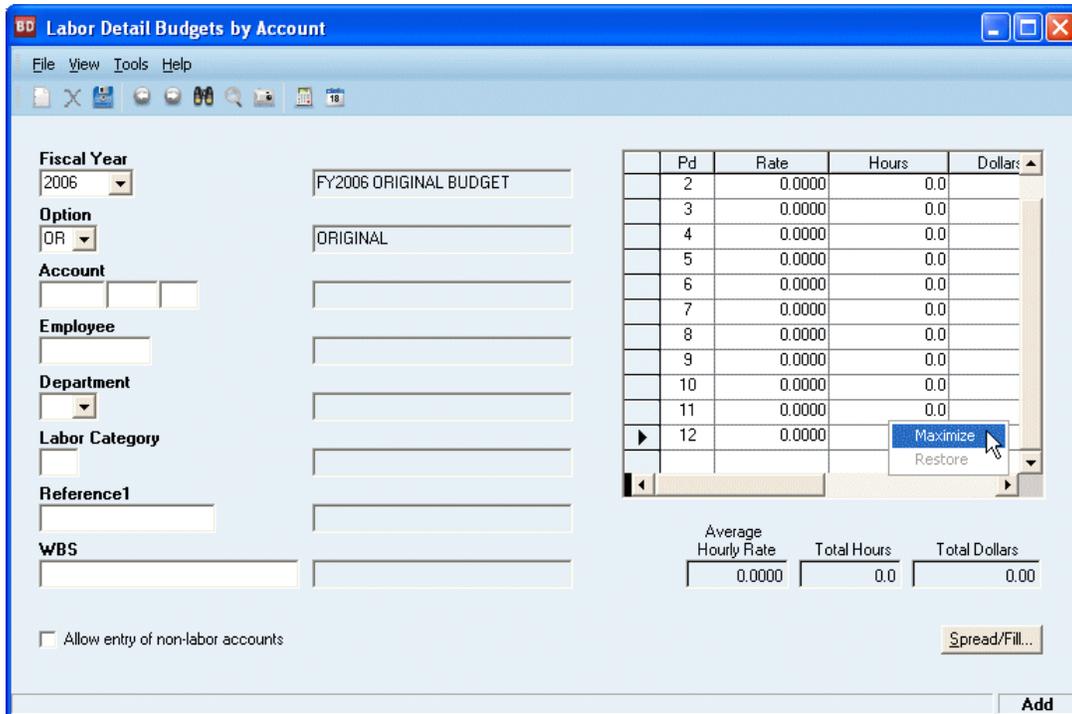
Restore

Use **Restore** to return the grid to its original size. This option enables only while the grid is maximized.

Sample Screen - Before Selecting Restore
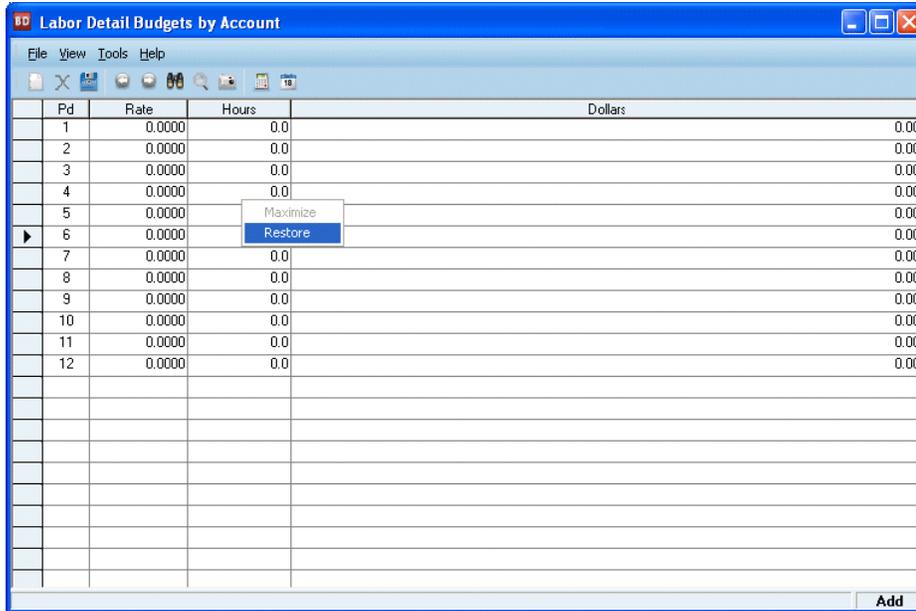
Sample Screen - After Selecting Restore
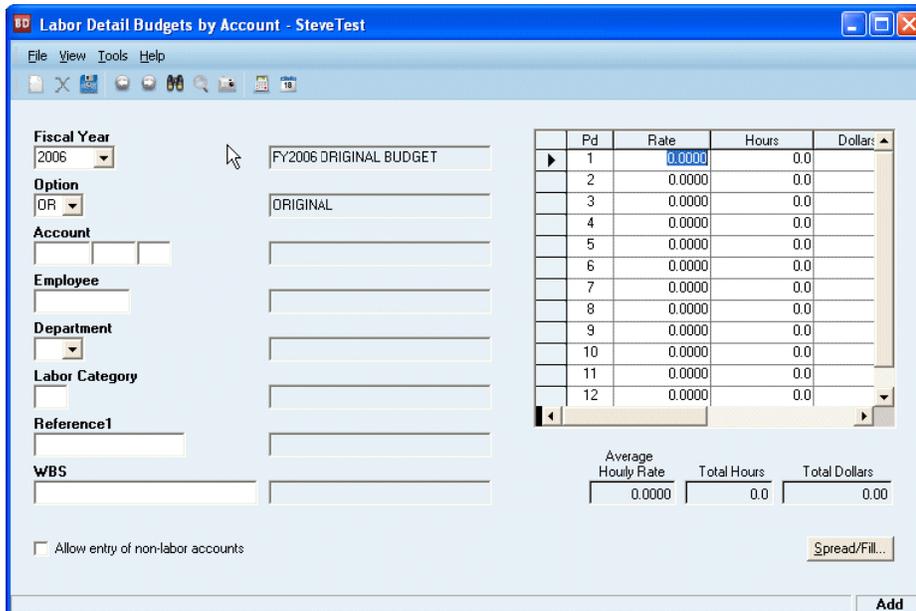
When the Error Report dialog box displays during validation processes, the grid automatically returns to its original size.

PREVIEW/SEND TO EXCEL

Use **Preview to Excel** to view and email reports in Excel format. This feature will help you analyze and prepare a variety of reports.

> Arial Narrow serves as the default font, regardless of selections made during setup (Properties/Fonts).

Accessibility

You can access Print Preview to Excel and Send to Excel in two ways.

- From the File menu, select **Print Preview** or **Send**. The Report Format dialog box displays. Excel is included as one of the options in the Report Style.

- From the toolbar, click **Print Preview** or **Send** and select the drop-down to display the different report formats.

Print Preview Format
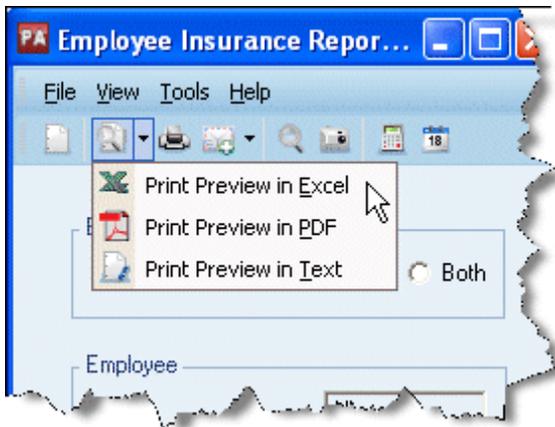
Send Format
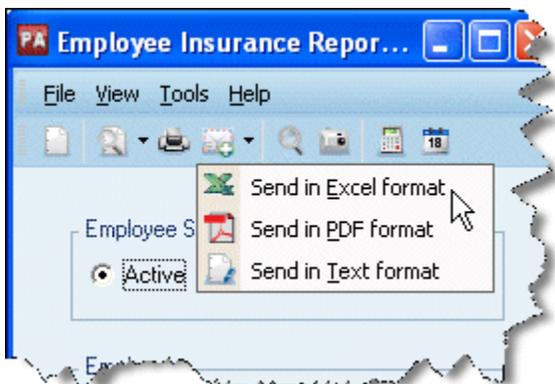
In both the **Report Format** dialog box and the **Report Preview** drop-down list, the Excel option disables if the processed report is not supported by Preview to Excel. If the application is supported by Preview to Excel but Microsoft Excel is not currently installed on your computer, Report Format disables. Instead, the Report Preview drop-down list displays the following error message: "No version Info Available! Version of Excel is not supported."

Generating Preview/Send

Preview/Send to Excel employs a series of technical processes to generate a report in Excel format. One such process involves actually generating a text format of the report. Because of this, Excel processing can take longer than generating a text report.

Applying Format Using Add-in

Once Deltek GCS Premier generates the Excel output file, you can use the add-in tool to apply special formatting, such as showing page breaks and rolling up page headers. Shorter reports format more quickly, while multiple or larger reports can take longer since formatting must be applied to each page. Instances may also occur during the formatting process where the Excel screen turns white. Please be advised that this is normal.

Error Messages

In cases where Excel is either not available or supported, you may encounter the following error messages:

- This application does not support Excel reporting.
- No version Info available! Version of Excel is not supported.
- A report was not produced

MANDATORY SETTING FOR EXCEL MACRO SECURITY

In Microsoft Excel, complete the following steps:

1. From the Excel main menu, click **Tools » Macro » Security** to open the Security dialog box.
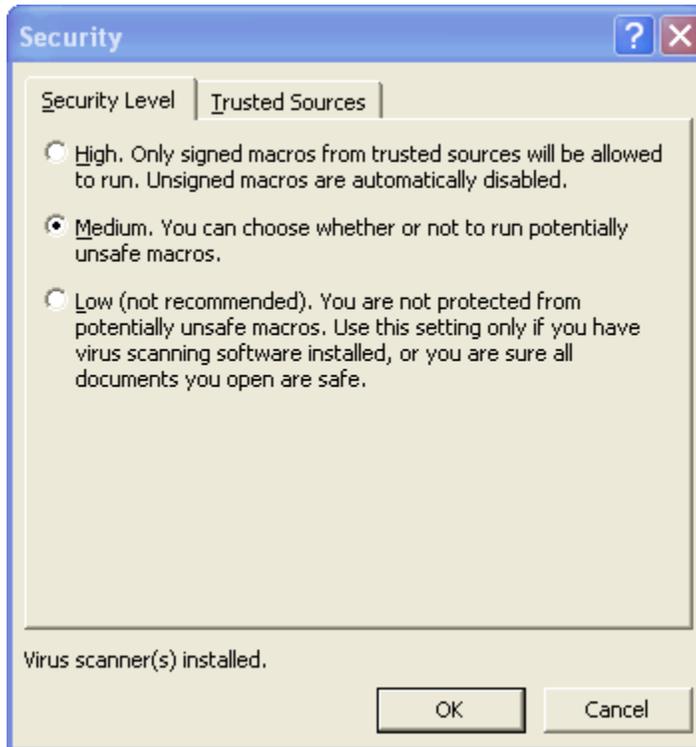
2. In the Security Level and Trusted Sources tabs, set the options to match those in the table below.

Excel version	Security Level	Trust All Installed Addins	Trust Access to Visual Basic Project
2000	Medium	Checked	N/A
2003	Medium	Checked	Checked
XP	Medium	Checked	Checked

THE OUTPUT EXCEL FILE

Default Format

Preview to Excel formats your Excel report on a column-by-column basis. The type of data presented within each column dictates that column's format. The manner in which the data is presented is described below.

- Hours are formatted as Numbers.
- Amounts or Currencies are formatted as Accounting.
- Percentages are formatted as Percentage.
- Accounts (for columns that only contain Account Numbers) are divided.
- Cells with alphanumeric characters are separated into two cells.
- For multiple reports, each report is displayed in a separate worksheet.
- Each worksheet contains up to 700 pages. Once the report exceeds the maximum of 700 pages, it automatically transfers subsequent pages to the next worksheet.

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GCSP EXCEL ADD-IN

Use the GCSP settings add-in to format reports generated from **Print Preview to Excel** and **Send to Excel.** A **GCSP Settings** button becomes available in Excel automatically after you install the add-in.

To install this add-in, complete the following steps:

1. Select **Tools » Add-Ins.**

2. Select the **GCSP Settings** check box, or browse for \Program Files\Deltek\GCSPremier\Programs\GSRPTLYT.xla.

> Uninstalling GCS Premier Version 4 removes the GCSP Settings Add-in.

Page Tab

The Page tab of the Settings dialog box enables you to show page breaks, roll-up page headers, and bold page headers. Select **Show page breaks** to display page breaks automatically and **Roll-up page headers** to designate a single header for all pages. **Bold page headers** automatically bolds your page header fonts. **Page headers** include lines for company name, report title, and column titles. Click **Apply** to apply the selected options without closing the Settings dialog box. Click **OK** to apply your selections and close the Settings dialog box.

Color and Lines Tab

The Color and Lines tab of the Settings dialog box contains two options:

- **Color negative values** allows you to change the color for negative values to red.

- **Show the grid lines** allows you to display grid lines.

Click **Apply** to apply your choices without closing the Settings dialog box. Click **OK** to apply your choices and close the Settings dialog box.

REPORTS SUPPORTED BY PREVIEW/SEND TO EXCEL

Listed below are the reports that allow **Preview/Send to Excel:**

Timesheet and Labor Distribution Module

- Timesheet Edit by Account Report
- Timesheet Edit by Employee Report
- Timesheet History by Account Report
- Timesheet History by Employee Report
- Labor Utilization Report

Payroll and Human Resources Module

- Deduction Summary Report
- Detail Employee Earnings
- Accrued Leave Report & Inquiry

Accounts Payable Module

- Open A/P Report
- Voucher Edit Report

Accounts Receivable Module

- Aged A/R Report
- Unbilled A/R Report
- Print Billing Worksheet (Contract)

General Ledger Module

- Balance Sheet
- Bank Reconciliation File Report
- Bank Reconciliation Summary Report
- F/S Code Summary Report
- G/L Details Report
- Income Statement
- Trial Balance Report & Inquiry
- Contracts and Pools Module

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- Cost/Revenue Summary
- Job Status Report
- Co-Wide Pool Report & Calculations
- Divisional Pool Expense Report & Calculations

Executive Information Module

- Balance Sheet
- Income Statement
- F/S Code Summary Report
- Job Status Reports
- Aged A/R Report
- Labor Utilization Report