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# GSA Travel Import Quick Start Guide

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# Welcome to the GSA Travel Import Tool

The ProPricer™ GSA Travel Import Tool allows you to import GSA per diem and lodging rates directly into a ProPricer travel rate table.

The tool connects to the GSA website, downloads the rates into an Excel file, then imports the data directly into the input grid of a ProPricer travel rate table. This saves time and ensures compliance with GSA travel regulations.

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## Requirements

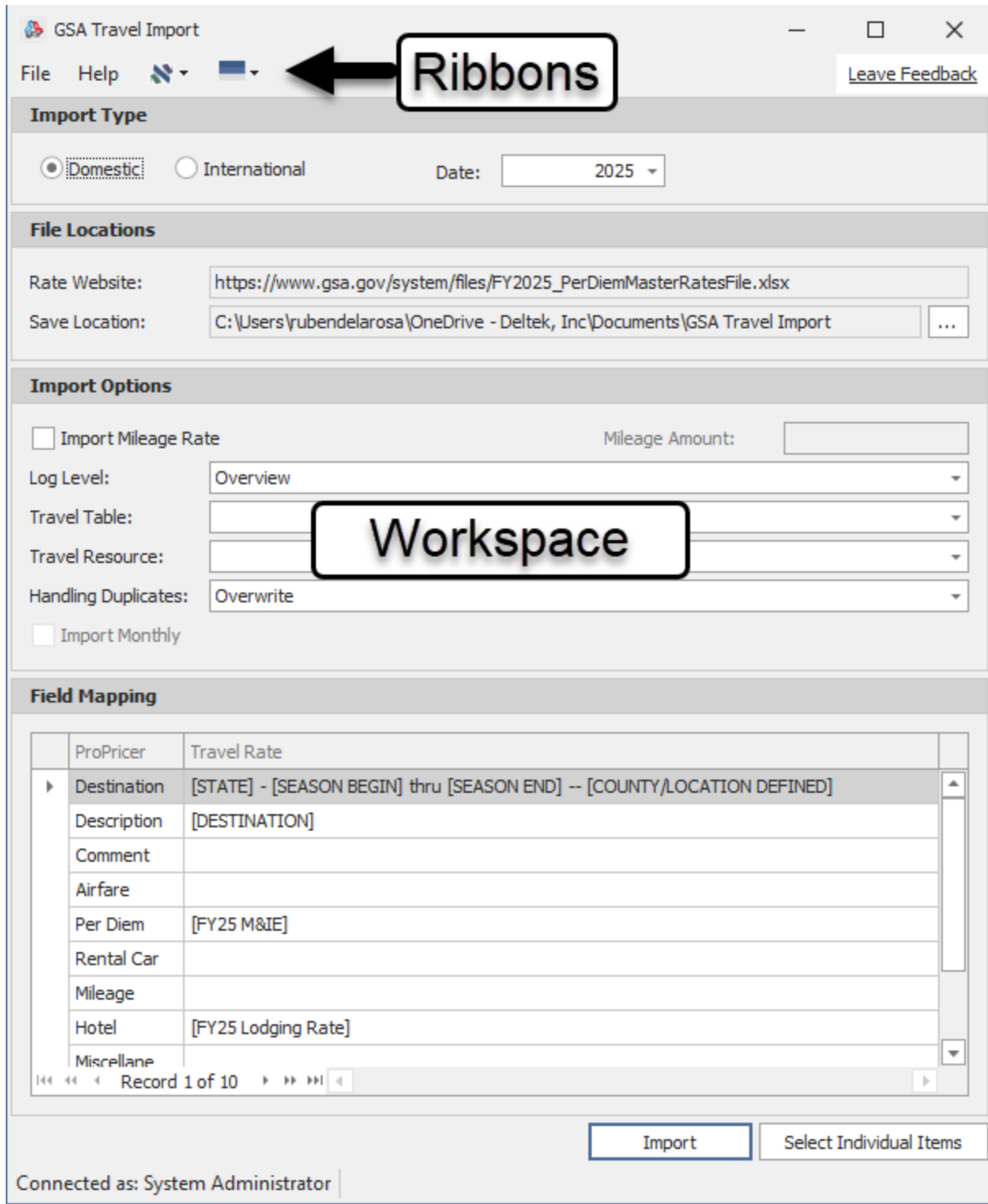
- The correct corresponding version of ProPricer. For example, GSA Travel Import version 4.6.101.0 requires ProPricer version 9.6.101.0.
- ProPricer Application Server version 9.6.101.0.
- A current license key purchased from Deltek, Inc.
- Microsoft Office 2016 (64-bit edition) or later.

## Connect to ProPricer

To connect the GSA Travel Import Tool to your ProPricer database using a .ppc connection file, hold the Shift key and open the application. Then, in the file explorer window, select the connection file and click Open.

## User interface

The ProPricer GSA Travel Import Tool user interface has two areas: the ribbons and the workspace. The following sections in this guide will explain the functions in each of these areas.



- The Leave Feedback button links to the [ProPricer Support Portal](#) where you can leave us your suggestions and ideas for future releases.

## Ribbons

The following ribbons are available in the GSA Travel Import Tool:

### File

- Refresh Data: Refreshes the travel rate tables and travel resources.
- Exit: Close the application.

### Help

- Quick Start Guide: Open a PDF copy of this guide.
- License Information: Manage your registration key and view the registration status of your license.
- See the [License Information](#) page of this guide to learn more.
- About: Open a dialog box with version and copyright information about the GSA Travel Import Tool.

### Skins

Skins allow you to select a skin that changes the look and feel of the application.

### Palettes

Palettes allow you to select a color scheme that changes the look and feel of the application.


## Workspace

There are four areas in the workspace: Import Type, File Locations, Import Options, and Field Mapping. These areas determine the location that the import file is saved in, the travel rate table they are imported into, the travel resource they are assigned to, and the ProPricer fields that the GSA data is imported into.

### Import Type

- Domestic: If selected, allows for the importing of domestic travel rates.
- International: If selected, allows for the importing of international travel rates.
- Date: Select the date to import the corresponding travel rates.

### File Locations

- Rate Website: Contains the address of the GSA website. This field is filled by default.
- Save Location: Contains the folder location for the GSA rate file. Click  to browse for a different folder location.

### Import Options

- Import Mileage Rate: If selected, a standard mileage amount can be imported into ProPricer with each destination.
- Mileage Amount: Input the mileage amount that is imported with each destination. This field becomes available when the Import Mileage Rate checkbox is selected.
- Log Level: Select the amount of detail that you want to include in the import log file. The following options are available for this setting:
  - Overview: Shows when the import started, ended, if it was successful, and information about any errors that occurred.
  - Process Time: Shows the amount of time the import process took.
  - Detailed (Debug): Provides information for the ProPricer technical support team to troubleshoot errors and bugs in the import process.

- Travel Table: Select the ProPricer travel rate table that you would like to import travel rates into.
- Travel Resource: Select the ProPricer travel resource that you would like to assign imported travel rates to.

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- Handling Duplicates: Determine the action that will be taken when duplicate travel destinations are imported into ProPricer. The following options are available for this setting:
    - Skip: Skip duplicate destinations.
    - Overwrite Existing: Overwrite duplicate destinations.
    - Replace All Elements in Table: Replace all destinations in the travel rate table with the imported destinations.
  - Import Monthly: Import rates on a monthly scale.

### Field Mapping

The Field Mapping area shows each field in a travel rate table that GSA data can be imported into, including custom travel expenses. In each field, select GSA data to import exactly what you need, or use the Expression Editor to write a formula that adjusts the data when it is imported.

# Importing travel rates

Import travel rates from the GSA website

1. In the Import Type area, select Domestic or International.
2. In the Import Type area, select a Date.
3. In the File Locations area, next to the Save Location field, click the ellipsis icon to select a save location for the GSA rate file.
4. In the Import Options area, select the Import Mileage Rate checkbox and enter a mileage rate in the Mileage Amount field.
5. In the Log Level field, select the amount of detail that you want to include in the import log file.
6. In the Travel Table field, select the ProPricer travel rate table that you want to import rates into.
7. In the Travel Resource field, select the resource you would like to assign to the travel destinations.
8. Select one of the following Handling Duplicates options:
  - Skip: Skip duplicate destinations.
  - Overwrite Existing: Overwrite duplicate destinations.
  - Replace All Elements in Table: Replace all destinations in the travel rate table with the imported destinations.
9. In the Import Monthly area, select the check box if you want to import data into a monthly timescale.
10. In the Field Mapping area, select the GSA data that you want to import into each ProPricer field.

**Field Mapping**

ProPricer	Travel Rate
Destination	Company Headquarters: [STATE] - [COUNTY/LOCATION DEFINED]
Description	[DESTINATION]
Comment	
Airfare	
Per Diem	[FY21 M&IE] *1.10
Rental Car	
Mileage	
Hotel	[FY21 Lodging Rate]
Miscellaneous	

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- To change any of the data when it is imported, select the ellipsis icon to enter a formula in the Expression Editor.
8. To only import rates from specific destinations, click Select Individual Items. In the window that appears, filter the grid for the destinations, click Select All Visible, then click Apply.

GSA Travel Import

Selected	ID	STATE	DESTINA...	COUNTY... DEFINED	SEASON BEGIN	SEASON END	FY21 Lodging Rate	FY21 M&IE
<input type="checkbox"/>	RBC	RBC DC	RBC	RBC	RBC	RBC	RBC	RBC
<input checked="" type="checkbox"/>	5	DC	District of C...	Washington...	October 1	October 31	\$ 257	\$ 76
<input checked="" type="checkbox"/>	5	DC	District of C...	Washington...	November 1	February 28	\$ 188	\$ 76
<input checked="" type="checkbox"/>	5	DC	District of C...	Washington...	March 1	June 30	\$ 258	\$ 76
<input checked="" type="checkbox"/>	5	DC	District of C...	Washington...	July 1	August 31	\$ 172	\$ 76
<input checked="" type="checkbox"/>	5	DC	District of C...	Washington...	September 1	September ...	\$ 257	\$ 76
<input type="checkbox"/>								

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Select All Visible   Deselect All Visible   **Apply**   Cancel

9. Click the Import button.

## License information

The License Information button allows you to manage your registration key and view the registration status of your license.

Next to the Registration Key fields, there are four buttons for managing the key:



If the key has been copied, click this button to paste the key into the fields.



If a key has been entered, click this button to apply the key.



Click this button to make the registration key fields available for editing.



Click this button to cancel the current action and revert to the last applied registration key.

Once the registration key has been activated, the Installation ID field will show an identification code that can be given to ProPricer Technical Support to resolve issues that you may have with your license.

In the drop-down menu next to Process, you can select how to activate your license with the following options:

- Online: activates your license automatically.
- By Code: directs you to the website <https://register.proricar.com/bycode> to retrieve an activation code that must be entered in the Process By Code dialog box.

The Log License Details button opens a log of information about your license and system which can be helpful for troubleshooting.

The Activate/Deactivate button will activate or deactivate your license.

## Contact Deltek

We welcome any questions, comments, or suggestions you may have about GSA Travel Import and this Quick Start Guide.

### Contact information

Support Center: [deltek.custhelp.com](https://deltek.custhelp.com)