

## **Deltek GCS Premier Tips & Tricks**

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Did you know you can set up departments in GCS? Department codes can be used to track expenses across the company. Both the indirect expense report and the trend indirect expense report can be run on department codes. The voucher edit report and general ledger detail report will print the department code, but cannot be run by the department code. To use, you must first set-up the department by entering them in the Department File, which can be found at General Ledger > Control and Master Files > Department File. Department codes consist of a two-character alphanumeric code and a twenty-five-character description.

When entering costs into GCS Premier, select the department from the dropdown available upon entering AP vouchers, journal entries, timesheets, and employee setup. In order to accurately report on departments, you must enter the department for all indirect expenses. Department codes can be added during the year, but should not be removed. At the beginning of each year department codes should be reviewed for changes.