



## Catalog of Training Courses

COURSE NAME	CONTENT	LEARNING OBJECTIVES	PROGRAM LEVEL/ PREREQUISITES/ ADVANCE PREP	HOURS/ CPE CREDIT
Processing Accounts Payable in Deltek GCS Premier®	Managing the accounts payable module in GCS includes being able to set up vendor, process vouchers and make payments. This course walks students through each.	<ul style="list-style-type: none"> <li>• Set up a vendor</li> <li>• Enter a voucher</li> <li>• Enter a recurring voucher</li> <li>• Reverse an entry</li> <li>• Do a check run</li> <li>• Create an EFT file</li> </ul>	Basic/ None/ None	½ day/3
Processing Bills in Deltek GCS Premier®	Learn how to process bills in GCS. This course covers everything from setting up a new contract to bill, to computing bills, printing, posting and receiving cash.	<ul style="list-style-type: none"> <li>• Set up contracts to bill on a FFP, CPFF and T&amp;M</li> <li>• Process bills on a FFP, CPFF and T&amp;M contract</li> <li>• Set up a customer</li> <li>• Print the A/R Aging report</li> <li>• Enter a Cash Receipt</li> </ul>	Basic/ None/ None	1 day/6
Contract Setup and Processing in Deltek GCS Premier®	Setting up contracts in GCS can be a challenge. Learn how to set the contract up right the first time and have the system automatically compute revenue including on T&M contracts.	<ul style="list-style-type: none"> <li>• Determine the appropriate contract numbering scheme</li> <li>• Set up a new contract in GCS</li> <li>• Set up a contract to compute revenue</li> <li>• Set up labor categories</li> <li>• Set up a contract work force</li> <li>• Set up contract ceilings</li> <li>• Import contract info into Time &amp; Expense</li> </ul>	Basic/ None/ None	1 day/6
General Ledger Processing in	Learn how the chart of accounts is structured in GCS, how to set	<ul style="list-style-type: none"> <li>• Describe a high-level overview of the system</li> <li>• Describe the Account Structure</li> </ul>	Basic/	½ day/3

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Deltek GCS Premier®	up accounts, getting the most reporting flexibility possible, how to enter journal entries and produce financial reports	<ul style="list-style-type: none"> <li>Describe Divisions and Departments</li> <li>Enter an Account into GCS Premier</li> <li>Enter Journal Entries</li> <li>Print Financial Reports</li> </ul>	None/ None	
Indirect Rates in Deltek GCS Premier® – The Basics	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 have been learned, the student then applies those concepts to understanding how rate calculations are done in GCS.	<ul style="list-style-type: none"> <li>Describe the indirect rate calculation</li> <li>List the types of costs that are typically indirect</li> <li>Describe the costs usually found in the Fringe Benefits, Overhead, and G&amp;A pools</li> <li>Discuss the applicability of different allocation bases</li> <li>Describe the difference between a pool and a service center</li> <li>Describe how one pool can flow into another</li> <li>Be able to calculate the indirect rates for a simple set of pools</li> </ul>	Basic/ None/ None	1 day/6
Processing Labor/PR in Deltek GCS Premier®	Ensuring that payroll is accurately and timely delivered is a critical function for any business. Students learn how to set up new employees and process their paychecks in GCS. Processing subcontractors who often submit timesheets that need to be reconciled with their follow up	<ul style="list-style-type: none"> <li>Set up a new employee</li> <li>Enter/process timesheets</li> <li>Set up a subcontractor who will be entering their time through a timesheet</li> <li>Process Payroll</li> </ul>	Basic/ None/ None	1 day/6

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	invoices can be time-consuming. Students learn how to minimize the reconciliation challenges.			
Closing the Month in Deltek GCS Premier®	The monthly goal each is to produce accurate, reliable, timely, auditable financial statements. Students learn to efficiently produce those statements in GCS.	<ul style="list-style-type: none"> <li>Analyze the trial balance</li> <li>Reconcile subsidiary ledgers to the G/L</li> <li>Review contract reports</li> <li>Review financial statements</li> <li>Tie out key reports</li> <li>Close the period</li> </ul>	Basic/ None/ None	½ day/3
Closing the Accounts Payable Calendar Year in Deltek GCS Premier®	This course covers the tax reporting for vendors in GCS at year end. Students learn how to process the tax reporting in GCS and how to reset the balances for the new year.	<ul style="list-style-type: none"> <li>Set up GCS to handle 1099 reporting on vendors</li> <li>Close the AP year in GCS</li> <li>Process 1099 reports</li> </ul>	Basic/ None/ None	1/1
Closing the Payroll Calendar Year in Deltek GCS Premier®	This course covers the tax reporting for payroll in GCS at year end. Students learn how to process the tax reporting in GCS and how to reset the balances for the new year.	<ul style="list-style-type: none"> <li>Set up GCS to be able to print W-2's</li> <li>Close the Payroll year</li> <li>Process W-2's</li> </ul>	Basic/ None/ None	1/1
Closing the Fiscal Year in Deltek GCS	At fiscal year end, there are special processes that must be	<ul style="list-style-type: none"> <li>Determine when to close the fiscal year in GCS</li> <li>Prepare to close the fiscal year</li> </ul>	Basic/	2/2

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Premier®	run to ensure the old year's reports can be run properly & the accounts are reset to accumulate balances for the new year in GCS.	<ul style="list-style-type: none"> <li>• Create an audit directory</li> <li>• Close the fiscal year</li> <li>• Perform the post-close system checks to verify the close happened properly</li> <li>• Bring audit adjustments forward</li> </ul>	None/ None	
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.	<ul style="list-style-type: none"> <li>• Describe the purpose of the FAR</li> <li>• Look up relevant FAR sections</li> <li>• Find the Cost Accounting Standards within FAR</li> <li>• Describe the major standards that apply to government contractors</li> <li>• Describe the consistency requirement</li> <li>• Determine CAS Coverage</li> <li>• Identify defective pricing practices</li> <li>• Allocate costs in compliance with the FAR</li> <li>• Avoid double-dipping</li> <li>• Classify costs as allowable or unallowable</li> <li>• Describe an Incurred Cost Submission</li> <li>• Describe the total time accounting requirements</li> <li>• List the major types of contracts</li> <li>• Describe Forward Pricing Rates</li> <li>• Describe the difference between sales &amp; use tax</li> <li>• Look up use tax requirements by state</li> <li>• Look up the payroll tax filing requirements</li> <li>• Avoid payroll tax penalties</li> </ul>	Basic/ None/ None	1 day/6

## Registration Information

To register, [visit our Training page](#) or [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](mailto:training@neosystemscorp.com)), fax (571-354-7567 ATTN: Training), 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 send a fax to 571-354-7567 and address the issue with the Training Department. Upon receipt of the student's input, the Training Department staff will take the matter for action, conduct research, and respond to the student within 3 working days.

## NASBA Certification



NeoSystems Corp. is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).