

PCGenesis Financial Reporting

GASBO
Augusta, GA
November 6, 2014



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PCGenesis Financial Reporting

PCGenesis Development Team

Diane Ochala PCGenesis Lead Analyst/Developer
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Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion

Agenda

- **Best Business Practices**
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- Import Claims
- Other Imports



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2013 saw many new features and functions added to PCGenesis.

Best Business Practices Checklist

- PCGenesis
- Financial Accounting and Reporting System Operations Guide**
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide
- Release Information

Financial Accounting and Reporting (FAR) System Operations Guide

- Section A: Budget Account Master Processing
- Section B: Purchase Order Processing
 - Topic 1: Processing Purchase Orders
 - PCGenesis Purchase Order/Purchase Requisition Template
 - Topic 2: Printing Purchase Orders
 - Topic 3: Printing Purchase Order Reports
 - Topic 4: Facility and Building File Maintenance
- Section C: Vendor File Maintenance
- Section D: Claim and Expenditure Processing
 - PCGenesis Claim.xls Template
- Section E: Vendor Check/Wire Transfer Processing
 - Topic 1: Processing Vendor Checks and Wire Transfers
 - Topic 2: Reconciling Vendor Checks and Wire Transfers
- Section F: Revenue Account Master Processing
- Section G: Accounts Receivable Processing
- Section H: Receipt Processing
 - PCGenesis Receipt or Accounts Receivable Template
- Section I: Cash and Investment Management Processing
- Section J: Financial Reporting and Closing
 - Topic 1: Annual/Fiscal Year-End Report Processing
 - Topic 1A: Processing Annual/Fiscal Year-End Closing Reports - Budget and Revenue Reports
 - Topic 1B: Processing Annual/Fiscal Year-End Closing Reports - Monthly and Special Audit File Reports
 - Topic 1C: Processing Annual/Fiscal Year-End Closing Reports - Annual/Fiscal Reports
 - Topic 2: Finalizing Current Month and Year-End Figures
 - Fiscal Year-End Closing Procedures Checklist
 - **Best Business Practices Checklist**
- Section K: Account Master Description File Processing

On the PCGenesis documentation website – *Best Business Practices Checklist*

Let's start by talking about Best Business Practices. We have added a Best Business Practices checklist to the PCGenesis documentation website, as you can see on the menu. The checklist has been added to the Financial Guide as well as to the Payroll Checklists.

Best Business Practices Checklist

Best Business Practices Checklist

DAILY		
✓	Step	Action
	1	Verify the nightly backup processed.
	2	Check for errors and skipped files.
	3	Label and store the backup of K:\SECOND* to CD, DVD, or USB with logs.
	4	Insert another backup CD, DVD, or USB for the next scheduled backup.



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Best Business practices start out by recapping the backup requirements for PCGenesis. Everyone should have both a backup task and a reorganization task scheduled every single night.

PCGenesis File Reorganization

Home → Technology Services → Technology Services → PCGenesis → Technical System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Technical System Operations Guide

User Interface Procedures

- Set Site Color
- System Message Administration
- Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2010
- Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2007

PCGenesis Technical Checklists

- Topic 1: New Server Installation Checklist
- Topic 2: PCGenesis Backup / Reorganization / Restore Checklist
- Topic 3: New Workstation Installation Checklist



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- The Backup and Reorg Checklist is available on the PCGenesis documentation website under the *Technical Systems Operations Guide*.

Best Business Practices Checklist

- The PCGREORG task checks to make sure that the GL is in balance every night.

REORGANIZATION GUIDELINES		
✓	Step	Action
	1	<p>Create scheduled task for K:\BACKUP\PCGREORG.BAT (Required)</p> <ul style="list-style-type: none"> • Schedule nightly after backup to finish prior to 6:00am. Allow up to 60 minutes processing time. • Requires ROBOCOPY which should be included with Windows Sever 2008 R2 64bit <ul style="list-style-type: none"> - Verify available in C:\WINDOWS\SYSTEM32\ROBOCOPY.EXE - If missing, run K:\DOWNLOAD\2003 RESOURCE KIT\rktools.exe to install ROBOCOPY • The REORG process will also create a <i>Reorg Recap</i> report in K:\SECOND\#SPLPRTREOGnnnn



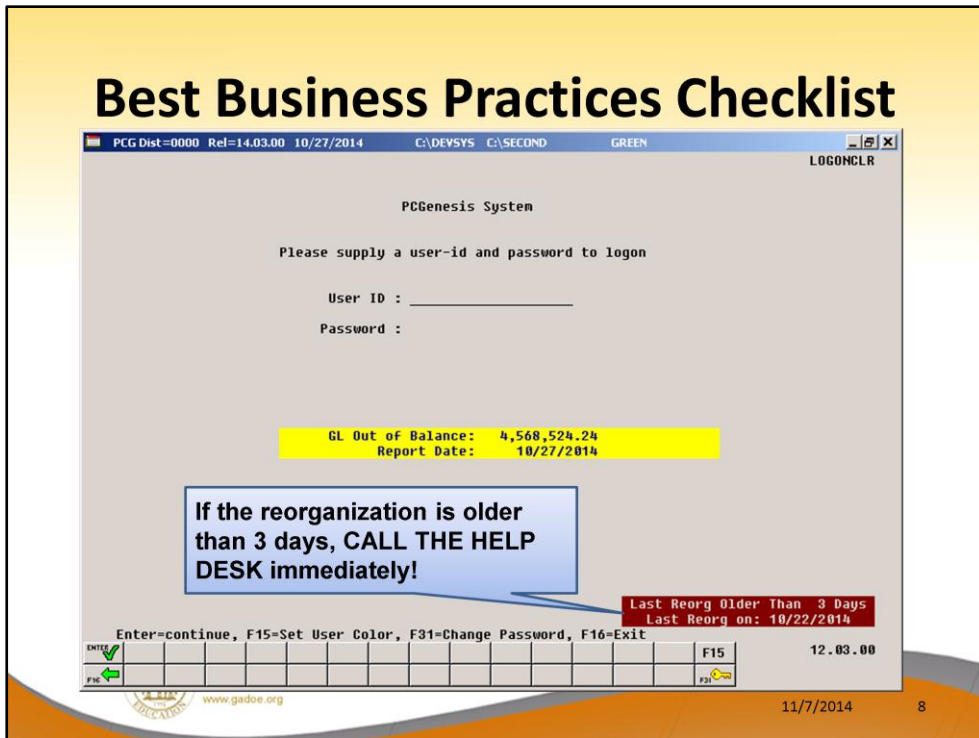
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It is especially important to schedule the reorganization task to run every night on your PCGenesis server. The Reorg Checklist contains detailed information about how to set up this task. This task is especially important because it also runs the process which checks for an "out of balance" condition in your GL every night. This is an early warning system for identifying problems in the GL.

Best Business Practices Checklist



When you logon in the morning, check the lower right hand corner for the Last Reorg Date. If that date is older than 3 days, CALL THE HELP DESK immediately! Get this fixed – it will make your life a lot better. Running the Reorg task will also create a convenient nightly backup on your K drive called SECONDX. Many times, the Help Desk will use SECONDX as a convenient point to restore data when a problem occurs. If the GL is out of balance, the yellow message will be displayed. Call the Help Desk when this happens.

Best Business Practices Checklist

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY\ C:\SECOND WHITE CTRLPROG

***** SYSTEM CONTROL INFORMATION *****

State Assigned System #: 8991
 State Assigned Charter #: Name: SMITH CITY BOARD OF EDUCATION
 Address: 102 MAIN STREET
 City/State: SMITH, GA
 Zip Code: 33333
 E-Verify No.: Authorization Date:

Withholding Fund: 199 PAYROLL CLEAR
 Non-Specific XFER Vendor: 1 VENDOR 000001
 Gross Payroll Vendor: 5581 VENDOR 005581
 Summer Salary Vendor: 4139 VENDOR 004139
 Non-Specific Source: 1 SOURCE 000001
 Food Service Fund/Fisc: 600 0 Fund 600 UNSPECIFIED
 System standard PD: Y (Y or N)
 Highest Allowable Transaction Date: 06 30 15 (MM DD YY) (Required)

----- *** INFORMATION ONLY *** -----

Report Date	Update	Entry Date & Time	Last Yr. Closed	Last Mo/Yr Closed
1 31 14	N	5 12 14 11:18	13	1 14

Site Color On: Y GREEN Last PO XFer 13 Last PO XFer Date 09 30 13
 User Color On: Y WHITE

GL Out of Balance: 4,568,524.24 Report Date: 10/27/2014

Last Reorg on: 10/22/2014
 14.01.00

F9-Switch to Update Mode, F16-Exit

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The System Control screen also will display a message if the GL is out of balance. The System Control screen also displays the Last Reorg Date on this screen. Again, if this date is older than 3 days, call the help desk.

Best Business Practices Checklist

MONTHLY		
✓	Step	Action
	1	Reconcile cash.
	2	Check and balance Fund 199 (Payroll Withholding Fund).
	3	Set up the necessary receivables.
	4	Run month-end reports and verify each fund on the General Ledger (G/L) is in balance. Check the fund balancing totals.
	5	Verify the General Ledger's Cash on Hand (102) equals zero for each fund.
	6	Verify the monthly <i>Expenditure</i> and <i>Revenue Detail</i> or <i>Summary Report</i> totals equal the G/L's 302 and 602 control accounts by fund.
	7	Run the <i>Open Accounts Payable Report</i> by fund and balance it with the G/L's payables accounts (421, 422, etc.) by fund.
	8	Run the <i>Open Accounts Receivable Report</i> by fund and balance it with the G/L's receivable accounts (141, 153, etc) by fund.



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Let's go over the Best Business Practices checklist and see if this might help you with your month-end close. When your GL balance accounts don't match the various other monthly reports, more than likely, a partial posting has occurred and you will probably need to call the help desk.

- 10 000101 CASH IN BANK
- 10 000102 CASH ON HAND
- 10 000141 INTERGOVT A/R
- 10 000142 FEDERAL AR
- 10 000153 OTHER ACCT/REC
- 10 000302 REVENUES
- 10 000421 ACCTS PAYABLE
- 10 000422 A/P ACCRUED SAL
- 10 000602 EXPENDITURES
- 10 000603 ENCUMBRANCES
- 10 000753 RES FOR ENCUMB

Best Business Practices Checklist

MONTHLY		
✓	Step	Action
	9	Run the <i>Open Purchase Order Report</i> by account number sequence and balance to the G/L's encumbrance accounts (603, 753, etc) by fund.
	10	Rerun monthly reports, if necessary, and perform the month-end close-out. No more than two months should be open at one time.
	11	Run a listing of all receipts and a listing of all checks. Keep with monthly reports.
	12	Print the <i>DE046 Conversion Report</i> , make the necessary additions / deletions / modifications.
	13	Transmit the <i>DE046 Financial Report</i> . Check for errors, make corrections, and retransmit if necessary.
	14	Check the <i>DE420</i> for errors and make the necessary corrections to the records.



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Let's go over the Best Business Practices checklist and see if this might help you with your month-end close. When your GL balance accounts don't match the various other monthly reports, more than likely, a partial posting has occurred and you will probably need to call the help desk. Also, Best Business Practices means that no more than two months should be open at one time!

- 10 000101 CASH IN BANK
- 10 000102 CASH ON HAND
- 10 000141 INTERGOVT A/R
- 10 000142 FEDERAL AR
- 10 000153 OTHER ACCT/REC
- 10 000302 REVENUES
- 10 000421 ACCTS PAYABLE
- 10 000422 A/P ACCRUED SAL
- 10 000602 EXPENDITURES
- 10 000603 ENCUMBRANCES
- 10 000753 RES FOR ENCUMB

Best Business Practices Checklist

- It is important to note, if a JE was made to the payable or receivable accounts it will not be reflected in the Accounts Payable/Accounts Receivable reports.
- Journal entries can be made, but will be reconciling items between the reports and the general ledger.



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Calendar Year-End Closing Procedures and Fiscal Year-End Closing Procedures

🏠 → Technology Services → Technology Services → PCGenesis → Payroll System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Payroll System Operations Guide

- Payroll Processing Checklists
 - Direct Deposit Setup Checklist
 - New Pay Statement Setup Checklist
 - Calendar Year-End Closing Procedures Checklist
 - Fiscal Year-End Closing Procedures Checklist
 - Best Business Practices Checklist
- Section A: Payroll Setup



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The Best Business Practices checklist refers to the Calendar Year-End Closing Checklist and the Fiscal Year-End Closing checklist. I think most districts already use these two checklists for closing the fiscal and calendar years.

Best Business Practices Vendor Maintenance

- Vendor Maintenance has been updated to include information from the Federal form W-9.
- Auditors require that the W-9 data is available.
- The **Vendor E-Verify Number** and **Authorization Date** fields are also available and are informational only.



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W-9 fields are on the Vendor Maintenance screen.

Best Business Practices Vendor Maintenance

PCG Dist=8991 Rel=14.03.00 10/29/2014 DDD 002 5V C:\DEV\SVS C:\SECOND GREEN UENDOR

Vendor Maintenance UENDOR

Number: 55 Name: UENDOR 000055 Status: A
 Seq key: UENDOR 000055
 Address: 0013 UENDOR STREET
 City: SMITH State: GA Zip: 33333 P0 Output: E=email

Remit to - Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Contact: _____
 FAX: 9884000055
 Email: vnd.000055@Vendor.Web

Fed ID (V/N): Y Fed W9: L=Limited liability Fed LLC Type: P=Partnership
 SSN / Fed ID: 255487546 E-Verify number: 554488
 Authorization Date: 1/02/2014
 Emp #: _____

1099 (Y/N): Y
 Name control: UNDS
 Foreign indicator: N
 One item per check: N (Y/N)

ENTER to Validate F3 to Print Screen F16 to ReEnter/Exit
 F18 to Delete

14.03.01

W-9 fields and E-Verify fields are on the Vendor Maintenance screen.

Best Business Practices

Claim Sequence Numbers

- F1, F3, F11 – **Print Vendors With Sequence Numbers Less Than 500**
- Run this procedure at least once a quarter.
- When a vendor has less than 500 sequence numbers left, it is time to start a new vendor number.
- Inactivate the old vendor number.
- Enter a new vendor number with that vendor's data.



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Best Business Practices Claim Sequence Numbers

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 002 SV C:\DEVSY S C:\SECOND WHITE CL 00P
Financial Accounting & Reporting

FKey Claim Processing

- 1 -- Inquire Claim/Expenditure
- 2 -- Enter Claim
- 3 -- Cancel Claim
- 5 -- Large Claim Entry/Import (Non-PO Only)
- 9 -- Print Open Payables Report
- 11 -- Print Vendors With Sequence Numbers Less Than 500
- 15 -- Vendor Maintenance

Master Rep List Workbooks PAY VEND
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Best Business Practices Claim Sequence Numbers

10/29/2014 10:43

VENDORS WITH SEQUENCE NUMBERS LESS THAN 500

FARPR500 PAGE 1

*** PLEASE CALL THE PGENESIS HELP DESK ***

VENDOR NUMBER	SEQUENCE NUMBER	NUMBER OF CLAIMS LEFT TO USE	VENDOR NAME
000005	100	100	GA INCOME TAX



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Best Business Practices

Claim Sequence Numbers

- If a vendor number is on the report, determine if the vendor is used in payroll.
- Check the System Control Screen (F1, F13, F12).
- Check the Tax / Withholding / Control Menu items (F2, F13, F3).
- Print the Deduction Records (F2, F9, F6).
- Print the Annuity Records (F2, F9, F12).
- Check the employee Garnishments (F2, F2, F10)



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Best Business Practices Claim Sequence Numbers

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 E-Verify No.: Authorization Date:

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 Gross Payroll Vendor: 5581 UENDOR 005581
 Summer Salary Vendor: 4139 UENDOR 004139
 Non-Specific Source: 1 SOURCE 000001
 Food Service Fund/Fisc: 600 0 Fund 600 UNSPECIFIED
 System standard PO: Y (Y or N)
 Highest Allowable Transaction Date: 06 30 15 (MM DD YY) (Required)

----- *** INFORMATION ONLY *** -----

Report Date	Update	Entry Date & Time	Last Yr. Closed	Last Mo/Yr Closed
1 31 14	N	5 12 14 11:18	13	1 14

Site Color On: Y GREEN Last PO Xfer 13 Last PO Xfer Date 09 30 13
 User Color On: Y WHITE

Last Reorg on: 10/28/2014

F9-Switch to Update Mode, F16=Exit

14.03.01

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If the old vendor number is referenced here, update with the new vendor number.

W-9 fields are on the Vendor Maintenance screen.

Best Business Practices Claim Sequence Numbers

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 002 SV C:\DEVSY S C:\SECOND WHITE PAVTAXES

** FICA/Medicare Tax Table **

OASDI

Employee: Share: .0620 Max Ded: 7254.00 Max Wage: 117000.00
 Employer: Share: .0620 Max Ded: 7254.00

Medicare Health Insurance (HI)

Employee: Share: .0145 Additional share: .0090 Additional Wage Threshold: 200000.00
 Employer: Share: .0145

Medicare Sort: 02 Medicare Only Deduction Sort: 02
 Employer Binc: 0421 Object: 22000

Withholding

Vendor:	Binc:	Exp Acct:	Fnd	F	Prgm	Funct	Rev Acct:	Fnd	F	Prgm	Srcce
<u>005806</u>	<u>0477</u>		<u>199</u>	<u>0</u>	<u>9990</u>	<u>9000</u>		<u>199</u>	<u>0</u>	<u>9990</u>	<u>9000</u>

ENTER=Update, F16=Exit

14.03.00

Check all Tax / Withhold / Control Menu items for the old vendor number.

Best Business Practices Claim Sequence Numbers

REPORT DATE 10/29/14 DEDUCTION CODE LISTING PAGE 1

CODE	DESCRIPTION	PERCENT	SORT	TYPE	VENDOR	FUND	PRGM	FUNC	BINC	EMPLR IND	PROC SCHASXYQP	EMPLR AMT/PCT	EMPLR OBJ	EMPLR BINC
00	FRINGE	00.00000	01		000000	000	0000	0000	0000	0		0.00000	00000	0000
01	ANNUITY #1	00.00000	00	A	000000	199	9990	9000	0479	0		0.00000	00000	0000
02	ANNUITY #2	00.00000	00	A	000000	199	9990	9000	0479	0		0.00000	00000	0000
03	FED W/H TAX	00.00000	01		000000	199	9990	9000	0471	0		0.00000	00000	0000
04	GA INCOME TAX	00.00000	02		000000	199	9990	9000	0472	0		0.00000	00000	0000
07	COUNTY TAXES	00.00000	05		000000	000	0000	0000	0000	0		0.00000	00000	0000
08	STATE HEALTH CLAS N TAX	00.00000	08	I	000014	199	9990	9000	0475	0		0.00000	00000	0000
09	STATE HEALTH CERT N-TAX	00.00000	09	I	000013	199	9990	9000	0475	0		0.00000	00000	0000
18	VENDOR 001034	00.00000	18		001034	199	9990	9000	0479	0		0.00000	00000	0000
19	VENDOR 000020	00.00000	19		000020	199	9990	9000	0479	0		0.00000	00000	0000
20	VENDOR 000021	00.00000	20		000021	199	9990	9000	0479	0		0.00000	00000	0000

Check the System Deductions
for the old vendor number.



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Best Business Practices Claim Sequence Numbers

REPORT DATE 10/29/14 ANNUIITY COMPANIES PAGE 1

COMPANY#	VENDOR	TYPE	COMPANY NAME	EMPLR IND	EMPLR AMT/ PCT	EMPLR OBJECT	EMPLR BALANCE	MANDATORY ANNUITY
01	000022	E	EQUITABLE LIFE ASSU. SOCIETY	0	0.00000	00000	0000	N
02	002632	E	FRANKLIN TEMPLETON TRUST COMPANY	0	0.00000	00000	0000	N
03	000018	E	THE VARIABLE ANNUITY LIFE INS	0	0.00000	00000	0000	N
04	001583	E	VANGUARD FIDUCIARY TRUST COMPANY	0	0.00000	00000	0000	N
05	009453	G	GREAT AMERICAN PLAN ADMINISTRATORS, INC.	0	0.00000	00000	0000	N
06	004929	E	HORACE MANN LIFE INSURACE CO	0	0.00000	00000	0000	N
07	004929	G	HORACE MANN LIFE INSURACE CO	0	0.00000	00000	0000	N
08	000018	G	THE VARIABLE ANNUITY LIFE INS	0	0.00000	00000	0000	N
09	005646	E	GREAT AMERICAN PLAN ADMINISTRATORS	0	0.00000	00000	0000	N

Check the System Annuity Report for the old vendor number.



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Best Business Practices

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE
 Status Active Update/Display Garnishment Vendor Data PAYDN301

Employee: 87223 AL2N20, EF2EN

Ded Code	Description	Vendor Number	Vendor Name
21	COURT W/H	76	VENDOR 000076

Check the employee garnishments for the old vendor number.

NOTE: * = Available for deletion - Garnishment(s) not in payroll.

Node changed to display

13.03.00

Per Ded Grs W/H Lv Ytd Help Adj FICA Gar



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Agenda

- Best Business Practices
- **Financial Tools**
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- Import Claims
- Other Imports



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Financial Tools

Real User Comments

- **Purchase Order Import** – “Without this tool, we would be drowning. We are not in a position to add any personnel to finance, and this tool has been a life-saver.”
- **Receipt Import** – “We have setup templates to import the monthly QBE and weekly SFS receipts (regular and electronic payments).”



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PCGenesis has many, many tools which should make processing in PCG easier. Here are some user comments. PCG offers numerous export of report data. It also has many import options.

Financial Tools

Real User Comments

- **Vendor Payments for any period**
 - “This is a wonderful tool that we use to produce comparisons for expenses.”
 - “We use this tool to assist in the completion of the Capital Projects information for the auditors.”
- **Budget Activity Summary**
 - “Our directors use these reports for making projects – they love it.”
 - “I know that this is not an export, but I thought that some of the people may not know the benefit of opening their reports in **Word**. Monthly reports are saved as Word documents and are sent out to all principals and directors. They absolute love the reports.”



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Financial Tools

• Budget Report	Export	Range
• Revenue Report	Export	Range
• GL Report	Export	
• Budget/Revenue Load	Export	Import
• Purchase Orders	Export	Import
• Claims		Import
• Accounts Receivables		Import
• Receipts		Import



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Over the past two years, the financial system has been enhanced so that much of the data that prints on reports can also be directed to csv export files. The development team continues to add these export functions wherever they are requested! PCG also supports imports for the budget and revenue chart of accounts, purchase orders, claims, account receivables, and receipts.

Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

- F1, F9, F1, F8 - Balance Sheet for Any Period
- F1, F9, F3, F2 - Budget Account Activity Summary
- F1, F9, F3, F3 - Budget Chart of Accounts
- F1, F9, F30 - CS1 with Transmission File
- F1, F9, F31 - DOAA Transparency in Government Export File
- F1, F9, F1, F4 - General Ledger for Any Period
- F1, F9, F1, F3 - Journal Voucher for Any Period
- F1, F9, F1, F2 - Receipts for Any Period
- F1, F9, F3, F9 - Revenue Account Activity Summary List
- F1, F9, F3, F10 - Revenue Chart of Accounts
- F1, F9, F1, F5/F6 - Revenue & Expenditure for any Period
- F1, F9, F1, F9 - School Nutrition Online Reporting System File (DE 106)
- F1, F9, F1, F7 - Trial Balance & Audit Year-End Transmission File
- F1, F9, F1, F1 - Vendor Payments for Any Period
- F1, F2, F8 – F11 - List Open Purchase Orders



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All of these financial functions offer csv export files.

Export Financial Report for Analysis

- **How Will This Help ME???**
 - Fulfill Request for Budget Analysis
 - Superintendent
 - School Board
 - Evaluate Budget Planning Options
 - Review Spending History
 - Provide Meaningful Data for 'What If' Analysis



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These are some of the ways that financial reports and export files can provide information for superintendents, school boards, principals, and auditors.

Agenda

- Best Business Practices
- Financial Tools
- **Financial Reports Include/Exclude Range**
- Export/Import Budget/Revenue for the New Fiscal Year
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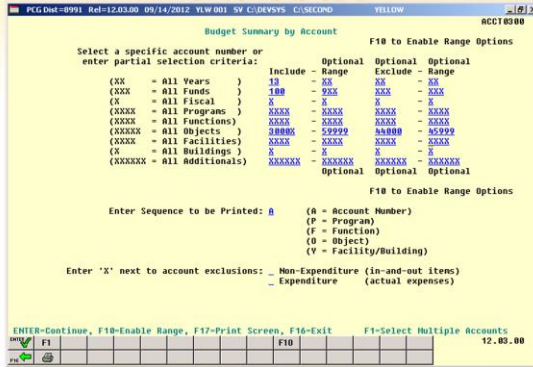
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Report Include/Exclude Range

Some Reports will also provide export option to CSV file for analysis



F1, F9, F3, F2 - Budget Account Activity

F1, F9, F3, F9 - Revenue Account Activity

F1, F9, F3, F12 - Summary of Monthly Estimated vs Actual Expenses



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Many financial reports have also been enhanced to provide numerous options for running the reports. We will take a close-up look at running the Budget Summary by Account report.

Report Include/Exclude Range

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY\ C:\SECOND WHITE ACCT0300

Budget Summary by Account

Select a specific account number or enter partial selection criteria:

	Include	Optional Range	Optional Exclude	Optional Range
(XX = All Years)	XX	- XX	XX	- XX
(XXX = All Funds)	XXX	- XXX	XXX	- XXX
(X = All Fiscal)	X	- X	X	- X
(XXXX = All Programs)	XXXX	- XXXX	XXXX	- XXXX
(XXXXX = All Functions)	XXXXX	- XXXXX	XXXXX	- XXXXX
(XXXXXX = All Objects)	XXXXXX	- XXXXXX	XXXXXX	- XXXXXX
(XXXXXX = All Facilities)	XXXXXX	- XXXXXX	XXXXXX	- XXXXXX
(X = All Buildings)	X	- X	X	- X
(XXXXXX = All Additional)	XXXXXX	- XXXXXX	XXXXXX	- XXXXXX

F10 to Enable Range Options

Optional Optional Optional

Enter Sequence to be Printed: A (A = Account Number)
(P = Program)
(F = Function)
(O = Object)
(V = Facility/Building)

Enter 'X' next to account exclusions: Non-Expenditure (In-and-Out Items)
 Expenditure (Actual Expenses)

Exclude Accounts with Zero Budget & Activity? N N=No, V=Yes

ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit F1=Select Multiple Accounts

ENTER	F1	F10										14.02.00
-------	----	-----	--	--	--	--	--	--	--	--	--	----------

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The Budget Summary by Account Report offers many selection options. To select one or more specific accounts, use the F1 option. Are you aware that this option exists?

Report Include/Exclude Range

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV CA\DEVSYS CA\SECOND WHITE ACCT0300

Enter random Account Numbers, and sequence to be printed:

Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l
15	100	-	1011	1000	11000	100	-		15	100	-	1011	1000	11300	100	-	
15	100	-	1011	1000	11400	100	-		00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	00	-	-	-	-	-	-	-	-

Sequence: 0 (A=Acct #, P=Program, F=Function, O=Object, V=Fcty & Bldg)

ENTER=Continue, F16=Exit, F17=Print Screen

14.02.00

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To select specific accounts, enter the complete account number(s).

Report Include/Exclude Range

The screenshot shows a terminal window titled "Budget Summary by Account" with a window title bar containing "PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYST C:\SECOND WHITE ACCT0300". The main content area includes a header "Budget Summary by Account" and a highlighted yellow box "F10 to Enable Range Options". Below this is a prompt "Select a specific account number or enter partial selection criteria:" followed by a list of selection criteria with corresponding "Include - Range" and "Optional Exclude - Range" options. A legend defines the sequence to be printed (A, P, F, O, V) and the exclusion options (Non-Expenditure, Expenditure). A prompt asks to "Exclude Accounts with Zero Budget & Activity?" with options N (No) or Y (Yes). At the bottom, a keyboard shortcut bar shows "ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit, F1=Select Multiple Accounts" and a total value of "14.02.00". The "F10" key is circled in red. The footer includes "www.gadoe.org" and "11/7/2014 35".

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYST C:\SECOND WHITE ACCT0300

Budget Summary by Account

F10 to Enable Range Options

Select a specific account number or
enter partial selection criteria:

	Include - Range	Optional Exclude - Range	Optional Exclude - Range
(XX = All Years)	<u>XX</u> - XX	XX - XX	
(XXX = All Funds)	<u>XXX</u> - XXX	XXX - XXX	
(X = All Fiscal)	<u>X</u> - X	X - X	
(XXXX = All Programs)	<u>XXXX</u> - XXXX	XXXX - XXXX	
(XXXX = All Functions)	<u>XXXX</u> - XXXX	XXXX - XXXX	
(XXXXX = All Objects)	<u>XXXXX</u> - XXXXX	XXXXX - XXXXX	
(XXXX = All Facilities)	<u>XXXX</u> - XXXX	XXXX - XXXX	
(X = All Buildings)	<u>X</u> - X	X - X	
(XXXXXX = All Additional)	<u>XXXXXX</u> - XXXXXX	XXXXXX - XXXXXX	

Optional Exclude - Range

F10 to Enable Range Options

Enter Sequence to be Printed: A

- (A = Account Number)
- (P = Program)
- (F = Function)
- (O = Object)
- (V = Facility/Building)

Enter 'X' next to account exclusions: Non-Expenditure (In-and-Out Items)
 Expenditure (Actual Expenses)

Exclude Accounts with Zero Budget & Activity? N N=No, Y=Yes

ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit, F1=Select Multiple Accounts

14.02.00

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Or, if you want to print a range of accounts, use F10 to enable the range options.

Report Include/Exclude Range

The screenshot shows a terminal window titled "Budget Summary by Account" with the following content:

```

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACCT0300
Budget Summary by Account
Select a specific account number or
enter partial selection criteria:
  (XX = All Years )
  (XXX = All Funds )
  (X = All Fiscal )
  (XXXX = All Programs )
  (XXXXX = All Functions)
  (XXXXXX = All Objects )
  (XXXXXX = All Facilities)
  (X = All Buildings )
  (XXXXXX = All Additional)

Include - Optional  Optional  Optional
Range - Range      Exclude - Range
XXXX - XXXX        XXXX - XXXX
X - X              X - X
XXXXX - XXXXX     XXXXX - XXXXX
XXXXXX - XXXXXX   XXXXX - XXXXX
610XX - 635XX     615XX - XXXXX
XXXXXX - XXXXX    XXXXX - XXXXX
X - X             X - X
XXXXXX - XXXXXX   XXXXXX - XXXXXX
XXXXXXXX - XXXXXX Optional  Optional  Optional

F10 to Enable Range Options

to be Printed: A (A = Account Number)
                (P = Program)
                (F = Function)
                (O = Object)
                (V = Facility/Building)

Enter 'X' next to account exclusions: - Non-Expenditure (In-and-Out Items)
                                         - Expenditure (Actual Expenses)

Exclude Accounts with Zero Budget & Activity? Y N=No, V=Yes

ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit F1=Select Multiple Accounts
ENTER F1 F10 14.02.00
F16
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```

A callout box on the left side of the screenshot contains the text: "In this example, print accounts with objects 610XX - 635XX, but exclude 615XX". An arrow points from this box to the '610XX - 635XX' range in the 'Include' column of the table.

For example, it is possible to request a report with object codes 610XX through 635XX, but excluding object 615XX. You can add 'include' and 'exclude' parameters for each part of the GL account.

Report Include/Exclude Range

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACCT0300

Budget Summary by Account

Select a specific account number or enter partial selection criteria:

(XX = All Years)
 (XXX = All Funds)
 (X = All Fiscal)
 (XXXX = All Programs)
 (XXXXX = All Functions)
 (XXXXXX = All Objects)
 (XXXXXX = All Facilities)
 (X = All Buildings)
 (XXXXXXX = All Additional)

Include - Range	Optional	Optional	Optional
XX - XX	XX	XX	XX
XXX - XXX	XXX	XXX	XXX
X - X	X	X	X
XXXX - XXXX	XXXX	XXXX	XXXX
XXXXX - XXXXX	XXXXX	XXXXX	XXXXX
XXXXXX - 610XX	XXXXXX	615XX	XXXXXX
XXXXXX - XXXXX	XXXXXX	XXXXXX	XXXXXX
X - X	X	X	X
XXXXXX - XXXXXX	XXXXXX	XXXXXX	XXXXXX

F10 to Enable Range Options

Enter Sequence to be Printed: A (A = Account Number)
 (P = Program)
 (F = Function)
 (O = Object)
 (V = Facility/Building)

Enter 'X' next to account exclusions: - Non-Expenditure (In-and-Out It)
 - Expenditure (Actual Expens)

Exclude Accounts with Zero Budget & Activity? N=No, Y=Yes

ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit F1>Select Mult

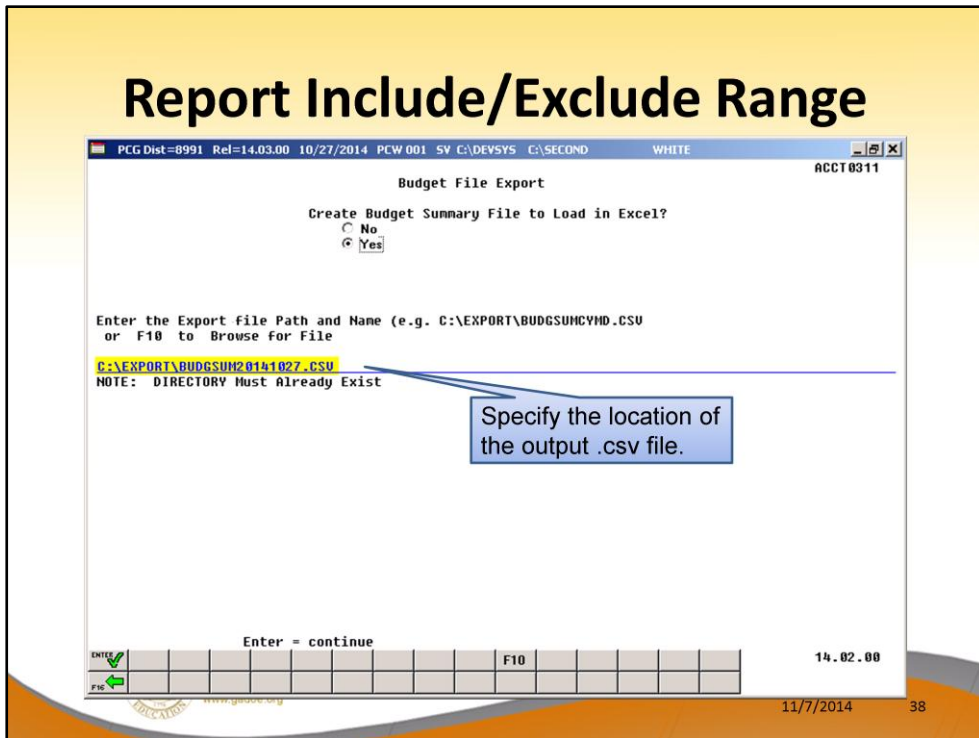
14.02.00

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There is also an option to exclude accounts with zero activity.

A new option was added this year which allows accounts with zero budget and activity to be excluded. This will save on paper costs since less paper will be used to print the report.

Report Include/Exclude Range



An optional feature is to send the report output to a csv export file. This will allow users to perform Excel functions on the financial data.

Export Financial Report for Analysis

Export All Object 620xx and Sort by FCTY and/or FNCT

BUDGSUM20120925.xlsx											K	L	M	N	O	P	Q	R	S	T
A	B	C	D	E	F	G	H	I	J		Original	Budget	Disbursed	FCTY	FNCT	Claims	Open PO's	Balance		
1	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	Description										
2	12	100	0	3011	1000	62000	101	1	101	VOC.INSTR.ENERGY-FUEL MHS	0.00	0.00	0.00	0.00	101	0.00	0.00	0.00		
3	12	462	0	1839	2700	62000	102	1	0	FY12 21ST CENT FUEL MMS	8,840.00	8,840.00	8,327.09			0.00	0.00	512.91		
4	12	608	0	9990	2700	62000	102	2	0	SUMMER FEEDING BUS FUEL	0.00	0.00	0.00	8,327.09	102	0.00	0.00	0.00		
5	12	462	0	1839	2700	62000	202	1	0	BUS FUEL / EXPENSE	8,840.00	8,840.00	8,327.10			0.00	0.00	512.90		
6	12	463	0	1839	2700	62000	202	1	0	21ST CENT BUS EXP. FY11	0.00	0.00	0.00	8,327.10	202	0.00	0.00	0.00		
7	12	402	0	1763	2700	62000	302	1	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00			0.00	0.00	0.00		
8	12	403	0	1763	2700	62000	302	1	2	MIGRANT FUEL FIELD TRIP	0.00	0.00	0.00			0.00	0.00	0.00		
9	12	462	0	1839	2700	62000	302	1	0	21ST CENT. FUEL MES	13,680.00	13,680.00	8,187.07	8,187.07	302	0.00	0.00	5,492.93		
10	12	100	0	1320	2700	62000	8012	0	0	TRANSP.ENERGY/FUEL	168,000.00	168,000.00	119,174.12			1,814.56	0.00	47,011.32		
11	12	402	0	1763	2700	62000	8012	0	0	MIGRANT BUS FUEL	1,100.00	1,100.00	567.80			0.00	0.00	532.20		
12	12	402	0	1763	2700	62000	8012	0	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00			0.00	0.00	0.00		
13	12	462	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL EXP.	0.00	0.00	0.00			0.00	0.00	0.00		
14	12	463	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL	0.00	0.00	0.00			0.00	0.00	0.00		
15	12	560	0	1540	2700	62000	8012	0	0	PRE-K TRANSP. EXPENSE	0.00	0.00	9,330.75	129,072.67	8012	0.00	0.00	-9,330.75		
16	12	100	0	9990	2600	62000	8013	0	0	M&O ENERGY/FUEL	50,000.00	50,000.00	48,802.20			0.00	0.00	1,197.80		
17	12	100	0	9990	2600	62000	8013	1	0	M&O ENERGY/FUEL	14,000.00	14,000.00	8,573.91			0.00	0.00	5,426.09		
18	12	100	0	9990	2600	62000	8013	2	0	M&O ENERGY/FUEL	100,000.00	100,000.00	102,770.99			0.00	0.00	-2,770.99		
19	12	100	0	9990	2600	62000	8013	3	0	M&O ENERGY/FUEL	85,500.00	85,500.00	77,050.55			0.00	0.00	8,449.45		
20	12	100	0	9990	2600	62000	8013	9	0	M&O ENERGY/FUEL	150,000.00	150,000.00	129,585.99			0.00	0.00	20,414.01		
21	12	560	0	1540	2600	62000	8013	3	0	PRE-K OPERATIONS EXP.	0.00	0.00	6,141.64	372,925.28	8013	0.00	0.00	-6,141.64		
22	Totals										599,960.00	599,960.00	526,839.21	526,839.21		526,839.21	1,814.56	0.00	71,306.23	



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Here is an example of the .csv export file out when selecting all object codes which match 620XX.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- **Export/Import Budget/Revenue for the New Fiscal Year**
- Import Purchase Orders
- Import Claims
- Other Imports



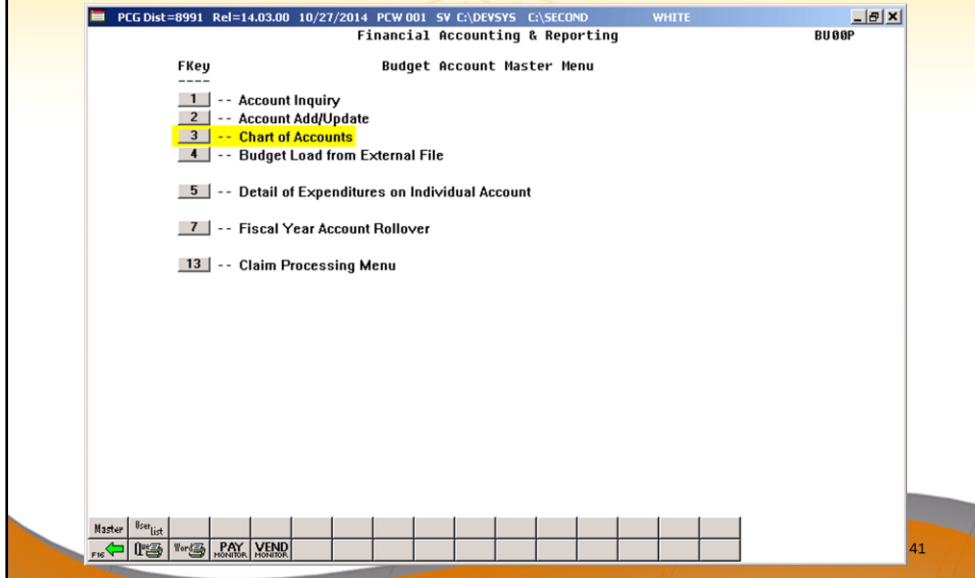
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Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget) or F1, F5, F3 (Revenue)



Now we will review the export/import options for the budget and revenue chart of accounts. I'll go through the budget export and import, but the revenue options look exactly the same.

Budget Chart of Accounts

- Options:
 - Print the Budget / Revenue Chart of Accounts
 - Select the items to be printed: Original budget, Current budget, Current balance
 - Create an export file with the same output as the printed report
 - Export Current Fiscal Year
 - Create an export which can be used to load the new fiscal year budget
 - Export for New Fiscal Year BUDGET LOAD



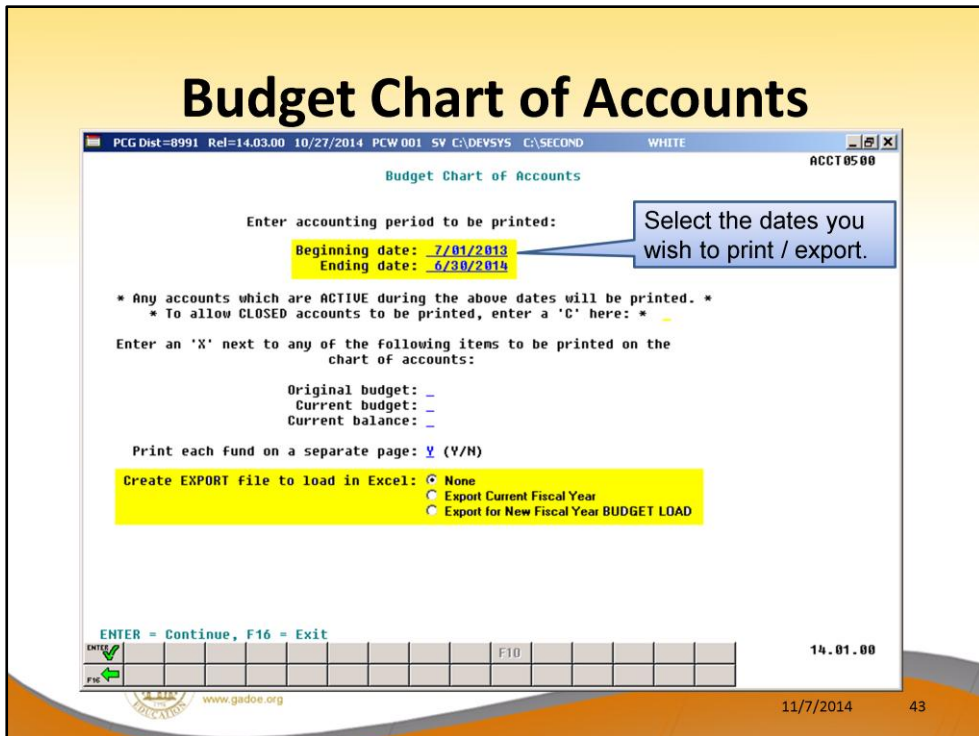
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When we access the Budget Chart of Accounts function, many options are available. You can print the budget chart of accounts and you can select the items to be printed. You can create a .csv export file with the same output as printed on the report with the 'Export Current Fiscal Year' option, or you can create an export file which is in the exact format you need to load into the new fiscal year budget.

Budget Chart of Accounts



You can print the budget chart of accounts and you can select the items to be printed. To only print, the Export option should be set to 'None'. Put in the date range for the activity you want to print. Select the 'Export Current Fiscal Year' field if you need the report output in a csv export file.

Budget Chart of Accounts

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACCT0500

Budget Chart of Accounts

Enter accounting period to be printed:

Beginning date: 7/01/2013
Ending date: 6/30/2014

* Any accounts which are ACTIVE during the above dates will be printed. *
* To allow CLOSED accounts to be printed, enter a 'C' here: * -

Enter an 'X' next to any of the following items to be printed on the chart of accounts:

Original budget: -
Current budget: -
Current balance: -

Print each fund on a separate page: Y (Y/N)

Create EXPORT file to load in Excel:

- None
- Export Current Fiscal Year
- Export for New Fiscal Year BUDGET LOAD
- All
- Salary/Benefits Only
- Exclude Salary/Benefits

ENTER = Continue, F16 = Exit

14.01.00

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you can create an export file which is in the exact format you need to load into the new fiscal year budget. When you select the option to 'Export for a New Fiscal Year BUDGET LOAD', another option-block opens up. You can select ALL budget accounts, or salary and benefits only, or exclude salary and benefits. If you are using the new PCG Budget System, you will not need to export the salary and benefit accounts here.

Budget Chart of Accounts

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACCT0500

Budget Chart of Accounts

Enter the export file path and name (e.g. C:\PCG\BUDCHAR or F10 to Browse for File

C:\PCG\BUDCHARTLOAD.CSV

NOTE: DIRECTORY must already exist

Verify LOAD File parameters:
15 New Fiscal Year
00.05 % Budget Change

Fund 199 Not Included

Enter = Continue or F10 = Exit

14.01.00

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When you select the option to 'Export for a New Fiscal Year BUDGET LOAD', you will need to input the Fiscal Year for the export file, and if you want, you can also specify a percent change.

Export Budget for New Fiscal Year

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	YR	FND	F	PROG	FUNC	OBJECT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT
2	15	100	0	1011	1000	61000	3050	0	0	799	11726.86	KINDERGARTEN SUPPLIES	11721.00
3	15	100	0	1011	1000	61500	3050	0	0	799	0.00	EXPENDABLE EQUIPMENT	0.00
4	15	100	0	1011	1000	64100	3050	0	0	799	5002.50	KINDERGARTEN TEXTBOOKS	5000.00
5	15	100	0	1011	1000	64200	3050	0	0	799	3001.50	BOOKS	3000.00
6	15	100	0	1021	1000	43000	3050	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
7	15	100	0	1021	1000	44200	3050	0	0	799	5502.75	EQUIPMENT LEASE	5500.00
8	15	100	0	1021	1000	61000	111	0	0	799	9804.90	GR 1-3 SUPPLIES	9800.00
9	15	100	0	1021	1000	61000	3050	0	0	799	19388.69	GR 1-3 SUPPLIES	19379.00
10	15	100	0	1021	1000	61500	111	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
11	15	100	0	1021	1000	61500	3050	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
12	15	100	0	1021	1000	61600	111	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
13	15	100	0	1021	1000	61600	3050	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
14	15	100	0	1021	1000	64100	111	0	0	799	0.00	TEXTBOOKS-GR 1-3	0.00
15	15	100	0	1021	1000	64100	3050	0	0	799	12006.00	TEXTBOOKS-GR 1-3	12000.00
16	15	100	0	1021	1000	64200	111	0	0	799	5002.50	BOOKS/PERIODICALS	5000.00
17	15	100	0	1021	1000	64200	3050	0	0	799	6003.00	BOOKS/PERIODICALS	6000.00
18	15	100	0	1041	1000	43000	201	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
19	15	100	0	1041	1000	44200	201	0	0	799	3841.92	EQUIPMENT LEASE	3840.00



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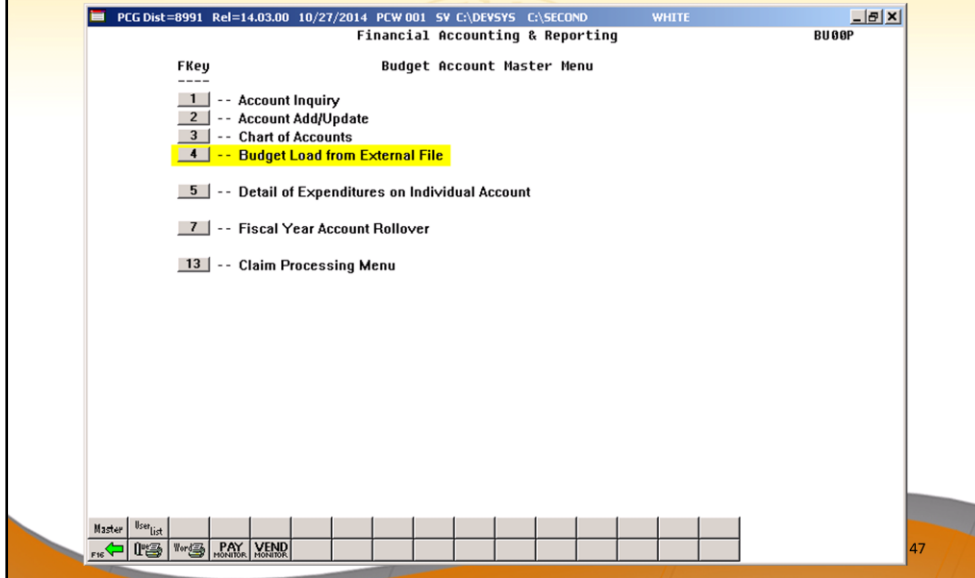
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An export file is created in the exact format necessary for the Budget Load procedure. You may modify the 'New Budget' column further, if necessary. The 'Current' field is created for comparison purposes and is informational only.

Budget/Revenue Load from External File

F1, F1, F4 (Budget) or F1, F5, F4 (Revenue)



The file we created with the Chart of Accounts export file can be used in the F4, Budget Load from External File' option.

Import Budget

Make necessary modifications & import .csv for the new Fiscal Year

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	YR	FND	F	PROG	FUNC	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT
2	15	100	0	1011	1000	61000	3050	0	0	799	11726.86	KINDERGARTEN SUPPLIES	11721.00
3	15	100	0	1011	1000	61500	3050	0	0	799	0.00	EXPENDABLE EQUIPMENT	0.00
4	15	100	0	1011	1000	64100	3050	0	0	799	5002.50	KINDERGARTEN TEXTBOOKS	5000.00
5	15	100	0	1011	1000	64200	3050	0	0	799	3001.50	BOOKS	3000.00
6	15	100	0	1021	1000	43000	3050	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
7	15	100	0	1021	1000	44200	3050	0	0	799	5502.75	EQUIPMENT LEASE	5500.00
8	15	100	0	1021	1000	61000	111	0	0	799	9804.90	GR 1-3 SUPPLIES	9800.00
9	15	100	0	1021	1000	61000	3050	0	0	799	19388.69	GR 1-3 SUPPLIES	19379.00
10	15	100	0	1021	1000	61500	111	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
11	15	100	0	1021	1000	61500	3050	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
12	15	100	0	1021	1000	61600	111	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
13	15	100	0	1021	1000	61600	3050	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
14	15	100	0	1021	1000	64100	111	0	0	799	0.00	TEXTBOOKS-GR 1-3	0.00
15	15	100	0	1021	1000	64100	3050	0	0	799	12006.00	TEXTBOOKS-GR 1-3	12000.00
16	15	100	0	1021	1000	64200	111	0	0	799	5002.50	BOOKS/PERIODICALS	5000.00
17	15	100	0	1021	1000	64200	3050	0	0	799	6003.00	BOOKS/PERIODICALS	6000.00
18	15	100	0	1041	1000	43000	201	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
19	15	100	0	1041	1000	44200	201	0	0	799	3841.92	EQUIPMENT LEASE	3840.00



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An export file is created in the exact format necessary for the Budget Load procedure. You may modify the 'New Budget' column further, if necessary. The 'Current' field is created for comparison purposes and is informational only. The columns highlighted in red are the required fields.

Budget/Revenue Load from External File

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACCT0121

Budget Upload from File

Enter the upload file path and name (e.g. C:\BUDGET\BUDGDATA.CSV)
C:\PCG\BUDCHARTLOAD.CSV F10=Browse for file

Use data to set original budget or to enter budget adjustment?
 (Note: Account will be added or changed for original but must exist for adjustment.)

ORIGINAL/ADJUST? ORIGINAL

Enter reason desc: ADDED APPROPRIATION

Budget Yr	Tran Date	Beg Date	End Date
<u>15</u>	<u>7/01/2014</u>	<u>7/01/2014</u>	<u>6/30/2015</u>

Enter = continue, F16 = Exit

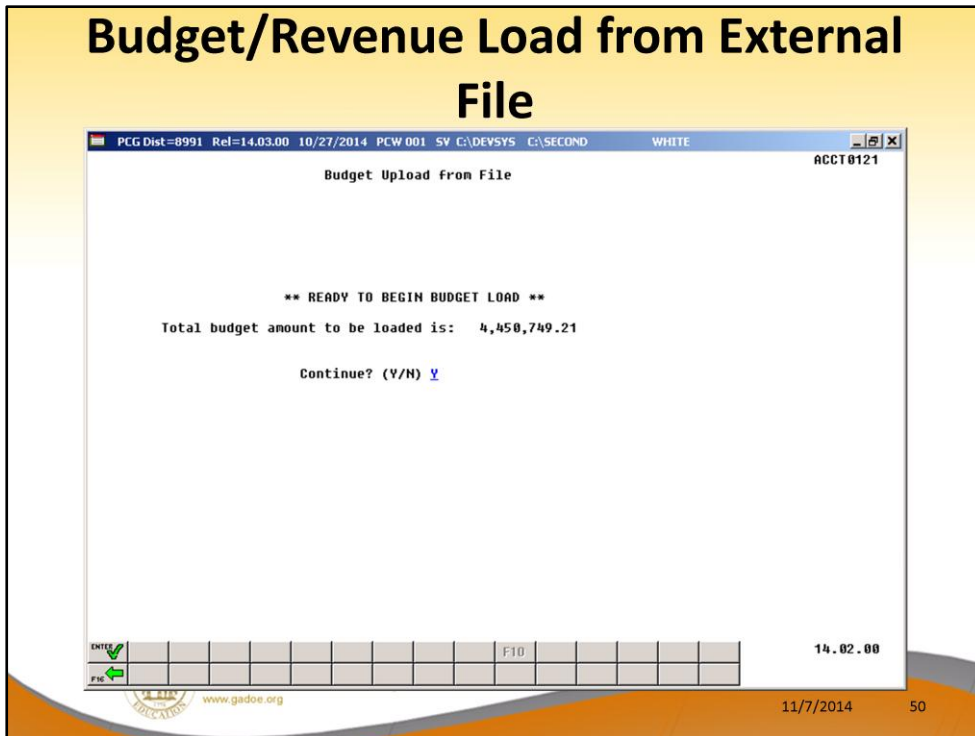
ENTER ✓ F10

F16 ←

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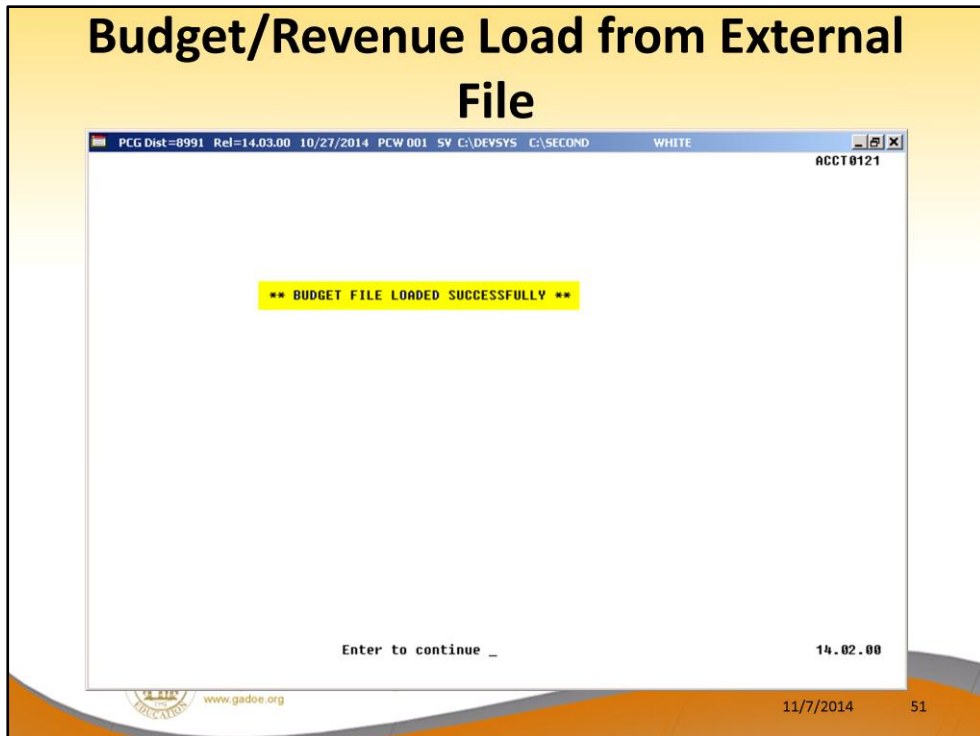
When loading the initial budget, specify ORIGINAL. Later on, you can make adjustments to the initial budget by specifying ADJUST. Specify the Budget Year you are loading. The Transaction Date, Beginning Date and Ending Date will default based upon the Budget Year.

Budget/Revenue Load from External File



The system will process through the csv import file and present a screen showing the total budget amount to be loaded. If this is correct, enter 'Y' to proceed.

Budget/Revenue Load from External File



You should receive a screen indicating that the Budget File Loaded Successfully.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- **Import Purchase Orders**
- Import Claims
- Other Imports



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Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

- F1, F2, F2 - Import Purchase Order
- F1, F3, F5 - Import Claim
- F1, F6, F2 - Import Receivable
- F1, F7, F6 - Import Receipt
- F1, F11, F5 - Import Journal Entry



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Now we will review some of the other import options.

Import Purchase Order

Use PCGenesis_PO_Requisition.xls to Create a Purchase Order

- H – Requisition, Date
- V – NEW or Vendor Nbr
- N – Vendor Name, EIN
- P – Phone, SSN
- D – Address 1, 1099
- E – Address 2
- F - City, St, Zip
- G - Contact
- S – Ship to facility, Ship to Building
- T – Attention of
- O – Order Description
- C – Enter up to 10 Charge Lines
- R – Enter Total (Must Balance)
- L – Enter Items, Qty, Unit, Desc, Price



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PCGenesis_PO_Requisition.xls [Compatibility Mode]

PCGenesis Purchase Requisition v1.00

NOTE: Commas may not be entered into any input field.

Requisition number: [] Date: [MM/DD/YY]

Vendor number: [] Requestor: []
 Or "NEW" Phone: []

Approved by: []

For existing vendor, only vendor number and name required. If new vendor, complete vendor information required.

Vendor name: [] EIN: []
 Phone: [] Fax: [] or SSN: []
 Address L1: [] 1099 (Y/N): []
 Address L2: []
 City - St - Zip: []
 Contact: []

Ship to facility: [] Ship to building: [] Information only
 Facility desc: []
 Attention of: []

Order description: []

Enter account number charge lines. Total charge lines must equal total line items.

Line	Yr	Fnd	Fnc	Prog	Func	Objct	Fac	Bldg	Adtl	Amount
29	C									
30	C									
31	C									
32	C									
33	C									
34	C									
35	C									
36	C									
37	C									
38	C									
39	R									
40										
41										
42										
43										
44										
45										
46	L									
47										

Total requisition amount: 0.00 Account charge total must match line item total

Line items extended price total: \$0.00 *** Requisition cannot be ZERO ***

Enter the purchase order line items, quantity, units, description and unit price. Description may span lines.

Line	Quantity	Unit	Description	Unit Price	Ext Price
48					
49					
50					

Sheet1 | Sheet2 | Sheet3

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This is a copy of the PCG Purchase Order template. We have several sites which have enhanced this process to meet their district requirements. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the PO screen. Questions?

Import Purchase Order

Example of customized PO template – Sheet 1

Budget Year 2009-2009	Dawson County School District Purchase Requisition Form	Purchase Order #	Vendor #		
All Orders are to be BILLED to: DAWSON COUNTY BOARD OF EDUCATION %BME'S 1860 Dawson Forest Rd. Phone (706)216-3300 ext. 1201 DAWSONVILLE, GA 30534 Linda Grizzle FAX (706)216-6822					
Date	Principal's Signature JULIA MASHBURN	School or Center Blacks Mill Elementary			
Vendor Information	PHONE:	Department/Teacher			
FAX:	Technology Approval				
Name of Vendor	Expenditure Category				
Street Address or Box Number	<input checked="" type="radio"/> Supplies	<input type="radio"/> Purchased Svcs	<input type="radio"/> Repair/Maint.		
City	<input type="radio"/> Software	<input type="radio"/> Books/Periodicals	<input type="radio"/> Expendable Equip		
State	<input type="radio"/> Postage	<input type="radio"/> Textbooks	<input type="radio"/> Instructional Equip		
Zip	<input type="radio"/> Computers	<input type="radio"/> Registrations	<input type="radio"/> Copier/Lease		
ATTN:	GDE Category				
Place of Delivery	<input type="checkbox"/> K	<input type="checkbox"/> 9 - 12	<input type="checkbox"/> Special Ed		
Blacks Mill Elementary	<input type="checkbox"/> 1 - 3	<input type="checkbox"/> Voc/Lab	<input type="checkbox"/> K EP		
1860 Dawson Forest Road East	<input type="checkbox"/> 4 - 5	<input type="checkbox"/> ESOL	<input type="checkbox"/> 1 - 3 EP		
Dawsonville, GA 30534	<input type="checkbox"/> 6 - 8	<input type="checkbox"/> Rem Ed	<input type="checkbox"/> 4 - 5 EP		
			<input type="checkbox"/> Media		
			<input type="checkbox"/> Prof Learning		
			<input type="checkbox"/> Gifted		
			<input type="checkbox"/> Other*		
ATTN:	*Explanation:				
Item #	Qty	Unit	Description	Unit Price	Total Amt
Approved By:				Total Page 1	-
				Total Page 2	-
				GRAND TOTAL	-
Superintendent	Acct No 9-100-0-199-1				
Faxed	Acct No				
Phoned	Acct No				
Online	Acct No				
Mailed	Acct No				
TOTAL					



Import Purchase Order

PAGE 2 of 2

Budget Year: 2008-2009 Dawson County Schol District
Purchase Requisition Form Purchase Order #

All Orders are to be BILLED to: DAWSON COUNTY BOARD OF EDUCATION
%BMES 1860 Dawson Forest Rd. (706)216-3300 ext 1201
DAWSONVILLE, GA 30534 FAX (706) 216-6822

Page #	Item #	Qty	Unit	Description	Unit Price	Total Amt
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
TOTAL Page 2						-

Example of customized PO template – Sheet 2



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Import Purchase Order

- Example of customized PO template – Sheet 3.
- Sheet 3 is populated when data is entered into Sheets 1 and 2.
- Sheet 3 matches the PCG standard PO template.

B44 fx =IF(AND(ISBLANK(C44),ISBLANK(E44),ISBLANK(F44),ISBLANK(O44)), "", ROW()-42)

PCGenesis Purchase Requisition v1.00

NOTE: Commas may not be entered into any input field.

H Requisition number [] Date 1/01/1900 MM/DD/CCYY

V Vendor number [] Requestor JULIA MASHBURN
Or "NEW" Phone 785-216-3309

A Approved by NICKY GILLELAND

If existing vendor, only vendor number and name required. If new vendor, complete vendor information required.

N Vendor name [] Fax [] or SSN []
D Phone [] 1099 (Y/N) []
E Address L1 []
F Address L2 []
G City - St - Zip [] Contact []

S Ship to facility 0199 Ship to building 0199
T Facility desc BME S Information only
Attention of []

O Order description BME S

Enter account number charge lines. Total charge lines must equal total line items.

Line	Yr	Fnd	Func	Prog	Object	Facd	Bldg	Addl	Amount
1	91	100	0				199	1	
2									
3									
4									
5									
6									

Total requisition amount 0.00 Account charge total must match line item total

Line items extended price total \$0.00 ** Requisition cannot be ZERO **

Enter the purchase order line items, quantity, units, description and unit price. Description may span lines.

Line	Quantity	Unit	Description	Unit Price	Ext Price
1		EA	PAGE ONE	0.00	0.00
2		EA	PAGE TWO	0.00	0.00

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Requisition Page2 Import Drop Down Menu

This is a copy of the PCG Purchase Order template. We have several sites which have enhanced this process to meet their district requirements. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the PO screen. Questions?

Import Purchase Order

- Example of customized PO template – Sheet 4
- Sheet 4 is set up with data values that will help populate Sheet 1

	A	B	C	D	E	F	G	H
1	9	100	0	1011	1000	30000	199	1
2	10			1021	2100	43000		3
3				1051	2210	44200		
4				1061	2220	53000		
5				1071	2400	58000		
6				1091	2600	61000		
7				1210		61200		
8				1310		61500		
9				1351		61600		
10				1455		64100		
11				1457		64200		
12				1500		73000		
13				2041		73400		
14				2111		81000		
15				2211				
16								



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Import Purchase Order

Financial Accounting & Reporting

PR00P

Purchase Order Processing

FKey

- 1 -- Purchase Order Inquiry
- 2 -- Enter Purchase Order
- 3 -- Close/Cancel Purchase Orders
- 5 -- Print Purchase Orders
- 7 -- List Cancelled Purchase Orders

List Open Purchase Orders:

- 8 -- Facility Sequence
- 9 -- Account Number Sequence
- 10 -- Vendor Name Sequence
- 11 -- Purchase Orders Sequence

- 12 -- Purchase Orders Maintenance Menu
- 13 -- Claim Processing Menu
- 15 -- Vendor Maintenance

Master Work List

PCG DIST

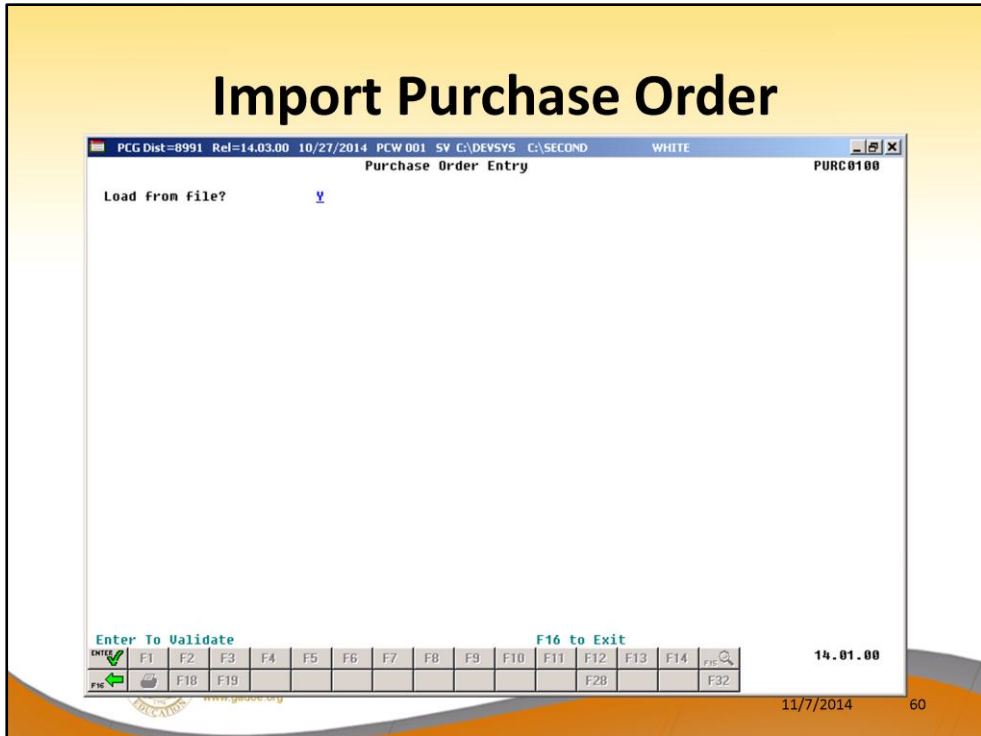
PAY MONTHLY

VEND MONTHLY

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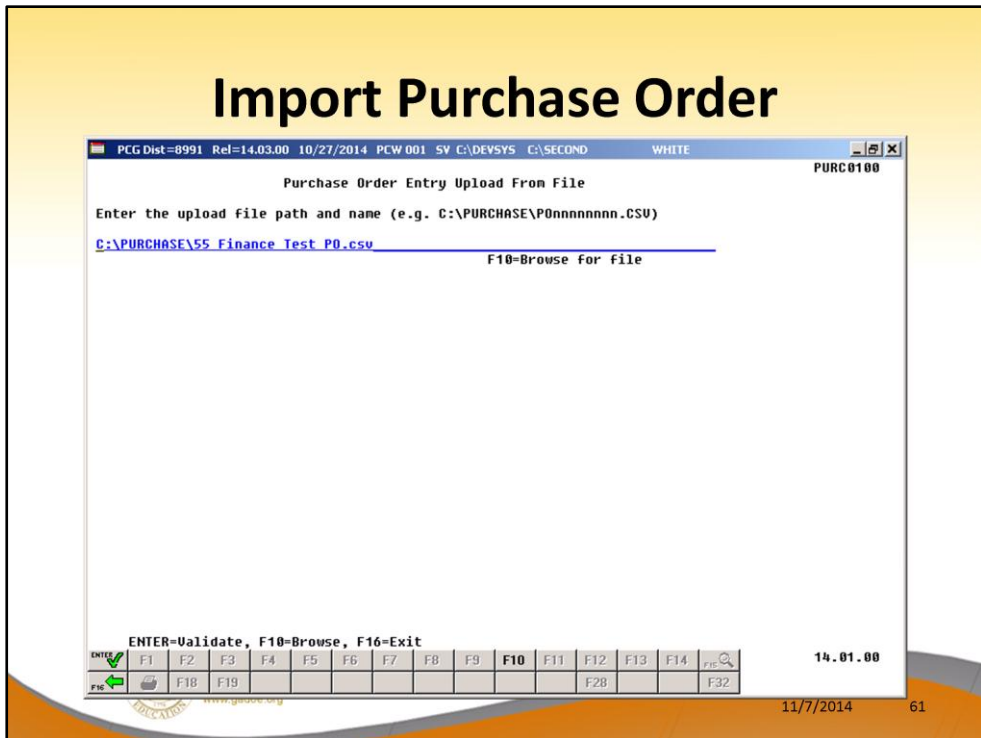
Go to F2 – Enter Purchase Order

Import Purchase Order



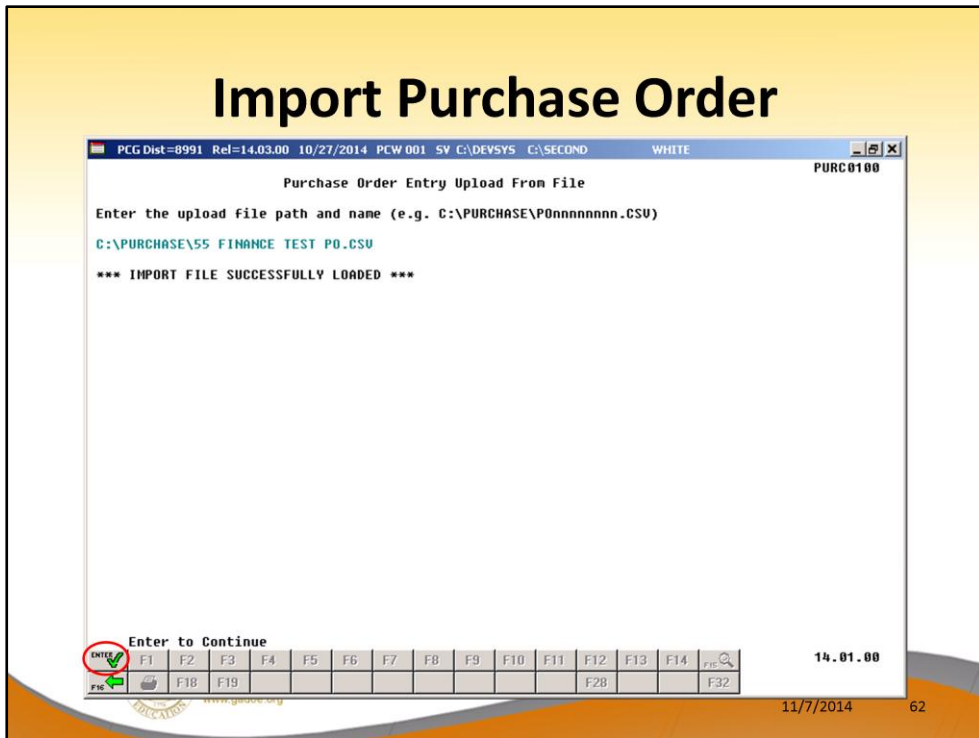
To import a file, enter 'Y'.

Import Purchase Order



Enter the location of the csv import file.

Import Purchase Order



If the csv import file is in the correct format, the message 'Import File Successfully Loaded' will be displayed. If there are errors in the import file, the error messages will be displayed. ENTER to continue.

Import Purchase Order

PCG Dist=0991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE PURC0100

Purchase Order Entry

Vendor: 55 VENDOR 000055
 0013 VENDOR STREET
 SMITH, GA 33333

PO Output:

Bill to - Facility: 201 Building: - (F18)
 Ship to - Facility: 201 Building: - (F19)
 Attn of: Jane Smith Description: FINANCE - TEST PO
 PO date: 9/06/2014 Amount: 5355.81 Requisition #: -

Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Amount
15	100	-	1011	1000	61000	3050	-	-	5355.81
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-
00	-	-	-	-	-	-	-	-	-

Enter To Validate F17=PrtScrn F18=Select Bill To F19=Select Ship To F16 to Exit 14.01.00

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F16	F18	F19	F28	F32
-------	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

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The PO input screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary.

Import Purchase Order

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Purchase Order Entry - Inventory Lines PURC0100

Page: 1 Amount: 5,355.81

Quantity	Unit	Description	Unit Price	Total
10	bx	123456 - Test Purchase Order	.99	9.90
1	ea	7890 - Unicorn Horns	.50	.50
2	cs	2345 - Pigs	.75	1.50
3	qr	3456 - Ears	1.00	3.00
4	ea	4567 - Rats	2.00	8.00
5	bx	5678 - Cats	3.00	15.00
6	ea	6789 - Snails	45.00	270.00
7	cs	7890 - Dogs	5.00	35.00
8	qr	8901 - Meow	6.00	48.00
9	ea	9012 - GRRRRRR	7.00	63.00
10	bx	1111 - AAAAAAAAAA	8.00	80.00
11	ea	2222 - BBBBBBBB	9.00	99.00
12	cs	333 - CCCCCCCCCC	10.00	120.00
13	qr	4444 - DDDDDDDDD	11.00	143.00
14	ea	5555 - EEEEEEEEEE	12.00	168.00
15	bx	6666 - FFFFFFFFFF	13.00	195.00
16	ea	7777 - GGGGGGGGG	4.00	64.00
17	cs	8888 - HHHHHHHHHH	14.00	238.00
18	qr	9999 - IIIIIIIIIIII	15.00	270.00
19	ea	1212 - JJJJJJJJJJ	16.00	304.00
20	bx	1313 - KKKKKKKKKK	17.00	340.00
21	ea	1414 - LLLLLLLLLLLL	14.00	294.00
22	cs	1515 - NNNNNNNNNNNN	18.00	396.00
23	qr	1616 - OOOOOOOOOO	19.00	437.00
24	ea	1717 - PTTTTTTTTTTT	20.00	480.00
25	qr	1818 - QTTTTTTTTTTT	22.00	550.00

Enter=Continue, F8=Exit to PO entry, F17=PrtScrn, F16=Restart

14.01.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35

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The PO inventory screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary.

Import Purchase Order

Quantity	Unit	Description	Unit Price	Total
10	bx	123456 - Test Purchase Order	.99	9.90
1	ea	7890 - Unicorn Horns	.50	.50
2	cs	2345 - Pigs	.75	1.50
3	gr	3456 - Ears	1.00	3.00
4	ea	4567 - Rats	2.00	8.00
5	bx	5678 - Cats	3.00	15.00
6	ea	6789 - Snails	45.00	270.00
7	cs	7890 - Dogs	5.00	35.00
8	gr	8901 - Meow	6.00	48.00
9	ea	9012 - GRRRRRR	7.00	63.00
10	bx	1111 - AAAAAAAAAA	8.00	80.00
11	ea	2222 - BBBBBBBB	9.00	99.00
12	cs	333 - CCCCCCCCCC	10.00	120.00
13	gr	4444 - DDDDDDDD	11.00	143.00
14	ea	5555 - EEEEEEEEEE	12.00	168.00
15	bx	6666 - FFFFFFFFFF	13.00	195.00
16	ea	7777 - GGGGGGGG	4.00	64.00
17	cs	8888 - HHHHHHHHHH	14.00	238.00
18	gr	9999 - IIIIIIIIIIII	15.00	270.00
19	ea	1212 - JJJJJJJJJJ	16.00	304.00
20	bx	1313 - KKKKKKKKKK	17.00	340.00
21	ea	1414 - LLLLLLLLLLLL	14.00	294.00
22	cs	1515 - NNNNNNNNNNNN	18.00	396.00
23	gr	1616 - OOOOOOOOOO	19.00	437.00
24	ea	1717 - PPPPPPPPPPPP	20.00	480.00
25	gr	1818 - QQQQQQQQQQ	22.00	550.00
			Detail total:	5355.81

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SECND WHITE
 Purchase Order Entry - Inventory Lines PURC0100
 Page: 1 Amount: 5,355.81

F17=PrtScr, F28=Update, F16=Restart

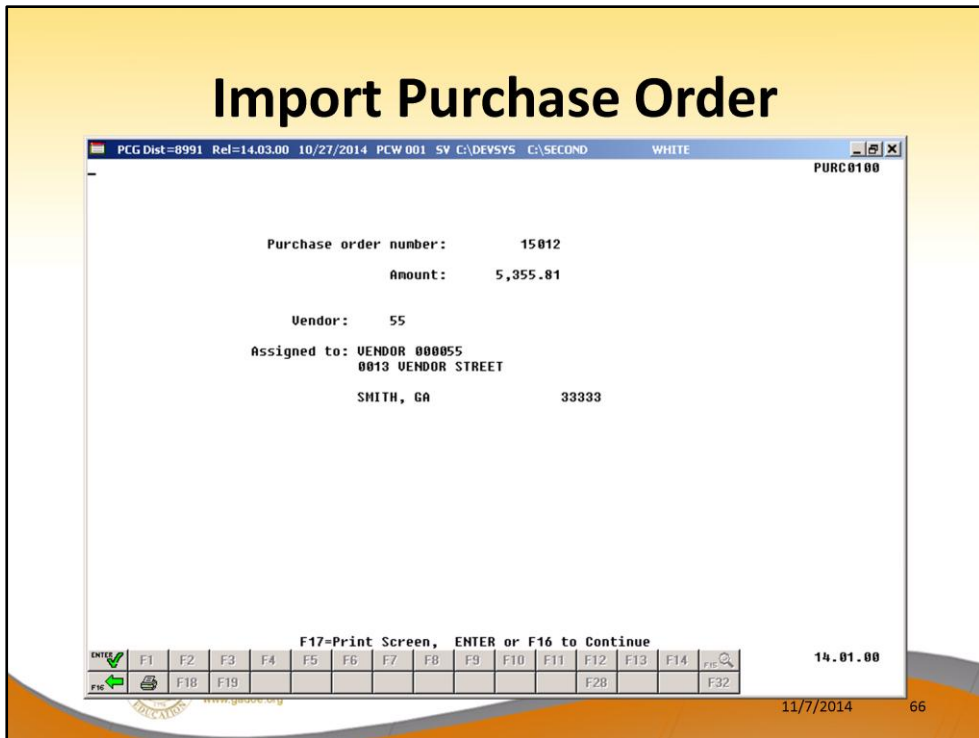
ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
FILE	F18	F19										F28			F32

14.01.00

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Once the data has been validated, select F28 to post the purchase order.

Import Purchase Order



If no errors are encountered, the summary screen will display.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- **Import Claims**
- Other Imports



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Import Claim

Use claim.xls to Create a Claim (Non-PO)

Line 2 – Enter Reason for Claim

V – Vendor Nbr, Reference, Blnc, Date

X – Discount Date & Amount

D – Description 1 & 2

L – Enter Account, Amount, 1099

(Up to 998 entries allowed)

Example:

Summer Salary Accrual

Power Bill

The screenshot shows a spreadsheet titled "Claim Entry Spreadsheet" with the following structure:

- Row 1: "Claim Entry Spreadsheet"
- Row 2: "For" followed by a text input field.
- Row 3: "Vendor" followed by a text input field.
- Row 4: "Vendor Ref" followed by a text input field.
- Row 5: "Blnc" followed by a text input field.
- Row 6: "Date" followed by a date input field.
- Row 7: "Amount" followed by a text input field containing "0.00".
- Row 8: "Discount" followed by a text input field.
- Row 9: "Date" followed by a date input field.
- Row 10: "Amount" followed by a text input field.
- Row 11: "Description 1" followed by a text input field.
- Row 12: "Description 2" followed by a text input field.
- Row 13: "Charge Lines" followed by a table with columns: Yr, Fund, F, Prgm, Func, Object, Fcty, B, Adtl, Amount, 1099.



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All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the Claim screen. Questions?

Import Claims

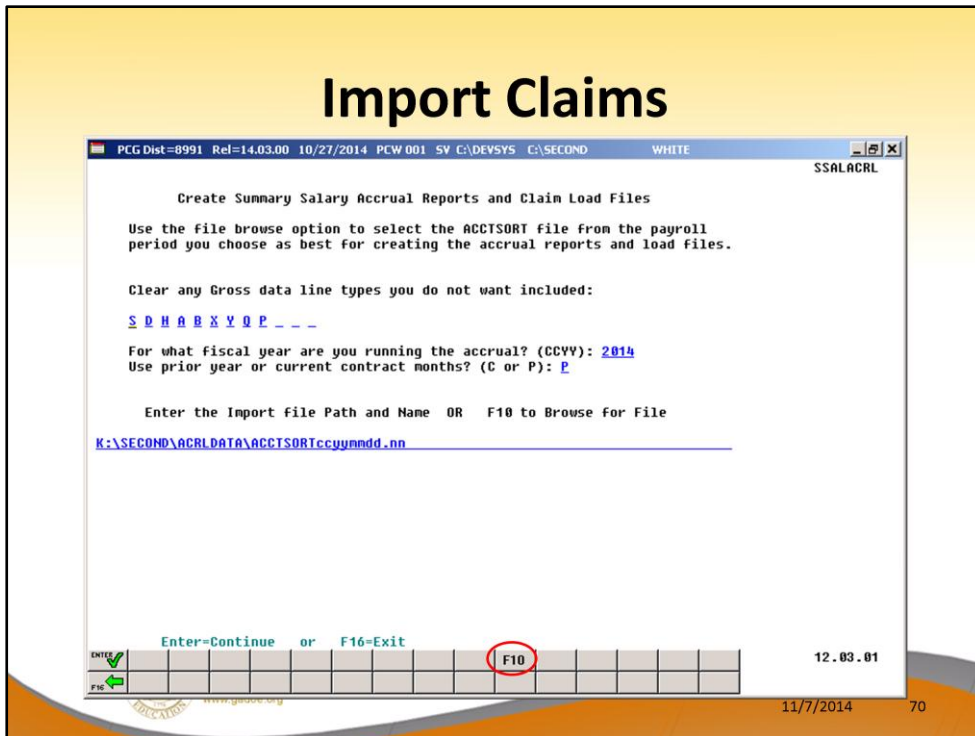
The screenshot displays a terminal window titled "Payroll System" with the user ID "PAYM005". The window shows a menu titled "Monthly/Quarterly/Annual/Fiscal Reports Menu" with the following options:

- Monthly:**
 - 1 -- PSERS Contribution Report & File
 - 2 -- TRS Contribution Report & File
 - 3 -- GHI Export File for State Health Benefits
 - 4 -- GHI Change File for State Health Benefits
- Quarterly:**
 - 5 -- Department of Labor Quarterly Payroll Report & Wages Data File
- Annual:**
 - 6 -- Print Employee W-2's & Create File
 - 7 -- Print Blank W-2 Form
 - 8 -- Print Employer's Copy of W-2's
 - 9 -- Flexible Benefits Transmission File
- Fiscal:**
 - 10 -- Fiscal Wages by Fund
 - 11 -- Create Summer Salary Accrual Claim Data**
 - 12 -- Create Accrued Summer Salary Paid Report
 - 13 -- Accrued Summer Salary by Function Report
- Biennial:**
 - 20 -- EEO-5 Report and Transmission File (Due Even Numbered Years)

At the bottom of the window, there is a status bar with the date "14.01.00" and a grid of icons for various system functions like Master, User, List, FIC, PAY, and VEND.

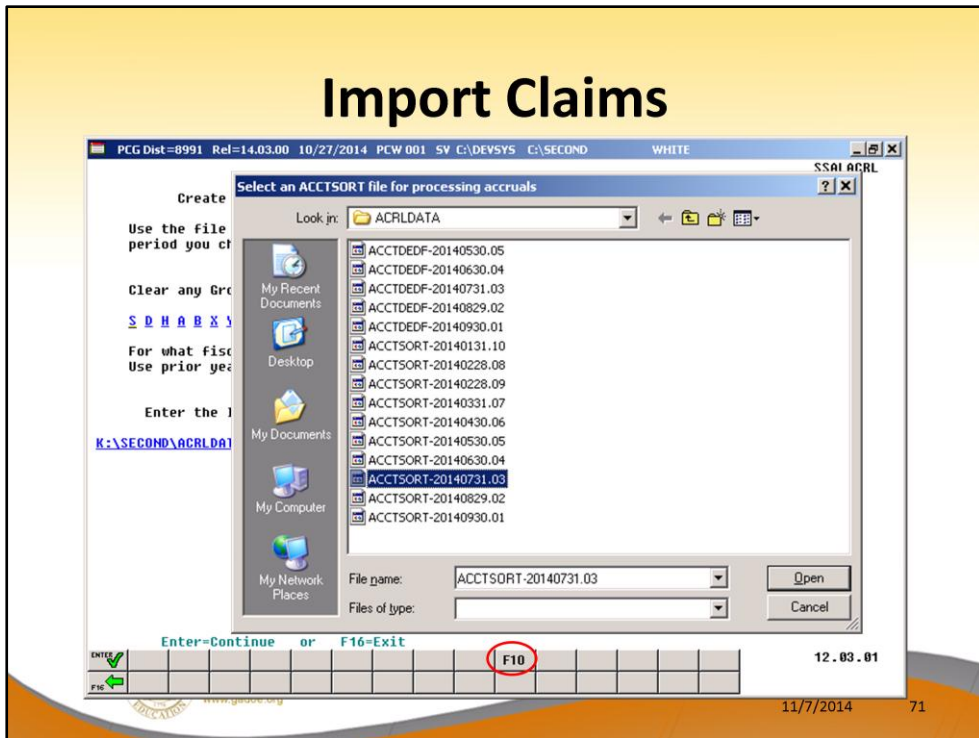
For example, the Summer Salary Accrual Claim Data procedure creates claims in the exact format required by the Claim Import process.

Import Claims



When creating the Summer Salary Accruals, use F10 to browse for the appropriate accrual data. In order to do the summer salary accruals, I highly recommend waiting until the actual July and August payrolls are run and then building the claim data from the actual payroll. Then, the employer amounts do not need to be adjusted!

Import Claims



For July accruals, use the July payroll accrual data! The payroll has already been run!

Import Claims

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SECON D WHITE

SSALACRL

Create Summary Salary Accrual Reports and Claim Load Files

Use the file browse option to select the ACCTSORT file from the payroll period you choose as best for creating the accrual reports and load files.

Clear any Gross data line types you do not want included:

S D H A B X Y O P _ _ _

For what fiscal year Use prior year

Enter the Imp

K:\SECOND\ACRLDATA\

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SE

This file was created on 07/18/2014

Is this the file you want to use?

Yes No

Enter=Continue or F16=Exit

ENTER ✓

F16 ←

F10

12.03.01

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Verify that this is the accrual file that you want to use.

Import Claims

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE SSALACRL

Create Summary Salary Accrual Reports and Claim Load Files

Use the file browse option to select the ACCTSORT file from the payroll period you choose as best for creating the accrual reports and load files.

Clear any Gross data line types you do not want included:
S D H A B X Y Q P _ _ _

For what fiscal year are you running the accrual? (CCYY): 2014
Use prior year or current contract months? (C or P): P

Enter the Import File Path and Name OR F10 to Browse for File
C:\SECOND\ACRDATA\ACCTSORT-20140731.03

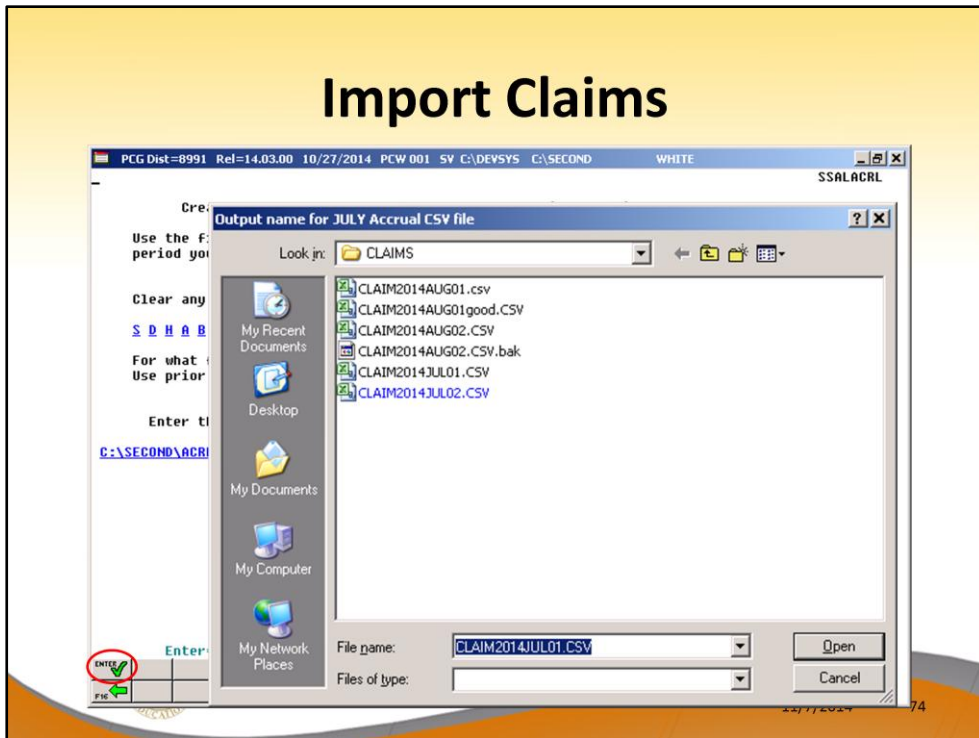
Enter-Process or F16=ReEnter

ENTER ✓ F16

12.03.01

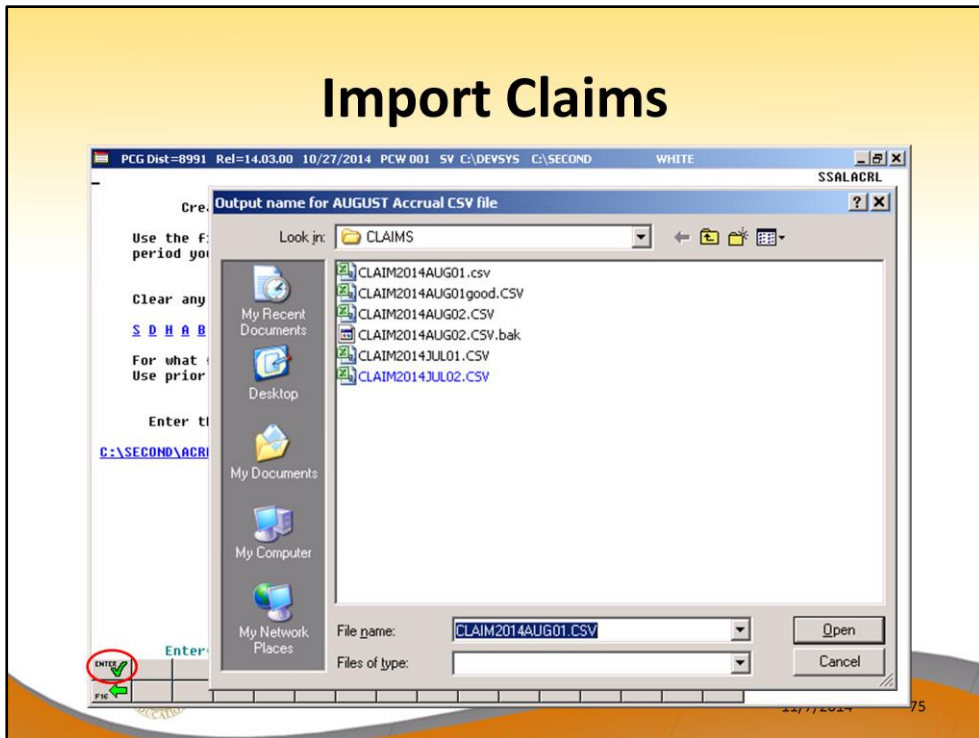
Many users ask about the 'Current' or 'Prior' contract months field. The setting of this field depends upon timing. Have you updated your employees contract months field for the new year yet? If yes, then use the 'Prior' contract months setting. If no, then use the 'Current' contract months setting. Press ENTER to continue.

Import Claims



Create the July claim export file.

Import Claims



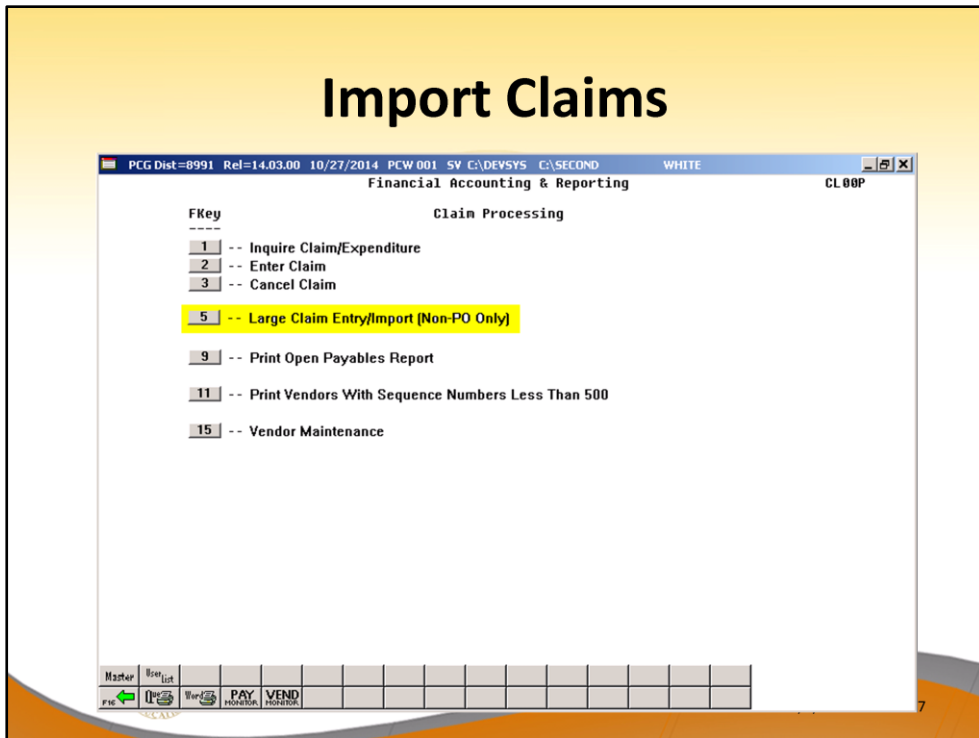
Create the August claim export file.

Import Claims

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Claim Entry Spreadsheet											
2	For	JULY	Summer Salary Accruals	File: 01									
3													
4			Vendor			Vendor Ref		Blnc			Date	Amount	
5	V	0	4139					422			63014	947058.5	
6									Discount		Date	Amount	
7	X	0									0	0	
8			Description 1			Description 2							
9	D	0	JULY SUMMER SALARY ACCRUAL			10 AND 11 MONTH EMPLOYEES							
10		*** Charge Lines ***											
11		Yr	Fund	F	Prgm	Func	Objct	Fcty	B	Addl	Amount	1099	
12	L	1	14	100	0	1011	1000	11000	3050	0	0	35289.38	
13	L	2	14	100	0	1011	1000	11800	3050	0	0	2095.21	
14	L	3	14	100	0	1011	1000	14000	3050	0	0	10990.34	
15	L	4	14	100	0	1011	1000	17200	3050	0	0	1436.86	
16	L	5	14	100	0	1011	1000	21000	3050	0	0	10630.87	
17	L	6	14	100	0	1011	1000	22000	3050	0	0	3469.95	
18	L	7	14	100	0	1011	1000	23000	3050	0	0	6550.27	
19	L	8	14	100	0	1013	1000	11000	3050	0	0	730.85	
20	L	9	14	100	0	1013	1000	11800	3050	0	0	25	
21	L	10	14	100	0	1013	1000	17200	3050	0	0	27.78	
22	L	11	14	100	0	1013	1000	22000	3050	0	0	54.29	
23	L	12	14	100	0	1013	1000	23000	3050	0	0	103.06	
24	L	13	14	100	0	1021	1000	11000	111	0	0	22701.46	
25	L	14	14	100	0	1021	1000	11000	3050	0	0	52165.71	
26	L	15	14	100	0	1021	1000	11800	3050	0	0	4817.84	
27	L	16	14	100	0	1021	1000	17200	111	0	0	1436.86	

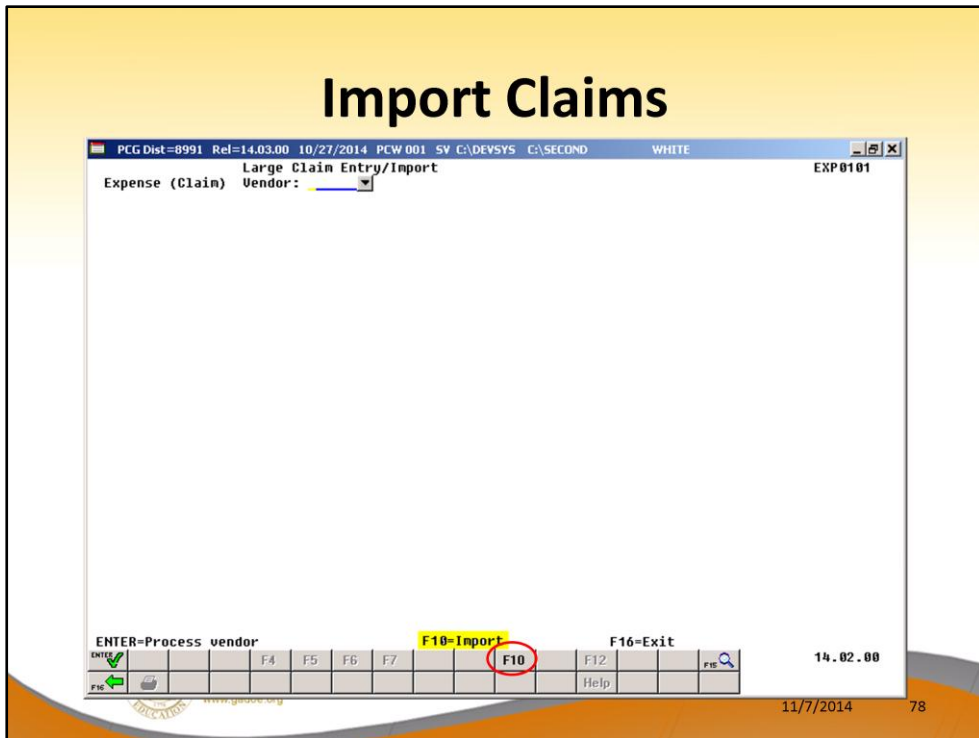
This is what the output file looks like. It is created as a .csv file and it is created using the claim template. This can be imported directly into PCGenesis.

Import Claims



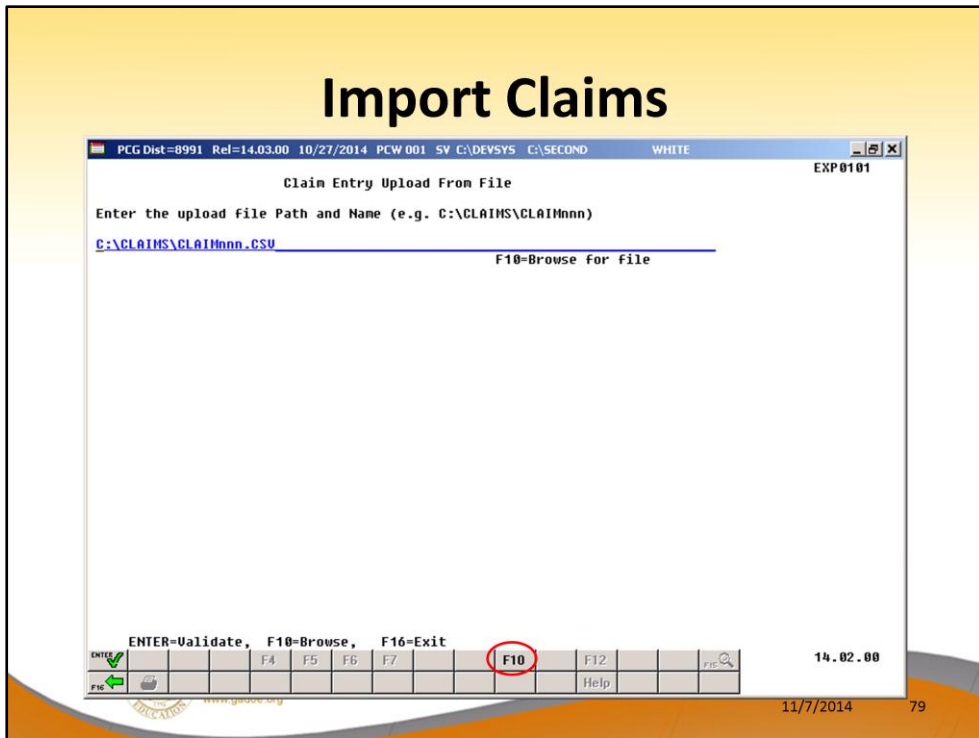
Claims are imported using F5 – Large Claim Entry / Import (non-PO only).

Import Claims



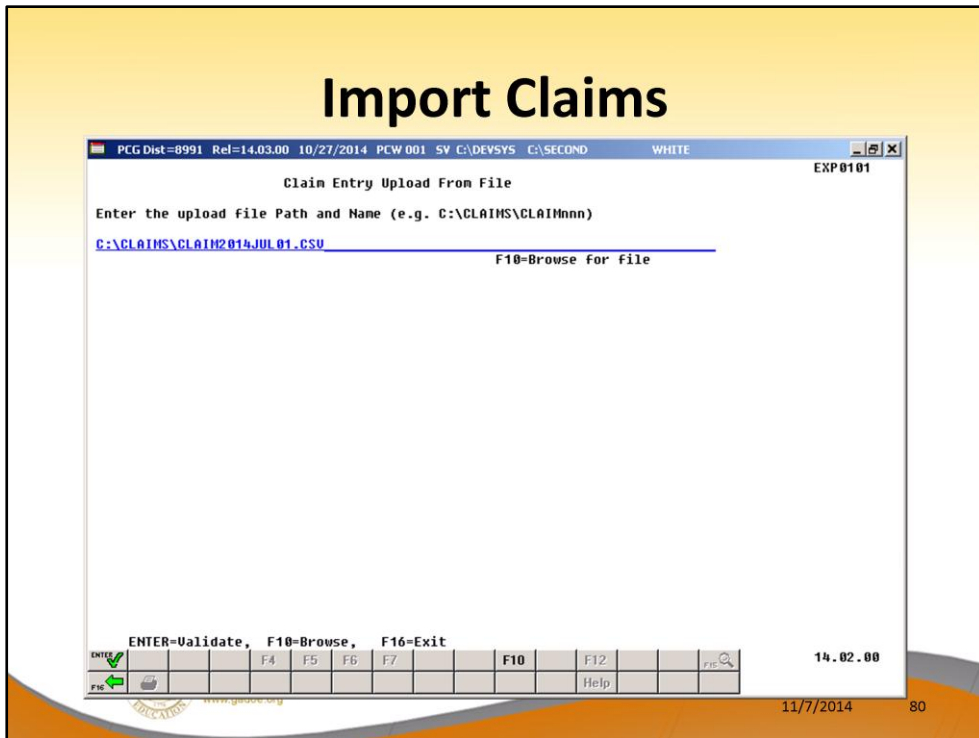
Select F10 to import the summer salary accrual claims.

Import Claims



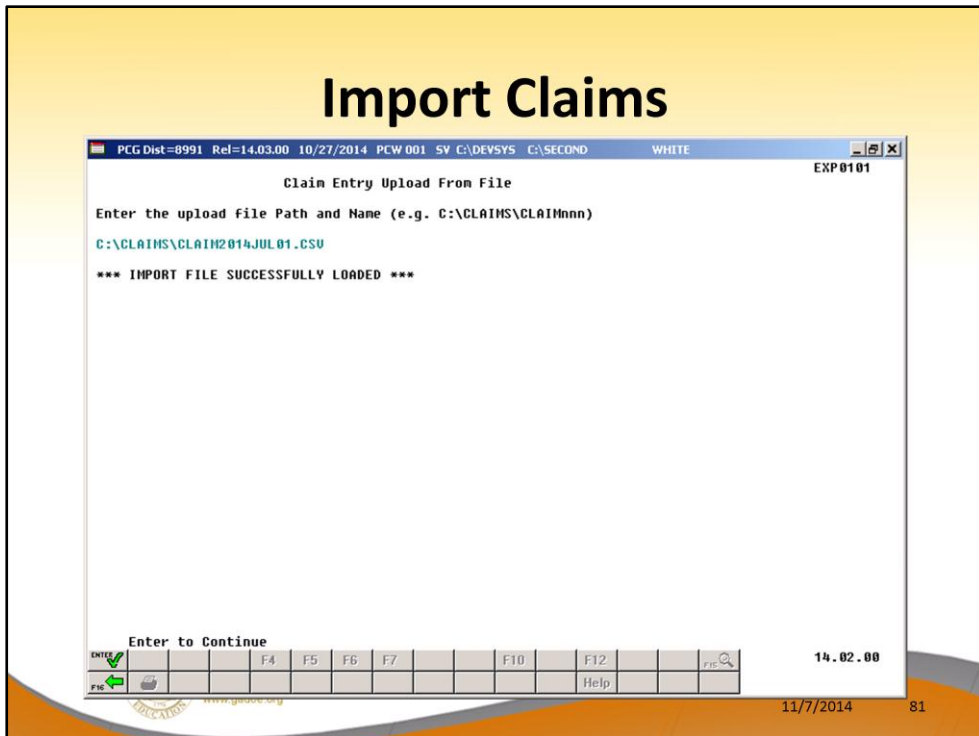
Use F10 to locate the file.

Import Claims



Once the correct file has been input, select ENTER to continue.

Import Claims



If the csv import file is in the correct format, the message 'Import File Successfully Loaded' will be displayed. If there are errors in the import file, the error messages will be displayed. ENTER to continue.

Import Claims

PCG Dist=0991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Large Claim Entry/Import Lines 1 to 20 of 357 EXP0101

Expense (Claim) Vendor: 4139 VENDOR 004139
0453 VENDOR STREET
SMITH, GA 33333 Participation in 1099: N

Desc: JULY SUMMER SALARY ACCRUAL Vendor ref: A/P blnc: 422
10 AND 11 MONTH EMPLOYEES Claim date: 06/30/2014 Claim amount: 947058.51
Discount date: Discount amount:

Line	Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtt'l	Amount
1	14	100	-	1011	1000	11000	3050	-	-	35289.38
2	14	100	-	1011	1000	11800	3050	-	-	2095.21
3	14	100	-	1011	1000	14000	3050	-	-	10990.34
4	14	100	-	1011	1000	17200	3050	-	-	1436.86
5	14	100	-	1011	1000	21000	3050	-	-	10630.87
6	14	100	-	1011	1000	22000	3050	-	-	3469.95
7	14	100	-	1011	1000	23000	3050	-	-	6550.27
8	14	100	-	1013	1000	11000	3050	-	-	730.85
9	14	100	-	1013	1000	11800	3050	-	-	25.00
10	14	100	-	1013	1000	17200	3050	-	-	27.78
11	14	100	-	1013	1000	22000	3050	-	-	54.29
12	14	100	-	1013	1000	23000	3050	-	-	103.06
13	14	100	-	1021	1000	11000	111	-	-	22701.46
14	14	100	-	1021	1000	11000	3050	-	-	52165.71
15	14	100	-	1021	1000	11800	3050	-	-	4817.84
16	14	100	-	1021	1000	17200	111	-	-	1436.86
17	14	100	-	1021	1000	21000	111	-	-	3150.06
18	14	100	-	1021	1000	21000	3050	-	-	10395.00
19	14	100	-	1021	1000	22000	111	-	-	1731.44
20	14	100	-	1021	1000	22000	3050	-	-	3946.59

ENTER=Validate F5=PgDn F7=LnDn F17=PrintScreen F16=Return to vendor select
14.02.00

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The claim input screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary. The claim can have up to 998 account lines.

Import Claims

PCG Dist=0991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY C:\SECOND WHITE

Large Claim Entry/Import Lines 1 to 20 of 357 EXP0101

Expense (Claim) Vendor: 4139 VENDOR 004139
0453 VENDOR STREET
SMITH, GA 33333 Participation in 1099: N

Desc: JULY SUMMER SALARY ACCRUAL Vendor ref: A/P blnc: 422
10 AND 11 MONTH EMPLOYEES Claim date: 06/30/2014 Claim amount: 947058.51
Discount date: Discount amount: 1099

Line	Yr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Adtt'l	Amount
1	14	100		1011	1000	11000	3050			35289.38
2	14	100		1011	1000	11800	3050			2095.21
3	14	100		1011	1000	14000	3050			10990.34
4	14	100		1011	1000	17200	3050			1436.86
5	14	100		1011	1000	21000	3050			10630.87
6	14	100		1011	1000	22000	3050			3469.95
7	14	100		1011	1000	23000	3050			6550.27
8	14	100		1013	1000	11000	3050			730.85
9	14	100		1013	1000	11800	3050			25.00
10	14	100		1013	1000	17200	3050			27.78
11	14	100		1013	1000	22000	3050			54.29
12	14	100		1013	1000	23000	3050			103.06
13	14	100		1021	1000	11000	111			22701.46
14	14	100		1021	1000	11000	3050			52165.71
15	14	100		1021	1000	11800	3050			4817.84
16	14	100		1021	1000	17200	111			1436.86
17	14	100		1021	1000	21000	111			3150.06
18	14	100		1021	1000	21000	3050			10395.00
19	14	100		1021	1000	22000	111			1731.44
20	14	100		1021	1000	22000	3050			3946.59

CAUTION Highlighted Amount(s) OVER-EXPENDED Budgeted Balance(s)

F12=Post F5=PgDn F7=LnDn F17=PrintScreen F16=Reenter 14.02.00

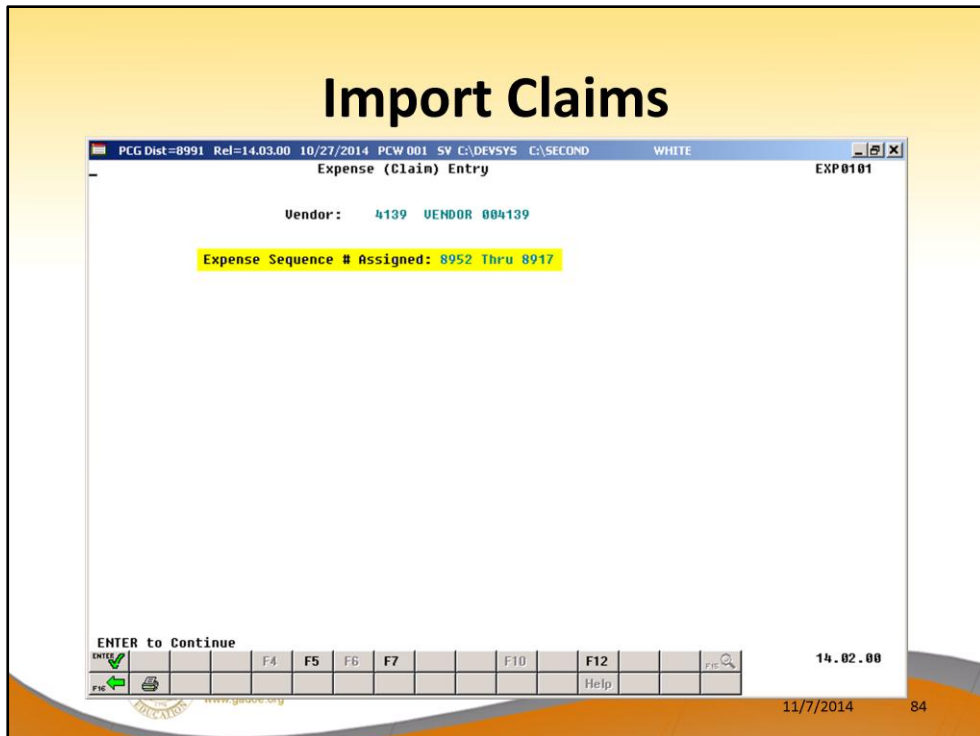
ENTER	F4	F5	F6	F7	F10	F12	F16
Help							

Select F12 to post the claim.

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Import Claims



If no errors are encountered, the summary screen will display. Notice that multiple claims are created. The 998 accounts lines are split up into multiple claims with 10 account lines apiece.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- Import Claims
- **Other Imports**



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Import Receivable/Receipt

Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

- H – 'RCV' (receivable) or 'REC' (receipt)
 - Line 5 – Enter Reason
 - B – A/R balance acct for Receivable or
 - R – Reference # for Receipt
 - S – Source, Date
 - D – Accounts Receivable Reason
 - L – Enter Account, Amount
- (Up to 998 entries allowed)

**Create this to import a Receivable,
Then Change the 'H' & 'R' lines to
import the Receipt**

Example:
QBE
Taxes

The screenshot shows a spreadsheet interface titled "PCGenesis Receivable or Receipt Import Entry". It contains several input fields for user data, including a radio button to select between "RCV" (receivable) and "REC" (receipt). There are fields for "A/R balance account", "reference #", "Source", "Date", "Amount", and "Reason". At the bottom, there is a table with 10 columns: "Tr", "Fund", "F", "Prog", "Func", "Object", "Fcty", "B", "Addl", and "Amount". The table is currently empty.

Example: Will Aid Processing Monthly QBE



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All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It contains the same information as on the Receivable/Receipt screen. Questions? This template is typically used for entering receivables. The template can be set up once for the QBE accounts and then the amounts can be changed for each iteration going forward.

Import Journal Entry

Use JournalEntry.xls to Create a Journal Entry

- V – Voucher Nbr, MM, DD, YY, FY, Reason
- C – Bank, Ck No, Vendor/Payee, Amt (998)
- L – Acct Type, 1099, Account, DR Amount
CR Amount, Bank, Source/Vendor
- C – Bank, Ck No, Vendor/Payee, Amt (20)

(Up to 20 Lines OR up to 998 Lines)

Example:

- QBE (no longer best option)
- Transfer Fund from School Nutrition

The screenshot shows a spreadsheet with columns for Voucher Number, Date (MM, DD, YY), Reason, and a grid for journal entry lines. The grid has columns for Act Type, Fund, Fisc, Prgm, Func, t, Facility, B, Addl, DR Amount, CR Amount, Bank, and Vendor. A summary section at the bottom includes fields for Check Bank, Check No, Vendor - or - Payee, and Check Amount, with a Total of \$0.00.



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All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It contains the same information as on the Journal Entry screen. Questions?

PCGenesis Documentation



<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>



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PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



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Questions?



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Thank you for attending!



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