

PCGenesis

Current Status & Future Plans

GASBO

Augusta, GA

November 6, 2013



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

11/7/2013

PCGenesis

Introduction

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



PCGenesis

Sessions/Training at GASBO

- Session 1 – 8:40
 - PCGenesis Current Status & Future Plans
- Session 2 – 10:00
 - PCGenesis Recent Enhancements & Changes
- Session 3 – 11:00
 - PCGenesis Training – Little Used Functionality
- Session 4 – 2:10
 - PCGenesis Training – PCGenesis A, B C's
- Session 5 – 3:30
 - PCGenesis Training – Dealing with Issues & Other Adv Features



Welcome *Some* State Charter Schools to PCGenesis



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Agenda

- Recent Enhancements
- Future Plans
- Site Recommendations
- User Input



Recent Enhancements



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Recent Enhancements

Payroll

- Changes in SHBP Processing
- Add Demographic Info to Personnel Screen
- Update Payroll check Reconciliation Listing
- Add an Additional Restore Point for Payroll
- Print Manual Payroll Checks
- Employee Payroll Deduction Expansion



Changes in SHBP Processing

- Updated to accommodate SHBP File Layout Changes
- Program Changes to AUF file also require user procedure changes for Terminated employees
 - **Make these the Last Steps taken when Terminating**
 - Input final pay ded date in the ***GHI Final Ded DT*** field
 - Select appropriate ***GHI Change Code*** for Termination
 - Input employee's termination date in the ***Term Date*** field
 - Select appropriate ***Term Reason***, i.e. RETIREMENT
 - Save changes



Changes in SHBP Processing

Sequence to Terminate Employee

PCG Dist=8991 Rel=13.03.00 10/28/2013 WHT 003 SV C:\SYSTEM C:\SECOND WHITE

Display/Update Personnel Data PAY02

Status A -- Active AM3DOR, MA3IN

Emp. no. 88902 Pay Loc 6595 Location 006595 Class 7 CERTIFIED 10 MONTH
 Sex Code F Work Loc 6595 Location 006595 Job 118 CROSSROADS ALTERNA
 Mar Stat M SSN 999 08 8902 EEO-5 Job 000 Undefined
 EEO-5 Ethnic 2 WHITE

NAME First MA3IN Middle _____
 Last AM3DOR Suffix _____ Prefix _____

Address 2101 MAIN STREET Certificate Type T6
 Address L2 _____ CS1 Job (from CPI) 118
 City/State SMITH, GA Include on CPI ? Y
 Zip Code 33333 County 160 Sick Bank ? Y
 Phone (999)555-1098 Out of State Substitute rank -
 Cell phone () 000-0000 Override accrue? -
 Adj Lv Elig Date _____
 Lv Reason Max _____
 Hours Per Day 8.000

Spouse SSN _____
 Birth Date 11/01/1960 Pens Elig Date _____ TRS DOE Paid ERCON ? -
 Hire Date 8/01/2003 GHI Eligible ? Y Health ins flag Y
 Rehire Date _____ GHI 1ST Day Wrk 8/05/2003 Participate in GHI ? Y
 Background Ck _____ GHI Eff Date 10/01/2003 GHI Option U5 UH WELL HDHP
 Term Date _____ 1 GHI Final Ded Dt 9/30/2013 GHI Tier 90 EESP
 Term Reason - GHI Change Code RETR 2 GHI Ded Cd 9

***** TAX DATA *****
 Federal: Mar Stat S Exempt 6 Withholding Code 0 Amt/% .00
 State: Mar Stat C Allowance Mar 1 Dep 1 Withholding Code 0 Amt/% .00
 Tax Switches: Fed Y State Y FICA M Retire Y AEIC -

13.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar



Add Information to Personnel Screen

- E-mail
- Cell Phone
- Background Check Date
- Leave Reason Maximum (New Leave System)

Also added to 3rd Party Contractor screen



Update Payroll check Reconciliation Listing

- Include Cancel Date & void Date
- 'ALL' Option will include all checks regardless of status
- 'ISS' Option will include all checks *still outstanding* during the timeframe
- 'CAN' Option will include all checks with the Cancel Date during the timeframe
- 'VOI' Option will include all checks with the Void Date during the timeframe



Add an Additional Restore Point for Payroll

- A Restore Point of PAYDATA is now retained for the status of the PAYROLL file immediately before selecting F5 to Print Checks



Print Manual Payroll Checks

- It is now possible to print a manual check
- One manual check at a time
- Select the appropriate check from list
- Does not allow direct deposits to be printed



Employee Payroll Deduction Expansion

- Allow employees to store more than 20 current & year-to-date deduction amounts during a calendar year
- Still limited to 20 current deductions per pay check
- Continue to allow 72 system deductions



Recent Enhancements

Financial

- Added Export/Import Options
- Update Vendor Check & Wire Transfer Reconciliation Listings
- Allow 3rd Party to Fax or email PO's



Added Export/Import Options

- All Options on the *Vendor Payments for any Period* allow export to CSV
- *Budget & Revenue Master Account Activity Detail* allows export to CSV
- *Print Facility/Building File* allows export to CSV



Update Vendor check & Wire Transfer Reconciliation Listings

- Include Cancel Date & void Date
- 'ALL' Option will include all checks regardless of status
- 'ISS' Option will include all checks *still outstanding* during the timeframe
- 'CAN' Option will include all checks with the Cancel Date during the timeframe
- 'VOI' Option will include all checks with the Void Date during the timeframe



Allow 3rd Party to Fax or email PO's

- PO Output field added to Vendor
 - E = Email
 - F = Fax
 - O = Other
- PO Output field added to PO
- 3rd Party will use this



Recent Enhancements

CPI

- For new Substitute Pay & Leave System, the Original Leave of Absence File is created from Leave History File
- Add Demographic Info to 3rd Party Contractor Screen
- Cycle 3 Reporting Includes Summary Info
- Upload CPI Codes from Data Collection Website
- Add Health Insurance Flag on CPI Transmission



Available Enhancements



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Available Enhancements PCGenesis System

	Usage
• Screen Color Option for Site & User	67%
• Updated Reorganization Task	??
• QWord Utility	??
• 3 rd Party Printing / Data Capture Option	13%

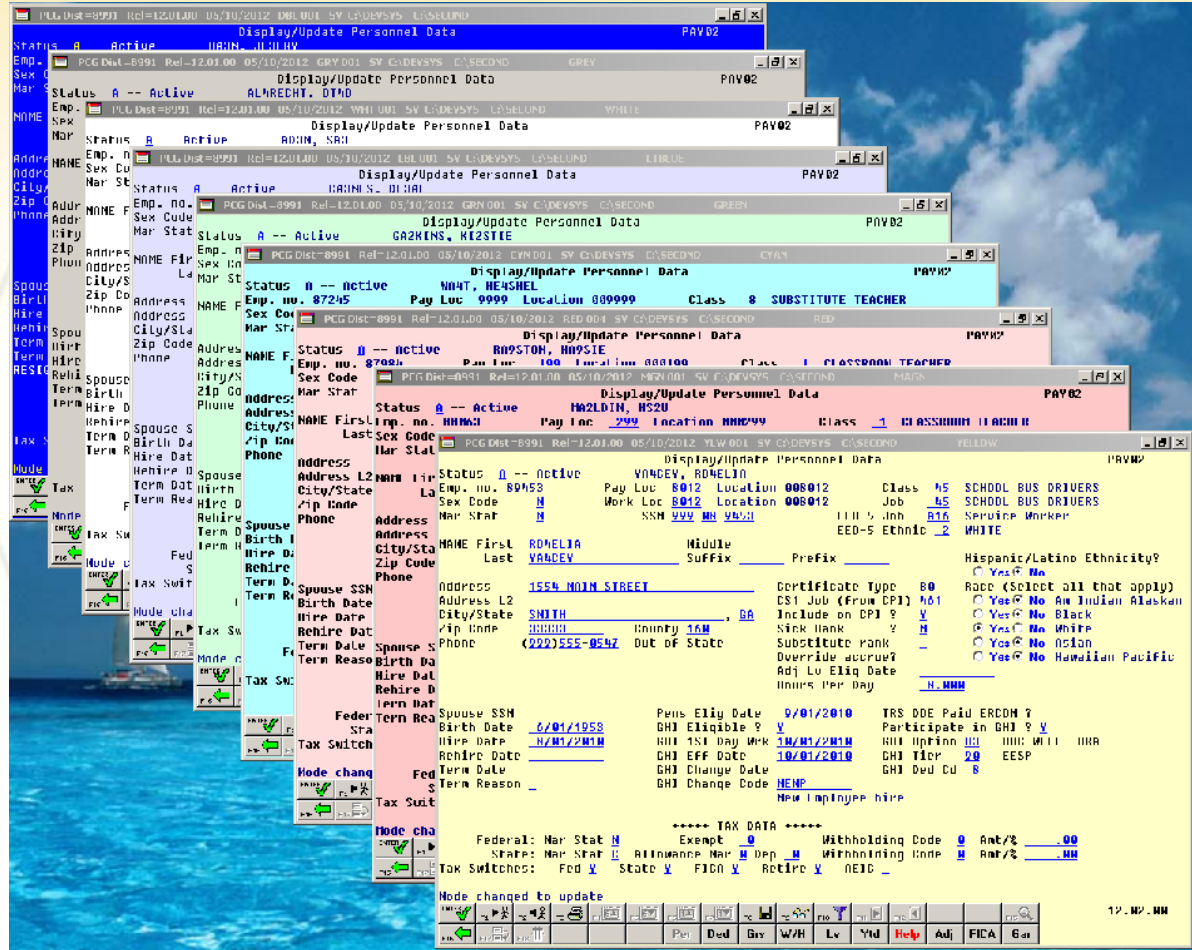


Screen Color Option for Site & User

You Must Use
New Shortcut
To Enable Color
K:\PCGIcon\PCGclr



Will Only Display
Blue Background



Updated Scheduled Reorganization

- Will perform most functions within a program, which provides more control of the process
- Will create a **recap report** which will allow the user to verify that the reorganization process has completed successfully
- Installation Instructions available in ***K:\DOCUMENT\Setup New PCGReorg.doc***



Updated Scheduled Reorganization

- Creates a Print File

```

ROBOCOPY :: Robust File Copy for Windows :: Version XP010
-----
Started : Thu Oct 11 03:24:01 2012

Source : C:\SECOND\
Dest : C:\SecondX\

Files : *.*

Options : *.* /NFL /TEE /S /E /COPY:DAT /R:1000000 /W:30
-----

New Dir 0 C:\SECOND\
New Dir 52 C:\SECOND\#ARPPRT\
New Dir 6 C:\SECOND\#SPLPRT\
New Dir 5 C:\SECOND\ACCTL201\
New Dir 5 C:\SECOND\ACCTL202\
New Dir 5 C:\SECOND\ACCTL203\
New Dir 5 C:\SECOND\ACCTL204\
New Dir 5 C:\SECOND\ACCTL205\
New Dir 5 C:\SECOND\ACCTL206\
New Dir 5 C:\SECOND\ACCTL207\
New Dir 5 C:\SECOND\ACCTL208\
New Dir 76 C:\SECOND\BALRDATA\
New Dir 1 C:\SECOND\BALANSHT\
New Dir 0 C:\SECOND\BUDGET\
New Dir 10 C:\SECOND\CPIDATA\
New Dir 72 C:\SECOND\FARDATA\
New Dir 3 C:\SECOND\GENLEDGR\
New Dir 6 C:\SECOND\GOSEMD\
New Dir 0 C:\SECOND\GROSSDAT\
New Dir 58 C:\SECOND\PAYDATA\
New Dir 61 C:\SECOND\paydataq\
New Dir 19 C:\SECOND\PERDATA\
New Dir 1 C:\SECOND\TRANDATA\
New Dir 17 C:\SECOND\UTILITY\

-----

Total Copied Skipped Mismatch FAILED Extras
Dirs : 35 35 0 0 0 0
Files : 477 477 0 0 0 0
Bytes : 768.73 m 768.73 m 0 0 0 0
Times : 0:01:04 0:01:04 0:00:00 0:00:00

Speed : 12449253 Bytes/sec.
Speed : 712.351 MegaBytes/min.

Ended : Thu Oct 11 03:25:06 2012
    
```

```

PCG Dist=8991 File Reorganization 10/11/2012 03:24:01 AM

NOTE: This is NOT A BACKUP!!!

Copy Second -> SecondX Begin 03:24:01 AM - Complete
ReIndex Second Begin 03:25:06 AM - Complete
Call GLEBALRPT / PRTLIST Begin 03:25:57 AM - Called

R = Rebuild

Directory: CPIDATA
File Size
CPIFILE 374,272
CPIPCNTL 1,536
CPIXREF 83,968
DESCTEL 71,168
SALSCHED 22,016

Second
Records Date Time R Size
1,054 10/11/2012 03:25:07 AM R 374,272
1 10/11/2012 03:25:07 AM R 1,536
1,040 10/11/2012 03:25:07 AM R 83,968
696 10/11/2012 03:25:07 AM R 71,168
17 10/11/2012 03:25:07 AM R 22,016

SecondX
Records Date Time R Size
1,054 10/10/2012 10:03:41 AM
1 10/10/2012 03:25:50 AM
1,040 10/10/2012 10:03:41 AM
696 10/10/2012 03:25:51 AM
17 10/10/2012 03:25:51 AM

Directory: FARDATA
File Size
ACCOUNT 11,779,072
ACCOUNTG 1,123,328
ACCOUNTR 898,048
AUDIT 328,298,496
BANK 2,048
BANKMICR 2,560
CHEKSTR 14,167,552
CONTROL 2,560
EXPENSE 39,218,176
FACILITY 4,096
INVEST 1,536
JECNTL 2,560
JEMASTER 2,132,480
MANUALS 73,216
MONITOR 1,536
NAME 29,184
PAYSTATF 1,536
PO 14,946,304
POPINT 2,392,064
RECEIPT 8,464,896
RECEIVE 3,195,904
SIGNATUR 5,632
SMUIFUND 28,672
SOURCE 25,088
VENDOR 2,050,048
XCFER 232,960

Second
Records Date Time R Size
45,736 10/11/2012 03:25:08 AM R 11,779,072
4,491 10/11/2012 03:25:08 AM R 1,123,328
3,352 10/11/2012 03:25:08 AM R 898,048
1,899,890 10/11/2012 03:25:39 AM R 328,298,496
12 10/11/2012 03:25:40 AM R 2,048
2 10/11/2012 03:25:40 AM R 2,560
104,577 10/11/2012 03:25:40 AM R 14,167,552
4 10/11/2012 03:25:40 AM R 2,560
106,364 10/11/2012 03:25:43 AM R 39,218,176
31 10/11/2012 03:25:44 AM R 4,096
1 10/11/2012 03:25:44 AM R 1,536
2 10/11/2012 03:25:44 AM R 2,560
30,013 10/11/2012 03:25:45 AM R 2,132,480
260 10/11/2012 03:25:45 AM R 73,216
1 10/11/2012 03:25:45 AM R 1,536
703 10/11/2012 03:25:45 AM R 29,184
1 10/11/2012 03:25:45 AM R 1,536
16,235 10/11/2012 03:25:46 AM R 14,946,304
33,088 10/11/2012 03:25:46 AM R 2,392,064
12,005 10/11/2012 03:25:47 AM R 8,464,896
1,580 10/11/2012 03:25:47 AM R 3,195,904
1 10/11/2012 03:25:47 AM R 5,632
2 10/11/2012 03:25:47 AM R 28,672
151 10/11/2012 03:25:47 AM R 25,088
3,697 10/11/2012 03:25:48 AM R 2,050,048
1,664 10/11/2012 03:25:48 AM R 232,960

SecondX
Records Date Time R Size
45,736 10/10/2012 06:41:09 AM
4,491 10/10/2012 03:25:53 AM
3,352 10/10/2012 03:25:53 AM
1,899,890 10/10/2012 03:26:28 AM
12 10/10/2012 03:26:28 AM
2 10/10/2012 03:26:28 AM
104,577 10/10/2012 03:26:30 AM
4 10/10/2012 03:26:49 AM
106,364 10/10/2012 03:26:34 AM
31 10/10/2012 03:26:34 AM
1 10/10/2012 03:26:34 AM
2 10/10/2012 03:26:34 AM
30,013 10/10/2012 03:26:35 AM
260 10/10/2012 03:26:35 AM
1 10/10/2012 03:26:35 AM
703 10/10/2012 03:26:35 AM
1 10/10/2012 10:05:12 AM
16,235 10/10/2012 06:41:09 AM
33,088 10/10/2012 06:41:09 AM
12,005 10/10/2012 03:26:38 AM
1,580 10/10/2012 03:26:38 AM
1 10/10/2012 03:26:38 AM
2 10/10/2012 03:26:38 AM
151 10/10/2012 03:26:39 AM
3,697 10/10/2012 06:41:09 AM
1,664 10/10/2012 03:26:39 AM

Directory: PAYDATA
File Size
ANNUITY 1,536
BENEFED 160,768
CHEKSTR 24,742,912
DMTEFL 1,536
DDP 135,680

Second
Records Date Time R Size
8 10/11/2012 03:25:48 AM R 1,536
685 10/11/2012 03:25:48 AM R 160,768
85,314 10/11/2012 03:25:49 AM R 24,742,912
1 10/11/2012 03:25:50 AM R 1,536
381 10/11/2012 03:25:50 AM R 135,680

SecondX
Records Date Time R Size
8 10/10/2012 03:26:39 AM
685 10/10/2012 03:26:39 AM
85,314 10/10/2012 03:26:39 AM
1 10/10/2012 03:26:40 AM
381 10/10/2012 10:03:41 AM
    
```



New Features for QWord Utility

QWORD -- Select File to Print in MSWORD

Select Printer Selected Printer: KodakESP7200+0091

Del	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	001	SPL	K:\SECOND\#SPLPRT\PAYR0000	185	07:50	01/07/2013
<input type="checkbox"/>	002	DOE	K:\SECOND\#DOEPRT\PRNT0000	316K	14:57	01/02/2013
<input type="checkbox"/>	003	SPL	C:\SECOND\#SPLPRT\PAYR0000	185	07:50	01/07/2013
<input type="checkbox"/>	004	ARR	C:\SECOND\#ARRPRT\PRNT0025	2K	10:59	01/08/2013
<input type="checkbox"/>	005	ARR	C:\SECOND\#ARRPRT\PAYR0000	8K	15:45	01/08/2013
<input type="checkbox"/>	006	ARR	C:\SECOND\#ARRPRT\EXCP0000	410	15:45	01/08/2013
<input type="checkbox"/>	007	ARR	C:\SECOND\#ARRPRT\EETR0000	14K	15:45	01/08/2013
<input type="checkbox"/>	008	ARR	C:\SECOND\#ARRPRT\ERTR0000	7K	15:45	01/08/2013
<input type="checkbox"/>	009	ARR	C:\SECOND\#ARRPRT\EXCP0001	410	15:46	01/08/2013
<input type="checkbox"/>	010	ARR	C:\SECOND\#ARRPRT\EETR0001	14K	15:46	01/08/2013
<input type="checkbox"/>	011	ARR	C:\SECOND\#ARRPRT\ERTR0001	7K	15:46	01/08/2013
<input type="checkbox"/>	012	ARR	C:\SECOND\#ARRPRT\PRNT0026	5K	15:59	01/08/2013
<input type="checkbox"/>	013	ARR	C:\SECOND\#ARRPRT\GROS0005	3K	06:29	01/09/2013
<input type="checkbox"/>	014	ARR	C:\SECOND\#ARRPRT\ERBF0005	4K	06:29	01/09/2013
*** End of list ***						

Open in MSWORD Print-Save Browse User Sort Refresh

New MSWORD Print-Delete

Save User Options Labels

Delete Selected 3rd Party Exit

Select Box(es) for Multiple Delete Option

13.01.00

MSWord ARC Newest Manual
 Print SPL Oldest Automatic
 Label All File name
 3rd Party



Queue vs Qword Display File

Why Not Replace UQueue with Qword????

UQueue

17 Lines

PRGM-FUNC-SRCE	OBJCT-FCY-B-ADD'L	ACCOUNT NAME	OPENING BALANCE	NET CHANGE	ENDING BALANCE
1011-3120-0000-0198-0-000000		K QBE FUNDS	0.00	23,643.00CR	23,643.00CR
1011-3122-0000-0198-0-000000		K M & O	0.00	1,725.00CR	1,725.00CR
1011-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	5,811.00	5,811.00
1021-3120-0000-0198-0-000000		1-3 QBE	0.00	57,879.00CR	57,879.00CR
1021-3122-0000-0198-0-000000		1-3 M & O	0.00	5,828.00CR	5,828.00CR
1021-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	14,808.00	14,808.00
1041-3120-0000-2060-0-000000		9-12 QBE	0.00	49,114.00CR	49,114.00CR
1041-3122-0000-0198-0-000000		9-12 M & O	0.00	8,766.00CR	8,766.00CR
1041-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	16,680.00	16,680.00
1081-3120-0000-0198-0-000000		4-5 QBE	0.00	49,114.00CR	49,114.00CR
1081-3122-0000-0198-0-000000		4-5 M & O	0.00	8,766.00CR	8,766.00CR
1081-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	12,787.00	12,787.00

QWord

66 Lines

PRGM-FUNC-SRCE	OBJCT-FCY-B-ADD'L	ACCOUNT NAME	OPENING BALANCE	NET CHANGE	ENDING BALANCE
1011-3120-0000-0198-0-000000		K QBE FUNDS	0.00	23,643.00CR	23,643.00CR
1011-3122-0000-0198-0-000000		K M & O	0.00	1,725.00CR	1,725.00CR
1011-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	5,811.00	5,811.00
1021-3120-0000-0198-0-000000		1-3 QBE	0.00	57,879.00CR	57,879.00CR
1021-3122-0000-0198-0-000000		1-3 M & O	0.00	5,828.00CR	5,828.00CR
1021-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	14,808.00	14,808.00
1041-3120-0000-2060-0-000000		9-12 QBE	0.00	49,114.00CR	49,114.00CR
1041-3122-0000-0198-0-000000		9-12 M & O	0.00	8,766.00CR	8,766.00CR
1041-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	13,707.00	13,707.00
1081-3120-0000-0198-0-000000		4-5 QBE	0.00	32,753.00CR	32,753.00CR
1081-3122-0000-0198-0-000000		4-5 M & O	0.00	3,183.00CR	3,183.00CR
1081-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	8,599.00	8,599.00
1061-3120-0000-0198-0-000000		EIP QBE	0.00	3,836.00CR	3,836.00CR
1061-3122-0000-0198-0-000000		EIP M & O	0.00	275.00CR	275.00CR
1061-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	882.00	882.00
1071-3120-0000-0198-0-000000		1-3 EARLY INTERVENTION	0.00	13,752.00CR	13,752.00CR
1071-3122-0000-0198-0-000000		1-3 EARLY INTERVENTION	0.00	1,046.00CR	1,046.00CR
1071-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	3,240.00	3,240.00
1081-3120-0000-0198-0-000000		MIDDLE SCHOOL QBE	0.00	61,897.00CR	61,897.00CR
1081-3122-0000-0198-0-000000		MIDDLE SCHOOL M & O	0.00	5,743.00CR	5,743.00CR
1081-3140-0000-0198-0-000000		9-12 LOCAL FAIR SHARE	0.00	16,315.00	16,315.00
1081-3120-0000-0198-0-000000		4-5 EIP	0.00	12,514.00CR	12,514.00CR
1081-3122-0000-0198-0-000000		4-5 EIP M & O	0.00	1,412.00CR	1,412.00CR
1081-3140-0000-0198-0-000000		4-5 EIP LOCAL FAIR SHARE	0.00	2,317.00	2,317.00
1100-3120-0000-2060-0-000000		20 DAYS ADDITIONAL LOCAL FAIR	0.00	3,085.00CR	3,085.00CR
1210-3140-0000-8010-0-000000		STAFF DEV	0.00	40.00CR	40.00CR
1210-3140-0000-8010-0-000000		LOCAL FAIR SHARE	0.00	60.00CR	60.00CR
1310-3120-0000-2060-0-000000		MEDIA QBE FUNDS	0.00	9,083.00CR	9,083.00CR
1310-3122-0000-0198-0-000000		MEDIA M & O	0.00	5,982.00CR	5,982.00CR
1310-3140-0000-2060-0-000000		LOCAL FAIR SHARE	0.00	3,286.00	3,286.00
1320-3125-0000-8012-0-000000		BUS DRIVER QBE FUNDS	0.00	95,181.00CR	95,181.00CR
1381-3120-0000-0198-0-000000		ESOL	0.00	2,108.00CR	2,108.00CR
1381-3122-0000-0198-0-000000		ESOL	0.00	87.00CR	87.00CR
1381-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	540.00	540.00
1445-3120-0000-8010-0-000000		ON-BEHALF QBE REVENUE-CHI	0.00	331,275.00CR	331,275.00CR
1450-3120-0000-8010-0-000000		INDIRECT COST CENTRAL ADMIN	0.00	86,278.00CR	86,278.00CR
1450-3122-0000-8010-0-000000		INDIRECT COST M & O CENTRAL	0.00	6,673.00CR	6,673.00CR
1450-3140-0000-8010-0-000000		LOCAL FAIR SHARE	0.00	16,561.00	16,561.00
1455-3120-0000-8010-0-000000		SCHOOL ADMINISTRATION	0.00	100,207.00CR	100,207.00CR
1455-3122-0000-8010-0-000000		SCHOOL ADMINISTRATION M & O	0.00	2,300.00CR	2,300.00CR
1455-3140-0000-8010-0-000000		SCHOOL ADM LOCAL FAIR SHARE	0.00	18,051.00	18,051.00
1457-3122-0000-8010-0-000000		FACILITY M & O	0.00	127,321.00CR	127,321.00CR
1457-3140-0000-8010-0-000000		FACILITY LOCAL FAIR SHARE	0.00	22,898.00	22,898.00
1470-3250-0000-8010-0-000000		EQUIPMENT GRANT	0.00	167,849.00CR	167,849.00CR
1800-3125-0000-0198-0-000000		SCHOOL NURSE	0.00	10,872.00CR	10,872.00CR
1858-4820-0000-8010-0-000000		CHILDREN'S INTERVENTION	0.00	0.00	0.00
2011-3120-0000-0198-0-000000		SPEC ED QBE FUNDS	0.00	47,192.00CR	47,192.00CR
2011-3122-0000-0198-0-000000		SPEC ED M & O	0.00	4,248.00CR	4,248.00CR
2011-3140-0000-0198-0-000000		LOCAL FAIR SHARE	0.00	12,483.00	12,483.00

QWord Advantages

- ✓ View Full Page – Not 17 Lines
- ✓ Able to Save & Distribute
- ✓ Access to All Word Features



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Recent Enhancements

Payroll

- | | Usage |
|--|-------|
| • New & Improved Pay Check Remittance | 27% |
| • Substitute Pay & Employee Leave System | 27% |



New 8.5 x 11 Pay Check Non-Self-Seal Example

Employee Information				Company Information					
Employee ID	88505	ASPEY, RAJESH MIDDLE		SMITH CITY BOARD OF EDUCATION	8591				
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET					
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333					
Loc/Class	0109 / 12	SMITH----->	GA	(404) 444-1234 x(1234)					
General Information				Net Pay Distribution					
Check No	040010	Marital	Fed	GA	Account Type	Account Number	Amount		
Check Date	05/29/2009	Allowances	14	Joint Both					
		Add Pct		M[1] D[10]					
		Add Amt	25.25	.35					
Contract Fiscal-To-Date			90,984.14	Check No	040010	Total Net Pay	2,445.61		
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB									
Paycheck Summary									
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current	30.00	1856.84	20.00	50.00	6052.28	6052.28	2017.69	3606.67	2445.61
YTD					99984.34	1856.84	6089.67	10937.61	7599.23
Current Hours and Earnings									
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt			
State Salary			5,445.25			5,445.25			
Unclassified Pay			108.91			108.91			
Local Cert Supplement			405.62			405.62			
Extended Day Supplement			62.50			62.50			
Total			6,052.28			6,052.28			
Paid Time Off				Employer Paid Benefits					
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	YTD	
SICK	5.75		55.25			STATE HEALTH	1009.22	3083.26	
PERSONAL						TRS	561.66	1722.10	
VACATION						FICA	413.73	1271.79	
W/O PAY						VALIC (PSERS)	121.05	371.15	
OTHER						CIG PPO FAM	86.10	430.50	
						TOTAL OTHER	38.12	190.60	
						Total	2229.88	7069.40	
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
SOC. SEC.	335.31	1030.73	VENDOR 005608	416.67	1250.01	VENDOR 003107	23.30	69.90	
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00	30.00	
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00	27.00	
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00	15.00	
TRS	302.62	928.86	BORACE MANN	111.11	333.33	VENDOR 005888		40.00	
			VENDOR 000020	40.40	121.20				
			VENDOR 005394	15.00	30.00				
Total	2320.31	7018.53	Total	1239.08	3757.18	Total	47.30	181.90	

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES

No. **040010** 64-1301
Date 05/29/2009 PAYROLL 611

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333
(404) 444-1234 x(1234)

Amount
*****2,445.61

VOID AFTER 90 DAYS

BANK OF GEORGIA TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100
ATLANTA, GA 30000

Pay To ASPEY, RAJESH MIDDLE
The 2495 MAIN STREET----->
Order Of STREET ADDRESS LINE 2----->
SMITH----->, GA 33333-4444

John Doe

SECURE FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • VOID FEATURE PANTOGRAPH • ENDORSEMENT BACKER • BROWN/STAIN CHEMICAL REACTANT

⑈040010⑈ ⑆06113017018 33 6⑈



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"Making Education Work for All Georgians"
www.gadoe.org

New Substitute Pay & Employee Leave System

- The new **Substitute Pay** and **Employee Leave** system is available
- **Twenty-Nine sites are now operational**
- More sites are in process
- A detailed **presentation is scheduled later today** in this room
- Using the new system is **Optional**





Future Plans



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

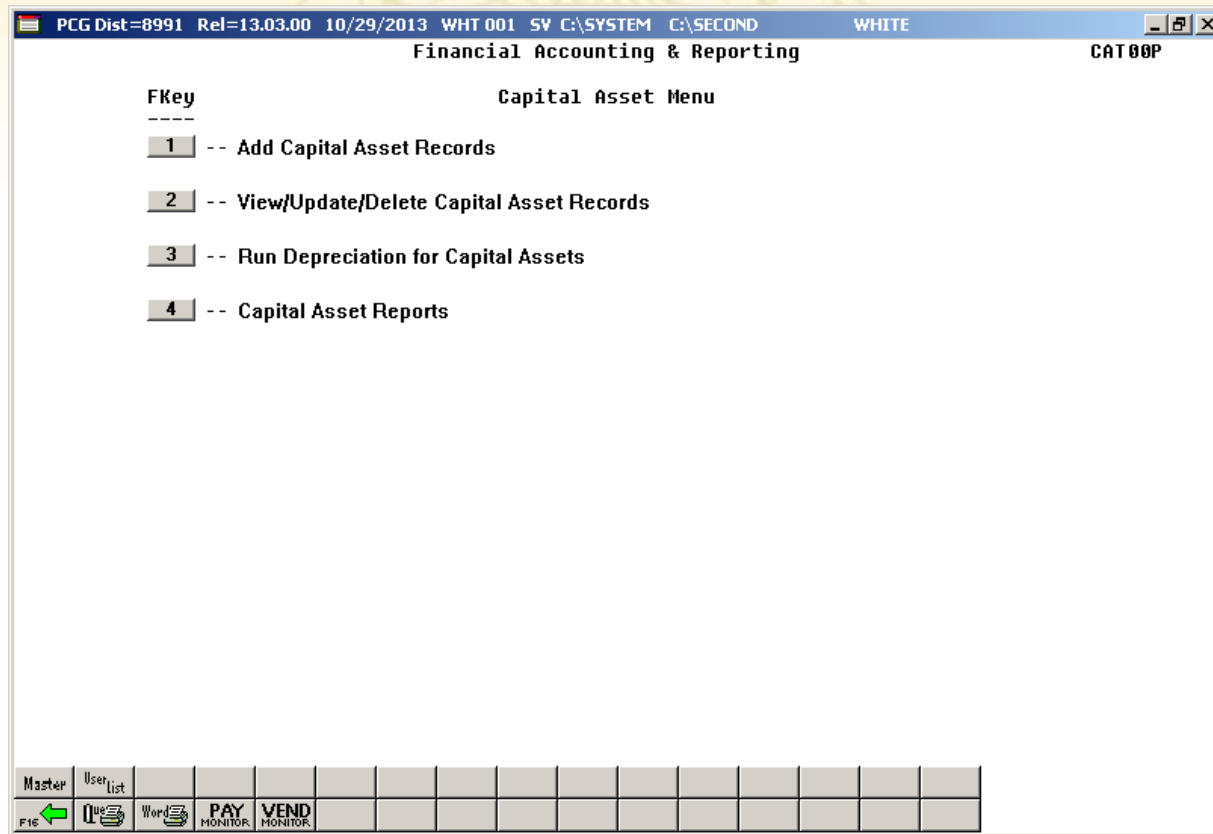
Future Plans

- Install PCGenesis for use by some State Charter Schools
- Increase Field Size for Claim / PO
- Investigate Cause / Solution for Partial Posting
- Identify Independent Contractors to Provide PCGenesis Consulting Services Directly to Sites
- New Budget System
- Capital Asset Tracking System



Capital Asset System

The Future is NOW!



Capital Asset System

- Capital Asset Records (or Inventory Items) can be added via screen input or by file (*Capital_Asset_Import_Template.xlsx*)
- Users will have to option to View/Update/Delete Records
- Depreciation will be calculated once per year at June 30th using the straight Line (SL) method, initiated by the user
- Several Capital Asset Reports are available
 - Assets List
 - Assets List by Fcty
 - Assets Detail
 - FY Depr Expense
 - FY Depr Expense by Fnct
 - FY GL Posting
 - FY Asset Additions
 - FY Disposal
 - Inventory List



Capital Asset System

Add Capital Asset Records

PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 SV C:\DEVSYS C:\SECOND WHITE CATADD01

Add Captial Asset

Key

Tag _____ Description _____
 Status A-D-I-T Make _____ Model _____
 Class A-B-C-E-I-K Ser Nbr _____ Asset/Inventory SW A-I
 L-M-S-T-U

Location _____ LOC Description _____ Room _____
 Estimated Life 0 Years Remaining Life 0 Months In Construction Date _____

In Service Date _____ Purchase Price 0.00 Book Value 0.00
 Vendor Id _____ Vendor/Mfg _____ PO 000000
 Title Holder _____ Warranty Date _____

Set Default Account

Asset Account					Balance	Depreciation					Balance
Fnd	Prgm	Funct	Objct	Fcty	Fnd Blnc	Fnd	Prgm	Funct	Objct	Fcty	Fnd Blnc
<u>000</u>	<u>0000</u>	<u>0000</u>	<u>000000</u>	<u>0000</u>	<u>000</u> <u>0000</u>	<u>000</u>	<u>0000</u>	<u>0000</u>	<u>000000</u>	<u>0000</u>	<u>000</u> <u>0000</u>

Depreciation Method SL-N0 Last Depr Date _____
 Prior Depr Accum 0.00 Depr YTD 0.00 Depr Accum 0.00
 First Year Depreciation SW Y-N Begin FY _____ 1st Year Nbr Months 0

Disposal Method A-L-R-S Description _____ Disp Date _____
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

ENTER=Validate, F8=Save, F17=PrtScrn, F16=Exit

ENTER ✓							F8		F10						F15	13.03.01
F16 ←	🖨️															



Capital Asset System

Add Capital Asset Records

PCG Dist=8991 Rel=13.02.00 10/22/2013 WHT 005 SV C:\DEVSY5 C:\SECOND WHITE CATADD01

Add Capital Asset

Key

Tag _____ Description _____
 Status A-D-I-T Make _____ Model _____
 Class A-B-C-E-I-K Ser Nbr _____ Asset/Inventory SW A-I
 L-M-S-T-U

Location _____ LOC Description _____ Room _____
 Estimated Life 0 Years Remaining Life 0 Months In Construction Date _____

In Service Date _____ Purchase Price 0.00 Book Value 0.00
 Vendor Id _____ Vendor/Mfg _____ PO 000000
 Title Holder _____ Warranty Date _____

Set Default Account

Asset Account					Balance		Depreciation					Balance	
Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc	Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc
<u>000</u>	<u>0000</u>	<u>0000</u>	<u>000000</u>	<u>0000</u>	<u>000</u>	<u>0000</u>	<u>000</u>	<u>0000</u>	<u>0000</u>	<u>000000</u>	<u>0000</u>	<u>000</u>	<u>0000</u>

Depreciation Method SL-NO Last Depr Date _____
 Prior Depr Accum 0.00 Depr YTD 0.00 Depr Accum _____ 0.00
 First Year Depreciation SW Y-N Begin FY _____ 1st Year Nbr Months 0

Disposal Method A-L-R-S Description _____ Disp Date _____
 Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

Correct Error Fields and Repeat Correct Error Review Warning

ENTER=Validate, F8=Save, F17=PrtScrn, F16=Exit

ENTER ✓							F8		F10				F15	
F16 ←														

13.03.01



Capital Asset System

Required fields include:

- Description
- Status
- Class
- Asset/Inventory Switch
- LOC Description
- Estimated Life (YY)
- Remaining Life (MM)
- In Service Date
- Purchase Price
- Account
- Depreciation Method

To indicate first year to depreciate new asset:

- First Year Depreciation SW = Y
- Begin FY = 2014?
- 1st Year Nbr Months = 1 – 12



Capital Asset System

View/Update/Delete Capital Asset Records

PCG Dist=8991 Rel=13.03.00 10/22/2013 WHT 018 SV C:\DEV\SVS C:\SECOND WHITE CATUPD01

Select Captial Asset

Key

Tag Description

Status A-D-I-T

Class B-C-E-I-K-L-R-T-U Ser Nbr

Enter=Continue, F1=First & Continue, F15=Search, F16=Exit

ENTER ✓	First	Next	Prev	Last			F5	F5					F15
F16 ←													

13.03.01



Capital Asset System

View/Update/Delete Capital Asset Records

PCG Select ASSET Value

Select Record Type: Asset
 Inventory

Key	Class	Tag	Description	Serial Number	Status	Depr	Type
0001	L	LAND - SCHOO	LAND - SCHOOLS - 74 ACRES	N/A	A	NO	A
0002	L	Land CO 20 A	LAND - CENTRAL OFFICE - 20 ACRES	N/A	A	NO	A
0003	B	BUILDING-HS-	BUILDING - SMITH CO. H.S. - 5010	N/A	A	SL	A
0004	B	BUILDING-ES	BUILDING - SMITH CO. E.S. - 2010	N/A	A	SL	A
0005	I	Batting Cage	Batting cages		A	SL	A
0006	E	1519	Combi Electric Oven	E12SG11042253915	A	SL	A
0007	E	1619	Snapper Mower	2014088099	A	SL	A
0008	E	1646	Combi Electric Oven	E12SG1107226560	A	SL	A
0009		1740	2012 Ford Van	NM0LS6AN9CT106354	A	SL	A
0017	E	123456ABC	NEW ASSET		A	SL	A
0018	E	123456ABC	NEW ASSET		A	SL	A
0019	V	456789DEF	NEXT ASSET		A	SL	A
0020	B	789456QWE	ANOTHER ASSET		A	SL	A
0021	K	369852HYN	MORE ASSET		A	SL	A
0022	E	123			A	SL	A
0023	E	123			A	SL	A
0024	K	456	OVEN		A	SL	A

Select Sort Option:
 Sort by Key
 Sort by Class
 Sort by Status
 Sort by Tag

Status Option:
 All
 A=Active
 D=Disposal
 I=Inactive
 T=Transfer

Class Option:
 All
 A=Intangible
 B=Building
 C=Construction
 E=Equipment
 I=Land Improve
 K=Kitchen
 L=Land
 M=Vehicle-Maint
 S=Software
 T=Technology
 V=Vehicle-Bus

Method Option:
 All
 SL=Straight Line
 NO=None

Select Re-load Cancel



Capital Asset System

View/Update/Delete Capital Asset Records

PCG Dist=8991 Rel=13.03.00 10/23/2013 WHT 001 SV C:\DEVSYS C:\SECOND WHITE CATUPD01

View/Update/Delete Asset

Key **18**

Tag 123456ABC Description NEW ASSET

Status A A-D-I-T Make _____ Model _____

Class E A-B-C-E-I-K Ser Nbr _____ Asset/Inventory SW A A-I
L-M-S-T-U

Location 8010 LOC Description Location 008010 Room _____

Estimated Life 10 Years Remaining Life 120 Months In Construction Date _____

In Service Date 6/22/2013 Purchase Price 24000.00 Book Value 0.00

Vendor Id _____ Vendor/Mfg _____ PO 000000

Title Holder _____ Warranty Date _____

Asset Account				Balance		Depreciation				Balance			
Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc	Fnd	Prgm	Funct	Objct	Fcty	Fnd	Blnc
801	9990	1000	73000	8010	801	0241	801	9990	1000	74400	8010	801	0242

Depreciation Method SL SL-NO _____ Last Depr Date _____

Prior Depr Accum 0.00 Depr YTD 0.00 Depr Accum 0.00

First Year Depreciation SW Y Y-N _____ Begin FY 2013 1st Year Nbr Months 12

Disposal Method _ A-L-R-S Description _____ Disp Date _____

Proceeds 0.00 Sale Expense 0.00 Gain-Loss 0.00

Sort: None Status: All Class: All Method: All

Review Warning

Enter=Validate, F1=First, F2=Next, F3=Prev, F4=Last, F8=Save, F9=View, F17=PrtScrn, F16=Return

ENTER ✓ First Next Prev Last F8 F9 F15

F16

13.03.01



Capital Asset System

Run Depreciation for Capital Assets

PCG Dist=8991 Rel=13.03.00 10/23/2013 WHT 001 SY C:\DEV\SYS C:\SECOND WHITE CATDEPR1

Select Asset Depreciation Fiscal Year

Input Fiscal Year: 2013

ENTER=Continue, F16=Exit

ENTER ✓								F9		F10								13.03.01
F16 ←																		



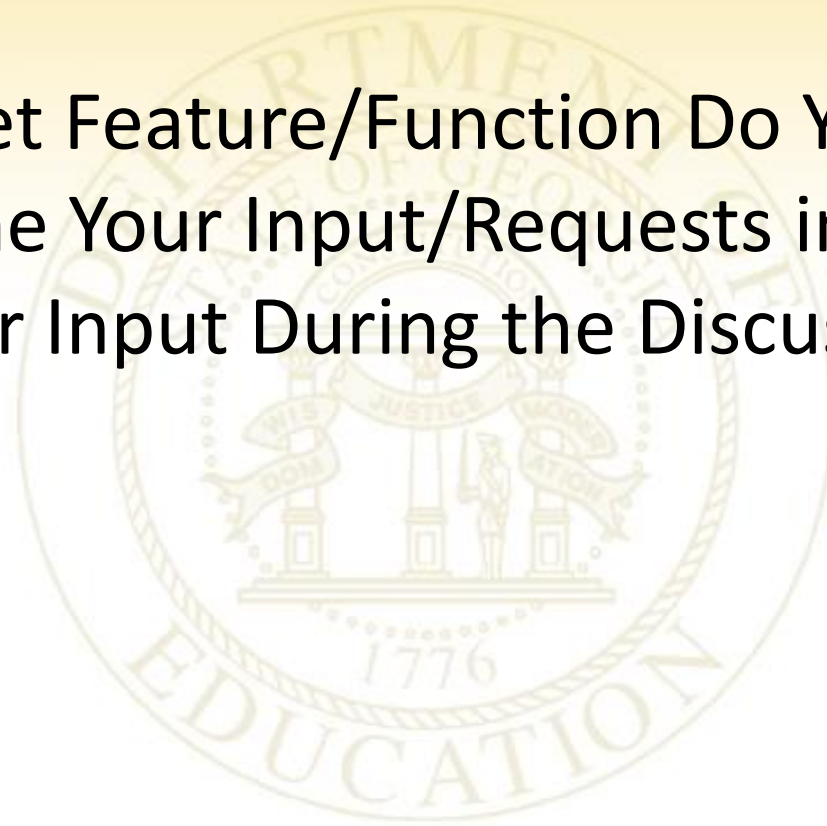
Capital Asset System Demo



Dr. John D. Barge, State School Superintendent
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www.gadoe.org

New Budget System

What Budget Feature/Function Do You Need?
We Welcome Your Input/Requests in Writing
Provide Your Input During the Discussion



Site Recommendations

- **Upgrade** any Server > 3-5 years old
- Implement **Terminal Server** Access (**User Desktop**)
- **Backup** K:*.* in Full Site Backup (**Retain 3 weeks**)
- **Backup** Data to CD/DVD/USB Nightly
- **Document** Restore Procedures from Backup
- Add **PCGReorg.bat** to Scheduled Tasks
- **2008 Server** (64 bit) OK
- **Do Not** Install **2012 Server** or **Windows 8**



PCGenesis

Recent Enhancements & Changes

Session 2 – 10:00 Today

- PCGenesis and Third Party Vendors
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes 'X' and 'Y'
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- CPI Cycle 3 Reporting and CPI Code Table Download
- W2s



PCGenesis

Little Used Functionality

Session 3 – 11:00 Today

- Overview
- System Tools
- Payroll Tools
- Financial Tools



PCGenesis

A, B, C's

Session 4 – 2:10 Today

- PCG Overview
- Payroll
- Personnel
- Certified/Classified Personnel Information (CPI)
- Financial
- Tools



PCGenesis

Dealing With Issues & Other Advanced Features

Session 5 – 3:30 Today

- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s
- Getting Ready for 2014 GHI



Help us focus our efforts

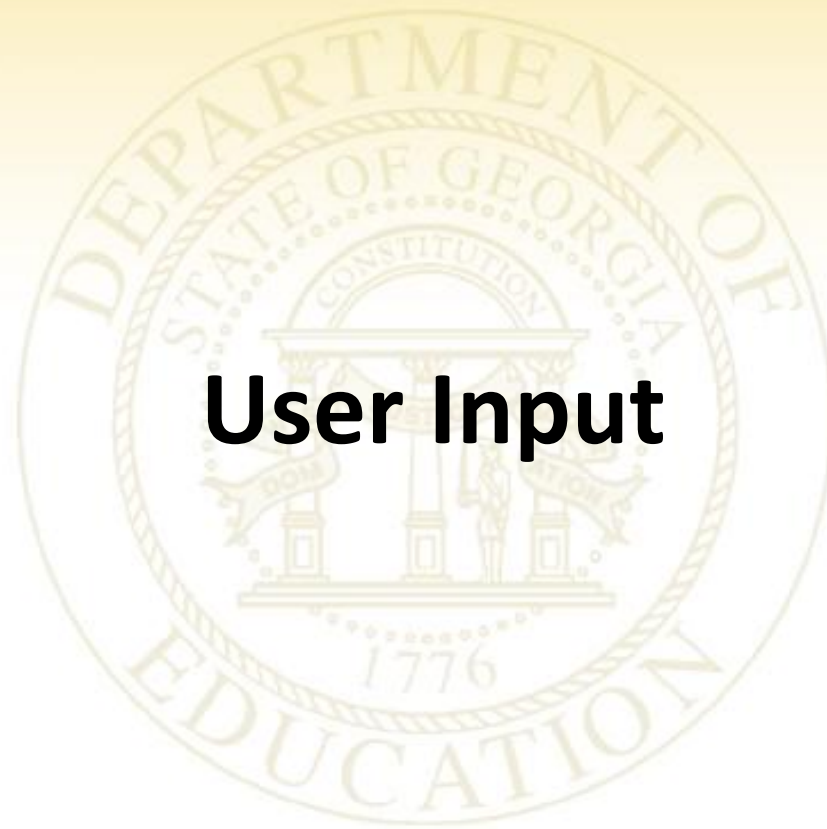
- What Major Feature/Function Do You Need?
- We Welcome Your Input/Requests in Writing
- Complete the '**Comments and Requests**' Today
- Provide Your Input During the Discussion



What Would You Like to See Added to PCG?



Dr. John D. Barge, State School Superintendent
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User Input



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