



# PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

1/10/2020

Section J: Financial Reporting and  
Closing

***[Topic 1B: Financial Reports for Any  
Period, V3.3]***

## Revision History

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## Overview

PCGenesis reporting and month- and year-end closing includes processing the following reports, maintaining the corresponding files, and performing the optional procedures where appropriate.

### Reports for Any Period

- **Vendor Payments for Any Period Report:** The *Vendor Payments for Any Period Report* lists vendor payments by fund, account number, facility code, program code, or vendor code in detail or summary format.
- **Receipts for Any Period Report:** The *Receipts for Any Period Report* lists receipts by receipt number, receipt number within bank code, or by fund. PCGenesis provides the account information in either detail or summary format.
- **Journal Vouchers for Any Period Report:** The *Journal Vouchers for Any Period Report* lists journal vouchers by voucher number, by account number and fund, or by bank.
- **General Ledger (G/L) for Any Period Report:** The *General Ledger (G/L) for Any Period Report* prints the General Ledger (G/L). (*The monthly General Ledger Report does not include Fund 199 totals.*)
- **Revenue and Expenditure Summary for Any Period Report:** The *Revenue and Expenditure Summary for Any Period Report* lists the expenditure summary by function and object, or by object and function, and the revenue summary information by revenue source.
- **Revenue and Expenditure Detail for Any Period Report:** The *Revenue and Expenditure Detail for Any Period Report* lists all account activity affecting the current year's accounts, and includes individual account totals and overall grand totals. When processed from the beginning of a fiscal year, prior year accounts receivable amounts carried forward into the current year, and receipts reducing the receivable before the current year display. Processing the report from a period beginning later in the fiscal year, the prior year totals' beginning balance also includes the receipts entered in the current year, and any closing adjustments in the current year which took place before the beginning date of the report. Although the receipts do not affect the current year's revenue, the closing adjustments do affect the current year's revenue. When processing the report from a period beginning later in the fiscal year, the beginning balance totals include all accounts receivable, receipt, and closing adjustment activity occurring within the period preceding the report's beginning date.

All receipts in the selected period against receivables display within the first two sections of the report. First, PCGenesis displays receipts that are against prior year receivables, which do not affect the current year's revenue. Secondly, PCGenesis displays receivables within the current period and the receipts posted against these receivables. Between these results, PCGenesis provides a section displaying any closing adjustments made to prior year or the current year's receivables within the selected period where appropriate. The latter two sections depict changes to revenue.

PCGenesis displays receipts posted without an accounts receivable along with the account's ending balances on the report's final page. The first line of these totals provides the status of prior year receivables carried into the current year. Note that the closing adjustment field on this line affects the current year's revenue. The second line provides the current year's accounts receivables and receipt activity. The total line details the current year's revenue, the total amount of prior year receivables closed in the current year, the total receipts in the current year, and the uncollected balance. If the selected period includes all activity for the year, the totals on this page will match the *Revenue Inquiry* screen's information for the account. *F1. Revenue Detail of Activity (Sequenced by Account) Report – Example* illustrates this point. Refer to *Section F: Revenue Account Master Processing* for the instructions to access the *Revenue Inquiry* screen.

- **Trial Balance & Audit Year End Transmission File:** This process creates the *Trial Balance Report* which list trial balances, and creates the *Audit Transmission File* for the Department of Audit's transmission file.
- **Balance Sheet for Any Period Report:** The *Balance Sheet for Any Period Report* lists balance sheets for a specific period by fund and balance sheet account ranges.
- **School Nutrition Online Reporting System (ORS) File:** This process supports the DE106 submission process for school nutrition. It creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS).

**Comma-Delimited Export Files:** Many options available from the *Reports for Any Period Menu* allow the user to produce a comma-delimited export file (.csv file) in addition to the printed report. The export files contain the same information that prints on the reports, but puts the data into data files. This feature allows users to perform data analysis on the *Reports for Any Period* data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced. The following menu options allow a comma-delimited export file to be created:

- *Vendor Payments for Any Period by Account, all reports*
- *Receipts for Any Period by Account/Fund, Detail or Summary*
- *Journal Vouchers for Any Period, by Account/Fund*
- *General Ledger for Any Period*
- *Expenditure Summary by Function and Object*
- *Expenditure Summary by Object and Function*
- *Expenditure Summary by Fund and Program Across Multiple Fiscal Years*
- *Revenue Summary by Revenue Source*
- *Revenue Detail by Account*
- *Expenditure Detail by Account*
- *Expenditure Detail by Account Across Multiple Fiscal Years*
- *Trial Balance & Audit Year End Transmission File*
- *Balance Sheet for Any Period Report*

**Daily Test for the General Ledger’s Out-of-Balance Condition:** When out-of-balance conditions exist, the PCGenesis daily file reorganization procedure produces a recap of the *General Ledger for Any Period Report’s* out-of-balance conditions. For more detailed information, PCGenesis users may select *F10 (Daily Test for Out of Balance Condition in GL)* from the *Financial Accounting & Reporting – Reports for Any Period Menu*. In either case, through the file reorganization procedure or by menu selection, when out-of-balance conditions exist, PCGenesis automatically produces the report, and displays the “*GL Out of Balance*” warning message on the *PCGenesis System Logon* and the *System Control Information* screens. This information continues to display until the user corrects the out-of-balance condition. This document contains examples of both the report and the screenshot examples.

**Object Conversion File Maintenance:** Maintaining the *Object Conversion* file identifies the *Expenditure Summary Report’s* object codes for conversion to a different object code. Printing the *Object Conversion File* provides a listing of the contents of the file.

**DE Form 106 File Submission Processing:** The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option. This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS). Processing the report includes the following procedures:

- Identifying a facility code for the school nutrition funds: School nutrition funds are within the range of 600 thru 699, inclusive. In order to be reported on the *DE-106 School Nutrition Extract File*, the school nutrition fund code must have a facility code assigned. Refer to *Section K: Account Master Description File Processing* for instructions on assigning facility codes to the school nutrition fund codes (**Type 02** records).
- Finalizing Current Month/Year-End Figures: Procedure-specific processing guidelines for month end closing are included within the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 2: Finalizing Current Month and Year-End Figures*. While it is recommended that the month is closed before creating *DE-106 School Nutrition Extract File*, it is not necessary. Files created before the month is closed will not reflect correct beginning/ending balances. However, the *DE-106 School Nutrition Extract File* may be created numerous times if financial figures have changed since the last time the file was created.
- Printing the *Trial Balance Report* for the DE-106 reporting month: The revenue, expenditure, and balance sheet totals for each school nutrition fund should balance to the *Trial Balance Report* for the DE-106 reporting month. For example, if the DE-106 is run for January 20yy, the *Trial Balance Report* should be run with a date range of 01/01/20yy thru 01/31/20yy. The totals on the DE-106 should balance to the *Trial Balance Report*.
- Running the *School Nutrition Online Reporting System File (DE 106)* option: This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue and expenditures, and creates the *School Nutrition Extract File*.
- Where appropriate, PCGenesis will automatically print a *School Nutrition DE106 Error Report*. The *School Nutrition DE106 Error Report* lists all of the funds not extracted for the *DE-106 School Nutrition Extract File* because they have not been assigned a facility code. To correct the errors, follow the instructions in *Section K: Account Master Description File Processing* to assign facility codes to the school nutrition fund codes. If the fund should NOT be extracted for the DE-106, then the fund should NOT have a facility code assigned, and the error may be ignored.

**American Recovery and Reinvestment Act of 2009 (ARRA) reporting:** Several reports have been added in order to support ARRA reporting requirements. ARRA reporting requires expense and vendor data across multiple fiscal years, specifically for Federal programs. The *Vendor Payments for Any Period by Fund & Program, Detail or Summary* report provides the option to **Extract only Federal Programs**. This option facilitates reporting for ARRA by allowing the user to select only Federal programs for the report. Program codes are designated as either *F=Federal, S=State, L=Local or O=Other* in the Account Master Description File. The *Vendor Payments for Any Period by Fund & Program, Detail or Summary* report also allows the option to **Extract only vendors with cumulative payments over \$25,000**. This option facilitates reporting for ARRA by allowing the user to select only vendors with cumulative payments over \$25,000. The following reports have been added specifically to support ARRA reporting requirements:


- *Vendor Payments for Any Period by Fund & Program, Detail or Summary*
- *Expenditure Summary by Fund and Program Across Multiple Fiscal Years*
- *Expenditure Detail by Account Across Multiple Fiscal Years*

All of the *Vendor Payments* reports include journal vouchers which contain a vendor check number assigned to the voucher. However, only four of the *Vendor Payment* report options include all journal vouchers which contain a vendor number on an ‘E’ detail line, regardless of whether a vendor check is indicated on the voucher. The following reports include all journal vouchers which contain a vendor number on an ‘E’ detail line:

- *Vendor Payments for Any Period by Fund & Program, Detail or Summary*
- *Vendor Payments for Any Period by Vendor, Detail or Summary*

**NOTE:** In order for the above *Vendor Payment* reports to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

**Finalizing Current Month/Year-End Figures:** Procedure-specific processing guidelines are included within the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 2: Finalizing Current Month and Year-End Figures*.

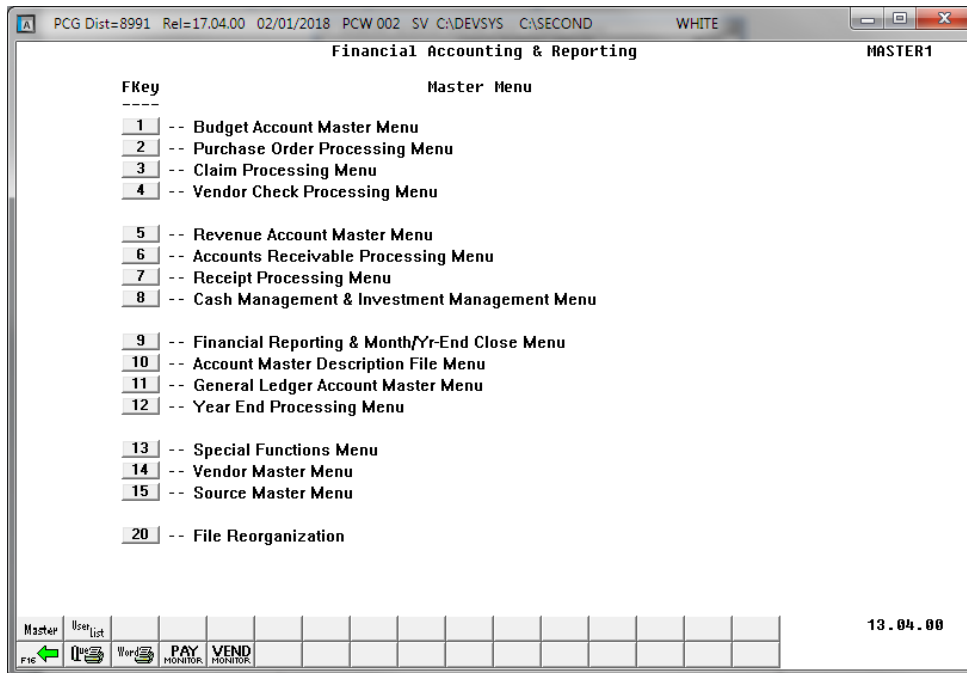
**Drop-Down Selection Icon Feature:** Certain fields within PCGenesis contain the drop-down selection icon  to aid in the entry of field information. When used, double-click the desired information to complete the entry.



## Procedure A: Printing the Vendor Payments for Any Period Report

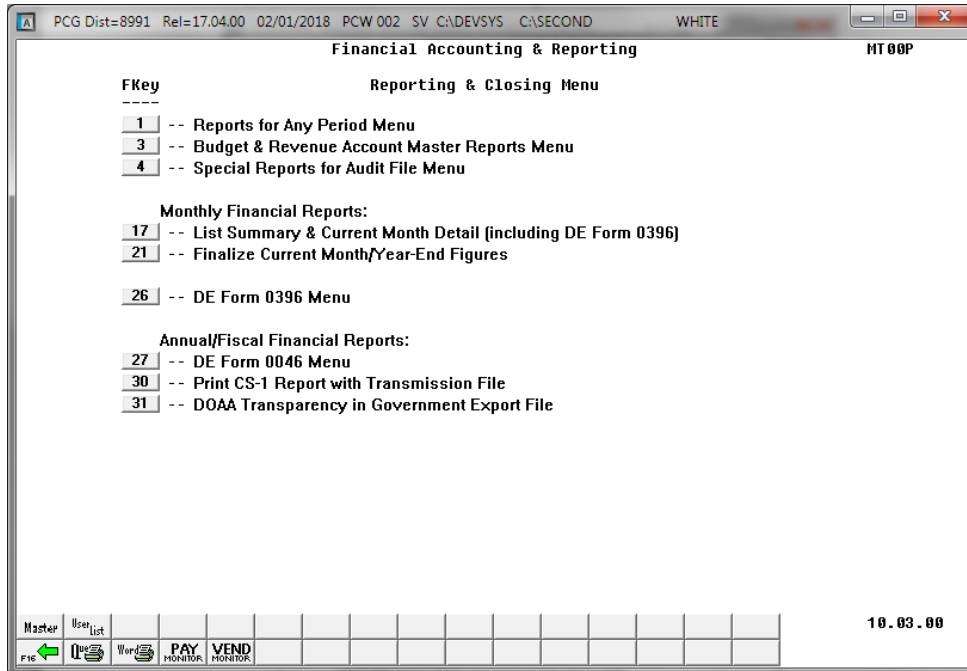
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>1</b> (F1 - Financial Accounting & Reporting System).

The following screen displays:



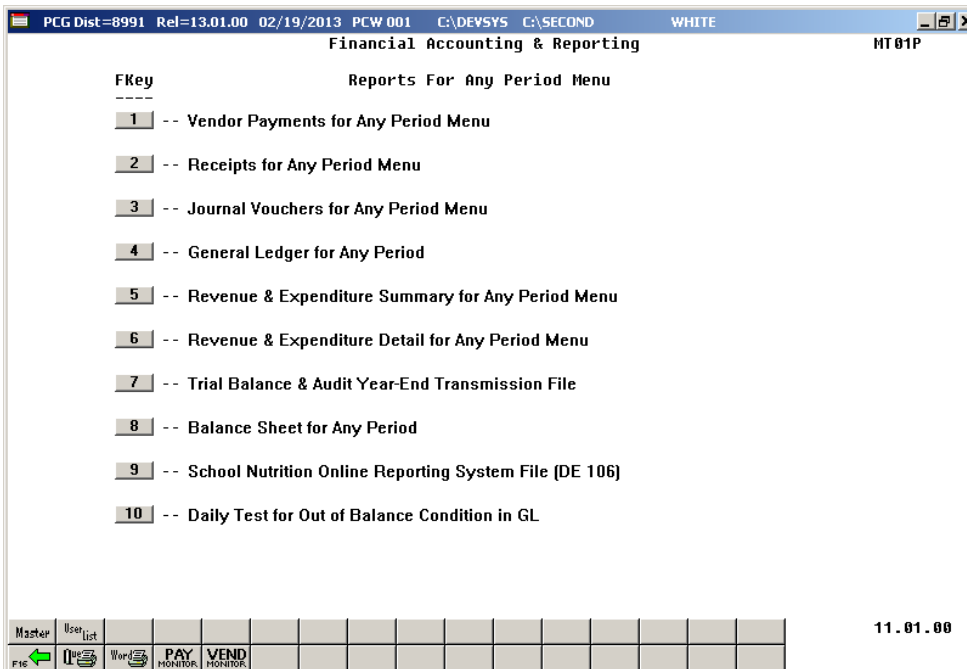
Step	Action
2	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



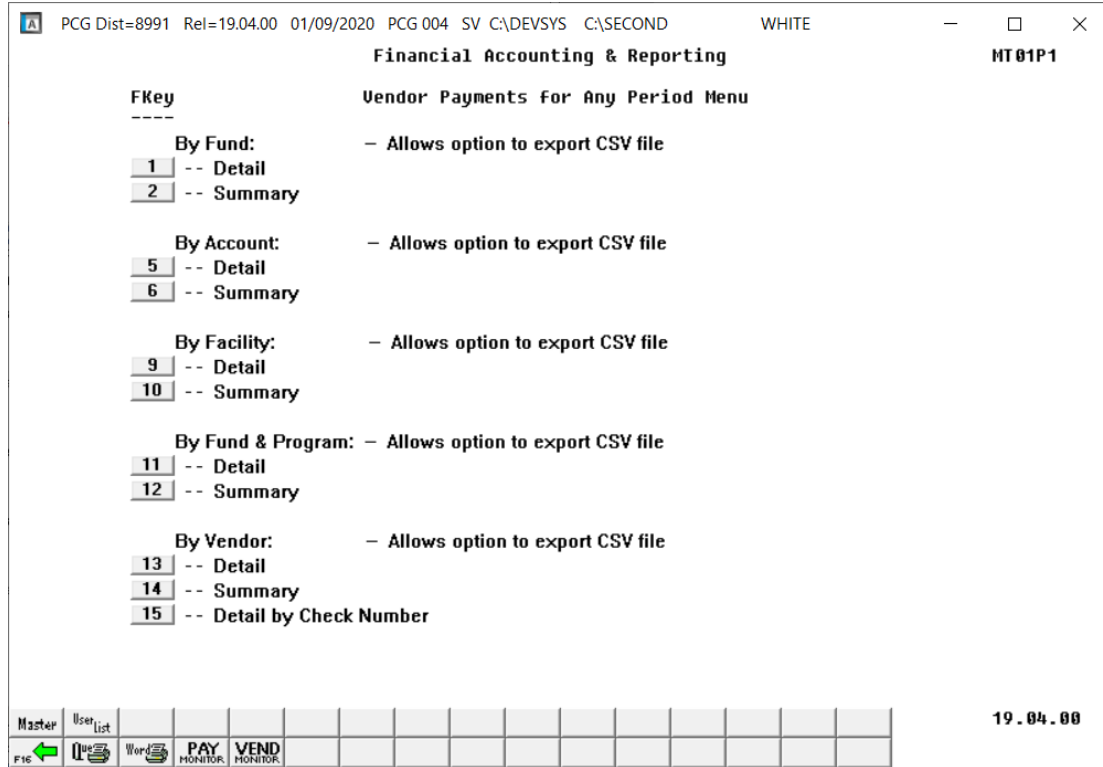
Step	Action
3	Select <b>1</b> (F1 – Reports for Any Period Menu).

The following screen displays:



Step	Action
4	Select <b>1</b> (F1 – Vendor Payments for Any Period Menu).

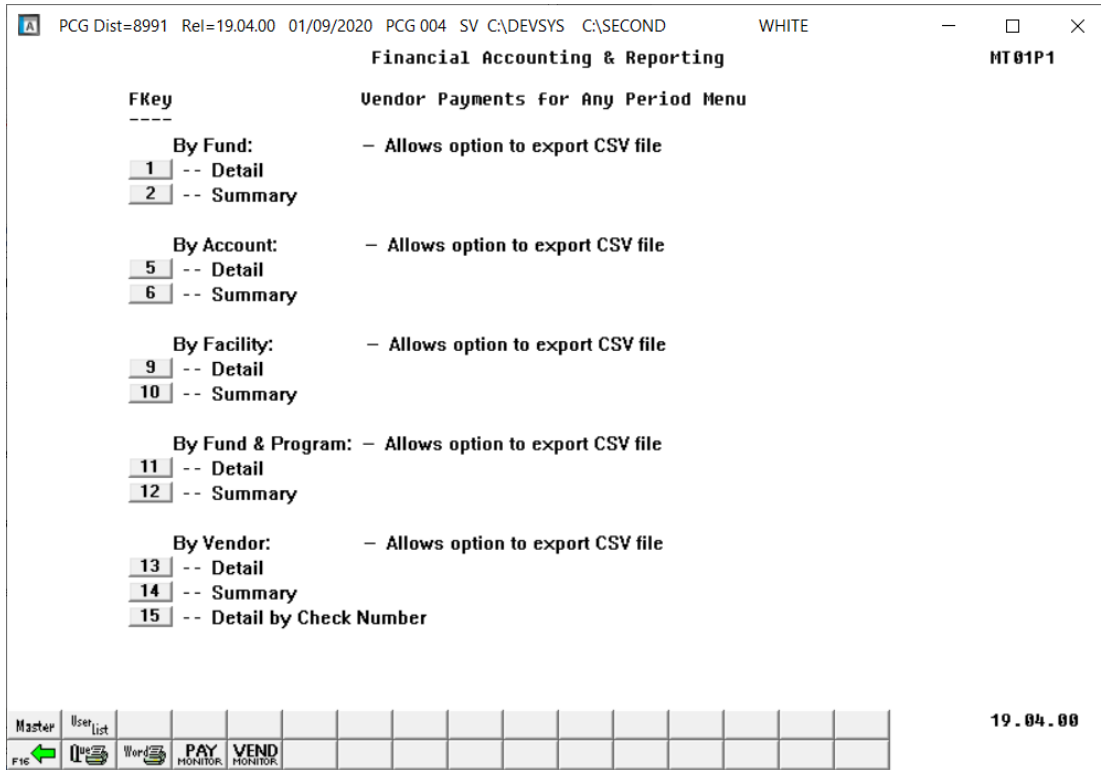
The following screen displays:



Step	Action
5	Proceed to <i>Section A1. By Fund</i> , <i>A2. By Account</i> , <i>A3. By Facility</i> , <i>A4. By Fund &amp; Program</i> , or <i>A5. By Vendor</i> for detailed information on how to run the reports.


## A1. By Fund



The following screen displays:



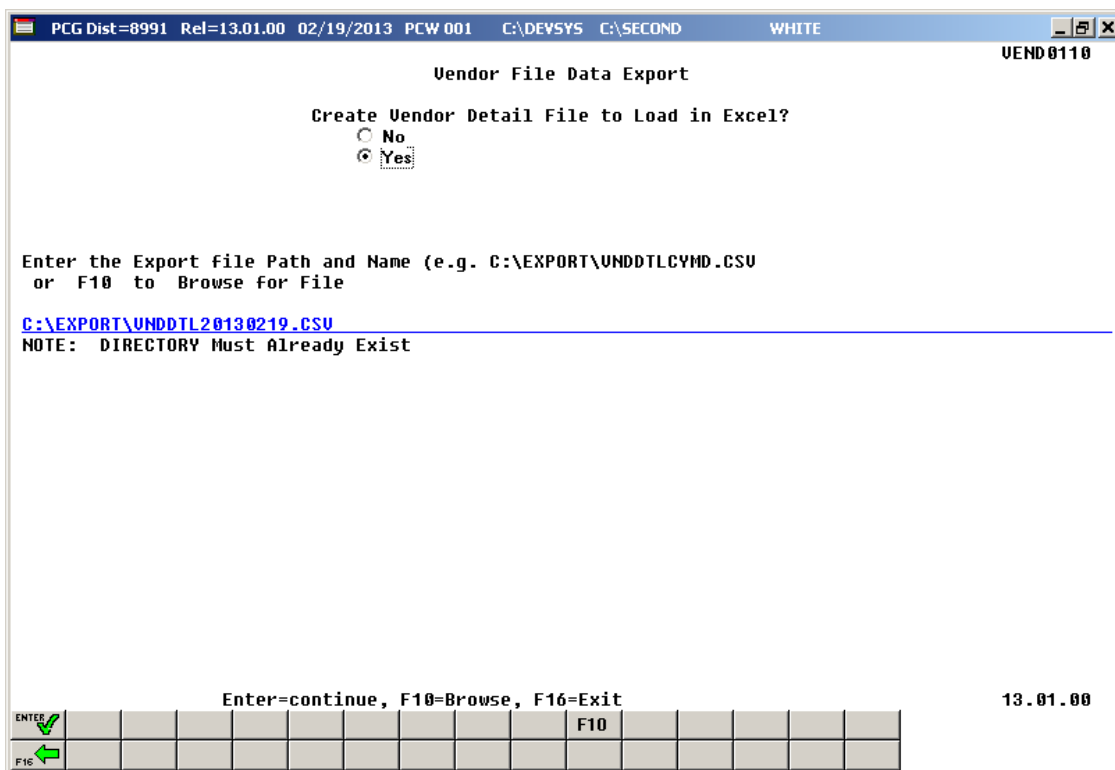
Step	Action
1	<p><b>By Fund (All) Detail:</b> Select <b>1</b> (F1 - Detail).</p> <p><b>By Fund (All) Summary:</b> Select <b>2</b> (F2 - Summary).</p>

The following screen displays:

Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Vendor Payments to be Printed</b> fields.
3	<b><u>For specific fund(s):</u></b> Enter the fund code range in the <b>Optional Include - Range</b> fields. <b><u>For all funds:</u></b> Enter <b>999</b> in the <u>first</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <u>second</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <b>Optional Exclude - Range</b> fields.
4	<b><u>To exclude specific fund(s):</u></b> Enter the fund code range in the <b>Optional Exclude - Range</b> fields.  For example, to print all funds except for funds 600 through 699, enter <b>999</b> in the <u>first</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <u>second</u> <b>Include Fund Code</b> field, and enter <b>600</b> and <b>699</b> in the <b>Optional Exclude - Range</b> fields.
5	<b><u>For all vendors:</u></b> Enter or verify the entry of <b>999999</b> in the <b>Vendor Number</b> field.  <b><u>For a specific vendor:</u></b> Enter the vendor's number or select the drop-down selection icon  within the <b>Enter vendor #, if only 1 vendor is to be printed</b> field to choose the vendor's information.


Step	Action
6	<b>To exclude up to four vendors:</b> Enter the vendor’s number or select the drop-down selection icon  within the <b>Enter Vendor #, if any vendors should be excluded:</b> field(s) to choose the vendor’s information.
7	Select  <b>(Enter)</b> twice. <i>“* * * Processing Request * * *” and “Creating Detail (or Summary) Report of Vendor Payments” briefly display.</i>

The following screen displays:

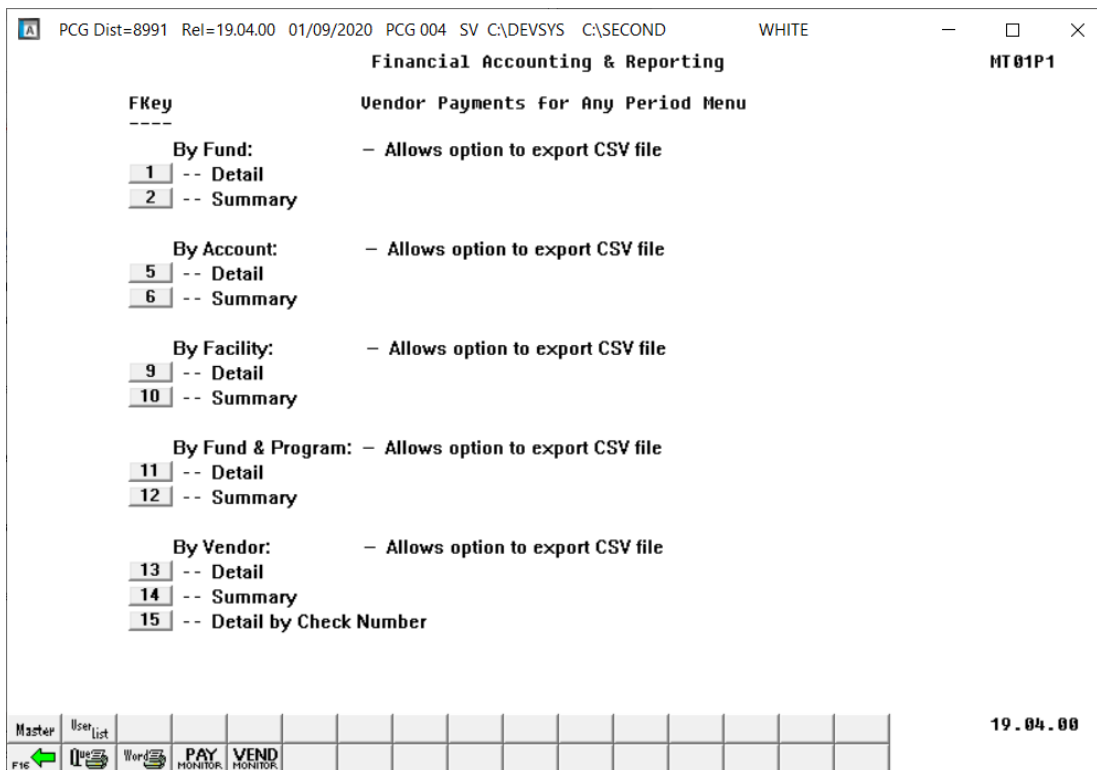




Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.



Step	Action
8	Select the <input checked="" type="radio"/> <b>(Radio Button)</b> to left of the appropriate response in the <b>Create Vendor Detail (or Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
9	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.

Step	Action
10	<b>If creating an export file:</b> Enter C:\EXPORT\VNDDTLccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (F10 - Browse for file) to locate the file manually.
11	Select  ( <b>Enter</b> - Continue).  <i>If the filename is invalid, the “UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 8 to enter the correct information.</i>  <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
12	<b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD).  Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.

Step	Action
13	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .



### A1.1. Vendor Payments by Fund (Detail) – Example

VENDOR PAYMENT DETAIL FOR FUND 607-0 - Fund 607							PAGE	60
7-01-17 THRU 6-30-18								
VEND #	VENDOR NAME	AMOUNT	DATE	CHK NO.	DESCRIPTION	VEND REF	SEQ	
004727	FED INCOME TAX	467.70	08-18-17	002197	STUFF		4298	
		8.87	08-31-17	002199	STUFF		4262	
		476.57	***					
005467	IRSY, HISDI	77.58	07-20-17	012179	STUFF	071317	9981	
					SUMMER FEEDING 7/3-7/13			
		77.58	***					
003222	KISPATRICK, DASN	26.22	07-20-17	012177	STUFF	071317	9978	
					SUMMER FEEDING 7/3-7/13			
		26.22	***					
006011	SMSLLS, WESDON	32.64	07-20-17	012178	STUFF	071317	9994	
					SUMMER FEEDING 7/3-7/13			
		32.64	***					
001854	VENDOR 001854	157.72	07-31-17	012182	STUFF	302363	5623	
					SUMMER FEEDING/WP ELEM.			
		163.00	07-31-17	012182	STUFF	302278	5624	
					FOOD/SUMMER FEEDING			
		320.72	***					
001898	VENDOR 001898	15.32	07-31-17	012184	STUFF	2029969	7990	
					M.LAWRENCE/WP SUMMER FDG.			
		77.25	07-31-17	012185	STUFF	2029968	7991	
					M.LAWRENCE/WP SUMMER FDG.			
		92.57	***					
002129	VENDOR 002129	238.06	07-31-17	012190	STUFF	385587	6331	
					SUMMER FEEDING/WP ELEM.			
		109.00	07-31-17	012190	STUFF	385588	6332	
					SUMMER FEEDING/WP ELEM.			
		266.68	07-31-17	012190	STUFF	386040	6333	
					SUMMER FEEDING/WP ELEM.			
		613.74	***					
003247	VENDOR 003247	162.68	07-31-17	012187	STUFF	1605718317	6642	
					SUMMER FEEDING/WP ELEM.			
		162.68	***					
005805	VENDOR 005805	6,113.70	08-18-17	000000	PAYROLL		9364	
		136.32	08-31-17	000000	PAYROLL		9351	
		6,250.02	***					
*** TOTAL FOR FUND 607-0		8,249.88	***					
		8,249.88	***	2017				

---

02-02-2018 09:38 - SMITH CITY BOARD OF EDUCATION							PAGE	62
VENDOR PAYMENT DETAIL FOR FUND 999-9 - *** ALL FUNDS ***								
7-01-17 THRU 6-30-18								
VEND #	VENDOR NAME	AMOUNT	DATE	CHK NO.	DESCRIPTION	VEND REF	SEQ	
*** TOTAL FOR FUND 999-9		5,189,552.79	***					

## A1.2. Vendor Payments by Fund (Summary) – Example

```

02-02-2018 09:43 - SMITH CITY BOARD OF EDUCATION
VENDOR PAYMENTS FOR FUND 607-0 - Fund 607          PAGE    23
7/01/17 THRU 6/30/18

VENDOR #      VENDOR NAME                AMOUNT
004727      FED INCOME TAX                476.57
005467      IR5Y, HISDI                   77.58
003222      KISPATRICK, DASN             26.22
006011      SMSLLS, WESDON               32.64
001854      VENDOR 001854                320.72
001898      VENDOR 001898                 92.57
002129      VENDOR 002129                613.74
003193      VENDOR 003193                197.14
003247      VENDOR 003247                162.68
005805      VENDOR 005805                6,250.02

      *** TOTAL FOR FUND 607-0          8,249.88

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02-02-2018 09:43 - SMITH CITY BOARD OF EDUCATION
VENDOR PAYMENTS FOR FUND 999-9 - *** ALL FUNDS ***  PAGE    24
7/01/17 THRU 6/30/18

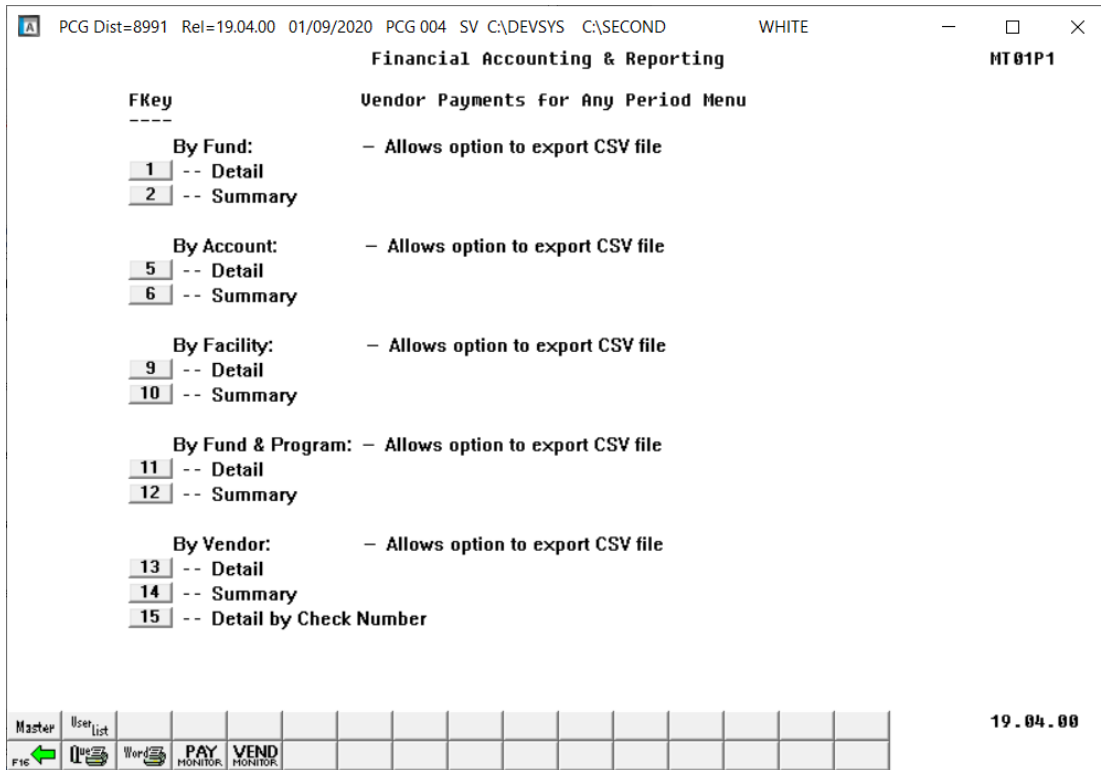
VENDOR #      VENDOR NAME                AMOUNT

      *** TOTAL FOR FUND 999-9          5,189,552.79

```



## A2. By Account



The following screen displays:



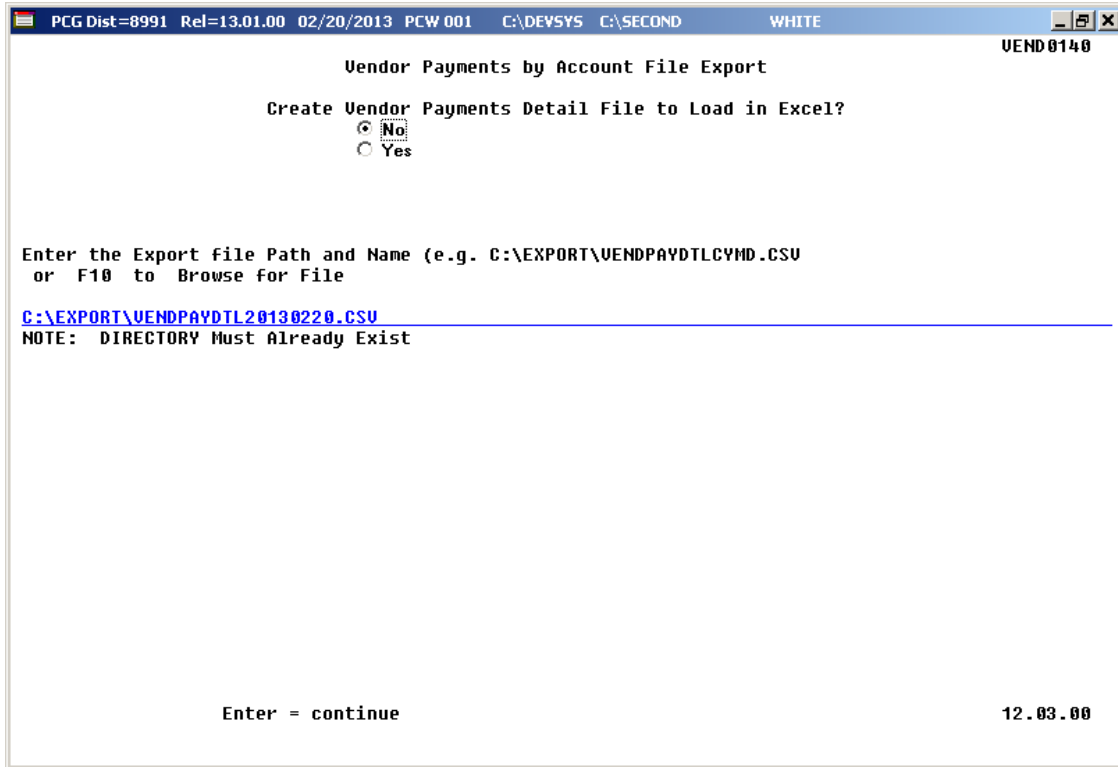
Step	Action
1	<p><b>By Account Detail:</b> Select <b>5</b> (F5 - Detail).</p> <p><b>By Account Summary:</b> Select <b>6</b> (F6 - Summary).</p>

The following screen displays:

Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Vendor Payments to be Printed</b> field.
3	<p><b><u>To include a single specific account number:</u></b> Make the appropriate entries within the <b>Optional Include - Range</b> field(s). Enter a complete or partial account number. The specified accounts will be included in the report results. Enter the account information, or select the drop-down selection icon  within the in the <u>first</u> <b>Include</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields to choose the account information. Enter <b>000</b> in the <u>second</u> <b>Include</b> fields, and enter <b>000</b> in the <b>Optional Exclude – Range</b> fields.</p> <p><b><u>To include a range of account numbers:</u></b> Make the appropriate entries within <b>Optional Include - Range</b> field(s). Enter a complete or partial account number. The specified accounts will be included in the report results. Enter the account information, or select the drop-down selection icon  within the in the <u>first</u> <b>Include</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields to choose the account information. Then, enter the account information within the in the <u>second</u> <b>Include</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields to choose the account information. The specified range of accounts will be included in the vendor report results.</p> <p><b><u>For all account activity:</u></b> Enter all ZEROES in <u>all</u> of the <b>Enter Account Nbr or Part of Account Nbr</b> fields.</p>

Step	Action
4	<p><b><u>To exclude a single specific account number:</u></b> Make the appropriate entries within the <b>Optional Exclude - Range</b> field(s). Enter a complete or partial account numbers in the <b>first Exclude</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields. Enter <b>000</b> in the <b>second Optional Exclude – Range</b> fields. The specified range of accounts will be excluded from the vendor report results.</p> <p><b><u>To exclude a range of account numbers:</u></b> Make the appropriate entries within the <b>Optional Exclude - Range</b> field(s). Enter a complete or partial account number. The specified accounts will be excluded in the report results. Enter the account information within the in the <b>first Exclude</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields to choose the account information. Then, enter the account information within the in the <b>second Exclude</b> fields for the <b>Years, Funds, Fiscal, Programs, Functions, Objects, Facilities, Buildings, and Additional</b> fields to choose the account information. The specified range of accounts will be excluded from the vendor report results.</p> <p>For example, to print all funds <b>except</b> for funds 600 through 699, enter <b>000</b> in the <b>first Include Fund Code</b> field, and enter <b>000</b> in the <b>second Include Fund Code</b> field, and enter <b>600</b> and <b>699</b> in the <b>Optional Exclude – Range</b> for the <b>Fund Code</b> fields.</p> <p>As another example, if the account years specified in the <b>include</b> range are entered as 09 – 12, but the account years specified in the <b>exclude</b> range are entered as 10 – 11, the account years printed on the report will be 09 and 12. This same logic applies to each piece of the account specified: Year, Fund, Fiscal, Program, Function, Object, Facility, Building, and Additional.</p>
5	<p><b><u>For vendor number entries or selections:</u></b> Enter the vendor’s number, or select the drop-down selection icon  within the <b>Enter vendor #, if only 1 vendor is to be printed</b> field to choose the vendor’s information.</p>
6	<p>Select  <b>(Enter)</b> twice.  <i>“* * * Processing Request * * *” and “Creating Detail (or Summary) Report of Vendor Payments” briefly display.</i></p>

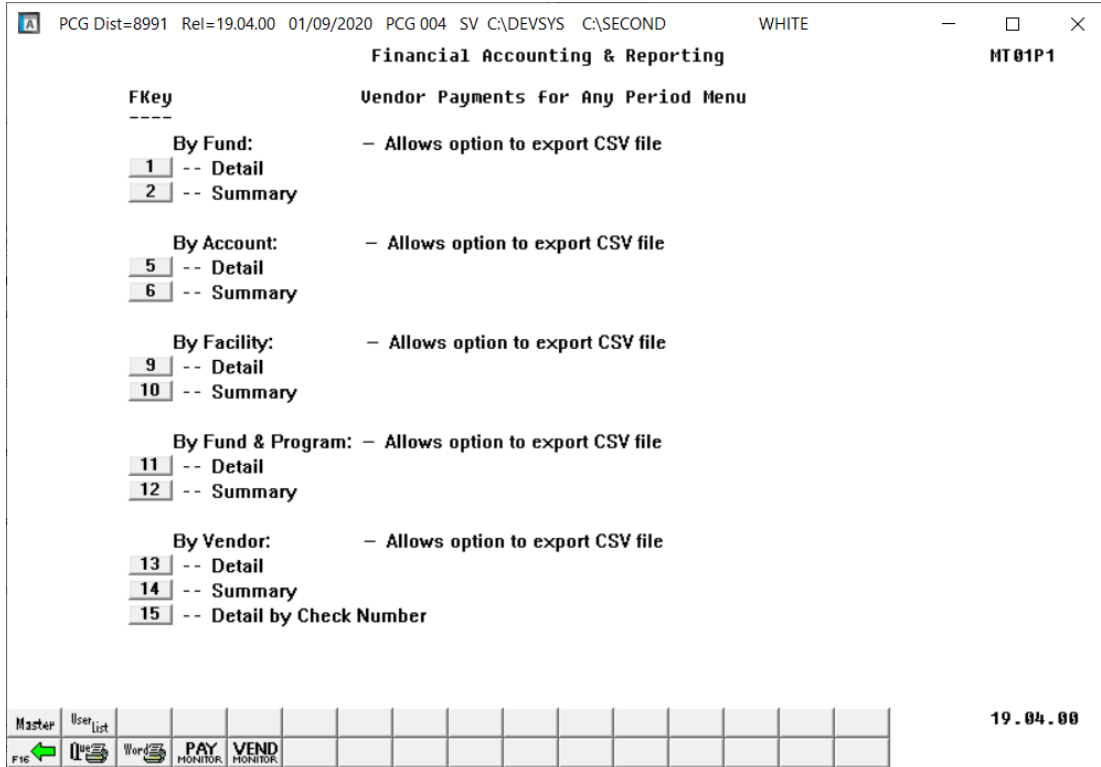
The following screen displays:







Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
7	Select the <input checked="" type="radio"/> (Radio Button) to left of the appropriate response in the <b>Create Vendor Payments Detail (or Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
8	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
9	<b>If creating an export file:</b> Enter C:\EXPORT\VENDPAYDTLccymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.
10	Select <b>Enter</b> to continue.  <i>If the filename is invalid, the "UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.</i>  <i>"Processing Request" briefly displays where appropriate.</i>

The following screen displays:



Step	Action
11	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
12	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

**A2.1. Vendor Payments by Account (Detail) – Example**

ACCOUNT	VENDOR	VENDOR NAME	AMOUNT	DATE	CHECK#	DESCRIPTION	SEQ
186070960031006300001001000000	3193	VENDOR 003193	47.86	7-31-17	12186	STUFF	4146
			128.72	7-31-17	12186	SUMMER FEEDING/WP ELEM.	4147
			187.96	7-31-17	12186	M.LAWRENCE/WP SUMMER FDG.	4148
			176.29	7-31-17	12186	STUFF	4149
			10.29-	7-31-17	12186	SUMMER FEEDING/WP ELEM.	4150
			47.00	7-31-17	12186	CREDIT MILK/SMR.FEEDING	4151
			117.63	7-31-17	12186	STUFF	4152
			695.17	**		SUMMER FEEDING/WP ELEM.	
	3247	VENDOR 003247	162.68	7-31-17	12187	STUFF	6642
						SUMMER FEEDING/WP ELEM.	
*** TOTAL FOR 18-607-0-9600-3100-63000-0100-1-000000			1,775.88	***			
186070960031006300001081000000	3193	VENDOR 003193	498.03-	7-31-17	12186	STUFF	4153
						CREDIT RETURN/SMR.FDG. HS	
*** TOTAL FOR 18-607-0-9600-3100-63000-0108-1-000000			498.03-	***			
*** TOTAL FOR FUND 607-0			8,249.88	***			
			8,249.88	***	2017		
*** GRAND TOTAL			5,189,552.79	***			

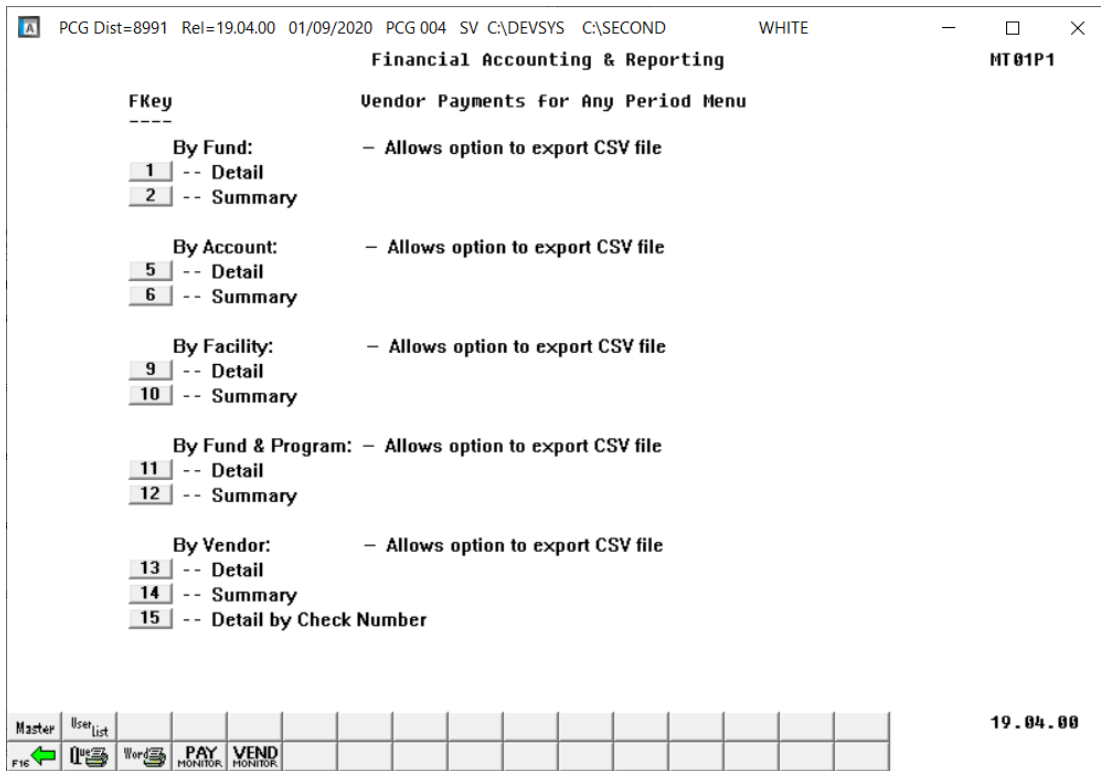


## A2.2. Vendor Payments by Account (Summary) – Example

ACCOUNT	VENDOR	VENDOR NAME	AMOUNT
18-607-0-9600-3100-18400-0108-1-000000	SUMMER FEEDING SALARIES	005805 VENDOR 005805	6,250.02
*** TOTAL FOR 18-607-0-9600-3100-18400-0108-1-000000			6,250.02 ***
18-607-0-9600-3100-22000-0108-1-000000	FICA/MED SUM	EXP SCHOOL NUTR004727 FED INCOME TAX	476.57
*** TOTAL FOR 18-607-0-9600-3100-22000-0108-1-000000			476.57 ***
18-607-0-9600-3100-58000-0100-1-000000	SUMMER FEEDING TRAVEL	005467 IRSY, HISDI 003222 KISPATRICK, DASN 006011 SMSLLS, WESDON	77.58 26.22 32.64
*** TOTAL FOR 18-607-0-9600-3100-58000-0100-1-000000			136.44 ***
18-607-0-9600-3100-61000-0100-1-000000	SUMMER FEEDING SUPPLIES	002129 VENDOR 002129	109.00
*** TOTAL FOR 18-607-0-9600-3100-61000-0100-1-000000			109.00 ***
18-607-0-9600-3100-63000-0100-1-000000	SUMMER FEEDING FOOD	001854 VENDOR 001854 001898 VENDOR 001898 002129 VENDOR 002129 003193 VENDOR 003193 003247 VENDOR 003247	320.72 92.57 504.74 695.17 162.68
*** TOTAL FOR 18-607-0-9600-3100-63000-0100-1-000000			1,775.88 ***
18-607-0-9600-3100-63000-0108-1-000000	SUMMER FEEDING FOOD	003193 VENDOR 003193	498.03-
*** TOTAL FOR 18-607-0-9600-3100-63000-0108-1-000000			498.03- ***
*** TOTAL FOR FUND 607-0			8,249.88 ***
			8,249.88 *** 2017-2018
*** GRAND TOTAL			5,189,552.79 ***

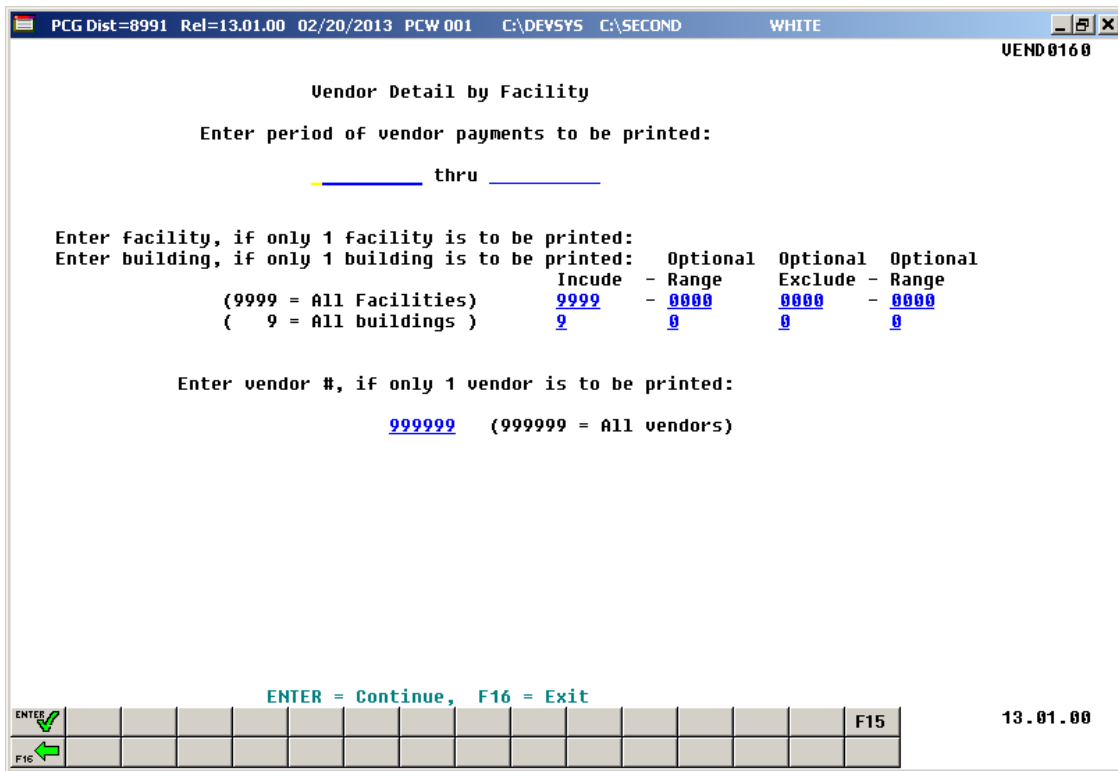
## A3. By Facility

The following screen displays:





Step	Action
1	<p><b>By Facility Detail:</b> Select <b>9</b> (F9 - Detail).</p> <p><b>By Facility Summary:</b> Select <b>10</b> (F10 - Summary).</p>

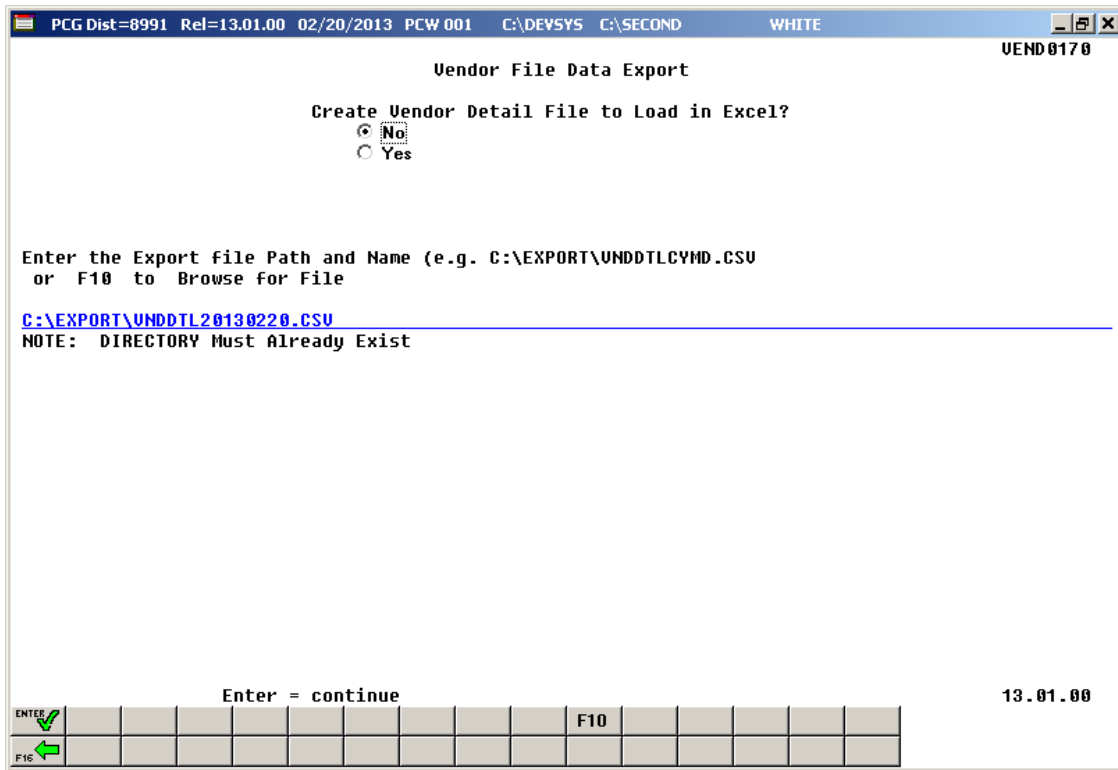
The following screen displays:



Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Vendor Payments to be Printed</b> fields.
3	<p><b><u>For specific facility and/or building:</u></b> Enter the facility and building codes, where appropriate in the <b>Enter Facility, if only 1 Facility is to be Printed</b> and/or <b>Enter Building, if only 1 Building is to be Printed</b> fields. Enter the facility/building code range in the <b>Optional Include - Range</b> fields.</p> <p><b><u>For all facilities/buildings:</u></b> Enter <b>9999</b> and <b>9</b> in the <u>first</u> <b>Include Facility</b> and <b>Building</b> code fields. Enter <b>000</b> in the <u>second</u> <b>Include Facility</b> and <b>Building</b> code fields, and enter <b>000</b> in the <b>Optional Exclude - Range</b> fields.</p>
4	<p><b><u>To exclude specific facilities/buildings:</u></b> Enter the facility and building code range in the <b>Optional Exclude - Range</b> fields.</p> <p>For example, to print all facilities except for facilities 0600 through 0699, enter <b>9999</b> and <b>9</b> in the <u>first</u> <b>Include Facility</b> and <b>Building</b> code fields, and enter <b>000</b> and <b>0</b> in the <u>second</u> <b>Include Facility</b> and <b>Building</b> code fields, and enter <b>0600</b> and <b>0</b> in the <u>first</u> <b>Exclude Facility</b> and <b>Building</b> code fields, and <b>0699</b> and <b>0</b> in the <u>second</u> <b>Exclude Facility</b> and <b>Building</b> code fields.</p>


Step	Action
5	<p><b>For a specific vendor:</b> Enter the vendor information, or select the drop-down selection icon  within the <b>Enter vendor #</b> field to choose the vendor's information.</p> <p><b>For all vendors:</b> Enter <b>999999</b> in the <b>Enter Vendor #</b> field.</p>
6	<p>Select  <b>(Enter)</b> twice.</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:

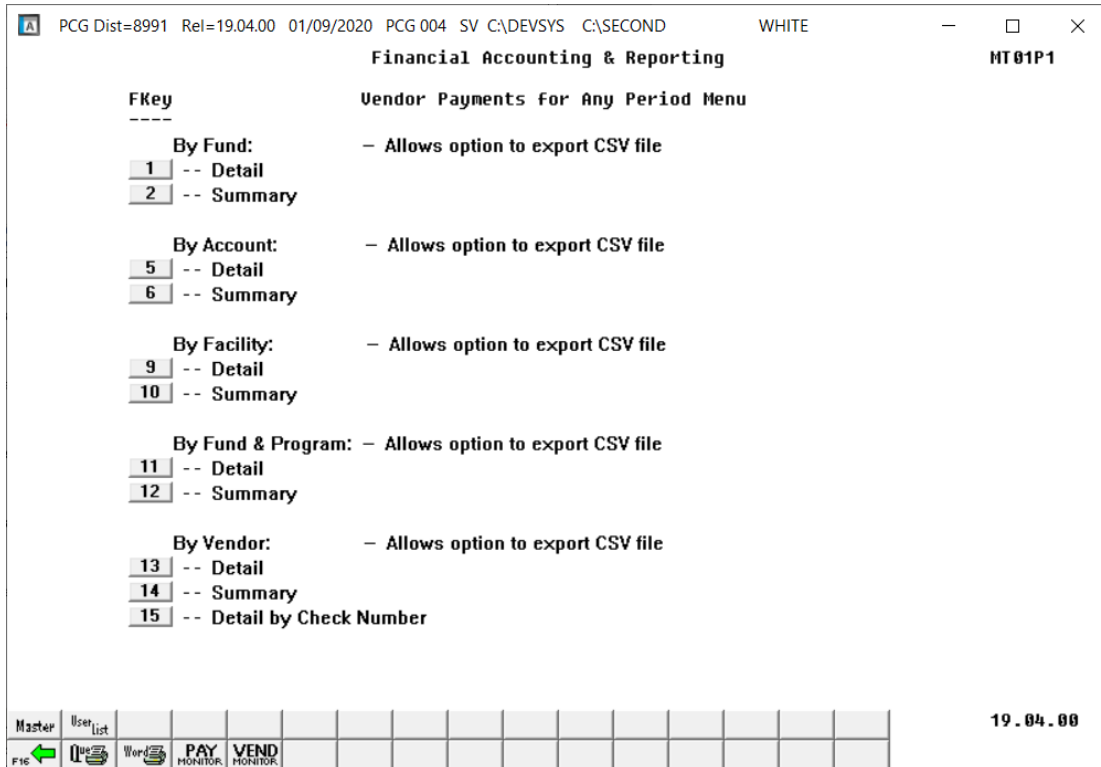






Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
7	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create Vendor Detail (or Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
8	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
9	<b>If creating an export file:</b> Enter <b>C:\EXPORT\VNDDTLccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> ( <b>F10</b> - Browse for file) to locate the file manually.

Step	Action
10	<p>Select  (<b>Enter</b>) to continue.</p> <p><i>If the filename is invalid, the “UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 7 to enter the correct information.</i></p> <p><i>“Processing Request” briefly displays where appropriate.</i></p>

The following screen displays:



Step	Action
11	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
12	<p>Select  (<b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (<b>Master</b>) to return to the <i>Business Applications Master Menu</i>.</p>

### A3.1. Vendor Payments by Facility (Detail) – Example

REPORT DATE: 00-02-2018	TIME: 09:48	VENDOR PAYMENT DETAIL BY FACILITY					PAGE 172
		07-01-17 THRU 06-30-18					
FACILITY-BLDG 8013-0 - Location 8013							
ACCOUNT	VENDOR	VENDOR NAME	AMOUNT	DATE	CHECK#	DESCRIPTION	SEQ
18-100-0-9990-2600-52000-8013-0-000000	46	VENDOR 000046	10,000.00	7/01/17	52471	STUFF	9440
			10,000.00	8/11/17	52606	STUFF	9434
			20,000.00	**			
*** TOTAL FOR 18-100-0-9990-2600-52000-8013-0-000000			20,000.00	***			
18-100-0-9990-2600-61002-8013-0-000000	33	VENDOR 000033	206.05	8/18/17	52662	STUFF	8587
	851	VENDOR 000851	1.85	8/18/17	52669	STUFF	6326
	2954	VENDOR 002954	866.25	8/11/17	52604	STUFF	9955
	3868	VENDOR 003868	24.12	8/18/17	52667	STUFF	9596
			68.73	8/18/17	52667	STUFF	9598
			92.85	**			
	4446	VENDOR 004446	59.88	8/25/17	52722	STUFF	9471
			64.00	8/25/17	52722	STUFF	9472
			208.00	8/25/17	52722	STUFF	9473
			125.00	8/25/17	52722	STUFF	9474
			456.88	**			
	4837	VENDOR 004837	130.00	8/11/17	52607	STUFF	9555
			130.00	8/11/17	52607	STUFF	9556
			260.00	**			
	5766	VENDOR 005766	50.00	8/25/17	52701	STUFF	9991
*** TOTAL FOR 18-100-0-9990-2600-61002-8013-0-000000			1,933.88	***			
18-100-0-9990-2600-61205-8013-0-000000	5216	VENDOR 005216	745.00	7/01/17	52470	STUFF	9993
*** TOTAL FOR 18-100-0-9990-2600-61205-8013-0-000000			745.00	***			
18-100-0-9990-2600-62000-8013-0-000000	1870	VENDOR 001870	4.42	7/27/17	52532	STUFF	8795
			4.42	8/31/17	52731	STUFF	8786
			8.84	**			
*** TOTAL FOR 18-100-0-9990-2600-62000-8013-0-000000			8.84	***			
*** TOTAL FOR FUND 100-0			98,267.51	***			
			98,267.51	*** 2017			
*** TOTAL FOR FACILITY			98,267.51	***			
*** GRAND TOTAL			5,189,552.79	***			

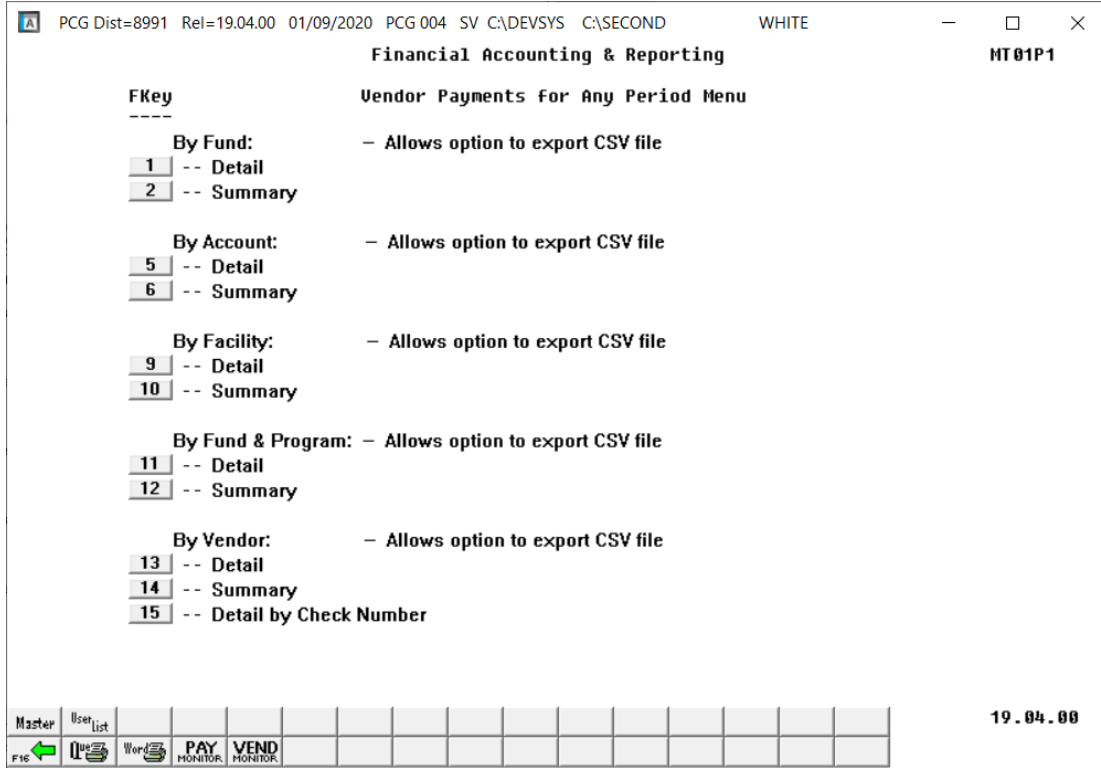
### A3.2. Vendor Payments by Facility (Summary) – Example

REPORT DATE: 02-02-2018	TIME: 09:52	VENDOR PAYMENT SUMMARY BY FACILITY		PAGE 118
		07 01 17 THRU 06-30-18		
FACILITY-BLDG 8013-0 - Location 8013				
ACCOUNT		VENDOR	VENDOR NAME	AMOUNT
18-100-0-9990-2600-52000-8013-0-000000	INSURANCE	000046	VENDOR 000046	20,000.00
*** TOTAL FOR 18-100-0-9990-2600-52000-8013-0-000000				20,000.00 ***
18-100-0-9990-2600-61002-8013-0-000000	MAINTENANCE SUPPLIES (BOE)	000033	VENDOR 000033	206.05
		000851	VENDOR 000851	1.85
		002954	VENDOR 002954	866.25
		003868	VENDOR 003868	92.85
		004446	VENDOR 004446	456.88
		004837	VENDOR 004837	260.00
		005766	VENDOR 005766	50.00
*** TOTAL FOR 18-100-0-9990-2600-61002-8013-0-000000				1,933.88 ***
18-100-0-9990-2600-61205-8013-0-000000	SOFTWARE	005216	VENDOR 005216	745.00
*** TOTAL FOR 18-100-0-9990-2600-61205-8013-0-000000				745.00 ***
18-100-0-9990-2600-62000-8013-0-000000	ENERGY	001870	VENDOR 001870	8.84
*** TOTAL FOR 18-100-0-9990-2600-62000-8013-0-000000				8.84 ***
*** TOTAL FOR FUND		100-0		98,267.51 ***
				*** 2017 98,267.51
*** TOTAL FOR FACILITY				98,267.51 ***
*** GRAND TOTAL				5,189,552.79 ***

## A4. By Fund & Program

The *Vendor Payments for Any Period by Fund/Program* report will include journal vouchers which contain a vendor number on an ‘E’ detail line, regardless of whether a vendor check is indicated on the voucher. In order for the *Vendor Payment* report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

The following screen displays:





Step	Action
1	<p><b>By Fund &amp; Program Detail:</b> Select <b>11</b> (F11 - Detail).</p> <p><b>By Fund &amp; Program Summary:</b> Select <b>12</b> (F12 - Summary).</p>

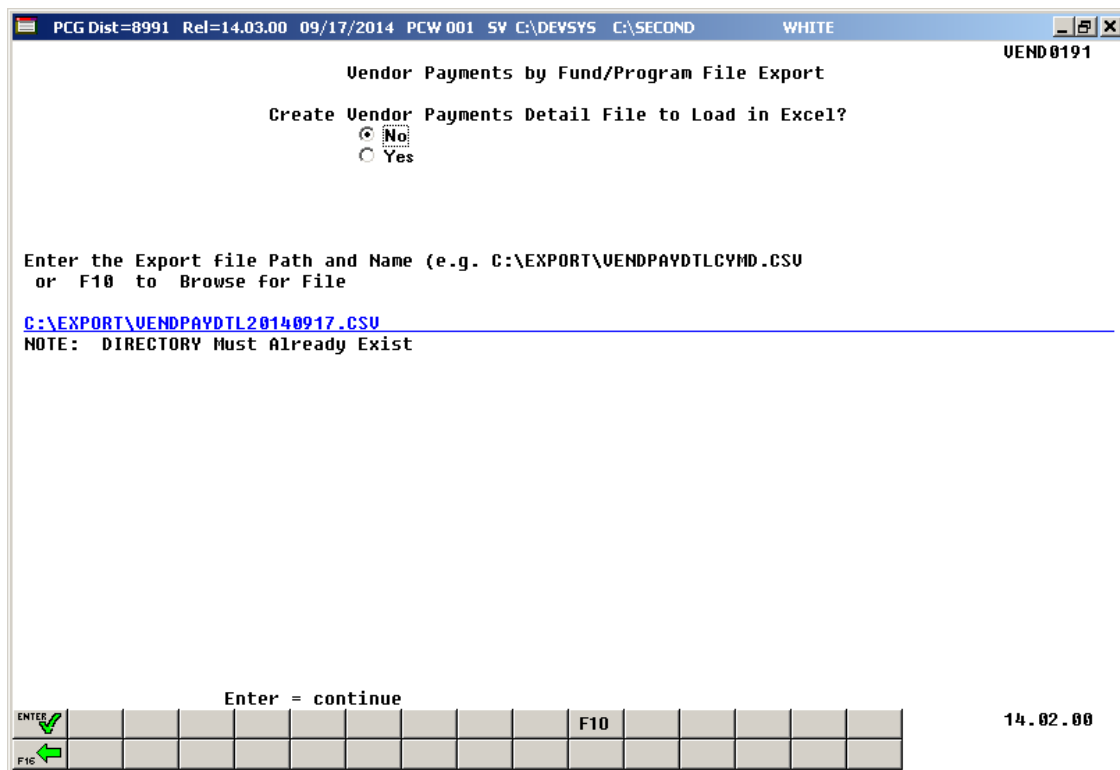


The following screen displays:




Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter period of vendor payments to be printed</b> fields.
3	<p><b><u>For specific fund and/or program:</u></b> Enter the fund and program codes, where appropriate in the <b>Enter fund, if only 1 fund is to be Printed</b> and/or <b>Enter program, if only 1 program is to be printed</b> fields. Enter the fund/program code range in the <b>Optional Include - Range</b> fields.</p> <p><b><u>For all funds/facilities:</u></b> Enter <b>999</b> and <b>9999</b> in the <u>first</u> <b>Include Fund</b> and <b>Program</b> code fields. Enter <b>000</b> and <b>0000</b> in the <u>second</u> <b>Include Fund</b> and <b>Program</b> code fields, and enter <b>000</b> and <b>0000</b> in the <b>Optional Exclude – Range</b> fields.</p>
4	<p><b><u>To exclude specific funds/programs:</u></b> Enter the fund and program code range in the <b>Optional Exclude - Range</b> fields.</p> <p>For example, to print all funds except for funds 600 through 699, enter <b>999</b> and <b>9999</b> in the <u>first</u> <b>Include Fund</b> and <b>Program</b> code fields, and enter <b>000</b> and <b>0000</b> in the <u>second</u> <b>Include Fund</b> and <b>Program</b> code fields, and enter <b>600</b> and <b>0000</b> in the <u>first</u> <b>Exclude Fund</b> and <b>Program</b> code fields, and <b>699</b> and <b>0000</b> in the <u>second</u> <b>Exclude Fund</b> and <b>Program</b> code fields.</p>

Step	Action
5	<p><b>For a specific vendor:</b> Enter the vendor information, or select the drop-down selection icon  within the <b>Enter vendor #</b> field to choose the vendor's information.</p> <p><b>For all vendors:</b> Enter <b>999999</b> in the <b>Enter Vendor #</b> field.</p>
6	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Extract only vendors with cumulative payments over \$25,000?</b> field. This option will facilitate reporting for ARRA (American Recovery and Reinvestment Act of 2009) by allowing the user to select only vendors with cumulative payments over \$25,000.
7	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Extract only Federal Programs?</b> field. This option will facilitate reporting for ARRA (American Recovery and Reinvestment Act of 2009) by allowing the user to select only Federal programs for the report. Program codes are designated as either F=Federal, S=State, L=Local or O=Other in the Account Master Description File.
8	Select  ( <b>Enter</b> ) twice. <p>“** Processing Request **” briefly displays.</p>

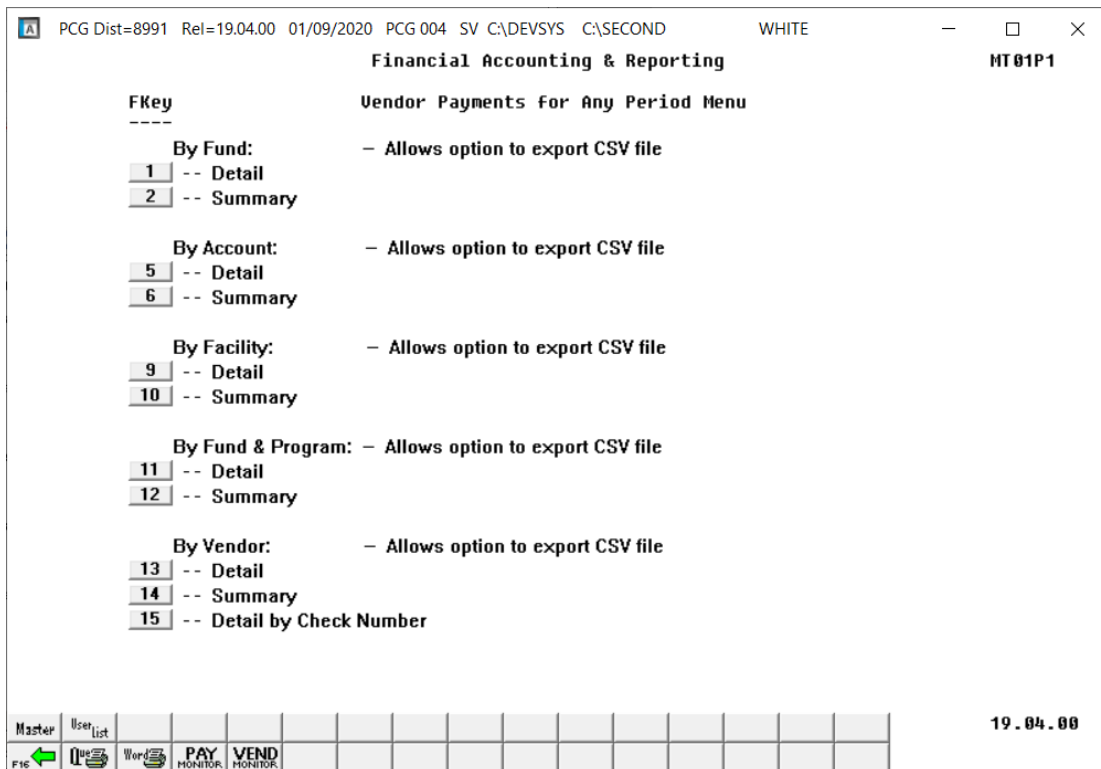
The following screen displays:







Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
9	Select the  (Radio Button) to left of the appropriate response in the <b>Create Vendor Payments Detail (or Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
10	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
11	<b>If creating an export file:</b> Enter C:\EXPORT\VENDPAYDTLccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select  (F10 - to Browse for file) to locate the file manually.
12	Select  (Enter - Continue).  <i>If the filename is invalid, the “UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 9 to enter the correct information.</i>  <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
13	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
14	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

### A4.1. Vendor Payments by Fund/Program (Detail) – Example

REPORT DATE: 02-02-2018		TIME: 09:54		VENDOR PAYMENT DETAIL BY FUND/PROGRAM			PAGE	124
		07-01-17 THRU 06-30-18						
FUND-PROGRAM 607-9600 - SFS #9990								
VENDOR NO. AND NAME	ACCOUNT	AMOUNT	DATE	CHECK#	DESCRIPTION	SEQ		
4727 FED INCOME TAX	18-607-0-9600-3100-22000-0108-1-000000	467.70	8-18-17	2197	STUFF	4298		
	18-607-0-9600-3100-22000-0108-1-000000	8.87	8-31-17	2199	STUFF	4262		
		476.57					**	
5467 IRSY, HISDI	18-607-0-9600-3100-58000-0100-1-000000	77.58	7-20-17	12179	STUFF SUMMER FEEDING 7/3-	9981		
3222 KISPATRICK, DASN	18-607-0-9600-3100-58000-0100-1-000000	26.22	7-20-17	12177	STUFF SUMMER FEEDING 7/3-	9978		
6011 SMSLLS, WESDON	18-607-0-9600-3100-58000-0100-1-000000	32.64	7-20-17	12178	STUFF SUMMER FEEDING 7/3-	9994		
1854 VENDOR 001854	18-607-0-9600-3100-63000-0100-1-000000	157.72	7-31-17	12182	STUFF SUMMER FEEDING/WP E	5623		
	18-607-0-9600-3100-63000-0100-1-000000	163.00	7-31-17	12182	STUFF FOOD/SUMMER FEEDING	5624		
		320.72					**	
1898 VENDOR 001898	18-607-0-9600-3100-63000-0100-1-000000	15.32	7-31-17	12184	STUFF M. LAWRENCE/WP SUMME	7990		
	18-607-0-9600-3100-63000-0100-1-000000	77.25	7-31-17	12185	STUFF M. LAWRENCE/WP SUMME	7991		
		92.57					**	
2129 VENDOR 002129	18-607-0-9600-3100-61000-0100-1-000000	109.00	7-31-17	12190	STUFF SUMMER FEEDING/WP E	6332		
	18-607-0-9600-3100-63000-0100-1-000000	238.06	7-31-17	12190	STUFF SUMMER FEEDING/WP E	6331		
	18-607-0-9600-3100-63000-0100-1-000000	266.68	7-31-17	12190	STUFF SUMMER FEEDING/WP E	6333		
		613.74					**	
3193 VENDOR 003193	18-607-0-9600-3100-63000-0100-1-000000	47.86	7-31-17	12186	STUFF SUMMER FEEDING/WP E	4146		
	18-607-0-9600-3100-63000-0100-1-000000	128.72	7-31-17	12186	STUFF M. LAWRENCE/WP SUMME	4147		
	18-607-0-9600-3100-63000-0100-1-000000	187.96	7-31-17	12186	STUFF SUMMER FEEDING/WP E	4148		
	18-607-0-9600-3100-63000-0100-1-000000	176.29	7-31-17	12186	STUFF SUMMER FEEDING/WP E	4149		
	18-607-0-9600-3100-63000-0100-1-000000	10.29	7-31-17	12186	STUFF CREDIT MILK/SMR.FEE	4150		
	18-607-0-9600-3100-63000-0100-1-000000	47.00	7-31-17	12186	STUFF SUMMER FEEDING/WP E	4151		
	18-607-0-9600-3100-63000-0100-1-000000	117.63	7-31-17	12186	STUFF SUMMER FEEDING/WP E	4152		
	18-607-0-9600-3100-63000-0108-1-000000	498.03	7-31-17	12186	STUFF	4153		
		197.14					**	
		162.68					**	
3247 VENDOR 003247	18-607-0-9600-3100-63000-0100-1-000000	162.68	7-31-17	12187	STUFF SUMMER FEEDING/WP E	6642		
5805 VENDOR 005805	18-607-0-9600-3100-18400-0108-1-000000	6,113.70	8-18-17		PAYROLL	9364		
	18-607-0-9600-3100-18400-0108-1-000000	136.32	8-31-17		PAYROLL	9351		
		6,250.02					**	
*** TOTAL FOR PROGRAM 607-9600		8,249.88					***	
		8,249.88					*** 2017	
*** GRAND TOTAL		5,185,999.24					***	

## A4.2. Vendor Payments by Fund/Program (Summary) – Example

REPORT DATE: 02-02-2018 TIME: 10:01		VENDOR PAYMENT SUMMARY BY FUND/PROGRAM 07-01-17 THRU 06-30-18		PAGE 71
FUND-PROGRAM 607-9600 - SFS =9990				
FUND-PROG	PROG NAME	VENDOR NO. AND NAME	AMOUNT	
607-9600	SFS =9990	4727 FED INCOME TAX	476.57	
		5467 IRSY, HISDI	77.58	
		3222 KISPATRICK, DASN	26.22	
		6011 SMSLLS, WESDON	32.64	
		1854 VENDOR 001854	320.72	
		1898 VENDOR 001898	92.57	
		2129 VENDOR 002129	613.74	
		3193 VENDOR 003193	197.14	
		3247 VENDOR 003247	162.68	
		5805 VENDOR 005805	6,250.02	
*** TOTAL FOR PROGRAM 607-9600			8,249.88	***
*** TOTAL FOR FUND 607-0			8,249.88	***
			8,249.88	*** 2017

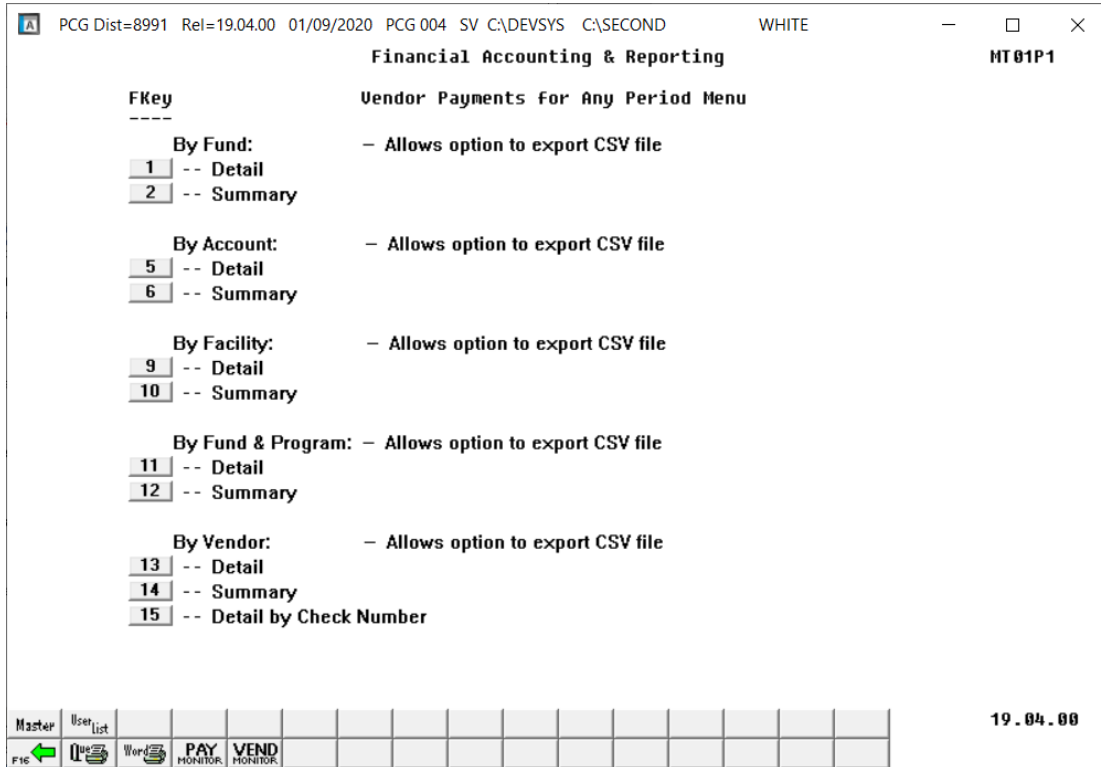
---

REPORT DATE: 02-02-2018 TIME: 10:01		VENDOR PAYMENT SUMMARY BY FUND/PROGRAM 07-01-17 THRU 06-30-18		PAGE 72
FUND-PROGRAM 701-9990 - UNDIST. PROGRAM				
FUND-PROG	PROG NAME	VENDOR NO. AND NAME	AMOUNT	
701-9990	UNDIST. PROGRAM	5950 VENDOR 005950	2,235.87	
*** TOTAL FOR PROGRAM 701-9990			2,235.87	***
*** TOTAL FOR FUND 701-0			2,235.87	***
			2,235.87	*** 2017
*** GRAND TOTAL			5,185,999.24	***

## A5. By Vendor

The *Vendor Payments for Any Period by Vendor* report will include journal vouchers which contain a vendor number on an ‘E’ detail line, regardless of whether a vendor check is indicated on the voucher. In order for the *Vendor Payment* report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

The following screen displays:






Step	Action
1	<p><b>By Vendor Detail:</b> Select <b>13</b> (F13 - Detail).</p> <p><b>By Vendor Summary:</b> Select <b>14</b> (F14 - Summary).</p> <p><b>By Check Number:</b> Select <b>15</b> (F15 – Detail by Check Number).</p>

For Step 1 – F13 (Vendor Detail) or F14 (Vendor Summary) selections, the following screen displays:

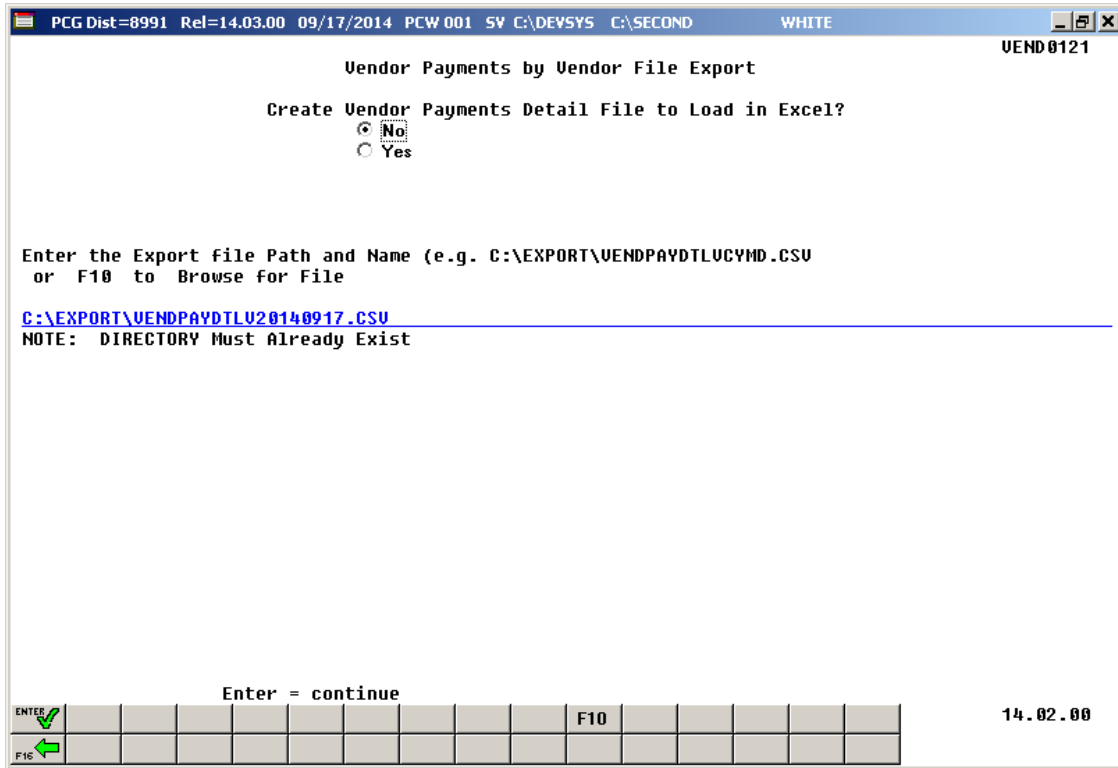
For Step 1 – F15 (Detail by Check Number) selection, the following screen displays:




Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Vendor Payments to be Printed</b> fields.
3	<p>For <i>Step 1 – F13</i> (Vendor Detail) or <i>F14</i> (Vendor Summary) selections:</p> <p><b>For specific fund(s):</b> Enter the fund code range in the <b>Optional Include - Range</b> fields.</p> <p><b>For all funds:</b> Enter <b>999</b> in the <u>first</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <u>second</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <b>Optional Exclude – Range</b> fields.</p> <p><i>For Step 1 – F15 (Detail by Check Number) selection, the Include Range fields cannot be modified.</i></p>
4	<p>For <i>Step 1 – F13</i> (Vendor Detail) or <i>F14</i> (Vendor Summary) selections:</p> <p><b>To exclude specific fund(s):</b> Enter the fund code range in the <b>Optional Exclude - Range</b> fields.</p> <p>For example, to print all funds except for funds 600 through 699, enter <b>999</b> in the <u>first</u> <b>Include Fund Code</b> field, and enter <b>000</b> in the <u>second</u> <b>Include Fund Code</b> field, and enter <b>600</b> and <b>699</b> in the <b>Optional Exclude – Range</b> fields.</p> <p><i>For Step 1 – F15 (Detail by Check Number) selection, the Exclude Range fields cannot be modified.</i></p>
5	<p><b>For all vendors:</b> Enter or verify the entry of <b>999999</b> in the <b>Vendor Number</b> field.</p> <p><b>For a specific vendor:</b> Enter the vendor’s number or select the drop-down selection icon  within the <b>Enter vendor #, if only 1 vendor is to be printed</b> field to choose the vendor’s information.</p>
6	<p><b>To exclude up to four vendors:</b> Enter the vendor’s number or select the drop-down selection icon  within the <b>Enter Vendor #, if any vendors should be excluded:</b> field(s) to choose the vendor’s information.</p>


Step	Action
7	Select  (Enter) twice. “* * * Processing Request * * *” and “Creating Detail (or Summary) Report of Vendor Payments” briefly display.

The following screen displays:

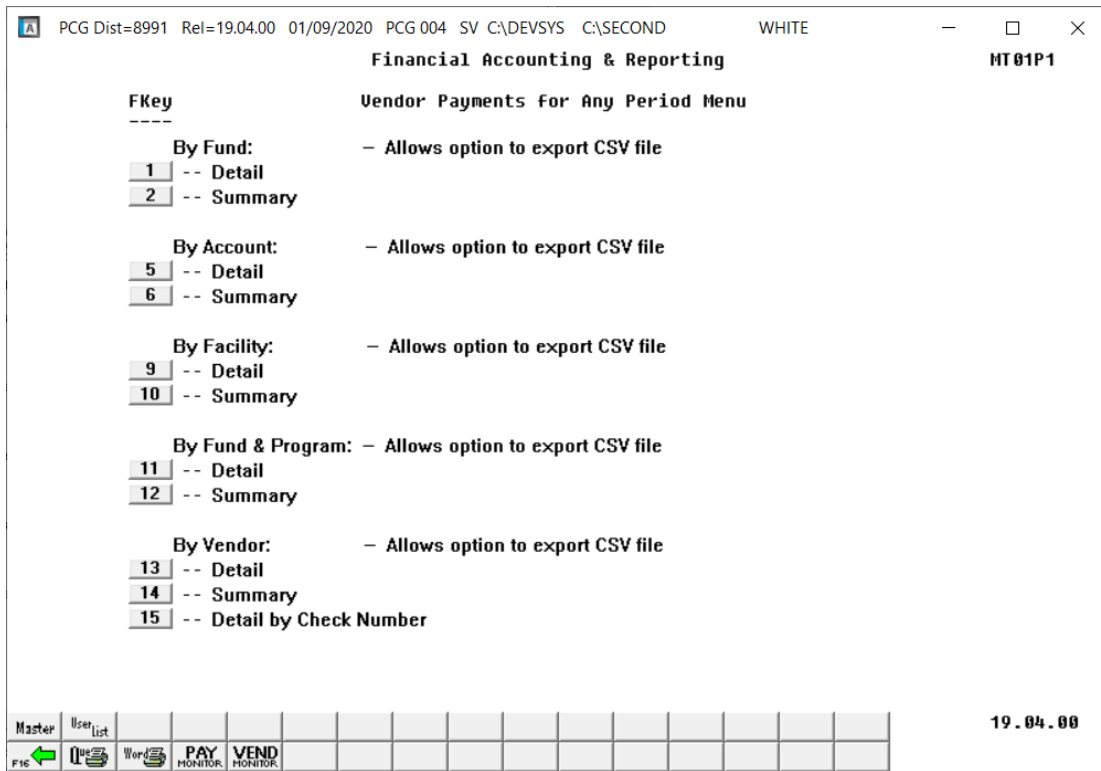






Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
8	Select the <input checked="" type="radio"/> (Radio Button) to left of the appropriate response in the <b>Create Vendor Payments Detail (or Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
9	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
10	<b>If creating an export file:</b> Enter <b>C:\EXPORT\VENDPAYDTLVccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select  (F10 - to Browse for file) to locate the file manually.

Step	Action
<b>11</b>	<p>Select  (<b>Enter</b>) to continue.</p> <p><i>If the filename is invalid, the “UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 8 to enter the correct information.</i></p> <p><i>“Processing Request” briefly displays where appropriate.</i></p>

The following screen displays:



Step	Action
<b>12</b>	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
<b>13</b>	<p>Select  (<b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (<b>Master</b>) to return to the <i>Business Applications Master Menu</i>.</p>

**A5.1. Vendor Payments by Vendor (Detail) – Example**

REPORT DATE: 02-02-2018		TIME: 10:03		VENDOR PAYMENT DETAIL BY VENDOR				PAGE	75
		7-01-17 THRU 6-30-18							
VENDOR NO. AND NAME	ACCOUNT	AMOUNT	DATE	CHECK#	DESCRIPTION	VEND REF	SEQ		
6054 VENDOR 006054	18-100-0-1320-2700-43000-8012-0-000000	1,750.00	09-08-17	52796	STUFF	2408	9998		
	18-100-0-1320-2700-61500-8012-0-000000	2,902.00	09-08-17	52796	J.WILLIAMS/TRANSPOR	2372	9999		
	*** TOTAL FOR VENDOR 006054	4,652.00	**						
5769 VI3AL, AL3SSANDRA	18-100-0-1210-2210-58000-8010-0-000000	131.33	07-28-17	52548	STUFF	072717	9992		
	*** TOTAL FOR VENDOR 005769	131.33	**						
3136 W08FORD, AN3ONE	18-100-0-0000-0199-00000-0000-0-000000	420.00-	07-20-17	52511	STUFF	071317	9912		
	18-100-0-0000-0199-00000-0000-0-000000	556.00-	07-27-17	52539	GACTE CONF. 7/9-7/1	072417	9911		
	18-406-0-3315-2210-58000-0108-1-000000	553.65	07-20-17	52511	STUFF	071317	9912		
	18-406-0-3315-2210-58000-0108-1-000000	702.34	07-27-17	52539	GACTE CONF. 7/9-7/1	072417	9911		
	*** TOTAL FOR VENDOR 003136	279.99	**						
	*** GRAND TOTALS	5,186,729.24	***						
		5,186,729.24	*** 2017						

## A5.2. Vendor Payments by Vendor (Summary) – Example

```

02-02-2018 10:04 - SMITH CITY BOARD OF EDUCATION
VENDOR PAYMENT SUMMARY BY VENDOR                                PAGE 10
7/01/17 THRU 6/30/18

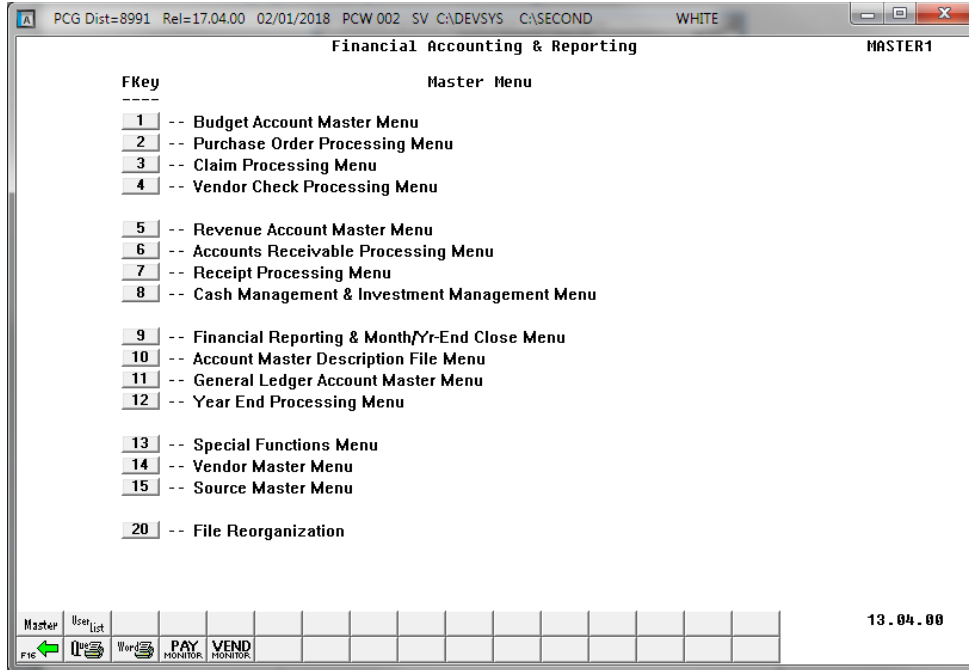
VENDOR #      VENDOR NAME                                AMOUNT
006022  VENDOR 006022                                1,268.19
006023  VENDOR 006023                                220.00
006024  VENDOR 006024                                140.00
006025  VENDOR 006025                                285.00
006027  VENDOR 006027                                291.58
006028  VENDOR 006028                                284.62
006029  VENDOR 006029                                864.00
006030  VENDOR 006030                                1,219.87
006035  VENDOR 006035                                3,295.00
006037  VENDOR 006037                                27,260.00
006039  VENDOR 006039                                9,837.75
006040  VENDOR 006040                                68,892.00
006041  VENDOR 006041                                2,534.66
006043  VENDOR 006043                                95.00
006044  VENDOR 006044                                4,088.00
006047  VENDOR 006047                                310.75
006048  VENDOR 006048                                615.00
006049  VENDOR 006049                                798.00
006050  VENDOR 006050                                175.00
006051  VENDOR 006051                                975.00
006054  VENDOR 006054                                4,652.00
005769  VISAL, ALSSANDRA                                131.33
003136  WOBFORD, ANNONE                                279.99

*** GRAND TOTALS                                5,186,729.24
    
```

### A5.3. Vendor Payments by Check Number (Detail) – Example

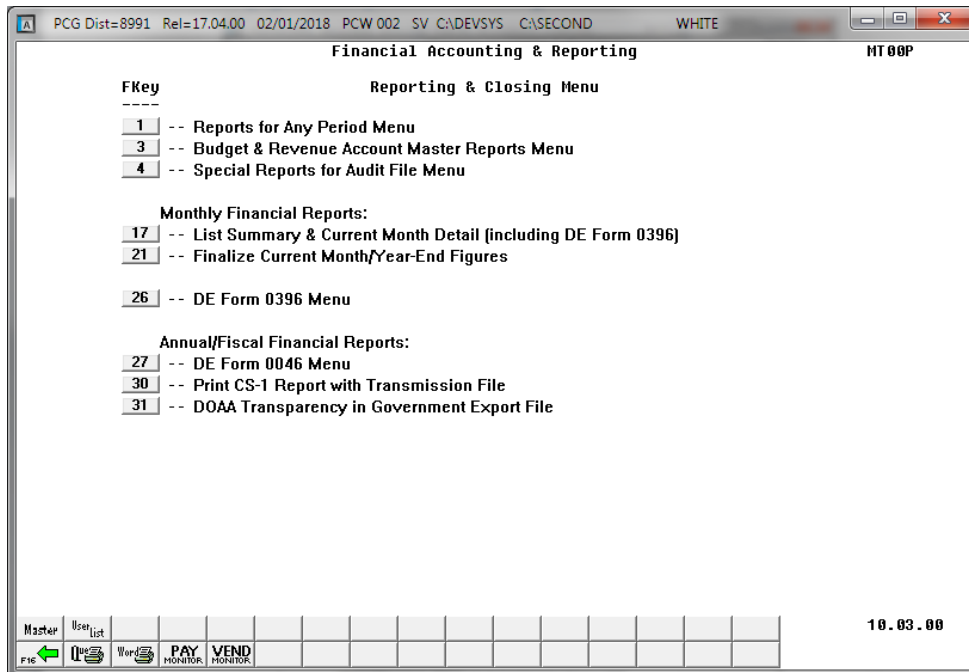
REPORT DATE: 12-16-2019		TIME: 15:24		VENDOR PAYMENT DETAIL BY CHECK NUMBER			PAGE 106
		7-01-18 THRU 6-30-19					
VENDOR NO. & NAME SEQ	DESCRIPTION	REFERENCE	DATE	BANK	CHECK#	AMOUNT	
2892 VENDOR 002892							
9949	STUFF	2393	05-17-19	BK01	057007	190.00	
	GAPT CONF						
9950	STUFF	2497	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9951	STUFF	2395	05-17-19	BK01	057007	230.00	
	GAPT CONF						
9952	STUFF	2421	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9953	STUFF	2494	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9954	STUFF	2496	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
			*** TOTAL FOR		057007	1,340.00	**
9947	STUFF	2136	05-24-19	BK01	057032	50.00	
	'19 GAPT ADMIN WRKSH						
9948	STUFF	2607	05-24-19	BK01	057032	450.00	
	'19 GAPT WRKSH						
			*** TOTAL FOR		057032	500.00	**
2896 VENDOR 002896							
9979	STUFF	244191A	07-31-18	BK01	055075	1,194.69	
	P.HYDE/JCMS RENO/JEFF						
			*** TOTAL FOR		055075	1,194.69	**
9978	STUFF	266640A	10-19-18	BK01	055680	1,785.25	
	C.NOTESTONE/JCMS						
			*** TOTAL FOR		055680	1,785.25	**
2946 VENDOR 002946							
9602	STUFF	9955218828	08-16-18	BK01	055203	16.74	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055203	16.74	**
9601	STUFF	9955899871	09-13-18	BK01	055427	16.74	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055427	16.74	**
9600	STUFF	9956600725	10-12-18	BK01	055628	16.20	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055628	16.20	**

## Procedure B: Printing the Receipts for Any Period Report



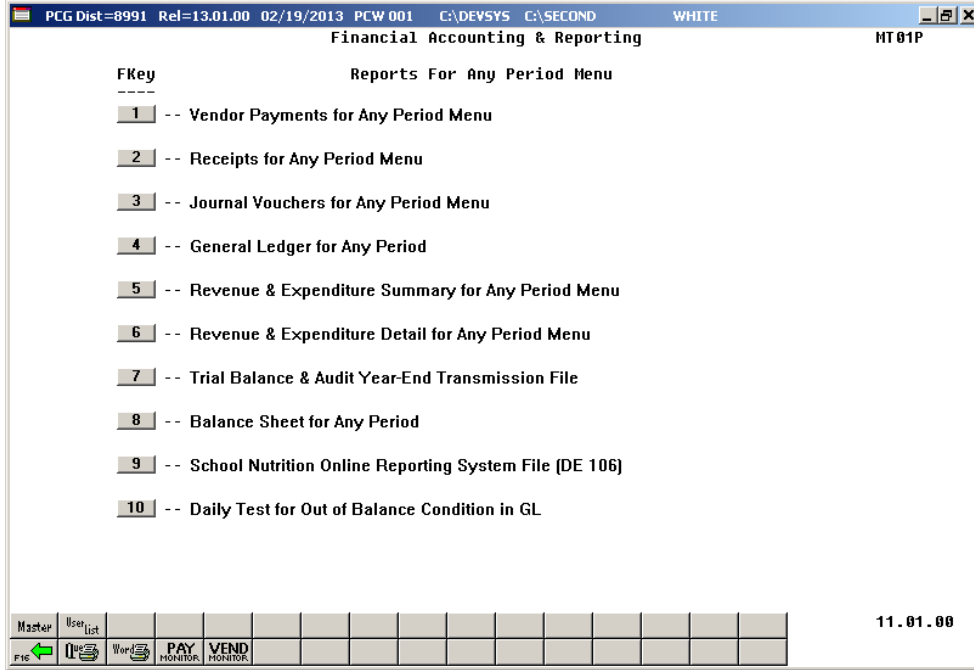
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



Step	Action
2	Select <b>F1</b> (F1 – Reports for Any Period Menu).

The following screen displays:

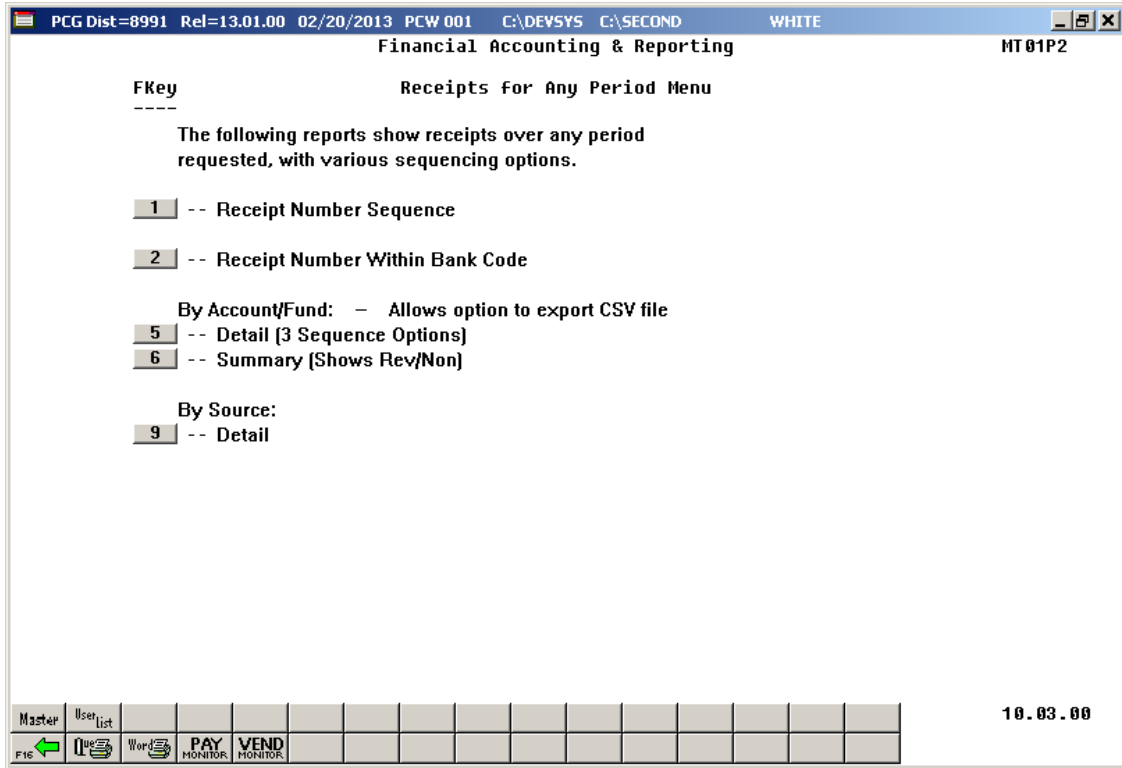


Step	Action
3	Select <b>F2</b> (F2 - Receipts for Any Period Menu), and proceed to <i>B1. By Receipt Number and Bank Code, B2. By Account/Fund, or B3. By Source: Detail.</i>



## B1. By Receipt Number/By Receipt Number and Bank Code

The following screen displays:



Step	Action
1	<p><b>By Receipt # sequence:</b> Select <b>1</b> (F1 - Receipt Number Sequence).</p> <p><b>By Receipt # sequence for a specific bank:</b> Select <b>2</b> (F2 – Receipt Number Within Bank Code).</p>

For **Step 1 - F1** selections, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 004 SV C:\DEVSY S C:\SECOND WHITE REV0600

List Receipts in Receipt # Sequence

Enter Period of Receipts to be Printed:  
\_\_\_\_\_ thru 00/00/0000

ENTER = Continue, F16 = Exit

ENTER ✓  
F16 ←

19.03.00

For **Step 1 - F2** selections, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/09/2020 PCG 004 SV C:\DEVSY S C:\SECOND WHITE FARRE200

Receipts - Receipt Number Sequence within Bank Code


Enter Period of Receipts to be Printed:  
\_\_\_\_\_ thru 00/00/0000

Enter Blanks, if Undeposited Receipts are to be Printed.  
Enter ALL, if all Bank Codes are to be Printed.  
Enter Bank Code, if only 1 Bank Code is to be Printed: \_\_\_\_\_

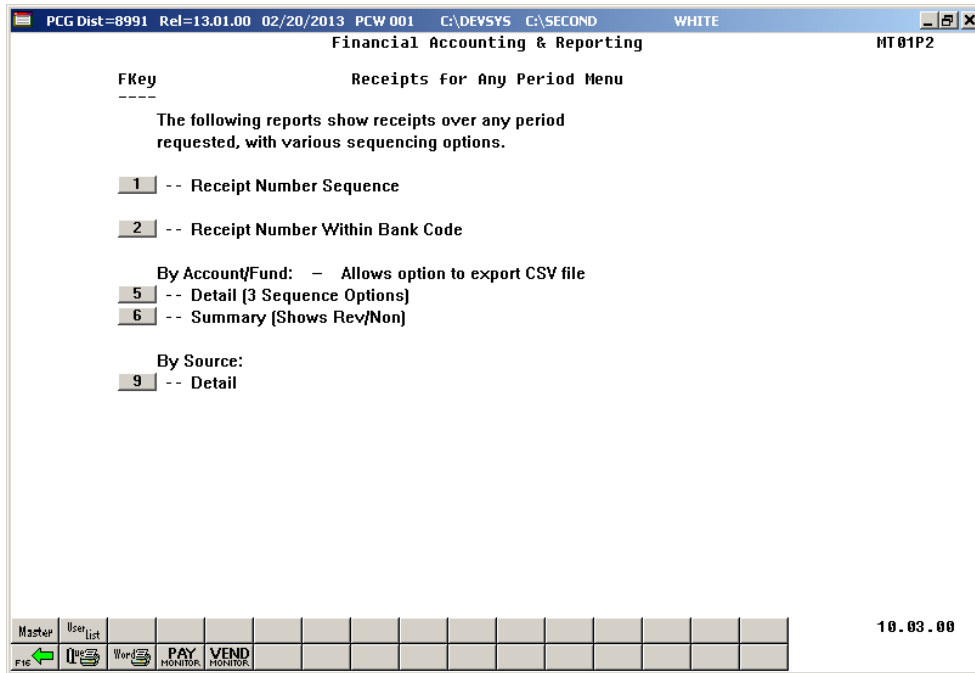
ENTER = Continue, F16 = Exit



ENTER ✓  
F16 ←



19.03.00

Step	Action
2	<p><b>By Receipt number:</b> Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Receipts to be Printed</b> field.</p> <p><b>By Receipt number and/or for a specific Bank:</b> Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Receipts to be Printed</b> fields.</p> <p>Valid values for the <b>Bank Code</b> field:</p> <p>Blank - print only undeposited receipts  <b>ALL</b> - print receipts for all bank codes                  Specific <b>Bank Code</b> - print receipts for the designated bank code</p>
3	<p>Select  (<b>Enter</b>) <u>twice</u>.</p> <p>“Creating Report” briefly displays.</p>

The following screen displays:



Step	Action
4	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

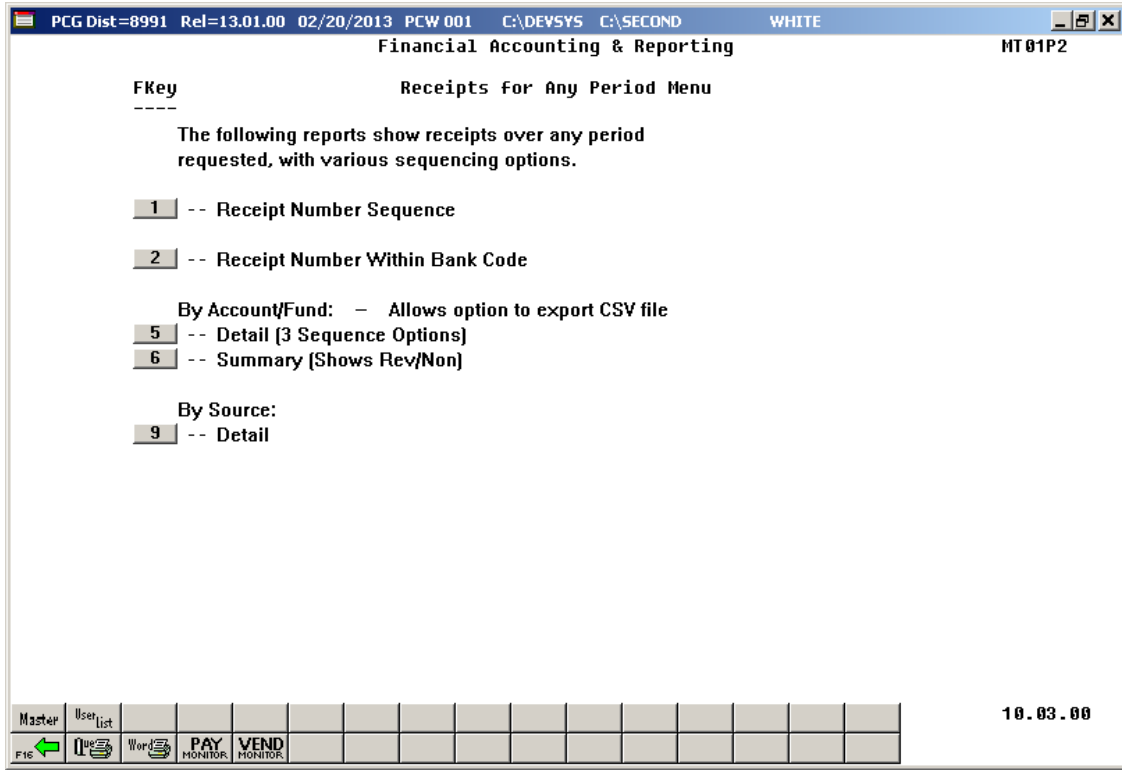
Step	Action
5	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

**B1.1 Receipts for Any Period Report – All Receipts (Detail by Receipt and Sequence) – Example**

RCPT #	RECEIVED FROM	DATE	DEP.	BANK	AMOUNT	ACCOUNT	REASON
REPORT DATE: 02-02-2018 TIME: 10:13 RECEIPT DETAIL - RECEIPT # SEQUENCE PAGE 9							
07-01-17 THRU 06-30-18							
900865	SOURCE 000007	08-31-17	08-31-17	BK01	1,000.44	18-199-0-9990-9000-00000-0000-0-000000	RECEIPT 0
					1,202.52	18-199-0-9990-9000-00000-0000-0-000000	
					2,512.73	18-199-0-9990-9000-00000-0000-0-000000	
					416.66	18-199-0-9990-9000-00000-0000-0-000000	
					104.00	18-199-0-9990-9000-00000-0000-0-000000	
					143.01	18-199-0-9990-9000-00000-0000-0-000000	
					675.00	18-199-0-9990-9000-00000-0000-0-000000	
					187.00	18-199-0-9990-9000-00000-0000-0-000000	
					113.00	18-199-0-9990-9000-00000-0000-0-000000	
					62,943.23	18-199-0-9990-9000-00000-0000-0-000000	
					29,151.14	18-199-0-9990-9000-00000-0000-0-000000	
					56,778.40	18-199-0-9990-9000-00000-0000-0-000000	
					7,130.00	18-199-0-9990-9000-00000-0000-0-000000	
					6,011.00	18-199-0-9990-9000-00000-0000-0-000000	
					2,300.00	18-199-0-9990-9000-00000-0000-0-000000	
					875.00	18-199-0-9990-9000-00000-0000-0-000000	
					166.41	18-199-0-9990-9000-00000-0000-0-000000	
					262.79	18-199-0-9990-9000-00000-0000-0-000000	
					175.19	18-199-0-9990-9000-00000-0000-0-000000	
					259.93	18-199-0-9990-9000-00000-0000-0-000000	
					840.00	18-199-0-9990-9000-00000-0000-0-000000	
					1,900.00	18-199-0-9990-9000-00000-0000-0-000000	
					400.00	18-199-0-9990-9000-00000-0000-0-000000	
					394,399.66	***	
900867	SOURCE 000007	09-27-17	09-27-17	BK01	76.50	18-199-0-9990-9000-00000-0000-0-000000	PAYROLL WIT
					76.50	***	
900868	SOURCE 000007	10-31-17	10-31-17	BK01	954.03	18-199-0-9990-9000-00000-0000-0-000000	PAYROLL WIT
					512.87	18-199-0-9990-9000-00000-0000-0-000000	
					383.76	18-199-0-9990-9000-00000-0000-0-000000	
					21.87	18-199-0-9990-9000-00000-0000-0-000000	
					3.00	18-199-0-9990-9000-00000-0000-0-000000	
					22.71	18-199-0-9990-9000-00000-0000-0-000000	
					13.75	18-199-0-9990-9000-00000-0000-0-000000	
					18.38	18-199-0-9990-9000-00000-0000-0-000000	
					10.00	18-199-0-9990-9000-00000-0000-0-000000	
					5.00	18-199-0-9990-9000-00000-0000-0-000000	
					864.64	18-199-0-9990-9000-00000-0000-0-000000	
					1,071.31	18-199-0-9990-9000-00000-0000-0-000000	
					400.00	18-199-0-9990-9000-00000-0000-0-000000	
					300.00	18-199-0-9990-9000-00000-0000-0-000000	
					4,581.32	***	
*** GRAND TOTAL					3,617,754.11	***	

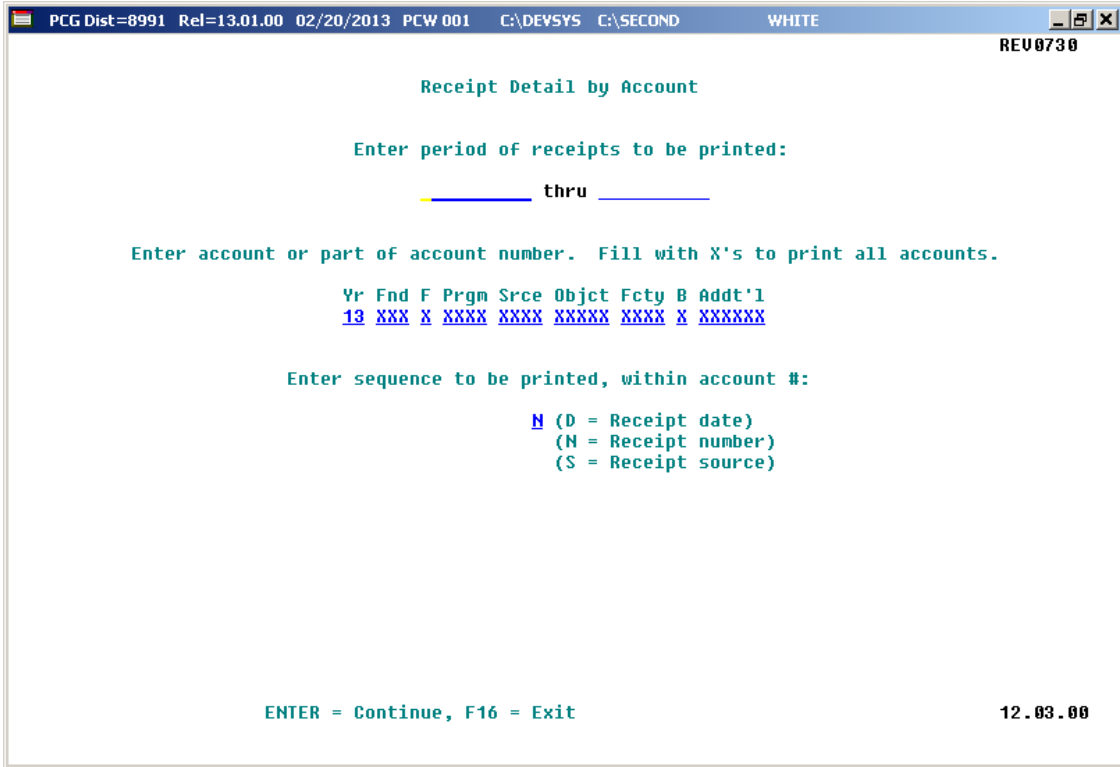
## B2. By Account/Fund

The following screen displays:

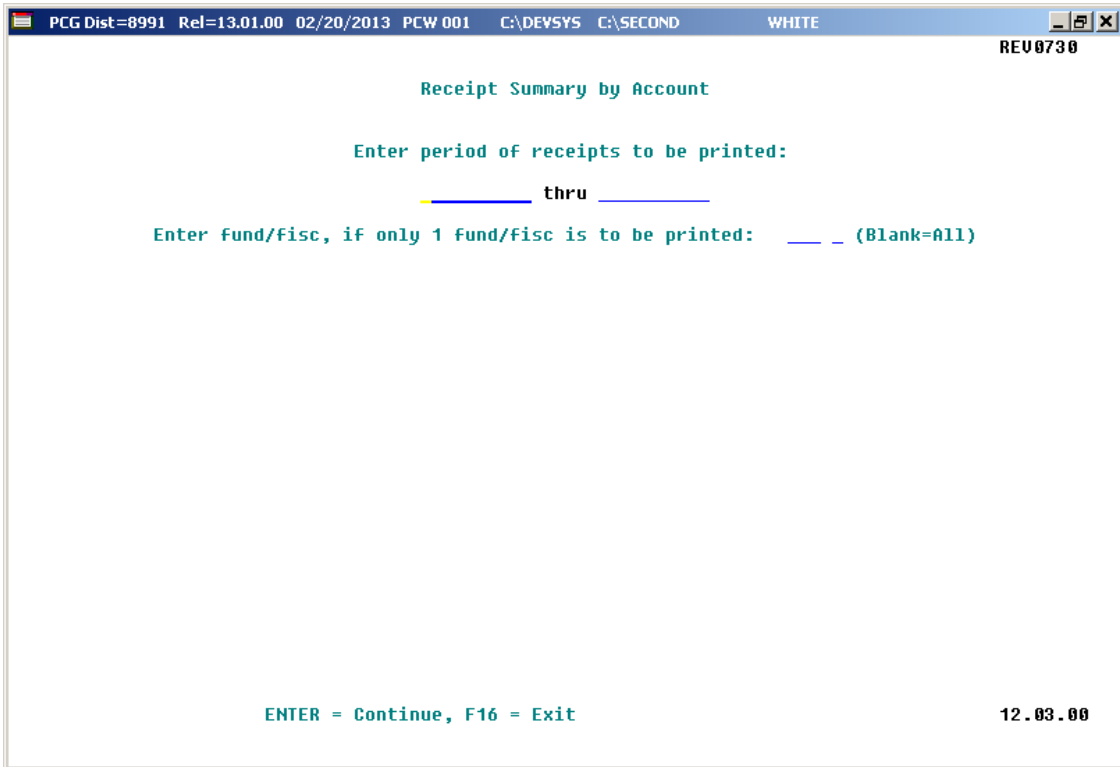


Step	Action
1	<p><b>By Account/Fund Detail:</b> Select <b>5</b> (F5 - Detail – 3 Sequence Options).</p> <p><b>By Account/Fund Summary:</b> Select <b>6</b> (F6 - Summary – Shows Rev/Non).</p>

For **Step 1-F5** selections, the following screen displays:

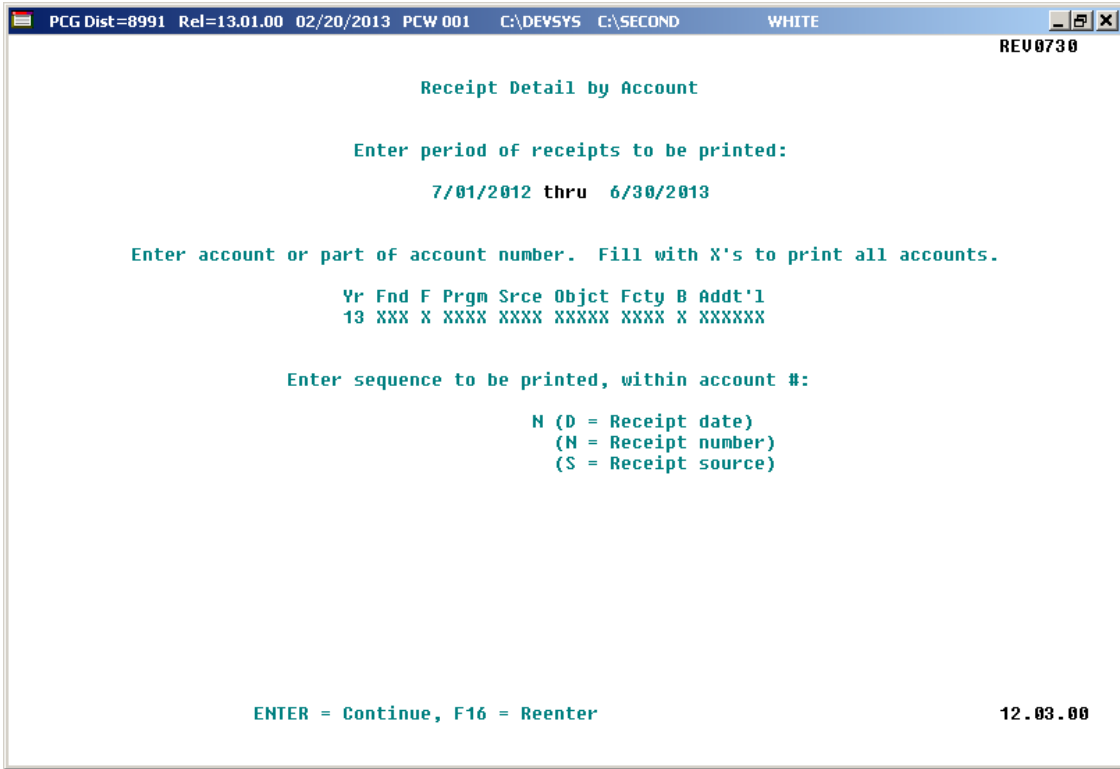



For **Step 1 - F6** selections, the following screen displays:



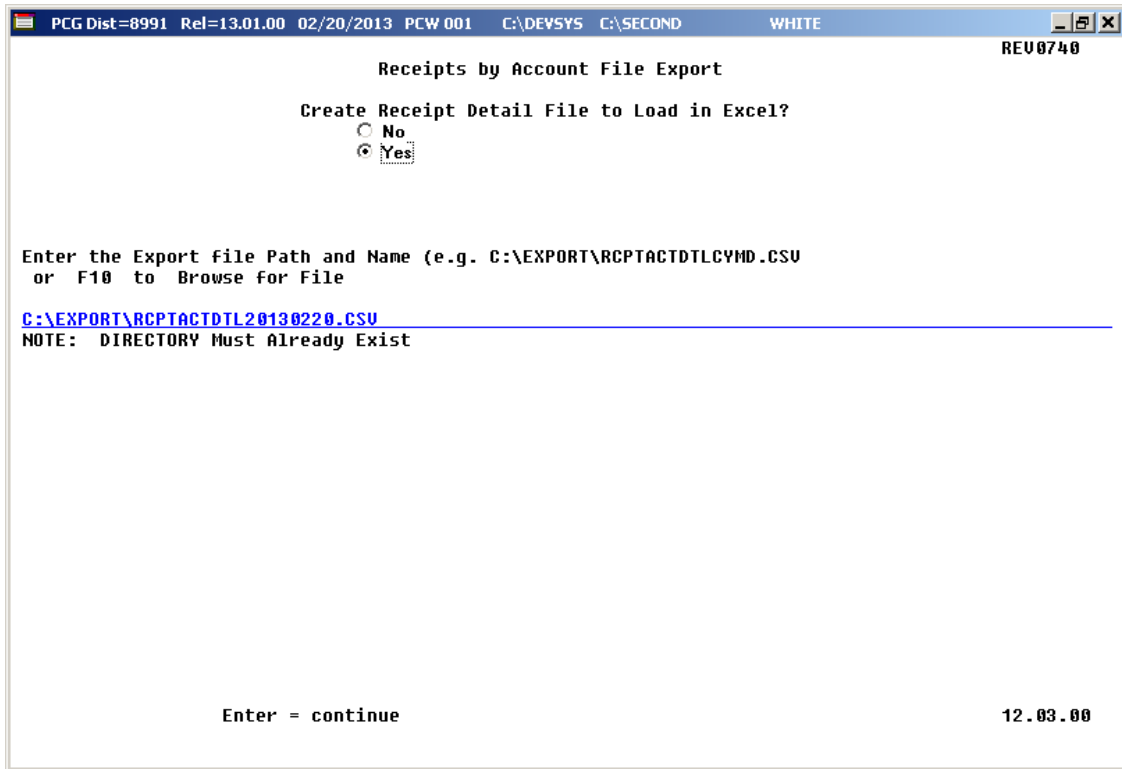
Step	Action
2	<b>By Account/Fund Summary:</b> Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Receipts to be Printed</b> field. Enter the fund code (Specific fund) or <b>ALL</b> (All fund/code combinations) in the <b>Enter Fund/Fisc., if only 1 Fund/Fisc. is to be Printed</b> field.

The following screen displays:



Step	Action
3	Enter, or select the drop-down selection icon  to choose the account information in the <b>Yr Fnd Prgm Srce Object Fcty B Addt'l</b> fields.
4	Select <b>Enter</b> <u>twice</u> . <i>“** Processing Request **” and “Creating (Detail/Summary) Report” briefly display.</i>

The following screen displays:

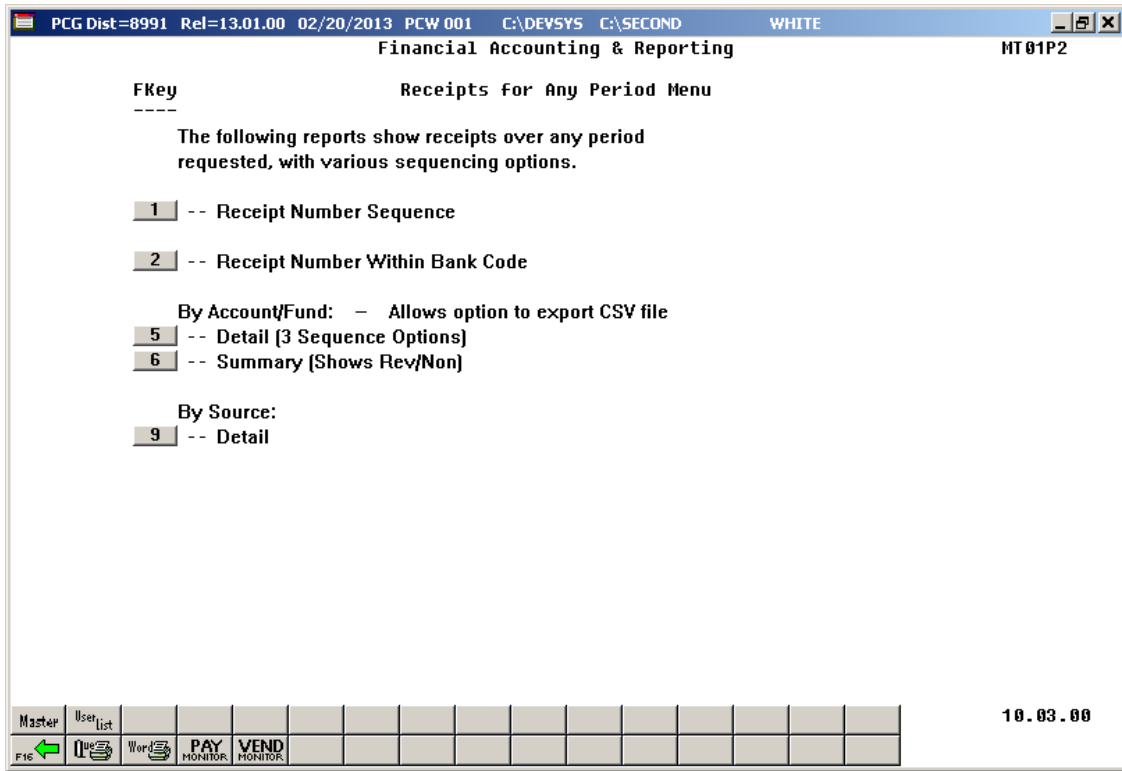






Although the screenshot examples display Receipts for Any Period detail results, the steps also apply to Receipts for Any Period summary activity results.

Step	Action
5	Select the <input checked="" type="radio"/> (Radio Button) to left of the appropriate response in the <b>Create Receipt Detail (Summary) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
6	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
7	<b>If creating an export file:</b> Enter C:\EXPORT\RCPTACTDTLccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.
8	Select <b>Enter</b> (Continue).  <i>If the filename is invalid, the “UNABLE TO OPEN REVDTL CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 7 to enter the correct information.</i>  <i>“Processing Request” briefly displays where appropriate.</i>



The following screen displays:



Step	Action
9	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
10	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

**B2.1. Receipts for Any Period Report – All Receipts (Detail by Account) – Example**

REPORT DATE: 02-02-2018 TIME: 10:16 RECEIPT DETAIL BY ACCOUNT PAGE 25  
 07-01-17 THRU 06-30-18  
 \* SEQUENCE = RECEIPT NUMBER WITHIN ACCOUNT \*

ACCOUNT	RCPT #	SOURCE#	AMOUNT	RCPT DATE	DEP. DATE	DEP. BANK
18-607-0-9600-4510-00000-0000-0-000000	SUMMER FEEDING LUNCH REIMB.	003805	000002	7,477.29	08-31-17	08-31-17 BK01
*** TOTAL FOR 18-607-0-9600-4510-00000-0000-0-000000				7,477.29	***	
18-607-0-9600-4511-00000-0000-0-000000	SUMMER FEEDING BRKFST. REIMB.	003805	000002	3,661.68	08-31-17	08-31-17 BK01
*** TOTAL FOR 18-607-0-9600-4511-00000-0000-0-000000				3,661.68	***	
18-607-0-9990-4510-00000-0000-0-000000	SUMMER FEEDING LUNCH REIMB	003738	000002	16,306.92	07-27-17	07-27-17 BK01
*** TOTAL FOR 18-607-0-9990-4510-00000-0000-0-000000				16,306.92	***	
18-607-0-9990-4511-00000-0000-0-000000	SUMMER FEEDING BREAKFAST REIMB	003738	000002	6,234.24	07-27-17	07-27-17 BK01
*** TOTAL FOR 18-607-0-9990-4511-00000-0000-0-000000				6,234.24	***	
*** TOTAL FOR FUND 607			33,680.13	***		
				33,680.13	*** 2017	

REPORT DATE: 02-02-2018 TIME: 10:16 RECEIPT DETAIL BY ACCOUNT PAGE 27  
 07-01-17 THRU 06-30-18  
 \* SEQUENCE = RECEIPT NUMBER WITHIN ACCOUNT \*

ACCOUNT	RCPT #	SOURCE#	AMOUNT	RCPT DATE	DEP. DATE	DEP. BANK
18-720-0-0000-0111-00000-0000-0-000000		003775	000007	11,000.00	07-30-17	07-30-17 BK01
*** TOTAL FOR 18-720-0-0000-0111-00000-0000-0-000000				11,000.00	***	
18-720-0-9990-1500-00000-0000-0-000000	INTEREST - UNEMPLOYMENT	003783	000007	33.00	08-01-17	08-01-17 BK01
*** TOTAL FOR 18-720-0-9990-1500-00000-0000-0-000000				33.00	***	
*** TOTAL FOR FUND 720			11,033.00	***		
				11,033.00	*** 2017	
*** GRAND TOTAL			3,617,754.11	***		

**B2.2. Receipts for Any Period Report – All Receipts (Summary by Account) – Example**

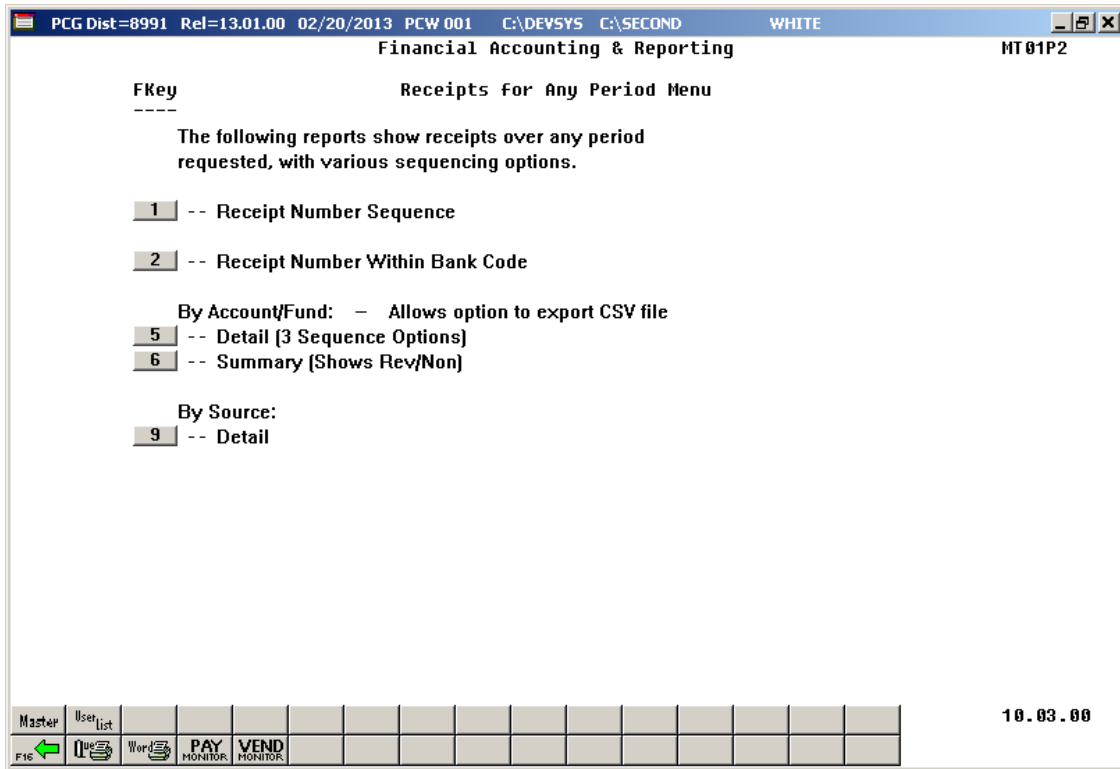
REPORT DATE: 02-02-2018 TIME: 10:19		RECEIPT SUMMARY BY ACCOUNT 07-01-17 THRU 06-30-18		PAGE	4
ACCOUNT		AMOUNT	REVENUE	NON-REVENUE	
18-603-0-9600-1500-00000-0000-0-000000	INTEREST	43.06 R			
18-603-0-9600-3510-00000-0000-0-000000	STATE REIMB	2,861.00 R			
18-603-0-9990-3510-00000-0000-0-000000	STATE REIMBURSEMENT	2,861.00 R			
***	TOTAL FOR FUND 603	5,765.06 **	5,765.06 **	.00 **	
		5,765.06 **		2017	
18-604-0-9600-1500-00000-0000-0-000000	INTEREST	8.27 R			
***	TOTAL FOR FUND 604	8.27 **	8.27 **	.00 **	
		8.27 **		2017	
18-605-0-9600-1500-00000-0000-0-000000	INTEREST	8.28 R			
***	TOTAL FOR FUND 605	8.28 **	8.28 **	.00 **	
		8.28 **		2017	
18-606-0-9600-1500-00000-0000-0-000000	INTEREST	8.28 R			
18-606-0-9600-1611-00000-0000-0-000000	STUDENT SALES	67.65 R			
***	TOTAL FOR FUND 606	75.93 **	75.93 **	.00 **	
		75.93 **		2017	
18-607-0-9600-4510-00000-0000-0-000000	SUMMER FEEDING LUNCH REIMB.	7,477.29 R			
18-607-0-9600-4511-00000-0000-0-000000	SUMMER FEEDING BRKFST. REIMB.	3,661.68 R			
18-607-0-9990-4510-00000-0000-0-000000	SUMMER FEEDING LUNCH REIMB	16,306.92 R			
18-607-0-9990-4511-00000-0000-0-000000	SUMMER FEEDING BREAKFAST REIMB	6,234.24 R			
***	TOTAL FOR FUND 607	33,680.13 **	33,680.13 **	.00 **	
		33,680.13 **		2017	

REPORT DATE: 02-02-2018 TIME: 10:19		RECEIPT SUMMARY BY ACCOUNT 07-01-17 THRU 06-30-18		PAGE	5
ACCOUNT		AMOUNT	REVENUE	NON-REVENUE	
18-720-0-0000-0111-00000-0000-0-000000		11,000.00 R			
18-720-0-9990-1500-00000-0000-0-000000	INTEREST - UNEMPLOYMENT	33.00 R			
***	TOTAL FOR FUND 720	11,033.00 **	11,033.00 **	.00 **	
		11,033.00 **		2017	
***	GRAND TOTAL	3,617,754.11 **	2,822,318.77 **	795,435.34 **	

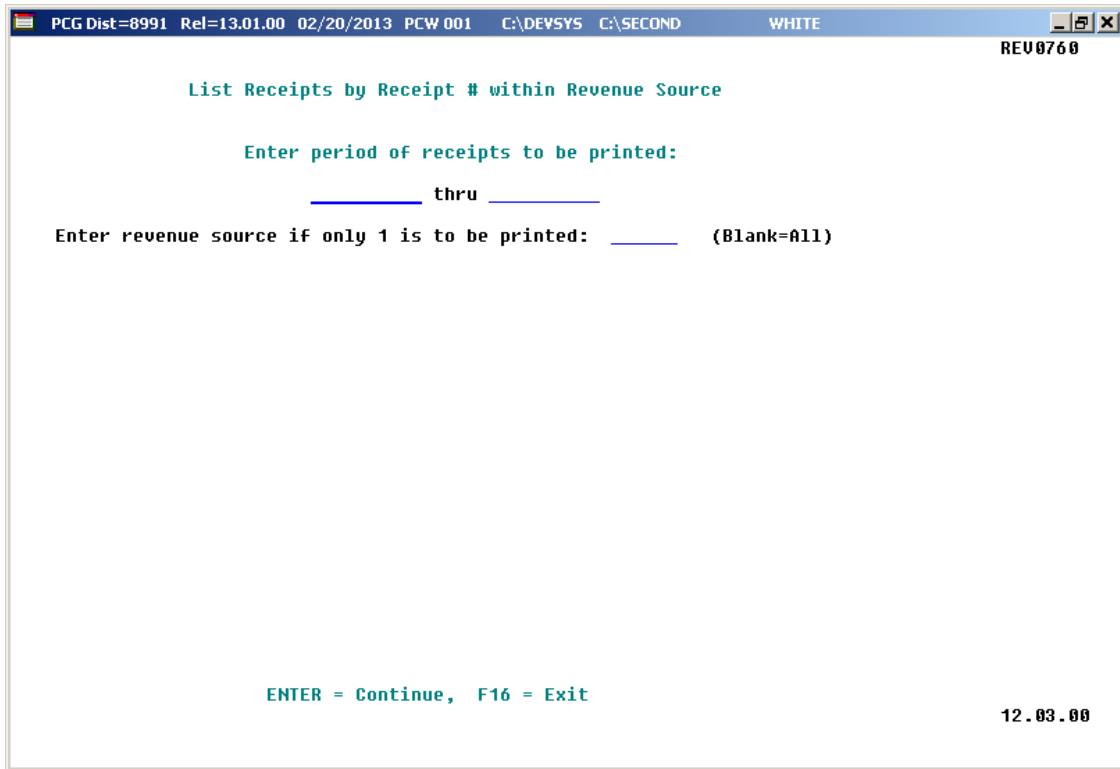
### B3. By Source: Detail

The following screen displays:



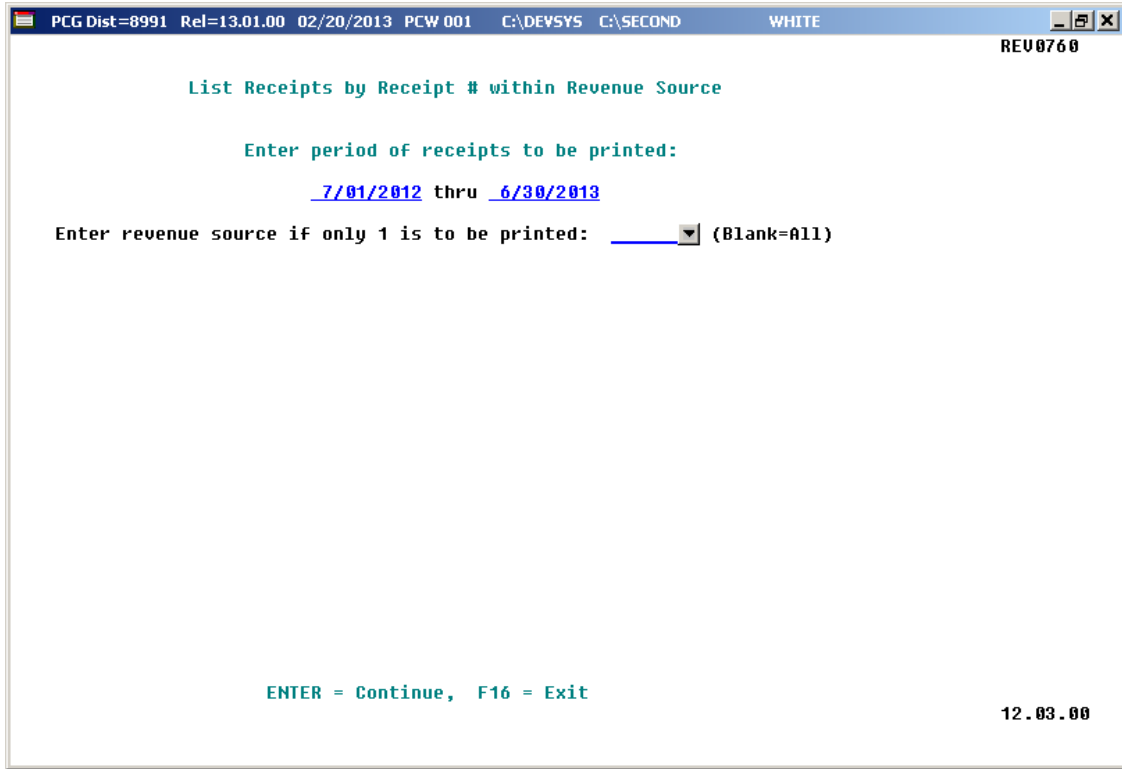
Step	Action
1	Select <b>9</b> (F9 - By Source: Detail).


The following screen displays:



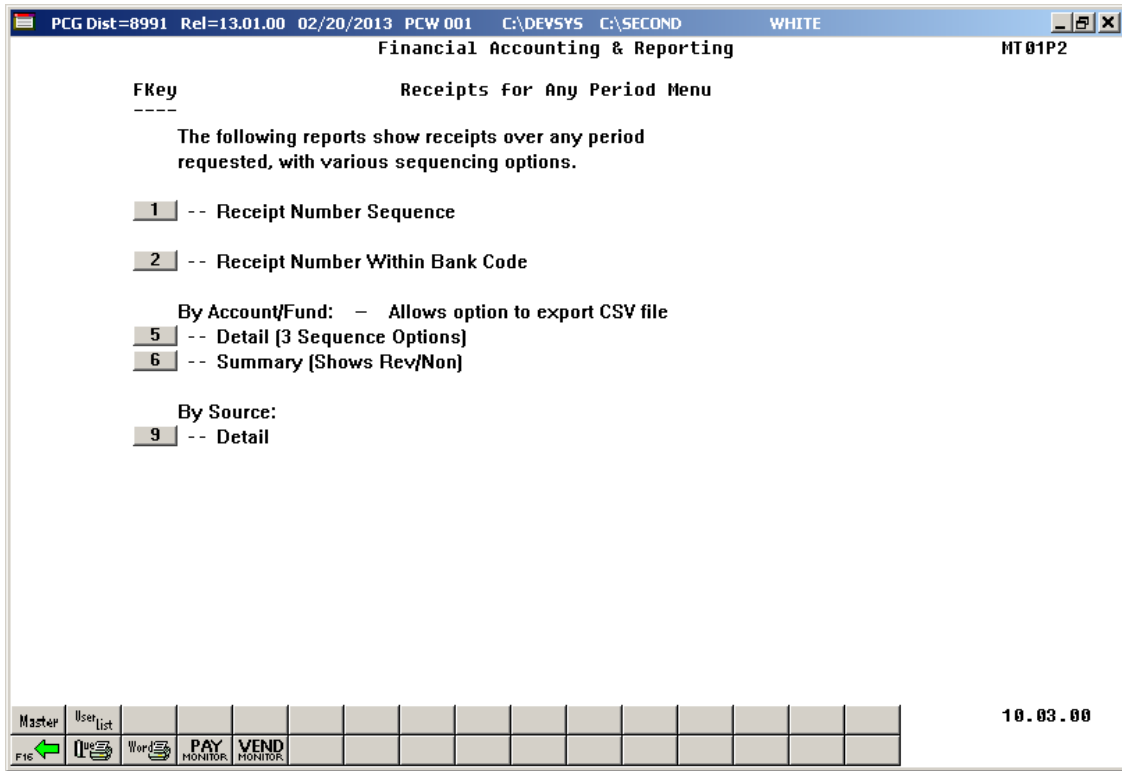
Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Receipts to be Printed</b> fields.





The following screen displays:



Step	Action
3	<p><b>For a specific revenue source:</b> Enter or select the drop-down selection icon  to choose the revenue source code in the <b>Enter Revenue Source if only 1 is to be printed</b> field.</p> <p><b>For all revenue sources:</b> Leave the <b>Enter Revenue Source if only 1 is to be printed</b> field blank.</p>
4	<p>Select <b>Enter</b> <u>twice</u>.</p> <p><i>*** Processing Request ***</i> and <i>“Creating Detail Report”</i> briefly display.</p>

The following screen displays:



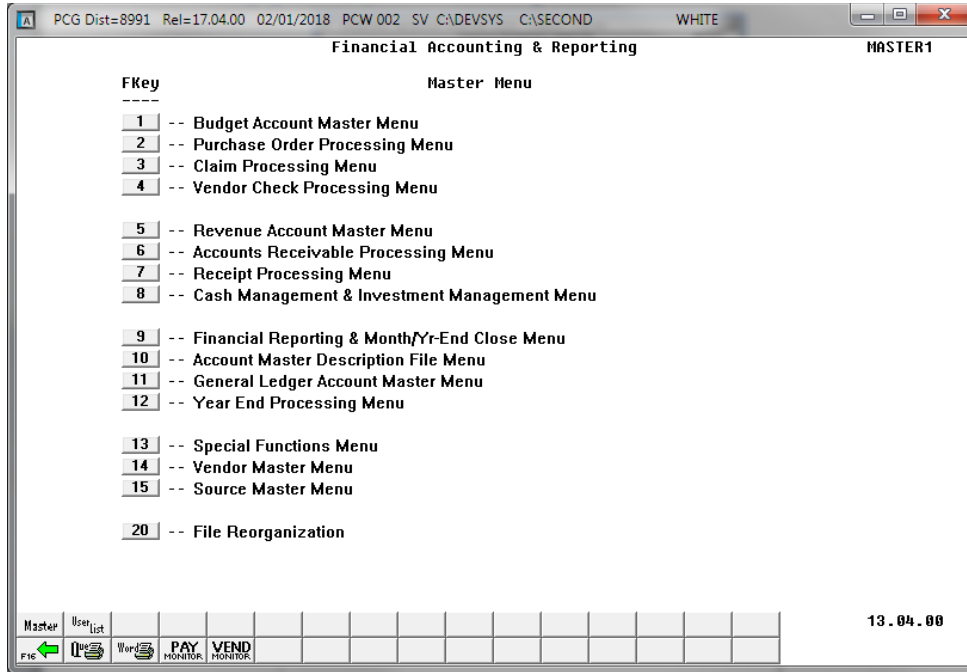
Step	Action
5	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
6	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

**B3.1. Receipts for Any Period Report – All Receipts (Detail by Source) – Example**

REPORT DATE: 02-02-2018		TIME: 10:23		RECEIPT DETAIL - RECEIPT # WITHIN RECEIPT SOURCE				PAGE 9	
				07-01-17 THRU 06-30-18					
RCPT #	RECEIVED FROM	DATE	DEP.	BANK	AMOUNT	ACCOUNT	REASON		
003763	SOURCE 000026	07-11-17	07-11-17	BK01	3,234.34	18-100-0-9990-1121-00000-0000-0-000000	RECEIPT	00	
003764	SOURCE 000026	07-11-17	07-11-17	BK01	6,674.96	18-100-0-9990-1121-00000-0000-0-000000	RECEIPT	00	
003788	SOURCE 000026	08-10-17	08-10-17	BK01	3,687.80	18-100-0-9990-1121-00000-0000-0-000000	RECEIPT	00	
003789	SOURCE 000026	08-10-17	08-10-17	BK01	1,903.64	18-100-0-9990-1121-00000-0000-0-000000	RECEIPT	00	
	*** SOURCE TOTAL				15,500.74	***			
003781	SOURCE 000031	07-17-17	07-17-17	BK07	2,804.39	18-701-0-9990-1995-00000-0000-0-000000	RECEIPT	00	
	*** SOURCE TOTAL				2,804.39	***			
003801	SOURCE 000032	08-16-17	08-16-17	BK01	46,824.66	18-560-0-1540-3400-00000-0000-0-000000	RECEIPT	00	
	*** SOURCE TOTAL				46,824.66	***			
003762	SOURCE 000037	07-11-17	07-11-17	BK04	15.72	18-200-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003765	SOURCE 000037	07-11-17	07-11-17	BK01	10,016.37	18-100-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003782	SOURCE 000037	08-01-17	08-01-17	BK04	2,537.57	18-200-0-9990-1191-00000-0000-0-000000	RECEIPT	00	
003784	SOURCE 000037	08-01-17	08-01-17	BK01	41,897.62	18-100-0-9990-1191-00000-0000-0-000000	RECEIPT	00	
003785	SOURCE 000037	08-03-17	08-03-17	BK01	46,529.10	18-100-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003786	SOURCE 000037	08-03-17	08-03-17	BK04	32.58	18-200-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003792	SOURCE 000037	08-17-17	08-17-17	BK01	42,486.91	18-100-0-9990-1191-00000-0000-0-000000	RECEIPT	00	
003793	SOURCE 000037	08-17-17	08-17-17	BK01	27,017.70	18-100-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003795	SOURCE 000037	08-17-17	08-17-17	BK04	17.60	18-200-0-9990-1110-00000-0000-0-000000	RECEIPT	00	
003796	SOURCE 000037	08-17-17	08-17-17	BK04	2,436.86	18-100-0-9990-1191-00000-0000-0-000000	RECEIPT	00	
	*** SOURCE TOTAL				172,988.03	***			
003818	SOURCE 000040	07-31-17	07-31-17	BK01	14,891.17	18-485-0-1863-4300-00000-0000-0-000000	RECEIPT	00	
	*** SOURCE TOTAL				14,891.17	***			
	*** GRAND TOTAL				3,617,754.11	***			

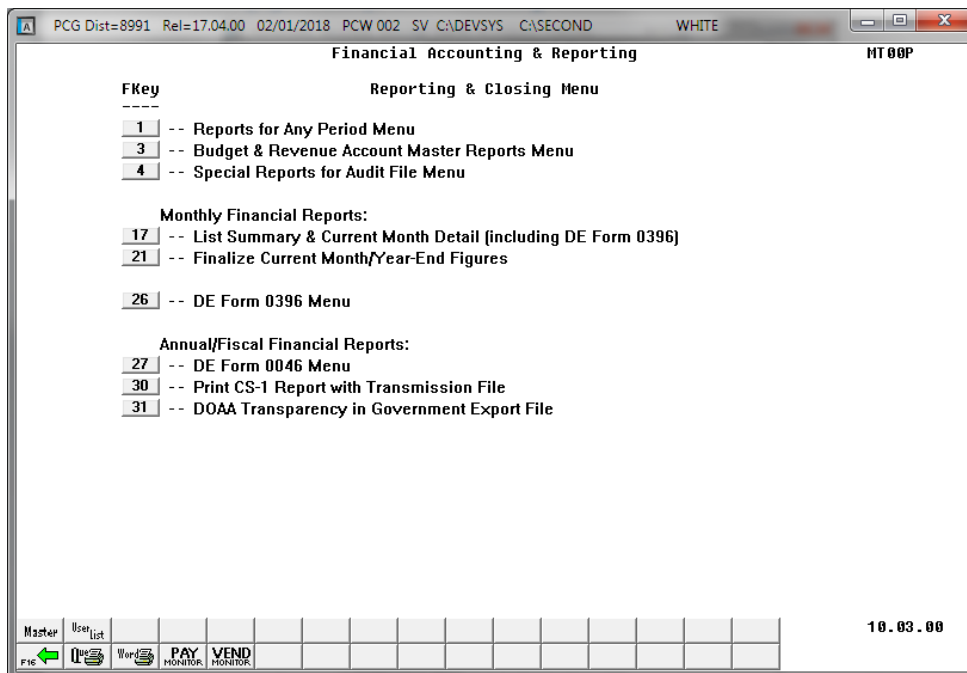


## Procedure C: Printing the Journal Vouchers for Any Period Report



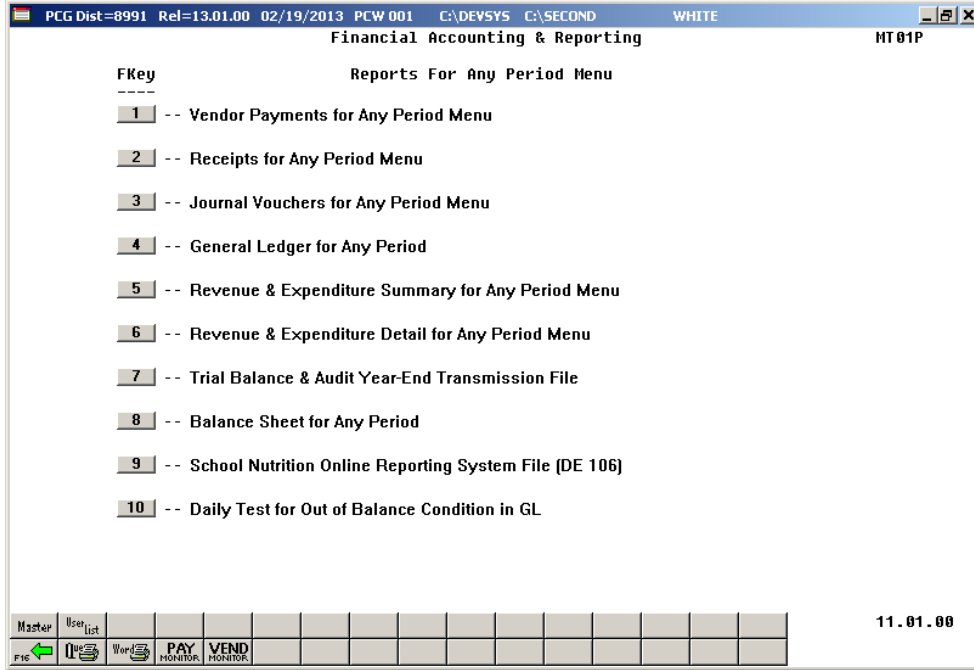
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



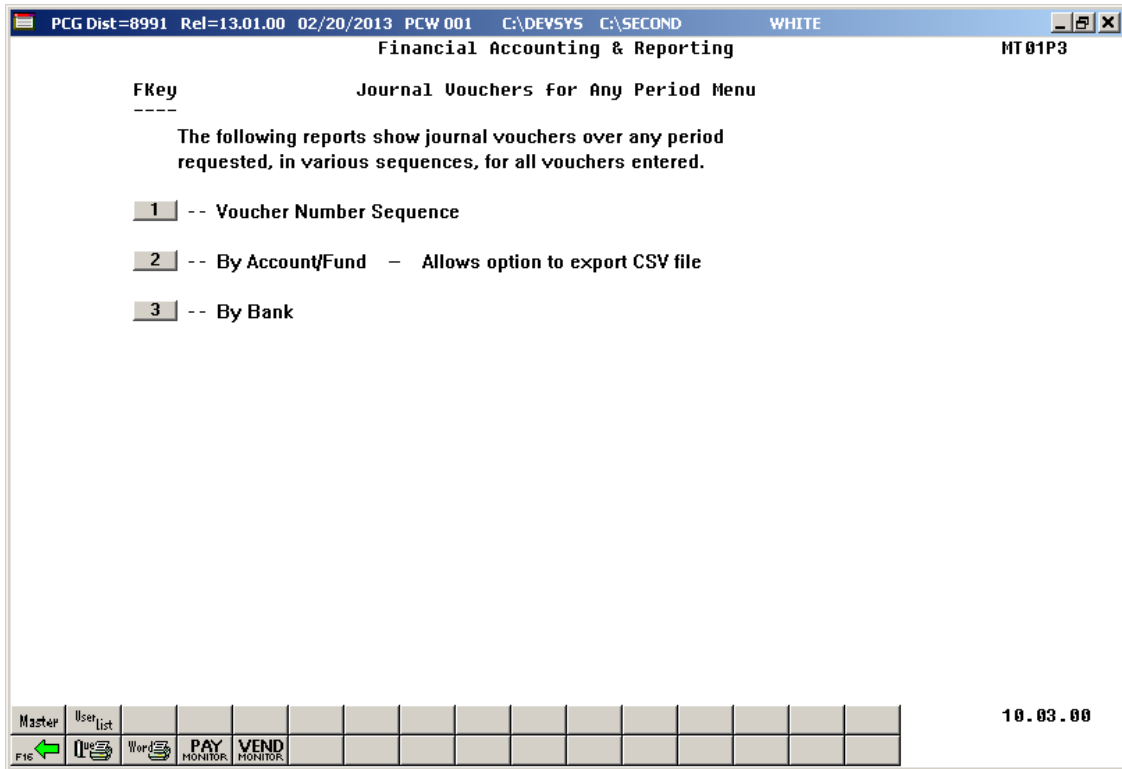
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:




Step	Action
3	Select <b>3</b> (F3 - Journal Vouchers for Any Period Menu).

The following screen displays:

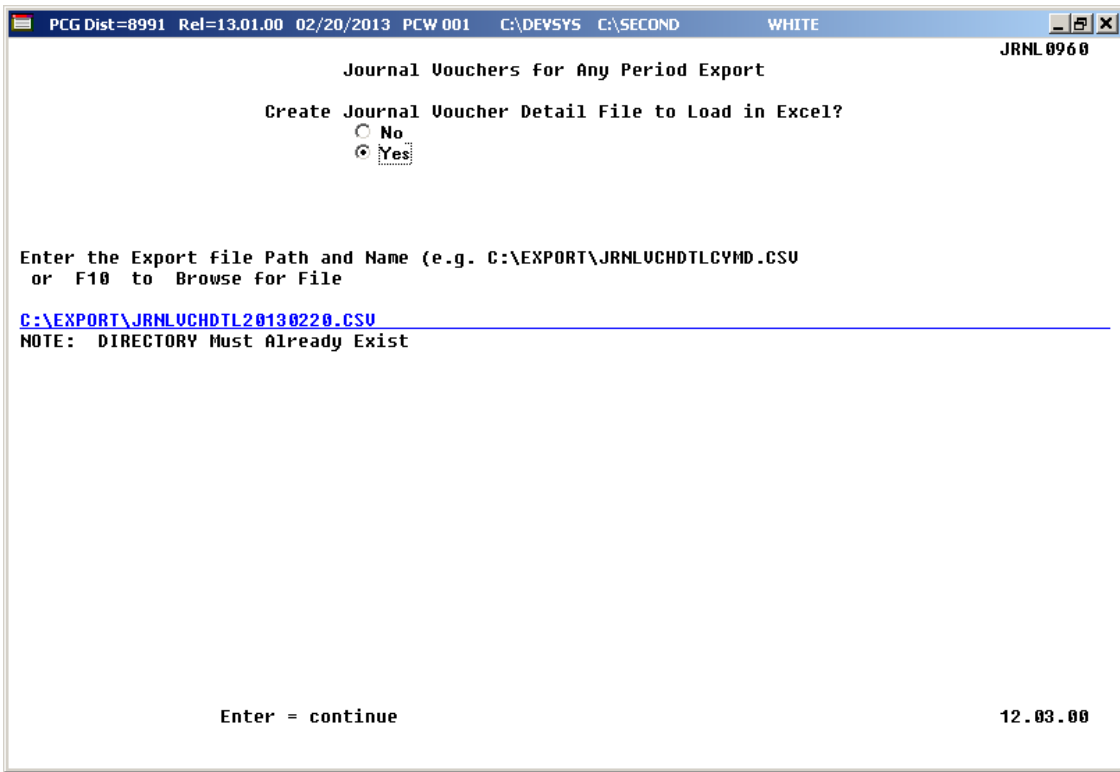



Step	Action
4	<p><b>By Journal Voucher number:</b> Select <b>1</b> (F1 - Voucher Number Sequence).</p> <p><b>By Account/Fund:</b> Select <b>2</b> (F2 - By Account/Fund).</p> <p><b>By Bank:</b> Select <b>3</b> (F3 - By Bank).</p>



Step	Action
5	<b>For Step 4, F1 (By Voucher Number Sequence) selections:</b> Enter one of the following: Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Journal Vouchers to be Printed</b> fields, <u>or</u> enter the journal voucher range in the <b>Enter Range of Journal Vouchers to be Printed</b> fields.
6	<b>For Step 4, F2 (By Account/Fund) or F3 (By Bank) selections:</b> Enter the date range (MM/DD/CCYY) in the <b>Enter Period of Journal Vouchers to be Printed</b> fields.
7	Select  ( <b>Enter</b> ) <u>twice</u> . “** Processing Request **” briefly displays.

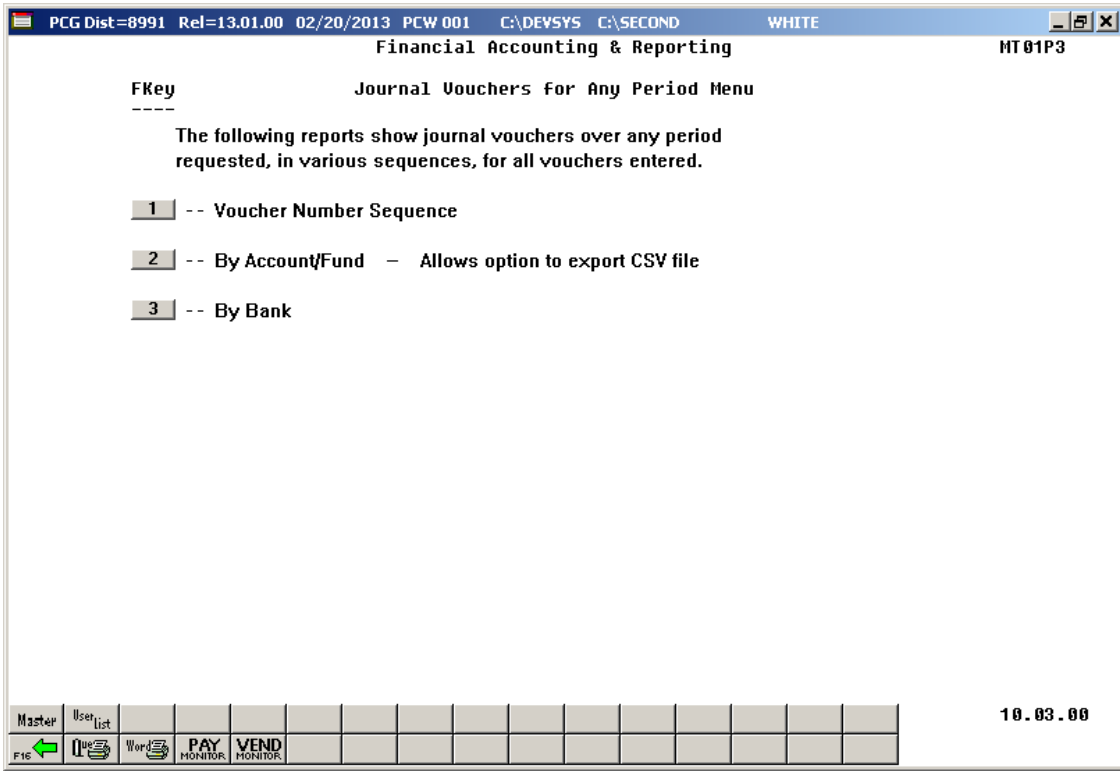
For Step 4, F2 (By Account/Fund) or F3 (By Bank) selections, the following screen displays:







Step	Action
8	Select the  ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create Journal Voucher Detail File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
9	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
10	<b>If creating an export file:</b> Enter <b>C:\EXPORT\JRNLVCHDTLccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.

Step	Action
11	<p>Select <b>Enter</b> (Continue).</p> <p><i>If the filename is invalid, the “UNABLE TO OPEN JV CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 9 to enter the correct information.</i></p> <p><i>“Processing Request” briefly displays where appropriate.</i></p>

The following screen displays:



Step	Action
12	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
13	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (<b>Master</b>) to return to the <i>Business Applications Master Menu</i>.</p>

**C1. Journal Vouchers for Any Period Report (Voucher # Sequence) – Example**

REPORT DATE 02/02/2018		DETAIL OF ACTIVITY FOR JOURNAL ENTRIES										PAGE 9
List Journal Vouchers in Voucher # Sequence												
7/01/17 THRU 6/30/18												
MASTER:	VOUCHER #	DATE	REASON		DEBITS	CREDITS	#	TRANS	BANK	CHECK#		
	00007336	7/25/17	JEMASTER	00007336	9.30	9.30		002				
	SEQ	TYPE	YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDI'L	
DETAIL:	001	E	18	-100	-0	-9990	-2900	-89000	-8010	-0	-000000	
	002	B	18	-100	-0	-0000	-0101	-00000	-0000	-0	-000000	
						AMOUNT		BANK		VND-SRC	1099	
						9.30-				2		
						9.30		BK01				
MASTER:	VOUCHER #	DATE	REASON		DEBITS	CREDITS	#	TRANS	BANK	CHECK#		
	00007337	8/31/17	JEMASTER	00007337	5,983.75	5,983.75		002				
	SEQ	TYPE	YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDI'L	
DETAIL:	001	B	18	-606	-0	-0000	-0481	-00000	-0000	-0	-000000	
	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	
						AMOUNT		BANK		VND-SRC	1099	
						5,983.75-						
						5,983.75		BK10				
MASTER:	VOUCHER #	DATE	REASON		DEBITS	CREDITS	#	TRANS	BANK	CHECK#		
	00007338	7/01/17	JEMASTER	00007338	59.80	59.80		002				
	SEQ	TYPE	YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDI'L	
DETAIL:	001	E	18	-100	-0	-1320	-2700	-18000	-8012	-0	-000000	
	002	B	18	-100	-0	-0000	-0101	-00000	-0000	-0	-000000	
						AMOUNT		BANK		VND-SRC	1099	
						59.80				1		
						59.80-		BK01				
GRAND TOTAL						.00						

**C2. Journal Vouchers for Any Period Report (by Fund/Account) – Example**

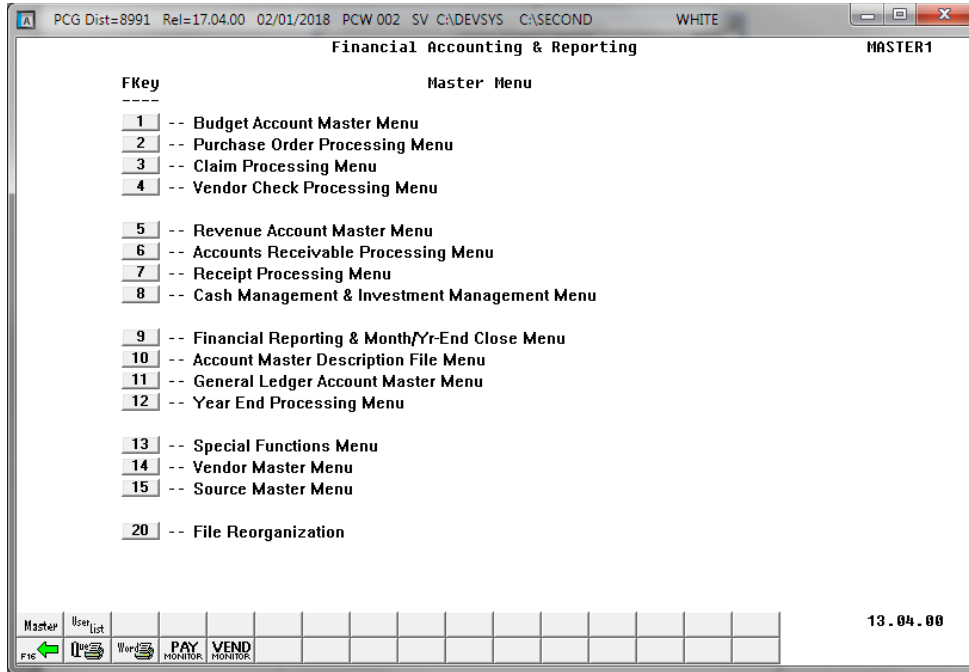
REPORT DATE 02/02/2018		DETAIL OF ACTIVITY FOR JOURNAL ENTRIES								PAGE 5					
List Journal Vouchers by Account / Fund															
7/01/17 THRU 6/30/18															
VOUCHER #	SEQ	TYPE	YR	FND	F	PRGM	FNCT	OBJCT	FCITY	B	ADDT'L	AMOUNT	BANK	VND-SRC	1099
00007332	001	B	18	606	0	0000	0481	00000	0000	0	000000	1,424.60-			
00007337	001	B	18	606	0	0000	0481	00000	0000	0	000000	5,983.75-			
ACCOUNT TOTAL												7,408.35-			
-----															
00007318	001	R	18	606	0	9600	1611	00000	0000	0	000000	11.65		2	
00007319	001	R	18	606	0	9600	1611	00000	0000	0	000000	18.00		2	
ACCOUNT TOTAL												29.65			
-----															
00007325	008	E	18	606	0	9600	3100	61000	0108	1	000000	22.13		2	
ACCOUNT TOTAL												22.13			
-----															
FUND TOTAL												.00			
-----															
00007275	001	B	18	607	0	0000	0101	00000	0000	0	000000	22,541.16	BK10		
00007275	002	B	18	607	0	0000	0101	00000	0000	0	000000	22,541.16-	BK01		
00007292	001	B	18	607	0	0000	0101	00000	0000	0	000000	6,581.40	BK01		
00007292	002	B	18	607	0	0000	0101	00000	0000	0	000000	6,581.40-	BK10		
-----															
REPORT DATE 02/02/2018		DETAIL OF ACTIVITY FOR JOURNAL ENTRIES								PAGE 6					
List Journal Vouchers by Account / Fund															
7/01/17 THRU 6/30/18															
VOUCHER #	SEQ	TYPE	YR	FND	F	PRGM	FNCT	OBJCT	FCITY	B	ADDT'L	AMOUNT	BANK	VND-SRC	1099
00007320	001	B	18	607	0	0000	0101	00000	0000	0	000000	11,138.97	BK10		
00007320	002	B	18	607	0	0000	0101	00000	0000	0	000000	11,138.97-	BK01		
00007322	011	B	18	607	0	0000	0101	00000	0000	0	000000	145.19	BK01		
00007322	012	B	18	607	0	0000	0101	00000	0000	0	000000	145.19-	BK10		
ACCOUNT TOTAL												.00			
-----															
FUND TOTAL												.00			
-----															
00007306	002	B	18	701	0	0000	0101	00000	0000	0	000000	2,235.87-	BK07		
ACCOUNT TOTAL												2,235.87-			
-----															
00007306	001	E	18	701	0	9990	2900	89000	8010	0	000000	2,235.87		5950	
ACCOUNT TOTAL												2,235.87			
-----															
FUND TOTAL												.00			
-----															
GRAND TOTAL												.00			



**C3. Journal Vouchers for Any Period Report (by Bank) – Example**

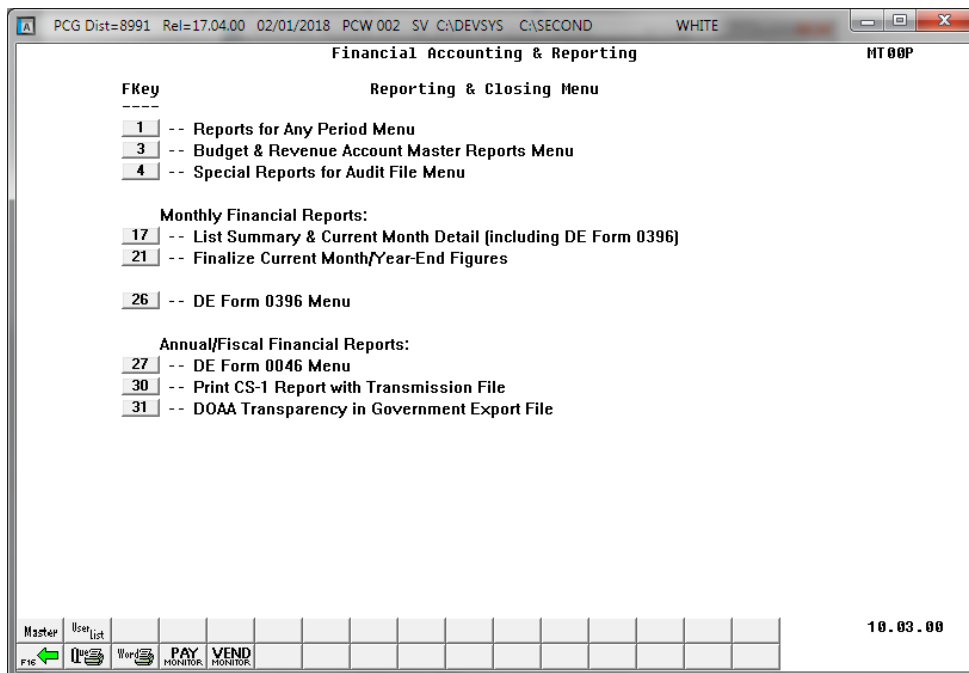
REPORT DATE 02/02/2018		DETAIL OF ACTIVITY FOR JOURNAL ENTRIES								PAGE 2					
List Journal Vouchers by Bank															
7/01/17 THRU 6/30/18															
VOUCHER #	SEQ	TYPE	YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	AMOUNT	BANK	VND-SRC	1099
00007306	002	B	18	-701	-0	-0000	-0101	-00000	-0000	-0	-000000	2,235.87-	BK07		
BANK TOTAL												2,235.87-			
-----															
00007325	001	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	22.14-	BK10		
00007278	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	14,899.74-	BK10		
00007286	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	50.00-	BK10		
00007322	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	14,958.28-	BK10		
00007323	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	.01	BK10		
00007327	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	.01-	BK10		
00007329	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	448.00	BK10		
00007333	002	B	18	-602	-0	-0000	-0101	-00000	-0000	-0	-000000	2,941.99	BK10		
00007276	001	B	18	-603	-0	-0000	-0101	-00000	-0000	-0	-000000	2,861.00	BK10		
00007297	001	B	18	-603	-0	-0000	-0101	-00000	-0000	-0	-000000	2,861.00	BK10		
00007278	004	B	18	-603	-0	-0000	-0101	-00000	-0000	-0	-000000	8,673.07-	BK10		
00007322	004	B	18	-603	-0	-0000	-0101	-00000	-0000	-0	-000000	8,673.07-	BK10		
00007287	002	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	75.00-	BK10		
00007330	002	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	462.00	BK10		
00007334	002	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	3,788.15	BK10		
00007325	003	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	22.14-	BK10		
00007278	006	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	14,508.84-	BK10		
00007322	006	B	18	-604	-0	-0000	-0101	-00000	-0000	-0	-000000	14,873.32-	BK10		
00007326	001	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	4.00	BK10		
00007288	002	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	75.00-	BK10		
00007331	002	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	759.00	BK10		
00007335	002	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	3,953.82	BK10		
00007325	005	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	22.14-	BK10		
00007278	008	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	13,807.75-	BK10		
00007322	008	B	18	-605	-0	-0000	-0101	-00000	-0000	-0	-000000	13,807.75-	BK10		
00007289	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	100.00-	BK10		
00007318	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	11.65-	BK10		
00007319	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	18.00-	BK10		
00007332	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	1,424.60	BK10		
00007337	002	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	5,983.75	BK10		
00007325	007	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	22.13-	BK10		
00007278	010	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	12,818.41-	BK10		
00007322	010	B	18	-606	-0	-0000	-0101	-00000	-0000	-0	-000000	13,672.66-	BK10		
00007275	001	B	18	-607	-0	-0000	-0101	-00000	-0000	-0	-000000	22,541.16	BK10		
00007320	001	B	18	-607	-0	-0000	-0101	-00000	-0000	-0	-000000	11,138.97	BK10		
00007292	002	B	18	-607	-0	-0000	-0101	-00000	-0000	-0	-000000	6,581.40-	BK10		
00007322	012	B	18	-607	-0	-0000	-0101	-00000	-0000	-0	-000000	145.19-	BK10		
BANK TOTAL												78,670.24-			
-----															
REPORT DATE 02/02/2018		DETAIL OF ACTIVITY FOR JOURNAL ENTRIES								PAGE 3					
List Journal Vouchers by Bank															
7/01/17 THRU 6/30/18															
VOUCHER #	SEQ	TYPE	YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	AMOUNT	BANK	VND-SRC	1099
GRAND TOTAL												24,804.05			

## Procedure D: Printing the General Ledger (G/L) for Any Period Report



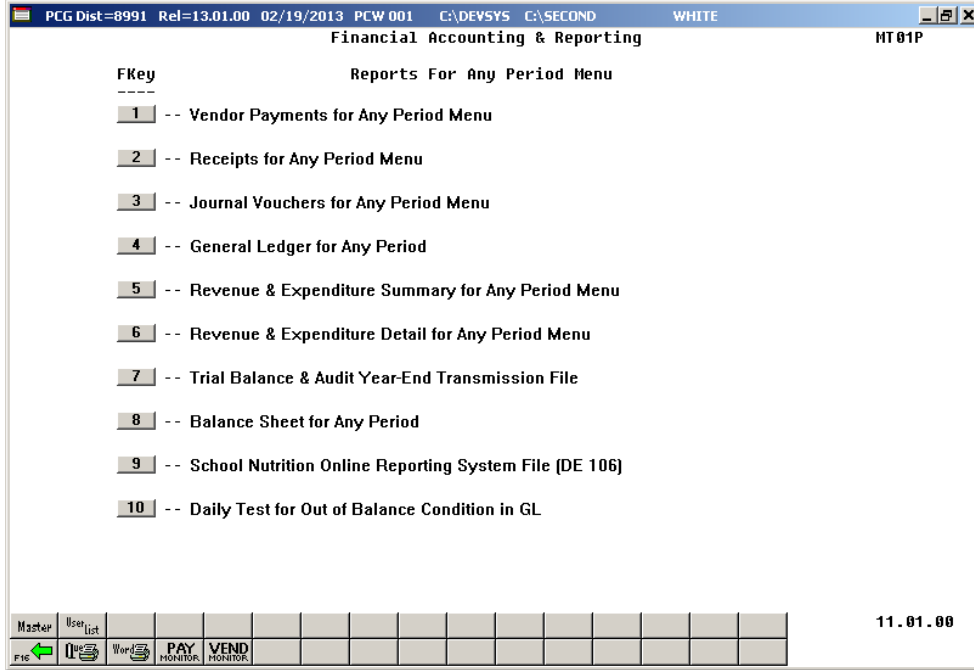
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



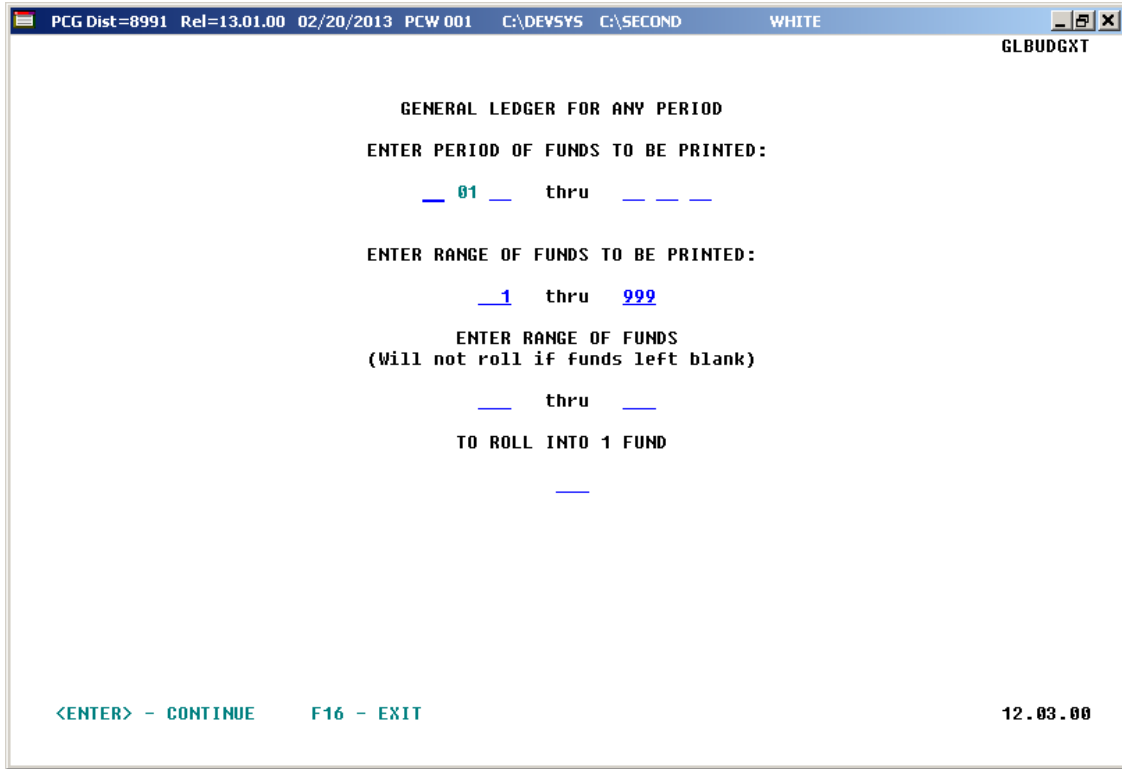
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



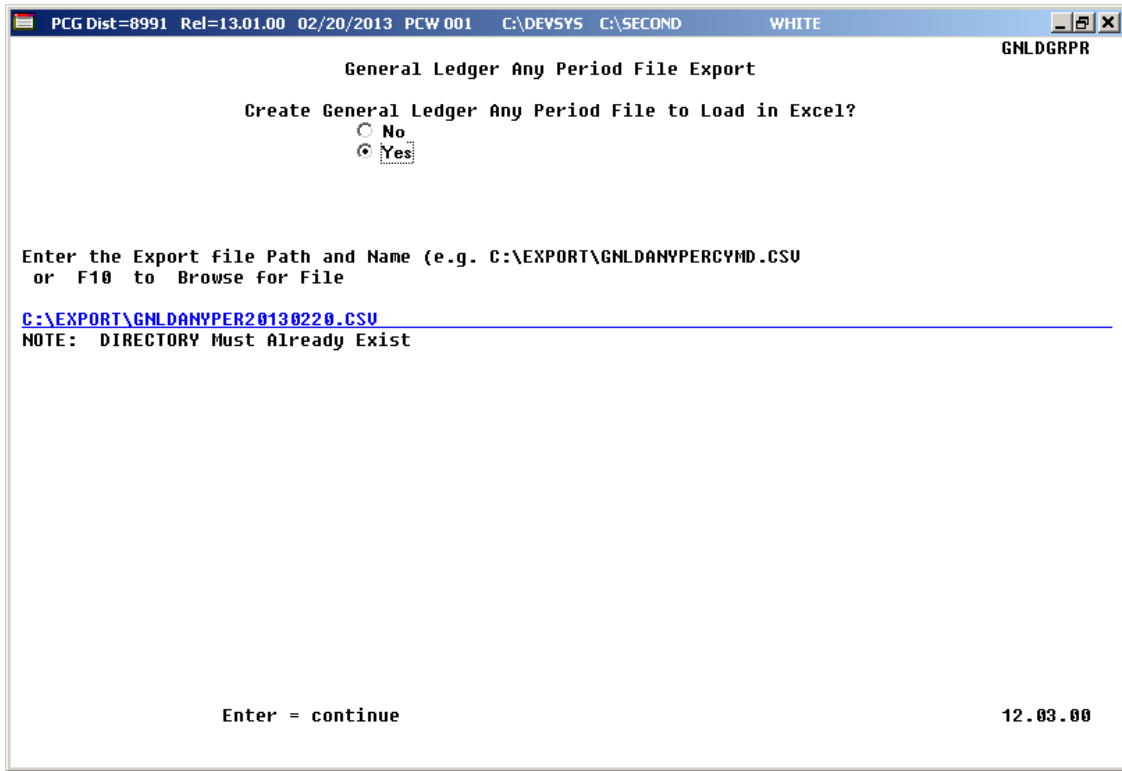
Step	Action
3	Select <b>4</b> (F4 - General Ledger for Any Period).

The following screen displays:



Step	Action
4	Enter the date range (MM DD YY) in the <b>Enter period of funds to be printed</b> fields.
5	Enter the fund code or fund code range, or leave the field populated with <b>1 thru 999</b> (All funds) in the <b>Enter range of funds to be printed</b> fields.
6	<b>If rolling funds into another fund:</b> Enter the appropriate fund code range <i>and</i> fund code in the <b>Enter range of funds</b> and <b>To roll into 1 fund</b> field. <i>The ranges entered in the field must be within the print range entered in Step 5.</i>
7	Select <b>Enter</b> <u>twice</u> . <i>*** Processing Request ***</i> briefly displays.


The following screen displays:



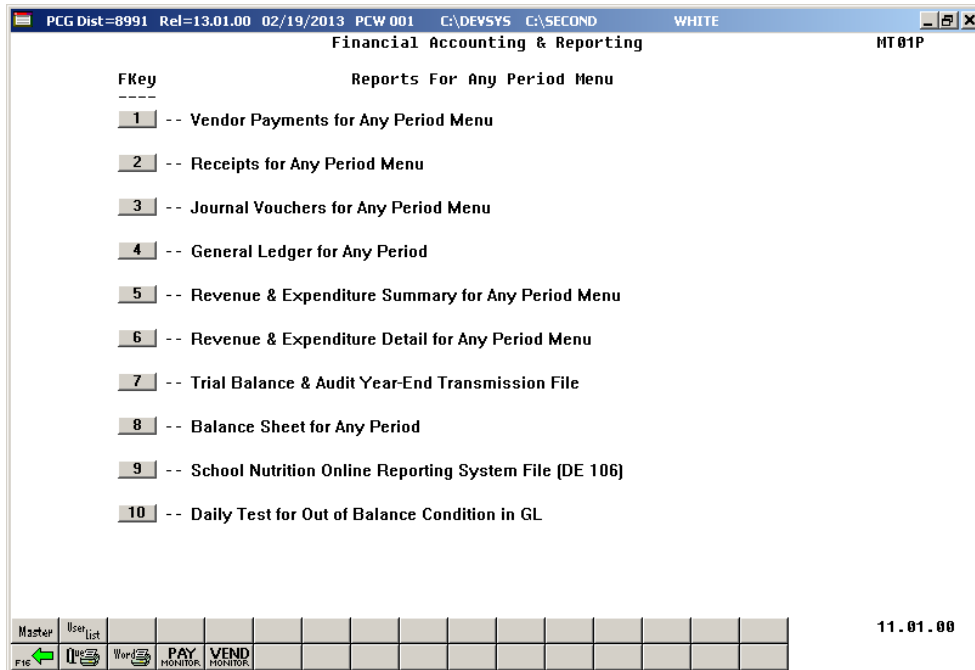
Step	Action
8	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create General Ledger Any Period File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
9	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
10	<b>If creating an export file:</b> Enter <b>C:\EXPORT\GNLDANYPERccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.
11	Select <b>Enter</b> (Continue). <i>If the filename is invalid, the "UNABLE TO OPEN GLANYPR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 10 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>



For out-of-balance conditions, the following dialog box displays:





Step	Action
12	Select  (OK) until the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> redispays.

The following screen displays:



Step	Action
13	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

Step	Action
14	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reporting &amp; Closing Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

**D1. General Ledger for Any Period Report (All Funds) – Example**

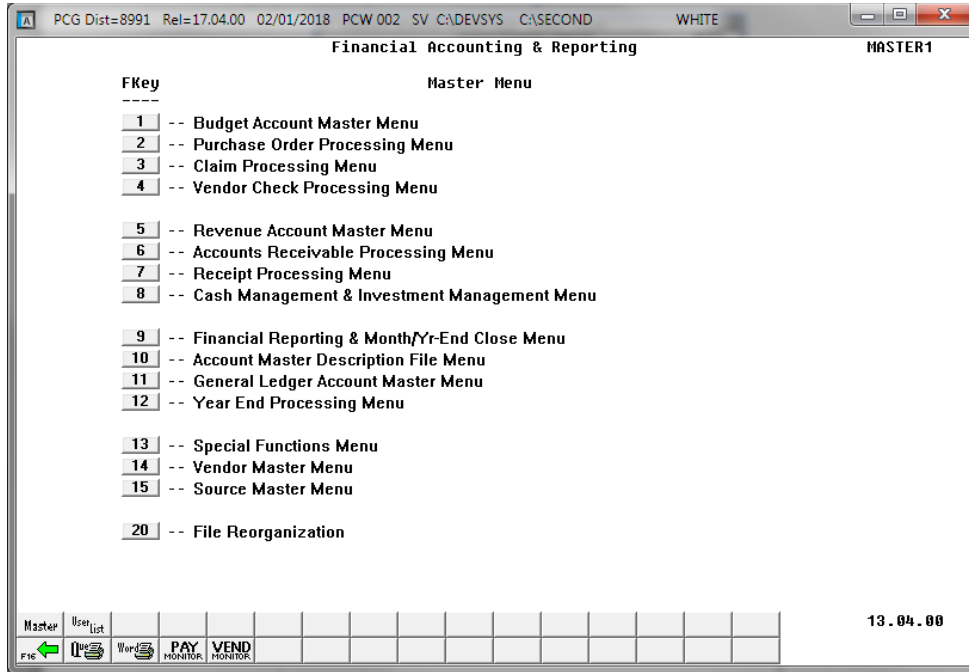
GENLEDGR-20180202-1058										SMITH CITY BOARD OF EDUCATION			
GENERAL LEDGER BEGIN PERIOD 07/01/17 END PERIOD 06/30/18 YR 18 FUND 801 0 CAPITAL ASSETS										PAGE	310		
FUNC/ PRGM	BINC	OBJCT	FCTY	B	ADDT'L	ACTIVITY DESCRIPTION	EMP/CK PO/RC	CODE	DATE	DEBIT	CREDIT	BALANCE	
0000-0211-00000-0000-0-000000						CHANGED		JE1	07/01/17	1,000,886.00		1,000,886.00	
0000-0211-00000-0000-0-000000						LAND		JE1	07/01/17	1,000,886.00		1,000,886.00 *	
0000-0221-00000-0000-0-000000						CHANGED		JE1	07/01/17	819,087.00		819,087.00	
0000-0221-00000-0000-0-000000						LAND IMPROVEMENTS		JE1	07/01/17	819,087.00		819,087.00 *	
0000-0222-00000-0000-0-000000						CHANGED		JE1	07/01/17		469,152.00	469,152.00CR	
0000-0222-00000-0000-0-000000						ACCUM DEPREC-LAND IMPROVEMENTS		JE1	07/01/17		469,152.00	469,152.00CR*	
0000-0231-00000-0000-0-000000						CHANGED		JE1	07/01/17	35,331,777.00		35,331,777.00	
0000-0231-00000-0000-0-000000						BUILDINGS		JE1	07/01/17	35,331,777.00		35,331,777.00 *	
0000-0232-00000-0000-0-000000						CHANGED		JE1	07/01/17		7,645,101.00	7,645,101.00CR	
0000-0232-00000-0000-0-000000						ACCUM DEPRECIATION-BUILDINGS		JE1	07/01/17		7,645,101.00	7,645,101.00CR*	
0000-0241-00000-0000-0-000000						CHANGED		JE1	07/01/17	4,270,760.00		4,270,760.00	
0000-0241-00000-0000-0-000000						MACHINERY & EQUIPMENT		JE1	07/01/17	4,270,760.00		4,270,760.00 *	
0000-0242-00000-0000-0-000000						CHANGED		JE1	07/01/17		2,853,357.00	2,853,357.00CR	
0000-0242-00000-0000-0-000000						ACCUM DEPREC-MACHINE/EQUIPMENT		JE1	07/01/17		2,853,357.00	2,853,357.00CR*	
0000-0251-00000-0000-0-000000						CHANGED		JE1	07/01/17	34,584.00		34,584.00	
0000-0251-00000-0000-0-000000						CIP		JE1	07/01/17	34,584.00		34,584.00 *	
REVENUE RECORDS													
REVENUE TOTALS													*
CLOSING ENTRY REVENUE CONTROL													*
EXPENSE RECORDS													
EXPENSE TOTALS													*
CLOSING ENTRY BUDGET CONTROL													*
0000-0711-00000-0000-0-000000						CHANGED		JE1	07/01/17		31,361,118.00	31,361,118.00CR	
0000-0711-00000-0000-0-000000						INVESTED IN CAPITAL ASSETS NET		JE1	07/01/17		31,361,118.00	31,361,118.00CR*	
0000-0799-00000-0000-0-000000						CHANGED		JE1	07/01/17	871,634.00		871,634.00	
0000-0799-00000-0000-0-000000						UNRES. FUND BAL		JE1	07/01/17	871,634.00		871,634.00 *	

GENLEDGR-20180202-1058										SMITH CITY BOARD OF EDUCATION			
GENERAL LEDGER BEGIN PERIOD 07/01/17 END PERIOD 06/30/18 YR 18 FUND 801 0 CAPITAL ASSETS										PAGE	311		
FUNC/ PRGM	BINC	OBJCT	FCTY	B	ADDT'L	ACTIVITY DESCRIPTION	EMP/CK PO/RC	CODE	DATE	DEBIT	CREDIT	BALANCE	
*** FUND BALANCING TOTALS ***													
ASSETS													30,489,484.00 *
LIABILITIES													*
FUND EQUITY													30,489,484.00CR*

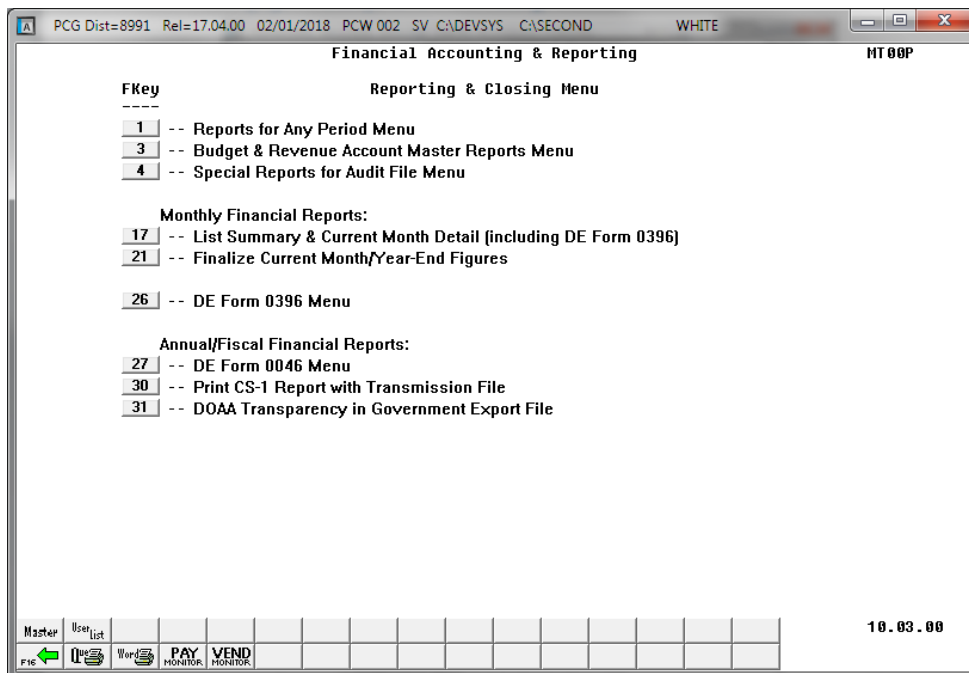


## Procedure E: Printing the Revenue and Expenditure Summary for Any Period Report



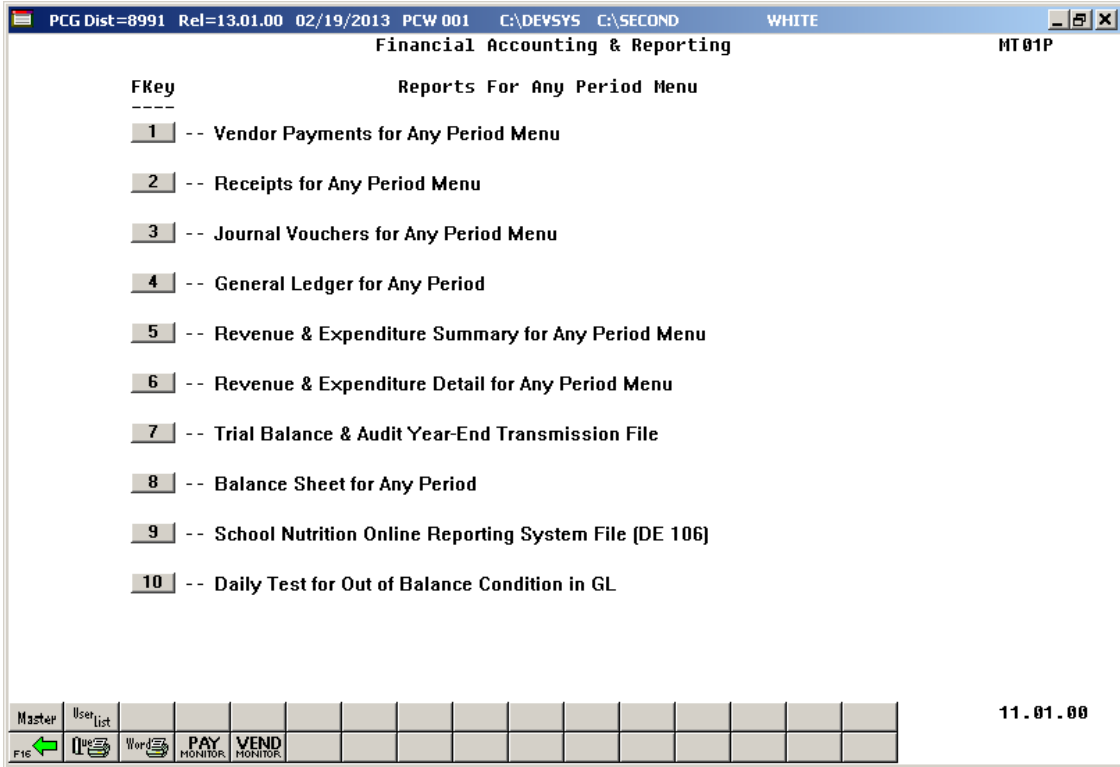
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



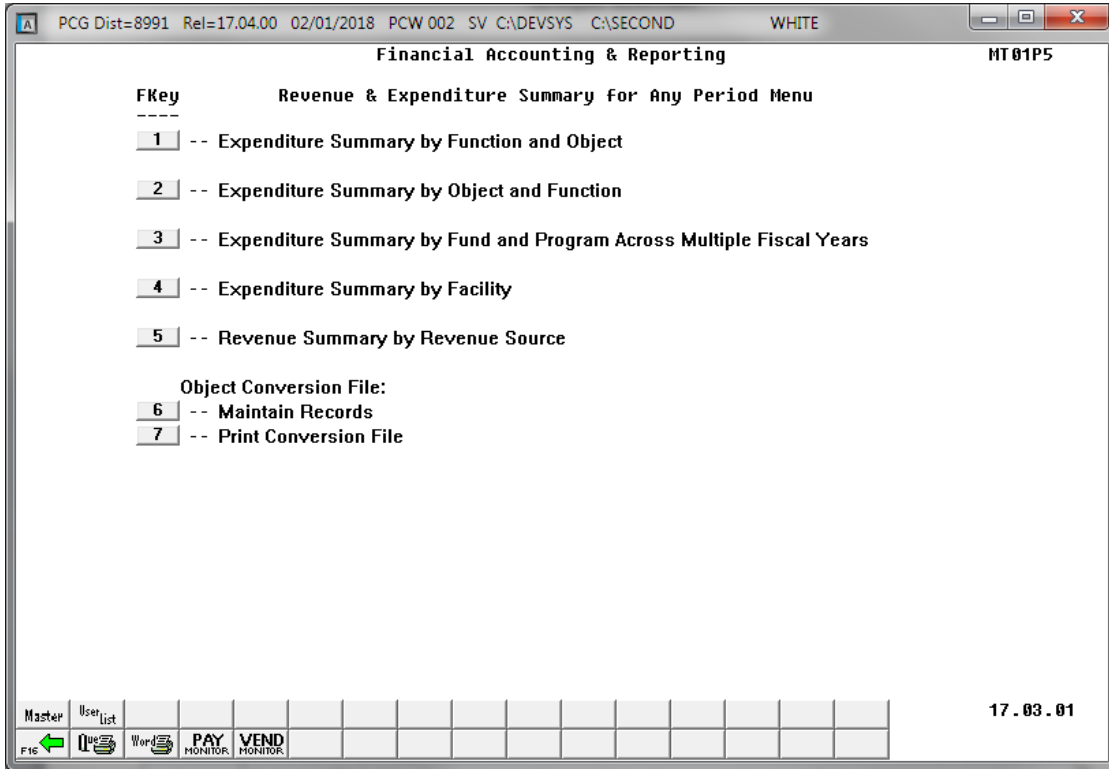
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



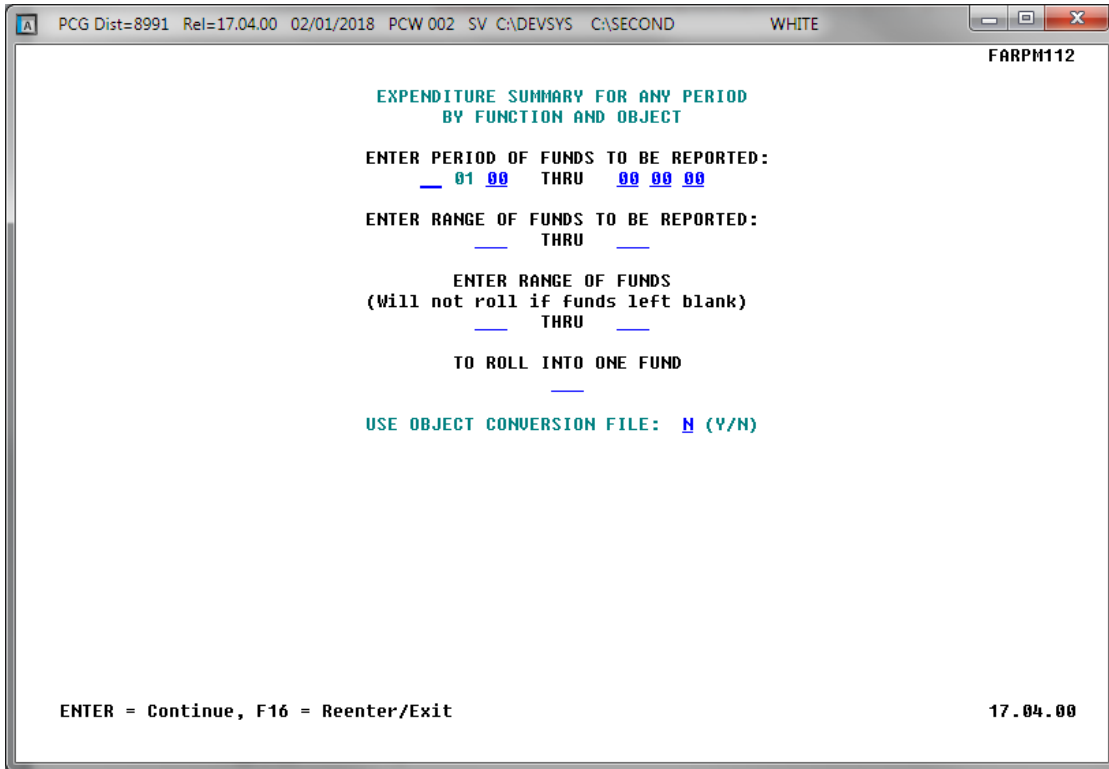
Step	Action
3	Select <b>5</b> (F5 - Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:



Step	Action
4	<p><b>Expenditure Summary by Function and Object:</b> Select <b>1</b> (F1 - Expenditure Summary by Function and Object).</p> <p><b>Expenditure Summary by Object and Function:</b> Select <b>2</b> (F2 - Expenditure Summary by Object and Function).</p> <p><b>Expenditure Summary by Fund and Program Across Multiple Fiscal Years:</b> Select <b>3</b> (F3 - Revenue Summary by Revenue Source).</p> <p><b>Expenditure Summary by Facility:</b> Select <b>4</b> (F4 - Expenditure Summary by Facility).</p> <p><b>Revenue Summary by Revenue Source:</b> Select <b>5</b> (F5 - Revenue Summary by Revenue Source).</p>

For **Step 4** selections, the following screen displays:



Although the screenshot examples display Expenditure Summary by Function and Object account results, the steps also apply to Expenditure Summary by Object and Function, Expenditure Summary by Fund and Program Across Multiple Fiscal Years, Expenditure Summary by Facility, and Revenue Summary by Source account activity results.

Step	Action
5	Enter the date range (MM DD YY) in the <b>Enter Period of Funds To Be Reported</b> fields. <i>The date range entered in the fields must be within the same fiscal year.</i>
6	Enter the fund code range in the <b>Enter Range of Funds To Be Reported</b> fields.
7	<b>If rolling funds into another fund:</b> Enter the appropriate fund code range in the <b>Enter range of funds</b> fields. Enter the appropriate fund code in the <b>To roll into 1 fund</b> field. <i>The ranges entered in the field must be within the date range entered in Step 5.</i>
8	<b>For Step 4-F1 or Step 4-F2 or Step 4-F3 Selections:</b> Enter Y (Yes) or N (No) in the <b>USE OBJECT CONVERSION FILE:</b> field.
9	Select <b>Enter</b> <u>twice</u> . <i>“** Processing Request **” briefly displays.</i>

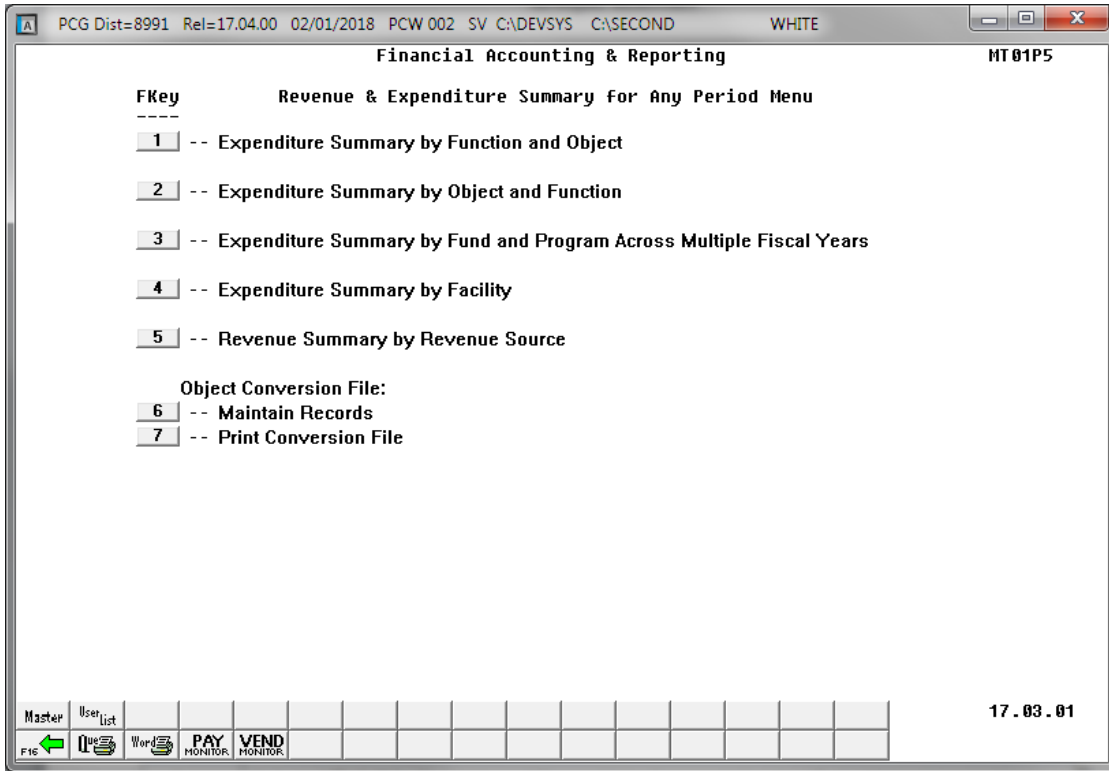
The following screen displays:







Although the screenshot examples display Expenditure Summary by Function and Object account results, the steps also apply to Expenditure Summary by Object and Function, Expenditure Summary by Fund and Program Across Multiple Fiscal Years, Expenditure Summary by Facility, and Revenue Summary by Source account activity results.

Step	Action
10	Select the <input checked="" type="radio"/> (Radio Button) to left of the appropriate response in the <b>Create Expenditure (or Revenue) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes', otherwise, select 'No'.
11	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
12	<b>If creating an export file:</b> Enter C:\EXPORT\ExpSumFNCTccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select F10 (to Browse for file) to locate the file manually.
13	Select <b>Enter</b> (Continue). <i>If the filename is invalid, the "UNABLE TO OPEN EXPSUMFNCT CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 12 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>

The following screen displays:



Step	Action
14	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
15	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

**E1. Expenditure Summary for Any Period by Function and Object Report – Example**

FARPM114 02/02/2018		EXPENDITURE SUMMARY FOR ANY PERIOD BY FUNCTION AND OBJECT SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION REPORTING PERIOD 07/01/17 THRU 06/30/18 REPORTING FISCAL YEAR 2018				PAGE: 6 08:42 AM	
FUNC OBJCT DESCRIPTION	TOTAL APPROPRIATION	----- EXPENDED	YEAR-TO-DATE ENCUMBERED	BALANCE	----- EXPENDED	PERIOD-TO-DATE ENCUMBERED	
2900 89000 OTHER EXPENSES		1,931.60-		1,931.60	1,931.60-		
* TOTAL BY FUNCTION: 2900 EXP OTHER SUP	10,000.00	1,601.45-		11,601.45	1,601.45-		
3100 18400 SNS CAFETERIA	6,525.00	67.06		6,457.94	67.06		
3100 22000 FICA/MED SUM	499.16	5.14		494.02	5.14		
3100 26000 WORKMEN'S/C SUM	627.04			627.04			
* TOTAL BY FUNCTION: 3100 EXP SCHOOL NUTR	7,651.20	72.20		7,579.00	72.20		
5000 93000 TRANS-OTH FUNDS	600,000.00			600,000.00			
* TOTAL BY FUNCTION: 5000 OTHER USES	600,000.00			600,000.00			
** TOTAL BY FUND: 100 GENERAL	21,750,199.00	1,829,481.98	6,355.81	19,914,361.21	1,829,481.98	6,355.81	
*** TOTALS FOR REPORT:	21,750,199.00	1,829,481.98	6,355.81	19,914,361.21	1,829,481.98	6,355.81	

**E2. Expenditure Summary by Fund and Program Across Multiple Fiscal Years – Example**

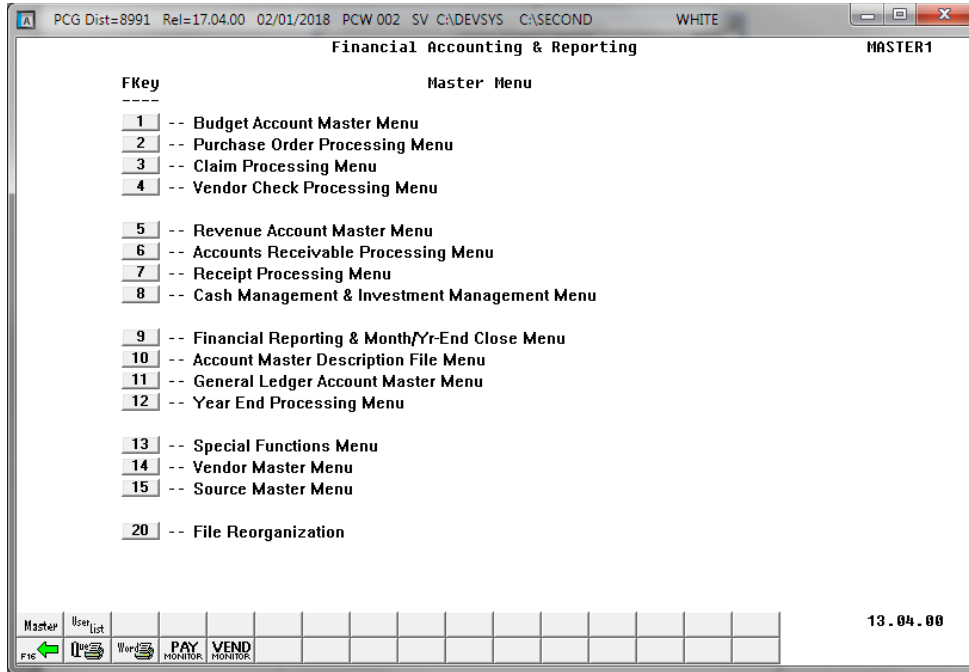
FARPM116 02/02/2018		EXPENDITURE SUMMARY FOR ANY PERIOD BY FUND AND PROGRAM SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION REPORTING PERIOD 07/01/16 THRU 06/30/18		PAGE: 1 09:27 AM
PROG	FED	DESCRIPTION	----- PERIOD-TO-DATE ----- EXPENDED	ENCUMBERED
REPORTING FUND: 100				
1011		KIND QBE BASIC	896,698.35	6,355.81
1013		KIND QBE LOCAL	50,344.13	
1021		GRDS 1-3 QBE	1,513,954.22	
1023		1-3 QBE LOCAL	43,954.75	
1041		GRDS 9-12 QBE	2,507,655.45	
1043		9-12 QBE LOCAL	66,538.92	
1051		GRADES 4 - 5	1,100,439.25	
1053		4-5 QBE LOCAL	29,946.09	
1061		K EIP	173,032.39	
1063		K EIP LOCAL	5,262.91	
1071		1-3 GRADE EIP	560,997.55	
1073		1-3 EIP LOCAL	19,259.17	
1081		GRDS 6-8 QBE	2,515,296.90	
1083		6-8 QBE LOCAL	68,321.52	
1091		EIP GRADES 4-5	211,811.21	
1093		EIP GR 4-5 LOCL	6,828.28	
1100		20 DA ADDL INST	51,952.96	
1210		STAFF DEV QBE	48,574.09	
1310		MEDIA CENTERS	325,121.90	
1320		PUPIL TRANSPORT	1,852,848.42	
1351		ESOL	122,364.77	
1353		ESOL QBE LOCAL	3,247.54	
1445		ON BEHALF PMTS	67,611.62	
1500		NURSES	91,881.78	
1570		SPECIAL PROJECT		
1638		CHARTER FUNDS	189,032.90	
2011		SP. ED. REVENUE	64,112.41	
2041		MOD SELF CONTND	846,590.50	
2043		CAT 3 QBE LOCAL	22,383.69	
2051		SEV SELF CONTND	152,935.71	
2053		CAT 4 QBE LOCAL	5,038.13	
2061		SPEC ED CAT V	403,386.59	
2063		CAT 5 QBE LOCAL	8,059.24	
2111		GIFTED QBE	138,917.58	
6073		ALT SCHOOL LOCA	4,547.54	
6095		ERATE REIM PROC	89,711.90	
7050		MATH/SCIENCE SU	45,900.38	
7052		TOTY	535.32	
9990		UNDIST. PROGRAM	6,947,633.72	
** TOTAL BY FUND:				
100		GENERAL	22,283,497.52	6,355.81
*** TOTALS FOR REPORT:			22,283,497.52	6,355.81



**E3. Revenue Summary for Any Period Report by Revenue Source Report – Example**

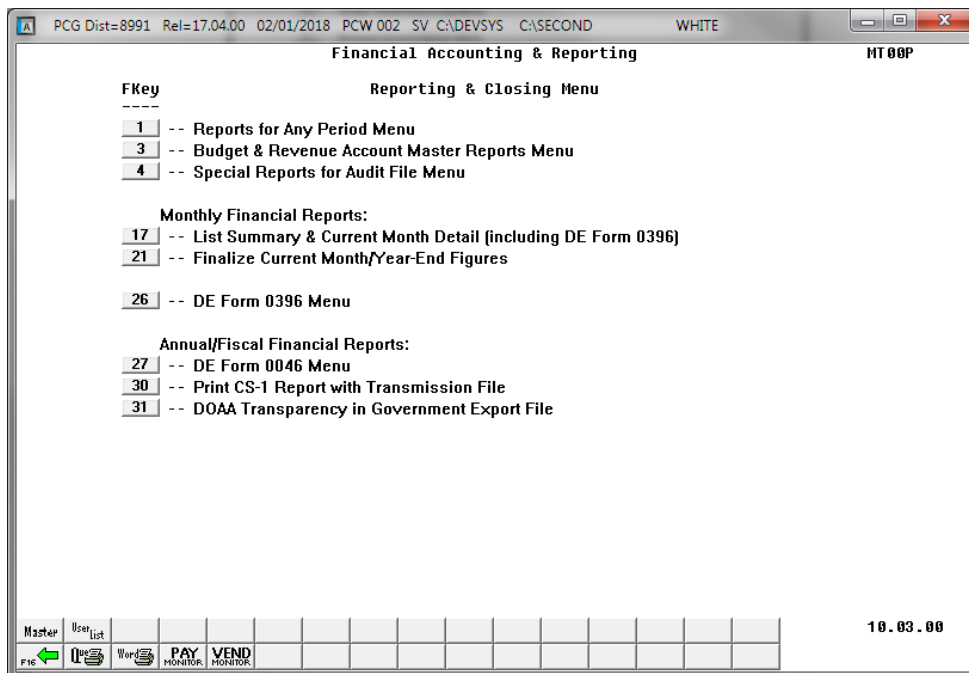
FARPM114 02/02/2018		REVENUE SUMMARY FOR ANY PERIOD BY REVENUE SOURCE SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION REPORTING PERIOD 07/01/17 THRU 06/30/18 REPORTING FISCAL YEAR 2018				PAGE: 1 09:32 AM	
SRCE	DESCRIPTION	TOTAL ESTIMATE	REVENUE	YEAR-TO-DATE BALANCE	PERIOD-TO-DATE REVENUE		
REPORTING FUND: 100							
1110	AD VALOREM TAX	6,099,755.00		6,099,755.00			
1121	OTH SALES TAXES	70,000.00		70,000.00			
1190	OTHER TAXES	700,000.00		700,000.00			
1191	TAVT TAX	250,000.00		250,000.00			
1220	MISC DONATIONS	2,500.00		2,500.00			
1500	EARN/INVSMT/DEP	14,000.00	1,667.90	12,332.10		1,667.90	
1930	SALE FIXED ASST		1,250.00	1,250.00-		1,250.00	
1950	SRVICES TO LEAS	5,000.00		5,000.00			
1995	OTHER LOC REV	65,337.00	13,647.32	51,689.68		13,647.32	
3120	QBE GRANTS	12,758,408.00	244,585.00	12,513,823.00		244,585.00	
3122	OPER REV	1,249,549.00	208,389.00	1,041,160.00		208,389.00	
3124	QBE CONTRA ACCT	238,133.00-	4,385.00-	233,748.00-		4,385.00-	
3125	M.S.COUNSELORS	383,196.00	63,876.00	319,320.00		63,876.00	
3140	LFS CONT(DEBIT)	1,806,848.00-	54,893.00-	1,751,955.00-		54,893.00-	
3200	EQUALIZATION	1,365,719.00	227,629.00	1,138,090.00		227,629.00	
3800	OTH GRTS GA DOE	160,000.00		160,000.00			
4830	REV IN LIEU TAX	6,000.00		6,000.00			
5200	TRFR OTHER FUND		1,974.03	1,974.03-		1,974.03	
6400	INSURANCE		2,370.02	2,370.02-		2,370.02	
** TOTAL BY FUND:							
100	GENERAL	21,084,483.00	706,110.27	20,378,372.73		706,110.27	
*** TOTALS FOR REPORT:							
		21,084,483.00	706,110.27	20,378,372.73		706,110.27	

## Procedure F: Printing the Revenue and Expenditure Detail for Any Period Report



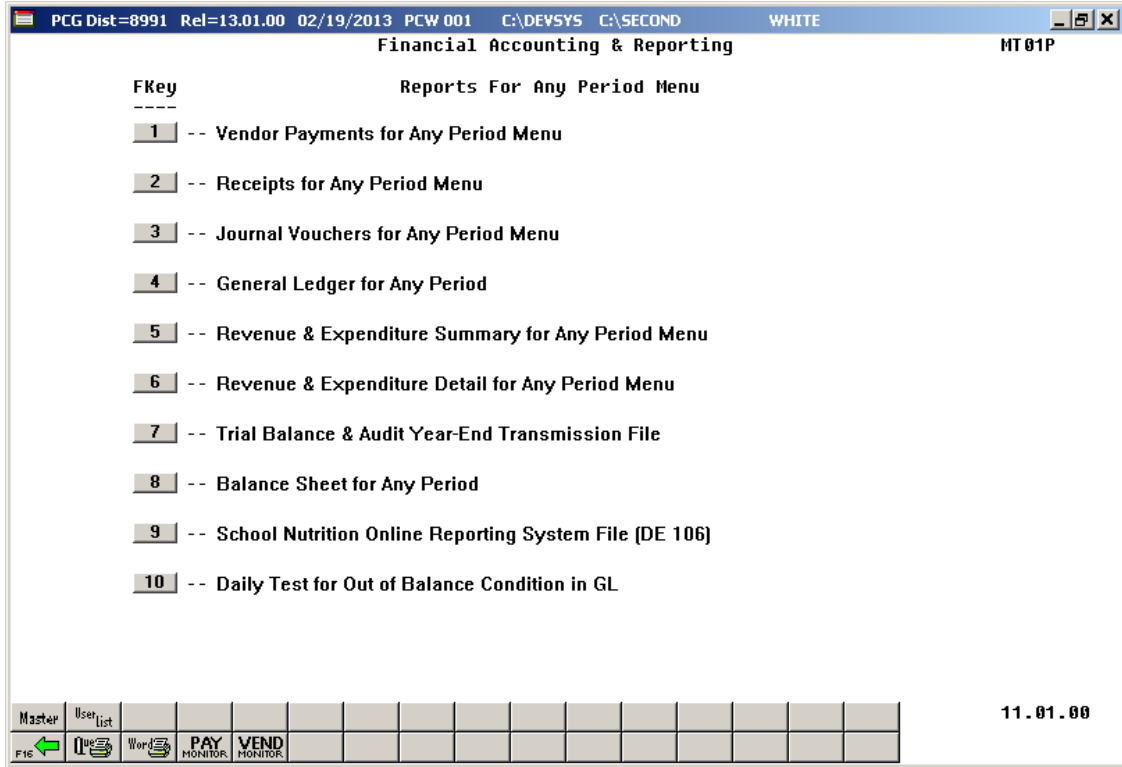
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



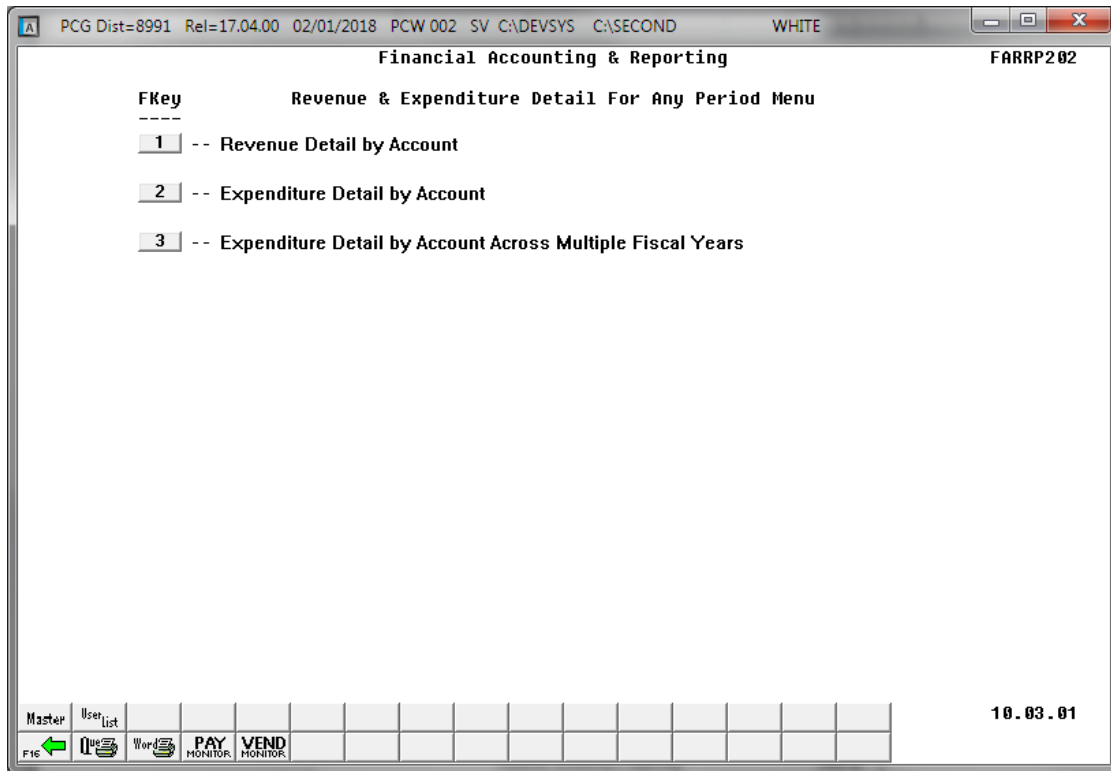
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



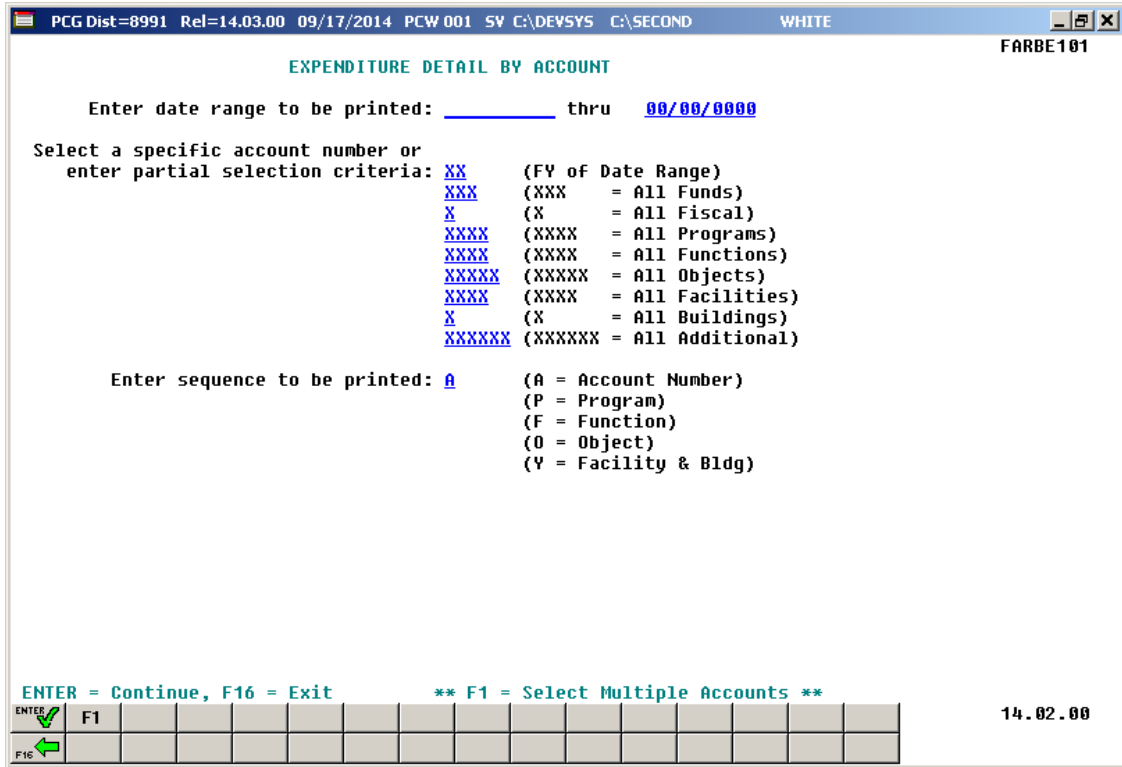
Step	Action
3	Select <b>6</b> (F6 - Revenue and Expenditure Detail for Any Period Menu).

The following screen displays:



Step	Action
4	<p><b>For Revenue Detail:</b> Select <b>1</b> (F1 - Revenue Detail by Account).</p> <p><b>For Expenditure Detail:</b> Select <b>2</b> (F2 - Expenditure Detail by Account).</p> <p><b>For Expenditure Detail by Account Across Multiple Fiscal Years:</b> Select <b>3</b> (F3 - Expenditure Detail by Account Across Multiple Fiscal Years).</p>


For **Step 4-F2** selections, the following screen displays:



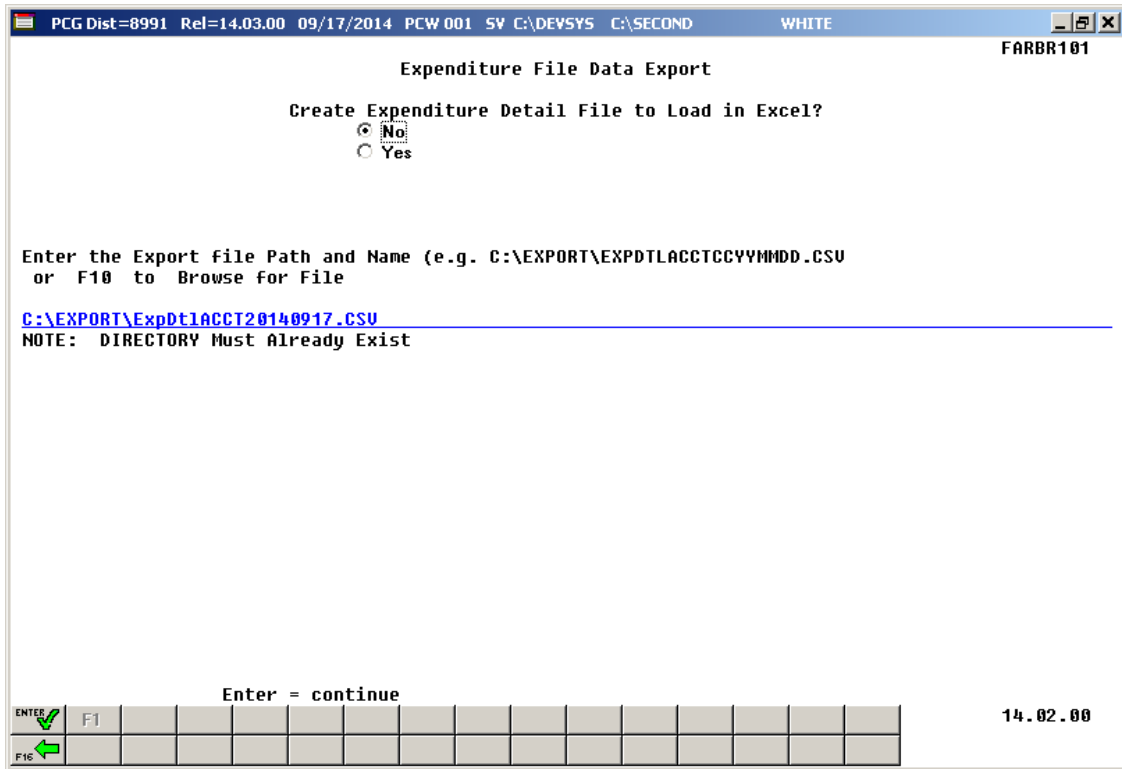
Although the screenshot examples display Expenditure detail account results, the steps also apply to Revenue detail account activity results.

Step	Action
5	Enter the date range (MM/DD/CCYY) in the <b>Enter date range to be printed</b> fields. <i>Enter a date range that is within the same fiscal year.</i>
6	<b>For All Accounts:</b> Verify the date range entered is within the same fiscal year, and enter the specific account number in the fields as <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> . <i>If the account number is unknown, enter a partial account number within the fields. The number of characters for a specific entry displays as "X" on the screen.</i> <b>For Multiple Accounts:</b> Select <b>F1</b> (F1 - Select Multiple Accounts). Enter the date range (MM/DD/CCYY) in the <b>Enter date range to be printed</b> fields. Enter the account information in the fields.
7	Enter <b>A</b> (Account Number), <b>P</b> (Program Code), <b>O</b> (Object Code) or <b>Y</b> (Facility and Building Code) in the <b>Enter Sequence to be Printed/Sequence</b> field to determine the sort order.
8	<b>If NOT selecting multiple budget accounts' activity:</b> Proceed to <i>Step 12</i> .

When selecting **F1** - Multiple Accounts, the following screen displays:

Step	Action
9	Enter the account information for up to thirty-four (34) accounts in the <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> fields.
10	Enter <b>A</b> (Account Number), <b>P</b> (Program Code), <b>O</b> (Object Code) or <b>Y</b> (Facility and Building Code) in the <b>Sequence</b> field to define the sort criteria.
11	Select  ( <b>Enter</b> ) <u>twice</u> . <i>“Processing Request” briefly displays where appropriate.</i>

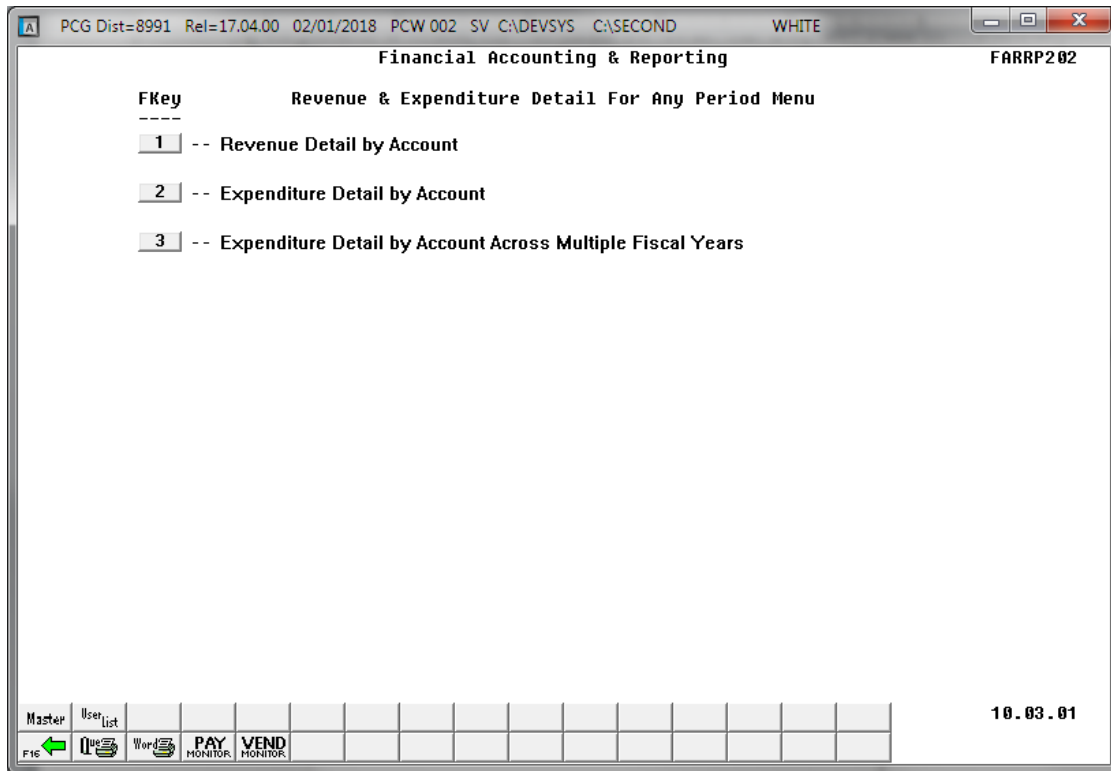
The following screen displays:







Although the screenshot examples display Expenditure detail account results, the steps also apply to Revenue detail account activity results.

Step	Action
12	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create Revenue (or Expenditure) File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.
13	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
14	<b>If creating an export file:</b> Enter C:\EXPORT\REVDTLccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> ( <b>F10</b> - to Browse for file) to locate the file manually.
15	Select <b>ENTER</b> ( <b>Enter</b> ) to continue.  <i>If the filename is invalid, the “UNABLE TO OPEN REVDTL CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 12 to enter the correct information. “Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
16	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
17	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>



### F1. Revenue Detail of Activity (Sequenced by Account) Report – Example

In the screenshot example, the results display after the beginning of the fiscal year.

**Prior year receivable amount carried forward into current**

**Receipts entered in current and prior year totals.**

```

REPORT DATE: 10-13-2005  TIME: 14:51                REVENUE - DETAIL OF ACTIVITY                PAGE 1
Report Period: 09-01-2005 thru 10-31-2005          * SEQUENCED BY ACCOUNT *                   Report ID: FARRR206
** 06-100-0-7023-3800-00000-0000-0-000000 **
===== ACCOUNT =====
** 06-100-0-7023-3800-00000-0000-0-000000 **
ACCOUNT NAME                ORIGINAL    CURRENT
4-8 STATEWIDE AFTERCARE     REVENUE EST REVENUE EST   STATUS
                              10,000.00   20,000.00     A
                              RECEIVABLES RECEIVABLES
Prior Yr A/R activity to    09-01-2005:  5,578.62      2,599.62
Current Yr A/R & receipt activity to 09-01-2005:  1,260.00      1,135.00
                              REVENUE EST REVENUE EST   RECEIPTS   CLOSING   OPEN
                              1,260.00     1,135.00     2,501.62   98.00     2,979.00
                              1,146.00     1,135.00     1,146.00   89.00     125.00
===== RECEIPTS AGAINST A/R'S =====
----- RECEIPTS 09-01-2005 thru 10-31-2005 ON A/R'S ENTERED BEFORE 09-01-2005 -----
SOURCE-SEQ  RECEIVED FROM  RCPT #  STATUS/BANK  DATE  AMOUNT  DESCRIPTION
000225 9886 SOURCE 000225 013836 UNDEPOSITED 10-17-2005 333.00 CROSS YR OCT TEST
000225 9900 SOURCE 000225 013821 BK01 9-01-2005 888.00 BOBS MORE THAN TEST
Receipts for PRIOR Yr A/R entered in report period 1,221.00
Receipts for CURRENT Yr A/R entered in report period .00
----- REVENUE ACTIVITY 09-01-2005 thru 10-31-2005 -----
--- RECEIVABLES --- --- RECEIPTS ---
SOURCE-SEQ SOURCE NAME DATE AMOUNT DATE AMOUNT DESCRIPTION STATUS
000225 9900 SOURCE 000225 6-30-2005 9-01-2005 111.00- SOURCE 000225 CLOSED
** CLOSING ADJUST **
Total Prior YR A/R closing adjustment for rpt period 111.00-
Total Current YR A/R closing adjustment for rpt period .00
    
```

**Cash receipts without accounts receivables.**

**Current and prior year closing adjustments before the beginning date.**

```

===== CASH RECEIPTS WITH NO A/R'S =====
----- REVENUE ACTIVITY 09-01-2005 thru 10-31-2005 -----
SOURCE-SEQ  RECEIVED FROM  RCPT #  STATUS/BANK  DATE  AMOUNT  DESCRIPTION
000225 0000 SOURCE 000225 013832 UNDEPOSITED 9-15-2005 555.00 CUZ NEED TEST
Receipts with no A/R 09-01-2005 thru 10-31-2005: 555.00
    
```

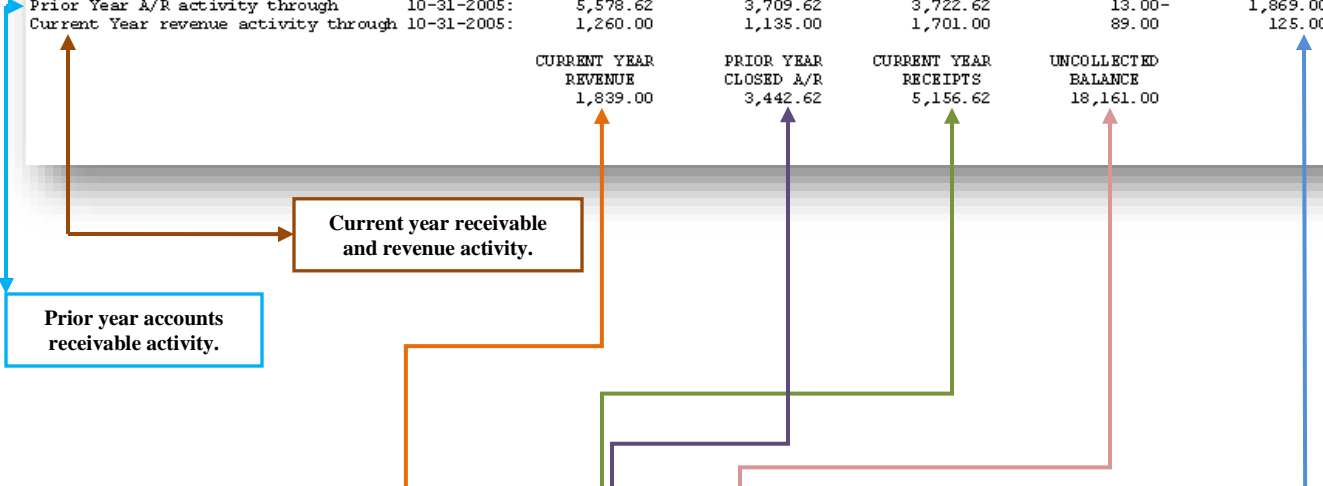
**Cash receipts without accounts receivables total.**

The final page of the report provides account ending balances.

REPORT DATE: 10-13-2005 TIME: 14:51 REVENUE - DETAIL OF ACTIVITY PAGE 2  
 Report Period: 09-01-2005 thru 10-31-2005 \* SEQUENCED BY ACCOUNT \* Report ID: FARRR206

===== GRAND TOTALS FOR: 09-01-2005 thru 10-31-2005 =====

	RECEIVABLES ENTERED	RECEIVABLES CLOSED	RECEIPTS	CLOSING ADJUSTMENTS	OPEN RECEIVABLES
Prior Year A/R activity through 10-31-2005:	5,578.62	3,709.62	3,722.62	13.00-	1,869.00
Current Year revenue activity through 10-31-2005:	1,260.00	1,135.00	1,701.00	89.00	125.00
	CURRENT YEAR REVENUE	PRIOR YEAR CLOSED A/R	CURRENT YEAR RECEIPTS	UNCOLLECTED BALANCE	
	1,839.00	3,442.62	5,156.62	18,161.00	



Current year receivable and revenue activity.

Prior year accounts receivable activity.

PCG Dist=8990 Rel=05.04.00 10/18/2005 CJD 001 K:\DEVSY S C:\JONES \...

REVENUE INQUIRY  
 Yr Fnd F Prgn Sree Object Fcty B Addt'l Begin Date End Date REV0200 Status:  
 06 100 0 7023 3800 00000 0000 0 000000 7/01/05 6/30/06 A  
 Title: 4-8 STATEWIDE AFTERCARE  
 Fund Balance Acct: 799

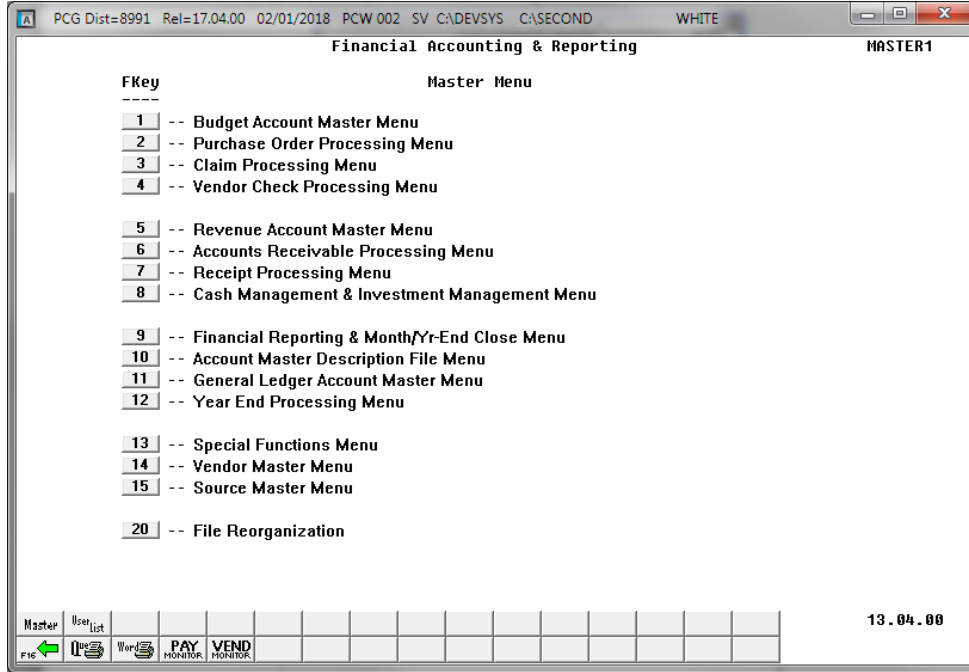
	Estimated	Revenue
ORG ESTIMATE	10,000.00	1,271.00
----- Accrual Based -----		98.00-
Adj Estimate	20,000.00	666.00
Rcub.Entr.	1,260.00	1,666.66
Rcub.Clsd	1,135.00-	1,666.66
Open Receiv.	125.00	1,000.00
Receipts	5,156.62	1,666.66
Prior Yr Receivable		1,666.66
Closed Cur Yr	3,442.62-	1,666.66
Cur Yr Revenue	1,839.00	1,666.66
Uncollected	18,161.00	1,666.74
	Total	20,000.00
		1,839.00

Estimate 033% \*\*\*\*\*  
 Receivables 026% \*\*\*\*\*  
 PF16=Exit

If the selected period includes all activity for the year, these totals will be the same as the Revenue Inquiry screen.

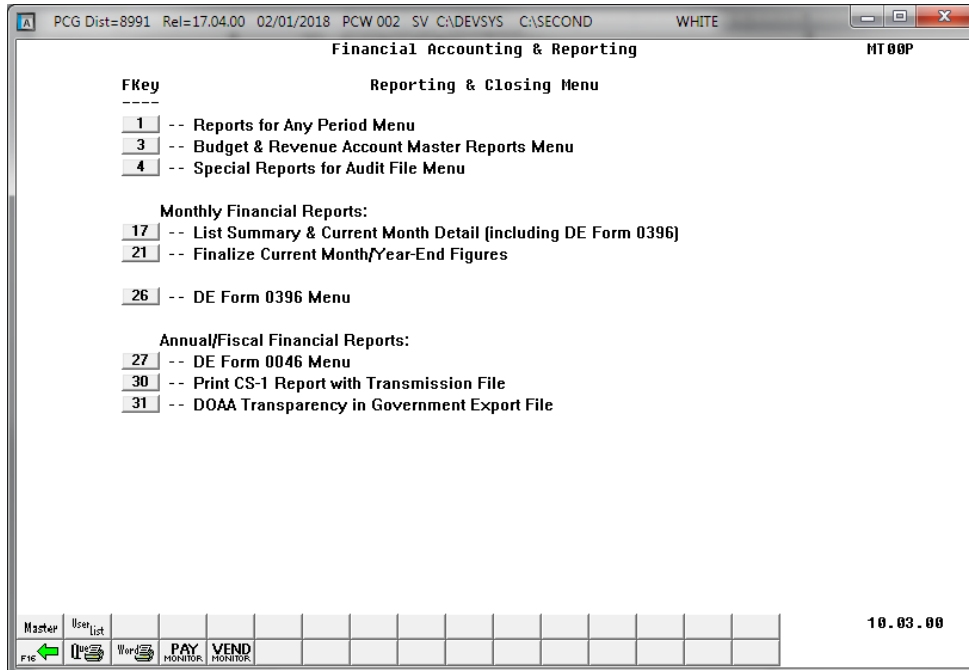
# Procedure G: Maintaining the Object Conversion File

## G1. Maintain Object Conversion File Records



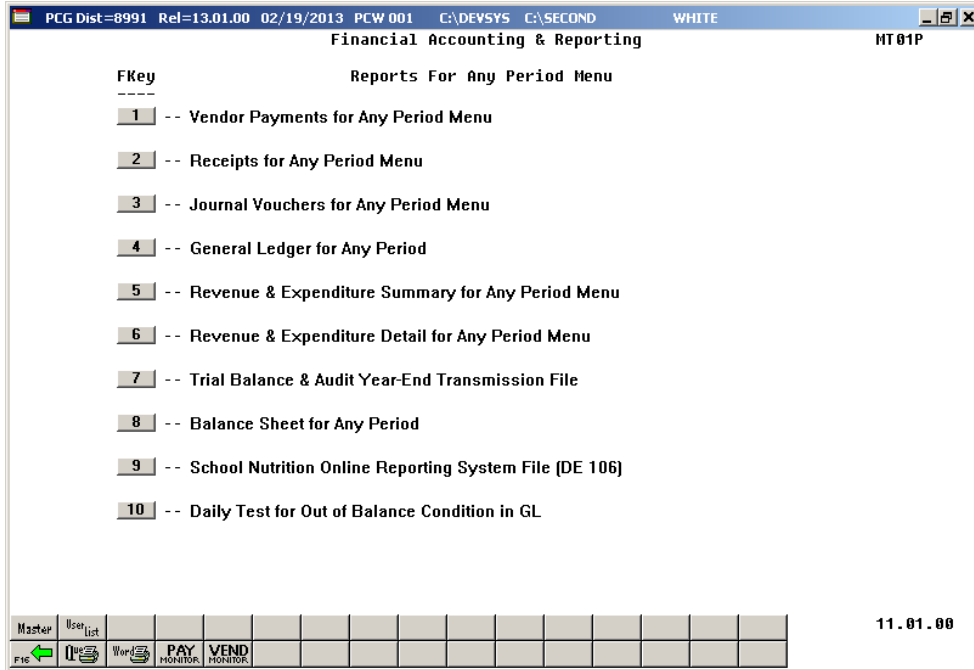
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



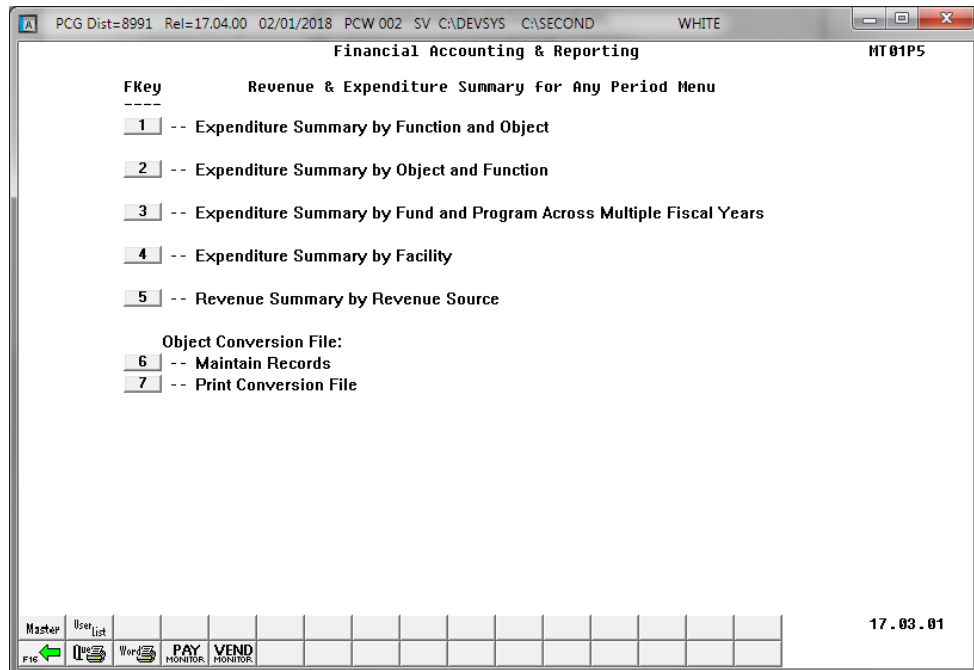
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



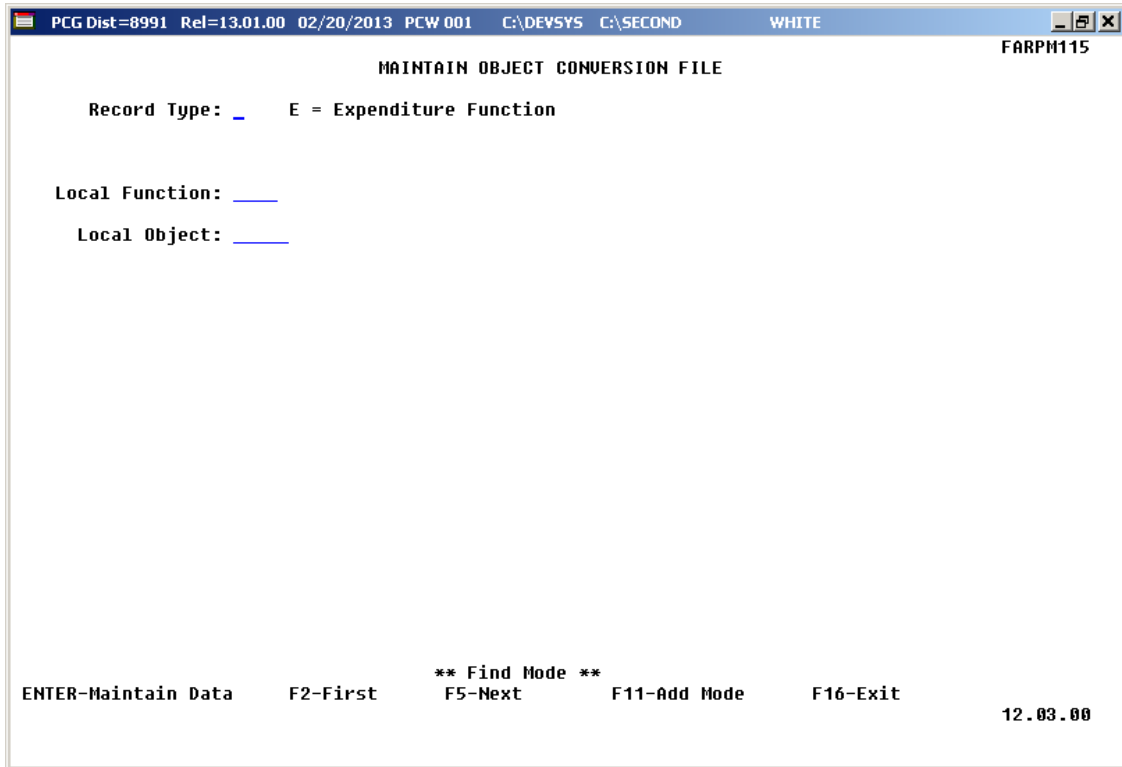
Step	Action
3	Select <b>5</b> (F5 - Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:



Step	Action
4	Select <b>6</b> (F6 - Object Conversion File: Maintain Records).

The following screen displays:



Step	Action
5	<p><b>To add a Conversion file record:</b> Proceed to <i>G1.1. Adding a Conversion File Record.</i></p> <p><b>To update/delete a Conversion file record:</b> Proceed to <i>G1.2. Updating/Deleting a Conversion File Record.</i></p>

## G1.1. Adding a Conversion File Record

PCG Dist=8991 Rel=13.01.00 02/20/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE WHITE

FARPM115

MAINTAIN OBJECT CONVERSION FILE

Record Type: \_ E = Expenditure Function

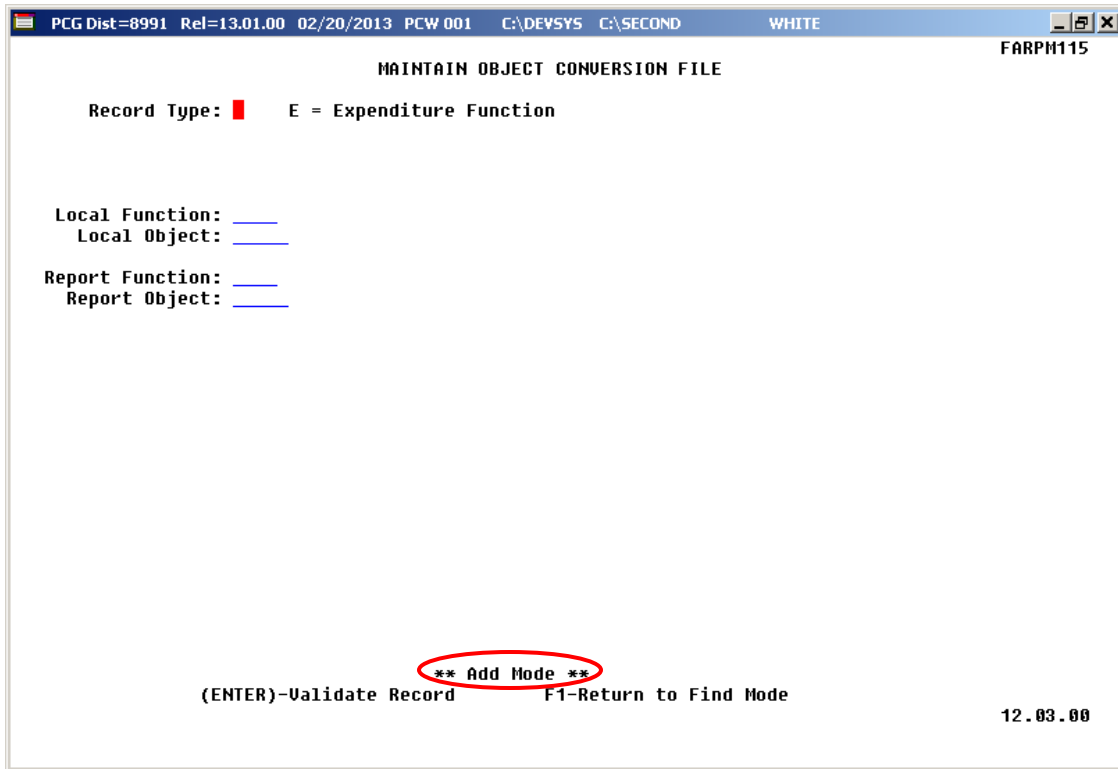
Local Function: \_\_\_

Local Object: \_\_\_

ENTER-Maintain Data F2-First \*\* Find Mode \*\* F5-Next F11-Add Mode F16-Exit 12.03.00

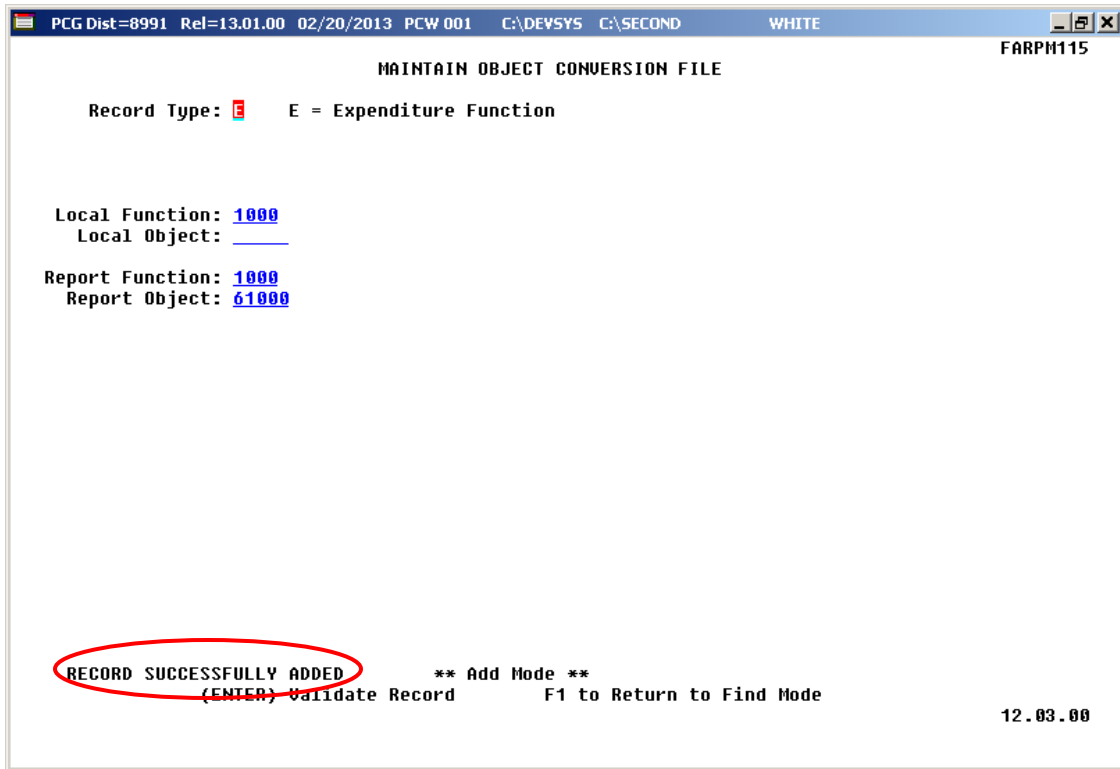
Step	Action
1	Select <b>F11</b> (Add Mode).

The following screen displays:



Step	Action
2	Enter <b>E</b> (Expenditure) in the <b>Record Type</b> field.
3	Enter the Function code in the <b>Local Function</b> field.
4	Enter the Object code in the <b>Local Object</b> field.
5	Enter the Function code in the <b>Report Function</b> field.
6	Enter the Object code in the <b>Report Object</b> field.
7	Select <b>Enter</b> <u>twice</u> .

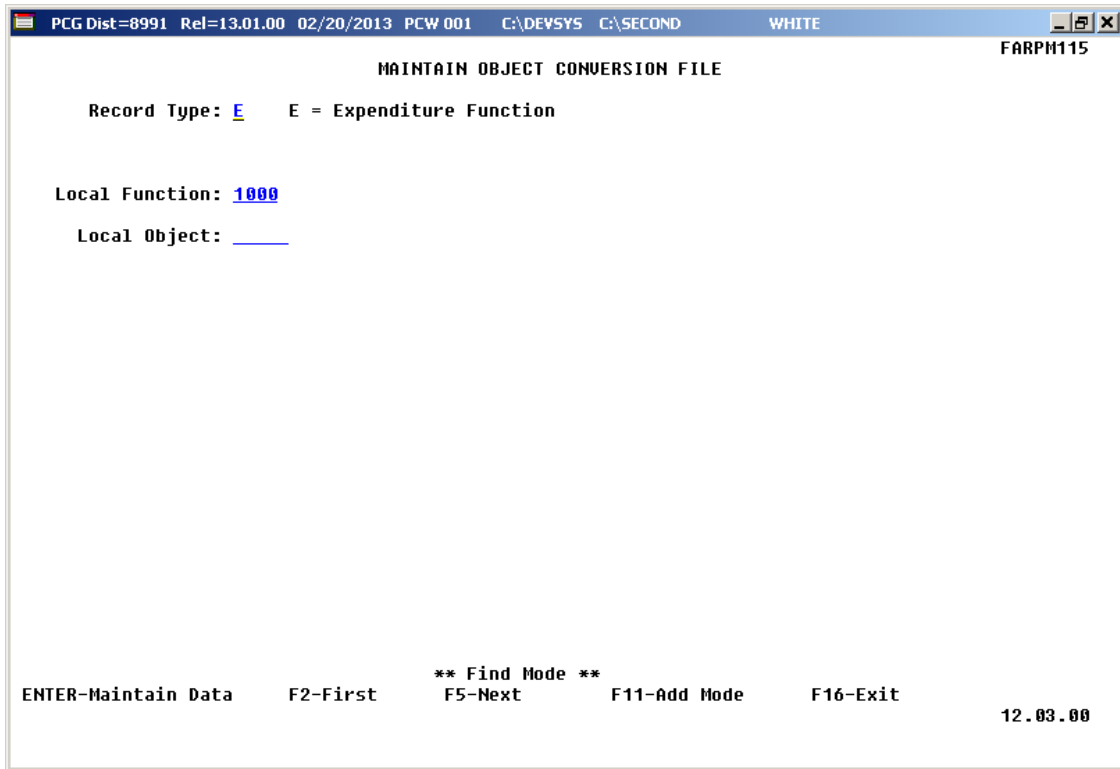
The following screen displays:



Step	Action
8	Verify "Record Successfully Added" displays, and select <b>F1</b> (Return to Find Mode).

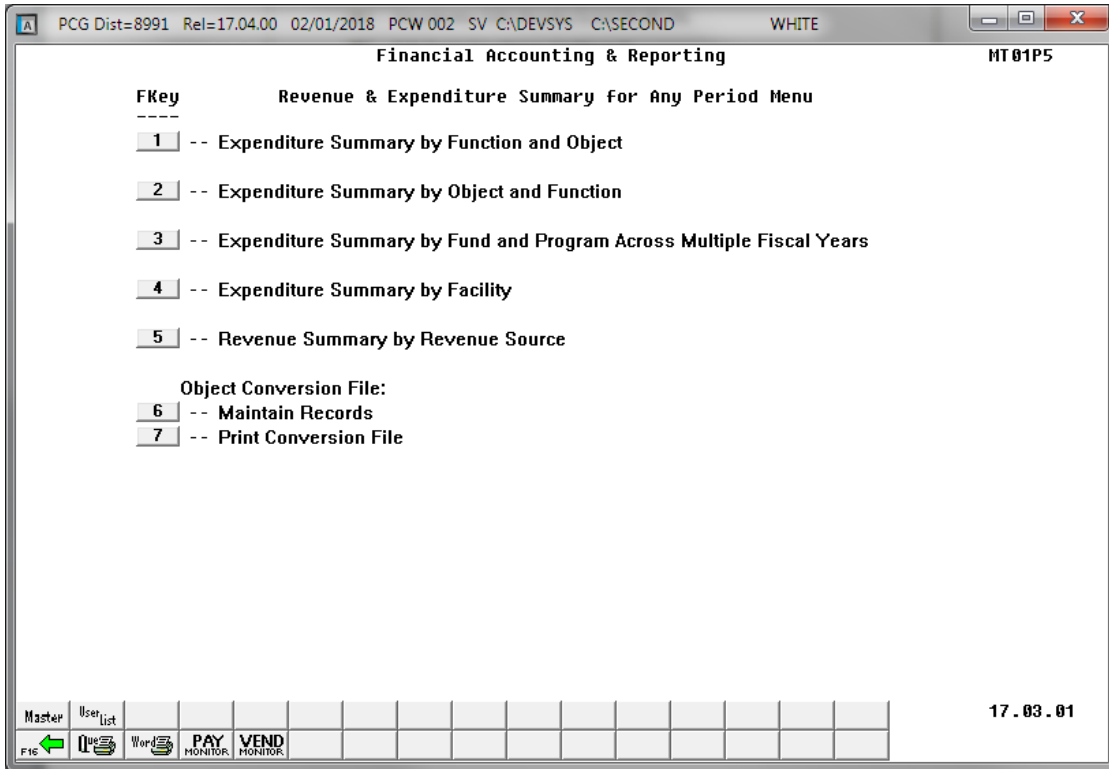




The following screen displays:



Step	Action
9	Select <b>F16</b> (Exit) to return to the <i>Financial Accounting &amp; Reporting – Revenue and Expenditure Summary for Any Period Menu</i> .

The following screen displays:



Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## G1.2. Updating/Deleting a Conversion File Record

PCG Dist=8991 Rel=13.01.00 02/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE FARPM115

MAINTAIN OBJECT CONVERSION FILE

Record Type: \_ E = Expenditure Function

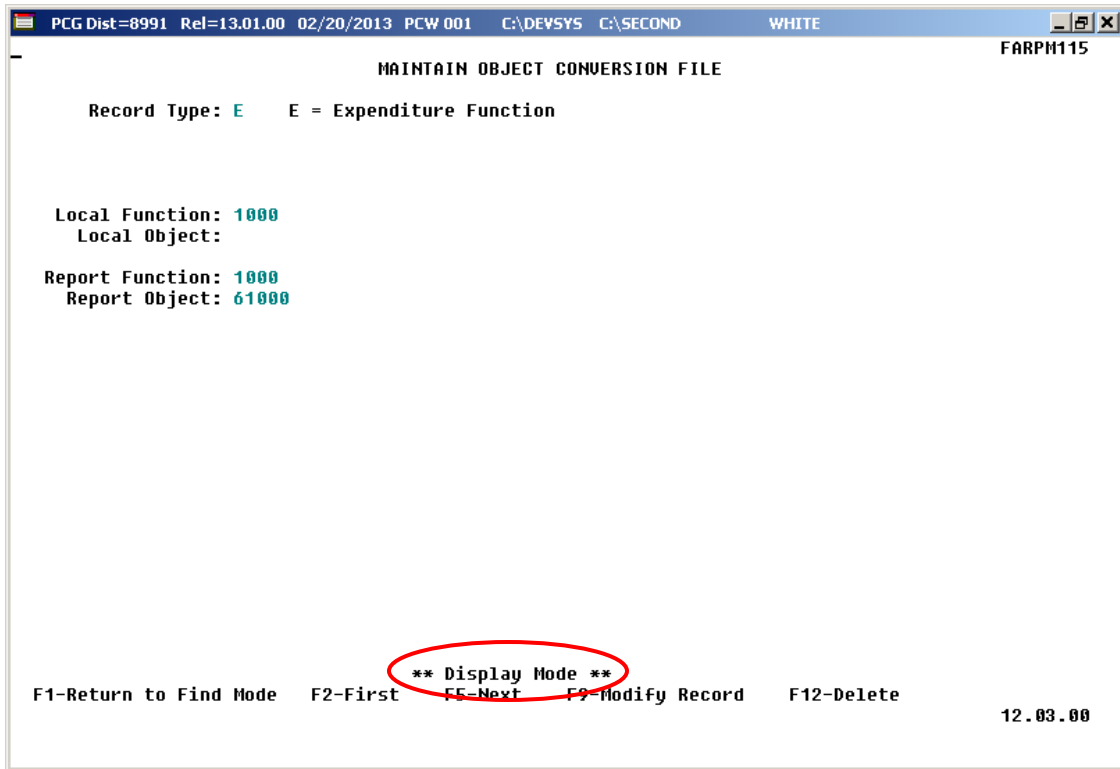
Local Function: \_\_\_

Local Object: \_\_\_

ENTER-Maintain Data F2-First \*\* Find Mode \*\* F5-Next F11-Add Mode F16-Exit 12.03.00

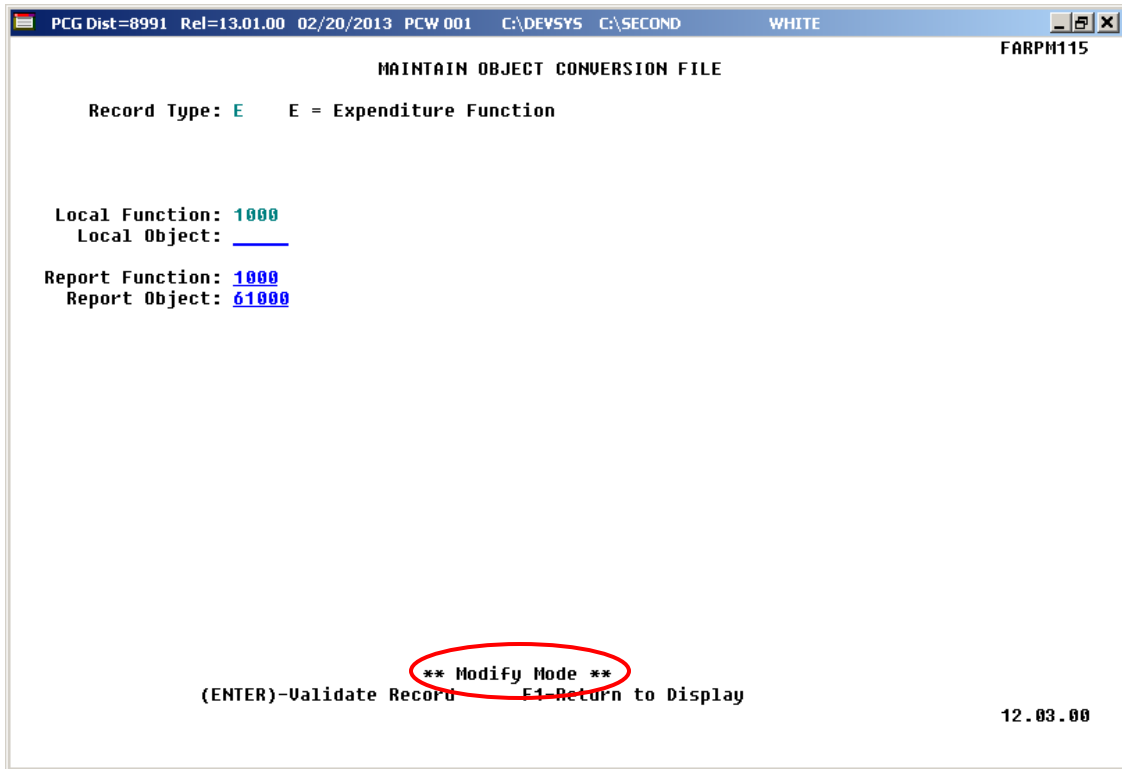
Step	Action
1	Enter <b>E</b> (Expenditure) in the <b>Record Type</b> field.
2	Enter the Function code in the <b>Local Function</b> field.
3	Enter the Object code in the <b>Local Object</b> field.
4	Select <b>Enter</b> (Maintain Data).

The following screen displays:

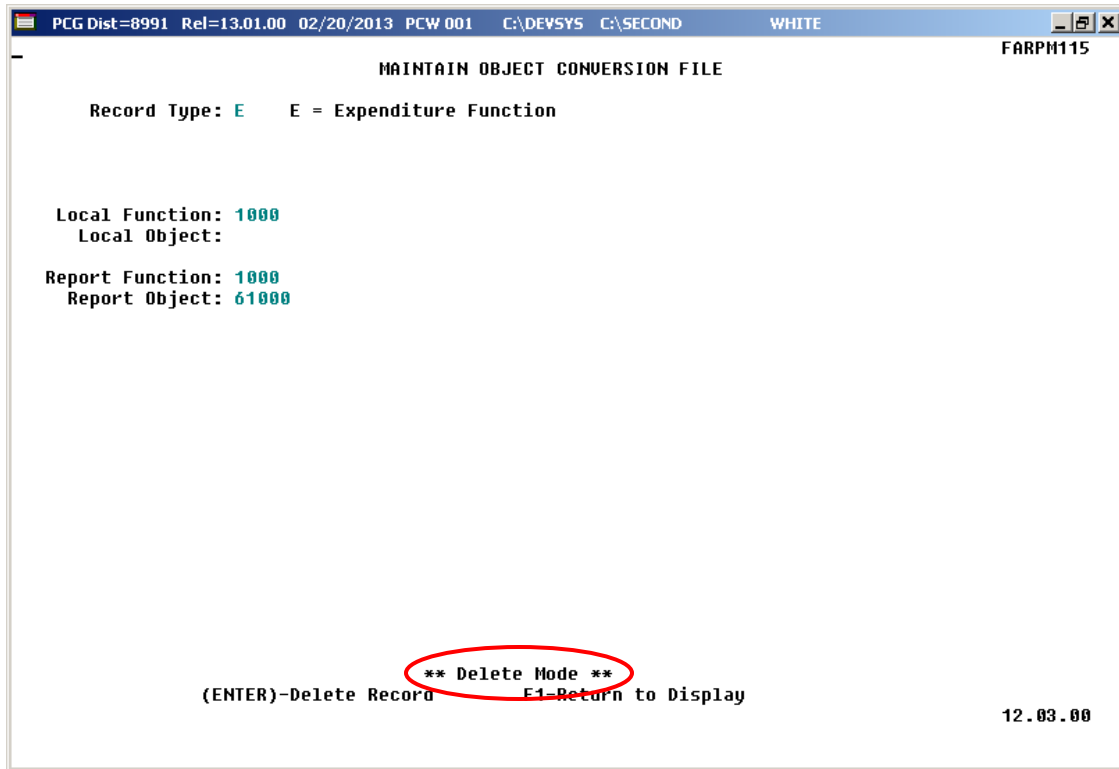


Step	Action
5	<p><b>To modify an Object Conversion File record:</b> Select <b>F9</b> (Modify Record).</p> <p><b>To delete an Object Conversion File record:</b> Select <b>F12</b> (Delete).</p>

For **F9** (Modify Record), the following screen displays:

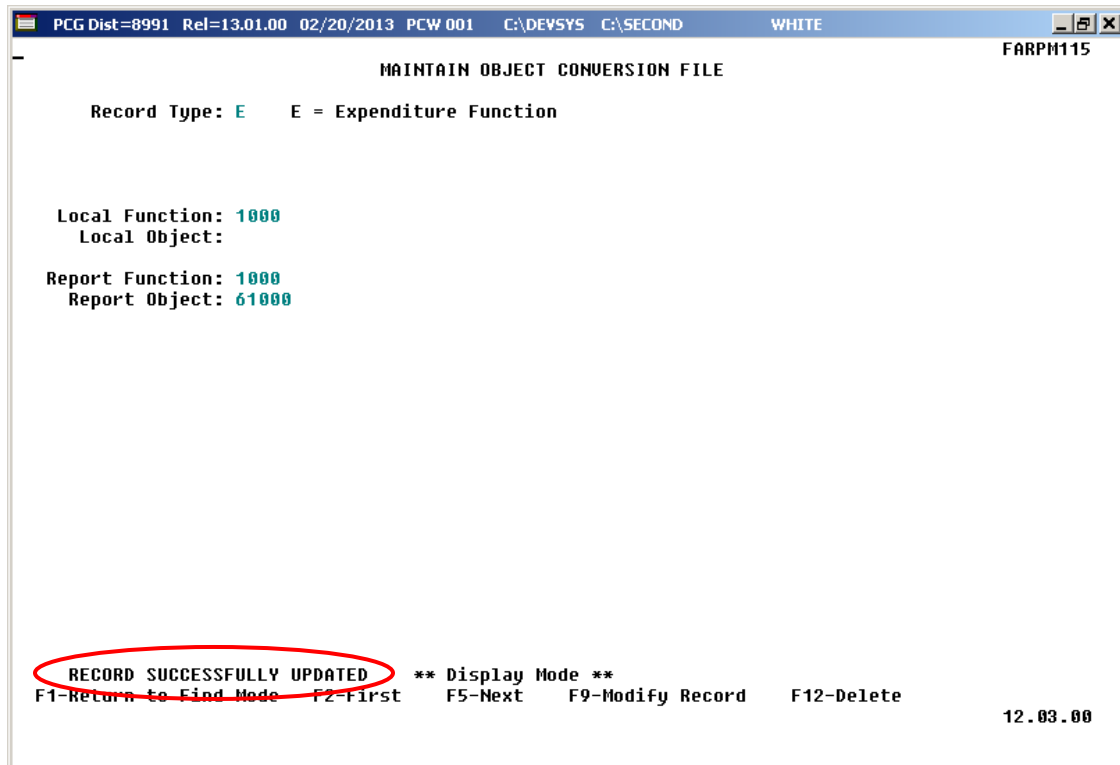


For **F12** (Delete Record), the following screen displays:

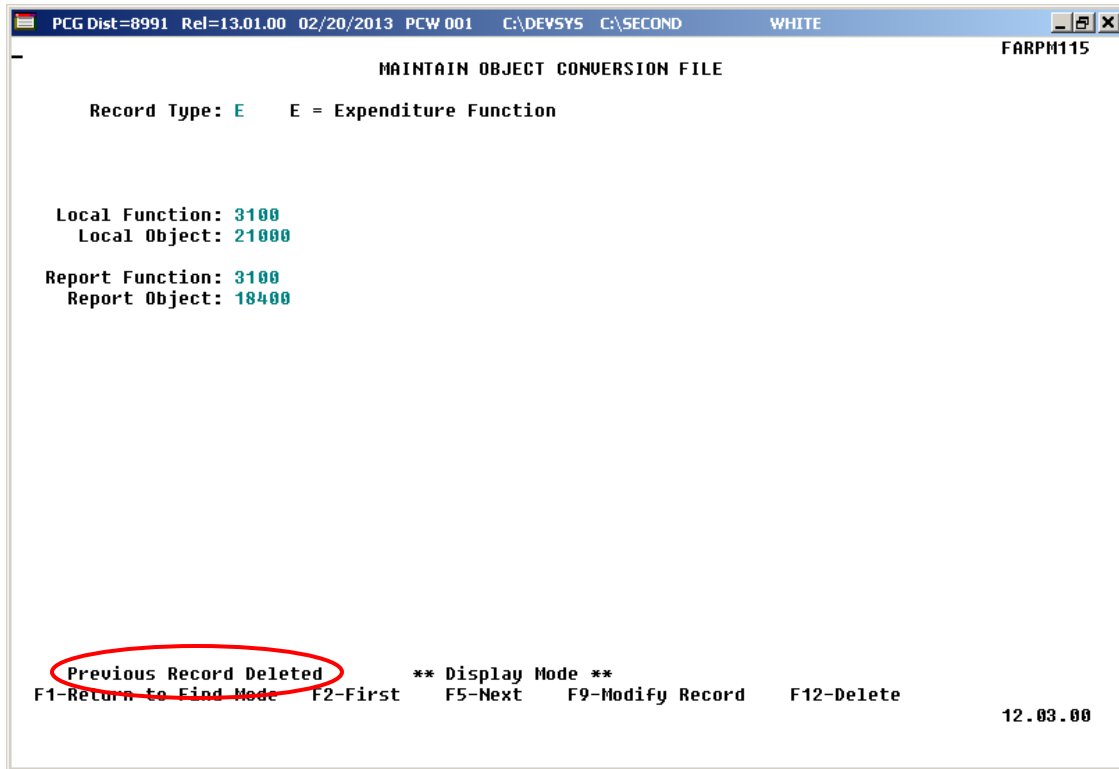


Step	Action
6	For <b>F9</b> (Modify Record), verify “** Modify Mode **” displays, and make the appropriate modifications to the <b>Local Object</b> , <b>Report Function</b> , and <b>Report Object</b> fields, where appropriate.  For <b>F12</b> (Delete Record), verify “** Delete Mode **” displays, and verify the information on the <i>Delete Mode</i> screen is correct.
7	Select <b>Enter</b> <u>twice</u> .

For **F9** (Modify Record), the following screen displays:

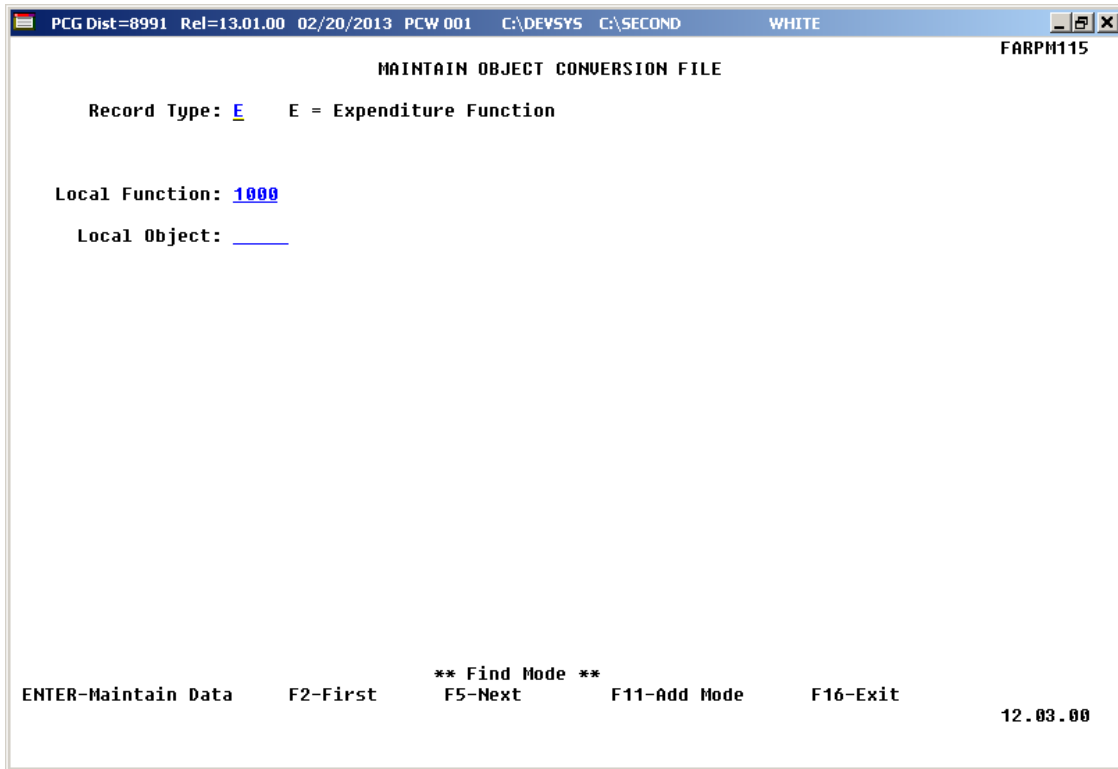


For **F12** (Delete Record), the following screen displays:



Step	Action
8	For <b>F9</b> (Modify Record), verify “ <i>Record Successfully Updated</i> ” displays. For <b>F12</b> (Delete Record), verify “ <i>Previous Record Deleted</i> ” displays. Select <b>F1</b> (Return to Find Mode).

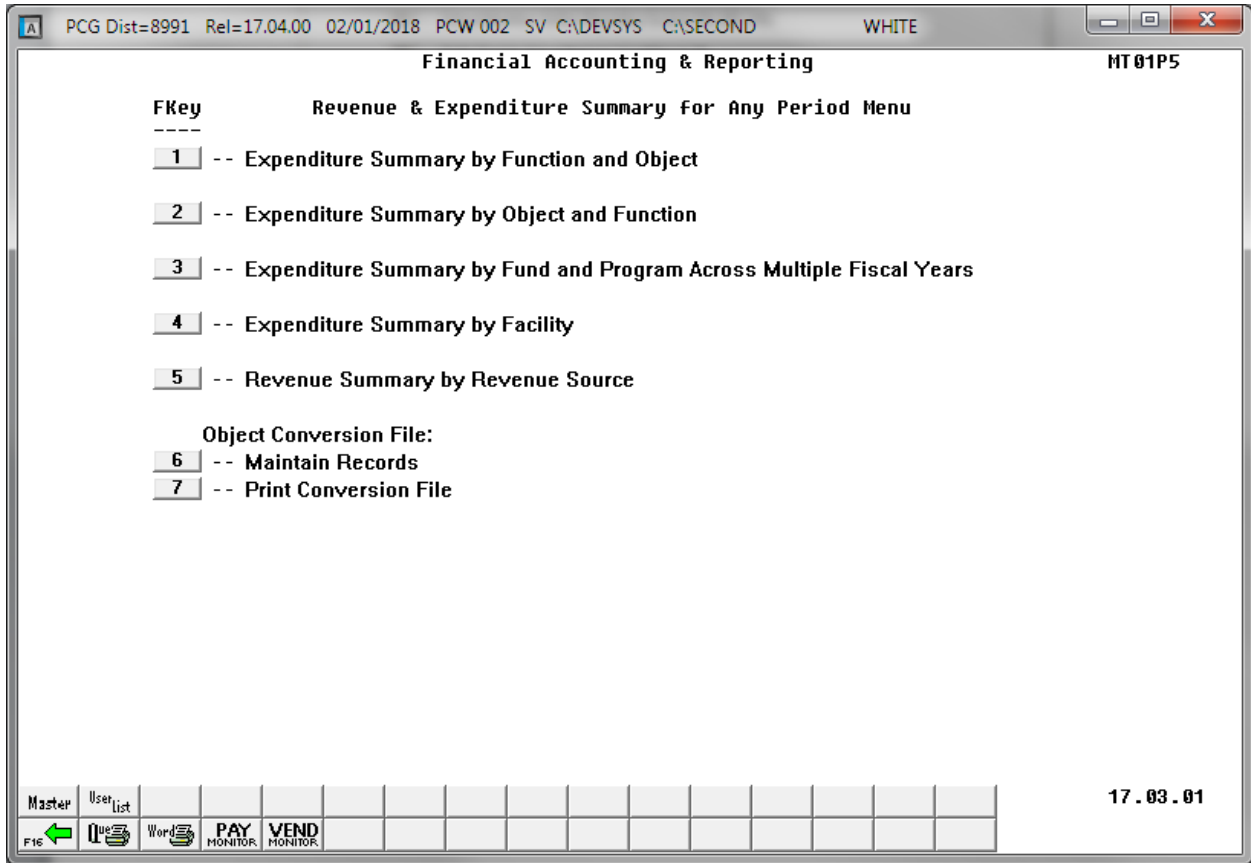
The following screen displays:





Step	Action
9	Select <b>F16</b> (Exit) to return to the <i>Financial Accounting &amp; Reporting – Revenue and Expenditure Summary for Any Period Menu</i> .

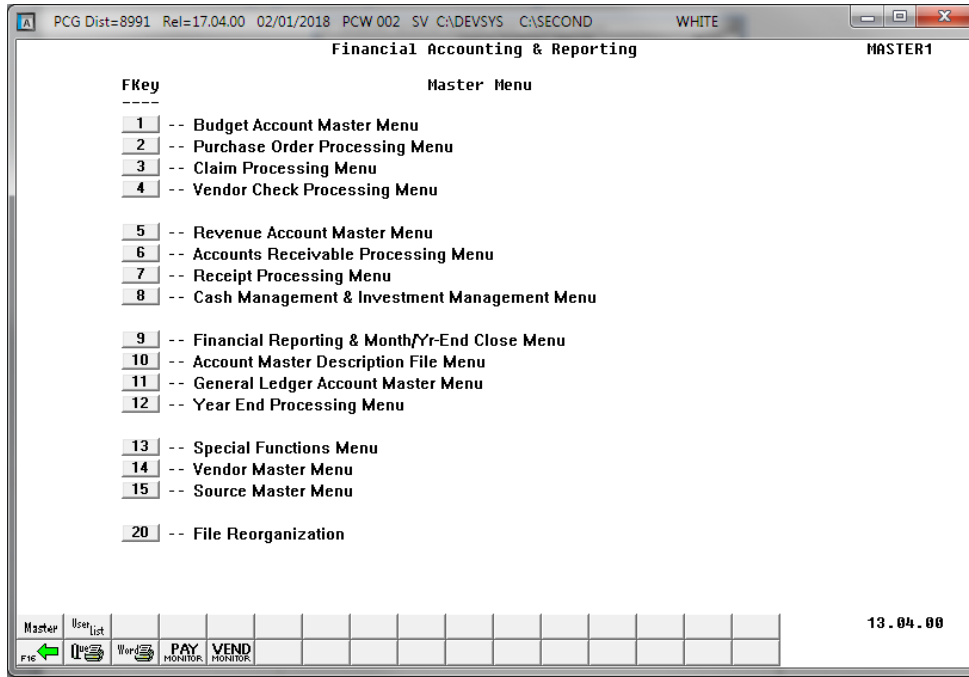


The following screen displays:



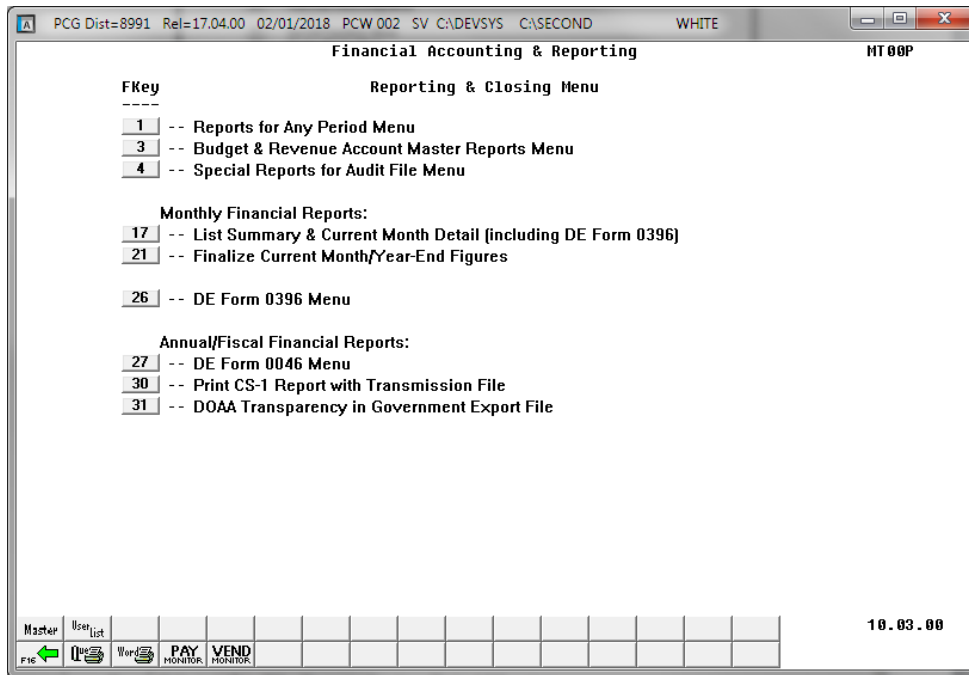
Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## G2. Printing the Object Conversion File



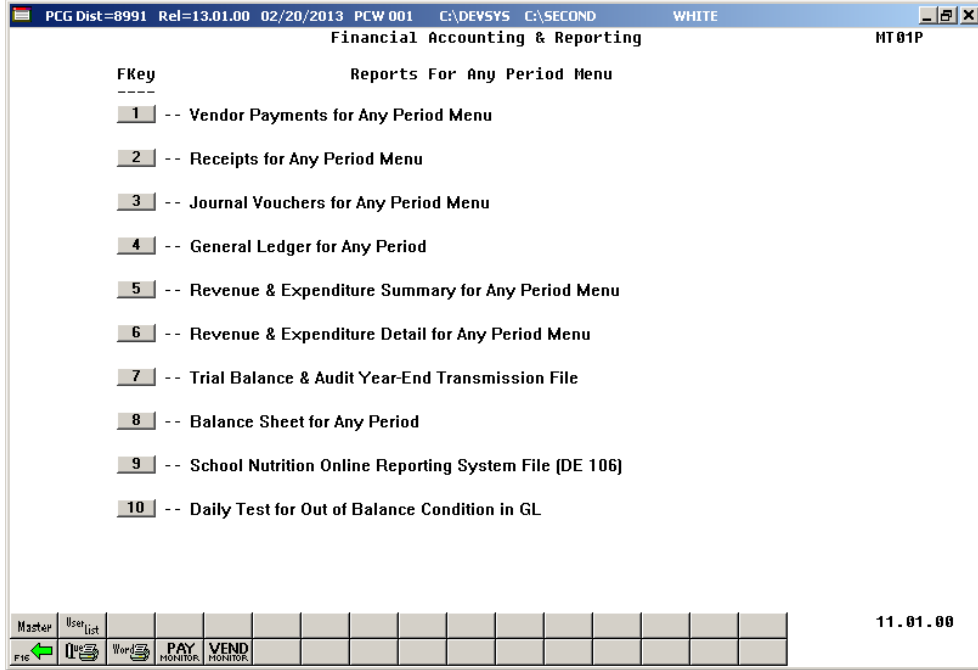
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



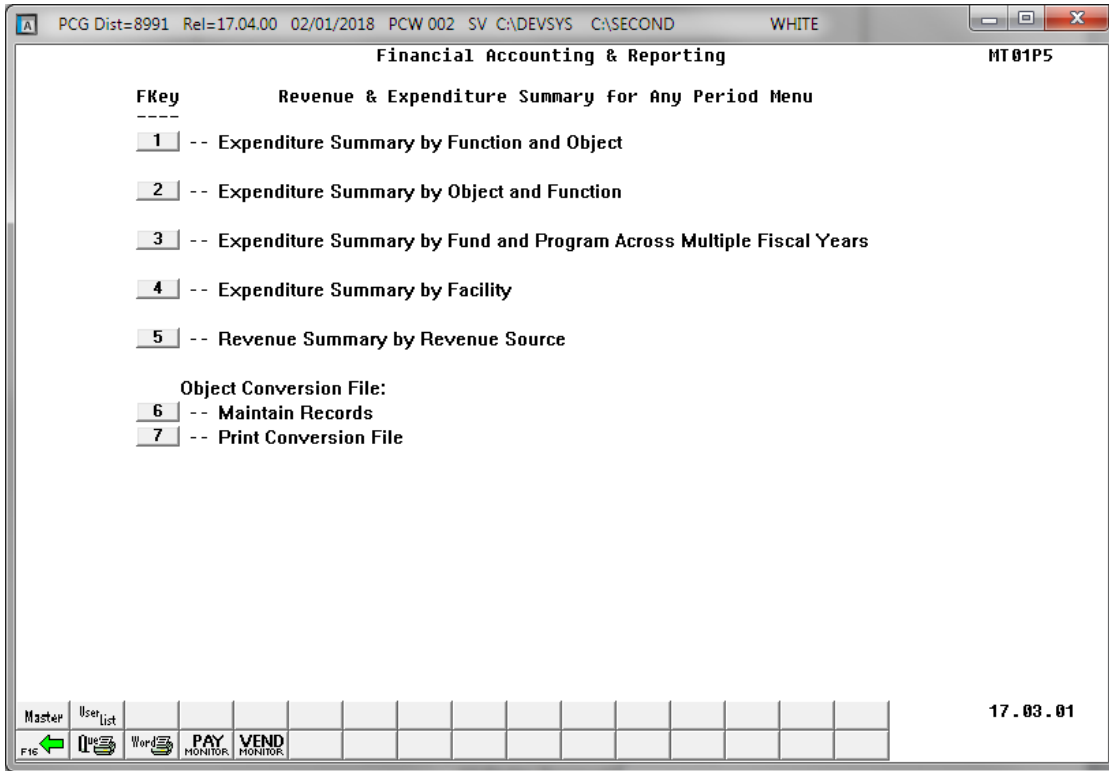
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).






The following screen displays:



Step	Action
3	Select <b>5</b> (F5 - Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:

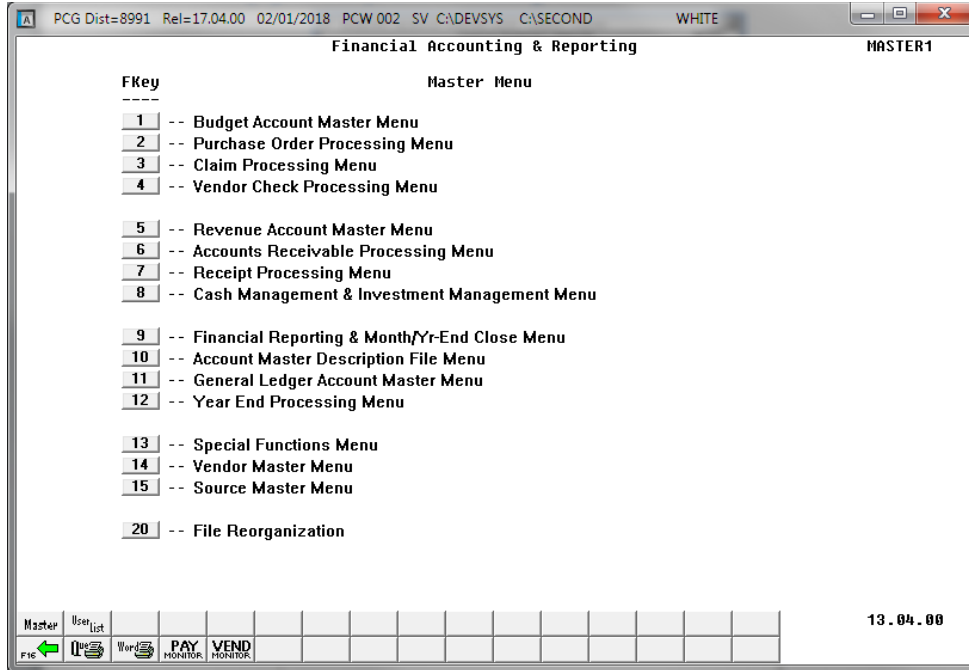


Step	Action
4	Select  (F7 - Object Conversion File: Print Conversion File). <i>The Financial Accounting &amp; Reporting – Revenue &amp; Expenditure Summary for Any Period Menu redisplay.</i>
5	<b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.
6	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## G2.1. Object Conversion File Report – Example

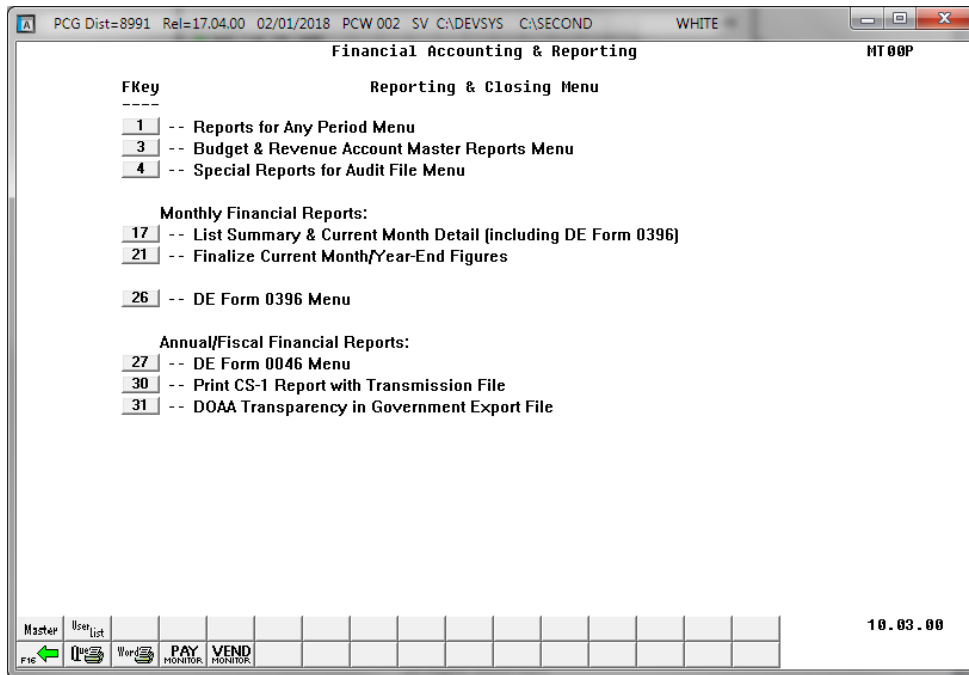
REPORT DATE	02/02/18	CNVTOBJT - OBJECT CONVERSION FILE			PAGE	1
RECTYPE	LOCFUNC	LOCOBJ	RPT FUNC	RPT OBJ		
E	3100	11400	3100	18200		
E	3100	14200	3100	18200		
E	3100	18100	3100	18400		
E	3100	18200	3100	18200		
E	3100	18400	3100	18200		
E	3100	18401	3100	18200		
E	3100	18410	3100	18200		
E	3100	19000	3100	18200		
E	3100	19100	3100	18200		
E	3100	21000	3100	18200		
E	3100	21042	3100	18200		
E	3100	21081	3100	18200		
E	3100	21084	3100	18200		
E	3100	21090	3100	18200		
E	3100	21091	3100	18200		
E	3100	22000	3100	18200		
E	3100	22042	3100	18200		
E	3100	22081	3100	18200		
E	3100	22084	3100	18200		
E	3100	22090	3100	18200		
E	3100	22091	3100	18200		
E	3100	23000	3100	18200		
E	3100	23042	3100	18200		
E	3100	23084	3100	18200		
E	3100	23090	3100	18200		
E	3100	23091	3100	18200		
E	3100	26000	3100	18200		
E	3100	26042	3100	18200		
E	3100	26084	3100	18200		
E	3100	26090	3100	18200		
E	3100	26091	3100	18200		
E	3100	30000	3100	61000		
E	3100	41000	3100	61000		
E	3100	43000	3100	61000		
E	3100	44200	3100	61000		
E	3100	49000	3100	61000		
E	3100	53000	3100	61000		
E	3100	58000	3100	61000		
E	3100	59100	3100	61000		
E	3100	59500	3100	61000		
E	3100	61200	3100	61000		
E	3100	61500	3100	61000		
E	3100	61600	3100	61000		
E	3100	73400	3100	73000		
E	3100	81000	3100	61000		
E	3100	89000	3100	61000		

# Procedure H: Trial Balance Report and Audit Transmission File Processing



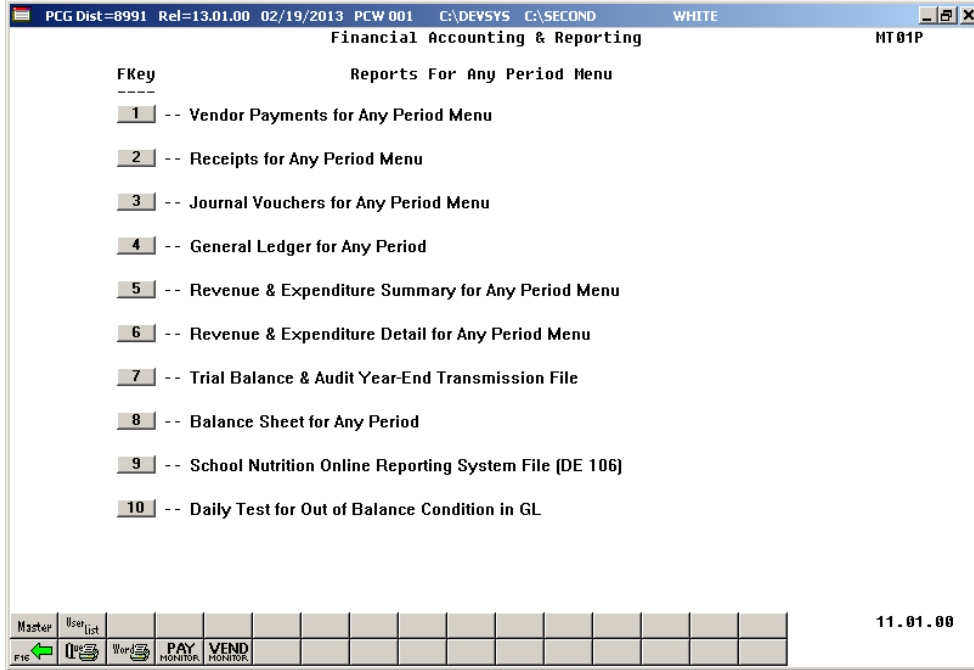
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



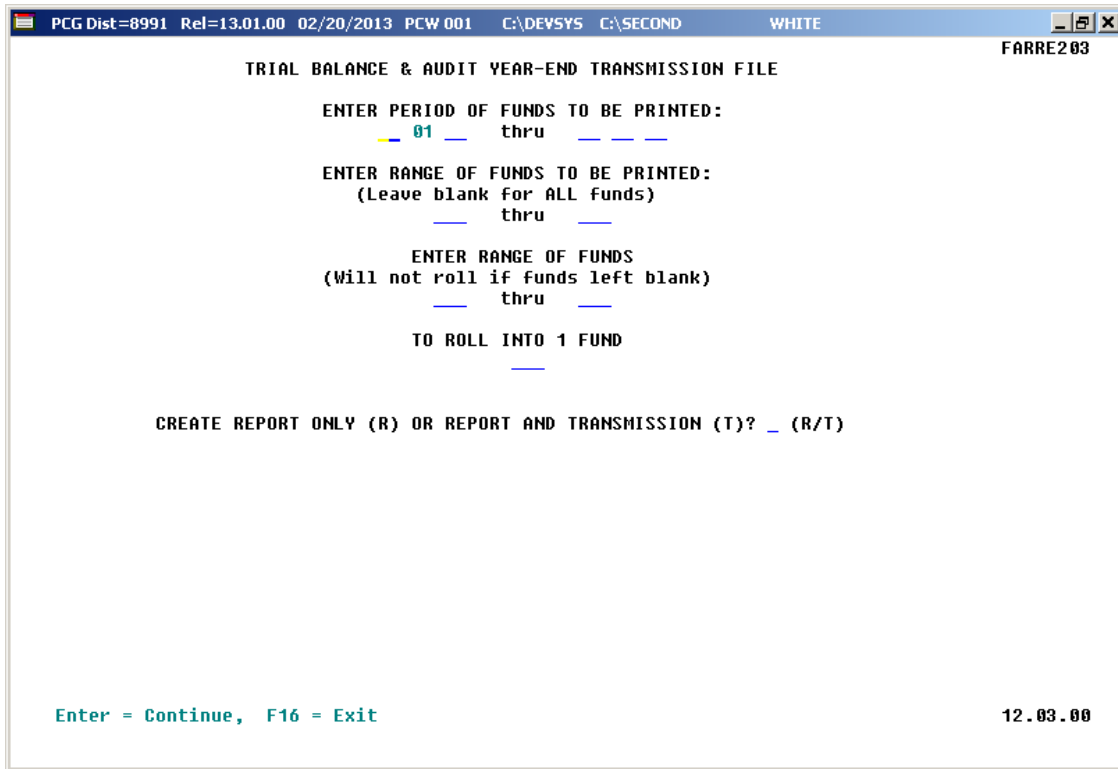
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



Step	Action
3	Select <b>7</b> (F7 - Trial Balance & Audit Year-End Transmission File).

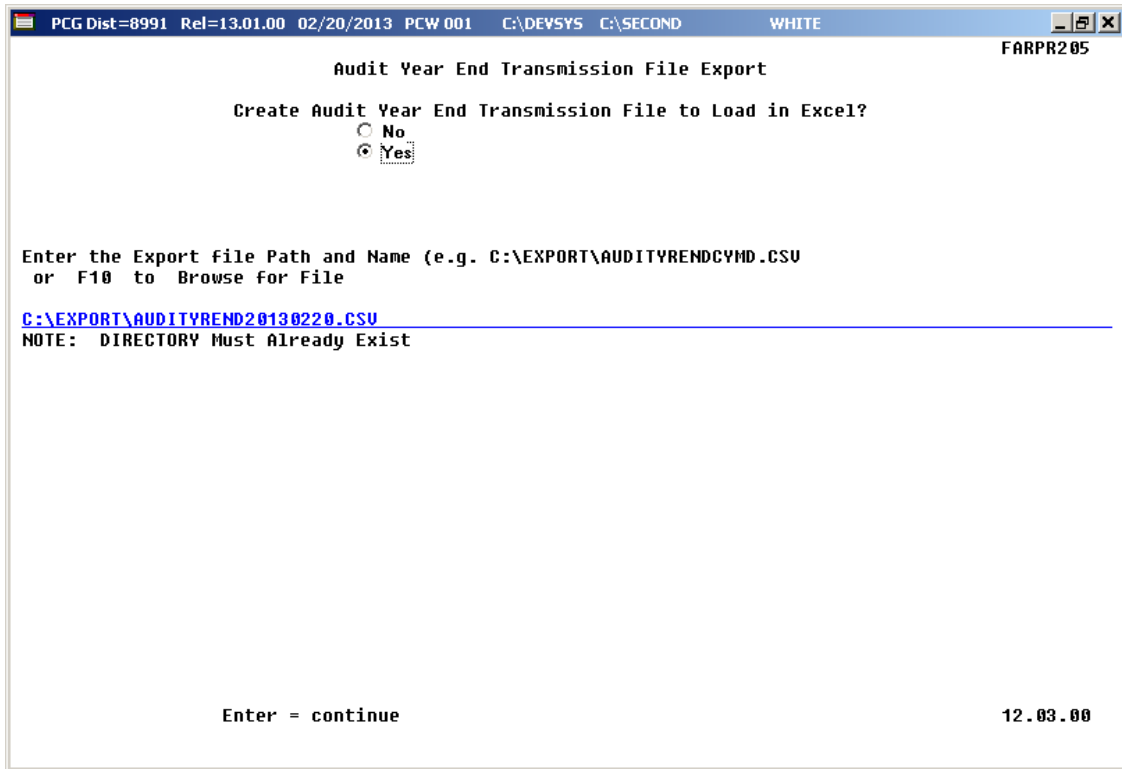
The following screen displays:



Step	Action
4	Enter the date range in the <b>Enter Period of Funds to be Printed</b> fields. <i>If a Transmission file will be created, the date range entered must be entered as 07 01 YY – 06 30 YY, within the same fiscal year and the fiscal year must be closed.</i>
5	Enter the fund code range in the <b>Enter Range of Funds to be Printed</b> fields.
6	Enter the fund code range in the <b>Enter Range of Funds to be Reported</b> fields.
7	<b>If rolling funds into another fund:</b> Enter the appropriate fund code range and fund code in the <b>Enter range of funds</b> and <b>To roll into 1 fund</b> field. <i>The ranges entered in the field must be within the print range entered in Step 6.</i>
8	Enter <b>R</b> (Report Only) or Enter <b>T</b> (Report and Transmission) in the <b>Create Report Only (R) or Report and Transmission (T)?</b> field.
9	Select <b>Enter</b> twice. <i>“** Processing Request **” briefly displays.</i> <i>Note that PCGenesis does not allow the creation of reports for closed months.</i>

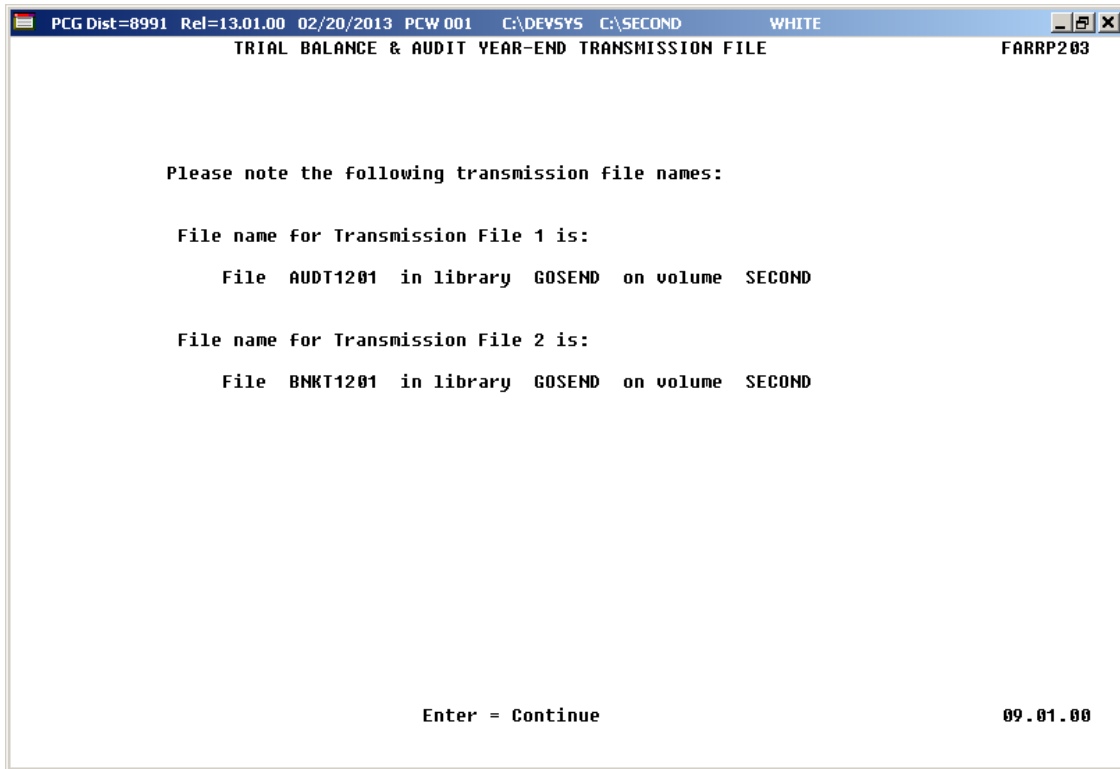


The following screen displays:



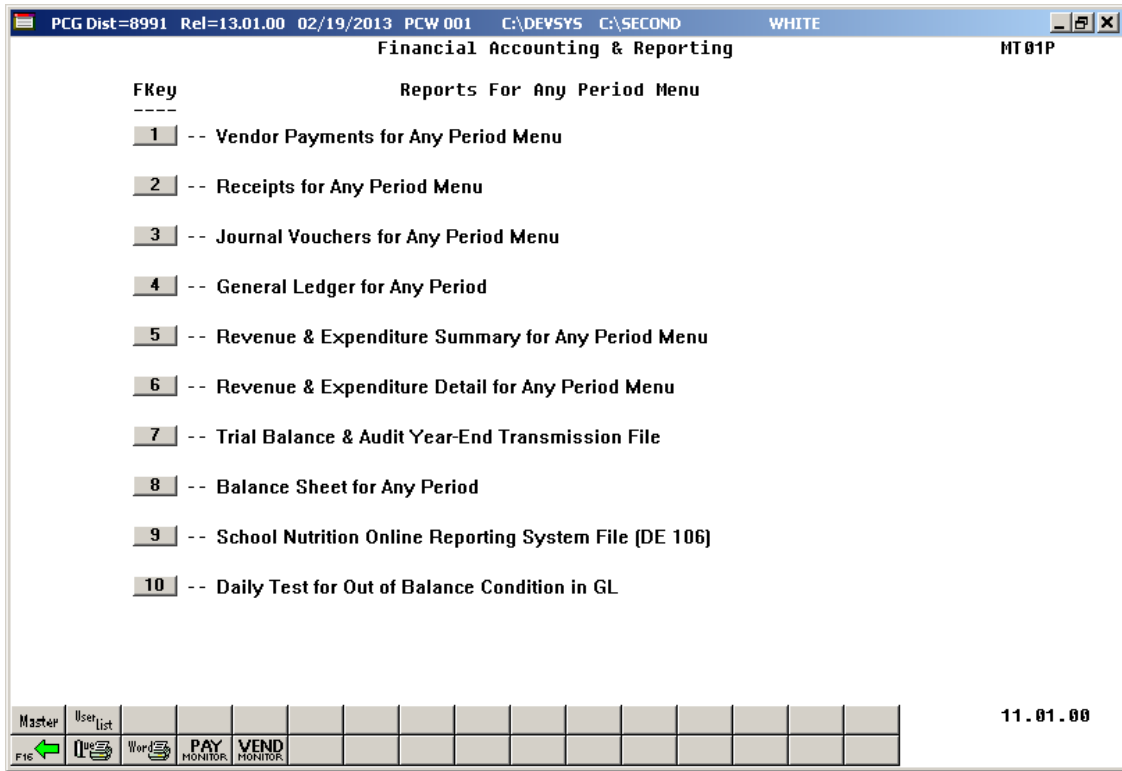
Step	Action
10	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create Audit Year End Transmission File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
11	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.
12	<b>If creating an export file:</b> Enter <b>C:\EXPORT\AUDITYRENDccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.
13	Select <b>Enter</b> (Continue). <i>If the filename is invalid, the "UNABLE TO OPEN AUDIT CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 12 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>





For **Step 8-T** (Report and Transmission) entries the following screen displays:



Step	Action
14	Screen-print or record the resulting file name(s), and the PCGenesis location, and select <b>Enter</b> (Continue).

The following screen displays:



Step	Action
15	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
16	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reporting and Closing Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
17	<p>Navigate to <i>K:\Second\GOSEND</i> to access the file name identified in <i>Step 14</i>, following the normal processing procedures to submit the information to the Georgia Department of Audits.</p> <p><i>Repeat this process for all files.</i></p>

**H1. Trial Balance & Audit Year-End Transmission Report – Example**

PRGM-BLNC-OBJCT-FCY-B-ADDT'L	ACCOUNT NAME	OPENING BALANCE	NET CHANGE	ENDING BALANCE
0000-0211-00000-0000-0-000000	LAND	1,000,886.00	0.00	1,000,886.00
0000-0221-00000-0000-0-000000	LAND IMPROVEMENTS	819,087.00	0.00	819,087.00
0000-0222-00000-0000-0-000000	ACCUM DEPREC-LAND IMPROVEMENTS	437,099.00CR	32,053.00CR	469,152.00CR
0000-0231-00000-0000-0-000000	BUILDINGS	34,361,819.00	969,958.00	35,331,777.00
0000-0232-00000-0000-0-000000	ACCUM DEPRECIATION-BUILDINGS	7,187,511.00CR	457,590.00CR	7,645,101.00CR
0000-0241-00000-0000-0-000000	MACHINERY & EQUIPMENT	3,931,241.00	339,519.00	4,270,760.00
0000-0242-00000-0000-0-000000	ACCUM DEPREC-MACHINE/EQUIPMENT	2,639,653.00CR	213,704.00CR	2,853,357.00CR
0000-0251-00000-0000-0-000000	CIP	95,386.00	60,802.00CR	34,584.00
	** TOTAL ASSETS	29,944,156.00	545,328.00	30,489,484.00
	** TOTAL LIABILITIES	0.00	0.00	0.00
0000-0711-00000-0000-0-000000	INVESTED IN CAPITAL ASSETS NET	29,944,156.00CR	1,416,962.00CR	31,361,118.00CR
	** TOTAL FUND EQUITIES	29,944,156.00CR	1,416,962.00CR	31,361,118.00CR

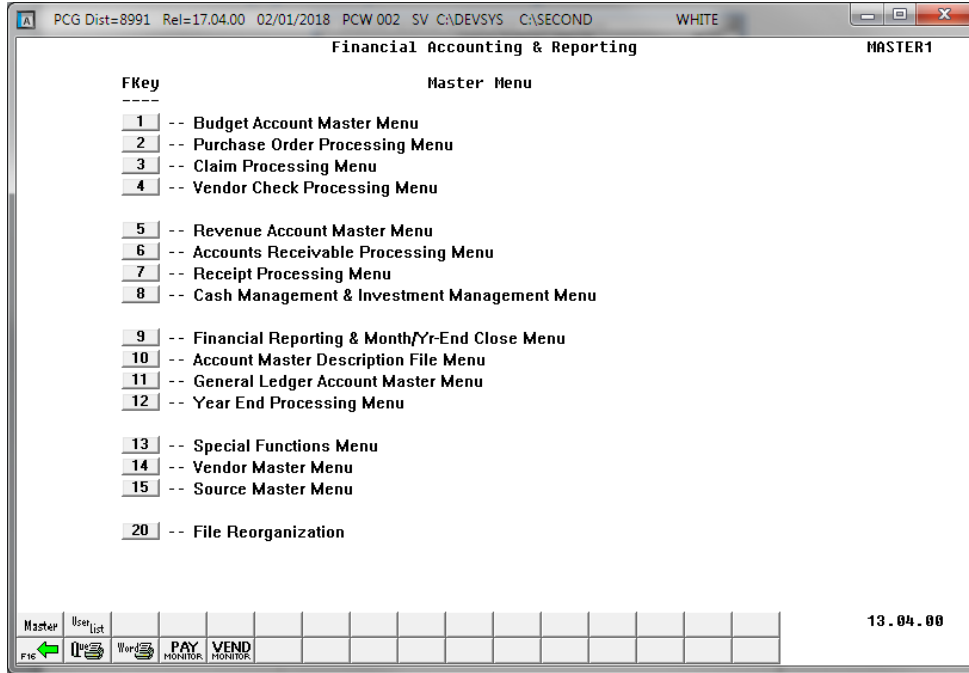
  

SRCE/ PRGM-FUNC-OBJCT-FCY-B-ADDT'L	ACCOUNT NAME	OPENING BALANCE	NET CHANGE	ENDING BALANCE
	** TOTAL REVENUE	0.00	0.00	0.00
9990-1000-74000-8010-0-000000	DEPREC EXP-LAND IMPROVEMENTS	0.00	32,053.00	32,053.00
9990-1000-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	520,104.00	520,104.00
9990-1000-74400-8010-0-000000	DEPRECIATION EXP - EQUIPMENT	0.00	56,395.00	56,395.00
9990-2300-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	12,192.00	12,192.00
9990-2300-74400-8010-0-000000	DEPREC EXP-EQUIPMENT	0.00	1,748.00	1,748.00
9990-2400-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	32,386.00	32,386.00
9990-2600-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	11,444.00	11,444.00
9990-2600-74400-8010-0-000000	DEPREC EXP-EQUIPMENT	0.00	19,703.00	19,703.00
9990-2700-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	2,357.00	2,357.00
9990-2700-74400-8010-0-000000	DEP EQUIPMENT	0.00	138,451.00	138,451.00
9990-3100-74200-8010-0-000000	DEPREC EXP-BUILDINGS	0.00	23,754.00	23,754.00
9990-3100-74400-8010-0-000000	DEPREC EXP-EQUIPMENT	0.00	21,047.00	21,047.00
	** TOTAL EXPENDITURES	0.00	871,634.00	871,634.00
	** TOTAL ENCUMBRANCES	0.00	0.00	0.00
	CLOSING ENTRY TO FUND EQUITY	0.00	871,634.00	871,634.00

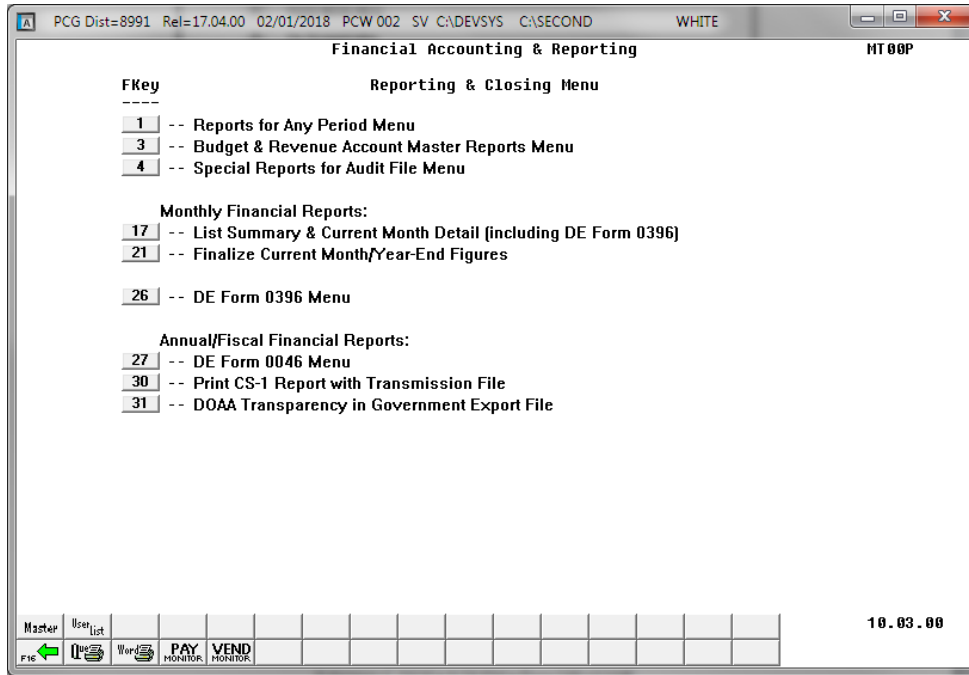
*** FUND BALANCING TOTALS ***			
ASSETS			30,489,484.00
LIABILITIES			0.00
FUND EQUITY			30,489,484.00CR

# Procedure I: Printing the Balance Sheet for Any Period Report



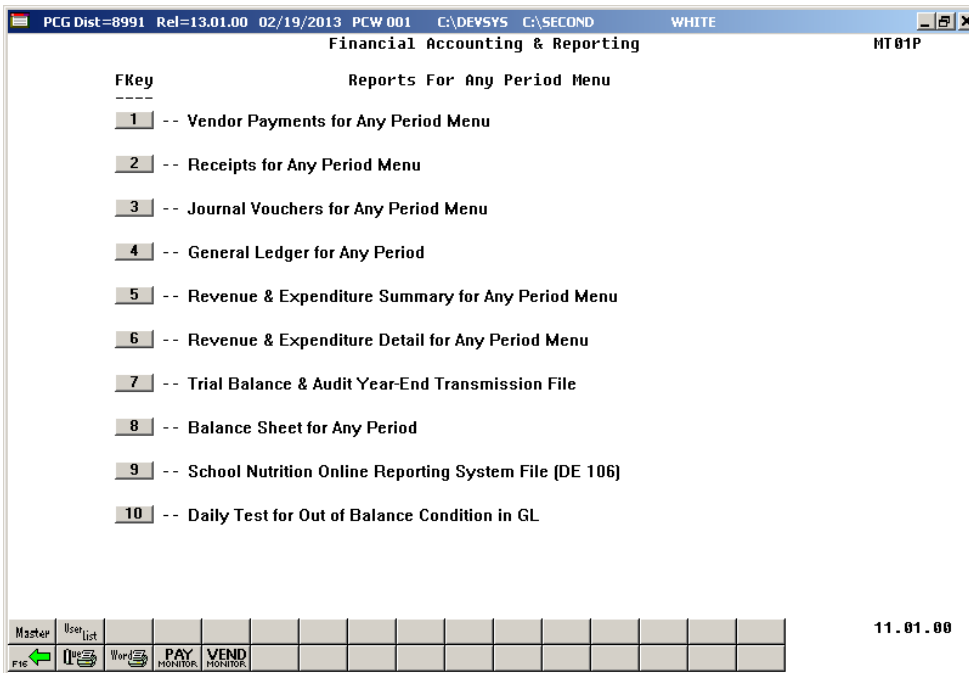
Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:



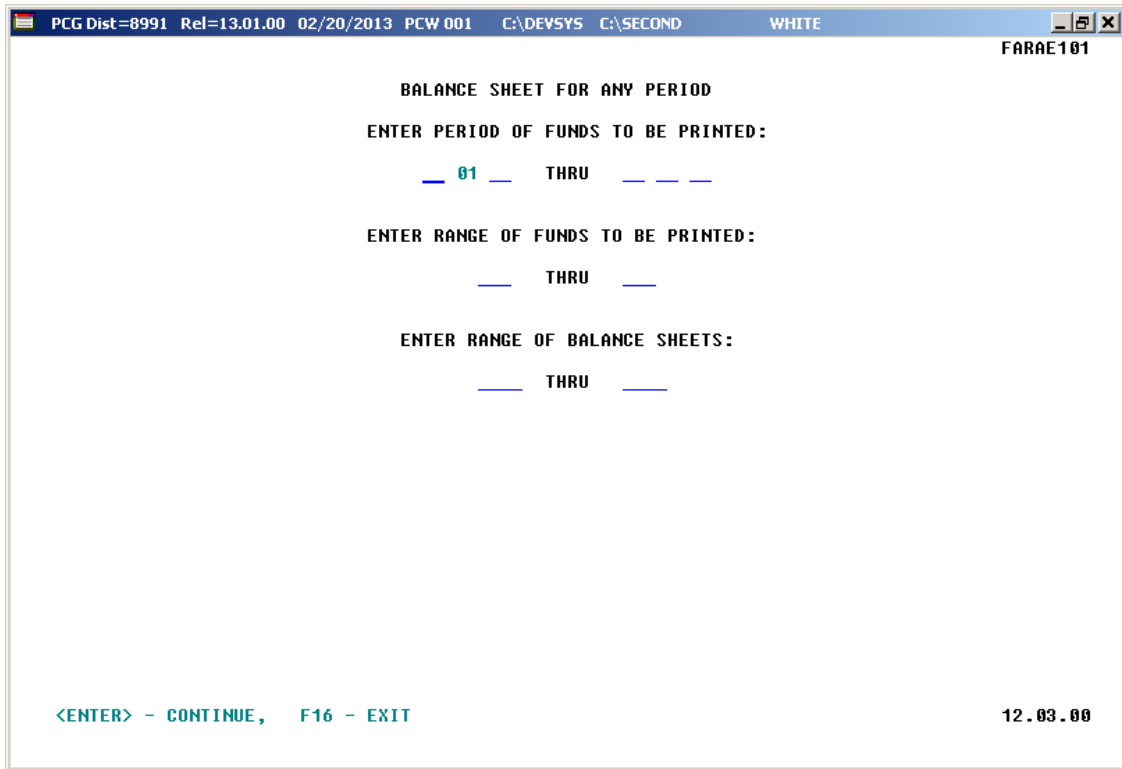
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



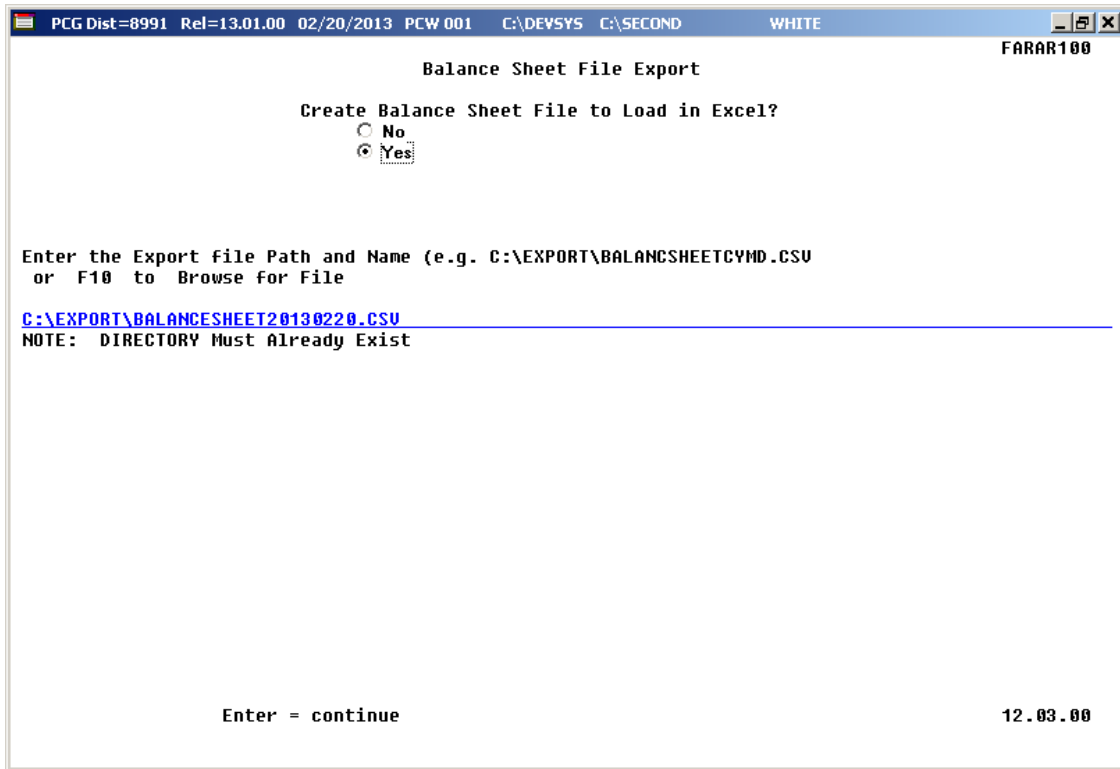
Step	Action
3	Select <b>8</b> (F8 - Balance Sheet for any Period).

The following screen displays:



Step	Action
4	Enter the date range in the <b>Enter Period of Funds to be Printed</b> fields.
5	Enter the fund code range in the <b>Enter Range of Funds to be Printed</b> fields.
6	Enter the balance sheet account range in the <b>Enter Range of Balance Sheets</b> fields.
7	Select <b>Enter</b> <u>twice</u> . <i>“*** Processing Request ***”</i> briefly displays.

The following screen displays:

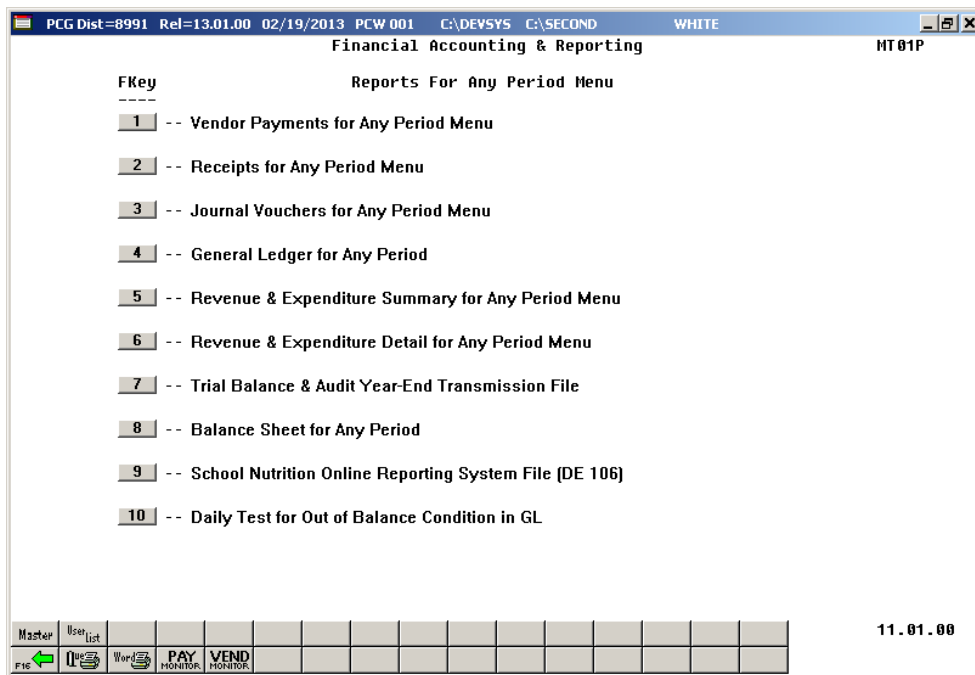






Step	Action
8	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Create Balance Sheet File to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
9	<b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.



Step	Action
10	<b>If creating an export file:</b> Enter C:\EXPORT\BALANCESHEETccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select <b>F10</b> (to Browse for file) to locate the file manually.
11	Select <b>Enter</b> (Continue).  <i>If the filename is invalid, the “UNABLE TO OPEN BLSHEET CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 10 to enter the correct information.</i>  <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
12	<b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD).  Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.
13	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

**11. Balance Sheet for Any Period Report (Balance Sheet Account 0602) – Example**

GENLBAL -20180202-1109      BLNC 101 THRU 799      SMITH CITY BOARD OF EDUCATION												
BALANCE SHEET    BEGIN PERIOD 07/01/17 END PERIOD 06/30/18    YR 18 FUND 605 0 Fund 605      PAGE 245												
PRGM	BLNC	OBJCT	FCTY	B	ADDT'L	ACTIVITY DESCRIPTION	EMP/CK PO/RC	CODE	DATE	DEBIT	CREDIT	BALANCE
0000	0602	00000	0000	0	000000	CHANGED	007326	JE3	08/18/17		4.00	11,833.81
0000	0602	00000	0000	0	000000	VENDOR 003193		JE3	08/21/17	129.53		11,963.34
0000	0602	00000	0000	0	000000	VENDOR 000404		JE3	08/21/17	125.04		12,088.38
0000	0602	00000	0000	0	000000	VENDOR 003247		JE3	08/22/17	106.40		12,194.78
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/22/17	501.70		12,696.48
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/22/17	2,515.60		15,212.08
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/22/17		44.17	15,167.91
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/22/17		501.70	14,666.21
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/22/17	501.70		15,167.91
0000	0602	00000	0000	0	000000	CHANGED	007325	JE3	08/22/17	22.14		15,190.05
0000	0602	00000	0000	0	000000	VENDOR 005013		JE3	08/23/17	77.00		15,267.05
0000	0602	00000	0000	0	000000	VENDOR 005829		JE3	08/23/17	326.99		15,594.04
0000	0602	00000	0000	0	000000	VENDOR 003193		JE3	08/24/17		4.97	15,589.07
0000	0602	00000	0000	0	000000	VENDOR 003193		JE3	08/24/17	207.02		15,796.09
0000	0602	00000	0000	0	000000	VENDOR 000404		JE3	08/25/17	1,009.95		16,806.04
0000	0602	00000	0000	0	000000	VENDOR 001854		JE3	08/26/17	236.95		17,042.99
0000	0602	00000	0000	0	000000	VENDOR 003193		JE3	08/28/17	196.59		17,239.58
0000	0602	00000	0000	0	000000	VENDOR 000404		JE3	08/29/17	532.52		17,772.10
0000	0602	00000	0000	0	000000	VENDOR 003247		JE3	08/29/17	145.50		17,917.60
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/29/17	227.73		18,145.33
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/29/17	1,942.14		20,087.47
0000	0602	00000	0000	0	000000	VENDOR 002129		JE3	08/29/17		88.14	19,999.33
0000	0602	00000	0000	0	000000	VENDOR 000294		JE3	08/30/17	17.88		20,017.21
0000	0602	00000	0000	0	000000	TRS		JE3	08/31/17	67.48		20,084.69
0000	0602	00000	0000	0	000000	TRS		JE3	08/31/17	292.03		20,376.72
0000	0602	00000	0000	0	000000	GHI-NON-CERT		JE3	08/31/17	4,442.55		24,819.27
0000	0602	00000	0000	0	000000	FED INCOME TAX		JE3	08/31/17	418.73		25,238.00
0000	0602	00000	0000	0	000000	FED INCOME TAX		JE3	08/31/17	132.90		25,370.90
0000	0602	00000	0000	0	000000	GROSS PAYROLL	900866	JE2	08/31/17	8,454.06		33,824.96
0000	0602	00000	0000	0	000000	VENDOR 003193		JE3	08/31/17	323.20		34,148.16
0000	0602	00000	0000	0	000000	VENDOR 000633		JE3	08/31/17		6,716.82	27,431.34
0000	0602	00000	0000	0	000000	VENDOR 000633		JE3	08/31/17		1,737.24	25,694.10
0000	0602	00000	0000	0	000000	VENDOR 000633		JE3	08/31/17		4,442.55	21,251.55
0000	0602	00000	0000	0	000000	VENDOR 000633		JE3	08/31/17		551.63	20,699.92
0000	0602	00000	0000	0	000000	VENDOR 000633		JE3	08/31/17		305.19	20,394.73
0000	0602	00000	0000	0	000000	VENDOR 004052		JE3	08/31/17	243.75		20,638.48
0000	0602	00000	0000	0	000000	EXPENDITURES		JE3	08/31/17	48,837.97	28,199.49	20,638.48 *
0000	0740	00000	0000	0	000000	CHANGED		JE1	07/01/17		94.62	94.62CR
0000	0740	00000	0000	0	000000	UNRESERVED RETAINED EARNINGS		JE1	07/01/17		94.62	94.62CR*
0000	0751	00000	0000	0	000000	CHANGED		JE1	07/01/17		14,109.36	14,109.36CR
0000	0751	00000	0000	0	000000	FUND BAL - RESERVED FOR INV		JE1	07/01/17		14,109.36	14,109.36CR*
0000	0785	00000	0000	0	000000	CHANGED		JE1	07/01/17		13,866.94	13,866.94CR
0000	0785	00000	0000	0	000000	UNRESERVED FUND BAL FOR EQUIP		JE1	07/01/17		13,866.94	13,866.94CR*

## **Procedure J: School Nutrition Online Reporting System File (DE-106)**

### **J1. Updating the Account Master Description File for Fund Codes**

School nutrition funds are within the range of 600 thru 699, inclusive. In order to be reported on the DE-106 *School Nutrition Extract File*, the school nutrition fund code must have a facility code assigned. The facility codes are assigned to funds in the *Account Master Description File*. (Fund codes are defined as **Type 02** records in the *Account Master Description File*.) When a fund code is between 600 and 699, the user will be prompted to enter a facility code for the fund code. Entry of a valid facility code is optional. If the fund code does NOT have a facility code assigned, then the fund will NOT be extracted for the DE-106. If a facility code is defined, the fund code will be extracted for the DE-106.

Where appropriate, PCGenesis will automatically print a *School Nutrition DE106 Error Report*. The *School Nutrition DE106 Error Report* lists all of the funds not extracted for the DE-106 *School Nutrition Extract File* because they have not been assigned a facility code. To correct the errors, follow the instructions in *Section K: Account Master Description File Processing* to assign facility codes to the school nutrition fund codes. If the fund should NOT be extracted for the DE-106, then the fund should NOT have a facility code assigned, and the error may be ignored.

Refer to *Section K: Account Master Description File Processing* for instructions on updating the *Account Master Description File*.

### **J2. Finalizing Current Month/Year-End Figures**

Procedure-specific processing guidelines for month end closing are included within the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 2: Finalizing Current Month and Year-End Figures*. While it is recommended that the month is closed before creating *DE-106 School Nutrition Extract File*, it is not necessary. Files created before the month is closed will not reflect correct beginning balances. However, the *DE-106 School Nutrition Extract File* may be created numerous times if financial figures have changed since the last time the file was created.

Refer to *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 2: Finalizing Current Month and Year-End Figures* for instructions on closing the month.

### **J3. Balancing to the Trial Balance Report**

Printing the *Trial Balance Report* for the DE-106 reporting month: The revenue, expenditure, and balance sheet totals for each school nutrition fund should balance to the *Trial Balance Report* for the DE-106 reporting month. For example, if the DE-106 is run for January 20yy, the *Trial Balance Report* should be run with a date range of 01/01/20yy thru 01/31/20yy. The totals on the DE-106 should balance to the *Trial Balance Report*.

If the month has not been closed, a warning message will be displayed indicating that the beginning balances are not available. This will not stop the extract process from completing. *To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available for the Balance Sheet items on the DE-106 Transmission File.*

Refer to *Procedure H: Trial Balance Report and Audit Transmission File Processing* for instructions on creating the *Trial Balance Report*.

The following table identifies the *Trial Balance Report* values which are included on the *DE-106 Transmission File*. Balance Sheet items are derived from the **Ending Balance** fields on the *Trial Balance Report*. The revenue and expenditure items are derived from the **Net Change** fields on the *Trial Balance Report*.

School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report				
Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
1	Record type	n/a		"Z" Type Record
2-4	System Number	n/a		3 digit school system number
5-8	School Number	n/a		4 digit School Number
9-12	Financial Year	n/a		Year for which financial information is being reported in 4 digit format. (20xx).
13-14	Financial Month	n/a		Month for which financial data is being reported. Zero padded (02 not '2')
15-26	Purchased Food	Inventory	For USDA Inventory: Expense 0630  For Single Inventory: Expense 0630 + 0635	Purchased Food Received this Month.
27-38	Transfers In	Inventory	Screen Input	This is the value of purchased food transfers received from other schools or another school system.
39-50	Transfers Out	Inventory	Screen Input	This is the value of purchased food transfers to other schools or another school system.
51-62	Positive Inventory Adjustments	Inventory	Screen Input	Positive Adjustments made to Purchased Food Inventory  Positive values only.
63-74	Negative Inventory Adjustments	Inventory	Screen Input	Negative Adjustments made to Purchased Food inventory  Negative values only
75-86	Breakfast Usage	Inventory	Screen Input	This is the value of total food used to serve breakfast.
87-98	Snack Usage	Inventory	Screen Input	This is the value of total food used to serve snacks.
99-110	Non-Reimbursable Food Costs	Inventory	Screen Input	This is the value of Non-Reimbursable Food.

School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report				
Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
111-122	Ending Inventory	Inventory	For USDA Inventory: Balance Sheet 0171  For Single Inventory: Balance Sheet 0171 + 0173	The is the value of the Ending Inventory of Purchased Foods
123-134	USDA Received Food	Inventory	For USDA Inventory: Expense 0635  For Single Inventory: Not Applicable	This is the value of USDA Commodities received this month
135-146	USDA Transfers In	Inventory	Screen Input	This is the value of food transfers received from other schools or another school system.
147-158	USDA Transfers Out	Inventory	Screen Input	This is the value of USDA food transfers to other schools or another school system.
159-170	USDA Adjustments (Positive)	Inventory	Screen Input	Positive Adjustments made to USDA Receipts.
171-182	USDA Adjustments (Negative)	Inventory	Screen Input	Negative adjustments made to USDA Receipts.
183-194	USDA Breakfast Usage	Inventory	Screen Input	This is the value of USDA food used to serve breakfast meals.
195-206	USDA Snack Usage	Inventory	Screen Input	This is the value of USDA food used to serve snacks.
207-218	USDA Non-Reimbursable Food Costs	Inventory	Screen Input	
219-230	USDA Ending Inventory	Inventory	For USDA Inventory: Balance Sheet 0173  For Single Inventory: Not Applicable	Ending Inventory USDA Foods.
231-242	1612 Breakfast	Revenue		Revenue Source Code 1612
243-254	1611 Lunch	Revenue		Revenue Source Code 1611
255-266	1613 Snack	Revenue		Revenue Source Code 1613
267-278	1614 Special Milk	Revenue		Revenue Source Code 1614
279-290	1700-1999 Other	Revenue		Sum of Revenue Source Codes 1700-1999

School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report				
Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
291-302	1500 Investment Income	Revenue		Revenue Source Code 1500
303-314	1621 Non Reimbursable Sales	Revenue		Revenue Source Code 1621
315-326	1622 Adult Sales	Revenue		Revenue Source Code 1622
327-338	1623 Contracted Sales	Revenue		Revenue Source Code 1623
339-350	3510 State Reimbursement	Revenue		Revenue Source Code 3510
351-362	3995 Other State Agencies	Revenue		Revenue Source Code 3995
363-374	4510 Lunch/Milk Reimbursement	Revenue		Revenue Source Code 4510
375-386	4511 Breakfast Reimbursement	Revenue		Revenue Source Code 4511
387-398	4512 CACFP Reimbursement	Revenue		Revenue Source Code 4512
399-410	4513 DOE Snack Reimbursement	Revenue		Revenue Source Code 4513
411-422	4520-4899 Other	Revenue		Sum of Revenue Source Codes 4520-4899 as they relate to School Nutrition.
423-434	4900 USDA Food Value Received	Revenue		Revenue Source Code 4900
435-446	5200-5299 Transfer In	Revenue		Sum of Revenue Source Codes 5200-5299 as they relate to School Nutrition.
447-458	5300-5995 Other	Revenue		Sum of Revenue Source Codes 5300-5995 as they relate to School Nutrition.
459-470	100-299 Labor	Expenditure		Expenditure object codes 100-299 as they relate to School Nutrition.
471-482	630 Purchased Food	Expenditure		Expenditure object code 630
483-494	635 USDA Food Value Received	Expenditure		Expenditure object code 635
495-506	730-735 Equipment > \$5000	Expenditure		Sum of expenditure object codes 730-735 where each item is > \$5000.
507-518	300-879 Other (Except 630, 635, & 880)	Expenditure		Sum of Expenditure Object Codes 300-879 that apply to School Nutrition except 630, 635, & 880).
519-530	930 Transfers Out	Expenditure		Expenditure Object Code 930
531-542	0101-0103 Cash	Balance Sheet		Balance Sheet Account 0101-0103 Cash
543-554	0111 Investments	Balance Sheet		Balance Sheet Account 0111 Investments

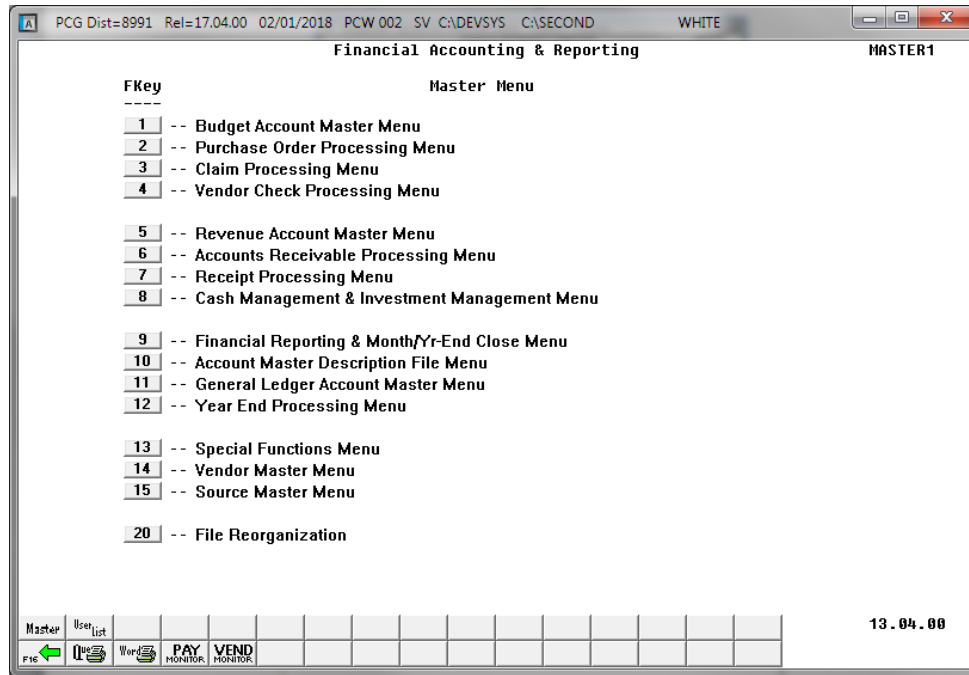
School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report				
Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
555-566	0114-0153 Accounts Receivable	Balance Sheet		Balance Sheet Account 0114-0153 Accounts Receivable that apply to School Nutrition
567-578	0104 Change Fund	Balance Sheet		Balance Sheet Account 0104 Change Fund
579-590	0174-0199 Other	Balance Sheet		Sum of Balance Sheet Accounts 0174- 0199 Other that apply to School Nutrition
591-602	0401-0421 Accounts Payable	Balance Sheet		Sum of Balance Sheet Accounts 0401- 0421 Accounts Payable that apply to School Nutrition
603-614	0422 Accrued Salaries/Benefits	Balance Sheet		Balance Sheet Account 0422 Accrued Salaries/Benefits
615-626	0499 Other Liabilities	Balance Sheet		Balance Sheet Account 0499 Other Liabilities
627-638	753-790 Reserved Fund Balance	Balance Sheet		Sum of Balance Sheet Accounts 753-790 that apply to School Nutrition
639-650	0751 Reserved For Inventory	Balance Sheet		0751 Reserved for Inventory
651-662	0171-Value Purchased Food	Balance Sheet		0171 – Value Purchased Food
663-674	0173 – Value USDA Food	Balance Sheet		0173 – Value USDA Food
675-686	0740 – Prior Year Adjustments	Balance Sheet		0740 – Prior Year Adjustments
687-698	880 – Indirect Cost	Expenditure		880 – Indirect Costs

## J4. School Nutrition Online Reporting System File Processing

PCGenesis supports the uploading of files to the School Nutrition Online Reporting System (ORS), a web application that allows you to upload data files extracted from your financial application.

The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option. This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS).

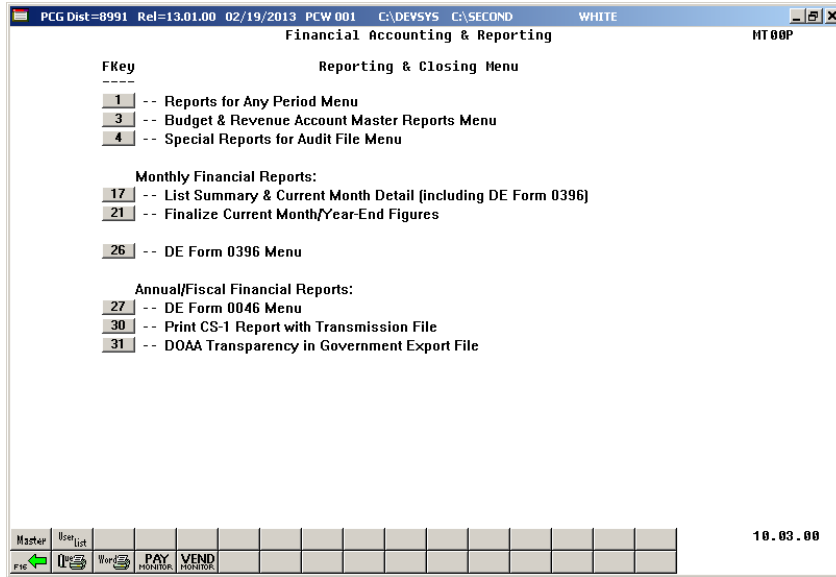
Revenue and expenditure accounts are extracted from PCGenesis. Inventory accounts will require user input. Balance sheet accounts require a beginning balance for the month to be reported. *If the previous month has been closed, the balance sheet totals are extracted from PCGenesis, otherwise the balance sheet totals require user input. User input of the balance sheet totals will not be allowed when creating the July DE 106 file.* This is true for each school nutrition fund to be reported.



Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

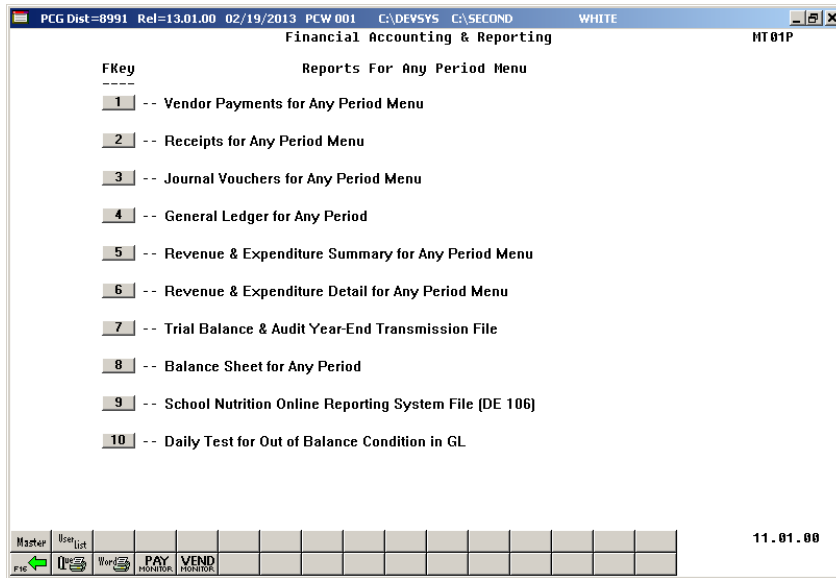


The following screen displays:





Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:

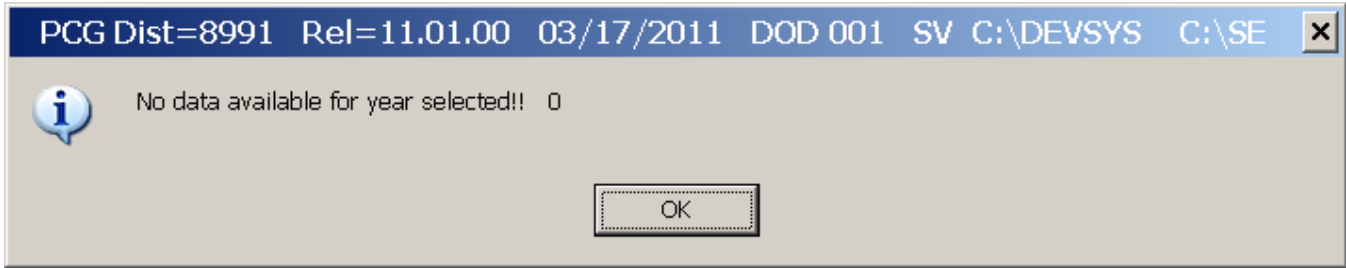


Step	Action
3	Select <b>9</b> (F9- School Nutrition Online Reporting System File).

The following screen displays:

Step	Action
4	Enter the month to process in the <b>Month</b> field. <i>To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available.</i>
5	Enter the year to process in the <b>Year</b> field. Enter the year as a four digit year in the format CCYY.
6	Select the <input checked="" type="radio"/> ( <b>Radio Button</b> ) to left of the appropriate response in the <b>Select Inventory Type</b> field. In order to report <u>two</u> separate inventories for purchased food and for USDA food, select ' <b>Purchase USDA</b> '. In order to report a <u>single</u> inventory for both purchased food and for USDA food, select ' <b>Single Inventory</b> '.
7	Select  ( <b>Enter - Continue</b> ) or Select  ( <b>F16 - Exit</b> ) to return the menu. <i>*** SN EXTRACT File in Progress ***</i> briefly displays.

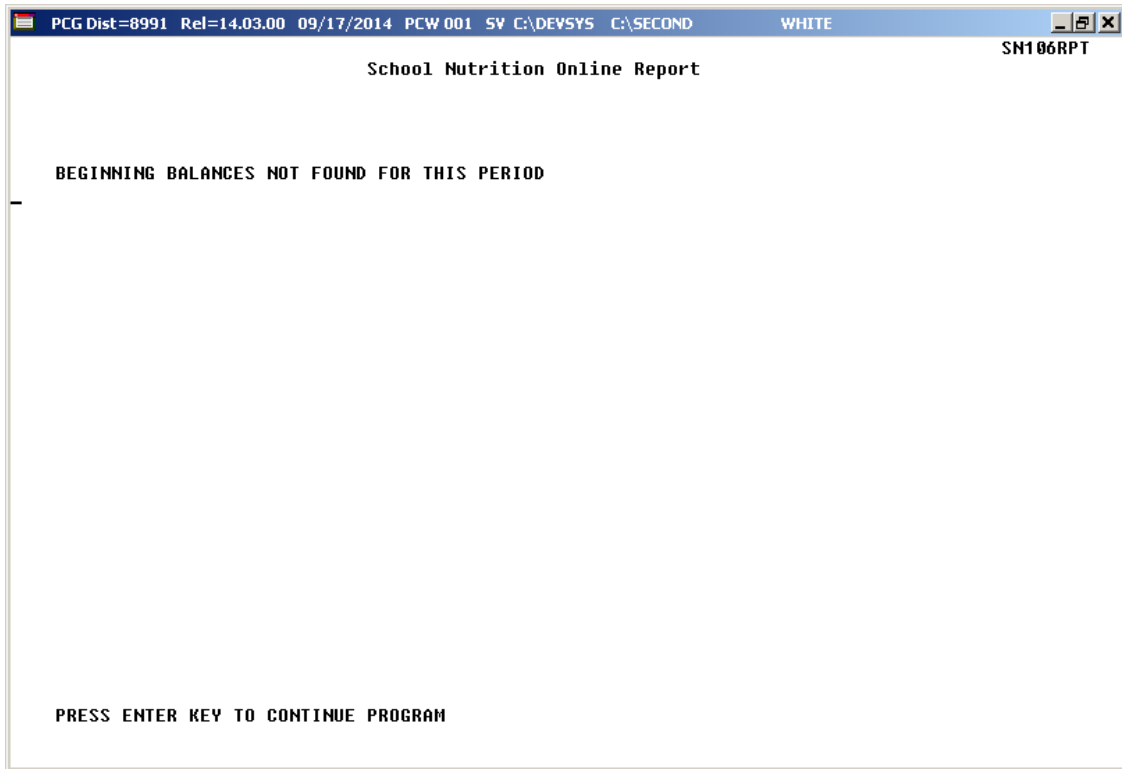
The following warning screen displays if there is no data to extract for the DE-106:



The following screen briefly displays:



The following warning screen displays if the requested month and year has not been closed:



Step	Action
8	<p>If the month has not been closed, a warning message will be displayed indicating that the beginning balances are not available. This will not stop the extract process from completing. Select <b>Enter</b> to continue the process.</p> <p><i>To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available and the balance sheet totals will require user input.</i></p>

If the month has been closed and 'Purchase USDA' inventory has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the inventory accounts require user input. If 'Purchase USDA' inventory has been selected, the **USDA Rcvd** (USDA Received Food) is populated from expense category 0635. The **USDA EndI** (USDA Ending Inventory) is populated from balance sheet account 0173. The **Purc Food** (Purchased Food) category is populated from expense category 0630. The **End Inv** (Ending Inventory) category is populated from balance sheet account 0171.

*This screen will also be displayed if running for the month of July. User input of the balance sheet totals will not be allowed when creating the July DE 106 file.*

PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE									
School Nutrition Online Report									
Month 12 Year 2013									
Fund: 0600 Fund 600 Facility: 0641 Location 0641									
SN106RPT									
Purchase USDA Inventory		Revenue		Expenditure			Bal Sheet		
.00	Trans In	77.91	1500	3892.73	100-299	9135.51-	0101-0103		
	Trans Out		1611		630		0104		
	+ Inv Adj		1612		635		0111		
	- Inv Adj		1613	389.68	300-879		0114-0153		
	Bfast Use		1614		880		0171		
	Snack Use		1621		930		0173		
	NonReimb		1622				0174-0199		
	USDA In		1623						
	USDA Out		1700-1999		730-735>5				
	USDA +Adj		3510			2159.68	0401-0421		
	USDA -Adj		3995				0422		
	USDA Bfst		4510				0499		
	USDA Snck		4511				0740		
	USDA NonR		4512				0751		
			4513				0753-0790		
	Purc Food		4520-4899						
	End Inv		4900						
	USDA Rcvd		5200-5299						
	USDA EndI		5300-5995						
	Inventory	77.91	Revenue	4282.41	Expenditure	9135.51-Asset			
(User Input)		(Net Change)		(Net Change)		2159.68 Liab/FndEq			
						(Ending Bal)			
Enter = Total User Input, F8 = Save & Continue									
ENTER									14.02.00
F10									

If the month has been closed and 'Single Inventory' has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the non-USDA inventory accounts require user input. If 'Single Inventory' has been selected, the **USDA Rcvd** (USDA Received Food) and the **USDA EndI** (USDA Ending Inventory) are not populated and do not apply. The **Purc Food** (Purchased Food) category is the sum of expense categories 0630 and 0635. The **End Inv** (Ending Inventory) category is the sum of balance sheet accounts 0171 and 0173.

This screen will also be displayed if running for the month of July. User input of the balance sheet totals will not be allowed when creating the July DE 106 file.

School Nutrition Online Report									
Month 12 Year 2013									
Fund: 0600 Fund 600					Facility: 0641 Location 0641				
Single Inventory		Revenue		Expenditure			Bal Sheet		
.00	Trans In	77.91	1500	3892.73	100-299	9135.51-	0101-0103		
	Trans Out		1611		630		0104		
	+ Inv Adj		1612		635		0111		
	- Inv Adj		1613	389.68	300-879		0114-0153		
	Bfast Use		1614		880		0171		
	Snack Use		1621		930		0173		
	NonReimb		1622				0174-0199		
	USDA In		1623						
	USDA Out		1700-1999		730-735>5				
	USDA +Adj		3510			2159.68	0401-0421		
	USDA -Adj		3995				0422		
	USDA Bfst		4510				0499		
	USDA Snck		4511				0740		
	USDA NonR		4512				0751		
			4513				0753-0790		
	Purc Food		4520-4899						
	End Inv		4900						
	USDA Rcvd		5200-5299						
	USDA EndI		5300-5995						
	Inventory	77.91	Revenue	4282.41	Expenditure	9135.51-Asset			
(User Input)		(Net Change)		(Net Change)		2159.68 Liab/FndEq			
						(Ending Bal)			
Enter = Total User Input, F8 = Save & Continue									14.02.00
ENTER					F8				
F10									

If the month has NOT been closed and 'Purchase USDA' inventory has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the inventory accounts require user input. If the previous month has not been closed, the balance sheet totals also require user input. If 'Purchase USDA' inventory has been selected, the **USDA Rcvd** (USDA Received Food) is populated from expense category 0635. The **USDA EndI** (USDA Ending Inventory) is populated from the amount input for the balance sheet account 0173. The **Purc Food** (Purchased Food) category is populated from expense category 0630. The **End Inv** (Ending Inventory) category is populated from the amount input for the balance sheet account 0171.

School Nutrition Online Report						SN106RPT
Fund: 0600 Fund 600 Facility: 0641 Location 0641						
Purchase USDA Inventory		Revenue	Expenditure		(No Beginning Balances)	
					Bal Sheet	
-00	Trans In	74.37	1500	3892.38	100-299	0101-0103
	Trans Out				630	0104
	+ Inv Adj	1612			635	0111
	- Inv Adj	1613		286.76	300-879	0114-0153
	Bfast Use	1614			880	0171
	Snack Use	1621			930	0173
	NonReimb	1622				0174-0199
	USDA In	1623				
	USDA Out		1700-1999		730-735>5	
	USDA +Adj	2272.00	3510			0401-0421
	USDA -Adj		3995			0422
	USDA Bfst		4510			0499
	USDA Snck		4511			0740
	USDA NonR		4512			0751
			4513			0753-0790
	Purc Food		4520-4899			
	End Inv		4900			
	USDA Rcvd		5200-5299			
	USDA EndI		5300-5995			
						(Enter Ending Bal Items)
Inventory	2346.37	Revenue	4179.14	Expenditure	Asset Liab/FndEq	
(User Input)	(Net Change)	(Net Change)	(Net Change)	(Ending Bal)	14.02.00	
Enter = Total User Input, F8 = Save & Continue						
ENTER				F8		
F10						



If the month has NOT been closed and ‘**Single Inventory**’ has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the non-USDA inventory accounts require user input. If the previous month has not been closed, the balance sheet totals also require user input. If ‘**Single Inventory**’ has been selected, the **USDA Rcvd** (USDA Received Food) and the **USDA EndI** (USDA Ending Inventory) are not populated and do not apply. The **Purc Food** (Purchased Food) category is the sum of expense categories 0630 and 0635. The **End Inv** (Ending Inventory) category is the sum of the amounts input for balance sheet accounts 0171 and 0173.

School Nutrition Online Report				SN106RPT	
Fund: 0600 Fund 600				Facility: 0641 Location 0641	
Month 02 Year 2014					
Single Inventory	Revenue	Expenditure	(No Beginning Balances)		
Inventory			Bal Sheet		
.00	Trans In	74.37 1500	3892.38	100-299	0101-0103
	Trans Out	1611		630	0104
	+ Inv Adj	1612		635	0111
	- Inv Adj	1613	286.76	300-879	0114-0153
	Bfast Use	1614		880	0171
	Snack Use	1621		930	0173
	NonReimb	1622			0174-0199
	USDA In	1623			
	USDA Out	1700-1999		730-735>5	
	USDA +Adj	2272.00 3510			0401-0421
	USDA -Adj	3995			0422
	USDA Bfst	4510			0499
	USDA Snck	4511			0740
	USDA NonR	4512			0751
		4513			0753-0790
	Purc Food	4520-4899			
	End Inv	4900			
	USDA Rcvd	5200-5299			
	USDA EndI	5300-5995			
					(Enter Ending Bal Items)
Inventory	2346.37	Revenue	4179.14	Expenditure	Asset
(User Input)	(Net Change)		(Net Change)		Liab/FndEq
					14.02.00
Enter = Total User Input, F8 = Save & Continue					

Step	Action
9	Enter the “transfers in” for this fund in the <b>Trans In</b> field. This is the value of purchased food transfers received from other schools or another school system.
10	Enter the “transfers out” for this fund in the <b>Trans Out</b> field. This is the value of purchased food transfers to other schools or another school system.
11	Enter the “positive inventory adjustments” for this fund in the <b>+ Inv Adj</b> field. This represents the positive adjustments made to purchased food inventory. This field must be a positive value.
12	Enter the “negative inventory adjustments” for this fund in the <b>- Inv Adj</b> field. This represents the negative adjustments made to purchased food inventory. This field must be a negative value.



Step	Action
13	<p>Enter the “breakfast usage” for this fund in the <b>Bfast Use</b> field. This is the value of total food used to serve breakfast.</p> <p>If <b>Days Breakfast Served</b> is greater than zero then <b>Breakfast Usage</b> must be greater than zero.</p>
14	<p>Enter the “snack usage” for this fund in the <b>Snack Use</b> field. This is the value of total food used to serve snacks.</p> <p>If <b>Days Snack Served</b> is greater than zero then <b>Snack Usage</b> must be greater than zero.</p>
15	<p>Enter the “non-reimbursable food costs” for this fund in the <b>NonReimb</b> field. This is the value of non-reimbursable food.</p>
16	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA transfers in” for this fund in the <b>USDA In</b> field. This is the value of food transfers received from other schools or another school system.</p>
17	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA transfers out” for this fund in the <b>USDA Out</b> field. This is the value of food transfers to other schools or another school system.</p>
18	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA positive inventory adjustments” for this fund in the <b>USDA +Adj</b> field. This represents the positive adjustments made to USDA receipts. This field must be a positive value.</p>
19	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA negative inventory adjustments” for this fund in the <b>USDA -Adj</b> field. This represents the negative adjustments made to USDA receipts. This field must be a negative value.</p>
20	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA breakfast usage” for this fund in the <b>USDA Bfast</b> field. This is the value of total USDA food used to serve breakfast.</p>
21	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA snack usage” for this fund in the <b>USDA Snack</b> field. This is the value of total USDA food used to serve snacks.</p>
22	<p><b>If ‘Purchase USDA’ inventory has been selected:</b> Enter the “USDA non-reimbursable food costs” for this fund in the <b>USDA NonR</b> field. This is the value of USDA non-reimbursable food.</p>
23	<p><b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0101-0103 cash total.</p>
24	<p><b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0104 Change Fund total.</p>
25	<p><b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0111 investments total.</p>

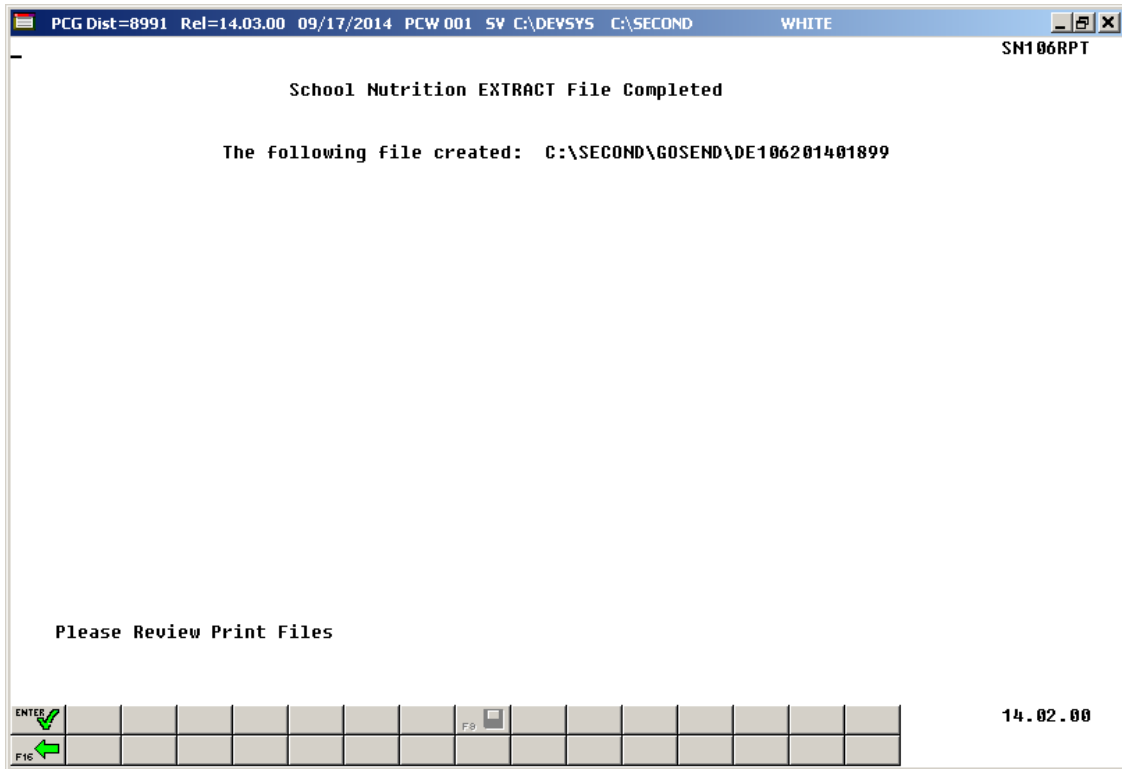
Step	Action
26	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0114-0153 Accounts Receivable that apply to School Nutrition total.
27	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0171 value of purchased food total.
28	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0173 value of USDA food total.
29	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0174-0199 other amounts that apply to School Nutrition total.
30	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0401-0421 Accounts Payable that apply to School Nutrition total.
31	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0422 accrued salary and benefits total.
32	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0499 other liabilities total.
33	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0740 prior year adjustments total.
34	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0751 reserved for inventory total.
35	<b>If the previous month has <u>not</u> been closed:</b> Enter Balance Sheet Account 0753-0790 sum of accounts that apply to school nutrition total.
36	Select  (Enter) to validate the data, and to calculate totals for all user input fields. Once all entries have been reviewed and validated, select  (F8 - Save & Continue).


The following screen displays multiple times for each school nutrition Fund defined between 600 and 699:

The next fund is displayed.

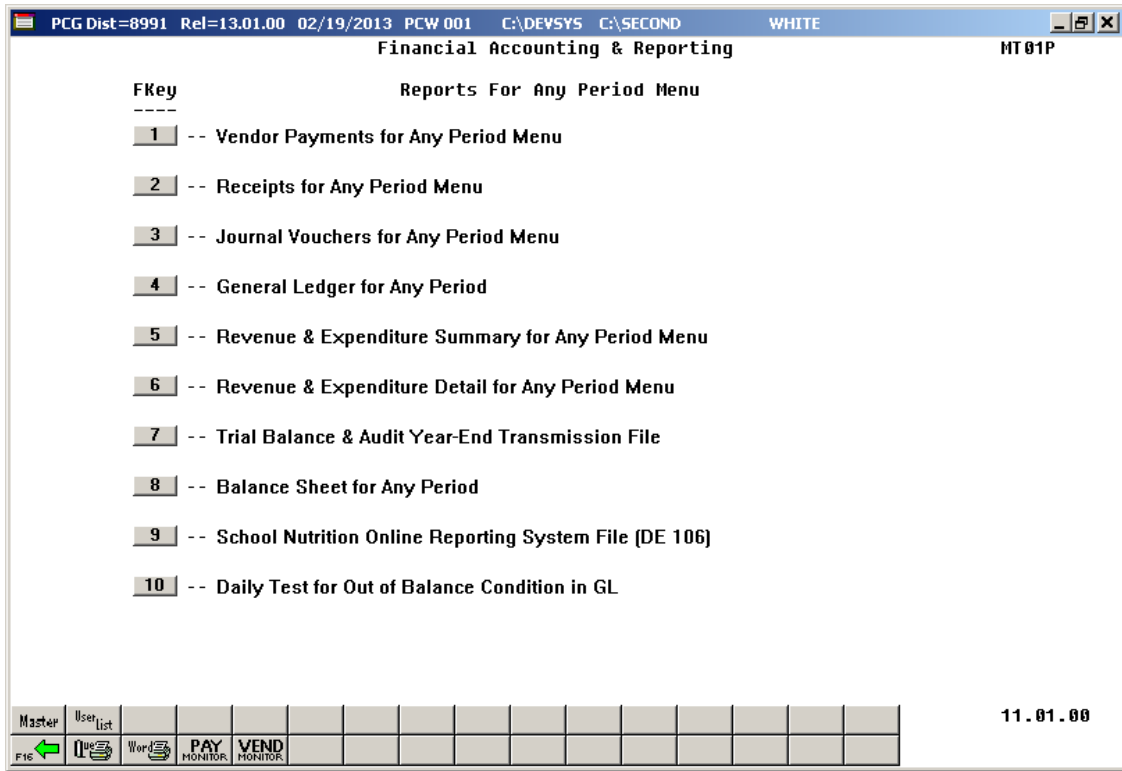
Step	Action
37	<p>The School Nutrition Online Report screen displays multiple times for each school nutrition Fund defined between 600 and 699. Repeat Steps 9 – 36 for each school nutrition fund which is displayed.</p> <p><i>If the school nutrition Fund shown on the screen does not have a facility code defined in the Account Master Description File, the message “***** This record NOT REPORTED – No Valid Facility *****” will be displayed. This warning indicates that the school nutrition Fund will appear on the error report and will NOT be included in the School Nutrition Extract file.</i></p>





Once all data entry has been completed, the following screen displays:



Step	Action
38	Screen-print or record the resulting file name(s), and the PCGenesis location, and select  (Enter - Continue).

The following screen displays:



Step	Action
39	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
40	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reporting and Closing Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
41	<p>Navigate to <i>K:\Second\GOSEND</i> to access the file name identified in Step 38, and follow the normal processing procedures to submit the information to the School Nutrition Online Reporting System (ORS).</p>

### J4.1. School Nutrition DE106 Submission Report

RUN DATE: 05/18/2011		SCHOOL NUTRITION DE106 SUBMISSION FOR 06/01/2010 TO 06/30/2010				PAGE: 1	
SN106RPT		SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION					
FACILITY: 2050 SMITHVILLE HIGH		FY: 10 FUND: 602 - SMITHVILLE HIGH					
Purchase USDA		Revenue		Expenditure		Balance Sheet	
Inventory							
12.21	Trans In		1500	7,565.50	100-299	48,828.19	0101-0103
18.52	Trans Out		1611	8,150.71	630		0104
63.33	+ Inv Adj		1612		635		0111
	- Inv Adj		1613	2,900.57	300-879	18,536.18	0114-0153
2,005.36	Bfast Use		1614		880	4,497.70	0171
1,054.21	Snack Use		1621		930	27,374.16	0173
902.32	NonReimb		1622				0174-0199
3,651.52	USDA In		1623				
569.33	USDA Out		1700-1999		730-735>5		
	USDA +Adj		3510			5,488.41	0401-0421
548.24-	USDA -Adj		3995			13,648.67	0422
4,254.22	USDA Bfst	14,102.10	4510				0499
2,568.45	USDA Snck		4511			28,527.65	0740
632.33	USDA NonR		4512			31,871.86	0751
		4,434.08	4513				0753-0790
8,150.71	Purc Food		4520-4899				
4,497.70	End Inv		4900				
	USDA Rcvd		5200-5299				
27,374.16	USDA EndI		5300-5995				
55,206.13	Inventory	18,536.18	Revenue	18,616.78	Expend	99,236.23	Asset
						79,536.59	Liab/FndEq

### J4.2. School Nutrition DE106 Error Report

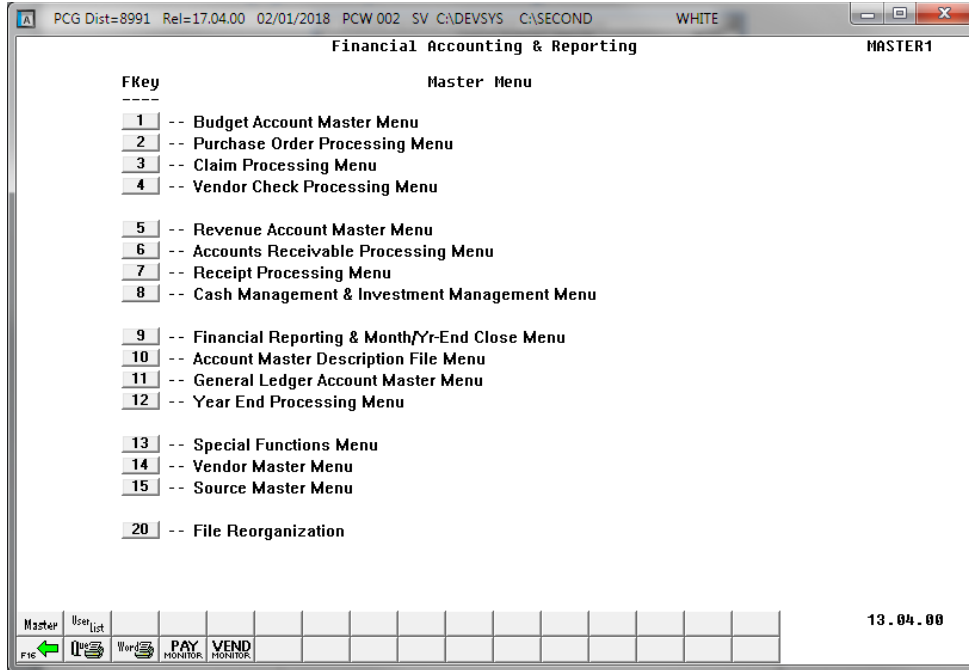
RUN DATE: 05/19/2011		SCHOOL NUTRITION DE106 NOT REPORTED FOR 06/01/2010 TO 06/30/2010				PAGE: 1	
SN106RPT		SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION					
FACILITY: 0000 Invalid Facility		FY: 10 FUND: 693 - ENTERPRISE					
Purchase USDA		Revenue		Expenditure		Balance Sheet	
Inventory							
	Trans In		1500		100-299	49,639.98-	0101-0103
	Trans Out		1611		630		0104
	+ Inv Adj		1612		635		0111
	- Inv Adj		1613	49,184.10	300-879	49,301.19	0114-0153
	Bfast Use		1614		880		0171
	Snack Use		1621		930		0173
	NonReimb		1622				0174-0199
	USDA In		1623				
	USDA Out	49,184.10	1700-1999		730-735>5		
	USDA +Adj		3510				0401-0421
	USDA -Adj		3995				0422
	USDA Bfst		4510				0499
	USDA Snck		4511			13,121.23	0740
	USDA NonR		4512				0751
			4513				0753-0790
	Purc Food		4520-4899				
	End Inv		4900				
	USDA Rcvd		5200-5299				
	USDA EndI		5300-5995				
	Inventory	49,184.10	Revenue	49,184.10	Expend	338.79-	Bal Sheet
						13,121.23	Liab/FndEq

\*\*\*\* This record NOT REPORTED - No Valid Facility \*\*\*\*

### J4.3. School Nutrition Trial Balance Report

SRCE/ PRGM-FUNC-OBJCT-FCTY-B-ADDT'L	ACCOUNT NAME	OPENING BALANCE	NET CHANGE	ENDING BALANCE
9990-1621-00000-0300-0-000000	SUPPLEMENTAL SALES	3,472.15CR	0.00	3,472.15CR
9990-1622-00000-0300-0-000000	ADULT MEALS	8,116.60CR	0.00	8,116.60CR
9990-4510-00000-0300-0-000000	FED LUNCH REIMBURSEMENT	110,788.86CR	14,102.10CR	124,890.96CR
9990-4511-00000-0300-0-000000	FEDERAL B'FAST REIMBURSEMENT	62,578.00CR	0.00	62,578.00CR
9990-4513-00000-0300-0-000000	AT RISK SNACKS	1,792.28CR	4,434.08CR	6,226.36CR
9990-4900-00000-0300-0-000000	REV USDA COMMODITIES	36,038.13CR	0.00	36,038.13CR
	<b>** TOTAL REVENUE</b>	<b>222,786.02CR</b>	<b>18,536.18CR</b>	<b>241,322.20CR</b>
9990-3100-11400-0300-0-000000	SUBS-NON CERT	2,387.10	195.74	2,582.84
9990-3100-14200-0300-0-000000	CLERICAL	0.00	240.00	240.00
9990-3100-18400-0300-0-000000	SALARIES	52,935.62	6,093.57	59,029.19
9990-3100-21000-0300-0-000000	S/HEALTH SUM EXP SCHOOL NUTR	6,161.66	488.16	6,649.82
9990-3100-22000-0300-0-000000	FICA/MED SUM EXP SCHOOL NUTR	2,758.85	379.82	3,138.67
9990-3100-23000-0300-0-000000	TRS SUMMARY EXP SCHOOL NUTR	1,637.94	157.41	1,795.35
9990-3100-26000-0300-0-000000	W/C	568.34	0.00	568.34
9990-3100-29000-0300-0-000000	OTH BEN SUM EXP SCHOOL NUTR	134.24	10.80	145.04
9990-3100-30000-0300-0-000000	PROF TECH SERV	205.00	25.00	230.00
9990-3100-41000-0300-0-000000	PEST CONTROL	505.00	220.00	725.00
9990-3100-43000-0300-0-000000	EQUIPMENT MAINT	2,696.40	0.00	2,696.40
9990-3100-53000-0300-0-000000	COMMUNICATIONS	628.81	111.76	740.57
9990-3100-59100-0300-0-000000	COMMODITY HAULING	2,624.23	0.00	2,624.23
9990-3100-61000-0300-0-000000	SUPPLIES	9,587.20	2,543.81	12,131.01
9990-3100-62000-0300-0-000000	ENERGY	4,630.40	0.00	4,630.40
9990-3100-63000-0300-0-000000	FOOD PURCHASES	78,853.36	8,150.71	87,004.07
9990-3100-63500-0300-0-000000	EXP USDA COMMODITIES	36,038.13	0.00	36,038.13
9990-3100-81000-0300-0-000000	REGISTRATION/FEES	653.50	0.00	653.50
	<b>** TOTAL EXPENDITURES</b>	<b>203,005.78</b>	<b>18,616.78</b>	<b>221,622.56</b>
	<b>** TOTAL ENCUMBRANCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	CLOSING ENTRY TO FUND EQUITY	19,780.24CR	80.60	19,699.64CR

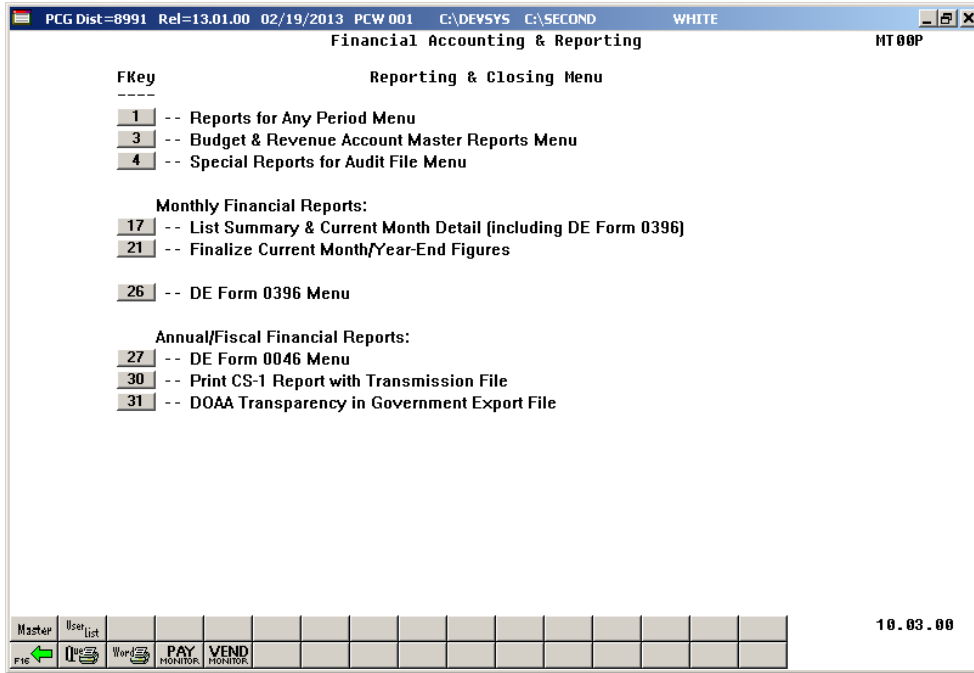
## Procedure K: Performing the Daily Test for the General Ledger (G/L) Out-of-Balance Condition



Step	Action
1	Select <b>9</b> (F9 - Financial Reporting and Month/Yr-End Close Menu).

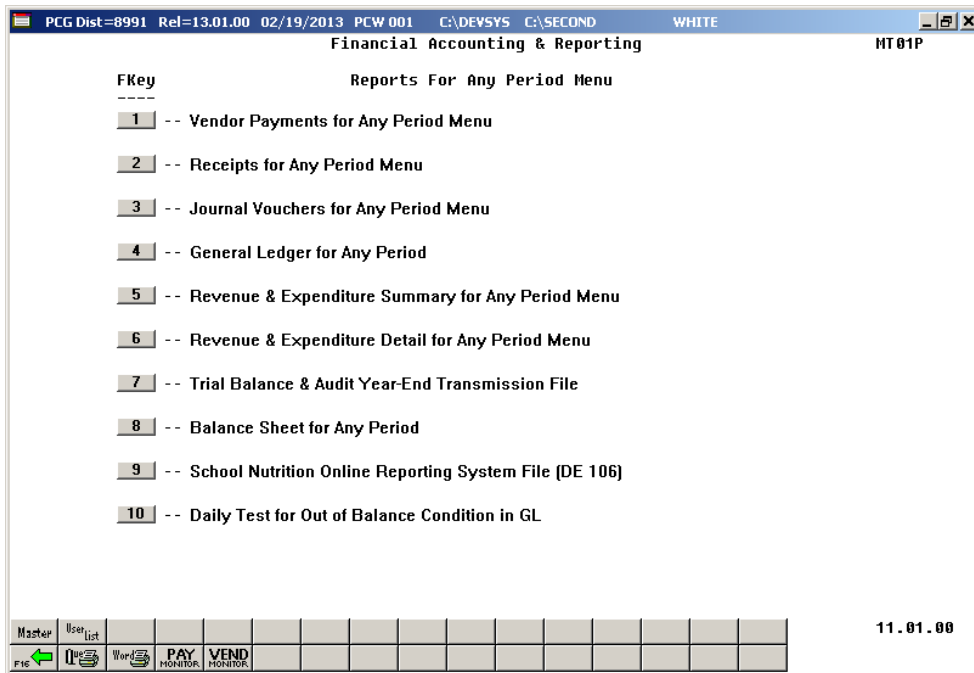


The following screen displays:



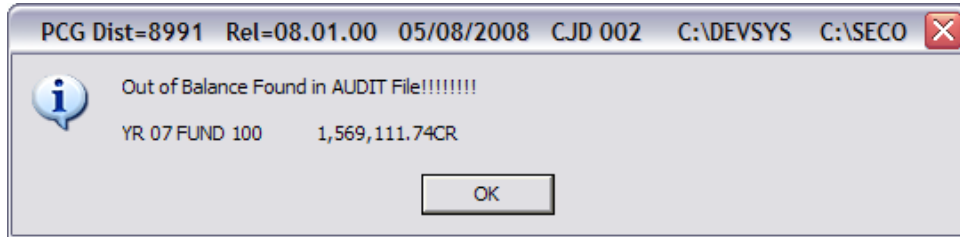
Step	Action
2	Select <b>1</b> (F1 - Reports for Any Period Menu).

The following screen displays:



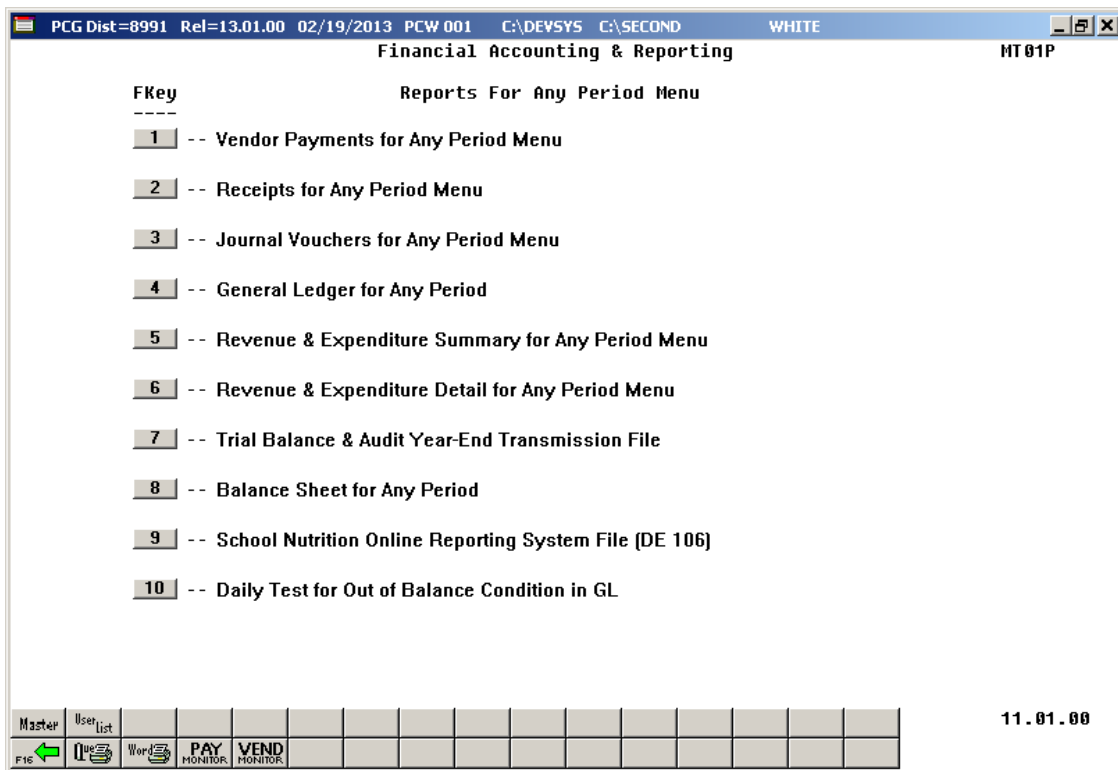
Step	Action
3	Select <b>10</b> (F10 – Daily Test for Out of Balance Condition in GL). “*** Processing Request ***” briefly displays.





For out-of-balance conditions, the following dialog box displays:



Step	Action
4	Select <b>OK</b> (OK) until the <i>Financial Accounting &amp; Reporting – Reports for Any Period Menu</i> redisplay.

The following screen displays:



Step	Action
5	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
6	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Reporting and Closing Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

**K1. General Ledger Report – Results of the Out-Of-Balance Condition Daily Test - Example**

-----Page Break-----

GENLEDGR 12/17/2007 11:07:21 GADOE BOARD OF EDUCATION

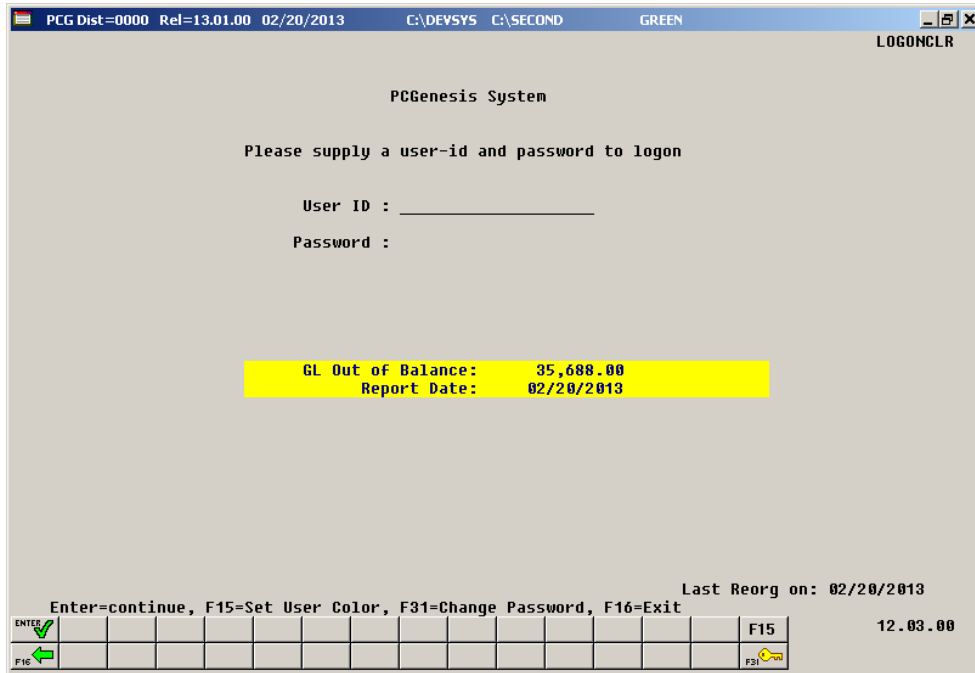
GENERAL LEDGER BEGIN PERIOD 07/01/06 END PERIOD 06/30/07 YR 07 FUND 100 0 GENERAL PAGE 1

PRGM	BLNC	OBJCT	FCTY	B	ADDT'L	ACTIVITY DESCRIPTION	EMP/CK PO/RC CODE	DATE	DEBIT	CREDIT	BALANCE
0000-0101-00000-0000-0-000000						OPENING BALANCE	JE1	07/01/06	8,531,195.66		8,531,195.66
0000-0101-00000-0000-0-000000						MANUAL CHECKS WRITTEN	083885 JE3	07/11/06		100.00	8,531,095.66
0000-0101-00000-0000-0-000000						MANUAL CHECKS WRITTEN	083883 JE3	07/13/06		1,183.00	8,529,912.66
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083971 JE3	07/13/06		469.32	8,529,443.34
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083972 JE3	07/13/06		2,583.80	8,526,859.54
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083972 JE3	07/13/06		830.00	8,526,029.54
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083973 JE3	07/13/06		45.00	8,525,984.54
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083974 JE3	07/13/06		3,613.18	8,522,371.36
0000-0101-00000-0000-0-000000						CHECKS WRITTEN	083975 JE3	07/13/06		466.94	8,521,904.42

The final page of the report completes the listing of out-of-balance conditions where appropriate.

YR 07 FUND 338	*----- OUT OF BALANCE -----*	1,869,309.51
YR 07 FUND 342	*----- OUT OF BALANCE -----*	20,486.00CR
YR 07 FUND 402	*----- OUT OF BALANCE -----*	2,442,412.77CR
YR 07 FUND 403	*----- OUT OF BALANCE -----*	5,214.68CR
YR 07 FUND 404	*----- OUT OF BALANCE -----*	1,087,546.45CR
YR 07 FUND 406	*----- OUT OF BALANCE -----*	226,932.53CR
YR 07 FUND 414	*----- OUT OF BALANCE -----*	463,244.06CR
YR 07 FUND 460	*----- OUT OF BALANCE -----*	6,442.37CR
YR 07 FUND 462	*----- OUT OF BALANCE -----*	7.39CR

### K2. PCGenesis System Logon Screen – GL Out of Balance Condition - Example



### K3. System Control Information Screen – GL Out of Balance Condition – Example

