PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

5/28/2020	Section J: Financial Reporting and Closing

[Topic 2: Finalizing Current Month and Year-End Figures, Version 1.5]

Revision History

Date	Version	Description	Author
5/28/2020	1.5	20.02.00 – Add information about SECONDY and PCGenesisDBY.BAK restore point.	D. Ochala
06/14/2016	1.4	16.02.00 – Reorganize *Topic 1: Monthly/Annual/Fiscal Report Processing* to make finding reports easier.	D. Ochala
02/04/2016	1.3	15.04.00 – Update document formatting and screenshots.	D. Ochala
01/20/2011	1.2	10.04.00 – Update document formatting.	D. Ochala
10/28/2005	1.1	Updated document to PCGenesis Release 05.04.00 – Renamed document from *Topic 8* to *Topic 2*. Added the instructions to verify the *General Ledger* account information before beginning this procedure. Added PCGenesis processing instructions no longer requiring the procedure to be run from the server and information indicating the elimination of the backup from this procedure.	C. W. Jones

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Overview

Month-end closing includes generating the monthly reports and finalizing the current month's figures. This procedure closes the current month and the fiscal year, where appropriate. For example, if the processing month (period) closed is June, the fiscal year also closes.

Before beginning this procedure:

- PCGenesis requires the printing of the *Final Daily Receipt Report* before a month closes. Refer to *Section H: Receipt Processing* for instructions.

- Month-end closing: All users must be logged out of PCGenesis before beginning, and all monthly reports must be processed. A backup copy of the PCGenesis data is created in SECONDY and PCGenesisDBY.BAK. SECONDY and PCGenesisDBY.BAK can be used as a restore point, if necessary.

  Because PCGenesis does not perform an automatic backup <u>after</u> this procedure, label the next day's backup tape or CD backup as *"Month-End Closing MM/YYYY"* and store in a secure location as normal.

  Accrue all received goods and services invoices, and all measurable and available revenue as defined in Chapter 9 of the *Financial Management for Georgia Local Units of Administration Accounting Handbook*.

- Year-end closing: Accrue all goods and services invoices received on or before June 30 and all salaries and related benefits for all federal programs for July and August. Also accrue all measurable and available revenue including the taxes received and applied to June transactions from the Tax Commissioner's office, and the local bank's calculations of the current fiscal year's investment interest.

Processing errors/conditions: PCGenesis will discontinue the month-end closing if the following conditions exist:

- The General Ledger (G/L) is *Out of Balance.*
- There are *Undeposited Receipts* for the period.
- Additional activity has been entered for the period.
- The date of the closing is not the last day of the month to be closed.
- There are Purchase Orders that must be carried forward, that have not yet been transferred.
- There are *Open* Purchase Orders for the current fiscal year that were not transferred this year because they were transferred during the prior year. *PCGenesis allows the transfer of purchase orders only once.*
- Year-end closing only: If Fund 199's *Fund Equity* balance does is not zero <u>or</u> if Fund 199's *Total Revenue* does not equal its *Total Expenditures.*
- All users must be logged out of PCGenesis (except for the user processing the closing).

Correct these conditions, <u>and</u> reproduce at least one monthly report before closing the month.

Audit and History File updates: Although PCGenesis does not generate a report when a month or year is closed, PCGenesis updates the *Audit* and *History* files, and flags the month and year processed as *closed.* The *Audit* file's records for the period will be assigned the status *Processed,* and the *History* file's records will be updated, and saved in the appropriate *ACCTYYMM* library.

Topic 1: Finalizing Current Month/Year-End Figures

Step	Action
1	The *Final Daily Receipt Report* must be generated before a month can be closed. Refer to *Section H: Receipt Processing* for instructions.
2	Verify no funds are out of balance on the *Monthly General Ledger Report*. Refer to *Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports* for instructions.
3	From the *Business Applications Master Menu*, select __1__ (**F1** - Financial Accounting & Reporting System).

The following screen is displayed:
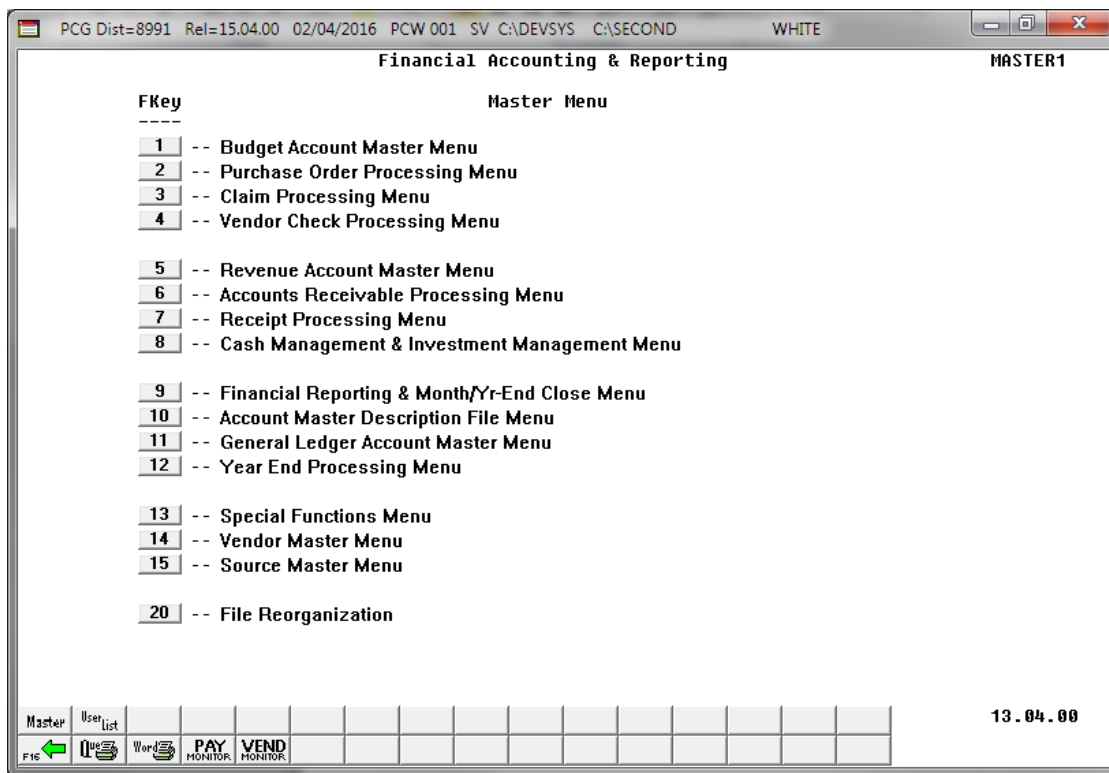
Step	Action
4	Select __9__ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen is displayed:
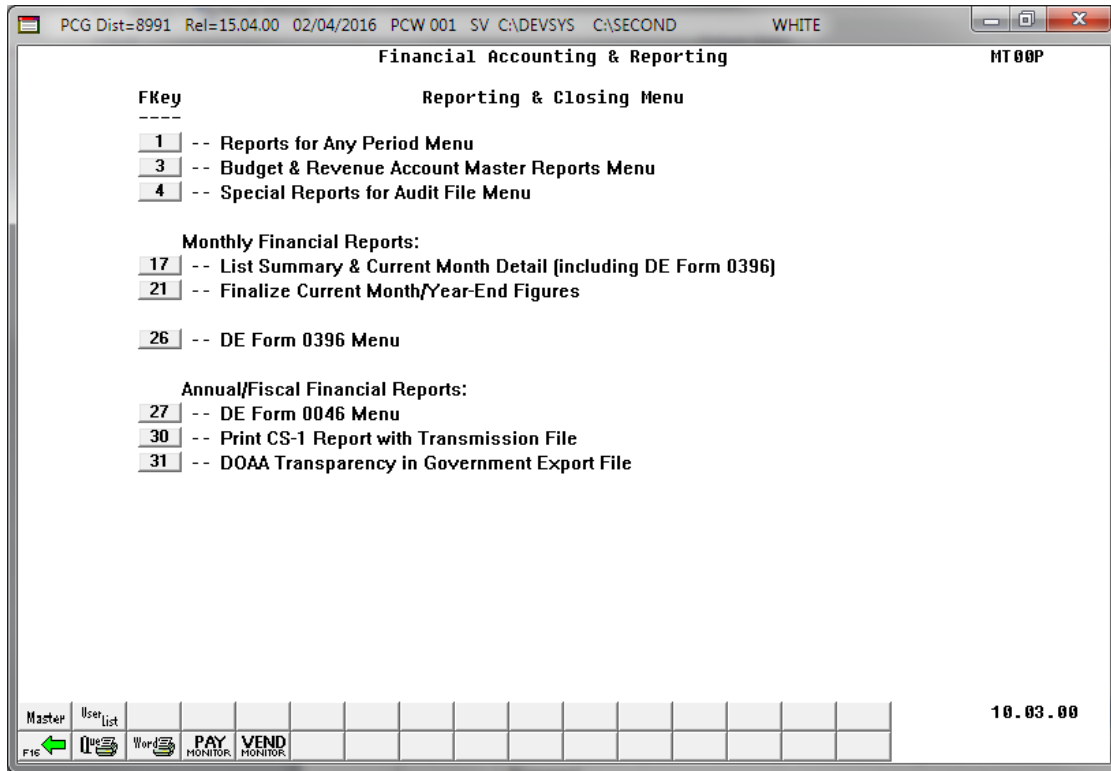
Step	Action
5	Select **21** (**F21** - Monthly Financial Reports: Finalize Current Month/Year-End Figures).

If the *Final Daily Receipt Report* has not been run, the following screen is displayed:

Step	Action
6	If the *Final Daily Receipt Report* has not been run prior to the month-end closing procedure:
	Select **ENTER** to exit this procedure. Run the *Final Daily Receipt Report*, and repeat this procedure.
	The *Final Daily Receipt Report* must be generated before a month can be closed. Refer to *Section H: Receipt Processing* for instructions.

If the *Monthly Financial Reports* have not been run, the following screen is displayed:

Step	Action
7	If the *Monthly Financial Reports* have not been run prior to the month-end closing procedure:
	Select **ENTER** to exit this procedure. Run the *Monthly General Ledger Reports*, and repeat this procedure.
	Verify no funds are out of balance on the *Monthly General Ledger Report*. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports, Procedure A: Printing Monthly Financial Reports* for instructions.

If there are no errors, the following screen is displayed:

```
PCG Dist=8991  Rel=15.04.00  02/04/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                        MNTH0005
                           FINALIZE CURRENT MONTH/YEAR END FIGURES

     The following month-end/year-end steps must be completed before running
     this closing procedure.  If these steps HAVE NOT BEEN COMPLETED, press
     F16 to exit to complete before proceeding

     - - - - - - - - - - - - - - FOR MONTH-END - - - - - - - - - - - - - - - -
     STEP 1:  Accrue all invoices on hand for goods and services received.
     STEP 2:  Accrue all measurable and available revenue as defined in
              Chapter 9 of the Financial Management for Georgia Local Units of
              Administration Accounting Handbook.
     STEP 3:  Run all monthly reports.

     - - - - - - - - - - - - - - - FOR YEAR-END - - - - - - - - - - - - - - - -
     STEP 1:  Accrue all invoices on hand for goods and services received on
              or prior to June 30.
     STEP 2:  Accrue all salaries and related benefits for all federal
              programs for July and August.
     STEP 3:  Accrue all measurable & available revenue including:
              (1) taxes received and applied to June transactions from the tax
              commissioner's office, and (2) accrued investment interest
              for year-end based upon bank calculations.




     ENTER = To Continue, F16 = Return to Menu
 ENTER                                                                           14.03.01
 F16
```

Step	Action
8	Review the information on the screen. <u>After verifying that the listed procedures are complete</u>, press [ENTER ✓] (**Enter**).

If the *Monthly Financial Reports* have not been run, the following screen is displayed:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ☐  PCG Dist=8991  Rel=15.04.00  02/04/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE       ─ ☐ ✕ │
│                                                                          MNTH0005 │
│                         Monthly / Annual Financial Closing                       │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│     OUT OF SEQUENCE - COMPLETE REPORTING FIRST                                    │
│   _                                                                              │
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│                                                                                  │
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│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│     PRESS ENTER KEY TO CONTINUE PROGRAM                                  14.03.01 │
└──────────────────────────────────────────────────────────────────────────────┘
```

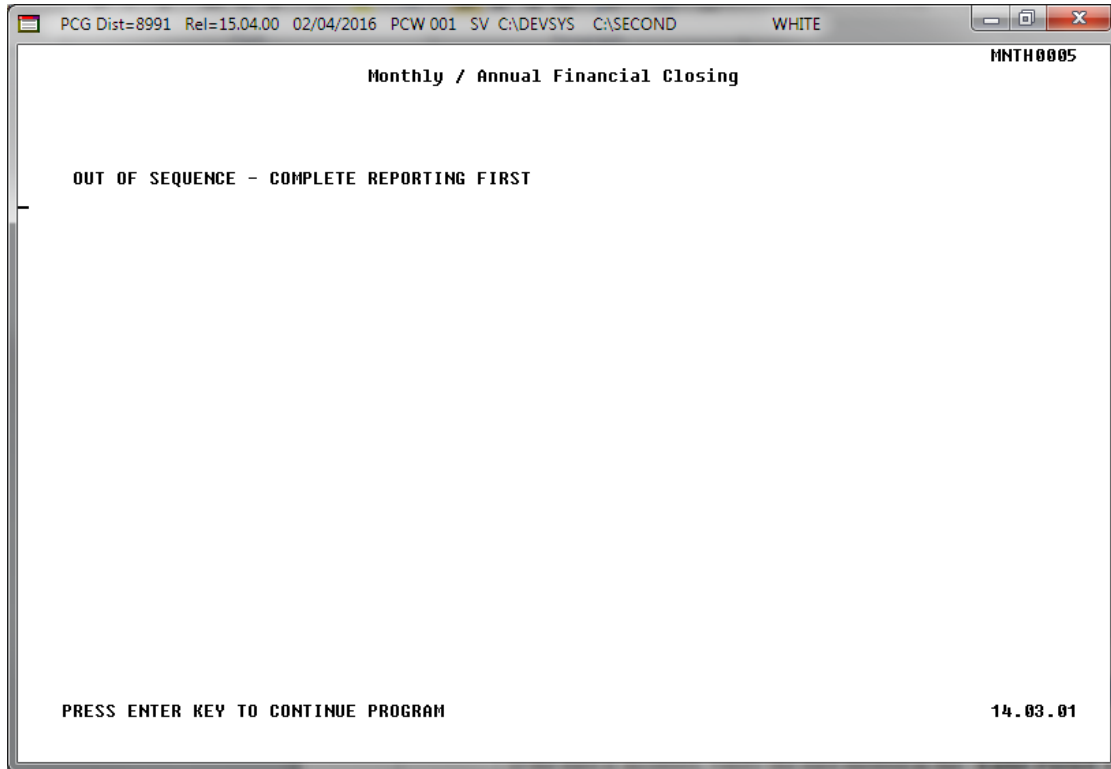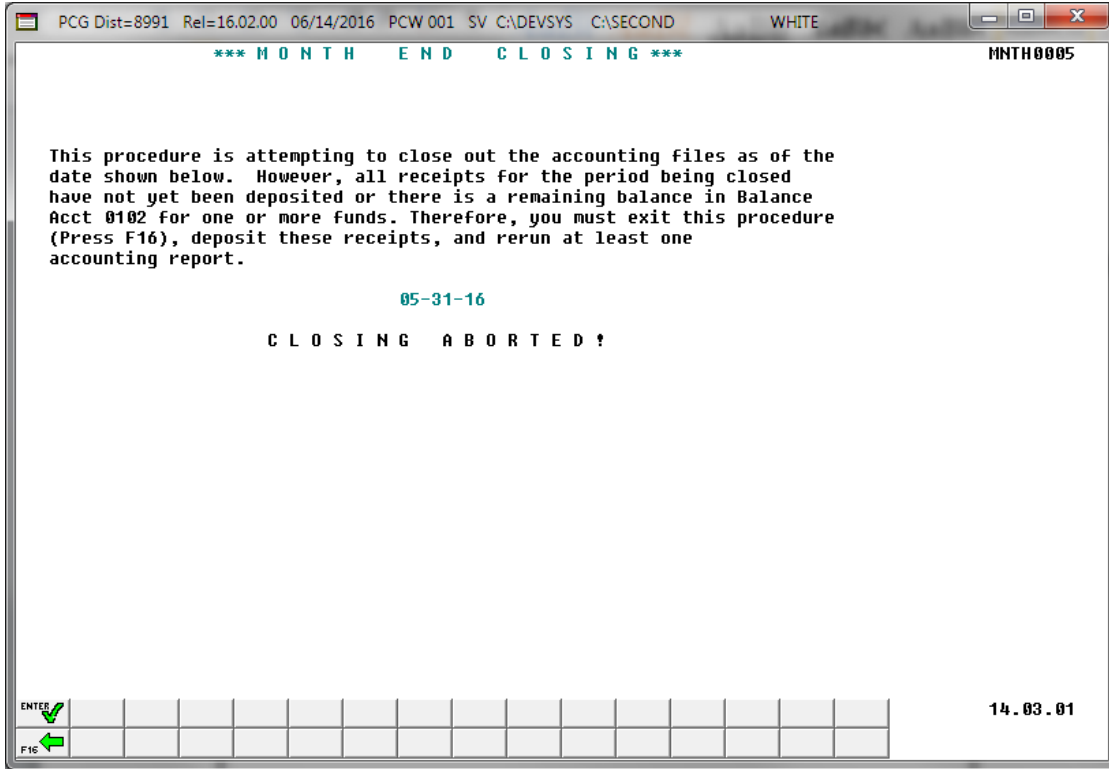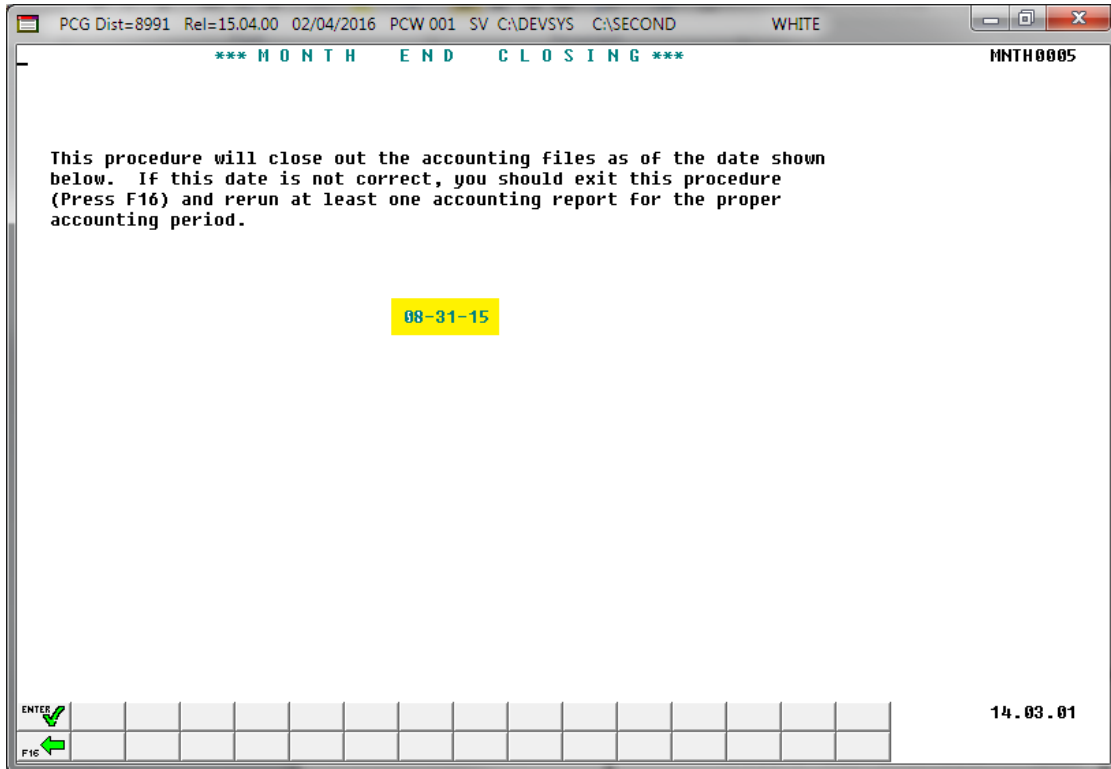| Step	Action
9	If the *Monthly Financial Reports* have not been run prior to the month-end closing procedure: Select **ENTER** to exit this procedure. Run the *Monthly General Ledger Reports*, and repeat this procedure. Verify no funds are out of balance on the *Monthly General Ledger Report*. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports, Procedure A: Printing Monthly Financial Reports* for instructions.

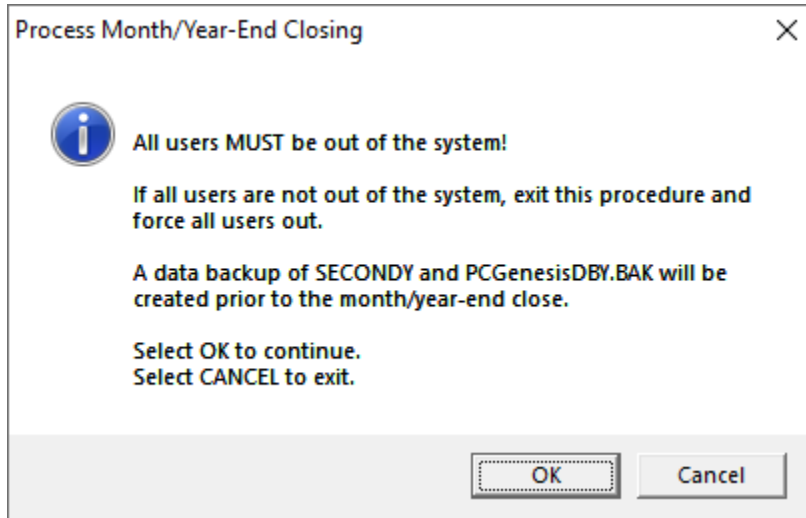If undeposited receipts exist for the period, the following screen is displayed:

```
   PCG Dist=8991  Rel=16.02.00  06/14/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND         WHITE                    _ □ X
                          *** M O N T H     E N D     C L O S I N G ***                                    MNTH0005




              This procedure is attempting to close out the accounting files as of the
              date shown below.  However, all receipts for the period being closed
              have not yet been deposited or there is a remaining balance in Balance
              Acct 0102 for one or more funds. Therefore, you must exit this procedure
              (Press F16), deposit these receipts, and rerun at least one
              accounting report.

                                            05-31-16

                            C L O S I N G     A B O R T E D !












   ENTER                                                                                            14.03.01
   F16
```

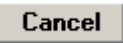| Step	Action
10	<u>If undeposited receipts exist for the period</u>: Select ![ENTER] (**ENTER**) to exit this procedure. Deposit all receipts, and repeat this procedure. PCGenesis requires all receipts are deposited before a month closes. Refer to *Section H: Receipt Processing* for instructions.

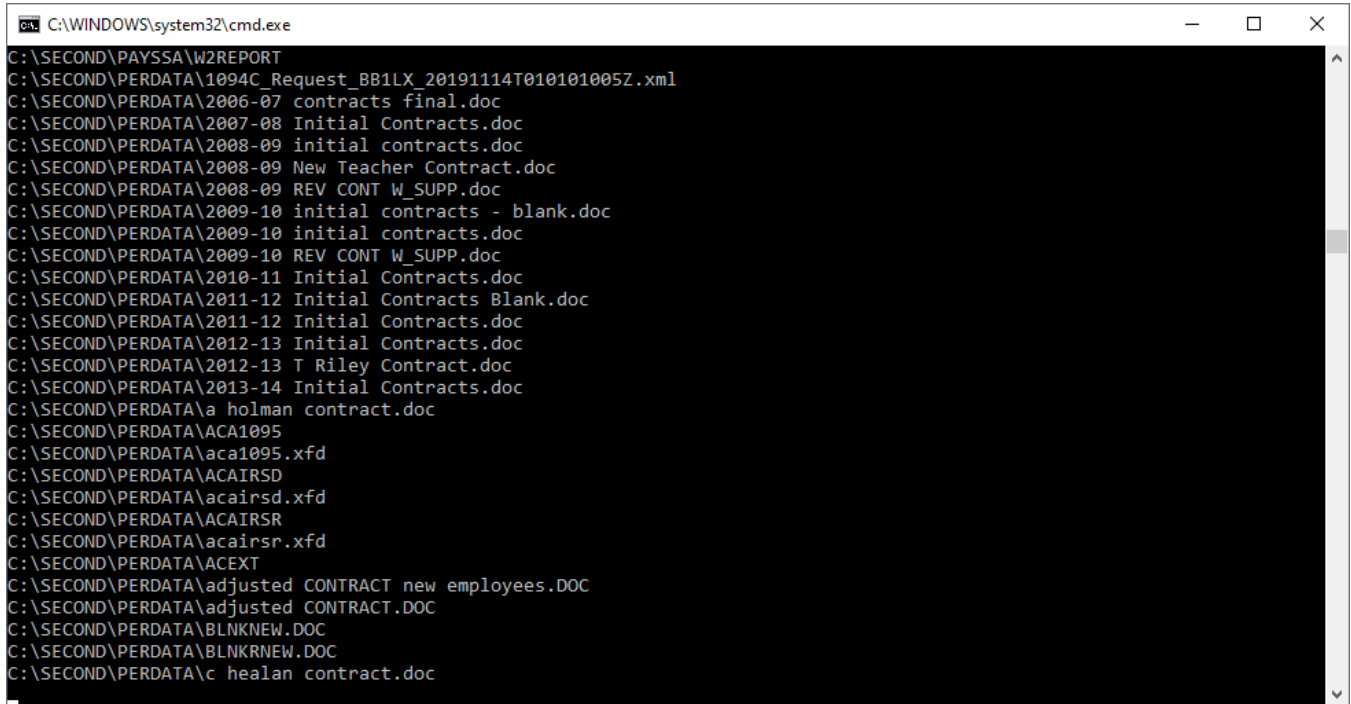If there are no errors, the following screen is displayed:

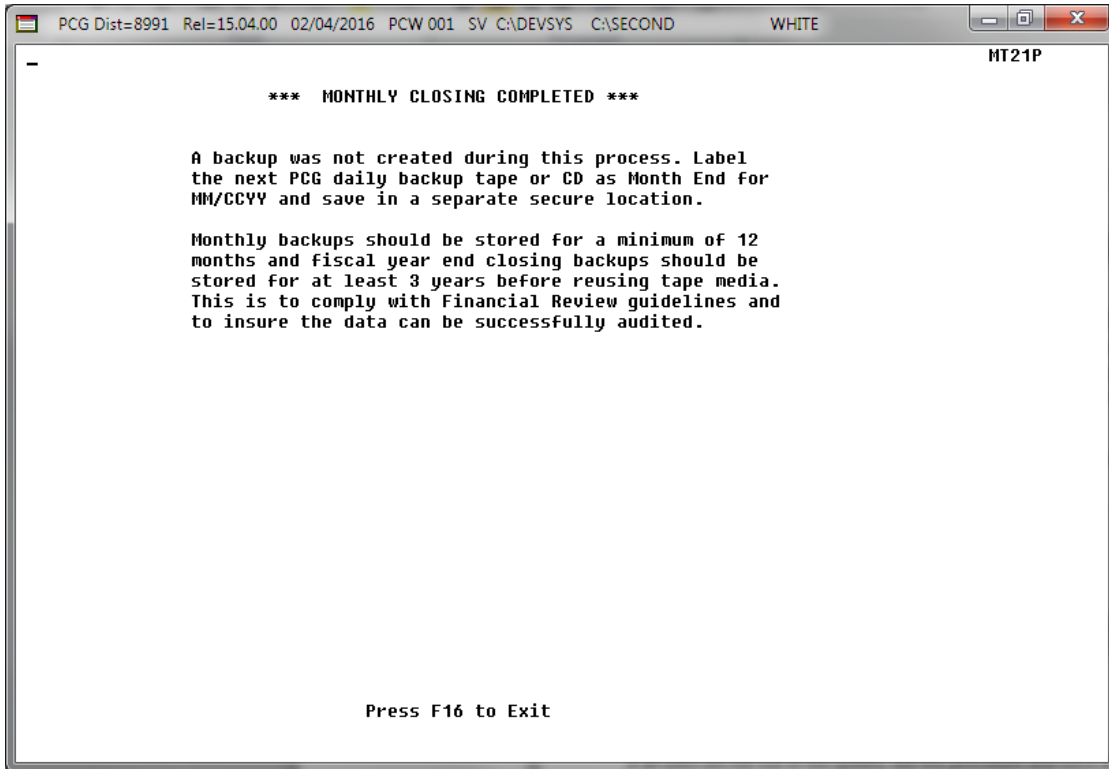| Step	Action
11	Verify the date entered is correct, and press [ENTER] (**Enter**).
	If the date is incorrect, verify the date entered in the "**Enter Period Ending**" field on the monthly reports was correct.
	If the date is incorrect, press [F16] (**F16**) to exit this procedure, *rerun the monthly reports with the correct date*, and repeat this procedure. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports, Procedure A: Printing Monthly Financial Reports* for instructions.
	If the date is still not correct, contact Information Technology Customer Support. Do not continue processing!

The following warning message will display:

Step	Action
12	Select [OK] (**OK**) to continue with the Month/Year-End Closing, or select [**Cancel**] (**Cancel**) to exit so that all users can log out of PCGenesis. *Note: All users MUST be out of the system before the Month/Year-End Closing process can proceed.*

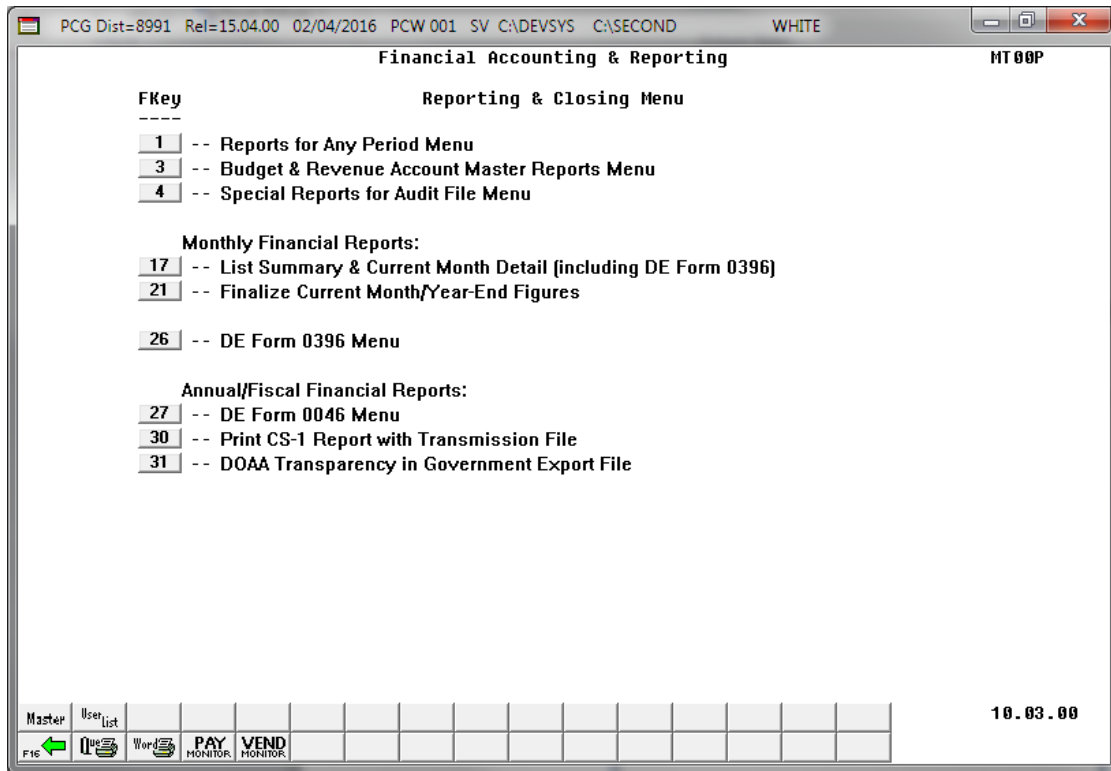The following screen is displayed briefly:

The following screen is displayed:

```
 PCG Dist=8991  Rel=15.04.00  02/04/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE          □ ▣ ✕
 ─                                                                                                MT21P

                        ***  MONTHLY CLOSING COMPLETED  ***


                A backup was not created during this process. Label
                the next PCG daily backup tape or CD as Month End for
                MM/CCYY and save in a separate secure location.

                Monthly backups should be stored for a minimum of 12
                months and fiscal year end closing backups should be
                stored for at least 3 years before reusing tape media.
                This is to comply with Financial Review guidelines and
                to insure the data can be successfully audited.

















                        Press F16 to Exit
```

Step	Action
13	Review the information on the *Monthly Closing Completed* screen, and press **F16** to exit to the *Financial Accounting & Reporting – Reporting and Closing Menu*.

The following screen is displayed:

Step	Action
14	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.