



PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

1/14/2019

Section B: Update Budget SANDBOX,
V1.2

Revision History

Date	Version	Description	Author
1/14/2019	1.2	18.04.00 – Add <i>Print Employee Budget Detail Listings</i> to the budget menu.	D. Ochala
07/17/2015	1.1	15.02.00 – Update <i>Budget System Master Menu</i> screenshot.	D. Ochala
07/02/2014	1.0	14.02.00 – Create new document.	D. Ochala

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Overview

The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affects processing within the *PCGenesis Budget System* and do not affect the school district’s “live” payroll information.

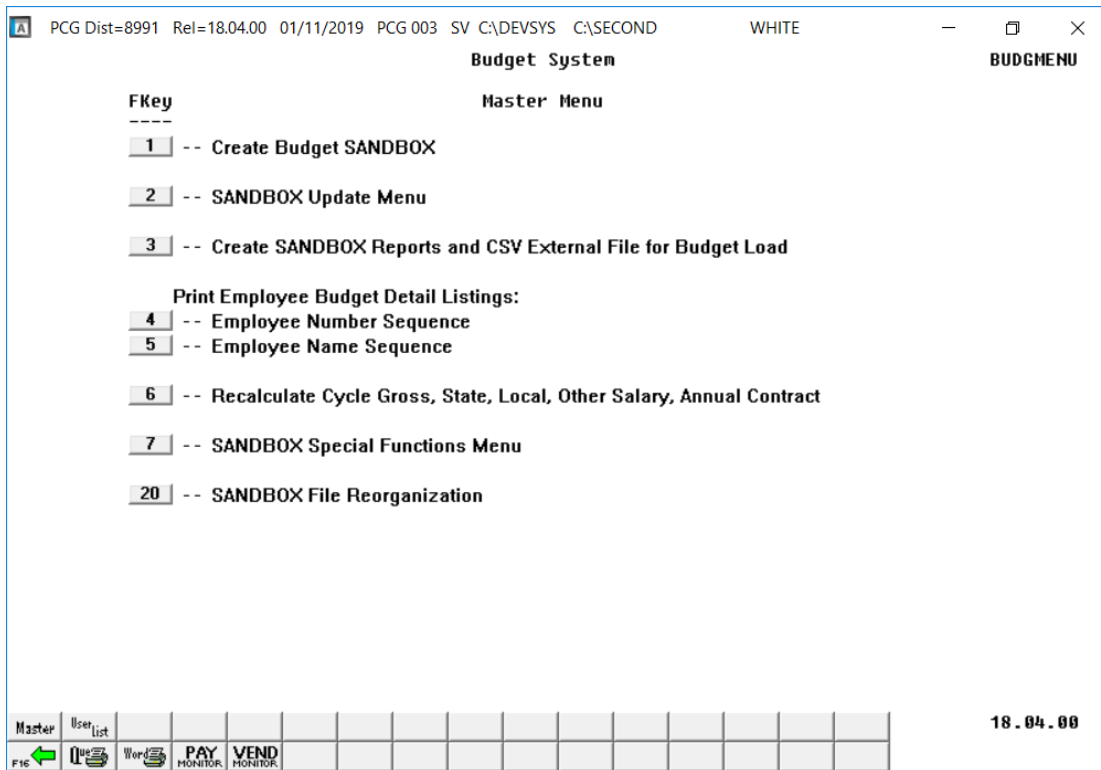
When the *Create Budget SANDBOX* procedure has completed, the user can make any additional changes that are necessary to the employees’ gross data salary lines from within the *Budget System - SANDBOX Update Menu*. This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data. The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Since the *SANDBOX* employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle. Changes made in the budget “playground” or “sandbox” only affects processing within the *PCGenesis Budget System*.

Procedure A: SANDBOX - Update/Display Personnel Data

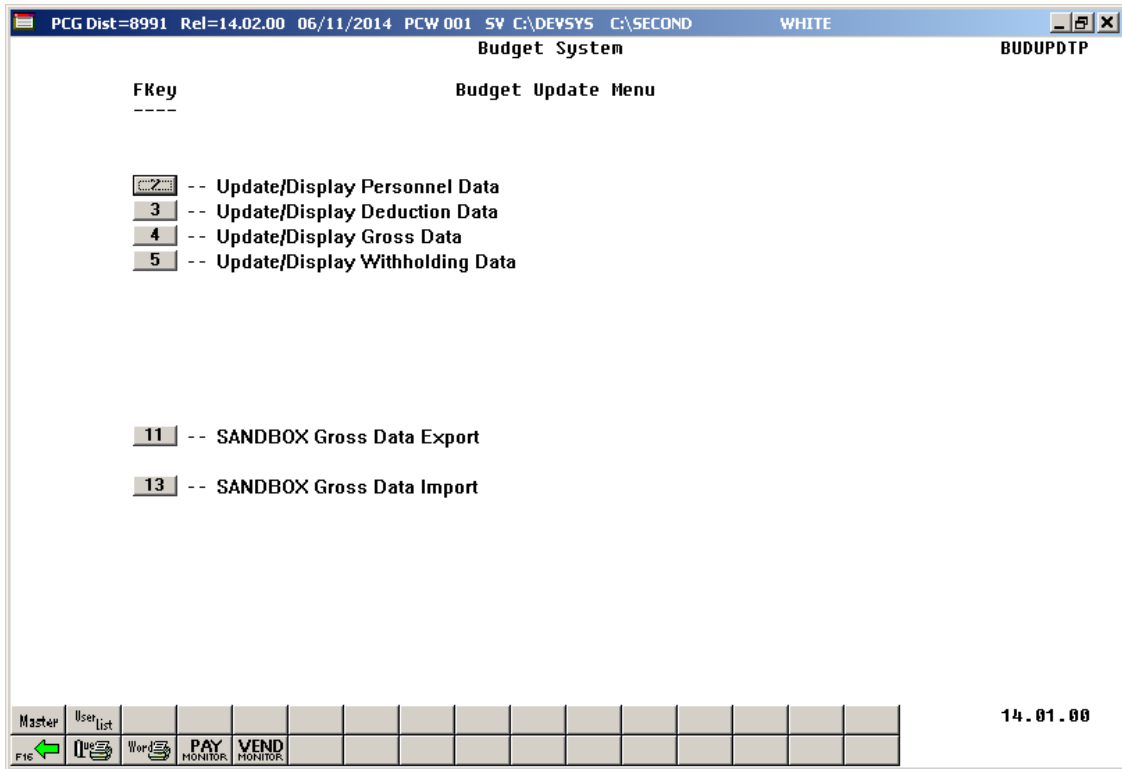
When the *Create Budget SANDBOX* procedure has completed, the user can make any additional changes that are necessary to the employees' personnel information from within the *Budget System - SANDBOX Update Menu*. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

The following screen displays:



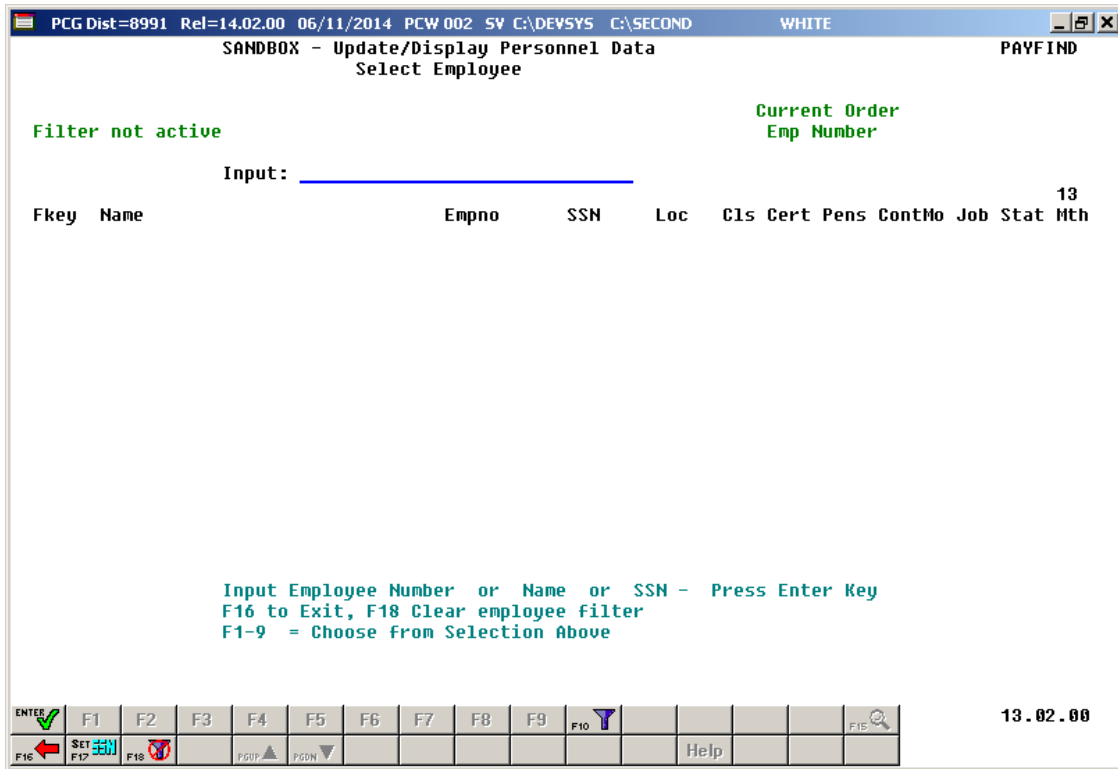
Step	Action
1	Select 2 (F2 - SANDBOX Update Menu).


The following screen displays:



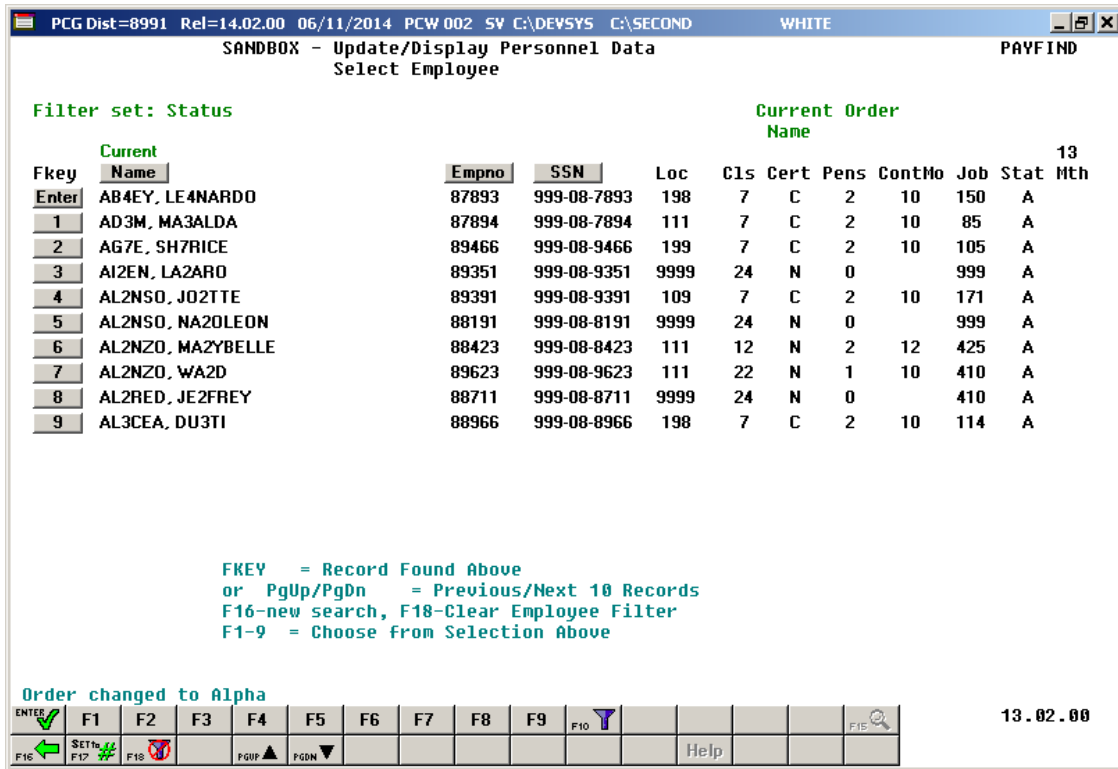
Step	Action
2	Select 2 (F2 - Update/Display Personnel Data).




The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Proceed to <i>Step 4</i>.</p>

The following screen displays:



Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

For classroom teachers, the following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG003 SV C:\DEVSY5 C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAY02

Status A -- Active AB4EY, LE4NARD

Emp. no. 87877 Pay Loc 189 Location 000189 Class 7 CERTIFIED 10 MONTH

Sex Code F Work Loc 189 Location 000189 Job 104 GRADE 4

Mar Stat S SSN 999 08 7877 EEO-5 Job 000 Undefined

Ethnic 2 WHITE

NAME First LE4NARD Middle Prefix EEO-5 and CPI Ethnic/Race:
Last AB4EY Suffix Hispanic/Latino Ethnicity?
 Yes No


Address 3132 MAIN STREET Certificate Type T4 Race (Select all that apply)
Address L2 CS1 Job (from CPI) 104 Yes No Am Indian Alaskan
City/State SMITH, GA Include on CPI ? Y Yes No Black
Zip Code 33333 County 160 Sick Bank ? N Yes No White
Phone (999)555-2163 Out of State Substitute rank Yes No Asian
Cell phone ()000-0000 Override accrue? Yes No Hawaiian Pacific

Spouse SSN Adj Lv Elig Date
Birth Date 5/01/1991 Lv Reason Max
Hire Date 8/04/2014 Hours Per Day 8.000
Rehire Date GHI Eligible ? Y Pens Elig Date 8/04/2014
Background Ck GHI 1ST Day Wrk TRS DOE Paid ERCON ?
Date of Death GHI Cover Start Health ins flag Y
Elig for Rehire GHI Final Ded Dt Participate in GHI ? Y
Term Date GHI Coverage End GHI BOE Transfer in?
Term Reason GHI Change Code MISC GHI Option B3 ANTHEM BRONZE
GHI Tier 10 SINGLE
GHI Ded Cd 9

***** TAX DATA *****
Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/% .00
State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
Tax Switches: Fed Y State Y FICA M Pension Y AEIC

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] 17.03.00

[F16] [F17] [F18] Per Ded Grs W/H Help

Step	Action
5	Verify the text SANDBOX - Update/Display Personnel Data is displayed in the title bar of the screen.
6	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAY02

Status A -- Active AB4EY, LE4NARD

Emp. no. 87877 Pay Loc 189 Location 000189 Class 7 CERTIFIED 10 MONTH

Sex Code E Work Loc 189 Location 000189 Job 104 GRADE 4

Mar Stat S SSN 999 08 7877 EEO-5 Job 000 Undefined

Ethnic 2 WHITE

NAME First LE4NARD Middle _____ EEO-5 and CPI Ethnic/Race:
Last AB4EY Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 3132 MAIN STREET Certificate Type T4 Race (Select all that apply)
Address L2 _____ CS1 Job (from CPI) 104 Yes No Am Indian Alaskan

City/State SMITH, GA Include on CPI ? Y Yes No Black

Zip Code 33333 County 160 Sick Bank ? N Yes No White

Phone (999)555-2163 Out of State _____ Substitute rank _____ Yes No Asian

Cell phone (____) 000-0000 Override accrue? _____ Yes No Hawaiian Pacific



Spouse SSN _____ Adj Lv Elig Date _____
Birth Date 5/01/1991 Lv Reason Max _____
Hire Date 8/04/2014 Hours Per Day 8.000
Rehire Date _____ Hrs/Week 40.00 Pens Elig Date 8/04/2014

Background Ck _____ GHI Eligible ? Y TRS DOE Paid ERCON ? _____
Date of Death _____ GHI 1ST Day Wrk _____ Health ins flag Y
Elig For Rehire _____ GHI Cover Start _____ Participate in GHI ? Y
Term Date _____ GHI Final Ded Dt _____ GHI BOE Transfer in? _____
Term Reason _____ GHI Coverage End _____ GHI Option B3 ANTHEM BRONZE
GHI Tier 10 SINGLE
GHI Ded Cd 9

***** TAX DATA *****
Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/% .00
State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
Tax Switches: Fed Y State Y FICA M Pension Y AEIC _____

Mode changed to update

17.03.00

Step	Action
7	Verify "Mode changed to update" displays.
8	<p>The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget "playground" or "sandbox" only affects processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</i> for field instructions for the <i>Update/Display Personnel</i> screen.</p>
9	<p>Make the appropriate changes and then select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Personnel Information</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE


SANDBOX - Update/Display Personnel Data PAY02

Status A -- Active AB4EY, LE4NARD
 Emp. no. 87877 Pay Loc 189 Location 000189 Class 7 CERTIFIED 10 MONTH
 Sex Code E Work Loc 189 Location 000189 Job 104 GRADE 4
 Mar Stat S SSN 999 08 7877 EEO-5 Job 000 Undefined
 Ethnic 2 WHITE
 NAME First LE4NARD Middle _____ EEO-5 and CPI Ethnic/Race:
 Last AB4EY Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No
 Address 3132 MAIN STREET Certificate Type T4 Race (Select all that apply)
 Address L2 _____ CS1 Job (from CPI) 104 Yes No Am Indian Alaskan
 City/State SMITH, GA Include on CPI ? Y Yes No Black
 Zip Code 33333 County 160 Sick Bank ? N Yes No White
 Phone (999)555-2163 Out of State Substitute rank - Yes No Asian
 Cell phone () 000-0000 Override accrue? - Yes No Hawaiian Pacific
 Spouse SSN _____ Adj Lv Elig Date _____
 Birth Date 5/01/1991 Lv Reason Max _____
 Hire Date 8/04/2014 Hours Per Day 8.000
 Rehire Date _____ Hrs/Week 40.00 Pens Elig Date 8/04/2014
 Background Ck _____ GHI Eligible ? Y TRS DOE Paid ERCON ? -
 Date of Death _____ GHI 1ST Day Wrk _____ Health ins flag Y
 Elig for Rehire _____ GHI Cover Start _____ Participate in GHI ? Y
 Term Date _____ GHI Final Ded Dt _____ GHI BOE Transfer in? -
 Term Reason _____ GHI Coverage End _____ GHI Option B3 ANTHEM BRONZE
 GHI Change Code MISC GHI Tier 10 SINGLE
 GHI Ded Cd 9

***** TAX DATA *****
 Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/% -.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% -.00
 Tax Switches: Fed Y State Y FICA H Pension Y AEIC -

Validations passed. Save your changes.

17.03.00

Step	Action
10	Verify "Validations passed. Save your changes." displays and select  (F8 – Save changes).

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAY02

Status A -- Active AB4EY, LE4NARD
 Emp. no. 87877 Pay Loc 189 Location 000189 Class 7 CERTIFIED 10 MONTH
 Sex Code E Work Loc 189 Location 000189 Job 104 GRADE 4
 Mar Stat S SSN 999 08 7877 EE0-5 Job 000 Undefined
 Ethnic 2 WHITE

NAME First LE4NARD Middle _____ EEO-5 and CPI Ethnic/Race:
 Last AB4EY Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 3132 MAIN STREET Certificate Type T4 Race (Select all that apply)
 Address L2 _____ CS1 Job (from CPI) 104 Yes No Am Indian Alaskan
 City/State SMITH, GA Include on CPI ? Y Yes No Black
 Zip Code 33333 County 160 Sick Bank ? N Yes No White
 Phone (999)555-2163 Out of State Substitute rank _____ Yes No Asian
 Cell phone () 000-0000 Override accrue? _____ Yes No Hawaiian Pacific

Spouse SSN _____ Adj Lv Elig Date _____
 Birth Date 5/01/1991 Lv Reason Max _____
 Hire Date 8/04/2014 Hours Per Day 8.000
 Rehire Date _____ Hrs/Week 40.00 Pens Elig Date 8/04/2014
 Background Ck _____ GHI Eligible ? Y TRS DOE Paid ERCON ? _____
 Date of Death _____ GHI 1ST Day Wrk _____ Health ins flag Y
 Elig for Rehire _____ GHI Cover Start _____ Participate in GHI ? Y
 Term Date _____ GHI Final Ded Dt _____ GHI BOE Transfer in? _____
 Term Reason _____ GHI Coverage End _____ GHI Option B3 ANTHEM BRONZE
 GHI Change Code MISC GHI Tier 10 SINGLE
 GHI Ded Cd 9


***** TAX DATA *****
 Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/% .00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
 Tax Switches: Fed Y State Y FICA H Pension Y AEIC _____

Data saved

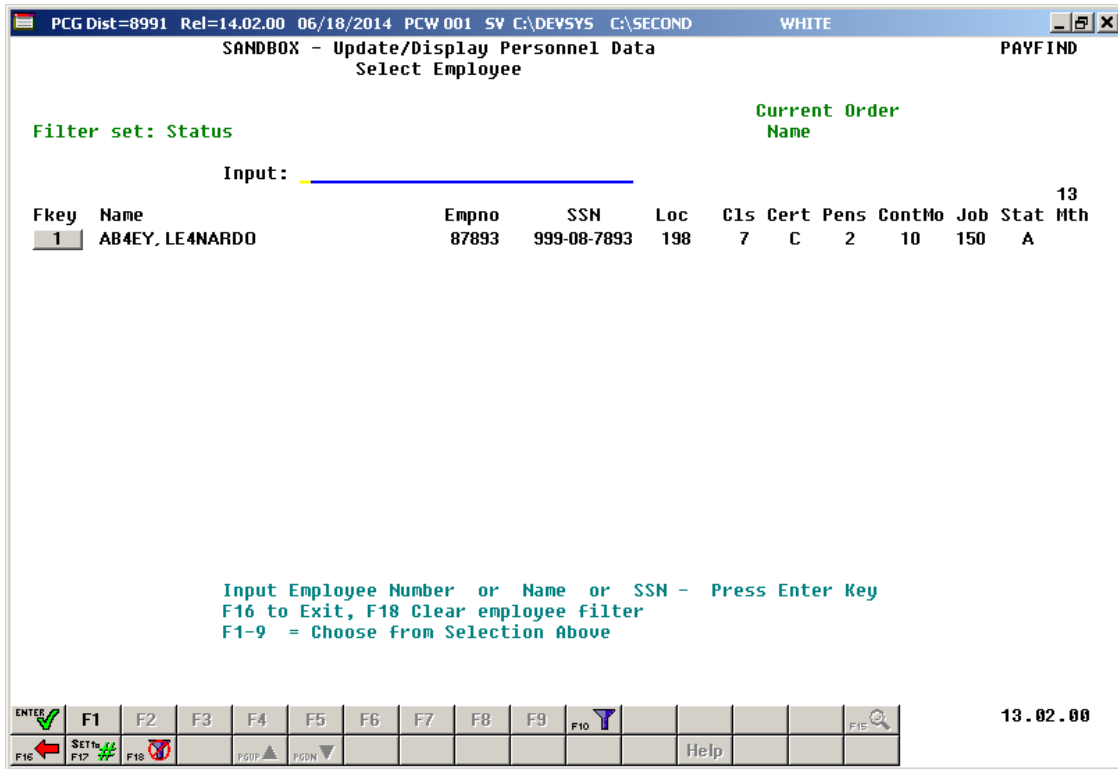
17.03.00


ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18

Per Ded Grs W/H Help

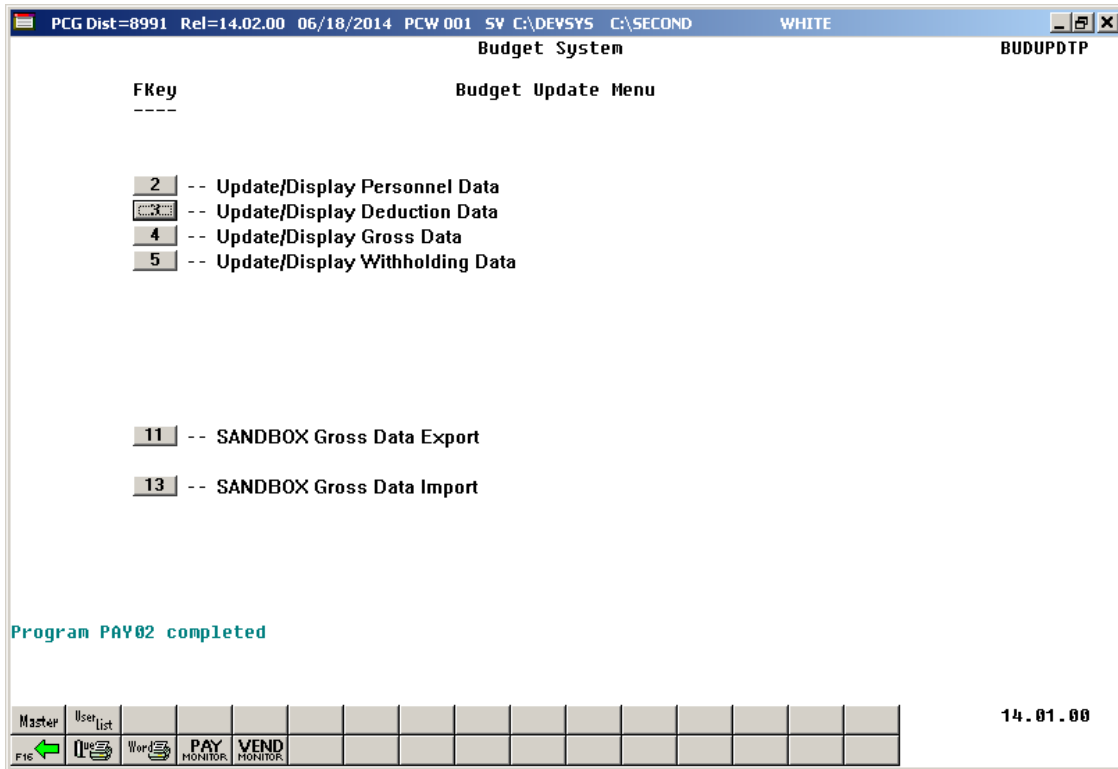
Step	Action
11	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Personnel Data - Select Employee</i> screen.



The following screen displays:



Step	Action
12	Select  (F16 – Exit) to return to the <i>Budget System – Budget Update Menu</i> .

The following screen displays:

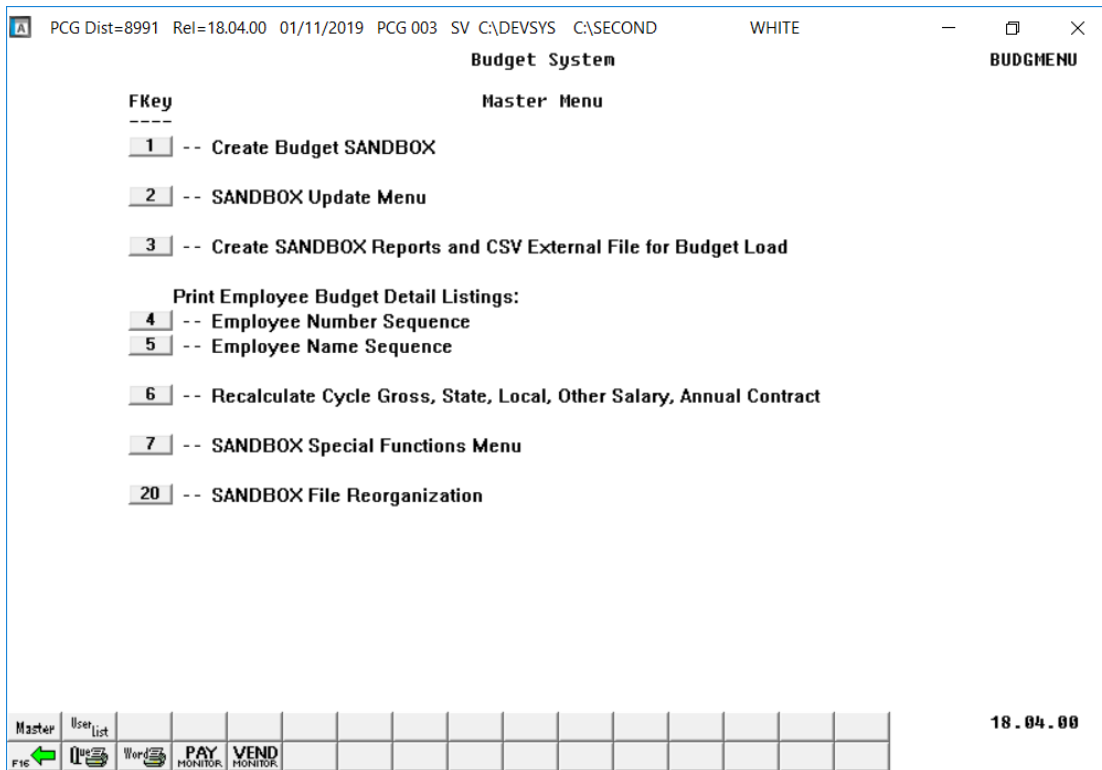


Step	Action
13	Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: SANDBOX - Update/Display Deduction Data

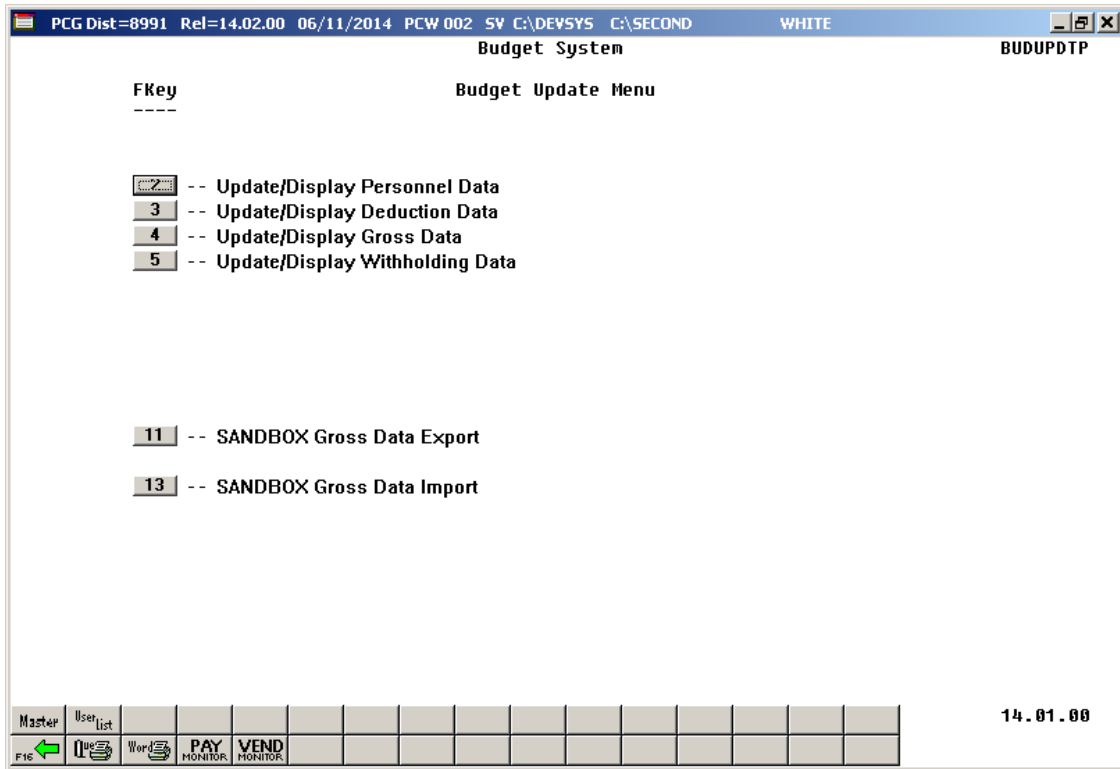
When the *Create Budget SANDBOX* procedure has completed, the user can make any additional changes that are necessary to the employees' deduction information from within the *Budget System - SANDBOX Update Menu*. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

The following screen displays:



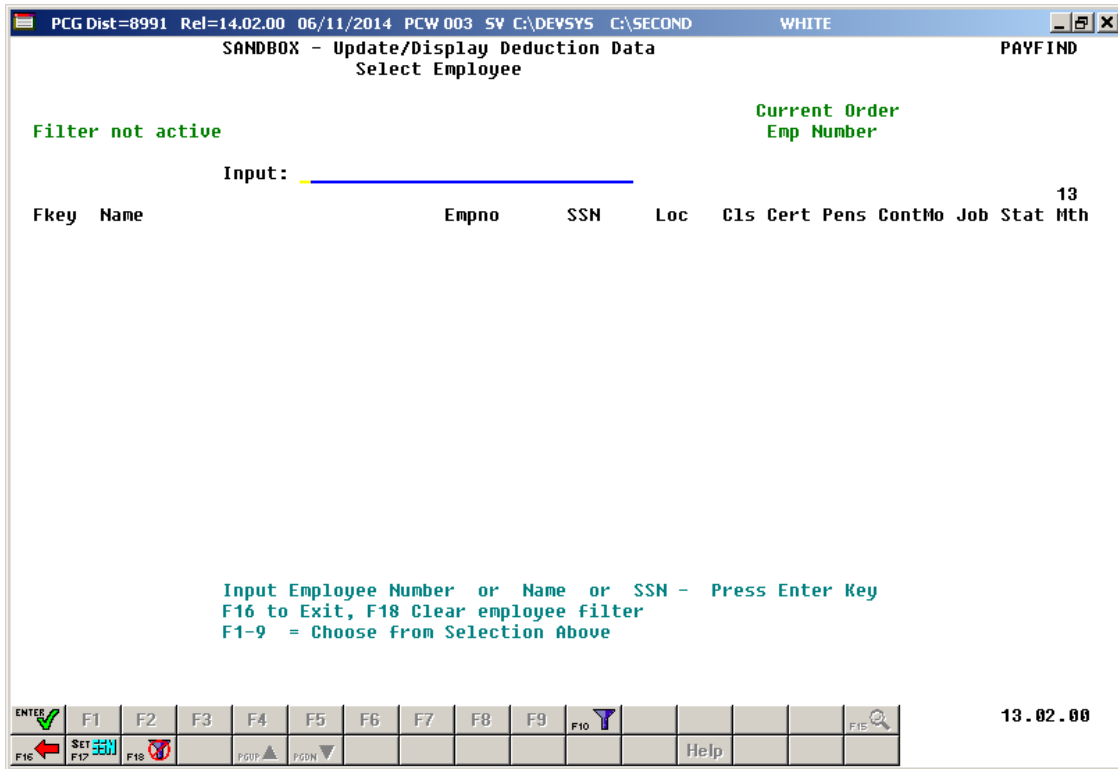
Step	Action
1	Select 2 (F2 - SANDBOX Update Menu).


The following screen displays:



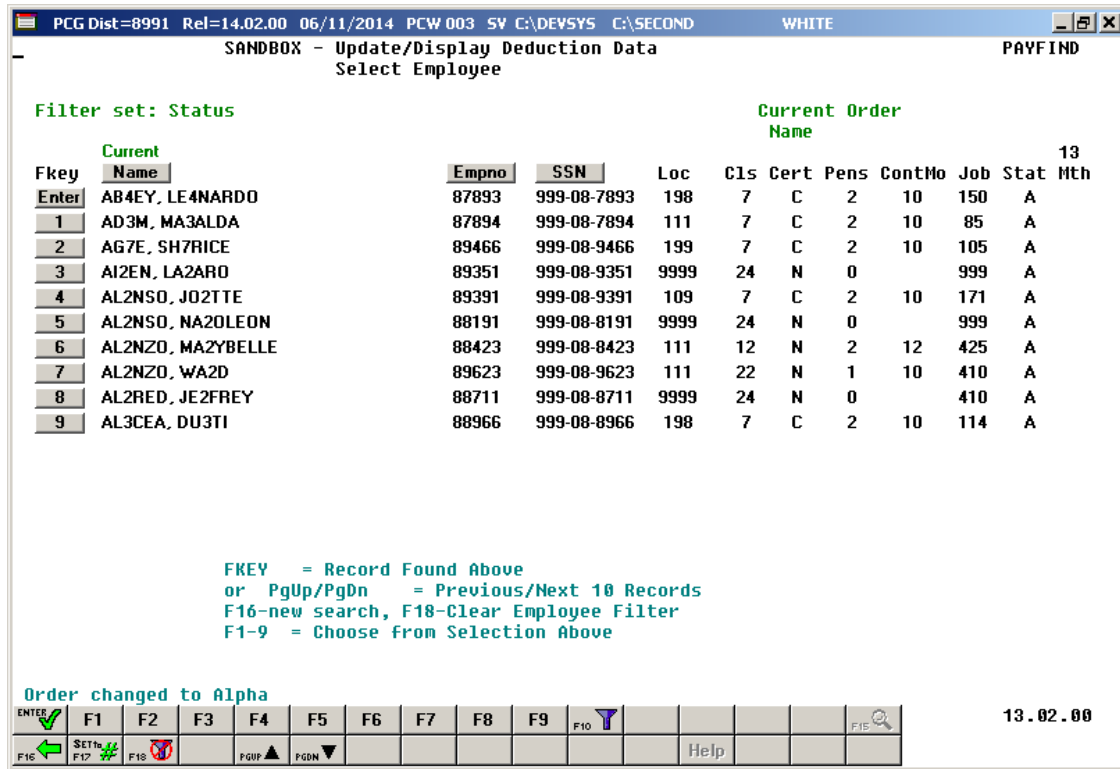
Step	Action
2	Select 3 (F3 - Update/Display Deduction Data).




The following screen displays:



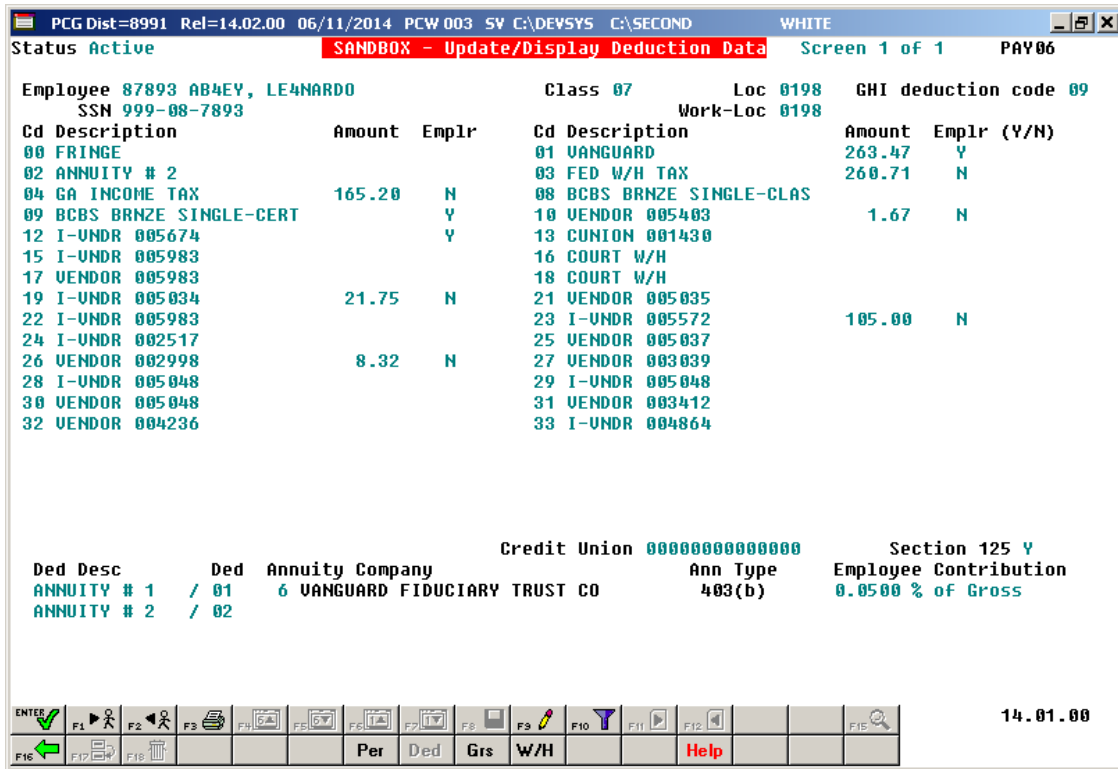
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Proceed to <i>Step 4</i>.</p>


The following screen displays:



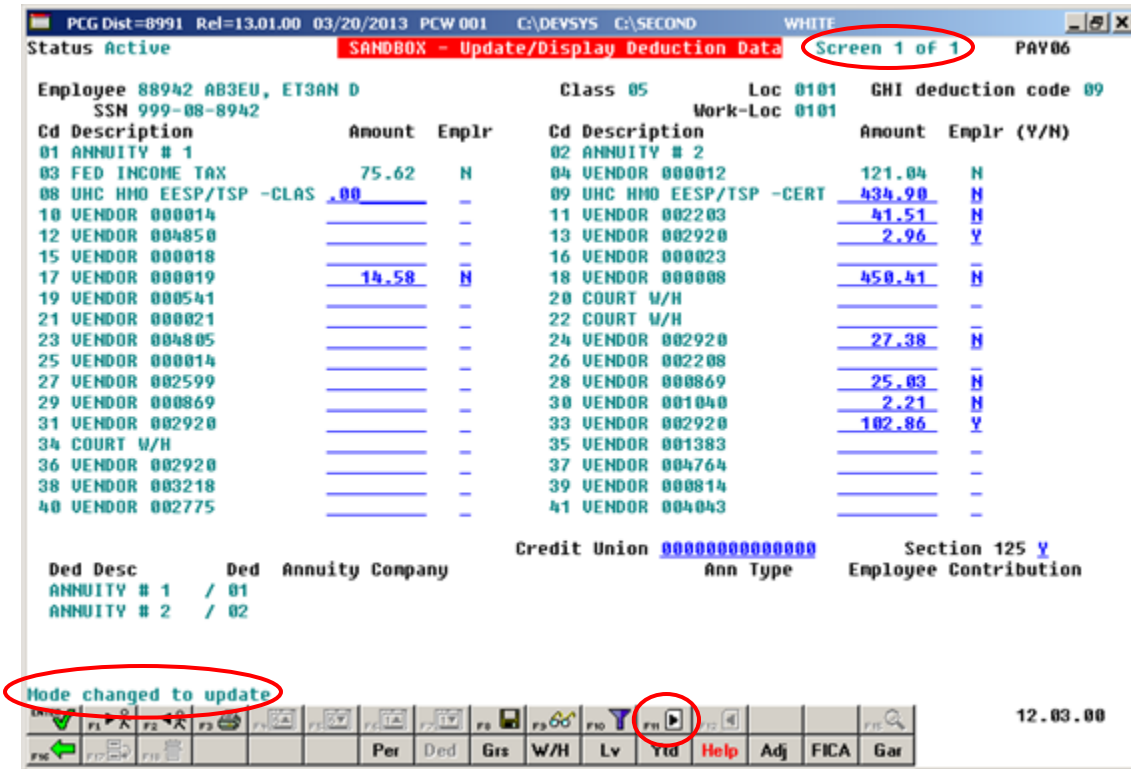
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>


The following screen displays:





Step	Action
5	Verify the text SANDBOX - Update/Display Deduction Data is displayed in the title bar of the screen.
6	Select  (F9 – Switch to Update Mode).

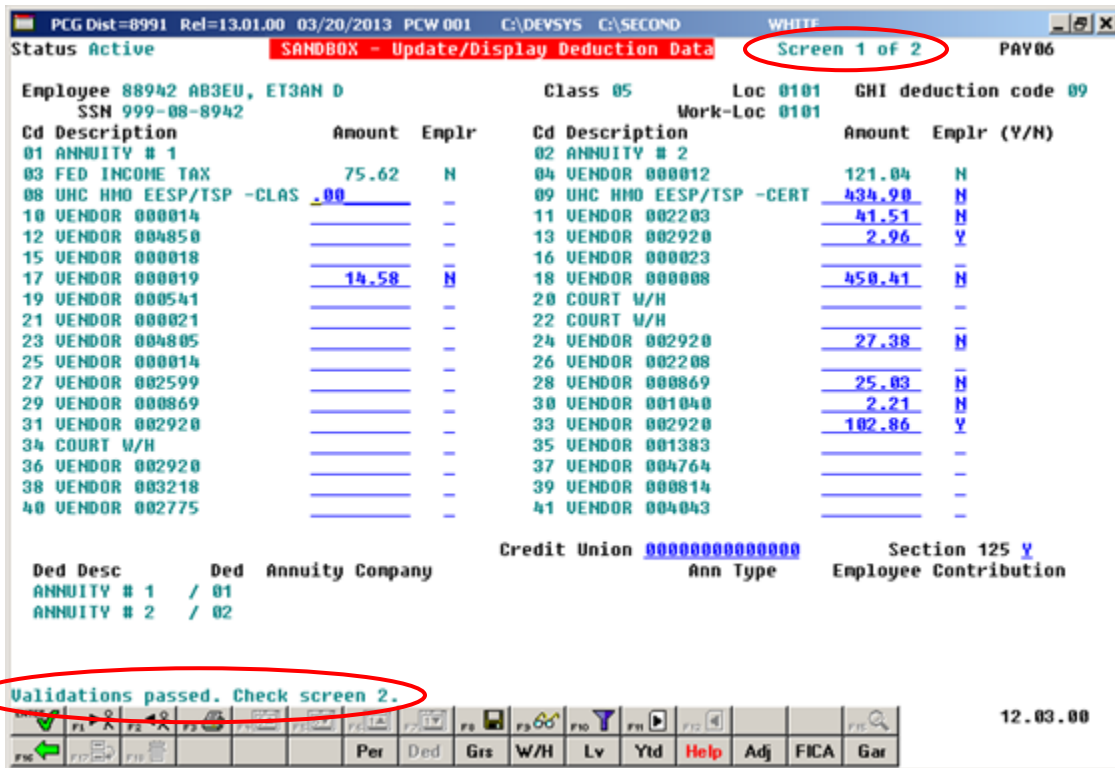
The following screen displays:




Step	Action
7	<p>Verify “Mode changed to update” displays.</p> <p>Select  (F11 – Go to DED Screen 2) to display additional deductions.</p>
8	<p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affects processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure B: Updating/Displaying Deduction Data</i> for field instructions for the <i>Update/Display Deduction Data</i> screen.</p>

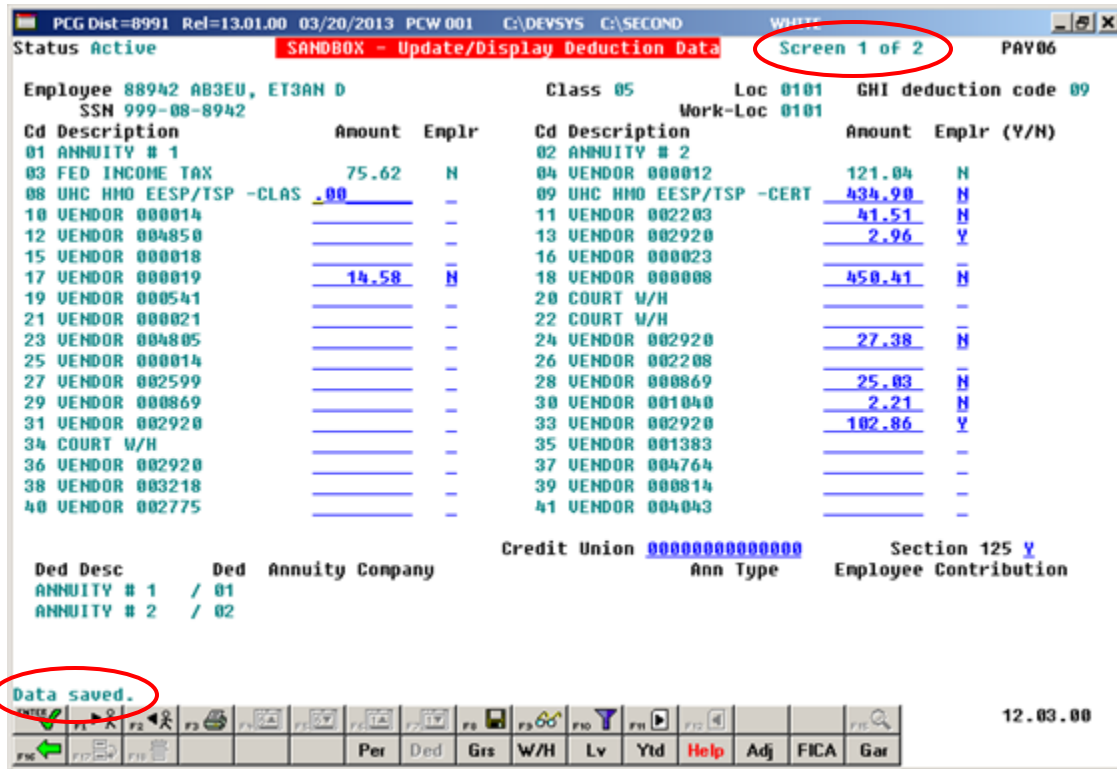
Step	Action
9	<p>Make the appropriate changes and then select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Deduction Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>


The following screen displays:



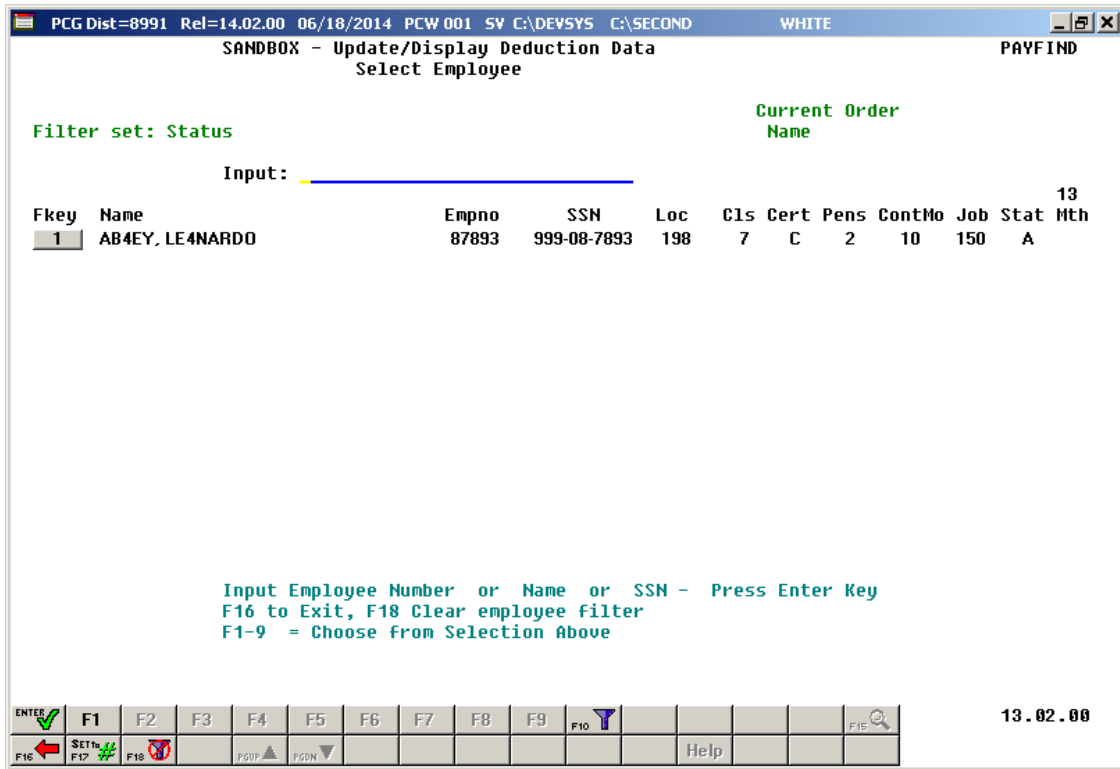
Step	Action
10	<p>Verify “<i>Validations passed. Save your changes.</i>” displays and select  (F8 – Save changes).</p>


The following screen displays:



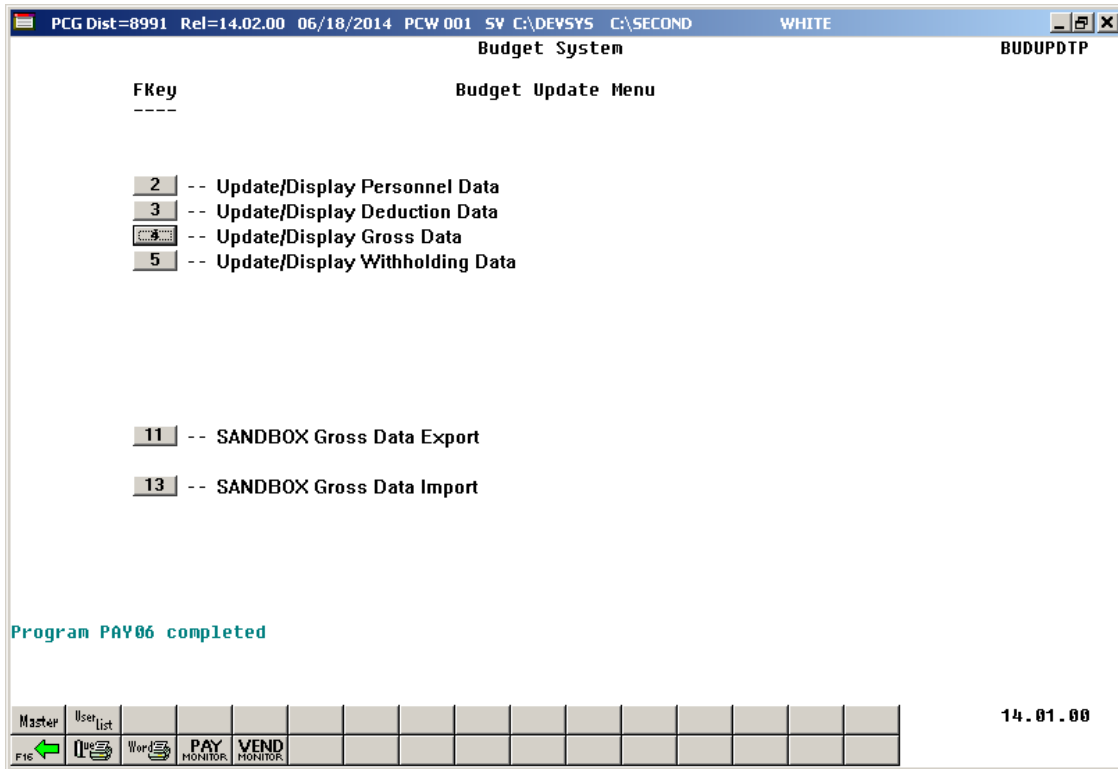
Step	Action
11	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Deduction Data - Select Employee</i> screen.



The following screen displays:



Step	Action
12	Select  (F16 – Exit) to return to the <i>Budget System – Budget Update Menu</i> .

The following screen displays:

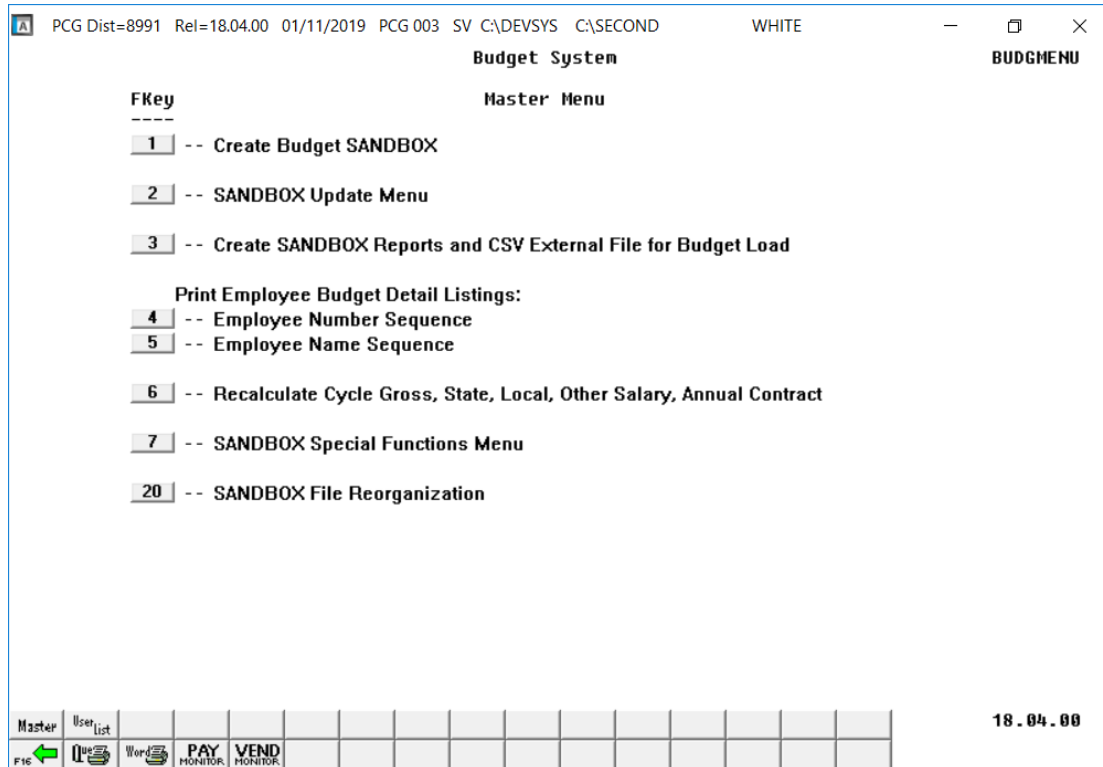


Step	Action
13	Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: SANDBOX - Update/Display Gross Data

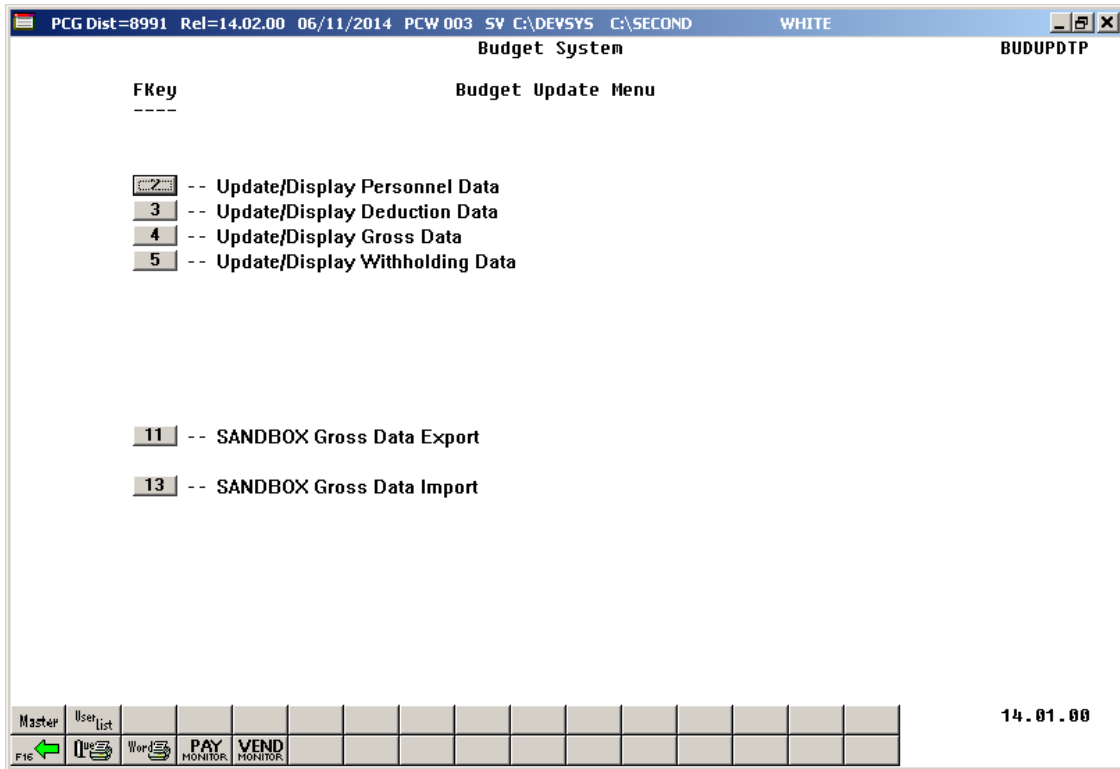
When the *Create Budget SANDBOX* procedure has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from within the *Budget System - SANDBOX Update Menu*. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

The following screen displays:



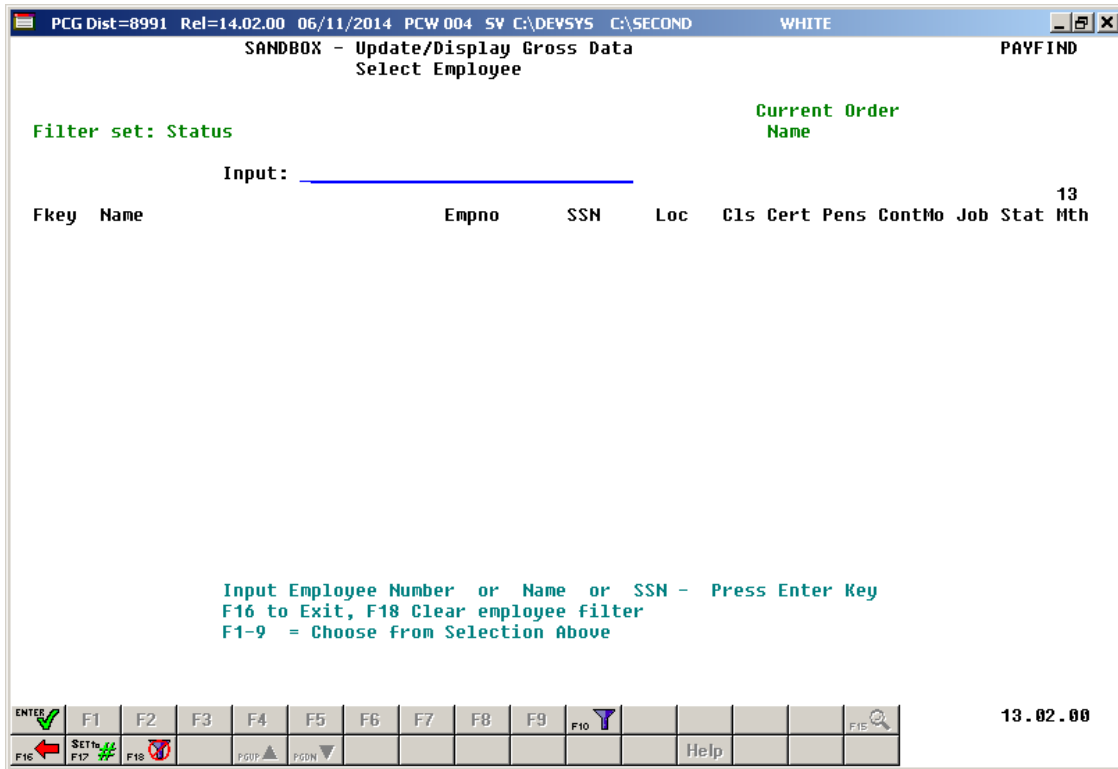
Step	Action
1	Select 2 (F2 - SANDBOX Update Menu).


The following screen displays:



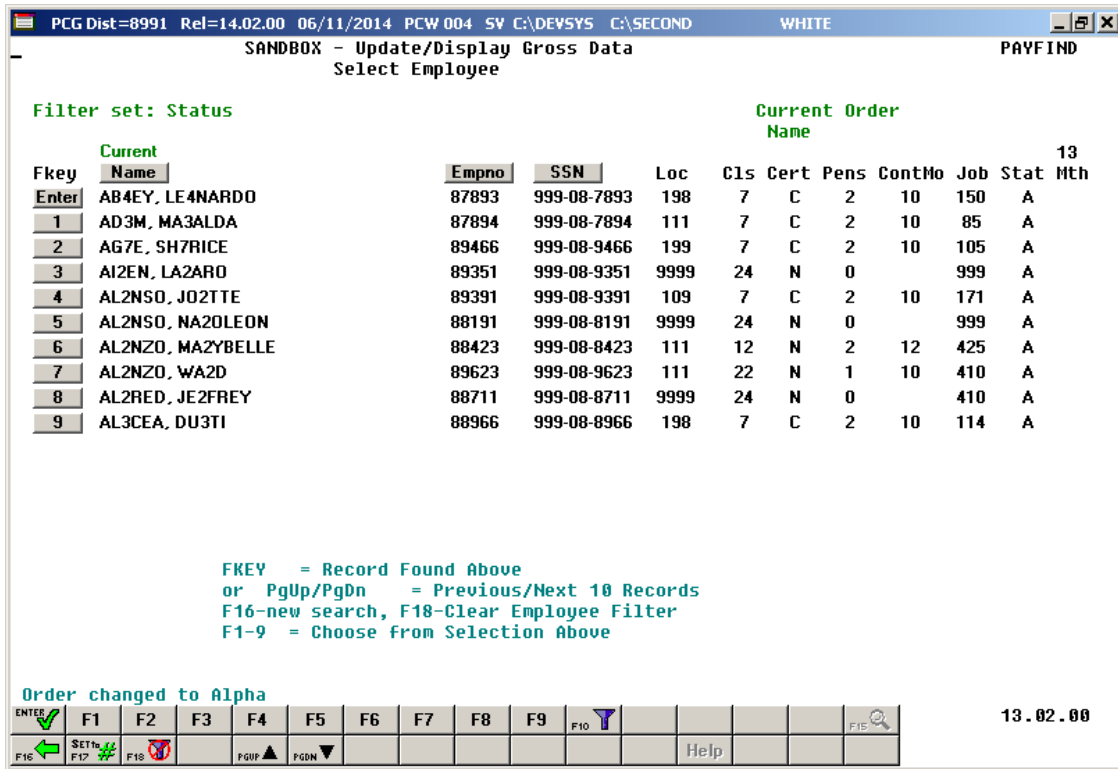
Step	Action
2	Select F4 (F4 - Update/Display Gross Data).




The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Proceed to <i>Step 4</i>.</p>

The following screen displays:



Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE

Status Active **SANDBOX - Update/Display Gross Data** PAY07

EmpNo 87877 AB4EY, LEONARD Class 7 CERTIFIED 10 MONTH
 SSN 999-08-7877 Loc 189 Location 000189 Job cd 104 GRADE 4


Salary sched Cert level T4 Pay step 4 State yrs 6 Local yrs 5
 Work sched ID Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw Budget pay cat
 Ann work days 190 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S				3228.58		1.0000		
02.									
03.									
04.									
05.									
06.									

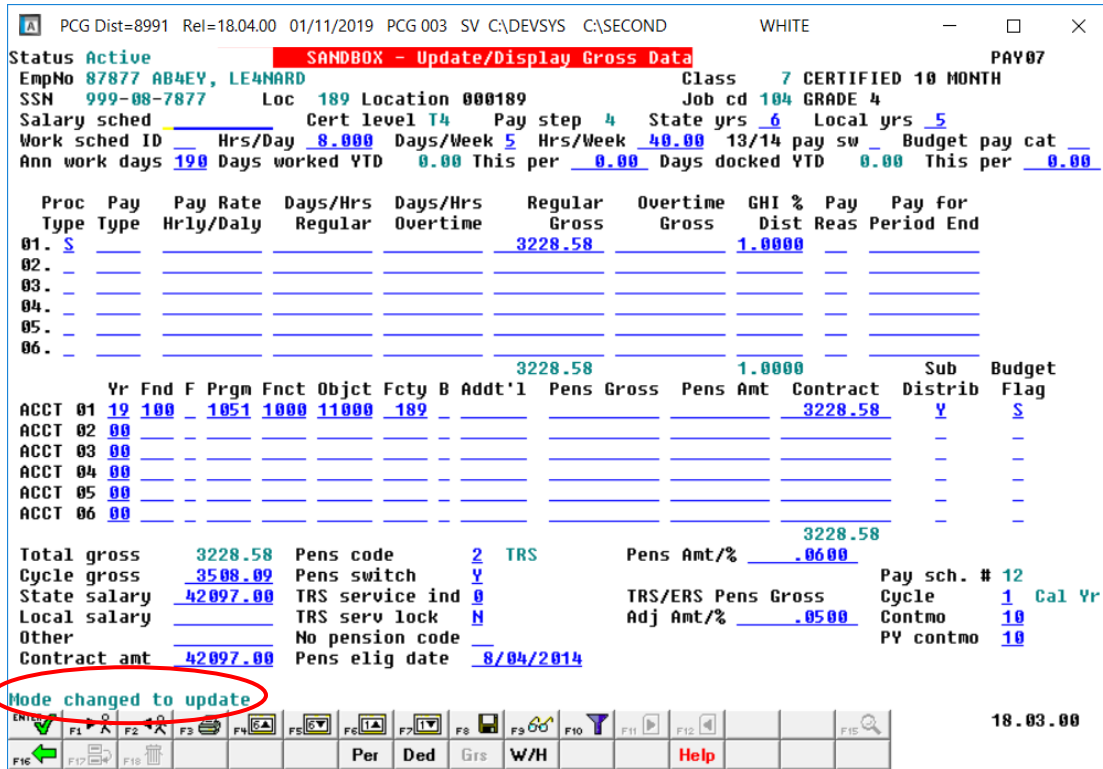
ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	Contract	Sub Distrib	Budget Flag
ACCT 01	19	100		1051	1000	11000	189						3228.58	Y	S
ACCT 02	00														
ACCT 03	00														
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

Total gross 3228.58 Pens code 2 TRS Pens Amt/% .0600
 Cycle gross 3508.09 Pens switch Y Pay sch. # 12
 State salary 42097.00 TRS service ind 0 TRS/ERS Pens Gross Cycle 1 Cal Yr
 Local salary TRS serv lock N Adj Amt/% .0500 Contmo 10
 Other No pension code PY contmo 10
 Contract amt 42097.00 Pens elig date 8/04/2014

18.03.00

Step	Action
5	Verify the text SANDBOX - Update/Display Gross Data is displayed in the title bar of the screen.
6	Select  (F9 – Switch to Update Mode).

The following screen displays:



Step	Action
7	Verify "Mode changed to update" displays.
8	<p>The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget "playground" or "sandbox" only affects processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data</i> for field instructions for the <i>Update/Display Gross Data</i> screen.</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE

Status Active **SANDBOX - Update/Display Gross Data** PAY07

EmpNo 87877 AB4EY, LE4NARD Class 7 CERTIFIED 10 MONTH

SSN 999-08-7877 Loc 189 Location 000189 Job cd 104 GRADE 4

Salary sched _____ Cert level T4 Pay step 4 State yrs 6 Local yrs 5

Work sched ID _____ Hrs/Day 8.000 Days/Week 5 Hrs/Week 40.00 13/14 pay sw _____ Budget pay cat _____

Ann work days 190 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period
01.	S				3228.58		1.0000		
02.									
03.									
04.									
05.									
06.									

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Sub Budget Flag

ACCT 01 18 100 1051 1000 11000 189 3228.58 Y S

ACCT 02 00

ACCT 03 00

ACCT 04 00

ACCT 05 00

ACCT 06 00

Total gross 3228.58 Pens code 2 TRS Pens Amt/% .0600

Cycle gross 3508.09 Pens switch Y Pay sch. # 12

State salary 42097.00 TRS service ind 0 TRS/ERS Pens Gross Cycle 1 Cal Yr


Local salary TRS serv lock N Adj Amt/% .0500 Contmo 10

Other No pension code PY contmo 10

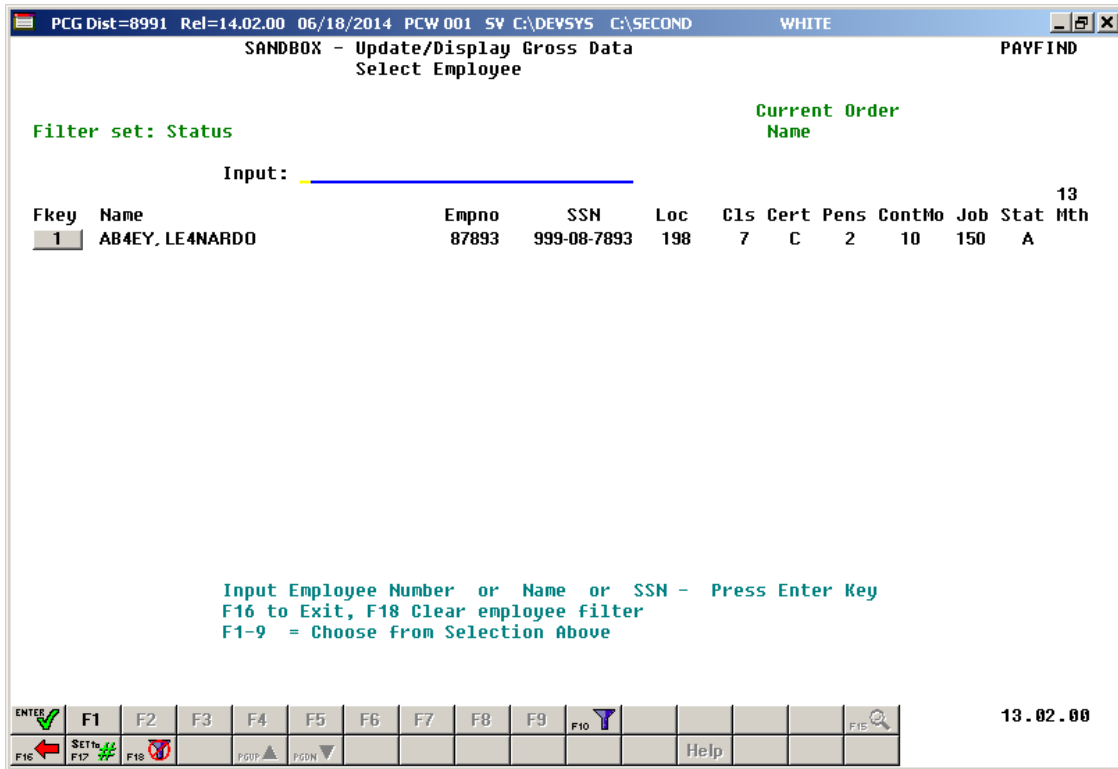
Contract amt 42097.00 Pens elig date 8/04/2014


Data saved

18.03.00

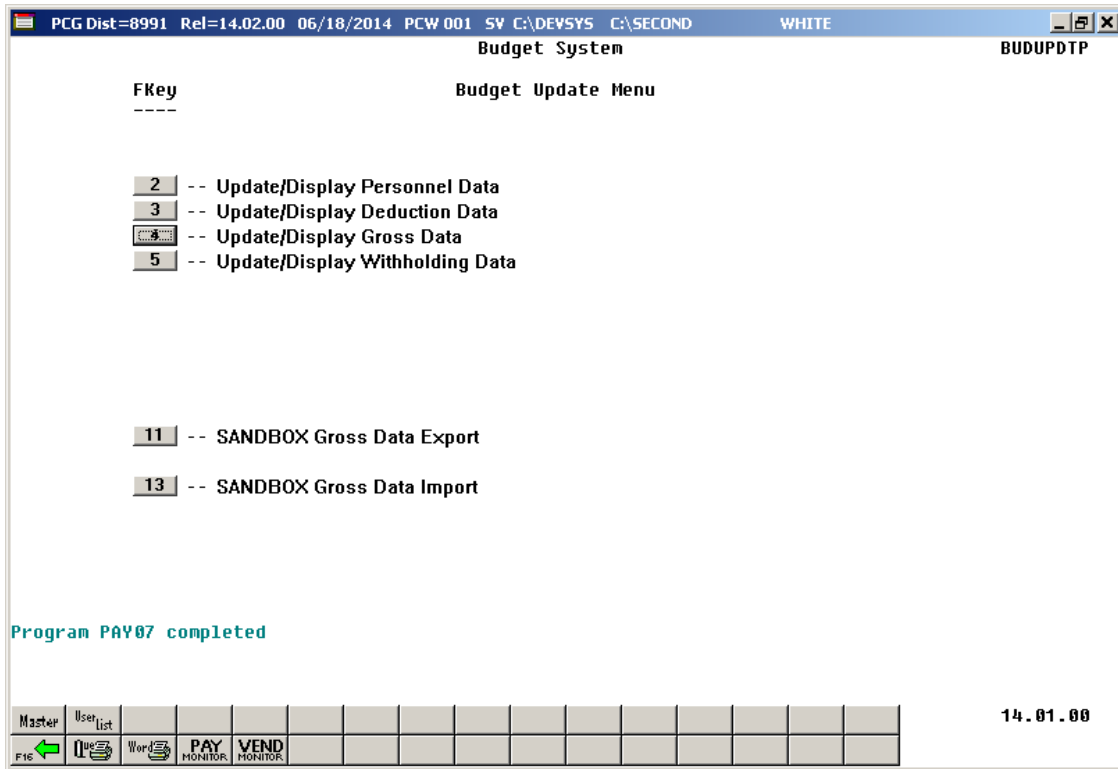
Step	Action
11	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Gross Data - Select Employee</i> screen.



The following screen displays:



Step	Action
12	Select  (F16 – Exit) to return to the <i>Budget System – Budget Update Menu</i> .

The following screen displays:

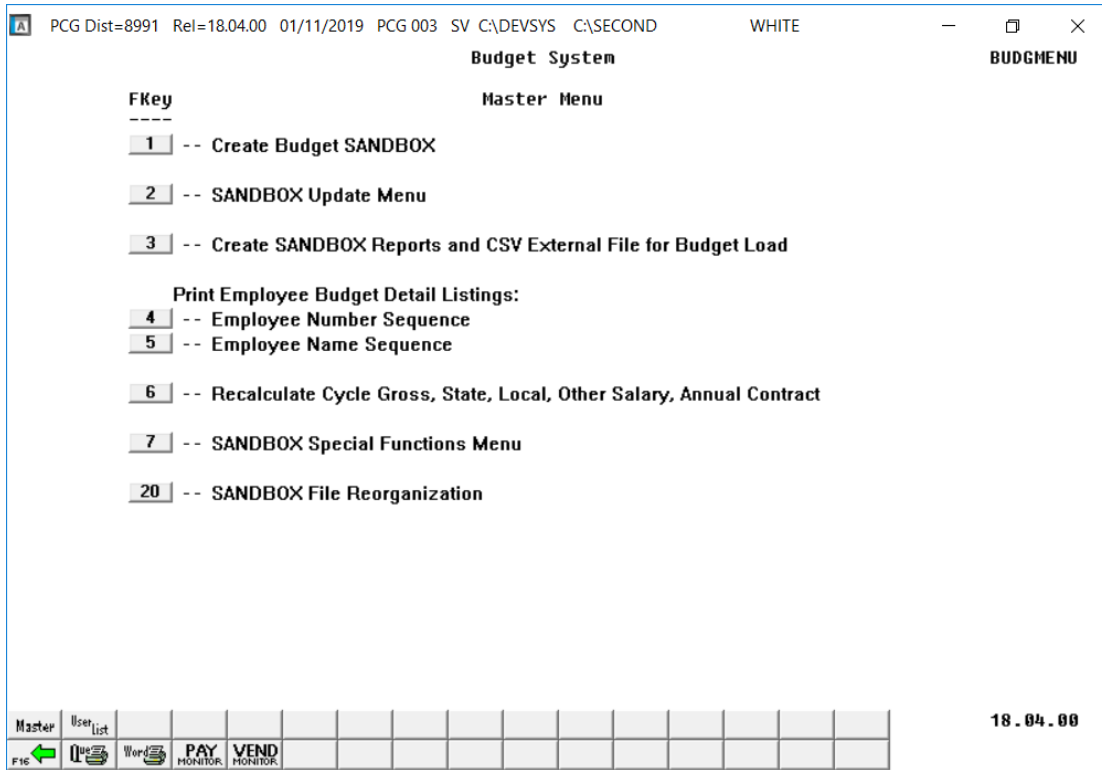


Step	Action
13	Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: SANDBOX - Update/Display Withholding Data

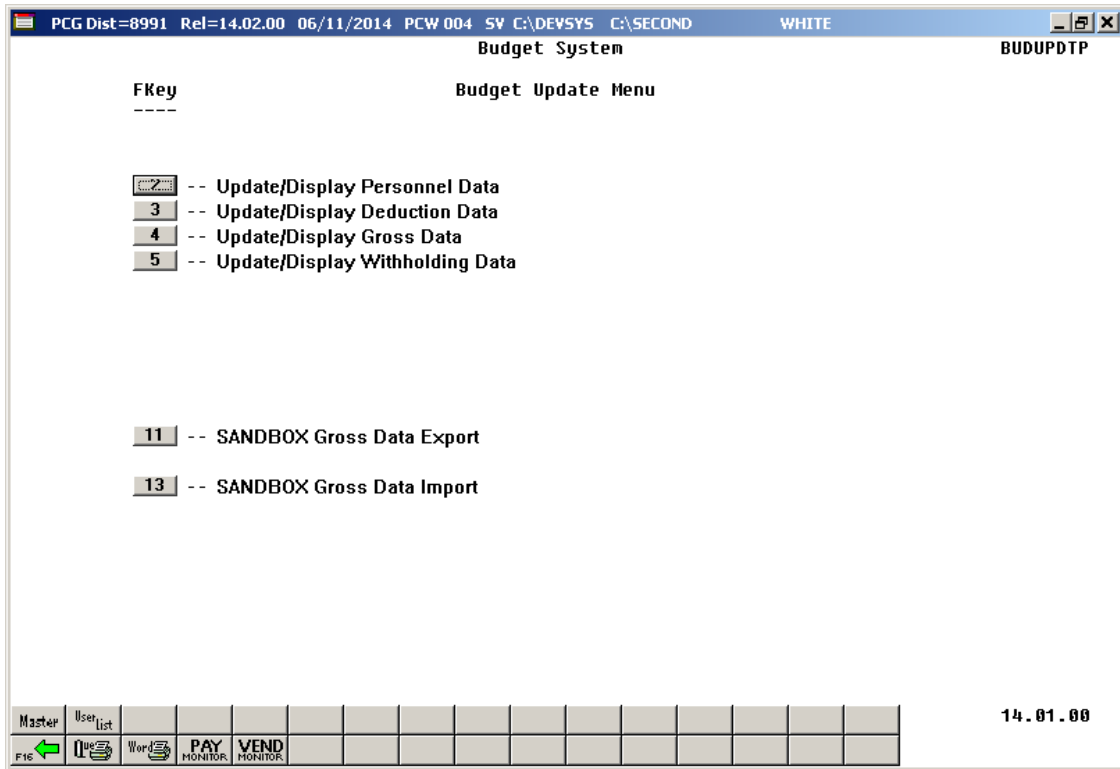
When the *Create Budget SANDBOX* procedure has completed, the user can make any additional changes that are necessary to the employees' withholding data from within the *Budget System - SANDBOX Update Menu*. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

The following screen displays:



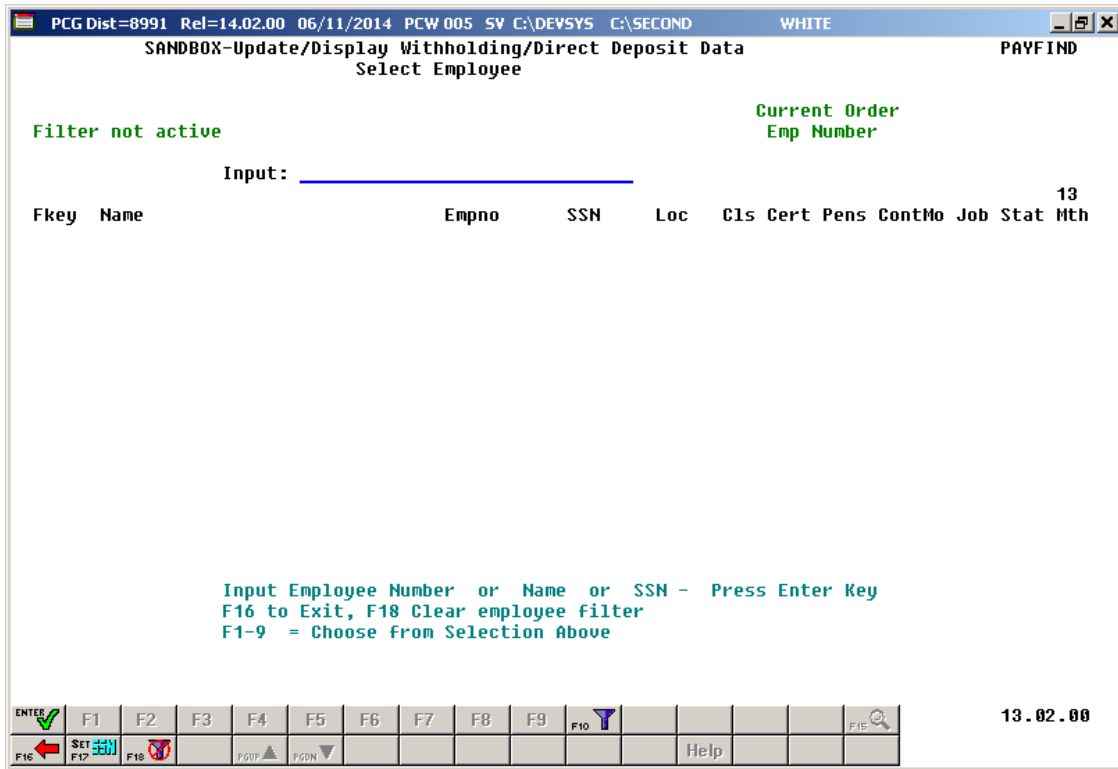
Step	Action
1	Select 2 (F2 - SANDBOX Update Menu).


The following screen displays:



Step	Action
2	Select 5 (F5 - Update/Display Withholding Data).

The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Proceed to <i>Step 4</i>.</p>

The following screen displays:

PCG Dist=8991 Rel=14.02.00 06/11/2014 PCW 005 SV C:\DEV5YS C:\SECOND WHITE PAYFIND

SANDBOX-Update/Display Withholding/Direct Deposit Data
Select Employee




Filter set: Status Current Order Name

Fkey	Current Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AB4EY, LE4NARDO	87893	999-08-7893	198	7	C	2	10	150	A	13
1	AD3M, MA3ALDA	87894	999-08-7894	111	7	C	2	10	85	A	
2	AG7E, SH7RICE	89466	999-08-9466	199	7	C	2	10	105	A	
3	AI2EN, LA2ARO	89351	999-08-9351	9999	24	N	0		999	A	
4	AL2NSO, JO2TTE	89391	999-08-9391	109	7	C	2	10	171	A	
5	AL2NSO, NA2OLEON	88191	999-08-8191	9999	24	N	0		999	A	
6	AL2NZO, MA2YBELLE	88423	999-08-8423	111	12	N	2	12	425	A	
7	AL2NZO, WA2D	89623	999-08-9623	111	22	N	1	10	410	A	
8	AL2RED, JE2FREY	88711	999-08-8711	9999	24	N	0		410	A	
9	AL3CEA, DU3TI	88966	999-08-8966	198	7	C	2	10	114	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16-new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00

Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE

Status Active **SANDBOX-Update/Display Withholding/Direct Deposit Data** PAY08

Employee number 87877 Name AB4EY, LE4NARD Loc 189
 Social security 999 08 7877

Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/% .00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00

Switches: Fed Y State Y FICA M (Y=Yes N=No M=Medicare) AEIC

Enable Direct Deposit Yes No


DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	18	UNITED COMMUNITY BANK	11 1111 111619	C	P	0.7500	N
DD #2	04	WELLS FARGO	22 2222 222619	C	P	0.2500	N
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01	6 VANGUARD FIDUCIARY TRUST CO	403(b)	Y	0.0200
ANNUITY #2	/ 02	1 AMERICA FIDELITY	403(b)	N	0.0000
Annuity #3	/ 00			N	0.0000
Annuity #4	/ 00			N	0.0000
Annuity #5	/ 00			N	0.0000

14.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

F16 F17 F18 Per Ded Grs W/H Help

Step	Action
5	Verify the text SANDBOX-Update/Display Withholding/Direct Deposit Data is displayed in the title bar of the screen.
6	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY\ C:\SECOND WHITE

Status **Active** **SANDBOX-Update/Display Withholding/Direct Deposit Data** PAY08

Employee number 87877 Name AB4EY, LE4NARD Loc 189
 Social security 999 08 7877

Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/%.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/%.00

Switches: Fed Y State Y FICA M (Y=Yes N=No M=Medicare)
 AEIC -

Enable Direct Deposit Yes No



DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	18	UNITED COMMUNITY BANK	11 1111 111619	C	P	0.7500	N
DD #2	04	WELLS FARGO	22 2222 222619	C	P	0.2500	N
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01	6 VANGUARD FIDUCIARY TRUST CO	403(b)	Y	0.0200
ANNUITY #2	/ 02	1 AMERICA FIDELITY	403(b)	N	0.0000
Annuity #3	/ 00			N	0.0000
Annuity #4	/ 00			N	0.0000
Annuity #5	/ 00			N	0.0000

Mode changed to update

14.03.00

Step	Action
7	Verify "Mode changed to update" displays.
8	<p>The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget "playground" or "sandbox" only affects processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure D: Updating/Displaying Withholding Data</i> for field instructions for the <i>Update/Display Withholding/Direct Deposit Data</i> screen.</p>

Step	Action
9	<p>Make the appropriate changes and then select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Withholding/Direct Deposit Data</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE

Status Active SANDBOX-Update/Display Withholding/Direct Deposit Data PAY08

Employee number 87877 Name AB4EY, LE4NARD Loc 189
 Social security 999 08 7877

Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/%.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/%.00

Switches: Fed Y State Y FICA M (Y=Yes N=No M=Medicare)
 AEIC -


Enable Direct Deposit Yes
 No

Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	18 UNITED COMMUNITY BANK	11 1111 111619	C	P	0.7500	N
DD #2	04 WELLS FARGO	22 2222 222619	C	P	0.2500	N
DD #3					0.0000	
DD #4					0.0000	
DD #5					0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01	6 VANGUARD FIDUCIARY TRUST CO	403(b)	Y	0.0200
ANNUITY #2	/ 02	1 AMERICA FIDELITY	403(b)	N	0.0000
Annuity #3	/ 00			N	0.0000
Annuity #4	/ 00			N	0.0000
Annuity #5	/ 00			N	0.0000

Validations passed. Save your changes.

14.03.00

Step	Action
10	<p>Verify “Validations passed. Save your changes.” displays and select  (F8 – Save changes).</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE

Status Active SANDBOX-Update/Display Withholding/Direct Deposit Data PAY08

Employee number 87877 Name AB4EY, LE4NARD Loc 189
 Social security 999 08 7877

Federal: Mar Stat S Exempt 2 Withholding Code 0 Amt/%.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/%.00

Switches: Fed Y State Y FICA M (Y=Yes N=No M=Medicare)
 AEIC -

Enable Direct Deposit Yes
 No


DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	18	UNITED COMMUNITY BANK	11 1111 111619	C	P	0.7500	N
DD #2	04	WELLS FARGO	22 2222 222619	C	P	0.2500	N
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
ANNUITY #1	/ 01	6 UANGUARD FIDUCIARY TRUST CO	403(b)	Y	0.0200
ANNUITY #2	/ 02	1 AMERICA FIDELITY	403(b)	N	0.0000
Annuity #3	/ 00			N	0.0000
Annuity #4	/ 00			N	0.0000
Annuity #5	/ 00			N	0.0000

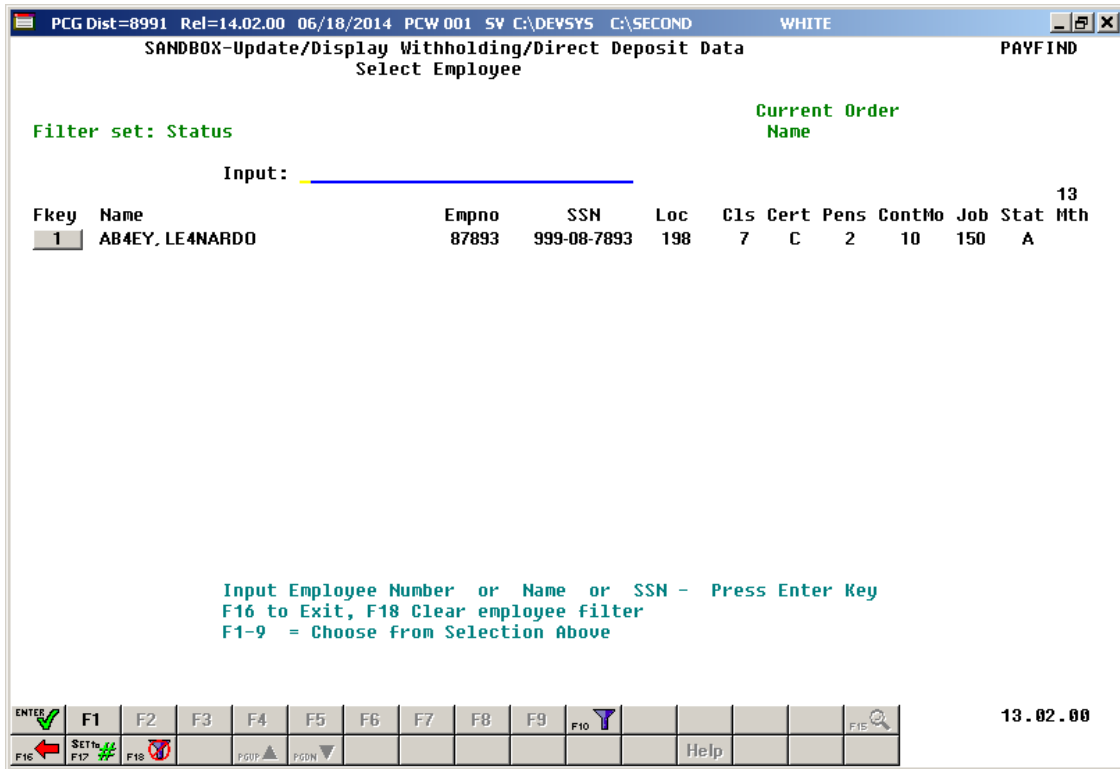
Data saved


14.03.00

Per Ded Grs W/H Help

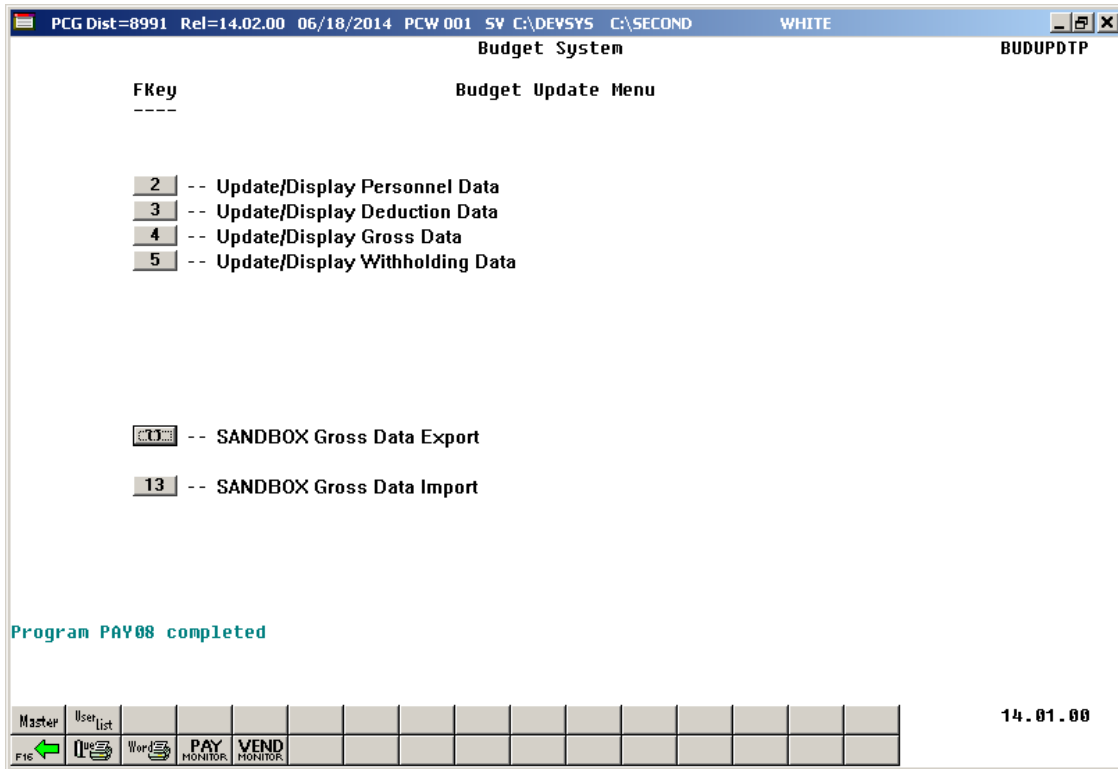
Step	Action
11	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Withholding/Direct Deposit Data - Select Employee</i> screen.



The following screen displays:



Step	Action
12	Select  (F16 – Exit) to return to the <i>Budget System – Budget Update Menu</i> .

The following screen displays:



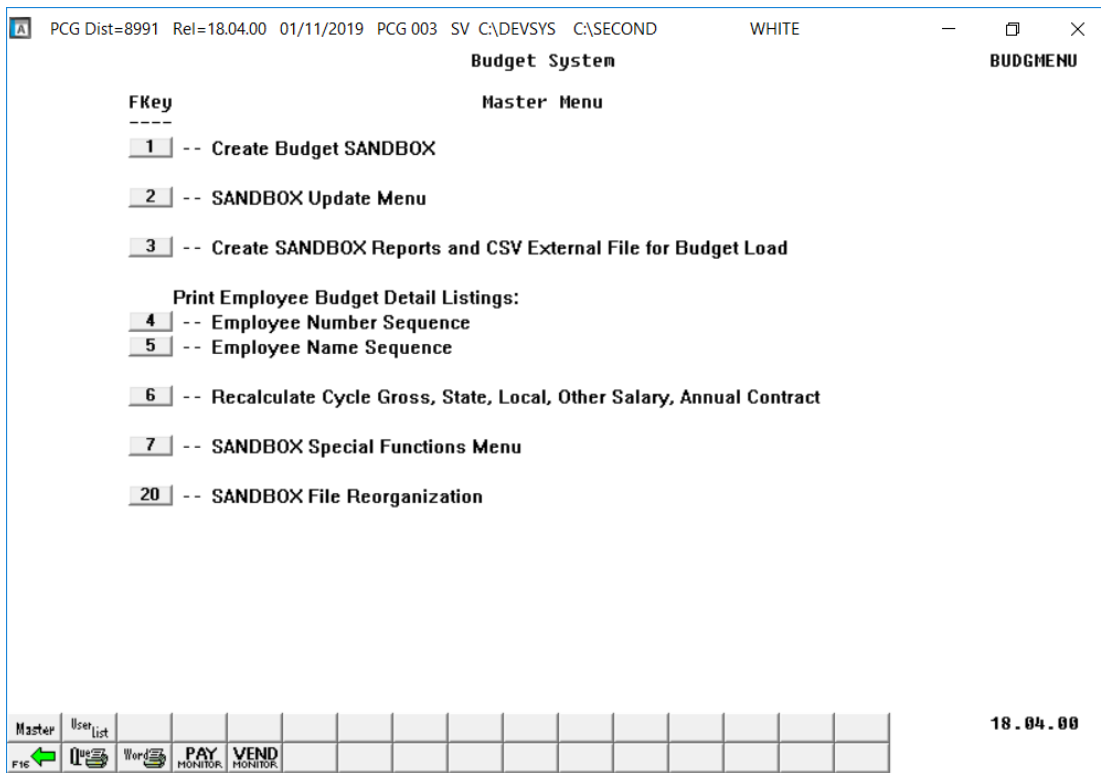
Step	Action
13	Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure E: SANDBOX Gross Data Export

Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees’ data from within the *Budget System - SANDBOX Update Menu*. This menu allows the user to export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system. Since the *SANDBOX* employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.

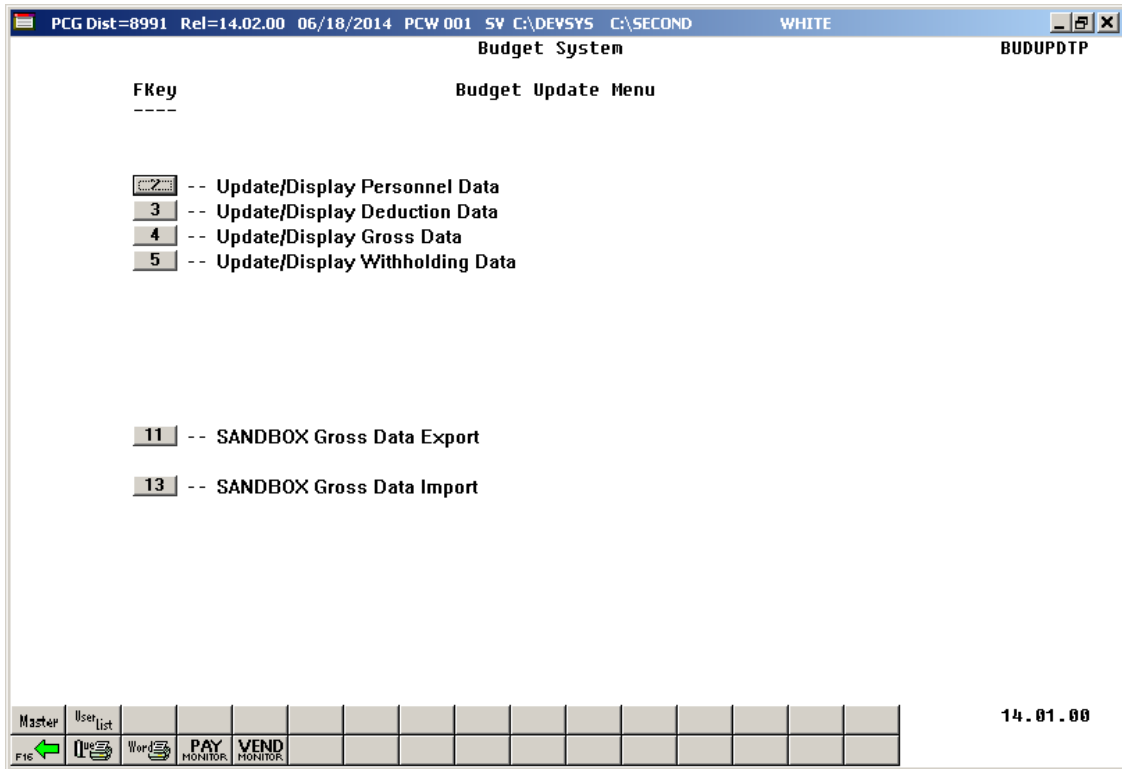
Step	Action
1	Navigate to C:\GROSSDAT to verify the folder (directory) exists. <i>Where appropriate, follow normal procedures to create the folder on the C:\ drive.</i>
2	From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System).

The following screen displays:



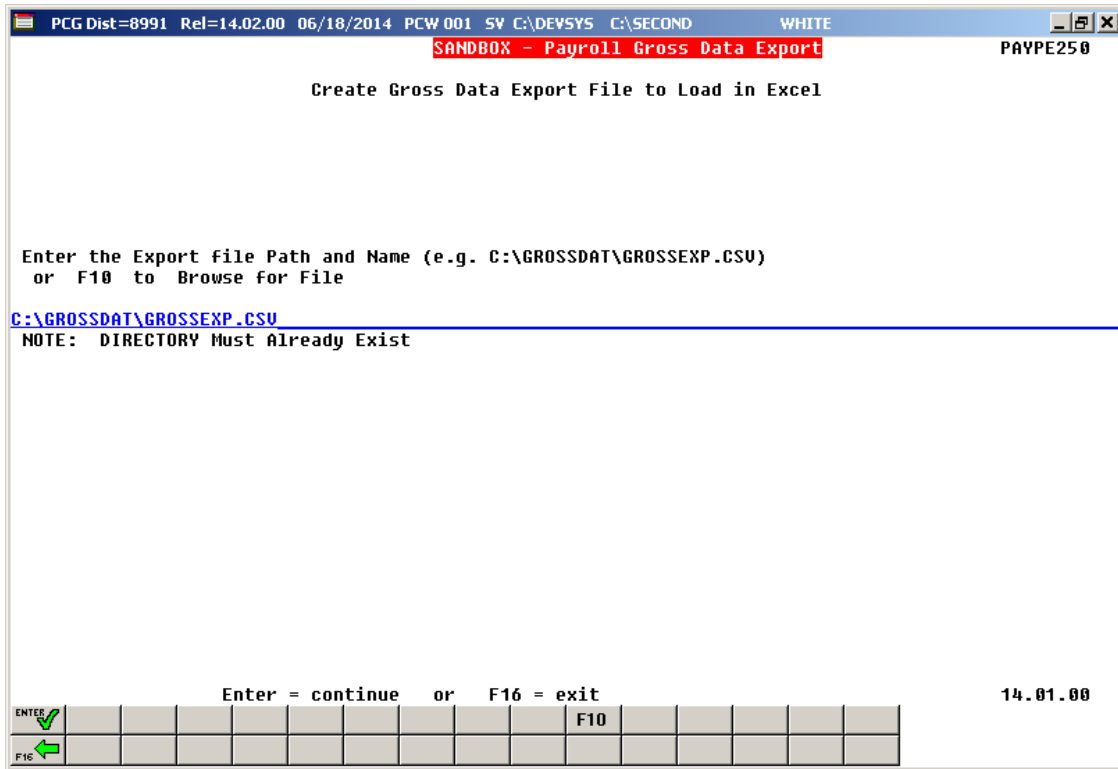
Step	Action
3	Select 2 (F2 - SANDBOX Update Menu).


The following screen displays:



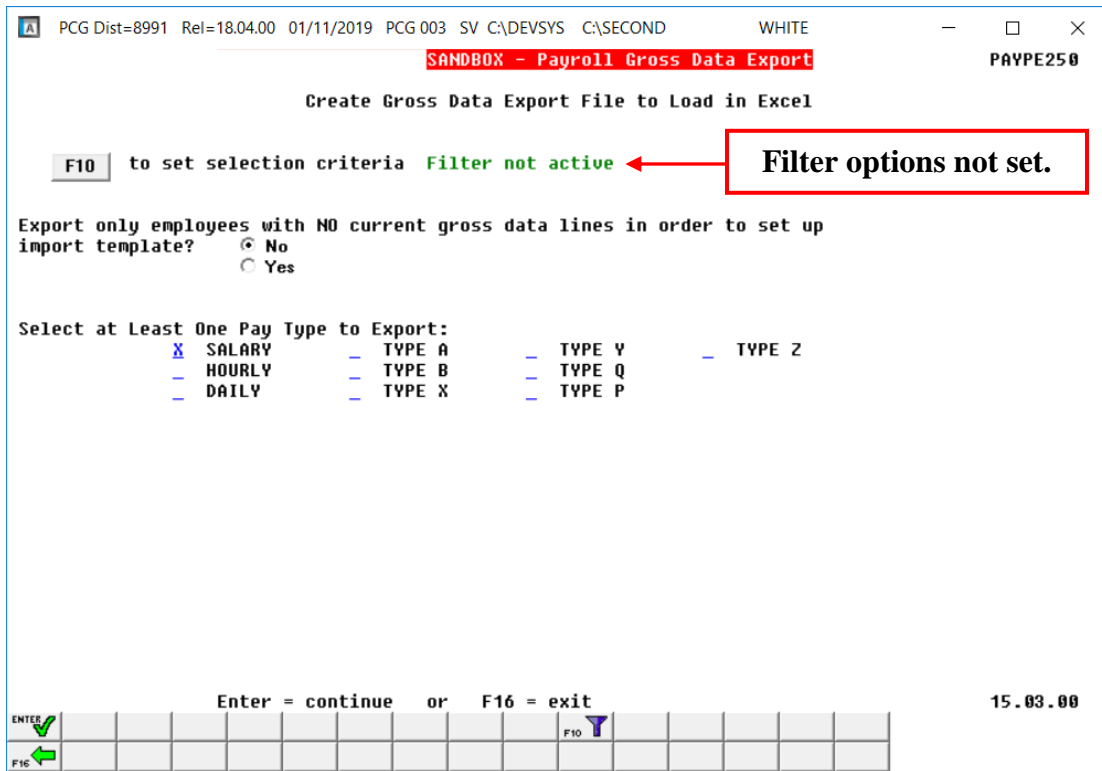
Step	Action
4	Select 11 (F11 – SANDBOX Gross Data Export).

The following screen displays:



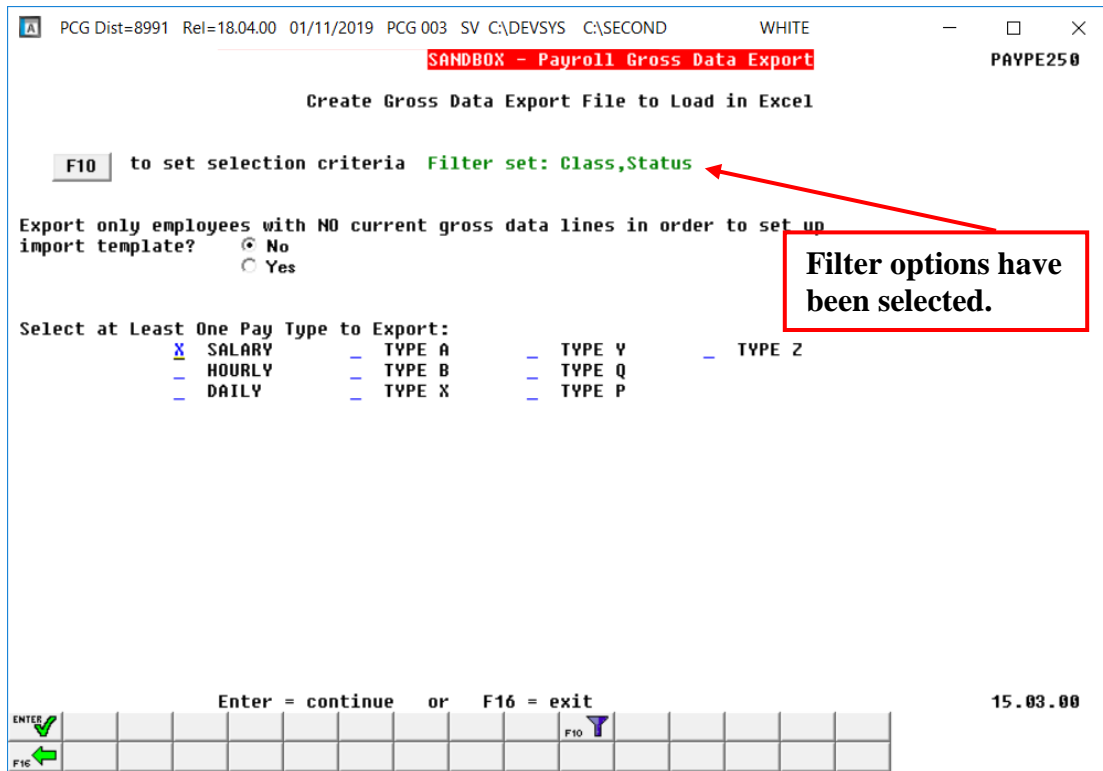
Step	Action
5	Verify the text SANDBOX - Payroll Gross Data Export is displayed in the title bar of the screen.
6	Verify the path and filename have defaulted correctly as C:\GROSSDAT\GROSSEXP.csv , or enter the correct path and filename in the Enter the Export file Path and Name field , or select F10 (F10 - Browse to select file) to browse for the correct filename. <i>PCGenesis allows entries other C:\GROSSDAT\GROSSEXP.csv as long as the directory structure entered exists.</i> <i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected payroll information results.</i>
7	Select  (Enter - continue).

The following screen displays:




Step	Action
8	<p>Select F10 (F10 – Set filter condition). Use F10 to set the filter conditions and to export the <i>Gross Data</i> information for a subset of employees. Setting the filter criteria is optional.</p> <p>Refer to <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria</i> for instructions on defining the record selection criteria.</p>

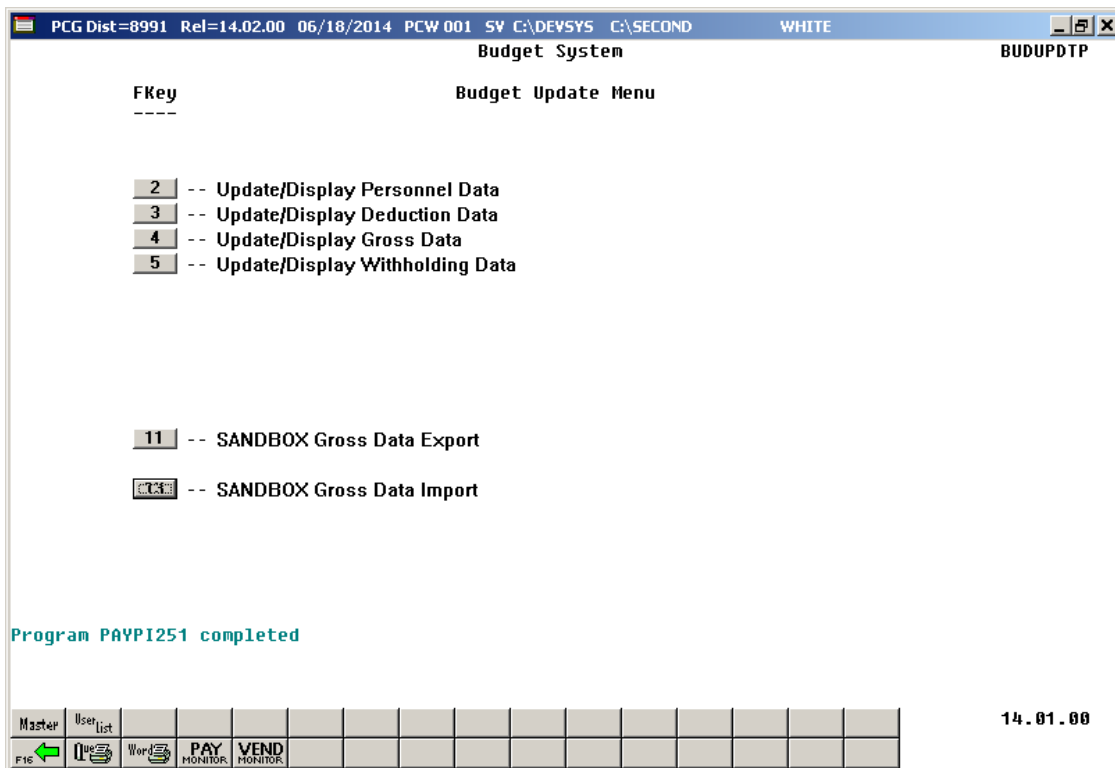
The following screen displays:





Step	Action
9	<p>Select the <input checked="" type="radio"/> (Radio button) to the left of the desired Export only employees with NO current gross data lines in order to set up import template field.</p> <ul style="list-style-type: none"> To export only employees with NO current gross data lines, select ‘Yes’. To export only employees <u>with</u> current gross data lines, select ‘No’. <p>The <i>Payroll Gross Data Export</i> option allows the payroll administrator to export gross data information for employees with NO current gross data lines. This option facilitates creating a csv template (Excel spreadsheet) to use for setting up gross data account information for <u>newly hired employees</u>.</p> <p>For example, selecting ‘Yes’ for this option allows the csv template to be created with headers and with the following fields populated for each employee: employee id, last name, first name, sequence number, cycle gross, state salary, local salary, other salary, contract months, number of pay periods, class code, TRS service indicator, pay location and work location. However, the <u>gross data</u> account columns and corresponding fields will be blank or zero in the csv file.</p>

Step	Action
10	<p>Enter X to the left of the appropriate pay type field(s) to export. For example, to export only gross data lines with a Process Type of 'A', enter an 'X' to the left of 'Type A'.</p> <p>Valid selections include:</p> <p>Salary Hourly Daily</p> <p>A - Daily/Hourly adjustment, no pension B - Salary adjustment, no pension X - Daily/Hourly, with FICA, NO pension/annuities or tax calculation Y - Salary, with FICA, NO pension/annuities or tax calculation Q - Salary adjustment with taxes and pension P - Daily/Hourly adjustment with taxes and pension Z - Pension adjustment only</p>
11	<p>Select  (Enter - continue) to continue.</p> <p><i>“* * Processing Request * *”</i> briefly displays.</p>

The following screen displays:



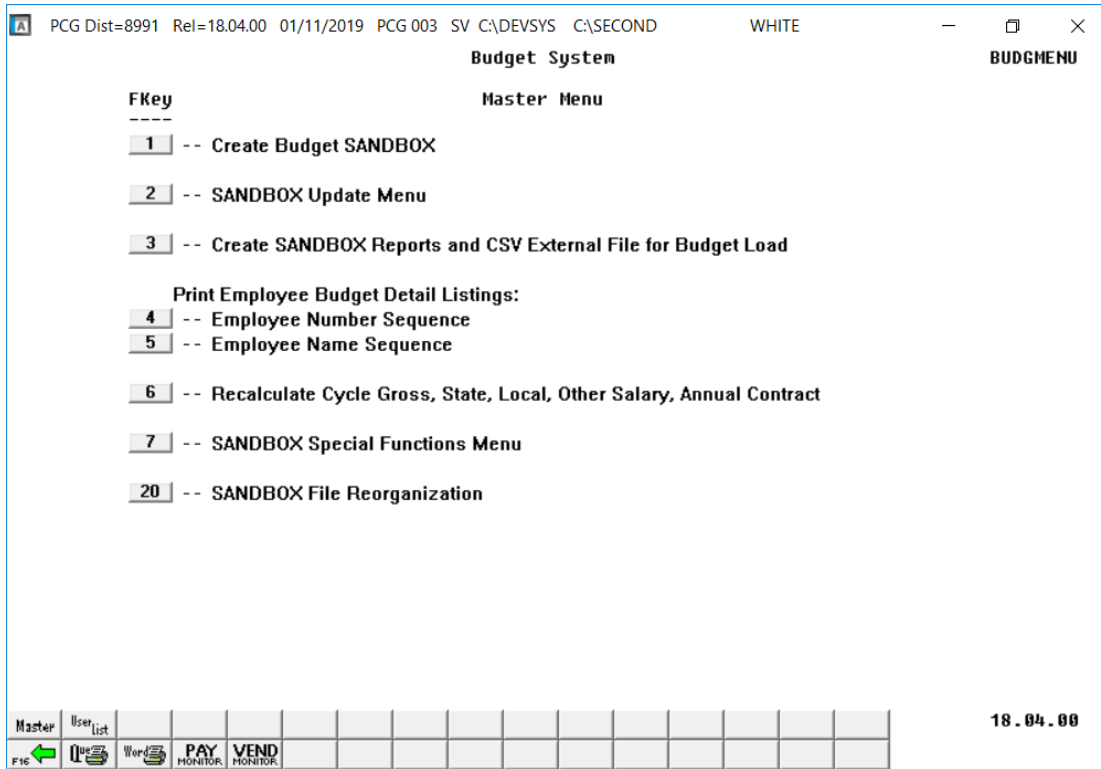
Step	Action
12	<p>Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p> <p><i>At this point, PCGenesis creates the GROSSEX.P.csv file and exports pertinent payroll information into a Microsoft® Excel comma delimited (*.csv) file.</i></p>
13	<p>Refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8A: Payroll Gross Data Export and Import File Processing</i> for instructions on manipulating the <i>Gross Data Export File</i>.</p>

Procedure F: SANDBOX Gross Data Import

Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' data from within the *Budget System - SANDBOX Update Menu*. This menu allows the user to export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

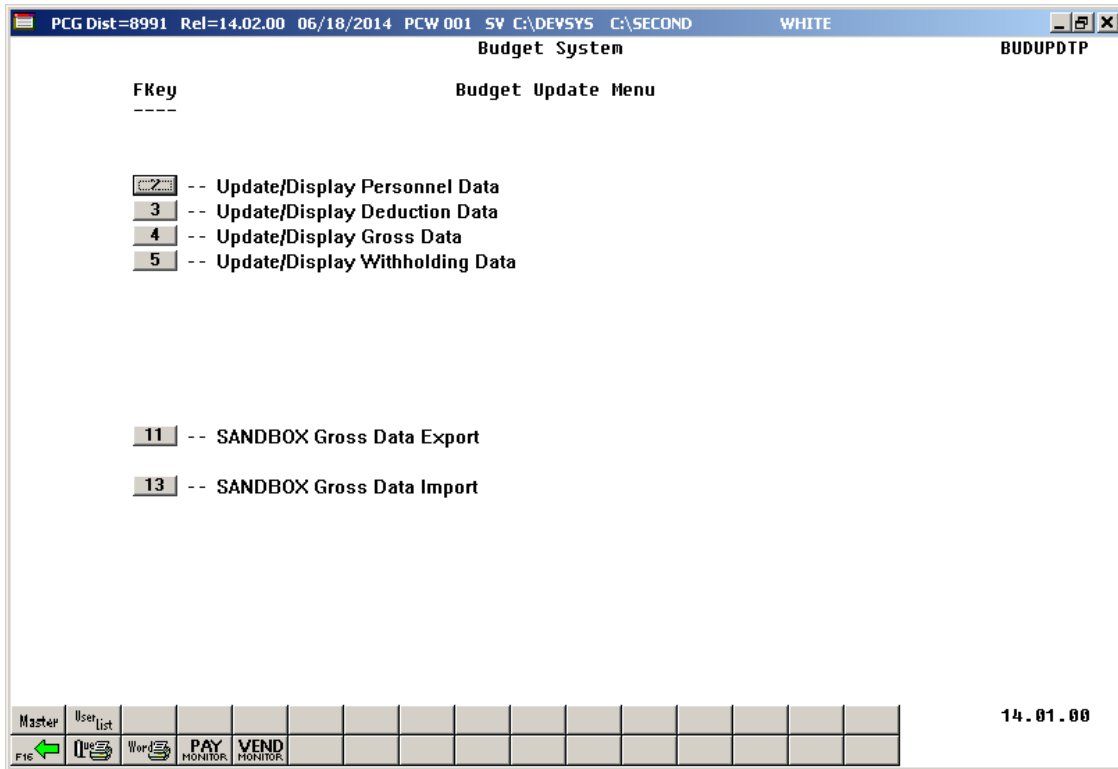
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System).

The following screen displays:



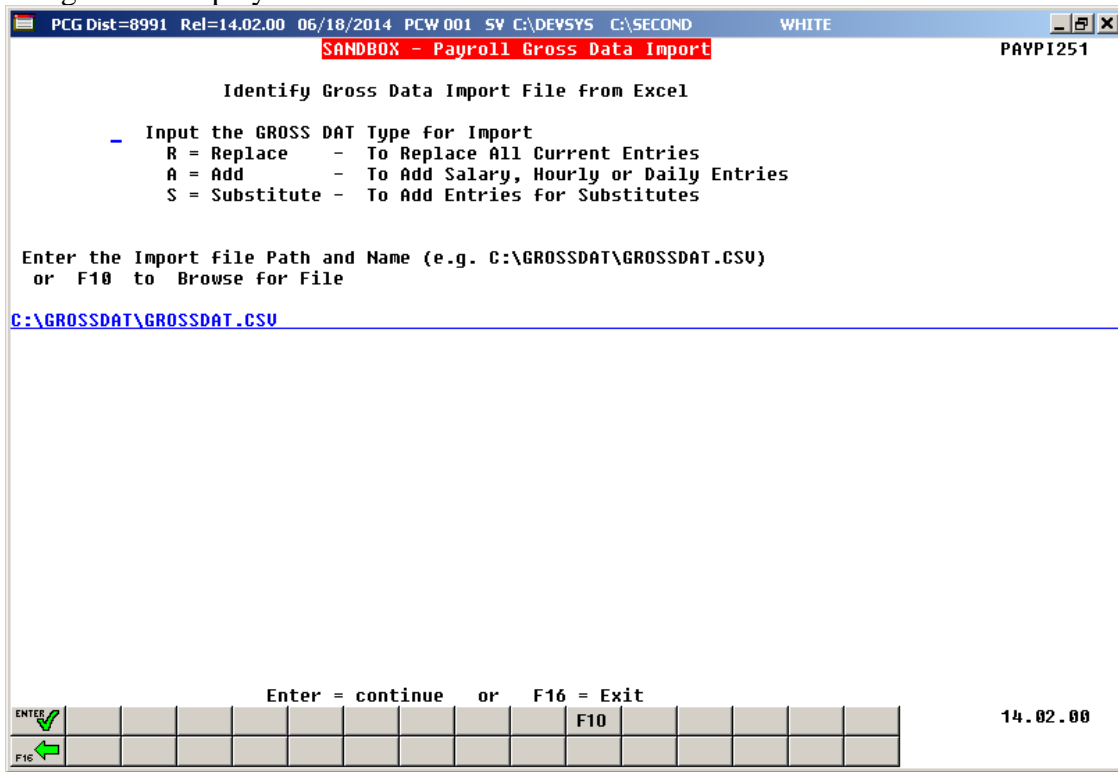
Step	Action
2	Select 2 (F2 - SANDBOX Update Menu).

The following screen displays:




Step	Action
3	Select 13 (F13 – SANDBOX Gross Data Import).

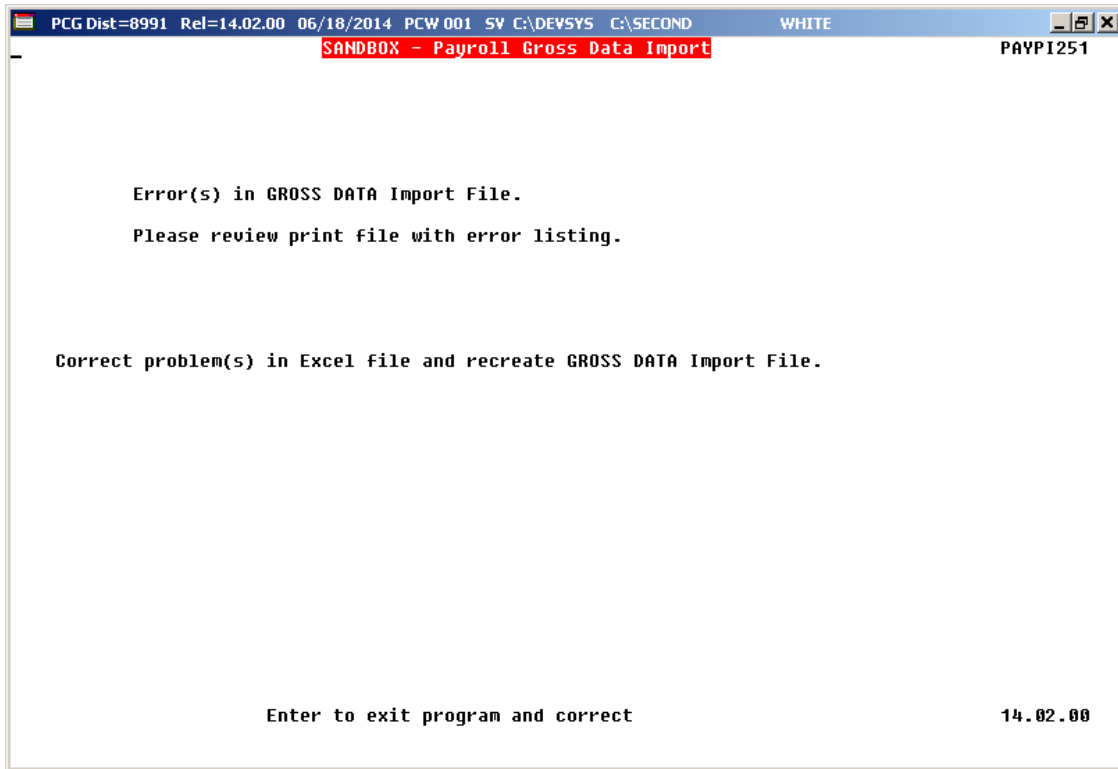
The following screen displays:



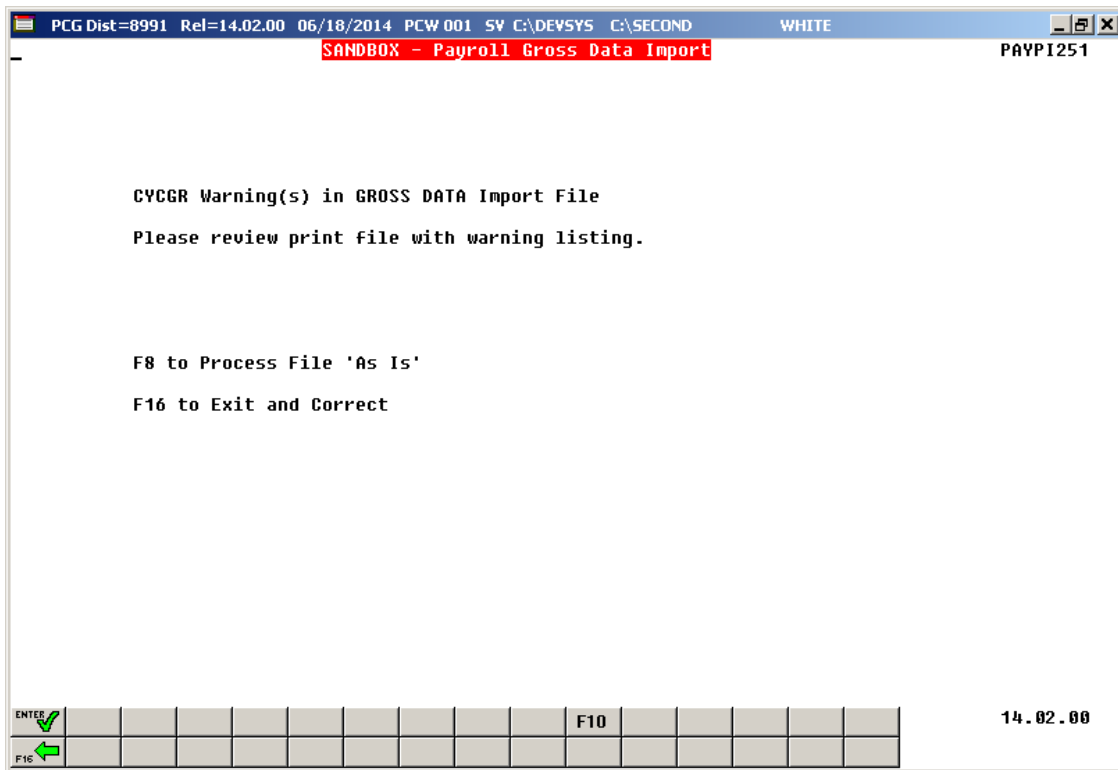
Step	Action
4	Verify the text SANDBOX - Payroll Gross Data Import is displayed in the title bar of the screen.




Step	Action
5	<p>Enter the Input the GROSS DAT Type for Import field. Valid values are:</p> <ul style="list-style-type: none"> R - To replace ALL current entries A - To add salary, hourly or daily entries S - To add entries for substitutes <p><u>To replace ALL current entries:</u> Enter ‘R’ in the field to replace <u>all</u> gross data entries. The <i>Contract Amount</i>, <i>Cycle Gross</i>, <i>State</i>, <i>Local</i> and other amounts are loaded from the first line of the employee’s record. For S (<i>Salary</i>) lines, PCGenesis validates the <i>Regular Gross Amount</i> is loaded, and the <i>Cycle Gross</i> and <i>Contract Amount</i> entries. For H (<i>Hourly</i>) and D (<i>Daily</i>) lines, pay rates are loaded. If <i>Regular</i> and <i>Overtime</i> hours and a <i>Pay Rate</i> are present, the <i>Regular</i> and <i>Overtime</i> amounts are calculated. If the information is missing, these values will be set to zero.</p> <p><u>To add salary, hourly or daily entries:</u> Enter ‘A’ in the field. Use this code to load a file of supplements, stipends, or other special one-time pay amounts. Any type line can be added, including H, D, S, A, B, X, Y, Q and P. <i>Hourly</i> and <i>Daily</i> rates and hours are loaded and the <i>Regular</i> and <i>Overtime</i> gross pay are calculated.</p> <p><u>To add entries for substitutes:</u> This feature operates the same as the Replace (‘R’) function, except that an extra validation is performed to insure the employee’s <i>Pay Class</i> is a “<i>Substitute</i>” pay class. PCGenesis halts the <i>Import procedure</i> if an employee is included in the import file whose pay class is not “<i>Substitute</i>”. When completed successfully, PCGenesis clears existing gross data entries for the substitute employees.</p>
6	<p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affects processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8A: Payroll Gross Data Export and Import File Processing</i> for instructions on manipulating the Gross Data Import File.</p>
7	<p>Verify the path and filename have defaulted correctly as C:\GROSSDAT\GROSSDAT.csv, or enter the correct path and filename in the Enter the Export file Path and Name field , or select F10 (F10 - Browse to select file) to browse for the correct filename.</p> <p><i>PCGenesis allows entries other C:\GROSSDAT\GROSSDAT.csv as long as the directory structure entered exists.</i></p>
8	<p>Select  (Enter - continue) to continue.</p> <p>“* * <i>Processing Request</i> * *” briefly displays.</p>

For file import errors, the following screen displays:

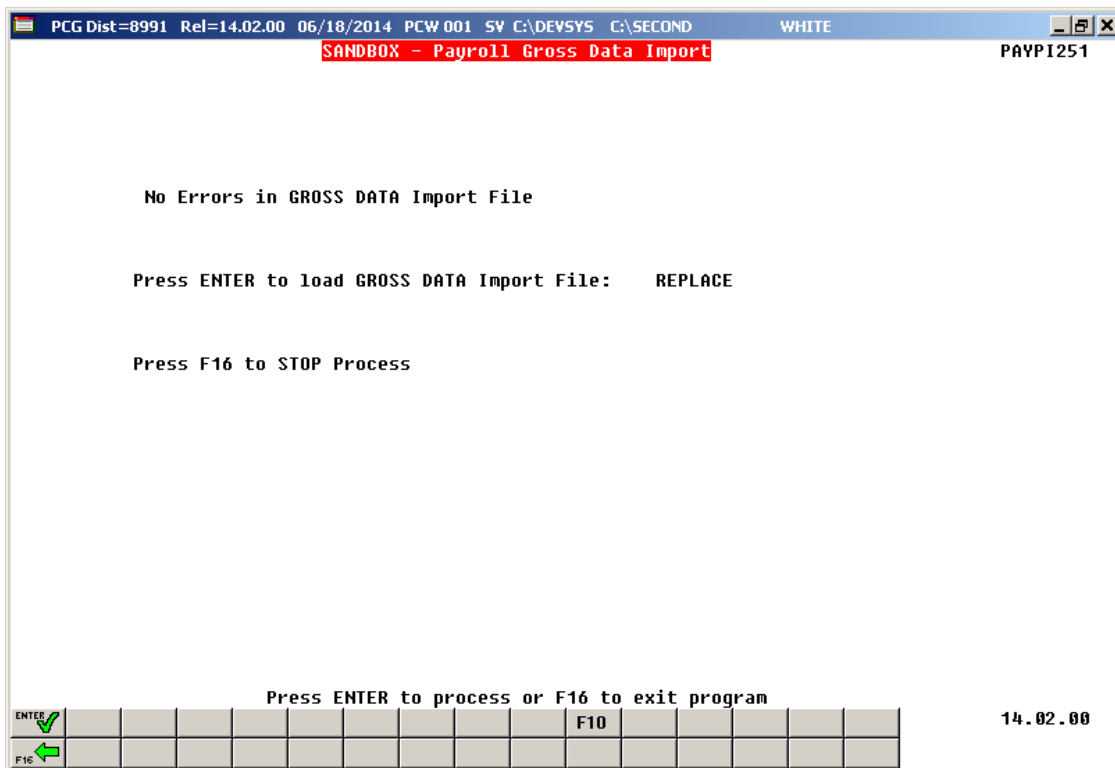




For successful file imports with warnings, the following screen displays:



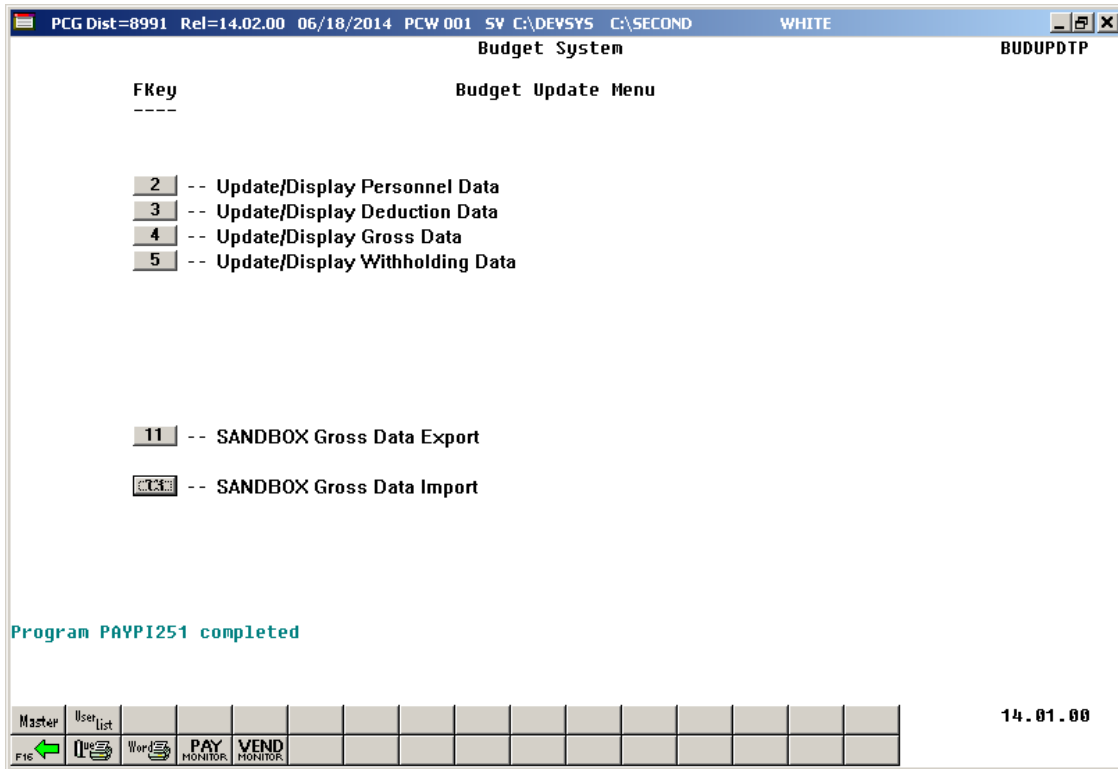
Step	Action
9	<p>For file import errors: Select  (F16 – Exit and Correct) to review the print file and correct the errors.</p> <p>For successful file imports with warnings: Select  (F8 – Process File ‘As Is’) to continue importing the file, and then proceed to <i>Step 10</i>. Select  (F16 – Exit and Correct) to review the print file and correct the warnings.</p> <p>For successful file imports with no errors: Proceed to <i>Step 10</i>.</p>





For successful file imports with no errors, the following screen displays:



Step	Action
10	<p>Select  (ENTER – to load GROSS DATA Import File) to import the file.</p> <p>Select  (F16 – STOP Process) to stop the import process and exit the program.</p> <p>“*** Processing – Please Wait ***” briefly displays.</p>

The following screen displays:



Step	Action
11	<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>
12	<p>Select  (F16 - Exit) to return to the <i>Budget System – Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

Step	Action
13	<p>Identify and correct all errors within the <i>GROSSDAT.xls</i> file. Save the file as a .csv (Comma delimited) (csv) file, and repeat this procedure beginning at <i>Step 1</i>.</p> <p><i>Refer to the Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8A: Payroll Gross Data Export and Import File Processing, Appendix A: Payroll Gross Data Import File Layout and to Appendix B: Gross Data Import File Error Processing for additional error message examples, and for additional information to aid in the correction of errors.</i></p> <p><i>Using the Budget System Operations Guide, Section B: Update Budget SANDBOX, Procedure C: SANDBOX - Update/Display Gross Data instructions, review the import file's gross data information to verify the information is correct. Contact the Technology Management Customer Support Center for assistance as needed.</i></p>