



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

1/4/2017

Section L: General Ledger Processing

***[Topic 2: Journal Voucher Processing,
V2.4]***

Revision History

Date	Version	Description	Author
1/4/2017	2.4	16.04.00 – Update screenshots for <i>Journal Entry</i> .	D. Ochala
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
10/11/2011	2.2	11.03.00 – Add screen print and button bar information to <i>Journal Entry</i> .	D. Ochala
12/15/2008	2.1	08.04.00 – Added A2.5 - F10 (<i>Browse for file</i>) default to the CSV (<i>Comma delimited</i>) (*.csv) file type information and instructions.	C. W. Jones
09/28/2008	2.0	08.03.00 – Added journal voucher inquiry scan/next information and instructions.	C. W. Jones

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Overview

PCGenesis users may enter journal vouchers manually, or elect to import the information into PCGenesis.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon  to aid in the entry of field information.

Journal Entry Upload: The PCGenesis upload feature allows for the creation of journal entries outside of PCGenesis using Microsoft® Excel, and then allows the external file to be subsequently uploaded into PCGenesis. Create the Microsoft® Excel *journal voucher* file in the layout provided in *Appendix B: .csv File Formatting and Processing*, and save the information as a .csv file before uploading into PCGenesis *Journal Entry*.

The *JournalEntry.xls* template allows the entry of up to twenty (20) account detail lines per journal entry. The *BIGJournalEntry.xls* template allows the entry up to 998 account detail lines per journal. Using the spreadsheet templates simplifies creating the .csv file. This document includes examples of the *JournalEntry.xls* and the *BIGJournalEntry.xls* templates.

When uploading the .csv file, PCGenesis performs basic formatting edits to ensure the data is of the proper type and length, and that the voucher number in the upload file matches the journal voucher you intend to post. Additional edits ensure the upload file is complete, and that it does not contain duplicated lines. The validation of the voucher number on the data entry screen against the journal voucher number contained in the upload file will prevent the inadvertent posting of the same upload file more than once. Also, the use of the voucher number within the file's name will aid you in determining each upload file's contents.

Multiple-User JEMASTER File Access: Multiple users may simultaneously create, display, and enter journal entries in separate PCGenesis sessions. Use extreme caution when using these features.

If another user is entering a journal voucher with the same number for a new journal entry, PCGenesis will display an error message containing the user's name, and will lock this PCGenesis session until the other user completes or cancels journal voucher processing. When the other session completes or is cancelled, the “*Voucher number ##### may have been in use. Retry*” message displays.

Last Journal Voucher Number Entered: Journal entry processing tracks the last journal voucher number entered, and will prompt for the entry of the next sequential number. The user may modify the defaulting information as needed.

Journal Entry Reversal: When an existing journal voucher displays, PCGenesis allows the user to “reverse” the journal entry if the journal entry has not already been reversed, and if it does not have a check associated with the journal voucher. To reverse a journal entry with a check, void the check using the PCGenesis *Void Check* procedure. Reverse journal entries only when the items are in the same fiscal year, and have a posting date that is the same date or a date later than the original posting date. Although reversing the original journal entry a second time is not an option, you can reverse the “reversing” journal entry by following the same procedures.

Journal Entry Display: Scrolling features using the PgUp or **F4** (F4 - Page Up), or PgDn or **F5** (F5 - Page Down), or **F7** (F7 – Line Down), or **F6** (F6 – Line Up) allow sequential viewing of additional account detail lines. To scroll through journal voucher records, **F8** (F8 - First), **F9** (F9 - Next), **F10** (F10 - Prev), and **F11** (F11 - Last) are available to browse through the *Journal Master File* as well.

When a “reversed” journal entry or a journal entry- associated voided check displays, PCGenesis displays a message identifying the journal entry’s “reversing” journal voucher number.

Journal Entries Account Detail Lines: PCGenesis allows up to 999 account detail lines per record. Imported journal entries may only contain up to 998 lines. The standard *Page Up/Page Down* and certain PCGenesis-specific *F keys* allow the account detail line viewing. This is the same functionality as the Payroll system’s *Gross Data* entry screen.

Enhanced Account Detail Validation: When entering a journal voucher, selecting *Enter* validates all account detail lines, highlights the specific error(s), and removes all blank lines from the account detail lines. If there are errors, **F2** (F2 – Next Err) and/or **F1** (F1 – Prev Err) allows the user to scroll through the error messages. This feature allows multiple corrections in a single validation.

1099 Vendor-Related Journal Entries: Since the *Year-End Processing* procedure allows corrections to be made to only the first ten lines of a journal entry, when entering 1099 vendor-related journal entries, use ten lines or less to avoid any problem with correcting the 1099 amounts. If your system requires more than 10 lines when entering 1099 vendors’ journal entries, contact the Technology Management Customer Support Center for assistance.

Investment/System Control Accounts: PCGenesis does not allow journal entries against the *Investment* account 0111 or the *System Control* accounts 0302, 0602, 0603, and 0753.

Debits vs. Credits: When adding a journal entry, the debit and credit columns must balance before the *Journal Voucher’s* posting can take place. PCGenesis allows the entry of multiple funds as long as debits equal credits within each fund.

Cash Account (0101): Journal entries affecting *Cash (0101)* require a bank code.

Revenue Account Processing / Cash Account (0101): When *Revenue* accounts are processed or when journal entries affect the *Cash (0101)* account, the dollar amounts are automatically deposited into the appropriate bank account by *Fund*.

Journal Voucher with Checks: When writing a check against a specific journal entry, also enter the bank, check number, check amount, and the vendor number (or payee’s name). If issuing a check against journal entries containing vendor numbers, the check vendor’s number must be the same as the account’s vendor number. When assigning a *Non-specific* vendor’s number, PCGenesis does not allow the entry of a vendor number on the check. In this instance, enter a *Payee* for the *Non-specific* vendor numbers.

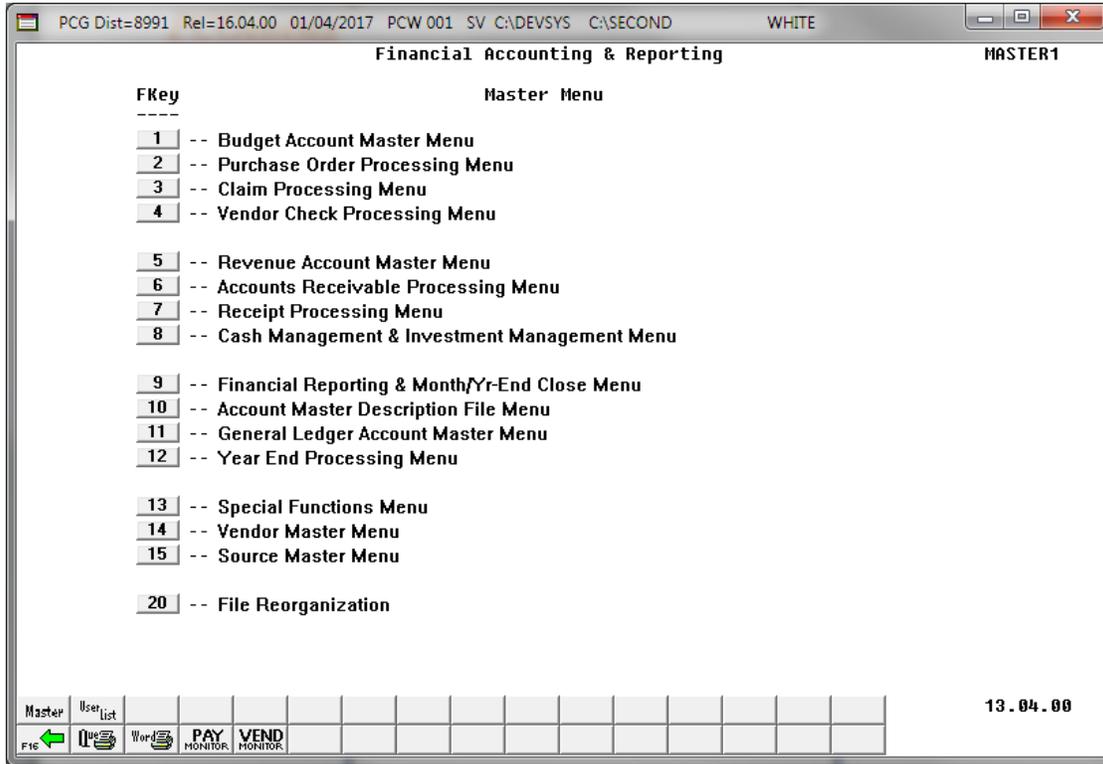
Interfund Transfers: Process all *Interfund* transfer transactions by journal entry, and assign a valid 1099 amount indicators where appropriate. PCGenesis will assign the *Non-specific* vendor number to account detail lines without at least one of these codes present.

Selecting  (F15 - Search) and  (F28 - Help) when offered provides additional assistance with the entry of information.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Journal Entry* screen. The screen print feature is available on display/inquiry screens which have either the  or  buttons. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

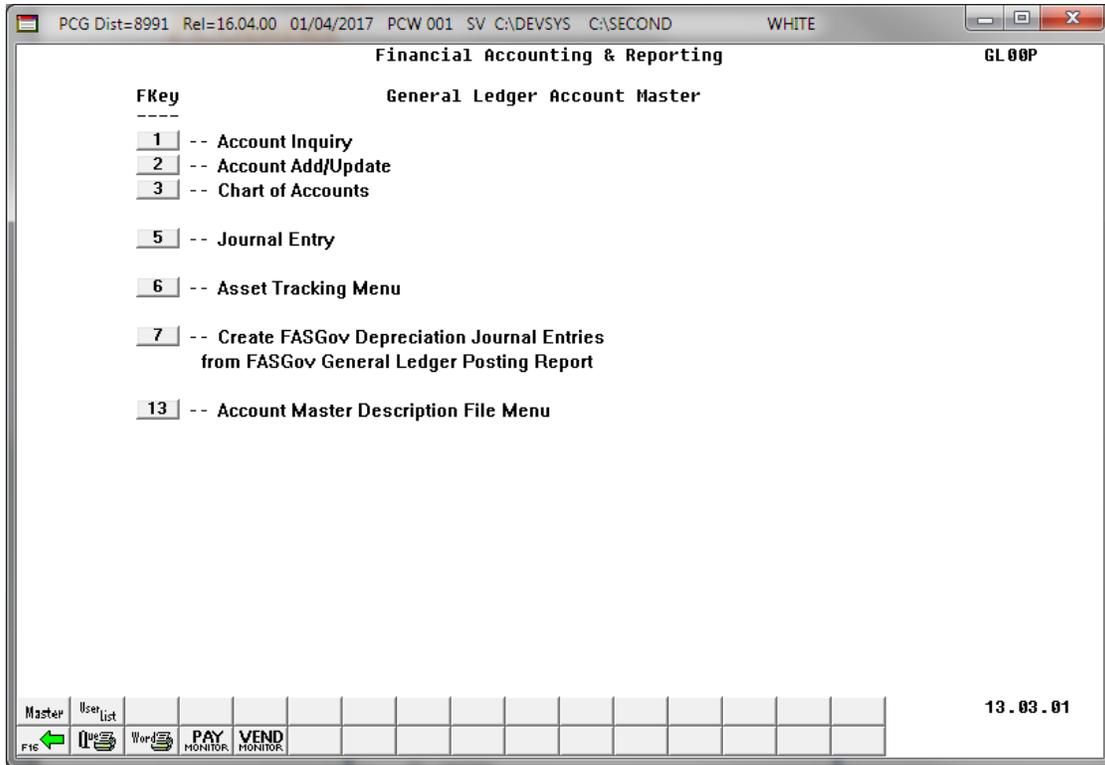
Procedure A: Entering a Journal Voucher

A1. Entering a Journal Voucher Manually into PCGenesis



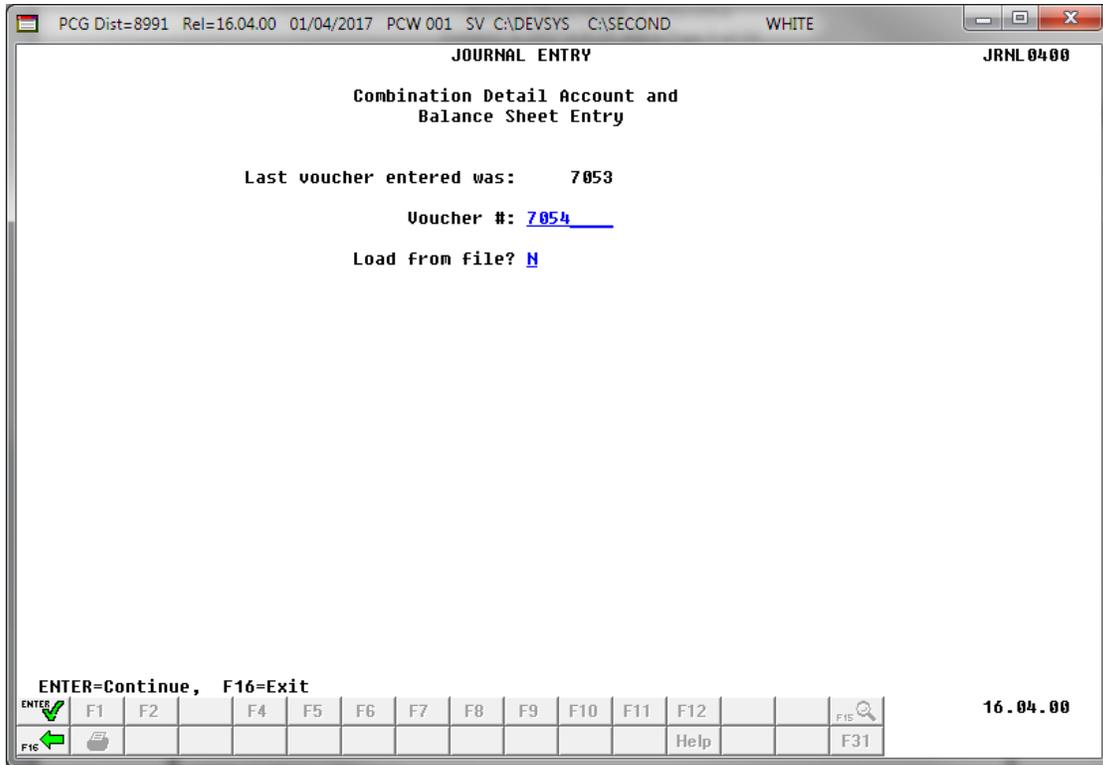
Step	Action
1	Select 11 (F11- General Ledger Accounts Master Menu).

The following screen displays:



Step	Action
2	Select 5 (F5 - Journal Entry).

The following screen displays:



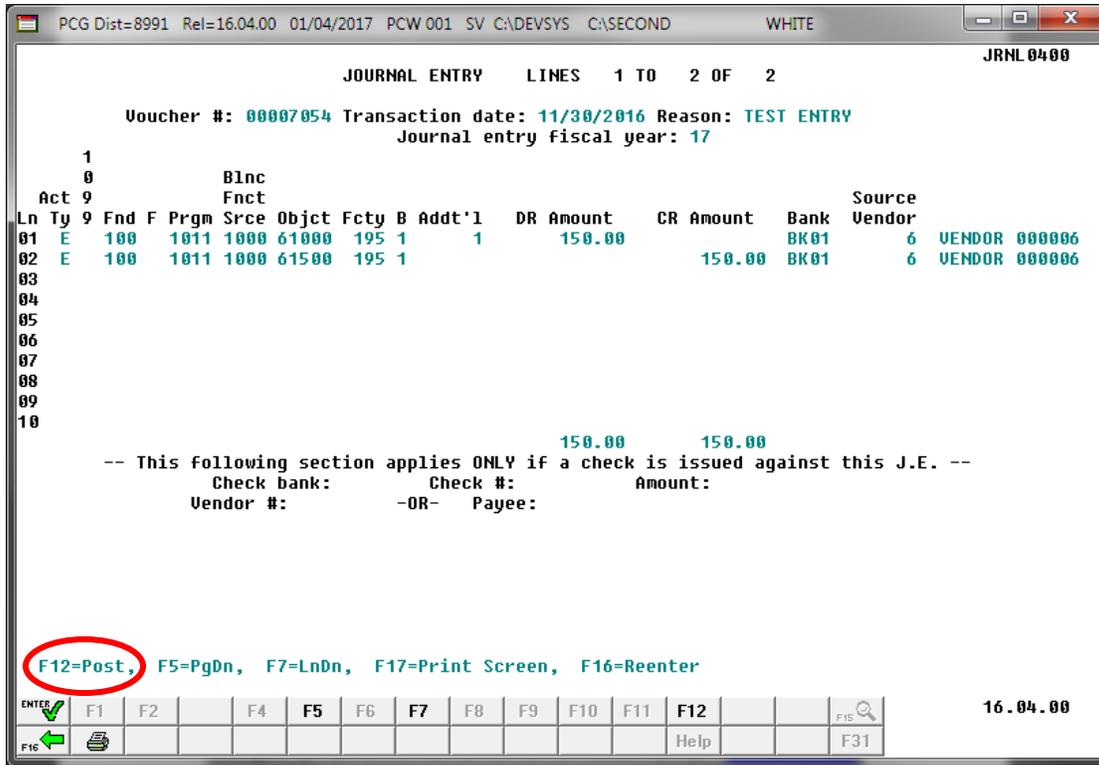
Step	Action
3	Verify or enter the new journal voucher number in the Voucher # (Voucher Number) field. <i>The last journal voucher number entered displays in the “Last Voucher Entered” field.</i>
4	Verify N (No) is entered in the Load from file? field, and select  (Enter). <i>If the journal voucher number exists, the journal voucher displays. The instructions for displaying journal vouchers are provided in Procedure B.</i> <i>If the journal voucher number is in use, the “***Voucher locked by: XXX. They must finish before you can continue.***” message displays. In this instance, PCGenesis locks the session until the user either posts the journal entry or exits the record. When this occurs, the “*** Voucher ##### may have been in use. Retry. ***” message displays. If this occurs, select  (Enter), and return to Step 3 to reenter the journal voucher’s number.</i>

The following screen displays:

Step	Action
5	Enter the date (MM/DD/CCYY) in the Transaction Date field.
6	Enter the reason for the creation of the journal voucher in the Reason field.
7	Enter the year (YY) in the Journal entry Fiscal Year field.
Repeat Steps 8 – 13 for each account detail line entry.	
8	Enter B (Balance Sheet), E (Expenditure), or R (Revenue) in the Act Ln Ty (Account Line Type) field. <i>Account lookup</i>  (F15 – Search) will be activated after the account type has been entered with a value of 'B', 'E', or 'R'. <i>Vendor/Source lookup</i>  (F15 – Search) will be activated after account type has been entered with a value of 'E' or 'R'.
9	Enter the 1099 indicator in the 1099 field to report the amount for a 1099 vendor. <i>Because the Year-End Processing procedure allows corrections to only the first ten (10) lines of the journal entry, split the journal voucher if 1099 vendor codes are required on more than the first ten lines.</i>
10	Enter or select the drop-down selection icon  to select the account information in the Yr Fnd F Prgm Fnct Objet Fcty B Addt'l fields.

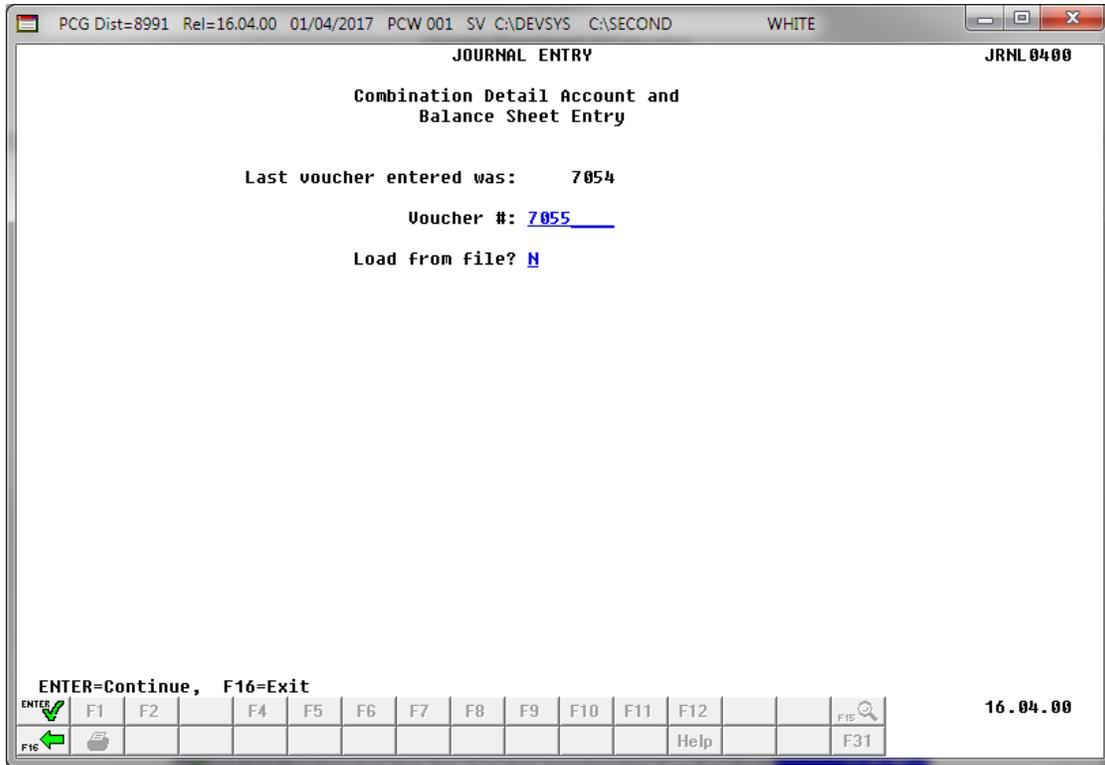
Step	Action
11	Enter the amounts in the DR Amount (Debit Revenue Amount) and CR Amount (Credit Revenue Amount) fields.
12	For Cash Account (0101): Enter or select the drop-down selection icon  in the Bank field to enter the bank code.
13	Optional: Enter or select the drop-down selection icon  in the Source Vendor field to choose a vendor number for E (Expenditure) entries, or to choose a source number for R (Revenue) entries.
14	For a journal entry-associated check: Enter the bank code and check number, and amount in the Check Bank , Check # (Check number) and Amount fields. <i>When writing journal entry checks, also print the monthly reports and check registers.</i>
15	Select  (Enter - validate) to validate the screen's entries. <i>The validation procedure will also remove any blank lines from the account detail lines.</i> <i>To view additional account detail lines, select the PgUp or  (F4 - Page Up) or PgDn or  (F5 - Page Down).</i> <i>PCGenesis highlights the account detail lines containing errors. If there are errors, select  (F2 – Next Err) and/or  (F1 – Prev Err) to cycle through the error messages.  (F1 - Prev Err) becomes an option and displays after the first error message has been displayed. The Error Message display is limited to twelve (12) error messages per screen. To view additional messages, correct the error(s) displayed on the current page and select  (Enter to validate). Additional errors display where applicable.</i>

When all validations pass, the following screen displays:



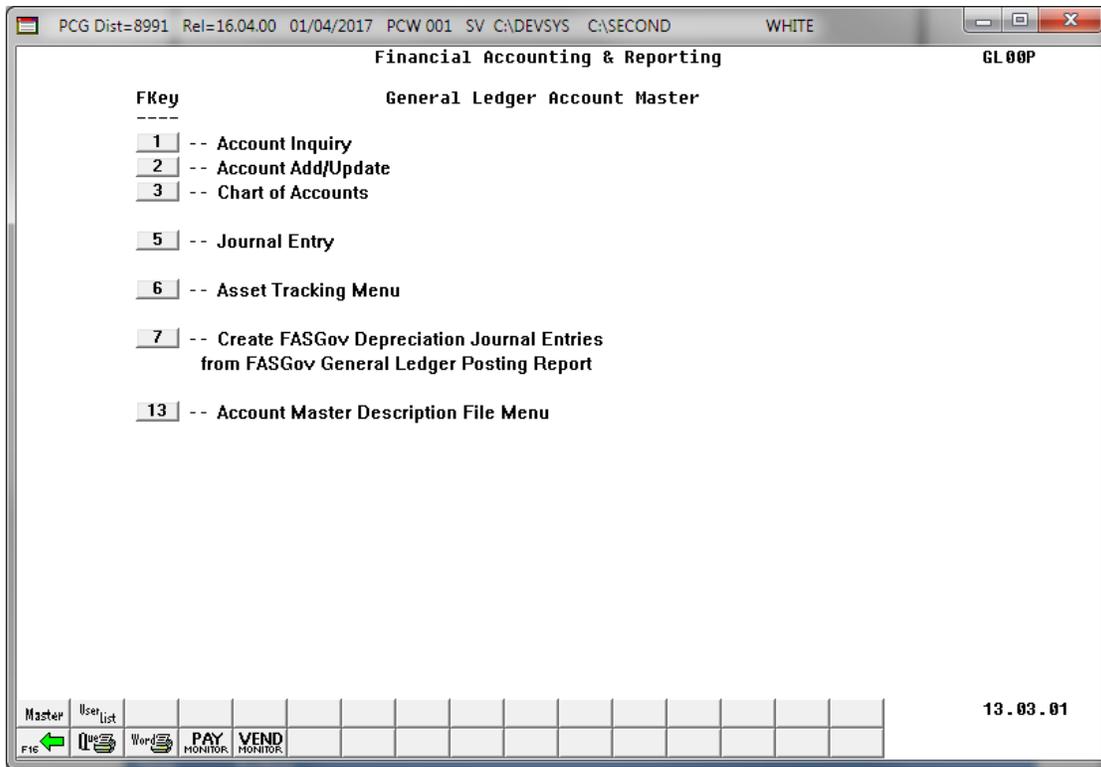
Step	Action
16	<p>Verify the entries are correct, and select F12 (F12 - Post). <i>“*** Processing Request ***”</i> briefly displays. The time required to post a journal entry containing a substantial number of account detail lines may vary. Regardless of the time required, allow the posting to complete processing.</p> <p>If the information is incorrect, select F16 (←) (F16 – Re-enter), make the appropriate modifications, and then select F12 (F12 - Post).</p> <p>Use the PgUp or F4 (F4 - Page Up) and PgDn or F5 (F5 - Page Down) keys when offered to review all of your account detail line items.</p> <p>Select F17 (🖨) (F17 – Print Screen) to obtain a screen print of the Journal Entry screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:



Step	Action
17	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - General Ledger Account Master Menu</i> . To enter additional journal vouchers, repeat this procedure beginning at Step 3.

The following screen displays:



Step	Action
18	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

A2. Creating a Journal Voucher Using the *JournalEntry.xls* and *BIGJournalEntry.xls* Templates

The Georgia Department of Education (GaDOE) provides the *PCGenesis BIGJournalEntry.xls Template* (more than 20 account lines) and the *PCGenesis Journal Entry.xls Template* (less than or equal to 20 account lines) for the *Journal Entry* import procedure.

Enter up to twenty (20) account detail lines per journal entry when using the *JournalEntry.xls* template. Enter up to 998 account detail lines when using the *BIGJournalEntry.xls* template. Using the spreadsheet templates simplifies creating the .csv file. This document includes examples of the *JournalEntry.xls* and the *BIGJournalEntry.xls* templates.

The *BIGJournalEntry.xls* template includes the following information:

- The check information associated with the journal entries, and the total debits and credits display in the top portion of the spreadsheet.
- The template displays in *split-screen mode* to allow the account detail lines to be entered and scrolled.
- The line number and line codes will automatically default for the first twenty (20) lines, and will also default when a *Budget (B)*, *Revenue (R)*, or *Expense (E)* account code is entered on the remaining lines.

Appendix A: File Scan Error Processing provides a listing of potential PCGenesis upload file errors and *Appendix B: .csv File Formatting and Processing* provides a detailed description of the .csv file layout.

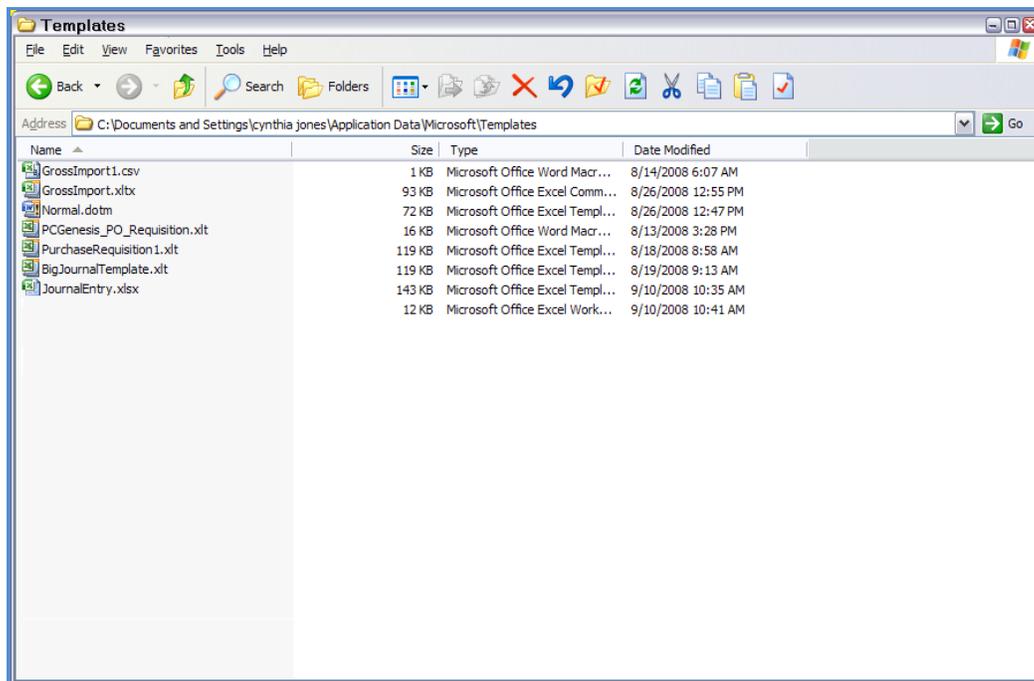
Although screenshot examples pertain to the *JournalEntry.xls* template, these instructions apply to both templates. Note however that the spreadsheets do not validate account numbers or verify the spreadsheet's entries. The spreadsheets will however identify non-balancing debits and credits, and will identify if the description is too long.

A2.1. Downloading the JournalEntry.xls and BIGJournalEntry.xls Templates

Based on the version of software used, file extensions such as Excel Workbook (*.xlsx), Excel 97-2003 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2003 Template (*.xlt), for example, may contain descriptions that differ from this document's instructions. Ensuring that the filename description selected, such as "Workbook", "Spreadsheet", and ".csv File", corresponds to the file type indicated within the instructions prevents additional processing errors.

Step	Action
1	On the C:\ drive, create a folder entitled Journal Entries , or verify the folder exists.
2	Individually, access the <i>PCGenesis BIGJournal Entry.xls</i> template and the <i>PCGenesis Journal Entry.xls</i> template files located at: http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx
3	Save these files to the Microsoft® <i>Templates</i> folder on the C:\ drive of the personal computer. <i>Copy the templates to <u>each workstation</u> used to process journal vouchers.</i>

The following window displays:



A2.1.1. JournalEntry.xls Template – Example

The screenshot shows an Excel spreadsheet titled "JournalEntry.xls [Read-Only] [Compatibility Mode]". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Team. The Home ribbon is active, showing options for Clipboard, Font, Alignment, and Number.

The spreadsheet content is as follows:

1	Voucher		Tran	Tran	Tran									
2	Number		MM	DD	YY	JE	FY	Reason						
3	V	0												
4			Blnc		Facilit						Source			
5	Act	1099	Fund	Fisc	Prgm	Func	Object	y	B	Addl	DR Amount	CR Amount	Bank	Vendor
6	Type													
7	L	1												
8	L	2												
9	L	3												
10	L	4												
11	L	5												
12	L	6												
13	L	7												
14	L	8												
15	L	9												
16	L	10												
17	L	11												
18	L	12												
19	L	13												
20	L	14												
21	L	15												
22	L	16												
23	L	17												
24	L	18												
25	L	19												
26	L	20												
27											Total	\$0.00	\$0.00	
28	Check	Check												
29	Bank	No	Vendor - or - Payee							Check Amount				
30	C	21												

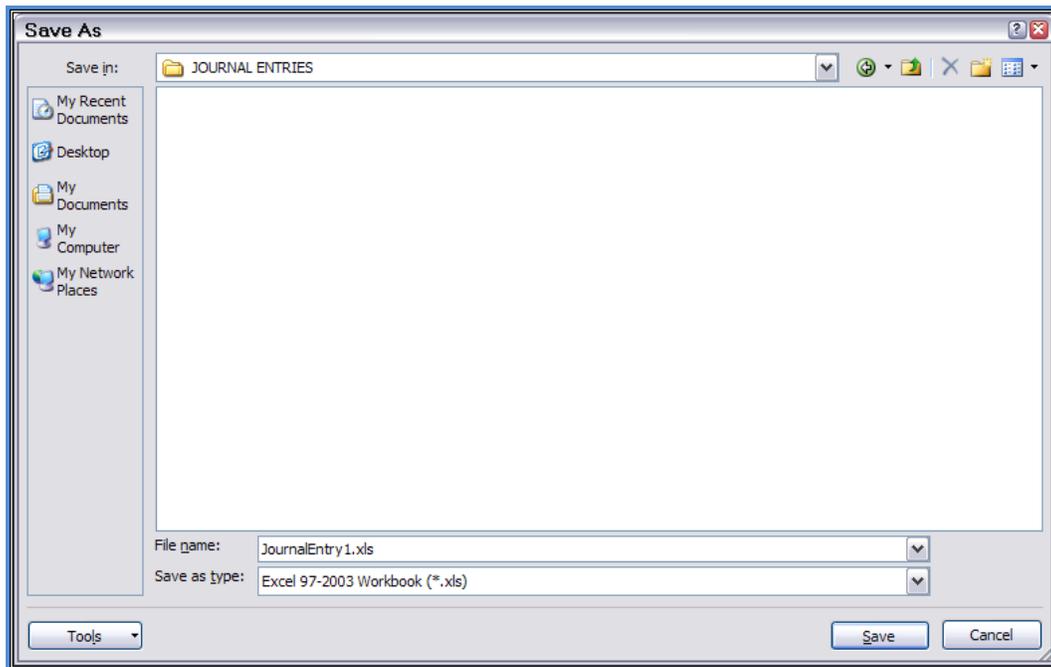
A2.1.2. BIGJournalEntry.xls Template – Example

1	Voucher Number	Tran MM	Tran DD	Tran YY	JE	FY	Reason			
2	V 0									
3										
4	Check Bank No.	Check Vendor - or - Payee	Check Amount							
5	C 999									
6										
7	Total Debits/Credits									
8										
9	Act Type	Blnc Fund	Fisc	Prgm	Func t	y	Source Bank	Vendor	DR Amount	CR Amount
10	L 1	1099								
11	L 2									
12	L 3									
13	L 4									
14	L 5									
15	L 6									
16	L 7									
17	L 8									
18	L 9									
19	L 10									
20	L 11									
21	L 12									
22	L 13									
23	L 14									
24	L 15									
25	L 16									
26	L 17									
27	L 18									
28	L 19									
29	L 20									
30										
31										
32										
33										
34										
35										
36										

A2.2 Saving the PCGenesis JournalEntry.xls and BIGJournalEntry.xls Templates as a Microsoft® Excel Spreadsheet/Workbook

Step	Action
1	Verify the <i>JournalEntry.xls</i> and <i>BIGJournalEntry.xls</i> templates exist within the location indicated in A2.1. <i>Downloading the JournalEntry.xls and BIGJournalEntry.xls Templates.</i>
<i>Repeat Steps 2 – 7 for each template.</i>	
2	Within Microsoft® Excel, access and open the appropriate template.
3	Select  (Save), or from the <i>Menu Bar</i> , select File → Save As .
4	Within the Save in: field, navigate to the C:\Journal Entries folder, or to the appropriate file location.

The following window displays:

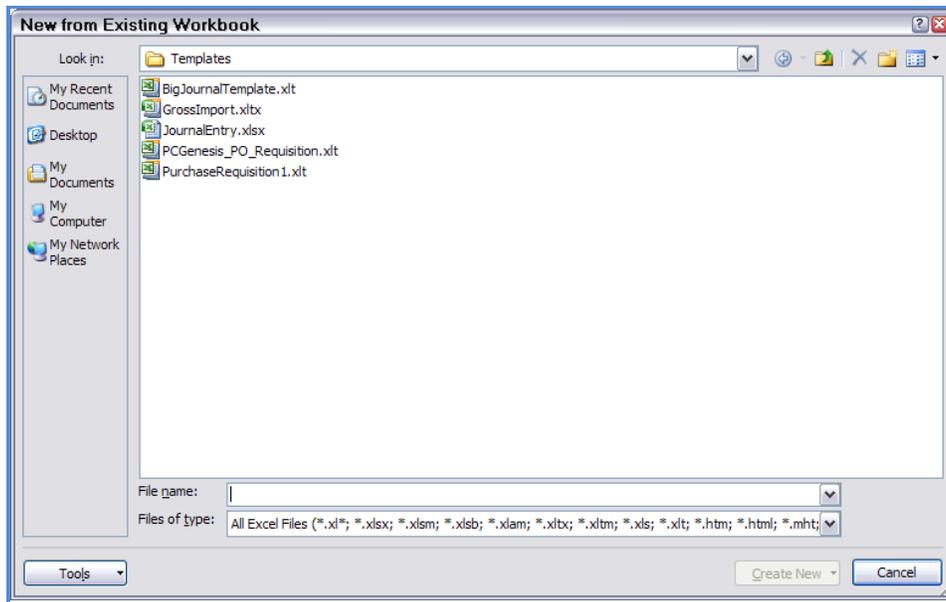


Step	Action
5	<p>Optional: Enter JournalVoucher1 or BIGJournalVoucher1 in the File name field.</p> <p><i>This step is optional. As this template remains in the “Templates” folder of the personal computer, saving the files in this step provides a safeguard against the selection of the wrong template file during the import process while maintaining the integrity of the original template.</i></p>
6	<p>Verify the selection of, or select the drop-down selection icon  within the Save as type field to choose <i>Microsoft Excel Workbook (.xls)</i>.</p> <p><i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i></p>
7	<p>Select  (Save).</p>

A2.3. Using the PCGenesis Journal Voucher Templates to Create a Journal Voucher

Step	Action
1	Within Microsoft® Excel, select File → New , or navigate to the location the template was saved in A2.2 <i>Saving the PCGenesis JournalEntry.xls and BIGJournalEntry.xls Templates as a Microsoft® Excel Spreadsheet/Workbook</i> .

The following window displays:



Step	Action
2	For Journal Vouchers with 20 or Less (<) Lines: Select the “ <i>JournalEntry</i> ” template. For Journal Vouchers with > (More than) 20 Lines: Select the “ <i>BIGJournalEntry</i> ” template.

For Step 2-“JournalEntry” selections, the following window displays:

Voucher		Tran	Tran	Tran	Reason							
Number		MM	DD	YY	JE FY							
V	0											
		Blnc										
Act	1099	Srce		Facilit		Source						
Type	Fund	Fisc	Prgm	Func	Object	y	B	Addl	DR Amount	CR Amount	Bank	Vendor
L	1											
L	2											
L	3											
L	4											
L	5											
L	6											
L	7											
L	8											
L	9											
L	10											
L	11											
L	12											
L	13											
L	14											
L	15											
L	16											
L	17											
L	18											
L	19											
L	20											
Total									\$0.00	\$0.00		
Check	Check											
Bank	No	Vendor - or - Payee		Check Amount								
C	21											

For Step 2-“BIGJournalEntry” selections, the following window displays:

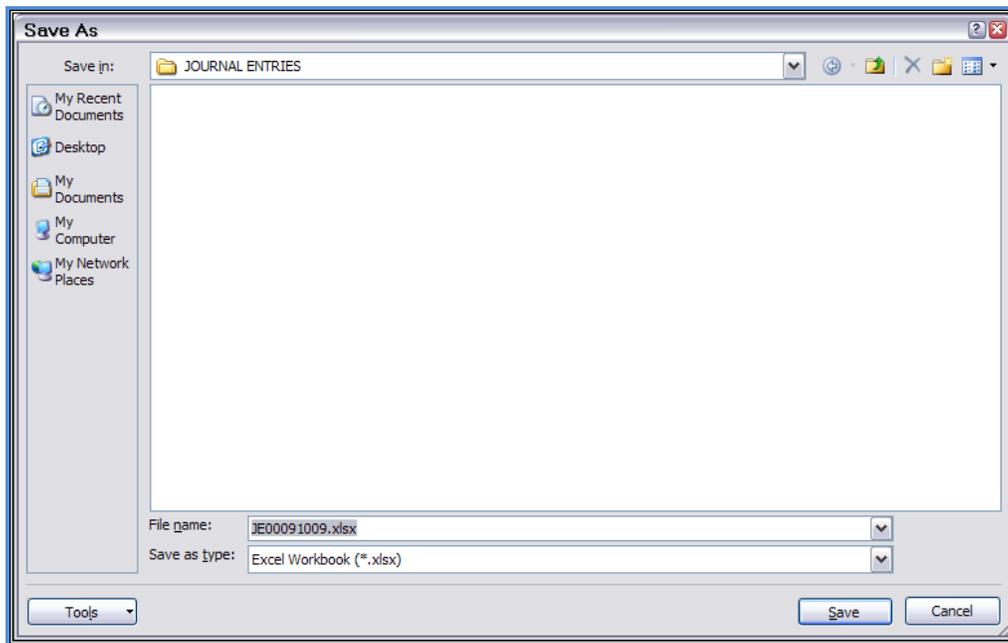
Step	Action
3	Verify or enter the new journal voucher number in the Voucher # (Voucher Number) field.
4	Enter the transaction date in the Tran MM (Transaction Month), Tran DD (Transaction Day), and Tran YY (Transaction Year) fields.
5	Enter the fiscal year (YY) in the JE FY (Journal Entry Fiscal Year) field.
6	Enter the reason for the creation of the journal voucher in the Reason field.
Repeat Steps 7 – 12 for each account detail line entry. <i>PCGenesis allows up to twenty (20) account detail lines per journal voucher.</i>	
7	Enter B (Balance Sheet), E (Expenditure), or R (Revenue) in the Act Type (Account Type) field.
8	For 1099 vendors: Enter the 1099 indicator in the 1099 field.
9	Enter the account information in the Fund , Fisc (Fiscal), Prgm (Program), Blnc Srce Func (Balance Sheet Source Function), Object , Facility , B (Building), and Addtl (Additional) fields.
10	Enter the amounts in the DR Amount (Debit Revenue Amount) and CR Amount (Credit Revenue Amount) fields.
11	For Cash Account (0101): Enter the bank code and in the Bank field.
12	Enter a vendor number for E (Expenditure) entries, or enter a source number for R (Revenue) entries, where appropriate. <i>The totals at the bottom of the spreadsheet are automatically calculated as the user exits the “Source Vendor” field.</i>
13	For a journal entry-associated check: Enter the bank code, the check number, the associated vendor number and name, and dollar amount in the Check Bank , Check No (Check Number), Vendor - or – Payee , and the Check Amount fields. <i>When writing journal entry checks, also print the monthly reports and check registers</i>
14	Select  (Save), or from the <i>Menu Bar</i> , select File → Save .
15	Proceed to A2.4. <i>Saving the PCGenesis Journal Voucher Spreadsheet/Worksheet as .csv File.</i>

A2.4. Saving the PCGenesis Journal Voucher Spreadsheet/Workbook as a .csv File

Saving the Microsoft® Excel spreadsheet/workbook as a .csv file allows PCGenesis to read the Receipt.xls template's data.

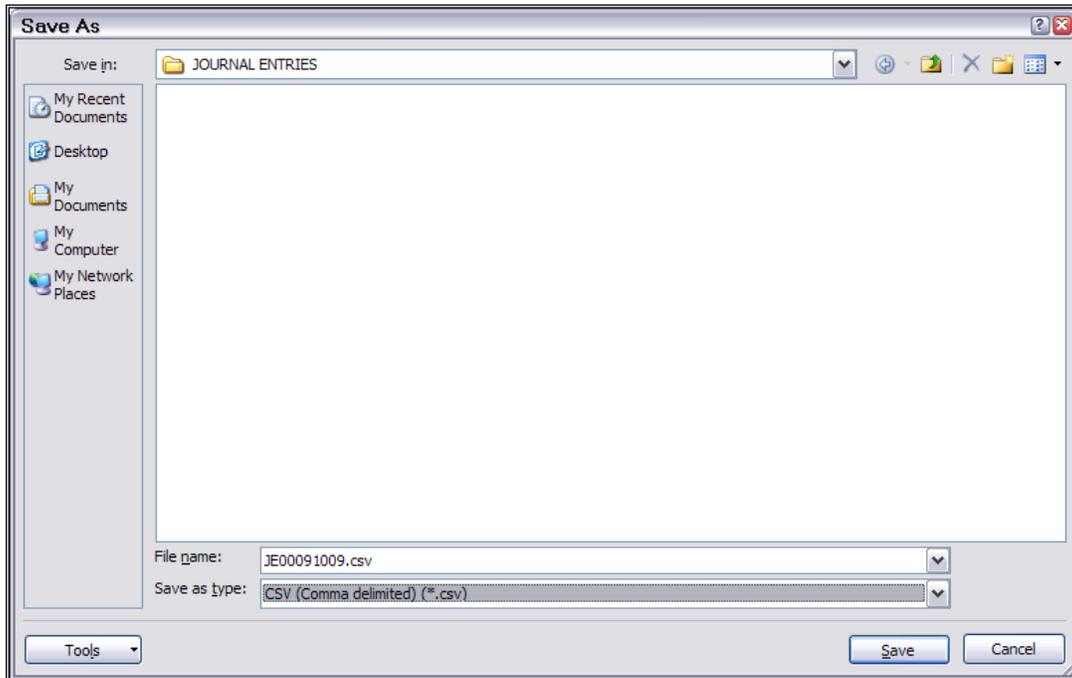
Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook identified in A2.3. Using the PCGenesis Journal Voucher Templates to Create a Journal Voucher.
2	From the Menu Bar, select File → Save As .
3	Within the Save in: field, navigate to the C:\Journal Entries folder or to the appropriate file location.

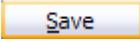
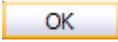
The following window displays:



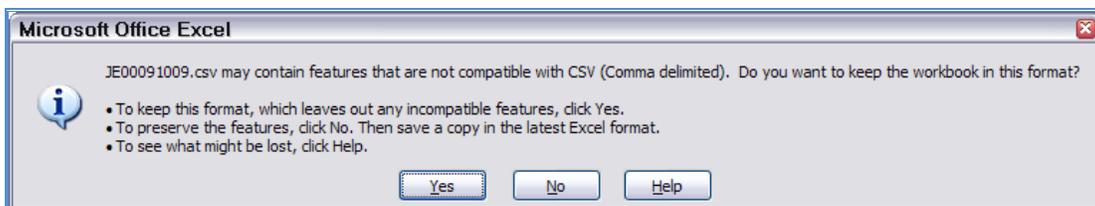
Step	Action
4	Select the drop-down selection icon  within the Save as type field and select CSV (Comma delimited)(*.csv) .
5	Verify or enter JournalVoucherFilename.csv in the File name field, where “JournalVoucherFilename” is the file saved using the naming convention covered previously. <i>It is not necessary for the user to change the defaulting filename in this step.</i>

The following window displays:

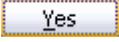


Step	Action
6	Select  (Save). <i>If the “Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets.” dialog box displays, select  (OK).</i>

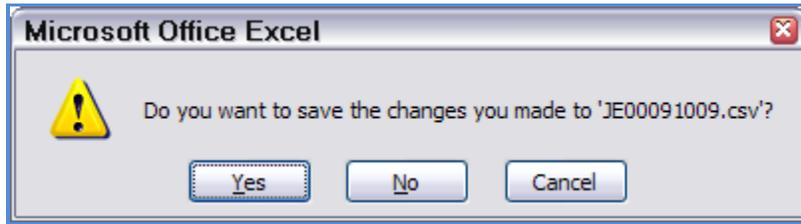
The following dialog box displays:



Do not become alarmed, this Dialog Box always displays.

Step	Action
7	Select  (Yes).
8	From the <i>Menu Bar</i> , select File → Close to close the current file <u>or</u> select File → Exit to completely exit Microsoft® Excel. <i>The .csv file must be closed before it can be imported into PCGenesis.</i>

The following dialog box displays:



Step	Action
9	<p>If no additional modifications were made since Step 6: Select <input type="button" value="No"/> (No).</p> <p>For additional modifications since Step 6: Select <input type="button" value="Yes"/> (Yes).</p>

A2.5. Modifying and Saving the PCGenesis Journal Voucher.csv File in Microsoft® Excel

The .csv file resembles the screenshot example below. The .csv file is not easily editable and contains formulas and data sometimes difficult to view. The screenshot below is an example of the display of a .csv file. Perform edits in the Worksheet (.xls) format.

Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in A2.4. Saving the PCGenesis Journal Voucher Spreadsheet/Workbook as a .csv File

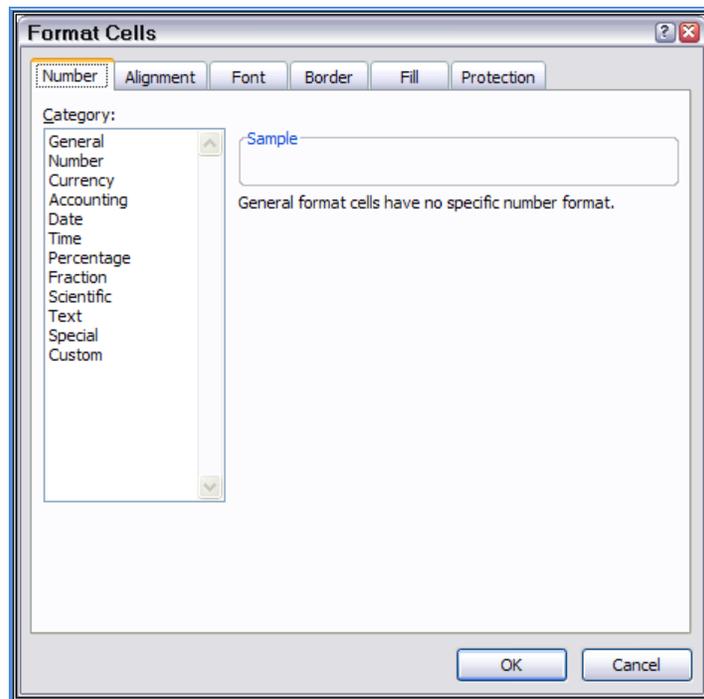
The following screen displays:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1			Voucher Number			Tran MM	Tran DD	Tran YY	JE FY	Reason							
2	V	0	7055			9	20	12	12	TEST JOURNAL							
3																	
4			Act Type	1099	Fund	Fisc	Prgm	Blnc Srce	Object	Facility	B	Addl	DR Amount	CR Amount	Bank	Source Vendor	
5	L	1	E		100	0	1011	1000	61000	105			100				
6	L	2	R		100	0	1041	3122						100			
7	L	3															
8	L	4															
9	L	5															
10	L	6															
11	L	7															
12	L	8															
13	L	9															
14	L	10															
15	L	11															
16	L	12															
17	L	13															
18	L	14															
19	L	15															
20	L	16															
21	L	17															
22	L	18															
23	L	19															
24	L	20															
25																	
26																	
27			Check Bank		Check No	Vendor - or - Payee						Total	\$100.00	\$100.00			
28	C	21											Check Amount				

The BIGJournal Entry.csv spreadsheet (not shown here) displays the total and the check information in the top-left portion of the spreadsheet.

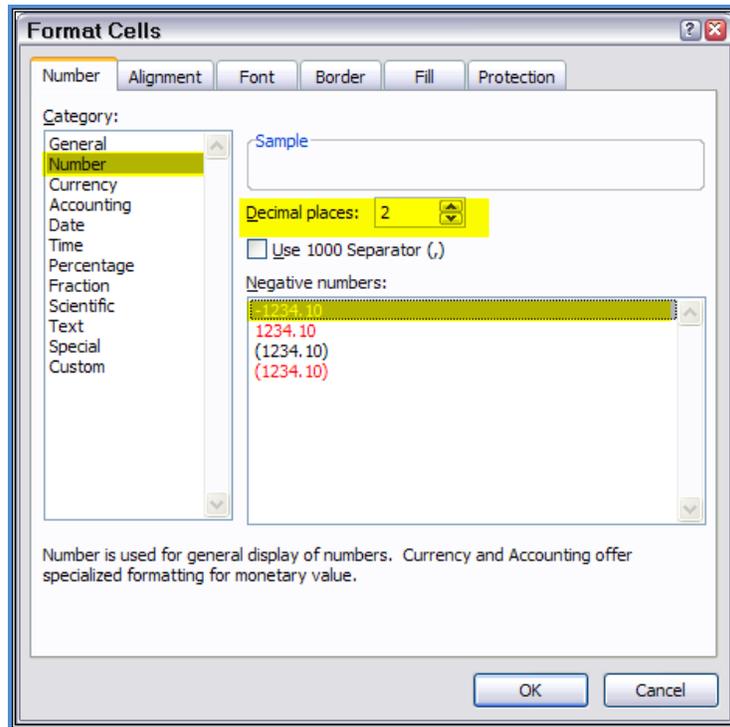
Step	Action
2	To select all columns: Click the top corner <u>above</u> Row 1, and to the <u>left of</u> Column A.
3	From the <i>Menu Bar</i> , select Format → Column → AutoFit Selection .
4	Select Column M (DR – Debit Revenue) and Column N (CR – Credit Revenue).
5	From the <i>Menu Bar</i> , select Format → Cells .

The following dialog box displays:



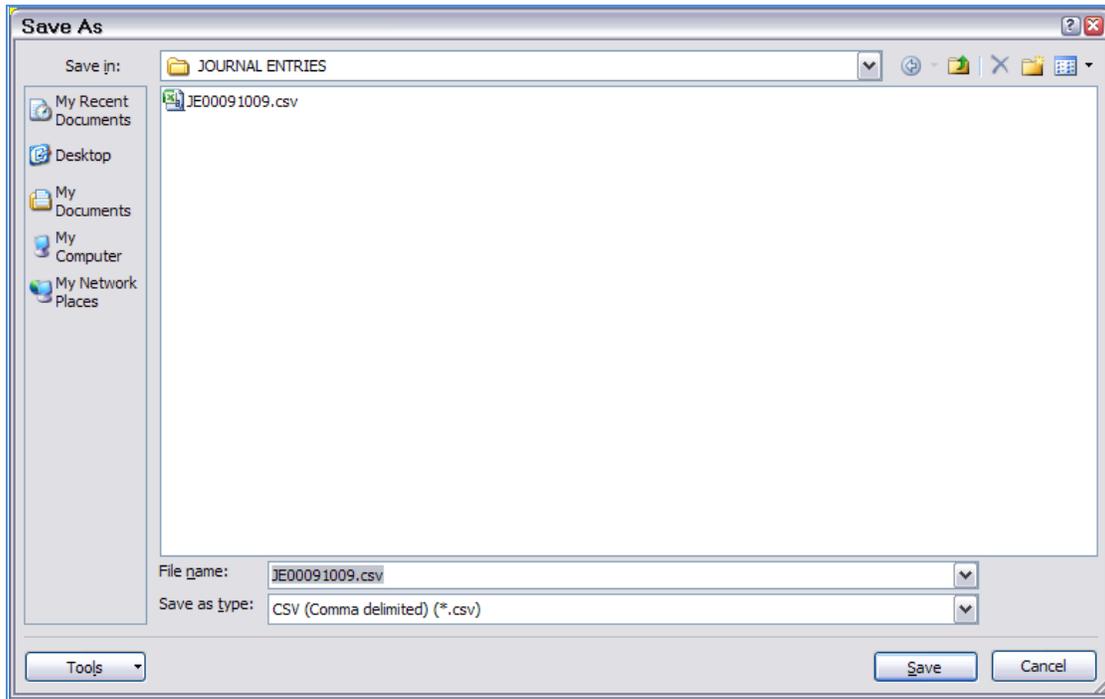
Step	Action
6	Select the Number tab, and click once on Number in the <i>Category</i> column. <i>Do not select Currency as this selection will format the columns with commas and will prevent the .csv file from loading into PCGenesis correctly.</i>

The following dialog box displays:



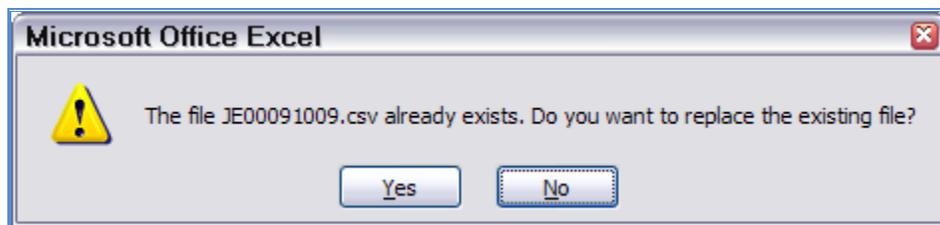
Step	Action
7	Enter or select 2 in the Decimal places field to format the columns with two (2) decimal positions.
8	Make sure the Use 1000 Separator (,) option is <u>deselected</u> .
9	Select  (OK).
10	Make further adjustments within the columns so that the spacing is consistent.
11	Make the appropriate changes to the data values, as needed. <i>For example, modify the journal voucher number and the transaction dates on recurring journal entries.</i>
12	From the <i>Menu Bar</i> , select File → Save As .

The following window displays:



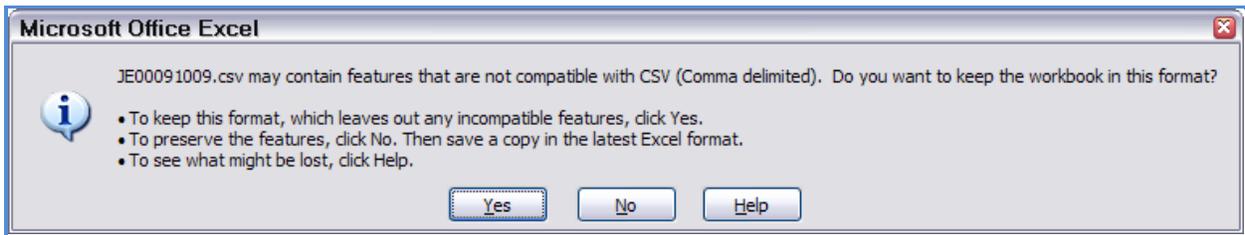
Step	Action
13	<p>For corrections to the original file: Select <input type="button" value="Save"/> (Save), and proceed to <i>Step 17</i>. <i>This option replaces the original file's contents.</i></p> <p>For changes to the original file requiring the creation of a new file: Enter the new filename in the File name field, select <input type="button" value="Save"/> (Save), and proceed to <i>Step 18</i>. <i>For example, create a new file when changing a journal voucher's number to create a new instance of a recurring journal entry.</i></p>

The following dialog box displays when replacing the original file:



Step	Action
14	Select <input type="button" value="Yes"/> (Yes).

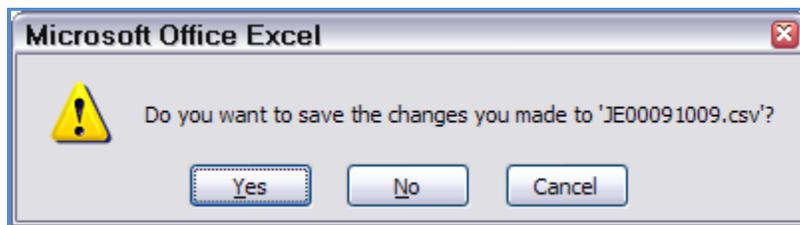
The following dialog box always displays:



Do not be alarmed, this Dialog Box always displays.

Step	Action
15	Select <input type="button" value="Yes"/> (Yes).
16	From the <i>Menu Bar</i> , select File → Close to close the current file <u>or</u> select File → Exit to completely exit Microsoft® Excel.

The following dialog box displays:



Step	Action
17	<p>If there are no modifications since Step 14: Select <input type="button" value="No"/> (No). <i>Completing Step 14 saves the initial changes.</i></p> <p>For additional modifications since Step 14: Select <input type="button" value="Yes"/> (Yes).</p>

A2.6. Importing the JournalVoucher.csv File into PCGenesis

A2.6.1. Performing a PCGenesis Data Backup

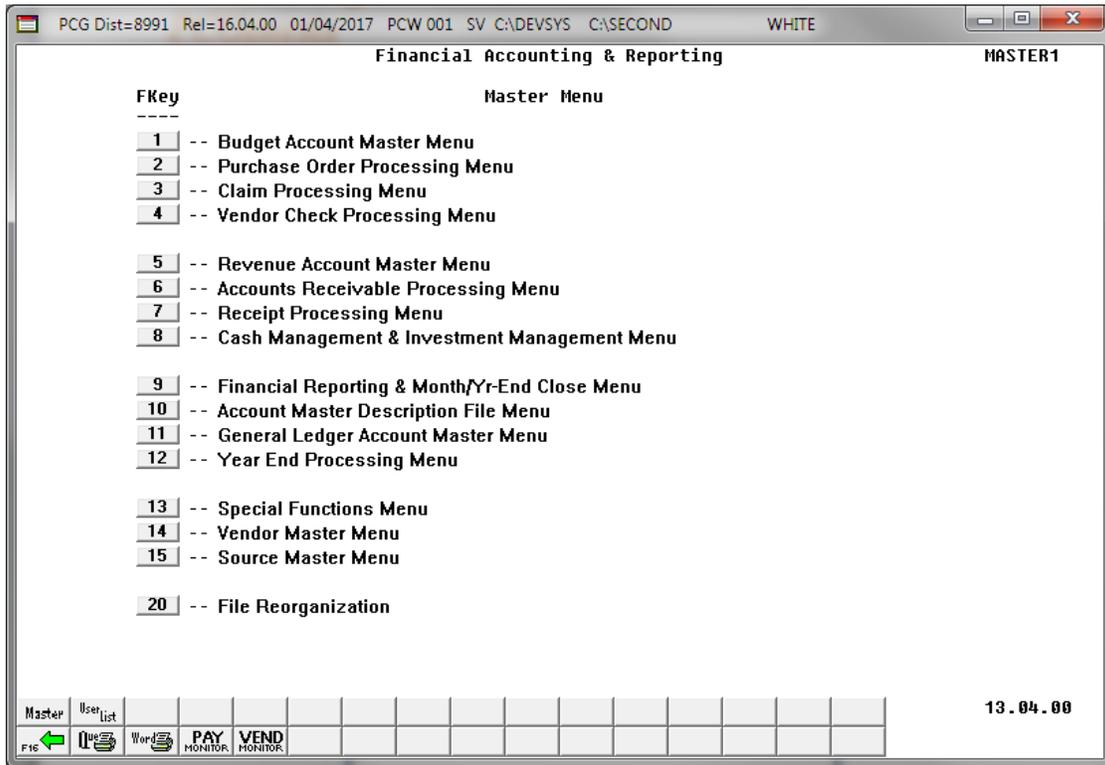


***** ATTENTION *****

Performing a Data backup before the beginning of the import of journal voucher information into PCGenesis is strongly encouraged.

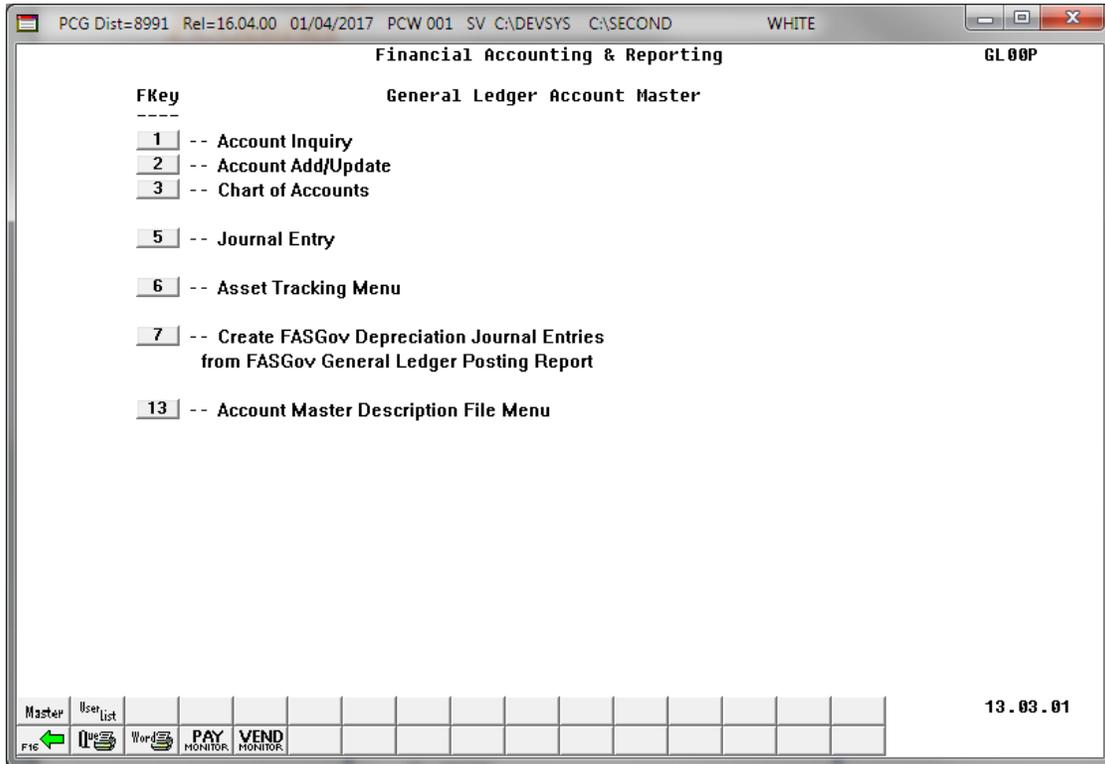
Step	Action
1	Log out of PCGenesis.
2	Make sure all other users are log out of PCGenesis.
3	Close <i>Uspool</i> at the server.
4	Perform a PCG Full Backup to CD or DVD.
5	When the PCGenesis backup completes, label the backup CD/DVD “ PCG Data Backup BEFORE Journal Voucher Import - MMDDCCYY ”.
6	Maintain the <i>Data</i> backup CD or DVD and the <i>Backup Log</i> until completing the import, and verifying the results.

A2.6.2. Importing the Microsoft® Excel JournalVoucher.csv File into PCGenesis



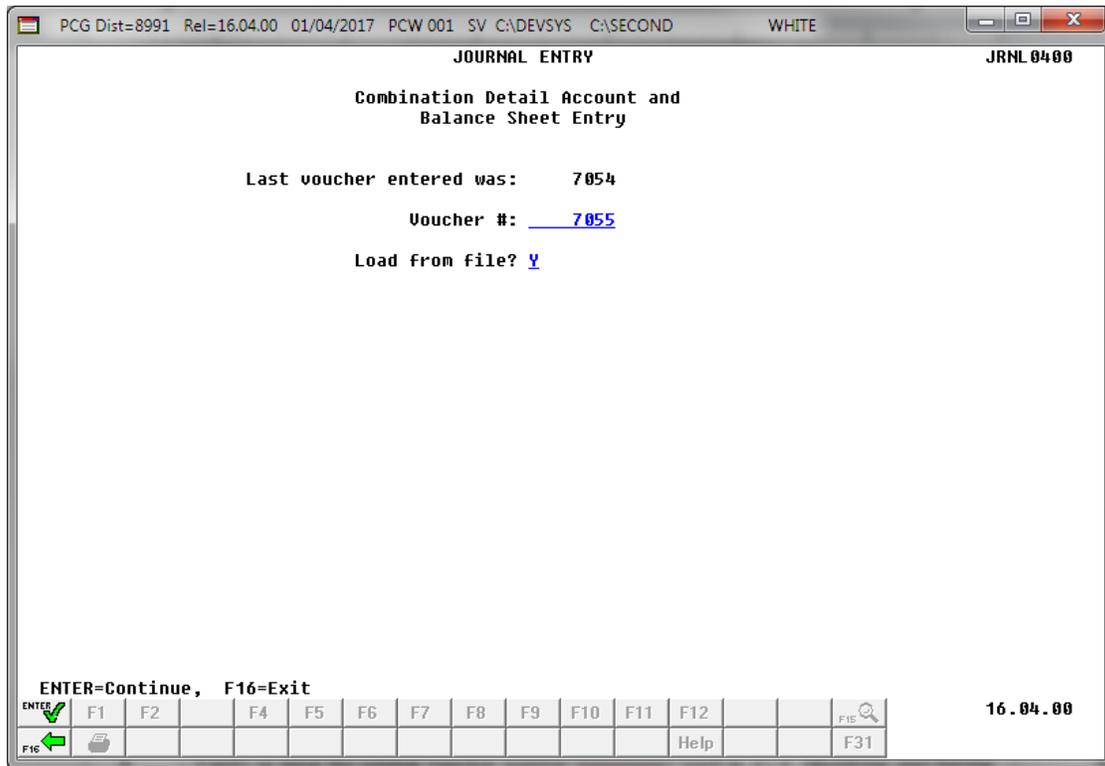
Step	Action
1	Select 11 (F11 - General Ledger Account Master Menu).

The following screen displays:



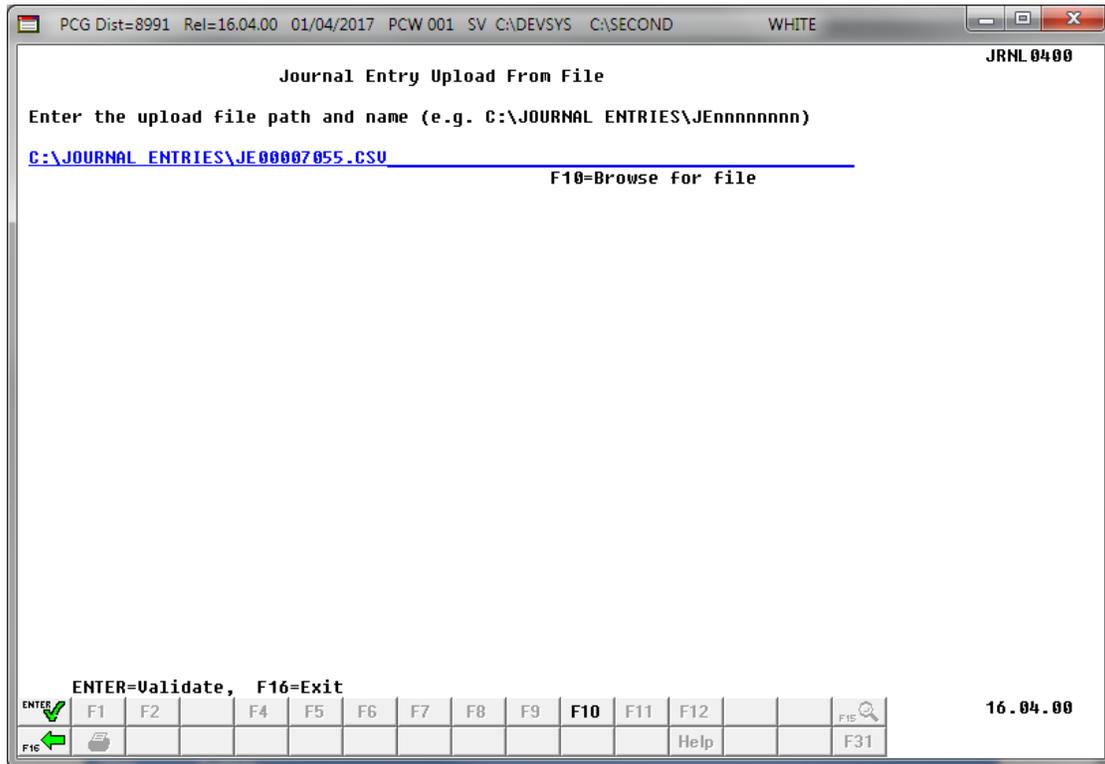
Step	Action
2	Select 5 (F5 - Journal Entry).

The following screen displays:



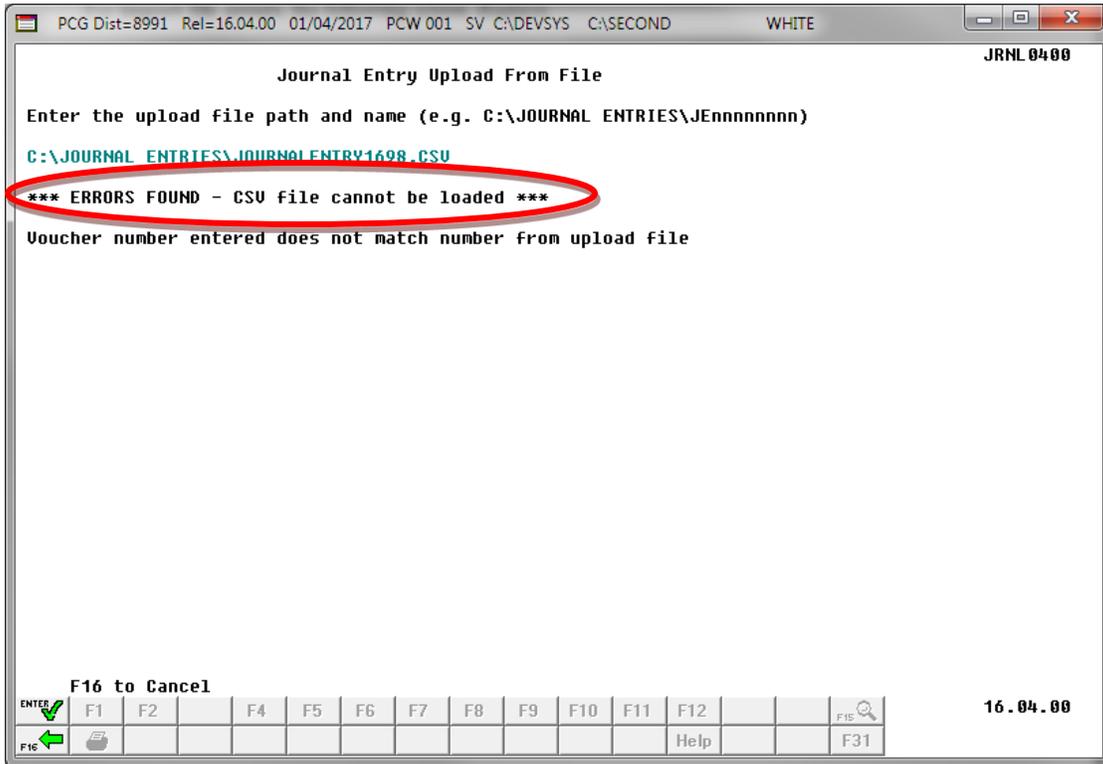
Step	Action
3	Verify or enter the journal voucher number (nnnnnnnn) used in A2.5. <i>Modifying and Saving the PCGenesis Journal Voucher.csv File in Microsoft® Excel.</i>
4	Enter Y (Yes) in the Load from file? field and select  (Enter - Continue). <i>If the journal voucher number already exists within PCGenesis, the “Voucher Number Already Used, Set Load Option to ‘N’ to Display” message displays and the Journal Voucher Upload screen will not display. In this instance, <u>edit the .csv file</u> to enter an unused number and repeat this procedure beginning at Step 1.</i>

The following screen displays:

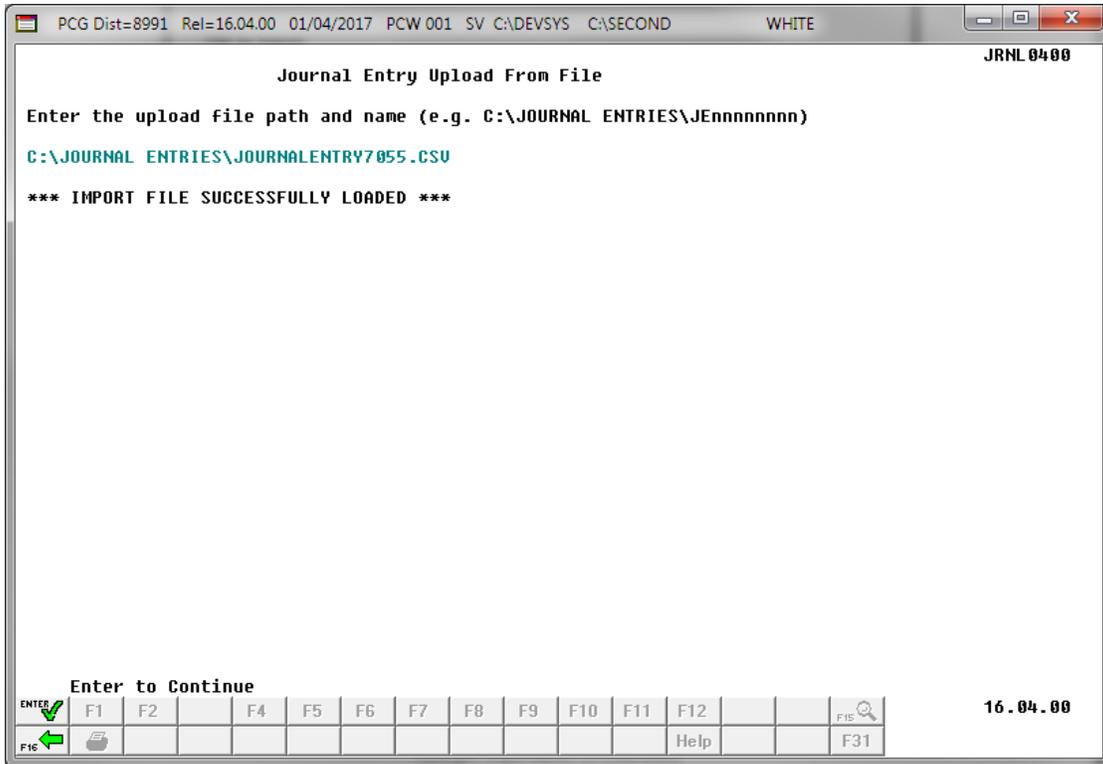


Step	Action
5	<p>Verify the defaulting file and pathname in the Enter the upload file Path and Name field is correct.</p> <p><i>If the defaulting file and pathname is incorrect, make the appropriate modifications in the field, or select F10 (F10 - Browse for file) to locate the correct file and pathname. For F10 (F10 - Browse for file) selections, PCGenesis defaults the Browse (Select the .csv File) window to the .csv file type where appropriate. PCGenesis users may select either the CSV (Comma delimited) (*.csv) or the All Files (*.*) options from the Drop down file listing for file type selection. PCGenesis displays a warning message dialog box when an import filename does not contain the .csv file extension.</i></p>
6	<p>Select ENTER (Enter) <u>twice</u>.</p> <p><i>When Enter is selected, PCGenesis automatically verifies the file's location and scans each line of the file for invalid characters, data values that are too large etc., and ensures the file contains account detail lines, a journal voucher line, etc. Refer to Appendix A: File Scan Error Processing for instructions on correcting errors resulting from the PCGenesis file scan.</i></p>

For **import file errors**, the following screen displays:

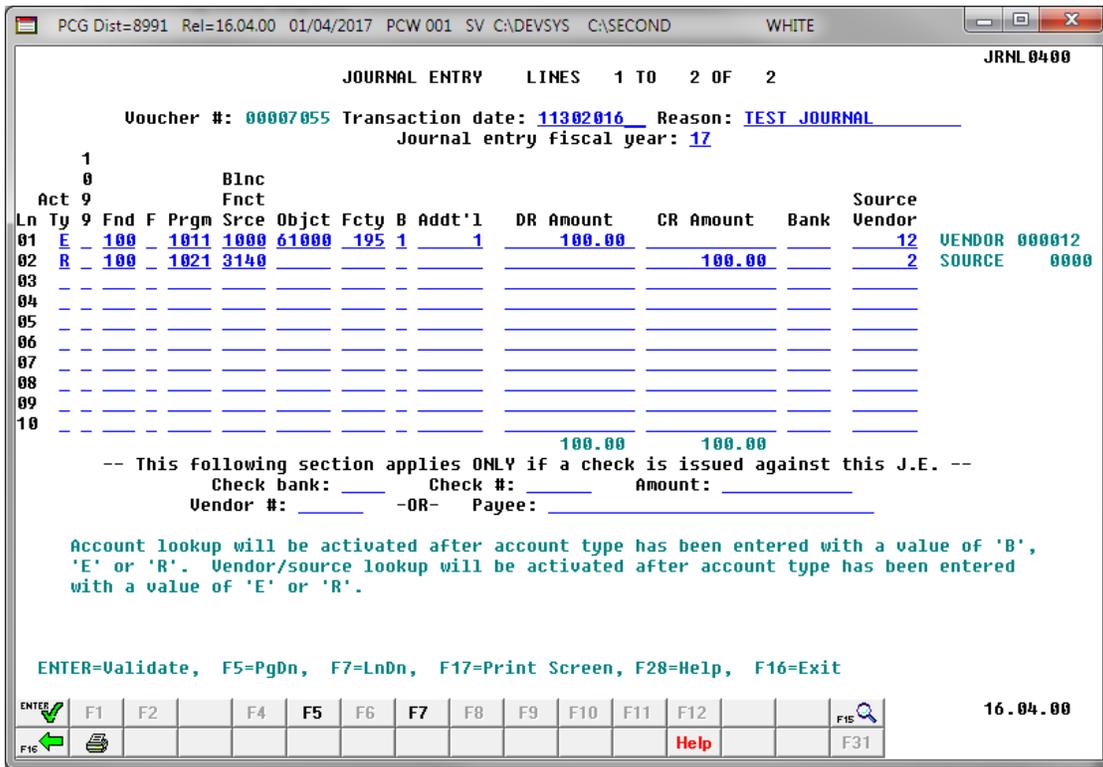


For **successful file imports**, the following screen displays:



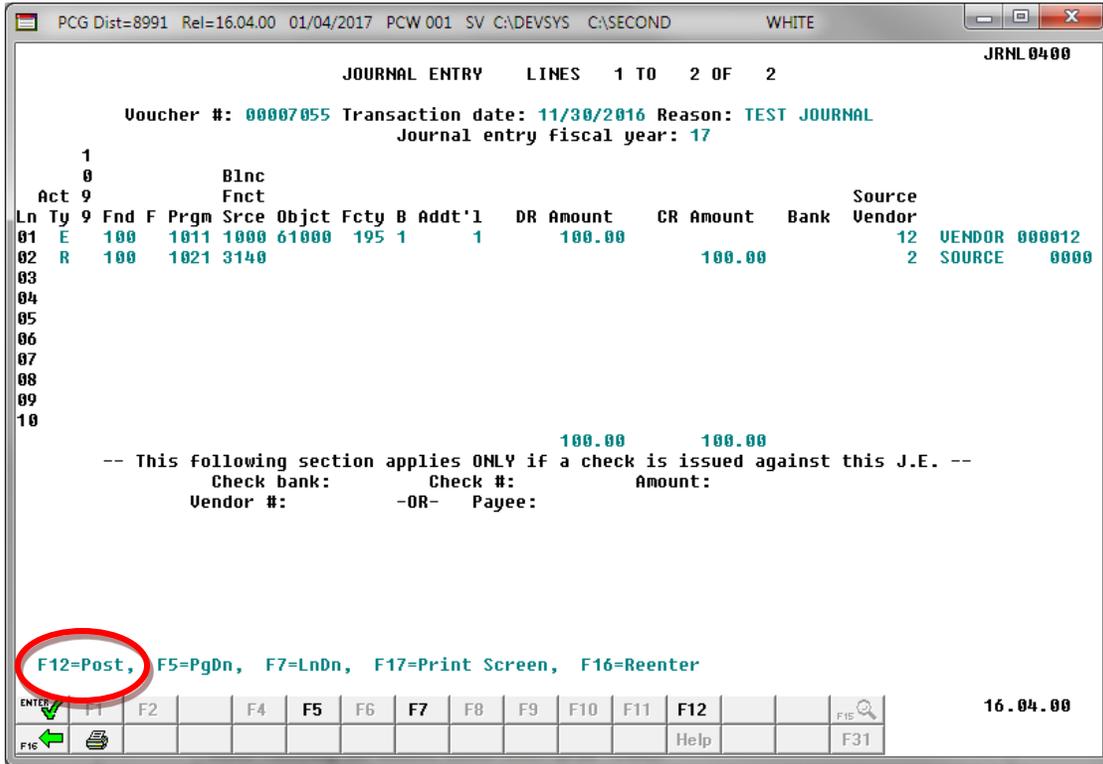
Step	Action
7	<p>For import file errors: Select  (F16 to Cancel). Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at Step 3. <i>Appendix B: .csv File Formatting/Processing provides additional information on interpreting the errors.</i></p> <p>For successful file imports: Verify “*** Import File Successfully Loaded ***”, and select Enter to process the file.</p>

The following screen displays:



Step	Action
8	<p>Verify the information displayed is correct and select  (Enter - Validate).</p> <p><i>PCGenesis highlights the account detail lines containing errors. Select  (F7 – Line Down) to view additional account lines, and  (F6 – Line Up) when offered to view previous account lines. When finding errors, make the appropriate corrections online. Make necessary corrections to adjust the information from the Import file where appropriate, and select  (Enter - Validate).</i></p>

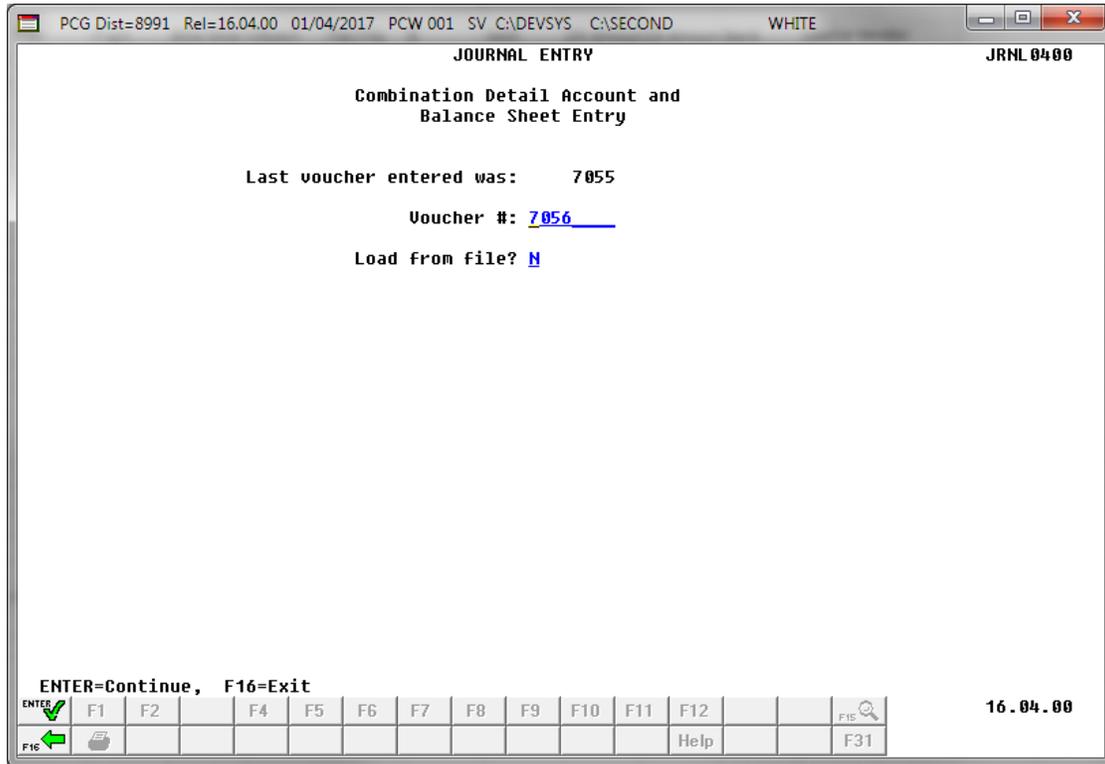
The following screen displays:



Use the PgUp or **F4** (**F4 - Page Up**), or PgDn or **F5** (**F5 - Page Down**), or **F7** (**F7 - Line Down**), or **F6** (**F6 - Line Up**) keys when offered to review all line items.

Step	Action
9	<p>After verifying the entries, select F12 (F12 - Post).</p> <p><i>“* * * Processing Request * * *”</i> briefly displays. The time required to post a journal entry containing a substantial number of account detail lines may vary. However allow the posting to complete processing.</p> <p>Select (F17 - Print Screen) to obtain a screen print of the Journal Entry screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

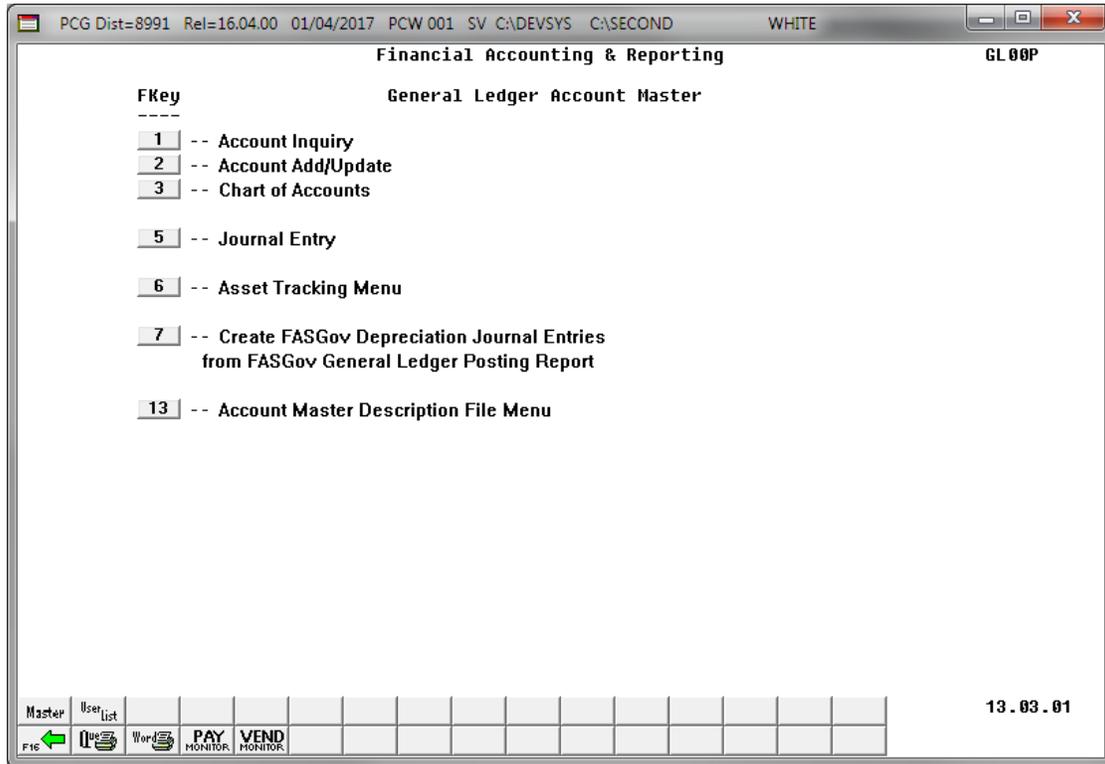
The following screen displays:



To enter additional journal vouchers, return to Step 3 of this procedure.

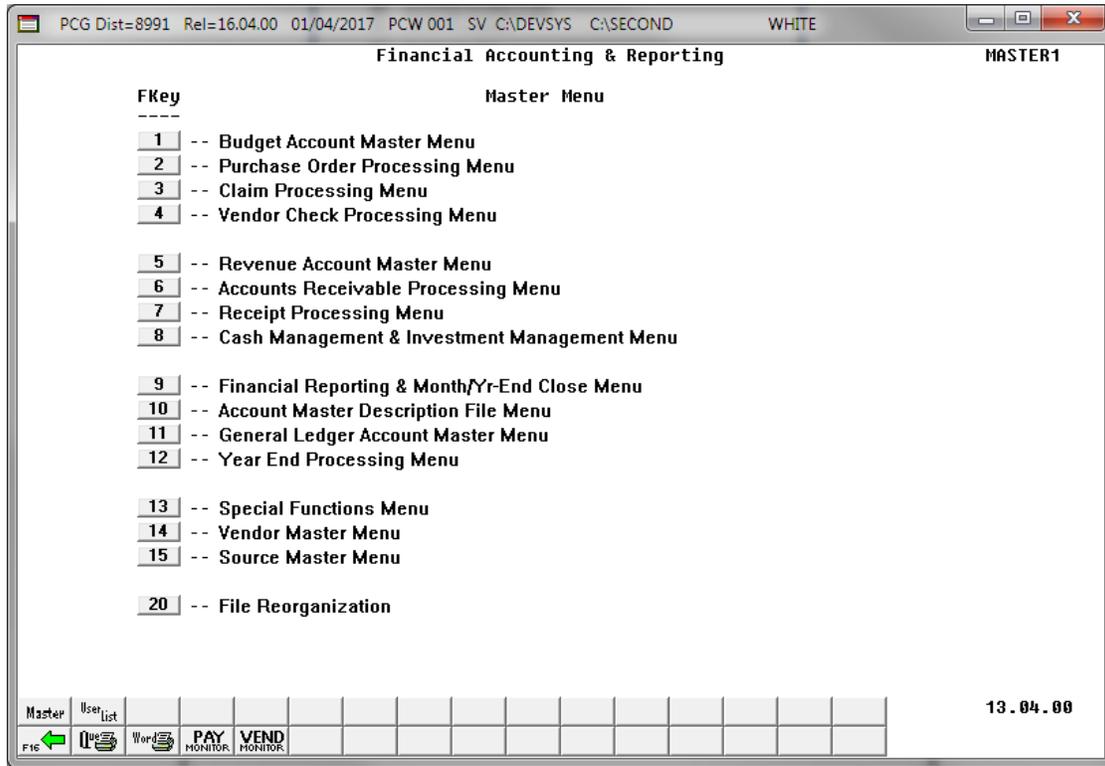
Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - General Ledger Account Master Menu</i> .

The following screen displays:



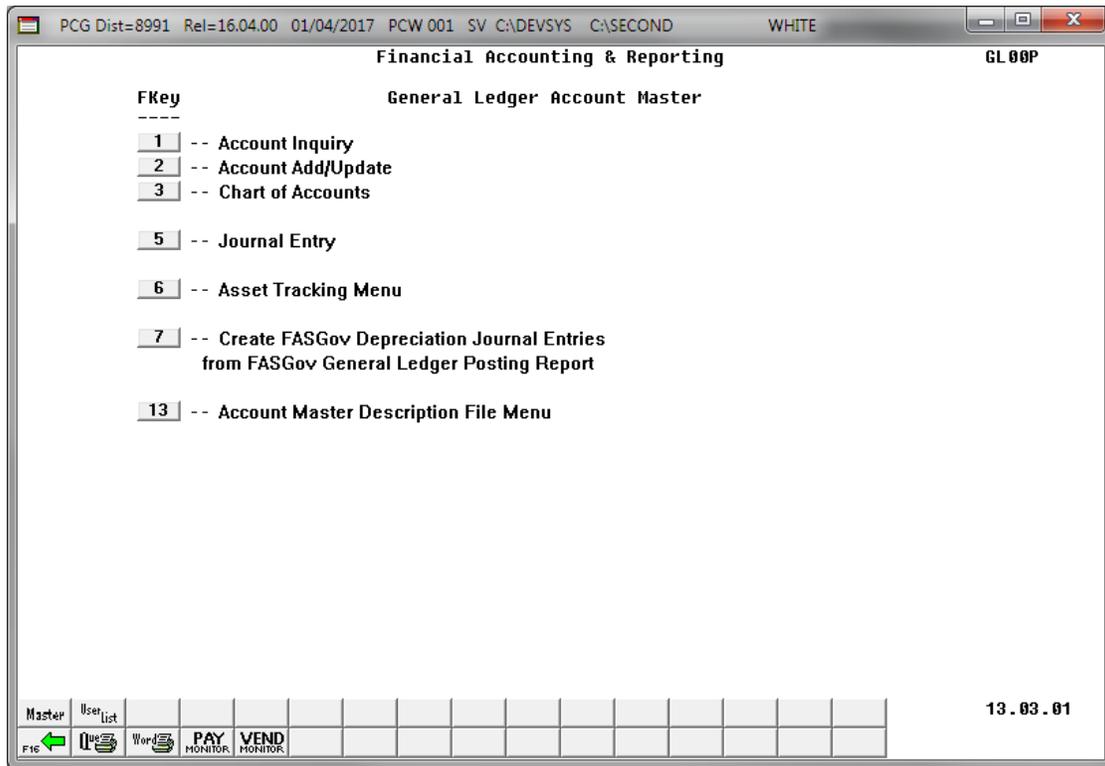
Step	Action
11	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Displaying a Journal Voucher



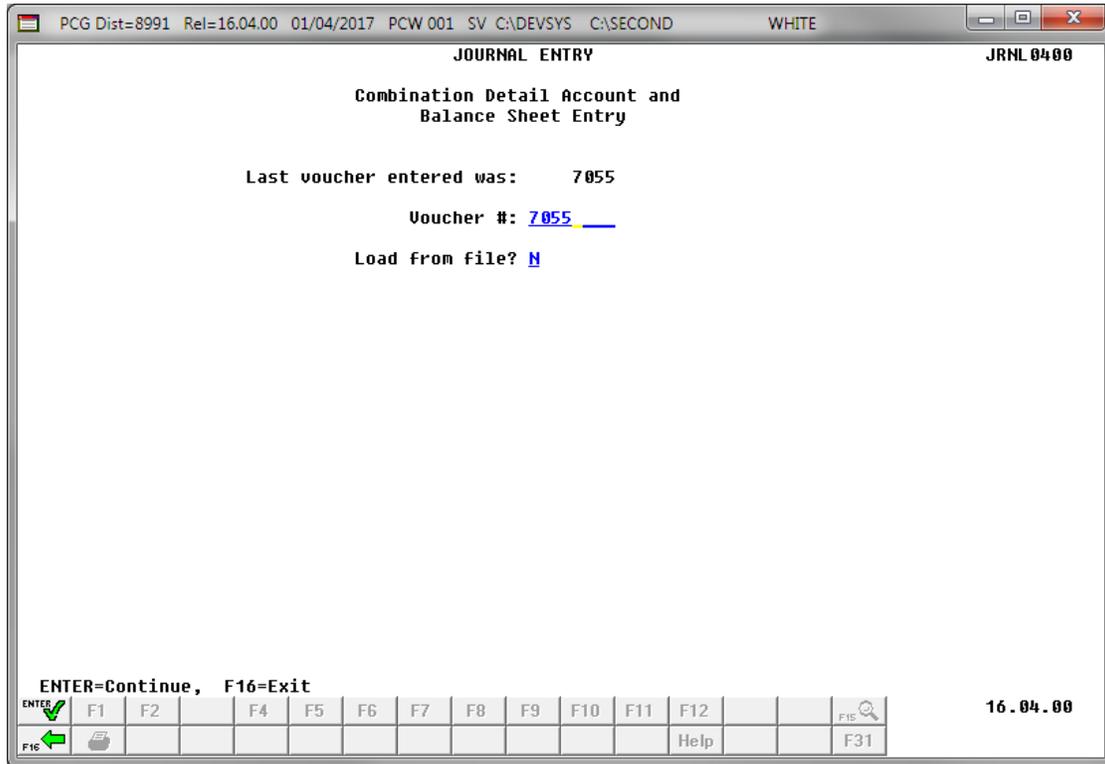
Step	Action
1	Select 11 (F11- General Ledger Accounts Master Menu).

The following screen displays:



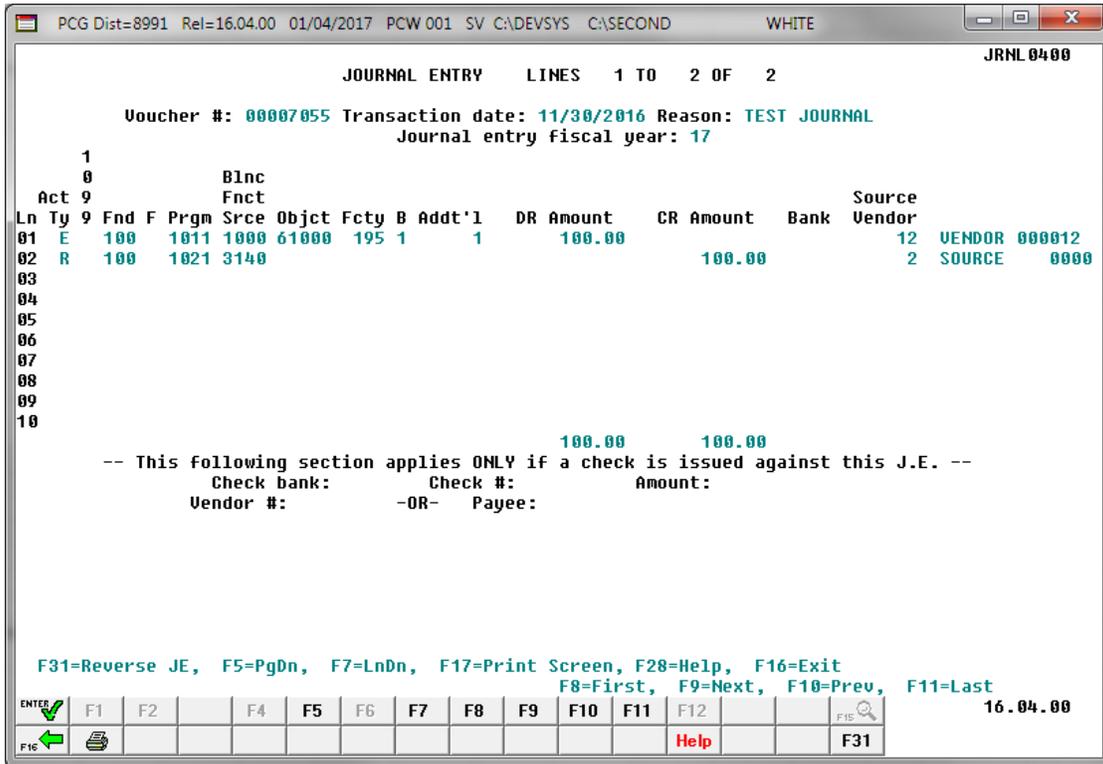
Step	Action
2	Select 5 (F5 - Journal Entry).

The following screen displays:

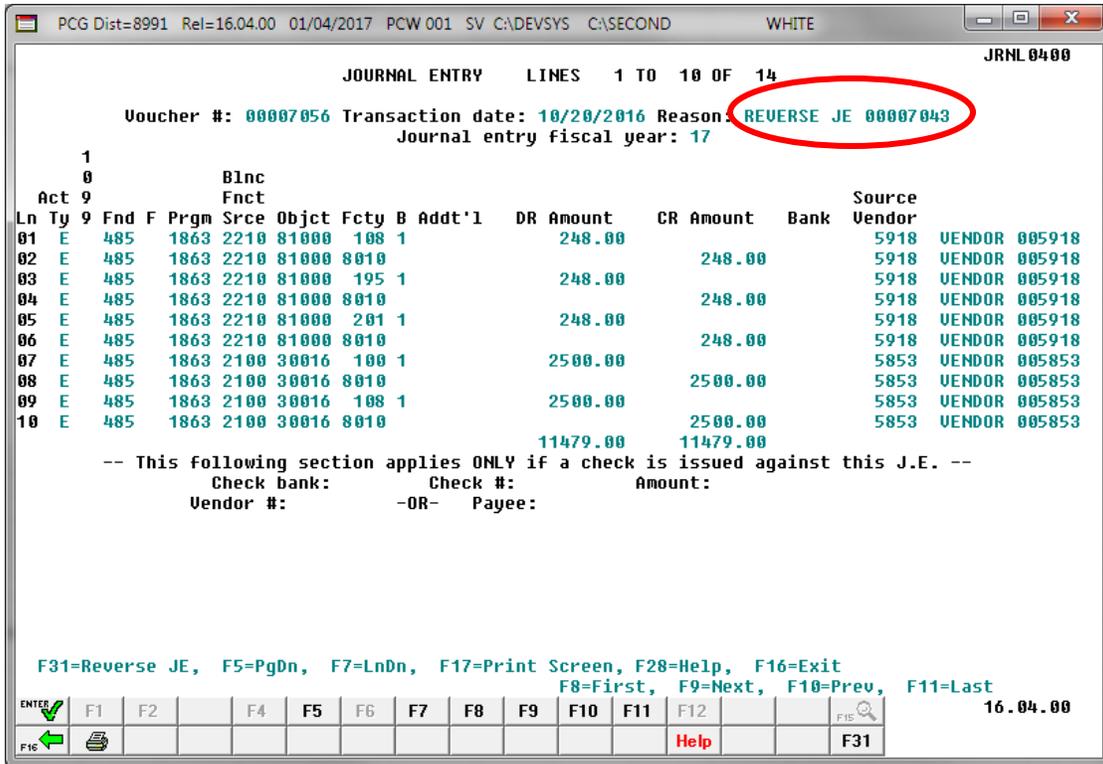


Step	Action
3	Enter the journal voucher number in the Voucher # (Voucher Number) field. <i>PCGenesis defaults to the last journal voucher entered.</i>
4	Verify N (No) is entered in the Load from file? field, and select  (Enter - Continue).

For active journal vouchers, the following screen displays:

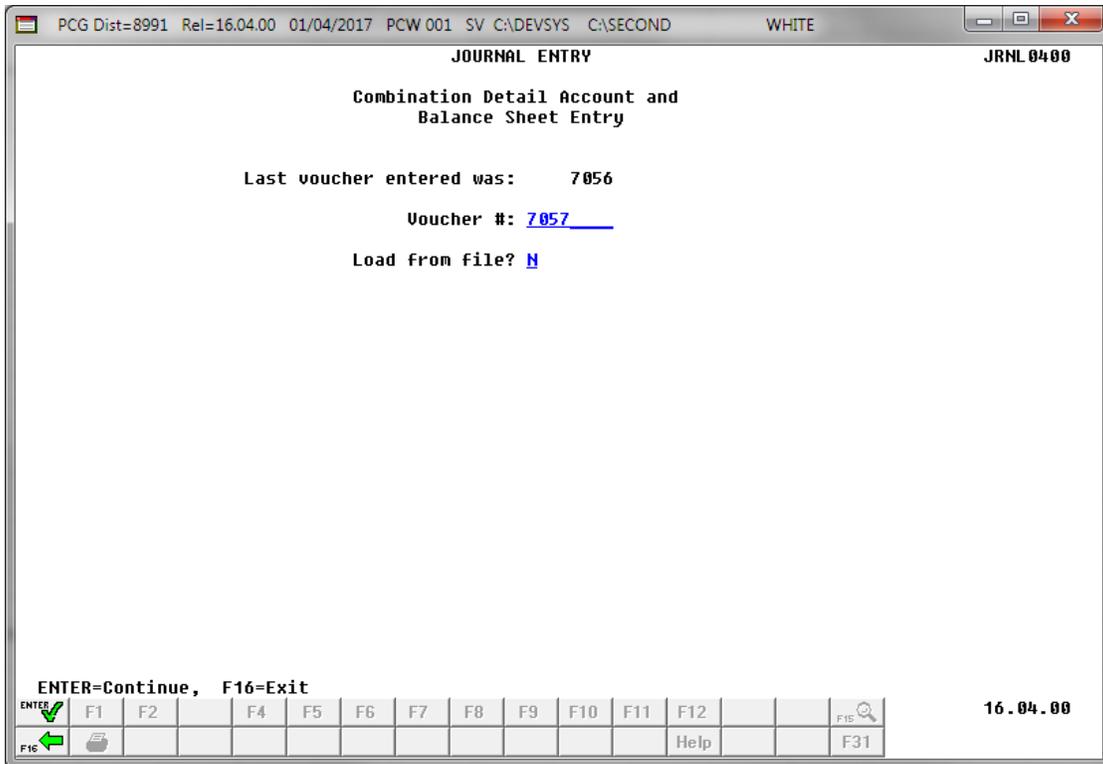


For reversed journal vouchers, the following screen displays:



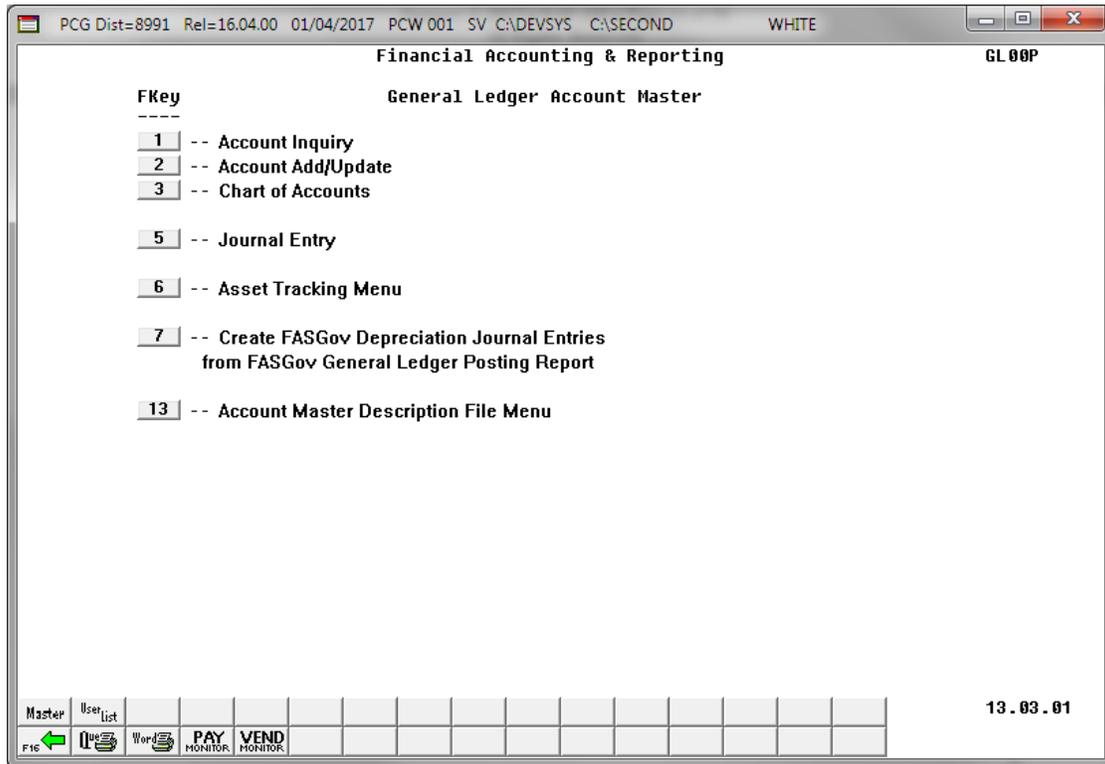
Step	Action
5	<p>Select  (F16 – Exit) to the <i>Journal Entry</i> screen.</p> <p>To view additional <u>account detail lines</u>, select the PgUp or  (F4 - Page Up) or PgDn or  (F5 - Page Down), or  (F7 – Line Down), or  (F6 – Line Up).</p> <p>To view additional <u>journal voucher records</u>, select  (F8 - First),  (F9 - Next),  (F10 - Prev), and  (F11 - Last) where appropriate.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Journal Entry</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:



Step	Action
6	<p>Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – General Ledger Master Menu</i>.</p>

The following screen displays:



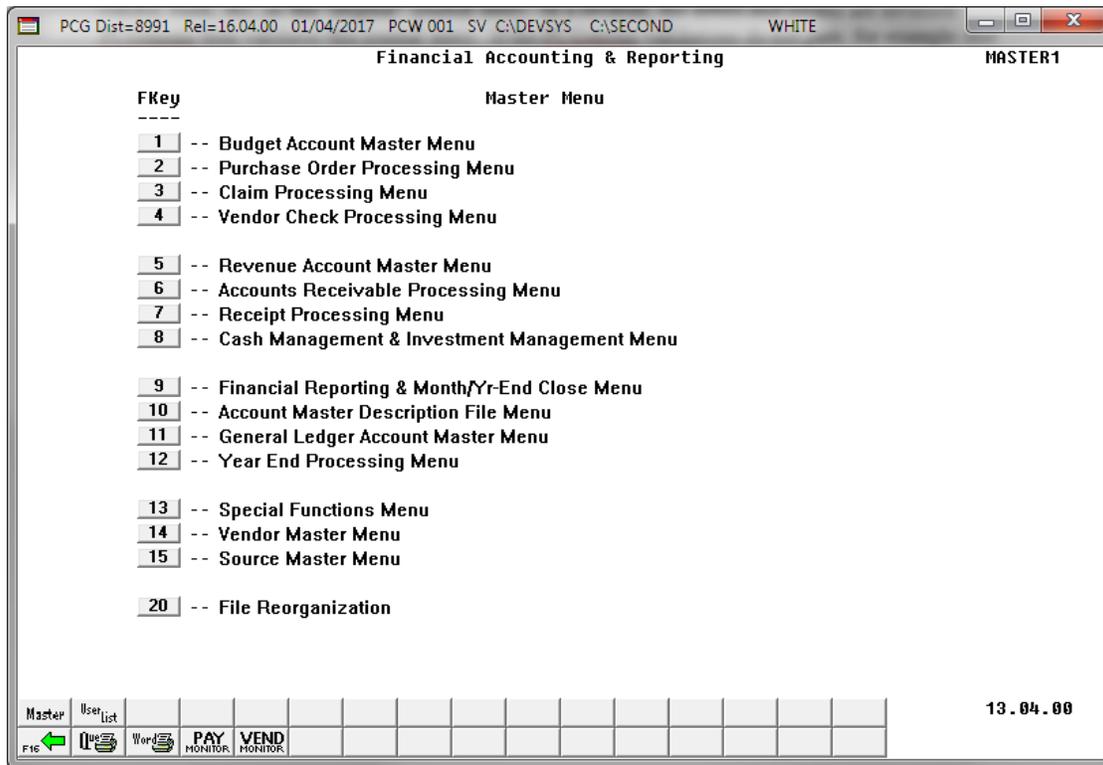
Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Reversing a Journal Entry

PCGenesis users may reverse journal vouchers entered in error if the reversal occurs within the same fiscal year and contains a posting date that is the same date or a date that is later than the original posting date. When a “reversed” journal voucher displays, PCGenesis generates a message identifying the journal voucher as “reversed”, and provides the “reversing” journal voucher number. Also, a message is displayed which indicates “*JE cannot be reversed again*”. Although the original journal entry cannot be reversed more than once, the journal voucher which was created during the reversal process can in fact be reversed again to regain the original state.

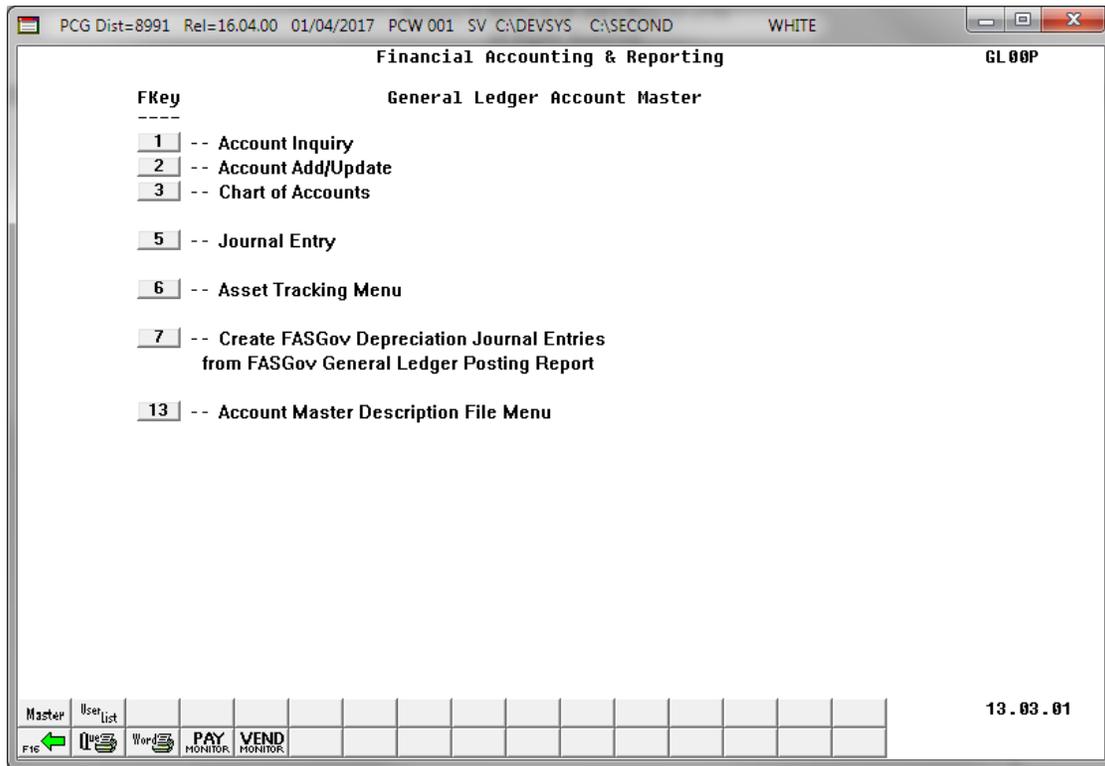
When reversing a journal entry, PCGenesis constructs a new journal entry with the same account, vendor, bank, etc., as the “original” journal entry. In a reversal, the debits and credits are reversed. PCGenesis then validates this journal entry. If the PCGenesis validations do not pass, for example due to a closed account or an invalid 1099 vendor code, the “PCGenesis-constructed” journal entry displays and the errors are highlighted. If you still desire to reverse the journal entry, you must exit the procedure, correct the validation problem, for example, temporarily enable the vendor to use 1099 codes or change the account’s validity period, and then repeat the journal voucher’s reversal.

When a journal entry containing a voided check displays, PCGenesis generates the message “*JE with a check cannot be reversed. Use Check Void procedure.*” To reverse a journal entry containing a check, use the *Void Check* procedures.



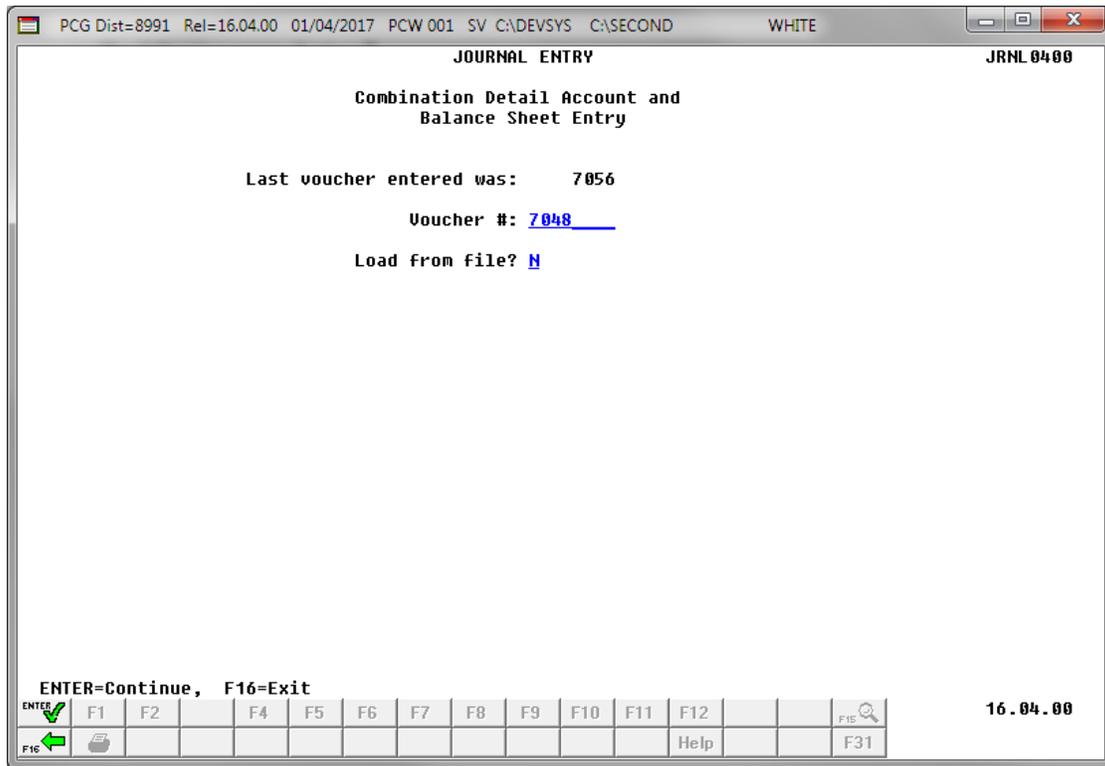
Step	Action
1	Select 11 (F11 - General Ledger Account Master Menu).

The following screen displays:



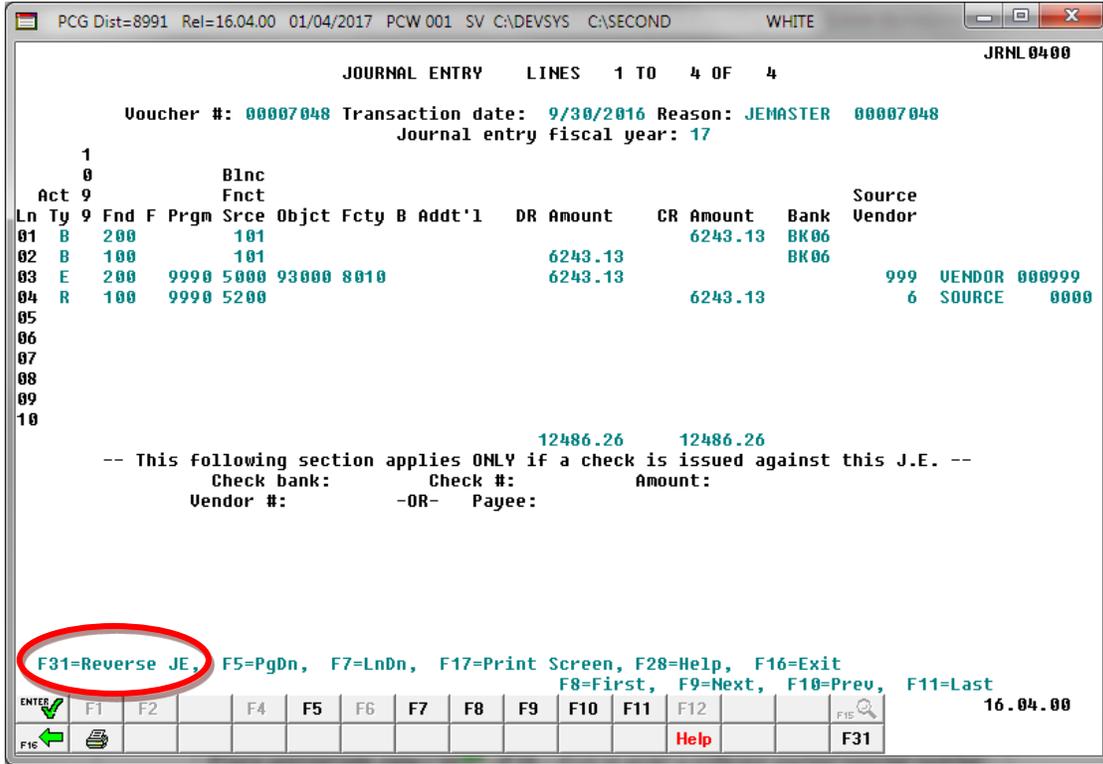
Step	Action
2	Select 5 (F5 - Journal Entry).

The following screen displays:



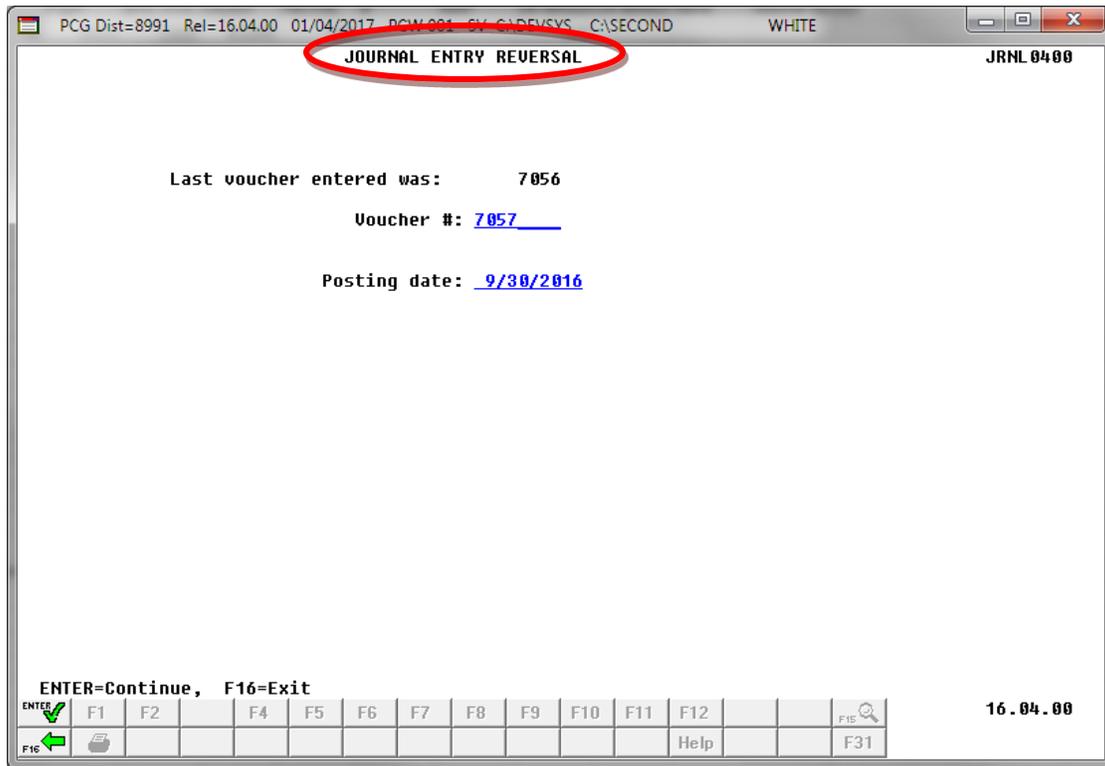
Step	Action
3	Enter the journal voucher number in the Voucher # field of the journal to be reversed.
4	Enter N (No) in the Load from file? field and select  (Enter - Continue). <i>For reversed journal entries, the “JE cannot be reversed again.” message displays. In this instance, select  (F16 – Exit) to exit this procedure or to reenter a different number.</i>

The following screen displays:



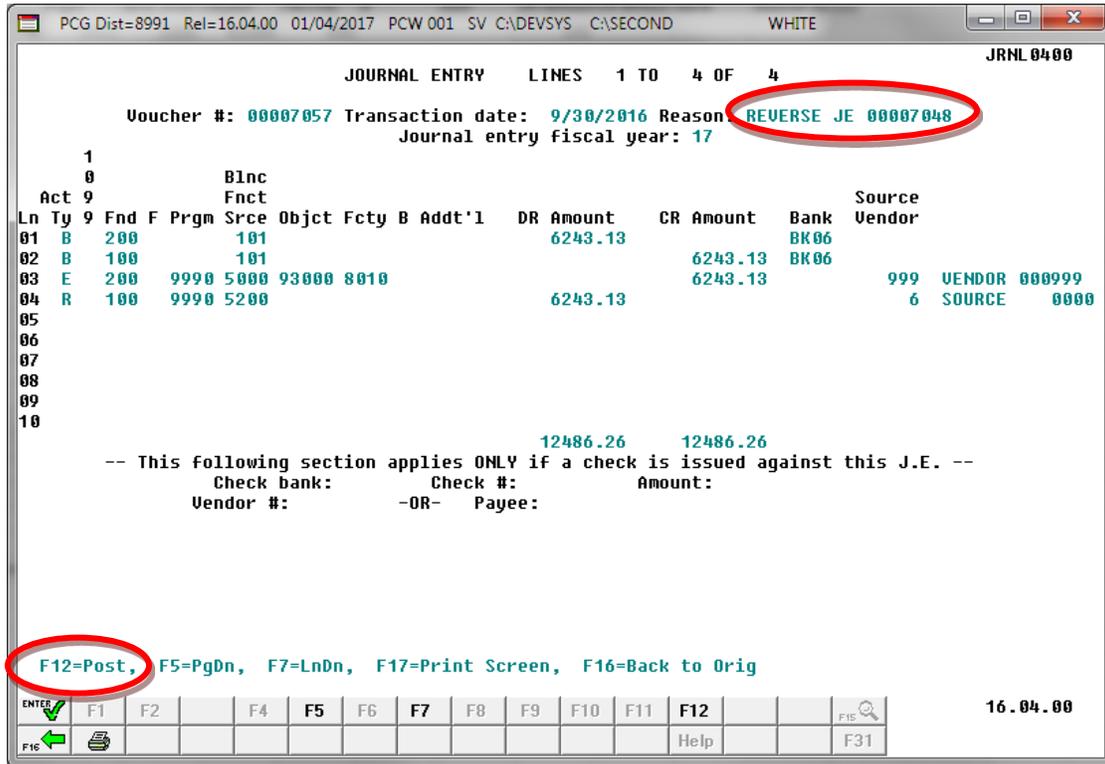
Step	Action
5	Select F31 (F31 - Reverse JE). Where appropriate, select F16 (F16 – Exit) to enter a different journal voucher number or to exit this procedure.

The following screen displays:



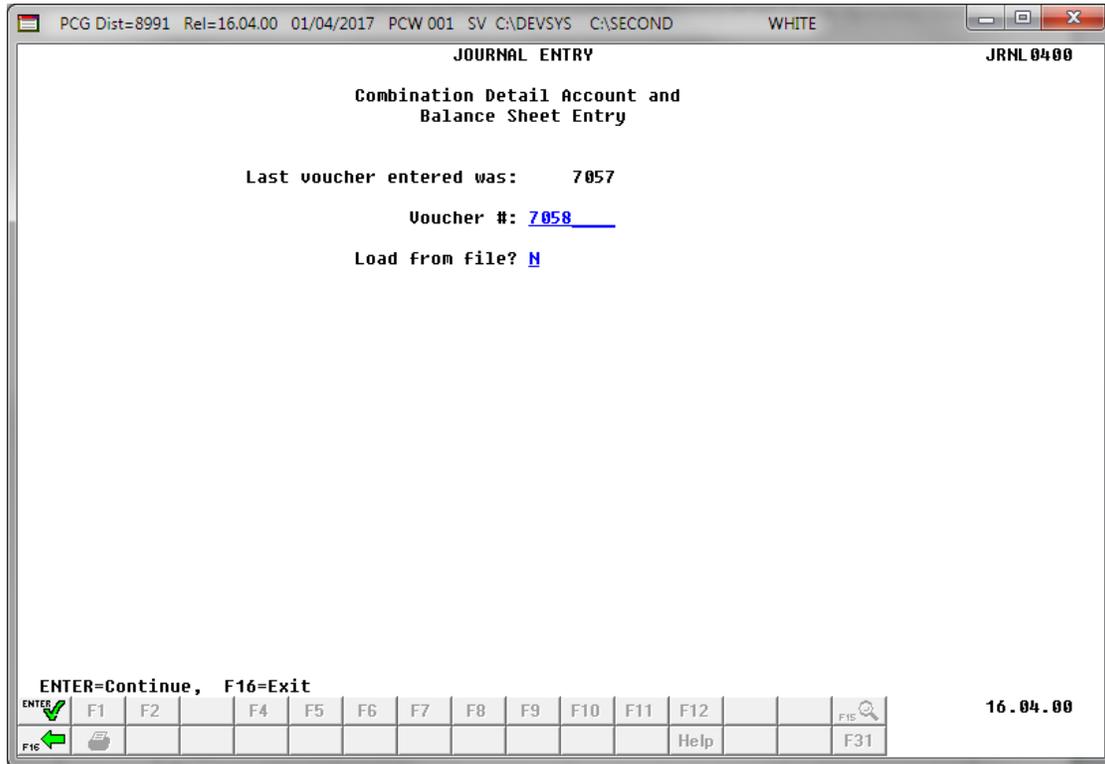
Step	Action
6	Enter the “reversing” journal voucher number in the Voucher # (Voucher Number) field.
7	Enter a posting date (MM/DD/CCYY) that is either the same or is a later date than the transaction date of the original journal voucher in the Posting Date field.
8	Select  (Enter – Continue). <i>The “Checking Journal Voucher...” processing message briefly displays.</i>

The following screen displays when all validations pass:



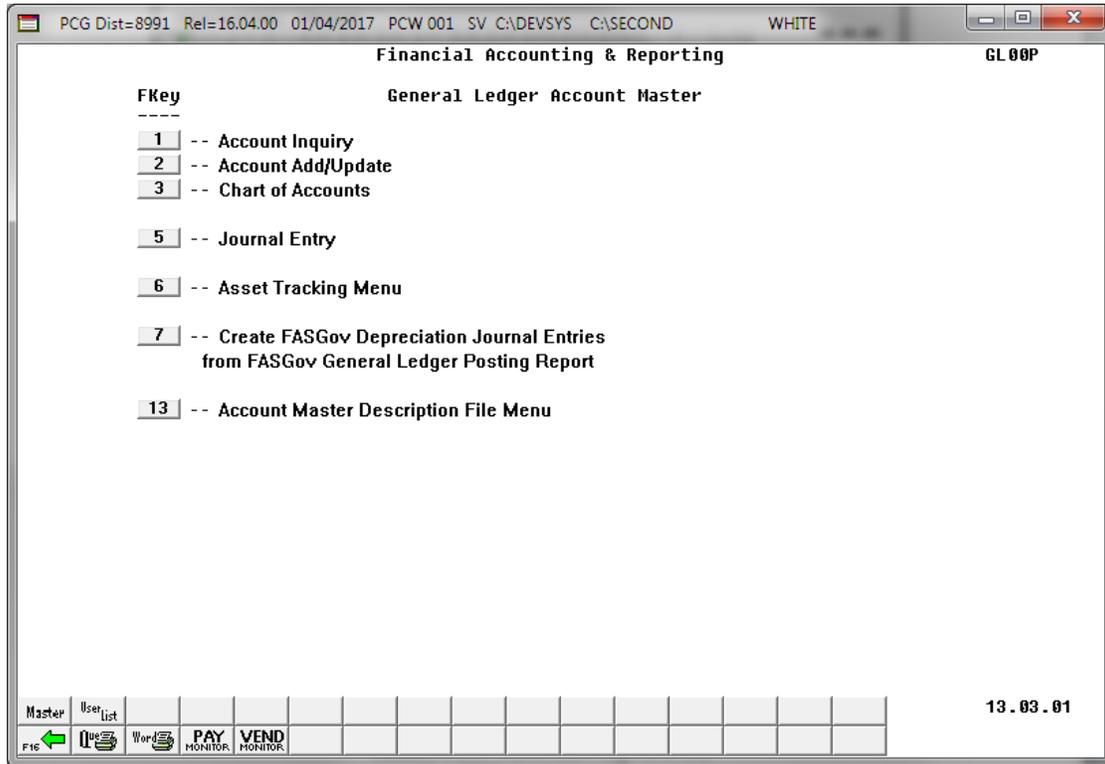
Step	Action
9	<p>Select F12 (F12 - Post).</p> <p><i>PCGenesis calculates the reversing journal voucher's debit and credits and generates the reason description. PCGenesis then validates the journal entry to ensure posting accuracy. When all validations pass, the Journal Entry Posting screen displays.</i></p> <p><i>If the validations do not pass, select F2 (F2- Next Err) and/or F1 (F1 – Prev Err) to cycle through the error messages. F1 (F1 - Prev Err) becomes an option and displays after the first error message has been displayed. The error message display is limited to twelve error messages.</i></p> <p><i>When errors are encountered, exit the procedure, correct the validation problems, for example, temporarily enable the vendor to use 1099 codes or change the account's validity period, and then repeat the journal voucher's reversal.</i></p> <p>Select  (F17 – Print Screen) to obtain a screen print of the Journal Entry screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p><i>“* * * Processing Request * * *” briefly displays.</i></p>

The following screen displays:



Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - General Ledger Account Master Menu</i> . To enter additional journal vouchers, repeat these steps beginning at Step 3.

The following screen displays:

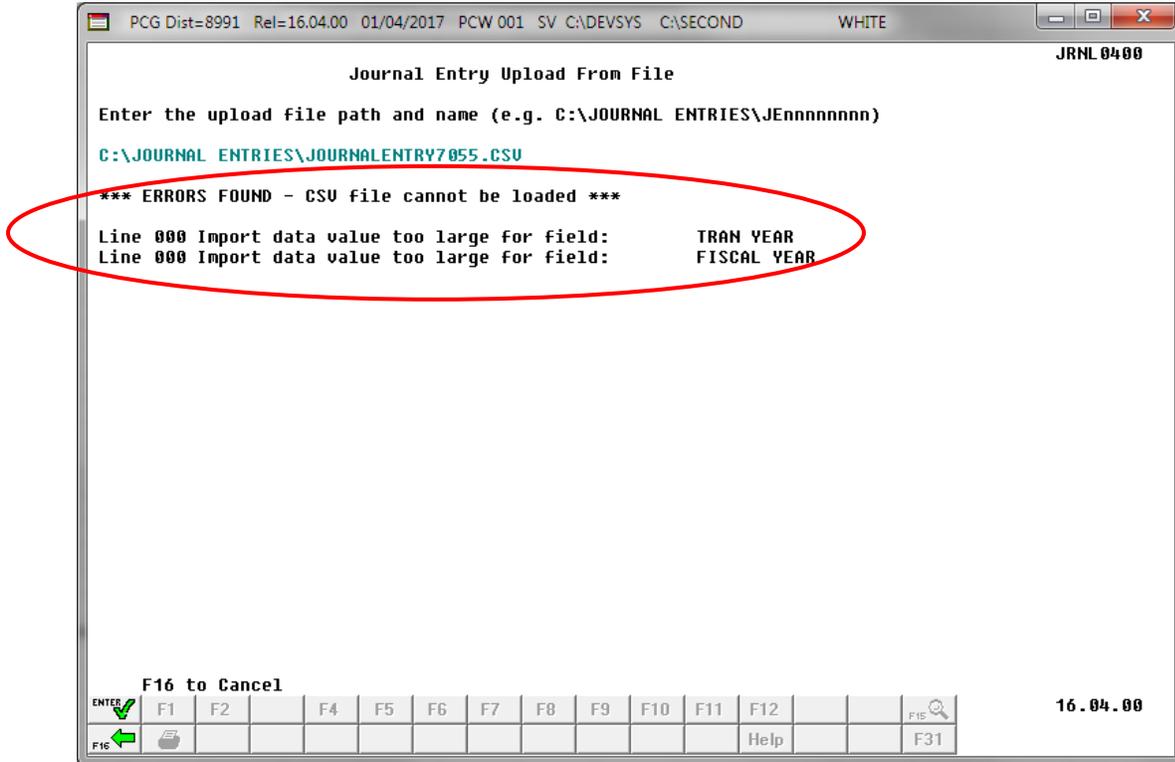


Step	Action
11	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Appendix A: File Scan Error Processing

A.1. Journal Entry Upload Errors – Example

If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.



***** ATTENTION *****

PCGenesis errors within the previous screenshot example apply to the spreadsheet example below. Actual results are user-specific.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1			Voucher Number			Tran MM	Tran DD	Tran YY	JE FY	Reason																
2	V	0	91009			9	10	2008																		
3																										
4			Act Type	1099 Fund	Fisc	Prgm	Blnc Srce	Object	Facility	B	Addl	DR Amour	CR Amour	Bank	Source Vendor											
5	L	1	e		100		1011	1000	61000	104				150.00												
6	L	2	e		100		1011	1000	61000	104																
7	L	3																								
8	L	4																								
9	L	5																								
10	L	6																								
11	L	7																								
12	L	8																								
13	L	9																								
14	L	10																								
15	L	11																								
16	L	12																								
17	L	13																								
18	L	14																								
19	L	15																								
20	L	16																								
21	L	17																								
22	L	18																								
23	L	19																								
24	L	20																								
25																										
26																										
27			Check Bank	Check No Vendor - or - Payee																						
28	C	21																								
29																										
30																										
31																										
32																										
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39																										
40																										
41																										

Appendix B: .csv File Formatting and Processing

Use the following information for technical reference when needing additional flexibility to create the journal entry .csv file or to gain a better understanding of .csv file processing.

Journal Entry .csv File Format Requirements	
1	When creating the .csv file, the <i>Journal Entry Upload</i> procedure only processes lines containing the characters <i>V</i> , <i>L</i> , or <i>C</i> within <i>Column A</i> . These characters identify the <i>Voucher</i> , <i>Account</i> , and <i>Check</i> lines. (These lines can occur in any order within the .csv file.)
2	PCGenesis ignores <u>all</u> lines containing the characters <i>V</i> , <i>L</i> , or <i>C</i> within <i>Column A</i> . Leave <i>Column A</i> blank to include <i>Comments</i> and/or <i>Headings</i> in the .csv file.
3	<i>Column B</i> must be numeric for each line containing the characters <i>V</i> , <i>L</i> , or <i>C</i> . Each <i>L</i> line must contain a sequential number from 1 to 20, and <u>must not be duplicated</u> . The <i>Template</i> uses <i>Line 0</i> as the <i>Voucher</i> line and <i>Line 21</i> as the <i>Check</i> line or 999 for the <i>BIGJournalEntry.xls</i> template.
4	The <i>Voucher</i> line must meet the following specifications:
4.1	Must contain a <i>V</i> in <i>Column A</i> , and a zero (0) in <i>Column B</i> .
4.2	The voucher number within <i>Column C</i> is an unused journal voucher number and can contain up to eight (8) digits.
4.3	The <i>Transaction Date</i> within columns <i>F</i> , <i>G</i> , and <i>H</i> can <u>each</u> contain up to two (2) digits.
4.4	The <i>Fiscal Year</i> within <i>Column I</i> can contain no more than two (2) digits.
4.5	The <i>Reason</i> description within <i>Column J</i> can each contain no more than twenty (20) alphanumeric characters.
5	Each <i>Account</i> line must meet the following specifications:
5.1	Must contain an <i>L</i> within <i>Column A</i> .
5.2	Is sequentially numbered from 1 thru 20 within <i>Column B</i> .
5.3	Contains an <i>E</i> , <i>B</i> , <i>R</i> or is <i>Blank</i> within <i>Column C</i> .
5.4	Lines that are blank within <i>Column C</i> must be blank across the rest of the line.
5.5	<i>Column E</i> may contain up to three (3) digits.
5.6	<i>Column F</i> may contain one (1) digit.
5.7	<i>Column G</i> and <i>Column H</i> may contain up to four (4) digits.
5.8	<i>Column I</i> may contain up to five (5) digits.
5.9	<i>Column J</i> may contain up to four (4) digits.
5.10	<i>Column K</i> may contain one (1) digit.
5.11	<i>Column L</i> may contain up to six (6) digits.
5.12	All lines containing <i>E</i> , <i>B</i> , or <i>R</i> within <i>Column C</i> must contain a 3-digit Fund number within <i>Column E</i> <u>and</u> either a <i>Debit</i> amount within <i>Column M</i> or a <i>Credit</i> amount within <i>Column N</i> .

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5.13	All lines containing <i>E</i> within <i>Column C</i> should have an <i>Expense</i> account number e.g., valid Program, Function, Object, Facility, Bldg, Addl codes within <i>Columns E</i> thru <i>Column L</i> . The lines may optionally contain a 2-character bank code within <i>Column O</i> , and up to a 6-digit Vendor number within <i>Column P</i> .
5.14	All lines containing <i>B</i> within <i>Column C</i> should contain a Balance Sheet account number within <i>Column H</i> . The remaining account number columns, <i>F, G, I, J, K, L</i> , i.e., Program, Object, Facility, Bldg, Addl, must be zero (0). These lines may optionally contain a 2-digit Bank code within <i>Column O</i> .
5.15	All lines containing <i>R</i> within <i>Column C</i> should contain a Revenue Source account number within <i>Column H</i> . The remaining account number columns, <i>F, G, I, J, K, L</i> , i.e., Program, Object, Facility, Bldg, Addl, complete the <i>Revenue</i> account number. They may optionally contain a 2-digit bank code with <i>Column O</i> , and up to a 6-digit vendor number within <i>Column P</i> .
6	The <i>Check</i> line must meet the following specifications:
6.1	Must contain a <i>C</i> within <i>Column A</i> .
6.2	<i>Column B</i> should contain a value. This entry may be set as 999 for the <i>BIGJournalEntry.xls</i> template.
6.3	The remaining columns will be blank if a journal entry check is not issued.
6.4	If a journal entry check <u>is</u> issued:
6.4.1	<i>Column C</i> must contain a 2-digit Bank code.
6.4.2	<i>Column E</i> must contain a check number, up to 6-digits.
6.4.3	<i>Column F</i> may contain a vendor number, up to 6-digits or ,
6.4.4	<i>Column G</i> may contain up to thirty (30) characters of the vendor's name. If entries are made in both columns i.e., <i>F</i> and <i>G</i> , the vendor's number will be used.
6.4.5	<i>Column M</i> must contain the check's dollar amount.
7	The amount entries within <i>Column M</i> and <i>Column N</i> must meet the following specifications:
7.1	May contain up to eight (8) significant digits before the decimal.
7.2	May contain one (1) decimal.
7.3	May contain up to 2-digits following the decimal.
7.4	May contain either a leading or trailing negative (-) sign.
7.5	May contain a leading \$ sign.
7.6	May contain leading zeroes (0's) or spaces before the significant digits or trailing the decimal.
7.7	May not contain embedded spaces or other characters not listed.