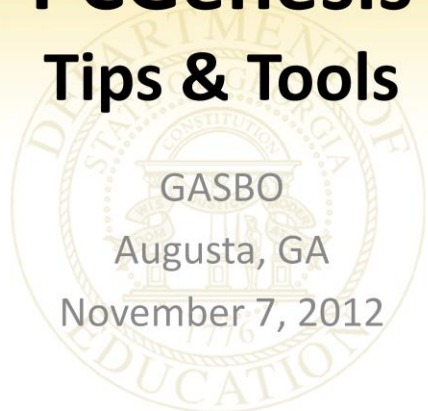


PCGenesis Tips & Tools



GASBO

Augusta, GA

November 7, 2012



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PCGenesis

PCGenesis Development Team

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



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Agenda

- Tips & Tools Overview
- PCG Tips
- Payroll Tools
- Financial Tools



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Tips/Tools Overview

- Tips

- Terminal Services
- Qword
- Screen Print
- 3rd Party
- WinSQL

- Tools

- Filter (Payroll)
- Mass Update (Payroll)
- Export (Payroll) (Financial)
- Import (Payroll) (Financial)
- Range (Financial)



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PCG Tips

- Terminal Services (PCG Access)
- Qword (Print Files)
- Screen Print (Option)
- 3rd Party (Option)
- WinSQL (SQL Access Tool)



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Terminal Services

- **Workstation access**
 - Shortcut Runs Program from Server at Workstation
 - All Data Loaded to Workstation from Server via LAN
- **Terminal Server Access**
 - Workstation Opens Window to Server
 - Program Runs on Server (**User Desktop**)
 - Benefits
 - **No Data Network Traffic Required**
 - **Faster Processing**
 - **Improved Data Integrity**



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Terminal Services

Terminal Services

Terminal Services provides technologies that enable access to a server running Windows-based programs or the full Windows desktop. Users can connect to a terminal server to run programs, save files, and use network resources on that server.

Terminal Server

Terminal Server is a **Terminal Services role service** that supports sharing of Windows-based programs or the full Windows desktop. Users can connect to a terminal server to run programs, save files, and use network resources on that server.



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QWord

Start From Any Menu

Replacement for UQueue

Business Applications

Master Menu

- 1 -- Financial Accounting & Reporting System
- 2 -- Payroll System
- 3 -- Personnel System
- 4 -- Certified/Classified Personnel Information System

30 -- System Utilities

Rec	User	File	Size	Time	Date
001	YLV	C:\SECND\BYLWPRTPRINT0002	126K	09:45	09/14/2012
002	YLV	C:\SECND\BYLWPRTPRINT0001	711K	08:33	09/14/2012
003	SPL	C:\SECND\WSPLPRTRHE0000	13K	03:26	08/29/2012
004	ARR	C:\SECND\BARPRTPRSC0000	2K	11:01	09/12/2012
005	ARR	C:\SECND\BARPRTPRPT0001	2K	10:28	09/12/2012
006	ARR	C:\SECND\BARPRTPRSC0001	6957K	10:28	09/12/2012
007	ARR	C:\SECND\BARPRTPRPT0000	2K	10:26	09/12/2012
008	ARR	C:\SECND\BARPRTPRSC0000	6957K	10:26	09/12/2012
009	SPL	C:\SECND\WSPLPRTRHE00002	13K	03:25	08/29/2012
010	SPL	C:\SECND\WSPLPRTRHE00001	13K	03:25	08/27/2012
011	SPL	C:\SECND\WSPLPRTRHE00	13K	03:25	08/22/2012

*** End of list ***



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QWord

UQueue Menu

QWord Menu

Print Queue

Copyright (c) UCT 1999-2012 02:00:00 20020919

SEQ	FILE	SIZE	USERPRN	C	S	COP	DIS	PRM	STATUS	Information	
1	C:\SECOND\BSP\PRINT\REG	13K	001	A	T	SCR	000	SPOOL	Created	03-25 09:10	
2	C:\SECOND\BSP\PRINT\REG00001	13K	001	A	T	SCR	000	HOLD	Created	03-25 09:11	
3	C:\SECOND\BSP\PRINT\REG00002	13K	001	A	T	SCR	000	HOLD	Created	03-25 09:12	
4	C:\SECOND\BARRPRINT\AE0P0000	6956K	ARR	ARR	A	T	SCR	000	HOLD	Created 10-26 09:12	
5	C:\SECOND\BARRPRINT\AE0P0000	1K	ARR	ARR	A	T	SCR	000	HOLD	Created 10-26 09:12	
6	C:\SECOND\BARRPRINT\AE0P0000	6956K	ARR	ARR	A	T	SCR	000	HOLD	Created 10-26 09:12	
7	C:\SECOND\BARRPRINT\AE0P0000	1K	ARR	ARR	A	T	SCR	000	HOLD	Created 10-26 09:12	
8	C:\SECOND\BARRPRINT\AE0P0000	2K	ARR	ARR	A	T	SCR	000	HOLD	Created 11-01 09:12	
9	C:\SECOND\BSP\PRINT\REG00002	13K	001	A	T	SCR	000	HOLD	Created	03-25 09:13	
10	C:\SECOND\BSP\PRINT\REG00001	711K	YLW	YLW	001	A	T	SCR	000	HOLD	Created 08-31 09:14
11	C:\SECOND\BSP\PRINT\REG00002	130K	YLW	YLW	001	A	T	SCR	000	HOLD	Created 09-15 09:14

PCG:QWORD -- Select File to Print in MSWORD

Selected Printer: \\printserver\2275-HPL4300dn

Rec	User	File	Size	Time	Date
001	YLW	C:\SECOND\BSP\PRINT\REG00002	130K	09:45	09/14/2012
002	YLW	C:\SECOND\BSP\PRINT\REG00001	711K	08:33	09/14/2012
003	SPL	C:\SECOND\BSP\PRINT\REG00003	13K	03:26	08/29/2012
004	ARR	C:\SECOND\BARRPRINT\AE0P0000	2K	11:01	09/12/2012
005	ARR	C:\SECOND\BARRPRINT\AE0P0000	2K	18:26	09/12/2012
006	ARR	C:\SECOND\BARRPRINT\AE0P0000	6957K	18:26	09/12/2012
007	ARR	C:\SECOND\BARRPRINT\AE0P0000	2K	18:26	09/12/2012
008	ARR	C:\SECOND\BARRPRINT\AE0P0000	6957K	18:26	09/12/2012
009	SPL	C:\SECOND\BSP\PRINT\REG00002	13K	03:25	08/28/2012
010	SPL	C:\SECOND\BSP\PRINT\REG00001	13K	03:25	08/27/2012
011	SPL	C:\SECOND\BSP\PRINT\REG00002	13K	03:25	08/22/2012
*** End of list ***					

Print-Save Open in MSWORD Labels User Sort Refresh
 Print-Delete New MSWORD 3rd Party YLW Newest Manual
 SPL Oldest Automatic
 All File name
 Delete Save User Options Browse Exit
 12:03:00

QWord Advantages

- ✓ All Current Functions
- ✓ Able to Browse to Select File
- ✓ Able to Select Printer



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QWord

UQueue
17 Lines

QWord
66 Lines

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



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Demo QWord

Demo Word 2010 Macro for QWord.doc

Screen Print

PCG Dist=8991 Ref=12.03.00 10/15/2012 ARR 002 SV C:\DEV\SVS C:\SECOND YELLOW EXP0200

Expense/Inquiry-Vendor 4978 UENDDR 004978 PAID
 2765 UENDDR STREET
 SMITH, GA 33333

Remit To:

Seq: 9948 A/P blnc: 421 Cross-ref seq: Vendor ref: 5469112
 Description: STUFF Purchase order: 000000
 Claim date: 9/01/2012 Claim amount: 6117.44
 Disc date: Discount amount:
 Bank: BK08 Payment: 9/04/2012 Check#: 70981 Amount: 6117.44

Yr	Fnd	F	Prgn	Fnct	Objct	Fcty	B	Add'l	Amount
13	100		1320	2700	26000	0012			795.23
13	100	9990	1000	26000	8010	1			2936.38
13	100	9990	2500	26000	8010	1			734.10
13	100	9990	2600	26000	8013				1024.09
13	602	9990	3100	26000	302	2			209.01
13	607	9990	3100	26000	101	2			209.01
13	608	9990	3100	26000	102	2			209.62
00									
00									
00									

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn F16=Reenter/Exit
 12.03.00



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Screen Print

```

PCG Dist=0991  Rel=12.03.00  10/15/2012  AFR 002  SU  C:\DEUSYS  C:\SECOND  YELLOW
Expense/Inquiry-Vendor  4978  VENDOR 004978  EXP0200
                        2765 VENDOR STREET  PAID
                        SMITH, GA  33333
Remit To:
Seq: 9948  A/P blnc: 421  Cross-ref seq:
Description: STUFF  Vendor ref: 5469112
Claim date: 9/01/2012  Purchase order: 000000
Disc date:  Bank: BK08  Payment: 9/04/2012  Check#: 70981  Amount: 6117.44
Bank: BK08  Payment: 9/04/2012  Check#: 70981  Amount: 6117.44
Charge to:
Yr  Fnd  F  Prgm  Fnc  Objct  Fcty  B  Addt '1  Amount  1099
13  100  9990  1000  26000  8010  1  795.23
13  100  9990  2500  26000  8010  1  2926.36
13  100  9990  2600  26000  8013  1  724.10
13  602  9990  3100  26000  302  2  1024.09
13  607  9990  3100  26000  101  2  209.01
13  608  9990  3100  26000  102  2  209.01
00
00
00
Cancellation Date:
F1=First, F2=Next, F3=Prev, F4=Last, F17=PrintScreen  F16=Reenter/Exit
12.03.00

```



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Demo Screen Print F1, F3, F1

4978

Open Qword & Document

Third Party Printing / Data Capture

- A third party company, such as SoftDocs, will now be able to interface with PCGenesis
- PCGenesis will output text-only files so that these files may be captured by a third party
 - Payroll Checks
 - Direct Deposit Advices
 - W2s
 - 1099s
 - Vendor Checks
 - Purchase Orders
- Third Party will provide multiple options such as **Employee Web Access**



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WinSQL

- Free Version Available
<http://www.synametrics.com/SynametricsWebApp/WinSQL.jsp>
- Indexed File SQL Access
- Requires ACUODBC Driver Setup
- Specific Data Selection
- Save to File to Open with Excel



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Real User Comments

- **Purchase Order Import** – Without this tool, we would be drowning. We are not in a position to add any personnel to finance, and this tool has been a life-saver.
- **Receipt** – We have setup templates to import the monthly QBE and week SFS receipts (regular and electronic payments).
- **Vendor Payments for any period**
 - This is a wonderful tool that we use to produce comparisons for expenses.
 - We use this tool to assist in the completion of the Capital Projects information for the auditors.
- **Budget Activity Summary**
 - Our directors use these reports for making projects – they love it.
 - I know that this is not an export, but I thought that some of the people may not know the benefit of opening their reports in Word. Monthly reports are saved as Word documents and are sent out to all principals and directors. They absolute love the reports.
- **Gross Data export** is a wonderful tool to use when building the budgets and updating Sept. payroll.
- **Deduction export/import** is absolutely fabulous! We use this feature each year to minimize errors and improve efficiencies during the entry of Open Enrollment changes.



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Payroll Tools

- Filter
- Mass Update
- New Hire **Export** **Import**
- Gross Data **Export** **Import**
- Deduction **Export** **Import**
- Payroll/Deduction/CPI **Export** **Import (Partial)**
- Earnings History **Export**
- Gross Pay Distribution **Export**



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Filter

Available From PAYFIND and Other Screens

PAYFIND

FILTER

- Status
- Class
- Pension
- Work Location
- Contract Mo
- Job Code
- Certified
- CSI Job
- 13 Month



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Filter

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR.001 SV C:\DEV\SVSYS C:\SECOND YELLOW PAVFIND

Display/Update Personnel Data
Select Employee

Filter set: Class,TRS,Contract No,Certified,Status

Current Order Name

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job Stat
Enter	DE7NY, DL7NDA	89914	999-08-9914	101	5	C	2	10	105 A
1	DEBATORRE, WIBBURN	89377	999-08-9377	102	5	C	2	10	105 A
2	DI96S, SU9DAY	88792	999-08-8792	302	5	C	2	10	105 A
3	D06ALD, XIG0	89323	999-08-9323	102	5	C	2	10	105 A Y
4	DR2VER, AN2ON	89815	999-08-9815	202	5	C	2	10	105 A Y
5	DUB6, HAS	89707	999-08-9707	102	5	C	2	10	105 A
6	EAL7, VI7CE	88650	999-08-8650	302	5	C	2	10	105 A
7	EC7ERT, W7D	88522	999-08-8522	101	5	C	2	10	105 A N
8	EG9LESTON, D9CEY	89040	999-08-9040	101	5	C	2	10	105 A
9	EM6ONS, EM6ALINE	89051	999-08-9051	102	5	C	2	10	105 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

12.03.00



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Filter – Order – Name, EmpNo, SSN

Open Employee & Scroll

Filter – Set Status & Class

Mass Update

F2, F13, F6

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 001 SV C:\DEV\SVS C:\SECOND YELLOW PAYH0015

Payroll System

Payroll Mass Update Menu

FKey

- 1 -- Change Year in Payroll Account Numbers
- 2 -- Change Year, Fund & Fiscal Year in Payroll Account Numbers
- 3 -- Change Entire Payroll Account Number
- 4 -- Mass Update Employees Pay Schedules
- 5 -- Mass Update Selected Employees' Field(s)
- 6 -- Replace Work Locations in CPI/Payroll Master File
- 7 -- Replace Pay Locations in Payroll Master File
- 8 -- Remove Earnings History Records by Date Range

10.04.08



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Mass Update

F2, F13, F6, F5

PCGDist=0991 Rel=12.03.00 10/04/2012 ARR 001 SV C:\DEV\SVS C:\SECOND YELLOW MASS0200

Mass Update Selected Employees' Field(s)

Record selection criteria: **Filter set: Class, TRS, Contract No, Certified, Status**

What to Update

Enter Contract Months/Year (09 - 12): 00 Update? (Y/N) N Contract Months

Enter Service Time Indicator(0 or 1): 0 Update? (Y/N) N Service Time
(0=No TRS Service Credit, 1=TRS Service Credit)

Enter Pay Reason Code: 91 Update? (Y/N) Y Pay Reason
Summer Accrued Pay Payout

Set All Prenote Flags = Y Update? (Y/N) N Prenote Flags

Replace CPI Contract Days: Curr: 000 New: 000 Update? (Y/N) N CPI Contract Days

ENTER = Continue, F16 = Return to Record Selection

12.03.00

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Example – TRS requires '91' Pay Reason for Accrued Summer Salary

Or

Set all Prenote flags to allow all employee prenote

New Hire Import

F2, F2, F1 Single Employee File

PCG Dist=8991 Rel=12.03.00 10/17/2012 ARR 001 SV C:\DEVSY5 C:\SECOND YELLOW

Add New Employee PAY01

Status A -- Active
 Exp. no. _____ Pay Loc _____ Class _____
 Sex Code _____ Work Loc _____ Job _____
 Mar Stat _____ SSN _____ EEO-5 Job _____
 EEO-5 Ethnic _____

NAME First _____ Middle _____ Hispanic/Latino Ethnicity?
 Last _____ Suffix _____ Prefix _____ Race (Select all that apply)
 An Indian Alaskan
 Black
 White
 Asian
 Hawaiian Pacific

Address _____ Certificate Type _____
 Address L2 _____ ESI Job (from CPI) _____
 City/State _____ Include on CPI ? _____
 Zip Code _____ County _____ Sick Bank ? _____
 Phone () - _____ Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ?
 Hire Date _____ GHI Eligible ? _____ Participate in GHI ?
 Rehire Date _____ GHI 1st Day Wrk _____ GHI Option _____
 Term Date _____ GHI Eff Date _____ GHI Tier _____
 Term Reason _____ GHI Change Date _____ GHI Ded Cd _____
 GHI Change Code _____

***** TAX DATA *****
 Federal: Mar Stat _____ Exempt _____ Withholding Code _____ Ant/%
 State: Mar Stat _____ Allowance Mar _____ Dep _____ Withholding Code _____ Ant/%

Tax Switches: Fed State FICA Retire

F17-Import new employee data

12.03.00



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New Hire Import

PCGenesis New Employee Form

- Required Fields
 - Status
 - Employee Number
 - Pay Location
 - Class
 - Sex Code
 - Work LOC
 - Job
 - Mar Stat
 - SSN (999999999 for temp)
 - EEO-5 Job
 - EEO-5 Ethnic
 - First name
 - Last Name
 - At Least One Race Code
 - Address 1
 - City, St
 - Zip
 - Include on CPI
 - Sick Bank
 - Hire Date
 - GHI Elig
 - Mar Stat (Fed & State)
 - Fed Exempt
 - Fed W/H Code
 - State Allow
 - State W/H Code
 - Tax Switches
 - TRS Service
 - Cycle



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Open **GASBONewEmp.xlsx**
GASBONewEmp.csv

Import New Hire CSV

New Employee F2, F2, F1, F17

New Hire Import

F2, F2, F1, F17

Minimum Fields

Employee Number

Pay Location

Class

PCG Dist=B991 Rel=12.03.00 10/31/2012 ARR 004 SV C:\DEV\SVS C:\SECOND YELLOW

Add New Employee PAV01

Status -- Active
 Emp. no. 77778 Pay Loc 102 Location 000102 Class 9 SUBSTITUTE TEACHER
 Sex Code - Work Loc EEO-5 Job 000
 Mar Stat - SSS 000 00 0000 EEO-5 Ethnic 000

NAME First _____ Middle _____ Hispanic/Latino Ethnicity?
 Last _____ Suffix _____ Prefix _____ Yes No
 Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

Address _____ Certificate Type _____
 Address L2 _____ CS1 Job (from CPI) 000
 City/State _____ Include on CPI ? N Y
 Zip Code _____ County 000 Sick Bank ? N Y
 Phone () 000-0000 Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? -
 Hire Date _____ GHI Eligible ? N Y Participate in GHI ? -
 Rehire Date _____ GHI 1st Day Wrk _____ GHI Option 00
 Term Date _____ GHI Eff Date _____ GHI Tier 00
 Term Reason - GHI Change Date _____ GHI Ded Cd -
 GHI Change Code NCHP
 New Employee Hire

***** TAX DATA *****
 Federal: Mar Stat - Exempt 0 Withholding Code 0 Amt/% -00
 State: Mar Stat - Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% -00

Tax Switches: Fed - State - FICA - Retire -

12.03.00



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New Hire Import

F2, F2, F1, F17

Minimum Fields

Employee Number

Pay Location

Class

PCG Dist=0991 Rel=12.03.00 10/04/2012 ARR 001 SY C:\DEVSYS C:\SECOND YELLOW

Add New Employee PAV01

Status ERROR SUBSTITUTE, NEW Class 9 SUBSTITUTE TEACHER
 Emp. no. 77777 Pay Loc 1050 Location 001050 Job 000 INVALID JOB CODE
 Sex Code Work Loc INVALID LOC EEO-5 Job 000 Undefined
 Mar Stat SSN 999 88 7777 EEO-5 Ethnic 000 INVALID ETHNIC COD

NAME First NEV Middle Race (Select all that apply)
 Last SUBSTITUTE Suffix Prefix Yes No
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

Address Address L2 Certificate Type
 City/State CS1 Job (From CPI) 000
 Zip Code County 000
 Phone () 000-0000 Hours Per Day

Birth Date Pens Elig Date TBS DOE Paid ERCON ?
 Hire Date GHI Eligible ? Participate in GHI ?
 Rehire Date GHI 1st Day Wrk GHI Option 00 *Bad Option*
 Term Date GHI Eff Date GHI Tier 00 *Bad Tier*
 Term Reason GHI Change Date GHI Ded Cd 0
 GHI Change Code NEHP
 New Employee hire

***** TAX DATA *****
 Federal: Mar Stat Exempt 0 Withholding Code 0 Amt/2 00
 State: Mar Stat Allowance Har 0 Dep 0 Withholding Code 0 Amt/2 00

Tax Switches: Fed State FICA Retire
 Cannot SAVE until all errors cleared.

12.03.00



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New Hire Import

F2, F13, F8, F9

Import New Employees - Batch Mode
0001 FILES PROCESSED IN TRIAL MODE.
0000 FILES PASS VALIDATION.
0001 FILES FAIL VALIDATION.
CHECK PRINT QUEUE FOR IMPORT REPORTS.

Run date: 10/04/2012 EMPLOYEE NEW HIRE IMPORT ERROR REPORT Page: 1
Program: PAYF150 Load File Name: C:\PCG\NewEmployee\GASSONewEmp.csv
Import Input Lines and Error Messages

Employee Number: 077777

Field Name	Field Value	Error
Status Code		Invalid value for field.
Work Location	0000	Invalid value for field.
Job Code	000	Invalid value for field.
Ethnic Code	00	Invalid value for field.
GHI Option	00	Invalid value for field.
GHI Tier	00	Invalid value for field.
GHI Eligible/Option	00	GHI Eligible Must = Y when GHI Option selected
Gender Code		Invalid value for field.
State		Invalid value for field.
City		Invalid value for field.
State		Invalid value for field.
Zip		Invalid value for field.
Marital Status		Invalid value for field.
Hire Date	00000000	Invalid value for field.
GHI Participation Sw		Invalid value for field.
Federal Marital Status		Invalid value for field.
State Marital Status		Invalid value for field.
Federal Tax Switch		Invalid tax switch. Must be Y or N
State Tax Switch		Invalid tax switch. Must be Y or N
FICA Tax Switch		FICA tax switch must be Y, N, or M
Retirement Switch		Retire Switch must be Y, N or R
Pay Cycle	0	Invalid value for field.



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Also possible to load multiple Employee Files

F2, F13, F8, F9

Gross Data Export/Import

F2, F13, F8, F1
Export

F2, F13, F8, F2
Import
Payroll Setup – Before F4

Payroll Gross Data Export

Create Gross Data Export File to Load in Excel

Select at Least One Pay Type to Export

<input checked="" type="checkbox"/>	SALARY	<input type="checkbox"/>	TYPE A	<input type="checkbox"/>	TYPE V	<input type="checkbox"/>	TYPE Z
<input type="checkbox"/>	HOURLY	<input type="checkbox"/>	TYPE B	<input type="checkbox"/>	TYPE Q		
<input type="checkbox"/>	DAILY	<input type="checkbox"/>	TYPE X	<input type="checkbox"/>	TYPE P		

Enter the Export file Path and Name (e.g. C:\GROSSDAT\GROSSEXP.CSV)
or F10 to Browse for File

C:\GROSSDAT\GROSSEXP.CSV

Payroll Gross Data Import

Identify Gross Data Import File From Excel

Input the GROSS DAT Type For Import

- R = Replace - To Replace All Current Entries
- A = Add - To Add Salary, Hourly or Daily Entries
- S = Substitute - To Add Entries For Substitutes

Enter the Import file Path and Name (e.g. C:\GROSSDAT\GROSSDAT.CSV)
or F10 to Browse for File

C:\GROSSDAT\GROSSDAT.CSV

- **Select One or More Pay Type**
 - All
 - Salary
 - Hourly and/or Daily
 - Any combination
- **Modify output and Import to Update**
- **Select Gross Data Type**
 - R = Replace Current Employee Items
 - A = Add Items to Employee
 - S = Substitute Items
- **Use Import in Place of User Screen Input**
- **Works Well with New Substitute Pay / Leave System**



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11/8/2012 27

Export
Furlough 'B'

Import
Furlough 'B'

Gross Data Export/Import

Export

– Furlough

Import

– Furlough

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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Deduction Export/Import

F2, F13, F8, F3
Export

F2, F13, F8, F4
Import
Payroll Setup – Before F4



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Check Changes for Open Enrollment

Life

Dental

Vision

Deduction Export/Import

Export

- Enrollment
 - Life Insurance
 - Dental
 - Vision
- Report

Import

- Enrollment
 - Life Insurance
 - Dental
 - Vision
- Change

#	A	B	C	D	E	F	G	H	I	J	K
1	TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGDT	DEDENDDT	LNAME	FNAME	SSN	
2	D	88358	4	5.07	N		0	O RESTERIA	ZAJE	999-08-8358	
3	D	88358	8	80.58	N		0	O RESTERIA	ZAJE	999-08-8358	
4	D	88358	24	10.08	N		0	O RESTERIA	ZAJE	999-08-8358	
5	D	88358	33	16.69	Y		0	O RESTERIA	ZAJE	999-08-8358	
6	D	88361	9	129.18	N		0	O BABON	MISCHEL	999-08-8361	
7	D	88361	1	100.00	N		0	O BABON	MISCHEL	999-08-8361	
8	D	88361	3	326.64	N		0	O BABON	MISCHEL	999-08-8361	
9	D	88361	4	153.07	N		0	O BABON	MISCHEL	999-08-8361	
10	D	88361	11	39.37	N		0	O BABON	MISCHEL	999-08-8361	
11	D	88361	24	10.08	N		0	O BABON	MISCHEL	999-08-8361	
12	D	88361	25	56.90	N		0	O BABON	MISCHEL	999-08-8361	
13	D	88361	28	11.39	N		0	O BABON	MISCHEL	999-08-8361	
14	D	88361	33	16.69	Y		0	O BABON	MISCHEL	999-08-8361	
15	D	88361	17	14.58	N		0	O BABON	MISCHEL	999-08-8361	
16	D	88361	18	79.00	N		0	O BABON	MISCHEL	999-08-8361	
17	D	88362	3	28.55	N		0	O BETNIER	COTRINNE	999-08-8362	
18	D	88362	4	13.11	N		0	O BETNIER	COTRINNE	999-08-8362	
19	D	88362	13	5.64	Y		0	O BETNIER	COTRINNE	999-08-8362	
20	D	88362	36	1.93	N		0	O BETNIER	COTRINNE	999-08-8362	
21	D	88362	20	693.00	N		0	O BETNIER	COTRINNE	999-08-8362	
22	D	88363	13	2.96	Y		0	O CAGALES	DA6	999-08-8363	
23	D	88363	25	18.80	N		0	O CAGALES	DA6	999-08-8363	
24	D	88363	8	333.96	N		0	O CAGALES	DA6	999-08-8363	
25	D	88363	43	0.42	N		0	O CAGALES	DA6	999-08-8363	
26	D	88363	4	5.54	N		0	O CAGALES	DA6	999-08-8363	
27	D	88368	4	36.19	N		0	O PUGLIAM	MOSTON	999-08-8368	
28	D	88368	13	2.96	Y		0	O PUGLIAM	MOSTON	999-08-8368	
29	D	88368	33	58.93	Y		0	O PUGLIAM	MOSTON	999-08-8368	
30	D	88368	8	239.26	N		0	O PUGLIAM	MOSTON	999-08-8368	
31	D	88368	3	35.87	N		0	O PUGLIAM	MOSTON	999-08-8368	



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Demo Deduction Export/Import

F2, F13, F8, F3/F4

Payroll/Deduction/CPI Export/Import

- **How Does This Help ME???**

- Fulfill Request for Employee Demographic Information

- Superintendent
- School Board

- Respond to Benefit Provider Request for Information

- Provide Meaningful Data for 'What If' Analysis

- Streamline Data Entry for New Requirements for Employee



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Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

F2, F13, F8, F5 Set Filter for 'Active'

PCG Dist=0991 Ref=12.03.00 10/04/2012 ARR 001 SV C:\DEVSY5 C:\SECOND YELLOW PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: **E** Export File For Report
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria Filter set: Status

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAV Ite(n)s Selected: 13 F4 to select PAV Items
CPI Ite(n)s Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 1 F6 to select Deductions

Enter=Create File, F4=Select PAV Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit 12.03.00

Enter	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16
-------	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----



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List of Name Address For Principal

How Many Minorities?

Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

Select Employee Personnel Information

Select Employee Deduction Information

PGCode=0991 Ref=12/03/00 10/04/2012 A08 004 SW C/DEVSYS C/SECND YELLOW PWT11E1

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported

F11-Select All, F12-Deselect All

LAST NAME X	LOC	CONTRM	BIRTH DATE X
FIRST NAME X	WORK LOC	CONTRACT DATES	HIKE DATE X
MIDDLE NAME X	SECTION 135	CONTRACT SCHEDULE	RESIGN DATE X
NAME SUFFIX X	CLASS	CONTRACT SCHEDULE	LEARN DATE
STREET	UNCLASS	STATE ANNUAL	TERM REASON
STREET2	CPI JOB	LOCAL ANNUAL	PENC SERVICE DATE
CITY	CERT TYPE	OTHER ANNUAL	PENC TERM DATE
STATE X	NO OF PAGES	FICA SV	PENC TERM REASON
ZIP X	PAY CYCLE	FED EXEMPT	PNC EFFECTIVE DATE
TELEPHONE	SERVICES	FED WITH CODE	LEAVE ELIGIBLE DATE
STATUS	SICK BANK	STATE DEP ALLOWANCE	CHI LND
SEX X	PENALTY	TAX 998 FED	DRE PAID ESCROW FLAG
ETHNIC X	RETIRE SW	ORE PAID STATE	CPI INCLUDE
WORKING	SPONSOR	CHI	
ED-5 JOB CODE	PRIM YRIB CONTRM		
HOURS PER WEEK	SUBSTITUTE AMOUNT		
HOURS PER DAY	OVERRIDE ACCRUE		
	00.0 LEAVE ELIG DATE		

F7-Return, F11-Select All, F12-Deselect All, F14-Clear Selections and Exit

12.03.00

PGCode=0991 Ref=12/03/00 10/04/2012 A08 004 SW C/DEVSYS C/SECND YELLOW PWT11E1

Export Selected Payroll / Deduction / CPI Information

Select Payroll Deduction Fields

Include deductions with zero dollar amounts? N (Y or N)

Enter 'X' for the deduction to be reported.

01-ANNUITY # 1	02-ANNUITY # 2	03-FED INCOME TA	04-VENDOR 000012
05-CHI/HHI/CEST	06-CHI/CEST	10-01-VENDOR 000015	11-01-VENDOR 002700
12-01-VENDOR 000050	13-01-VENDOR 002920	14-01-VENDOR 000018	15-01-VENDOR 000020
17-01-VENDOR 000019	18-01-VENDOR 000000	19-01-VENDOR 000051	20-COURT W/A
21-01-VENDOR 000021	22-COURT W/A	23-01-VENDOR 000087	24-01-VENDOR 002920
25-01-VENDOR 000014	26-01-VENDOR 002300	27-01-VENDOR 002399	28-01-VENDOR 000060
29-01-VENDOR 000060	30-01-VENDOR 001000	31-01-VENDOR 002920	32-01-VENDOR 002920
34-COURT W/A	35-01-VENDOR 000100	36-01-VENDOR 000100	37-01-VENDOR 000100
38-01-VENDOR 002310	39-01-VENDOR 000015	40-01-VENDOR 002775	41-01-VENDOR 000000
42-VENDOR 000059	43-VENDOR 000020		

Select up to 20 deduction codes to report.

F7-Return to Select Fields, F12-Deselect All, F14-Exit No Deductions Selected

12.03.00



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Payroll/Deduction/CPI Export/Import

Export

- List of Names
- How Many Minorities
- By Class
- By Location
- Your Choice

Import

- Ethnic
- EEO-5 Job Code
- Hours Per Day
- Hours Per Week
- Substitute Rank

EmpNo	SSN	Name	Last Name	First Name	Street	City	State	ZIP	EEO-5 Ethnic	EEO-5 Desc
2	88362	BETWEN COYRINNE	BETWEN	COYRINNE	2662 MAIN STREET	SMITH	GA	33333 F	2	WHITE
3	88368	CARRALES DAE	CARRALES	DAE	2662 MAIN STREET	SMITH	GA	33333 F	2	WHITE
4	88368	PURLIAM MORTON	PURLIAM	MORTON	2657 MAIN STREET	SMITH	GA	33333 F	2	WHITE

EmpNo	Am	Ind	Black	White	Asian	Hawai	Marital	Birth Date	Hire Date	Behirs Date	DED Desc	DED Code	DED Amt	DED Fct	DED Adj	DED Er Amt
2	N	Y	N	N	N	N	M	8/1/1983	9/1/2007	7/1/2008	VENDOR 002920	13	5.64	0.00%	0.00	0.00
3	N	Y	N	N	N	N	M	10/1/1975	2/1/2004		VENDOR 002920	13	2.96	0.00%	0.00	0.00
4	N	Y	N	N	N	N	M	10/1/1967	9/1/2000		VENDOR 002920	13	2.96	0.00%	0.00	0.00



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Demo Selected Payroll Fields Export/Import

F2, F13, F9, F5/F6

Earnings History Export

F2, F13, F8, F7

Earnings

The screenshot displays two windows from the 'Earnings History Export' application. The left window, titled 'Earnings History Export', shows the following settings:

- Filter: not active
- Enter period to be extracted: 12/31/2012 thru 12/31/2012
- Select at least one pay type to export:
 - Issued checks
 - Outsted checks
 - Adjustments
 - W-2 adjustments
 - Non-taxable 3rd party sick
 - Taxable 3rd party sick
- Export sort order:
 - Employee Number
 - Employee SSN
 - Employee Name (Name Frame)
- Amount format:
 - Include Decimal (\$10.00 - 10.00)
 - No Decimal (\$10.00 - 1000)
- SSN Format:
 - Alpha 999 00 7777
 - Numeric 999007777
- Date format:
 - MM/DD/CCYY
 - CCYYMMDD
- History Item(s) Selected: 0 F4 to select HISTORY Items
- Deduction(s) Selected: 0 F6 to select deductions

The right window, also titled 'Earnings History Export', shows a list of fields to be included in the export. The status bar at the bottom of both windows indicates '12.00.00'.



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Demo Earnings History Export

F2, F13, F8, F7/F8

By Marital

By Pay Class

By Contract \$

By Section 125 Flag

By Direct Deposit / Check

Earnings History Export

F2, F13, F8, F8

Gross Pay Distribution

The screenshot displays the 'Earnings History Gross Pay Distribution Export' window. The left pane shows selection criteria for the period 12/31/2012 through 12/31/2012. The right pane shows a 'Select Fields' list with various options like 'Check date', 'Account gross type', etc. Below the panes is a summary table.

No Items Selected										12.03.00	
Enter-Create File, F#-Select HISTORY Items, F16-Exit											
	F4		F7		F11	F12					
F7-Return, F11-Select All, F12-Deselect All, F16-Exit											
		F4		F7		F11	F12				
										12.03.00	

Demo Earnings History Export

F2, F13, F8, F7/F8

- By Account
- By Period
- By Employee



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Financial Tools

- Budget Report **Export** **Range**
- Revenue Report **Export** **Range**
- GL Report **Export**
- Budget/Revenue Load **Export** **Import**
- Accounts Receivable Load **Import**
- Claim Load **Import**
- Receipt Load **Import**
- PO Load **Import**



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Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

- F1, F9, F1, F8 - Balance Sheet for Any Period
- F1, F9, F3, F2 - Budget Account Activity Summary
- F1, F9, F3, F3 - Budget Chart of Accounts
- F1, F9, F30 - CS1 with Transmission File
- F1, F9, F31 - DOAA Transparency in Government Export File
- F1, F9, F1, F4 - General Ledger for Any Period
- F1, F9, F1, F3 - Journal Voucher for Any Period
- F1, F9, F1, F2 - Receipts for Any Period
- F1, F9, F3, F9 - Revenue Account Activity Summary List
- F1, F9, F3, F10 - Revenue Chart of Accounts
- F1, F9, F1, F5/F6 - Revenue & Expenditure for any Period
- F1, F9, F1, F9 - School Nutrition Online Reporting System File (DE 106)
- F1, F9, F1, F7 - Trial Balance & Audit Year-End Transmission File
- F1, F9, F1, F1 - Vendor Payments for Any Period



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Demo Financial Report Export

F1, F9, F1, F2, F6 Receipts for Any Period

07012011 - 06302012

Export Financial Report for Analysis

- **How Will This Help ME???**
 - **Fulfill Request for Budget Analysis**
 - Superintendent
 - School Board
 - **Evaluate Budget Planning Options**
 - **Review Spending History**
 - **Provide Meaningful Data for 'What If' Analysis**



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Report Include/Exclude Range

Some Reports will also provide export option to CSV file for analysis

```

PCDDot-B991 Red-12.03.00 09/14/2012 YLW001 SV C:\DEV\SVS C:\SECOND YELLOW
ACCT03000

Budget Summary by Account          F10 to Enable Range Options

Select a specific account number or
enter partial selection criteria:

Include - Optional      Optional - Optional
Range      Range      Exclude - Range

(XX  = All Years )      10 - XX      XX - XX
(XXX = All Funds )      100 - XXX      XXX - XXX
(X   = All Fiscal )      0 - X      X - X
(XXXX = All Programs )  XXXX - XXXX      XXXX - XXXX
(XXXX = All Functions)  XXXX - XXXX      XXXX - XXXX
(XXXXX = All Objects )  XXXXX - XXXXX      XXXXX - XXXXX
(XXXX = All Facilities) XXXX - XXXX      XXXX - XXXX
(X   = All Buildings )  0 - X      X - X
(XXXXX = All Additional) XXXXX - XXXXX      XXXXX - XXXXX
                                Optional Optional

Enter Sequence to be Printed: A      (A - Account Number)
                                    (F - Program)
                                    (F - Function)
                                    (O - Object)
                                    (B - Facility/Building)

Enter 'X' next to account exclusions: _ Non-Expenditure (in-and-out items)
                                    _ Expenditure (actual expenses)

ENTER-Continue, F10-Enable Range, F17-Print Screen, F10-Exit      F1-Select Multiple Accounts
12.03.00
  
```

F1, F9, F3, F2 - Budget Account Activity

F1, F9, F3, F9 - Revenue Account Activity

F1, F9, F3, F12 - Summary of Monthly Estimated vs Actual Expenses



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Export Financial Report for Analysis

Export All Object 620xx and Sort by FCTY and/or FNCT

BUDGSUM20120925.xlsx																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	Description	Original	Budget	Disbursed	FCTY	FNCT	Claims	Open PO's	Balance	
2	12	100	0	3011	1000	62000	101	1	101	VOC.INSTR.ENERGY-FUEL MHS	0.00	0.00	0.00	0.00	101	0.00	0.00	0.00	
3	12	462	0	1839	2700	62000	102	1	0	FY12 21ST CENT FUEL MMS	8,840.00	8,840.00	8,327.09			0.00	0.00	512.91	
4	12	608	0	9990	2700	62000	102	2	0	SUMMER FEEDING BUS FUEL	0.00	0.00	0.00	8,327.09	102	0.00	0.00	0.00	
5	12	462	0	1839	2700	62000	202	1	0	BUS FUEL / EXPENSE	8,840.00	8,840.00	8,327.10			0.00	0.00	512.90	
6	12	463	0	1839	2700	62000	202	1	0	21ST CENT BUS EXP. FY11	0.00	0.00	0.00	8,327.10	202	0.00	0.00	0.00	
7	12	402	0	1763	2700	62000	302	1	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
8	12	403	0	1763	2700	62000	302	1	2	MIGRANT FUEL FIELD TRIP	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9	12	462	0	1839	2700	62000	302	1	0	21ST CENT FUEL MES	13,680.00	13,680.00	8,187.07	8,187.07	302	0.00	0.00	5,492.93	
10	12	100	0	1320	2700	62000	8012	0	0	TRANSP.ENERGY/FUEL	168,000.00	168,000.00	119,174.12			1,814.56	0.00	47,011.32	
11	12	402	0	1763	2700	62000	8012	0	0	MIGRANT BUS FUEL	1,100.00	1,100.00	567.80			0.00	0.00	532.20	
12	12	402	0	1763	2700	62000	8012	0	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00			0.00	0.00	0.00	
13	12	462	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP FUEL EXP.	0.00	0.00	0.00			0.00	0.00	0.00	
14	12	463	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP FUEL	0.00	0.00	0.00			0.00	0.00	0.00	
15	12	560	0	1540	2700	62000	8012	0	0	PRE-K TRANSP. EXPENSE	0.00	0.00	9,330.75	129,072.67	8012	153,913.93	2700	0.00	-9,330.75
16	12	100	0	9990	2600	62000	8013	0	0	M&O ENERGY/FUEL	50,000.00	50,000.00	48,802.20			0.00	0.00	1,197.80	
17	12	100	0	9990	2600	62000	8013	1	0	M&O ENERGY/FUEL	14,000.00	14,000.00	8,573.91			0.00	0.00	5,426.09	
18	12	100	0	9990	2600	62000	8013	2	0	M&O ENERGY/FUEL	100,000.00	100,000.00	102,770.99			0.00	0.00	-2,770.99	
19	12	100	0	9990	2600	62000	8013	3	0	M&O ENERGY/FUEL	85,500.00	85,500.00	77,050.55			0.00	0.00	8,449.45	
20	12	100	0	9990	2600	62000	8013	9	0	M&O ENERGY/FUEL	150,000.00	150,000.00	129,585.99			0.00	0.00	20,414.01	
21	12	560	0	1540	2600	62000	8013	3	0	PRE-K OPERATIONS EXP.	0.00	0.00	6,141.64	372,925.28	8013	372,925.28	2600	0.00	-6,141.64
22	Totals										599,960.00	599,960.00	526,839.21	526,839.21		526,839.21	1,814.56	0.00	71,306.23



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Demo Financial Report Export – Account Activity Summary List

F1, F9, F3, F2
13

620XX

Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget) or F1, F5, F3 (Revenue)

PC:Ged-0991 Red-12.03.00 10/09/2012 ABR 002 SV C:\DEV\SV C:\SECING YELLOW ACC10500

Budget Chart of Accounts

Enter accounting period to be printed:
Beginning date: 7/01/2012
Ending date: 6/30/2013

* Any accounts which are ACTIVE during the above dates will be printed. *
* To allow CLOSED accounts to be printed, enter a "C" here: * -

Enter an "X" next to any of the following items to be printed on the chart of accounts:
Original budget: -
Current budget: -
Current balance: -

Print each fund on a separate page: N (Y/N)

Create EXPORT file to load in Excel: None
 Export Current Fiscal Year
 Export for New Fiscal Year BUDGET LOAD

ENTER = Continue, F10 = Exit 12.03.00

PC:Ged-0991 Red-12.03.00 10/09/2012 ABR 002 SV C:\DEV\SV C:\SECING YELLOW ACC10500

Budget Chart of Accounts

Enter the export file path and name (e.g. C:\PC\BUDCHARTEXPT.CS
or F10 to Browse for File

C:\PC\BUDCHARTLOAD_CSU

NOTE: DIRECTORY must already exist

Verify LOAD File parameters:
13 New Fiscal Year
03/00 Budget Change

Fund 199 Not Included

Enter = Continue or F10 = Exit 12.03.00



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Export Budget for New Fiscal Year

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	YR	FND	F	PROG	FUNC	OBJCT	FAC1	B	ADDL	BAL	NEW BUDG	NAME	CURRENT				
2	14	100	0	1011	1000	11000	302	1	0	799	369,182.30	KINDERGARTEN TEACHER SAL	369,182.30				
3	14	100	0	1011	1000	11300	302	1	0	799	4,655.00	SUB SAL FOR CERTIFIED EMP.	4,500.00				
4	14	100	0	1011	1000	11400	302	1	0	799	0.00	KINDERGARTEN CLASSIFIED SUB	0.00				
5	14	100	0	1011	1000	11800	302	1	0	799	27,287.19	ART MUSIC PE TEACHER	26,473.00				
6	14	100	0	1011	1000	14000	302	1	0	799	112,959.07	KINDERGARTEN TA SALARY	109,669.00				
7	14	100	0	1011	1000	14000	302	1	6	799	0.00	KINDERGARTEN TA SAL MES REIMB	0.00				
8	14	100	0	1011	1000	14200	302	1	0	799	8,781.13	KIND INSTR CBR SALAR	8,871.00				
9	14	100	0	1011	1000	21000	302	1	0	799	129,022.35	KINDERGARTEN GHI BENEFITS	125,245.00				
10	14	100	0	1011	1000	21000	302	1	6	799	0.00	KINDERGARTEN GHI MES REIMB	0.00				
11	14	100	0	1011	1000	22000	302	1	0	799	59,257.42	KINDERGARTEN INSTR FICA	58,114.00				
12	14	100	0	1011	1000	22000	302	1	6	799	0.00	KINDERGARTEN FICA MES REIMB	0.00				
13	14	100	0	1011	1000	23000	302	1	0	799	60,011.92	KINDERGARTEN INSTR TRS	58,264.00				
14	14	100	0	1011	1000	23000	302	1	6	799	0.00	KINDERGARTEN TRS MES REIMB	0.00				
15	14	100	0	1011	1000	26000	302	1	0	799	0.00	KINDERGARTEN WRKRS COMP	0.00				
16	14	100	0	1011	1000	29000	302	1	0	799	0.00	OTH BEN SUM INSTRUCTION	0.00				
17	14	100	0	1011	1000	43000	302	1	0	799	0.00	KIND INSTR ELMAINT	0.00				
18	14	100	0	1011	1000	44200	302	1	0	799	2,243.34	1/5 KIND COPIER RENTAL	2,178.00				
19	14	100	0	1011	1000	53000	302	1	5	799	180.25	TECH SPEC CELL PHONE	175.00				
20	14	100	0	1011	1000	61000	302	1	0	799	0.00	KINDERGARTEN INSTR SUPPLIESBOE	0.00				
21	14	100	0	1011	1000	61000	302	1	4	799	0.00	LD INITIATIVES INSTR SUPPL	0.00				
22	14	100	0	1011	1000	61000	302	1	302	799	7,400.64	KINDERGARTEN INSTR SUPPLIES	7,188.00				
23	14	100	0	1011	1000	61100	302	1	302	799	0.00	KINDERGARTEN COMP BIL SUPPLIES	0.00				
24	14	100	0	1011	1000	61200	302	1	14	799	0.00	K-5 INSTR SFTWR-BOE FUNDS	0.00				
25	14	100	0	1011	1000	61200	302	1	302	799	0.00	KIND SOFTWARE	0.00				
26	14	100	0	1011	1000	61300	302	1	302	799	0.00	KINDERGARTEN EXP EQUIP	0.00				
27	14	100	0	1011	1000	61600	302	1	302	799	0.00	KINDERGARTEN COMP EOMT	0.00				
28	14	100	0	1011	1000	64100	302	1	0	799	0.00	KINDERGARTEN TEXTBOOKS BOE	0.00				
29	14	100	0	1011	1000	64100	302	1	302	799	0.00	KIND TEXTBOOKS MES	0.00				
30	14	100	0	1011	1000	64200	302	1	302	799	0.00	KINDERGARTEN BOOKS/PERIODICALS	0.00				
31	14	100	0	1011	1000	61000	302	1	302	799	0.00	KINDERGARTEN DUES/FEES	0.00				
32	14	100	0	1011	1000	11000	302	1	0	799	1,442.00	KIND TEACHERS LOCAL SUPPL	1,400.00				
33	14	100	0	1011	1000	22000	302	1	0	799	110.21	KINDERGARTEN LOCAL FICA	107.00				
34	14	100	0	1011	1000	22000	302	1	4	799	0.00	FICA MES SUM INSTRUCTION	0.00				
35	14	100	0	1011	1000	23000	302	1	0	799	164.80	KINDERGARTEN LOCAL TRS	160.00				
36	14	100	0	1011	1000	23000	302	1	4	799	0.00	TRS SUMMARY INSTRUCTION	0.00				
37	14	100	0	1011	1000	29000	302	1	0	799	878.13	KIND LOCAL LIFE/IDENTAL	8,571.00				
38	14	100	0	1021	1000	11000	302	1	0	799	718,134.28	GR 1-3 TEACHER SALARIES	697,276.00				
39	14	100	0	1021	1000	11000	302	1	4	799	0.00	MASTER TEACHER SUPPL	0.00				
40	14	100	0	1021	1000	11300	302	1	0	799	9,270.00	GR 1-3 TEACHER SUBS	9,000.00				
41	14	100	0	1021	1000	11300	302	1	6	799	0.00	GR 1-3 REIMB TEACHER SUB	0.00				
42	14	100	0	1021	1000	11300	302	1	10	799	0.00	L-3 TEACHER SUB OTHER PAID	0.00				
43	14	100	0	1021	1000	11400	302	1	0	799	0.00	GR 1-3 CLASSIFIED SUBS	0.00				
44	14	100	0	1021	1000	11800	302	1	0	799	89,322.63	ART MUSIC PE TEACHERS	86,721.00				



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Import Budget

Export Current Budget to Modify & Import for New Financial Year

The screenshot displays a budget application window with a list of budget items on the left and a 'Budget Upload from File' dialog box on the right. The list includes columns for TR, FND, PROG, FUNC, OBJCT, FACI, B, ADDL, SAL, NEW BUDG, NAME, and CURRENT. The dialog box prompts the user to enter an upload file path and name, with a default path of 'E:\BUDGET\BUDGETDATA.CSV'. It also includes options for 'ORIGINAL/ADJUST?' and 'Budget Yr', 'Tran Date', 'Beg Date', and 'End Date'.

F1, F1, F4



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Demo Financial Budget Export/Import

F1, F1, F3

F1, F1, F4

F1, F5, F3

F1, F5, F4

Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

- F1, F2, F2 - Import Purchase Order
- F1, F3, F5 - Import Claim
- F1, F6, F2 - Import Receivable
- F1, F7, F6 - Import Receipt
- F1, F11, F5 - Import Journal Entry



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Import Purchase Order

Use PCGenesis_PO_Requisition.xls to Create a Purchase Order

- H – Requisition, Date
- V – NEW or Vendor Nbr
- N – Vendor Name, EIN
- P – Phone, SSN
- D – Address 1, 1099
- E – Address 2
- F - City, St, Zip
- G - Contact
- S – Ship to facility, Ship to Building
- T – Attention of
- O – Order Description
- C – Enter up to 10 Charge Lines
- R – Enter Total (Must Balance)
- L – Enter Items, Qty, Unit, Desc, Price



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PCGenesis_PO_Requisition.xls [Compatibility Mode]

PCGenesis Purchase Requisition v1.00

NOTE: Commas may not be entered into any input field.

Requisition number: [] Date: [MM/DD/CCYY]

Vendor number: [] Or "NEW" Requestor: [] Phone: [] Approved by: []

Updating vendor, only vendor number and name required. If new vendor, complete vendor information required.

Vendor name: [] EIN: []
 Phone: [] Fax: [] or SSN: []
 Address L1: [] 1099 (Y/N): []
 Address L2: []
 City - St - Zip: []
 Contact: []

Ship to facility: [] Ship to building: [] Information only
 Facility desc: []
 Attention of: []

Order description: []

Enter account number charge lines. Total charge lines must equal total line items.

Line	Yr	Trnt	Fund	Prog	Funct	Other	Fac	Qty	Unit	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Total requisition amount: 0.00 Account charge total must match line item total

Line items extended price total: \$0.00 ** Requisition cannot be ZERO **

Enter the purchase order line items, quantity, units, description and unit price. Description may span lines.

Line	Quantity	Unit	Description	Unit Price	Ext Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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DEMO PO

School Create PO input CSV

Enter PO F1, F2, F2

C:\PO\GASBOPO.CSV

Import Claim

Use claim.xls to Create a Claim (Non-PO)

Line 2 – Enter Reason for Claim

V – Vendor Nbr, Reference, Blnc, Date

X – Discount Date & Amount

D – Description 1 & 2

L – Enter Account, Amount, 1099

(Up to 998 entries allowed)

Example:

Summer Salary Accrual

Power Bill

Yr	Fund	F	Prgm	Func	Object	Fcty	B	Adtl	Amount	1099
L	1									
L	2									
L	3									
L	4									
L	5									
L	6									
L	7									
L	8									
L	9									
L	10									



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DEMO CLAIM

Summer Salary Accrual F2, F5, F9

Enter Claim F1, F3, F5

C:\CLAIMS\CLAIM2012AUG01.CSV

C:\CLAIMS\CLAIM2013AUG01.CSV

Import Receivable/Receipt

Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

H – 'RCV' (receivable) or 'REC' (receipt)

Line 5 – Enter Reason

B – A/R balance acct for Receivable or

R – Reference # for Receipt

S – Source, Date

D – Accounts Receivable Reason

L – Enter Account, Amount

(Up to 998 entries allowed)

**Create this to import a Receivable,
Then Change the 'H' & 'R' lines to
import the Receipt**

Example:

QBE

Taxes

Example: Will Aid Processing Monthly QBE



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Demo Receivable/Receipt Import

F1, F6, F2

F1, F7, F6

Import Journal Entry

Use JournalEntry.xls to Create a Journal Entry

- V – Voucher Nbr, MM, DD, YY, FY, Reason
- C – Bank, Ck No, Vendor/Payee, Amt (998)
- L – Acct Type, 1099, Account, DR Amount
CR Amount, Bank, Source/Vendor
- C – Bank, Ck No, Vendor/Payee, Amt (20)

(Up to 20 Lines OR up to 998 Lines)

Example:

- QBE (no longer best option)
- Transfer Fund from School Nutrition

The screenshot shows a spreadsheet titled 'JournalEntry.xls' in 'Compatibility Mode'. The interface includes a header row with columns for Voucher, Tran, and Reason. Below this is a grid for journal entry lines, with columns for Act Type, Fund, Fisc, Prgm, Func, Facility, B, Addl, DR Amount, CR Amount, Bank, and Vendor. At the bottom, there are summary fields for 'Check Bank No', 'Check Vendor - or - Payee', and 'Check Amount', along with a 'Total' row showing \$0.00 for both DR and CR amounts.



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Demo Journal Voucher Import

F1, F11, F5

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Questions



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