

PCGENESIS

Accounts Payable and Receivable

Beth Covington

Jamie Ulrich

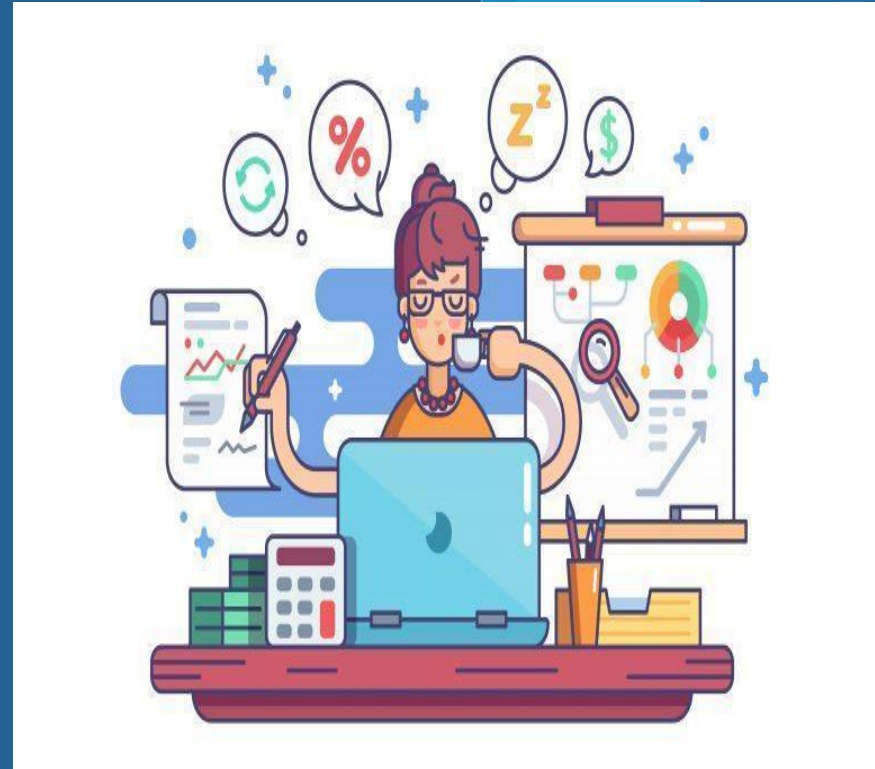
DAWSON COUNTY

Think Outside the Box



Think Outside the Box

- ▶ Question the status quo:
 - ▶ Why are we doing this?
 - ▶ Who requires it?
 - ▶ What are we doing with the information?
 - ▶ If we stopped, would it be missed?



Purchase Orders



We are going to take you from this:



To this:



in 50 minutes or less.

Current Process

Purchase Order Form
4 part NCR paper

All invoices billed to Central
Office

Routed via Inter-office mail

New and Improved Purchase Order Process

123456

Purchase Order

TO		DATE	
ADDRESS		DATE REQUIRED	
CITY, STATE, ZIP		TERMS	
SHIP TO		HOW SHIPPED	
ADDRESS		REQ. NO. OR DEPT.	
CITY, STATE, ZIP		FOR	

QUANTITY	DESCRIPTION	PRICE	UNIT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

IMPORTANT Purchase Order Number must appear on all invoices - packaging, etc. Please notify us immediately if you are unable to complete the order by date specified.	Please send _____ copies of your INVOICE with ORIGINAL BILL OF LADING. PURCHASING AGENT
--	--

A-0831 T-02140905141 ORIGINAL 01-11

OFFICE COPY 1

01-11

01-11

01-11

Purchase Order Form - Page 1

Budget Year 2014-2015	Dawson County School District Purchase Order Form		Purchase Order #	Vendor # 22
All Orders are to be BILLED to: DAWSON COUNTY BOARD OF EDUCATION Tanya Davis %KES 1063 Kilough Church Rd. Phone (706)216-8595 ext. 2012 DAWSONVILLE, GA 30534 FAX (706)216-7424				
Version 07.01.14				
Date	10/24/14	Principal's Signature	Tracey Compton	
Vendor Information	PHONE:	School or Center	Kilough Elementary	
		Department/Teacher		
FAX:		Technology Approval		
Name of Vendor		Expenditure Category		
Cooperative Purchasing				
Street Address or Box Number		<input checked="" type="radio"/> Supplies	<input type="radio"/> Purchased Svcs	<input type="radio"/> Repair/Maint.
1041 S MAIN STREET		<input type="radio"/> Software	<input type="radio"/> Books/Periodicals	<input type="radio"/> Expendable Equip
City	State	Zip	<input type="radio"/> Postage	<input type="radio"/> Textbooks
CLEVELAND	GA	30528	<input type="radio"/> Computers	<input type="radio"/> Registrations
		<input type="radio"/> Copier Leases		
ATTN:	QBE Category			
Place of Delivery		<input checked="" type="checkbox"/> K	<input type="checkbox"/> 9 - 12	<input type="checkbox"/> Special Ed
Kilough Elementary School		<input type="checkbox"/> 1 - 3	<input type="checkbox"/> Voc Lab	<input type="checkbox"/> Media
1063 Kilough Church Road		<input type="checkbox"/> 4 - 5	<input type="checkbox"/> ESOL	<input type="checkbox"/> K EIP
Dawsonville, GA 30534		<input type="checkbox"/> 6 - 8	<input type="checkbox"/> Rem Ed	<input type="checkbox"/> 1 - 3 EIP
				<input type="checkbox"/> 4 - 5 EIP
				<input type="checkbox"/> Other *
ATTN:	Short Desc:		KES KGN SUPPLIES	

Import continued

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	PCGenesis Purchase Requisition															v3.0
2																
3	NOTE: Commas may not be entered into any input field.															
4																
5	H	Requisition number		Date	10/24/2014	MM/DD/CCYY										
6																
7	V	Vendor number	22	Requestor	TRACEY COMPTON											
8		Or "NEW"		Phone	706-216-8595											
9																
10	A	Approved by	DAMON GIBBS													
11																
12	If existing vendor, only vendor number and name required. If new vendor, complete vendor information required.															
13	N	Vendor name	Cooperative Purchasing										EIN			
14	P	Phone		Fax											or SSN	
15	D	Address L1											1099 (Y/N)			
16	E	Address L2														
17	F	City - St - Zip														
18	G	Contact											0			
19																
20	B	Bill to facility	0103	Bill to building	1											
21		Facility desc											Information only			
22	S	Ship to facility	0103	Ship to building	1											
23																
24	T	Attention of	0													
25																
26	O	Order description	KES KGN SUPPLIES													
27																

Yellow - template entry

Blue - linked to po

Purchase Order Form - Page 1 continued

Item #	Qty	Unit	Description	Unit Price	Total Amt
	10	EA	ABC WIDGETS	15.99	159.90
	25	EA	123 ODDITIES	21.99	549.75
Approved By:				Total Page 1	709.65
				Total Page 2	-
				GRAND TOTAL	709.65
Superintendent	Date	Acct. No 15-100-0-1011-1000-61000-103-1			709.65
Faxed		Acct. No -----			
Phoned		Acct. No -----			
Online		Acct. No -----			
Mailed		Acct. No -----			
				TOTAL	709.65

Account codes and amounts are linked from the import tab

Import continued

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

Line	Yr	Fnd	Fisc	Prog	Func	Object	Fac	Bldg	Addl	Amount
31 C	1	15	100	0	1011	1000	61000	103	1	709.65
32 C	2									
33 C	3									
34 C	4									
35 C	5									
36 C	6									
37 R	Total requisition amount									709.65

Account charge total must match line item total

Line items extended price total \$709.65

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

Line	Quantity	Unit	Description	Unit Price	Ext Price
44 L	1	EA	PAGE ONE	709.65	709.65
45 L	2	EA	PAGE TWO	0.00	0.00
46					

Import continued

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

Line	Yr	Fnd	Fisc	Prog	Func	Object	Fac	Bldg	Addl	Amount	
31	C	1	15	100	0	1011	1000	61000	103	1	709.65
32	C	2				30003					
33	C	3				30010					
34	C	4				43000					
35	C	5				44200					
36	C	6				53000					
37	R					61000					
						61200					
						61500					
						requisition amount				709.65	
						Line items extended price total				\$709.65	

Dropdown menus were created for each segment of the account code. Finance controlled the accounts.

Created dropdown menus:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	15	100	0	1011	1000	30010	189	0	
2		462		1021	2100	30080		1	
3				1051	2210	43000		3	
4				1061	2220	44200			
5				1071	2400	53000			
6				1091	2600	61000			
7				1210	2900	61010			
8				1310		61200			
9				1351		61500			
10				1455		61600			
11				1457		64100			
12				1500		64200			
13				1638		73000			
14				1839		73400			
15				2041		81000			
16				2061					
17				2111					
18				2211					
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									

Import and Drop Down Menu tabs were hidden from employees. Drop Down Menu tab was locked.

Google: How to link spreadsheets

The screenshot shows a Google search page with the following elements:

- Search bar: "how to link excel spreadsheets"
- Navigation: All, Videos, Images, News, Shopping, More, Settings, Tools
- Results: About 18,000,000 results (0.58 seconds)
- Featured Snippet:
 - While it has no problem linking groups of cells, nonadjacent cells must be copied individually.**
 - 1. Open Both **Workbooks**. Open both **workbooks**, if applicable.
 - 2. Select the Source **Spreadsheet**. Select the source **spreadsheet**. ...
 - 3. Choose Cells and Copy. ...
 - 4. Select the Cell to Populate with Data. ...
 - 5. Establish a **Link** Between the Two **Spreadsheets**.
- Video thumbnail: "How to Link Cells in Different Excel Spreadsheets" from vitamincm.com
- Link: [How to Link 2 Excel Spreadsheets | Chron.com](https://smallbusiness.chron.com)
<https://smallbusiness.chron.com> > 2-excel-spreadsheets-43626
- Buttons: About Featured Snippets, Feedback
- Section: Videos
- Video thumbnails:
 - 4:41: How to make a data connection between two Excel workbooks
 - 8:11: How to link two (multiple) workbooks and cells in Excel
 - 3:44: Excel - Link Data Between Worksheets in a Workbook in Excel

“



”

Using formulas in EXCEL, enter “=”,
then point to the workbook cell.

Templates were setup for:

Schools

Elementary

Middle

High

Departments

Curriculum

Finance

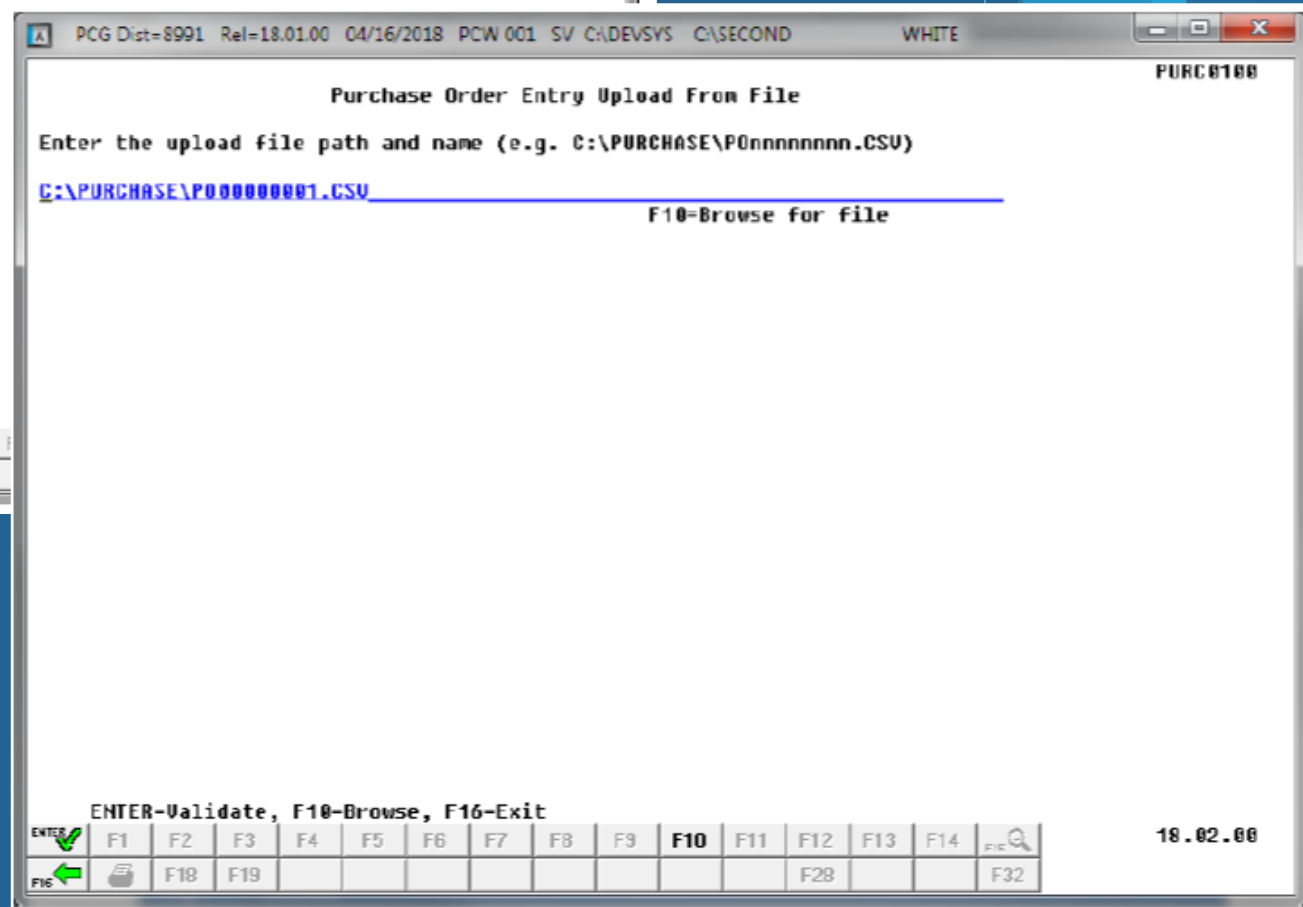
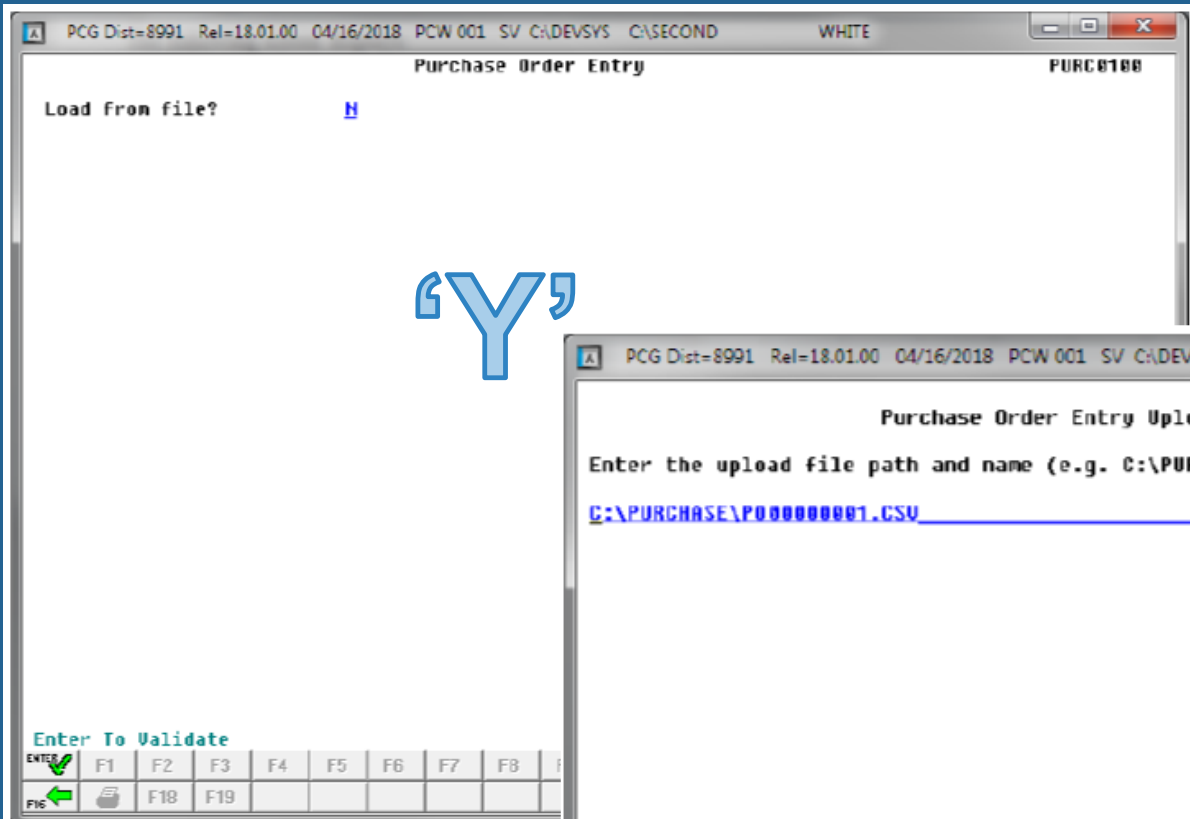
Maintenance & Operations

School Nutrition

Transportation

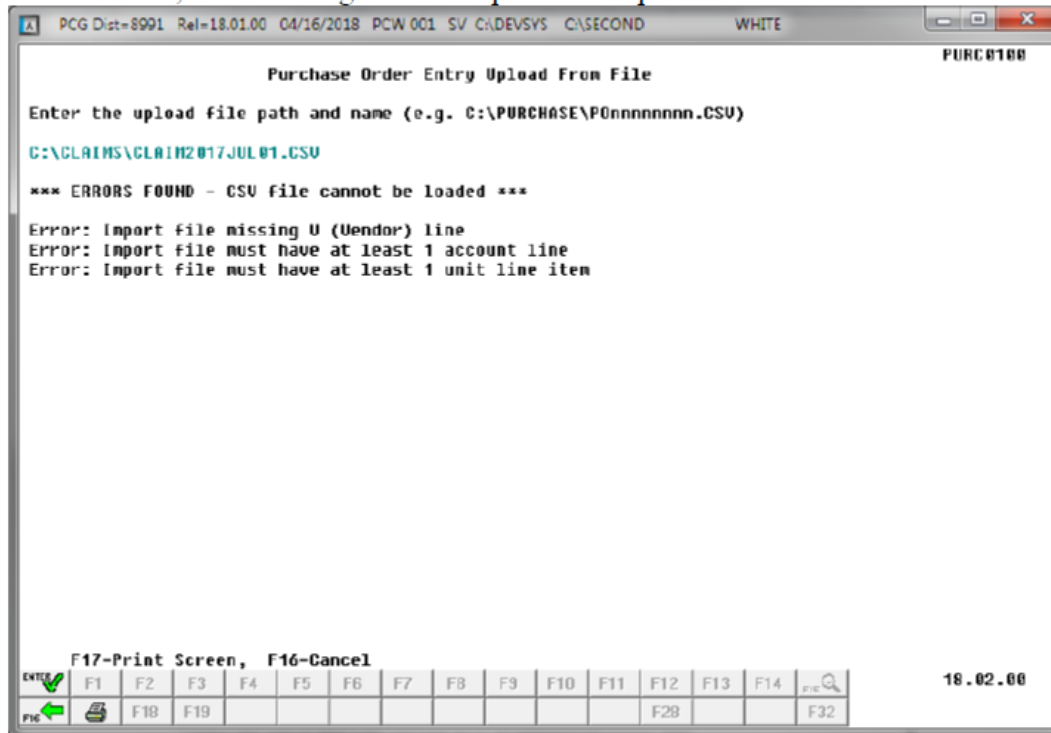
PCGENESIS IMPORT:

‘Y’

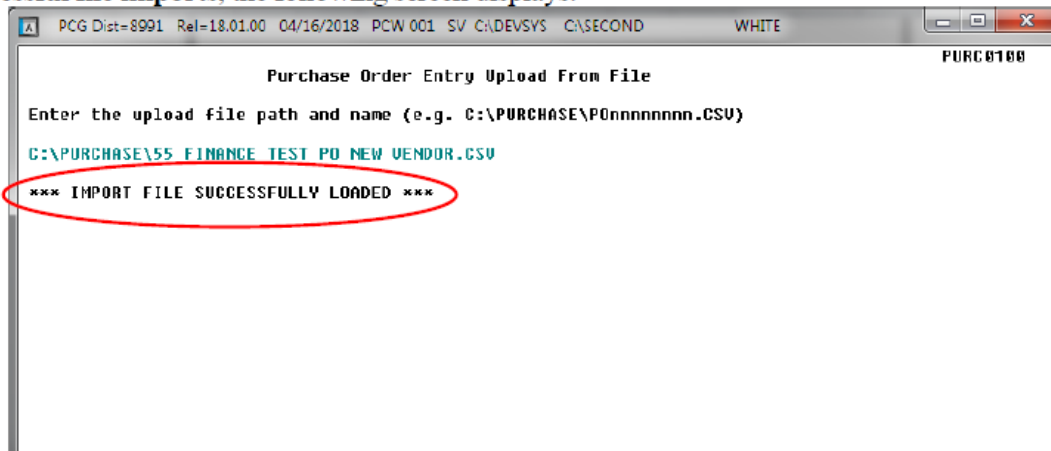


PCGENESIS IMPORT:

For **import file errors**, the following is an example of an import file error screen:



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



PCGENESIS IMPORT:

PCG Dist=8991 Rel=18.01.00 04/16/2018 PCW 001 SV CADEVSY5 C/ASECOND WHITE PURC0100

Purchase order number: 162
Amount: 5,355.81

Vendor: 55
Assigned to: VENDOR 000055
0045 VENDOR STREET
SMITH, GA 33333

F17=Print Screen, ENTER or F16 to Continue

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	🔍
F16 ←	🖨️	F18	F19									F20			F32

18.02.00

Employee

- Completes location specific purchase requisition

Bookkeeper
Admin Sec.

- Enters vendor code on import template
- Brief Description
- Accounting codes and amounts

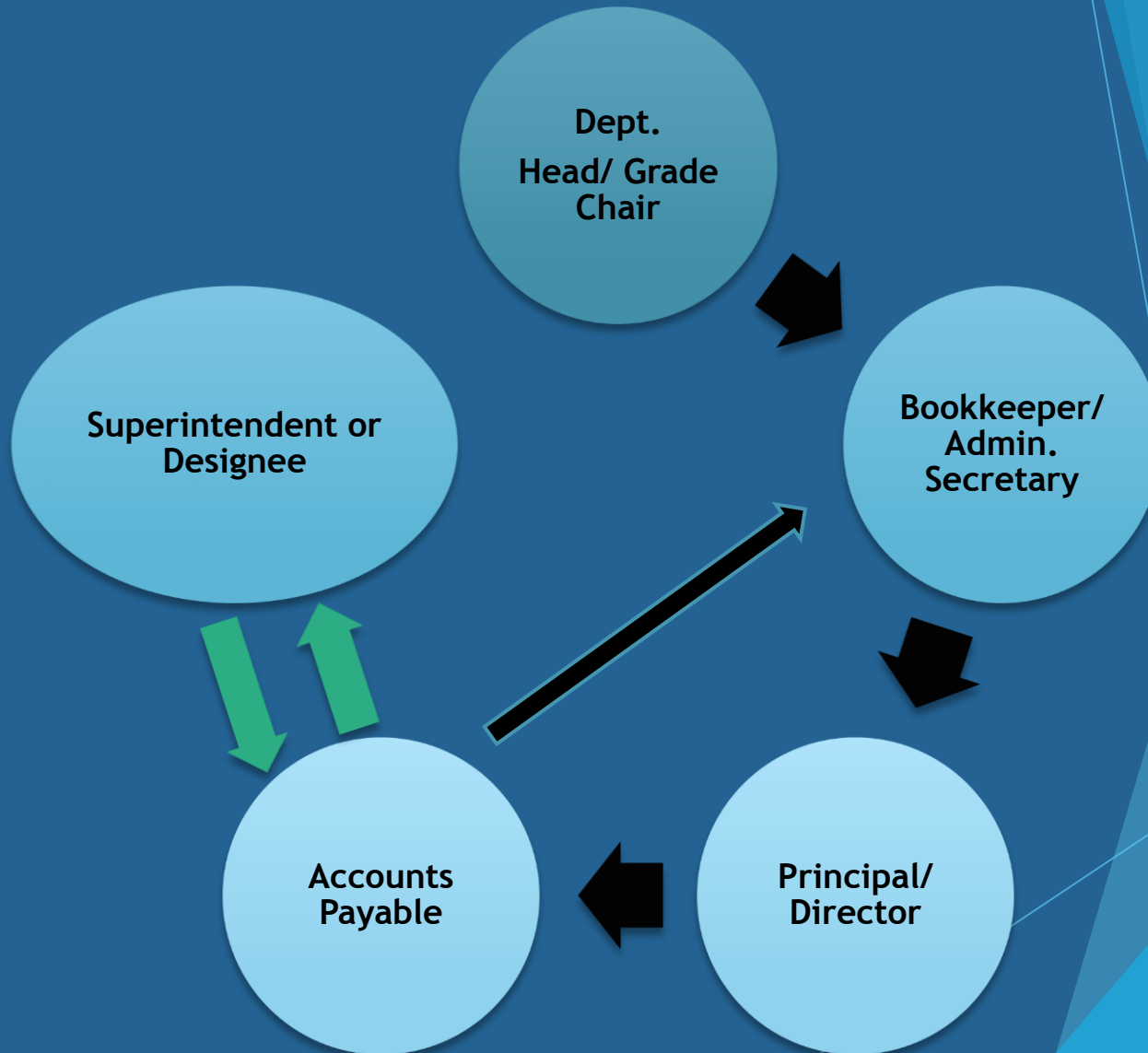
Principal/
Director

- Approves P.O. and emails accounts payable

Accounts
Payable

- Prints purchase requisition for Superintendent or Designee's signature.
- Saves workbook to import after approval.

Email Process Flow



Email – black lines
Paper – green lines

Invoice Approval Flow continued

Budget Year: 2008-2009
 Dawson County School District
 Purchase Order Form
 Purchase Order # **024932**
 Vendor # **4210**
 All Orders are to be BILLED to: **DAWSON COUNTY BOARD OF EDUCATION** Shelia Brooksher
 517 ALLEN STREET Phone (706)265-3246 Ext. 1012
 DAWSONVILLE, GA 30534 FAX (706)265-1226

Date	10/10/08	Director's Signature	Nicky Gilleland		
Vendor Information	PHONE: 706-344-3535	School or Center	Central Office		
FAX: 706-344-3537	Department/Teacher	Superintendent			
Name of Vendor		Expenditure Category			
Dawson County Sheriffs Office		<input type="radio"/> Supplies <input checked="" type="radio"/> Purchased Svcs <input type="radio"/> Repair/Maint. <input type="radio"/> Software <input type="radio"/> Books/Periodicals <input type="radio"/> Expendable Equip <input type="radio"/> Dues & Fees <input type="radio"/> Textbooks <input type="radio"/> Instructional Equip <input type="radio"/> Computers <input type="radio"/> Registrations <input type="radio"/> Travel			
Street Address or Box Number		QBE Category			
19 Tucker Ave.		<input type="checkbox"/> Title I <input type="checkbox"/> 9 - 12 <input type="checkbox"/> Special Ed <input type="checkbox"/> Media <input type="checkbox"/> Title II <input type="checkbox"/> Voc Lab <input type="checkbox"/> K EIP <input type="checkbox"/> Prof Learning <input type="checkbox"/> Title IV <input type="checkbox"/> ESOL <input type="checkbox"/> 1 - 3 EIP <input type="checkbox"/> Gifted <input type="checkbox"/> Title V <input type="checkbox"/> Rem Ed <input type="checkbox"/> 4 - 5 EIP <input checked="" type="checkbox"/> Other *			
City	State	Zip			
Dawsonville	GA	30534			
ATTN:	Place of Delivery				
	Dawson Co. Board of Education 517 Allen Street Dawsonville, Ga 30534				
ATTN:	Nicky Gilleland				
Item #	Qty	Unit	Description	Unit Price	Total Amt
	2	QTR	2008 School Resource Officer Salary	26,687.38	53,374.76
	2	QTR	2009 School Resource Officer Salary	29,574.38	59,148.76

Approved By: *N. Gilleland*
 Superintendent
 Acct. No 9-100-0-1450-2100-33000-8010-1 112,523.52
 Acct. No -----
 Acct. No -----
 Acct. No -----
 Acct. No -----
 Acct. No -----
 Acct. No -----
 TOTAL 112,523.52

Setup a Numbering Machine to stamp the PCGENESIS purchase order number on the printed PO.

Overview

For an inexpensive and efficient numbering solution, buy the Sparco 80057 automatic number stamp online. This 5-wheel numbering stamp can number from 00000 to 99999. It is self inking, eliminating the need to hit an ink pad prior to stamping, as well as auto-rotating, so after every stamp the numbers rotate to the next in the sequence. It features up to seven movements to number consecutive, duplicate, triplicate, quadruplicate, sextuplicate, repeat, and 12 times. These features are time-saving, so you can spend more time numbering your items with less down time. This durable little numbering machine stamp is made of all-metal components and built to last. Included for free with your purchases is one black ink container and two ink pads. Simply saturate the ink pad and place it into the numbering machine to create a self-inking solution.

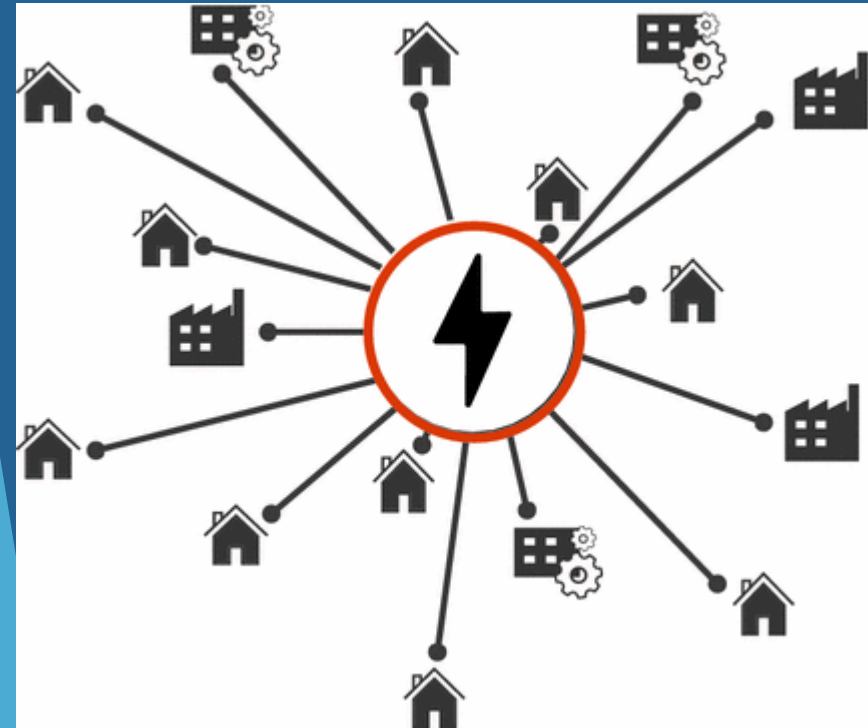
Track purchase order numbers

	A	B	C	D	E
1	Req Number	PO Number	Dept	Ven #	Vendor Name
914	28755	43164	M&O	5885	McEver Signs
915	28759	43165	CURR	40	Scholastic
916	28724	43166	Fed	6686	DCJH
917	28723	43167	Fed	5451	Food Lion
918	28774	43168	SF	6824	Pamela Blakeney
919	28778	43169	DCHS	3480	Amazon
920	28761	43170	DCJH	402	JW Pepper
921	28773	43171	DCJH	3480	Amazon
922	28728	43172	DCJH	22	Cooperative Purchasing
923	28766	43173	SPED	570	Western Psychological
924	28775	43174	Trans	6520	Rider Transportation
925	28765	43175	BMES	128	Duplicating Products
926	28743	43176	DCHS	402	JW Pepper
927	28745	43177	DCHS	6690	ZSPACE
928	28744	43178	DCHS	3753	School Nurse Supply
929	28762	43179	DCHS	3753	School Nurse Supply
930	28747	43180	DCHS	22	Cooperative Purchasing
931	28760	43181	DCHS	3480	Amazon
932	28769	43182	DCHS	6822	FastSpring
933	28779	43183	HR	1699	GAEL
934	28767	43184	CURR	1699	GAEL
935	28752	43185	Fed	6722	Kajeet
936					
937					

BILLING

**Are all invoices billed
to central office?**

Decentralize the billing



Vendor Billing:

Blank County Board of Education

% Sample High School
100 Main Street
Anytown, GA 30000

Fac	Bldg	Desc	Addr1	Addr2	City	St	Zip
103	0	DAWSON COUNTY BOARD OF ED	KILOUGH ELEMENTARY	1063 KILOUGH CHURCH ROAD	DAWSONVILLE	GA	30534
103	1	% KILOUGH ELEMENTARY	TANYA DAVIS 706.216.8595	1063 KILOUGH CHURCH ROAD	DAWSONVILLE	GA	30534
103	2	% KES LUNCHROOM	ANGELA HOWARD 706.216.8595	1063 KILOUGH CHURCH RD	DAWSONVILLE	GA	30534

Template:

The diagram illustrates a template layout with four rows of fields. Two blue arrows point down to the top row, and two purple arrows point up to the bottom row. The fields are arranged in a grid with alternating colors (white, light green, pink).

20	Bill to facility		Bill to building		
21	Facility desc				Information only
22	Ship to facility		Ship to building		
23	Facility desc				Information only
24	Attention of				

Funding Codes



BUDGET



EXPENDITURE

Educate the school bookkeepers on Chart of Accounts

Program	Function	Objects
<ul style="list-style-type: none">• Elementary<ul style="list-style-type: none">• 1011• 1021• 1051• 1455	<ul style="list-style-type: none">• 1000• 2100• 2400	<ul style="list-style-type: none">• 430• 610• 810

Accounting Code

YR	FUND	F	PROG	FUNC	OBJ	FAC	BLDG	ADDT'L
XX	XXX	X	XXXX	XXXX	XXXXX	XXXX	X	XXXXXX
20	100	0	1011	1000	61000	0189	1	000000
20	Fiscal Year	2 digits						
100	Fund	3 digits						
0	Filler	1 digit						
1011	Program	4 digits						
1000	Function	4 digits						
61000	Object	5 digits						
0189	Facility	4 digits						
1	Building	1 digit						
000000	Additional	6 digits						

Utilize the building and additional codes.



Building Code Use - 1 digit

1

- Principal

2

- Student Information

3

- Curriculum

4

- Student Support

5

- Special Education

6

- Human Resources

7

- Technology

8

- CTAE

9

- M&O

Additional Code Use - 6 digits

000001

- 21st Century Equipment

000002

- Transportation Fleet

000040

- Safety Upgrades

000017

- SFS Equipment

Internal Controls

As the finance director, are you checking off the Selected Payables Report?

REPORT ID: EXP0655-SELECT		SELECTED PAYABLES BY NAME AS OF 08/29/19					PAGE 13
REPORT DATE: 08/29/2019 09:43							
-----INVOICE-----			EXPENDITURE ACCOUNT				
SEQ#	VEND-REF	DATE	AMOUNT	FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L	PO #	DESCRIPTION	BINC
VENDOR #: 000240 TOWNLEY CONSTRUCTION CO INC							
9289	30826	08/20/19	150.00	100-0-1457-2600-43045-8013-9-000000	042443	M&O-PLUMBING	0421
			150.00	*			
			150.00	**			
VENDOR #: 000411 U S GAMES							
9970	905816724	08/15/19	999.99	100-0-1025-1000-61000-0111-1-000000	042298	RVES - PE	0421
			999.99	*			
			999.99	**			
VENDOR #: 006420 UNITED REFRIGERATION INC							
9930	69829033	08/19/19	72.22	100-0-1457-2600-61040-8013-9-000000	042479	M&O-HVAC	0421
			72.22	*			
			72.22	**			
VENDOR #: 004741 USA TEST PREP							
9945	41672	08/28/19	26,852.08	100-0-1638-1000-53200-8010-3-000000	042934	CURR WEB SUBSCRIPTNS	0421
			26,852.08	*			
			26,852.08	**			
VENDOR #: 003733 WAL-MART COMMUNITY BRC							
8315	07946	08/01/19	115.80	100-0-1500-2100-61000-0199-1-000000	042260	BMES CLINIC SUPPLIES	0421
			115.80	*			
8314	08485	07/31/19	75.10	432-0-1800-2100-61000-8010-0-000000	042694	JD - MKV SUPPLIES	0421
			75.10	*			
8313	7125	07/30/19	385.84	100-0-1500-2100-61000-0106-1-000000	042299	DCMS CLINIC SUPPLIES	0421
			385.84	*			
8312	00070	08/07/19	33.79	100-0-1500-2100-61000-0106-1-000000	042299	DCMS CLINIC SUPPLIES	0421
			33.79	*			
			610.53	**			
VENDOR #: 006572 WILCO PRINTING							
9950	75675	08/22/19	165.00	100-0-1455-2100-61000-0109-1-000000	042903	DCJHS FORMS	0421
			165.00	*			
			165.00	**			
** GRAND TOTAL			241,814.94	***			

Jennie Ylari
8/29/19

REPORT ID: EXP0655-SELECT
 REPORT DATE: 08/29/2019 09:43

SELECTED P

SEQ#	VEND-REF	DATE	AMOUNT	FND-F-PROG-FU	EXPENDIT
-----INVOICE-----					
VENDOR #:	000240	TOWNLEY CONSTRUCTION CO INC			
9289	30826	08/20/19	150.00	100-0-1457-26	
			150.00 *		
			150.00 **		✓
VENDOR #:	000411	U S GAMES			
9970	905816724	08/15/19	999.99	100-0-1025-100	
			999.99 *		
			999.99 **		✓
VENDOR #:	006420	UNITED REFRIGERATION INC			
9930	69829033	08/19/19	72.22	100-0-1457-260	
			72.22 *		
			72.22 **		✓
VENDOR #:	004741	USA TEST PREP			
9945	41672	08/28/19	26,852.08	100-0-1638-100	
			26,852.08 *		
			26,852.08 **		✓
VENDOR #:	003733	WAL-MART COMMUNITY BRC			
8315	07946	08/01/19	115.80	100-0-1500-2100	
			115.80 *		
8314	08485	07/31/19	75.10	432-0-1800-2100	
			75.10 *		
8313	7125	07/30/19	385.84	100-0-1500-2100	
			385.84 *		
8312	00070	08/07/19	33.79	100-0-1500-2100	
			33.79 *		
			610.53 **		✓
VENDOR #:	006572	WILCO PRINTING			
9950	75675	08/22/19	165.00	100-0-1455-2100-61000-02	
			165.00 *		
			165.00 **		✓
** GRAND TOTAL			241,814.94	***	

Jamie Yelzi
8/29/19

FUND-F FUND NAME	TOTAL AMOUNT
100-0 GENERAL	\$223,066.30
404-0 VIB FLOW THROUG	\$926.46
414-0 TITLE II	\$384.00
432-0 EDU HOMELESS	\$167.02
462-0 TITLE IV	\$16,000.00
482-0 JROTC	\$79.80
560-0 BRIGHT START	\$39.90
581-0 IVEY DONATION	\$362.31
693-0 SUPERINTENDENT	\$789.15

	\$241,814.94 ✓

AP 83253 - 83304

MY REVIEW OF THE SELECTED PAYABLES REPORT AND THE CHECK REGISTER CONFIRMS THAT THEY ARE IN BALANCE.

Jamie Yelzi
CHIEF FINANCIAL DIRECTOR

8/29/19
DATE

ALLOWANCE OF PAYMENTS

WE HAVE EXAMINED THE PAYMENTS ON THE FOREGOING REGISTER OF PAYMENTS, CONSISTING OF 14 PAGES, AND EXCEPT FOR THE PAYMENTS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH PAYMENTS ARE HEREBY ALLOWED IN THE TOTAL OF \$241,814.94 DATED THIS DAY OF

A. J. ...
SUPERINTENDENT


8/4/19
DATE

What about the agreement of Selected Payables and Check Register?

Accounts Receivable

Use RCV Imports For:

- ▶ QBE
- ▶ Medicaid Payments
- ▶ Facility Use
- ▶ Gate Workers
- ▶ Transportation
- ▶ School Invoicing


Georgia Department of Education
OBE Payment Advice

School System : **642 Dawson County** Payment Month Year: **August-2019**

Your OBE Payment will be deposited on August 31, 2019 to your bank account through the Automated Clearing House(ACH). Your accounting records should be posted as follows:

Program Code	Description	Revenue Code 3120 Salary (\$)	Revenue Code 3122 Operation (\$)	QBE Earnings (\$)	Revenue Code 3140 Less Local 5 Mills (\$)	State Funds (\$)
1011	Kindergarten	132,749	1,589	134,338	36,014	98,324
1061	Kindergarten Early Intervention	14,887	136	15,023	4,027	10,996
1021	Primary Grades 1-3	268,550	4,359	272,909	73,164	199,745
1071	Primary Grades 1-3 Early Intervention	46,142	501	46,643	12,504	34,139
1051	Upper Elementary Grades 4-5	137,674	2,400	140,074	37,552	102,522
1091	Upper Elementary Grades 4-5 Early Intervention	39,550	352	39,902	10,697	29,205
1081	Middle School 6-8	248,389	3,826	252,215	67,616	184,599
1041	High School Grades 9-12	231,655	6,920	238,575	63,959	174,616
3011	Vocational Lab 9-12	71,889	5,442	77,331	20,731	56,600
2011	Special Education Category 1	4,281	103	4,384	1,175	3,209
2011	Special Education Category 2	23,153	240	23,393	6,271	17,122
2011	Special Education Category 3	192,645	2,399	195,044	52,289	142,755
2011	Special Education Category 4	81,829	1,267	83,096	22,277	60,819
2011	Special Education Category 5	52,230	2,147	54,377	14,578	39,799
2011	Special Education Itinerant			0	0	0
2011	Special Education Supplemental Speech			639	171	468
2111	Gifted - Special Education Category 6	59,579	874	60,453	16,207	44,246
2211	Remedial	36,069	363	36,432	9,767	26,665
5071	Alternative	18,983	234	19,217	5,152	14,065
1351	ESOL	19,854	95	19,949	5,348	14,601
	TOTAL DIRECT INSTRUCTIONAL FUNDS (1)	1,680,108	33,247	1,713,355	459,499	1,253,856
1450	Cent. Admin/ Tchrs. Sal mcr.	59,706	14,396	74,102	19,866	54,236
1455	School Administration	105,266	2,036	107,302	28,766	78,536
1457	Facility M&O			86,916	23,301	63,615
	TOTAL INDIRECT FUNDS	164,972	103,348	268,320	71,933	196,387
1310	Media Center Program	40,348	4,068	44,416	11,907	32,509
1100	20 Days Additional Instruction	14,004	0	14,004	3,754	10,250
1210	Staff & Professional Development			7,148	1,916	5,232
1211	Principal Staff and Prof. Dev.			192	51	141
1638	Charter System Adjustment			31,079		31,079
	TOTAL QBE Formula Funds(2)	1,899,432	140,663	2,079,133	549,060	1,530,093
				Revenue Code 3125		
1320	Pupil Transportation			33,877		33,877
1500	Nursing Services			6,208		6,208
	TOTAL STATE FUNDING					1,570,178
	Payment Made by EDI					1,570,178

Page : 1



Why Imports for Receivables?

- ▶ Decentralizes billing for receivables
- ▶ Faster Data Entry
- ▶ Eliminates Errors
- ▶ Easy to share
 - ▶ Email Attachments
 - ▶ Google Sheets



Dawson County Board of Education
 28 Main Street
 Dawsonville, GA 30534
 Phone: (706) 265-3246
 Fax: (706) 216-5719
 boovington@dawson.k12.ga.us

INVOICE

Date 10/23/19
 Invoice # 0199-19348
 For Technology Fees BMES

Bill To:

Blacks Mill Elementary School
 c/o Cindy Kinney
 1860 Dawson Forest Road East
 Dawsonville, GA 30534
 706-216-3300

Quantity	Description	Unit price	Total
332	Technology Fee for iPad	\$ 20.00	\$ 6,640.00
10	MKV Students	\$ (20.00)	(200.00)
1	Discount Applied*	25%	\$(1,610.00)

PCGenesis Receivable or Receipt Import Entry

v1.0

Enter 'RCV' for receivable import or enter 'REC' for receipt import:

For

(RCV) Enter A/R balance account for receivable import only: A/R blnc

(REC) Enter reference # for receipt import only: or Ref #

All entries below apply to both Receivables and Receipts

Source	Date	Amount
<input type="text" value="200"/>	<input type="text" value="10/23/19"/>	<input type="text" value="4830.00"/>

Reason

*** Receipt/Receivable Lines ***

	Yr	Fund	F	Prog	Func	Objct	Fcty	B	Amount
1	21	100	0	9990	1995		8010	7	4830.00
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Other Misc. Uses

Technology Fee Invoicing for Schools

Bill To:
4-H Extension Service
 PO Box 128
 Dawsonville
 706-265-2442

Inv

Date: 10/23/2019
 Invoice # TRANS

Bill To:
4-H Extension Service

- 4-H Extension Service
- Blacks Mill Elementary School
- Dawson County Board of Commissioners
- Dawson County High School
- Dawson County Junior High School
- Dawson County Middle School

- County BOE
- Mountains YMCA
- Elementary School
- County BOE
- W Elementary School
- on Elementary School

Dawson County Board of Education
 %Transportation Department
 28 Main Street
 Dawsonville, GA 30534
 706-216-5568 *2
 Attn: Terri Wallace

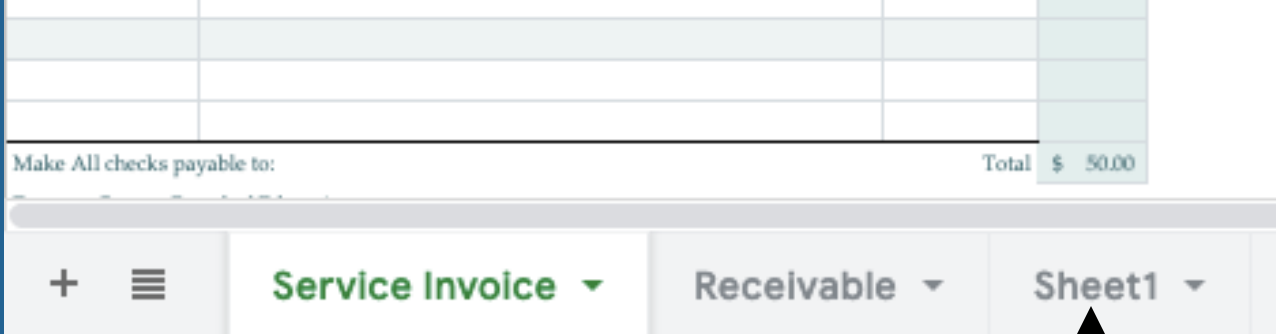
Bill To:
 4-H Extension Service
 PO Box 128
 Dawsonville, GA 30534
 706-265-2442

Payment Terms

Due upon receipt

Qty	Description	Unit Price	Line Total
1	CDL Testing	\$ 50.00	\$ 50.00
	Test Taker Name		

Revenue Source: 224
Balance Acct: 143
Revenue Acct: 100-0-9990-1400
Seq #:
Receipt #:



4-H Extension Service	PO Box	Dawsonv	706-265-2442	224			Fuel & Mileage		19296		19296-199
Blacks Mill Elementary	1860 Daw	Dawsonvl	706-216-330	200	199		CDL Testing				19296-198
Dawson County Boa	76 Howa	Dawsonv	706-344-3604	89			Fuel Charges				19296-109
Dawson County High S	1665 Peril	Dawsonvl	706-265-6555	41	198		Field Trip				19296-106
Dawson County Junior	109 Allen	Dawsonvl	706-216-5801	275	109		Athletic Trips				19296-103
Dawson County Middl	5126 Hwy	Dawsonvl	706-216-4849	32	106						19296-111
Fannin County BOE	2290 East	Blue Ridg	706-632-3371	290							19296-189
Georgia Mountains YM	2455 How	Gainesvl	770-297-9622	283							
Kilough Elementary Sc	1063 Kilol	Dawsonvl	706-216-8595	225	103						
Pickens County BOE	100 DB Ca	Jasper, GA	706-253-1700	289							
Riverview Elementary	370 Daws	Dawsonvl	706-216-5812	267	111						
Robinson Elementary S	1150 Peril	Dawsonvl	706-265-6544	195	189						

Data Validation:

- "If, Then" Formulas
- Julian Dates
- Facility/Location Codes

Formula Sample

Julian Date:

```
=TEXT(TODAY(), "yy")&TEXT((TODAY()-DATEVALUE("1/1/"&TEXT(TODAY(), "yy")))+1), "000")
```

Joining Julian Date & Facility Code:

```
=concatenate(M1, "-", G2)
```

If, Then Formulas for Data Validation

```
=if(A9=Sheet1!A1, Sheet1!M1, if(A9=Sheet1!A2, Sheet1!P1, if(A9=Sheet1!A3, Sheet1!M1, if(A9=Sheet1!A4, Sheet1!P2, if(A9=Sheet1!A5, Sheet1!P3, if(A9=Sheet1!A6, Sheet1!P4, if(A9=Sheet1!A7, Sheet1!M1, if(A9=Sheet1!A8, Sheet1!M1, if(A9=Sheet1!A9, Sheet1!P5, if(A9=Sheet1!A10, Sheet1!M1, if(A9=Sheet1!A11, Sheet1!P6, if(A9=Sheet1!A12, Sheet1!P7, 0))))))))))
```



Questions?