PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

| 9/25/2020 | Section G: Accounts Receivable Processing, V2.6 |

Revision History

Date	Version	Description	Author
9/25/2020	2.6	20.03.00 – Fix link to web page.	D. Ochala
01/10/2020	2.5	19.04.00 – Change the *Source File Listing* menu options.	D. Ochala
04/04/2017	2.4	17.01.00 – Add export file option to *Print Open Receivables Report*.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/06/2012	2.2	11.03.01 – Added button bar processing instructions and instructions for the screen print function.	D. Ochala
12/15/2008	2.1	08.04.00 – Added *B6 - F10 (Browse for file)* default to the *CSV (Comma delimited) (*.csv)* file type information and instructions	C. W. Jones
09/28/2008	2.0	08.03.00 – Updated receivable entry and revenue source print and maintenance, and added receivable import *.csv* file information and instructions.	C. W. Jones

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Overview

The following processing guidelines apply to accounts receivables:

Inquiries: PCGenesis users may inquire on accounts receivable records by account number and by source number. PCGenesis displays up to forty (40) account detail lines per accounts receivable record, and allows up to twenty (20) account detail lines per page. Where appropriate, PCGenesis provides Page Up `PGUP ▲` (**F4** – PgUp), Page Down `PGDN ▼` (**F5** - PgDn), Line Up `LNUP ▲` (**F6** - LnUp), and Line Down `LNDN ▼` (**F7** - LnDn) to scroll through the receivable account lines. PCGenesis provides `Next` (**F1** - Next) and `Prev` (**F2** - Prev) to browse additional receivable records. Selecting `F10` (**F10** - Receipt) displays any associated receipt information for the accounts receivable.

Entering Receivables: Accounts receivable entries may be made in PCGenesis either manually, or via the file import procedure.

PCGenesis allows up to forty (40) account detail lines for the *'Regular (1-40)'* receivable entry, and allows up to but not to exceed 998 account detail lines for the *'Large (1-998)'* and the *'Import (1-998)'* accounts receivable record entries. Note that the *'Large (1-998)'* accounts receivable import procedure accommodates Quality Based Education (QBE) allotment processing.

The *ReceiptOrReceivable.xls Template* located on the PCGenesis documentation website is provided for use during the *Import* file procedure. While the template is designed for use with both the accounts receivable and the receipt import, the instructions differ between the modules. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section H: Receipt Processing* for instructions on using the *ReceiptOrReceivable.xls template* in the creation of receipts.

IMPORTANT

Do not enter commas (,) in any of the Microsoft® Excel spreadsheet's data fields as doing so creates incompatibilities with the .csv file's format.

Closing Receivables: Close accounts receivables when the anticipated funds are no longer expected. Only close receivables however when there are no additional receipts to post against the receivable, or if the receivable was entered in error.

Closing Prior Year Receivables: To more easily distinguish between prior year receivables and current year receipts, PCGenesis users should cancel prior year receivables without posted receipts. When posting receipts against prior year receivables, PCGenesis closes the receivable, and posts all transactions to the current year. In doing so however, PCGenesis does not make entries to the fund balance. PCGenesis users are not required to make journal entries to correct fund balances. Prior year receivables entered for reporting purposes may also be closed.

Open Receivables Report: The *Open Receivables Report* lists the school district's or system's open receivables by fund or by name. The *Open Receivables Report* allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open receivables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

Revenue Source File: Revenue source records must exist in the *Source* file before they can be included on accounts receivables. PCGenesis allows revenue source records to be added, modified, and deleted. The *Revenue Source File Listing* provides a listing of the *Source* file's contents.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Enter Receivable* screen or the *Receivable Inquiry* screen. The screen print feature is available on display/inquiry screens which have the ⬛ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Topic 1: Processing Accounts Receivables

Procedure A: Inquiring on an Accounts Receivable/Updating the Accounts Receivable Reason
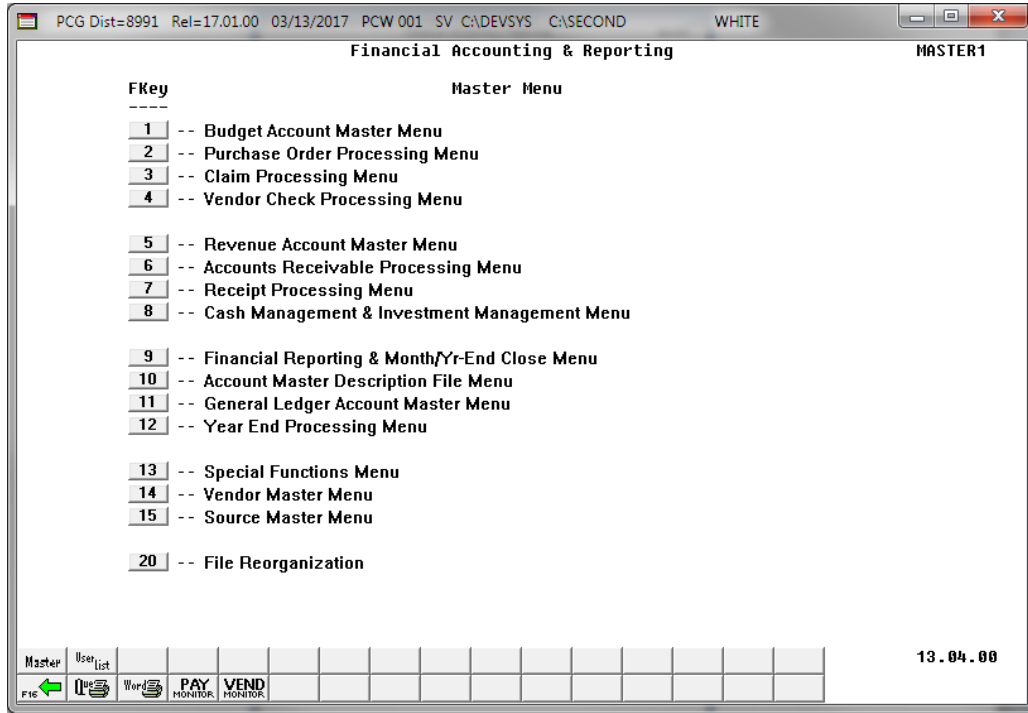
Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select [1] (**F1** - Inquiry Receivable).

The following screen displays:

Step	Action
3	Enter the revenue source code, or select the drop-down selection icon ▼ to choose the information for the first field, enter the sequence number where appropriate in the (**Opt. Seq. #)** field, and select **ENTER** (**Enter**). *If the receivable does not exist:* "*** NO MATCH ON SOURCE REQUESTED***" *displays. In this instance, reenter the search criteria and select **Enter**, or select* F16⬅ *(F16 – Exit) to exit this procedure and to return to the Financial Accounting & Reporting - Accounts Receivable Menu.* *If the receivable's number is unknown:* Select **F12** *(F12 - Search by account number). When the fields become available, enter the complete or partial account information in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field, and select* **ENTER** *(**Enter**).*

The following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                        AR0200
                                    Receivable Inquiry/Update
                                    Lines   1 to  13 of  13

    Revenue source#:     2  Seq#: 8751      Source name: SOURCE      000002
        Open date: 09/30/2016                     Status: CLOSED          Close date: 10/21/2016
    Original Amount:      153197.44       Actual Amount:     153197.44    Balance due:
       A/R account: 0142                         Reason: RECEIVE    0000028751

       Line    Yr Fnd F Prgm Srce Objct Fcty B Addt'l       Amount    Rcvd-to-Date
         1    17 602 0 9990 4510 00000 0000 0 000000      22402.12       22402.12
         2    17 602 0 9990 4511 00000 0000 0 000000      14542.61       14542.61
         3    17 602 0 9990 4513 00000 0000 0 000000        903.00         903.00
         4    17 603 0 9990 4510 00000 0000 0 000000       5115.66        5115.66
         5    17 603 0 9990 4511 00000 0000 0 000000       4621.26        4621.26
         6    17 604 0 9990 4510 00000 0000 0 000000      27565.72       27565.72
         7    17 604 0 9990 4511 00000 0000 0 000000      15185.28       15185.28
         8    17 605 0 9990 4510 00000 0000 0 000000      20139.84       20139.84
         9    17 605 0 9990 4511 00000 0000 0 000000       9924.85        9924.85
        10    17 605 0 9990 4513 00000 0000 0 000000        859.14         859.14
        11    17 606 0 9990 4510 00000 0000 0 000000      22521.14       22521.14
        12    17 606 0 9990 4511 00000 0000 0 000000       8740.86        8740.86
        13    17 606 0 9990 4513 00000 0000 0 000000        675.96         675.96
        14
        15
        16
        17
        18
        19
        20

       Already closed
    F1-Next  F2-Prev           F5-PgDn              F7-LnDn  F9-ChgReas  F10-Rcpt  F17-PrtScn  F16-Exit
                                                                                                17.01.00
```

Step	Action
4	**For account receivable displays:** Review the information displayed on the *Receivable Inquiry/Update* screen, and select Page Up [PGUP] (**F4** – PgUp), Page Down [PGDN] (**F5** - PgDn), Line Up [LNUP] (**F6** - LnUp), and Line Down [LNDN] (**F7** - LnDn) to scroll through the receivable account lines.
	Select [Next] (**F1** - Next) and [Prev] (**F2** - Prev) to view additional receivable records where appropriate.
	Select and [F10] (**F10** - Receipt) to view the accounts receivable's receipt. Proceed to *Step 5*.
	Select [printer icon] (**F17** – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
	For account receivable "Reason" field modifications: Select [F9] (**F9** - Change Reason) to modify the **Reason** field's entry. Make the appropriate modifications to the field, and select [ENTER] (**Enter**) <u>twice</u>. Proceed to *Step 6*.

For **Step 4-F10** selections, the following screen displays:

```
  PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE
                                                                                                AR0200
                      *-------- Associated Receipt Detail --------*

                          Receipt #        Date              Amount
                          =========     ==========    ================
                      1 )    3209       10/21/2016        153,197.44




                      Total received to date =       153,197.44




              ENTER/F16 to Return
```
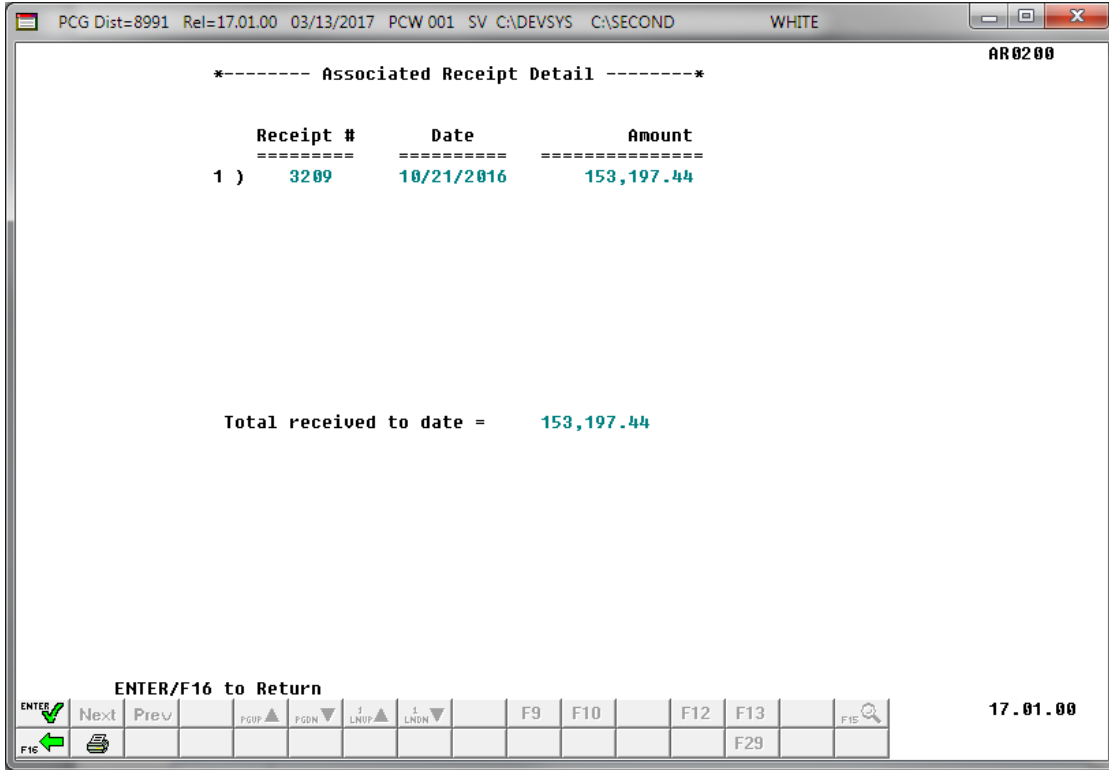
Step	Action
5	Review the information *Associated Receipt Detail* screen, and select ⬅ (**F16** to Return) to return to the *Receivable Inquiry/Update* screen.

The following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE                    _  □  ✕

                                    Receivable Inquiry/Update                                          AR0200
                                     Lines    1 to   13 of  13

       Revenue source#:      2  Seq#: 8751      Source name: SOURCE      000002
           Open date: 09/30/2016                      Status: CLOSED           Close date: 10/21/2016
       Original Amount:      153197.44       Actual Amount:     153197.44    Balance due:
           A/R account: 0142                         Reason: RECEIVE     0000028751

           Line      Yr Fnd F Prgm Srce Objct Fcty B Addt'l         Amount    Rcvd-to-Date
            1        17 602 0 9990 4510 00000 0000 0 000000       22402.12        22402.12
            2        17 602 0 9990 4511 00000 0000 0 000000       14542.61        14542.61
            3        17 602 0 9990 4513 00000 0000 0 000000         903.00          903.00
            4        17 603 0 9990 4510 00000 0000 0 000000        5115.66         5115.66
            5        17 603 0 9990 4511 00000 0000 0 000000        4621.26         4621.26
            6        17 604 0 9990 4510 00000 0000 0 000000       27565.72        27565.72
            7        17 604 0 9990 4511 00000 0000 0 000000       15185.28        15185.28
            8        17 605 0 9990 4510 00000 0000 0 000000       20139.84        20139.84
            9        17 605 0 9990 4511 00000 0000 0 000000        9924.85         9924.85
           10        17 605 0 9990 4513 00000 0000 0 000000         859.14          859.14
           11        17 606 0 9990 4510 00000 0000 0 000000       22521.14        22521.14
           12        17 606 0 9990 4511 00000 0000 0 000000        8740.86         8740.86
           13        17 606 0 9990 4513 00000 0000 0 000000         675.96          675.96
           14
           15
           16
           17
           18
           19
           20

       Already closed
    F1-Next  F2-Prev          F5-PgDn              F7-LnDn  F9-ChgReas  F10-Rcpt  F17-PrtScn  F16-Exit
   ENTER  Next Prev     PGUP  PGDN  LNUP  LNDN     F9   F10      F12  F13            F15        17.01.00
    F16   🖶                                                          F29
```
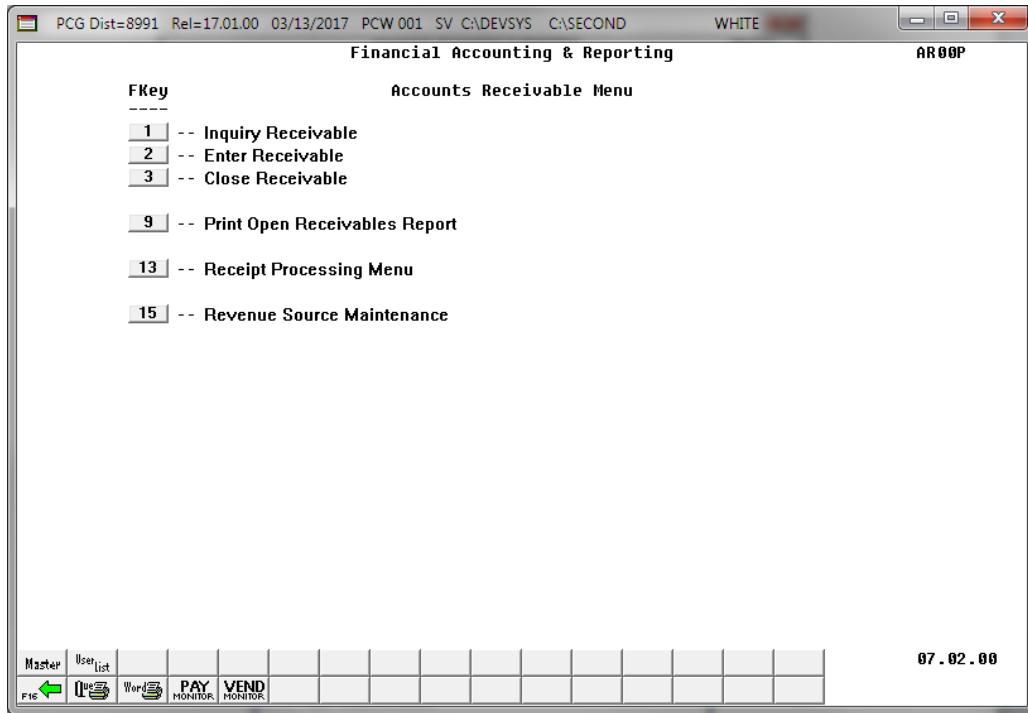
Step	Action
6	Select 🔙 (**F16** - Exit) to return to the *Receivable Inquiry/Update Source Selection Menu*.

The following screen displays:
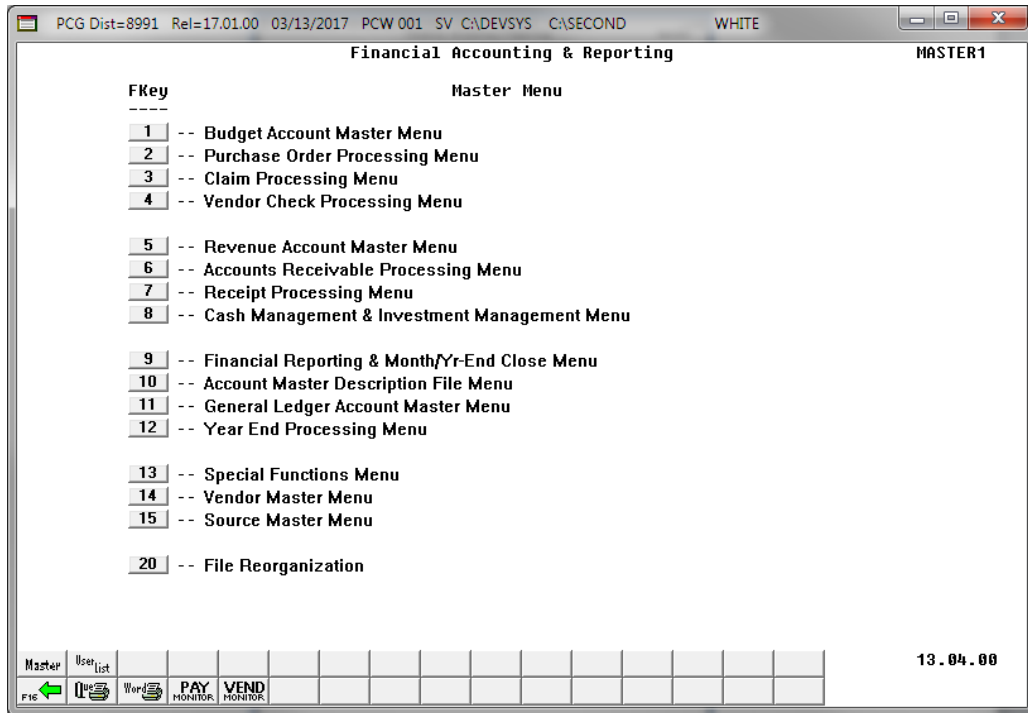

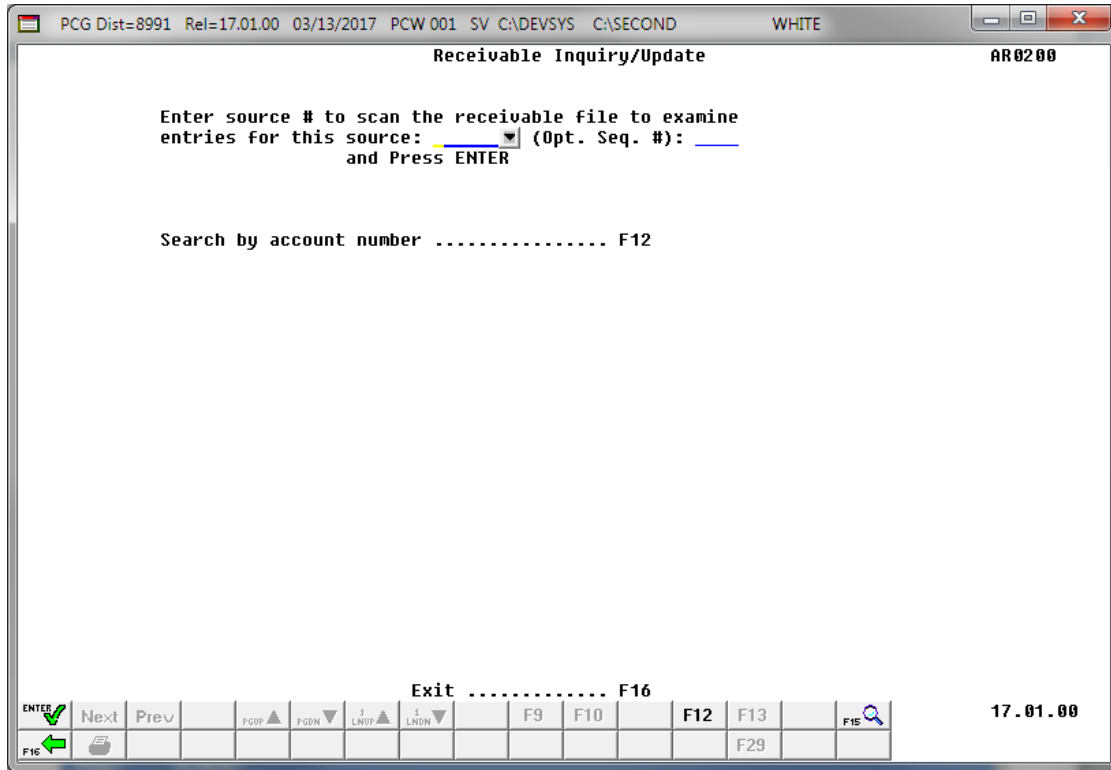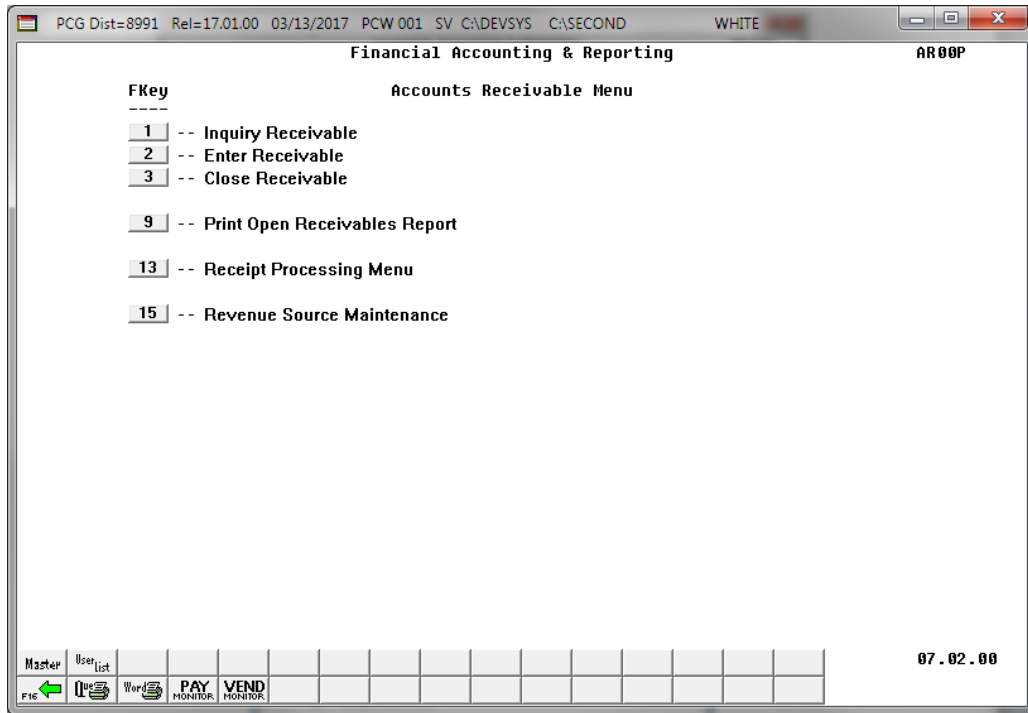| Step	Action
7	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu*.

The following screen displays:

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

Procedure B: Entering an Accounts Receivable Manually into PCGenesis

Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select ⬚ **2** (**F2 –** Enter Receivable).

The following screen displays:

Step	Action
3	Select the ⊙ (Radio button) to the left of **Regular (1-40)** (Regular receivable containing 1-40 account line entries), or **Large (1-998)** (Large receivable containing 1-998 account line entries).
	PCGenesis allows up to, but not to exceed forty (40) account detail lines for the 'Regular (1-40)' receivable entry, and allows up to, but not to exceed 998 account detail lines for both, the 'Large (1-998)' and the Import (1-998) receivable entries.
4	Select ✓ (**Enter - Continue**).

The following screen displays:

Step	Action
5	Enter the revenue source code, or select the drop-down selection icon ▼ to choose the information in the **Revenue source #** (Revenue source Number) field, and select ✓ (**Enter**).
6	Enter the date (MM/DD/CCYY) in the **Open Date** field.
	PCGenesis defaults to the current date.
7	Enter the accounts receivable reason, up to twenty (20) characters, in the **Reason** field.
8	Enter the receivable's total dollar amount in the **Amount** field.

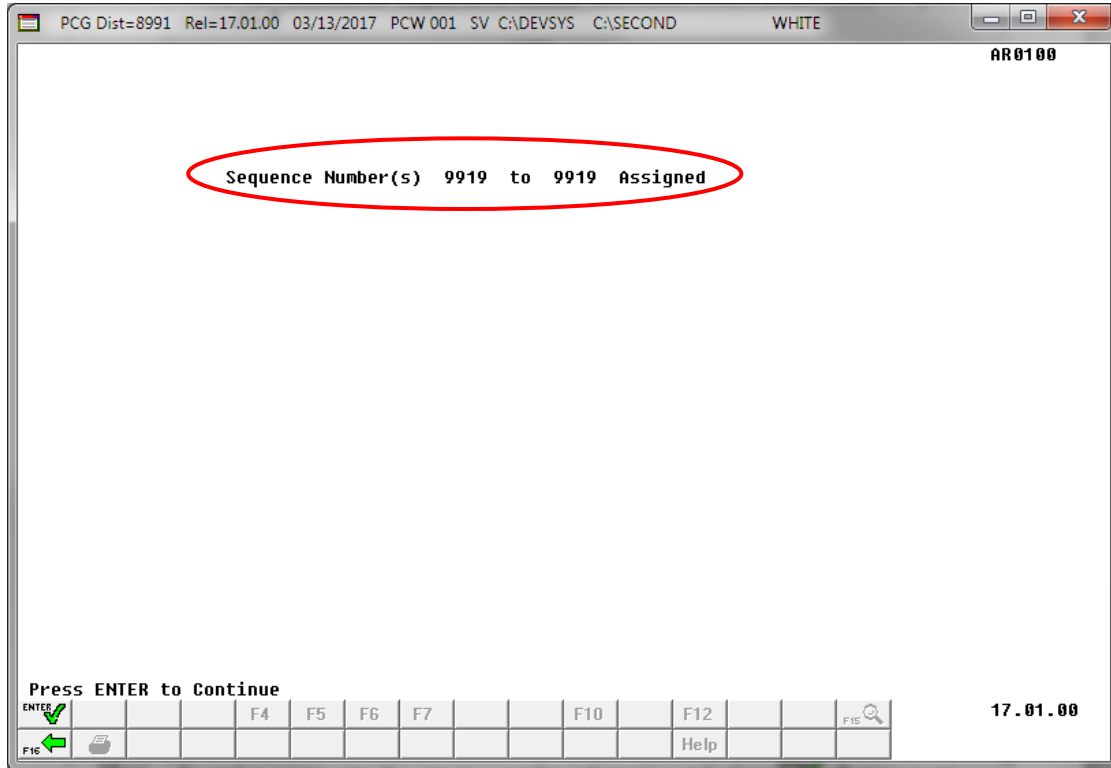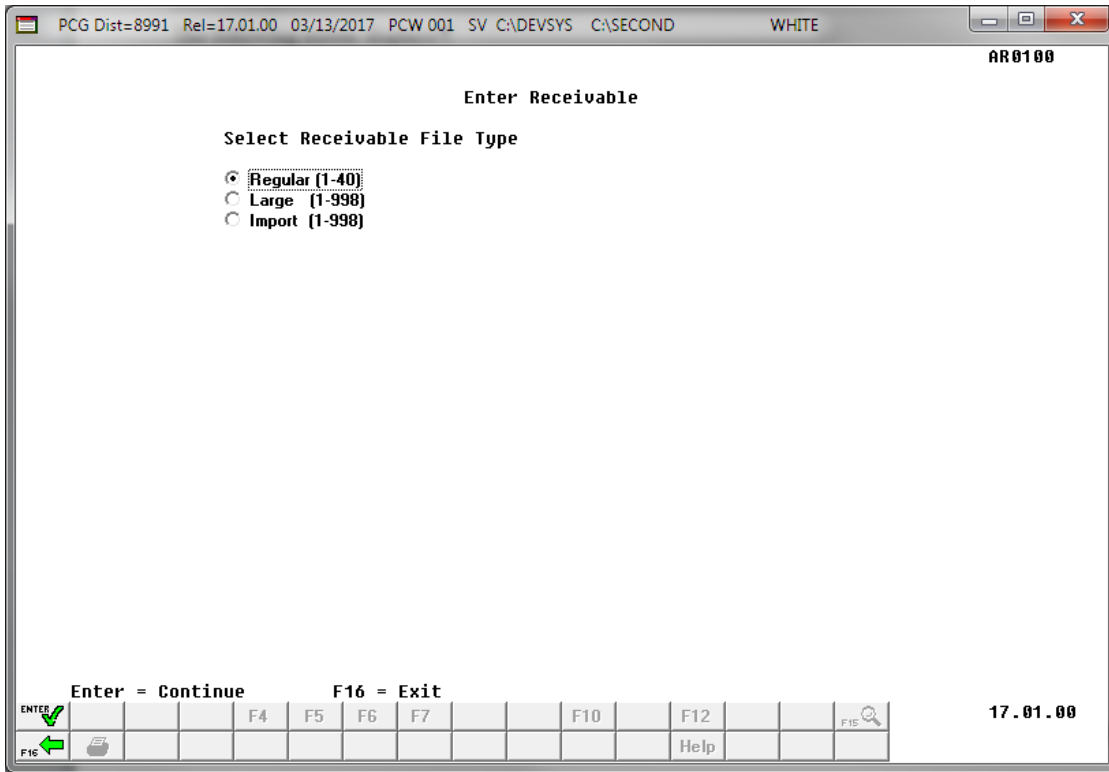| Step	Action
9	Enter the Balance Sheet account code in the **A/R Blnc** (Accounts Receivable Balance Sheet account) field.
10	PCGenesis populates the **Unallocated Amount** and **Allocated Amount** field entries, based on the *Yr Fnd F Prgm Fnct Objct Fcty B Addt'l*, and the (account detail) *Amount* fields' entries.
	Repeat Steps 11-12 for each account detail line entry. *PCGenesis allows up to forty (40) account detail lines via this procedure.*
11	Enter the account information, or select the drop-down selection icon ▼ in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field.
12	Enter the corresponding dollar amounts in the **Amount** field(s). *Where appropriate, select Page Up* PGUP▲ *(F4 – PgUp), Page Down* PGDN▼ *(F5 - PgDn), Line Up* LNUP▲ *(F6 - LnUp), and Line Down* LNDN▼ *(F7 - LnDn) to scroll through the receivable account lines.*
13	Select ENTER✓ (**Enter** - Validate). *Select* 🖨 *(F17 – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE                AR0100
                               Receivable Entry
                           Lines    1 to    5 of   5

        Revenue source #:      3                 Source name: SOURCE     000003
              Open date: 03/13/2017                   Reason: GaDOE Receivable
                 Amount:       5,000.00            A/R blnc:  142
    Unallocated Amount:           0.00       Allocated Amount:       5,000.00

             Line    Yr Fnd F Prgm Srce Objct Fcty B Addt'l    Amount
              1      17 602     9990 4510                          1000.00
              2      17 602     9990 4511                          1000.00
              3      17 602     9990 4513                          1000.00
              4      17 603     9990 4510                          1000.00
              5      17 603     9990 4511                          1000.00
              6      00
              7      00
              8      00
              9      00
             10      00
             11      00
             12      00
             13      00
             14      00
             15      00
             16      00
             17      00
             18      00
             19      00
             20      00


      F12=Post                                  F17=Print Screen  F16=Reenter
   ENTER✓                                                                        17.01.00
         F4   F5   F6   F7          F10      F12         F15🔍
   F16← 🖨                                            Help
```

Step	Action
14	Verify the information displayed is correct and select **F12** (**F12** - Post) to post the receivable. *If the information is incorrect, select* **F16** (**F16** - Reenter), *make the appropriate modifications, and then select* **ENTER** (**Enter** – validate) *to validate the entries, and* **F12** (**F12** – Post) *to post the receivable.*

The following screen displays:

Step	Action
15	Record or screen-print the sequence number information and select **ENTER** (**Enter** - continue) to continue.

The following screen displays:

```
PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE        ___ ___ __X
                                                                                              AR0100

                                      Enter Receivable

                    Select Receivable File Type

                        ⦿ Regular (1-40)
                        ○ Large   (1-998)
                        ○ Import  (1-998)

        Enter = Continue          F16 = Exit
ENTER ✓          F4   F5   F6   F7        F10      F12              F15 ⚲        17.01.00
F16 ⇐   🖨                                         Help
```

Step	Action
16	Select ⬅ (**F16 -** Exit) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu*.
	To enter additional accounts receivables, repeat this procedure beginning at Step 3.

The following screen displays:

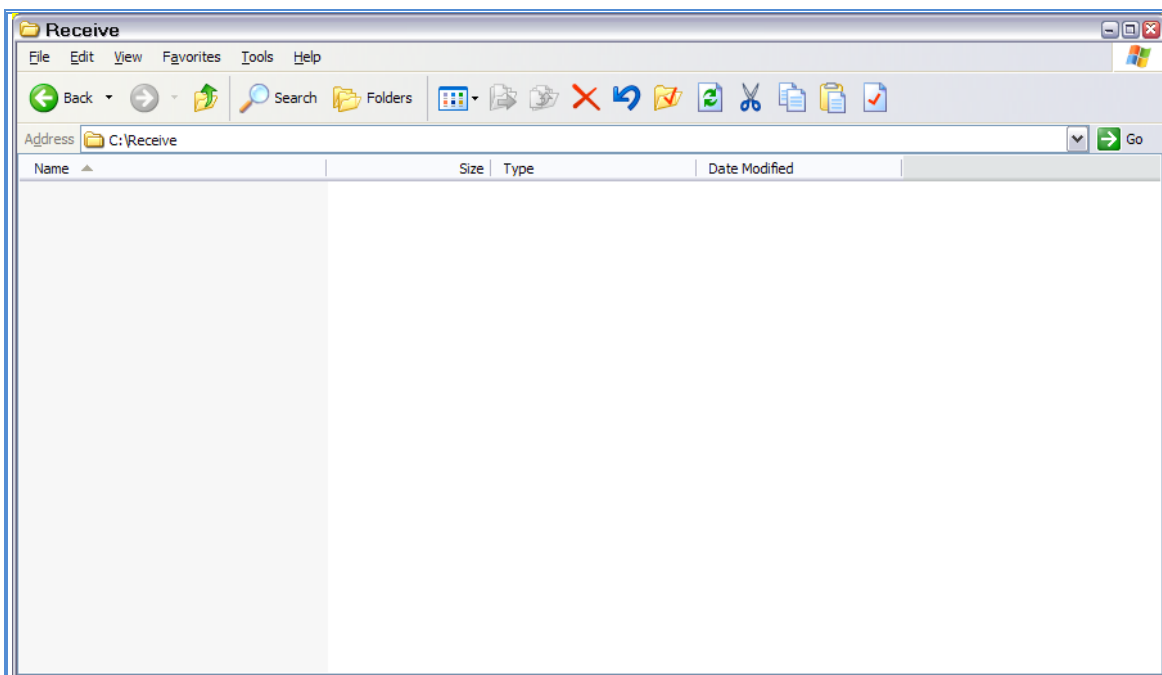| Step	Action
17	Select F16 (**F16 -** Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure C: Large Receivable Import

C1. Creating an Accounts Receivable Using the ReceiptOrReceivableTemplate.xls

C1.1. Downloading the PCGenesis ReceiptOrReceivable.xls Template

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 <u>filename description</u> selected, such as "Workbook", "Spreadsheet", and ".csv File" for example, corresponds to the file type indicated within the instructions prevents additional processing errors.*

Step	Action
1	On the **C:** drive, create a folder entitled **Receive**.

The following window displays:

Step	Action
2	Access the **"PCGenesis Receipt or Receivable Template"** (**ReceiptOrReceivableTemplate.xlsx**) file located at: https://www.gadoe.org/Technology-Services/PCGenesis/Documents/ReceiptOrReceivableTemplate.xlsx

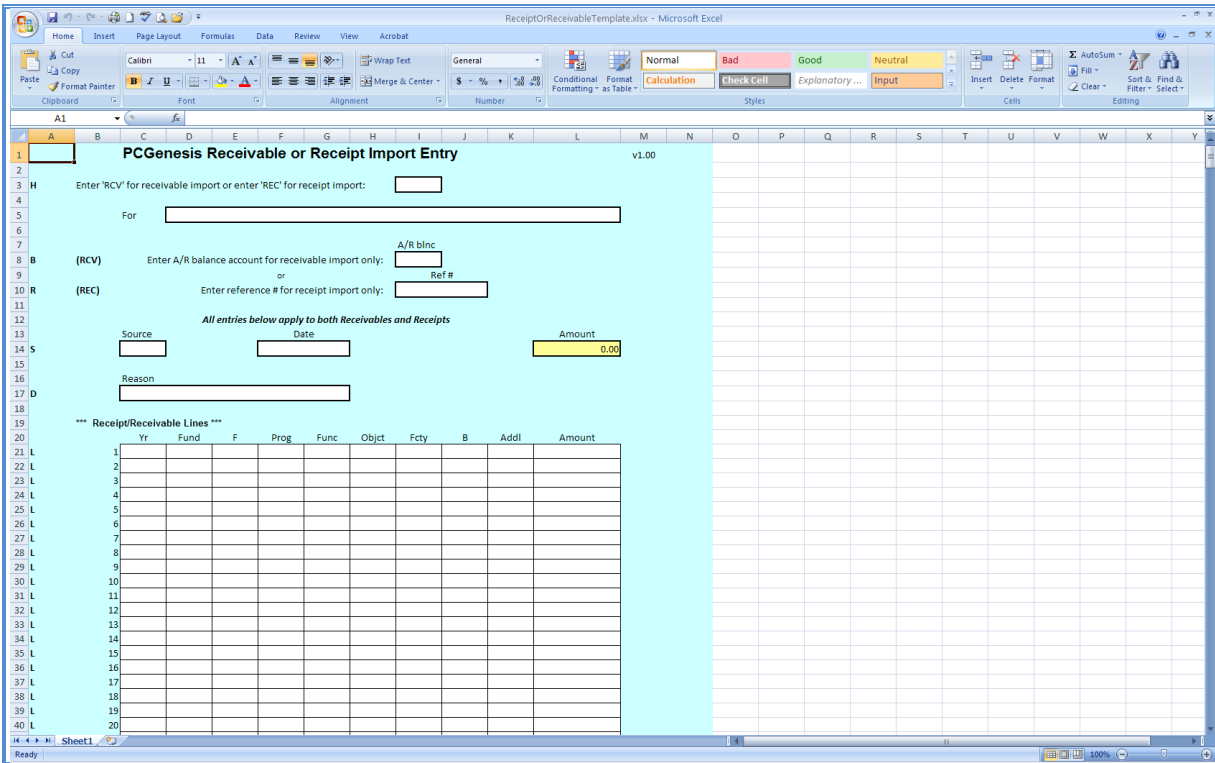| Step	Action
3	Save the *ReceiptOrReceivableTemplate* file to the ***Receive*** folder created in *Step 1*.
	Do not change the filename in this step.

C1.1.1. ReceiptOrReceivable.xls Template – Example
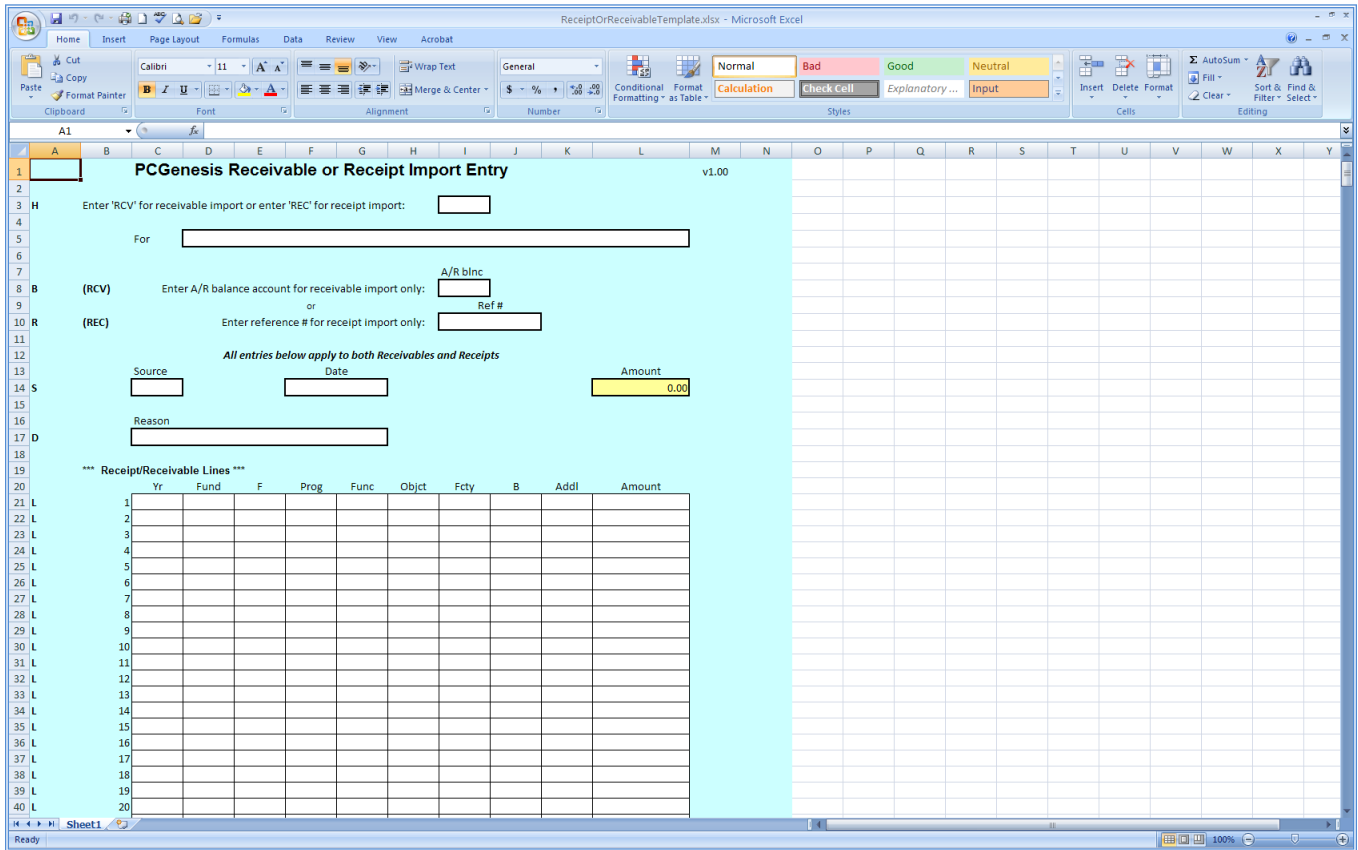
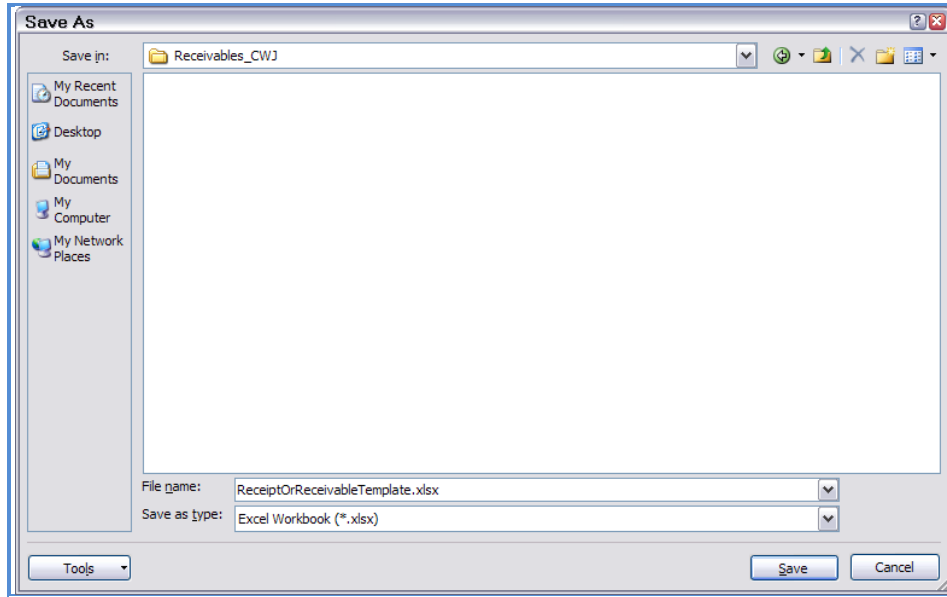## *C1.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook*

Step	Action
1	Verify the **ReceiptOrReceivable.xls** template exists within the *C:\Receive* folder. *If the file or folder does not exist, refer to C1.1. Downloading the PCGenesis ReceiptOrReceivable.xls Template for the instructions.*
2	Within Microsoft® Excel, access and open the **ReceiptOrReceivable.xls** template.

The following window displays:

Step	Action
3	Select ![save icon] (**Save**), or from the *Menu Bar,* select **File → Save As**.
4	Within the **Save in**: field, navigate to the **C:\Receive** folder or to the appropriate file location. *Within the screenshot examples, a folder entitled "Receivables_CWJ" was created to easily identify the user's receivable files.*

The following window displays:

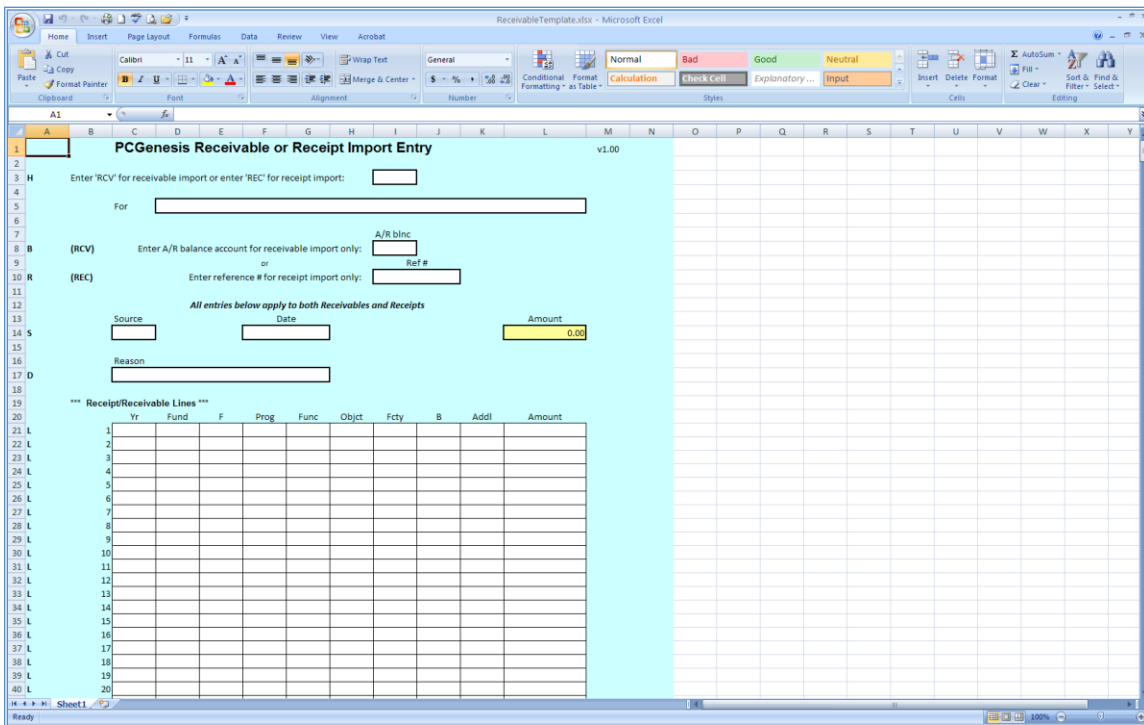| Step	Action
5	**Optional:** Enter **ReceivableTemplate** in the **File name** field.
	This step is optional. As this template is also used during receipt processing, saving separate "ReceivableTemplate.xlsx" and "ReceiptTemplate.xlsx" files provides a safeguard against the selection of the wrong template file during the import process while maintaining the integrity of the original "ReceiptorReceivable.xlsx Template". Refer the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u>, Section H: Receipt Processing for additional receipt processing instructions.
6	Select the drop-down selection icon ▼ within the **Save as type** field and verify the selection of, or choose *Microsoft Excel Workbook (.xls)*.
	Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.
7	Select ⬚ Save ⬚ (**Save**).

C1.3. Using the PCGenesis Receivable.xls Template to Create an Accounts Receivable
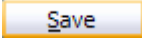
<mark>***IMPORTANT****</mark>
<mark>*Do not enter commas (,) in any of the Microsoft® Excel spreadsheet's data fields as doing so creates incompatibilities with the .csv file's format.*</mark>

Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in *C1.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook.*

The following window displays:

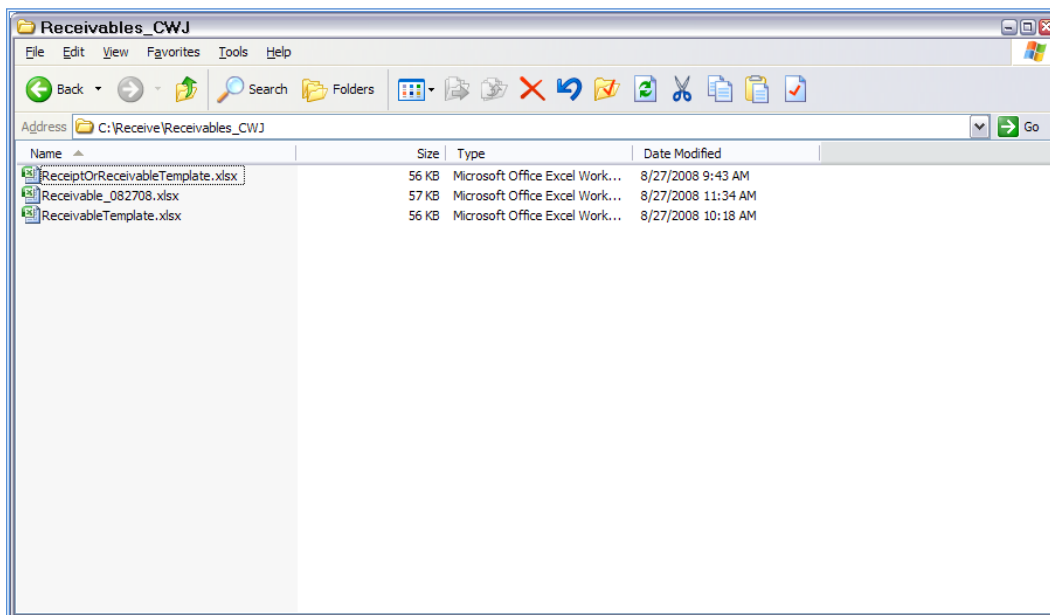| Step	Action
2	Enter **RCV** (Accounts Receivable) in the **Enter 'RCV' for receivable import or Enter 'REC' from receipt import** field.
3	Enter the accounts receivable's reason in the **FOR** field.
4	Enter the Balance Sheet account code in the **A/R Blnc** (Accounts Receivable Balance Sheet account) field.
5	Enter the revenue source code in the **Source** field.

Step	Action
6	Enter the date (MM/DD/CCYY) in the **Date** field.
7	Determined by the *"Yr Fnd F Prgm Fnct Objct Fcty B Addt'l* account detail and *Amount* field entries, the **Amount** field is automatically calculated as the user exits each *"Yr Fnd F Prgm Fnct Objct Fcty B Addt'l/Amount* detail line entries.
8	Enter the accounts receivable reason, up to twenty (20) characters, in the **Reason** field.
9	Enter the account information in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** fields, and the corresponding dollar amounts in the **Amount** field(s). *Repeat this process for all of the account detail line entries.*
10	Select ![Save icon] (**Save**)**,** or from the *Menu Bar,* select **File → Save**, and select ![Save button] (**Save**).
11	Proceed to *C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File*.

C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File

Saving the Microsoft® Excel spreadsheet/workbook as a .csv file allows PCGenesis to read the Receivable.xls template's data.
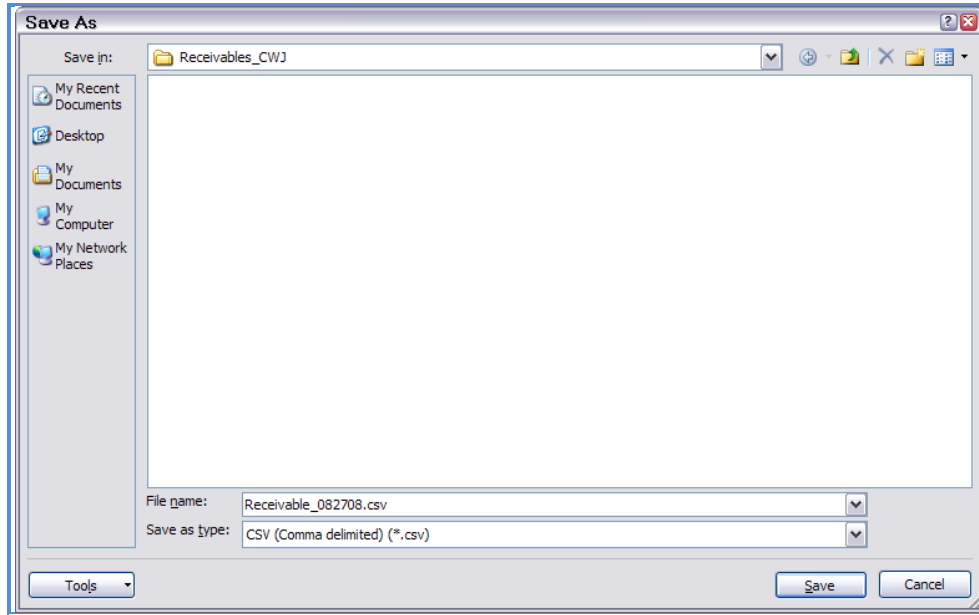
Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook identified in *C1.3. Using the PCGenesis Accounts Receivable.xls Template to Create an Accounts Receivable*.
2	After From the *Menu Bar,* select **File → Save As**.
3	Within the **Save in**: field, navigate to the **C:\Receive** or to the appropriate file location.

The following window displays:

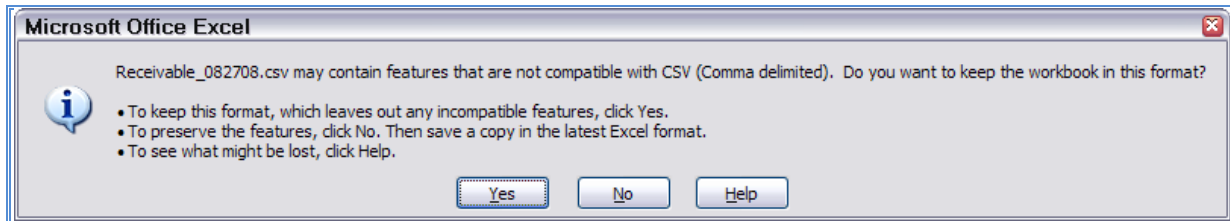

Step	Action
4	Select the drop-down selection icon ▾ within the **Save as type** field and select *CSV (Comma delimited)(*.csv)*.
5	Verify or enter **Receive. Filename.csv** in the **File name** field, where *"ReceiveFilename"* is the file saved using the naming convention covered previously. *It is not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

The following window displays:

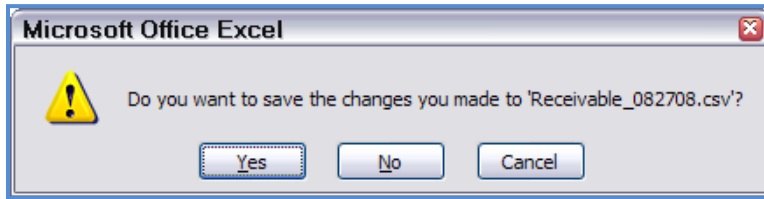| Step	Action
6	Select [**Save**] (**Save**). *If the "Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets." dialog box displays, select* [**OK**] *(OK).*

The following dialog box displays:

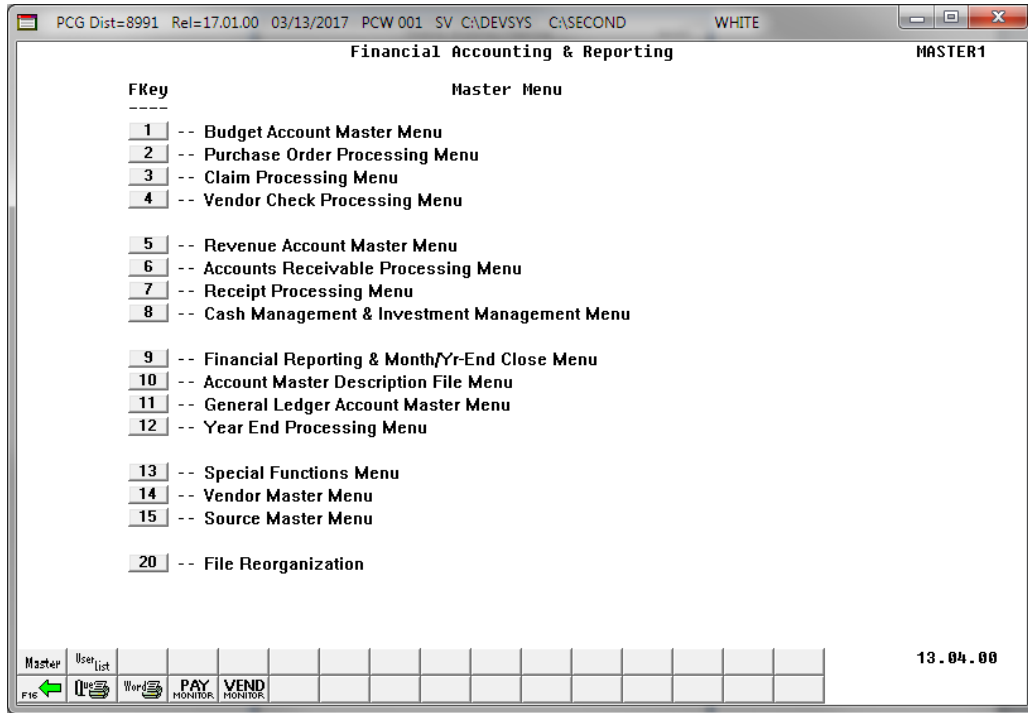

Do not become alarmed, this dialog box always displays.

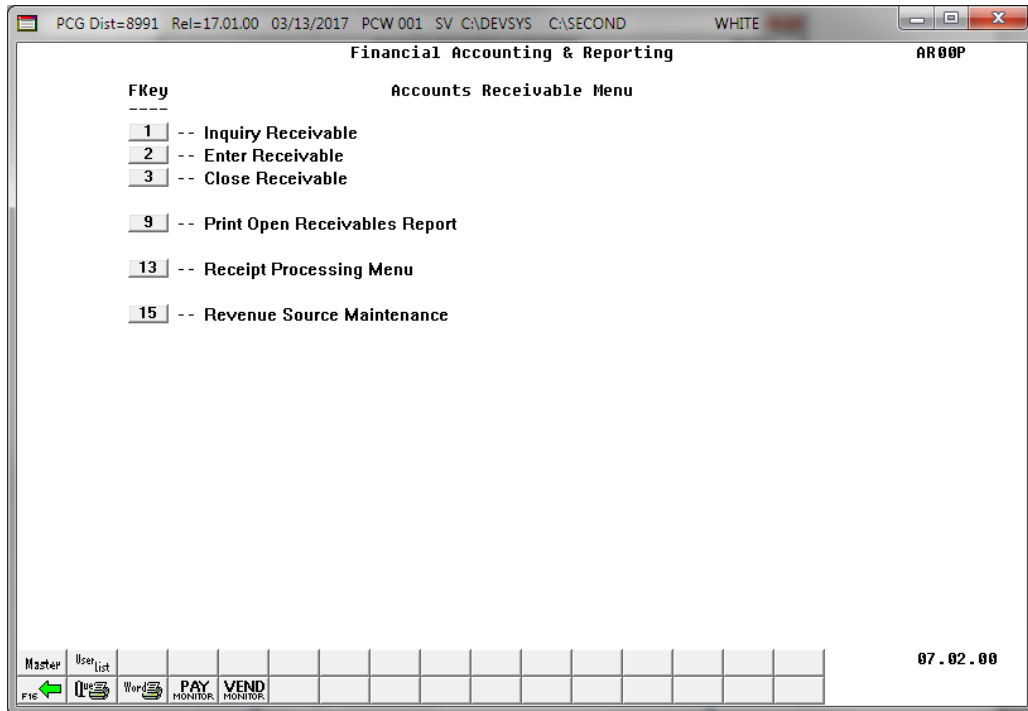| Step	Action
7	Select [**Yes**] (**Yes**).
8	From the *Menu Bar,* select **File → Close** to close the current file <u>or</u> select **File → Exit** to completely exit Microsoft® Excel. *The .csv file must be closed before it can be imported into PCGenesis.*

The following dialog box displays:

Step	Action
9	**If no additional modifications were made since Step 5:** Select [No] (**No**). **For additional modifications since Step 5:** Select [Yes] (**Yes**)**,** and repeat *Steps 1 – 5* to save the file.

C2. Importing the Accounts Receivable.csv File into PCGenesis

Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select ___2___ (**F2** – Enter Receivable).

The following screen displays:
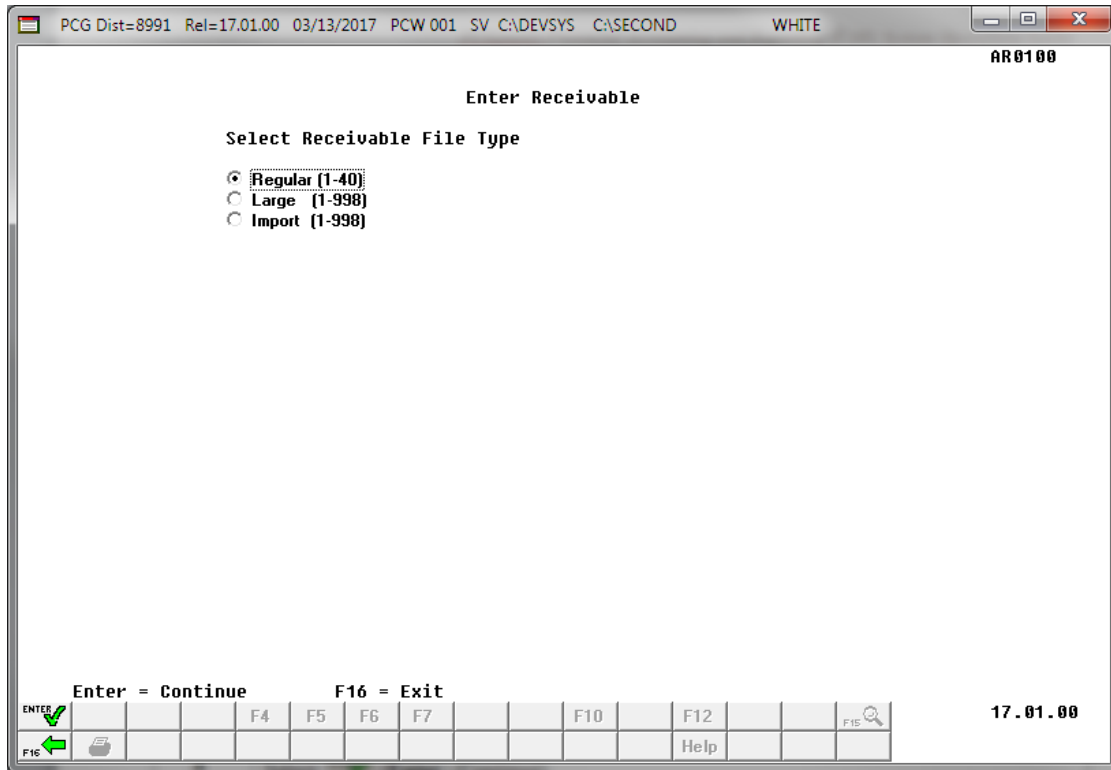
Step	Action
3	Select the ⊙ (**Radio button**) to the left of **Import (1-998)** (Large receivable import file containing 1-998 account line entries).
4	Select ENTER✓ (**Enter -** Continue).

The following screen displays:

Step	Action
5	Select **F10** (**F10 -** Browse for file), and navigate to the *.csv* file saved in *C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File.*
	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.*
6	Select **ENTER** (**Enter**) <u>twice</u>.

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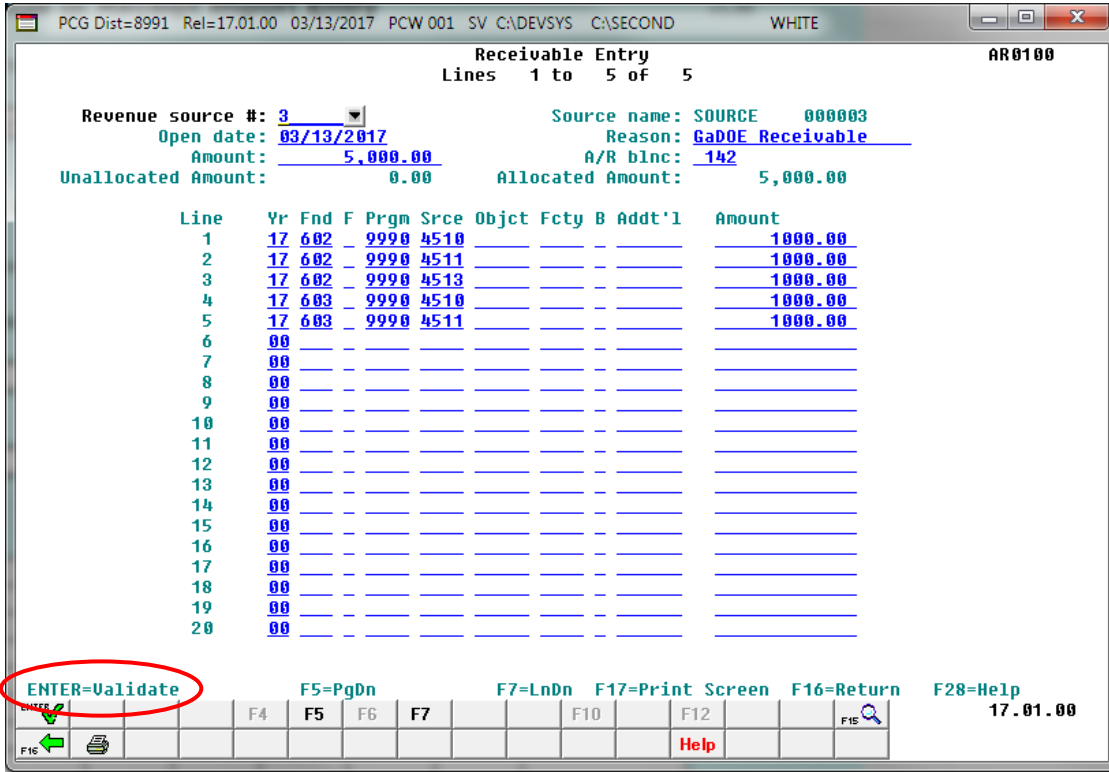
For **import file errors**, the following is an example of an import file error screen:

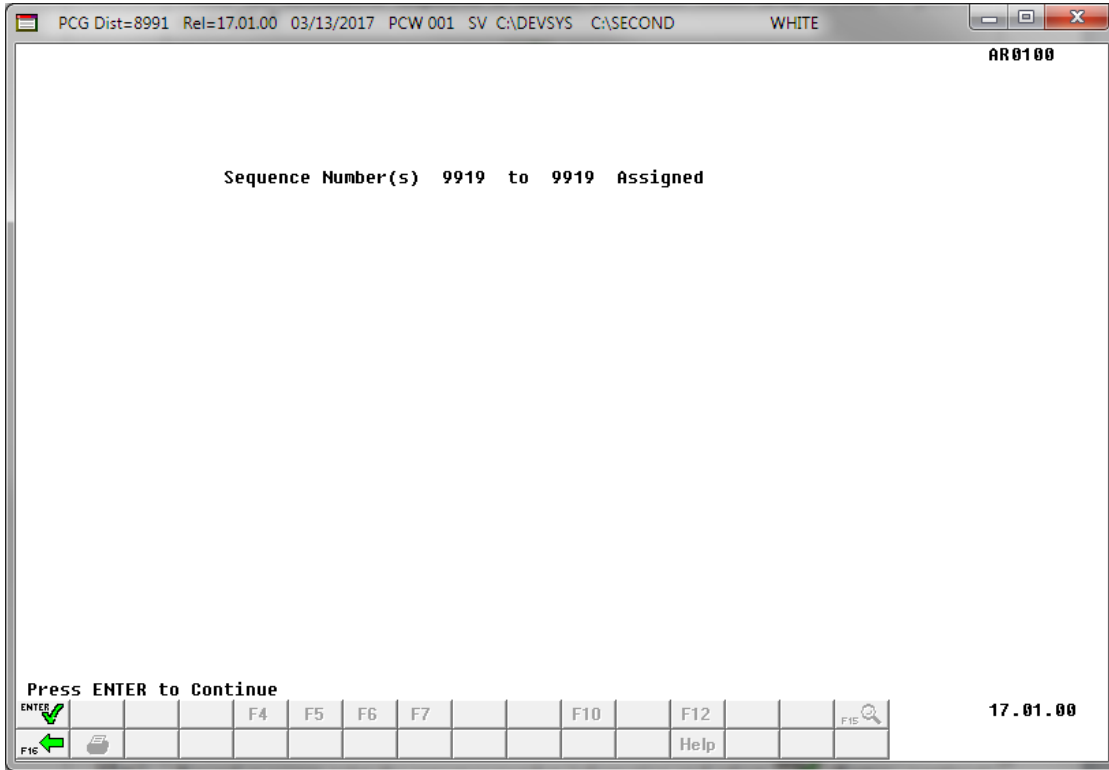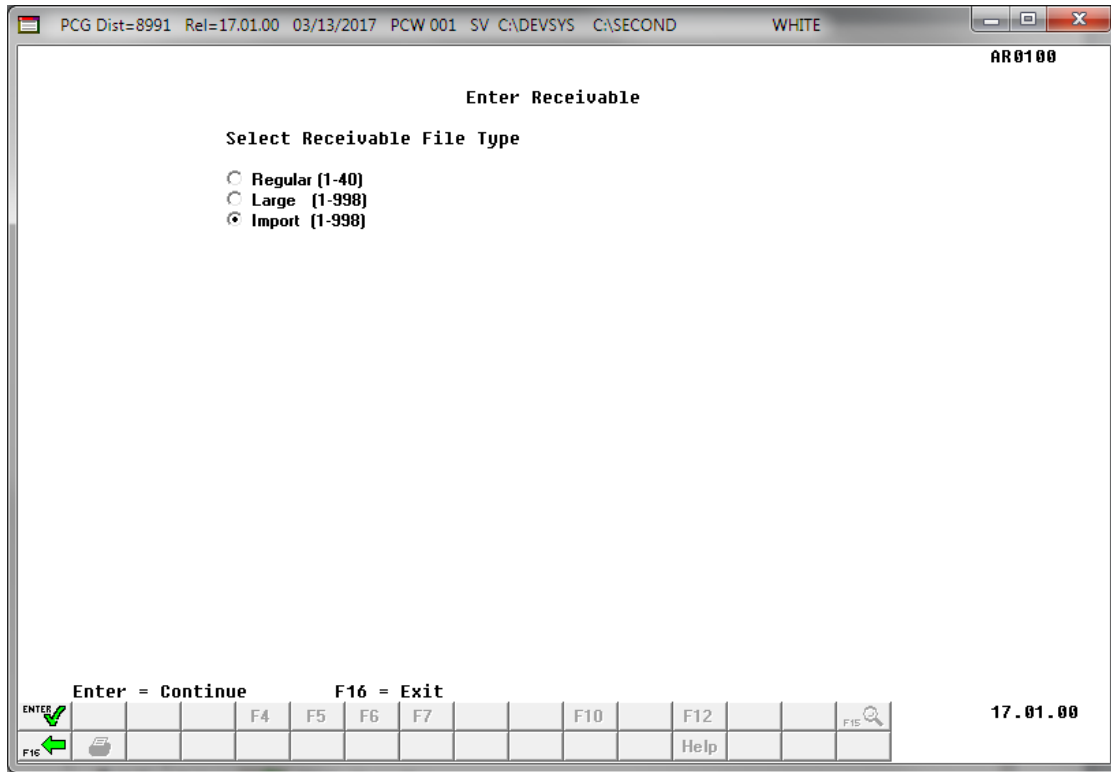| Step	Action
7	**For successful file imports:** Verify the screens' entries are as intended, select ENTER ✔ (**Enter - Validate**), and select **F12** (**F12 - Post**). Proceed to *Step 8*.
	PCGenesis may display additional field edit error messages after the receivable file successfully imports. In this instance, following the on-line messages to correct the errors, and to continue processing as normal. If the file entries require modification, make the appropriate entries, validate and post the accounts receivable as normal.
	Refer to Appendix A: Receivable.xls Template and Import File Error Processing and to Appendix B: Receivable.csv File Formatting and Processing for additional error message examples, and for additional information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 1.
	For import file errors: Screen-print or record the *** *Scanning Import File* *** screen, and select ⬅ (**F16** - Cancel) to exit.

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

```
  PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE        _ □ ✕
                                                                                                AR0100





            Sequence Number(s)  9919  to  9919  Assigned

























     Press ENTER to Continue
     ENTER ✔          F4   F5   F6   F7          F10        F12                F15 🔍    17.01.00
     F16 ⬅   🖨                                              Help
```

Step	Action
8	Screen-print or record the screen's results, and select ENTER ✔ (**Enter - Continue**).

The following screen displays:

Step	Action
9	Select (**F16 -** Exit). *To import additional accounts receivables files, repeat this procedure beginning at Step 3.*

The following screen displays:

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

Procedure D: Closing an Accounts Receivable

** * * ATTENTION * * **

Before closing a receivable, ensure users are not viewing the record. If another user is viewing the record, the "Record lock" message displays. In this instance, have the user to discontinue viewing the record, and continue processing as normal.

D1. Closing a Current Year's Receivable
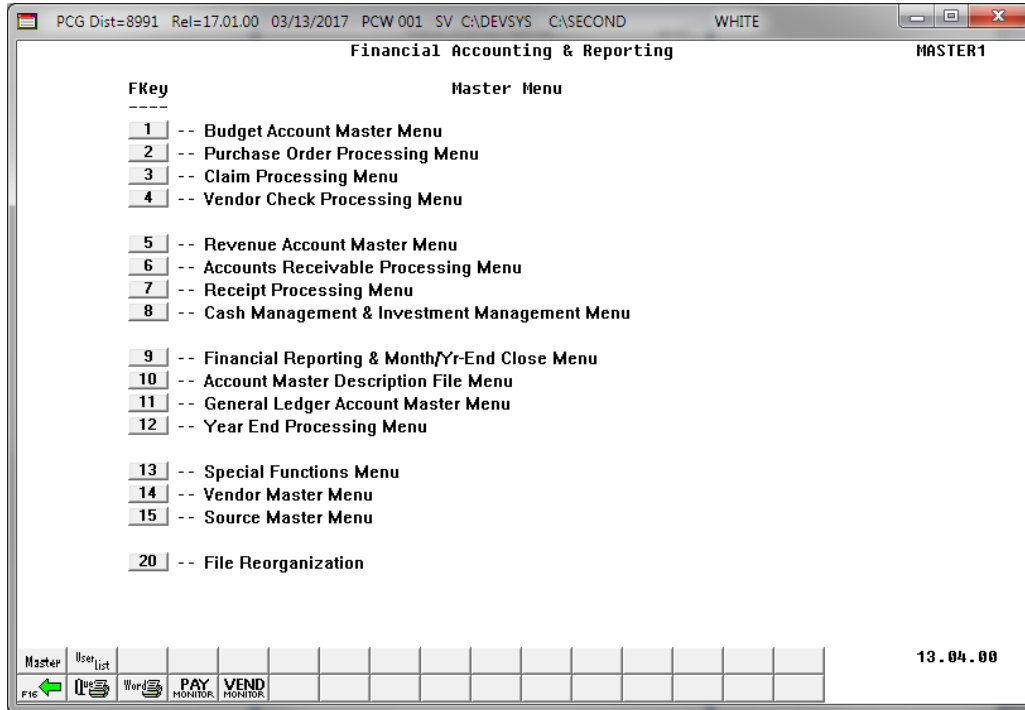
Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:
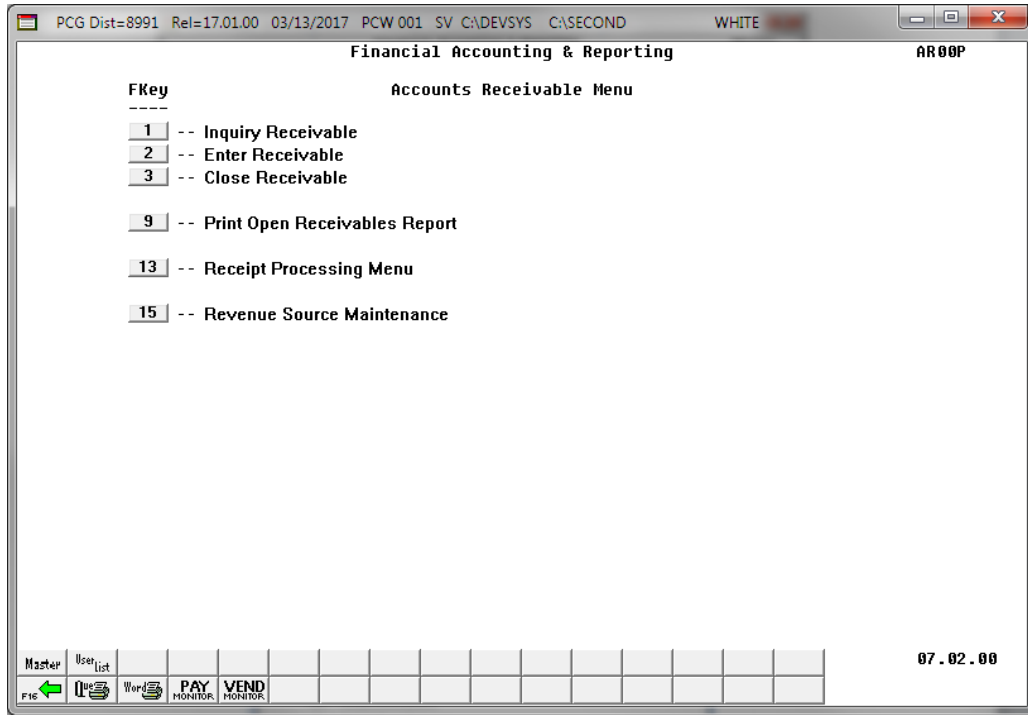
Step	Action
2	Select ___3___ (**F3 -** Close Receivable).

The following screen displays:

Step	Action
3	Enter the revenue source code, or select the drop-down selection icon ⏷ to choose the entry in the **Revenue Source #** (Revenue Source number) field, and select ✅ (**Enter**).

The following screen displays:

Step	Action
4	Verify the information displayed is correct, and enter the date (MMDDCCYY) in the **Close Date** field. *If receipts exist against the receivable, the "Close Date Cannot Be Less than MMDDCCYY" message will display if the date entered is prior to the date of an already posted receipt for the receivable. If no receipts exist against the receivable, the "Close date can not be less than open date" message will display if the date entered is prior to open date of the receivable.*
5	Select **F13** (**F13** - Close). *Select 🖨 (F17 – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

```
 ┌─────────────────────────────────────────────────────────────────────────────┐
 │ PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE            ─ ☐ ✕ │
 │                                   Close Receivable                                    AR0200   │
 │                                Lines   1 to   1 of   1                                        │
 │                                                                                              │
 │    Revenue source#:      2  Seq#: 8739      Source name: SOURCE      000002                   │
 │        Open date: 09/30/2016                   Status: OPEN               Close date:  9/30/2017 │
 │    Original Amount:      7775.53           Actual Amount:                 Balance due:    7775.53 │
 │        A/R account: 0142                        Reason: RECEIVE    0000028739                 │
 │                                                                                              │
 │        Line   Yr Fnd F Prgm Srce Objct Fcty B Addt'l       Amount   Rcvd-to-Date           │
 │          1    17 414 0 1784 4520 00000 0000 0 000000      7775.53                            │
 │          2                                                                                   │
 │          3                                                                                   │
 │          4                                                                                   │
 │          5                                                                                   │
 │          6                                                                                   │
 │          7                                                                                   │
 │          8                                                                                   │
 │          9                                                                                   │
 │         10                                                                                   │
 │         11                                                                                   │
 │         12                                                                                   │
 │         13                                                                                   │
 │         14                                                                                   │
 │         15                                                                                   │
 │         16                                                                                   │
 │         17                                                                                   │
 │         18                                                                                   │
 │         19                                                                                   │
 │         20                                                                                   │
 │                                                                                              │
 │                                              F29-Close           F17-PrtScn  F16-Exit        │
 │  ENTER✓  Next  Prev   PGUP▲ PGDN▼ LNUP▲ LNDN▼   F9  F10    F12  F13    F15🔍     17.01.00     │
 │  F16←    🖨                                                  F29                              │
 └─────────────────────────────────────────────────────────────────────────────┘
```
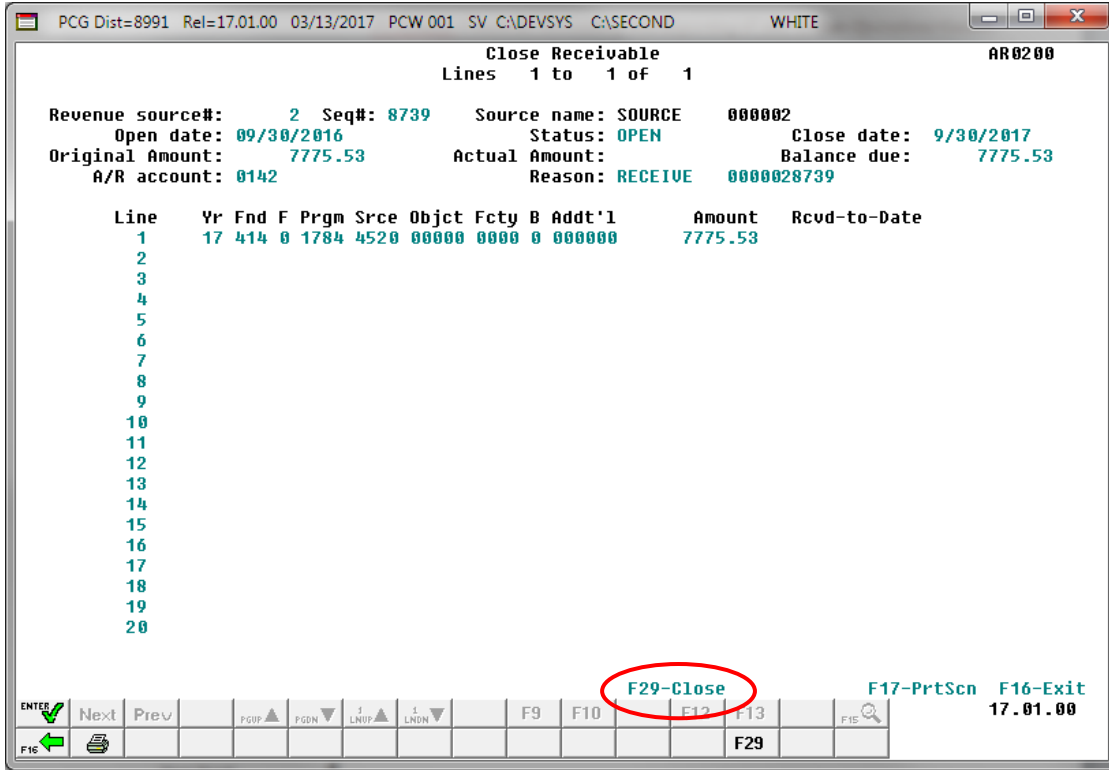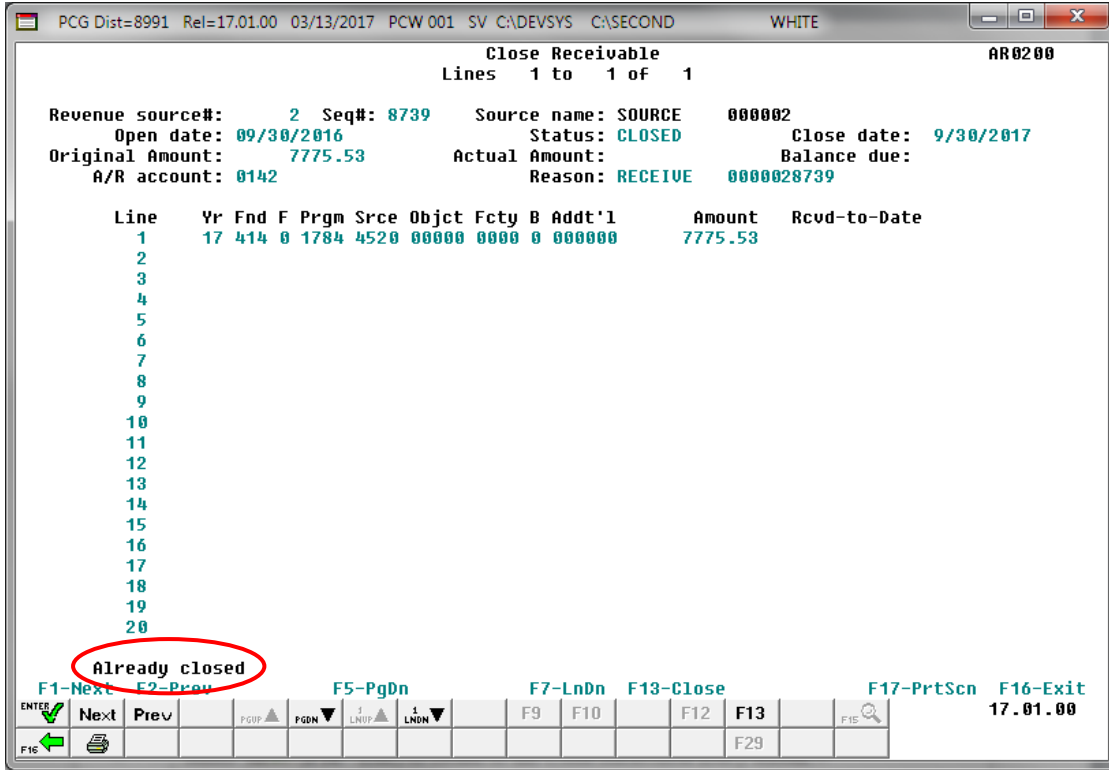
Step	Action
6	Select **F29** (**F29 -** Close).

The following screen displays:
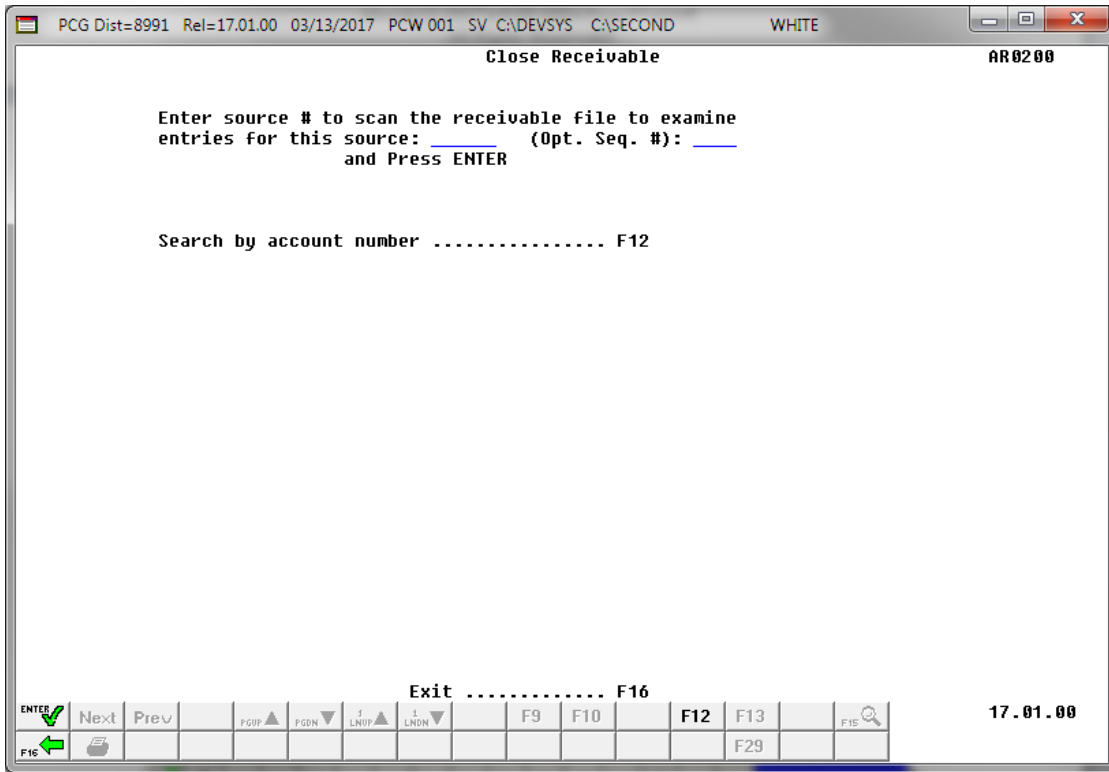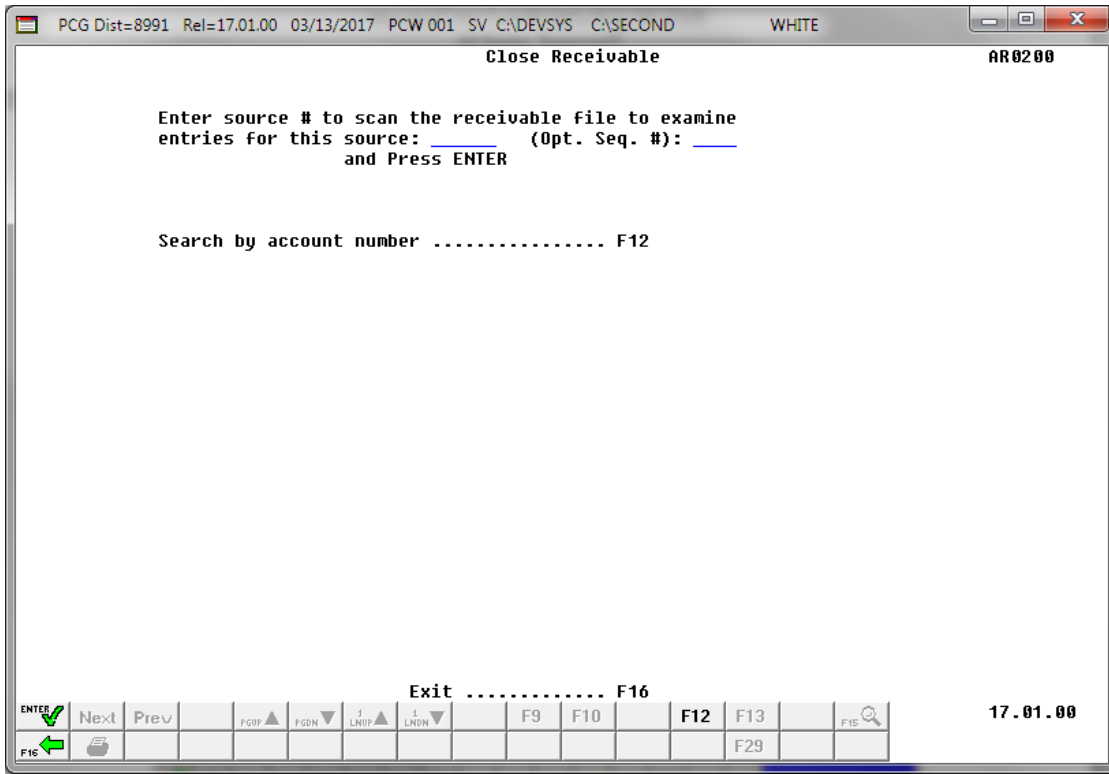

Step	Action
7	**To verify the receivables' status:** Re-enter the entry(ies) in *Step 3* and select (**Enter**).

The following screen displays:

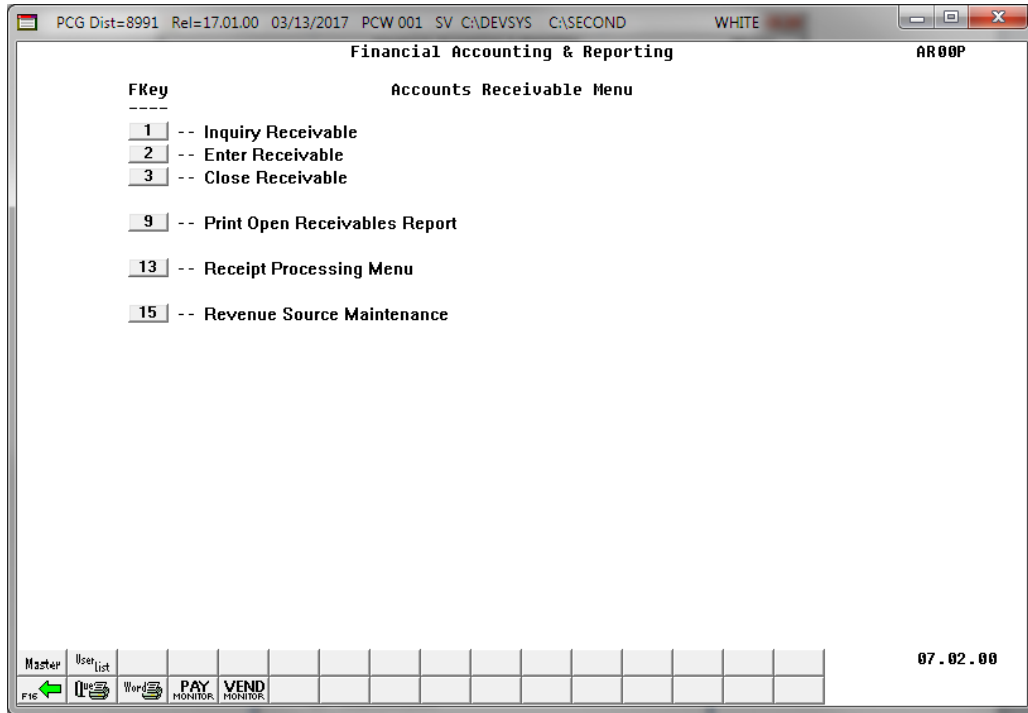| Step	Action
8	Select F16 (**F16** - Exit) to return to the *Close Receivable Entry* screen.

The following screen displays:

Step	Action
9	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu*.

The following screen displays:

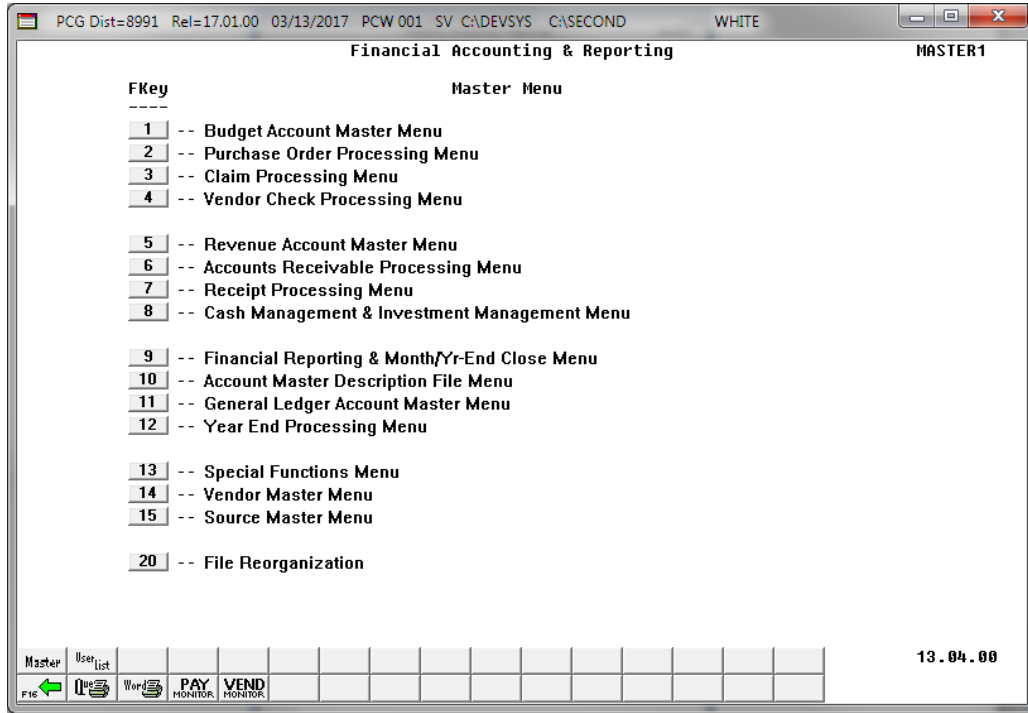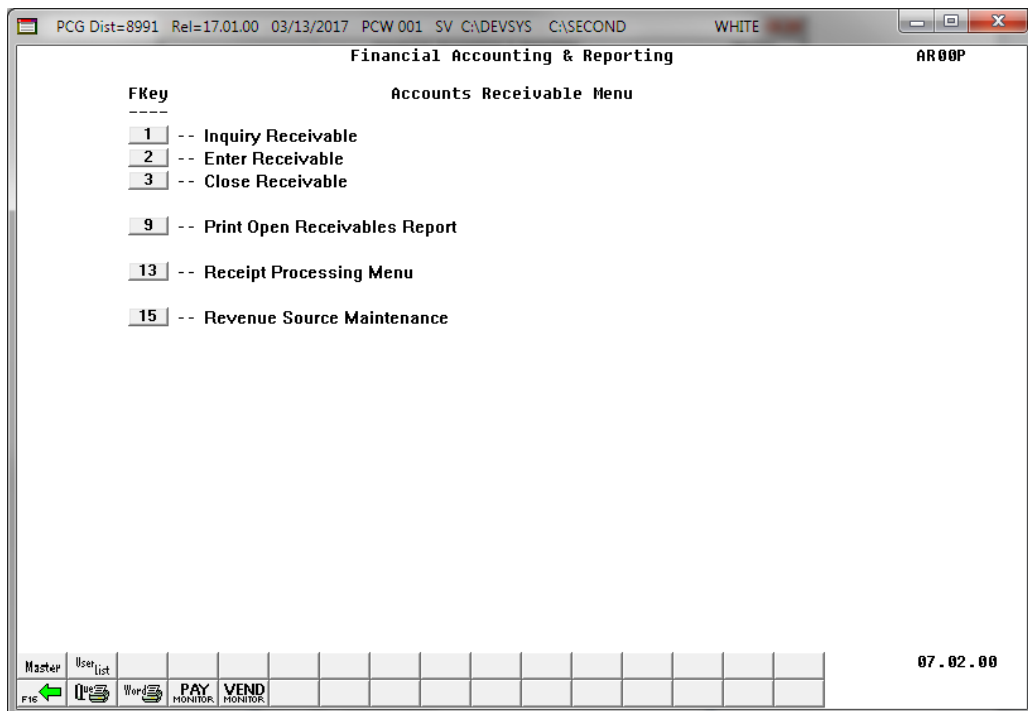| Step	Action
10	Select ![F16](F16 - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

D2. Closing a Prior Year's Receivable

Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide*, Section H: *Receipt Processing* for instructions.

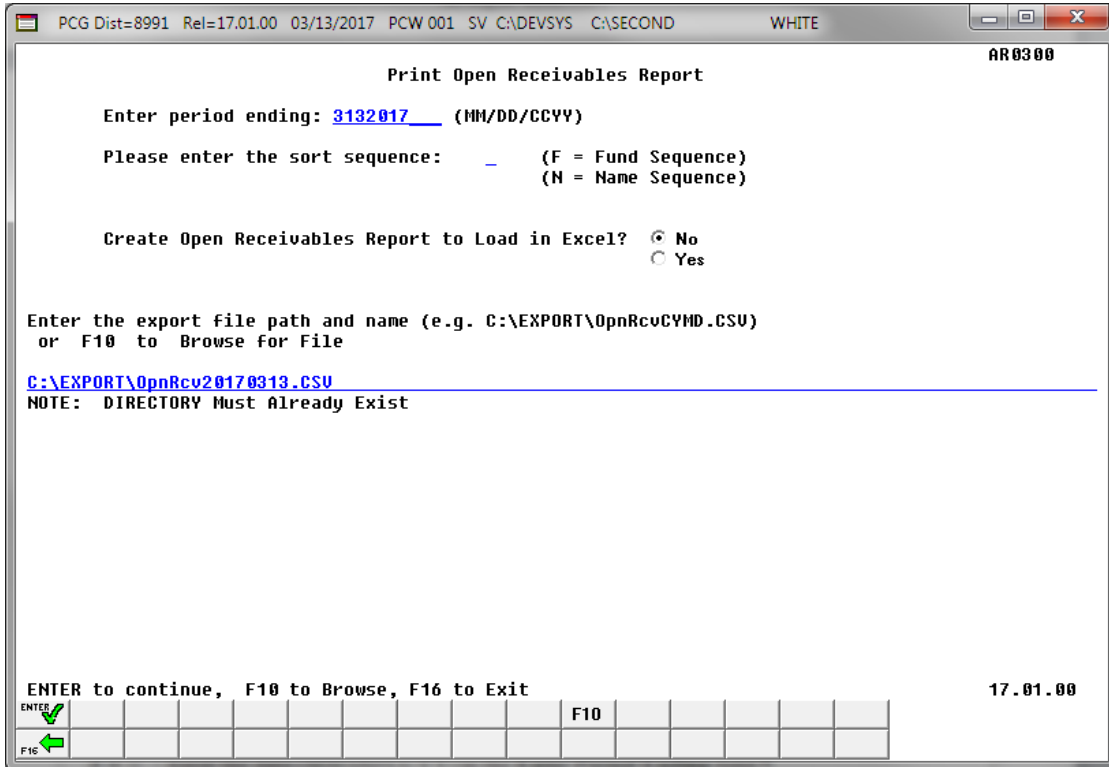# *Topic 2: Printing the Open Receivables Report*

Step	Action
1	Select ___6___ (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

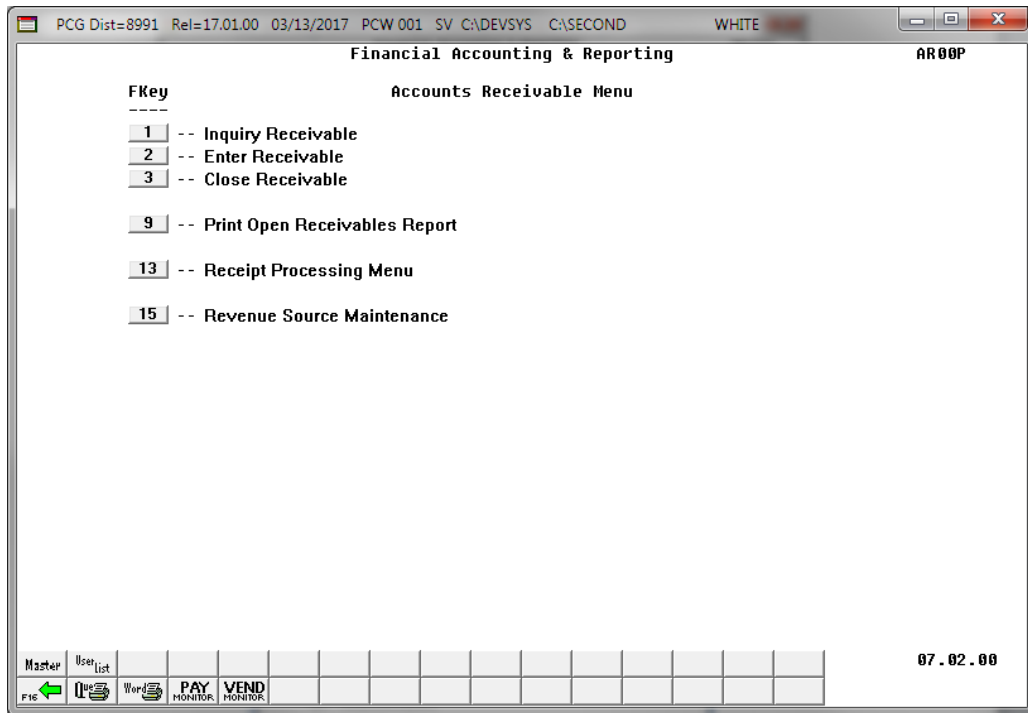| Step	Action
2	Select ⬜ **9** (**F9 -** Print Open Receivables Report).

The following screen displays:

Step	Action
3	Enter the date (MM/DD/CCYY) in the **Enter Period Ending** field. *PCGenesis defaults this entry to the current date and will convert dates entered as MMDDCCYY to MM/DD/CCYY when using the Tab key to access the next field.*
4	Enter **F** (Fund Sequence) or **N** (Name Sequence) in the **Please enter the Sort Sequence** field to determine the sort order.
5	Select the ◉ (**Radio Button**) to left of the appropriate response in the **Create Open Receivables Report to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
6	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.

Step	Action
7	**If creating an export file:** Enter **C:\EXPORT\OpnRcvccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select [F10] (**F10** to Browse for file) to locate the file manually.
8	Select [ENTER ✓] (**Enter**) to continue. *If the export filename is invalid, the "UNABLE TO OPEN OpnRcv CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.* *"** Processing Request **" briefly displays. If no open receivables exist, a warning message displays. PCGenesis will not generate a report in this instance.*

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

                     Financial Accounting & Reporting   AR00P

    FKey   Accounts Receivable Menu

    ----

      1   -- Inquiry Receivable
      2   -- Enter Receivable
      3   -- Close Receivable

      9   -- Print Open Receivables Report

     13   -- Receipt Processing Menu

     15   -- Revenue Source Maintenance

                                                   07.02.00

Step	Action
9	**To print the report via the Uqueue Print Manager**: Select [icon] (**Uqueue**). **To print the report via Microsoft® Word**: Select [icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature, where appropriate.
10	Select [icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select [icon] (**Master**) to return to the *Business Applications Master Menu.*

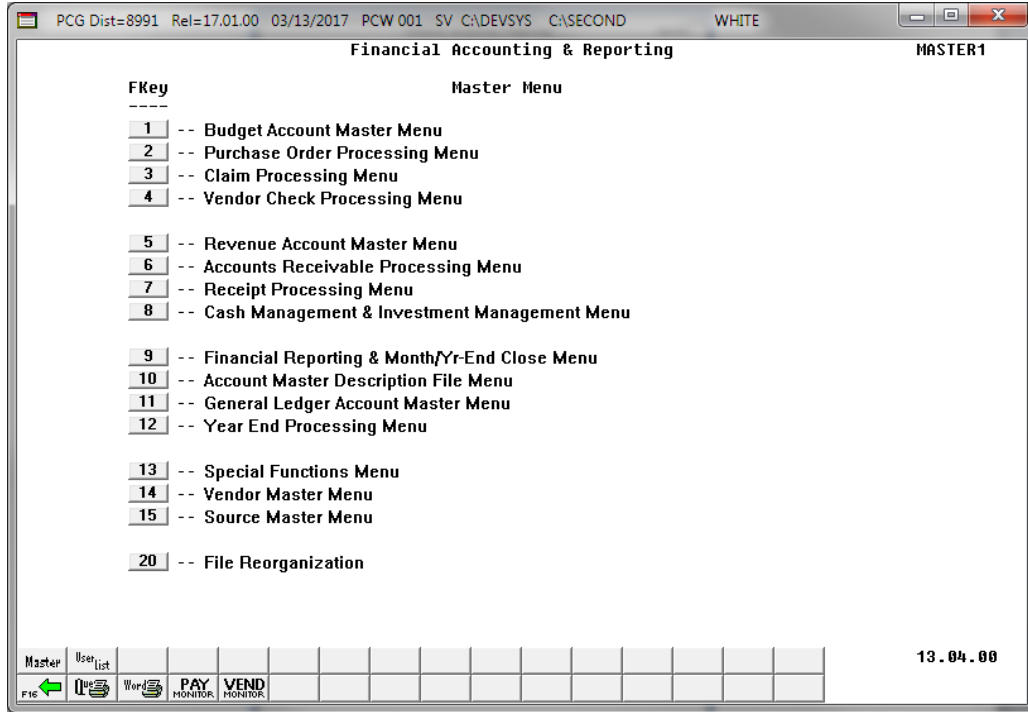# 2A. Open Accounts Receivable (by Fund) Report

The final page of the report completes the listing of individual account totals, and provides the overall total for all funds.

```
REPORT ID:  MRPT-FARRR202                      OPEN ACCOUNTS RECEIVABLE BY FUND                                    PAGE:    7
PERIOD END:  03/13/2017                          SMITH CITY BOARD OF EDUCATION                       REPORT DATE: 03-13-2017 10:08


YR FND F PRGM SRCE OBJCT FCTY B ADDT'L  BLNC SRCE # SEQ        DATE     ESTIMATED A/R AMT    RECEIPT AMOUNT       BALANCE DUE
                  SOURCE NAME                              REASON
------------------------------------    ---- ------ -------------------- -------------------- -------------------- --------------------

17 415 0 1784 4520 00000 0000 0 000000  0142 000002 8765      09/30/16       32,342.37
           SOURCE    000002                       RECEIVE  0000028765
                                                                                                                        32,342.37

           TOTALS BLNC-0142    FUND-415                                       32,342.37              .00              32,342.37

------------------------------------------------------------------------------------------------------------------------------------

                  ** TOTALS FUND-415                                          32,342.37              .00              32,342.37


REPORT ID:  MRPT-FARRR202                      OPEN ACCOUNTS RECEIVABLE BY FUND                                    PAGE:    8
PERIOD END:  03/13/2017                          SMITH CITY BOARD OF EDUCATION                       REPORT DATE: 03-13-2017 10:08


YR FND F PRGM SRCE OBJCT FCTY B ADDT'L  BLNC SRCE # SEQ        DATE     ESTIMATED A/R AMT    RECEIPT AMOUNT       BALANCE DUE
                  SOURCE NAME                              REASON
------------------------------------    ---- ------ -------------------- -------------------- -------------------- --------------------

17 485 0 1863 4300 00000 0000 0 000000  0142 000040 9990      08/31/16       28,689.73
           SOURCE    000040                       RECEIVE  0000409990
                                                                                                                        28,689.73

17 485 0 1863 4300 00000 0000 0 000000  0142 000040 9989      09/30/16       23,187.43
           SOURCE    000040                       RECEIVE  0000409989
                                                                                                                        23,187.43

           TOTALS BLNC-0142    FUND-485                                       51,877.16              .00              51,877.16

------------------------------------------------------------------------------------------------------------------------------------

                  ** TOTALS FUND-485                                          51,877.16              .00              51,877.16

                  **** TOTAL ALL FUNDS                                       191,830.25              .00             191,830.25
```
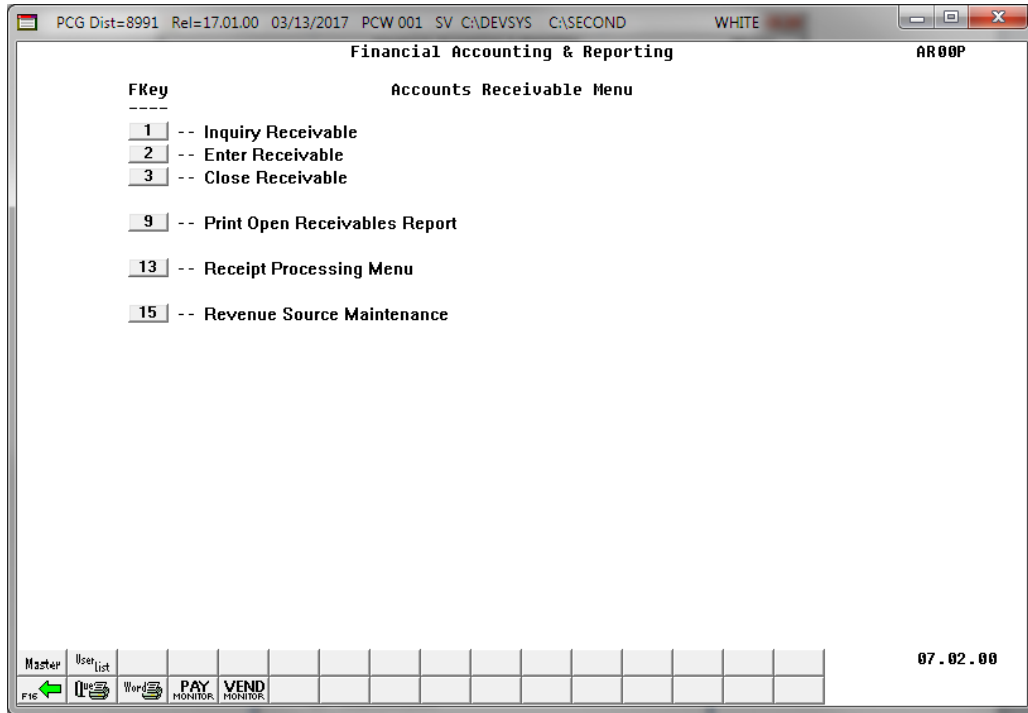
Topic 3: Maintaining the Revenue Source File
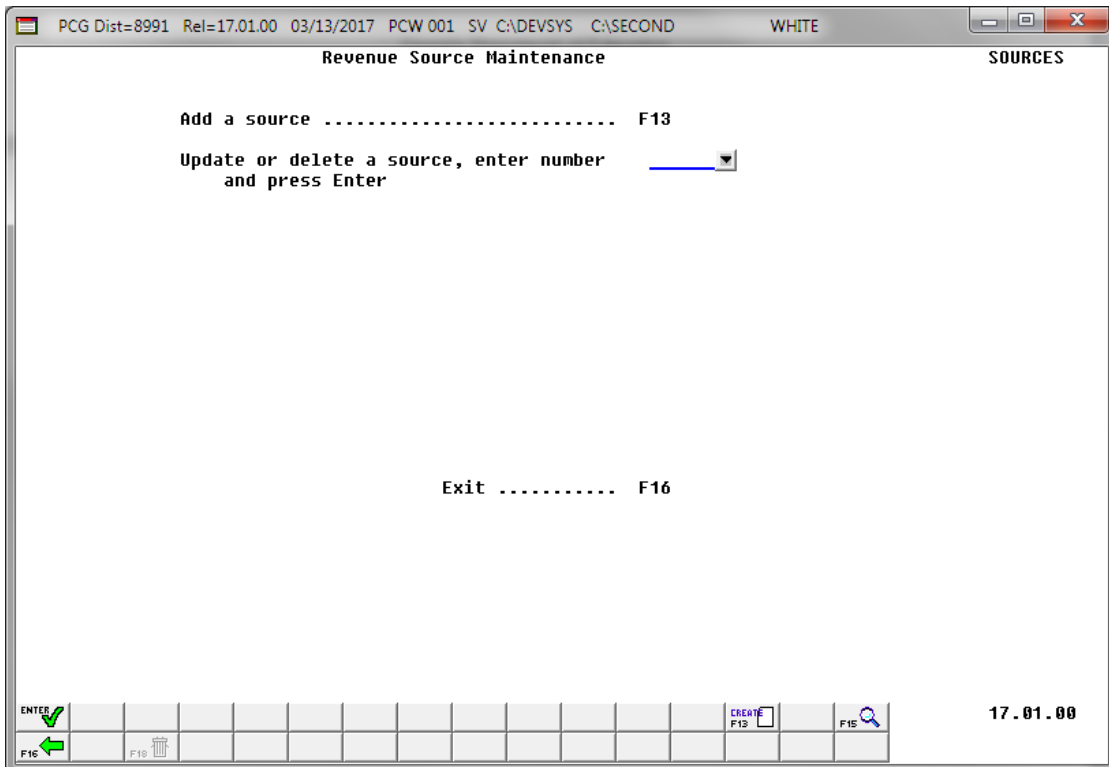
Procedure A: Adding a Revenue Source

```
PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE

                        Financial Accounting & Reporting                        MASTER1
         FKey                              Master Menu
         ----
          1  -- Budget Account Master Menu
          2  -- Purchase Order Processing Menu
          3  -- Claim Processing Menu
          4  -- Vendor Check Processing Menu

          5  -- Revenue Account Master Menu
          6  -- Accounts Receivable Processing Menu
          7  -- Receipt Processing Menu
          8  -- Cash Management & Investment Management Menu

          9  -- Financial Reporting & Month/Yr-End Close Menu
         10  -- Account Master Description File Menu
         11  -- General Ledger Account Master Menu
         12  -- Year End Processing Menu

         13  -- Special Functions Menu
         14  -- Vendor Master Menu
         15  -- Source Master Menu

         20  -- File Reorganization

                                                                      13.04.00
 Master  User
         list
  F16
```

Step	Action
1	Select [6] (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select **15** (**F15** - Revenue Source Maintenance).

The following screen displays:
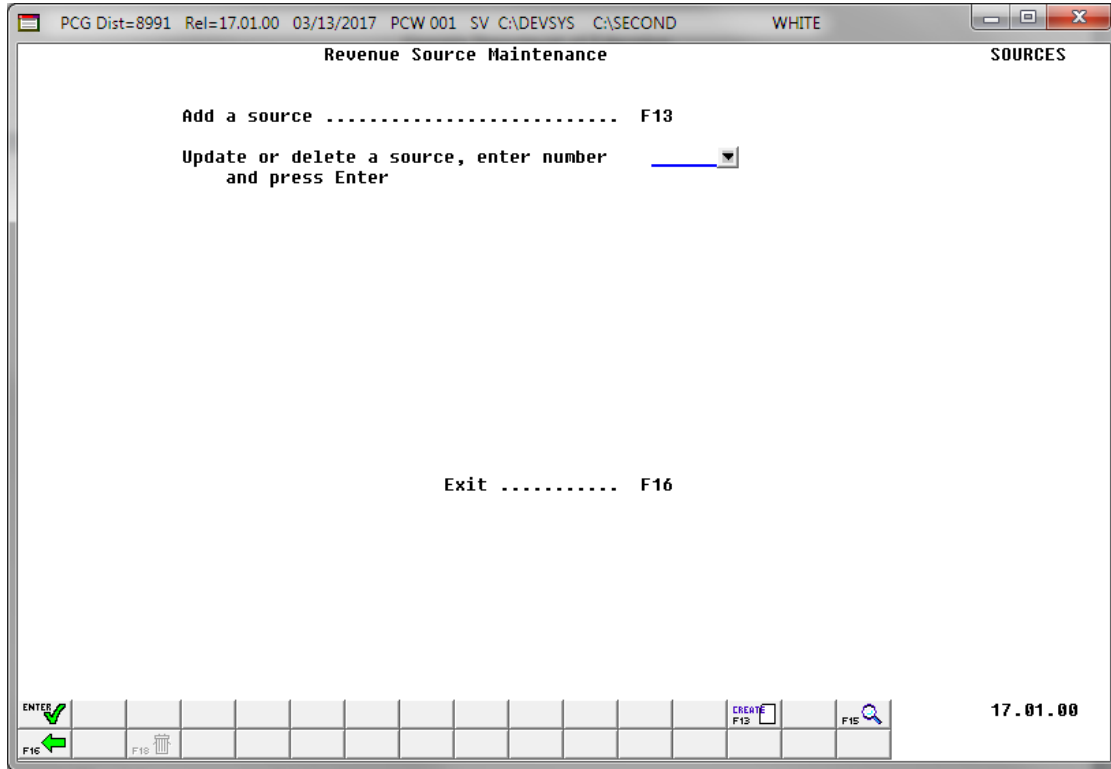
Step	Action
3	Select **F13** (Add a Source) or select [CREATE F13] (**Create New Source Record**).

The following screen displays:

Step	Action
4	Enter the revenue source name up to thirty (30) characters in the **Name** field.
5	Enter the additional identifier by which users will be able to search for the revenue source in the **Seq key** (Sequence key) field. *For example, entering Georgia Department of Education in the field and Department of Education, DOE in the Seq key (Sequence key) field, allows users to locate the record by searching through the alphabetic character D (Department) also. If the Seq key field is left blank, the Name field's entry will default to the field.*
6	Enter the mailing address in the **Address** field.
7	Enter the city and state separated by a comma in the **City/State** field.
8	Enter the postal code in the **Zip** field.
9	Enter the name of the individual responsible for managing the revenue source up to thirty (30) characters in the **Contact** field.

Step	Action
10	Select ![ENTER] (**Enter**) <u>twice</u>. *When processing is complete, PCGenesis will assign and populate the revenue source code in the Revenue Source# (Revenue Source number) field when the Source Maintenance screen redisplays.*

The following screen displays:
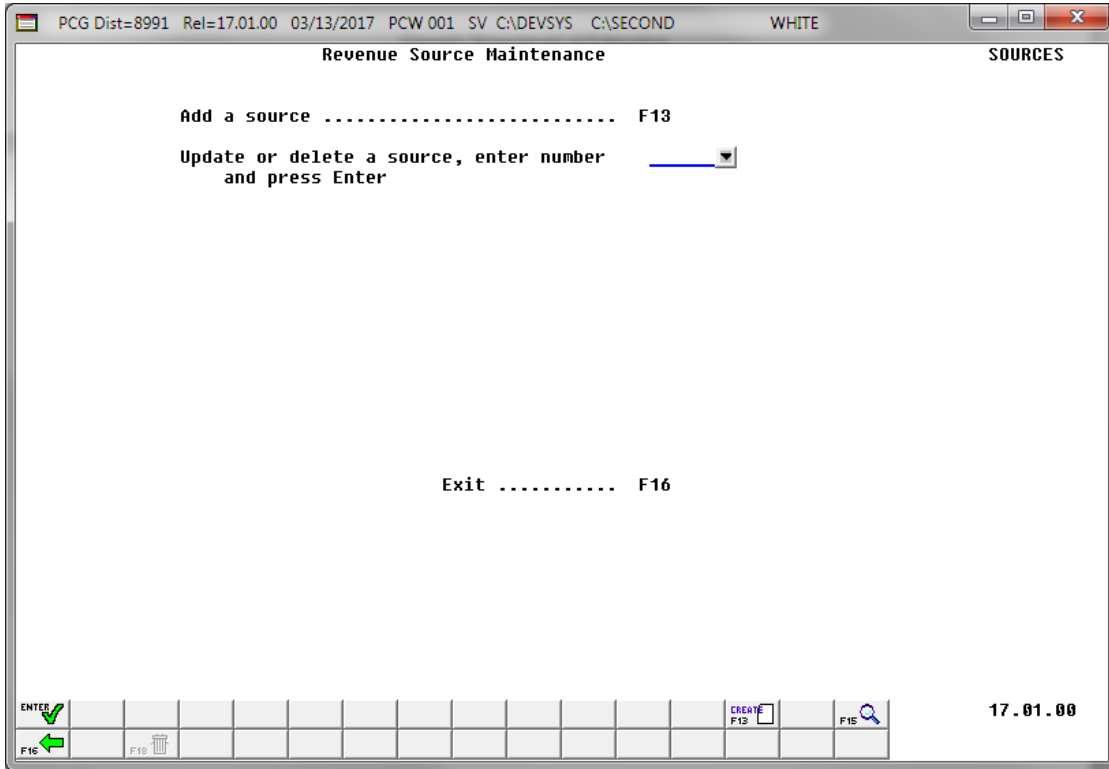
Step	Action
11	Select ![F16] (**F16 – Exit**) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu.*

The following screen displays:

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

Procedure B: Updating/Displaying a Revenue Source

Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select ___15___ (**F15** - Revenue Source Maintenance).

The following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE
                         Revenue Source Maintenance                                    SOURCES


              Add a source ......................... F13

              Update or delete a source, enter number    _____▼
                 and press Enter


















                             Exit .......... F16




   ENTER✓                                                     CREATE☐          F15🔍      17.01.00
                                                              F13
   F16⬅      F18🗑
```

Step	Action
3	Enter the revenue source code, or select the drop-down selection icon ▼ within the field to choose the revenue source.

The following screen displays:

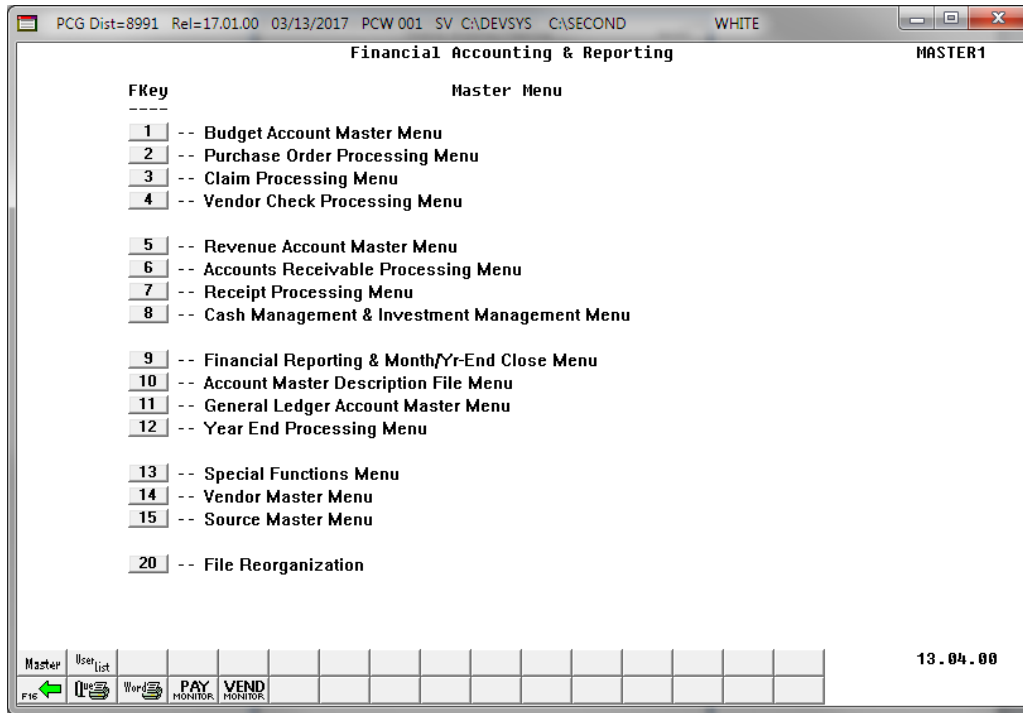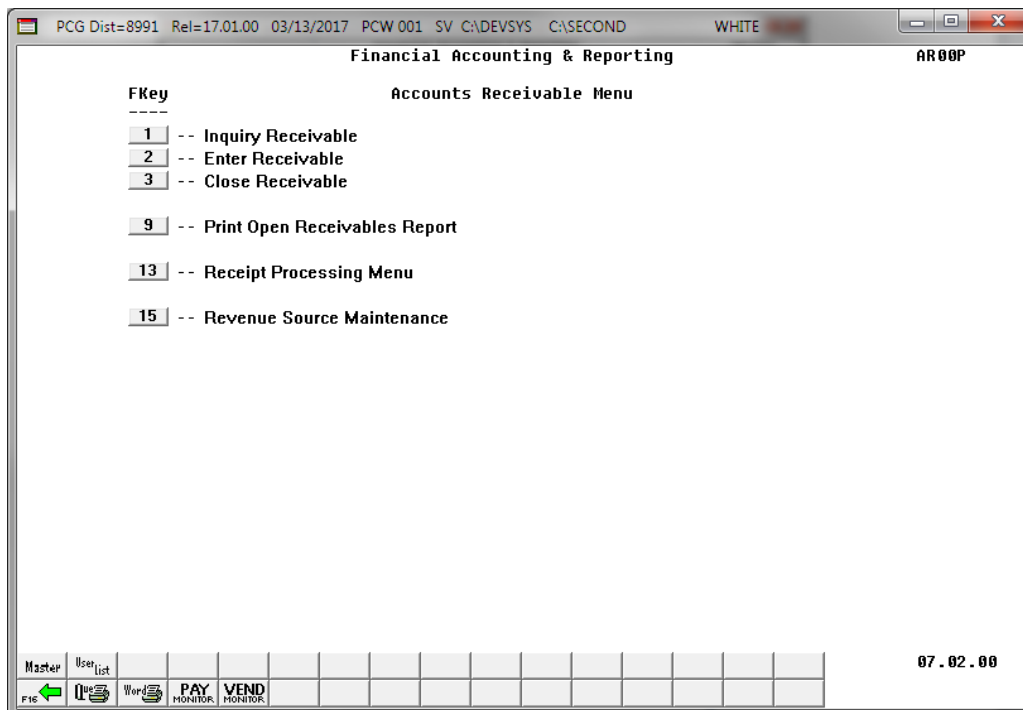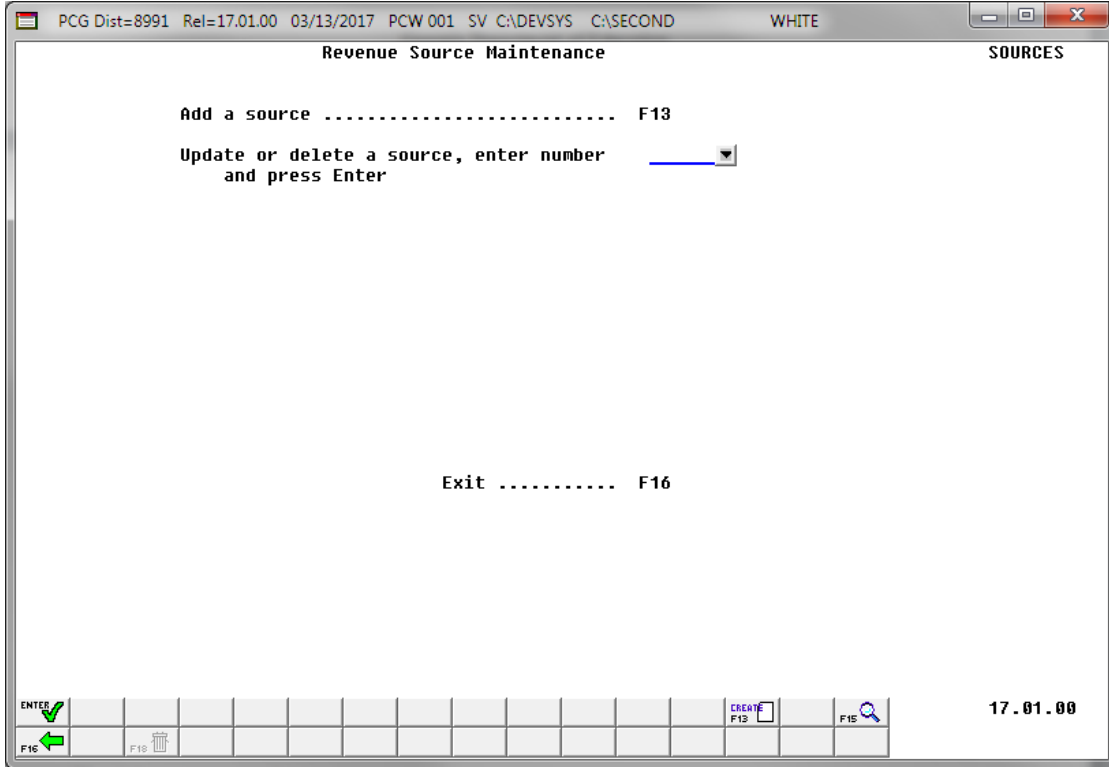| Step	Action
4	**To update the revenue source:** Make the appropriate modifications, and select ![ENTER] (**Enter**) twice. **To display the revenue source:** Review the screen's entries, select ![F16] (**F16** - Exit) to return to the *Revenue Source Maintenance Menu.*

The following screen displays:

Step	Action
5	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu.*

The following screen displays:

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

Procedure C: Deleting a Revenue Source

Step	Action
1	Select **6** (**F6 -** Accounts Receivable Processing Menu).

The following screen displays:

Step	Action
2	Select **15** (**F15** - Revenue Source Maintenance).

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	□ ⊡ ✕
Revenue Source Maintenance	SOURCES

Add a source F13

Update or delete a source, enter number _____ ▼
    and press Enter

Exit F16

ENTER ✓   CREATE F13   F15 🔍   17.01.00

F16 ← F18 🗑

Step	Action
3	Enter the revenue source code, or select the drop-down selection icon ▼ within the field to choose the revenue source.

The following screen displays:

Step	Action
4	Select [F18 🗑] (**F18** - to Delete).

The following screen displays:

Step	Action
5	Select ![F18] (**F18** - to Confirm).

The following screen displays:

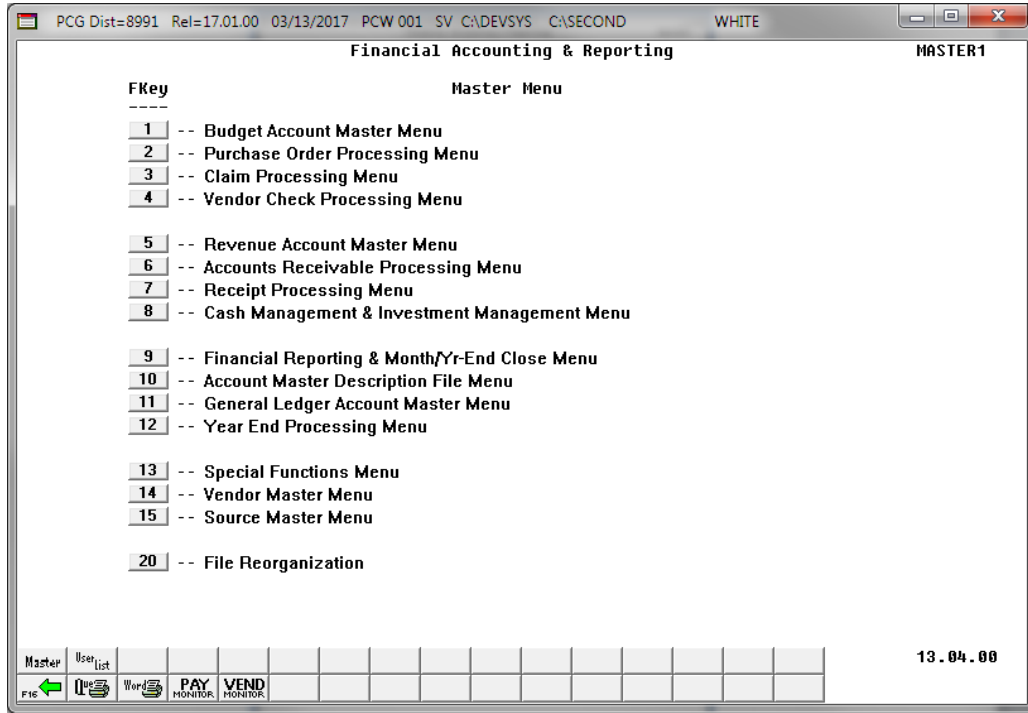| Step	Action
6	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Accounts Receivable Menu.*

The following screen displays:

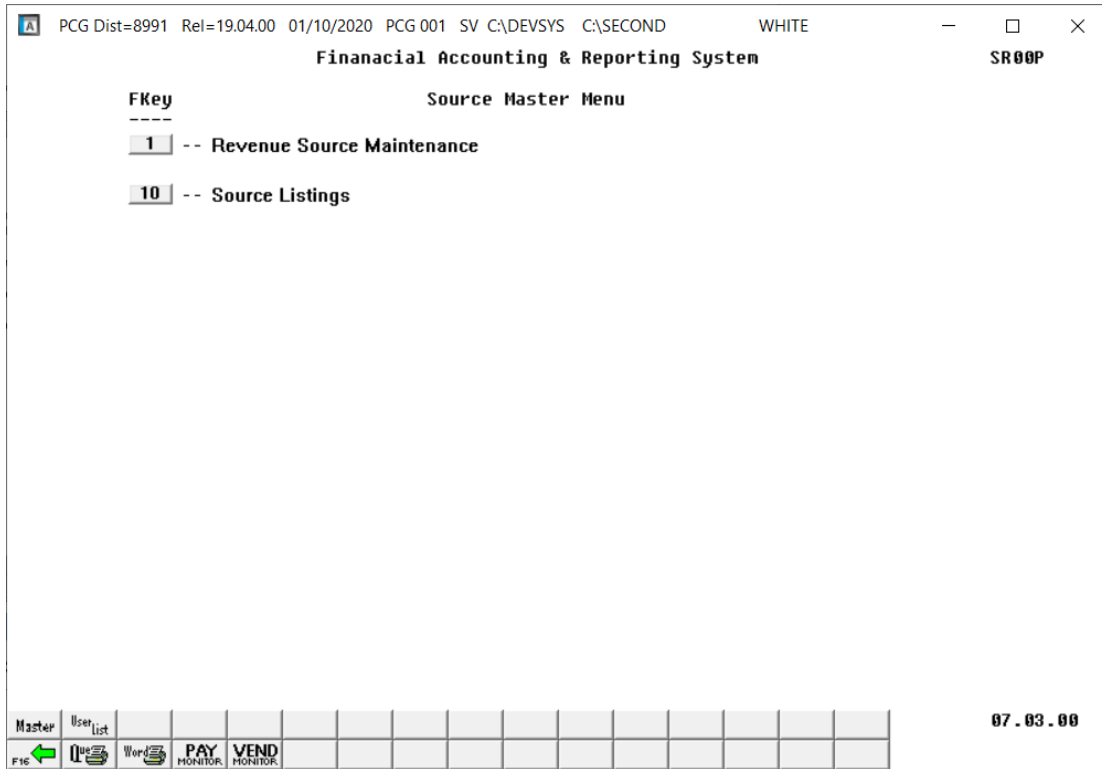| Step	Action
7	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu*

Procedure D: Printing the Revenue Source File
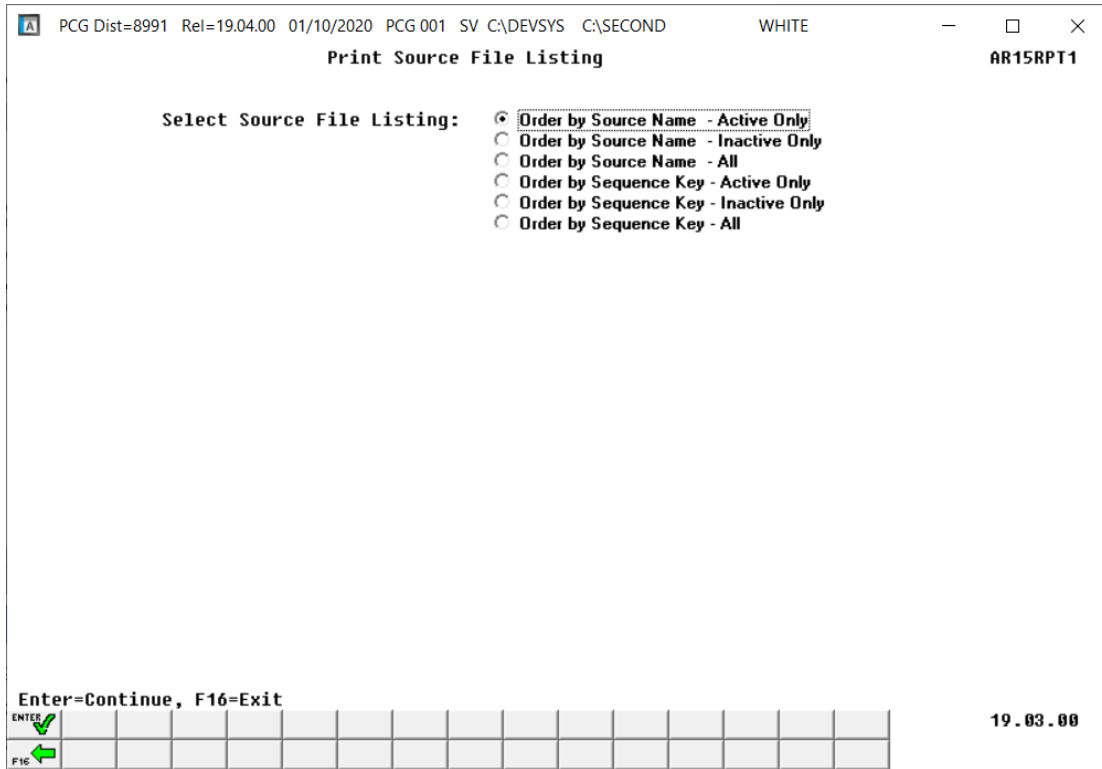

Step	Action
1	From the *Financial Accounting & Reporting Master Menu*, select ▭ (**F15** - Source Master Menu).

The following screen displays:

Step	Action
2	Select ⬜ **10** (**F10** - Source Listings).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.04.00  01/10/2020  PCG 001  SV  C:\DEVSYS  C:\SECOND          WHITE                     —  □  ×
                                   Print Source File Listing                                            AR15RPT1

                 Select Source File Listing:     ⦿ Order by Source Name  - Active Only
                                                 ○ Order by Source Name  - Inactive Only
                                                 ○ Order by Source Name  - All
                                                 ○ Order by Sequence Key - Active Only
                                                 ○ Order by Sequence Key - Inactive Only
                                                 ○ Order by Sequence Key - All
```
```
 Enter=Continue, F16=Exit
 ENTER ✓                                                                                               19.03.00
 F16 ⬅
```

Step	Action
3	Select the radio button to the left of the appropriate option: • Order by Source Name – Active Only • Order by Source Name – Inactive Only • Order by Source Name – All • Order by Sequence Key – Active Only • Order by Sequence Key – Inactive Only • Order by Sequence Key – All *The Financial Accounting & Reporting System – Source Master Menu redisplays.*
4	**To print the report via the Uqueue Print Manager:** Select ▣ (**Uqueue**). **To print the report via Microsoft® Word**: Select ▣ (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature, where appropriate.
5	Select ▣ (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select ▣ (**Master**) to return to the *Business Applications Master Menu.*

D.1. Revenue Source File (Source Name Sequence - All) Report – Example

```
REPORT DATE 03/13/17          REVENUE SOURCE FILE - SOURCE NAME SEQUENCE                      PAGE    5

NUMBER  SOURCE NAME                    ADDRESS                      PHONE NUMBER  STATUS

000039  MY SCHOOL ACCOUNT/FD.SERV.SOL.                              000/000/0000   A    MY SCHOOL ACCOUNT/FD.SERV.SOL.


        ----------------------------------------


000038  MY SCHOOL BUCKS/HEARTLAND PMT   ONE HEARTLAND WAY           000/000/0000   A    MY SCHOOL BUCKS/HEARTLAND PMT

                                        JEFFERSONVILLE, IN    47130
        ----------------------------------------


000001  NON-SPECIFIC SOURCE                                         000/000/0000   A    NON-SPECIFIC SOURCE


        ----------------------------------------


000020  OCONEE RESA                     P. O. BOX 699               478/552/5178   A    OCONEE RESA

                                        SANDERSVILLE, GA      31082
        ----------------------------------------


000021  OFFICE OF SCHOOL READINESS                                  000/000/0000   A    OFFICE OF SCHOOL READINESS


        ----------------------------------------


000028  OFFICE OF TREASURY & FISCAL SV  200 PIEDMONT AVENUE         404/656/2168   A    OFFICE OF TREASURY & FISCAL SV
                                        SUITE 1202, WEST TOWER
                                        ATLANTA, GA          30334-5527
        ----------------------------------------


000014  RETIREES INSURANCE                                          000/000/0000   A    RETIREES INSURANCE


        ----------------------------------------
```

Appendix A: Receivable.xls Template and Import File Error Processing

If the .csv file contains invalid data, the PCGenesis 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.

The following screenshot examples identify additional errors that can occur after the receivable successfully imports.

PCGenesis displays the first error line number and corresponding error message. To view subsequent error messages, select PgUp (Page Up), and PgDn (Page Down) to scroll the accounts receivable screens.

Appendix B: Receivable.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 a better understanding of .csv file processing.

	Receivable Entry .csv File Format Requirements
1	When creating the .csv file, the *Enter **Receivable** Import* procedure only processes lines containing the characters *H, **B**, S, D,* or *L* within *Column A*. These characters identify the *Header* (H), *Balance Account* (B), *Source* (S), *Reason* (D), and *Account* (L) lines. (These lines can occur in any order within the .csv file.)
2	When creating the .csv file, the *Enter **Receivable** Import* procedure, PCGenesis ignores <u>all</u> lines containing the characters ***R*** (*Reference Number)* within *Column A*. Leave *Column A* blank to include *Comments* and/or *Headings* in the *.csv* file.
3	*Column B* must be numeric for each line containing the character *L*. Each *L* line must contain a sequential number from 1 to 998, and <u>must</u> <u>not</u> be <u>duplicated</u>. The *Template* specifies *Line 1* through *Line 998* but only lines which contain an account and an amount will be utilized by the import.
4	The *Header* line must meet the following specifications:
4.1	Must contain a **H** in *Column A*.
4.2	When creating the ***Receivable** Import* .csv file, *Column I* must contain the literal "RCV" which indicates a receivable is being imported.
5	The *Account Balance* line is only used when creating the ***Receivable** Import* .csv file. The *Account Balance* line must meet the following specifications:
5.1	Must contain a **B** in *Column A*.
5.2	*Column I* may contain up to four (4) digits representing the revenue account balance.
6	The *Source* line must meet the following specifications:
6.1	Must contain a **S** in *Column A*.
6.2	*Column C* must contain up to six (6) digits representing the source number.
6.3	*Column F/G* may contain up to ten (10) characters representing the receivable/receipt date. Dates should be entered as MM/DD/CCYY.
6.4	*Column L* must contain up to six (11) digits with two (2) decimal digits representing the total receivable/receipt amount. The total receivable/receipt amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as **-**12345678901.12

	Receivable Entry .csv File Format Requirements	
7	The *Reason* line must meet the following specifications:	
	7.1	Must contain a **D** in *Column A*.
	7.2	*Column C/D/E/F/G* may contain up to thirty (30) alphanumeric characters representing the receivable/receipt reason description.
8	Each *Account* (L) line must meet the following specifications:	
	8.1	Must contain an **L** within *Column A*.
	8.2	Is sequentially numbered from 1 thru 998 within *Column B*.
	8.3	*Column C* must contain up to two (2) digits representing the revenue account fiscal year.
	8.4	*Column D* may contain up to three (3) digits representing the revenue account fund.
	8.5	*Column E* may contain one (1) digit representing the revenue account fiscal indicator.
	8.6	*Column F* may contain up to four (4) digits representing the revenue account program.
	8.7	*Column G* may contain up to four (4) digits representing the revenue account function.
	8.8	*Column H* may contain up to five (5) digits representing the revenue account object.
	8.9	*Column I* may contain up to four (4) digits representing the revenue account facility.
	8.10	*Column J* may contain one (1) digit representing the revenue account building.
	8.11	*Column K* may contain up to six (6) digits representing the revenue account additional.
	8.12	*Column L* must contain up to eleven (11) digits with two (2) decimal digits representing a receivable/receipt amount to be posted to this revenue account. The receivable/receipt amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as **-**12345678901.12