PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

12/18/2023	Section J: Financial Reporting and Closing

[Topic 1D: Annual/Fiscal Financial Reports, V3.2]

Revision History

Date	Version	Description	Author
12/18/2023	3.2	23.04.00 – Add flag to Fund descriptions applicable to the DE0046.	D. Ochala
03/21/2019	3.1	19.01.00 – Add button bar to screen shots.	D. Ochala
06/14/2016	3.0	16.02.00 – Reorganize *Topic 1: Monthly/Annual/Fiscal Report Processing* to make finding reports easier.	D. Ochala
03/02/2016	2.4	16.01.00 – Update Logo and Footers.	S. Scrivens
09/22/2014	2.3	14.02.00 – Added button bar processing instructions.	D. Ochala
10/11/2011	2.2	11.03.00 – Removed references to Facility File Maintenance. Updated *DE Form 0046 Menu* screenshots. Update *A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record*. Update *C1. Creating the DOAA Transparency in Government Export File*.	D. Ochala
10/07/2010	2.1	10.03.00 – Added *Procedure C – DOAA Transparency in Government Export File* section.	D. Ochala
06/05/2008	2.0	08.02.00 – Modified *Procedure B - CS-1 Report* filename naming convention, and changed screenshot example.	C. W. Jones

Table of Contents

Overview

PCGenesis fiscal year-end closing includes processing the following reports:

DE FORM 0046 Report Processing: The *DE FORM 0046 Report* includes annual financial and approved budgetary information. Processing the report includes the following procedures:

- Printing the DE FORM 0046 Report and creating the transmission file.

  Creating the DE FORM 0046 Report *Conversion* File: When entering a fiscal year for which there is no PCGenesis conversion file, *"Conversion file not found for selected year!"* displays. Selecting *Enter* automatically creates the conversion file within PCGenesis.

- Maintaining the DE FORM 0046 Report *Conversion* file records to identify the Balance Sheet accounts (General Ledger), expenditure functions (Accounts Payables) and revenue sources (Accounts Receivables) to report under a different item. For example, if *Object 21000* will be reported under *Object 20000*.

- Printing the DE FORM 0046 Report *Conversion* file records.

The following guidelines apply to *DE FORM 0046 Report* processing:

- Enter local GL account entities such as local funds in the *Conversion* file.

- DE FORM 0046 funds reported under other funds must exist in the *Account Master Description* file. For example, when reporting *Fund 108* under *Fund 100*, *Fund 100* must be in the *Account Master Description* file.

- Funds in the *Account Master Description* file are designated as **G** (Governmental) or **E** (Entity-wide) in the **Fund Type (G or E)** field. This flag is used by the *DE-0046 **Budget** Report* to underline exclude the *'Entity-wide'* (**E**) funds.

- The *Create DE0046 Transmission File* program should not pick up funds greater than 699 for the *DE-0046 Budget* (**B**) report. Therefore, all funds less than 700 are required to be '*Governmental*' (**G**) funds. The user may flag funds greater than 699 as either '*Entity-wide*' (**E**) or '*Governmental*' (**G**).

- The *DE-0046 Budget* (**B**) report extracts only '*Governmental*' (**G**) funds. The *DE-0046 Actuals* (**F**) report extracts all funds with any activity, including both '*Entity-wide*' (**E**) and '*Governmental*' (**G**) funds.

The DE FORM 0420 Report records the annual Quality Based Education (QBE) financial operating and budgetary information. The DE FORM 0420 Financial (F) and Budget (B) Reports are automatically generated from the transmission of the DE FORM 0046 Financial (F) and Budget (B) reports. The DE FORM 0420 Report may be incorrect until error correction is complete within the DE FORM 0046's transmissions file.

CS-1 Travel and Expense Report Processing: Additional procedure-specific processing guidelines exist within *Procedure B: CS-1 Report Processing*.

DOAA Transparency in Government Export File: Additional procedure-specific processing guidelines exist within *Procedure C: DOAA Transparency in Government Export File*. Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA) - Payments and Obligations Submission** website. School districts will use the *TIGA – Payments and Obligations Submission System* to submit a single file called the "audit history file". This information, requested by DOAA, and the information required for compliance with SB389 the Transparency in Government Act will be included in this single file. The file must follow the DOAA specified format and must be a comma-delimited text file. When uploading the file, the **File Total** must be entered for verification purposes. For school districts, **the File Total should always equal zero**. The *DOAA Transparency in Government File* will use the *DE0046 Conversion File* to rollup local accounts as specified by each site.

Procedure A: DE FORM 0046 Report Processing

A1. Creating the Transmission File and Printing the DE FORM 0046 Report

Step	Action
1	Select **9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
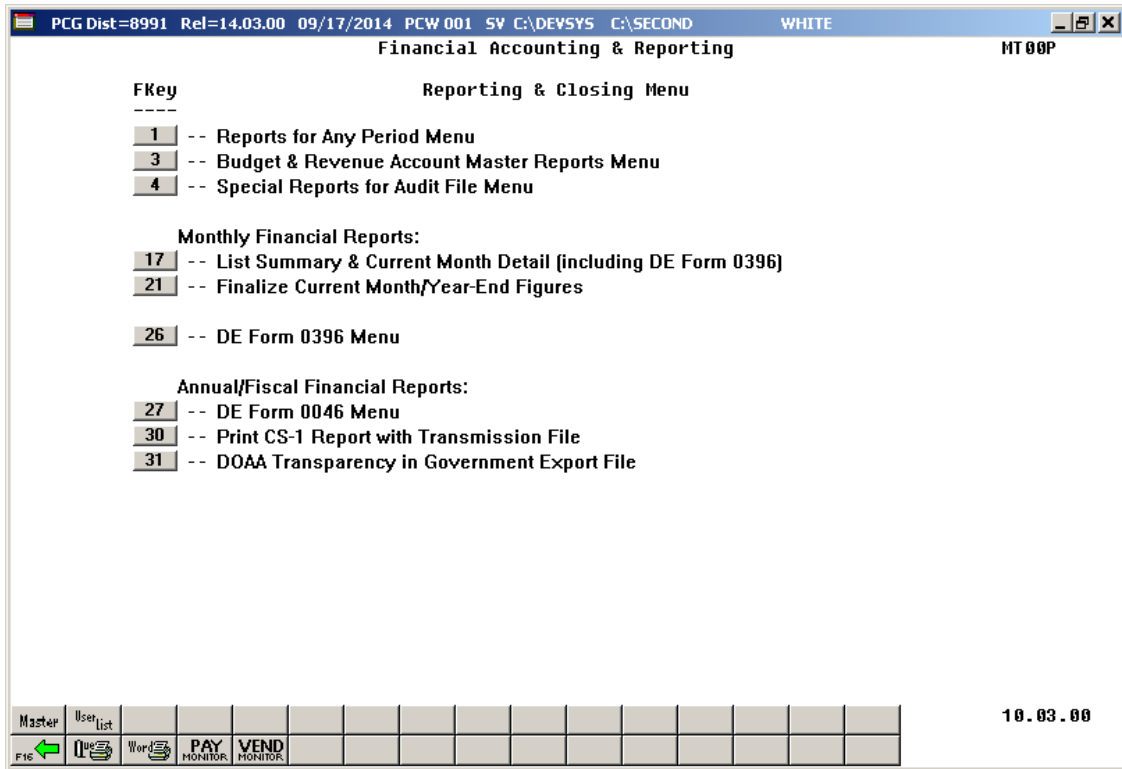
Step	Action
2	Select ⬛ **27** (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:
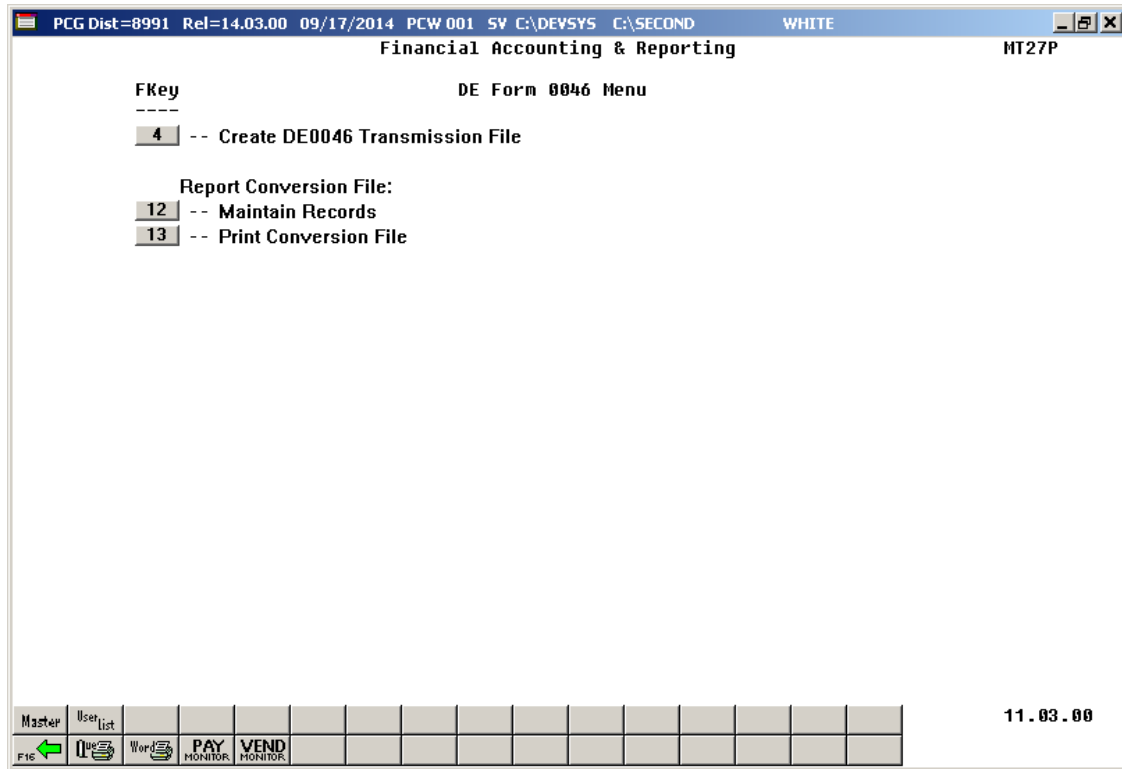
Step	Action
3	Select ___4___ (**F4 -** Create DE0046 Transmission File).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE              —    □    ×
                                                                                                        MT27P04




                                    PRINT DE FORM 0046

                                    ENTER FISCAL YEAR


                                         --




     ENTER = CONTINUE, F16 = EXIT
 ENTER                                                                                          19.01.00
   ✓
 F16
   ←
```

Step	Action
4	Enter the 2-digit fiscal year (YY) in the field and select ENTER (**Enter**).

If the *DE FORM 0046 conversion file* does not exist for the year specified, the following screen displays:

```
 A  PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE            —    □    ×
 _                       CONVERSION FILE DOES NOT EXIST FOR SELECTED YEAR!                      MT27P04


              The Conversion File for the selected year does not exist.
              The Conversion File must first be created through the 'MAINTAIN RECORDS' function.

















          ENTER or F16 to EXIT
   ENTER ✓ |   |   |   |   |   |   |   |   |   |   |   |              19.01.00
   F16 ⬅   |   |   |   |   |   |   |   |   |   |   |
```

Step	Action
5	For missing *DE FORM 0046 conversion files*, select **ENTER ✓** (Enter) or **F16 ⬅** (F16 – Exit) to exit the procedure.
	Proceed to section *A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record* for instructions to create the conversion file for the desired year, and then rerun this procedure starting at *Step 1*.

The following screen displays:

Step	Action
6	Enter the ending date range (MM/DD/CCYY) in the **Enter the range of dates for report selection** fields. *PCGenesis defaults the beginning date to **07/01**/CCYY where "CCYY" is the beginning date for the fiscal year entered in Step 4.* *If entering **B** (Budget) in Step 7, the ending date must be **06/30** (MM/DD) and the 4-digit fiscal year (CCYY).*
7	Enter **F** (Financial) or **B** (Budget) in the **Actual Financial Report (F) or Budget Report (B)?** field to define the report type.
8	Select [ENTER] (**Enter**). *"** Processing Request **" briefly displays.*
9	If there are errors, the corresponding error messages display. Online instructions will allow a determination to be made of the accounts incorrectly rolled into valid DE FORM 0046 accounts. In this instance, select **Enter** and access the *PCGenesis Print Manager* to print the *Error Report*. Using the *DE FORM 0046 Conversion File Listing*, correct the account information until there are no errors. Repeat this procedure beginning at *Step 1*.

Step	Action
10	The *DE FORM 0046 Transmission File* will be created in the **K:\SECOND\GOSEND** directory.
	The file will have the following naming convention: ***D46xYY01*** where *x* is either '**B**' for budget for '**F**' for financial and *YY* is the fiscal year requested in *Step 4*.

The following screen displays:

Step	Action
11	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.
12	**To print the report via the Uqueue Print Manager:** Select Uqueue (**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.
13	**File Transmission:** Follow normal processing procedures to submit the *DE FORM 0046 Transmission File* via the *MyGaDOE* Web portal.

A1.1. DE FORM 0046 (Budget) Transmission Report – Example

```
RUN DATE: 03/20/2019                    **** TRANSMISSION DATA - BUDGET ***                              PAGE: 00021

8991 SMITH CITY BOARD OF EDUCATION                                                      FY19  PERIOD ENDING: 06/30/19

RECORD        FUND FUNC/ OBJECT PROG  FCTY           FUND      BUDGETED         ACTUAL         ERROR
 TYPE              SRCE                                BLNC      AMOUNT          AMOUNT         TYPE
FP            600  3100  41000 9600  0201                     3,200.00          0.00
FP            600  3100  43000 9600  0100                     3,200.00          0.00
FP            600  3100  43000 9600  0108                     3,200.00          0.00
FP            600  3100  43000 9600  0195                     3,200.00          0.00
FP            600  3100  43000 9600  0201                     1,000.00          0.00
FP            600  3100  44200 9600  0100                       200.00          0.00
FP            600  3100  44200 9600  8010                       300.00          0.00
FP            600  3100  58000 9600  0100                       100.00          0.00
FP            600  3100  58000 9600  0108                       300.00          0.00
FP            600  3100  58000 9600  0195                       300.00          0.00
FP            600  3100  58000 9600  0201                       300.00          0.00
FP            600  3100  58000 9600  8010                       519.00          0.00
FP            600  3100  59100 9600  0100                     1,000.00          0.00
FP            600  3100  59100 9600  0108                     1,000.00          0.00
FP            600  3100  59100 9600  0195                     1,000.00          0.00
FP            600  3100  59100 9600  0201                     1,000.00          0.00
FP            600  3100  61000 9600  0100                    15,000.00          0.00
FP            600  3100  61000 9600  0108                    18,000.00          0.00
FP            600  3100  61000 9600  0195                    18,000.00          0.00
FP            600  3100  61000 9600  0201                    15,000.00          0.00
FP            600  3100  61000 9600  8010                       200.00          0.00
FP            600  3100  61200 9600  0100                       900.00          0.00
FP            600  3100  61200 9600  0108                       900.00          0.00
FP            600  3100  61200 9600  0195                       900.00          0.00
FP            600  3100  61200 9600  0201                       900.00          0.00
FP            600  3100  61500 9600  0100                       400.00          0.00
FP            600  3100  61500 9600  0108                       400.00          0.00
FP            600  3100  61500 9600  0195                     2,500.00          0.00
FP            600  3100  61500 9600  0201                       400.00          0.00
FP            600  3100  63000 9600  0100                   113,500.00          0.00
FP            600  3100  63000 9600  0108                   113,000.00          0.00
FP            600  3100  63000 9600  0195                   114,000.00          0.00
FP            600  3100  63000 9600  0201                   113,000.00          0.00
FP            600  3100  63500 9600  0100                    26,000.00          0.00
FP            600  3100  63500 9600  0108                    26,000.00          0.00
FP            600  3100  63500 9600  0195                    26,000.00          0.00
FP            600  3100  63500 9600  0201                    26,000.00          0.00
FP            600  3100  73000 9600  0195                     3,000.00          0.00
FP            600  3100  81000 9600  0100                       600.00          0.00
FP            600  3100  81000 9600  0108                       600.00          0.00
FP            600  3100  81000 9600  0195                       600.00          0.00
FP            600  3100  81000 9600  0201                       600.00          0.00
FP            600  3100  81000 9600  8010                       800.00          0.00
FR            600  3510  00000 9600  0000                    44,654.00          0.00
FR            600  4510  00000 9600  0000                   754,607.00          0.00
FR            600  4511  00000 9600  0000                   545,066.00          0.00
FR            600  4513  00000 9600  0000                    24,730.00          0.00
FR            600  4900  00000 9600  0000                   104,000.00          0.00
```

A1.2. DE FORM 0046 (Financial) Transmission Report – Example

```
RUN DATE: 03/20/2019                    **** TRANSMISSION DATA -  FINANCIAL ****                           PAGE: 00031

8991 SMITH CITY BOARD OF EDUCATION                                                         FY19   PERIOD ENDING: 06/30/19

RECORD        FUND FUNC/ OBJECT PROG  FCTY              FUND      BUDGETED              ACTUAL         ERROR
  TYPE             SRCE                                 BLNC       AMOUNT               AMOUNT         TYPE

FP            600  3100  43000 9600   0201                          0.00               869.00
FP            600  3100  44200 9600   0100                          0.00                 0.00
FP            600  3100  44200 9600   8010                          0.00               226.58
FP            600  3100  58000 9600   0100                          0.00                 0.00
FP            600  3100  58000 9600   0108                          0.00                 0.00
FP            600  3100  58000 9600   0195                          0.00                 0.00
FP            600  3100  58000 9600   0201                          0.00                29.43
FP            600  3100  58000 9600   8010                          0.00               445.27
FP            600  3100  59100 9600   0100                          0.00               672.95
FP            600  3100  59100 9600   0108                          0.00             1,242.78
FP            600  3100  59100 9600   0195                          0.00               889.35
FP            600  3100  59100 9600   0201                          0.00               584.43
FP            600  3100  61000 9600   0100                          0.00            10,920.81
FP            600  3100  61000 9600   0108                          0.00             9,691.70
FP            600  3100  61000 9600   0195                          0.00            12,913.72
FP            600  3100  61000 9600   0201                          0.00             9,023.02
FP            600  3100  61000 9600   8010                          0.00             1,509.09
FP            600  3100  61200 9600   0100                          0.00             3,119.31
FP            600  3100  61200 9600   0108                          0.00             3,119.31
FP            600  3100  61200 9600   0195                          0.00             3,529.53
FP            600  3100  61200 9600   0201                          0.00             3,119.31
FP            600  3100  61200 9600   8010                          0.00               878.06
FP            600  3100  61500 9600   0100                          0.00                 0.00
FP            600  3100  61500 9600   0108                          0.00                 0.00
FP            600  3100  61500 9600   0195                          0.00                 0.00
FP            600  3100  61500 9600   0201                          0.00               998.00
FP            600  3100  61600 9600   0100                          0.00               500.00
FP            600  3100  63000 9600   0100                          0.00            72,208.94
FP            600  3100  63000 9600   0108                          0.00            75,286.40
FP            600  3100  63000 9600   0195                          0.00            91,080.93
FP            600  3100  63000 9600   0201                          0.00            60,883.81
FP            600  3100  63500 9600   0100                          0.00            24,584.86
FP            600  3100  63500 9600   0108                          0.00            21,488.36
FP            600  3100  63500 9600   0195                          0.00            18,285.80
FP            600  3100  63500 9600   0201                          0.00            18,574.23
FP            600  3100  73000 9600   0195                          0.00                 0.00
FP            600  3100  81000 9600   0100                          0.00                15.00
FP            600  3100  81000 9600   0108                          0.00                15.00
FP            600  3100  81000 9600   0195                          0.00                15.00
FP            600  3100  81000 9600   0201                          0.00                15.00
FP            600  3100  81000 9600   8010                          0.00               856.43
FR            600  3510  00000 9600   0000                          0.00            21,814.00
FR            600  4510  00000 9600   0000                          0.00           368,389.44
FR            600  4510  00000 9990   0000                          0.00             5,905.38
FR            600  4511  00000 9600   0000                          0.00           181,954.01
FR            600  4511  00000 9990   0000                          0.00             3,866.98
FR            600  4513  00000 9600   0000                          0.00             5,763.94
FR            600  4520  00000 9600   0000                          0.00             1,421.50
FR            600  4900  00000 9600   0000                          0.00            82,933.25
BA            705  0101  00000 0000   0000                          0.00            57,004.23
```
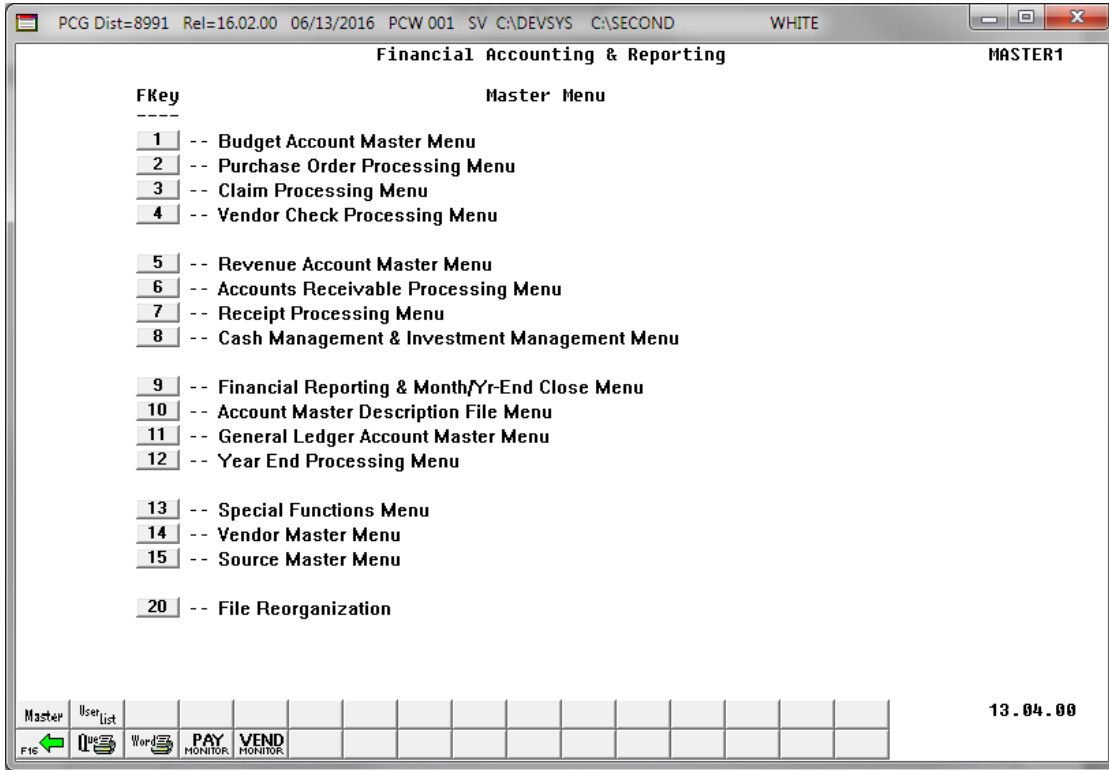
A1.3. DE FORM 0046 (Financial) Error Report – Example

```
=============================================Page Break==============================================
RUN DATE: 05/08/2008                   **** TRANSMISSION DATA -   FINANCIAL ****                   PAGE: 00001

8991 GADOE BOARD OF EDUCATION                                                    PERIOD ENDING: 04/30/08

RECORD        FUND FUNC/ OBJECT PROG  FCTY          FUND      BUDGETED          ACTUAL         ERROR
  TYPE             SRCE                             BLNC       AMOUNT           AMOUNT         TYPE

BA            100  0101  00000 0000   0000                      0.00       17,034,599.70
BA            100  0111  00000 0000   0000                      0.00          565,254.05-
BA            100  0141  00000 0000   0000                      0.00        2,388,993.00-
BA            100  0153  00000 0000   0000                      0.00       30,000,000.00
BL            100  0400  00000 0000   0000                      0.00            5,730.50
BL            100  0421  00000 0000   0000                      0.00        1,831,585.96
BL            100  0422  00000 0000   0000                      0.00        3,441,260.97-
BL            100  0471  00000 0000   0000                      0.00           79,952.88
FP            100  1000  11000 1081   0204                      0.00            3,324.00     INVALID FACILITY
FP            100  1000  11000 1081   4050                      0.00            3,423.75     INVALID FACILITY
```

A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record
A2.1. Adding a DE FORM 0046 Conversion File Record

Step	Action
1	Select ⬚**9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ![27] (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:

Step	Action
3	Select ⬛ **12** (**F12** - Report Conversion File: Maintain Records).

The following screen displays:

Step	Action
4	Enter the 2-digit fiscal year in the field and select (**Enter**).
5	If the *DE0046 Report Conversion File* already exists for the fiscal year specified, proceed to *Step 8*. If the *DE0046 Report Conversion File* does <u>not</u> exist for the fiscal year specified, proceed to *Step 6*.

If the *DE0046 Report Conversion File* does <u>not</u> exist for the fiscal year specified, the following screen displays:

```
A  PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND       WHITE          —   □   ×
                                                                                              MT27P12
-
                        CONVERSION FILE NOT FOUND FOR SELECTED YEAR!












                 ENTER to Create file   -   F16 to EXIT
      ENTER ✓                                                                               19.01.00
      F16 ←
```

Step	Action
6	Select [ENTER ✓] (**Enter**) to create the *DE0046 Report Conversion File* for the fiscal year specified.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ [A] PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE      —   □   ×  │
│                                                                         MT27P12 │
│                        CONVERSION FILE CREATED FOR SELECTED YEAR!               │
│                                                                                 │
│              The conversion file for the selected year has been created based   │
│              upon the conversion file for the most current year available.      │
│              Print and review the new conversion file and make changes          │
│              if necessary.                                                       │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│      ENTER to Continue                                                          │
│    ENTER                                                              19.01.00   │
│    ✓                                                                            │
│    F16                                                                          │
│    ←                                                                            │
└─────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
7	Select ![ENTER] (**Enter**) to continue. *The conversion file for the selected year has been created based upon the conversion file for the most current year available. Print and review the new conversion file and make changes if necessary.*

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE            —    □    ×
                                                                                                      ANNL 0460

                       DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year  2021

                   Record Type: _      B = Balance Sheet
                                       E = Expenditure Function
                                       R = Revenue Source
                                       F = Fund
                                       S = School/Facility

              Local Blnc/Source/Fund/Func/Fac: ____
                                 Local Object: _____




                                    ** Find Mode **
            ENTER-Maintain Data  F2-First  F5-Next  F11-Add Mode  F16-Exit
     ENTER✓        F2           F5                    F9      F11  F12                       17.03.01
     F16← 🖨
```
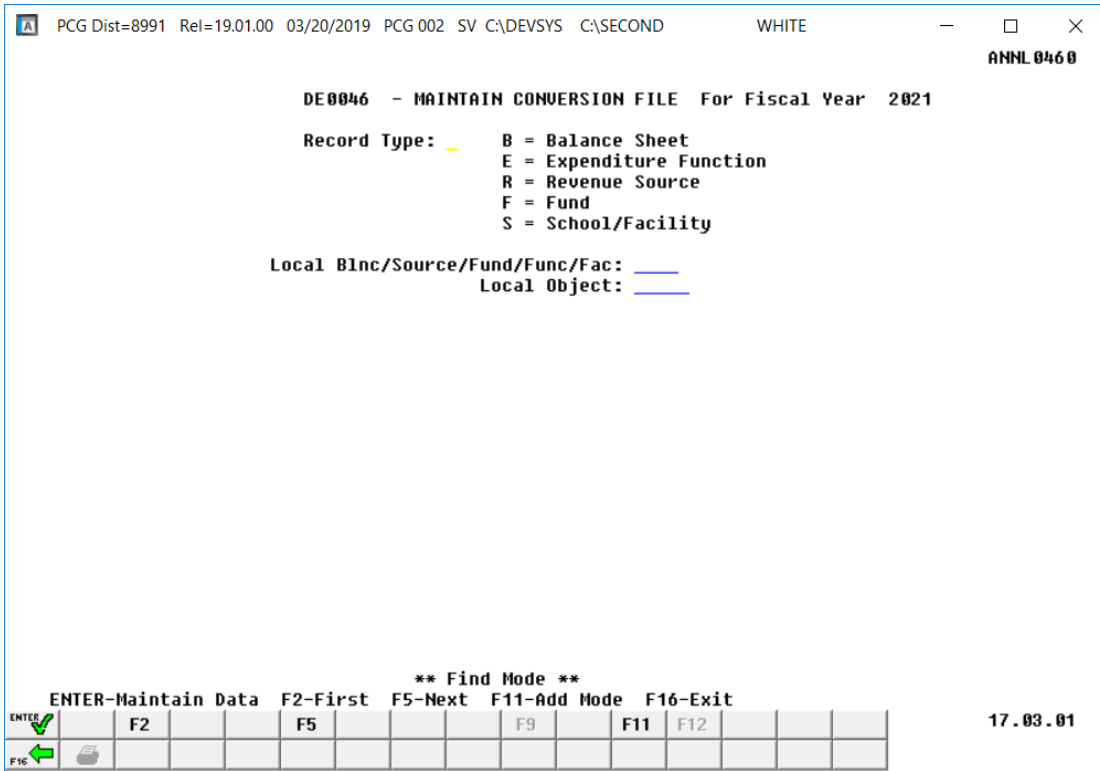
Step	Action
8	Select **F11** (**F11** - Add Mode).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV C:\DEVSYS  C:\SECOND       WHITE              —    □    ×
                                                                                                         ANNL 0460

                      DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year   2021

                  Record Type:  _       B = Balance Sheet
                                        E = Expenditure Function
                                        R = Revenue Source
                                        F = Fund
                                        S = School/Facility

             Local Blnc/Source/Fund/Func/Fac: 0000
                              Local Object: _____
           DE0046 Blnc/Source/Fund/Func/Fac: 0000
                             DE0046 Object: _____




                                     ** Add Mode **
                     (ENTER)-Validate Record        F16-Return to Find Mode
     ENTER                                                                                        17.03.01
       ✓    F2        F5              F9     F11 F12
     F16
```

Step	Action
9	Enter **B** (Balance Sheet), **E** (Expenditure), **R** (Revenue Source) or **F** (Fund) in the **Record Type** field to define the conversion record's type.
10	Enter the local Balance Sheet account, revenue Source, Fund, or Function code in the **Local Blnc/Source/Fund/Function** field.
11	Enter the local Object code and the DE0046 Object code in the **Local Object** field and **DE0046 Object** fields.
12	Select ![ENTER] (**Enter**) <u>twice</u>.

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE           —    □    ×
                                                                                                        ANNL0460

                        DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year   2021

                     Record Type:  B     B = Balance Sheet
                                         E = Expenditure Function
                                         R = Revenue Source
                                         F = Fund
                                         S = School/Facility

               Local Blnc/Source/Fund/Func/Fac: 0104
                                   Local Object: _____
               DE0046 Blnc/Source/Fund/Func/Fac: 0101
                                  DE0046 Object: _____




 RECORD SUCCESSFULLY ADDED                 ** Add Mode **
                     (ENTER)-Validate Record        F16 to Return to Find Mode
 ENTER                  F2           F5            F9      F11  F12                          17.03.01
 F16
```

Step	Action
13	Verify *"Record Successfully Added"* displays, and select [F16] (**F16 -** Return to Find Mode).

The following screen displays:

```
  A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE           —    □    ×
                                                                                                    ANNL 0460

                        DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year   2021

                     Record Type: B      B = Balance Sheet
                                         E = Expenditure Function
                                         R = Revenue Source
                                         F = Fund
                                         S = School/Facility

                Local Blnc/Source/Fund/Func/Fac:   104
                                   Local Object:  _____




                                        ** Find Mode **
        ENTER-Maintain Data  F2-First  F5-Next  F11-Add Mode  F16-Exit
  ENTER                   F2            F5                    F9      F11  F12                        17.03.01

  F16
```

Step	Action
14	Select **F16** (**F16** – Exit) to return to the *Financial Accounting & Reporting – DE FORM 0046 Menu.*

The following screen displays:

Step	Action
15	Select [F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

A2.2. Updating/Deleting a DE FORM 0046 Conversion File Record

Step	Action
1	Select ⬚⁹ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ⬚²⁷ (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:

Step	Action
3	Select ☐12 (**F12** - Report Conversion File: Maintain Records).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS   C:\SECOND        WHITE                —    □    ×
                                                                                                           MT27P12




                                    MAINTAIN DE FORM 46 CONVERSION FILE
                                            ENTER FISCAL YEAR


                                                 __













            ENTER = CONTINUE, F16 = EXIT
    ENTER                                                                                              19.01.00

    F16
```

Step	Action
4	Enter the 2-digit fiscal year in the field and select ![ENTER] (**Enter**).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND     WHITE      —   □   ×  │
│                                                                              ANNL 0460 │
│                                                                                    │
│                  DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year  2020         │
│                                                                                    │
│              Record Type: _     B = Balance Sheet                                  │
│                                 E = Expenditure Function                           │
│                                 R = Revenue Source                                 │
│                                 F = Fund                                           │
│                                 S = School/Facility                                │
│                                                                                    │
│             Local Blnc/Source/Fund/Func/Fac: ____                                  │
│                               Local Object: _____                                  │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                 ** Find Mode **                                    │
│           ENTER-Maintain Data  F2-First  F5-Next  F11-Add Mode  F16-Exit           │
│  ENTER✓        F2          F5            F9      F11  F12                 17.03.01 │
│  F16←    🖶                                                                         │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
5	Enter the record type and the <u>local</u> account information in the **Record Type**, **Local Blnc/ Source/Fund/Fac** and **Local Object** fields and select [ENTER✓] (**Enter** – Maintain Data). *Select* [F2] *(F2 – First) or* [F5] *(F5 - Next) to scroll between DE FORM 0046 Conversion file records.*

The following screen displays:

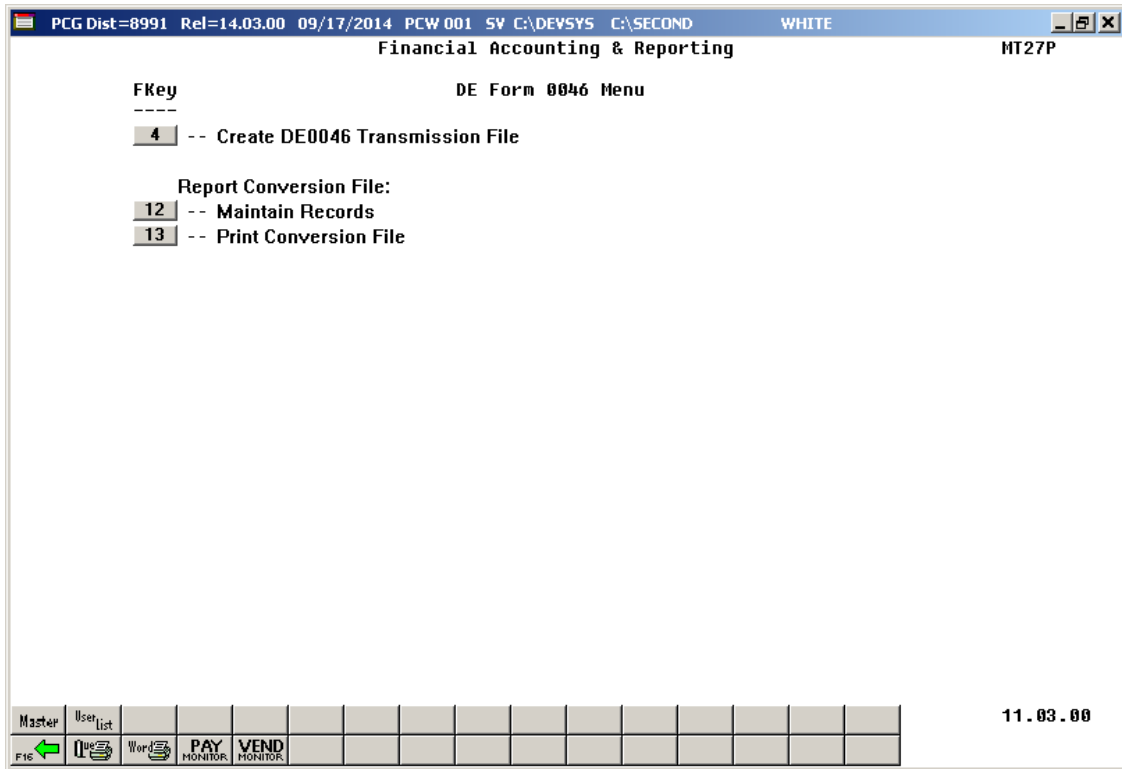| Step	Action
6	**For DE FORM 0046 Conversion file record modifications:** Select [F9] (**F9** - Modify Record). Make the appropriate modifications and select [ENTER] (**Enter**) <u>twice</u>. Verify *"Record Successfully Updated"* displays.

For DE FORM 0046 Conversion file record deletions: Select [F12] (**F12** - Delete), and [ENTER] (**Enter** - Delete). Verify *"Previous Record Deleted"* displays.

Select [F2] (*F2 – First*) or [F5] (*F5 - Next*) to scroll between DE FORM 0046 Conversion file records. |
| 7 | Select [F16] (**F16** - Return to Find Mode). |

The following screen displays:

```
 A  PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND       WHITE        —    □    ×
                                                                                              ANNL 0460

                          DE0046  - MAINTAIN CONVERSION FILE  For Fiscal Year   2020

                       Record Type: B     B = Balance Sheet
                                          E = Expenditure Function
                                          R = Revenue Source
                                          F = Fund
                                          S = School/Facility

                  Local Blnc/Source/Fund/Func/Fac: 0101
                                     Local Object:   300
                  DE0046 Blnc/Source/Fund/Func/Fac: 0101
                                    DE0046 Object:


RECORD SUCCESSFULLY UPDATED          ** Display Mode **
 F16-Return to Find Mode   F2-First   F5-Next   F9-Modify Record   F12-Delete   F17-Print Screen
ENTER ✔        F2          F5              F9        F11 F12                          17.03.01
F16 ⬅    🖶
```

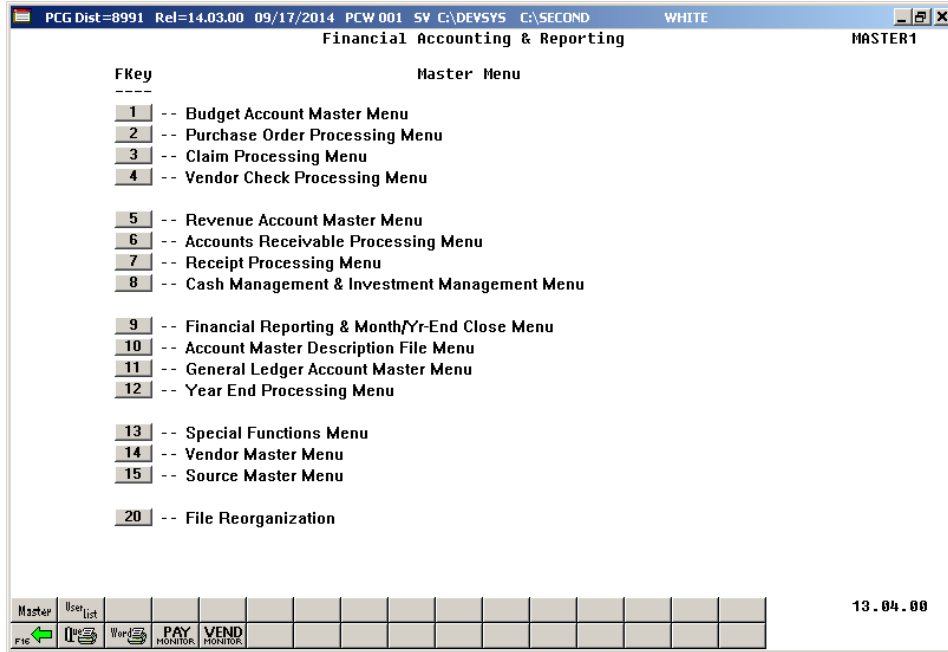| Step	Action
8	Select ![F16]( ) (**F16** – Exit) to return to the *Financial Accounting Reporting – DE FORM 0046 Menu.*

The following screen displays:

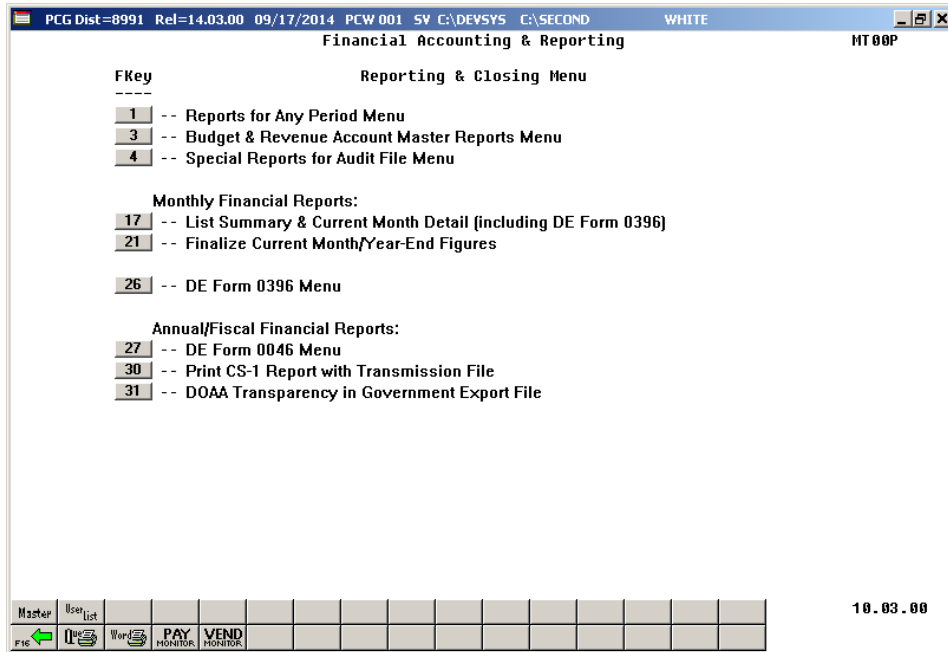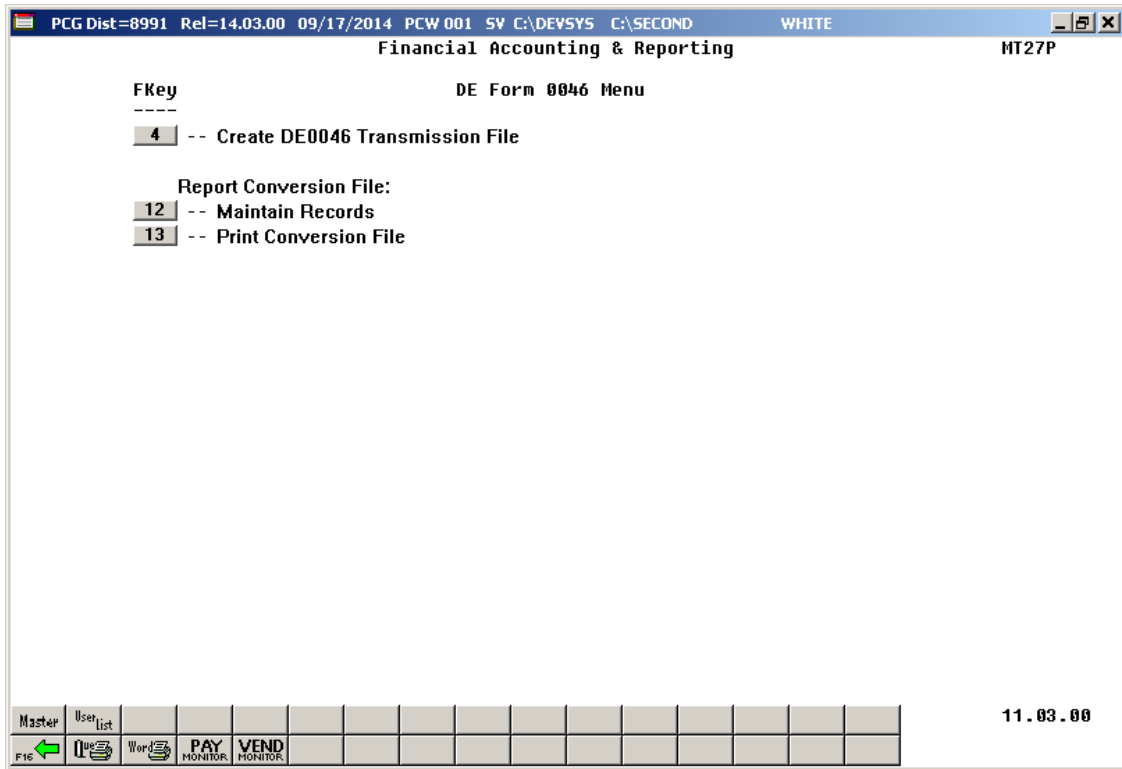| Step	Action
9	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

A3. Printing the DE FORM 0046 Report Conversion File

Step	Action
1	Select [9] (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select [27] (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:

Step	Action
3	Select **13** (**F13 -** Report Conversion File: Print Conversion File).

The following screen displays:

```
 A    PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND      WHITE           —    □    ×
                                                                                                        MT27P13




                            PRINT DE FORM 46 CONVERSION FILE
                                    ENTER FISCAL YEAR


                                        --




         ENTER = CONTINUE,   F16 = EXIT
   ENTER                                                                                         19.01.00
      ✓

   F16
      ⬅
```
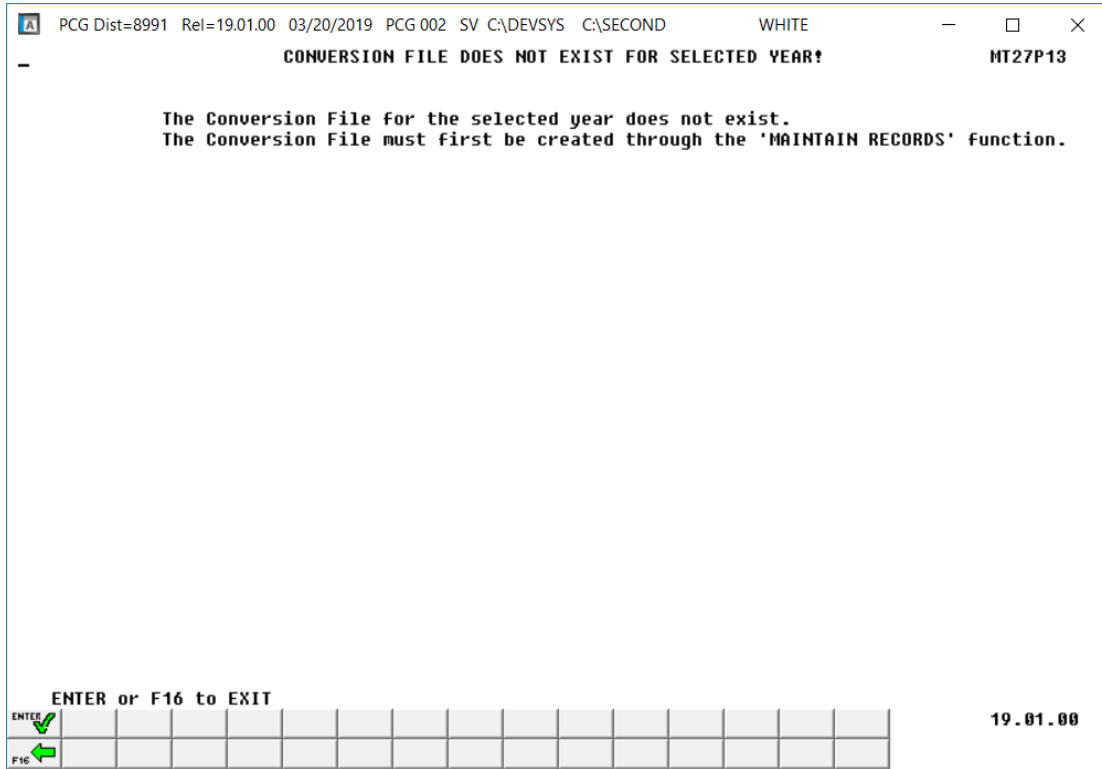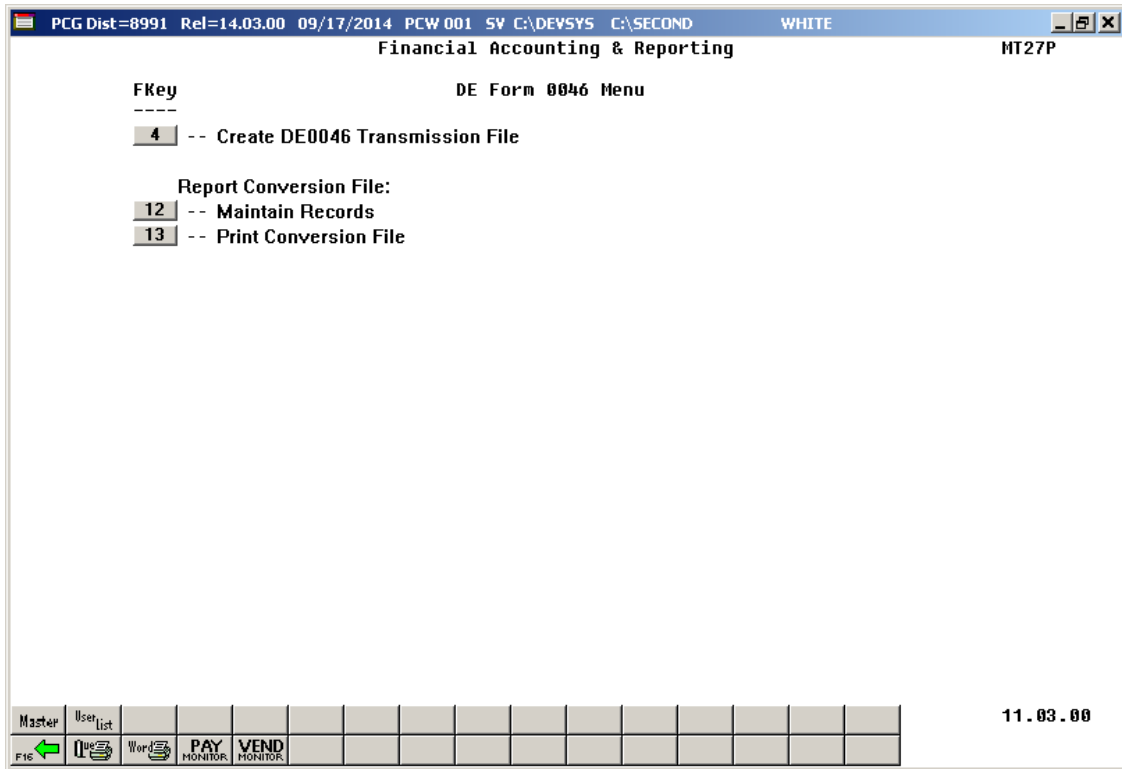
Step	Action
4	Enter the 2-digit fiscal year (YY) in the field and select (**Enter**).

If the *DE FORM 0046 conversion file* does not exist for the year specified, the following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE           —    □    ×
 _                          CONVERSION FILE DOES NOT EXIST FOR SELECTED YEAR!                          MT27P13


              The Conversion File for the selected year does not exist.
              The Conversion File must first be created through the 'MAINTAIN RECORDS' function.
















   ENTER or F16 to EXIT
 ENTER                                                                                                 19.01.00
 ✓
 F16
 ←
```

Step	Action
5	For missing *DE FORM 0046 conversion files*, select ![ENTER ✓] (Enter) or ![F16 ←] (F16 – Exit) to exit the procedure. Proceed to section *A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record* for instructions to create the conversion file for the desired year, and then rerun this procedure starting at *Step 1*.

The following screen displays:

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

A3.1. DE FORM 0046 Conversion File Listing – Example

```
REPORT DATE 03/20/19                    CNVT0046 - DE FORM 0046 CONVERSION FILE                    PAGE    2
                                                   FISCAL YEAR 2020

RECTYPE   LOCAL BLNC/SRCE/FUND/FUNC   LOCAL OBJECT   DE 46 BLNC/SRCE/FUND/FUNC   DE 46 OBJECT
   E              0000                    58078              0000                    58000
   E              0000                    61077              0000                    61000
   E              0000                    61078              0000                    61000
   E              0514                    14001              0514                    14000
   E              1000                    00300              1000                    30000
   E              1000                    11000              1000                    11000
   E              1000                    11220              1000                    11200
   E              1000                    14001              1000                    14000
   E              1000                    16162              1000                    16100
   E              1000                    43071              1000                    43000
   E              1000                    43072              1000                    43000
   E              1000                    43073              1000                    43000
   E              1000                    43074              1000                    43000
   E              1000                    43075              1000                    43000
   E              1000                    43076              1000                    43000
   E              1000                    44222              1000                    44200
   E              1000                    44223              1000                    44200
   E              1000                    58022              1000                    58000
   E              1000                    58023              1000                    58000
   E              1000                    58071              1000                    58000
   E              1000                    58072              1000                    58000
   E              1000                    58073              1000                    58000
   E              1000                    58074              1000                    58000
   E              1000                    58075              1000                    58000
   E              1000                    58076              1000                    58000
   E              1000                    58078              1000                    58000
   E              1000                    61005              1000                    61000
   E              1000                    61009              1000                    61000
   E              1000                    61010              1000                    61000
   E              1000                    61011              1000                    61000
   E              1000                    61012              1000                    61000
   E              1000                    61013              1000                    61000
   E              1000                    61014              1000                    61000
   E              1000                    61015              1000                    61000
   E              1000                    61016              1000                    61000
   E              1000                    61017              1000                    61000
   E              1000                    61018              1000                    61000
   E              1000                    61020              1000                    61000
   E              1000                    61022              1000                    61000
   E              1000                    61023              1000                    61000
   E              1000                    61025              1000                    61000
   E              1000                    61030              1000                    61000
   E              1000                    61035              1000                    61000
   E              1000                    61040              1000                    61000
   E              1000                    61042              1000                    61000
   E              1000                    61044              1000                    61000
   E              1000                    61045              1000                    61000
   E              1000                    61050              1000                    61000
   E              1000                    61055              1000                    61000
   E              1000                    61060              1000                    61000
```

Procedure B: CS-1 Report Processing

CS-1 reports include the annual salary and travel expenditures for school districts. For Regional Educational Service Agencies (RESAs), these reports also include professional services (per diem) detail and export information.

PCGenesis Reports and Transmission Files: PCGenesis creates the following reports and files when users print the *CS-1 Report* and create the transmission file.

- *CS-1 Detail Items by Employee Report*
- *CS-1 Salary and Travel Detail Items by Account Report*
- *CS-1 Export Transmission File*
- *CS-1 Export Items Report*
- *CS-1 Error (Exception) Listing*
- *CS-1 Per Diem Detail Report* (RESAs only)
- *CS-1 Per Diem Export Items Report* (RESAs only)
- *CS-1 Per Diem Transmission File* (RESAs only)

Gross Payroll/Travel Expenses: Process gross payroll reclassifications through the *Payroll Transfer of Gross Earnings* procedure. Reclassify travel expenses using the *Journal Entry (JE)* procedure. These procedures will correct the *CS-1 Detail Items by Account Report* and the *Expenditure* ledger. Remember that the *Detail Items by Account Report* is a cash-basis report and must be adjusted for accruals. The *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 5: Earnings History Processing, Procedure C: Updating/Displaying Earnings History Information* provides the instructions for this process. *Section L: General Ledger Account Master Processing, Topic 2: Journal Voucher Processing* provides the instructions to reclassify travel expenses.

Report Processing: In addition to employee (vendor), account, job code and salary and travel information where applicable, PCGenesis provides account subtotals by fund and journal voucher/ sequence number information. Additionally, journal voucher/sequence number information displays if journal entry and expense items contain *Object Codes 36100 – 36299*.

Report Balancing: The *Detail Items by Employee Report* must be in balance with the year-end reports. Do not make changes to return to the expenditure records after the report is in balance with the current year-end reports and the Department of Audits and Accounts file transmission is complete. Changes made to expenditure records after the file's transmission cause the reports to be out of balance. Because the report is a cash-basis report, users must consider current and prior year accruals when balancing the report.

<u>To balance the reports:</u>

1. Run the *CS-1 Report* for the current fiscal year.
2. Run the *Budget Master Account Activity Summary List* for the same fiscal year by function. Enter '1' in the first position of the object field to include all salary account objects.
3. Run the *Budget Master Account Activity Summary List* for the same fiscal year by function. Enter '580' in the first 3 positions of the object field to include all travel expenses.
4. Compare the *CS-1 Report* totals by function with the Budget Master reports.
5. Make the appropriate accrual adjustments.
6. When adjustments are complete, the report totals should agree. If the totals do not agree, the reports are not in balance and the user must determine the cause. To do so, begin by running the *Budget Master Account Activity Detail List* for the accounts that do not agree. Reconcile each entry with the *CS1 Report*. Contact Financial Review at (404) 656 – 2447 for additional assistance.

Vendor Expense Payments: Vendor expense payments will be included on the *Detail Items by Employee Report* <u>only</u> <u>when</u> <u>tying</u> <u>the</u> <u>vendor's</u> <u>number</u> <u>to</u> <u>an</u> <u>employee</u> <u>number</u>. Verify through the *Vendor Maintenance* function that the employee's SSN and employee number display on the employee's *Vendor* screen. Refer to *Section C: Vendor File Maintenance* for instructions.
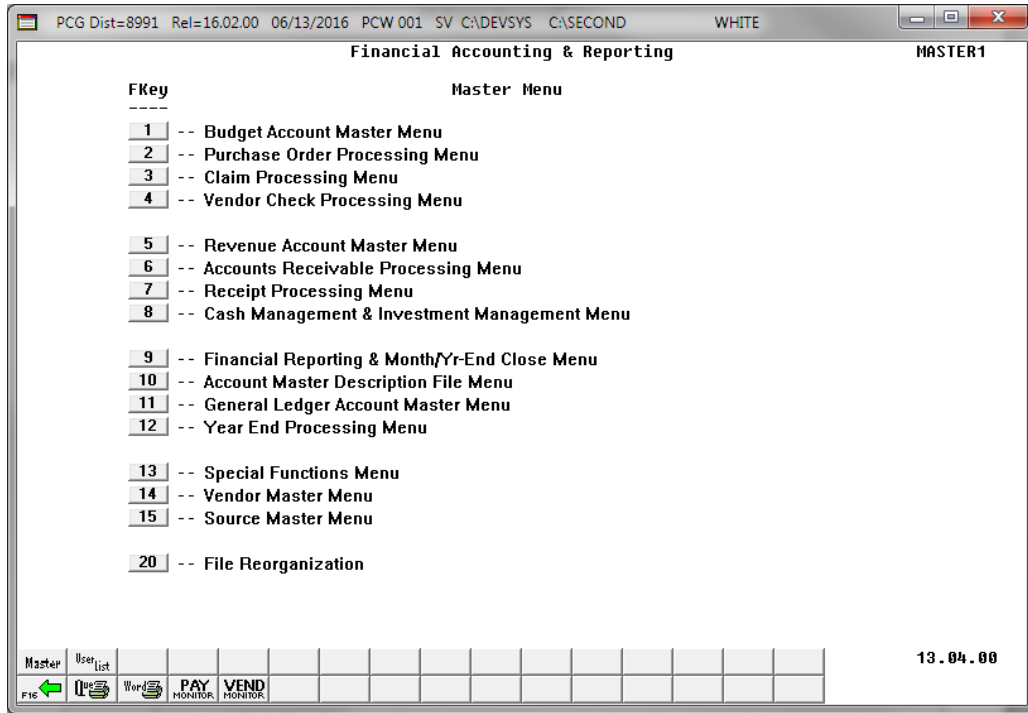
Open Accounts Payables: *Open* accounts payables <u>will</u> <u>not</u> be included on the *Detail Items by Employee Report*.

File Transmission: Transmit the report and <u>encrypted</u> file to return to the Department of Audits and Accounts. For additional file transmission information, refer to communications forwarded by the agency.

<u>File Transmission Errors:</u> PCGenesis creates the *CS-1 Salary & Travel Expense Report* if errors exist, but omits the records containing errors. To include these records within the transmission file, correct the errors, recreate and retransmit the transmission file.
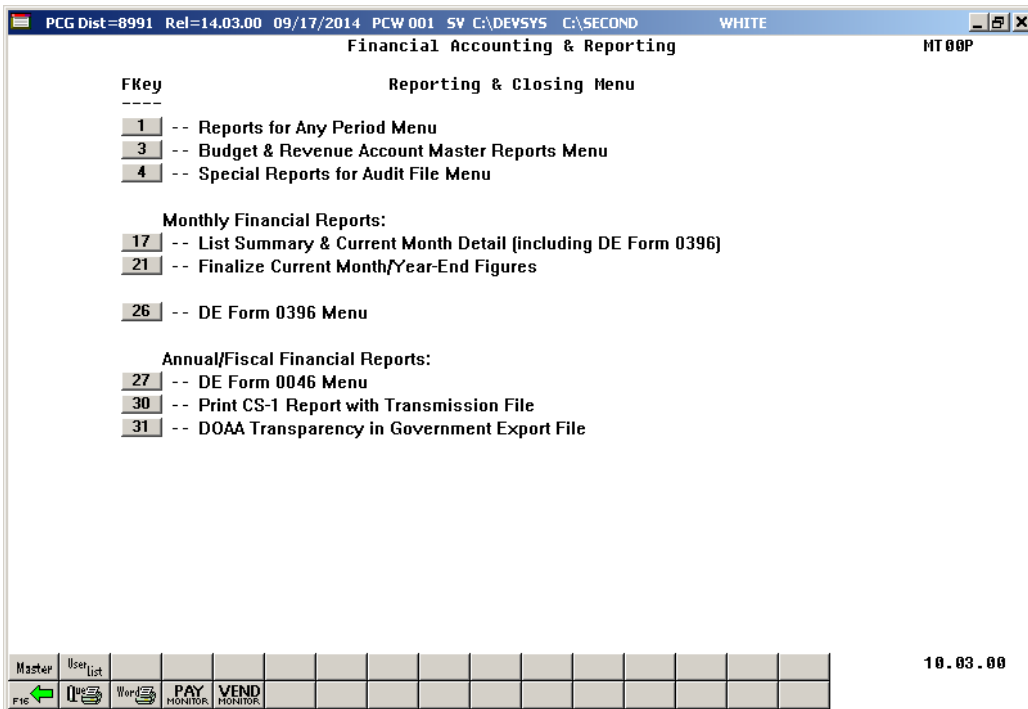
The transmission file is located at: K:\SECOND\GOSEND\XXXXSALTRAVYY.CSV (Salaries and Travel), and K:\SECOND\GOSEND\XXXXPSYY.CSV (Professional Services – Per Diem), where XXXX identifies *the LUA code, and YY identifies the current fiscal year*

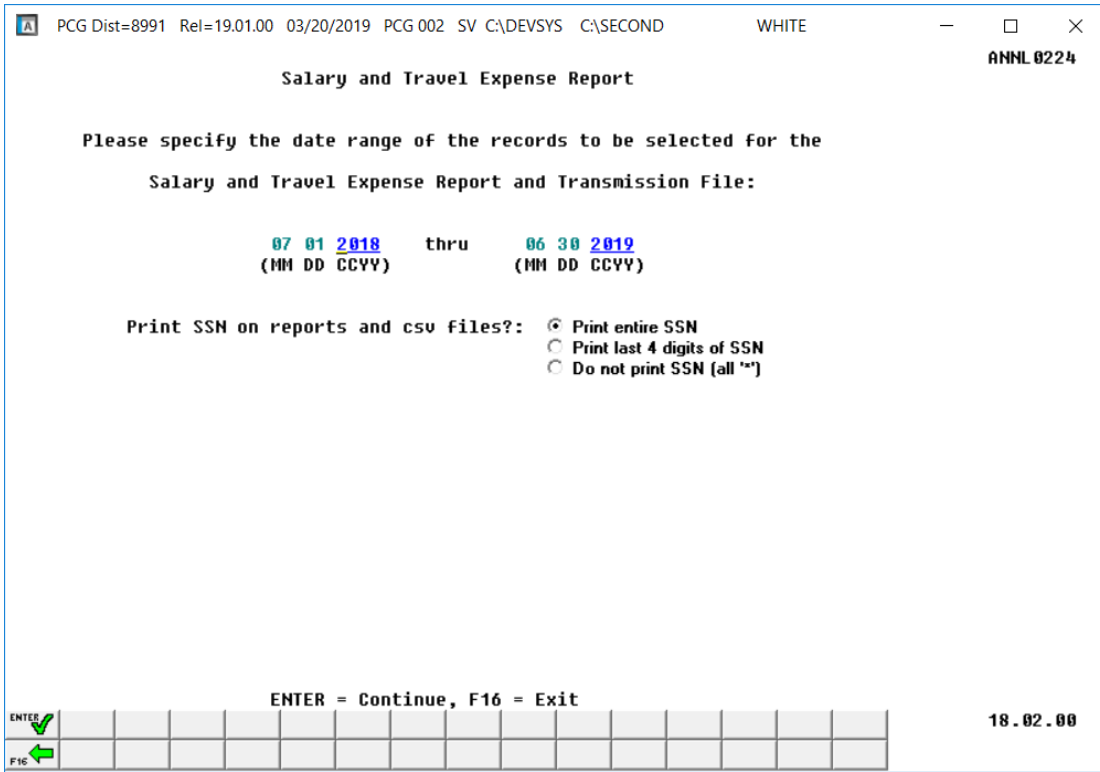# B1. Printing the CS-1 Report and Creating the Transmission File

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
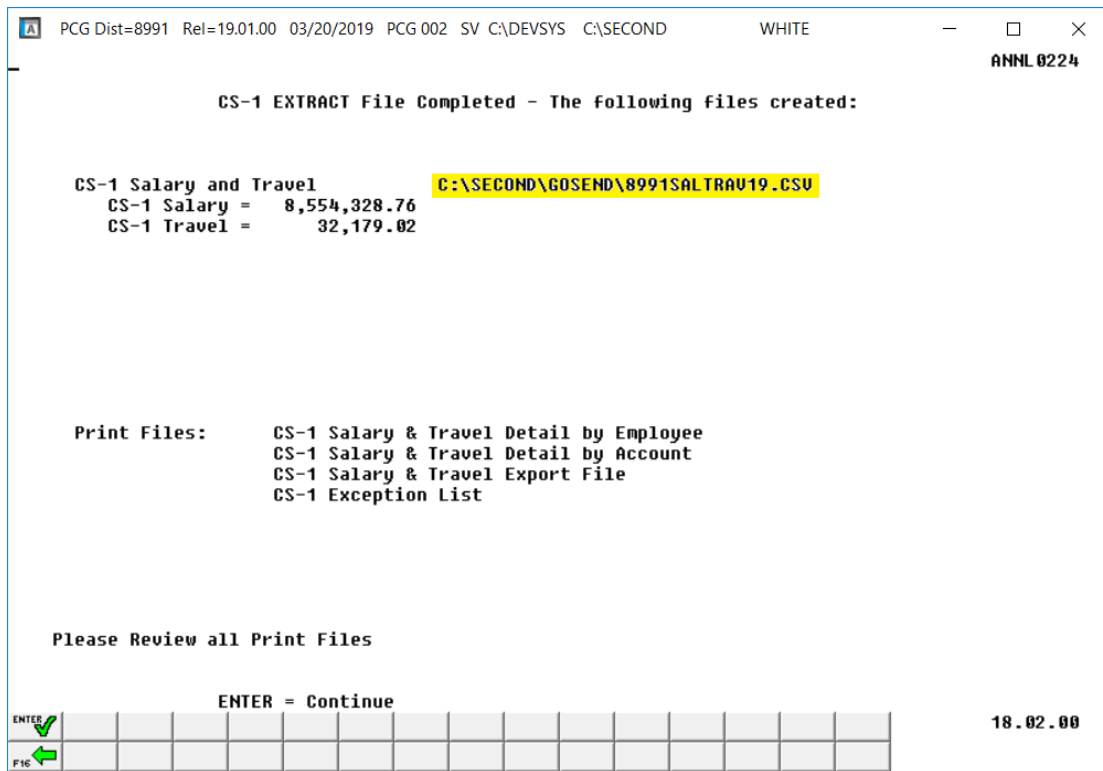
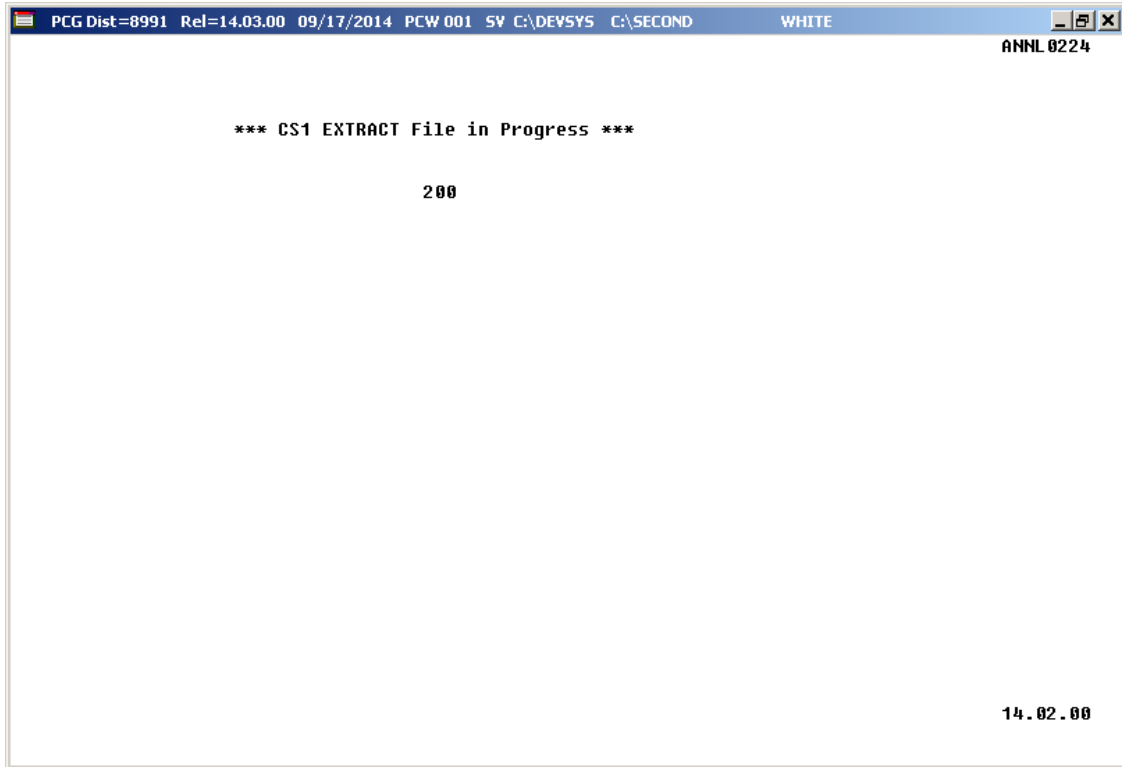| Step	Action
2	Select ⬚ **30** (**F30 -** Annual/Fiscal Financial Reports: Print CS-1 Report with Transmission File).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE          —    □    ×
                                                                                                      ANNL 0224
                                 Salary and Travel Expense Report

            Please specify the date range of the records to be selected for the

              Salary and Travel Expense Report and Transmission File:


                         07  01  2018       thru        06  30  2019
                         (MM DD  CCYY)                   (MM DD  CCYY)


            Print SSN on reports and csv files?:   ⦿ Print entire SSN
                                                   ○ Print last 4 digits of SSN
                                                   ○ Do not print SSN (all '*')

                          ENTER = Continue, F16 = Exit
  ENTER ✓                                                                              18.02.00
  F16 ⬅
```

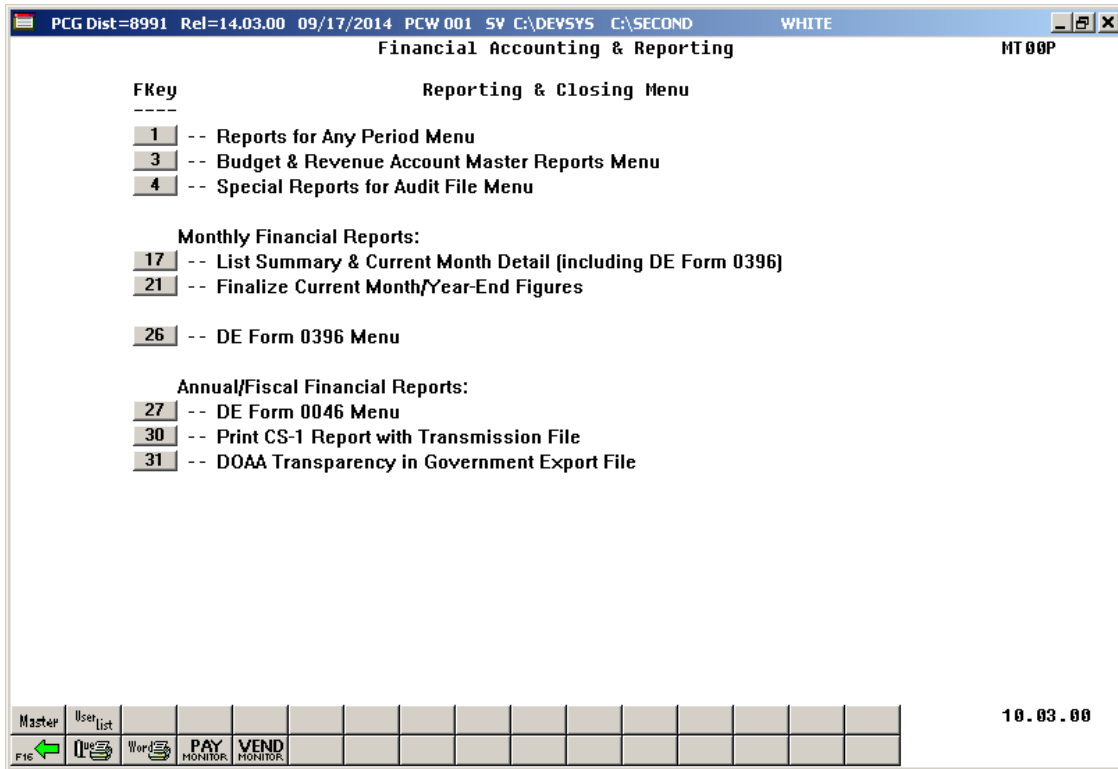| Step	Action
3	Enter or verify the entry of the 4-digit fiscal year range (CCYY) in the fields. *The date range entered must be within the same fiscal year. PCGenesis defaults '0701' and '0630' as the beginning and ending dates (MM DD).*
4	Select ⬚ **ENTER ✓** (**Enter**).

The following screens display:

```
 PCG Dist=8991  Rel=14.03.00  09/17/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                    _ 8 X
                                                                                                      ANNL 0224



                     *** CS1 EXTRACT File in Progress ***


                               200

















                                                                                                      14.02.00
```

```
 A   PCG Dist=8991  Rel=19.01.00  03/20/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE          —    □    X
 ▄                                                                                                      ANNL 0224

                     CS-1 EXTRACT File Completed - The following files created:


        CS-1 Salary and Travel            C:\SECOND\GOSEND\8991SALTRAV19.CSV
            CS-1 Salary =    8,554,328.76
            CS-1 Travel =       32,179.02




        Print Files:      CS-1 Salary & Travel Detail by Employee
                          CS-1 Salary & Travel Detail by Account
                          CS-1 Salary & Travel Export File
                          CS-1 Exception List




        Please Review all Print Files


                     ENTER = Continue
 ENTER ✓                                                                                               18.02.00
 F16 ⬅
```

Step	Action
5	Screen-print the *CS-1 Extract File Completed* screen to compare against the results of the reports generated in *Steps 8 – 10*.
6	Select (**Enter**). **For Regional Education Services Agencies (RESAs):** The *CS-1 Per Diem Detail Report*, the *CS-1 Export Items Report,* and the *CS-1 Per Diem Export File* will also be created.

The following screen displays:

Step	Action
7	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
8	Generate the *Budget Master: Account Activity Detail (or Summary) Report* by following the instructions in the <ins>*Financial Accounting and Reporting (FAR) System Operations Guide*</ins>, *Section J: Financial Reporting and Closing, Topic 1: Monthly/Annual/Fiscal Report Processing, Topic 1A: Budget Master and Revenue Master Reports.*

Step	Action
9	Generate the *Earnings History Report* by following the instructions in the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 5: Earnings History Processing*. To obtain the correct balancing information, enter the period ending **0630YY**, where *YY* is the last date of the current fiscal year.
10	**To print the reports via the Uqueue Print Manager:** Select [icon] (**Uqueue**). **To print the reports 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.
11	Balance the results of the *Detail Items by Employee Report* against the reports generated in *Steps 8 - 10*.
	XXXX identifies the LUA code and *YY* identifies the current fiscal year. The file is located at: **K:\SECOND\GOSEND\XXXXSALTRAVYY.CSV** (Salaries and Travel), and **K:\SECOND\GOSEND\XXXXPSYY.CSV** (Professional Services – Per Diem).
12	**File Transmission:** Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the CS-1 files as required.

B1.1. Detail Items by Employee Report – Example

```
Date:      03/20/2019 15:49              CS-1 Salary and Travel Expense Report                    Page 140
Program:   ANNL0224                          Detail Items by Employee
                                                                              Job
Empno SSN        Name              Vendor   Date      Account                 Code      Salary      Travel
89979 999089979 HO5SON,GI5SEPPINA          01/29/2019  19 100 0 2213 1000 11000 0108 1 000000  114       53.86
89979 999089979 HO5SON,GI5SEPPINA          01/29/2019  19 100 0 9990 2400 19100 0108 1 000000  114       62.50
89981 999089981 JO4LY,MO4GAN               07/31/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               07/31/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89981 999089981 JO4LY,MO4GAN               08/17/2018  19 414 0 1784 2213 11600 0195 1 000000  434      150.00
89981 999089981 JO4LY,MO4GAN               08/31/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               08/31/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89981 999089981 JO4LY,MO4GAN               09/28/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               09/28/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89981 999089981 JO4LY,MO4GAN               10/31/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               10/31/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89981 999089981 JO4LY,MO4GAN               11/30/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               11/30/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89981 999089981 JO4LY,MO4GAN               12/19/2018  19 560 0 1540 1000 14000 0195 1 000000  434    1,673.26
89981 999089981 JO4LY,MO4GAN               12/19/2018  19 514 0 6030 1000 14000 0195 1 000000  434         .01
89985 999089985 MU8SON,RE8NALDO            09/28/2018  19 100 0 1083 1000 11000 0201 1 000000  107      234.83
89985 999089985 MU8SON,RE8NALDO            09/28/2018  19 100 0 2213 1000 11000 0201 1 000000  107       55.08
89985 999089985 MU8SON,RE8NALDO            09/28/2018  19 100 0 9990 2100 14600 0201 1 000000  107      141.67
89985 999089985 MU8SON,RE8NALDO            10/31/2018  19 100 0 1081 1000 11000 0201 1 000000  107    4,498.88
89985 999089985 MU8SON,RE8NALDO            10/31/2018  19 100 0 2211 1000 11000 0201 1 000000  107    1,055.29
89985 999089985 MU8SON,RE8NALDO            10/31/2018  19 100 0 1083 1000 11000 0201 1 000000  107      234.83
89985 999089985 MU8SON,RE8NALDO            10/31/2018  19 100 0 2213 1000 11000 0201 1 000000  107       55.08
89985 999089985 MU8SON,RE8NALDO            10/31/2018  19 100 0 9990 2100 14600 0201 1 000000  107      141.67
89985 999089985 MU8SON,RE8NALDO            11/30/2018  19 100 0 1081 1000 11000 0201 1 000000  107    4,498.88
89985 999089985 MU8SON,RE8NALDO            11/30/2018  19 100 0 2211 1000 11000 0201 1 000000  107    1,055.29
89985 999089985 MU8SON,RE8NALDO            11/30/2018  19 100 0 1083 1000 11000 0201 1 000000  107      234.83
89985 999089985 MU8SON,RE8NALDO            11/30/2018  19 100 0 2213 1000 11000 0201 1 000000  107       55.08
89985 999089985 MU8SON,RE8NALDO            11/30/2018  19 100 0 9990 2100 14600 0201 1 000000  107      141.67
89985 999089985 MU8SON,RE8NALDO            12/19/2018  19 100 0 1081 1000 11000 0201 1 000000  107    4,498.88
89985 999089985 MU8SON,RE8NALDO            12/19/2018  19 100 0 2211 1000 11000 0201 1 000000  107    1,055.29
89985 999089985 MU8SON,RE8NALDO            12/19/2018  19 100 0 1083 1000 11000 0201 1 000000  107      234.83
89985 999089985 MU8SON,RE8NALDO            12/19/2018  19 100 0 2213 1000 11000 0201 1 000000  107       55.08
89985 999089985 MU8SON,RE8NALDO            12/19/2018  19 100 0 9990 2100 14600 0201 1 000000  107      141.67
89985 999089985 MU8SON,RE8NALDO            01/29/2019  19 100 0 1081 1000 11000 0201 1 000000  107    4,498.88
89985 999089985 MU8SON,RE8NALDO            01/29/2019  19 100 0 2211 1000 11000 0201 1 000000  107    1,055.29
89985 999089985 MU8SON,RE8NALDO            01/29/2019  19 100 0 1083 1000 11000 0201 1 000000  107      234.83
89985 999089985 MU8SON,RE8NALDO            01/29/2019  19 100 0 2213 1000 11000 0201 1 000000  107       55.08
89985 999089985 MU8SON,RE8NALDO            01/29/2019  19 100 0 9990 2100 14600 0201 1 000000  107      141.67
89985 999089985 MU8SON,RE8NALDO       6277 11/16/2018  19 100 0 1210 2210 58000 0201 1 000001  107                  167.00
89996 999089996 MY5ES,EM5L                 11/30/2018  19 100 0 1021 1000 11300 0100 1 000000  999       93.96
89996 999089996 MY5ES,EM5L                 11/30/2018  19 100 0 1071 1000 11300 0100 1 000000  999        2.32
89996 999089996 MY5ES,EM5L                 11/30/2018  19 100 0 2111 1000 11300 0100 1 000000  999       19.72
89996 999089996 MY5ES,EM5L                 11/30/2018  19 560 0 1540 1000 11400 0195 1 000000  999       58.00
89996 999089996 MY5ES,EM5L                 12/19/2018  19 100 0 1021 1000 11300 0100 1 000000  999       55.44
89996 999089996 MY5ES,EM5L                 12/19/2018  19 100 0 1071 1000 11300 0100 1 000000  999        7.56
89996 999089996 MY5ES,EM5L                 12/19/2018  19 100 0 1051 1000 11300 0100 1 000000  999      110.88
89996 999089996 MY5ES,EM5L                 12/19/2018  19 100 0 1091 1000 11300 0100 1 000000  999        3.78
89996 999089996 MY5ES,EM5L                 12/19/2018  19 100 0 2111 1000 11300 0100 1 000000  999       11.34

                                                                      Totals   8,554,328.76      32,179.02
```

B1.2. Detail Items by Account Report – Example

```
Date:      03/20/2019 15:49                    CS-1 Salary and Travel Expense Report                      Page 154
Program:   ANNL0224                               Detail Items by Account
                                                                                         Job
Empno SSN         Name                Vendor   Date       Account                        Code    Salary     Travel

87547 999087547 CR5WLEY,PR5SCILA               09/28/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,292.23
87547 999087547 CR5WLEY,PR5SCILA               10/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,231.99
87547 999087547 CR5WLEY,PR5SCILA               11/30/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,231.99
87547 999087547 CR5WLEY,PR5SCILA               12/19/2018  19 606 0 9600 3100 18400 0108 1 000000  410      708.73
87547 999087547 CR5WLEY,PR5SCILA               01/29/2019  19 606 0 9600 3100 18400 0108 1 000000  410      708.73
87578 999087579 WI2ES,DE2ETRIUS                07/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,336.82
87578 999087579 WI2ES,DE2ETRIUS                08/17/2018  19 606 0 9600 3100 18400 0108 1 000000  410       63.50
87578 999087579 WI2ES,DE2ETRIUS                08/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,336.82
87578 999087579 WI2ES,DE2ETRIUS                09/28/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,289.19
87578 999087579 WI2ES,DE2ETRIUS                10/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,289.19
87578 999087579 WI2ES,DE2ETRIUS                11/30/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,289.19
87578 999087579 WI2ES,DE2ETRIUS                12/19/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,289.19
87578 999087579 WI2ES,DE2ETRIUS                01/29/2019  19 606 0 9600 3100 18400 0108 1 000000  410    1,289.19
88779 999088779 SO2ELL,FI2ELA                  07/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,303.36
88779 999088779 SO2ELL,FI2ELA                  08/17/2018  19 606 0 9600 3100 18400 0108 1 000000  410       11.29
88779 999088779 SO2ELL,FI2ELA                  08/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,303.36
89523 999089523 CR7SP,LA7OMA                   07/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,374.33
89523 999089523 CR7SP,LA7OMA                   08/17/2018  19 606 0 9600 3100 18400 0108 1 000000  410      302.01
89523 999089523 CR7SP,LA7OMA                   08/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410    1,374.33
89655 999089655 LU2E,FA2IMAH                   07/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410      953.79
89655 999089655 LU2E,FA2IMAH                   08/17/2018  19 606 0 9600 3100 18400 0108 1 000000  410        8.25
89655 999089655 LU2E,FA2IMAH                   08/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410      953.79
89655 999089655 LU2E,FA2IMAH                   09/28/2018  19 606 0 9600 3100 18400 0108 1 000000  410      959.06
89655 999089655 LU2E,FA2IMAH                   10/31/2018  19 606 0 9600 3100 18400 0108 1 000000  410      959.06
89655 999089655 LU2E,FA2IMAH                   11/30/2018  19 606 0 9600 3100 18400 0108 1 000000  410      959.06
89655 999089655 LU2E,FA2IMAH                   12/19/2018  19 606 0 9600 3100 18400 0108 1 000000  410      959.06
89655 999089655 LU2E,FA2IMAH                   01/29/2019  19 606 0 9600 3100 18400 0108 1 000000  410      959.06
                                                                     Account Subtotal      47,979.48

88055 999088055 KO7LER,MA7OR                   07/31/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,810.07
88055 999088055 KO7LER,MA7OR                   08/17/2018  19 606 0 9600 3100 19100 0108 1 000000  478      385.83
88055 999088055 KO7LER,MA7OR                   08/31/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,810.07
88055 999088055 KO7LER,MA7OR                   09/28/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,753.50
88055 999088055 KO7LER,MA7OR                   10/31/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,753.50
88055 999088055 KO7LER,MA7OR                   11/30/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,753.50
88055 999088055 KO7LER,MA7OR                   12/19/2018  19 606 0 9600 3100 19100 0108 1 000000  478    1,753.50
88055 999088055 KO7LER,MA7OR                   01/29/2019  19 606 0 9600 3100 19100 0108 1 000000  478    1,753.50
                                                                     Account Subtotal      12,773.47

87194 999087194 HA4LOW,PH4NG                   08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  430       25.38
88283 999088283 HU5TON,DO5NETTE                08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  478      295.28
88868 999088868 CH8ISTENSON,MO8AMED            08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  410    1,111.25
89062 999089062 SC6ILLING,DO6G                 08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  410      742.39
89523 999089523 CR7SP,LA7OMA                   08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  410    1,473.35
89558 999089558 CU2LER,QU2NN                   08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  410       53.58
89617 999089617 PA3NELL,AD3NA                  08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  478      195.20
89655 999089655 LU2E,FA2IMAH                   08/17/2018  19 607 0 9600 3100 18400 0108 1 000000  410      208.31
                                                                     Account Subtotal       4,104.74

                                                                     Totals   8,554,328.76         32,179.02
```

B1.3. CS-1 Error (Exceptions) Report – Without Errors – Example

```
=================================================Page Break==================================================
Date:      05/09/2008 09:11                          CS-1 Error Report                          Page   1
Program:  ANNL0224


Emp/Vnd  SSN        Name                    Input   Voucher/Seq  Export File      Error Message

No CS-1 Errors Found




End of File
```

B1.4. CS-1 Error (Exceptions) Report – With Errors – Example

```
=================================================Page Break==================================================
Date:      05/09/2008 08:50                          CS-1 Error Report                          Page   1
Program:  ANNL0224


Emp/Vnd  SSN        Name                    Input   Voucher/Seq  Export File      Error Message

089621  999089621  ALLTHUMBS,ALBERTA        Payroll              Salary & Travel  Missing CS1 JOB(from CPI)
089661  999999943  PROBLEMCAUSER II,PATTIE  Payroll              Salary & Travel  Missing CS1 JOB(from CPI)
089877  999089877  ME4NS,ER4IE              Payroll              Salary & Travel  Missing CS1 JOB(from CPI)




End of File
```

B1.5. Export Items Report – Example

The Export Items Report consists of three sections. The first section, shown below summarizes salary and travel expenses per employee.

```
Date:     03/20/2019 15:49                     CS-1 Salary and Travel Expense Report                         Page   9
Program:  ANNL0224                                     Export Items

Entity  SSN        Last Name        First Name        MI  Suffix  Job Code      Salary        Travel

 8991   999089796  SH6ARER          AK6LAH                          131      17,868.61
 8991   999089797  TA5KETT          RO5COE                          461         808.50
 8991   999089804  CA7L             AN7                             103      29,413.39
 8991   999089809  AM2ROSE          BE2HANIE                        430      12,446.00
 8991   999089810  CO9CORAN         DA9WIN                          107      26,353.80
 8991   999089812  LA8DIS           EL8IOT                          612      12,065.58
 8991   999089814  MC7AIN           BR7AN                           435       6,358.65         189.32
 8991   999089824  LI7              DA7IEN                          610      59,777.76       1,167.31
 8991   999089845  PE5EIRA          TY5ON                           416      11,135.06
 8991   999089858  FR3END           MU3RAY                          457      11,645.69
 8991   999089859  KR2SE            AG2STIN                         461       9,776.23
 8991   999089879  VI9K             ER9IN                           171       7,910.82
 8991   999089880  CH8CON           RU8SEL                          434      11,136.55
 8991   999089891  CH8              ST8N                            107      15,547.10
 8991   999089895  CH4MPION         DA4IAN                          621      42,988.19          67.00
 8991   999089903  OG5EN            CL5VELAND                       171      18,037.64
 8991   999089916  DU8TON           KE8DALL                         999       2,479.50
 8991   999089926  GA6E             FR6DDY                          106      17,906.90
 8991   999089934  TA8BOT           RO8KY                           416      15,195.60
 8991   999089938  CU4LEN           TA4DY                           407      36,168.59          90.47
 8991   999089939  GI3FORD          ET3AN                           171      34,082.59
 8991   999089948  HA3LEY           HE3TH                           461       7,546.74
 8991   999089949  HE2NDON          XE2IA                           171       7,988.00
 8991   999089957  EL2IOT           CO2ALIE                         440      45,109.90
 8991   999089966  SA2TER           VI2ENTE                         691       2,100.00         452.58
 8991   999089967  AS9BY            EL9Z                            104      34,801.23
 8991   999089975  BU9R             HU9BERTO                        478      12,527.91
 8991   999089979  HO5SON           GI5SEPPINA                      114      32,754.23
 8991   999089981  JO4LY            MO4GAN                          434      11,862.89          80.66
 8991   999089985  MU8SON           RE8NALDO                        107      41,741.91         167.00
 8991   999089996  MY5ES            EM5L                            999         552.00

        471  Employees                              Export Totals   8,554,328.76      32,179.02
```

The second and third sections of the *Export Items Report* summarizes salary and travel expenses by fund, and then by fund and function.

```
Date:      03/20/2019 15:49                    CS-1 Salary and Travel Expense Report                       Page  10
Program:   ANNL0224                                    Export Items

                                          Fund          Salary              Travel

                                          100       7,491,661.08         16,437.29
                                          402         230,214.57            153.12
                                          404         133,437.21          3,217.63
                                          406                             1,357.22
                                          414          35,716.75          3,997.92
                                          462           2,096.39          4,940.32
                                          485           4,489.75            126.44
                                          514         180,501.13          1,884.85
                                          560         187,186.33             34.80
                                          602          51,738.97
                                          603          48,202.63
                                          604          64,657.08
                                          605          58,768.05             29.43
                                          606          61,554.08
                                          607           4,104.74

                                    Fund Totals     8,554,328.76         32,179.02


Date:      03/20/2019 15:49                    CS-1 Salary and Travel Expense Report                       Page  11
Program:   ANNL0224                                    Export Items

                                     Fund   Func          Salary              Travel

                                     100    1000      5,084,546.20          4,385.78
                                     100    2100        379,598.87
                                     100    2210        149,973.94          1,043.85
                                     100    2213                               65.40
                                     100    2220        145,677.77
                                     100    2300        118,690.68          4,715.55
                                     100    2400        610,055.81          2,835.42
                                     100    2500         94,515.55            903.17
                                     100    2600        326,540.87
                                     100    2700        461,016.50
                                     100    2800        119,651.71          2,488.12
                                     100    3100          1,393.18
                                     402    1000         66,015.40
                                     402    2100          5,916.55             42.51
                                     402    2213        158,282.62
                                     402    2230                              110.61
                                     404    1000         96,029.00             26.16
                                     404    2100                              974.01
                                     404    2210         14,605.40          2,217.46
                                     404    2700         22,802.81
                                     406    2210                              867.59
                                     406    2213                              289.24
                                     406    2230                              200.39
                                     414    2213         35,716.75          3,997.92
                                     462    1000          1,268.75
                                     462    2213            471.00          4,940.32
                                     560    2210                               34.80
                                     560    2400          4,133.18
                                     602    3100         51,738.97
                                     603    3100         48,202.63
                                     604    3100         64,657.08
                                     605    3100         58,768.05             29.43
                                     606    3100         61,554.08
                                     607    3100          4,104.74

                                    Func Totals      8,554,328.76         32,179.02
```

The fourth section of the *Export Items Report* summarizes salary and travel expenses by account.

```
Date:      03/20/2019 15:49                    CS-1 Salary and Travel Expense Report                        Page  18
Program:   ANNL0224                                      Export Items

                      Account                                                         Salary            Travel

                      19 414 0 1784 2213 58000 0108 1 000000                                           1,341.88
                      19 414 0 1784 2213 58000 0195 1 000000                                             608.71
                      19 414 0 1784 2213 58000 0201 1 000000                                             146.34
                      19 414 0 1784 2213 58000 8010 0 000000                                             159.25
                      19 462 0 1779 1000 19900 0195 1 000000                         1,268.75
                      19 462 0 1779 2213 11300 0195 1 000000                            63.00
                      19 462 0 1779 2213 11300 0201 1 000000                           408.00
                      19 462 0 1779 2213 58000 0100 1 000000                                             103.30
                      19 462 0 1779 2213 58000 0108 1 000000                                           1,261.11
                      19 462 0 1779 2213 58000 0195 1 000000                                             559.57
                      19 462 0 1779 2213 58000 0201 1 000000                                             889.23
                      19 462 0 1779 2213 58000 8010 0 000000                                           2,127.11
                      19 462 0 1779 2700 18000 0195 1 000000                           356.64
                      19 485 0 1863 1000 19900 8010 0 000000                         4,043.75
                      19 485 0 1863 2100 17200 8010 0 000000
                      19 485 0 1863 2213 11300 8010 0 000000                           446.00
                      19 485 0 1863 2213 58000 8010 0 000000                                             126.44
                      19 514 0 6030 1000 11200 0195 1 000000                              .14
                      19 514 0 6030 1000 11210 0195 1 000000                        15,132.15
                      19 514 0 6030 1000 11300 0195 1 000000                            14.50
                      19 514 0 6030 1000 11400 0195 1 000000                           400.00
                      19 514 0 6030 1000 14000 0195 1 000000                        60,784.08
                      19 514 0 6030 1000 58000 0195 1 000000                                              99.19
                      19 514 0 6030 2100 17700 0195 1 000000                        17,204.88
                      19 514 0 6030 2100 19000 0195 1 000000                        37,198.40
                      19 514 0 6030 2100 19100 0195 1 000000                        13,591.97
                      19 514 0 6030 2100 58000 0195 1 000000                                             117.00
                      19 514 0 6030 2300 14200 8010 0 000000                         8,944.60
                      19 514 0 6030 2400 14200 0195 1 000000                         2,050.05
                      19 514 0 6030 2400 58000 0195 1 000000                                             178.17
                      19 514 0 6030 2600 11400 0195 1 000000                            16.50
                      19 514 0 6030 2600 18600 0195 1 000000                        12,117.91
                      19 514 0 6030 2900 19100 0195 1 000000                        11,616.95
                      19 514 0 6040 2210 11400 0195 1 000000                            29.00
                      19 514 0 6040 2210 58000 0195 1 000000                                           1,490.49
                      19 514 0 6040 2213 11600 0195 1 000000                         1,400.00
                      19 560 0 1540 1000 11200 0195 1 000000                         6,530.04
                      19 560 0 1540 1000 11201 0195 1 000000                         3,213.35
                      19 560 0 1540 1000 11210 0195 1 000000                        91,143.38
                      19 560 0 1540 1000 11400 0195 1 000000                         2,571.25
                      19 560 0 1540 1000 14000 0195 1 000000                        79,595.13
                      19 560 0 1540 2210 58000 0195 1 000000                                              34.80
                      19 606 0 9600 3100 19100 0108 1 000000                        12,773.47
                      19 607 0 9600 3100 18400 0108 1 000000                         4,104.74

                                                                 Account Totals   8,554,328.76        32,179.02
```

B1.6. (RESAs Only) Per Diem Detail Item Report – Example

```
-----------------------------------------------------------------Page Break------------------------------------------------------------------
Date:        06/23/2005 12:05                         CS-1 Per Diem Report                         Page    1
Program:   ANNL 0224                                    Detail Items

Empno SSN          Name               Vendor Type   Date        Acct                                    Fee      Expense

      141414141 BEST BUY              3766  2  06/25/2005   05 100 0 9990 2400 36100 8010 0 000000     400.00
      141414141 BEST BUY              3766  2  06/25/2005   05 100 0 9990 2400 36100 8010 0 000000     700.00-
      141414141 BEST BUY              3766  2  06/25/2005   05 100 0 9990 2400 36200 8010 0 000000               200.00
      141414141 BEST BUY              3766  2  06/25/2005   05 100 0 9990 2400 36200 8010 0 000000               500.00
      911 111223333 KIM COLE          3767  1  06/29/2005   05 100 0 9990 2400 36100 8010 0 000000     300.25
      911 111223333 KIM COLE          3767  1  06/26/2005   05 100 0 9990 2400 36100 8010 0 000000      50.00
      911 111223333 KIM COLE          3767  1  06/25/2005   05 100 0 9990 2400 36100 8010 0 000000     700.00
      911 111223333 KIM COLE          3767  1  06/29/2005   05 100 0 9990 2400 36200 8010 0 000000               250.25
      911 111223333 KIM COLE          3767  1  06/26/2005   05 100 0 9990 2400 36200 8010 0 000000                25.00

                                                                        Totals     750.25      975.25
```

B1.7. (RESAs Only) Per Diem Export Items Report – Example

```
-----------------------------------------------------------------------=Page Break=------------------------------------------------------------------------
Date:     06/23/2005 12:05                                CS-1 Per Diem Report                              Page   1
Program:  ANNL0224                                          Export Items

 SSN        Name                    Type  Object      Fee          Expense

 141414141  BEST BUY                 2    36100      300.00-
 141414141  BEST BUY                 2    36200                     700.00
 111223333  COLE KIM                 1    36100    1,050.25
 111223333  COLE KIM                 1    36200                     275.25


                                     Totals        750.25          975.25




End of File
```

Procedure C: DOAA Transparency in Government Export File

Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA) - Payments and Obligations Submission** website. School districts will use the *TIGA – Payments and Obligations Submission System* to submit a single file called the "audit history file". This information, requested by DOAA, and the information required for compliance with SB389 the Transparency in Government Act will be included in this single file. The file must follow the DOAA specified format and must be a comma-delimited text file. When uploading the file, the **File Total** must be entered for verification purposes. For school districts, **the File Total should always equal zero**.

The *DOAA Transparency in Government Report* includes annual financial audit information.

PCGenesis Reports and Transmission Files: PCGenesis creates the following reports and files when users print the *DOAA Transparency in Government Report* and create the transmission file.

- *DOAA Transparency in Government Report* - a report listing the GL for the fiscal year.
- *Export File Totals Report* - a summary report which displays the totals for the submission file.
- *The transmission file is located at: **K:\SECOND\GOSEND\xxAHISyyyy.CSV** where xx identifies the current fiscal year and yyyy* identifies *the LUA code*

Report Processing: PCGenesis creates an export record for each detail record currently included on the *GL for Any Period Report* for the specific fiscal year. The *DOAA Transparency in Government File* will use the **DE0046 Conversion File** to rollup local accounts as specified by each site. PCGenesis provides account subtotals by object codes. Subtotals are calculated for *Object Codes 10000 – 20000* series, *Object Codes 30000* series*, and *Object Codes 40000 – 90000* series.

Report Balancing: A copy of the *GL for Any Period Report* for the specific fiscal year will be created. The **File Total** should equal zero. In addition a one page totals summary will be created and will include the following:

```
GL389RPT 09/24/2010 15:20:34                              SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Report  BEGIN PERIOD 07/01/09 END PERIOD 06/30/10      Export File Totals              PAGE    1

                                              Amount      Items

                        Federal Expenditures    1,664,306.69    3883
                        Expenditures           20,774,692.39   24172     Total Expenditures from DE46

                        GL Object 10000-20000  15,222,839.48   18007     GL Salaries & Benefits
                        GL Object 30000            212,491.38     270     GL Per Diem
                        GL Object 40000-90000    5,339,361.53    5895     GL Payments
                        GL Payments             20,774,692.39   24172     GL Total Payments

                        DOAA Object 10000-20000 15,222,839.48  18007     DOAA Salaries & Benefits
                        DOAA Object 30000          216,763.50     248     DOAA Per Diem
                        DOAA Object 40000-90000  3,622,353.86    5231     DOAA Payments
                        DOAA Payments           19,061,956.84   23486     DOAA Total Payments

                        Total Reported               0.00     85012     Total Should NET to 0.00 $$
```

Federal Expenditures represent the total of all expenditures with the Program Type set equal to 'F'. Program codes are designated as either F=Federal, S=State, L=Local or O=Other in the *Account Master Description* File.

The **Expenditures** total equals total expenditures from the DE0046.

GL Payments is equal to the sum of all Object activity from the *GL for Any Period Report*. There is also a breakdown by Object Code. The total *GL Payments* should equal total *Expenditures* minus total expenses in Fund 199.

DOAA Payments is equal to the sum of all Object activity from the *GL for Any Period Report* excluding entries without a Vendor reference (for example, Journal Entries generated for a Payee Name instead of for a Vendor Number). There is also a breakdown by Object Code. These totals should match totals provided by the DOAA Web site for your submission.

Total Reported must sum to zero to be accepted by the Dept. of Audits for this export file.

File Transmission: For file transmission information, refer to communications forwarded by the Department of Audits agency.

The transmission file is located at: K:\SECOND\GOSEND\xxAHISyyyy.CSV *where xx identifies the current fiscal year and yyyy* identifies *the LUA code.*
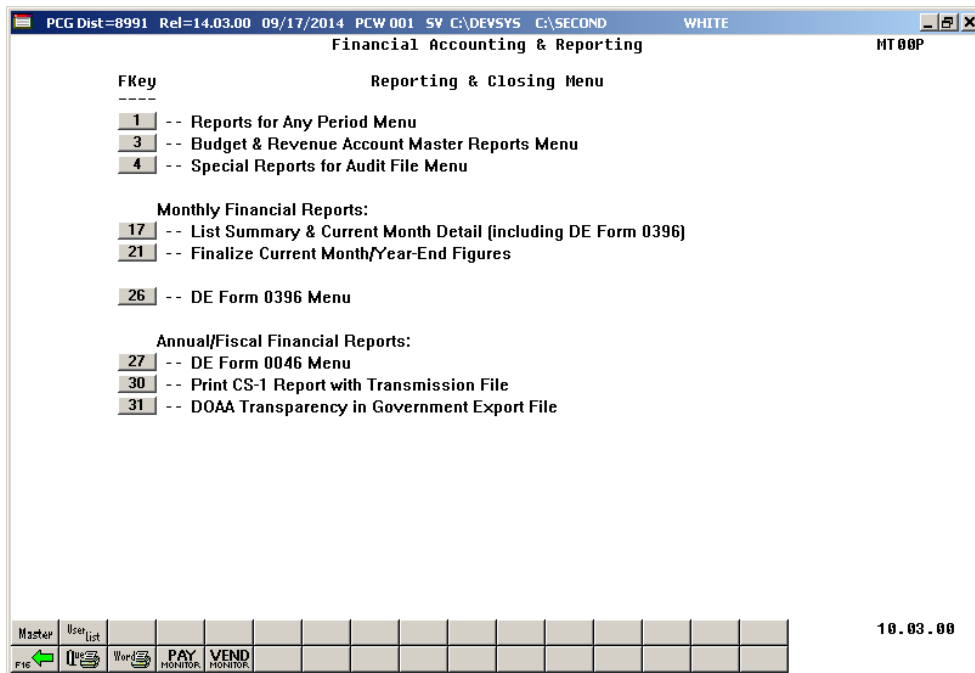
NOTE: The *DOAA Transparency in Government File* will use the **DE0046 Conversion File** to rollup local accounts as specified by each site.

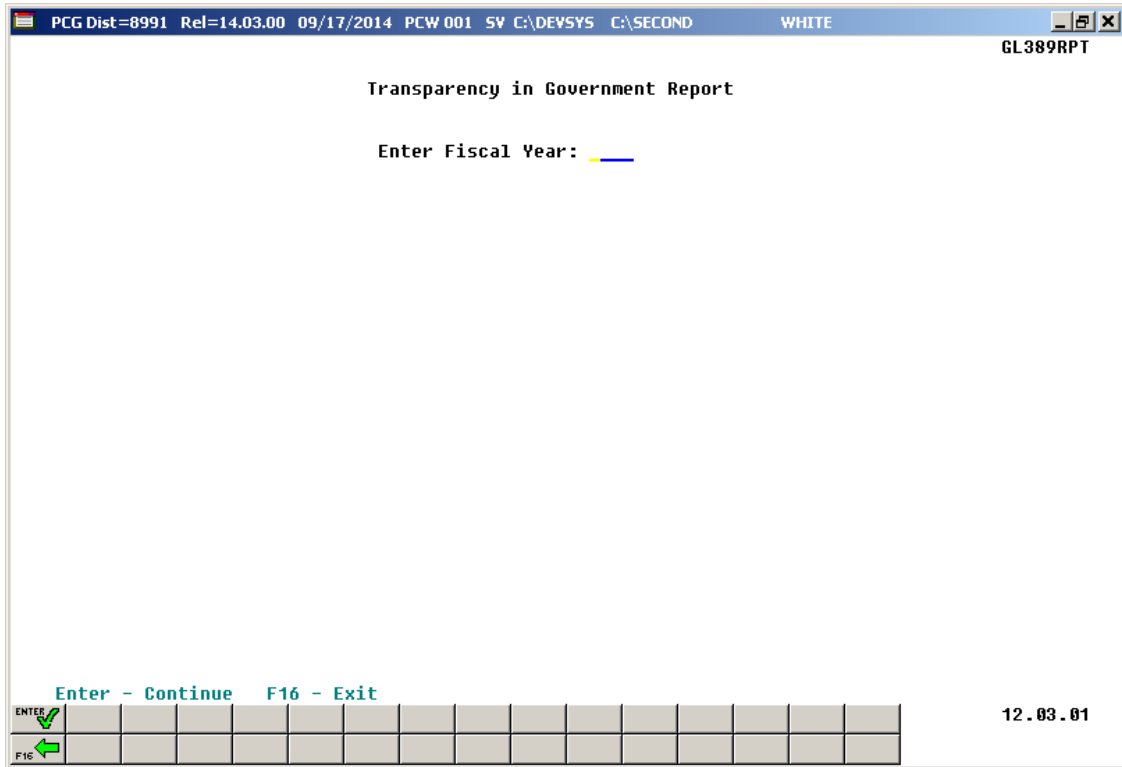# C1. Creating the DOAA Transparency in Government Export File

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select 31 (**F31** – DOAA Transparency in Government Export File).

The following screen displays:

```
 PCG Dist=8991  Rel=14.03.00  09/17/2014  PCW 001  SV  C:\DEVSYS   C:\SECOND          WHITE                    _ | □ | X
                                                                                               GL389RPT

                                    Transparency in Government Report


                                Enter Fiscal Year:  ____




















            Enter – Continue    F16 – Exit
    ENTER ✓                                                                                         12.03.01
    F16 ◄
```
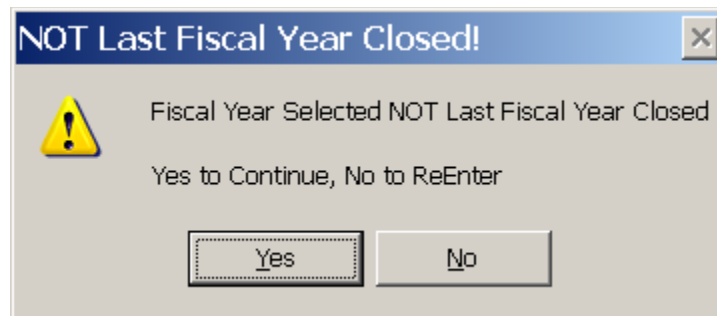
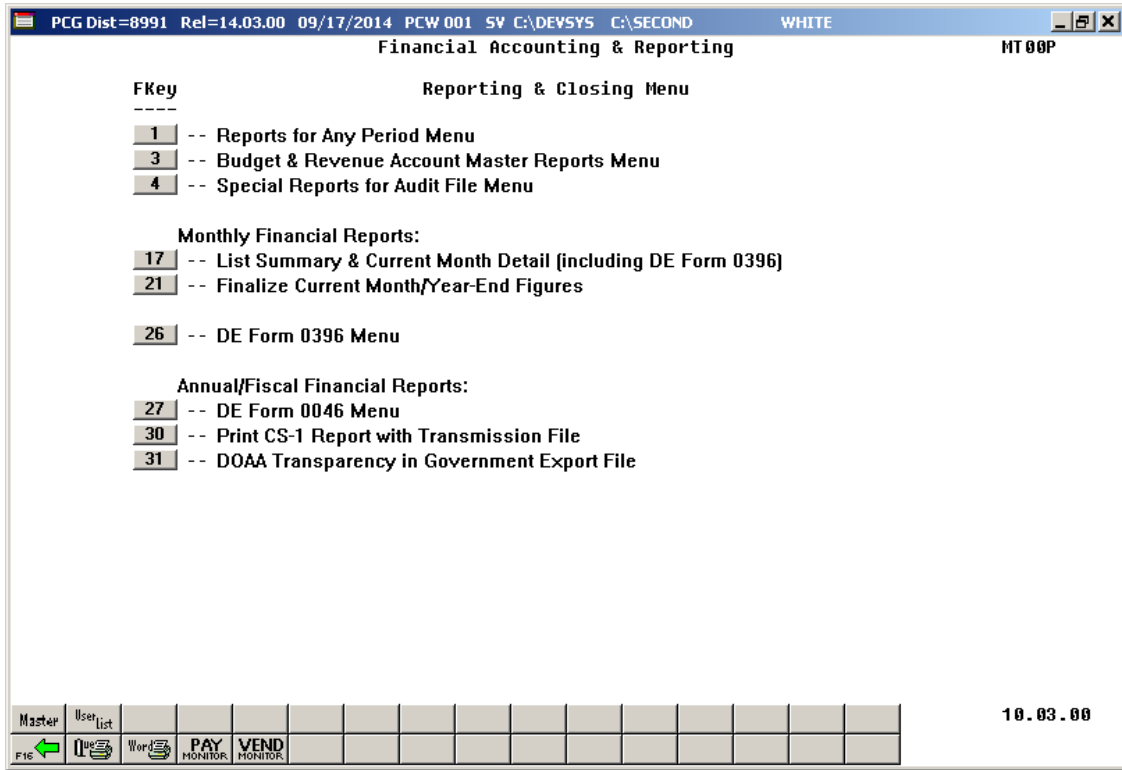| Step	Action
3	Enter the 4-digit fiscal year (CCYY) in the fields.
4	Select ENTER ✓ (**Enter** – Continue).

If the entered fiscal year has not been closed, the following dialog box will appear:

NOT Last Fiscal Year Closed!   [X]

⚠ Fiscal Year Selected NOT Last Fiscal Year Closed

    Yes to Continue, No to ReEnter

             [Yes]   [No]

If no data is available for the fiscal year selected, the following dialog box will display:

PCG Dist=2008 Rel=10.03.00 09/27/2010 DOE 001 SV C:\DEVSYS C:\SE ☒

ⓘ No data available for year selected!! 2012

OK

If the GL is out of balance for the fiscal year selected, the following dialog box will display, and no data will be extracted:

PCG Dist=2008 Rel=10.03.00 09/27/2010 DOE 001 SV C:\DEVSYS C:\SE ☒

ⓘ Out of Balance Found in AUDIT File!!!!!!!!

YR 10 FUND 200   2,104.22

OK

If the transmission file is extracted successfully, the following screen will display:

```
A  PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 001 SV C:\DEVSYS  C:\SECOND          WHITE          —    □    ✕
                                                                                        GL389RPT

                    Transparency in Government EXTRACT File Completed


                The following file created:  C:\SECOND\GOSEND\19AHIS8991.CSV


                                    Amount      Items
                                  -----------   -----
        Federal Expenditures      1,123,611.70   1485
        Expenditures             16,406,446.38  11158    Total Expenditures from DE46

        GL Object 10000-20000     9,861,941.77   7337    GL Salaries & Benefits
        GL Object 30000             709,939.04    332    GL Per Diem
        GL Object 40000-90000     5,834,565.57   3489    GL Payments
        GL Payments              16,406,446.38  11158    GL Total Payments

        DOAA Object 10000-20000   9,861,941.77   7337    DOAA Salaries & Benefits
        DOAA Object 30000           578,527.06    304    DOAA Per Diem
        DOAA Object 40000-90000   4,495,355.43   3356    DOAA Payments
        DOAA Payments            14,935,824.26  10997    DOAA Total Payments

        Total Reported                    0.00  40686    Total Should NET to  0.00 $$




        Please Review Print Files


                    ENTER = Continue
   ENTER ✓                                                                          18.02.00
   F16 ←
```

| Step	Action
5	Screen-print the *Transparency in Government EXTRACT File Completed* screen to compare against the results of the reports generated in *Steps 3 – 5*.
6	Select (**Enter** – Continue).

The following screen displays:

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

Step	Action
8	**To print the reports via the Uqueue Print Manager:** Select ⬛ (**Uqueue**).
	To print the reports 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.
	The file is located at: **K:\SECOND\GOSEND\ xxAHISyyyy.CSV** where **xx** identifies the current fiscal year and **yyyy** identifies the LUA code.
9	**File Transmission:** Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA) - Payments and Obligations Submission** website.

C1.1. DOAA Transparency in Government Report – Example

```
GL389RPT 03/21/2019 09:07:14                                      SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Export                  Fiscal Year 2019         FUND 740                      PAGE   763

     FUNC/                                                  DE46 Expend NOT = GL Amt -- #      GL Amt NOT = DOAA Amt -- *
PRGM BLNC OBJCT FAC   VENDOR SRCE   DOC    REF    DATE      DESCRIPTION        FED     AMOUNT      GL AMOUNT    DOAA AMOUNT

0000 0101 00000 0000         000000              20180701 OPENING BALANCE       S     2,744.82-
0000 0101 00000 0000         000000 004382       20180703 DEPOSITS             S     5,543.44
0000 0101 00000 0000         000000 004383       20180718 DEPOSITS             S        82.39
0000 0101 00000 0000         000000 000000 007780 20180731 MEDCOME JULY        S     2,946.55-
0000 0101 00000 0000         000000 004384       20180803 DEPOSITS             S     5,461.62
0000 0101 00000 0000         000000 000000 007832 20180831 MEDCOM ACTIVITY     S     2,296.53-
0000 0101 00000 0000         000000 004462       20180904 DEPOSITS             S     5,461.62
0000 0101 00000 0000         000000 000000 007854 20180928 MEDCOM AUGUST       S     3,472.79-
0000 0101 00000 0000         000000 004472       20181004 DEPOSITS             S     5,202.47
0000 0101 00000 0000         000000 000000 007897 20181031 OCT ACTIVITY        S     5,836.51-
0000 0101 00000 0000         000000 004568       20181109 DEPOSITS             S     5,229.11
0000 0101 00000 0000         000000 000000 007928 20181130 MEDCOM NOV ACTIVITY S     6,090.64-
0000 0101 00000 0000         000000 004599       20181217 DEPOSITS             S     5,190.79
0000 0101 00000 0000         000000 000000 007980 20181231 MEDCOM DEC ACTIVITY1 S    4,950.79-
9990 0000 00000 0000         199500 004382       20180703 MED  RECEIPT 004382  S     5,543.44-
9990 0000 00000 0000         199500 004383       20180718 MED  RECEIPT 004383  S        82.39-
9990 0000 00000 0000         199500 004384       20180803 MED  RECEIPT 004384  S     5,461.62-
9990 0000 00000 0000         199500 004462       20180904 MED  RECEIPT 004462  S     5,461.62-
9990 0000 00000 0000         199500 004472       20181004 MED  RECEIPT 004472  S     5,202.47-
9990 0000 00000 0000         199500 004568       20181109 MED  RECEIPT 004568  S     5,229.11-
9990 0000 00000 0000         199500 004599       20181217 MED  RECEIPT 004599  S     5,190.79-
9990 2900 89000 8010         000000 000000 0000  20180731 MEDCOME JULY         S     2,946.55     2,946.55          *
9990 2900 89000 8010         000000 000000 0000  20180831 MEDCOM ACTIVITY      S     2,296.53     2,296.53          *
9990 2900 89000 8010         000000 000000 0000  20180928 MEDCOM AUGUST        S     3,472.79     3,472.79          *
9990 2900 89000 8010         000000 000000 0000  20181031 OCT ACTIVITY         S     5,836.51     5,836.51          *
9990 2900 89000 8010         000000 000000 0000  20181130 MEDCOM NOV ACTIVITY  S     6,090.64     6,090.64          *
9990 2900 89000 8010         000000 000000 0000  20181231 MEDCOM DEC ACTIVITY1 S     4,950.79     4,950.79          *
0000 0799 00000 0000         000000             20180701 PRIOR YR CLOSING REV S   47,225.07-
0000 0799 00000 0000         000000             20180701 PRIOR YR CLOSING EXP S   43,446.77
0000 0799 00000 0000         000000             20180701 OPENING BALANCE      S    6,523.12

                                                          SUBTOTAL FUND 740            0.00    25,593.81
```

C1.2. Export File Totals Report – Example

```
GL389RPT 03/21/2019 09:07:14                                    SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Report  BEGIN PERIOD 07/01/18 END PERIOD 06/30/19        Export File Totals          PAGE    1
                                                          Amount      Items

                           Federal Expenditures        1,123,611.70    1485
                           Expenditures               16,406,446.38   11158      Total Expenditures from DE46

                           GL Object 10000-20000        9,861,941.77    7337      GL Salaries & Benefits
                           GL Object 30000                709,939.04     332      GL Per Diem
                           GL Object 40000-90000        5,834,565.57    3489      GL Payments
                           GL Payments                 16,406,446.38   11158      GL Total Payments

                           DOAA Object 10000-20000      9,861,941.77    7337      DOAA Salaries & Benefits
                           DOAA Object 30000              578,527.06     304      DOAA Per Diem
                           DOAA Object 40000-90000      4,495,355.43    3356      DOAA Payments
                           DOAA Payments               14,935,824.26   10997      DOAA Total Payments

                           Total Reported                      0.00   40686      Total Should NET to 0.00 $$
```