PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

| 9/3/2015 | Section F: Revenue Account Master Processing, V2.5 |

Revision History

Date	Version	Description	Author
9/3/2015	2.5	15.03.00 – Add the *Summary of Revenue Account Add/Update Options* in the *Overview* section.	D. Ochala
09/22/2014	2.4	14.02.00 – Added button bar instructions to *Topic 2: Adding a Revenue Account*.	D. Ochala
12/26/2013	2.3	13.04.00 – Added button bar instructions to *Topic 5: Preparing the Import File for the Revenue Upload*.	D. Ochala
04/01/2013	2.2	13.01.00 – Added button bar instructions.	D. Ochala
04/01/2011	2.1	11.01.00 – Updated *Topic 5: Preparing the Import File for the Revenue Upload* instructions to describe exporting revenue figures for the new fiscal year.	D. Ochala
09/28/2008	2.0	08.03.00 – Added revenue account inquiry account drop-down selection icon selection information, and instructions.	C. W. Jones

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Overview

Updating and Displaying Revenue Accounts: Inquire on revenue accounts by specific account, by partial number scan, and by partial number summary.

Inquiries: The *Revenue Inquiry* screen provides an online view of year-to-date (YTD) revenue account activity. On this screen, PCGenesis displays *Receivables entered (Rcvb.Entr.)* and *Receivables closed (Rcvb.Clsd)* fields which identify the current year's *"in and out"* receivable activity. The net of this activity is the *Open Receivables (Open Receiv.)* amount which excludes prior year receivables still open in the current year. The *Receipts* field identifies the totals of the current year's receipts and includes receipts against prior year receivables. PCGenesis automatically updates this amount when the user enters and cancels receipts. Deposited receipts however do not affect the *Receipts* total. *Prior Year Receivables Closed in the Current Year (Prior Yr Receivable Closed Cur Yr)* identifies the total prior year receivables closed within the current year. PCGenesis calculates the *Current Year Revenue (Cur Yr Revenue)* by subtracting the prior year receivable closed amount from the *Receipts* total and adding the open receivables total. The *Uncollected* amount is the *Adjusted Estimate (Adj Estimate)* subtracted from the *Current Year Revenue (Cur Yr Revenue)* amount. If this amount is a negative (-) dollar amount, the amount is identified as *Excess Collection (Excess Col.)*. The *Revenue* column to the right of the screen reflects the current year's revenue, that is, *Receipts + Open Current Year Receivables - Closed Prior Year Receivable* amounts. These totals all tie directly back to the General Ledger (G/L) report's activity.

Additions/Updates: Create revenue accounts to enter the fiscal year's revenue. PCGenesis may automatically distribute the original revenue estimate to monthly amounts, or the monthly distribution amounts may be entered manually. All account number "pieces" must exist in the *Account Master Description File* before creating the account record by using these procedures. Refer to *Section K: Account Master Description File Processing* for instructions.

All revenue account additions, modifications, and deletions generate entries in the *AUDIT* file and on the General Ledger (G/L). The *G/L* entry debits or credits the appropriate accounts. PCGenesis does not allow the deletion of revenue accounts unless the *Adjusted Revenue Estimate* and the *Original Revenue Estimate* are zero. Although PCGenesis does not allow modifications to *closed* revenue accounts, view these accounts as needed.

Printing the Revenue Chart of Accounts: The *Revenue Chart of Accounts* provides a listing of *active* revenue accounts for a specific date range. These accounts display with the original and/or current revenue amounts, and/or the current balances. *Closed* accounts may also be included in this listing of accounts. This procedure will also create a revenue account *Export* file for processing via Microsoft® Excel, where applicable.

The printing the *Revenue Chart of Accounts* procedure will also create a revenue account *Export* file which can be used by the *Revenue Load from External File* procedure to create a new fiscal year's chart of accounts and revenue entries. This can be done by printing the *Revenue Chart of Accounts* and selecting the radio button corresponding to **Export for New Fiscal Year REVENUE LOAD** in the **Create EXPORT File to load in Excel** field. Selecting the revenue account *Export* file for a new fiscal year creates the new fiscal year's revenue, based on the current year's revenue account information.

PCGenesis performs the following during this process:

- After the **Export for New Fiscal Year REVENUE LOAD** option is selected, the user specifies the **New Fiscal Year** and the **% Revenue Change** values. For example, users may apply a formula to each revenue account to increase the revenue amount by 3%. If the new fiscal year's revenue estimate remains unchanged from the prior fiscal year, the **% Revenue Change** value can be set to zero.

- The **Export for New Fiscal Year REVENUE LOAD** process exports the <u>current</u> fiscal year's revenue accounts and amounts from PCGenesis, applies the **% Revenue Change** factor, and calculates a **New Revenue amount** for each account. The export process creates a *Comma Separated Value* (.csv) file. The .csv file can be loaded into Microsoft® Excel for further editing if additional modifications are needed for the revenue account numbers or revenue estimates.

- After saving the Microsoft® Excel spreadsheet as a comma delimited (.csv) file, and after using the PCGenesis *Import* procedure to upload the information, the user must verify the revenue figures for accuracy.

Performing the Revenue Account Upload: Performing the *Revenue Account Upload* creates the new fiscal year's chart of accounts and revenue estimates based on the contents of a *Comma Separated Value* (.csv) import file. The import file must contain the following information for each general ledger account: the revenue general ledger account number, the balance sheet account code, the account description or title, and the revenue amount.

Summary of Revenue Account Add/Update Options

<u>Add Revenue Account</u>

- Refer to *Topic 2: Adding a Revenue Account* in this document
- When an account does not exist, use **F1** to add
- **Enter Original Estimate** field
- Optional: Allocate the Original Estimate over the 12 months, or allow the system to automatically allocate the Original Estimate over the 12 months
- Fill in other fields as necessary
- **ENTER** <u>twice</u> to post
- Outcome: The **Adj. Estimt** (Adjusted Estimate) field is <u>replaced</u> by the amount entered in the **Enter Original Estimate** field
- Outcome: The **Orig. Estimt** (Original Estimate) field is <u>replaced</u> by the amount entered in the **Enter Original Estimate** field
- Outcome: The **Enter Original Estimate** amount is allocated over the 12 months

Update Revenue Account - Update **Adjusted Estimate**

- Refer to *Topic 3: Updating Revenue Account Information* in this document
- The account must exist
- Optional: **Enter Adj. to Estimate** (Adjustment to Estimate) field
- Required if **Adjustment to Estimate** field entered: Allocate the **Adjustment to Estimate** amount over the 12 months
- Update other fields as necessary
- **ENTER** <u>twice</u> to post
- Outcome: The **Adj. Estimt** (Adjusted Estimate) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Adjustment to Estimate** field
- Outcome: The **Orig. Estimt** (Original Estimate) field <u>remains unchanged</u>
- Outcome: The **Distribution by Month** fields are increased (positive adjustment) or decreased (negative adjustment) by the amounts shown on the screen

Update Revenue Account - Update **Adjusted Estimate** and **Original Estimate**

- Refer to *Topic 3: Updating Revenue Account Information* in this document
- The account must exist
- Optional: **Enter Adj. to Estimate** (Adjustment to Estimate) field
- Optional: Allocate the **Adjustment to Estimate** amount over the 12 months, or allow the system to automatically allocate the **Adjustment to Estimate** amount over the 12 months
- Update other fields as necessary
- Select **F31** to **Adjust Original Balance**, and then **ENTER** to post
- Outcome: The **Adj. Estimt** (Adjusted Estimate) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Adjustment to Estimate** field
- Outcome: The **Orig. Estimt** (Original Estimate) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Adjustment to Estimate** field
- Outcome: The **Distribution by Month** fields are increased (positive adjustment) or decreased (negative adjustment) by the amounts shown on the screen

Upload Chart of Accounts and select **ORIGINAL** upload option

- Refer to *Topic 6: Importing the Microsoft® Excel Revenue.csv File into PCGenesis, 6B. Revenue Load from External File* in this document
- The account may or may not exist. If the account does <u>not</u> exist, it will be automatically created by the system.
- Required: **Column K - Revenue Amount** must be entered in the .csv upload file
- Enter all other required fields in the .csv upload file
- Select the **ORIGINAL** upload option
- Outcome: The **Adj. Estimt** (Adjusted Estimate) field is <u>replaced</u> by the amount entered in **Column K - Revenue Amount**
- Outcome: The **Orig. Estimt** (Original Estimate) field is <u>replaced</u> by the amount entered in **Column K - Revenue Amount**
- Outcome: The **Column K - Revenue Amount** is automatically allocated over the 12 months and <u>replaces</u> the prior monthly allocations

Upload Chart of Accounts and select **ADJUST** upload option

- Refer to *Topic 6: Importing the Microsoft® Excel Revenue.csv File into PCGenesis, 6B. Revenue Load from External File* in this document
- The account must exist
- Required: **Column K - Revenue Amount** must be entered in the .csv upload file
- Enter all other required fields in the .csv upload file
- Select the **ADJUST** upload option
- Outcome: The **Adj. Estimt** (Adjusted Estimate) field is <u>replaced</u> by the amount entered in **Column K - Revenue Amount** field
- Outcome: The **Orig. Estimt** (Original Estimate) <u>remains unchanged</u>
- Outcome: The **Column K - Revenue Amount** is automatically allocated over the 12 months and <u>replaces</u> the prior monthly allocations

Performing the Fiscal Year Revenue Account Rollover: When PCGenesis users "roll" revenue account activity to the new fiscal year PCGenesis transfers active revenue account activity to the upcoming fiscal year.

Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial Reporting and Closing, Topic 1A: Processing Annual/Fiscal Year-End Closing Reports* for the procedures to run additional revenue account activity reports.

Screen Print: The screen print feature allows the user to obtain a screen print of the revenue account inquiry screen. The screen print feature is available on Revenue Account Master screens which have the 🖨 (**F17** – Print Screen) button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon ▾ to aid in the entry of field information. When used, double-select the desired information to complete the entry.
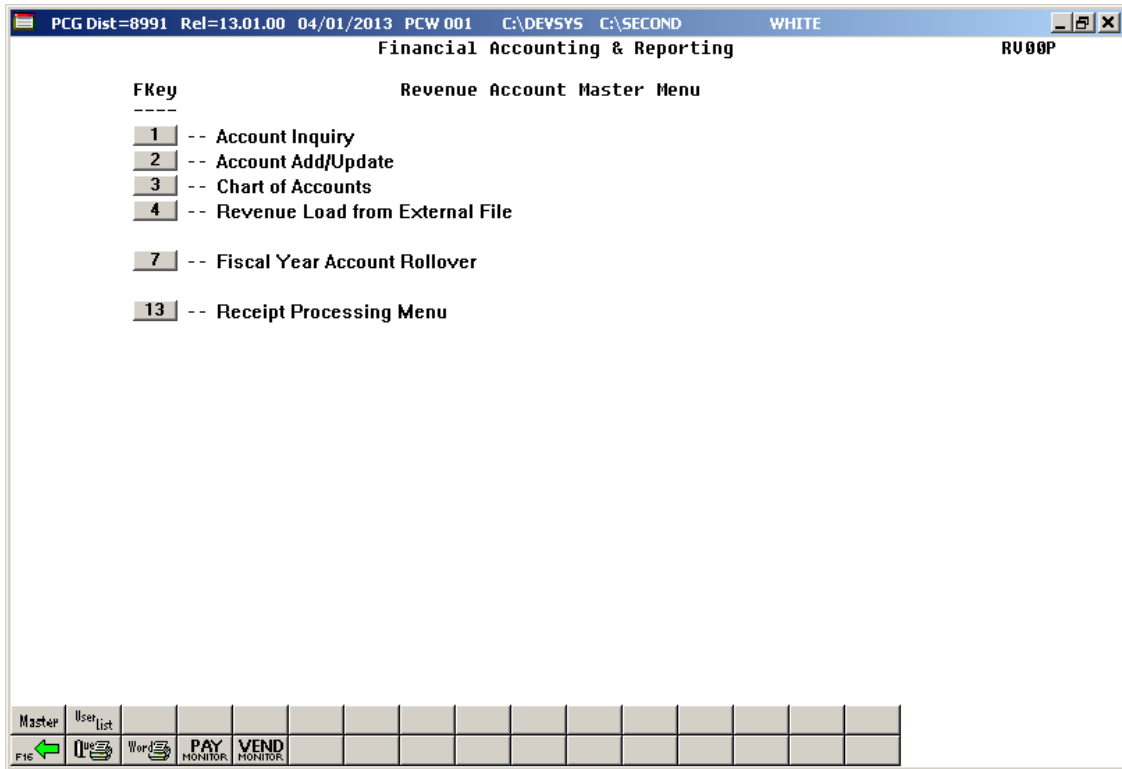
Topic 1: Inquiring on a Revenue Account

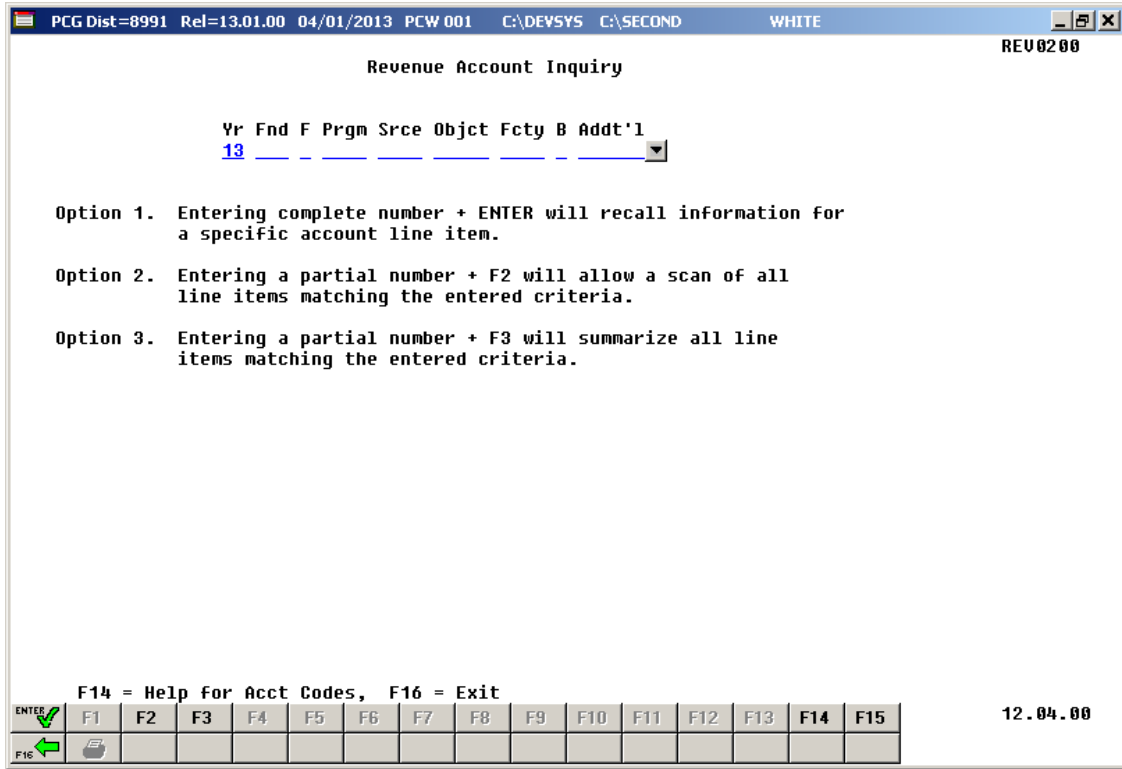| Step	Action
1	From the *Business Applications Master Menu,* select ___1___ (**F1 -** Financial Accounting & Reporting System).

The following screen displays:
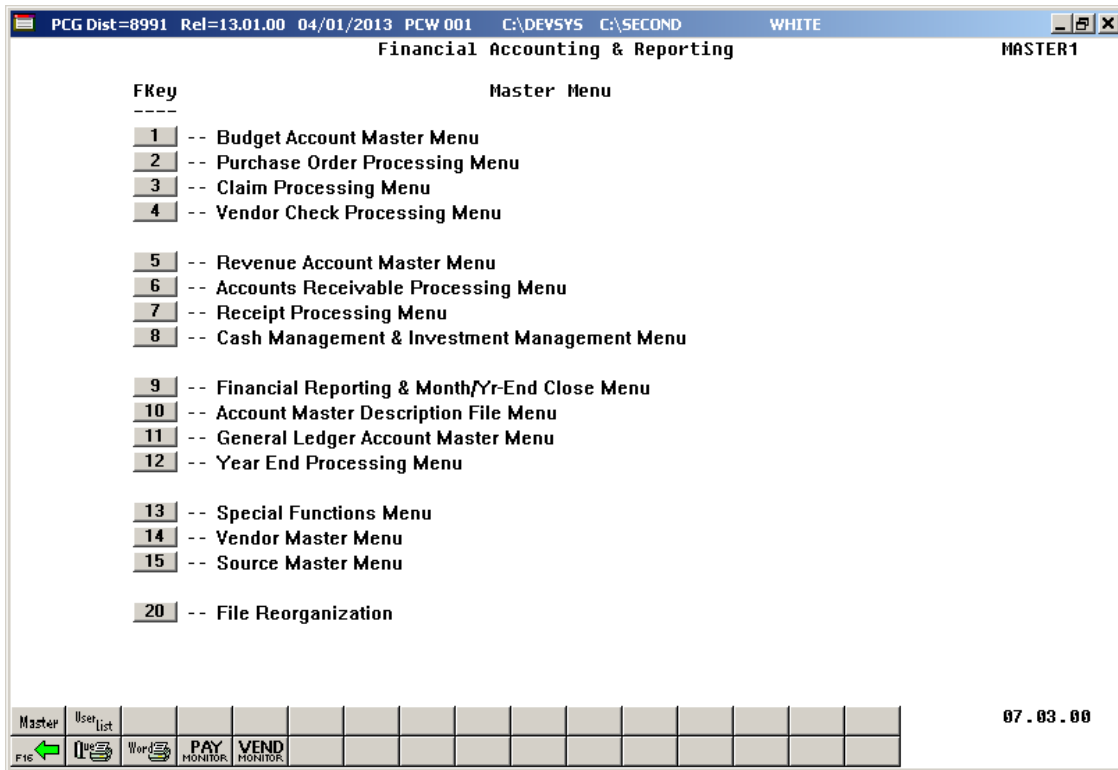
Step	Action
2	Select ___5___ (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
3	Select ⬚1⬚ (**F1 -** Account Inquiry).

The following screen displays:

Step	Action
4	**Option 1 to recall a specific account:** Enter or select the drop-down selection icon ▾ in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field to choose the account, and select ✅ (**Enter**).
	Option 2 to scan all matching line items: Enter the partial account information in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field, and select **F2** (**F2** – Scan). (If no entry is made, PCGenesis defaults to '*00'.)'*
	Option 3 to summarize all matching line items: Enter the partial account information in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field, and select **F3** (**F3** – Summarize).
	*PCGenesis displays "*** RECORD NOT FOUND***" displays for nonexistent revenue account entries. Reenter the account number and select ✅ (Enter), or select ⬅ (F16 - Exit).*

The following screen displays:

PCG Dist=8991 Rel=13.01.00 04/01/2013 PCW 001	C:\DEVSYS C:\SECOND WHITE

REV0200

Revenue Account Inquiry

Yr Fnd F Prgm Srce Objct Fcty B Addt'l	Begin Date	End Date	Status:
13 100 0 1071 3120 00000 8010 1 000000	7/01/2012	6/30/2013	A

Title: GRADES 1-3 EIP SALARY
Fund Balance Acct: 799

			Estimated	Revenue
ORG ESTIMATE	169,003.00	Jul	14,083.58	14,090.00
------- Accrual Based -------		Aug	14,083.59	103.50-
Adj Estimate	169,003.00	Sep	14,083.58	
Rcvb.Entr.	.00	Oct	14,083.58	
Rcvb.Clsd	.00	Nov	14,083.58	
Open Receiv.	.00	Dec	14,083.58	
Receipts	28,173.00	Jan	14,083.58	
Prior Yr Receivable		Feb	14,083.59	
Closed Cur Yr	14,186.50-	Mar	14,083.58	
Cur Yr Revenue	13,986.50	Apr	14,083.59	
		May	14,083.58	
Uncollected	155,016.50	Jun	14,083.59	
		Total	169,003.00	13,986.50

Revenue account activity indicators

```
                          20%       40%       60%       80%      100%
     Estimate 083% ******************************************
   Receivables 017% *********
```

F16=Exit, F17=Print Screen

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
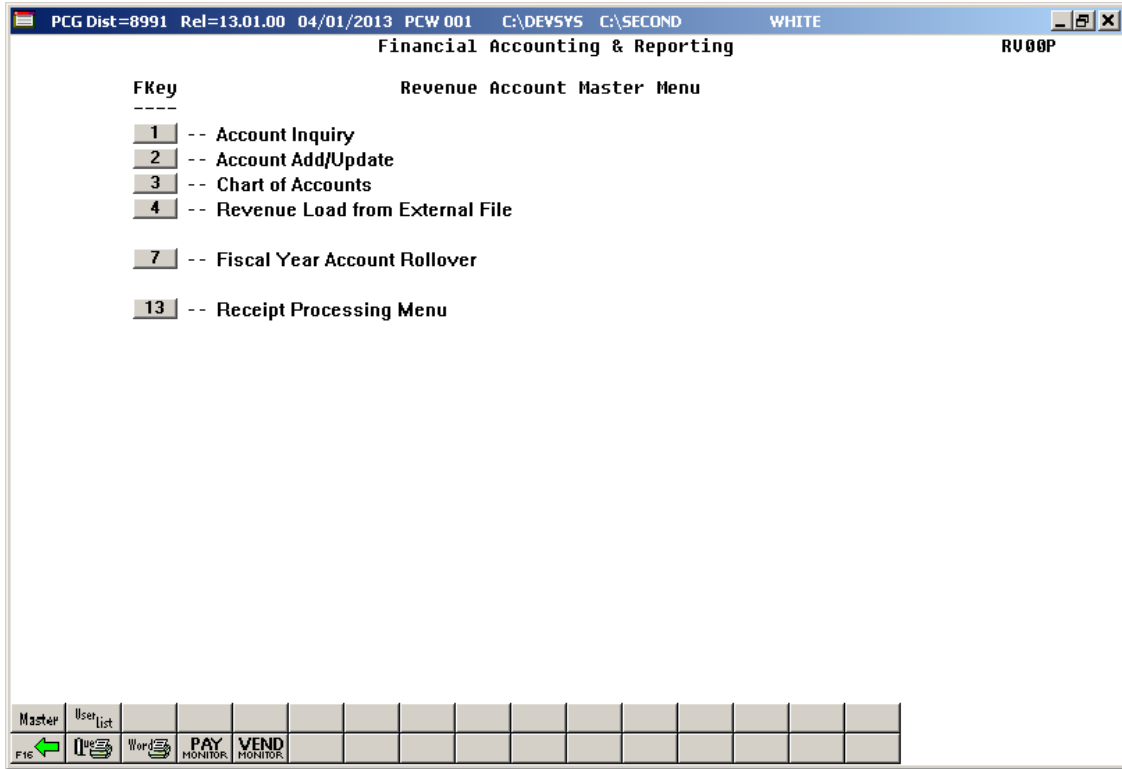
F16

12.04.00

Step	Action
5	Review and/or screen-print the *Revenue Inquiry* screen's information. If desired, select ⊟ (**F17** – Print Screen) to obtain a screen print of the revenue account inquiry screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. Select **F1** (**F1** - Next) and **F2** (**F2** - Previous) when offered to scroll between records. If selecting **F1** (**F1** - Next), to view additional Revenue account information, continue to select **ENTER** (**Enter**) until the appropriate account is located or until the *"***END OF FILE***"* message displays.
6	Select **F16** (**F16** - Exit) to return to the *Account Inquiry Entry/Selection* screen.

The following screen displays:

```
PCG Dist=8991  Rel=13.01.00  04/01/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE           _|a|X|
                                                                                            REV0200
                              Revenue Account Inquiry


                    Yr Fnd F Prgm Srce Objct Fcty B Addt'l
                    13 100 0 1071 3120 00000 8010 1 000000▼


        Option 1.  Entering complete number + ENTER will recall information for
                   a specific account line item.

        Option 2.  Entering a partial number + F2 will allow a scan of all
                   line items matching the entered criteria.

        Option 3.  Entering a partial number + F3 will summarize all line
                   items matching the entered criteria.










        F14 = Help for Acct Codes,  F16 = Exit
   ENTER✓ F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14  F15        12.04.00
   F16⬅  🖨
```
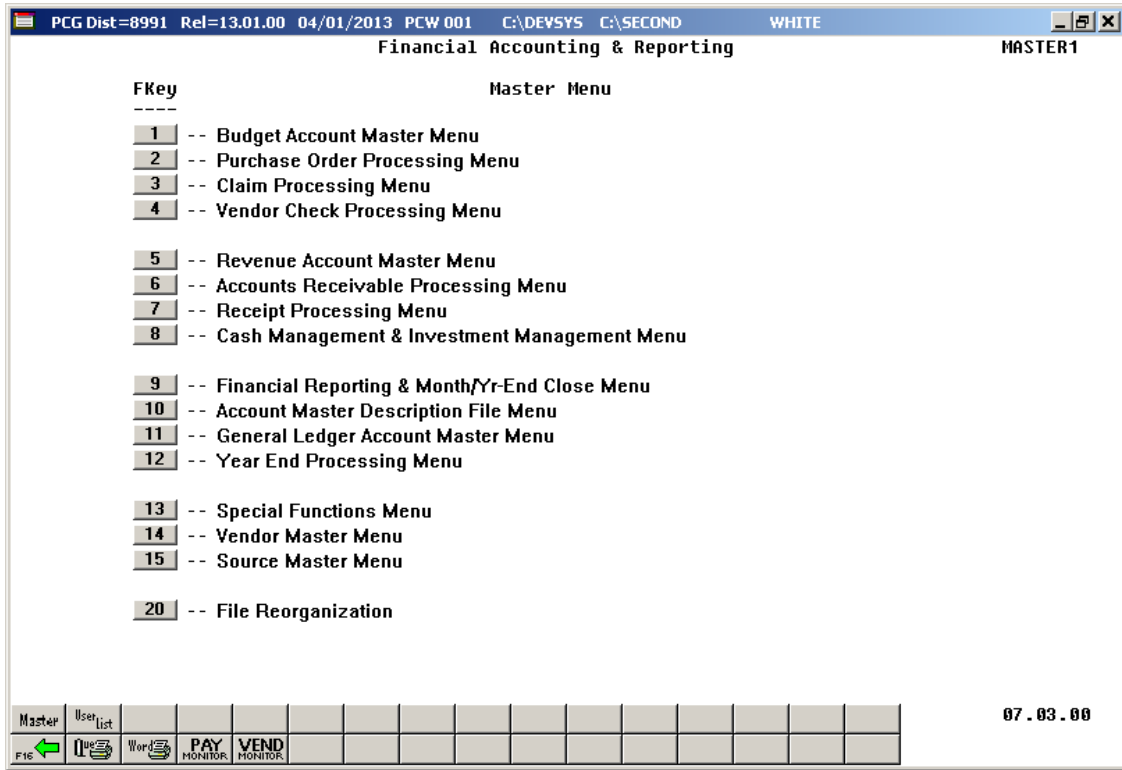
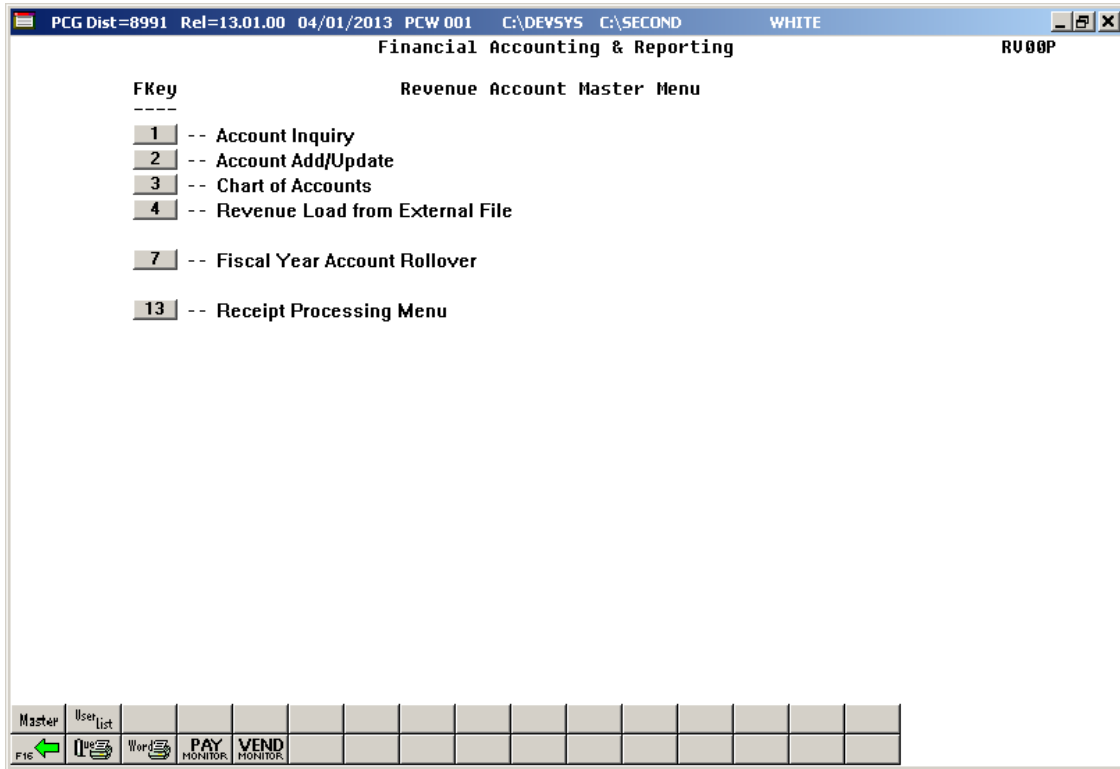| Step	Action
7	Select (**F16 -** Exit) to return to the *Financial Accounting & Reporting - Revenue Account Master Menu*.

The following screen displays:

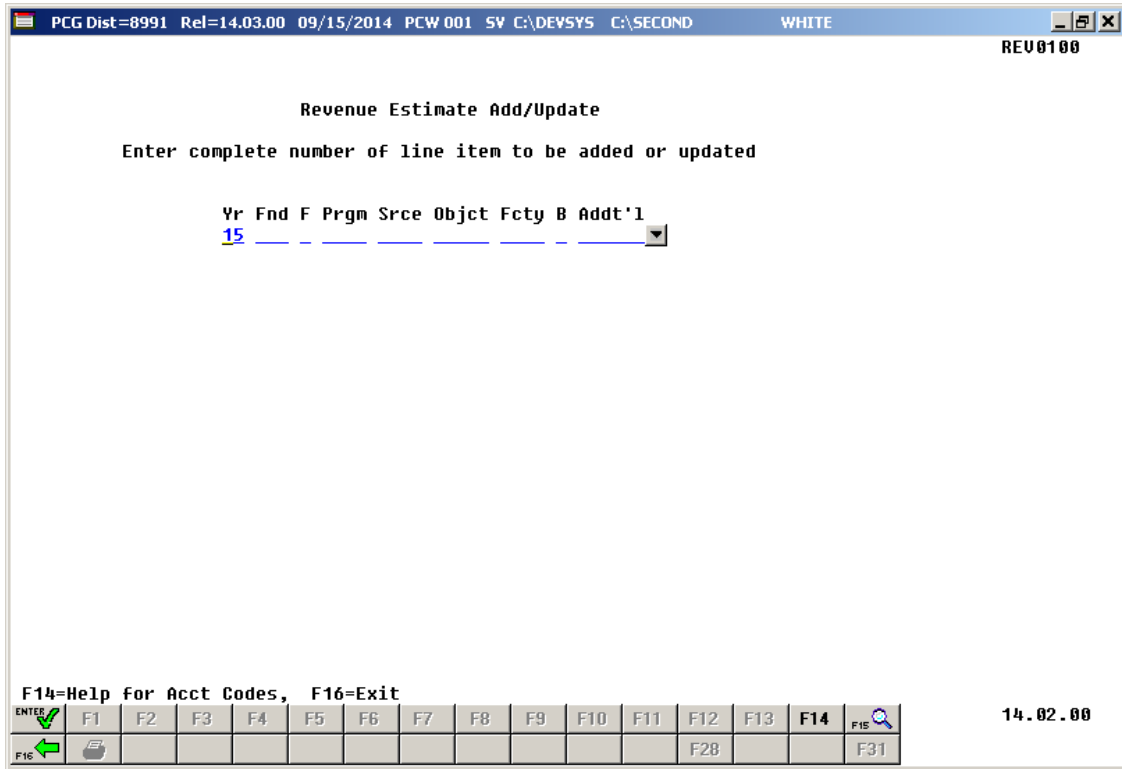| Step	Action
8	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

Topic 2: Adding a Revenue Account

Step	Action
1	Select [5] (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ⬜2⬜ (**F2** - Account Add/Update).

The following screen displays:


```
PCG Dist=8991 Rel=14.03.00 09/15/2014 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE              _|&|X|
                                                                                    REV0100


                        Revenue Estimate Add/Update

              Enter complete number of line item to be added or updated


                    Yr Fnd F Prgm Srce Objct Fcty B Addt'l
                    15  ___ _ ____ ____ _____ ____ _ _____  ▼




















F14=Help for Acct Codes,  F16=Exit
ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15 🔍      14.02.00
F16←  🖨                                                       F28       F31
```

Step	Action
3	Select the drop-down selection icon ▼ or enter the account information in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field, and select ⬛✓ (**Enter**).

For **nonexistent revenue accounts**, the following screen displays:
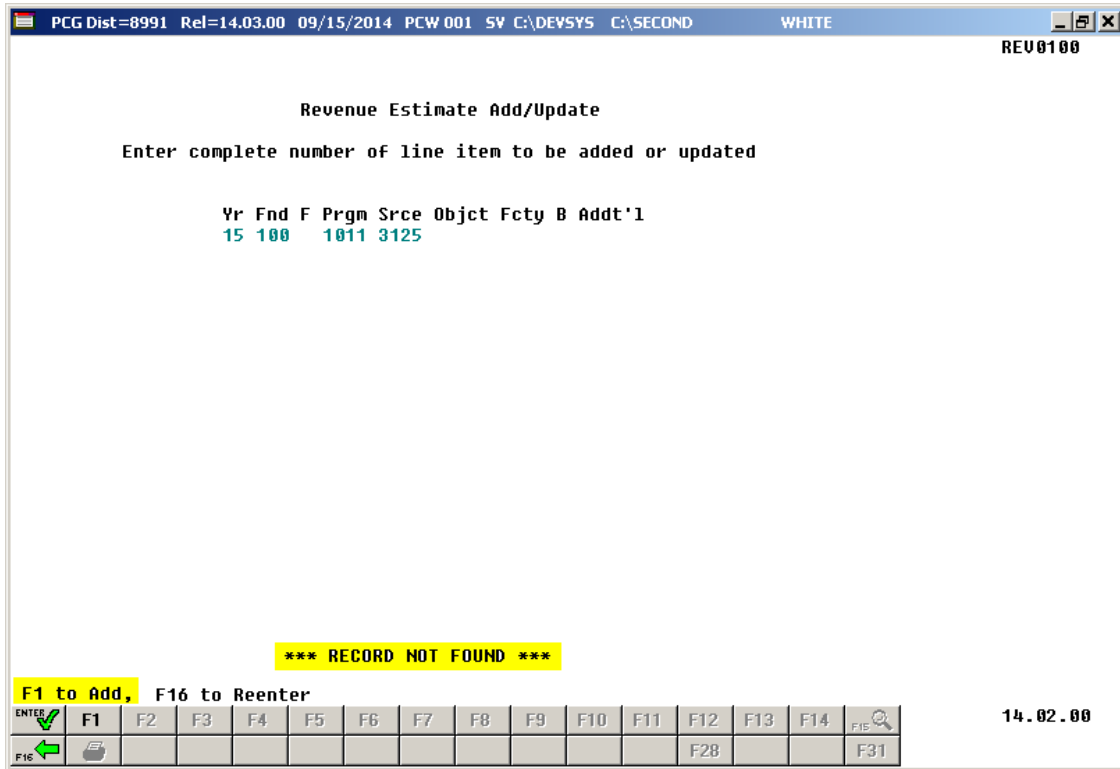
Step	Action
4	Verify *"*** Record Not Found***"* displays, select **F1** (**F1** - to Add).

For **nonexistent revenue accounts**, the following screen displays:

Step	Action
5	Enter the effective date (MM/DD/CCYY) in the **Tran Date** (Transaction Date) field.
	The Tran Date (Transaction Date) determines when the transaction occurs. Although PCGenesis defaults to the current date, it is recommended that the transaction date be changed so that the transaction date and the begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.
6	Enter the date range (MM/DD/CCYY) in the **Beg Date** (Beginning Date) and **End Date** (Ending Date) fields.
	The account will be active for the date range entered.
7	Enter the fund balance account in the **Fund Balance Acct** (Fund Balance Account) field.
8	Enter the amount in the **Enter original estimate** field.
9	Enter the reason for the creation of the account in the **Reason** field where appropriate.
10	Enter the account name up to thirty (30) characters in the **Title** field.
	If there is not an entry the Title field, PCGenesis will automatically default to the title of the previous year's account name if it exists.

Step	Action
11	**To manually enter the monthly amounts:** Enter the account's monthly total in the **Enter Distribution by Month** field and select [ENTER ✓] (**Enter** - to Process) <u>once</u>. **To allow PCGenesis to automatically distribute the monthly amounts:** Select [ENTER ✓] (**Enter**) <u>once</u>. *PCGenesis redisplays the Revenue Add screen with amounts equally distributed over the months.* Select 🖨 (**F17** – Print Screen) to obtain a screen print of the *Revenue Add* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

```
PCG Dist=8991  Rel=14.03.00  09/15/2014  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE                    _|8|X|
                              Revenue Add                                                   REV0100

              NOTE:  To debit revenue use a minus (-) sign

        Yr Fnd F Prgm Srce Objct Fcty B Addt'l      Tran Date   Beg Date    End Date
        15 100    1011 3125                          9/15/2014   7/01/2014   6/30/2015

        Fund Balance Acct:     799         Status: A     Adj. Estimt     Orig. Estimt
Enter original estimate:       10000.00              10,000.00        10,000.00

                                       Reason:    ADDED REVENUE ESTIMATE
              Enter Distribution by Month:   Title:    QBE KINDERGARTEN SALARIES

                  July                              833.33
                  August                            833.33
                  September                         833.33
                  October                           833.33
                  November                          833.33                PCGenesis account
                  December                          833.33                distribution
                  January                           833.33
                  February                          833.33
                  March                             833.33
                  April                             833.33
                  May                               833.33
                  June                              833.37


ENTER to Post,   F16 to Reenter
[ENTER✓] F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 [F15🔍]        14.02.00
[F16⬅] [🖨]                                      F28         F31
```
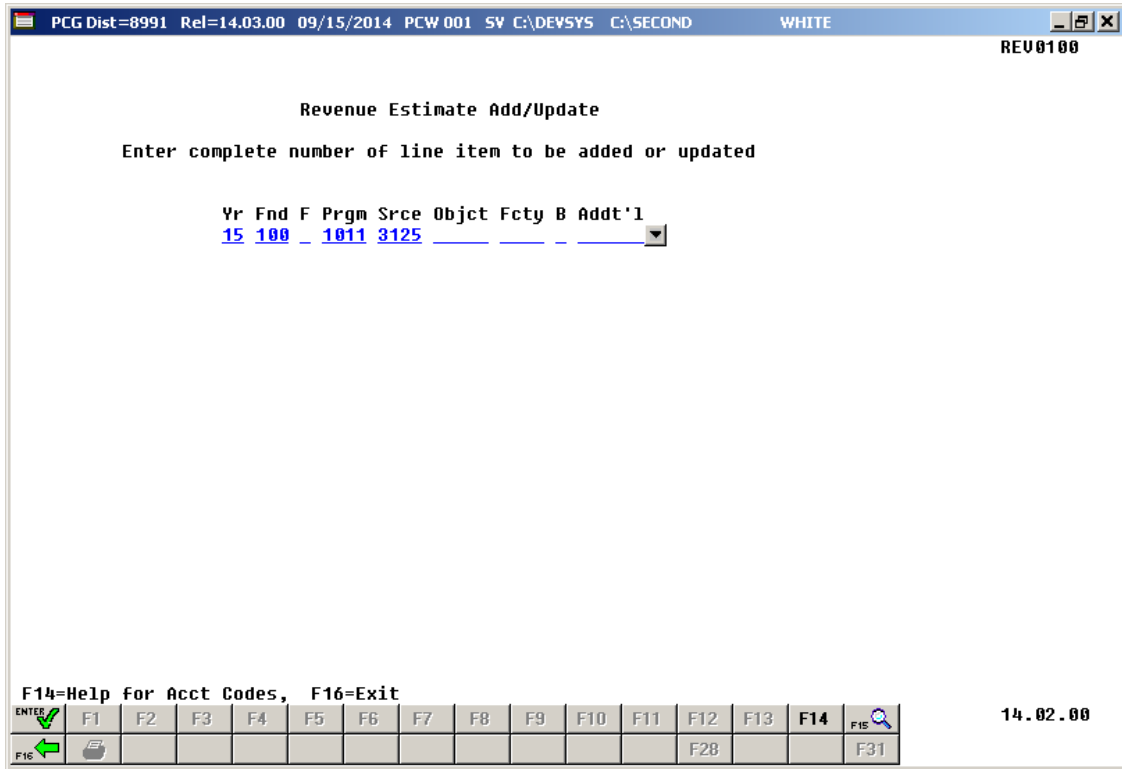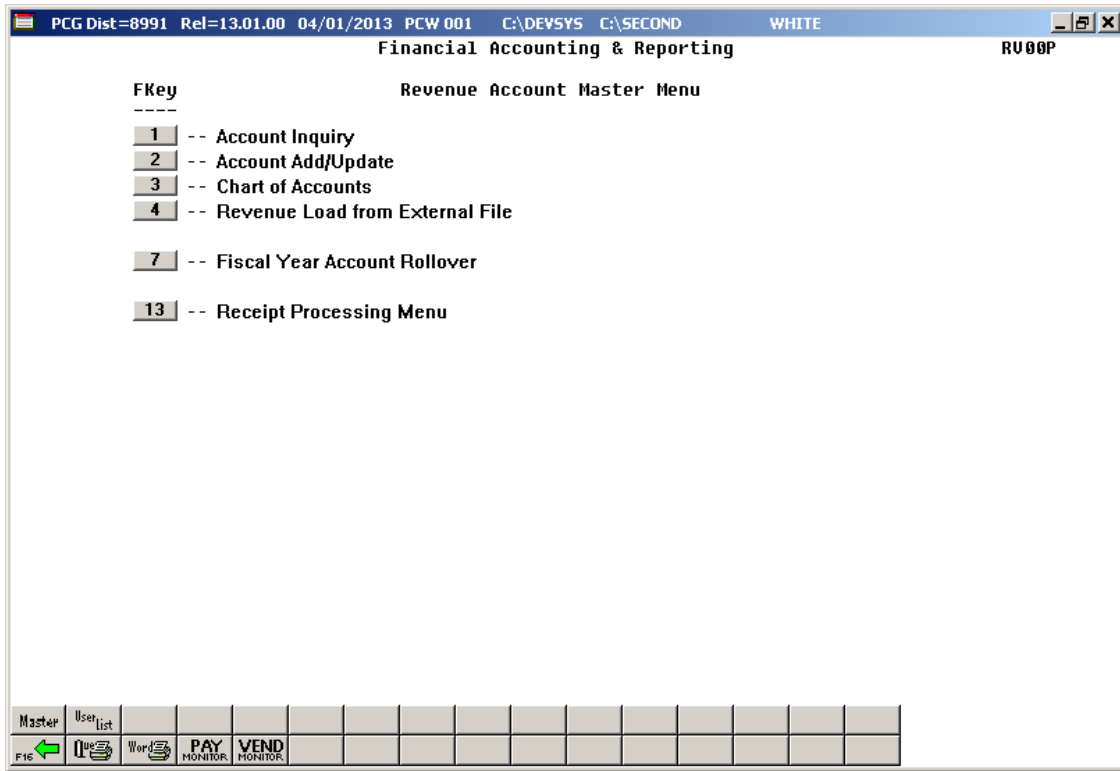
Step	Action
12	Verify the amounts are correct and select [ENTER ✓] (**Enter -** to Post). *If the information is incorrect, select [F16 ⬅] (F16) to enter the correct information and select* [ENTER ✓] *(Enter) twice.*

The following screen displays:
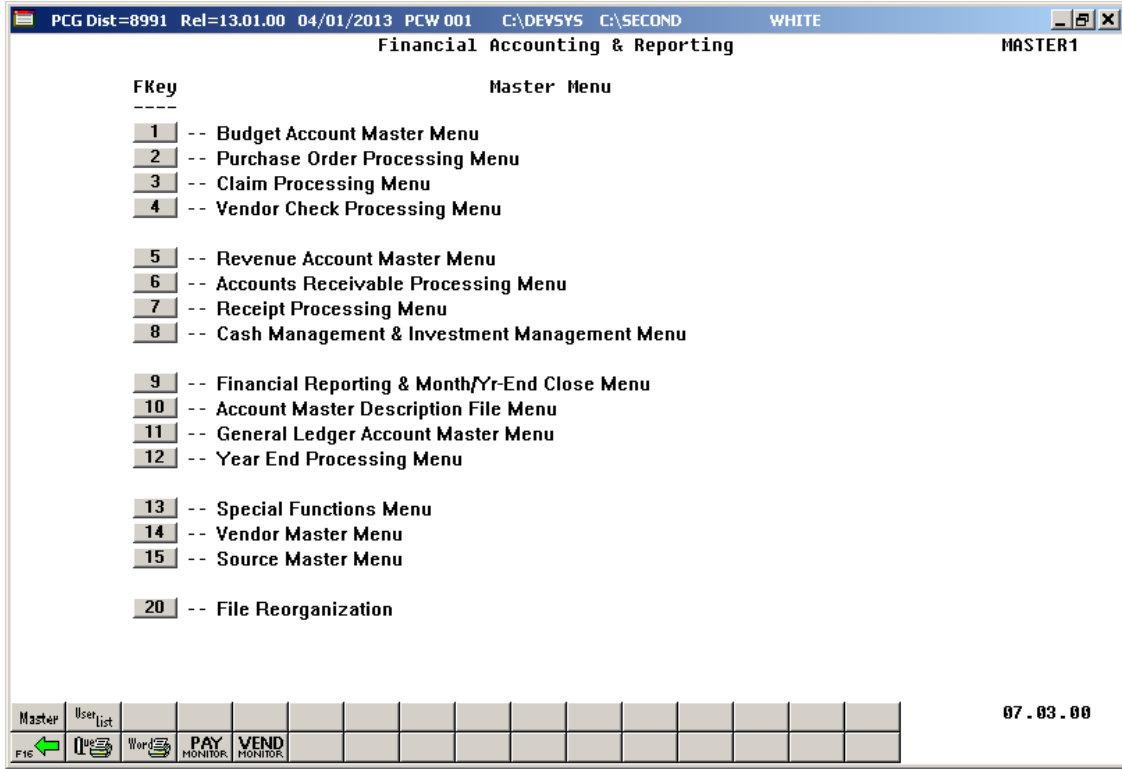

Step	Action
13	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting - Revenue Account Master Menu.*

The following screen displays:

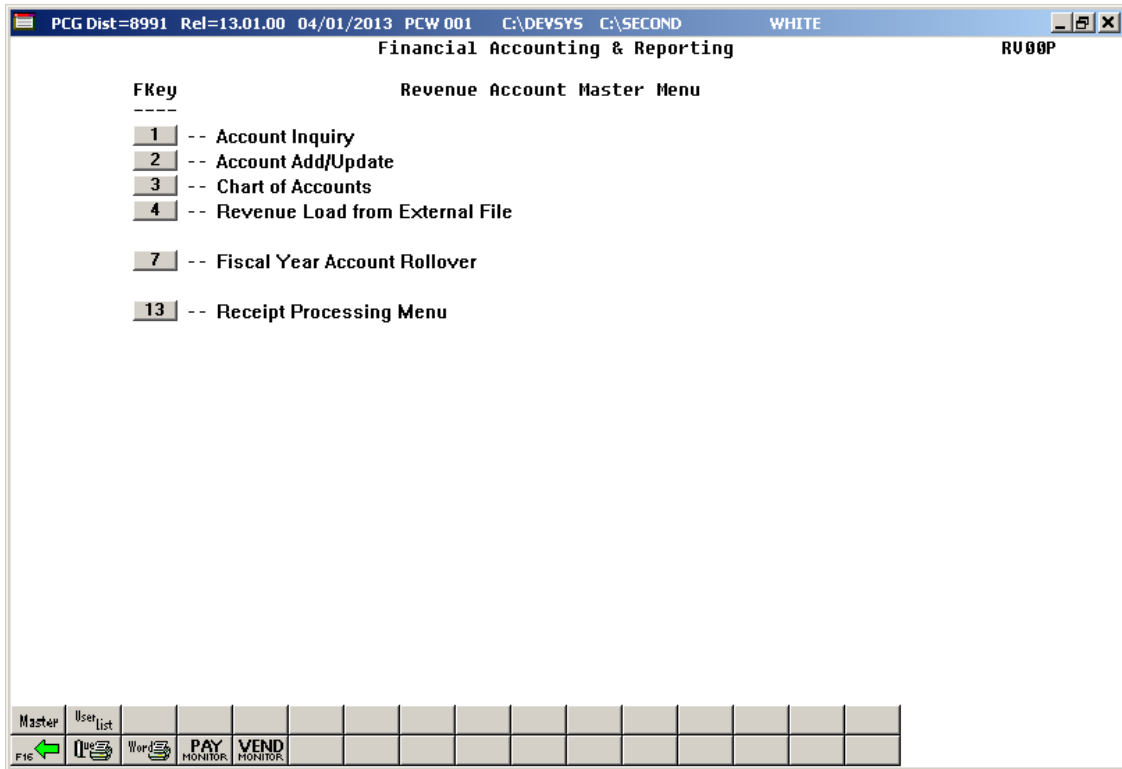| Step	Action
14	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Topic 3: Updating Revenue Account Information

Step	Action
1	Select ▢ **5** (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ⬚2 (**F2** -Account Add/Update).

The following screen displays:

Step	Action
3	Select the drop-down selection icon ▼ or enter the account information in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field, and select ENTER ✓ (**Enter**).

The following screen displays:

Step	Action
4	**To update a Revenue account:** Proceed to *Step 5*.
	To adjust a Revenue account's estimated revenue: Proceed to *Step 6*.
	To adjust the original balance of a Revenue account: Proceed to *Step 7*.
	To delete a Revenue account: First the account's estimated revenue must be set to zero before the account can be deleted (*Step 6*). Once the estimated revenue for the account has been set to zero, proceed to *Step 8*.
	Select 🖶 (**F17** – Print Screen) to obtain a screen print of the *Revenue Update* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Step	Action
5	**To update a Revenue account:** Make the appropriate entries in the following fields, and select (**Enter**) <u>twice</u>. • **Tran Date** (Transaction Date) *The Tran Date (Transaction Date) determines when the transaction occurs. Although PCGenesis defaults to the current date, it is recommended that the transaction date be changed so that the transaction date and the begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.* • **Beg Date** (Beginning Date) – Enter the date the account will become active. • **End Date** (Ending Date) – Enter the last date the account will remain active. • **Fund Balance Acct** (Fund Balance Account) • **Enter Adj. To Estima** (Enter Adjustment to Estimate) – Enter the dollar amount. • **Reason** – Enter the reason for the modification, where applicable. • **Title** – Enter the description of the account, where applicable. *Proceed to Step 9.*
6	**To adjust a Revenue account's estimated revenue:** On the *Revenue Account Record Update* screen, select the appropriate option below: • <u>To decrease the amount:</u> Enter the negative (-) amount of the *Adj. Estimt* field in the **Enter Adj. To Estima** (Enter Adjustment to Estimate) field. • <u>To increase the amount</u>**:** Enter the amount in the **Enter Adj. To Estima** (Enter Adjustment to Estimate) field. *The distribution amount in the **Enter Adj. To Estima** field must be manually distributed in any combination of months, or assigned to a specified month as long as the monthly entries equal the amount entered in the **Enter Adj. To Estima** field.* • <u>To modify the revenue distribution:</u> Enter the amount in the distribution month's **Amount** field(s), where applicable. *Proceed to Step 9.*

Step	Action
7	**To adjust a Revenue account's original balance:**
	On the *Revenue Account Record Update* screen, select the appropriate option below:
	• <u>To decrease the amount</u>: Enter the negative (-) amount of the *Adj. Estimt* field in the **Enter Adj. To Estima** (Enter Adjustment to Estimate) field.
	• <u>To increase the amount</u>**:** Enter the amount in the **Enter Adj. To Estima** (Enter Adjustment to Estimate) field.
	The distribution amount in the **Enter Adj. To Estima** *field must be manually distributed in any combination of months, or assigned to a specified month as long as the monthly entries equal the amount entered in the* **Enter Adj. To Estima** *field.*
	• <u>To modify the revenue distribution</u>: Enter the amount in the distribution month's **Amount** field(s), where applicable.
	To adjust the Original Balance: Press `F31` (**F31)** to adjust the original balance.
	The "Original Balance Adjusted, Enter to Post, F16 to Reenter" message displays.
	Press `ENTER ✔` (**Enter**) <u>once</u> and proceed to *Step 10*.
8	**To delete a Revenue account:**
	Verify zero exists in the **Adj. Estima** (Adjusted Revenue Estimate) field.
	Select `F12` (**F12 -** Delete), and `F28` (**F28 -** to confirm delete) to complete the record deletion.
	Proceed to *Step 10*.
9	Select `ENTER ✔` (**Enter**) <u>twice</u>.

The following screen displays:

Step	Action
10	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting - Revenue Account Master Menu.*

The following screen displays:

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

Topic 4: Printing the Revenue Account Chart of Accounts

Also run the Revenue Chart of Accounts by selecting F9 (Financial Reporting and Month/Yr-End Close Menu) → F3 (Revenue Account Master Reports Menu) →F10 (Revenue Master: Chart of Accounts). This procedure and the corresponding screenshots are the same as those presented here.

Step	Action
1	Select ___5___ (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ___3___ (**F3 -** Chart of Accounts).

The following screen displays:

Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Beginning Date** and **Ending Date** fields.
4	**To include closed Revenue accounts:** Enter **C** (Closed accounts) in the **To allow CLOSED accounts to be printed, enter a 'C' here** field.
5	Enter **X** in the **Original Estimate**, **Current Estimate**, and/or **Current Balance** field(s) to define the type of revenue items.
6	Enter the appropriate response in the **Printing each fund on a separate page** field.
7	**To print the Chart of Accounts only:** Select the radio button corresponding to **None** in the **Create EXPORT File to load in Excel** field, and proceed to *Step 10*. **To print the Chart of Accounts, and to create a Microsoft® Excel file:** Select the radio button corresponding to **Export Current Fiscal Year** in the **Create EXPORT File to load in Excel** field, and proceed to *Step 8*. **To print the Chart of Accounts, and to create a Microsoft® Excel file to be used for Revenue Load:** Select the radio button corresponding to **Export for New Fiscal Year REVENUE LOAD** in the **Create EXPORT File to load in Excel** field, and proceed to *Section 5B.1. Printing the Revenue Chart of Accounts for Revenue Load*.

For **Step 7- Create EXPORT File to load in Excel** entries, the following screen displays:
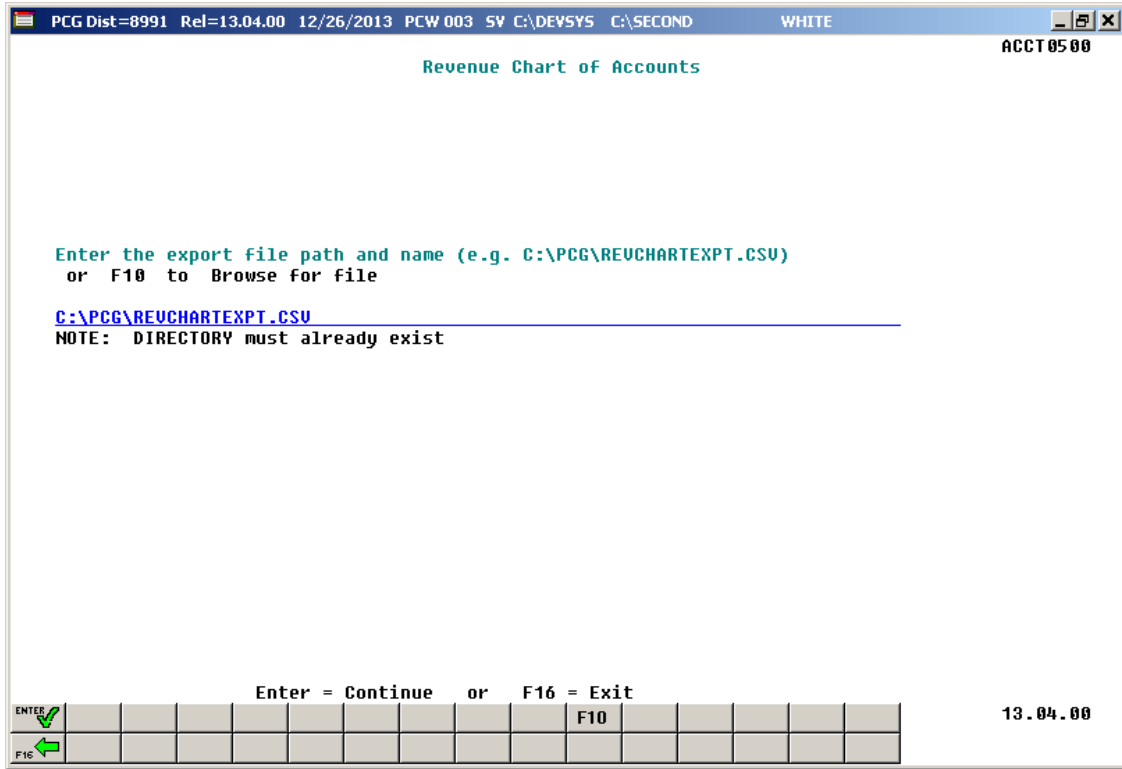
Step	Action
8	Verify the **C:\PCG** folder exists, or create the folder where appropriate.
9	Enter **C:\PCG\REVCHARTEXPT.csv** in the **Enter File Name and Path for Export File** field, or select (**F10** to Browse for file) to locate the file manually.
10	Select (**Enter**) <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screens displays:

Step	Action
11	**To print the report via the Uqueue Print Manager:** Select ![Queue] (**Uqueue**).
	To print the report via Microsoft® Word: Select ![Word] (**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.
12	Select ![F16] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*
	If creating an export file in Step 7 for the purpose of loading a new fiscal year budget, proceed to Topic 5: Preparing the Import File for the Revenue Upload.

4A. Revenue Chart of Accounts – Example

```
REPORT DATE 04/01/2013                        CHART OF REVENUE ACCOUNTS                                  PAGE  1

ACCOUNTING PERIOD TO BE PRINTED: 07/01/2012 TO 06/30/2013
PRINT CLOSED ACCOUNTS?    N
PRINT ORIGINAL ESTIMATE? Y                 CURRENT ESTIMATE? Y              CURRENT BALANCE? Y


                                                             BEGIN     END    S       ORIGINAL      CURRENT       CURRENT
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L BLNC DESCRIPTION       DATE      DATE   T       ESTIMATE      ESTIMATE      BALANCE
13-100-0-1011-3120-00000-8010-1-000000 0799 KINDERGARTEN SALARY      07/01/12 06/30/13 A    808899.00    808899.00    674080.00
13-100-0-1011-3122-00000-8010-1-000000 0799 KINDERGARTEN OPERATIONS  07/01/12 06/30/13 A      9539.00      9539.00      7940.00
13-100-0-1011-3140-00000-8010-1-000000 0799 KINDERGARTEN LOCAL 5 MILLS 07/01/12 06/30/13 A   81001.00-    81001.00-    67500.00-
                                            TOTAL FOR PROGRAM 1011            737437.00    737437.00    614520.00
13-100-0-1021-3120-00000-8010-1-000000 0799 GRADES 1-3 SALARY        07/01/12 06/30/13 A   1749804.00   1749804.00   1458170.00
13-100-0-1021-3122-00000-8010-1-000000 0799 GRADES 1-3 OPERATIONS    07/01/12 06/30/13 A     29473.00     29473.00     24560.00
13-100-0-1021-3140-00000-8010-1-000000 0799 GRADES 1-3 LOCAL 5 MILLS 07/01/12 06/30/13 A    176096.00-   176096.00-   182428.00-
                                            TOTAL FOR PROGRAM 1021           1603181.00   1603181.00   1300302.00
13-100-0-1041-3120-00000-8010-1-000000 0799 GRADES 9-12 SALARY       07/01/12 06/30/13 A    896554.00    896554.00    747120.00
13-100-0-1041-3122-00000-8010-1-000000 0799 GRADES 9-12 OPERATIONS   07/01/12 06/30/13 A     29070.00     29070.00     24220.00
13-100-0-1041-3140-00000-8010-1-000000 0799 GRADES 9-12 LOCAL 5 MILLS 07/01/12 06/30/13 A    91609.00-    91609.00-    76340.00-
                                            TOTAL FOR PROGRAM 1041            834015.00    834015.00    695000.00
13-100-0-1051-3120-00000-8010-1-000000 0799 GRADES 4-5 SALARY        07/01/12 06/30/13 A    734756.00    734756.00    612290.00
13-100-0-1051-3122-00000-8010-1-000000 0799 GRADES 4-5 OPERATIONS    07/01/12 06/30/13 A     12657.00     12657.00     10540.00
13-100-0-1051-3140-00000-8010-1-000000 0799 GRADES 4-5 LOCAL 5 MILLS 07/01/12 06/30/13 A     73972.00-    73972.00-    61640.00-
                                            TOTAL FOR PROGRAM 1051            673441.00    673441.00    561190.00
13-100-0-1061-3120-00000-8010-1-000000 0799 KINDERGARTEN EIP SALARY  07/01/12 06/30/13 A
13-100-0-1061-3122-00000-8010-1-000000 0799 KINDERGARTEN EIP OPERATION 07/01/12 06/30/13 A
13-100-0-1061-3140-00000-8010-1-000000 0799 KINDERGARTEN EIP LOCAL 5 M 07/01/12 06/30/13 A
                                            TOTAL FOR PROGRAM 1061
13-100-0-1071-3120-00000-8010-1-000000 0799 GRADES 1-3 EIP SALARY    07/01/12 06/30/13 A    169003.00    169003.00    140830.00
13-100-0-1071-3120-00000-8010-2-000000 0799 QBE KINDERGARTEN SALARY  07/01/12 06/30/13 A    100000.00    100000.00    100000.00
13-100-0-1071-3122-00000-8010-1-000000 0799 GRADES 1-3 EIP OPERATIONS 07/01/12 06/30/13 A     1904.00      1904.00      1580.00
13-100-0-1071-3140-00000-8010-1-000000 0799 GRADES 1-3 EIP LOCAL 5 MIL 07/01/12 06/30/13 A   16915.00-    16915.00-    14090.00-
                                            TOTAL FOR PROGRAM 1071            253992.00    253992.00    228320.00
13-100-0-1081-3120-00000-8010-1-000000 0799 GRADES 6-8 SALARY        07/01/12 06/30/13 A   1217138.00   1217138.00   1014280.00
13-100-0-1081-3122-00000-8010-1-000000 0799 GRADES 6-8 OPERATIONS    07/01/12 06/30/13 A     18710.00     18710.00     15590.00
13-100-0-1081-3140-00000-8010-1-000000 0799 GRADES 6-8 LOCAL 5 MILLS 07/01/12 06/30/13 A    122312.00-   122312.00-   101920.00-
                                            TOTAL FOR PROGRAM 1081           1113536.00   1113536.00    927950.00
13-100-0-1091-3120-00000-8010-1-000000 0799 GRADES 4-5 EIP SALARY    07/01/12 06/30/13 A    156484.00    156484.00    130400.00
13-100-0-1091-3122-00000-8010-1-000000 0799 GRADES 4-5 EIP OPERATIONS 07/01/12 06/30/13 A     1376.00      1376.00      1140.00
13-100-0-1091-3140-00000-8010-1-000000 0799 GRADES 4-5 EIP LOCAL 5 MIL 07/01/12 06/30/13 A   15623.00-    15623.00-    13010.00-
                                            TOTAL FOR PROGRAM 1091            142237.00    142237.00    118530.00
```

The final page of the report completes the listing of revenue accounts and totals, and provides an overall total for all funds.

```
REPORT DATE 04/01/2013                        CHART OF REVENUE ACCOUNTS                                  PAGE 37

                                                             BEGIN     END    S       ORIGINAL      CURRENT       CURRENT
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L BLNC DESCRIPTION       DATE      DATE   T       ESTIMATE      ESTIMATE      BALANCE
13-608-0-9990-1611-00000-0102-2-000000 0740 STUDENT SALES          07/01/12 06/30/13 A     46356.00     46356.00     41017.58
13-608-0-9990-1621-00000-0102-2-000000 0740 SUPPLEMENTAL SALES     07/01/12 06/30/13 A      2892.50      2892.50      2688.85
13-608-0-9990-1622-00000-0102-2-000000 0740 ADULT SALES           07/01/12 06/30/13 A      7550.30      7550.30      6353.00
13-608-0-9990-1995-00000-0102-2-000000 0740 OTHER LOCAL REVENUES   07/01/12 06/30/13 A        50.00        50.00        34.16
13-608-0-9990-4510-00000-0102-2-000000 0740 FED REIMB.-LUNCH       07/01/12 06/30/13 A    206197.00    206197.00    168525.38
13-608-0-9990-4511-00000-0102-2-000000 0740 FED REIMB.-BREAKFAST   07/01/12 06/30/13 A     62330.00     62330.00     49326.82
13-608-0-9990-4512-00000-0102-2-000000 0740 CACFP SUPPER           07/01/12 06/30/13 A     25997.00     25997.00     25997.00
13-608-0-9990-4513-00000-0102-2-000000 0740 FED REIMB.-AT RISK SNACKS 07/01/12 06/30/13 A   7049.00      7049.00      7049.00
13-608-0-9990-4900-00000-0102-2-000000 0740 USDA COMMODITIES REVENUE 07/01/12 06/30/13 A   19563.27     19563.27     17625.23
13-608-0-9990-4995-00000-0102-2-000000 0740 OTHER FED REVENUE-REBATES 07/01/12 06/30/13 A                               44.64-

                                            TOTAL FOR FUND  608            377985.07    377985.07    318572.38

                                            TOTAL FOR ALL FUNDS         37602414.46  37602414.46  33614739.09
```

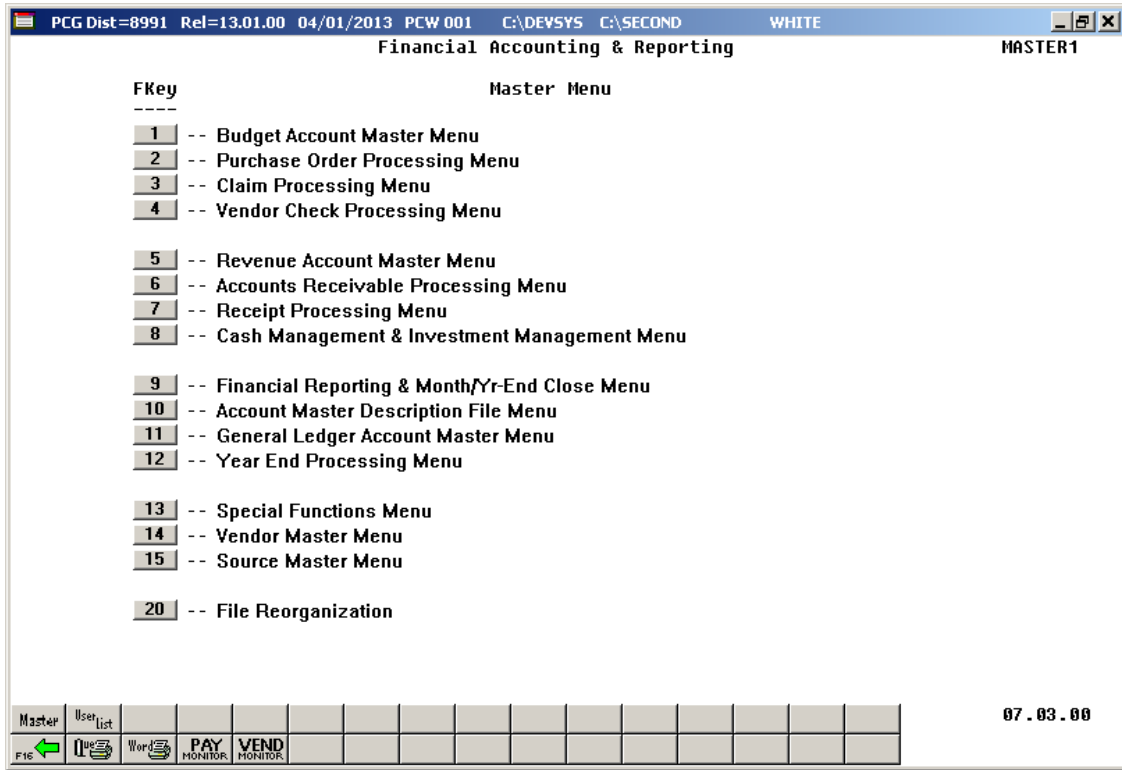# *Topic 5: Preparing the Import File for the Revenue Upload*

5A. Revenue Account Export & Import Checklist

√	STEP	ACTION
	1	Create a folder entitled **PCG**, or verify the folder exists on the C:\ drive of your Personal Computer (PC).
	2	Verify the school district's *Highest Allowable Transaction Date* is greater than or is equal to the current fiscal year. Refer to *Section N: Special Functions, Topic 1: Displaying/Updating System Control Information* for instructions.
	3	Verify <u>all</u> account pieces including the year, funds, programs, and sources, are valid in the *Account Master Description File*. Refer to *Section K: Account Master Description File* for instructions.
	4	**If performing a Revenue Adjustment import**: Define the account in the PCGenesis *Revenue Chart of Accounts*.
	5	Print the *Revenue Chart of Accounts* for the <u>new</u> fiscal year. This listing will be used for comparison purposes with the results of the revenue import.
	6	Create the PCGenesis *Export* file by printing the *Revenue Chart of Accounts* and selecting the radio button corresponding to **Export for New Fiscal Year REVENUE LOAD** in the **Create EXPORT File to load in Excel** field.
	7	Delete *Fund 199* Balance Sheet accounts in the Microsoft® Excel spreadsheet <u>before</u> beginning the *Import* procedure.
	8	Edit the Microsoft® Excel spreadsheet <u>before</u> beginning the *Import* procedure. Correct errors resulting from invalid account numbers within PCGenesis, and on the Microsoft® Excel spreadsheet. After correcting resulting errors, repeat the *Import* procedure. Verify and finalize all revenue entries.
	9	Perform a PCGenesis *Data* backup.
	10	Import the *.csv* file created from the Microsoft® Excel *Import* file into PCGenesis.
	11	Print the *Revenue Chart of Accounts* for the <u>new</u> fiscal year. **Compare these results to the listing created before performing the Import in** *Step 5***.**

5B. Revenue Account Export & Import

5B.1. Printing the Revenue Chart of Accounts for Revenue Load

Also run the Revenue Chart of Accounts by selecting F9 (Financial Reporting and Month/Yr-End Close Menu) → F3 (Revenue Account Master Reports Menu) →F10 (Revenue Master: Chart of Accounts). This procedure and the corresponding screenshots are the same as those presented here.

Step	Action
1	Select ___5___ (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ___3___ (**F3 -** Chart of Accounts).

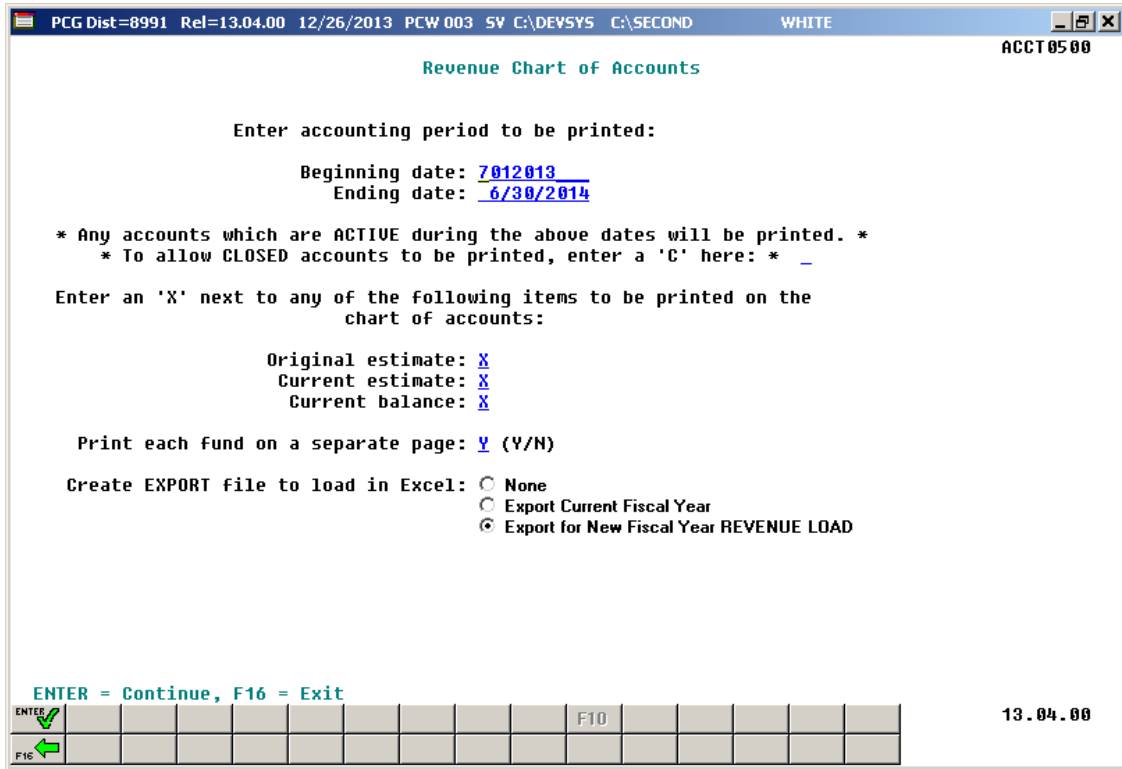The following screen displays:

Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Beginning Date** and **Ending Date** fields.
4	**To include closed Revenue accounts:** Enter **C** (Closed accounts) in the **To allow CLOSED accounts to be printed, enter a 'C' here** field.
5	Enter **X** in the **Original Estimate**, **Current Estimate**, and/or **Current Balance** field(s) to define the type of revenue items.
6	Enter the appropriate response in the **Printing each fund on a separate page** field.
7	**To print the Chart of Accounts and to create a Microsoft® Excel file to be used for Revenue Load:** Select the radio button corresponding to **Export for New Fiscal Year REVENUE LOAD** in the **Create EXPORT File to load in Excel** field.
8	Select ![ENTER] (**Enter**) to continue.

The following screen displays:
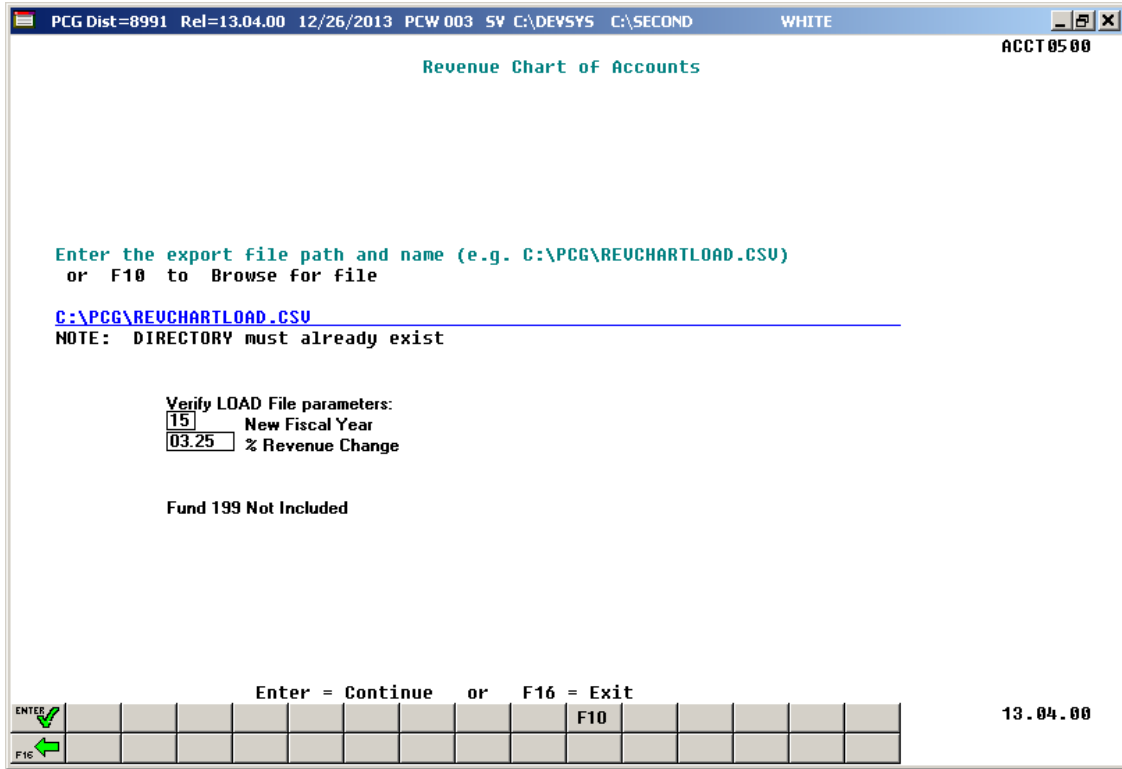
Step	Action
9	Verify the **C:\PCG** folder exists, or create the folder where appropriate.
10	Enter **C:\PCG\REVCHARTLOAD.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (**F10** to Browse for file) to locate the file manually.
11	Enter the fiscal year to be loaded during the *Revenue Load from External File* process in the **New Fiscal Year** field.
12	Enter the revenue increase or decrease percentage in the **% Revenue Change** field. The percentage entered may be positive or negative. Enter percentages as whole numbers. For example 5.25% is entered as 5.25.
13	Select **ENTER** (**Enter**). *"** Processing Request **" briefly displays.*

The following screens displays:

Step	Action
14	**To print the report via the Uqueue Print Manager:** Select [Queue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word 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.
15	Select [F16 icon] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select [Master icon] (**Master**) to return to the *Business Applications Master Menu*.

5B.2. Creating the Microsoft® Excel Import File with the New Fiscal Year's Revenue Amounts

The *Creating the Microsoft® Excel Import File* procedure formats the *Export* file created in *Topic 5B.1: Printing the Revenue Chart of Accounts for Revenue Load*, and creates the new fiscal year's revenue. Modify the export files by using these instructions.

This document provides detailed instructions for the creation of the new fiscal year's revenue based on prior year amounts via Microsoft® Excel. Instructions are also provided for saving the results in a *Comma Separated Value* (.csv) file suitable for the *Revenue Load from External File* procedure. The following columns are required for the *Comma Separated Value* (.csv) import file:

- **Column A - Fiscal Year**
- **Column B - Fund**
- **Column C - Fisc Indicator**
- **Column D - Program Code**
- **Column E - Revenue Source Code**
- **Column F - Object Code**
- **Column G - Facility**
- **Column H - Building Code**
- **Column I - Additional Code**
- **Column J - Balance Sheet Account**
- **Column K – New Revenue Amount** (*NEW BUDG column heading*)
- **Column L – Description**

An additional **column M** with the heading **CURRENT** is included in the .csv file to aid in the analysis of the revenue figures. For your calculations, you may also wish to create additional formulas. The CURRENT column (M) will be ignored during the import process.

During the export process, the user specifies the percentage revenue increase or decrease by entering a percentage into the **% Revenue Change** field. Valid percentages are either positive or negative values. During the export process, the PCGenesis system extracts the current revenue figures based upon the **Beginning date** and **Ending date** entered on the input screen, and applies the **% Revenue Change** percentage in order to create the **New Revenue Amount** column (**K**). The current revenue amount upon which the calculation is based is extracted into the **CURRENT** column (**M**) for reference only.

The export process may be run as many times as necessary, with as many different **% Revenue Change** values as desired, until a satisfactory upload file is created. The new revenue amounts may also be manually adjusted individually where appropriate when editing the file in Microsoft® Excel as described below.

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

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

The following instructions create a <u>new</u> fiscal year's revenue based on the <u>current</u> fiscal year's revenue amount.

Step	Action
1	Open **Microsoft® Excel**.
2	Navigate to **C:\PCG**.

The following window displays:
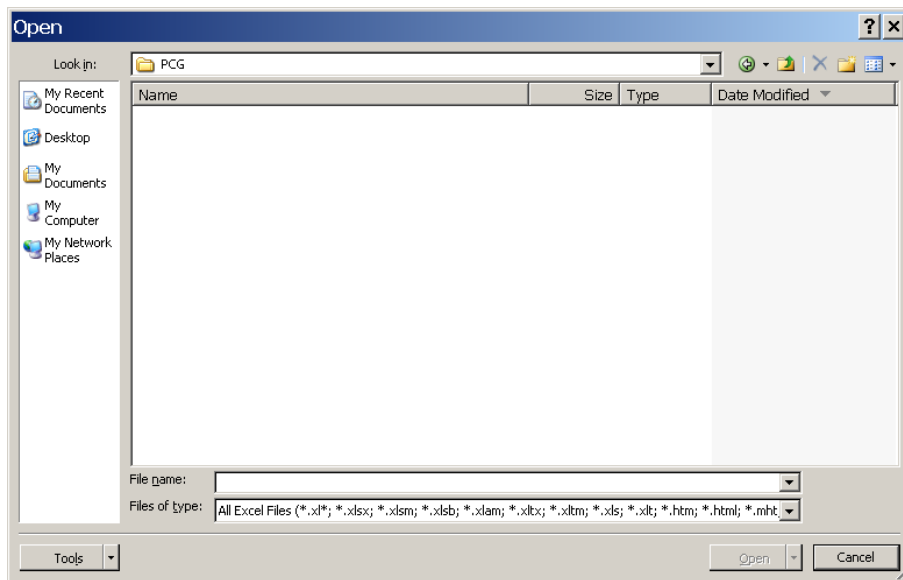
Step	Action
3	Click on the drop-down selection icon 🔽 in the **Files of type** field, and select **All Files (*.*)**.

The following window displays:

Click once here, and click Open.
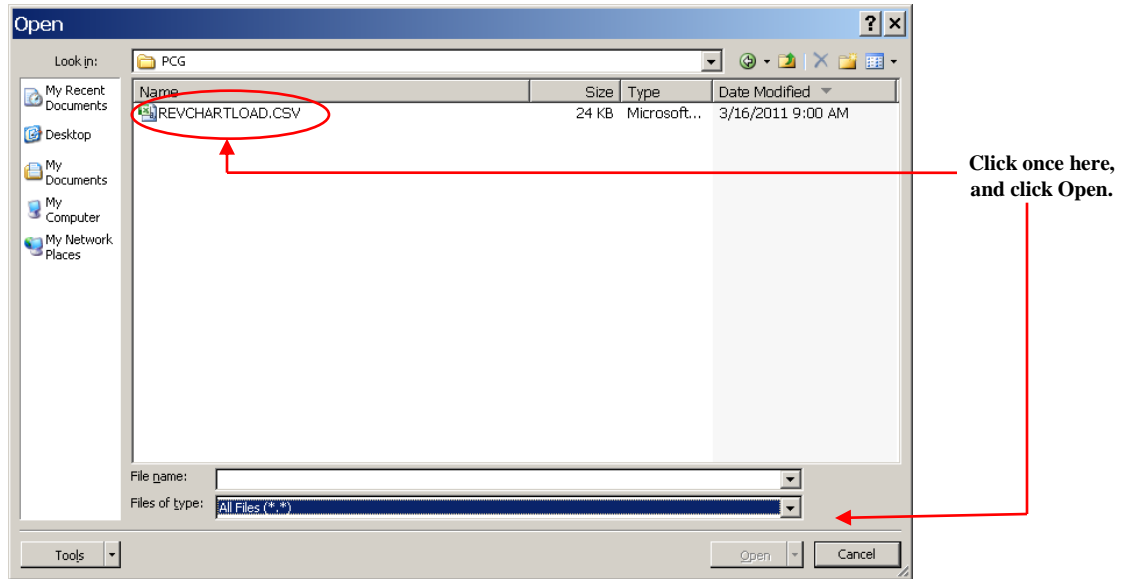
Step	Action
4	Click once on **REVCHARTLOAD.csv** and click **Open** [Open ▼]. *If using a different filename during the file's creation, select the appropriate file.*

The following screen displays:

Step	Action
5	Delete the appropriate row(s) to exclude **Fund 199** and all other accounts for which the user will not enter revenues. *To delete a row, click once on a cell within the row containing unwanted accounts, or the appropriate account line. From the Menu Bar, select Edit → Delete. If the Delete Selection dialog box displays, click once on the radio button to the left of Entire row* ⊙ Entire row *, and click OK* OK *.*

** * * Attention * * **

Steps 6– 16 are OPTIONAL and are included for your information to use as needed.

Step	Action
6	**To adjust the columns**: Select the appropriate columns. With the columns selected, from the *Menu Bar*, select **Format → Column → AutoFit Selection**.
7	**OPTIONAL** Save the spreadsheet as a Microsoft® Excel **Workbook (*.xls)** if extensive changes are required to the **New Revenue Amount** values.
8	**To format the amounts within the inserted column:** Select the appropriate column by selecting once within the column. From the *Menu Bar,* select **Format → Cells.** Within the *Format Cells* dialog box, select the **Number** tab, and select **Number** from the *Category* column. Enter **2** in the **Decimal places** field and select [OK] (**OK**).
9	**To format the width of the inserted column:** Select the appropriate column by selecting once within the column. From the *Menu Bar,* select **Format → Columns→ AutoFit Selection**.
10	Edit the Microsoft® Excel spreadsheet <u>before</u> beginning the *Import* procedure. Verify and finalize all budget entries.
11	**To change the fiscal year (YR) field:** Enter **the two-digit year** in **Row A2** and select **Enter.** *For example, enter 12 for FY12. With Cell A2 selected, select Copy* 📋 *. A moving border will surround the cell's contents. Position the cursor within Row A3 of the column. Select the remaining cells within the column by continuing to hold down the SHIFT key to the last cell within the column. With all cells within the column selected, select Enter.* *You may also incorporate more creative sort options into the spreadsheet to verify revenue amounts and to add more columns and totals. Regardless of the purpose, all formulas must be converted into values before the file is imported into PCGenesis.*

Step	Action
12	Where applicable refer to *Appendix B: Revenue .csv File Formatting/Processing* for the columns' edit rules. It is not necessary to format column widths and decimal positions. The following columns are required for the import: • **Column A - Fiscal Year** • **Column B - Fund** • **Column C - Fisc Indicator** • **Column D - Program Code** • **Column E - Revenue Source Code** • **Column F - Object Code** • **Column G - Facility** • **Column H - Building Code** • **Column I - Additional Code** • **Column J - Balance Sheet Account** • **Column K - Revenue Amount** • **Column L – Description**
13	**OPTIONAL** *Verify you have followed the instructions in Step 7 to save your file as a Workbook (*.xls) file. Saving the file in this format will facilitate future changes and makes it easier to recall the spreadsheet as needed.* To save the file as a Microsoft Excel Workbook (*.xls) file for import into PCGenesis: From the *Menu Bar,* select **File → Save As**. When the *Save As* dialog box displays, enter C:\PCG\REVENUEyy.XLS**,** where **yy** is the two-digit fiscal year, in the **Filename** field. Click on the drop-down selection icon ⏷ in the **Save as type** field and verify **Microsoft Excel Workbook (*.xls)** has been selected. Click Save Save .
14	**REQUIRED** *Save the file <u>as a</u> .csv file to ensure the file is correctly formatted for import into PCGenesis.* From the *Menu Bar,* select **File → Save as.** When the *Save As* dialog box displays, enter **C:\PCG\REVENUEyy.CSV** in the **Filename** field where **yy** is the two-digit fiscal year. *This filename will be selected in 6B. Revenue Load from External File.* Select the drop-down selection icon ⏷ in the **Save as type** field and verify **CSV (Comma delimited) (*.csv)** has been selected and select Save (**Save**). When the *Do you want to keep the workbook in this format?* dialog box displays, select Yes (**Yes**). *At this point, the "CURRENT" Revenue information exists within the <u>new</u> fiscal year revenue spreadsheet as a .csv file. After making the modifications reflecting the new fiscal year's dollar amounts, import the data into PCGenesis.*
15	Close **Microsoft® Excel**.

Step	Action
16	When the *Do you want to save your changes?* dialog box displays, select ⬚ **No** (**No**). *This prompt will always be displayed when exiting Microsoft® Excel after saving a file in the .csv format.*

Topic 6: Importing the Microsoft® Excel Revenue.csv File into PCGenesis

6A. Performing a PCGenesis Data Backup

* * * ATTENTION * * *

Performing a Data backup before the beginning of the import of revenue account information into PCGenesis is strongly encouraged.
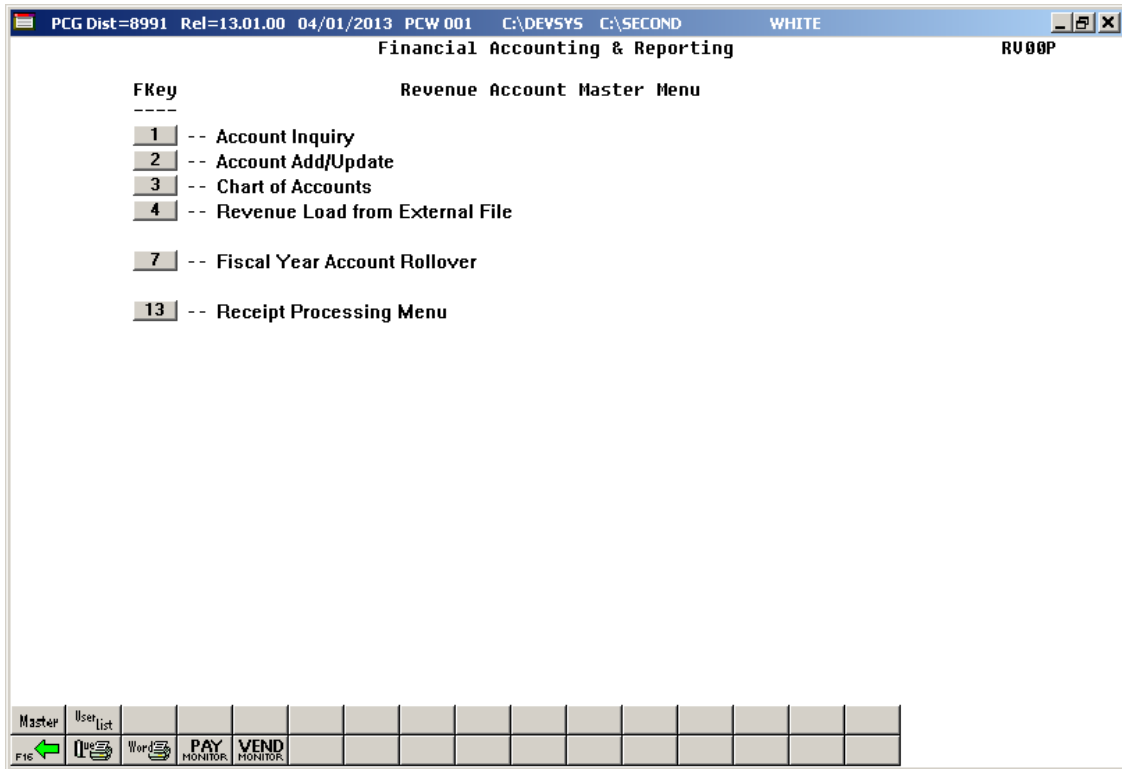
Step	Action
1	Log out of PCGenesis.
2	**Make sure all other users are log out of PCGenesis.**
3	Close *Uspool* at the server.
4	Perform a PCGenesis full backup to CD or DVD.
5	When the PCGenesis backup completes, label the backup media **"PCG Data Backup BEFORE Revenue Import - MMDDCCYY"**.
6	Maintain the *Data* backup media and the *Backup Log* until completing the *Import,* and verifying the resulting *Chart of Accounts.*

6B. Revenue Load from External File
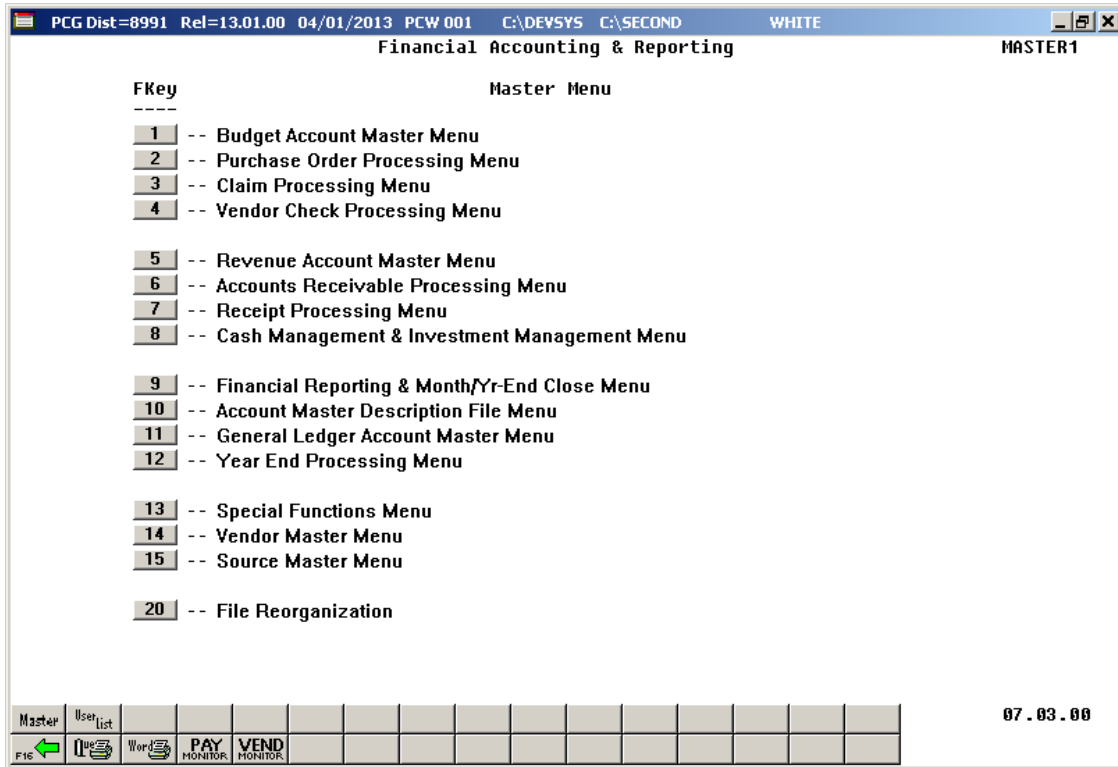
Step	Action
1	Select **5** (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ![4] (**F4 -** Revenue Load from External File).

The following screen displays:

Step	Action
3	Select ![F10] (**F10 -** Browse for file), and locate the *REVENUEYY*.csv file saved in *5B.2. Creating the Microsoft® Excel Import File with the New Fiscal Year's Revenue Amounts*.
4	Enter **ORIGINAL** or **ADJUST** (Adjustment) in the **Use data to set original revenue or to enter revenue adjustment** field. *To enter a revenue adjustment, an original revenue account must exist.*
5	Enter a description for the revenue upload in the **reason desc** field.
6	Enter, or verify the desired fiscal year has defaulted correctly, for example **16** for *FY16*, in the **Budget Yr** (Budget Year) field.
7	Enter, or verify the fiscal year has defaulted correctly in the **Tran Date** (Transaction Date) field. *The **Tran Date** (Transaction Date) determines when the transaction occurs. PCGenesis defaults to the first day of the fiscal year. It is recommended that if the begin date is changed, the transaction date should also be changed so that the transaction date and begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.*

Step	Action
8	Enter the fiscal year's date range (MM/DD/CCYY), for example *07/01/2015* and *06/30/2016* for *FY16*, in the **Beg Date** (Beginning Date) and **End Date** (Ending Date) fields.
9	Verify the screen's entries are correct, and select **Enter** (Continue).

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

```
 PCG Dist=8991  Rel=14.03.00  09/17/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE              _|8|X|
                                                                                         REV0121




              ** REVENUE BUDGET FILE SCAN COMPLETED WITH ERRORS FOUND **
                     Review the error report to view errors found

















                             Enter to continue _
```
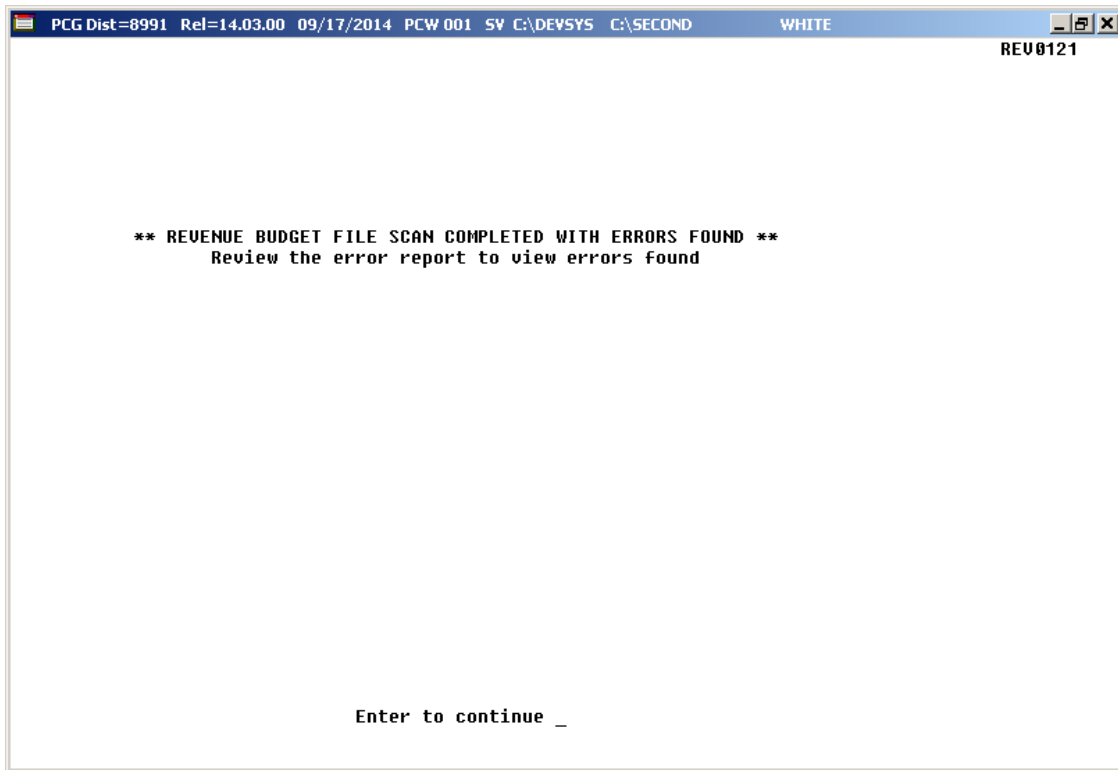
For **successful file imports**, the following screen displays:

```
PCG Dist=8991  Rel=14.03.00  09/17/2014  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE          _|8|X|
                                                                                                REV0121
                                 Revenue Upload from File




                          ** READY TO BEGIN REVENUE LOAD **

              Total revenue amount to be loaded is:  17,432,921.74


                          Continue? (Y/N) _













ENTER✓                                              F10                              14.02.00
F16←
```

Step	Action
10	**For import file errors:** Select **Enter** (to Continue). Access the PCGenesis *Uqueue Print Manager* to print the report. Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at *Step 3*.
	Appendix A: Revenue File Scan Error Processing provides additional information on interpreting the errors. View a sample of the report in appendix A2. Revenue Load Error Report – Example.
	For successful file imports: Verify the total dollar amount in the **Total revenue amount to be loaded is** field is correct.
	If the dollar amount is correct: Enter **Y** (Yes) in the **Continue Y/N?** field and select ![ENTER] (**Enter**).
	If the dollar amount is incorrect: Enter **N** (**No) Continue Y/N?** field and select ![ENTER] (**Enter**). *Check the import file for duplicate accounts etc., and ensure that the decimal (.) is in the correct position for the imported amounts.*

The following screen displays:

```
PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE           _|e|X|
                                                                                           REV0121




                   ** REVENUE FILE LOADED SUCCESSFULLY **
















                          Enter to continue _                              14.02.00
```
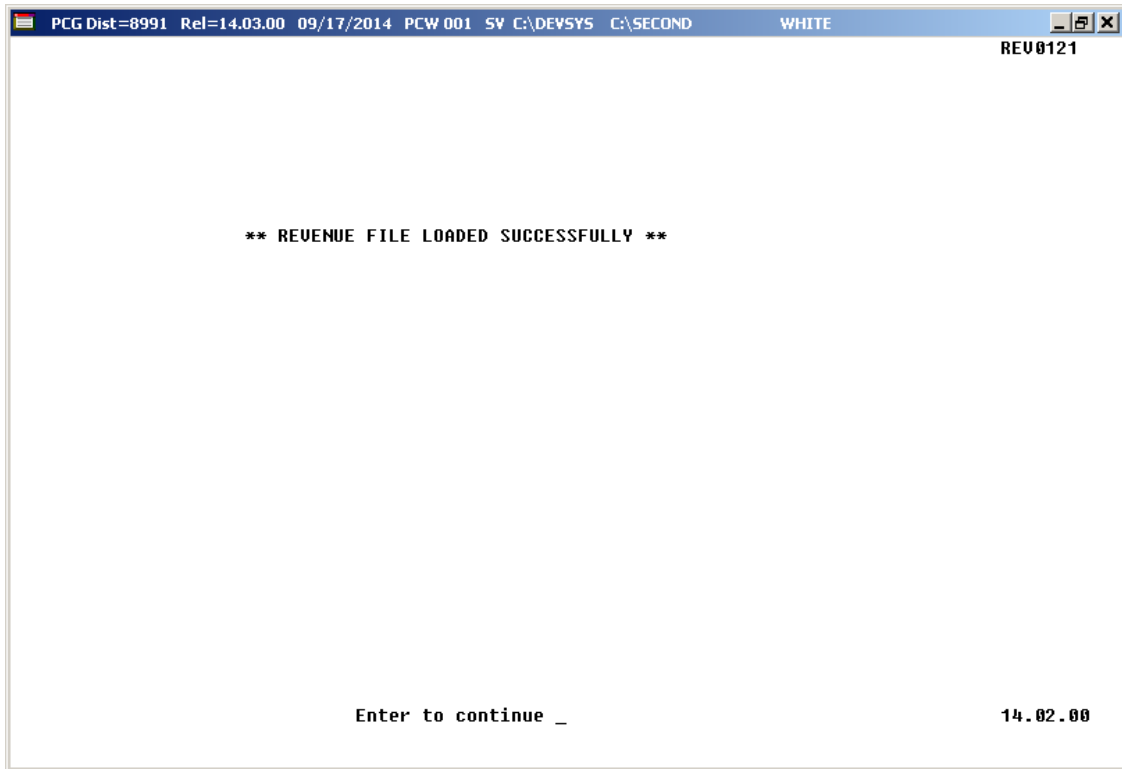
Step	Action
11	Select **Enter** (to Continue). *"Loading Revenue Amounts" briefly displays, and PCGenesis updates the appropriate dollar amounts.*

The following screen displays:

Step	Action
12	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬛ (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
13	Select ⬛ (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select ⬛ (**Master**) to return to the *Business Applications Master Menu*.
14	**To compare the Revenue Chart of Account's results from <u>before</u> the Import (Load) to the results <u>after</u> the Import (Load):** Repeat the procedures in *Topic 4: Printing the Revenue Chart of Accounts*. Print the report for the PCGenesis import year. *If the results are incorrect, contact the Technology Management Customer Support Center for assistance.*
15	Close Microsoft® Excel where appropriate.

6B.1. Revenue Load Error Report (Corrections Required) - Example

```
**************************************************************Page Break**************************************************************
REVENUE LOAD ERROR REPORT

LINE NUM & DATA FOLLOWED BY ERROR MESSAGES

        FY,FUND,FISC,PROG,SRCE, ,FAC, , ,BAL,AMOUNT,DESC

  116   9,199,0,9990,9800,0,0,0,0,    ,0,0,TOTAL EXPENSES PAYROLL CLEAR
        Inquiry only allowed against this account
        Fund balance account not > 0699 and < 0800 and not = 0753

  249   9,610,0,9990,4510,0,3052,1,0,740,0,0,SS FEDERAL LUNCH GRANTS
        Facility/building is not in Name File

  251   9,610,0,9990,4511,0,3052,1,0,740,0,0,SS FEDERAL BREAKFAST GRANTS
        Facility/building is not in Name File
```

6B.2. Revenue Load Error Report (Successful Upload) – Example

```
REVENUE LOAD ERROR REPORT

** NO ERRORS FOUND IN INPUT DATA **

** REVENUE LOAD COMPLETE **
```

Topic 7: Performing the Fiscal Year Revenue Account Rollover
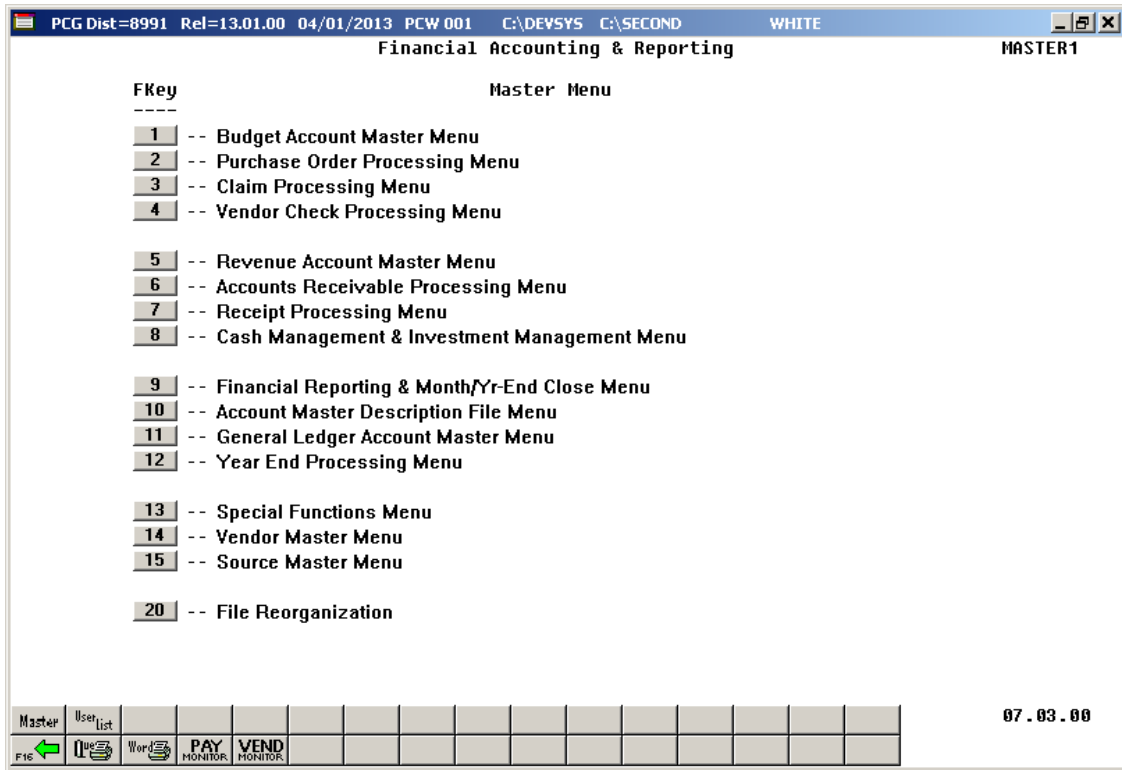
Step	Action
1	Select ⬛ **5** (**F5 -** Revenue Account Master Menu).

The following screen displays:

Step	Action
2	Select ⬚**7** (**F7 -** Fiscal Year Account Rollover).

The following screen displays:

```
 PCG Dist=8991  Rel=14.03.00  09/17/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE          _ | 8 | X
                                                                                         DEFN200M
                              FISCAL YEAR REVENUE ACCOUNT ROLLOVER


                       Please enter NEW fiscal year begin and end dates

                              Begin date:   7012014___

                              End date:      6/30/2015

















             ENTER = Continue,   F16 = Exit Function
                                                                                        14.02.00
```
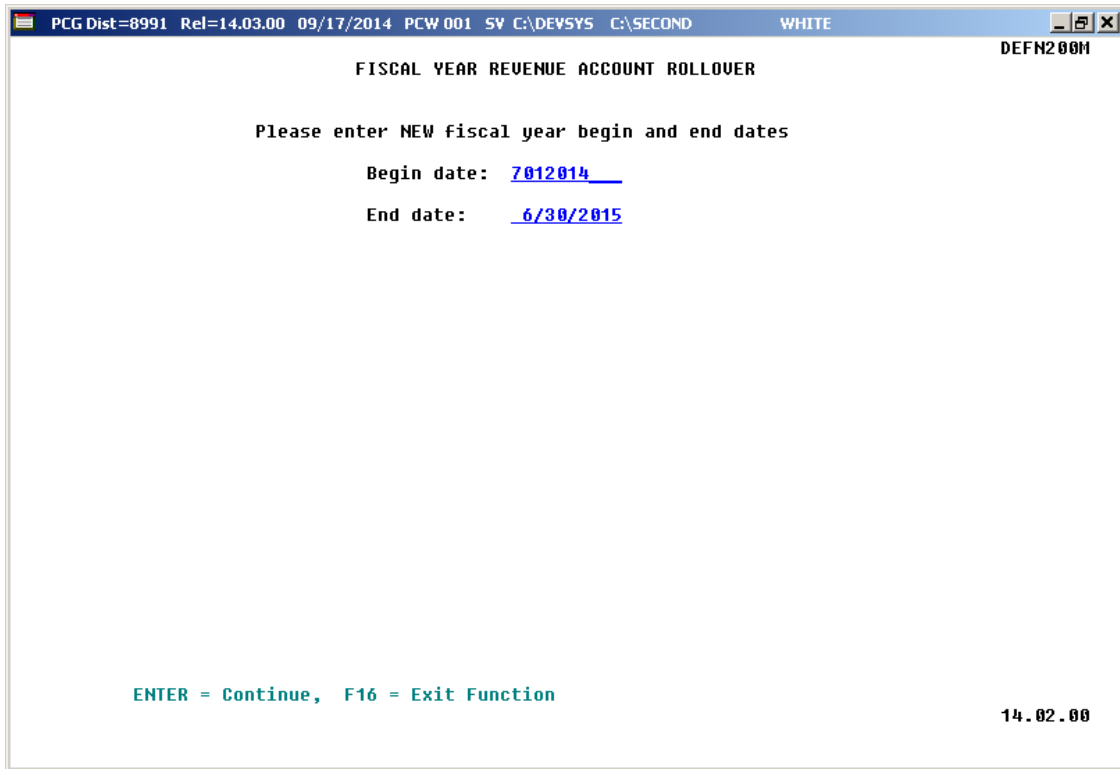
Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Begin date** and **End date** fields.
4	Select **Enter** (Continue).

The following screen displays:
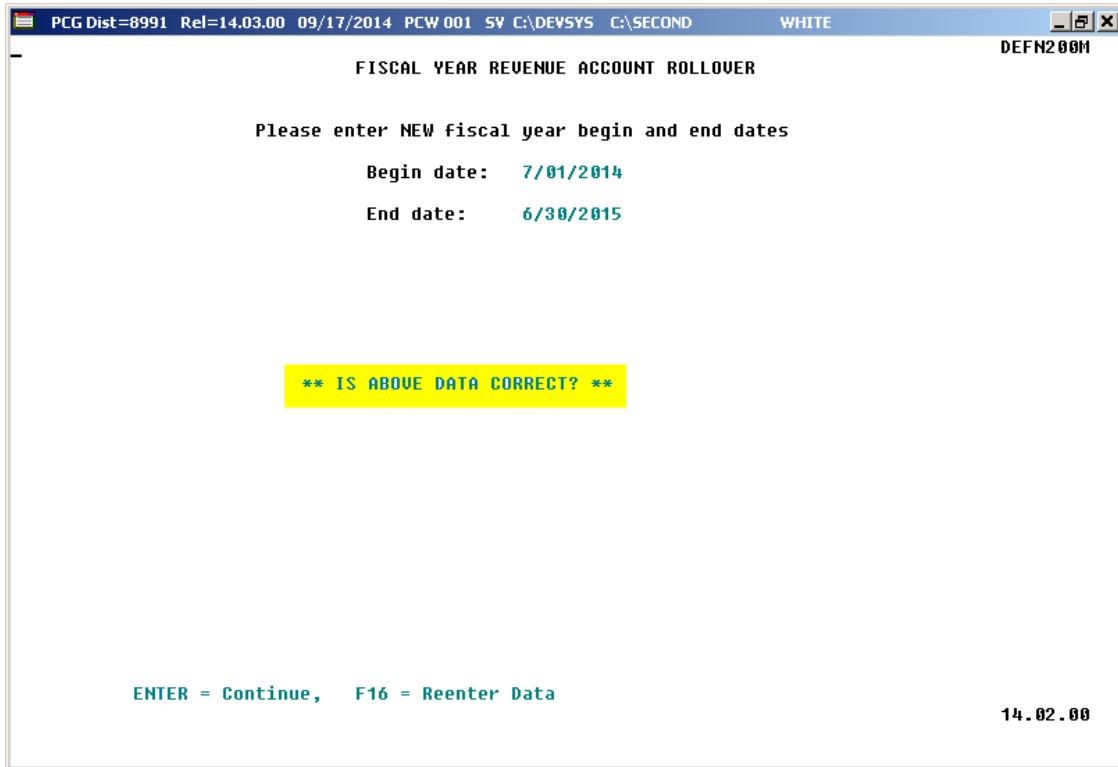
Step	Action
5	Verify the screen's entries are correct and select **Enter** in response to the *"Is above data correct?"* message. *"***Processing Request***" briefly displays.* *If the information is incorrect, select F16 to enter the correct the information and select Enter.*

The following screen displays:

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

Appendix A: Revenue File Scan Error Processing

If the *.csv* revenue file contains invalid data, the file upload will generate a *Revenue Load Error Report* in the PCGenesis *Uqueue Print Manager*. These errors will include the input file's line number, the error type, and the field in which the error occurred. If the program detects over 100 errors in a row, processing will halted. Usually, repetitive errors are a sign of formatting issues or basic oversight in the data, such as leaving out a necessary column. Compare the error(s) identified to the *.csv* file's spreadsheet to determine the appropriate corrective measures. This document includes error message examples and the spreadsheet generating the error messages on the following pages.

A1. Revenue Import File Error Message Screenshot Example
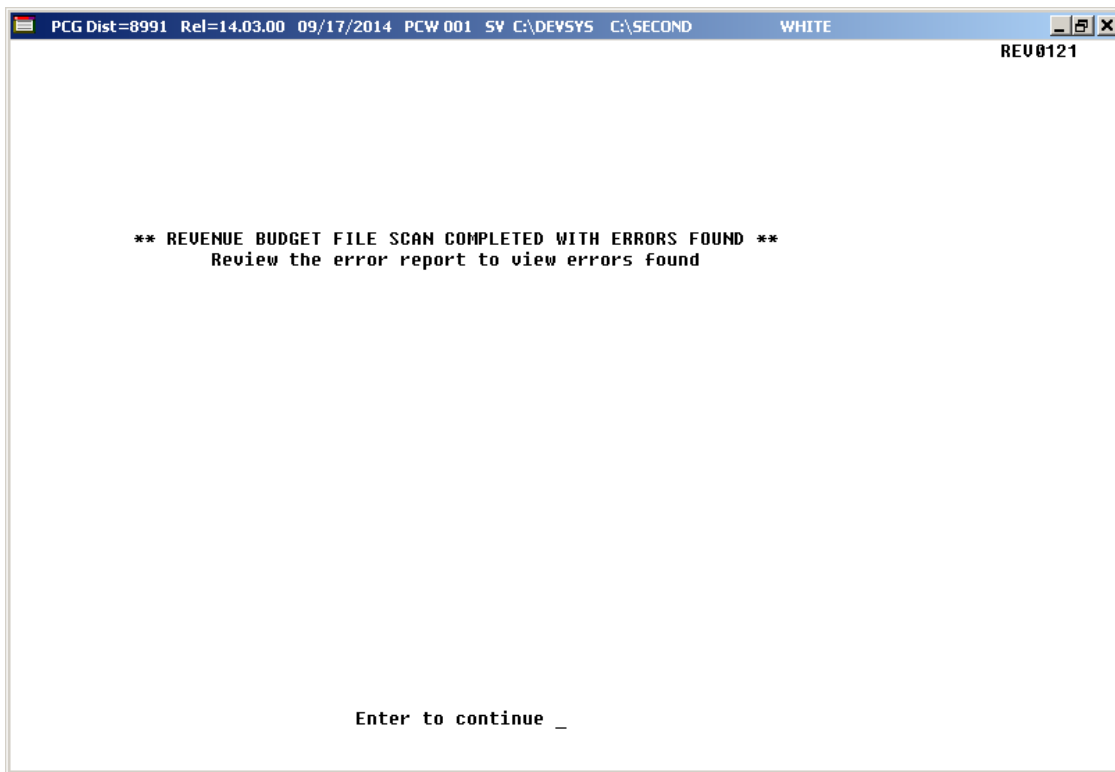
A2. Revenue Load Error Report - Example

```
REVENUE LOAD ERROR REPORT

LINE NUM & DATA FOLLOWED BY ERROR MESSAGES

       FY,FUND,FISC,PROG,SRCE, ,FAC, , ,BAL,AMOUNT,DESC

   2   8,100,0,1011,3120,0,0,0,0,799,442885.04,425851
       Acct FY not equal to selected Budget Yr

   3   8,100,0,1011,3122,0,0,0,0,799,,6482
       Acct FY not equal to selected Budget Yr

   4   8,100,0,1011,3140,0,0,0,0,799,,-49712
       Acct FY not equal to selected Budget Yr
```

A3. Microsoft® Excel Spreadsheet – Example

	A	B	C	D	E	F	G	H	I	J	K	L
1	YR	FND	F	PROG	SRCE	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME
2	15	100	0	1011	3120	0	0	0	0	799	632349.02	QBE KG SALARY
3	15	100	0	1011	3122	0	0	0	0	799	9851.92	OBE KG OPERATIONS
4	15	100	0	1011	3140	0	0	0	0	799	-52636.31	QBE KG LOCAL FAIR SHARE
5	15	100	0	1021	3120	0	0	0	0	799	1181794.6	QBE GR 1-3 SALARY
6	15	100	0	1021	3122	0	0	0	0	799	25352.67	QBE GR 1-3 OPERATIONS
7	15	100	0	1021	3140	0	0	0	0	799	-98941.45	QBE GR 1-3 LOCAL FAIR SHARE
8	15	100	0	1041	3120	0	0	0	0	799	598816.26	QBE GR 9-12 SALARY
9	15	100	0	1041	3122	0	0	0	0	799	23640.81	QBE GR 9-12 OPERATIONS
10	15	100	0	1041	3140	0	0	0	0	799	-51018.5	QBE GR 9-12 LOCAL FAIR SHARE
11	15	100	0	1051	3120	0	0	0	0	799	559615.67	QBE GR 4-5 SALARY
12	15	100	0	1051	3122	0	0	0	0	799	12893.44	QBE GR 4-5 OPERATIONS
13	15	100	0	1051	3140	0	0	0	0	799	-46924.45	QBE GR 4-5 LOCAL FAIR SHARE
14	15	100	0	1061	3120	0	0	0	0	799	267172.52	QBE KG EIP SALARY
15	15	100	0	1061	3122	0	0	0	0	799	3205.6	QBE KG EIP OPERATIONS
16	15	100	0	1061	3140	0	0	0	0	799	-22161.08	QBE KG EIP LOCAL FAIR SHARE
17	15	100	0	1071	3120	0	0	0	0	799	509015.38	QBE GR 1-3 EIP SALARY
18	15	100	0	1071	3122	0	0	0	0	799	7305.65	QBE GR 1-3 EIP OPERATIONS
19	15	100	0	1071	3140	0	0	0	0	799	-42319.15	QBE GR 1-3 EIP LOCAL FAIR SH
20	15	100	0	1081	3120	0	0	0	0	799	1003673.59	QBE GR 6-8 SALARY
21	15	100	0	1081	3122	0	0	0	0	799	20432.21	QBE GR 6-8 OPERATIONS
22	15	100	0	1081	3140	0	0	0	0	799	-83938.95	QBE GR 6-9 LOCAL FAIR SHARE
23	15	100	0	1091	3120	0	0	0	0	799	299420.64	QBE GR 4-5 EIP SALARY
24	15	100	0	1091	3122	0	0	0	0	799	3522.76	QBE GR 4-5 EIP OPERATIONS
25	15	100	0	1091	3140	0	0	0	0	799	-24830.41	QBE GR 4-5 EIP LOCAL FAIR SH

Appendix B: Revenue .csv File Formatting/Processing

Use the following information for technical reference for additional flexibility when creating the revenue *.csv* file and to gain a better understanding of *.csv* file processing.

	Revenue .csv File Format Requirements	
1	When creating the *.csv* file, the *Revenue Import* processes all lines except completely blank lines, and lines with *YR* in *Column A*, or *FND* in *Column B*. The check for *YR* and *FND* allow the program to skip the header line.	
2	*Column A*, (account Year) may contain up to 2 digits.	
3	*Column B*, (account Fund) may contain up to 3 digits.	
4	*Column C*, (account Fisc indicator) may contain 1 digit.	
5	*Column D*, (account Program) may contain up to 4 digits.	
6	*Column E*, (account Source) may contain up to 4 digits.	
7	*Column F*, (account Object) may contain up to 5 digits.	
8	*Column G*, (account Facility) may contain up to 4 digits.	
9	*Column H*, (account Building code) may contain 1 digit.	
10	*Column I*, (account Additional code) may contain up to 6 digits.	
	The account number represented by *Columns A* through *I* must be a valid account in the *Revenue (or Revenue) Chart of Accounts*, if the processing mode is *ADJUST*.	
	The account number pieces represented by *Columns A* through *I* must be valid in the *Account Master Description File*, if the processing mode is *ORIGINAL*. PCGenesis creates the account if it does not already exist.	
11	*Column J*, (Balance Account) may contain up to 4 digits.	
12	The amount entries within *Column K* must meet the following specifications:	
	12.1	May contain up to 9 significant digits before the decimal.
	12.2	May contain 1 decimal point.
	12.3	May contain up to 2 digits following the decimal.
	12.4	May contain either a leading or trailing negative (-) sign.
	12.5	May contain a leading $ sign.
	12.6	May contain leading zeroes (0's) or spaces before the significant digits.
	12.7	May not contain embedded spaces or other characters not listed.
	12.8	Total number of characters for each entry in the csv file in this column may not exceed 15, including leading blanks or zeroes.
13	*Column L* must contain an account description up to 30 characters.	
	Trailing blanks are not considered in the allowed length of the description	