



PCGenesis Fiscal Year-End Processing Checklist

Be sure the payroll tax and pension parameters are correct for the July 2020 payrolls.

- *The State Health (GHI) employer premiums are: \$945.00 for certified employees and \$945.00 for classified employees. The rates remain unchanged as of July 1, 2020.*
- *The TRS employer rate is 19.06% and the employee rate is 6.00% effective July 1, 2020.*
- *The Old ERS employer rate is 24.91% and the employee rate is 1.5% effective July 1, 2020.*
- *The New ERS employer rate is 24.66% and the employee rate is 1.5% effective July 1, 2020.*
- *The Old PSERS employee premium is \$4.00 and remains unchanged as of July 1, 2020.*
- *The New PSERS employee premium is \$10.00 and remains unchanged as of July 1, 2020.*

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING PROCEDURES TO OPEN FY21		
✓	STEP	ACTION
	1	Generate the <i>Vendors with Sequence Numbers Less than 500 Report</i> and add new vendors to replace those listed on the report. (F1, F3, F11)
	2	Complete this procedure before FY21 processing: Update the Highest Allowable Transaction Date on the <i>Display/Update System Control Data</i> screen. (F1, F13, F12)
	3	Enter new funds, facilities, account numbers, and account descriptions as necessary through the <i>Account Master Description File Menu</i> . (F1, F10, F1)
	4	Add a FY21 year (<i>Type 01</i>) record to the <i>Account Master Description File</i> . (F1, F10, F1)
	5	Perform the <i>Fiscal Year Account Rollover</i> (F1, F1, F7) or import for <i>Budget</i> accounts (F1, F1, F4).
	6	Add the original budget amounts to the accounts. (F1, F1, F4)
	7	Perform the <i>Fiscal Year Account Rollover</i> (F1, F5, F7) or import for <i>Revenue</i> accounts (F1, F5, F4).
	8	Add the original revenue amounts to the accounts. (F1, F5, F4)
	9	Add balance accounts for 0101 and 0799 for all funds (optional). (F1, F11, F2)

PAYROLL – PAYROLL PROCEDURES AFTER COMPLETING THE 06/2020 PAYROLL		
✓	STEP	ACTION
	1	OPTIONAL: Generate the <i>Fiscal Wages by Fund Report</i> . (F2, F5, F10)
	2	Reset the <u>fiscal</u> amounts to zero. (F2, F13, F5, F3)
	3	Change the fiscal year in payroll general ledger accounts after the last FY20 payroll has been completed but before setting up for the first FY21 payroll. (F2, F13, F6, F1)
	4	Print the <i>Invalid Budget Accounts in Payroll Report</i> . (F2, F13, F2)
	5	Update the Payroll System's <i>Tax Tables</i> if necessary. Verify changes for GHI, TRS, ERS, and PSERS. (F2, F13, F3)
	6	Mass update employees' CS-1 job codes from the CPI assignments. (F4, F31, F7)
	7	Create the summer salary accrual claims and reports. Edit claims and upload the claims to financial. (F2, F5, F10-F13)

PERSONNEL – PERSONNEL PROCEDURES AFTER COMPLETING THE 06/2020 PAYROLL		
✓	STEP	ACTION
	1	<p>For users of the <i>Enhanced Substitute Pay and Leave System</i>: Run the <i>Plan Year Rollover Processing</i> for <u>ALL</u> Leave Type Codes first in TRIAL mode and then in FINAL mode. (F3, F4, F2, F11)</p> <p>After running the rollover process in FINAL mode, print the <i>Leave Type and Reason Codes Report</i> and verify that each Leave Type Code displays Plan Year 2021 for <u>EVERY</u> Leave Type Code.</p>
	2	<p>For users of the <i>Enhanced Substitute Pay and Leave System</i>: Run the <i>Advance Leave</i> process for sick leave (Leave Type Code ‘A1’ or ‘L1’) first in TRIAL mode and then in FINAL mode. (F3, F4, F2, F10)</p>
	3	<p>For users of the <i>Enhanced Substitute Pay and Leave System</i>: Run the <i>Advance Leave</i> process for annual or vacation leave (Leave Type Code ‘A5’ or ‘L5’) first in TRIAL mode and then in FINAL mode, if your system offers vacation leave. (F3, F4, F2, F10)</p>
	4	<p>For users of the <i>Enhanced Substitute Pay and Leave System</i>: Run the <i>Employee Leave Summary Report - History Leave Data Only</i> report for Plan Year 2021 and verify the employee leave balances for the new plan year. (F3, F4, F3, F5)</p>
	5	<p>For legacy leave users: Run the <i>Create Original Leave of Absence File</i> procedure <u>first</u> in order to capture FY 2020 leave totals for CPI reporting. Execute this procedure only <u>one</u> time. (F4, F9, F6)</p> <p>For users of the <i>Enhanced Substitute Pay and Leave System</i>: The <i>Create Original Leave of Absence File</i> procedure can be run at any time since the leave data is pulled from the <i>Leave History File</i>. (F4, F9, F6)</p>
	6	<p>For legacy leave users: Run the <i>Automatic Leave Update</i> procedure <u>second</u> in order to clear the 2020 fiscal year-to-date leave totals. (F3, F5, F3)</p>

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES BEFORE FY20 CLOSING		
✓	STEP	ACTION
	1	Clear the FY19 accruals. (F1, F3, F3)
	2	Enter the FY20 accruals. (F1, F3, F5)
	3	Establish the <i>Account Receivables</i> .
	4	Deposit all <i>Undeposited</i> receipts. (F1, F7, F8)
	5	Add School Nutrition accounting records. If fully recording the School Nutrition Program's accounting records in PCGenesis, make no further entries. The school district's or system's <i>DE FORM 0046 Report</i> will include this information. Make corrections to balance the <i>School Nutrition Comparison Report</i> .
	6	Post school Activity and school Governmental account information.
	7	Enter PCGenesis Capital Asset postings.
	8	<p>FY20 Budget: Process and transmit the <i>DE FORM 0046 Budget (D46B2001)</i> transmission file from the <i>GOSEND</i> library. (F1, F9, F27, F4)</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Budget Report and retransmit the DE FORM 0046 Budget (D46B2001) transmission file.</i></p> <p>Do not complete the signoff until FY20 is closed, and the file has been retransmitted.</p>
	9	<p>FY21 Budget: Process and transmit the <i>DE FORM 0046 Budget (D46B2101)</i> transmission file from the <i>GOSEND</i> library. (F1, F9, F27, F4)</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Budget Report and retransmit the DE FORM 0046 Budget (D46B2101) transmission file. PCGenesis allows for the creation and transmission of the DE FORM 0046 Budget (D46B2101) data transmission file although the report will be out of balance until the year is closed and the closing entries are posted to the report.</i></p> <p>Do not complete the signoff until FY20 is closed, and the file has been retransmitted.</p>
	10	<p>FY20 Financials (Actuals): Process and transmit the <i>DE FORM 0046 Financial (D46F2001)</i> transmission file from the <i>GOSEND</i> library. (F1, F9, F27, F4)</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Actuals Report and retransmit the DE FORM 0046 Actuals (D46F2001) transmission file.</i></p> <p>Do not complete the signoff until FY20 is closed, and the file has been retransmitted.</p>
	11	Balance Interfund/Transfer accounts. Amounts transferred from another fund are posted to revenue function 5200. The offsetting transaction will be recorded in expenditure function and object 5000-930 in the fund from which the transfer is made.

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES BEFORE FY20 CLOSING (CONT'D)		
✓	STEP	ACTION
	12	Generate the <i>CS-1 reports</i> and make the necessary corrections using the <i>Payroll Transfer of Gross Earnings</i> or <i>Add an Adjustment Record</i> functionality for salaries and benefits and the <i>Journal Entry</i> functionality for travel expenses. Reminder: You must generate an error free <i>CS-1 Expense Report</i> before closing . Remember that the <i>CS-1 Expense Report</i> is a cash basis report and must be adjusted for accruals. (F1, F9, F30)
	13	Generate all month-end reports as of 06/30/2020 . (F1, F9, F17)
	14	Generate the <i>List of Open Payables by Fund</i> (F1, F4, F1), <i>List of Open Receivables by Fund</i> (F1, F6, F9), and the <i>List of Open Purchase Orders by Account</i> (F1, F2, F9) reports as of 06/30/2020 , all of which total by Fund. Verify the totals by fund are in agreement with ALL applicable <i>Balance Sheet</i> accounts by fund on the <i>General Ledger</i> . ____ Verify the General Ledger's (G/L's) Cash on Hand (102) equals zero for each fund. ____ Verify the <i>Monthly Expenditure and Revenue Detail or Summary Report</i> totals equal the G/L's 602 and 302 Control accounts for each fund. ____ Compare the <i>Open Accounts Payable Report by Fund</i> and balance to the G/L's Payables accounts (421, 422, etc.) for each fund. ____ Compare the <i>Open Accounts Receivable Report by Fund</i> and balance to the G/L's Receivable accounts (141, 153, etc.) for each fund. ____ Compare the <i>Open Purchase Order Report by Account Number Sequence</i> and balance the totals with the G/L's Encumbrance accounts (603, 753) for each fund.
	15	Generate the <i>DE FORM 0396 Report</i> and eliminate any balance in <i>Fund 199</i> . PCGenesis does not allow the fiscal year closing when there is a <i>Fund 199</i> balance. (F1, F9, F17)
	16	Correct the account range(s) and print the <i>DE FORM 0396 Control File</i> , where appropriate.
	17	Modify the <i>DE FORM 0396 Control File</i> record, where appropriate. (F1, F9, F26, F8)
	18	Balance Fund 0199. The final total should be zero. Manual claims, receipts, and journal entries will be the reason that Fund 199 is out of balance. It is necessary to track down the manual entries and make sure that they have an offsetting entry. Every manual claim should have a negative claim or a receipt for the same amount.
	19	Transfer open purchase orders (PO's) to the new fiscal year (F1, F12, F27). PO's must be transferred before claims can be entered against an associated PO in the new year. Or, if you would prefer, you can cancel any open purchase orders and reenter them, if necessary, in the new fiscal year. <i>Note: This step must be done immediately before closing the fiscal year in order to ensure that new purchase orders are not created after completing Step 20 but before completing Step 22.</i>
	20	Create a backup and label as " <i>Before FY20 Year-End Close, MM/DD/CCYY</i> ". Save this backup for at least 7 years.
	21	Close the fiscal year. (F1, F9, F21)

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES AFTER FY20 CLOSING		
✓	STEP	ACTION
	1	Retransmit the <i>DE FORM 0046</i> files (<i>D46B2001</i> , <i>D46B2101</i> , and <i>D46F2001</i>), and complete signoff.
	2	Clear the FY20 accruals in FY21 by canceling the claim or issuing a check. (F1, F3, F3) Note: Summer salary accruals for FY20 must be cleared in FY21 prior to September, 2020 to ensure that expenses are reported accurately to the audit department. <i>No journal entry is required.</i>
	3	Clear FY20 receivables in FY21 by closing the receivables or issuing receipts against them. (F1, F6, F3) <i>No journal entry is required.</i>
	4	Review the security access of all users set up in the PCGenesis system. The Audit Department requires that the PCGenesis System Administrator review the security authorizations for all users defined in PCGenesis at least once a year. Obtain sign-off for security from the system superintendent. (F30, F9, F4)
	5	Save the first daily backup, and label as “ <i>After FY20 Year-End Close, MM/DD/CCYY</i> ”. Save this backup for at least 7 years.

PCGENESIS FISCAL YEAR CHECKLIST	
<p>The Georgia Department of Education (GaDOE) recommends the PCGenesis System Administrator and Financial Director, and/or other responsible financial personnel sign the <i>Checklist</i> acknowledging that all procedures are complete, and that the school district or system stores the <i>Checklist</i> in the central office’s files.</p>	
<p>_____ / _____ PCGenesis System Administrator/Date</p>	
<p>_____ / _____ Financial Director/Bookkeeper(s)/Date</p>	
<p>_____ / _____ Financial Director/Bookkeeper(s)/Date</p>	

Revision History

Date	Version	Description	Author
5/28/2020	1.2	20.02.00 – Update <i>Fiscal Year End Checklist</i> for FY2021.	D. Ochala
06/24/2019	1.1	19.02.00 – Update <i>Fiscal Year End Checklist</i> for FY2020.	D. Ochala
07/02/2018	1.0	18.02.00 – Update <i>Fiscal Year End Checklist</i> with Fkey sequences.	D. Ochala