PCGenesis Basics

GASBO
Augusta, GA
November 7, 2012
PCGenesis

PCGenesis Development Team

Alan Rees  PCGenesis Lead Analyst/Developer
Diane Ochala  PCGenesis Senior Analyst/Developer
Agenda

• PCG Overview
• Payroll
• Personnel
• Certified/Classified Personnel Information (CPI)
• Financial
• Tools
PCG Overview
PCG Overview

- Description
- User Interface
- Menu
- Security
- Print File
- Backup/Restore
PCG Description

- Provides Full Personnel/Payroll/CPI and Financial Fund Accounting Services
- Integrates Payroll and Financial Fund Accounting
- Enables Users to find mistakes and keep in balance (Debits & Credits)
- Minimal training curve for new users
- Designed specifically for Educational use
- Full Compliance with all Georgia Reporting Requirements
- Audit Dept has stated PCG sites are easiest to deal with
PCG User Interface

- Screen Color Option for Site & User
- Workstation vs Terminal Server Access
- Menu Design
- Print File Options
- Security
- Backup
- Restore
Screen Color Option for Site & User

You Must Use New Shortcut

K:\PCGicon\PCGclr

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11/8/2012
Screen Color Option for Site & User

You Must Use New Shortcut
K:\PCGicon\PCGclr

Will Only Display Blue Background

Demo User Color Setup
PCG Screen

- Mouse Enabled
- Button Bar
- Radio Button
- Pull-down List
- Selection Screen
Menu Design

- Mouse Enabled
- Fkey Buttons
- Button Bar
- Print Options
- Monitor Options
- User List
Print File Options

UQueue Menu

QWord Menu

QWord Advantages
✓ All Current Functions
✓ Able to Browse to Select File
✓ Able to Select Printer
Print File Options

UQueue

17 Lines

QWord

66 Lines

QWord Advantages
- View Full Page – Not 17 Lines
- Able to Save & Distribute
- Access to All Word Features
Workstation vs Terminal Server

• Workstation access
  – Shortcut Runs Program from Server at Workstation
  – All Data Loaded to Workstation from Server via LAN

• Terminal Server Access
  – Workstation Opens Window to Server
  – Program Runs on Server
  – No Data Network Traffic Required
  – Faster & More Reliable
PCG Security

- Server Access
  - Network Access Restricted to PCG User Group
- PCG Access
  - PCG Administrator Restricts User Access Within PCG
    - By Application i.e. Personnel, Payroll, Financial, CPI
    - Display/Update
    - Display Only
Backup

• Daily Backup
• Restore Point
  – Post Leave
  – Print Paycheck
  – Print Direct Deposit
  – Post Payroll to Earnings History/Financials
  – Update Budget Files From Vendor Check
• Always Contact Help Desk to Restore Data
Restore

• Events & Actions that Cause Problems
  – Power Outage
  – Operator Error
  – Claim Partial Posting
  – Paycheck/Direct Deposit Misprint
  – File Lock
  – Operator Selects Ctrl-Alt-Del *(Never, Never, Never Do This!)*

• What to Restore
  – Second
  – SecondL
  – SeconQ
  – SecondX
  – PaydataQ
  – PaydataD
  – FardataQ
    - Daily Backup
    - Before Post Leave
    - Before Payroll Update Financials
    - Begin Day Backup
    - Before Print Pay Check / Before Earning History
    - Before Print Direct Deposit
    - Before Vendor Check Update Financials
Basic Payroll Processing

- Add Class
- Add Job Description
- Add Deduction
- Add New Employee
- Update/Display Personnel Data
- Modify Payroll Schedule
- Payroll Setup
- Payroll Monitor
- Payroll Process
- Manual/Void Process
- Reports
- Posting
Add Job Class

F2, F9, F1  Maintain Description Record Type    ‘C’ F13  
Best to Use Same Schedule #’s Every Year

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11/8/2012  21
Add Job Description

F2, F9, F1  Maintain Description Record Type  'J'  F13

Record Type: J  Number:  50
Description: Payroll Manager

FIELD: E  E-Exempt, N-Non-exempt from overtime pay
Add Deduction

F2, F9, F5  Maintain Deduction Record  ‘24’ F11

<table>
<thead>
<tr>
<th>Description:</th>
<th>Deduction Type:</th>
<th>Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYROLL DEEDUCTION DATA ENTRY</td>
<td>24</td>
<td>0.0000</td>
</tr>
<tr>
<td>National Insurance</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Description:</td>
<td>Deduction Type:</td>
<td>Percent:</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>‘N’ = Disability (Tax Exempt)</td>
<td>‘O’ = Credit Union</td>
<td>0.00</td>
</tr>
<tr>
<td>‘R’ =Imputed Income</td>
<td>‘C’ = Earnishment</td>
<td>0.00</td>
</tr>
<tr>
<td>‘T’ = Non-Taxable Insurance</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Benefit plan code associated with deduction:

Employer contribution indicator:

1 = Fixed Amount
2 = % of Payroll
3 = % of Employer Contribution

Employer Indicator ‘E’ Process Types:

S O H A B E Y Q P
T N M H N H N H H

Contribution amount or $: 25,00000

** Add Record **

(ENTER)-Add Record  F16-Find Mode  F20-Help Screen  12.00.00
Add New Employee

F2, F2, F1  Add New Employee  -  Screen 2

Validate errors. Check screen 1 or save your changes.

11/8/2012  25
Update Display Personnel Data

F2, F2, F2  Update/Display Personnel Data

Will Open PayFind and Allow Use of Selection Filter (F10)
Update Display Personnel Data

F2, F2, F2  Update/Display Personnel Data
The Filter will define subset criteria
Update Display Personnel Data

F2, F2, F2  Update/Display Personnel Data
The Filter will define subset criteria  Choose Employee

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11/8/2012 28
Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data
F9 to Enter Update Mode
## Update Display Gross Data

**F2, F2, F4**  
Update/Display Gross Data

### Table: Payroll Details

<table>
<thead>
<tr>
<th>Status Label</th>
<th>Status</th>
<th>Update/Display Gross Data</th>
<th>Payroll</th>
<th>Gross Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

```
<table>
<thead>
<tr>
<th>Gross Total</th>
<th>Gross Total Adjusted</th>
<th>Gross Total Adjusted Adjusted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**Details:**
- Gross Total: $488.63
- Gross Total Adjusted: $1,000.00
- Gross Total Adjusted Adjusted: $1,000.00

**Notes:**
- Payroll: $12,000.00
- Gross Total: $488.63

**Date:** 11/8/2012
Modify Payroll Schedule

F2, F13, F1  Update/Display Pay Schedules
Input Pay Schedule & Year
Modify Payroll Schedule

Screen will open in Add mode if record does not exist
Enter to Validate
Modify Payroll Schedule

Date fields will appear
Enter first pay date & F31 to Generate Dates
Modify Payroll Schedule

Date fields will appear
Enter first pay date & F31 to Generate Dates - Correct dates as required
Payroll Setup

F2, F1, F1  Setup Payroll for a New Payroll Run
Enter 'Y' for Correct Pay Schedule(s) & for Employer Share GHI

NOTE: Verify the NR. of PAYS for the CALCulation field. If incorrect, return to the DISPLAY/UPDATE PAY SCHEDULES function and modify.
During Payroll Setup:

- Payroll gross data adjustment lines types A, B, P, Q, X, and Y are always cleared, as are Deduction Adjustment amounts when Payroll Setup is run.

- Current Leave is always reset to zero. If you enter leave and run setup payroll again, the YTD leave will be incorrect.

- Days worked and docked on the gross data screen are also reset to zero.

- Pre-payroll reports are where the employees are selected for payroll. If you run the Exception Report error free, then add an employee, always run the Exception Report again after making changes before calculating the payroll.
PSERS deductions should be set to N for June, July, August.
Usually, when a payroll is setup, the hourly and daily entries are cleared so that the correct time can be entered for employees.

If the payroll is being re-setup and daily and hourly time has already been entered for this run, the entries should NOT be cleared and should be populated with N.
There may be occasions when you want to give an employee an extra check for special pay. If so, the special pay can be set up as a special gross type and the payroll can be run for only regular or only special gross.

An extra pay date will need to be added to the schedule if you are running a special pay run.
Select the deductions that will be taken from this pay check. If more than one payroll occurs in a month, some districts may include different deductions in each payroll.

If a new deduction is added, it must be added before the payroll is set up; otherwise, the deduction will not show up on this screen and will not be taken out of the paychecks. (Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.)

Be sure to mark the new deduction with a Y or else it will still not be taken out of the paychecks.
The monitor process controls all phases of the payroll processing cycle. The Payroll Monitor protects you from performing steps out of order.

The Payroll Setup process selects and the monitor process tracks:
• The payroll date, as determined by the selected schedules.
• The classes selected.
• Whether or not pension will be withheld – overall control over PSERS pensions for summer months but can be used to prevent TRS for special incentive pay runs.
• The deductions selected for the pay run – such as controlling GHI to deduct only once a month if payroll is processed semi-monthly.

If the monitor screen has the first two fields enabled, it is safe to set the fields back to N to allow setup to be rerun – but:
• Reprocessing setup has consequences... Don’t do without considering them. In particular, leave updates should be reversed before running.
• If all the monitor switch fields are set to N, you may set the first switch back to Y to recover the prior payroll setup.
Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.
### Payroll Process

**F2, F3  Payroll  Check & Direct Deposit Menu**

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Print Balance Sheets (After Updates)</td>
</tr>
<tr>
<td>2</td>
<td>Calculate Payroll &amp; Print Exceptions</td>
</tr>
<tr>
<td>3</td>
<td>Calculate Payroll &amp; Print Trial Register</td>
</tr>
<tr>
<td>4</td>
<td>Calculate Payroll &amp; Update YTD (Final)</td>
</tr>
<tr>
<td>5</td>
<td>Impact Leave Data for Paystubs From Leave Management System</td>
</tr>
<tr>
<td>6</td>
<td>Print Paychecks and Direct Deposits</td>
</tr>
<tr>
<td>7</td>
<td>Check/Direct Deposit Void/Add Menu</td>
</tr>
<tr>
<td>8</td>
<td>Print Final Payroll Register</td>
</tr>
<tr>
<td>9</td>
<td>Print Deduction Registers &amp; Create Direct Deposit Export File</td>
</tr>
<tr>
<td>10</td>
<td>Manual Checks &amp; Voids From Previous Pay Menu</td>
</tr>
<tr>
<td>11</td>
<td>Print Final Payroll Distribution</td>
</tr>
<tr>
<td>12</td>
<td>Update Earnings History With Current Pay</td>
</tr>
<tr>
<td>13</td>
<td>Update Budget Files With Current Pay</td>
</tr>
</tbody>
</table>

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Payroll Process

- Load Employee Payroll Acct Distrib  (Gross Data)
- Generate Payroll Preliminary Reports
- Calculate Payroll and Update YTD
- Print Checks and Direct Deposits
- Print Registers and Create NACHA
- Print Final Payroll Distribution
- Post to Earnings History and Financial
Payroll Process

• Load Employee Payroll Account Distribution
  – Salary/Hourly Employees - Load Once & Keep
  – Hourly Employees who vary - Input/Import
  – Substitute Employees - Input/Import
  – Special/Extra Pay - Input/Import
  – Other - Input/Import
  – Post Leave if using new Leave System SecondL
Payroll Process

- Generate Payroll Preliminary Reports
  - F1 Print Balance Sheets
    - Verify Account Numbers
    - Verify Substitute Pay
  - F2 Calculate Payroll & Print Exceptions
    - Find & Correct Errors
  - F3 Calculate Payroll & Print Trial Registers
    - Verify FICA, GHI, Pension, Deduction amounts & %’s
    - Confirm no obvious errors/omissions

You will first make all changes to payroll and print the balance sheets (F1). After checking the balance sheets, you will run the Exceptions Reports (F2).

Fatal exceptions must be cleared before payroll processing can continue. To find these errors, check the gross data screen and the deduction screen.
Check location, class, and grand totals. Are the gross totals correct?
Fatal exceptions must be resolved!!!
Review the Trial Register for obvious errors – are all the appropriate deductions included for this payroll cycle?
Check the grand totals!!!
Check the annuity company totals!

<table>
<thead>
<tr>
<th>ANNUITY COMPANY</th>
<th>TOTAL ANNUITY PAID</th>
<th>ANNUITY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>100.00</td>
<td>403(b)</td>
</tr>
<tr>
<td>07</td>
<td>1,000.00</td>
<td>403(b)</td>
</tr>
<tr>
<td>08</td>
<td>2,000.00</td>
<td>403(b)</td>
</tr>
<tr>
<td>09</td>
<td>1,000.00</td>
<td>403(b)</td>
</tr>
</tbody>
</table>
Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?
Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?

Look specifically at the employer contribution for annuities and other miscellaneous deductions.
Payroll Monitor Status

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period  Y
Run exceptions register with no exceptions  Y
Post substitute pay and employee leave  Y
Calculate payroll and update YTD figures  M
Print paychecks and Direct Deposits  M

(This cycle can be repeated more than once)

Y  Void/Add Run Completed
M  Final Register
M  Deduction Registers
M  Final Distribution

Update earnings history with current pay  N
Update budget files with current pay  M

Manual/Hand Checks Run Only: Y
Deduct Pension:
  Regular Gross Types: Y
  Old PSERS: Y
  Old ERS: Y
  New PSERS: Y
  Special Gross Types: Y
  TDS: Y
  New ERS: M

PAYROLLS SELECTED DURING SETUP:

PAY  NO.  PAYSCH  TAK CALC  DESCRIPTION  PERIOD  CHECK DATE  GHI
12  12  MONTHLY  9  09/29/12  Y

Selected classes:  1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20  21  22  23

F11-Go to screen 2, F16-exit.

12:00, 00
Calculate payroll and update YTD makes a backup of PAYDATA to PAYDATAQ. This allows immediate recovery to the point in time just before checks are finalized.
Payroll Monitor Status

Status changes to ‘C’ after checks are printed, but before direct deposits are printed.

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

F11-E to screen 2, F16-exit.
Printing checks makes a backup from PAYDATA to PAYDATAD between the checks and the direct deposit printing. This allows recovery to restart direct deposits without having to reprint the checks also.
All sites should consider going to the new detailed pay check stub. Much more information is available to the employees.
Payroll Monitor Status

Status changes to 'Y' after direct deposits are printed.
Payroll Process

• Print Registers and Create NACHA
  – F6 - Check/Direct Deposit Void/Add Menu
  – F7 - Print Final Payroll Register
  – F8 - Print Deduction Register & Create DD Export File (NACHA)
  – F9 – Manual Checks & Voids From Previous Pay

• Print Final Payroll Distribution
  – F12 - Print Final Payroll Distribution

• Any time changes have been made by voiding or adding a pay check, the reports must be run again because they have changed to include the void/add information and manual check information.
• The reports can be run as often as needed.
Final Register Reports

- Pay Check Register
- Direct Deposit Register
- Voids Entered For Pay MM/DD/YY
- Payroll Final Register
## Payroll Final Register

<table>
<thead>
<tr>
<th>EMP #</th>
<th>CL</th>
<th>CHECK NAME</th>
<th>REG HRS</th>
<th>OT HRS</th>
<th>GROSS</th>
<th>FEDERAL</th>
<th>STATE</th>
<th>RETIRE</th>
<th>ALC</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>67709</td>
<td>09</td>
<td>GABRE, RCI</td>
<td>2.00</td>
<td></td>
<td>120.00</td>
<td>5.04</td>
<td>1.74</td>
<td></td>
<td></td>
<td>113.22</td>
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<tr>
<td></td>
<td></td>
<td>10344</td>
<td>2.00</td>
<td></td>
<td>120.00</td>
<td>6.04</td>
<td>1.74</td>
<td></td>
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<td>113.22</td>
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<td>67704</td>
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<td>GEMBO, VERON</td>
<td>2.00</td>
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<td>6.04</td>
<td>1.74</td>
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<tr>
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</table>

**SUMMARY**

<table>
<thead>
<tr>
<th>EMP #</th>
<th>CL</th>
<th>CHECK NAME</th>
<th>REG HRS</th>
<th>OT HRS</th>
<th>GROSS</th>
<th>FEDERAL</th>
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<td>6.04</td>
<td>1.74</td>
<td></td>
<td></td>
<td>113.22</td>
</tr>
</tbody>
</table>
### Payroll Final Register

**Payroll Check Gross**: 67,841.40
**Direct Deposit Gross**: 841,212.19
**Total Payroll Gross**: 989,053.59

**FICA - OASDI**: 80,944.61
**FICA - Medicare**: 12,671.58

**NET PAY**: 860,397.32

**Direct Deposit**: 841,212.19
**Payroll Check**: 48,085.20

**Net Pay**:

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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**Total Payroll Net**: 667,265.94

**Total Checks Issued**: 332
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**65 CHECKS ISSUED IN THE AMOUNT OF $45,268.44**

*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.
Create Direct Deposit Export File

- Print Deduction Register and Create Direct Deposit Export File (F8)
- You may change the date on the direct deposit file to be different than the pay date
- Creates ACH file in K:\SECOND\GOSEND\NACHA
Deduction Register Reports

• Leave Taken
• Direct Deposits Deduction Register
• Annuity Deduction Register
• Deduction Registers
Print Final Payroll Distribution

• Calculates the employer paid benefits
• Creates the files for posting to Earnings History and budget (financials)
• Creates accrual data file for the current payroll run
• Creates the Employer Benefit Reports
Print Final Payroll Distribution

- Payroll Gross Pay Distribution by Employee
- Payroll Gross Pay Distribution by Account
- Payroll Employer Benefit Distribution by Account
- Payroll Employer Benefit Distribution by Employee
- Distribution of Benefits - Detail Items by Account
- Employer Deduction Contribution Report by account
- Employer Deduction Contribution Report by employee
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**Report Date:** 10/12/2012

**Program:** Payroll

**Page:** 12

**Date:** 11/8/2012
# Employer Benefit Distribution by Employee

**REPORT DATE:** 10/13/2012  
**PROGRAM:** PAYR108  
**PAGE:** 19

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**NOTE:**  
The gross pay amount listed for each employee includes the Maryland Department of Revenue (MDOR) withholding and the Social Security and Medicare taxes withheld. The employer contributions for each employee are listed in the "Employee Share" column. The total employer contributions for all employees are listed in the "Employer Share Total" row. The employer contributions include the FICA taxes withheld and the Maryland Department of Revenue (MDOR) withholding. The employer contributions will be included on the employees' W-2 tax forms and the employees' earnings history records.
Use this report when it is necessary to transfer gross earnings after payroll is complete. This report will give you the necessary information.
### Employer Deduction Contribution Report by Employee

**Report Date:** 10/12/2012  
**Program:** PAY3101  
**Employer:** Global Technologies  
**Employer Object:** 29000  
**Employer Block:** 0412  
**Date Rpt Purged:** 09/28/12

**Contribution Type:** 1  
1 = Fixed Amount  
2 = % of ESHC Type Gross  
3 = % of Employer Contribution

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**Date:** 11/8/2012  
**Page:** 72
Process Payroll

These steps can be repeated as often as necessary.
A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done in financial.

You should try to always run the Earnings Update F13 and Budget Update F14 back to back.

ALL other users must be out of the system for the budget update.

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.
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ALL other users must be out of the system for the budget update.

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.
Process Payroll

Payroll is complete!
Personnel
Basic Personnel Processing

• Update/Display Personnel Data
  – F1 - Update/Display Personnel Data
  – F2 - Update/Display Emergency Data
  – F3 - Update/Display Educational Data

• Leave Processing
  – F4 - Enhanced Substitute Pay & Leave System
  – F5 - Legacy Leave Menu

• Other
  – F6 - Personnel Reports Menu
  – F11 - Employee Contract File Export
  – F12 - Salary Projection Menu
  – F13 - Special Functions Menu
Certified/Classified Personnel Information (CPI)
Basic CPI Processing

• Update/Display Certified/Classified Personnel Data
  – F1 - Update/Display Individual Employee Information (CPI)
  – F2 - Update/Display Third Party Contractors
  – F3 - Update/Display Personnel Data (Payroll Screen)

• Other
  – F5 - CPI Salary Schedule
  – F7 - CPI Reporting Menu
  – F9 - Create CPI Report & Transmission File
  – F10 - Portal Security Extract
  – F11 - CPI Assignment File Maintenance
  – F13 - Certificate File Maintenance Menu
  – F15 - CPI Description Code Menu
    You Must Add New Codes, It Is Not Automatic
Financial
Basic Financial Processing

- Budget/PO/Claim/Expense/Vendor Processing
  - F1 – Budget Account Master Menu
  - F2 – Purchase Orders Processing
  - F3 – Claims Processing Menu
  - F4 – Vendor Check Processing Menu

- Revenue/Accts Receivable/Receipt/Cash Processing
  - F5 - Revenue Account Master Menu
  - F6 - Accounts Receivable Processing Menu
  - F7 - Receipt Processing Menu
  - F8 – Cash Management & Investment Management Menu

- GL/Financial Reporting Month & Year End Close
  - F9 - Financial Reporting & Month/Yr-end Close Menu
  - F10 – Account Master Description File Menu
  - F11 – General Ledger Account Master Menu
  - F12 – Year End Master Menu
Tools

• Payroll
  – Gross Data Export Import
  – Deduction Export Import
  – Payroll/Deduction/CPI Export Import (Partial)
  – Mass Update
  – Earnings History Export
  – Gross Pay Export
  – New Hire Export Import

• Financial
  – Budget Report Export
  – Revenue Report Export
  – GL Report Export
  – Budget/Revenue Load Export Import
  – Accounts Receivable Import
  – Receipt Import Import
  – PO Import Import

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Payroll/Deduction/CPI Export/Import

• How Does This Help ME???
  – Fulfill Request for Employee Demographic Information
    • Superintendent
    • School Board
  – Respond to Benefit Provider Request for Information
  – Provide Meaningful Data for ‘What If’ Analysis
  – Streamline Data Entry for New Requirements for Employee
List of Name Address For Principal

How Many Minorities?
Payroll/Deduction/CPI Export/Import
Respond to Benefit Provider Request for Information

Select Employee Personnel Information  Select Employee Deduction Information

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Demo Financial Report Export

F1, F9, F1, F2, F6 Receipts for Any Period

07012011 - 06302012
Export Financial Report for Analysis

• How Will This Help ME???
  – Fulfill Request for Budget Analysis
    • Superintendent
    • School Board
  – Evaluate Budget Planning Options
  – Review Spending History
  – Provide Meaningful Data for ‘What If’ Analysis
Report Include/Exclude Range

Some Reports will also provide export option to CSV file for analysis

Select a specific account number or enter partial selection criteria

Include: Range

Exclude: Range

Enter Sequence to be printed: (A - Account Number)
(P - Program)
(F - Function)
(O - Object)
(B - Facility/Building)

Enter "S" next to account exclusions: Non-expenditure (in-and-out Items)
Expenditure (actual expenses)

F1, F9, F3, F2 - Budget Account Activity
F1, F9, F3, F9 - Revenue Account Activity
F1, F9, F3, F12 - Summary of Monthly Estimated vs Actual Expenses
## Demo Financial Report Export – Account Activity Summary List

- **F1, F9, F3, F2**
- **13**
- **620XX**

### Export Financial Report for Analysis

Export All Object 620xx and Sort by FCTY and/or FNCT

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Original</th>
<th>Budget</th>
<th>FCTY</th>
<th>FNCT</th>
<th>Cruses</th>
<th>Open POs</th>
<th>Balance</th>
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<td>8,840.00</td>
<td>8,840.00</td>
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<td>102</td>
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<td>3</td>
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<td>3,327.09</td>
<td>102</td>
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</tbody>
</table>

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Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget) or F1, F5, F3 (Revenue)
Import Budget

Export Current Budget to Modify & Import for New Financial Year

Demo Financial Budget Export/Import

F1, F1, F3        F1, F1, F4
F1, F5, F3        F1, F5, F4
Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

- F1, F2, F2    - Import Purchase Order
- F1, F3, F5    - Import Claim
- F1, F6, F2    - Import Receivable
- F1, F7, F6    - Import Receipt
- F1, F11, F5   - Import Journal Entry
Import Purchase Order
Use PCGensis_PO_Requisition.xls to Create a Purchase Order

H – Requisition, Date
V – NEW or Vendor Nbr
N – Vendor Name, EIN
P – Phone, SSN
D – Address 1, 1099
E – Address 2
F - City, St, Zip
G - Contact
S – Ship to facility, Ship to Building
T – Attention of
O – Order Description
C – Enter up to 10 Charge Lines
R – Enter Total (Must Balance)
L – Enter Items, Qty, Unit, Desc, Price

DEMO PO

School Create PO input CSV

Enter PO F1, F2, F2

C:\PO\GASBOPO.CSV
DEMO CLAIM

Summer Salary Accrual  F2, F5, F9

Enter Claim  F1, F3, F5

C:\CLAIMS\CLAIM2012AUG01.CSV

C:\CLAIMS\CLAIM2013AUG01.CSV
Import Receivable/Receipt

Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

H – ‘RCV’ (receivable) or ‘REC’ (receipt)
Line 5 – Enter Reason
B – A/R balance acct for Receivable or
R – Reference # for Receipt
S – Source, Date
D – Accounts Receivable Reason
L – Enter Account, Amount
(Up to 998 entries allowed)

Create this to import a Receivable,
Then Change the ‘H’ & ‘R’ lines to
import the Receipt

Example:
QBE
Taxes

Example: Will Aid Processing Monthly QBE

Demo Receivable/Receipt Import

F1, F6, F2

F1, F7, F6
Demo Journal Voucher Import

F1, F11, F5

22976
Demo Screen Print  F1, F3, F1  4978

Open Qword & Document
School Level Access

- New Hire Import
- Payroll Gross Data Import
- Leave Import
- Purchase Order Import
- Claim Import
Third Party Printing / Data Capture

- A third party company, such as SoftDocs, will now be able to interface with PCGenesis.
- PCGenesis will output text-only files so that these files may be captured by a third party:
  - Payroll Checks
  - Direct Deposit Advices
  - W2s
  - 1099s
  - Vendor Checks
  - Purchase Orders
- Third Party will provide multiple options such as **Employee Web Access**
Questions