PCGenesis
Tips & Tools
GASBO
Augusta, GA
November 7, 2012
PCGenesis

PCGenesis Development Team

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

• Tips & Tools Overview
• PCG Tips
• Payroll Tools
• Financial Tools
Tips/Tools Overview

• Tips
  – Terminal Services
  – Qword
  – Screen Print
  – 3rd Party
  – WinSQL

• Tools
  – Filter (Payroll)
  – Mass Update (Payroll)
  – Export (Payroll) (Financial)
  – Import (Payroll) (Financial)
  – Range (Financial)
PCG Tips

- Terminal Services  (PCG Access)
- Qword      (Print Files)
- Screen Print  (Option)
- 3rd Party     (Option)
- WinSQL        (SQL Access Tool)
Terminal Services

- **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 *(User Desktop)*
  - Benefits
    - No Data Network Traffic Required
    - Faster Processing
    - Improved Data Integrity
Terminal Services

Terminal Services

Terminal Services provides technologies that enable access to a server running Windows-based programs or the full Windows desktop. Users can connect to a terminal server to run programs, save files, and use network resources on that server.

Terminal Server

Terminal Server is a Terminal Services role service that supports sharing of Windows-based programs or the full Windows desktop. Users can connect to a terminal server to run programs, save files, and use network resources on that server.
QWord

Start From Any Menu

Replacement for UQueue
QWord

UQueue Menu  QWord Menu

QWord Advantages
- All Current Functions
- Able to Browse to Select File
- Able to Select Printer
QWord

UQueue
17 Lines

QWord
66 Lines

QWord Advantages
✓ View Full Page – Not 17 Lines
✓ Able to Save & Distribute
✓ Access to All Word Features

Demo QWord

Demo Word 2010 Macro for QWord.doc
Demo Screen Print  F1, F3, F1 4978

Open Qword & Document
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
WinSQL

• Free Version Available  
  http://www.synametrics.com/SynametricsWebApp/WinSQL.jsp
• Indexed File SQL Access
• Requires ACUODBC Driver Setup
• Specific Data Selection
• Save to File to Open with Excel
Real User Comments

- **Purchase Order Import**—Without this tool, we would be drowning. We are not in a position to add any personnel to finance, and this tool has been a life-saver.
- **Receipt**—We have setup templates to import the monthly QBE and week SFS receipts (regular and electronic payments).
- **Vendor Payments for any period**
  - This is a wonderful tool that we use to produce comparisons for expenses.
  - We use this tool to assist in the completion of the Capital Projects information for the auditors.
- **Budget Activity Summary**
  - Our directors use these reports for making projects—they love it.
  - I know that this is not an export, but I thought that some of the people may not know the benefit of opening their reports in Word. Monthly reports are saved as Word documents and are sent out to all principals and directors. They absolutely love the reports.
- **Gross Data export** is a wonderful tool to use when building the budgets and updating Sept. payroll.
- **Deduction export/import** is absolutely fabulous! We use this feature each year to minimize errors and improve efficiencies during the entry of Open Enrollment changes.
Payroll Tools

- Filter
- Mass Update
- New Hire: Export, Import
- Gross Data: Export, Import
- Deduction: Export, Import
- Payroll/Deduction/CPI: Export, Import (Partial)
- Earnings History: Export
- Gross Pay Distribution: Export
Filter
Available From PAYFIND and Other Screens

- Status
- Pension
- Contract Mo
- Certified
- 13 Month

- Class
- Work Location
- Job Code
- CSI Job
Filter – Order – Name, EmpNo, SSN

Open Employee & Scroll

Filter – Set Status & Class
Mass Update

F2, F13, F6

Payroll System

File

Payroll Mass Update Menu

1. Change Year in Payroll Account Numbers
2. Change Year, Fund & Fiscal Year in Payroll Account Numbers
3. Change Entire Payroll Account Number
4. Mass Update Employees' Pay Data
5. Mass Update Selected Employees' Fields
6. Replace Work Locations in CNP/Payroll Master File
7. Remove Earnings History Records by Date Range

Rate

10. 34. 00

11/8/2012
Example – TRS requires ‘91’ Pay Reason for Accrued Summer Salary

Or

Set all Prenote flags to allow all employee prenote
New Hire Import

F2, F2, F1

Single Employee File

F2, F13, F8, F9

Multiple Employee Files
# New Hire Import

**F2, F2, F1  Single Employee File**

<table>
<thead>
<tr>
<th>Status</th>
<th>Emp. no.</th>
<th>Pay Loc.</th>
<th>Class</th>
<th>Job</th>
<th>Mar Stat</th>
<th>SSN</th>
<th>EED-5 Job</th>
<th>EED-5 Ethnic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME**

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Suffix</th>
<th>Prefix</th>
<th>Race (Select all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Am Indian Alaskan</td>
</tr>
</tbody>
</table>

**Address**

<table>
<thead>
<tr>
<th>Address L2</th>
<th>Certificate Type</th>
<th>CST Job (from CPI)</th>
<th>Include on CPI?</th>
<th>Asian</th>
<th>Hawaiian Pacific</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City/State**

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>County</th>
<th>Sick Bank?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phone**

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Pay Elig Date</th>
<th>TRS DNE Paid ERECH?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hire Date**

<table>
<thead>
<tr>
<th>GRI Eligible?</th>
<th>Participate in GRI?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Term Date**

<table>
<thead>
<tr>
<th>GRI End Date</th>
<th>GRI Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Term Reason**

<table>
<thead>
<tr>
<th>GRI Change Date</th>
<th>GRI Ded Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**----- TIA DATA -----**

<table>
<thead>
<tr>
<th>Federal: Mar Stat</th>
<th>Exempt</th>
<th>Withholding Code</th>
<th>Amt/ %</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State: Mar Stat</th>
<th>Allowance</th>
<th>Mar</th>
<th>Withholding Code</th>
<th>Amt/ %</th>
</tr>
</thead>
</table>

**Tax Switches:**

<table>
<thead>
<tr>
<th>Fed</th>
<th>State</th>
<th>FICA</th>
<th>Retire</th>
</tr>
</thead>
</table>

Dr. John D. Barge, State School Superintendent  
Making Education Work for All Georgians  
www.gadsn.org

11/6/2012  22
Open GASBONewEmp.xlsx
GASBONewEmp.csv

Import New Hire CSV

New Employee F2, F2, F1, F17
Also possible to load multiple Employee Files

F2, F13, F8, F9
Export
Furlough ‘B’

Import
Furlough ‘B’
Gross Data Export/Import

Export
- Budget
- Report
- Furlough
- Special Pay
- New Contract

Import
- Furlough
- Special Pay
- New Contract
- Substitute
Gross Data Export/Import

Export
- Furlough

Import
- Furlough

F2, F13, F8, F1/F2
Check Changes for Open Enrollment
Life
Dental
Vision
## Deduction Export/Import

### Export
- Enrollment
  - Life Insurance
  - Dental
  - Vision
- Report

### Import
- Enrollment
  - Life Insurance
  - Dental
  - Vision
- Change

<table>
<thead>
<tr>
<th>TYPE</th>
<th>EXPND</th>
<th>DENOM</th>
<th>DEMAN</th>
<th>EMPDR</th>
<th>DESEDG</th>
<th>DEQEND</th>
<th>UNAMR</th>
<th>FINAME</th>
<th>SONG</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>8656</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>8659</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>8658</td>
<td>24</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>8658</td>
<td>13</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>8656</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>8656</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>8656</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>8656</td>
<td>4</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>8656</td>
<td>21</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>8656</td>
<td>25</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>8656</td>
<td>28</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>8656</td>
<td>31</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>8656</td>
<td>33</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>8656</td>
<td>17</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>8656</td>
<td>18</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>8656</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>8656</td>
<td>4</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>8656</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>8656</td>
<td>13</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>8656</td>
<td>36</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>8656</td>
<td>20</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>8656</td>
<td>18</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>8656</td>
<td>25</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>25</td>
<td>8656</td>
<td>42</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>8656</td>
<td>4</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>27</td>
<td>8656</td>
<td>4</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>28</td>
<td>8656</td>
<td>13</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>29</td>
<td>8656</td>
<td>33</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30</td>
<td>8656</td>
<td>8</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>31</td>
<td>8656</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

11/8/2012  31

**Demo Deduction Export/Import**

**F2, F13, F8, F3/F4**
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?
Demo Selected Payroll Fields Export/Import

F2, F13, F9, F5/F6
Demo Earnings History Export

F2, F13, F8, F7/F8

By Marital
By Pay Class
By Contract $
By Section 125 Flag
By Direct Deposit / Check
Demo Earnings History Export

F2, F13, F8, F7/F8

By Account
By Period
By Employee
Financial Tools

- Budget Report: Export, Range
- Revenue Report: Export, Range
- GL Report: Export
- Budget/Revenue Load: Export, Import
- Accounts Receivable Load: Import
- Claim Load: Import
- Receipt Load: Import
- PO Load: Import
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

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
## Export Financial Report for Analysis

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

### Demo Financial Report Export – Account Activity Summary List

**F1, F9, F3, F2**

**13**

**620XX**
Export Budget/Revenue for New Fiscal Year

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

Dr. John D. Barge, State School Superintendent
Making Education Work for All Georgians
www.gadoe.org

11/8/2012 43
Export Budget for New Fiscal 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
DEMO PO

School Create PO input CSV

Enter PO F1, F2, F2

C:\PO\GASBOPO.CSV
Import Claim
Use claim.xls to Create a Claim (Non-PO)

Line 2 – Enter Reason for Claim
V – Vendor Nbr, Reference, Blnc, Date
X – Discount Date & Amount
D – Description 1 & 2
L – Enter Account, Amount, 1099
(Up to 998 entries allowed)

Example:
Summer Salary Accrual
Power Bill

DEMO CLAIM

Summer Salary Accrual  F2, F5, F9

Enter Claim  F1, F3, F5

C:\CLAIMS\CLAIM2012AUG01.CSV

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

F1, F6, F2

F1, F7, F6
**Demo Journal Voucher Import**

**F1, F11, F5**

**22976**
Questions