

PCGenesis

Little Used Functionality

GASBO

Augusta, GA

November 6, 2013



PCGenesis

PCGenesis Development Team

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Agenda

- Overview
- System Tools
- Payroll Tools
- Financial Tools



Overview

- System

- Terminal Services
- Qword
- 3rd Party

- Tools

- Filter (Payroll)
- Mass Update (Payroll)
- Export (Payroll) (Financial)
- Import (Payroll) (Financial)
- Range (Financial)



System

- Terminal Services (PCG Access)
- Qword (Print Files)
- 3rd Party (Option)



Terminal Services

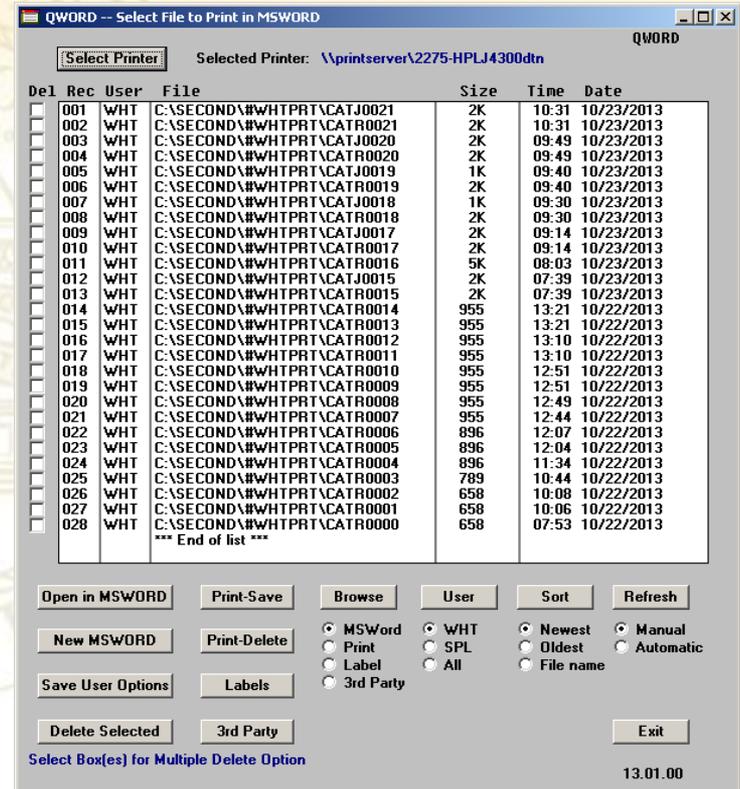
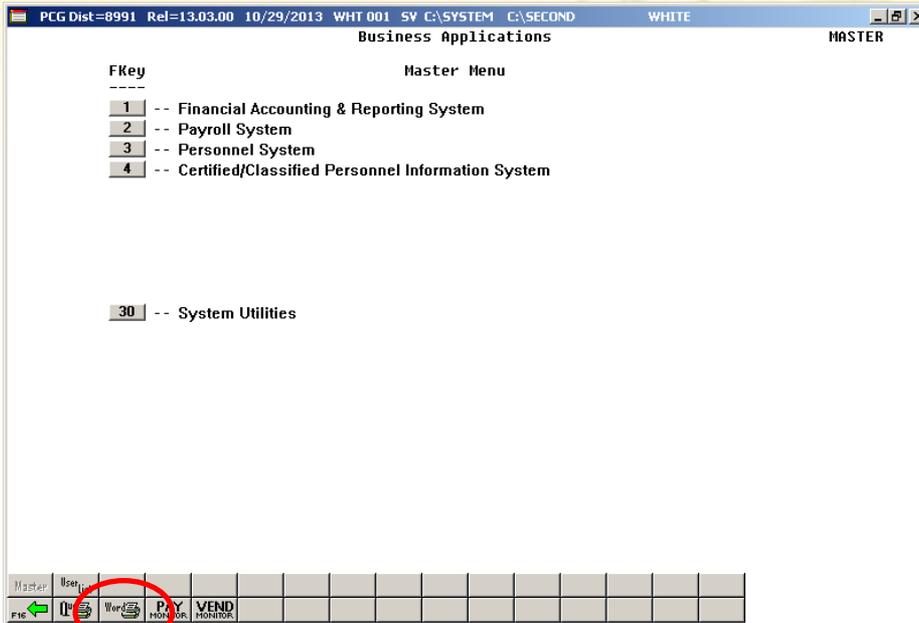
- **Workstation access**
 - Shortcut Runs Program from Server at Workstation
 - All Data Loaded to Workstation from Server via LAN
- **Terminal Server Access**
 - Workstation Opens Window to Server
 - Program Runs on Server (**User Desktop**)
 - Benefits
 - **No Data Network Traffic Required**
 - **Faster Processing**
 - **Improved Data Integrity**



QWord

Start From Any Menu

Replacement for UQueue



QWord

UQueue Menu

QWord Menu

Print Queue

1-Refresh 2-Filter 6-Form 7-Spool/Hold 8-File 10-Change 12-View 13-Delete 14-Remove 15-Freeze 16-Exit

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SEQ	FILE	SIZE	USER	PR#	CL	SCOP	DIS	FRM	STATUS	Information
1	C:\SECOND\#SPLPRT\REQG	12K		001	A	1	SCR	000	SPOOL	Created 03:25 09/10
2	C:\SECOND\#SPLPRT\REQG0001	13K		001	A	1	SCR	000	HOLD	Created 03:25 09/11
3	C:\SECOND\#SPLPRT\REQG0002	13K		001	A	1	SCR	000	HOLD	Created 03:25 09/12
4	C:\SECOND\#ARRPRT\#ARPT0000	6956K	ARR	001	A	1	SCR	000	HOLD	Created 10:26 09/12
5	C:\SECOND\#ARRPRT\#ARPT0001	1K	ARR	001	A	1	SCR	000	HOLD	Created 10:26 09/12
6	C:\SECOND\#ARRPRT\#ARPT0001	6956K	ARR	001	A	1	SCR	000	HOLD	Created 10:27 09/12
7	C:\SECOND\#ARRPRT\#ARPT0001	1K	ARR	001	A	1	SCR	000	HOLD	Created 10:28 09/12
8	C:\SECOND\#ARRPRT\#PCN0000	2K	ARR	001	A	1	SCR	000	HOLD	Created 11:01 09/12
9	C:\SECOND\#SPLPRT\REQG0003	13K		001	A	1	SCR	000	HOLD	Created 03:26 09/13
10	C:\SECOND\#YLWPRT\#PRNT0001	711K	YLW	001	A	1	SCR	000	HOLD	Created 08:33 09/14
11	C:\SECOND\#YLWPRT\#PRNT0002	1392K	YLW	001	A	1	SCR	000	HOLD	Created 09:45 09/14

QWORD -- Select File to Print in MSWORD

Selected Printer: \\printserver\2275-HPLJ4300dn

Del	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	001	WHT	C:\SECOND\#WHTPRT\CATJ0021	2K	10:31	10/23/2013
<input type="checkbox"/>	002	WHT	C:\SECOND\#WHTPRT\CATR0021	2K	10:31	10/23/2013
<input type="checkbox"/>	003	WHT	C:\SECOND\#WHTPRT\CATJ0020	2K	09:49	10/23/2013
<input type="checkbox"/>	004	WHT	C:\SECOND\#WHTPRT\CATR0020	2K	09:49	10/23/2013
<input type="checkbox"/>	005	WHT	C:\SECOND\#WHTPRT\CATJ0019	1K	09:40	10/23/2013
<input type="checkbox"/>	006	WHT	C:\SECOND\#WHTPRT\CATR0019	2K	09:40	10/23/2013
<input type="checkbox"/>	007	WHT	C:\SECOND\#WHTPRT\CATJ0018	1K	09:30	10/23/2013
<input type="checkbox"/>	008	WHT	C:\SECOND\#WHTPRT\CATR0018	2K	09:30	10/23/2013
<input type="checkbox"/>	009	WHT	C:\SECOND\#WHTPRT\CATJ0017	2K	09:14	10/23/2013
<input type="checkbox"/>	010	WHT	C:\SECOND\#WHTPRT\CATR0017	2K	09:14	10/23/2013
<input type="checkbox"/>	011	WHT	C:\SECOND\#WHTPRT\CATR0016	5K	08:03	10/23/2013
<input type="checkbox"/>	012	WHT	C:\SECOND\#WHTPRT\CATJ0015	2K	07:39	10/23/2013
<input type="checkbox"/>	013	WHT	C:\SECOND\#WHTPRT\CATR0015	2K	07:39	10/23/2013
<input type="checkbox"/>	014	WHT	C:\SECOND\#WHTPRT\CATR0014	955	13:21	10/22/2013
<input type="checkbox"/>	015	WHT	C:\SECOND\#WHTPRT\CATR0013	955	13:21	10/22/2013
<input type="checkbox"/>	016	WHT	C:\SECOND\#WHTPRT\CATR0012	955	13:10	10/22/2013
<input type="checkbox"/>	017	WHT	C:\SECOND\#WHTPRT\CATR0011	955	13:10	10/22/2013
<input type="checkbox"/>	018	WHT	C:\SECOND\#WHTPRT\CATR0010	955	12:51	10/22/2013
<input type="checkbox"/>	019	WHT	C:\SECOND\#WHTPRT\CATR0009	955	12:51	10/22/2013
<input type="checkbox"/>	020	WHT	C:\SECOND\#WHTPRT\CATR0008	955	12:49	10/22/2013
<input type="checkbox"/>	021	WHT	C:\SECOND\#WHTPRT\CATR0007	955	12:44	10/22/2013
<input type="checkbox"/>	022	WHT	C:\SECOND\#WHTPRT\CATR0006	896	12:07	10/22/2013
<input type="checkbox"/>	023	WHT	C:\SECOND\#WHTPRT\CATR0005	896	12:04	10/22/2013
<input type="checkbox"/>	024	WHT	C:\SECOND\#WHTPRT\CATR0004	896	11:34	10/22/2013
<input type="checkbox"/>	025	WHT	C:\SECOND\#WHTPRT\CATR0003	789	10:44	10/22/2013
<input type="checkbox"/>	026	WHT	C:\SECOND\#WHTPRT\CATR0002	658	10:08	10/22/2013
<input type="checkbox"/>	027	WHT	C:\SECOND\#WHTPRT\CATR0001	658	10:06	10/22/2013
<input type="checkbox"/>	028	WHT	C:\SECOND\#WHTPRT\CATR0000	658	07:53	10/22/2013
*** End of list ***						

MSWord
 WHT
 Newest
 Manual

Label
 SPL
 Oldest
 Automatic

3rd Party
 All
 File name

Select Box(es) for Multiple Delete Option 13.01.00

QWord Advantages

- ✓ All Current Functions
- ✓ Able to Browse to Select File
- ✓ Able to Select Printer



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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**



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 absolute 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
 - Gross Data
 - Deduction
 - Payroll/Deduction/CPI
 - Earnings History
 - Gross Pay Distribution
- | | |
|---------------|-------------------------|
| Export | Import |
| Export | Import |
| Export | Import |
| Export | Import (Partial) |
| Export | |
| Export | |



Filter

Available From PAYFIND and Other Screens

PAYFIND

PCG Dist=8991 Rel=13.03.00 10/29/2013 WHT 001 SV C:\SYSTEM C:\SECOND WHITE

Display/Update Personnel Data
Select Employee

Filter set: Class,TRS,Contract Mo,Certified,Status
Current Order
Emp Number

Input: _____

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
											13

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose From Selection Above

13.02.00

FILTER

PCG Dist=8991 Rel=13.03.00 10/29/2013 WHT 001 SV C:\SYSTEM C:\SECOND WHITE

Mass Update Employees' Contract Months, Service & Pay
Set Employee Selection Filter

Filter set: Class,TRS,Contract Mo,Certified,Status
Status: A -- Pension: 2 Contract no: 10 Certified (C or N): C 13 month (Y or N): Y

Class Code: 7

Work Location: _____

Job Code: _____

CS1 Job: _____

NOTE: The entries you place on this screen are not checked against the description file. This may be used to search for employees who may have invalid entries.

Filter conditions set

13.02.00

- Status
- Pension
- Contract Mo
- Certified
- 13 Month
- Class
- Work Location
- Job Code
- CSI Job



Filter

PCG Dist=8991 Rel=13.03.00 10/29/2013 WHT 001 SV C:\SYSTEM C:\SECOND WHITE

Display/Update Personnel Data
Select Employee

Filter set: Class,TRS,Contract Mo,Certified,Status

Current Order Name

Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	13 Mth
Enter	AD20CK, FR2DDA	89375	999-08-9375	103	7	C	2	10	400	A	
1	AL6EY, SA6E	88459	999-08-8459	109	7	C	2	10	130	A	
2	AM3DOR, MA3IN	88902	999-08-8902	6595	7	C	2	10	118	A	
3	AM8YA, MA8GRET	89417	999-08-9417	189	7	C	2	10	105	A	
4	AN7ERS, RO7ENDO	88186	999-08-8186	103	7	C	2	10	440	A	
5	AP8LEGATE, SH8QUANA	87633	999-08-7633	111	7	C	2	10	480	A	
6	AR3ETT, LO3SE	88102	999-08-8102	199	7	C	2	10	103	A	
7	AR4IS, RE4NALDO	89253	999-08-9253	189	7	C	2	10	85	A	
8	AR8VALO, TR8NT	88977	999-08-8977	198	7	C	2	10	114	A	
9	AS9BY, EL9Z	89968	999-08-9968	198	7	C	2	10	114	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16-new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00

Function keys: F1-F10, F16 (SET), F17 (SEARCH), F18 (CLEAR), PGUP, PGDN, Help



Mass Update

F2, F13, F6

PCG Dist=8991 Rel=13.03.00 10/29/2013 WHT 001 SV C:\SYSTEM C:\SECOND WHITE PAYM0015

Payroll System

FKey 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 Schedules
- 5 -- Mass Update Selected Employees' Field(s)
- 6 -- Replace Work Locations in CPI/Payroll Master File
- 7 -- Replace Pay Locations in Payroll Master File
- 8 -- Remove Earnings History Records by Date Range

Master User List 10.04.00

F13 Word PAY MONITOR VEND MONITOR



Mass Update

F2, F13, F6, F5

PCG Dist=8991 Rel=13.03.00 10/29/2013 WHT 001 SV C:\SYSTEM C:\SECOND WHITE MASS0200

Mass Update Selected Employees' Field(s)

Record selection criteria: Filter set: Class,TRS,Contract Mo,Certified,Status

What to Update

Enter Contract Months/Year (09 - 12): 00 Update? (Y/N) N Contract Months

Enter Service Time Indicator(0 or 1): 0 Update? (Y/N) N Service Time
(0=No TRS Service Credit, 1-TRS Service Credit)

Enter Pay Reason Code: 91 Update? (Y/N) Y Pay Reason
Summer Accrued Pay Payout

Set All Prenote Flags = Y Y Update? (Y/N) N Prenote Flags

Replace CPI Contract Days: Curr New Update? (Y/N) N CPI Contract Days
000 000

ENTER = Continue, F16 = Return to Record Selection

12.03.00

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

R - Pay Reason

00 Regular

01 Certificate Upgrade

02 Promotion

03 Position Downgrade

04 LWOP

05 Pay Docked Due to Sick Leave

06 DC40 NO EMPLOYEE CONTRIBUTION

07 HB210 NO EMPLOYEE CONTRIBUTION

91 Summer Accrued Pay Payout

92 Summer Employment Pay

Done Cancel



Mass Update Demo



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New Hire Import

PCGenesis New Employee Form

Required Fields

- Status
- Employee Number
- Pay Location
- Class
- Sex Code
- Work LOC
- Job
- Mar Stat
- SSN (999999999 for temp)
- EEO-5 Job
- EEO-5 Ethnic
- First name
- Last Name
- At Least One Race Code
- Address 1
- City, St
- Zip
- Include on CPI
- Sick Bank
- Hire Date
- GHI Elig
- Mar Stat (Fed & State)
- Fed Exempt
- Fed W/H Code
- State Allow
- State W/H Code
- Tax Switches
- TRS Service
- Cycle

PCGenesis New Employee Form v1.00

NOTE: Commas may not be entered into any input field. All dates must be in MM/DD/CCYY format.

E1 Employee number Active/Inactive (A or I) SSN Class code

E2 Pay location Work location Job code CS1 Job (from CPI)

Name and Address Fields

N1 Name: first - Middle - Last Substitute

N2 Name: Prefix - Suffix

A1 Addr: Line 1

A2 Addr: Line 2

A3 Addr: City - St - Zip Phone

Personnel Fields

I1 Hire date Birth date Gender Marital status

(MM/DD/CCYY) (MM/DD/CCYY) (M or F) (M or S)

I2 EEO-5 ethnic code Hispanic Am Indian Black White Asian Hawaiian CPI?

(Y or N) (Y or N)

Pension Fields

P1 Pension switch Pens eligible date Pension code Service indicator

(Y or N) (MM/DD/CCYY) (0 = None 1 = Old PSERS 2 = TRS 4 = New ERS 5 = New PSERS) (0 = Out of service 1 = In service)

Tax Fields

T1 FICA: Switch Marital Status W/H code Withholding Amount/Perccn

T2 Federal:

T3 State: Exemptions Marital allow Dependent allow

(Y or N or F (Fed: S or N (0, 1, 2, 3) (1 & 2 require amount. 3 requires percentage.)) (State: A,B,C, D,E,8)

Salary Fields

S1 State salary Cycle gross Cycle code (1 = Calendar Year)

S2 Contract amount Contract months (09, 10, 11, or 12) 2 = School Year 3 = Fiscal Year

State Health Fields

H1 GHI eligible? (Y or N) iHI 1st day worked Deduction code

H2 Participate? (Y or N) Effective date Option Tier

(MM/DD/CCYY)



New Hire Import

F2, F13, F8, F9

Import New Employees - Batch Mode

0001 FILES PROCESSED IN TRIAL MODE.

0000 FILES PASS VALIDATION.

0001 FILES FAIL VALIDATION.

CHECK PRINT QUEUE FOR IMPORT REPORTS.

Run date: 10/04/2012

EMPLOYEE NEW HIRE IMPORT ERROR REPORT

Page: 1

Program: PAYPI150

Load File Name: C:\PCGNewEmployee\GASBONewEmp.csv

Import Input Lines and Error Messages

Employee Number: 077777

Field Name	Field Value	Error
Status Code		Invalid value for field.
Work Location	0000	Invalid value for field.
Job Code	000	Invalid value for field.
Ethnic Code	00	Invalid value for field.
GHI Option	00	Invalid value for field.
GHI Tier	00	Invalid value for field.
GHI Eligible/Option	00	GHI Eligible Must = Y when GHI Option selected
Gender Code		Invalid value for field.
Street		Invalid value for field.
City		Invalid value for field.
State		Invalid value for field.
Zip		Invalid value for field.
Marital Status		Invalid value for field.
Hire Date	00000000	Invalid value for field.
GHI Participation Sw		Invalid value for field.
Federal Marital Stat		Invalid value for field.
State Marital Status		Invalid value for field.
Federal Tax Switch		Invalid tax switch. Must be Y or N
State Tax Switch		Invalid tax switch. Must be Y or N
FICA Tax Switch		FICA tax switch must be Y, N, or M
Retirement Switch		Retire Switch must be Y, N or R
Pay Cycle	0	Invalid value for field.



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11/7/2013

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Gross Data Export/Import

F2, F13, F8, F1

Export

F2, F13, F8, F2

Import

Payroll Setup – Before F4

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 002 SV C:\DEVSYS C:\SECOND YELLOW

Payroll Gross Data Export

Create Gross Data Export File to Load in Excel

Select at Least One Pay Type to Export

<input checked="" type="checkbox"/> SALARY	<input type="checkbox"/> TYPE A	<input type="checkbox"/> TYPE Y	<input type="checkbox"/> TYPE Z
<input type="checkbox"/> HOURLY	<input type="checkbox"/> TYPE B	<input type="checkbox"/> TYPE Q	
<input type="checkbox"/> DAILY	<input type="checkbox"/> TYPE X	<input type="checkbox"/> TYPE P	

Enter the Export file Path and Name (e.g. C:\GROSSDAT\GROSSEXP.CSU)
or F10 to Browse for File

C:\GROSSDAT\GROSSEXP.CSU

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 002 SV C:\DEVSYS C:\SECOND YELLOW

Payroll Gross Data Import

Identify Gross Data Import File from Excel

Input the GROSS DAT Type for Import

R = Replace	- To Replace All Current Entries
A = Add	- To Add Salary, Hourly or Daily Entries
S = Substitute	- To Add Entries for Substitutes

Enter the Import file Path and Name (e.g. C:\GROSSDAT\GROSSDAT.CSU)
or F10 to Browse for File

C:\GROSSDAT\GROSSDAT.CSU

- Select One or More Pay Type
 - All
 - Salary
 - Hourly and/or Daily
 - Any combination
- Modify output and Import to Update
- Select Gross Data Type
 - R = Replace Current Employee Items
 - A = Add Items to Employee
 - S = Substitute Items
- Use Import in Place of User Screen Input
- Works Well with New Substitute Pay / Leave System



Gross Data Export/Import

Export

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
1	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPI	PAYREAS	PERENDD1	PAYRATI	REGHRS	OVTBRS	REG GR	OVT GR	CONTRAC	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADL	PENS	GR
2	G	88358	RE3TERIA	ZA3E	1	S		11	0	0.00	0.00	0.00	789.69	0.00	789.69	13	586	0	9990	3300	19900	302	1	0	0.00	
3	G	88358	RE3TERIA	ZA3E	2	S		301	0	0.00	0.00	0.00	-13.38	0.00	-13.38	13	586	0	9990	3300	19900	302	1	0	0.00	
4	G	88361	BA80N	M8CHEL	1	S		10	0	0.00	0.00	0.00	3260.42	0.00	3260.42	13	403	0	1750	1000	11000	101	1	0	0.00	
5	G	88361	BA80N	M8CHEL	2	S		306	0	0.00	0.00	0.00	125.00	0.00	125.00	13	100	0	9990	2210	19900	101	1	0	0.00	
6	G	88361	BA80N	M8CHEL	3	S		304	0	0.00	0.00	0.00	20.83	0.00	20.83	13	100	0	9990	2210	19900	101	1	0	0.00	
7	G	88361	BA80N	M8CHEL	4	S		303	0	0.00	0.00	0.00	20.83	0.00	20.83	13	100	0	9990	2100	19900	101	1	0	0.00	
8	G	88361	BA80N	M8CHEL	5	S		310	0	0.00	0.00	0.00	416.67	0.00	416.67	13	100	0	9990	2100	14600	101	1	0	0.00	
9	G	88362	BE7NIER	CO7RINNE	1	S		11	0	0.00	0.00	0.00	870.47	0.00	870.47	13	608	0	9990	3100	18400	102	2	0	0.00	
10	G	88362	BE7NIER	CO7RINNE	2	H		22	0	8.11	0.00	0.00	0.00	0.00	0.00	13	608	0	9990	3100	18400	102	2	0	0.00	
11	G	88363	CA6ALES	DA6	1	S		11	0	0.00	0.00	0.00	1079.20	0.00	1079.20	13	404	0	2824	1000	14600	302	1	0	0.00	
12	G	88368	PUSLIAM	MO9TON	1	S		11	0	0.00	0.00	0.00	1320.00	0.00	1320.00	13	100	0	1041	1000	14600	101	1	0	0.00	
13	G	88368	PUSLIAM	MO9TON	2	S		304	0	0.00	0.00	0.00	416.67	0.00	416.67	13	100	0	1041	1000	14600	101	1	0	0.00	
14	G	88368	PUSLIAM	MO9TON	3	S		310	0	0.00	0.00	0.00	83.33	0.00	83.33	13	100	0	9990	2100	14600	101	1	0	0.00	
15	G	88369	TO8H	EL80NDOR	1	D		25	0	70.00	0.00	0.00	0.00	0.00	0.00	13	100	0	1021	1000	11300	302	1	0	0.00	
16	G	88369	TO8H	EL80NDOR	2	D		25	0	70.00	0.00	0.00	0.00	0.00	0.00	13	100	0	1021	1000	11300	302	1	0	0.00	
17	G	88369	TO8H	EL80NDOR	3	D		25	0	70.00	0.00	0.00	0.00	0.00	0.00	13	415	0	1784	2210	11300	302	1	0	0.00	
18	G	88370	CR7FT	AN7ERSON	1	S		10	0	0.00	0.00	0.00	4156.75	0.00	4156.75	13	100	0	2041	1000	11000	102	1	0	0.00	
19	G	88372	GA5E	MY5ES	1	S		11	0	0.00	0.00	0.00	1169.23	0.00	1169.23	13	100	0	5071	1000	14600	101	1	0	0.00	
20	G	88372	GA5E	MY5ES	2	S		310	0	0.00	0.00	0.00	192.31	0.00	192.31	13	100	0	9990	2100	14600	101	1	0	0.00	
21	G	88372	GA5E	MY5ES	3	S		310	0	0.00	0.00	0.00	96.15	0.00	96.15	13	100	0	9990	2100	14600	102	1	0	0.00	
22	G	88373	GU4NN	FR4D	1	S		11	0	0.00	0.00	0.00	844.55	0.00	844.55	13	100	0	1500	2100	16300	102	1	0	0.00	
23	G	88373	GU4NN	FR4D	2	S		11	0	0.00	0.00	0.00	844.55	0.00	844.55	13	100	0	1500	2100	16300	202	1	0	0.00	
24	G	88373	GU4NN	FR4D	3	S		310	0	0.00	0.00	0.00	125.00	0.00	125.00	13	100	0	9990	2100	14600	102	1	0	0.00	

Import

- Furlough
- Special Pay
- New Contract
- Substitute

A	B	C	D	E	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO									
1	TYPE	EMPNO	LNAME	FNAME	SEQ	PENS	AMT	GHI	DIST	%	CONTRAM1	SUB	DIST	CYCLE	GF	STATE	SAL	LOCAL	SAL	OTHER	CONTM0	NOPAYS	CLASS	CERT	SERV	PAY	LOC	WORK	LOC
2	G	88358	RE3TERIA	ZA3E	1	0.00	100.00%		11020.00	Y							789.69	0.00	11020.00	0.00	10	12	16	N	1	302		302	
3	G	88358	RE3TERIA	ZA3E	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	16	N	1	302		302	
4	G	88361	BA80N	M8CHEL	1	0.00	100.00%		46325.00	Y							3843.75	39125.00	200.00	7000.00	10	12	5	C	1	101		101	
5	G	88361	BA80N	M8CHEL	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	5	C	1	101		101	
6	G	88361	BA80N	M8CHEL	3	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	5	C	1	101		101	
7	G	88361	BA80N	M8CHEL	4	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	5	C	1	101		101	
8	G	88361	BA80N	M8CHEL	5	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	5	C	1	101		101	
9	G	88362	BE7NIER	CO7RINNE	1	0.00	0.00%		10445.68	Y							870.47	0.00	10445.68	0.00	10	12	14	N	1	102		102	
10	G	88362	BE7NIER	CO7RINNE	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	14	N	1	102		102	
11	G	88363	CA6ALES	DA6	1	0.00	100.00%		12950.40	Y							1079.20	0.00	12950.40	0.00	10	12	8	N	1	302		302	
12	G	88368	PUSLIAM	MO9TON	1	0.00	100.00%		18340.00								1445.00	0.00	15840.00	2500.00	10	12	10	N	1	101		101	
13	G	88368	PUSLIAM	MO9TON	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	10	N	1	101		101	
14	G	88368	PUSLIAM	MO9TON	3	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	10	N	1	101		101	
15	G	88369	TO8H	EL80NDOR	1	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	12	12	9	N	1	6211		6211	
16	G	88369	TO8H	EL80NDOR	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	12	12	9	N	1	6211		6211	
17	G	88369	TO8H	EL80NDOR	3	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	12	12	9	N	1	6211		6211	
18	G	88370	CR7FT	AN7ERSON	1	0.00	100.00%		50081.00	Y							4156.75	49881.00	200.00	0.00	10	12	5	C	1	102		102	
19	G	88372	GA5E	MY5ES	1	0.00	100.00%		18950.00	Y							1457.69	0.00	15200.00	3750.00	10	12	8	N	1	101		101	
20	G	88372	GA5E	MY5ES	2	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	8	N	1	101		101	
21	G	88372	GA5E	MY5ES	3	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	8	N	1	101		101	
22	G	88373	GU4NN	FR4D	1	0.00	50.00%		21769.17								1814.10	0.00	20269.17	1500.00	10	12	20	N	1	202		202	
23	G	88373	GU4NN	FR4D	2	0.00	50.00%		0.00								0.00	0.00	0.00	0.00	10	12	20	N	1	202		202	
24	G	88373	GU4NN	FR4D	3	0.00	0.00%		0.00								0.00	0.00	0.00	0.00	10	12	20	N	1	202		202	



Gross Data Export/Import

Export

- Furlough

Import

- Furlough

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
2	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDDT	PAYRATE	REGHRS	OVTTHRS	REGGR	OVTGR	CONTRACT	FY	FND	F	PRGM	FMCT	OBJECT	FCTY	B	ADDL	PENS GR
2	G	88361	BA80N	M8CHEL	6	B	301	0	0	0	0	0	-68.64	0.00	-68.64	13	403	0	1750	1000	11000	101	1	0	0
3	G	88363	CA6ALES	DA6	2	B	301	0	0	0	0	0	-22.72	0.00	-22.72	13	404	0	2824	1000	14000	302	1	0	0
4	G	88363	CA6ALES	DA6	4	B	25	0	0	0	0	0	0.00	25.00	0.00	13	560	0	1540	1000	11400	302	1	0	0
5	G	88368	FU8LIAM	MO9TON	4	B	301	0	0	0	0	0	-26.40	0.00	-26.40	13	100	0	1041	1000	14000	101	1	0	0
6	G	88370	CR7FT	AN7ERSON	2	B	301	0	0	0	0	0	-87.51	0.00	-87.51	13	100	0	2041	1000	11000	102	1	0	0
7	G	88372	GA5E	MYSES	4	B	301	0	0	0	0	0	-24.62	0.00	-24.62	13	100	0	5071	1000	14000	101	1	0	0
8	G	88373	GU4NN	FR4D	4	B	301	0	0	0	0	0	-17.78	0.00	-17.78	13	100	0	1500	2100	16300	202	1	0	0
9	G	88373	GU4NN	FR4D	5	B	301	0	0	0	0	0	-17.78	0.00	-17.78	13	100	0	1500	2100	16300	102	1	0	0
10	G	88383	WE2ZEL	GR2SEL	2	B	301	0	0	0	0	0	-68.64	0.00	-68.64	13	100	0	1081	1000	11000	102	1	0	0
11	G	88388	SA5PLE	CA5MINE	3	B	301	0	0	0	0	0	-12.31	0.00	-12.31	13	100	0	1310	2220	14000	102	1	0	0
12	G	88388	SA5PLE	CA5MINE	4	B	301	0	0	0	0	0	-12.30	0.00	-12.30	13	100	0	1310	2220	14000	202	1	0	0
13	G	88406	SH3H	CY3US	2	B	301	0	0	0	0	0	-62.21	0.00	-62.21	13	403	0	1750	1000	11000	102	1	0	0
14	G	88425	LA8TON	OC8AVIO	2	B	301	0	0	0	0	0	-30.03	0.00	-30.03	13	403	0	1762	1000	14000	102	1	0	0
15	G	88432	BA9BOUR	GE9ARO	2	B	301	0	0	0	0	0	-27.09	0.00	-27.09	13	403	0	1762	1000	14000	101	1	0	0
16	G	88436	VE5ASCO	OR8LEE	2	B	301	0	0	0	0	0	-32.93	0.00	-32.93	13	403	0	1762	1000	14000	302	1	0	0
17	G	88442	RO7NEY	TR7STAN	2	B	301	0	0	0	0	0	-54.13	0.00	-54.13	13	403	0	1750	1000	11000	102	1	0	0
18	G	88449	CH8STER	CA8SON	2	B	301	0	0	0	0	0	-101.45	0.00	-101.45	13	100	0	1081	1000	11000	102	1	0	0
19	G	88462	PA3NELL	DO3NIQUE	5	B	301	0	0	0	0	0	-98.49	0.00	-98.49	13	100	0	1041	1000	11000	101	1	0	0
20	G	88487	H2LMAN	VE2DIE	2	B	301	0	0	0	0	0	-84.96	0.00	-84.96	13	100	0	2041	1000	11000	101	1	0	0
21	G	88492	GA5THIER	NU5BERS	5	B	301	0	0	0	0	0	-73.88	0.00	-73.88	13	100	0	1081	1000	11000	102	1	0	0
22	G	88493	GR4SSMAN	AN4LISA	3	B	301	0	0	0	0	0	-92.84	0.00	-92.84	13	100	0	1051	1000	11000	202	1	0	0
23	G	88497	FE8DER	AN8LA	7	B	301	0	0	0	0	0	-23.15	0.00	-23.15	13	100	0	1351	1000	11000	202	1	0	0
24	G	88497	FE8DER	AN8LA	8	B	301	0	0	0	0	0	-23.15	0.00	-23.15	13	100	0	1351	1000	11000	102	1	0	0
25	G	88497	FE8DER	AN8LA	9	B	301	0	0	0	0	0	-23.16	0.00	-23.16	13	100	0	1351	1000	11000	101	1	0	0

1	A	B	C	D	E	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
2	TYPE	EMPNO	LNAME	FNAME	SEQ	PENS AMT	GHIDIST %	CONTRAMT	SUB DIST	CYCLE GR	STATE SAL	LOCAL SAL	OTHER	CONTRMO	NOPAYS	CLASS	CERT	SERV	PAY LOC	WORK LOC	
2	G	88361	BA80N	M8CHEL	6	0	0	46325.00		3843.75	39125.00	200.00	7000.00	10	12	5	C	1	101	101	
3	G	88363	CA6ALES	DA6	2	0	0	12950.40		1079.20	0.00	12950.40	0.00	10	12	8	N	1	302	302	
4	G	88363	CA6ALES	DA6	4	0	0	0.00		0.00	0.00	0.00	0.00	10	12	8	N	1	302	302	
5	G	88368	FU8LIAM	MO9TON	4	0	0	18340.00		1445.00	0.00	15840.00	2500.00	10	12	10	N	1	101	101	
6	G	88370	CR7FT	AN7ERSON	2	0	0	50081.00		4156.75	49881.00	200.00	0.00	10	12	5	C	1	102	102	
7	G	88372	GA5E	MYSES	4	0	0	18950.00		1457.69	0.00	15200.00	3750.00	10	12	8	N	1	101	101	
8	G	88373	GU4NN	FR4D	4	0	0	21769.17		1814.10	0.00	20269.17	1500.00	10	12	20	N	1	202	202	
9	G	88373	GU4NN	FR4D	5	0	0	0.00		0.00	0.00	0.00	0.00	10	12	20	N	1	202	202	
10	G	88383	WE2ZEL	GR2SEL	2	0	0	39325.00		3260.42	39125.00	200.00	0.00	10	12	5	C	1	102	102	
11	G	88388	SA5PLE	CA5MINE	3	0	0	14029.60		1163.13	0.00	14029.60	0.00	10	12	8	N	1	102	102	
12	G	88388	SA5PLE	CA5MINE	4	0	0	0.00		0.00	0.00	0.00	0.00	10	12	8	N	1	102	102	
13	G	88406	SH3H	CY3US	2	0	0	35660.00		2955.00	35460.00	200.00	0.00	10	12	5	C	1	102	102	
14	G	88425	LA8TON	OC8AVIO	2	0	0	17115.20		1426.27	0.00	0.00	17115.20	10	12	8	N	1	102	102	
15	G	88432	BA9BOUR	GE9ARO	2	0	0	15443.20		1286.93	0.00	0.00	15443.20	10	12	8	N	1	101	101	
16	G	88436	VE5ASCO	OR8LEE	2	0	0	18772.00		1564.33	0.00	18772.00	0.00	10	12	8	N	1	302	302	
17	G	88442	RO7NEY	TR7STAN	2	0	0	33624.00		2571.08	34240.00	200.00	0.00	10	12	5	C	1	102	102	
18	G	88449	CH8STER	CA8SON	2	0	0	58025.00		4818.75	57825.00	200.00	0.00	10	12	5	C	1	102	102	
19	G	88462	PA3NELL	DO3NIQUE	5	0	0	58341.00		4845.09	56141.00	200.00	2000.00	10	12	5	C	1	101	101	
20	G	88487	H2LMAN	VE2DIE	2	0	0	48628.00		4035.67	48428.00	200.00	0.00	10	12	5	C	1	101	101	
21	G	88492	GA5THIER	NU5BERS	5	0	0	49063.00		3738.59	42113.00	200.00	2750.00	10	12	5	C	1	102	102	
22	G	88493	GR4SSMAN	AN4LISA	3	0	0	53118.00		4409.83	52918.00	200.00	0.00	10	12	5	C	1	202	202	
23	G	88497	FE8DER	AN8LA	7	0	0	42479.00		3523.26	40779.00	200.00	1500.00	10	12	5	C	1	102	102	
24	G	88497	FE8DER	AN8LA	8	0	0	0.00		0.00	0.00	0.00	0.00	10	12	5	C	1	102	102	
25	G	88497	FE8DER	AN8LA	9	0	0	0.00		0.00	0.00	0.00	0.00	10	12	5	C	1	102	102	



Deduction Export/Import

F2, F13, F8, F3

Export

F2, F13, F8, F4

Import

Payroll Setup – Before F4

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 002 SV C:\DEV\SVS C:\SECOND YELLOW PERPE280

Create Deduction Data Export File to Load in Excel

Select at least one deduction code to export
(Enter a 'Y' if the deduction is to be exported)

01=ANNUITY # 1	Y	02=ANNUITY # 2	Y	03=FED INCOME TA	Y	04=VENDOR 000012	Y
08=GHI-NON-CERT	Y	09=GHI-CERT	Y	10=VENDOR 000014	Y	11=VENDOR 002203	Y
12=VENDOR 004050	Y	13=VENDOR 002920	Y	15=VENDOR 000018	Y	16=VENDOR 000023	Y
17=VENDOR 000019	Y	18=VENDOR 000008	Y	19=VENDOR 000541	Y	20=COURT W/H	Y
21=VENDOR 000021	Y	22=COURT W/H	Y	23=VENDOR 004805	Y	24=VENDOR 002920	Y
25=VENDOR 000014	Y	26=VENDOR 002208	Y	27=VENDOR 002599	Y	28=VENDOR 000869	Y
29=VENDOR 000869	Y	30=VENDOR 001040	Y	31=VENDOR 002920	Y	33=VENDOR 002920	Y
34=COURT W/H	Y	35=VENDOR 001383	Y	36=VENDOR 002920	Y	37=VENDOR 004764	Y
38=VENDOR 003218	Y	39=VENDOR 000814	Y	40=VENDOR 002775	Y	41=VENDOR 004043	Y
42=VENDOR 004059	Y	43=VENDOR 004320	Y				

Enter = Continue or F16 = Exit

12.03.00

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 002 SV C:\DEV\SVS C:\SECOND YELLOW PERPI280

Deduction Data Import

Enter the upload file Path and Name (e.g.C:\PCG\DEDIMPRT.CSU)

C:\PCG\DEDIMPRT.CSU F10=Browse for file

ENTER=Validate, F16=Exit

12.03.00



Deduction Export/Import

Export

- Enrollment
 - Life Insurance
 - Dental
 - Vision
- Report

Import

- Enrollment
 - Life Insurance
 - Dental
 - Vision
- Change

	A	B	C	D	E	F	G	H	I	J	K
1	TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGDT	DEDENDDT	LNAME	FNAME	SSN	
2	D	88358	4	5.07	N	0	0	RE3TERIA	ZA3E	999-08-8358	
3	D	88358	8	80.58	N	0	0	RE3TERIA	ZA3E	999-08-8358	
4	D	88358	24	10.08	N	0	0	RE3TERIA	ZA3E	999-08-8358	
5	D	88358	33	16.69	Y	0	0	RE3TERIA	ZA3E	999-08-8358	
6	D	88361	9	129.18	N	0	0	BABON	MI8CHEL	999-08-8361	
7	D	88361	1	100.00	N	0	0	BABON	MI8CHEL	999-08-8361	
8	D	88361	3	326.64	N	0	0	BABON	MI8CHEL	999-08-8361	
9	D	88361	4	153.07	N	0	0	BABON	MI8CHEL	999-08-8361	
10	D	88361	11	39.37	N	0	0	BABON	MI8CHEL	999-08-8361	
11	D	88361	24	10.08	N	0	0	BABON	MI8CHEL	999-08-8361	
12	D	88361	25	56.90	N	0	0	BABON	MI8CHEL	999-08-8361	
13	D	88361	28	11.39	N	0	0	BABON	MI8CHEL	999-08-8361	
14	D	88361	33	16.69	Y	0	0	BABON	MI8CHEL	999-08-8361	
15	D	88361	17	14.58	N	0	0	BABON	MI8CHEL	999-08-8361	
16	D	88361	18	79.00	N	0	0	BABON	MI8CHEL	999-08-8361	
17	D	88362	3	28.55	N	0	0	BE7NIER	CO7RINNE	999-08-8362	
18	D	88362	4	13.11	N	0	0	BE7NIER	CO7RINNE	999-08-8362	
19	D	88362	13	5.64	Y	0	0	BE7NIER	CO7RINNE	999-08-8362	
20	D	88362	36	1.93	N	0	0	BE7NIER	CO7RINNE	999-08-8362	
21	D	88362	20	693.00	N	0	0	BE7NIER	CO7RINNE	999-08-8362	
22	D	88363	13	2.96	Y	0	0	CA6ALES	DA6	999-08-8363	
23	D	88363	25	18.80	N	0	0	CA6ALES	DA6	999-08-8363	
24	D	88363	8	333.96	N	0	0	CA6ALES	DA6	999-08-8363	
25	D	88363	43	0.42	N	0	0	CA6ALES	DA6	999-08-8363	
26	D	88363	4	5.54	N	0	0	CA6ALES	DA6	999-08-8363	
27	D	88368	4	36.19	N	0	0	PU9LIAM	MO9TON	999-08-8368	
28	D	88368	13	2.96	Y	0	0	PU9LIAM	MO9TON	999-08-8368	
29	D	88368	33	58.93	Y	0	0	PU9LIAM	MO9TON	999-08-8368	
30	D	88368	8	239.26	N	0	0	PU9LIAM	MO9TON	999-08-8368	
31	D	88368	3	35.87	N	0	0	PU9LIAM	MO9TON	999-08-8368	



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**



Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

Select Employee Personnel Information

Select Employee Deduction Information

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 004 SV C:\DEVSY\ C:\SECOND YELLOW

Export Selected Payroll / Deduction / CPI Information
PAY17EXT

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

LAST NAME X	LOC -	CONTHO -	BIRTH DATE X
FIRST NAME X	WORK LOC -	CONTRACT DAYS -	HIRE DATE X
MIDDLE NAME X	SECTION 125 -	CONTRACT GROSS -	REHIRE DATE X
NAME SUFFIX -	CLASS -	CONTRACT BIWEEKLY -	TERM DATE -
STREET X	JOBCLASS -	STATE ANNUAL -	TERM REASON -
CITY X	CPI JOB -	LOCAL ANNUAL -	PENS SERVICE DATE -
STATE X	CERT TYPE -	OTHER ANNUAL -	PENS TERM DATE -
ZIP X	NO OF PAYS -	FICA SW -	PENS TERM REASON -
TELEPHONE -	PAY CYCLE -	FED EXEMPT -	POS EFFECTIVE DATE -
STATUS -	SERVICE -	FED WITH CODE -	LEAVE ELIGIBLE DATE -
SEX X	SICK BANK -	STATE DEP ALLOWANCE -	GHI IND -
ETHNIC X	PENSTON -	TAX MAR FED -	DOE PAID ERCON FLAG -
MARITAL X	RETIRE SW -	TAX MAR STATE -	CPI INCLUDE -
EEO-5 JOB CODE -	SPOUSE SSN -	GHI -	
HOURS PER WEEK -	PRIOR YEAR CONTHO -		
HOURS PER DAY -	SUBSTITUTE RANK -		
	OUERRIDE ACCRUE -		
	ADJ LEAVE ELIG DATE -		

F7=Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit

12.03.00

PCG Dist=8991 Rel=12.03.00 10/04/2012 ARR 004 SV C:\DEVSY\ C:\SECOND YELLOW

Export Selected Payroll / Deduction / CPI Information
PAY17EXT

Select Payroll Deduction Fields

Include deductions with zero dollar amounts? N (Y or M)

Enter 'X' for the deduction to be reported.

01-ANNUITY # 1 -	02-ANNUITY # 2 -	03-FED INCOME TA -	04-VENDOR 000012 -
08-GHI-NON-CERT -	09-GHI-CERT -	10-VENDOR 000014 -	11-VENDOR 002203 -
12-VENDOR 004850 -	13-VENDOR 002920 X	15-VENDOR 000018 -	16-VENDOR 000023 -
17-VENDOR 000019 -	18-VENDOR 000008 -	19-VENDOR 000541 -	20-COURT W/H -
21-VENDOR 000021 -	22-COURT W/H -	23-VENDOR 004805 -	24-VENDOR 002920 -
25-VENDOR 000014 -	26-VENDOR 002200 -	27-VENDOR 002599 -	28-VENDOR 000869 -
29-VENDOR 000869 -	30-VENDOR 001040 -	31-VENDOR 002920 -	33-VENDOR 002920 -
34-COURT W/H -	35-VENDOR 001303 -	36-VENDOR 002920 -	37-VENDOR 004764 -
38-VENDOR 003218 -	39-VENDOR 000814 -	40-VENDOR 002775 -	41-VENDOR 004043 -
42-VENDOR 004059 -	43-VENDOR 004320 -		

Select up to 20 deduction codes to report.

F7=Return to Select Fields, F12=Deselect All, F16=Exit No Deductions Selected

12.03.00



Payroll/Deduction/CPI Export/Import

Export

- List of Names
- How Many Minorities
- By Class
- By Location
- Your Choice

Empno	SSN	Name	Last Name	First Name	Street	City	State	ZIP	Sex	EEO-5 Ethnic	EEO-5 Ethnic Desc	Hispanic
2	88362	999-08-8362	BE7NIER	CO7RINNE	BE7NIER	CO7RINNE	2663 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
3	88363	999-08-8363	CA6ALES	DA6	CA6ALES	DA6	2662 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
4	88368	999-08-8368	PU9LIAM	MO9TON	PU9LIAM	MO9TON	2657 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
5	88370	999-08-8370	CR7FT	AN7ERSON	CR7FT	AN7ERSON	2655 MAIN STREET	SMITH GA	33333	M	2 WHITE	N
6	88373	999-08-8373	GU4NN	FR4D	GU4NN	FR4D	2652 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
7	88379	999-08-8379	WI6HELM	GE6EVIE	WI6HELM	GE6EVIE	2646 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
8	88388	999-08-8388	SA5PLE	CASMINNE	SA5PLE	CASMINNE	2636 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
9	88406	999-08-8406	SH3H	CY3US	SH3H	CY3US	2618 MAIN STREET	SMITH GA	33333	M	2 WHITE	Y
10	88419	999-08-8419	SQ6IRES	HU6G	SQ6IRES	HU6G	2605 MAIN STREET	SMITH GA	33333	F	3 HISPANIC	N
11	88425	999-08-8425	LA8TON	OC8AVIO	LA8TON	OC8AVIO	2599 MAIN STREET	SMITH GA	33333	F	2 WHITE	Y
12	88432	999-08-8432	BA9BOUR	GE9ARO	BA9BOUR	GE9ARO	2591 MAIN STREET	SMITH GA	33333	F	3 HISPANIC	Y
13	88436	999-08-8436	VE5ASCO	OR5LEE	VE5ASCO	OR5LEE	2587 MAIN STREET	SMITH GA	33333	F	3 HISPANIC	Y
14	88462	999-08-8462	PA3NELL	DO3INIQU	PA3NELL	DO3INIQU	2561 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
15	88502	999-08-8502	BE3NSTEIN	BL3IR	BE3NSTEIN	BL3IR	2519 MAIN STREET	SMITH GA	33333	M	2 WHITE	N
16	88525	999-08-8525	WI4LOUGHBY	CI4DERELLA	WI4LOUGHBY	CI4DERELLA	2496 MAIN STREET	SMITH GA	33333	M	2 WHITE	N
17	88564	999-08-8564	RU5F	JAS5MEE	RU5F	JAS5MEE	2457 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
18	88573	999-08-8573	WH4TMORE	KA4EIGH	WH4TMORE	KA4EIGH	2448 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
19	88595	999-08-8595	LO6MIS	BR6CK	LO6MIS	BR6CK	2426 MAIN STREET	SMITH GA	33333	F	2 WHITE	N
20	88602	999-08-8602	WI7SLOW	IS7AC	WI7SLOW	IS7AC	2419 MAIN STREET	SMITH GA	33333	F	4 BLACK	N
21	88609	999-08-8609	KE8ES	NABACHA	KE8ES	NABACHA	2412 MAIN STREET	SMITH GA	33333	F	4 BLACK	N

Import

- Ethnic
- EEO-5 Job Code
- Hours Per Day
- Hours Per Week
- Substitute Rank

Empno	Am Ind	Black	White	Asian	Hawai	Marital	Birth Date	Hire Date	Rehire Date	DED Desc	DED Code	DED Amt	DED Pct	DED Adj	DED Er Amt	
2	88362	N	N	Y	N	N	M	8/1/1983	9/1/2007	7/1/2008	VENDOR 002920	13	5.64	0.00%	0.00	0.00
3	88363	N	N	Y	N	N	M	10/1/1973	2/1/2004		VENDOR 002920	13	2.96	0.00%	0.00	0.00
4	88368	N	N	Y	N	N	M	10/1/1967	9/1/2000		VENDOR 002920	13	2.96	0.00%	0.00	0.00
5	88370	N	N	Y	N	N	M	3/1/1981	11/1/2007		VENDOR 002920	13	2.96	0.00%	0.00	0.00
6	88373	N	N	Y	N	N	M	4/1/1968	8/1/2004		VENDOR 002920	13	2.96	0.00%	0.00	0.00
7	88379	N	N	Y	N	N	M	4/1/1970	1/1/2009		VENDOR 002920	13	2.96	0.00%	0.00	0.00
8	88388	N	N	Y	N	N	M	2/1/1956	8/1/1994		VENDOR 002920	13	2.96	0.00%	0.00	0.00
9	88406	N	N	Y	N	N	M	5/1/1979	8/1/2010		VENDOR 002920	13	2.96	0.00%	0.00	0.00
10	88419	N	N	Y	N	N	M	8/1/1961	8/1/1999	9/1/1999	VENDOR 002920	13	13.96	0.00%	0.00	0.00
11	88425	Y	N	N	N	N	M	7/1/1980	3/1/2004		VENDOR 002920	13	8.21	0.00%	0.00	0.00
12	88432	Y	N	N	N	N	S	12/1/1972	7/1/2008		VENDOR 002920	13	12.70	0.00%	0.00	0.00
13	88436	Y	N	N	N	N	M	10/1/1973	6/1/1992	8/1/1998	VENDOR 002920	13	15.66	0.00%	0.00	0.00
14	88462	N	N	Y	N	N	M	4/1/1971	8/1/2010		VENDOR 002920	13	18.00	0.00%	0.00	0.00
15	88502	Y	N	Y	N	N	M	4/1/1970	4/1/2001		VENDOR 002920	13	20.96	0.00%	0.00	0.00
16	88525	N	N	Y	N	N	M	6/1/1953	7/1/2007		VENDOR 002920	13	2.96	0.00%	0.00	0.00
17	88564	N	N	Y	N	N	M	3/1/1963	8/1/1995	8/1/1996	VENDOR 002920	13	2.96	0.00%	0.00	0.00
18	88573	N	N	Y	N	N	M	12/1/1959	9/1/2003		VENDOR 002920	13	2.96	0.00%	0.00	0.00
19	88595	N	N	Y	N	N	M	3/1/1954	3/1/2006		VENDOR 002920	13	2.96	0.00%	0.00	0.00
20	88602	N	Y	N	N	N	S	3/1/1949	10/1/1994	8/1/1995	VENDOR 002920	13	2.96	0.00%	0.00	0.00
21	88609	N	Y	N	N	N	M	2/1/1951	8/1/1997		VENDOR 002920	13	2.96	0.00%	0.00	0.00



Earnings History Export

F2, F13, F8, F7

Earnings

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 001 SV CA\DEVSY5 CA\SECOND YELLOW
Earnings History Export PAYPE500

F10 to set selection criteria Filter not active

Enter period to be extracted: 1/01/2012 thru 12/31/2012

Select at least one pay type to export:

<input checked="" type="checkbox"/> Issued checks	<input checked="" type="checkbox"/> Adjustments	<input checked="" type="checkbox"/> Non-taxable 3rd party sick
<input checked="" type="checkbox"/> Voided checks	<input type="checkbox"/> W-2 Adjustments	<input checked="" type="checkbox"/> Taxable 3rd party sick

Export sort order:

- Employee Number
- Employee SSN
- Employee Name (Lname Fname)

Amount format:

- Include Decimal (\$10.00 = 10.00)
- No Decimal (\$10.00 = 1000)

SSN format:

- Alpha - 999-88-7777
- Numeric - 999887777

Date format:

- MM/DD/CCYY
- CCYYMMDD

History Item(s) Selected: 0 F4 to select HISTORY items
Deduction(s) Selected: 0 F6 to select deductions

No Items Selected
Enter=Create File, F4=Select HISTORY Items, F6=Select Deductions, F16=Exit

ENTER	F4	F6	F7	F10	F11	F12				12.03.00
F16										

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 001 SV CA\DEVSY5 CA\SECOND YELLOW
Earnings History Export Select Fields PAYPE500

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

Check date	Regular hours	Certified/Non-cert	Annuity ded 1
Transaction date	Regular gross	Instruction flag	Annuity company 1
Pay class	Overtime hours	Full time/Part time	Annuity ded 2
Check type	Overtime gross	TRS service ind	Annuity company 2
Check bank	Contract amount	DD bank 1	Annuity ded 3
Check number	Total gross	DD account 1	Annuity company 3
Number of pays	Tot pension gross	DD net 1	Annuity ded 4
FICA switch	Tot pension amount	DD bank 2	Annuity company 4
Federal switch	Tot GHI gross	DD account 2	Annuity ded 5
State switch	Total FICA gross	DD net 2	Annuity company 5
GHI switch	Total GHI amount	DD bank 3	Birth date
AEIC switch	Total HI gross	DD account 3	Hire date
Pension code	Total HI amount	DD net 3	Rehire date
Fed marital status	Total OASDI gross	DD bank 4	Term date
Fed exemptions	Total OASDI amount	DD account 4	Sex code
Fed w/h code	Total AEIC payment	DD net 4	Marital status
Fed w/h amount	Tot imputed income	DD bank 5	
State marital stat	Tot non-taxable amt	DD account 5	
State marital allow	Total net	DD net 5	
State dep allow	Employer pension	Employer OASDI	
State w/h code	Employer GHI	Employer Medicare	
State w/h amount	Section 125 flag		
Pay location			
Work location			

F7=Return, F11=Select All, F12=Deselect All, F16=Exit

ENTER	F4	F6	F7	F10	F11	F12				12.03.00
F16										



Earnings History Export

F2, F13, F8, F8

Gross Pay Distribution

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 001 SV C:\DEVSY S C:\SECOND YELLOW
Earnings History Gross Pay Distribution Export PAYPE510

F10 to set selection criteria Filter not active

Enter period to be extracted: 1/01/2012 thru 12/31/2012

Enter account or part of account nbr: _____
(Leave blank to select all)

Yr End F Prgm Fnct Objct Fcty B Addt'l

Select at least one pay type to export:

Issued checks Adjustments Non-taxable 3rd party sick
 Voided checks Taxable 3rd party sick

Select at least one gross type to export:

Salary Hourly Daily Type A Type B Transfer trans
 Type X Type Y Type Q Type P Type Z

Export sort order: Employee Number SSN format: Alpha - 999-88-7777
 Employee SSN Numeric - 999887777
 Employee Name (Lname Fname)

Amount format: Include Decimal (\$10.00 = 10.00) Date format: MM/DD/CCYY
 No Decimal (\$10.00 = 1000) CCYYMMDD

History Item(s) Selected: 0 F4 to select HISTORY items

No Items Selected
Enter=Create File, F4=Select HISTORY Items, F16=Exit

ENTER			F4		F7		F10	F11	F12						12.03.00
F16															

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 001 SV C:\DEVSY S C:\SECOND YELLOW
Earnings History Gross Pay Distribution Export PAYPE510

Select Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

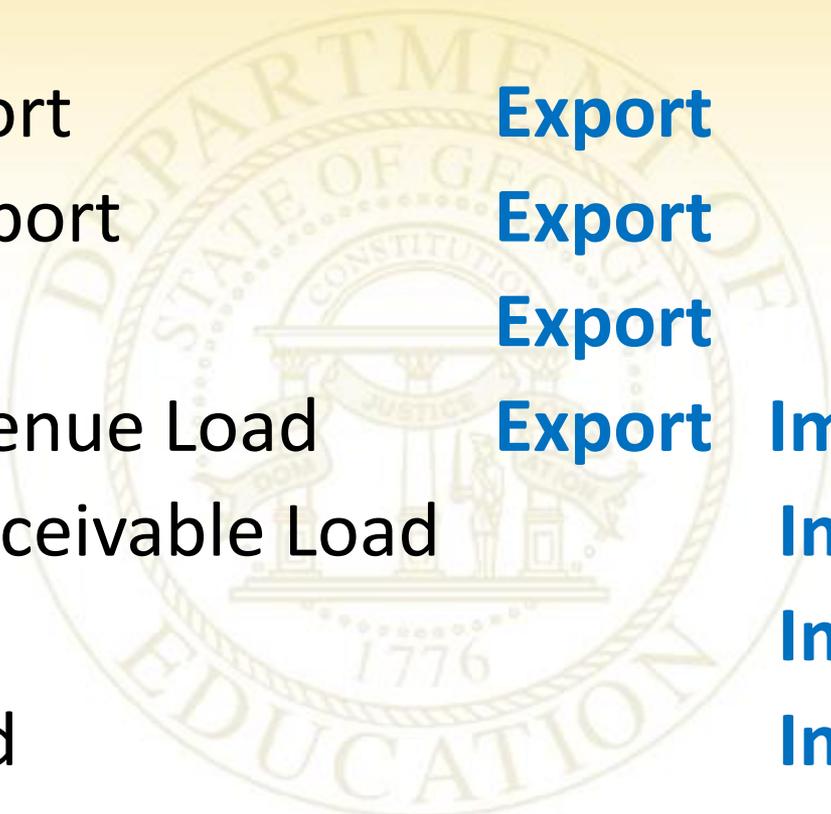
Check date Account gross type
Transaction date Account pay type
Pay class Account gross
Check type Account FICA gross
Check bank Account FICA amt
Check number Account pens gross
FICA switch Account pens amt
Pension code Account GHI gross
Pay location Account GHI dist %
Work location Account pay reason
Account period end

F7-Return, F11=Select All, F12=Deselect All, F16=Exit

ENTER			F4		F7		F10	F11	F12						12.03.00
F16															



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



Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

- F1, F9, F1, F8 - Balance Sheet for Any Period
- F1, F9, F3, F2 - Budget Account Activity Summary
- F1, F9, F3, F3 - Budget Chart of Accounts
- F1, F9, F30 - CS1 with Transmission File
- F1, F9, F31 - DOAA Transparency in Government Export File
- F1, F9, F1, F4 - General Ledger for Any Period
- F1, F9, F1, F3 - Journal Voucher for Any Period
- F1, F9, F1, F2 - Receipts for Any Period
- F1, F9, F3, F9 - Revenue Account Activity Summary List
- F1, F9, F3, F10 - Revenue Chart of Accounts
- F1, F9, F1, F5/F6 - Revenue & Expenditure for any Period
- F1, F9, F1, F9 - School Nutrition Online Reporting System File (DE 106)
- F1, F9, F1, F7 - Trial Balance & Audit Year-End Transmission File
- F1, F9, F1, F1 - Vendor Payments for Any Period



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**



Export Financial Report for Analysis

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

BUDGSUM20120925.xlsx																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	Description	Original	Budget	Disbursed	FCTY	FNCT	Claims	Open PO's	Balance		
2	12	100	0	3011	1000	62000	101	1	101	VOC.INSTR.ENERGY-FUEL MHS	0.00	0.00	0.00	0.00	101	0.00	1000	0.00	0.00	0.00
3	12	462	0	1839	2700	62000	102	1	0	FY12 21ST CENT FUEL MMS	8,840.00	8,840.00	8,327.09			0.00	0.00	0.00	512.91	
4	12	608	0	9990	2700	62000	102	2	0	SUMMER FEEDING BUS FUEL	0.00	0.00	0.00	8,327.09	102	0.00	0.00	0.00	0.00	
5	12	462	0	1839	2700	62000	202	1	0	BUS FUEL / EXPENSE	8,840.00	8,840.00	8,327.10			0.00	0.00	0.00	512.90	
6	12	463	0	1839	2700	62000	202	1	0	21ST CENT BUS EXP. FY11	0.00	0.00	0.00	8,327.10	202	0.00	0.00	0.00	0.00	
7	12	402	0	1763	2700	62000	302	1	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00			0.00	0.00	0.00	0.00	
8	12	403	0	1763	2700	62000	302	1	2	MIGRANT FUEL FIELD TRIP	0.00	0.00	0.00			0.00	0.00	0.00	0.00	
9	12	462	0	1839	2700	62000	302	1	0	21ST CENT. FUEL MES	13,680.00	13,680.00	8,187.07	8,187.07	302	0.00	0.00	0.00	5,492.93	
10	12	100	0	1320	2700	62000	8012	0	0	TRANSP.ENERGY/FUEL	168,000.00	168,000.00	119,174.12			1,814.56	0.00	0.00	47,011.32	
11	12	402	0	1762	2700	62000	8012	0	0	MIGRANT BUS FUEL	1,100.00	1,100.00	567.80			0.00	0.00	0.00	532.20	
12	12	402	0	1763	2700	62000	8012	0	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00			0.00	0.00	0.00	0.00	
13	12	462	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL EXP.	0.00	0.00	0.00			0.00	0.00	0.00	0.00	
14	12	463	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL	0.00	0.00	0.00			0.00	0.00	0.00	0.00	
15	12	560	0	1540	2700	62000	8012	0	0	PRE-K TRANSP. EXPENSE	0.00	0.00	9,330.75	129,072.67	8012	153,913.93	2700	0.00	0.00	-9,330.75
16	12	100	0	9990	2600	62000	8013	0	0	M&O ENERGY/FUEL	50,000.00	50,000.00	48,802.20			0.00	0.00	0.00	1,197.80	
17	12	100	0	9990	2600	62000	8013	1	0	M&O ENERGY/FUEL	14,000.00	14,000.00	8,573.91			0.00	0.00	0.00	5,426.09	
18	12	100	0	9990	2600	62000	8013	2	0	M&O ENERGY/FUEL	100,000.00	100,000.00	102,770.99			0.00	0.00	0.00	-2,770.99	
19	12	100	0	9990	2600	62000	8013	3	0	M&O ENERGY/FUEL	85,500.00	85,500.00	77,050.55			0.00	0.00	0.00	8,449.45	
20	12	100	0	9990	2600	62000	8013	9	0	M&O ENERGY/FUEL	150,000.00	150,000.00	129,585.99			0.00	0.00	0.00	20,414.01	
21	12	560	0	1540	2600	62000	8013	3	0	PRE-K OPERATIONS EXP.	0.00	0.00	6,141.64	372,925.28	8013	372,925.28	2600	0.00	0.00	-6,141.64
22										Totals	599,960.00	599,960.00	526,839.21	526,839.21		526,839.21		1,814.56	0.00	71,306.23



Export Budget/Revenue for New Fiscal Year

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

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 002 SV C:\DEVSYS C:\SECOND YELLOW ACCT0500

Budget Chart of Accounts

Enter accounting period to be printed:

Beginning date: 7/01/2012
Ending date: 6/30/2013

* Any accounts which are ACTIVE during the above dates will be printed. *
* To allow CLOSED accounts to be printed, enter a 'C' here: * _

Enter an 'X' next to any of the following items to be printed on the chart of accounts:

Original budget: _
Current budget: _
Current balance: _

Print each fund on a separate page: N (Y/N)

Create EXPORT file to load in Excel: None
 Export Current Fiscal Year
 Export for New Fiscal Year BUDGET LOAD

ENTER = Continue, F16 = Exit

12.03.00

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 002 SV C:\DEVSYS C:\SECOND YELLOW ACCT0500

Budget Chart of Accounts

Enter the export file path and name (e.g. C:\PCG\BUDCHARTEXPT.CS or F10 to Browse for file)

C:\PCG\BUDCHARTLOAD_CSU

NOTE: DIRECTORY must already exist

Verify LOAD File parameters:
14 New Fiscal Year
03.00 % Budget Change

Fund 199 Not Included

Enter = Continue or F16 = Exit

12.03.00



Export Budget for New Fiscal Year

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
YR	FND	F	PROG	FUNC	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT					
2	14	100	0	1011	1000	11000	302	1	0	799	369,162.30	KINDERGARTEN TEACHER SAL	358,410.00				
3	14	100	0	1011	1000	11300	302	1	0	799	4,635.00	SUB SAL FOR CERTIFIED EMP.	4,500.00				
4	14	100	0	1011	1000	11400	302	1	0	799	0.00	KINDERGARTEN CLASSIFIED SUB	0.00				
5	14	100	0	1011	1000	11800	302	1	0	799	27,267.19	ART MUSIC PE TEACHER	26,473.00				
6	14	100	0	1011	1000	14000	302	1	0	799	112,959.07	KINDERGARTEN TA SALARY	109,669.00				
7	14	100	0	1011	1000	14000	302	1	6	799	0.00	KINDERGARTEN TA SAL MES REIMB	0.00				
8	14	100	0	1011	1000	14200	302	1	0	799	3,781.13	KIND. INSTR. CLER. SALAR	3,671.00				
9	14	100	0	1011	1000	21000	302	1	0	799	129,002.35	KINDERGARTEN GHI BENEFITS	125,245.00				
10	14	100	0	1011	1000	21000	302	1	6	799	0.00	KINDERGARTEN GHI MES REIMB.	0.00				
11	14	100	0	1011	1000	22000	302	1	0	799	39,257.42	KINDERGARTEN INSTR. FICA	38,114.00				
12	14	100	0	1011	1000	22000	302	1	6	799	0.00	KINDERGARTEN FICA MES REIMB.	0.00				
13	14	100	0	1011	1000	23000	302	1	0	799	60,011.92	KINDERGARTEN INSTR. TRS	58,264.00				
14	14	100	0	1011	1000	23000	302	1	6	799	0.00	KINDERGARTEN TRS MES REIMB.	0.00				
15	14	100	0	1011	1000	26000	302	1	0	799	0.00	KINDERGARTEN WRKRS COMP.	0.00				
16	14	100	0	1011	1000	29000	302	1	0	799	0.00	OTH BEN SUM INSTRUCTION	0.00				
17	14	100	0	1011	1000	43000	302	1	0	799	0.00	KIND. INSTR. EQ. MAINT.	0.00				
18	14	100	0	1011	1000	44200	302	1	0	799	2,243.34	1/5 KIND. COPIER RENTAL	2,178.00				
19	14	100	0	1011	1000	53000	302	1	5	799	180.25	TECH. SPEC. CELL PHONE	175.00				
20	14	100	0	1011	1000	61000	302	1	0	799	0.00	KINDERGARTEN INSTR. SUPPLIES BOE	0.00				
21	14	100	0	1011	1000	61000	302	1	4	799	0.00	LD INITIATIVES INSTR. SUPPL.	0.00				
22	14	100	0	1011	1000	61000	302	1	302	799	7,403.64	KINDERGARTEN INSTR. SUPPLIES	7,188.00				
23	14	100	0	1011	1000	61100	302	1	302	799	0.00	KINDERGARTEN COMP. REL. SUPPLIES	0.00				
24	14	100	0	1011	1000	61200	302	1	14	799	0.00	K-5 INSTR. SFTWR.-BOE FUNDS	0.00				
25	14	100	0	1011	1000	61200	302	1	302	799	0.00	KIND. SOFTWARE	0.00				
26	14	100	0	1011	1000	61500	302	1	302	799	0.00	KINDERGARTEN EXP. EQUIP.	0.00				
27	14	100	0	1011	1000	61600	302	1	302	799	0.00	KINDERGARTEN COMP. EQMT.	0.00				
28	14	100	0	1011	1000	64100	302	1	0	799	0.00	KINDERGARTEN TEXTBOOKS BOE	0.00				
29	14	100	0	1011	1000	64100	302	1	302	799	0.00	KIND. TEXTBOOKS MES	0.00				
30	14	100	0	1011	1000	64200	302	1	302	799	0.00	KINDERGARTEN BOOKS/PERIODICALS	0.00				
31	14	100	0	1011	1000	81000	302	1	302	799	0.00	KINDERGARTEN DUES/FEES	0.00				
32	14	100	0	1013	1000	11000	302	1	0	799	1,442.00	KIND. TEACHERS LOCAL SUPL	1,400.00				
33	14	100	0	1013	1000	22000	302	1	0	799	110.21	KINDERGARTEN LOCAL FICA	107.00				
34	14	100	0	1013	1000	22000	302	1	4	799	0.00	FICA/MED SUM INSTRUCTION	0.00				
35	14	100	0	1013	1000	23000	302	1	0	799	164.80	KINDERGARTEN LOCAL TRS	160.00				
36	14	100	0	1013	1000	23000	302	1	4	799	0.00	TRS SUMMARY INSTRUCTION	0.00				
37	14	100	0	1013	1000	29000	302	1	0	799	3,678.13	KIND. LOCAL LIFE/DENTAL	3,571.00				
38	14	100	0	1021	1000	11000	302	1	0	799	718,194.28	GR. 1-3 TEACHER SALARIES	697,276.00				
39	14	100	0	1021	1000	11000	302	1	4	799	0.00	MASTER TEACHER SUPPL.	0.00				
40	14	100	0	1021	1000	11300	302	1	0	799	9,270.00	GR. 1-3 TEACHER SUBS	9,000.00				
41	14	100	0	1021	1000	11300	302	1	6	799	0.00	GR. 1-3 REIMB. TEACHER SUB	0.00				
42	14	100	0	1021	1000	11300	302	1	10	799	0.00	1-3 TEACHER SUB OTHER PAID	0.00				
43	14	100	0	1021	1000	11400	302	1	0	799	0.00	GR. 1-3 CLASSIFIED SUBS	0.00				
44	14	100	0	1021	1000	11800	302	1	0	799	89,322.63	ART MUSIC PE TEACHERS	86,721.00				



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Import Budget

Export Current Budget to Modify & Import for New Financial Year

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	YR	FND	F	PROG	FUNC	OBJCT	FACT	B	ADDL	BAL	NEW BUDG	NAME	CURRENT
2	14	100	0	1011	1000	11000	302	1	0	799	369,162.30	KINDERGARTEN TEACHER SAL	358,410.00
3	14	100	0	1011	1000	11300	302	1	0	799	4,635.00	SUB SAL FOR CERTIFIED EMP.	4,500.00
4	14	100	0	1011	1000	11400	302	1	0	799	0.00	KINDERGARTEN CLASSIFIED SUB	0.00
5	14	100	0	1011	1000	11800	302	1	0	799	27,267.19	ART MUSIC PE TEACHER	26,473.00
6	14	100	0	1011	1000	14000	302	1	0	799	112,959.07	KINDERGARTEN TA SALARY	109,669.00
7	14	100	0	1011	1000	14000	302	1	6	799	0.00	KINDERGARTEN TA SAL MES REIMB	0.00
8	14	100	0	1011	1000	14200	302	1	0	799	3,781.13	KIND. INSTR. CLER. SALAR	3,671.00
9	14	100	0	1011	1000	21000	302	1	0	799	129,002.35	KINDERGARTEN GHI BENEFITS	125,245.00
10	14	100	0	1011	1000	21000	302	1	6	799	0.00	KINDERGARTEN GHI MES REIMB.	0.00
11	14	100	0	1011	1000	22000	302	1	0	799	39,257.42	KINDERGARTEN INSTR. FICA	38,114.00
12	14	100	0	1011	1000	22000	302	1	6	799	0.00	KINDERGARTEN FICA MES REIMB.	0.00
13	14	100	0	1011	1000	23000	302	1	0	799	60,011.92	KINDERGARTEN INSTR. TRS	58,264.00
14	14	100	0	1011	1000	23000	302	1	6	799	0.00	KINDERGARTEN TRS MES REIMB.	0.00
15	14	100	0	1011	1000	26000	302	1	0	799	0.00	KINDERGARTEN WRKRS COMP.	0.00
16	14	100	0	1011	1000	29000	302	1	0	799	0.00	OTH BEN SUM INSTRUCTION	0.00
17	14	100	0	1011	1000	43000	302	1	0	799	0.00	KIND. INSTR. EQ. MAINT.	0.00
18	14	100	0	1011	1000	44200	302	1	0	799	2,243.34	1/5 KIND. COPIER RENTAL	2,178.00
19	14	100	0	1011	1000	53000	302	1	5	799	180.25	TECH. SPEC. CELL PHONE	175.00
20	14	100	0	1011	1000	61000	302	1	0	799	0.00	KINDERGARTEN INSTR. SUPPLIES BOE	0.00
21	14	100	0	1011	1000	61000	302	1	4	799	0.00	LD INITIATIVES INSTR. SUPPL.	0.00
22	14	100	0	1011	1000	61000	302	1	302	799	7,403.64	KINDERGARTEN INSTR. SUPPLIES	7,188.00
23	14	100	0	1011	1000	61100	302	1	302	799	0.00	KINDERGARTEN COMP. REL. SUPPLIES	0.00
24	14	100	0	1011	1000	61200	302	1	14	799	0.00	K-5 INSTR. SFTWR. -BOE FUNDS	0.00
25	14	100	0	1011	1000	61200	302	1	302	799	0.00	KIND. SOFTWARE	0.00
26	14	100	0	1011	1000	61500	302	1	302	799	0.00	KINDERGARTEN EXP. EQUIP.	0.00
27	14	100	0	1011	1000	61600	302	1	302	799	0.00	KINDERGARTEN COMP. EQMT.	0.00
28	14	100	0	1011	1000	64100	302	1	0	799	0.00	KINDERGARTEN TEXTBOOKS BOE	0.00
29	14	100	0	1011	1000	64100	302	1	302	799	0.00	KIND. TEXTBOOKS MES	0.00
30	14	100	0	1011	1000	64200	302	1	302	799	0.00	KINDERGARTEN BOOKS/PERIODICALS	0.00
31	14	100	0	1011	1000	81000	302	1	302	799	0.00	KINDERGARTEN DUES/FEES	0.00
32	14	100	0	1013	1000	11000	302	1	0	799	1,442.00	KIND. TEACHERS LOCAL SUPPL	1,400.00
33	14	100	0	1013	1000	22000	302	1	0	799	110.21	KINDERGARTEN LOCAL FICA	107.00
34	14	100	0	1013	1000	22000	302	1	4	799	0.00	FICA/MED SUM INSTRUCTION	0.00
35	14	100	0	1013	1000	23000	302	1	0	799	164.80	KINDERGARTEN LOCAL TRS	160.00
36	14	100	0	1013	1000	23000	302	1	4	799	0.00	TRS SUMMARY INSTRUCTION	0.00
37	14	100	0	1013	1000	29000	302	1	0	799	3,678.13	KIND. LOCAL LIFE/DENTAL	3,571.00
38	14	100	0	1021	1000	11000	302	1	0	799	718,194.28	GR.1-3 TEACHER SALARIES	697,276.00
39	14	100	0	1021	1000	11000	302	1	4	799	0.00	MASTER TEACHER SUPPL.	0.00
40	14	100	0	1021	1000	11300	302	1	0	799	9,270.00	GR.1-3 TEACHER SUBS	9,000.00
41	14	100	0	1021	1000	11300	302	1	6	799	0.00	GR.1-3 REIMB. TEACHER SUB	0.00
42	14	100	0	1021	1000	11300	302	1	10	799	0.00	1-3 TEACHER SUB OTHER PAID	0.00
43	14	100	0	1021	1000	11400	302	1	0	799	0.00	GR.1-3 CLASSIFIED SUBS	0.00
44	14	100	0	1021	1000	11800	302	1	0	799	89,322.63	ART MUSIC PE TEACHERS	86,721.00

F1, F1, F4

PCG Dist=8991 Rel=12.03.00 10/09/2012 ARR 002 5Y C:\DEVSY5 C:\SECOND YELLOW ACCT0121

Budget Upload from File

Enter the upload file path and name (e.g. C:\BUDGET\BUDGDATA.CSU)

C:\BUDGET\BUDGDATA.CSU

F10=Browse for file

Use data to set original budget or to enter budget adjustment?
(Note: Account will be added or changed for original but must exist for adjustment.)

ORIGINAL/ADJUST? ORIGINAL

Enter reason desc: ADDED APPROPRIATION

Budget Yr	Tran Date	Beg Date	End Date
<u>14</u>	<u>7/01/2013</u>	<u>7/01/2013</u>	<u>6/30/2014</u>

Enter = continue, F16 = Exit 12.03.00



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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 PCGenesis_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

PCGenesis_PO_Requisition.xls [Compatibility Mode]

PCGenesis Purchase Requisition v1.00

NOTE: Commas may not be entered into any input field.

H Requisition number Date MM/DD/CCYY

V Vendor number Requestor
Or "NEW" Phone

A Approved by

If existing vendor, only vendor number and name required. If new vendor, complete vendor information required.

N Vendor name EIN
P Phone Fax or SSN
D Address L1 1099 (Y/N)
E Address L2
F City - St - Zip
G Contact

S Ship to facility Ship to building Information only

T Facility desc
Attention of

O Order description

Enter account number charge lines. Total charge lines must equal total line items.

Line	Yr	Fnd	Fisc	Prog	Func	Object	Fac	Bldg	Addl	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total requisition amount										0.00

Account charge total must match line item total

Line items extended price total \$0.00 ** Requisition cannot be ZERO **

Enter the purchase order line items, quantity, units, description and unit price. Description may span lines.

Line	Quantity	Unit	Description	Unit Price	Ext Price
1					



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

Yr	Fund	F	Prgm	Func	Objct	Fcty	B	Addl	Amount	1099
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										



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

The screenshot shows an Excel spreadsheet titled "ReceiptOrReceivableTemplate.xls [Compatibility Mode]". The main heading is "PCGenesis Receivable or Receipt Import Entry".

Key fields and labels include:

- Line 1: Version "v1.00"
- Line 3: "H" label and "Enter 'RCV' for receivable import or enter 'REC' for receipt import:" with an input box.
- Line 5: "For" label and a long input box.
- Line 7: "B" label, "Enter A/R balance account for receivable import only:", "A/R balnc" label, and an input box.
- Line 9: "or" label and "Ref #" label.
- Line 10: "R" label, "Enter reference # for receipt import only:", and an input box.
- Line 12: "All entries below apply to both Receivables and Receipts"
- Line 13: "Source", "Date", and "Amount" labels.
- Line 14: Input boxes for Source, Date, and Amount (with "0.00" entered).
- Line 16: "Reason" label and an input box.
- Line 17: "D" label.
- Line 19: "*** Receipt/Receivable Lines ***"
- Line 20: Table header: Yr, Fund, F, Prog, Func, Objct, Fcty, B, Addl, Amount.
- Lines 21-37: A grid of 17 rows for entering line items.

Example: Will Aid Processing Monthly QBE



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Import Journal Entry

Use JournalEntry.xls to Create a Journal Entry

- V – Voucher Nbr, MM, DD, YY, FY, Reason
- C – Bank, Ck No, Vendor/Payee, Amt (998)
- L – Acct Type, 1099, Account, DR Amount
CR Amount, Bank, Source/Vendor
- C – Bank, Ck No, Vendor/Payee, Amt (20)

(Up to 20 Lines OR up to 998 Lines)

Example:

- QBE (no longer best option)**
- Transfer Fund from School Nutrition**

The screenshot shows a spreadsheet titled 'JournalEntry.xls [Compatibility Mode]'. The spreadsheet is divided into several sections for data entry:

- Row 1-3:** Voucher information. Row 1: Voucher Number (C2), Tran MM (F2), Tran DD (G2), Tran YY (H2), JE FY (I2), Reason (J2). Row 2: Voucher Number (C2) contains '0'. Row 3: Blank.
- Row 4-5:** Account and Source information. Row 4: Act Type (C4), 1099 (D4), Fund (E4), Fisc (F4), Prgm (G4), Func (H4), t (I4), Facility (J4), B (K4), Addl (L4), DR Amount (M4), CR Amount (N4), Bank (O4), Vendor (P4). Row 5: Act Type (C4) contains '1'.
- Row 6-24:** Journal entry lines. Each row (L6-L24) contains a line number (L6-L24) and a line type (L6-L24) which is 'L' for all lines.
- Row 25-26:** Totals. Row 25: Blank. Row 26: Total (M26) is \$0.00, CR Amount (N26) is \$0.00.
- Row 27-29:** Check information. Row 27: Check Bank (C27), Check No (D27), Vendor - or - Payee (E27), Check Amount (M27). Row 28: Check Bank (C27) contains '21'. Row 29: Blank.





Questions



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