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 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
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**

- Display/Update Personnel Data
- Select Employee

**FILTER**

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

**Filter set:** Class, IRS, Contract Mo, Certified, Status

- Status: [ ]
- Pension: [ ]
- Contract Mo: [ ]
- Certified (C or N): [ ]
- 13 Month (Y or N): [ ]

- Class Code: [ ]
- Work Location: [ ]
- Job Code: [ ]
- CSI 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.

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

- Class
- Work Location
- Job Code
- CSI Job

11/7/2013
Filter set: Class, IRS, Contract No, Certified, Status

<table>
<thead>
<tr>
<th>Fkey</th>
<th>Name</th>
<th>Empno</th>
<th>SSN</th>
<th>Loc</th>
<th>Cls</th>
<th>Cert</th>
<th>Pens</th>
<th>ContMo</th>
<th>Job</th>
<th>Stat</th>
<th>Mth</th>
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<td>Enter</td>
<td>AD20CK, FR2DDA</td>
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<td>C</td>
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<td>10</td>
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<td>C</td>
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<td>7</td>
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<td>2</td>
<td>10</td>
<td>114</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

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
Mass Update

F2, F13, F6
Mass Update

F2, F13, F6, F5

Mass Update Selected Employees' Field(s)

Record selection criteria: Filter set: Class,TRS,Contract No,Certified,Status

What to Update

Enter Contract Months/Year (00 - 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: 000 000 Update? (Y/N) N CPI Contract Days

ENTER = Continue, F16 = Return to Record Selection
Mass Update Demo
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](image-url)
**New Hire Import**

F2, F13, F8, F9

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### EMPLOYEE NEW HIRE IMPORT ERROR REPORT

**Run date:** 10/04/2012  
**Program:** PAYFI150  
**Load File Name:** C:\PCGNNewEmployee\GASBONewEmp.csv

**Import Input Lines and Error Messages**

<table>
<thead>
<tr>
<th>Employee Number: 077777</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Field Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work Location</td>
<td>0000</td>
<td>Invalid value for field.</td>
</tr>
<tr>
<td></td>
<td>Job Code</td>
<td>000</td>
<td>Invalid value for field.</td>
</tr>
<tr>
<td></td>
<td>Ethnic Code</td>
<td>00</td>
<td>Invalid value for field.</td>
</tr>
<tr>
<td></td>
<td>GHI Option</td>
<td>00</td>
<td>Invalid value for field.</td>
</tr>
<tr>
<td></td>
<td>GHI Tier</td>
<td>00</td>
<td>Invalid value for field.</td>
</tr>
<tr>
<td></td>
<td>GHI Eligible/Option</td>
<td>00</td>
<td>GHI Eligible Must = Y when GHI Option selected</td>
</tr>
<tr>
<td></td>
<td>Gender Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zip</td>
<td></td>
<td></td>
</tr>
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<td>Invalid value for field.</td>
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<tr>
<td></td>
<td>Hire Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GHI Participation Sx</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Marital Stat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Marital Status</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FICA Tax Switch</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Retirement Switch</td>
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<tr>
<td></td>
<td>Pay Cycle</td>
<td>0</td>
<td>Invalid value for field.</td>
</tr>
</tbody>
</table>

**Files Processed**

- 0009 Files processed in trial mode.
- 0000 Files pass validation.
- 0000 Files fail validation.

*Check print queue for import reports.*
Gross Data Export/Import

F2, F13, F8, F1

Export

- Select One or More Pay Type
  - All
  - Salary
  - Hourly and/or Daily
  - Any combination

- Modify output and Import to Update

F2, F13, F8, F2

Import

Payroll Setup – Before F4

- 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

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

**Export**
- Furlough

**Import**
- Furlough

---

#### GrossDataExportSheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Import/Export</th>
<th>Date</th>
<th>Number</th>
<th>Gross Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### GrossDataImportSheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Import/Export</th>
<th>Date</th>
<th>Number</th>
<th>Gross Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

11/7/2013 22
Deduction Export/Import

Export

F2, F13, F8, F3

Import

F2, F13, F8, F4

Payroll Setup – Before F4

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ANNUITY II 1</td>
<td>1</td>
<td>2500</td>
</tr>
<tr>
<td>02</td>
<td>ANNUITY II 2</td>
<td>2</td>
<td>3000</td>
</tr>
<tr>
<td>03</td>
<td>FED INCOME TA</td>
<td>3</td>
<td>4000</td>
</tr>
<tr>
<td>04</td>
<td>Vendor 00001</td>
<td>4</td>
<td>5000</td>
</tr>
<tr>
<td>05</td>
<td>Vendor 00002</td>
<td>5</td>
<td>6000</td>
</tr>
</tbody>
</table>

Enter - Continue or F16 - Exit

F2, F13, F8, F4

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

C:\FEG1\DEDIMPRT.GSU

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
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
F2, F13, F8, F5    Set Filter for ‘Active’
Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

Select Employee Personnel Information  Select Employee Deduction Information

Enter 'X' for the item to be reported

F11: Select All, F12: Deselect All

Enter 'Y' for the deduction to be reported. Include deductions with zero dollar amounts? (Y or N)

Select up to 20 deduction codes to report.

F7-Return to Select Fields, F10-Deselect All, F16-Exit No Deductions Selected

11/7/2013
Payroll/Deduction/CPI Export/Import

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

### Import
- Ethnic
- EEO-5 Job Code
- Hours Per Day
- Hours Per Week
- Substitute Rank
Earnings History Export

F2, F13, F8, F8

Gross Pay Distribution

Earnings History Gross Pay Distribution Export

F11-Select All, F12-Deselect All

Select Fields

Enter 'X' for the item to be reported

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

To set selection criteria: Filter not active

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

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

Select at least one pay type to export:
- X Issued checks
- X Adjustments
- X Non-taxable 3rd party sick
- X Taxable 3rd party sick

Select at least one gross type to export:
- X Salary
- X Hourly
- X Daily
- X Type A
- X Type B
- X Transfer trans

Export sort order:
- X Employee Number
- X Employee SSN
- X Employee Name

Amount format:
- X Include Decimal ($10.00 - $10.00)
- X No Decimal

History Item(s) Selected: 0

F4 to select HISTORY items

No Items Selected

Enter-CREATE File, F4-Select HISTORY Items, F16-Exit
<table>
<thead>
<tr>
<th>Financial Tools</th>
<th>Export</th>
<th>Import</th>
<th>Range</th>
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<tbody>
<tr>
<td>Budget Report</td>
<td></td>
<td></td>
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<tr>
<td>Revenue Report</td>
<td></td>
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<td>GL Report</td>
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<td></td>
<td></td>
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<tr>
<td>Budget/Revenue Load</td>
<td>Export</td>
<td>Import</td>
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<td>Accounts Receivable Load</td>
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<td>Import</td>
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<td>Claim Load</td>
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<td>Import</td>
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</tr>
<tr>
<td>PO Load</td>
<td></td>
<td>Import</td>
<td></td>
</tr>
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</table>
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
Report Include/Exclude Range

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

- Budget Account Activity
  F1, F9, F3, F2
- Revenue Account Activity
  F1, F9, F3, F9
- Summary of Monthly Estimated vs Actual Expenses
  F1, F9, F3, F12
Export Financial Report for Analysis

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

<table>
<thead>
<tr>
<th>FY</th>
<th>FND</th>
<th>F</th>
<th>PRGM</th>
<th>FNCT</th>
<th>OBJECT</th>
<th>B</th>
<th>ADDL</th>
<th>Description</th>
<th>Original</th>
<th>Budget</th>
<th>Disbursed</th>
<th>FCTY</th>
<th>FNCT</th>
<th>Claims</th>
<th>Open PO's</th>
<th>Balance</th>
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<td>0</td>
<td>3011</td>
<td>1000</td>
<td>62000</td>
<td>101</td>
<td>101</td>
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<tr>
<td>2</td>
<td>12</td>
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<td>462</td>
<td>1839</td>
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<td>62000</td>
<td>102</td>
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<td>FY12 21ST CENT FUEL MMS</td>
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<td>8,327.09</td>
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<td>102</td>
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<td>0.00</td>
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<tr>
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<td>0</td>
<td>462</td>
<td>1839</td>
<td>2700</td>
<td>62000</td>
<td>102</td>
<td>1</td>
<td>BUS FUEL / EXPENSE</td>
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<td>8,840.00</td>
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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

---

### Budget Upload From File

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

C:\BUDGET\BUDGET_DATA.CSV

F10-Browse for File

---

**ORIGINAL/ADJUST?** ORIGINAL

**Enter reason desc:** ADDED APPROPRIATION

---

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Enter = continue, F16 = Exit

12.00.00

---

**Import Budget**

**Export Current Budget to Modify & Import for New Financial Year**
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
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**
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
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
Questions