PCGenesis
Current Status & Future Plans

GASBO
Augusta, GA
November 6, 2013
PCGenesis

Introduction

Alan Rees  PCGenesis Lead Analyst/Developer
Diane Ochala  PCGenesis Senior Analyst/Developer
PCGenesis
Sessions/Training at GASBO

- Session 1 – 8:40
  - PCGenesis Current Status & Future Plans
- Session 2 – 10:00
  - PCGenesis Recent Enhancements & Changes
- Session 3 – 11:00
  - PCGenesis Training – Little Used Functionality
- Session 4 – 2:10
  - PCGenesis Training – PCGenesis A, B C’s
- Session 5 – 3:30
  - PCGenesis Training – Dealing with Issues & Other Adv Features
Welcome Some State Charter Schools to PCGenesi
Agenda

• Recent Enhancements
• Future Plans
• Site Recommendations
• User Input
Recent Enhancements
Recent Enhancements

Payroll

• Changes in SHBP Processing
• Add Demographic Info to Personnel Screen
• Update Payroll check Reconciliation Listing
• Add an Additional Restore Point for Payroll
• Print Manual Payroll Checks
• Employee Payroll Deduction Expansion
Changes in SHBP Processing

• Updated to accommodate SHBP File Layout Changes
• Program Changes to AUF file also require user procedure changes for Terminated employees
  – Make these the Last Steps taken when Terminating
  – Input final pay ded date in the *GHI Final Ded DT* field
  – Select appropriate *GHI Change Code* for Termination
  – Input employee’s termination date in the *Term Date* field
  – Select appropriate *Term Reason*, i.e. RETIREMENT
  – Save changes
Changes in SHBP Processing

Sequence to Terminate Employee
Add Information to Personnel Screen

- E-mail
- Cell Phone
- Background Check Date
- Leave Reason Maximum (New Leave System)

*Also added to 3rd Party Contractor screen*
Update Payroll check Reconciliation Listing

• Include Cancel Date & void Date
• ‘ALL’ Option will include all checks regardless of status
• ‘ISS’ Option will include all checks still outstanding during the timeframe
• ‘CAN’ Option will include all checks with the Cancel Date during the timeframe
• ‘VOI’ Option will include all checks with the Void Date during the timeframe
Add an Additional Restore Point for Payroll

• A Restore Point of PAYDATA is now retained for the status of the PAYROLL file immediately before selecting F5 to Print Checks
Print Manual Payroll Checks

- It is now possible to print a manual check
- One manual check at a time
- Select the appropriate check from list
- Does not allow direct deposits to be printed
Employee Payroll Deduction Expansion

• Allow employees to store more than 20 current & year-to-date deduction amounts during a calendar year

• Still limited to 20 current deductions per pay check

• Continue to allow 72 system deductions
Recent Enhancements

Financial

- Added Export/Import Options
- Update Vendor Check & Wire Transfer Reconciliation Listings
- Allow 3rd Party to Fax or email PO’s
Added Export/Import Options

• All Options on the Vendor Payments for any Period allow export to CSV
• Budget & Revenue Master Account Activity Detail allows export to CSV
• Print Facility/Building File allows export to CSV
Update Vendor check & Wire Transfer Reconciliation Listings

• Include Cancel Date & void Date
• ‘ALL’ Option will include all checks regardless of status
• ‘ISS’ Option will include all checks still outstanding during the timeframe
• ‘CAN’ Option will include all checks with the Cancel Date during the timeframe
• ‘VOI’ Option will include all checks with the Void Date during the timeframe
Allow 3rd Party to Fax or email PO’s

- PO Output field added to Vendor
  - E = Email
  - F = Fax
  - O = Other

- PO Output field added to PO

- 3rd Party will use this
Recent Enhancements

CPI

• For new Substitute Pay & Leave System, the Original Leave of Absence File is created from Leave History File
• Add Demographic Info to 3rd Party Contractor Screen
• Cycle 3 Reporting Includes Summary Info
• Upload CPI Codes from Data Collection Website
• Add Health Insurance Flag on CPI Transmission
Available Enhancements
Available Enhancements

PCGenesis System

• Screen Color Option for Site & User 67%
• Updated Reorganization Task ??
• QWord Utility ??
• 3rd Party Printing / Data Capture Option 13%

Usage

11/7/2013
Screen Color Option for Site & User

You Must Use New Shortcut To Enable Color

K:\PCGIcon\PCGclr

Will Only Display Blue Background
Updated Scheduled Reorganization

• Will perform most functions within a program, which provides more control of the process
• Will create a **recap report** which will allow the user to verify that the reorganization process has completed successfully
• Installation Instructions available in

  \texttt{K:\DOCUMENT\Setup New PCGReorg.doc}
Updated Scheduled Reorganization

- Creates a Print File
New Features for QWord Utility

The image shows a user interface for QWORD -- Select File to Print in MSWORD. The interface includes columns for Del Rec User File Size Time Date, with several entries listed. Options for Open in MSWORD, Print-Save, Browse, User, Sort, Refresh, New MSWORD, Print-Delete, Save User Options, and labels for MSWord, Print, Label, All, newest, oldest, and automatic are also visible.
Queue vs Qword Display File

Why Not Replace UQueue with Qword???

UQueue

17 Lines

QWord

66 Lines

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

Payroll

• New & Improved Pay Check Remittance 27%
• Substitute Pay & Employee Leave System 27%
New 8.5 x 11 Pay Check 
Non-Self-Seal Example
The new Substitute Pay and Employee Leave system is available

Twenty-Nine sites are now operational

More sites are in process

A detailed presentation is scheduled later today in this room

Using the new system is Optional
Future Plans
Future Plans

- Install PCGenesis for use by some State Charter Schools
- Increase Field Size for Claim / PO
- Investigate Cause / Solution for Partial Posting
- Identify Independent Contractors to Provide PCGenesis Consulting Services Directly to Sites
- New Budget System
- Capital Asset Tracking System
Capital Asset System

The Future is NOW!
Capital Asset System

• Capital Asset Records (or Inventory Items) can be added via screen input or by file (Capital_Asset_Import_Template.xlsx)
• Users will have to option to View/Update/Delete Records
• Depreciation will be calculated once per year at June 30th using the straight Line (SL) method, initiated by the user
• Several Capital Asset Reports are available
  – Assets List
  – Assets List by Fcty
  – Assets Detail
  – FY Depr Expense
  – FY Depr Expense by Fnct
  – FY GL Posting
  – FY Asset Additions
  – FY Disposal
  – Inventory List
Capital Asset System

Add Capital Asset Records
Capital Asset System

Required fields include:

- Description
- Status
- Class
- Asset/Inventory Switch
- LOC Description
- Estimated Life (YY)
- Remaining Life (MM)
- In Service Date
- Purchase Price
- Account
- Depreciation Method

To indicate first year to depreciate new asset:

- First Year Depreciation SW = Y
- Begin FY = 2014?
- 1st Year Nbr Months = 1 – 12
## Capital Asset System

### Add Capital Asset Records

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
<th>Model</th>
<th>Asset/Inventory SW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag</td>
<td>NEW ASSET</td>
<td></td>
<td>A-I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>LOC Description</th>
<th>Location</th>
<th>Room</th>
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<table>
<thead>
<tr>
<th>Estimated Life</th>
<th>Remaining Life</th>
<th>In Construction Date</th>
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<tbody>
<tr>
<td>10 Years</td>
<td>120 Months</td>
<td></td>
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<table>
<thead>
<tr>
<th>In Service Date</th>
<th>Purchase Price</th>
<th>Book Value</th>
<th>PO</th>
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<tr>
<td>6/22/2013</td>
<td>24000.00</td>
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<table>
<thead>
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<th>Vendor Id</th>
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<th>Asset Account</th>
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<th>Depreciation</th>
<th>Balance</th>
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<tr>
<td>Fnd Prm Fnc Fcty 8010</td>
<td>Fnd Blnc 8010</td>
<td>Fnd Prm Fnc Fcty 8010</td>
<td>Fnd Blnc 8010</td>
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<tr>
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<td>Depr YTD 0.00</td>
<td>Depr Accm 0.00</td>
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<table>
<thead>
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<th>1st Year Nbr Months</th>
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<td>Y-Y-N</td>
<td>2013</td>
<td>12</td>
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<table>
<thead>
<tr>
<th>Disposal Method</th>
<th>A-L-R-S</th>
<th>Description</th>
<th>Disp Date</th>
<th>Proceeds</th>
<th>Sale Expense</th>
<th>Gain-Loss</th>
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<tbody>
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<td></td>
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<td></td>
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**Review Warning**

**ENTER-Validate, F8-Save, F17-PrtScrn, F16-Exit**
Capital Asset System

View/Update/Delete Capital Asset Records
Capital Asset System

View/Update/Delete Capital Asset Records

<table>
<thead>
<tr>
<th>Key</th>
<th>Class</th>
<th>Tag</th>
<th>Description</th>
<th>Serial Number</th>
<th>Status</th>
<th>Depr Type</th>
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<tbody>
<tr>
<td>0001</td>
<td>L</td>
<td>LAND - SCHOOLS</td>
<td>LAND - SCHOOLS - 74 ACRES</td>
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<td>NO</td>
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<tr>
<td>0002</td>
<td>L</td>
<td>Land CD 20 A</td>
<td>LAND - CENTRAL OFFICE - 20 ACRES</td>
<td>N/A</td>
<td>A</td>
<td>NO</td>
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<tr>
<td>0003</td>
<td>B</td>
<td>BUILDING HS</td>
<td>BUILDING - SMITH CO. H.S. - 5010</td>
<td>N/A</td>
<td>A</td>
<td>SL</td>
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<tr>
<td>0004</td>
<td>B</td>
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<td>BUILDING - SMITH CO. E.S. - 2010</td>
<td>N/A</td>
<td>A</td>
<td>SL</td>
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<tr>
<td>0005</td>
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<td>Balling cages</td>
<td>A</td>
<td>SL</td>
<td>A</td>
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<tr>
<td>0006</td>
<td>E</td>
<td>1519</td>
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<td>SL</td>
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<td>1619</td>
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<td>SL</td>
<td>A</td>
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<tr>
<td>0018</td>
<td>E</td>
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<td>NEW ASSET</td>
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<td>SL</td>
<td>A</td>
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<tr>
<td>0019</td>
<td>V</td>
<td>456789DEF</td>
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<td>SL</td>
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<tr>
<td>0020</td>
<td>B</td>
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<td>SL</td>
<td>A</td>
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<td>0021</td>
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<td>MORE ASSET</td>
<td>A</td>
<td>SL</td>
<td>A</td>
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<td>E</td>
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<td>A</td>
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<td>456</td>
<td>OVEN</td>
<td>A</td>
<td>SL</td>
<td>A</td>
</tr>
</tbody>
</table>

Select Sort Option: 
- Sort by Key
- Sort by Class
- Sort by Status
- Sort by Tag

Status Option: 
- All
- A-Active
- D-Disposal
- T-Transfer

Class Option: 
- All
- A-Intangible
- B-Building
- C-Construction
- E-Equipment
- F-Land Improve
- K-Kitchen
- L-Land
- M-Machinery-Maint
- S-Software
- T-Technology
- V-Vehicle-Bus

Method Option: 
- All
- SL-Straight Line
- NO-None
# Capital Asset System

## View/Update/Delete Capital Asset Records

### View/Update/Delete Asset Record

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Key</td>
<td>18</td>
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<td>Tag</td>
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<tr>
<td>Description</td>
<td>NEW ASSET</td>
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<tr>
<td>Make</td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>Asset/Inventory SW</td>
<td>A-1</td>
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<tr>
<td>Location</td>
<td>0010</td>
</tr>
<tr>
<td>Location</td>
<td>Location 000010</td>
</tr>
<tr>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>Estimated Life</td>
<td>10 Years</td>
</tr>
<tr>
<td>Remaining Life</td>
<td>120 Months</td>
</tr>
<tr>
<td>In Construction Date</td>
<td></td>
</tr>
<tr>
<td>Purchase Price</td>
<td>24000.00</td>
</tr>
<tr>
<td>Vendor/Model</td>
<td></td>
</tr>
<tr>
<td>Title Holder</td>
<td></td>
</tr>
<tr>
<td>Asset Account</td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
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<tr>
<td>Balance</td>
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<td>Prior Depr Acc</td>
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</tr>
<tr>
<td>Depr YTD</td>
<td>0.00</td>
</tr>
<tr>
<td>Depr Accum</td>
<td>0.00</td>
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<td>First Year Depreciation</td>
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<tr>
<td>Sale Expense</td>
<td>0.00</td>
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<tr>
<td>Gain-Loss</td>
<td>0.00</td>
</tr>
<tr>
<td>Sort:</td>
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<tr>
<td>Status:</td>
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<tr>
<td>Class:</td>
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</tr>
<tr>
<td>Method:</td>
<td>All</td>
</tr>
</tbody>
</table>

Review Warning: Enter=Validate, F1=First, F2=Next, F8=Prev, F4=Last, F9=Save, F9=View, F17=PrintScr, F16=Return

11/7/2013
Capital Asset System

Run Depreciation for Capital Assets

Select Asset Depreciation Fiscal Year

Input Fiscal Year: 2013
Capital Asset System

Capital Asset Reports
Capital Asset System Demo
New Budget System

What Budget Feature/Function Do You Need?
We Welcome Your Input/Requests in Writing
Provide Your Input During the Discussion
Site Recommendations

- **Upgrade** any Server > 3-5 years old
- **Implement Terminal Server Access** *(User Desktop)*
- **Backup** K:\*.* in Full Site Backup *(Retain 3 weeks)*
- **Backup** Data to CD/DVD/USB Nightly
- **Document** Restore Procedures from Backup
- **Add** PCGReorg.bat to Scheduled Tasks
- **2008 Server** *(64 bit)* OK
- **Do Not Install** **2012 Server** or **Windows 8**
PCGenesis
Recent Enhancements & Changes
Session 2 – 10:00 Today

• PCGenesis and Third Party Vendors
• Payroll Deduction Expansion
• Payroll Gross Process Type Codes ‘X’ and ‘Y’
• Print Manual Checks
• Enhanced Substitute Pay and Employee Leave System
• CPI Cycle 3 Reporting and CPI Code Table Download
• W2s
PCGenesis
Little Used Functionality
Session 3 – 11:00 Today

• Overview
• System Tools
• Payroll Tools
• Financial Tools
PCGenesis
A, B, C’s
Session 4 – 2:10 Today

• PCG Overview
• Payroll
• Personnel
• Certified/Classified Personnel Information (CPI)
• Financial
• Tools
PCGenesis
Dealing With Issues &
Other Advanced Features
Session 5 – 3:30 Today

• Void/Add Menu
• Manual/Void Check Run
• Refunding Deductions
• Correcting PSERS and TRS
• Overpayments
• Garnishments
• W2s
• Getting Ready for 2014 GHI
Help us focus our efforts

• What Major Feature/Function Do You Need?
• We Welcome Your Input/Requests in Writing
• Complete the ‘Comments and Requests’ Today
• Provide Your Input During the Discussion
User Input