



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

9/3/2015

Section A: Budget Account Master
Processing, V2.5

Revision History

Date	Version	Description	Author
9/3/2015	2.5	15.03.00 – Add the <i>Summary of Budget Account Add/Update Options</i> in the <i>Overview</i> section.	D. Ochala
09/22/2014	2.4	14.02.00 – Added button bar processing.	D. Ochala
12/26/2013	2.3	13.04.00 – Updated <i>Topic 5: Preparing the Import File for the Budget Upload</i> instructions.	D. Ochala
12/13/2012	2.2	12.03.00 – Added button bar processing instructions and instructions for the screen print function.	D. Ochala
04/01/2011	2.1	11.01.00 – Updated <i>Topic 5: Preparing the Import File for the Budget Upload</i> instructions to describe exporting budget figures for the new fiscal year.	D. Ochala
10/04/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

The following processing guidelines apply to budget accounts:

Updating and Displaying Budget Accounts: Inquire on budget accounts by specific account, by partial number scan, and by partial number summary.

Inquiries: Inquiring by a partial budget account number allows record viewing for all records containing the numbers entered. For example, when entering '1000' in the *Funct (Function)* field, all records containing a function code of '1000' display sequentially.

Additions/Updates: Create budget accounts to enter the fiscal year's budget for a specific account. PCGenesis may automatically distribute the original budget estimate to monthly amounts, or the monthly distribution amounts may be entered manually. All account number "pieces" must exist in the *Account Master Description File* before creating the account record by using these procedures. Refer to *Section K: Account Master Description File Processing* for instructions.

All budget account additions, modifications, and deletions generate entries in the *AUDIT* file and on the General Ledger (G/L). The G/L entry debits or credits the appropriate accounts. PCGenesis does not allow the deletion of budget accounts unless the *Adjusted Budget Amount* and the *Original Budget Amount* are zero. Also, PCGenesis does not allow the deletion of budget accounts when there are purchase order encumbrances and/or claims and expenditures recorded against the account.

PCGenesis does not allow budget account modifications for the *Payroll Withholding Fund 199* and for *Closed* budget accounts. (PCGenesis automatically updates the *Payroll Withholding Fund's* information when posting the payroll.) PCGenesis allows the viewing of these accounts however.

Printing the Budget Chart of Accounts: The *Budget Chart of Accounts* provides a listing of *active* budget accounts for a specific date range. PCGenesis displays these accounts with the original and/or current budget, and/or the current balances. *Closed* budget accounts may also be included in this listing of accounts. This procedure will also create a budget account *Export* file for processing via Microsoft® Excel, where applicable.

The printing the *Budget Chart of Accounts* procedure will also create a budget account *Export* file which can be used by the *Budget Load from External File* procedure to create a new fiscal year's chart of accounts and budget entries. This can be done by printing the *Budget Chart of Accounts* and selecting the radio button corresponding to **Export for New Fiscal Year BUDGET LOAD** in the **Create EXPORT File to load in Excel** field. Selecting the budget account *Export* file for a new fiscal year creates the new fiscal year's budget, based on the current year's budget account information.

PCGenesis performs the following during this process:

- The radio button option **Export for New Fiscal Year BUDGET LOAD** in the *Print the Chart of Accounts* function, allows the user to specify the types of budget accounts to export. By selecting the appropriate radio button the user can export all budget accounts, salary and benefit budget accounts only, or all budget accounts except for salary and benefit budget accounts.
- After the **Export for New Fiscal Year BUDGET LOAD** option is selected, the user specifies the **New Fiscal Year** and the **% Budget Change** values. For example, users may apply a formula to each budget account to increase the budget amount by 3%. If the new fiscal year's budget remains unchanged from the prior fiscal year, the **% Budget Change** value can be set to zero.

- The **Export for New Fiscal Year BUDGET LOAD** process exports the current fiscal year's budget accounts and amounts from PCGenesis, applies the **% Budget Change** factor, and calculates a **New Budget amount** for each account. The export process creates a *Comma Separated Value* (.csv) file. The .csv file can be loaded into Microsoft® Excel for further editing if additional modifications are needed for the budget account numbers or budget amounts.
- After saving the Microsoft® Excel spreadsheet as a comma delimited (.csv) file, and after using the PCGenesis *Import* procedure to upload the information, the user must verify the budget figures for accuracy.

Performing the Budget Account Upload: Performing the budget account upload creates the new fiscal year's chart of accounts and budget values based on the contents of a *Comma Separated Value* (.csv) import file. The import file must contain the following information for each general ledger account: the budget general ledger account number, the balance sheet account code, the account description or title, and the budget amount.

Summary of Budget Account Add/Update Options

Add Budget Account

- Refer to *Topic 2: Adding a Budget Account* in this document
- When an account does not exist, use **F1** to add
- **Enter Orig. Budget** (Enter original budget) field
- Optional: Allocate the Original Budget Amount over the 12 months, or allow the system to automatically allocate the Original Budget Amount over the 12 months
- Fill in other fields as necessary
- **ENTER** twice to post
- Outcome: The **Adj. Budget** (Adjusted Budget) field is replaced by the amount entered in the **Enter Orig. Budget** field
- Outcome: The **Orig. Budget** (Original Budget) field is replaced by the amount entered in the **Enter Orig. Budget** field
- Outcome: The **Enter Orig. Budget** amount is automatically allocated over the 12 months

Update Budget Account - Update **Adjusted Budget**

- Refer to *Topic 3: Updating a Budget Account* in this document
- The account must exist
- Optional: **Enter Budget Adjustment** field
- Required if **Budget Adjustment** field entered: Allocate the **Budget Adjustment** amount over the 12 months
- Update other fields as necessary
- **ENTER** twice to post
- Outcome: The **Adj. Budget** (Adjusted Budget) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Enter Budget Adjustment** field
- Outcome: The **Orig. Budget** (Original Budget) field remains unchanged
- Outcome: The **Distribution by Month** fields are increased (positive adjustment) or decreased (negative adjustment) by the amounts shown on the screen

Update Budget Account - Update **Adjusted Budget** and **Original Budget**

- Refer to *Topic 3: Updating a Budget Account* in this document
- The account must exist
- Optional: **Enter Budget Adjustment** field
- Optional: Allocate the **Budget Adjustment** amount over the 12 months, or allow the system to automatically allocate the **Budget Adjustment** amount over the 12 months
- Update other fields as necessary
- Select **F31** to **Adjust Original Balance**, and then **ENTER** to post
- Outcome: The **Adj. Budget** (Adjusted Budget) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Enter Budget Adjustment** field
- Outcome: The **Orig. Budget** (Original Budget) field is increased (positive adjustment) or decreased (negative adjustment) by the amount entered in the **Enter Budget Adjustment** field
- Outcome: The **Distribution by Month** fields are increased (positive adjustment) or decreased (negative adjustment) by the amounts shown on the screen

Upload Chart of Accounts and select ORIGINAL upload option

- Refer to *Topic 6: Importing the Microsoft® Excel Budget.csv File into PCGenesis, 6B. Budget Load from External File* in this document
- The account may or may not exist. If the account does not exist, it will be automatically created by the system.
- Required: **Column K - Budget Amount** must be entered in the .csv upload file
- Enter all other required fields in the .csv upload file
- Select the **ORIGINAL** upload option
- Outcome: The **Adj. Budget** (Adjusted Budget) field is replaced by the amount entered in **Column K - Budget Amount**
- Outcome: The **Orig. Budget** (Original Budget) field is replaced by the amount entered in **Column K - Budget Amount**
- Outcome: The **Column K - Budget Amount** is automatically allocated over the 12 months and replaces the prior monthly allocations

Upload Chart of Accounts and select ADJUST upload option

- Refer to *Topic 6: Importing the Microsoft® Excel Budget.csv File into PCGenesis, 6B. Budget Load from External File* in this document
- The account must exist
- Required: **Column K - Budget Amount** must be entered in the .csv upload file
- Enter all other required fields in the .csv upload file
- Select the **ADJUST** upload option
- Outcome: The **Adj. Budget** (Adjusted Budget) field is replaced by the amount entered in **Column K - Budget Amount** field
- Outcome: The **Orig. Budget** (Original Budget) remains unchanged
- Outcome: The **Column K - Budget Amount** is automatically allocated over the 12 months and replaces the prior monthly allocations

Printing the Detail of Expenditures Report: The *Detail of Expenditures Report* provides a listing of individual budget account expense activity (expenditures).

Performing the Fiscal Year Budget Account Rollover: When PCGenesis users “roll” budget account activity to the new fiscal year PCGenesis transfers active budget account activity to the upcoming fiscal year. In doing so, the procedure ignores budget accounts without activity, budgeted amounts, and/or *Balance Sheet* account numbers during the procedure for the new fiscal year.

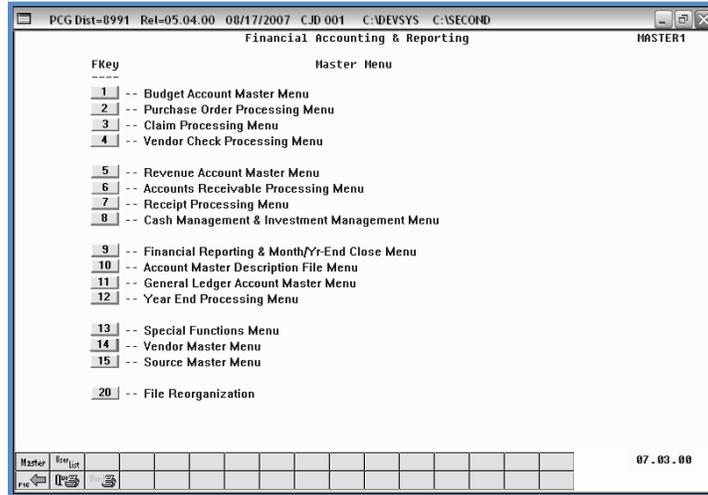
Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon  to aid in the entry of field information. When used, double-select the desired information to complete the entry.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Budget Account Inquiry* screen. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Topic 1: Inquiring on a Budget Account

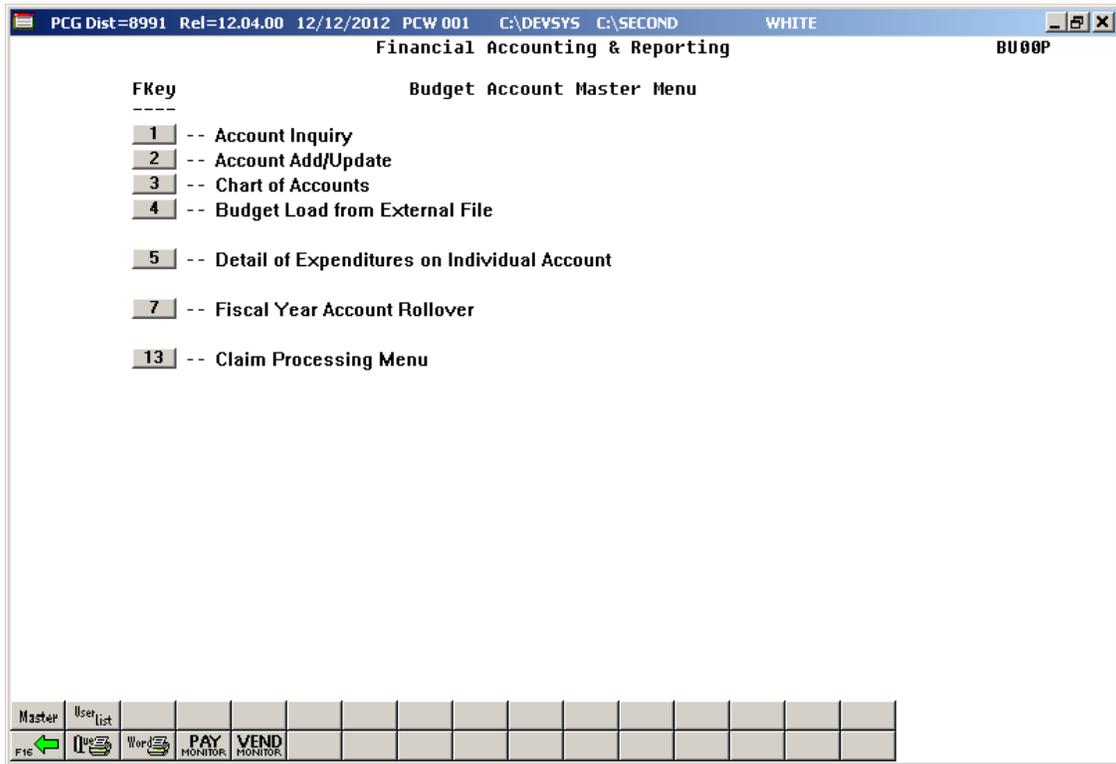
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



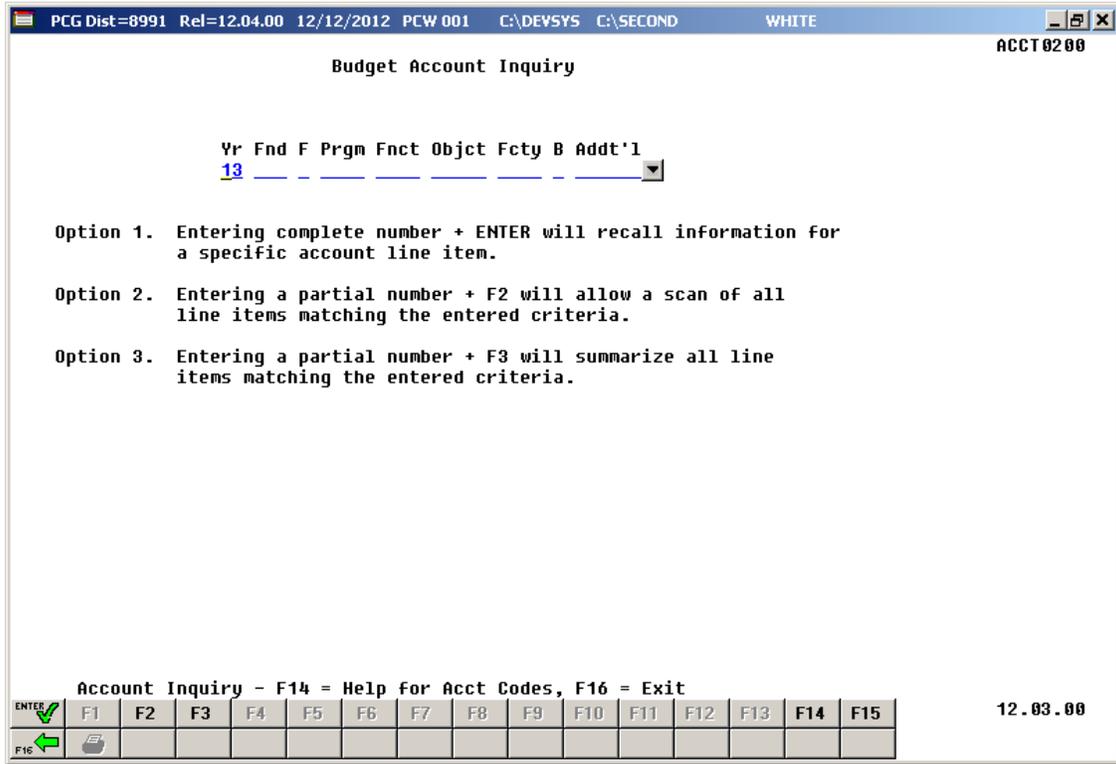
Step	Action
2	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



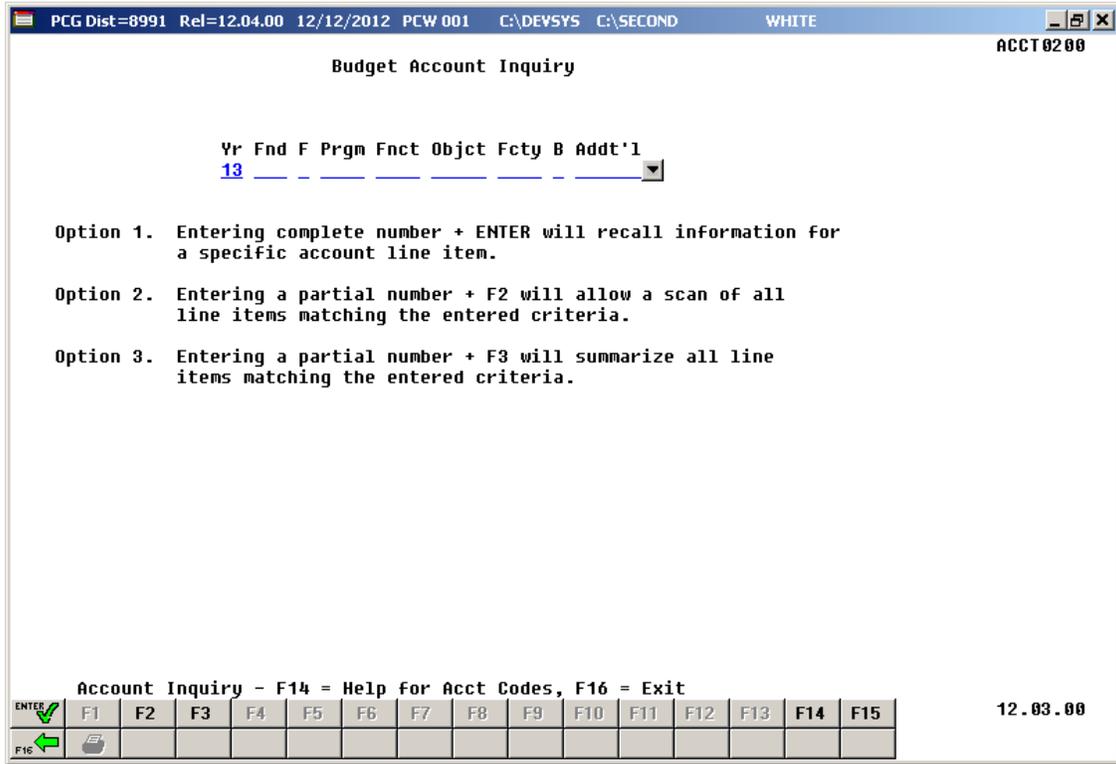
Step	Action
3	Select 1 (F1 - Account Inquiry).

The following screen displays:



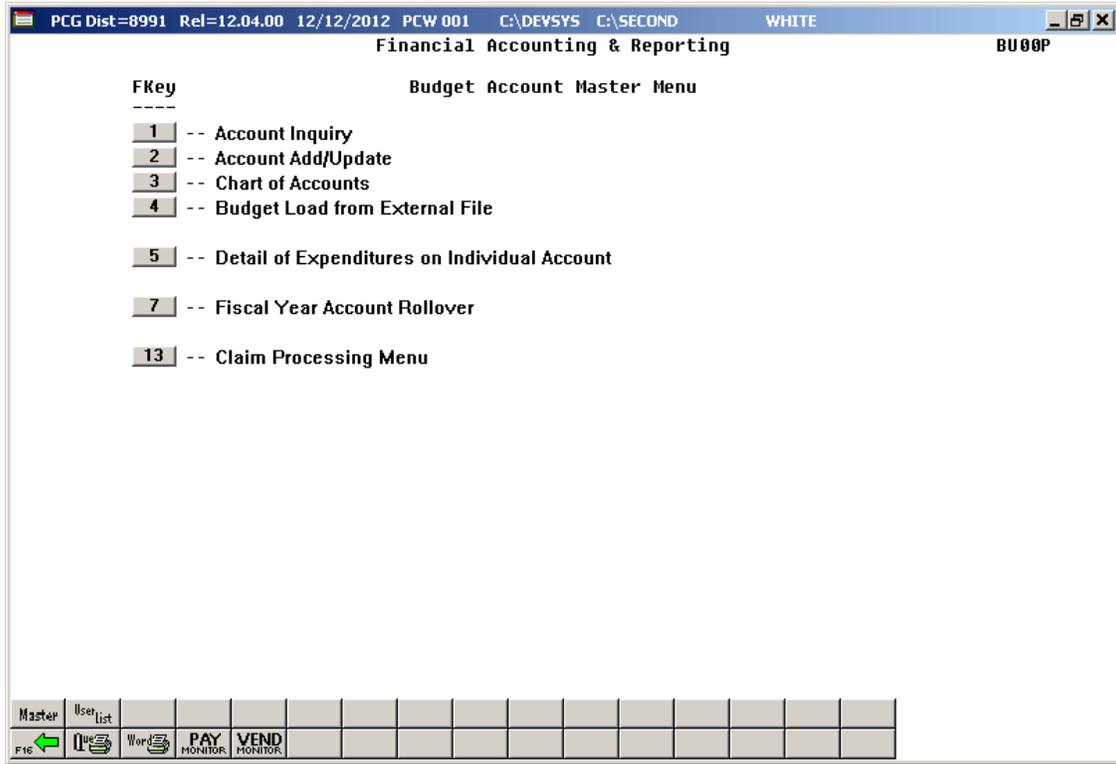
Step	Action
4	<p>Enter the complete or partial account information in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field and select the appropriate option:</p> <p>Option 1 to recall a specific account: Enter or select the drop-down selection icon  in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field to choose the account, and select  (Enter).</p> <p>Option 2 to scan all matching line items: Enter the partial account information in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field, and select F2 (F2 – scan). (If no entry is made, PCGenesis defaults the account parts to zeroes.)</p> <p>Option 3 to summarize all matching line items: Enter the partial account information in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field, and select F3 (F3 – summarize).</p> <p>If the budget account does not exist, “*** RECORD NOT FOUND***” displays to the right of the entry. In this instance, reenter the account number correctly, and select  (Enter), or select  (F16 – Exit) to return to the Budget Account Master Menu.</p>

The following screen displays:



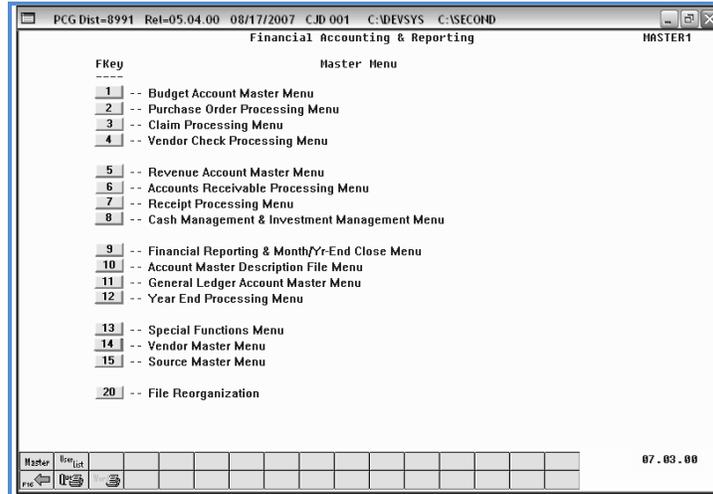
Step	Action
7	Select  (F16 – Exit) to exit to the <i>Budget Account Master Menu</i> .

The following screen displays:



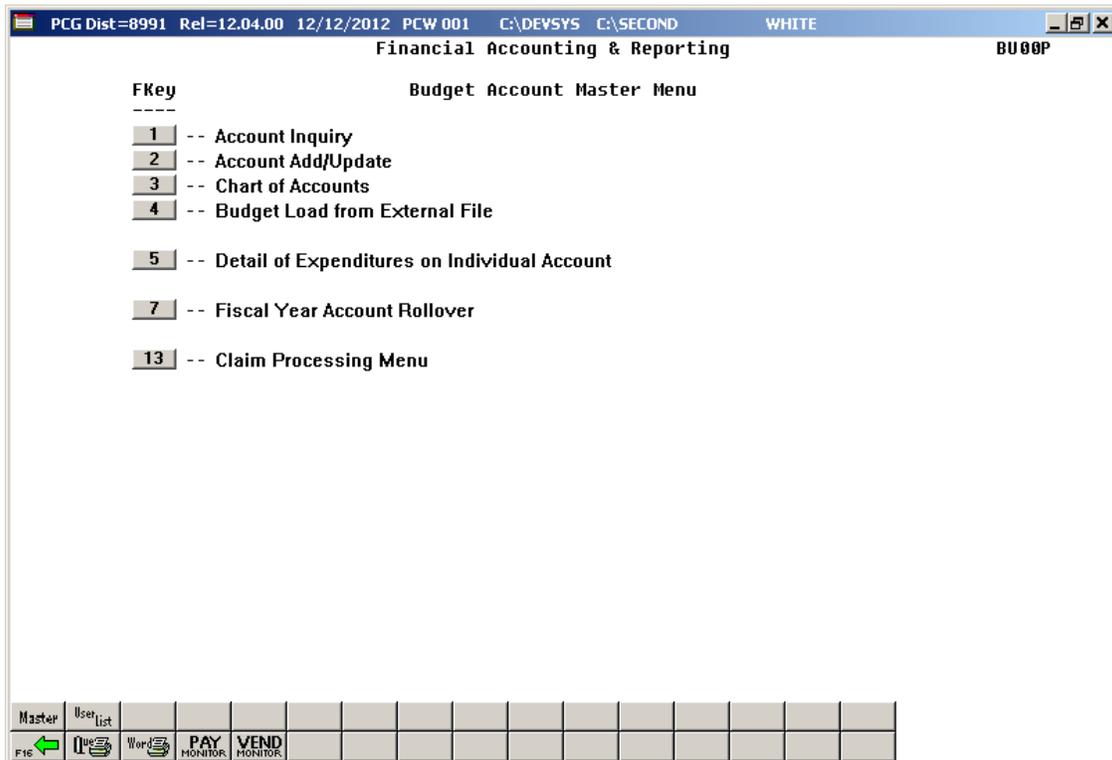
Step	Action
8	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 2: Adding a Budget Account



Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



Step	Action
2	Select 2 (F2 - Account Add/Update).

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/28/2014 PCW 001 SY C:\DEVSY C:\SECOND WHITE ACCT0100

Budget Add/Update

Enter complete number of line item to be added or updated

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l
 15

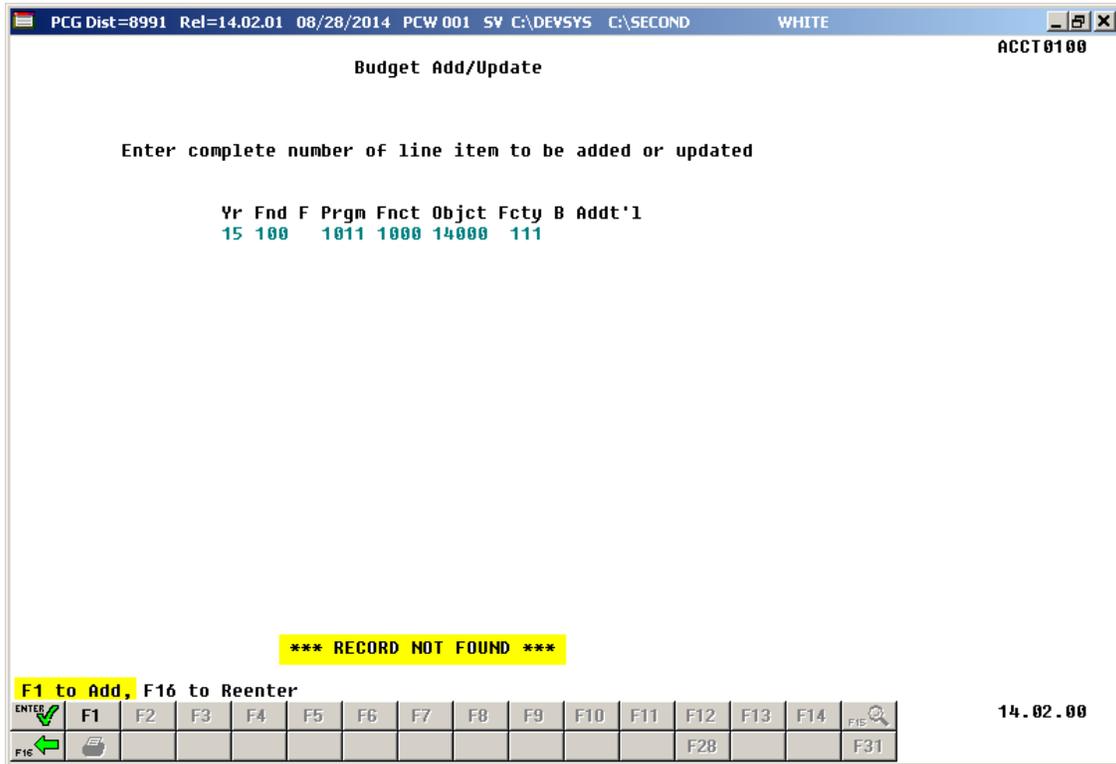
F14=Help for Acct Codes, F16=Exit

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
F16												F28			F31

14.02.00

Step	Action
3	Select the drop-down selection icon  or enter the account number information in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field and select  (Enter).

The following screen displays:



Step	Action
4	Verify “*** Record Not Found ***” displays, and select F1 (F1 to Add).

Step	Action
10	Enter the account name, up to thirty (30) characters, in the Title field where appropriate. <i>If the Title field is blank, PCGenesis will automatically default to the title of the previous year's account name if it exists.</i>
11	<p>To manually enter the monthly amounts: Enter the account's monthly total in the Enter Distribution by Month field and select  (Enter - to Process) <u>once</u>.</p> <p>To allow PCGenesis to automatically distribute the monthly amounts: Select  (Enter) <u>once</u>. PCGenesis redisplay the Budget Add screen with amounts equally distributed over the months.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Budget Add</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

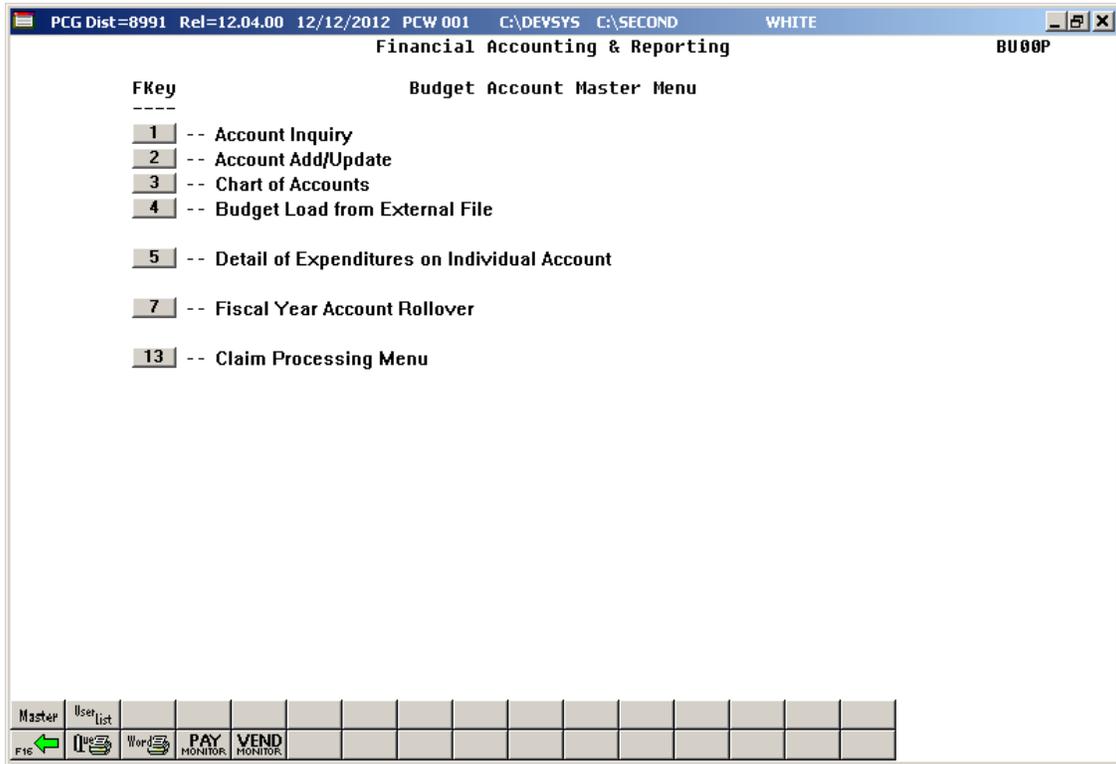
The following screen displays:

Step	Action
12	Verify the amounts are correct and select  (Enter - to Post). <i>If the information is incorrect, select  (F16) to enter the correct information and select  (Enter) <u>twice</u>.</i>
13	Record or screen-print the account's information where appropriate.

The following screen displays:

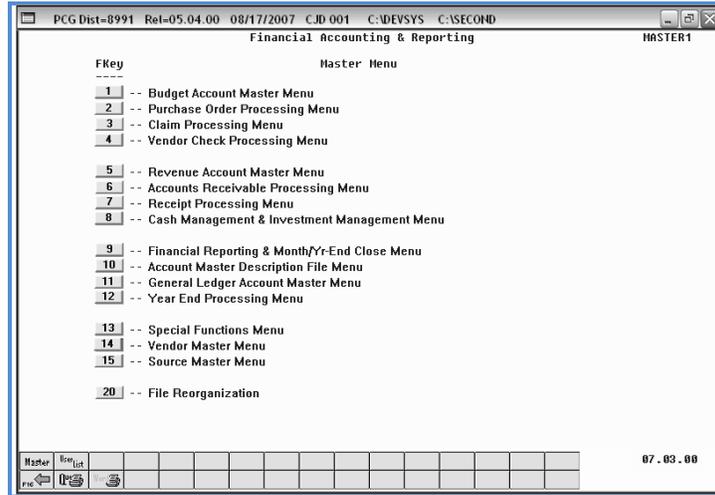
Step	Action
14	Select  (F16 - Exit) to return to the <i>Budget Account Master Menu</i> .

The following screen displays:



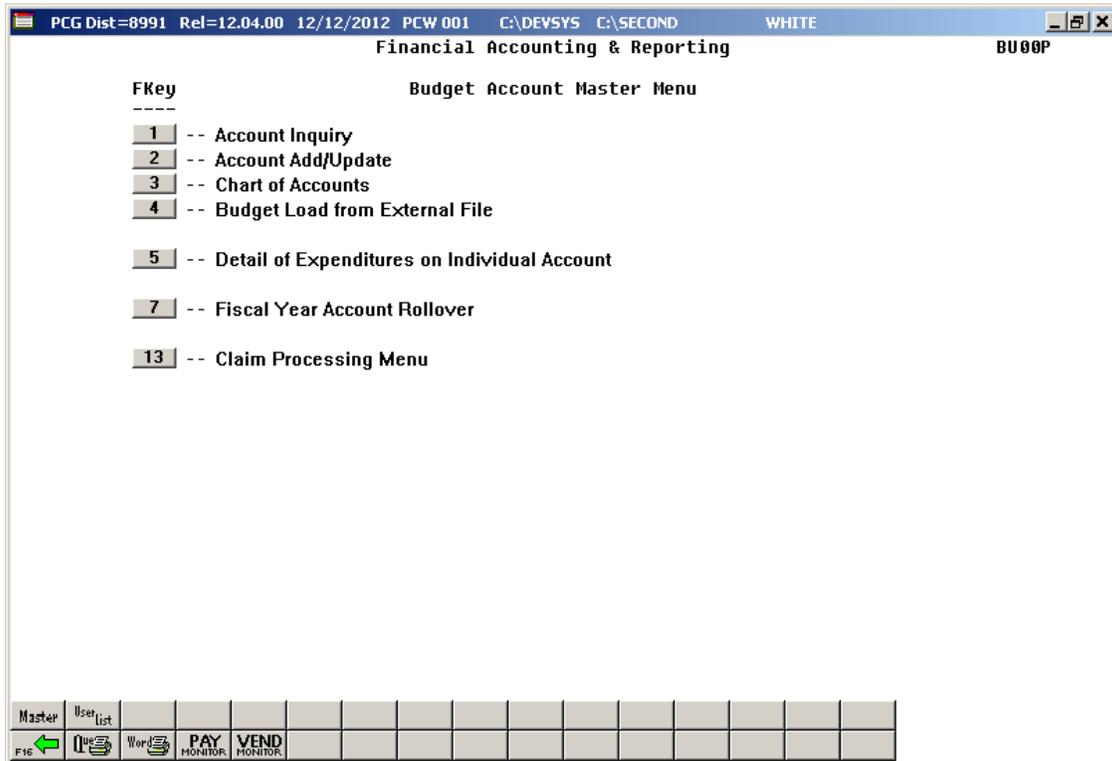
Step	Action
15	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 3: Updating a Budget Account



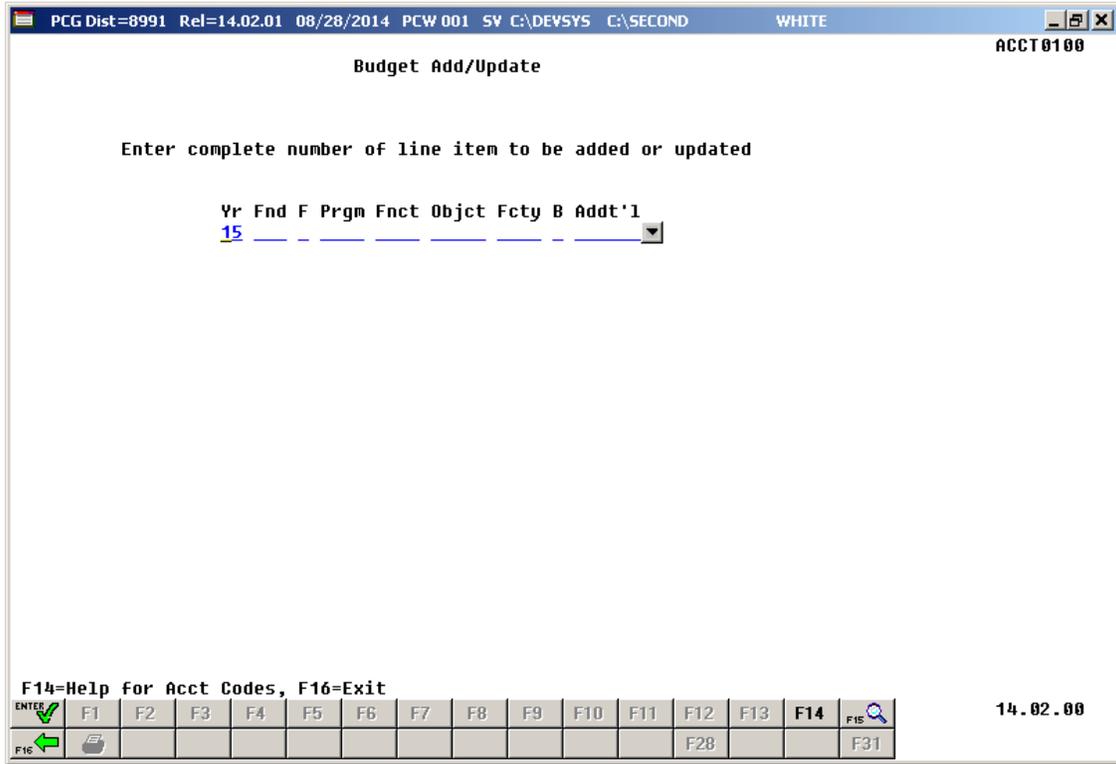
Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



Step	Action
2	Select 2 (F2 - Account Add/Update).

The following screen displays:



Step	Action
3	<p>Select the drop-down selection icon  or enter the account number information in the Yr End F Prgm Fnct Objct Fcty B Addt'l field and select  (Enter).</p> <p><i>The Fund, Function, and Object codes <u>must be</u> entered correctly, and may not contain all zeroes (0's). If 0's are entered, "Account piece Not Allowed Value Of Zeros" displays.</i></p>

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/28/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE ACCT0100

Budget Update

Amounts entered are added to previous values
NOTE: To enter a credit amount use a minus (-) sign

Yr Fnd F Prgm Fnct	Objct Fcty B Addt'l	Tran Date	Beg Date	End Date
15 100 1011 1000	14000 111	8282014	7/01/2014	6/30/2015

Fund Balance Acct:	799	Status:	A	Adj. Budget	200,000.00	Orig. Budget	200,000.00
ENTER BUDGET ADJUST:	_____						

Enter Distribution by Month: Reason: CHANGE TO APPROPRIATION
Title: KG TEACHER AIDE SALARIES

July	_____	16,666.67
August	_____	16,666.67
September	_____	16,666.67
October	_____	16,666.67
November	_____	16,666.67
December	_____	16,666.67
January	_____	16,666.67
February	_____	16,666.67
March	_____	16,666.67
April	_____	16,666.67
May	_____	16,666.67
June	_____	16,666.63

ENTER to Process, F12 to Delete, F16 to Exit, F17 to Print Screen, F31 to Adjust Original Balance 14.02.00

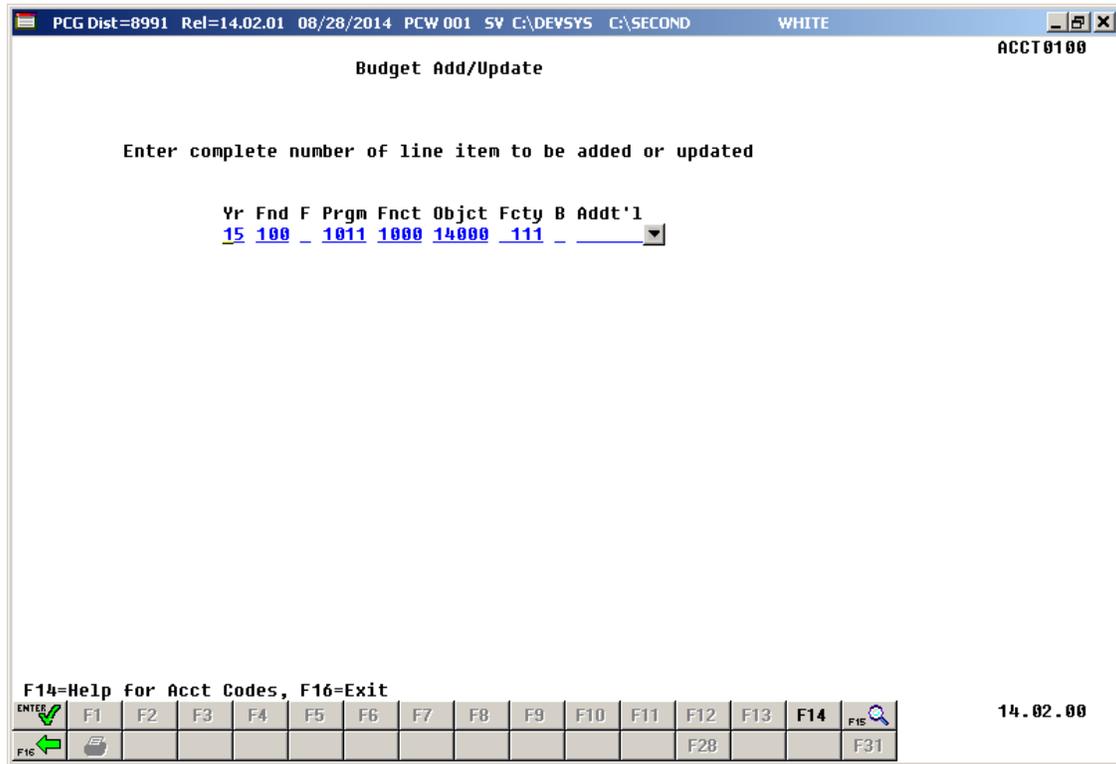
ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
F16												F2B			F31

Step	Action
4	<p>To update a Budget account: Proceed to <i>Step 5</i>.</p> <p>To adjust the Original balance of a Budget account: Proceed to <i>Step 6</i>.</p> <p>To delete a Budget account: Proceed to <i>Step 7</i>.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Budget Update</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

Step	Action
5	<p>To update a Budget account: Make the appropriate entries in the following fields and select  (Enter) <u>twice</u>:</p> <ul style="list-style-type: none"> • Tran Date (Transaction Date) – Enter the budget’s beginning date. <i>The Tran Date (Transaction Date) determines when the transaction occurs. Although PCGenesis defaults to the current date, it is recommended that the transaction date be changed so that the transaction date and the begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.</i> • Beg Date (Beginning Date) – Enter the date the account will become active. • End Date (Ending Date) – Enter the last date the account will remain active. • Fund Balance Acct (Fund Balance Account) – Enter 0799 (General Fund) or 0740 (School Food Services). • Enter Budget Adjust (Enter Budget Adjustment) – Enter the dollar amount. • Reason – Enter the reason for the modification, where applicable. • Title – Enter the description of the account, where applicable. <p>Proceed to <i>Step 8</i>.</p>
6	<p>To adjust a Budget account’s Original balance: On the <i>Budget Account Record Update</i> screen:</p> <p>a) <u>To decrease the dollar amount:</u> Enter the negative (-) dollar amount in the Enter Budget Adjust (Enter Budget Adjustment) field. The entry will be the negative (-) dollar amount of the Adj. Budget (Adjusted Budget) field. Proceed to <i>Step 8</i>. <u>To increase the dollar amount:</u> Enter the dollar amount in the Enter Budget Adjust (Enter Budget Adjustment) field. Proceed to <i>Step 8</i>.</p> <p>b) Enter the dollar amount in the distribution month’s Amount field(s), where applicable. Where appropriate, manually distribute the Enter Budget Adjust field’s entry in any combination of months, or for a specific month. The dollar amount(s) entered must however equal the dollar amount entered in the Enter Budget Adjust field.</p> <p>c) <u>Original Balance adjustment:</u> Select  (F31) to adjust the original balance.</p> <p><i>The “Original Balance Adjusted, Enter to Post, F16 to Reenter” message displays. Press  (Enter) <u>once</u> and proceed to <i>Step 9</i>.</i></p>

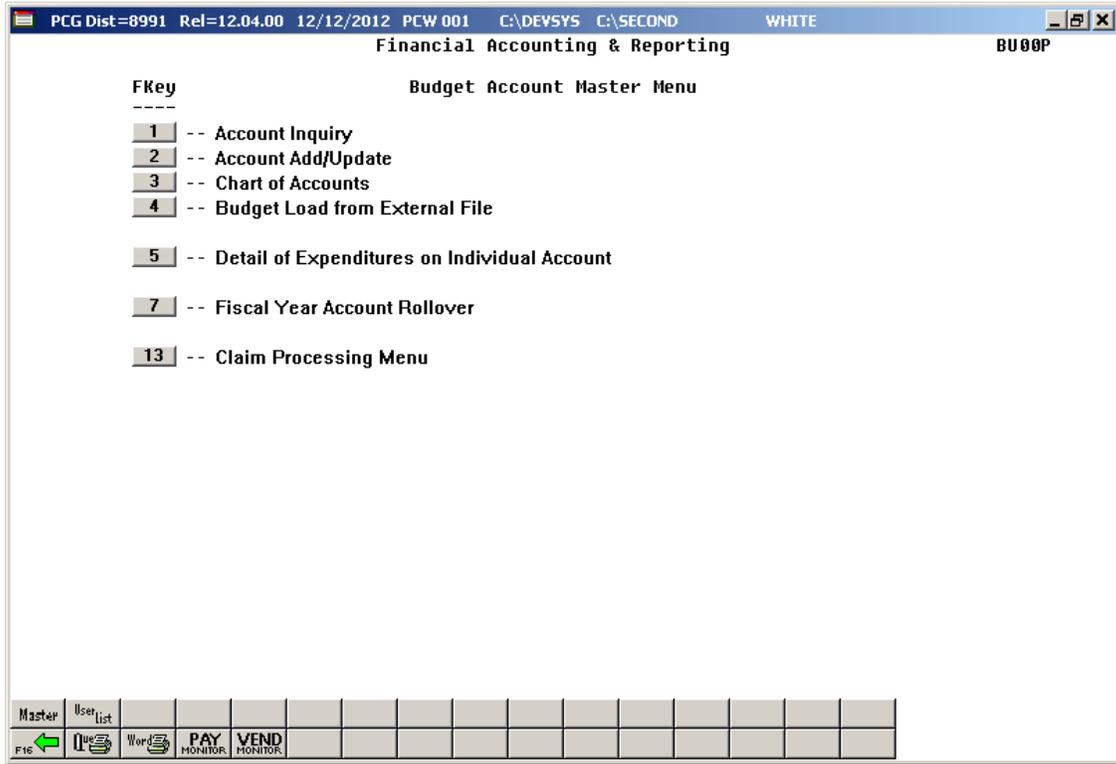
Step	Action
7	<p>To delete a Budget account: On the <i>Budget Account Update</i> screen:</p> <p>a) <u>Adjust the dollar amount of the budget account’s original balance:</u> Enter the negative (-) dollar amount in the Enter Budget Adjust (Enter Budget Adjustment) field. The entry will be the negative (-) dollar amount of the Orig. Estimt (Original Estimate) field. Select  (F31 - to Adjust Original Balance). The “<i>Original Balance Adjusted, Enter to Post, F16 to Reenter</i>” message displays.</p> <p>b) <u>Reduce the adjusted budget amount of the budget account:</u> Enter the negative (-) dollar amount in the Enter Budget Adjust (Enter Budget Adjustment) field, and select Enter (to Post). The entry will be the negative (-) dollar amount of the Adj. Budget (Adjusted Budget) field. The “<i>Enter to Post, F16 to Reenter</i>” message display. Verify .00 displays in the Adj. Budget (Adjusted Budget) field, and select  (Enter) <u>twice</u>. PCGenesis redisplay the <i>Budget Add/Update</i> screen with the budget account number entered in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field.</p> <p>c) <u>Delete the budget account:</u> Verify .00 exists in the Adj. Budget (Adjusted Budget) and Orig. Budget (Original Budget) fields. Select  (F12 - Delete), and  (F28 - to confirm delete).</p>
8	<p>Select  (Enter) <u>twice</u>.</p> <p><i>Where appropriate, PCGenesis automatically calculates the account’s distribution amounts to the nearest dollar for all amounts exceeding \$00.10, and for those amounts less than -\$00.10. PCGenesis populates the field entries by transaction month. Manually distribute amounts less than \$00.11 and greater than -\$00.11.</i></p> <p><i>If manually distributed, the amounts may be distributed in either any combination of months or for a specified month as long as the total for the transaction month’s distribution equals the entry in the “Enter Budget Adjust” field.</i></p>

The following screen displays:



Step	Action
9	Select  (F16 - Exit) to return to the <i>Budget Account Master Menu</i> .

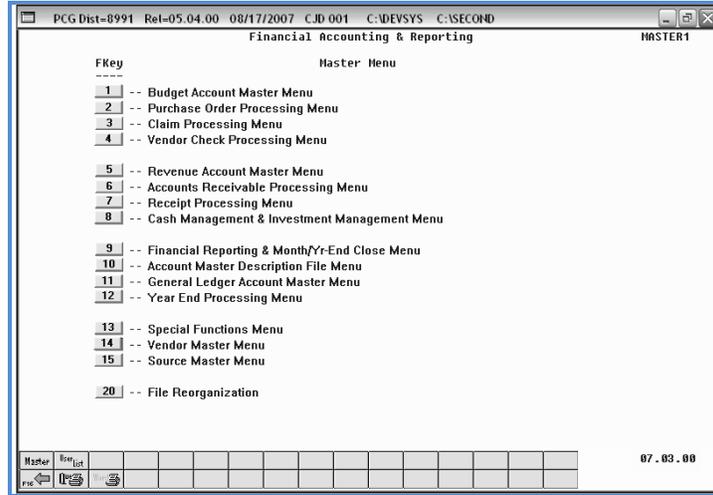
The following screen displays:



Step	Action
10	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

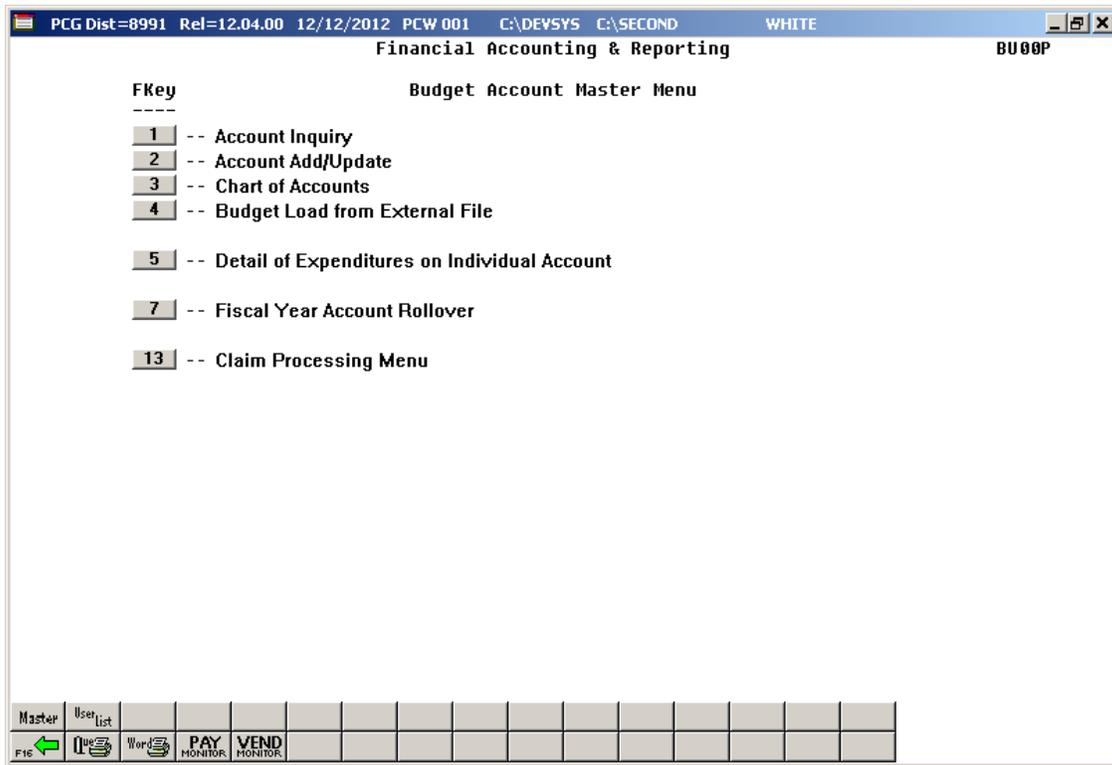
Topic 4: Printing the Budget Chart of Accounts

Also run the Budget Chart of Accounts by selecting F9 (Financial Reporting and Month/Yr-End Close Menu) → F3 (Budget & Revenue Account Master Reports Menu) → F3 (Budget Master: Chart of Accounts). This procedure and the corresponding screenshots are the same as those presented here.



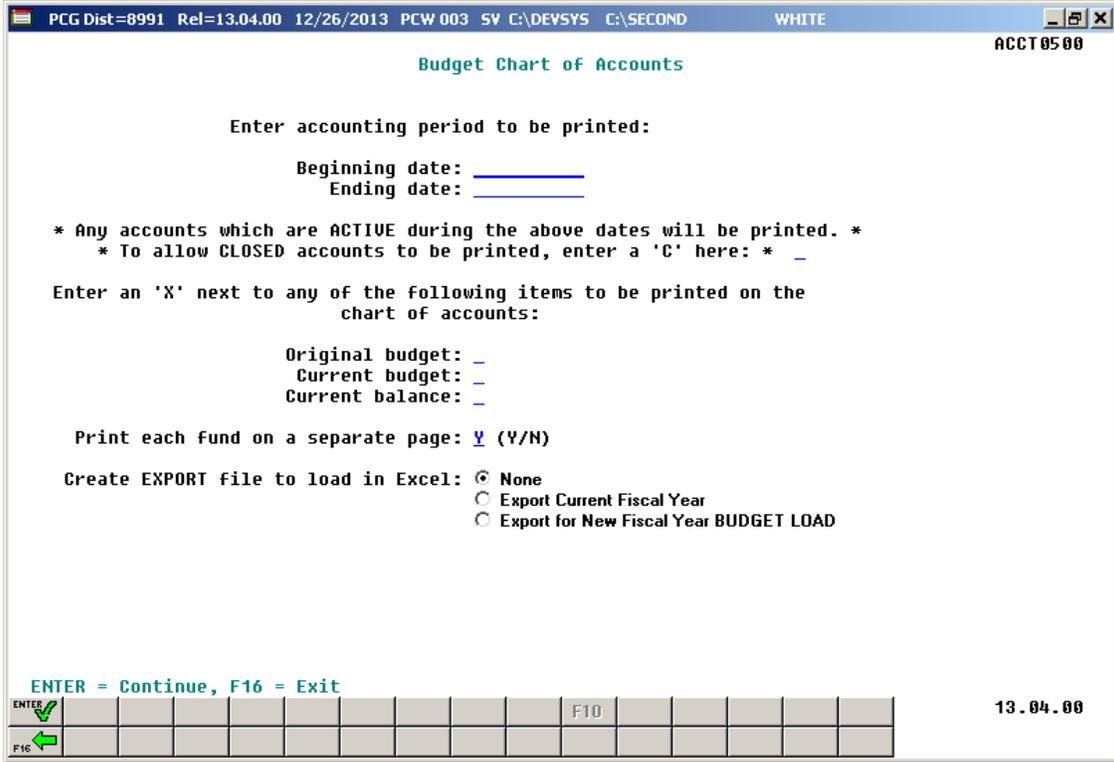
Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 - Chart of Accounts).

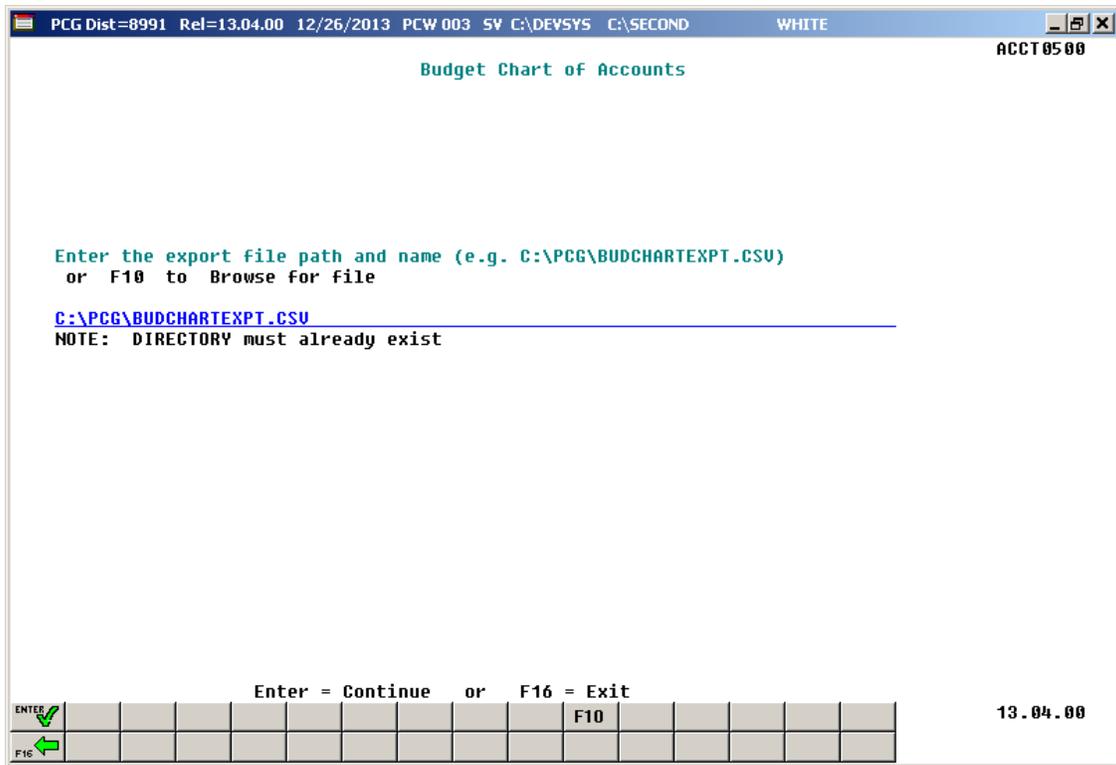
The following screen displays:



Step	Action
3	Enter the date range (MM/DD/CCYY) in the Beginning Date and Ending Date fields.
4	To include closed budget accounts: Enter C (Closed accounts) in the To allow CLOSED accounts to be printed, enter a 'C' here field.
5	Enter X in the Original Budget , Current Budget , and/or Current Balance field(s) to define the type of budget accounts where appropriate.
6	Enter Y (Yes) or N (No) in the Printing each fund on a separate page field to define how the results will be printed.

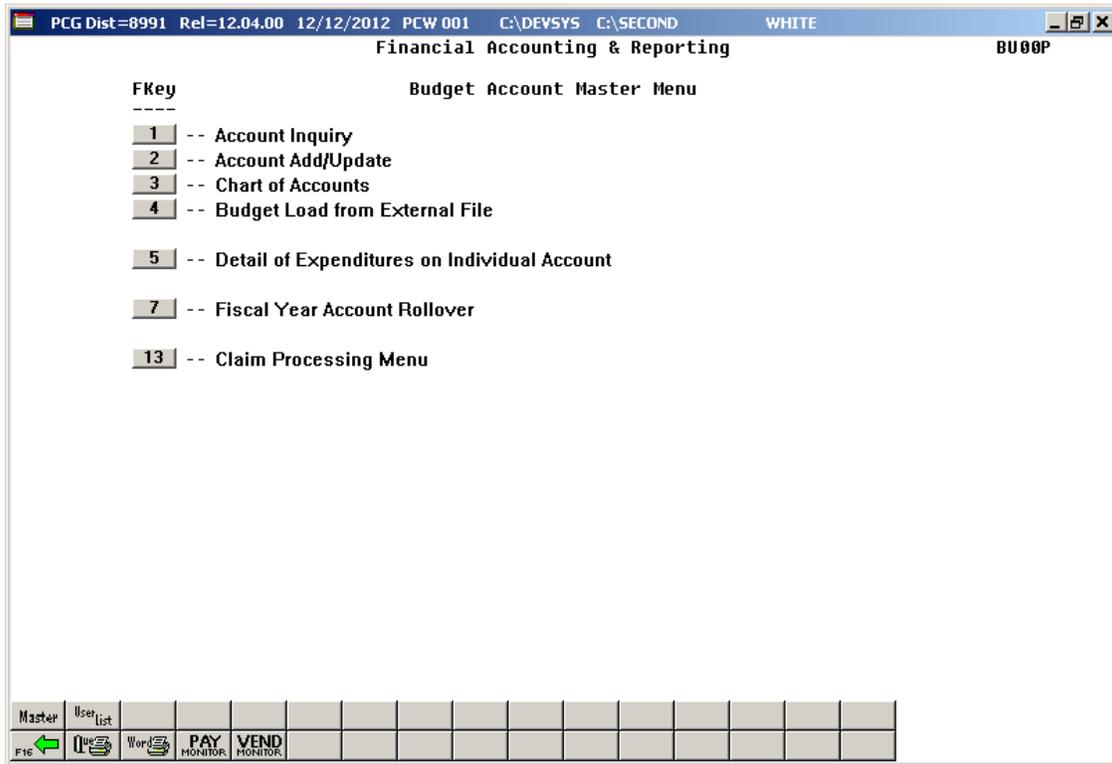
Step	Action
7	<p>To print the Chart of Accounts only: Select the radio button corresponding to None in the Create EXPORT File to load in Excel field, and proceed to <i>Step 10</i>.</p> <p>To print the Chart of Accounts, and to create a Microsoft® Excel file: Select the radio button corresponding to Export Current Fiscal Year in the Create EXPORT File to load in Excel field, and proceed to <i>Step 8</i>.</p> <p>To print the Chart of Accounts, and to create a Microsoft® Excel file to be used for Budget Load: Select the radio button corresponding to Export for New Fiscal Year BUDGET LOAD in the Create EXPORT File to load in Excel field, and proceed to <i>Section 5B.1. Printing the Budget Chart of Accounts for Budget Load</i>.</p>

For **Step 7- Create EXPORT File to load in Excel** entries, the following screen displays:



Step	Action
8	Verify the C:\PCG folder exists, or create the folder where appropriate.
9	Enter C:\PCG\BUDCHARTEXPT.csv in the Enter File Name and Path for Export File field, or select F10 (F10 to Browse for file) to locate the file.
10	<p>Select ENTER (Enter) <u>twice</u>.</p> <p><i>“** Processing Request **”</i> briefly displays.</p>

The following screen displays:



Step	Action
11	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
12	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p> <p><i>If creating an export file in Step 7 for the purpose of loading a new fiscal year budget, proceed to Topic 5: Preparing the Import File for the Budget Upload.</i></p>

4A. Budget Chart of Accounts – Example

REPORT DATE 12/12/2012		CHART OF BUDGET ACCOUNTS		PAGE 1												
ACCOUNTING PERIOD TO BE PRINTED: 01/01/2012 TO 12/31/2012																
PRINT CLOSED ACCOUNTS? N																
PRINT ORIGINAL BUDGET? Y																
CURRENT BUDGET? Y																
CURRENT BALANCE? Y																
YR	FND	FRGM	FNCT	OBJCT	FCY	B	ADDT'L	BLNC	DESCRIPTION	BEGIN DATE	END DATE	S	T	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT BALANCE
13	100	0	1011	1000	11000	0302	1	000000	0799	KINDERGARTEN TEACHER SAL	07/01/12	06/30/13	A	358410.00	358410.00	358410.00
13	100	0	1011	1000	11300	0302	1	000000	0799	SUB SAL FOR CERTIFIED EMP.	07/01/12	06/30/13	A	4500.00	4500.00	4500.00
13	100	0	1011	1000	11400	0302	1	000000	0799	KINDERGARTEN CLASSIFIED SU	07/01/12	06/30/13	A			
13	100	0	1011	1000	11400	8010	1	000000	0799	TEST ENTRY	07/01/12	06/30/13	A	2000000.00	2000000.00	2000000.00
13	100	0	1011	1000	11800	0302	1	000000	0799	ART MUSIC PE TEACHER	07/01/12	06/30/13	A	26473.00	26473.00	26270.15
13	100	0	1011	1000	14000	0302	1	000000	0799	KINDERGARTEN TA SALARY	07/01/12	06/30/13	A	109669.00	109669.00	109669.00
13	100	0	1011	1000	14000	0302	1	000006	0799	KINDERGARTEN TA SAL MES RE	07/01/12	06/30/13	A			
13	100	0	1011	1000	14200	0302	1	000000	0799	KIND. INSTR. CLER. SALAR	07/01/12	06/30/13	A	3671.00	3671.00	3671.00
13	100	0	1011	1000	21000	0302	1	000000	0799	KINDERGARTEN GHI BENEFITS	07/01/12	06/30/13	A	125245.00	125245.00	125245.00
13	100	0	1011	1000	21000	0302	1	000006	0799	KINDERGARTEN GHI MES REIMB	07/01/12	06/30/13	A			
13	100	0	1011	1000	22000	0302	1	000000	0799	KINDERGARTEN INSTR. FICA	07/01/12	06/30/13	A	38114.00	38114.00	38093.74
13	100	0	1011	1000	22000	0302	1	000006	0799	KINDERGARTEN FICA MES REIM	07/01/12	06/30/13	A			
13	100	0	1011	1000	23000	0302	1	000000	0799	KINDERGARTEN INSTR. TRS	07/01/12	06/30/13	A	58264.00	58264.00	58264.00
13	100	0	1011	1000	23000	0302	1	000006	0799	KINDERGARTEN TRS MES REIMB	07/01/12	06/30/13	A			
13	100	0	1011	1000	26000	0302	1	000000	0799	KINDERGARTEN WRKRS COMP.	07/01/12	06/30/13	A			
13	100	0	1011	1000	29000	0302	1	000000	0799	OTH BEN SUM INSTRUCTION	07/01/12	06/30/13	A			
13	100	0	1011	1000	43000	0302	1	000000	0799	KIND. INSTR. EQ. MAINT.	07/01/12	06/30/13	A			
13	100	0	1011	1000	44200	0302	1	000000	0799	1/S KIND. COPIER RENTAL	07/01/12	06/30/13	A	2178.00	2178.00	1633.68
13	100	0	1011	1000	53000	0302	1	000005	0799	TECH. SPEC. CELL PHONE	07/01/12	06/30/13	A	175.00	175.00	123.15
13	100	0	1011	1000	61000	0302	1	000000	0799	KINDERGARTEN INSTR. SUPPLIE	07/01/12	06/30/13	A			
13	100	0	1011	1000	61000	0302	1	000004	0799	LD INITIATIVES INSTR. SUPPL	07/01/12	06/30/13	A			
13	100	0	1011	1000	61000	0302	1	000302	0799	KINDERGARTEN INSTR. SUPPLIE	07/01/12	06/30/13	A	7188.00	7188.00	3168.57
13	100	0	1011	1000	61100	0302	1	000302	0799	KINDERGARTEN COMP. REL. SUPP	07/01/12	06/30/13	A			275.08-
13	100	0	1011	1000	61200	0302	1	000014	0799	K-S INSTR. SFTWR. -BOE FUNDS	07/01/12	06/30/13	A			1284.00-
13	100	0	1011	1000	61200	0302	1	000302	0799	KIND. SOFTWARE	07/01/12	06/30/13	A			
13	100	0	1011	1000	61500	0302	1	000302	0799	KINDERGARTEN EXP. EQUIP.	07/01/12	06/30/13	A			1126.41-
13	100	0	1011	1000	61600	0302	1	000302	0799	KINDERGARTEN COMP. EQMT.	07/01/12	06/30/13	A			154.51-
13	100	0	1011	1000	64100	0302	1	000000	0799	KINDERGARTEN TEXTBOOKS BO	07/01/12	06/30/13	A			2449.44-
13	100	0	1011	1000	64100	0302	1	000302	0799	KIND. TEXTBOOKS MES	07/01/12	06/30/13	A			
13	100	0	1011	1000	64200	0302	1	000302	0799	KINDERGARTEN BOOKS/PERIODI	07/01/12	06/30/13	A			2286.88-
13	100	0	1011	1000	81000	0302	1	000302	0799	KINDERGARTEN DUES/FEES	07/01/12	06/30/13	A			
TOTAL FOR PROGRAM 1011														2733887.00	2733887.00	2721471.97
13	100	0	1013	1000	11000	0302	1	000000	0799	KIND. TEACHERS LOCAL SUPL	07/01/12	06/30/13	A	1400.00	1400.00	1400.00
13	100	0	1013	1000	22000	0302	1	000000	0799	KINDERGARTEN LOCAL FICA	07/01/12	06/30/13	A	107.00	107.00	107.00

Topic 5: Preparing the Import File for the Budget Upload

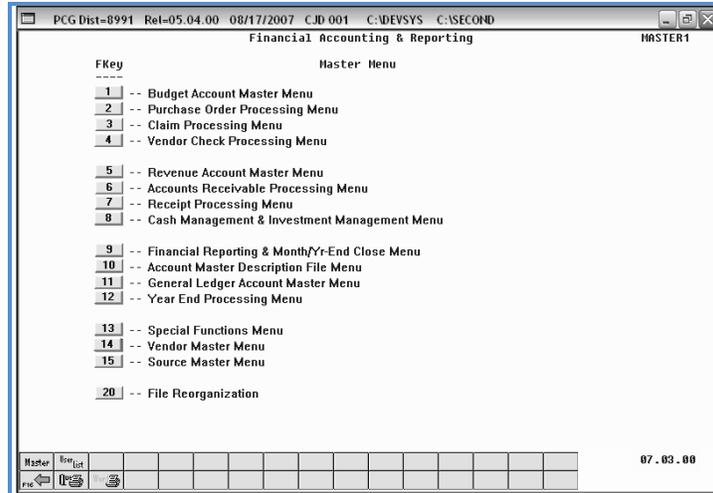
5A. Budget Account Export & Import Checklist

√	STEP	ACTION
	1	Create a folder entitled PCG , or verify the folder exists on the C:\ drive of the Personal Computer (PC).
	2	Verify the <i>Highest Allowable Transaction Date</i> is greater than or is equal to the appropriate fiscal year. Refer to <i>Section N: Special Functions, Topic 1: Displaying/Updating System Control Information</i> for instructions.
	3	Verify <u>ALL</u> account pieces, for example funds, programs, objects, facilities, and sources are valid in the <i>Account Master Description File</i> . Refer to <i>Section K: Account Master Description File Processing</i> for instructions.
	4	If performing a Budget Adjustment Import: Define the account in the PCGenesis <i>Budget Chart of Accounts</i> .
	5	Print the <i>Budget Chart of Accounts</i> for the <u>new</u> fiscal year. This listing will be used for comparison purposes with the results of the budget import.
	6	Create the PCGenesis <i>Export</i> file by printing the <i>Budget Chart of Accounts</i> and selecting the radio button corresponding to Export for New Fiscal Year BUDGET LOAD in the Create EXPORT File to load in Excel field.
	7	Delete <i>Fund 199</i> Balance Sheet accounts in the spreadsheet <u>before</u> beginning the PCGenesis <i>Import</i> .
	8	Edit the Microsoft® Excel spreadsheet <u>before</u> beginning the <i>Import</i> procedure. Correct errors resulting from invalid account numbers within PCGenesis, and on the Microsoft® Excel spreadsheet. After correcting resulting errors, repeat the <i>Import</i> procedure. Verify and finalize all budget entries.
	9	Perform a PCGenesis <i>Data</i> backup.
	10	Import the <i>.csv</i> file created from the Microsoft® Excel <i>Import</i> file into PCGenesis.
	11	Print the <i>Budget Chart of Accounts</i> for the <u>new</u> fiscal year. Compare these results to the listing created before performing the Import in Step 5.

5B. Budget Account Export

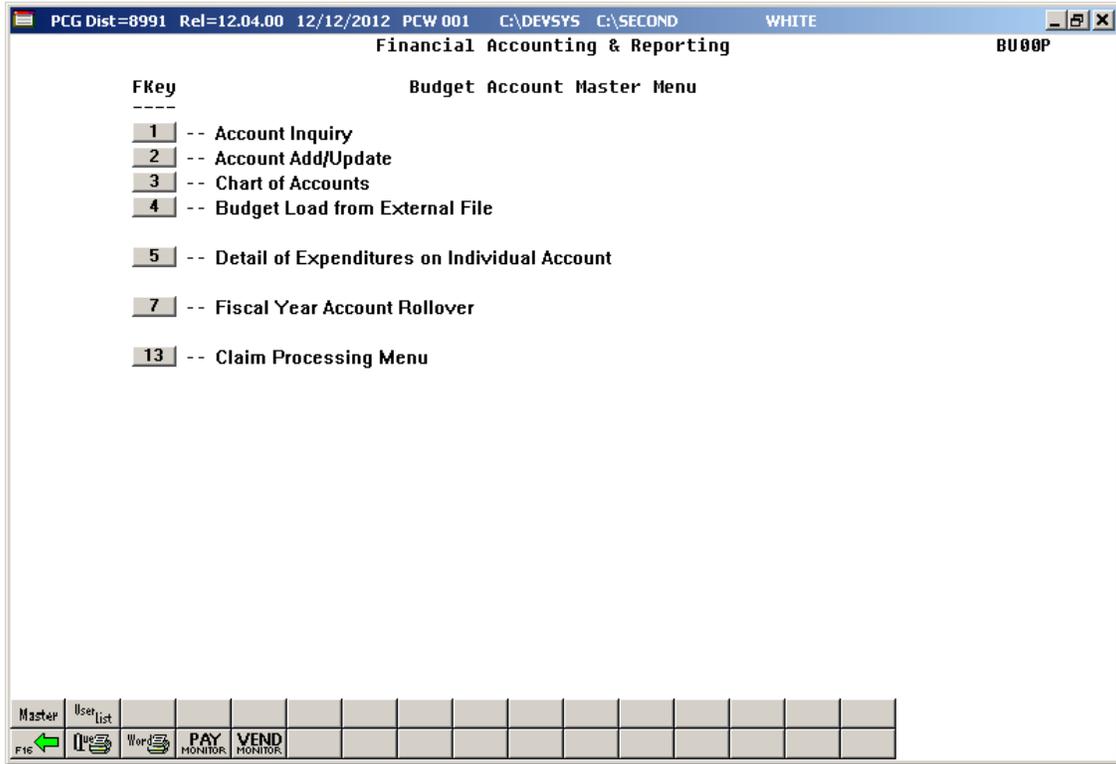
5B.1. Printing the Budget Chart of Accounts – Export for New Fiscal Year

Also run the Budget Chart of Accounts by selecting F9 (Financial Reporting and Month/Yr-End Close Menu) → F3 (Budget & Revenue Account Master Reports Menu) → F3 (Budget Master: Chart of Accounts). This procedure and the corresponding screenshots are the same as those presented here.



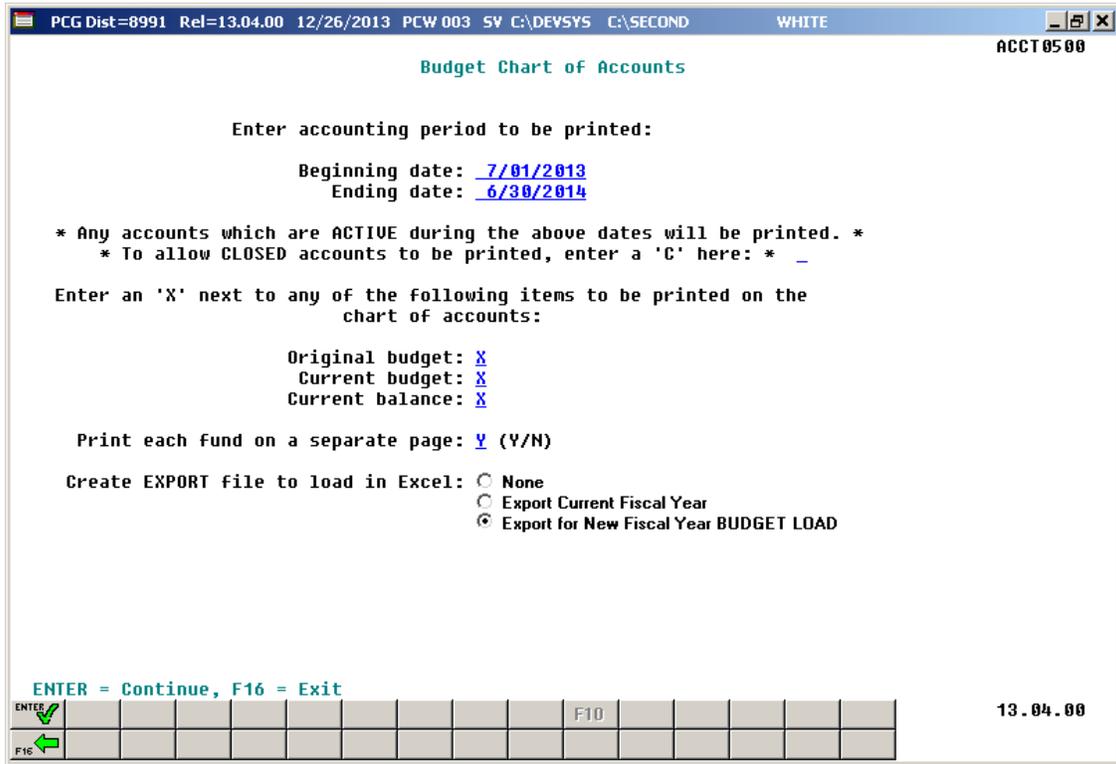
Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 - Chart of Accounts).

The following screen displays:

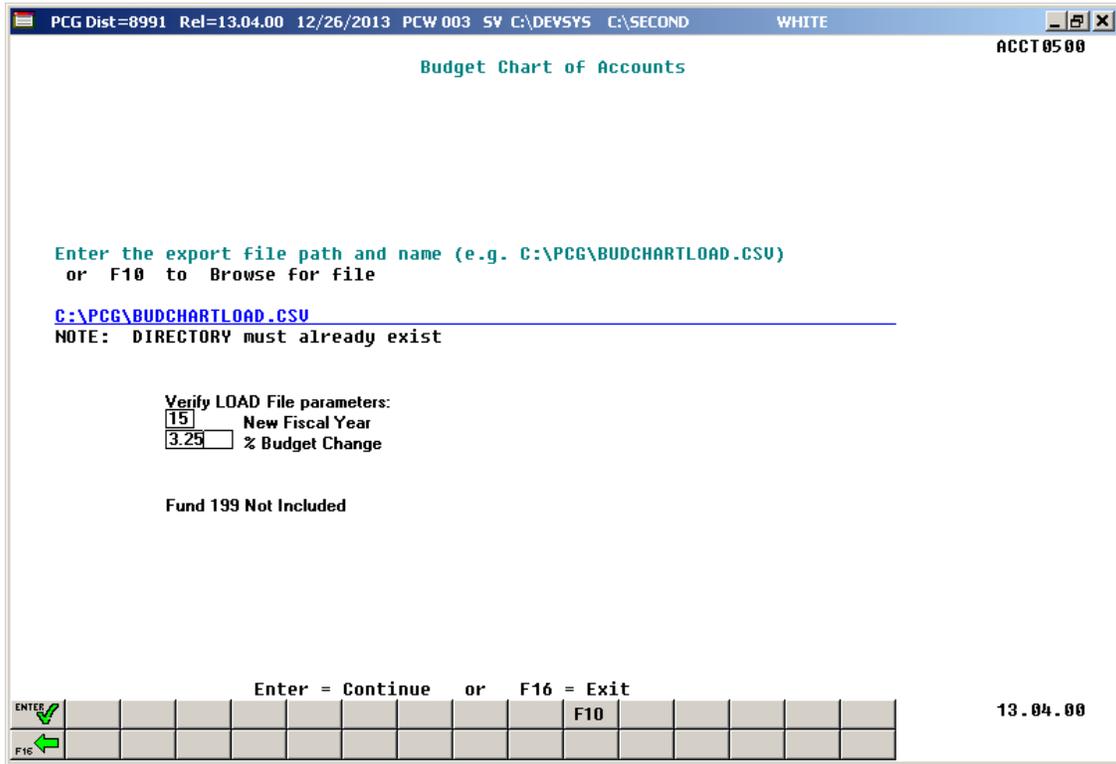


Step	Action
3	Enter the date range (MM/DD/CCYY) in the Beginning Date and Ending Date fields.
4	To include closed budget accounts: Enter C (Closed accounts) in the To allow CLOSED accounts to be printed, enter a 'C' here field.
5	Enter X in the Original Budget , Current Budget , and/or Current Balance field(s) to define the type of budget accounts where appropriate.
6	Enter Y (Yes) or N (No) in the Printing each fund on a separate page field to define how the results will be printed.
7	To print the Chart of Accounts, and to create a Microsoft® Excel file to be used for Budget Load: Select the radio button corresponding to Export for New Fiscal Year BUDGET LOAD in the Create EXPORT File to load in Excel field.

When the radio button corresponding to **Export for New Fiscal Year BUDGET LOAD** is selected, the following screen displays:

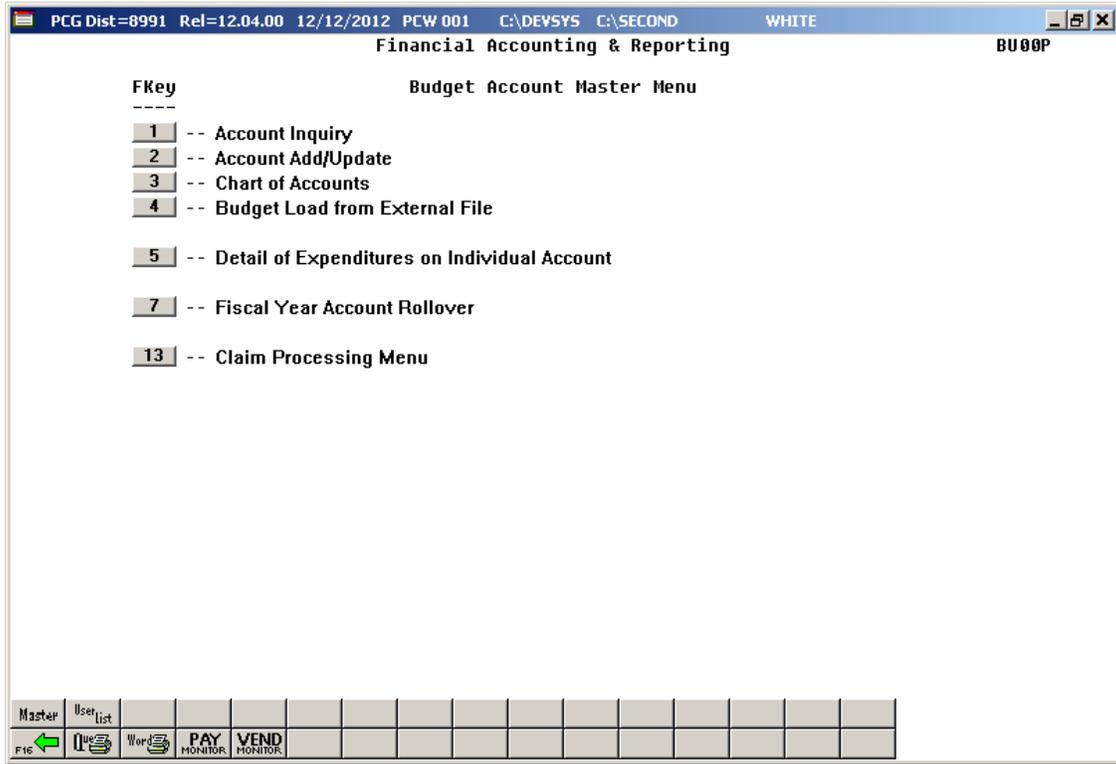
Step	Action
8	<p>Select which budget accounts should be exported:</p> <p>When All is selected, all budget accounts are included in the budget export file.</p> <p>When Salary/Benefits Only is selected, only salary and benefit budget accounts are included in the export file.</p> <p>When Exclude Salary/Benefits is selected, all budget accounts are included in the export file <u>except for</u> the salary and benefit budget accounts.</p>
9	<p>Select  (Enter) to continue.</p>

The following screen displays:



Step	Action
10	Verify the C:\PCG folder exists, or create the folder where appropriate.
11	Enter C:\PCG\BUDCHARTLOAD.csv in the Enter File Name and Path for Export File field, or select F10 (F10 to Browse for file) to locate the file.
12	Enter the fiscal year to be loaded during the <i>Budget Load from External File</i> process in the New Fiscal Year field.
13	Enter the budget increase or decrease percentage in the % Budget Change field. The percentage entered may be positive or negative. Enter percentages as whole numbers. For example 3.25% is entered as 3.25.
14	Select  (Enter). “** Processing Request **” briefly displays.

The following screen displays:



Step	Action
15	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
16	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

5B.2. Creating the Microsoft® Excel Import File with the New Fiscal Year's Budget Amounts

The *Creating the Microsoft® Excel Import File* procedure formats the *Export* file created in *Topic 5B.1: Printing the Budget Chart of Accounts for Budget Load*, and creates the new fiscal year's budget. Modify the export files by using these instructions.

This document provides detailed instructions for the creation of the new fiscal year's budget based on prior year amounts via Microsoft® Excel. Instructions are also provided for saving the results in a *Comma Separated Value (.csv)* file suitable for the *Budget Load from External File* procedure. The following columns are required for the *Comma Separated Value (.csv)* import file:

- **Column A - Fiscal Year**
- **Column B – Fund Code**
- **Column C - Fisc Indicator (Always zero)**
- **Column D - Program Code**
- **Column E - Function Code (or Revenue Source)**
- **Column F - Object Code**
- **Column G – Facility Code**
- **Column H - Building Code**
- **Column I - Additional Code**
- **Column J - Balance Sheet Account Code**
- **Column K - Budget Amount**
- **Column L – Description**

An additional **column M** with the heading **CURRENT** is included in the .csv file to aid in the analysis of the budget figures. For your calculations, you may also wish to create additional formulas. The **CURRENT** column (M) will be ignored during the import process.

During the export process, the user specifies the percentage budget increase or decrease by entering a percentage into the **% Budget Change** field. Valid percentages are either positive or negative values. During the export process, the PCGenesis system extracts the current budget figures based upon the **Beginning date** and **Ending date** entered on the input screen, and applies the **% Budget Change** percentage in order to create the **New Budget Amount** column (K). The current budget amount upon which the calculation is based is extracted into the **CURRENT** column (M) for reference only.

The export process may be run as many times as necessary, with as many different **% Budget Change** values as desired, until a satisfactory upload file is created. The new budget amounts may also be manually adjusted individually where appropriate when editing the file in Microsoft® Excel as described below.

Based on the version of software used, file extensions such as Excel Workbook (.xlsx), Excel 97-2003 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2003 Template (*.xlt), for example, may contain descriptions that differ from this document's instructions. Ensuring that the filename description selected, such as "Workbook", "Spreadsheet", and ".csv File", corresponds to the file type indicated within the instructions, prevents additional processing errors.*

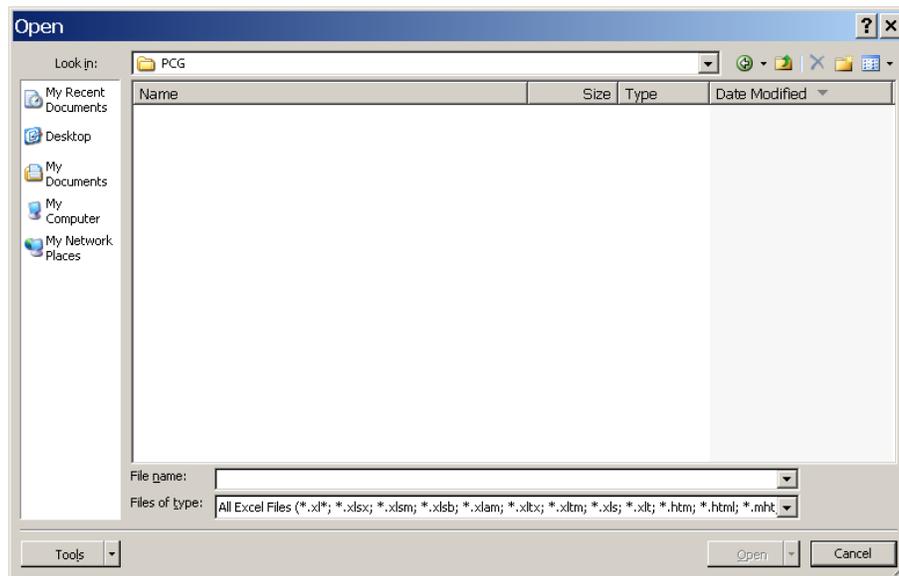
*****IMPORTANT*****

Do not enter commas (,) in any of the Microsoft® Excel spreadsheet's data fields as doing so creates incompatibilities with the .csv file's format.

The following instructions create a new fiscal year's budget based on the current fiscal year's budget amount.

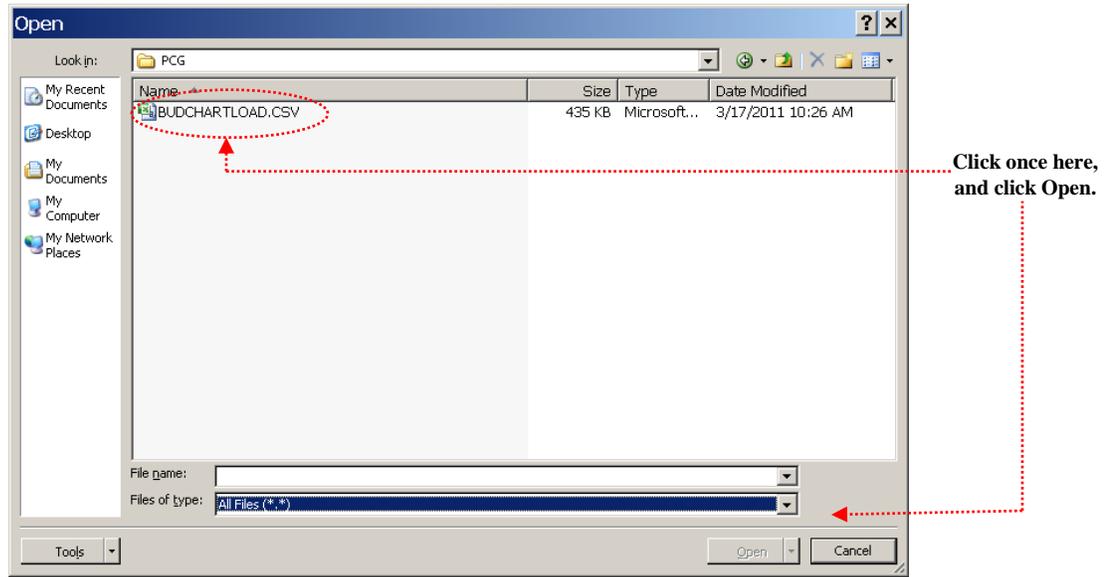
Step	Action
1	Open Microsoft® Excel.
2	Navigate to C:\PCG.

The following window displays:



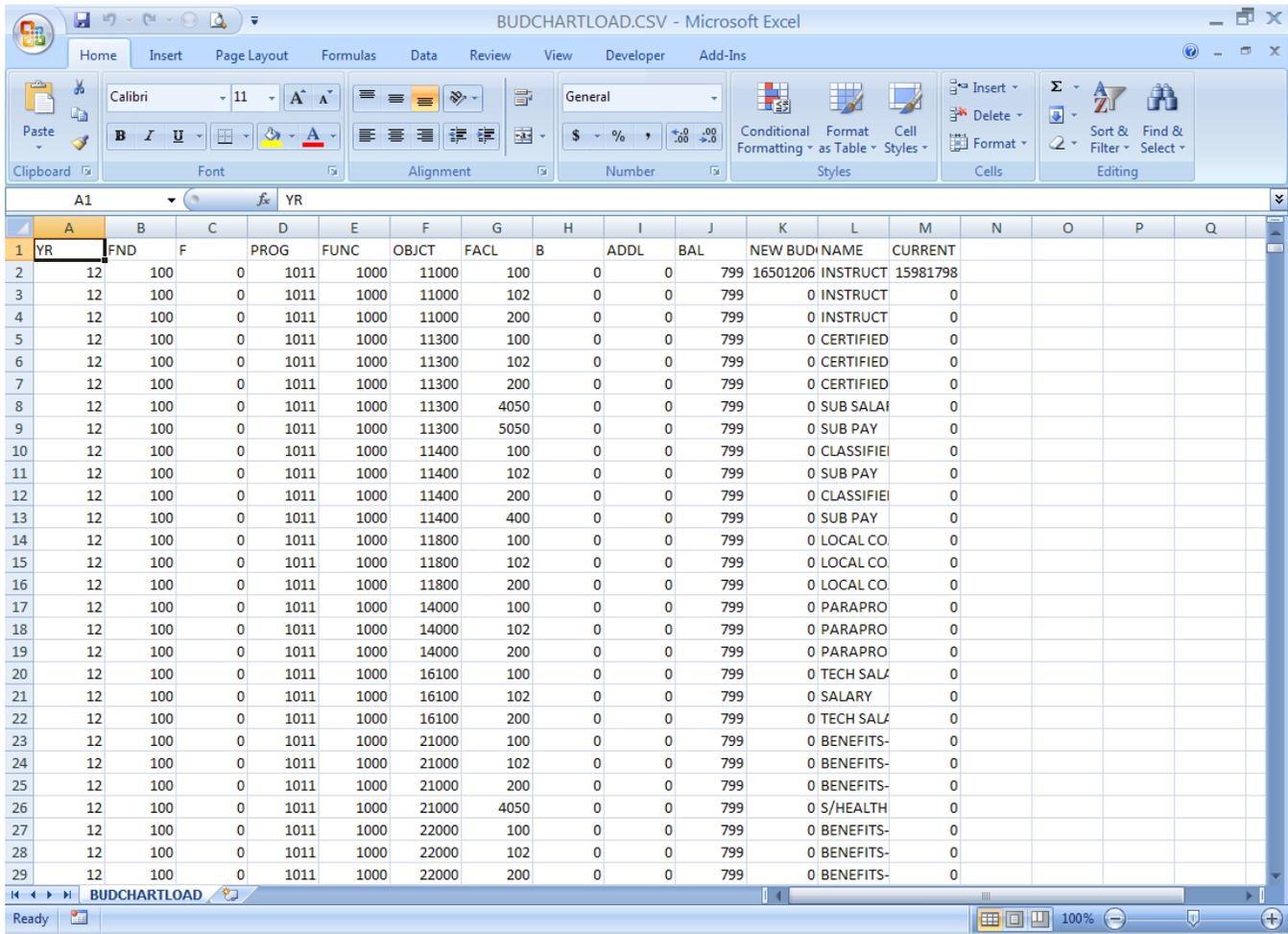
Step	Action
3	Click on the drop-down selection icon  in the Files of type field, and select All Files (*.*) .

The following window displays:



Step	Action
4	Click once on BUDCHARTLOAD.csv and click Open  . <i>If using a different filename during the file's creation, select the appropriate file.</i>

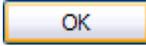
The following screen displays:

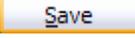
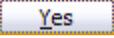


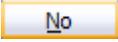
Step	Action
5	<p>Delete the appropriate row(s) to exclude Fund 199 and all other accounts for which the user will not enter budgets.</p> <p><i>To delete a row, click once on a cell within the row containing unwanted accounts, or the appropriate account line. From the Menu Bar, select Edit → Delete. If the Delete Selection dialog box displays, click once on the radio button to the left of Entire row <input checked="" type="radio"/> Entire row, and click OK <input type="button" value="OK"/>.</i></p>

***** Attention *****

Steps 6 – 16 are *OPTIONAL* and are included for your information to use as needed.

Step	Action
6	To adjust the columns: Select the appropriate columns. With the columns selected, from the <i>Menu Bar</i> , select Format → Column → AutoFit Selection .
7	OPTIONAL Save the spreadsheet as a Microsoft® Excel Workbook (*.xls) if extensive changes are required to the New Budget Amount values.
8	To format the amounts within the inserted column: Select the appropriate column by selecting once within the column. From the <i>Menu Bar</i> , select Format → Cells . Within the <i>Format Cells</i> dialog box, select the Number tab, and select Number from the <i>Category</i> column. Enter 2 in the Decimal places field and select  (OK).
9	To format the width of the inserted column: Select the appropriate column by selecting once within the column. From the <i>Menu Bar</i> , select Format → Columns → AutoFit Selection .
10	Edit the Microsoft® Excel spreadsheet <u>before</u> beginning the <i>Import</i> procedure. Verify and finalize all budget entries.
11	To change the fiscal year (YR) field: Enter the two-digit year in Row A2 and select Enter . <i>For example, enter 16 for FY16. With Cell A2 selected, select Copy . A moving border will surround the cell's contents. Position the cursor within Row A3 of the column. Select the remaining cells within the column by continuing to hold down the SHIFT key to the last cell within the column. With all cells within the column selected, select Enter.</i> <i>You may also incorporate more creative sort options into the spreadsheet to verify budget amounts and to add more columns and totals. Regardless of the purpose, all formulas must be converted into values before the file is imported into PCGenesis.</i>

Step	Action
12	<p>Where applicable refer to <i>Appendix B: Budget .csv File Formatting/Processing</i> for the columns' edit rules. It is not necessary to format column widths and decimal positions.</p> <p>The following columns are required for the import:</p> <ul style="list-style-type: none"> • Column A - Fiscal Year • Column B – Fund Code • Column C - Fisc Indicator (Always zero) • Column D - Program Code • Column E - Function Code (or Revenue Source) • Column F - Object Code • Column G – Facility Code • Column H - Building Code • Column I - Additional Code • Column J - Balance Sheet Account Code • Column K - Budget Amount • Column L – Description
13	<p>OPTIONAL</p> <p><i>Verify you have followed the instructions in Step 7 to save your file as a Workbook (*.xls) file. Saving the file in this format will facilitate future changes and makes it easier to recall the spreadsheet as needed.</i></p> <p>To save the file as a Microsoft Excel Workbook (*.xls) file for import into PCGenesis: From the Menu Bar, select File → Save As. When the <i>Save As</i> dialog box displays, enter C:\PCG\BUDGETyy.XLS, where yy is the two-digit fiscal year, in the Filename field. Click on the drop-down selection icon  in the Save as type field and verify Microsoft Excel Workbook (*.xls) has been selected. Click Save .</p>
14	<p>REQUIRED</p> <p>Save the file as a .csv file to ensure the file is correctly formatted for import into PCGenesis.</p> <p>From the <i>Menu Bar</i>, select File → Save as. When the <i>Save As</i> dialog box displays, enter C:\PCG\BUDGETyy.CSV in the Filename field where yy is the two-digit fiscal year. <i>This filename will be selected in 6B. Budget Load from External File.</i></p> <p>Select the drop-down selection icon  in the Save as type field and verify CSV (Comma delimited) (*.csv) has been selected and select  (Save). When the <i>Do you want to keep the workbook in this format?</i> dialog box displays, select  (Yes).</p> <p><i>At this point, the “CURRENT” Budget information exists within the <u>new</u> fiscal year budget spreadsheet as a .csv file. After making the modifications reflecting the new fiscal year’s dollar amounts, import the data into PCGenesis.</i></p>

Step	Action
15	Close Microsoft® Excel .
16	When the <i>Do you want to save your changes?</i> dialog box displays, select  (No). <i>This prompt will always be displayed when exiting Microsoft® Excel after saving a file in the .csv format.</i>

Topic 6: Importing the Microsoft® Excel Budget.csv File into PCGenesis

6A. Performing a PCGenesis Data Backup

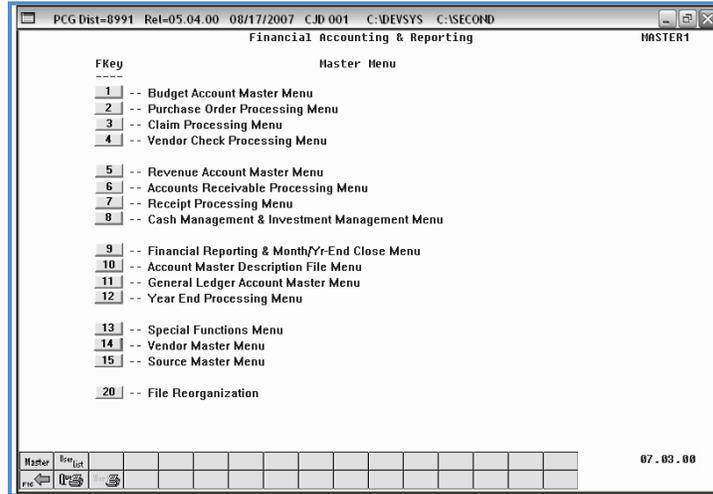


*** * * ATTENTION * * ***

Performing a data backup before the beginning of the import of budget account information into PCGenesis is mandatory.

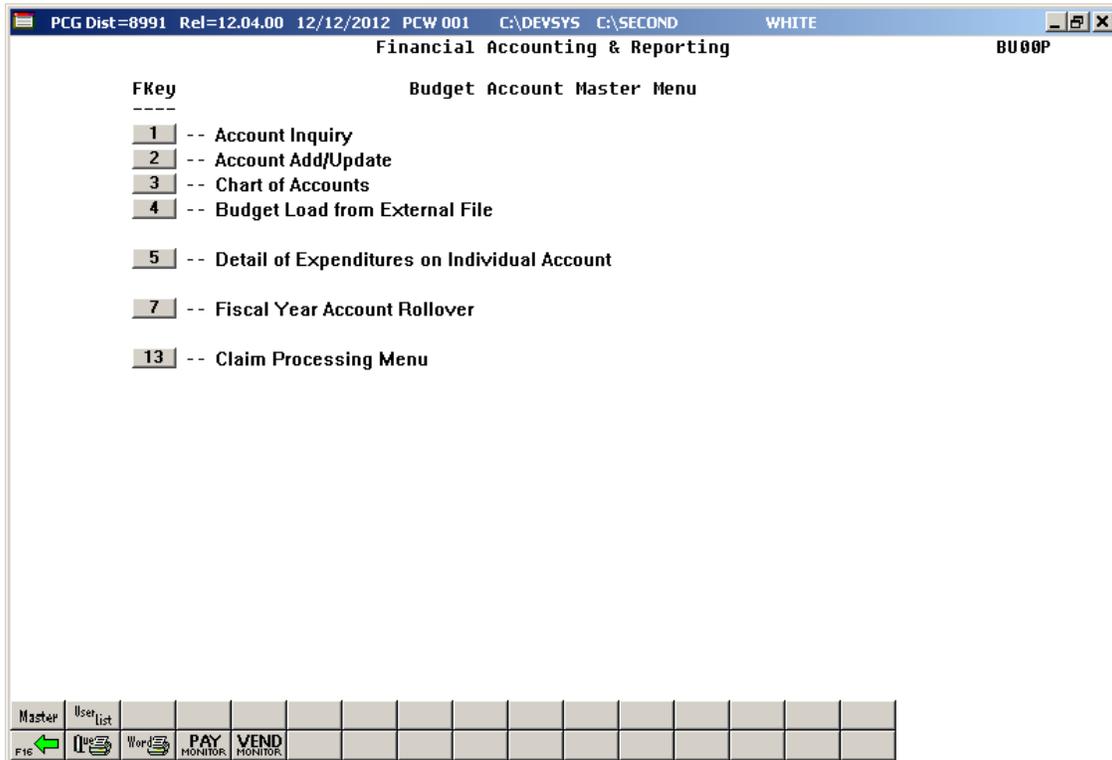
Step	Action
1	Log out of PCGenesis.
2	Make sure all other users log out of PCGenesis.
3	From the PCGenesis server, perform a Disk-to-Disk backup: <ul style="list-style-type: none"> • Verify all users all logged out of PCGenesis. • Perform a PCGenesis full backup to CD or DVD.
4	When the PCGenesis backup completes, label the backup media “PCG Data Backup BEFORE Budget Import - MMDDCCYY” .
5	Maintain the <i>Data</i> backup media and the <i>Backup Log</i> until completing the <i>Import</i> , and verifying the resulting <i>Chart of Accounts</i> .

6B. Budget Load from External File



Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

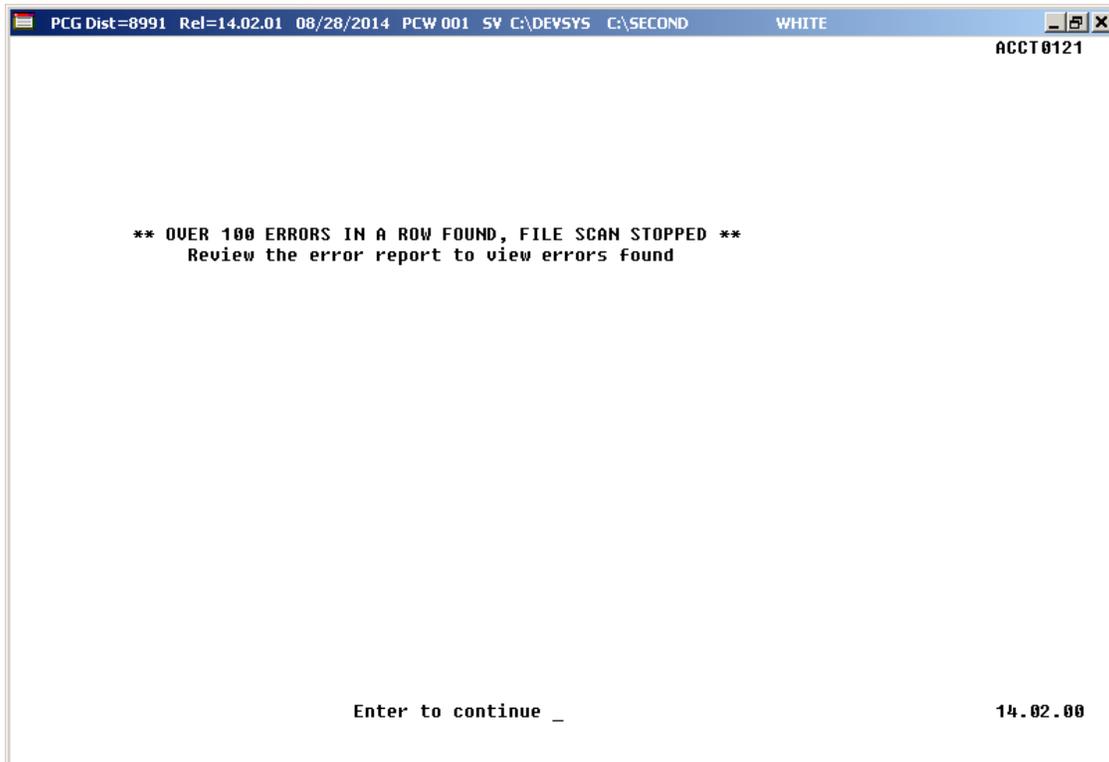
The following screen displays:



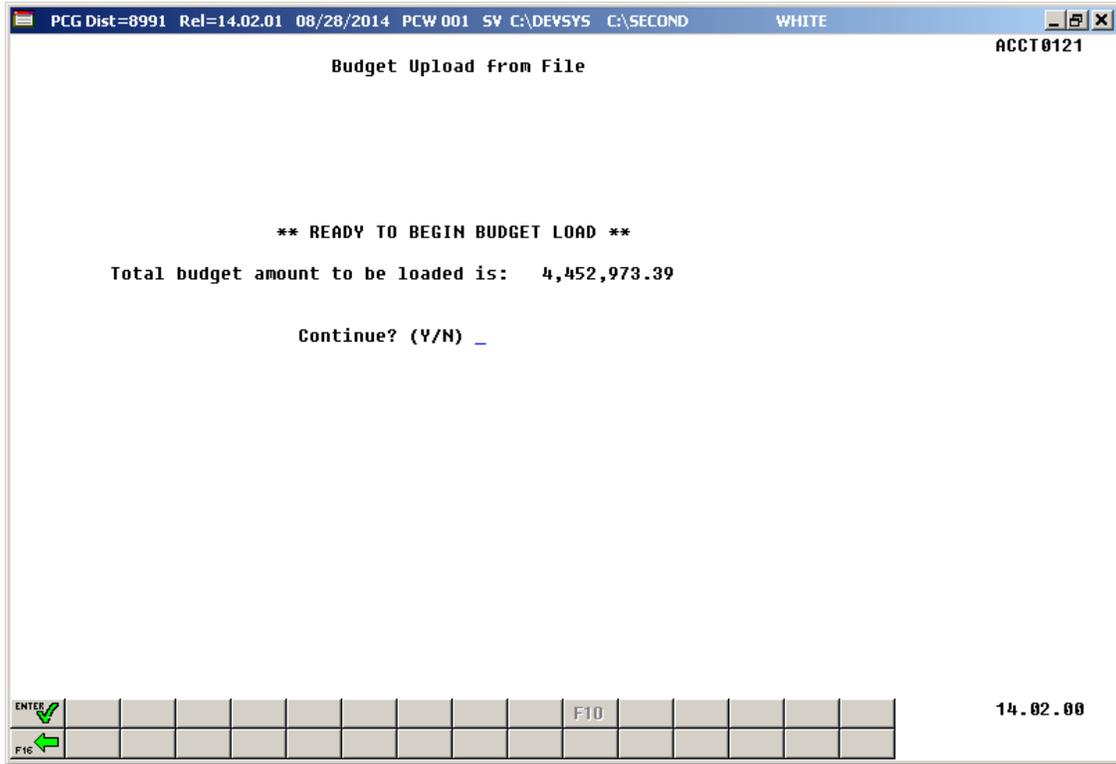
Step	Action
2	Select 4 (F4 - Budget Load from External File).

Step	Action
5	Enter, or verify the desired fiscal year has defaulted correctly, for example 16 for <i>FY16</i> , in the Budget Yr (Budget Year) field.
6	Enter, or verify the fiscal year has defaulted correctly in the Tran Date (Transaction Date) field. <i>The Tran Date (Transaction Date) determines when the transaction occurs. PCGenesis defaults to the first day of the fiscal year. It is recommended that if the begin date is changed, the transaction date should also be changed so that the transaction date and begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.</i>
7	Enter the fiscal year's date range (MM/DD/CCYY), for example <i>07 01 2015</i> and <i>06 30 2016</i> for <i>FY16</i> , in the Beg Date (Beginning Date) and End Date (Ending Date) fields.
8	Verify the screen's entries are correct, and select  (Enter).

For **import file errors**, the following screen displays:

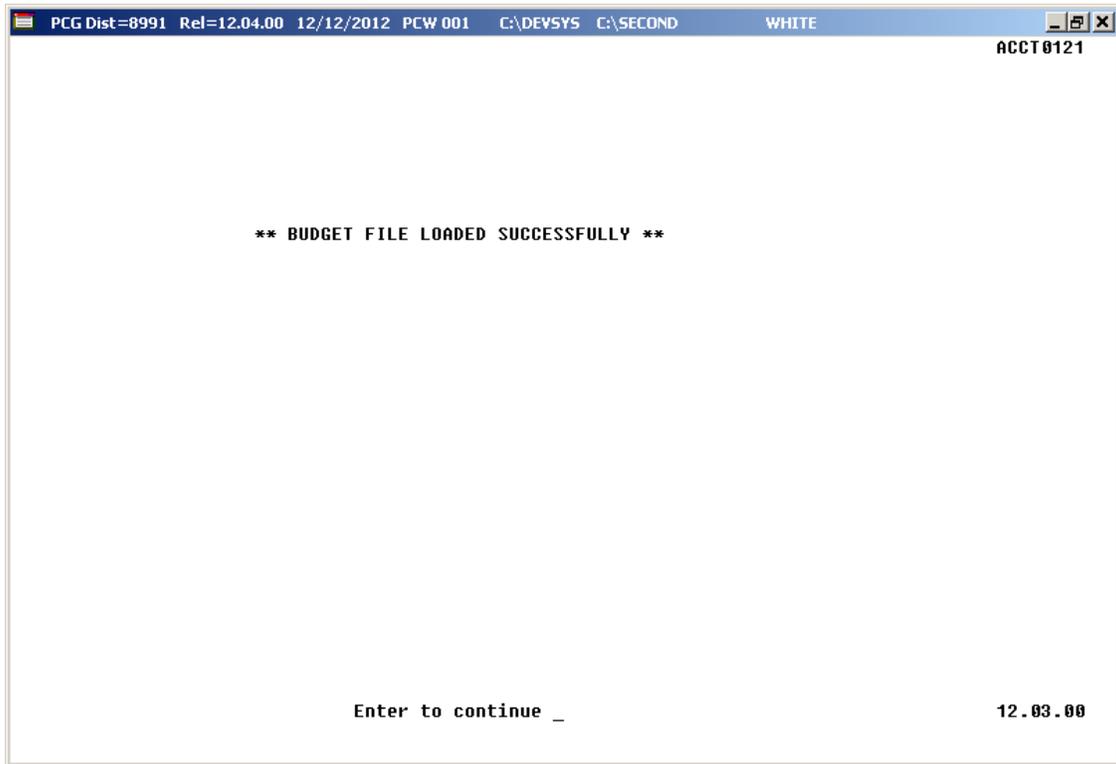


For successful file imports, the following screen displays:



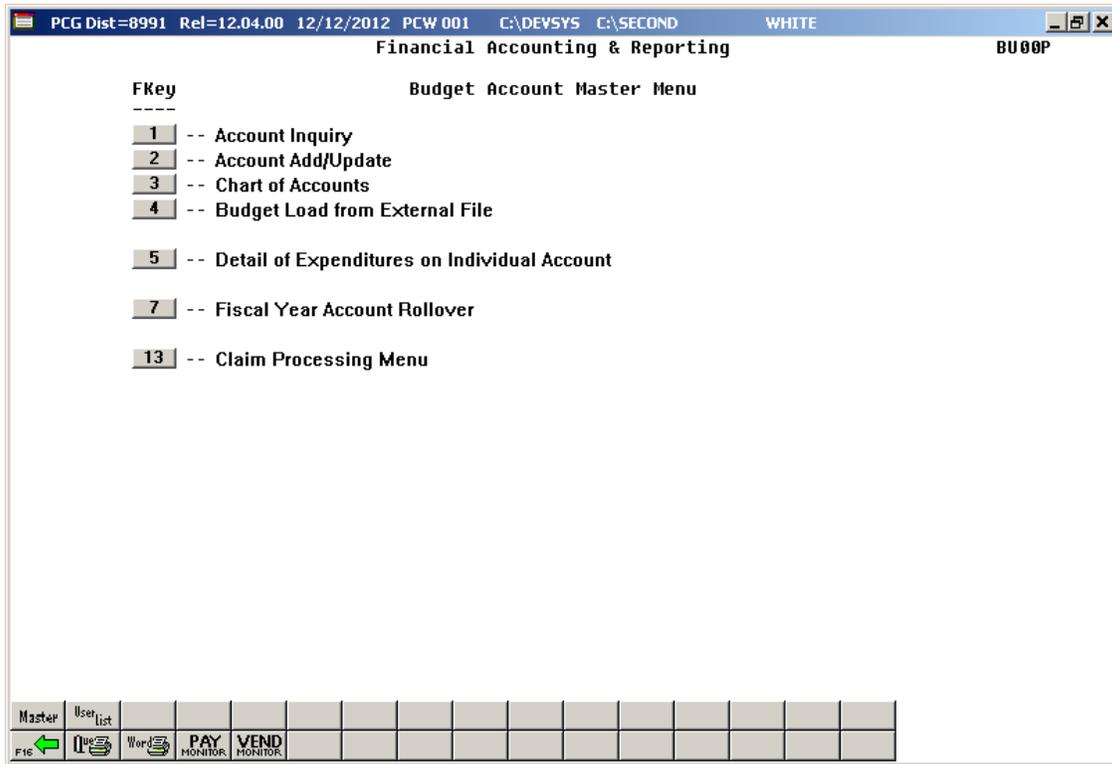
Step	Action
<p>9</p>	<p>For import file errors: Select Enter (to Continue). Access the PCGenesis <i>Uqueue Print Manager</i> to print the report. Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at <i>Step 3</i>. <i>Appendix A: Budget File Scan Error Processing provides additional information on interpreting the errors. View a sample of the report in appendix A1. Budget Upload Errors – Example.</i></p>
<p>10</p>	<p>For successful file imports: Verify the total dollar amount in the Total budget amount to be loaded is field is correct.</p> <p><u>If the dollar amount is correct:</u> Enter Y (Yes) in the Continue Y/N? field and select  (Enter).</p> <p><u>If the dollar amount is incorrect:</u> Enter N (No) in the Continue Y/N? field and select  (Enter). <i>The Budget Account Master Menu redisplay, and PCGenesis exits the import procedure. Verify no duplicate accounts exist, and that the decimal point (.) is in the correct location.</i></p> <p><i>“Loading Budget Amounts” briefly displays, and PCGenesis updates the appropriate dollar amounts.</i></p>

The following screen displays:



Step	Action
11	When the <i>Budget File Loaded Successfully</i> screen displays, select Enter .

The following screen displays:



Step	Action
12	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
13	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
14	<p>To compare the Budget Chart of Account’s results from <u>before</u> the Import (Load) to the results <u>after</u> the Import (Load): Repeat the procedures in <i>Topic 4: Printing the Budget Chart of Accounts</i>. Print the report for the PCGenesis import year.</p> <p><i>If the results are incorrect, contact the Technology Management Customer Support Center for assistance.</i></p>
15	<p>Close Microsoft® Excel, where applicable.</p>

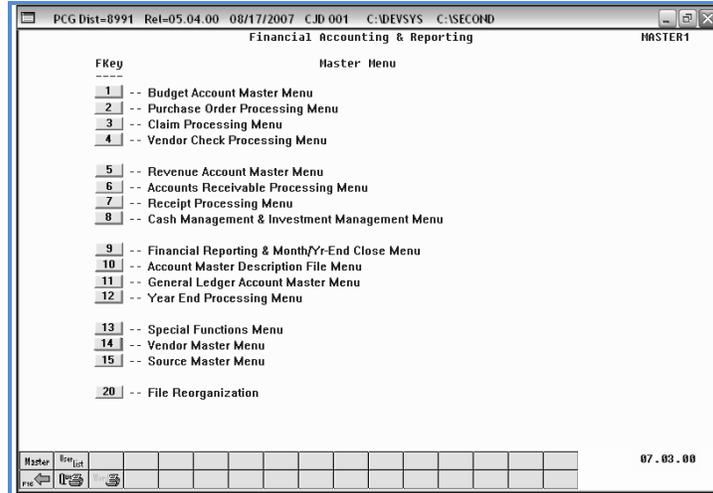
6B.1. Budget Load Error Report (Corrections Required) – Example

```
=====Page Break=====
BUDGET LOAD ERROR REPORT
LINE NUM & DATA FOLLOWED BY ERROR MESSAGES
      FY,FUND,FISC,PROG,FUNC,OBJECT,FAC,BLDG,ADD'L,BAL,AMOUNT,DESC
2      8,100,0,1011,1000,11000,214,0,0,799,2287595.48,SALARIES
      Budget adjust mode selected and account does not exist
3      8,100,0,1011,1000,11000,314,0,0,799,116403.7,KINDERGARTEN
      Budget adjust mode selected and account does not exist
End of File
```

6B.2. Budget Load Error Report (Successful Upload) – Example

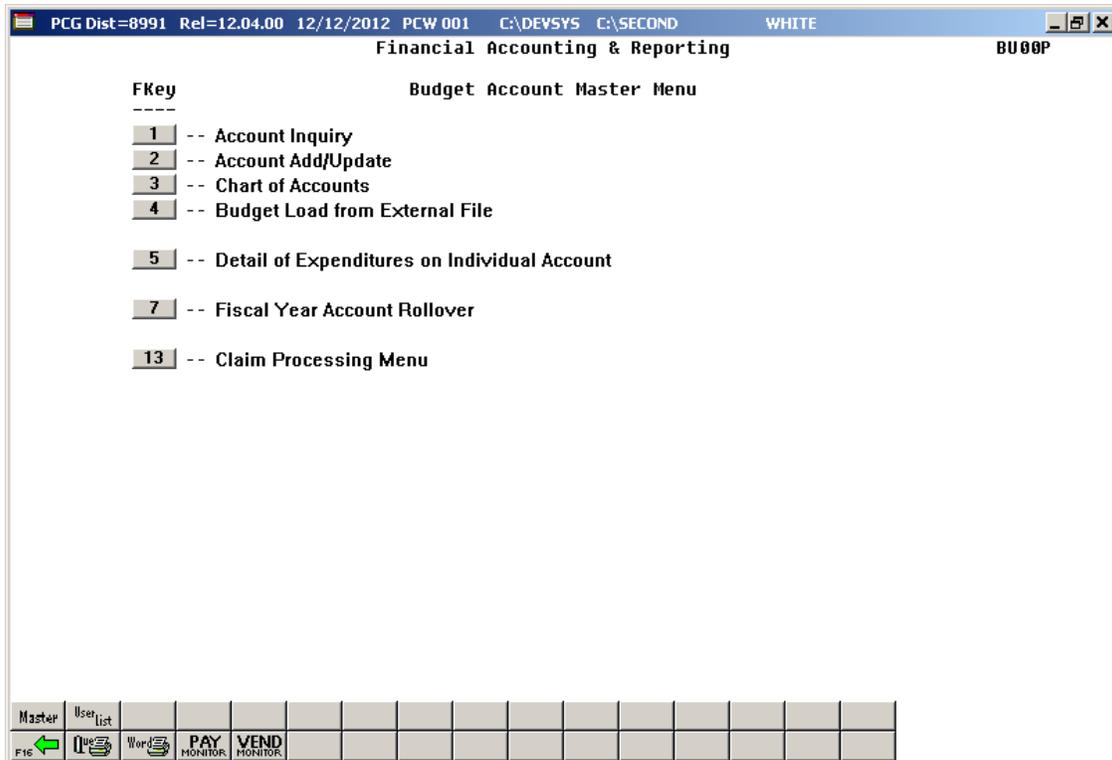
```
BUDGET LOAD ERROR REPORT
** NO ERRORS FOUND IN INPUT DATA **
** BUDGET LOAD COMPLETE **
```

Topic 7: Printing the Detail of Expenditures Report – Individual Account



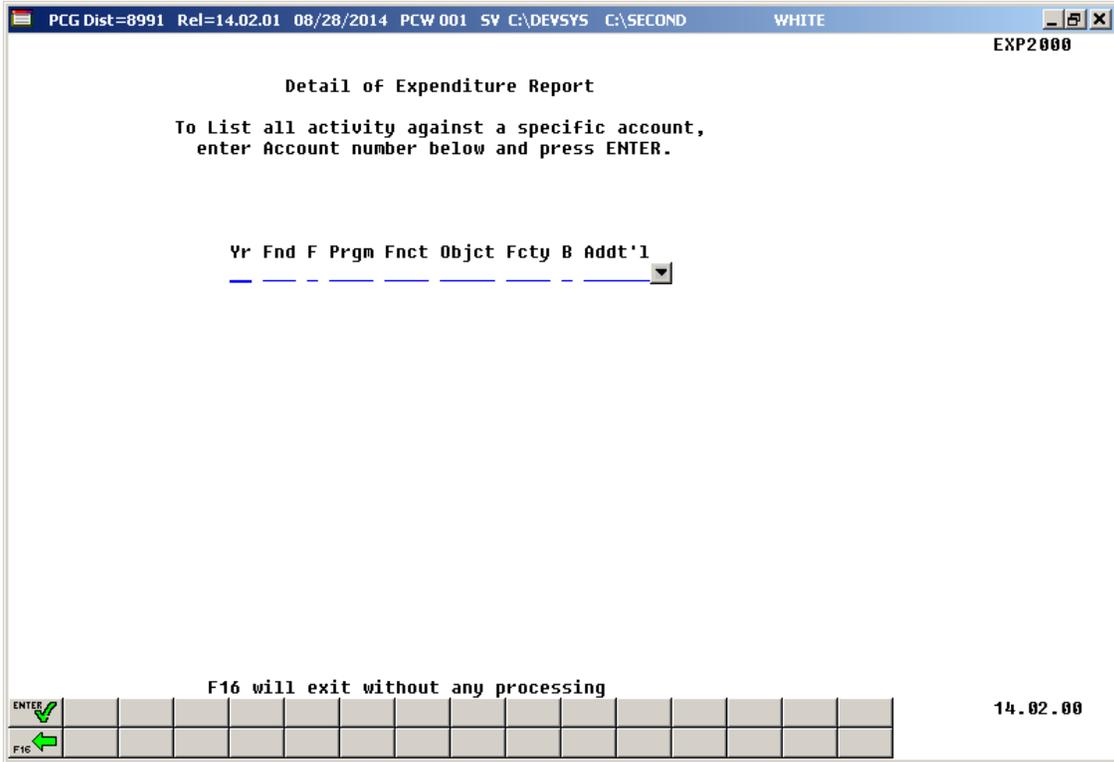
Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



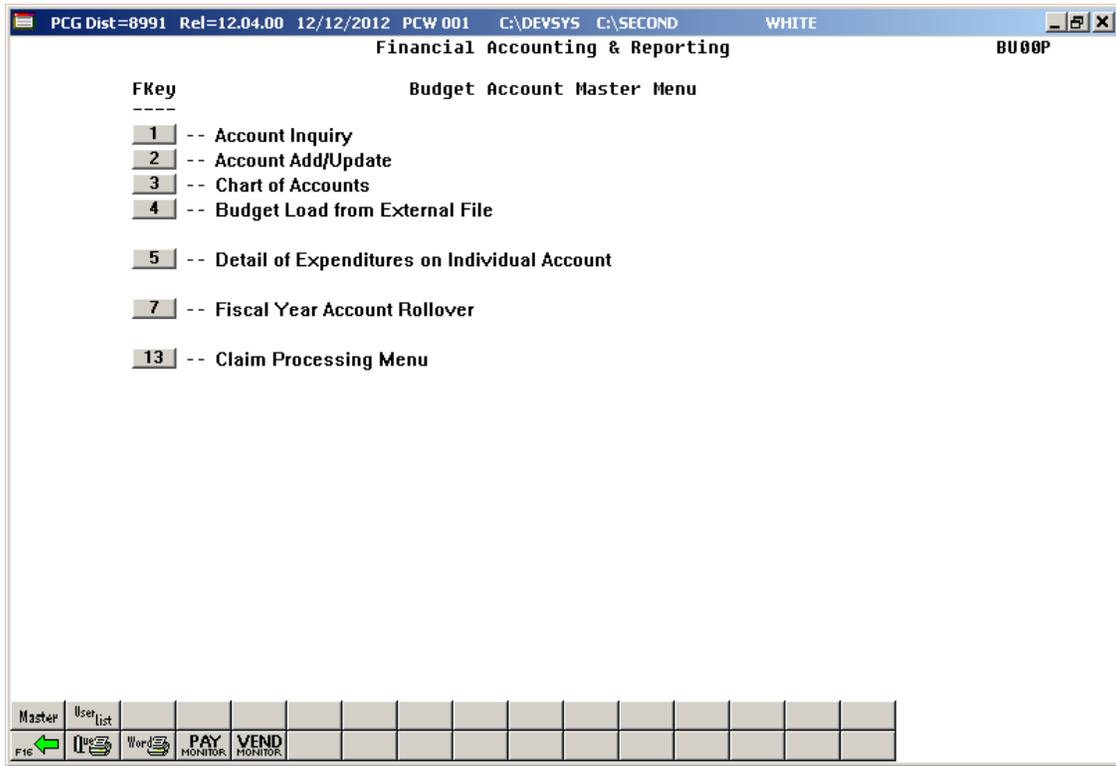
Step	Action
2	Select 5 (F5 - Detail of Expenditures on Individual Account).

The following screen displays:



Step	Action
3	<p>Enter the account information in the Yr Fnd F Prgm Fnct Object Fcty B Addt'l field, and select  (Enter).</p> <p><i>“* * * Processing Request * * *” briefly displays and PCGenesis will automatically scan for account activity.</i></p> <p><i>If there is no activity, PCGenesis redisplay the screen above, and displays “No match on account selected”. In this instance, select  (F16) to exit the screen, or enter another account number in the fields and select  (Enter).</i></p>

The following screens display:



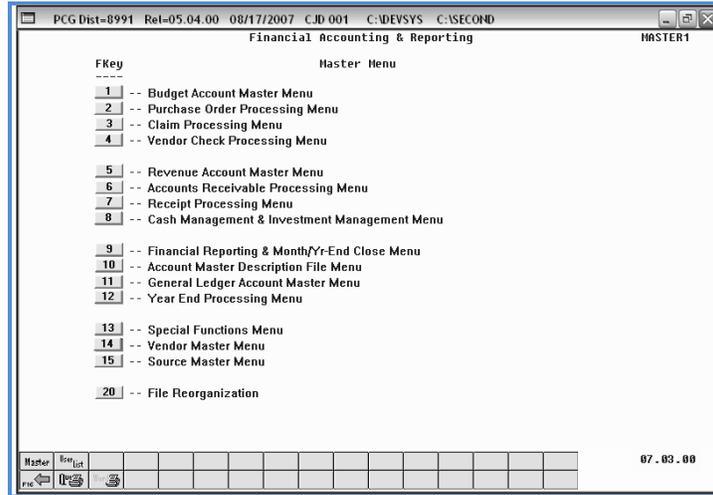
Step	Action
4	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
5	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

7A. Detail of Expenditures by Account – Example

The final page of the report displays the account's overall expenditure total and information regarding cancelled claims processing. Please see the screenshot example below.

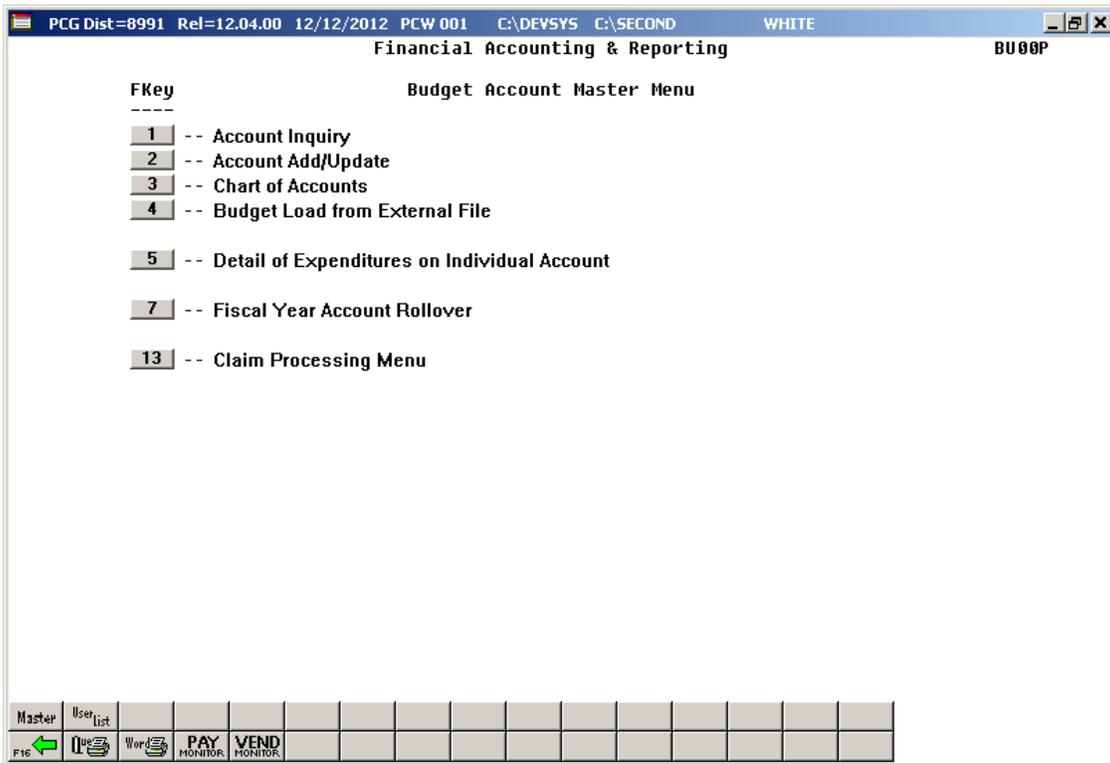
REPORT DATE: 12/12/2012 TIME: 15:19		DETAIL OF EXPENDITURES BY ACCOUNT				PAGE	1
VENDOR-SEQ	VENDOR NAME	DATE	ACCOUNT	AMOUNT	TOTAL CLAIM	STATUS	
000022-0320	TRS	08/31/12	13-100-0-1011-1000-23000-0302-1-000000	4,407.88	39,981.74	OPEN	
000022-0358	TRS	07/31/12	13-100-0-1011-1000-23000-0302-1-000000	4,407.88	37,994.71	OPEN	
000660-8176	VENDOR 000660	08/31/12	13-100-0-1011-1000-23000-0302-1-000000	4,407.88-	116,585.24	CANC-PY	
000660-8218	VENDOR 000660	07/30/12	13-100-0-1011-1000-23000-0302-1-000000	4,407.88-	116,585.24	CANC-PY	
TOTAL							
Claims cancelled in current year are shown twice, once with the entry date and once with the cancel date. Prior year cancelled claims are included in the account total because they now post to current year expense. Claims with OPEN* have been cancelled in the next fiscal year, but are open for the purposes of this year's activity.							

Topic 8: Performing the Fiscal Year Budget Account Rollover



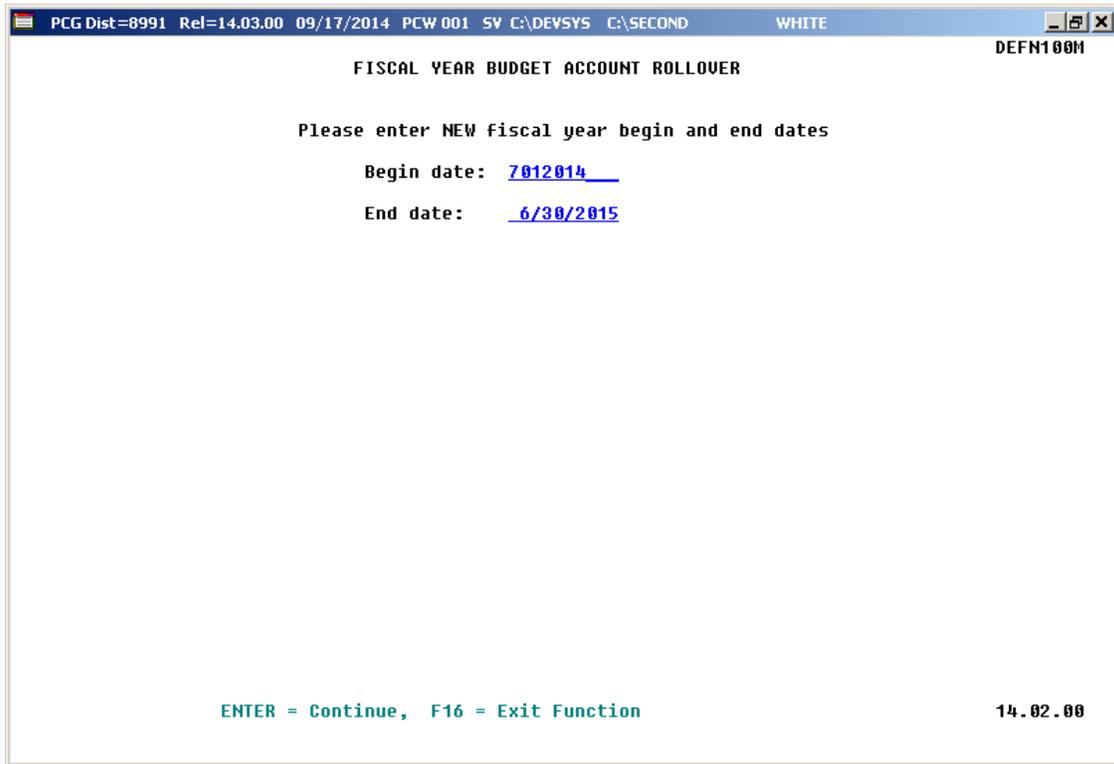
Step	Action
1	Select 1 (F1 - Budget Account Master Menu).

The following screen displays:



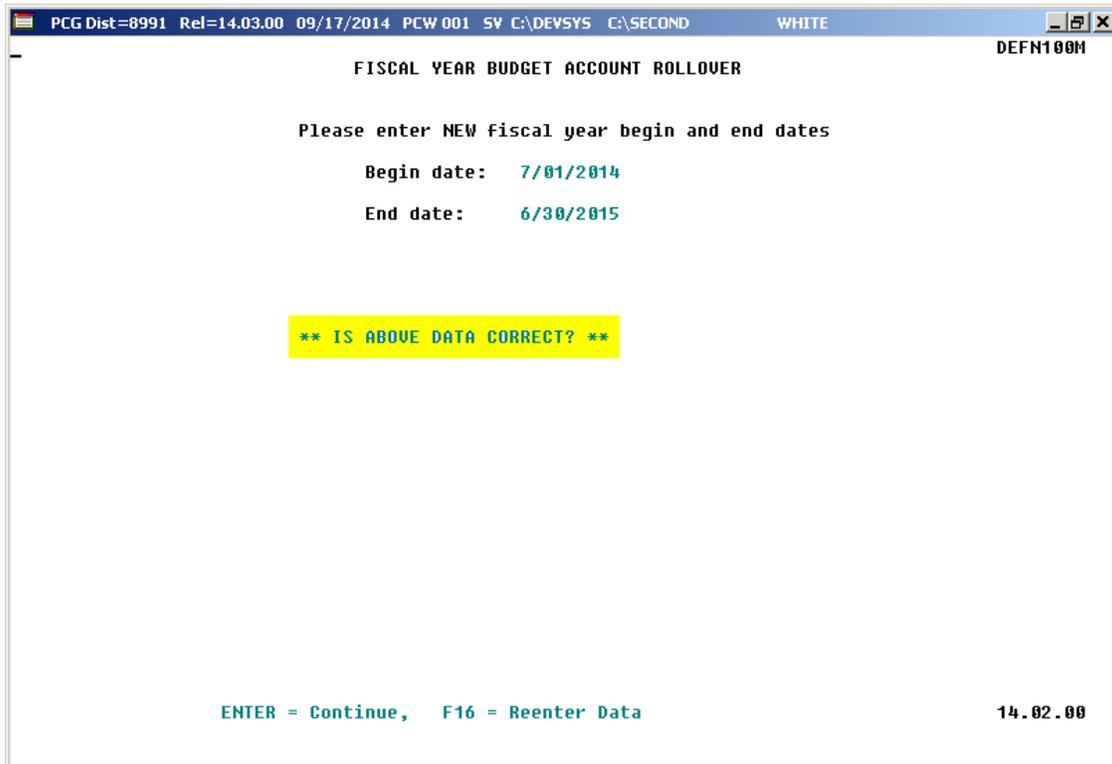
Step	Action
2	Select 7 (F7 - Fiscal Year Account Rollover).

The following screen displays:



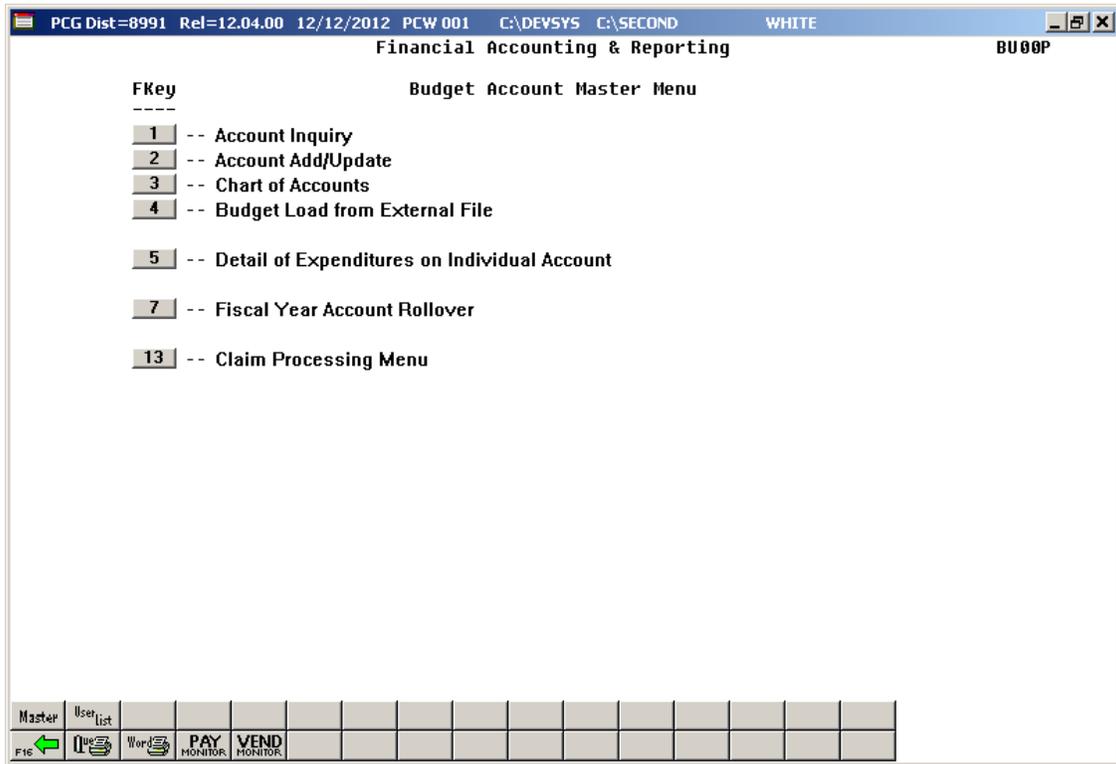
Step	Action
3	Enter the date range (MM/DD/CCYY) in the Begin date and End date fields.
4	Select Enter .

The following screen displays:



Step	Action
5	Verify the screen's entries are correct, and select Enter in response to the "Is above data correct?" message. "*** Processing Request ***" briefly displays.

The following screen displays:



Step	Action
6	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Appendix A: Budget File Scan Error Processing

If the .csv file contains invalid data, the file upload will generate a *Budget Load Error Report* in the PCGenesis *Queue Print Manager*. These errors will include the input file's line number, the error type, and the field in which the error occurred. If the program detects over 100 errors in a row, processing will halted. Usually, repetitive errors are a sign of formatting issues or basic oversight in the data, such as leaving out a necessary column. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures. An example of error messages and the spreadsheet generating the error messages follow:

A.1. Budget Upload Errors – Example

-----Page Break-----												
BUDGET LOAD ERROR REPORT												
LINE NUM & DATA FOLLOWED BY ERROR MESSAGES												
	FY	FUND	FISC	PROG	FUNC	OBJCT	FAC	BLDG	ADDT'L	BAL	AMOUNT	DESC
2	6	100	0	1010	1000	61000	198	0	0	0	799,500000	TEST ENTRY
	Program is not in Name file											
3	6	100	0	1011	1000	11000	100	0	0	0	799,159033.83	STATE SALARIES
	Facility/building is not in Name file											
	Facility year not less than fiscal year											
4	6	100	0	1011	1000	11000	200	0	0	0	799,29992.23	SALARIES
	Facility/building is not in Name file											
	Facility year not less than fiscal year											

A.2. Microsoft® Excel Spreadsheet – Example

BUDCHARTLOAD.CSV - Microsoft Excel															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	YR	FND	F	PROG	FUNC	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT		
2	15	100	0	1011	1000	61000	3050	0	0	799	11732.72	KINDERGARTEN SUPPLIES	11721		
3	15	100	0	1011	1000	61500	3050	0	0	799	0	EXPENDABLE EQUIPMENT	0		
4	15	100	0	1011	1000	64100	3050	0	0	799	5005	KINDERGARTEN TEXTBOOKS	5000		
5	15	100	0	1011	1000	64200	3050	0	0	799	3003	BOOKS	3000		
6	15	100	0	1021	1000	43000	3050	0	0	799	4504.5	COPY MACHINE MAINTENANCE	4500		
7	15	100	0	1021	1000	44200	3050	0	0	799	5505.5	EQUIPMENT LEASE	5500		
8	15	100	0	1021	1000	61000	111	0	0	799	9809.8	GR 1-3 SUPPLIES	9800		
9	15	100	0	1021	1000	61000	3050	0	0	799	19398.38	GR 1-3 SUPPLIES	19379		
10	15	100	0	1021	1000	61500	111	0	0	799	0	GR 6-8 EXPENDABLE EQUIPMENT	0		
11	15	100	0	1021	1000	61500	3050	0	0	799	0	GR 6-8 EXPENDABLE EQUIPMENT	0		
12	15	100	0	1021	1000	61600	111	0	0	799	0	EXPENDABLE COMPUTER EQUIP	0		
13	15	100	0	1021	1000	61600	3050	0	0	799	0	EXPENDABLE COMPUTER EQUIP	0		
14	15	100	0	1021	1000	64100	111	0	0	799	0	TEXTBOOKS-GR 1-3	0		
15	15	100	0	1021	1000	64100	3050	0	0	799	12012	TEXTBOOKS-GR 1-3	12000		
16	15	100	0	1021	1000	64200	111	0	0	799	5005	BOOKS/PERIODICALS	5000		
17	15	100	0	1021	1000	64200	3050	0	0	799	6006	BOOKS/PERIODICALS	6000		
18	15	100	0	1041	1000	43000	201	0	0	799	4504.5	COPY MACHINE MAINTENANCE	4500		
19	15	100	0	1041	1000	44200	201	0	0	799	3843.84	EQUIPMENT LEASE	3840		
20	15	100	0	1041	1000	61000	201	0	0	799	17017	9 - 12 SUPPLIES	17000		
21	15	100	0	1041	1000	61001	201	0	0	799	2002	HIGH SCHOOL BAND SUPPLIES	2000		
22	15	100	0	1041	1000	61002	201	0	0	799	2002	HIGH SCHOOL ART SUPPLIES	2000		
23	15	100	0	1041	1000	61200	201	0	0	799	0	SOFTWARE	0		
24	15	100	0	1041	1000	61500	201	0	0	799	2002	EXPENDABLE EQUIPMENT	2000		
25	15	100	0	1041	1000	61600	201	0	0	799	0	EXPENDABLE COMPUTER EQUIP	0		
26	15	100	0	1041	1000	64100	201	0	0	799	0	TEXTBOOKS	0		
27	15	100	0	1041	1000	64200	201	0	0	799	6006	BOOKS	6000		

A.3. .csv File for Budget Upload in Text Format – Example

BUDCHARTLOAD.CSV													
10	20	30	40	50	60	70	80	90	100				
YR	FND	F	PROG	FUNC	OBJECT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT	
15	100	0	1011	1000	61000	3050	0	000000	0799		11732.72	KINDERGARTEN SUPPLIES	11721.00
15	100	0	1011	1000	61500	3050	0	000000	0799		.00	EXPENDABLE EQUIPMENT	.00
15	100	0	1011	1000	64100	3050	0	000000	0799		5005.00	KINDERGARTEN TEXTBOOKS	5000.00
15	100	0	1011	1000	64200	3050	0	000000	0799		3003.00	BOOKS	3000.00
15	100	0	1021	1000	43000	3050	0	000000	0799		4504.50	COPY MACHINE MAINTENANCE	4500.00
15	100	0	1021	1000	44200	3050	0	000000	0799		5505.50	EQUIPMENT LEASE	5500.00
15	100	0	1021	1000	61000	0111	0	000000	0799		9809.80	GR 1-3 SUPPLIES	9800.00
15	100	0	1021	1000	61000	3050	0	000000	0799		19398.38	GR 1-3 SUPPLIES	19379.00
15	100	0	1021	1000	61500	0111	0	000000	0799		.00	GR 6-8 EXPENDABLE EQUIPMENT	.00
15	100	0	1021	1000	61500	3050	0	000000	0799		.00	GR 6-8 EXPENDABLE EQUIPMENT	.00
15	100	0	1021	1000	61600	0111	0	000000	0799		.00	EXPENDABLE COMPUTER EQUIP	.00
15	100	0	1021	1000	61600	3050	0	000000	0799		.00	EXPENDABLE COMPUTER EQUIP	.00
15	100	0	1021	1000	64100	0111	0	000000	0799		.00	TEXTBOOKS-GR 1-3	.00
15	100	0	1021	1000	64100	3050	0	000000	0799		12012.00	TEXTBOOKS-GR 1-3	12000.00
15	100	0	1021	1000	64200	0111	0	000000	0799		5005.00	BOOKS/PERIODICALS	5000.00
15	100	0	1021	1000	64200	3050	0	000000	0799		6006.00	BOOKS/PERIODICALS	6000.00
15	100	0	1041	1000	43000	0201	0	000000	0799		4504.50	COPY MACHINE MAINTENANCE	4500.00
15	100	0	1041	1000	44200	0201	0	000000	0799		3843.84	EQUIPMENT LEASE	3840.00
15	100	0	1041	1000	61000	0201	0	000000	0799		17017.00	9 - 12 SUPPLIES	17000.00
15	100	0	1041	1000	61001	0201	0	000000	0799		2002.00	HIGH SCHOOL BAND SUPPLIES	2000.00
15	100	0	1041	1000	61002	0201	0	000000	0799		2002.00	HIGH SCHOOL ART SUPPLIES	2000.00
15	100	0	1041	1000	61200	0201	0	000000	0799		.00	SOFTWARE	.00
15	100	0	1041	1000	61500	0201	0	000000	0799		2002.00	EXPENDABLE EQUIPMENT	2000.00
15	100	0	1041	1000	61600	0201	0	000000	0799		.00	EXPENDABLE COMPUTER EQUIP	.00
15	100	0	1041	1000	64100	0201	0	000000	0799		.00	TEXTBOOKS	.00
15	100	0	1041	1000	64200	0201	0	000000	0799		6006.00	BOOKS	6000.00
15	100	0	1041	1000	81000	0201	0	000000	0799		18018.00	DUES AND FEES	18000.00
15	100	0	1051	1000	43000	0111	0	000000	0799		4504.50	COPY MACHINE MAINTENANCE	4500.00

Appendix B: Budget.csv File Formatting/Processing

Use the following information for technical reference for additional flexibility when creating the budget .csv file and to gain a better understanding of .csv file processing.

Budget .csv File Format Requirements	
1	When creating the .csv file, the <i>Budget Import</i> processes all lines except completely blank lines, and lines with <i>YR</i> in <i>Column A</i> , or <i>FND</i> in <i>Column B</i> . The check for <i>YR</i> and <i>FND</i> allow the program to skip the header line.
2	<i>Column A</i> , (account Year) may contain up to 2 digits.
3	<i>Column B</i> , (account Fund) may contain up to 3 digits.
4	<i>Column C</i> , (account Fisc indicator) may contain 1 digit.
5	<i>Column D</i> , (account Program) may contain up to 4 digits.
6	<i>Column E</i> , (account Function) may contain up to 4 digits.
7	<i>Column F</i> , (account Object) may contain up to 5 digits.
8	<i>Column G</i> , (account Facility) may contain up to 4 digits.
9	<i>Column H</i> , (account Building code) may contain 1 digit.
10	<i>Column I</i> , (account Additional code) may contain up to 6 digits.
	The account number represented by <i>Columns A</i> through <i>I</i> must be a valid account in the <i>Budget (or Revenue) Chart of Accounts</i> , if the processing mode is <i>ADJUST</i> .
	The account number pieces represented by <i>Columns A</i> through <i>I</i> must be a valid in the <i>Account Master Description</i> file if the processing mode is <i>ORIGINAL</i> . <i>PCGenesis</i> creates the account if it does not already exist.
11	<i>Column J</i> , (Balance Account) may contain up to 4 digits.
12	The amount entries within <i>Column K</i> must meet the following specifications:
	12.1 May contain up to 9 significant digits before the decimal.
	12.2 May contain 1 decimal point.
	12.3 May contain up to 2 digits following the decimal.
	12.4 May contain either a leading or trailing negative (-) sign.
	12.5 May contain a leading \$ sign.
	12.6 May contain leading zeroes (0's) or spaces before the significant digits.
	12.7 May not contain embedded spaces or other characters not listed.
	12.8 Total number of characters for each entry in the csv file in this column may not exceed 15, including leading blanks or zeroes.
13	<i>Column L</i> must contain an account description up to 30 characters.
	Trailing blanks are not considered in the allowed length of the description