



# PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

1/14/2019

Section D: Claim and Expenditure  
Processing, V2.12

## Revision History

Date	Version	Description	Author
1/14/2019	2.12	18.04.00 – Update <i>Inquire Expenditure</i> screen.	D. Ochala
05/24/2018	2.11	18.02.00 – Expand purchase order and claim display screens and entry lines from 10 to 20.	D. Ochala
09/18/2017	2.10	17.03.00 – Update <i>Vendors with Sequence Numbers Less Than 500 Report</i> .	D. Ochala
03/04/2016	2.9	16.01.00 – Update Logo and Footers.	S. Scrivens
07/07/2014	2.8	14.02.00 – The Vendor Reference field is expanded to 25 characters.	D. Ochala
10/10/2013	2.7	13.03.00 – Updated screenshot examples.	D. Ochala
04/06/2012	2.6	12.01.00 – Add instructions for cancelling a range of claims.	D. Ochala
11/30/2011	2.5	11.03.01 – Added button bar processing instructions and instructions for the screen print function.	D. Ochala
10/11/2011	2.4	11.03.00 – Updated claim inquiry and claim cancel instructions.	D. Ochala
03/30/2010	2.3	10.01.00 – Added separate sections for <i>Procedure B – Entering a Claim or Expenditure</i> and <i>Procedure C – Large Claim/Entry Import</i> .	D. Ochala
12/15/2008	2.2	08.04.00 – Added <i>B2.5 - F10 (Browse for file)</i> default to the <i>CSV (Comma delimited) (*.csv)</i> file type information and instructions.	C. W. Jones
09/26/2008	2.1	08.03.00 – Added claim inquiry scan/next information and instructions. Reorganized claims import instructions.	C. W. Jones
9/26/2007	2.0	07.03.00 – Updated screenshot examples.	C. W. Jones

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## Overview

PCGenesis claim and expenditure processing allows the recording of payables created against Purchase Orders (PO's). When entering claims, PCGenesis credits the value of the claim to the appropriate liability *Balance Sheet* account. If creating the claim from a PO and the entry is for a partial payment, PCGenesis reduces the PO's encumbrance amount by the amount of the claim's expense. PCGenesis releases the entire encumbrance amount when closing the PO during the entry of the claim. On the other hand, canceling a claim debits the claim's value from the appropriate *Liability* account, and credits the *Expense* accounts to the current accounting period.

Manually enter claims into PCGenesis or import the information from a Microsoft® Excel spreadsheet. This document provides the instructions for both procedures.

### Account Number Entry:

- **Duplicate Account Number Entry:** PCGenesis allows the entry of duplicate account information on claims as in the case of an invoice's credit amount containing the same account information as existing entries within a claim. This feature also makes it easier to enter reductions on invoices. When duplicate entries occur, PCGenesis will display a "Y/N" prompt to allow/disallow the entries.

**Claim/Discount Date Entry:** Enter the claim and discount date field entries in the MM/DD/CCYY format.

**Remit to Address:** If a vendor has a *Remit to* address, that address will appear during claim entry instead of the normal vendor address. PCGenesis identifies this address as "*(Remit To)*".

**Large Claim Entry/Import Program:** Although PCGenesis imposes a limit on the number of account detail lines for a single claim, this program allows up to 999 account detail lines. PCGenesis automatically splits the claim and discounts the amount based on the line items in each grouping of twenty account detail lines.

Create non-PO-associated claims outside of PCGenesis using Microsoft® Excel, and upload the information into PCGenesis using the *Large Claim Entry/Import* procedure. This feature primarily supports the entry of summer salary and benefit accruals, but also meets additional needs of the school district or system such as repeating power bills whose information does not change.

The *Import* program also allows the import of negative totals into PCGenesis for processing.

**Special Rules for PO-Associated Claims:** Use the PCGenesis *Claim Entry* program for PO-associated claims. PO-associated claims will default to the account number(s) entered on the original PO. Modify the account number(s) by performing the following:

- Entering a new, valid account number. An account number is considered valid when it is a *Budget* or *General Ledger* account number, and the account number's year is the same as the PO's account number year.
- Return to the account number(s) entered on the original PO, enter a new, valid account number(s). Adjust the dollar amount distributions so the amounts remain the same.
- As long as at least one account number remains, delete one or more of the original account numbers. Adjust the remaining amount distributions so the amounts equal.
- PO's may have partial payments, as in the case of partial shipments being invoiced separately. Because of this, one or more account detail lines of the original PO may not have an amount due. Since no changes are made to these PO account numbers, the account detail lines without dollar amounts due do not have to be removed.
- There will not be a reduction of the encumbrances for an item when entering an account number on a claim omitted from the original PO. In this instance, the "*Claim Account Number(s) DO NOT match PO Account Number(s)*" message displays, and account number changes and authorization should be made on the original PO document. Manually make this modification to the original PO's paper copy to provide a proper audit trail. Enter deleted and modified account information on the original PO when needed. The original PO must also contain the proper authorization for these changes.
- There will be a reduction of encumbrances, up to the amount of the original encumbrance, if entering an account number on a claim from the original PO. Any remaining encumbrances will be liquidated when the PO is either paid in full or is closed.
- Provide the appropriate response when the *Final Payment* screen displays. If this is not the final payment, the claim's expenditure reduces the encumbrance amount of the PO by the amount of the claim's expense and the PO will remain open with the *adjusted* balance. If the claim is the final payment, the PO's entire encumbrance amount is unencumbered, and PCGenesis closes the PO.
- When entering the claim against a *Carry Forward PO* and the claim is a payment in full, PCGenesis determines whether appropriation adjustments are required. If the claim amount is less than the unliquidated, carried forward encumbered amount, make an *Appropriation Adjustment* if the claim is posted, and if the *Notification of Appropriation Adjustment* screen displays. In this instance, select *F16* to exit the procedure and to reenter the claim, or select *Enter* to view the required *Appropriation Adjustment(s)*, and if the *Adjustment* is correct, select *F28* to post the claim. If selecting *Enter*, and the *Appropriation Adjustment(s)* is/are incorrect, select *F16* to return to the claim's *Entry* screen to make the required modifications.
- PCGenesis adds an *Expenditure* record to the file, updates the account records, and generates the appropriate *Audit* records for the *Expenditure*, *General Ledger*, and *Accounts Payable* accounts. PCGenesis also makes the appropriate debits and credits to the *General Ledger*.

**Other Claim Entry Information:** Enter asset account information on claims as long as the *Balance Sheet* account code is 0171 – 0173, 0181 or 0199. The claim entry to the *Asset* account will cause a debit to the *Asset* account, instead of the normal debit to the *Expenditure Control* account, and a credit to *Accounts Payable*.

**Validating and Posting Claims:** When detecting errors during validation, PCGenesis highlights the fields containing errors. PCGenesis displays the total number of errors, with the error description listed next to each account line which is in error. In this instance, correct the error(s) indicated and select *Enter* to validate the claim’s information again. After correcting all “normal” errors, PCGenesis checks several other conditions and where appropriate, displays various cautionary warning messages.

Acknowledge these messages by selecting  (**Enter**). Select  (**F16**) to return to *Entry* mode and to modify the claim data as needed, or select  (**F12**) to post the expenditure.

When entering claims using the *Large Claim Entry* feature, scrolling options are available which allow sequential viewing of additional account detail lines. Use the  (**F4** - Page Up), or  (**F5** - Page Down), or  (**F6** – Line Up), or  (**F7** – Line Down) to view additional account detail lines.

*Note that expenditures with numerous account detail lines may take several minutes to post. Please be patient! Allow the posting to complete in its entirety.*

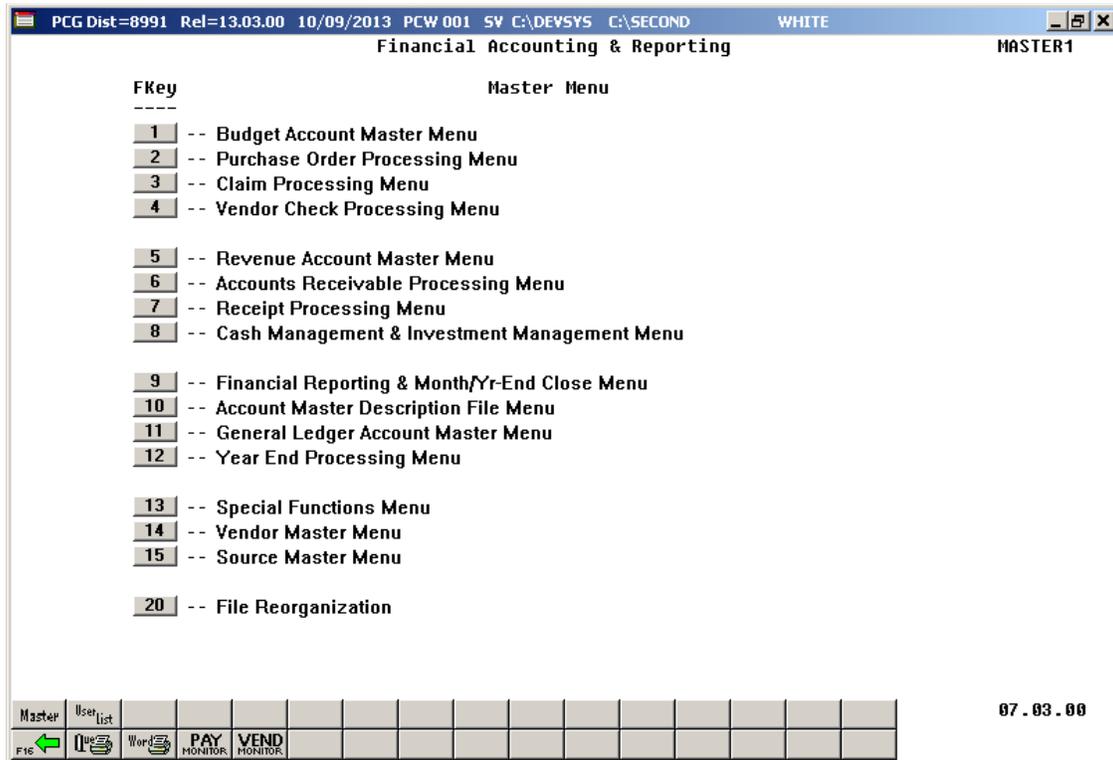
**Screen Print:** The screen print feature allows the user to obtain a screen print of the *Inquire Claim/Expenditure* screen, the *Enter Claim* screen, the *Large Claim Entry/Import* screen, or the *Cancel Claim* screen. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.

## Topic 1: Processing Claims and Expenditures

### Procedure A. Inquiring on a Claim/Expenditure

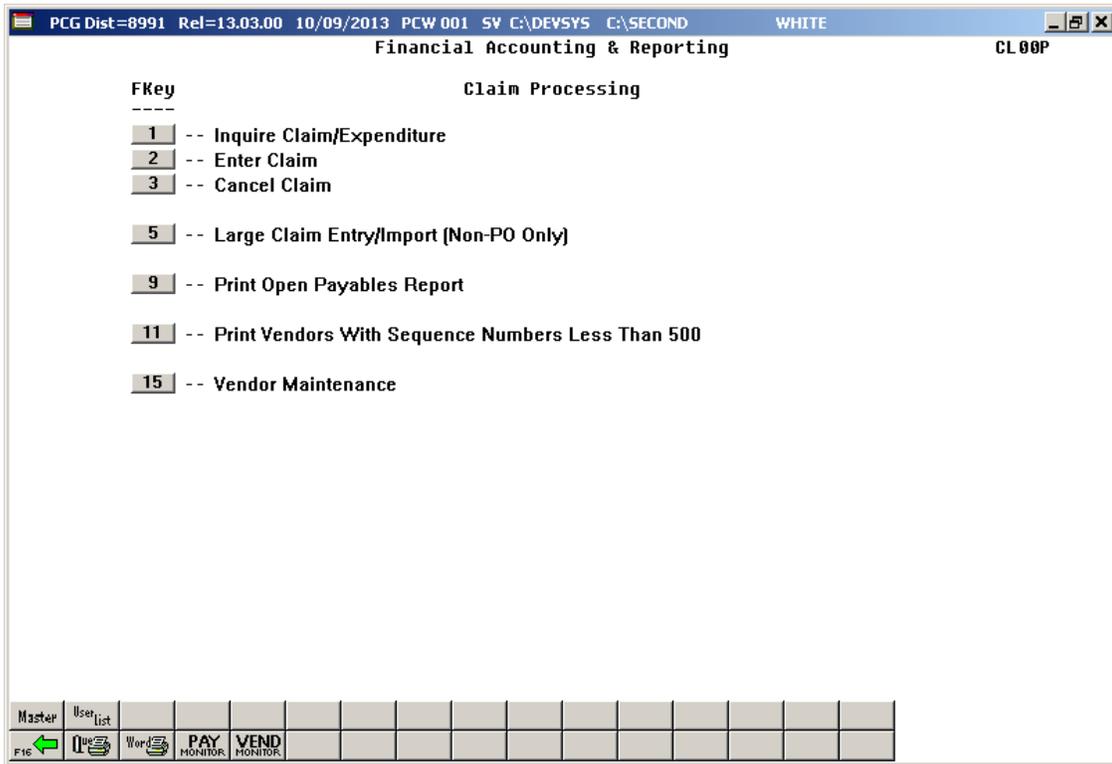
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>1</b> (F1 - Financial Accounting & Reporting System).

The following screen displays:



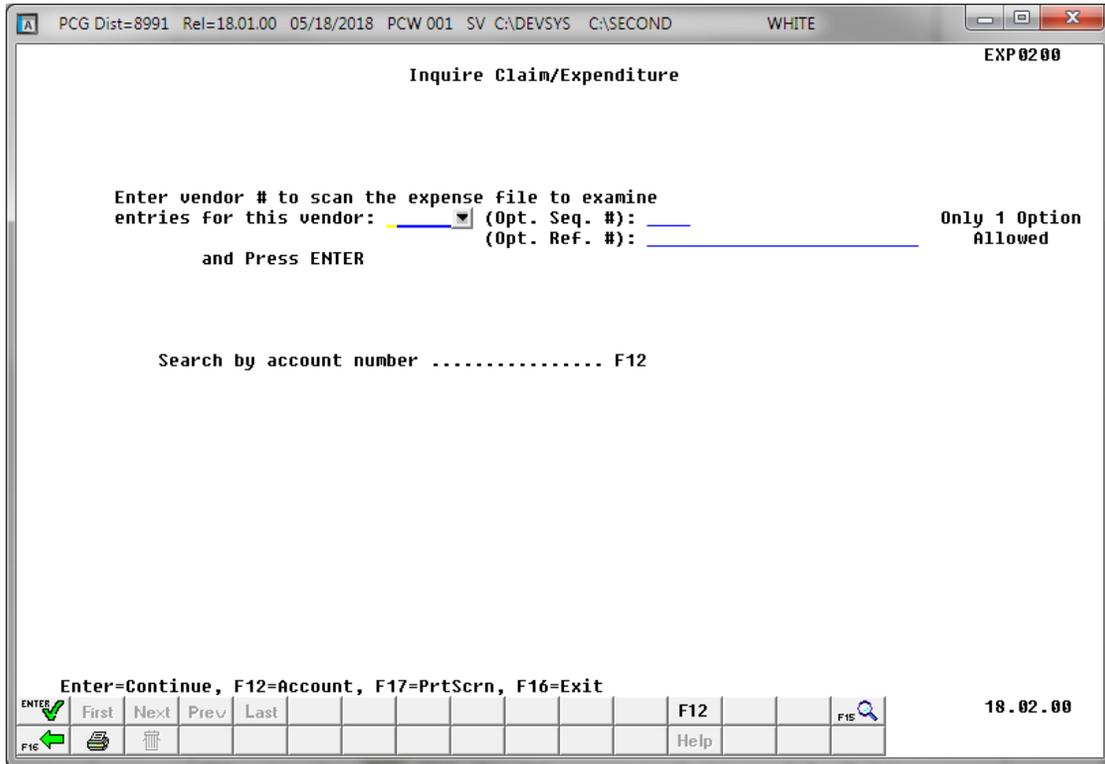
Step	Action
2	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



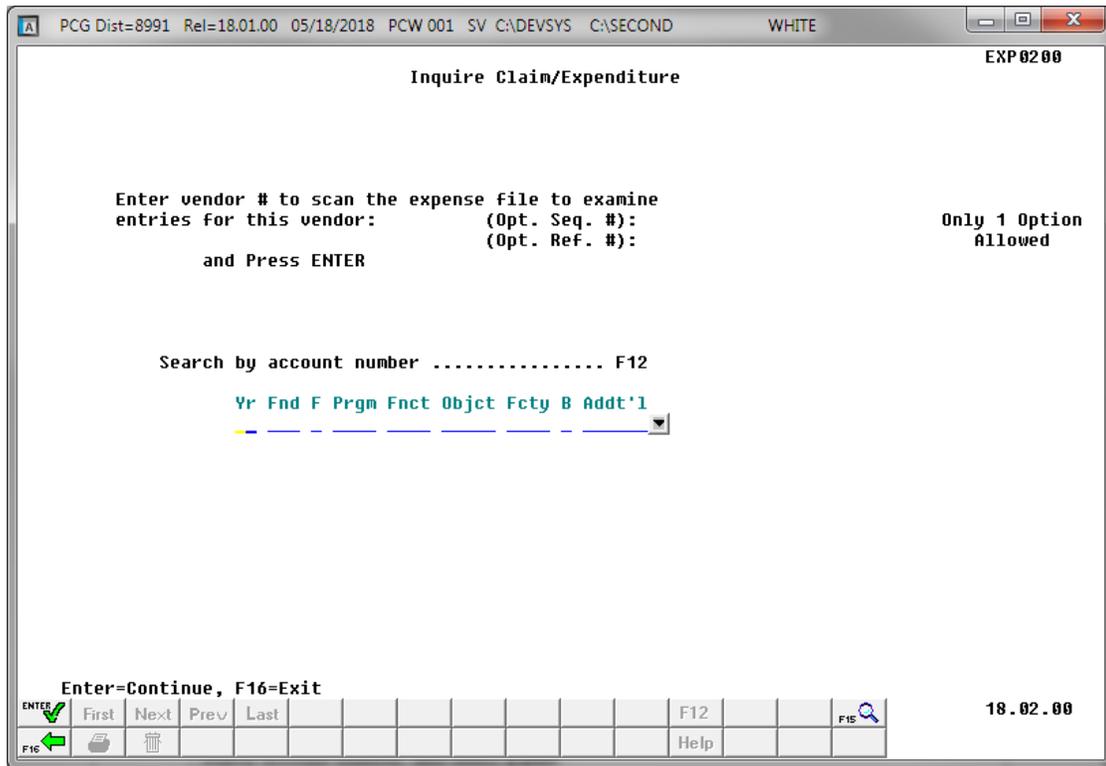
Step	Action
3	Select <b>1</b> (F1 - Inquire Claim/Expenditure).

The following screen displays:



Step	Action
4	<p>Enter or select the drop-down selection icon  within the <b>Vendor</b> field to choose the vendor's information.</p> <p>Enter the claim sequence number within the <b>Optional Sequence Number</b> (Opt. Seq. #) field in order to search for a claim by sequence number.</p> <p>Enter the claim reference number within the <b>Optional Reference Number</b> (Opt. Ref. #) field in order to search for a claim by reference number.</p> <p>After entering the vendor and the optional sequence number or reference number, select <b>Enter</b> and proceed to <i>Step 6</i>.</p> <p>Otherwise, select <b>F12</b> (<b>F12</b> – Search by account number) to search for all claims containing a specific account number. Proceed to <i>Step 5</i>.</p>

For **F12** – search by account number, the following screen displays:



Step	Action
5	Enter or select the drop-down selection icon  within the <b>Account</b> field to choose the search account number, and select  ( <b>Enter</b> ).

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

**006654 HOME DEPOT INC** Inquire Expenditure **EXP0200**  
**1 HOME DEPOT LANE** (Remit To:) **PO BOX 1234** **PAID WXFER**  
**SUITE 2C** ATLANTA, GA **30000**  
**ATLANTA, GA** **30000** **PO No: 040432** **Claim Dt: 4/07/2018** **Claim Amt: 100.00**  
**Desc: FINANCE - TEST PO** **Seq: 9975** **Disc Dt:** **Disc Amt:**  
**Ref:** **Xref Seq:** **Bank: BK01** **Payment: 6/30/2018**  
**A/P Blnc: 421** **Wxfer#: 3776** **Amount: 100.00**

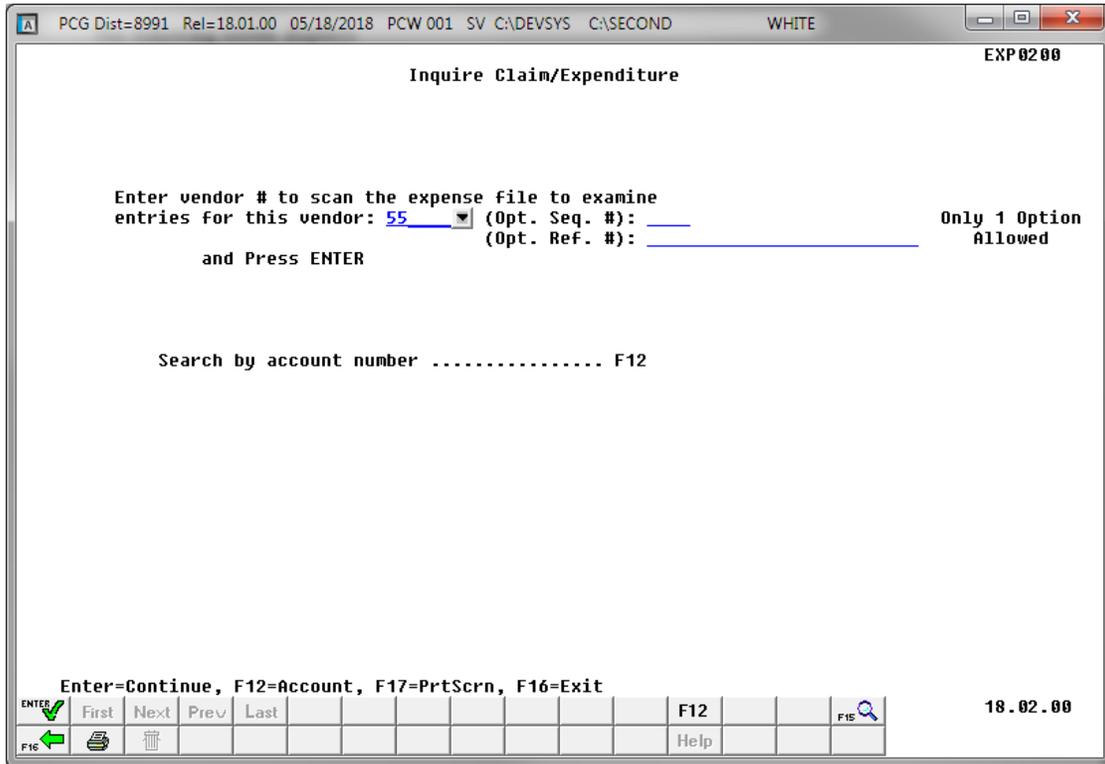
Charge to:	Yr	Fnd	F	Prgm	Fnc	Obj	Fcty	B	Adt'l	Amount
	18	100		1041	1000	61000	109	1		100.00
	18	100		1011	1000	53200	111	1		
	18	100		1011	1000	61000	103	1		
	18	100		1011	1000	61000	111	1		
	18	100		1011	1000	61000	189	1		
	18	100		1011	1000	61000	199	1		
	18	100		1021	1000	53200	103	1		
	18	100		1021	1000	53200	111	1		
	18	100		1021	1000	53200	8010	4		
	18	100		1021	1000	61000	103	1		
	18	100		1021	1000	61000	111	1		
	18	100		1021	1000	61000	189	1		
	18	100		1021	1000	61000	199	1		
	18	100		1051	1000	53200	111	1		
	18	100		1045	1000	61000	198	1		
	18	100		1045	1000	43000	198	1		
	18	100		1041	1000	61010	198	1		
	18	100		1025	1000	61000	103	1		
	18	100		1025	1000	61000	111	1		
	18	100		1450	2500	61000	8010	1		

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn F16=Reenter/Exit 18.04.00

ENTER [First] [Next] [Prev] [Last] [F12] [F16] [F17] [Help]

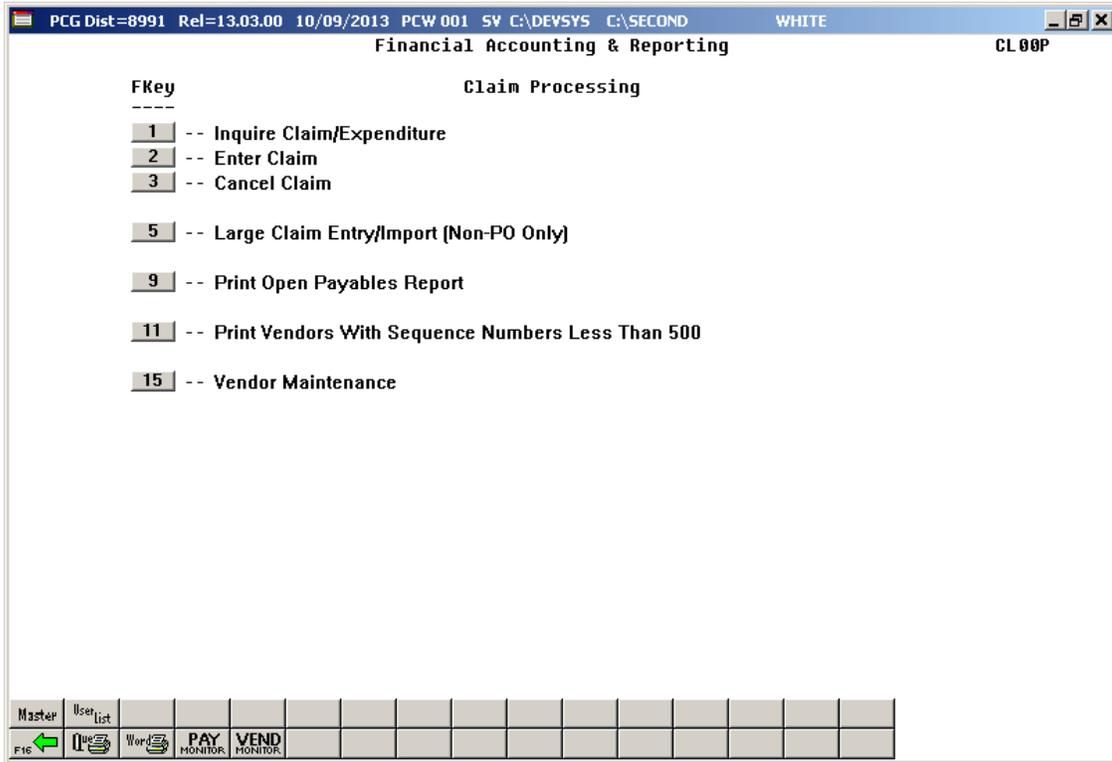
Step	Action
6	<p>After reviewing the screen’s entries, select <b>First</b> (F1 - First), <b>Next</b> (F2 - Next), <b>Prev</b> (F3 - Prev), or <b>Last</b> (F4 - Last) to scroll between the vendor’s claim records, and select  (F16 - Reenter/Exit) to return to the <i>Expense Inquiry</i> screen.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Inquire Claim/Expenditure</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p><i>Each expenditure displays with the status, for example ‘Open’, ‘Paid’, or ‘Cancelled’. If there are no expenditures for the vendor, “*** No match on claim requested ***” displays.</i></p>

The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Claim Processing Menu</i> .

The following screen displays:

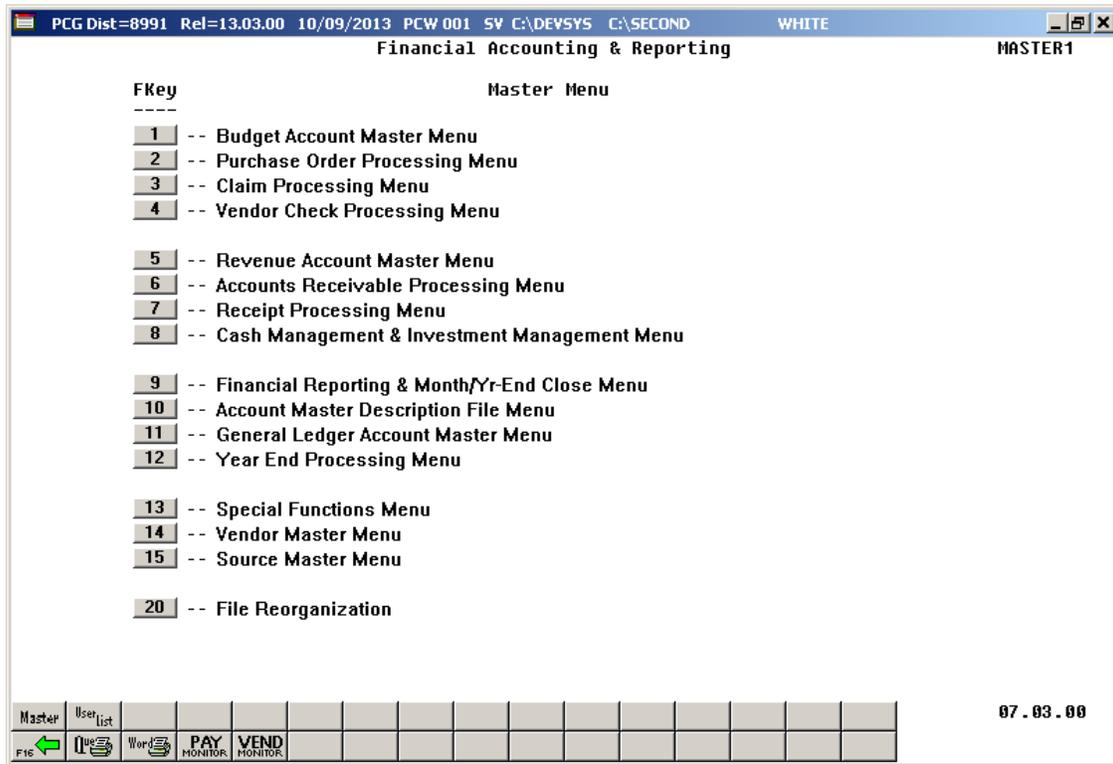


Step	Action
8	Select  (F16 -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure B: Entering a Claim or Expenditure

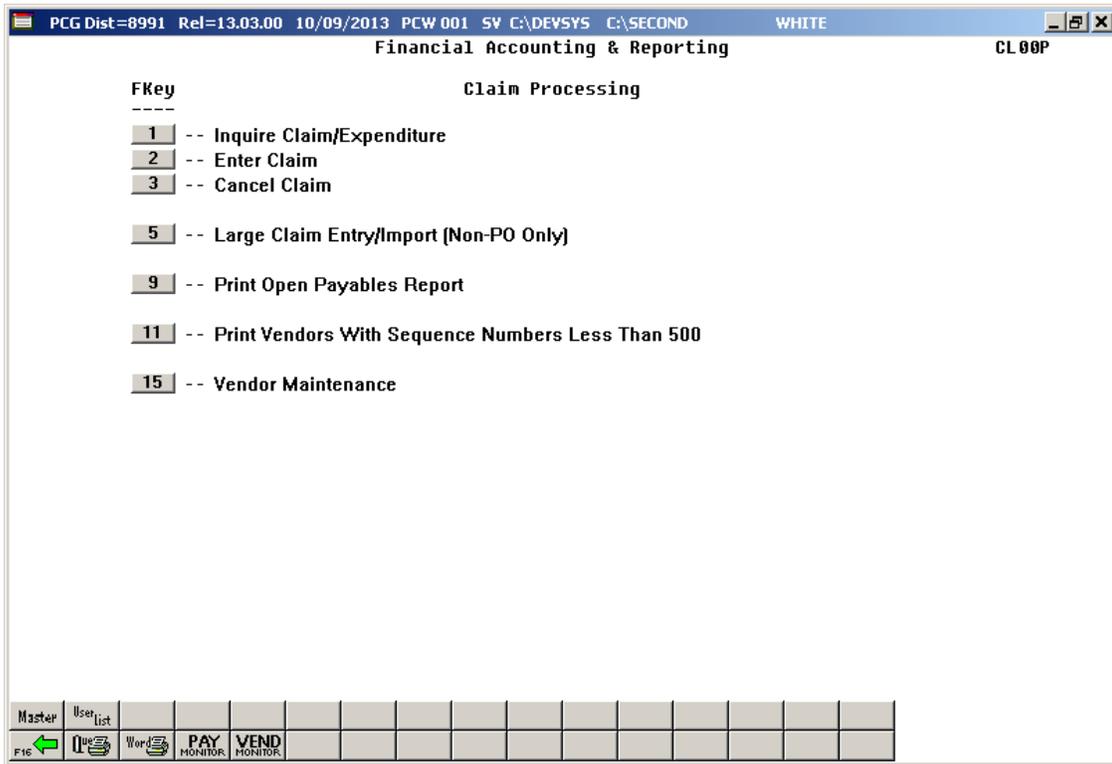
### B1. Entering a Claim or Expenditure Manually into PCGenesis

PCGenesis limits the number of claims for a single vendor to 9,999. When a vendor accumulates 9,999 claims, PCGenesis deactivates the vendor’s record, and will not allow the creation of additional claims for this vendor. Attempts to enter additional claims for these vendors will generate the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” To avoid receiving this message, follow the instructions in Procedure 2B: Printing Vendors With Sequence Numbers Less Than 500 Report.



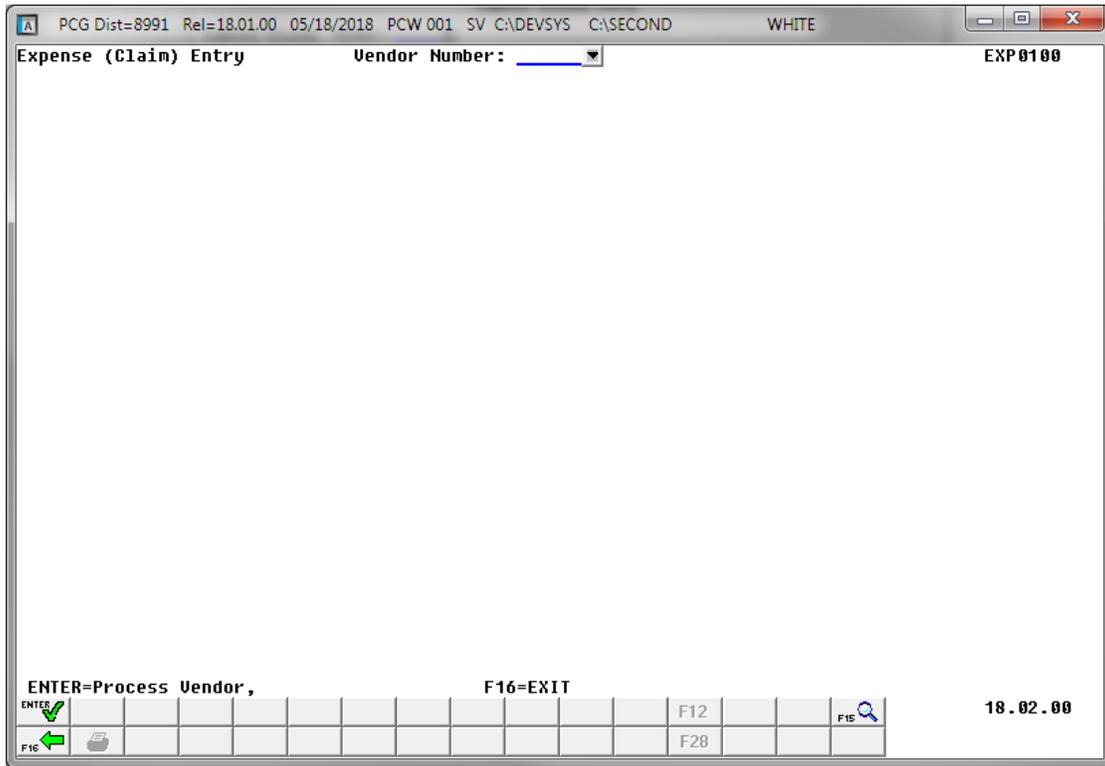
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



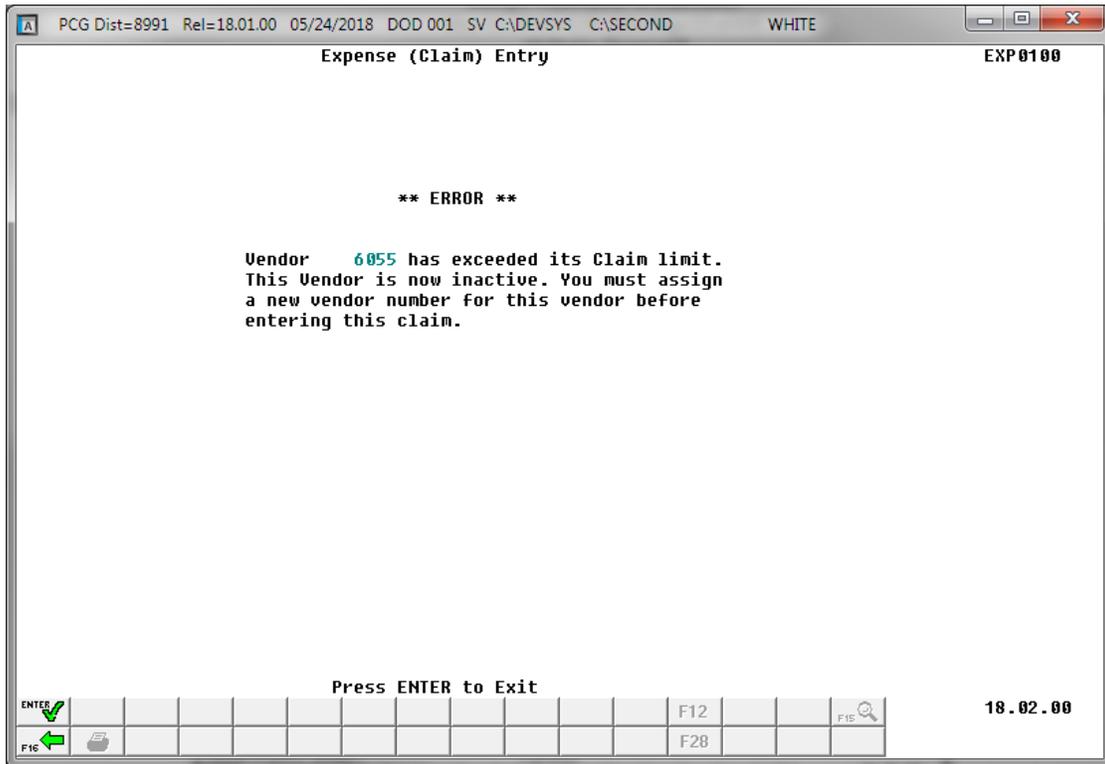
Step	Action
2	To enter a PO-associated claim: Select <b>2</b> (F2 - Enter Claim).

The following screen displays:



Step	Action
3	Enter or select the drop-down selection icon  within the <b>Vendor</b> field to choose the vendor's information, and select  ( <b>Enter</b> – Process Vendor).

If the vendor number has run out of sequence numbers, the following screen displays:



Step	Action
4	<p>If a vendor has run out of sequence numbers and exceeded its claim limit, the vendor will be changed to a status of inactive ('I').</p> <p>In this case, select  (<b>Enter</b>) to exit the program. Proceed to <i>Vendor Maintenance</i> and create a new vendor number with this vendor's information before entering the claim.</p> <p>Refer to the <i>Financial Accounting and Reporting (FAR) System Operations Guide, Section C: Vendor File Maintenance</i> for information on entering a new vendor number.</p>

The following screen displays:

Step	Action
5	<p><b>For PO-associated claims:</b> Enter the PO's number in the <b>Purchase Order</b> field and select  (<b>Enter</b> – Continue).</p> <p><i>When entering a PO's number, the claim defaults to the account number(s) entered on the original PO. Modify the information as needed.</i></p> <p><b>For non PO-associated claims:</b> Leave the <b>Purchase Order</b> field blank and select  (<b>Enter</b> – Continue).</p>

For PO-associated claims, the following screen displays:

Expense (Claim) Entry Vendor Number: 6055 VENDOR 000055 EXP0100  
 (REMIT TO ADDR) P.O. BOX 1244 Part 1099:Y

Purchase order: 169 ATLANTA, GA 30000  
 Description: THIS IS A DESCRIPTIO Vendor ref: \_\_\_\_\_  
 A/P blnc: 421

PO dt: 04/05/2018 PO C-Fwd/Reopen dt: \_\_\_\_\_ PO Amt: 18000.00  
 Disc dt: \_\_\_\_\_ Disc amt: \_\_\_\_\_ Claim post dt: 05/18/2018 Claim amt: \_\_\_\_\_

Yr	Fnd	F	Prgm	Fnct	Object	Fcty	B	Addt'l	Amount	1099	Liquidated Amt	Est Amt
1	18	100	-	1011	1000	43200	195	1				1000.00
2	18	100	-	1011	1000	44222	195	1				1000.00
3	18	100	-	1011	1000	44300	195	1				1000.00
4	18	100	-	1011	1000	61000	195	1				1000.00
5	18	100	-	1011	1000	61041	195	1				1000.00
6	18	100	-	1011	1000	61100	195	1				1000.00
7	18	100	-	1011	1000	61500	195	1				1000.00
8	18	100	-	1011	1000	61600	195	1				1000.00
9	18	100	-	1021	1000	43200	195	1				1000.00
10	18	100	-	1021	1000	44222	100	1				1000.00
11	18	100	-	1021	1000	44222	195	1				1000.00
12	18	100	-	1021	1000	44300	100	1				1000.00
13	18	100	-	1021	1000	58000	195	1				1000.00
14	18	100	-	1021	1000	61000	100	1				1000.00
15	18	100	-	1021	1000	61000	195	1				1000.00
16	18	100	-	1021	1000	61003	195	1				1000.00
17	18	100	-	1021	1000	61041	100	1				1000.00
18	18	100	-	1021	1000	61041	195	1				1000.00
19	00											
20	00											

ENTER=Validate F17=Print Screen, F16=Return To Vendor Screen

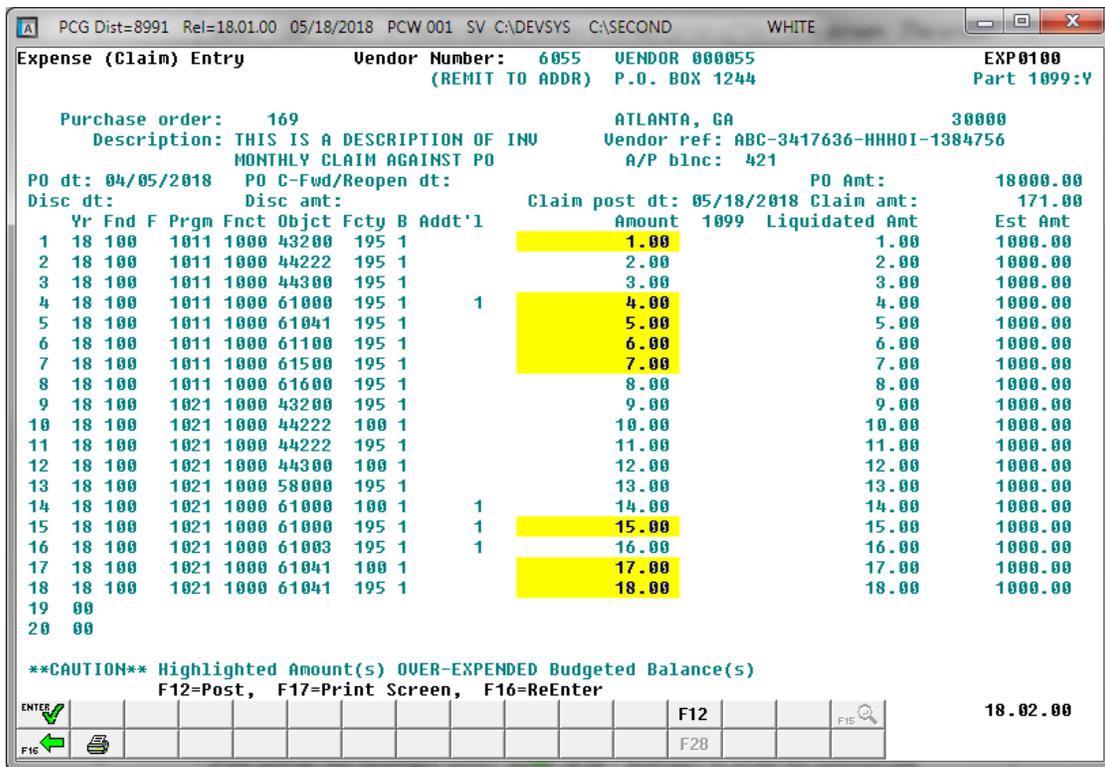
18,000.00

Step	Action
6	<p>Enter the description in the <b>Description</b> field(s). A second Description field displays after the Vendor Ref field.</p> <p><i>When entering a PO number in Step 5, the description field will default to the original PO's description.</i></p>
7	<p>Enter the information in the <b>Vendor Ref</b> (Vendor Reference) field.</p> <p><i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of <b>Vendor Ref</b> is optional and can be entered if the reference information exists.</i></p> <p><i>Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "*** CAUTION** Duplicate <b>Vend Ref</b> # for Vendor nnnnnn Seq # nnnn". In this instance, verify that this is not a duplicate payment for the invoice. If this is a duplicate payment, select  (F16) to exit the claim entry procedure.</i></p>
8	<p>Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the <b>A/P Blnc</b> (Accounts Payable Balance) field.</p> <p><i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i></p>

Step	Action
9	<p>Enter the claim's posting date (MM/DD/CCYY) in the <b>Claim Posting Date</b> field.</p> <p><i>The claim date entered cannot be less than the date of the PO. The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i></p>
10	<p>Enter the total amount of the claim in the <b>Claim Amount</b> field.</p>
11	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the <b>Discount Date</b> and <b>Discount Amount</b> fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>
<p><b>Repeat Steps 12 – 14 for each account detail line.</b></p> <p><i>PCGenesis allows up to twenty (20) account detail lines per claim.</i></p>	
12	<p>Select the drop-down selection icon  within the <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> field to select the account information.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart of Accounts. The amounts and the discounts entered in Steps 10 and 11 must equal the original amount of the expenditure. If the total distribution does not equal the amount of the expenditure (minus the discount), the expenditure amount will be highlighted. If the account number is invalid, PCGenesis highlights the entire field.</i></p> <p><i>If entering a claim/expenditure manually into PCGenesis, the expenditure may be distributed between up to twenty different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
13	<p><b>For multiple accounts:</b> Enter the amount in the <b>Amount</b> field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero</u> (0).</i></p> <p><i>For individual accounts, it is not mandatory for the entry of expenditure amount on each account line as PCGenesis assumes the total amount to be distributed across all accounts is the same as entered previously in the <b>Claim Amount</b> field from Step 10.</i></p>
14	<p>Enter the 1099 amount indicator in the <b>1099</b> field to identify the amount on the vendor's Form 1099.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p> <p><u>Repeat Steps 12 – 14 for each account.</u></p>

Step	Action
15	<p>Select  (Enter – Validate) <u>once</u>.</p> <p>If the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” displays, select  (Enter) to exit this procedure. Then, reenter the claim and repeat any associated work. To avoid receiving this message, follow the instructions in <i>Procedure 2B: Printing Vendors With Sequence Numbers Less Than 500 Report</i>.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the claim screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:



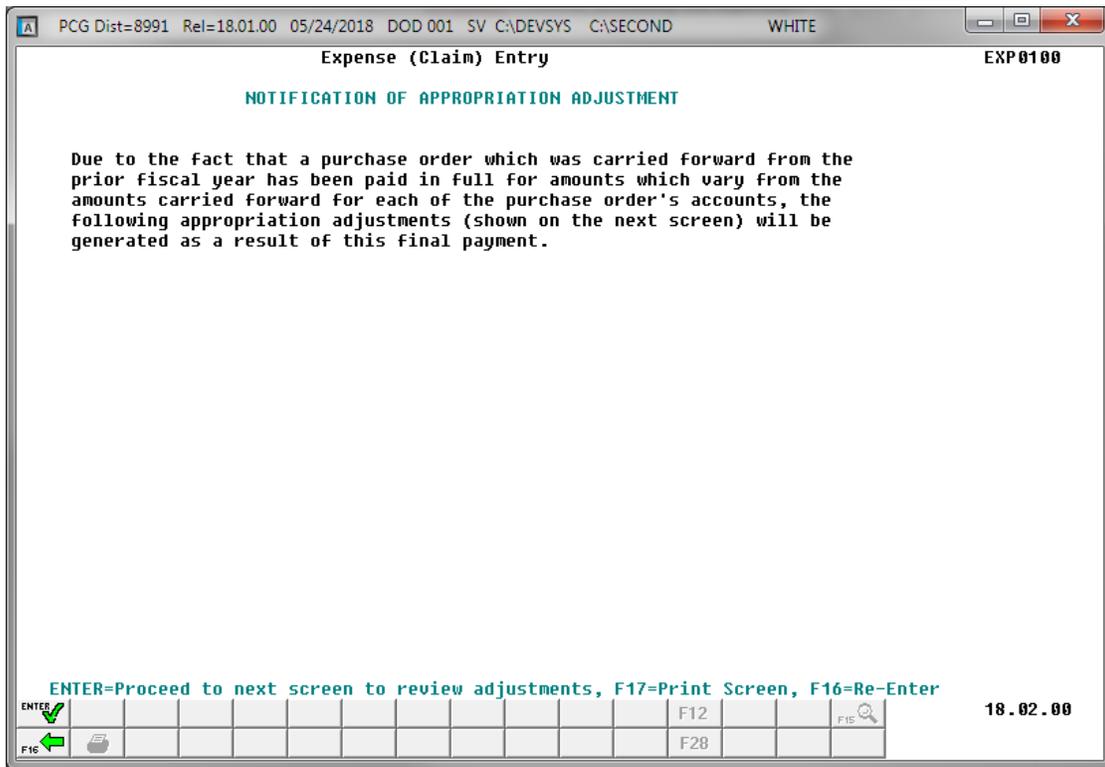
Yr	Fnd	F	Prgm	Fnct	Object	Fcty	B	Addt'l	Amount	1099	Liquidated Amt	Est Amt
1	18	100	1011	1000	43200	195	1		1.00		1.00	1000.00
2	18	100	1011	1000	44222	195	1		2.00		2.00	1000.00
3	18	100	1011	1000	44300	195	1		3.00		3.00	1000.00
4	18	100	1011	1000	61000	195	1	1	4.00		4.00	1000.00
5	18	100	1011	1000	61041	195	1		5.00		5.00	1000.00
6	18	100	1011	1000	61100	195	1		6.00		6.00	1000.00
7	18	100	1011	1000	61500	195	1		7.00		7.00	1000.00
8	18	100	1011	1000	61600	195	1		8.00		8.00	1000.00
9	18	100	1021	1000	43200	195	1		9.00		9.00	1000.00
10	18	100	1021	1000	44222	100	1		10.00		10.00	1000.00
11	18	100	1021	1000	44222	195	1		11.00		11.00	1000.00
12	18	100	1021	1000	44300	100	1		12.00		12.00	1000.00
13	18	100	1021	1000	58000	195	1		13.00		13.00	1000.00
14	18	100	1021	1000	61000	100	1		14.00		14.00	1000.00
15	18	100	1021	1000	61000	195	1	1	15.00		15.00	1000.00
16	18	100	1021	1000	61003	195	1	1	16.00		16.00	1000.00
17	18	100	1021	1000	61041	100	1		17.00		17.00	1000.00
18	18	100	1021	1000	61041	195	1		18.00		18.00	1000.00
19	00											
20	00											

Step	Action
16	<p>Verify the entries are correct, and select  (F12 - Post).</p> <p>If the entries are incorrect, select  (F16 – ReEnter) to make the appropriate modifications.</p> <p>For non-PO associated claims, proceed to Step 20.</p>

The following screen displays for PO-associated claims:

Step	Action
17	Enter <b>Yes</b> or <b>No</b> in response to the <b>Final Payment</b> field's prompt and select  (Enter - to continue). <i>"Posting claims" briefly displays.</i>

If a purchase order which was carried forward from the prior fiscal year has been paid in full for amounts which vary from the amounts carried forward for each of the purchase order’s accounts, the following screen displays:



Step	Action
18	<p>If a purchase order which was carried forward from the prior fiscal year has been paid in full for amounts which vary from the amounts carried forward for each of the purchase order’s accounts, appropriation adjustments will be created.</p> <p>Select  (Enter) to proceed to the next screen to review the adjustments.</p> <p>Select  (F16 – Re-enter) to return to make the appropriate modifications to the claim.</p>

If a purchase order which was carried forward from the prior fiscal year has been paid in full for amounts which vary from the amounts carried forward for each of the purchase order's accounts, the following screen displays:

APPROPRIATION ADJUSTMENT											EXP 0100
Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Original P.O.	vs A/P Amount	Appropriation Adjustment
18	100	0	1011	1000	43200	0195	1	000000	1,000.00	20.00	980.00
18	100	0	1011	1000	44222	0195	1	000000	1,000.00	21.00	979.00
18	100	0	1011	1000	44300	0195	1	000000	1,000.00	22.00	978.00
18	100	0	1011	1000	61000	0195	1	000001	1,000.00	23.00	977.00
18	100	0	1011	1000	61041	0195	1	000000	1,000.00	24.00	976.00
18	100	0	1011	1000	61100	0195	1	000000	1,000.00	25.00	975.00
18	100	0	1011	1000	61500	0195	1	000000	1,000.00	26.00	974.00
18	100	0	1011	1000	61600	0195	1	000000	1,000.00	27.00	973.00
18	100	0	1021	1000	43200	0195	1	000000	1,000.00	28.00	972.00
18	100	0	1021	1000	44222	0100	1	000000	1,000.00	29.00	971.00
18	100	0	1021	1000	44222	0195	1	000000	1,000.00	30.00	970.00
18	100	0	1021	1000	44300	0100	1	000000	1,000.00	31.00	969.00
18	100	0	1021	1000	58000	0195	1	000000	1,000.00	32.00	968.00
18	100	0	1021	1000	61000	0100	1	000001	1,000.00	33.00	967.00
18	100	0	1021	1000	61000	0195	1	000001	1,000.00	34.00	966.00
18	100	0	1021	1000	61003	0195	1	000001	1,000.00	35.00	965.00
18	100	0	1021	1000	61041	0100	1	000000	1,000.00	36.00	964.00
18	100	0	1021	1000	61041	0195	1	000000	1,000.00	37.00	963.00

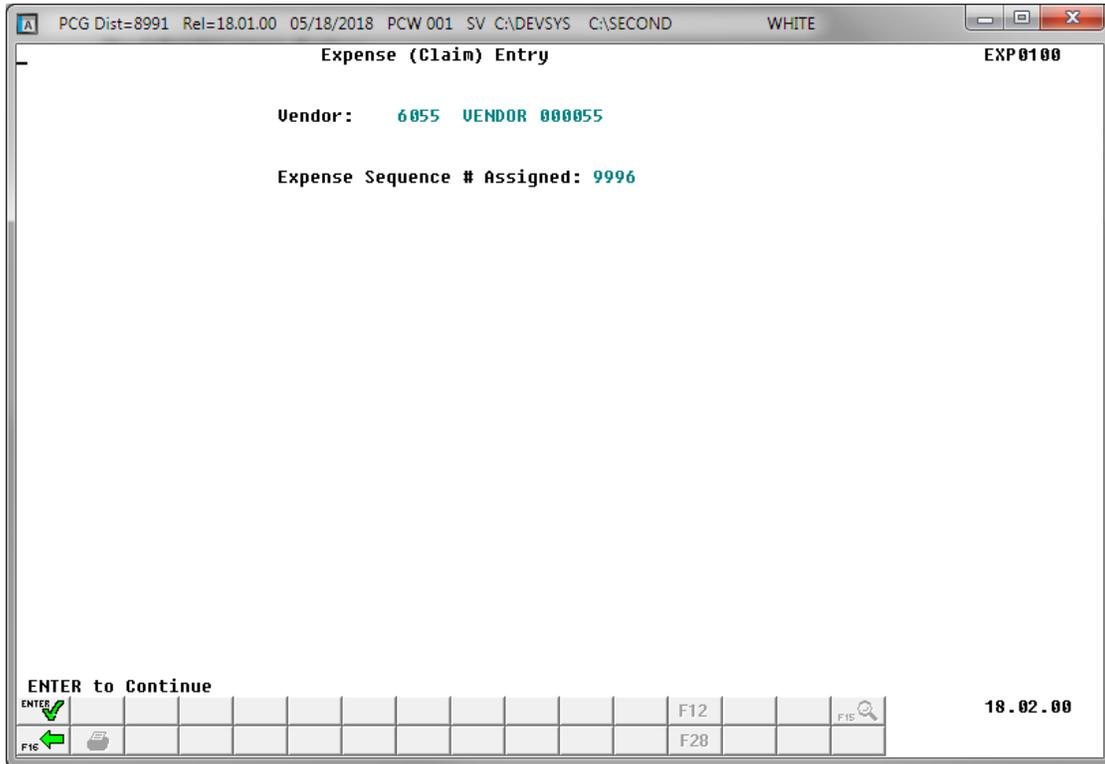
F17=Print Screen, F28 TO POST, F16=Return to P.O.

ENTER ✓ F12 F15 18.02.00

F16 F28

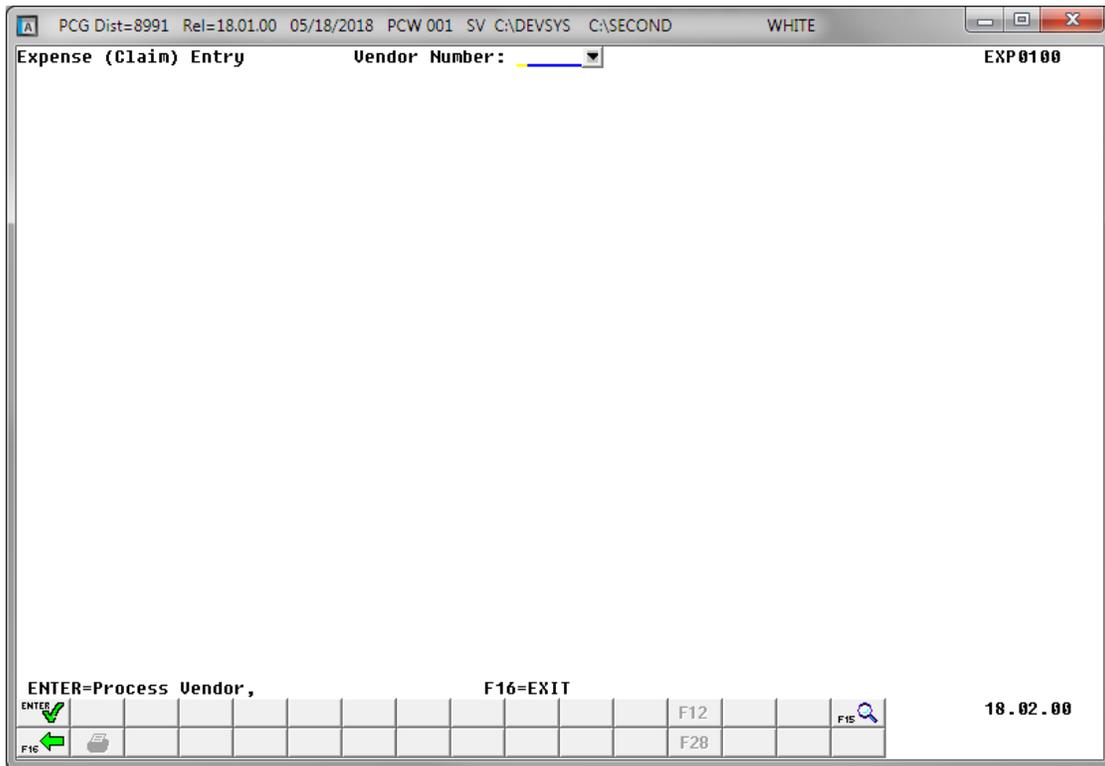
Step	Action
19	<p>If a purchase order which was carried forward from the prior fiscal year has been paid in full for amounts which vary from the amounts carried forward for each of the purchase order's accounts, appropriation adjustments will be created.</p> <p>Verify the entries are correct, and select <b>F28</b> (F28 - Post).</p> <p>If the entries are incorrect, select <b>F16</b> (F16 – Return) to make the appropriate modifications to the claim.</p>

The following screen displays:



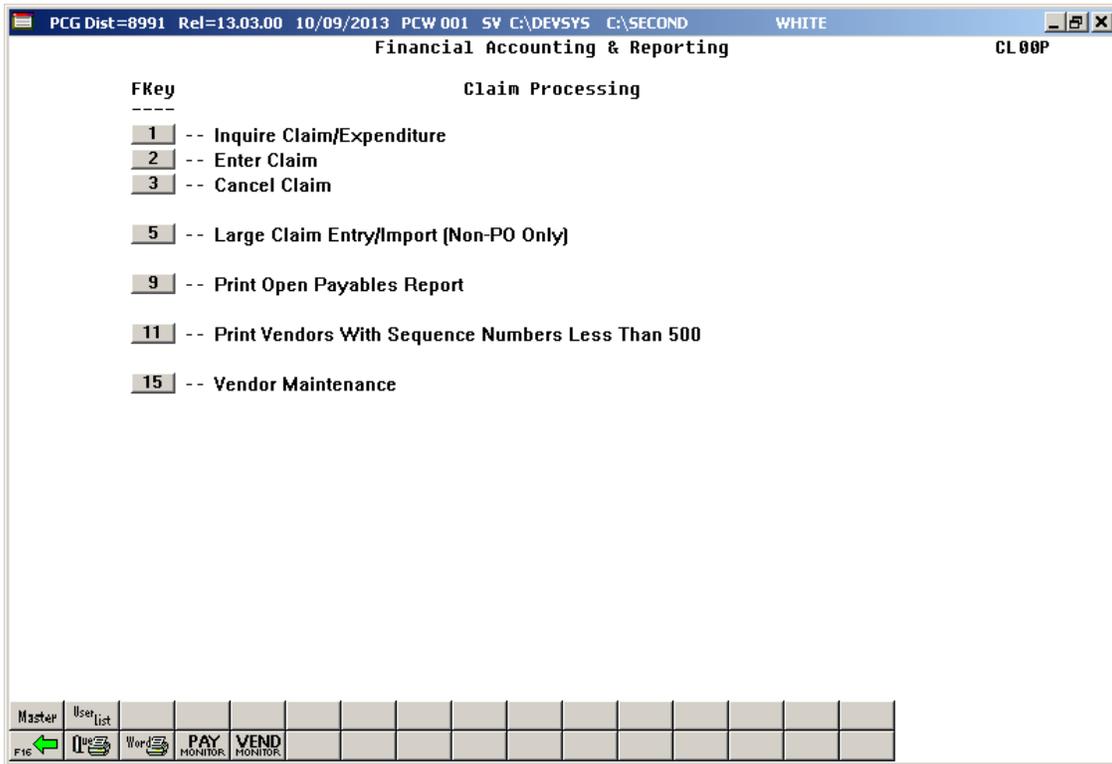
Step	Action
20	Record the assigned sequence number or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select  (Enter - to Continue). <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>

The following screen displays:



Step	Action
21	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Claim Processing Menu</i> .

The following screen displays:

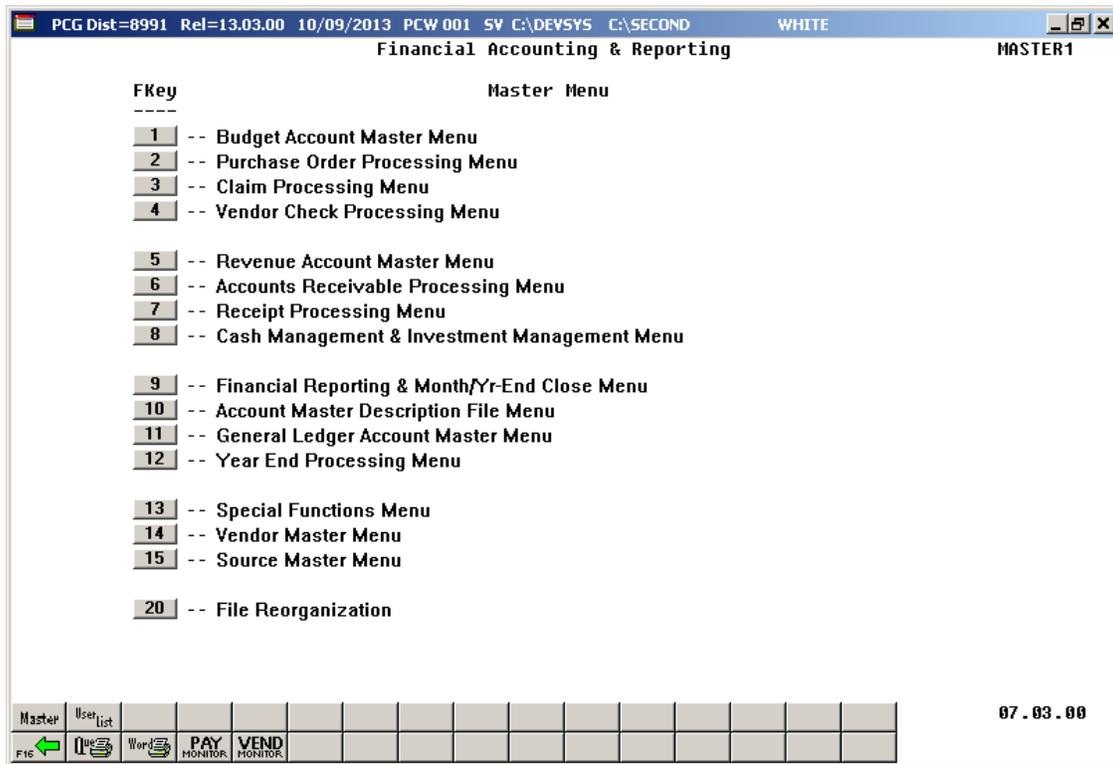


Step	Action
22	Select  (F16 -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure C: Large Claim Entry/Import – Non-PO Only

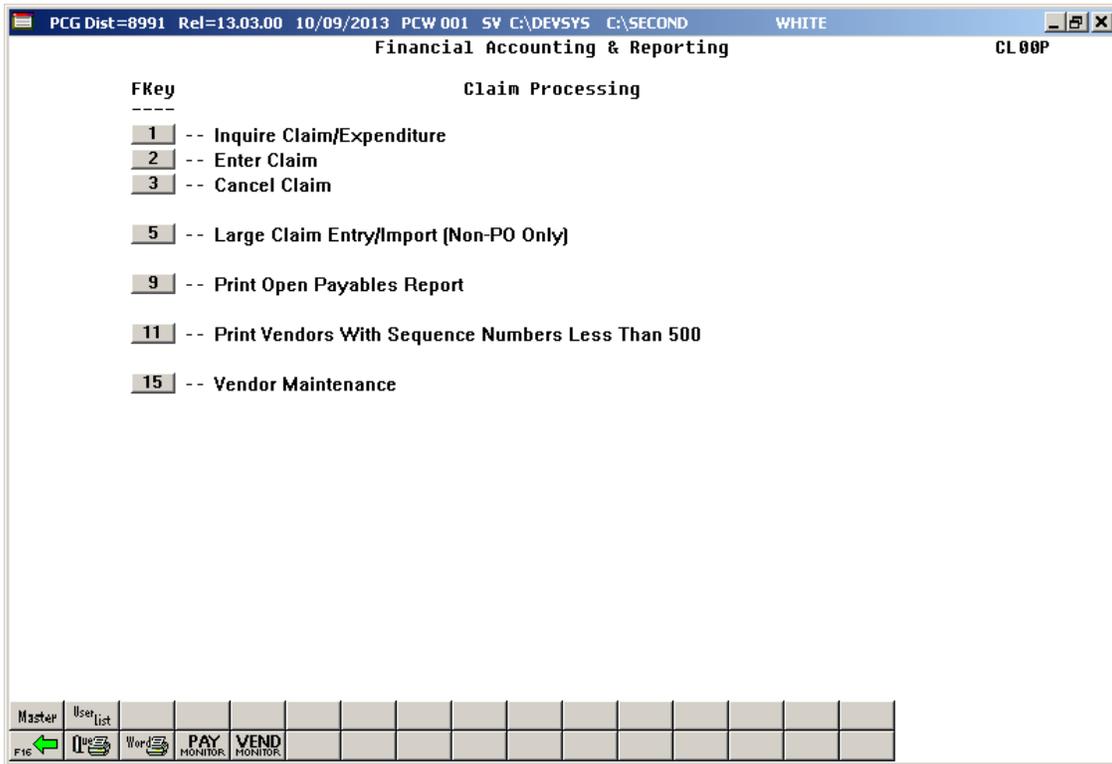
### C1. Entering Large Claims Manually into PCGenesis

PCGenesis limits the number of claims for a single vendor to 9,999. When a vendor accumulates 9,999 claims, PCGenesis deactivates the vendor’s record, and disallows the creation of additional claims for this vendor. Attempts to enter additional claims for these vendors will generate the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” To avoid receiving this message, follow the instructions in *Procedure 2B: Printing Vendors With Sequence Numbers Less Than 500 Report*.



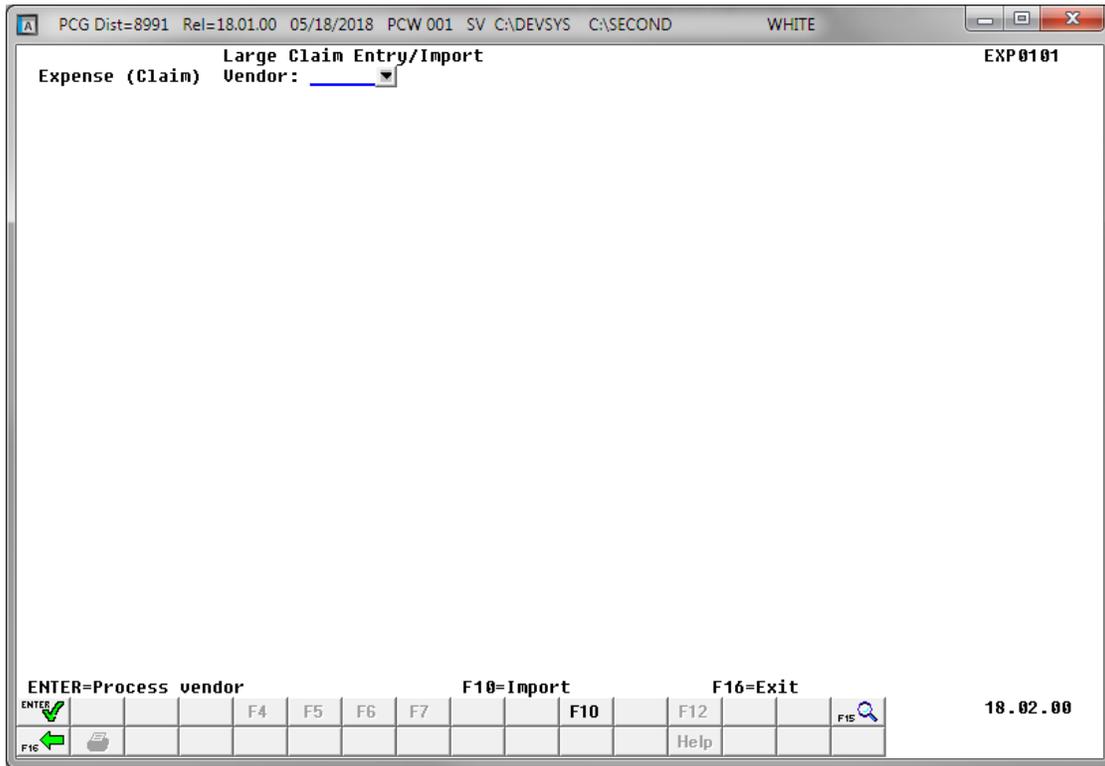
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



Step	Action
2	To enter a Non-PO claim with more than twenty (20) account detail lines: Select <b>5</b> (F5 - Large Claim Entry/Import Non PO Only).

The following screen displays:



Step	Action
3	Enter or select the drop-down selection icon  within the <b>Vendor</b> field to choose the vendor's information, and select  ( <b>Enter</b> – Process vendor).

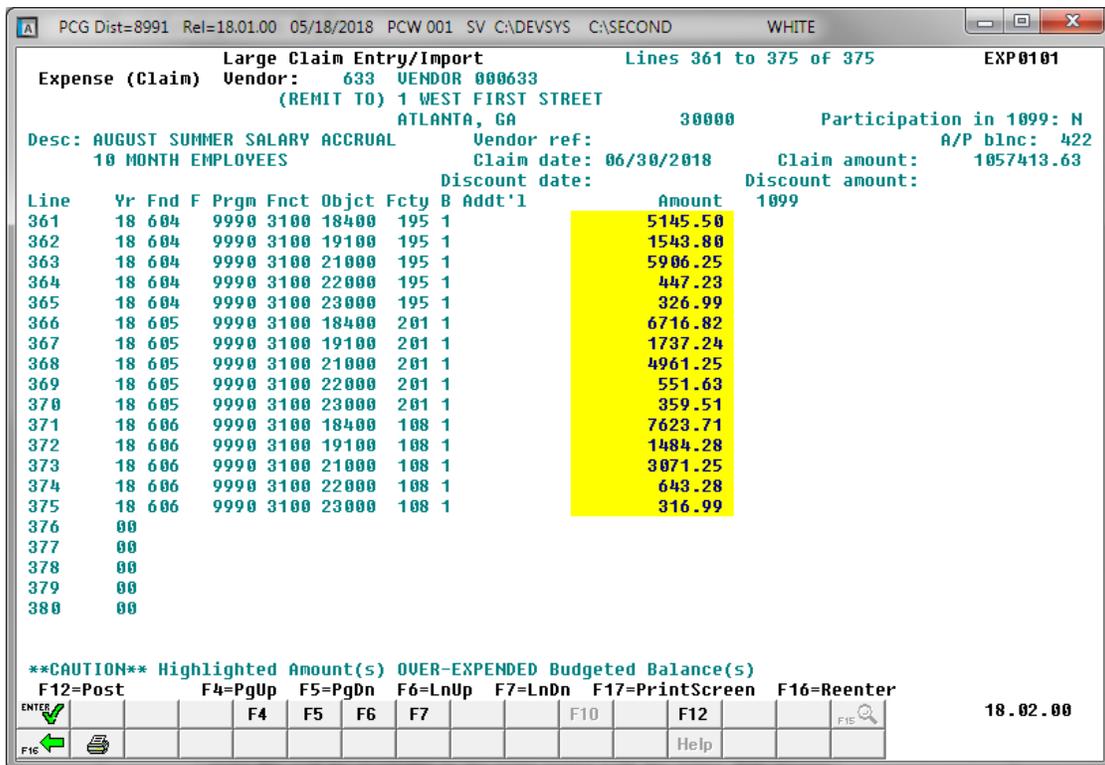
The following screen displays:

Step	Action
4	Note that the <i>Large Claim Entry/Import</i> process allows only <b>non PO-associated claims</b> and that a <b>Purchase Order Number</b> cannot be entered.
5	Enter the description in the <b>Description</b> field(s). A second Description field displays after the Vendor Ref field.
6	Enter the information in the <b>Vendor Ref</b> (Vendor Reference) field. <i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of Vendor Ref is optional and can be entered if the reference information exists.</i>  <i>Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "*** CAUTION** Duplicate Vend Ref # for Vendor nnnnnn Seq # nnnn". In this instance, verify that this is not a duplicate payment for the invoice. If this is a duplicate payment, select  (F16) to exit the claim entry procedure.</i>
7	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the <b>A/P Blnc</b> (Accounts Payable Balance) field. <i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i>

Step	Action
8	<p>Enter the claim's posting date (MM/DD/CCYY) in the <b>Claim Posting Date</b> field.</p> <p><i>The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i></p>
9	<p>Enter the total amount of the claim in the <b>Claim Amount</b> field.</p>
10	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the <b>Discount Date</b> and <b>Discount Amount</b> fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>
<p style="text-align: center;"><b>Repeat Steps 11 – 13 for each account detail line.</b></p> <p><i>PCGenesis allows up to 998 account detail lines in Large Claim Entry, so multiple claims may be created if more than twenty account detail lines are entered in the Large Claim Entry/Import process.</i></p>	
11	<p>Select the drop-down selection icon  within the <b>Yr Fnd F Prgm Fnct Object Fcty B Addt'l</b> field to select the account information.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart Of Accounts. The amounts and the discounts entered in Steps 9 and Steps 10 must equal the original amount of the expenditure. If the total distribution does not equal the amount of the expenditure (minus the discount), the expenditure amount will be highlighted. If the account number is invalid, PCGenesis highlights the entire field.</i></p> <p><i>If entering a claim/expenditure manually into PCGenesis, the expenditure may be distributed between up to twenty different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
12	<p><b>For multiple accounts:</b> Enter the amount in the <b>Amount</b> field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero (0)</u>. For individual accounts, it is not mandatory for the entry of expenditure amount on the account line as PCGenesis assumes the amount is the same as entered previously in the <b>Claim Amount</b> field from Step 9.</i></p>
13	<p>Enter the 1099 amount indicator in the <b>1099</b> field to identify the amount on the vendor's Form 1099.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p> <p><u>Repeat Steps 11 – 13 for each account.</u></p>

Step	Action
14	<p>Select  (Enter) <u>once</u>.</p> <p>To view additional account detail lines, select the Page Up <b>F4</b> (F4 - PgUp) or Page Down <b>F5</b> (F5 - PgDn) or Line Up <b>F6</b> (F6 - LnUp) or Line Down <b>F7</b> (F7 - LnDn).</p> <p>If the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” displays, select  (Enter) to exit this procedure. Then, reenter the claim and repeat any associated work. To avoid receiving this message, follow the instructions in Procedure 2B: <i>Printing Vendors With Sequence Numbers Less Than 500 Report</i>.</p>

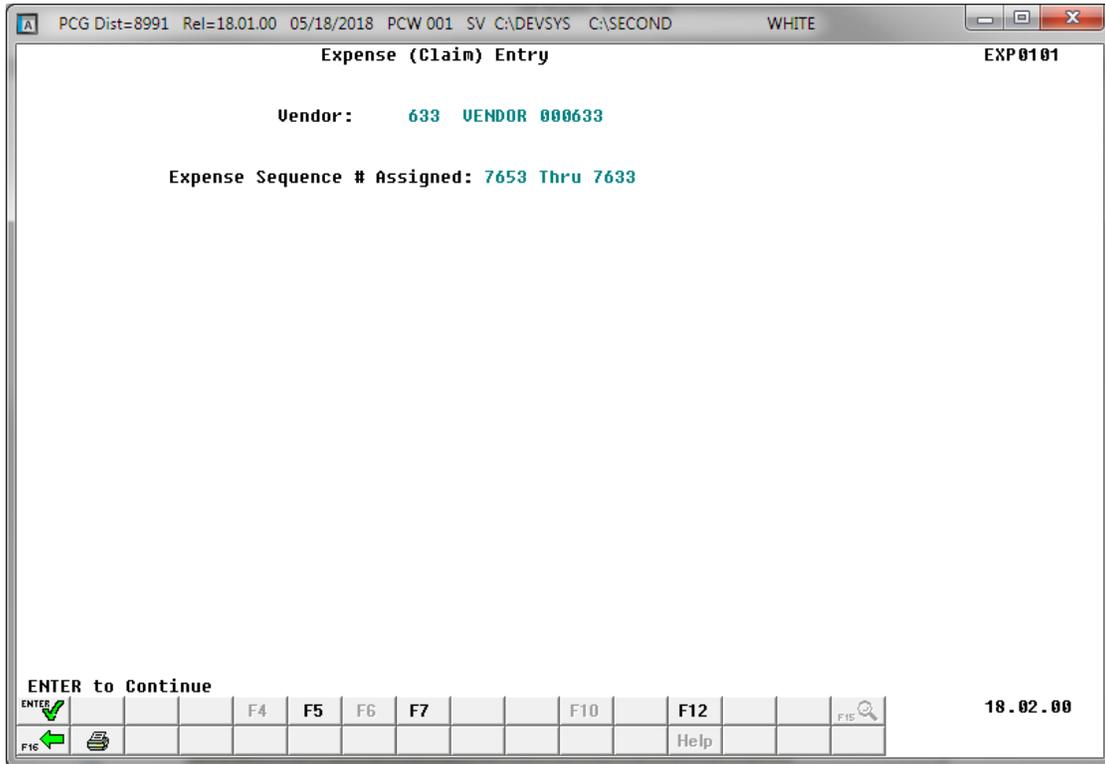
The following screen displays:



Line	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Amount
361	18	604	9990	3100	18400	195	1			5145.50
362	18	604	9990	3100	19100	195	1			1543.80
363	18	604	9990	3100	21000	195	1			5906.25
364	18	604	9990	3100	22000	195	1			447.23
365	18	604	9990	3100	23000	195	1			326.99
366	18	605	9990	3100	18400	201	1			6716.82
367	18	605	9990	3100	19100	201	1			1737.24
368	18	605	9990	3100	21000	201	1			4961.25
369	18	605	9990	3100	22000	201	1			551.63
370	18	605	9990	3100	23000	201	1			359.51
371	18	606	9990	3100	18400	108	1			7623.71
372	18	606	9990	3100	19100	108	1			1484.28
373	18	606	9990	3100	21000	108	1			3071.25
374	18	606	9990	3100	22000	108	1			643.28
375	18	606	9990	3100	23000	108	1			316.99
376		00								
377		00								
378		00								
379		00								
380		00								

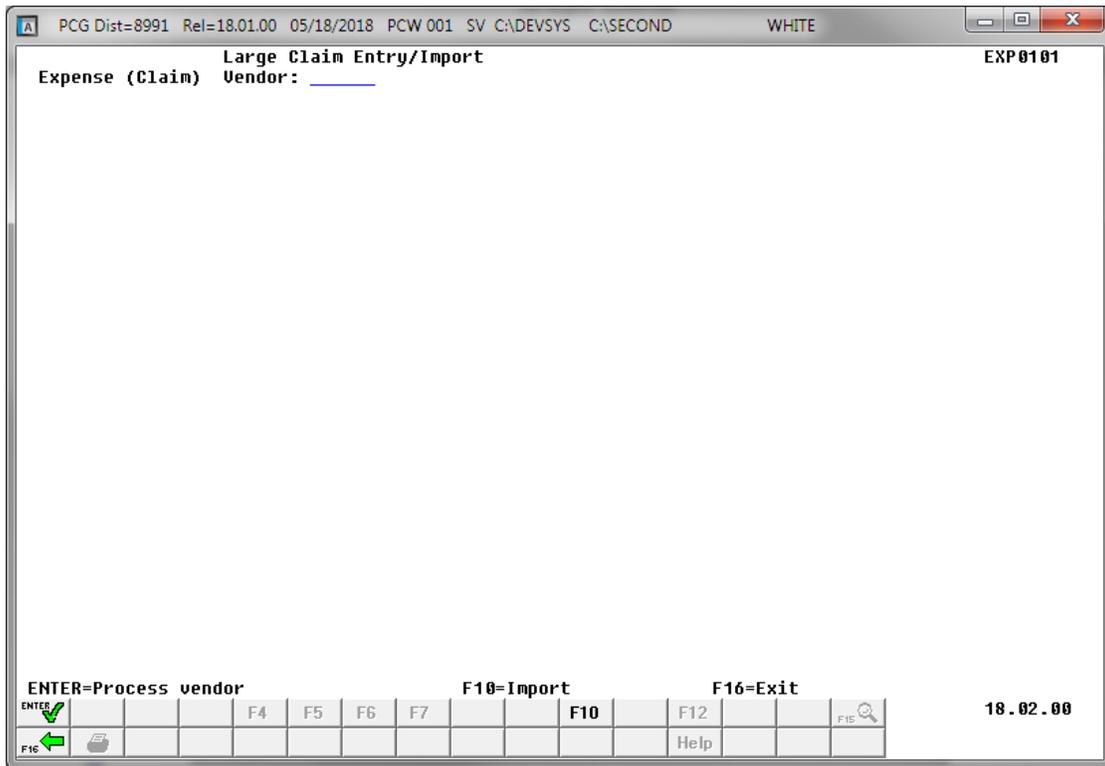
Step	Action
15	<p>Verify the entries are correct, and select <b>F12</b> (F12 - Post).</p> <p>If the entries are incorrect, select  (F16 – ReEnter) to make the appropriate modifications.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the claim screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>“Posting claims” briefly displays.</p>

The following screen displays:



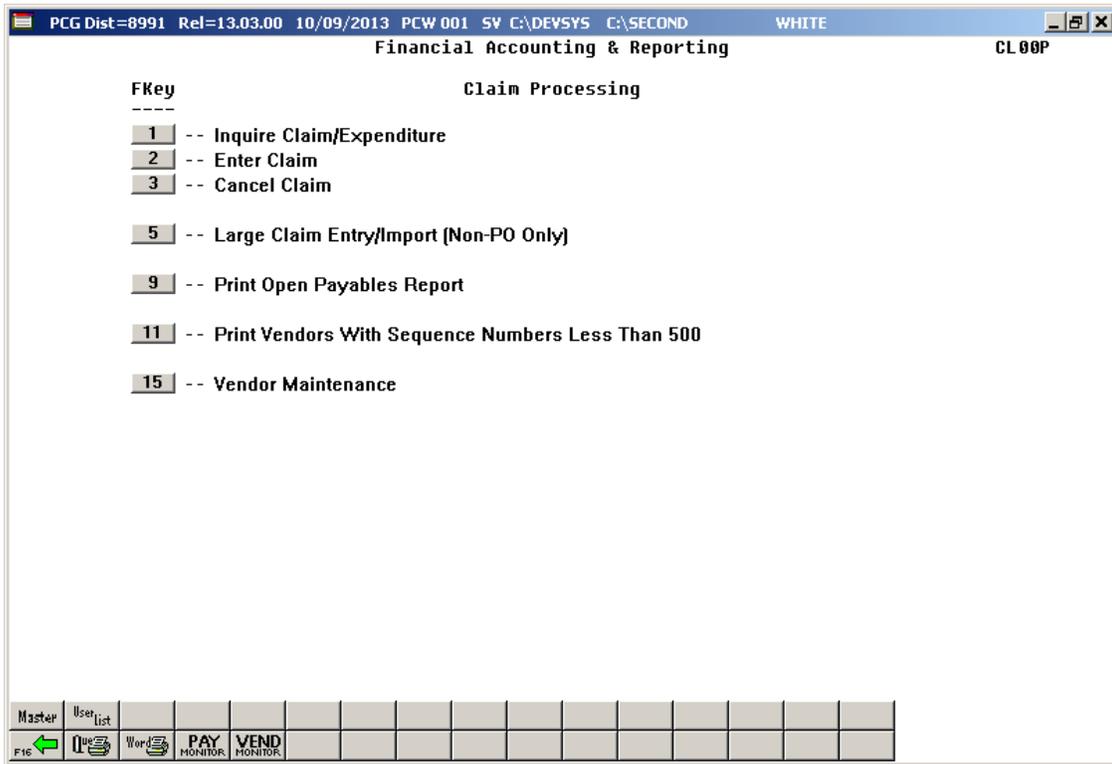
Step	Action
16	Record the assigned sequence number(s) or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select  ( <b>Enter</b> ) to continue. <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>

The following screen displays:



Step	Action
17	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Claim Processing Menu</i> .

The following screen displays:



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

## ***C2. Creating a Claim Using the Claim.xlt Template***

The *Claim.xlt* templates may be useful for creating repetitive bills such as the school district's utility bills for which basic account information repeats monthly. The *Claim.xlt* template allows the import of claims into PCGenesis with the following guidelines:

- The *Template* displays in *split-screen mode* to allow for the entry of, and for scrolling through the account detail lines.
- The line number and line codes ('L') will always display for the first ten lines, and automatically displays when entering a year on the remaining account detail lines.
- The *Template* creates an entry form of 998 account detail lines.
- The template neither validates account numbers, nor verifies the length or type of the entries.

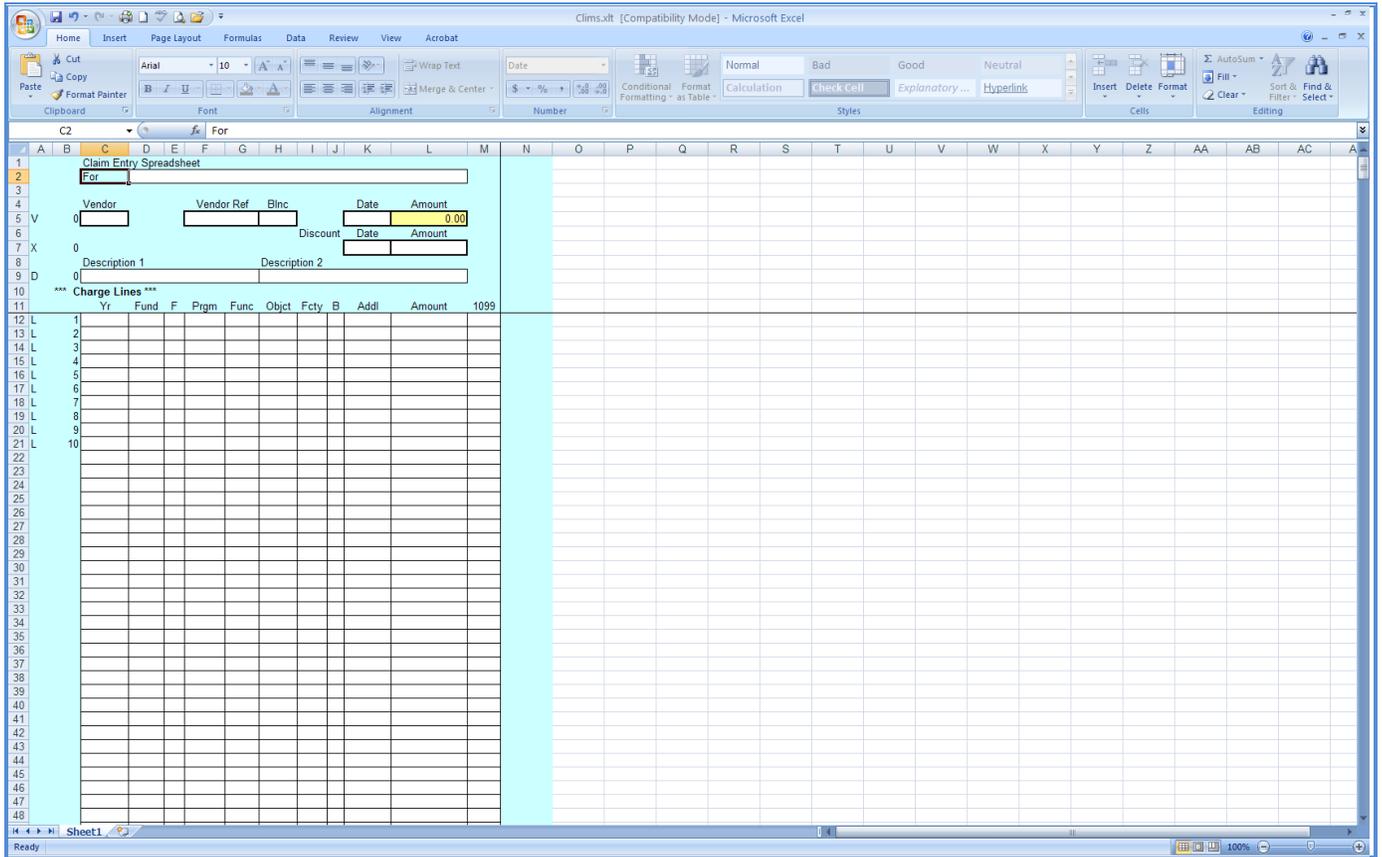
*Appendix A: File Scan Error Processing* provides a listing of potential PCGenesis upload file errors and *Appendix B: .csv File Formatting/Processing* provides a detailed description of the .csv file and its contents.

## C2.1. Downloading the Claim.xlt Template

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 type selected, such as “Workbook”, and “Comma-delimited” for example, corresponds to the file type indicated within the instructions however prevents additional processing errors.

Step	Action
1	On the C:\ drive, create a folder entitled <b>Claims</b> , or verify the folder exists.
2	Copy the <i>Claim.xlt</i> template to <u>each workstation</u> in which PCGenesis users will create and upload claims.
3	Save the <i>Claim.xlt</i> template in the Personal Computer’s (PC’s) <i>Templates</i> folder. Copy the templates to <u>each workstation</u> used to process claims. This folder is usually located at C:\OS\Profiles\user_name\Application Data\Microsoft\Templates, where “OS” is the operating system’s folder, e.g. WINNT or WINDOWS. When saved to this location, the files display on the “General tab” when users select File → New.

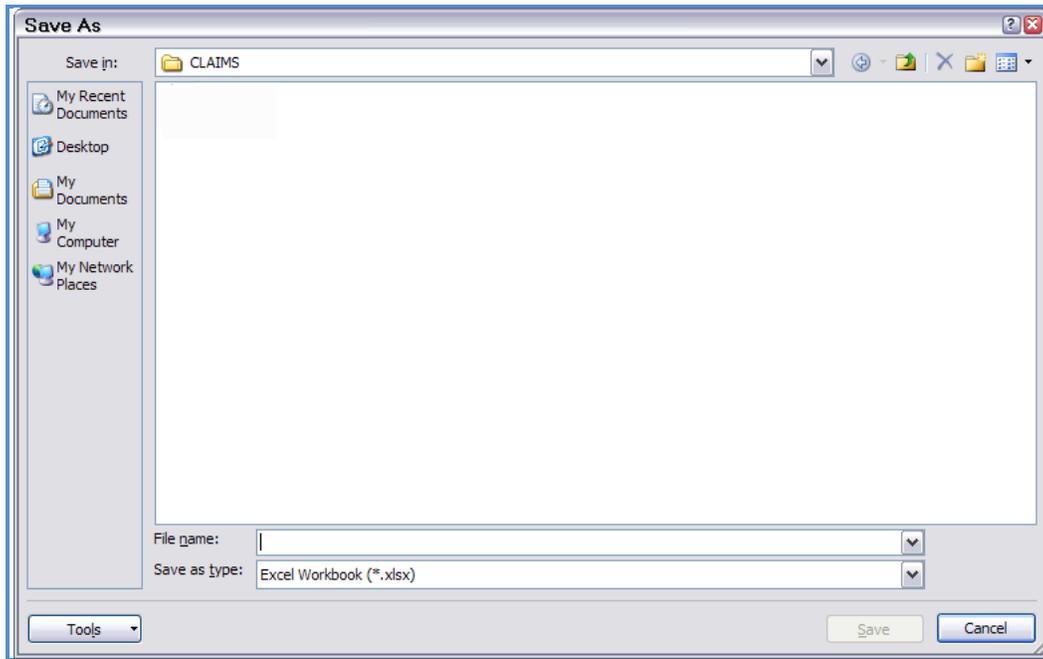
### C2.1.1. Claim.xlt Template – Example



## ***C2.2. Saving the PCGenesis Claim.xlt Template as a Microsoft® Excel Spreadsheet/Workbook***

Step	Action
1	Verify the <i>Claim.xlt</i> template exist within the location indicated in <i>C2.1. Downloading the Claim.xlt Template</i> .
2	Within Microsoft® Excel, access and open the appropriate template.
3	Select  ( <b>Save</b> ), or from the <i>Menu Bar</i> , select <b>File → Save As</b> .
4	Within the <b>Save in:</b> field, navigate to the <b>C:\Claims</b> folder, or to the appropriate file location.

The following window displays:

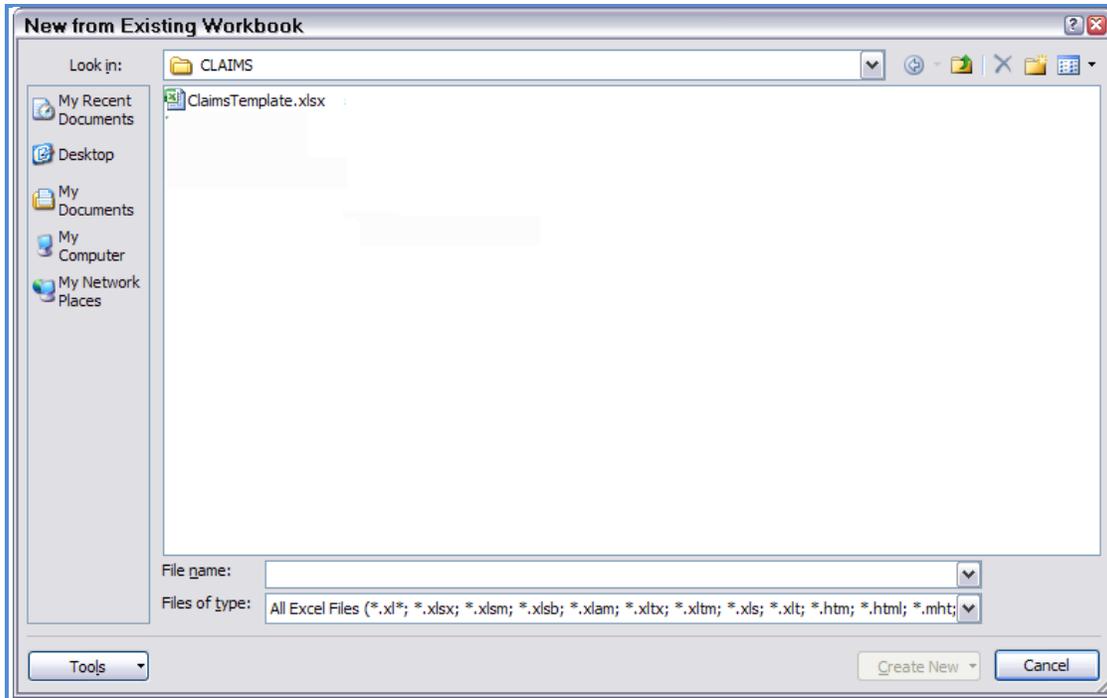


Step	Action
5	<p><b>Optional:</b> Enter <b>ClaimsTemplate</b> in the <b>File name</b> field.</p> <p><i>This step is optional. As this template remains in the “Templates” folder of the personal computer, saving the files in this step provides a safeguard against the selection of the wrong template file during the import process while maintaining the integrity of the original template.</i></p>
6	<p>Verify the selection of, or select the drop-down selection icon  within the <b>Save as type</b> field to choose <i>Microsoft Excel Workbook (.xls)</i>.</p> <p><i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i></p>
7	<p>Select  (<b>Save</b>).</p>

### C2.3. Using the PCGenesis Claims Template to Create a Claim

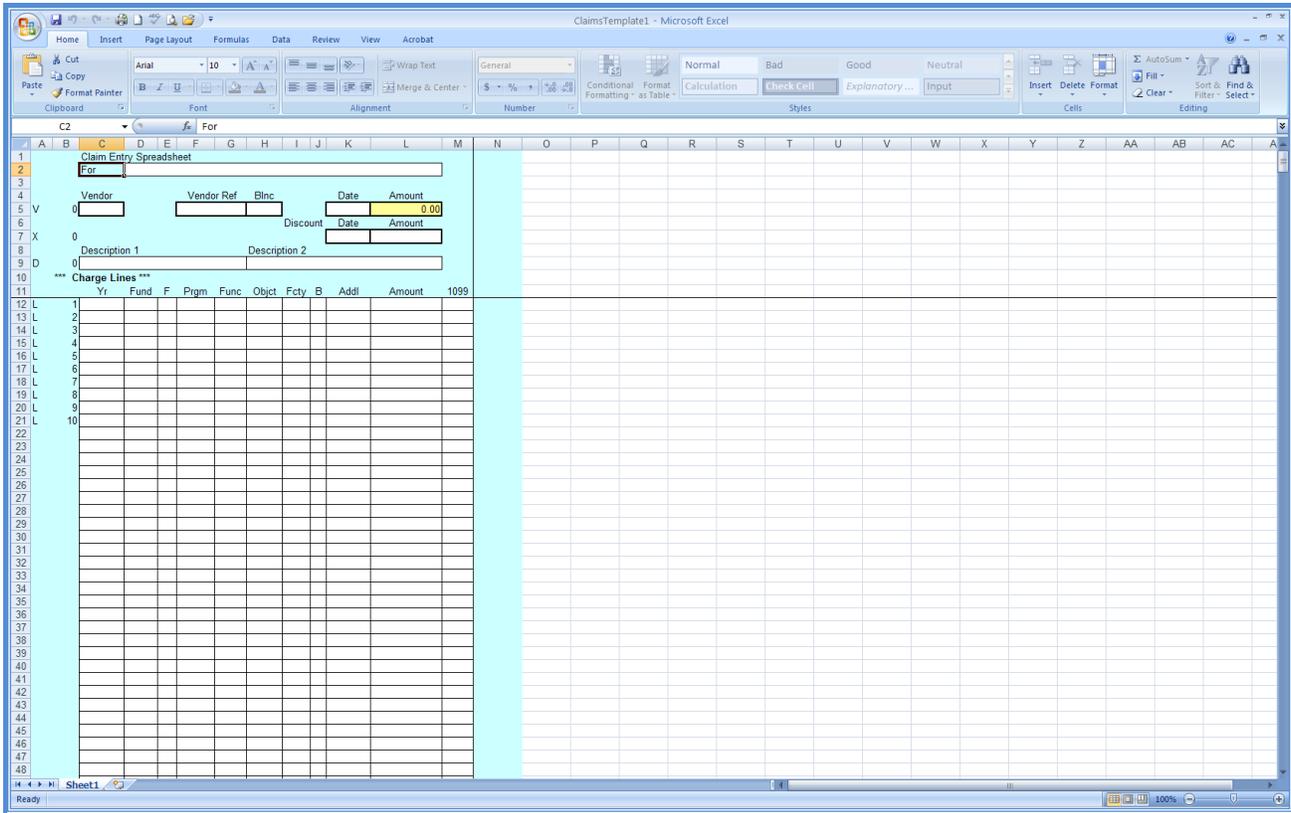
Step	Action
1	Within Microsoft® Excel, select <b>File</b> → <b>New</b> , or navigate to the location the template was saved in C2.2 <i>Saving the PCGenesis Claims.xlt Template as a Microsoft® Excel Spreadsheet/Workbook</i> , and proceed to Step 3.

The following dialog box displays:



Step	Action
2	Select the <b>“Claims”</b> template.

The following window displays:



Step	Action
3	Enter the reason for the creation of the claim or expenditure in the <b>For</b> field.
4	Enter the vendor's number in the <b>Vendor</b> field.
5	Enter the information in the <b>Vendor Ref</b> (Vendor Reference) field. <i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of <b>Vendor Ref</b> is optional and can be entered if the reference information exists.</i>
6	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the (A/P) <b>Blnc</b> (Accounts Payable) Balance) field. <i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i>
7	Enter the claim's posting date (MM/DD/CCYY) in the <b>Date</b> field. <i>The claim date entered cannot be less than the date of the PO. The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i>

Step	Action
8	PCGenesis accrues the account detail line <i>Amount</i> field entries, and automatically defaults the corresponding total in the <b>Amount</b> field in the header portion of the screen.
9	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount (0.00) in the <b>Discount Date</b> and <b>Discount Amount</b> fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>
10	<p>Enter the description in the <b>Description1</b> and <b>Description2</b> field(s).</p> <p><i>The Description1 field may contain up to 30 characters, and the Description2 field may contain up to 25 characters. "***Desc1 too long***" and/or "***Desc2 too long***" display if the number of characters entered exceed these totals.</i></p>
<p><b>Repeat Steps 11 – 14 for each account detail line.</b></p> <p><i>PCGenesis allows up to 998 account detail lines per import claim.</i></p>	
11	<p>Enter the account information within the <b>Yr Fnd F Prgm Fnct Object Fcty B Addt'l</b> field.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart Of Accounts. The amounts and the discounts entered in Steps 8 and Steps 9 must equal the original amount of the expenditure.</i></p> <p><i>The expenditure may be distributed between up to 998 different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
12	<p><b>For multiple accounts:</b> Enter the dollar amount in the <b>Amount</b> field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero</u> (0).</i></p>
13	<p>Enter the 1099 amount indicator in the <b>1099</b> field to identify the amount on the vendor's <i>Form 1099</i>.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p>

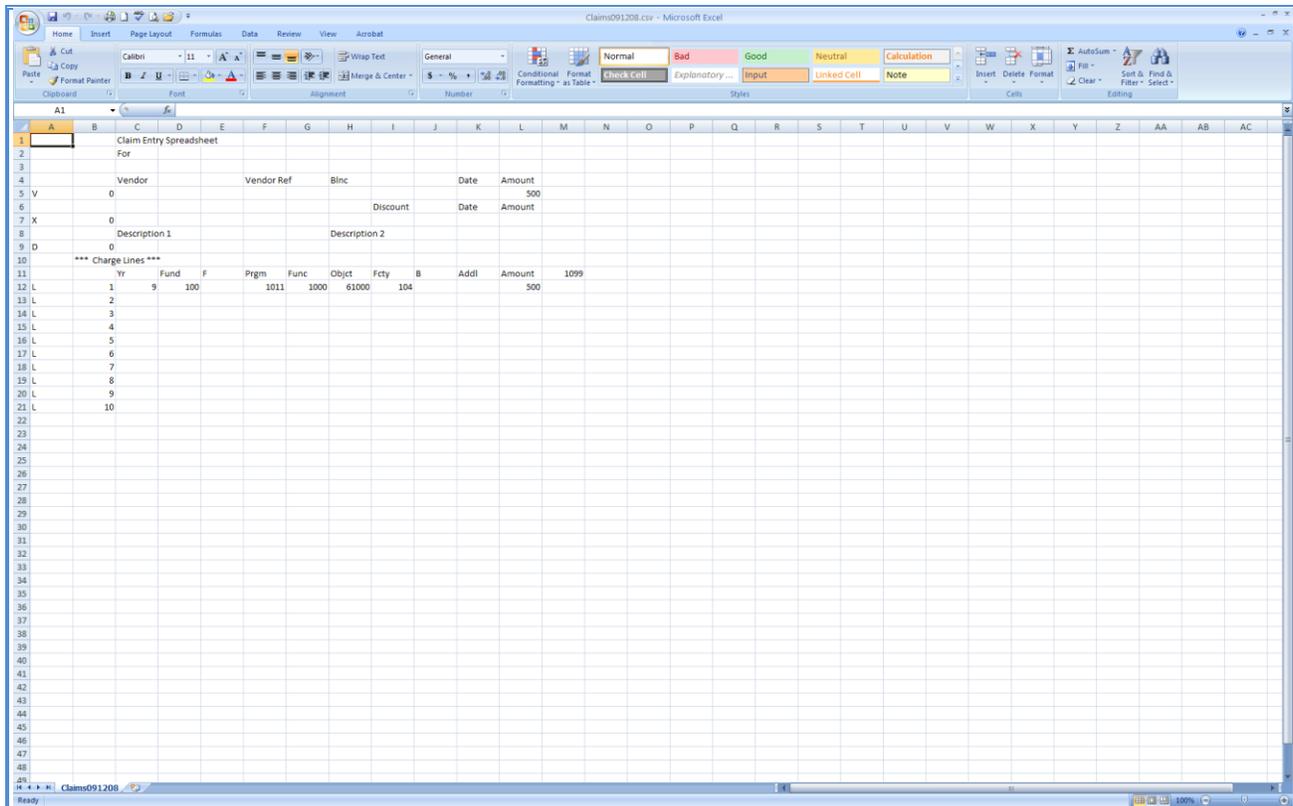
Step	Action
14	<p><b>For discounted dollar amounts:</b> Enter the amount in the <b>Discount Amount</b> field.</p> <p><b>For a discounted percentage (%):</b> Enter the formula in <b>Cell L7 (Discount Amount)</b> to calculate the discounted amount.</p> <p><i>For example, to apply a 1.5% discount, enter =L5*0.015 in the cell.</i></p> <p><u>Repeat Steps 11 – 14 for each account.</u></p>
15	<p>Select  (<b>Save</b>), or from the <i>Menu Bar</i>, select <b>File → Save</b>.</p>
16	<p>Proceed to <i>C2.4. Modifying and Saving the PCGenesis Claims Spreadsheet/Worksheet as .csv File in Microsoft® Excel.</i></p>

## C2.4. Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel

The .csv file resembles a Microsoft® Excel worksheet as in the screenshot example below. The .csv file is not easily editable and contains formulas and data sometimes difficult to view. The screenshot below is an example of the display of a .csv file. Perform edits in the Worksheet (.xls) format.

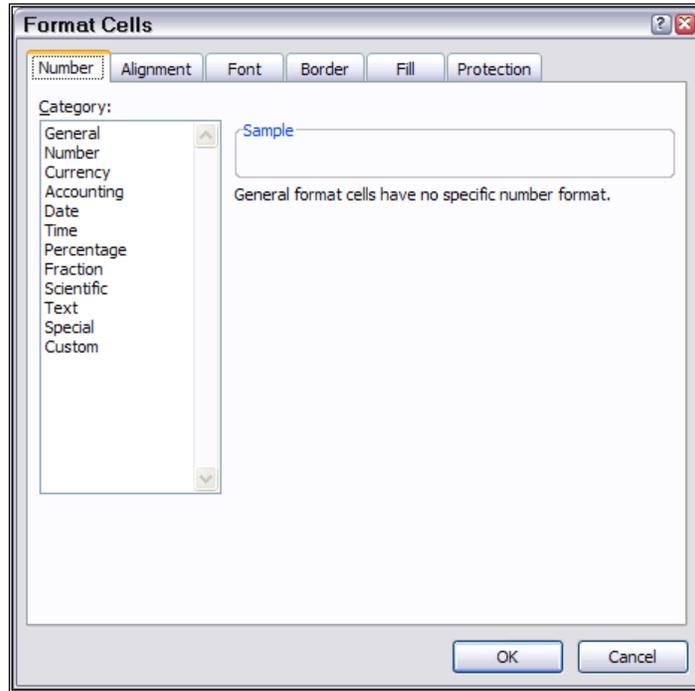
Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in C2.3. Using the PCGenesis Claims Template to Create a Claim

The following screen displays:



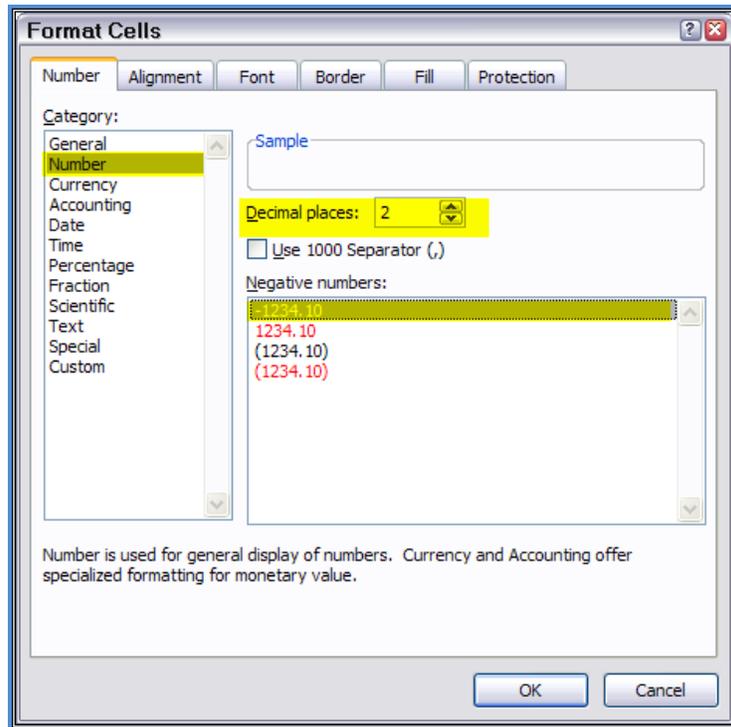
Step	Action
2	Manually adjust columns <b>A, B, D, E, I, J,</b> and <b>M</b> by reducing the size of, or expanding the columns, where applicable.
3	Select <b>Column L</b> (Amount).
4	From the <i>Menu Bar</i> , select <b>Format → Cells</b> .

The following dialog box displays:



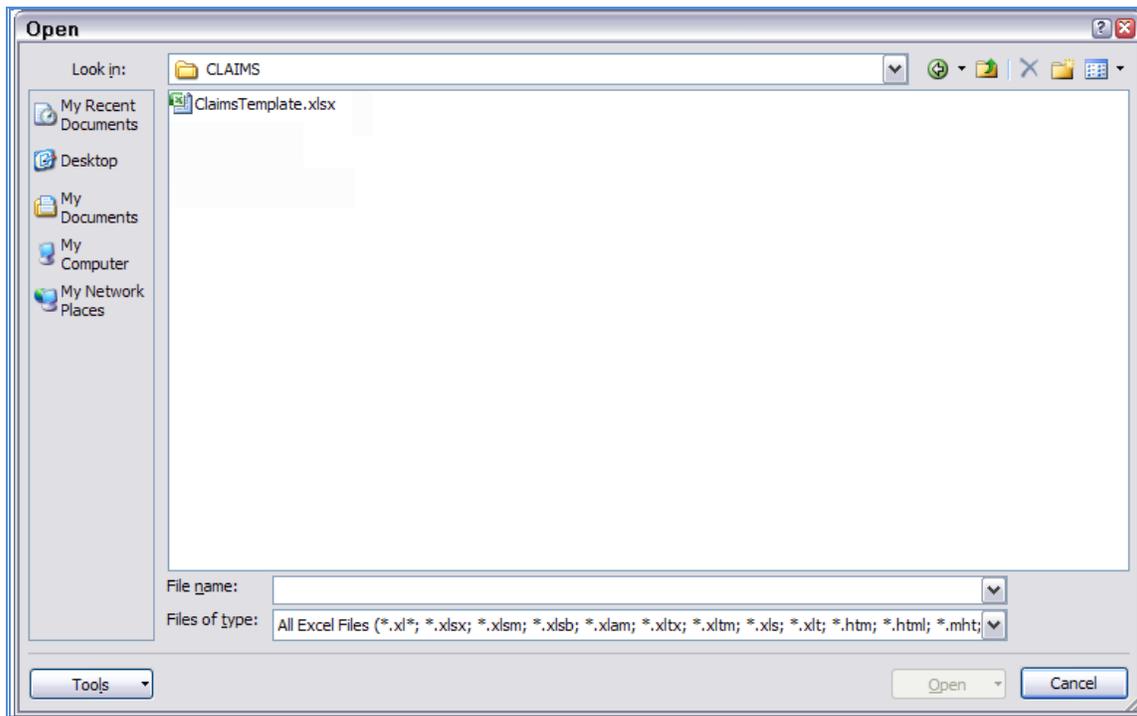
Step	Action
5	Select the <b>Number</b> tab, and click once on <b>Number</b> in the <i>Category</i> column. <i>Do not select Currency as this selection will format the columns with commas and will prevent the .csv file from loading into PCGenesis correctly.</i>

The following dialog box displays:



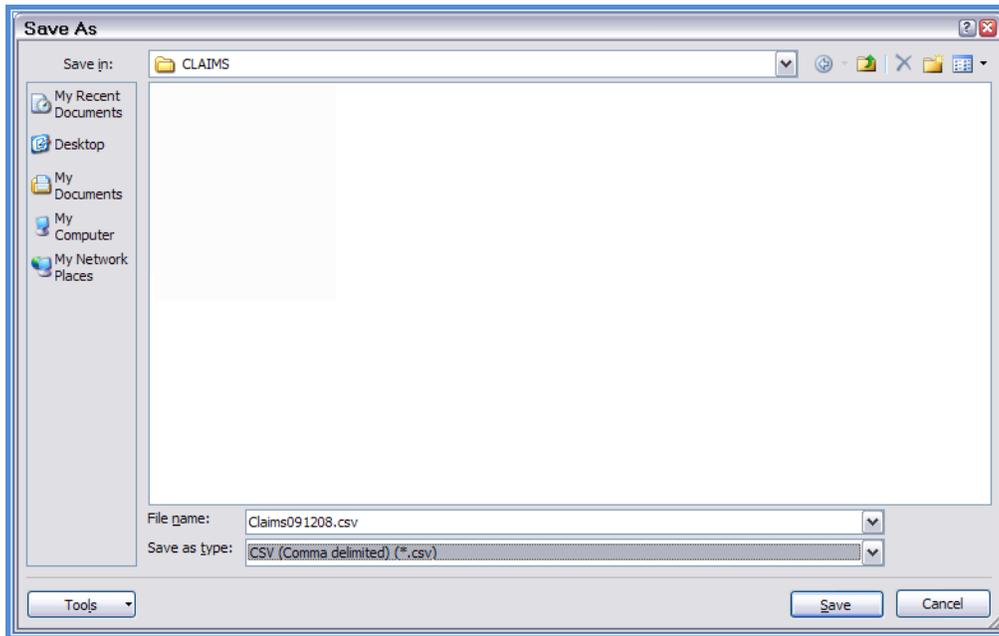
Step	Action
6	Enter or select <b>2</b> in the <b>Decimal places</b> field to format the columns with two (2) decimal positions.
7	Make sure the <b>Use 1000 Separator (,)</b> option is <u>deselected</u> .
8	Select  ( <b>OK</b> ).
9	Make further adjustments within the columns so that the spacing is consistent.
10	Make the appropriate changes to the data's values id needed. <i>For example, modify the claim number and the transaction dates on recurring journal entries.</i>
11	From the <i>Menu Bar</i> , select <b>File</b> → <b>Save As</b> .

The following screen displays:



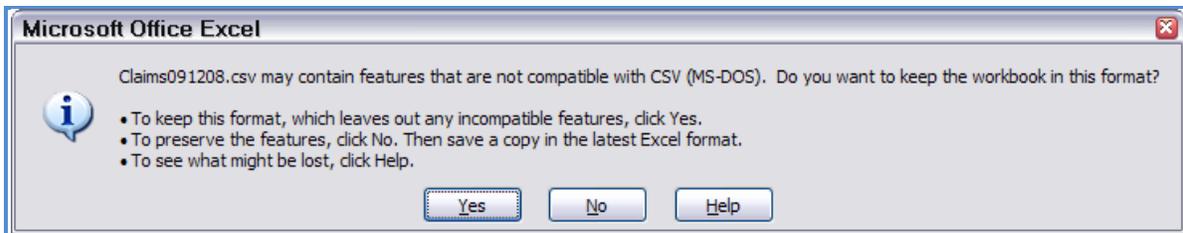
Step	Action
12	Select the drop-down selection icon  within the <b>Save as type</b> field and select <b>CSV (Comma delimited)(*.csv)</b> .
13	Verify or enter <b>ClaimsFilename.csv</b> in the <b>File name</b> field, where “ <i>ClaimsFilename</i> ” is the file saved using the naming convention covered previously.

The following window displays:



Step	Action
14	Select <input type="button" value="Save"/> (Save). <i>If the “Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets.” dialog box displays, select <input type="button" value="OK"/> (OK).</i>

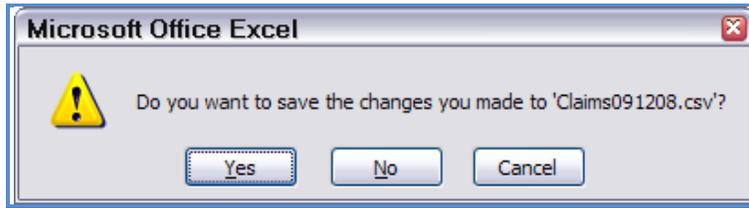
The following dialog box displays:



Do not become alarmed, this dialog box always displays.

Step	Action
15	Select <input type="button" value="Yes"/> (Yes).
16	From the <i>Menu Bar</i> , select <b>File</b> → <b>Close</b> to close the current file <u>or</u> select <b>File</b> → <b>Exit</b> to completely exit Microsoft® Excel.

The following dialog box displays:



Step	Action
<p><b>17</b></p>	<p><b>If no additional modifications have been made:</b> Select <input type="button" value="No"/> (No).</p> <p><b>For additional modifications:</b> Select <input type="button" value="Yes"/> (Yes) to save the file.</p> <p><i>To edit the .csv file, proceed to C2.4. Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel.</i></p> <p><i>To load the claim entry file into PCGenesis, proceed to C3. Importing the PCGenesis Claim.csv File into PCGenesis.</i></p>
<p><b>18</b></p>	<p>Close Microsoft® Excel to allow the .csv file to be imported into PCGenesis.</p>

### C3. Importing the Claim.csv File into PCGenesis

#### C3.1. Performing a PCGenesis Data Backup

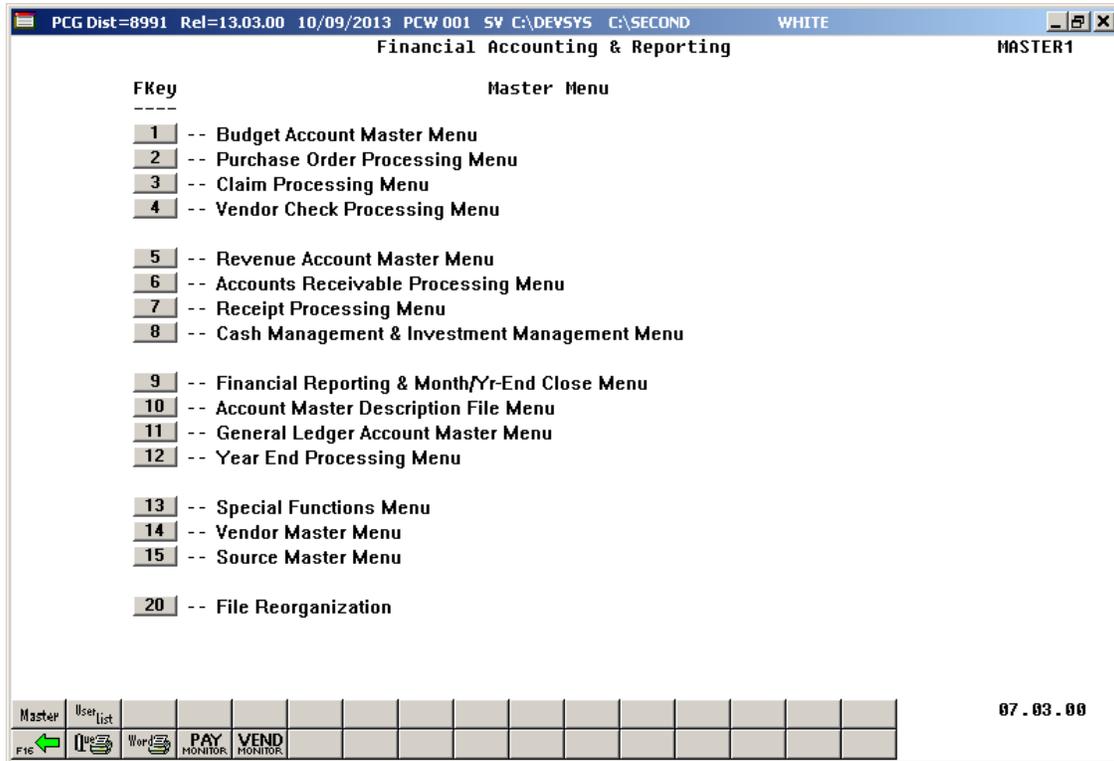


**\*\*\* ATTENTION \*\*\***

**Performing a Data backup before the beginning of the import of claim information into PCGenesis is strongly encouraged.**

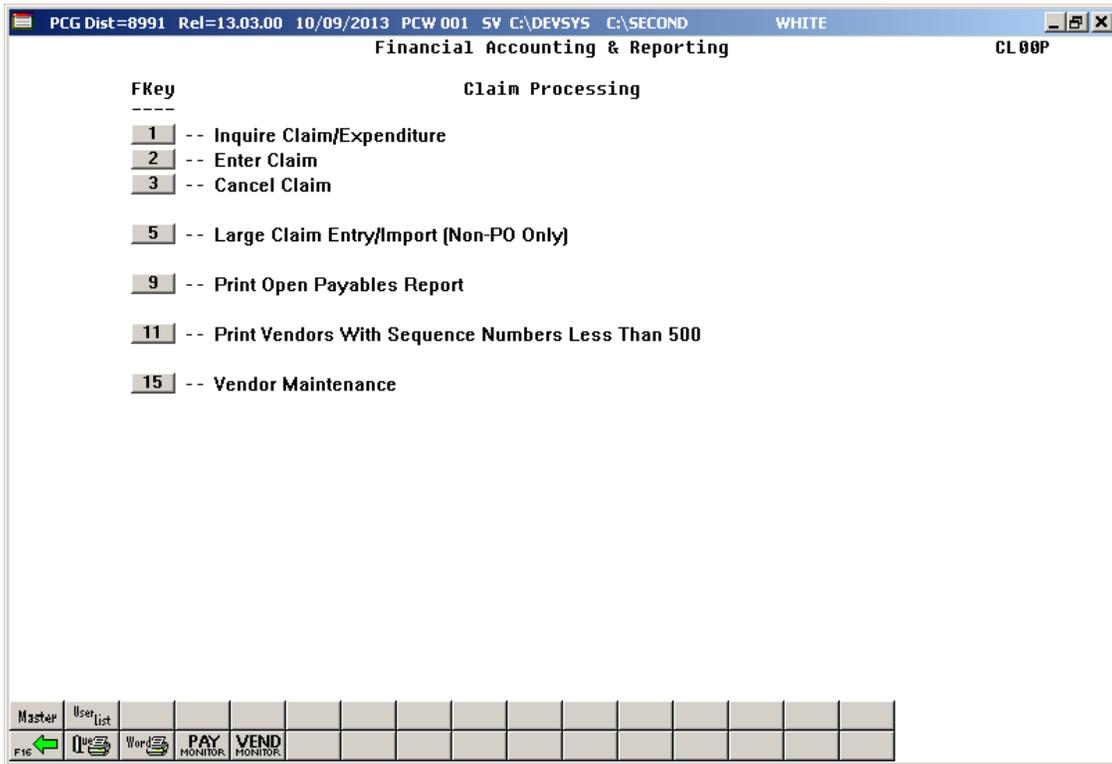
Step	Action
1	Log out of PCGenesis.
2	<b>Make sure all other users are log out of PCGenesis.</b>
3	Close <i>Uspool</i> at the server.
4	<p><b><u>From the PCGenesis server, perform a Disk-to-Disk backup:</u></b></p> <ul style="list-style-type: none"> <li>• Verify all users all logged out of PCGenesis.</li> <li>• Perform a PCGenesis full backup to CD or DVD or USB.</li> </ul>
5	When the PCGenesis backup completes, label the backup media <b>“PCG Data Backup BEFORE Claims Import - MMDDCCYY”</b> .
6	Maintain the <i>Data</i> backup media and the <i>Backup Log</i> until completing the import, and verifying the results.

## C3.2. Importing the Microsoft® Excel Claim.csv File into PCGenesis



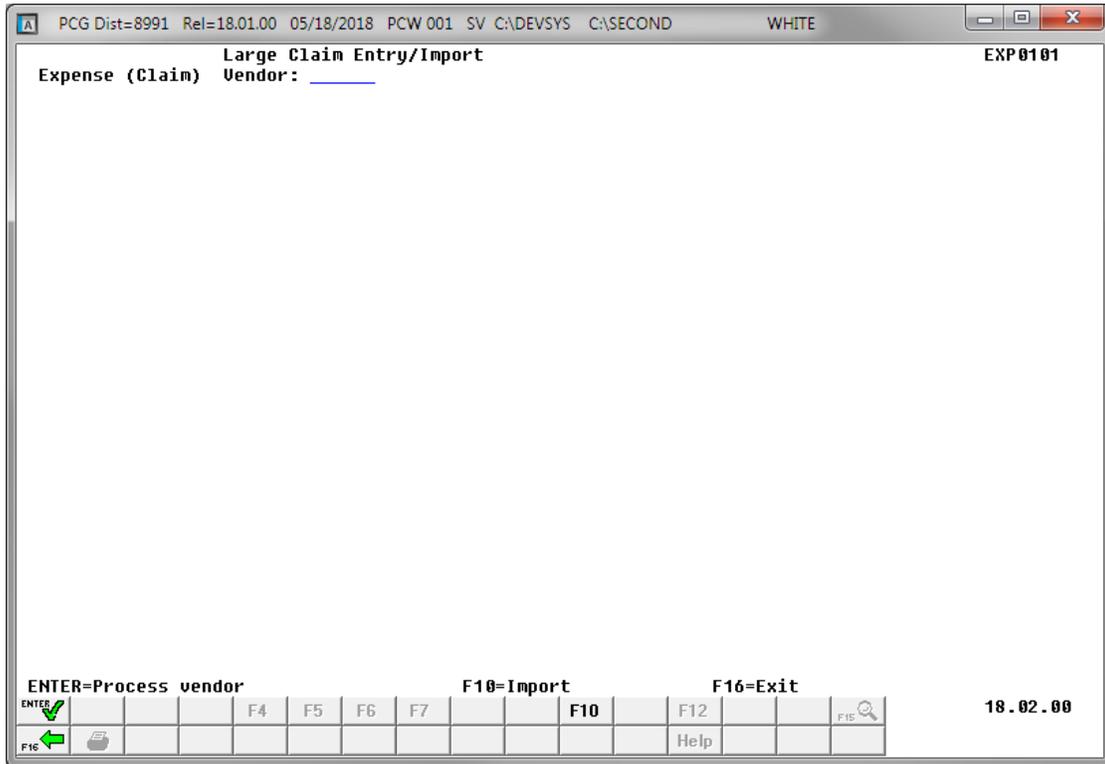
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



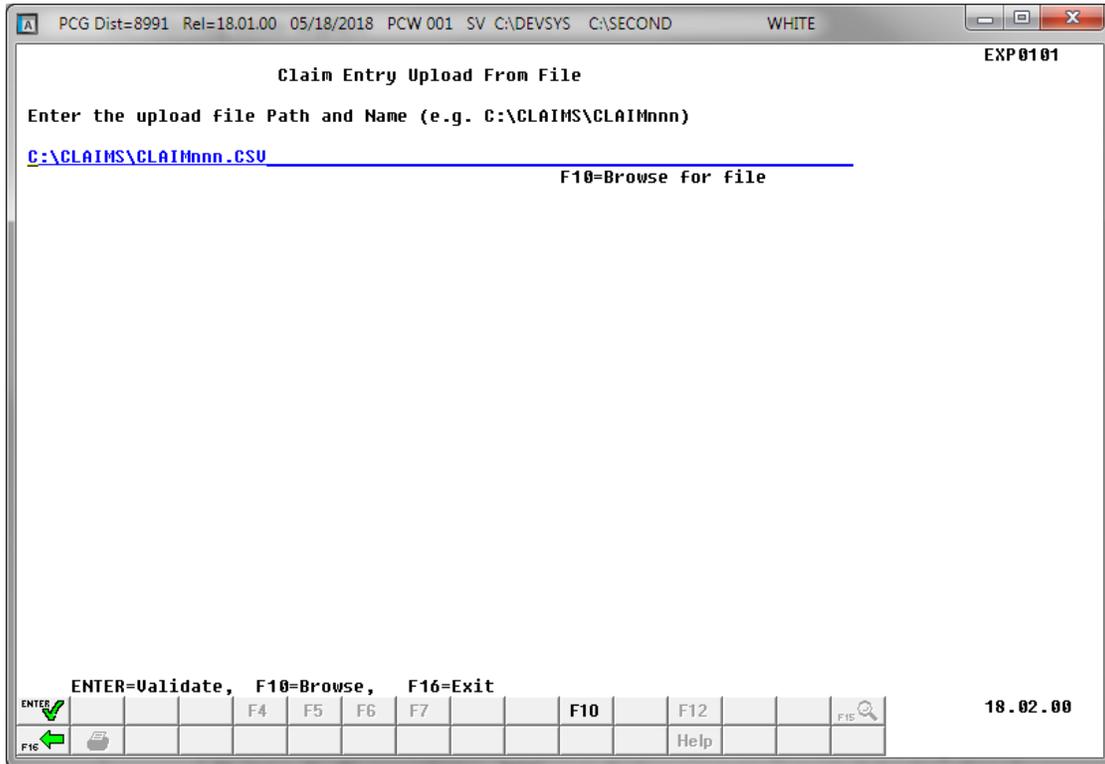
Step	Action
2	Select <b>5</b> (F5 - Large Claim Entry/Import Non PO Only).

The following screen displays:



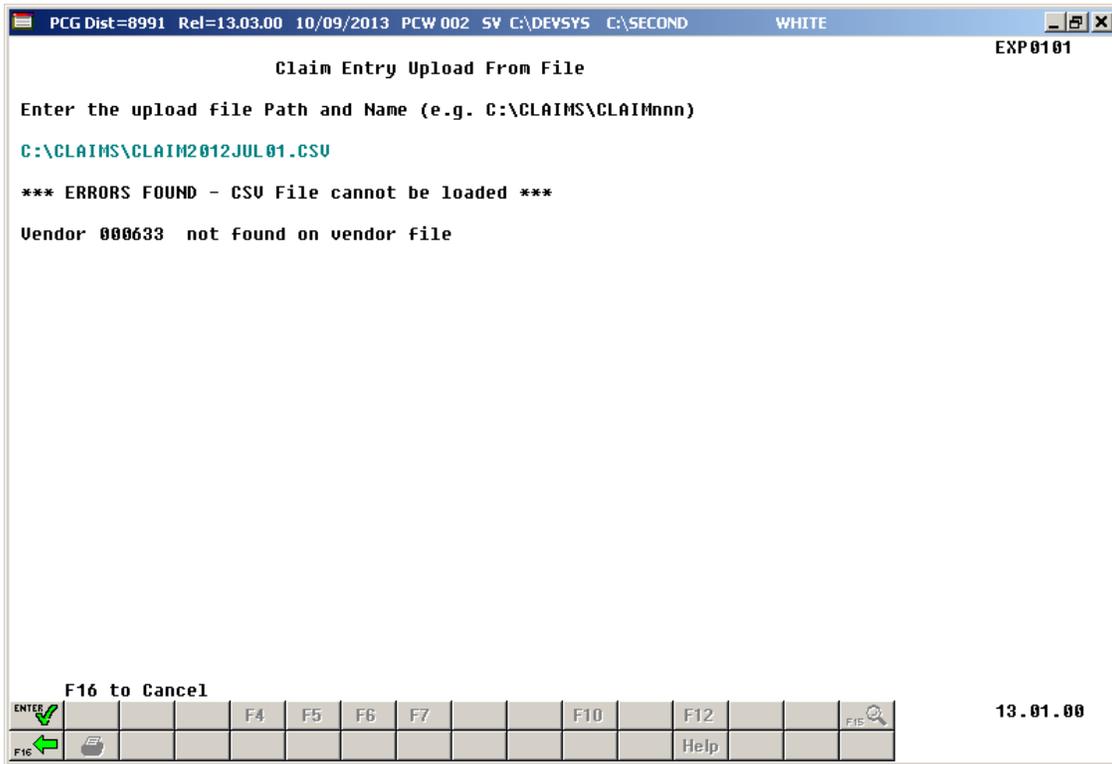
Step	Action
3	Select <b>F10</b> (F10 - Import).

The following screen displays:



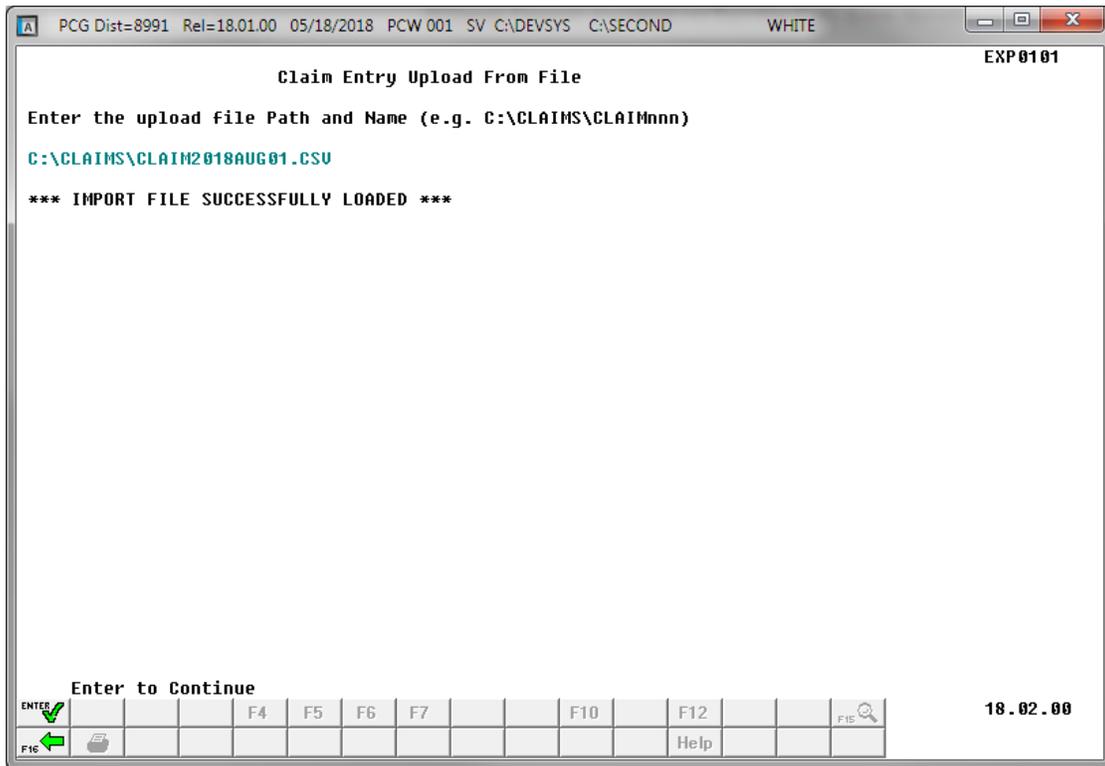
Step	Action
4	<p>Enter the file and pathname in the field using the naming convention from C2.4. <i>Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel.</i></p> <p>For <b>F10</b> (<b>F10 - Browse for file</b>) selections, PCGenesis defaults the Browse (Select the .csv File) window to the .csv file type where appropriate. PCGenesis users may select either the CSV (Comma delimited) (*.csv) or the All Files (*.*) options from the drop down file listing for file type selection. PCGenesis displays a warning message dialog box when an import filename does not contain the .csv file extension.</p>
5	<p>Select  (<b>Enter</b>) <u>twice</u>.</p> <p>“**Scanning Import File**” briefly displays.</p>

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



Step	Action
6	<p><b>For import file errors:</b> Select  (F16 to Cancel). Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at <i>Step 3</i>.</p> <p><i>If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.</i></p> <p><i>Appendix B: .csv File Formatting/Processing provides additional information on interpreting the errors.</i></p>

For successful file imports, the following screen displays:



Step	Action
7	<p><b>For successful file imports:</b> Verify “*** Import File Successfully Loaded ***”, and select  (Enter) to process the file.</p>

The following screen displays:

PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV CADEVSY5 CASECOND WHITE

Expense (Claim) Vendor: 633 UENDOR 000633 Lines 1 to 20 of 375 EXP0101  
 (REMIT TO) 1 WEST FIRST STREET  
 ATLANTA, GA 30000 Participation in 1099: N

Desc: AUGUST SUMMER SALARY ACCRUAL Vendor ref: A/P blnc: 422  
 10 MONTH EMPLOYEES Claim date: 06/30/2018 Claim amount: 1057413.63  
 Discount date: Discount amount:

Line	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Amount	1099
1	18	100	-	1011	1000	11000	195	1		28445.18	-
2	18	100	-	1011	1000	11800	195	1		2203.20	-
3	18	100	-	1011	1000	14000	195	1		10076.24	-
4	18	100	-	1011	1000	17200	195	1		2726.39	-
5	18	100	-	1011	1000	21000	195	1		11907.00	-
6	18	100	-	1011	1000	22000	195	1		3053.39	-
7	18	100	-	1011	1000	23000	195	1		7304.10	-
8	18	100	-	1013	1000	11000	195	1		1095.76	-
9	18	100	-	1013	1000	11800	195	1		87.03	-
10	18	100	-	1013	1000	17200	195	1		103.46	-
11	18	100	-	1013	1000	22000	195	1		91.47	-
12	18	100	-	1013	1000	23000	195	1		216.21	-
13	18	100	-	1021	1000	11000	100	1		19967.85	-
14	18	100	-	1021	1000	11000	195	1		47043.25	-
15	18	100	-	1021	1000	11800	100	1		2121.44	-
16	18	100	-	1021	1000	11800	195	1		5303.01	-
17	18	100	-	1021	1000	14000	100	1		602.99	-
18	18	100	-	1021	1000	14000	195	1		1590.14	-
19	18	100	-	1021	1000	17200	195	1		1342.85	-
20	18	100	-	1021	1000	21000	100	1		4129.65	-

ENTER=Validate F5=PgDn F7=LnDn F17=PrintScreen F16=Return to vendor select  
 ENTER ✓ F4 F5 F6 F7 F10 F12 F16 Help F16 18.02.00

Step	Action
8	<p>Verify the information displayed is correct, make the appropriate entries in the fields, and select  (<b>Enter</b> – validate) to validate the entries.</p> <p>When detecting errors during validation, PCGenesis highlights the fields containing errors. PCGenesis displays the total number of errors, with the error description listed next to each account line which is in error. In this instance, correct the error(s) indicated and select  (<b>Enter</b>) to validate the claim's information again. After correcting all "normal" errors, PCGenesis checks several other conditions and where appropriate, displays various cautionary warning messages. Acknowledge these messages by selecting  (<b>Enter</b>).</p> <p>To view additional account detail lines, select the Page Up <b>F4</b> (<b>F4</b> - PgUp) or Page Down <b>F5</b> (<b>F5</b> - PgDn) or Line Up <b>F6</b> (<b>F6</b> - LnUp) or Line Down <b>F7</b> (<b>F7</b> - LnDn).</p>

The following screen displays:

PCG Dist=8991 Rel=18.01.00 05/18/2018 PCW 001 SV CADEVSY5 CASECOND WHITE

Large Claim Entry/Import Lines 121 to 140 of 375 EXP0101

Expense (Claim) Vendor: 633 UENDOR 000633  
 (REMIT TO) 1 WEST FIRST STREET  
 ATLANTA, GA 30000 Participation in 1099: N

Desc: AUGUST SUMMER SALARY ACCRUAL Vendor ref:  
 10 MONTH EMPLOYEES Claim date: 06/30/2018 A/P bInc: 422  
 Discount date: Claim amount: 1057413.63  
 Discount amount: 1099

Line	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Amount
121	18	100		1353	1000	22000	195	1		7.41
122	18	100		1353	1000	23000	100	1		17.04
123	18	100		1353	1000	23000	195	1		17.04
124	18	100		1500	2100	16300	8010			5964.48
125	18	100		1500	2100	22000	8010			452.49
126	18	100		1500	2100	23000	8010			1002.62
127	18	100		1638	2210	19100	100	1		416.67
128	18	100		1638	2210	19100	108	1		416.67
129	18	100		1638	2210	22000	100	1		27.32
130	18	100		1638	2210	22000	108	1		29.87
131	18	100		1638	2210	23000	100	1		70.04
132	18	100		1638	2210	23000	108	1		70.04
133	18	100		2041	1000	11000	100	1		5916.92
134	18	100		2041	1000	11000	108	1		24472.62
135	18	100		2041	1000	11000	195	1		4717.30
136	18	100		2041	1000	14000	108	1		1943.62
137	18	100		2041	1000	14000	195	1		3376.31
138	18	100		2041	1000	14000	201	1		1236.90
139	18	100		2041	1000	21000	100	1		945.00
140	18	100		2041	1000	21000	108	1		3780.00

\*\*CAUTION\*\* Highlighted Amount(s) OVER-EXPENDED Budgeted Balance(s)

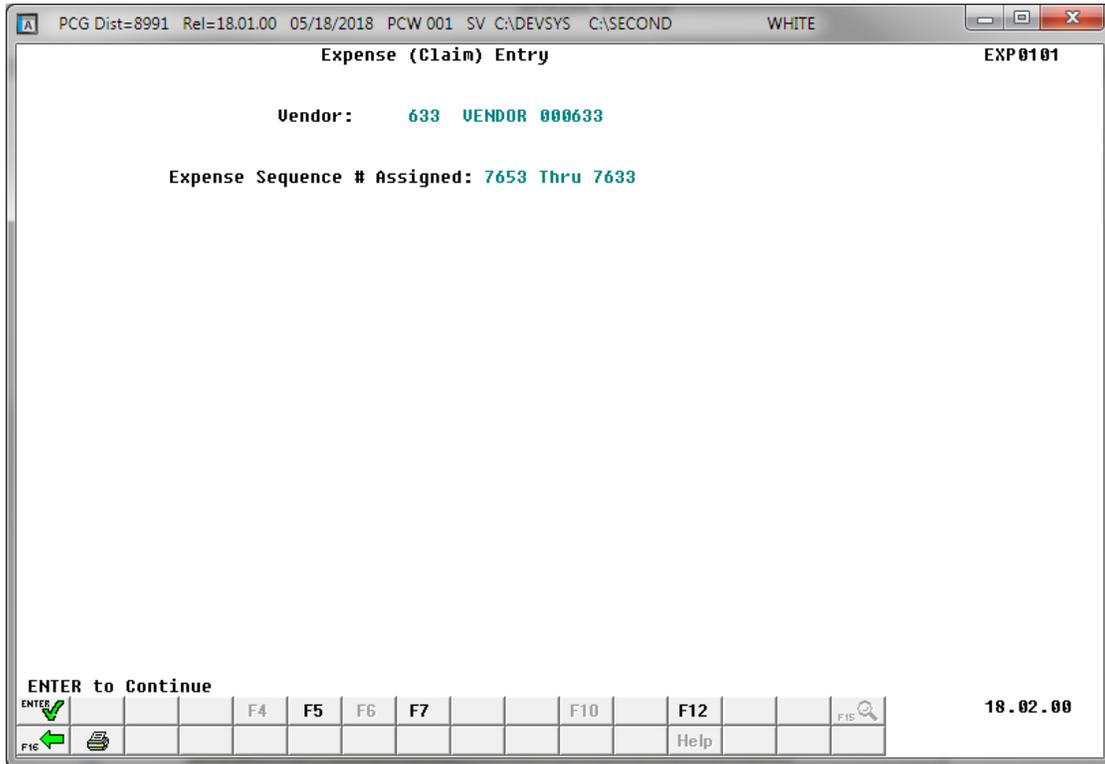
F12=Post F4=PgUp F5=PgDn F6=LnUp F7=LnDn F17=PrintScreen F16=Reenter

ENTER [F12] [F4] [F5] [F6] [F7] [F10] [F12] [F16] [F17] [F18]

18.02.00

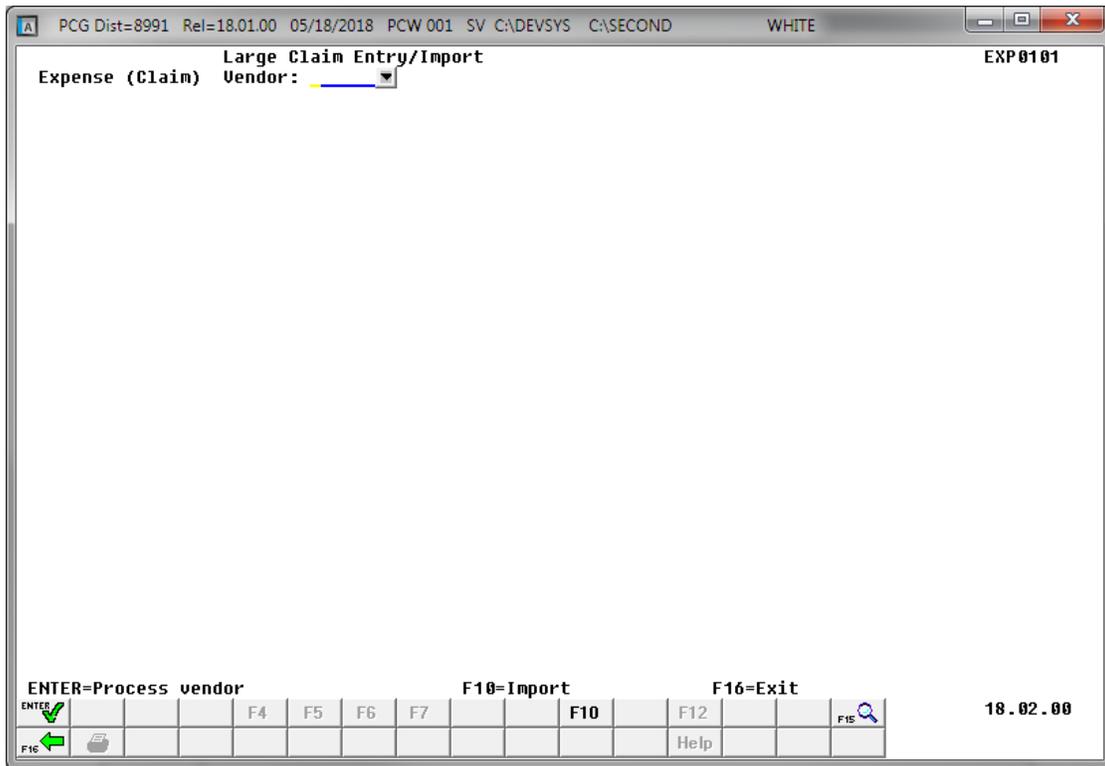
Step	Action
9	<p>Verify the entries are correct, and select <b>F12</b> (F12 - Post). If the entries are incorrect, select  (F16 - Reenter) to make the appropriate modifications.</p> <p>Select  (F17 - Print Screen) to obtain a screen print of the claim screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>"Assigning sequence ###" briefly displays when posting claims.</p>

The following screen displays:



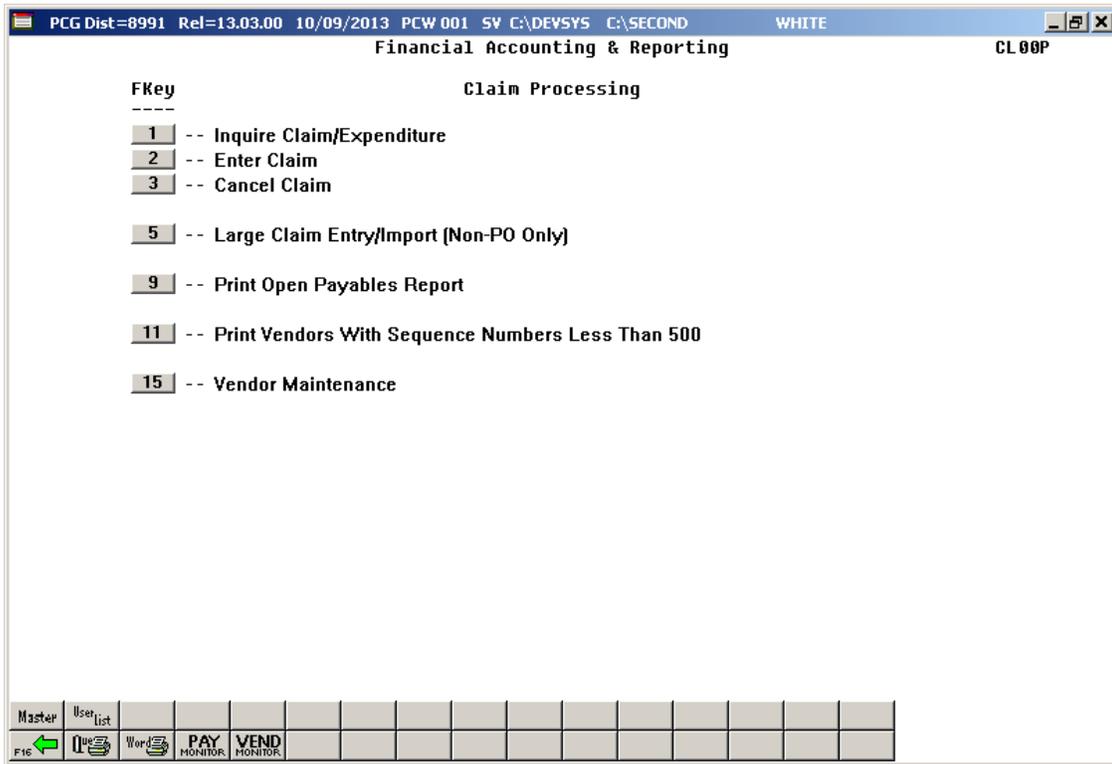
Step	Action
10	Record the assigned sequence number(s) or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select  ( <b>Enter</b> ) to continue. <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>

The following screen displays:



Step	Action
11	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Claim Processing Menu</i> .

The following screen displays:

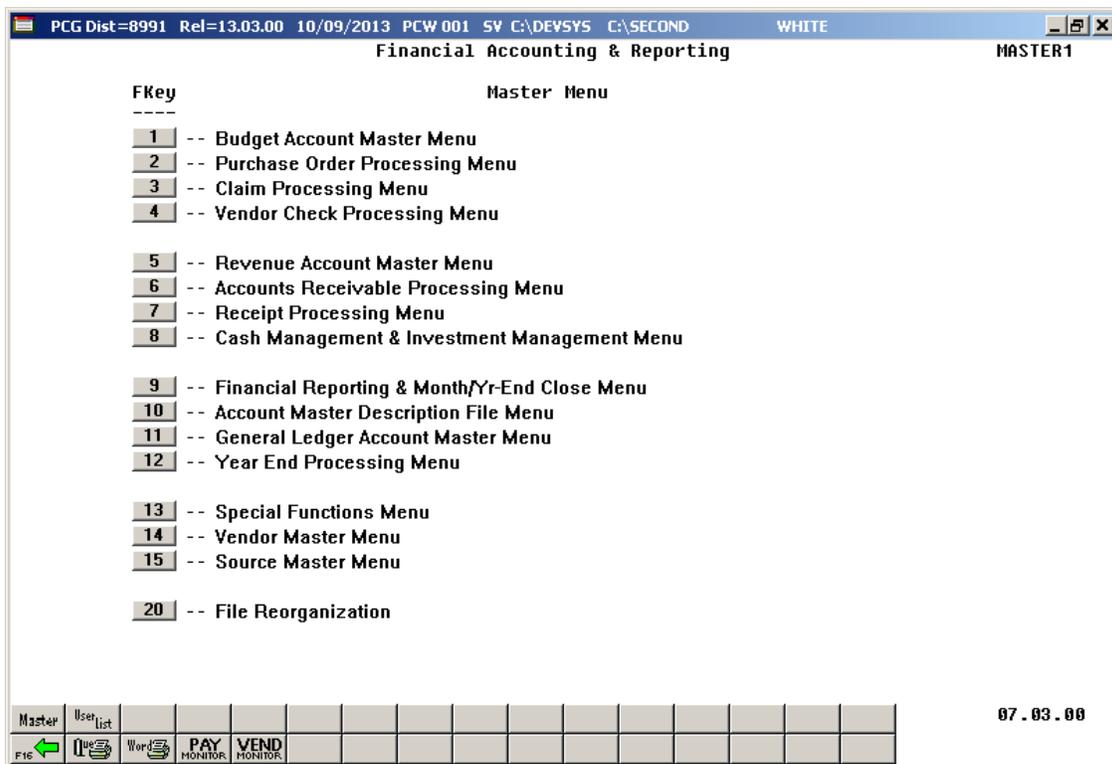


Step	Action
12	Select  (F16 -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure D: Canceling a Single Open Claim/Expenditure

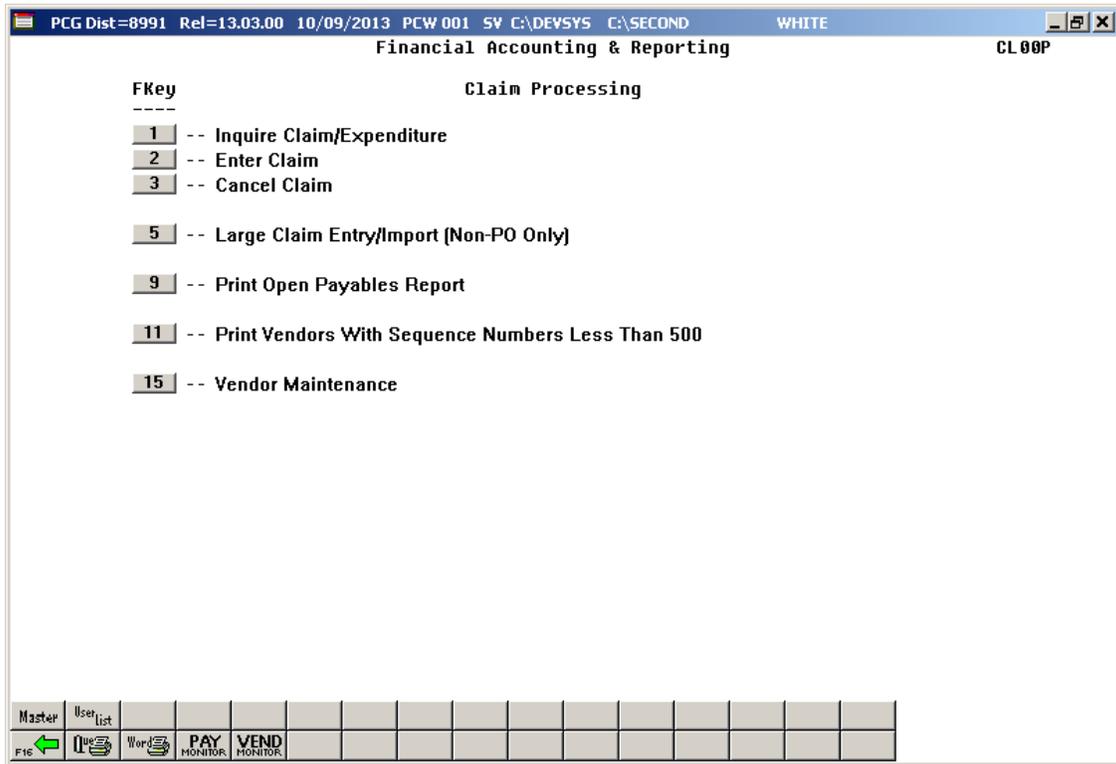
The following guidelines apply to canceling claims:

- If the claim was originally entered against a Purchase Order (PO), and if the PO is closed and is from a prior year, the PO will not be reopened.
- If the PO is closed, is from the current year, and if this is the first claim against the PO, PCGenesis reopens the PO with the full amount.
- If the PO is closed and the claim is not the first claim against the PO, PCGenesis reopens the PO and liquidates the amount of the previous claims.
- If the claim was originally entered against a Carry Forward PO and the PO was paid in full (Status – Closed), PCGenesis will determine if any appropriation adjustments are needed.
- If the total amount paid on the PO is less than the total amount carried forward, PCGenesis will make an appropriation adjustment if cancelling the claim.



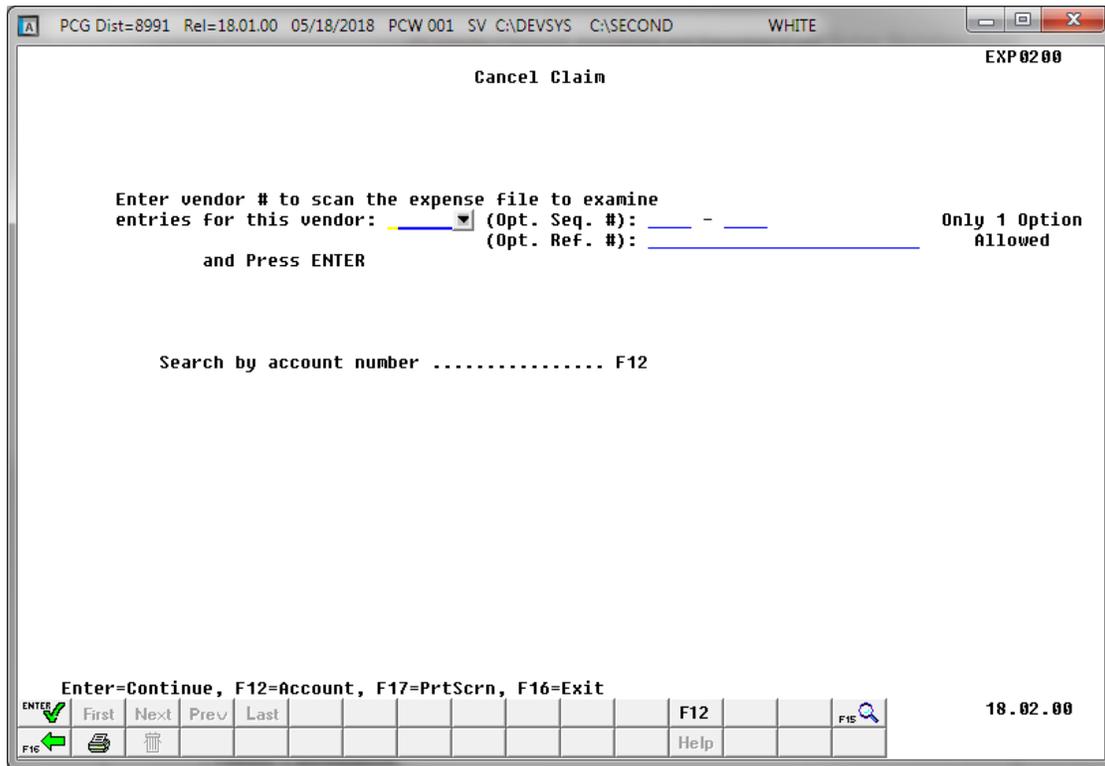
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



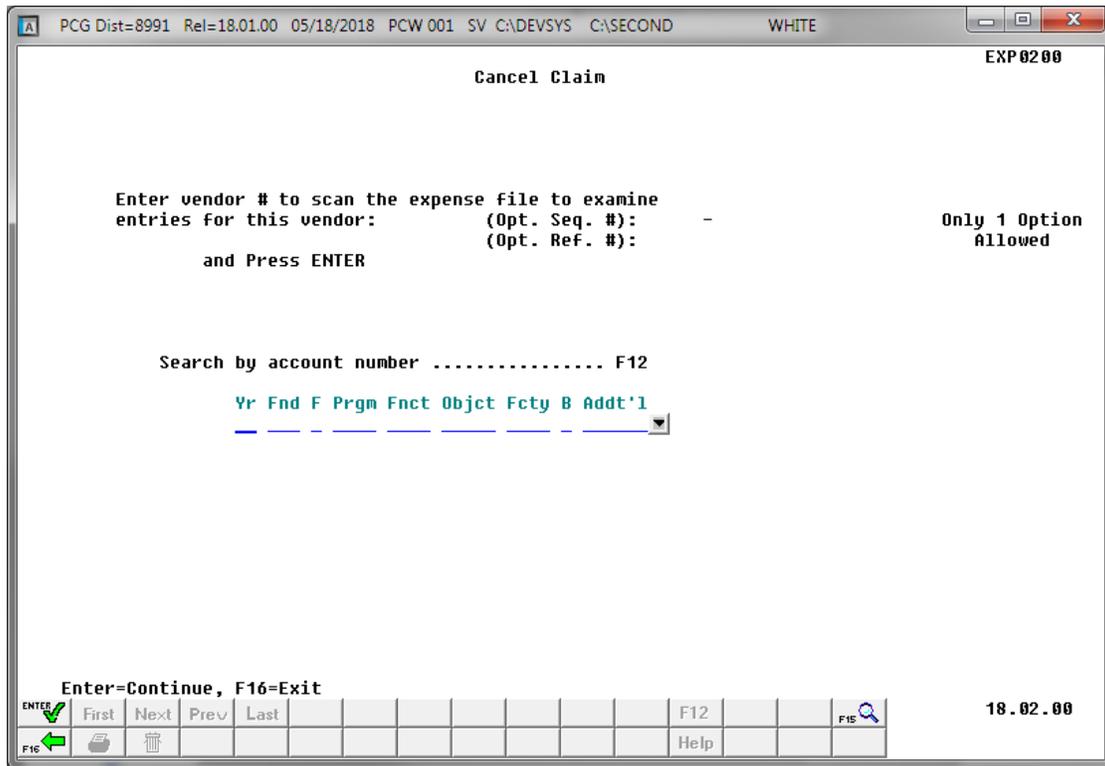
Step	Action
2	Select <b>3</b> (F3 - Cancel Claim).

The following screen displays:



Step	Action
3	<p>Enter or select the drop-down selection icon  within the <b>Vendor</b> field to choose the vendor's information.</p> <p>Enter the claim sequence number within the <b>Optional Sequence Number</b> (Opt. Seq. #) field in order to search for a claim by sequence number.</p> <p>Enter the claim reference number within the <b>Optional Reference Number</b> (Opt. Ref. #) field in order to search for a claim by reference number.</p> <p>After entering the vendor and the optional sequence number or reference number, select  (<b>Enter</b>) and proceed to <i>Step 5</i>.</p> <p>Otherwise, select <b>F12</b> (<b>F12</b> – Search by account number) to search for all claims containing a specific account number. Proceed to <i>Step 4</i>.</p>

For **F12** – search by account number, the following screen displays:



Step	Action
4	Enter or select the drop-down selection icon  within the <b>Account</b> field to choose the search account number, and select  ( <b>Enter</b> ).

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

006655 VENDOR 000055 Cancel Expenditure EXP0200  
 1 WEST EDGEWATER DR (Remit To:) P.O. BOX 222 OPEN  
 SUITE 2C ATLANTA, GA 30000 ATLANTA, GA 30000  
 ATLANTA, GA 30000 PO No: 040434 Claim Dt: 6/30/2018 Claim Amt: 20.00  
 Desc: FINANCE - TEST PO Seq: 9999 Disc Dt: Disc Amt:  
 Ref: VENDOR REF 2333 Xref Seq: Bank: Payment:  
 A/P Blnc: 421 Check#: Amount:

Charge to:	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Amount	1099
	18	100		1021	1000	61000	199	1		1.00	
	18	100		1051	1000	61000	199	1		1.00	
	18	100		1051	1000	61000	189	1		1.00	
	18	100		1051	1000	61000	103	1		1.00	
	18	100		1051	1000	53200	111	1		1.00	
	18	100		1045	1000	61000	198	1		1.00	
	18	100		1045	1000	43000	198	1		1.00	
	18	100		1041	1000	61010	198	1		1.00	
	18	100		1041	1000	61000	198	1		1.00	
	18	100		1210	2210	58000	199	3		1.00	
	18	100		1210	2210	58000	198	3		1.00	
	18	100		1210	2210	58000	189	3		1.00	
	18	100		1210	2210	58000	111	3		1.00	
	18	100		1210	2210	58000	109	3		1.00	
	18	100		1210	2210	58000	106	3		1.00	
	18	100		1210	2210	58000	103	3		1.00	
	18	100		1210	2210	53200	199	3		1.00	
	18	100		1210	2210	53200	198	3		1.00	
	18	100		1210	2210	53200	189	3		1.00	
	18	100		1450	2500	61000	8010	1		1.00	

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn, **F18=Cancel**, F28=Help F16=Reenter/Exit  
 ENTER ✓ First Next Prev Last F12 F15  
 F16 ← F18 Help

Step	Action
5	<p>Select  (F18 - Cancel).</p> <p>Select <b>First</b> (F1 - First), <b>Next</b> (F2 - Next), <b>Prev</b> (F3 - Prev), or <b>Last</b> (F4 - Last) to scroll between the vendor's claim records where appropriate.</p> <p>Select  (F17 - Print Screen) to obtain a screen print of the <i>Cancel Claim</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>If the claim's status is "Open" or "Unpaid", the  (Enter - Next claim),  (F18 - Cancel), and the <b>Help</b> (F28 - Help) options display. The claim's status displays in the upper right corner of the screen. The cancel option will <u>not</u> be offered for paid and cancelled claims.</p>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEV\SVS C:\SECOND WHITE

006655 VENDOR 000055 Cancel Expenditure EXP0200  
 1 WEST EDGEWATER DR (Remit To:) P.O. BOX 222 OPEN  
 SUITE 2C ATLANTA, GA 30000 ATLANTA, GA 30000  
 ATLANTA, GA 30000 PO No: 040434 Claim Dt: 6/30/2018 Claim Amt: 20.00  
 Desc: FINANCE - TEST PO Seq: 9999 Disc Dt: Payment:  
 Ref: VENDOR REF 2333 A/P Blnc: 421 Check#: Amount:

Charge to:	Yr	Fnd	F	Prgm	Fnct	Object	Fcty	B	Amount
	18	100		1021	1000	61000	199	1	1.00
	18	100		1051	1000	61000	199	1	1.00
	18	100		1051	1000	61000	189	1	1.00
	18	100		1051	1000	61000	103	1	1.00
	18	100		1051	1000	53200	111	1	1.00
	18	100		1045	1000	61000	198	1	1.00
	18	100		1045	1000	43000	198	1	1.00
	18	100		1041	1000	61010	198	1	1.00
	18	100		1041	1000	61000	198	1	1.00
	18	100		1210	2210	58000	199	3	1.00
	18	100		1210	2210	58000	198	3	1.00
	18	100		1210	2210	58000	189	3	1.00
	18	100		1210	2210	58000	111	3	1.00
	18	100		1210	2210	58000	109	3	1.00
	18	100		1210	2210	58000	106	3	1.00
	18	100		1210	2210	58000	103	3	1.00
	18	100		1210	2210	53200	199	3	1.00
	18	100		1210	2210	53200	198	3	1.00
	18	100		1210	2210	53200	189	3	1.00
	18	100		1450	2500	61000	8010	1	1.00

Cancellation Date: ENTER TO CANCEL (MM/DD/CCYY)

F16=Reenter/Exit 18.04.00

Step	Action
6	Enter the date (MM/DD/CCYY) in the <b>Cancellation Date</b> field and select  ( <b>Enter</b> ) to cancel the claim. <i>The date entered must be within the current year and the current fiscal period.</i>

The following screen displays:

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

006655 VENDOR 000055 Cancel Expenditure EXP0200  
 1 WEST EDGEWATER DR (Remit To:) P.O. BOX 222 OPEN  
 SUITE 2C ATLANTA, GA 30000  
 ATLANTA, GA 30000 PO No: 040434 Claim Dt: 6/30/2018 Claim Amt: 20.00  
 Desc: FINANCE - TEST PO Seq: 9999 Disc Dt: Payment:  
 Ref: VENDOR REF 2333 A/P Blnc: 421 Check#: Amount:

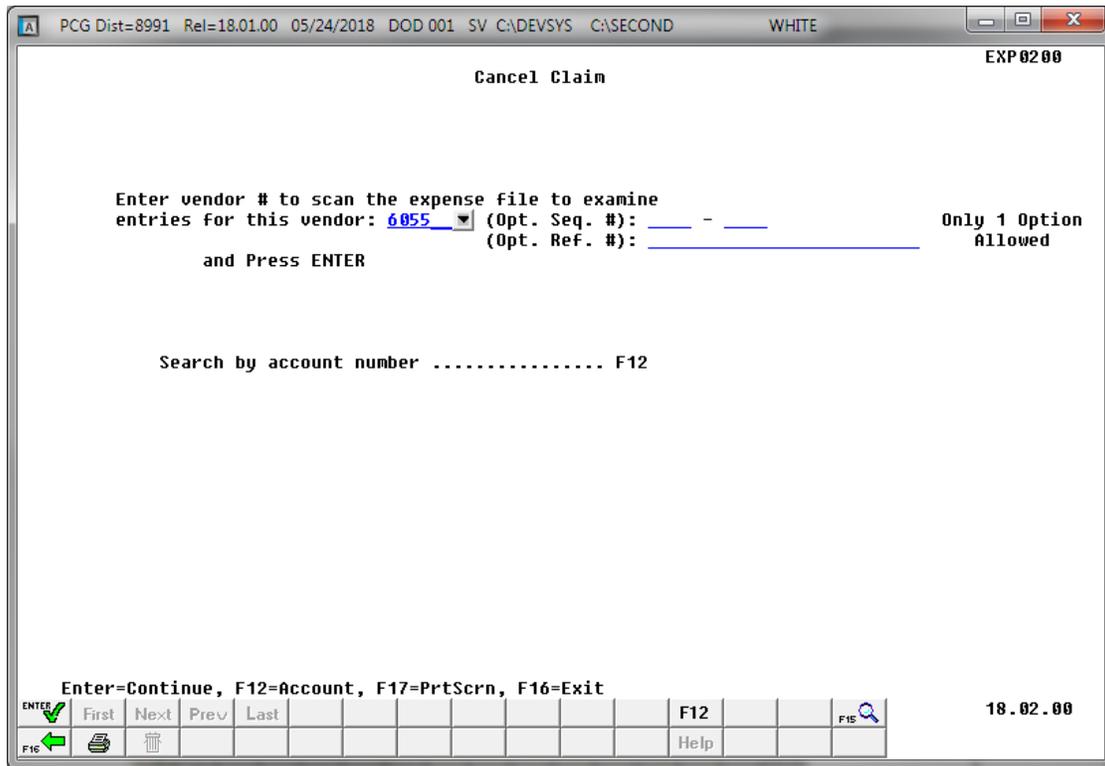
Charge to:	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	AdDt'l	Amount
	18	100		1021	1000	61000	199	1		1.00
	18	100		1051	1000	61000	199	1		1.00
	18	100		1051	1000	61000	189	1		1.00
	18	100		1051	1000	61000	103	1		1.00
	18	100		1051	1000	53200	111	1		1.00
	18	100		1045	1000	61000	198	1		1.00
	18	100		1045	1000	43000	198	1		1.00
	18	100		1041	1000	61010	198	1		1.00
	18	100		1041	1000	61000	198	1		1.00
	18	100		1210	2210	58000	199	3		1.00
	18	100		1210	2210	58000	198	3		1.00
	18	100		1210	2210	58000	189	3		1.00
	18	100		1210	2210	58000	111	3		1.00
	18	100		1210	2210	58000	109	3		1.00
	18	100		1210	2210	58000	106	3		1.00
	18	100		1210	2210	58000	103	3		1.00
	18	100		1210	2210	53200	199	3		1.00
	18	100		1210	2210	53200	198	3		1.00
	18	100		1210	2210	53200	189	3		1.00
	18	100		1450	2500	61000	8010	1		1.00

Amount 1099

ENTER Print Screen F18 To Confirm Cancel F16=Reenter/Exit 18.04.00

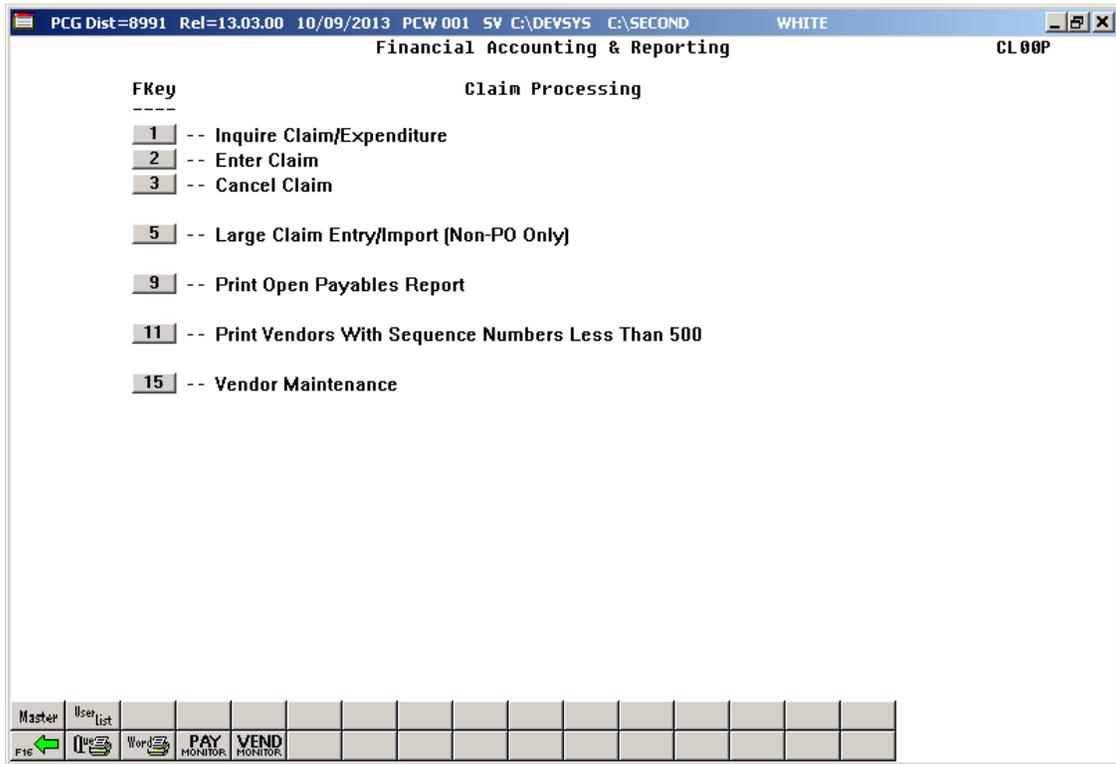
Step	Action
7	<p>Select  (F18 - To Confirm Cancel).</p> <p>“Waiting for locked record.” briefly displays.</p> <p>If the Notification of Appropriation Adjustment screen displays, select F16 to exit and to reconsider cancellation of the claim, <u>or</u> select Enter to review the required adjustment. When selecting Enter, the Appropriation Adjustment screen displays. Verify the account information displayed is correct and select F28 to post the transaction. If the information is incorrect, select F16 to return to return to the Cancel-Vendor Entry screen. PCGenesis changes the claim’s status to “Cancelled”, makes the appropriate updates to the account, the Audit file, and the General Ledger files at this point.</p>

The following screen displays:



Step	Action
8	Select  (F16 – Exit) to return to return to the <i>Financial Accounting &amp; Reporting – Claim Processing Menu</i> .

The following screen displays:

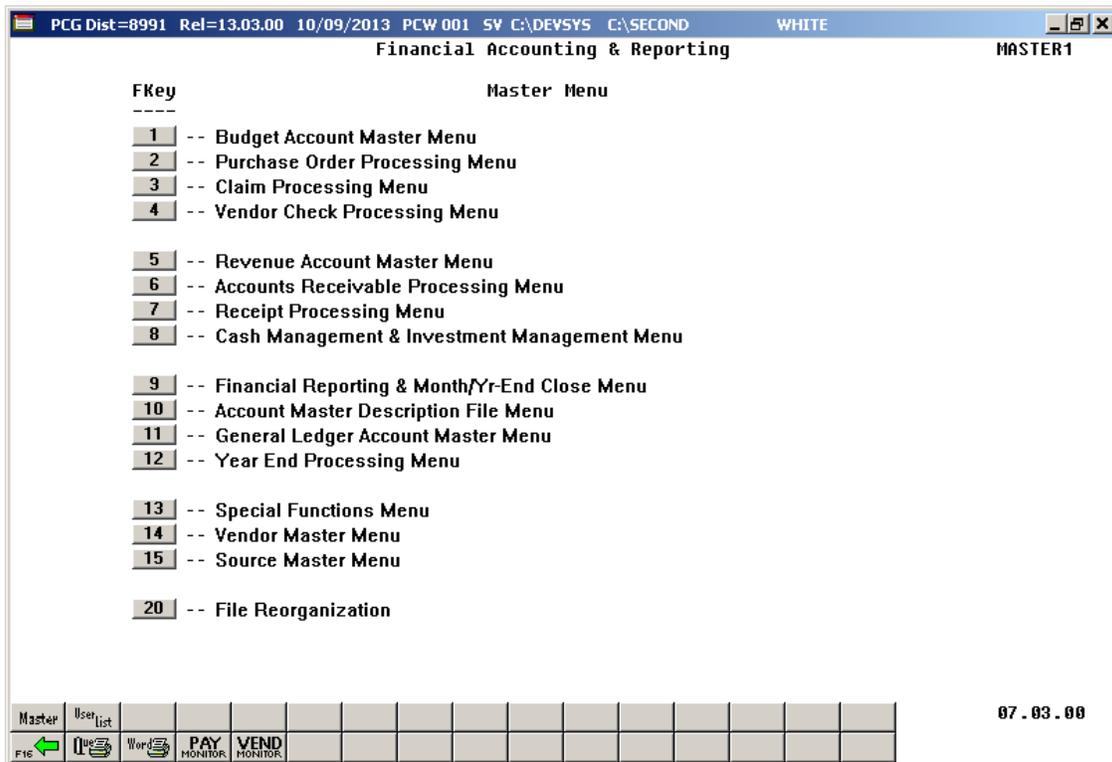


Step	Action
9	Select  (F16 -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure E: Canceling a Range of Open Claims/Expenditures

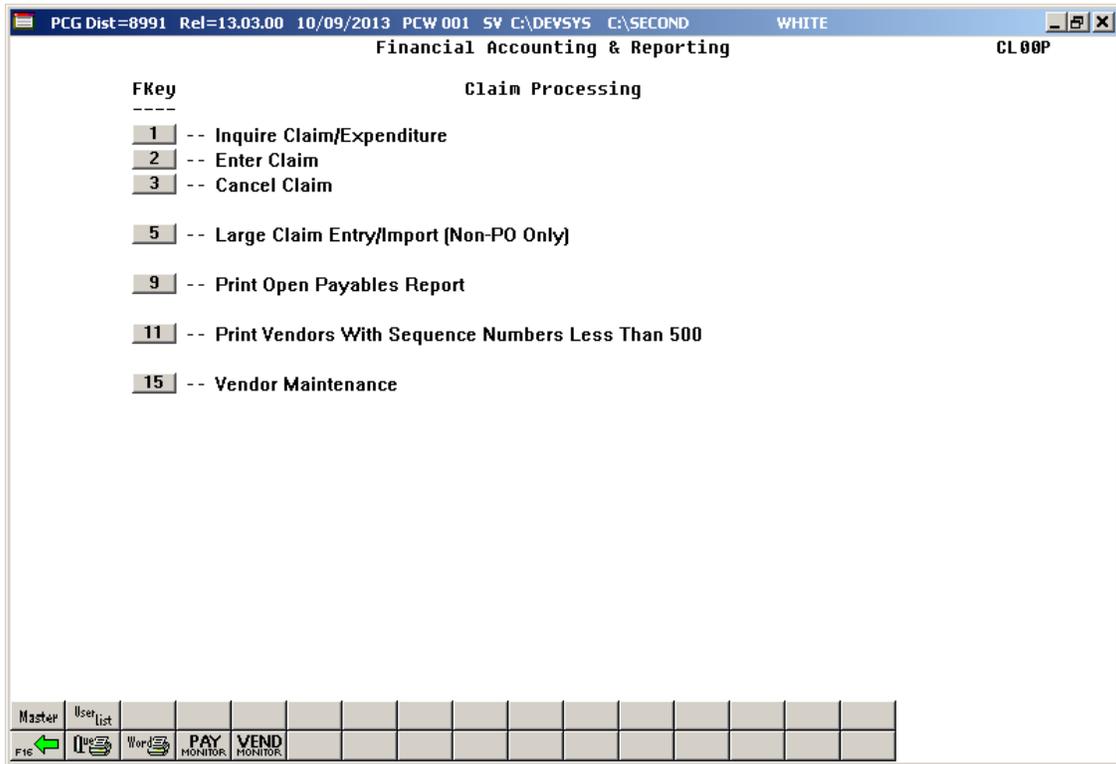
The following guidelines apply to canceling a range of claims:

- A contiguous sequence of claims must be specified in order to cancel multiple claims at the same time. If any closed or cancelled claims exist in the range selected, the cancellation process will stop.
- None of the claims in the range can be entered against a purchase order. If a claim is encountered which is entered against a purchase order, the cancellation process will stop.
- All claims in the range must have a date prior to the cancellation date specified. If a claim is encountered with an invoice date after the cancellation date specified, the cancellation process will stop.



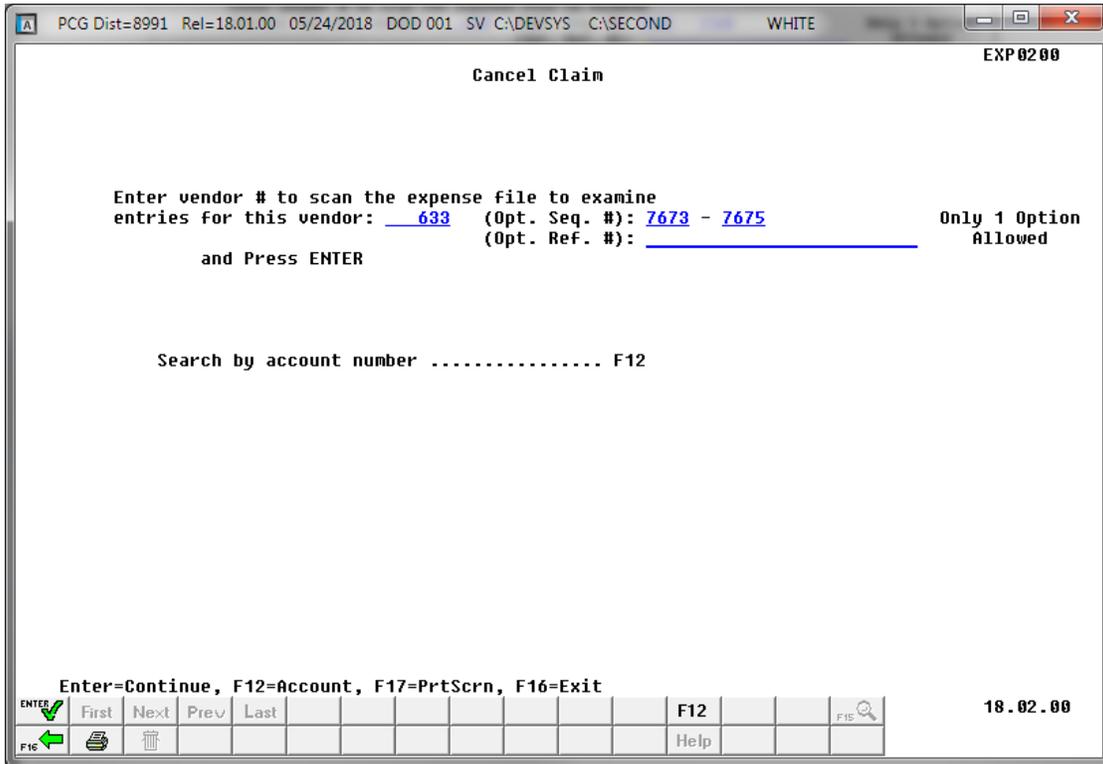
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



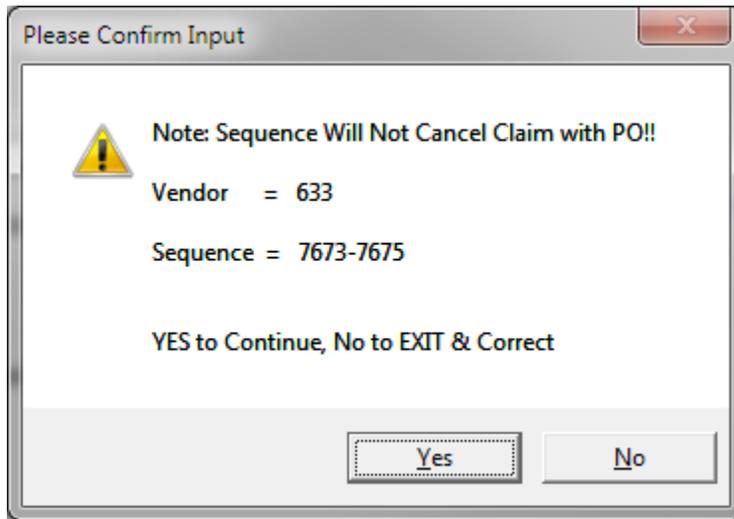
Step	Action
2	Select <b>3</b> (F3 - Cancel Claim).

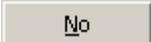
The following screen displays:



Step	Action
3	<p>Enter or select the drop-down selection icon  within the <b>Vendor</b> field to choose the vendor's information.</p> <p>Enter the starting claim and ending claim sequence numbers within the <b>Optional Sequence Number</b> (Opt. Seq. #) fields in order to cancel a range of claims. <i>(The sequence numbers may be entered in ascending or descending sequence, both ways will work.)</i></p> <p>After entering the vendor and the optional sequence number range, select  (<b>Enter</b>).</p>

The following warning message box displays:



Step	Action
4	<p>The confirmation box displays the vendor selected and the sequence numbers selected for cancellation.</p> <p><i>The message warns the user that the cancellation request cannot be for any claims which were entered against purchase orders. This is only a warning and does not indicate an error condition.</i></p> <p>Select  (<b>Yes</b>) to continue with the cancellation process.</p> <p>Select  (<b>No</b>) to reenter the vendor and sequence numbers.</p>



If the first claim in the selected range has been entered against a purchase order, the following screen displays:

PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE

**006655 VENDOR 000055** Cancel Expenditure EXP0200  
 1 WEST EDGEWATER DR (Remit To:) P.O. BOX 222 OPEN  
 SUITE 2C ATLANTA, GA 30000  
 ATLANTA, GA 30000 PO No: 040434 Claim Dt: 6/30/2018 Claim Amt: 20.00  
 Desc: FINANCE - TEST PO Seq: 9999 Disc Dt: Disc Amt:  
 Xref Seq: Bank: Payment:  
 Ref: VENDOR REF 2333 A/P Blnc: 421 Check#: Amount:

Charge to:	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Amount
	18	100		1021	1000	61000		199	1	1.00
	18	100		1051	1000	61000		199	1	1.00
	18	100		1051	1000	61000		189	1	1.00
	18	100		1051	1000	61000		103	1	1.00
	18	100		1051	1000	53200		111	1	1.00
	18	100		1045	1000	61000		198	1	1.00
	18	100		1045	1000	43000		198	1	1.00
	18	100		1041	1000	61010		198	1	1.00
	18	100		1041	1000	61000		198	1	1.00
	18	100		1210	2210	58000		199	3	1.00
	18	100		1210	2210	58000		198	3	1.00
	18	100		1210	2210	58000		189	3	1.00
	18	100		1210	2210	58000		111	3	1.00
	18	100		1210	2210	58000		109	3	1.00
	18	100		1210	2210	58000		106	3	1.00
	18	100		1210	2210	58000		103	3	1.00
	18	100		1210	2210	53200		199	3	1.00
	18	100		1210	2210	53200		198	3	1.00
	18	100		1210	2210	53200		189	3	1.00
	18	100		1450	2500	61000		8010	1	1.00

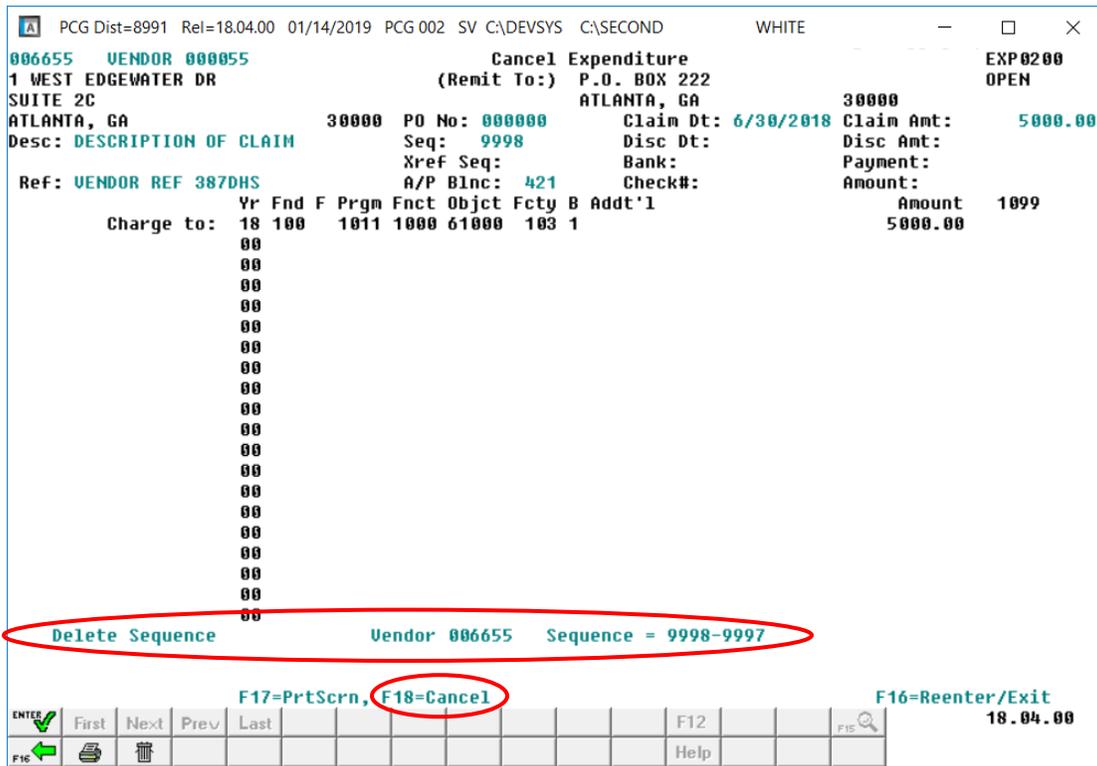
9999 Seq will not process PO Vendor 006655 Sequence = 9999-9996

F16=Reenter/Exit 18.04.00

ENTER [First] [Next] [Prev] [Last] [F12] [F15] [F16] [Help]

Step	Action
6	If the first claim in the selected range has been entered against a purchase order, select  (F16 – ReEnter/Exit) to make the appropriate modifications to the selected range of sequence numbers.

If no errors occurred during processing, the following screen displays:

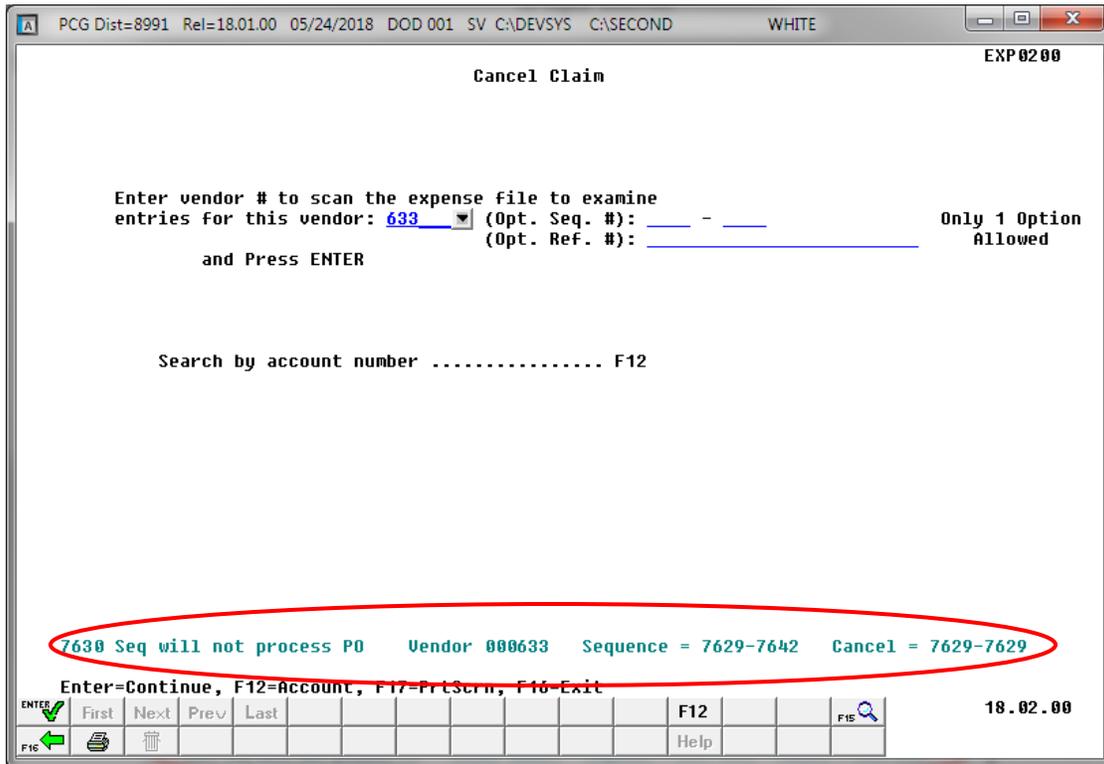


Step	Action
7	<p>Select  (F18 - Cancel).</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Cancel Claim</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>If the claim’s status is “Open” or “Unpaid”, the  (F18 – Cancel) option displays. The claim’s status displays in the upper right corner of the screen. The cancel option will <u>not</u> be offered for paid and cancelled claims.</p>



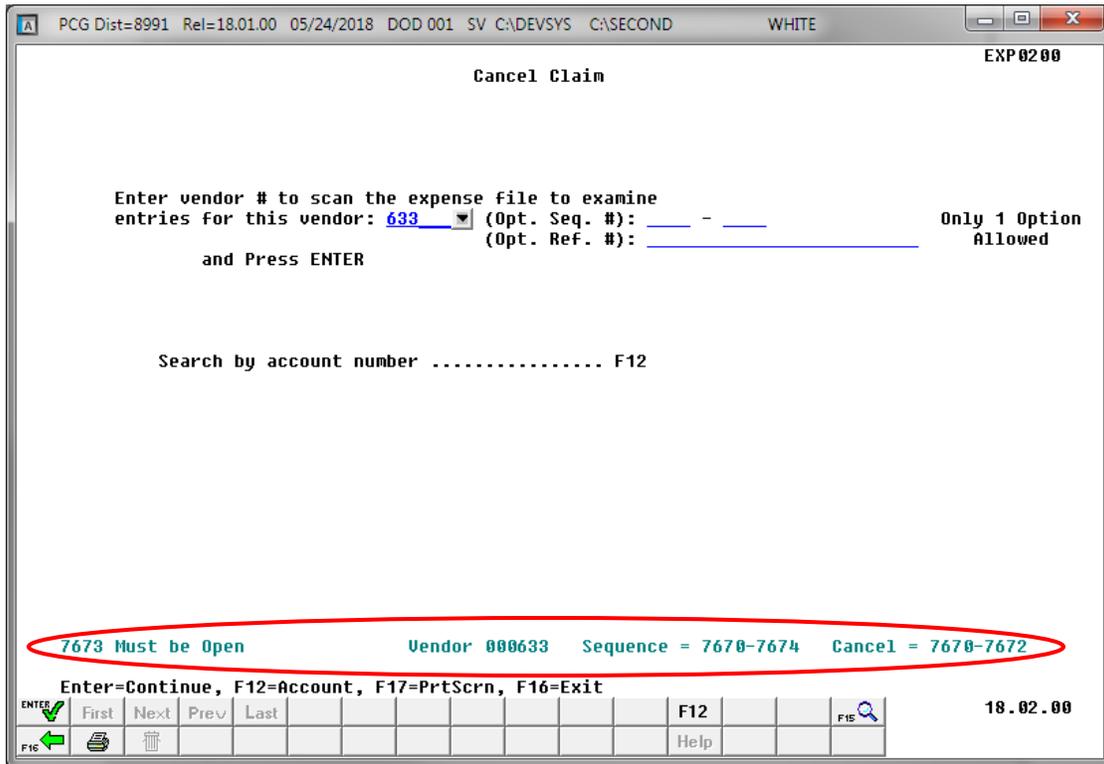


If any claim within the selected range has been entered against a purchase order, the following screen displays:



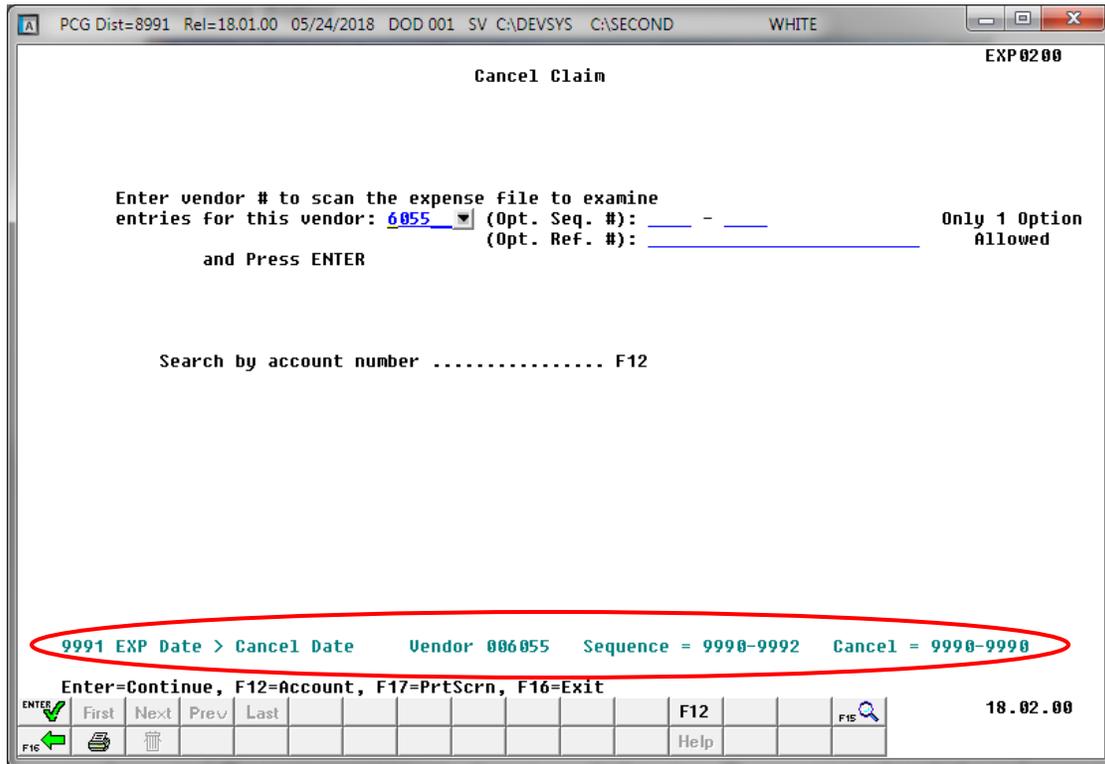
Step	Action
10	<p>If the cancellation process encounters any claim against a purchase order, an error message displays and the cancellation process stops, as shown above.</p> <p><i>The error message provides three pieces of information: The sequence number which caused the error and the error message; the original vendor and claim sequence numbers requested (Sequence = ##### - #####); the claim sequence numbers which were successfully canceled before the error occurred (Cancel = ##### - #####).</i></p> <p>Go to <i>Step 3</i> to make the appropriate modifications and begin again.</p>

If any claim within the selected range has already been cancelled or closed, the following screen displays:



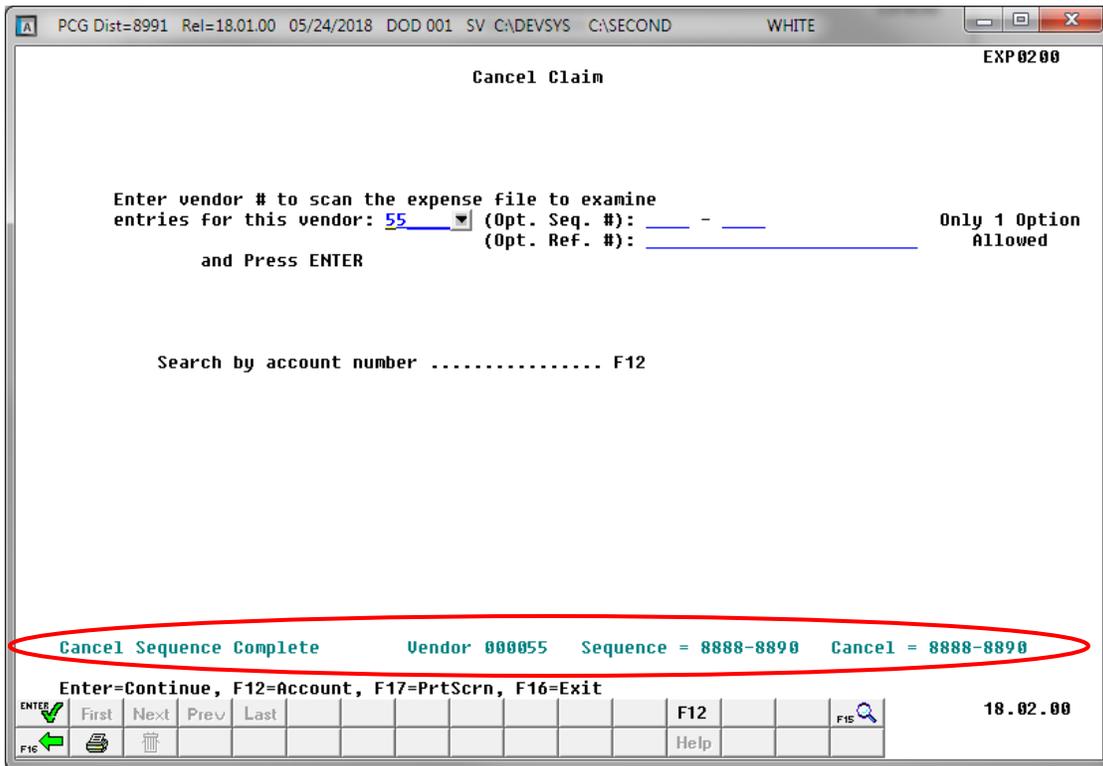
Step	Action
11	<p>If the cancellation process encounters any claim which has already been cancelled or closed, an error message displays and the cancellation process stops, as shown above.</p> <p><i>The error message provides three pieces of information: The sequence number which caused the error and the error message; the original vendor and claim sequence numbers requested (Sequence = ##### - #####); the claim sequence numbers which were successfully canceled before the error occurred (Cancel = ##### - #####).</i></p> <p>Go to <i>Step 3</i> to make the appropriate modifications and begin again.</p>

If any claim within the selected range has an invoice date greater than the cancellation date, the following screen displays:



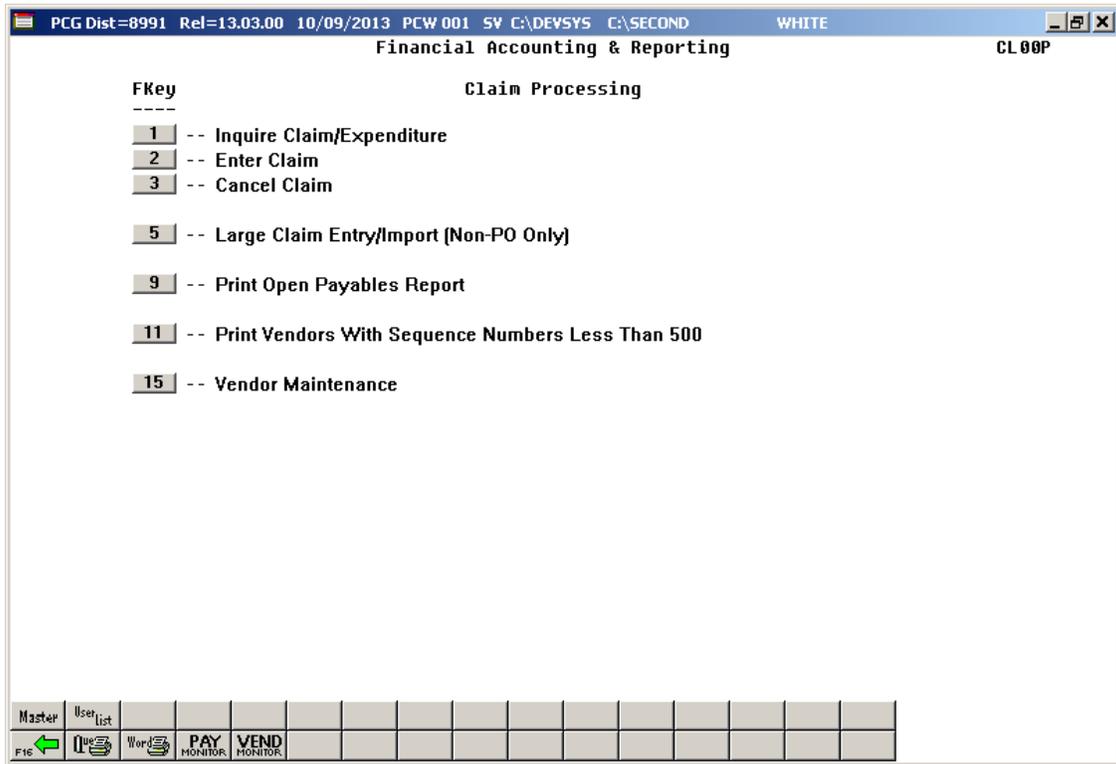
Step	Action
12	<p>If the cancellation process encounters any claim which has an invoice date greater than the cancellation date, an error message displays and the cancellation process stops, as shown above.</p> <p><i>The error message provides three pieces of information: The sequence number which caused the error and the error message; the original vendor and claim sequence numbers requested (Sequence = ##### - #####); the claim sequence numbers which were successfully canceled before the error occurred (Cancel = ##### - #####).</i></p> <p>Go to <i>Step 3</i> to make the appropriate modifications and begin again.</p>

If no errors occurred during processing, the following screen displays:



Step	Action
13	<p>The message “Cancel Sequence Complete” displays if no errors occurred during processing.</p> <p>Select  (F16 – Exit) to return to return to the Financial Accounting &amp; Reporting – Claim Processing Menu.</p>

The following screen displays:

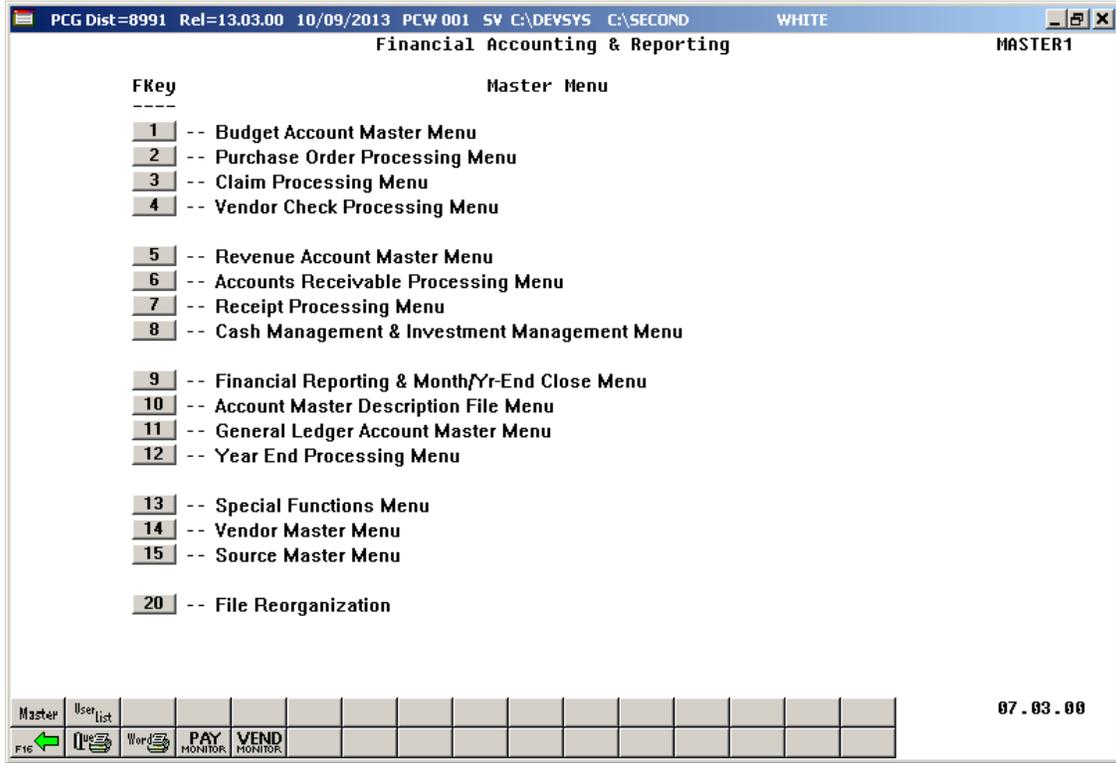


Step	Action
14	Select  (F16 -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Topic 2: Report Processing

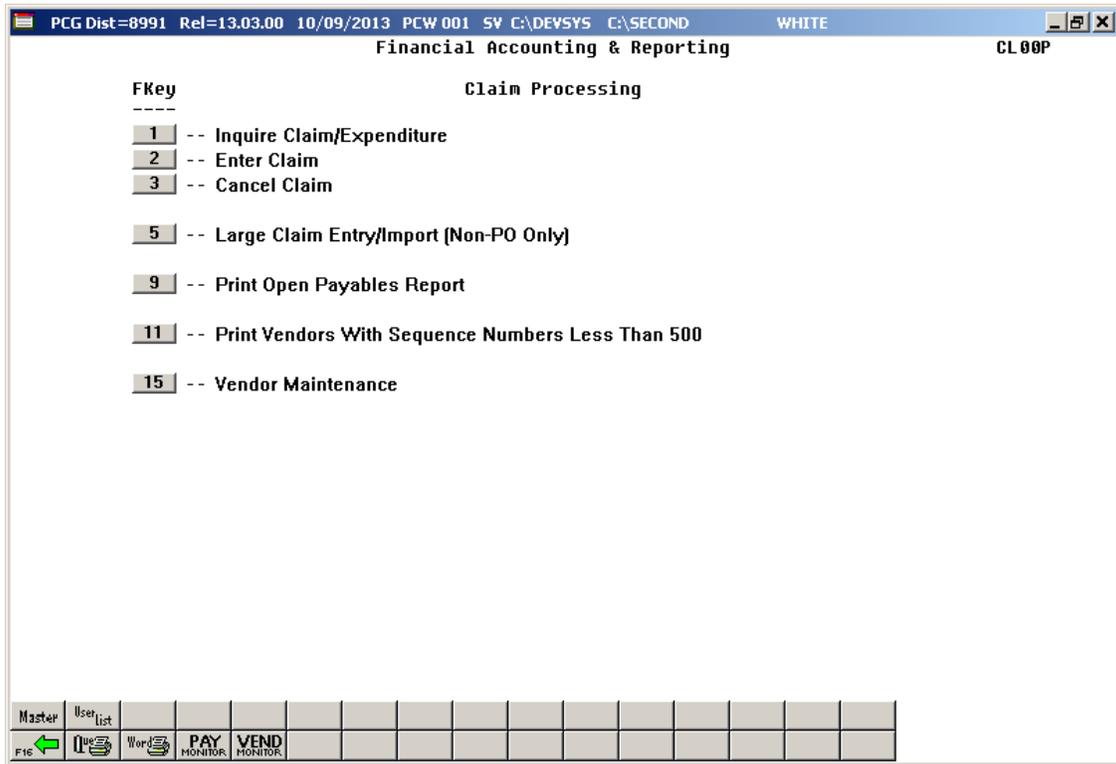
### Procedure 2A. Printing the Open Payables Report

Print the Open Payables Report to determine the next check run's claims payments.



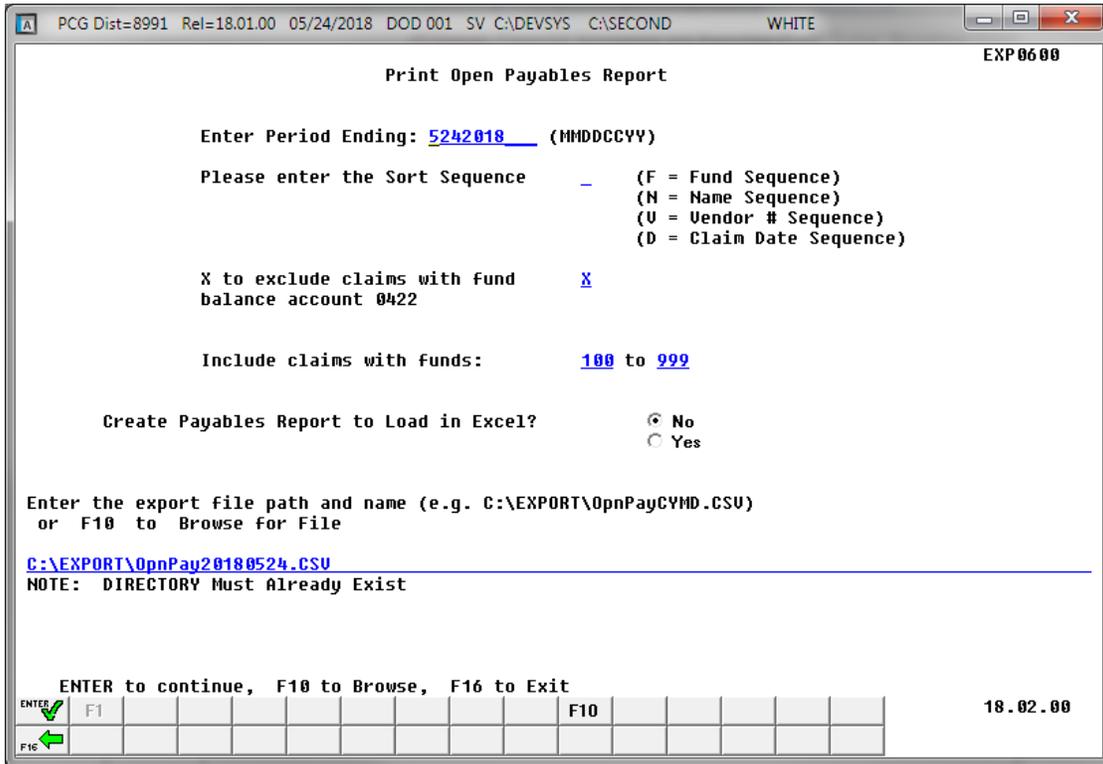
Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



Step	Action
2	Select <b>9</b> (F9 - Print Open Payables Report).

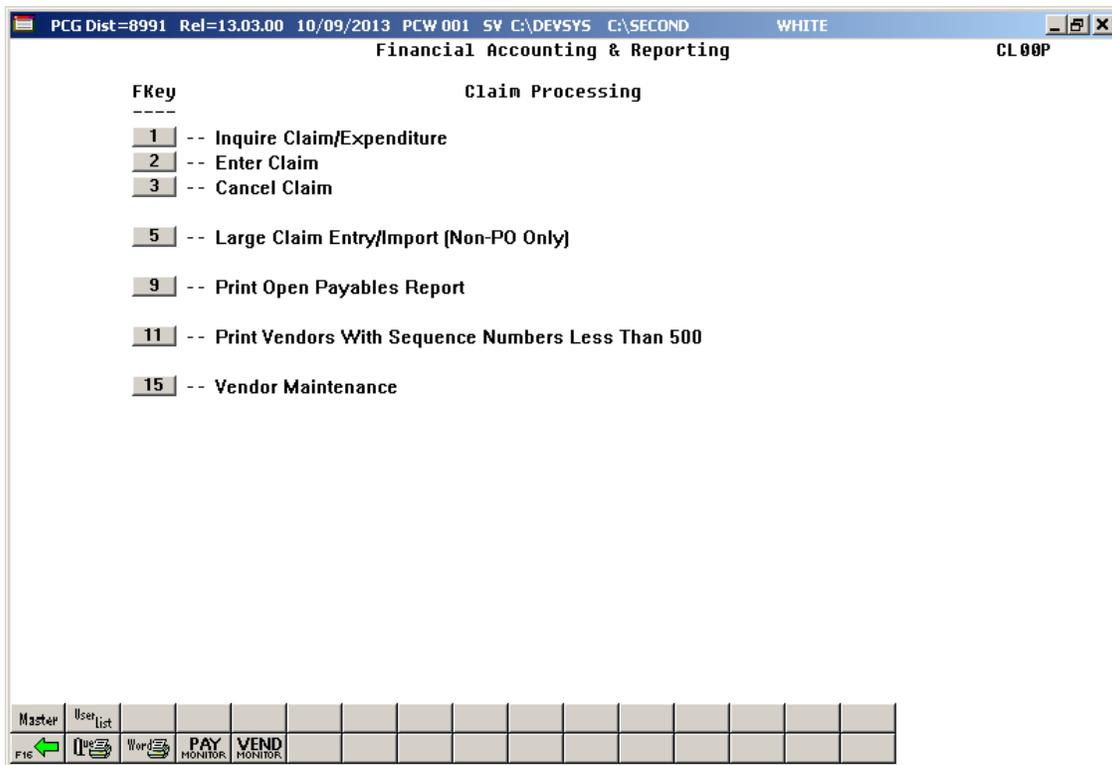
The following screen displays:



Step	Action
3	Enter the date (MMDDCCYY) in the <b>Enter Period Ending</b> field. <i>PCGenesis defaults to return to the current date.</i>
4	Enter <b>F</b> (Fund), <b>N</b> (Name), or <b>V</b> (Vendor) or <b>D</b> (Date) in the <b>Please enter the Sort Sequence</b> field to define the manner in which the report will be sorted
5	<b>To exclude Fund Balance 0422 Claims:</b> Enter <b>X</b> in the <b>X to exclude claims with fund balance account 0422</b> field. <b>To include Fund Balance 0422 Claims:</b> Delete the <b>X to exclude claims with fund balance account 0422</b> field's entry. <i>PCGenesis defaults to X to exclude the claims because claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.</i>
6	<b>To include only claims charged to specific funds:</b> Enter the desired beginning and ending fund range. <i>PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. If entering '600' through '625' for the fund range, only open payables with at least one charge line with a fund in the range of 600 to 625 would be included on the report.</i>

Step	Action
7	Select the  (Radio Button) to left of the appropriate response in the <b>Create Payables Report to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
8	<b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.
9	<b>If creating an export file:</b> Enter C:\EXPORT\OpnPayccymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select  (F10 to Browse for file) to locate the file manually.
10	Select  (Enter) to continue.  <i>If the export filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.</i>  <i>*** Processing Request ***</i> briefly displays. If no open payables exist, a warning message displays. PCGenesis will not generate a report in this instance.

The following screen displays:



Step	Action
11	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> 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 &amp; Reporting Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

## 2A.1. Open Payables Report (by Fund) – Example

The final page of the report lists the Grand total of all accounts. The report also lists individual vendor and fund totals throughout the report. The final page of the report gives the Balance Account Summary totals.

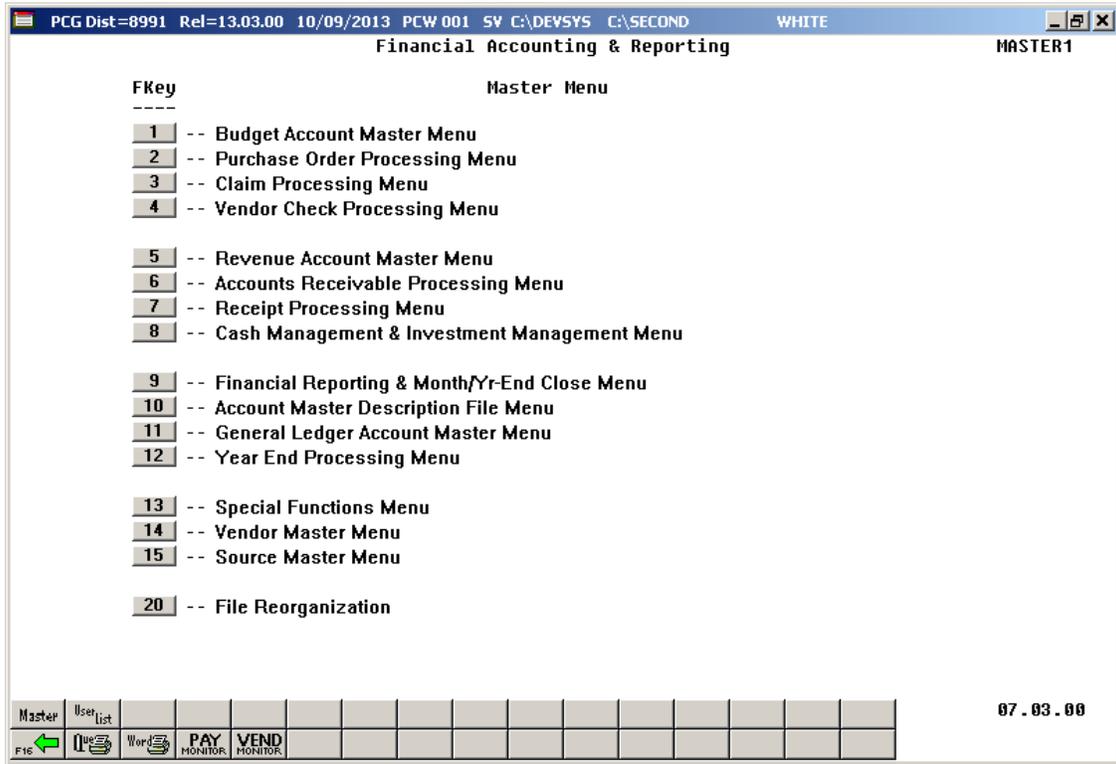
REPORT ID: MRPT-EXP0650-OPEN		OPEN PAYABLES BY FUND AS OF 02/02/18				PAGE: 25	
PERIOD END: 02/02/2018						REPORT DATE: 02/02/2018 12:05	
SEQ#	VEND-REF	INVOICE DATE	AMOUNT	EXPENDITURE ACCOUNT	PO #	DESCRIPTION	BLNC
VENDOR #: 002129		VENDOR 002129					
6296	394490	08/29/17	402.22	606-0-9600-3100-61000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6325	389391	08/08/17	2,370.39	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6324	389392	08/08/17	59.60	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6317	391088	08/15/17	3,394.37	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6309	392744	08/22/17	22.49	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6308	392745	08/22/17	3,591.80	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
6297	394489	08/29/17	2,281.04	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
** VENDOR 002129 TOTAL			13,105.85				
VENDOR #: 003193		VENDOR 003193					
4141	741716365	08/10/17	416.82	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
4134	741716441	08/14/17	114.80	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
4133	741716569	08/17/17	184.03	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
4130	741716792	08/24/17	277.29	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
4129	741716672	08/21/17	276.96	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
4117	741716873	08/28/17	137.80	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						M. LAWRENCE/JCHS	
4116	741716989	08/31/17	439.39	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
** VENDOR 003193 TOTAL			1,847.09				
VENDOR #: 006010		VENDOR 006010					
9996	6688200729	08/21/17	283.20	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
						R. SLATON/JCHS	
** VENDOR 006010 TOTAL			283.20				
** BLNC 0421 TOTAL			23,196.02				
** FUND 606-0 TOTAL			23,196.02				
** GRAND TOTAL			207,421.91				

REPORT ID: MRPT-EXP0650-OPEN		OPEN PAYABLES BY FUND AS OF 02/02/18				PAGE: 28	
PERIOD END: 02/02/2018						REPORT DATE: 02/02/2018 12:05	
-----BLNC SUMMARY TOTALS-----							
** BLNC 0421 TOTAL			192,286.26				
** BLNC 0477 TOTAL			3,537.83				
** BLNC 0471 TOTAL			3,378.13				
** BLNC 0472 TOTAL			1,866.43				
** BLNC 0475 TOTAL			2,534.30				
** BLNC 0473 TOTAL			2,819.75				
** BLNC 0479 TOTAL			999.21				
** BLNC GRAND TOTAL			207,421.91				

## Procedure 2B: Printing Vendors with Sequence Numbers Less Than 500 Report

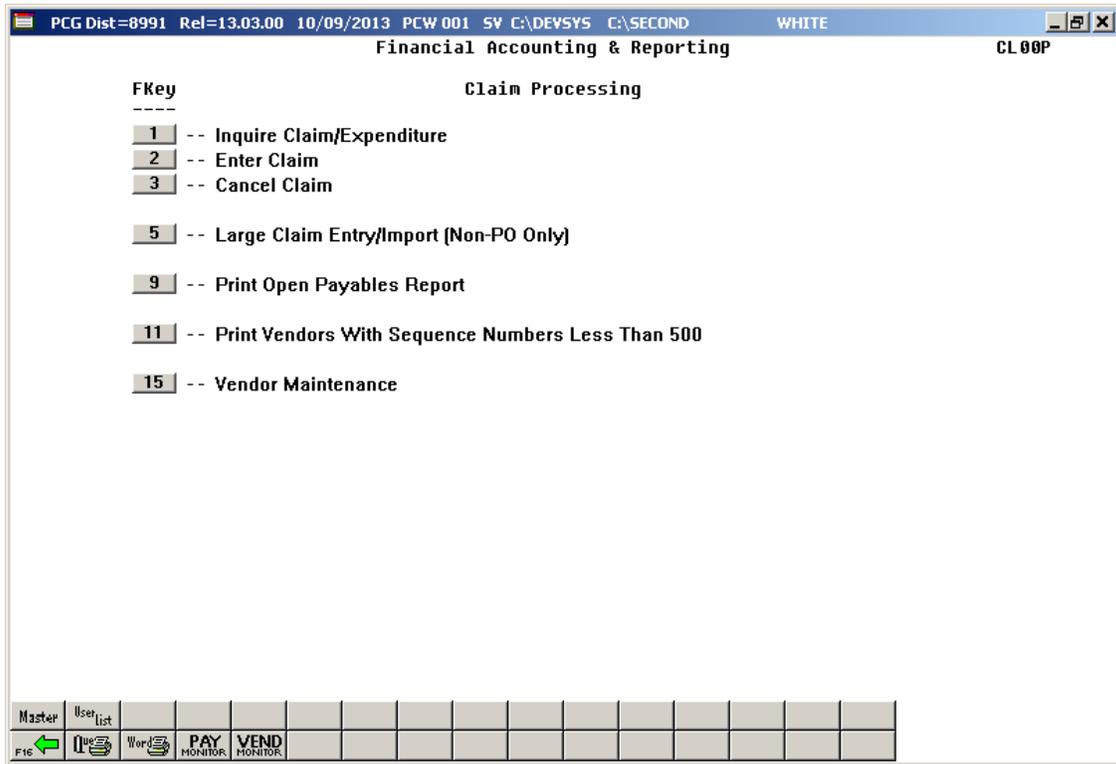
PCGenesis limits the number of claims that may be created for a single vendor to 9999 and automatically numbers the claims beginning at '9999' and ending at '1'. When a vendor accumulates 9999 claims, the vendor's record will automatically be inactivated, and the entry of additional claims for the vendor will not be allowed.

Printing the *Vendors With Sequence Numbers Less Than 500 Report* prevents running out of sequence numbers for a vendor. Generate and review this report at least once yearly. The column **Vendor Status** printed on the report will allow users to easily identify the active vendor numbers that are running out of claim sequence numbers.



Step	Action
1	Select <b>3</b> (F3 - Claim Processing Menu).

The following screen displays:



Step	Action
2	<p>Select <b>11</b> (F11 - Print Vendors With Sequence Numbers Less Than 500).  <i>“***Processing Request***” and “***Creating Report for Vendors with Seq Less than 500***” briefly display.</i>  <i>If there are no vendor records matching the criteria, “* *All Vendor Sequences are OK *” displays. In this instance, select <b>Enter</b>.</i>  <i>The Financial Accounting &amp; Reporting – Claim Processing Menu redisplay.</i></p>
3	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).  <b>To print the report via Microsoft® Word:</b> Select  (MS WORD).                      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>
4	<p>Select  (F16 – Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i>, or select  (<b>Master</b>) to return to the <i>Business Applications Master Menu</i>.</p>

### 2B.1. Vendors With Sequence Numbers Less Than 500 Report – Example

The column **Vendor Status** printed on the report will allow users to easily identify the active vendor numbers that are running out of claim sequence numbers.

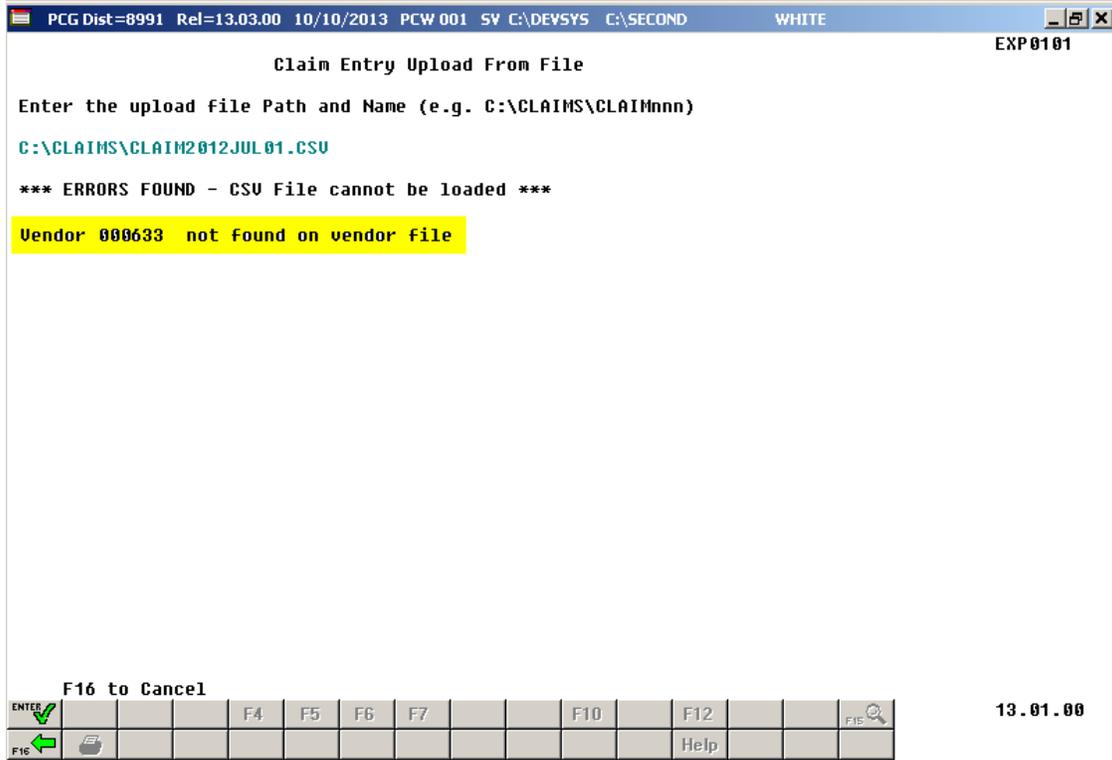
```
09/18/2017 12:39                                VENDORS WITH SEQUENCE NUMBERS LESS THAN 500                                FARPR500 PAGE 1
*** PLEASE CALL THE PCGENESIS HELP DESK ***
```

VENDOR NUMBER	VENDOR STATUS	SEQUENCE NUMBER	NUMBER OF CLAIMS LEFT TO USE	VENDOR NAME
000002	INACTIVE	0000	0000	VENDOR 000002
000010	ACTIVE	0003	0004	VENDOR 000010
000014	INACTIVE	0026	0027	VENDOR 000014
000011	INACTIVE	0078	0079	VENDOR 000011
004669	INACTIVE	0469	0470	VENDOR 004669

## Appendix A: Claim File Scan Error Processing

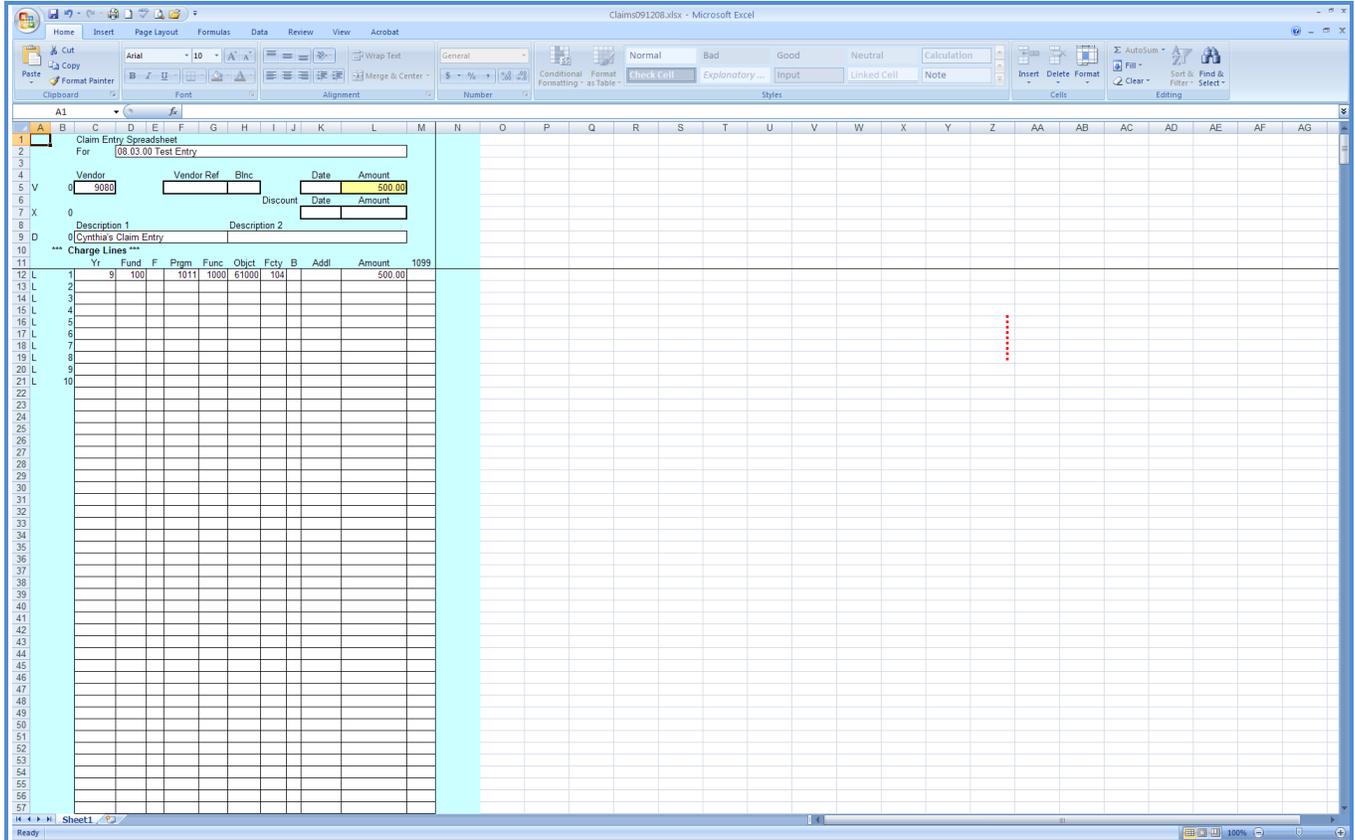
If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures. An example of error messages and the spreadsheet generating the error messages follow:

### A.1. Claim Entry Upload Errors – Example



## A.2. Microsoft® Excel Spreadsheet – Example

.csv File containing the errors used to produce the previous Claim Entry Upload errors



## Appendix B: Claim .csv File Formatting/Processing

This document includes the following information for technical reference, for additional flexibility when creating the claim .csv file, and to provide a better understanding of .csv file processing.

Claim .csv File Format Requirements	
1	When creating the .csv file for the <i>Claim Import</i> process, only lines containing the characters <b>V, X, D, or L</b> as the first character of <i>Column A</i> are processed. These characters identify the Vendor, Discount, Description, and (Account Charge) Lines. These lines can occur in any order within the .csv file.
2	All lines that do not contain the characters <b>V, X, D</b> or <b>L</b> as the first character of <i>Column A</i> are ignored. Leave <i>Column A</i> blank to include comments and/or headings in the .csv file.
3	<i>Column B</i> must be numeric for each line containing the characters <b>V, X, D, or L</b> . Enter a sequence number between 1 and 999 for each <b>L</b> line, and do not duplicate the entries. The template uses line <b>0</b> for the Vendor, Description, and Discount lines.
4	PCGenesis does not consider trailing blanks within the allowed length of alphanumeric fields.
5	The Vendor line must meet the following specifications:
5.1	The .csv file must contain one and only one Vendor line.
5.2	Must contain a <b>V</b> in <i>Column A</i> . <i>Column B</i> must be numeric.
5.3	The <b>vendor number</b> in <i>Column C</i> must be a valid, active PCGenesis vendor.
5.4	The <b>vendor reference</b> in <i>Column F</i> may be blank or contain up to 25 characters.
5.5	The <b>balance sheet account</b> in <i>Column H</i> must be numeric and may contain up to 4 digits. <i>PCGenesis does not validate this information during the import, but validates it during the claim entry validations.</i>
5.6	Enter the <b>claim date</b> in <i>Column K</i> as a 6 digit number in the form MMDDYY. The import does not validate the date but the claim entry validations do.
5.7	The <b>total claim amount</b> in <i>Column L</i> must meet the criteria listed in <i>Item 10</i> .
6	The Discount line must meet the following specifications
6.1	This line is optional. The .csv file does not require this line. The import assumes the values as zero if the line is not present.
6.2	If present, <i>Column A</i> must contain an <b>X</b> .
6.3	The <b>discount date</b> in <i>Column K</i> must be blank, zero, or contain up to a 6 digit number in the MMDDYY format. The import does not validate the date but the claim entry validations do.
6.4	The <b>discount amount</b> in <i>Column L</i> must meet the criteria listed in <i>Item 10</i> .
7	The Description line must meet the following specifications
7.1	The .csv file must contain one and only one description line
7.2	The line must contain a <b>D</b> in <i>Column A</i> , and <i>Column B</i> must be numeric.
7.3	<i>Column C</i> may contain a <b>description</b> up to 30 characters in length. (A value is required during claim entry validations.)
7.4	<i>Column H</i> may contain up to 25 characters of <b>additional descriptive text</b> .
8	The file must contain at least one charge line and may contain up to 999 charge lines.

Claim .csv File Format Requirements (Cont'd)		
<b>9</b>	Each Charge line must meet the following specifications	
	9.1	<i>Column A</i> must contain an <i>L</i> .
	9.2.	<i>Column B</i> (line number) must be numeric, and the value must be from 1 to 999. The value must not duplicate the line number of any other Charge line. The lines should be in sequential order.
	9.3	<i>Column C</i> ( <b>account Year</b> ) may contain up to 2 digits.
	9.4	<i>Column D</i> ( <b>account Fund</b> ) may contain up to 3 digits.
	9.5.	<i>Column E</i> ( <b>account Fisc indicator</b> ) may contain 1 digit.
	9.6.	<i>Column F</i> ( <b>account Program</b> ) may contain up to 4 digits.
	9.7	<i>Column G</i> ( <b>account Function or Balance Sheet account</b> ) may contain up to 4 digits.
	9.8	<i>Column H</i> ( <b>account Object</b> ) may contain up to 5 digits.
	9.9	<i>Column I</i> ( <b>account Facility</b> ) may contain up to 4 digits.
	9.10	<i>Column J</i> ( <b>account Building code</b> ) may contain 1 digit.
	9.11	<i>Column K</i> ( <b>account Additional code</b> ) may contain up to 6 digits.
	9.12	The account number represented by <i>Columns C</i> through <i>K</i> should be a valid account in the <i>General Ledger</i> or <i>Budget</i> Chart of Accounts. This number is validated during claim entry validation.
	9.13	The amount in <i>Column L</i> must meet the criteria listen in <i>Item 10</i> .
	9.14	<i>Column M</i> , ( <b>1099 code</b> ) may contain 1 character. This character should be the digits 1-9, the letter <i>B</i> , <i>C</i> , <i>D</i> , or <i>E</i> , or be left blank.
<b>10</b>	The amount entries within <i>Column L</i> must meet the following specifications:	
	10.1	May contain up to 10 significant digits before the decimal.
	10.2	May contain 1 decimal.
	10.3	May contain up to 2 digits following the decimal.
	10.4	May contain either a leading or trailing negative (-) sign.
	10.5	May contain a leading \$ sign.
	10.6	May contain leading zeroes or spaces before the significant digits or trailing the decimal.
	10.7	May not contain embedded spaces or other characters not listed.
	10.8	Total number of characters in for each entry in the csv file in this column may not exceed 15, including leading blanks or zeroes.