

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

9/25/2020

Section G: Accounts Receivable Processing, V2.6

## **Revision History**

Date	Version	Description	Author
9/25/2020	2.6	20.03.00 – Fix link to web page.	D. Ochala
01/10/2020	2.5	19.04.00 – Change the Source File Listing menu options.	D. Ochala
04/04/2017	2.4	17.01.00 – Add export file option to Print Open Receivables Report.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/06/2012	2.2	11.03.01 – Added button bar processing instructions and instructions for the	D. Ochala
		screen print function.	
12/15/2008	2.1	08.04.00 – Added B6 - F10 (Browse for file) default to the CSV (Comma	C. W. Jones
		<i>delimited</i> ) (*. <i>csv</i> ) file type information and instructions	
09/28/2008	2.0	08.03.00 – Updated receivable entry and revenue source print and	C. W. Jones
		maintenance, and added receivable import .csv file information and	
		instructions.	

# Table of Contents

OVERVIEW	1
TOPIC 1: PROCESSING ACCOUNTS RECEIVABLES	3
PROCEDURE A: INQUIRING ON AN ACCOUNTS RECEIVABLE/UPDATING THE ACCOUNTS RECEIVABLE REASON	
PROCEDURE B: ENTERING AN ACCOUNTS RECEIVABLE MANUALLY INTO PCGENESIS	11
PROCEDURE C: LARGE RECEIVABLE IMPORT	18
C1. Creating an Accounts Receivable Using the ReceiptOrReceivableTemplate.xls	
C1.1. Downloading the PCGenesis ReceiptOrReceivable.xls Template	
C1.1.1. ReceiptOrReceivable.xls Template – Example	
C1.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook	
C1.3. Using the PCGenesis Receivable.xls Template to Create an Accounts Receivable	
C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File	
C2. Importing the Accounts Receivable.csv File into PCGenesis	
PROCEDURE D: CLOSING AN ACCOUNTS RECEIVABLE	
D1. Closing a Current Year's Receivable	
D2. Closing a Prior Year's Receivable	42
TOPIC 2: PRINTING THE OPEN RECEIVABLES REPORT	43
2A. Open Accounts Receivable (by Fund) Report	47
TOPIC 3: MAINTAINING THE REVENUE SOURCE FILE	48
Procedure A: Adding a Revenue Source	-
PROCEDURE B: UPDATING/DISPLAYING A REVENUE SOURCE	
PROCEDURE C: DELETING A REVENUE SOURCE	58
PROCEDURE D: PRINTING THE REVENUE SOURCE FILE	64
D.1. Revenue Source File (Source Name Sequence - All) Report – Example	67
APPENDIX A: RECEIVABLE.XLS TEMPLATE AND IMPORT FILE ERROR PROCESSING	68
APPENDIX B: RECEIVABLE.CSV FILE FORMATTING AND PROCESSING	71

## **Overview**

The following processing guidelines apply to accounts receivables:

Inquiries: PCGenesis users may inquire on accounts receivable records by account number and by source number. PCGenesis displays up to forty (40) account detail lines per accounts receivable record, and allows up to twenty (20) account detail lines per page. Where appropriate, PCGenesis provides Page Up rour (F4 - PgUp), Page Down (F5 - PgDn), Line Up (F6 - LnUp), and Line Down (F7 - LnDn) to scroll through the receivable account lines. PCGenesis provides Next (F1 - Next) and Prev (F2 - Prev) to browse additional receivable records. Selecting F10 (F10 - Receipt) displays any associated receipt information for the accounts receivable.

**Entering Receivables:** Accounts receivable entries may be made in PCGenesis either manually, or via the file import procedure.

PCGenesis allows up to forty (40) account detail lines for the '*Regular (1-40)*' receivable entry, and allows up to but not to exceed 998 account detail lines for the '*Large (1-998)*' and the '*Import (1-998)*' accounts receivable record entries. Note that the '*Large (1-998)*' accounts receivable import procedure accommodates Quality Based Education (QBE) allotment processing.

The *ReceiptOrReceivable.xls Template* located on the PCGenesis documentation website is provided for use during the *Import* file procedure. While the template is designed for use with both the accounts receivable and the receipt import, the instructions differ between the modules. Refer to the <u>Financial</u> <u>Accounting and Reporting (FAR) System Operations Guide</u>, Section H: Receipt Processing for instructions on using the ReceiptOrReceivable.xls template in the creation of receipts.

### \*\*\*IMPORTANT\*\*\*

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

**Closing Receivables:** Close accounts receivables when the anticipated funds are no longer expected. Only close receivables however when there are no additional receipts to post against the receivable, or if the receivable was entered in error.

<u>Closing Prior Year Receivables:</u> To more easily distinguish between prior year receivables and current year receipts, PCGenesis users should cancel prior year receivables without posted receipts. When posting receipts against prior year receivables, PCGenesis closes the receivable, and posts all transactions to the current year. In doing so however, PCGenesis does not make entries to the fund balance. PCGenesis users are not required to make journal entries to correct fund balances. Prior year receivables entered for reporting purposes may also be closed.

**Open Receivables Report:** The *Open Receivables Report* lists the school district's or system's open receivables by fund or by name. The *Open Receivables Report* allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open receivables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

**Revenue Source File:** Revenue source records must exist in the *Source* file before they can be included on accounts receivables. PCGenesis allows revenue source records to be added, modified, and deleted. The *Revenue Source File Listing* provides a listing of the *Source* file's contents.

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

## Topic 1: Processing Accounts Receivables

Step

1

## **Procedure A: Inquiring on an Accounts Receivable/Updating** the Accounts Receivable Reason

PCG Dist=8991 Rel=17.01.00 03	3/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reportin	ng	MASTER1
FKey	Master Menu		
	count Master Menu Order Processing Menu		
3 Claim Pro			
	eck Processing Menu		
-			
	Account Master Menu Receivable Processing Menu		
7 Receipt P			
	agement & Investment Management Menu		
	Reporting & Month/Yr-End Close Menu laster Description File Menu		
	edger Account Master Menu		
12 Year End	0		
13 Special Fu 14 Vendor Ma			
15 Source Ma			
20 File Reorg	anization		
Master <sup>User</sup> list			13.04.00
Action			
Select <b>6</b> ( <b>F6 -</b> A)	ccounts Receivable Processin	g Menu)	
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	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	AR 00P
	FKey Accounts Receivable Menu	
	1 Inquiry Receivable	
	2 Enter Receivable 3 Close Receivable	
	9 Print Open Receivables Report	
	13 Receipt Processing Menu	
	15 Revenue Source Maintenance	
Ma	aster Userlist	07.02.00
A	Action	
S	Select <b>1</b> ( <b>F1</b> - Inquiry Receivable).	

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV CADEVSYS CASECOND WHITE	×
	Receivable Inquiry/Update AR0200	9
	Enter source # to scan the receivable file to examine entries for this source:♥ (Opt. Seq. #): and Press ENTER	
	Search by account number F12	
ENT F16	Next         Prev         prov         j         Linn         F9         F10         F12         F13         preQ         17.01           Ist         Image: Section 1         Image: Section	- 99
ENT F16	Next         Prev         pcon▼         j ⊥ LNN▼         F9         F10         F12         F13         prisQ         17.01.	. 00
ENT F16	Next       Prev       Porr A	choose the
ENT F16	Next       Prev       Port A	choose the
ENT F16	Next       Prev       Pow A	choose the in the ( <b>Opt.</b> )
ENT F16	Action       Fight A rank and a select       If the receivable does not exist:       "**** NO MATCH ON SOURCE REQUEST."	choose the in the ( <b>Opt.</b> S ED***"
FIG	Action       Fill       F12       F13       <	choose the in the ( <b>Opt.</b> $S$ $ED^{***''}$ lect FIG (F
ENT	Action       Fight A rank and a select       If the receivable does not exist:       "**** NO MATCH ON SOURCE REQUEST."	choose the in the ( <b>Opt.</b> $S$ $ED^{***''}$ lect FIG (F
ENT FIE	Next       Prev       Pown V       Life V       F9       F10       F12       F13       F13       F13       F14       F14       F15       F15       F15       F16       F17       F17       F17       F17       F17       F17       F13	choose the in the ( <b>Opt.</b> $S$ $ED^{***''}$ dect <b>FIG</b> (F porting -
FIG	Next       Prev       Point       Life       F9       F10       F12       F13       <	choose the in the ( <b>Opt.</b> $S$ $ED^{***''}$ dect <b>FIG</b> (F porting -

Step

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Revenu						q#: 8	751	Sour			SOURCE	0000		
	Open d										CLOSED		Close date:	10/21/2016
Origin					3197.	44	A	ctual		nount:	153197.		Balance due:	
н/	R acco	iunt:	0142	2					ке	ason:	RECEIVE	0000	028751	
	Line	Yr	Fnd	F	Prqm	Srce	Objct	Fcty	В	Addt'1	. Amo	unt	Rcvd-to-Date	
	1	17	602	6	9990	4510	00000	0000	0	000000	22402	.12	22402.12	
	2	17	602	0	9990	4511	00000	0000	0	000000	14542	.61	14542.61	
	3	17	602	6	9990	4513	00000	0000	0	000000	903	.00	903.00	
	4	17	603	6	9990	4510	00000	0000	0	000000	) 5115	.66	5115.66	
	5	17	603	6	9990	4511	00000	0000	0	000000			4621.26	
	6	17	604	6	9990	4510	00000	0000	0	000000	27565	.72	27565.72	
	7	17	604	6	9990	4511	00000	0000	0	000000	) 15185	.28	15185.28	
	8	17	605	6	9990	4510	00000	0000	0	000000	0 20139	.84	20139.84	
	9	17	605	6	9990	4511	00000	0000	0	000000	9921	1.85	9924.85	
	10	17	605	6	9990	4513	00000	0000	0	000000	859	14	859.14	
	11	17	606	6	9990	4510	00000	0000	0	000000	22521	.14	22521.14	
	12	17	606	6	9990	4511	00000	0000	0	000000	8740	1.86	8740.86	
	13	17	606	6	9990	4513	00000	0000	0	000000	) 675	.96	675.96	
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	16													
	17													
	18													
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F1-Next		rev				5-PgD				'-LnDn				rtScn F16-Exi
We×	Prev		PGUP		PGDN 🛡				F9	F10	F12	F13	F15 Q	17.01.00
🗢 🖨												F29		
						-	-	-						

For account receivable displays: Review the information displayed on the *Receivable Inquiry/Update* screen, and select Page Up row (F4 – PgUp), Page Down row (F5 - PgDn), Line Up ion (F6 - LnUp), and Line Down ion (F7 - LnDn) to scroll through the receivable account lines.
Select Next (F1 - Next) and Prev (F2 - Prev) to view additional receivable records where appropriate.
Select and F10 (F10 - Receipt) to view the accounts receivable's receipt. Proceed to *Step 5*.
Select (F17 – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
For account receivable "Reason" field modifications: Select F9 (F9 - Change Reason) to modify the Reason field's entry. Make the appropriate modifications to the field, and select (Enter) twice. Proceed to *Step 6*.

For **Step 4-F10** selections, the following screen displays:

PCG Dist=8991 Rel=17.01	1.00 03/13/2017	PCW 001 SV C:\D	EVSYS C:\SECOND	WHITE				
* Associated Receipt Detail*								
	Receipt #	Date	Amount					
1)	3209	10/21/2016	153,197.44					
ENTER/F16 to	Return	to date =	<b>153,197.44</b>	F13 F15 F29	17.01.00			
Action								
Review the inf to return to the	ormation A	Associated . le Inquiry/U	<i>Receipt Detail</i> Jpdate screen.	screen, and selec	ct <b>F16</b> to F			

					e Inquir 1 to 13	∙y/Update ¢of 13		AR 02 00
Revenue so	urce#:	2 Sc	eq <b>#: 8751</b>	Sourc	e name:	SOURCE 00	10002	
		9/30/2010			Status:		Close date: 1	0/21/2016
Original A		153197.	.44	Actual		153197.44		
A/K ac	count: 0	142			Reason:	RECEIVE 00	00028751	
Line	Yr Fi	nd F Prqr	m Srce Obje	ct Fcty	B Addt'1	. Amoun	it Rcvd-to-Date	
1	17 6	02 0 9991	0 4510 000	0000 00	0 00000	22402.1	2 22402.12	
2	17 6	02 0 9991	0 4511 000	0000 00	0 000000	14542.6	14542.61	
3	17 6	02 0 9991	0 4513 000	0000 00	0 000000	903.0	903.00	
4	17 6	03 0 9991	0 4510 000	0000 00	0 00000			
5			0 4511 000					
6			0 4510 000					
7			0 4511 000					
8			0 4510 000					
9			0 4511 000					
10			0 4513 000					
11								
12 13			0 4511 000 0 4513 000					
13	17 0	00 0 3331	1 4513 000	00 0000	0 000000	075.9	0 075.90	
15								
16								
17								
18								
19								
20								
	y_closed							
	-Prev		F5-PgDn				F10-Rcpt F17-Pr	
Next Pre	V P	GUP 🔺 🛛 PGDN 🔻		F	9 F10	F12 F	13 FIS 🔍	17.01.00
F16 🔁 🗐						F	29	
Action								
							nquiry/Update	

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Receivable Inquiry/Update AR0200	
	entries for this source: (Opt. Seq. #): and Press ENTER	
	Search by account number F12	
ENTE	PGUN PGUN LNUM LNUM LNUM LNUM LNUM LNUM LNUM LN	
)	Action	
	Select <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting - Receivable Menu</i> .	– Acc

	PCG Dist=8991	Rel=17.01.00	03/13/2017 P	CW 001 SV C	\DEVSYS	C:\SECOND		WHITE		- • ×	Ŋ
			Fi	nancial Ac	counting	j & Report	ing			AR 00P	
	FKey			Accounts	Receiva	able Menu					
			Receivable								
		Enter R									
			CLCIVADIC								
	9	Print Op	oen Receivab	les Report							
	13	Receipt	Processing I	Menu							
		-	_								
	15	Hevenu	ie Source Mai	intenance							
	Master <sup>User</sup> list								]	07.02.00	
	F16 🕶 🖭 🗃	PAY VEND MONITOR									
CL											
Step	Action										
8			<b>—</b>			-					
U	Select <u>F16</u>	□(F16	- Exit) t	o return	to the	Finan	cial Ac	ccountin	g & R	eporting N	Aaster Me
	or select									ster Menu.	

# **Procedure B:** Entering an Accounts Receivable Manually into **PCGenesis**

(	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	1        Budget Account Master Menu         2        Purchase Order Processing Menu         3        Claim Processing Menu         4        Vendor Check Processing Menu	
	5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	
	13 Special Functions Menu14 Vendor Master Menu15 Source Master Menu	
	20 File Reorganization	
	Master         Use (1)         Use (1)         Use (1) <thuse (1)<="" th=""> <thuse (1)<="" th=""> <thus< th=""><th>13.04.00</th></thus<></thuse></thuse>	13.04.00
р	Action	
L	Select <b>6</b> ( <b>F6</b> - Accounts Receivable Processing Menu).	

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE 🗖 🗖 💻 🗠
Financial Accounting & Reporting	AR 00P
FKey Accounts Receivable Menu	
Inquiry Receivable     Z Enter Receivable	
3 Close Receivable	
Distance Provide Has Provide	
9 Print Open Receivables Report	
13 Receipt Processing Menu	
15 Revenue Source Maintenance	
Master Userlist	07.02.00
A _A:	
Action	
Select 2 (F2 – Enter Receivable).	

The following screen displays:

Ste

	PCG Dist=8991	Rel=17.01.00	03/13/203	7 PCW 00	1 SV C:\DEVSYS	C:\SECOND	W	HITE	
									AR 01 00
					Enter Rece	ivable			
		Select	: Receiv	able Fil	Le Type				
		💽 Reg	ular (1-40)						
		C Larg C Impo	e (1-998 ort (1-998)	1					
ENTE	Enter = Co			= Exit		F10	F12		17.01.00
F16		F4	F5	-6 F7		F10	Help	F15 Q	17.01.00

Georgia Department of Education September 25, 2020 • 3:44 PM • Page 12 of 72 All Rights Reserved.

Step	Action
3	Select the (Radio button) to the left of <b>Regular (1-40)</b> (Regular receivable containing 1-40 account line entries), or <b>Large (1-998)</b> (Large receivable containing 1-998 account line entries).
	PCGenesis allows up to, but not to exceed forty (40) account detail lines for the 'Regular (1-40)' receivable entry, and allows up to, but not to exceed 998 account detail lines for both, the 'Large (1-998)' and the Import (1-998) receivable entries.
4	Select <b>ENTER</b> (Enter - Continue).

		Rei=17.01.0	0 0	)3/13/	/201/	PCV	N 001	SV C:\D	EVSYS	C:\	SECOND		WHITE		
								Recei nes			ntry 1 of				AR 01 00
							LI	nes	1		1 0f	•			
	Revenue so								Sou		e name:				
	0pc	en date:	<u>03</u>	/13/	/20	7					Reason:				
	Unallocated	Amount: Amount:					0.0	611	t.	H/I	R blnc:				
	UNALLOCACEO	HMOUNC:				0.1	99	HII	ocate		AMOUNT:		0.00		
		Line	Yr	Fnd	F F	rgm	Srce	Objct	Fcty	В	Addt'1	F	Amount		
			00												
					_										
		-													
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			00							_		_			
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	TER=Validate			F5=I	<u> </u>			F7=					creen F16=Re		
	<b>4</b>	F4		F5	F	6	F7		F	10		F12	F1	.Q	17.01.00
16												Help			

Step	Action
5	Enter the revenue source code, or select the drop-down selection icon icon to choose the information in the <b>Revenue source</b> # (Revenue source Number) field, and select <b>(Enter)</b> .
6	Enter the date (MM/DD/CCYY) in the <b>Open Date</b> field. <i>PCGenesis defaults to the current date</i> .
7	Enter the accounts receivable reason, up to twenty (20) characters, in the <b>Reason</b> field.
8	Enter the receivable's total dollar amount in the <b>Amount</b> field.

Step	Action
9	Enter the Balance Sheet account code in the <b>A/R Blnc</b> (Accounts Receivable Balance Sheet account) field.
10	PCGenesis populates the <b>Unallocated Amount</b> and <b>Allocated Amount</b> field entries, based on the <i>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</i> , and the (account detail) <i>Amount</i> fields' entries.
	Repeat Steps 11-12 for each account detail line entry. PCGenesis allows up to forty (40) account detail lines via this procedure.
11	Enter the account information, or select the drop-down selection icon in the <b>Yr Fnd F Prgm Fnct Objet Fcty B Addt'l</b> field.
12	Enter the corresponding dollar amounts in the <b>Amount</b> field(s). Where appropriate, select Page Up $\operatorname{FGUP}$ (F4 – PgUp), Page Down $\operatorname{FGUN}$ (F5 - PgDn), Line Up $\operatorname{LNUP}$ (F6 - LnUp), and Line Down $\operatorname{LNDN}$ (F7 - LnDn) to scroll through the receivable account lines.
13	Select <b>ENTER</b> (Enter - Validate). Select <b>(F17</b> – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

	PCG Dist=8991 Rel=17.	01.00 03/13/	2017 PCW 001	SV C:\DEVSYS C	:\SECOND	WHITE	- • ×
			1.11	Receivable I nes 1 to	Entry 5 of 5		AR 01 00
					501 5		
	Revenue source		3	Souri	ce name: SO		
	Upen dat Amour	:e: 03/13/	/2017 5,000.00	0		ADOE Receivable	
	Unallocated Amour		0.00	Allocated		5,000.00	
						-	
	Line			Objct Fcty I	3 Addt'l	Amount	
	1	17 602 17 602	9990 4510 9990 4511			1000.00 1000.00	
	2 3	17 602				1000.00	
	4	17 603				1000.00	
	5	17 603	9990 4511			1000.00	
	6 7	00 00					
	8	00					
	9	00					
	10	00					
	11	00					
	12 13	00 00					
	13	00					
	15	00					
	16	00					
	17 18	00 00					
	19	00					
	20	00					
E1	2=Post				- 17=Print S	Screen F16=Reenter	
		F4 F5	F6 F7	E10			17.01.00
					Help	110 10	
F16					пец	, , , , , , , , , , , , , , , , , , , ,	

Georgia Department of Education September 25, 2020 • 3:44 PM • Page 14 of 72 All Rights Reserved.

Step	Action
14	Verify the information displayed is correct and select <b>F12</b> ( <b>F12</b> - Post) to post the receivable.
	If the information is incorrect, select $\mathbf{F16} - \mathbf{Reenter}$ , make the appropriate modifications, and then select $\mathbf{F16} - \mathbf{Reenter}$ to validate the entries, and F12
	(F12 - Post) to post the receivable.

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			_															
			S	equer	ce Nu	mber (	(s) 9	9919	to	9919	Ass	igned	>					
Pro	ess ENT	ER to	Cont			1												
				F4	F5	F6	F7	<u> </u>	-	F10		F12 Help		F15	2	1	7.01.00	
F16 V												neip						
	Acti	on _																
																	2	
	Reco	rd o	r sci	een	-prin	t the	e sec	luen	ce 1	numb	ber i	nform	ation	and s	elect	- V	(Ent	<b>er -</b> c

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Enter Receivable	AR 01 00
Select Receivable File Type	
© <mark>Regular (1-40)</mark> ⊂ Large (1-998) ⊂ Import (1-998)	
	17.01.00
Action	
Select <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; I</i>	Reporting –
Receivable Menu.	
To enter additional accounts receivables, repeat this procedure begin	ning at Ster

PCG Dist=8991         Rel=17.01.00         03/13/2017         PCW 001         SV         C\SECOND         WHITE	×
Financial Accounting & Reporting AR00P	
FKey Accounts Receivable Menu	
1 Inquiry Receivable	
2 Enter Receivable 3 Close Receivable	
Close Receivable	
9 Print Open Receivables Report	
13 Receipt Processing Menu	
15 Revenue Source Maintenance	
Master Uselist 07.92.1	00
Action	
	ıg M

## **Procedure C: Large Receivable Import**

# C1. Creating an Accounts Receivable Using the ReceiptOrReceivableTemplate.xls

### C1.1. Downloading the PCGenesis ReceiptOrReceivable.xls 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 <u>filename description</u> selected, such as "Workbook", "Spreadsheet", and ".csv File" for example, corresponds to the file type indicated within the instructions prevents additional processing errors.

Step	Action
1	On the C:\ drive, create a folder entitled <b>Receive</b> .

The following window displays:

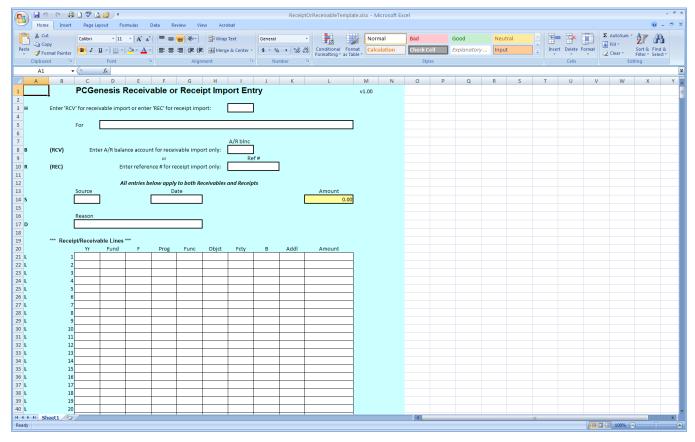
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Services/PCGenesis/Documents/ReceiptOrReceivableTemplate.xlsx

Step	Action
3	Save the <i>ReceiptOrReceivableTemplate</i> file to the <i>Receive</i> folder created in <i>Step 1</i> .
	Do not change the filename in this step.

### C1.1.1. ReceiptOrReceivable.xls Template – Example



# C1.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook

Step	Action
1	Verify the <b>ReceiptOrReceivable.xls</b> template exists within the <i>C</i> :\ <i>Receive</i> folder.
	If the file or folder does not exist, refer to C1.1. Downloading the PCGenesis ReceiptOrReceivable.xls Template for the instructions.
2	Within Microsoft® Excel, access and open the ReceiptOrReceivable.xls template.

The following window displays:

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Step	Action
3	Select $\square$ (Save), or from the <i>Menu Bar</i> , select File $\rightarrow$ Save As.
4	Within the <b>Save in</b> : field, navigate to the <b>C:\Receive</b> folder or to the appropriate file location.
	Within the screenshot examples, a folder entitled "Receivables_CWJ" was created to easily identify the user's receivable files.

The following window displays:

Save As							? 🔀
Save in:	🚞 Receivabl	es_CWJ	<b>~</b> (		2	× 🖻	•
My Recent Documents							
🕑 Desktop							
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G My Computer							
My Network Places							
	File <u>n</u> ame:	ReceiptOrReceivableTemplate.xlsx			~		
	Save as type:	Excel Workbook (*.xlsx)			~		
Tools •				<u>S</u> ave		Ca	ncel

Step	Action
5	Optional: Enter ReceivableTemplate in the File name field.
	This step is optional. As this template is also used during receipt processing, saving separate "ReceivableTemplate.xlsx" and "ReceiptTemplate.xlsx" files provides a safeguard against the selection of the wrong template file during the import process while maintaining the integrity of the original "ReceiptorReceivable.xlsx Template". Refer the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u> , Section H: Receipt Processing for additional receipt processing instructions.
6	Select the drop-down selection icon vithin the Save as type field and verify the selection of, or choose <i>Microsoft Excel Workbook (.xls)</i> . Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.
7	Select Save (Save).

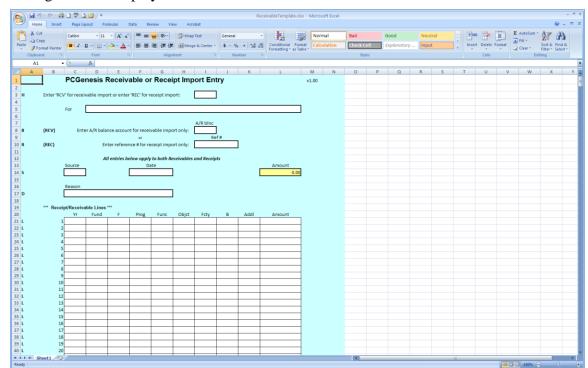
# C1.3. Using the PCGenesis Receivable.xls Template to Create an Accounts Receivable

### \*\*\*IMPORTANT\*\*\*

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

Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in C1.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook.

The following window displays:



Step	Action
2	Enter <b>RCV</b> (Accounts Receivable) in the <b>Enter 'RCV' for receivable import or Enter 'REC' from receipt import</b> field.
3	Enter the accounts receivable's reason in the <b>FOR</b> field.
4	Enter the Balance Sheet account code in the <b>A/R Blnc</b> (Accounts Receivable Balance Sheet account) field.
5	Enter the revenue source code in the <b>Source</b> field.

Step	Action
6	Enter the date (MM/DD/CCYY) in the <b>Date</b> field.
7	Determined by the <i>"Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</i> account detail and <i>Amount</i> field entries, the <b>Amount</b> field is automatically calculated as the user exits each <i>"Yr Fnd F Prgm Fnct Objct Fcty B Addt'l/Amount</i> detail line entries.
8	Enter the accounts receivable reason, up to twenty (20) characters, in the <b>Reason</b> field.
9	Enter the account information in the <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> fields, and the corresponding dollar amounts in the <b>Amount</b> field(s). <i>Repeat this process for all of the account detail line entries.</i>
10	Select $\square$ (Save), or from the <i>Menu Bar</i> , select File $\rightarrow$ Save, and select $\square$ (Save).
11	Proceed to C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File.

# C1.4. Saving the PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File

Saving the Microsoft® Excel spreadsheet/workbook as a .csv file allows PCGenesis to read the Receivable.xls template's data.

Step	Action
1	Access the Microsoft <sup>®</sup> Excel spreadsheet/workbook identified in <i>C1.3. Using the PCGenesis Accounts Receivable.xls Template to Create an Accounts Receivable.</i>
2	After From the <i>Menu Bar</i> , select <b>File</b> $\rightarrow$ <b>Save As</b> .
3	Within the <b>Save in</b> : field, navigate to the <b>C:\Receive</b> or to the appropriate file location.

#### The following window displays:

Step

4

5

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Address     C:\Receive\Receivables_CWJ       Name     Size       Type     Date Modified       @ReceiptOrReceivableTemplate.xlsx     56 KB       Microsoft Office Excel Work     8/27/2008 9:43 AM       @Receivable_082708.xlsx     57 KB			
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	-		eld and select C
Select the drop-down selection icon $\checkmark$ within the <b>Save as type</b> field and select ( <i>Comma delimited</i> )(*. <i>csv</i> ).	Verify or enter Rece	eive. Filename.csv in the File <u>n</u> ame field, whe	re "ReceiveFil

It is not necessary for the user to change the defaulting filename in this step.

the file saved using the naming convention covered previously.

The following window displays:

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My Documents								
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Computer 3								
My Network Places								
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	Save as type.	CSV (Comma delimited) (*.csv)					~	
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Action								
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contain m	unple si	heets." dialog bo	эх aispiay	s, select		(	<i>ЭК)</i> .	

The following dialog box displays:

Microso	ft Office Excel
¢,	Receivable_082708.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help.
	<u>Y</u> es <u>No</u> <u>H</u> elp

Do not become alarmed, this dialog box always displays.

Step	Action
7	Select Yes (Yes).
	From the <i>Menu Bar</i> , select <b>File</b> $\rightarrow$ <b>Close</b> to close the current file <u>or</u> select <b>File</b> $\rightarrow$ <b>Exit</b> to completely exit Microsoft® Excel. <i>The .csv file must be closed before it can be imported into PCGenesis.</i>

The following dialog box displays:

Microsoft Office Excel	
Do you want to save the changes you made to 'Receivable_082708.csv'	?
Yes No Cancel	

Step	Action
9	If no additional modifications were made since Step 5: Select $(No)$ . For additional modifications since Step 5: Select $(Yes)$ , and repeat Steps $1-5$
	to save the file.

## **C2.** Importing the Accounts Receivable.csv File into PCGenesis

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	1        Budget Account Master Menu         2        Purchase Order Processing Menu         3        Claim Processing Menu         4        Vendor Check Processing Menu	
	5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	
	13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu	
	20 File Reorganization	
	USER         USER         Marcola         Marc	13.04.00
) A	Action	
l s	elect <b>6</b> ( <b>F6</b> - Accounts Receivable Processing Menu).	

#### The following screen displays:

CG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
Financial Accounting & Reporting	AR 00P
FKey Accounts Receivable Menu	
1 Inquiry Receivable 2 Enter Receivable 3 Close Receivable	
9 Print Open Receivables Report	
13 Receipt Processing Menu	
15 Revenue Source Maintenance	
	07.02.00

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Step	Action
2	Select 2 (F2 – Enter Receivable).

S

AR0100 Enter Receivable Select Receivable File Type Regular (1-40) Large (1-998) Import (1-998)	Enter Receivable Select Receivable File Type Regular (1-40) Large (1-998)	Enter Receivable Select Receivable File Type Regular (1-40) Large (1-998)	Enter Receivable Select Receivable File Type Regular (1-40) C Large (1-998)
		F4         F5         F6         F7         F10         F12         F15         F17.01.00	

	PCG Dist=899	1 Rel=17	7.01.00	03/13/	2017 F	CW 001	SV C	DEVSYS	C:\SE	COND		WHITE		- 0 ×
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<u>c:</u>	RECEIVELR	ECEIVE.	<u>.csu</u>										-	
i - 1														
	ENTER=Pr	00855	F10=	Brows	e for	file	F1	6=Reent	er					
			F4	F5	F6	F7			10	F12	2	F	15 Q	17.01.00
F16										Hel	p			

Step	Action
5	Select <b>F10</b> ( <b>F10</b> - Browse for file), and navigate to the . <i>csv</i> file saved in <i>C1.4</i> . Saving the <i>PCGenesis Accounts Receivable Spreadsheet/Workbook as a .csv File</i> .
	For <b>F10</b> ( <i>F10</i> - Browse for file) 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.
6	Select <b>Enter</b> ) <u>twice</u> .

E	PCG Dist=8991 Rel=17.0	1.00 03/13/20	017 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
Г				Receivable		-	AR 01 00
			LI	nes 1 to	5 of 9	5	
	Revenue source #	#: <u>3</u>	-	Sou	irce name:	SOURCE 000003	
		e: <u>03/13/2</u>				GaDOE Receivable	
	Amount Unallocated Amount	t: <u>5</u>	<u>,000.00</u> 0.00		A/R blnc: d Amount:		
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	NTER=Validate	F5=Pq	Dn	F7=LnDn	F17=Print	t Screen F16=Retu	rn F28=Help
			F6 <b>F7</b>				
	<u>▼</u>					telp	×
F							

For **successful file imports**, the following screen displays:

For **import file errors**, the following is an example of an import file error screen:

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Receivable Entry Upload From File Enter the upload file path and name (e.g. C:\RECEIVE\RECEIVEnnn) C:\PCG\2016LOCALBUDGETSALARYSCHEDULE.CSV		AR 01 00
** SCANNING IMPORT FILE *** ** Error ** Line 000 Non-numeric character in numeric field: **Warning** Invalid Open Date 3250	SOURCE	
** Error ** Import file contains more than one S (Source) line **Warning** Import file missing D (Description) line		
** Error ** Import file contains more than one S (Source) line		

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Step	Action
7	<b>For successful file imports:</b> Verify the screens' entries are as intended, select (Enter - Validate), and select <b>F12</b> (F12 - Post). Proceed to <i>Step 8</i> .
	PCGenesis may display additional field edit error messages after the receivable file successfully imports. In this instance, following the on-line messages to correct the errors, and to continue processing as normal. If the file entries require modification, make the appropriate entries, validate and post the accounts receivable as normal.
	Refer to Appendix A: Receivable.xls Template and Import File Error Processing and to Appendix B: Receivable.csv File Formatting and Processing for additional error message examples, and for additional information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 1.
	<b>For import file errors:</b> Screen-print or record the *** <i>Scanning Import File</i> *** screen, and select <b>F16</b> - Cancel) to exit.

For **successful file** imports, the following screen displays:

AR0100 Sequence Number(s) 9919 to 9919 Assigned	Press ENTER to Continue       17.01.00         **       **       F4       F5       F6       F7       F10       F12       F8       17.01.00	PCG Dist=8991	Rel=17.0	1.00 03/	/13/2017	PCW 0	01 SV	C:\DE\	/SYS C:	SECON	D	WHIT	E		_ <b>O</b> X
	MT     F4     F5     F6     F7     F10     F12     F13     F13       Image: Second state     Image: Second stat		Sec	quence	Number	(5)	9919	to	9919	Assi	gned				AR 01 00
	F4     F5     F6     F7     F10     F12     F13       F     F3     F3     F3     F4     F5     F6     F7														
	Image: Second state sta														
	Image: Second state sta														
🐨 🛛 😽 F4 F5 F6 F7 🔤 F10 F12 🔤 🙀 17.01.00		?	-		5 F6	F7			F10		F12		F15 Q		17.01.00
Action		Screen-r	orint of	r reco	ord the	e scr	een'	s re	sults.	and	select		(Ente	e <b>r -</b> C	Continue).

	PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE		<b>- 0 X</b>
					Enter Recei				AR0100
		Selec	t Receivab	le File		vante			
			jular (1-40)		- Type				
		C Larg	ge (1-998) ort (1-998)						
	Enter = C			Exit					
ENTE	<i>[</i>	ontinue F4	<b>F16</b> =	F7	F	10 F12	F ID	<u> </u>	17.01.00
ENTE F16	<i>[</i>				F	10 F12 Help		2	17.01.00
	<i>[</i>				F			<u> </u>	17.01.00
	Action	F4	F5 F6	F7	F			2	17.01.00
		F4	F5 F6	F7	F				17.01.00

Step

PCG Dist=8991 Rel=17.01.00	03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporti	ng	AR 00P
FKey	Accounts Receivable Menu		
1 Inquiry	Receivable		
2 Enter R 3 Close F			
9 Print Op	oen Receivables Report		
13 Receipt	Processing Menu		
15 Devenu	e Source Maintenance		
Master <sup>User</sup> list			07.02.00
		-	
Action			
4			
Select F16 (F16	- Exit) to return to the Financi	ial Accounting &	Reporting M
	laster) to return to the Busines		
	asici ) to return to the Dusines	s пррисанонs Ma	isier menu.

## **Procedure D:** Closing an Accounts Receivable

#### \* \* \* ATTENTION \* \* \*

Before closing a receivable, ensure users are not viewing the record. If another user is viewing the record, the "Record lock" message displays. In this instance, have the user to discontinue viewing the record, and continue processing as normal.

## D1. Closing a Current Year's Receivable

Step

1

PCG Dist=8991 Rel=17	.01.00 03/13/2017 P	CW 001 SV C:\DEVSY	C:\SECOND	WHITE	
	Fi	nancial Accounti	ing & Report	ing	MASTER1
FKey		Master M	lenu		
<u>1</u> B	udget Account Mas	ter Menu			
	urchase Order Prod	•			
	laim Processing M endor Check Proce				
	evenue Account Ma accounts Receivable	aster Menu e Processing Menu			
7 R	eceipt Processing	Menu			
<u>8</u> C	ash Management &	lnvestment Manag	ement Menu		
<u>9</u> F	nancial Reporting	& Month/Yr-End Clo	se Menu		
	ccount Master Des				
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	pecial Functions M endor Master Menu				
	ource Master Ment				
<u></u> F	le Reorganization				
					1 10 01 00
Master Userlist					13.04.00
	MONITOR				┘
Action					
ACHOII					
Select 6 (F	6 - Account	s Receivable	Processi	ng Menu).	

	PCG Dist=8991	Rel=17.01.00	03/13/2017	7 PCW 001	SV C:\DEVSYS	C:\SECOND		WHITE		
				Financia	l Accounti	ng & Repo	rting			AR 0 0P
	FKe			Acco	unts Recei	vable Men	J			
	1		Receivabl	le						
		Enter F	leceivable?							
	3	Close F	<b>≀eceivable</b>	:						
	9	Print O	pen Receiv	vables Rep	ort					
	13	Receip	t Processiu	na Menu						
		_ reccip	(11000331	ng menu						
	15	Revenu	je Source I	Maintenan	ce					
	[			1 1	1 1	1 1		1 1		07.02.00
	ster <sup>User</sup> list <b>(1)</b> ® Word								_	07.02.00
F16	← (#3) ו·3	HONITOR HONITOR								
Λ	ction									
A										
S	elect 🔳	<b>(F3 -</b>	Close I	Receiva	able).					

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
Close Receivable		AR 02 00
Enter source # to scan the receivable file to examine entries for this source:▼ (Opt. Seq. #): and Press ENTER		
Search by account number F12		
Exit F16		
Image: Next         Pre∨         PGDP ▲         PGDN ▼         J         J         F9         F10         F12         F	13 <sub>F15</sub> Q	17.01.00

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Step	Action
3	Enter the revenue source code, or select the drop-down selection icon 🔳 to choose the entry
	in the <b>Revenue Source</b> # (Revenue Source number) field, and select (Enter).

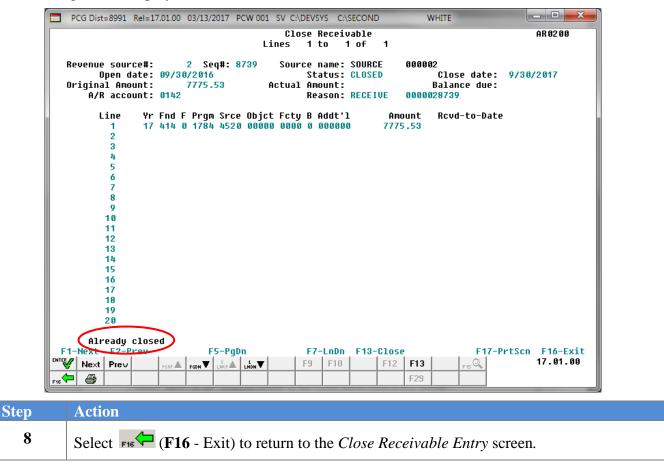
	PCG Dist=	8991 Rel	=17.01.00	03/13/2	2017 PC	W 001	SV C:\l	DEVSYS	C:\S	ECOND			WHITE			_ 🗆 📈
						Li	Clo ines	se Rec 1 to		able of	1					AR 02 00
	Original	oen date	09/3		•	/39		ce nar Statu Amour	ne: Is: nt:	SOURCE		0000 0000	02 Close Balans 028739			1775-53
	Li	ine 4 1 1 2 3 4	Yr Fnd    7 414 (	<sup>-</sup> Prgm 0 1784	Srce 4520	0bjc1 00001	t Fcty 0 0000	B Add 0 000	It'1 3000		Amo 7775	unt .53	Rcvd-1	to-Dat	e	
		5 6 7 8 9														
	1	10 11 12 13 14														
	1	15 16 17 18 19														
	1-Next	20		F	5-PgDr	1		F7-Lr	1Dn	F13-0	lose			F17-	PrtScn	F16-Exit
ENTE F16		Pre∨	PGUP A	PGDN▼	LNUP			F9 F	10		F12	F13 F29	F	15 Q		17.01.00

Step	Action
4	Verify the information displayed is correct, and enter the date (MMDDCCYY) in the <b>Close Date</b> field.
	If receipts exist against the receivable, the "Close Date Cannot Be Less than MMDDCCYY" message will display if the date entered is prior to the date of an already posted receipt for the receivable. If no receipts exist against the receivable, the "Close date can not be less than open date" message will display if the date entered is prior to open date of the receivable.
5	Select <b>F13</b> ( <b>F13</b> - Close). Select <b>G</b> ( <b>F17</b> – Print Screen) to obtain a screen print of the receivable screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

F	PCG Dist=8991 Rel=	17.01.00 03/13/2017 P			WHITE	
			Close Red Lines 1 to			AR 02 0 0
	evenue source# Open date riginal Amount A/R account	09/30/2016 7775.53	Statı Actual Amour	ıs: OPEN nt:	002 Close date: 9/ Balance due: 0028739	30/2017 7775.53
		r Fnd F Prgm Srce 7 414 0 1784 4520			Rcvd-to-Date	
ENTER F16	17 18 19 20 Next Pre∨	PGUP PGUN T LINUP	LNDN▼ F9 F	F29-Close F10 F12 F13 F29		cn F16-Exit 17.01.00
	Select F29	( <b>F29 -</b> Close	).			

Ste

Close Receivable AR0200 Enter source # to scan the receivable file to examine entries for this source:	Enter source # to scan the receivable file to examine entries for this source: (Opt. Seq. #): and Press ENTER
Search by account number F12	Exit F16



	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Close Receivable	AR 02 00
	Enter source # to scan the receivable file to examine entries for this source: (Opt. Seq. #): and Press ENTER	
	Search by account number F12	
ENTE	Exit         F16	17.01.00
F16		
F16		

Step	Action
9	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting – Accounts Receivable Menu.</i>

Financial Accounting & Reporting AR00P FKey Accounts Receivable Menu
1 Inquiry Receivable
2 Enter Receivable 3 Close Receivable
9 Print Open Receivables Report
13 Receipt Processing Menu
15 Revenue Source Maintenance
Were #25, PAY         VFND         97.02.00
Image: Set interview     Image: Set interview
UST IST

## D2. Closing a Prior Year's Receivable

Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide*, Section H: Receipt *Processing* for instructions.

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## Topic 2: Printing the Open Receivables Report

	Financial Accounting & Reportin	g	MASTER1
FKey	Master Menu		
 1 Budget Acco	nunt Master Menu		
	rder Processing Menu		
3 Claim Proce			
4 Vendor Che	ck Processing Menu		
5 Revenue Ad	count Master Menu		
	eceivable Processing Menu		
7 Receipt Pro	cessing Menu gement & Investment Management Menu		
	eporting & Month/Yr-End Close Menu		
	ster Description File Menu Iger Account Master Menu		
12 Year End P			
12 Constal Fue			
13 Special Fun 14 Vendor Mas			
15 Source Mas			
20 File Reorga			
_20 File Reorga	nizadon		
			40.01.00
aster Userlist			13.04.00
ation			
Action			

#### The following screen displays:

Step

1

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	AR 0 0P
	FKey Accounts Receivable Menu	
	<ul> <li>1 Inquiry Receivable</li> <li>2 Enter Receivable</li> <li>3 Close Receivable</li> </ul>	
	9 Print Open Receivables Report	
	13 Receipt Processing Menu	
	15 Revenue Source Maintenance	
Mas		07.02.00

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PCG Dist=8991         Rel=17.01.00         03/13/2017         PCW 001         SV         C:\SECOND         WHITE	
Print Open Receivables Report	AR 03 00
Enter period ending: <u>3132017 (MM/DD/CCYY</u> )	
Please enter the sort sequence: _ (F = Fund Sequence) (N = Name Sequence)	
Create Open Receivables Report to Load in Excel?	
Enter the export file path and name (e.g. C:\EXPORT\OpnRcvCYMD.CSV) or F10 to Browse for File	
<u>C:\EXPORT\OpnRcv20170313.CSV</u>	
NOTE: DIRECTORY Must Already Exist	
	17 01 00
ENTER to continue, F10 to Browse, F16 to Exit	17.01.00

Step	Action
3	Enter the date (MM/DD/CCYY) in the Enter Period Ending field.
	PCGenesis defaults this entry to the current date and will convert dates entered as MMDDCCYY to MM/DD/CCYY when using the Tab key to access the next field.
4	Enter <b>F</b> (Fund Sequence) or <b>N</b> (Name Sequence) in the <b>Please enter the Sort Sequence</b> field to determine the sort order.
5	Select the (Radio Button) to left of the appropriate response in the Create Open <b>Receivables 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'.
6	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.

Step	Action
7	If creating an export file: Enter C:\EXPORT\OpnRcvccyymmdd.csv in the Enter File Name and Path for Export File field, or select <b>F10</b> (F10 to Browse for file) to locate the file manually.
8	Select (Enter) to continue. If the export filename is invalid, the "UNABLE TO OPEN OpnRcv CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information. "** Processing Request **" briefly displays. If no open receivables exist, a warning message displays. PCGenesis will not generate a report in this instance.

	PCG Dist=8991	Rel=17.01.0	00 03/13/2	017 PCW	001 SV C	:\DEVS)	'S C:\S	econd		٧	VHITE			x
				Finan	cial Ac	count	ing &	Repo	rting				AR 0 0P	
	FKe	,		A	ccounts	5 Rece	ivablo	e Men	u					
	1 2 3	Enter	ry Receiva Receivat Receival	le										
	9	Print	Open Rec	eivables	Report									
	13	Rece	ipt Proces	sing Mer	u									
	15	Reve	nue Sourc	e Mainte	nance									
Mas	ter <sup>User</sup> list												07.02.0	0
F16	— One □   0,	PAY VEI	NDR											

Step	Action
9	To print the report via the Uqueue Print Manager: Select [1] (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature, where appropriate.
10	Select <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## 2A. Open Accounts Receivable (by Fund) Report

The final page of the report completes the listing of individual account totals, and provides the overall total for all funds.

REPORT ID: MRPT-FARR202 PERIOD END: 03/13/2017	OPEN ACCOUNTS RECEIVABLE BY FUND SMITH CITY BOARD OF EDUCATION	PAGE: 7 REPORT DATE: 03-13-2017 10:08
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L SOURCE NAME	BLNC SRCE # SEQ DATE ESTIMATED A/R AMT REASON	RECEIPT AMOUNT BALANCE DUE
17 415 0 1784 4520 00000 0000 0 000000 SOURCE 000002	0142 000002 8765 09/30/16 32,342.37 RECEIVE 0000028765	32,342.37
TOTALS BLNC-0142 FUND-415	32,342.37	.00 32,342.37
** TOTALS FUND-415	32,342.37	.00 32,342.37
REPORT ID: MRPT-FARR202 PERIOD END: 03/13/2017	OPEN ACCOUNTS RECEIVABLE BY FUND SMITH CITY BOARD OF EDUCATION	PAGE: 8 REPORT DATE: 03-13-2017 10:08
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L SOURCE NAME	BLNC SRCE # SEQ DATE ESTIMATED A/R AMT REASON	RECEIPT AMOUNT BALANCE DUE
17 485 0 1863 4300 00000 0000 0 000000 SOURCE 000040	0142 000040 9990 08/31/16 28,689.73 RECEIVE 000040 9990	28,689.73
	RECEIVE 0000409990	28,689.73 23,187.43
SOURCE 000040	RECEIVE 0000409990 0142 000040 9989 09/30/16 23,187.43 RECEIVE 0000409989	
SOURCE 000040 17 485 0 1863 4300 00000 0000 0 000000 SOURCE 000040	RECEIVE 0000409990 0142 000040 9989 09/30/16 23,187.43 RECEIVE 0000409989	23,187.43 .00 51,877.16

## *Topic 3: Maintaining the Revenue Source File*

## **Procedure A: Adding a Revenue Source**

	PCG Dist=8991 Rel=17.01.00	03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reporting		MASTER1
	FKey	Master Menu		
	 1 Budget	Account Master Menu		
		se Order Processing Menu		
		Processing Menu		
	4 Vendor	Check Processing Menu		
	5 Revenu	ie Account Master Menu		
	6 Accoun	ts Receivable Processing Menu		
		t Processing Menu		
	<u>8</u> Cash M	lanagement & In∨estment Management Menu		
	9 Financi	al Reporting & Month/Yr-End Close Menu		
		t Master Description File Menu		
		I Ledger Account Master Menu		
	12 Year Ei	nd Processing Menu		
	13 Special	Functions Menu		
	14 Vendor			
	15 Source	Master Menu		
	20 File Re	organization		
		orgunzation		
				13.04.00
Maste	1025			13.04.00
F16				
A	tion			

Step

		Financial	Accounting & Re	porting	AROOP
FK		Accoun	ts Receivable M	enu	
	 📕 Inquiry Rec	eivable			
	Enter Recei				
3	Close Rece	vable			
9	🔄 Print Open f	Receivables Repor	t		
	-				
1	3 Receipt Pro	cessing Menu			
1	🗉 Revenue So	ource Maintenance			
.   Ilea	1 1 1			1 1	07.02.00
Naster <sup>User</sup> list 15 <b>(1923)</b> Word					01.02.00
"(	MONITOR MONITOR				

Step	Action
2	Select <b>15</b> ( <b>F15</b> - Revenue Source Maintenance).

	PCG Dist=8991	L Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Revenue Source Maintenance	SOURCES
		Add a source F13	
		Update or delete a source, enter number▼ and press Enter	
			r
		Exit F16	
ENTE			17.01.00
F16	<u> </u>		

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Step	Action
3	Select F13 (Add a Source) or select (Create New Source Record).

	PCG Dist=8991 Rel=17.01.00 03	3/13/2017	PCW 001 SV C:\DEVSYS	C:\SECC	DND	WHITE	
		Revenu	ue Source Maintenau	nce			SOURCES
	Name •				Status: A		
	Seq key:						
	Address:						
	City/State:			Zip:			
	Phone :		Contact:			_	
							I
							I
							I
ENTE	ENTER to Validate	1		F	16 to Reent		17.01.00
F16					F13	F15 Q	17.01.00
F16	F18 U						

Step	Action
4	Enter the revenue source name up to thirty (30) characters in the Name field.
5	Enter the additional identifier by which users will be able to search for the revenue source in the <b>Seq key</b> (Sequence key) field.
	For example, entering Georgia Department of Education in the field and Department of Education, DOE in the Seq key (Sequence key) field, allows users to locate the record by searching through the alphabetic character D (Department) also. If the Seq key field is left blank, the Name field's entry will default to the field.
6	Enter the mailing address in the Address field.
7	Enter the city and state separated by a comma in the <b>City/State</b> field.
8	Enter the postal code in the <b>Zip</b> field.
9	Enter the name of the individual responsible for managing the revenue source up to thirty (30) characters in the <b>Contact</b> field.

Step	Action
10	Select (Enter) twice. When processing is complete, PCGenesis will assign and populate the revenue source code in the Revenue Source# (Revenue Source number) field when the Source Maintenance screen redisplays.

Receivable Menu.

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW	001 SV C:\DEVSYS C:\SECOND	WHITE	
Revenue S	ource Maintenance		SOURCES
Add a source	F13		
Update or delete a sou and press Enter	rce, enter number		
	Exit F16		
			47 04 00
ENTER		F13 F15	17.01.00
Action			

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C\DEVSYS C\SECOND WHITE	
	Financial Accounting & Reporting A	RØØP
	FKey Accounts Receivable Menu	
	1 Inquiry Receivable	
	2 Enter Receivable 3 Close Receivable	
	9 Print Open Receivables Report	
	13 Receipt Processing Menu	
	15 Revenue Source Maintenance	
	7211 19261	7.02.00
F		
tep 4	Action	
12	Select <b>FIG</b> - Exit) to return to the <i>Financial Accounting &amp; Rep</i>	orting Mast
	or select Master (Master) to return to the Business Applications Master	
	Si serece (14 aster) to return to the Dusiness Applications music	<i>menu</i> .

## **Procedure B:** Updating/Displaying a Revenue Source

Ĩ	PCG Dist=8991 Rel=17.01.0	0 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
ſ		Financial Accounting & Reporting		MASTER1
	FKey	Master Menu		
	2 Purch 3 Claim	et Account Master Menu ase Order Processing Menu Processing Menu or Check Processing Menu		
	6 Accou 7 Recei	uue Account Master Menu nts Receivable Processing Menu pt Processing Menu Management & Investment Management Menu		
	10 Accou 11 Gener	cial Reporting & Month/Yr-End Close Menu nt Master Description File Menu ral Ledger Account Master Menu End Processing Menu		
	14 Vendo	al Functions Menu ır Master Menu e Master Menu		
	_20 File R	eorganization		
	Master Userlist Pre-			13.04.00
p	Action			
L	Select 6 (F6 -	Accounts Receivable Processing	Menu).	

#### The following screen displays:

	PCG Dist=8991 Rel=17.0	1.00 03/13/2017 PC	CW 001 SV C:\DEVS	YS C:\SECOND	WHITE	
		Fi	nancial Account	ing & Report	ing	AR 00P
	FKey 		Accounts Reco	eivable Menu		
	2 Ent	uiry Receivable er Receivable se Receivable				
	<u>9</u> Prir	nt Open Receivab	les Report			
	13 Red	ceipt Processing I	vlenu			
	15 Rev	venue Source Mai	intenance			
Mas	ter <sup>User</sup> list					07.02.00
F16						

Georgia Department of Education September 25, 2020 • 3:44 PM • Page 53 of 72 All Rights Reserved.

Step	Action
2	Select 15 (F15 - Revenue Source Maintenance).

choose the revenue source.

	PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 001	SV C:\	DEVSYS C:	SECOND	W	HITE		- 0 <mark>- X</mark>
			Reven	ue Sour	ce Mai	ntenance					SOURCES
		Add a sou	rce				. F13				
		Update or and p	delete a ress Ente		, ente	r number					
				F			E 14				
				E	×11						
ENTER	0	1 1		1 1	1			TREATE			17.01.00
F16								F13	F15 🔍		
	Action										
	Enter the	e revenu	e source	e code	or se	elect th	e drop-	down s	election	icon 🖪	within t

PCG Dist=8991	Rel=17.01.00 0	3/13/2017 PCW 001 SV C:\DEVS	YS C:\SECOND	WHITE	
		Revenue Source Mainter	lance		SOURCES
Number:	15 Name: Seq key:	<u>Source 000015</u> Source 000015	Status:	<u>A</u>	
	City/State:		Zip:		
	Phone:	Contact:			
ENTER to Val	idate	F18 to Delete	F16 to Re	enter/Exit	
				IS F15	17.01.00
с <b>ф  </b> F18 Ф					
Action					
Action					
To upda		e <b>nue source:</b> Make t			
To upda		enue source: Make t he revenue source:			

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Revenue Source Maintenance Add a source F13 Update or delete a source, enter number and press Enter	SOURCES
	Exit F16	
ENTE F16		17.01.00
)	Action	
	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; F</i> <i>Receivable Menu</i> .	Reporting – Acc

	=8991 Rel=17.01.00		ial Accountin		tina	ARØ
					LING	no
	FKey 	Ac	counts Receiv	able Menu		
	1 Inquiry	Receivable				
	2 Enter R					
	3 Close F	teceivable				
	9 Print Op	oen Receivables F	Report			
		Processing Menu				
	Receipt	Processing Menu	1			
	15 Revenu	e Source Mainten	ance			
Master <sup>User</sup> list						07.
F16 🗭 🖫	MONITOR MONITOR					

Step	Action
6	Select F16 - Exit) to return to the Financial Accounting & Reporting Master Menu,
	or select Master (Master) to return to the Business Applications Master Menu

## **Procedure C: Deleting a Revenue Source**

PCG Dist=8991	1 Rel=17.01.00 03/13/20	017 PCW 001 SV C:\DEVSYS C:	SECOND	WHITE	
		Financial Accounting	& Reporting		MASTER1
FKe		Master Menu			
	Budget Account	t Master Menu			
2	🔄 Purchase Order	r Processing Menu			
	Claim Processi				
4	Vendor Check P	rocessing Menu			
5	Revenue Accou	int Master Menu			
		vable Processing Menu			
	Receipt Proces				
8	🔄 Cash Managem	ient & Investment Manageme	nt Menu		
9	Financial Repo	rting & Month/Yr-End Close M	enu		
		Description File Menu			
		r Account Master Menu			
12	Year End Proce	essing Menu			
13	🗌 Special Functio	ns Menu			
	Vendor Master				
15	Source Master	Menu			
20	🗌 File Reorganiza	ation			
Master <sup>User</sup> list					13.04.00
F16 🕶 🖽 Word	MONITOR MONITOR				
Action					
Select 6	( <b>F6</b> - Accou	unts Receivable Pr	ocessing M	(enu)	
			occosing iv	iciiu).	

#### The following screen displays:

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHIT	
	Financial Accounting & Reporting	AR 00P
	FKey Accounts Receivable Menu	
	1 Inquiry Receivable 2 Enter Receivable 3 Close Receivable	
	9 Print Open Receivables Report	
	13 Receipt Processing Menu	
	15 Revenue Source Maintenance	
M-v	ster Userlist	97.92.00
m 39		

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Step	Action
2	Select 15 (F15 - Revenue Source Maintenance).

choose the revenue source.

PCG Dist=8991	Rel=17.01.00			-		ECOND	W	HITE		- 0 X
		Reven	ue Sourc	e Mainte	enance					SOURCES
	Add a sou	rce				F13				
	Update or and p	delete a ress Ente		enter ı	number					
			Ex	it		F16				
							F13	F15 Q		17.01.00
Action										
Enter the	e revenu	e source	code,	or sele	ct the	drop-o	down s	election	icon	🔳 within t

	PCG Dist=8991 Rel=17.01.00	03/13/2017 PCW 001 SV C:\DEVSY	C:\SECOND	WHITE	- • X
		Revenue Source Maintena	ince		SOURCES
	Number: 15 Name Seq key	: <u>Source 000015</u> : <u>Source 000015</u>	Status: <u>A</u>	L	
	Address	:			
	City/State		Zip:	-	
	Phone	: Contact: _			
E	ENTER to Validate	F18 to Delete	F16 to Reen		17.01.00
	▼ -16 中 F18 御		F13	F15 -	
	Action				
	Select F18 (F18	to Dolota)			
		$\mathbf{b}$ - to Delete).			

		PCG Dist=8	3991 Rel	=17.01.00 03	/13/2017 P	CW 001 SV C:\DEVSY	S C:\SECOND	WHITE	
					Revenue	Source Mainten	ance		SOURCES
	н	umber:	15	Name: Seq key:	SOURCE Source	000015 000015	Status	5: A	
				Address:					
			Cit	ty/State:			Zip:		
				Phone:		Contact:			
	ENTER				<mark>F18 t</mark>	<mark>o Confirm</mark>	F16 to I	Reenter/Exit	17.01.00
	F16		⊪					F13 L F15 **	
		A /•							
p		Action	n						
5		Select	F18	<b></b> [ <b>F</b> 18]	- to Co	onfirm).			
				(		,-			

TT1 C 11 '		1' 1
The following	screen	dignlave
The following	Screen	uispiays.

PCG Dist=899	1 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
	Revenue Source Maintenance		SOURCES
	Add a source F13		
	Update or delete a source, enter number▼ and press Enter		
	Exit F16		
		_1 _ 1 _ 1	
ENTER	FIS CONTRACTOR OF CONTRACTOR O	F15 🔍	17.01.00
Action			
Action			

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	AR 00P
	FKey Accounts Receivable Menu	
	1 Inquiry Receivable	
	2 Enter Receivable 3 Close Receivable	
	9 Print Open Receivables Report	
	13 Receipt Processing Menu	
	15 Revenue Source Maintenance	
	Master Userlist	07.02.00
Step	Action	
7	Select <b>FIG</b> - Exit) to return to the <i>Financial Accounting</i>	& Reporting Master N
	or select Master (Master) to return to the Business Applications	Master Menu

## **Procedure D:** Printing the Revenue Source File

Step 1

Master Menu).

F	PCG Dist=8991 Rel=17.01	00 03/13/2017 PCW 001 SV 0	:\DEVSYS C:\SECOND	WHITE	
		Financial Ac	counting & Reporting	9	MASTER1
	FKey	Ма	aster Menu		
	2 Purc 3 Clair	get Account Master Menu hase Order Processing Men n Processing Menu Ior Check Processing Menu	u		
	6 Acco 7 Rece	enue Account Master Menu unts Receivable Processing ipt Processing Menu I Management & Investment			
	10 Acco 11 Gene	ncial Reporting & Month/Yr- unt Master Description File eral Ledger Account Master I End Processing Menu	Menu		
	14 Vend	ial Functions Menu Ior Master Menu ce Master Menu			
	<u>20</u> File	Reorganization			
Master F16	107	NDR.			13.04.00
Ac	tion				
Fre	om the Financ	ial Accounting &	Reporting Mast	er Menu, sele	ct 15 (F15 -

A	PCG Dist=8991	Rel=19.04.00					WHITE	-	- 0	×
			Finanad	cial Acco	unting & Re	eporting S	ystem		SROOP	
	FKey			Sourc	e Master Me	enu				
	1		e Source Ma	aintenance						
	10	Source	Listings							
Maste									07.03.	30
Maste F16	er User <sub>list</sub> Des Wors	PAY VEND MONITOR MONITOR							07 - 03 - I	90
	er Use <sub>list</sub>	PAY VEND							07.03.	90

5

A	PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE − □ ×
	Print Source File Listing AR15RPT1
	Select Source File Listing: Order by Source Name - Active Only Order by Source Name - Inactive Only Order by Source Name - All Order by Sequence Key - Active Only Order by Sequence Key - Inactive Only Order by Sequence Key - All
	ter=Continue, F16=Exit 19.03.00
F16	
	Action
	Select the radio button to the left of the appropriate option:
	Order by Source Name – Active Only
	Order by Source Name – Inactive Only
	• Order by Source Name – All
	Order by Sequence Key – Active Only
	Order by Sequence Key – Inactive Only
	• Order by Sequence Key – All The Financial Accounting & Reporting System – Source Master Menu redisplays.
	To print the report via the Uqueue Print Manager: Select Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature, where appropriate.
	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

# D.1. Revenue Source File (Source Name Sequence - All) Report – Example

REPORT	DATE 03/13/17 RE	VENUE SOURCE FILE - SOURCE !	NAME SEC	UENCE		PAGE 5
NUMBER	SOURCE NAME	ADDRESS		PHONE NUMBER	STATUS	
000039	MY SCHOOL ACCOUNT/FD.SERV.SC			000/000/0000	A	MY SCHOOL ACCOUNT/FD.SERV.SOL.
000038		T ONE HEARTLAND WAY JEFFERSONVILLE, IN		000/000/0000	А	MY SCHOOL BUCKS/HEARTLAND PMT
000001	NON-SPECIFIC SOURCE			000/000/0000	A	NON-SPECIFIC SOURCE
000020	OCONEE RESA	P. O. BOX 699 SANDER <i>S</i> VILLE, GA		478/552/5178	A	OCONEE RESA
000021	OFFICE OF SCHOOL READINESS			000/000/0000	Α	OFFICE OF SCHOOL READINESS
000028	OFFICE OF TREASURY & FISCAL	SV 200 PIEDMONT AVENUE SUITE 1202, WEST TOWER ATLANTA, GA			Α	OFFICE OF TREASURY & FISCAL SV
000014	RETIREES INSURANCE			000/000/0000	Α	RETIREES INSURANCE
			-	_	-	

## Appendix A: Receivable.xls Template and Import File Error Processing

If the .csv file contains invalid data, the PCGenesis 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.

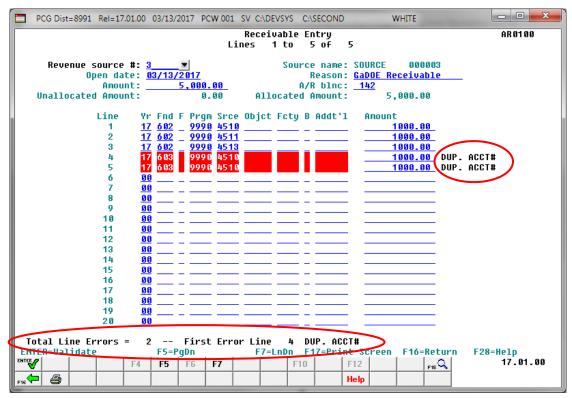
PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- 0 <b>X</b>
Receivable Entry Upload From File	AR 01 00
Enter the upload file path and name (e.g. C:\RECEIVE\RECEIVEnnn)	
C:\PCG\2017RECEIPTTEMPLATE.CSU	
** SCANNING IMPORT FILE ***	
** Error ** Invalid Header record -REC- must = RCV	
F16 to Cancel           Image: Concel         F4         F5         F6         F7         F10         F12         F8         F8	17.01.00

	4	A B	С	D	E	F	G	Н	1.1	J	К	L	М
1			PCGei	nesis F	Receiva	able or	Recei	pt Imp	ort En	try			v1.00
2	1												
3	н	Enter 'RC	V' for receiv	able impo	rt or enter	'REC' for re	eceipt imp	ort: 🤇	REC				
4													
5			For	Georgia De	epartment	of Educati	on Receiva	able					
6													
7									A/R blnc				
8	в	(RCV)	Ente	r A/R balar	nce accoun	t for receiv	able impo	ort only:	142				
9						or			Re	f#			
10	R	(REC)		Ent	ter referen	ice # for re	ceipt impo	ort only:					
11													
12				All	entries be			ceivables	and Receip	ts			
13			Source			Da						Amount	
14	S		3		l	3/13/	2017					5000.00	
15													
16			Reason										
17	D		GaDOE Re	ceivable									
18		*** Docoi											
19		AND Recei	pt/Receiva			Deere	E.m.	Ohist	E atu		الدادم	6	
20 21			Yr 17	Fund	F	Prog	Func 4510	Objct	Fcty	В	Addl	Amount	
21	-	1		602 602	0	9990 9990	4510					1000.00	
	-	2		602	0	9990	4511					1000.00	
23	-	4		603	0	9990	4510					1000.00	
24	-			603	0	9990	4511					1000.00	
26	-	6		003		5550	4011					1000.00	
20	-	0	<b></b>						1	l			_

The following screenshot examples identify additional errors that can occur after the receivable successfully imports.

PCG Dist=8991 Rel=1	7.01.00 03/13/2017	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
			Receivable nes 1 to		5	AR 01 00
		L11	ies i cu	5 01 3	>	
Revenue source		-	Sou	rce name:		
Upen da Amou	ate 03/13/201	00 00		Reason: A/R blnc:	GaDOE Receivable	
Unallocated Amou		0.00		d Amount:	5,000.00	
Line	Yr Fnd F F	rgm Srce	Objct Fcty	B Addt'1	Amount	
1		<u>990 4510</u>			1000.00	
2		<u>990 4511</u>			1000.00	
3		<u>990 4513</u>			1000.00	
4		<u>990 4510</u>			1000.00	
5	<u>17</u> <u>603</u> <u>9</u> 00	990 4511			1000.00	
7	<u> </u>					
8	00					
, j	00					
10	00					
11	00					
12	<u> </u>					
13	<u> </u>					
14	<u> </u>					
15	<u> </u>					
16	<u> </u>					
18	<u> </u>					
10	<u> </u>					
20	00					
TRANSACTION DATE IS	S AFTER HIGHES	T ALLOWAI	BLE TRAN DA	TE ON SY		
ENTER=Validate	F5=PqDr		F7=LnDn	F17=Print	t Screen F16=Return	F28=Help
	F4 F5 F6		F	10 I	F12 F15 🔍	17.01.00
F16 🔁 🎒				I	lelp 🛛 🔹	

Georgia Department of Education September 25, 2020 • 3:44 PM • Page 69 of 72 All Rights Reserved. PCGenesis displays the first error line number and corresponding error message. To view subsequent error messages, select PgUp (Page Up), and PgDn (Page Down) to scroll the accounts receivable screens.



## Appendix B: Receivable.csv File Formatting and Processing

Use the following information for technical reference when needing additional flexibility to create the journal entry .csv file or to gain a better a better understanding of .csv file processing.

	Receivable Entry .csv File Format Requirements							
		· · · · · · · · · · · · · · · · · · ·						
1	When creating the .csv file, the <i>Enter</i> <b>Receivable</b> <i>Import</i> procedure only processes lines containing the characters H, B, S, D, or L within Column A. These characters identify the <i>Header</i> (H), <i>Balance Account</i> (B), <i>Source</i> (S), <i>Reason</i> (D), and <i>Account</i> (L) lines.							
	(These	e lines can occur in any order within the .csv file.)						
2	contai	creating the .csv file, the <i>Enter Receivable Import</i> procedure, PCGenesis ignores <u>all</u> lines ning the characters $R$ ( <i>Reference Number</i> ) within <i>Column A</i> .						
	Leave	Column A blank to include Comments and/or Headings in the .csv file.						
3	sequer	In <i>B</i> must be numeric for each line containing the character <i>L</i> . Each <i>L</i> line must contain a number from 1 to 998, and <u>must not be duplicated</u> . The <i>Template</i> specifies <i>Line 1</i> through 98 but only lines which contain an account and an amount will be utilized by the import.						
4	The H	eader line must meet the following specifications:						
	4.1	Must contain a <i>H</i> in <i>Column A</i> .						
	4.2	When creating the <i>Receivable Import</i> .csv file, <i>Column I</i> must contain the literal "RCV" which indicates a receivable is being imported.						
5	The A	ccount Balance line is only used when creating the Receivable Import .csv file.						
	The A	ccount Balance line must meet the following specifications:						
	5.1	Must contain a <i>B</i> in <i>Column A</i> .						
	5.2	Column I may contain up to four (4) digits representing the revenue account balance.						
6	The Se	<i>purce</i> line must meet the following specifications:						
	6.1	Must contain a <i>S</i> in <i>Column A</i> .						
	6.2 <i>Column C</i> must contain up to six (6) digits representing the source number.							
	6.3 <i>Column F/G</i> may contain up to ten (10) characters representing the receivable/receipt date. Dates should be entered as MM/DD/CCYY.							
	6.4	Column L must contain up to six (11) digits with two (2) decimal digits representing the total receivable/receipt amount. The total receivable/receipt amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12						

		Receivable Entry .csv File Format Requirements							
7	The R	eason line must meet the following specifications:							
	7.1	7.1Must contain a D in Column A.							
	7.2	<i>Column C/D/E/F/G</i> may contain up to thirty (30) alphanumeric characters representing the receivable/receipt reason description.							
8	Each A	Account (L) line must meet the following specifications:							
	8.1	Must contain an <i>L</i> within <i>Column A</i> .							
	8.2	Is sequentially numbered from 1 thru 998 within Column B.							
	8.3	<b>8.3</b> <i>Column C</i> must contain up to two (2) digits representing the revenue account fiscal year.							
	8.4	Column D may contain up to three (3) digits representing the revenue account fund.							
	8.5	Column E may contain one (1) digit representing the revenue account fiscal indicator.							
	8.6	Column F may contain up to four (4) digits representing the revenue account program.							
	8.7	Column G may contain up to four (4) digits representing the revenue account function.							
	8.8	Column H may contain up to five (5) digits representing the revenue account object.							
	8.9	Column I may contain up to four (4) digits representing the revenue account facility.							
	8.10	Column J may contain one (1) digit representing the revenue account building.							
	8.11	Column K may contain up to six (6) digits representing the revenue account additional.							
	8.12	Column L must contain up to eleven (11) digits with two (2) decimal digits representing a receivable/receipt amount to be posted to this revenue account. The receivable/receipt amount may contain a sign so that either positive or negative amounts may be entered. For example, the amount may be entered as -12345678901.12							