



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

10/16/2020

Section H: Receipt Processing, V2.8



## Revision History

Date	Version	Description	Author
10/16/2020	2.8	20.03.00 – Fix link to web page.	D. Ochala
03/30/2020	2.7	20.01.00 – Update screen shots.	D. Ochala
03/04/2016	2.6	16.01.00 – Update Logo and Footers.	S. Scrivens
04/06/2012	2.5	11.03.01 – Added button bar processing to <i>Large Receipt Entry, Inquire by Receipt Number, Deposit Receipt, and Reverse Deposit</i> .	D. Ochala
10/11/2011	2.4	11.03.00 – Added button bar processing to <i>Enter a Receipt and Inquire by Source Number</i> .	D. Ochala
10/04/2010	2.3	10.03.00 – Added <i>Topic 6 Reversing a Deposit</i> .	D. Ochala
12/15/2008	2.2	08.04.00 – Added <i>4B.5 - F10 (Browse for file)</i> default to the <i>CSV (Comma delimited) (*.csv)</i> file type information and instructions.	C. W. Jones
09/29/2008	2.1	08.03.00 – Added <i>Overview - TRIAL and FINAL Daily Receipt Activity Report</i> detail.	C. W. Jones
09/29/2008	2.0	08.03.00 – Updated receipt processing procedures to match accounts receivable processing, and added receivable import .csv file information and instructions.	C. W. Jones

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## Overview

**Entering Receipts:** Receipt entries may be made in PCGenesis either manually, or via the file import procedure.

PCGenesis allows up to but not to exceed forty (40) account detail lines for the 'Regular (1-40)' receipt 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.

The *ReceiptOrReceivable.xls Template* 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 *Section G: Accounts Receivable Processing* for the instructions to use the *ReceiptOrReceivable.xls template* in the creation of receivables.

The following processing guidelines apply to receipt processing:

- Make receipt inquiries by receipt number, by undeposited receipts, and by source number.
- Processing the receipt of revenue is a multi-step procedure that may include recording the receivable, recording the receipt of the money; and depositing the funds into your system's bank.
- To reenter a receipt, cancel the receipt by following the instructions within *Topic 3: Canceling a Receipt* first.
- Follow the instructions within *Topic 6: Reversing a Deposit* to reverse a deposit. When a deposit is reversed, the original receipt is reopened. The open receipt will appear on the **Daily Receipt Report** until the receipt is either deposited again or cancelled.
- When entering receipts, PCGenesis *holds* the receipts in an open *RECEIPT* file until the user deposits the receipts.
- The *Deposit Receipts* option converts receipts from *undeposited* (Cash on Hand - 0102) to *deposited* (Cash in Bank - 0101). When this procedure is completed, there should be no remaining balances in General Ledger (G/L) Account 0102.
- The *Reverse Deposit* option converts receipts from *deposited* (Cash in Bank - 0101) to *undeposited* (Cash on Hand - 0102), and reopens the receipts. These undeposited receipts will then reappear on the *Daily Receipt Activity Reports*.

**Report Processing:** The *Daily Receipt Activity Reports* provide a means of tallying daily receipt activity. The reports list all receipts processed since generating the last (FINAL) Daily Receipt Activity Report regardless of the date the receipt was processed. This feature allows PCGenesis users to generate the (*TRIAL*) version of the report throughout the day to determine the receipts' accuracy, while the results of the (*FINAL*) version of the report may be used when balancing the school district's or system's bank statement.

(TRIAL) Daily Receipt Activity Report: The (*TRIAL*) *Daily Receipt Activity Report* may be regenerated with the same receipts or with additional receipts until the (*FINAL*) version is generated.

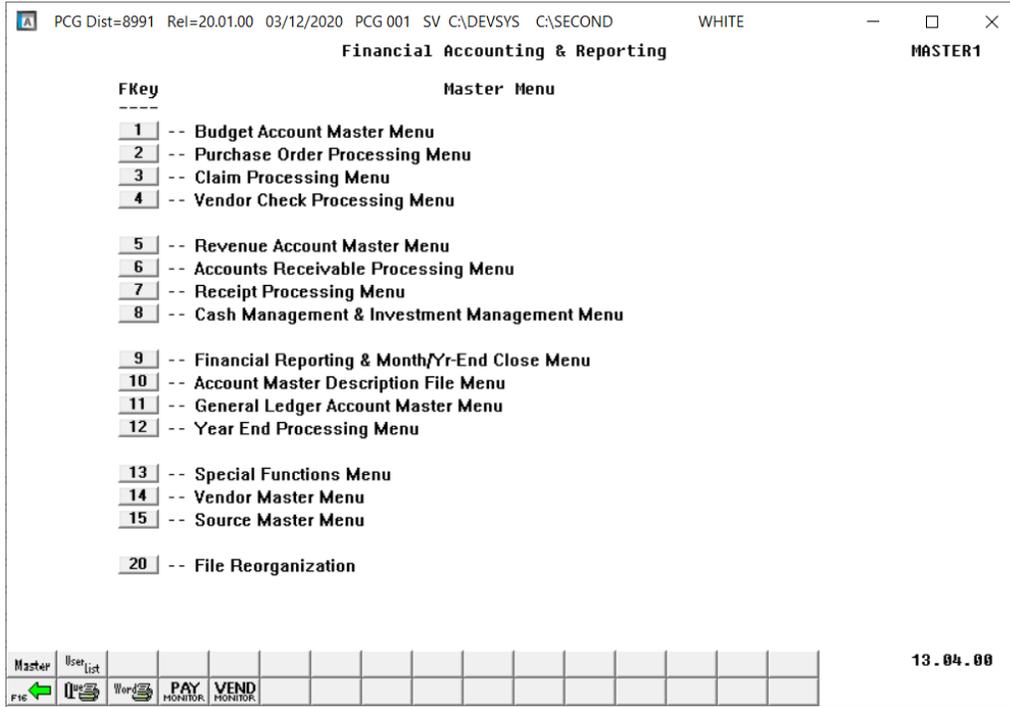
**(FINAL) Daily Receipt Activity Report:** As with the (*TRIAL*) version of the report, the (*FINAL*) receipt report also lists all of the receipts processed since the last (*FINAL*) version of the report was generated. The difference however is that the (*FINAL*) version of the report “clears out” all of the prior receipt activity from the report’s results.

The Georgia Department of Education recommends that users generate the (*FINAL*) *Daily Receipt Activity Report* daily, but at minimum, before month-end closing.

**Closing Prior Year Receivables:** Prior year receivables do not post to fund balance (0740, 0799, etc.), but instead posts to the current year’s revenue. PCGenesis does not require the entry of a journal entry to correct fund balances.

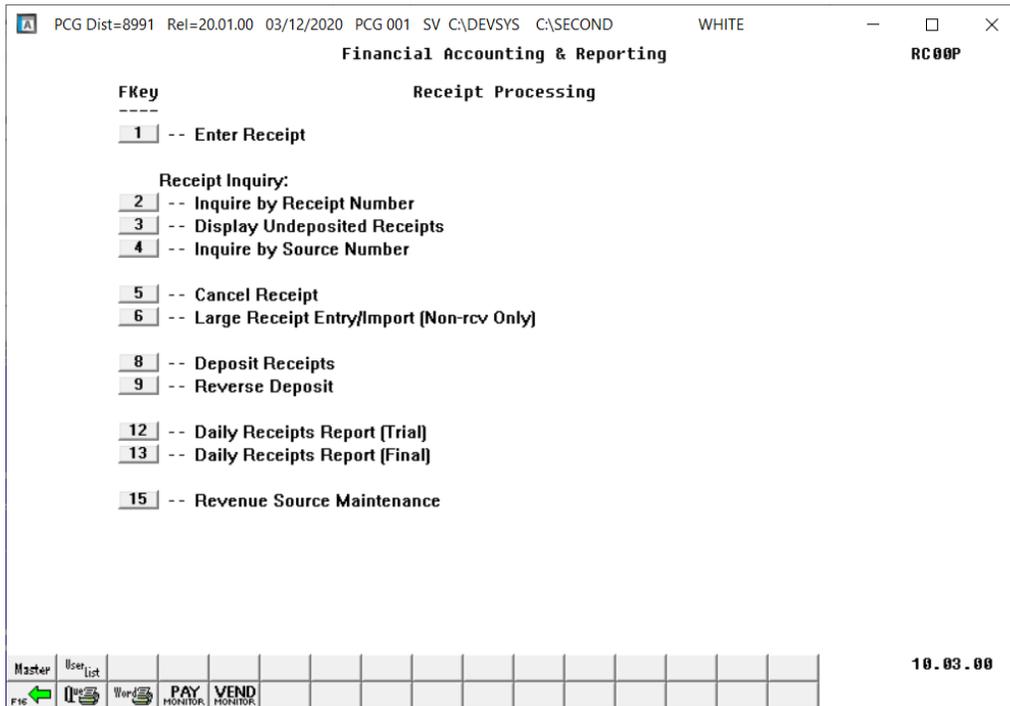
**Screen Print:** The screen print feature allows the user to obtain a screen print of the *Enter Receipt* screen or the *Inquire by Source Number* screen. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name ‘*PSCNnnnn*’.

# Topic 1: Entering a Receipt/Closing a Receivable



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select <b>1</b> (F1 - Enter Receipt).

The following screen displays:

Step	Action
3	<p>Verify the defaulting entry or enter the receipt number in the <b>Receipt Number</b> field, and select  (<b>Enter</b> - Validate).</p> <p><i>PCGenesis defaults the Last Receipt Number Used field based upon the last receipt number used. To view additional receipts, click the upper and/or lower bars of the  (Scroll receipts) icon.</i></p>

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Page 1 of 1 Enter Receipt REU0300

Receipt number: 22558  
 Revenue source#: [dropdown] Seq#: [input]

Receipt date: 3/12/2020 Amount: Ref#: [input]  
 Receiv. date: Receiv. amt: Receiv. bal: [input]

Reason: Final payment on receivable? (Y/N)

Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1	00								
2	00								
3	00								
4	00								
5	00								
6	00								
7	00								
8	00								
9	00								
10	00								
11	00								
12	00								
13	00								
14	00								
15	00								
16	00								
17	00								
18	00								
19	00								
20	00								

Receipt number 00022558 locked for entry. ENTER=Validate, F16=Exit, F17=Print Screen 19.03.00

Step	Action
4	<p>Enter the revenue source code and the sequence number, or select the Drop-down selection icon  in the <b>Revenue Source#</b> (Revenue Source Number) and <b>Seq#</b> (Sequence number) fields to choose the information, where applicable.</p> <p><i>If the receipt pertains to a receivable, enter the receivable's sequence number in the Seq# field.</i></p>
5	<p>Select  (<b>Enter</b> – Validate).</p> <p><i>When entering a sequence number in Step 4, the original receivable's information will default in the remaining fields. Where appropriate, verify the defaulting information and make the necessary modifications.</i></p>

For Step 4 -Non Sequence number entries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE

Page 1 of 1 Enter Receipt REV0300

Receipt number: 22558  
 Revenue source#: 31 Seq#: SOURCE 000031

Receipt date: 3122020 Amount: Ref#:   
 Receiv. date: Receiv. amt: Receiv. bal:   
 Reason: Final payment on receivable? (Y/N)

Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1	00								
2	00								
3	00								
4	00								
5	00								
6	00								
7	00								
8	00								
9	00								
10	00								
11	00								
12	00								
13	00								
14	00								
15	00								
16	00								
17	00								
18	00								
19	00								
20	00								

F5=Validate and next screen ENTER=Validate, F16=Exit, F17=Print Screen 19.03.00

For Step 4 - Sequence number entries (a receipt against a receivable), the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE

Page 1 of 1 Enter Receipt REV0300

Receipt number: 22559  
 Revenue source#: 3 Seq#: 9999 OPEN SOURCE 000003

Receipt date: 3122020 Amount: Ref#:   
 Receiv. date: 3/12/2020 Receiv. amt: 5000.00 Receiv. bal: 5000.00   
 Reason: GaDOE Receivable Final payment on receivable? (Y/N)

Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount	Rcvd-to-Date	Est Amt
1	20	100	1021	3122							1000.00
2	20	100	1021	3140							1000.00
3	20	100	1051	3120							1000.00
4	20	100	1051	3122							1000.00
5	20	100	1051	3140							1000.00
6	00										
7	00										
8	00										
9	00										
10	00										
11	00										
12	00										
13	00										
14	00										
15	00										
16	00										
17	00										
18	00										
19	00										
20	00										

F1=Next open record, F5=Validate and next screen ENTER=Validate, F16=Exit, F17=Print Screen 19.03.00

Step	Action
6	<p>Verify or enter the date (MM/DD/CCYY), the total dollar amount, and the reference number where appropriate in the <b>Receipt date</b>, <b>Amount</b>, and <b>Ref#</b> (Reference Number) fields.</p> <p><i>Although PCGenesis defaults to the current date in the “Receipt date” field, PCGenesis users may modify this information as needed.</i></p>
7	<p>Verify or enter the reason for the creation of the receipt in the <b>Reason</b> field.</p>
8	<p><b>For Step 4-Seq# (Sequence number) entries:</b></p> <p><u>To close the receivable:</u> Enter <b>Y</b> (Yes) in the <b>Pymt in Full?</b> (Payment in Full?) field. <i>PCGenesis does not allow the entry of additional receipts against the receivable.</i></p> <p><u>To allow the receivable to remain open:</u> Enter <b>N</b> (No) in the <b>Pymt in Full?</b> (Payment in Full?) field. <i>PCGenesis allows the entry of additional receipts against the receivable.</i></p> <p><i>Proceed to Step 11.</i></p>
<p style="text-align: center;"><b>Repeat Steps 9 – 10 for <u>each</u> account detail line entry where appropriate.</b></p> <p style="text-align: center;"><i>PCGenesis allows for the entry of up to 40 account detail lines via this procedure.</i></p>	
9	<p><b>For Step 4-Non Seq# (Sequence number) entries:</b> Position the cursor in the <b>Yr Fnd F Prgm Fnct Objet Fcty B Addt'l</b> field, and select the Drop-down selection icon  or select  (<b>F15</b> - Look Up Account) to choose the information.</p>
10	<p>Enter the account detail line’s corresponding dollar amount in the <b>Amount</b> field.</p>
11	<p><b>For Twenty (20) and Less Account Detail Line Entries:</b> Select  (<b>Enter</b> - Validate), and proceed to <i>Step 13</i>.</p> <p><b>For Twenty-One (21) or More Account Detail Line Entries:</b> Select  (<b>F5</b> - Validate and Next Screen). Make the appropriate entries and when all account line entries are complete, select  (<b>Enter</b> - Validate), or select  (<b>F2</b> - Validate and first Screen).</p> <p><i>Select  (<b>F17</b> – Print Screen) to obtain a screen print of the receipt screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</i></p>

For twenty-one (21) or more account line entries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV CA\DEVSYS CA\SECOND WHITE

Page 2 of 2 Enter Receipt REV0300

Receipt number: 22562  
 Revenue source#: 28 Seq#: 8459 OPEN SOURCE 000028

Receipt date: 3/12/2020 Amount: 2550005.00 Ref#:   
 Receiv. date: 6/30/2019 Receiv. amt: 2550005.00 Receiv. bal: 2550005.00

Reason: RECEIVE 0000288459 Final payment on receivable? Y (Y/N)

Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Addt'l	Amount	Rcvd-to-Date	Est Amt
21	19	100	1310	3120					76864.00		76864.00
22	19	100	1100	3120					26700.00		26700.00
23	19	100	1011	3140					70601.00		70601.00
24	19	100	1061	3140					7923.00		7923.00
25	19	100	1021	3140					143223.00		143223.00
26	19	100	1071	3140					24609.00		24609.00
27	19	100	1051	3140					73424.00		73424.00
28	19	100	1091	3140					21093.00		21093.00
29	19	100	1081	3140					132471.00		132471.00
30	19	100	1041	3140					123547.00		123547.00
31	19	100	3011	3140					38340.00		38340.00
32	19	100	2021	3140					2283.00		2283.00
33	19	100	2031	3140					12348.00		12348.00
34	19	100	2041	3140					102743.00		102743.00
35	19	100	2051	3140					43642.00		43642.00
36	19	100	2061	3140					27856.00		27856.00
37	19	100	2111	3140					31775.00		31775.00
38	19	100	2211	3140					19237.00		19237.00
39	19	100	5071	3140					10124.00		10124.00
40	19	100	1351	3140					10589.00		10589.00

F2=Validate and first screen ENTER=Validate, F16=Exit, F17=Print Screen 19.03.00

ENTER ✓ F1 F2 F5 F12 F15

F16

Step	Action
12	Repeat Steps 9 – 10 for each account detail line entry, and select <b>F2</b> (F2 - Validate and first screen), or select <b>ENTER</b> (Enter - Validate).

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Page 1 of 1 Enter Receipt REV0300

Receipt number: 22558  
 Revenue source#: 31 Seq#: SOURCE 000031

Receipt date: 3/12/2020 Amount: 1111.11 Ref#: DOE 321  
 Receiv. date: Receiv. amt: Receiv. bal:

Reason: STATE QBE ALLOTMENT Final payment on receivable? (Y/N)

Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	Amount
1	20	100	1021	3122					1111.11
2	00								
3	00								
4	00								
5	00								
6	00								
7	00								
8	00								
9	00								
10	00								
11	00								
12	00								
13	00								
14	00								
15	00								
16	00								
17	00								
18	00								
19	00								
20	00								

F12=Post, F16=ReEnter, F17=Print Screen 19.03.00

ENTER ✓ F1 F2 F5 F12 F16

Step	Action
13	<p>Verify that the information displayed is correct, and select <b>F12</b> (F12 - Post).</p> <p>If the information is incorrect, select <b>F16</b> (F16 – ReEnter) to reenter the correct information.</p> <p>“Account Update in Progress – Do not cancel processing!” briefly displays. <u>Under no circumstances should you cancel processing!</u></p>

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV CA\DEVSY5 CA\SECOND WHITE

Page 1 of 1 **Enter Receipt** **REU0300**

Receipt number: 22559 Last receipt number used: 022558  
 Revenue source#: Seq#:

Receipt date: 3/12/2020 Amount: Ref#:  
 Receiv. date: Receiv. amt: Receiv. bal:

Reason: Final payment on receivable? (Y/N)

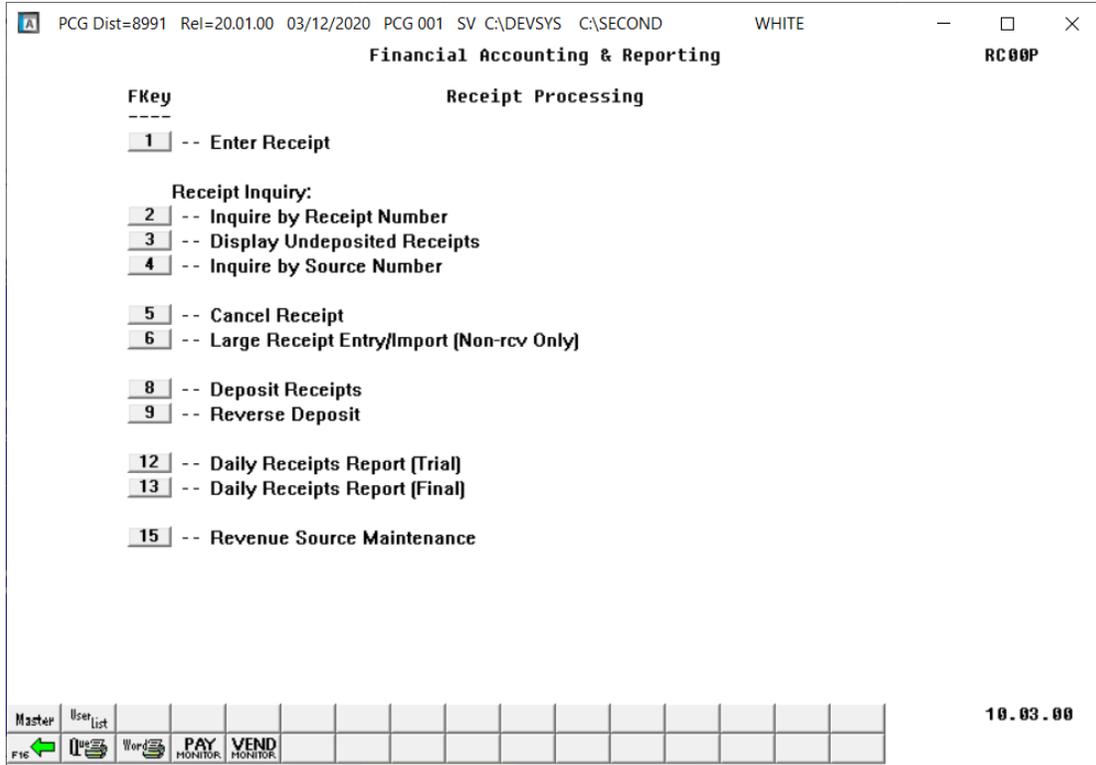
Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1									00
2									00
3									00
4									00
5									00
6									00
7									00
8									00
9									00
10									00
11									00
12									00
13									00
14									00
15									00
16									00
17									00
18									00
19									00
20									00

ENTER=Validate, F16=Exit, F17=Print Screen 19.03.00

ENTER ✓ F1 F2 F5 F12 F15  
 F16

Step	Action
14	<p><b>For additional receipt entries:</b> Repeat this procedure beginning at <i>Step 3</i>.</p> <p><b>To exit the program:</b> Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i>.</p>

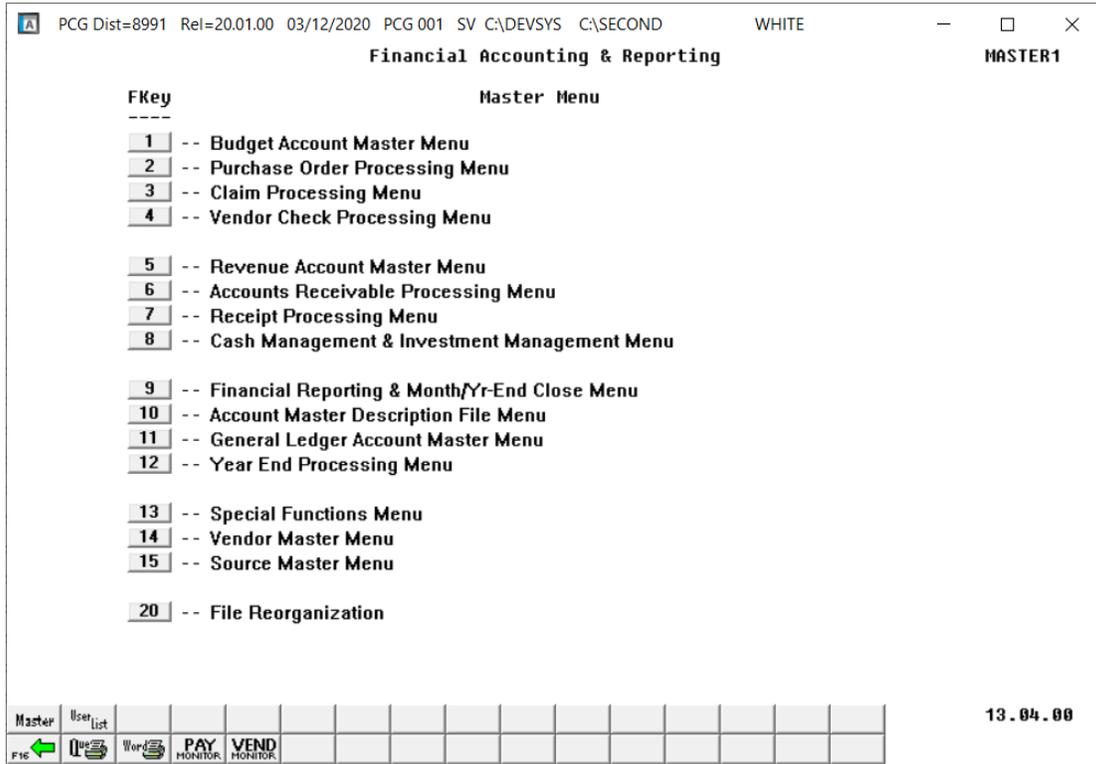
The following screen displays:



Step	Action
15	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> .

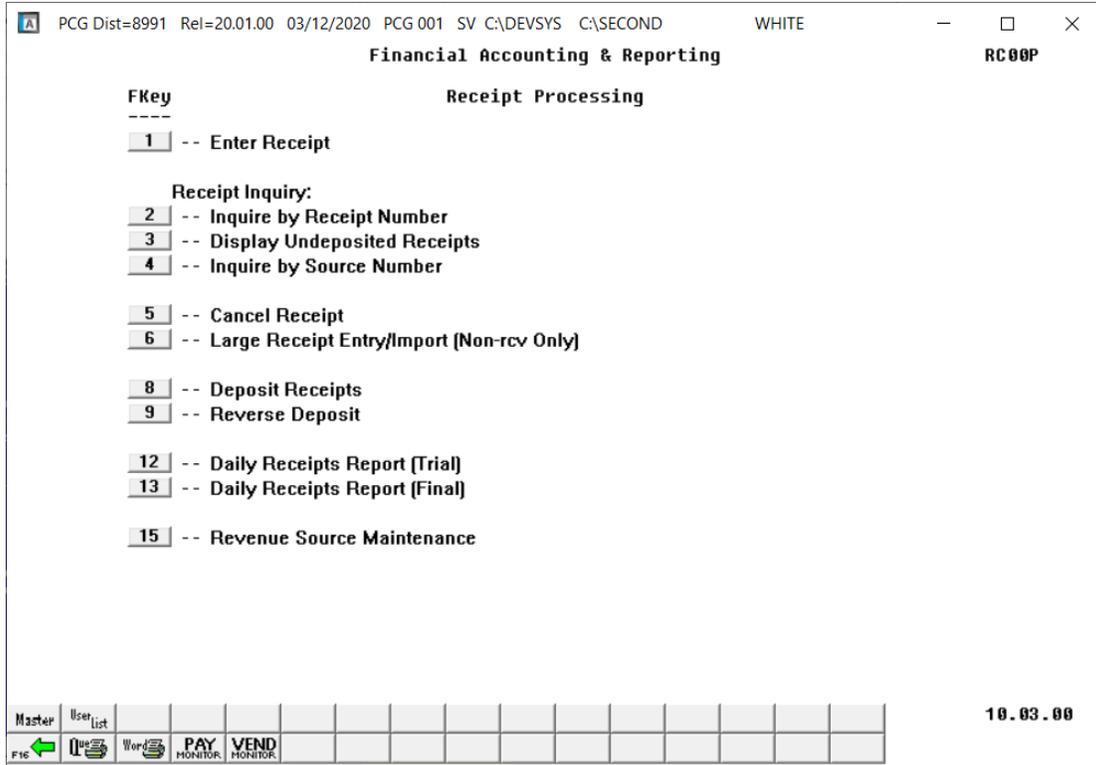
## Topic 2: Displaying a Receipt

### 2A. Displaying a Receipt by Receipt Number or by Revenue Source



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select <b>2</b> (F2 - Receipt Inquiry: Inquire by Receipt Number) or <b>4</b> (F4 – Receipt Inquiry: Inquire by Source Number).

For **2** (By Receipt Number) inquiries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C\DEVSY S C\SECOND WHITE

Page 1 of 1 **Receipt Inquiry By Receipt Number** REV0320

Receipt number:  Receipt status:  
 Revenue source#:  Seq#:  
 Receipt date: Amount: Ref#:  
 Receiv. date: Receiv. amt:  
 Deposit date: Deposit bank:  
 Reason:

Line	Yr	Fnd	F	Prgm	Srce	Objct	Fcty	B	Addt'l	Amount
										20.01.00

ENTER=Display first receipt, F16 = Exit

ENTER	F1	F2		F5						F16	
F16											

For **4** (By Source Number) inquiries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C\DEVSY S C\SECOND WHITE

Page 1 of 1 **Receipt Inquiry By Source Number** FARRH200

Revenue source#:  Receipt date: (MM/DD/CCYY)  
 Receipt status: Receipt number: A/R seq#:  
 Ref#: Receipt amount:  
 Receivable date: Receivable amt:  
 Deposit date: Deposit bank:  
 Reason:

Line	Yr	Fnd	F	Prgm	Srce	Objct	Fcty	B	Addt'l	Amount
										20.01.00

ENTER=Display Source, F16 = Exit

ENTER										F16	
F16											

Step	Action
3	<p><b>For receipt number inquiries:</b> Enter the receipt number in the <b>Receipt Number</b> field and select  (<b>Enter</b> - Display First Receipt), or select the receipt number by using the Drop-down selection icon  within the <b>Receipt Number</b> field, or select <b>Enter</b> (Display first receipt) to view the first receipt on file. Proceed to <i>Step 6</i>.</p> <p><b>For revenue source number inquiries:</b> Enter the source code or select the Drop-down selection icon  in the <b>Revenue source #</b> (Revenue source number) field to choose the information. Enter the date (MM/DD/CCYY) in the <b>Receipt Date</b> field, and select  (<b>Enter</b> - Display Source).</p>

For **4** (**By Source Number**) inquiries, the following screen displays:

Step	Action
4	<p>Enter the receipt's date (MM/DD/CCYY) or the calendar year (CCYY) in the <b>Receipt date</b> field.</p> <p><i>PCGenesis defaults to the current calendar year.</i></p>
5	<p>Select  (<b>Enter</b> - Display receipt).</p>

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV CADEVSYS CA\$ECOND WHITE

Page 1 of 1 Receipt Inquiry By Source Number FARRM200

Revenue source#: 3 Receipt date: 3/12/2020 (MM/DD/CCYY)  
 SOURCE 000003 Receipt number: 22559 A/R seq#: 9999  
 Receipt status: OPEN  
 Ref#: DOE 333 Receipt amount: 2,500.00  
 Receivable date: 3/12/2020 Receivable amt: 5,000.00  
 Deposit date: Deposit bank:

Reason: GaDOE Receivable

Line	Yr	Fnd	F	Prgrn	Srcr	Objct	Fcty	B	Add'l	Amount
1	20	100	0	1021	3122	00000	0000	0	000000	500.00
2	20	100	0	1021	3140	00000	0000	0	000000	500.00
3	20	100	0	1051	3120	00000	0000	0	000000	500.00
4	20	100	0	1051	3122	00000	0000	0	000000	500.00
5	20	100	0	1051	3140	00000	0000	0	000000	500.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

ENTER=Next Receipt, F16=ReEnter, F17=Print Screen

ENTER F16 F17

20.01.00

Step	Action
6	<p><b>For receipt number inquiries:</b> In order to review or screen-print the information displayed, select <b>F5</b> (F5 - Next screen of receipt) or <b>F2</b> (F2 - Previous screen of receipt). To scroll through receipt records, select  (Enter - Display next receipt) or <b>F1</b> (F1 - Display previous receipt). Select  (F16 - Reenter) to return to the <i>Receipt Number Entry</i> screen.</p> <p><b>For revenue source number inquiries:</b> In order to review or screen-print the information displayed, select <b>Next</b> (F2 - Next screen of receipt) or <b>Prev</b> (F1 - Previous screen of receipt). Select  (Enter - Display next receipt) to display the next receipt or select  (F16 - Reenter) to return to the <i>Receipt Number Entry</i> screen.</p> <p>Select  (F17 - Print Screen) to obtain a screen print of the receipt screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>Continue to select Enter until the record is located. Select  (F16 - Reenter) when "Last Receipt for this Source" displays.</p>

For **2** (By Receipt Number) inquiries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Page 1 of 1 **Receipt Inquiry By Receipt Number** REV0320

Receipt number:  Receipt status:  
 Revenue source#:  Seq#:  
 Receipt date: Amount: Ref#:  
 Receiv. date: Receiv. amt:  
 Deposit date: Deposit bank:  
 Reason:

Line	Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	Amount
------	----	-----	---	------	-----	-------	------	---	-------	--------

ENTER=Display first receipt, F16 = Exit 20.01.00

ENTER ✓ F1 F2 F5 F16

For **4** (By Source Number) inquiries, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Page 1 of 1 **Receipt Inquiry By Source Number** FARRM200

Revenue source#:  Receipt date: (MM/DD/CCYY)  
 Receipt number: A/R seq#:  
 Receipt status: Receipt amount:  
 Ref#: Receipt amount:  
 Receivable date: Receivable amt:  
 Deposit date: Deposit bank:  
 Reason:

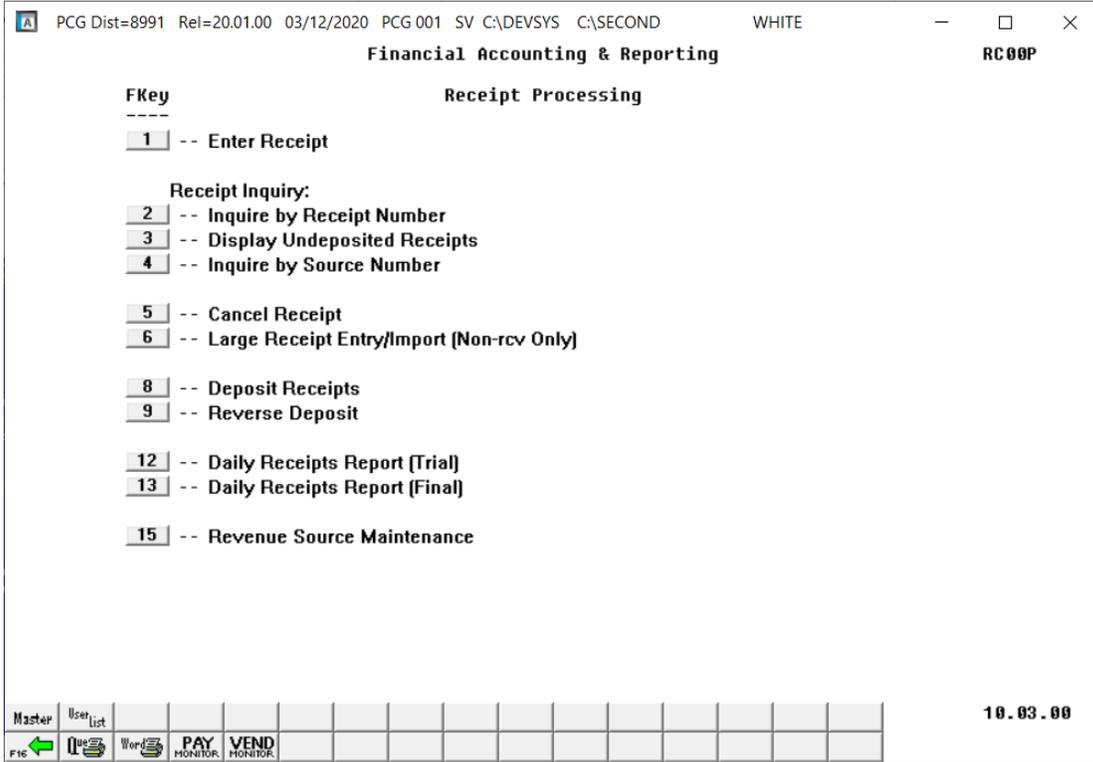
Line	Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	Amount
------	----	-----	---	------	-----	-------	------	---	-------	--------

ENTER=Display Source, F16 = Exit 20.01.00

ENTER ✓ F16

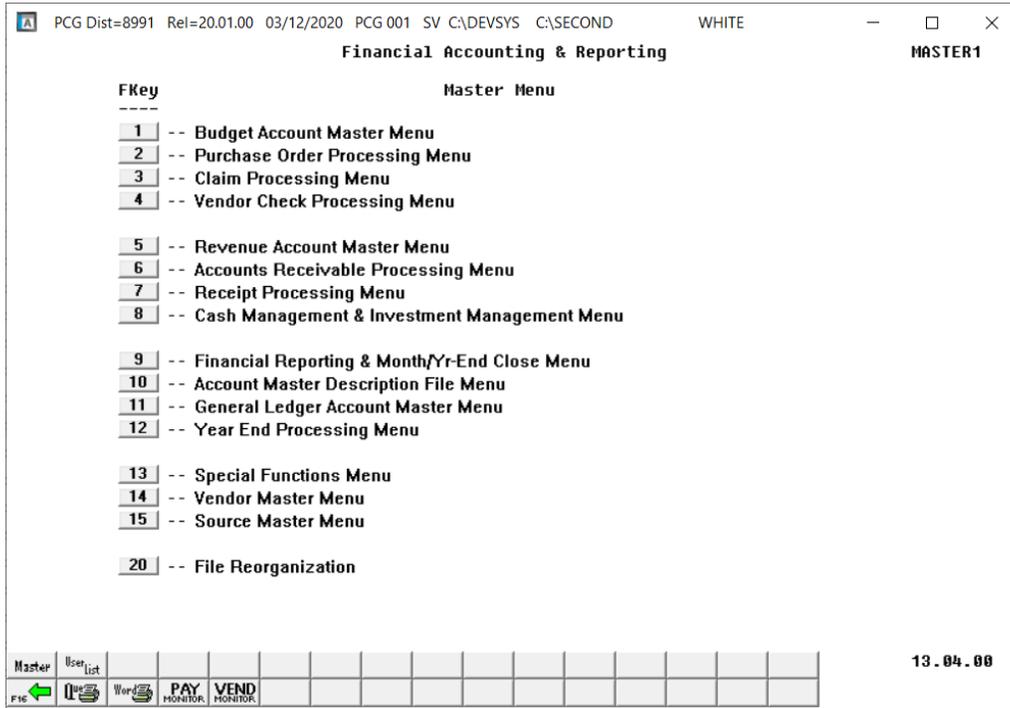
Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i> .

The following screen displays:



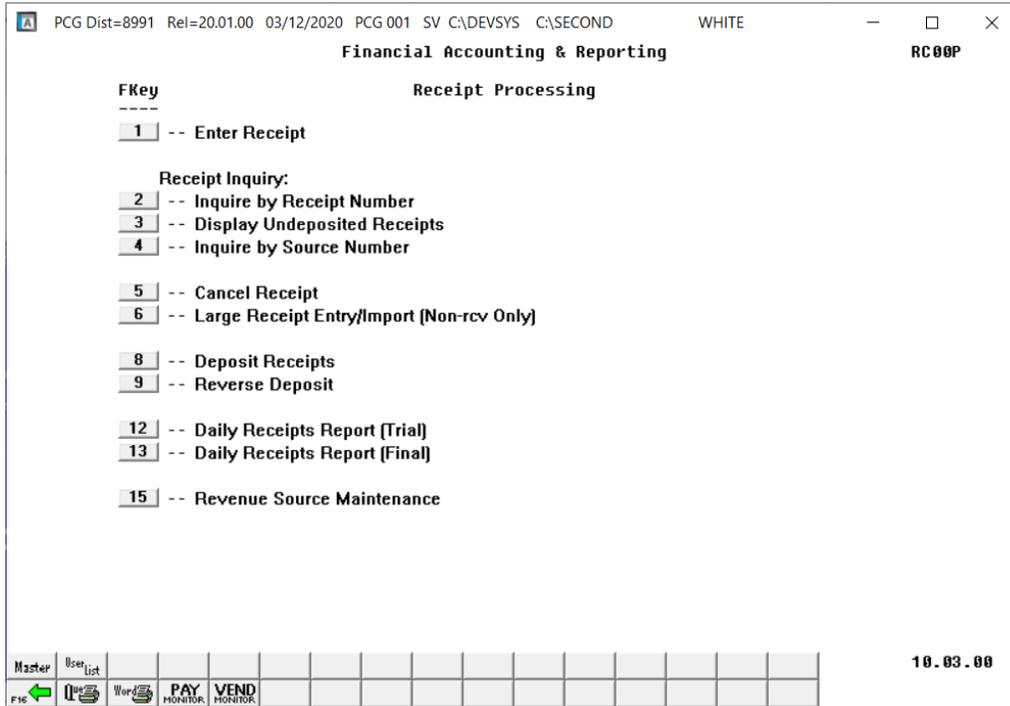
Step	Action
8	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## 2B. Displaying Undeposited Receipts



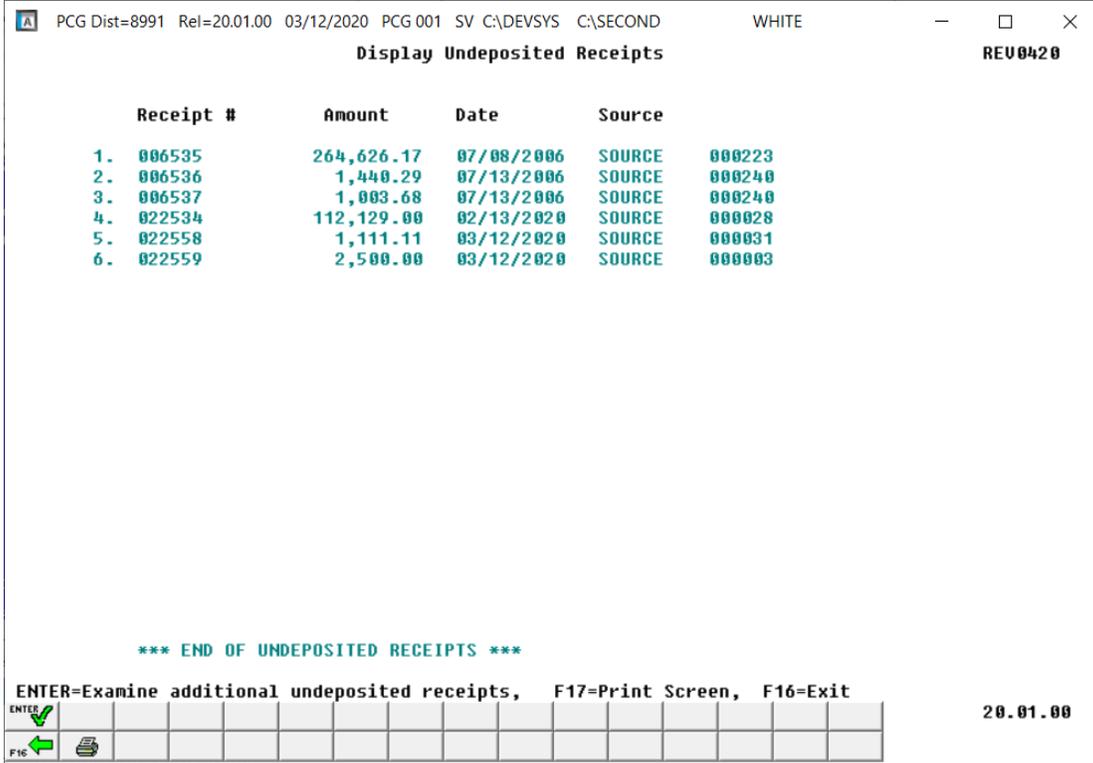
Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



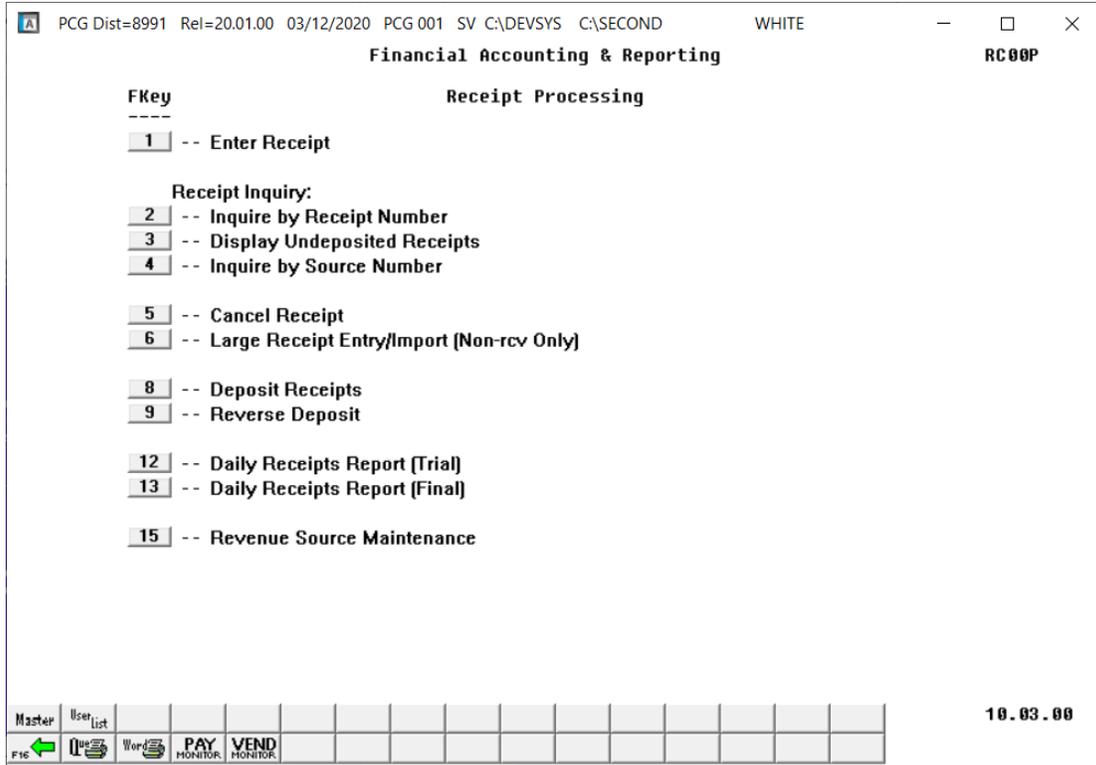
Step	Action
2	Select  (F3 - Receipt Inquiry: Display Undeposited Receipts). <i>“Searching for Undeposited Receipts” briefly displays.</i>

The following screen displays:



Step	Action
3	Review the information displayed, and select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i> . Select  (F17 – Print Screen) to obtain a screen print of the <i>Undeposited Receipts</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’. Continue to select  ( <i>Enter</i> ) to display additional undeposited receipts where appropriate.

The following screen displays:

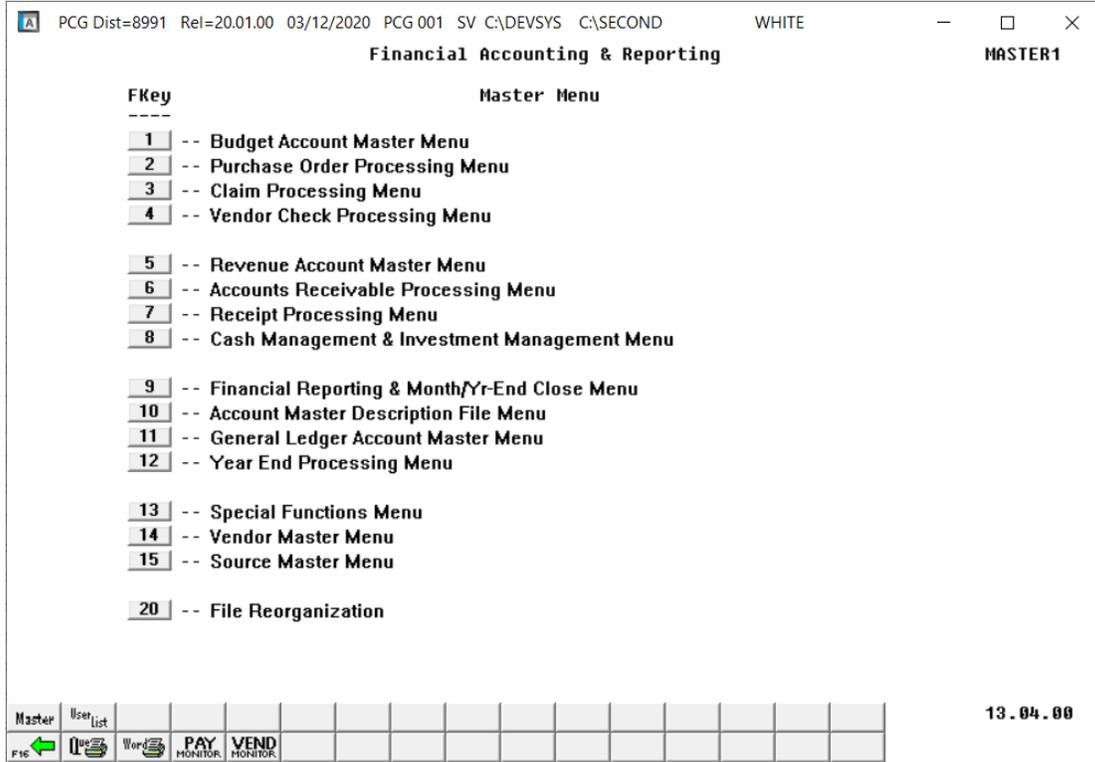


Step	Action
4	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Topic 3: Canceling a Receipt

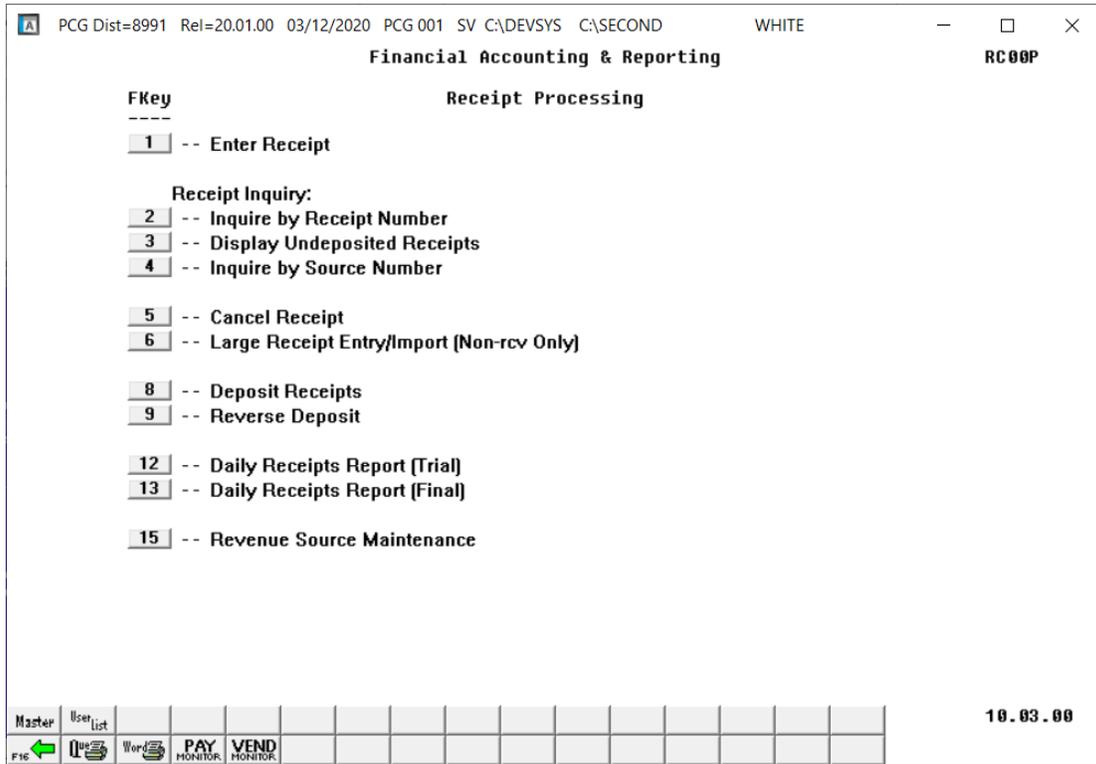
**\*\*\* ATTENTION \*\*\***

*PCGenesis only allows the cancellation of open, undeposited receipts.*



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select <b>F5</b> (F5 - Cancel Receipt).

The following screen displays:

Step	Action
3	Enter the receipt number in the <b>Receipt Number</b> field and select  ( <b>Enter</b> ), or select the receipt number by using the Drop-down selection icon  within the <b>Receipt Number</b> field.

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE  
 Page 1 of 1 CANCEL Receipt REV0350

Receipt number: 22559 OPEN  
 Revenue source#: 3 Seq#: 9999 SOURCE 000003  
 Receipt date: 3/12/2020 Amount: 2,500.00 Ref#: DOE 333  
 Receiv. date: 3/12/2020 Receiv. amt: 5,000.00  
 Reason: GaDOE Receivable

Line	Yr	Fnd	F	Prgm	Src	Obj	Fcty	B	Add'l	Amount
1	20	100	0	1021	3122	00000	0000	0	000000	500.00
2	20	100	0	1021	3140	00000	0000	0	000000	500.00
3	20	100	0	1051	3120	00000	0000	0	000000	500.00
4	20	100	0	1051	3122	00000	0000	0	000000	500.00
5	20	100	0	1051	3140	00000	0000	0	000000	500.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

F12=Cancel, F17=Print Screen, F16=ReEnter/Exit

F12 20.01.00

Step	Action
4	Verify the information displayed is correct, and select <b>F12</b> (F12 - Cancel). If the information is incorrect, select <b>F16</b> (F16 - Reenter/Exit) to reenter the information, return to Step 3 to enter a different receipt number or to Topic 2: Displaying a Receipt to locate the correct receipt number.

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Page 1 of 1 CANCEL Receipt REV0350

Receipt number: 22559 OPEN  
 Revenue source#: 3 Seq#: 9999 SOURCE 000003  
 Receipt date: 3/12/2020 Amount: 2,500.00 Ref#: DOE 333  
 Receiv. date: 3/12/2020 Receiv. amt: 5,000.00  
 Reason: GaDOE Receivable

Line	Yr	Fnd	F	Prgm	Src	Obj	Fcty	B	Addt'l	Amount
1	20	100	0	1021	3122	00000	0000	0	000000	500.00
2	20	100	0	1021	3140	00000	0000	0	000000	500.00
3	20	100	0	1051	3120	00000	0000	0	000000	500.00
4	20	100	0	1051	3122	00000	0000	0	000000	500.00
5	20	100	0	1051	3140	00000	0000	0	000000	500.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Cancellation date: \_\_\_\_\_ (MMDDCCYY)

Enter=Cancel, F17=Print Screen, F16=ReEnter/Exit

ENTER ✓ F12 F15 20.01.00  
 F16 F28

Step	Action
5	Enter the date (MM/DD/CCYY) in the <b>Cancellation Date</b> field, and select  (Enter - Cancel).

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE  
 Page 1 of 1 CANCEL Receipt REV0350

Receipt number: 22559 OPEN  
 Revenue source#: 3 Seq#: 9999 SOURCE 000003  
 Receipt date: 3/12/2020 Amount: 2,500.00 Ref#: DOE 333  
 Receiv. date: 3/12/2020 Receiv. amt: 5,000.00  
 Reason: GaDOE Receivable

Line	Yr	Fnd	F	Prgm	Src	Obj	Fcty	B	Addt'1	Amount
1	20	100	0	1021	3122	00000	0000	0	000000	500.00
2	20	100	0	1021	3140	00000	0000	0	000000	500.00
3	20	100	0	1051	3120	00000	0000	0	000000	500.00
4	20	100	0	1051	3122	00000	0000	0	000000	500.00
5	20	100	0	1051	3140	00000	0000	0	000000	500.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Cancellation date: 3/12/2020 (MMDDCCYY)

F28=Confirm Cancel, F17=Print Screen, F16=ReEnter/Exit

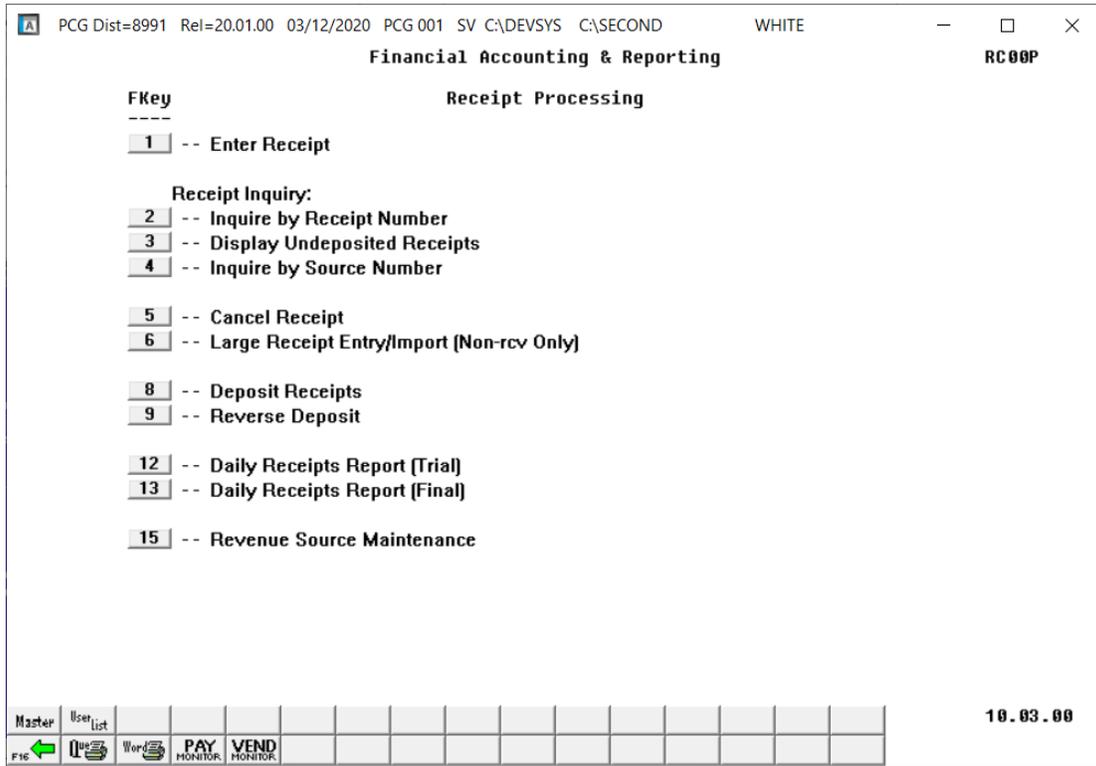
20.01.00

Step	Action
6	<p>Verify the cancellation date is correct, and select <b>F28</b> (F28 - Confirm Cancel).</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the receipt screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>“Account Update in Progress – Do not cancel processing!” briefly displays. <u>Under no circumstances should you cancel processing!</u></p> <p>If the information is incorrect, select  (F16 - Reenter/Exit) to reenter the information.</p>

The following screen displays:

Step	Action
7	<p><b>If there are additional Receipts to be cancelled:</b> Return to <i>Step 3</i> to repeat this procedure.</p> <p><b>If there are no additional Receipts to cancel:</b> Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i>.</p>

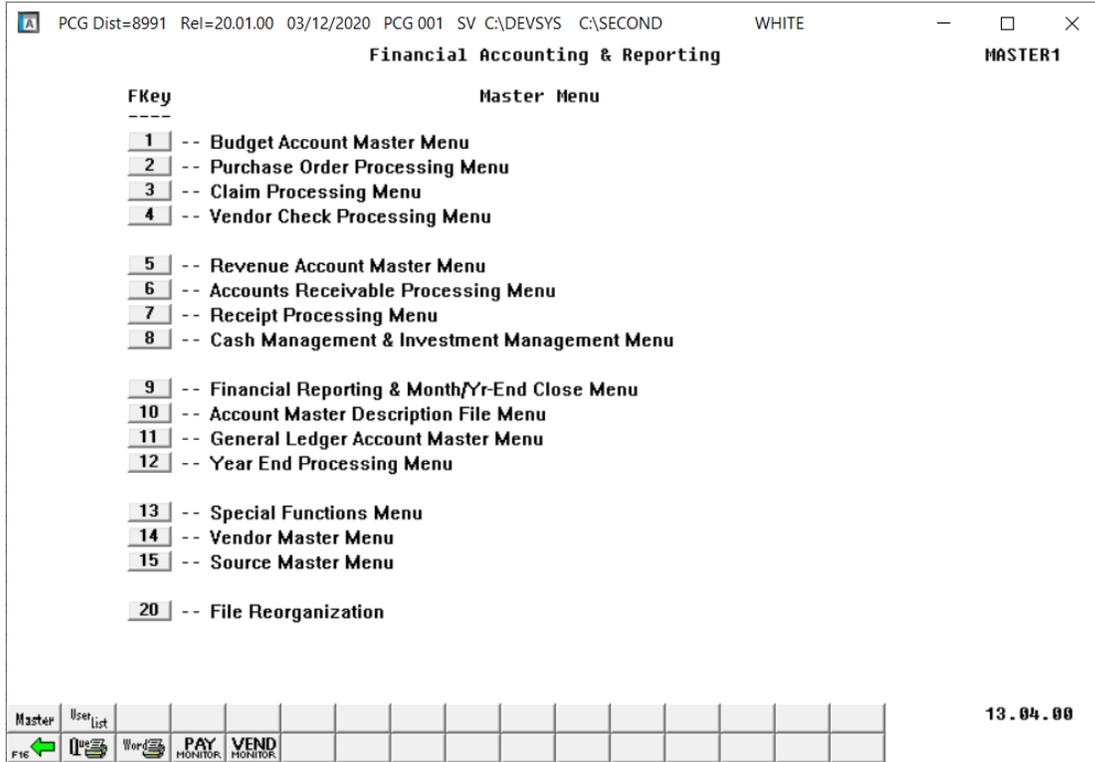
The following screen displays:



Step	Action
8	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> .

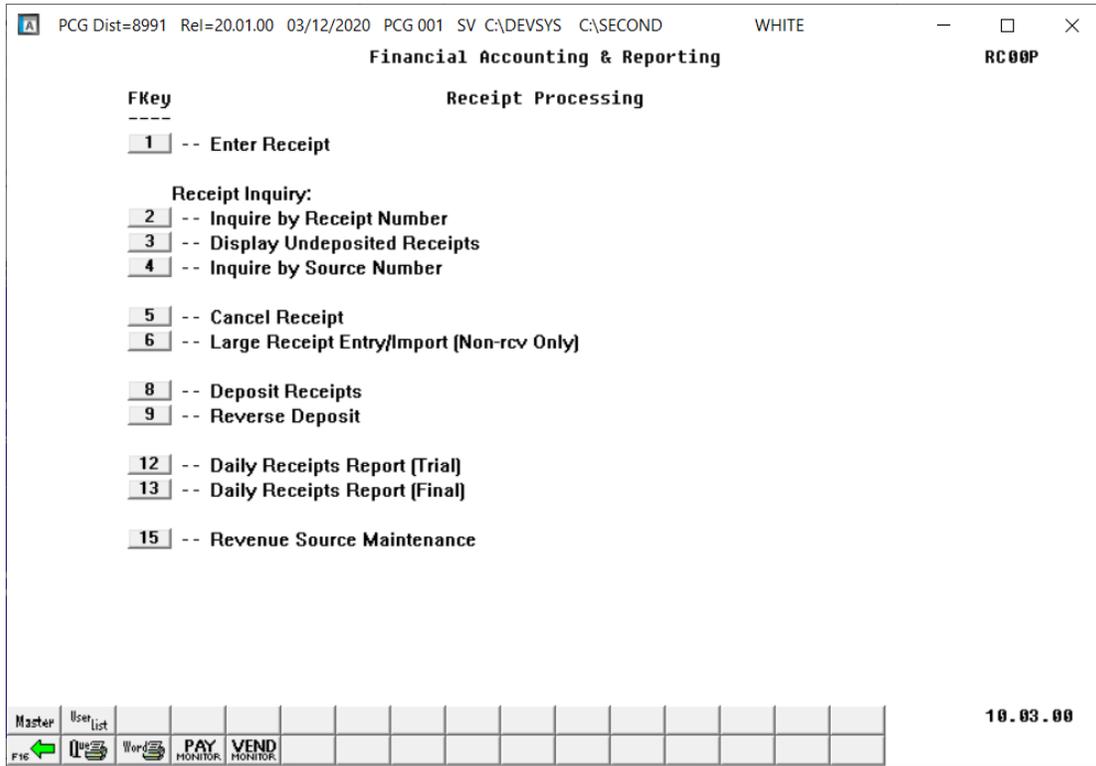
## Topic 4: Entering a Non-Accounts Receivable's Receipt

### 4A. Entering a Large Non-Accounts Receivable's Receipt Manually into PCGenesis



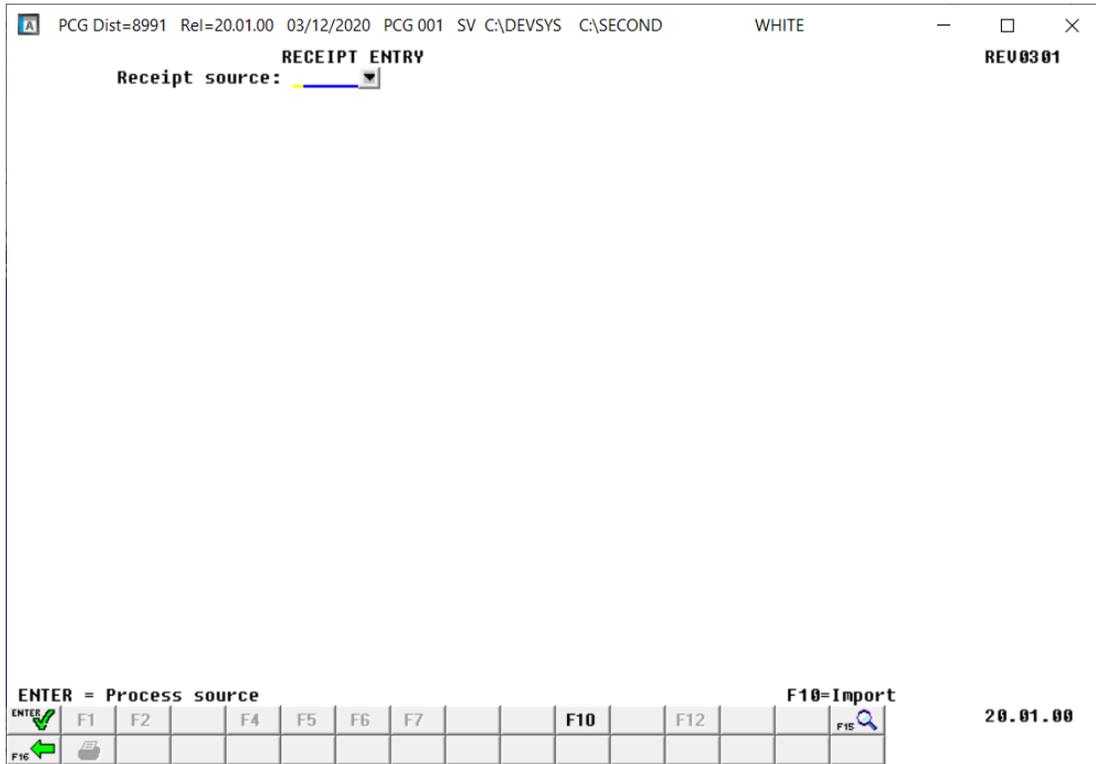
Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select <b>6</b> (F6 – Large Receipt Entry/Import (Non-rcv Only)).

The following screen displays:



Step	Action
3	Enter the code, or select the Drop-down selection icon  within the <b>Receipt Source</b> field to choose the revenue source, and select  ( <b>Enter</b> - Process source).

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

RECEIPT ENTRY LINES 1 TO 1 OF 1 REV0301  
 Receipt source: 3 SOURCE 000003

Receipt number: 22560 Last receipt number used: 022559  
 Reason: \_\_\_\_\_ Receipt date: \_\_\_\_\_  
 Ref#: \_\_\_\_\_ Receipt amount: \_\_\_\_\_

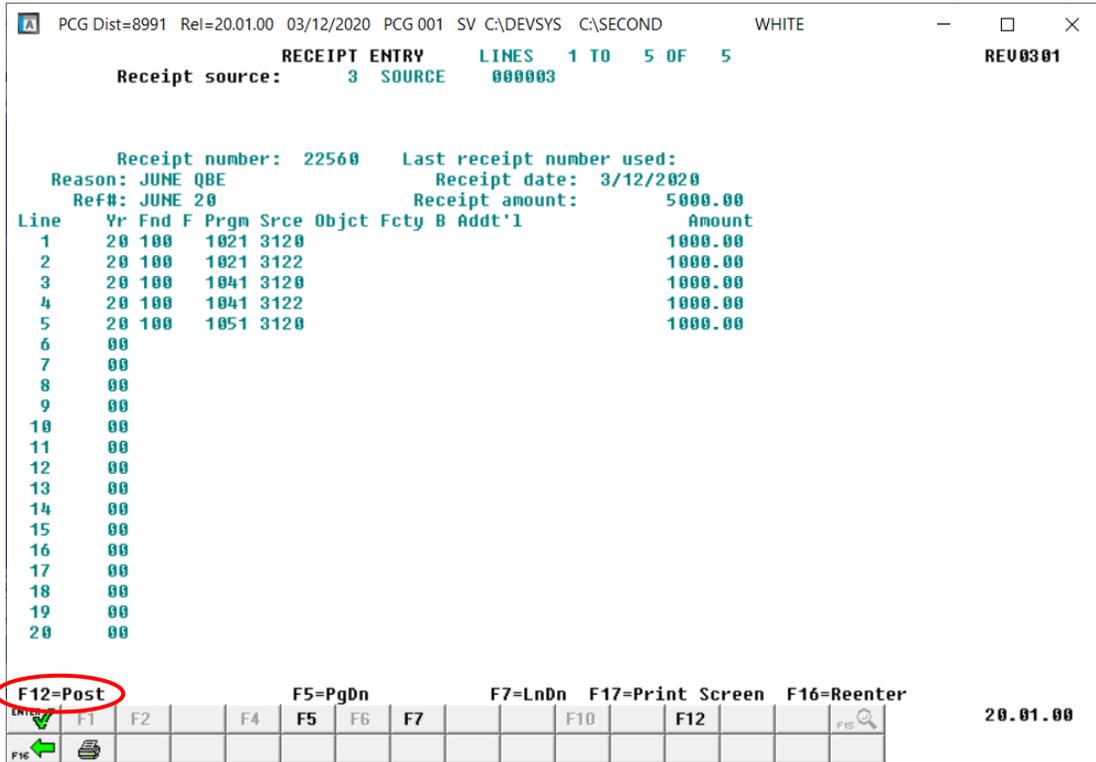
Line	Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1	00									
2	00									
3	00									
4	00									
5	00									
6	00									
7	00									
8	00									
9	00									
10	00									
11	00									
12	00									
13	00									
14	00									
15	00									
16	00									
17	00									
18	00									
19	00									
20	00									

ENTER=Validate F5=PgDn F7=LnDn F17=Print Screen F16=Return to source select 20.01.00

Step	Action
4	Verify the defaulting receipt number is correct in the <b>Receipt number</b> field. <i>If the information is incorrect, modify the entry where appropriate.</i>
5	Enter the reason for the receipt’s creation in the <b>Reason</b> field.
6	Enter the date (MM/DD/CCYY) in the <b>Receipt date</b> field.
7	Enter the receipt’s reference number where appropriate in the <b>Ref #</b> (Reference Number) field.
8	Enter the receipt’s total dollar amount in the <b>Receipt amount</b> field.
<p><b>Repeat Steps 9 – 10 for <u>each</u> account detail line entry where appropriate.</b></p> <p><i>PCGenesis allows for the entry of up to 998 account detail lines via this procedure. When posting occurs, PCGenesis creates the necessary receivables to accommodate the entries here.</i></p>	
9	Enter or select the Drop-down selection icon  to choose the account information in the <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> fields.
10	Enter the corresponding dollar amount in the <b>Amount</b> field.

Step	Action
11	<p>Make the appropriate entries and when all account line entries are complete, select  (Enter - Validate).</p> <p>To view additional account detail lines, select the Page Up  (F4 - PgUp) or Page Down  (F5 - PgDn) or Line Up  (F6 - LnUp) or Line Down  (F7 - LnDn).</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the receipt screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

For twenty-one (21) or more account detail line entries, the following screen displays:



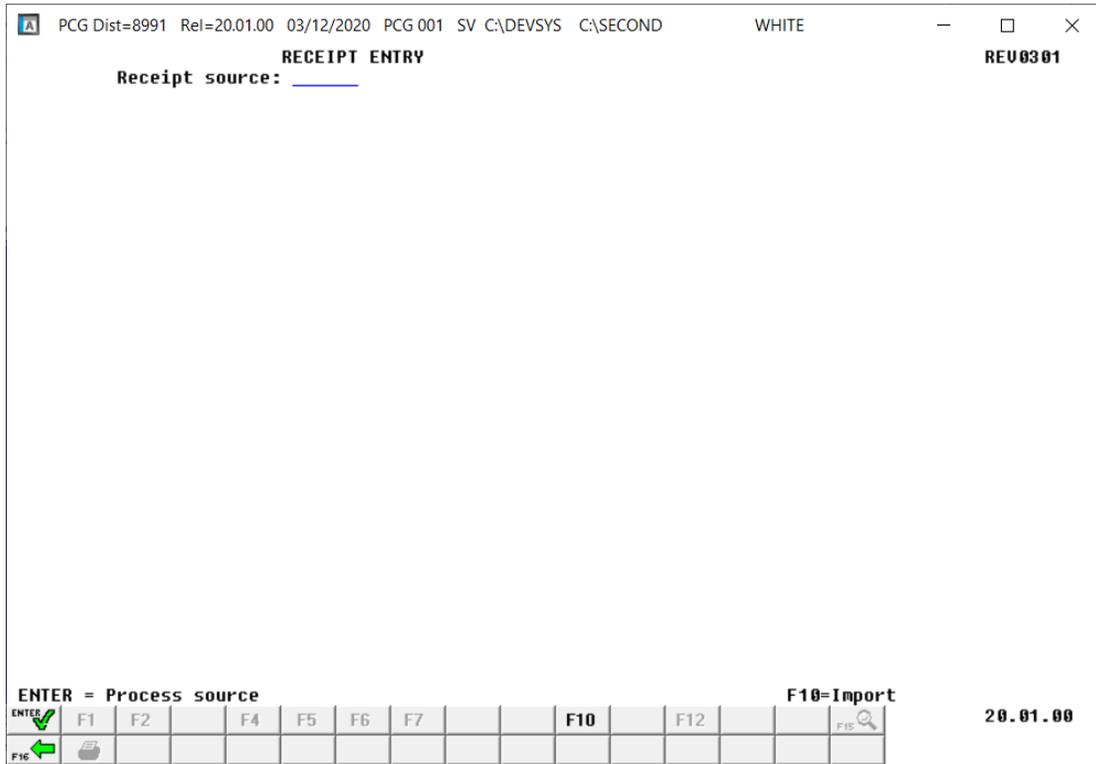
Step	Action
12	Select  (F12 - Post).

The following screen displays:



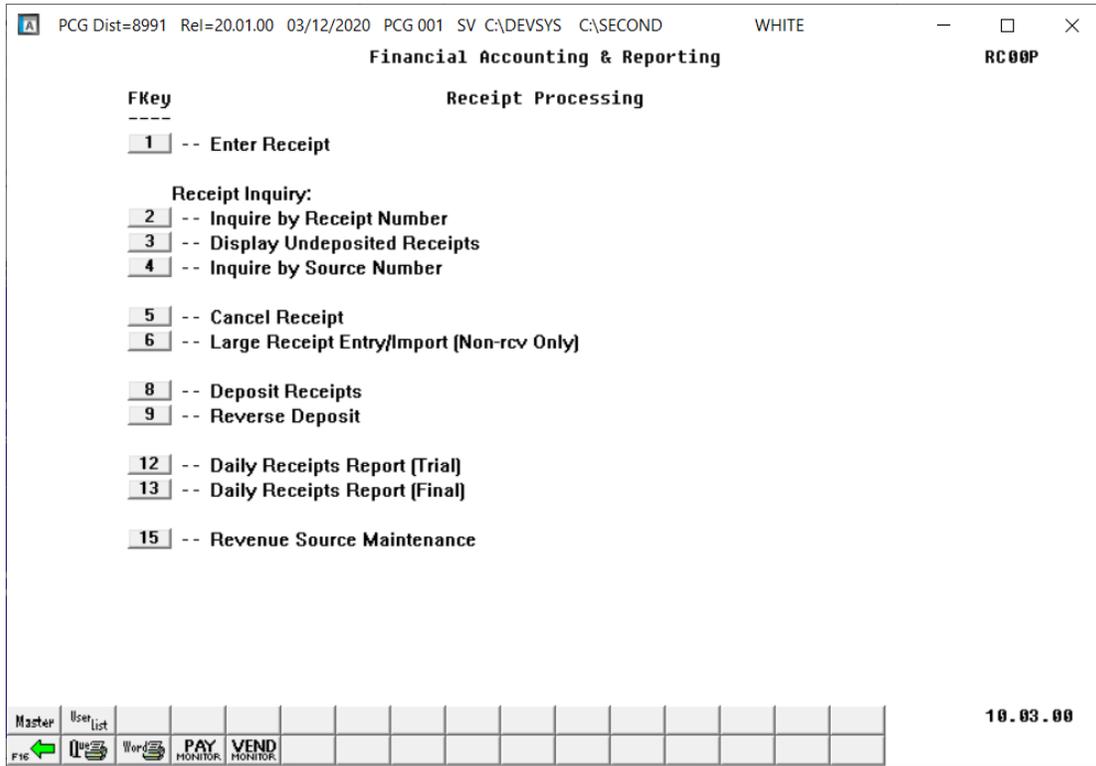
Step	Action
13	Select  ( <b>Enter</b> to Continue) to return to the <i>Receipt Entry</i> screen.

The following screen displays:



Step	Action
14	<p><b>For additional large receipt entries:</b> Repeat this procedure beginning at <i>Step 3</i>.</p> <p><b>To exit the program:</b> Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i>.</p>

The following screen displays:



Step	Action
15	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> .

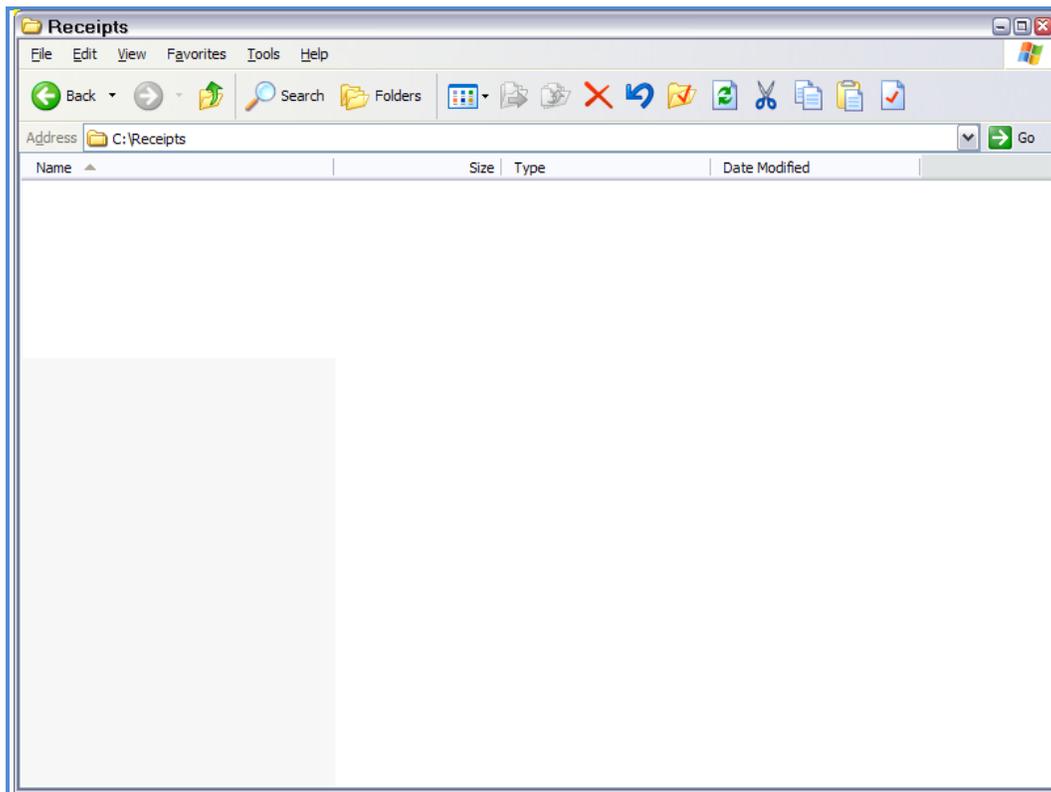
## 4B. Creating a Non-Accounts Receivable Receipt Using the ReceiptOrReceivable.csv File

### 4B.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 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>Receipts</b> .

The following window displays:



Step	Action
2	Access the "PCGenesis Receipt or Receivable Template" ( <b>ReceiptOrReceivableTemplate.xlsx</b> ) file located at: <a href="https://www.gadoe.org/Technology-Services/PCGenesis/Documents/ReceiptOrReceivableTemplate.xlsx">https://www.gadoe.org/Technology-Services/PCGenesis/Documents/ReceiptOrReceivableTemplate.xlsx</a>
3	Save the <i>ReceiptOrReceivableTemplate</i> file to the <b>Receipts</b> folder created in <i>Step 1</i> .

### 4B.1.1. ReceiptOrReceivable.xls Template – Example

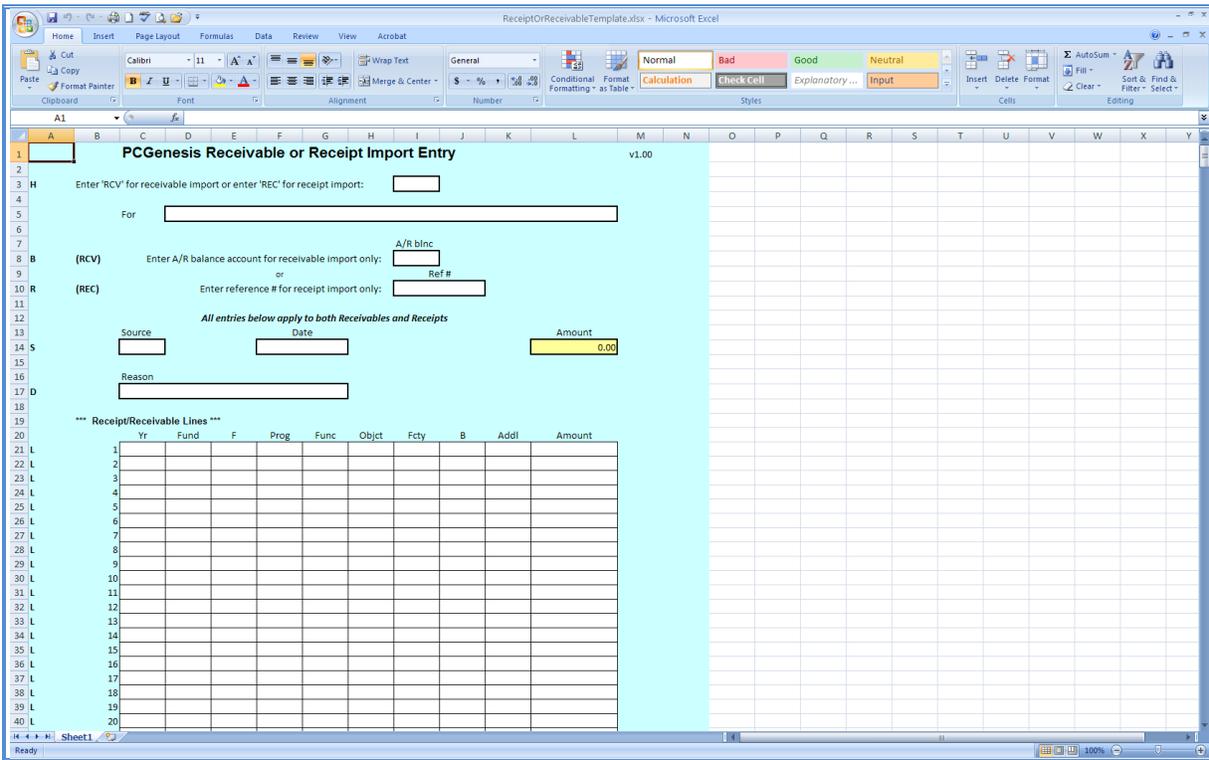
The screenshot displays the Microsoft Excel interface for the 'ReceiptOrReceivableTemplate.xls' spreadsheet. The spreadsheet is organized as follows:

- Row 1:** Title 'PCGenesis Receivable or Receipt Import Entry' and version 'v1.00'.
- Row 3:** Instruction 'Enter 'RCV' for receivable import or enter 'REC' for receipt import:' followed by an input box.
- Row 4:** Instruction 'For' followed by a wide input box.
- Row 8:** Instruction '(RCV) Enter A/R balance account for receivable import only:' followed by an input box and 'A/R blnc' label.
- Row 9:** Instruction 'or' followed by an input box and 'Ref #' label.
- Row 10:** Instruction '(REC) Enter reference # for receipt import only:' followed by an input box.
- Row 12:** Note 'All entries below apply to both Receivables and Receipts'.
- Row 13:** Labels 'Source', 'Date', and 'Amount' with corresponding input boxes. The 'Amount' box contains '0.00'.
- Row 16:** Label 'Reason' followed by an input box.
- Row 19:** Section header '\*\*\* Receipt/Receivable Lines \*\*\*'.
- Row 21-40:** A table with columns: Yr, Fund, F, Prog, Func, Objct, Fcty, B, Addl, Amount.

## 4B.2. Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook

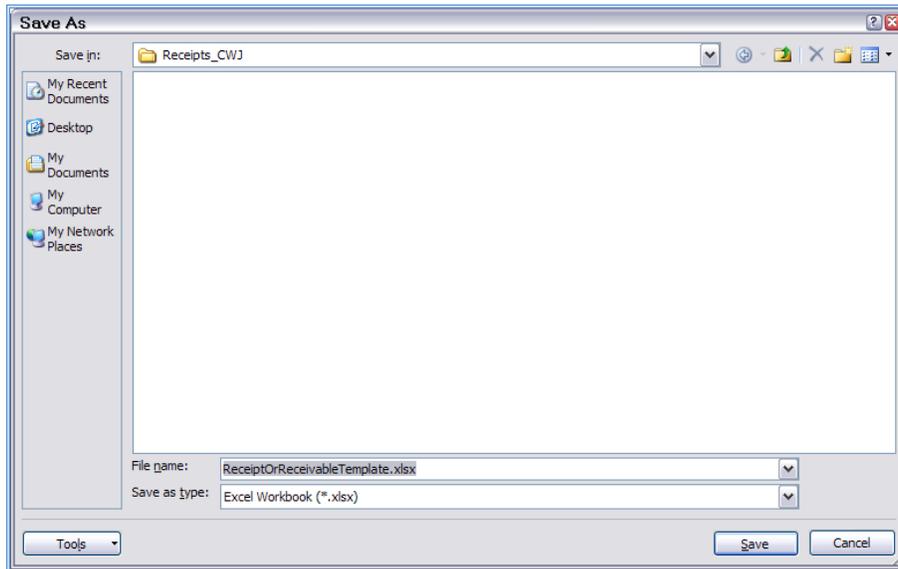
Step	Action
1	Verify the <b>ReceiptOrReceivable.xls</b> template exists within <i>C:\Receipts</i> . <i>If the file or folder does not exist, refer to 4B.1. Downloading the PCGenesis ReceiptOrReceivable.xls Template for the instructions.</i>
2	Within Microsoft® Excel, access and open the <b>ReceiptOrReceivable.xls</b> template.

The following window displays:



Step	Action
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:\Receipts</b> folder, or to the appropriate file location. <i>Within the screenshot examples, a folder entitled “Receipts_CWJ” was created to easily identify the user’s receipt files.</i>

The following window displays:



Step	Action
5	<p><b>Optional:</b> Enter <b>ReceiptTemplate</b> in the <b>File name</b> field.</p> <p><i>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.xls Template”. Refer to Section G: Accounts Receivable Processing for additional accounts receivable information and instructions.</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>

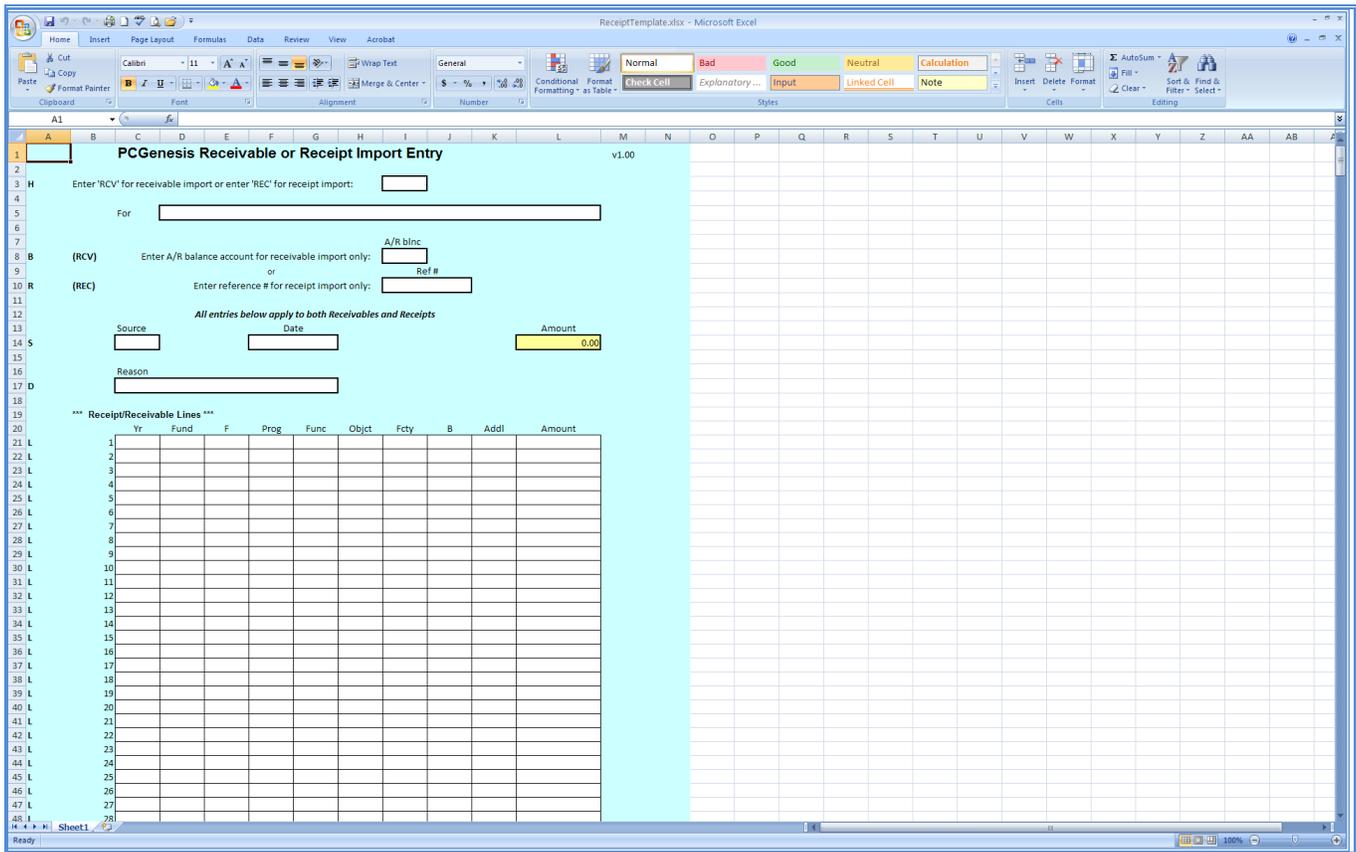
### 4B.3. Using the PCGenesis Receipt.xls Template to Create a Receipt

**\*\*\*IMPORTANT\*\*\***

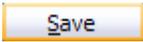
**Do not enter commas (,) in any of the Microsoft® Excel spreadsheet's data fields as doing so creates incompatibilities with the .csv file's format.**

Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in 4B.2. <i>Saving the PCGenesis ReceiptOrReceivable.xls Template as a Microsoft® Excel Spreadsheet/Workbook.</i>

The following window displays:



Step	Action
2	Enter <b>REC</b> (Receipt) in the <b>Enter 'RCV' for receivable import or Enter 'REC' from receipt import</b> field.
3	Enter information specific to the receipt's creation, up to twenty (20) characters, in the <b>FOR</b> field.
4	Enter the receipt's reference number where appropriate in the <b>Ref #</b> (Reference Number) field.

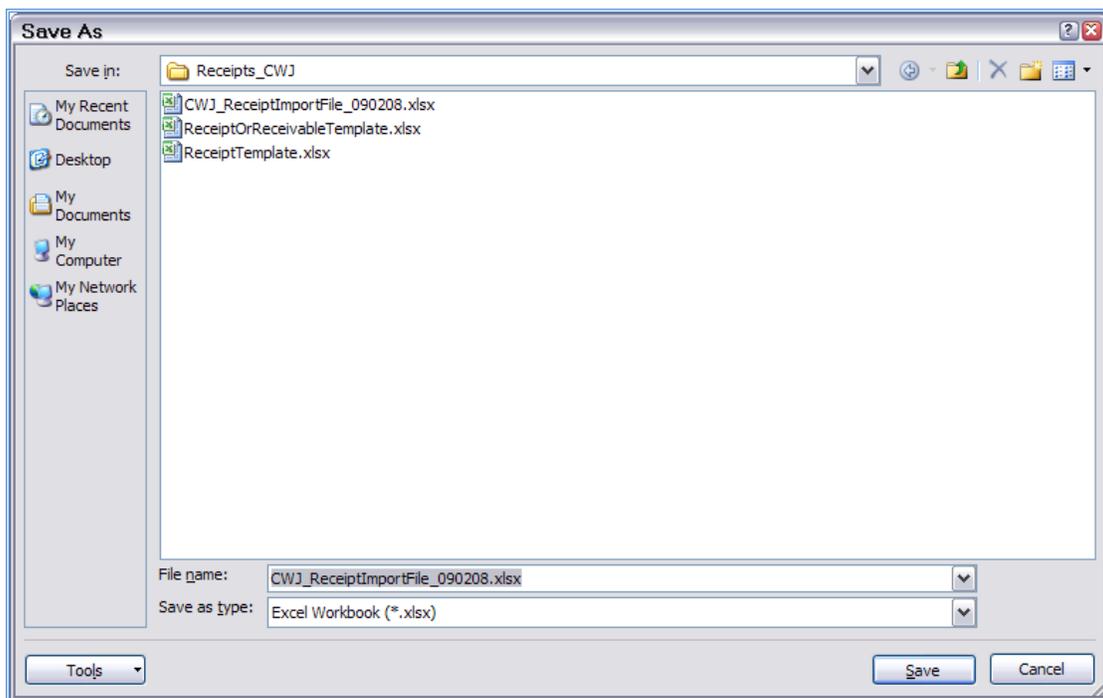
Step	Action
5	Enter the source code in the <b>Source</b> field.
6	Enter the date (MM/DD/CCYY) in the <b>Date</b> field.
7	Determined by the “Yr Fnd F Prgm Fnct Objct Fcty B Addt'l” account detail and <b>Amount</b> field entries, the <b>Amount</b> field is automatically calculated as the user exits the “Yr Fnd F Prgm Fnct Objct Fcty B Addt'l/Amount” account detail line entries.
8	Enter the receipt’s 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  ( <b>Save</b> ), or from the <i>Menu Bar</i> , select <b>File</b> → <b>Save</b> , and  ( <b>Save</b> ).
11	Proceed to 4B.4. <i>Saving the PCGenesis Receipt Spreadsheet/Workbook as a .csv File.</i>

## 4B.4. Saving the PCGenesis Receipts Spreadsheet/Workbook as a .csv File

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

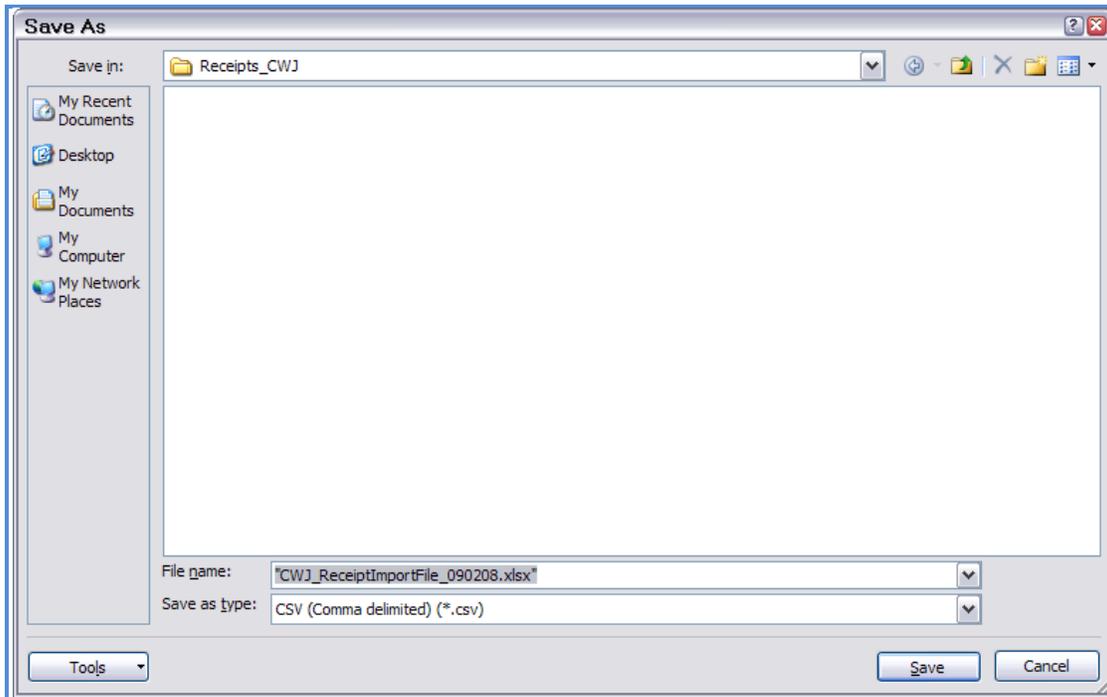
Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook identified in 4B.3. Using the PCGenesis Receipt.xls Template to Create a Receipt.
2	After From the Menu Bar, select <b>File</b> → <b>Save As</b> .
3	Within the <b>Save in:</b> field, navigate to the <b>C:\Receipt</b> or to the appropriate file location.

The following window displays:



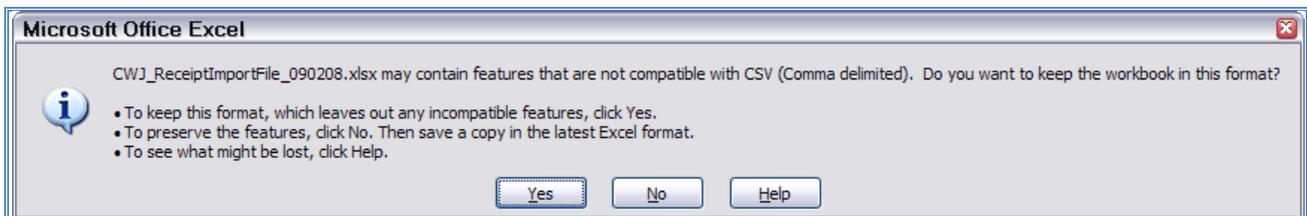
Step	Action
4	Select the Drop-down selection icon  within the <b>Save as type</b> field and select <b>CSV (Comma delimited)(*.csv)</b> .
5	Verify or enter <b>ReceiptFilename.csv</b> in the <b>File name</b> field, where “ReceiptFilename” is the file saved using the naming convention covered previously. <i>It is not necessary for the user to change the defaulting filename in this step.</i>

The following window displays:



Step	Action
6	Select <input type="button" value="Save"/> ( <b>Save</b> ). <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>

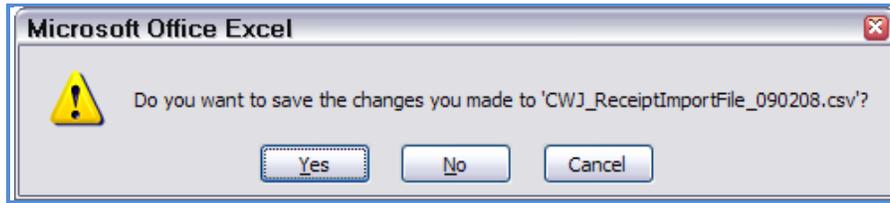
The following dialog box displays:



*Do not become alarmed, this dialog box always displays.*

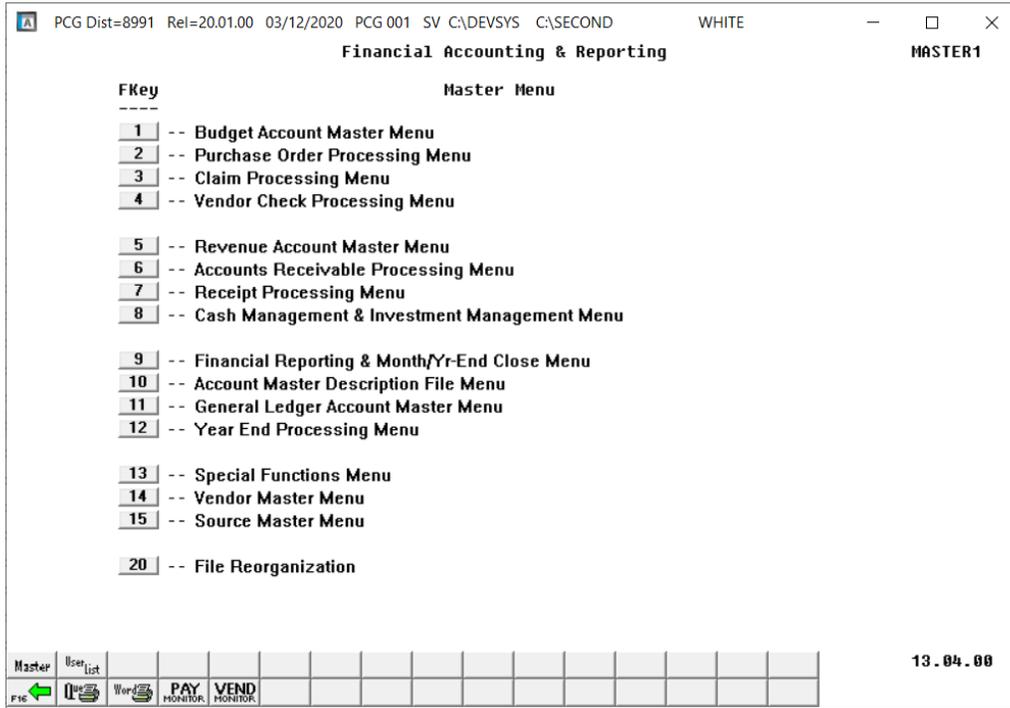
Step	Action
7	Select <input type="button" value="Yes"/> ( <b>Yes</b> ).
8	From the <i>Menu Bar</i> , select <b>File</b> → <b>Close</b> to close the current file <u>or</u> select <b>File</b> → <b>Exit</b> to completely exit Microsoft® Excel. <i>The .csv file must be closed before it can be imported into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

The following dialog box displays:



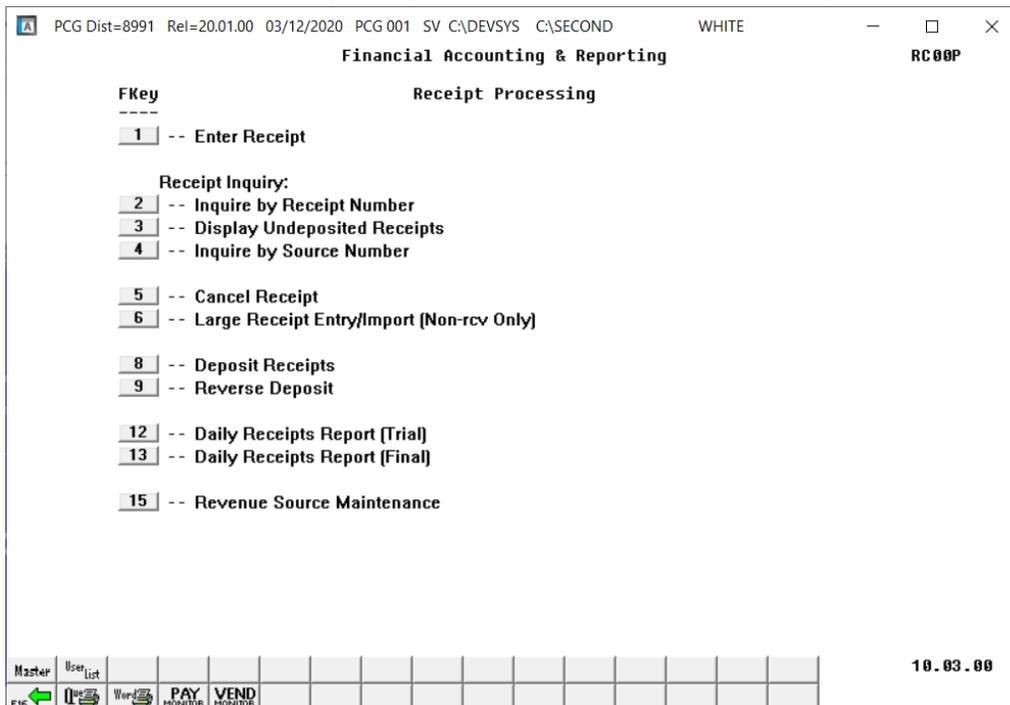
Step	Action
9	<p><b>If no additional modifications were made since Step 5:</b> Select <input type="button" value="No"/> (No).</p> <p><b>For additional modifications since Step 5:</b> Select <input type="button" value="Yes"/> (Yes), and repeat Steps 1 – 5 to save the file.</p>

## 4C. Importing the ReceiptImport.csv File into PCGenesis



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



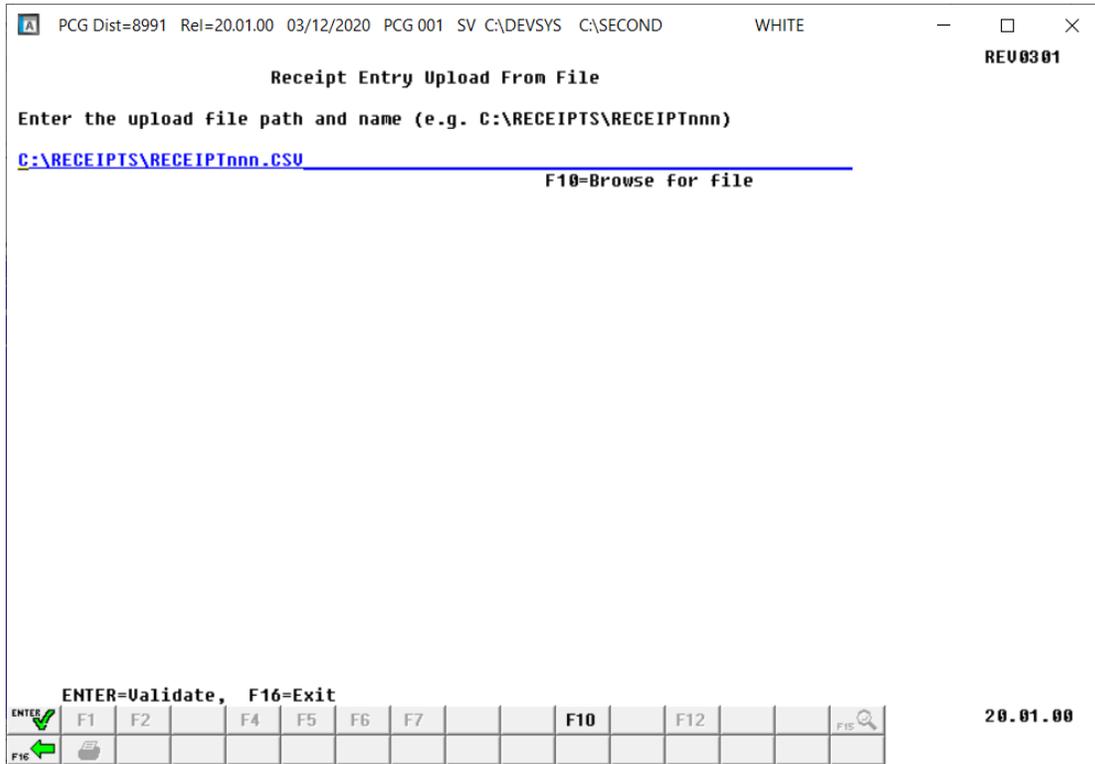
Step	Action
2	Select <b>F6</b> (F6 – Large Receipt Entry/Import (Non-rcv Only)).

The following screen displays:



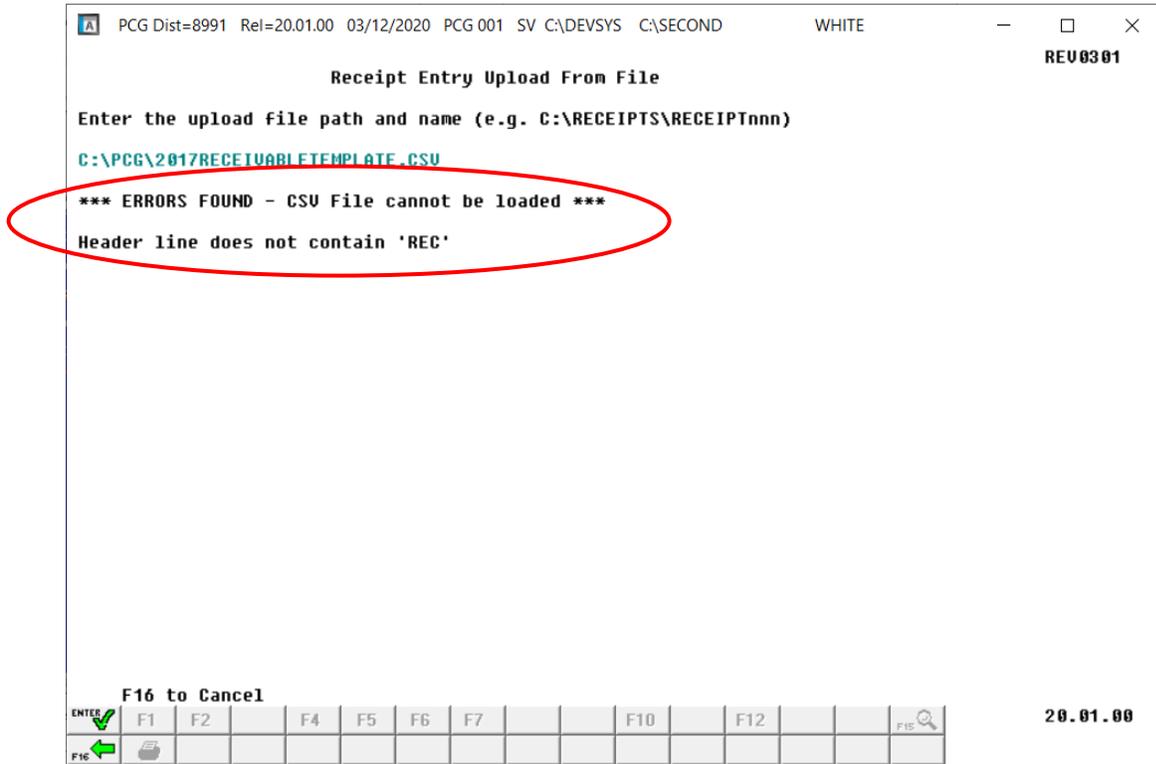
Step	Action
3	Select <b>F10</b> (F10 - Import).

The following screen displays:



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

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



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



Step	Action
<b>6</b>	<p><b>For import file errors:</b> Screen-print the <b>*** Scanning Import File ***</b> screen, and select  (F16 to Cancel).</p> <p>Refer to Appendix A: <i>Receipt.xls Template and Import File Processing</i> and to Appendix B: <i>Receipt.csv File Formatting and Processing</i> 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.</p> <p>PCGenesis may display additional field edit error messages after the receipt file successfully imports. In this instance, following the on-line messages to correct the errors, and to continue processing as normal.</p> <p><b>For successful file imports:</b> Select  (Enter) to continue.</p>

The following screen displays:

Step	Action
<b>7</b>	<p>Review the screen's information and select  (Enter - Validate).</p> <p>To view additional account detail lines, select the Page Up  (F4 - PgUp) or Page Down  (F5 - PgDn) or Line Up  (F6 - LnUp) or Line Down  (F7 - LnDn).</p> <p>Select  (F17 - Print Screen) to obtain a screen print of the receipt screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

**RECEIPT ENTRY LINES 1 TO 5 OF 5** **REV0301**

Receipt source: 3 SOURCE 000003

Receipt number: 22561 Last receipt number used:  
 Reason: GaDDE Receivable Receipt date: 3/12/2020  
 Ref#: Receipt amount: 5000.00

Line	Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1	20	100		1021	3120					1000.00
2	20	100		1021	3122					1000.00
3	20	100		1041	3120					1000.00
4	20	100		1041	3122					1000.00
5	20	100		1041	3140					1000.00
6	00									
7	00									
8	00									
9	00									
10	00									
11	00									
12	00									
13	00									
14	00									
15	00									
16	00									
17	00									
18	00									
19	00									
20	00									

F12=Post F5=PgDn F7=LnDn F17=Print Screen F16=Reenter

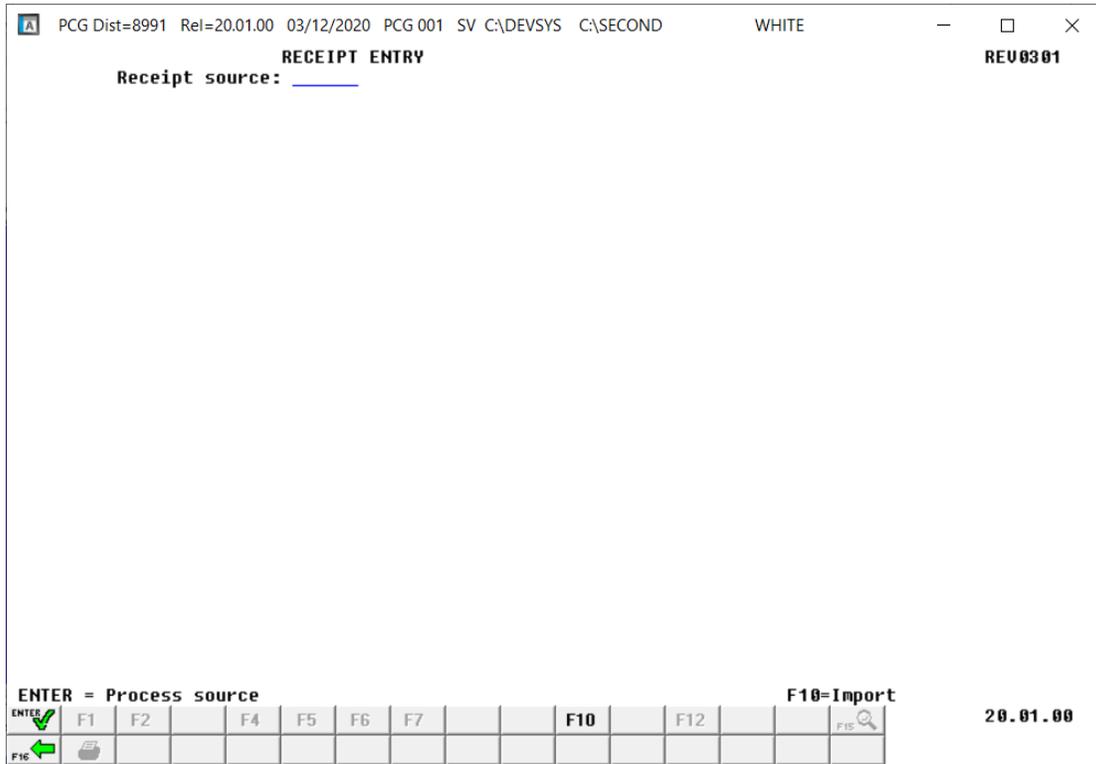
20.01.00

Step	Action
8	Select <b>F12</b> (F12 - Post). "Posting receipt ####" briefly displays.

The following screen displays:

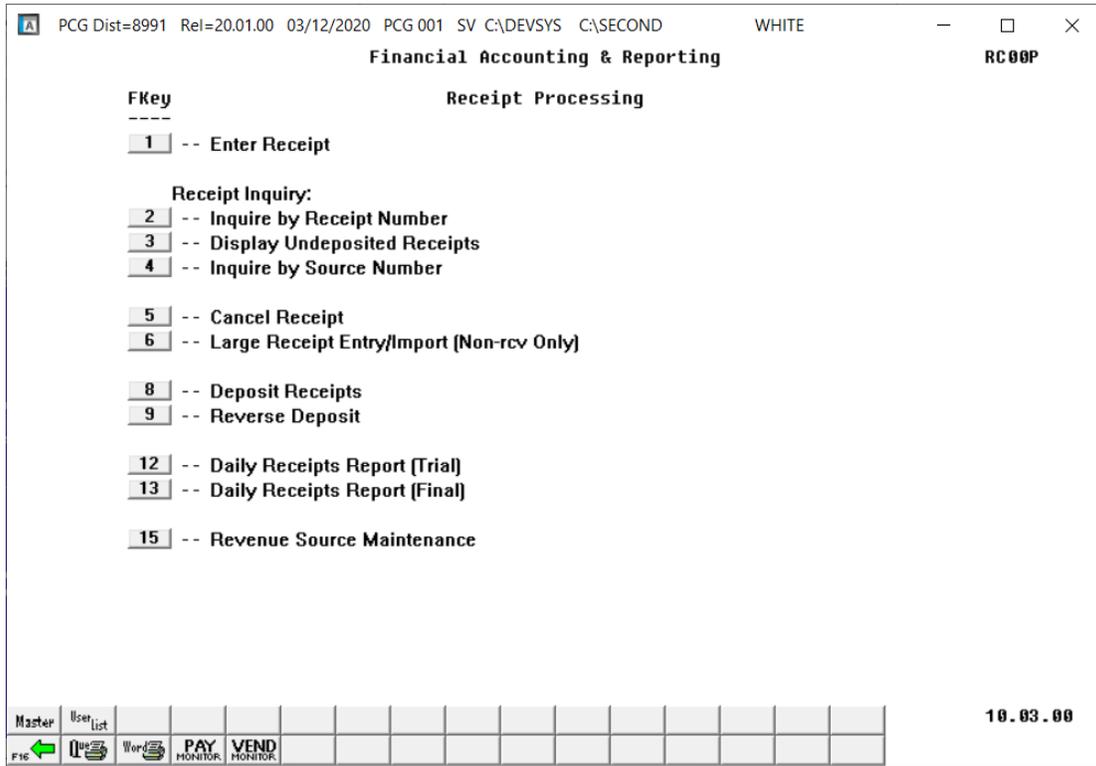
Step	Action
9	Review the screen's information and select  ( <b>Enter</b> to Continue).

The following screen displays:



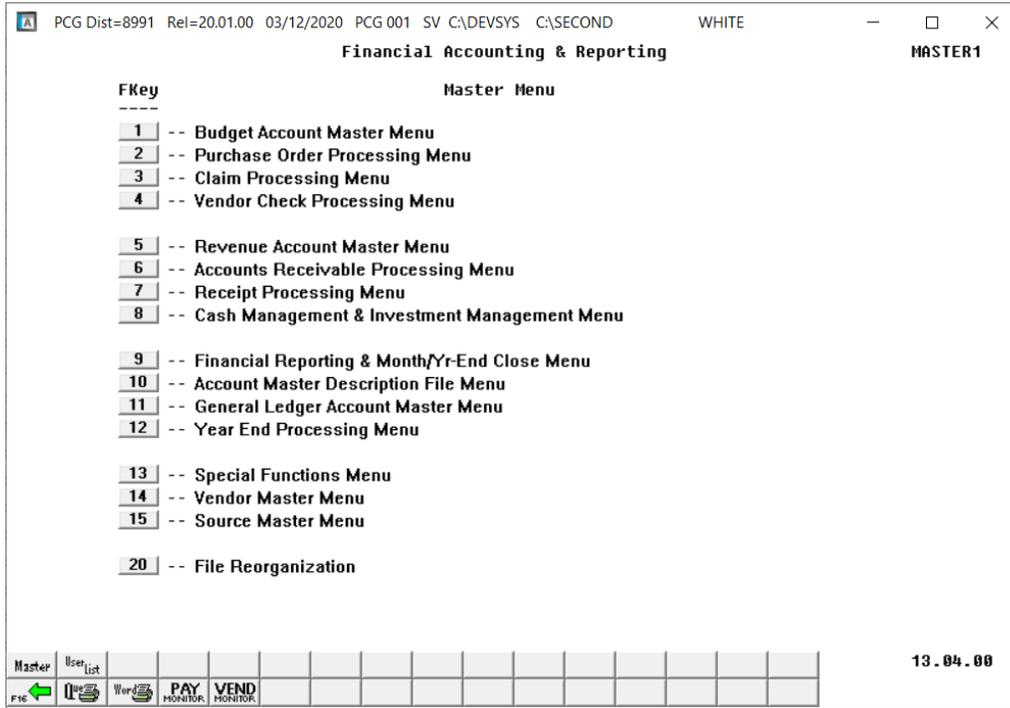
Step	Action
10	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting - Receipt Processing Menu</i> .

The following screen displays:



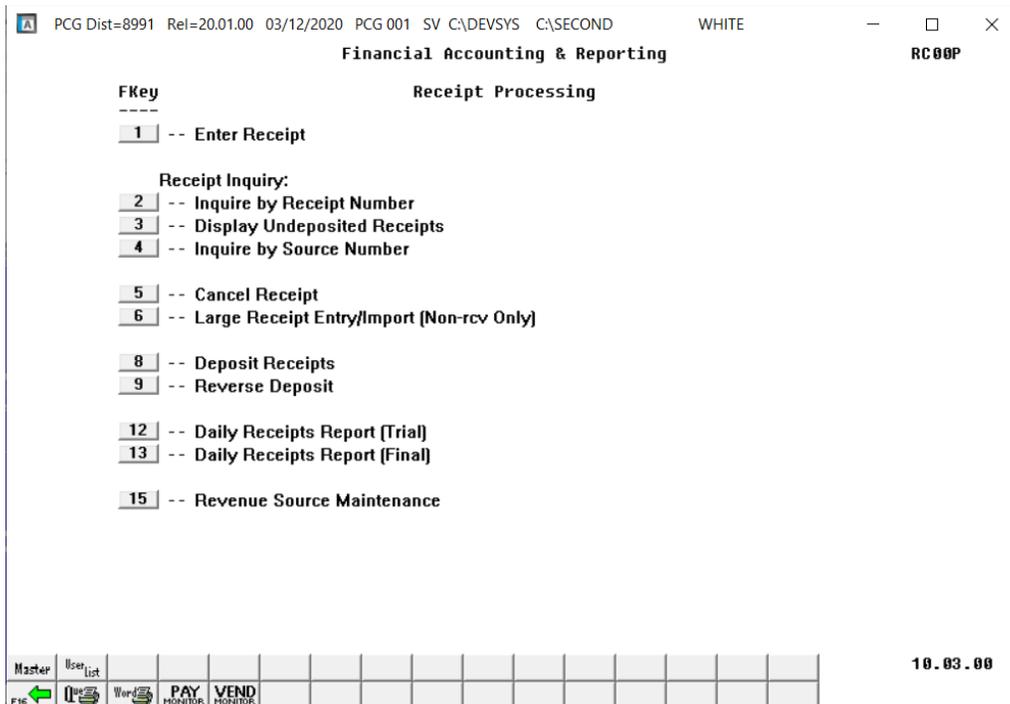
Step	Action
11	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Topic 5: Depositing a Receipt



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select  (F8 – Deposit Receipts).

The following screen displays:



Step	Action
3	Enter the date (MM/DD/CCYY) in the <b>Date</b> field.
4	Enter the code, or select the Drop-down selection icon  within the <b>Bank</b> field to choose the information.
5	Enter the dollar amount in the <b>Amt</b> (Amount) field.
6	Enter a starting Receipt number in the <b>Start</b> field, where applicable. <i>When entering a number in the “Start” field, PCGenesis performs a search of open receipts beginning with the number entered.</i>
7	Select  ( <b>Enter</b> - Continue).

For **individual receipt deposits**, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

**Enter Deposit** REU0400

Date: 3/12/2020 Bank: BK01 FNB 001 OF SMITH CIT Amt: 5000.00 Start:

To select or de-select a receipt, click in the check box of the corresponding receipt.

Amount selected for deposit:

Receipt No	Amount	Date	Source
<input type="checkbox"/> 22561	5,000.00	03/12/2020	000003

F12=Post, F17=Print Screen, F16=Exit  
 F4=Scroll backward, F5=Examine additional receipts, F8=Select All, F9=Deselect All

ENTER F4 F5 F8 F9 F12 F15 20.01.00

F16

For **multiple receipt deposits**, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

**Enter Deposit** REU0400

Date: 3/12/2020 Bank: BK01 FNB 001 OF SMITH CIT Amt: 11111.11 Start:

To select or de-select a receipt, click in the check box of the corresponding receipt.

Amount selected for deposit:

Receipt No	Amount	Date	Source
<input type="checkbox"/> 22558	1,111.11	03/12/2020	000031
<input type="checkbox"/> 22560	5,000.00	03/12/2020	000003
<input type="checkbox"/> 22561	5,000.00	03/12/2020	000003

F12=Post, F17=Print Screen, F16=Exit  
 F4=Scroll backward, F5=Examine additional receipts, F8=Select All, F9=Deselect All

ENTER F4 F5 F8 F9 F12 F15 20.01.00

F16



For multiple receipt deposits, the following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

**Enter Deposit** REV0400

Date: 3/12/2020 Bank: BK01 FNB 001 OF SMITH CIT Amt: 11111.11 Start:

To select or de-select a receipt, click in the check box of the corresponding receipt.

Amount selected for deposit: 11,111.11

Receipt No	Amount	Date	Source
<input checked="" type="checkbox"/> 22558	1,111.11	03/12/2020	000031
<input checked="" type="checkbox"/> 22560	5,000.00	03/12/2020	000003
<input checked="" type="checkbox"/> 22561	5,000.00	03/12/2020	000003

F12=Post, F17=Print Screen, F16=Exit  
 F4=Scroll backward, F5=Examine additional receipts, F8=Select All, F9=Deselect All

ENTER F4 F5 F8 F9 F12 F15 20.01.00

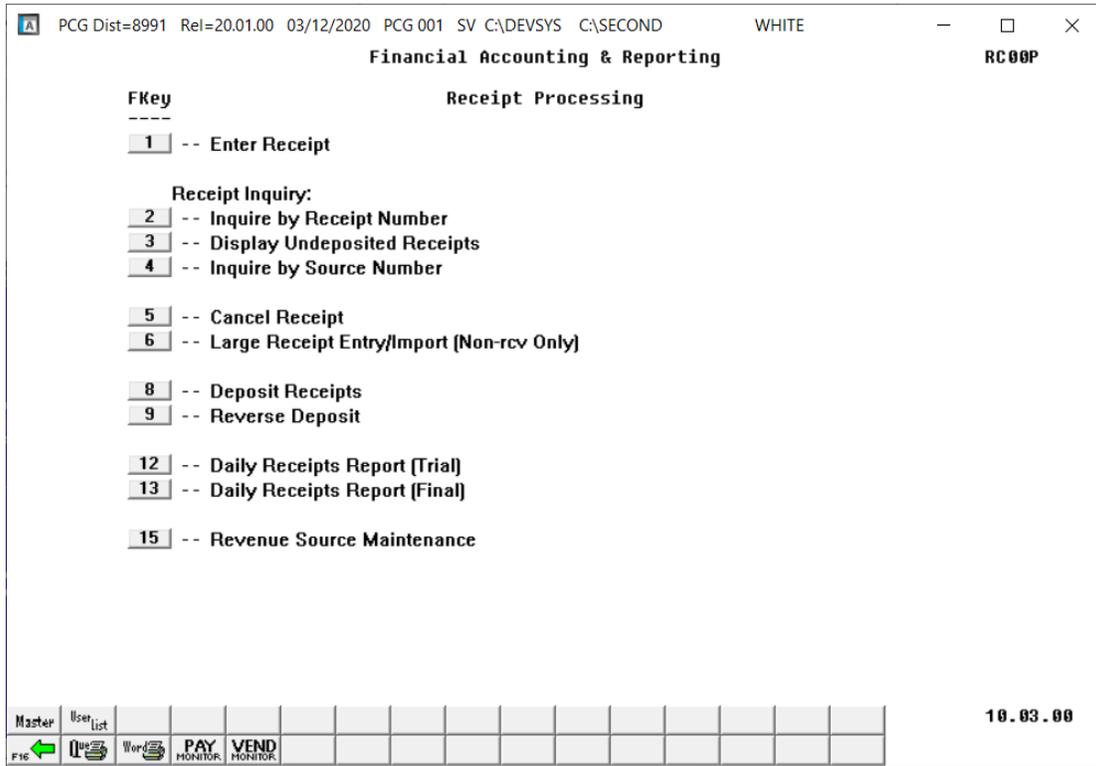
F16

Step	Action
9	<p>Verify the screen's information is correct. When the amount of receipts selected equals the deposit amount entered in Step 4, select <b>F12</b> (F12 - Post).</p> <p>If the information is incorrect, select <b>F16</b> (F16) to reenter the correct information and select <b>F12</b> (F12 - Post).</p> <p><i>“Account update in progress! Do not cancel processing!” briefly displays. <u>Do not cancel processing under any circumstances!</u></i></p>

The following screen displays:

Step	Action
10	<p><u>If there are additional receipts to be deposited for a different bank or a different date:</u> Repeat this procedure from <i>Step 3</i>.</p> <p><u>If there are no additional receipts to be deposited:</u> Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting - Receipt Processing Menu</i>.</p>

The following screen displays:

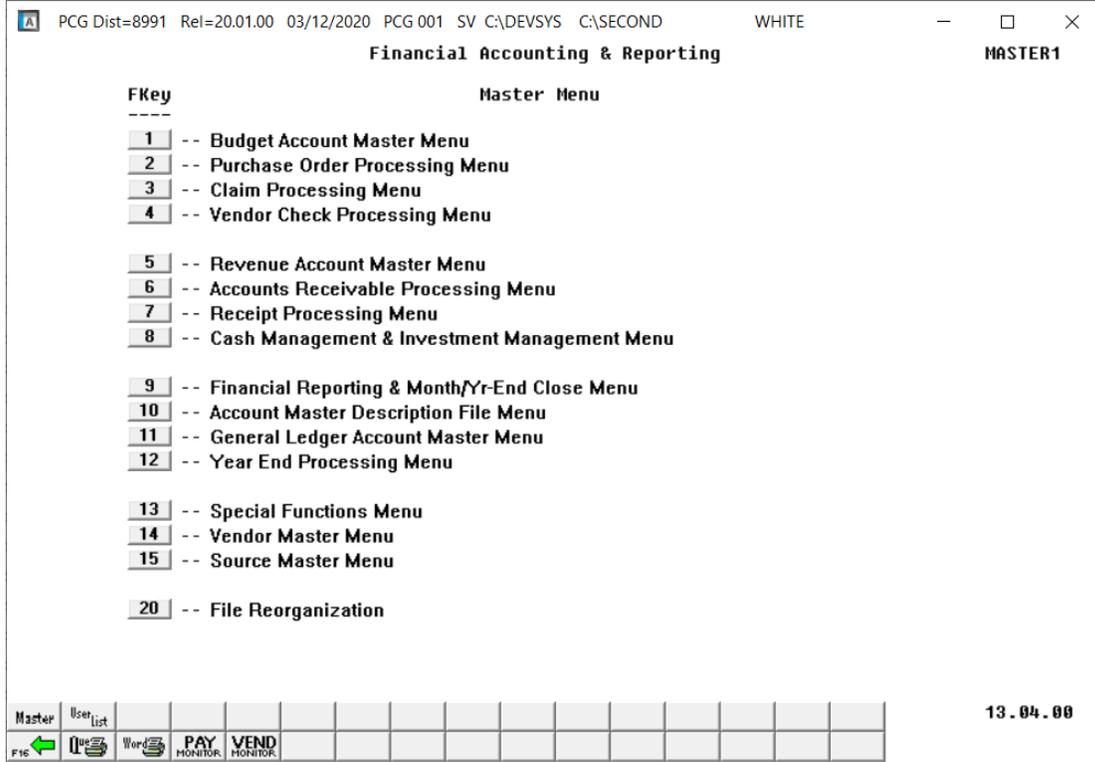


Step	Action
11	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Topic 6: Reversing a Deposit

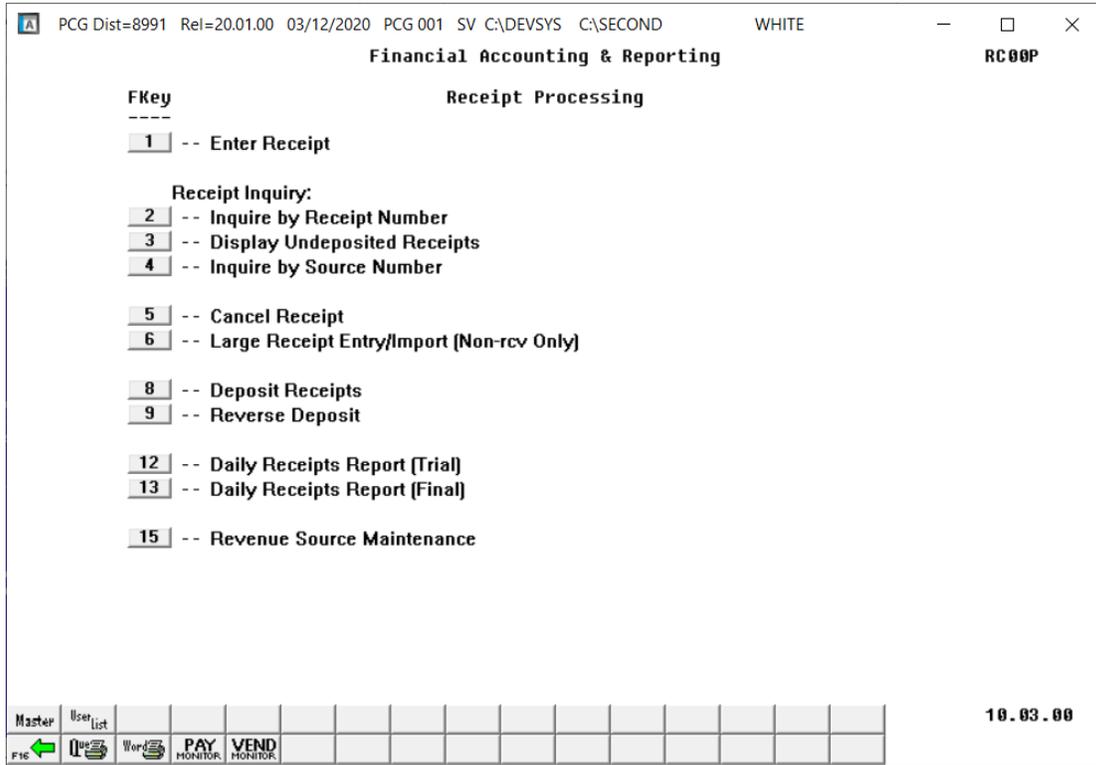
**\*\*\* ATTENTION \*\*\***

*PCGenesis only allows the reversal of deposited receipts.*



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	Select <b>9</b> (F9 – Reverse a Deposit).

The following screen displays:

Step	Action
3	Enter the receipt number in the <b>Receipt Number</b> field and select  ( <b>Enter</b> ), or select the receipt number by using the Drop-down selection icon  within the <b>Receipt Number</b> field.

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV CADEVSY5 CA5COND WHITE

Page 1 of 1 Reverse Deposit DEPOSIT REV0450

Receipt number: 22534  
 Revenue source#: 28 Seq#: 8428 SOURCE 000028  
 Receipt date: 2/13/2020 Amount: 112,129.00 Ref#:   
 Receiv. date: 1/31/2020 Receiv. amt: 112,129.00  
 Deposit date: 2/13/2020 Deposit bank: BK05 FNB 005 OF SMITH CITY  
 Reason: RECEIPT 00022534

Line	Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	Amount
1	20	602	0	9600	4510	00000	0189	0	000000	12,821.58
2	20	602	0	9600	4511	00000	0189	0	000000	5,349.34
3	20	603	0	9600	4510	00000	0106	0	000000	13,350.91
4	20	603	0	9600	4511	00000	0106	0	000000	4,124.08
5	20	605	0	9600	4510	00000	0198	0	000000	13,478.67
6	20	605	0	9600	4511	00000	0198	0	000000	3,763.56
7	20	606	0	9600	4510	00000	0199	0	000000	8,935.83
8	20	606	0	9600	4511	00000	0199	0	000000	4,514.20
9	20	607	0	9600	4510	00000	0103	0	000000	10,144.47
10	20	607	0	9600	4511	00000	0103	0	000000	4,974.21
11	20	608	0	9600	4510	00000	0109	0	000000	11,271.01
12	20	608	0	9600	4511	00000	0109	0	000000	3,125.48
13	20	609	0	9600	4510	00000	0111	0	000000	10,883.89
14	20	609	0	9600	4511	00000	0111	0	000000	5,187.25
15	20	602	0	9600	4513	00000	0189	0	000000	65.56
16	20	609	0	9600	4513	00000	0111	0	000000	50.12
17	20	607	0	9600	4513	00000	0103	0	000000	62.73
18	20	606	0	9600	4513	00000	0199	0	000000	26.11
19										
20										

F12=Reverse Deposit, F17=Print Screen, F16=ReEnter/Exit

ENTER F12 20.01.00

F16 F28

Step	Action
4	<p>Verify the information displayed is correct, and select <b>F12</b> (F12 - Reverse Deposit).</p> <p>If the information is incorrect, select <b>F16</b>  (F16 - Reenter/Exit) to reenter the information, return to Step 3 to enter a different receipt number or to Topic 2: Displaying a Receipt to locate the correct receipt number.</p>

The following screen displays:

PCG Dist=8991 Rel=20.01.00 03/12/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE

Page 1 of 1 Reverse Deposit DEPOSIT REV0450

Receipt number: 22534  
 Revenue source#: 28 Seq#: 8428 SOURCE 000028  
 Receipt date: 2/13/2020 Amount: 112,129.00 Ref#:   
 Receiv. date: 1/31/2020 Receiv. amt: 112,129.00  
 Deposit date: 2/13/2020 Deposit bank: BK05 FNB 005 OF SMITH CITY  
 Reason: RECEIPT 00022534

Line	Yr	Fnd	F	Prgm	Srcce	Objct	Fcty	B	Addt'l	Amount
1	20	602	0	9600	4510	00000	0189	0	000000	12,821.58
2	20	602	0	9600	4511	00000	0189	0	000000	5,349.34
3	20	603	0	9600	4510	00000	0106	0	000000	13,350.91
4	20	603	0	9600	4511	00000	0106	0	000000	4,124.08
5	20	605	0	9600	4510	00000	0198	0	000000	13,478.67
6	20	605	0	9600	4511	00000	0198	0	000000	3,763.56
7	20	606	0	9600	4510	00000	0199	0	000000	8,935.83
8	20	606	0	9600	4511	00000	0199	0	000000	4,514.20
9	20	607	0	9600	4510	00000	0103	0	000000	10,144.47
10	20	607	0	9600	4511	00000	0103	0	000000	4,974.21
11	20	608	0	9600	4510	00000	0109	0	000000	11,271.01
12	20	608	0	9600	4511	00000	0109	0	000000	3,125.48
13	20	609	0	9600	4510	00000	0111	0	000000	10,883.89
14	20	609	0	9600	4511	00000	0111	0	000000	5,187.25
15	20	602	0	9600	4513	00000	0189	0	000000	65.56
16	20	609	0	9600	4513	00000	0111	0	000000	50.12
17	20	607	0	9600	4513	00000	0103	0	000000	62.73
18	20	606	0	9600	4513	00000	0199	0	000000	26.11
19										
20										

Reversal date: 2/13/2020 (MMDDCCYY)

F28=Confirm Reversal, F17=Print Screen, F16=ReEnter/Exit

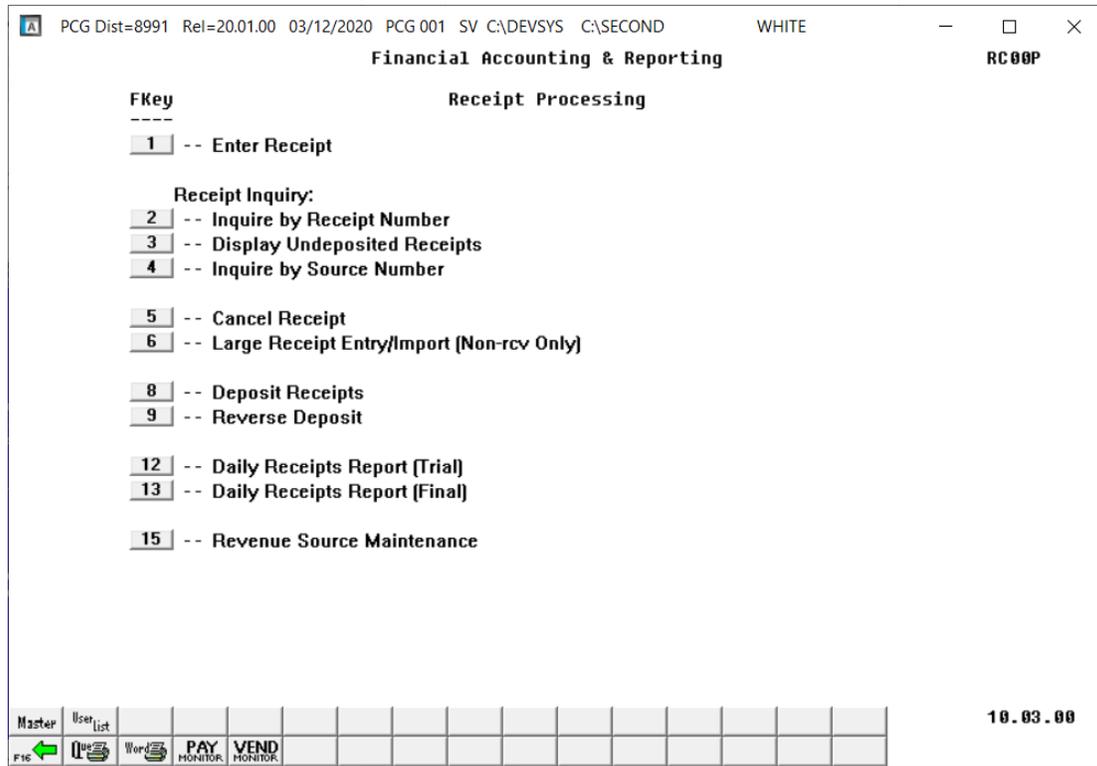
ENTER F12 20.01.00  
 F16 F28

Step	Action
5	Verify the <b>Reversal date</b> field.
6	<p>Verify the reversal date is correct, and select <b>F28</b> (<b>F28</b> - Confirm Reversal).                      “Account Update in Progress – Do not cancel processing!” briefly displays. <u>Under no circumstances should you cancel processing!</u></p> <p>If the information is incorrect, select <b>F16</b>  (<b>F16</b> - Reenter/Exit) to reenter the information.</p> <p>Select  (<b>F17</b> – Print Screen) to obtain a screen print of the deposit screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

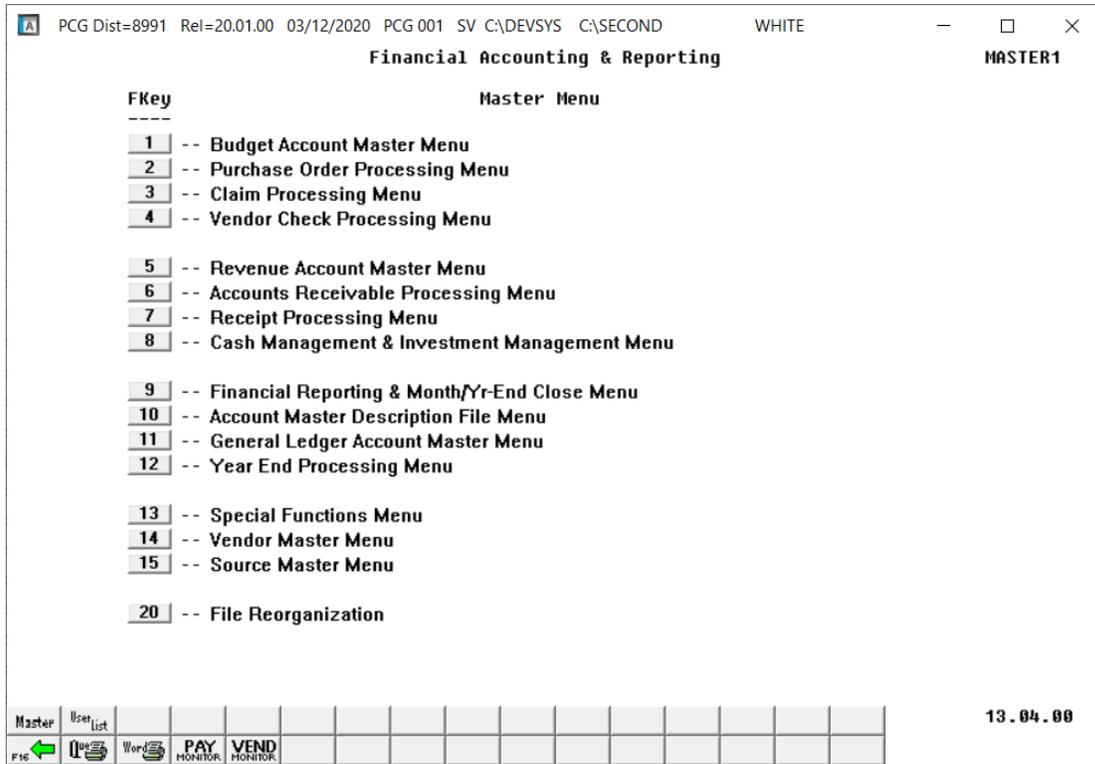
Step	Action
7	<p><b>If there are additional Deposits to be reversed:</b> Return to <i>Step 3</i> to repeat this procedure.</p> <p><b>If there are no additional Deposits to reverse:</b> Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting – Receipt Processing Menu</i>.</p> <p><i>Note:</i> When a deposit is reversed, the original receipt is reopened. The open receipt will appear on the <b>Daily Receipt Report</b> until the receipt is either deposited again or cancelled. For instructions on canceling a receipt, refer to <i>Topic 3: Canceling a Receipt</i>.</p>

The following screen displays:



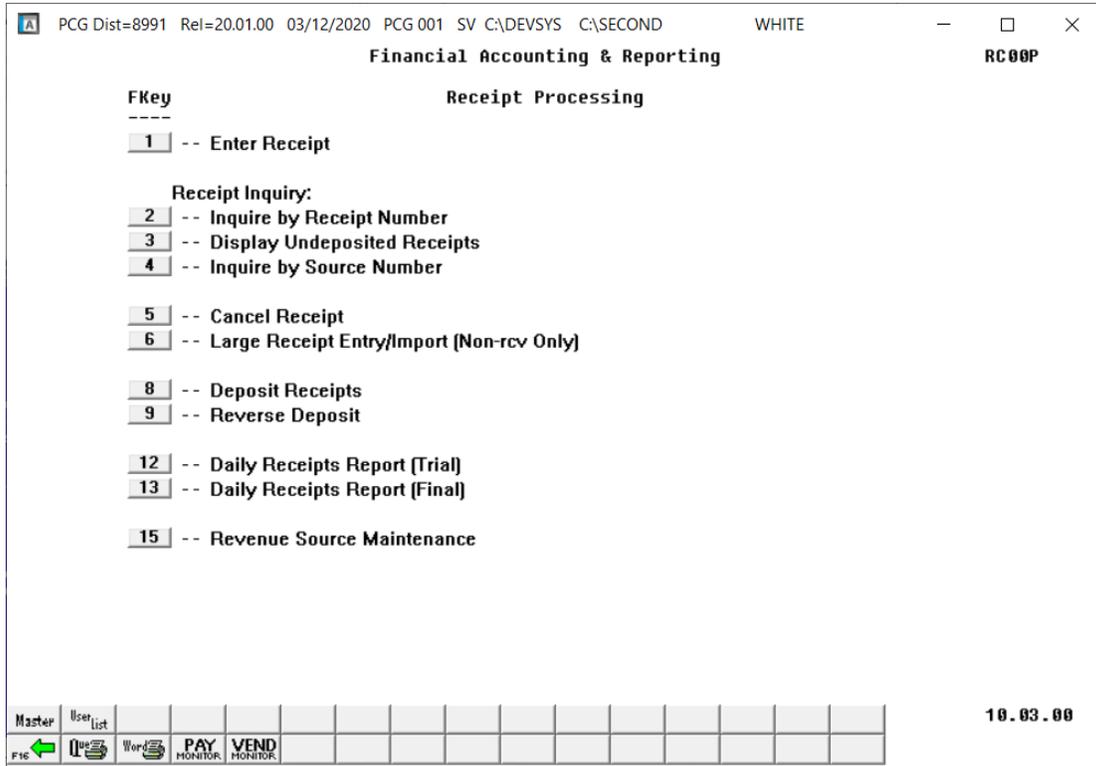
Step	Action
8	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## Topic 7: Printing the Trial and Final Daily Receipt Activity Reports



Step	Action
1	Select <b>7</b> (F7 - Receipt Processing Menu).

The following screen displays:



Step	Action
2	<p><b>To print the Trial Receipt Activity Report:</b> Select <b>12</b> (F12 - Daily Receipt Report – Trial).</p> <p><b>To print the Final Receipt Activity Report:</b> Select <b>13</b> (F13 (Daily Receipt Report – Final).</p> <p><i>The Financial Accounting &amp; Reporting – Receipt Processing Menu redisplay.</i></p>
3	<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>
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>

## 7A. TRIAL Daily Receipt Activity Report – Example

REPORT DATE: 09/30/2011 TIME: 11:33		*----- DETAIL OF RECEIPTS -----*				PAGE 3								
DAILY RECEIPTS *** TRIAL *** FUND 100														
----- REVENUE ACCOUNT -----														
YR	END	F	PRGM	SRCE	OBJCT	FCTY	B	ADDT'L	----- RECEIVED FROM -----	DATE	AMOUNT	RECEIPT NUMBER	BANK	
11	100	0	1210	3140	00000	00000	0	000000	SOURCE 000005	100478	06/30/11	100.00	100478	
QBE LOCAL 5 MIL Staff Dev											100.00			
11	100	0	1310	3120	00000	00000	0	000000	SOURCE 000005	100478	06/30/11	100.00	100478	
QBE SALARY Media											100.00			
11	100	0	9990	1995	00000	00000	0	000000	SOURCE 000005	100478	06/30/11	4,000.00	100478	
OTHER LOCAL REVENUE											4,000.00			
12	100	0	1041	3122	00000	00000	0	000000	SOURCE 000016	100472	09/12/11	50.00	100472	BK03
12	100	0	1041	3122	00000	00000	0	000000	SOURCE 000016	100473	09/12/11	600.00	100473	BK10
12	100	0	1041	3122	00000	00000	0	000000	SOURCE 000016	100474	09/12/11	100.00	100474	
12	100	0	1041	3122	00000	00000	0	000000	SOURCE 000013	100475	07/28/11	1,000.00	100475	
12	100	0	1041	3122	00000	00000	0	000000	SOURCE 000005	100480	09/22/11	1,500.00	100480	
QBE OPERATING 9-12											3,250.00			
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000016	100472	09/12/11	50.00	100472	BK03
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000016	100473	09/12/11	600.00	100473	BK10
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000016	100474	09/12/11	200.00	100474	
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000005	100476	09/19/11	1,111.11	100476	BK01
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000005	100477	09/19/11	2,222.22	100477	BK01
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000005	100479	09/22/11	2,000.00	100479	
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000006	100481	09/22/11	3,000.00	100481	
12	100	0	9990	1995	00000	00000	0	000000	SOURCE 000015	100482	09/30/11	100.00	100482	
OTHER LOCAL REVENUE											9,283.33			
*** FUND 100 TOTAL											18,733.33			
*** TOTAL FOR ALL FUNDS											18,733.33	***		

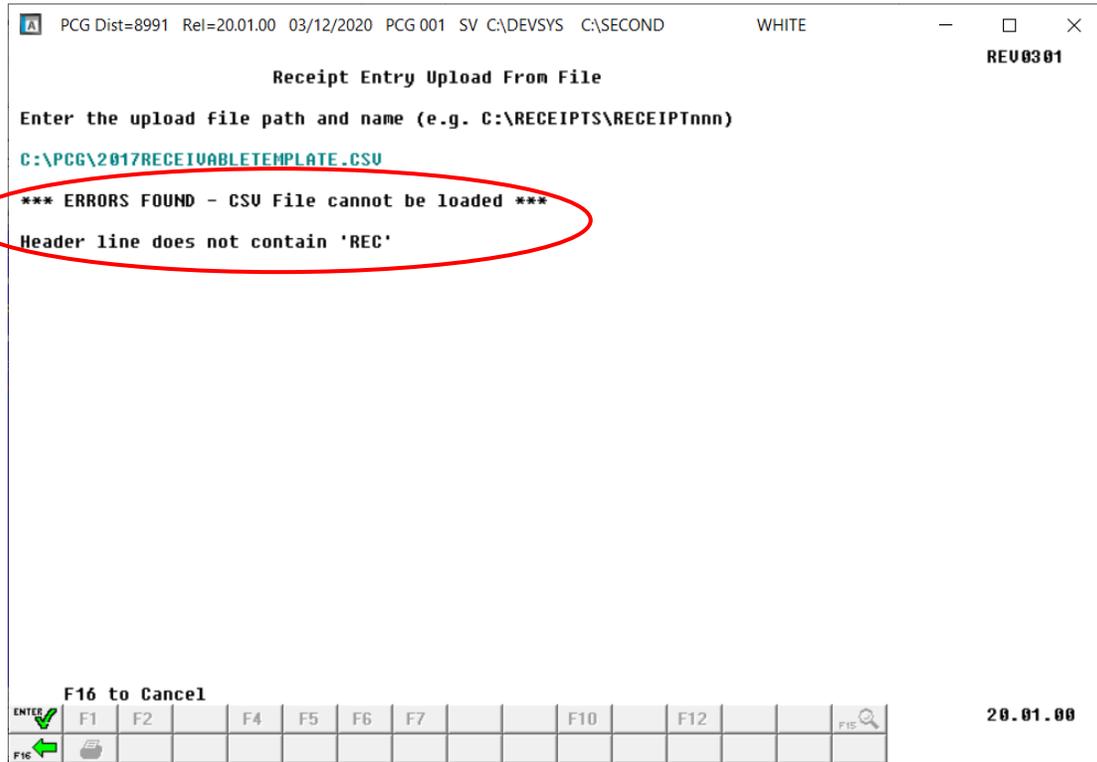
## 7B. FINAL Daily Receipt Activity Report – Example

REPORT DATE: 09/30/2011 TIME: 11:35		*----- DETAIL OF RECEIPTS -----*				PAGE 3							
DAILY RECEIPTS *** FINAL *** FUND 100													
----- REVENUE ACCOUNT -----													
YR	END	F	PRGM	SRCE	OBJCT	FCY	B	ADDT'L	RECEIVED FROM	DATE	AMOUNT	RECEIPT NUMBER	BANK
11	100	0	1210	3140	00000	0000	0	000000	SOURCE 000005 100478	06/30/11	100.00	100478	
QBE LOCAL 5 MIL Staff Dev											100.00		
11	100	0	1310	3120	00000	0000	0	000000	SOURCE 000005 100478	06/30/11	100.00	100478	
QBE SALARY Media											100.00		
11	100	0	9990	1995	00000	0000	0	000000	SOURCE 000005 100478	06/30/11	4,000.00	100478	
OTHER LOCAL REVENUE											4,000.00		
12	100	0	1041	3122	00000	0000	0	000000	SOURCE 000016 100472	09/12/11	50.00	100472	BK03
12	100	0	1041	3122	00000	0000	0	000000	SOURCE 000016 100473	09/12/11	600.00	100473	BK10
12	100	0	1041	3122	00000	0000	0	000000	SOURCE 000016 100474	09/12/11	100.00	100474	
12	100	0	1041	3122	00000	0000	0	000000	SOURCE 000013 100475	07/28/11	1,000.00	100475	
12	100	0	1041	3122	00000	0000	0	000000	SOURCE 000005 100480	09/22/11	1,500.00	100480	
QBE OPERATING 9-12											3,250.00		
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000016 100472	09/12/11	50.00	100472	BK03
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000016 100473	09/12/11	600.00	100473	BK10
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000016 100474	09/12/11	200.00	100474	
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000005 100476	09/19/11	1,111.11	100476	BK01
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000005 100477	09/19/11	2,222.22	100477	BK01
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000005 100479	09/22/11	2,000.00	100479	
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000006 100481	09/22/11	3,000.00	100481	
12	100	0	9990	1995	00000	0000	0	000000	SOURCE 000015 100482	09/30/11	100.00	100482	
OTHER LOCAL REVENUE											9,283.33		
*** FUND 100 TOTAL											18,733.33		
*** TOTAL FOR ALL FUNDS											18,733.33	***	

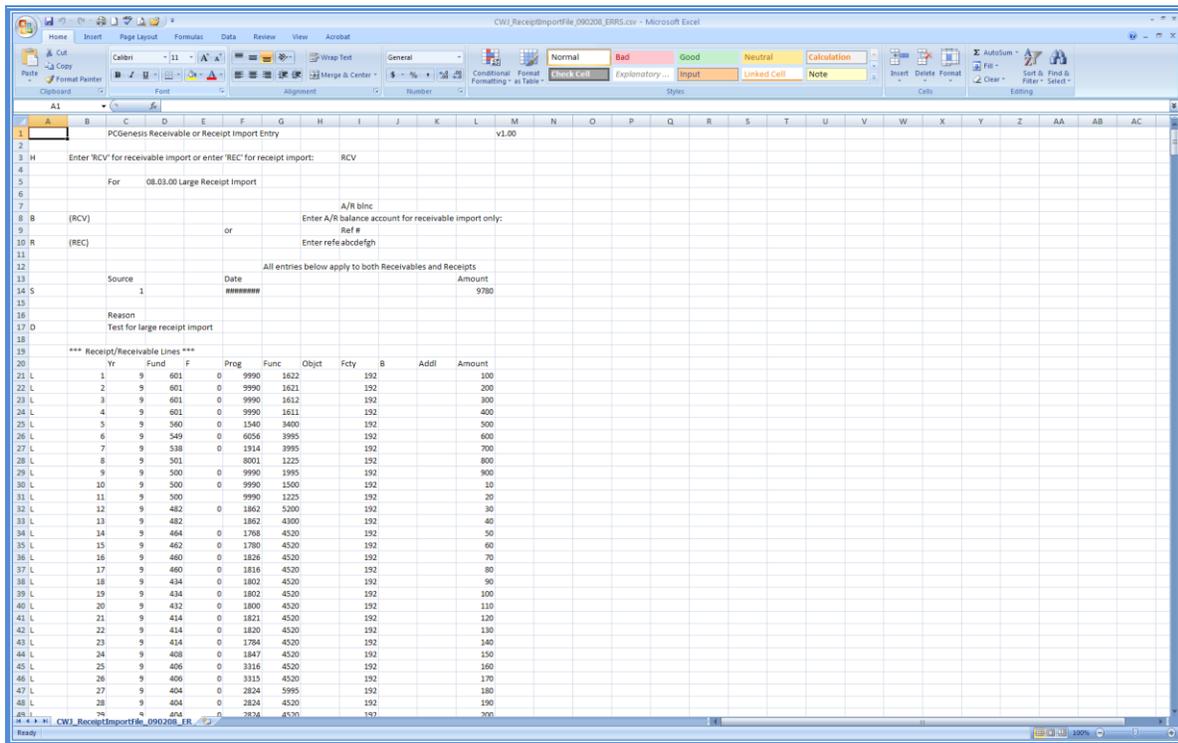
The final page of the report lists individual project, fund, and overall totals where appropriate.

## Appendix A: Receipt.xls Template and Import File Processing

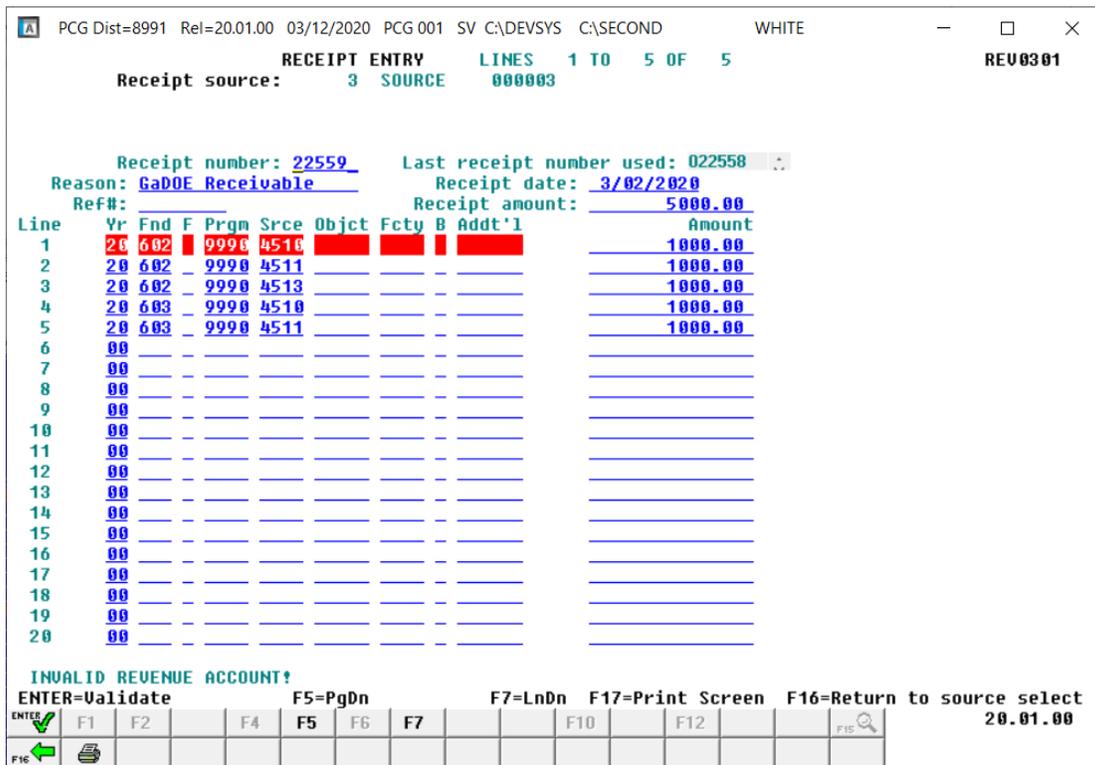
If the .csv file contains invalid data, the PCGenesis file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate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



PCGenesis errors within the previous screenshot example apply to the spreadsheet screenshot example below. User results are school district or system specific.



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



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

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

Receipt Entry .csv File Format Requirements	
1	When creating the .csv file, the <i>Large Receipt Entry/Import</i> procedure only processes lines containing the characters <i>H, R, S, D, or L</i> within <i>Column A</i> . These characters identify the <i>Header (H), Reference Number (R), Source (S), Reason (D), and Account (L)</i> lines. (These lines can occur in any order within the .csv file.)
2	When creating the .csv file, the <i>Large Receipt Entry/Import</i> procedure, PCGenesis ignores <u>all</u> lines containing the characters <i>B (Balance Account)</i> within <i>Column A</i> . Leave <i>Column A</i> blank to include <i>Comments</i> and/or <i>Headings</i> in the .csv file.
3	<i>Column B</i> must be numeric for each line containing the character <i>L</i> . Each <i>L</i> line must contain a sequential number from 1 to 998, and <u>must not be duplicated</u> . The <i>Template</i> specifies <i>Line 1</i> through <i>Line 998</i> but only lines which contain an account and an amount will be utilized by the import.
4	The <i>Header</i> 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>Receipt Import .csv</i> file, <i>Column I</i> must contain the literal "REC" which indicates a receipt is being imported.
5	The <i>Reference Number</i> line is only used when creating the <i>Receipt Import .csv</i> file. The <i>Reference Number</i> line must meet the following specifications:
5.1	Must contain a <i>R</i> in <i>Column A</i> .
5.2	<i>Column I/J</i> may contain up to eight (8) alphanumeric characters representing the receipt reference number.
6	The <i>Source</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	<i>Column L</i> 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
7	The <i>Reason</i> line must meet the following specifications:
7.1	Must contain a <i>D</i> in <i>Column A</i> .
7.2	<i>Column C/D/E/F/G</i> may contain up to thirty (30) alphanumeric characters representing the receivable/receipt reason description.

<b>Receivable and Receipt Entry .csv File Format Requirements</b>	
<b>8</b>	Each <i>Account (L)</i> line must meet the following specifications:
<b>8.1</b>	Must contain an <b>L</b> within <i>Column A</i> .
<b>8.2</b>	Is sequentially numbered from 1 thru 998 within <i>Column B</i> .
<b>8.3</b>	<i>Column C</i> may contain up to two (2) digits representing the revenue account fiscal year.
<b>8.4</b>	<i>Column D</i> may contain up to three (3) digits representing the revenue account fund.
<b>8.5</b>	<i>Column E</i> may contain one (1) digit representing the revenue account fiscal indicator.
<b>8.6</b>	<i>Column F</i> may contain up to four (4) digits representing the revenue account program.
<b>8.7</b>	<i>Column G</i> may contain up to four (4) digits representing the revenue account function.
<b>8.8</b>	<i>Column H</i> may contain up to five (5) digits representing the revenue account object.
<b>8.9</b>	<i>Column I</i> may contain up to four (4) digits representing the revenue account facility.
<b>8.10</b>	<i>Column J</i> may contain one (1) digit representing the revenue account building.
<b>8.11</b>	<i>Column K</i> may contain up to six (6) digits representing the revenue account additional.
<b>8.12</b>	<p><i>Column L</i> 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</p> <p style="text-align: center;">-12345678901.12</p>