PCGenesis
Financial Reporting

GASBO

Augusta, GA

November 6, 2014

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Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion

Agenda

- **Best Business Practices**
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- Import Claims
- Other Imports

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2013 saw many new features and functions added to PCGenesis.

Let's start by talking about Best Business Practices. We have added a Best Business Practices checklist to the PCGenesis documentation website, as you can see on the menu. The checklist has been added to the Financial Guide as well as to the Payroll Checklists.

Best Business Practices Checklist

Best Business Practices Checklist

	DAILY	
✓	**Step**	**Action**
	1	Verify the nightly backup processed.
	2	Check for errors and skipped files.
	3	Label and store the backup of *K:\SECOND*.** to CD, DVD, or USB with logs.
	4	Insert another backup CD, DVD, or USB for the next scheduled backup.

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Best Business practices start out by recapping the backup requirements for PCGenesis. Everyone should have both a backup task and a reorganization task scheduled every single night.

- The Backup and Reorg Checklist is available on the PCGenesis documentation website under the *Technical Systems Operations Guide*.

Best Business Practices Checklist

- The PCGREORG task checks to make sure that the <u>GL is in balance every night</u>.

|	**REORGANIZATION GUIDELINES**	
✓	**Step**	**Action**

	1	Create scheduled task for ***K:\BACKUP\PCGREORG.BAT*** **(Required)**
		• Schedule nightly after backup to finish prior to 6:00am. Allow up to 60 minutes processing time.
		• Requires ROBOCOPY which should be included with Windows Sever 2008 R2 64bit
		  - Verify available in ***C:\WINDOWS\SYSTEM32\ROBOCOPY.EXE***
		  - If missing, run ***K:\DOWNLOAD\2003 RESOURCE KIT\rktools.exe*** to install ROBOCOPY
		• The REORG process will also create a *Reorg Recap* report in ***K:\SECOND\#SPLPRT\REOGnnnn***

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It is especially important to schedule the reorganization task to run every night on your PCGenesis server. The Reorg Checklist contains detailed information about how to set up this task. This task is especially important because it also runs the process which checks for an "out of balance" condition in your GL every night. This is an early warning system for identifying problems in the GL.

Best Business Practices Checklist
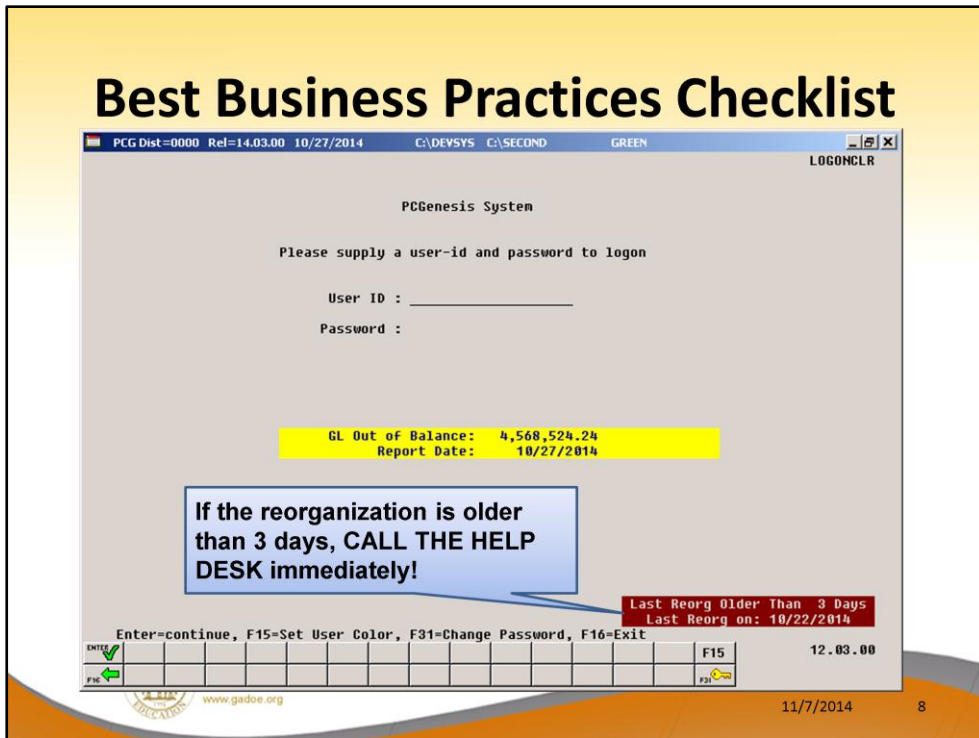
When you logon in the morning, check the lower right hand corner for the Last Reorg Date. If that date is older than 3 days, CALL THE HELP DESK immediately! Get this fixed – it will make your life a lot better. Running the Reorg task will also create a convenient nightly backup on your K drive called SECONDX. Many times, the Help Desk will use SECONDX as a convenient point to restore data when a problem occurs. If the GL is out of balance, the yellow message will be displayed. Call the Help Desk when this happens.

Best Business Practices Checklist

The System Control screen also will display a message if the GL is out of balance. The System Control screen also displays the Last Reorg Date on this screen. Again, if this date is older than 3 days, call the help desk.

Best Business Practices Checklist

✔	Step	Action
		MONTHLY
	1	Reconcile cash.
	2	Check and balance Fund **199** (Payroll Withholding Fund).
	3	Set up the necessary receivables.
	4	Run month-end reports and verify each fund on the General Ledger (G/L) is in balance. Check the fund balancing totals.
	5	Verify the General Ledger's **Cash on Hand (102)** equals zero for each fund.
	6	Verify the monthly *Expenditure* and *Revenue Detail* or *Summary Report* totals equal the G/L's **302** and **602** control accounts by fund.
	7	Run the *Open Accounts Payable Report* by fund and balance it with the G/L's payables accounts (**421, 422**, etc.) by fund.
	8	Run the *Open Accounts Receivable Report* by fund and balance it with the G/L's receivable accounts (**141, 153**, etc) by fund.

Let's go over the Best Business Practices checklist and see if this might help you with your month-end close. When your GL balance accounts don't match the various other monthly reports, more than likely, a partial posting has occurred and you will probably need to call the help desk.

10	000101	CASH IN BANK
10	000102	CASH ON HAND
10	000141	INTERGOVT A/R
10	000142	FEDERAL AR
10	000153	OTHER ACCT/REC
10	000302	REVENUES
10	000421	ACCTS PAYABLE
10	000422	A/P ACCRUED SAL
10	000602	EXPENDITURES
10	000603	ENCUMBRANCES
10	000753	RES FOR ENCUMB

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Best Business Practices Checklist

✓	Step	Action
	9	Run the *Open Purchase Order Report* by account number sequence and balance to the G/L's encumbrance accounts (603, 753, etc) by fund.
	10	Rerun monthly reports, if necessary, and perform the month-end close-out. No more than two months should be open at one time.
	11	Run a listing of all receipts and a listing of all checks. Keep with monthly reports.
	12	Print the *DE046 Conversion Report*, make the necessary additions / deletions / modifications.
	13	Transmit the *DE046 Financial Report*. Check for errors, make corrections, and retransmit if necessary.
	14	Check the *DE420* for errors and make the necessary corrections to the records.

MONTHLY

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Let's go over the Best Business Practices checklist and see if this might help you with your month-end close. When your GL balance accounts don't match the various other monthly reports, more than likely, a partial posting has occurred and you will probably need to call the help desk. Also, Best Business Practices means that no more than two months should be open at one time!

- 10   000101   CASH IN BANK
- 10   000102   CASH ON HAND
- 10   000141   INTERGOVT A/R
- 10   000142   FEDERAL AR
- 10   000153   OTHER ACCT/REC
- 10   000302   REVENUES
- 10   000421   ACCTS PAYABLE
- 10   000422   A/P ACCRUED SAL
- 10   000602   EXPENDITURES
- 10   000603   ENCUMBRANCES
- 10   000753   RES FOR ENCUMB

Best Business Practices Checklist

- It is important to note, if a JE was made to the payable or receivable accounts it will <u>not</u> be reflected in the Accounts Payable/Accounts Receivable reports.

- Journal entries can be made, but will be reconciling items between the reports and the general ledger.

Calendar Year-End Closing Procedures and Fiscal Year-End Closing Procedures

→ Technology Services → Technology Services → PCGenesis → Payroll System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Payroll System Operations Guide

- Payroll Processing Checklists
  - Direct Deposit Setup Checklist
  - New Pay Statement Setup Checklist
  - Calendar Year-End Closing Procedures Checklist
  - Fiscal Year-End Closing Procedures Checklist
  - Best Business Practices Checklist
- Section A: Payroll Setup

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The Best Business Practices checklist refers to the Calendar Year-End Closing Checklist and the Fiscal Year-End Closing checklist. I think most districts already use these two checklists for closing the fiscal and calendar years.

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Best Business Practices
Vendor Maintenance

- Vendor Maintenance has been updated to include information from the Federal form W-9.

- Auditors require that the W-9 data is available.

- The **Vendor E-Verify Number** and **Authorization Date** fields are also available and are informational only.

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W-9 fields are on the Vendor Maintenance screen.

Best Business Practices
Vendor Maintenance

W-9 fields and E-Verify fields are on the Vendor Maintenance screen.

Best Business Practices
Claim Sequence Numbers

- F1, F3, F11 – **Print Vendors With Sequence Numbers Less Than 500**

- Run this procedure at least once a quarter.

- When a vendor has less than 500 sequence numbers left, it is time to start a new vendor number.

- Inactivate the old vendor number.

- Enter a <u>new</u> vendor number with that vendor's data.

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Best Business Practices
Claim Sequence Numbers

Best Business Practices
Claim Sequence Numbers

```
10/29/2014  10:43                              VENDORS WITH SEQUENCE NUMBERS LESS THAN 500          FARPR500  PAGE  1
                                               *** PLEASE CALL THE PCGENESIS HELP DESK ***

    VENDOR     SEQUENCE     NUMBER OF CLAIMS
    NUMBER      NUMBER        LEFT TO USE       VENDOR NAME
    -------    --------     ----------------   --------------------------------
    000005       100             100           GA INCOME TAX
```

Best Business Practices
Claim Sequence Numbers

- If a vendor number is on the report, determine if the vendor is used in payroll.

- Check the System Control Screen (F1, F13, F12).

- Check the Tax / Withholding / Control Menu items (F2, F13, F3).

- Print the Deduction Records (F2, F9, F6).

- Print the Annuity Records (F2, F9, F12).

- Check the employee Garnishments (F2, F2, F10)

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W-9 fields are on the Vendor Maintenance screen.

Best Business Practices
Claim Sequence Numbers

PCG Dist=8991 Rel=14.03.00 10/29/2014 PCW 002 SV C:\DEVSYS C:\SECOND   WHITE

PAYTAXES

** FICA/Medicare Tax Table **

OASDI

Employee: Share: .0620   Max Ded: 7254.00   Max Wage: 117000.00
Employer: Share: .0620   Max Ded: 7254.00

Medicare Health Insurance (HI)

Employee: Share: .0145   Additional share: .0090   Additional Wage Threshold: 200000.00
Employer: Share: .0145

n Sort: 02   Medicare Only Deduction Sort: 02

mployer Blnc: 0421   Objct: 22000

Withholding

Fnd F Prgm Fnct   Fnd F Prgm Srce
Vendor: 005806 Blnc: 0477 Exp Acct: 199 0 9990 9000 Rev Acct: 199 0 9990 9000

Check all Tax / Withhold / Control Menu items for the old vendor number.

ENTER=Update, F16=Exit

14.03.00

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Best Business Practices
Claim Sequence Numbers

```
REPORT DATE 10/29/14                          DEDUCTION CODE LISTING                          PAGE    1

                                                                          EMPLR PROC TYPES   EMPLR   EMPLR EMPLR
  CODE  DESCRIPTION              PERCENT   SORT TYPE VENDOR  FUND PRGM FUNC BLNC IND  SDHABXYQP  AMT/PCT  OBJ   BLNC
  00    FRINGE                   00.00000   01       000000  000  0000 0000 0000  0              0.00000 00000 0000
  01    ANNUITY #1               00.00000   00   A   000000  199  9990 9000 0479  0              0.00000 00000 0000
  02    ANNUITY #2               00.00000   00   A   000000  199  9990 9000 0479  0              0.00000 00000 0000
  03    FED W/H TAX              00.00000   01       002835  199  9990 9000 0471  0              0.00000 00000 0000
  04    GA INCOME TAX            00.00000   02       000005  199  9990 9000 0472  0              0.00000 00000 0000
  07    COUNTY TAXES             00.00000   05       000000  000  0000 0000 0000  0              0.00000 00000 0000
  08    STATE HEALTH CLAS N TAX  00.00000   08   I   000014  199  9990 9000 0475  0              0.00000 00000 0000
  09    STATE HEALTH CERT N-TAX  00.00000   09   I   000013  199  9990 9000 0475  0              0.00000 00000 0000
  18    VENDOR 001034            00.00000   18       001034  199  9990 9000 0479  0              0.00000 00000 0000
  19    VENDOR 000020            00.00000   19       000020  199  9990 9000 0479  0              0.00000 00000 0000
  20    VENDOR 000021            00.00000   20       000021  199  9990 9000 0479  0              0.00000 00000 0000
```

Check the System Deductions for the old vendor number.
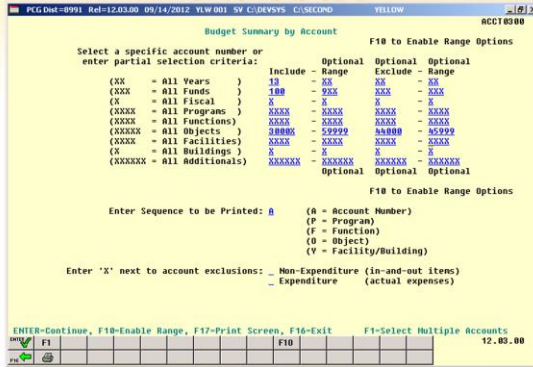
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Best Business Practices
Claim Sequence Numbers

```
REPORT DATE 10/29/14                          ANNUITY COMPANIES                          PAGE    1

                                                      EMPLR    EMPLR    EMPLR    EMPLR   MANDATORY
COMPANY#  VENDOR  TYPE  COMPANY NAME               IND     AMT/PCT   OBJECT   BALANCE   ANNUITY
   01     000022   E    EQUITABLE LIFE ASSU. SOCIETY          0      0.00000   00000    0000       N
   02     002632   E    FRANKLIN TEMPLETON TRUST COMPANY      0      0.00000   00000    0000       N
   03     000018   E    THE VARIABLE ANNUITY LIFE INS         0      0.00000   00000    0000       N
   04     001583   E    VANGUARD FIDUCIARY TRUST COMPANY      0      0.00000   00000    0000       N
   05     005453   G    GREAT AMERICAN PLAN ADMINISTRATORS, INC.  0  0.00000   00000    0000       N
   06     004929   E    HORACE MANN LIFE INSURACE CO          0      0.00000   00000    0000       N
   07     004929   G    HORACE MANN LIFE INSURACE CO          0      0.00000   00000    0000       N
   08     000018   G    THE VARIABLE ANNUITY LIFE INS         0      0.00000   00000    0000       N
   09     005646   E    GREAT AMERICAN PLAN ADMINISTRATORS    0      0.00000   00000    0000       N
```

Check the System Annuity Report for the old vendor number.

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Best Business Practices

Agenda

- Best Business Practices
- **Financial Tools**
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
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PCGenesis has many, many tools which should make processing in PCG easier. Here are some user comments. PCG offers numerous export of report data. It also has many import options.

Financial Tools
Real User Comments

- **Vendor Payments for any period**
  - "This is a wonderful tool that we use to produce comparisons for expenses."
  - "We use this tool to assist in the completion of the Capital Projects information for the auditors."
- **Budget Activity Summary**
  - "Our directors use these reports for making projects – they love it."
  - "I know that this is not an export, but I thought that some of the people may not know the benefit of opening their reports in **Word**. Monthly reports are saved as Word documents and are sent out to all principals and directors. They absolute love the reports."

Financial Tools

- Budget Report   **Export**   **Range**
- Revenue Report   **Export**   **Range**
- GL Report   **Export**
- Budget/Revenue Load   **Export   Import**
- Purchase Orders   **Export   Import**
- Claims   **Import**
- Accounts Receivables   **Import**
- Receipts   **Import**

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Over the past two years, the financial system has been enhanced so that much of the data that prints on reports can also be directed to csv export files. The development team continues to add these export functions wherever they are requested! PCG also supports imports for the budget and revenue chart of accounts, purchase orders, claims, account receivables, and receipts.

Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

F1, F9, F1, F8	- Balance Sheet for Any Period
F1, F9, F3, F2	- Budget Account Activity Summary
F1, F9, F3, F3	- Budget Chart of Accounts
F1, F9, F30	- CS1 with Transmission File
F1, F9, F31	- DOAA Transparency in Government Export File
F1, F9, F1, F4	- General Ledger for Any Period
F1, F9, F1, F3	- Journal Voucher for Any Period
F1, F9, F1, F2	- Receipts for Any Period
F1, F9, F3, F9	- Revenue Account Activity Summary List
F1, F9, F3, F10	- Revenue Chart of Accounts
F1, F9, F1, F5/F6	- Revenue & Expenditure for any Period
F1, F9, F1, F9	- School Nutrition Online Reporting System File (DE 106)
F1, F9, F1, F7	- Trial Balance & Audit Year-End Transmission File
F1, F9, F1, F1	- Vendor Payments for Any Period
F1, F2, F8 – F11	- List Open Purchase Orders

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All of these financial functions offer csv export files.

Export Financial Report for Analysis

- **How Will This Help ME???**
  - Fulfill Request for Budget Analysis
    - Superintendent
    - School Board
  - Evaluate Budget Planning Options
  - Review Spending History
  - Provide Meaningful Data for 'What If' Analysis

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These are some of the ways that financial reports and export files can provide information for superintendents, school boards, principals, and auditors.

Agenda

- Best Business Practices
- Financial Tools
- **Financial Reports Include/Exclude Range**
- Export/Import Budget/Revenue for the New Fiscal Year
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Many financial reports have also been enhanced to provide numerous options for running the reports. We will take a close-up look at running the Budget Summary by Account report.

Report Include/Exclude Range

The Budget Summary by Account Report offers many selection options. To select one or more specific accounts, use the F1 option. Are you aware that this option exists?

Report Include/Exclude Range

To select specific accounts, enter the complete account number(s).

Report Include/Exclude Range

Or, if you want to print a range of accounts, use F10 to enable the range options.

For example, it is possible to request a report with object codes 610XX through 635XX, but excluding object 615XX. You can add 'include' and 'exclude' parameters for each part of the GL account.

Report Include/Exclude Range

A new option was added this year which allows accounts with zero budget and activity to be excluded. This will save on paper costs since less paper will be used to print the report.

Report Include/Exclude Range

Budget File Export

Create Budget Summary File to Load in Excel?
○ No
◉ Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\BUDGSUMCYMD.CSV
 or F10 to Browse for File

C:\EXPORT\BUDGSUM20141027.CSV
NOTE: DIRECTORY Must Already Exist

Specify the location of the output .csv file.

Enter = continue

F10

14.02.00

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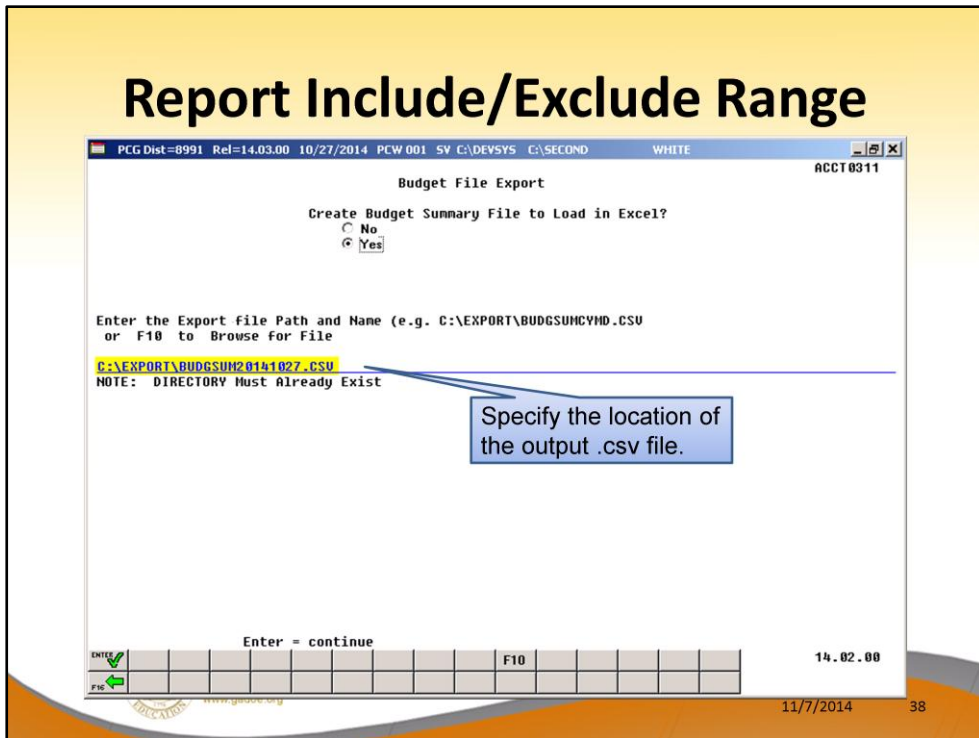
An optional feature is to send the report output to a csv export file. This will allow users to perform Excel functions on the financial data.

Here is an example of the .csv export file out when selecting all object codes which match 620XX.

Agenda

- Best Business Practices
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Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget)   or   F1, F5, F3 (Revenue)
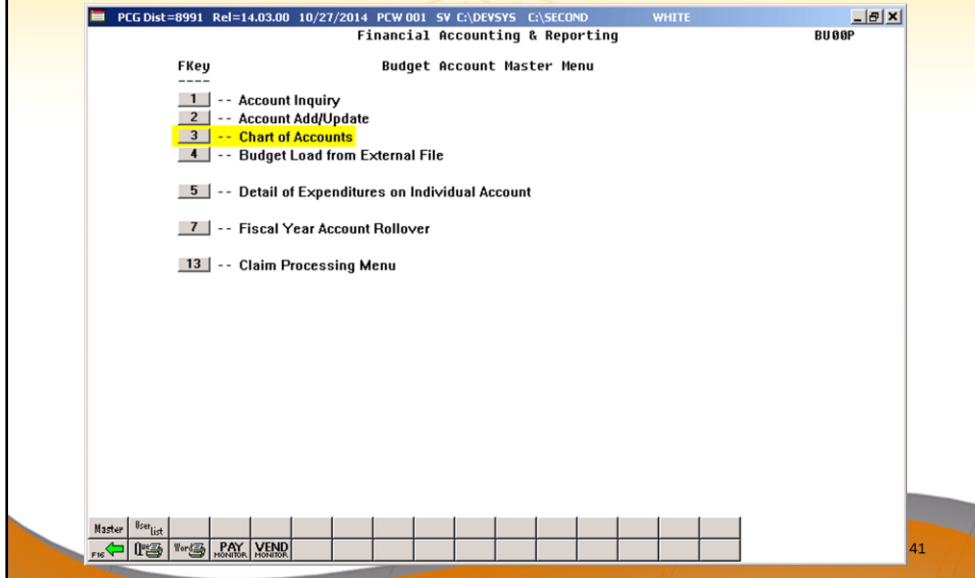
Now we will review the export/import options for the budget and revenue chart of accounts. I'll go through the budget export and import, but the revenue options look exactly the same.

Budget Chart of Accounts

- Options:
    - Print the Budget / Revenue Chart of Accounts
        - Select the items to be printed: Original budget, Current budget, Current balance
    - Create an export file with the same output as the printed report
        - Export Current Fiscal Year
    - Create an export which can be used to load the new fiscal year budget
        - Export for New Fiscal Year BUDGET LOAD

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When we access the Budget Chart of Accounts function, many options are available. You can print the budget chart of accounts and you can select the items to be printed. You can create a .csv export file with the same output as printed on the report with the 'Export Current Fiscal Year' option, or you can create an export file which is in the exact format you need to load into the new fiscal year budget.

Budget Chart of Accounts

Select the dates you wish to print / export.
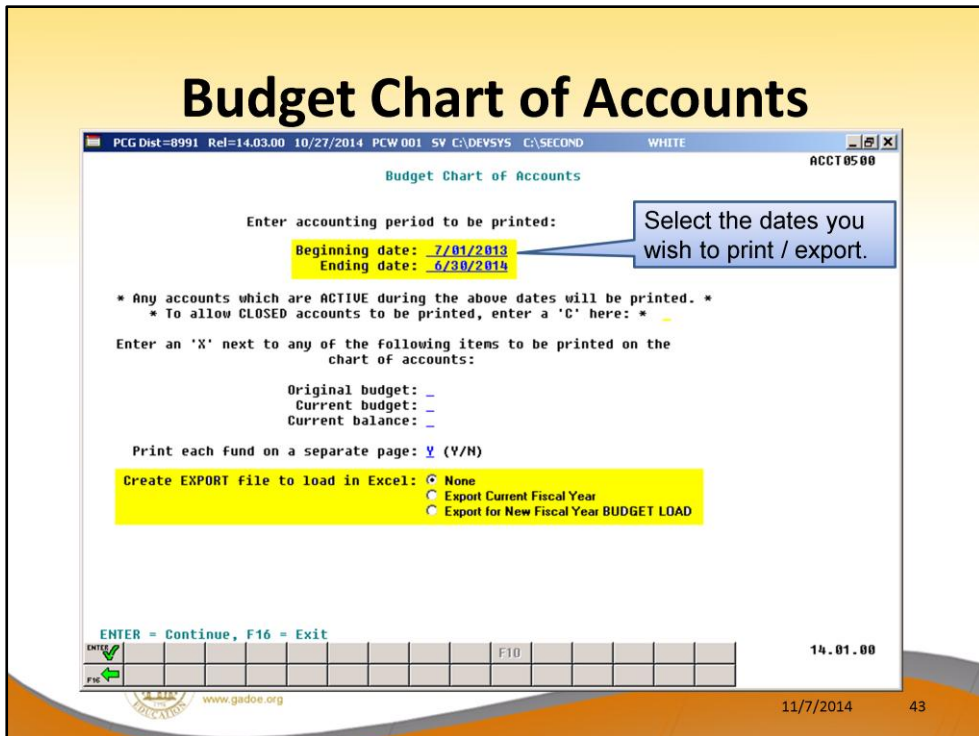
You can print the budget chart of accounts and you can select the items to be printed. To only print, the Export option should be set to 'None'. Put in the date range for the activity you want to print. Select the 'Export Current Fiscal Year' field if you need the report output in a csv export file.

Budget Chart of Accounts

you can create an export file which is in the exact format you need to load into the new fiscal year budget. When you select the option to 'Export for a New Fiscal Year BUDGET LOAD', another option-block opens up. You can select ALL budget accounts, or salary and benefits only, or exclude salary and benefits. If you are using the new PCG Budget System, you will not need to export the salary and benefit accounts here.

When you select the option to 'Export for a New Fiscal Year BUDGET LOAD', you will need to input the Fiscal Year for the export file, and if you want, you can also specify a percent change.

Export Budget for New Fiscal Year

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	YR	FND	F	PROG	FUNC	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT
2	15	100	0	1011	1000	61000	3050	0	0	799	11726.86	KINDERGARTEN SUPPLIES	11721.00
3	15	100	0	1011	1000	61500	3050	0	0	799	0.00	EXPENDABLE EQUIPMENT	0.00
4	15	100	0	1011	1000	64100	3050	0	0	799	5002.50	KINDERGARTEN TEXTBOOKS	5000.00
5	15	100	0	1011	1000	64200	3050	0	0	799	3001.50	BOOKS	3000.00
6	15	100	0	1021	1000	43000	3050	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
7	15	100	0	1021	1000	44200	3050	0	0	799	5502.75	EQUIPMENT LEASE	5500.00
8	15	100	0	1021	1000	61000	111	0	0	799	9804.90	GR 1-3 SUPPLIES	9800.00
9	15	100	0	1021	1000	61000	3050	0	0	799	19388.69	GR 1-3 SUPPLIES	19379.00
10	15	100	0	1021	1000	61500	111	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
11	15	100	0	1021	1000	61500	3050	0	0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
12	15	100	0	1021	1000	61600	111	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
13	15	100	0	1021	1000	61600	3050	0	0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
14	15	100	0	1021	1000	64100	111	0	0	799	0.00	TEXTBOOKS-GR 1-3	0.00
15	15	100	0	1021	1000	64100	3050	0	0	799	12006.00	TEXTBOOKS-GR 1-3	12000.00
16	15	100	0	1021	1000	64200	111	0	0	799	5002.50	BOOKS/PERIODICALS	5000.00
17	15	100	0	1021	1000	64200	3050	0	0	799	6003.00	BOOKS/PERIODICALS	6000.00
18	15	100	0	1041	1000	43000	201	0	0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
19	15	100	0	1041	1000	44200	201	0	0	799	3841.92	EQUIPMENT LEASE	3840.00

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An export file is created in the exact format necessary for the Budget Load procedure. You may modify the 'New Budget' column further, if necessary. The 'Current' field is created for comparison purposes and is informational only.

Budget/Revenue Load from External File

F1, F1, F4 (Budget)   or   F1, F5, F4 (Revenue)
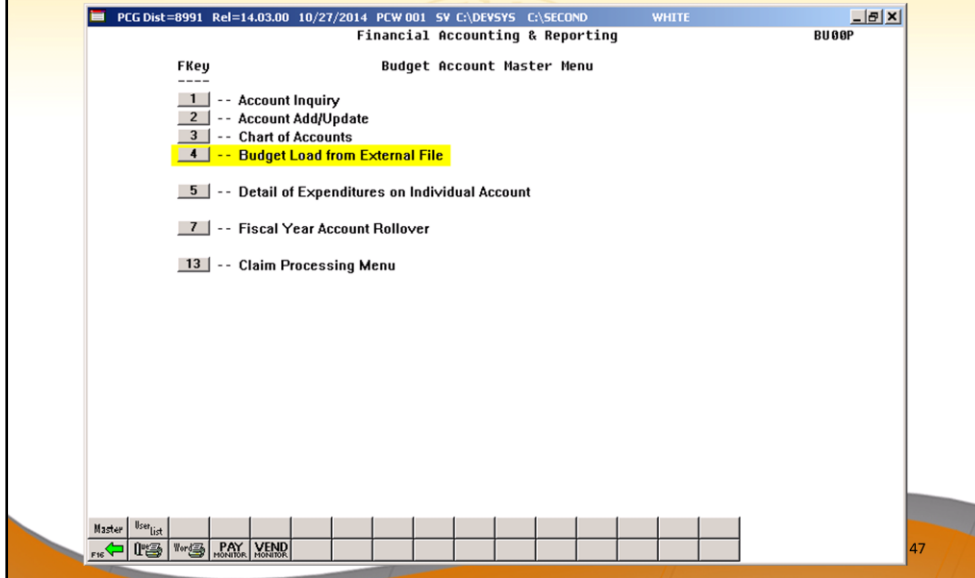
The file we created with the Chart of Accounts export file can be used in the F4, Budget Load from External File' option.

Import Budget

Make necessary modifications & import .csv for the new Fiscal Year

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	YR	FND	F	PROG	FUNC	OBJCT	FACL	B	ADDL	BAL	NEW BUDG	NAME	CURRENT
2	15	100	0	1011	1000	61000	3050	0		0	799	11726.86	KINDERGARTEN SUPPLIES	11721.00
3	15	100	0	1011	1000	61500	3050	0		0	799	0.00	EXPENDABLE EQUIPMENT	0.00
4	15	100	0	1011	1000	64100	3050	0		0	799	5002.50	KINDERGARTEN TEXTBOOKS	5000.00
5	15	100	0	1011	1000	64200	3050	0		0	799	3001.50	BOOKS	3000.00
6	15	100	0	1021	1000	43000	3050	0		0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
7	15	100	0	1021	1000	44200	3050	0		0	799	5502.75	EQUIPMENT LEASE	5500.00
8	15	100	0	1021	1000	61000	111	0		0	799	9804.90	GR 1-3 SUPPLIES	9800.00
9	15	100	0	1021	1000	61000	3050	0		0	799	19388.69	GR 1-3 SUPPLIES	19379.00
10	15	100	0	1021	1000	61500	111	0		0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
11	15	100	0	1021	1000	61500	3050	0		0	799	0.00	GR 6-8 EXPENDABLE EQUIPMENT	0.00
12	15	100	0	1021	1000	61600	111	0		0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
13	15	100	0	1021	1000	61600	3050	0		0	799	0.00	EXPENDABLE COMPUTER EQUIP	0.00
14	15	100	0	1021	1000	64100	111	0		0	799	0.00	TEXTBOOKS-GR 1-3	0.00
15	15	100	0	1021	1000	64100	3050	0		0	799	12006.00	TEXTBOOKS-GR 1-3	12000.00
16	15	100	0	1021	1000	64200	111	0		0	799	5002.50	BOOKS/PERIODICALS	5000.00
17	15	100	0	1021	1000	64200	3050	0		0	799	6003.00	BOOKS/PERIODICALS	6000.00
18	15	100	0	1041	1000	43000	201	0		0	799	4502.25	COPY MACHINE MAINTENANCE	4500.00
19	15	100	0	1041	1000	44200	201	0		0	799	3841.92	EQUIPMENT LEASE	3840.00

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An export file is created in the exact format necessary for the Budget Load procedure. You may modify the 'New Budget' column further, if necessary. The 'Current' field is created for comparison purposes and is informational only. The columns highlighted in red are the required fields.

Budget/Revenue Load from External File

When loading the initial budget, specify ORIGINAL. Later on, you can make adjustments to the initial budget by specifying ADJUST. Specify the Budget Year you are loading. The Transaction Date, Beginning Date and Ending Date will default based upon the Budget Year.

Budget/Revenue Load from External File
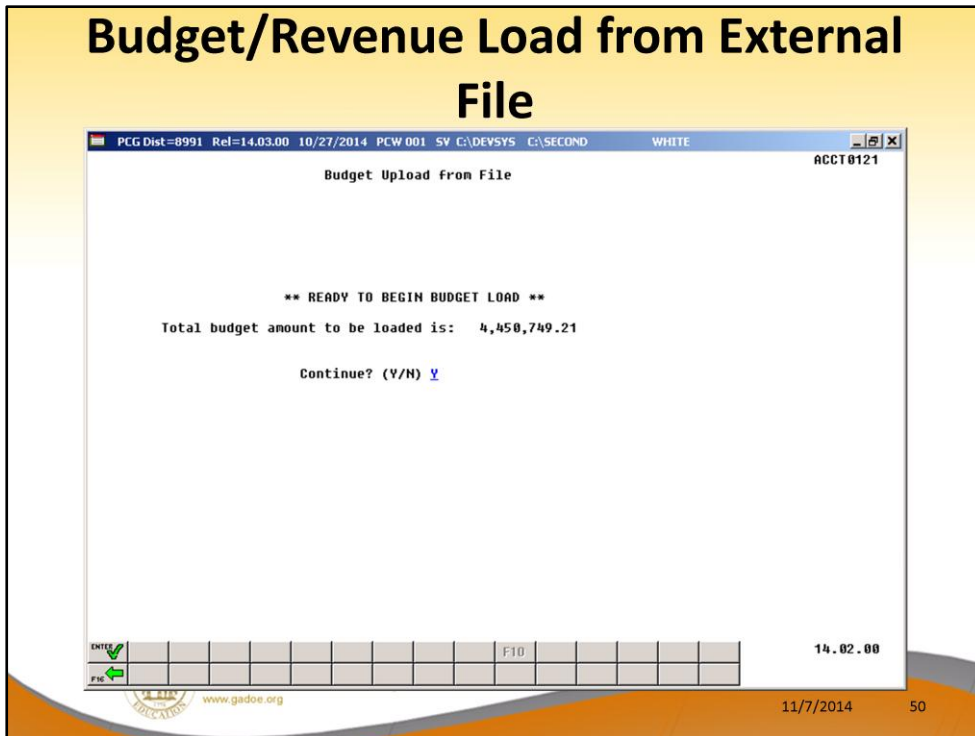
The system will process through the csv import file and present a screen showing the total budget amount to be loaded. If this is correct, enter 'Y' to proceed.

Budget/Revenue Load from External File
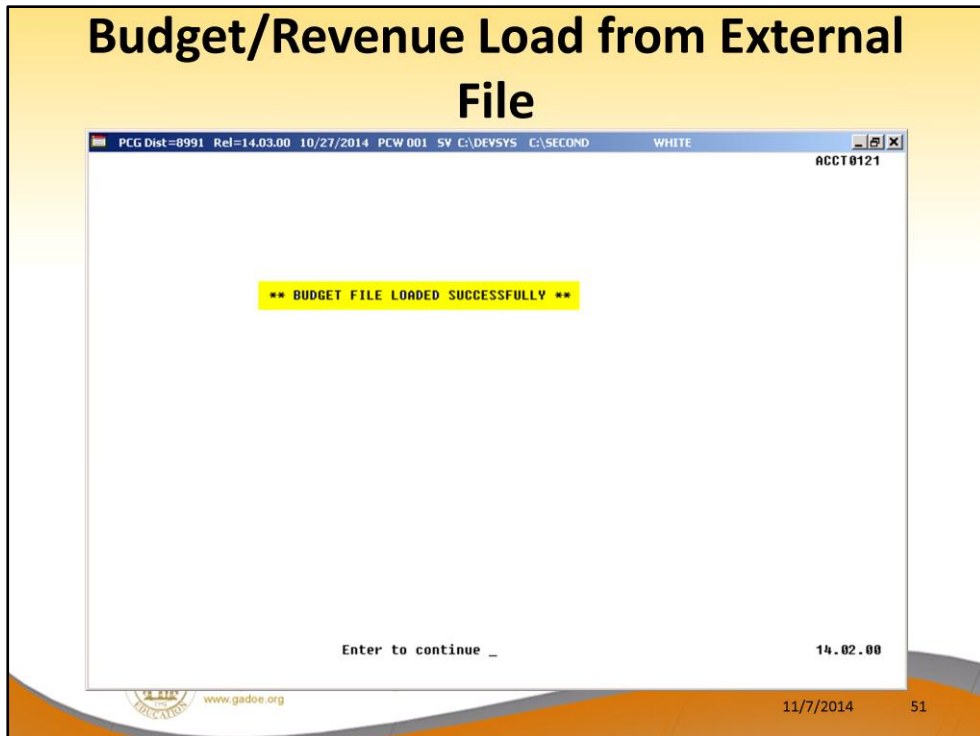
You should receive a screen indicating that the Budget File Loaded Successfully.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- **Import Purchase Orders**
- Import Claims
- Other Imports

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Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

F1, F2, F2	- Import Purchase Order
F1, F3, F5	- Import Claim
F1, F6, F2	- Import Receivable
F1, F7, F6	- Import Receipt
F1, F11, F5	- Import Journal Entry

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Now we will review some of the other import options.

This is a copy of the PCG Purchase Order template. We have several sites which have enhanced this process to meet their district requirements. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the PO screen. Questions?

Import Purchase Order

Example of customized PO template – Sheet 1

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Import Purchase Order

Example of customized PO template – Sheet 2

Import Purchase Order

Example of customized PO template – Sheet 3.

Sheet 3 is populated when data is entered into Sheets 1 and 2.

Sheet 3 matches the PCG standard PO template.

This is a copy of the PCG Purchase Order template. We have several sites which have enhanced this process to meet their district requirements. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the PO screen. Questions?

Import Purchase Order

- **Example of customized PO template – Sheet 4**
- **Sheet 4 is set up with data values that will help populate Sheet 1**

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Go to F2 – Enter Purchase Order

Import Purchase Order
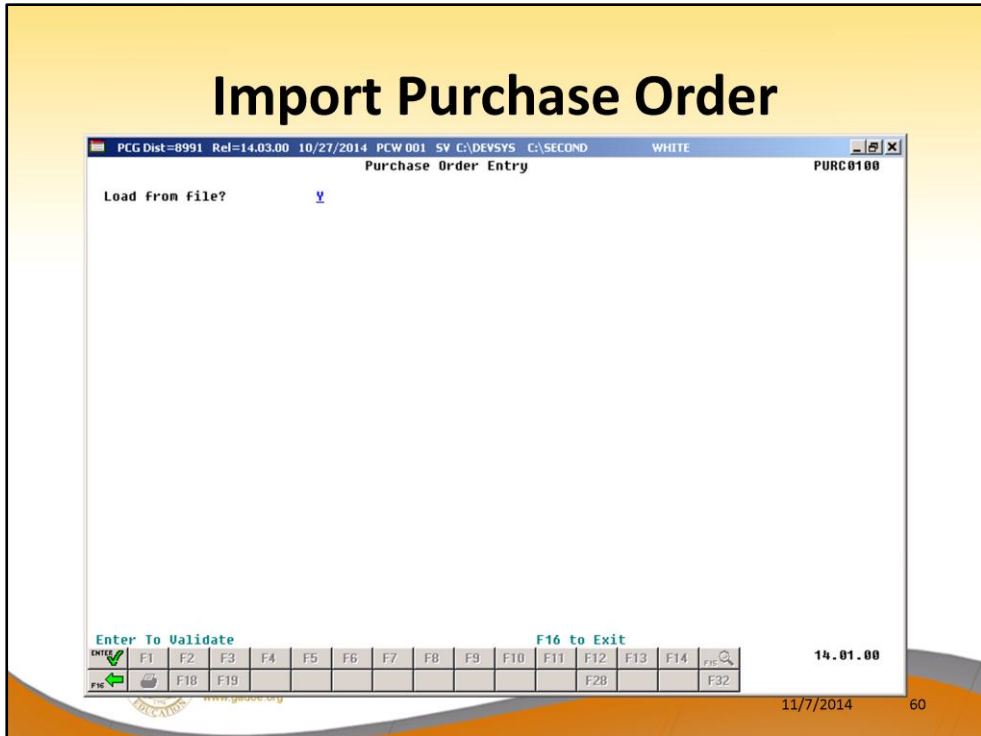
To import a file, enter 'Y'.

Import Purchase Order
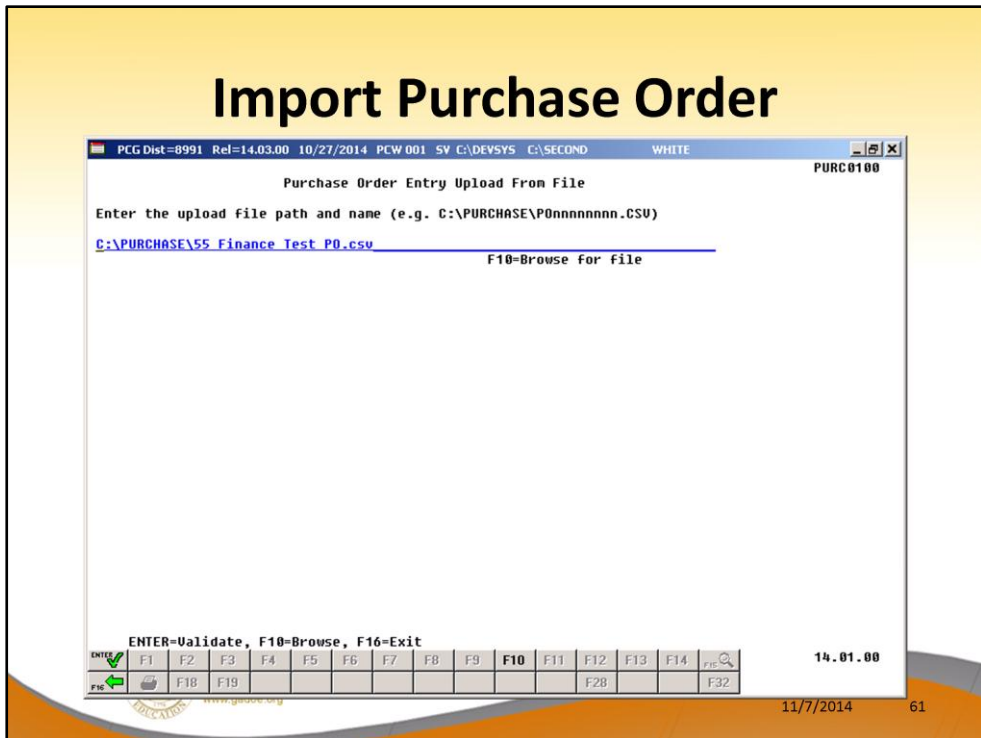
Enter the location of the csv import file.

Import Purchase Order
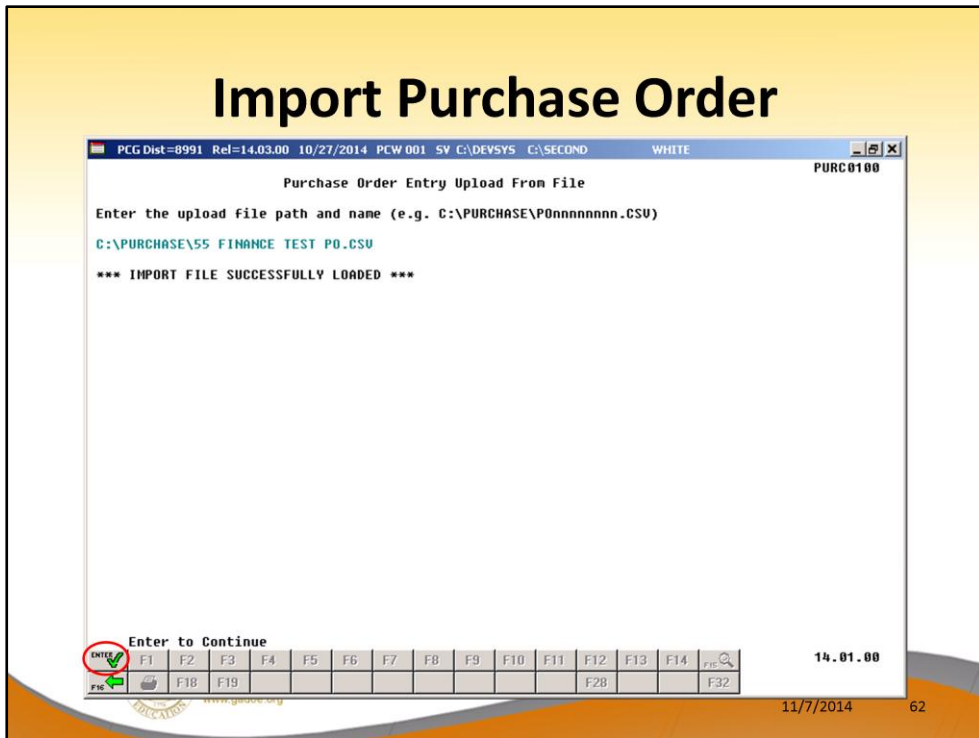
If the csv import file is in the correct format, the message 'Import File Successfully Loaded' will be displayed. If there are errors in the import file, the error messages will be displayed. ENTER to continue.

Import Purchase Order

The PO input screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary.

Import Purchase Order

The PO inventory screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary.

Import Purchase Order

Once the data has been validated, select F28 to post the purchase order.

Import Purchase Order
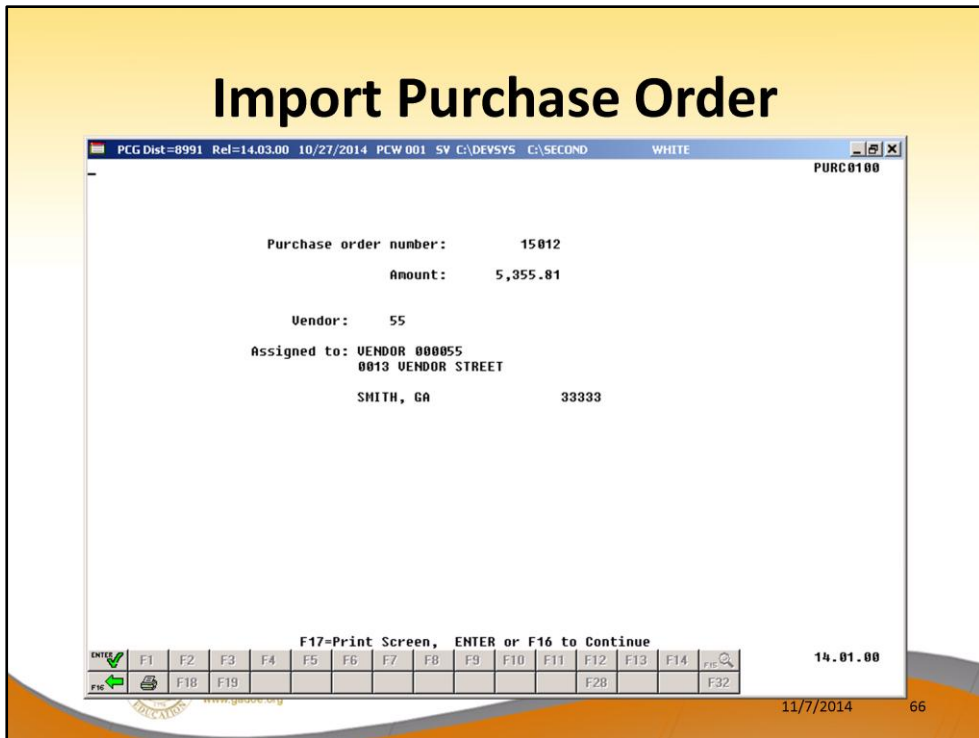
If no errors are encountered, the summary screen will display.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
- Import Purchase Orders
- **Import Claims**
- Other Imports

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All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It is the same information as on the Claim screen. Questions?

For example, the Summer Salary Accrual Claim Data procedure creates claims in the exact format required by the Claim Import process.

Import Claims

Create Summary Salary Accrual Reports and Claim Load Files

Use the file browse option to select the ACCTSORT file from the payroll period you choose as best for creating the accrual reports and load files.

Clear any Gross data line types you do not want included:

S D H A B X Y Q P _ _ _

For what fiscal year are you running the accrual? (CCYY): 2014
Use prior year or current contract months? (C or P): P

Enter the Import file Path and Name OR F10 to Browse for File

K:\SECOND\ACRLDATA\ACCTSORTccyymmdd.nn

Enter=Continue   or   F16=Exit

When creating the Summer Salary Accruals, use F10 to browse for the appropriate accrual data. In order to do the summer salary accruals, I highly recommend waiting until the actual July and August payrolls are run and then building the claim data from the actual payroll. Then, the employer amounts do not need to be adjusted!

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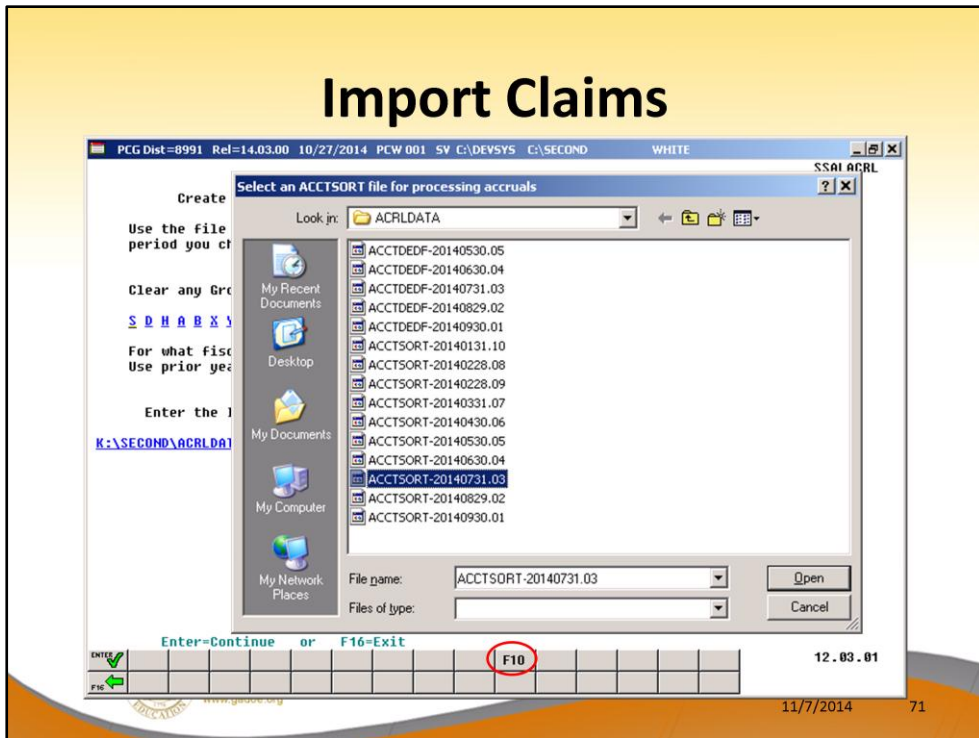
For July accruals, use the July payroll accrual data! The payroll has already been run!

Verify that this is the accrual file that you want to use.

Import Claims
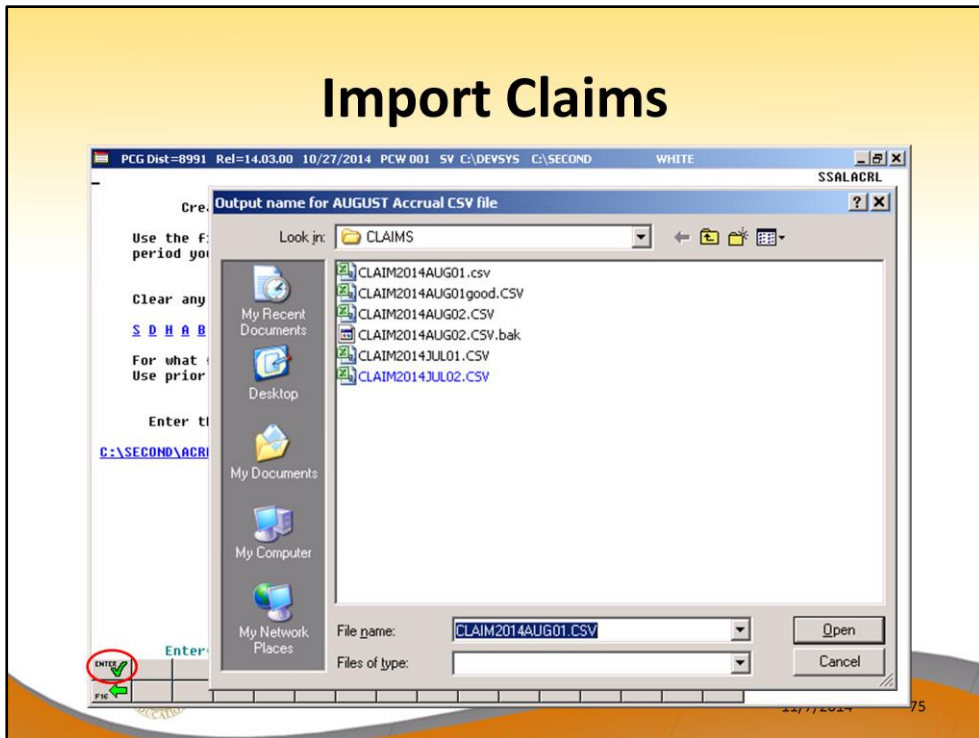

Many users ask about the 'Current' or 'Prior' contract months field. The setting of this field depends upon timing. Have you updated your employees contract months field for the new year yet? If yes, then use the 'Prior' contract months setting. If no, then use the 'Current' contract months setting. Press ENTER to continue.
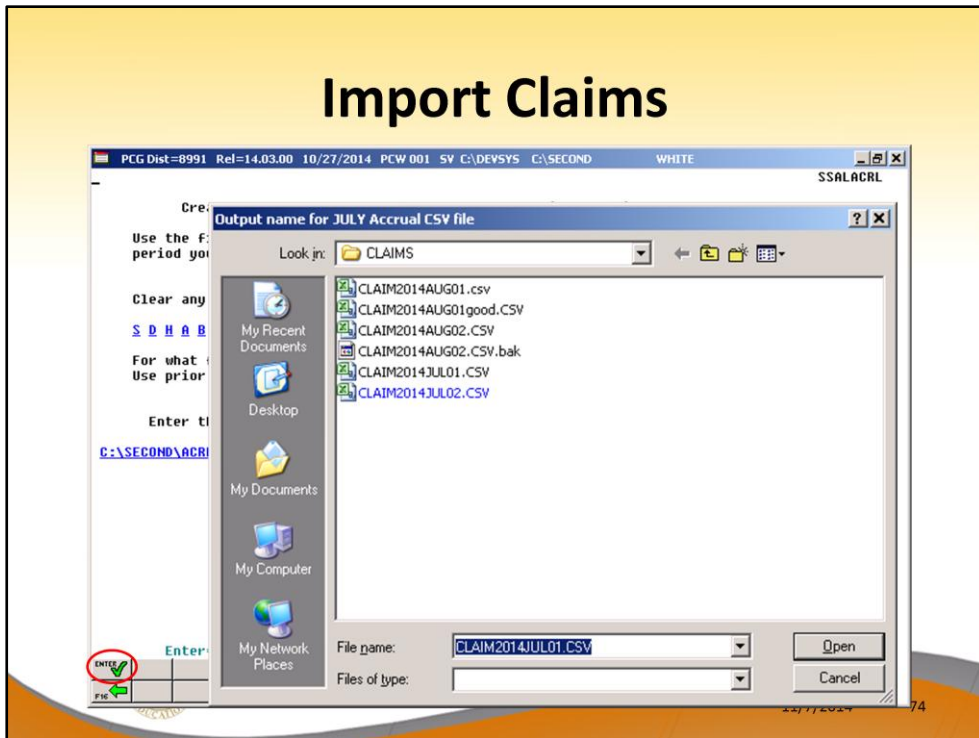
Create the July claim export file.

Create the August claim export file.
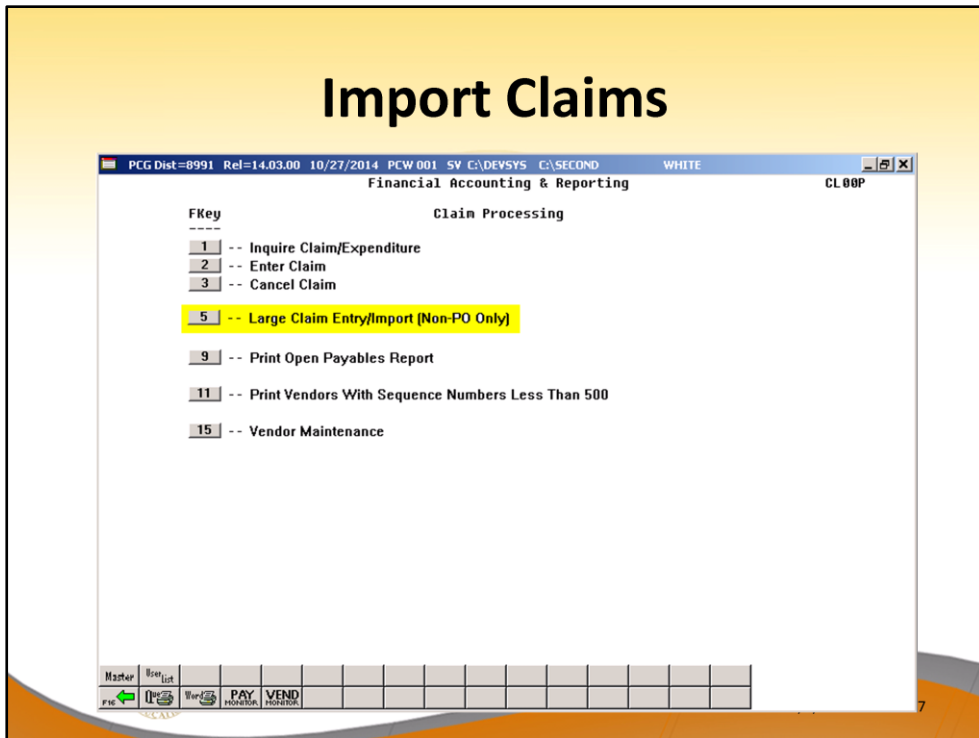
Import Claims

|	A	B	C	D	E	F	G	H	I	J	K	L	M
1			Claim Entry Spreadsheet										
2	For	JULY Summer Salary Accruals			File: 01								
3													
4			Vendor			Vendor Ref		Blnc			Date	Amount	
5	V	0	4139					422			63014	947058.5	
6									Discount		Date	Amount	
7	X	0									0	0	
8			Description 1					Description 2					
9	D	0	JULY SUMMER SALARY ACCRUAL					10 AND 11 MONTH EMPLOYEES					
10		*** Charge Lines ***											
11			Yr	Fund	F	Prgm	Func	Objct	Fcty	B	Addl	Amount	1099
12	L	1	14	100	0	1011	1000	11000	3050	0	0	35289.38	
13	L	2	14	100	0	1011	1000	11800	3050	0	0	2095.21	
14	L	3	14	100	0	1011	1000	14000	3050	0	0	10990.34	
15	L	4	14	100	0	1011	1000	17200	3050	0	0	1436.86	
16	L	5	14	100	0	1011	1000	21000	3050	0	0	10630.87	
17	L	6	14	100	0	1011	1000	22000	3050	0	0	3469.95	
18	L	7	14	100	0	1011	1000	23000	3050	0	0	6550.27	
19	L	8	14	100	0	1013	1000	11000	3050	0	0	730.85	
20	L	9	14	100	0	1013	1000	11800	3050	0	0	25	
21	L	10	14	100	0	1013	1000	17200	3050	0	0	27.78	
22	L	11	14	100	0	1013	1000	22000	3050	0	0	54.29	
23	L	12	14	100	0	1013	1000	23000	3050	0	0	103.06	
24	L	13	14	100	0	1021	1000	11000	111	0	0	22701.46	
25	L	14	14	100	0	1021	1000	11000	3050	0	0	52165.71	
26	L	15	14	100	0	1021	1000	11800	3050	0	0	4817.84	
27	L	16	14	100	0	1021	1000	17200	111	0	0	1436.86	

This is what the output file looks like. It is created as a .csv file and it is created using the claim template. This can be imported directly into PCGenesis.
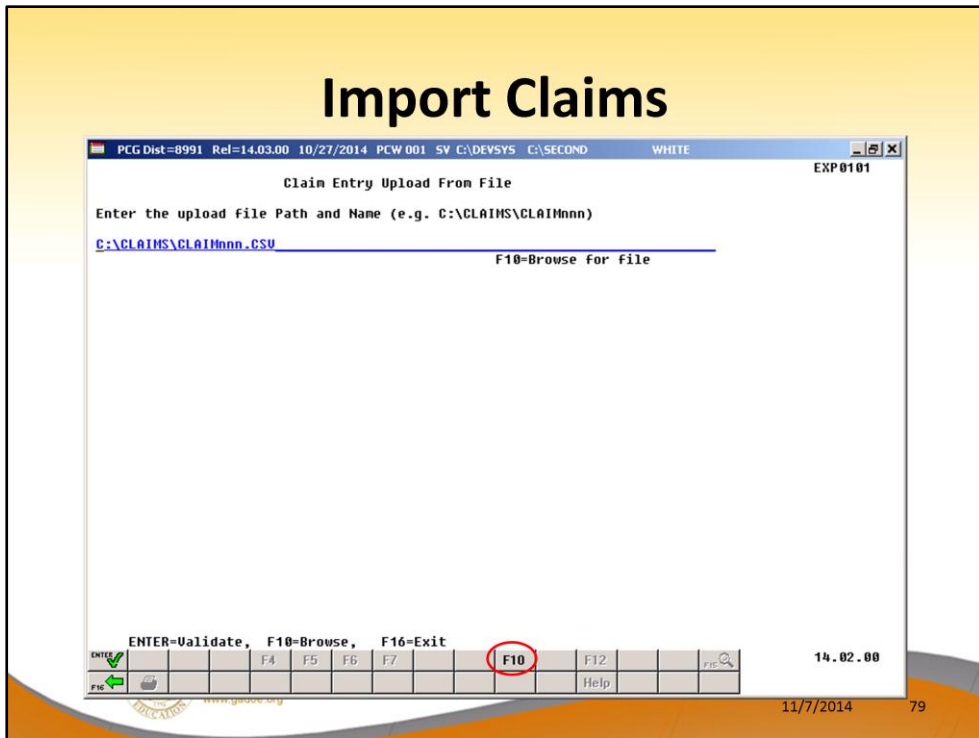
Import Claims

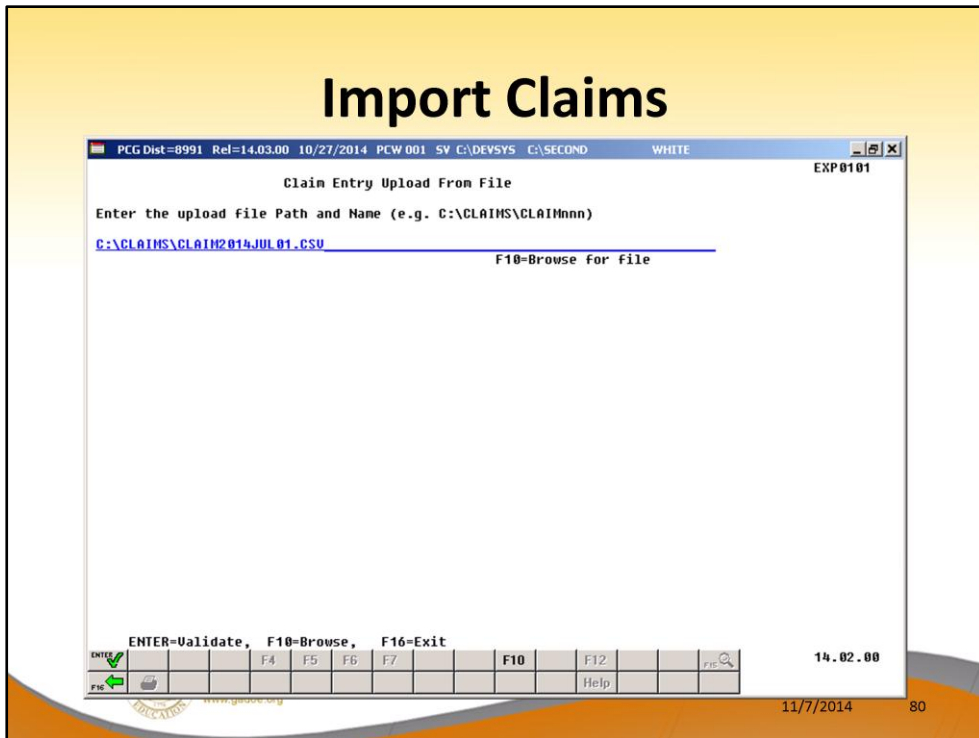Claims are imported using F5 – Large Claim Entry / Import (non-PO only).
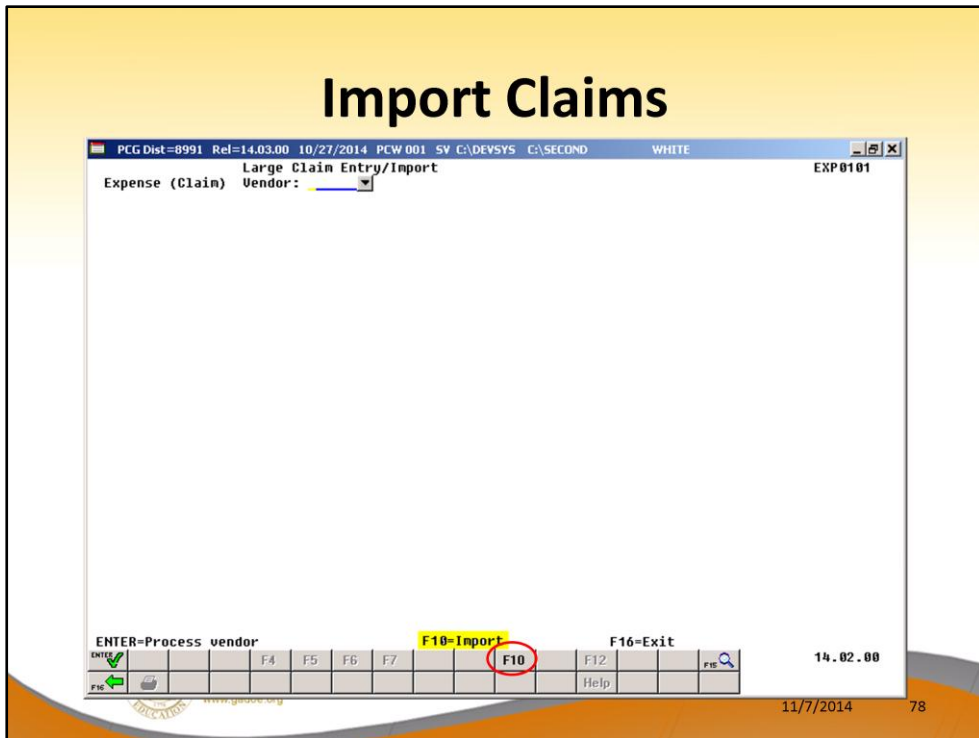
Select F10 to import the summer salary accrual claims.
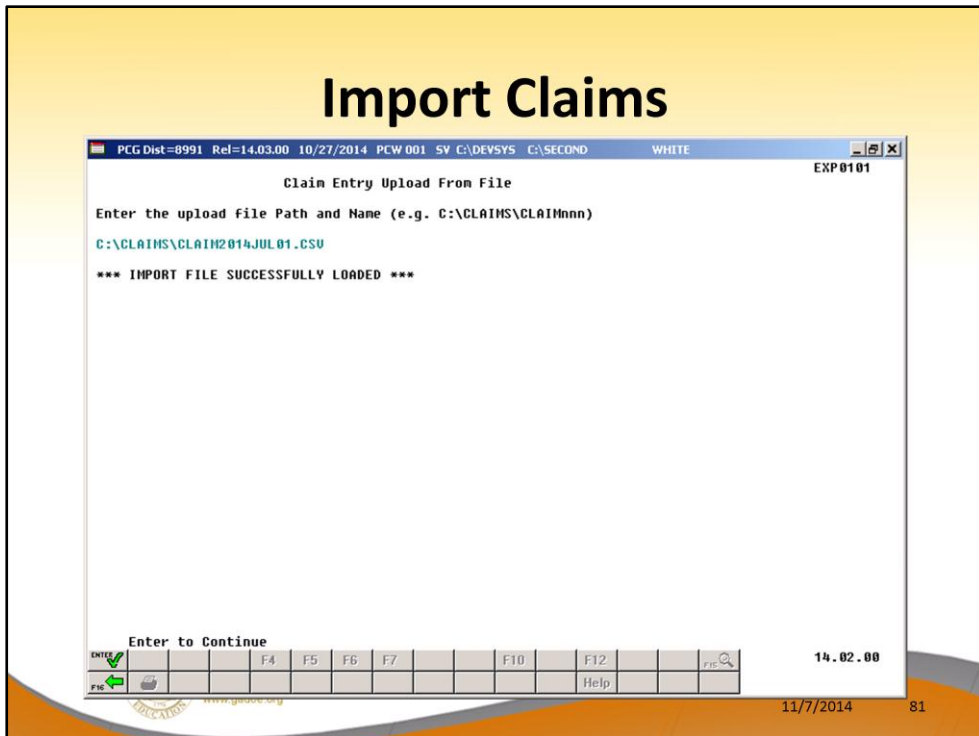
Import Claims

Use F10 to locate the file.

Import Claims

Once the correct file has been input, select ENTER to continue.

Import Claims

If the csv import file is in the correct format, the message 'Import File Successfully Loaded' will be displayed. If there are errors in the import file, the error messages will be displayed. ENTER to continue.

Import Claims

The claim input screen is populated from the fields on the csv import file. The administrator can make any necessary changes at this time, if necessary. The claim can have up to 998 account lines.

Import Claims

Select F12 to post the claim.

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Import Claims
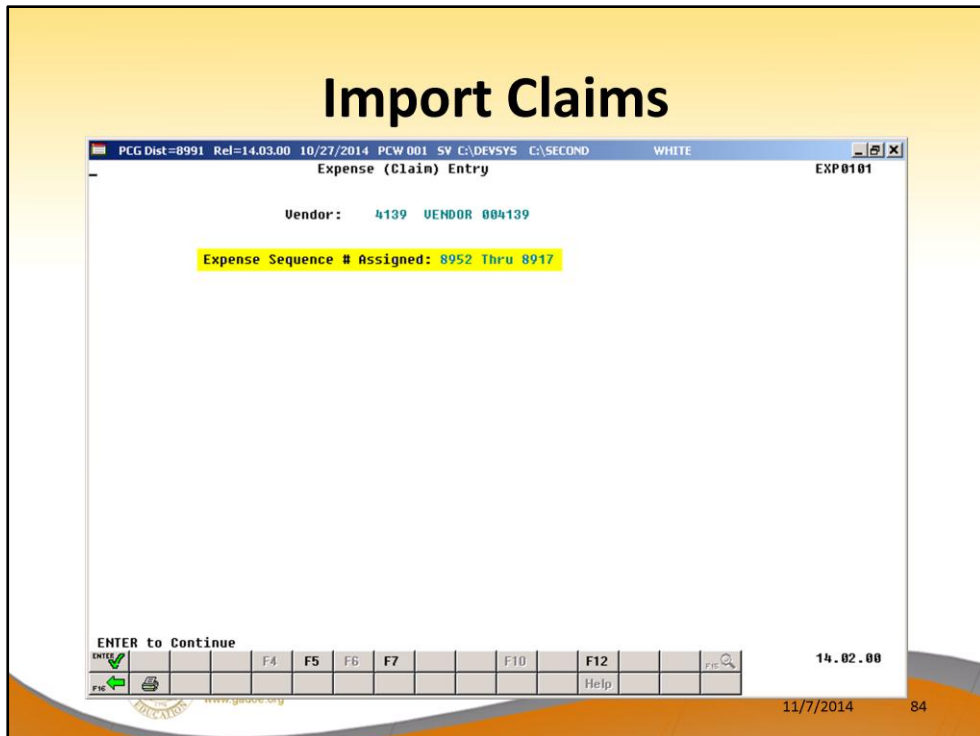
If no errors are encountered, the summary screen will display. Notice that multiple claims are created. The 998 accounts lines are split up into multiple claims with 10 account lines apiece.

Agenda

- Best Business Practices
- Financial Tools
- Financial Reports Include/Exclude Range
- Export/Import Budget/Revenue for the New Fiscal Year
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- Import Claims
- **Other Imports**

Import Receivable/Receipt — Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

Example: Will Aid Processing Monthly QBE

All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It contains the same information as on the Receivable/Receipt screen. Questions? This template is typically used for entering receivables. The template can be set up once for the QBE accounts and then the amounts can be changed for each iteration going forward.

All of the PCG imports work in the same basic way. All of the information required on the import template is used to populate the corresponding information on the input entry screen. It contains the same information as on the Journal Entry screen. Questions?

PCGenesis Documentation

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

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PCGenesis Documentation

PCGenesis

★ → Technology Services → Technology Services → PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide
- Release Information

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Questions?

Thank you for attending!

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