

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

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[Topic 1D: Annual/Fiscal Financial Reports, V3.2]

Revision History

Date	Version	Description	Author
12/18/2023	3.2	23.04.00 – Add flag to Fund descriptions applicable to the DE0046.	D. Ochala
03/21/2019	3.1	19.01.00 – Add button bar to screen shots.	D. Ochala
06/14/2016	3.0	16.02.00 – Reorganize Topic 1: Monthly/Annual/Fiscal Report Processing to	D. Ochala
		make finding reports easier.	
03/02/2016	2.4	16.01.00 – Update Logo and Footers.	S. Scrivens
09/22/2014	2.3	14.02.00 – Added button bar processing instructions.	D. Ochala
10/11/2011	2.2	11.03.00 – Removed references to Facility File Maintenance. Updated DE	D. Ochala
		Form 0046 Menu screenshots. Update A2. Adding/Updating/Deleting a DE	
		FORM 0046 Conversion File Record. Update C1. Creating the DOAA	
		Transparency in Government Export File.	
10/07/2010	2.1	10.03.00 – Added Procedure C – DOAA Transparency in Government Export	D. Ochala
		File section.	
06/05/2008	2.0	08.02.00 – Modified <i>Procedure B - CS-1 Report</i> filename naming convention,	C. W. Jones
		and changed screenshot example.	

Table of Contents

Overview	1
Procedure A: DE FORM 0046 Report Processing	3
A1. Creating the Transmission File and Printing the DE FORM 0046 Report	3
A1.1. DE FORM 0046 (Budget) Transmission Report – Example	
A1.2. DE FORM 0046 (Financial) Transmission Report – Example	
A1.3. DE FORM 0046 (Financial) Error Report – Example	11
A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record	12
A2.1. Adding a DE FORM 0046 Conversion File Record	12
A2.2. Updating/Deleting a DE FORM 0046 Conversion File Record	23
A3. Printing the DE FORM 0046 Report Conversion File	
A3.1. DE FORM 0046 Conversion File Listing – Example	
Procedure B: CS-1 Report Processing	36
B1. Printing the CS-1 Report and Creating the Transmission File	38
B1.1. Detail Items by Employee Report – Example	
B1.2. Detail Items by Account Report – Example	
B1.3. CS-1 Error (Exceptions) Report – Without Errors – Example	
B1.4. CS-1 Error (Exceptions) Report – With Errors – Example	
B1.5. Export Items Report – Example	
B1.6. (RESAs Only) Per Diem Detail Item Report – Example	
B1.7. (RESAs Only) Per Diem Export Items Report – Example	
Procedure C: DOAA Transparency in Government Export File	50
C1. Creating the DOAA Transparency in Government Export File	52
C1.1. DOAA Transparency in Government Report – Example	
C1.2. Export File Totals Report – Example	57

Overview

PCGenesis fiscal year-end closing includes processing the following reports:

DE FORM 0046 Report Processing: The *DE FORM 0046 Report* includes annual financial and approved budgetary information. Processing the report includes the following procedures:

• Printing the DE FORM 0046 Report and creating the transmission file.

<u>Creating the DE FORM 0046 Report Conversion File:</u> When entering a fiscal year for which there is no PCGenesis conversion file, "Conversion file not found for selected year!" displays. Selecting *Enter* automatically creates the conversion file within PCGenesis.

- Maintaining the DE FORM 0046 Report *Conversion* file records to identify the Balance Sheet accounts (General Ledger), expenditure functions (Accounts Payables) and revenue sources (Accounts Receivables) to report under a different item. For example, if *Object 21000* will be reported under *Object 20000*.
- Printing the DE FORM 0046 Report *Conversion* file records.

The following guidelines apply to DE FORM 0046 Report processing:

- Enter local GL account entities such as local funds in the Conversion file.
- DE FORM 0046 funds reported under other funds must exist in the *Account Master Description* file. For example, when reporting *Fund 108* under *Fund 100*, *Fund 100* must be in the *Account Master Description* file.
- Funds in the *Account Master Description* file are designated as **G** (Governmental) or **E** (Entity-wide) in the **Fund Type** (**G** or **E**) field. This flag is used by the *DE-0046* **Budget** *Report* to <u>exclude</u> the *'Entity-wide'* (**E**) funds.
- The *Create DE0046 Transmission File* program should <u>not</u> pick up funds greater than 699 for the *DE-0046 Budget* (**B**) report. Therefore, all funds less than 700 are required to be '*Governmental*' (**G**) funds. The user may flag funds greater than 699 as either '*Entity-wide*' (**E**) or '*Governmental*' (**G**).
- The *DE-0046 Budget* (**B**) report extracts only '*Governmental*' (**G**) funds. The *DE-0046 Actuals* (**F**) report extracts <u>all</u> funds with any activity, including both '*Entity-wide*' (**E**) and '*Governmental*' (**G**) funds.

The DE FORM 0420 Report records the annual Quality Based Education (QBE) financial operating and budgetary information. The DE FORM 0420 Financial (F) and Budget (B) Reports are automatically generated from the transmission of the DE FORM 0046 Financial (F) and Budget (B) reports. The DE FORM 0420 Report may be incorrect until error correction is complete within the DE FORM 0046's transmissions file.

CS-1 Travel and Expense Report Processing: Additional procedure-specific processing guidelines exist within *Procedure B: CS-1 Report Processing*.

DOAA Transparency in Government Export File: Additional procedure-specific processing guidelines exist within *Procedure C: DOAA Transparency in Government Export File.* Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA) - Payments and Obligations Submission** website. School districts will use the *TIGA – Payments and Obligations Submission* website. School districts will use the *TIGA – Payments and Obligations Submission* system to submit a <u>single file</u> called the "audit history file". This information, requested by DOAA, and the information required for compliance with SB389 the Transparency in Government Act will be included in this single file. The file must follow the DOAA specified format and must be a commadelimited text file. When uploading the file, the **File Total** must be entered for verification purposes. For school districts, **the File Total should always equal zero**. The *DOAA Transparency in Government File* will use the *DE0046 Conversion File* to rollup local accounts as specified by each site.

Procedure A: DE FORM 0046 Report Processing A1. Creating the Transmission File and Printing the DE FORM 0046 Report

UBAT Word B PATA MONITOR Image: Control of the second secon		Financial Accounting & Reporting]	MASTER1
2 Purchase Order Processing Menu 3 Claim Processing Menu 4 Vendor Check Processing Menu 5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 15 Source Master Menu 20 File Reorganization	FKey	Master Menu		
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5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization				
6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 16 File Reorganization	_4 V	ndor Check Processing Menu		
7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization 13.04-	5 R	venue Account Master Menu		
 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization 	6 A	counts Receivable Processing Menu		
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11 General Ledger Account Master Menu 12 Year End Processing Menu 13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 15 File Reorganization ther User List Words Monitors Marker Menu				
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization Attem User Menu 20 File Reorganization The Manual Monitor Menu Monitor Menu 13-04-				
14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization Attem User List 13-04-	12 Y	ar End Processing Menu		
14 Vendor Master Menu 15 Source Master Menu 20 File Reorganization Attem User List 13-04-	13 9	ecial Eurotions Manu		
15 Source Master Menu 20 File Reorganization Ref User List Weiligt Words WorkTOR 13.84.				
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UBAT Word B PATA MONITOR Image: State of the state of				
UBAT Word B PATA MONITOR Image: State of the state of				
	Master Userlist			13.04.00
Action				
	Action			
Select 9 (F9 - Financial Reporting and Month/Yr-End Close Menu).				

	📒 PCG Dist=8991 Rel=14.03.00 09	/17/2014 PCW 001 SV C:\DEVSYS C:\SECC		<u>_8</u> ×
		Financial Accounting & Rep	orting	MT O OP
	FKey	Reporting & Closing Me	nu	
	1 Reports for	Any Period Menu		
		evenue Account Master Reports Menu		
	4 Special Re	ports for Audit File Menu		
	Monthly Financi	ial Reports:		
		ary & Current Month Detail (including Dl	E Form 0396)	
	_21 Finalize Cu	rrent Month/Year-End Figures		
	26 DE Form 03	396 Menu		
	Annual/Fiscal Fi 27 DE Form 00	inancial Reports: 146 Menu		
		Report with Transmission File		
	31 DOAA Trans	sparency in Government Export File		
				10 02 00
	Master Userlist			10.03.00
	Master User Iser Image: Constraint of the second seco			10.03.00
)				10.03.00

🗎 PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 0		WHITE	_ 8 ×
Financi	al Accounting & Reporting		MT27P
FKey	DE Form 0046 Menu		
Create DE0046 Transmiss	on File		
Report Conversion File:			
<u>12</u> Maintain Records			
13 Print Conversion File			
Master Userlist		1 1 1	11.03.00
Action			
Select 4 (F4 - Create DE0	0046 Transmission File).		

A	PCG DIST=8991	Kel= 19.01.00	03/20/2019	PCG 002	SV C:\DEVSYS	C:/SECOND	WHITE	– □ × Mt27P04
				PRINT	DE FORM 00	46		
				ENTER	FISCAL YEA	R		
						-		
	NTER = COM	NTINUE, F16) = EXIT					 40.04.55
E								19.01.00
	Action							

Enter the 2-digit fiscal year (YY) in the field and select (Enter).

If the *DE FORM 0046 conversion file* does not exist for the year specified, the following screen displays:

A	
-	CONVERSION FILE DOES NOT EXIST FOR SELECTED YEAR! MT27P04
	The Conversion File for the selected year does not exist. The Conversion File must first be created through the 'MAINTAIN RECORDS' function.
	ENTER or F16 to EXIT
ENTE	V 19.01.00
Step	Action
5	For missing <i>DE FORM 0046 conversion files</i> , select (Enter) or exit the procedure.
	Proceed to section A2. Adding/Updating/Deleting a DE FORM 0046 Conversion A Record for instructions to create the conversion file for the desired year, and then procedure starting at Step 1.

A	PCG Dist=8991	Rel=23.02.00	12/14/2023 A	CT 002 SV C:\SQLSYS	C:\SECOND	WHITE	_	
				DE FORM 004	6			ANNL 0400
				DE TONN 004	0			
		En	ter the rai	nge of dates for	report selec	tion:		
			7,	/01/2022 thru				
		Actua	1 Financia	L Report(F) or B	udget Report(B) _ (F/B)		
	NOTE -	For the	Rudgot Room	ort (B), 'E' fun	dc (Entitudid	a) will not be	nickod un	
	HUTE.	ror che	buuget kepi	Jrc (b), c fun	us (Encicywia	e) will not be	pickeu up.	
ENTER	ENTER = Co	ntinue, F	16 = Exit					23.04.00
							_	23.04.00
F16								

Step	Action
6	Enter the ending date range (MM/DD/CCYY) in the Enter the range of dates for report selection fields.
	PCGenesis defaults the beginning date to 07/01 /CCYY where "CCYY" is the beginning date for the fiscal year entered in Step 4.
	If entering B (Budget) in Step 7, the ending date must be 06/30 (MM/DD) and the 4-digit fiscal year (CCYY).
7	Enter F (Financial) or B (Budget) in the Actual Financial Report (F) or Budget Report (B)? field to define the report type.
8	Select (Enter). "** Processing Request **" briefly displays.
9	If there are errors, the corresponding error messages display. Online instructions will allow a determination to be made of the accounts incorrectly rolled into valid DE FORM 0046 accounts. In this instance, select Enter and access the <i>PCGenesis Print Manager</i> to print the <i>Error Report</i> . Using the <i>DE FORM 0046 Conversion File Listing</i> , correct the account information until there are no errors. Repeat this procedure beginning at <i>Step 1</i> .

Step		Action
10)	The <i>DE FORM 0046 Transmission File</i> will be created in the K:\SECOND\GOSEND directory.
		The file will have the following naming convention: $D46xYY01$ where x is either 'B' for budget for 'F' for financial and YY is the fiscal year requested in Step 4.

	PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE Financial Accounting & Reporting Financial Accounting & Reporting MT27P	
	Financial Accounting & Reporting M277	
	4 Create DE0046 Transmission File	
	Report Conversion File:	
	12 Maintain Records	
	13 Print Conversion File	
	Master Userlist 11.03.00	
Step	Action	
11		
	Select $\mathbf{F16} \rightarrow \mathbf{F16}$ (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Rep</i>	
	Closing Menu, or select (Master) to return to the Business Applications Me	ister Menu.
12		
	To print the report via the Uqueue Print Manager: Select (Uqueue).	
	To print the report via Microsoft® Word: Select (MS WORD).	
	Follow the instructions provided in the <i>Technical System Operations Guide</i> , User	Interface
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Prin	
	create the macro necessary to use the feature where appropriate.	
13	File Transmission: Follow normal processing procedures to submit the <i>DE FOR</i>	M 0046
13	<i>Transmission:</i> Follow normal processing procedures to submit the <i>DE FOR Transmission File</i> via the <i>MyGaDOE</i> Web portal.	WI 0040

DATE: 0	3/20/2019			**** TRANSMISSION DATA -	BUDGET ***		PAGE: 0002:
SMITH	CITY BOARD OF	EDUCATION				FY19	PERIOD ENDING: 06/30/3
ORD PE	FUND FUNC/ SRCE	OBJECT PROG	FCTY	FUND BLNC	BUDGETED AMOUNT	ACTUAL AMOUNT	ERROR TYPE
	600 3100	41000 9600	0201		3,200.00	0.00	
	600 3100	43000 9600	0100		3,200.00	0.00	
	600 3100	43000 9600	0108		3,200.00	0.00	
	600 3100	43000 9600	0195		3,200.00	0.00	
	600 3100	43000 9600	0201		1,000.00	0.00	
	600 3100	44200 9600	0100		200.00	0.00	
	600 3100	44200 9600	8010		300.00	ŏ.ŏŏ	
	600 3100	58000 9600	0100		100.00	0.00	
	600 3100	58000 9600	0108		300.00	0.00	
	600 3100	58000 9600	0195		300.00	0.00	
	600 3100	58000 9600	0201		300.00	0.00	
	600 3100	58000 9600	8010		510.00	0.00	
	600 3100	59100 9600	0100		1 000 00	0.00	
	600 3100	59100 9600	0108		1,000.00	0.00	
	600 3100	59100 9600	0195		1,000.00	0.00	
	600 3100	59100 9600	0201		1,000.00	0.00	
					1,000.00		
	600 3100	61000 9600	0100		15,000.00	0.00	
	600 3100	61000 9600	0108		18,000.00	0.00	
	600 3100		0195		18,000.00	0.00	
	600 3100	61000 9600	0201		15,000.00	0.00	
	600 3100	61000 9600	8010		200.00	0.00	
	600 3100	61200 9600	0100		900.00	0.00	
	600 3100	61200 9600	0108		900.00	0.00	
	600 3100	61200 9600	0195		900.00	0.00	
	600 3100	61200 9600	0201		900.00	0.00	
	600 3100	61500 9600	0100		400.00	0.00	
	600 3100	61500 9600	0108		400.00	0.00	
	600 3100	61500 9600	0195		2,500.00	0.00	
	600 3100	61500 9600	0201		400.00	0.00	
	600 3100	63000 9600	0100		113,500.00	0.00	
	600 3100	63000 9600	0108		113,000.00	0.00	
	600 3100	63000 9600	0195		114,000.00	0.00	
	600 3100	63000 9600	0201		113,000.00	0.00	
	600 3100	63500 9600	0100		26,000.00	0.00	
	600 3100	63500 9600	0108		26,000.00	0.00	
	600 3100	63500 9600	0195		26,000.00	0.00	
	600 3100	63500 9600	0201		26,000.00	0.00	
	600 3100	73000 9600	0195		3,000.00	0.00	
	600 3100	81000 9600	0100		600.00	0.00	
	600 3100	81000 9600	0108		600.00	0.00	
	600 3100	81000 9600	0195		600.00	0.00	
	600 3100	81000 9600	0201		600.00	0.00	
	600 3100	81000 9600	8010		800.00	0.00	
	600 3510	00000 9600	0000		44,654.00	0.00	
	600 4510	00000 9600	0000		754,607.00	0.00	
	600 4511	00000 9600	0000		545,066.00	0.00	
	600 4513	00000 9600	0000		24.730.00		
					104,000.00		
	600 4 600 4 600 4	510 511 513	510 00000 9600 511 00000 9600 513 00000 9600	510 00000 9600 0000 511 00000 9600 0000 513 00000 9600 0000	510 00000 9600 0000 510 00000 9600 0000 511 00000 9600 0000 513 00000 9600 0000 900 00000 9600 0000	510 00000 9600 0000 44,654.00 510 00000 9600 0000 754,607.00 511 00000 9600 0000 545,066.00 513 00000 9600 0000 24,730.00 900 00000 104,000.00 104,000.00	510 00000 9600 0000 754,607.00 0.00 511 00000 9600 0000 545,066.00 0.00 513 00000 9600 0000 24,730.00 0.00

A1.1. DE FORM 0046 (Budget) Transmission Report – Example

RUN DATE: (03/20/2019				**** TRANSMISSION	data -	FINANCIAL ****		PAG	E: 00031
991 SMITH	CITY BOARD	OF EDUC	CATION				\smile	FY19	PERIOD ENDING:	06/30/1
ECORD TYPE	FUND FU. SR		ECT PROG	FCTY		FUND BLNC	BUDGETED AMOUNT	ACTUAL AMOUNT	ERROR TYPE	
P	600 31		000 9600				0.00	869.00		
P P	600 31 600 31		200 9600				0.00	0.00 226.58		
P	600 31		00 9600				0.00	0.00		
P	600 31		000 9600				0.00	0.00		
P	600 31		000 9600				0.00	0.00		
P	600 31		000 9600				0.00	29.43 445.27		
P P	600 31 600 31		100 9600 100 9600				0.00	445.27 672.95		
P	600 31		100 9600				0.00	1,242.78		
P	600 31	00 591	LOO 9600	0195			0.00	889.35		
P	600 31		100 9600				0.00	584.43		
P P	600 31 600 31		000 9600				0.00	10,920.81 9,691.70		
P	600 31		00 9600				0.00	12,913.72		
P	600 31		000 9600				0.00	9,023.02		
P	600 31	00 610	000 9600				0.00	1,509.09		
P	600 31		200 9600				0.00	3,119.31		
P P	600 31 600 31		200 9600				0.00	3,119.31 3,529.53		
P	600 31		200 9600				0.00	3,119.31		
P	600 31		200 9600				0.00	878.06		
P	600 31		500 9600				0.00	0.00		
P	600 31		500 9600				0.00	0.00		
'P 'P	600 31 600 31	00 613	500 9600 500 9600	0195			0.00	0.00 998.00		
P	600 31	00 616	500 9600	0100			0.00	500.00		
P	600 31		000 9600				0.00	72,208.94		
P	600 31		000 9600				0.00	75,286.40		
P P	600 31 600 31		000 9600				0.00	91,080.93 60,883.81		
P	600 31		500 9600				0.00	24,584.86		
P	600 31	00 635	500 9600				0.00	21,488.36		
P	600 31		500 9600				0.00	18,285.80		
P	600 31		500 9600				0.00	18,574.23		
P P	600 31 600 31		000 9600				0.00	0.00		
P	600 31		000 9600				0.00	15.00		
P	600 31	00 810	000 9600				0.00	15.00		
P	600 31		000 9600				0.00	15.00		
P R	600 31 600 35		000 9600				0.00	856.43 21,814.00		
R	600 45		00 9600				0.00	368,389.44		
R	600 45	10 000	000 9990	0000			0.00	5,905.38		
R	600 45		000 9600				0.00	181,954.01		
R	600 45		000 9990				0.00	3,866.98		
R R	600 45 600 45		000 9600				0.00	5,763.94 1,421.50		
R	600 49		00 9600				0.00	82,933.25		
A	705 01		000 0000				0.00	57,004.23		

A1.2. DE FORM 0046 (Financial) Transmission Report – Example

A1.3. DE FORM 0046 (Financial) Error Report – Example

RUN DATE:	05/08/20	80			**** TRANSMISSION DATA -	FINANCIAL ****		PAGE: 00001	
8991 GADOE	BOARD O	F EDUC	ATION					PERIOD ENDING: 04/30/08	
RECORD	FUND	FUNC/	OBJECT P	ROG FCT	Y FUND	BUDGETED	ACTUAL	ERROR	
TYPE		SRCE			BLNC	AMOUNT	AMOUNT	TYPE	
BA	100	0101	00000 0	000 000	0	0.00	17,034,599.70		
BA	100	0111	00000 0	000 000	3	0.00	565,254.05-		
BA	100	0141	00000 0	000 000	3	0.00	2,388,993.00-		
BA	100	0153	00000 0	000 000	3	0.00	30,000,000.00		
BL	100	0400	00000 0	000 000	3	0.00	5,730.50		
BL	100	0421	00000 0	000 000	3	0.00	1,831,585.96		
BL	100	0422	00000 0	000 000	3	0.00	3,441,260.97-		
BL	100	0471	00000 0	000 000	3	0.00	79,952.88		
FP	100	1000	11000 1	.081 020	4	0.00	3,324.00	INVALID FACILITY	
FP	100	1000	11000 1	.081 405	3	0.00	3,423.75	INVALID FACILITY	

A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record A2.1. Adding a DE FORM 0046 Conversion File Record

Ste

1

DCC Dist 2001 Del	16.02.00 06/13/2016 PCW 001 SV C\DEVSYS C\SECOND	WHITE	_ O X
PCG Dist=8991 Rel=	Financial Accounting & Reporting	WHITE	MASTER1
	5 . 5		Instent
FKey 	Master Menu		
1	Budget Account Master Menu		
	Purchase Order Processing Menu		
	Claim Processing Menu		
4	Vendor Check Processing Menu		
5	Revenue Account Master Menu		
	Accounts Receivable Processing Menu		
	Receipt Processing Menu Cash Management & Investment Management Menu		
	Cash Management & investment Management Menu		
	Financial Reporting & Month/Yr-End Close Menu		
	Account Master Description File Menu		
	General Ledger Account Master Menu Year End Processing Menu		
12	Tear End Processing Menu		
13	Special Functions Menu		
	Vendor Master Menu		
15	Source Master Menu		
20	File Reorganization		
	-		
u , see			13.04.00
Master ^{User} list 15 🕶 🕮 Worl Moni	A MONITOR		10.04.00
, € (11) (11) (11) (11) (11) (11) (11) (11			
Action			
Action			
Select 9	(F9 - Financial Reporting and Month/Y	r-End Close Mer	nu).

	PCG Dist=8991 Rel=14.03.0	0 09/17/2014 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Financial	Accounting & Reportin	ng	MT 0 0P
	FKey	Repor	ting & Closing Menu		
	 1 Peport	s for Any Period Menu			
		t & Revenue Account N			
		l Reports for Audit File			
	Maathin Ei	an sial Demoster			
		nancial Reports: mmary & Current Mon	th Detail (including DE Forr	m 0396)	
		e Current Month/Year-			
	20 000	- 0200 14			
	26 DE For	m ujap Menu			
	Annual/Fis	al Financial Reports:			
	27 DE For	m 0046 Menu			
		S-1 Report with Transı Fransparency in Gover			
	JI DUAA	rransparency in Gover	ninent export rite		
	r				10,03,00
1	Master Userlist PAY VENI				10.03.00
1	Master User _{list} E PAT Refer DUS Words PAT				10.03.00
11					10.03.00

E PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001		WHITE	<u>_ 8 ×</u>
Financial	Accounting & Reporting		MT27P
FKey DE	Form 0046 Menu		
 Create DE0046 Transmission	File		
Report Conversion File: 12 Maintain Records			
13 Print Conversion File			
Master Usetlist			11.03.00
FIG CP DE WORLD PAY MONTOR MONTOR			
Action Select 12 (F12 - Report Conv			

A	PCG Dist=899	1 Rel=19.01.00	03/20/2019	PCG 002	SV C:	DEVSYS	C:\SI	ECOND		WH	HITE	_	□ Mt27f	× 12
			MAINTAI			CONVE Al yea		N FIL	E					
					_									
ENTER	ENTER = CO	NTINUE, F1	5 = EXIT										19.01	.00
F16														

Step	Action
4	Enter the 2-digit fiscal year in the field and select (Enter).
5	If the <i>DE0046 Report Conversion File</i> already exists for the fiscal year specified, proceed to <i>Step 8</i> .
	If the <i>DE0046 Report Conversion File</i> does <u>not</u> exist for the fiscal year specified, proceed to <i>Step 6</i> .

If the *DE0046 Report Conversion File* does <u>not</u> exist for the fiscal year specified, the following screen displays:

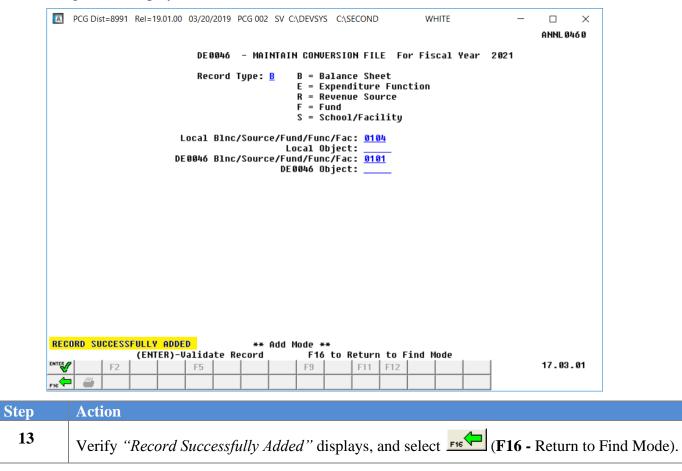
	А	PCG Dist=8991	Rel=19.01.00	03/20/2019	PCG 002	SV C:\DEVS	YS C:\SECOND	W	'HITE	– 🗆 ×	
	-			CONVERSIO	IN FILE	NOT FOUN	D FOR SELEC	TED YEAR!		MT27P12	
		ENTER to Cr	eate file	- F16 t	O EXIT					19.01.00	
	F16										
Step		Action									
6		Select				1	DEOOAC	D	<i>a</i> .		C 1
č		specified		inter) t	o crea	ate the	<i>DE0046</i>	Keport	Conversion	File for the	fiscal ye
		specified	1.								

A	PCG Dist=8991	Rel=19.01.00	03/20/2019	PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	_	□ × MT27P12
			CONU	ERSION	FILE CREAT	ED FOR SELE	CTED YEAR!		
		upon t Print	he conver	sion f	ile for the	mostcurre	nas been created b ent year available nd make changes		
	ENTER to Co	ntinue						_	19.01.00
	Action								
	Select	(En	nter) to	contir	nue.				
		current					n created based w the new conv		

Δ	PCG Dist=8991	Rel=19.01.00	03/20/2019	PCG 002 5	SV C:\DEVSYS	C:\SECOND	WHITE		- □ × ANNL 846 9
			DE 0046	- MAIN	TAIN CONVE	RSION FILE	For Fiscal	Year 202	1
			Record	Туре: _	E = Ex R = Re F = Fu	lance Sheet penditure F venue Sourc nd hool/Facili	unction e		
		I	ocal Blnd	/Source,	/Fund/Func Local Ob	/Fac: ject:			
	ENTER-Maint	ain Data	F2-First		ind Mode * t F11-Add	Mode F16-			
F16			F5		F9	F11 F	12		17.03.01
			1				1 1		
	Action								
	Action Select								

C:\SECOND PCG 002 SV C:\DEVSYS C:\SECOND WHITE _ \times ANNL 046 0 DE0046 - MAINTAIN CONVERSION FILE For Fiscal Year 2021 Record Type: B = Balance Sheet E = Expenditure Function R = Revenue Source F = Fund S = School/Facility Local Blnc/Source/Fund/Func/Fac: 0000 Local Object: DE0046 Blnc/Source/Fund/Func/Fac: 0000 DE0046 Object: ** Add Mode ** (ENTER)-Validate Record F16-Return to Find Mode 17.03.01 F2 F5 F9 F11 F12 ⇐ E

Step	Action
9	Enter B (Balance Sheet), E (Expenditure), R (Revenue Source) or F (Fund) in the Record Type field to define the conversion record's type.
10	Enter the local Balance Sheet account, revenue Source, Fund, or Function code in the Local Blnc/Source/Fund/Function field.
11	Enter the local Object code and the DE0046 Object code in the Local Object field and DE0046 Object fields.
12	Select (Enter) twice.



A	PCG Dist=8991	Rel=19.01.00	03/20/2019	PCG 002 SV	C:\DEVSYS	C:\SECOND		WHITE		_	□ × ANNL 046 0
			DE 0046	- MAINTA	IN CONVE	RSION FIL	E For	Fiscal	Year 2	2021	
			Record	Туре: <u>В</u>	E = Ex R = Re F = Fu	lance She penditure venue Sou nd hool/Faci	Functi rce	ion			
		L	ocal Blno	:/Source/F		/Fac: <u>10</u> ject:					
							_				
	ENTER-Maint	ain Data	E2-Eirct		d Mode *		6-Evi+				
ENTE	🖌 F2		F5		F9	F11	F12				17.03.01
F16											
	Action										
	Select <u>F</u>	₁₅ ← (F1	6 – Exit	t) to retu	rn to th	ne Finan	cial A	ccoun	ting &	& Repo	orting – Dl

S

PCG Dist=8991 Rel=14.03.00	09/17/2014 PCW 001 SV C:\DEVSYS C:\SECO		_ & ×
	Financial Accounting & Repo	orting	MT27P
FKey 	DE Form 0046 Menu		
4 Create DE	E0046 Transmission File		
Report Conve 12 Maintain 13 Print Conv	Records		
Master ^{User} list			11.03.00
Action			
Select FIG	6 - Exit) to return to the <i>Finar</i>	ncial Accounting & I	Reporting – Rep

A2.2. Updating/Deleting a DE FORM 0046 Conversion File Record

PCG DISC-0991 Rel-14.03.00 09	/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Financial Accounting & Reporting		MASTER1
FKey	Master Menu		
 1 Budget Acc	ount Master Menu		
	Inder Processing Menu		
3 Claim Proc			
	ck Processing Menu		
	ccount Master Menu		
<u>6</u> Accounts R 7 Receipt Pro	eceivable Processing Menu		
	gement & Investment Management Menu		
	gement a moother management mena		
_9 Financial R	eporting & Month/Yr-End Close Menu		
	ster Description File Menu		
	dger Account Master Menu		
12 Year End P	rocessing Menu		
13 Special Fur	actions Menu		
14 Vendor Mas			
15 Source Mas	ster Menu		
20 File Reorga	nization		
Master ^{User} list			13.04.00
PIE T CONTOR MONITOR			
otion			
ction			
elect 9 (F9 - Fin	ancial Reporting and Month		

The following screen displays:

Step

1

Step

2

🔲 р	CG Dist=8991 Rel <u>=14.03</u>	.00 09/17/2014 PCW 001 SV C:\	DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Acco	unting & Reporting		MT 0 0P
	FKey	Reporting	& Closing Menu		
	1 Benn	orts for Any Period Menu			
		jet & Revenue Account Master	Reports Menu		
	_4 Spec	ial Reports for Audit File Menu			
	Monthly (Financial Reports:			
	17 List 9	Summary & Current Month Deta		396)	
	_21 Final	ize Current Month/Year-End Fi	gures		
	26 DE F	orm 0396 Menu			
	Appual/Ei	scal Financial Reports:			
		orm 0046 Menu			
		CS-1 Report with Transmission			
	<u>31</u> DOA/	A Transparency in Government	Export File		
Master	User _{list}				10.03.00
	US Vorta PAY NE	ND ITOR			
F16					
<u>F16</u>					
Actio	n				

PCG Dist=8991 Rel=14.03.00 09/17/20	14 PCW 001 SV C:\DEVSYS C:\SECOND Financial Accounting & Reporting	WHITE	X MT27P
FKey	DE Form 0046 Menu		
4 Create DE0046 Tr			
Report Conversion Fil	3		
13 Print Conversion	File		
Master ^{User} list			11.03.00
ep Action			
	oort Conversion File: Maintai	n Records).	

 PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C\DEVSYS C\SECOND
 WHITE
 —
 NT27P12

 MAINTAIN DE FORM 46 CONVERSION FILE ENTER FISCAL YEAR
 —
 —
 —

 ENTER = CONTINUE, F16 = EXIT
 —
 —
 19.01.00

Step	Action
4	Enter the 2-digit fiscal year in the field and select Enter).

	Image: Note of the second s	
	DE0046 - MAINTAIN CONVERSION FILE For Fiscal Year 2020	
	Record Type: _ B = Balance Sheet E = Expenditure Function R = Revenue Source F = Fund S = School/Facility	
	Local Blnc/Source/Fund/Func/Fac: Local Object:	
	** Find Mode ** ENTER-Maintain Data F2-First F5-Next F11-Add Mode F16-Exit Image: Mode ** F2 F5 F3 F11-Add Mode F16-Exit Image: Mode ** F2 F5 F3 F1 F12 Image: Mode Image: Price Image: Mode ** F3 F1 F12 Image: Mode **	
Step	Action	
5	Enter the record type and the local account information in the Record Type, Local	
	Source/Fund/Fac and Local Object fields and select (Enter – Maintain Data).	
	Select F2 ($F2 - First$) or F5 ($F5 - Next$) to scroll between DE FORM 0046 Conversion file records.	

PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE × ANNL 046 0 DE0046 - MAINTAIN CONVERSION FILE For Fiscal Year 2020 Record Type: B B = Balance Sheet E = Expenditure Function R = Revenue Source F = Fund S = School/Facility Local Blnc/Source/Fund/Func/Fac: 0101 Local Object: 300 DE0046 Blnc/Source/Fund/Func/Fac: 0101 DE0046 Object: ** Display Mode ** F16-Return to Find Mode F2-First F9-Modify Record F12-Delete F17-Print Screen F5-Next 17.03.01 F2 F9 F11 F12 F5 F16 8 Step Action For DE FORM 0046 Conversion file record modifications: Select F9 (F9 - Modify 6 Record). Make the appropriate modifications and select [Enter] (Enter) twice. Verify "Record Successfully Updated" displays. For DE FORM 0046 Conversion file record deletions: Select F12 (F12 - Delete), and (Enter - Delete). Verify "Previous Record Deleted" displays. Select F2 (F2 – First) or F5 (F5 - Next) to scroll between DE FORM 0046 Conversion file records. 7 Select **F16** - Return to Find Mode).

PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE \times ANNL 046 0 DE 0046 - MAINTAIN CONVERSION FILE For Fiscal Year 2020 Record Type: B B = Balance Sheet = Expenditure Function Ε R = Revenue Source F = Fund S = School/Facility Local Blnc/Source/Fund/Func/Fac: 0101 Local Object: 30 DE0046 Blnc/Source/Fund/Func/Fac: 0101 300 DE0046 Object: RECORD SUCCESSFULLY UPDATED ** Display Mode ** F16-Return to Find Mode F2-First F5-Next F9-Modify Record F12-Delete F17-Print Screen 17.03.01 F2 F5 F9 F11 F12 F16 9 Step Action Select **FIG** (**F16** – Exit) to return to the *Financial Accounting Reporting – DE FORM 0046* 8 Menu.

S

PCG Dist=8991 Rel=14.03.00 09/17/2014 PCV		WHITE	_ @ ×
Finan	cial Accounting & Reporting		MT27P
FKey 	DE Form 0046 Menu		
Create DE0046 Transmi	ssion File		
Report Conversion File: 12 Maintain Records 13 Print Conversion File			
			44 00 00
aster Userlist PAY MONTOR MONTOR			11.03.00
Action			
Select (F16 - Exit) to		(*) P D	nonting Pan
Select $\underline{\mathbf{F16}}$ (F16 - Exit) to	return to the Financial A	ccounting & Re	ропинд – керс

A3. Printing the DE FORM 0046 Report Conversion File

	PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporting		MASTER1
	FKey Master Menu		
	1 Budget Account Master Menu		
	2 Purchase Order Processing Menu 3 Claim Processing Menu		
	3 Claim Processing Menu 4 Vendor Check Processing Menu		
	venuer check Processing Menu		
	5 Revenue Account Master Menu		
	6 Accounts Receivable Processing Menu		
	7 Receipt Processing Menu		
	8 Cash Management & Investment Management Menu		
	9 Financial Reporting & Month/Yr-End Close Menu		
	10 Account Master Description File Menu		
	11 General Ledger Account Master Menu		
	12 Year End Processing Menu		
	13 Special Functions Menu 14 Vendor Master Menu		
	15 Source Master Menu		
	20 File Reorganization		
			13.04.00
	Master Uselist		13.04.00
a	· · ·		
Step	Action		

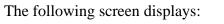
1 Select 9 (F9 - Financial Reporting and Month/Yr-End Close Menu).

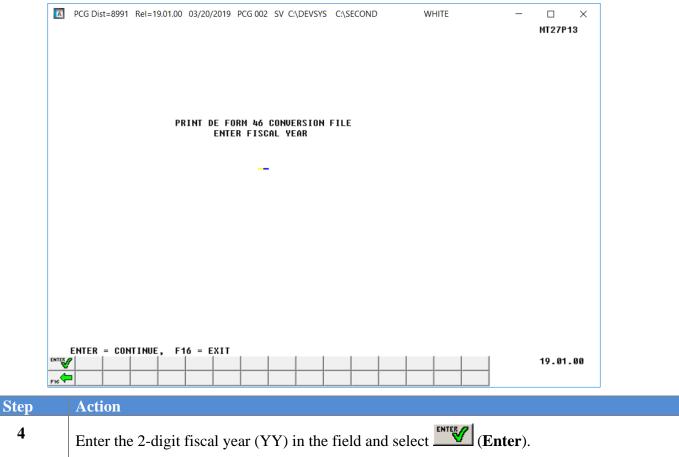
The following screen displays:

Step 2

📁 PCG Dist=8991 Rel	=14.03.00 09/17/2014 PCW 001 Financial	SV C:\DEVSYS C:\SECOND Accounting & Reporting	WHITE	<u>_ 문 ×</u> Mt 00P
FKey 	Report	ting & Closing Menu		
3	Reports for Any Period Menu Budget & Revenue Account M Special Reports for Audit File			
	nthly Financial Reports: List Summary & Current Mont Finalize Current Month/Year-E		96)	
	DE Form 0396 Menu			
<u>27</u> <u>30</u>	ual/Fiscal Financial Reports: DE Form 0046 Menu Print CS-1 Report with Transm DOAA Transparency in Govern			
Master Userlist Fre Provide Mon	AT MEND			10.03.00
Action				
Select 27 (I	27 - Annual/Fisca	al Financial Report	ts: DE FORM	I 0046 Mer

🗎 PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 🖇		WHITE	_ 8 ×
Financial	Accounting & Reporting		MT27P
FKey DE	Form 0046 Menu		
Create DE0046 Transmission	File		
Report Conversion File:			
12 Maintain Records 13 Print Conversion File			
Master Userlist			11.03.00
FIG			
Action			
Select 13 (F13 - Report Conv	version File: Print Con	version File).	





If the *DE FORM 0046 conversion file* does not exist for the year specified, the following screen displays:

2	
-	CONVERSION FILE DOES NOT EXIST FOR SELECTED YEAR! MT27P13
	The Conversion File for the selected year does not exist.
	The Conversion File must first be created through the 'MAINTAIN RECORDS' function.
	ENTER or F16 to EXIT
ENT	V 19.01.00
F16	
ер	Action
-	
5	For missing <i>DE FORM 0046 conversion files</i> , select [NTER] (Enter) or FIG – Exi
	exit the procedure.
	Proceed to section A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record for instructions to create the conversion file for the desired year and then remut
	<i>Record</i> for instructions to create the conversion file for the desired year, and then rerun to proceedure storting of Stan <i>l</i>
	procedure starting at <i>Step 1</i> .

PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
Financial Accounting & Reporting		MT27P
FKey DE Form 0046 Menu		
_4 Create DE0046 Transmission File		
Report Conversion File: 12 Maintain Records 13 Print Conversion File		
Master User _{list}		11.03.00
Action		
Select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to return to the <i>Financial Ad</i>		
Closing Menu, or select Master (Master) to return to the	he Business Appl	ications Mas

RECTYPE LOCAL BLNC/SRCE/FUND/FUNC DE 46 0BJECT E 0000 \$0077 0000 \$0000 E 0000 \$1077 0000 \$1000 E 0010 \$1078 0000 \$1000 E 0101 000 11000 11000 E 1000 11200 11000 11000 E 1000 11200 11000 \$14000 E 1000 413071 1000 42000 E 1000 43073 1000 43000 E 1000 43075 1000 43000 E 1000 43075 1000 43000 E 1000 43075 1000 43000 E 1000 43075 1000 43000 E 1000 58077 1000 43000 E 1000 58077 1000 43000 E 1000 58077 1000 43000 E 1000 643075 1000 43000 E 1000 58077 1000 58000 E 1000 643075 1000 58000 E 1000 58077 1000 58000 E 1000 6105 1000 58000 E 1000 6101 1000 58000 E 1000 6101 1000 58000 E 1000 6101 1000 58000 E 1000 61010 1000 61000 E 1000 61010 1000 61000 E 1000 61010 1000 61000 E 1000 61011 1000 61000 E 1000 61011 1000 61000 E 1000 61012 1000 61000 E 1000 61013 1000 61000 E 1000 61011 1000 61000 E 1000 61013 1000 61000 E 1000 61013 1000 61000 E 1000 61014 1000 61000 E 1000 61013 1000 61000 E 1000 61014 1000 6100	EPORT D	ATE 03/20/19	CNVT004	6 - DE FORM 0046 CONVERSION FISCAL YEAR 2020	I FILE	PAGE 2
E 0000 61077 0000 61000 E 0000 61078 0000 61000 B 1000 00300 1000 30000 E 1000 11220 1000 11200 E 1000 14001 1000 14000 E 1000 14611 1000 14000 E 1000 43071 1000 43000 E 1000 43072 1000 43000 E 1000 43074 1000 43000 E 1000 43075 1000 43000 E 1000 43072 1000 43000 E 1000 43272 1000 43000 E 1000 58023 1000 58000 E 1000 58023 1000 58000 E 1000 58075 1000 58000 E 1000 58076 10000 58000 <	ECTYPE	LOCAL BLNC/SRCE/FUND/FUNC	LOCAL OBJECT	DE 46 BLNC/SRCE/FUND/FUNC	DE 46 OBJECT	
E 0000 €1078 0000 €1000 E 1000 00300 1000 30000 E 1000 11000 1000 11000 E 1000 11220 1000 11200 E 1000 14001 1000 14001 E 1000 14001 1000 14000 E 1000 43071 1000 43000 E 1000 43072 1000 43000 E 1000 43075 1000 43000 E 1000 43075 1000 43000 E 1000 43075 1000 44200 E 1000 46223 1000 58000 E 1000 58071 1000 58000 E 1000 58073 1000 58000 E 1000 58075 1000 58000 E 1000 58075 1000 58000 </td <td>Е</td> <td>0000</td> <td>58078</td> <td>0000</td> <td>58000</td> <td></td>	Е	0000	58078	0000	58000	
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A3.1. DE FORM 0046 Conversion File Listing – Example

Procedure B: CS-1 Report Processing

CS-1 reports include the annual salary and travel expenditures for school districts. For Regional Educational Service Agencies (RESAs), these reports also include professional services (per diem) detail and export information.

PCGenesis Reports and Transmission Files: PCGenesis creates the following reports and files when users print the *CS-1 Report* and create the transmission file.

- CS-1 Detail Items by Employee Report
- CS-1 Salary and Travel Detail Items by Account Report
- CS-1 Export Transmission File
- CS-1 Export Items Report
- CS-1 Error (Exception) Listing
- *CS-1 Per Diem Detail Report* (RESAs only)
- CS-1 Per Diem Export Items Report (RESAs only)
- CS-1 Per Diem Transmission File (RESAs only)

Gross Payroll/Travel Expenses: Process gross payroll reclassifications through the *Payroll Transfer of Gross Earnings* procedure. Reclassify travel expenses using the *Journal Entry (JE)* procedure. These procedures will correct the *CS-1 Detail Items by Account Report* and the *Expenditure* ledger. Remember that the *Detail Items by Account Report* is a <u>cash-basis report</u> and must be adjusted for accruals. The *Payroll System Operations Guide*, *Section B: Payroll Update Processing, Topic 5: Earnings History Processing, Procedure C: Updating/Displaying Earnings History Information* provides the instructions for this process. *Section L: General Ledger Account Master Processing, Topic 2: Journal Voucher Processing* provides the instructions to reclassify travel expenses.

Report Processing: In addition to employee (vendor), account, job code and salary and travel information where applicable, PCGenesis provides account subtotals by fund and journal voucher/ sequence number information. Additionally, journal voucher/sequence number information displays if journal entry and expense items contain *Object Codes 36100 – 36299*.

Report Balancing: The *Detail Items by Employee Report* <u>must be in balance</u> with the year-end reports. Do not make changes to return to the expenditure records after the report is <u>in balance</u> with the current year-end reports <u>and</u> the Department of Audits and Accounts file transmission is complete. Changes made to expenditure records after the file's transmission cause the reports to be out of balance. Because the report is a cash-basis report, users must consider current and prior year accruals when balancing the report.

To balance the reports:

- 1. Run the CS-1 Report for the current fiscal year.
- 2. Run the *Budget Master Account Activity Summary List* for the same fiscal year by function. Enter '1' in the first position of the object field to include all salary account objects.
- 3. Run the *Budget Master Account Activity Summary List* for the same fiscal year by function. Enter '580' in the first 3 positions of the object field to include all travel expenses.
- 4. Compare the *CS-1 Report* totals by function with the Budget Master reports.
- 5. Make the appropriate accrual adjustments.
- 6. When adjustments are complete, the report totals should agree. If the totals do not agree, the reports are not in balance and the user must determine the cause. To do so, begin by running the *Budget Master Account Activity Detail List* for the accounts that do not agree. Reconcile each entry with the *CS1 Report*. Contact Financial Review at (404) 656 2447 for additional assistance.

Vendor Expense Payments: Vendor expense payments will be included on the *Detail Items by Employee Report* only when tying the vendor's number to an employee number. Verify through the *Vendor Maintenance* function that the employee's SSN and employee number display on the employee's Vendor screen. Refer to *Section C: Vendor File Maintenance* for instructions.

Open Accounts Payables: *Open* accounts payables <u>will not</u> be included on the *Detail Items by Employee Report.*

File Transmission: Transmit the report and <u>encrypted</u> file to return to the Department of Audits and Accounts. For additional file transmission information, refer to communications forwarded by the agency.

<u>File Transmission Errors</u>: PCGenesis creates the *CS-1 Salary & Travel Expense Report* if errors exist, but omits the records containing errors. To include these records within the transmission file, correct the errors, recreate and retransmit the transmission file.

The transmission file is located at: K:\SECOND\GOSEND\XXXXSALTRAVYY.CSV (Salaries and Travel), and K:\SECOND\GOSEND\XXXXPSYY.CSV (Professional Services – Per Diem), where XXXX identifies the LUA code, and YY identifies the current fiscal year

B1. Printing the CS-1 Report and Creating the Transmission File

	CG Dist=8991 Rel=16.02.00 06/13/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	 1 Budget Account Master Menu	
	2 Purchase Order Processing Menu	
	3 Claim Processing Menu	
	4 Vendor Check Processing Menu	
	5 Revenue Account Master Menu	
	6 Accounts Receivable Processing Menu	
	7 Receipt Processing Menu	
	8 Cash Management & Investment Management Menu	
	9 Financial Reporting & Month/Yr-End Close Menu	
	10 Account Master Description File Menu	
	11 General Ledger Account Master Menu 12 Year End Processing Menu	
	Teal Lilu Plocessing Menu	
	13 Special Functions Menu	
	14 Vendor Master Menu	
	15 Source Master Menu	
	20 File Reorganization	
	Master Userlist	13.04.00
Step	Action	
1	Select 9 (F9 - Financial Reporting and Month/Yr-End Close	Menu).

The following screen displays:

E PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
Financial Accounting & Reporting		MT 00P
FKey Reporting & Closing Menu		
1 Reports for Any Period Menu 3 Budget & Revenue Account Master Reports Menu 4 Special Reports for Audit File Menu		
Monthly Financial Reports: 17 List Summary & Current Month Detail (including DE Form 0396 21 Finalize Current Month/Year-End Figures	6)	
26 DE Form 0396 Menu		
Annual/Fiscal Financial Reports: 27 DE Form 0046 Menu 30 Print CS-1 Report with Transmission File 31 DOAA Transparency in Government Export File		
Master User <		10.03.00

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 38 of 57 All Rights Reserved.

Step	Action
2	Select 30 (F30 - Annual/Fiscal Financial Reports: Print CS-1 Report with Transmission File).

S

A	PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE - □ ×	
	Salary and Travel Expense Report	
	Please specify the date range of the records to be selected for the	
	Salary and Travel Expense Report and Transmission File:	
	87 81 <u>2818</u> thru 86 38 <u>2819</u> (MM DD CCYY) (MM DD CCYY)	
	Print SSN on reports and csv files?:	
	Action	
	Enter or verify the entry of the 4-digit fiscal year range (CCYY) in the fields.	
	The date range entered must be within the same fiscal year. PCGenesis defaults '0630' as the beginning and ending dates (MM DD).	ʻ0701'
	Select (Enter).	

PCG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8
		ANNL 0224
*** CS1 EXTRACT File in Progress ***		
200		
		14.02.00
PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSYS C:\SECOND		
PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE	- □ > ANNL 0224
CS-1 EXTRACT File Completed - The following fi	lec created.	
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CS-1 Salary and Travel C:\SECOND\GOSEND\8991SALTR CS-1 Salary = 8,554,328.76	HU19.030	
CS-1 Travel = 32,179.02		
Print Files: CS-1 Salary & Travel Detail by Employee		
CS-1 Salarý & Travel Detail by Account CS-1 Salary & Travel Export File		
CS-1 Exception List		
Please Review all Print Files		
ENTER = Continue		
		18.02.00

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Step	Action
5	Screen-print the CS-1 Extract File Completed screen to compare against the results of the reports generated in Steps $8 - 10$.
6	Select (Enter).
	For Regional Education Services Agencies (RESAs): The <i>CS-1 Per Diem Detail Report</i> , the <i>CS-1 Export Items Report</i> , and the <i>CS-1 Per Diem Export File</i> will also be created.

Financial Accounting & Reporting MT00P FKey Reporting & Closing Menu 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		PCG Dist=8991 Rel=14.03.00					WHITE	_ 8 ×
 1 Reports for Any Period Menu 3 Budget & Revenue Account Master Reports Menu 4 Special Reports for Audit File Menu Monthly Financial Reports: 17 List Summary & Current Month Detail (including DE Form 0396) 21 Finalize Current Month/Year-End Figures 26 DE Form 0396 Menu Annual/Fiscal Financial Reports: 27 DE Form 0046 Menu 30 Print CS-1 Report with Transmission File 31 DOAA Transparency in Government Export File 			Financi	ial Account	ing & Repo	orting		MT 0 0P
 3 Budget & Revenue Account Master Reports Menu 4 Special Reports for Audit File Menu Monthly Financial Reports: 17 List Summary & Current Month Detail (including DE Form 0396) 21 Finalize Current Month/Year-End Figures 26 DE Form 0396 Menu Annual/Fiscal Financial Reports: 27 DE Form 0046 Menu 30 Print CS-1 Report with Transmission File 31 DOAA Transparency in Government Export File 		FKey 	Rej	oorting & C	losing Mer	IU		
 17 List Summary & Current Month Detail (including DE Form 0396) 21 Finalize Current Month/Year-End Figures 26 DE Form 0396 Menu Annual/Fiscal Financial Reports: 27 DE Form 0046 Menu 30 Print CS-1 Report with Transmission File 31 DOAA Transparency in Government Export File 		<u> </u>	& Revenue Accour	it Master Rep	orts Menu			
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Action	7	Select FI6 (F						
Select F16 (F16 - Exit) to return to the <i>Financial Accounting & Reporting</i> – and Closing Menu, or select (Master) to return to the <i>Business Applicatio</i>	3	Generate the Bua instructions in the Section J: Finance Processing, Topi	e <u>Financial A</u> cial Reporting	<u>ccounting</u> and Clos	<u>and Rep</u> ing, Top	oorting (ic 1: Me	(FAR) Syste onthly/Ann	em Operations G ual/Fiscal Repor

Step	Action
9	Generate the <i>Earnings History Report</i> by following the instructions in the <u>Payroll System</u> <u>Operations Guide</u> , Section B: Payroll Update Processing, Topic 5: Earnings History Processing. To obtain the correct balancing information, enter the period ending 0630YY , where YY is the last date of the current fiscal year.
10	To print the reports via the Uqueue Print Manager: Select (Uqueue).
	To print the reports via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
11	Balance the results of the <i>Detail Items by Employee Report</i> against the reports generated in <i>Steps 8 - 10</i> .
	XXXX identifies the LUA code and YY identifies the current fiscal year. e is located at: K:\SECOND\GOSEND\XXXXSALTRAVYY.CSV (Salaries and Travel), and K:\SECOND\GOSEND\XXXXPSYY.CSV (Professional Services – Per Diem).
12	File Transmission: Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the CS-1 files as required.

B1.1. Detail Items by Employee Report – Example

ate: 03/20/2	019 15:49 4 Jame		CS-1 Sal	ary and Travel	Expense Repor	t		Page	140
rogram: ANNLU22	.4		De	tall items by	rwbroλee		Job		
mpno SSN N	lame lame losson, GISSEPPINA losson, GISSEPPINA losson, GISSEPPINA losson, GISSEPPINA losson, GISSEPPINA losson, GISSEPPINA losson, Cassen losson, Ca	Vendor	Date	Account			Code	Salary	Trave
9979 999089979 H	IO5SON, GI5SEPPINA		01/29/2019	19 100 0 2213	1000 11000 01	08 1 000000	114	53.86	
9979 999089979 H	IO5SON, GI5SEPPINA		01/29/2019	19 100 0 9990	2400 19100 01	08 1 000000	114	62.50	
9981 999089981 J	O4LY, MO4GAN		07/31/2018	19 560 0 1540	1000 14000 01	.95 1 000000	434	1,673.26	
9981 999089981 0	O4LI,MO4GAN		07/31/2018	19 514 0 6030	2212 11600 01	95 I 000000	434	150.00	
0 1000000000 1000000000000000000000000	DALY MOAGAN		08/31/2018	19 414 0 1/84	1000 14000 01	95 1 000000	434	1 673 26	
9981 999089981 3	O4LY, MO4GAN		08/31/2018	19 514 0 6030	1000 14000 01	95 1 000000	434	.01	
9981 999089981 J	04LY, MO4GAN		09/28/2018	19 560 0 1540	1000 14000 01	95 1 000000	434	1,673.26	
9981 999089981 J	04LY, MO4GAN		09/28/2018	19 514 0 6030	1000 14000 01	95 1 000000	434	.01	
9981 999089981 J	O4LY, MO4GAN		10/31/2018	19 560 0 1540	1000 14000 01	95 1 000000	434	1,673.26	
9981 999089981 J	04LY, MO4GAN		10/31/2018	19 514 0 6030	1000 14000 01	95 1 000000	434	.01	
9981 999089981 J	O4LY, MO4GAN		11/30/2018	19 560 0 1540	1000 14000 01	95 1 000000	434	1,673.26	
0001 000000001 J	DALY, MOAGAN		11/30/2018	19 514 0 6030	1000 14000 01	95 1 000000	434	.01	
0 102200222 1022 1. 1000080001	DALY MOAGAN		12/19/2010	19 514 0 6030	1000 14000 01	95 1 000000	434	1,0/3.20	
9985 999089985 N	USSON, RESNALDO		09/28/2018	19 100 0 1083	1000 11000 02	01 1 000000	107	234.83	
9985 999089985 M	USSON, RESNALDO		09/28/2018	19 100 0 2213	1000 11000 02	01 1 000000	107	55.08	
9985 999089985 M	U8SON, RESNALDO		09/28/2018	19 100 0 9990	2100 14600 02	01 1 000000	107	141.67	
9985 999089985 M	U8SON, RESNALDO		10/31/2018	19 100 0 1081	1000 11000 02	01 1 000000	107	4,498.88	
9985 999089985 M	U8SON, RESNALDO		10/31/2018	19 100 0 2211	1000 11000 02	01 1 000000	107	1,055.29	
9985 999089985 M	U8SON, RESNALDO		10/31/2018	19 100 0 1083	1000 11000 02	01 1 000000	107	234.83	
9985 999089985 M	USSON, RESNALDO		10/31/2018	19 100 0 2213	1000 11000 02	01 1 000000	107	55.08	
9985 999089985 M	USSON, RESNALDO		10/31/2018	19 100 0 9990	1000 14600 02	01 1 000000	107	4 498 88	
9985 999089985 N	USSON, RESNALDO		11/30/2018	19 100 0 2211	1000 11000 02	01 1 000000	107	1.055.29	
9985 999089985 M	USSON, RESNALDO		11/30/2018	19 100 0 1083	1000 11000 02	01 1 000000	107	234.83	
9985 999089985 M	U8SON, RESNALDO		11/30/2018	19 100 0 2213	1000 11000 02	01 1 000000	107	55.08	
9985 999089985 M	U8SON, RESNALDO		11/30/2018	19 100 0 9990	2100 14600 02	01 1 000000	107	141.67	
9985 999089985 M	USSON, RESNALDO		12/19/2018	19 100 0 1081	1000 11000 02	01 1 000000	107	4,498.88	
9985 999089985 M	USSON, RESNALDO		12/19/2018	19 100 0 2211	1000 11000 02	01 1 000000	107	1,055.29	
9965 999089965 M	USSON, RESNALDO		12/19/2018	19 100 0 1083	1000 11000 02	01 1 000000	107	234.03	
9985 999089985 M	USSON, RESNALDO		12/19/2018	19 100 0 9990	2100 14600 02	01 1 000000	107	141.67	
9985 999089985 M	U8SON, RESNALDO		01/29/2019	19 100 0 1081	1000 11000 02	01 1 000000	107	4,498.88	
9985 999089985 M	U8SON, RESNALDO		01/29/2019	19 100 0 2211	1000 11000 02	01 1 000000	107	1,055.29	
9985 999089985 M	W8SON, RESNALDO		01/29/2019	19 100 0 1083	1000 11000 02	01 1 000000	107	234.83	
9985 999089985 M	U8SON, RESNALDO		01/29/2019	19 100 0 2213	1000 11000 02	01 1 000000	107	55.08	
9985 999089985 M	USSON, RESNALDO	6000	01/29/2019	19 100 0 9990	2100 14600 02	01 1 000000	107	141.67	167.
000V 000U8000V M 2202 2220220023202 W	YSES, EMST.	02//	11/10/2018	19 100 0 1210	1000 11300 01		000	93,96	T0/.
9996 999089996 N	YSES,EMSL		11/30/2018	19 100 0 1021	1000 11300 01	00 1 000000	999	2.32	
9996 999089996 M	YSES, EM5L		11/30/2018	19 100 0 2111	1000 11300 01	00 1 000000	999	19.72	
9996 999089996 M	IY5ES,EM5L		11/30/2018	19 560 0 1540	1000 11400 01	95 1 000000	999	58.00	
9996 999089996 M	NYSES,EM5L		12/19/2018	19 100 0 1021	1000 11300 01	00 1 000000	999	55.44	
9996 999089996 N	IY5ES,EM5L		12/19/2018	19 100 0 1071	1000 11300 01	00 1 000000	999	7.56	
9996 999089996 N	NSES, EMSL		12/19/2018	19 100 0 1051	1000 11300 01	00 1 000000	999	110.88	
0000 000080000 M 3330 333083390 W	NISES, EMSL NISES EMSL		12/19/2018	19 100 0 1091	1000 11300 01	00 1 000000	999	3.78	
5556 555005556 R	1020,2302		10/10/2010	15 100 0 2111	. 1000 11000 01	.55 I 500000	222	11.04	
						Totals	0 554	200 20	32,179.

B1.2. Detail Items by Account Report – Example

)ate: 03/ Program: ANN	20/2019 15:49 IL0224 Name		CS-1 Sal I	ary and Trave etail Items }	el Expe v Acco	ense Report ount			Page	154
								Job		
impno SSN	Name 547 CR5WLEY, PRSSCILA 547 CR5WLEY, PRSSCILA 547 CR5WLEY, PRSSCILA 547 CR5WLEY, PRSSCILA 547 CR5WLEY, PRSSCILA 549 W12ES, DE2ETRIUS 579 W12ES, DE2ETRIUS 570 W12ES,	Vendor	Date	Account				Code	Salary	Trave
7547 9990875	47 CR5WLEY, PR5SCILA		09/28/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1,292.23	
7547 9990875	547 CR5WLEY, PR5SCILA		10/31/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	1,231.99	
7547 9990875	47 CR5WLEY, PR5SCILA		11/30/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	1,231.99	
7547 9990875	47 CR5WLEY, PR5SCILA		12/19/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	708.73	
7547 9990875	47 CR5WLEY, PR5SCILA		01/29/2019	19 606 0 960	0 3100	18400 0108 1	000000	410	708.73	
7578 9990875	79 WI2ES.DE2ETRIUS		07/31/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	1.336.82	
7578 9990875	79 WIZES, DEZETRIUS		08/17/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	63.50	
7578 9990875	79 WIZES, DEZETRIUS		08/31/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1.336.82	
7578 9990875	79 WIZES, DEZETRIUS		09/28/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1,289,19	
7578 9990875	79 WIZES, DEZETRIUS		10/31/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1,289,19	
7578 9990875	79 WI2ES DE2ETRIUS		11/30/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1 289 19	
7578 9990875	79 WI2ES, DE2ETRIUS		12/19/2018	19 606 0 960	0 3100	0 18400 0108 1	000000	410	1,289.19	
7578 0000875	TO NITES DESERVES		01/20/2010	19 606 0 96	0 3100	18400 0108 1	000000	410	1 280 10	
8770 0000887	79 SOZELL FIZELA		07/31/2018	19 606 0 960	0 3100	18400 0108 1	000000	410	1 303 36	
9770 0000997	79 SOZELL, FIZELA		09/17/2019	19 606 0 960	0 3100) 18400 0108 1	000000	410	11 20	
0770 000007	79 SOZELL, FIZELA		00/11/2010	10 606 0 960	0 3100) 10400 0100 1	000000	410	1 202 26	
0773 33300007	CDZELL, FIZELA		00/31/2010	10 606 0 960	0 2100) 10400 0100 1) 10400 0100 1	000000	410	1 274 22	
9525 9990695	23 CR/SF,LA/ONA		07/31/2010	10 606 0 960	0 2100) 10400 0100 1) 10400 0100 1	000000	410	1,3/4.33	
9523 9990893	23 CR/SP,LA/ONA		00/1//2010	19 606 0 960	0 3100	10400 0108 1		410	302.01	
9523 9990895	23 CR/SP, LA/OMA		08/31/2018	10 000 0 900	0 3100) 18400 0108 1	000000	410	1,3/4.33	
9622 9990896	55 LUZE, FAZIMAH		07/31/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	953.79	
9655 9990896	55 LUZE,FAZIMAH		08/17/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	8.25	
9655 9990896	55 LUZE, FAZIMAH		08/31/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	953.79	
9655 9990896	555 LU2E,FA2IMAH		09/28/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	959.06	
9655 9990896	555 LUZE,FAZIMAH		10/31/2018	19 606 0 960	0 3100) 18400 0108 1	000000	410	959.06	
9655 9990896	555 LU2E,FA2IMAH		11/30/2018	19 606 0 960	0 3100) 18400 0108 1	. 000000	410	959.06	
9655 9990896	555 LU2E,FA2IMAH		12/19/2018	19 606 0 960	0 3100) 18400 0108 1	. 000000	410	959.06	
9655 9990896	555 LU2E,FA2IMAH		01/29/2019	19 606 0 960	0 3100	0 18400 0108 1	000000	410	959.06	
						Account Subto	otal	47,	979.48	
8055 9990880	055 KO7LER, MA7OR 055 KO7LER, MA7OR 055 KO7LER, MA7OR 055 KO7LER, MA7OR 055 KO7LER, MA7OR 055 KO7LER, MA7OR 055 KO7LER, MA7OR		07/31/2018	19 606 0 960	0 3100	0 19100 0108 1	000000	478	1,810.07	
8055 9990880	55 KO7LER, MA7OR		08/17/2018	19 606 0 960	0 3100) 19100 0108 1	000000	478	385.83	
8055 9990880	55 KO7LER, MA7OR		08/31/2018	19 606 0 960	0 3100) 19100 0108 1	000000	478	1,810.07	
8055 9990880	55 KO7LER, MA7OR		09/28/2018	19 606 0 960	0 3100) 19100 0108 1	000000	478	1,753.50	
8055 9990880	55 KO7LER, MA7OR		10/31/2018	19 606 0 960	0 3100) 19100 0108 1	000000	478	1,753.50	
8055 9990880	55 KOTLER, MATOR		11/30/2018	19 606 0 960	0 3100	19100 0108 1	000000	478	1,753,50	
8055 9990880	55 KO7LER.MA7OR		12/19/2018	19 606 0 960	0 3100) 19100 0108 1	000000	478	1,753,50	
8055 9990880	55 KO7LER, MA7OR		01/29/2019	19 606 0 960	0 3100	0 19100 0108 1	000000	478	1.753.50	
7194 9990971	 194 HA4LOW, PH4NG 183 HUSTON, DOSNETTE 188 CH8ISTENSON, MO8AMED 182 C61LLING, DO6G 132 CR7SP, LATOMA 185 CU2LER, QU2NN 197 PA3NELL, AD3NA 195 LU2E, FA2IMAH 		08/17/2019	19 607 0 96	0 3100	18400 0109 1	000000	430	25 39	
0202 0000001	002 UHETON DOENETTE		00/17/2010	10 607 0 060	0 2100	, 10400 0100 1	000000	470	20.00	
0203 3330002	SS RUSION, DUSNEILE		00/17/2010	10 607 0 900	0 3100	, 18400 0108 1	000000	4/0	433.46 1 111 25	
0000 3330000	SO CHOISIENSON, MUCAMED		00/17/2010	10 607 0 960	0 3100	, 10400 0100 1		410	1,111.20	
2007 3330930	CDIETING'NOGO		00/17/2018	10 607 0 060	0 3100) 10400 0108 1 10400 0100 1	000000	410	1 42.39	
3272 3330932	E CHOLED ONON		00/17/2018	TA 001 0 300	0 3100) 10400 0108 1	000000	410	1,4/3.35	
900202 9990895	DOG CUZLEK,QUZNN		08/1//2018	TA PDA 0 360	0 3100) 18400 0108 1 10400 0100 1	000000	410	53.58	
19011 9990896	I/ PASNELL, ADSNA		05/17/2018	TA PD1 D 200	0 3100	0 18400 0108 1		478	195.20	
9022 9990896	55 LUZE, FAZIMAH		08/17/2018	TA 60.4 0 860	0 3100) 18400 0108 1 Account Subto	. 000000	410	208.31	
						Тс	tale (8 554	328.76	32 179

B1.3. CS-1 Error (Exceptions) Report – Without Errors – Example

te: 05/09/2008 09:11		CS-1 Error Report	Pa	ige 1	
ogram: ANNL0224				0	
/Vnd SSN Name	Input \	/oucher/Seq Export File	Error Message		
CS-1 Errors Found					
of File					

B1.4. CS-1 Error (Exceptions) Report – With Errors – Example

Date:		08 08:50	CS-1	Error Report	Page :	1
Program	: ANNL0224	ł				
mp/Vnd	SSN	Name	Input Voucher/Se	q Export File	Error Message	
089621	999089621	ALLTHUMBS, ALBERTA	Payroll	Salary & Travel	Missing CS1 JOB(from C	PI)
089661	999999943	PROBLEMCAUSER II, PATTIE	Payroll	Salary & Travel	Missing CS1 JOB(from C	PI)
089877	999089877	ME4NS, ER4IE	Payroll	Salary & Travel	Missing CS1 JOB(from C	PI)
nd of F	ile					

B1.5. Export Items Report – Example

The Export Items Report consists of three sections. The first section, shown below summarizes salary and travel expenses per employee.

rrogra	m: ANNL022				Export I	lems			
ntity	SSN	Last Name	First Name	MI	Suffix (Job Code	Salary	Travel	
8991	999089796	SH6ARER	AK6LAH			131			
8991	999089797		ROSCOE			461 103	808.50		
8991	999089804		AN7			103	29,413.39		
8991	999089809		BE2HANIE			430			
8991	999089810	CO9CORAN	DA9WIN			107	26,353.80		
8991	999089812	LASDIS	ELSIOT			612	12,065.58		
8991	999089814	MC7AIN	BR7AN			435	6,358.65	189.32	
8991	999089824	LI7	DA7IEN			610	6,358.65 59,777.76	1,167.31	
8991	999089845	PE5EIRA	TY50N			416	11,135.06		
8991	999089858	FR3END	MU3RAY			457	11,645.69		
8991	999089859	KR2SE	AG2STIN			461	9,776.23		
8991	999089879	VI9K	ER9IN			171 434	7,910.82		
8991	999089880	CH8CON	RUSSEL			434	11,136.55		
8991	999089891	CH8	ST8N						
8991	999089895	CH4MPION	DA4IAN			621	42,988.19	67.00	
8991	999089903	OG5EN	CL5VELAND			171	18,037.64		
8991	999089916	DUSTON	KE8DALL			999	2,479.50		
8991	999089926	GA6E	FR6DDY			106	17,906.90		
8991	999089934	TASBOT	ROSKY			416	15,195.60		
8991	999089938	CU4LEN	TA4DY			407	36.168.59	90.47	
8991	999089939	GI3FORD	ET 3AN			171	34,082.59		
8991	999089948	HA3LEY	HE3TH			171 461	7,546.74		
8991	999089949	HE2NDON	XE2IA			171	7,988.00		
8991	999089957	EL2IOT	CO2ALIE				45,109.90		
8991	999089966		VI2ENTE				2,100.00	452.58	
8991	999089967		EL9Z						
8991	999089975		HU9BERTO			104 478	12,527,91		
8991	999089979		GI5SEPPINA			114	32,754.23		
	999089981		MO4GAN				11,862.89	80.66	
	999089985		RESNALDO			107		167.00	
8991	999089996		EM5L			999	552.00	20,100	
	471	Employees			Export To	otals	8,554,328.76	32,179,02	

Date: Program:	03/20/2019 15:49 ANNL0224	CS-1 Salary and Exp	Travel Exp ort Items	ense Report		Page	1
			Fund	Salary	Travel		
			100	7,491,661.08	16,437.29		
			402	230,214.57	153.12		
			404	133,437.21	3,217.63		
			406		1,357.22		
			414	35,716.75	3,997.92		
			462 485	2,096.39	4,940.32		
			514	4,489.75 180,501.13	126.44 1,884.85		
			560	187,186.33	34.80		
			602	51,738.97			
			603	48,202.63			
			604	64,657.08			
			605	58,768.05	29.43		
			606	61,554.08			
			607	4,104.74			
		F	und Totals	8,554,328.76	32,179.02		
ate:	03/20/2019 15:49	CS-1 Salary and	Travel Exp	ense Report		Page	1
rogram:	ANNL0224		ort Items	-		-	
		Fund	Func	Salary	Travel		
		100		5,084,546.20	4,385.78		
		100	2100	379,598.87			
		100	2210	149,973.94	1,043.85		
		100	2213		65.40		
		100	2220	145,677.77			
		100 100	2300 2400	118,690.68	4,715.55 2,835.42		
		100	2500	610,055.81 94,515.55	903.17		
		100	2600	326,540.87	903.17		
		100		461,016.50			
		100		119,651.71	2,488.12		
		100	3100	1,393.18			
		402	1000	66,015.40			
		402	2100	5,916.55	42.51		
		402	2213	158,282.62			
		402	2230		110.61		
		404 404	1000 2100	96,029.00	26.16 974.01		
		404	22100	14,605.40	2,217.46		
		404	2700	22,802.81	2,217.10		
		406	2210	22,002.01	867.59		
		406	2213		289.24		
		406	2230		200.39		
		414		35,716.75	3,997.92		
		462	1000	1,268.75			
		462	2213	471.00	4,940.32		
		560 560	2210 2400	4 122 10	34.80		
		560 602	3100	4,133.18 51,738.97			
		603	3100	48,202.63			
		604	3100	64,657.08			
		605	3100	58,768.05	29.43		
		606	3100	61,554.08			
		607	3100	4,104.74			
		F	unc Totals	8,554,328.76	32,179.02		

The second and third sections of the *Export Items Report* summarizes salary and travel expenses by fund, and then by fund and function.

rogram: ANNL0224	CS-1 Salary and Travel Expense Re Export Items	port	Page 18
	Account 19 414 0 1784 2213 58000 0108 1 000000 19 414 0 1784 2213 58000 0201 1 000000 19 414 0 1784 2213 58000 0105 1 000000 19 414 0 1784 2213 58000 0105 1 000000 19 462 0 1779 1000 19900 0195 1 000000 19 462 0 1779 2213 11300 0201 1 000000 19 462 0 1779 2213 58000 0100 1 000000 19 462 0 1779 2213 58000 0108 1 000000 19 462 0 1779 2213 58000 0105 1 000000 19 462 0 1779 2213 58000 0105 1 000000 19 462 0 1779 2213 58000 8010 0 000000 19 462 0 1779 2213 58000 8010 0 000000 19 465 0 1863 2213 11300 8010 0 000000 19 485 0 1863 2213 11300 8010 0 000000 19 485 0 1863 2213 11300 8010 0 000000 19 514 0 6030 1000 11200 0195 1 000000 19 514 0 6030 2100 7000 0195 1 000000 19 514 0 6030 2100 7000 0195 1 000000 19 514 0 6030 2100 19000 0195 1 000000 19 514 0 6030 2200 14200 0195 1 000000 19 514 0 6030 2200 14200 0195 1 000000 19 514 0 6030 2400 14200 0195 1 000000 19 514 0 6040 2210 11400 0195 1 000000 19 560 0 1540 1000 11200 0195 1 000000 19 560 0 1540 1000 11200 0195 1 000000 19 560 0 1540 1000 11200 0195 1 000000	Salary	Travel
	19 414 0 1784 2213 58000 0108 1 000000		1,341.88
	19 414 0 1784 2213 58000 0195 1 000000		608.71
	19 414 0 1784 2213 58000 0201 1 000000		146.34
	19 414 0 1784 2213 58000 8010 0 000000		159.25
	19 462 0 1779 1000 19900 0195 1 000000	1,268.75	
	19 462 0 1779 2213 11300 0195 1 000000	63.00	
	19 462 0 1779 2213 11300 0201 1 000000	408.00	103.30
	19 462 0 1779 2213 58000 0100 1 000000		1,261.11
	19 462 0 1779 2213 58000 0108 1 000000		559.57
	19 462 0 1779 2213 58000 0201 1 000000		889.23
	19 462 0 1779 2213 58000 8010 0 000000		2,127.11
	19 462 0 1779 2700 18000 0195 1 000000	356.64	-,
	19 485 0 1863 1000 19900 8010 0 000000	4,043.75	
	19 485 0 1863 2100 17200 8010 0 000000		
	19 485 0 1863 2213 11300 8010 0 000000	446.00	
	19 485 0 1863 2213 58000 8010 0 000000		126.44
	19 514 0 6030 1000 11200 0195 1 000000	.14	
	19 514 0 6030 1000 11210 0195 1 000000	15,132.15	
	19 514 0 6030 1000 11300 0195 1 000000	14.50	
	19 514 0 6030 1000 11400 0195 1 000000	400.00	
	19 514 0 6030 1000 58000 0195 1 000000	00,704.00	99.19
	19 514 0 6030 2100 17700 0195 1 000000	17,204.88	55115
	19 514 0 6030 2100 19000 0195 1 000000	37,198.40	
	19 514 0 6030 2100 19100 0195 1 000000	13,591.97	
	19 514 0 6030 2100 58000 0195 1 000000		117.00
	19 514 0 6030 2300 14200 8010 0 000000	8,944.60	
	19 514 0 6030 2400 14200 0195 1 000000	2,050.05	
	19 514 0 6030 2400 58000 0195 1 000000		178.17
	19 514 0 6030 2600 11400 0195 1 000000	10.50	
	19 514 0 6030 2000 10000 0195 1 000000	12,117.91	
	19 514 0 6040 2210 11400 0195 1 000000	29.00	
	19 514 0 6040 2210 58000 0195 1 000000	23.00	1,490.49
	19 514 0 6040 2213 11600 0195 1 000000	1,400.00	-,
	19 560 0 1540 1000 11200 0195 1 000000	6,530.04	
	19 560 0 1540 1000 11201 0195 1 000000	3,213.35	
	19 560 0 1540 1000 11210 0195 1 000000	91,143.38	
	19 560 0 1540 1000 11400 0195 1 000000	2,571.25	
	19 560 0 1540 1000 14000 0195 1 000000	79,595.13	34.80
	10 EUE O 0EUO 3100 10100 0108 1 000000 13 200 0 1240 7510 20000 0132 1 000000	10 772 /7	34.80
	19 606 0 9600 3100 19100 0108 1 000000 19 607 0 9600 3100 18400 0108 1 000000	4,104.74	
		8,554,328.76	

The fourth section of the Export Items Report summarizes salary and travel expenses by account.

B1.6. (RESAs Only) Per Diem Detail Item Report – Example

Date:	86/	23/2005	12:05			CS-1	Per	Dier	n Re	port						Page	1		
Progra	m: ANN	8224					Deta	il	Item	15									
Empno	SSN	Name		Vendor	Туре	e Date	Acc	t								Fee	Ехре	ense	
	1414141	41 BEST	BUY	3766	2	06/25/2005	85	100	8 9	998	2400	36100	801	8 8	000000	400.00			
	1414141	41 BEST	BUY	3766	2	06/25/2005	85	188	89	998	2488	36108	881	88	000000	700.00-			
	1414141	41 BEST	BUY	3766	2	06/25/2005	85	100	89	998	2488	36208	881	88	000000		20	8.00	
	1414141	1 BEST	BUY	3766	2	06/25/2005	85	100	89	998	2400	36200	801	0 0	000000		50	8.00	
911	1112233	33 KIM	COLE	3767	1	06/29/2005	85	100	89	998	2400	36100	801	0 0	000000	300.25			
911	1112233	33 KIM	COLE	3767	1	06/26/2005	05	100	0 9	998	2400	36100	801	0 0	000000	50.00			
911	1112233	33 KIM	COLE	3767	1	06/25/2005	85	100	8 9	998	2400	36100	801	0 0	000000	700.00			
911	1112233	33 KIM	COLE	3767	1	06/29/2005	85	188	89	998	2488	36208	881	8 8	000000		251	0.25	
911	1112233	33 KIM	COLE	3767	1	06/26/2005	85	100	89	998	2488	36208	801	88	000000		25	5.00	
													Tot	als		750.25	975	5.25	

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 48 of 57 All Rights Reserved.

B1.7. (RESAs Only) Per Diem Export Items Report – Example

ate:	06/23/2005	12:05			CS-1 Per Die	m Report	Page 1	
rogram:	ANNL 0224				Export	Items		
SSN	Nane		Туре	Object	Fee	Expense		
141414141	BEST BUY		2	36100	300.00-			
141414141	BEST BUY		2	36200		700.00		
111223333	COLE KIM		1	36100	1,050.25			
111223333	COLE KIM		1	36200		275.25		
				Totals	750.25	975.25		

Procedure C: DOAA Transparency in Government Export File

Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA)** - **Payments and Obligations Submission** website. School districts will use the *TIGA – Payments and Obligations System* to submit a <u>single file</u> called the "audit history file". This information, requested by DOAA, and the information required for compliance with SB389 the Transparency in Government Act will be included in this single file. The file must follow the DOAA specified format and must be a comma-delimited text file. When uploading the file, the **File Total** must be entered for verification purposes. For school districts, **the File Total should always equal zero**.

The DOAA Transparency in Government Report includes annual financial audit information.

PCGenesis Reports and Transmission Files: PCGenesis creates the following reports and files when users print the *DOAA Transparency in Government Report* and create the transmission file.

- DOAA Transparency in Government Report a report listing the GL for the fiscal year.
- *Export File Totals Report* a summary report which displays the totals for the submission file.
- The transmission file is located at: K:\SECOND\GOSEND\xxAHISyyyy.CSV where xx identifies the current fiscal year and yyyy identifies the LUA code

Report Processing: PCGenesis creates an export record for each detail record currently included on the *GL for Any Period Report* for the specific fiscal year. The *DOAA Transparency in Government File* will use the *DE0046 Conversion File* to rollup local accounts as specified by each site. PCGenesis provides account subtotals by object codes. Subtotals are calculated for *Object Codes 10000 – 20000* series, *Object Codes 30000* series, and *Object Codes 40000 – 90000* series.

Report Balancing: A copy of the *GL for Any Period Report* for the specific fiscal year will be created. The **File Total** should equal zero. In addition a one page totals summary will be created and will include the following:

AA Transparency in Government	Report BEGIN PERIOD 07/01/09	END PERIOD 06/30/10		Export File Totals	PAGE	1
		Amount	Items			
	Federal Expenditures	1,664,306.69	3883			
	Expenditures	20,774,692.39	24172	Total Expenditures from	DE46	
	GL Object 10000-20000	15,222,839.48	18007	GL Salaries & Benefits		
	GL Object 30000	212,491.38	270	GL Per Diem		
	GL Object 40000-90000	5,339,361.53	5895	GL Payments		
	GL Payments	20,774,692.39	24172	GL Total Payments		
	DOAA Object 10000-20000	15,222,839.48	18007	DOAA Salaries & Benefits	5	
	DOAA Object 30000	216,763.50	248	DOAA Per Diem		
	DOAA Object 40000-90000	3,622,353.86	5231	DOAA Payments		
	DOAA Payments	19,061,956.84	23486	DOAA Total Payments		
	Total Reported	0.00	85012	Total Should NET to 0.00	9 \$\$	

Federal Expenditures represent the total of all expenditures with the Program Type set equal to 'F'. Program codes are designated as either F=Federal, S=State, L=Local or O=Other in the *Account Master Description* File.

The **Expenditures** total equals total expenditures from the DE0046.

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 50 of 57 All Rights Reserved. **GL Payments** is equal to the sum of all Object activity from the *GL for Any Period Report*. There is also a breakdown by Object Code. The total *GL Payments* should equal total *Expenditures* minus total expenses in Fund 199.

DOAA Payments is equal to the sum of all Object activity from the *GL for Any Period Report* excluding entries without a Vendor reference (for example, Journal Entries generated for a Payee Name instead of for a Vendor Number). There is also a breakdown by Object Code. These totals should match totals provided by the DOAA Web site for your submission.

Total Reported must sum to zero to be accepted by the Dept. of Audits for this export file.

File Transmission: For file transmission information, refer to communications forwarded by the Department of Audits agency.

The transmission file is located at: K:\SECOND\GOSEND\xxAHISyyyy.CSV where xx identifies the current fiscal year and yyyy identifies the LUA code.

NOTE: The *DOAA Transparency in Government File* will use the *DE0046 Conversion File* to rollup local accounts as specified by each site.

C1. Creating the DOAA Transparency in Government Export File

FKey	Master Menu	
	Budget Account Master Menu	
	Purchase Order Processing Menu	
	Claim Processing Menu Vendor Check Processing Menu	
	Tenuor check i rocessing menu	
5	Revenue Account Master Menu	
	Accounts Receivable Processing Menu	
	Receipt Processing Menu	
	Cash Management & Investment Management Menu	
9	Financial Reporting & Month/Yr-End Close Menu	
	Account Master Description File Menu	
	General Ledger Account Master Menu	
12	Year End Processing Menu	
13	Special Functions Menu	
	Vendor Master Menu	
15	Source Master Menu	
20		
20	File Reorganization	
Master ^{User} list		13.04.0
F16 - UB Word NON	Y MONITOR	
ction		

The following screen displays:

Step

1

	PCG Dist=8991 Rel=1	4.03.00 09/17						٧	/HITE		_ 8 ×
			Financi	al Acco	unting 8	Repor	ting			М	TOOP
	FKey		Rep	orting	& Closir	ig Menu					
	1 R 3 B 4 S Month 17 L 21 Fi	udget & Rev pecial Repor Ily Financial ist Summary	ny Period Me enue Accoun ts for Audit F Reports: & Current M ant Month/Ye	nu t Master ile Menu onth Deta	Reports N ail (includi	lenu		1396)			
	27 D 30 P	E Form 0046 rint CS-1 Rep	ncial Report Menu port with Trar arency in Gov	smissio		le					
Mas	100									1	0.03.00
F16	두 🕮 Vorta PAY	VEND MONITOR									

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 52 of 57 All Rights Reserved.

Step	Action
2	Select 31 (F31 – DOAA Transparency in Government Export File).

CG Dist=8991 Rel=14.03.00 09/17/2014 PCW 001 5Y C:\DEVSYS C:\SECOND WHITE	_ 🗗 🗙 GL389RPT
Transparency in Government Report	
Enter Fiscal Year:	
Enter - Continue F16 - Exit	12.03.01
	12.00.01
Action	
Enter the 4-digit fiscal year (CCYY) in the fields.	
Select Enter – Continue).	

If the entered fiscal year has not been closed, the following dialog box will appear:

NOT La	ast Fiscal Year Closed!	×
	Fiscal Year Selected NOT Last Fiscal Year	Closed
	Yes to Continue, No to ReEnter	
	Yes <u>N</u> o	

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 53 of 57 All Rights Reserved. If no data is available for the fiscal year selected, the following dialog box will display:

PCG Dist=2008 Rel=10.03.00	09/27/2010	DOE 001	SV C:\DEVSYS	C:\SE	×
No data available for year selected!!	2012				
	OK				

If the GL is out of balance for the fiscal year selected, the following dialog box will display, and no data will be extracted:

PCG	Dist=2008 Rel=1	10.03.00	09/27/2010	DOE 001	SV C:\DEVSYS	C:\SE	×
i	Out of Balance Found in	NAUDIT File!!					
V	YR 10 FUND 200	2,104.22					
			OK				

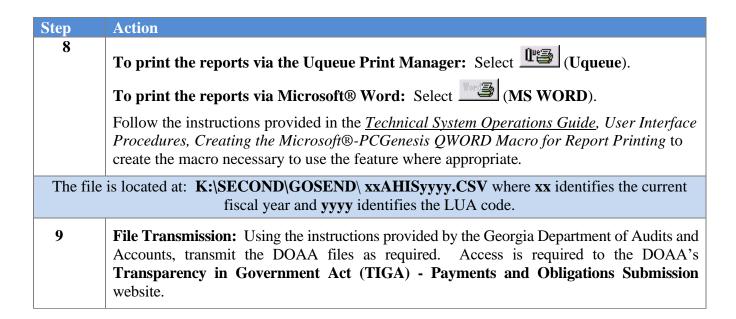
If the transmission file is extracted successfully, the following screen will display:

A	PCG Dis	t=8991	Rel=19	9.01.00	03/21/	2019	PCG 001	SV C:	DEVSYS	S C:\SI	COND		٧	WHITE			_		×
																		GL389	RPT
					Trans	narer	ncy in	Gove	rnmen	t FXT	RACT	File	Comr	leted					
						purci	icy in	0000					0014	, ic ccu					
			т	he fo	ปากแร่	na fi	ile cr	eated	· c·	V SECO	ND\CO	SENDY	1944	115800	1 6511				
					11001			cuccu		10200	110 (00	SELLS (10077					
								Am	ount	-	tems								
	F	edera	1 Exp	endit	ures		1.1	23,61	1.70		1485								
			iture					06,44		1	1158	To	tal	Expend	litur	es fi	rom Di	E46	
	G	L Obi	ect 1	0000-	20000)	9.8	61,94	1.77		7337	GL	Sa1	laries	& Bei	nefi	s		
			ect 3					09,93			332	GL	Per	. Diem					
			ect 4		9000)		34,56			3489			ments					
	G	L Pay	ments				16,4	06,44	6.38	1	1158	GL	Tot	al Pag	yment	5			
	D	OAA O	bject	1000	0-200	000		61,94			7337	DO	AA S	Galarie	es & I	Benei	Fits		
			bject					78,52			304			Per Die					
			bject		0-900	000		95,35			3356			ayment					
	D	OAA P	aymen	ts			14,9	35,82	4.26	1	0997	DO	AA 1	otal F	'aymei	its			
	т	otal	Repor	ted					0.00	4	0686	To	tal	Should	1 NET	to	0.00	\$\$	
	Please	Revi	ew Pr	int F	iles														
			E	NTER	= Con	tinue	9												
	2															1		18.02	.00
F16	1															1			

Georgia Department of Education December 18, 2023 • 3:16 PM • Page 54 of 57 All Rights Reserved.

Step	Action
5	Screen-print the <i>Transparency in Government EXTRACT File Completed</i> screen to compare against the results of the reports generated in <i>Steps</i> $3-5$.
6	Select Enter – Continue).

	PCG Dist=8991 Rel=14.03.00 09	9/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Financial Accounting & Reportin	ng	MT 0 0P
	FKey	Reporting & Closing Menu		
	 _1 Reports for	r Any Period Menu		
		Revenue Account Master Reports Menu		
	_4 Special Re	ports for Audit File Menu		
	Monthly Finance			
		ary & Current Month Detail (including DE Forn urrent Month/Year-End Figures	n 0396)	
	26 DE Form 0	396 Menu		
	Annual/Fiscal F	- inancial Reports:		
	27 DE Form 0	046 Menu		
		Report with Transmission File sparency in Government Export File		
	Heat			10.03.00
Mast F16				
<u>F16</u>				
р	Action			
	4			
7	Select FIE (F16	- Exit) to return to the Financi	ial Accounting	& Reporting – Repo
	and Closing Manu	or select Master (Master) to re	turn to the Rusi	ness Applications M
	Menu.		turn to the Dust	ness Applications M
	wienu.			



C1.1. DOAA Transparency in Government Report – Example

AAO	Trans	sparen	cy in	Govern	nent Exp	port			Fiscal Year 2019		FUND 740		PAGE	763
RGM	FUNC, BLNC	OBJCT	FAC	VENDOR	SRCE	DOC	REF	DATE	DESCRIPTION	FED	= GL Amt # AMOUNT	GL Amt NOT GL AMOUNT	= DOAA A DOAA AM	mt OUNT
		00000			000000			20180701	OPENING BALANCE DEPOSITS DEPOSITS MEDCOME JULY DEPOSITS MEDCOM ACTIVITY DEPOSITS OCT ACTIVITY DEPOSITS MEDCOM NOV ACTIVITY DEPOSITS MEDCOM NOV ACTIVITY DEPOSITS	S	2,744.82-			
		00000			000000	004382		20180703	DEPOSITS	S	5,543.44			
		00000			000000	004383		20180718	DEPOSITS	S	82.39			
		00000			000000	000000	007780	20180731	MEDCOME JULY	S	2,946.55-			
		00000			000000	004384		20180803	DEPOSITS	S	5,461.62			
		00000			000000	000000	007832	20180831	MEDCOM ACTIVITY	S	2,296.53-			
		00000			000000	004462		20180904	DEPOSITS	S	5,461.62			
		00000			000000	000000	007854	20180928	MEDCOM AUGUST	S	3,472.79-			
		00000			000000	004472		20181004	DEPOSITS	S	5,202.47			
		00000			000000	000000	007897	20181031	OCT ACTIVITY	S	5,836.51-			
		00000			000000	004568		20181109	DEPOSITS	S	5,229.11			
		00000			000000	000000	007928	20181130	MEDCOM NOV ACTIVITY	(S	6,090.64-			
		00000			000000	004599		20181217	DEPOSITS	S	5,190.79			
		00000			000000	000000	007980	20181231	MEDCOM DEC ACTIVITY MED RECEIPT 004382 MED RECEIPT 004383	(1 S	4,950.79-			
		00000			199500	004382		20180703	MED RECEIPT 004382	S	5,543.44-			
		00000			199500	004383		20180718	MED RECEIPT 004383	3 S	82.39-			
		00000			199500	004384		20180803	MED RECEIPT 004384	S				
		00000			199500	004462		20180904	MED RECEIPT 004462	S	5,461.62-			
		00000			199500	004472		20181004	DEPOSITS MEDCOM DEC ACTIVITY MED RECEIPT 004382 MED RECEIPT 004384 MED RECEIPT 004384 MED RECEIPT 004364 MED RECEIPT 004467 MED RECEIPT 004595 MEDCOME JULY MEDCOME JULY	S	5,202.47-			
		00000			199500	004568		20181109	MED RECEIPT 004568	3 S	5,229.11-			
		00000			199500	004599		20181217	MED RECEIPT 004599	S	5,190.79-			
		89000			000000	000000	0000	20180731	MEDCOME JULY	S	2,946.55	2,946.55		
		89000			000000	000000	0000	20180831	MEDCOM ACTIVITY	S	2,296.53	2,296.53		
		89000			000000	000000	0000	20180928	MED RECEIFT 004595 MEDCCME JULY MEDCOM ACTIVITY MEDCOM AUGUST OCT ACTIVITY MEDCOM NOV ACTIVITY MEDCOM NOV ACTIVITY PRIOR YR CLOSING RE PRIOR YR CLOSING RE PRIOR YR CLOSING RE PRIOR YR CLOSING RE	S	3,472.79	2,946.55 2,296.53 3,472.79 5,836.51 6,090.64		
		89000			000000	000000	0000	20181031	OCT ACTIVITY	S	5,836.51	5,836.51		
		89000			000000	000000	0000	20181130	MEDCOM NOV ACTIVITY	(S	6,090.64	6,090.64		
		89000			000000	000000	0000	20181231	MEDCOM DEC ACTIVITY	(1 S	4,950.79	4,950.79		
		00000			000000			20180701	PRIOR YR CLOSING RE	SV S	47,225.07-			
		00000			000000			20180701	PRIOR YR CLOSING E2	(PS	43,446.77			
000	0799	00000	0000		000000			20100701	OTDATING DADANCD	5	0,020.12			
									SUBTOTAL FUND 740		0.00	25,593.81		

C1.2. Export File Totals Report – Example

OAA Transparency in Governm	ent Report BEGIN PERIOD 07/01/18	END PERIOD 06/30/1	9 E:	xport File Totals	PAGE
	•	Amount	Items	-	
	Federal Expenditures Expenditures	1,123,611.70 16,406,446.38	1485 11158	Total Expenditures f	rom DE46
	GL Object 10000-20000 GL Object 30000 GL Object 40000-90000 GL Payments	9,861,941.77 709,939.04 5,834,565.57 16,406,446.38	332	GL Salaries & Benefi GL Per Diem GL Payments GL Total Payments	ts
	DOAA Object 10000-20000 DOAA Object 30000 DOAA Object 40000-90000 DOAA Payments	9,861,941.77 578,527.06 4,495,355.43 14,935,824.26	7337 304 3356 10997	DOAA Salaries & Bene DOAA Per Diem DOAA Payments DOAA Total Payments	fits
	Total Reported	0.00	40686	Total Should NET to	0.00 \$\$

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