

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

# 5/28/2020 Section J: Financial Reporting and Closing

[Topic 2: Finalizing Current Month and Year-End Figures, Version 1.5]

# **Revision History**

Date	Version	Description	Author
5/28/2020	1.5	20.02.00 – Add information about SECONDY and PCGenesisDBY.BAK	D. Ochala
		restore point.	
06/14/2016	1.4	16.02.00 – Reorganize Topic 1: Monthly/Annual/Fiscal Report Processing to	D. Ochala
		make finding reports easier.	
02/04/2016	1.3	15.04.00 – Update document formatting and screenshots.	D. Ochala
01/20/2011	1.2	10.04.00 – Update document formatting.	D. Ochala
10/28/2005	1.1	Updated document to PCGenesis Release 05.04.00 – Renamed document from	C. W. Jones
		<i>Topic</i> 8 to <i>Topic</i> 2. Added the instructions to verify the <i>General Ledger</i>	
		account information before beginning this procedure. Added PCGenesis	
		processing instructions no longer requiring the procedure to be run from the	
		server and information indicating the elimination of the backup from this	
		procedure.	

# Table of Contents

OVERVIEW	L
TOPIC 1: FINALIZING CURRENT MONTH/YEAR-END FIGURES	2

### **Overview**

Month-end closing includes generating the monthly reports and finalizing the current month's figures. This procedure closes the current month and the fiscal year, where appropriate. For example, if the processing month (period) closed is June, the fiscal year also closes.

#### Before beginning this procedure:

- PCGenesis requires the printing of the *Final Daily Receipt Report* before a month closes. Refer to *Section H: Receipt Processing* for instructions.
- <u>Month-end closing</u>: All users must be logged out of PCGenesis before beginning, and all monthly reports must be processed. A backup copy of the PCGenesis data is created in SECONDY and PCGenesisDBY.BAK. SECONDY and PCGenesisDBY.BAK can be used as a restore point, if necessary.

Because PCGenesis does not perform an automatic backup <u>after</u> this procedure, label the next day's backup tape or CD backup as *"Month-End Closing MM/YYYY"* and store in a secure location as normal.

Accrue all received goods and services invoices, and all measurable and available revenue as defined in Chapter 9 of the *Financial Management for Georgia Local Units of Administration Accounting Handbook*.

• <u>Year-end closing</u>: Accrue all goods and services invoices received on or before June 30 and all salaries and related benefits for all federal programs for July and August. Also accrue all measurable and available revenue including the taxes received and applied to June transactions from the Tax Commissioner's office, and the local bank's calculations of the current fiscal year's investment interest.

**Processing errors/conditions:** PCGenesis will discontinue the month-end closing if the following conditions exist:

- The General Ledger (G/L) is *Out of Balance*.
- There are *Undeposited Receipts* for the period.
- Additional activity has been entered for the period.
- The date of the closing is not the last day of the month to be closed.
- There are Purchase Orders that must be carried forward, that have not yet been transferred.
- There are *Open* Purchase Orders for the current fiscal year that were not transferred this year because they were transferred during the prior year. *PCGenesis allows the transfer of purchase orders only once.*
- <u>Year-end closing only</u>: If Fund 199's *Fund Equity* balance does is not zero <u>or</u> if Fund 199's *Total Revenue* does not equal its *Total Expenditures*.
- All users must be logged out of PCGenesis (except for the user processing the closing).

#### Correct these conditions, and reproduce at least one monthly report before closing the month.

Audit and History File updates: Although PCGenesis does not generate a report when a month or year is closed, PCGenesis updates the *Audit* and *History* files, and flags the month and year processed as *closed*. The *Audit* file's records for the period will be assigned the status *Processed*, and the *History* file's records will be updated, and saved in the appropriate *ACCTYYMM* library.

# Topic 1: Finalizing Current Month/Year-End Figures

Step	Action
1	The <i>Final Daily Receipt Report</i> must be generated before a month can be closed. Refer to <i>Section H: Receipt Processing</i> for instructions.
2	Verify no funds are out of balance on the <i>Monthly General Ledger Report</i> . Refer to <i>Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports</i> for instructions.
3	From the <i>Business Applications Master Menu</i> , select <b>1</b> ( <b>F1</b> - Financial Accounting & Reporting System).

The following screen is displayed:

	PCG Dist=8991 Rel=15.04.00 02/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	MASTER1
	FKey Master Menu	
	<ul> <li> Budget Account Master Menu</li> <li> Purchase Order Processing Menu</li> <li> Claim Processing Menu</li> <li> Vendor Check Processing Menu</li> </ul>	
	5       Revenue Account Master Menu         6       Accounts Receivable Processing Menu         7       Receipt Processing Menu         8       Cash Management & Investment Management Menu	
	<ul> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> </ul>	
	13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu	
	20 File Reorganization	
Mas F16	eff         User         Image: Constraint of the constraint	13.04.00

Step	Action
4	Select <b>9</b> ( <b>F9</b> - Financial Reporting and Month/Yr-End Close Menu).

The following screen is displayed:

	PCG Dist=8991	Rel=15.04.00 02	/04/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
			Financi	al Accountin	g & Reportin	ng	MT 00P
	FKey	1	Rep	orting & Clo	sing Menu		
	1 3 4	Reports fo   Budget & I   Special Re	r Any Period Me Revenue Accoun sports for Audit F	nu t Master Repor ïle Menu	ts Menu		
	17 21	Monthly Finan   List Summ   Finalize C	cial Reports: nary & Current M urrent Month/Ye:	onth Detail (inc ar-End Figures	luding DE Forn	n 0396)	
	26	DE Form 0	1396 Menu				
	27 30 31	Annual/Fiscal I   DE Form 0   Print CS-1   DOAA Trar	Financial Report 1046 Menu Report with Trar Isparency in Gov	s: ısmission File vernment Expo	rt File		
Ma: F16	ster <sup>User</sup> list	PAY VEND MONITOR MONITOR					10.03.00
	Action						
	Select Z Figures).	21 (F21	- Monthly	/ Financia	l Reports	: Finalize C	urrent Month/Ye

If the Final Daily Receipt Report has not been run, the following screen is displayed
---

PCG Dist=8991	Rel=15.04.00 02/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Final Daily Receipt Report must be run before closing month? Press ENTER to Exit	МТ21Р
Action		

Step	Action
6	If the <i>Final Daily Receipt Report</i> has not been run prior to the month-end closing procedure:
	Select <b>ENTER</b> to exit this procedure. Run the <i>Final Daily Receipt Report</i> , and repeat this procedure.
	The <i>Final Daily Receipt Report</i> must be generated before a month can be closed. Refer to <i>Section H: Receipt Processing</i> for instructions.

PCG Dist=8991	Rel=16.02.00	06/14/2016	PCW 002	SV C:\DEVSYS	C:\SECOND	WHITE	
PCG Dist=8991	kel=16.02.00	Least 1 Me	pew od2	eport must	be run first.	WHILE	MT21P
Action			Press	ENTER to Ex	it		
ACTOR				_	_		
If the Mor	<u>nthly Fin</u>	ancial l	Report	s have no	<u>t been run pri</u>	or to the month-	end closing

If the Monthly Financial Reports have not been run, the following screen is displayed:

StepAction7If the Monthly Financial Reports have not been run prior to the month-end closing<br/>procedure:Select ENTER to exit this procedure. Run the Monthly General Ledger Reports, and<br/>repeat this procedure.Verify no funds are out of balance on the Monthly General Ledger Report. Refer to the<br/>Financial Accounting and Reporting (FAR) System Operations Guide, Section J: Financial<br/>Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File<br/>Reports, Procedure A: Printing Monthly Financial Reports for instructions.

If there are no errors, the following screen is displayed:

8



If the Monthly Financial Reports have not been run, the following screen is displayed:

PCG Dist=8991 Rel=15	.04.00 02/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE - D X
	Monthly / Annual Financial Closin	MNTH 0005 g
OUT OF SEQUENCE	- COMPLETE REPORTING FIRST	
PRESS ENTER KEY	TO CONTINUE PROGRAM	14.03.01
Action		
If the Monthly procedure:	Financial Reports have not been run p	prior to the month-end closing
Select <b>ENTE</b> repeat this pro	<b>R</b> to exit this procedure. Run the <i>Mont</i> cedure.	hly General Ledger Reports, and
Verify no fund Financial Acc Reporting and	ls are out of balance on the Monthly Ga ounting and Reporting (FAR) System ( Closing Topic IC: Monthly Financia	eneral Ledger Report. Refer to to <u>Operations Guide</u> , Section J: Fin Reports and Special Audit File

Reports, Procedure A: Printing Monthly Financial Reports for instructions.

If undeposited receipts exist for the period, the following screen is displayed:

	PCG Dist=8991 Rel=16.02.00 06/14/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- • ×
	*** MONTH END CLOSING ***	MNTH 0005
	This procedure is attempting to close out the accounting files as of the date shown below. However, all receipts for the period being closed	
	have not yet been deposited or there is a remaining balance in Balance Acct 0102 for one or more funds. Therefore, you must exit this procedure	
	(Press F16), deposit these receipts, and rerun at least one accounting report.	
	05-31-16	
	CLOSING ABORTED !	
EM		14.03.01
F		
	Action	
	If undeposited receipts exist for the period:	
	Select (ENTER) to exit this procedure. Deposit all receipts, and	nd repeat this
	procedure.	
	PCGenesis requires all receipts are deposited before a month closes.	Refer to Sect
	<i>Receipt Processing</i> for instructions.	

If there are no errors, the following screen is displayed:

	PCG Dist=8991 Re	I=15.04.00 02/04/2016	FCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
F		*** M O N T H	END CLOS	SING ***		MNTH 0005
	This procedure below. If thi (Press F16) an accounting per	*** M O N T H will close out s date is not co d rerun at least iod.	END CLOS the accounting fil prrect, you should cone accounting re 08-31-15	ING ***	ate shown edure roper	MNTH 0005
ENTE						14.03.01

Step	Action
11	Verify the date entered is correct, and press (Enter).
	If the date is incorrect, verify the date entered in the "Enter Period Ending" field on the monthly reports was correct.
	If the date is incorrect, press <b>(F16)</b> to exit this procedure, <i>rerun the monthly reports</i> with the correct date, and repeat this procedure. Refer to the <u>Financial Accounting and</u> <u>Reporting (FAR) System Operations Guide</u> , Section J: Financial Reporting and Closing, Topic 1C: Monthly Financial Reports and Special Audit File Reports, Procedure A: Printing Monthly Financial Reports for instructions.
	If the date is still not correct, contact Information Technology Customer Support. Do not continue processing!

The following warning message will display:

Process M	lonth/Year-End Closing	×					
1	All users MUST be out of the system!     If all users are not out of the system, exit this procedure and     force all users out.     A data backup of SECONDY and PCGenesisDBY.BAK will be     created prior to the month/year-end close.     Select OK to continue.						
	Cancel						



The following screen is displayed briefly:

08	C:\WINDOWS\system32\cmd.exe	_	×
С:	\SECOND\PAYSSA\W2REPORT		^
С:	\SECOND\PERDATA\1094C_Request_BB1LX_20191114T010101005Z.xml		
с:	SECOND/PERDATA/2006-07 contracts final.doc		
с:	SECOND/PERDATA/2007-08 Initial Contracts.doc		
C:	ASECOND/PERDATA/2008-09 Initial contracts.doc		
C:	ASECUND/PERDATA/2008-09 New Teacher Contract.doc		
	ASECOND/PERDATA/2008-09 KEV CONT W_SUPP.acc		
	ASECOND/PERDATA/2009-10 Initial contracts - Diank.uoc		
с. с.			
с. С.	SECOND/FERDATA 2009-10 Initial Contracts dor		
с. с.	VSECOND/PERDATA/2011-12 Initial Contracts Blank dor		
c:	SECOND\PERDATA[2011-12 Initial Contracts doc		
C :	SECOND\PERDATA\2012-13 Initial Contracts.doc		
c:	\SECOND\PERDATA\2012-13 T_Riley_Contract.doc		
C:	\SECOND\PERDATA\2013-14 Initial Contracts.doc		
<b>C</b> :	\SECOND\PERDATA\a holman contract.doc		
C:	\SECOND\PERDATA\ACA1095		
C:	\SECOND\PERDATA\aca1095.xfd		
C:	\SECOND\PERDATA\ACAIRSD		
C:	\SECOND\PERDATA\acairsd.xfd		
С:	\SECOND\PERDATA\ACAIRSR		
с:	\SECOND\PERDATA\acairsr.xfd		
С:	\SECOND\PERDATA\ACEXT		
с:	\SECOND\PERDATA\adjusted CONTRACT new employees.DOC		
с:	\SECOND\PERDATA\adjusted CONTRACT.DOC		
с:	\SECOND\PERDATA\BLNKNEW.DOC		
C:	ASECOND VERDATA BLINKRIEW DOC		
c:	\SECUND\PERDATA\C nealan contract.doc		
			- ×

Georgia Department of Education May 28, 2020 • 1:48 PM • Page 10 of 12 All Rights Reserved. The following screen is displayed:

	PCG Dist=8991 Rel=15.04.00 02/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	J
-	МТ21Р	
	*** MONTHLY CLOSING COMPLETED ***	
	A backup was not created during this process. Label the next PCG daily backup tape or CD as Month End for MM/CCYY and save in a separate secure location.	
	Monthly backups should be stored for a minimum of 12 months and fiscal year end closing backups should be stored for at least 3 years before reusing tape media. This is to comply with Financial Review guidelines and to insure the data can be successfully audited.	
	Press F16 to Exit	
)	Action	
3	Review the information on the <i>Monthly Closing Completed</i> screen, and press <b>F16</b> the <i>Financial Accounting &amp; Reporting – Reporting and Closing Menu</i> .	to exit

The following screen is displayed:

	PCG Dist=8991	Rel=15.04.00	02/04/2016 PC	CW 001 SV 0	C:\DEVSYS C:\	SECOND	WHITE		
			Fi	nancial Ad	counting 8	Reporting		MT 00P	
	FKey			Reportin	ng & Closir	g Menu			
	1	Reports	for Any Perio	d Menu					
	3	Budget	& Revenue A Reports for A	ccount Masi	ter Reports N	lenu			
		opecial	перона юги		inu				
	17	Monthly Fina	ncial Report	S: ant Manth F	) atail (includi	ng DE Earm (	0206)		
	21	Finalize	Current Mon	th/Year-End	l Figures	IIY DE L'UTILL	0330)		
	26	DE Form	0306 Menu						
			1 0330 Micila						
	27	Annual/Fisca	I Financial R	eports:					
	30	Print CS	-1 Report wit	h Transmis	sion File				
	31	DOAA Tr	ansparency i	in Governm	ent Export Fi	le			
	Master UserList							10.03.00	
	F16 - U - U	MONITOR MONITOR						]	
n	Action								
4	Select F15	🔁 (F16	- Exit) to	o return	to the Fi	nancial A	Accounting & R	eporting Master	Mer
	or coloct	Master (n)	(actor) to	noture	to the D-	ain aga A-	mliagtiong M	ton Money	
	or select		laster) to	return	to the Bu	siness Ap	oplications Mas	ier menu.	