Dr. John D. Barge, State School Superintendent

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

| 10/11/2011 | Section J: Financial Reporting and Closing |

[Topic 1B: Processing Fiscal Year-End Closing Reports – Monthly and Special Audit File Reports, V2.10]

Revision History

Date	Version	Description	Author
10/11/2011	2.10	11.03.00 – Added selection option to *Journal Vouchers for Any Period – by Voucher Sequence Number*. Update *School Nutrition Online Reporting System File (DE 106)* screenshot examples.	D. Ochala
05/25/2011	2.9	11.02.00 – Added **Inventory Type** to the *School Nutrition Online Reporting System File (DE 106)* section.	D. Ochala
03/31/2011	2.8	11.01.00 – Added *School Nutrition Online Reporting System File (DE 106)* section.	D. Ochala
01/20/2011	2.7	10.04.00 – Update screenshots for *Procedure L: Finalizing Current Month/Year-End Figures*. Added *Procedure A5 Vendor Payment Report by Vendor*.	D. Ochala
11/29/2010	2.6	10.03.01 – Update screenshots for *Vendor Payment Report by Fund & Program*. Add information for *Expenditure Reports (Detail and Summary) Across Multiple Fiscal Years*.	D. Ochala
10/04/2010	2.5	10.03.00 – Added information for creating .csv export files when running the *Reports for Any Period* selections. Added *Vendor Payment Report by Fund & Program*.	D. Ochala
07/06/2010	2.4	10.02.00 – Added information for creating .csv export files when running the *Revenue and Expenditure Summary and Detail Reports*.	D. Ochala
04/01/2009	2.3	09.01.00 – Updated *Procedure H: Trial Balance & Audit* processing information and instructions.	C. W. Jones
06/30/2008	2.2	08.02.00 – Modified *Overview's* daily *GL Out-of-Balance* information.	C. W. Jones
03/19/2008	2.1	08.01.00 – Added *Summary Bank by Bank and Fund Report* inclusion of all banks' information and screenshot example.	C. W. Jones
12/18/2007	2.0	07.04.00 – Updates to screenshots. Added *General Ledger - Balance Account Summary (All Funds)* Fund 199 exclusion information to the *Overview* and screenshot example at *K10. Monthly General Ledger Report - Example*. Added *Procedure J: Performing the Daily Test for the General Ledger (G/L) Out-of-Balance Condition*.	C. W. Jones

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Overview

PCGenesis reporting and month- and year-end closing includes processing the following reports, maintaining the corresponding files, and performing the optional procedures where appropriate.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the Drop-down selection icon ⏷ to aid in the entry of field information. When used, double-click the desired information to complete the entry. Supporting user interface documentation is being prepared to further explain this feature.

Reports for Any Period

- Vendor Payments for Any Period Report: The *Vendor Payments for Any Period Report* lists vendor payments by fund, account number, facility code, or program code in detail or summary format.

- Receipts for Any Period Report: The *Receipts for Any Period Report* lists receipts by receipt number, receipt number within bank code, or by fund. PCGenesis provides the account information in either detail or summary format.

- Journal Vouchers for Any Period Report: The *Journal Vouchers for Any Period Report* lists journal vouchers by voucher number, by account number and fund, or by bank.

- General Ledger (G/L) for Any Period Report: The *General Ledger (G/L) for Any Period Report* prints the General Ledger (G/L). *(The monthly General Ledger Report does not include Fund 199 totals.)*

- Revenue and Expenditure Summary for Any Period Report: The *Revenue and Expenditure Summary for Any Period Report* lists the expenditure summary by function and object, or by object and function, and the revenue summary information by revenue source.

- Revenue and Expenditure Detail for Any Period Report: The *Revenue and Expenditure Detail for Any Period Report* lists all account activity affecting the current year's account, and includes individual account totals and overall grand totals. When processed from the beginning of a fiscal year, prior year accounts receivable amounts carried forward into the current year, and receipts reducing the receivable before the current year display. Processing the report from a period beginning later in the fiscal year, the prior year totals' beginning balance also includes the receipts entered in the current year, and any closing adjustments in the current year which took place before the beginning date of the report. Although the receipts do not affect the current year's revenue, the closing adjustments do affect the current year's revenue. When processing the report from a period beginning later in the fiscal year, the beginning balance totals include all accounts receivable, receipt, and closing adjustment activity occurring within the period preceding the report's beginning date.

  All receipts in the selected period against receivables display within the first two sections of the report. First, PCGenesis displays receipts that are against prior year receivables, which do not affect the current year's revenue. Secondly, PCGenesis displays receivables within the current period and the receipts posted against these receivables. Between these results, PCGenesis provides a section displaying any closing adjustments made to prior year or the current year's receivables within the selected period where appropriate. The latter two sections depict changes to revenue.

PCGenesis displays receipts posted without an accounts receivable along with the account's ending balances on the report's final page. The first line of these totals provides the status of prior year receivables carried into the current year. Note that the closing adjustment field on this line affects the current year's revenue. The second line provides the current year's accounts receivables and receipt activity. The total line details the current year's revenue, the total amount of prior year receivables closed in the current year, the total receipts in the current year, and the uncollected balance. If the selected period includes all activity for the year, the totals on this page will match the *Revenue Inquiry* screen's information for the account. *F1. Revenue Detail of Activity (Sequenced by Account) Report – Example* illustrates this point. Refer to *Section F: Revenue Account Master Processing* for the instructions to access the *Revenue Inquiry* screen.

- Trial Balance & Audit Year End Transmission File: This process creates the *Trial Balance Report* which list trial balances, and creates the *Audit Transmission File* for the Department of Audit's transmission file.

- Balance Sheet for Any Period Report: The *Balance Sheet for Any Period Report* lists balance sheets for a specific period by fund and balance sheet account ranges.

- School Nutrition Online Reporting System (ORS) File: This process supports the DE106 submission process for school nutrition. It creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS).

Comma-Delimited Export Files: Many options available from the *Reports for Any Period Menu* allow the user to produce a comma-delimited export file (.csv file) in addition to the printed report. The export files contain the same information that prints on the reports, but puts the data into data files. This feature allows users to perform data analysis on the *Reports for Any Period* data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced. The following menu options allow a comma-delimited export file to be created:

- *Vendor Payments for Any Period by Account, Detail or Summary*
- *Vendor Payments for Any Period by Fund & Program, Detail or Summary*
- *Vendor Payments for Any Period by Vendor, Detail*
- *Receipts for Any Period by Account/Fund, Detail or Summary*
- *Journal Vouchers for Any Period, by Account/Fund*
- *General Ledger for Any Period*
- *Expenditure Summary by Function and Object*
- *Expenditure Summary by Object and Function*
- *Expenditure Summary by Fund and Program Across Multiple Fiscal Years*
- *Revenue Summary by Revenue Source*
- *Revenue Detail by Account*
- *Expenditure Detail by Account*
- *Expenditure Detail by Account Across Multiple Fiscal Years*
- *Trial Balance & Audit Year End Transmission File*
- *Balance Sheet for Any Period Report*

Daily Test for the General Ledger's Out-of-Balance Condition: When out-of-balance conditions exist, the PCGenesis daily file reorganization procedure produces a recap of the *General Ledger for Any Period Report's* out-of-balance conditions. For more detailed information, PCGenesis users may select *F10 (Daily Test for Out of Balance Condition in GL)* from the *Financial Accounting & Reporting – Reports for Any Period Menu*. In either case, through the file reorganization procedure or by menu selection, when out-of-balance conditions exist, PCGenesis automatically produces the report, and displays the *"GL Out of Balance"* warning message on the *PCGenesis System Logon* and the *System Control Information* screens. This information continues to display until the user corrects the out-of-balance condition. This document contains examples of both the report and the screenshot examples.

Object Conversion File Maintenance: Maintaining the *Object Conversion* file identifies the *Expenditure Summary Report's* object codes for conversion to a different object code. Printing the *Object Conversion File* provides a listing of the contents of the file.

Monthly Financial Reports: PCGenesis allows the printing of summary results for the following reports by period ending date:

- *Detail of Investments Report*
- *Combined Journal by Bank and Fund Report*
- *Summary of Balances by Bank and Fund Report (PCGenesis displays up to 60 banks' information on the report.)*
- *Cash Journal by Bank and Date Report*
- *Revenue Journal Detail and Summary Report*
- *Expenditure Journal Detail, Journal Summery and Journal Summary by Function and Object Reports*
- *General Ledger Report (The monthly General Ledger Report does not include Fund 199 totals.)*
- *Combined Balance Sheet Report*
- *Revenue and Expenditure Comparison Report*

Finalizing Current Month/Year-End Figures: Procedure-specific processing guidelines are included within *Procedure M: Finalizing Current Month/Year-End Figures*.

DE Form 106 File Submission Processing: The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option. This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS). Processing the report includes the following procedures:

- Identifying a facility code for the school nutrition funds: School nutrition funds are within the range of 600 thru 699, inclusive. In order to be reported on the DE-106 *School Nutrition Extract File*, the school nutrition fund code must have a facility code assigned. Refer to *Section K: Account Master Description File Processing* for instructions on assigning facility codes to the school nutrition fund codes (**Type 02** records).

- Finalizing Current Month/Year-End Figures: Procedure-specific processing guidelines for month end closing are included within *Procedure M: Finalizing Current Month/Year-End Figures*. While it is recommended that the month is closed before creating DE-106 *School Nutrition Extract File*, it is not necessary. Files created before the month is closed will not reflect correct beginning/ending balances. However, the DE-106 *School Nutrition Extract File* may be created numerous times if financial figures have changed since the last time the file was created.

- Printing the *Trial Balance Report* for the DE-106 reporting month: The revenue, expenditure, and balance sheet totals for each school nutrition fund should balance to the *Trial Balance Report* for the DE-106 reporting month. For example, if the DE-106 is run for January 2012, the *Trial Balance Report* should be run with a date range of 01/01/2012 thru 01/31/2012. The totals on the DE-106 should balance to the *Trial Balance Report*.

- Running the *School Nutrition Online Reporting System File (DE 106)* option: This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue and expenditures, and creates the *School Nutrition Extract File.*

- Where appropriate, PCGenesis will automatically print a *School Nutrition DE106 Error Report.* The *School Nutrition DE106 Error Report* lists all of the funds <u>not</u> extracted for the DE-106 *School Nutrition Extract File* because they have not been assigned a facility code. To correct the errors, follow the instructions in *Section K: Account Master Description File Processing* to assign facility codes to the school nutrition fund codes. If the fund should NOT be extracted for the DE-106, then the fund should NOT have a facility code assigned, and the error may be ignored.

DE Form 0396 Report Processing: The *DE Form 0396 Report* lists annual *General Fund's* balance sheet account information for open months. Processing the report includes the following procedures:

- Adding, modifying, and deleting *DE Form 0396 Control File* records

- Printing the *DE Form 0396 Control File*.

- Maintaining the *DE Form 0396 Control File's* records to define the *Balance Sheet* accounts (General Ledger), *Expenditure* functions (Accounts Payable), and Revenue *Sources* (Accounts Receivables), that will be reported on the *DE Form 0396 Report.*

- Processing the *DE Form 0396 Control Report*: Where appropriate, PCGenesis will automatically print a *DE Form 0396 Error Report.* To correct the errors listed, follow the instructions in *N1.1. Adding a DE Form 0396 Control File Record*, or *N1.2. Updating/Deleting a DE Form 0396 Control File Record.*

American Recovery and Reinvestment Act of 2009 (ARRA) reporting: Several reports have been added in order to support ARRA reporting requirements. ARRA reporting requires expense and vendor data across multiple fiscal years, specifically for Federal programs. The *Vendor Payments for Any Period by Fund & Program, Detail or Summary* report provides the option to **Extract only Federal Programs**. This option facilitates reporting for ARRA by allowing the user to select only Federal programs for the report. Program codes are designated as either *F=Federal, S=State, L=Local or O=Other* in the Account Master Description File. The *Vendor Payments for Any Period by Fund & Program, Detail or Summary* report also allows the option to **Extract only vendors with cumulative payments over $25,000**. This option facilitates reporting for ARRA by allowing the user to select only vendors with cumulative payments over $25,000. The following reports have been added specifically to support ARRA reporting requirements:

- *Vendor Payments for Any Period by Fund & Program, Detail or Summary*
- *Expenditure Summary by Fund and Program Across Multiple Fiscal Years*
- *Expenditure Detail by Account Across Multiple Fiscal Years*

All of the *Vendor Payments* reports include journal vouchers which contain a vendor check number assigned to the voucher. However, only four of the *Vendor Payment* report options include all journal vouchers which contain a vendor number on an 'E' detail line, regardless of whether a vendor check is indicated on the voucher. The following reports include <u>all</u> journal vouchers which contain a vendor number on an 'E' detail line:

- *Vendor Payments for Any Period by Fund & Program, Detail or Summary*
- *Vendor Payments for Any Period by Vendor, Detail or Summary*

> **NOTE:** In order for the above *Vendor Payment* reports to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

Procedure A: Printing the Vendor Payments for Any Period Report

Step	Action
1	From the *Business Applications Master Menu*, select ___1___ (**F1 -** Financial Accounting & Reporting System).

The following screen displays:
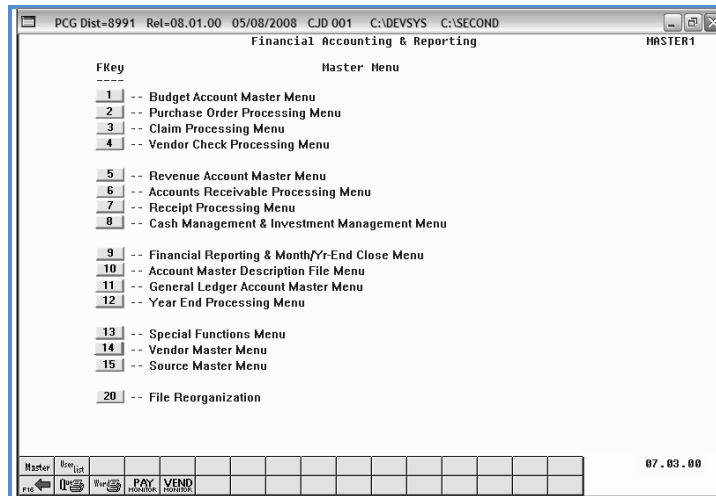
Step	Action
2	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
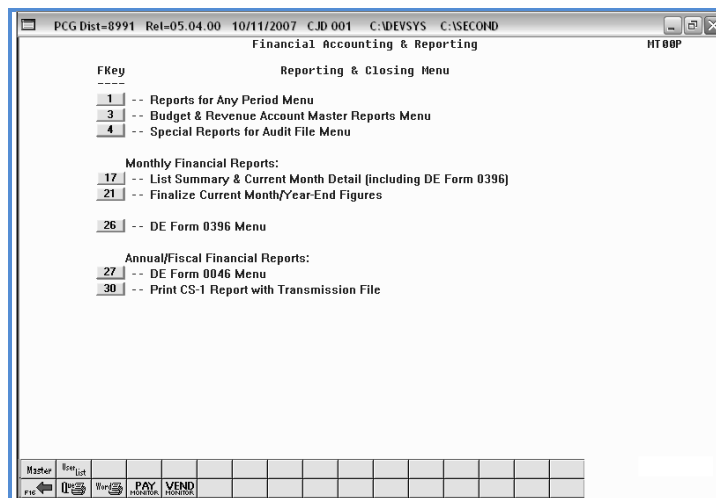
Step	Action
3	Select ___1___ (**F1** – Reports for Any Period Menu).

The following screen displays:
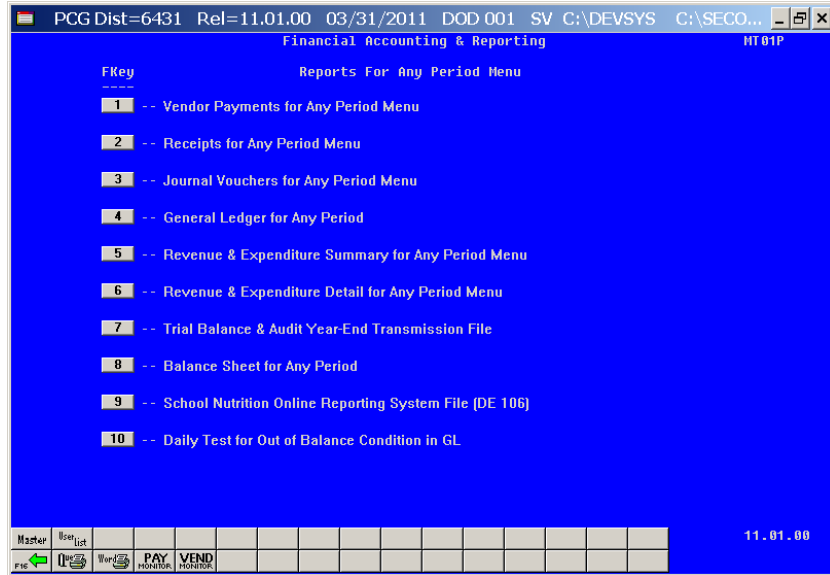
Step	Action
4	Select ___1___ (**F1** – Vendor Payments for Any Period Menu), and proceed to *A1. By Fund, A2. By Account*, or *A3. By Facility*.

A1. By Fund

The following screen displays:
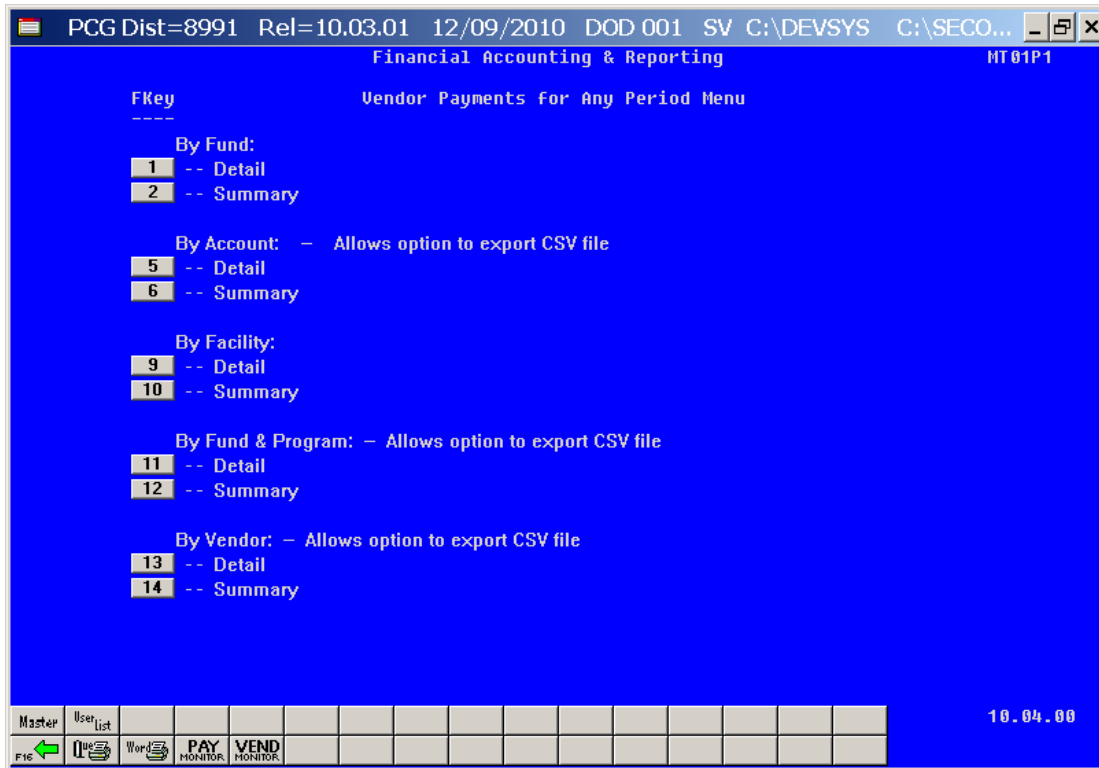
Step	Action
1	**By Fund (All) Detail:** Select ___1___ (**F1** - Detail). **By Fund (All) Summary:** Select ___2___ (**F2** - Summary).

The following screen displays:

Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter Period of Vendor Payments to be Printed** fields.
3	**For specific fund(s):** Enter the fund code range in the **Enter Fund Code** field. **For all funds:** Enter **999** in the **Enter Fund Code** field.
4	**For all vendors:** Enter or verify the entry of **999999** in the **Vendor Number** field. **For a specific vendor**: Enter the vendor's number or select the Drop-down selection icon ▼ within the **Enter vendor #, if only 1 vendor is to be printed** field to choose the vendor's information.
5	**To exclude up to four vendors:** Enter the vendor's number or select the Drop-down selection icon ▼ within the **Enter Vendor #, if any vendors should be excluded:** field(s) to choose the vendor's information.
6	Select **Enter** <u>twice</u>. *"* * * Processing Request * * *" and "Creating Detail (or Summary) Report of Vendor Payments" briefly display.*

The following screen displays:

Step	Action
7	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
8	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

A1.1. Vendor Payments by Fund (Detail) – Example

```
12-09-2010  10:18 - SMITH CITY BOARD OF EDUCATION

VENDOR PAYMENT DETAIL FOR FUND 100-0 - GENERAL                                                PAGE    23
 7-01-09 THRU  6-30-10


VEND #   VENDOR NAME                       AMOUNT        DATE     CHK NO. DESCRIPTION                 VEND REF    SEQ

000039   VENDOR 000039                   2,397.30     07-09-09   406181  STUFF                                   7080
                                        10,974.80     07-23-09   406236  STUFF                       12472       7082
                                        46,296.50     07-23-09   406236  STUFF                                   7083
                                                                         FY2010 CONTRACT
                                           201.60     07-30-09   406279  STUFF                       12359       7076
                                           991.22     09-17-09   406577  STUFF                       13268       7071
                                         2,012.04     09-17-09   406577  STUFF                       13035 THRU  7067
                                                                         13046
                                           563.47     09-17-09   406577  STUFF                       13220       7072
                                         2,176.30     09-10-09   406523  STUFF                       12853       7075
                                         1,858.58     09-17-09   406577  STUFF                       13242       7070
                                            89.00     09-17-09   406577  STUFF                       13056/1332  7073
                                                                         8
                                           909.98     09-17-09   406577  STUFF                       12903       7068
                                         1,504.66     09-24-09   406614  STUFF                       13246       7069
                                       166,197.27  ***

000049   VENDOR 000049                   1,452.86     10-08-09   406692  STUFF                       01CM6691/   8226
                                                                         6684/7754/7809/7473/7276
                                           768.29     10-08-09   406692  STUFF                       C-01CL9650  8224
                                                                         01CM9095/01CM8569
                                           720.00     10-22-09   406796  STUFF                       C-01CM9454  8223
```

A1.2. Vendor Payments by Fund (Summary) – Example

```
12-09-2010  10:25 - SMITH CITY BOARD OF EDUCATION

VENDOR PAYMENTS FOR FUND 100-0 - GENERAL                 PAGE      1
 7/01/09 THRU  6/30/10


VENDOR #      VENDOR NAME                       AMOUNT

006813        AI2EN, XE2IA                      327.55

007764        AL3CEA, DU3TI                      72.00

002880        BE4ERRA, AU4USTUS                 147.00

007603        BE7M, CL7UDE                      354.55

007511        BR9SWELL, SU9DAY                   58.15

008165        CA9LAWAY, AN9IKA                   83.50

006062        EA3LY, MY3L                        98.00

000239        EA5T, AR5ETTE                     248.01

005254        ERS                             6,113.30

007303        FA5AN, LI5BIE                      15.00

000385        FE9TON, LE9UEL                     69.00

007045        FED INCOME TAX                333,230.73

001943        FI6K, MA6RICIO                    500.00

005619        GHI-CERT                    2,312,757.00
```

A2. By Account

The following screen displays:
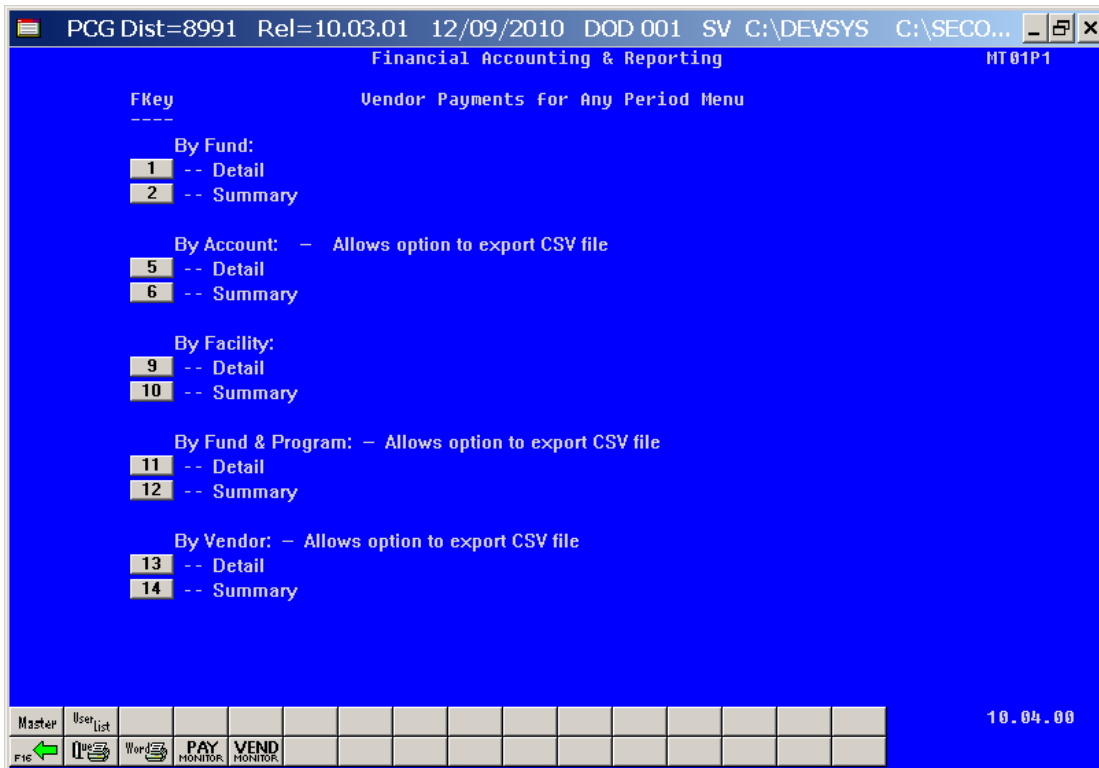
Step	Action
1	**By Account Detail:** Select ⬚ 5 ⬚ (**F5** - Detail). **By Account Summary:** Select ⬚ 6 ⬚ (**F6** - Summary).

The following screen displays:

```
  PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV  C:\DEVSYS   C:\SECO...  _ □ ×
                                                                        VEND0130
                           Vendor Detail by Account


                   Enter period of vendor payments to be printed:

                   _____  thru  _____



                   Enter Account Nbr or Part of Account Nbr:

                   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l
                   __  ___ _ ____ ____ _____ ____ _ _____

                   (Leave Blank to Print All)



                   Enter vendor #, if only 1 vendor is to be printed:

                       999999   (999999 = All vendors)







                           ENTER = Continue, F16 = Exit
                                                                     10.03.00
```

Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter Period of Vendor Payments to be Printed** field.
3	**For account number entries or selections:** Enter the account information, or select the Drop-down selection icon within the **Yr Fnd Prgm Fnct Objct Fcty B Addt'l** field to choose the account information, and select **Enter**. **For vendor number entries or selections:** Enter the vendor's number, or select the Drop-down selection icon ▼ within the **Enter vendor #, if only 1 vendor is to be printed** field to choose the vendor's information.
4	Select **Enter** <u>twice</u>. *"* * * Processing Request * * *" and "Creating Detail (or Summary) Report of Vendor Payments" briefly display.*

The following screen displays:

```
 PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV C:\DEVSYS  C:\SECO...  _ | 🗗 | ✕
                                                                              VEND0140
                      Vendor Payments by Account File Export

                   Create Vendor Payments Detail File to Load in Excel?
                            ⦿ No
                            ○ Yes




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

        C:\EXPORT\VENDPAYDTL20100818.CSV
        NOTE:  DIRECTORY Must Already Exist














                      Enter = continue                              10.03.00
```

Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
5	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Vendor Payments Detail (or Summary) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
6	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
7	**If creating an export file:** Enter **C:\EXPORT\VENDPAYDTLccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
8	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
9	**To print the report via the Uqueue Print Manager:** Select [Que] (**Uqueue**).
	To print the report via Microsoft® Word: Select [Word] (**MS WORD**).
	Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.
10	Select [F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

A2.1. Vendor Payments by Account (Detail) – Example

```
==================================================Page Break==================================================
REPORT DATE: 05-09-2008  TIME: 10:15           VENDOR PAYMENT DETAIL BY ACCOUNT                    PAGE    1
                                                07-01-07 THRU 06-30-08


          ACCOUNT          VENDOR      VENDOR NAME        AMOUNT      DATE   CHECK#      DESCRIPTION        SEQ

0710001011100022000019200000000    10 FED INCOME TAX     3,426.86   7-31-07   3070 EMPLOYER'S FICA SHARE   3070
                                                           177.36   7-31-07   3070 EMPLOYER'S FICA SHARE   3070
                                                           812.08   7-31-07   3070 EMPLOYER'S FICA SHARE   3070
                                                             6.63   7-31-07   3070 EMPLOYER'S FICA SHARE   3070
                                                         3,426.86   7-31-07   3071 EMPLOYER'S FICA SHARE   3209
                                                           177.36   7-31-07   3071 EMPLOYER'S FICA SHARE   3209
                                                           812.08   7-31-07   3071 EMPLOYER'S FICA SHARE   3209
                                                             6.63   7-31-07   3071 EMPLOYER'S FICA SHARE   3209
                                                         3,426.86   7-31-07   3073 EMPLOYER'S FICA SHARE   3237
                                                           177.36   7-31-07   3073 EMPLOYER'S FICA SHARE   3237
```

A2.2. Vendor Payments by Account (Summary) – Example

```
REPORT DATE: 12-09-2010  TIME: 10:34           VENDOR PAYMENT SUMMARY BY ACCOUNT                   PAGE    14
                                                07-01-09 THRU 06-30-10


          ACCOUNT                                         VENDOR          VENDOR NAME          AMOUNT

09-100-0-1320-2700-52000-8012-0-000000  INSURANCE         008032   VENDOR 008032              1,254.50

                                  ***  TOTAL FOR 09-100-0-1320-2700-52000-8012-0-000000     1,254.50  ***


09-100-0-1320-2700-53000-8012-0-000000  COMMUNICATIONS    007055   VENDOR 007055                 16.29

                                  ***  TOTAL FOR 09-100-0-1320-2700-53000-8012-0-000000        16.29  ***


09-100-0-1320-2700-61000-8012-0-000000  SUPPLIES          000158   VENDOR 000158              3,276.59
                                                          000246   VENDOR 000246                102.00
                                                          001509   VENDOR 001509              1,650.00
                                                          002519   VENDOR 002519              3,110.23
                                                          002993   VENDOR 002993                 14.51
                                                          003505   VENDOR 003505                283.49
                                                          004685   VENDOR 004685              1,039.71
                                                          005197   VENDOR 005197                 85.00
                                                          005878   VENDOR 005878                 29.60
                                                          005973   VENDOR 005973                164.34
                                                          006357   VENDOR 006357                993.80
                                                          006969   VENDOR 006969                750.00
                                                          007300   VENDOR 007300                315.89

                                  ***  TOTAL FOR 09-100-0-1320-2700-61000-8012-0-000000    11,815.16  ***


09-100-0-1320-2700-61600-8012-0-000000  EXPENDABLE COMPUTER EQUIPMENT 004084   VENDOR 004084    1,107.21

                                  ***  TOTAL FOR 09-100-0-1320-2700-61600-8012-0-000000     1,107.21  ***


09-100-0-1320-2700-62000-8012-0-000000  ENERGY            004051   VENDOR 004051             34,350.56

                                  ***  TOTAL FOR 09-100-0-1320-2700-62000-8012-0-000000    34,350.56  ***


09-100-0-1500-2100-21000-0102-0-000000  S/HEALTH SUM   EXP PUPIL SER  005619  GHI-CERT          162.72

                                  ***  TOTAL FOR 09-100-0-1500-2100-21000-0102-0-000000       162.72  ***
```

A3. By Facility

The following screen displays:
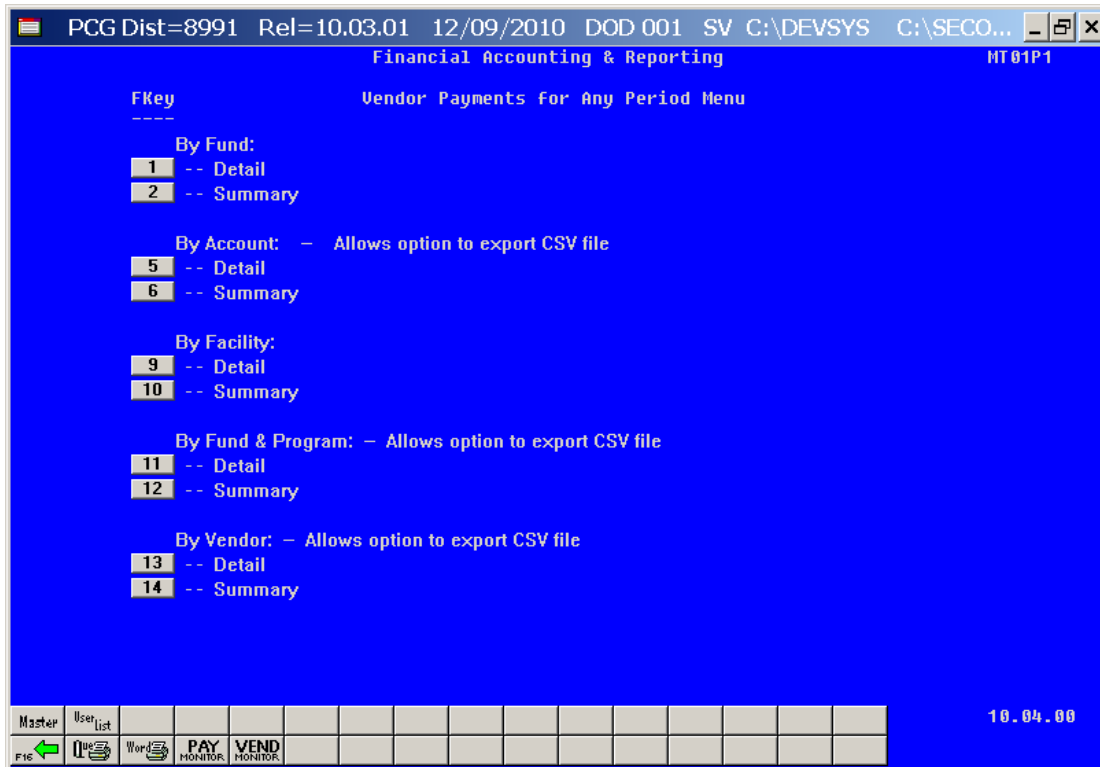
Step	Action
1	**By Facility Detail:** Select ⬚9⬚ (**F9** - Detail). **By Facility Summary:** Select ⬚10⬚ (**F10** - Summary).

The following screen displays:

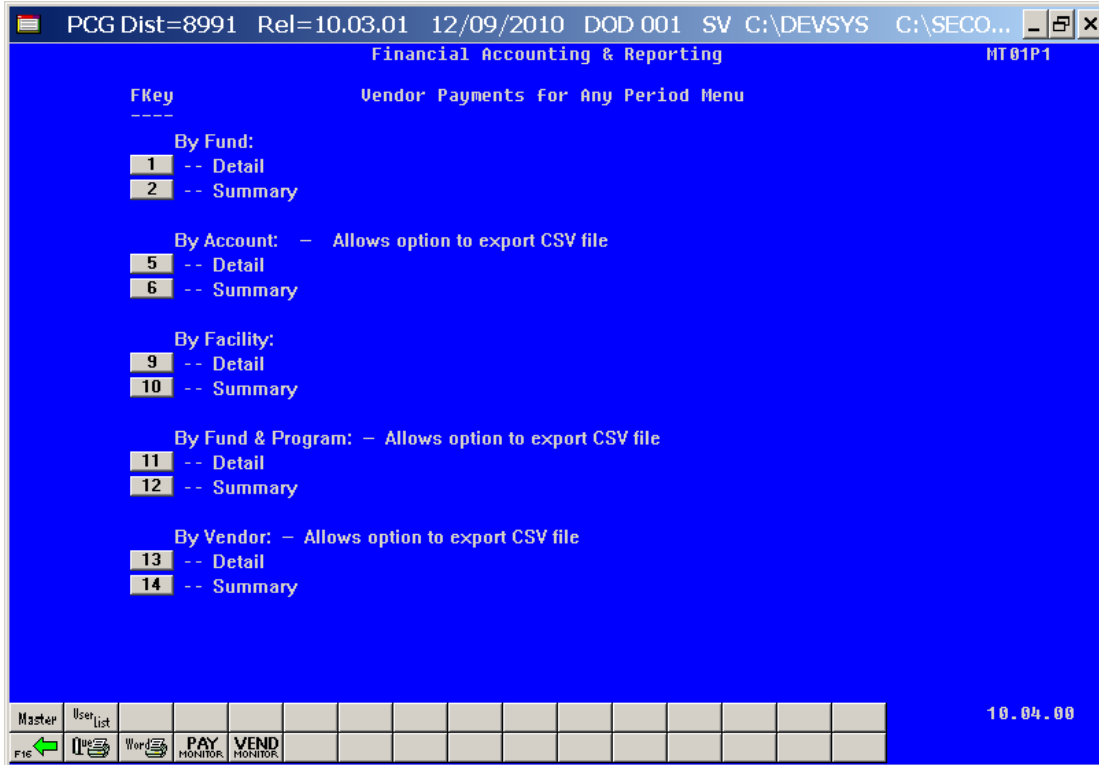| Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter Period of Vendor Payments to be Printed** fields.
3	**For an individual Facility:** Enter the facility and building codes, where appropriate in the **Enter Facility, if only 1 Facility is to be Printed** and/or **Enter Building, if only 1 Building is to be Printed** fields. **For all facilities:** Enter **9999** and **9** in the **Enter Facility** and/or **Enter Building** fields.
4	**For a specific vendor:** Enter the vendor information, or select the Drop-down selection icon ▼ within the **Enter vendor #** field to choose the vendor's information. **For all vendors: Enter 999999** in the **Enter Vendor #** field.
5	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
6	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
7	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

A3.1. Vendor Payments by Facility (Detail) – Example

```
==========================================Page Break============================================================
REPORT DATE: 12-13-2007  TIME: 14:30          VENDOR PAYMENT DETAIL BY FACILITY                            PAGE     1
                                               01-01-07 THRU 12-31-07


FACILITY-BLDG 0000-0 - FACLTY/BLDG

    ACCOUNT                          VENDOR    VENDOR NAME            AMOUNT     DATE    CHECK#  DESCRIPTION       SEQ

07-199-0-9990-9000-00000-0000-0-000000    10  FED INCOME TAX        174,525.96  6/30/07  3052  FED W/H TAX        3073
                                                                     69,830.42   6/30/07  3053  INSTRUCTIONAL F    3098
                                                                     18,247.22   6/30/07  3054  NON-INSTRUCTION    3099
                                                                     174,525.71  6/30/07  3054  FED W/H TAX        3100
                                                                      1,862.82   6/30/07  3054  NON-INSTRUCTION    3106
                                                                     29,410.40   6/30/07  3054  FED W/H TAX        3107
                                                                      1,682.92   6/30/07  3055  NON-INSTRUCTION    3113
                                                                     26,589.41   6/30/07  3055  FED W/H TAX        3114
```

A4. By Fund & Program

The *Vendor Payments for Any Period by Fund/Program* **report will include journal vouchers which contain a vendor number on an 'E' detail line, regardless of whether a vendor check is indicated on the voucher.** In order for the *Vendor Payment* report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

The following screen displays:
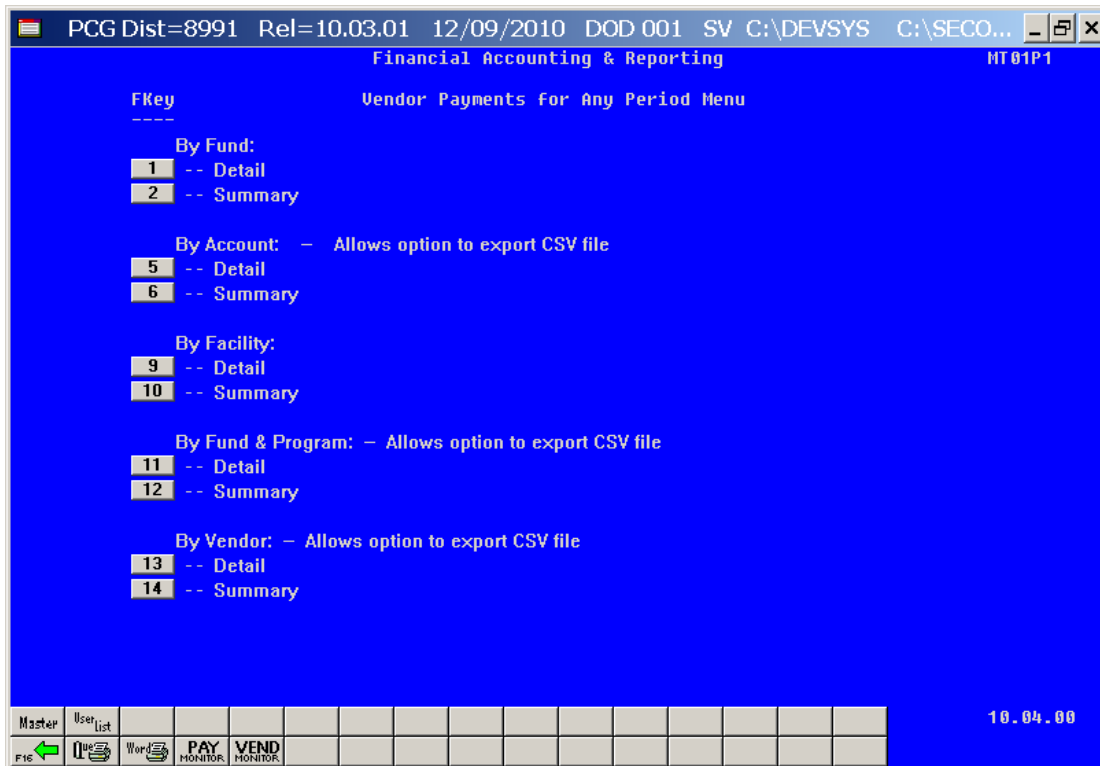
Step	Action
1	**By Fund & Program Detail:** Select ⟨11⟩ (**F11** - Detail).
	By Fund & Program Summary: Select ⟨12⟩ (**F12** - Summary).

The following screen displays:

```
PCG Dist=8991  Rel=10.03.01  11/16/2010  DOD 001  SV  C:\DEVSYS  C:\SECO...  _ □ ×
                            Vendor Detail by Fund/Program                          VEND0190

                        Enter period of vendor payments to be printed:

                        _____  thru  _____

                    Enter fund, if only 1 fund is to be printed:
                    Enter program code, if only 1 program code is to be printed:

                              999   ( 999 = All funds)
                              9999  (9999 = All program codes)


                    Enter vendor #, if only 1 vendor is to be printed:

                          999999   (999999 = All vendors)


                Extract only vendors with cumulative payments over $25,000?
                        ◉ Print ALL vendor payments
                        ◉ Limit to vendors with cumulative payments over $25,000.00

                Extract only Federal PROGRAMS?
                        ◉ Print ALL PROGRAM types
                        ◉ Print only Federal PROGRAM types

        NOTE:  This report includes JE vouchers which contain a vendor number on an 'E' detail line,
               regardless of whether a vendor check is indicated. The UNSPECIFIED vendor number should
               NOT be used for reports to be accurate.


                        ENTER = Continue, F16 = Exit
                                                                           10.03.01
```

Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter period of vendor payments to be printed** fields.
3	**For an individual Fund and Program:** Enter the fund and program codes, where appropriate in the **Enter Fund, if only 1 Fund is to be Printed** and/or **Enter Program, if only 1 Program is to be Printed** fields. **For all Funds and Programs:** Enter **999** and **9999** in **Fund** and **Program** fields.
4	**For a specific vendor**: Enter the vendor information, or select the Drop-down selection icon ▼ within the **Enter vendor #** field to choose the vendor's information. **For all vendors:** Enter **999999** in the **Enter Vendor #** field.
5	Select the ○ (**Radio Button**) to left of the appropriate response in the **Extract only vendors with cumulative payments over $25,000?** field. This option will facilitate reporting for ARRA (American Recovery and Reinvestment Act of 2009) by allowing the user to select only vendors with cumulative payments over $25,000.

Step	Action
6	Select the ○ (**Radio Button**) to left of the appropriate response in the **Extract only Federal Programs?** field. This option will facilitate reporting for ARRA (American Recovery and Reinvestment Act of 2009) by allowing the user to select only Federal programs for the report. Program codes are designated as either F=Federal, S=State, L=Local or O=Other in the Account Master Description File.
7	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Although the screenshot examples display Vendor Payments Detail results, the steps also apply to Vendor Payments Summary results.

Step	Action
8	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Vendor Payments Detail (or Summary) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
9	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.

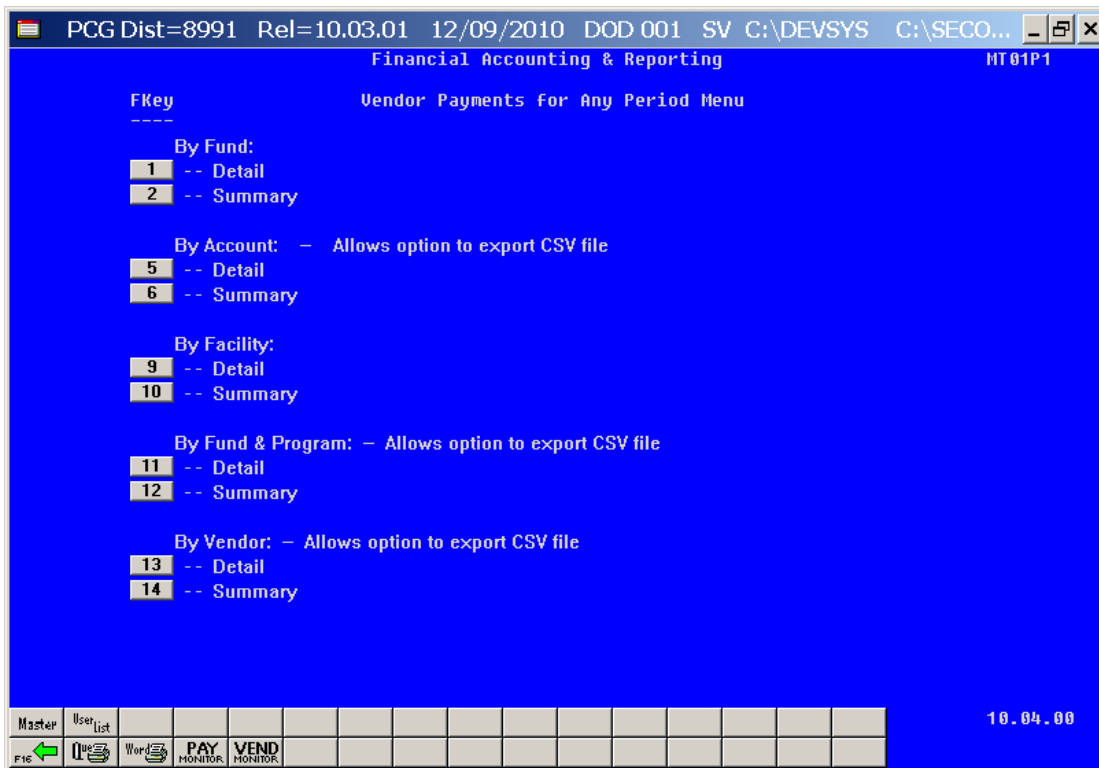| Step	Action
10	**If creating an export file:** Enter **C:\EXPORT\VENDPAYDTLccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
11	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 10 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
12	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*

Step	Action
13	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.

A4.1. Vendor Payments by Fund/Program (Detail) – Example

```
REPORT DATE: 08-18-2010  TIME: 10:43              VENDOR PAYMENT DETAIL BY FUND/PROGRAM                          PAGE    1
                                                     07-01-09 THRU 10-31-10


FUND-PROGRAM 100-1011 - KGN QBE BASIC

VENDOR NO. AND NAME                    ACCOUNT                        AMOUNT      DATE    CHECK#  DESCRIPTION         SEQ


  4874 AB4EY, LE4NARDO       10-100-0-1011-1000-44200-0199-1-000000   15,000.00   5-01-10     218 TEST JOURNAL CHECK  0000


  5425 ERS                   10-100-0-1011-1000-11000-0103-0-000000   16,362.49   7-31-09         PAYROLL            9489
                             10-100-0-1011-1000-11000-0103-0-000000   16,362.49   8-31-09         PAYROLL            9431
                             10-100-0-1011-1000-11000-0103-0-000000   18,097.92   9-30-09         PAYROLL            9398
                             10-100-0-1011-1000-11000-0103-0-000000   18,097.92  10-30-09         PAYROLL            9375
                             10-100-0-1011-1000-11000-0103-0-000000   18,097.92  11-30-09         PAYROLL            9352
                             10-100-0-1011-1000-11000-0103-0-000000   18,097.92  12-18-09         PAYROLL            9325
```

A4.2. Vendor Payments by Fund/Program (Summary) – Example

```
REPORT DATE: 12-09-2010  TIME: 10:41          VENDOR PAYMENT SUMMARY BY FUND/PROGRAM                    PAGE    2
                                                   07-01-09 THRU 06-30-10


FUND-PROGRAM 100-1011 - KIND QBE BASIC

   FUND-PROG  PROG NAME                    VENDOR NO. AND NAME                    AMOUNT


   100-1011  KIND QBE BASIC                7045  FED INCOME TAX                15,799.35
                                           5619  GHI-CERT                     157,259.81
                                           6586  TRS                           92,088.58
                                              2  VENDOR 000002                163,113.42-
                                             39  VENDOR 000039                  2,229.59
                                             60  VENDOR 000060                     99.48
                                            351  VENDOR 000351                    148.87
                                           2135  VENDOR 002135                  1,036.94
                                           2193  VENDOR 002193                    141.25
                                           2199  VENDOR 002199                    626.33
                                           3031  VENDOR 003031                    159.18
                                           4736  VENDOR 004736                    428.30
                                           6214  VENDOR 006214                    451.14
                                           6703  VENDOR 006703                 11,759.51
                                           7609  VENDOR 007609                     34.79
                                           7713  VENDOR 007713                    158.33
                                           8131  VENDOR 008131              1,057,148.26


                              ***  TOTAL FOR PROGRAM 100-1011      1,176,456.29  ***

FUND-PROGRAM 100-1013 - KIND LOCAL BASI

   FUND-PROG  PROG NAME                    VENDOR NO. AND NAME                    AMOUNT


   100-1013  KIND LOCAL BASI               7045  FED INCOME TAX                   319.30
                                           6586  TRS                            1,901.42
                                           2135  VENDOR 002135                     16.06
                                           6703  VENDOR 006703                    250.70
                                           8131  VENDOR 008131                 22,102.81


                              ***  TOTAL FOR PROGRAM 100-1013         24,590.29  ***
```
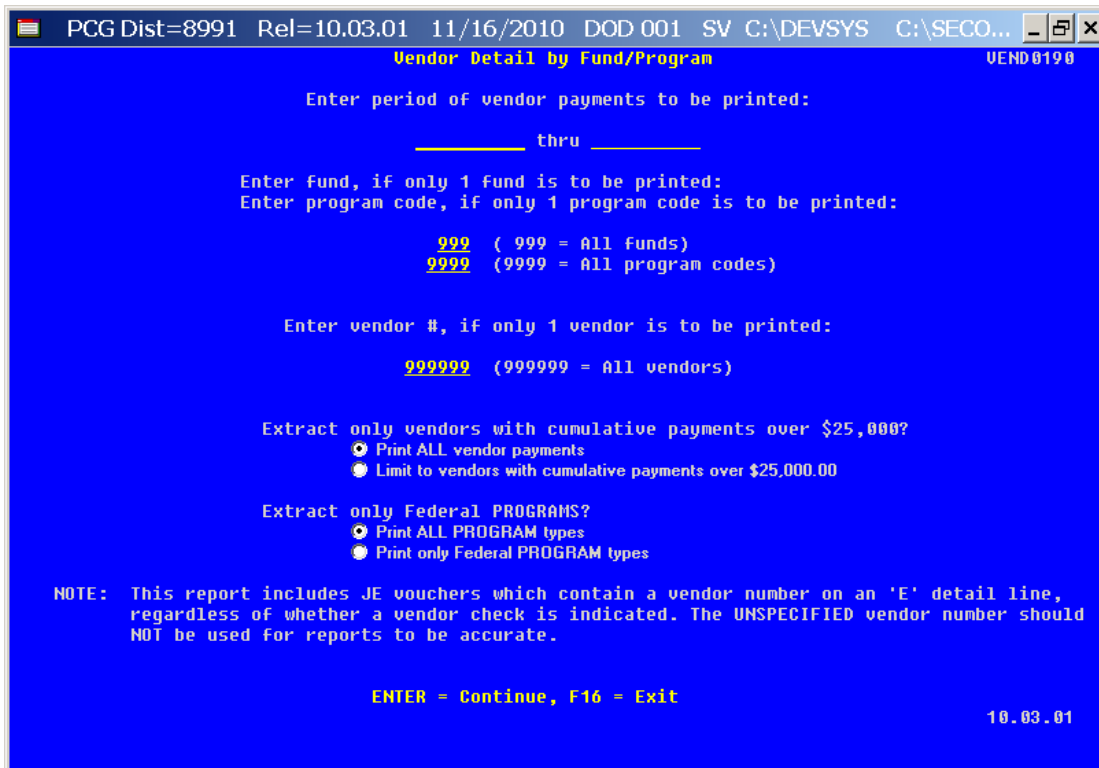
A5. By Vendor

The *Vendor Payments for Any Period by Vendor* report will include journal vouchers which contain a vendor number on an 'E' detail line, regardless of whether a vendor check is indicated on the voucher. In order for the *Vendor Payment* report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

The following screen displays:

Step	Action
1	**By Vendor Detail:** Select ___13___ (**F13** - Detail).
	By Vendor Summary: Select ___14___ (**F14** - Summary).

The following screen displays:

Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter Period of Vendor Payments to be Printed** fields.
3	**For specific fund(s):** Enter the fund code range in the **Enter Fund Code** field. **For all funds:** Enter **999** in the **Enter Fund Code** field.
4	**For all vendors:** Enter or verify the entry of **999999** in the **Vendor Number** field. **For a specific vendor**: Enter the vendor's number or select the Drop-down selection icon ▼ within the **Enter vendor #, if only 1 vendor is to be printed** field to choose the vendor's information.
5	**To exclude up to four vendors:** Enter the vendor's number or select the Drop-down selection icon ▼ within the **Enter Vendor #, if any vendors should be excluded:** field(s) to choose the vendor's information.
6	Select **Enter** <u>twice</u>. *"* * * Processing Request * * *" and "Creating Detail (or Summary) Report of Vendor Payments" briefly display.*

For **Step 1 - F13** selections (*Vendor Payments Detail)*, the following screen displays:

```
 PCG Dist=8991  Rel=10.03.01  12/09/2010  DOD 001  SV C:\DEVSYS  C:\SECO...  _ □ ×
                                                                       VEND0121
                    Vendor Payments by Vendor File Export

                  Create Vendor Payments Detail File to Load in Excel?
                           ● No
                           ● Yes




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

    C:\EXPORT\VENDPAYDTLV20101209.CSV
    NOTE:  DIRECTORY Must Already Exist








                    Enter = continue                              10.04.00
```
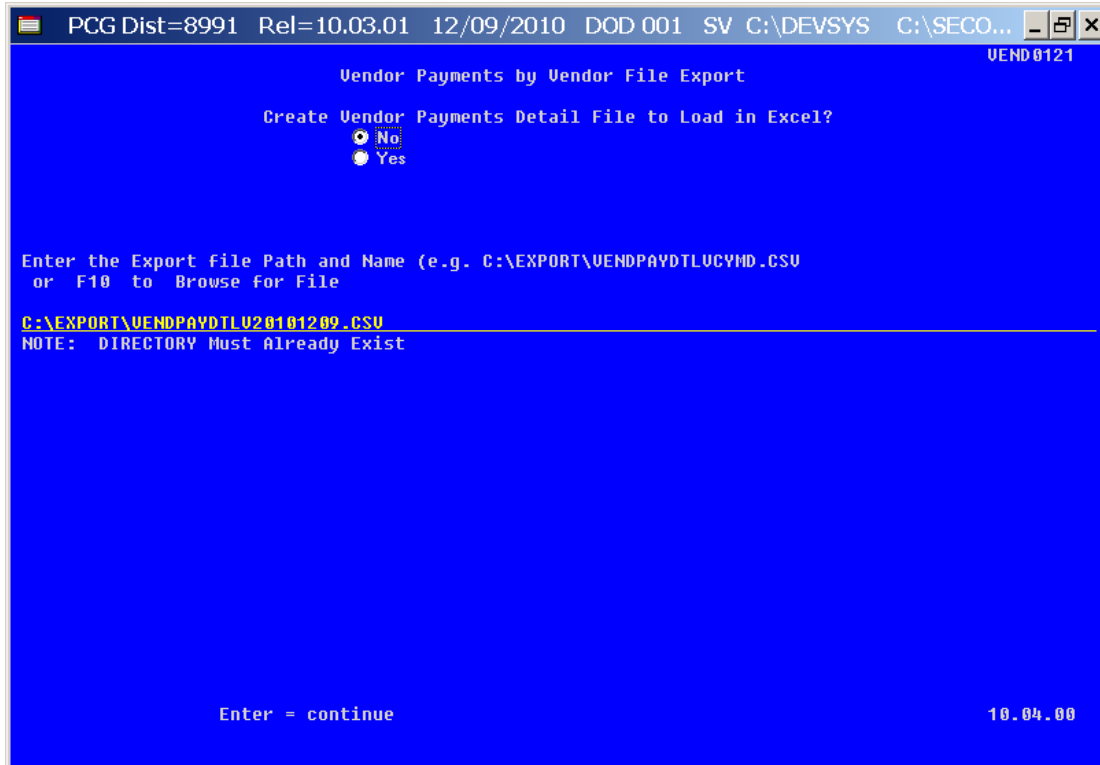
Step	Action
7	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Vendor Payments Detail (or Summary) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
8	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
9	**If creating an export file:** Enter **C:\EXPORT\VENDPAYDTLVccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
10	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN VENDOR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
11	**To print the report via the Uqueue Print Manager:** Select [Que] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
12	Select [F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select [Master] (**Master**) to return to the *Business Applications Master Menu*.

A2.1. Vendor Payments by Vendor (Detail) – Example

```
REPORT DATE: 12-09-2010  TIME: 10:49          VENDOR PAYMENT DETAIL BY VENDOR                         PAGE   609
                                                 7-01-09 THRU  6-30-10


VENDOR NO. AND NAME        ACCOUNT                      AMOUNT       DATE    CHECK#   DESCRIPTION        VEND REF    SEQ

  8241 VENDOR 008241
              10-100-0-1320-2700-58000-8012-0-000000    960.00     04-02-10  407982  STUFF                         9999
                                                                                     FROSOLO,OWENS,BARBE
              10-100-0-1320-2700-58000-8012-0-000000    960.00-    05-17-10          JEMASTER  10000102            0000
                                                                                     JE#: 10000102
                      *** TOTAL FOR VENDOR 008241                    **

  8242 VENDOR 008242
              10-100-0-6095-1000-61000-0100-0-000000    309.20     04-02-10  408013  STUFF              3172011    9999
              10-100-0-6095-1000-61000-0400-0-000000    309.20     04-02-10  408013  STUFF              3172011    9999
                      *** TOTAL FOR VENDOR 008242        618.40     **

  8243 VENDOR 008243
              10-615-0-9990-3100-61000-0100-0-000000    607.00     04-20-10   10725  STUFF                         9999
                      *** TOTAL FOR VENDOR 008243        607.00     **

  8244 VENDOR 008244
              10-402-0-1750-2900-61000-5050-0-000000     28.00     04-15-10  408046  STUFF              0204950881 9999
                                                                                     1
                      *** TOTAL FOR VENDOR 008244         28.00     **

  8245 VENDOR 008245
              10-100-0-9990-1000-61100-8010-0-000000    275.00     05-06-10  408219  STUFF              17197      9999
              10-100-0-9990-1000-61100-8010-0-000000  1,925.00     05-27-10  408362  STUFF              18022      9998
                      *** TOTAL FOR VENDOR 008245      2,200.00     **
```

A2.1. Vendor Payments by Vendor (Summary) – Example

```
12-09-2010  10:50 - SMITH CITY BOARD OF EDUCATION

VENDOR PAYMENT SUMMARY BY VENDOR                    PAGE    29
 7/01/09 THRU  6/30/10


VENDOR #      VENDOR NAME                         AMOUNT

 008251    VENDOR 008251                        1,784.71

 008252    VENDOR 008252                          419.00

 008253    VENDOR 008253

 008254    VENDOR 008254                       76,252.36

 008255    VENDOR 008255                           55.93

 008257    VENDOR 008257                          295.00

 008259    VENDOR 008259                        1,677.00

 008260    VENDOR 008260                          475.39

 008261    VENDOR 008261                          414.00

 008262    VENDOR 008262                          129.95

 008263    VENDOR 008263                       19,250.00

 007351    WI7G, DE7MY                             59.84

 006153    YA8ZIE, LE8                             58.50


           *** GRAND TOTALS                 42,911,462.96
```

Procedure B: Printing the Receipts for Any Period Report
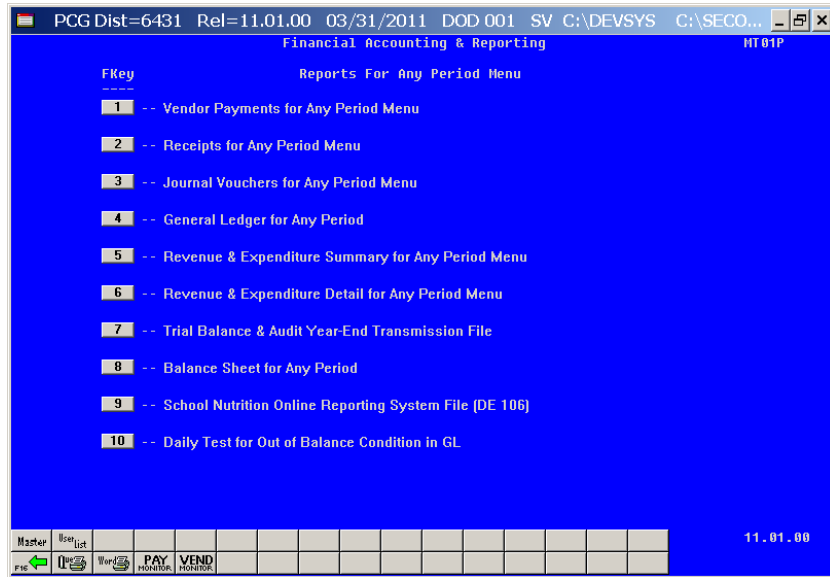
Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
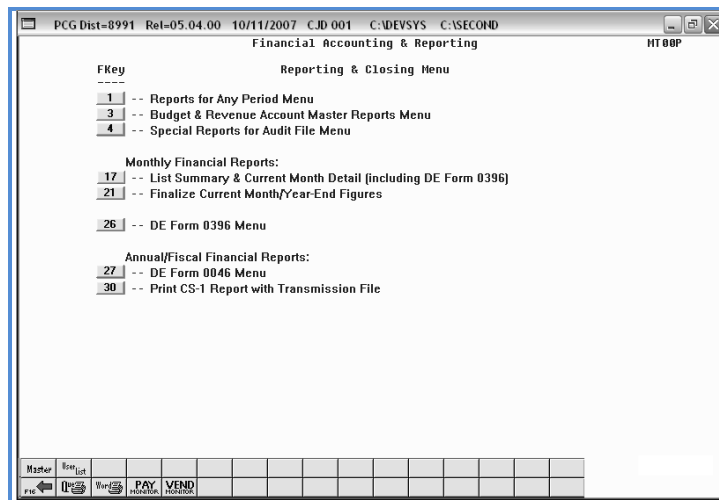
Step	Action
2	Select ___1___ (**F1** – Reports for Any Period Menu).

The following screen displays:

Step	Action
3	Select ![F2] (**F2 -** Receipts for Any Period Menu), and proceed to *B1. By Receipt Number and Bank Code, B2. By Account/Fund*, or *B3. By Source: Detail*.

B1. By Receipt Number/By Receipt Number and Bank Code

The following screen displays:
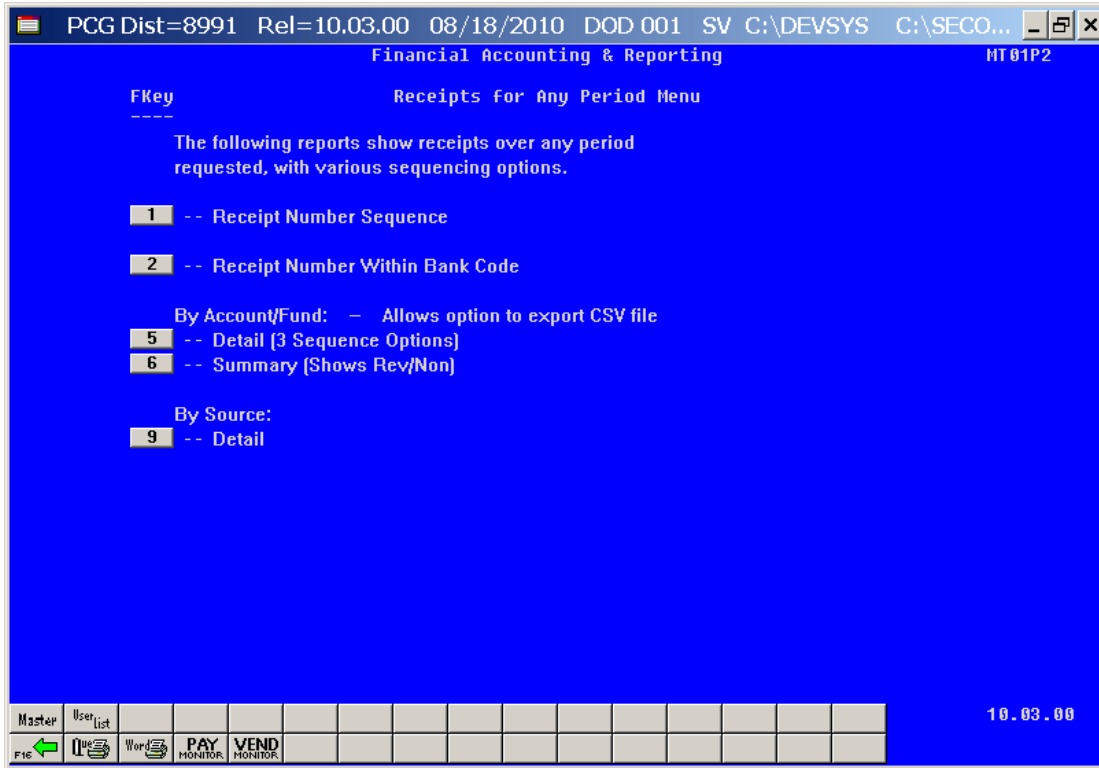
Step	Action
1	**By Receipt # sequence:** Select ⬜1⬜ (**F1 -** Receipt Number Sequence). **By Receipt # sequence for a specific bank:** Select ⬜2⬜ (**F2 –** Receipt Number Within Bank Code).

For **Step 1 - F1** selections, the following screen displays:
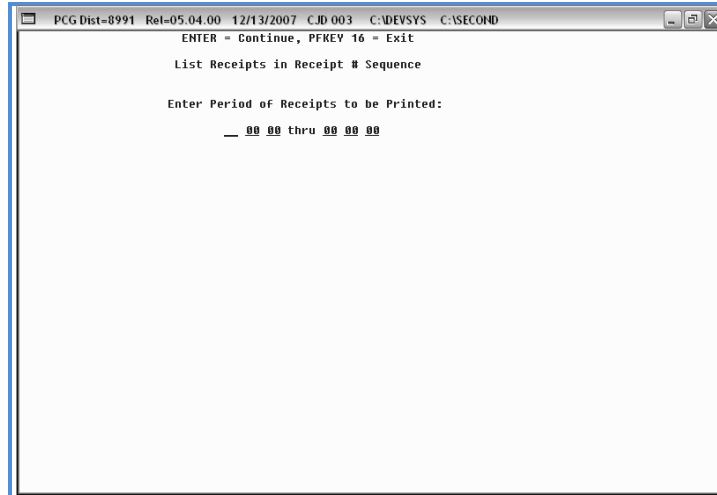
For **Step 1 - F2** selections, the following screen displays:

Step	Action
2	**By Receipt number:** Enter the date range (MM DD YY) in the **Enter Period of Receipts to be Printed** field.
	By Receipt number and/or for a specific Bank: Enter the date range (MM DD YY) in the **Enter Period of Receipts to be Printed** fields. Leave the **Enter Bank Code, if only 1 Bank Code is to be printed** field blank to include undeposited receipts, enter **ALL** to include all receipts for all banks, or enter the specific bank code in the field to include only the specified bank's information.
3	Select **Enter** <u>twice</u>. *"Creating Report" briefly displays.*

The following screen displays:

Step	Action
4	**To print the report via the Uqueue Print Manager:** Select ▣ (**Uqueue**).
	To print the report via Microsoft® Word: Select ▣ (**MS WORD**).
	Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.
5	Select ▣ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ▣ (**Master**) to return to the *Business Applications Master Menu.*

B1.1 Receipts for Any Period Report – All Receipts (Detail by Receipt and Sequence) – Example

```
=====================================================Page Break=================================================================
REPORT DATE: 12-13-2007  TIME: 14:48            RECEIPT DETAIL - RECEIPT # SEQUENCE                              PAGE   1
                                                01-01-07 THRU 12-31-07


RCPT #    RECEIVED FROM         DATE     DEP.    BANK      AMOUNT            ACCOUNT              REASON

001127 SOURCE     000102      10-15-07  00-00-00          1,000.00  08-199-0-0000-0111-00000-0000-0-000000  INVEST. RED
                                                            100.11  08-199-0-9990-9000-00000-0000-0-000000
                                                          1,100.11  ***

001234 SOURCE     000102      10-15-07  00-00-00         10,000.00  08-100-0-0000-0111-00000-0000-0-000000  INVEST. RED
                                                         10,000.00  ***

099999 SOURCE     000081      10-15-07  00-00-00        565,254.05  08-100-0-0000-0111-00000-0000-0-000000  INVEST. RED
                                                        565,254.05  ***
```

B2. By Account/Fund

The following screen displays:
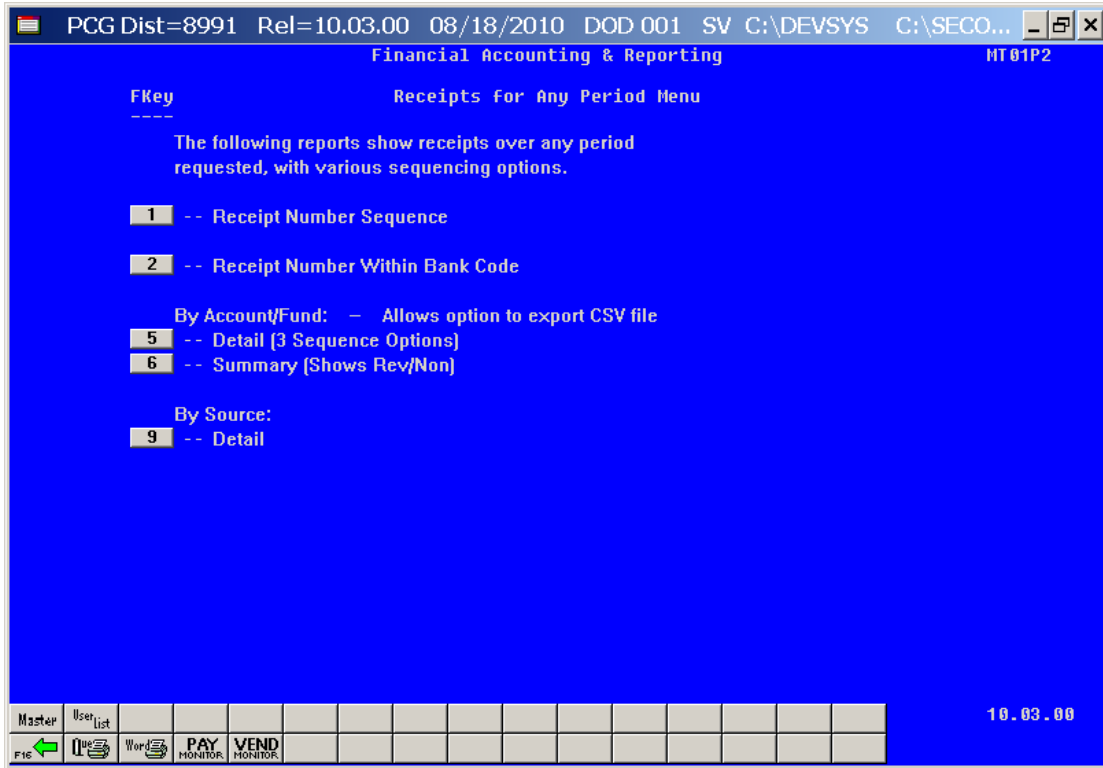
Step	Action
1	**By Account/Fund Detail:** Select ___5___ (**F5 -** Detail – 3 Seq Options). **By Account/Fund Summary:** Select ___6___ (**F6 -** Summary – Shows Rev/Non).

For **Step 1-F5** selections, the following screen displays:

```
 PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV  C:\DEVSYS   C:\SECO...  _ 🗗 ✕
                                                                              REV0730

                           Receipt Detail by Account

                      Enter period of receipts to be printed:

                        _____  thru  _____


         Enter account or part of account number.  Fill with X's to print all accounts.

                      Yr Fnd F Prgm Srce Objct Fcty B Addt'l
                      11 XXX X XXXX XXXX XXXXX XXXX X XXXXXX


                 Enter sequence to be printed, within account #:

                                        N (D = Receipt date)
                                          (N = Receipt number)
                                          (S = Receipt source)












                 ENTER = Continue, F16 = Exit                         10.03.00
```

For **Step 1 - F6** selections, the following screen displays:

```
 PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV  C:\DEVSYS   C:\SECO...  _ 🗗 ✕
                                                                              REV0730

                           Receipt Summary by Account

                      Enter period of receipts to be printed:

                        _____  thru  _____

         Enter fund/fisc, if only 1 fund/fisc is to be printed:   ___ _ (Blank=All)















                 ENTER = Continue, F16 = Exit                         10.03.00
```
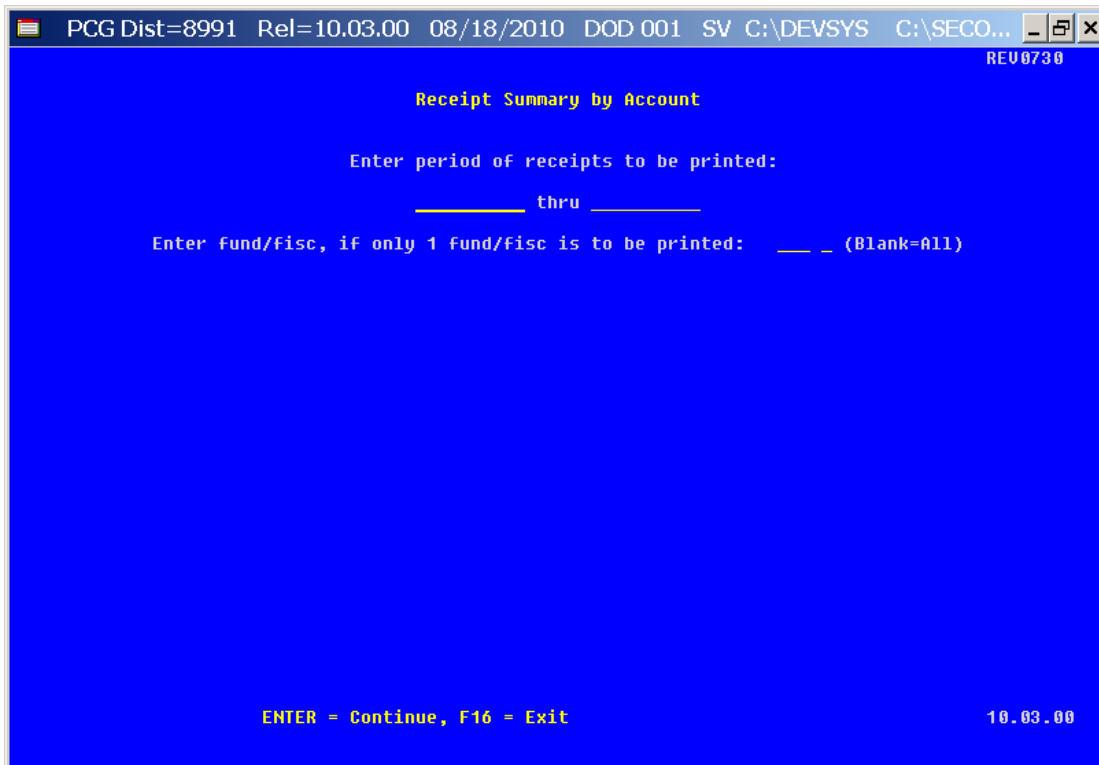
Step	Action
2	**By Account/Fund Summary:** Enter the date range (MM/DD/CCYY) in the **Enter Period of Receipts to be Printed** field. Enter the fund code (Specific fund) or **ALL** (All fund/code combinations) in the **Enter Fund/Fisc., if only 1 Fund/Fisc. is to be Printed** field.

The following screen displays:
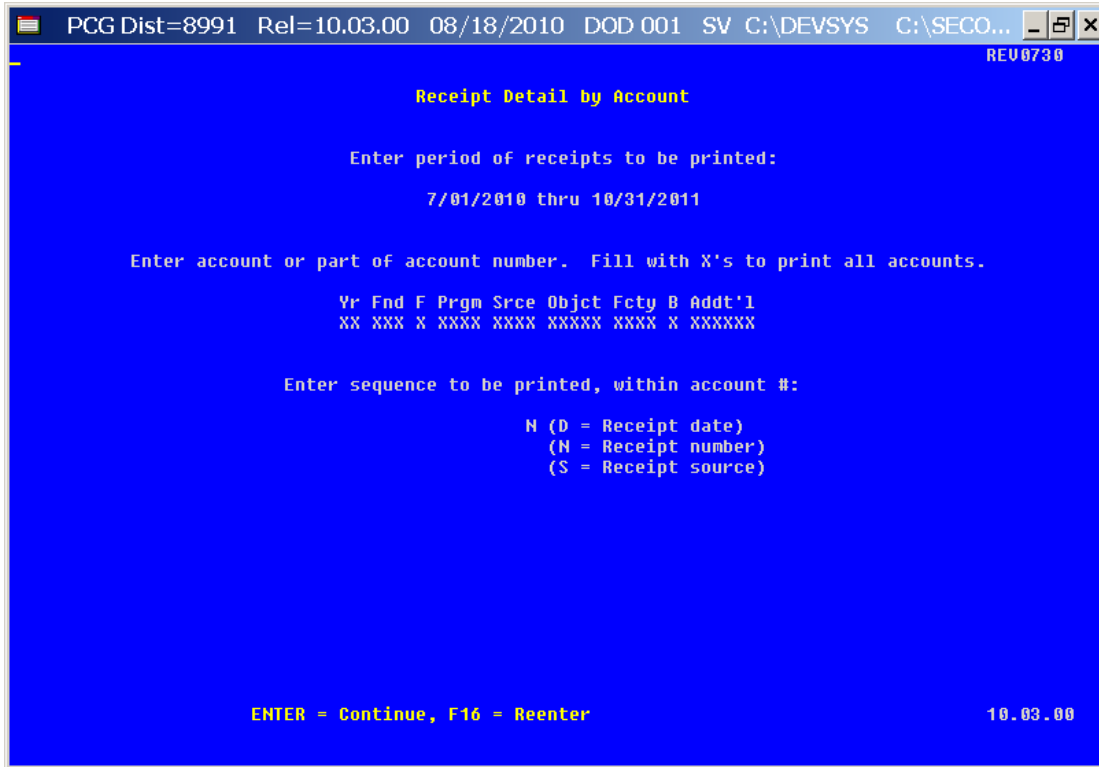
Step	Action
3	Enter, or select the Drop-down selection icon ▼ to choose the account information in the **Yr Fnd Prgm Srce Objct Fcty B Addt'l** fields.
4	Select **Enter** <u>twice</u>. *"** Processing Request **" and "Creating (Detail/Summary) Report" briefly display.*

The following screen displays:

```
 PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV C:\DEVSYS  C:\SECO...  _ |□| x
                                                                              REV0740
                              Receipts by Account File Export

                         Create Receipt Detail File to Load in Excel?
                                   ○ No
                                   ◉ Yes



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

          C:\EXPORT\RCPTACTDTL20100818.CSV
          NOTE:  DIRECTORY Must Already Exist












                         Enter = continue                              10.03.00
```
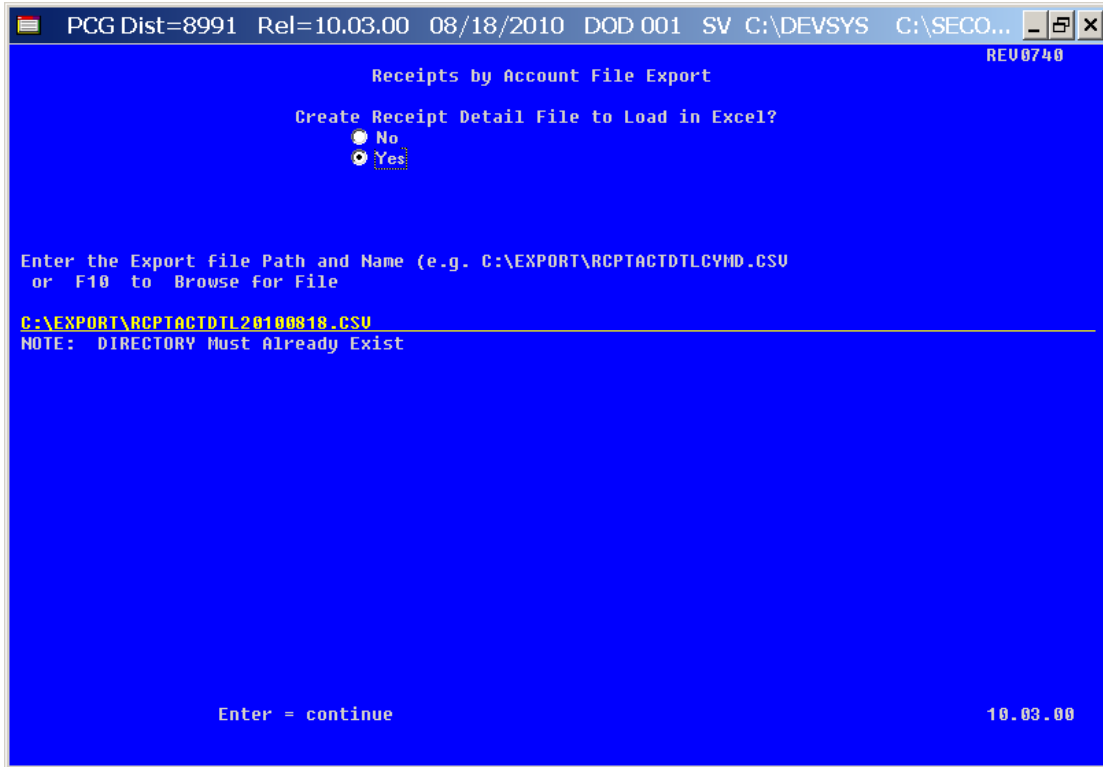
Although the screenshot examples display Receipts for Any Period detail results, the steps also apply to Receipts for Any Period summary activity results.

Step	Action
5	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Receipt Detail (Summary) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
6	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
7	**If creating an export file:** Enter **C:\EXPORT\RCPTACTDTLccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
8	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN REVDTL CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
9	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬛ (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
10	Select ⬛ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ⬛ (**Master**) to return to the *Business Applications Master Menu*.

B2.1. Receipts for Any Period Report – All Receipts (Detail by Account) – Example

```
==================================================Page Break==================================================
REPORT DATE: 06-01-2007  TIME: 11:08                RECEIPT DETAIL BY ACCOUNT                                    PAGE     1
                                                 01-01-04 THRU 06-30-04
                                          * SEQUENCE = RECEIPT NUMBER WITHIN ACCOUNT *


                                                                                      RCPT    DEP.    DEP.
    ACCOUNT                                          RCPT #  SOURCE#        AMOUNT     DATE    DATE    BANK


04-100-0-1011-3120-00000-0000-0-000000  KINDERGARTEN QBE     282691  000008      35,487.00   01-30-04 01-30-04 BK01
                                                             282734  000008      35,424.00   02-27-04 02-27-04 BK01
                                                             282774  000008      35,424.00   03-31-04 03-31-04 BK01
                                                             282788  000008      32,379.00   04-30-04 04-30-04 BK01


                                 ***   TOTAL FOR 04-100-0-1011-3120-00000-0000-0-000000        138,714.00 ***


04-100-0-1011-3122-00000-0000-0-000000  QBE ALLOTMENT (OPERATING COSTS 282691  000008         533.00   01-30-04 01-30-04 BK01
```

The final page of the report completes the listing of individual account and fund totals, and the overall receipt grand total.

```
                                 ***   TOTAL FOR 04-605-0-9990-4511-00000-0000-0-000000         12,065.93 ***


                                 ***   TOTAL FOR FUND 605                  63,963.57 ***


                                 ***   GRAND TOTAL                      8,103,036.22 ***
```

B3. By Source: Detail

The following screen displays:
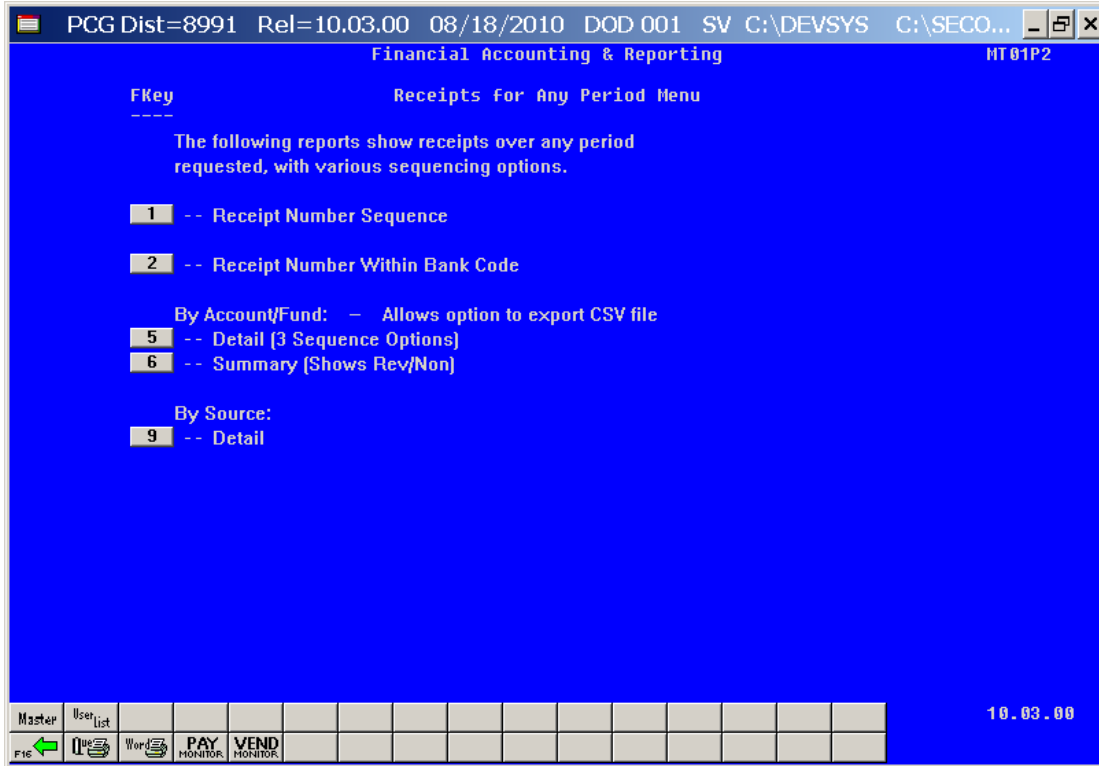
Step	Action
1	Select ___9___ (**F9 -** By Source: Detail).

The following screen displays:
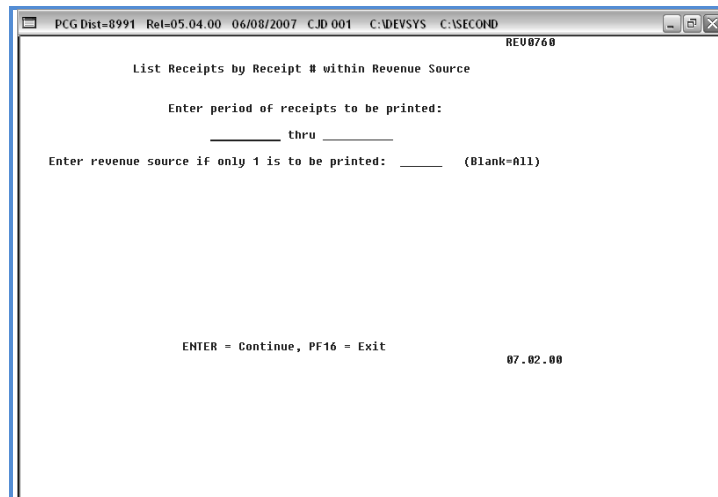
Step	Action
2	Enter the date range (MM/DD/CCYY) in the **Enter Period of Receipts to be Printed** fields.

The following screen displays:

Step	Action
3	**For a specific revenue source:** Enter or select the Drop-down selection icon ▼ to choose the revenue source code in the **Enter Revenue Source if only 1 is to be printed** field.
	For all revenue sources: Leave the **Enter Revenue Source if only 1 is to be printed** field blank.
4	Select **Enter** <u>twice</u>.
	*"** Processing Request **" and "Creating Detail Report" briefly display.*

The following screen displays:

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
6	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

B3.1. Receipts for Any Period Report – All Receipts (Detail by Source) – Example
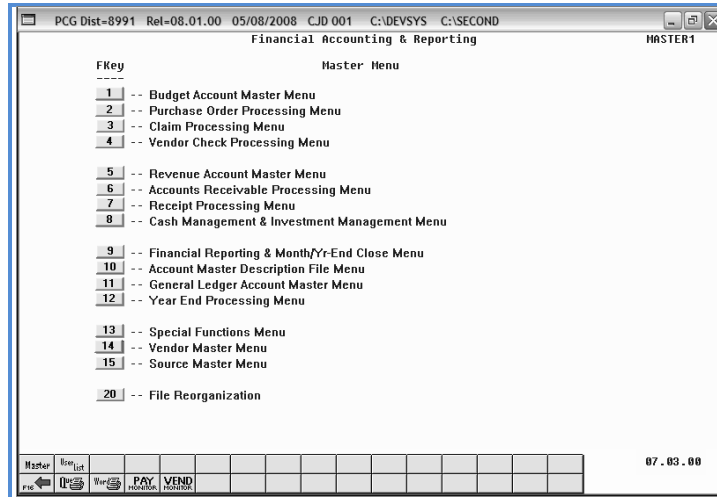
```
===============================================================Page Break====================================================================
REPORT DATE: 06-01-2007  TIME: 10:09           RECEIPT DETAIL - RECEIPT # WITHIN RECEIPT SOURCE                         PAGE   1
                                                       01-01-04 THRU 06-30-04


RCPT #     RECEIVED FROM             DATE     DEP.    BANK      AMOUNT            ACCOUNT                    REASON

300301 SOURCE       000001        03-31-04  03-31-04  BK05        10.00   04-602-0-9990-1611-00000-0000-0-000000   RECEIPT    00

300302 SOURCE       000001        03-31-04  03-31-04  BK05        10.00   04-603-0-9990-1611-00000-0000-0-000000   RECEIPT    00

300303 SOURCE       000001        03-31-04  03-31-04  BK05        10.00   04-603-0-9990-1611-00000-0000-0-000000   RECEIPT    00

300304 SOURCE       000001        03-31-04  03-31-04  BK05        25.00   04-603-0-9990-1611-00000-0000-0-000000   RECEIPT    00

300305 SOURCE       000001        03-31-04  03-31-04  BK05       136.53   04-601-0-9990-1500-00000-0000-0-000000   RECEIPT    00
```
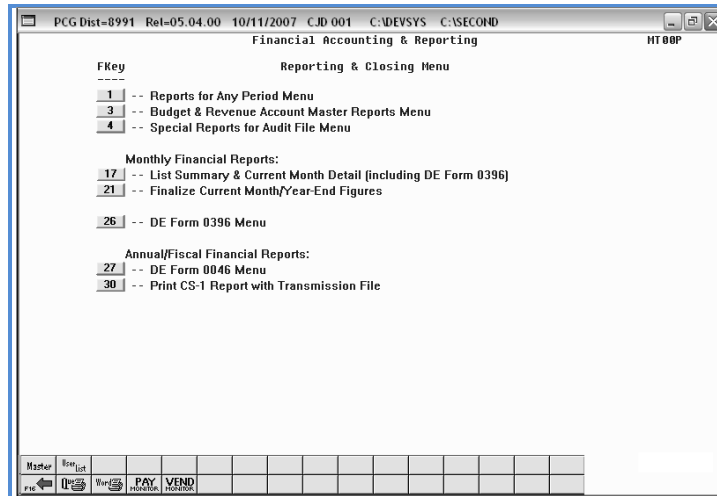
Procedure C: Printing the Journal Vouchers for Any Period Report

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

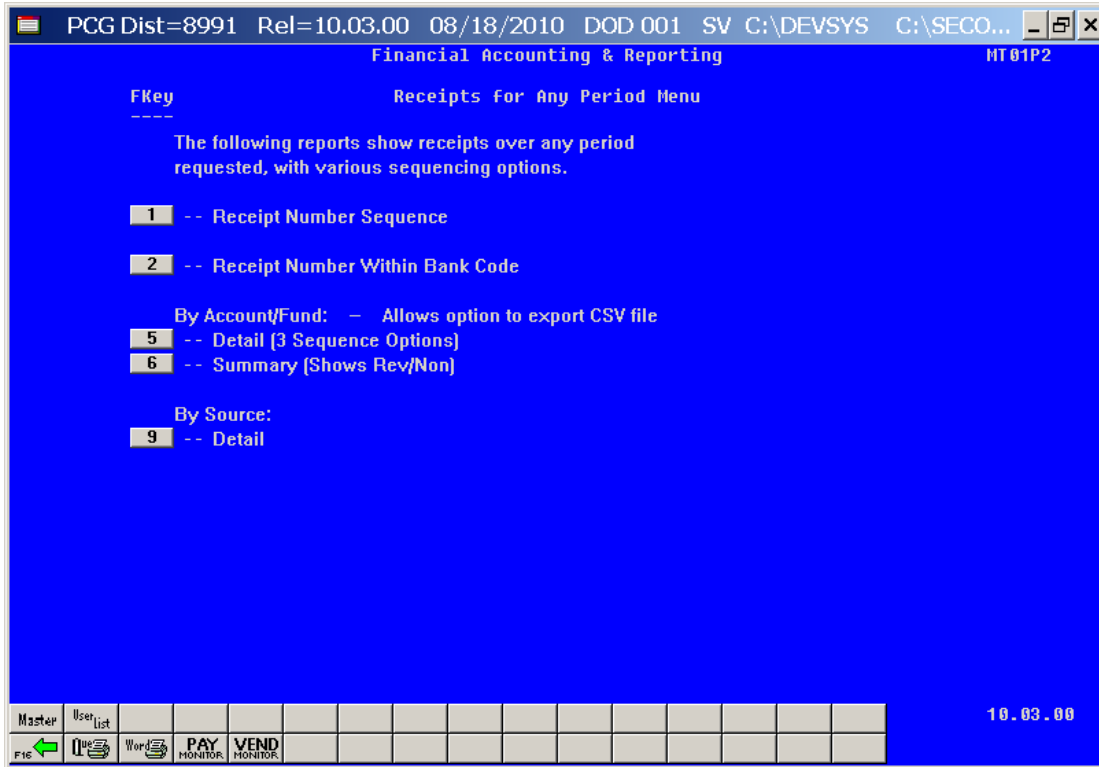| Step	Action
2	Select ___1___ (**F1 -** Reports for Any Period Menu).

The following screen displays:

Step	Action
3	Select **3** (**F3** - Journal Vouchers for Any Period Menu).

The following screen displays:
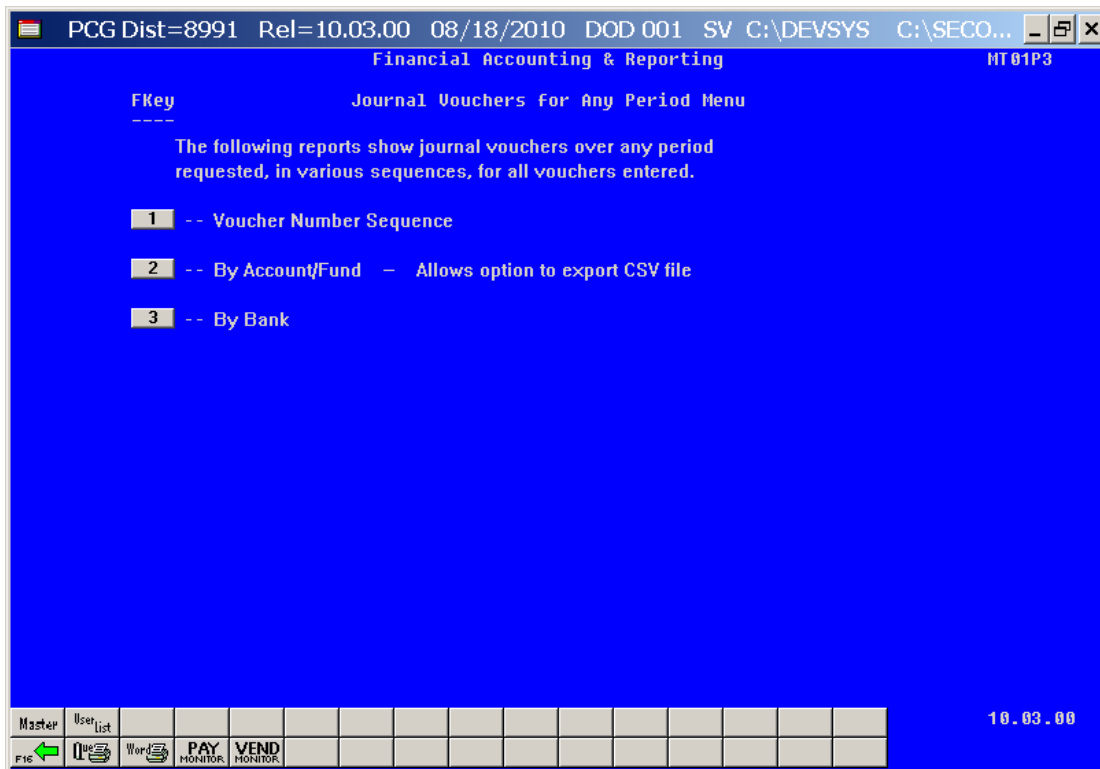
Step	Action
4	**By Journal Voucher number:** Select ___1___ (**F1 -** Voucher Number Sequence).
	By Account/Fund: Select ___2___ (**F2** - By Account/Fund).
	By Bank: Select ___3___ (**F3 -** By Bank).

For *Step 4*, **F1** (By Voucher Number Sequence) selections, the following screen displays:

```
 PCG Dist=8991  Rel=11.03.00  09/29/2011  DOD 003    C:\DEVSYS  C:\SECOND          _|8|X|
                                                                            JRNL0900
                          Journal Vouchers for any Period


                    List Journal Vouchers in Voucher # Sequence


                 Enter Period of Journal Vouchers to be Printed:

                     _____  thru  _____


                                    Or


                 Enter Range of Journal Vouchers to be Printed:

                     _____  thru  _____








       ENTER = Continue, F16 = Exit
   ENTER                                                                 11.03.00
    F16
```

For *Step 4*, **F2** (By Account/Fund) or **F3** (By Bank) selections, the following screen displays:

Step	Action
5	**For *Step 4*, F1 (By Voucher Number Sequence) selections**: Enter one of the following: Enter the date range (MM/DD/CCYY) in the **Enter Period of Journal Vouchers to be Printed** fields, <u>or</u> enter the journal voucher range in the **Enter Range of Journal Vouchers to be Printed** fields.
6	**For *Step 4*, F2 (By Account/Fund) or F3 (By Bank) selections**: Enter the date range (MM/DD/CCYY) in the **Enter Period of Journal Vouchers to be Printed** fields.
7	Select ![ENTER] (**Enter**) <u>twice</u>. *"** Processing Request **" briefly displays.*

For *Step 4*, **F2** (By Account/Fund) or **F3** (By Bank) selections, the following screen displays:

Step	Action
8	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Journal Voucher Detail File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
9	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
10	**If creating an export file:** Enter **C:\EXPORT\JRNLVCHDTLccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
11	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN JV CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 9 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
12	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
13	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

C1. Journal Vouchers for Any Period Report (Voucher # Sequence) – Example

```
===============================================================Page Break===============================================================
REPORT DATE 12/14/2007              DETAIL OF ACTIVITY FOR JOURNAL ENTRIES                    PAGE    1
                                 List Journal Vouchers in Voucher # Sequence
                                          1/01/07 THRU 12/31/07


          VOUCHER #   DATE   REASON              DEBITS          CREDITS   # TRANS BANK CHECK#
MASTER:    42070018  4/29/07 TEST               90,796.22       90,796.22     002

            SEQ  TYPE   YR FND F PRGM FNCT OBJCT FCTY B ADDT'L        AMOUNT      BANK    VND-SRC   1099
    DETAIL: 001   B    07-199-0-0000-0101-00000-0000-0-000000       90,796.22    BK01
            002   B    07-199-0-0000-0101-00000-0000-0-000000       90,796.22-   BK02
    ------------------------------------------------------------------------------------------------------


          VOUCHER #   DATE   REASON              DEBITS          CREDITS   # TRANS BANK CHECK#
```

C2. Journal Vouchers for Any Period Report (by Account) – Example

```
REPORT DATE 09/29/2011                DETAIL OF ACTIVITY FOR JOURNAL ENTRIES                    PAGE    1
                                    List Journal Vouchers by Account / Fund
                                          7/01/11 THRU  6/30/12

       VOUCHER #   SEQ  TYPE   YR FND F PRGM FNCT OBJCT FCTY B ADDT'L        AMOUNT      BANK    VND-SRC   1099

       00001697    001   B    12-100-0-0000-0141-00000-0000-0-000000       100.00

                                                   ACCOUNT TOTAL           100.00
       ------------------------------------------------------------------------------------------------------
       00001698    001   E    12-100-0-1011-1000-61000-0105-0-000000       100.00                  5
       00001699    001   E    12-100-0-1011-1000-61000-0105-0-000000       100.00-                 5

                                                   ACCOUNT TOTAL             .00
       ------------------------------------------------------------------------------------------------------
       00001698    002   R    12-100-0-1041-3122-00000-0000-0-000000       100.00-                 4
       00001699    002   R    12-100-0-1041-3122-00000-0000-0-000000       100.00                  4

                                                   ACCOUNT TOTAL             .00
       ------------------------------------------------------------------------------------------------------
       00001697    002   R    12-100-0-9990-1995-00000-0000-0-000000       100.00-                 4

                                                   ACCOUNT TOTAL           100.00-
       ------------------------------------------------------------------------------------------------------

                                                   FUND TOTAL               .00
       ------------------------------------------------------------------------------------------------------


                                                   GRAND TOTAL              .00
```

C3. Journal Vouchers for Any Period Report (by Bank) – Example

```
=====================================================Page Break=====================================================
REPORT DATE 12/14/2007                    DETAIL OF ACTIVITY FOR JOURNAL ENTRIES                    PAGE    1
                                               List Journal Vouchers by Bank
                                                 1/01/07 THRU 12/31/07

      VOUCHER #  SEQ  TYPE  YR FND F PRGM FNCT OBJCT FCTY B ADDT'L          AMOUNT     BANK    VND-SRC   1099


      42070018   001   B    07-199-0-0000-0101-00000-0000-0-000000       90,796.22    BK01


                                                   BANK TOTAL          90,796.22
      ------------------------------------------------------------------------------------------------------
      42070018   002   B    07-199-0-0000-0101-00000-0000-0-000000       90,796.22-   BK02


                                                   BANK TOTAL          90,796.22-
      ------------------------------------------------------------------------------------------------------
```

Procedure D: Printing the General Ledger (G/L) for Any Period Report

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

The following screen displays:

Step	Action
2	Select **1** (**F1 -** Reports for Any Period Menu).

The following screen displays:
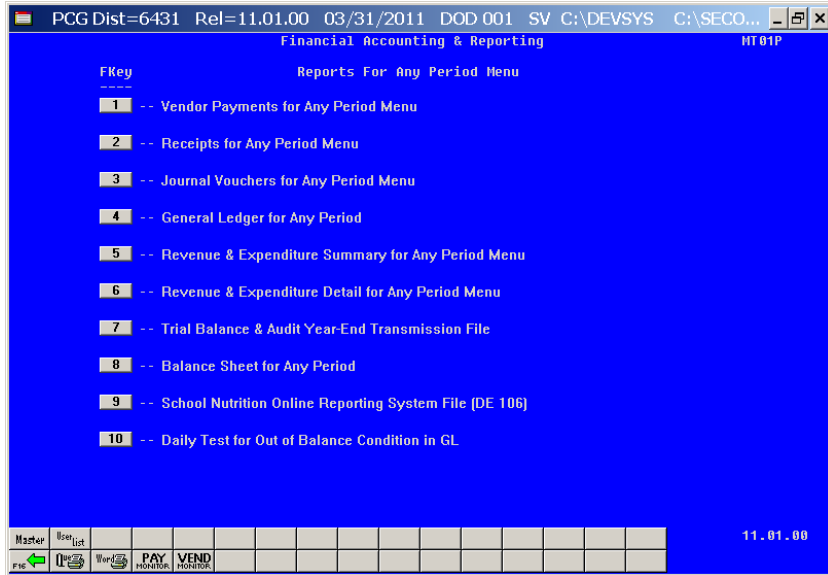
Step	Action
3	Select **4** (**F4 -** General Ledger for Any Period).

The following screen displays:

Step	Action
4	Enter the date range (MM DD YY) in the **Enter period of funds to be printed** fields.
5	Enter the fund code or fund code range, or leave the field populated with **1 thru 999** (All funds) in the **Enter range of funds to be printed** fields.
6	**If rolling funds into another fund:** Enter the appropriate fund code range *and* fund code in the **Enter range of funds** and **To roll into 1 fund** field. *The ranges entered in the field must be within the print range entered in Step 5.*
7	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
8	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create General Ledger Any Period File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.

Step	Action
9	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
10	**If creating an export file:** Enter **C:\EXPORT\GNLDANYPERccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
11	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN GLANYPR CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 10 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

For out-of-balance conditions, the following dialog box displays:

PCG Dist=8991   Rel=10.03.00   08/18/2010   DOD 001   SV   C:\DEVSYS   C:\SE   [X]

ⓘ   Out of Balance Found in AUDIT File!!!!!!!!

YR 10 FUND 100   16,724.99

[OK]

Step	Action
12	Select [OK] (**OK**) until the *Financial Accounting & Reporting – Reports for Any Period Menu* redisplays.

The following screen displays:

Step	Action
13	**To print the report via the Uqueue Print Manager:** Select ⬜ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬜ (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
14	Select ⬜ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting & Closing Menu*, or select ⬜ (**Master**) to return to the *Business Applications Master Menu*.

D1. General Ledger for Any Period Report (All Funds) – Example

Procedure E: Printing the Revenue and Expenditure Summary for Any Period Report

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

The following screen displays:

Step	Action
2	Select ⬚**1** (**F1 -** Reports for Any Period Menu).

The following screen displays:

```
PCG Dist=6431  Rel=11.01.00  03/31/2011  DOD 001  SV  C:\DEVSYS  C:\SECO...  _ ☐ ✕
                         Financial Accounting & Reporting                  MT01P

        FKey              Reports For Any Period Menu
        ----
          1   --  Vendor Payments for Any Period Menu

          2   --  Receipts for Any Period Menu

          3   --  Journal Vouchers for Any Period Menu

          4   --  General Ledger for Any Period

          5   --  Revenue & Expenditure Summary for Any Period Menu

          6   --  Revenue & Expenditure Detail for Any Period Menu

          7   --  Trial Balance & Audit Year-End Transmission File

          8   --  Balance Sheet for Any Period

          9   --  School Nutrition Online Reporting System File (DE 106)

         10   --  Daily Test for Out of Balance Condition in GL



                                                                     11.01.00
```

Step	Action
3	Select **5** (**F5 -** Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:

```
PCG Dist=8991  Rel=10.03.01  11/16/2010  DOD 001  SV  C:\DEVSYS  C:\SECO...  _ ☐ ✕
                         Financial Accounting & Reporting                  MT01P5
        FKey         Revenue & Expenditure Summary For Any Period Menu
        ----
          1   --  Expenditure Summary by Function and Object

          2   --  Expenditure Summary by Object and Function

          3   --  Expenditure Summary by Fund and Program Across Multiple Fiscal Years

          4   --  Revenue Summary by Revenue Source

              Object Conversion File:
          6   --  Maintain Records
          7   --  Print Conversion File







                                                                     10.03.01
```

Step	Action
4	**Expenditure Summary by Function and Object:** Select ___1___ (**F1 -** Expenditure Summary by Function and Object).
	Expenditure Summary by Object and Function: Select ___2___ (**F2 -** Expenditure Summary by Object and Function).
	Expenditure Summary by Fund and Program Across Multiple Fiscal Years: Select ___3___ (**F3** - Revenue Summary by Revenue Source).
	Revenue Summary by Revenue Source: Select ___4___ (**F4** - Revenue Summary by Revenue Source).

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

Although the screenshot examples display Expenditure Summary by Function and Object account results, the steps also apply to Expenditure Summary by Object and Function, Expenditure Summary by Fund and Program Across Multiple Fiscal Years, and Revenue Summary by Source account activity results.

Step	Action
5	Enter the date range (MM DD YY) in the **Enter Period of Funds To Be Reported** fields. *The date range entered in the fields must be within the same fiscal year.*
6	Enter the fund code range in the **Enter Range of Funds To Be Reported** fields.
7	**If rolling funds into another fund:** Enter the appropriate fund code range and fund code funds in the **Enter range of funds** and **To roll into 1 fund** field. *The ranges entered in the field must be within the date range entered in Step 5.*
8	**For Step 4-F1 or Step 4-F2 or Step 4-F3 Selections:** Enter **Y** (Yes) or **N** (No) in the **USE OBJECT CONVERSION FILE:** field.
9	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Although the screenshot examples display Expenditure Summary by Function and Object account results, the steps also apply to Expenditure Summary by Object and Function, Expenditure Summary by Fund and Program Across Multiple Fiscal Years, and Revenue Summary by Source account activity results.

Step	Action
10	Select the ○ (**Radio Button)** to left of the appropriate response in the **Create Expenditure (or Revenue) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
11	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
12	**If creating an export file:** Enter **C:\EXPORT\ExpSumFNCTccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
13	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN EXPSUMFNCT CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 12 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
14	**To print the report via the Uqueue Print Manager:** Select ⬚ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬚ (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
15	Select ⬚ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ⬚ (**Master**) to return to the *Business Applications Master Menu.*

E1. Revenue and Expenditure Summary for Any Period Report (Expenditure Summary) – Example

```
=================================================Page Break=================================================
   FARPM114                            EXPENDITURE SUMMARY FOR ANY PERIOD                          PAGE:     1
   12/14/2007                                 BY FUNCTION AND OBJECT                               01:42 PM
                                     SYSTEM: 8991 GADOE BOARD OF EDUCATION
                                     REPORTING PERIOD 07/01/07 THRU 12/31/07
                                           REPORTING FISCAL YEAR 2008


                           TOTAL     ------------------ YEAR-TO-DATE ------------------   -------- PERIOD-TO-DATE ---------
 FUNC OBJCT DESCRIPTION   APPROPRIATION       EXPENDED        ENCUMBERED        BALANCE         EXPENDED       ENCUMBERED
                         _____


 REPORTING FUND: 100
 1000 11000 TEACHERS          116,403.70     1,696,366.48                    1,579,962.78-    1,696,366.48
 1000 11300 SUBS-CERTIFIED                       4,816.80                        4,816.80-        4,816.80
 1000 11400 SUBS-NON-CERT  22,000,000.00                                    22,000,000.00
 1000 11500 EXTENDED DAY                         9,360.44                        9,360.44-        9,360.44
 1000 11700 EXTEND.YEAR                         12,573.42                       12,573.42-       12,573.42
```

E2. Expenditure Summary by Fund and Program Across Multiple Fiscal Years – Example

```
FARPM116                         EXPENDITURE SUMMARY FOR ANY PERIOD                    PAGE:    1
11/16/2010                            BY FUND AND PROGRAM                              01:29 PM
                              SYSTEM: 8991 SMITH CITY BOARD OF EDUCATION
                              REPORTING PERIOD 07/01/09 THRU 10/31/10


                              -------- PERIOD-TO-DATE ---------
PROG  FED  DESCRIPTION               EXPENDED         ENCUMBERED



REPORTING FUND: 100
1011       KIND QBE BASIC      1,277,148.72           3,647.24
1013       KIND LOCAL BASI        26,439.75
1021       GRDS 1-3 QBE        2,055,257.09           4,092.05
1023       GRDS 1-3 LOCAL         54,094.68
1041       GRDS 9-12 QBE       2,711,250.72          28,721.21
1043       GRDS 9-12 LOCAL        61,578.78
1100       ADDL INSTRUCTIO        25,618.74
1210       STAFF DEV QBE          21,437.80             129.00
1310       MEDIA CENTERS         587,640.43
1320       PUPIL TRANSPORT     1,808,190.19       1,218,126.22
1445       ON-BEHALF PYMTS        83,984.08
1500       NURSE SERVICES        122,127.90
1750  FED  SPECIAL PROJECT         500.00
7047  FED  MIDDLE GRAD COA            .01
9990  FED  UNDIST. PROGRAM     8,086,058.51         568,513.22


** TOTAL BY FUND:
 100       GENERAL            27,423,192.98       1,832,131.95
```

E3. Revenue and Expenditure Summary for Any Period Report (Revenue Summary) – Example

```
========================================Page Break=====================================================
FARPM114                         REVENUE SUMMARY FOR ANY PERIOD                        PAGE:    1
12/14/2007                            BY REVENUE SOURCE                                01:42 PM
                              SYSTEM: 8991 GADOE BOARD OF EDUCATION
                              REPORTING PERIOD 07/01/07 THRU 12/31/07
                              REPORTING FISCAL YEAR 2008


                    TOTAL    ------------------ YEAR-TO-DATE ------------------  -------- PERIOD-TO-DATE ---------
SRCE    DESCRIPTION   ESTIMATE        REVENUE                        BALANCE            REVENUE


REPORTING FUND: 100
3120    QBE GRANTS                   198,477.50                  198,477.50-        198,477.50
3122    QBE ALLOT.OPERA              275,526.00                  275,526.00-        275,526.00
3124    QBE ALLOT.REDUC                4,951.50                    4,951.50-          4,951.50
3125    CATEGORICAL GR.               81,793.00                   81,793.00-         81,793.00
3140    LES CONT(DEBIT)               45,831.00-                  45,831.00          45,831.00-
```

Procedure F: Printing the Revenue and Expenditure Detail for Any Period Report

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

The following screen displays:
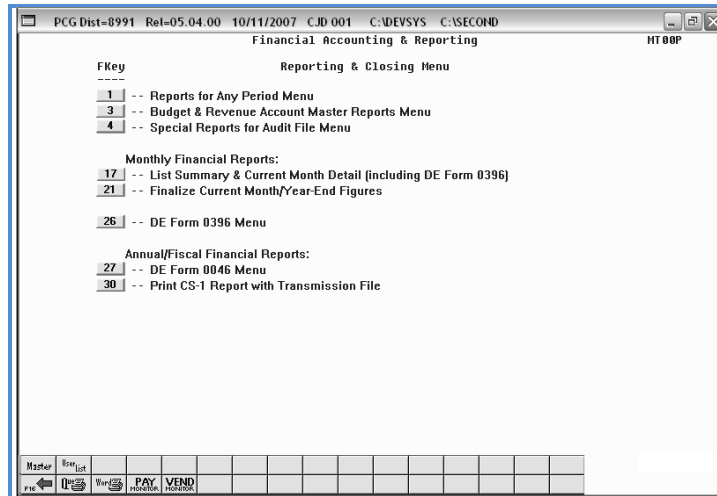
Step	Action
2	Select ⬚**1** (**F1 -** Reports for Any Period Menu).

The following screen displays:
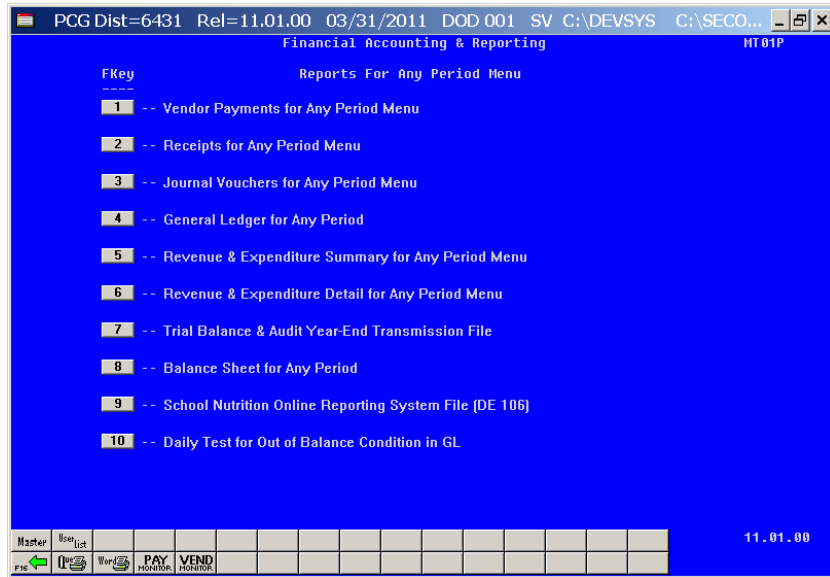
Step	Action
3	Select ▨ **6** (**F6** - Revenue and Expenditure Detail for Any Period Menu).

The following screen displays:

Step	Action
4	**For Revenue Detail:** Select ▨ **1** (**F1** - Revenue Detail by Account).
	For Expenditure Detail: Select ▨ **2** (**F2** - Expenditure Detail by Account).
	For Expenditure Detail by Account Across Multiple Fiscal Years: Select ▨ **3** (**F3** - Expenditure Detail by Account Across Multiple Fiscal Years).

For **Step 4-F1** selections, the following screen displays:

Although the screenshot examples display Revenue detail account results, the steps also apply to Expenditure detail account activity results.

Step	Action
5	Enter the date range (MM DD YY) in the **Enter date range to be printed** fields. *Enter a date range that is within the same fiscal year.*
6	**For All Accounts:** Verify the date range entered is within the same fiscal year, and enter the specific account number in the fields as **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l.** *If the account number is unknown, enter a partial account number within the fields. The number of characters for a specific entry displays as "X" on the screen.* **For Multiple Accounts:** Select **F1** (Select Multiple Accounts). Enter the date range (MM DD YY) in the **Enter date range to be printed** fields. Enter the account information in the fields.
7	Enter **A** (Account Number), **P** (Program Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Enter Sequence to be Printed/Sequence** field to determine the sort order.
8	**If NOT selecting multiple budget accounts' activity:** Proceed to *Step 12*.

When selecting **F1** - Multiple Accounts, the following screen displays:
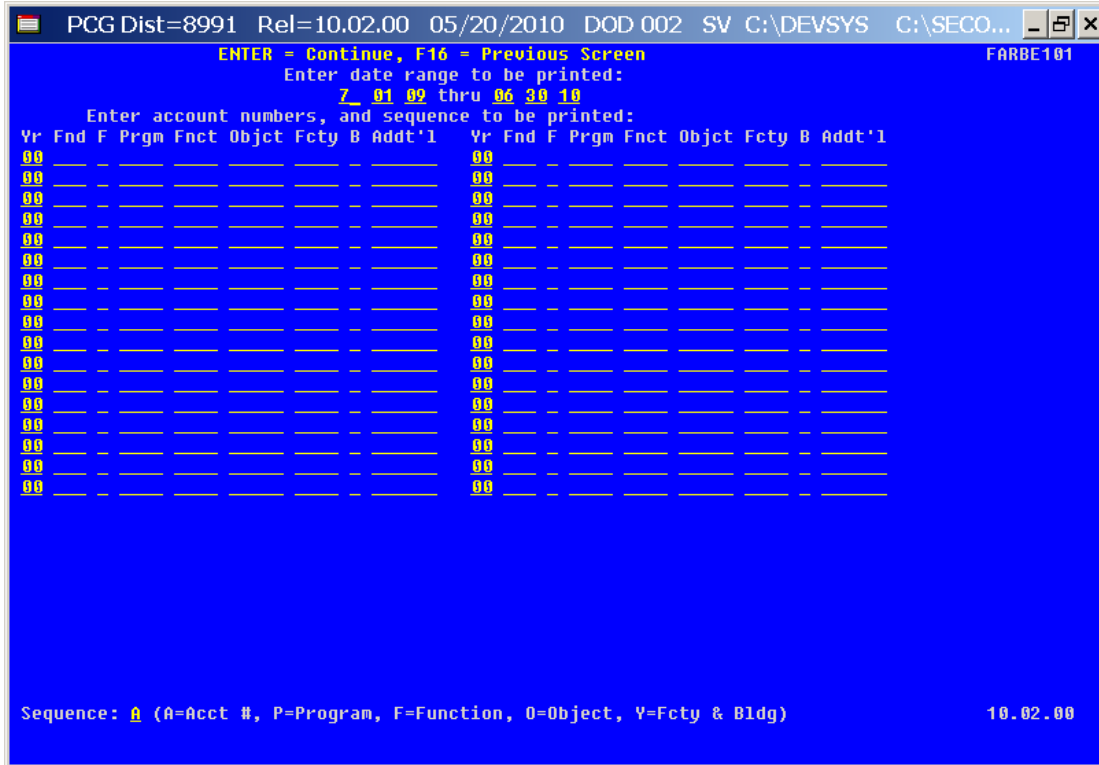
Step	Action
9	Enter the account information for up to thirty-four (34) accounts in the **Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** fields.
10	Enter **A** (Account Number), **P** (Program Code), **O** (Object Code) or **Y** (Facility and Building Code) in the **Sequence** field to define the sort criteria.
11	Select **Enter** <u>twice</u>. *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Although the screenshot examples display Revenue detail account results, the steps also apply to Expenditure detail account activity results.

Step	Action
12	Select the ⚪ (**Radio Button**) to left of the appropriate response in the **Create Revenue (or Expenditure) File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
13	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
14	**If creating an export file:** Enter **C:\EXPORT\REVDTLccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
15	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN REVDTL CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 12 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
16	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬛ (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
17	Select ⬛ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ⬛ (**Master**) to return to the *Business Applications Master Menu*.

F1. Revenue Detail of Activity (Sequenced by Account) Report – Example

In the screenshot example, the results display <u>after</u> the beginning of the fiscal year.

Prior year receivable amount carried forward into current

Receipts entered in current and prior year totals.

```
REPORT DATE: 10-13-2005  TIME: 14:51              REVENUE - DETAIL OF ACTIVITY                              PAGE      1
Report Period: 09-01-2005 thru 10-31-2005              * SEQUENCED BY ACCOUNT *                       Report ID: FARRR206
                                                ** 06-100-0-7023-3800-00000-0000-0-000000 **

=========================================================== ACCOUNT ===========================================================
** 06-100-0-7023-3800-00000-0000-0-000000 **        ORIGINAL           CURRENT
ACCOUNT NAME                                        REVENUE EST       REVENUE EST          STATUS
4-8 STATEWIDE AFTERCARE                              10,000.00          20,000.00             A

                                                   RECEIVABLES        RECEIVABLES                            CLOSING               OPEN
                                                     ENTERED            CLOSED        RECEIPTS            ADJUSTMENTS          RECEIVABLES
Prior Year A/R activity to              09-01-2005:    5,578.62          2,599.62        2,501.62              98.00            2,979.00
Current Yr A/R & receipt activity to  09-01-2005:    1,260.00          1,135.00        1,146.00              89.00              125.00

========================================================= RECEIPTS AGAINST A/R'S =========================================================
--------------------------- RECEIPTS 09-01-2005 thru 10-31-2005 ON A/R'S ENTERED BEFORE 09-01-2005 ---------------------------
                                                              ------ RECEIPTS -----
SOURCE-SEQ      RECEIVED FROM          RCPT #    STATUS/BANK      DATE        AMOUNT  DESCRIPTION
000225 9886     SOURCE    000225       013836    UNDEPOSITED 10-17-2005      333.00  CROSS YR OCT TEST
000225 9900     SOURCE    000225       013821    BK01         9-01-2005      888.00  BOBS MORE THAN TEST

Receipts for PRIOR Yr A/R entered in report period                        1,221.00
Receipts for CURRENT Yr A/R entered in report period                           .00

------------------------------------ REVENUE ACTIVITY 09-01-2005 thru 10-31-2005 ------------------------------------
                            ---- RECEIVABLES ----      ------ RECEIPTS -----
SOURCE-SEQ  SOURCE NAME          DATE      AMOUNT        DATE      AMOUNT   DESCRIPTION                          STATUS
000225 9900 SOURCE    000225    6-30-2005              9-01-2005   111.00- SOURCE    000225                     CLOSED
                                                                           ** CLOSING ADJUST **

Total Prior YR A/R closing adjustment for rpt period                       111.00-
Total Current YR A/R closing adjustment for rpt period                         .00
```

Current and prior year closing adjustments before the beginning date.

Cash receipts without accounts receivables.

```
============================================= CASH RECEIPTS WITH NO A/R'S =============================================
--------------------------------------- REVENUE ACTIVITY 09-01-2005 thru 10-31-2005 ---------------------------------------
                                                              ------ RECEIPTS -----
SOURCE-SEQ      RECEIVED FROM          RCPT #    STATUS/BANK     DATE         AMOUNT  DESCRIPTION
000225 0000     SOURCE    000225       013832    UNDEPOSITED  9-15-2005       555.00  CUZ NEED TEST

Receipts with no A/R   09-01-2005 thru 10-31-2005:                            555.00
```

Cash receipts without accounts receivables total.

The final page of the report provides account ending balances.

```
REPORT DATE: 10-13-2005  TIME: 14:51              REVENUE - DETAIL OF ACTIVITY                               PAGE    2
Report Period: 09-01-2005 thru 10-31-2005         * SEQUENCED BY ACCOUNT *                           Report ID: FARRR206

=================================== GRAND TOTALS FOR: 09-01-2005 thru 10-31-2005 ===================================
                                             RECEIVABLES      RECEIVABLES                      CLOSING          OPEN
                                               ENTERED          CLOSED        RECEIPTS        ADJUSTMENTS     RECEIVABLES
Prior Year A/R activity through      10-31-2005:  5,578.62        3,709.62        3,722.62        13.00-         1,869.00
Current Year revenue activity through 10-31-2005: 1,260.00        1,135.00        1,701.00        89.00            125.00

                                             CURRENT YEAR     PRIOR YEAR      CURRENT YEAR     UNCOLLECTED
                                               REVENUE         CLOSED A/R       RECEIPTS         BALANCE
                                               1,839.00         3,442.62        5,156.62        18,161.00
```

Current year receivable and revenue activity.

Prior year accounts receivable activity.

```
┌──────────────────────────────────────────────────────────────────────────────────────┐
│ ▣  PCG Dist=8990  Rel=05.04.00  10/18/2005  CJD 001    K:\DEVSYS   C:\JONES  \...  _ 🗗 ✕ │
├──────────────────────────────────────────────────────────────────────────────────────┤
│                                                                                        │
│     REVENUE INQUIRY                                             REV0200                 │
│     Yr Fnd F Prgm Srce Objct Fcty B Addt'l     Begin Date  End Date    Status:          │
│     06 100 0 7023 3800 00000 0000 0 000000      7/01/05     6/30/06       A              │
│     Title: 4-8 STATEWIDE AFTERCARE                                                      │
│     Fund Balance Acct:  799                                                             │
│                                                Estimated               Revenue          │
│     ORG ESTIMATE          10,000.00   Jul        1,666.66              1,271.00          │
│     ------- Accrual Based --------    Aug        1,666.66                 98.00-         │
│     Adj Estimate          20,000.00   Sep        1,666.66                666.00          │
│     Rcvb.Entr.             1,260.00   Oct        1,666.66                               │
│     Rcvb.Clsd              1,135.00-  Nov        1,666.66                               │
│     Open Receiv.             125.00   Dec        1,666.66                               │
│     Receipts               5,156.62   Jan        1,666.66                               │
│     Prior Yr Receivable               Feb        1,666.66                               │
│     Closed Cur Yr          3,442.62-  Mar        1,666.66                               │
│     Cur Yr Revenue         1,839.00   Apr        1,666.66                               │
│                                       May        1,666.66                               │
│     Uncollected           18,161.00   Jun        1,666.74                               │
│                                                                                        │
│                            Total                20,000.00              1,839.00          │
│                            20%        40%        60%        80%        100%              │
│          Estimate 033% ******************                                               │
│         Receivables 026% *************                                                  │
│     PF16=Exit                                                                           │
│                                                                                        │
└──────────────────────────────────────────────────────────────────────────────────────┘
```

If the selected period includes all activity for the year, these totals will be the same as the Revenue Inquiry screen.

Procedure G: Maintaining the Object Conversion File

G1. Maintain Object Conversion File Records

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

The following screen displays:

Step	Action
2	Select ⬚**1** (**F1 -** Reports for Any Period Menu).

The following screen displays:
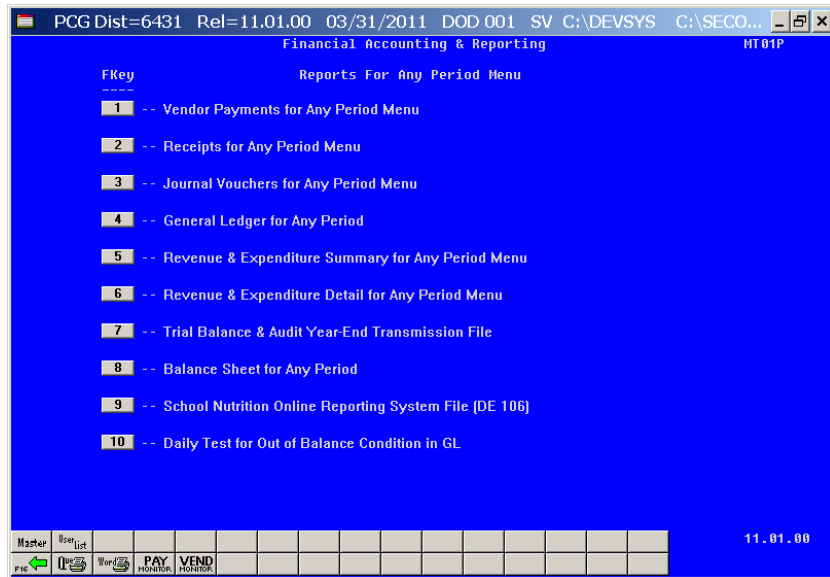
Step	Action
3	Select **5** (**F5 -** Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:

Step	Action
4	Select **6** (**F6** - Object Conversion File: Maintain Records).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ▭   PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001   C:\DEVSYS   C:\SECOND      _ ⊡ ✕ │
│                MAINTAIN OBJECT CONVERSION FILE                              │
│                                                                            │
│         Record Type:      E = Expenditure Function                         │
│                                                                            │
│                                                                            │
│      Local Function: ____                                                  │
│        Local Object: _____                                                 │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│      ENTER-Maintain Data    PF2-First     PF5-Next       PF11-Add Mode     PF16-Exit │
│                                  ** Find Mode **                           │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```
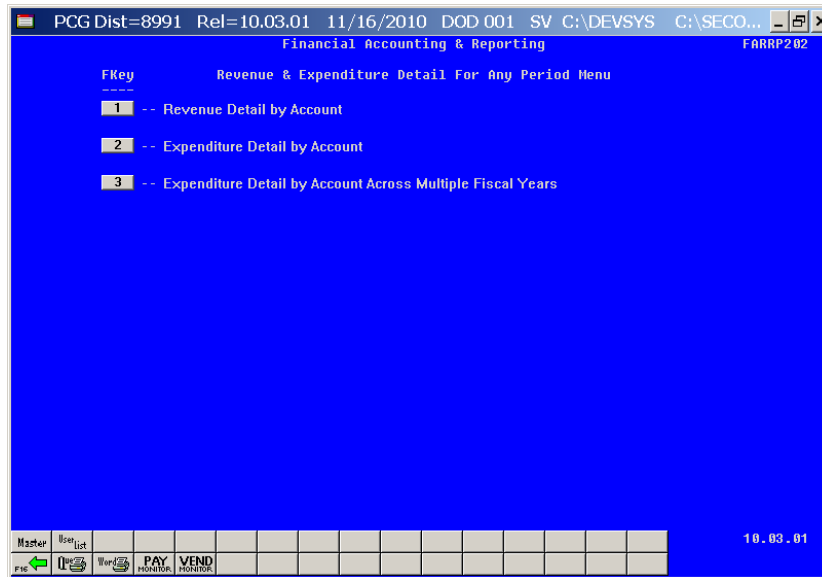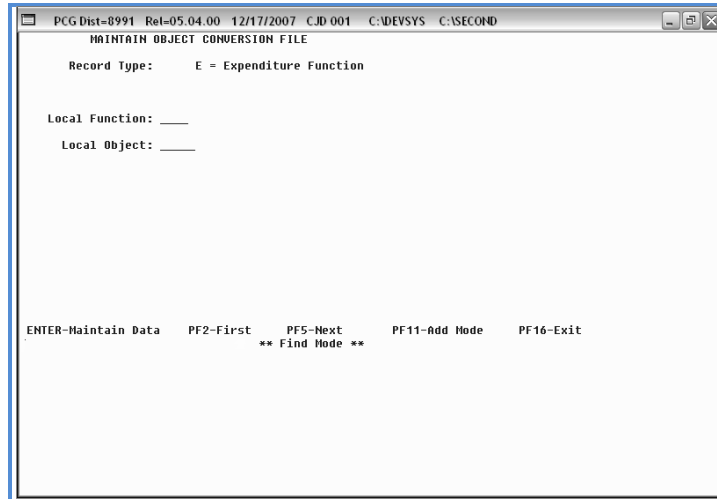
Step	Action
5	**To add a Conversion file record:** Proceed to *G1.1. Adding a Conversion File Record.* **To update/delete a Conversion file record**: Proceed *to G1.2. Updating/Deleting a Conversion File Record.*

G1.1. Adding a Conversion File Record
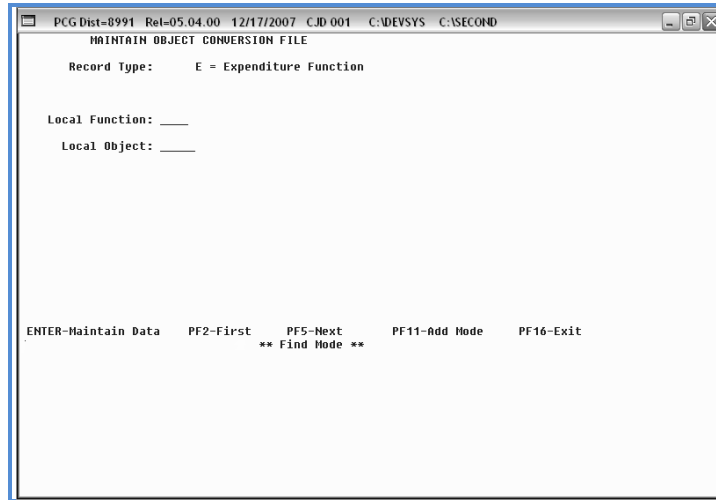
Step	Action
1	Select **F11** (Add Mode).

The following screen displays:
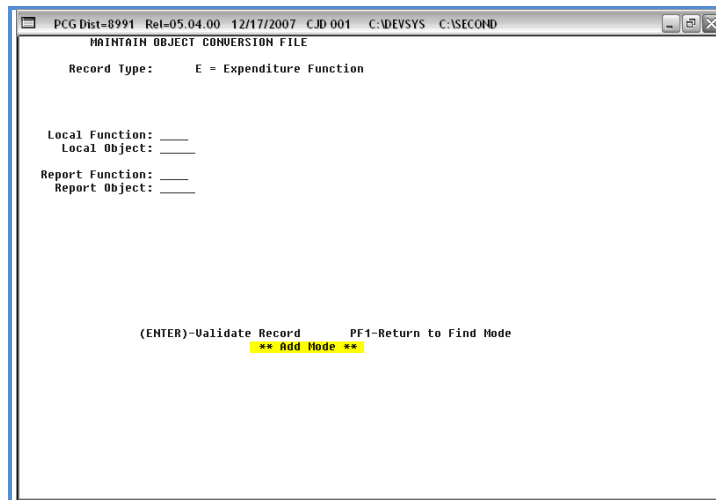
Step	Action
2	Enter **E** (Expenditure) in the **Record Type** field.
3	Enter the Function code in the **Local Function** field.
4	Enter the Object code in the **Local Object** field.
5	Enter the Function code in the **Report Function** field.

Step	Action
6	Enter the Object code in the **Report Object** field.
7	Select **Enter** <u>twice</u>.

The following screen displays:

Step	Action
8	Verify *"Record Successfully Added"* displays, and select **F1** (Return to Find Mode).

The following screen displays:

Step	Action
9	Select **F16** (Exit) to return to the *Financial Accounting & Reporting – Revenue and Expenditure Summary for Any Period Menu*.

The following screen displays:

Step	Action
10	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

G1.2. Updating/Deleting a Conversion File Record

Step	Action
1	Enter **E** (Expenditure) in the **Record Type** field.
2	Enter the Function code in the **Local Function** field.
3	Enter the Object code in the **Local Object** field.
4	Select **Enter** (Maintain Data).

The following screen displays:

```
PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001    C:\DEVSYS  C:\SECOND          _ □ X
                 MAINTAIN OBJECT CONVERSION FILE

         Record Type: E    E = Expenditure Function



        Local Function: 1000
          Local Object:

      Report Function: 1000
        Report Object: 61000






     PF1-Return to Find Mode  PF2-First   PF5-Next   PF9-Modify Record   PF12-Delete
                                  ** Display Mode **
```

Step	Action
5	**To modify an Object Conversion File record:** Select **F9** (Modify Record), and proceed to *Step 6*. **To delete an Object Conversion File record:** Select **F12** (Delete), verify the information on the *Delete Mode* screen is correct, and select **Enter**. Proceed to *Step 8*.

The following screen displays:

```
PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001    C:\DEVSYS  C:\SECOND          _ □ X
                 MAINTAIN OBJECT CONVERSION FILE

         Record Type: E    E = Expenditure Function



        Local Function: 1000
          Local Object: _____

      Report Function: 1000
        Report Object: 61000




              (ENTER)-Validate Record     PF1-Return to Display
                                  ** Modify Mode **
```
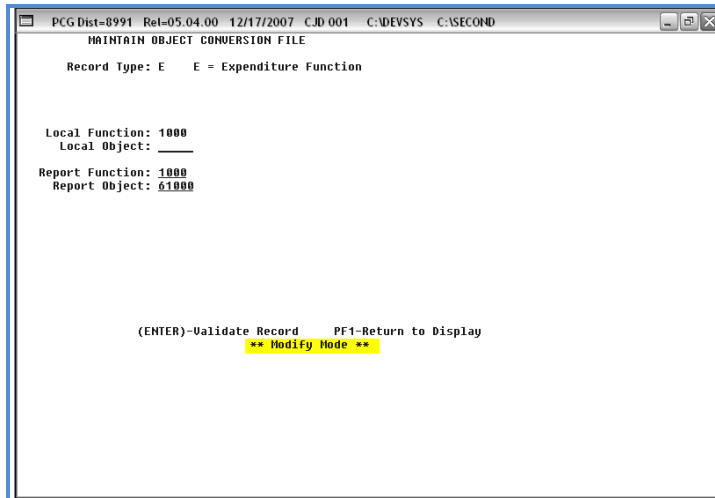
Step	Action
6	Verify *"** Modify Mode **"* displays, and make the appropriate modifications to the **Local Object, Report Function,** and **Report Object** fields, where appropriate.
7	Select **Enter** <u>twice</u>.

The following screen displays:

```
  PCG Dist=8991 Rel=05.04.00 12/17/2007 CJD 001   C:\DEVSYS  C:\SECOND
               MAINTAIN OBJECT CONVERSION FILE

      Record Type: E    E = Expenditure Function



    Local Function: 1000
      Local Object:

   Report Function: 1000
     Report Object: 61000






 PF1-Return to Find Mode  PF2-First   PF5-Next   PF9-Modify Record   PF12-Delete
 RECORD SUCCESSFULLY UPDATED     ** Display Mode **
```

Step	Action
8	Verify *"Record Successfully Updated"* displays, and select **F1** (Return to Find Mode).

The following screen displays:

```
  PCG Dist=8991 Rel=05.04.00 12/17/2007 CJD 001   C:\DEVSYS  C:\SECOND
               MAINTAIN OBJECT CONVERSION FILE

      Record Type: E    E = Expenditure Function


    Local Function: 1000

      Local Object: _____








 ENTER-Maintain Data   PF2-First    PF5-Next      PF11-Add Mode    PF16-Exit
                               ** Find Mode **
```

Step	Action
9	Select **F16** (Exit) to return to the *Financial Accounting & Reporting – Revenue and Expenditure Summary for Any Period Menu*.

The following screen displays:

Step	Action
10	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

G1.3. Printing the Object Conversion File

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ___1___ (**F1 -** Reports for Any Period Menu).

The following screen displays:

Step	Action
3	Select [5] (**F5 -** Revenue and Expenditure Summary for Any Period Menu).

The following screen displays:

Step	Action
4	Select [7] (**F7** - Object Conversion File: Print Conversion File).
	The Financial Accounting & Reporting – Revenue & Expenditure Summary for Any Period Menu redisplays.

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
6	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

G1.3.1. Object Conversion File Report – Example

```
==================================================Page Break==================================================
REPORT DATE 12/17/07                    CNVTOBJT - OBJECT CONVERSION FILE                    PAGE    1


RECTYPE  LOCFUNC  LOCOBJ  RPT FUNC  RPT OBJ


   E      1000    00000    1000     61000
   E      2600    61500    2600     61000












End of File
```

Procedure H: Trial Balance Report and Audit Transmission File Processing

Step	Action
1	Select [9] (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select [1] (**F1 -** Reports for Any Period Menu).

The following screen displays:

Step	Action
3	Select ⬚⁷ (**F7** - Trial Balance & Audit Year-End Transmission File).

The following screen displays:
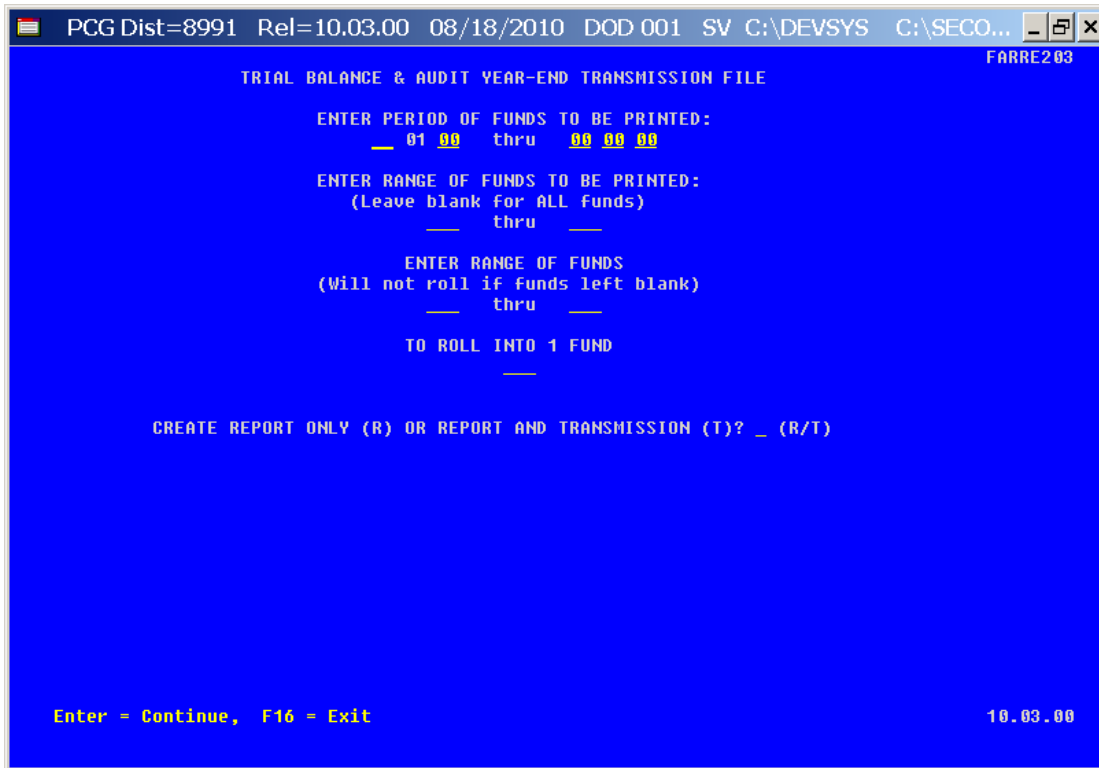
Step	Action
4	Enter the date range in the **Enter Period of Funds to be Printed** fields. *If a Transmission file will be created, the date range entered must be entered as 07 01 YY – 06 30 YY, within the same fiscal year and the fiscal year must be closed.*
5	Enter the fund code range in the **Enter Range of Funds to be Printed** fields.
6	Enter the fund code range in the **Enter Range of Funds to be Reported** fields.
7	**If rolling funds into another fund:** Enter the appropriate fund code range and fund code in the **Enter range of funds** and **To roll into 1 fund** field. *The ranges entered in the field must be within the print range entered in Step 6.*
8	Enter **R** (Report Only) or Enter **T** (Report and Transmission) in the **Create Report Only (R) or Report and Transmission (T)?** field.
9	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.* *Note that PCGenesis does not allow the creation of reports for closed months.*

The following screen displays:

```
 ▣  PCG Dist=8991  Rel=10.03.00  08/18/2010  DOD 001  SV C:\DEVSYS  C:\SECO...  _ |□| ×
                                                                              FARPR205
                        Audit Year End Transmission File Export

                  Create Audit Year End Transmission File to Load in Excel?
                              ● No
                              ◉ Yes



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

       C:\EXPORT\AUDITYREND20100818.CSV
       NOTE:  DIRECTORY Must Already Exist













                         Enter = continue                                  10.03.00

```

Step	Action
10	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Audit Year End Transmission File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
11	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
12	**If creating an export file:** Enter **C:\EXPORT\AUDITYRENDccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
13	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN AUDIT CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 12 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

For **Step 8-T** (Report and Transmission) entries the following screen displays:

Step	Action
14	Screen-print or record the resulting file name(s), and the PCGenesis location, and select **Enter** (Continue).

The following screen displays:

Step	Action
15	Select **F16** (Exit) to return to the *Financial Accounting & Reporting – Reports for Any Period Menu.*

The following screen displays:

Step	Action
16	**To print the report via the Uqueue Print Manager:** Select [Queue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
17	Select [F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select [Master icon] (**Master**) to return to the *Business Applications Master Menu.*
18	Navigate to *K:\Second\GOSEND* to access the file name identified in *Step 10,* following the normal processing procedures to submit the information to the Georgia Department of Audits. *Repeat this process for all files.*

H1. Trial Balance & Audit Year-End Transmission Report – Example

```
=================================================Page Break=================================================
RUN DATE: 01/08/2009                    TRIAL BALANCE FOR  07/01/07 TO 06/30/08                    PAGE:    1
ROLL FUNDS:                             SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
                                        FY: 08  FUND: 100 -  GENERAL


PRGM-BLNC-OBJCT-FCTY-B-ADDT'L   ACCOUNT NAME                    OPENING BALANCE        NET CHANGE      ENDING BALANCE


0000-0101-00000-0000-0-000000   CASH IN BANK                      5,266,189.05      451,504.94CR       4,814,684.11
0000-0102-00000-0000-0-000000   CASH ON HAND                              0.00             0.00                0.00
0000-0121-00000-0000-0-000000   TAXES RECEIVABLE                    624,779.50      563,080.12CR          61,699.38
0000-0132-00000-0000-0-000000   INTERFUND ACCOUNTS RECEIVABLE         8,641.03        8,241.72CR             399.31
0000-0141-00000-0000-0-000000   INTERGOV'T ACCOUNTS RECEIVABLE    4,929,101.94    4,929,101.94CR               0.00
0000-0143-00000-0000-0-000000   LOCAL ACCTS REC                           0.00           354.90              354.90
0000-0153-00000-0000-0-000000   OTHER ACCOUNTS RECEIVABLE            54,973.84       54,973.84CR               0.00


                                ** TOTAL ASSETS                   10,883,685.36    6,006,547.66CR        4,877,137.70
```

Procedure I: Printing the Balance Sheet for Any Period Report
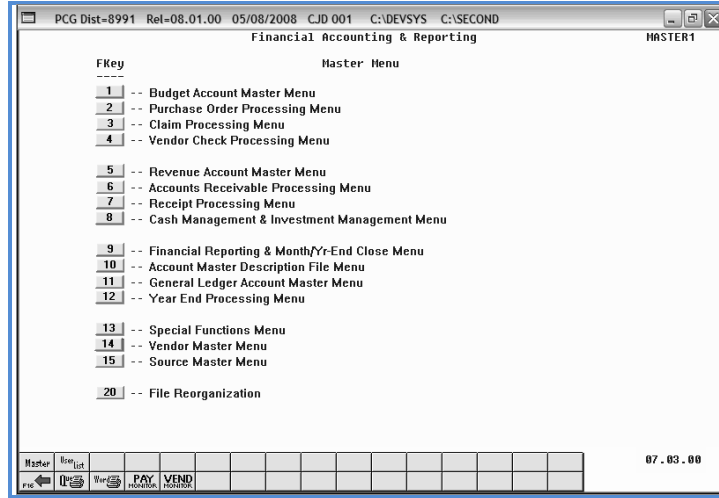
Step	Action
1	Select ⬚ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
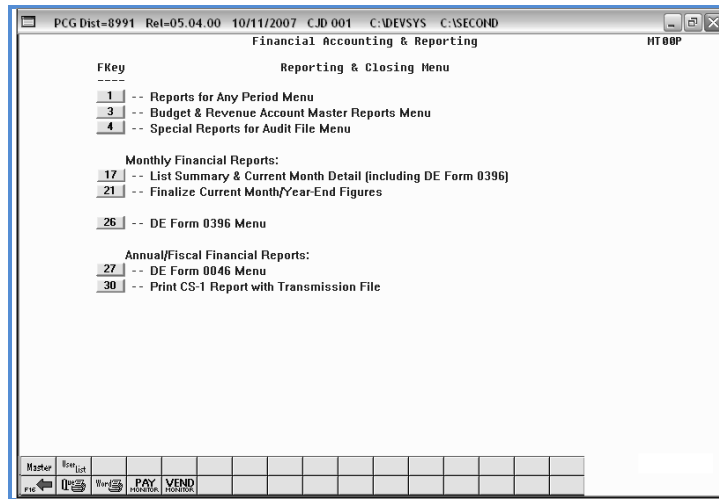
Step	Action
2	Select ⬚ (**F1 -** Reports for Any Period Menu).

The following screen displays:
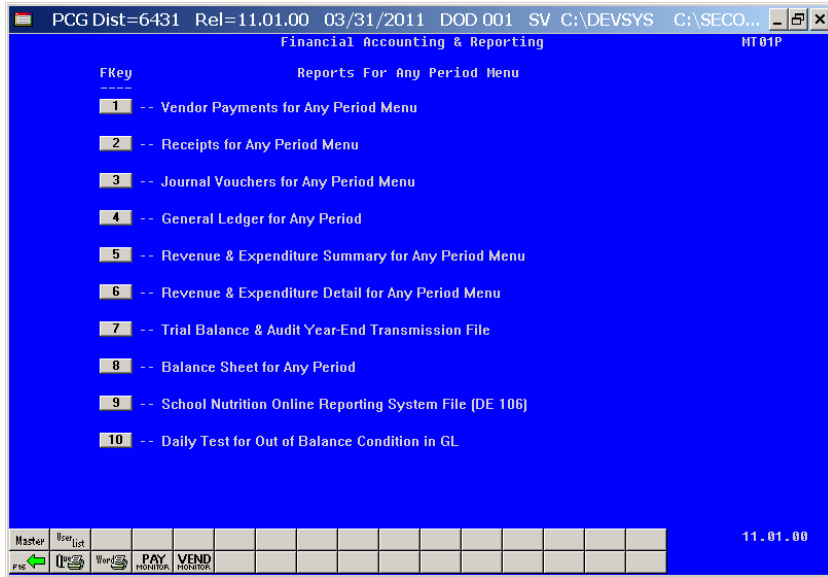
Step	Action
3	Select ___8___ (**F8** - Balance Sheet for any Period).

The following screen displays:
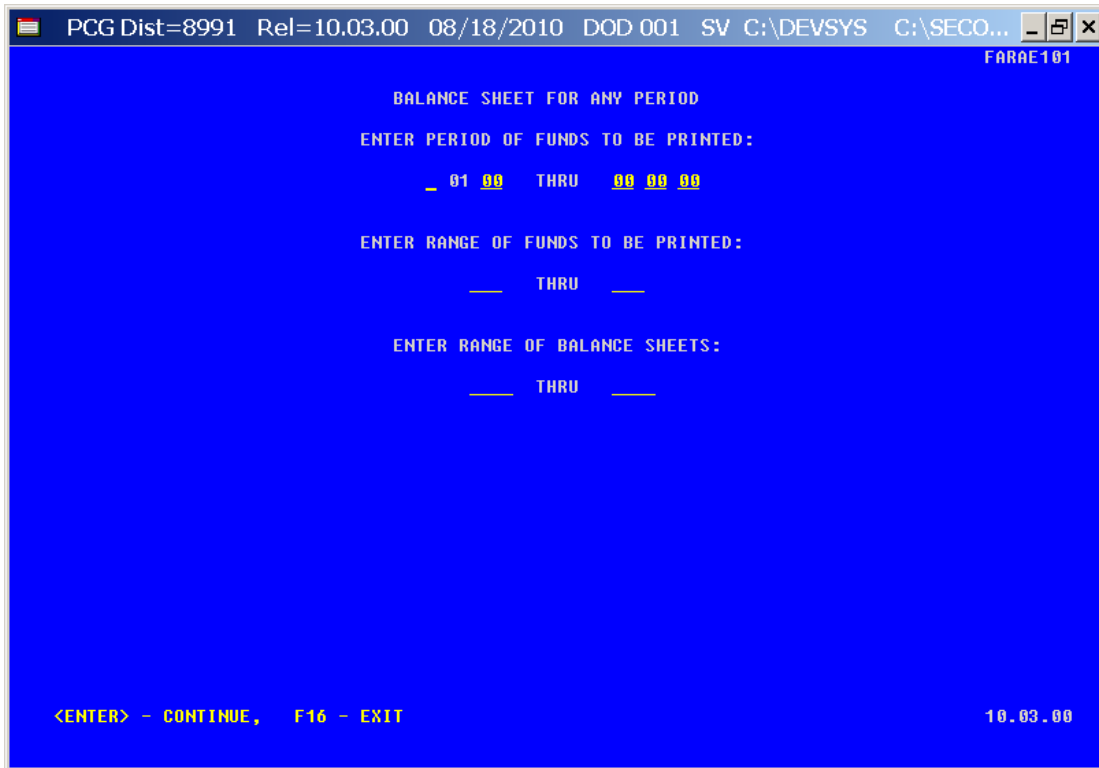
Step	Action
4	Enter the date range in the **Enter Period of Funds to be Printed** fields.
5	Enter the fund code range in the **Enter Range of Funds to be Printed** fields.
6	Enter the balance sheet account range in the **Enter Range of Balance Sheets** fields.
7	Select **Enter** <u>twice</u>. *"*** Processing Request ***" briefly displays.*

The following screen displays:
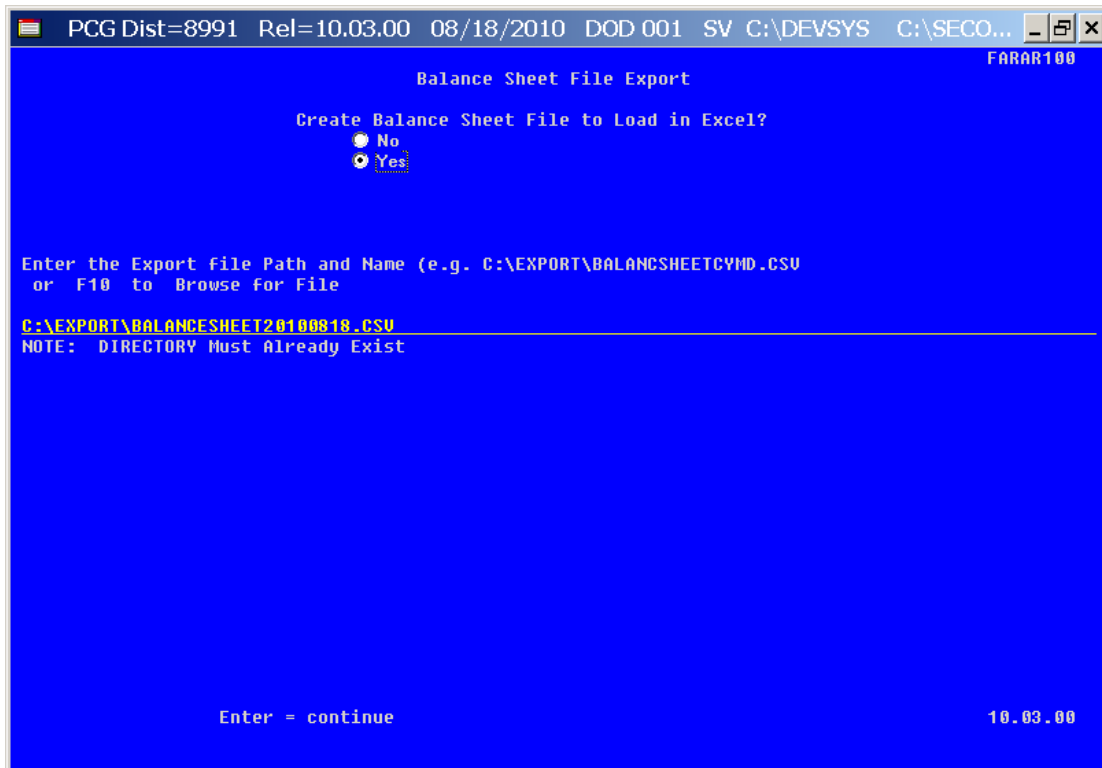
Step	Action
8	Select the ○ (**Radio Button**) to left of the appropriate response in the **Create Balance Sheet File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
9	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.

Step	Action
10	**If creating an export file:** Enter **C:\EXPORT\BALANCESHEETccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select **F10** (to Browse for file) to locate the file manually.
11	Select **Enter** (Continue). *If the filename is invalid, the "UNABLE TO OPEN BLSHEET CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 10 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
12	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![MS Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
13	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

I1. Balance Sheet for Any Period Report (Balance Sheet Account 0101) – Example

```
=================================================Page Break=================================================
GENLBAL -20071217-1044      BLNC  100 THRU  799     GADOE BOARD OF EDUCATION


BALANCE SHEET    BEGIN PERIOD 07/01/05 END PERIOD 12/31/05    YR 06 FUND 100 0 GENERAL                    PAGE   1


                                                  EMP/CK
PRGM BLNC OBJCT FCTY B ADDT'L ACTIVITY DESCRIPTION    PO/RC CODE  DATE        DEBIT          CREDIT         BALANCE


0000-0101-00000-0000-0-000000 OPENING BALANCE               JE1 07/01/05   6,362,418.44                   6,362,418.44
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079562 JE3 07/08/05                      2,583.80       6,359,834.64
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079563 JE3 07/08/05                      1,183.00       6,358,651.64
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079564 JE3 07/08/05                      1,000.00       6,357,651.64
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079565 JE3 07/08/05                      8,530.00       6,349,121.64
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079566 JE3 07/08/05                      2,813.00       6,346,308.64
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079567 JE3 07/08/05                     13,554.45       6,332,754.19
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079567 JE3 07/08/05                      2,880.00       6,329,874.19
0000-0101-00000-0000-0-000000 CHECKS WRITTEN       079568 JE3 07/08/05                        950.00       6,328,924.19
```

Procedure J: School Nutrition Online Reporting System File (DE-106)

J1. Updating the Account Master Description File for Fund Codes

School nutrition funds are within the range of 600 thru 699, inclusive. In order to be reported on the DE-106 *School Nutrition Extract File*, the school nutrition fund code must have a facility code assigned. The facility codes are assigned to funds in the *Account Master Description File*. (Fund codes are defined as **Type 02** records in the *Account Master Description File*.) When a fund code is between 600 and 699, the user will be prompted to enter a facility code for the fund code. Entry of a valid facility code is optional. If the fund code does NOT have a facility code assigned, then the fund will NOT be extracted for the DE-106. If a facility code is defined, the fund code will be extracted for the DE-106.

Where appropriate, PCGenesis will automatically print a *School Nutrition DE106 Error Report.* The *School Nutrition DE106 Error Report* lists all of the funds <u>not</u> extracted for the DE-106 *School Nutrition Extract File* because they have not been assigned a facility code. To correct the errors, follow the instructions in *Section K: Account Master Description File Processing* to assign facility codes to the school nutrition fund codes. If the fund should NOT be extracted for the DE-106, then the fund should NOT have a facility code assigned, and the error may be ignored.

Refer to *Section K: Account Master Description File Processing* for instructions on updating the *Account Master Description File*.

J2. Finalizing Current Month/Year-End Figures

Procedure-specific processing guidelines for month end closing are included within *Procedure M: Finalizing Current Month/Year-End Figures*. While it is recommended that the month is closed before creating *DE-106 School Nutrition Extract File*, it is not necessary. Files created before the month is closed will not reflect correct beginning balances. However, the *DE-106 School Nutrition Extract File* may be created numerous times if financial figures have changed since the last time the file was created.

Refer to *Procedure M: Finalizing Current Month/Year-End Figures* for instructions on closing the month.

J3. Balancing to the Trial Balance Report

Printing the *Trial Balance Report* for the DE-106 reporting month: The revenue, expenditure, and balance sheet totals for each school nutrition fund should balance to the *Trial Balance Report* for the DE-106 reporting month. For example, if the DE-106 is run for January 2012, the *Trial Balance Report* should be run with a date range of 01/01/2012 thru 01/31/2012. The totals on the DE-106 should balance to the *Trial Balance Report*.

If the month has not been closed, a warning message will be displayed indicating that the beginning balances are not available. This will not stop the extract process from completing. *To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available for the Balance Sheet items on the DE-106 Transmission File.*

Refer to *Procedure H: Trial Balance Report and Audit Transmission File Processing* for instructions on creating the *Trial Balance Report*.

The following table identifies the *Trial Balance Report* values which are included on the *DE-106 Transmission File*. Balance Sheet items are derived from the **Ending Balance** fields on the *Trial Balance Report*. The revenue and expenditure items are derived from the **Net Change** fields on the *Trial Balance Report*.

Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
**School Nutrition DE106 Financial Layout** **Balancing to the Trial Balance Report**
1	Record type	n/a		"Z" Type Record
2-4	System Number	n/a		3 digit school system number
5-8	School Number	n/a		4 digit School Number
9-12	Financial Year	n/a		Year for which financial information is being reported in 4 digit format. (20xx).
13-14	Financial Month	n/a		Month for which financial data is being reported. Zero padded (02 not '2')
15-26	Purchased Food	Inventory	For USDA Inventory: Expense 0630 For Single Inventory: Expense 0630 + 0635	Purchased Food Received this Month.
27-38	Transfers In	Inventory	Screen Input	This is the value of purchased food transfers received from other schools or another school system.
39-50	Transfers Out	Inventory	Screen Input	This is the value of purchased food transfers to other schools or another school system.
51-62	Positive Inventory Adjustments	Inventory	Screen Input	Positive Adjustments made to Purchased Food Inventory Positive values only.
63-74	Negative Inventory Adjustments	Inventory	Screen Input	Negative Adjustments made to Purchased Food inventory Negative values only
75-86	Breakfast Usage	Inventory	Screen Input	This is the value of total food used to serve breakfast.
87-98	Snack Usage	Inventory	Screen Input	This is the value of total food used to serve snacks.
99-110	Non-Reimbursable Food Costs	Inventory	Screen Input	This is the value of Non-Reimbursable Food.

	School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report			
Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
111-122	Ending Inventory	Inventory	For USDA Inventory: Balance Sheet 0171 For Single Inventory: Balance Sheet 0171 + 0173	The is the value of the Ending Inventory of Purchased Foods
123-134	USDA Received Food	Inventory	For USDA Inventory: Expense 0635 For Single Inventory: Not Applicable	This is the value of USDA Commodities received this month
135-146	USDA Transfers In	Inventory	Screen Input	This is the value of food transfers received from other schools or another school system.
147-158	USDA Transfers Out	Inventory	Screen Input	This is the value of USDA food transfers to other schools or another school system.
159-170	USDA Adjustments (Positive)	Inventory	Screen Input	Positive Adjustments made to USDA Receipts.
171-182	USDA Adjustments (Negative)	Inventory	Screen Input	Negative adjustments made to USDA Receipts.
183-194	USDA Breakfast Usage	Inventory	Screen Input	This is the value of USDA food used to serve breakfast meals.
195-206	USDA Snack Usage	Inventory	Screen Input	This is the value of USDA food used to serve snacks.
207-218	USDA Non-Reimbursable Food Costs	Inventory	Screen Input	
219-230	USDA Ending Inventory	Inventory	For USDA Inventory: Balance Sheet 0173 For Single Inventory: Not Applicable	Ending Inventory USDA Foods.
231-242	1612 Breakfast	Revenue		Revenue Source Code 1612
243-254	1611 Lunch	Revenue		Revenue Source Code 1611
255-266	1613 Snack	Revenue		Revenue Source Code 1613
267-278	1614 Special Milk	Revenue		Revenue Source Code 1614
279-290	1700-1999 Other	Revenue		Sum of Revenue Source Codes 1700-1999

	School Nutrition DE106 Financial Layout Balancing to the Trial Balance Report			
Position	**Field Name**	**Field Location**	**PCGenesis Field**	**Comments/Calculations**
291-302	1500 Investment Income	Revenue		Revenue Source Code 1500
303-314	1621 Non Reimbursable Sales	Revenue		Revenue Source Code 1621
315-326	1622 Adult Sales	Revenue		Revenue Source Code 1622
327-338	1623 Contracted Sales	Revenue		Revenue Source Code 1623
339-350	3510 State Reimbursement	Revenue		Revenue Source Code 3510
351-362	3995 Other State Agencies	Revenue		Revenue Source Code 3995
363-374	4510 Lunch/Milk Reimbursement	Revenue		Revenue Source Code 4510
375-386	4511 Breakfast Reimbursement	Revenue		Revenue Source Code 4511
387-398	4512 CACFP Reimbursement	Revenue		Revenue Source Code 4512
399-410	4513 DOE Snack Reimbursement	Revenue		Revenue Source Code 4513
411-422	4520-4899 Other	Revenue		Sum of Revenue Source Codes 4520-4899 as they relate to School Nutrition.
423-434	4900 USDA Food Value Received	Revenue		Revenue Source Code 4900
435-446	5200-5299 Transfer In	Revenue		Sum of Revenue Source Codes 5200-5299 as they relate to School Nutrition.
447-458	5300-5995 Other	Revenue		Sum of Revenue Source Codes 5300-5995 as they relate to School Nutrition.
459-470	100-299 Labor	Expenditure		Expenditure object codes 100-299 as they relate to School Nutrition.
471-482	630 Purchased Food	Expenditure		Expenditure object code 630
483-494	635 USDA Food Value Received	Expenditure		Expenditure object code 635
495-506	730-735 Equipment > $5000	Expenditure		Sum of expenditure object codes 730-735 where each item is > $5000.
507-518	300-879 Other (Except 630, 635, & 880)	Expenditure		Sum of Expenditure Object Codes 300-879 that apply to School Nutrition except 630, 635, & 880).
519-530	930 Transfers Out	Expenditure		Expenditure Object Code 930
531-542	0101-0103 Cash	Balance Sheet		Balance Sheet Account 0101-0103 Cash
543-554	0111 Investments	Balance Sheet		Balance Sheet Account 0111 Investments

Position	Field Name	Field Location	PCGenesis Field	Comments/Calculations
555-566	0114-0153 Accounts Receivable	Balance Sheet		Balance Sheet Account 0114-0153 Accounts Receivable that apply to School Nutrition
567-578	0104 Change Fund	Balance Sheet		Balance Sheet Account 0104 Change Fund
579-590	0174-0199 Other	Balance Sheet		Sum of Balance Sheet Accounts 0174-0199 Other that apply to School Nutrition
591-602	0401-0421 Accounts Payable	Balance Sheet		Sum of Balance Sheet Accounts 0401-0421 Accounts Payable that apply to School Nutrition
603-614	0422 Accrued Salaries/Benefits	Balance Sheet		Balance Sheet Account 0422 Accrued Salaries/Benefits
615-626	0499 Other Liabilities	Balance Sheet		Balance Sheet Account 0499 Other Liabilities
627-638	753-790 Reserved Fund Balance	Balance Sheet		Sum of Balance Sheet Accounts 753-790 that apply to School Nutrition
639-650	0751 Reserved For Inventory	Balance Sheet		0751 Reserved for Inventory
651-662	0171-Value Purchased Food	Balance Sheet		0171 – Value Purchased Food
663-674	0173 – Value USDA Food	Balance Sheet		0173 – Value USDA Food
675-686	0740 – Prior Year Adjustments	Balance Sheet		0740 – Prior Year Adjustments
687-698	880 – Indirect Cost	Expenditure		880 – Indirect Costs

School Nutrition DE106 Financial Layout
Balancing to the Trial Balance Report

J4. School Nutrition Online Reporting System File Processing

PCGenesis is adding support for the uploading of files to the School Nutrition Online Reporting System (ORS), a web application that allows you to upload data files extracted from your financial application.

The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option. This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS).

Revenue and expenditure accounts are extracted from PCGenesis. Inventory accounts will require user input. Balance sheet accounts require a beginning balance for the month to be reported. *If the previous month has been closed, the balance sheet totals are extracted from PCGenesis, otherwise the balance sheet totals require user input.* This is true for each school nutrition fund to be reported.

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

The following screen displays:
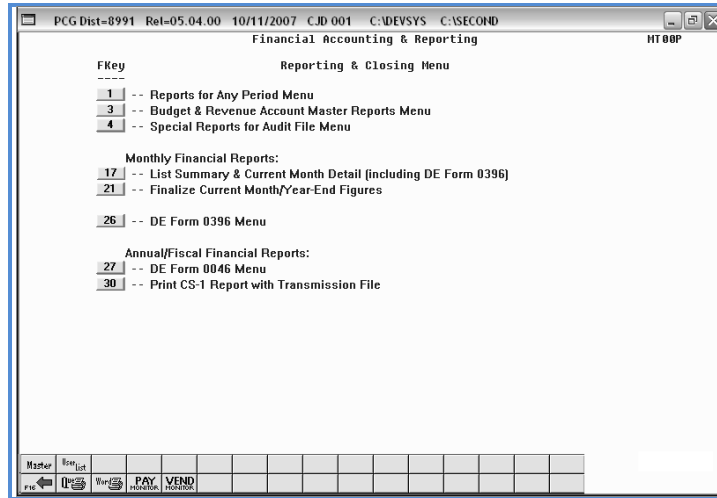
Step	Action
2	Select ___1___ (**F1 -** Reports for Any Period Menu).

The following screen displays:
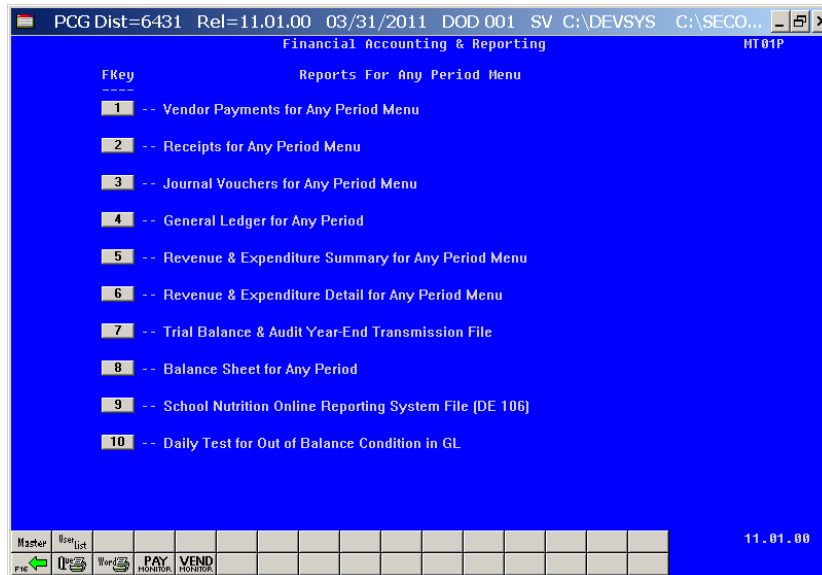
Step	Action
3	Select ___9___ (**F9**- School Nutrition Online Reporting System File).

The following screen displays:

Step	Action
4	Enter the month to process in the **Month** field. *To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available.*
5	Enter the year to process in the **Year** field. Enter the year as a four digit year in the format CCYY.
6	Select the ○ (**Radio Button**) to left of the appropriate response in the **Select Inventory Type** field. In order to report <u>two</u> separate inventories for purchased food and for USDA food, select '**Purchase USDA**'. In order to report a <u>single</u> inventory for both purchased food and for USDA food, select '**Single Inventory**'.
7	Select ![ENTER] (**Enter** - Continue) or Select ![F16] (**F16** - Exit) to return the menu. *"** SN EXTRACT File in Progress **" briefly displays.*

The following warning screen displays if there is no data to extract for the DE-106:
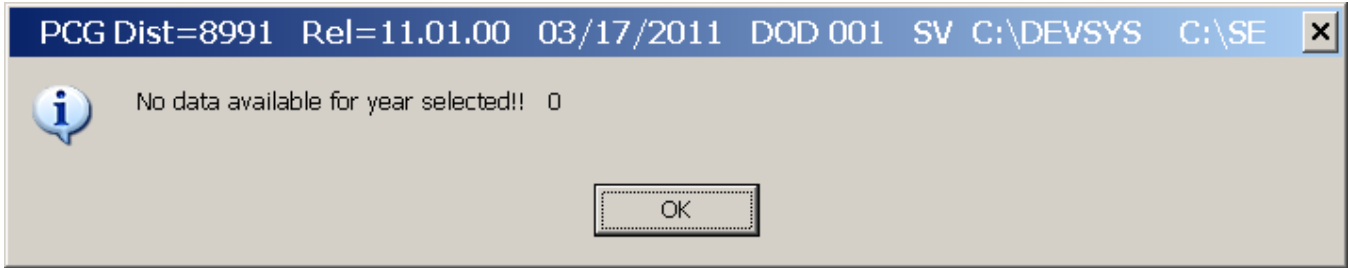
The following screen briefly displays:
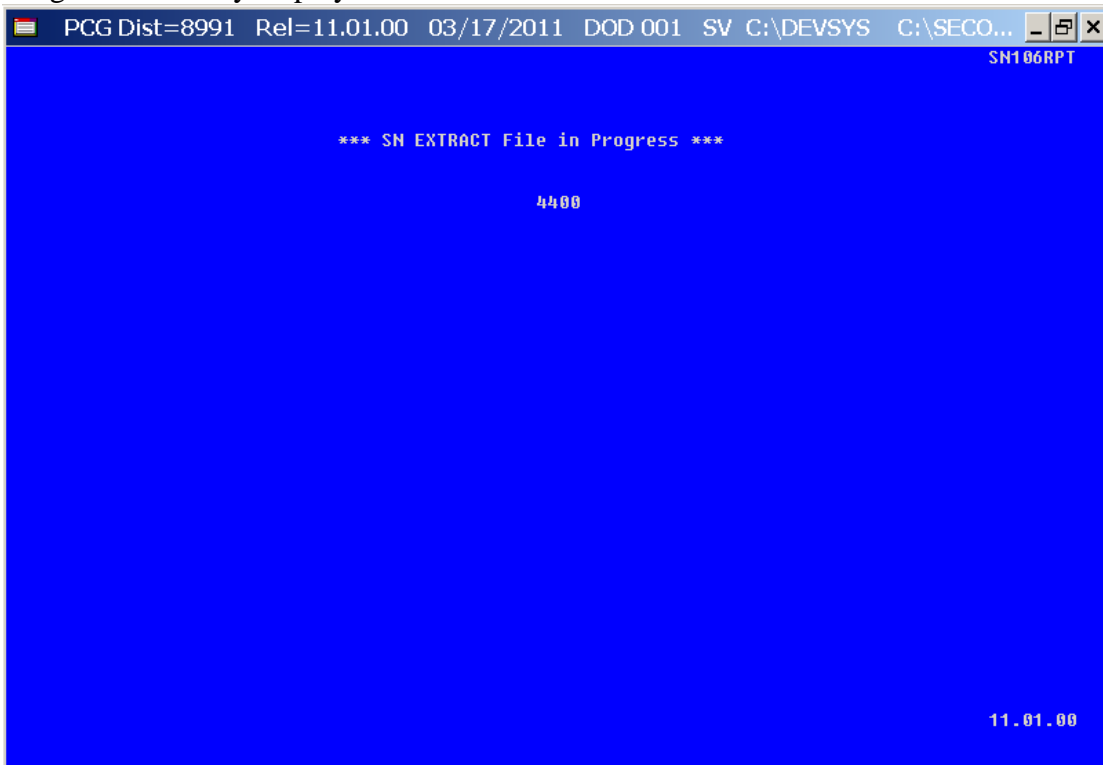
The following warning screen displays if the requested month and year has not been closed:

Step	Action
8	If the month has not been closed, a warning message will be displayed indicating that the beginning balances are not available. This will not stop the extract process from completing. Select **Enter** to continue the process.
	To ensure complete financial data, the month should be closed. If the month has not been closed, beginning balances will not be available and the balance sheet totals will require user input.

If the month has been closed and '**Purchase USDA**' inventory has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the inventory accounts require user input. If '**Purchase USDA**' inventory has been selected, the **USDA Rcvd** (USDA Received Food) is populated from expense category 0635. The **USDA EndI** (USDA Ending Inventory) is populated from balance sheet account 0173. The **Purc Food** (Purchased Food) category is populated from expense category 0630. The **End Inv** (Ending Inventory) category is populated from balance sheet account 0171.

```
  PCG Dist=8991  Rel=11.03.00  10/05/2011  DOD 001    C:\DEVSYS   C:\SECOND                  _ 8 X
                                                                                  SN106RPT
                              School Nutrition Online Report
                                 Month  07  Year  2011
                      Fund: 0600 ENTERPRISE        Facility: 0000 Invalid Facility

      Inventory                   Revenue              Expenditure            Bal Sheet
    ------------                  -------              -----------            ---------
 .00_____          Trans In         1500       13961.72  100-299      8471.08- 0101-0103
 _____          Trans Out        1611                 630                   0104
 _____          + Inv Adj        1612                 635                   0111
 _____          - Inv Adj        1613        1603.18  300-879               0114-0153
 _____          Bfast Use        1614                 880                   0171
 _____          Snack Use        1621                 930                   0173
 _____          NonReimb         1622                                       0174-0199
 _____          USDA In          1623
 _____          USDA Out     36.96  1700-1999         730-735>5
 _____          USDA +Adj  4120.00  3510                         2219.28  0401-0421
 _____          USDA -Adj        3995                            7694.00  0422
 _____          USDA Bfst        4510                                     0499
 _____          USDA Snck        4511                            3469.07- 0740
 _____          USDA NonR        4512                                     0751
                                     4513                             842.50  0753-0790
                    Purc Food        4520-4899
                    End Inv          4900
                    USDA Rcvd        5200-5299
                    USDA EndI        5300-5995

                    Inventory   4156.96  Revenue     15564.90  Expenditure   8471.08-Asset
                                                                             7286.71 Liab/FndEq
    (User Input)              (Net Change)          (Net Change)         (Ending Bal)

    Enter = Total User Input, F8 = Save & Continue                            11.03.00
  ENTER
                                        F8
  F16
```

If the month has been closed and '**Single Inventory**' has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the non-USDA inventory accounts require user input. If '**Single Inventory**' has been selected, the **USDA Rcvd** (USDA Received Food) and the **USDA EndI** (USDA Ending Inventory) are not populated and do not apply. The **Purc Food** (Purchased Food) category is the sum of expense categories 0630 and 0635. The **End Inv** (Ending Inventory) category is the sum of balance sheet accounts 0171 and 0173.

If the month has NOT been closed and '**Purchase USDA**' inventory has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the inventory accounts require user input. If the previous month has <u>not</u> been closed, the balance sheet totals also require user input. If '**Purchase USDA**' inventory has been selected, the **USDA Rcvd** (USDA Received Food) is populated from expense category 0635. The **USDA EndI** (USDA Ending Inventory) is populated from the amount input for the balance sheet account 0173. The **Purc Food** (Purchased Food) category is populated from expense category 0630. The **End Inv** (Ending Inventory) category is populated from the amount input for the balance sheet account 0171.

```
 PCG Dist=8991  Rel=11.03.00  10/05/2011  DOD 001    C:\DEVSYS  C:\SECOND            _ |&| X|
                                                                          SN106RPT
                              School Nutrition Online Report
                                 Month  08  Year  2011
                     Fund: 0600 ENTERPRISE      Facility: 0000 Invalid Facility
  Purchase USDA                                                   (No Beginning Balances)
    Inventory                  Revenue                 Expenditure      Bal Sheet
 ---------                     -------                 -----------      ---------
 .00_____        Trans In     124.74  1500            14284.47  100-299  _____  0101-0103
 _____       Trans Out            1611              106.64  630      _____  0104
 _____       + Inv Adj            1612                      635      _____  0111
 _____       - Inv Adj            1613              694.00  300-879  _____  0114-0153
 _____       Bfast Use            1614                      880      _____  0171
 _____       Snack Use            1621                      930      _____  0173
 _____       NonReimb             1622                               _____  0174-0199
 _____       USDA In              1623
 _____       USDA Out             1700-1999                730-735>5
 _____       USDA +Adj            3510                               _____  0401-0421
 _____       USDA -Adj            3995                               _____  0422
 _____       USDA Bfst            4510                               _____  0499
 _____       USDA Snck            4511                               _____  0740
 _____       USDA NonR            4512                               _____  0751
                                       4513                               _____  0753-0790
    106.64        Purc Food            4520-4899
                  End Inv              4900
                  USDA Rcvd            5200-5299
                  USDA EndI            5300-5995                       (Enter Ending Bal Items)

    106.64        Inventory    124.74  Revenue        15085.11  Expenditure        Asset
                                                                                 Liab/FndEq
  (User Input)                 (Net Change)           (Net Change)       (Ending Bal)

  Enter = Total User Input, F8 = Save & Continue                                 11.03.00
```

If the month has NOT been closed and '**Single Inventory**' has been selected, the following screen displays multiple times for each school nutrition fund defined between 600 and 699. Note that the non-USDA inventory accounts require user input. If the previous month has <u>not</u> been closed, the balance sheet totals also require user input. If '**Single Inventory**' has been selected, the **USDA Rcvd** (USDA Received Food) and the **USDA EndI** (USDA Ending Inventory) are not populated and do not apply. The **Purc Food** (Purchased Food) category is the sum of expense categories 0630 and 0635. The **End Inv** (Ending Inventory) category is the sum of the amounts input for balance sheet accounts 0171 and 0173.
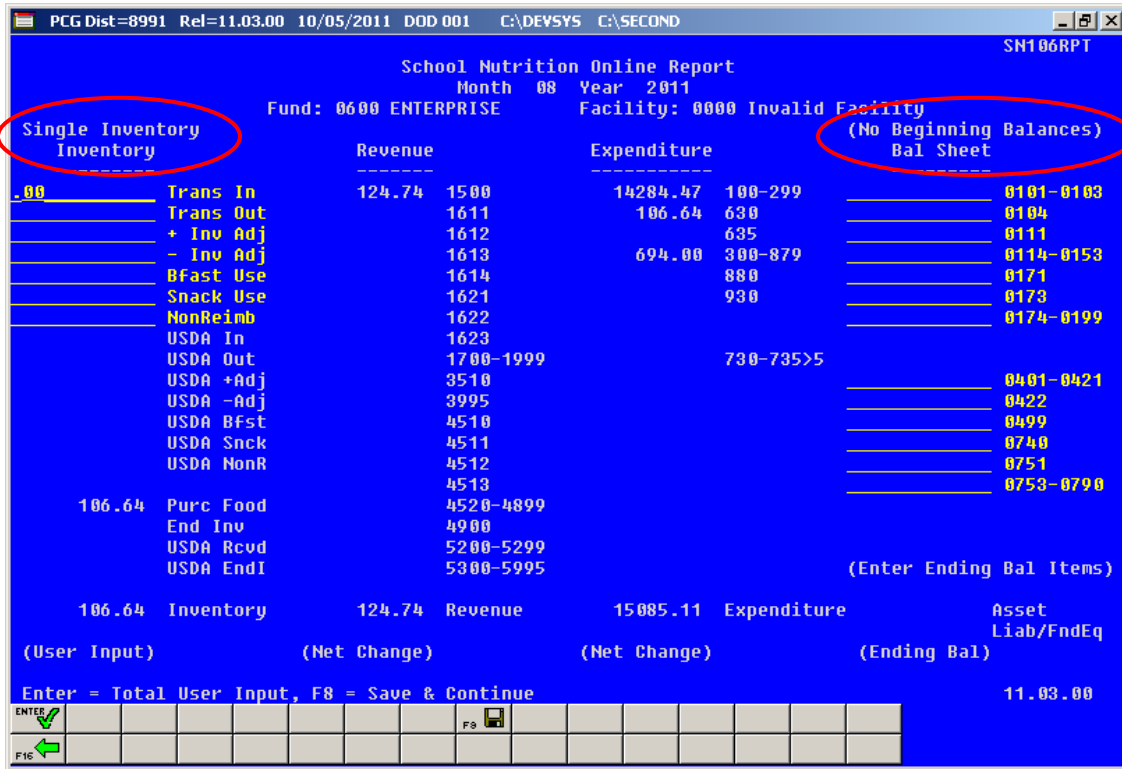
Step	Action
9	Enter the "transfers in" for this fund in the **Trans In** field. This is the value of purchased food transfers received from other schools or another school system.
10	Enter the "transfers out" for this fund in the **Trans Out** field. This is the value of purchased food transfers to other schools or another school system.
11	Enter the "positive inventory adjustments" for this fund in the **+ Inv Adj** field. This represents the positive adjustments made to purchased food inventory. This field must be a positive value.
12	Enter the "negative inventory adjustments" for this fund in the **- Inv Adj** field. This represents the negative adjustments made to purchased food inventory. This field must be a negative value.

Step	Action
13	Enter the "breakfast usage" for this fund in the **Bfast Use** field. This is the value of total food used to serve breakfast. If **Days Breakfast Served** is greater than zero then **Breakfast Usage** must be greater than zero.
14	Enter the "snack usage" for this fund in the **Snack Use** field. This is the value of total food used to serve snacks. If **Days Snack Served** is greater than zero then **Snack Usage** must be greater than zero.
15	Enter the "non-reimbursable food costs" for this fund in the **NonReimb** field. This is the value of non-reimbursable food.
16	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA transfers in" for this fund in the **USDA In** field. This is the value of food transfers received from other schools or another school system.
17	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA transfers out" for this fund in the **USDA Out** field. This is the value of food transfers to other schools or another school system.
18	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA positive inventory adjustments" for this fund in the **USDA +Adj** field. This represents the positive adjustments made to USDA receipts. This field must be a positive value.
19	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA negative inventory adjustments" for this fund in the **USDA -Adj** field. This represents the negative adjustments made to USDA receipts. This field must be a negative value.
20	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA breakfast usage" for this fund in the **USDA Bfast** field. This is the value of total USDA food used to serve breakfast.
21	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA snack usage" for this fund in the **USDA Snack** field. This is the value of total USDA food used to serve snacks.
22	**If 'Purchase USDA' inventory has been selected**: Enter the "USDA non-reimbursable food costs" for this fund in the **USDA NonR** field. This is the value of USDA non-reimbursable food.
23	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0101-0103 cash total.
24	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0104 Change Fund total.
25	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0111 investments total.

Step	Action
26	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0114-0153 Accounts Receivable that apply to School Nutrition total.
27	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0171 value of purchased food total.
28	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0173 value of USDA food total.
29	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0174-0199 other amounts that apply to School Nutrition total.
30	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0401-0421 Accounts Payable that apply to School Nutrition total.
31	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0422 accrued salary and benefits total.
32	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0499 other liabilities total.
33	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0740 prior year adjustments total.
34	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0751 reserved for inventory total.
35	**If the previous month has <u>not</u> been closed**: Enter Balance Sheet Account 0753-0790 sum of accounts that apply to school nutrition total.
36	Select (**Enter**) to validate the data, and to calculate totals for all user input fields. Once all entries have been reviewed and validated, select (**F8** - Save & Continue).

The following screen displays multiple times for each school nutrition Fund defined between 600 and 699:

The next fund is displayed.

Step	Action
37	The School Nutrition Online Report screen displays multiple times for each school nutrition Fund defined between 600 and 699. Repeat *Steps 9 – 36* for each school nutrition fund which is displayed.
	*If the school nutrition Fund shown on the screen does not have a facility code defined in the Account Master Description File, the message "**** This record NOT REPORTED – No Valid Facility ****" will be displayed. This warning indicates that the school nutrition Fund will appear on the error report and will NOT be included in the School Nutrition Extract file.*

Once all data entry has been completed, the following screen displays:
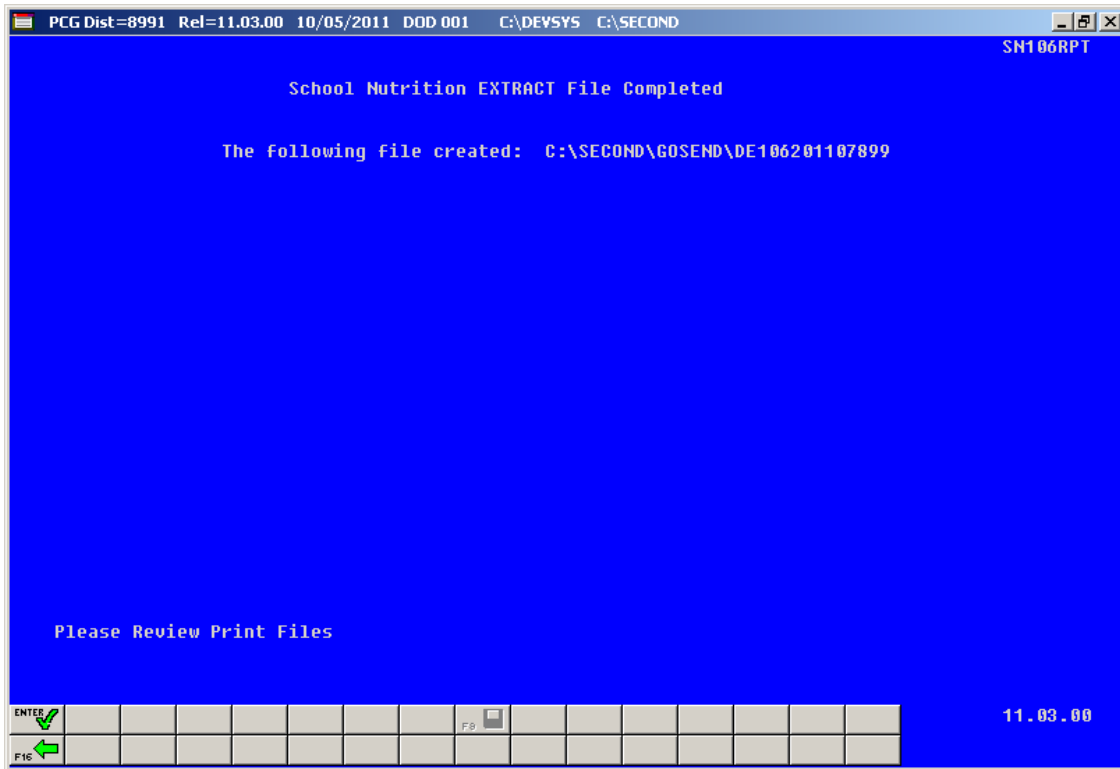
Step	Action
38	Screen-print or record the resulting file name(s), and the PCGenesis location, and select ![Enter] (**Enter -** Continue).

The following screen displays:

Step	Action
39	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
40	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.
41	Navigate to *K:\Second\GOSEND* to access the file name identified in *Step 38*, and follow the normal processing procedures to submit the information to the School Nutrition Online Reporting System (ORS).

J4.1. School Nutrition DE106 Submission Report

```
RUN DATE: 05/18/2011              SCHOOL NUTRITION DE106 SUBMISSION FOR 06/01/2010 TO 06/30/2010              PAGE:   1
SN106RPT                              SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
FACILITY: 2050  SMITHVILLE HIGH            FY: 10  FUND: 602 -  SMITHVILLE HIGH
    Purchase USDA
    Inventory                        Revenue                    Expenditure                    Balance Sheet

       12.21     Trans In              1500          7,565.50    100-299         48,828.19    0101-0103
       18.52     Trans Out             1611          8,150.71    630                          0104
       63.33     + Inv Adj             1612                      635                          0111
                 - Inv Adj             1613          2,900.57    300-879         18,536.18    0114-0153
    2,005.36     Bfast Use             1614                      880              4,497.70    0171
    1,054.21     Snack Use             1621                      930             27,374.16    0173
      902.32     NonReimb              1622                                                   0174-0199
    3,651.52     USDA In               1623
      569.33     USDA Out              1700-1999                 730-735>5
                 USDA +Adj             3510                                       5,488.41    0401-0421
      548.24-    USDA -Adj             3995                                      13,648.67    0422
    4,254.22     USDA Bfst   14,102.10 4510                                                   0499
    2,568.45     USDA Snck             4511                                      28,527.65    0740
      632.33     USDA NonR             4512                                      31,871.86    0751
                              4,434.08 4513                                                   0753-0790
    8,150.71     Purc Food             4520-4899
    4,497.70     End Inv               4900
                 USDA Rcvd             5200-5299
   27,374.16     USDA EndI             5300-5995

   55,206.13     Inventory   18,536.18 Revenue        18,616.78  Expend          99,236.23    Asset
                                                                                 79,536.59    Liab/FndEq
```

J4.2. School Nutrition DE106 Error Report

```
RUN DATE: 05/19/2011              SCHOOL NUTRITION DE106 NOT REPORTED FOR 06/01/2010 TO 06/30/2010              PAGE:   1
SN106RPT                              SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
FACILITY: 0000  Invalid Facility          FY: 10  FUND: 693 -  ENTERPRISE
    Purchase USDA
    Inventory                        Revenue                    Expenditure                    Balance Sheet

                 Trans In              1500                      100-299         49,639.98-   0101-0103
                 Trans Out             1611                      630                          0104
                 + Inv Adj             1612                      635                          0111
                 - Inv Adj             1613         49,184.10    300-879         49,301.19    0114-0153
                 Bfast Use             1614                      880                          0171
                 Snack Use             1621                      930                          0173
                 NonReimb              1622                                                   0174-0199
                 USDA In               1623
                 USDA Out    49,184.10 1700-1999                 730-735>5
                 USDA +Adj             3510                                                   0401-0421
                 USDA -Adj             3995                                                   0422
                 USDA Bfst             4510                                                   0499
                 USDA Snck             4511                                      13,121.23    0740
                 USDA NonR             4512                                                   0751
                                       4513                                                   0753-0790
                 Purc Food             4520-4899
                 End Inv               4900
                 USDA Rcvd             5200-5299
                 USDA EndI             5300-5995

                 Inventory   49,184.10 Revenue        49,184.10  Expend            338.79-    Bal Sheet
                                                                                 13,121.23    Liab/FndEq


    **** This record NOT REPORTED - No Valid Facility ****
```

J4.3. *School Nutrition Trial Balance Report*

```
RUN DATE: 03/31/2011              SCHOOL NUTRITION TRIAL BALANCE FOR  06/01/2010 TO 06/30/2010                    PAGE:    2
   SN106RPT                                 SYSTEM: 8991 - SMITH CITY BOARD OF EDUCATION
                                             FY: 10  FUND: 602 -  GRNVILLE HIGH
       SRCE/
PRGM-FUNC-OBJCT-FCTY-B-ADDT'L   ACCOUNT NAME                 OPENING BALANCE        NET CHANGE        ENDING BALANCE

9990-1621-00000-0300-0-000000   SUPPLEMENTAL SALES              3,472.15CR             0.00            3,472.15CR
9990-1622-00000-0300-0-000000   ADULT MEALS                    8,116.60CR             0.00            8,116.60CR
9990-4510-00000-0300-0-000000   FED LUNCH REIMBURSEMENT       110,788.86CR       14,102.10CR        124,890.96CR
9990-4511-00000-0300-0-000000   FEDERAL B'FAST REIMBURSEMENT   62,578.00CR             0.00           62,578.00CR
9990-4513-00000-0300-0-000000   AT RISK SNACKS                 1,792.28CR         4,434.08CR          6,226.36CR
9990-4900-00000-0300-0-000000   REV USDA COMMODITIES          36,038.13CR             0.00           36,038.13CR

                                ** TOTAL REVENUE             222,786.02CR       18,536.18CR        241,322.20CR

9990-3100-11400-0300-0-000000   SUBS-NON CERT                  2,387.10            195.74            2,582.84
9990-3100-14200-0300-0-000000   CLERICAL                           0.00            240.00              240.00
9990-3100-18400-0300-0-000000   SALARIES                      52,935.62          6,093.57           59,029.19
9990-3100-21000-0300-0-000000   S/HEALTH SUM    EXP SCHOOL NUTR   6,161.66          488.16            6,649.82
9990-3100-22000-0300-0-000000   FICA/MED SUM    EXP SCHOOL NUTR   2,758.85          379.82            3,138.67
9990-3100-23000-0300-0-000000   TRS SUMMARY     EXP SCHOOL NUTR   1,637.94          157.41            1,795.35
9990-3100-26000-0300-0-000000   W/C                              568.34              0.00              568.34
9990-3100-29000-0300-0-000000   OTH BEN SUM     EXP SCHOOL NUTR    134.24           10.80              145.04
9990-3100-30000-0300-0-000000   PROF TECH SERV                   205.00             25.00              230.00
9990-3100-41000-0300-0-000000   PEST CONTROL                     505.00            220.00              725.00
9990-3100-43000-0300-0-000000   EQUIPMENT MAINT                2,696.40              0.00            2,696.40
9990-3100-53000-0300-0-000000   COMMUNICATIONS                   628.81            111.76              740.57
9990-3100-59100-0300-0-000000   COMMODITY HAULING              2,624.23              0.00            2,624.23
9990-3100-61000-0300-0-000000   SUPPLIES                       9,587.20          2,543.81           12,131.01
9990-3100-62000-0300-0-000000   ENERGY                         4,630.40              0.00            4,630.40
9990-3100-63000-0300-0-000000   FOOD PURCHASES                78,853.36          8,150.71           87,004.07
9990-3100-63500-0300-0-000000   EXP USDA COMMODITIES          36,038.13              0.00           36,038.13
9990-3100-81000-0300-0-000000   REGISTRATION/FEES                653.50              0.00              653.50

                                ** TOTAL EXPENDITURES        203,005.78         18,616.78          221,622.56

                                ** TOTAL ENCUMBRANCES              0.00              0.00                0.00

                                CLOSING ENTRY TO FUND EQUITY  19,780.24CR           80.60           19,699.64CR
```

Procedure K: Performing the Daily Test for the General Ledger (G/L) Out-of-Balance Condition

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
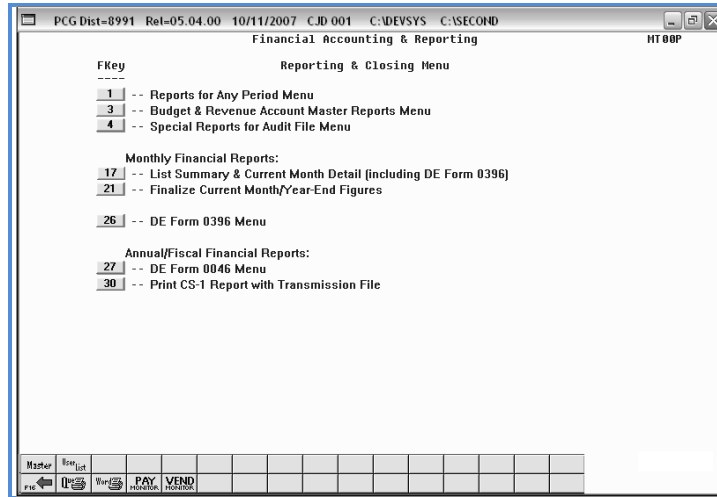
Step	Action
2	Select ___1___ (**F1 -** Reports for Any Period Menu).

The following screen displays:
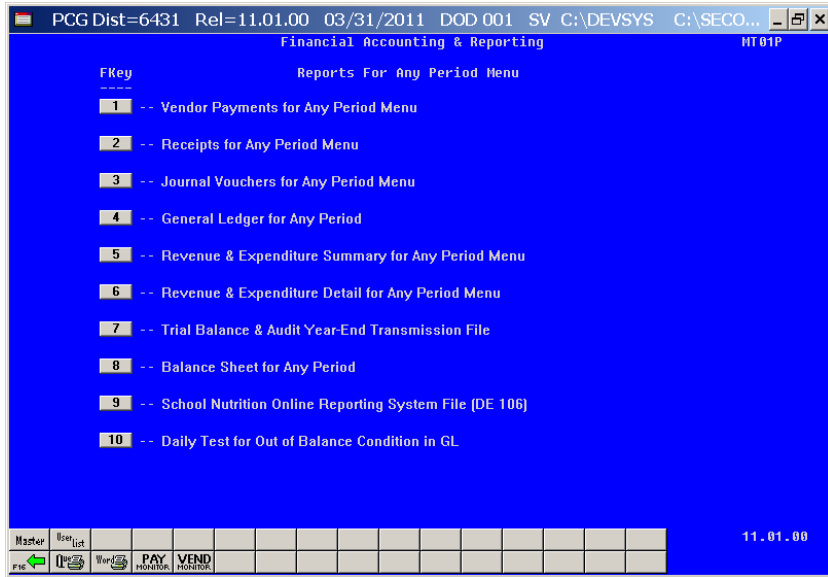
Step	Action
3	Select ![10] (**F10** – Daily Test for Out of Balance Condition in GL). *"*** Processing Request ***" briefly displays.*

For out-of-balance conditions, the following dialog box displays:
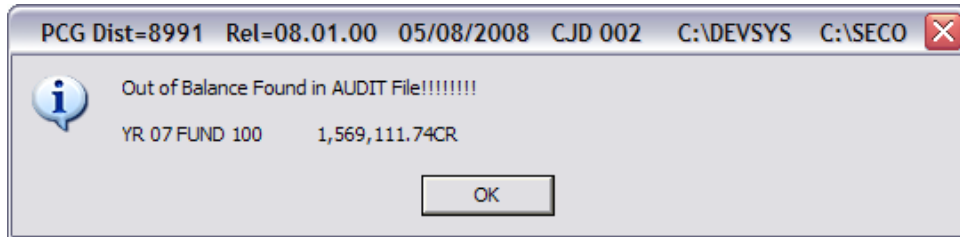
Step	Action
4	Select ![OK] (**OK**) until the *Financial Accounting & Reporting – Reports for Any Period Menu* redisplays.

The following screen displays:

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
6	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

K1. General Ledger Report – Results of the Out-Of-Balance Condition Daily Test - Example

```
==============================================================Page Break==================================================================
GENLEDGR 12/17/2007 11:07:21                                    GADOE BOARD OF EDUCATION


GENERAL LEDGER  BEGIN PERIOD 07/01/06 END PERIOD 06/30/07    YR 07 FUND 100 0 GENERAL                      PAGE   1


      FUNC/                                     EMP/CK
PRGM BLNC OBJCT FCTY B ADDT'L ACTIVITY DESCRIPTION    PO/RC CODE  DATE       DEBIT        CREDIT        BALANCE


0000-0101-00000-0000-0-000000 OPENING BALANCE              JE1 07/01/06   8,531,195.66              8,531,195.66
0000-0101-00000-0000-0-000000 MANUAL CHECKS WRITTEN  083885 JE3 07/11/06                   100.00   8,531,095.66
0000-0101-00000-0000-0-000000 MANUAL CHECKS WRITTEN  083883 JE3 07/13/06                 1,183.00   8,529,912.66
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083971 JE3 07/13/06                   469.32   8,529,443.34
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083972 JE3 07/13/06                 2,583.80   8,526,859.54
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083972 JE3 07/13/06                   830.00   8,526,029.54
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083973 JE3 07/13/06                    45.00   8,525,984.54
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083974 JE3 07/13/06                 3,613.18   8,522,371.36
0000-0101-00000-0000-0-000000 CHECKS WRITTEN         083975 JE3 07/13/06                   466.94   8,521,904.42
```

The final page of the report completes the listing of out-of-balance conditions where appropriate.

```
      YR 07 FUND 338     *------ OUT OF BALANCE ------*                    1,869,309.51

      YR 07 FUND 342     *------ OUT OF BALANCE ------*                       20,486.00CR

      YR 07 FUND 402     *------ OUT OF BALANCE ------*                    2,442,412.77CR

      YR 07 FUND 403     *------ OUT OF BALANCE ------*                        5,214.68CR

      YR 07 FUND 404     *------ OUT OF BALANCE ------*                    1,087,546.45CR

      YR 07 FUND 406     *------ OUT OF BALANCE ------*                      226,932.53CR

      YR 07 FUND 414     *------ OUT OF BALANCE ------*                      463,244.06CR

      YR 07 FUND 460     *------ OUT OF BALANCE ------*                        6,442.37CR

      YR 07 FUND 462     *------ OUT OF BALANCE ------*                            7.39CR
```

K2. PCGenesis System Logon Screen – GL Out of Balance Condition - Example
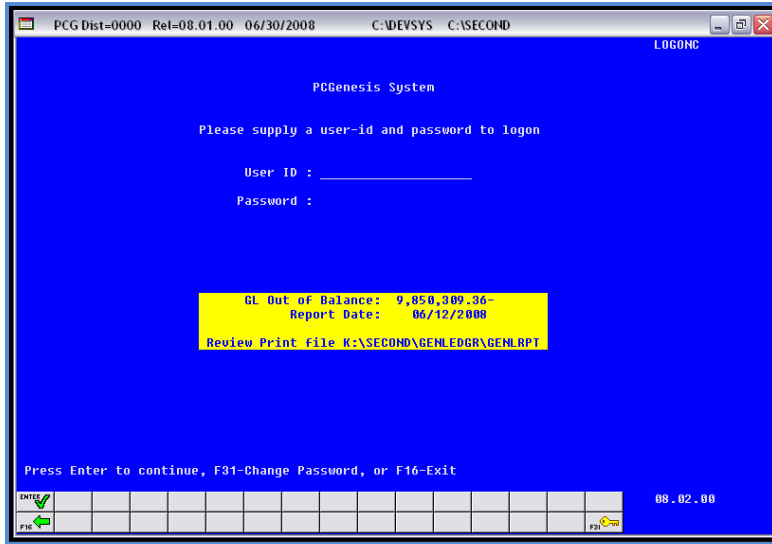
K3. System Control Information Screen – GL Out of Balance Condition - Example
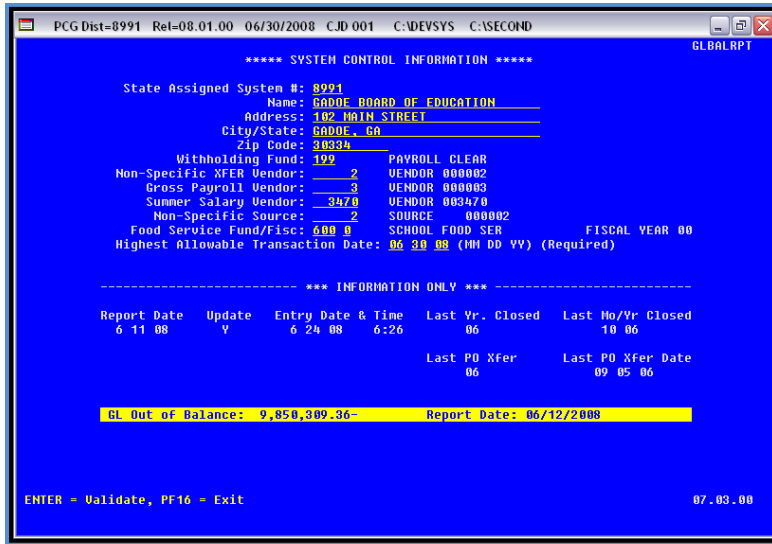
Procedure L: Printing Monthly Financial Reports

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ___17___ (**F17 -** Monthly Financial Reports: List Summary and Current Month Detail - Including DE Form0396).

The following screen displays:

Step	Action
3	Enter the ending date (MM DD YY) in the **Enter Period Ending** field. *PCGenesis defaults to the current date.*
4	Enter **X** in the appropriate field to the left of the **Program – Report name**.
5	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
6	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
7	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

L1. Monthly Detail of Investment Activity Report – Example

```
==================================================Page Break==================================================
MRPTV010-20071213-1325                                      GADOE BOARD OF EDUCATION

DETAIL OF INVESTMENT ACTIVITY                               Period Ending 12/13/07                    Page    1


       BANK                                                           DATE     DATE     DATE
FUND   CODE  INVEST#   TYPE    BANK NAME       SERIAL#    AMOUNT   RATE  INVESTED  DUE   REDEEMED STATUS

100    BK01  000106  CERT DEP  FNB OF SMITH    113058    10,000.00  3.0000   10-15-07 10-15-12  10-15-07 REDEEMED

                              *** TOTAL FOR BK01

100    BK07  000104  CERT DEP  FNB OF SMITH    3506     565,254.05  1.5100   12-28-03 12-28-04  10-15-07 REDEEMED

                              *** TOTAL FOR BK07
```

L2. Monthly Combined Journal by Bank and Fund Report – Example

```
==================================================Page Break==================================================
MRPTB010-20071213-1326                                      GADOE BOARD OF EDUCATION

COMBINED JOURNAL BY BANK AND FUND    PERIOD ENDING 12/13/07       BANK BK01 FNB OF SMITH              PAGE   1

         ACCOUNT NUMBER              - ACTIVITY -      CODE   DATE      DEBITS        CREDITS

00-100-0-   -    -    -    - -       CARRY FWD 10/31/06  FUND 100 0 HC1 10/31/06              774,314.20 C
07-100-0-1011-1000-22000-0192-0-000000 FED INCOME TAX      -003051  CA1 06/30/07               3,426.86 E
07-100-0-1011-1000-22000-0192-0-000000 FED INCOME TAX      -003051  CA1 06/30/07                 177.36 E
07-100-0-1011-1000-22000-0192-0-000000 FED INCOME TAX      -003051  CA1 06/30/07                 812.08 E
07-100-0-1011-1000-22000-0192-0-000000 FED INCOME TAX      -003051  CA1 06/30/07                   6.63 E
07-100-0-1011-1000-22000-0192-0-000000 CHECK #003051 VOIDED         CA1 06/30/07               3,426.86-E
07-100-0-1011-1000-22000-0192-0-000000 CHECK #003051 VOIDED         CA1 06/30/07                 177.36-E
07-100-0-1011-1000-22000-0192-0-000000 CHECK #003051 VOIDED         CA1 06/30/07                 812.08-E
07-100-0-1011-1000-22000-0192-0-000000 CHECK #003051 VOIDED         CA1 06/30/07                   6.63-E
07-100-0-1011-1000-22000-0192-0-000000 FED INCOME TAX      -003053  CA1 06/30/07               3,426.86 E
```

L3. Monthly Summary of Balances by Bank and Fund Report – Example

```
==============================================================Page Break==============================================================
MRPTB020-20080118-1029                                    GADOE BOARD OF EDUCATION

SUMMARY OF BALANCES BY BANK AND FUND                      Period Ending 01/18/08                        Page   1


FUND-FISC              BANK BK01      BANK BK02      BANK BK03      BANK BK04      BANK BK05      BANK BK06

100-0  CARRY FORWARD     774,314.20-         .00            .00            .00            .00            .00
       DEBITS - REV            .00            .00            .00            .00            .00            .00
       DEBITS - NON            .00            .00            .00            .00            .00            .00
       CREDIT - EXP     3,369,117.63          .00            .00            .00            .00            .00       PCGenesis displays up to 60
       CREDIT - NON            .00            .00            .00            .00            .00            .00       banks on the report.
       TRANSFER - IN           .00            .00            .00            .00            .00            .00
       TRANSFER - OUT     10,000.00           .00            .00            .00            .00            .00
       BALANCE         4,153,431.83-          .00            .00            .00            .00            .00
       INVESTMENTS             .00            .00            .00            .00            .00            .00
       ADJ. BALANCE    4,153,431.83-          .00            .00            .00            .00            .00


                       BANK BK07      BANK BK08      BANK BK09      BANK BK10      BANK BK11      BANK BK12

100-0  CARRY FORWARD     565,254.05          .00            .00            .00            .00          36.09
       DEBITS - REV            .00            .00            .00            .00            .00            .00
       DEBITS - NON            .00            .00            .00            .00            .00            .00
       CREDIT - EXP            .00            .00            .00            .00            .00            .00
       CREDIT - NON            .00            .00            .00            .00            .00            .00
       TRANSFER - IN           .00            .00            .00            .00            .00            .00
       TRANSFER - OUT    565,254.05           .00            .00            .00            .00            .00
       BALANCE                 .00            .00            .00            .00            .00          36.09
       INVESTMENTS             .00            .00            .00            .00            .00            .00
       ADJ. BALANCE            .00            .00            .00            .00            .00          36.09
```

L4. Monthly Cash Journal by Bank and Date Report – Example

```
==============================================================Page Break==============================================================
MRPTB030-20071213-1327        PERIOD ENDING 12/13/07        GADOE BOARD OF EDUCATION                 PAGE   1

CASH JOURNAL BY BANK AND DATE                              BANK BK01 FNB OF SMITH

   DATE     CODE    CHECK NUMBER    RECEIPT NUMBER         DESCRIPTION              DEBITS         CREDITS

                                                 BANK BK01 BEGINNING CASH BALANCE              564,138.92-
 02/15/07   CA1     000000                       EMPLR SHARE FICA XFER -  88994       0.00            7.14-
 02/15/07   CA1     000000                       EMPLR SHARE FICA XFER -  88994       0.00            7.14
 02/15/07   CA1     000000                       EMPLR SHARE GHI XFER  -  88994       0.00           34.17-
 02/15/07   CA1     000000                       EMPLR SHARE GHI XFER  -  88994       0.00           34.17
 02/15/07   PAY     000000                       GROSS PAY XFER        -  88994       0.00          162.72-
 02/15/07   PAY     000000                       GROSS PAY XFER        -  88994       0.00          162.72
 06/14/07   PAY              900436                                                   0.00        4,959.25
 06/14/07   PAY              900436                                                   0.00          913.70
 06/14/07   PAY              900436                                                   0.00       31,161.18
```

The final page of the report lists cash receipt and bank totals.

```
                              * CASH RECEIPT TOTALS *            277.19        14,190.51


                              *** BANK FNB3 TOTALS ***           277.19        14,190.51


                              BANK FNB3 ENDING CASH BALANCE             13,913.32-
```

L5. Monthly Revenue Journal Detail Report – Example

```
===============================================Page Break=====================================================
MRPTR010-20071213-1327                          GADOE BOARD OF EDUCATION


REVENUE JOURNAL DETAIL              Period Ending 12/13/07         Fund 100 0 GENERAL                    Page    1


---------- REVENUE ACCOUNT ----------                                                 UNCOLLECTED
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L      CODE    BANK      DATE         ESTIMATED        REVENUE      BALANCE


07-100-0-1011-3120-00000-0000-0-000000
   PERIOD ENDING 10/31/06                  HR2            10/31/06                       78,702.00
07-100-0-1011-3120-00000-0000-0-000000
   QBE NOV PMT           00071102          DEP            11/21/06                      211,092.00
07-100-0-1011-3120-00000-0000-0-000000
   QBE DEC PMT           00071204          DEP            12/20/06                      211,092.00
07-100-0-1011-3120-00000-0000-0-000000
   QBE JAN PMT           00070107          DEP            01/31/07                      211,092.00
07-100-0-1011-3120-00000-0000-0-000000
```

The final page of the report list estimated, revenue, and uncollected balance grand totals.

```
REVENUE JOURNAL DETAIL              Period Ending 12/13/07         Fund 999   *** ALL FUNDS ***           Page 187


---------- REVENUE ACCOUNT ----------                                                 UNCOLLECTED
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L      CODE    BANK      DATE         ESTIMATED        REVENUE      BALANCE



                              ** GRAND Total     3,510,800,919.38    54,415,707.13   3,456,385,212.25 *


                                                          REVENUE RECEIPTS    56,377,857.20
                                                          NON-REV RECEIPTS     1,962,150.07-
```

L6. Monthly Revenue Journal Summary Report – Example

```
===============================================Page Break=====================================================
MRPTR020-20071213-1328                          GADOE BOARD OF EDUCATION


REVENUE JOURNAL SUMMARY            Period Ending 12/13/07          FUND 100 0 GENERAL                    PAGE    1


---------- REVENUE ACCOUNT ----------       REVENUE        REVENUE        ESTIMATED      UNCOLLECTED     UNICOL.
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L       THIS PER         YTD          REVENUE        BALANCE          %


07-100-0-1011-3120-00000-0000-0-000000
   KINDERGARTEN QBE                        2,048,801.00   2,127,503.00                    2,127,503.00-


        SRCE # 3120 QBE GRANTS            2,048,801.00   2,127,503.00 R                  2,127,503.00-


07-100-0-1011-3122-00000-0000-0-000000
   QBE ALLOTMENT (OPERATING COSTS            21,477.00      22,549.00                       22,549.00-


        SRCE # 3122 QBE ALLOT.OPERA           21,477.00      22,549.00 R                     22,549.00-
```

The final page of the report lists revenue period and year-to-date totals, as well as estimated revenue, uncollected balance, and uncollected percentage totals.

```
==============================================================Page Break==================================================
MRPTR020-20071213-1328                               GADOE BOARD OF EDUCATION

REVENUE JOURNAL SUMMARY          Period Ending 12/13/07        FUND 100 0 GENERAL                          PAGE   1


---------- REVENUE ACCOUNT ----------     REVENUE        REVENUE       ESTIMATED     UNCOLLECTED    UNCOL.
YR FND F PRGM SRCE OBJCT FCTY B ADDT'L    THIS PER         YTD          REVENUE        BALANCE        %


07-100-0-1011-3120-00000-0000-0-000000
   KINDERGARTEN QBE                      2,048,801.00   2,127,503.00                  2,127,503.00-

           SRCE # 3120 QBE GRANTS        2,048,801.00   2,127,503.00 R                2,127,503.00-

07-100-0-1011-3122-00000-0000-0-000000
   QBE ALLOTMENT (OPERATING COSTS           21,477.00      22,549.00                     22,549.00-

           SRCE # 3122 QBE ALLOT.OPERA       21,477.00      22,549.00 R                  22,549.00-
```

L7. Monthly Expenditure Journal Detail Report – Example

```
==============================================================Page Break==================================================
MRPTE010-20071213-1328                               GADOE BOARD OF EDUCATION

EXPENDITURE JOURNAL DETAIL       PERIOD ENDING 12/13/07        FUND 100 0 GENERAL                          PAGE   1


-------- EXPENDITURE ACCOUNT ---------                                                              UNENCUMBERED
YR FND F PRGM FNCT OBJCT FCTY B ADDT'L     CODE    DATE     ENCUMBRANCE    EXPENDITURE   APPROPRIATION    BALANCE


07-100-0-1011-1000-11000-0104-0-000000
   GROSS PAYROLL                           PAY    11/21/06                    17,574.00                  17,574.00-
   GROSS PAYROLL                           PAY    12/20/06                    17,574.00                  35,148.00-
   GROSS PAYROLL                           PAY    01/31/07                    17,574.00                  52,722.00-
   GROSS PAYROLL                           PAY    02/28/07                    17,574.00                  70,296.00-
   GROSS PAYROLL                           PAY    03/30/07                    17,574.00                  87,870.00-
   GROSS PAYROLL                           PAY    04/30/07                    17,574.00                 105,444.00-
   GROSS PAYROLL                           PAY    05/31/07                    17,574.00                 123,018.00-
   GROSS PAYROLL                           PAY    06/29/07                    17,574.00                 140,592.00-
```

The final page of the report lists encumbrance, expenditure, appropriation, and unencumbered balance grand totals.

```
==============================================================Page Break==================================================

EXPENDITURE JOURNAL DETAIL       PERIOD ENDING 12/13/07       FUND 710 0 *** ALL FUNDS ***             PAGE 467

-------- EXPENDITURE ACCOUNT ---------                                                              UNENCUMBERED
YR FND F PRGM FNCT OBJCT FCTY B ADDT'L     CODE    DATE     ENCUMBRANCE    EXPENDITURE   APPROPRIATION    BALANCE



                 *GRAND TOTAL   1,963,236.82   61,467,682.05  447,748,273.87  384,317,355.00
```

L8. Monthly Expenditure Journal Summary Report – Example

```
===============================================================Page Break===============================================================
MRPTE020-20071213-1329                                    GADOE BOARD OF EDUCATION

EXPENDITURE JOURNAL SUMMARY          PERIOD ENDING 12/13/07        FUND 100 0 GENERAL                        PAGE   1

--------- EXPENDITURE ACCOUNT --------    EXPENDED      EXPENDED                                  UNENCUMBERED   UNENC.
YR FND F PRGM FNCT OBJCT FCTY B ADDT'L     THIS PER        YTD       ENCUMBERED      APPROP.         BALANCE      %

07-100-0-1011-1000-11000-0104-0-000000
                                        175,740.00    175,740.00                                  175,740.00-
07-100-0-1011-1000-11000-0192-0-000000
   TEACHER  KINDERGARTEN                               105,582.81                                  105,582.81-
07-100-0-1011-1000-11000-0195-0-000000
                                        200,817.47    200,817.47                                  200,817.47-
07-100-0-1011-1000-11000-0198-0-000000
                                        134,436.65    134,436.65                                  134,436.65-
07-100-0-1011-1000-11000-1050-0-000000
```

The final page of the report lists encumbrance, expenditure, appropriation, and unencumbered balance grand totals.

```
EXPENDITURE JOURNAL SUMMARY          PERIOD ENDING 12/13/07        FUND 999   *** ALL FUNDS ***              PAGE 303

--------- EXPENDITURE ACCOUNT --------    EXPENDED      EXPENDED                                  UNENCUMBERED   UNENC.
YR FND F PRGM FNCT OBJCT FCTY B ADDT'L     THIS PER        YTD       ENCUMBERED      APPROP.         BALANCE      %


   GRAND TOTAL               56,601,008.83  61,467,682.05   1,963,236.82  447,748,273.87  384,317,355.00   85.8
```

L9. Monthly Expenditure Journal Summary by Function and Object Report – Example

```
===============================================================Page Break===============================================================
MRPTE030-20071213-1329                                                          GADOE BOARD OF EDUCATION

EXPENDITURE JOURNAL SUMMARY BY FUNCTION AND OBJECT   PERIOD ENDING  December 13, 2007      YR/FUND 07/100 0 GENERAL        PAGE   1

                              TOTAL    MONTH-TO-DATE   YEAR-TO-DATE                   UNENCUMBERED    UNEXPENDED   UNENC
FNCT OBJCT  DESCRIPTION   APPROPRIATION     EXPENDED       EXPENDED     ENCUMBERED      BALANCE         BALANCE    %

1000 11000 TEACHERS        123,872.44  19,233,024.20  21,080,539.25        .00    20,956,666.81-  20,956,666.81-   .0
1000 11300 SUBS-CERTIFIED        .00     245,541.00     254,871.10        .00       254,871.10-     254,871.10-   .0
1000 11500 EXTENDED DAY         .00     210,321.65     218,622.25        .00       218,622.25-     218,622.25-   .0
1000 11700 EXTEND.YEAR          .00      45,007.72      56,018.80        .00        56,018.80-      56,018.80-   .0
1000 11800 ART,MUSIC,PE         .00   1,509,828.32   1,550,116.04        .00     1,550,116.04-   1,550,116.04-   .0
1000 13100 ASSIST.PRIN.         .00       1,667.25-      1,667.25-       .00         1,667.25        1,667.25    .0
1000 14000 AIDES/PARAPROS       .00   1,547,338.43   1,722,729.17        .00     1,722,729.17-   1,722,729.17-   .0
1000 14200 CLERICAL            .00      18,015.00      18,015.00        .00        18,015.00-      18,015.00-   .0
1000 14500 INTERPRETER         .00      52,998.67      52,998.67        .00        52,998.67-      52,998.67-   .0
```

The final page of the report lists grand totals for each column.

```
EXPENDITURE JOURNAL SUMMARY BY FUNCTION AND OBJECT   PERIOD ENDING  December 13, 2007      YR/FUND XX/XXX X                PAGE 101

                              TOTAL    MONTH-TO-DATE   YEAR-TO-DATE                   UNENCUMBERED    UNEXPENDED   UNENC
FNCT OBJCT  DESCRIPTION   APPROPRIATION     EXPENDED       EXPENDED     ENCUMBERED      BALANCE         BALANCE    %

        GRAND Total      447,748,273.87  56,601,008.83  61,467,682.05   1,963,236.82  384,317,355.00  386,280,591.82   86.2
```

L10. Monthly General Ledger Report – Example

```
===========================================Page Break=============================================
MRPTJ010-20071213-1320                                    GADOE BOARD OF EDUCATION

GENERAL LEDGER                      PERIOD ENDING 12/13/07        FUND 100 0 GENERAL                           PAGE     1

-- G/L  ACCOUNT --
YR FND F PRGM BLNC    ACTIVITY DESCRIPTION         CODE    DATE         DEBIT          CREDIT          BALANCE


07-100-0-0000-0101    PERIOD ENDING 10/31/06       HJE    10/31/06                     774,278.11      774,278.11CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                       1,130.95      775,409.06CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                       8,033.00      783,442.06CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                         183.33      783,625.39CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                         183.33      783,808.72CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                         183.34      783,992.06CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                         466.40      784,458.46CR
07-100-0-0000-0101    CANCEL CHECKS VOIDED         JE3    11/02/06        466.40                       783,992.06CR
07-100-0-0000-0101    CHECKS WRITTEN               JE3    11/02/06                          84.11      784,076.17CR
```

The final page of the report lists Balance Account Summary for All Funds balancing totals.

```
===========================================Page Break=============================================
            0790   DESINATED FOR CUSTODIAN RETMIT                           75,000.00       75,000.00CR

GENERAL LEDGER                      PERIOD ENDING 12/13/07                               PAGE  3005

                                      BALANCE ACCOUNT SUMMARY FOR ALL FUNDS

-- G/L  ACCOUNT --
YR FND F PRGM BLNC    ACTIVITY DESCRIPTION         CODE    DATE         DEBIT          CREDIT          BALANCE

            0799                                           198,340.06    4,387,035.60    4,188,695.54CR

*** NOTE:  The Balance Account Summary for all Funds does NOT include totals from fund 199 in balance accounts 302 and 602.
```

L11. Monthly Combined Balance Sheet Account Report – Example

```
===========================================Page Break=============================================
MRPTJ020-20071213-1330                                    GADOE BOARD OF EDUCATION

COMBINED BALANCE SHEET              PERIOD ENDING 12/13/07                                             PAGE    1

ASSETS & OTHER DEBITS
                                                                  FIDUCIARY      GENERAL      GENERAL       TOTALS
------------GOVERNMENTAL FUND TYPES---------------  PROPRIETARY FUND TYPES   FUND TYPE       FIXED       LONG-TERM      (MEMO-
             SPECIAL      DEBT       CAPITAL      ENTER-      MIGRANT ED     TRUST &       ASSETS         DEBT        RANDUM
   GENERAL   REVENUE     SERVICE     PROJECTS     PRISE     INTERNAL SERV    AGENCY      ACCT GROUP    ACCT GROUP     ONLY)

CASH IN BANK
 22187140.87 1524416.77- 3478573.64- 7082966.54   45741.13-   4199.56-     21950.57-        .00            .00    24195225.74

CASH ON HAND
   576354.16      .00        .00         .00         .00         .00          .00           .00            .00      576354.16
```

The final page of the report lists revenue and expenditure grand totals for each column.

```
                                                                  FIDUCIARY      GENERAL      GENERAL       TOTALS
------------GOVERNMENTAL FUND TYPES---------------  PROPRIETARY FUND TYPES   FUND TYPE       FIXED       LONG-TERM      (MEMO-
             SPECIAL      DEBT       CAPITAL      ENTER-      MIGRANT ED     TRUST &       ASSETS         DEBT        RANDUM
   GENERAL   REVENUE     SERVICE     PROJECTS     PRISE     INTERNAL SERV    AGENCY      ACCT GROUP    ACCT GROUP     ONLY)


**** TOTAL LIABILITY & EQUITY
 56427810.75-  840164.17  3478573.64  7069809.42-  340610.26   4199.56     24746.97  29580005.81-   530000.00- 88919331.38-**
```

L12. Monthly Revenue and Expenditure Comparison Report – Example

```
================================================================Page Break================================================================
MRPTM010-20071213-1330                                  GADOE BOARD OF EDUCATION

REVENUE AND EXPENDITURE COMPARISON          Period Ending 12/13/07          Fund 100   GENERAL                           Page   1

--------- EXPENDITURE ACCOUNT --------          MTD              YTD       BUDGETED AMT       BALANCE     BAL.(%)

YR FND F PRGM FNCT OBJCT FCTY B ADDT'L

07-100-0-1011-1000-11000-0104-0-000000
                                            175,740.00       175,740.00          .00       175,740.00-      .0

07-100-0-1011-1000-11000-0192-0-000000
   TEACHER  KINDERGARTEN                           .00       105,582.81          .00       105,582.81-      .0

07-100-0-1011-1000-11000-0195-0-000000
                                            200,817.47       200,817.47          .00       200,817.47-      .0
```

Procedure M: Finalizing Current Month/Year-End Figures

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.

*   Month-end closing: All users must be logged out of PCGenesis before beginning, and all monthly reports must be processed. Because PCGenesis does not perform an automatic backup during 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](#).

*   Year-end closing: 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.*
*   Year-end closing only: If Fund 199's fund equity balance is not zero (0) *or* 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.
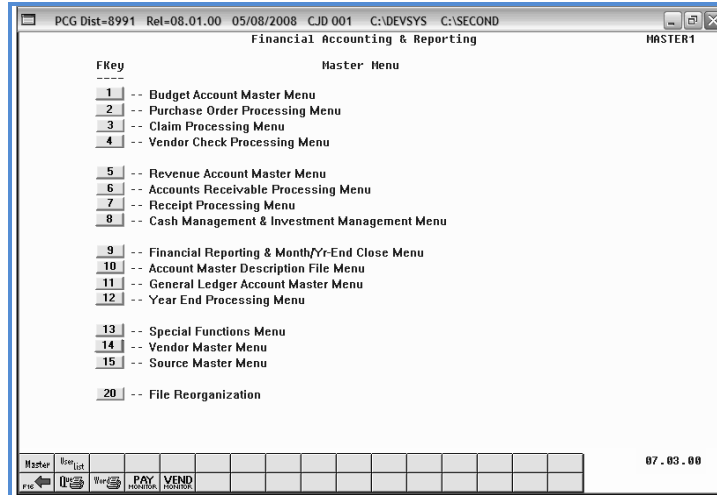
Step	Action
1	The *Final Daily Receipt Report* must be generated before a month can be closed. Refer to *Section H: Receipt Processing* for instructions.
2	Verify no funds are out of balance on the *Monthly General Ledger Report*. Refer to *Topic 1B: Processing Fiscal Year-End Closing Reports - Monthly & Special Audit File Reports* for instructions.
3	Select ⬚**9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
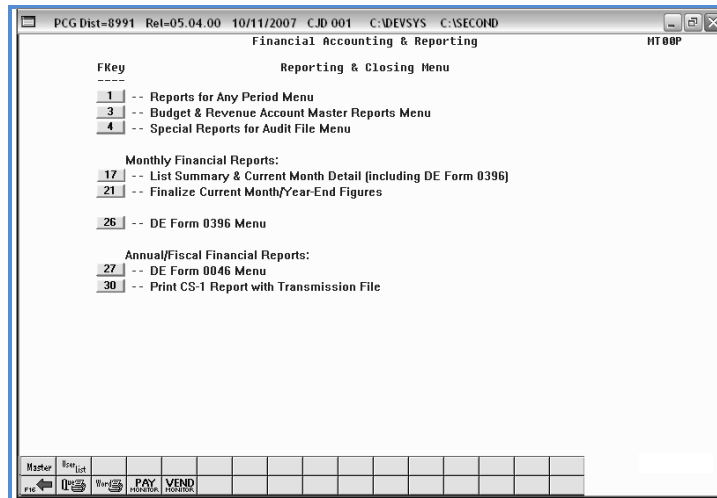
Step	Action
4	Select ⬚**21** (**F21** - Monthly Financial Reports: Finalize Current Month/Year-End Figures).

The following screen displays:
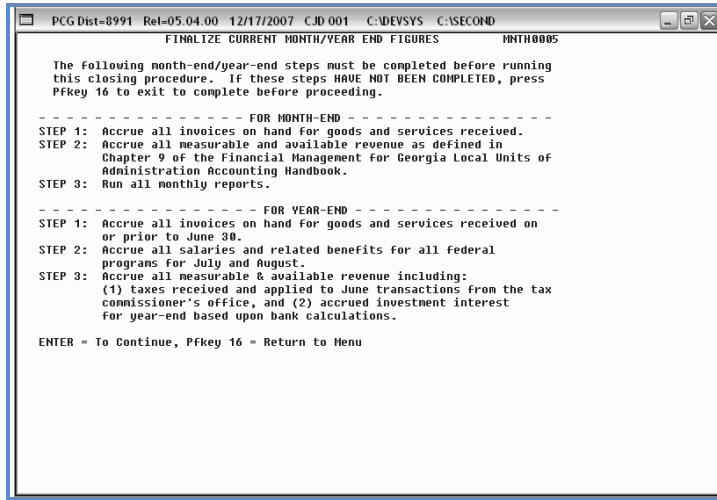
Step	Action
5	Review the information on the screen. <u>After</u> <u>verifying</u> <u>that</u> <u>the</u> <u>listed</u> <u>procedures</u> are <u>complete</u>, select **Enter**.
	*If the "*** Year End Closing ***…, Closing Aborted!" message is displayed, follow the online instructions, and repeat this procedure beginning at Step 3.*

The following screen is displayed:

Step	Action
6	Verify the date entered is correct, and press **Enter**.
	If the date is incorrect, verify the date entered in the "**Enter Period Ending**" field when your monthly reports were run is correct. If incorrect, press F16 to exit this procedure, *rerun the reports with the correct date*, and repeat this procedure beginning at Step 3. Refer to *Topic 1B: Processing Fiscal Year-End Closing Reports - Monthly & Special Audit File 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:
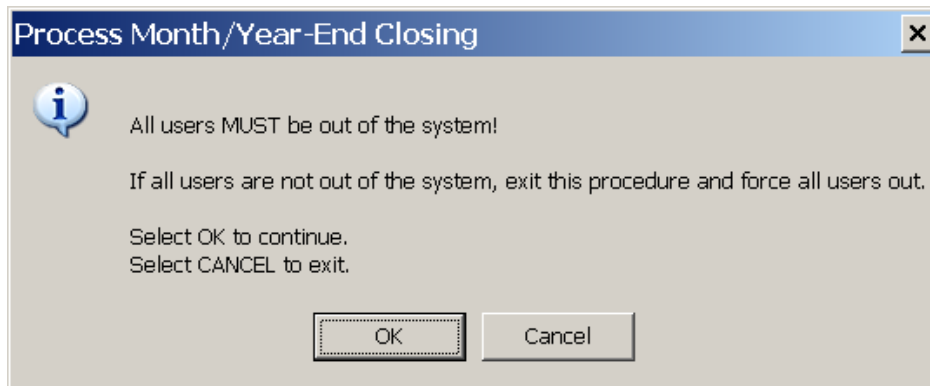
Step	Action
7	Select **OK** to continue with the Month/Year-End Closing, or select **Cancel** to exit so that all users can be told to log out of PCGenesis.
	Note: All users MUST be out of the system before the Month/Year-End Closing process can proceed.

The following screen is displayed:


```
PCG Dist=8994  Rel=05.04.00  08/25/2005  CJD 001   K:\DEVSYS  C:\JONES  \...  _ ⊡ ✕
                                                                    MT21P

                     ***  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 PF16 to Exit
```

Step	Action
8	Review the information on the *Monthly Closing Completed* screen, and press **F16** to the *Financial Accounting & Reporting – Reporting and Closing Menu*.

The following screen displays:

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

Procedure N: Processing the DE Form 0396 Report

N1. Adding/Displaying/Updating a DE Form 0396 Control File Record
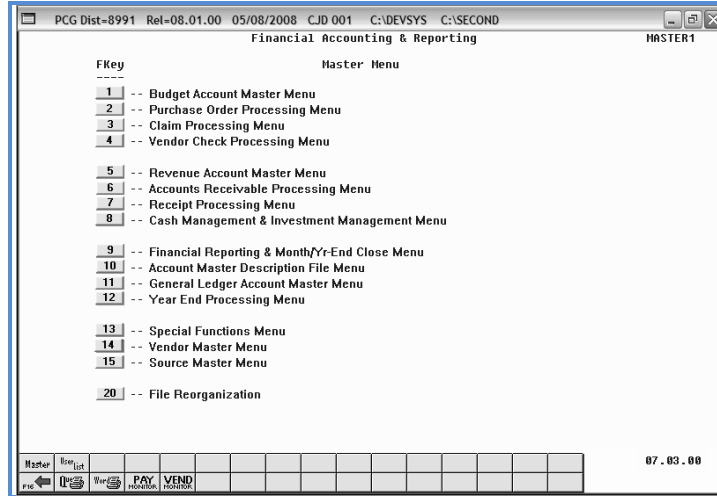
Step	Action
1	Select ⬚ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
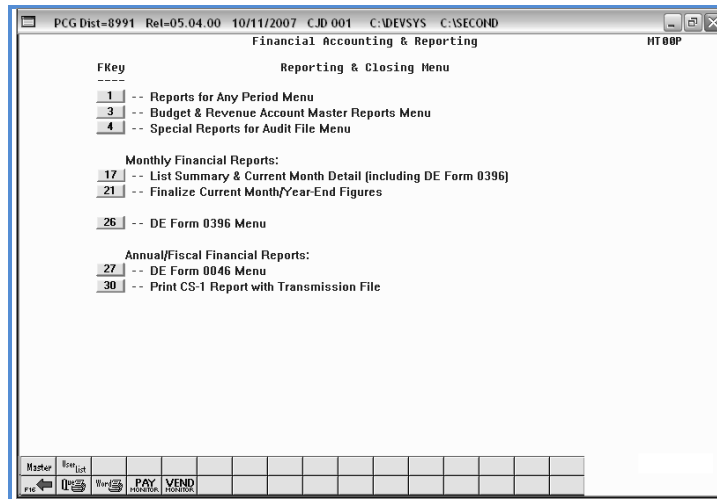
Step	Action
2	Select ⬚ (**F26** -DE Form 0396 Menu).

The following screen displays:
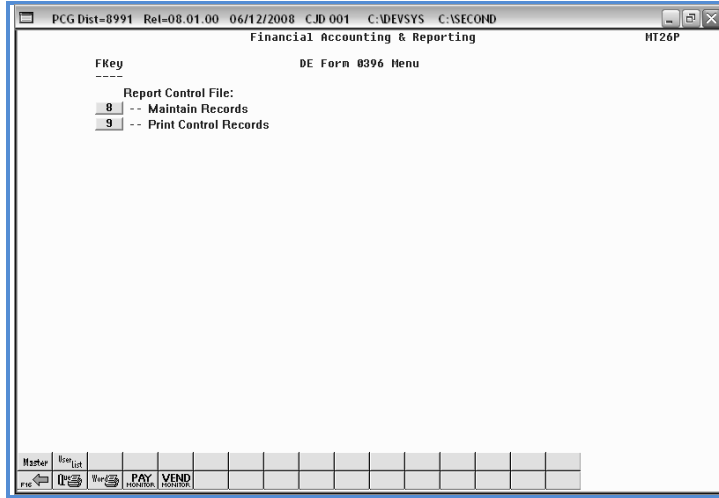
Step	Action
3	Select **F8** (Report Control File: Maintain Records).

The following screen displays:
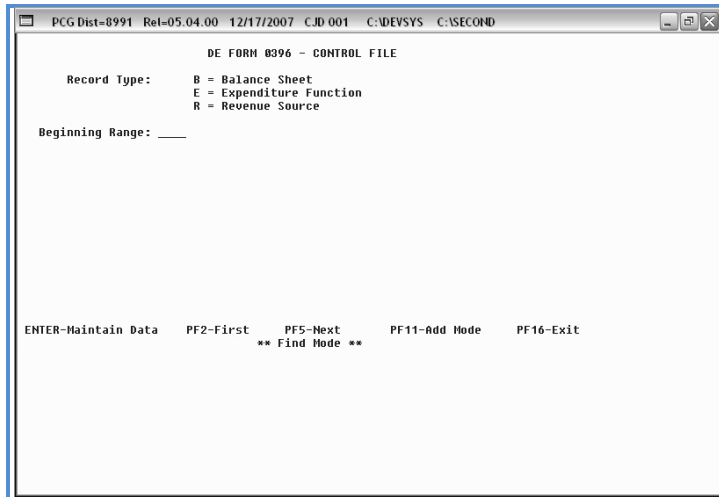
Step	Action
4	**To add a DE Form 0396 Control file record:** Proceed to *N1.1. Adding a DE Form 0396 Control File Record.*
	To update/delete a DE Form 0396 Control file record: Proceed to *N1.2. Updating/Deleting a DE Form 0396 Control File Record.*

N1.1. Adding a DE Form 0396 Control File Record

The following screen displays:
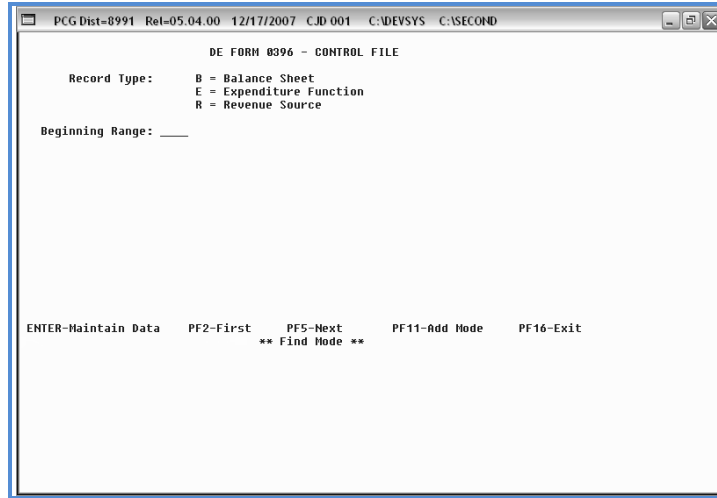
Step	Action
1	Select **F11** (Add Mode).

The following screen displays:
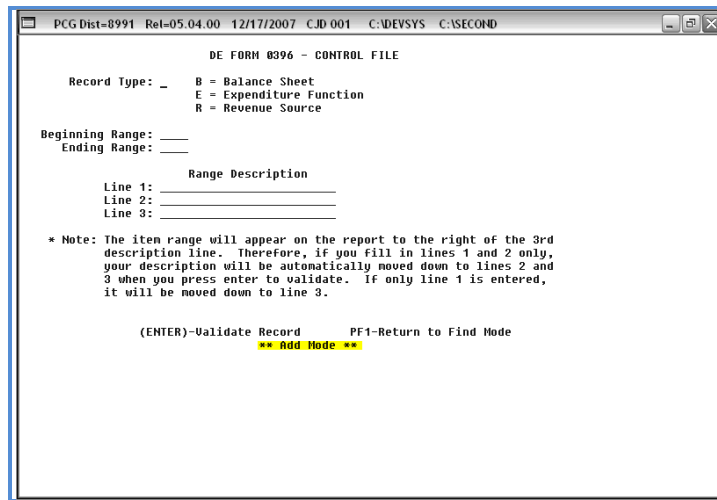
Step	Action
2	Enter **B** (Balance Sheet), **E** (Expenditure), or **R** (Revenue Source) in the **Record Type** field to define the type of record.
3	Enter the range in the **Beginning Range** and **Ending Range** fields.
4	Enter the description in the **Line 1** and/or **Line 2 Range Description** fields.
5	Verify the screen's entries are correct, and select **Enter** <u>twice</u>.

The following screen displays:
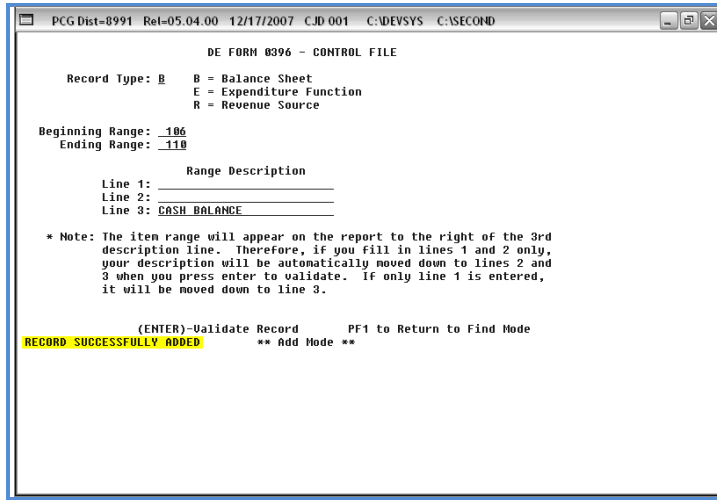
Step	Action
6	Verify *"Record Successfully Added"* displays, and select **F1** (Return to Find Mode).

The following screen displays:
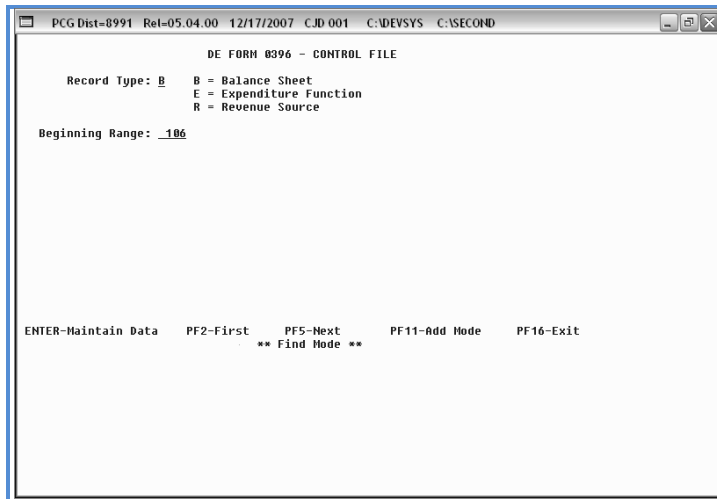
Step	Action
7	Select **F16** (Exit) to return to the *Financial Accounting & Reporting – DE Form 0396 Menu*.

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting & Closing Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

N1.2. Updating/Deleting a DE Form 0396 Control File Record

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ □  PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001   C:\DEVSYS  C:\SECOND    _ ⊟ ☒ │
│                                                                           │
│                        DE FORM 0396 - CONTROL FILE                        │
│                                                                           │
│            Record Type:     B = Balance Sheet                             │
│                             E = Expenditure Function                      │
│                             R = Revenue Source                            │
│                                                                           │
│         Beginning Range: ____                                             │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│         ENTER-Maintain Data    PF2-First      PF5-Next     PF11-Add Mode       PF16-Exit │
│                                    ** Find Mode **                         │
└─────────────────────────────────────────────────────────────────────────┘
```
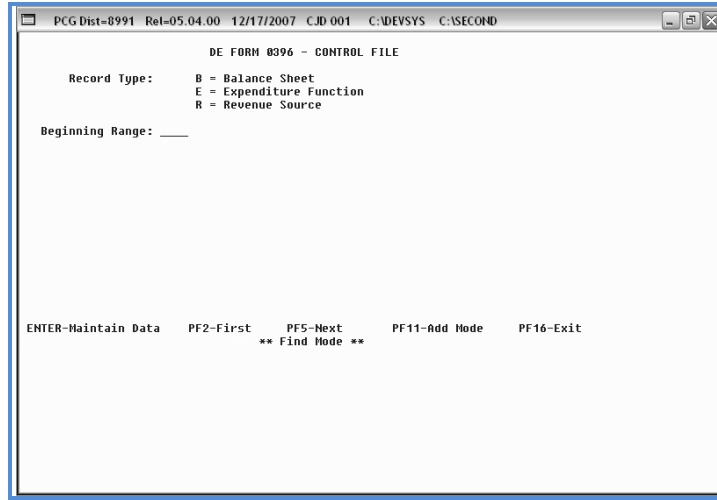
Step	Action
1	Enter the record type and beginning fund range in the **Record Type** and **Beginning Range** fields, and select **Enter**.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ □  PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001   C:\DEVSYS  C:\SECOND    _ ⊟ ☒ │
│                                                                           │
│                        DE FORM 0396 - CONTROL FILE                        │
│                                                                           │
│            Record Type: B    B = Balance Sheet                            │
│                             E = Expenditure Function                      │
│                             R = Revenue Source                            │
│                                                                           │
│         Beginning Range:  106                                             │
│            Ending Range:  110                                             │
│                                                                           │
│                          Range Description                                │
│                 Line 1:                                                    │
│                 Line 2:                                                    │
│                 Line 3: CASH BALANCE                                       │
│                                                                           │
│                                                                           │
│                                                                           │
│         PF1-Return to Find Mode PF2-First   PF5-Next   PF9-Modify Record    PF12-Delete │
│                                    ** Display Mode **                      │
└─────────────────────────────────────────────────────────────────────────┘
```

Step	Action
2	**To modify a DE Form 0396 Control file record:** Select **F9** (Modify Record). Make the appropriate modifications, and select **Enter** <u>twice.</u> Verify *"Record Successfully Updated"* displays, and proceed to *Step 4*.

Step	Action
3	**To delete a DE Form 0396 Control file record:** Select **F12** (Delete), and **Enter** to confirm the record's deletion. Verify *"Record Successfully Updated"* displays, and proceed to *Step 4*.
4	Select **F1** (Return to Find Mode).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ □  PCG Dist=8991  Rel=05.04.00  12/17/2007  CJD 001   C:\DEVSYS   C:\SECOND    _ ⊡ ☒ │
│                                                                            │
│                          DE FORM 0396 - CONTROL FILE                       │
│                                                                            │
│            Record Type: B    B = Balance Sheet                             │
│                              E = Expenditure Function                      │
│                              R = Revenue Source                            │
│                                                                            │
│          Beginning Range:  106                                             │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│       ENTER-Maintain Data    PF2-First    PF5-Next     PF11-Add Mode    PF16-Exit │
│                                       ** Find Mode **                       │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```
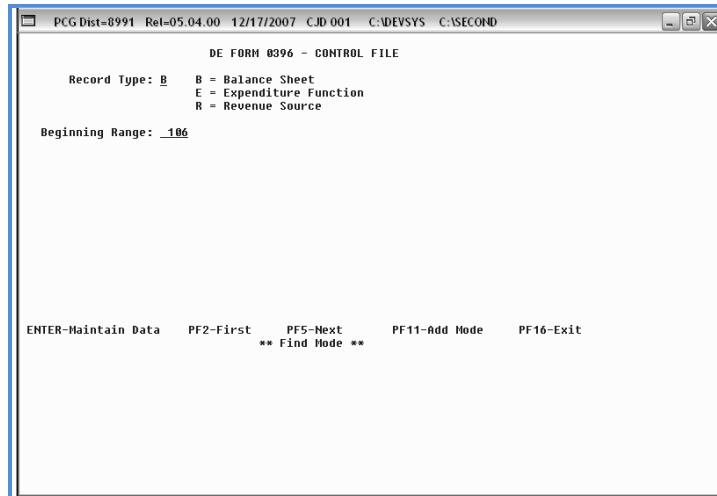
Step	Action
5	Select **F16** (Exit) to return to the *Financial Accounting & Reporting – DE Form 0396 Menu.*

The following screen displays:

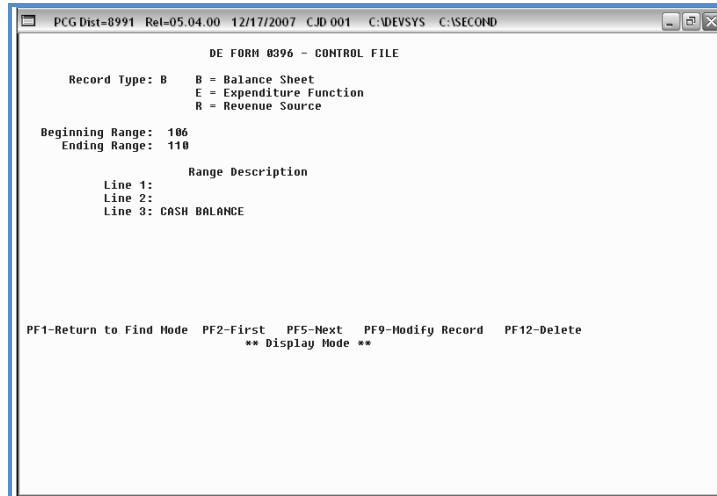| Step	Action
6	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting & Closing Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.

N2. Printing the DE Form 0396 Control File
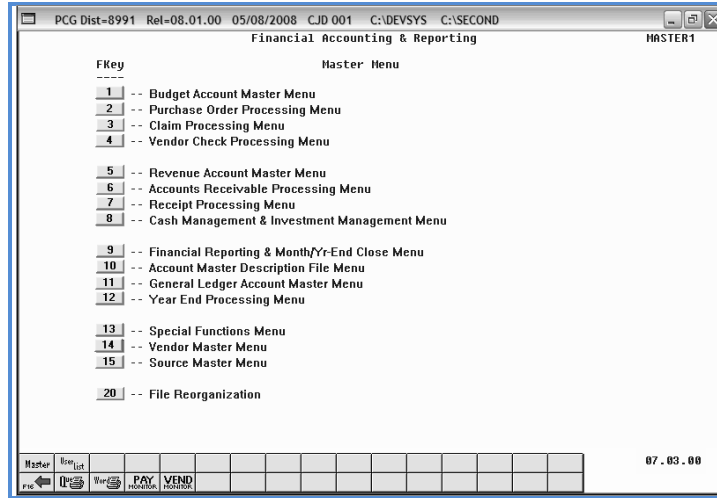
Step	Action
1	Select ⬚**9**⬚ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
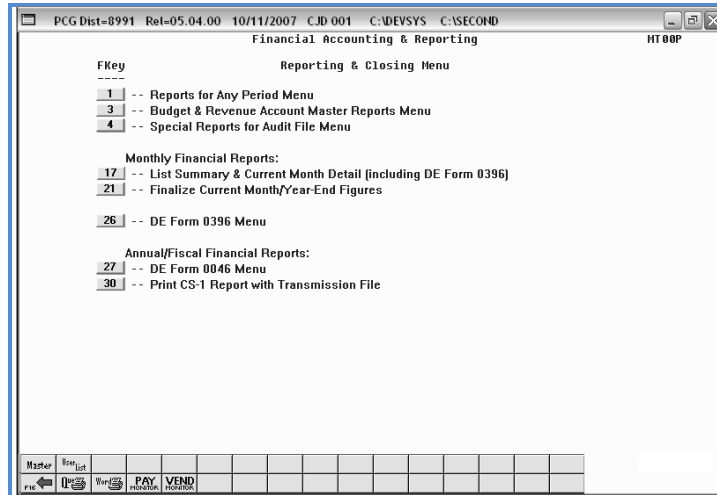
Step	Action
2	Select ⬚**26**⬚ (**F26** -DE Form 0396 Menu).

The following screen displays:

Step	Action
3	Select **F9** (Print Control Records). *The Financial Accounting & Reporting – DE Form 0396 Menu redisplays.*
4	**To print the report via the Uqueue Print Manager:** Select ☐ (**Uqueue**). **To print the report via Microsoft® Word:** Select ☐ (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
5	Select ☐ (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu*, or select ☐ (**Master**) to return to the *Business Applications Master Menu*.

N2.1. DE Form 0396 Control File Report – Example

```
============================================================Page Break============================================================
REPORT DATE 12/17/07                    CTRL0396 - DE FORM 0396 CONTROL FILE                    PAGE    1
RECTYPE  RANGE DESCRIPTION        BEGFUNC  ENDFUNC


    B      CASH BALANCE           0101     0105


    B      CASH BALANCE           0106     0110


    B      INVESTMENT BALANCES    0111     0111


    B      RECEIVABLES            0114     0153
```

N3. Printing the Monthly DE Form 0396 Report

Step	Action
1	Select ___9___ (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

Step	Action
2	Select ___17___ (**F17 -** Monthly Financial Reports: List Summary and Current Month Detail - Including DE Form0396).

The following screen displays:

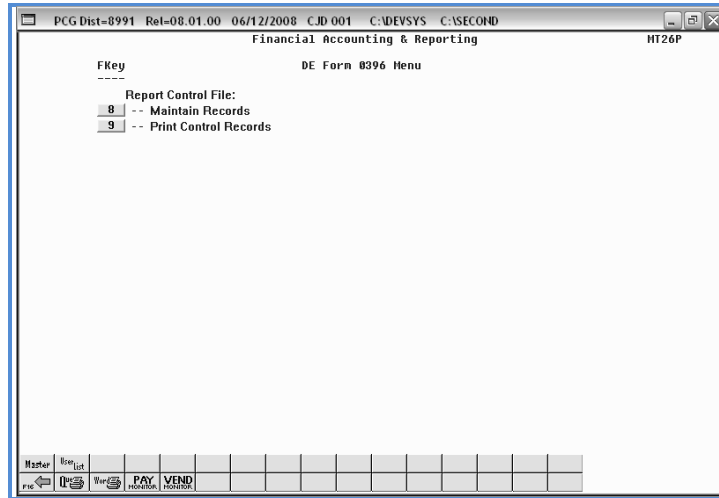| Step	Action
3	Enter the ending date (MM DD YY) in the **Enter Period Ending** field. *PCGenesis defaults to the current date.*
4	Enter **X** in the field to the left of **MRPTM020 - DE Form 0396** (**General Fund**).
5	Select **Enter** <u>twice</u>. *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
6	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![MS WORD] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
7	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.

N3.1. DE Form 0396 Monthly Report – Example

```
=========================================Page Break=======================================
                    GENERAL FUND FISCAL YEAR-TO-DATE REPORT                  PAGE:    1
                    GENERAL FUND REVENUES


              BEGINNING JULY 1, 2007 THROUGH THE END OF DECEMBER, 2007


                    50.00 PERCENT OF FISCAL YEAR COMPLETE


              SCHOOL SYSTEM: GADOE BOARD OF EDUCATION


    -----------------------------------------------------------------------------------
    !                       !         !                  !               !  PERCENT    !
    !                       !         !  06 MONTHS/FY 08  !               ! (COL. 3     !
    !                       !  ITEM   !     ACTUAL        !               !  DIVIDED    !
    !     DESCRIPTION       ! NUMBER  !  (GENERAL LEDGER) !   08 FY BUDGET ! BY COL. 4)  !
    !-----------------------!---------!------------------!---------------!-------------!
    !        (1)            !   (2)   !      (3)          !     (4)       !    (5)      !
    !-----------------------!---------!------------------!---------------!-------------!
    !  REVENUES:            !         !                  !               !             !
    !  LOCAL (TAXES AND/    !         !                  !               !             !
    !  OR APPROPRIATIONS    ! 1110/1190 !         0.00    !        0.00   !    0.00%    !
    !-----------------------!---------!------------------!---------------!-------------!
    !                       !         !                  !               !             !
    !  LOCAL (OTHER)        ! 1310/1995 !         0.00    !        0.00   !    0.00%    !
    !-----------------------!---------!------------------!---------------!-------------!
    !                       !         !                  !               !             !
    !  STATE AND LOCAL (QBE)! 3120/3125 !     560,748.00  !        0.00   !    0.00%    !
    !-----------------------!---------!------------------!---------------!-------------!
    !  QBE CONTRA ACCOUNT   !         !                  !               !             !
    !  (LOCAL FAIR SHARE)(DEBIT) !  3140 !      45,831.00-  !        0.00   !    0.00%    !
    !-----------------------!---------!------------------!---------------!-------------!
    !                       !         !                  !               !             !
    !  STATE (OTHER)        ! 3200/3995 !     448,234.00  !        0.00   !    0.00%    !
```

The final page of the report ends column totals, and contains the equation for determining fiscal year totals.

```
    !      E    ! END OF PERIOD              !           !             !
    !           ! GENERAL FUND EQUITY        !           !             !
    !           ! (THIS LINE MUST BE THE     !           !             !
    !           ! SAME AS ITEM 721/799       !           !             !
    !           ! PAGE 3)                    !  721/799  ! 3,046,590.62- !
    !           ! *** OUT OF BALANCE ***     !           !             !
    -----------------------------------------------------------------------

    EQUATION:

    ITEM A, COLUMN 4

    PLUS OR MINUS ITEM B, COLUMN 4

    PLUS ITEM C, COLUMN 4

    MINUS ITEM D, COLUMN 4
```

N3.2. DE Form 0396 Monthly Error Report – Example

```
============================================================Page Break=============================================================
RUN DATE: 12/13/2007                          **** ERROR REPORT ****                              PAGE:      1
                                            THE TRANSACTIONS BELOW
                                         DID NOT FALL WITHIN THE RANGE
                                             OF ITEM NUMBERS ON THE
                                          DE FORM 0396 CONTROL FILE


                                                              BUDGETED            ACTUAL
              RECORD TYPE              ACCOUNT NUMBER          AMOUNT             AMOUNT
             -------------    -------------------------------------    -----------------    ------------------
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                        335,336.88
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                        133,808.02
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                         77,857.14
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                         56,883.26
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                          2,465.50
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                         10,988.51
              REVENUE         08 199 0 9990 9000 00000 0000 0 000000                         85,622.55
```

The final page of the report lists revenue, expenditure and payroll withholding totals and explanations of errors.

```
        ** FUND 199 (PAYROLL WITHHOLDING FUND) **        TOTAL REVENUES            57,294,619.73


        ** FUND 199 (PAYROLL WITHHOLDING FUND) **        TOTAL EXPENDITURES         2,114,869.88


        ** FUND 199 (PAYROLL WITHHOLDING FUND) **        FUND 199 DIFFERENCE       55,179,749.85


        -- IF ERRORS OCCUR WITH FUND OTHER THAN FUND 199, VERIFY THAT YOUR ACCOUNT NUMBERS ARE WITHIN
        THE DE0396 ACCOUNT RANGES. IF YOUR ACCOUNT NUMBERS ARE OUTSIDE OF REPORT RANGES, THEN YOU SHOULD
        RE-CLASSIFY THOSE ACCOUNTS BY UTILIZING THE JOURNAL ENTRY(JE) FEATURE OF SYSTEM.


        -- IF THERE IS A DIFFERENCE NOTED IN FUND 199, RESEARCH THIS DIFFERENCE AND MAKE THE APPROPRIATE
           ADJUSTMENTS TO THE FUND 199 REVENUE OR EXPENDITURE ACCOUNTS TO BALANCE.
```

Procedure O: Special Audit File Report Processing
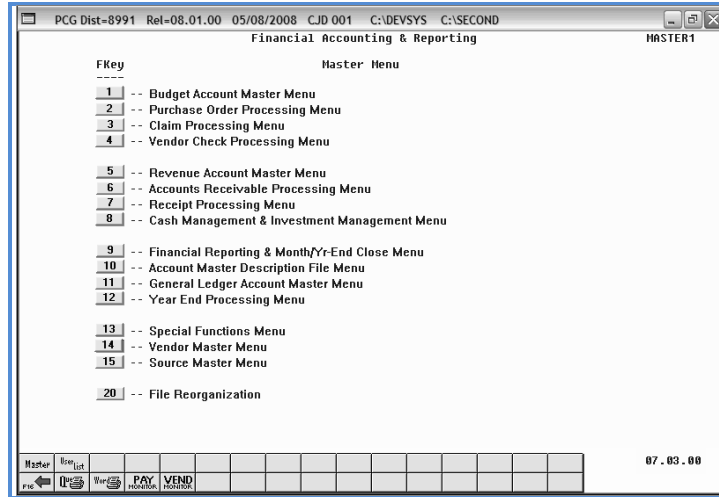
Step	Action
1	Select ⬚**9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:
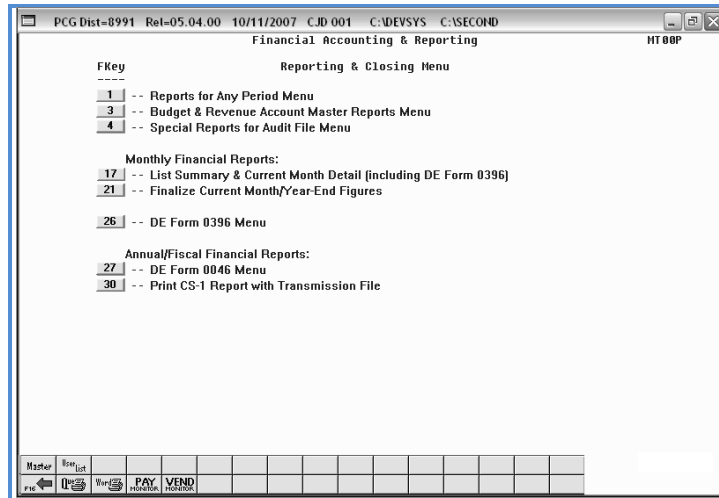
Step	Action
2	Select ⬚**4** (**F4 -** Special Reports for Audit File Menu).

The following screen displays:

Step	Action
3	**For transactions outside a processing period:** Select __1__ (**F1** - Print records with transaction dates outside a particular processed period), and proceed to *Step 4*.
	For unprocessed transactions: Select __5__ (**F5** - Print All unprocessed transactions on the Audit file). *The Financial Accounting & Reporting – Special Reports for Audit File Menu redisplays.* Proceed to *Step 6*.
	To print the Audit records Exceptions Report: Select __7__ (**F7** - Print Audit Record Exception Listing), and proceed to *Step 7*.

For **Step 3-F1** selections, the following screen displays:
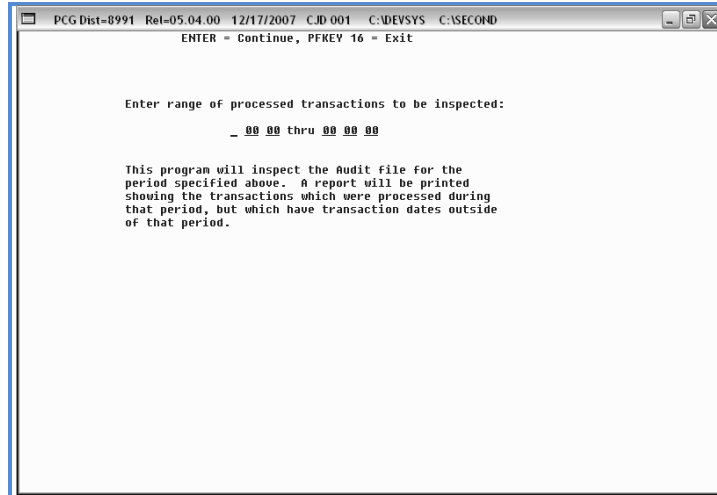
For **Step 3-F7** selections, the following screen displays:
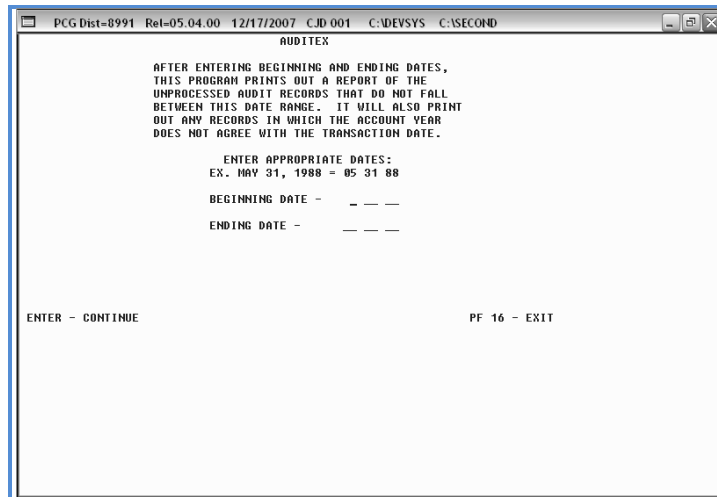
Step	Action
4	Enter the date range (MM DD YY) in the fields and select **Enter**. *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![MS Word icon] (**MS WORD**). *Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.*
6	Select ![F16 icon] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting & Closing Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu*.

O1. Audit File Listing – Example

```
=================================================Page Break=====================================================
REPORT DATE 12/17/07                          AUDIT FILE LISTING                              PAGE    1

CODE  BLNC  ACCOUNT NUMBER              TRAN DATE   DATE      TIME  USER BANK  CHECK   PO-RCPT  SEQ  VENDOR
           AMOUNT   DESCRIPTION               CONTROL            PROCESS  SOURCE

 000  0000  000000000000000000000002726332   000000   000000    0.00  000   0000  000000  000000  0000  000000
       0.00   00000000000000000000000000000  9999999             0000000    00
 INF  0000  000000000000000000000000000000   063005   050901   14.36  CCR         000000  000000  0000  000000
       0.00   SPECIAL JE-00004988  BEGIN      2190898             0000000    00
 INF  0000  000000000000000000000000000000   063005   050901   14.36  CCR         000000  000000  0000  000000
       0.00   SPECIAL JE-00004988  END        2190901             0000000    00
 INF  0000  000000000000000000000000000000   111805   051114   13.30  MGL         000000  000000  0000  000000
       0.00   Start of payroll posting       2246409             0000000    00
 INF  0000  000000000000000000000000000000   111805   051114   13.31  MGL         000000  000000  0000  000000
       0.00   End of payroll posting         2250696             0000000    00
 INF  0000  000000000000000000000000000000   122005   051214   10.35  MGL         000000  000000  0000  000000
```

O2. Audit File Exception Listing – Example

```
=================================================Page Break=====================================================
REPORT DATE 06/15/2005                         AUDIT FILE ERRORS                              PAGE     1

CNTL # YEAR  FUND FISC  PROG   FUNC  OBJECT    FAC BLDG CODE       DATE      AMOUNT              DESCRIPTION


388005   97   620   0   9990   3100  63000    0000   0   CA1   07/15/97    $1079.71  TRANSACT. DATE NOT AGREE WITH ACCT. DATE
388005   97   620   0   9990   3100  63000    0000   0   CA1   07/31/97    $1079.71  PROCESSED DATE NOT AGREE WITH ACCT. DATE
VENDOR 002076


388008   97   620   0   9990   3100  61051    0000   0   CA1   07/15/97     $190.08  TRANSACT. DATE NOT AGREE WITH ACCT. DATE
388008   97   620   0   9990   3100  61051    0000   0   CA1   07/31/97     $190.08  PROCESSED DATE NOT AGREE WITH ACCT. DATE
VENDOR 002076


388011   97   620   0   9990   3100  63000    0000   0   CA1   07/15/97     $747.19  TRANSACT. DATE NOT AGREE WITH ACCT. DATE
388011   97   620   0   9990   3100  63000    0000   0   CA1   07/31/97     $747.19  PROCESSED DATE NOT AGREE WITH ACCT. DATE
VENDOR 002273
```