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 1C: Processing Fiscal Year-End Closing Reports – Annual/Fiscal Reports, V2.2]

Revision History

Date	Version	Description	Author
10/11/2011	2.2	11.03.00 – Removed references to Facility File Maintenance. Updated *DE Form 0046 Menu* screenshots. Update *A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record*. Update *C1. Creating the DOAA Transparency in Government Export File*.	D. Ochala
10/07/2010	2.1	10.03.00 – Added *Procedure C – DOAA Transparency in Government Export File* section.	D. Ochala
06/05/2008	2.0	08.02.00 – Modified *Procedure B - CS-1 Report* filename naming convention, and changed screenshot example.	C. W. Jones

Table of Contents

Overview

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

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

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

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

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

- Printing the DE FORM 0046 Report *Conversion* file records.

The following guidelines apply to *DE FORM 0046 Report* processing:

- Enter local GL account entities such as local funds in the *Conversion* file.

- DE FORM 0046 funds reported under other funds must exist in the *Account Master Description* file. For example, when reporting *Fund 108* under *Fund 100*, *Fund 100* must be in the *Account Master Description* file.
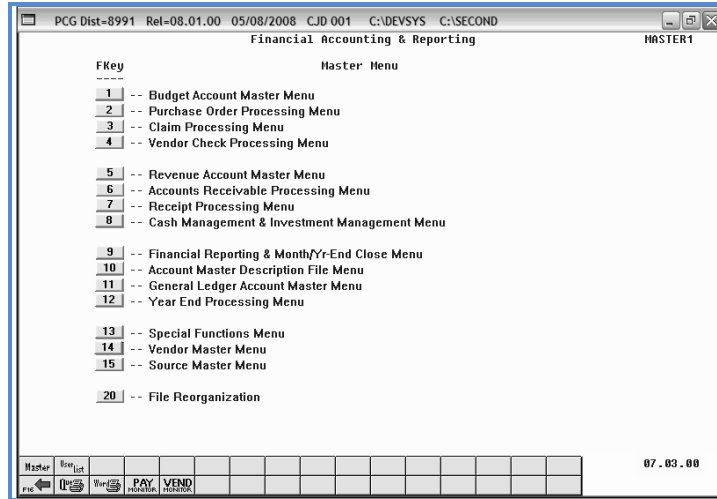
The DE FORM 0420 Report records the annual Quality Based Education (QBE) financial operating and budgetary information. The DE FORM 0420 Financial (F) and Budget (B) Reports are automatically generated from the transmission of the DE FORM 0046 Financial (F) and Budget (B) reports. The DE FORM 0420 Report may be incorrect until error correction is complete within the DE FORM 0046's transmissions file.

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

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

Procedure A: DE FORM 0046 Report Processing

A1. Creating the Transmission File and Printing the DE FORM 0046 Report

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

The following screen displays:
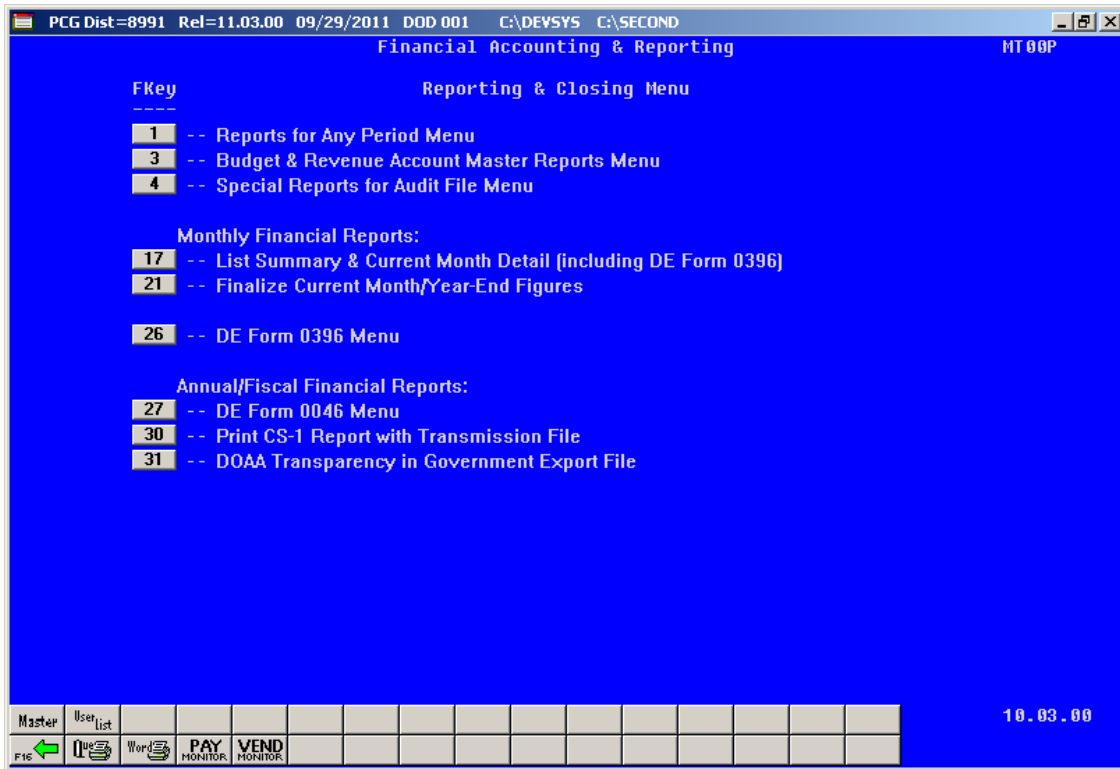
Step	Action
2	Select ⬚27⬚ (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:
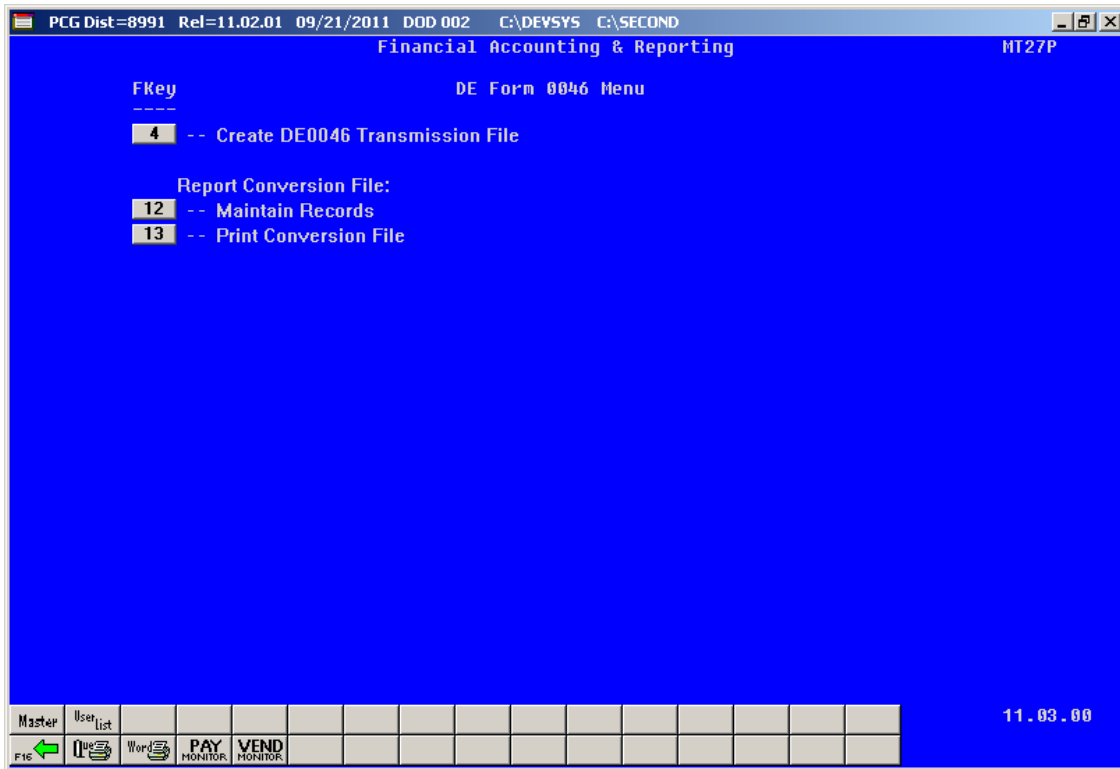
Step	Action
3	Select ⬚ **4** (**F4 -** Create DE0046 Transmission File).

The following screen displays:
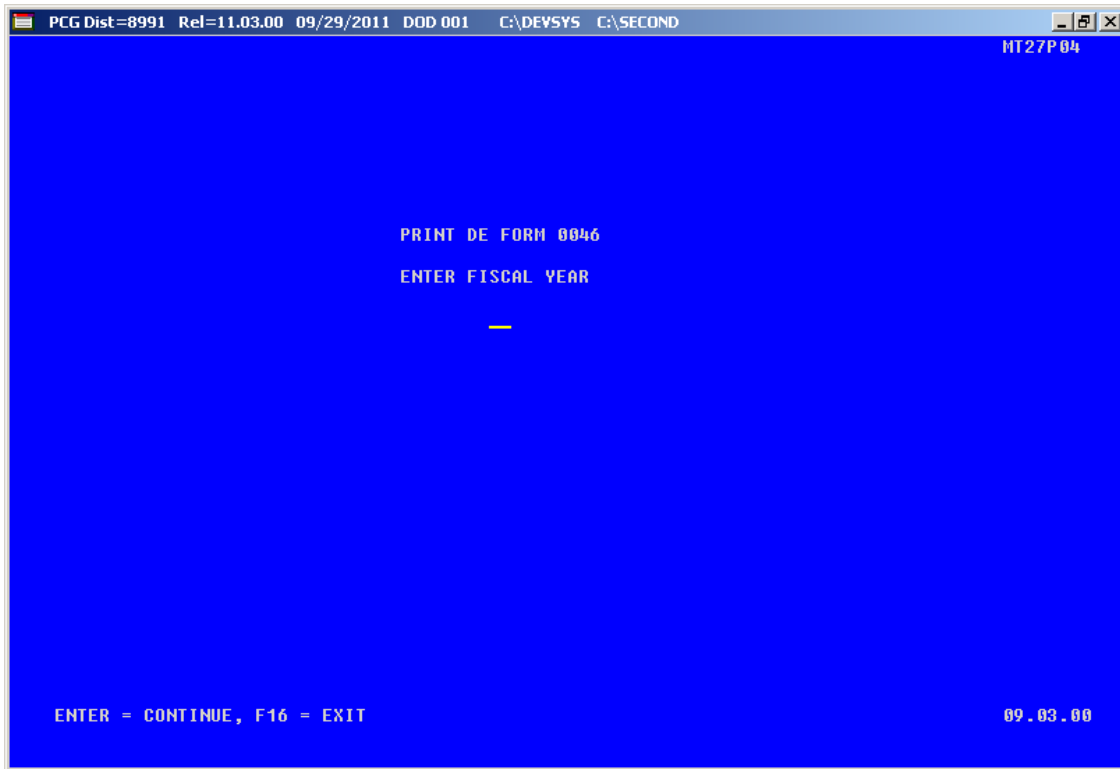
Step	Action
4	Enter the 2-digit fiscal year (YY) in the field and select **Enter**. *For missing DE FORM 0046 conversion files, select Enter (to Create File, review the Conversion File Created for Selected Year! screen's information, and select Enter (to Continue).*

The following screen displays:

```
 PCG Dist=8991  Rel=11.03.00  09/29/2011  DOD 001    C:\DEVSYS  C:\SECOND          _|8|X|
                                                                           ANNL 0400
                                    DE FORM 0046


                    Enter the range of dates for report selection:

                             07 01 11 thru  _  00 00



                    Actual Financial Report(F) or Budget Report(B) _ (F/B)













         ENTER = Continue, F16 = Exit                                    09.03.00
```

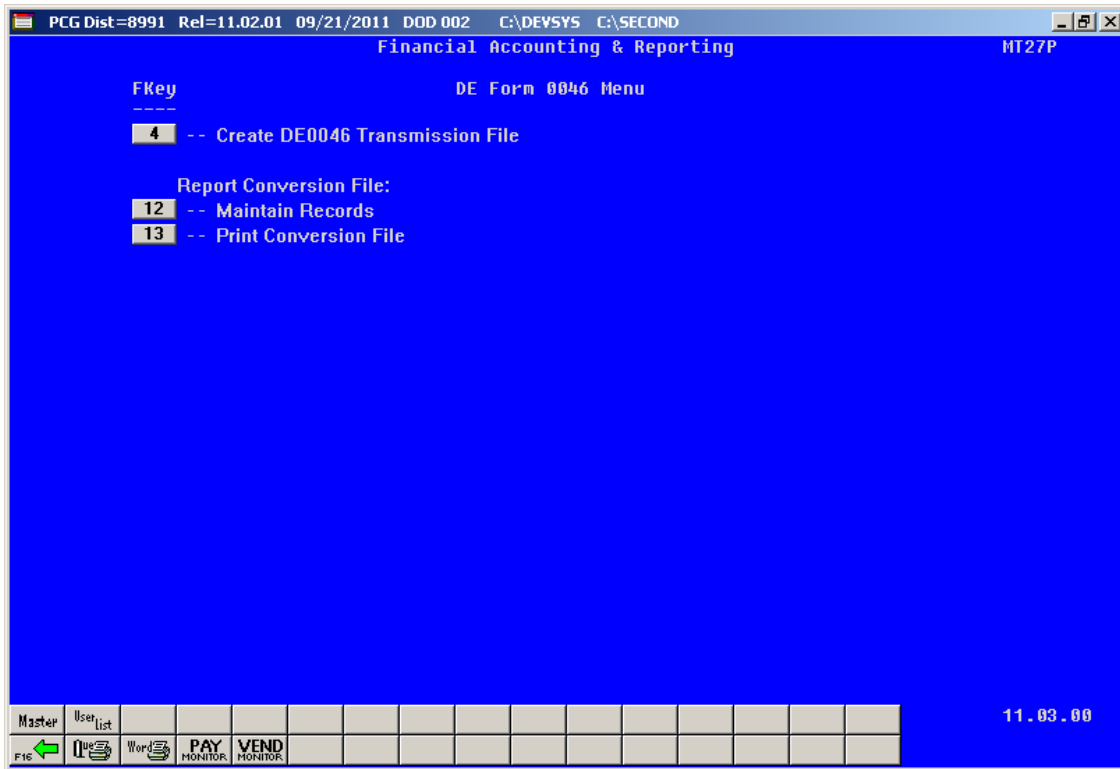| Step	Action
5	Enter the ending date range (MM DD YY) in the **Enter the range of dates for report selection** fields.
	If entering B (Budget) in Step 6, the ending date (MM DD) must be 06 30 and the 2-digit calendar year (YY). PCGenesis defaults to 07 01 YY where "YY" is the current fiscal year as the start date.
6	Enter **F** (Financial) or **B** (Budget) in the **Actual Financial Report (F) or Budget Report (B)?** field to define the report type.
7	Select **Enter**.
	*"** Processing Request **" briefly displays.*
	If there are errors, the corresponding error messages displays. Online instructions will allow a determination to be made of the accounts incorrectly rolled into valid DE FORM 0046 accounts. In this instance, select Enter and access the PCGenesis Uqueue Print Manager to print the Error Report. Using the DE FORM 0046 Conversion File Listing, correct the account information until there are no errors. Repeat this procedure beginning at Step 1.

The following screen displays:

Step	Action
8	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.*
9	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*
10	**File Transmission:** Follow normal processing procedures to submit the report via the *MyGaDOE* Web portal.

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

```
=====================================================Page break===============================================
RUN DATE: 06/13/2005                    **** TRANSMISSION DATA -  BUDGET  ****                        PAGE: 00001

8991 SMITH CITY BOARD OF EDUCATION                                                        PERIOD ENDING: 06/30/04

RECORD      FUND FUNC/ OBJECT PROG  FCTY              FUND      BUDGETED          ACTUAL          ERROR
 TYPE            SRCE                                 BLNC      AMOUNT            AMOUNT          TYPE


 FP          100  1000   11000 1011  0192                     279,680.38           0.00
 FP          100  1000   11000 1011  0198                      30,000.00           0.00
 FP          100  1000   11000 1013  0192                      12,104.11           0.00
 FP          100  1000   11000 1021  0192                     948,989.83           0.00
 FP          100  1000   11000 1023  0192                      40,463.09           0.00
 FP          100  1000   11000 1041  0193                     961,126.49           0.00
 FP          100  1000   11000 1043  0193                      46,250.11           0.00
 FP          100  1000   11000 1051  0192                     609,420.26           0.00
 FP          100  1000   11000 1053  0192                      23,617.27           0.00
```

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

```
=====================================================Page break===============================================
RUN DATE: 06/13/2005                    **** TRANSMISSION DATA -  FINANCIAL  ****                     PAGE: 00001

8991 SMITH CITY BOARD OF EDUCATION                                                        PERIOD ENDING: 06/30/04

RECORD      FUND FUNC/ OBJECT PROG  FCTY              FUND      BUDGETED          ACTUAL          ERROR
 TYPE            SRCE                                 BLNC      AMOUNT            AMOUNT          TYPE


 BA          100  0101   00000 0000  0000                        0.00        158,622.23-
 BA          100  0111   00000 0000  0000                        0.00        640,254.05
 BL          100  0421   00000 0000  0000                        0.00      2,236,659.59
 BL          100  0471   00000 0000  0000                        0.00        310,736.77
 BL          100  0472   00000 0000  0000                        0.00        138,324.68
 BL          100  0473   00000 0000  0000                        0.00        165,119.90
 BL          100  0474   00000 0000  0000                        0.00            844.00
 BL          100  0475   00000 0000  0000                        0.00        180,805.12
 BL          100  0476   00000 0000  0000                        0.00        104,150.65
```
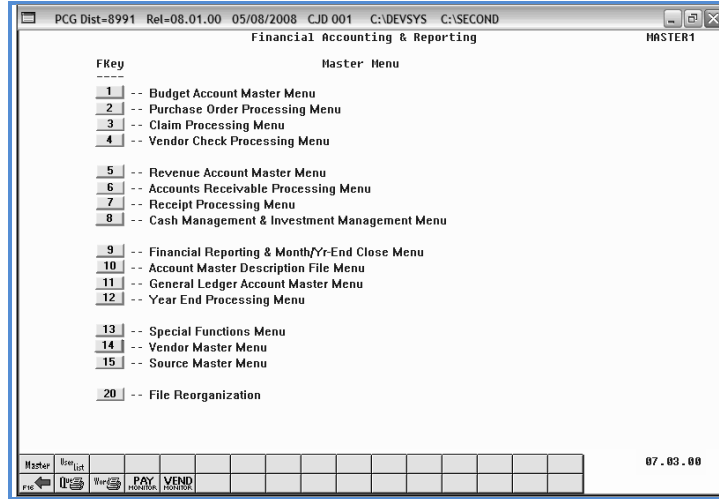
A1.3. DE FORM 0046 (Financial) Error Report – Example

```
=====================================================Page Break===============================================
RUN DATE: 05/08/2008                    **** TRANSMISSION DATA -   FINANCIAL ****                     PAGE: 00001

8991 GADOE BOARD OF EDUCATION                                                             PERIOD ENDING: 04/30/08

RECORD      FUND FUNC/ OBJECT PROG  FCTY              FUND      BUDGETED          ACTUAL          ERROR
 TYPE            SRCE                                 BLNC      AMOUNT            AMOUNT          TYPE


 BA          100  0101   00000 0000  0000                        0.00     17,034,599.70
 BA          100  0111   00000 0000  0000                        0.00        565,254.05-
 BA          100  0141   00000 0000  0000                        0.00      2,388,993.00-
 BA          100  0153   00000 0000  0000                        0.00     30,000,000.00
 BL          100  0400   00000 0000  0000                        0.00          5,730.50
 BL          100  0421   00000 0000  0000                        0.00      1,831,585.96
 BL          100  0422   00000 0000  0000                        0.00      3,441,260.97-
 BL          100  0471   00000 0000  0000                        0.00         79,952.88
 FP          100  1000   11000 1081  0204                        0.00          3,324.00   INVALID FACILITY
 FP          100  1000   11000 1081  4050                        0.00          3,423.75   INVALID FACILITY
```
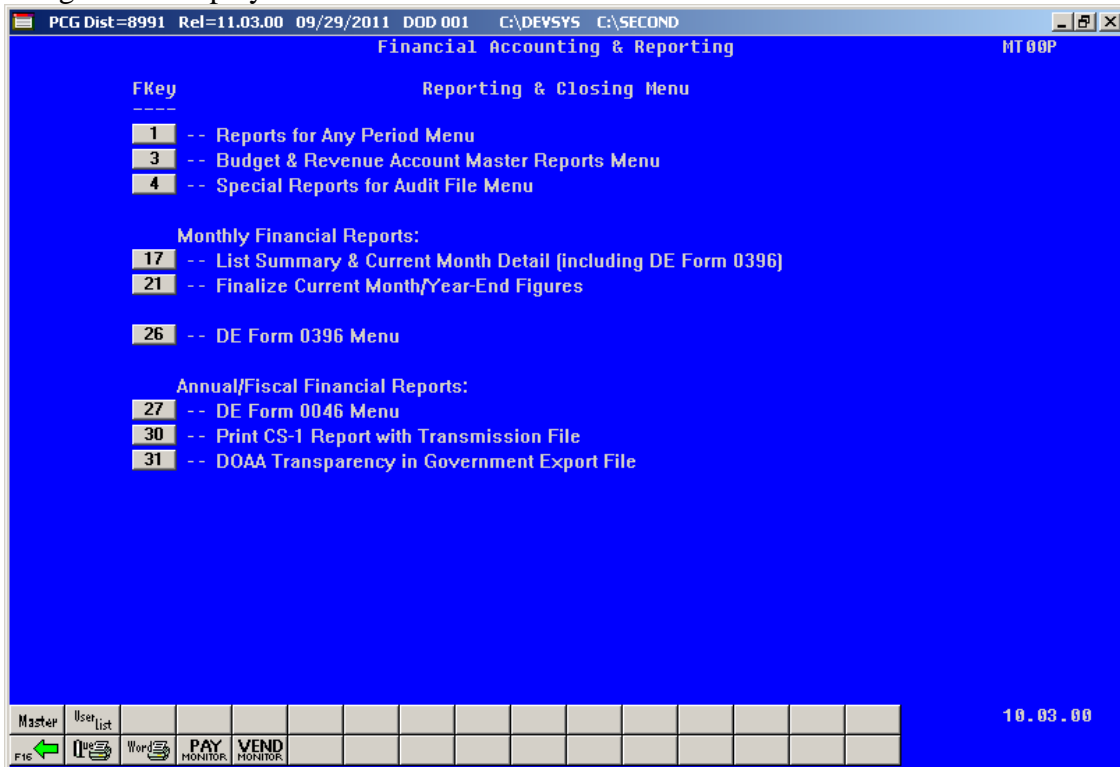
A2. Adding/Updating/Deleting a DE FORM 0046 Conversion File Record
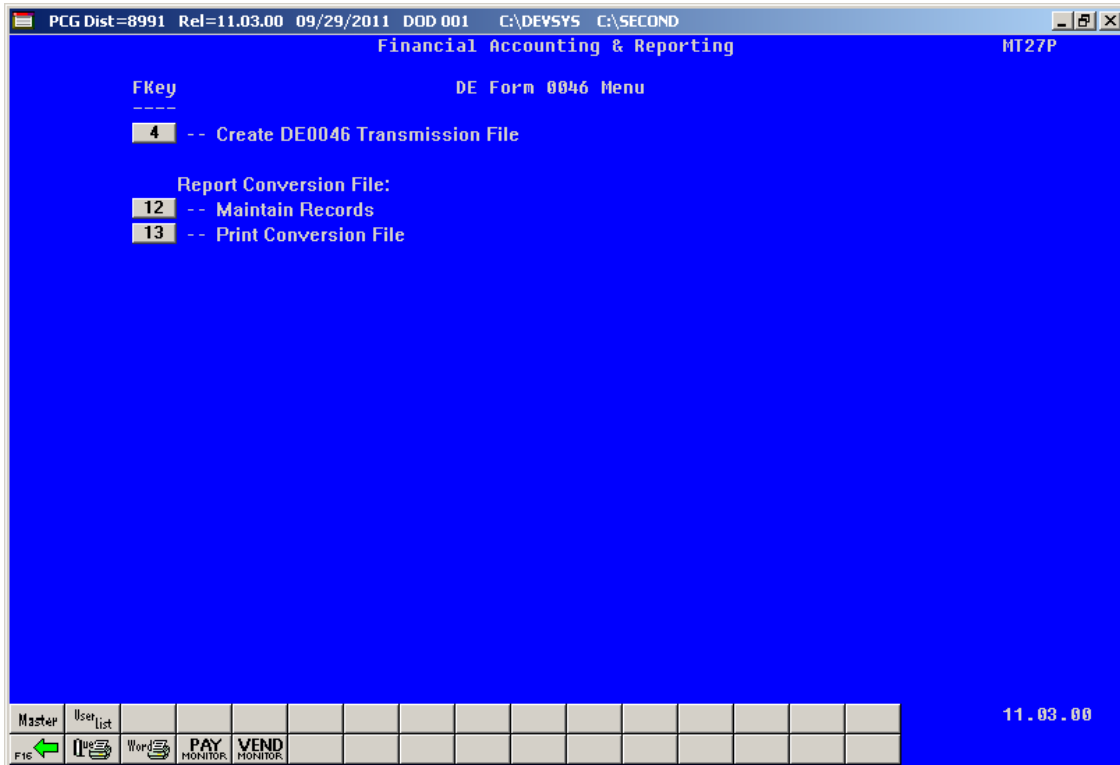## *A2.1. Adding a DE FORM 0046 Conversion File Record*

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

The following screen displays:

Step	Action
2	Select ⬚27⬚ (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:

Step	Action
3	Select ⬚12⬚ (**F12** - Report Conversion File: Maintain Records).

The following screen displays:

```
 PCG Dist=8991  Rel=11.03.00  09/29/2011  DOD 001    C:\DEVSYS   C:\SECOND          _ |8| X|
                                                                            MT27P12




                        MAINTAIN DE FORM 46 CONVERSION FILE
                              ENTER FISCAL YEAR


                                       _










       ENTER = CONTINUE, F16 = EXIT                                    09.03.00
```

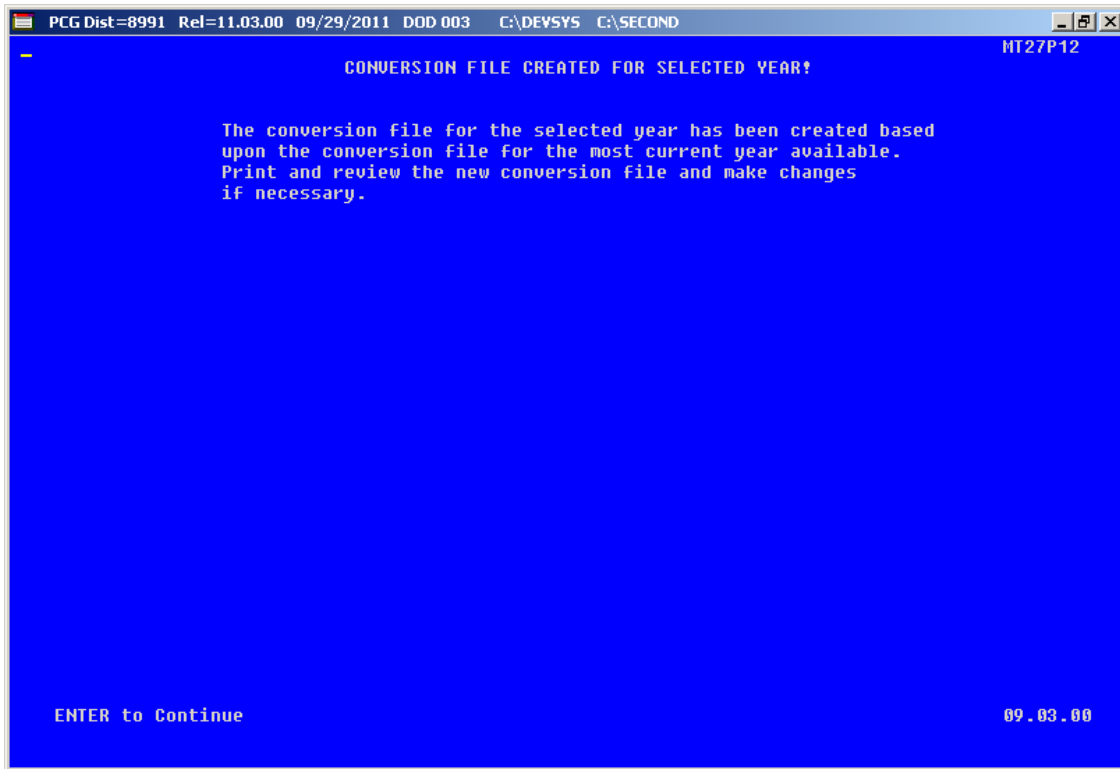| Step	Action
4	Enter the 2-digit fiscal year in the field and select **Enter**.
5	If the DE0046 Report Conversion File already exists for the fiscal year specified, proceed to *Step 8*.
	If the DE0046 Report Conversion File does <u>not</u> exist for the fiscal year specified, proceed to *Step 6*.

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

```
PCG Dist=8991 Rel=11.03.00 09/29/2011 DOD 003   C:\DEVSYS  C:\SECOND            _|B|X|
 -                                                                        MT27P12
                     CONVERSION FILE NOT FOUND FOR SELECTED YEAR!




















    ENTER to Create file  -  F16 to EXIT                                09.03.00
```
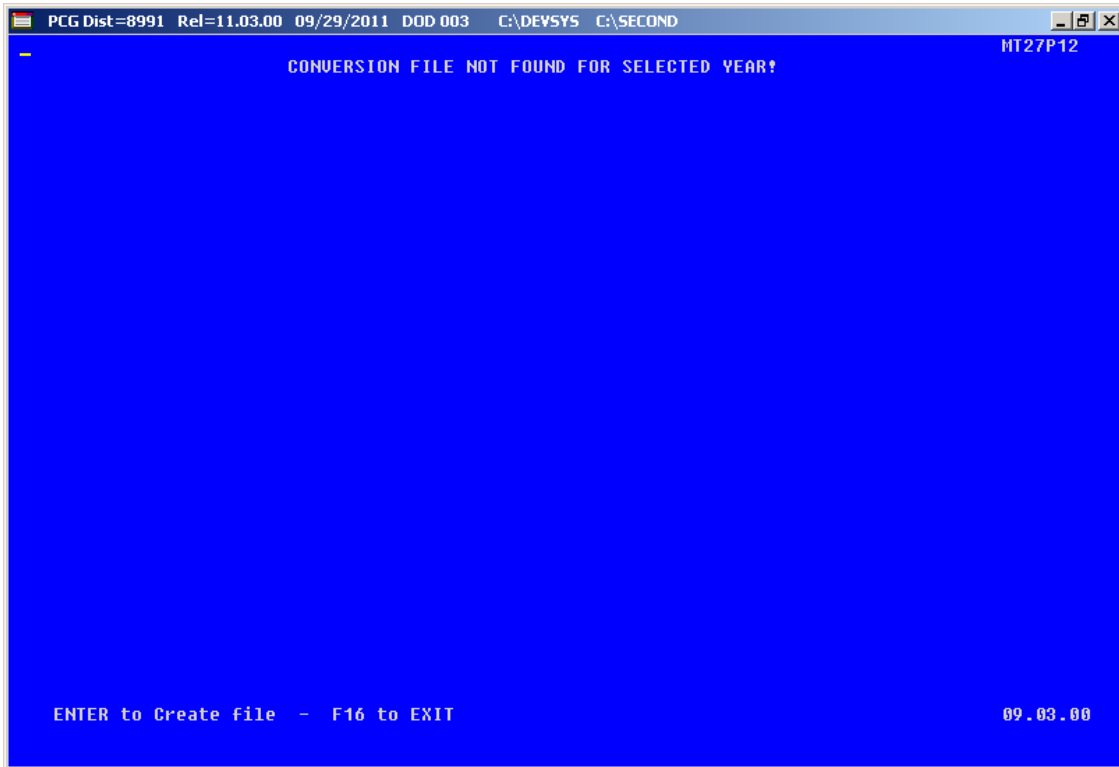
Step	Action
6	Select **Enter**.to create the DE0046 Report Conversion File for the fiscal year specified.

The following screen displays:

```
  PCG Dist=8991  Rel=11.03.00  09/29/2011  DOD 003   C:\DEVSYS  C:\SECOND        _ 8 X
                                                                            MT27P12
  _
                  CONVERSION FILE CREATED FOR SELECTED YEAR!


            The conversion file for the selected year has been created based
            upon the conversion file for the most current year available.
            Print and review the new conversion file and make changes
            if necessary.

















  ENTER to Continue                                               09.03.00
```
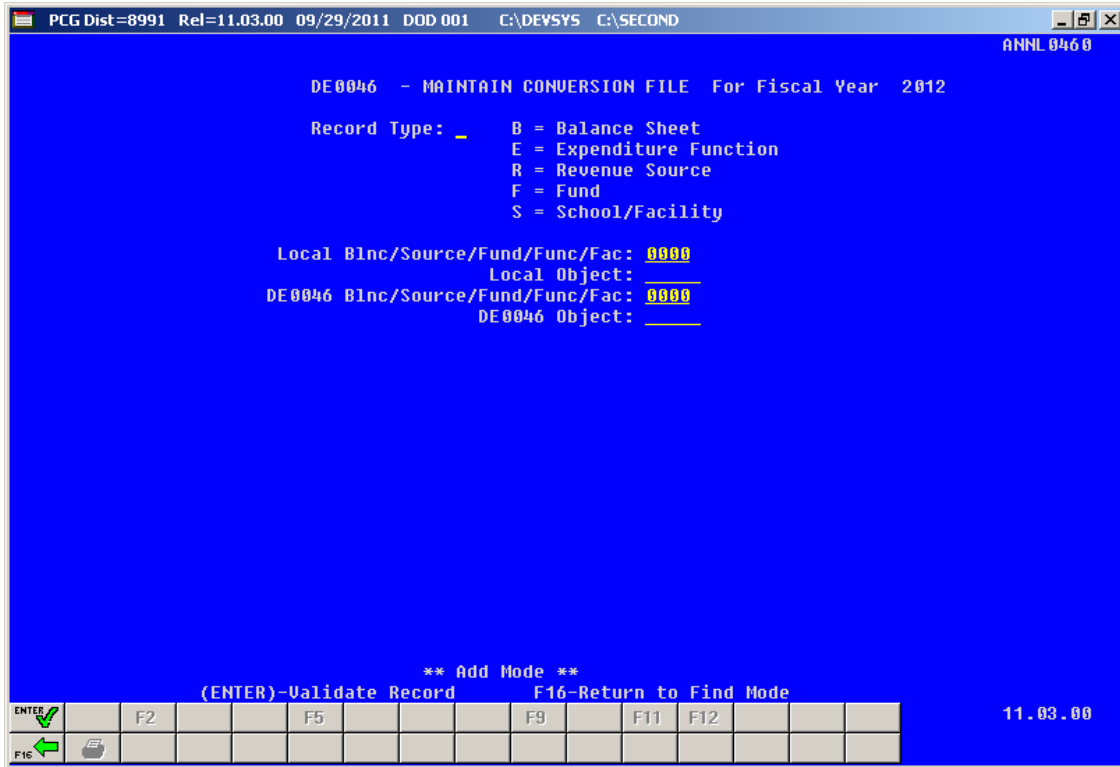
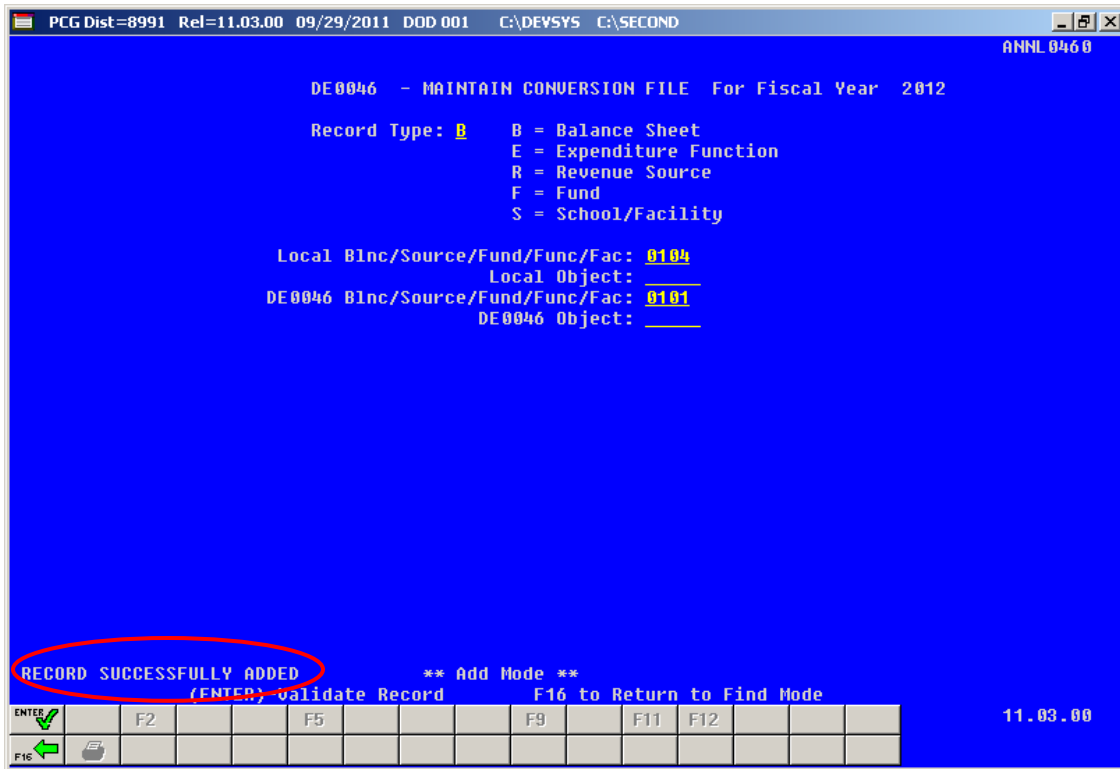| Step	Action
7	Select **Enter**.to continue.
	The conversion file for the selected year has been created based upon the conversion file for the most current year available. Print and review the new conversion file and make changes if necessary.

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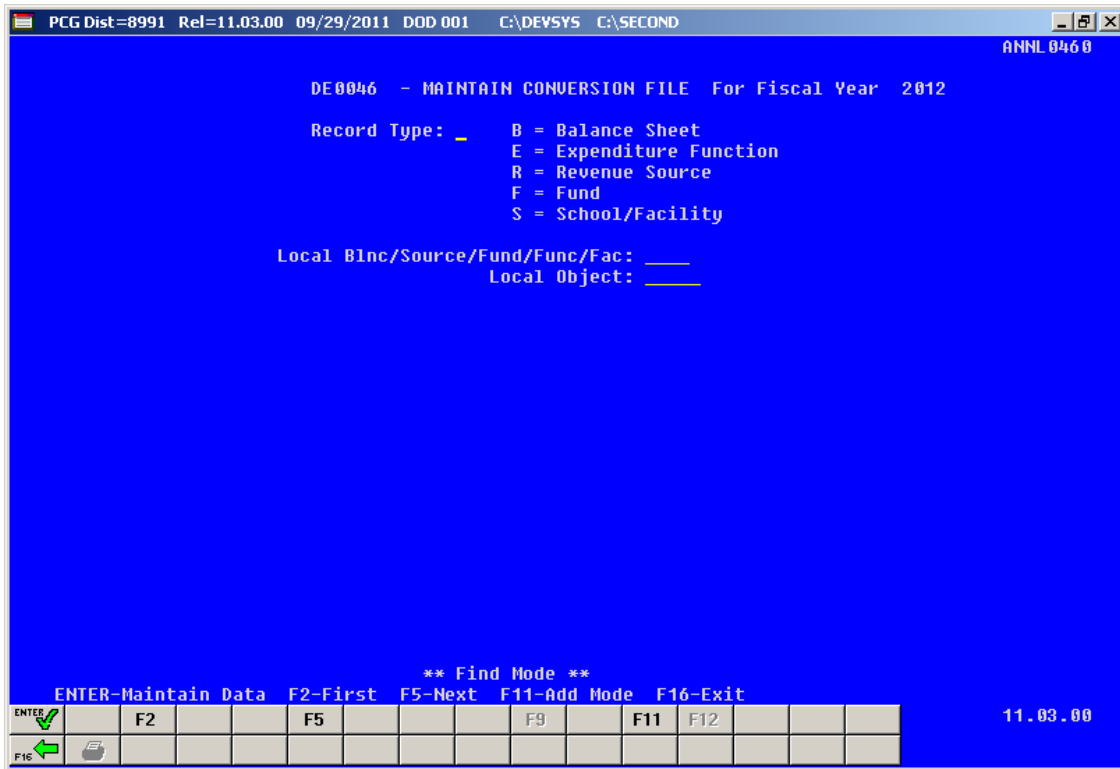
Step	Action
8	Select **F11** (**F11** - Add Mode).

The following screen displays:
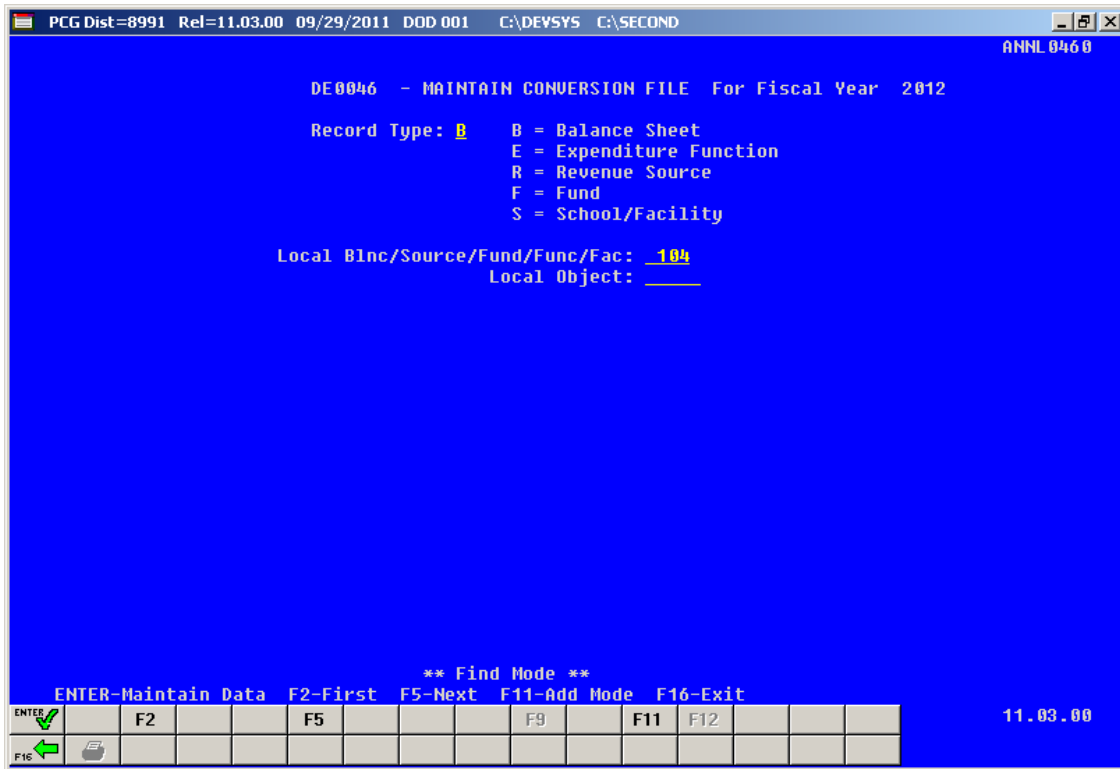

Step	Action
9	Enter **B** (Balance Sheet), **E** (Expenditure), **R** (Revenue Source) or **F** (Fund) in the **Record Type** field to define the conversion record's type.
10	Enter the local Balance Sheet account, revenue Source, Fund, or Function code in the **Local Blnc/Source/Fund/Function** field.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

The following screen displays:
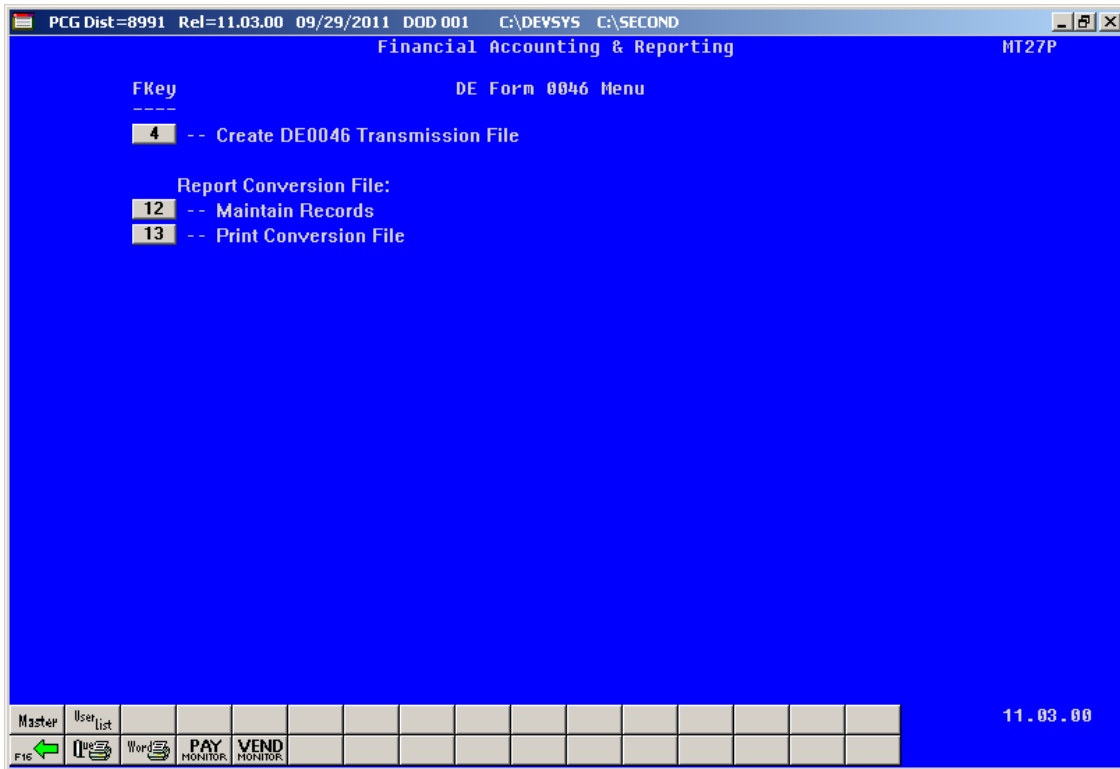

Step	Action
13	Verify *"Record Successfully Added"* displays, and select [F16] (**F16 -** Return to Find Mode).

The following screen displays:

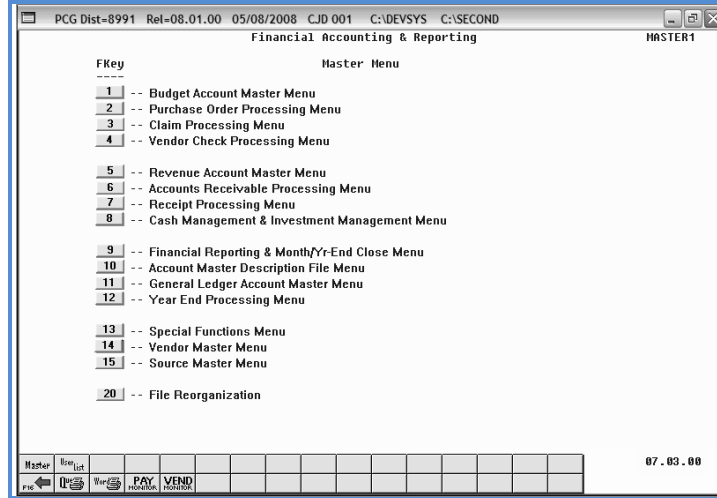| Step	Action
14	Select (**F16** – Exit) to return to the *Financial Accounting & Reporting – DE FORM 0046 Menu.*

The following screen displays:

Step	Action
15	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.*

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

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

The following screen displays:

Step	Action
2	Select ___27___ (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:

Step	Action
3	Select 12 (**F12** - Report Conversion File: Maintain Records).

The following screen displays:

```
 PCG Dist=8991  Rel=11.03.00  09/29/2011  DOD 001    C:\DEVSYS   C:\SECOND            _|8|X|
                                                                                      MT27P12




                        MAINTAIN DE FORM 46 CONVERSION FILE
                                ENTER FISCAL YEAR


                                       _










      ENTER = CONTINUE, F16 = EXIT                                           09.03.00
```

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

The following screen displays:

Step	Action
5	Enter the record type and the <u>local</u> account information in the **Record Type**, **Local Blnc/ Source/Fund/Fac** and **Local Object** fields and select ✓ (**Enter** – Maintain Data). *Select* **F2** *(F2 – First) or* **F5** *(F5 - Next) to scroll between DE FORM 0046 Conversion file records.*

The following screen displays:

Step	Action
6	**For DE FORM 0046 Conversion file record modifications:** Select [F9] (**F9** - Modify Record). Make the appropriate modifications and select [ENTER] (**Enter**) <u>twice</u>. Verify *"Record Successfully Updated"* displays.
	For DE FORM 0046 Conversion file record deletions: Select [F12] (**F12** - Delete), and [ENTER] (**Enter** - Delete). Verify *"Previous Record Deleted"* displays.
	Select [F2] *(F2 – First) or* [F5] *(F5 - Next) to scroll between DE FORM 0046 Conversion file records.*
7	Select [F16] (**F16** - Return to Find Mode).

The following screen displays:

Step	Action
8	Select F16 (**F16** – Exit) to return to the *Financial Accounting Reporting – DE FORM 0046 Menu.*

The following screen displays:

Step	Action
9	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.*

A3. Printing the DE FORM 0046 Report Conversion File

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

The following screen displays:
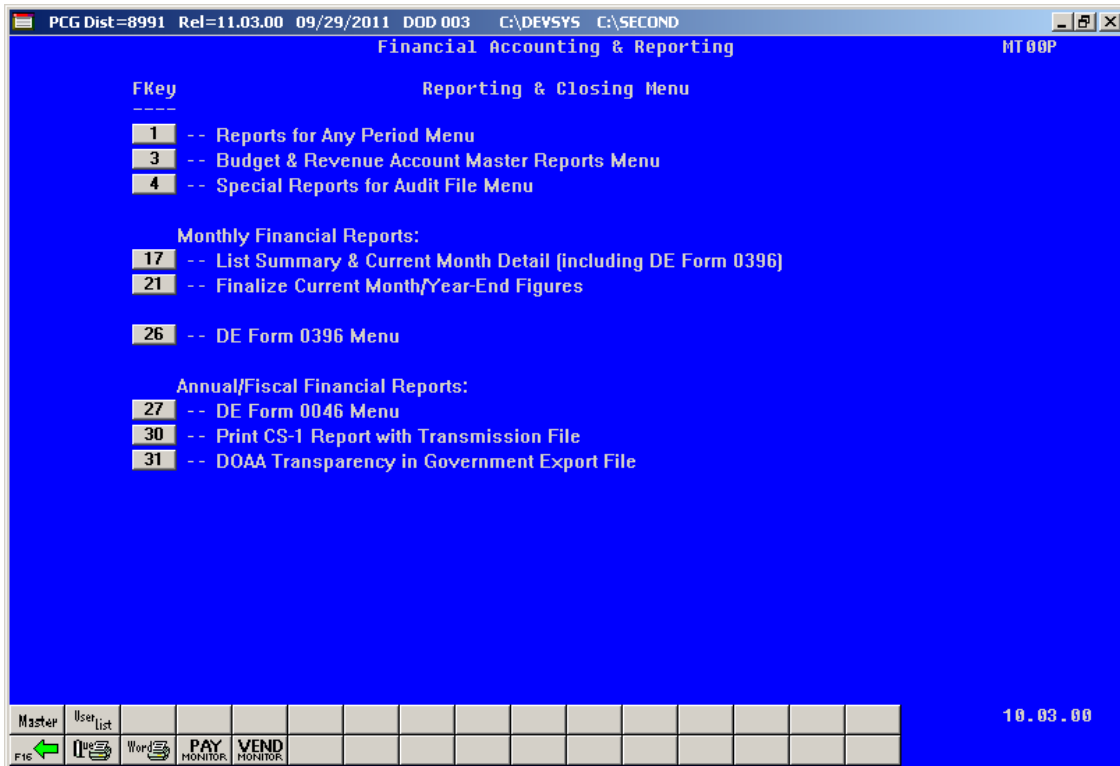
Step	Action
2	Select ___27___ (**F27 -** Annual/Fiscal Financial Reports: DE FORM 0046 Menu).

The following screen displays:
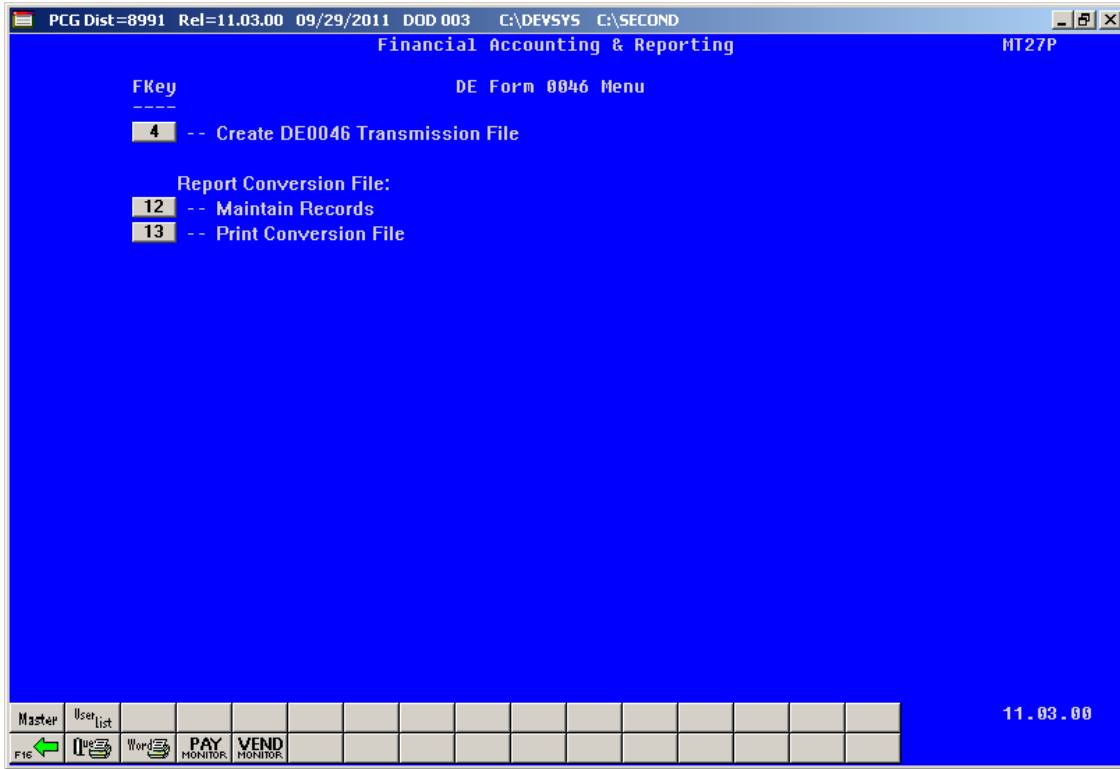
Step	Action
3	Select ⬛ **13** (**F13 -** Report Conversion File: Print Conversion File).

The following screen displays:

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

The following screen displays:

Step	Action
5	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.*

A3.1. DE FORM 0046 Conversion File Listing – Example

```
===============================================================Page Break=========================================================
REPORT DATE 05/09/08                    CNVT0046 - DE FORM 0046 CONVERSION FILE                      PAGE    1


RECTYPE  LOCAL BLNC/SRCE/FUND/FUNC  LOCAL OBJECT  DE 46 BLNC/SRCE/FUND/FUNC  DE 46 OBJECT

   B              0101                 00300              0101                  00000
   B              0102                 00000              0101                  00000
   B              0102                 00300              0221                  00000
   B              0103                 00000              0799                  00000
   B              0301                 00000              0300                  00000
   B              0422                 00000              0422                  00000
   B              0478                 00000              0499                  00000
   B              0480                 00000              0499                  00000
   B              0602                 00798              0600                  00000
   B              0604                 00798              0600                  00000
```

Procedure B: CS-1 Report Processing

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

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

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

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

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

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

To balance the reports:

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

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

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

File Transmission: To ensure added security and authentication measures, use the GaDOE-provided Lotus Notes® email software to transmit the report and encrypted file to return to the Department of Audits and Accounts. For additional file transmission information, refer to communications forwarded by the agency. The audit department's Web pages provide additional information at: https://www.audits.state.ga.us/internet/ and http://www.audits.state.ga.us/internet/it/LotusEnc.pdf.

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

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

B1. Printing the CS-1 Report and Creating the Transmission File
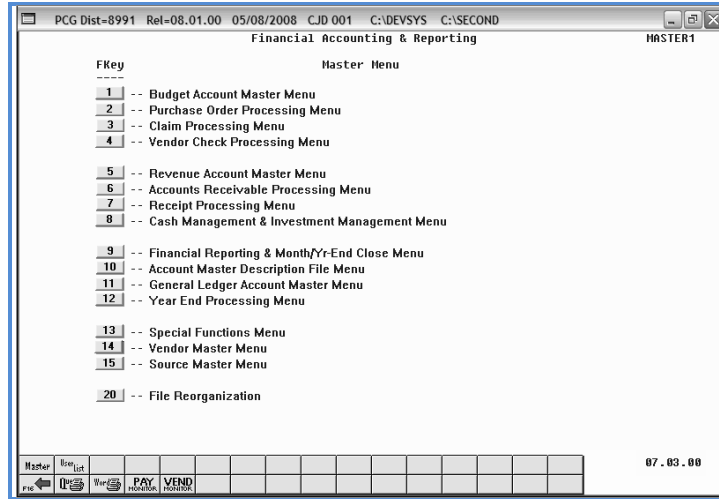
Step	Action
1	Select ⬛**9** (**F9 -** Financial Reporting and Month/Yr-End Close Menu).

The following screen displays:

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

The following screen displays:
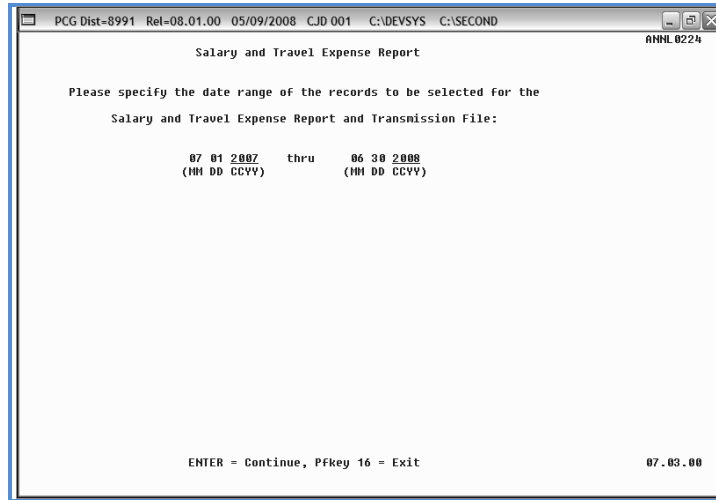
Step	Action
3	Enter or verify the entry of the 4-digit fiscal year range (CCYY) in the fields. *The date range entered must be within the same fiscal year. PCGenesis defaults '0701' and '0630' as the beginning and ending dates (MM DD).*
4	Select **Enter**.

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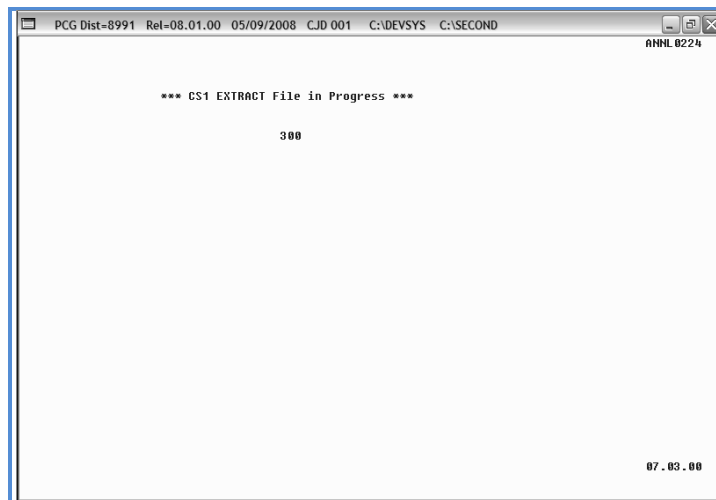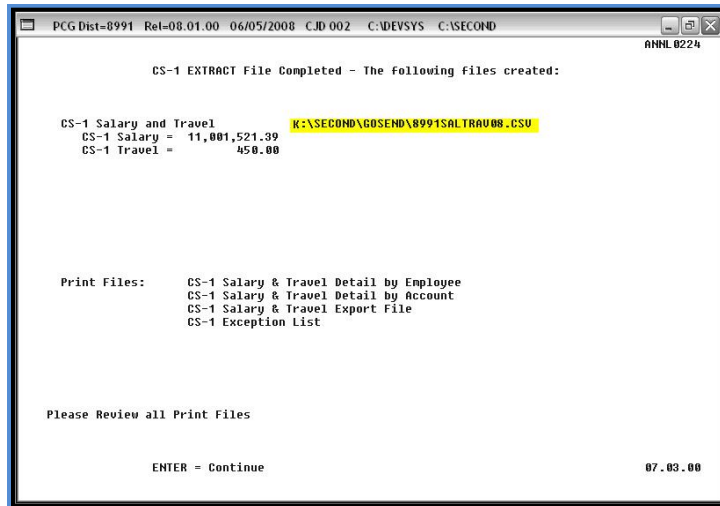
Step	Action
5	Screen-print the *CS-1 Extract File Completed* screen to compare against the results of the reports generated in *Steps 8 – 10*.
6	Select **Enter**. **For Regional Education Services Agencies (RESAs):** The *CS-1 Per Diem Detail Report*, the *CS-1 Export Items Report,* and the*CS-1 Per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

The following screen displays:

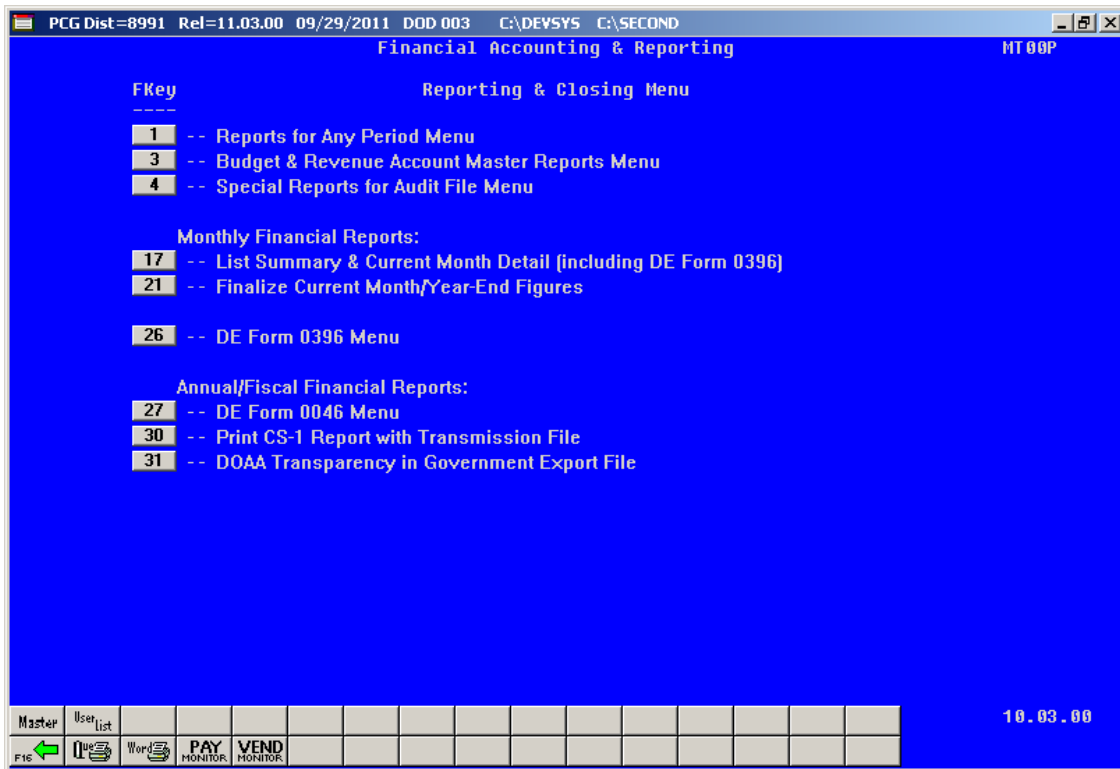| Step	Action
7	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Reporting and Closing Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*
8	Generate the *Budget Master: Account Activity Detail (or Summary) Report* by following the instructions in *Topic 1A: Processing Fiscal Year-End Closing Reports.*
9	Generate the *Earnings History Report* by following the instructions in the <u>Payroll System Operations Guide</u>, *Section B: Payroll Update Processing, Topic 5: Earnings History Processing.* To obtain the correct balancing information, enter the period ending **0630YY**, where *YY* is the last date of the current fiscal year.
10	**To print the reports via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the reports via Microsoft® Word:** Select ![Word] (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*
11	Balance the results of the *Detail Items by Employee Report* against the reports generated in *Steps 8 - 10.*
	XXXX identifies the LUA code and *YY* identifies the current fiscal year. The file is located at: **K:\SECOND\GOSEND\XXXXSALTRAVYY.CSV** (Salaries and Travel), and **K:\SECOND\GOSEND\XXXXPSYY.CSV** (Professional Services – Per Diem).
12	**File Transmission:** Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the CS-1 files as required.

B1.1. Detail Items by Employee Report – Example

B1.2. Detail Items by Account Report – Example

```
===================================================Page Break===================================================
Date:      05/09/2008 08:50              CS-1 Salary and Travel Expense Report              Page   1
Program:   ANNL0224                           Detail Items by Account

                                                                                Job
Empno SSN        Name                   Vendor   Date    Account                      Code   Salary     Travel

25628 654321898 TEST TEACHER,GADOE 08010         03/01/2008  08 100 0 1011 1000 11000 0192 0 000000  114   3,818.75
25628 654321898 TEST TEACHER,GADOE 08010         04/30/2008  08 100 0 1011 1000 11000 0192 0 000000  114   3,818.75
88840 999088840 WRITINGTEACHER,WAYNE             01/31/2008  08 100 0 1011 1000 11000 0192 0 000000  114   2,418.55
88840 999088840 WRITINGTEACHER,WAYNE             03/01/2008  08 100 0 1011 1000 11000 0192 0 000000  114   2,418.55
88840 999088840 WRITINGTEACHER,WAYNE             03/31/2008  08 100 0 1011 1000 11000 0192 0 000000  114   2,418.55
88840 999088840 WRITINGTEACHER,WAYNE             04/30/2008  08 100 0 1011 1000 11000 0192 0 000000  114   2,418.55
88876 999088876 PETEACHER,PAULINE                07/31/2007  08 100 0 1011 1000 11000 0192 0 000000  102   2,341.62
88876 999088876 PETEACHER,PAULINE                08/31/2007  08 100 0 1011 1000 11000 0192 0 000000  102   2,341.62
88876 999088876 PETEACHER,PAULINE                01/31/2008  08 100 0 1011 1000 11000 0192 0 000000  102   2,341.62
88876 999088876 PETEACHER,PAULINE                03/01/2008  08 100 0 1011 1000 11000 0192 0 000000  102   2,341.62
88876 999088876 PETEACHER,PAULINE                03/31/2008  08 100 0 1011 1000 11000 0192 0 000000  102   2,341.62
```

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

```
===================================================Page Break===================================================
Date:      05/09/2008 09:11                    CS-1 Error Report                    Page   1
Program:   ANNL0224

Emp/Vnd  SSN        Name              Input   Voucher/Seq  Export File     Error Message

No CS-1 Errors Found




End of File
```

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

```
===================================================Page Break===================================================
Date:      05/09/2008 08:50                    CS-1 Error Report                    Page   1
Program:   ANNL0224

Emp/Vnd  SSN        Name              Input   Voucher/Seq  Export File     Error Message

089621  999089621  ALLTHUMBS,ALBERTA          Payroll              Salary & Travel  Missing CS1 JOB(from CPI)
089661  999999943  PROBLEMCAUSER II,PATTIE    Payroll              Salary & Travel  Missing CS1 JOB(from CPI)
089877  999089877  ME4NS,ER4IE                Payroll              Salary & Travel  Missing CS1 JOB(from CPI)




End of File
```

B1.5. Export Items Report – Example

```
===============================================Page Break=====================================
Date:      05/09/2008 08:50                   CS-1 Salary and Travel Expense Report              Page   1
Program:  ANNL0224                                         Export Items


Entity  SSN          Last Name          First Name      MI  Suffix  Job Code      Salary          Travel

 8991   654321898  TEST TEACHER        GADOE            0             114        7,637.50
 8991   999088840  WRITINGTEACHER      WAYNE                          114       24,185.50
 8991   999088844  HAPPYTEACHER        HILARY                         130       16,202.04
 8991   999088846  LANGUAGETEACHER     LONI                           107       14,511.30
 8991   999088847  MATHTEACH           MADDIE                         461        4,659.54
 8991   999088849  BOOKKEEPER          BARBARA                        419       11,166.06
 8991   999088856  TEACHERAIDE         TONI                           436        6,955.20
 8991   999088860  CHASESKNOWLEDGE     CHELSEA                        104       17,207.04
 8991   999088867  COULDIFSHETRIED     CAROLINE                       643       20,247.06
 8991   999088868  CAUGHSALOT          CARLOTTA                       107       29,147.58
 8991   999088871  PAYSALOT            PRINCESS                       461        4,984.50
```

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

```
--------------------------------------------------Page Break-------------------------------------------------
Date:      06/23/2005 12:05                   CS-1 Per Diem Report                              Page   1
Program:  ANNL0224                                         Detail Items


Empno  SSN         Name             Vendor  Type   Date       Acct                                    Fee      Expense

       141414141 BEST BUY           3766    2   06/25/2005  05 100 0 9990 2400 36100 8010 0 000000  400.00
       141414141 BEST BUY           3766    2   06/25/2005  05 100 0 9990 2400 36100 8010 0 000000  700.00-
       141414141 BEST BUY           3766    2   06/25/2005  05 100 0 9990 2400 36200 8010 0 000000              200.00
       141414141 BEST BUY           3766    2   06/25/2005  05 100 0 9990 2400 36200 8010 0 000000              500.00
 911 111223333 KIM COLE             3767    1   06/29/2005  05 100 0 9990 2400 36100 8010 0 000000  300.25
 911 111223333 KIM COLE             3767    1   06/26/2005  05 100 0 9990 2400 36100 8010 0 000000   50.00
 911 111223333 KIM COLE             3767    1   06/29/2005  05 100 0 9990 2400 36100 8010 0 000000  700.00
 911 111223333 KIM COLE             3767    1   06/29/2005  05 100 0 9990 2400 36200 8010 0 000000              250.25
 911 111223333 KIM COLE             3767    1   06/26/2005  05 100 0 9990 2400 36200 8010 0 000000               25.00

                                                                          Totals      750.25      975.25
```

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

```
--------------------------------------------------Page Break-------------------------------------------------
Date:      06/23/2005 12:05                   CS-1 Per Diem Report                              Page   1
Program:  ANNL0224                                         Export Items


 SSN          Name              Type  Object      Fee          Expense

 141414141  BEST BUY              2   36100    300.00-
 141414141  BEST BUY              2   36200                  700.00
 111223333  COLE KIM              1   36100   1,050.25
 111223333  COLE KIM              1   36200                  275.25


                              Totals         750.25          975.25




End of File
```

Procedure C: DOAA Transparency in Government Export File

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

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

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

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

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

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

```
GL389RPT 09/24/2010 15:20:34                              SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Report  BEGIN PERIOD 07/01/09 END PERIOD 06/30/10      Export File Totals          PAGE    1

                                              Amount       Items

                      Federal Expenditures    1,664,306.69   3883
                      Expenditures           20,774,692.39  24172    Total Expenditures from DE46

                      GL Object 10000-20000   15,222,839.48  18007    GL Salaries & Benefits
                      GL Object 30000            212,491.38    270    GL Per Diem
                      GL Object 40000-90000    5,339,361.53   5895    GL Payments
                      GL Payments             20,774,692.39  24172    GL Total Payments

                      DOAA Object 10000-20000 15,222,839.48  18007    DOAA Salaries & Benefits
                      DOAA Object 30000          216,763.50    248    DOAA Per Diem
                      DOAA Object 40000-90000  3,622,353.86   5231    DOAA Payments
                      DOAA Payments           19,061,956.84  23486    DOAA Total Payments

                      Total Reported                0.00   85012    Total Should NET to 0.00 $$
```

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

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

GL Payments is equal to the sum of all Object activity from the *GL for Any Period Report*. There is also a breakdown by Object Code. The total *GL Payments* should equal total *Expenditures* minus total expenses in Fund 199.

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

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

File Transmission: For file transmission information, refer to communications forwarded by the Department of Audits agency. The audit department's Web pages provide additional information at: https://www.audits.state.ga.us/internet/ .

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

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

C1. Creating the DOAA Transparency in Government Export File

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

The following screen displays:

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

The following screen displays:

Step	Action
3	Enter the 4-digit fiscal year (CCYY) in the fields.
4	Select ✔ (**Enter** – Continue).

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

If no data is available for the fiscal year selected, the following dialog box will display:

PCG Dist=2008 Rel=10.03.00 09/27/2010 DOE 001 SV C:\DEVSYS C:\SE ☒

ⓘ No data available for year selected!! 2012

OK

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

PCG Dist=2008 Rel=10.03.00 09/27/2010 DOE 001 SV C:\DEVSYS C:\SE ☒

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

YR 10 FUND 200   2,104.22

OK

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

```
 PCG Dist=8991 Rel=11.03.00 10/05/2011 DOD 001   C:\DEVSYS  C:\SECOND                    _ 🗗 ☒
                                                                              GL389RPT

              Transparency in Government EXTRACT File Completed

          The following file created:  C:\SECOND\GOSEND\11AHIS8991.CSV

                               Amount      Items
                            -----------    -----
          Federal Expenditures      2,848,330.89     4064
          Expenditures             42,173,874.37    27266    Total Expenditures from DE46

          GL Object 10000-20000    27,730,122.62    15607    GL Salaries & Benefits
          GL Object 30000             975,927.17      943    GL Per Diem
          GL Object 40000-90000    13,467,824.58    10716    GL Payments
          GL Payments              42,173,874.37    27266    GL Total Payments

          DOAA Object 10000-20000  27,730,122.62    15607    DOAA Salaries & Benefits
          DOAA Object 30000           974,641.28      822    DOAA Per Diem
          DOAA Object 40000-90000   6,334,161.88    10249    DOAA Payments
          DOAA Payments            35,038,925.78    26678    DOAA Total Payments

          Total Reported                    0.00    96924    Total Should NET to  0.00 $$



     Please Review Print Files


                  ENTER = Continue
 ENTER✓                                                                       11.03.00
 F16⇐
```
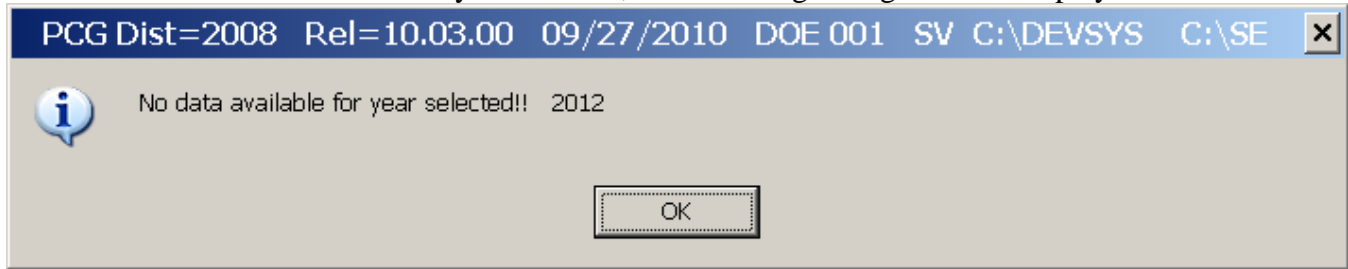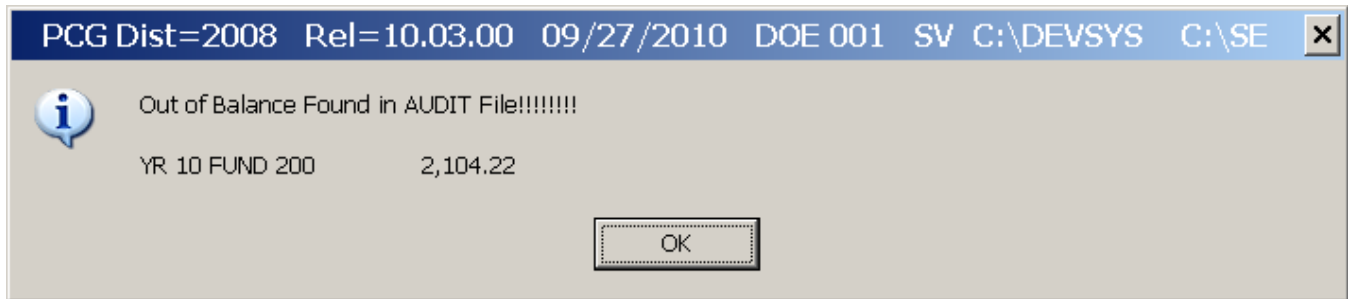
Step	Action
5	Screen-print the *Transparency in Government EXTRACT File Completed* screen to compare against the results of the reports generated in *Steps 3 – 5*.
6	Select ![ENTER] (**Enter** – Continue).

The following screen displays:

Step	Action
7	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.*

Step	Action
8	**To print the reports via the Uqueue Print Manager:** Select ▣ (**Uqueue**). **To print the reports via Microsoft® Word:** Select ▣ (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*
	The file is located at: **K:\SECOND\GOSEND\ xxAHISyyyy.CSV** where **xx** identifies the current fiscal year and **yyyy** identifies the LUA code.
9	**File Transmission:** Using the instructions provided by the Georgia Department of Audits and Accounts, transmit the DOAA files as required. Access is required to the DOAA's **Transparency in Government Act (TIGA) - Payments and Obligations Submission** website.

C1.1. DOAA Transparency in Government Report – Example

```
GL389RPT 09/24/2010 15:20:34                                    SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Report  BEGIN PERIOD 07/01/09 END PERIOD 06/30/10    YR 10 FUND 801 0 CAPITAL ASSETS      PAGE  1866


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

9990-1000-74600-8010-1-000000 RECORD CAP.ASSET DEP 002210275 E01 06/30/10   50,781.00                      50,781.00
9990-1000-74600-8010-1-000000                            E01 06/30/10       50,781.00                      50,781.00 *

9990-1000-74800-8010-1-000000 REC.DEPR.EXPENSE      002210277 E01 06/30/10    5,476.80                       5,476.80
9990-1000-74800-8010-1-000000                            E01 06/30/10        5,476.80                       5,476.80 *

9990-2220-74000-8010-1-000000 RECORD DEPRECIATON   002210276 E01 06/30/10    5,743.90                       5,743.90
9990-2220-74000-8010-1-000000                            E01 06/30/10        5,743.90                       5,743.90 *

9990-2220-74200-8010-1-000000 REC,DEPRE.EXPENSE    002210279 E01 06/30/10   31,822.65                      31,822.65
9990-2220-74200-8010-1-000000                            E01 06/30/10       31,822.65                      31,822.65 *

9990-2220-74400-8010-1-000000 REC.DEPRE.EXPENSE    002210278 E01 06/30/10    1,298.45                       1,298.45
9990-2220-74400-8010-1-000000 REVERSE JE 00210278  002210280 E01 06/30/10                     1,298.45
9990-2220-74400-8010-1-000000 REC.DEPRE.EXPENSE    002210281 E01 06/30/10    1,274.20                       1,274.20
9990-2220-74400-8010-1-000000                            E01 06/30/10        2,572.65         1,298.45       1,274.20 *

9990-2220-74600-8010-1-000000 RECORD CAP.ASSET DEP 002210275 E01 06/30/10    4,231.75                       4,231.75
9990-2220-74600-8010-1-000000                            E01 06/30/10        4,231.75                       4,231.75 *

9990-2220-74800-8010-1-000000 REC.DEPR.EXPENSE      002210277 E01 06/30/10      456.40                         456.40
9990-2220-74800-8010-1-000000                            E01 06/30/10          456.40                         456.40 *

9990-2300-74000-8010-1-000000 RECORD DEPRECIATON   002210276 E01 06/30/10   10,339.02                      10,339.02
9990-2300-74000-8010-1-000000                            E01 06/30/10       10,339.02                      10,339.02 *

9990-2300-74200-8010-1-000000 REC,DEPRE.EXPENSE    002210279 E01 06/30/10   57,280.77                      57,280.77
9990-2300-74200-8010-1-000000                            E01 06/30/10       57,280.77                      57,280.77 *

9990-2300-74400-8010-1-000000 REC.DEPRE.EXPENSE    002210278 E01 06/30/10    2,337.21                       2,337.21
9990-2300-74400-8010-1-000000 REVERSE JE 00210278  002210280 E01 06/30/10                     2,337.21
```

C1.2. Export File Totals Report – Example

```
GL389RPT 09/24/2010 15:20:34                              SMITH CITY BOARD OF EDUCATION

DOAA Transparency in Government Report  BEGIN PERIOD 07/01/09 END PERIOD 06/30/10      Export File Totals              PAGE    1


                                              Amount      Items


                    Federal Expenditures     1,664,306.69    3883
                    Expenditures            20,774,692.39   24172    Total Expenditures from DE46

                    GL Object 10000-20000   15,222,839.48   18007    GL Salaries & Benefits
                    GL Object 30000            212,491.38     270    GL Per Diem
                    GL Object 40000-90000    5,339,361.53    5895    GL Payments
                    GL Payments             20,774,692.39   24172    GL Total Payments

                    DOAA Object 10000-20000 15,222,839.48   18007    DOAA Salaries & Benefits
                    DOAA Object 30000          216,763.50     248    DOAA Per Diem
                    DOAA Object 40000-90000  3,622,353.86    5231    DOAA Payments
                    DOAA Payments           19,061,956.84   23486    DOAA Total Payments


                    Total Reported                0.00      85012    Total Should NET to 0.00 $$
```