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PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

10/11/2011

Section D: Claim and Expenditure Processing,
V2.4

Revision History

Date	Version	Description	Author
10/11/2011	2.4	11.03.00 – Updated claim inquiry and claim cancel instructions.	D. Ochala
03/30/2010	2.3	10.01.00 – Added separate sections for <i>Procedure B – Entering a Claim or Expenditure</i> and <i>Procedure C – Large Claim/Entry Import</i> .	D. Ochala
12/15/2008	2.2	08.04.00 – Added <i>B2.5 - F10 (Browse for file)</i> default to the <i>CSV (Comma delimited) (*.csv)</i> file type information and instructions.	C. W. Jones
09/26/2008	2.1	08.03.00 – Added claim inquiry scan/next information and instructions. Reorganized claims import instructions.	C. W. Jones
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Overview

PCGenesis claim and expenditure processing allows the recording of payables created against Purchase Orders (PO's). When entering claims, PCGenesis credits the value of the claim to the appropriate liability *Balance Sheet* account. If creating the claim from a PO and the entry is for a partial payment, PCGenesis reduces the PO's encumbrance amount by the amount of the claim's expense. PCGenesis releases the entire encumbrance amount when closing the PO during the entry of the claim. On the other hand, canceling a claim debits the claim's value from the appropriate *Liability* account, and credits the *Expense* accounts to the current accounting period.

Manually enter claims into PCGenesis or import the information from a Microsoft® Excel spreadsheet. This document provides the instructions for both procedures.

Account Number Entry:

- **Duplicate Account Number Entry:** PCGenesis allows the entry of duplicate account information on claims as in the case of an invoice's credit amount containing the same account information as existing entries within a claim. This feature also makes it easier to enter reductions on invoices. When duplicate entries occur, PCGenesis will display a "Y/N" prompt to allow/disallow the entries.

Claim/Discount Date Entry: Enter the claim and discount date field entries in the MM/DD/CCYY format.

Remit to Address: If a vendor has a *Remit to* address, that address will appear during claim entry instead of the normal vendor address. PCGenesis identifies this address as "*(Remit To)*".

Large Claim Entry/Import Program: Although PCGenesis imposes a limit on the number of account detail lines for a single claim, this program allows up to 999 account detail lines. PCGenesis automatically splits the claim and discounts the amount based on the line items in each grouping of ten account detail lines.

Create non-PO-associated claims outside of PCGenesis using Microsoft® Excel, and upload the information into PCGenesis using the *Large Claim Entry/Import* procedure. This feature primarily supports the entry of summer salary and benefit accruals, but also meets additional needs of the school district or system such as repeating power bills whose information does not change.

The *Import* program also allows the import of negative totals into PCGenesis for processing.



Special Rules for PO-Associated Claims: Use the PCGenesis *Claim Entry* program for PO-associated claims. PO-associated claims will default to the account number(s) entered on the original PO. Modify the account number(s) by performing the following:

- Entering a new, valid account number. An account number is considered valid when it is a *Budget* or *General Ledger* account number, and the account number's year is the same as the PO's account number year.
- Return to the account number(s) entered on the original PO, enter a new, valid account number(s). Adjust the dollar amount distributions so the amounts remain the same.
- As long as at least one account number remains, delete one or more of the original account numbers. Adjust the remaining amount distributions so the amounts equal.
- PO's may have partial payments, as in the case of partial shipments being invoiced separately. Because of this, one or more account detail lines of the original PO may not have an amount due. Since no changes are made to these PO account numbers, the account detail lines without dollar amounts due do not have to be removed.
- There will not be a reduction of the encumbrances for an item when entering an account number on a claim omitted from the original PO. In this instance, the "YOU MUST MAKE ACCT # CHANGES AND AUTHORIZATION ON ORIGINAL PO DOCUMENT." message displays. Manually make this modification to the original PO's paper copy to provide a proper audit trail. Enter deleted and modified account information on the original PO when needed. The original PO must also contain the proper authorization for these changes.
- There will be a reduction of encumbrances, up to the amount of the original encumbrance, if entering an account number on a claim from the original PO. Any remaining encumbrances will be liquidated when the PO is either paid in full or is closed.
- Provide the appropriate response when the *Final Payment* screen displays. If this is not the final payment, the claim's expenditure reduces the encumbrance amount of the PO by the amount of the claim's expense and the PO will remain open with the *adjusted* balance. If the claim is the final payment, the PO's entire encumbrance amount is unencumbered, and PCGenesis closes the PO.
- When entering the claim against a *Carry Forward PO* and the claim is a payment in full, PCGenesis determines whether appropriation adjustments are required. If the claim amount is less than the unliquidated, carried forward encumbered amount, make an *Appropriation Adjustment* if the claim is posted, and if the *Notification of Appropriation Adjustment* screen displays. In this instance, select *F16* to exit the procedure and to reenter the claim, or select *Enter* to view the required *Appropriation Adjustment(s)*, and if the *Adjustment* is correct, select *F28* to post the claim. If selecting *Enter*, and the *Appropriation Adjustment(s)* is/are incorrect, select *F16* to return to the claim's *Entry* screen to make the required modifications.
- PCGenesis adds an *Expenditure* record to the file, updates the account records, and generates the appropriate *Audit* records for the *Expenditure*, *General Ledger*, and *Accounts Payable* accounts. PCGenesis also makes the appropriate debits and credits to the *General Ledger*.

Other Claim Entry Information: Enter asset account information on claims as long as the *Balance Sheet* account code is 0171 – 0173, 0181 or 0199. The claim entry to the *Asset* account will cause a debit to the *Asset* account, instead of the normal debit to the *Expenditure Control* account, and a credit to *Accounts Payable*.

Validating and Posting Claims: When detecting errors during validation, PCGenesis highlights the fields containing errors. PCGenesis displays the total number of errors, with the error description listed next to each account line which is in error. In this instance, correct the error(s) indicated and select *Enter* to validate the claim's information again. After correcting all "normal" errors, PCGenesis checks several other conditions and where appropriate, displays various cautionary warning messages. Acknowledge these messages by selecting *Enter*. As PCGenesis protects the fields, use the *Page Up* and *Page Down* keys to review the claim's account detail lines. Select *F16* to return to *Entry* mode and to modify the data as needed, or *F12* to post the expenditure.

Note that expenditures with numerous account detail lines may take several minutes to post. Please be patient! Allow the posting to complete in its entirety.

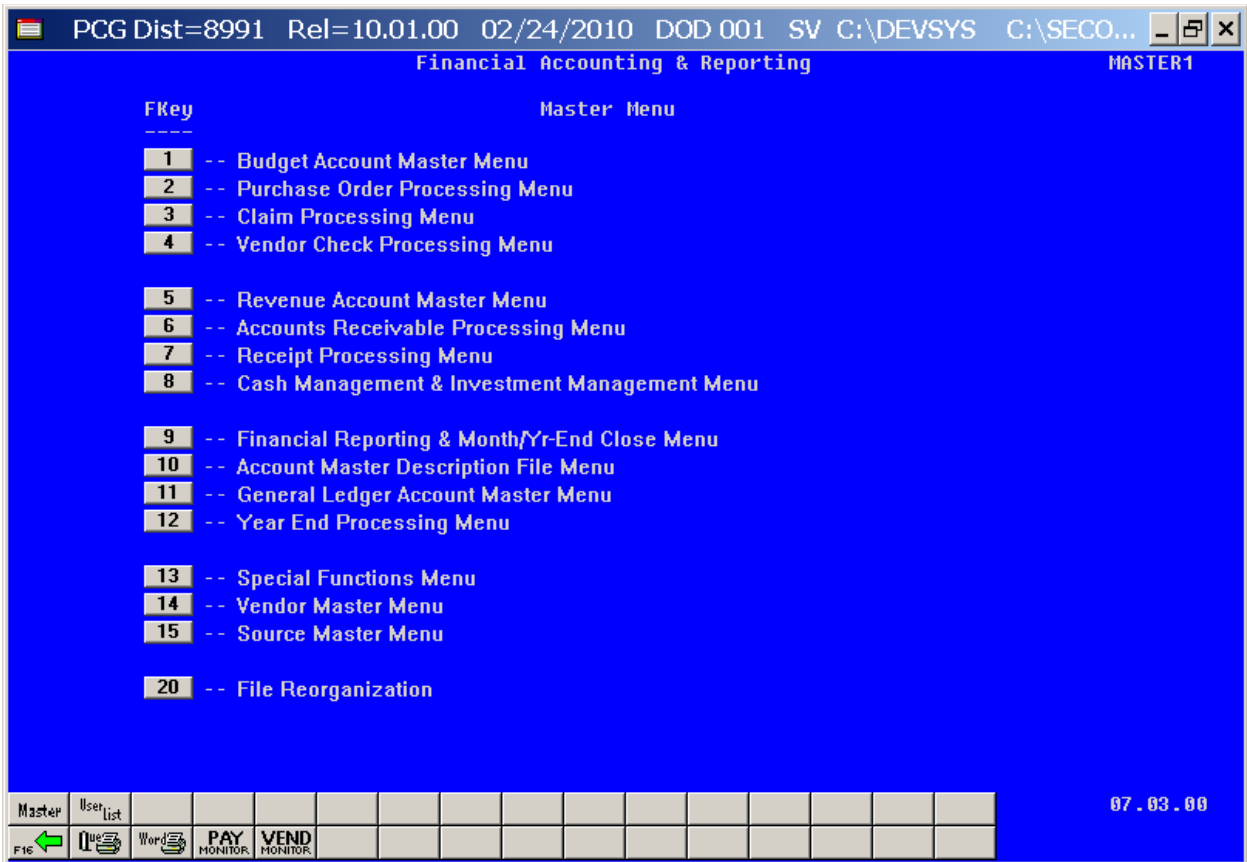
Screen Print: The screen print feature allows the user to obtain a screen print of the *Inquire Claim/Expenditure* screen or the *Cancel Claim* screen. The screen print feature is available on display/inquiry screens which have either the  or  buttons. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Topic 1: Processing Claims and Expenditures

Procedure A. Inquiring on a Claim/Expenditure

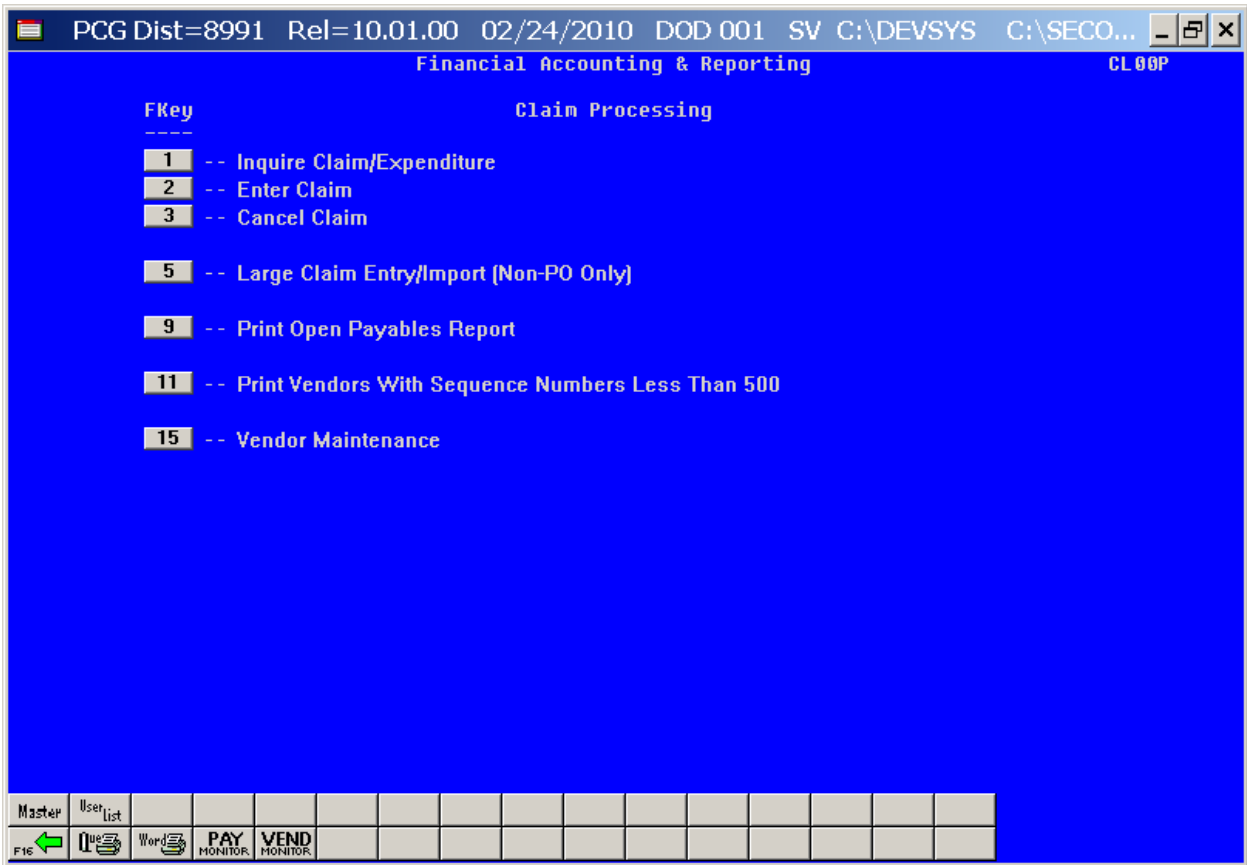
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



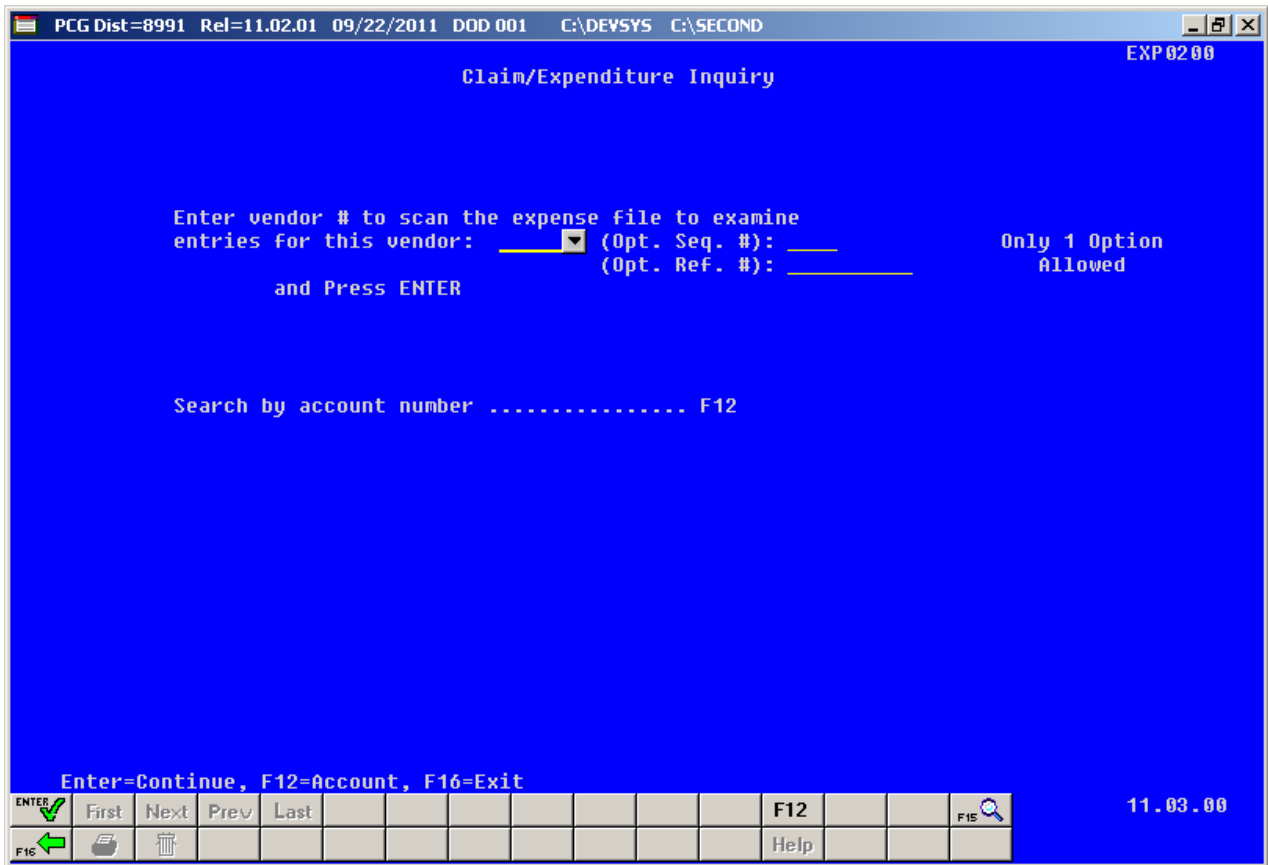
Step	Action
2	Select 3 (F3 - Claim Processing Menu).


The following screen displays:



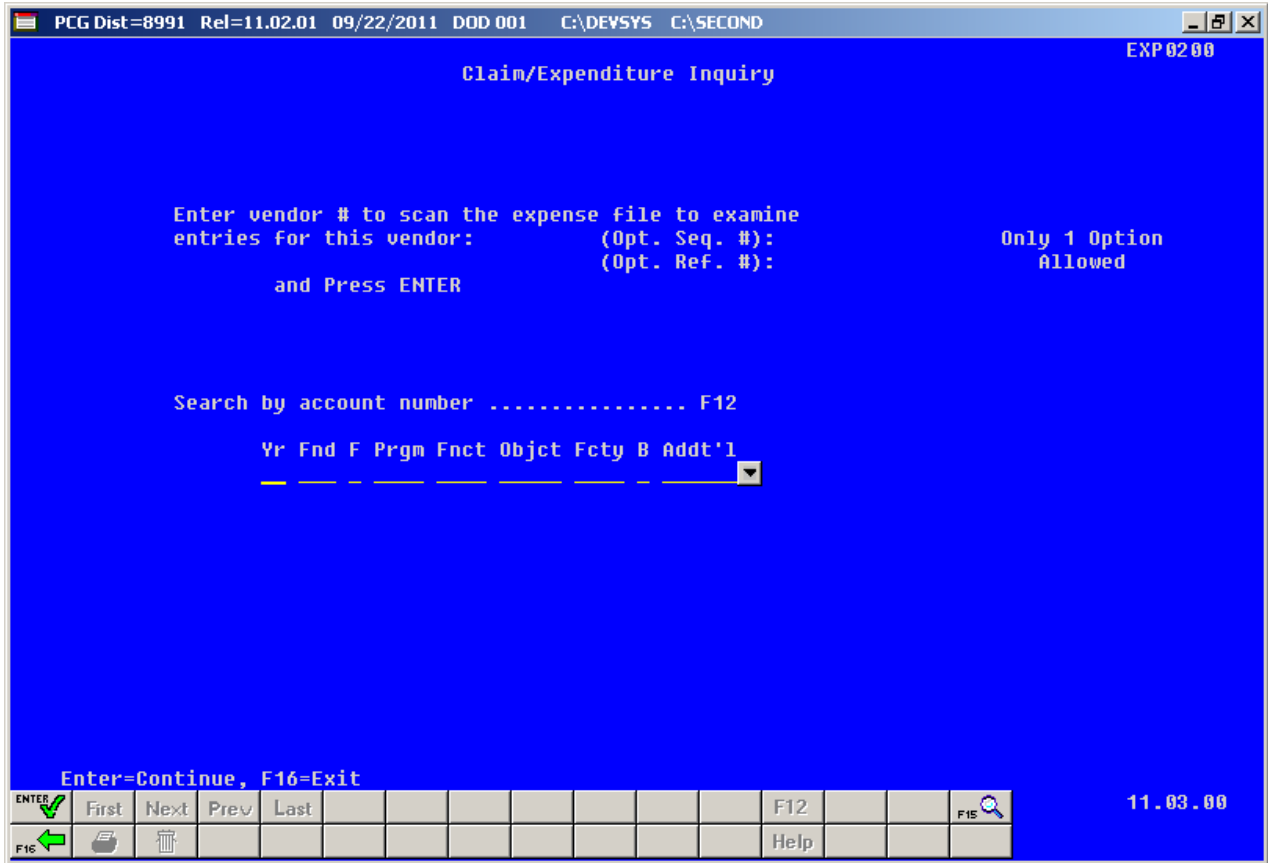
Step	Action
3	Select 1 (F1 - Inquire Claim/Expenditure).


The following screen displays:



Step	Action
4	<p>Enter or select the Drop-down selection icon  within the Vendor field to choose the vendor's information.</p> <p>Enter the claim sequence number within the Optional Sequence Number (Opt. Seq. #) field in order to search for a claim by sequence number.</p> <p>Enter the claim reference number within the Optional Reference Number (Opt. Ref. #) field in order to search for a claim by reference number.</p> <p>After entering the vendor and the optional sequence number or reference number, select Enter and proceed to <i>Step 6</i>.</p> <p>Otherwise, select F12 (F12 – Search by account number) to search for all claims containing a specific account number. Proceed to <i>Step 5</i>.</p>

For **F12** – search by account number, the following screen displays:

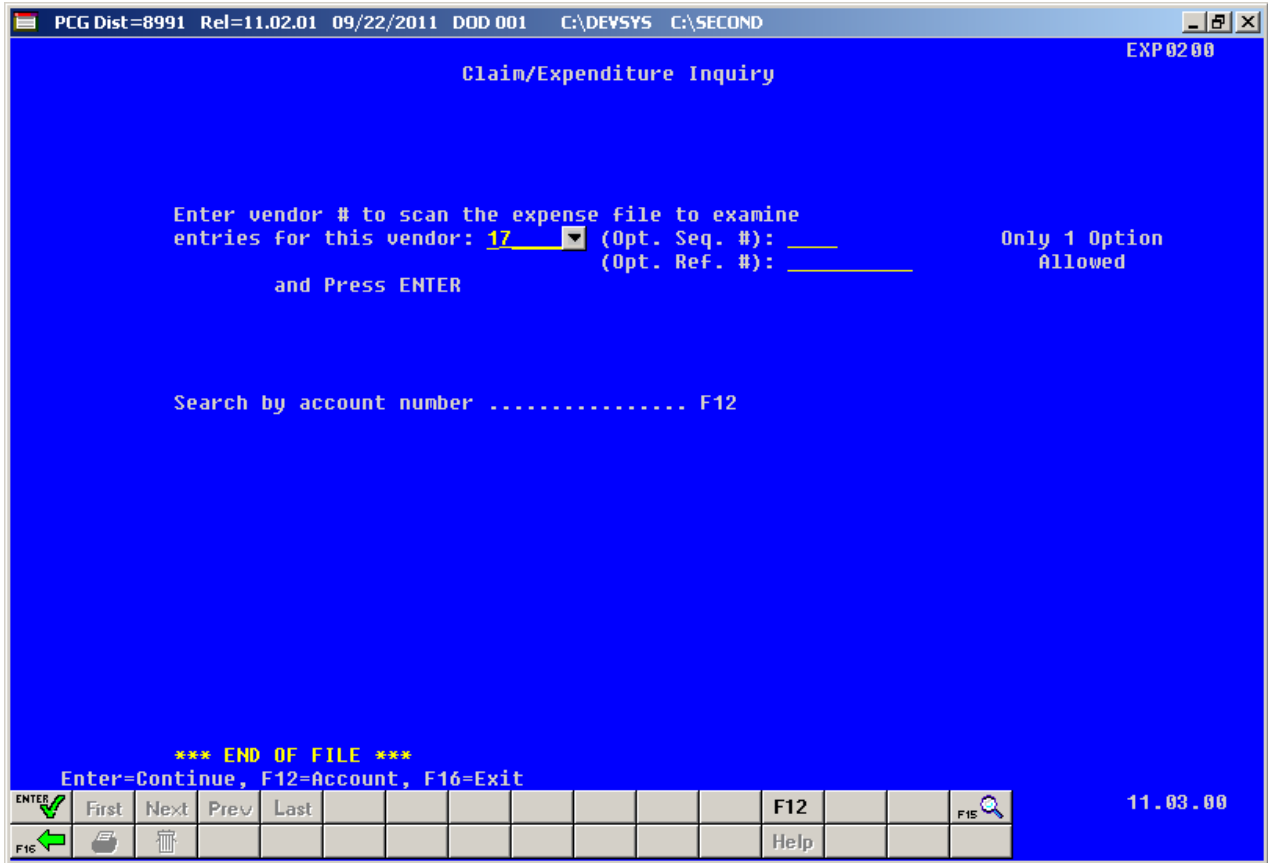



Step	Action
5	Enter or select the Drop-down selection icon  within the Account field to choose the search account number, and select Enter .

The following screen displays:

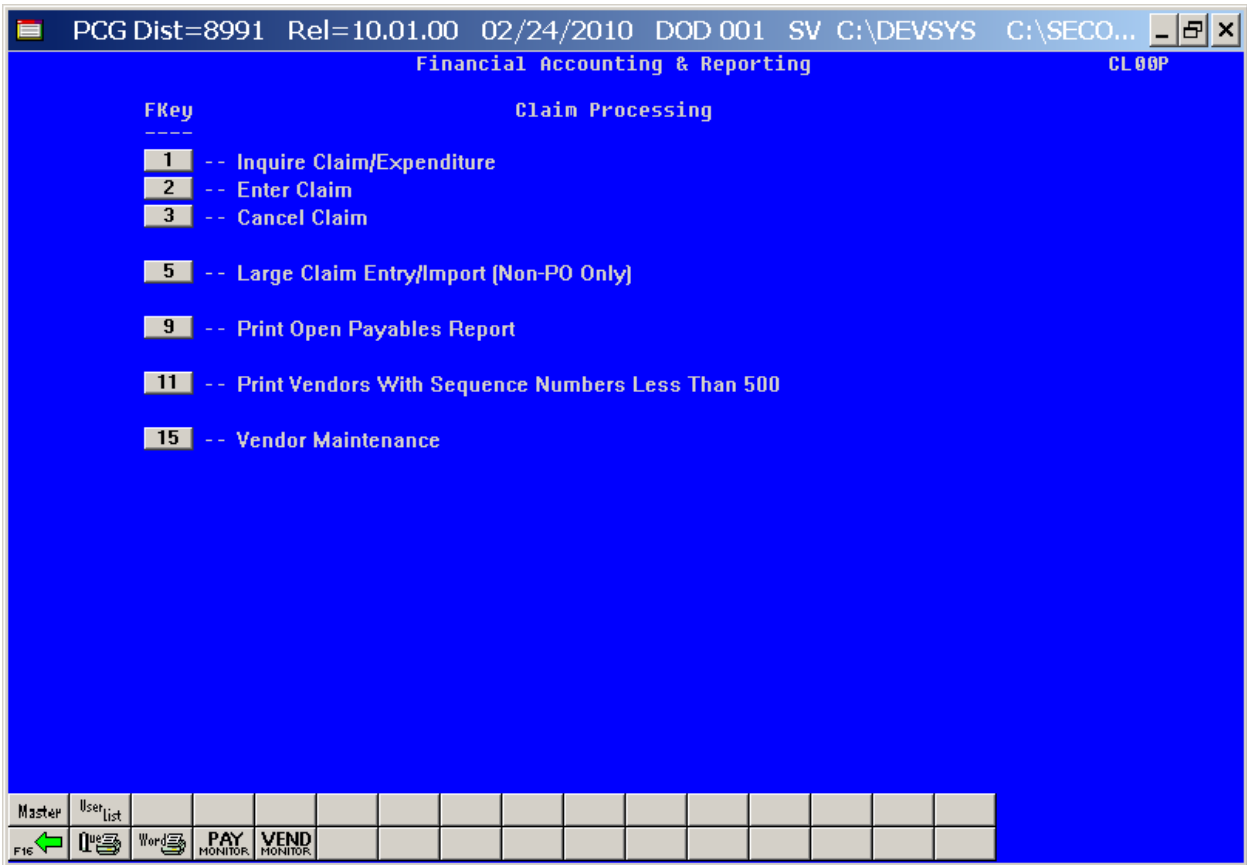
Step	Action
6	<p>After reviewing the screen’s entries, select First (F1 - First), Next (F2 - Next), Prev (F3 - Prev), or Last (F4 - Last) to scroll between the vendor’s claim records, and select F16 (F16 - Reenter/Exit) to return to the <i>Expense Inquiry</i> screen.</p> <p>Select F17 (F17 – Print Screen) to obtain a screen print of the <i>Inquire Claim/Expenditure</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p><i>Each expenditure displays with the status, for example ‘Open’, ‘Paid’, or ‘Cancelled’. If there are no expenditures for the vendor, “*** No match on claim requested ***” displays.</i></p>



The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Claim Processing Menu</i> .

The following screen displays:

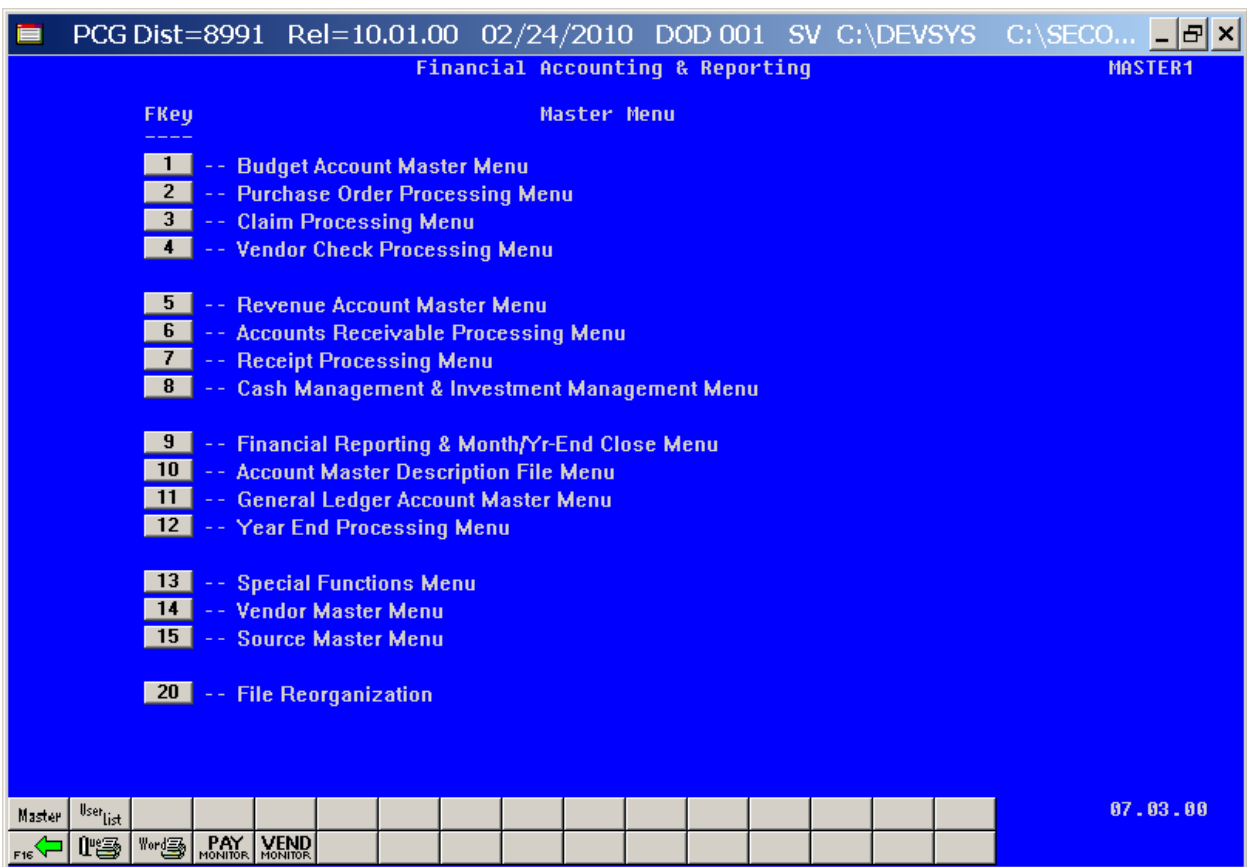


Step	Action
8	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Entering a Claim or Expenditure

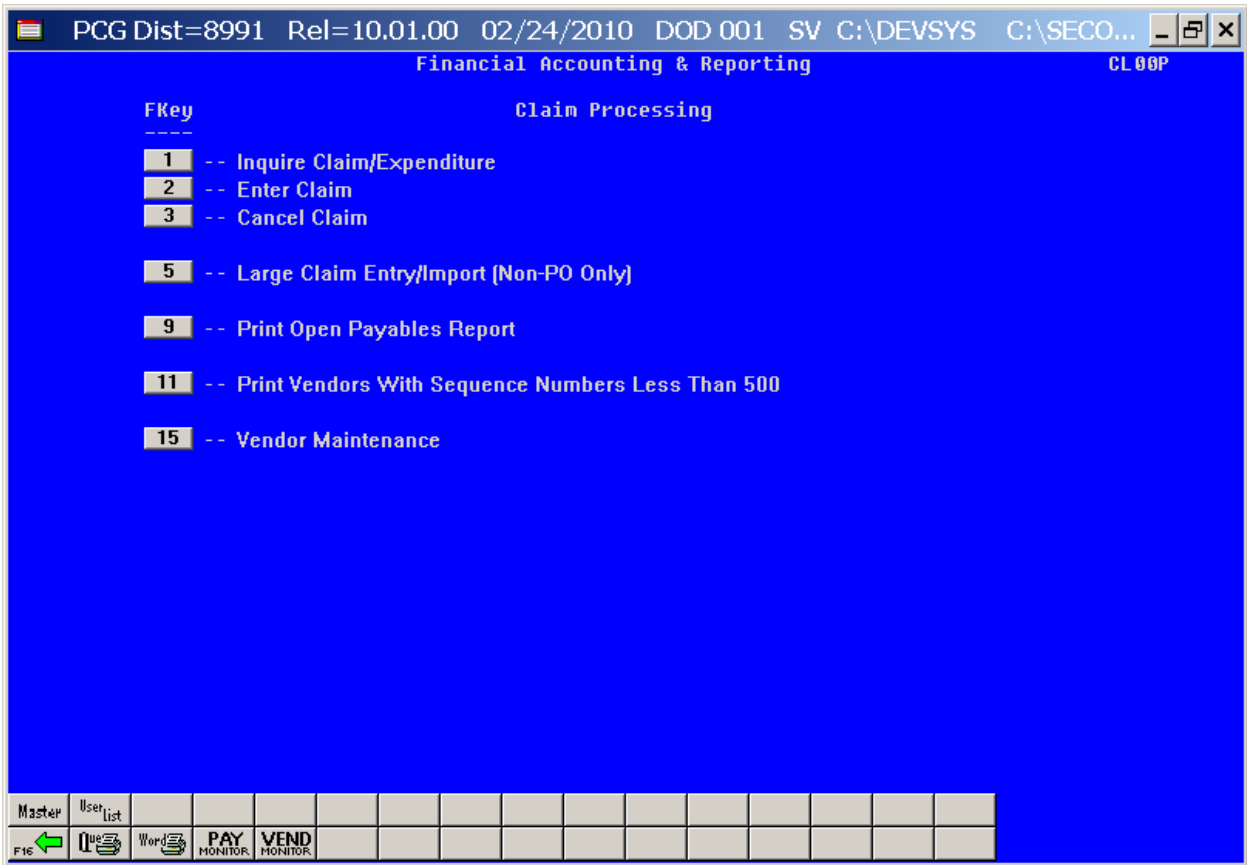
B1. Entering a Claim or Expenditure Manually into PCGenesis

PCGenesis limits the number of claims for a single vendor to 9,999. When a vendor accumulates 9,999 claims, PCGenesis deactivates the vendor’s record, and disallows the creation of additional claims for this vendor. Attempts to enter additional claims for these vendors will generate the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” To avoid receiving this message, follow the instructions in *Procedure 2B: Printing the Vendors with Sequence Numbers less than 500 Report*.



Step	Action
1	Select 3 (F3 - Claim Processing Menu).


The following screen displays:



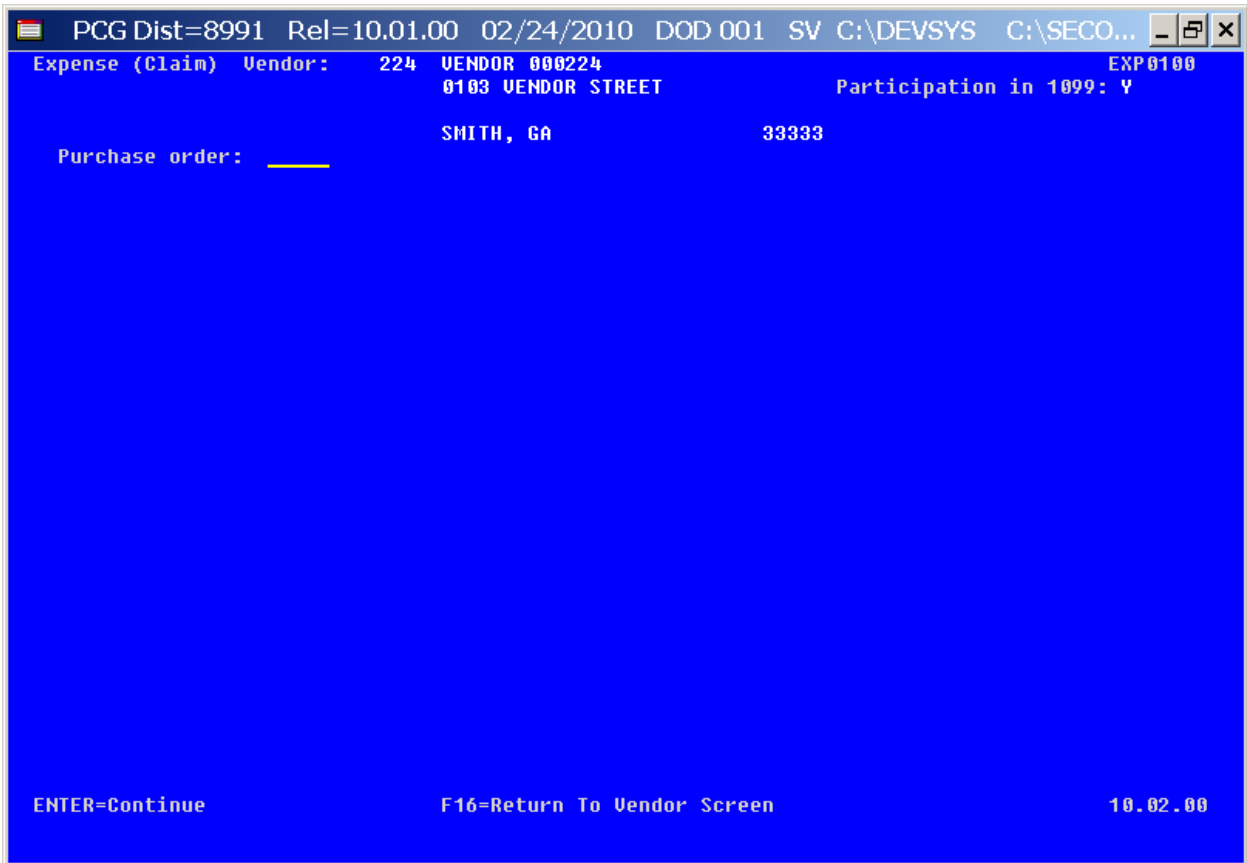
Step	Action
2	To enter a PO-associated claim: Select <input type="text" value="2"/> (F2 - Enter Claim).

The following screen displays:



Step	Action
3	Enter or select the Drop-down selection icon  within the Vendor field to choose the vendor's information, and select Enter .

The following screen displays:



Step	Action
4	<p>For PO-associated claims: Enter the PO's number in the Purchase Order field and select Enter.</p> <p><i>When entering a PO's number, the claim defaults to the account number(s) entered on the original PO. Modify the information as needed.</i></p> <p>For non PO-associated claims: Leave the Purchase Order field blank and select Enter.</p> <p><i>Proceed to Step 6.</i></p>

For **PO-associated claims**, the following screen displays:

PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV C:\DEVSY C:\SECO...

Expense (Claim) Vendor: 224 VENDOR 000224 EXP0100
 0103 VENDOR STREET Participation in 1099: Y

SMITH, GA 33333

Purchase order: 26284


Description: PO FOR PEANUT BUTTER Vendor ref: _____
 A/P blnc: 421

PO date: 02/24/2010 PO carry fwd/reopen date: _____ PO amount: 500.00
 Claim posting date: 02/24/2010 Claim amount: _____
 Discount date: _____ Discount amount: _____

Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Add'l	Amount	1099	Liquidated Amt	Est Amt
1	10	100	1011	1000	61500	189	1				50.00	100.00
2	10	100	1011	1000	61500	192	1				50.00	100.00
3	10	100	1011	1000	61600	189	1				50.00	100.00
4	10	100	1011	1000	64100	183	1				50.00	100.00
5	10	100	1011	1000	64100	192	1				50.00	100.00
6	00											
7	00											
8	00											
9	00											
10	00											

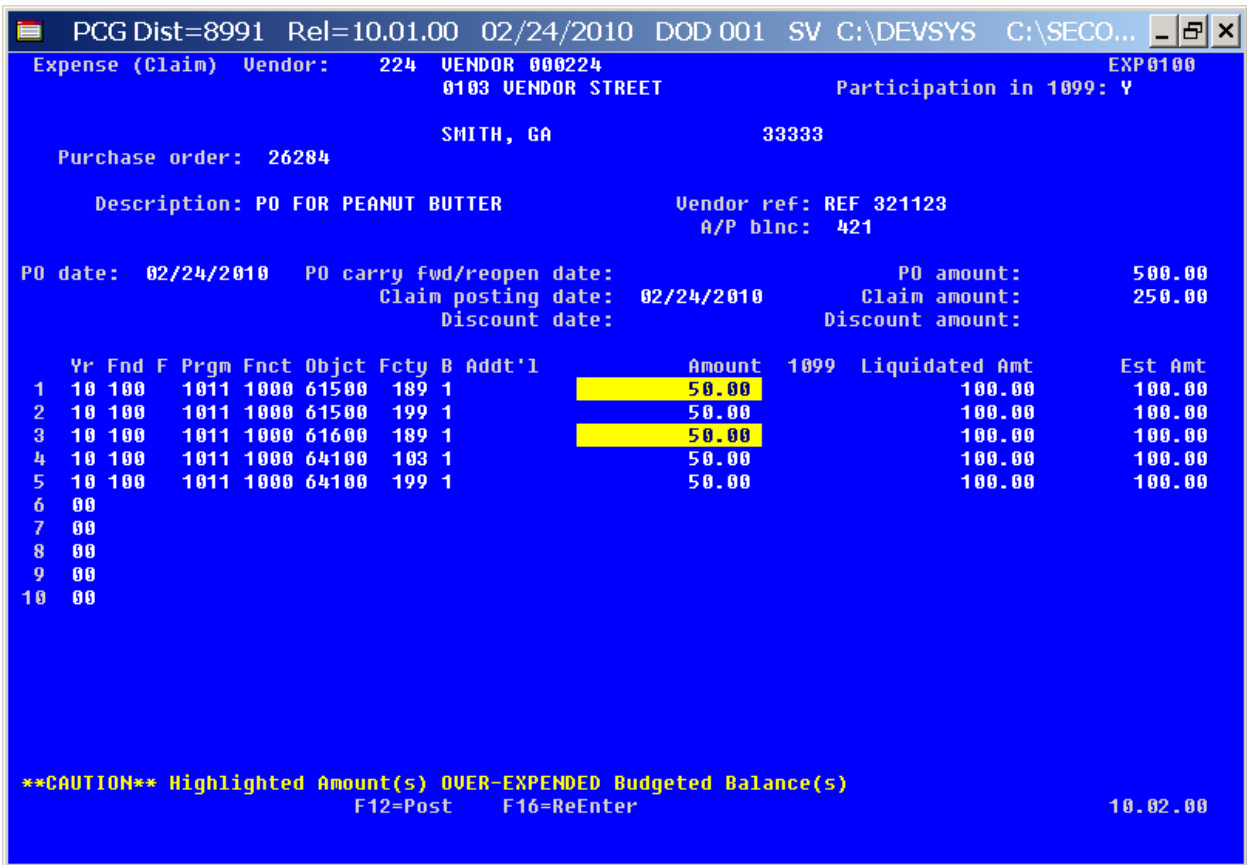
ENTER=Validate F16=Return To Vendor Screen 10.02.00

Step	Action
5	<p>Enter the description in the Description field(s). A second Description field displays after the Vendor Ref field.</p> <p><i>When entering a PO number in Step 4, the description field will default to the original PO's description.</i></p>
6	<p>Enter the information in the Vendor Ref (Vendor Reference) field.</p> <p><i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of Vendor Ref is optional and can be entered if the reference information exists.</i></p> <p><i>Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "*** CAUTION** Duplicate Vend Ref # for Vendor nnnnnn Seq # nnnn". In this instance, verify that this is not a duplicate payment for the invoice. If this is a duplicate payment, select F16 to exit the claim entry procedure.</i></p>
7	<p>Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the A/P Blnc (Accounts Payable Balance) field.</p> <p><i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i></p>

Step	Action
8	<p>Enter the claim's posting date (MM/DD/CCYY) in the Claim Posting Date field.</p> <p><i>The claim date entered cannot be less than the date of the PO. The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i></p>
9	<p>Enter the total amount of the claim in the Claim Amount field.</p>
10	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the Discount Date and Discount Amount fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>
<p>Repeat Steps 11 – 13 for each account detail line.</p> <p><i>PCGenesis allows up to ten (10) account detail lines per claim.</i></p>	
11	<p>Select the Drop-down selection icon  within the Yr Fnd F Prgm Fnct Object Fcty B Addt'l field to select the account information.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart of Accounts. The amounts and the discounts entered in Steps 9 and Steps 10 must equal the original amount of the expenditure. If the total distribution does not equal the amount of the expenditure (minus the discount), the expenditure amount will be highlighted. If the account number is invalid, PCGenesis highlights the entire field.</i></p> <p><i>If entering a claim/expenditure manually into PCGenesis, the expenditure may be distributed between up to ten different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
12	<p>For multiple accounts: Enter the amount in the Amount field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero (0)</u>. For individual accounts, it is not mandatory for the entry of expenditure amount on the account line as PCGenesis assumes the amount is the same as entered previously in the Claim Amount field from Step 9.</i></p>
13	<p>Enter the 1099 amount indicator in the 1099 field to identify the amount on the vendor's <i>Form 1099</i>.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p> <p><i>Repeat Steps 11 – 13 for each account.</i></p>

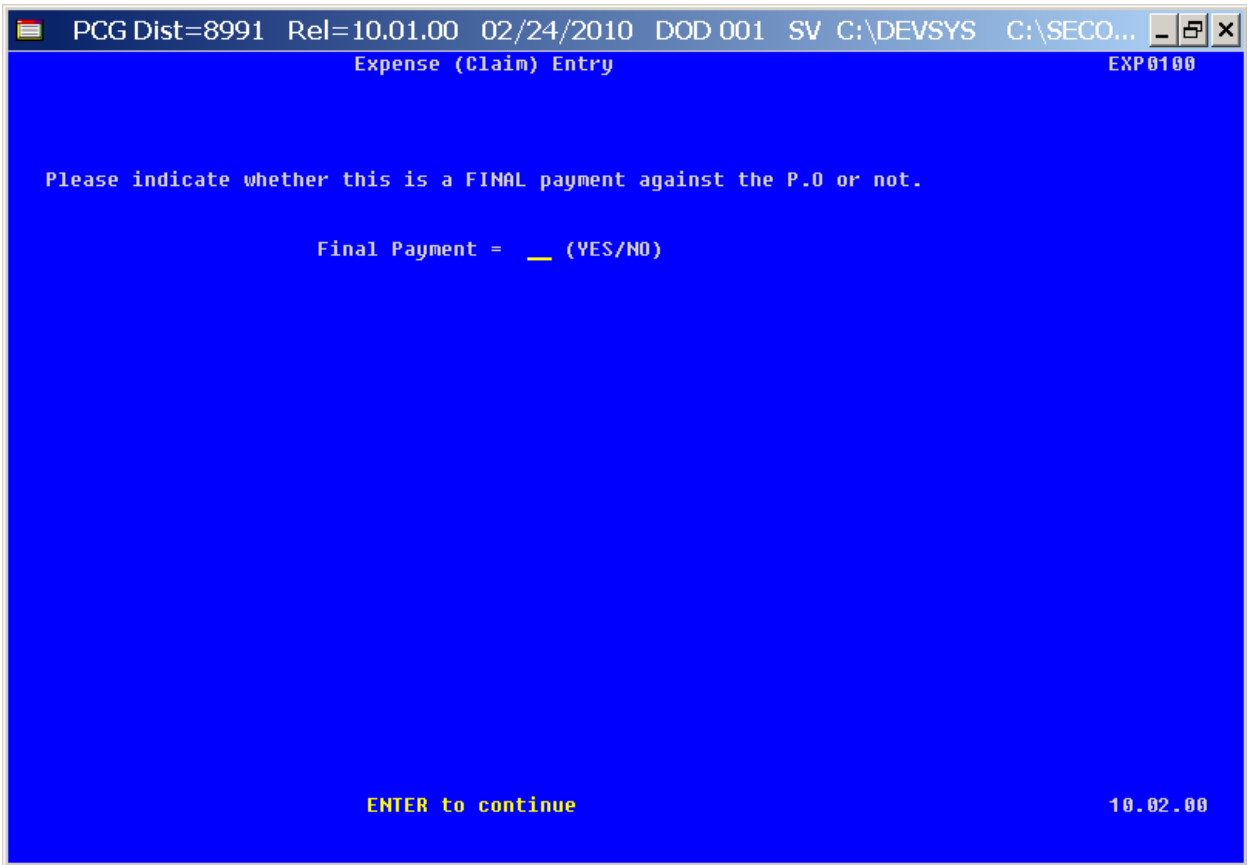
Step	Action
14	<p>Select Enter <u>once</u>.</p> <p>If the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” displays, select Enter to exit this procedure and to reenter the PO and to repeat any associated work. To avoid receiving this message, follow the instructions in <i>Procedure 2B: Printing the Vendors with Sequence Numbers less than 500 Report</i>.</p>

The following screen displays:



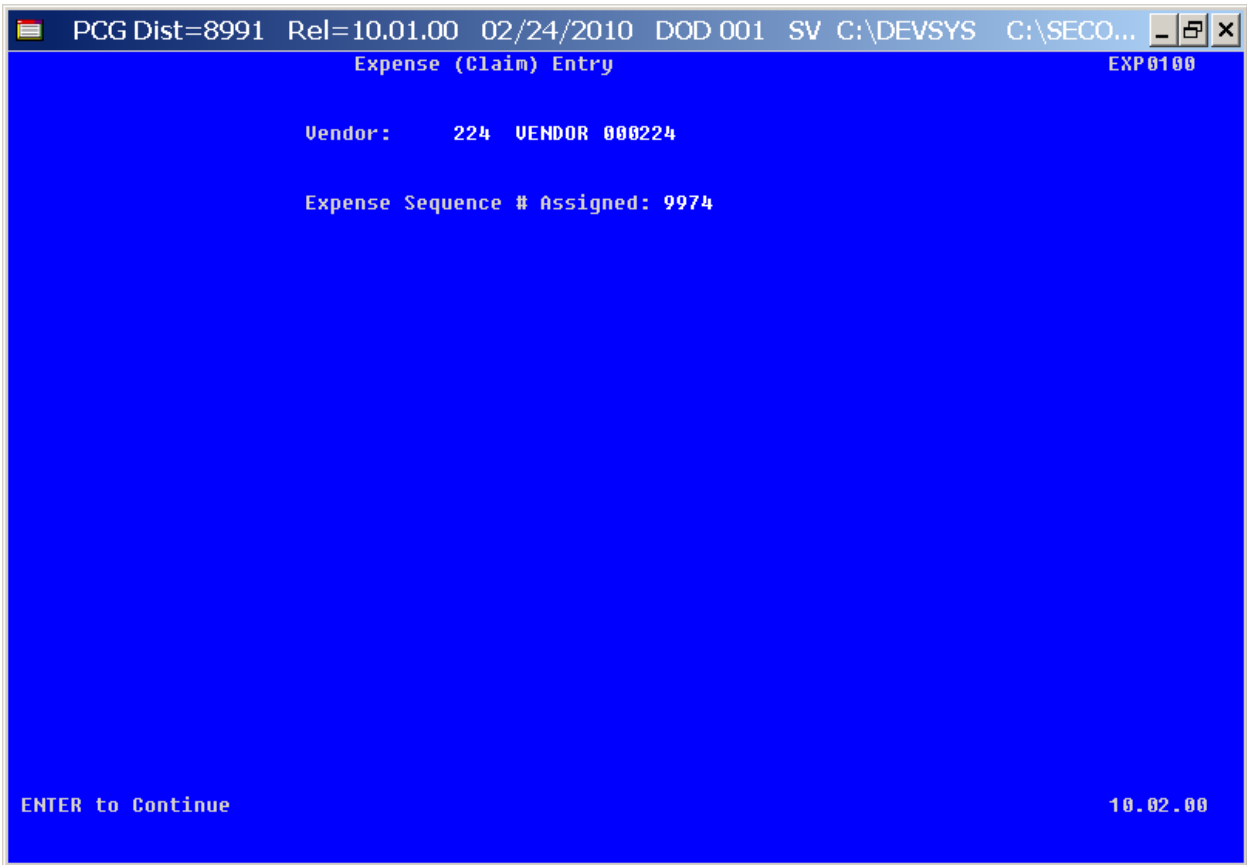
Step	Action
15	<p>Verify the entries are correct, and select F12 (Post).</p> <p>If the entries are incorrect, select F16 to make the appropriate modifications.</p> <p>“Posting claims” briefly displays.</p> <p>For non-PO associated claims, proceed to Step 17.</p>

The following screen displays for PO-associated claims:



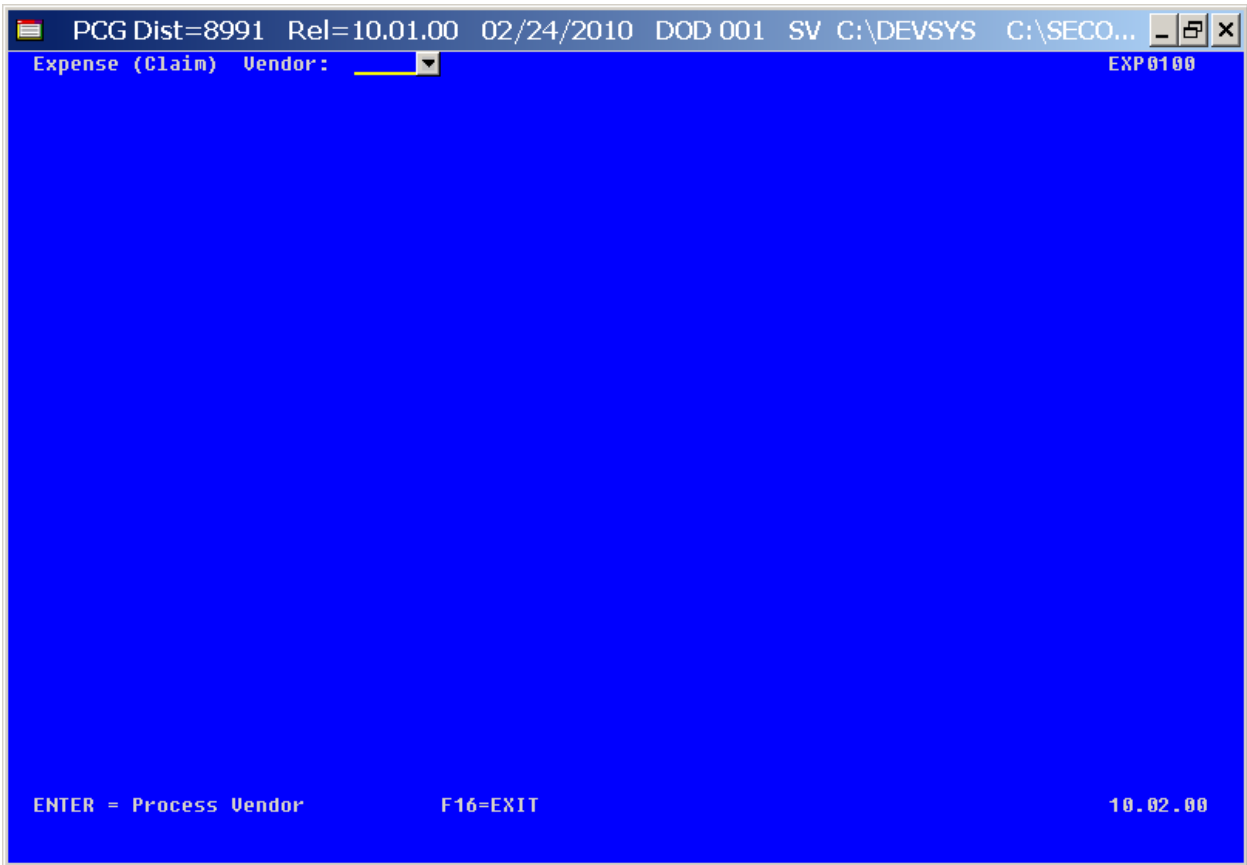
Step	Action
16	Enter Yes or No in response to the Final Payment field's prompt and select Enter (to Continue).

The following screen displays:



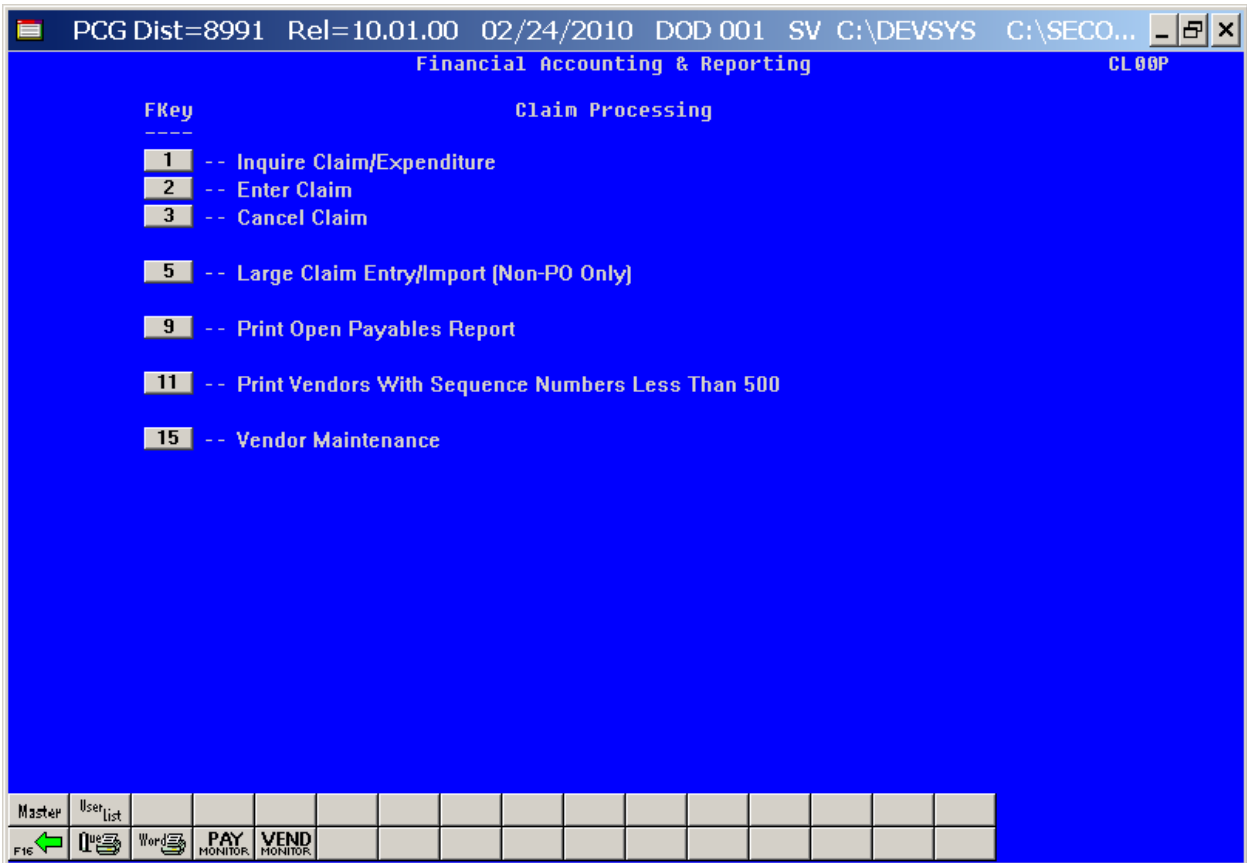
Step	Action
17	Record the assigned sequence number or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select Enter (to Continue). <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>



The following screen displays:



Step	Action
18	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting – Claim Processing Menu</i> .

The following screen displays:

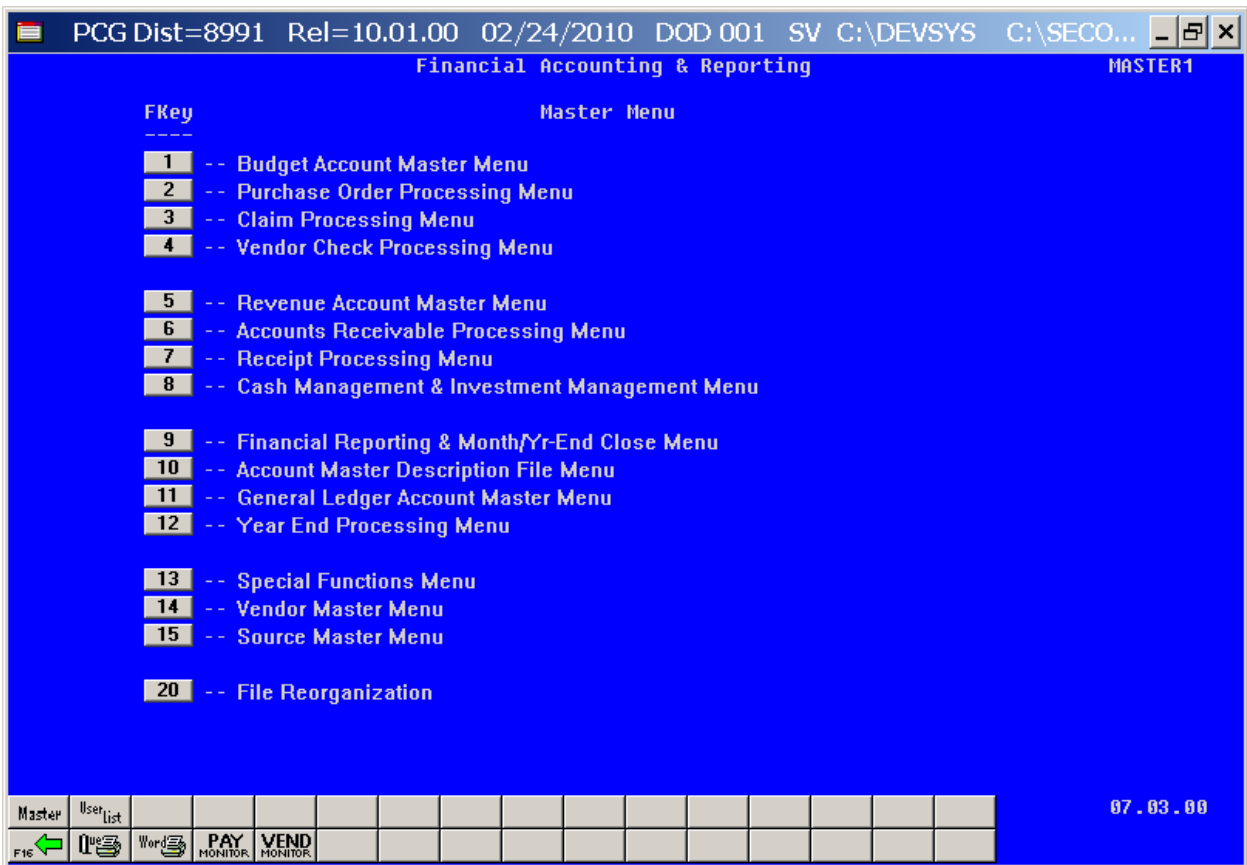


Step	Action
19	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Large Claim Entry/Import – Non-PO Only

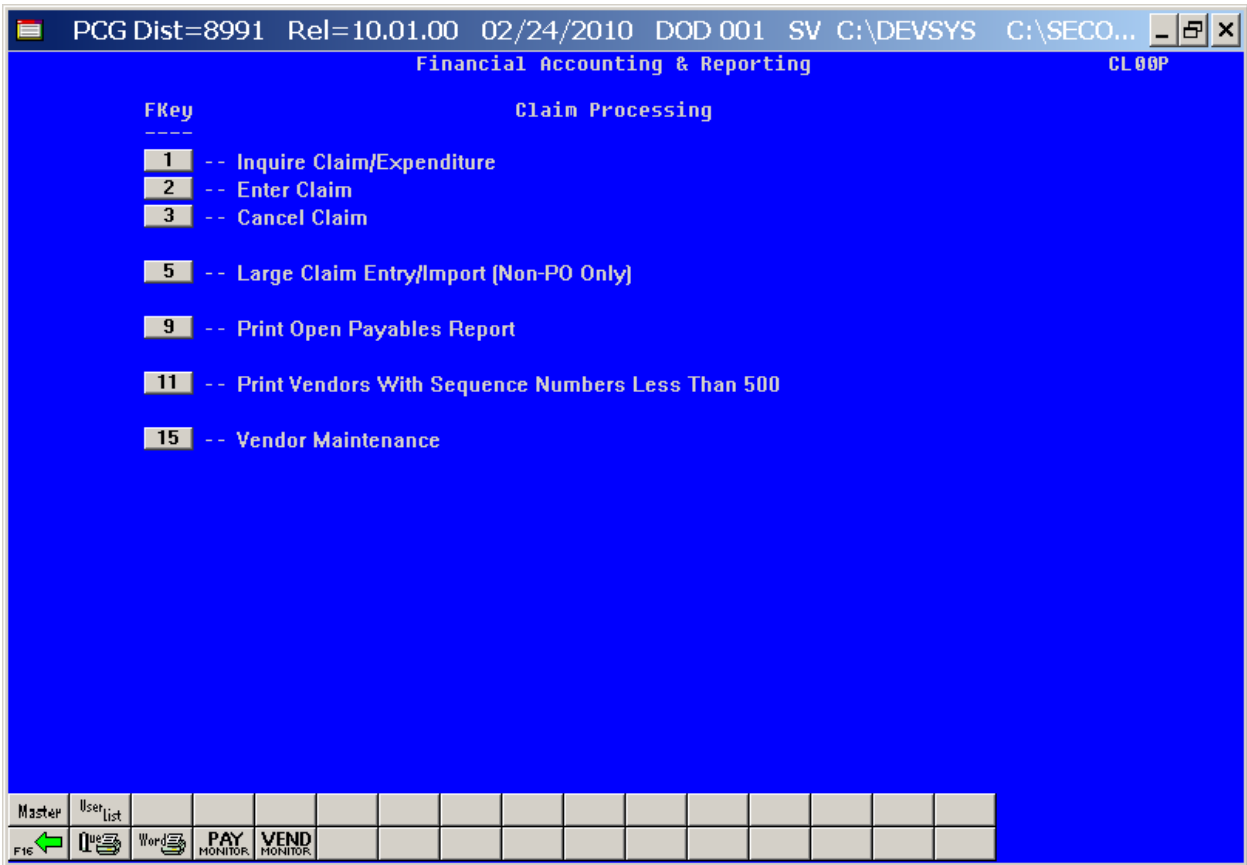
C1. Entering Large Claims Manually into PCGenesis

PCGenesis limits the number of claims for a single vendor to 9,999. When a vendor accumulates 9,999 claims, PCGenesis deactivates the vendor’s record, and disallows the creation of additional claims for this vendor. Attempts to enter additional claims for these vendors will generate the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” To avoid receiving this message, follow the instructions in *Procedure 2B: Printing the Vendors with Sequence Numbers less than 500 Report*.



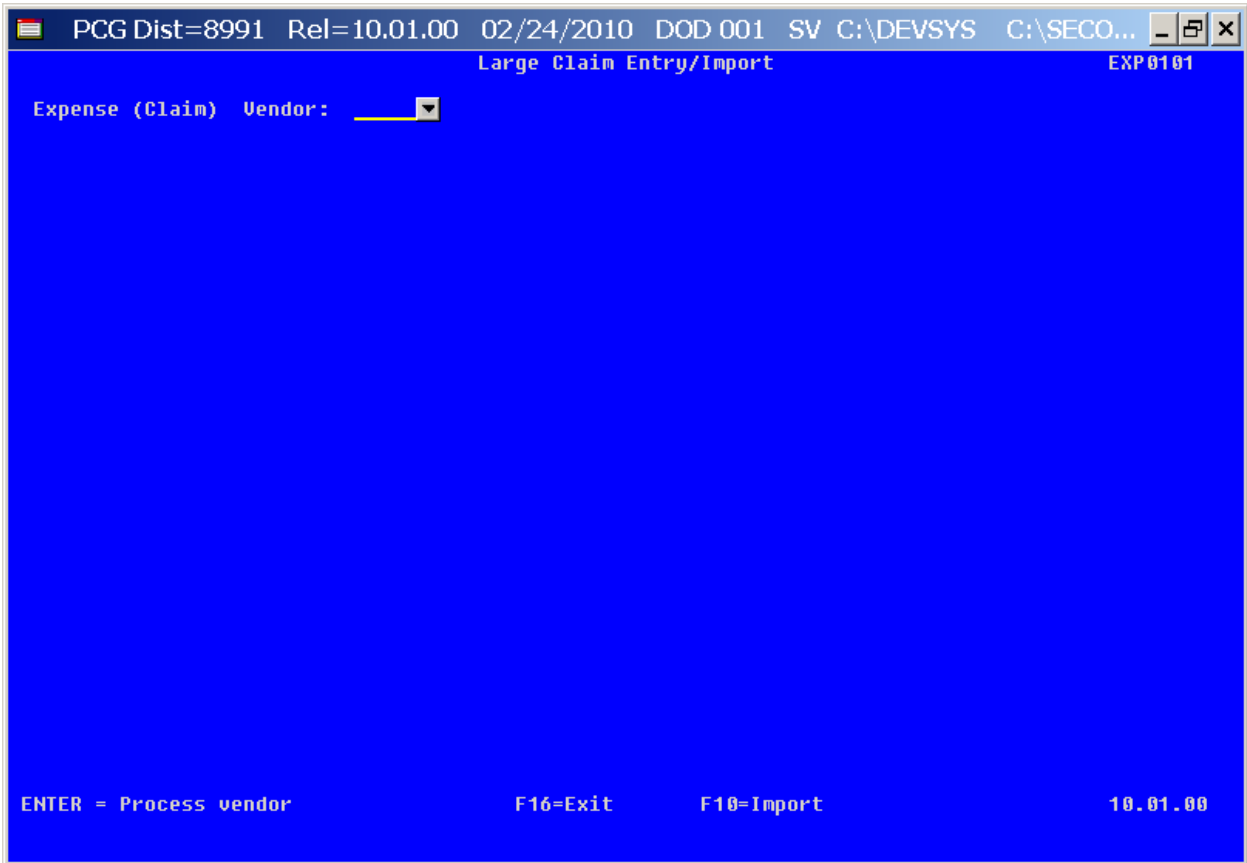
Step	Action
1	Select 3 (F3 - Claim Processing Menu).


The following screen displays:



Step	Action
2	To enter a Non-PO claim with more than ten (10) account detail lines: Select 5 (F5 - Large Claim Entry/Import Non PO Only).

The following screen displays:



Step	Action
3	Enter or select the Drop-down selection icon  within the Vendor field to choose the vendor's information, and select Enter .

The following screen displays:

PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV C:\DEVSYS C:\SECO... EXP0101

Large Claim Entry/Import
 Lines 1 to 1 of 1

Expense (Claim) Vendor: 224 UENDOR 000224
 0103 UENDOR STREET
 SMITH, GA 33333 Participation in 1099: Y


Desc: _____ Vendor ref: _____ A/P blnc: 421
 _____ Claim date: 02/24/2010 Claim amount: _____
 _____ Discount date: _____ Discount amount: _____

Line	Yr	Fnd	F	Prgm	Fnct	Object	Fcty	B	Addt'l	Amount	1099
1	00										
2	00										
3	00										
4	00										
5	00										
6	00										
7	00										
8	00										
9	00										
10	00										
11	00										
12	00										
13	00										
14	00										
15	00										
16	00										
17	00										
18	00										
19	00										
20	00										

ENTER=Validate PgDn F7=Dn F16=Return to vendor select 10.01.00

Step	Action
4	Note that the Large Claim Entry/Import process allows only non PO-associated claims and that a Purchase Order Number cannot be entered.

Step	Action
5	Enter the description in the Description field(s). A second Description field displays after the Vendor Ref field.
6	<p>Enter the information in the Vendor Ref (Vendor Reference) field.</p> <p><i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of Vendor Ref is optional and can be entered if the reference information exists.</i></p> <p><i>Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "*** CAUTION** Duplicate Vend Ref # for Vendor nnnnnn Seq # nnnn". In this instance, verify that this is not a duplicate payment for the invoice. If this is a duplicate payment, select F16 to exit the claim entry procedure.</i></p>
7	<p>Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the A/P Blnc (Accounts Payable Balance) field.</p> <p><i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i></p>
8	<p>Enter the claim's posting date (MM/DD/CCYY) in the Claim Posting Date field.</p> <p><i>The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i></p>
9	Enter the total amount of the claim in the Claim Amount field.
10	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the Discount Date and Discount Amount fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>

Repeat Steps 11 – 13 for each account detail line.	
<i>PCGenesis allows up to 998 account detail lines in Large Claim Entry, so multiple claims may be created if more than ten account detail lines are entered in the Large Claim Entry/Import process.</i>	
Step	Action
11	<p>Select the Drop-down selection icon  within the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field to select the account information.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart Of Accounts. The amounts and the discounts entered in Steps 9 and Steps 10 must equal the original amount of the expenditure. If the total distribution does not equal the amount of the expenditure (minus the discount), the expenditure amount will be highlighted. If the account number is invalid, PCGenesis highlights the entire field.</i></p> <p><i>If entering a claim/expenditure manually into PCGenesis, the expenditure may be distributed between up to ten different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
12	<p>For multiple accounts: Enter the amount in the Amount field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero</u> (0). For individual accounts, it is not mandatory for the entry of expenditure amount on the account line as PCGenesis assumes the amount is the same as entered previously in the Claim Amount field from Step 9.</i></p>
13	<p>Enter the 1099 amount indicator in the 1099 field to identify the amount on the vendor's Form 1099.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p> <p><u>Repeat Steps 11 – 13 for each account.</u></p>
14	<p>Select Enter <u>once</u>.</p> <p><i>If the message, “Vendor ##### has exceeded its Claim limit. This Vendor is now inactive. You must assign a new vendor number for this vendor before entering this claim.” displays, select Enter to exit this procedure and to reenter the PO and to repeat any associated work. To avoid receiving this message, follow the instructions in <i>Procedure 2B: Printing the Vendors with Sequence Numbers less than 500 Report</i>.</i></p>

The following screen displays:

PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV C:\DEVSYS C:\SECO... EXP0101

Large Claim Entry/Import
Lines 1 to 20 of 875

Expense (Claim) Vendor: 610 VENDOR 000610
0224 VENDOR STREET
SMITH, GA 33333 Participation in 1099: Y

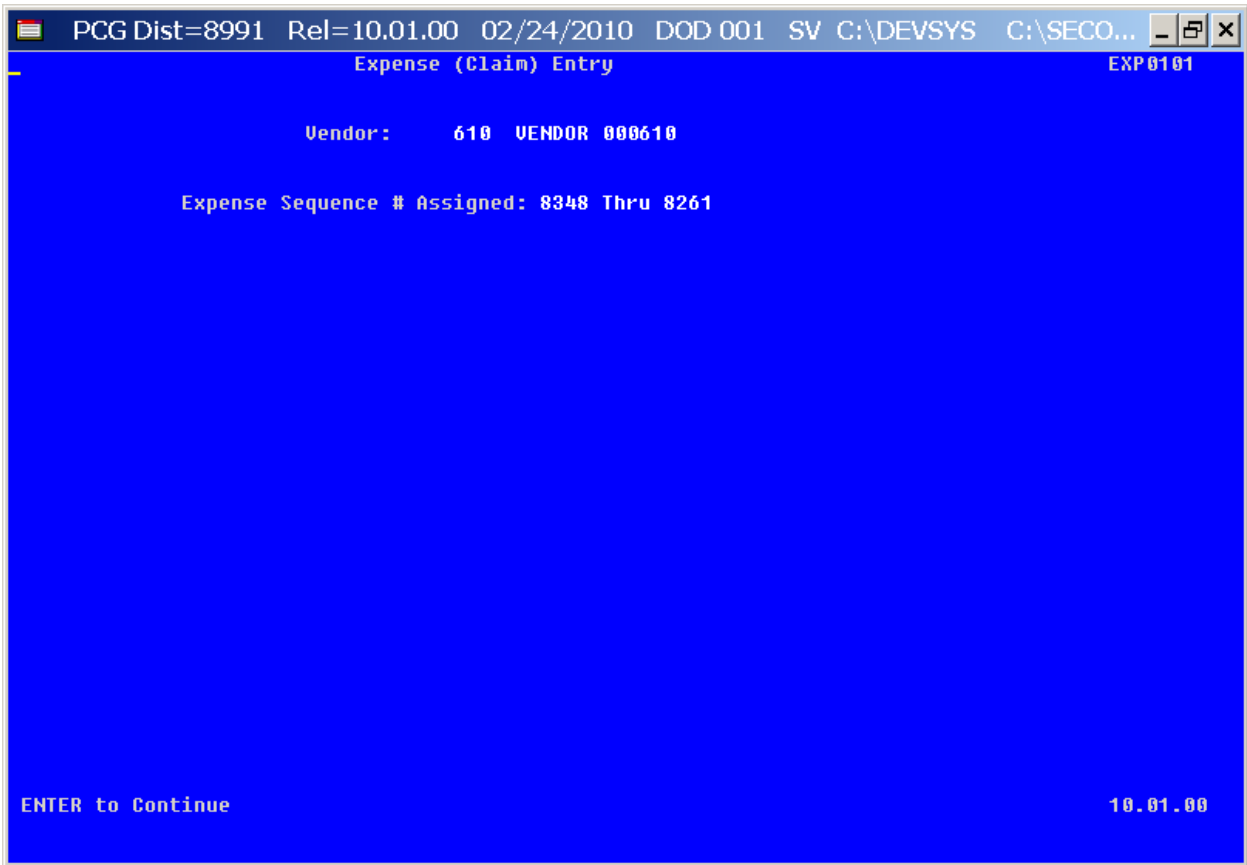
Desc: AUGUST SUMMER SALARY ACCRUAL Vendor ref: A/P blnc: 422
10 MONTH EMPLOYEES Claim date: 06/30/2010 Claim amount: 2039627.37
Discount date: Discount amount:

Line	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Add'l	Amount	1099
1	10	100		1011	1000	11000	103			18097.92	
2	10	100		1011	1000	11000	189			29200.10	
3	10	100		1011	1000	11000	199			18571.84	
4	10	100		1011	1000	11800	103			4035.67	
5	10	100		1011	1000	11800	189			4281.42	
6	10	100		1011	1000	11800	199			4035.67	
7	10	100		1011	1000	14000	103			6367.69	
8	10	100		1011	1000	14000	189			10559.79	
9	10	100		1011	1000	14000	199			3535.97	
10	10	100		1011	1000	17200	103			819.19	
11	10	100		1011	1000	17200	189			822.46	
12	10	100		1011	1000	17200	199			925.69	
13	10	100		1011	1000	21000	103			5208.77	
14	10	100		1011	1000	21000	189			8434.94	
15	10	100		1011	1000	21000	199			5062.36	
16	10	100		1011	1000	22000	103			789.93	
17	10	100		1011	1000	22000	189			1071.57	
18	10	100		1011	1000	22000	199			489.32	
19	10	100		1011	1000	23000	103			2998.61	
20	10	100		1011	1000	23000	189			4588.20	

****CAUTION**** Highlighted Amount(s) OVER-EXPENDED Budgeted Balance(s)
F12=Post PgDn F7=Dn F16=Reenter 10.01.00

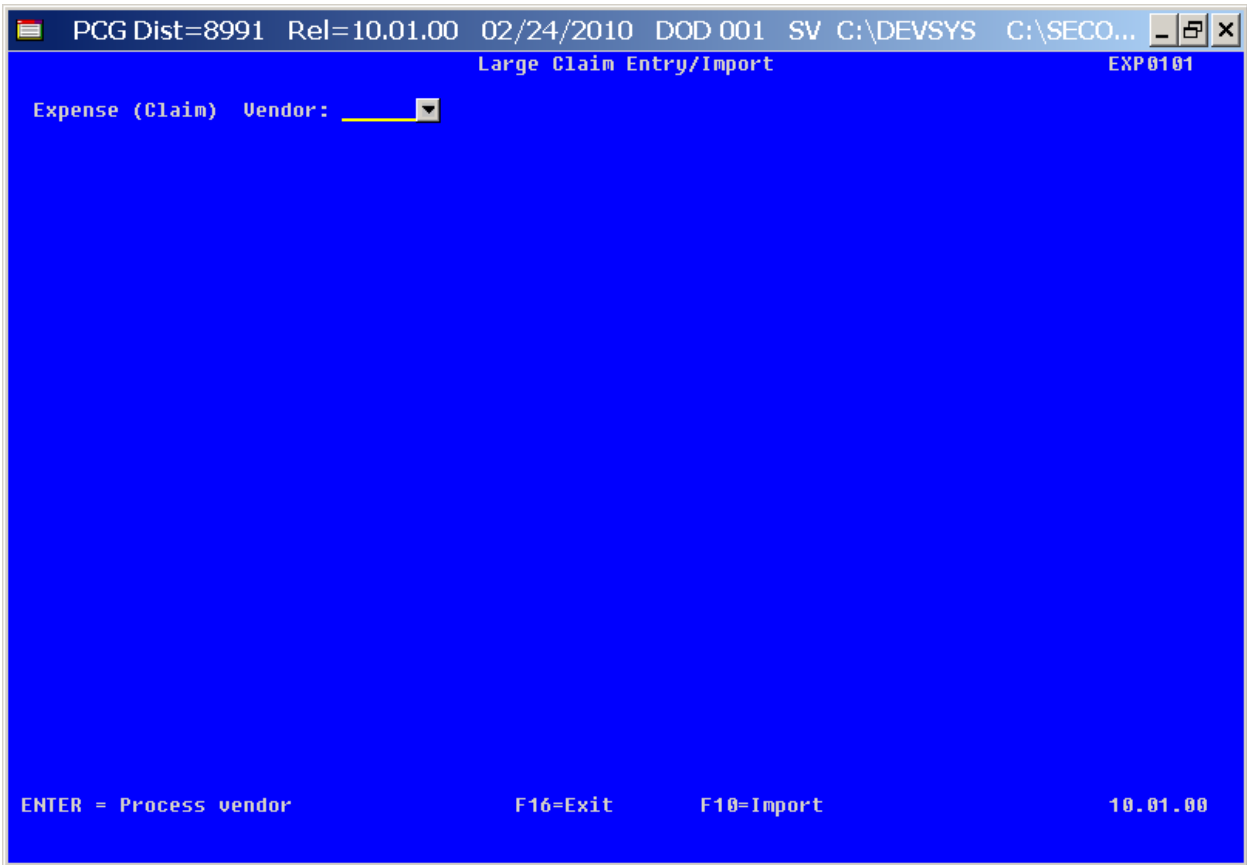
Step	Action
15	Verify the entries are correct, and select F12 (Post). <i>If the entries are incorrect, select F16 to make the appropriate modifications.</i> <i>"Posting claims" briefly displays.</i>

The following screen displays:



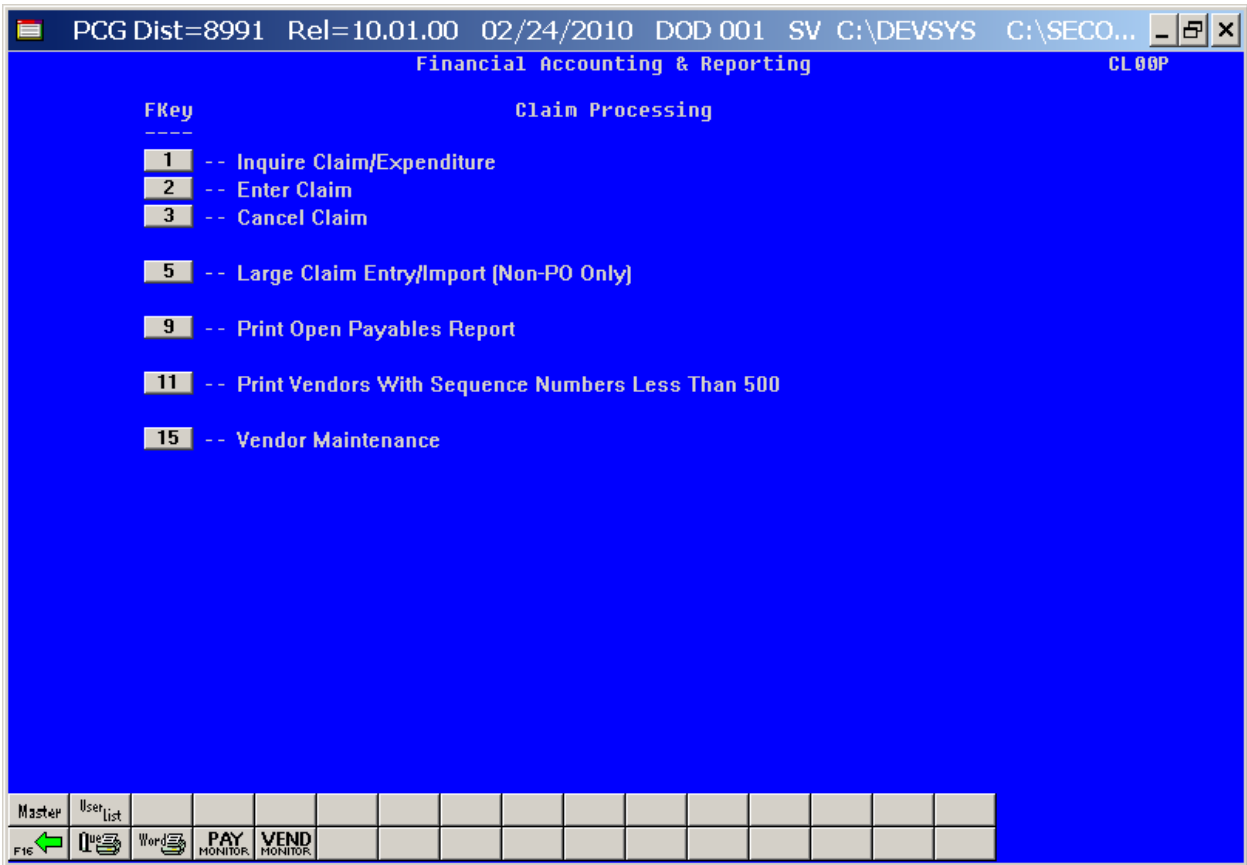
Step	Action
16	Record the assigned sequence number(s) or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select Enter (to Continue). <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>



The following screen displays:



Step	Action
17	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting – Claim Processing Menu</i> .

The following screen displays:



Step	Action
18	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C2. Creating a Claim Using the Claim.xlt Template

The *Claim.xlt* templates may be useful for creating repetitive bills such as the school district's utility bills for which basic account information repeats monthly. The *Claim.xlt* template allows the import of claims into PCGenesis with the following guidelines:

- The *Template* displays in *split-screen mode* to allow for the entry of, and for scrolling through the account detail lines.
- The line number and line codes ('L') will always display for the first ten lines, and automatically displays when entering a year on the remaining account detail lines.
- The *Template* creates an entry form of 998 account detail lines.
- The template neither validates account numbers, nor verifies the length or type of the entries.

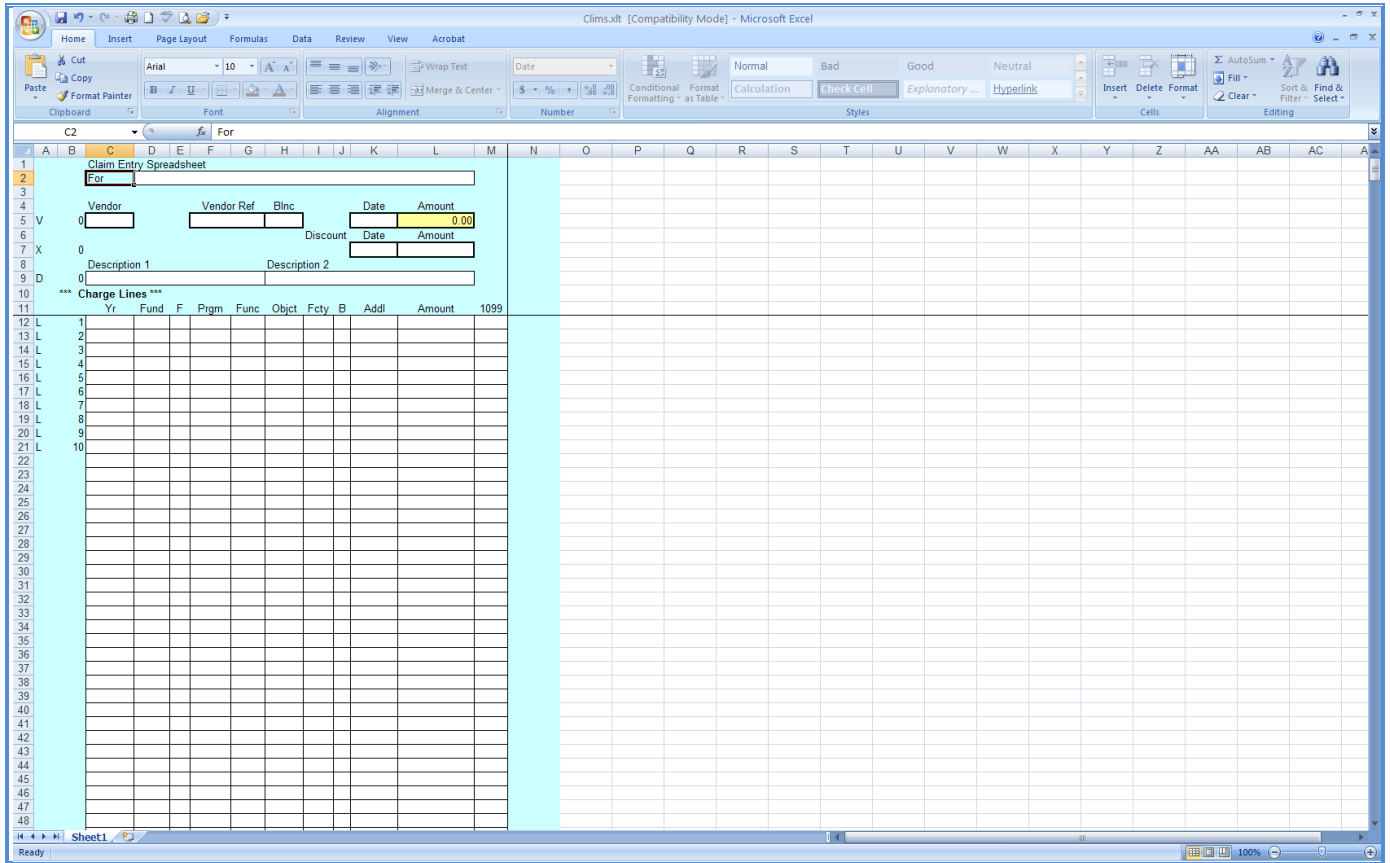
Appendix A: File Scan Error Processing provides a listing of potential PCGenesis upload file errors and *Appendix B: .csv File Formatting/Processing* provides a detailed description of the .csv file and its contents.

C2.1. Downloading the Claim.xlt Template


Based on the version of software used, file extensions such as Excel Workbook (*.xlsx), Excel 97-2003 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2003 Template (*.xlt), for example, may contain descriptions that differ from this document's instructions. Ensuring that the filename type selected, such as "Workbook", and "Comma-delimited" for example, corresponds to the file type indicated within the instructions however prevents additional processing errors.

Step	Action
1	On the C:\ drive, create a folder entitled Claims , or verify the folder exists.
2	Copy the <i>Claim.xlt</i> template to <u>each workstation</u> in which PCGenesis users will create and upload claims.
3	Save the <i>Claim.xlt</i> template in the Personal Computer's (PC's) <i>Templates</i> folder. <i>Copy the templates to each workstation used to process claims. This folder is usually located at C:\OS\Profiles\user_name\Application Data\Microsoft\Templates, where "OS" is the operating system's folder, e.g. WINNT or WINDOWS. When saved to this location, the files display on the "General tab" when users select File → New.</i>

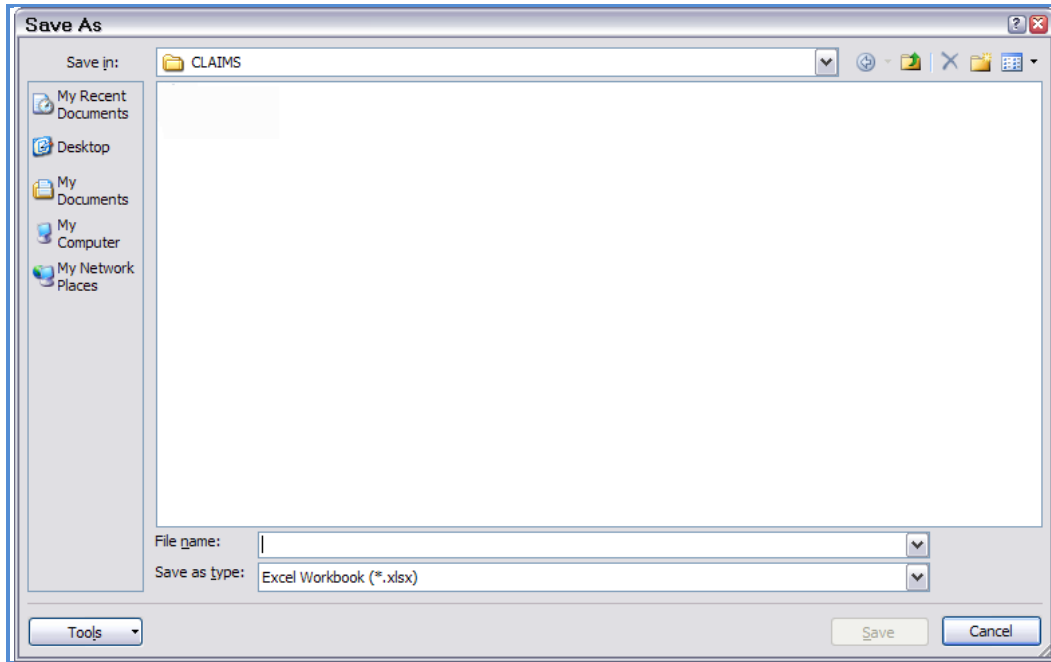
C2.1.1. Claim.xlt Template – Example


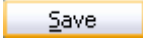


C2.2. Saving the PCGenesis Claim.xlt Template as a Microsoft® Excel Spreadsheet/Workbook

Step	Action
1	Verify the <i>Claim.xlt</i> template exist within the location indicated in <i>C2.1. Downloading the Claim.xlt Template</i> .
2	Within Microsoft® Excel, access and open the appropriate template.
3	Select  (Save), or from the <i>Menu Bar</i> , select File → Save As .
4	Within the Save in: field, navigate to the C:\Claims folder, or to the appropriate file location.

The following window displays:

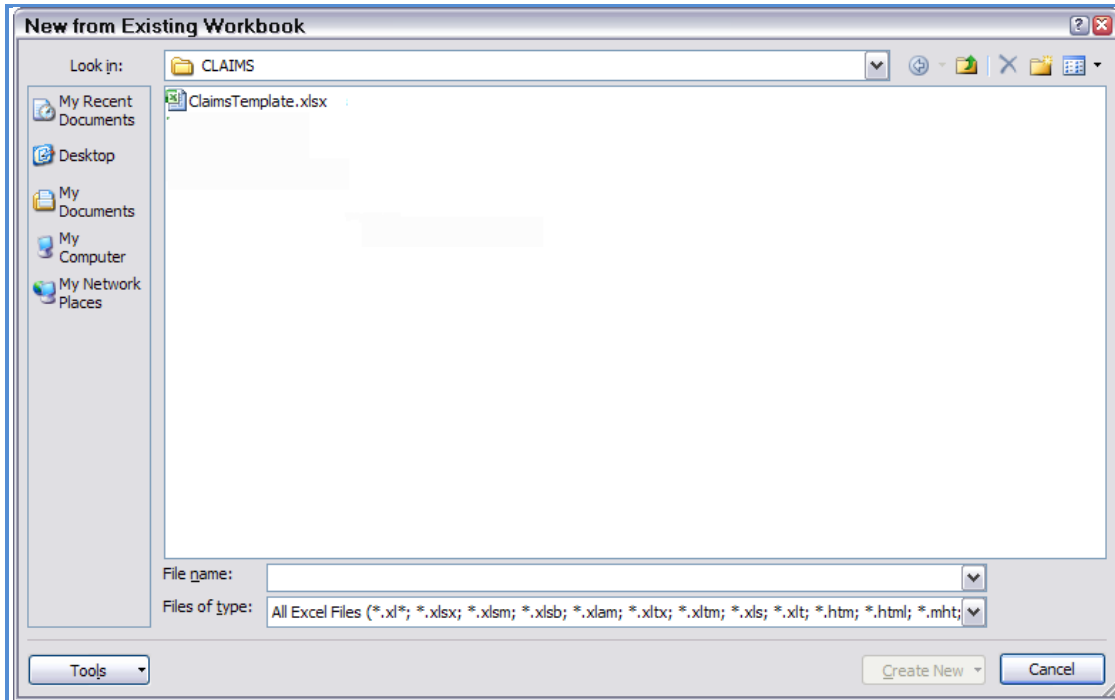


Step	Action
5	<p>Optional: Enter ClaimsTemplate in the File name field.</p> <p><i>This step is optional. As this template remains in the “Templates” folder of the personal computer, saving the files in this step provides a safeguard against the selection of the wrong template file during the import process while maintaining the integrity of the original template.</i></p>
6	<p>Verify the selection of, or select the Drop-down selection icon  within the Save as type field to choose <i>Microsoft Excel Workbook (.xls)</i>.</p> <p><i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i></p>
7	<p>Select  (Save).</p>

C2.3. Using the PCGenesis Claims Template to Create a Claim

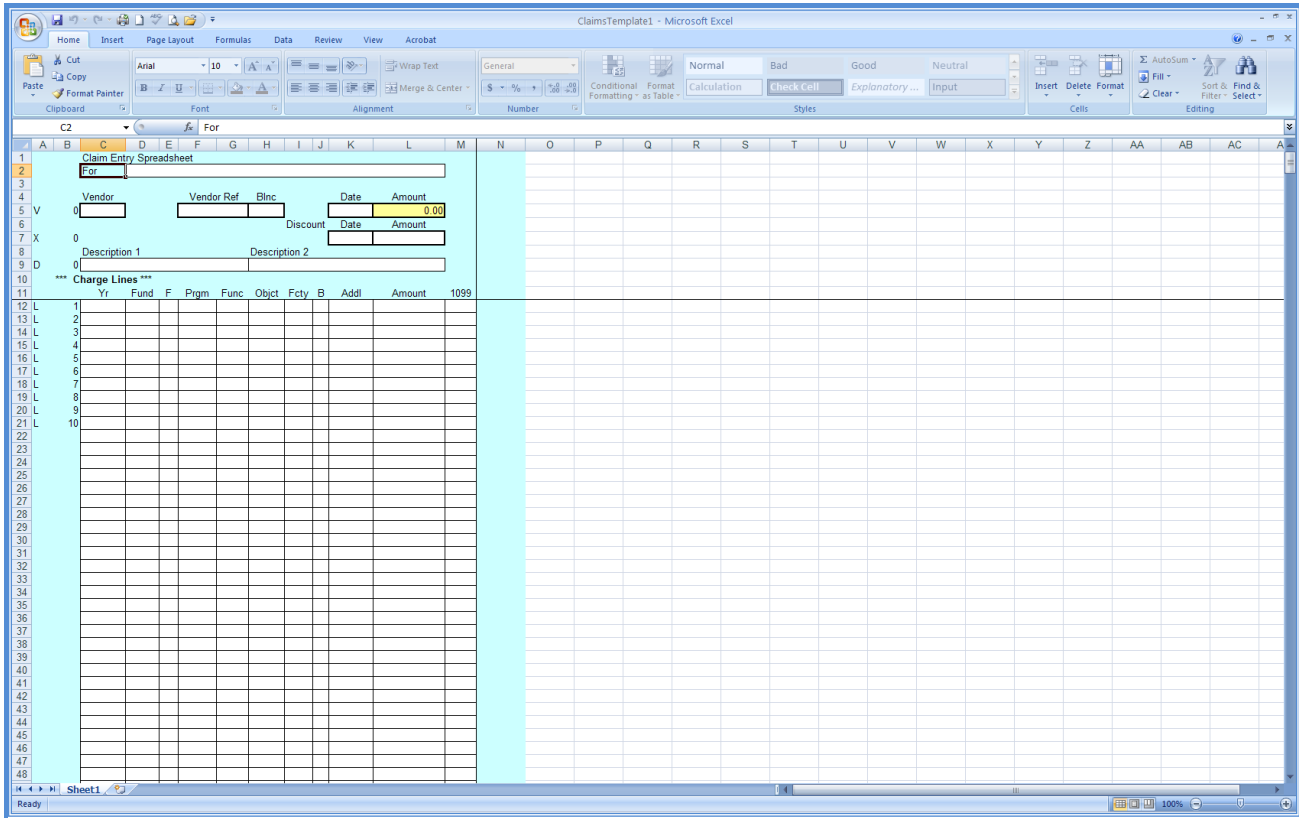
Step	Action
1	Within Microsoft® Excel, select File → New , or navigate to the location the template was saved in C2.2 <i>Saving the PCGenesis Claims.xlt Template as a Microsoft® Excel Spreadsheet/Workbook</i> , and proceed to Step 3.

The following dialog box displays:




Step	Action
2	Select the “ <i>Claims</i> ” template.

The following window displays:



Step	Action
3	Enter the reason for the creation of the claim or expenditure in the For field.
4	Enter the vendor's number in the Vendor field.
5	Enter the information in the Vendor Ref (Vendor Reference) field. <i>These entries display on the check's stub and usually contain vendor-specific information such as an invoice number, or a credit memo's PO number. Entry of Vendor Ref is optional and can be entered if the reference information exists.</i>
6	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the (A/P) Blnc (Accounts Payable) Balance) field. <i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i>
7	Enter the claim's posting date (MM/DD/CCYY) in the Date field. <i>The claim date entered cannot be less than the date of the PO. The date entered assigns the expenditure (A/P) date for the appropriate expense period and is normally the date of the invoice, or the claim's payment date.</i>

Step	Action
8	PCGenesis accrues the account detail line <i>Amount</i> field entries, and automatically defaults the corresponding total in the Amount field in the header portion of the screen.
9	<p>Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount (0.00) in the Discount Date and Discount Amount fields.</p> <p><i>When entering a discounted amount, PCGenesis allocates the discount across the expense amounts, reducing each of the expense lines. Note that PCGenesis does not allocate discounts to negative (-) expense amounts. PCGenesis applies the discount regardless of whether the discount's effective date has passed when the issuing the check.</i></p>
10	<p>Enter the description in the Description1 and Description2 field(s).</p> <p><i>The Description1 field may contain up to 30 characters, and the Description2 field may contain up to 25 characters. "***Desc1 too long***" and/or "***Desc2 too long***" display if the number of characters entered exceed these totals.</i></p>
<p>Repeat Steps 11 – 14 for each account detail line.</p> <p><i>PCGenesis allows up to 998 account detail lines per import claim.</i></p>	
11	<p>Enter the account information within the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field.</p> <p><i>Enter at least one account number and dollar amount. These accounts must be valid and active within the Budget or the General Ledger Chart Of Accounts. The amounts and the discounts entered in Steps 8 and Steps 9 must equal the original amount of the expenditure.</i></p> <p><i>The expenditure may be distributed between up to 998 different Budget and General Ledger accounts (0171 thru 0173 – inventories; 00181 – Prepaid expenses; or 0199 – Other Assets).</i></p>
12	<p>For multiple accounts: Enter the dollar amount in the Amount field for <u>each</u> account.</p> <p><i>The amount of the expenditure may contain a negative (-) amount but <u>cannot be zero</u> (0).</i></p>
13	<p>Enter the 1099 amount indicator in the 1099 field to identify the amount on the vendor's <i>Form 1099</i>.</p> <p><i>Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.</i></p>

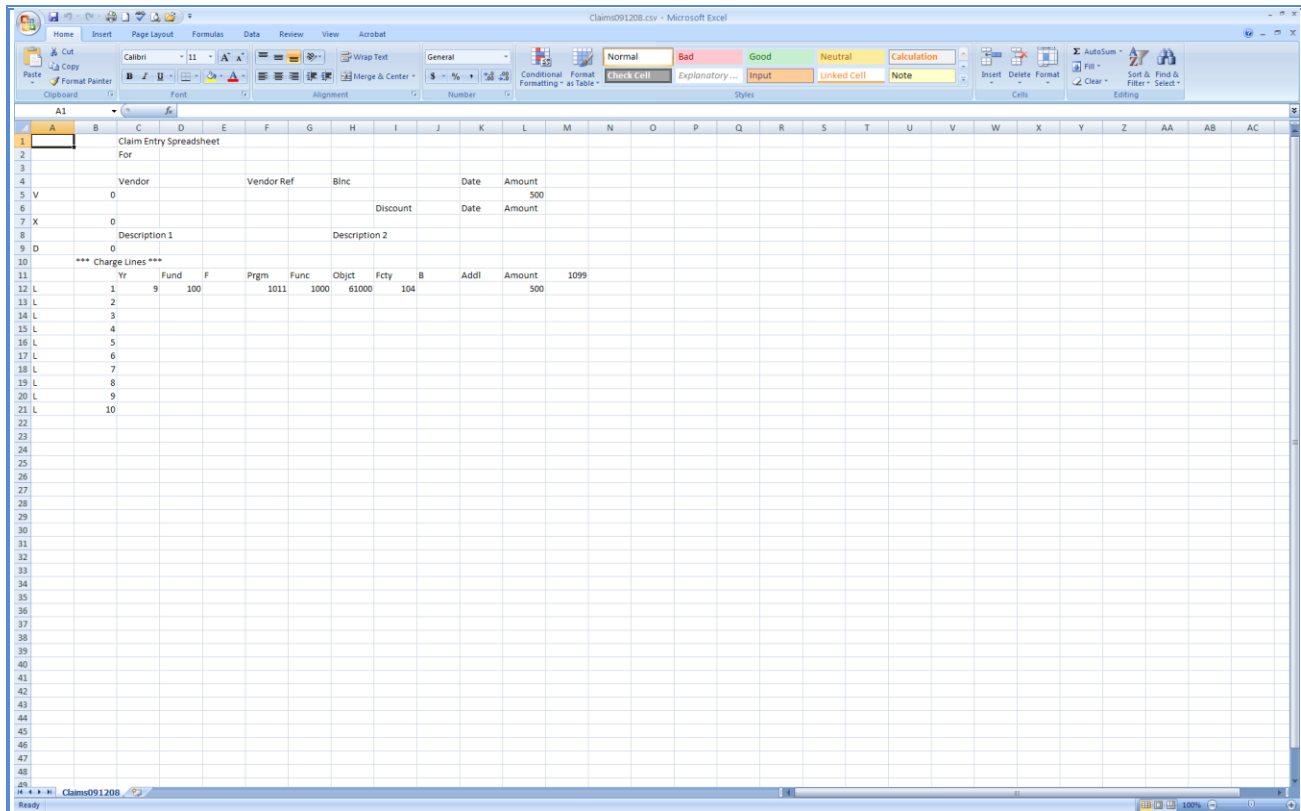
Step	Action
14	<p>For discounted dollar amounts: Enter the amount in the Discount Amount field.</p> <p>For a discounted percentage (%): Enter the formula in Cell L7 (Discount Amount) to calculate the discounted amount.</p> <p><i>For example, to apply a 1.5% discount, enter =L5*0.015 in the cell.</i></p> <p><u>Repeat Steps 11 – 14 for each account.</u></p>
15	<p>Select  (Save), or from the <i>Menu Bar</i>, select File → Save.</p>
16	<p>Proceed to <i>C2.4. Modifying and Saving the PCGenesis Claims Spreadsheet/Worksheet as .csv File in Microsoft® Excel.</i></p>

C2.4. Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel

The .csv file resembles a Microsoft® Excel worksheet as in the screenshot example below. The .csv file is not easily editable and contains formulas and data sometimes difficult to view. The screenshot below is an example of the display of a .csv file. Perform edits in the Worksheet (.xls) format.

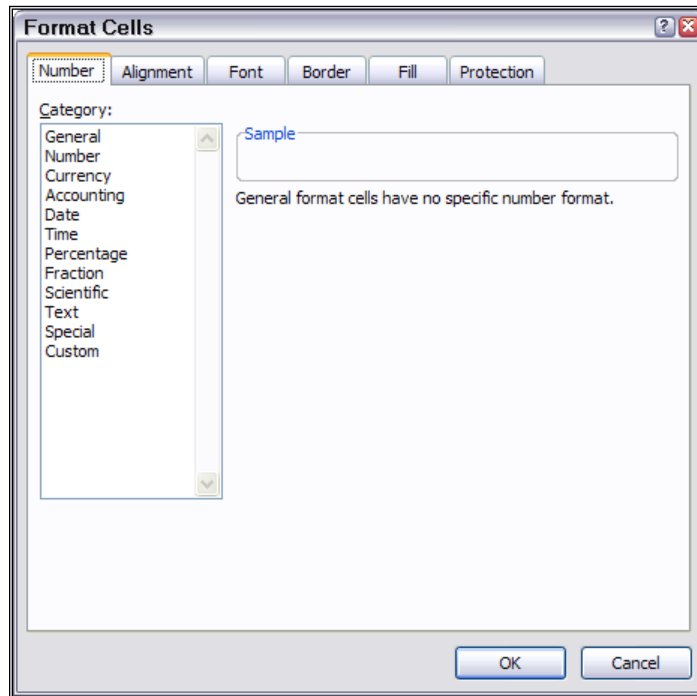
Step	Action
1	Access the Microsoft® Excel spreadsheet/workbook saved in C2.3. Using the PCGenesis Claims Template to Create a Claim

The following screen displays:



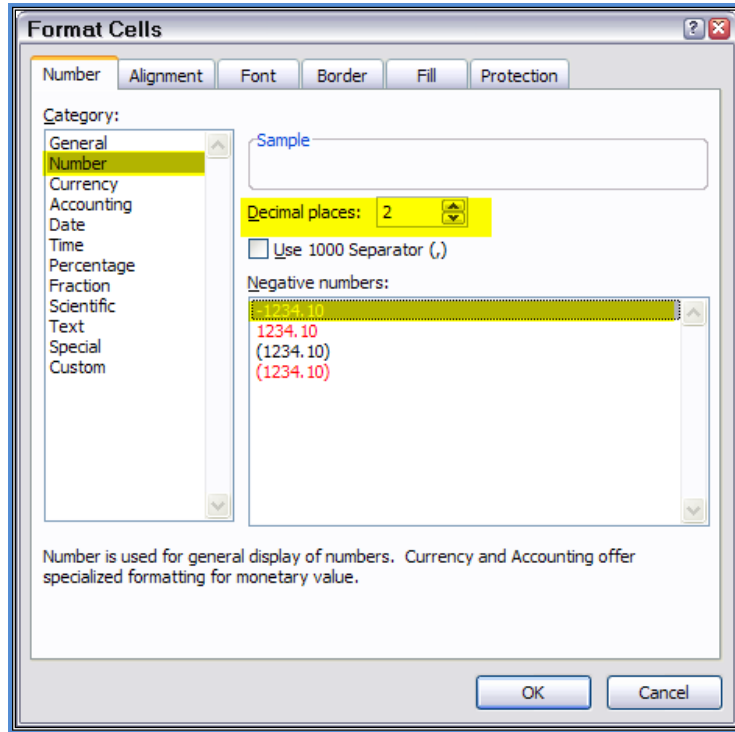
Step	Action
2	Manually adjust columns A, B, D, E, I, J, and M by reducing the size of, or expanding the columns, where applicable.
3	Select Column L (Amount).
4	From the <i>Menu Bar</i> , select Format → Cells .

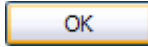
The following dialog box displays:



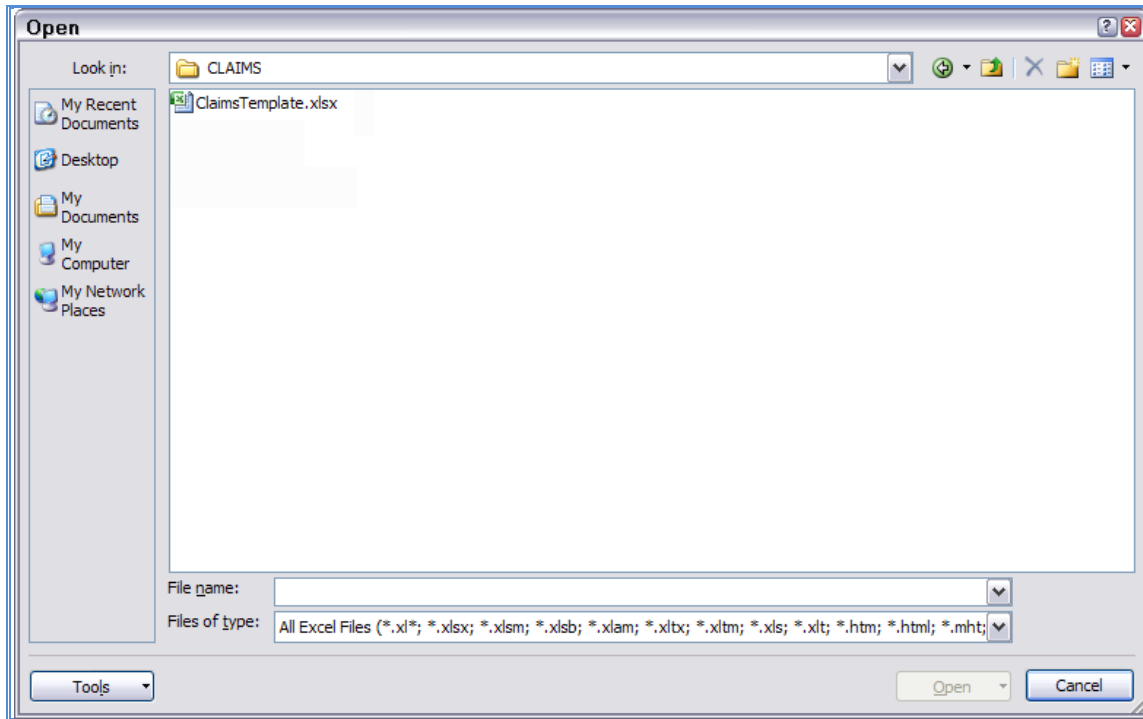
Step	Action
5	<p>Select the Number tab, and click once on Number in the <i>Category</i> column.</p> <p><i>Do not select Currency as this selection will format the columns with commas and will prevent the .csv file from loading into PCGenesis correctly.</i></p>


The following dialog box displays:



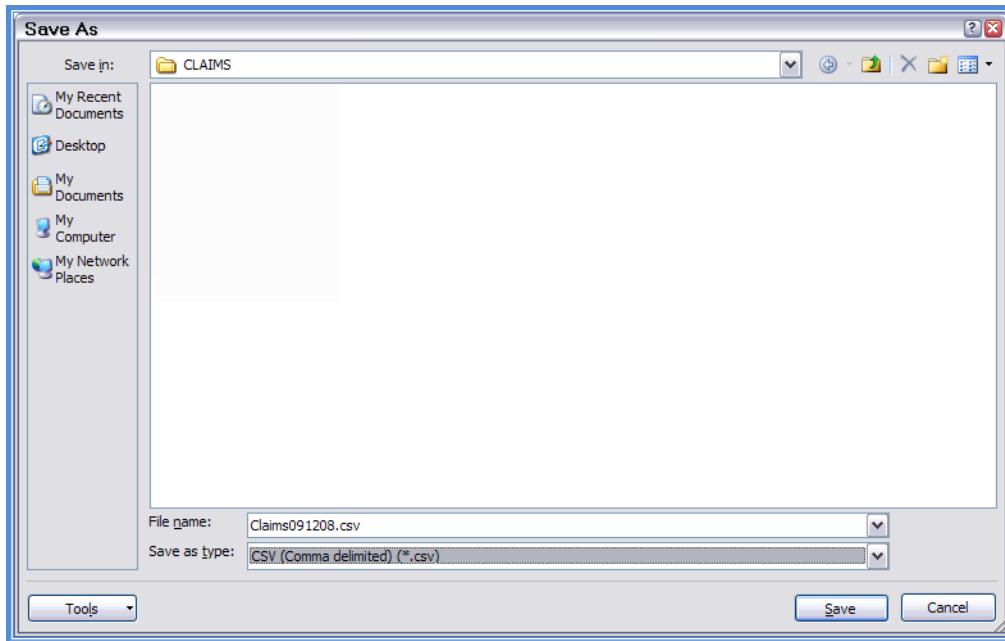
Step	Action
6	Enter or select 2 in the Decimal places field to format the columns with two (2) decimal positions.
7	Make sure the Use 1000 Separator (,) option is <u>deselected</u> .
8	Select  (OK).
9	Make further adjustments within the columns so that the spacing is consistent.
10	Make the appropriate changes to the data's values id needed. <i>For example, modify the claim number and the transaction dates on recurring journal entries.</i>
11	From the <i>Menu Bar</i> , select File → Save As .

The following screen displays:



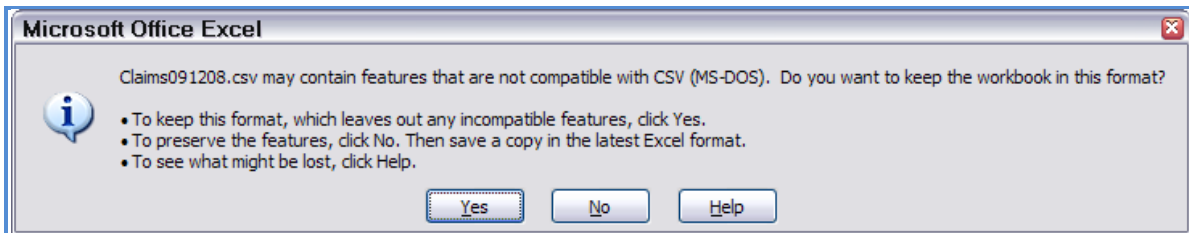
Step	Action
12	Select the Drop-down selection icon  within the Save as type field and select CSV (Comma delimited)(*.csv) .
13	Verify or enter ClaimsFilename.csv in the File name field, where “ <i>ClaimsFilename</i> ” is the file saved using the naming convention covered previously.

The following window displays:



Step	Action
14	Select <input type="button" value="Save"/> (Save). <i>If the “Microsoft Office Excel – The selected file type does not support workbooks that contain multiple sheets.” dialog box displays, select <input type="button" value="OK"/> (OK).</i>

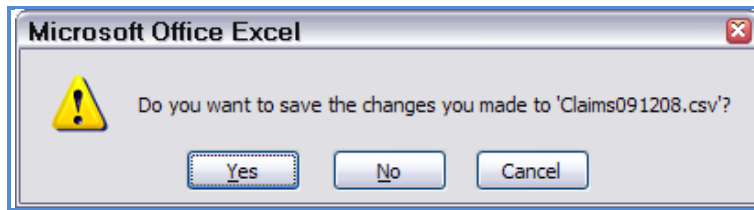
The following dialog box displays:



Do not become alarmed, this dialog box always displays.

Step	Action
15	Select <input type="button" value="Yes"/> (Yes).
16	From the <i>Menu Bar</i> , select File → Close to close the current file <u>or</u> select File → Exit to completely exit Microsoft® Excel.

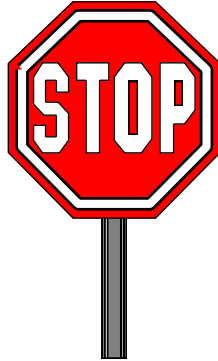
The following dialog box displays:



Step	Action
<p>17</p>	<p>If no additional modifications have been made: Select <input type="button" value="No"/> (No).</p> <p>For additional modifications: Select <input type="button" value="Yes"/> (Yes) to save the file.</p> <p><i>To edit the .csv file, proceed to C2.4. Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel.</i></p> <p><i>To load the claim entry file into PCGenesis, proceed to C2.5 Importing the PCGenesis Claim.csv File into PCGenesis.</i></p>
<p>18</p>	<p>Close Microsoft® Excel to allow the .csv file to be imported into PCGenesis.</p>


C2.5. Importing the Claim.csv File into PCGenesis

C2.5.1. Performing a PCGenesis Data Backup

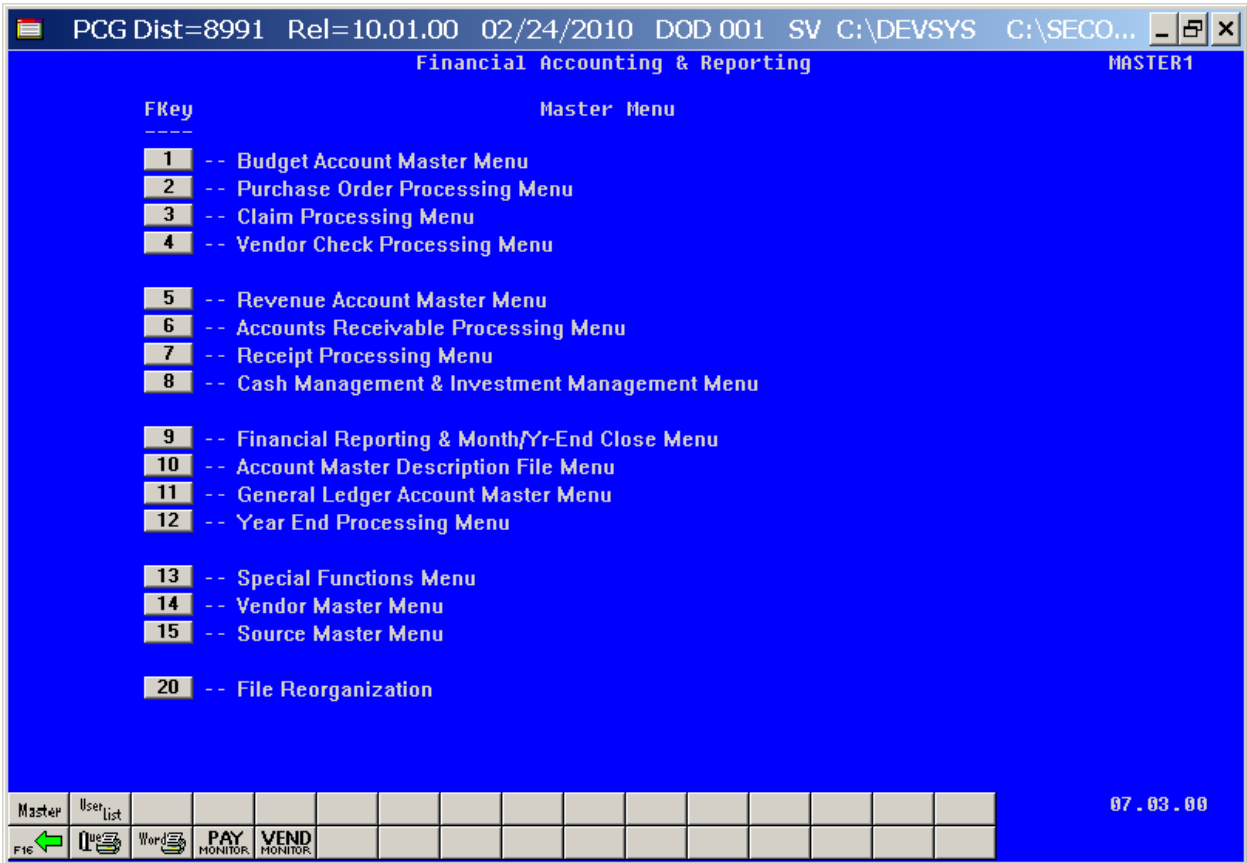


***** ATTENTION *****

Performing a Data backup before the beginning of the import of claim information into PCGenesis is strongly encouraged.

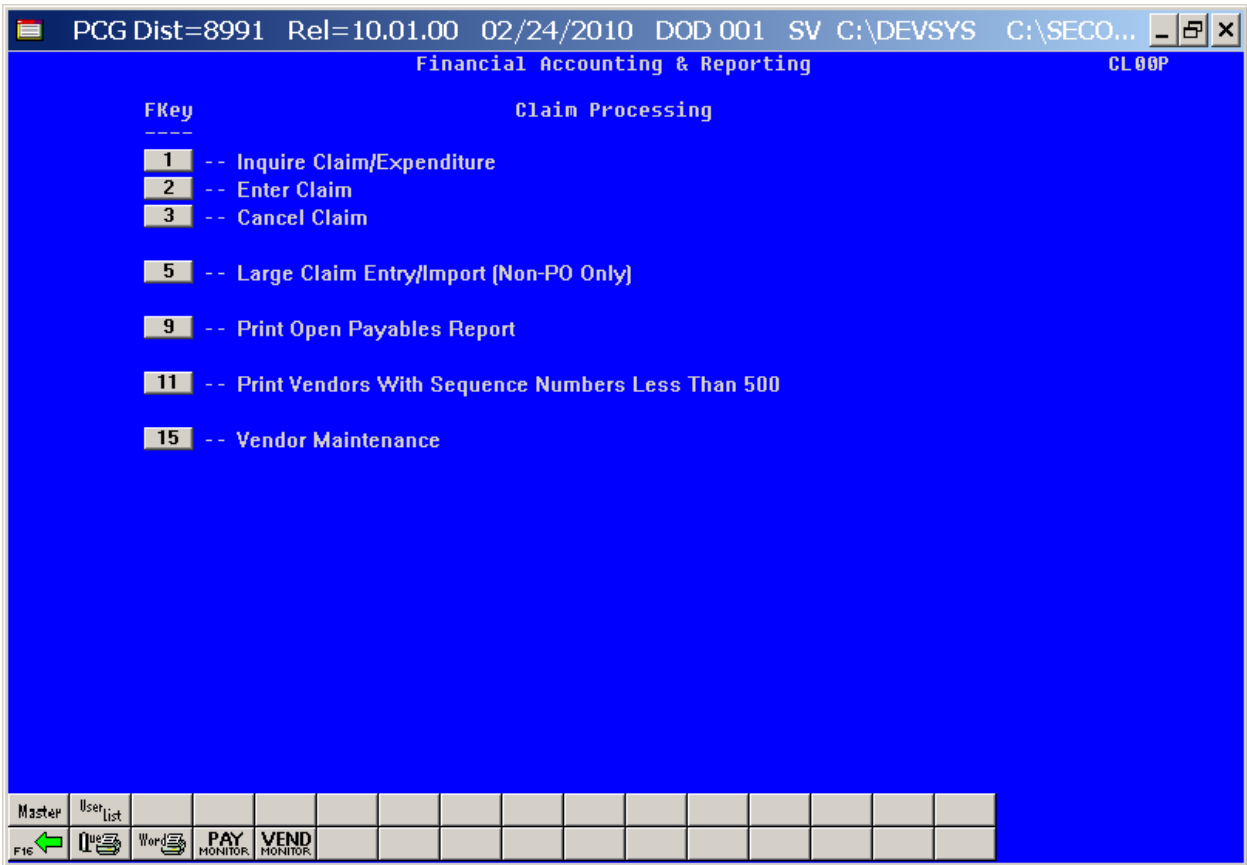
Step	Action
1	Log out of PCGenesis.
2	Make sure all other users are log out of PCGenesis.
3	Close <i>Uspool</i> at the server.
4	On the server's desktop, double-select the PCG Data Backup  icon.
5	When the PCGenesis backup completes, label the backup tape “PCG Data Backup BEFORE Claims Import - MMDDCCYY” .
6	Maintain the <i>Data</i> backup tape and the <i>Backup Log</i> until completing the import, and verifying the results.

C2.5.2. Importing the Microsoft® Excel Claim.csv File into PCGenesis



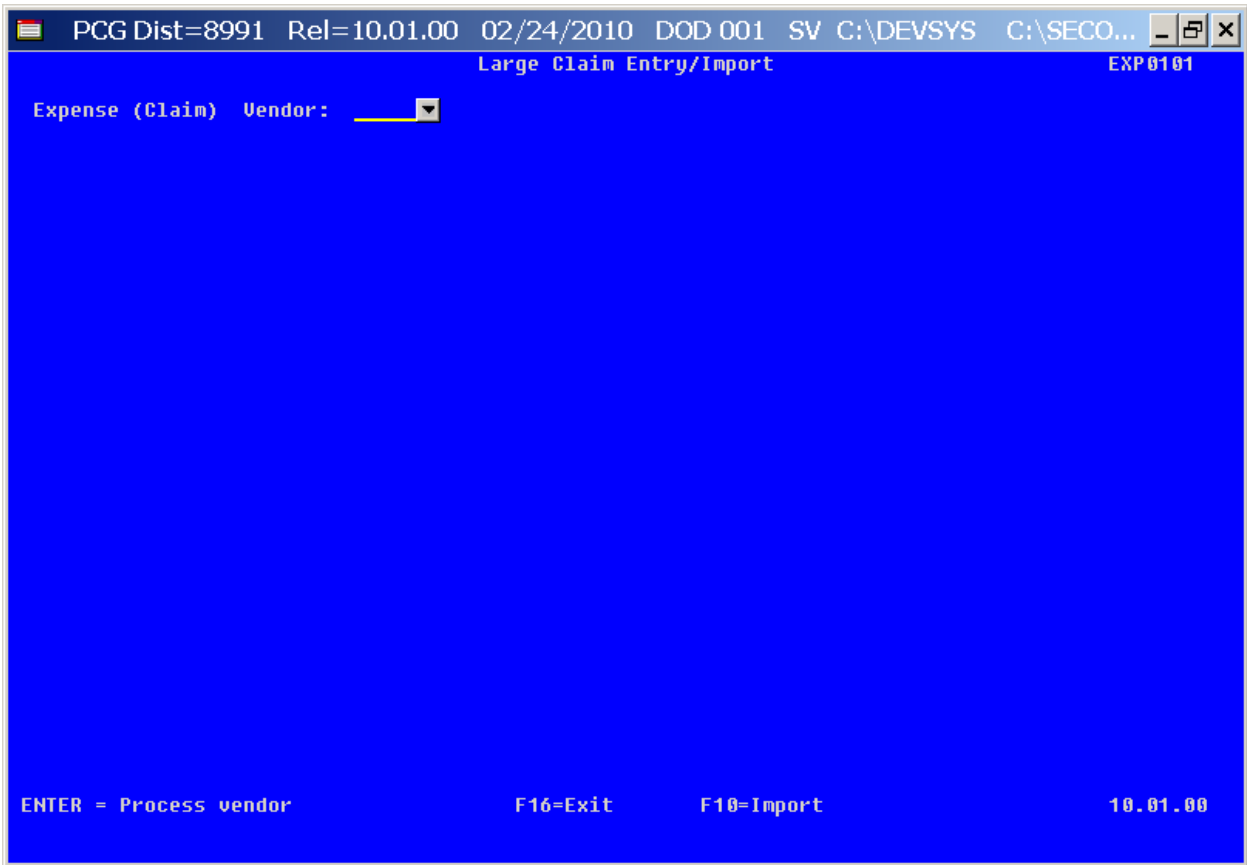
Step	Action
1	Select 3 (F3 - Claim Processing Menu).

The following screen displays:



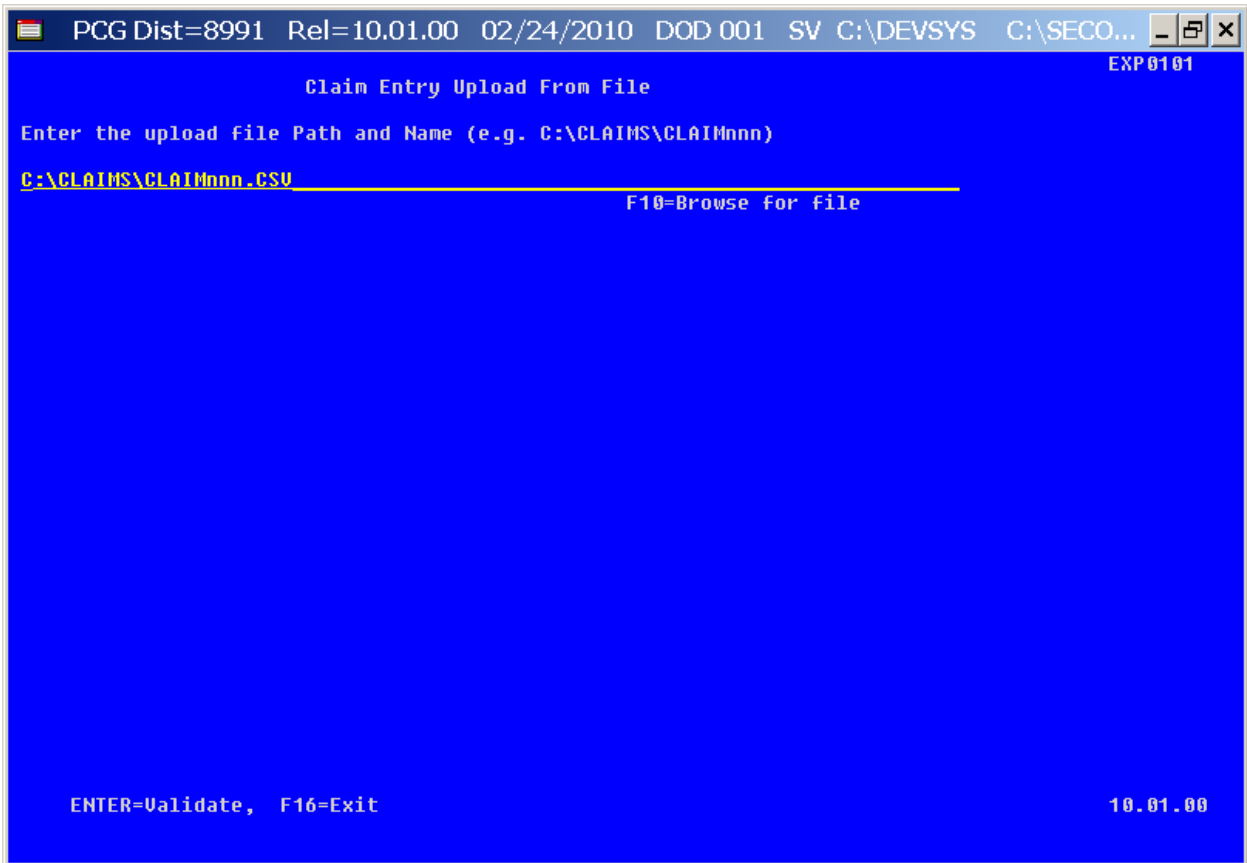
Step	Action
2	Select 5 (F5 - Large Claim Entry/Import Non PO Only).

The following screen displays:



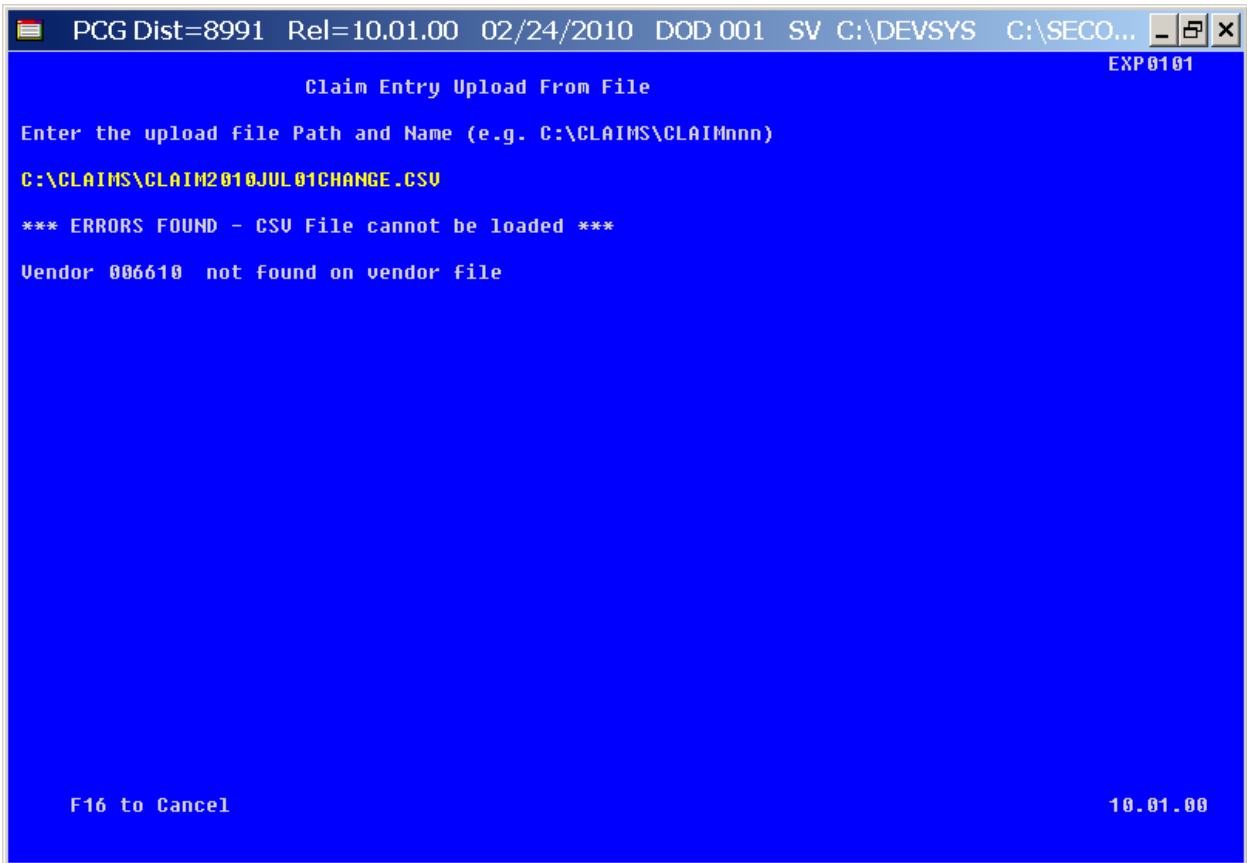
Step	Action
3	Select F10 (Import).

The following screen displays:



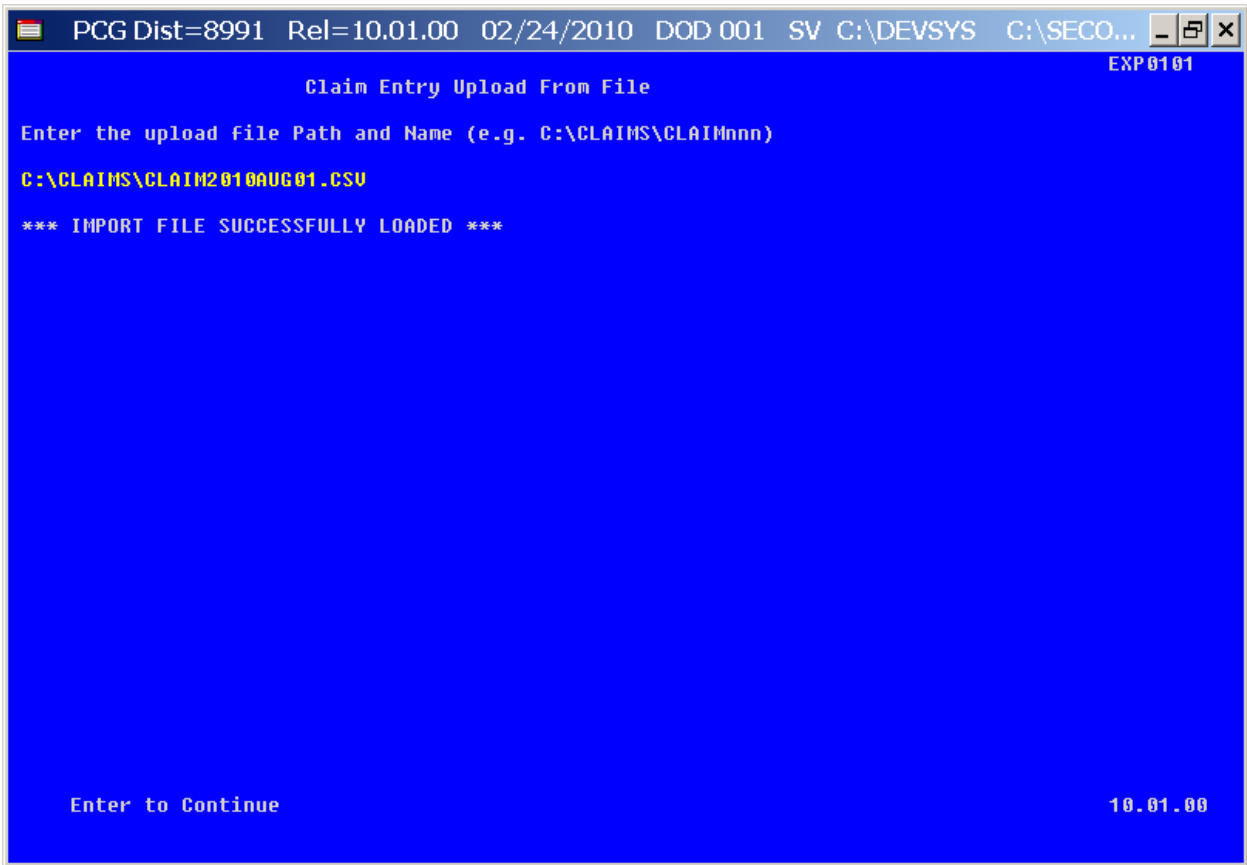
Step	Action
4	<p>Enter the file and pathname in the field using the naming convention from C2.4. <i>Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel.</i></p> <p><i>For F10 (Browse for file) selections, PCGenesis defaults the Browse (Select the .csv File) window to the .csv file type where appropriate. PCGenesis users may select either the CSV (Comma delimited) (*.csv) or the All Files (*.*) options from the Drop down file listing for file type selection. PCGenesis displays a warning message dialog box when an import filename does not contain the .csv file extension.</i></p>
5	<p>Select Enter <u>twice</u>.</p> <p><i>“**Scanning Import File**” briefly displays.</i></p>

For **import file errors**, the following screen displays:



Step	Action
6	<p>For import file errors: Select F16 (to Cancel). Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at <i>Step 3</i>.</p> <p><i>If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.</i></p> <p><i>Appendix B: .csv File Formatting/Processing provides additional information on interpreting the errors.</i></p>

For **successful file imports**, the following screen displays:



Step	Action
7	For successful file imports: Verify <i>“*** Import File Successfully Loaded ***”</i> , and select Enter to process the file.

The following screen displays:

PCG Dist=8991 Rel=10.01.00 03/08/2010 DOD 002 SV C:\DEVSY S C:\SECO... EXP0101

Large Claim Entry/Import
Lines 1 to 20 of 875

Expense (Claim) Vendor: 610 VENDOR 000610
0224 VENDOR STREET
SMITH, GA 33333 Participation in 1099: Y

Desc: AUGUST SUMMER SALARY ACCRUAL Vendor ref: _____ A/P blnc: 422
10 MONTH EMPLOYEES Claim date: 06/30/2010 Claim amount: 2039627.37
Discount date: _____ Discount amount: _____

Line	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Amount	1099
1	10	100	-	1011	1000	11000	103	-	-	18097.92	-
2	10	100	-	1011	1000	11000	189	-	-	29200.10	-
3	10	100	-	1011	1000	11000	199	-	-	18571.84	-
4	10	100	-	1011	1000	11800	103	-	-	4035.67	-
5	10	100	-	1011	1000	11800	189	-	-	4281.42	-
6	10	100	-	1011	1000	11800	199	-	-	4035.67	-
7	10	100	-	1011	1000	14000	103	-	-	6367.69	-
8	10	100	-	1011	1000	14000	189	-	-	10559.79	-
9	10	100	-	1011	1000	14000	199	-	-	3535.97	-
10	10	100	-	1011	1000	17200	103	-	-	819.19	-
11	10	100	-	1011	1000	17200	189	-	-	822.46	-
12	10	100	-	1011	1000	17200	199	-	-	925.69	-
13	10	100	-	1011	1000	21000	103	-	-	5208.77	-
14	10	100	-	1011	1000	21000	189	-	-	8434.94	-
15	10	100	-	1011	1000	21000	199	-	-	5062.36	-
16	10	100	-	1011	1000	22000	103	-	-	789.93	-
17	10	100	-	1011	1000	22000	189	-	-	1071.57	-
18	10	100	-	1011	1000	22000	199	-	-	489.32	-
19	10	100	-	1011	1000	23000	239	-	-	2998.61	INVALID BUDGET ACCOUNT!
20	10	100	-	1011	1000	23000	189	-	-	4588.20	-

Total Line Errors = 5 -- First Error Line 19
INVALID BUDGET ACCOUNT!
ENTER=Validate PgDn F7=Dn F16=Return to vendor select 10.01.00

Step	Action
8	<p>Verify the information displayed is correct, make the appropriate entries in the fields, and select Enter to validate the entries.</p> <p><i>When detecting errors during validation, PCGenesis highlights the fields containing errors. PCGenesis displays the total number of errors, with the error description listed next to each account line which is in error. In this instance, correct the error(s) indicated and select Enter to validate the claim's information again. After correcting all "normal" errors, PCGenesis checks several other conditions and where appropriate, displays various cautionary warning messages. Acknowledge these messages by selecting Enter. Use the Page Up (F6) and Page Down (F7) keys to review the claim's account detail lines.</i></p>

The following screen displays:

PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV C:\DEVSYS C:\SECO... EXP0101

Large Claim Entry/Import
Lines 1 to 20 of 875

Expense (Claim) Vendor: 610 VENDOR 000610
0224 VENDOR STREET
SMITH, GA 33333 Participation in 1099: Y

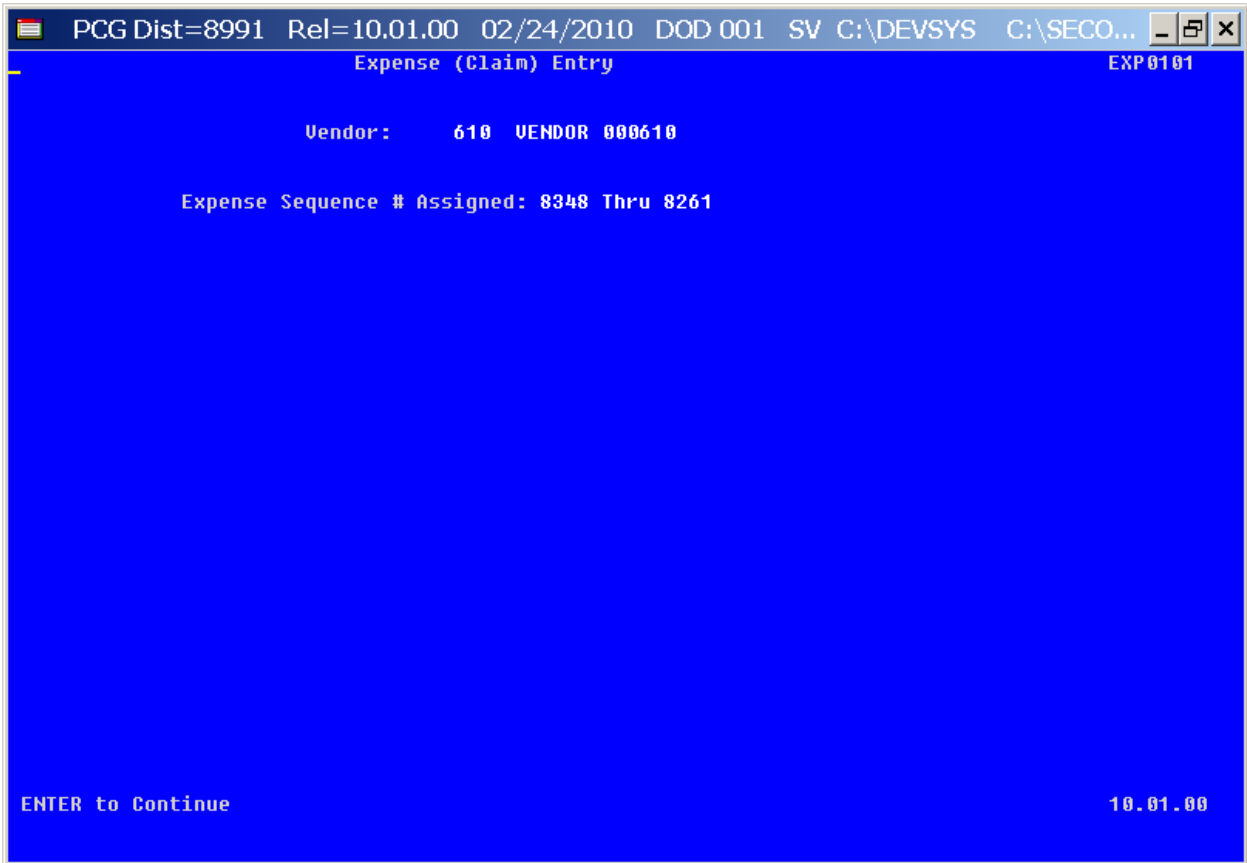
Desc: AUGUST SUMMER SALARY ACCRUAL Vendor ref: A/P blnc: 422
10 MONTH EMPLOYEES Claim date: 06/30/2010 Claim amount: 2039627.37
Discount date: Discount amount:

Line	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Amount	1099
1	10	100		1011	1000	11000	103			18097.92	
2	10	100		1011	1000	11000	189			29200.10	
3	10	100		1011	1000	11000	199			18571.84	
4	10	100		1011	1000	11800	103			4035.67	
5	10	100		1011	1000	11800	189			4281.42	
6	10	100		1011	1000	11800	199			4035.67	
7	10	100		1011	1000	14000	103			6367.69	
8	10	100		1011	1000	14000	189			10559.79	
9	10	100		1011	1000	14000	199			3535.97	
10	10	100		1011	1000	17200	103			819.19	
11	10	100		1011	1000	17200	189			822.46	
12	10	100		1011	1000	17200	199			925.69	
13	10	100		1011	1000	21000	103			5208.77	
14	10	100		1011	1000	21000	189			8434.94	
15	10	100		1011	1000	21000	199			5062.36	
16	10	100		1011	1000	22000	103			789.93	
17	10	100		1011	1000	22000	189			1071.57	
18	10	100		1011	1000	22000	199			489.32	
19	10	100		1011	1000	23000	103			2998.61	
20	10	100		1011	1000	23000	189			4588.20	

****CAUTION** Highlighted Amount(s) OVER-EXPENDED Budgeted Balance(s)**
F12=Post PgDn F7=Dn F16=Reenter 10.01.00

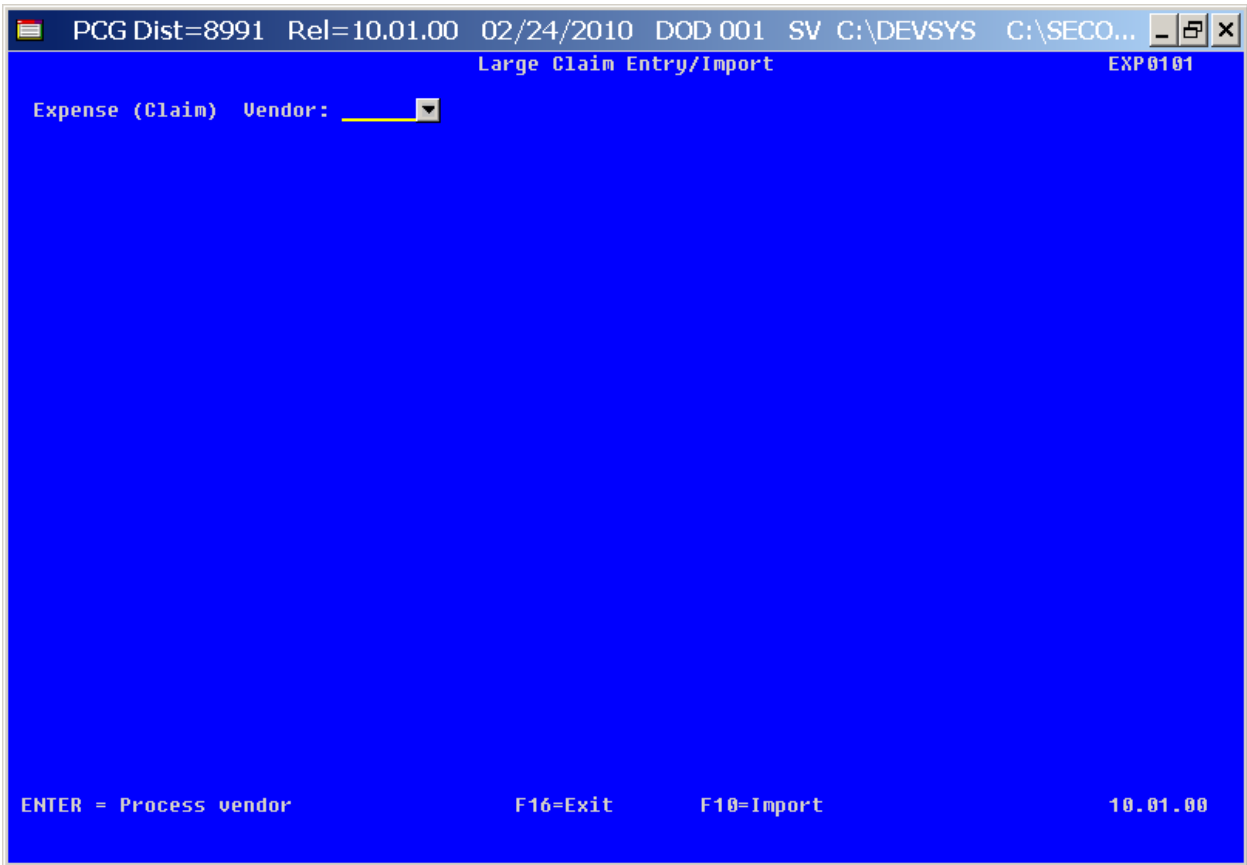
Step	Action
9	Verify the entries are correct, and select F12 (Post). If the entries are incorrect, select F16 (Reenter) to make the appropriate modifications. <i>"Assigning sequence ###" briefly displays when posting claims.</i>

The following screen displays:



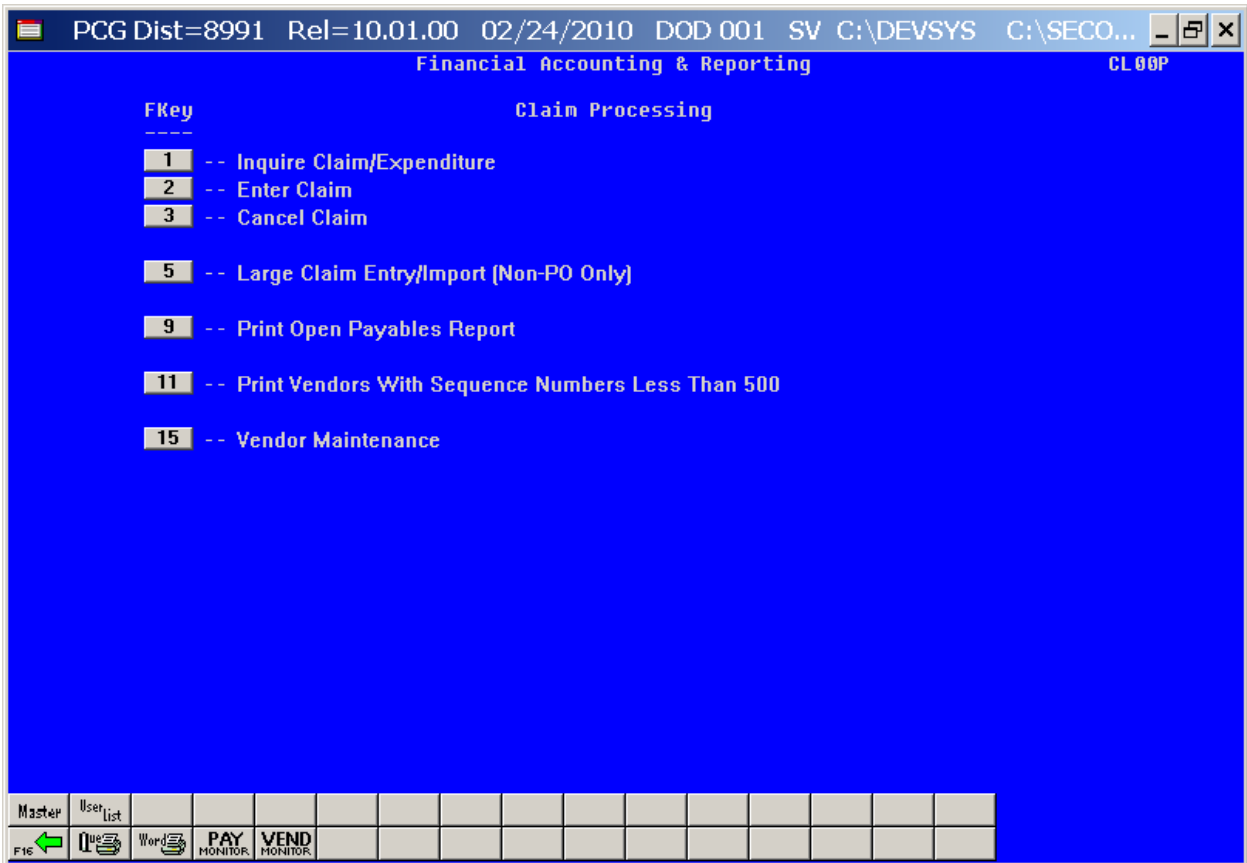
Step	Action
10	Record the assigned sequence number(s) or screen-print the <i>Sequence # Assigned</i> screen where applicable, and select Enter (to Continue). <i>PCGenesis automatically assigns Expense Sequence Numbers.</i>



The following screen displays:



Step	Action
11	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting – Claim Processing Menu</i> .

The following screen displays:

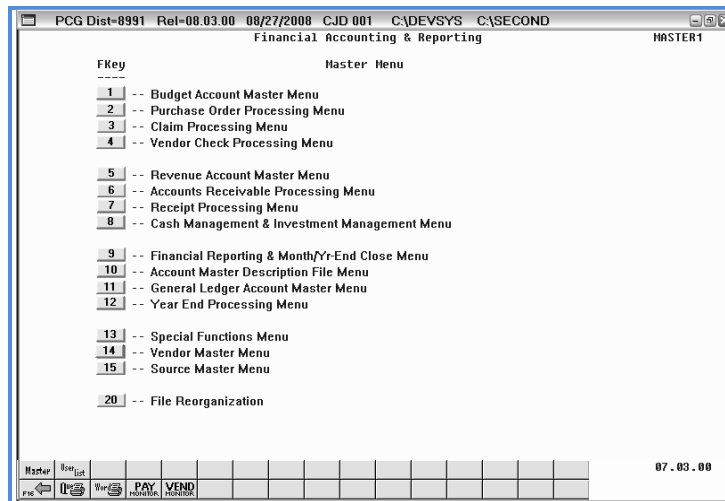


Step	Action
12	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Canceling an Open Claim/Expenditure

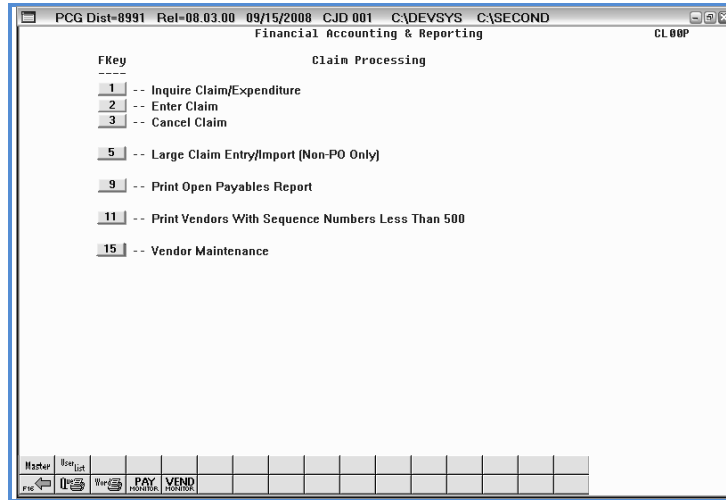
The following guidelines apply to canceling claims:

- If the claim was originally entered against a Purchase Order (PO), and if the PO is closed and is from a prior year, the PO will not be reopened.
- If the PO is closed, is from the current year, and if this is the first claim against the PO, PCGenesis reopens the PO with the full amount.
- If the PO is closed and the claim is not the first claim against the PO, PCGenesis reopens the PO and liquidates the amount of the previous claims.
- If the claim was originally entered against a Carry Forward PO and the PO was paid in full (Status – Closed), PCGenesis will determine if any appropriation adjustments are needed.
- If the total amount paid on the PO is less than the total amount carried forward, PCGenesis will make an appropriation adjustment if cancelling the claim.



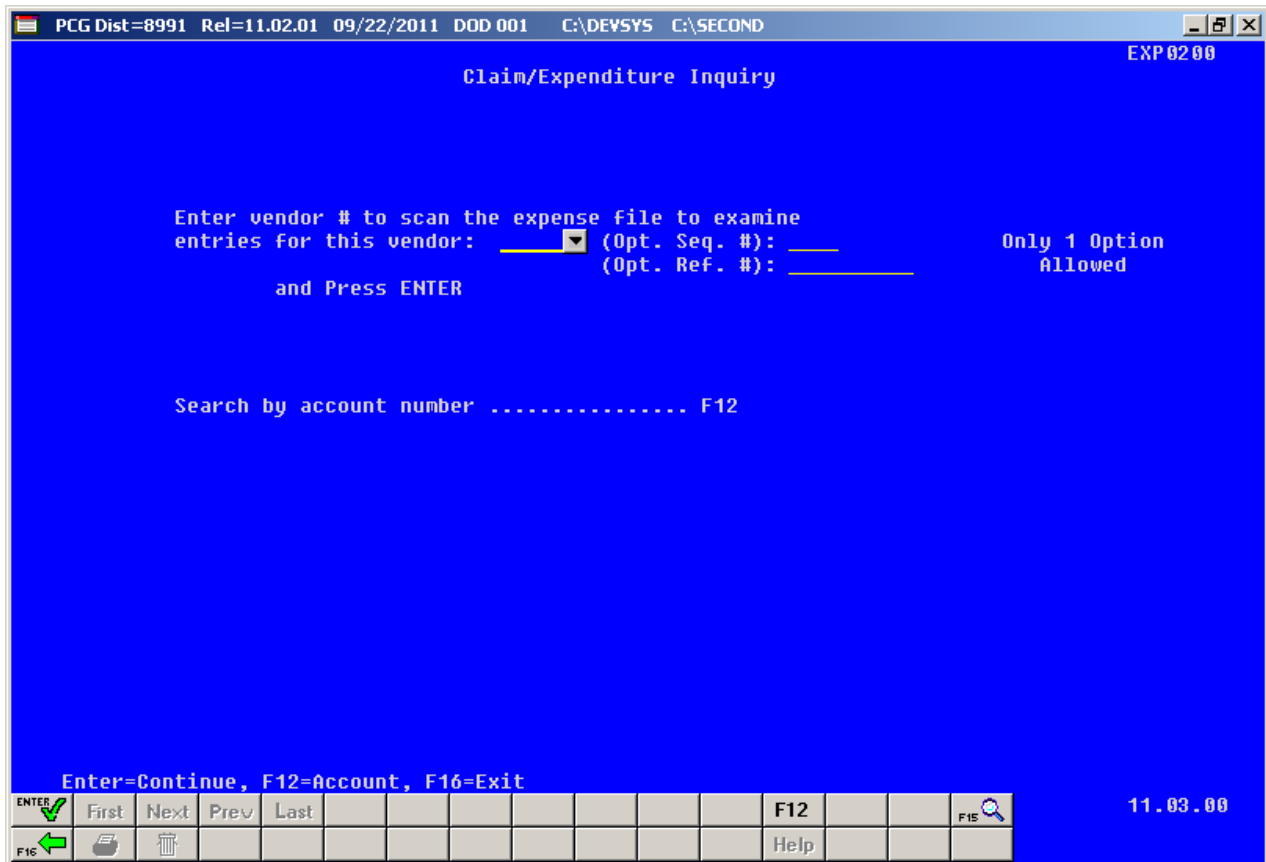
Step	Action
1	Select 3 (F3 - Claim Processing Menu).


The following screen displays:



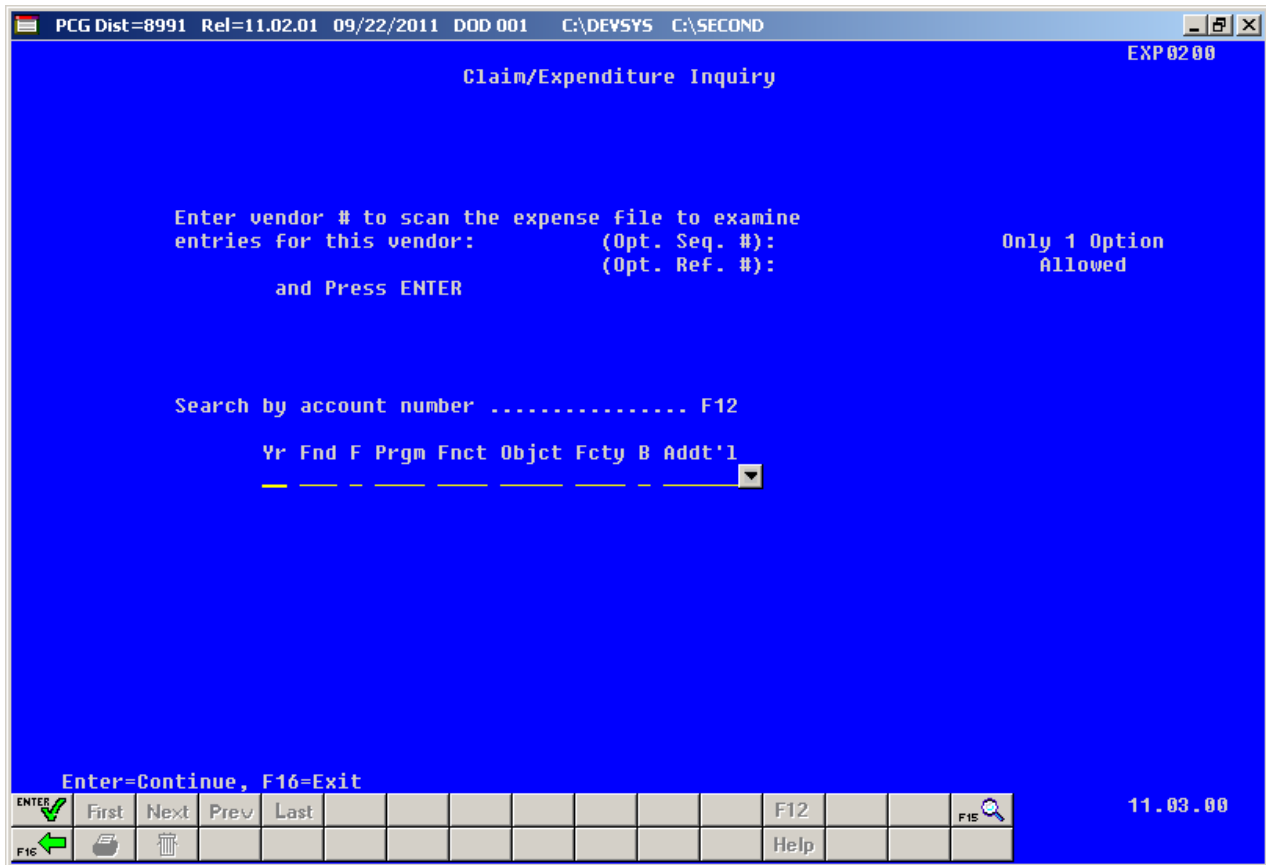
Step	Action
2	Select 3 (F3 - Cancel Claim).


The following screen displays:



Step	Action
3	<p>Enter or select the Drop-down selection icon  within the Vendor field to choose the vendor's information.</p> <p>Enter the claim sequence number within the Optional Sequence Number (Opt. Seq. #) field in order to search for a claim by sequence number.</p> <p>Enter the claim reference number within the Optional Reference Number (Opt. Ref. #) field in order to search for a claim by reference number.</p> <p>After entering the vendor and the optional sequence number or reference number, select Enter and proceed to <i>Step 5</i>.</p> <p>Otherwise, select F12 (F12 – Search by account number) to search for all claims containing a specific account number. Proceed to <i>Step 4</i>.</p>

For **F12** – search by account number, the following screen displays:



Step	Action
4	<p>Enter or select the Drop-down selection icon  within the Account field to choose the search account number, and select Enter.</p>

The following screen displays:

PCG Dist=8991 Rel=11.02.01 09/22/2011 DOD 001 C:\DEVSY S C:\SECOND

Cancel-Vendor 17 UENDOR 000017 EXP 02 00
 0011 VENDOR STREET OPEN
 SMITH, GA 33333

Seq: 9918 A/P blnc: 421 Cross-ref seq:
 Description: GRADE 1 BOOKS Vendor ref: MATH BOOKS
 Purchase order: 023162

Claim date: 9/22/2011 Claim amount: 600.00
 Disc date: Discount amount:

Bank: Payment: Check#: Amount:

Charge to:	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Amount	
	12	100		1011	1000	61000	105			100.00	1099
	12	100		1011	1000	61000	191			100.00	
	12	100		1011	1000	61000	1052			100.00	
	12	100		1011	1000	61000	3052			100.00	
	12	100		1011	1000	61000	4052			100.00	
	12	100		1011	1000	61209	105			100.00	

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn, F18=Cancel, F16=Reenter/Exit

ENTER ✓ First Next Prev Last F12 F16
 F16 ← [Print] [Trash] Help

11.03.00

Step	Action
5	<p>Select (F18 - Cancel).</p> <p>Select First (F1 - First), Next (F2 - Next), Prev (F3 - Prev), or Last (F4 - Last) to scroll between the vendor's claim records where appropriate.</p> <p>Select (F17 - Print Screen) to obtain a screen print of the <i>Cancel Claim</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>If the claim's status is "Open" or "Unpaid", the (Enter - Next claim), (F18 - Cancel), and the Help (F28 - Help) options display. The claim's status displays in the upper right corner of the screen. The cancel option will <u>not</u> be offered for paid and cancelled claims.</p>

The following screen displays:

PCG Dist=8991 Rel=11.02.01 09/22/2011 DOD 001 C:\DEVSY S C:\SECOND

Cancel-Vendor 17 UENDOR 000017 EXP 02 00
 0011 UENDOR STREET OPEN
 SMITH, GA 33333

Seq: 9918 A/P blnc: 421 Cross-ref seq:
 Description: GRADE 1 BOOKS Vendor ref: MATH BOOKS
 Purchase order: 023162


Claim date: 9/22/2011 Claim amount: 600.00
 Disc date: Discount amount:

Bank: Payment: Check#: Amount:

Charge to:	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Amount	
	12	100		1011	1000	61000	105			100.00	1099
	12	100		1011	1000	61000	191			100.00	
	12	100		1011	1000	61000	1052			100.00	
	12	100		1011	1000	61000	3052			100.00	
	12	100		1011	1000	61000	4052			100.00	
	12	100		1011	1000	61209	105			100.00	
										00	
										00	
										00	
										00	

Cancellation Date: _____
 ENTER TO CANCEL (MM/DD/CCYY) F16-Reenter/Exit

11.03.00

Step	Action
6	Enter the date (MM/DD/CCYY) in the Cancellation Date field and select  (Enter) to cancel the claim. <i>The date entered must be within the current year and the current fiscal period.</i>

The following screen displays:

PCG Dist=8991 Rel=11.02.01 09/22/2011 DOD 001 C:\DEVSY S C:\SECOND EXP 02 00

Cancel-Vendor 17 UENDOR 000017
0011 UENDOR STREET OPEN
SMITH, GA 33333

Seq: 9918 A/P blnc: 421 Cross-ref seq:
Description: GRADE 1 BOOKS Vendor ref: MATH BOOKS
Purchase order: 023162


Claim date: 9/22/2011 Claim amount: 600.00
Disc date: Discount amount:

Bank:	Payment:	Check#:	Amount:
Charge to:	Yr Fnd F Prgm Fnct Objct Fcty B Addt'l		Amount 1099
	12 100 1011 1000 61000 105		100.00
	12 100 1011 1000 61000 191		100.00
	12 100 1011 1000 61000 1052		100.00
	12 100 1011 1000 61000 3052		100.00
	12 100 1011 1000 61000 4052		100.00
	12 100 1011 1000 61209 105		100.00
	00		
	00		
	00		
	00		

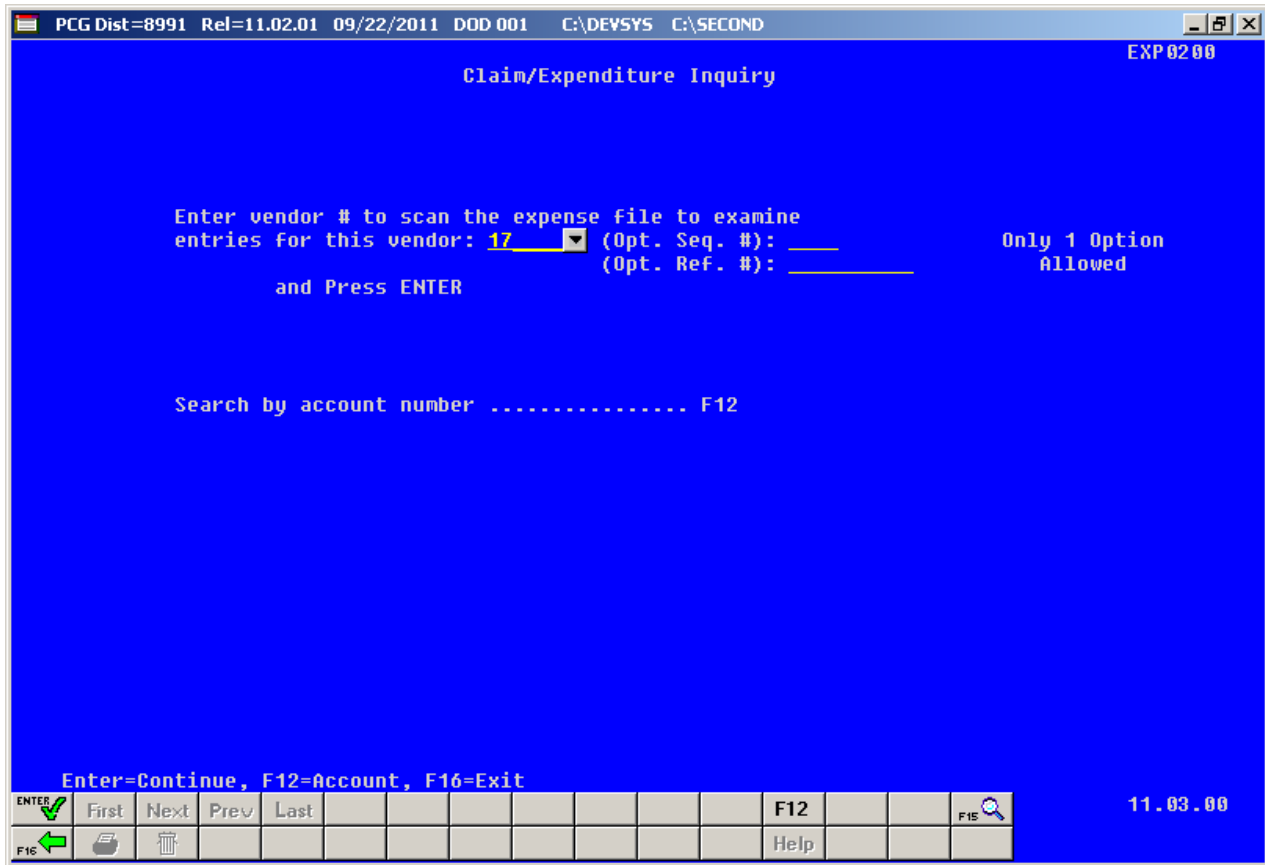
Cancellation Date: 9/22/2011
F18 TO CONFIRM CANCEL F16-Reenter/Exit


ENTER F18 F12 F16 11.03.00

F16 Help

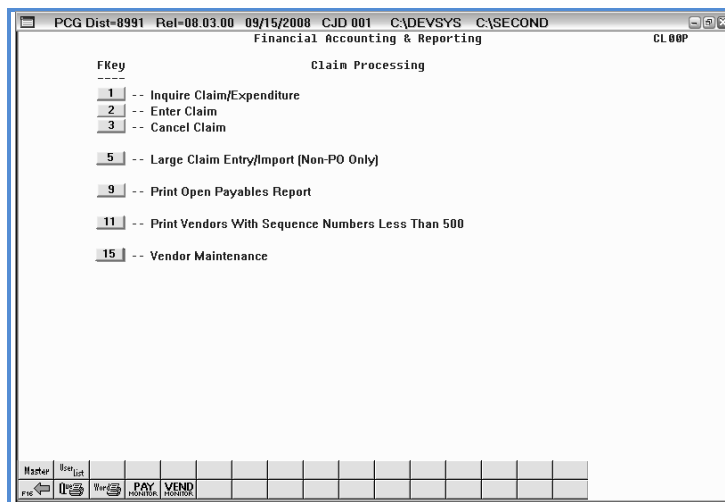
Step	Action
7	<p>Select  (F18 - To Confirm Cancel).</p> <p>“Waiting for locked record.” briefly displays.</p> <p>If the Notification of Appropriation Adjustment screen displays, select F16 to exit and to reconsider cancellation of the claim, <u>or</u> select Enter to review the required adjustment. When selecting Enter, the Appropriation Adjustment screen displays. Verify the account information displayed is correct and select F28 to post the transaction. If the information is incorrect, select F16 to return to return to the Cancel-Vendor Entry screen. PCGenesis changes the claim’s status to “Cancelled”, makes the appropriate updates to the account, the Audit file, and the General Ledger files at this point.</p>



The following screen displays:



Step	Action
8	Select  (F16 – Exit) to return to return to the <i>Financial Accounting & Reporting – Claim Processing Menu</i> .

The following screen displays:

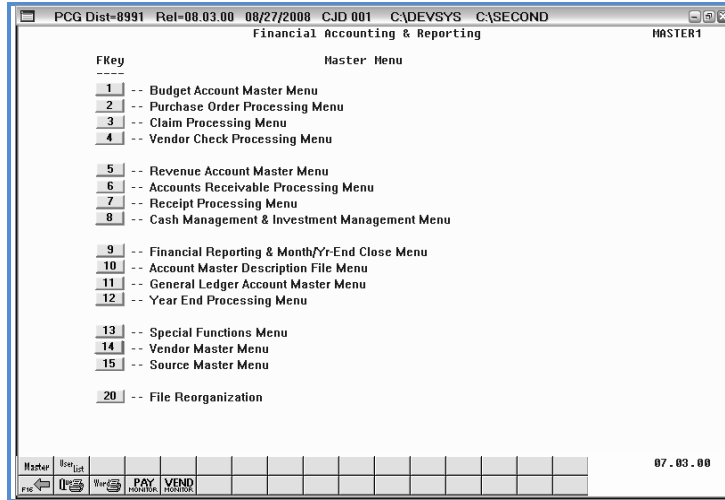


Step	Action
9	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 2: Report Processing

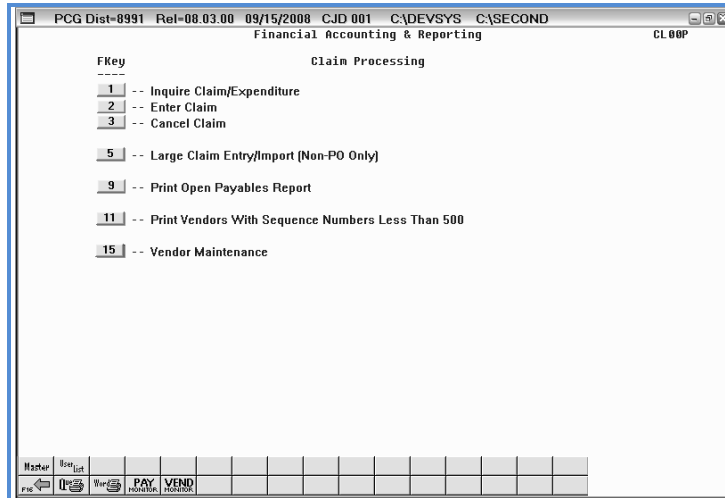
Procedure A. Printing the Open Payables Report

Print the Open Payables Report to determine the next check run's claims payments.



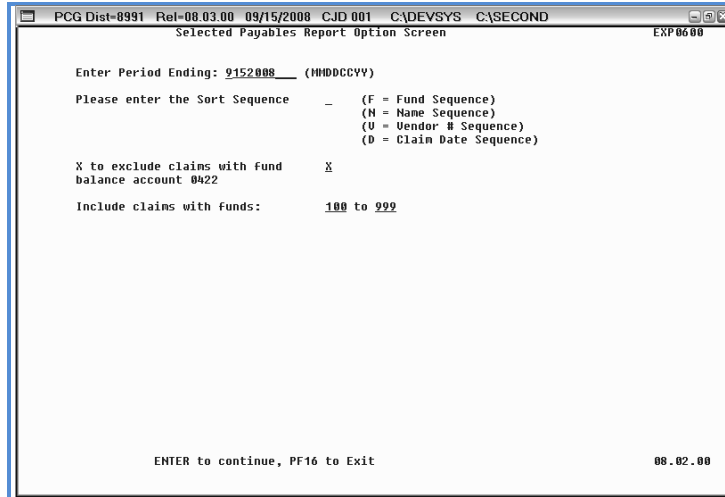
Step	Action
1	Select 3 (F3 - Claim Processing Menu).

The following screen displays:



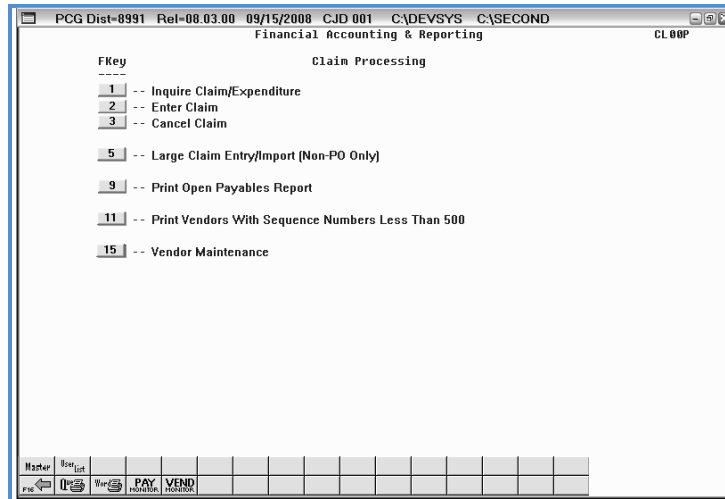
Step	Action
2	Select 9 (F9 - Print Open Payables Report).





The following screen displays:



Step	Action
3	Enter the date (MMDDCCYY) in the Enter Period Ending field. <i>PCGenesis defaults to return to the current date.</i>
4	Enter F (Fund), N (Name), or V (Vendor) or D (Date) in the Please enter the Sort Sequence field to define the manner in which the report will be sorted
5	Enter X in the X to exclude claims with fund balance account 0422 , or blank to include these claims. <i>PCGenesis defaults to X to exclude the claims because claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.</i>
6	To include only claims charged to specific funds: Enter the desired beginning and ending fund range. <i>PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. If entering '600' through '625' for the fund range, only open payables with at least one charge line with a fund in the range of 600 to 625 would be included on the report.</i>
7	Select Enter twice. <i>“***Processing Request***” briefly displays. If no open payables exist, a message indicating the same displays. PCGenesis will not generate a report in this instance.</i>

The following screen displays:



Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>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.</i></p>
9	<p>Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

2A.1. Open Payables Report (by Vendor) – Example

-----Page Break-----										
09/15/2008 15:35		OPEN PAYABLES BY VENDOR # AS OF 09/15/08					EXP0655		PAGE 1	
-----INVOICE-----				-----EXPENDITURE ACCOUNT-----						
SEQ#	UEND-REF	DATE	AMOUNT	FND-F-PROG-FUNC-OBJCT-FCTV-B-ADD'L	PO #	DESCRIPTION	BLNC			
VENDOR #: 000179		VENDOR NAME: VENDOR 000179								
9864	06/30/08		25.45	100-0-1850-1000-61000-6104-0-000000	072352	STUFF	0421			
			25.45 *							
			25.45 **							
VENDOR #: 000265		VENDOR NAME: VENDOR 000265								
8649	06/30/08		348.82	603-0-9990-3100-62000-0173-1-000000		STUFF	0421			
			348.82 *							
8650	06/30/08		399.31	199-0-9990-9000-00000-0000-0-000000		STUFF	0402			

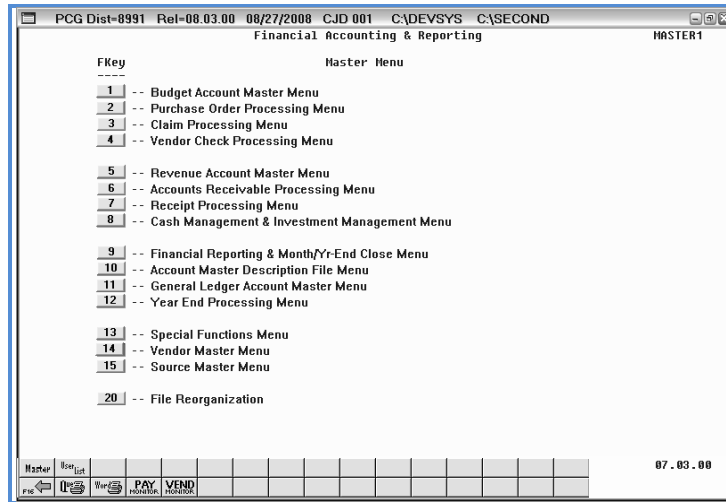
The final page of the report lists the Grand total of all accounts. The report displays individual fund totals throughout the report.

** GRAND TOTAL	1,131,491.73	***
----------------	--------------	-----

Procedure 2B: Printing the Vendors with Sequence Numbers less than 500 Report

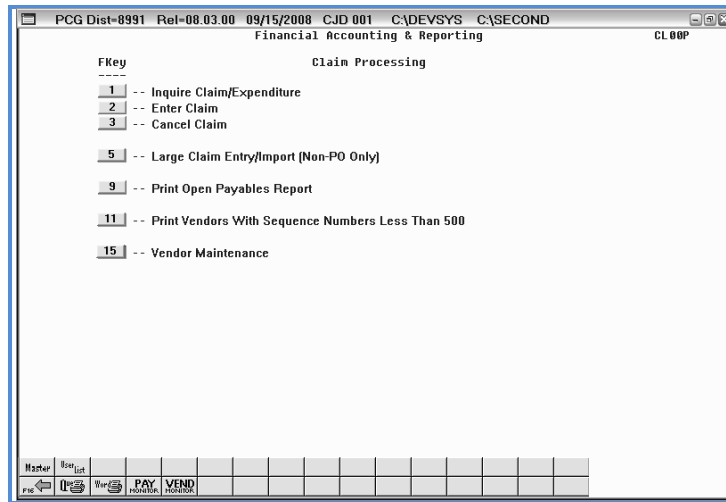
PCGenesis limits the number of claims that may be created for a single vendor to 9999 and automatically numbers the claims beginning at '9999' and ending at '1'. When a vendor accumulates 9999 claims, the vendor's record will automatically be inactivated, and disallows the entry of additional claims for the vendor.





Printing the Vendors with Sequence Numbers less than 500 Report prevents running out of sequence numbers for a vendor. Generate and review this report at least once yearly.



Step	Action
1	Select 3 (F3 - Claim Processing Menu).

The following screen displays:



Step	Action
2	<p>Select 11 (F11 - Print Vendors with Seq. Nmbrs. less than 500). “***Processing Request***” and “***Creating Report for Vendors with Seq Less than 500***” briefly display. If there are no vendor records matching the criteria, “* *All Vendor Sequences are OK * *” displays. In this instance, select Enter. The Financial Accounting & Reporting – Claim Processing Menu redisplay.</p>
3	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report 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.</p>
4	<p>Select  (F16 – Exit) to return to the Financial Accounting & Reporting Master Menu, or select  (Master) to return to the Business Applications Master Menu.</p>

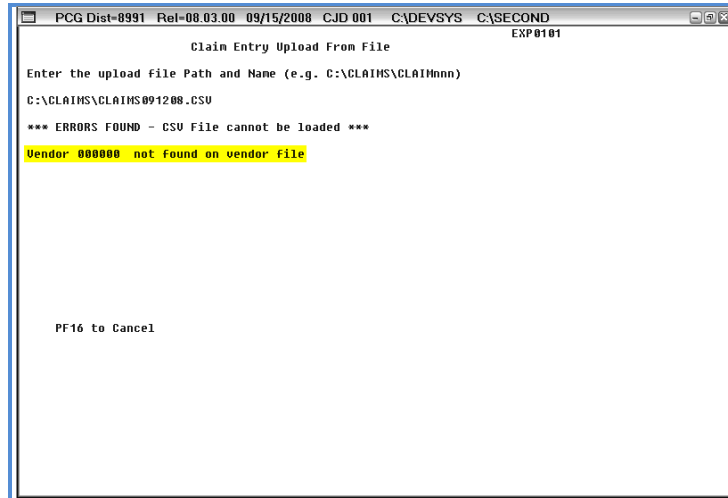
2B.1. Vendors with Sequence Numbers Less than 500 Report - Example

=====Page Break=====			
09/15/2008 16:06	VENDORS WITH SEQUENCE NUMBERS LESS THAN 500		FARPR500 PAGE 1
*** PLEASE CALL THE PCGENESIS HELP DESK ***			
VENDOR NUMBER	SEQUENCE NUMBER	NUMBER OF CLAIMS LEFT TO USE	VENDOR NAME
000020	0095	0096	VENDOR 000020
001870	0111	0112	VENDOR 001870
006962	0276	0277	VENDOR 006962
000573	0324	0325	VENDOR 000573
End of File			

Appendix A: Claim File Scan Error Processing

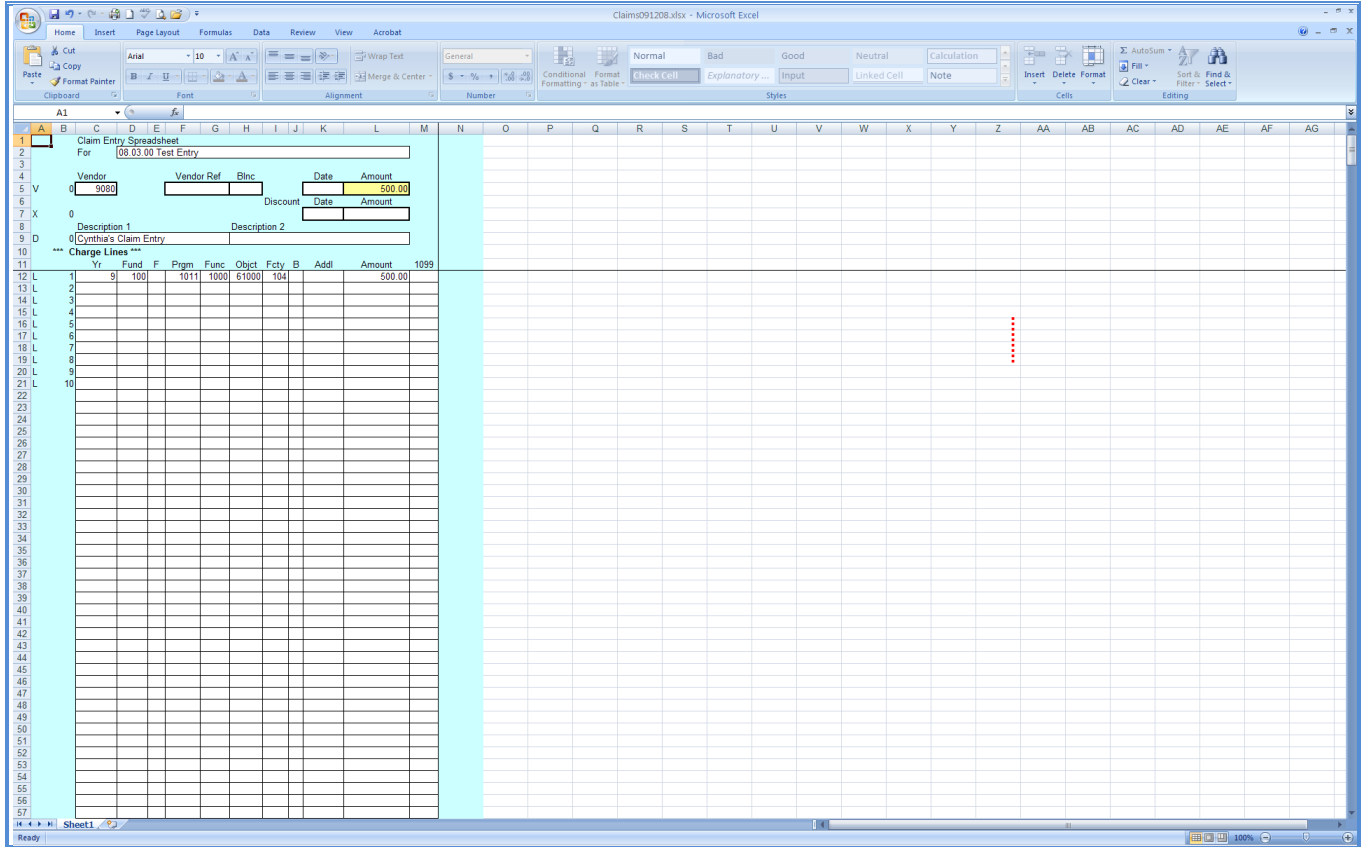
If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures. An example of error messages and the spreadsheet generating the error messages follow:

A.1. Claim Entry Upload Errors – Example



A.2. Microsoft® Excel Spreadsheet – Example

.csv File containing the errors used to produce the previous Claim Entry Upload errors



Appendix B: Claim .csv File Formatting/Processing

This document includes the following information for technical reference, for additional flexibility when creating the claim .csv file and to provide a better understanding of .csv file processing.

Claim .csv File Format Requirements	
1	When creating the .csv file for the <i>Claim Import</i> process, only lines containing the characters V, X, D, or L as the first character of <i>Column A</i> are processed. These characters identify the Vendor, Discount, Description, and (Account Charge) Lines. These lines can occur in any order within the .csv file.
2	All lines that do not contain the characters V, X, D or L as the first character of <i>Column A</i> are ignored. Leave <i>Column A</i> blank to include Comments and/or Headings in the .csv file.
3	<i>Column B</i> must be numeric for each line containing the characters V, X, D, or L. Enter a sequence number between 1 and 999 for each L line, and do not duplicate the entries. The template uses line 0 for the Vendor, Description, and Discount lines.
4	PCGenesis does not consider trailing blanks within the allowed length of alphanumeric fields.
5	The Vendor line must meet the following specifications:
5.1	The .csv file must contain one and only one Vendor line
5.2	Must contain a V in <i>Column A</i> . <i>Column B</i> must be numeric.
5.3	The Vendor number in <i>Column C</i> must be a valid, active PCGenesis vendor.
5.4	The vendor reference in <i>Column F</i> may be blank or contain up to 10 characters.
5.5	The <i>Balance Sheet</i> account in <i>Column H</i> must be numeric and may contain up to 4 digits. PCGenesis does not validate this information during the import, but validates it during the claim entry validations.
5.6	Enter the claim date in <i>Column K</i> as a six (6)-digit number in the form MMDDYY. The import does not validate the date but the claim entry validations do.
5.7	The Total Claim Amount in <i>Column L</i> must meet the criteria listed in <i>Item 10</i> .
6	The Discount line must meet the following specifications
6.1	This line is optional. The .csv file does not require this line. The import assumes the values as zero (0) if the line is not present.
6.2	If present, <i>Column A</i> must contain an X.
6.3	The discount date in <i>Column K</i> must be blank, zero (0), or contain up to a six-digit number in the MMDDYY format. The import does not validate the date but the claim entry validations do.
6.4	The Discount Amount in <i>Column L</i> must meet the criteria listed in <i>Item 10</i> .
7	The Description line must meet the following specifications
7.1	The .csv file must contain one and only one description line
7.2	The line must contain a D in <i>Column A</i> , and <i>Column B</i> must be numeric.
7.3	<i>Column C</i> may contain a description up to thirty (30) characters in length. (A value is required during claim entry validations.)
7.4	<i>Column H</i> may contain up to twenty-five (25) characters of additional descriptive text.
8	The file must contain at least one charge line and may contain up to 999 charge lines.

Claim .csv File Format Requirements (Cont'd)		
9	Each Charge line must meet the following specifications	
9.1	<i>Column A</i> must contain an <i>L</i> .	
9.2.	<i>Column B</i> (line number) must be numeric, and the value must be from 1 to 999. The value must not duplicate the line number of any other Charge line. The lines should be in sequential order.	
9.3	<i>Column C</i> (account Year) may contain up to two digits.	
9.4	<i>Column D</i> , (account Fund) may contain up to three (3) digits.	
9.5.	<i>Column E</i> (account Fisc indicator) may contain one (1) digit.	
9.6.	<i>Column F</i> , (account Program) may contain up to four (4) digits	
9.7	<i>Column G</i> , (account Function or Balance Sheet account) may contain up to 4 digits	
9.8	<i>Column H</i> , (account Object) may contain up to five (5) digits.	
9.9	<i>Column I</i> (account Facility) may contain up to 4 digits.	
9.10	<i>Column J</i> , (account Building code) may contain 1 digit.	
9.11	<i>Column K</i> , (account Additional code) may contain up to 6 digits.	
9.12	The account number represented by <i>Columns C</i> through <i>K</i> should be a valid account in the <i>General Ledger</i> or <i>Budget Chart of Accounts</i> . This number validated during claim entry validation.	
9.13	The amount in <i>Column L</i> must meet the criteria listen in <i>Item 10</i> .	
9.14	<i>Column M</i> , (1099 code) may contain 1 character. This character should be the digits 1-8, the letter <i>B, C, D, or E</i> , or be left blank.	
10	The amount entries within <i>Column L</i> must meet the following specifications:	
10.1	May contain up to ten (10) significant digits before the decimal.	
10.2	May contain one (1) decimal.	
10.3	May contain up to two digits following the decimal.	
10.4	May contain either a leading or trailing negative (-) sign.	
10.5	May contain a leading \$ sign.	
10.6	May contain leading zeroes (0's) or spaces before the significant digits or trailing the decimal.	
10.7	May not contain embedded spaces or other characters not listed.	
10.8	Total number of characters in for each entry in the csv file in this column may not exceed fifteen (15), including leading blanks or zeroes.	