

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</i> – <i>Entering a Claim or Expenditure</i> and <i>Procedure C</i> – <i>Large Claim/Entry Import</i> .	D. Ochala
12/15/2008	2.2	08.04.00 – Added B2.5 - F10 (Browse for file) default to the CSV (Comma delimited) (*.csv) 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
9/26/2007	2.0	07.03.00 – Updated screenshot examples.	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:

• <u>Duplicate Account Number Entry</u>: 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 <u>will not be</u> 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 <u>will be</u> 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 <u>is not</u> 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 <u>will remain open</u> with the *adjusted* balance. If the claim <u>is</u> the final payment, the PO's entire encumbrance amount is unencumbered, and PCGenesis <u>closes</u> 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*.

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 11:51 AM • Page 2 of 77 All Rights Reserved. **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 $r_2 \bigoplus$ or \bigoplus 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:

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\E	DEVSYS C	:\SECO & ×
		Fina	ncial Accounti	ng & Report	ing		MASTER1
	FKey		Master M	enu			
	1 Bu	dget Account Master	Menu				
	2 Pu	rchase Order Proces	sing Menu				
	<u>3</u> Cla	im Processing Men	J 				
	ver	idor Check Processi	ng menu				
	5 Re	venue Account Mast	er Menu				
	<u>6</u> Acc	ounts Receivable P	rocessing Menu				
	_/ Re	ceipt Processing Me	NU Vectment Menory	mont Monu			
		ян манаустісті а т	vestillent manage	SHICHT MICHU			
	9 Fin	ancial Reporting & M	Aonth/Yr-End Clos	e Menu			
	10 Acc	ount Master Descrip	tion File Menu				
	11 Ge	neral Ledger Accoun ar End Processing M	t Master Menu				
	FG	ar End Frocessing H					
	13 Sp	ecial Functions Men	J. Contraction of the second se				
	14 Ver	ndor Master Menu					
	10 10 300	IICC MASICI MCITU					
	20 File	e Reorganization					
Mactor	User _{1: 4}						07.03.00
	III Word B PAY V	/END					
×16 1							
p	Action						
	Select 3	(F3 - Claim Pro	cessing Men	ı)			
	~~~~		intent	-,-			

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	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO & ×
		Fina	ncial Accountin	ng & Report	ing	CL 00P
	FKey		Claim Proc	essing		
	1 Ingi	iire Claim/Expendit	ire			
	2 Entr 3 Can	er Claim cel Claim				
	5 Lar	je Claim Entry/Impo	rt (Non-PO Only)			
	9 Prin	t Open Payables Re	port			
	11 Prin	t Vendors With Seq	uence Numbers L	ess Than 50	D	
	15 Ven	dor Maintenance				
Master F16	Userlist PAY MONTOR M	END SINTER				
p	Action					
3	Select 1 (	F1 - Inquire Cla	aim/Expenditu	ure).		

📄 PCG	Dist=8991 Rel=11.02.01 09/22/2011 DOD 001 C:\DEVSYS C:\SECOND
	EXP0200 Claim/Expenditure Inquiry
	Enter vendor # to scan the expense file to examine entries for this vendor: (Opt. Seq. #): Only 1 Option (Opt. Ref. #): Allowed and Press ENTER
	Search by account number F12
	ter=Continue, F12=Account, F16=Exit           First         Next         Prev         Last         F12         F18         11.03.00           Image: The second se
Step	Action
4	Enter or select the Drop-down selection icon 🔳 within the <b>Vendor</b> field to choose the vendor's information.
	Enter the claim sequence number within the <b>Optional Sequence Number</b> (Opt. Seq. #) field in order to search for a claim by sequence number.
	Enter the claim reference number within the <b>Optional Reference Number</b> (Opt. Ref. #) field in order to search for a claim by reference number.
	After entering the vendor and the optional sequence number or reference number, select <b>Enter</b> and proceed to <i>Step 6</i> .

Otherwise, select **F12** (**F12** – Search by account number) to search for all claims containing a specific account number. Proceed to *Step 5*.

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

🔲 PCG	Dist=8991 Rel=1	1.02.01 09/22	/2011 DOD 001	C:\DEVSYS	C:\SECOND			<u>_ 8 ×</u>
			Claim/	/Expenditu	re Inquir	y		EXP 02 00
	Enter o entries	vendor # to s for this and Press	scan the ex vendor: ENTER	¢pense filo (Opt (Opt	e to exam . Seq. #) . Ref. #)	ine : :	Only 1 All	Option owed
	Search	by account Yr Fnd F P 	number rgm Fnct Obj	jct Fcty B 	F12 Addt'1 ▼			
	<b>er=Continue,</b> First Next Pre∨	F16=Exit Last				F12	F15	11.03.00
F16	<b>6</b> 🕆					Help		
Sten	Action							
5	Enter or se search acco	lect the D	rop-down s er, and selec	election i ct <b>Enter</b> .	con 🔳	within t	he Account fiel	d to choose the

The	foll	owing	screen	displays:
		- 0		

📋 PCG Dis	t=8991 Rel=1	1.02.01 09,	/22/2011	DOD 0	01 C	\DEVSYS	C:\SECO	ND				_ 8
	Expense/I	nquiry-Ve	ndor	17	VEN 001	DOR 000 1 Vendo	1 <mark>817</mark> Ir stre	ET	0000	9/2	CA 2/2011	EXP 02 0 0
De	Seq: scription:	9919 Test can	ICELL C	A/P t Laim	3M1 )1nc:	421	Р	Cross-i Ven urchasi	aaaa ref seq: dor ref: e order:	3 Cancel 808080		
c	laim date: Disc date:	9/22/20	111				Di	Claim scount	amount: amount:		1000.00	
	Bank:	Paymer	it:			Check#:			Amount:			
	Charge to:	Yr Fnd 12 189 12 189 12 189 12 189 89 89 89 89 89 89 89	F Prgm 1011 1011 1011 1011	Fnct 1000 1000 1000	0bjct 61999 61999 61999 61999	Fcty 8 105 191 1052 3052	Addt'	1			Amount 250.00 250.00 250.00 250.00	1699
F1=First	, F2=Next,	F3=Preu,	F4=La	st, F1	7=Prt	Scrn		E12	F16=Reen	ter/Exit		11.03.00
	Thext Prev							Help		FIE 🦘		
	Action								· · ·			
							_			_		
• A	After revie	wing the	e scree	en's e	ntries	s, selec	t <b>Firs</b>	<b>t</b> (F1	- First	), Ne×t	(F2 -	Next), <b>P</b>
(.	F3 - Prev	), or <b>La</b>	st (F4	- La	st) to	scroll	betwe	een the	e vendo	r's clair	n record	is, and se
F	-16 🖓 (F10	- Reent	er/Exi	t) to r	eturn	to the	Expen	se Ing	uirv scr	een.		

Select (F17 – Print Screen) to obtain a screen print of the *Inquire Claim/Expenditure* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

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.

📕 PCG Dist=8991 Rel=11.02.01 09/23	2/2011 DOD 001 C:\DEV	SYS C:\SECOND		
	Claim/Expendi	ture Inquiry		EXP 02 00
Enter vendor # to entries for this and Pres	o scan the expense f vendor: <u>17</u> (C s ENTER	File to examine Opt. Seq. #): Opt. Ref. #):	0nly Al	1 Option lowed
Search by account	number	F12		
*** END OF FILE Enter=Continue, F12=Accour	*** it, F16=Exit			
First Next Pre∨ Last		F12 Help	F15 🔍	11.03.00
ep Action				
7 Select FIG (F16 Processing Menu.	- Exit) to return	to the Financial	Accounting &	Reporting – Cla

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DE\	/SYS C:\SE	
	FKey	FIIId	Claim Proc	ng a kepurt essing	IIIY		UL 99P
	1 Inq 2 Ent 3 Car	uire Claim/Expendit er Claim ncel Claim	ure				
	5 Lar	ge Claim Entry/Impo	ort (Non-PO Only)				
	9 Prir	nt Open Payables R	eport				
	11 Prir	nt Vendors With Seq	uence Numbers l	ess Than 50.	)		
	15 Ven	dor Maintenance					
Master F16	USerList Nord Nonitor M	/END ONITOR					
р	Action						
5	Select FIE	( <b>F16</b> -Exit) to	return to the <i>F</i>	Financial A	ccounting	& Reporting	Master Menu
	select	(Master) to ret	urn to the Bus	siness Appl	ications Ma	ister Menu.	

## **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.

	PCG Dist=8991	Rel=10.01.00 Fina	02/24/2010 ncial Accountin	DOD 001 ng & Reporti	SV C:\DEVSYS	C:\SECO
	FKey		Master Mo	enu		
	1 Bu	dget Account Master	Menu			
	2 Pu	chase Order Proces	sing Menu			
	<u>3</u> Cla	im Processing Menu				
	4 Ver	idor Check Processi	ng Menu			
	5 Re	venue Account Mast	er Menu			
	6 Acc	ounts Receivable P	ocessing Menu			
	<b>7</b> Re	ceipt Processing Me	nu			
	8 Ca	sh Management & In	vestment Manage	ement Menu		
	9 Fin	ancial Reporting & M	lonthMr-End Clos	e Menu		
	10 Acc	count Master Descrip	tion File Menu	C Micha		
	11 Ge	neral Ledger Accoun	t Master Menu			
	12 Ye	ar End Processing M	enu			
	12 0					
	13 Spo	ecial Functions Menu	I			
	14 Ver	uur master menu				
		псе мазет мена				
	20 File	e Reorganization				
						07 00 00
Master	Userlist					07.03.00
F16						
n _	Action					
	Action					
	Select 3	(F3 - Claim Pro	cessing Menu	D.		

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	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSY	S C:\SECO 🗕 🗗 🗙
		Fina	ncial Accounti	ng & Report	ing	CL 00P
	FKey		Claim Proc	essing		
	<b>1</b> Inq	uire Claim/Expendit	ıre			
	2 Ent	er Claim				
	<u>5</u> Lar	ge Claim Entry/Impo	rt (Non-PO Only)			
	9 Prir	nt Open Payables Ro	eport			
	11 Prir	nt Vendors With Sea	uence Numbers L	ess Than 50	0	
	15 Ven	idor Maintenance				
Master	Userlist					
F16	UB Words PAY MONITOR	/END onlitor				
	Action					
P	ACTION			0		
2	To enter a P	O-associated cl	aim: Select	(F2)	- Enter Claim)	

PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO & ×
Expense (Claim) Ven	dor: 🔤 💌				EXP 01 0 0
					40.00.00
ENTER = Process veno	ior Fit	D=EX11			10.02.00
Action					
Enter or selec	t the Drop-dov	wn selection	icon 🔳	within the Ven	dor field to choose
vendor's infor	mation, and sel	ect Enter.			

PCG Dist=8991 Rel=10.01.0 Expense (Claim) Vendor: 224	00 02/24/2010 DOD 001 SV VENDOR 000224 0103 VENDOR STREET	C:\DEVSYS C:\SECO EXP010 Participation in 1099: Y	8 ×
Purchase order:	SMITH, GA 33333		
ENTER=Continue	F16=Return To Vendor Screen	10.02.	88
Action			

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

PCG Dist=8991 Rel=10.01.0 Expense (Claim) Vendor: 224	00 02/24/2010 Vendor 000224 0103 Vendor Stre	DOD 001 SV (	C:\DEVSYS C:\ Participation in	SECO B ×
Purchase order: 26284 Description: <u>PO FOR PEANUT I</u>	SMITH, GA Butter <u> </u>	33333 Vendor ref:		
PO date: 02/24/2010 PO carry fo Clain	wd/reopen date: m posting date: Discount date:	<u>62/24/2010</u> Di	PO amount: Claim amount: _ iscount amount: _	500.00
Yr       Fnd       F       Prgm       Fnct       Objct       Fcty         1       10       150       1011       1000       61500       189         2       19       100       1011       1000       61500       199         3       10       100       1011       1000       61600       189         4       10       100       1011       1000       64100       103         5       19       100       1011       1000       64100       199         6       09       -       -       -       -       -         7       00       -       -       -       -       -         8       00       -       -       -       -       -       -         9       00       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       - <t< td=""><td>B Addt'1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</td><td>Amount 1899</td><td>Liquidated Amt 50.09 50.00 50.00 50.00 50.09</td><td>Est Amt 109.09 109.09 100.09 109.09</td></t<>	B Addt'1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount 1899	Liquidated Amt 50.09 50.00 50.00 50.00 50.09	Est Amt 109.09 109.09 100.09 109.09
ENTER=Validate	F16=Return To Ve	ndor Screen		10.02.00

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

Step	Action
5	Enter the description in the <b>Description</b> field(s). A second Description field displays after the Vendor Ref field. <i>When entering a PO number in Step 4, the description field will default to the original PO's description.</i>
6	Enter the information in the <b>Vendor Ref</b> (Vendor Reference) field. 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 <b>Vendor Ref</b> is optional and can be entered if the reference information exists. Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "** CAUTION** Duplicate <b>Vend Ref</b> # for Vendor nnnnn <b>Seq</b> # 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.
7	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the <b>A/P Blnc</b> (Accounts Payable Balance) field. <i>Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.</i>

Step	Action
8	Enter the claim's posting date (MM/DD/CCYY) in the <b>Claim Posting Date</b> 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>
9	Enter the total amount of the claim in the Claim Amount field.
10	Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the <b>Discount Date</b> and <b>Discount Amount</b> fields. 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.
	Repeat Steps 11 – 13 for each account detail line.
	PCGenesis allows up to ten (10) account detail lines per claim.
11	Select the Drop-down selection icon within the <b>Yr Fnd F Prgm Fnct Objct Fcty B</b> Addt'l field to select the account information.
	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.
	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).
12	<b>For multiple accounts:</b> Enter the amount in the <b>Amount</b> field for <u>each</u> account. 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 <b>Claim Amount</b> field from Step 9.
13	Enter the 1099 amount indicator in the <b>1099</b> field to identify the amount on the vendor's <i>Form 1099</i> .
	Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.
	<u>Repeat Steps 11 – 13 for each account.</u>

Step	Action
14	Select Enter <u>once</u> .
	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 <b>Enter</b> 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</i> Vendors with Sequence Numbers less than 500 Report.

	PCG Dist=8991 Rel=10.01.00 02/24/20	D10 DOD 001 SV C:\DEVSYS C:\SEC	0 문 >
Expe	nse (claim) vendor: 224 vendor 00022 0103 VENDOR :	4 STREET Participation in 1099	: Y
D.	SMITH, GA	33333	
ru		Hendey weige REE 001400	
	Description: PO FOR PERMUT BUTTER	A/P blnc: 421	
PO da	ite: <b>02/24/2010</b> PO carry fwd/reopen dat Claim posting dat Discount dat	e: PO amount: e: 02/24/2010 Claim amount: e: Discount amount:	500.00 250.00
1 1 2 1 3 1 4 1 5 1 6 6 8 6 9 6 10 6	Yr       Fnd F       Prgm Fnct 0bjct Fcty B       Addt'1         10       100       1011       1000       61500       189       1         10       100       1011       1000       61500       199       1         10       100       1011       1000       61500       189       1         10       100       1011       1000       6400       189       1         10       100       1011       1000       64100       103       1         10       100       1011       1000       64100       199       1         10       100       1011       1000       64100       199       1         10       100       1011       1000       64100       199       1         10       100       1011       1000       64100       199       1         10       100       1011       1000       64100       199       1         10       100       1011       1000       64100       199       1         10       100       100       100       100       100       100         100       100       100       100 <th>Amount         1099         Liquidated         Amt         50.00         100.00         50.00         100.00         50.00         100.00         50.00         50.00         100.00         50.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00</th> <th>Est Amt 100.00 100.00 100.00 100.00 100.00</th>	Amount         1099         Liquidated         Amt         50.00         100.00         50.00         100.00         50.00         100.00         50.00         50.00         100.00         50.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         50.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00         100.00	Est Amt 100.00 100.00 100.00 100.00 100.00
**CAU	ITION** Highlighted Amount(s) OVER-EXPENDE F12=Post F16=ReE	D Budgeted Balance(s) nter	10.02.00
р	Action		
5	Verify the entries are correct, and select If the entries are incorrect, select F16 "Posting claims" briefly displays. For non-PO associated claims, procee	ct <b>F12</b> (Post). to make the appropriate modifications. d to Step 17.	

The following screen displays for PO-associated claims:

Continue).

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO 8
		Expense (C	laim) Entry			EXP0100
P1 a	ase indicate who	ather this is a F	INAL naument a	mainst the	P 0 or not	
	use indicate with		rime puyment u	iguinise ene	rio or noci	
		Final Payment	= (YES/NO	0		
		ENTER to	continue			10.02.00
	Action					
	Enter Yes or	No in response	e to the <b>Fina</b> l	l Pavmen	t field's prompt	and select Enter

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO 🗗 🗙
		Expense (	Claim) Entry			EXP 01 00
		Vendor: 2	24 VENDOR 000	224		
		Expense Seque	nce # Assigned	: 9974		
ENTER	to Continue					10.02.00
)	Action					
r	Record the as applicable, ar	ssigned sequend ad select <b>Enter</b>	ce number or ((to Continue)	screen-prir	nt the Sequence #	Assigned screen w
	PCGenesis a	utomatically as	sions <b>Ernens</b>	o Seauence	» Numhers	

PCG Dist=8991 Rel=10	0.01.00 02/24/2010	DOD 001 SV	C:\DEVSYS	C:\SECO B ×
Expense (Claim) Vendor:	▼			EXP 01 00
ENTER = Process Hendor	E16=EXIT			10 02 00
				10102100
Action				
Select <b>F16</b> (Exit) to	return to the Final	ncial Accountin	g & Reporti	ng – Claim Proces
Menu.			0 - F-10	0

🗎 F	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO 🗗 🗙
		Fina	ncial Accounti	ng & Report	ing	CL 0 0P
	FKey 		Claim Proc	essing		
	1 Inqu 2 Ent	uire Claim/Expendit	ure			
	3 Can	cel Claim				
	5 Lar	ge Claim Entry/Impo	rt (Non-PO Only)			
	9 Prir	t Open Payables R	eport			
	11 Prir	nt Vendors With Seq	uence Numbers l	ess Than 500.		
	15 Ven	dor Maintenance				
Master	lset _{lict}					
F16	PB Vors Monitor M	YEND DNITOR				
Step	Action					
19	Select F15	( <b>F16 -</b> Exit) to 1	eturn to the F	Financial A	ccounting & Rer	orting Master Menu
	or select Mast	(Master) to	return to the <i>I</i>	Business A _l	oplications Mast	er Menu.

## **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.

	PCG Dist=8991	Rel=10.01.00 Fina	02/24/2010 ncial Accountin	DOD 001 ng & Reporti	SV C:\DEVSYS	C:\SECO
	FKey		Master M	enu		
	1 Bu	idget Account Master	Menu			
	2 Pu	rchase Order Proces	sing Menu			
	<u>3</u> Cl	aim Processing Men	1			
	4 Ve	ndor Check Processi	ng Menu			
	<b>5</b> Re	evenue Account Mast	er Menu			
	6 Ac	counts Receivable P	rocessing Menu			
	7 Re	ceipt Processing Me	nu			
	<u>8</u> Ca	ish Management & In	vestment Manage	ement Menu		
	9 Fi	nancial Reporting & M	Aonth Mr-End Clos	e Menu		
	10 Ac	count Master Descri	ntion File Menu	C HICHU		
	11 Ge	eneral Ledger Accoun	t Master Menu			
	12 Ye	ar End Processing N	lenu			
	12 0					
	13 Sp	ecial Functions Men	U			
	14 Ve	ndor Master Menu wree Master Menu				
	10 00					
	20 Fil	e Reorganization				
						07 00 00
Master	User List					07.03.00
F16		MONITOR				
n _	Action					
	Action					
	Select 3	(F3 - Claim Pro	cessing Menu	1).		

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	PCG Dist=899	91 Rel=1	0.01.00	02/24/2010	DOD 001	SV C	DEVSYS	C:\SECO.	<u>- 8 ×</u>
			Finan	cial Accounti	ing & Repor	ting		C	L 0 0P
	FKey			Claim Proc	essing				
	1	nquire Claim	/Expenditu	re					
	2 1	Enter Claim							
	3 (	Cancel Claim							
	5	Large Claim I	Entry/Impoi	rt (Non-PO Only)					
	9 1	Print Anen Pr	avahles Re	nort					
			iyabics ric	port					
	11	Print Vendors	With Sequ	ience Numbers	Less Than 50	)0			
	15 1	/endor Maint	enance						
Master	User _{List}								
F16		R MONITOR							
	A /•								
p	Action								
2	To enter a	Non-PO	claim v	vith more tl	nan ten (1	l0) acco	unt detail	l lines: S	elect 💻
	(F5 - Large	e Claim Er	ntry/Impo	ort Non PO	Only).	•			

🗎 P	PCG Dist=89	91 Rel=	10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS		P ×
Exper	nse (Claim)	Vendor:		Larye Glaim Ei	icry/imporc		ENFUTUT	
ENTER	= Process vo	endor		F16=Exit	F 1 0= I mp	port	10.01.0	0
	Action							
		11		1		·		
	Enter or sevendor's in	elect the	Drop-do on, and se	wn selection lect Enter.	1con 🗾	within the Ven	dor field to cho	ose

🗎 P0	CG Dist=89	91 Rel=	10.01.00	0 02/24/201	.0 DOD 001	SV C:\DE	VSYS C:\SECO	) <u>- 8 ×</u>
Expen Desc:	se (Claim)	Vendor:	224 U Ø S	Large Claim Lines 1 t JENDOR 000224 0103 VENDOR ST SMITH, GA Vendor Claim d Discount d	Entry/Import o 1 of 1 REET 3: ref: ate: <u>02/24/20</u> ate:	9333 10 Cla Discou	Participation i A/P blnc: <u>421</u> im amount: nt amount:	EXP0101 .n 1099: Y
Line	Yr Fnd F	Prgm Fnct	Objct Fc	cty B Addt'l	Amou	int 1099		
1	<u> </u>					<u> </u>		
2	<u> </u>							
3	<u> </u>							
4	<u> </u>							
5	<u> </u>							
0	<u> </u>					<u> </u>		
8	<u> </u>							
9	<u> </u>							
10	<u> </u>							
11	88							
12	<u>99</u>							
13	<u> </u>							
14	<u> </u>							
15	<u> </u>							
16	<u> </u>							
17	<u>99</u>							
18	<u>00</u>							
20	00							
20	<u></u> .							
ENTER=	Validate	PgDn	F7	7=Dn F16=Retu	rn to vendor s	select		10.01.00

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

Step	Action
5	Enter the description in the <b>Description</b> field(s). A second Description field displays after the Vendor Ref field.
6	Enter the information in the <b>Vendor Ref</b> (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</i> <b>Vendor Ref</b> <i>is optional and can be entered if the reference information exists.</i>
	Note that if the reference information already exists for the vendor on another claim, the following message will be displayed, "** CAUTION** Duplicate <b>Vend Ref</b> # for Vendor nnnnnn <b>Seq</b> # 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.
7	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the <b>A/P Blnc</b> (Accounts Payable Balance) field.
	Balance Sheet account 0422 (Salary and Benefits Payable) is restricted for use with the Summer Salary Accrual vendor.
8	Enter the claim's posting date (MM/DD/CCYY) in the Claim Posting Date field.
	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.
9	Enter the total amount of the claim in the Claim Amount field.
10	Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount in the <b>Discount Date</b> and <b>Discount Amount</b> fields.
	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.

#### **Repeat Steps 11 – 13 for each account detail line.**

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. Step Action Select the Drop-down selection icon **vitin** within the **Yr Fnd F Prgm Fnct Objct Fcty B** 11 Addt'l field to select the account information. 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. 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). 12 For multiple accounts: Enter the amount in the Amount field for each account. 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. 13 Enter the 1099 amount indicator in the 1099 field to identify the amount on the vendor's Form 1099. *Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type* of charge, e.g. rents or royalties, legal fees, etc. *Repeat Steps* 11 - 13 *for each account.* 14 Select Enter once. 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 *Procedure 2B: Printing the* Vendors with Sequence Numbers less than 500 Report.

Desc:	AUGUST SUN 10 Month E	IMER SALAR	610 / accru	UENDO 0224 Smiti Al	DR 000610 VENDOR STREE I, GA Vendor ref Claim date	T 33333 5: 2: 06/30/2010	Participat A/P blnc: Claim amount:	ion in 1099: 422 2039627.
Line 1 2 3 4 5 6	Yr Fnd F 10 100 10 100 10 100 10 100 10 100 10 100 10 100	F Prgm Fnct 1011 100 1011 100 1011 100 1011 100 1011 100 1011 100 1011 100	t Objet 9 11000 9 11000 9 11000 9 11000 9 11800 9 11800 9 11800	Fcty   103 189 199 103 189 199	3 Addt'l	Amount 18097.92 29200.10 18571.84 4035.67 4281.42 4035.67	1099	
7 8 9 10 11 12 13	10 100 10 100 10 100 10 100 10 100 10 100 10 100	1011 100 1011 100 1011 100 1011 100 1011 100 1011 100 1011 100	9 14009 9 14009 9 14009 9 17209 9 17209 9 17209 9 17209 9 21009	103 189 199 103 189 199 103		6367.69 10559.79 3535.97 819.19 822.46 925.69 5208.77		
14 15 16 17 18 19 20	10 100 10 100 10 100 10 100 10 100 10 100 10 100	1011 100 1011 100 1011 100 1011 100 1011 100 1011 100 1011 100	5 21000 5 21000 5 22000 5 22000 5 22000 5 22000 5 23000 5 23000	189 199 103 189 199 103 189		8434.94 5062.36 789.93 1071.57 489.32 2998.61 4588.20		
**CAUT F12=F	10N** High Post	nlighted An PgDn	nount(s	) OVER F7=Dn	-EXPENDED Bud F16=Reenter	lgeted Balance(	5)	10.01.0

If the entries are incorrect, select F16 to make the appropriate modifications. "Posting claims" briefly displays.

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO ₽ ×
-		Expense (	Claim) Entry			EXP 01 01
		Vendor: 6	10 VENDOR 000	610		
	Expense	Sequence # Assi	gned: 8348 Thr	u 8261		
ENTE	R to Continue					10.01.00
)	Action					
)	Record the a	ssigned sequen	ce number(s)	or screen	-print the Seque	nce # Assigned scr
	where applica	ible, and select	Enter (to Cor	ntinue).	N7 1	
	PCGenesis ai	itomatically ass	signs Expense	Sequence	Numbers.	

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001 SV	C:\DEVSYS	C:\SECO & ×
			Large Claim E	ntry/Import		EXP 01 01
Expe	ense (Claim) Ver	ndor: 🔤 💌				
ENTER	= Process vend	or	F16=Exit	F10=Import		10.01.00
	A /*					
	Action					
	Select F16 (I	Exit) to return	to the Finance	cial Accounting	& Reportin	ng – Claim Proces
	Menu.					

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO 문 ×
		Fina	ncial Accounti	ng & Report	ing	CL 0 0P
	FKey 		Claim Proc	essing		
	1 Inqu 2 Ent	uire Claim/Expendit	ure			
	3 Car	cel Claim				
	5 Lar	ge Claim Entry/Impo	ort (Non-PO Only)			
	9 Prir	it Open Payables Ri	eport			
	11 Prir	it Vendors With Seq	uence Numbers l	ess Than 500	)	
	15 Ven	dor Maintenance				
Master	^{Jser} list PB Word <b>PAY</b> V	/END				-
Step	Action					
18	Select <u>F16</u>	( <b>F16 -</b> Exit) to a	return to the <i>I</i>	Financial A	ccounting & Rep	porting Master Menu,
	or select Mast	(Master) to	return to the l	Business A	pplications Mast	er Menu.

## 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 <u>filename type</u> 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</u> <u>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. Copy the templates to <u>each workstation</u> 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 $\rightarrow$ New.
#### C2.1.1. Claim.xlt Template – Example

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Hom	ne Inser	t Pag	ge Layo	out F	ormula	s Di	ata	Revi	iew Vi	ew Acrobat																0 -	. • x
<b>1 X</b> a	ut	Arial		- 10	- (	A ı	=	= =	=	Wrap Text		Date		-	e //	Norr	mal	Bad	G	od	Neutral	1 2	-	· 🖹 🚺	Σ AutoSur	ご 叙 備	
Paste A Fo	opy ormat Painte	в	ΙU	-	- 🕹 -	<u>A</u> -		= :	■ (# (#	Merge & C	enter 👻	\$ - %	· · · · · · ·	8 Conditi	ional Forma	t Calo		Check Cel	Ex	planatory	Hyperlin	k .	Inser	t Delete Format	Glaze z	Sort & Find {	8.
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A B	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	Z	AA A	B AC	A
1	Claim Er	ntry Spre	adshe	eet							1																
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16 L	5	-					-					-															
18 L	7																										
19 L	8						-					-															
21 L 1	0																										
22												-															
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27												1															
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Ready	neet1 / ?	4																	_	_	_		1	1	100%	0-0-	
		_	_	_	_			_								_										~ ~	

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# 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 $\square$ (Save), or from the <i>Menu Bar</i> , select File $\rightarrow$ Save As.
4	Within the <b>Save in</b> : field, navigate to the <b>C:\Claims</b> folder, or to the appropriate file location.

Save As																			?	×
Save in:	CLAIMS												~	¢	) - (	1	$\times$			•
My Recent Documents Documents My Documents My Computer My Network Places																-				
	File <u>n</u> ame: Save as <u>t</u> ype:	E	xcel W	/orkbo	ook (*.	.xlsx)	)						 			~				
Tools -														S	ave			Can	cel	

The following window displays:

Step	Action
5	<b>Optional:</b> Enter <b>ClaimsTemplate</b> in the <b>File</b> <u>n</u> ame field.
	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.
6	Verify the selection of, or select the Drop-down selection icon within the <b>Save as type</b> field to choose <i>Microsoft Excel Workbook (.xls)</i> .
	Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.
7	Select Save (Save).

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

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

The following dialog box displays:

New from Exi	sting Workb	ook											? 🔀
Look <u>i</u> n:	CLAIMS								~	۰		× 🖻	- 🎫
My Recent Documents Desktop	ClaimsTemp -	plate.xlsx											
	File <u>n</u> ame:										~		
	Files of type:	All Excel Files (	[*.xl*; *.xlsx	;; *.xlsm; *.;	.xlsb; *.xla	am; *.xltx;	; *.xltm; *.)	ds; *.xlt; *.h	tm; *.htn	nl; *.mh	t; 🛩		
Too <u>l</u> s •									Qr	eate Ne	2W 🔻	Ca	ncel

Step	Action
2	Select the "Claims" template.

#### The following window displays:

		- (° - 🖨	) 1 7	ء ( 😂 🛕	:								ClaimsTer	mplate1 - M	icrosoft Ex	cel										-	σx
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Step	Action
3	Enter the reason for the creation of the claim or expenditure in the <b>For</b> field.
4	Enter the vendor's number in the <b>Vendor</b> field.
5	Enter the information in the <b>Vendor Ref</b> (Vendor Reference) field. 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 <b>Vendor Ref</b> is optional and can be entered if the reference information exists.
6	Verify or enter the accounts payable <i>Balance Sheet</i> account credited in the ( <b>A/P</b> ) <b>Blnc</b> (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 <b>Date</b> field. 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.

Step	Action
8	PCGenesis accrues the account detail line <i>Amount</i> field entries, and automatically defaults the corresponding total in the <b>Amount</b> field in the header portion of the screen.
9	Enter the effective date of the discount (MM/DD/CCYY) and the corresponding amount (0.00) in the <b>Discount Date</b> and <b>Discount Amount</b> fields.
	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.
10	Enter the description in the <b>Description1</b> and <b>Description2</b> field(s). <i>The Description1 field may contain up to 30 characters, and the Description2 field may contain up to 25 characters. "***Desc1too long***" and/or "***Desc2 too long***" display if the number of characters entered exceed these totals.</i>
	Repeat Steps 11 – 14 for each account detail line.
	PCGenesis allows up to 998 account detail lines per import claim.
11	Enter the account information within the <b>Yr Fnd F Prgm Fnct Objct Fcty B Addt'l</b> field. 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.
	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).
12	For multiple accounts: Enter the dollar amount in the Amount field for <u>each</u> account.
	The amount of the expenditure may contain a negative $(-)$ amount but <u>cannot be zero</u> $(0)$ .
13	Enter the 1099 amount indicator in the <b>1099</b> field to identify the amount on the vendor's <i>Form 1099</i> .
	Charge each line individually where appropriate. PCGenesis bases 1099 codes on the type of charge, e.g. rents or royalties, legal fees, etc.

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

# 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 <b>A</b> , <b>B</b> , <b>D</b> , <b>E</b> , <b>I</b> , <b>J</b> , and <b>M</b> by reducing the size of, or expanding the columns, where applicable.
3	Select Column L (Amount).
4	From the <i>Menu Bar</i> , select <b>Format</b> $\rightarrow$ <b>Cells</b> .

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 11:51 AM • Page 41 of 77 All Rights Reserved. The following dialog box displays:

Format Cells		? 🔀
Number Alignment	Font Border Fill Protection	
Number Alignment Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Font         Border         Fill         Protection           Sample	
	OK Can	cel

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

The following dialog box displays:

Format Cells		? 🔀
Number Alignment	Font Border Fill Protection	
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Sample         Decimal places:       2         Use 1000 Separator (,)         Negative numbers:         1234.10         1234.10         (1234.10)         (1234.10)         al display of numbers. Currency and Accounting offer monetary value.	
	OK Can	cel

Step	Action
6	Enter or select <b>2</b> in the <b>Decimal places</b> field to format the columns with two (2) decimal positions.
7	Make sure the Use 1000 Separator (,) option is deselected.
8	Select OK (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. For example, modify the claim number and the transaction dates on recurring journal entries.
11	From the Menu Bar, select File $\rightarrow$ Save As.

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Look in:	CLAIMS											[	~	¢ •	- 过	$\times$		<u></u> -
My Recent Documents	ClaimsTem	plate.xlsx																
🕑 Desktop																		
My Documents																		
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	File <u>n</u> ame:														~			
	Files of type:	All Excel File	es (*.xl*; *	*.xlsx;	; *.xlsn	sm; *.xk	lsb; *.xl	lam; *.)	xltx; *.x	ltm; *.xls	s; *.xlt; *	*.htm; *	*.html	; *.m	ht; 🗸			
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Too <u>l</u> s •														Oper	1 *		Cano	el
Action																		
Action																		

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

Save As																									?	×		
Save <u>i</u> n:	CLAIMS																		~	6	) -	2	$\times$		•	-		
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Select	ave	(Save).																										
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Contain mu	uipie sn	eets. a	au	ıal	иo	)g t	оох	c a	isĽ	าเล	iys	5, 5	sei	iec	CT					$(\mathbf{C})$	ľΚ	.).						

The following window displays:

The following dialog box displays:

Microso	oft Office Excel
٩	Claims091208.csv may contain features that are not compatible with CSV (MS-DOS). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help.
	Yes No Help

Do not become alarmed, this dialog box always displays.

Step	Action
15	Select Yes).
16	From the <i>Menu Bar</i> , select File $\rightarrow$ Close to close the current file <u>or</u> select File $\rightarrow$ Exit to completely exit Microsoft® Excel.

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 11:51 AM • Page 45 of 77 All Rights Reserved. The following dialog box displays:

Claim.csv File into PCGenesis.

Step

17



**For additional modifications**: Select Yes (Yes) to save the file.

To edit the .csv file, proceed to C2.4. Modifying and Saving the PCGenesis Claim.csv File in Microsoft® Excel.
To load the claim entry file into PCGenesis, proceed to C2.5 Importing the PCGenesis

**18** Close Microsoft® Excel to allow the *.csv* file to be imported into PCGenesis.

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### 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 Uspool at the server.
4	On the server's desktop, double-select the <b>PCG Data Backup</b> 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

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSY	S C:\SECO 📕	8×
		Fina	ncial Accounti	ng & Report	ing	MASTER	1
	FKey		Master M	enu			
		daet Account Macter	Мери				
	2 Pu	chase Order Proces	sina Menu				
	3 Cla	im Processing Menu	l				
	4 Ver	dor Check Processi	ng Menu				
	5 Rev	venue Account Maste	er Menu				
	6 Acc	ounts Receivable P	ocessing Menu				
	7 Re	ceipt Processing Me	nu				
	8 Cas	sh Management & In	vestment Manage	ement Menu			
	9 Fin	ancial Reporting & M	Ionth/Yr-End Clos	e Menu			
	10 Acc	ount Master Descrip	tion File Menu				
	11 Gei	neral Ledger Accoun	t Master Menu				
	12 Ye	ar End Processing M	enu				
	13 80	oial Eurotiono Man					
	14 Ver	dor Master Menu	1				
	15 Sou	Irce Master Menu					
	20 File	Reorganization					
Martin						07 - 03 -	ពព
master	1 Nuezz Wordzz PAY 1	ZEND					00
F16 V		ONITOR					
)	Action						
	Salaat 2	(E2 Claim Due	anaina Mara	-)			
	Select	( <b>F 5</b> - Claim Pro	cessing Menu	1).			

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSY	S C:\SECO 🗗 🗙
		Fina	ncial Accounti	ng & Report	ing	CL 00P
	FKey		Claim Proc	essing		
	<b>1</b> Inqu	uire Claim/Expendit	ure			
	2 Ent	er Claim cel Claim				
	<b>5</b> Lar	ge Claim Entry/Impo	rt (Non-PU Unly)			
	9 Prir	t Open Payables Ri	eport			
	11 Prir	t Vendors With Seq	uence Numbers L	ess Than 50	0	
	15 Ven	dor Maintenance				
	liser					
Master	UPER Worder DAYs	(END				
<u>p</u>	Action					
2	Select 5	(F5 - Large Cla	im Entry/Imp	ort Non P	O Only).	

🖻 P	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO & ×
			Large Claim E	ntry/Import		EXP 01 01
Expe	nse (Claim) Ver	ndor: 🔽 🔽				
ENTER	= Process vendo	nr	F16=Exit	F1ព=Imn	ort	10.01.00
	A					
ep	Action					
3	Select F10 (In	mport).				

	PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV	C:\DEVSYS	C:\SECO	<u> P</u> N
	Claim Entry Upload From File		EXP 01 0	91
<u>C:\CL</u>	r the upload file Path and Name (e.g. C:\CLHIMS\CLHIMNNN)			
	F10=Browse for f	ile		
			40.04	88
E	ENTER=Validate, F16=Exit		10.01.	. 9 9
e P	ENTER=Validate, F16=Exit Action		10.01.	89
ep 4	ENTER-Validate, F16=Exit Action Enter the file and pathname in the field using the naming and Saving the PCGenesis Claim.csv File in Microsoft®	g convention Excel.	18.81. from C2.4. Mo	00 difyin
р 4	ENTER=Validate, F16=Exit         Action         Enter the file and pathname in the field using the naming and Saving the PCGenesis Claim.csv File in Microsoft®         For F10 (Browse for file) selections, PCGenesis defaults window to the .csv file type where appropriate. PCGene CSV (Comma delimited) (*.csv) or the All Files (*.*) opt listing for file type selection. PCGenesis displays a warn import filename does not contain the .csv file extension.	g convention Excel. the Browse sis users may ions from the ing message	10.01. from C2.4. Mo (Select the .csv y select either the c Drop down fil dialog box whe	00 difyin File) he le en an

	PCG Dist=8991 Rel=10.01.00 02/24/2010 DOD 001 SV C:\DEVSYS 0	:\SECO 문 ×
	Claim Entry Upload From File	EXP 01 01
Ente	r the upload file Path and Name (e.g. C:\CLAIMS\CLAIMnnn)	
0:\0	LAINS\CLAIM2010JUL01CHANGE.CSV	
***	ERRORS FOUND - CSV File cannot be loaded ***	
Vend	or 006610 not found on vendor file	
	F16 to Cancel	10.01.00
p	Action	
5	<b>For import file errors:</b> Select <b>F16</b> (to Cancel) Within the Microsoft	® Excel

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

For import file errors: Select F16 (to Cancel). Within the Microsoft® Excel spreadsheet, correct the errors identified, and repeat this procedure beginning at *Step 3*.
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.

Appendix B: .csv File Formatting/Processing provides additional information on interpreting the errors.

	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO
		Claim Entry Up	load From File	•		EXP 01 01
Ente	er the upload file	Path and Name (	e.g. C:\CLAIM	S\CLAIMnnn)		
C:\(	CLAIMS\CLAIM2010AU	IG 01 . CSU				
***	IMPORT FILE SUCCE	SSFULLY LOADED *	<del>: * *</del>			
	Enter to Continue	•				10.01.00
р	Action					
7	For successfu select Enter to	ul file imports o process the fil	: Verify "* le.	** Import	File Successful	ly Loaded ***",

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

	PCG Dist=8	991 Re	el=10.01	.00 C	03/08/20	)10 [	DOD 002	SV	C:\DEVSYS	C:\SECO ₽ ×
				L	arge Clai	m Ent	ry/Import			EXP 01 01
-				L	ines 1	to 2	0 of 875			
Expe	nse (Claim)	Vendor	r: 610	VEND	OR 000610	J				
				0ZZ4	VENDUR S	IREET		0000	Dauta	dipation in 4000. U
Deces		MED 501.0		2111	n, GH	Pof.		3333	OVP 5	CIPACIUN IN 1099. Y
Dest.	10 MONTH F	MPL OVEES	<u>111 100101</u> ?		Claim	date:	86/38/28	1.0	Claim amo	unt: 2039627 37
			<u> </u>		Discount	date:	00700720		Discount amo	unt:
Line	Yr Fnd F	Prgm Fn	nct Objet	Fcty	B Addt'l		Amou	unt	1099	
1	<u>10 100 </u>	<u>1011 10</u>	<u>999 11999</u>	103			18097	.92	<u> </u>	
2	<u> 10 100 _</u>	<u> </u>	<u>999 11999</u>	<u>189</u>			29200	.10		
3	<u>10</u> <u>100</u> _	<u> </u>	<u>999 11999</u>	199			18571	.84		
4	<u>10</u> <u>100</u> _	<u>    1011    10</u>	<u>999 11899</u>	<u>103</u>			4035	<u>.67</u>		
5	<u>10</u> <u>100</u> _	<u>    1011    10</u>	<u>900 11800</u>	<u>189</u>			4281	.42		
6	<u>10</u> <u>100</u> _	<u>    1011    10</u>	<u>999 11800</u>	<u>    199    </u>			4035	<u>.67</u>		
7	<u>10</u> <u>100</u> _	<u>    1011    10</u>	<u>999 14999</u>	<u>103</u>			6367	.69		
8	<u>10 100</u>	<u>1011 10</u>	<u>999 14999</u>	<u>189</u>			10559	.79		
9	<u>10 100</u>	<u>1011 10</u>	<u>999 14999</u>	199			3535	.97		
10	$\frac{10}{40}$ $\frac{100}{400}$	<u>1011 10</u>	<u>999 17200</u>	103			819	. 19		
- 11			<u>000 17200</u>	109			822	<u>.40</u>		
12	10 100	<u> 1011 10</u> 1011 10	000 21000	182			E2 69	77		
10 11	10 100	<u> 1011 10</u> 1011 10	000 <u>21000</u>	190		_	00.2C	<u>. / /</u>		
15	10 100	1011 10	000 21000 000 21000	100			5.862	36		
16	10 100	1011 10	<u>888 22888</u>	1.03			780	03		
17	10 100	1011 10	<u>666 22666</u>	189			1971	.57		
18		1011 10	999 22999	199			489	.32		
19	10 100	1011 10	000 23000	239			2998	.61	INVAL	ID BUDGET ACCOUNT!
20	10 100	1011 10	999 23999	189			4588	.20		
Total	Line Error	s = 5	Firs	t Err	or Line	19				
INUA	LID BUDGET	ACCOUNT !	1							
ENTER	=Validate	PgDn	n	F7=Dn	F16=Ret	urn t	o vendor s	seled	ct	10.01.00

# StepAction8Verify the information displayed is correct, make the appropriate entries in the fields, and<br/>select Enter to validate the entries.When detecting errors during validation, PCGenesis highlights the fields containing<br/>errors. PCGenesis displays the total number of errors, with the error description listed<br/>next to each account line which is in error. In this instance, correct the error(s) indicated<br/>and select Enter to validate the claim's information again. After correcting all "normal"<br/>errors, PCGenesis checks several other conditions and where appropriate, displays<br/>various cautionary warning messages. Acknowledge these messages by selecting Enter.<br/>Use the Page Up (F6) and Page Down (F7) keys to review the claim's account detail lines.

Expe	nse (Clain	n) Vendo	or:	610	L Vend 0224 Smit	ines 1 to 2 OR 000610 VENDOR STREET H, GA	0 of 875 33333	Participat	ion in 1099:
Desc:	AUGUST SU 10 Month	JMMER SAL Employee	LARY Es	ACCRUA	1L	Vendor ref: Claim date:	06/30/2010	A/P blnc: Claim amount:	422 2039627.3
						Discount date:		Discount amount:	
Line	Yr Fnd	F Prgm F	nct	Objct	Fcty	B Addt'l	Amount	1099	
1	10 100	1011 1	1000	11000	1 03		18097.92		
2	10 100	1011 1	1000	11000	189		29200.10		
3	10 100	1011 1	1000	11000	199		18571.84		
4	10 100	1011 1	1000	11800	1.03		4035.67		
5	10 100	1011 1	1000	11800	189		4281.42		
6	10 100	1011 1	1000	11800	199		4035.67		
7	10 100	1011 1	1000	14000	1 03		6367.69		
8	10 100	1011 1	1000	14000	189		10559.79		
9	10 100	1011 1	000	14000	199		3535.97		
10	10 100	1011 1	1000	17200	1 03		819.19		
11	10 100	1011 1	1000	17200	189		822.46		
12	10 100	1011 1	1000	17200	199		925.69		
13	10 100	1011 1	1000	21000	1 03		5208.77		
14	10 100	1011 1	1000	21000	189		8434.94		
15	10 100	1011 1	000	21000	199		5062.36		
16	10 100	1011 1	000	22000	1 03		789.93		
17	10 100	1011 1	000	22000	189		1071.57		
18	10 100	1011 1	000	22000	199		489.32		
19	10 100	1011 1	000	23000	1 03		2998.61		
20	10 100	1011 1	1000	23000	189		4588.20		
**001		blightor	1 0 00	unt(c)	01150	-EVPENDED Buda	atad Balanca(	->	
E19=	Post	Par	) n 110 ) n	unc(s,		E16=Reenter	ecen narance(	»)	10 01 0
-1-12-	TUSC	ryı			17-01	- i-io-neencer			10.01.0

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

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	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO & ×
_		Expense (	Claim) Entry			EXP 01 01
		Vendor: 6	10 VENDOR 000	510		
	Fundance	Comunent & Acci	anade 00k0 Thu	. 0044		
	Expense	Sednence # H221	yneu: 8348 fiiri	1 8201		
ENT	ER to Continue					10.01.00
)	Action					
)	Record the a	ssigned sequen	ce number(s)	or screen	-print the Seque	nce # Assigned sci
	where applica	ble, and select	Enter (to Cor	ntinue).		

PCGenesis automatically assigns Expense Sequence Numbers.

🔲 P	PCG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001 SV	C:\DEVSYS	C:\SECO B ×
			Large Claim E	ntry/Import		EXP 01 01
Ехре	nse (Claim) Ve	ndor: 📃 💌				
	_					
ENIER	= Process vend	or	F10=EX1C	FIU=Import		10.01.00
	Action					
1	Select F16 (I	Exit) to return	to the Finance	cial Accounting	& Reporti	ng – Claim Proces
	Menu.			0	Â	-

🗎 P	CG Dist=8991	Rel=10.01.00	02/24/2010	DOD 001	SV C:\DEVSYS	C:\SECO B×
		Fina	ncial Accounti	ng & Report	ing	CL 00P
	FKey 		Claim Proc	essing		
	1 Inq 2 Ent	uire Claim/Expendit er Claim	ure			
	3 Car	cel Claim				
	5 Lar	ge Claim Entry/Impo	rt (Non-PO Only)			
	9 Prir	t Open Payables R	eport			
	11 Prir	t Vendors With Seq	uence Numbers l	_ess Than 500	D	
	15 Ven	dor Maintenance				
Mactae U	ser ₁₁₋₄					
F16		YEND DNITOR				
Step	Action					
12	Select F15	( <b>F16 -</b> Exit) to 1	eturn to the F	 Financial A	ccounting & Ro	norting Master Menu
	or select Mast	(Master) to	return to the <i>I</i>	Business A	pplications Mas	ter Menu.

## **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 <u>not</u> 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.

PCG Dist=8991 Rel=08.03.00 08/27/2008 CJD 001 C:\DEVSYS C:\SECOND	- 7 X
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
1 Budget tecoupt Meeter Menu	
2 Purchase Order Processing Menu	
3 Claim Processing Menu	
4 Vendor Check Processing Menu	
5 Revenue Account Master Menu	
6 Accounts Receivable Processing Menu	
7 Receipt Processing Menu	
8 Cash Management & Investment Management Menu	
9 Financial Reporting & Month/Yr-End Close Menu	
10 Account Master Description File Menu	
11 General Ledger Account Master Menu	
13 Special Functions Menu	
14 Vendor Master Menu	
13 Source Master Menu	
20 File Reorganization	
Master Useriist	07.03.00

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

	PCG Dist=8991	Rel=08.03.00	09/15/2008 CJ	D 001 C:\DE\	SYS C:\SEC	OND	G
			Financial Ac	counting & Re	porting		CL 00P
	FKey		Clai	m Processing			
	1 2 3	Inquire Claim/E Enter Claim Cancel Claim	×penditure				
	5	Large Claim En	try/Import (Non-P	) Only]			
	9	Print Open Pay	ables Report				
		Print Vendors V	/ith Sequence Nu	mbers Less Tha	n 500		
	15	Vendor Mainten	ance				
Naste	y User _{list}						
1.45(4							

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

The following screen displays:

🔲 P	CG Dist:	-8991	Rel=1	1.02.01	09/22	/2011	DOD 00	1 C	:\DEVSYS	5 C:\\	SECOND					_ 8 ×
							Clai	m/Exp	enditu	re I	nguir	U			E	XP 02 0 0
		En	tor u	ondor	# **	sear	the	ovnor	co fil	e to	ovan	ino				
		en	tries	For	this	venda	r: _	exper	(Opt	Se	q. #)	:		0	nly 1 Opti	on
				and	Press	ENTE	R		(upt	. ке	+. #)	-	 		HITOMEO	
		Se	arch	by ac	count	numb	er			••••	F12					
	ntor	Conti		E42-4	000110	+ 54	6-Eud									
	First	Next	Prev	Last	GGUUII	C, F	0-EXT					F12		F15 Q	1	1.03.00
F16	-	蕾										Help				

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

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

E PCG Dist=8991 Rel=11.02.01 09/22/2011 DOD 001 C:\DEVSYS C:\SECOND	<u>_8×</u>
Claim/Expenditure Inquiry	EXP 02 00
Enter vendor # to scan the expense file to examine entries for this vendor: (Opt. Seq. #): (Opt. Ref. #): and Press ENTER	Only 1 Option Allowed
Search by account number F12 Yr Fnd F Prgm Fnct Objct Fcty B Addt'1	
Enter=Continue, F16=Exit	14 00 00
ENTE     First     Next     Pre∨     Last     F12     Pr       Fis     Image: Amount of the state	<u>دم</u> 11.03.00
Step Action	

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

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🔲 PCG D	ist=8991 Rel=11.02.01 09/22/2	11 DOD 001 C:\DEVSYS C:\SECOND	
	Cancel-Vendor	17 VENDOR 000017 0011 Vendor Street	EXP 02 00 OPEN
	Seq: 9918 Description: GRADE 1 BOO	SMITH, GA 33333 A/P blnc: 421 Cross-ref seq: S Vendor ref: MATH B Burchase order: 822162	DOKS
	Claim date: 9/22/2011 Disc date:	Claim amount: Discount amount:	688.88
	Bank: Payment:	Check#: Amount:	
	Yr Fnd F P Charge to: 12 100 1 12 100 1 12 100 1 12 100 1 12 100 1 12 100 1 12 100 1 00 00 00 00 00	gm Fnct Objet Fety B Addt'l 11 1000 61000 105 11 1000 61000 191 11 1000 61000 1052 11 1000 61000 3052 11 1000 61000 4052 11 1000 61209 105	Amount 1099 189.00 100.00 100.00 100.00 100.00 100.00
F1=Firs	st, F2=Next, F3=Preu, F4 st Next Pre∨ Last	Last, F17=PrtScrn, F18=Cancel F16=Reenter/Exi F12 F12 F18 Help Help	11.03.00
5	Solari (E19 C		
5	Select <b>First</b> ( <b>F1 -</b> Fir between the vendor's	t), Next (F2 - Next), Prev (F3 - Prev), or L claim records where appropriate.	ast (F4 - Last) to scroll
	Select <b>G</b> ( <b>F17</b> – P screen print file will b	int Screen) to obtain a screen print of the <i>Cance</i> available in the print queue with the name ' <i>P</i> .	cel Claim screen. The SCNnnnn'.
	If the claim's status in Cancel), and the Help right corner of the scr	(Enter - N) (Enter - N) (Enter - N) (Enter - N) (F28 – Help) options display. The claim's steen. The cancel option will <u>not</u> be offered for p	Vext claim), 🝈 (F18 Catus displays in the upp Daid and cancelled clain

🔲 PCG D	ist=8991 Rel=1	1.02.01 09/22/2011	DOD 001	C:\DEVSYS	C:\SECOND			_ 8 ×
	Cancel-Ve	ndor	17	VENDOR 000 0011 Vendo	017 R street		OP	EXP 02 0 0 EN
				SMITH, GA		33333		
1	Seq: Description:	<b>9918</b> Grade 1 Books	A/P bl	nc: 421	Cross- Ven Purchas	ref seq: dor ref: MAT e order: 023	H BOOKS 162	
	Claim date: Disc date:	9/22/2011			Claim Discount	amount: amount:	600.00	
	Bank:	Payment:		Check#:		Amount:		
	Charge to:	Yr Fnd F Prgm 12 188 1611 12 188 1611 12 188 1811 12 188 1811 12 188 1811 12 188 1811 12 188 1811 86 86 86 86 86	Fnct 0 1909 6 1909 6 1909 6 1909 6 1909 6	bjct Fcty B 1000 105 1000 191 1000 1052 1000 3052 1000 4052 1209 105	Addt'l		Amount 100.00 100.00 100.00 100.00 100.00 100.00	1699
Cancell ENTER	lation Date: TO CANCEL	(MM/DD/CCYY)				F16=Reenter/	Exit	
	Not Rev	Last			F12 Help		- <u>15</u> Q	11.03.00
ep	Action							
5	Enter the cancel the <i>The date e</i>	date (MM/DD claim. <i>ntered must be</i>	/CCYY	Y) in the <b>C</b>	Cancellation	<b>Date</b> field	and select	ENTER (Ent

🔲 PCG Dist=8991 Rel=1	1.02.01 09/22/2011	DOD 001	C:\DEVSYS	C:\SECOND			<u>_ 8 ×</u>
Cancel-Ver	ndor	17 UE 00	NDOR 000 11 vendo	017 R STREET		0	EXP0200 Pen
		SM	ITH, GA		3333	3	
Seq: Description:	<b>9918</b> Grade 1 Books	A/P blnc:	421	Cross-I Ven Purchas	ref seq: dor ref: e order:	MATH BOOKS 023162	
Claim date: Disc date:	9/22/2011			Claim Discount	amount: amount:	600.00	
Bank:	Payment:		Check#:		Amount:		
Charge to:	Yr Fnd F Prgm 12 100 1011 12 100 1011 12 100 1011 12 100 1011 12 100 1011 12 100 1011 00 00 00 00	Fnct Objc 1990 6199 1999 6199 1999 6199 1999 6199 1999 6199 1999 6129	t Fcty B 0 105 0 191 0 1052 0 3052 0 4052 9 105	Addt'l		Amount 198.00 109.09 198.99 198.09 199.09 199.99	1099
Cancellation Date: F18 TO CONFIRM CAN F18 F18 HEAL PLOY F16 TO THE HEAL PLOY	9/22/2011 NCEL			F12	-16=Reen	ter/Exit	11.03.00

#### Step Action

7

Select 📅 (F18 - To Confirm Cancel).

"Waiting for locked record." briefly displays.

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.

Claim/Expenditure Inquiry  Enter vendor # to scan the expense file to examine entries for this vendor: 17 (Opt. Seq. #): Only 1 Option (Opt. Ref. #): Allowed and Press ENTER  Search by account number	1
Enter vendor # to scan the expense file to examine entries for this vendor: 17 (Opt. Seq. #): Only 1 Option (Opt. Ref. #): Allowed and Press ENTER Search by account number F12	1
Enter vendor # to scan the expense file to examine entries for this vendor: 17 (Opt. Seq. #): Only 1 Option (Opt. Ref. #): Allowed and Press ENTER Search by account number F12	1
(Opt. Ref. #): Allowed and Press ENTER Search by account number F12	
Search by account number F12	
Search by account number F12	
Entou-Continue E49-Account E46-Euit	
First     Next     Prev     Last     F12 $_{FIS}$ Q     11	. 03 . 00
Action	

The following screen displays:

Processing Menu.

-		000
<u> </u>	PCG Dist-8991 Rel=08.03.00 09/15/2008 CJD 001 CADEVSYS CASECOND	
1	Financial Accounting & Reporting	LEOP
1	FKey Claim Processing	
1		
1	1 Inquire Claim/Expenditure	
1	2 Enter Claim	
1	3 Cancel Claim	
1		
1	5 Large Claim Entry/Import (Non-PO Only)	
I		
1	Print Open Payables Report	
1	11 D'-1 V - 1 10" 0 N 1 Th 500	
1	Print vendors with Sequence Numbers Less Than 500	
1	15 Jan Vender Maintenance	
1		
I		
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I		
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1		
Naste	, User _{list}	
	I UP3 V+G PAY VEND	
P16 4		

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

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## 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.

Fkey       Haster Henu         1          2          2          3          1          3          1          4          5          6          7          8          10          9          10          10          10          11          12          13          13          14          15          12          13          14          15          15          15          15          15          15          15          16          17          18		PCG Dist=8991 Rel=	18.03.00 08/27/2008 Financia	CJD 001 C:\[ 1 Accounting &	DEVSYS C Reporting	SECOND:		MASTER1					
<ul> <li> Budget Account Master Menu</li> <li> Purchase Order Processing Menu</li> <li> Claim Processing Menu</li> <li> Vendor Check Processing Menu</li> <li> Recent Receivable Processing Menu</li> <li> Account Receivable Processing Menu</li> <li> Account Receivable Processing Menu</li> <li> Cash Management &amp; Investment Management Menu</li> <li> Cash Management &amp; Investment Management Menu</li> <li> Account Master Description File Menu</li> <li> Special Ledger Account Master Menu</li> <li> Yead or Master Menu</li> <li> Vendor Master Menu</li> <li> Source Master Menu</li> <li> File Reorganization</li> </ul>		EKen		Master Menu									
1       Eudget Account Master Menu         2       Purchase Order Processing Menu         3       Claim Processing Menu         4       Vendor Check Processing Menu         5       Revenue Account Master Menu         6       Accounts Receivable Processing Menu         7       Receipt Processing Menu         8       Cash Management & Investment Management Menu         9       Financial Reporting & Month/Yr-End Close Menu         10       Account Master Menu         11       General Ledger Account Master Menu         12       Year End Processing Menu         13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu         15       Source Master Menu         20       File Reorganization													
<ul> <li>2 Claim Processing Menu</li> <li>3 Claim Processing Menu</li> <li>4 Vendor Check Processing Menu</li> <li>5 Revenue Account Master Menu</li> <li>6 Account Master Menu</li> <li>7 Receipt Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/PrEnd Close Menu</li> <li>10 Account Master Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>14 Vendor Master Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>		_1 Budge	Account Master Men	u Maran									
<ul> <li>4 Vendor Check Processing Menu</li> <li>5 Revenue Account Master Menu</li> <li>6 Accounts Receivable Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>14 Vendor Master Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>		3   Claim Processing Menu											
<ul> <li>5 Revenue Account Master Menu</li> <li>6 Accounts Receivable Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>		<ul> <li>- Vendor Check Processing Menu</li> </ul>											
<ul> <li>3 Flevenue Account Master Menu</li> <li>6 Accounts Receivable Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>14 Vendor Master Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>													
<ul> <li>7 Recould Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/PrEnd Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>14 Vendor Master Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>	5 Revenue Account Master Menu												
B Cash Management & Investment Management Menu     J Financial Reporting & Month/Yr-End Close Menu     10 Account Master Description File Menu     11 General Ledger Account Master Menu     12 Year End Processing Menu     13 Special Functions Menu     15 Source Master Menu     20 File Reorganization		7 Receip	t Processing Menu	sing menu									
9       Financial Reporting & Month/Yr-End Close Menu         10       Account Master Description File Menu         11       General Ledger Account Master Menu         12       Year End Processing Menu         13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu         20       File Reorganization		8 Cash M	lanagement & Investi	ment Managemen	t Menu								
20       Flie Reorganization		9 [ [	al Dependence 9 bit	No End Class - M									
11       General Ledger Account Master Menu         12       Year End Processing Menu         13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu         20       File Reorganization		10 Accourt	iai Reporting & Month t Master Description	yrr-Ena Close Me File Menu	enu								
12       Year End Processing Menu         13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu         20       File Reorganization		11 General Ledger Account Master Menu											
13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu         20       File Reorganization		12 Year End Processing Menu											
14     Vendor Master Menu       15     Source Master Menu       20     File Reorganization		13 Special Functions Menu											
15 Source Master Menu 20 File Reorganization		14 Vendor Master Menu											
20 File Reorganization		15 Source Master Menu											
20 File Reorganization		20 [ 51- 5											
		20 File Re	organization										
		L. I. I. I.											
arter Uset List 07.03.06	Master	Visetlist						07.03.00					
	F16		2										



The following screen displays:

] P(	CG Dist=8991	Rel=08.03.00	09/15/2008 Financial	CJD 001 Accounti	C:\DEVS	YS C:\ rtina	SECONI	)	CLOOF	- 7 X
	E Kau			1						
			6	Idim Proc	essing					
	1	Inquire Claim/E	xpenditure							
	2	Enter Claim								
	3	Cancel Claim								
	5	Large Claim En	try/Import (No	n-PO Only)						
	9	Print Onen Pava	ables Benort							
		i ilik opoli i dy	ibioo riopoit							
	11	Print Vendors V	/ith Sequence	Numbers L	ess Than.	500				
	15	Vendor Mainten	ance							
1										
aster **	**list 1872 Wast=2 P4						_			
<u>، حا</u> لا	:9 ""9 ~	TOR HONITOR								

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

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CG Dist-8991 Bel-08 03 00 09/15/2008	CJD III1 CADEVSYS CASECOND	_ # X
Selected Payables F	Report Option Screen	EXP 06 00
Enter Period Ending: <u>9152008</u> (	(MHDDCCYY)	
Please enter the Sort Sequence	<ul> <li>(F = Fund Sequence)</li> <li>(N = Name Sequence)</li> <li>(U = Vendor # Sequence)</li> <li>(D = Claim Date Sequence)</li> </ul>	
X to exclude claims with fund balance account 0422	<u>×</u>	
Include claims with funds:	<u>100</u> to <u>999</u>	
ENTER to continue, PF1	l6 to Exit	08.02.00

Step	Action
3	Enter the date (MMDDCCYY) in the <b>Enter Period Ending</b> field. <i>PCGenesis defaults to return to the current date.</i>
4	Enter <b>F</b> (Fund), <b>N</b> (Name), or <b>V</b> (Vendor) or <b>D</b> (Date) in the <b>Please enter the Sort</b> <b>Sequence</b> 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. 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.
6	<b>To include only claims charged to specific funds:</b> 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. "***Processing Request***" briefly displays. If no open payables exist, a message indicating the same displays. PCGenesis will not generate a report in this instance.

	-																
	PCG I	Dist=8!	991 F	Rel=08	3.03.00	09/1	5/200	8 CJ	D 001	C:\	DEVS	rs (	:\SEC	OND			- 5 2
						Fi	nanci	al Ac	count	ing 8	Repo	rting	I			CLO	BP
		FKey						Clai	n Pro	cessi	ng						
		1	1-		ci:												
		2	E	nter Cl	aim aim	xpen	unture										
		3	C	ancel	Claim												
		5							0.0-1								
		3	Li	arge C	iaim Ei	iu y/in	iport (I	von-P	U Uniy	ŋ							
		9	P	rint Op	en Pay	ables	Repo	rt									
		11									TL F						
			P	rint ve	naors	with S	equen	CE NU	mbers	Less	Inant	000					
		15	V	endor	Mainte	nance											
Naster	User _{list}																
~	0:3	WordEn	PAY	VEND													

Step	Action
8	To print the report via the Uqueue Print Manager: Select 19 (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.
9	Select <b>FIG</b> ( <b>F16</b> – Exit) to return to the <i>Financial Accounting &amp; Reporting Master</i> <i>Menu, or</i> select (Master) to return to the <i>Business Applications Master Menu</i> .
### 2A.1. Open Payables Report (by Vendor) – Example

_								
				Page Break				
09/15/200	8 15:35		OPE	N PAYABLES BY VENDOR # AS OF 09/15/08			EXP0655 PAGE 1	
		TNUNTCF		EXPENDITURE ACCOUNT				
0500			A11011117				51.110	
2EÚ#	VEND-REF	DHIE	HMUUNI	FND-F-PRUG-FUNG-UBJCI-FCIY-B-HDDI'L	PU #	DESCRIPTION	BLNG	
VENDOR #:	000179	VENDOR NAME: VENDO	R 000179					
9864		06/30/08	25.45	100-0-1858-1000-61000-6104-0-000000	072352	STUFF	0421	
			25.45 *	•				
			25 h5 ¥	*				
			23.45					
UENDOR #:	888265	VENDOR NAME: VENDO	R AAA265					
9410		84 / 3 8 / 89	360.03	409-0-0000-9100-49000-0179-1-000000		етисс	8694	
0049		00730700	340.02	002-0-3330-2100-02000-01/2-1-000000		310FF	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.

<b>**</b> GRAND TOTAL	1,131,491.73 ***	

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### **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.

	PCG Dist=8991 Rel=08.03.0	0 08/27/2008 (	CJD 001	C:\DEVSY	S C:\SEC	OND	- • ×
		Financial	Accountin	g & Repor	ting		MASTER1
	FKey		Master Me	nu			
	Budget Accou	nt Master Menu					
	2 Purchase Ord	er Processing M	enu				
	3 Claim Proces	sing Menu Processing Men					
		r roccooling mon					
	5 Revenue Acco	unt Master Menu	1 				
	7 Receipt Proce	ssing Menu	ng menu				
	8 Cash Manage	ment & Investme	nt Manager	nent Menu			
	9 Financial Ben	erting & Menth/Y	r-End Close	Мели			
	10 Account Mast	er Description Fil	e Menu				
	11 General Ledg	er Account Maste	r Menu				
		cosing menu					
	13 Special Funct	ons Menu					
	15 Source Maste	r Menu r Menu					
	20 File Reorgani	zation					
							87 60 68
Haste	er ^{User} list						87.83.88
Ft6 T							

1	Select <b>3</b> ( <b>F3</b> - Claim Processing Menu)
1	Select (F3 - Claim Flocessing Menu).

Step

Action

The following screen displays:

	PCG Dist=8991	Rel=08.03.00 09/15/	2008 CJD 001	C:\DEVSYS	C:\SECOND	- 7 X
		Fina	ncial Accountin	g & Reportin	ng	CLOOP
	FKey		Claim Proce	ssing		
		Inquire Claim/Expendit	ure			
	2	Enter Claim				
		Cancel Claim				
	5	Large Claim Entry/Imp	ort (Non-PO Only)			
	9	Print Open Payables R	eport			
		Print Vendors With Sec	uence Numbers Le	ss Than 500		
	10	Vendor Maintenance				
Naster	Userlist					
	0*3 Words . Pe	VEND				
F16 V		IR MONITOR				

Step	Action			
2	Select <b>11</b> ( <b>F11</b> - Print Vendors with Seq. Nmbrs. less than 500).			
	<i>"***Processing Request***" and "***Creating Report for Vendors with Seq Less than 500***" briefly display.</i>			
	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 redisplays.			
3	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.			
4	Select <b>FIG</b> ( <b>F16</b> – Exit) to return to the <i>Financial Accounting &amp; Reporting Master</i> <i>Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .			

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

	Page BreakPage Break					
09/15/2008	16:06		VENDORS WITH SEQUENCE NUMBERS LESS THAN 500	FARPR500	PAGE	1
			*** PLEASE CALL THE PCGENESIS HELP DESK ***			
VENDOR	SEQUENCE	NUMBER OF CLAIMS				
NUMBER	NUMBER	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						

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## 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



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## A.2. Microsoft[®] Excel Spreadsheet – Example

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



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# 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 . <i>csv</i> file for the <i>Claim Import</i> process, only lines containing the characters <i>V</i> , <i>X</i> ,						
	D,  or  D	L as the first character of <i>Column A</i> are processed. These characters identify the Vendor,						
	Disco	unt, Description, and (Account Charge) Lines. These lines can occur in any order within the						
	.CSV II	le.						
2	All III	and Leave Column A blank to include Comments and/or Headings in the csy file						
3	Colun	$u_{R}$ B must be numeric for each line containing the characters V X D or I. Enter a sequence						
5	number between 1 and 999 for each L line and do not duplicate the entries. The template uses line							
	0 for t	he Vendor, Description, and Discount lines.						
4	PCGe	nesis does not consider trailing blanks within the allowed length of alphanumeric fields.						
5	The V	endor 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 Column A. Column B must be numeric.						
	5.3	The Vendor number in Column C 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 Balance Sheet account in Column H must be numeric and may contain up to 4 digits.						
		<i>PCGenesis does not validate this information during the import, but validates it during the</i>						
	5.6	claim entry validations.						
	5.6	Enter the claim date in <i>Column</i> K as a six (6)-digit number in the form MMDDY Y. The						
	57	The Total Claim Amount in <i>Column I</i> , must meet the criteria listed in <i>Itam 10</i>						
6	The D	iscount line must meet the following specifications						
0	61	This line is optional. The csy file does not require this line. The import assumes the values						
	0.1	as zero (0) if the line is not present.						
	6.2	If present, <i>Column A</i> must contain an <i>X</i> .						
	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 Column L must meet the criteria listed in Item 10.						
7	The D	escription 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 <i>D</i> 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						
<u> </u>	7.4	required during claim entry validations.)						
	/.4	<i>Column H</i> may contain up to twenty-five (25) characters of additional descriptive text.						
ð	The fi	le must contain at least one charge line and may contain up to 999 charge lines.						

	Claim .csv File Format Requirements (Cont'd)					
9	Each Char	rge line must meet the following specifications				
	9.1	Column A must contain an L.				
	9.2.	Column B (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	Column C (account Year) may contain up to two digits.				
	9.4	Column D, (account Fund) may contain up to three (3) digits.				
	9.5.	Column E (account Fisc indicator) may contain one (1) digit.				
	9.6.	Column F, (account Program) may contain up to four (4) digits				
	9.7	Column G, (account Function or Balance Sheet account) may contain up to 4 digits				
	9.8	Column H, (account Object) may contain up to five (5) digits.				
	9.9	Column I (account Facility) may contain up to 4 digits.				
	9.10	Column J, (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 Columns C through K should be a valid account in				
		the General Ledger or Budget Chart of Accounts. 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	Column M, (1099 code) may contain 1 character. This character should be the digits 1-8,				
		the letter <i>B</i> , <i>C</i> , <i>D</i> , <i>or E</i> , or be left blank.				
10	The amou	nt 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.				