



Dr. John D. Barge, State School Superintendent

PCGenesis Fiscal Year-End Processing Checklist

Be sure the Teacher Retirement System (TRS) and State Health Certified Employer contribution rates effective July 1, for payrolls beginning July 1, 2011 are correct.

- The State Health (GHI) rate is: 18.534% effective July 1, 2011.
- The TRS employer rate is 10.28% and the employee rate is 5.53% effective July 1, 2011.

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING PROCEDURES TO OPEN FY12		
✓	STEP	ACTION
	1	Generate the <i>Vendors with Sequence Numbers Less than 500 Report</i> .
	2	Add new vendors.
	3	Complete this procedure before FY12 processing: Update the Highest Allowable Transaction Date on the <i>Display/Update System Control Data</i> screen.
	4	Enter new funds, facilities, account numbers, and account descriptions as necessary through the <i>Account Master Description File Menu</i> .
	5	Add a FY12 year (<i>Type 01</i>) record to the <i>Account Master Description File</i> .
	6	Perform the <i>Fiscal Year Account Rollover</i> or import for <i>Budget</i> accounts.
	7	Add the original budget amounts to the accounts.
	8	Perform the <i>Fiscal Year Account Rollover</i> or import for <i>Revenue</i> accounts.
	9	Add the original revenue amounts to the accounts.

PAYROLL – PAYROLL PROCEDURES AFTER COMPLETING THE 06/2011 PAYROLL		
✓	STEP	ACTION
	1	OPTIONAL: Generate the <i>Fiscal Wages by Fund Report</i> .
	2	Reset the fiscal amounts to zero (0).
	3	Change the fiscal year in payroll accounts after the last FY11 payroll has been completed but before setting up for the first FY12 payroll.
	4	Print the <i>Invalid Budget Accounts in Payroll Report</i> .
	5	Update the Payroll System's <i>Tax Tables</i> .
	6	Mass update employees' contract months for accruals and service code indicators.
	7	Mass update affected employees' pay reason to report accrued pay to TRS.
	8	Mass update employees' CS-1 job codes from the CPI assignments.
	9	Create the summer salary accrual claims and reports.

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES BEFORE FY11 CLOSING		
✓	STEP	ACTION
	1	Clear the FY11 accruals.
	2	Enter the FY12 accruals.
	3	Establish the <i>Account Receivables</i> .
	4	Deposit all <i>Undeposited</i> receipts.
	5	Add School Nutrition accounting records. If fully recording the School Nutrition Program's accounting records on PCGenesis, make no further entries. The school district's or system's <i>DE FORM 0046 Report</i> will include this information.
	6	Post school Activity and school Governmental account information.
	7	Enter PCGenesis Capital Asset postings.
	8	<p>FY11 Budget: Process and transmit the <i>DE FORM 0046 Budget (D46B1101)</i> transmission file from the <i>GOSEND</i> library.</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Budget Report and retransmit the DE FORM 0046 Budget (D46B1101) transmission file.</i></p> <p>Do not complete the signoff until FY11 is closed, and the file has been retransmitted.</p>
	9	<p>FY12 Budget: Process and transmit the <i>DE FORM 0046 Budget (D46B1201)</i> transmission file from the <i>GOSEND</i> library.</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Budget Report and retransmit the DE FORM 0046 Budget (D46B1201) transmission file. PCGenesis allows for the creation and transmission of the DE FORM 0046 Budget (D46B1201) data transmission file although the report is out of balance.</i></p> <p>Do not complete the signoff until FY11 is closed, and the file has been retransmitted.</p>
	10	<p>FY11 Financials (Actuals): Process and transmit the <i>DE FORM 0046 Financial (D46F1101)</i> transmission file from the <i>GOSEND</i> library.</p> <p><i>After correcting ALL errors, rerun the DE FORM 0046 Actuals Report and retransmit the DE FORM 0046 Actuals (D46F1101) transmission file.</i></p> <p>Do not complete the signoff until FY11 is closed, and the file has been retransmitted.</p>
	11	Balance Interfund/Transfer accounts.

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES BEFORE FY11 CLOSING (CONT'D)		
✓	STEP	ACTION
	12	Generate the <i>CS-1 reports</i> and make the necessary corrections using the <i>Payroll Transfer of Gross Earnings</i> functionality for salaries and benefits and the <i>Journal Entry</i> functionality for travel expenses. Reminder: You must generate an error free <i>CS-1 Expense Report</i> before closing . Remember that the <i>CS-1 Expense Report</i> is a cash basis report and must be adjusted for accruals.
	13	Transfer open purchase orders (PO's) to the new fiscal year. PO's must be transferred before claims can be entered against an associated PO in the new year.
	14	<i>Generate all month-end reports as of 06/30/2011.</i>
	15	Generate the <i>List of Open Payables by Fund</i> , <i>List of Open Receivables by Fund</i> , and the <i>List of Open Purchase Orders by Account</i> reports as of 06/30/2011 , all of which total by Fund. Verify the totals by fund are in agreement with ALL applicable <i>Balance Sheet</i> accounts by fund on the <i>General Ledger</i> . <input type="checkbox"/> Verify the General Ledger's (G/L's) Cash on Hand (102) equals zero (0) for each fund. <input type="checkbox"/> Verify the <i>Monthly Expenditure and Revenue Detail or Summary Report</i> totals equal the G/L's 602 and 302 Control accounts for each fund. <input type="checkbox"/> Compare the <i>Open Accounts Payable Report by Fund and Balance</i> to the G/L's Payables accounts (421, 422, etc.) for each fund. <input type="checkbox"/> Compare the <i>Open Accounts Receivable Report by Fund and Balance</i> to the G/L's Receivable accounts (141, 153, etc.) for each fund. <input type="checkbox"/> Compare the <i>Open Purchase Order Report by Account Number Sequence</i> and balance the totals with the G/L's Encumbrance accounts (603, 753) for each fund.
	16	Generate the check registers for outstanding <i>ISS (Issued Only)</i> checks as of 06/30/2011 by bank.
	17	Generate the <i>DE FORM 0396 Report</i> and eliminate any balance in <i>Fund 199</i> . PCGenesis does not allow the fiscal year closing when there is a <i>Fund 199</i> balance.
	18	Correct the account range(s) and print the <i>DE FORM 0396 Control File</i> , where appropriate.
	19	Modify the <i>DE FORM 0396 Control File</i> record, where appropriate.
	20	Close the fiscal year.

FINANCIALS – FINANCIAL ACCOUNTING & REPORTING (FAR) PROCEDURES AFTER FY11 CLOSING		
✓	STEP	ACTION
	1	Retransmit the <i>DE FORM 0046</i> files (<i>D46B1101</i> , <i>D46B1201</i> , and <i>D46F1101</i>), and complete signoff.
	2	Clear the FY11 accruals in FY12 by canceling the claim or issuing a check. <i>No journal entry is required.</i>
	3	Clear FY11 receivables in FY12 by closing the receivables or issuing receipts against them. No journal entry is required.
	4	Save the first daily backup, and label as “ <i>After FY11 Year-End Close, MM/DD/CCYY</i> ”. <i>Save this backup for at least 7 years</i>

PCGENESIS FISCAL YEAR CHECKLIST
<p>The Georgia Department of Education (GaDOE) recommends the PCGenesis System Administrator and Financial Director, and/or other responsible financial personnel sign the <i>Checklist</i> acknowledging that all procedures are complete, and that the school district or system stores the <i>Checklist</i> in the central office’s files.</p> <p style="text-align: right;">_____/_____ PCGenesis System Administrator/Date</p> <p style="text-align: right;">_____/_____ Financial Director/Bookkeeper(s)/Date</p> <p style="text-align: right;">_____/_____ Financial Director/Bookkeeper(s)/Date</p>