



PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

1/11/2019

Section C: Create SANDBOX Reports
and CSV External File for Budget Load,
V1.3

Revision History

Date	Version	Description	Author
1/11/2019	1.3	18.04.00 – Add <i>Print Employee Budget Detail Listings</i> to the budget menu.	D. Ochala
04/03/2017	1.2	17.01.00 – Add new reports which sort by Function and Object.	D. Ochala
07/17/2015	1.1	15.02.00 – Update <i>Budget System Master Menu</i> screenshot.	D. Ochala
07/02/2014	1.0	14.02.00 – Create new document.	D. Ochala

Table of Contents

- OVERVIEW..... 1**
- PROCEDURE A: CREATE SANDBOX REPORTS AND CSV EXTERNAL FILE FOR BUDGET LOAD 2**
 - A1. Budget Gross Pay Distribution by Account – Example 6
 - A2. Budget Gross Pay Distribution by Function & Object – Example 7
 - A3. Budget Employer Benefit Distribution by Account – Example..... 8
 - A4. Budget Employer Benefit Distribution by Function/Object – Example..... 9
 - A5. Budget Gross Pay Distribution by Employee by Acct – Example 10
 - A6. Budget Gross Pay Distribution by Employee by Function/Object – Example 11
 - A7. Budget Employer Benefit Distribution by Employee – Example 12
 - A8. Budget Distribution of Benefits by Employee and Account – Example 13
 - A9. Budget Employer Deduction Contribution Report – Example 14
 - A10. Budget Employer Deduction Contribution Report by Employee – Example 15
 - A11. CSV External File for Budget Load – Example..... 16

Overview

Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates in the *PCGenesis Budget System*, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option. This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side. The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file.

The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*. The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The .csv external budget file and all of the budget reports show the annual budget numbers. PCGenesis annualizes each employee's gross salary and employer benefit amounts based upon the employee's scheduled number of pay periods per year.

The following reports show the annual budget for gross salaries:

- *Budget Gross Pay Distribution by Account (Filename = **BGRA####**)*
- *Budget Gross Pay Distrib by Func & Obj (Filename = **BGRF####**)*
- *Budget Gross Pay Distribution by Employee by Acct (Filename = **BEG2####**)*
- *Budget Gross Pay Distribution by Employee by Func/Obj (Filename = **BEG1####**)*

The following reports show the annual budget for the employer portion of OASDI, Medicare (HI), pension, and Georgia State Health (GHI):

- *Budget Employer Benefit Distribution by Account (Filename = **BBEA####**)*
- *Budget Employer Bene Distrib by Func/Obj (Filename = **BBEF####**)*
- *Budget Employer Benefit Distribution by Employee (Filename = **BERE####**)*

If the district provides an employer contribution for one or more deductions and/or annuities, three additional reports are created. The following reports show the annual budget for the employer portion of deductions and/or annuities:

- *Budget Distribution of Benefits by Employee and Account (Filename = **BACT####**)*
- *Budget Employer Deduction Contribution Report (Filename = **BERA####**)*
- *Budget Employer Deduction Contribution Report by Employee (Filename = **BDER####**)*

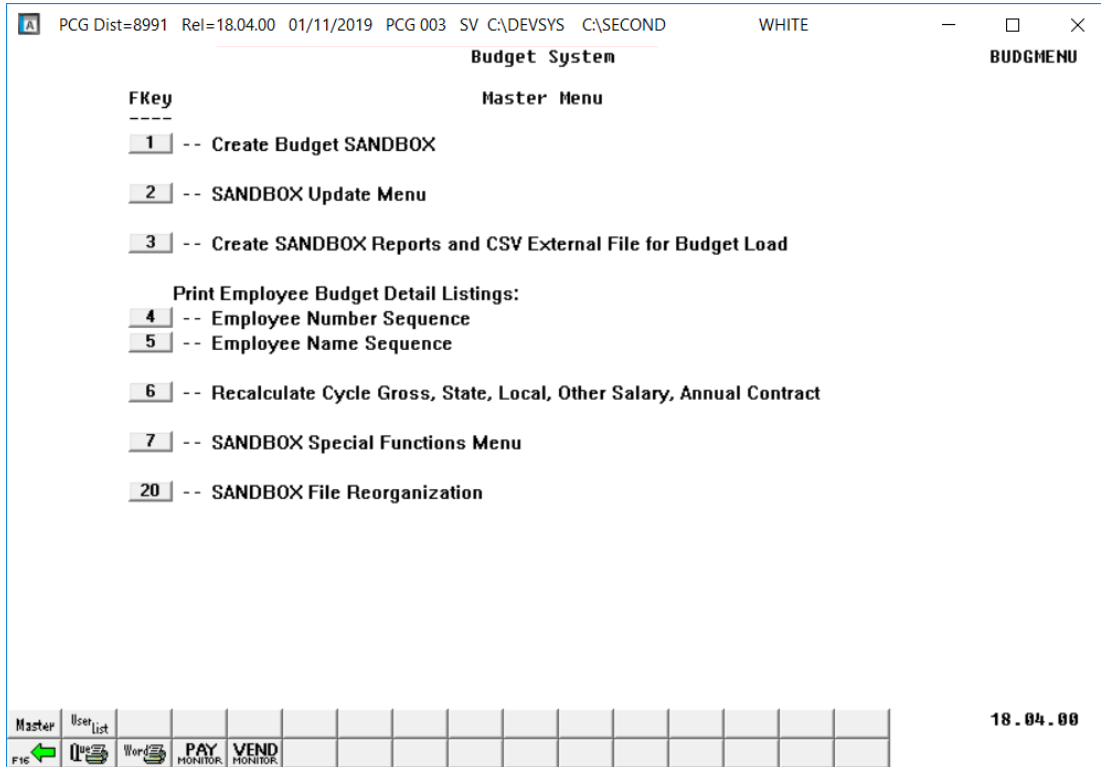
If creating a .csv external budget file: PCGenesis creates the **BUDGCHARTccyymmdd.csv** file and exports pertinent payroll budget information into a Microsoft® Excel comma delimited (*.csv) file which can be used on the financial side to upload the budget to the chart of accounts.

Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section A: Budget Account Master Processing* for instructions on manipulating and loading the budget .csv import file.

Procedure A: Create SANDBOX Reports and CSV External File for Budget Load

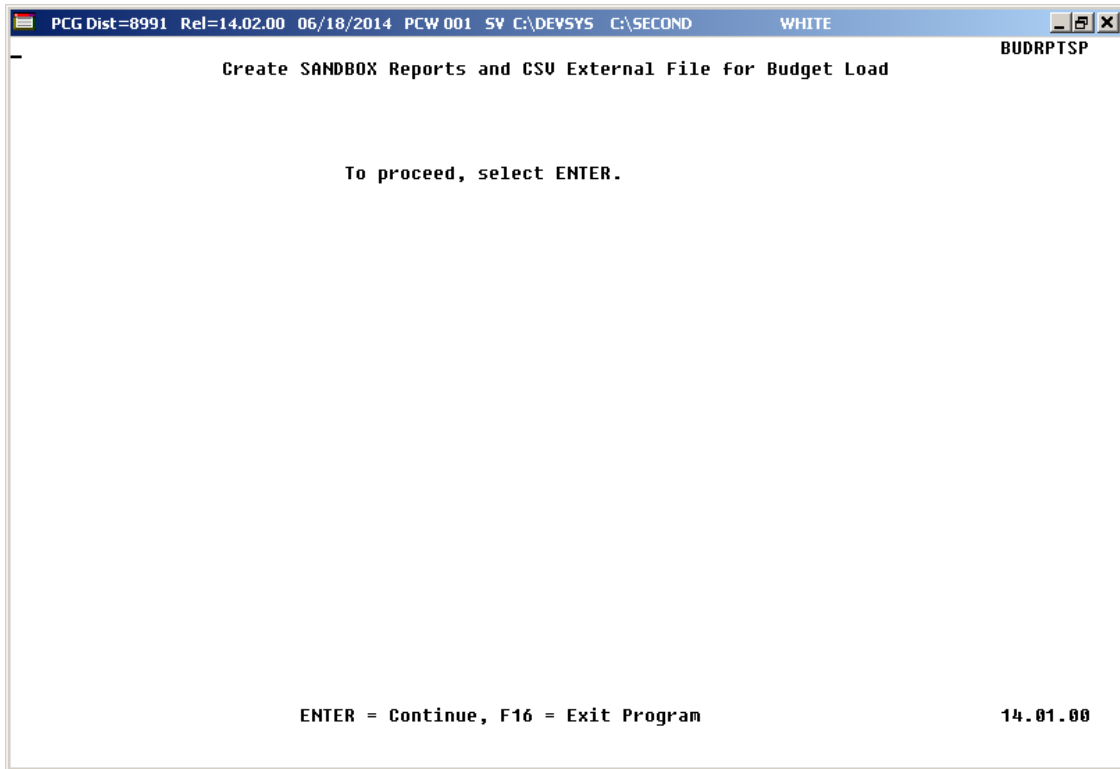
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System).

The following screen displays:



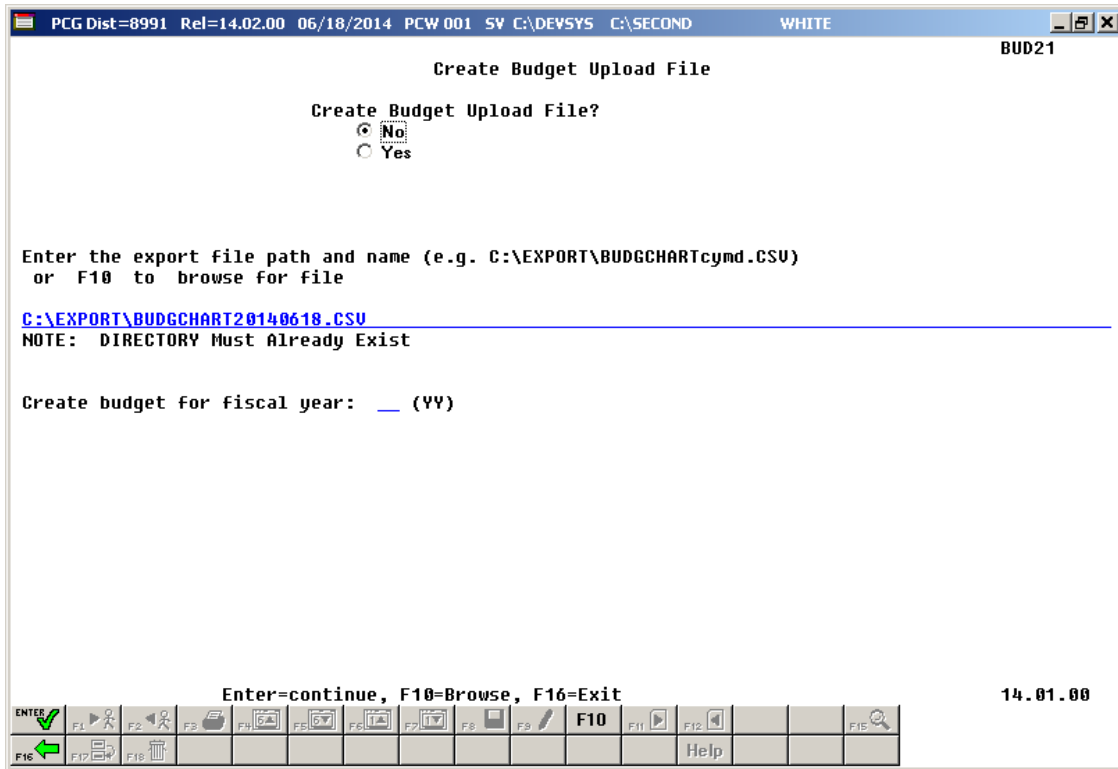
Step	Action
2	From the <i>Budget System – Master Menu</i> , select 3 (F3 – Create SANDBOX Reports and CSV External File for Budget Load).


The following screen displays:



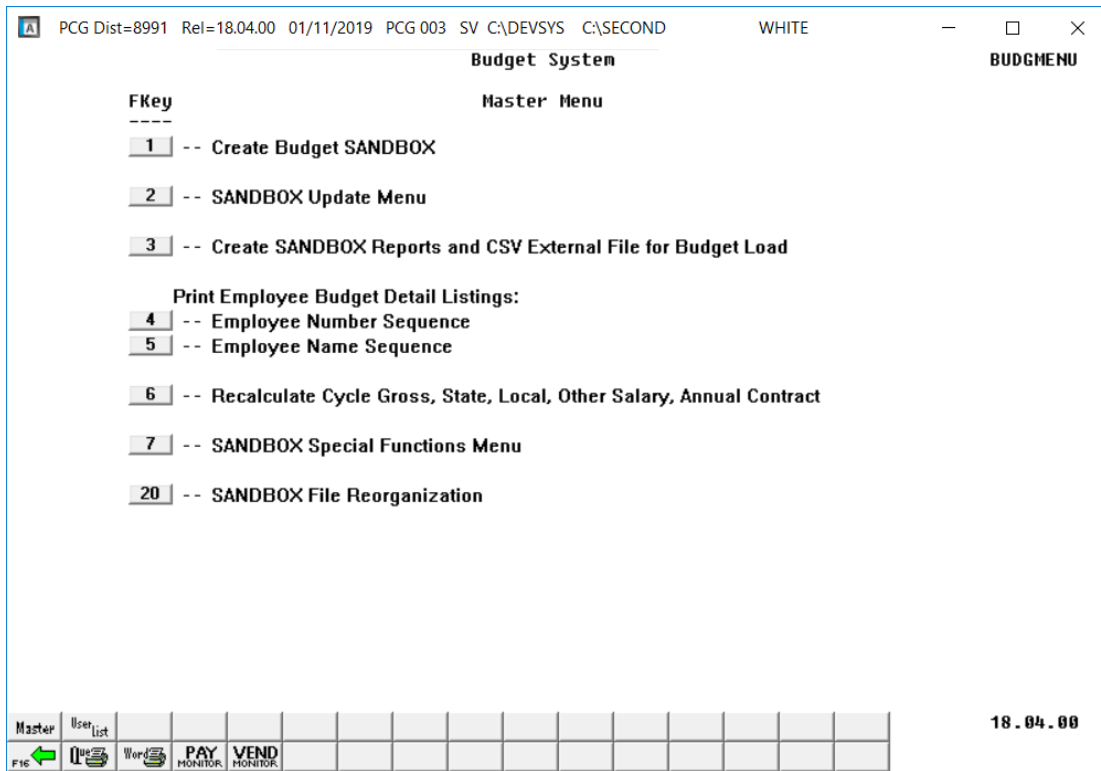
Step	Action
3	Select ENTER to proceed or F16 to exit the program.





The following screen displays:



Step	Action
4	Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Create Budget Upload File? field. In order to produce a comma separated budget data file, select ‘Yes’. Otherwise, select ‘No’.
5	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
6	If creating an export file: Enter C:\EXPORT\BUDGCHARTccymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
7	If creating an export file: In the Create budget for fiscal year field, enter the correct budget fiscal year.
8	Select  (Enter - Continue). <i>If the filename is invalid, or if the C:\EXPORT directory does not exist, the “UNABLE TO OPEN BUDGET CSV FILE - 35 = File Not Found” error message displays. In this instance, return to Step 4 to enter the correct information.</i> <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
9	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
10	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>If creating an export file: PCGenesis creates the BUDGCHARTccyymmdd.csv file and exports pertinent payroll budget information into a Microsoft® Excel comma delimited (*.csv) file.</p> <p>Refer to the <i>Financial Accounting and Reporting (FAR) System Operations Guide, Section A: Budget Account Master Processing</i> for instructions on manipulating and loading the budget .csv import file.</p>

A1. Budget Gross Pay Distribution by Account – Example

REPORT ID: BUDG-PAY20-GROS		BUDGET GROSS PAY DISTRIBUTION BY ACCT FOR 02/08/17				PAGE: 11							
PERIOD END: 02/08/2017						REPORT DATE: 03/06/2017							
YR	FND	F	PRGM	FNCT	OBJECT	FCY	B	ADD'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	FNCT	FUND
17	560	0	1540	1000	11200	0195	1	000000	SHORTAGE	36,118.68	36,118.68		
17	560	0	1540	1000	11210	0195	1	000000	Teacher	88,860.72	88,860.72		
17	560	0	1540	1000	14000	0195	1	000000	Para	157,265.52	157,265.52	282,244.92	
17	560	0	1540	2400	19100	0195	1	000000	Other Admin Personnel	7,642.08	7,642.08	7,642.08	289,887.00
17	602	0	9990	3100	11400	0100	1	000000	Subs				
17	602	0	9990	3100	18400	0100	1	000000	Workers	85,249.20	85,249.20		
17	602	0	9990	3100	19100	0100	1	000000	Other Admin Personnel	21,249.00	21,249.00	106,498.20	106,498.20
17	603	0	9990	3100	14200	8010	0	000000	Clerical	27,977.76	27,977.76		
17	603	0	9990	3100	19100	8010	0	000000	Other Admin Personnel	48,409.20	48,409.20		
17	603	0	9990	3100	19900	8010	0	000000	Other Salaries	3,064.56	3,064.56	79,451.52	79,451.52
17	604	0	9990	3100	11400	0195	1	000000	Subs				
17	604	0	9990	3100	18400	0195	1	000000	Workers	87,750.12	87,750.12		
17	604	0	9990	3100	19100	0195	1	000000	Other Admin Personnel	18,896.16	18,896.16	106,646.28	106,646.28
17	605	0	9990	3100	11400	0201	1	000000	Subs				
17	605	0	9990	3100	18400	0201	1	000000	Workers	82,214.04	82,214.04		
17	605	0	9990	3100	19100	0201	1	000000	Other Admin Personnel	21,263.76	21,263.76	103,477.80	103,477.80
***** ALL ACCOUNTS *****										13,673,801.16			

A2. Budget Gross Pay Distribution by Function & Object – Example

REPORT ID: BUDG-PAY20-GROS		BUDGET GROSS PAY DISTRIB BY FUNC & OBJ FOR 02/08/17										PAGE: 16	
PERIOD END: 02/08/2017												REPORT DATE: 03/06/2017	
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	TOTALS FNCT	FUND
17	560	0	1540	1000	11210	0195	1	000000	Teacher	88,860.72	88,860.72		
17	560	0	1540	1000	14000	0195	1	000000	Para	157,265.52	157,265.52	282,244.92	
17	560	0	1540	2400	19100	0195	1	000000	Other Admin Personnel	7,642.08	7,642.08	7,642.08	289,887.00
17	602	0	9990	3100	11400	0100	1	000000	Subs				
17	602	0	9990	3100	18400	0100	1	000000	Workers	85,249.20	85,249.20		
17	602	0	9990	3100	19100	0100	1	000000	Other Admin Personnel	21,249.00	21,249.00	106,498.20	106,498.20
17	603	0	9990	3100	14200	8010	0	000000	Clerical	27,977.76	27,977.76		
17	603	0	9990	3100	19100	8010	0	000000	Other Admin Personnel	48,409.20	48,409.20		
17	603	0	9990	3100	19900	8010	0	000000	Other Salaries	3,064.56	3,064.56	79,451.52	79,451.52
17	604	0	9990	3100	11400	0195	1	000000	Subs				
17	604	0	9990	3100	18400	0195	1	000000	Workers	87,750.12	87,750.12		
17	604	0	9990	3100	19100	0195	1	000000	Other Admin Personnel	18,896.16	18,896.16	106,646.28	106,646.28
17	605	0	9990	3100	11400	0201	1	000000	Subs				
17	605	0	9990	3100	18400	0201	1	000000	Workers	82,214.04	82,214.04		
17	605	0	9990	3100	19100	0201	1	000000	Other Admin Personnel	21,263.76	21,263.76	103,477.80	103,477.80
17	606	0	9990	3100	11400	0108	1	000000	Subs				
17	606	0	9990	3100	18400	0108	1	000000	Workers	102,631.92	102,631.92		
17	606	0	9990	3100	19100	0108	1	000000	Other Admin Personnel	18,167.64	18,167.64	120,799.56	120,799.56
***** ALL ACCOUNTS *****										13,673,801.16			

A3. Budget Employer Benefit Distribution by Account – Example

REPORT ID: BUDG-PAY20-BENE		BUDGET EMPLOYER BENEFIT DISTRIB BY ACCT FOR 02/08/17							PAGE: 12	
PERIOD END: 02/08/2017									REPORT DATE: 03/06/2017	
YR FND F		22000 ***** 22000 ***** 21000 ***** 21000 *****								
PRGM FNCT OBJCT FCTY B ADDT'L	SALARY GROSS	FICA EMPLOYER OASDI+HI	MED EMPLOYER HI	PENSION GROSS (OBJECT)	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL		
ACCOUNT DESCRIPTION		AMT	AMT	TYPE						
17 604 0										
9990 3100 11400 0195 1 000000										
Subs										
9990 3100 18400 0195 1 000000	87,750.12	79,295.52	6,066.00		4,913.76					
Workers				TRS	701.16				53,310.60	
9990 3100 19100 0195 1 000000	18,896.16	18,100.80	1,384.68		18,896.16					
Other Admin Personnel				TRS	2,696.52				10,154.40	
EMPLOYER SHARE FUND 604-0	106,646.28	97,396.32	7,450.68	(23000)	23,809.92					
				TRS	3,397.68				63,465.00	
17 605 0										
9990 3100 11400 0201 1 000000										
Subs										
9990 3100 18400 0201 1 000000	82,214.04	75,732.48	5,793.36		4,913.76					
Workers				TRS	701.16				43,156.20	
9990 3100 19100 0201 1 000000	21,263.76	20,941.20	1,602.00		21,263.76					
Other Admin Personnel				TRS	3,034.32					
EMPLOYER SHARE FUND 605-0	103,477.80	96,673.68	7,395.36	(23000)	26,177.52					
				TRS	3,735.48				43,156.20	
17 606 0										
9990 3100 11400 0108 1 000000										
Subs										
9990 3100 18400 0108 1 000000	102,631.92	95,421.72	7,299.84		4,913.76					
Workers				TRS	701.16				43,156.20	
9990 3100 19100 0108 1 000000	18,167.64	18,167.64	1,389.84		18,167.64					
Other Admin Personnel				TRS	2,592.48					
EMPLOYER SHARE FUND 606-0	120,799.56	113,589.36	8,689.68	(23000)	23,081.40					
				TRS	3,293.64				43,156.20	
EMPLOYER SHARE ALL FUNDS	13,673,801.16	12,941,456.16	990,020.64	(23000)	11,855,095.68					
				TRS	1691,723.16	1553,580.00	1157,601.60			

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT DOES NOT INCLUDE 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND A VENDOR CLAIM WILL NOT BE GENERATED FOR THESE TRS AMOUNTS.

A4. Budget Employer Benefit Distribution by Function/Object – Example

REPORT ID: BUDG-PAY20-BENE		BUDGET EMPLOYER BENE DISTRIB BY FUNC/OBJ FOR 02/08/17							PAGE: 19	
PERIOD END: 02/08/2017									REPORT DATE: 03/06/2017	
YR FND F		22000 ***** 22000 ***** 21000 ***** 21000 *****								
PRGM FNCT	OBJCT FCTY B ADDI'L	SALARY GROSS	FICA EMPLOYER OASDI+HI GROSS AMT	MED EMPLOYER HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL	
EMPLOYER SHARE FUND	602-0	106,498.20	90,253.80		(23000)	26,162.76				
			6,904.44		TRS	3,733.44		63,465.00		
17 604 0										
9990 3100 11400 0195 1 000000										
Subs										
9990 3100 18400 0195 1 000000		87,750.12	79,295.52			4,913.76				
Workers			6,066.00		TRS	701.16		53,310.60		
9990 3100 19100 0195 1 000000		18,896.16	18,100.80			18,896.16				
Other Admin Personnel			1,384.68		TRS	2,696.52		10,154.40		
EMPLOYER SHARE FUNC	3100	106,646.28	97,396.32		(23000)	23,809.92				
			7,450.68		TRS	3,397.68		63,465.00		
EMPLOYER SHARE FUND	604-0	106,646.28	97,396.32		(23000)	23,809.92				
			7,450.68		TRS	3,397.68		63,465.00		
17 605 0										
9990 3100 11400 0201 1 000000										
Subs										
9990 3100 18400 0201 1 000000		82,214.04	75,732.48			4,913.76				
Workers			5,793.36		TRS	701.16		43,156.20		
9990 3100 19100 0201 1 000000		21,263.76	20,941.20			21,263.76				
Other Admin Personnel			1,602.00		TRS	3,034.32				
EMPLOYER SHARE FUNC	3100	103,477.80	96,673.68		(23000)	26,177.52				
			7,395.36		TRS	3,735.48		43,156.20		
EMPLOYER SHARE FUND	605-0	103,477.80	96,673.68		(23000)	26,177.52				
			7,395.36		TRS	3,735.48		43,156.20		
17 606 0										
9990 3100 11400 0108 1 000000										
Subs										
9990 3100 18400 0108 1 000000		102,631.92	95,421.72			4,913.76				
Workers			7,299.84		TRS	701.16		43,156.20		
9990 3100 19100 0108 1 000000		18,167.64	18,167.64			18,167.64				
Other Admin Personnel			1,389.84		TRS	2,592.48				
EMPLOYER SHARE FUNC	3100	120,799.56	113,589.36		(23000)	23,081.40				
			8,689.68		TRS	3,293.64		43,156.20		
EMPLOYER SHARE FUND	606-0	120,799.56	113,589.36		(23000)	23,081.40				
			8,689.68		TRS	3,293.64		43,156.20		
EMPLOYER SHARE ALL FUNDS		13,673,801.16	12,941,456.16		(23000)	11,855,095.68				
			990,020.64		TRS	1,691,723.16	1553,580.00	1157,601.60		

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT DOES NOT INCLUDE 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND A VENDOR CLAIM WILL NOT BE GENERATED FOR THESE TRS AMOUNTS.

A5. Budget Gross Pay Distribution by Employee by Acct – Example

LOC	EMP	NAME	AMOUNT	ACCOUNT
REPORT ID: BUDG-PAY20EMP BUDGET GROSS PAY DIST BY ACCT FOR 02/08/17 PAGE: 28				
PERIOD END: 02/08/2017 REPORT DATE: 03/06/2017				
0195	88802	LI4ELY, MO4GAN	18,896.16	17 604 0 9990 3100 19100 0195 1 000000
	***	TOTAL BY OBJECT	18,896.16	*
	***	TOTAL BY FUNCTION	106,646.28	**
	***	TOTAL BY PROGRAM	106,646.28	***
	***	TOTAL BY FUND/FISC	106,646.28	****
	***	TOTAL BY OBJECT		*
0201	89506	CR7FT, GA7EN	8,485.80	17 605 0 9990 3100 18400 0201 1 000000
0201	89739	HUSEHRIES, PASTHENIA	13,103.04	17 605 0 9990 3100 18400 0201 1 000000
0201	87903	RISEPATRICK, DASN	10,471.08	17 605 0 9990 3100 18400 0201 1 000000
0201	88948	KR7US, MA7Y	15,022.92	17 605 0 9990 3100 18400 0201 1 000000
0201	87244	NE2DHAM, SH2NTAY	7,920.00	17 605 0 9990 3100 18400 0201 1 000000
0201	89219	QUSZADA, DUSTY	8,485.80	17 605 0 9990 3100 18400 0201 1 000000
6790	88103	TOSH, ELSONOR	4,913.76	17 605 0 9990 3100 18400 0201 1 000000
0201	87707	WH6TING, JEROLD	13,811.64	17 605 0 9990 3100 18400 0201 1 000000
	***	TOTAL BY OBJECT	82,214.04	*
0201	89976	CUSVER, TRENT	21,263.76	17 605 0 9990 3100 19100 0201 1 000000
	***	TOTAL BY OBJECT	21,263.76	*
	***	TOTAL BY FUNCTION	103,477.80	**
	***	TOTAL BY PROGRAM	103,477.80	***
	***	TOTAL BY FUND/FISC	103,477.80	****
	***	TOTAL BY OBJECT		*
0108	88867	AR3HULETA, CUS	15,307.80	17 606 0 9990 3100 18400 0108 1 000000
0108	89678	CASMONA, AD8LPH	12,278.64	17 606 0 9990 3100 18400 0108 1 000000
0108	89507	FO6TUNE, JUCIE	9,665.52	17 606 0 9990 3100 18400 0108 1 000000
0108	88801	GR5GAN, GISSEPPINA	11,193.12	17 606 0 9990 3100 18400 0108 1 000000
0108	88503	HESKINGTON, JOSHUA	10,471.08	17 606 0 9990 3100 18400 0108 1 000000
0108	88811	MA4LES, OT4O	13,768.44	17 606 0 9990 3100 18400 0108 1 000000
0108	87731	MESARD, RISHIE	15,715.80	17 606 0 9990 3100 18400 0108 1 000000
0108	89220	RO2FWELL, AN2A	9,317.76	17 606 0 9990 3100 18400 0108 1 000000
6790	88103	TOSH, ELSONOR	4,913.76	17 606 0 9990 3100 18400 0108 1 000000
	***	TOTAL BY OBJECT	102,631.92	*
0108	89554	MESLEY, NABACHA	18,167.64	17 606 0 9990 3100 19100 0108 1 000000
	***	TOTAL BY OBJECT	18,167.64	*
	***	TOTAL BY FUNCTION	120,799.56	**
	***	TOTAL BY PROGRAM	120,799.56	***
	***	TOTAL BY FUND/FISC	120,799.56	****
	***	GRAND TOTAL	13,673,801.16	*****

A6. Budget Gross Pay Distribution by Employee by Function/Object – Example

LOC	EMP NAME	AMOUNT	ACCOUNT
0195 88802	LI4ELY, MO4GAN	18,896.16	17 604 0 9990 3100 19100 0195 1 000000
	*** TOTAL BY OBJECT	18,896.16 *	
	*** TOTAL BY FUNCTION	106,646.28 **	
	*** TOTAL BY PROGRAM	106,646.28 ***	
	*** TOTAL BY FUND/FISC	106,646.28 ****	
	*** TOTAL BY OBJECT	*	
0201 89506	CR7FT, GA7EN	8,485.80	17 605 0 9990 3100 18400 0201 1 000000
0201 89739	HU3PHRIES, PA3THENIA	13,103.04	17 605 0 9990 3100 18400 0201 1 000000
0201 87903	KI5PATRICK, DA5N	10,471.08	17 605 0 9990 3100 18400 0201 1 000000
0201 88948	KR7US, MA7Y	15,022.92	17 605 0 9990 3100 18400 0201 1 000000
0201 87244	NEZDHAM, SH2NIAY	7,920.00	17 605 0 9990 3100 18400 0201 1 000000
0201 89219	QU3ZADA, DU3TY	8,485.80	17 605 0 9990 3100 18400 0201 1 000000
6790 88103	TO8H, EL8ONOR	4,913.76	17 605 0 9990 3100 18400 0201 1 000000
0201 87707	WH6TING, JE6ROLD	13,811.64	17 605 0 9990 3100 18400 0201 1 000000
	*** TOTAL BY OBJECT	82,214.04 *	
0201 89976	CUS8VER, TR8NT	21,263.76	17 605 0 9990 3100 19100 0201 1 000000
	*** TOTAL BY OBJECT	21,263.76 *	
	*** TOTAL BY FUNCTION	103,477.80 **	
	*** TOTAL BY PROGRAM	103,477.80 ***	
	*** TOTAL BY FUND/FISC	103,477.80 ****	
	*** TOTAL BY OBJECT	*	
0108 88867	AR3HULETA, CU3	15,307.80	17 606 0 9990 3100 18400 0108 1 000000
0108 89678	CASMONA, AD8LPH	12,278.64	17 606 0 9990 3100 18400 0108 1 000000
0108 89507	FO6TUNE, JU6IE	9,665.52	17 606 0 9990 3100 18400 0108 1 000000
0108 88801	GR5GAN, GI5SEPPINA	11,193.12	17 606 0 9990 3100 18400 0108 1 000000
0108 88503	HES8RINGTON, JO8HUA	10,471.08	17 606 0 9990 3100 18400 0108 1 000000
0108 88811	MA4LES, OT4O	13,768.44	17 606 0 9990 3100 18400 0108 1 000000
0108 87731	ME8ARD, RI8HIE	15,715.80	17 606 0 9990 3100 18400 0108 1 000000
0108 89220	RO2KWELL, AN2A	9,317.76	17 606 0 9990 3100 18400 0108 1 000000
6790 88103	TO8H, EL8ONOR	4,913.76	17 606 0 9990 3100 18400 0108 1 000000
	*** TOTAL BY OBJECT	102,631.92 *	
0108 89554	ME8LEY, NA8ACHA	18,167.64	17 606 0 9990 3100 19100 0108 1 000000
	*** TOTAL BY OBJECT	18,167.64 *	
	*** TOTAL BY FUNCTION	120,799.56 **	
	*** TOTAL BY PROGRAM	120,799.56 ***	
	*** TOTAL BY FUND/FISC	120,799.56 ****	
	*** GRAND TOTAL	13,673,801.16 *****	

A7. Budget Employer Benefit Distribution by Employee – Example

REPORT ID: BUDG-PAYFR103 PERIOD END: 02/08/2017		BUDGET EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 02/08/17							PAGE: 20 REPORT DATE: 03/06/2017	
EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ***** 21000	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
			OASDI GROSS OASDI AMT	HI GROSS HI AMT						
WA6EFIELD, REETA 88002		36,807.24	36,807.24 2,282.04	36,807.24 583.76	TRS	36,807.24 5,252.40				
WA6GH, AMEDO 88903		66,104.28	62,988.96 3,905.28	62,988.96 913.32	TRS	66,104.28 9,433.08	11,340.00			
WA9DRON, AUGUST 89888		18,167.64	17,372.28 1,077.12	17,372.28 251.88	TRS	18,167.64 2,592.48		10,154.40		
WE3THERS, REGONA 89570		15,139.68	14,344.32 889.32	14,344.32 207.96	TRS	15,139.68 2,160.48		10,154.40		
WE8LMAN, OSSBALDO 87910		16,392.24	13,267.44 822.60	13,267.44 192.36	TRS	16,392.24 2,339.16		10,154.40		
WE9DON, CHRLOTT 88080		19,655.04	19,655.04 1,218.60	19,655.04 285.00	TRS	19,655.04 2,804.76				
WE9DON, IRSIN 89484		14,556.24	13,760.88 853.20	13,760.88 199.56	TRS	14,556.24 2,077.20		10,154.40		
WH3TTEN, IZ3TTA 89990		10,303.08	10,303.08 638.76	10,303.08 149.40	NEW PSERS					
WH3TTEN, SH3RELL 88588		60,189.72	59,394.36 3,682.44	59,394.36 861.24	TRS	60,189.72 8,589.12	11,340.00			
WH3TTINGTON, CR3Z 88310		9,317.76	8,522.40 528.36	8,522.40 123.60	NEW PSERS			10,154.40		
WH6TING, JEGROLD 87707		13,811.64	13,016.28 807.00	13,016.28 188.76	NEW PSERS			10,154.40		
WH9AILEY, JA9QUES 89392		60,189.72	59,867.16 3,711.72	59,867.16 868.08	TRS	60,189.72 8,589.00				
WISLINGHAM, KESBERLY 89691		63,830.64	60,579.60 3,755.88	60,579.60 878.40	TRS	63,830.64 9,108.60	11,340.00			
W16LEY, BA6TON 87955		32,746.32	32,746.32 2,030.28	32,746.32 474.84	TRS	32,746.32 4,672.92				
W17G, DE7MY 87911		29,495.04	26,159.52 1,621.92	26,159.52 379.32	OLD PSERS			10,154.40		

REPORT ID: BUDG-PAYFR103 PERIOD END: 02/08/2017		BUDGET EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 02/08/17							PAGE: 21 REPORT DATE: 03/06/2017	
EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ***** 21000	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
			OASDI GROSS OASDI AMT	HI GROSS HI AMT						
EMPLOYER SHARE GRAND TOTAL		13,673,801.16	12,941,456.16 802,368.84	12,941,456.16 187,651.80	(23000) TRS (23000) TRS DOE	11,855,095.68 1,691,723.16 163,872.12 23,384.64	1553,580.00	1157,601.60		

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

A8. Budget Distribution of Benefits by Employee and Account – Example

REPORT ID:	BUDG-PAYDR102	BUDGET Distribution of Benefits										PAGE:	25		
PERIOD END:	03/22/2017	Detail Items by Account for Period 03/22/2017										REPORT DATE:	03/22/2017 12:53		
Empno	Name	Yr	Fnd	F	Prgrm	Fnct	Objct	Fcty	B	Addt'l	Ded	Cd	Ded	Company	Amount
Account Total															78.00
89810	AM2ROSE, BE2HANIE	17	603	0	9990	3100	14200	8010	0	000000	15				195.00
Account Total															195.00
87829	CHSNG, BESRY	17	603	0	9990	3100	19100	8010	0	000000	14				78.00
87829	CHSNG, BESRY	17	603	0	9990	3100	19100	8010	0	000000	15				300.00
Account Total															378.00
88103	TOSH, ELSONOR	17	603	0	9990	3100	19900	8010	0	000000	14				10.54
88103	TOSH, ELSONOR	17	603	0	9990	3100	19900	8010	0	000000	15				40.43
Account Total															50.97
87956	COSURN, KASHA	17	604	0	9990	3100	18400	0195	1	000000	14				78.00
87956	COSURN, KASHA	17	604	0	9990	3100	18400	0195	1	000000	15				300.00
88103	TOSH, ELSONOR	17	604	0	9990	3100	18400	0195	1	000000	14				16.92
88103	TOSH, ELSONOR	17	604	0	9990	3100	18400	0195	1	000000	15				64.92
88310	WH3TTINGTON, CR3Z	17	604	0	9990	3100	18400	0195	1	000000	15				300.00
89128	PEGRYMAN, LY6NA	17	604	0	9990	3100	18400	0195	1	000000	15				300.00
Account Total															1,059.84
87903	KISPATRICK, DASN	17	605	0	9990	3100	18400	0201	1	000000	14				78.00
88103	TOSH, ELSONOR	17	605	0	9990	3100	18400	0201	1	000000	14				16.92
88103	TOSH, ELSONOR	17	605	0	9990	3100	18400	0201	1	000000	15				64.92
88948	KR7US, MA7Y	17	605	0	9990	3100	18400	0201	1	000000	15				300.00
Account Total															459.84
89976	CUSVER, TRSNT	17	605	0	9990	3100	19100	0201	1	000000	14				78.00
89976	CUSVER, TRSNT	17	605	0	9990	3100	19100	0201	1	000000	15				300.00
Account Total															378.00
88103	TOSH, ELSONOR	17	606	0	9990	3100	18400	0108	1	000000	14				16.92
88103	TOSH, ELSONOR	17	606	0	9990	3100	18400	0108	1	000000	15				64.92
88503	HESRINGTON, JOSHUA	17	606	0	9990	3100	18400	0108	1	000000	15				300.00
88801	GR5GAN, GISEPPINA	17	606	0	9990	3100	18400	0108	1	000000	14				78.00
88811	MA4LES, OT4O	17	606	0	9990	3100	18400	0108	1	000000	15				300.00
88867	AR3HULETA, CU3	17	606	0	9990	3100	18400	0108	1	000000	14				78.00
Account Total															837.84
Account Distribution Total															64,307.77

A9. Budget Employer Deduction Contribution Report – Example

REPORT ID: BUDG-PAYDR100	BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT	PAGE: 2
PERIOD END: 03/22/2017	BY ACCOUNT FOR 03/22/17	REPORT DATE: 03/22/2017
ANNUITY CO. #: 03 VALIC (457B PLAN)	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT
VENDOR #: 0010 VENDOR 000010		2 = % OF ANNUITY GROSS
EMPLOYER OBJECT: 29000	EMPLOYER BLNC: 0475	3 = % OF EMPLOYEE CONTRIBUTION
		4 = % OF ANNUITY GROSS, W/ MAX

YR	END	F	PRGM	FNCT	OBJCT	CTY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
17	100	0	1041	1000	11000	0108	1	000000	Teacher	82.32
17	100	0	1043	1000	11000	0108	1	000000	Teacher	2.64
17	100	0	1051	1000	11000	0100	1	000000	Teacher	70.80
17	100	0	1053	1000	11000	0100	1	000000	Teacher	2.64
17	100	0	1081	1000	11000	0201	1	000000	Teacher	245.64
17	100	0	1083	1000	11000	0201	1	000000	Teacher	9.24
17	100	0	1091	1000	11000	0100	1	000000	Teacher	19.92
17	100	0	1093	1000	11000	0100	1	000000	Teacher	.73
17	100	0	2061	1000	11000	0100	1	000000	Teacher	88.56
17	100	0	2063	1000	11000	0100	1	000000	Teacher	3.36
17	100	0	2111	1000	11000	0201	1	000000	Teacher	25.32
17	100	0	2113	1000	11000	0201	1	000000	Teacher	.96
17	100	0	5071	1000	11002	6001	0	000000	Virtual Supplements	4.68
17	100	0	5071	1000	11002	6002	0	000000	Virtual Supplements	4.67
17	100	0	9990	2400	19100	0100	1	000000	Other Admin	.60
17	100	0	9990	2400	19100	0201	1	000000	Other Admin	1.33
FUND TOTAL 17-100-0										563.41
17	404	0	2824	1000	11500	0100	1	000000	Ext Day	1.68
FUND TOTAL 17-404-0										1.68
ANNUITY CO. TOTAL										565.09

REPORT ID: BUDG-PAYDR100	BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT	PAGE: 11
PERIOD END: 03/22/2017	BY ACCOUNT FOR 03/22/17	REPORT DATE: 03/22/2017
DEDUCTION #: 16 VENDOR 000012	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT
VENDOR #: 0012 VENDOR 000012		2 = % OF PROC TYPE GROSS
EMPLOYER OBJECT: 21000	EMPLOYER BLNC: 0479	3 = % OF EMPLOYEE CONTRIBUTION

YR	END	F	PRGM	FNCT	OBJCT	CTY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
17	100	0	1041	1000	11000	0108	1	000000	Teacher	81.00
17	100	0	1041	1000	11700	0108	1	000000	Ext Year	7.08
17	100	0	1041	1000	11800	0108	1	000000	"Art	67.92
17	100	0	1043	1000	11000	0108	1	000000	Teacher	3.00
17	100	0	1043	1000	11800	0108	1	000000	"Art	2.64
17	100	0	1071	1000	11000	0195	1	000000	Teacher	80.88
17	100	0	1073	1000	11000	0195	1	000000	Teacher	3.12
17	100	0	1081	1000	11000	0201	1	000000	Teacher	314.76
17	100	0	1081	1000	11700	0201	1	000000	Ext Year	7.57
17	100	0	1081	1000	17300	0201	1	000000	Counselor	73.92
17	100	0	1083	1000	11000	0201	1	000000	Teacher	12.37
17	100	0	1083	1000	17300	0201	1	000000	Counselor	2.40
17	100	0	1320	2700	19000	8012	0	000000	Other Mgmt	84.00
17	100	0	2041	1000	11000	0100	1	000000	Teacher	81.00
17	100	0	2043	1000	11000	0100	1	000000	Teacher	3.00
17	100	0	5071	1000	11002	6001	0	000000	Virtual Supplements	.48
17	100	0	5071	1000	11002	6002	0	000000	Virtual Supplements	.49
17	100	0	9990	2100	14600	0201	1	000000	Athletics	7.20
17	100	0	9990	2100	19100	0108	1	000000	Other Admin	6.36
17	100	0	9990	2400	13100	0108	1	000000	Asst. Principal	84.00
17	100	0	9990	2400	19100	0201	1	000000	Other Admin	.48
FUND TOTAL 17-100-0										923.67
17	485	0	1863	2100	17600	8010	0	000000	CARE	84.00
FUND TOTAL 17-485-0										84.00
17	514	0	6030	2100	19000	0195	1	000000	Other Mgmt Personnel	75.60
FUND TOTAL 17-514-0										75.60
17	560	0	1540	2400	19100	0195	1	000000	Other Admin Personnel	8.29
FUND TOTAL 17-560-0										8.29
DEDUCTION TOTAL										1,091.56

A10. Budget Employer Deduction Contribution Report by Employee – Example

REPORT ID: BUDG-PAYDR101	BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT	PAGE: 2
PERIOD END: 03/22/2017	BY EMPLOYEE FOR 03/22/17	REPORT DATE: 03/22/2017
ANNUITY CO. #: 03 VALIC (457B PLAN)	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT
VENDOR #: 0010 VENDOR 000010		2 = % OF ANNUITY GROSS
EMPLOYER OBJECT: 29000	EMPLOYER BLNC: 0475	3 = % OF EMPLOYEE CONTRIBUTION
		4 = % OF ANNUITY GROSS, W/ MAX

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
87373	BRNK, LI&ANDRA	94.20	999-08-7373
87719	CR3USE, DO3ETTE	94.31	999-08-7719
87540	FO8TIER, RU8SEL	94.09	999-08-7540
88961	HA3SER, MO3A	94.20	999-08-8961
87564	MA6TOX, MIGHELINA	94.09	999-08-7564
87415	POZANCO, SH2RDA	94.20	999-08-7415
ANNUITY CO. TOTAL CONTRIBUTION AMOUNT		565.09	

REPORT ID: BUDG-PAYDR101	BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT	PAGE: 11
PERIOD END: 03/22/2017	BY EMPLOYEE FOR 03/22/17	REPORT DATE: 03/22/2017
DEDUCTION #: 16 VENDOR 000012	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT
VENDOR #: 0012 VENDOR 000012		2 = % OF PROC TYPE GROSS
EMPLOYER OBJECT: 21000	EMPLOYER BLNC: 0479	3 = % OF EMPLOYEE CONTRIBUTION

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
87366	AB3EU, MO3TY	84.00	999-08-7366
89955	AD4IR, CE4ESTA	83.89	999-08-9955
89381	AG7E, SH7RICE	84.00	999-08-9381
87782	AR3ETT, LO3SE	84.00	999-08-7782
87759	BA8GH, KH8LILAH	83.89	999-08-7759
89016	BO4E, RI4O	84.00	999-08-9016
88589	CA2ON, RO2	83.89	999-08-8589
88989	GA4IN, ED4ARDO	84.00	999-08-8989
88699	MA5X, KA5OLINE	84.00	999-08-8699
88571	NE3RON, RI3A	84.00	999-08-8572
89940	PA2SON, DE2ETRIUS	84.00	999-08-9940
87352	PA9TRIDGE, IS9IAH	84.00	999-08-7352
89824	RE6D, DE6IS	83.89	999-08-9824
DEDUCTION TOTAL CONTRIBUTION AMOUNT		1,091.56	

A11. CSV External File for Budget Load – Example

	A	B	C	D	E	F	G	H	I	J	K	L
1	YR	FUND	FISC	PROG	FUNC	OBJECT	FACL	BLDG	ADDL	BAL	NEW BUDGET	ACCT NAME
2	15	100	0	1011	1000	11000	103	0	0	799	104688.6	KGN TEACHER SALARY
3	15	100	0	1011	1000	11000	111	0	0	799	135964.2	KGN TEACHER SALARY
4	15	100	0	1011	1000	11000	189	0	0	799	267207.84	KGN TEACHER SALARY
5	15	100	0	1011	1000	11000	199	0	0	799	119581.44	KGN TEACHER SALARY
6	15	100	0	1011	1000	11800	103	0	0	799	50025	KGN ART/MUSIC/PE TEACHER
7	15	100	0	1011	1000	11800	111	0	0	799	25762.68	KGN ART/MUSIC/PE TEACHER
8	15	100	0	1011	1000	11800	189	0	0	799	49089.48	KGN ART/MUSIC/PE TEACHER
9	15	100	0	1011	1000	11800	199	0	0	799	25762.8	KGN ART/MUSIC/PE TEACHER
10	15	100	0	1011	1000	14000	103	0	0	799	64324.8	KGN PARAPRO SALARY
11	15	100	0	1011	1000	14000	111	0	0	799	68572.8	KGN PARAPRO SALARY
12	15	100	0	1011	1000	14000	189	0	0	799	107313.6	KGN PARAPRO SALARY
13	15	100	0	1011	1000	14000	199	0	0	799	41952	KGN PARAPRO SALARY
14	15	100	0	1011	1000	17200	103	0	0	799	9491.04	KGN COUNSELOR SALARY
15	15	100	0	1011	1000	17200	189	0	0	799	9997.2	KGN COUNSELOR SALARY
16	15	100	0	1011	1000	21000	103	0	0	799	66107.28	KGN STATE HEALTH
17	15	100	0	1011	1000	21000	111	0	0	799	58797.96	KGN STATE HEALTH
18	15	100	0	1011	1000	21000	189	0	0	799	124930.56	KGN STATE HEALTH
19	15	100	0	1011	1000	21000	199	0	0	799	46613.76	KGN STATE HEALTH
20	15	100	0	1011	1000	22000	103	0	0	799	6634.32	KGN FICA/MED
21	15	100	0	1011	1000	22000	111	0	0	799	7358.4	KGN FICA/MED