PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/5/2017	Section I: Special Functions

[Topic 2: Print the Invalid Budget Payroll Accounts, Version 2.4]

Revision History

| Date	Version	Description	Author
4/11/2016	2.4	16.04.00 – Update screenshots.	D. Ochala
05/12/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
12/2/2011	2.2	11.03.01 – New DOE logo. Updated footer.	D. Ochala
10/01/2008	2.1	08.03.00 – Updated screenshot examples, *Special Functions Menu* reorganization.	C. W. Jones

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Overview

For existing employee information, the *Account Number not on Budget File Listing* displays payroll accounts that are missing from the Financial Accounting and Reporting (FAR) application's *BUDGET* file.

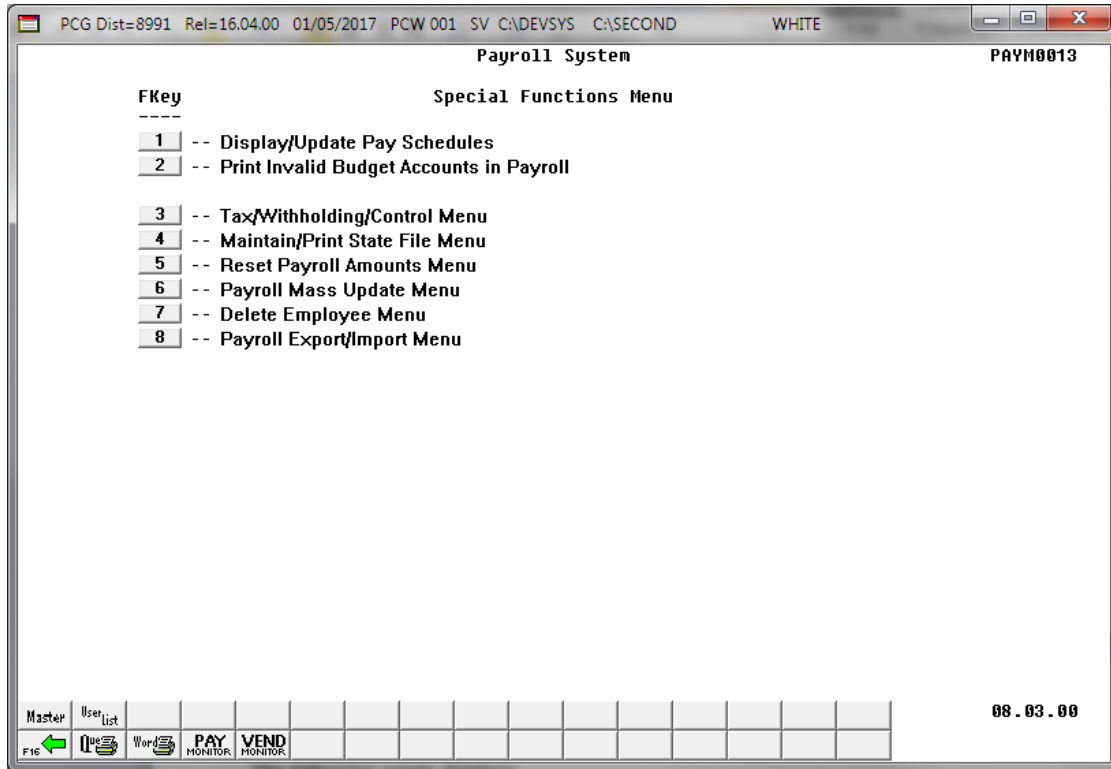# *Procedure A: Printing the Invalid Budget Payroll Accounts*

Step	Action
1	From the *Business Applications Master Menu,* select ___2___ (**F2** - Payroll System).

The following screen displays:
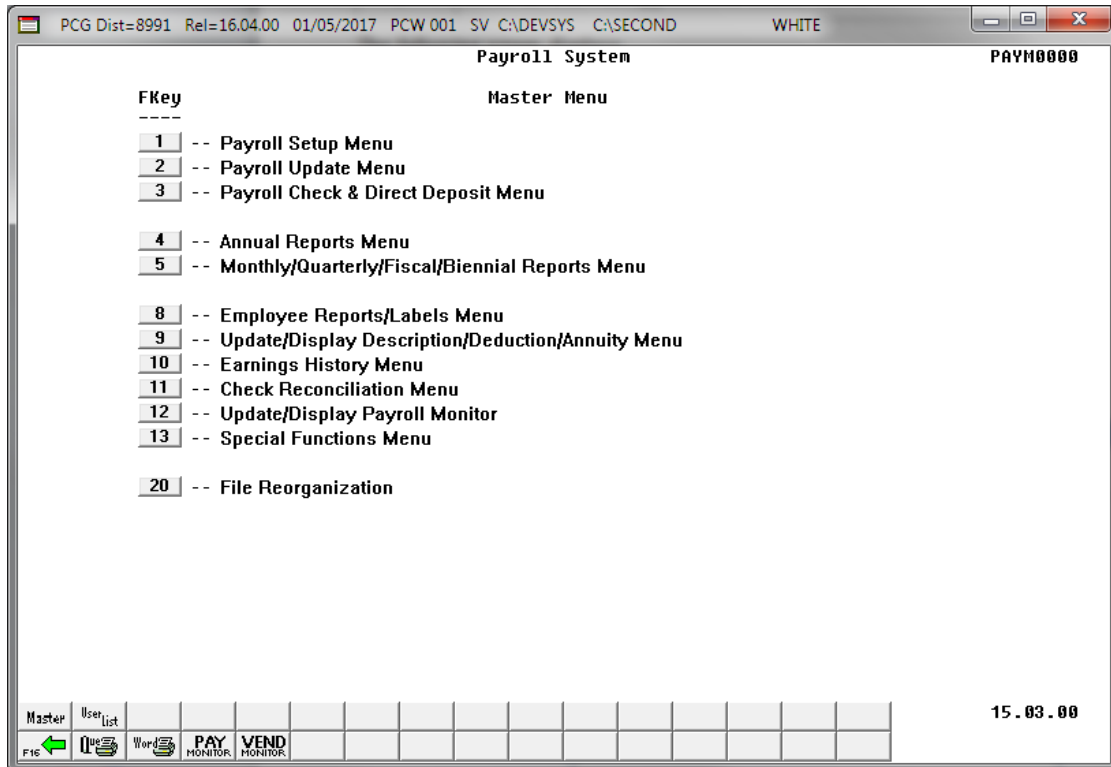
Step	Action
2	Select ___13___ (**F13 -** Special Functions Menu).

The following screen displays:

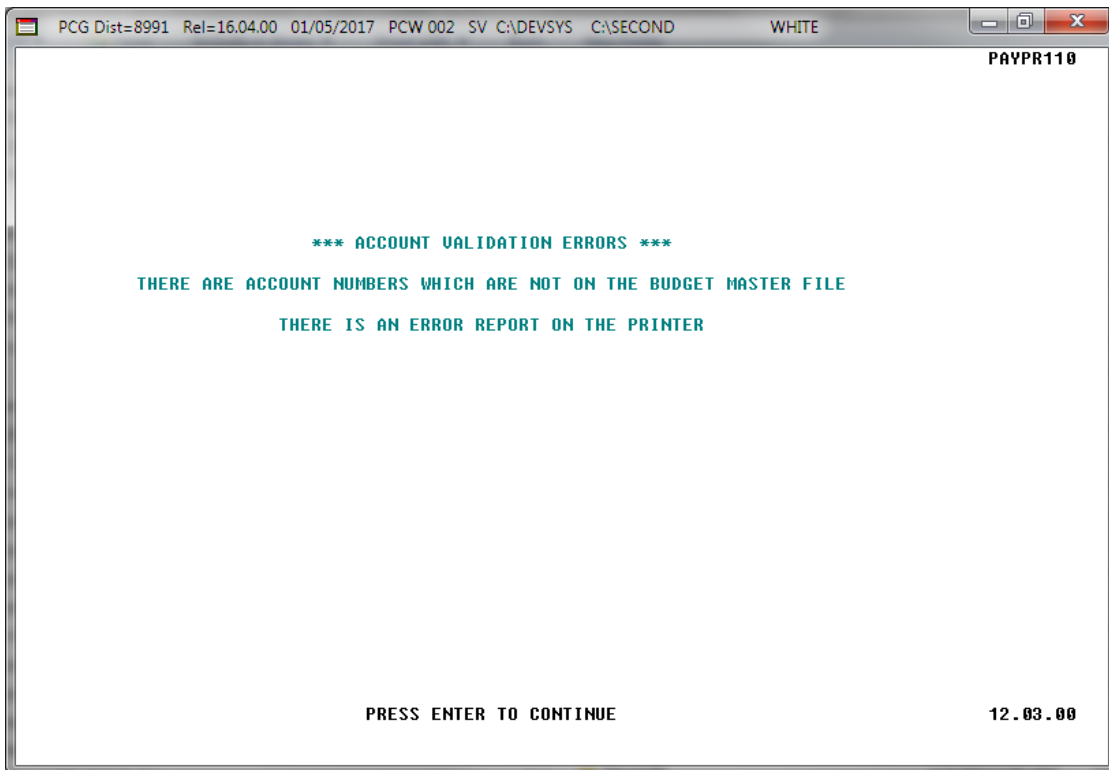| Step	Action
3	Select ___2___ (**F2** - Print Invalid Budget Acct's in Payroll). *"*** Processing ***" briefly displays.*

If <u>no</u> invalid accounts are found in the payroll file, the following screen displays:
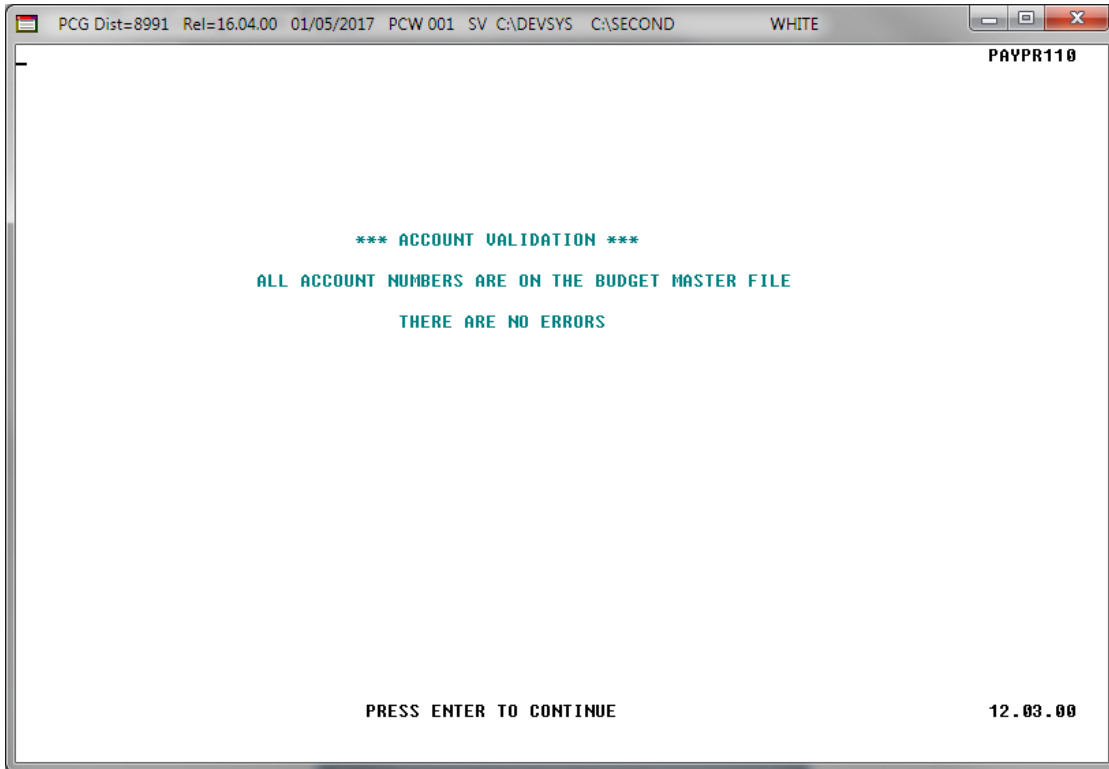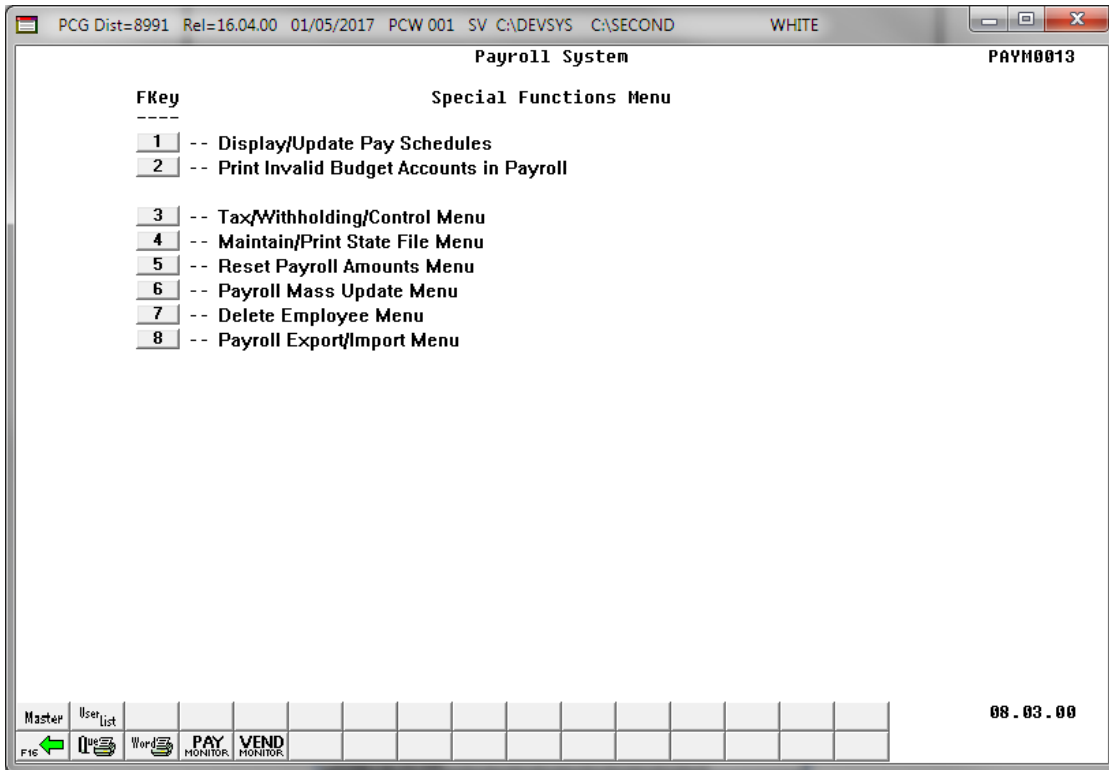
```
  PCG Dist=8991  Rel=16.04.00  01/05/2017  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                                 PAYPR110




                              *** ACCOUNT VALIDATION ***

                    ALL ACCOUNT NUMBERS ARE ON THE BUDGET MASTER FILE

                                 THERE ARE NO ERRORS















                             PRESS ENTER TO CONTINUE                       12.03.00
```

If invalid accounts are found in the payroll file, the following screen displays:

```
  PCG Dist=8991  Rel=16.04.00  01/05/2017  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                                 PAYPR110




                           *** ACCOUNT VALIDATION ERRORS ***

                 THERE ARE ACCOUNT NUMBERS WHICH ARE NOT ON THE BUDGET MASTER FILE

                        THERE IS AN ERROR REPORT ON THE PRINTER














                             PRESS ENTER TO CONTINUE                       12.03.00
```

Step	Action
4	If <u>no</u> invalid accounts are found in the payroll file, select **Enter** (to Continue), and proceed to *Step 7*. If the ***Account Validation Errors *** screen displays, proceed to *Step 5* to print the invalid account report.

The following screen displays:

Step	Action
5	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬛ (**MS WORD**). Where appropriate, follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
6	**For Budget account errors:** After reviewing the invalid account listing, either make the appropriate corrections within the FAR application, or delete the invalid account information from the employees' *Gross Data* screen. Repeat this procedure until no errors are found in the payroll file.
7	Select ⬛ (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select ⬛ (**Master**) to return to the *Business Applications Master Menu.*

A.1 Account Numbers Not Found on the Budget Master File - Example

```
RUN DATE: 01/05/2017                    GEORGIA DEPARTMENT OF EDUCATION                          PAGE:    1
RUN TIME: 15:00:59
PROGRAM:  PAYPR110                 ACCOUNT NUMBERS NOT FOUND ON THE BUDGET MASTER FILE

        EMPLOYEE NO.                    EMPLOYEE NAME              YR FND F PRGM FNCT OBJCT FCTY B ADDTL

          087244              NE2DHAM, SH2NTAY                     17-605-0-9990-3100-18400-0201-1-000000

          087245              PA9, DE9NY                           17-560-0-1540-1000-14000-0195-1-000000

                                                                  17-560-0-1540-1000-14000-0195-1-000000
```