PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/18/2021	Section E: Vendor Check/Wire Transfer Processing

[Topic 2: Manual/Void Vendor Checks and Wire Transfers, V1.0]

Revision History

Date	Version	Description	Author
3/18/2021	1.0	21.01.00 – Create a new document.	D. Ochala

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Overview

PCGenesis processes vendor payments by checks and by wire transfer. Regardless of the PCGenesis processing method, the vendor payment process starts by creating a claim (an <u>unpaid</u> <u>expenditure</u>).

Vendor payment processing includes the following procedures:

Printing the Open Payables and the Selected Payables Reports: Generate the open and selected payable reports by fund, by vendor name or vendor number, or by claim date. PCGenesis users may also request claims for a specific fund.

The *Open Payables Report* and the *Selected Payables Report* allow the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open or selected payables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- The *Open Payables Report* provides a listing of all unpaid expenditures (open claims).

- The *Selected Payables Report* provides a listing of unpaid expenditures (open claims) which have been <u>selected</u> for payment. The *Selected Payables Report* is used to verify the list of selected payables which will be processed during the vendor check run. The *Selected Payables Report* is the last chance to verify the total dollar amount and number of items which will be printed on the vendor checks. For additional verification and comparison, it is also beneficial to sort the selected claims by fund to ensure that the fund claim totals are correct.

Entering Manual Vendor Checks and/or Wire Transfers: PCGenesis users should be aware of the following when entering manual vendor checks and wire transfers against <u>expenditures</u>:

- During entry of manual vendor checks, up to 13 items may be selected for a vendor check.

- During entry of a manual wire transfer, up to 40 items may be selected for a wire transfer.

Voiding the Vendor Checks and/or Wire Transfers: PCGenesis users should be aware of the following when voiding vendor checks and wire transfers against <u>expenditures</u>:

- If the *void* and *paid* dates are the same, PCGenesis returns the original expenditure to an *Open* status.

- If a *void* date other than the *paid* date is used, PCGenesis displays the *Void Vendor Check/Wire Transfer – Differing Dates Warning Screen*, and identifies the effects of continuing as follows:

   o When voided with a different date, the original expenditure remains as is, with a *paid* status, cross-referencing the new claim(s) described below.
   o A reversing expenditure will be created with a negative (-) amount and a *Paid* status, with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence number.
   o PCGenesis creates a new expenditure with an *open* status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
   o The expenditures created will cross-reference the other expenditures.

When voiding vendor checks and wire transfers against <u>journal entries</u>, the following occurs:

- PCGenesis displays the original journal entry, and if the journal entry contains more than ten accounts, the *"Voucher has more than 10 Accts. The Journal Entry must be viewed in order to see remaining Accts."* message displays. The total *debits* and *credits* will reflect the totals of <u>all</u> accounts for the journal entry and a new journal entry number will be required.

- The original expenditure (journal entry) will remain as is, that is, with a *paid* status. The original journal entry will indicate that the check is voided by the new journal entry described below.

- PCGenesis creates a reversing journal entry and includes the journal entry in the *JEMASTER* file. The **Reason** field of the reversing journal will indicate "*VOIDED CHECK*" along with the check number. The transaction date of the reversing journal entry will be the same as the void date indicated. Refer to *Section L: General Ledger Account Master Processing, Topic 2: Journal Voucher Processing* for instructions.

Printing the Preliminary and Final Check Registers: Printing the reports allows a single copy of the current run's vendor check and wire transfer activity to be printed.

Display/Add Active Checks to Master: Vendor check number sequences must be added to the *Vendor Check Master File* for each bank code <u>before</u> the check numbers can be used when printing checks. The *Display/Add Active Checks to Master* procedure allows the user to add check number ranges to the *Check Master File*.

Refer to *Financial Accounting and Reporting (FAR) System Operations Guide, Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure J: Display/Add Active Checks to Master* for additional information.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon ▾ to aid in the entry of field information.

Screen Print: The screen print feature allows the user to obtain a screen print of selected financial screens. The screen print feature is available on display/inquiry screens which have the ⎙ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Entering a Manual Vendor's Check or Wire Transfer

Step	Action
1	From the *Business Applications Master Menu,* select ⬜**1** (**F1** - Financial Accounting & Reporting System).

The following screen displays:
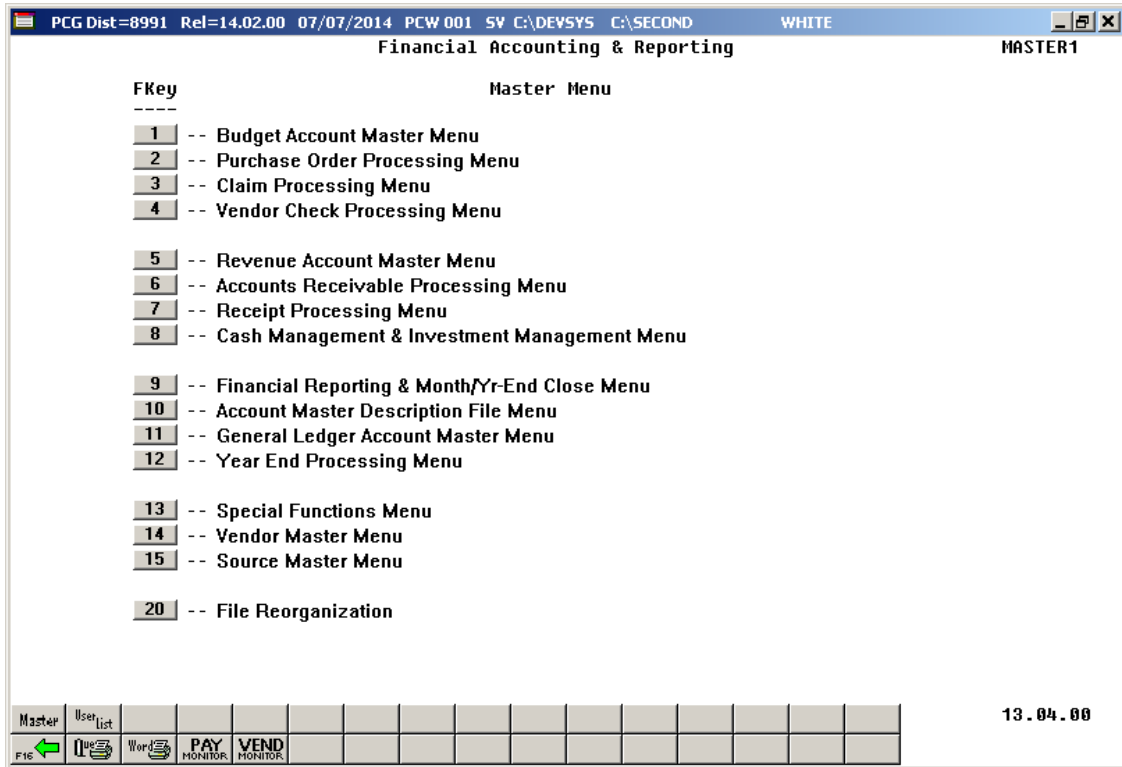
Step	Action
2	Select ⬜**4** (**F4** - Vendor Check Processing Menu).

The following screen displays:
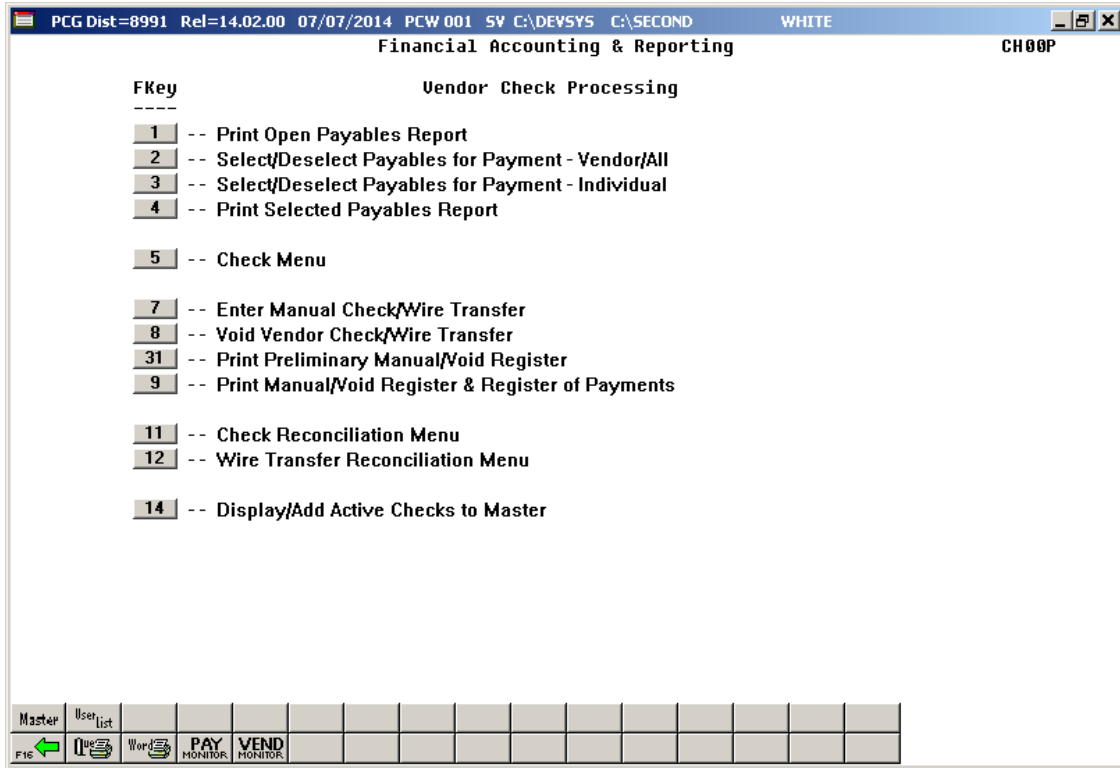
Step	Action
3	Select **7** (**F7** - Enter Manual Check/Wire Transfer).

The following screen displays:

Step	Action
4	**For Manual Checks:** Enter or verify the entry of **N** (No) in the **Wire Xfer** (Wire Transfer) field, and select ![ENTER] (**Enter**).
	For Manual Wire Transfers: Enter **Y** (Yes) in the **Wire Xfer** (Wire Transfer) field, and select ![ENTER] (**Enter**).

The following screen displays when '**N**' is entered in the **Wire Xfer** field:

The following screen displays when '**Y**' is entered in the **Wire Xfer** field:

Step	Action
5	Enter or select the drop-down selection icon ▾ within the **Bank** field to choose the bank code.
6	Enter the check number in the **Check #** field. *For Step 4-**Y** (Yes) entries, PCGenesis automatically assigns the wire transfer number.*
7	Enter or select the drop-down selection icon ▾ within the **Vendor** field to choose the vendor number.
8	Enter the check/wire transfer date (MM/DD/CCYY) in the **Date** field. *The check date entered must be greater than or equal to the date of any of the selected claims.*
9	Enter the total dollar amount of the check or wire transfer in the **Amount** field.
10	Verify the information displayed is correct and select ⊡ (**Enter**). *If the information is incorrect, select* ⬅ *(**F16**) and make the appropriate corrections, and select* ⊡ *(**Enter**).*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE          —     □     ×
                              Enter  Manual  Check / Wire Transfer                                  EXP1300

  Wire Xfer:   Y   Bank: BK02          Wxfer#:    2381     Vendor:    6240   VENDOR 006240
                   Date:   3/02/2019    Amount: 6873.37_____
                   Total Amount Selected:               Item Count:
  ** To select or de-select an item, click in the check box of the corresponding item. **
  Sel   Vend #-Seq    Claim Description                     Date      Amount       PO#
   □    006240-9443   STUFF                               3/01/2019    691.25     000000
   □    006240-9445   STUFF                               3/01/2019     18.58-    000000
   □    006240-9447   STUFF                               3/01/2019    404.07     000000
   □    006240-9449   STUFF                               3/01/2019     31.40-    000000
   □    006240-9451   STUFF                               3/01/2019    501.24     000000
   □    006240-9453   STUFF                               3/01/2019    273.96     000000
   □    006240-9455   STUFF                               3/01/2019    774.41     000000
   □    006240-9457   STUFF                               3/01/2019    492.75     000000
   □    006240-9459   STUFF                               3/01/2019    515.83     000000
   □    006240-9461   STUFF                               3/01/2019    271.62-    000000
   □    006240-9463   STUFF                               3/01/2019    457.76     000000
   □    006240-9465   STUFF                               3/01/2019     90.93     000000
   □    006240-9467   STUFF                               3/01/2019    595.73     000000
   □    006240-9469   STUFF                               3/01/2019     39.50-    000000
   □    006240-9471   STUFF                               3/01/2019    300.26     000000
   □    006240-9473   STUFF                               3/01/2019     91.07     000000
   □    006240-9475   STUFF                               3/01/2019     10.24-    000000
   □    006240-9477   STUFF                               3/01/2019    239.35     000000
   □    006240-9479   STUFF                               3/01/2019    182.70     000000
   □    006240-9481   STUFF                               3/01/2019    131.99-    000000
        **** Select up to 13 items for a check and up to 40 items for a wire transfer. *****


        F1=First,   F5=Next,   F9=Select page,   F10=Deselect page   ENTER=Continue with Posting
                  F16=Select another vendor
  ⊡  F1         F5      F7      F9  F10      F12                                       19.01.00
  ⬅
```

Step	Action
11	Select the claims to be paid by the vendor check or wire transfer. To pay a claim, select the check box ☐ to the left of the claim(s).
	Important Note: Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer.
	Open items that can be paid with a manual vendor check/wire transfer print on the *Open Payables Report*. The *Open Payables Report* provides the vendor number and sequence number information. Refer to *Financial Accounting and Reporting (FAR) System Operations Guide, Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure B: Printing the Open Payables Report* for the instructions to generate the report.
	When selected, the check box displays ☑ to identify the claim's selection.
12	To select or deselect multiple items at one time, select **F9** (**F9** – Select page) or select **F10** (**F10** - Deselect page) where appropriate.
	The function **F9** (**F9** – Select page) selects up to 13 items for a vendor check (*Step 4*-**No** entries) and up to 20 items per page for a wire transfer (*Step 4*- **Yes** entries).
	The function **F10** (**F10** – Deselect page) deselects up to 13 items for a vendor check (*Step 4*-**No** entries) and up to 20 items per page for a wire transfer (*Step 4*- **Yes** entries).
	Important Note: Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer.
	When selected, the check box displays ☑ to identify the claim's selection.
13	A vendor may have more outstanding claims to be paid than can be displayed on one screen. To examine additional claims, select **F1** (**F1** - First) or select **F5** (**F5** - Next) or select **F7** (**F7** - Previous) to examine additional claims where appropriate.

The following screen displays after claims have been selected:

Step	Action
14	Verify the screen's information is correct. When the dollar amount of the claims selected equals the total check amount entered in *Step 9*, select [ENTER ✓] (**ENTER** - Continue with Posting). *If the information is incorrect, select [F16 ⬅] (F16) to reenter the correct information.*

The following screen displays when '**N**' is entered in the **Wire Xfer** field:

```
 A  PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV  C:\DEVSYS   C:\SECOND         WHITE          —   □   ✕
                          Enter Manual Check / Wire Transfer                          EXP1300

Wire Xfer:  N  Bank: BK02           Check#:    12   Vendor:   6240  VENDOR 006240
               Date:  3/02/2019    Amount: 4476.33

               Total Amount Selected:    4,476.33  Item Count:    13

               Payables liquidated and amount for each.
          Seq: 9443  Amt:        691.25
               9445              18.58-
               9447             404.07
               9449              31.40-
               9451             501.24
               9453             273.96
               9455             774.41
               9457             492.75
               9459             515.83
               9461             271.62-
               9463             457.76
               9465              90.93
               9467             595.73










         Enter to Process    F16 to ReEnter/Exit
ENTER                                                                                 19.01.00
  ✔  F1         F5       F7       F9  F10      F12
F16
  ⬅
```

Note that a maximum of 13 items may be selected for a vendor check

The following screen displays when '**Y**' is entered in the **Wire Xfer** field:

```
 A  PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV  C:\DEVSYS   C:\SECOND         WHITE          —   □   ✕
                          Enter Manual Check / Wire Transfer                          EXP1300

Wire Xfer:  Y  Bank: BK02           Wxfer#:   2381   Vendor:   6240  VENDOR 006240
               Date:  3/02/2019    Amount: 6873.37

               Total Amount Selected:    6,873.37  Item Count:    35

               Payables liquidated and amount for each.
          Seq: 9443  Amt:        691.25        Seq: 9483  Amt:        250.90
               9445              18.58-             9485             108.46-
               9447             404.07              9487             387.74
               9449              31.40-             9489             102.48
               9451             501.24              9491              32.33-
               9453             273.96              9493             205.25
               9455             774.41              9495             159.09
               9457             492.75              9497               2.80-
               9459             515.83              9499             368.98
               9461             271.62-             9501              26.70
               9463             457.76              9503              23.18-
               9465              90.93              9505               5.52-
               9467             595.73              9507             172.33
               9469              39.50-             9509             206.78
               9471             300.26              9511              57.43
               9473              91.07
               9475              10.24-
               9477             239.35
               9479             182.70
               9481             131.99-


         Enter to Process    F16 to ReEnter/Exit
ENTER                                                                                 19.01.00
  ✔  F1         F5       F7       F9  F10      F12
F16
  ⬅
```

Note that a maximum of 40 items may be selected for a wire transfer

Step	Action
15	Verify that the screen's information is correct. Verify the check/wire transfer date (MM/DD/CCYY) in the **Date** field. If the date is incorrect, restart the procedure at *Step 4*.
16	Verify that the screen's information is correct. Verify that the amount of claims selected equals the total check amount entered in *Step 9*. If necessary, the total check/wire transfer amount can be adjusted at this time by entering the correct total in the **Amount** field.
17	Verify the expenditure's control/sequence number(s) in the **Seq** (Sequence) field(s) and the corresponding dollar amount(s) in the **Amt** (Amount) field(s).
	Important Note: Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer.
	Open items that can be paid with a manual vendor check/wire transfer print on the *Open Payables Report*. The *Open Payables Report* provides the vendor number and sequence number information. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure B: Printing the Open Payables Report* for the instructions to generate the report.
18	Verify the information displayed is correct and select ![ENTER] (**Enter** to Process).
	If the information is incorrect, select ![F16] (F16) to reenter the correct information.

The following screen displays when '**N**' is entered in the **Wire Xfer** field:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE            —   □   ×
                          Enter Manual Check / Wire Transfer                               EXP1300

Wire Xfer:  N  Bank: BK02          Check#:    13    Vendor:    6240  VENDOR 006240
               Date:  3/01/2019    Amount:   4476.33

               Total Amount Selected:    4,476.33  Item Count:    13

               Payables liquidated and amount for each.
          Seq: 9443  Amt:        691.25
               9445              18.58-
               9447             404.07
               9449              31.40-
               9451             501.24
               9453             273.96
               9455             774.41
               9457             492.75
               9459             515.83
               9461             271.62-
               9463             457.76
               9465              90.93
               9467             595.73




          F12 to Post
                          F16 to ReEnter/Exit
 ENTER    F1            F5       F7       F9   F10        F12                    19.01.00
 F16
```

Note that a maximum of 13 items may be selected for a vendor check

The following screen displays when '**Y**' is entered in the **Wire Xfer** field:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE            —   □   ×
                          Enter Manual Check / Wire Transfer                               EXP1300

Wire Xfer:  Y  Bank: BK02          Wxfer#:   2381    Vendor:    6240  VENDOR 006240
               Date:  3/01/2019    Amount:   6873.37

               Total Amount Selected:    6,873.37  Item Count:    35

               Payables liquidated and amount for each.
          Seq: 9443  Amt:        691.25       Seq: 9483  Amt:        250.90
               9445              18.58-            9485             108.46-
               9447             404.07            9487             387.74
               9449              31.40-            9489             102.48
               9451             501.24            9491              32.33-
               9453             273.96            9493             205.25
               9455             774.41            9495             159.09
               9457             492.75            9497               2.80-
               9459             515.83            9499             368.98
               9461             271.62-            9501              26.70
               9463             457.76            9503              23.18-
               9465              90.93            9505               5.52-
               9467             595.73            9507             172.33
               9469              39.50-            9509             206.78
               9471             300.26            9511              57.43
               9473              91.07
               9475              10.24-
               9477             239.35
               9479             182.70
               9481             131.99-

          F12 to Post
                          F16 to ReEnter/Exit
 ENTER    F1            F5       F7       F9   F10        F12                    19.01.00
 F16
```

Note that a maximum of 40 items may be selected for a wire transfer

Step	Action
19	Verify the information and then select ⬛**F12** (**F12** - Post) to post the check or wire transfer.

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE              ─    □    ✕
                                  Enter Manual Check / Wire Transfer                                    EXP1300

 Wire Xfer:  N   Bank:              Check#              Vendor:

















            ENTER = Continue, F16 = Exit
  ENTER ✓  F1          F5      F7      F9  F10      F12                              19.01.00
  F16  ⬅
```
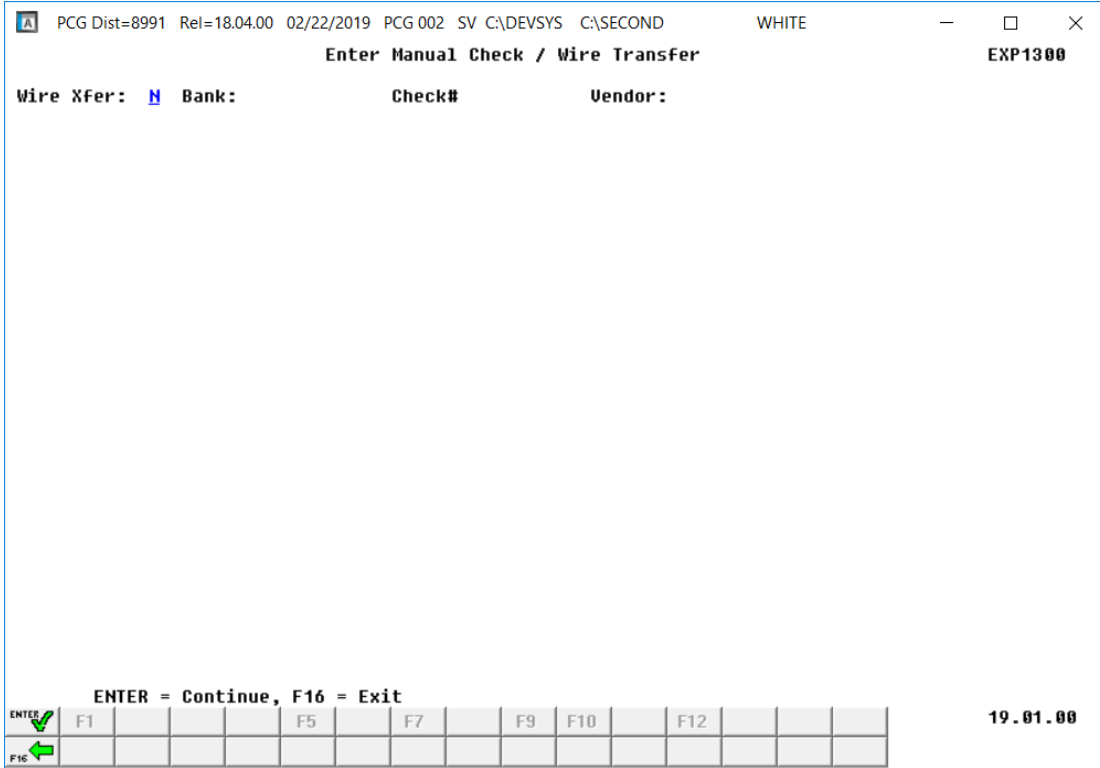
Step	Action
20	Select ⬛**F16** (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu*. *For additional vendor check/wire transfer entries, repeat Steps 4 - 19.*

The following screen displays:

Step	Action
21	Select F16 (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure B: Voiding Vendor Checks or Wire Transfers

B1. Voiding Vendor Checks/Wire Transfers Entered Against Expenditures

Step	Action
1	Select **4** (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
2	Select ___8___ (**F8** - Void Vendor Check/Wire Transfer).

The following screen displays:

```
PCG Dist=8991 Rel=14.02.00 07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND         WHITE            _ |8| X|
                                                                                              EXP1700
                              Void Vendor Check / Wire Transfer

        Wire xfer: N     Bank:           Check #:
           Vendor:                                          Issue date:
           Amount:                                          Void date:


















            ENTER = Continue, F16 = Exit
   ENTER    F1          F5                             F12         F15         14.02.00
   F16                                                 F28
```

Step	Action
3	**For Checks:** Enter or verify the entry of **N** (No) in the **Wire Xfer** (Wire Transfer) field and select ENTER (**Enter**).
	For Wire Transfers: Enter **Y** (Yes) in the **Wire Xfer** (Wire Transfer) field and select ENTER (**Enter**).

The following screen displays:

Step	Action
4	Enter or select the drop-down selection icon ▼ within the **Bank** field to choose the bank code.
5	Enter or select the drop-down selection icon ▼ within the **Check #** (Check Number) field to choose the appropriate check or wire transfer number to void. *If Step 3's entry is **Y** (Yes), the field's name will be **Wxfer #** (Wire Transfer Number).*
6	Select [ENTER ✓] (**Enter**). *For on-line help instructions, select [F28] (F28 - Help) for additional information.*

The following screen displays:

Step	Action
7	Enter or verify the vendor's number in the **Vendor** field.
8	Enter or verify the dollar amount the **Amount** field.
9	Enter the void date (MM/DD/CCYY) in the **Void date** field. *The void date entered may not be a date earlier than the issue date of the vendor check or wire transfer.*
10	Select ![ENTER] (**Enter)** to process. If the information is incorrect, select ![F16] (**F16**) to reenter the correct information. For on-line help instructions, select ![F28] (**F28** - Help) for additional information. Select ![printer] (**F3** – Print this data) to obtain a screen print of the *Void Vendor Check / Wire Transfer* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

```
 A  PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE           —    □    ✕
                                                                                                         EXP1700

                             Void Vendor Check / Wire Transfer

        Wire xfer: Y     Bank: BK02      Wxfer #:    2382
          Vendor:    6240 VENDOR 006240                      Issue date:   3/04/2019
          Amount:        6,873.37                            Void date:    3/05/2019

        Payables liquidated and amount for each.
               Seq: 9373  Amt:         595.73     Seq: 9413  Amt:              2.80-
                    9375               90.93           9415                  159.09
                    9377              457.76           9417                  205.25
                    9379              271.62-          9419                   32.33-
                    9381              515.83           9421                  102.48
                    9383              492.75           9423                  387.74
                    9385              774.41           9425                  108.46-
                    9387              273.96           9427                  250.90
                    9389              501.24           9429                  131.99-
                    9391               31.40-          9431                  182.70
                    9393              404.07           9433                  239.35
                    9395               18.58-          9435                   10.24-
                    9397              691.25           9437                   91.07
                    9399               57.43           9439                  300.26
                    9401              206.78           9441                   39.50-
                    9403              172.33
                    9405                5.52-
                    9407               23.18-
                    9409               26.70
                    9411              368.98



                     F12=Post F17=PrtScrn              F16=ReEnter/Exit
 ENTER ✓  F1              F5                              F12          F15            19.01.00
 F16 ⬅     🖨                                            F28
```

Step	Action
11	Select **F12** (**F12** - Post). **Important Note**: Up to 13 items may be displayed for a vendor check and up to 40 items may be displayed for a wire transfer. *If the information is incorrect, select* **F16** *(**F16**) to reenter the correct information.* *"Waiting for Locked Record" briefly displays.*
12	If the *void* and *paid* dates are the same, proceed to *Step 15*. If the *void* date is other than the *paid* date, proceed to *Step 13*.

If the *void* date is other than the *paid* date, the following screen displays:

Step	Action
13	Select **F5** (**F5** – Post using dates entered).
	If a *void* date other than the *paid* date is used, PCGenesis displays the *Void Vendor Check/Wire Transfer – Differing Dates Warning Screen*, and identifies the effects of continuing as follows:
	• When voided with a different date, the original expenditure remains as is, with a *paid* status, cross-referencing the new claim(s) described below.
	• A reversing expenditure will be created with a negative (-) amount and a *Paid* status, with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence number.
	• PCGenesis creates a new expenditure with an *open* status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
	• The expenditures created will cross-reference the other expenditures.
	If the information is incorrect, select **F1** *(F1) to reenter the correct information. "Waiting for Locked Record" briefly displays.*

If the *void* date is other than the *paid* date, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE              —    □    ×
                                                                                                        EXP1700

                                    *** Expense Detail ***

                        Newly Opened                                   Newly Opened
            Old Seq#    Claim Seq#    Amount                Old Seq#   Claim Seq#    Amount
         1    9373        9371        595.73         21       9413       9331          2.80-
         2    9375        9369         90.93         22       9415       9329        159.09
         3    9377        9367        457.76         23       9417       9327        205.25
         4    9379        9365        271.62-        24       9419       9325         32.33-
         5    9381        9363        515.83         25       9421       9323        102.48
         6    9383        9361        492.75         26       9423       9321        387.74
         7    9385        9359        774.41         27       9425       9319        108.46-
         8    9387        9357        273.96         28       9427       9317        250.90
         9    9389        9355        501.24         29       9429       9315        131.99-
        10    9391        9353         31.40-        30       9431       9313        182.70
        11    9393        9351        404.07         31       9433       9311        239.35
        12    9395        9349         18.58-        32       9435       9309         10.24-
        13    9397        9347        691.25         33       9437       9307         91.07
        14    9399        9345         57.43         34       9439       9305        300.26
        15    9401        9343        206.78         35       9441       9303         39.50-
        16    9403        9341        172.33
        17    9405        9339          5.52-
        18    9407        9337         23.18-
        19    9409        9335         26.70
        20    9411        9333        368.98




                               Enter to continue
 ENTER  F1              F5                          F12            F15              19.01.00
 F16    🖶                                          F28
```

Step	Action
14	Select ![ENTER] (**Enter**) to continue. **NOTE:** Make sure to note the old expenditure sequence number(s) and the corresponding new expenditure sequence number(s).

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/22/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE          —    □    ×
                                                                                                     EXP1700
                               Void Vendor Check / Wire Transfer

       Wire xfer: Y    Bank: _____ ▼     Wxfer #: _____
          Vendor:                                             Issue date:
          Amount:                                             Void date:












            ENTER = Continue, F16 = Exit
   ENTER ✓  F1          F5                              F12        F15          19.01.00
   F16 ⬅    🖶                                          F28
```

Step	Action
15	Select [F16 ⬅] (**F16 -** Exit) twice to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu*.
	To void additional vendor check/wire transfer entries, repeat Steps 4 - 15.

The following screen displays:

Step	Action
16	Select F16 (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

B1.1. Examples of Vendor Claims After Void of Vendor Check/Wire Transfer

If a *void* date other than the *paid* date is used, PCGenesis displays the *Void Vendor Check/Wire Transfer – Differing Dates Warning Screen*, and identifies the effects of continuing.

In this example, the original paid date is 06/30/2018. The vendor check number (# *5*) is voided using a <u>different</u> date of 07/31/2018.

```
 A   PCG Dist=8991  Rel=18.01.00  05/25/2018  DOD 001  SV C:\DEVSYS  C:\SECOND       WHITE                   _  □  X

006055    VENDOR 000055                      Expense/Inquiry-Vendor                        EXP0200
1 WEST FIRST STREET                     (Remit To:)  P.O. BOX 1244                          PAID
ATLANTA, GA                30000                     ATLANTA, GA              30000
Purchase Order No: 000169               Seq: 9996          Claim Dt: 5/18/2018 Claim Amt:       171.00
Desc: THIS IS A DESCRIPTION OF INV    Xref Seq: 9989 9988 Disc Dt:          Disc Amt:
      MONTHLY CLAIM AGAINST PO          A/P Blnc:  421      Bank: BK01      Payment: 6/30/2018
 Ref: ABC-3417636-HHHOI-1384756                            Check#:      5   Amount:        171.00
                   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l            Amount   1099
       Charge to:  18 100   1011 1000 43200  195 1                      1.00
                   18 100   1011 1000 44222  195 1                      2.00
                   18 100   1011 1000 44300  195 1                      3.00
                   18 100   1011 1000 61000  195 1      1               4.00
                   18 100   1011 1000 61041  195 1                      5.00
                   18 100   1011 1000 61100  195 1                      6.00
                   18 100   1011 1000 61500  195 1                      7.00
                   18 100   1011 1000 61600  195 1                      8.00
                   18 100   1021 1000 43200  195 1                      9.00
                   18 100   1021 1000 44222  100 1                     10.00
                   18 100   1021 1000 44222  195 1                     11.00
                   18 100   1021 1000 44300  100 1                     12.00
                   18 100   1021 1000 58000  195 1                     13.00
                   18 100   1021 1000 61000  100 1      1              14.00
                   18 100   1021 1000 61000  195 1      1              15.00
                   18 100   1021 1000 61003  195 1      1              16.00
                   18 100   1021 1000 61041  100 1                     17.00
                   18 100   1021 1000 61041  195 1                     18.00
                   00
                   00



 F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn                 F16=Reenter/Exit
ENTER ✓  First  Next  Prev  Last                       F12                    18.02.00
F16 ⬅  🖨  🗑                                           Help
```

Original Expenditure

- In the example above, when a vendor check/wire transfer is voided with a different date, the original expenditure (*9996*) remains as is, with a ***Paid*** status, cross-referencing the new claim(s) described below.
- In the example above, the original expenditure (*9996*) cross-references to expenditures *9989* and *9988* shown below.
- In the example above, the original expenditure (*9996*) was created on 05/18/2018 and was paid with check number *5* on 06/30/2018.

```
 A    PCG Dist=8991 Rel=18.01.00 05/25/2018 DOD 001 SV C:\DEVSYS  C:\SECOND         WHITE          _ □ ✗
006055    VENDOR 000055                     Expense/Inquiry-Vendor                            EXP0200
1 WEST FIRST STREET                     (Remit To:) P.O. BOX 1244                             PAID
ATLANTA, GA               30000             ATLANTA, GA               30000
Purchase Order No: 000169          Seq: 9989         Claim Dt: 7/31/2018 Claim Amt:      171.00-
Desc:  VOID  #000005 ISSUED 05-18-18Xref Seq:         Disc Dt:         Disc Amt:
       REF. ORIGINAL SEQ#: 9996      A/P Blnc:    421  Bank: BK01      Payment: 7/31/2018
 Ref: ABC-3417636-HHHOI-1384756                        Check#:      5  Amount:         171.00-
                  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l              Amount   1099
        Charge to:  19 100   1011 1000 43200  195 1                    1.00-
                    19 100   1011 1000 44222  195 1                    2.00-
                    19 100   1011 1000 44300  195 1                    3.00-
                    19 100   1011 1000 61000  195 1     1              4.00-
                    19 100   1011 1000 61041  195 1                    5.00-
                    19 100   1011 1000 61100  195 1                    6.00-
                    19 100   1011 1000 61500  195 1                    7.00-
                    19 100   1011 1000 61600  195 1                    8.00-
                    19 100   1021 1000 43200  195 1                    9.00-
                    19 100   1021 1000 44222  100 1                   10.00-
                    19 100   1021 1000 44222  195 1                   11.00-
                    19 100   1021 1000 44300  100 1                   12.00-
                    19 100   1021 1000 58000  195 1                   13.00-
                    19 100   1021 1000 61000  100 1     1             14.00-
                    19 100   1021 1000 61000  195 1     1             15.00-
                    19 100   1021 1000 61003  195 1     1             16.00-
                    19 100   1021 1000 61041  100 1                   17.00-
                    19 100   1021 1000 61041  195 1                   18.00-
                    00
                    00



 F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn                    F16=Reenter/Exit
ENTER✔  First  Next  Prev  Last                      F12              F15🔍        18.02.00
F16⬅    🖨    🗑                                     Help
```

Reversing Expenditure – Negative amount and Paid Status

- In this example, a reversing expenditure (*9989*) is created with a negative (-) amount and a ***Paid*** status, with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence number.
- In the example above, the reversing expenditure (*9989*) is created with the date of the voided check, 07/31/2018 and shows as paid on 07/31/2018.
- In the example above, the reversing expenditure (*9989*) references check number *5* with a negative amount of -171.00.
- In the example above, the reversing expenditure (*9989*) references the original expenditure (*9996*).

```
┌─[A]──PCG Dist=8991  Rel=18.01.00  05/25/2018  DOD 001  SV  C:\DEVSYS  C:\SECOND──────WHITE──────[─][□][ X ]─┐
│ 006055    VENDOR 000055                     Expense/Inquiry-Vendor                        EXP0200           │
│ 1 WEST FIRST STREET                        (Remit To:)  P.O. BOX 1244                     OPEN             │
│ ATLANTA, GA              30000                  ATLANTA, GA               30000                            │
│ Purchase Order No: 000169         Seq: 9988          Claim Dt: 7/31/2018 Claim Amt:          171.00        │
│ Desc: THIS IS A DESCRIPTION OF INV  Xref Seq: 9996      Disc Dt:         Disc Amt:                         │
│       MONTHLY CLAIM AGAINST PO      A/P Blnc:  421      Bank: BK01        Payment:                         │
│   Ref: ABC-3417636-HHHOI-1384756                       Check#:           Amount:                           │
│                 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l             Amount    1099                          │
│         Charge to:  19 100   1011 1000 43200  195 1                   1.00                                 │
│                     19 100   1011 1000 44222  195 1                   2.00                                 │
│                     19 100   1011 1000 44300  195 1                   3.00                                 │
│                     19 100   1011 1000 61000  195 1      1            4.00                                 │
│                     19 100   1011 1000 61041  195 1                   5.00                                 │
│                     19 100   1011 1000 61100  195 1                   6.00                                 │
│                     19 100   1011 1000 61500  195 1                   7.00                                 │
│                     19 100   1011 1000 61600  195 1                   8.00                                 │
│                     19 100   1021 1000 43200  195 1                   9.00                                 │
│                     19 100   1021 1000 44222  100 1                  10.00                                 │
│                     19 100   1021 1000 44222  195 1                  11.00                                 │
│                     19 100   1021 1000 44300  100 1                  12.00                                 │
│                     19 100   1021 1000 58000  195 1                  13.00                                 │
│                     19 100   1021 1000 61000  100 1      1           14.00                                 │
│                     19 100   1021 1000 61000  195 1      1           15.00                                 │
│                     19 100   1021 1000 61003  195 1      1           16.00                                 │
│                     19 100   1021 1000 61041  100 1                  17.00                                 │
│                     19 100   1021 1000 61041  195 1                  18.00                                 │
│                     00                                                                                     │
│                     00                                                                                     │
│                                                                                                           │
│                                                                                                           │
│  F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn                      F16=Reenter/Exit                    │
│ ┌ENTER┐ ┌─────┐┌────┐┌────┐┌────┐┌──┐┌──┐┌──┐┌──┐┌──┐  ┌────┐  ┌────┐              18.02.00                 │
│ │ ✔  │ │First││Next││Prev││Last││  ││  ││  ││  ││  │  │F12 │  │F15🔍│                                       │
│ └─────┘ └─────┘└────┘└────┘└────┘└──┘└──┘└──┘└──┘└──┘  ┌────┐  └────┘                                       │
│ ┌F16─┐  ┌──┐  ┌──┐                                    │Help│                                               │
│ │ ⬅  │  │🖨️│  │🗑️│                                    └────┘                                               │
│ └────┘  └──┘  └──┘                                                                                         │
└───────────────────────────────────────────────────────────────────────────────────────────────────────────┘
```

New Expenditure – Open Status

- In this example, PCGenesis creates a new expenditure with an *Open* status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
- In the example above, the new expenditure (*9988*) is created with the date of the voided check, 07/31/2018.
- In the example above, the new expenditure (*9988*) cross-references the original expenditure (*9996*).
- **NOTE:** To reissue this check, the new check must be entered <u>manually</u> against the newly generated claim.
- **NOTE:** If this check is not going to be issued, the new expenditure must be <u>cancelled</u>.

Voided Check in the Vendor Check Master File

- The voided check will appear on the *Vendor Check Master File*.
- The **Original payable** (*9996*) is referenced on the *Vendor Check Master File*.

```
REPORT DATE: 05/25/2018            MANUAL/VOID CHECK REGISTER                    PAGE   1

BANK   CHECK#      PAYEE                    DATE          FUND AMT.      FUND    ---- ORIGIN ----

BK01   000002   VENDOR 000055               5/23/18         171.00      100-0   A/P
                                                            171.00 **

BK01   000002   VENDOR 000055               5/23/18         171.00-     100-0   A/P               ** VOIDED **
                                                            171.00-**

BK01   000005   VENDOR 000055               7/31/18         171.00-     100-0   A/P               ** VOIDED **
                                                            171.00-**

BK01   002208   VENDOR 000633               6/30/18       1,000.00      100-0   WIRE TRANSFER
                                                          1,000.00 **

BK06   000014   VENDOR 000014              12/31/17         100.00      100-0   JE #00007343
                                                            100.00 **

BK06   000015   VENDOR 000014              12/31/17          22.00      100-0   JE #00007344
                                                             22.00 **

BK06   000016   VENDOR 000014               5/24/18         117.00      100-0   JE #00007345
                                                            117.00 **

BK06   000016   VENDOR 000014               5/24/18         117.00-     100-0   JE #00007346     ** VOIDED **
                                                            117.00-**

                TOTAL - ALL FUNDS                           951.00
```

The Manual/Void Check Register Showing the Voided Check Number

- The voided check will appear on the *Manual/Void Check Register*.
- Reversing expenditure entries will be posted to the *General Ledger Master File* (G/L), *Budget Account Master* file (A/P), or *Revenue Account Master* file (A/R), and the *Audit file*.

B2. Voiding Vendor Checks/Wire Transfers Entered In Journal Entries

Step	Action
1	Select ⬚ **4** (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
2	Select ⬚**8** (**F8** - Void Vendor Check/Wire Transfer).

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.00  07/07/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE              _|8|X|
                                                                                              EXP1700
                               Void Vendor Check / Wire Transfer

          Wire xfer: N    Bank:         Check #:
             Vendor:                                        Issue date:
             Amount:                                         Void date:













                ENTER = Continue, F16 = Exit
  ENTER     F1           F5                              F12        F15          14.02.00
  F16                                                    F28
```

Step	Action
3	**For Manual Checks:** Enter or verify the entry of **N** (No) in the **Wire Xfer** (Wire Transfer) field, and select ![ENTER] (**Enter**).
	For Manual Wire Transfers: Enter **Y** (Yes) in the **Wire Xfer** (Wire Transfer) field, and select ![ENTER] (**Enter**).

The following screen displays:

Step	Action
4	Enter or select the drop-down selection icon ▼ within the **Bank** field to choose the bank code.
5	Enter or select the drop-down selection icon ▼ within the **Check #** (Check Number) field to choose the appropriate check or wire transfer number to void. *If Step 3's entry is **Y** (Yes), the field's name will be **Wxfer #** (Wire Transfer Number).*
6	Select **ENTER ✓** (**Enter**). *For on-line help instructions, select* **F28** *(F28 - Help) for additional information.*

The following screen displays:

Step	Action
7	Enter or verify the vendor's number in the **Vendor** field.
8	Enter or verify the dollar amount the **Amount** field.
9	Enter the void date (MM/DD/CCYY) in the **Void date** field. *The void date entered may not be a date earlier than the issue date of the vendor check or wire transfer.*
10	Select ![ENTER] (**Enter**) to process. If the information is incorrect, select ![F16] (**F16**) to reenter the correct information. For on-line help instructions, select ![F28] (**F28** - Help) for additional information. Select ![print] (**F3** – Print this data) to obtain a screen print of the *Void Vendor Check / Wire Transfer* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

Step	Action
11	Select [ENTER ✓] (**Enter**) to process. If the information is incorrect, select [F16 ←] (**F16**) to reenter the correct information.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=6661  Rel=17.04.00  03/07/2018  PCW 001  SV C:\DEVSYS  C:\SECOND   WHITE      □ ▣ ✕ │
│                                                                        EXP1700 │
│                       Void Vendor Check / Wire Transfer                        │
│     Bank: FBG      Check#:  50002    Amount:        10.03  Issue date:  1/01/2018 │
│                                                                                │
│     Vendor:    6585    4 INKJETS.COM                     Void date:  3/01/2018 │
│                                                                                │
│   Voucher #: 113679__          Transaction date:  1/01/2018    Reason: VOIDED CHECK # 50002 │
│                                                                                │
│                     Blnc                                                        │
│ Acct              Fnct                                            Source        │
│ Typ Yr Fnd F Prgm Srce Objct Fcty B Addt'l  DR Amount   CR Amount  Bank Vendor │
│  B  18 100 0 0000 0101 00000 0000 0 000000      10.03              FBG          │
│  B  18 100 0 0000 0121 00000 0000 0 000000               10.03                 │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│   Enter VOUCHER # for Reversing Entry!                                         │
│     Enter=Process                                F16=Reenter                    │
│ ENTER✓ F1        │    │ F5   │    │    │    │    │ F12   │    │ F15 │  17.01.00  │
│ F16◄  🖨        │    │      │    │    │    │    │ F28   │    │     │            │
└─────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
12	Enter the voucher number for the reversing journal in the **Voucher #** field.
13	Select **ENTER✓** (**Enter**) to process. If the information is incorrect, select **F16◄** (**F16**) to reenter the correct information.

The following screen displays:

```
 A   PCG Dist=6661  Rel=17.04.00  03/07/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                    _ □ ✕

                                                                                                              EXP1700
                                    Void Vendor Check / Wire Transfer
        Bank: FBG        Check#:   50002    Amount:          10.03  Issue date:  1/01/2018

        Vendor:    6585     4 INKJETS.COM                            Void date:  3/01/2018

      Voucher #:    113679           Transaction date:  1/01/2018      Reason: VOIDED CHECK # 50002

                        Blnc
    Acct                Fnct                                                         Source
    Typ Yr Fnd F Prgm Srce Objct Fcty B Addt'l  DR Amount    CR Amount    Bank Vendor
     B  18 100 0 0000 0101 00000 0000 0 000000      10.03                 FBG
     B  18 100 0 0000 0121 00000 0000 0 000000                   10.03








                         F12=Post     F17=PrtScrn              F16=Exit
    ENTER ✓   F1  │    │    │    F5  │    │    │    │    │    │   F12  │    │   F15         17.01.00
    F16 ⬅    🖶   │    │    │        │    │    │    │    │    │   F28  │    │
```

Step	Action
14	Select **F12** (**F12** - Post). *If the information is incorrect, select* **F16** *(F16) to reenter the correct information. "Waiting for Locked Record" briefly displays.*

The following screen displays:

Step	Action
15	Select F16 (**F16 -** Exit) twice to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu*.
	To void additional vendor check/wire transfer entries, repeat Steps 4 - 15.

The following screen displays:

Step	Action
16	Select F16 (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

B2.1. Examples of Journal Entries After Void of Vendor Check/Wire Transfer

Below is an example of voiding vendor checks and wire transfers against <u>journal entries</u>. In this example, the original paid date is 12/31/2017. The vendor check number (*# 6*) is voided using a <u>different</u> date of 06/30/2018.

```
PCG Dist=8991  Rel=18.01.00  03/16/2018  PCW 001  SV  C:\DEVSYS  C:\SECOND       WHITE                                    JRNL0400

                         JOURNAL ENTRY    LINES   1 TO   2 OF   2
                          CHECK VOIDED BY VOUCHER 00007342
                 Voucher #: 00007341 Transaction date: 12/31/2017 Reason: INK JETS
                          Journal entry fiscal year: 18
          1
          0            Blnc
   Act  9             Fnct                                                    Source
 Ln Ty 9 Fnd F Prgm Srce Objct Fcty B Addt'l    DR Amount    CR Amount    Bank Vendor
 01  B   100         101                                        20.03      BK06
 02  B   100         121                          20.03
 03
 04
 05
 06
 07
 08
 09
 10
                                                  20.03        20.03
        -- This following section applies ONLY if a check is issued against this J.E. --
               Check bank: BK06    Check #:    6    Amount:      20.03
               Vendor #:    14   -OR-   Payee: VENDOR 000014




  JE cannot be reversed again.
  F5=PgDn,  F7=LnDn,  F17=Print Screen,  F28=Help,  F16=Exit
                                          F8=First,  F9=Next,  F10=Prev,  F11=Last
 ENTER                                                                            16.04.00
 F16
```

Original Journal

- In the example above, the original journal entry (*7341*) will remain as is, that is, with a ***Paid*** status.

- In the example above, the original journal entry (*7341*) will indicate that the check is voided by the new journal entry (*7342*), described below.
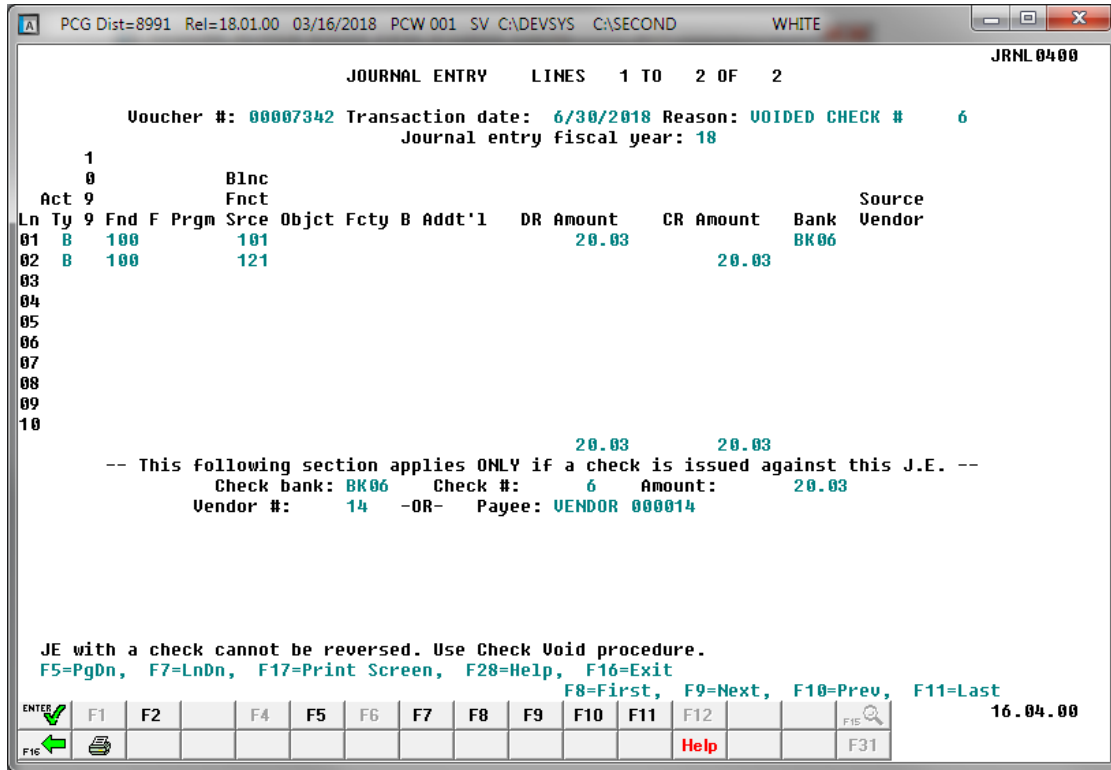
Reversing Journal

- In this example, a reversing journal entry (*7342*) is created in the *JEMASTER* file.

- In the example above, the **Reason** field of the reversing journal (*7342*) will indicate "*VOIDED CHECK*" along with the check number (*# 6*).

- In the example above, the reversing journal entry (*7342*) is created with the date of the voided check, 06/30/2018.

If the void date and the issue date are in different fiscal years, the program must display the new journal voucher with debit(s) to cash and credit(s) to fund balance, rather than reversing the original entry. In either case, the new journal entry will display for verification before posting. The option to exit without voiding the check is available.

Voided Check in the Vendor Check Master File

- The voided check will appear on the *Vendor Check Master File*.
- The **J.E. issue voucher number** (*7341*) and the **J.E. void voucher number** (*7342*) are displayed on the screen.

```
REPORT DATE: 03/19/2018              MANUAL/VOID CHECK REGISTER                      PAGE   1

BANK  CHECK#     PAYEE                  DATE         FUND AMT.    FUND    ---- ORIGIN ----

BK01  046420  JU2ENE BR2UGHTON          6/30/18         532.00    100-0   A/P            ** VOIDED **
                                                        659.80-   406-0   A/P
                                                        127.80-**

BK01  049934  DA7ENE CO7NISH           12/31/17          14.00-   100-0   A/P            ** VOIDED **
                                                         14.00-**

BK01  052357  VENDOR 004591             6/30/18        9,480.00-  100-0   A/P            ** VOIDED **
                                                      9,480.00-**

BK01  052763  VENDOR 000012             8/31/17         515.71-   199-0   A/P            ** VOIDED **
                                                        515.71-**

BK01  052808  VENDOR 004767             9/08/17      16,955.55-   100-0   A/P            ** VOIDED **
                                                     16,955.55-**

BK06  000005  VENDOR 000014            12/31/17          10.03    100-0   JE #00007339
                                                         10.03 **

BK06  000005  VENDOR 000014             1/05/18          10.03-   100-0   JE #00007340   ** VOIDED **
                                                         10.03-**

BK06  000006  VENDOR 000014            12/31/17          20.03    100-0   JE #00007341
                                                         20.03 **

BK06  000006  VENDOR 000014             6/30/18          20.03-   100-0   JE #00007342   ** VOIDED **
                                                         20.03-**

              TOTAL - ALL FUNDS                      27,093.06-
```

The Manual/Void Check Register Showing the Voided Journal

- The voided check (# *6*) will appear on the *Manual/Void Check Register*.
- Reversing journal entries will be posted to the *General Ledger Master File* (G/L), *Budget Account Master* file (A/P), or *Revenue Account Master* file (A/R), and the *Audit file*.

Procedure C: Printing the Preliminary Manual/Void Register of Payments
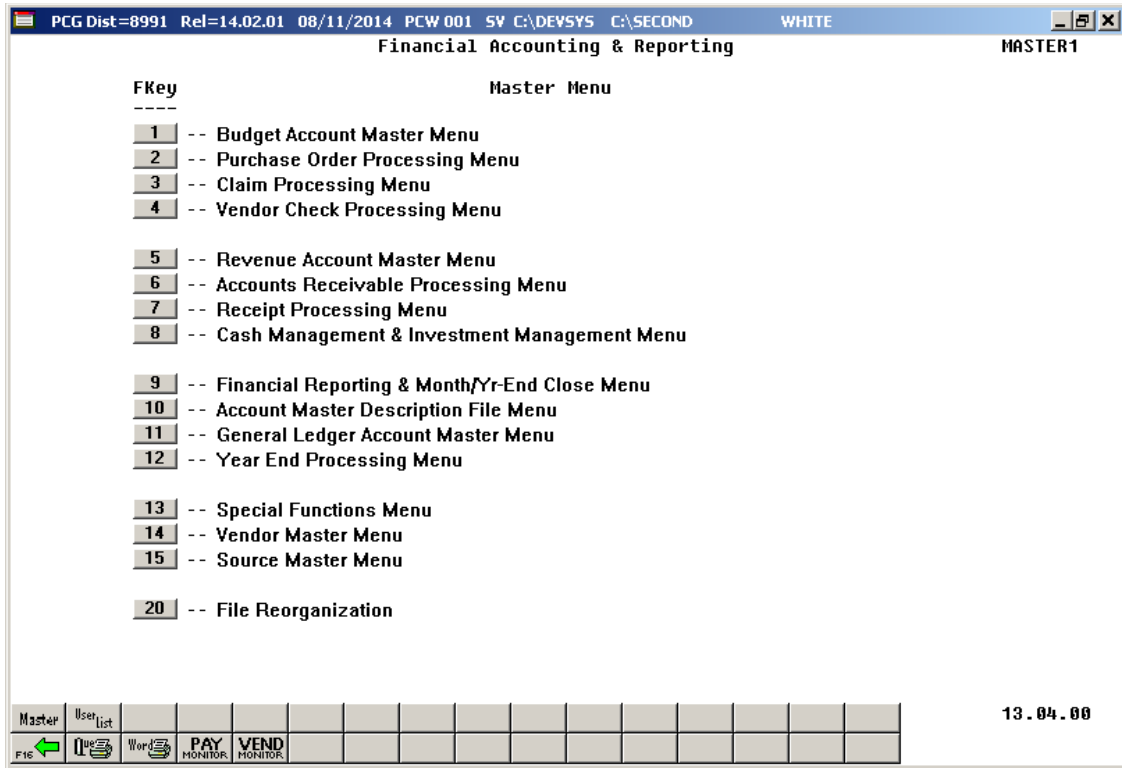
Step	Action
1	Select ⬚4 (**F4** - Vendor Check Processing).

The following screen displays:
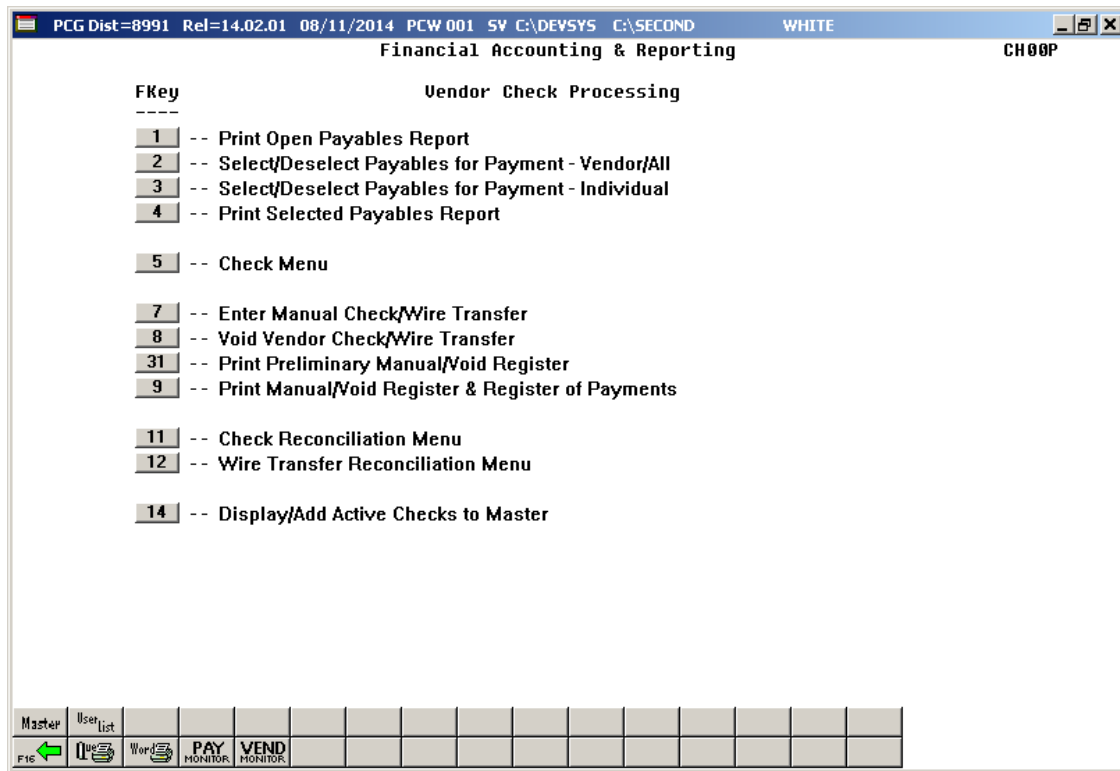
Step	Action
2	Select ![31] (**F31** -Print Preliminary Manual/Void Register). *The Financial Accounting & Reporting – Vendor Check Processing Menu redisplays.*

The following screen displays:

Step	Action
3	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**MS WORD**). 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 where appropriate.
4	Select ![F16 icon] (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*
5	Verify the results of the *Preliminary Register of Manual Payments* are correct.

C1. Preliminary Manual/Void Check Register by Vendor Check – Example

```
                                      *** PRELIMINARY ***

REPORT DATE: 08/11/2014           MANUAL/VOID CHECK REGISTER                    PAGE  45

BANK  CHECK#    PAYEE                  DATE          FUND AMT.    FUND   ---- ORIGIN ----

BK04  008524  SAM'S CLUB            12/10/13            107.03    602-0   A/P                    (CONT.)
                                                        107.02    603-0   A/P
                                                        321.08 **

BK04  008525  HOWZE & SONS         12/10/13            195.00    601-0   A/P
                                                        195.00    602-0   A/P
                                                        195.00    603-0   A/P
                                                        585.00 **

BK04  008601  LANIER COUNTY EXTENSION 3/14/14          200.00    603-0   A/P
                                                        200.00 **

BK05  001799  BANK OF AMERICA      10/03/11         146,922.45    200-0   WIRE TRANSFER
                                                    146,922.45 **

BK05  001875  BANK OF AMERICA       4/02/12         756,922.45    200-0   WIRE TRANSFER
                                                    756,922.45 **

BK05  001938  BANK OF AMERICA      10/01/12         135,997.35    200-0   WIRE TRANSFER
                                                    135,997.35 **

BK05  002023  BANK OF AMERICA       4/09/13         765,997.35    200-0   WIRE TRANSFER
                                                    765,997.35 **

BK05  002095  BANK OF AMERICA      10/01/13         124,714.05    200-0   WIRE TRANSFER
                                                    124,714.05 **

BK05  002156  BANK OF AMERICA       4/14/14         889,714.05    200-0   WIRE TRANSFER
                                                    889,714.05 **

              TOTAL - ALL FUNDS                  13,156,875.17
```

C2. *Preliminary Register of Manual Payments by Account – Example*

```
                                    ***  PRELIMINARY  ***
FUND 603-0 Fund 603                 --- REGISTER OF MANUAL PAYMENTS ---                              PAGE515

PAYEE NAME                CHECK#  DATE    FUND AMT.  DESCRIPTION                     AMOUNT ACCOUNT NUMBER / NAME
======================== ===== ======   ======= ======================== ===== ========================

UNIFORM CAROUSEL, INC.    008364 07/16/13    309.00  STUFF                          309.00 14603099903100890000111000000000
                                                                                           OTHER EXPENDITURES

LANIER CO BD OF EDUCATION 008366 06/30/13  3,885.42  STUFF                        3,885.42 13603099903100260000111000000000
                                                                                           WORKERS COMP

MILLTOWN PRINTING         008367 07/23/13     42.50  STUFF                           42.50 14603099903100890000111000000000
                                                                                           OTHER EXPENDITURES

LANIER COUNTY ELEM NUTRITIO 008369 08/02/13  100.00                                100.00-14603000000101000000000000000000
                                                     JEMASTER   00005176                    CASH IN BANK

RONALD GAZBODA            008434 09/16/13     27.05                                 27.05-14603000000101000000000000000000
                                                     JEMASTER   00005205                    CASH IN BANK

ASTRO EXTERMINATING SERVICE 008523 12/10/13  100.00  STUFF                          100.00 14603099903100410000111000000000
                                                                                           CLEANING/PEST SERV

SAM'S CLUB                008524 12/10/13    107.02  STUFF                          107.02 14603099903100610000111000000000
                                                                                           SUPPLIES

HOWZE & SONS              008525 12/10/13    195.00  STUFF                          195.00 14603099903100410000111000000000
                                                                                           CLEANING/PEST SERV

LANIER COUNTY EXTENSION   008601 03/14/14    200.00  STUFF                          200.00 14603099903100810000111000000000
                                                                                           REGISTRATION FEES

                                          26,047.23  TOTAL FOR FUND 603-0 Fund 603
----------------------------------------------------------------------------------------------------------------------------


FUND 693-0 Fund 693

PAYEE NAME                CHECK#  DATE    FUND AMT.  DESCRIPTION                     AMOUNT ACCOUNT NUMBER / NAME
======================== ===== ======   ======= ======================== ===== ========================

VISA                      042611 09/22/11    429.90  STUFF                          429.90 12693099903200610000201000000000
                                                     REF PO # 13036                        CANNING PLANT SUPPLIES

                                             429.90  TOTAL FOR FUND 693-0 Fund 693
----------------------------------------------------------------------------------------------------------------------------
```

The final page of the *Preliminary Manual/Void Register by Account* provides totals by fund, followed by the signature blocks.

```
FUND-F FUND NAME            TOTAL AMOUNT
------ -------------------- ------------
100-0 GENERAL FUND          $3,867,951.66
199-0 PAYROLL CLEAR         $5,878,981.79
200-0 DEBT SERVICE          $2,820,267.70
301-0 ELEMENTARY ROOF         $106,386.00
400-0 SCHOOLWIDE FND               $4.59
401-0 SCHOOLWIDE               $5,344.01
402-0 TITLE I                $105,003.17
403-0 TITLE I                 $78,832.55
404-0 SPECIAL EDUC            $93,893.91
406-0 VOC LAB-FEDERAL          $5,216.06
408-0 TITLE VI                 $4,406.55
409-0 TITLE VI RURAL           $3,836.06
414-0 TITLE II                $14,186.53
415-0 TITLE II                $11,970.63
536-0 FAMILY CNNCTNS           $3,543.89
560-0 PRE-K LTTRY FND        $135,294.75
600-0 Fund 600                $87,105.74
601-0 Fund 601                $33,406.10
602-0 Fund 602                $31,300.54
603-0 Fund 603                $26,047.23
693-0 Fund 693                   $429.90
                            ============
                           $3,313,409.36

               ALLOWANCE OF PAYMENTS

    WE HAVE EXAMINED THE PAYMENTS ON THE FOREGOING REGISTER OF PAYMENTS,
CONSISTING OF 15 PAGES, AND EXCEPT FOR THE PAYMENTS NOT ALLOWED AS SHOWN ON
THE REGISTER, SUCH PAYMENTS ARE HEREBY ALLOWED IN THE TOTAL OF $3,313,409.36
DATED THIS      DAY OF


----------------------------        ----------------------------
    SUPERINTENDENT                      ASSISTANT SUPERINTENDENT


----------------------------        ----------------------------
     CHAIRMAN                             VICE-CHAIRMAN


----------------------------        ----------------------------
      MEMBER                                  MEMBER


----------------------------        ----------------------------
      MEMBER                                  MEMBER


----------------------------        ----------------------------
      MEMBER                                  MEMBER
```
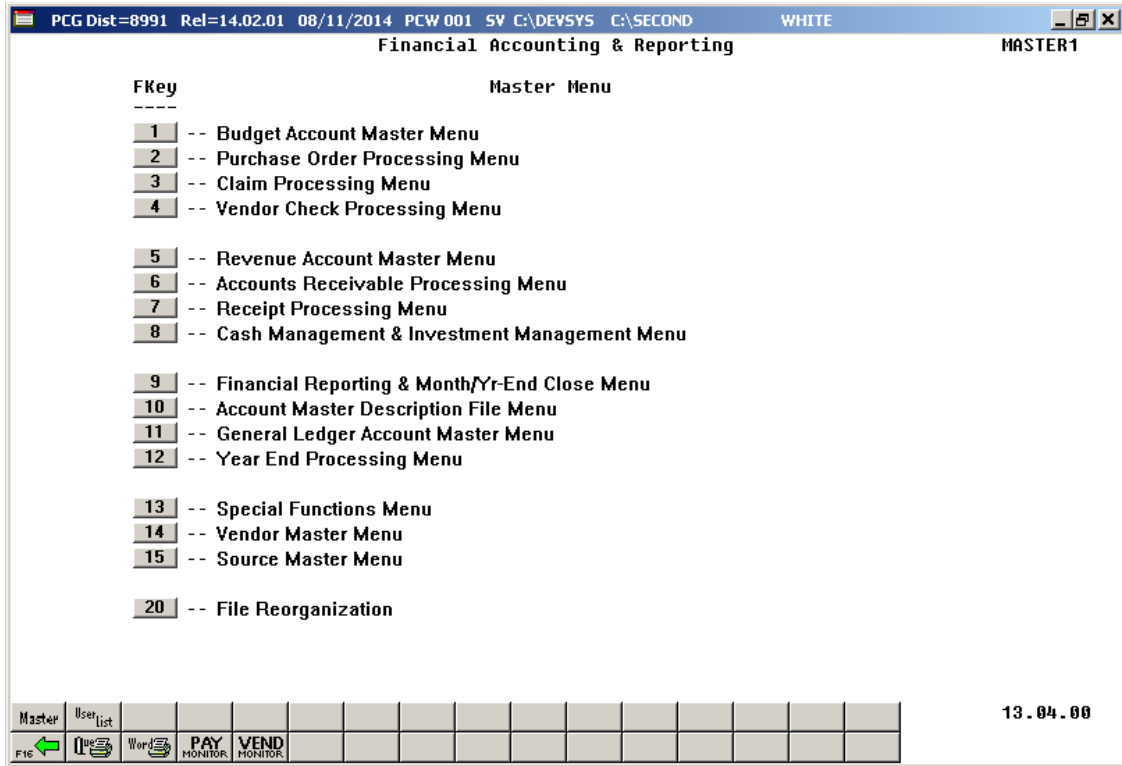
Procedure D: Printing Final Manual/Void Register and Register of Payments

Step	Action
1	Select [4] (**F4** - Vendor Check Processing).

The following screen displays:
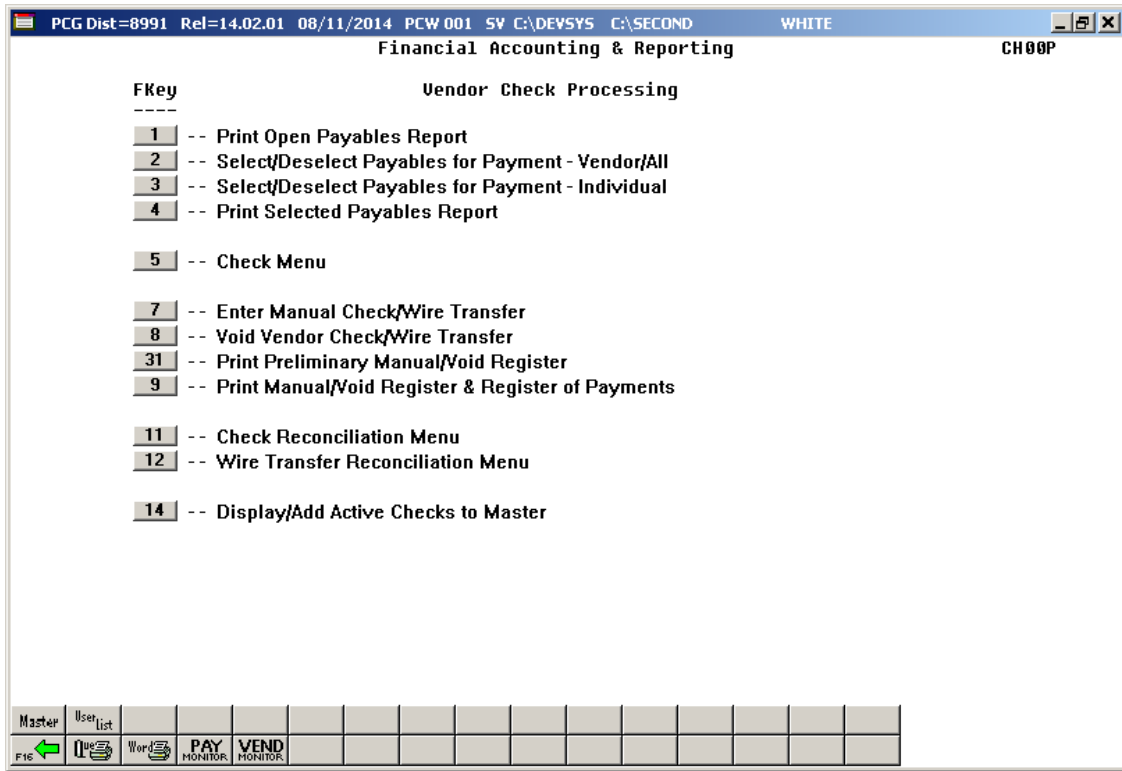
Step	Action
2	Select ![F9] (**F9** -Print Manual/Void Register & Register of Payments). *The Financial Accounting & Reporting – Vendor Check Processing Menu redisplays.*

The following screen displays:

```
  A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND      WHITE        —   □   ×
                                                                                           CH09P




                                        Print Register of Payments
















      ENTER to Continue                                                                     18.03.00_
```
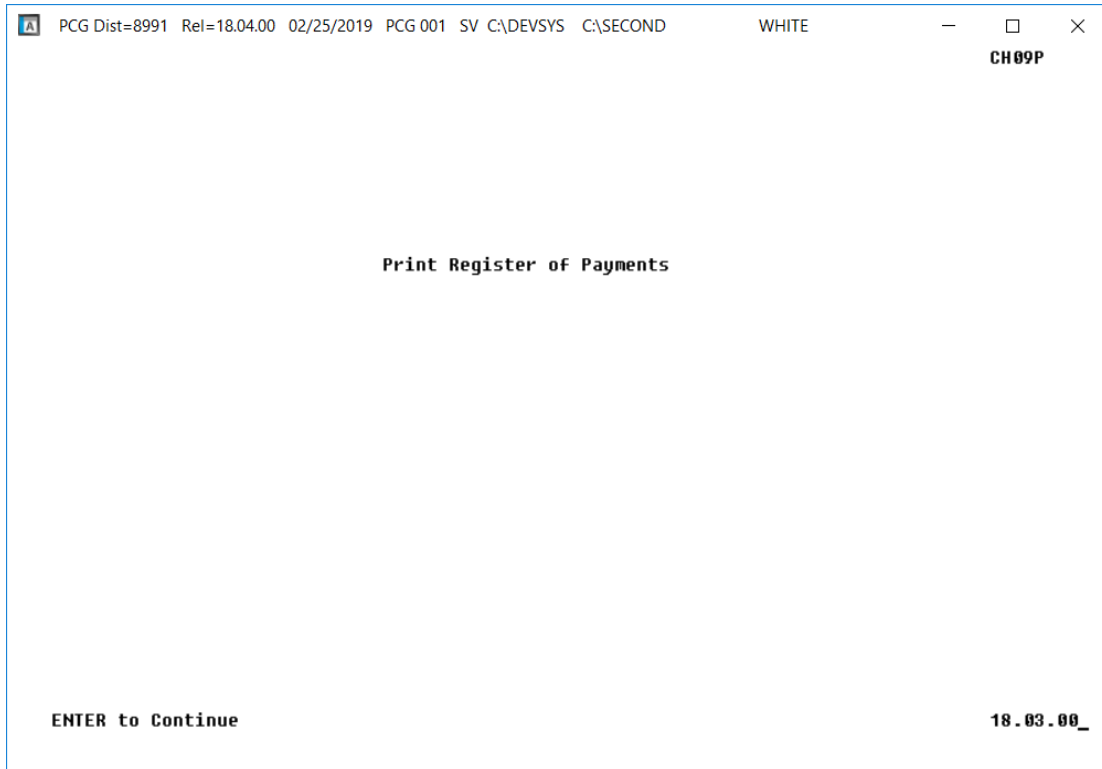
Step	Action
3	Select **Enter to continue**.

The following screen displays:

Step	Action
4	**To print the report via the Uqueue Print Manager:** Select [Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [MS Word icon] (**MS WORD**). 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 where appropriate.
5	Select [F16 icon] (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select [Master icon] (**Master**) to return to the *Business Applications Master Menu.*
6	Verify the results of the *Final Manual/Void Check Register* are correct.

D1. Final Manual/Void Check Register by Vendor Check – Example

```
REPORT DATE: 02/25/2019               MANUAL/VOID CHECK REGISTER                    PAGE   1

BANK  CHECK#    PAYEE                    DATE         FUND AMT.    FUND   ---- ORIGIN ----
BK02  000012  VENDOR 000294             2/25/19         328.00-   100-0  A/P              ** VOIDED **
                                                        328.00-**

BK02  000014  VENDOR 001870             2/25/19         534.32    100-0  A/P
                                                        534.32 **

BK02  000015  VENDOR 004373             2/25/19         110.68    199-0  A/P
                                                        110.68 **

BK02  002383  VENDOR 001898             2/25/19         172.22    100-0  WIRE TRANSFER
                                                        172.22 **

              TOTAL - ALL FUNDS                         489.22
```

D2. Final Manual/Void Register of Manual Payments – Example

```
FUND 100-0 GENERAL                        --- REGISTER OF MANUAL PAYMENTS ---                                    PAGE  1

PAYEE NAME                  CHECK#   DATE     FUND AMT.  DESCRIPTION                       AMOUNT ACCOUNT NUMBER / NAME
==========================  ======  ========  =========  ==============================    ====== ==============================

VENDOR 001870               000014 02/25/19     534.32  STUFF                             320.90 19100099902600620000108100000
                                                        AG BARN                                  ENERGY

                                                        STUFF                               8.50 19100099902600620000108100000
                                                                                                 ENERGY

                                                        STUFF                              95.70 19100099902600620000108100000
                                                                                                 ENERGY

                                                        STUFF                              33.80 19100099902600620000195100000
                                                                                                 ENERGY

                                                        STUFF                              41.88 19100099902600620000108100000
                                                                                                 ENERGY

                                                        STUFF                               4.42 19100099902600620000195100000
                                                                                                 ENERGY

                                                        STUFF                              29.12 19100099902600620000100100000
                                                                                                 ENERGY

VENDOR 001898               002383 02/25/19     172.22  WIRE TRANSFER                      80.47 19100099902300610008010000000
                                                        A.STOKES                                 SUPPLIES

                                                        STUFF                              41.86 19100020111000610000108100001
                                                                                                 SPECIAL ED SUPPLIES

                                                        STUFF                              49.89 19100020111000610002011000001
                                                                                                 SPECIAL ED SUPPLIES

                                                706.54  TOTAL FOR FUND 100-0 GENERAL
----------------------------------------------------------------------------------------------------------------------------
FUND 199-0 PAYROLL CLEAR

PAYEE NAME                  CHECK#   DATE     FUND AMT.  DESCRIPTION                       AMOUNT ACCOUNT NUMBER / NAME
==========================  ======  ========  =========  ==============================    ====== ==============================

VENDOR 004373               000015 02/25/19     110.68  STUFF                              27.85 19199099909000000000000000000
                                                        FEB 2019                                 TOTAL EXPENSES PAYROLL CLEAR
                                                                                           27.49 19199099909000000000000000000
                                                                                                 TOTAL EXPENSES PAYROLL CLEAR

                                                        STUFF                              27.85 19199099909000000000000000000
                                                                                                 TOTAL EXPENSES PAYROLL CLEAR
                                                                                           27.49 19199099909000000000000000000
                                                                                                 TOTAL EXPENSES PAYROLL CLEAR

                                                110.68  TOTAL FOR FUND 199-0 PAYROLL CLEAR
----------------------------------------------------------------------------------------------------------------------------
```

```
                FUND-F FUND NAME            TOTAL AMOUNT
                ------ --------------------- -------------
                100-0 GENERAL                   $706.54
                199-0 PAYROLL CLEAR             $110.68
                                             =============
                                                $817.22

                          ALLOWANCE OF PAYMENTS

        WE HAVE EXAMINED THE PAYMENTS ON THE FOREGOING REGISTER OF PAYMENTS,
   CONSISTING OF  1 PAGES, AND EXCEPT FOR THE PAYMENTS NOT ALLOWED AS SHOWN ON
   THE REGISTER, SUCH PAYMENTS ARE HEREBY ALLOWED IN THE TOTAL OF      $817.22
   DATED THIS      DAY OF


   ----------------------------           ----------------------------
      SUPERINTENDENT                         ASSISTANT SUPERINTENDENT


   ----------------------------           ----------------------------
       CHAIRMAN                                 VICE-CHAIRMAN


   ----------------------------           ----------------------------
        MEMBER                                     MEMBER


   ----------------------------           ----------------------------
        MEMBER                                     MEMBER


   ----------------------------           ----------------------------
        MEMBER                                     MEMBER
```