



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

6/14/2021

Section N: Special Functions

***[Topic 2: Deleting Financial Records by
Year and Date Range, Version 2.4]***

Revision History

Date	Version	Description	Author
6/14/2021	2.4	21.02.00 – Update documentation for <i>AP Archive</i> .	D. Ochala
04/04/2017	2.3	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	2.2	16.01.00 – Update logo and Footers.	S. Scrivens
05/25/2011	2.1	11.02.00 – Update documentation to current standards.	D. Ochala
09/27/2007	2.0	07.03.00 - .Added information and instructions, new procedure.	C. W. Jones

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Overview

PCGenesis allows for the deletion of vendor, investment, journal entry, receivable, general ledger, budget and revenue account, audit, expense, purchase order, and receipt file records by year and date range. As users delete records, PCGenesis generates an archive of the deleted records and places these records in **K:\Second\FARyy\FILENAME**, where “yy” is the fiscal year and “FILENAME” is the name of the file affected. After performing a backup of **K:\Second\FARyy**, delete these files from PCGenesis.

The *Delete Records from Files by Year/Date Range* F-Key options have been arranged so that database tables are archived in the correct order on the *Financial Accounts & Reporting Special Functions Menu*. Because the PCGenesis database enforces “foreign key reference constraints”, data must be archived from the system so that “child” data is deleted before “parent” data can be deleted. For example, before a bank code can be deleted from the system, all journals, receipts, receivables, claims, purchase orders, etc. which utilize the bank code must be deleted first, before the bank code itself can be deleted.

In order to facilitate the archive process, an *Accounts Payable Archive* function is available on the *Special Functions Menu*. The *Accounts Payable Archive* consolidates the archive process for the accounts payable database tables listed in the table below.

Accounts Payable Archive Summary of PCGenesisDB Tables Archived	
Table Name	Purpose
FAR.Expense	Stores the claim/invoice master records.
FAR.Expense_Distribution	Stores the claim GL account detail records associated with the claim/invoice master record. A maximum of 20 GL account records are allowed per claim.
Journal_Entry	Stores the general ledger journal master records.
Journal_Entry_Detail	Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal.
FAR.Purchase_Order	Stores the purchase order master records.
FAR.Purchase_Order_Distribution	Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order.
FAR.Purchase_Order_Expense	Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order.
FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.
Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.

Accounts Payable Archive - Continued	
Summary of PCGenesisDB Tables Archived	
Table Name	Purpose
Vendor_Check_Control_Payable	Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check.
Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
Wire_Transfer_Payable	Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer.

The *Receipt and Receivable* or the *AP Archive* function will remove records from the tables listed if the date of the record is less than or equal to June 30 of the fiscal year entered by the user. The *Receipt and Receivable* or the *AP Archive* function will create spreadsheet files of the archived records in the **K:\SECOND\FARyy** directory where **yy** is the archive fiscal year entered on the archive screen. The naming convention of the output spreadsheet files is shown below where **ccyy** is the fiscal year selected for the archive function and **ccyy-mm-dd hhmmss** is the date/time the archive was created.

- **Arccyy-mm-dd hhmmss CHKMSTR** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss Expense** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss JE** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss POP** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss Purchase_Order** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss WXFER** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss RECEIPT** to **ccyy-06-30**
- **Arccyy-mm-dd hhmmss RECEIVE** to **ccyy-06-30**

The *Receipt and Receivable* or the *AP Archive* function will also add entries to the **Conversion_LOG_Detail** table in the PCGenesis database, itemizing the number of rows that were deleted from each table during the archive process, as shown below.

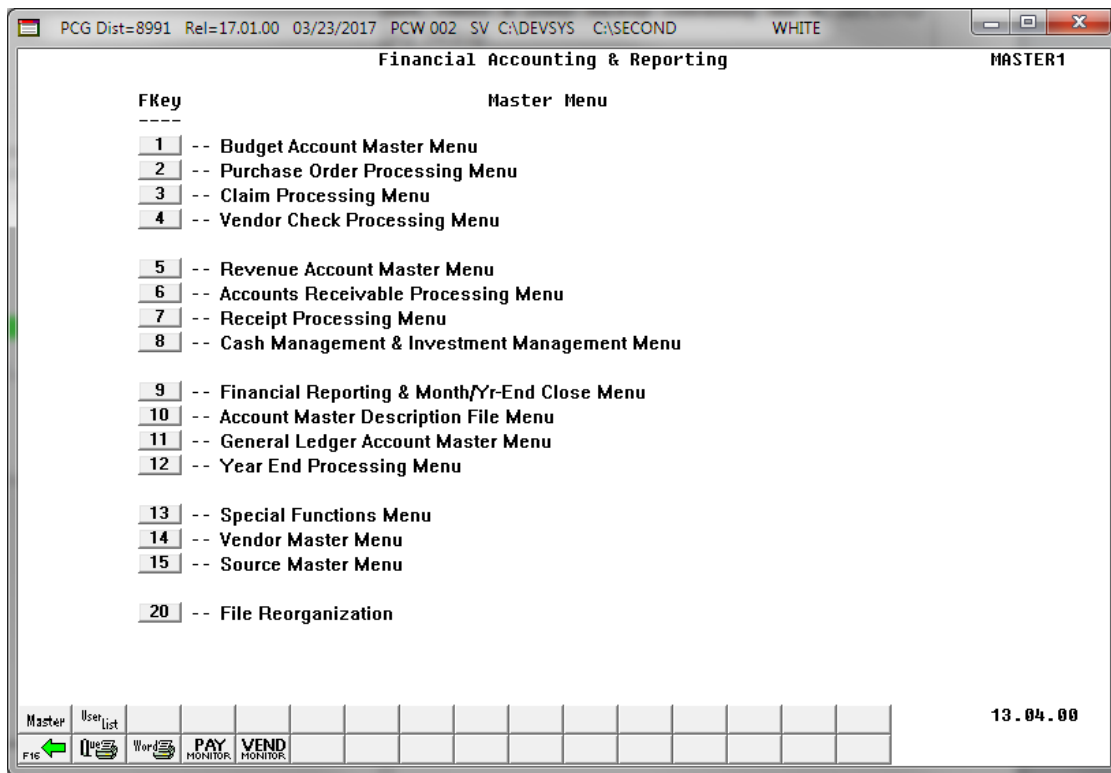
Conversion_LOG_Detail Table Entries Output Files Containing Archived Data	
Accounts Payable Archive	
conv_Log_detail_Comment	conv_Log_detail_DateTime
C:\SECOND\FAR09\Arc2021-06-10 125020 Purchase_Order to 2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021-06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.	2021-06-10 12:50:23.860
- FAR.Expense_Distribution 20770 rows deleted.	2021-06-10 12:50:24.303
- FAR.Wire_Transfer_Payable 961 rows deleted.	2021-06-10 12:50:24.320
- FAR.Purchase_Order_Expense 1047 rows deleted.	2021-06-10 12:50:24.323
- FAR.Vendor_Check_Control_Payable 5829 rows deleted.	2021-06-10 12:50:24.360
- FAR.Expense 7984 rows deleted.	2021-06-10 12:50:24.597
- FAR.Purchase_Order_Distribution 1033 rows deleted.	2021-06-10 12:50:24.607
- FAR.Purchase_Order_Print 1950 rows deleted.	2021-06-10 12:50:24.613
- FAR.Purchase_Order_Expense 0 rows deleted.	2021-06-10 12:50:24.623
- FAR.Purchase_Order 970 rows deleted.	2021-06-10 12:50:24.780
- FAR.Vendor_Check_Control_Payable 0 rows deleted.	2021-06-10 12:50:24.837
- FAR.Vendor_Check_Control 3033 rows deleted.	2021-06-10 12:50:25.013
- FAR.Wire_Transfer_Payable 0 rows deleted.	2021-06-10 12:50:25.043
- FAR.Wire_Transfer 149 rows deleted.	2021-06-10 12:50:26.330
- FAR.Wire_Transfer 2232 rows deleted.	2021-06-10 12:50:26.350
- FAR.Journal_Entry 312 rows deleted.	2021-06-10 12:50:26.480
Receipt and Receivable Archive	
C:\SECOND\FAR09\Arc2021-06-14 150355 RECEIPT to 2009-06-30.xls 1 rows copied. "C:\SECOND\FAR09\Arc2021-06-14 150355 RECEIVE to 2009-06-30.xls" 25 rows copied.	2021-06-14 15:03:55.597
-FAR.Receivable_Receipt (16 rows) deleted.	2021-06-14 15:03:55.600
-FAR.Receipt_Detail (2564 rows) deleted.	2021-06-14 15:03:55.600
-FAR.Receipt (761 rows) deleted.	2021-06-14 15:03:55.603
-FAR.Receivable_Receipt (0 rows) deleted.	2021-06-14 15:03:55.607
-FAR.Receivable_Distribution (130 rows) deleted.	2021-06-14 15:03:55.607
-FAR.Receivable (26 rows) deleted.	2021-06-14 15:03:55.610

In the case of vendor record removal, PCGenesis only removes inactive vendor record information. Before deleting *Vendor* file records, it is recommended that users first inactivate old vendor records. Refer to the *Financial Accounting and Reporting System Operations Guide, Section C: Vendor File Maintenance* for the information and instructions on this procedure.

Procedure A: Deleting Financial Records by Year and Date Range

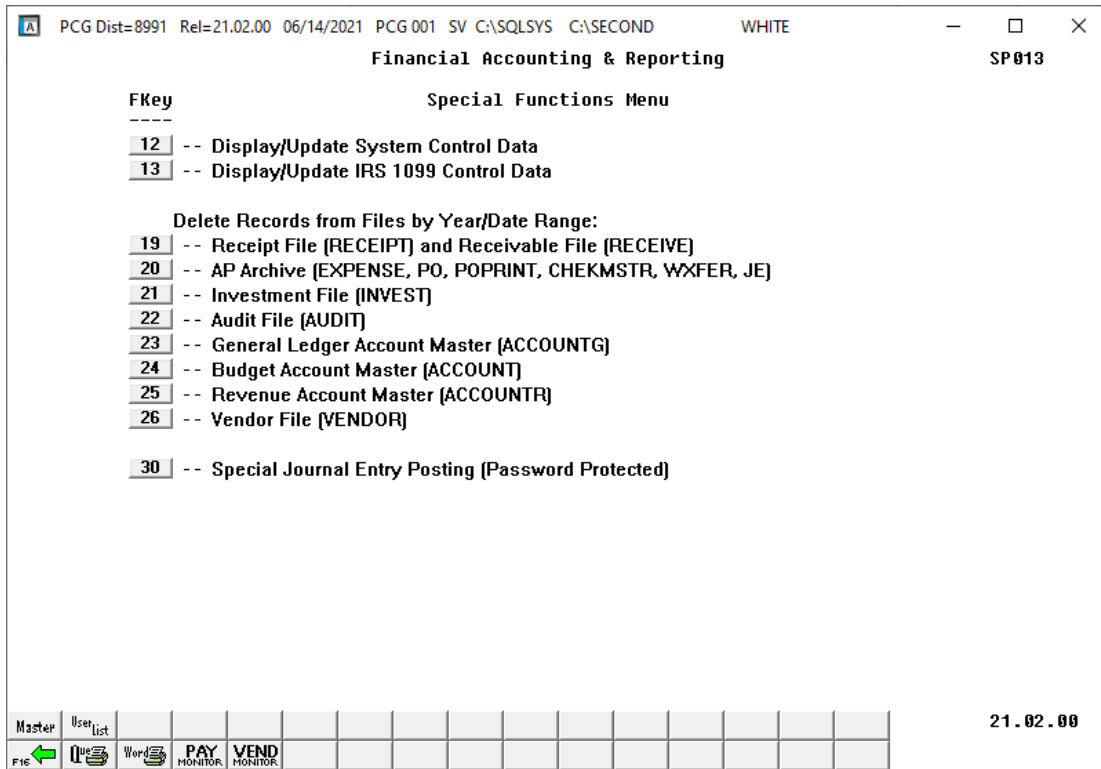
Step	Action
1	Before beginning this procedure, verify a <i>Daily</i> backup containing the K:\SECOND directory exists, or perform a <i>Daily</i> backup.
2	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



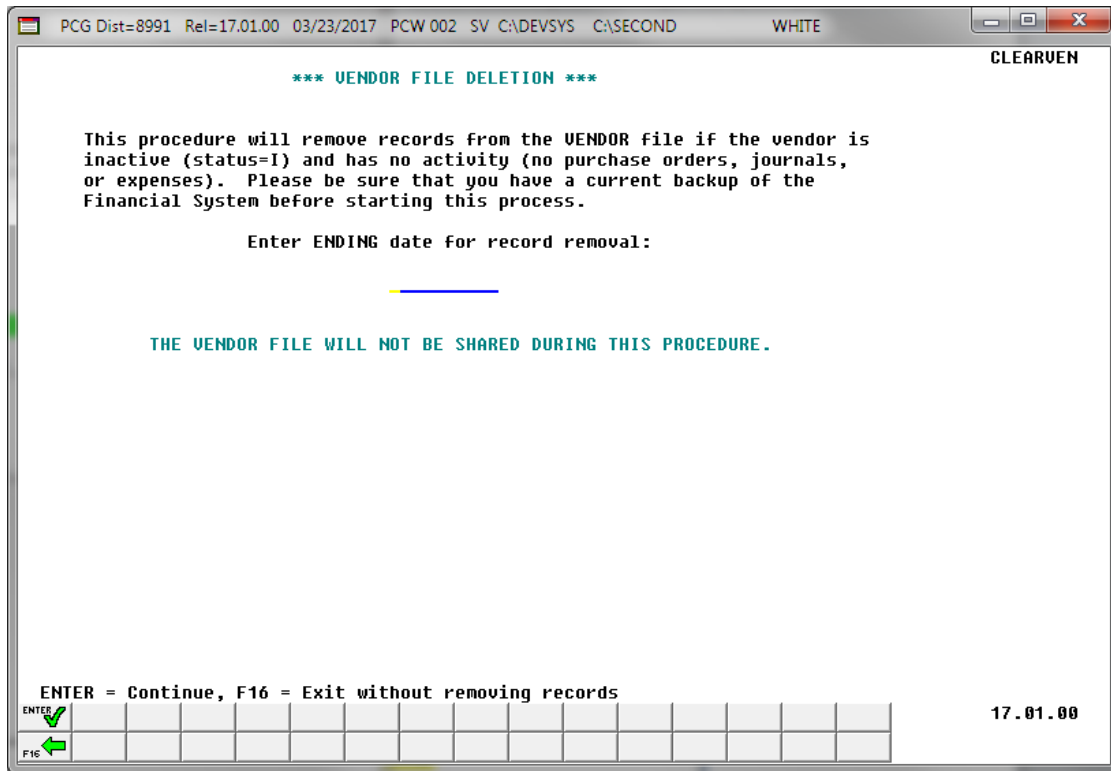
Step	Action
3	Select F13 (F13 - Special Functions Menu).

The following screen displays:



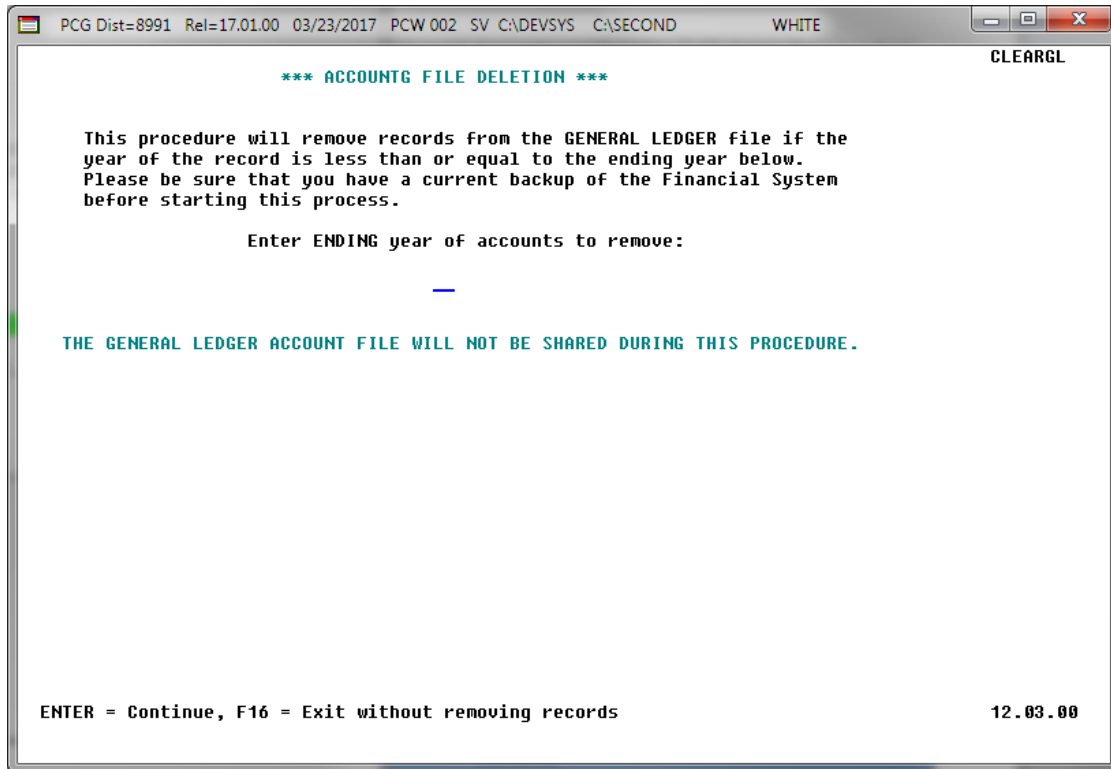
Step	Action								
4	Select the appropriate Delete Records from Files by Year/Date Range function key:								
	<table border="0"> <tr> <td>19 (F19) – Receipt File (RECEIPT) and Receivable File (RECEIVE)</td> <td>23 (F23) – General Ledger Account Master (ACCOUNTG)</td> </tr> <tr> <td>20 (F20) – AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)</td> <td>24 (F24) – Budget Account Master (ACCOUNT)</td> </tr> <tr> <td>21 (F21) – Investment File (INVEST)</td> <td>25 (F25) – Revenue Account Master (ACCOUNTR)</td> </tr> <tr> <td>22 (F22) – Audit File (AUDIT)</td> <td>26 (F26) – Vendor File (VENDOR)</td> </tr> </table>	19 (F19) – Receipt File (RECEIPT) and Receivable File (RECEIVE)	23 (F23) – General Ledger Account Master (ACCOUNTG)	20 (F20) – AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)	24 (F24) – Budget Account Master (ACCOUNT)	21 (F21) – Investment File (INVEST)	25 (F25) – Revenue Account Master (ACCOUNTR)	22 (F22) – Audit File (AUDIT)	26 (F26) – Vendor File (VENDOR)
	19 (F19) – Receipt File (RECEIPT) and Receivable File (RECEIVE)	23 (F23) – General Ledger Account Master (ACCOUNTG)							
	20 (F20) – AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)	24 (F24) – Budget Account Master (ACCOUNT)							
	21 (F21) – Investment File (INVEST)	25 (F25) – Revenue Account Master (ACCOUNTR)							
22 (F22) – Audit File (AUDIT)	26 (F26) – Vendor File (VENDOR)								

The following screen displays when updating the *Investment File*, *Audit File*, or *Vendor File*:



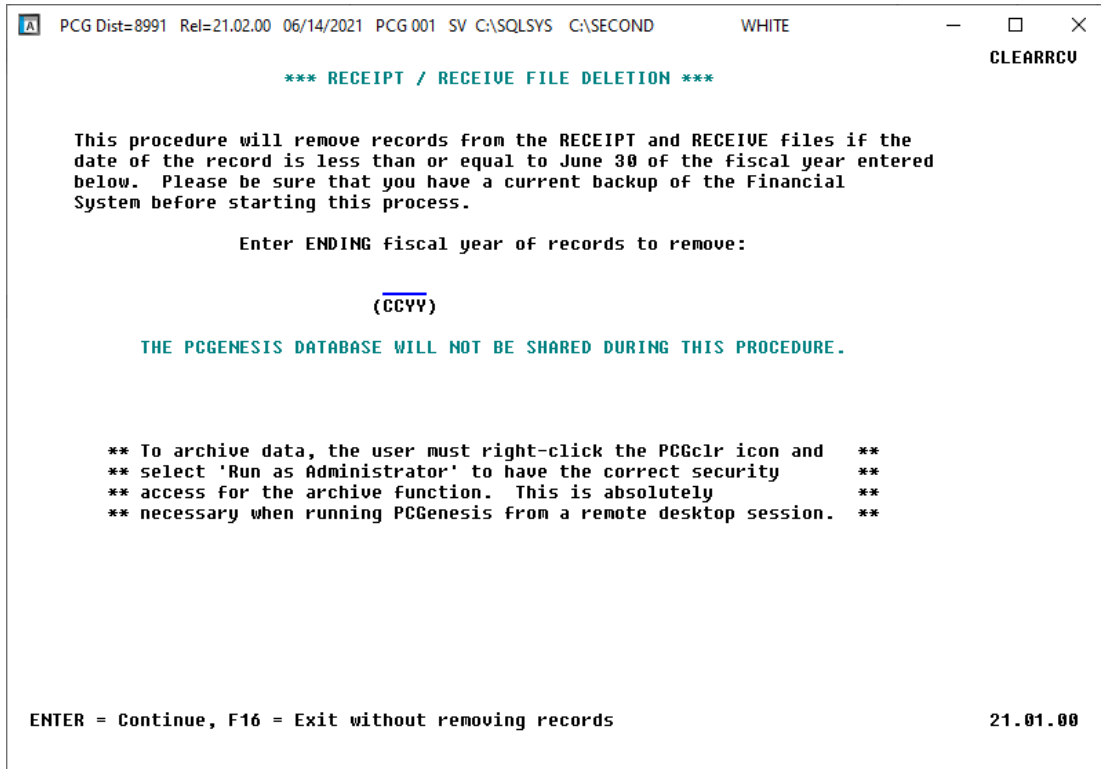
Although the screenshot example displays Vendor File record deletion information, these instructions also apply to the deletion of the Investment File or Audit File as well.

The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:



Although the screenshot example displays *General Ledger Account Master* record deletion information, these instructions also apply to the deletion of the *Budget Account Master* or *Revenue Account Master* as well.

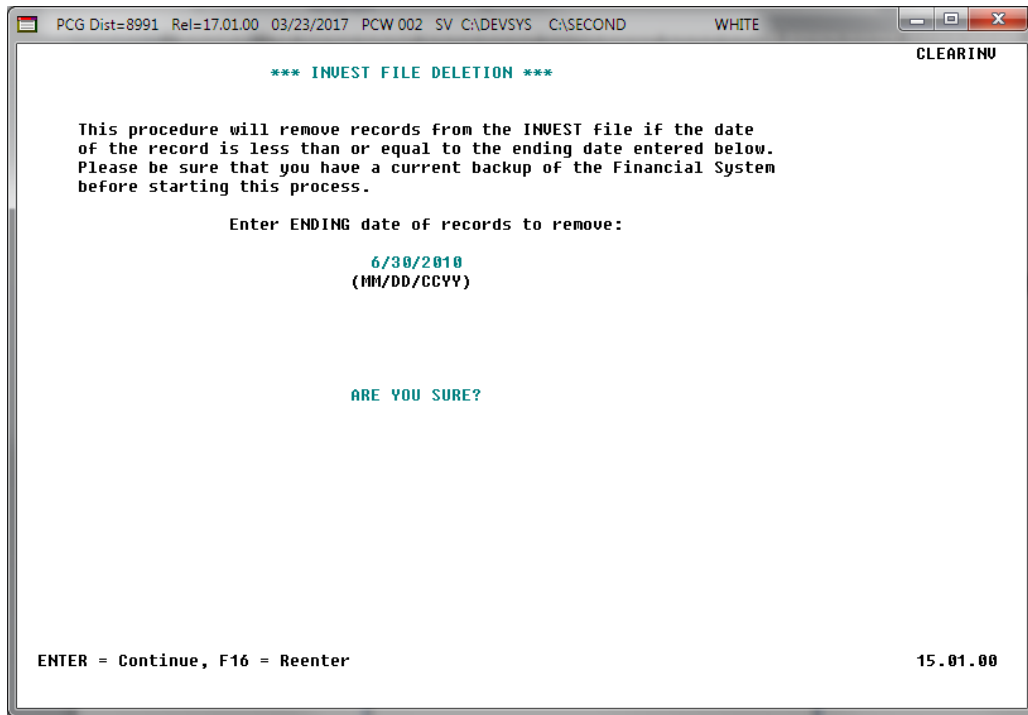
The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:



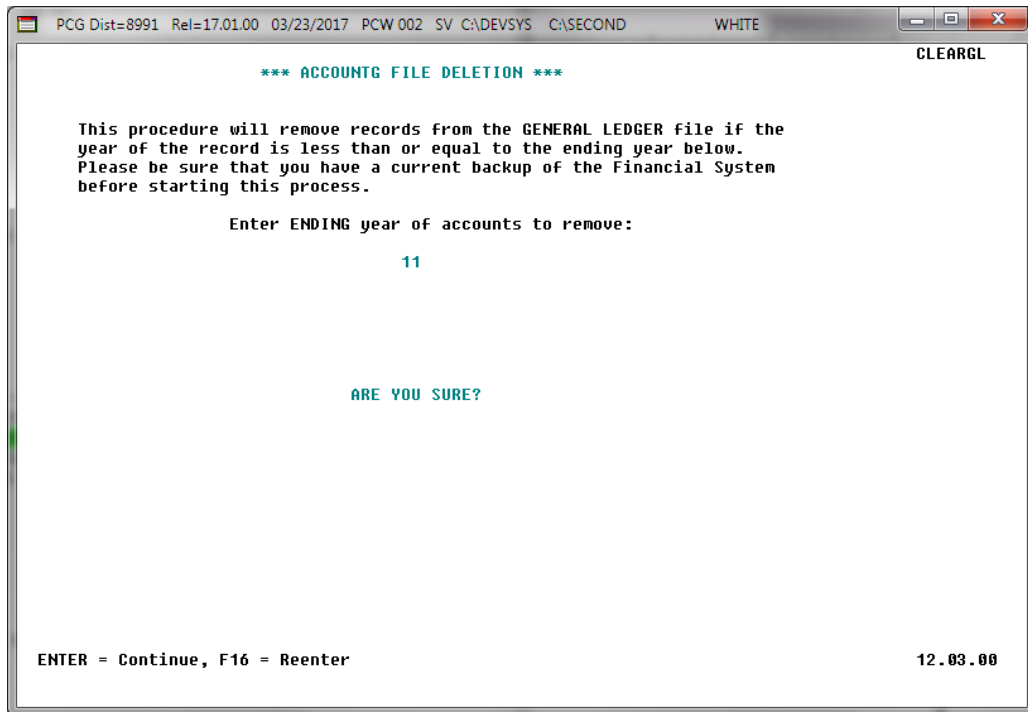
Although the screenshot example displays *Receipt and Receivable* record deletion information, these instructions also apply to the *AP Archive* as well.

Step	Action
5	Enter the date in the Ending Date field and select Enter . - or - Enter the ending fiscal year in the Ending Year field and select Enter .

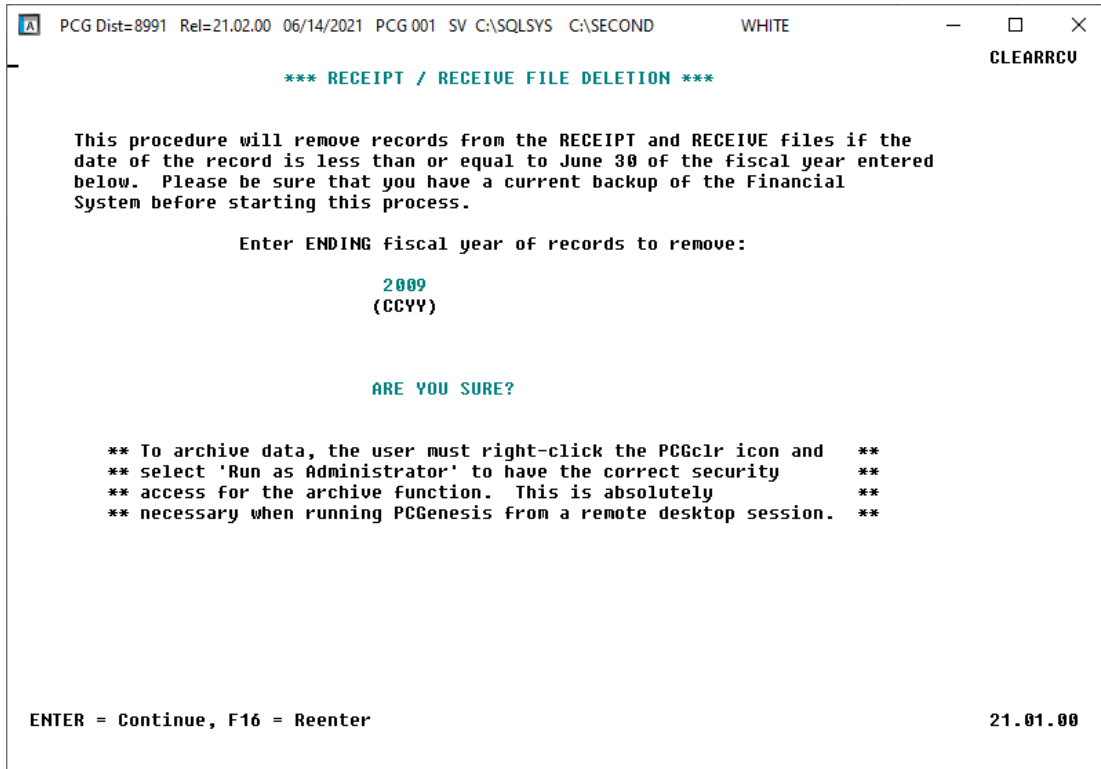
The following screen displays when updating the *Investment File*, *Audit File*, or *Vendor File*:



The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:

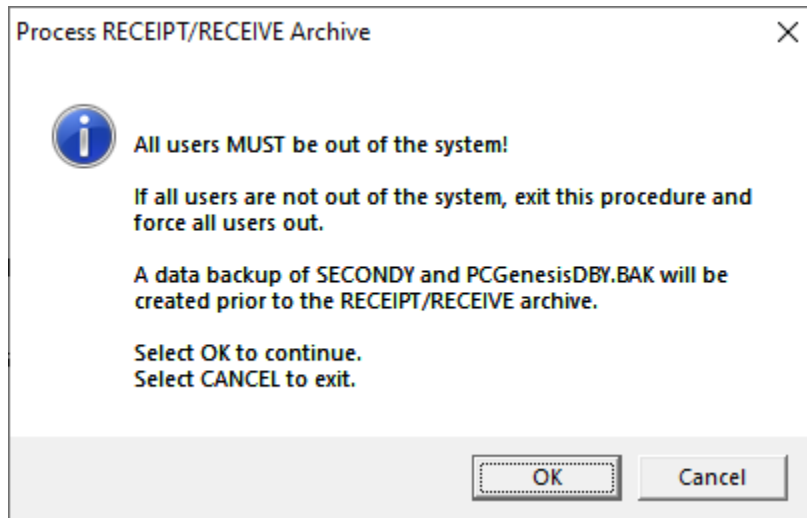




The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:



Step	Action
6	Select Enter in response to the “ <i>Are you sure?</i> ” prompt. “*** <i>Processing Request</i> ***” briefly displays.
7	When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i> , proceed to <i>Step 8</i> . For all other archive functions, proceed to <i>Step 11</i> .

The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:



Step	Action
8	<p>When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i>, a prompt is displayed warning the user that a data backup will be created <u>prior</u> to the archive.</p> <p>Select  (OK) to create a backup of the PCGenesis database <u>prior</u> to beginning the archive function. The name of the backup that is created is SECONDY and PCGenesisDBY.BAK,</p> <p>After selecting  (OK), the archive function continues.</p>

The following screen briefly displays when updating the *Receipt and Receivable* or the *AP Archive*, indicating that a backup to **SECONDY** and **PCGenesisDBY.BAK** is being created:

```

C:\WINDOWS\system32\cmd.exe
C:\SECOND\PERDATA\BLNKRNEW.DOC
C:\SECOND\PERDATA\DEPENDS
C:\SECOND\PERDATA\depends.xfd
C:\SECOND\PERDATA\HRLAB
C:\SECOND\PERDATA\LGROSDAT
C:\SECOND\PERDATA\lgrosdat.xfd
C:\SECOND\PERDATA\LVADV
C:\SECOND\PERDATA\lvadv.xfd
C:\SECOND\PERDATA\LVCLASS
C:\SECOND\PERDATA\lvclass.xfd
C:\SECOND\PERDATA\LVHIST
C:\SECOND\PERDATA\lvhist.xfd
C:\SECOND\PERDATA\LVINPUT
C:\SECOND\PERDATA\lvinput.xfd
C:\SECOND\PERDATA\LVSYS
C:\SECOND\PERDATA\lvsys.xfd
C:\SECOND\PERDATA\PERS
C:\SECOND\PERDATA\pers.xfd
C:\SECOND\PERDATA\PROCTL
C:\SECOND\PERDATA\proctl.xfd
C:\SECOND\TRANDATA\TRANSACTION
495 File(s) copied

C:\ACUCBL\AcuGT\bin>ECHO OFF
*****
*
*      BACKUP OF C:\ SECOND TO SECONDY COMPLETED *
*
*****
    
```

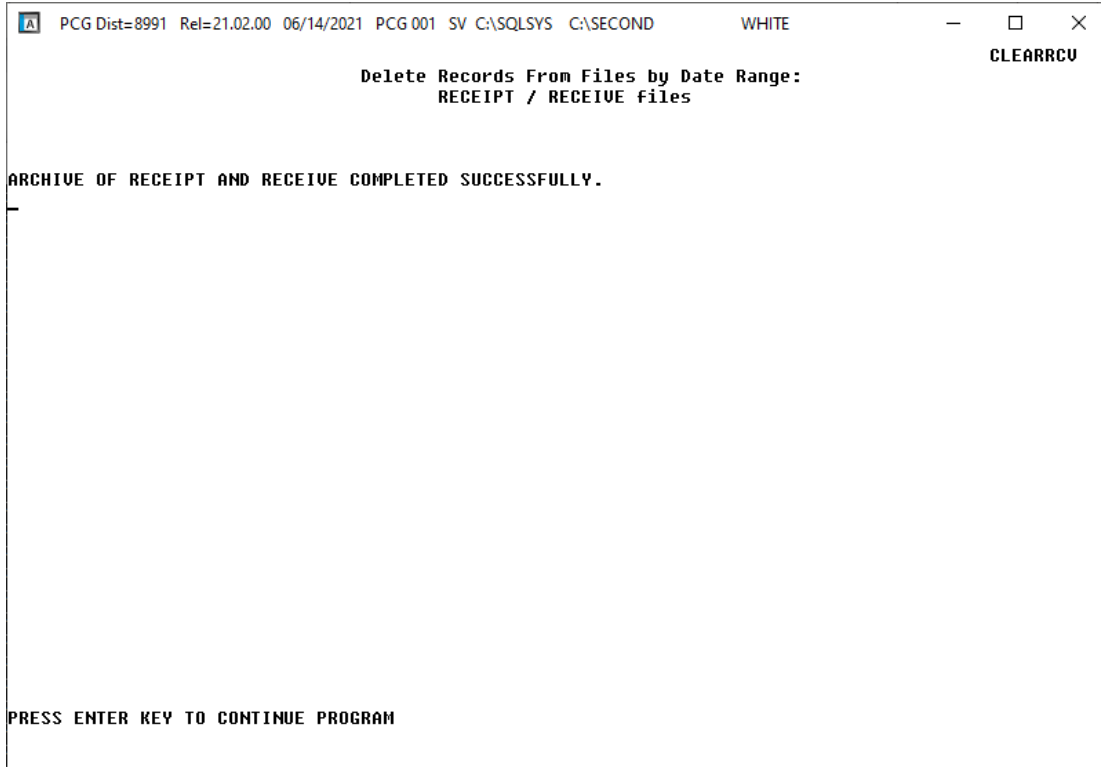
The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:

```

C:\WINDOWS\system32\cmd.exe
set MYVARHOSTNAME=DOE-DOCHALA-W10
DOE-DOCHALA-W10\SQLXPRESSPCG
SQLCMD -S DOE-DOCHALA-W10\SQLXPRESSPCG -b -Q "exec PCGenesisDB.FAR.usp_Archive_Receivables_and_Receipts 2009, 'C:\SECOND\FAR09'"
Receipt archive: "C:\SECOND\FAR09\Arc2021-06-14 145405 RECEIPT to 2009-06-30.xls"
Receive archive: "C:\SECOND\FAR09\Arc2021-06-14 145405 RECEIVE to 2009-06-30.xls"
Successful
Return_Code return_Message
-----
0 ARCHIVE Receivables & Receipts <= 2009-06-30 -FAR.Receivable_Receipt (16 rows) deleted. -FAR.Receipt_Detail (2564 rows) deleted. -FAR.Receipt (761 rows) deleted. -FAR.Receivable_Receipt (0 rows) deleted. -FAR.Receivable_Distribution (130 rows) deleted. -FAR.Receivable (26 rows) deleted.
errorlevel 0
"GOOD - ARCHIVE OF RECEIPT AND RECEIVE COMPLETED SUCCESSFULLY."
Press any key to continue . . .
    
```

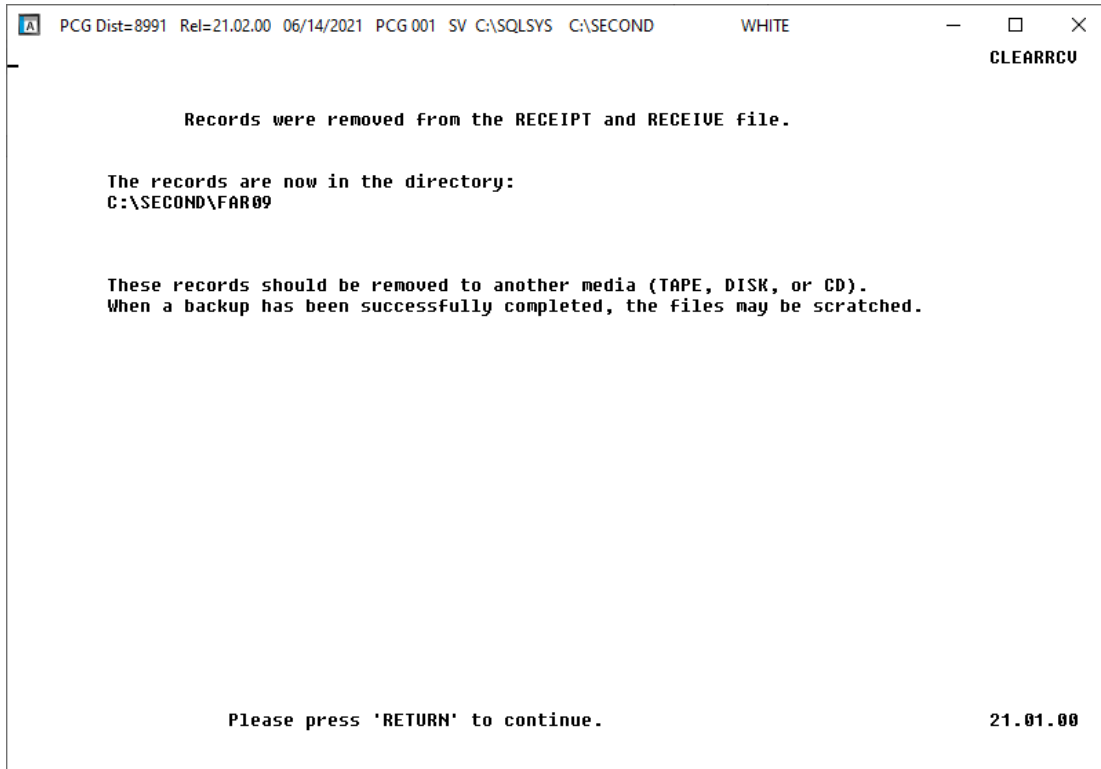
Step	Action
9	<p>When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i>, a black <i>Windows Command</i> screen displays when the archive is complete.</p> <p>The black <i>Windows Command</i> screen displays the names of the archive files created.</p> <p>Review and where appropriate, screen-print the black <i>Windows Command</i> screen, and select Enter.</p>

The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:

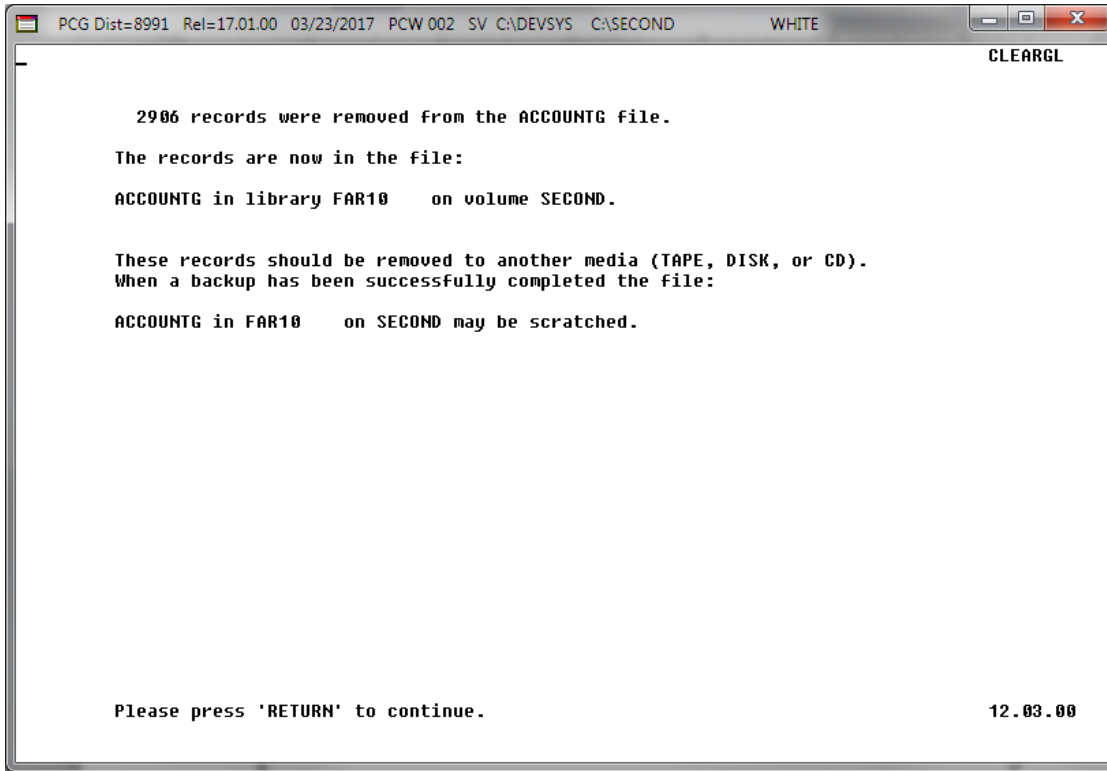


Step	Action
10	<p>For the <i>Receipt and Receivable</i> or the <i>AP Archive</i> verify that the archive function completed successfully and select Enter.</p>

The following screen displays when updating the *Receipt and Receivable* or the *AP Archive*:

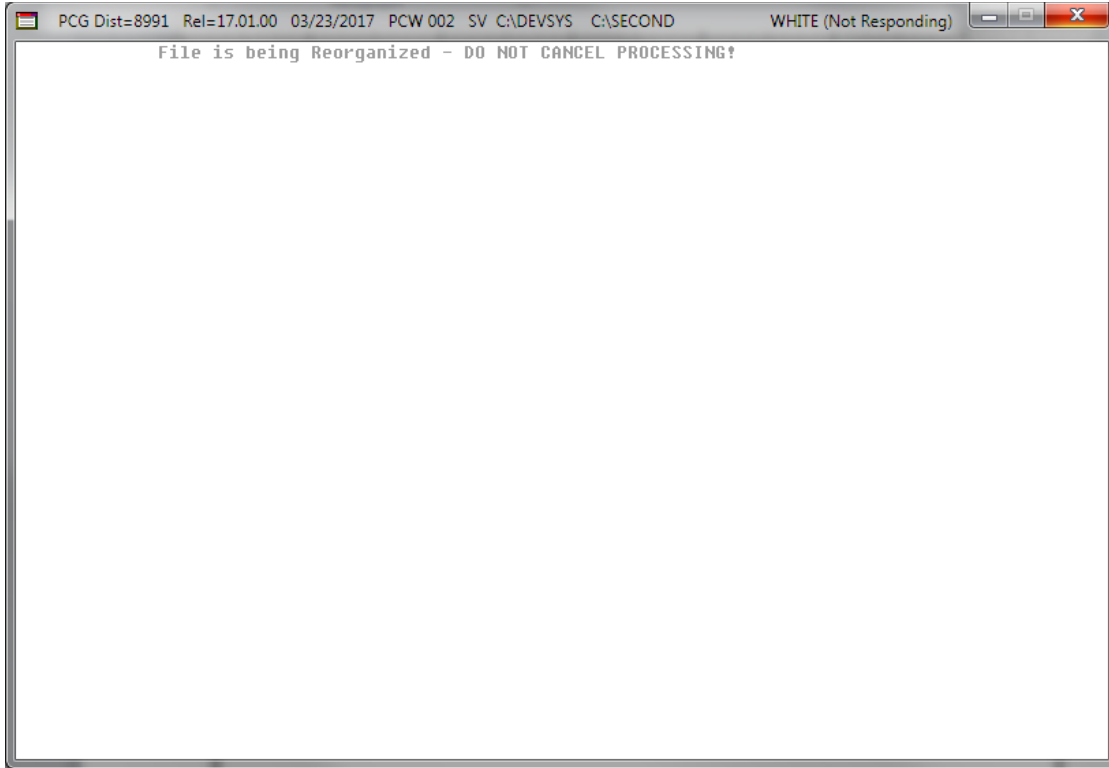


For all other archive functions, the following screen displays:



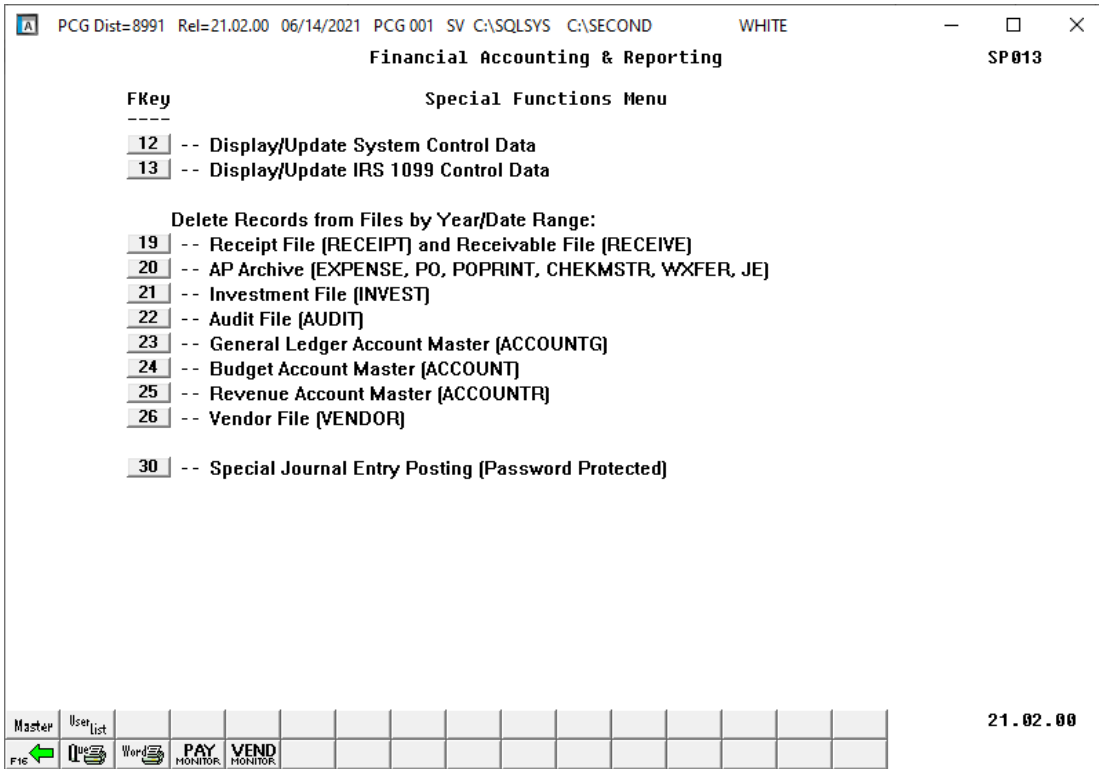
Step	Action
11	Review and where appropriate, screen-print the file deletion procedure's results, and select Enter .





The following screen displays:



Step	Action
12	<i>"File is being reorganized! Do not cancel processing!"</i> briefly displays. Under no circumstances should users cancel processing.

The following screen displays:



Step	Action
13	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .
14	<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>Where appropriate, follow the instructions provided in the <i>Technical System Operations Guide</i>, <i>User Interface Procedures</i>, <i>Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature.</p>
15	<p>Where appropriate, perform a backup of <i>K:\Second</i> or save the information to a CD for easy recovery and review. After creating the backup, delete the file(s) referenced on the screen in <i>Step 11</i>.</p> <p>After the delete procedure is completed, PCGenesis generates an archive of the deleted records and places these records in <i>K:\Second\FARyy\FILENAME</i>, where “yy” is the fiscal year and “FILENAME” is the name of the file affected. After performing a backup of <i>K:\Second\FARyy</i>, delete these files from PCGenesis.</p>

A1. Deleted Vendor Listing - Example

REPORT DATE	DELETED VENDOR LIST		PHONE NUMBER	STATUS	PAGE
03/23/17	NUMBER	VENDOR NAME	ADDRESS	SEQ KEY /REMIT ADDRESS	1
000022	VENDOR 000022	0022 VENDOR STREET SMITH, GA	33333	I	VENDOR 000022
000026	VENDOR 000026	0026 VENDOR STREET SMITH, GA	33333	I	VENDOR 000026
000028	VENDOR 000028	0028 VENDOR STREET SMITH, GA	33333	I	VENDOR 000028
000029	VENDOR 000029	0029 VENDOR STREET SMITH, GA	33333	I	VENDOR 000029
000030	VENDOR 000030	0030 VENDOR STREET SMITH, GA	33333	I	VENDOR 000030
000032	VENDOR 000032	0032 VENDOR STREET SMITH, GA	33333	I	VENDOR 000032
000034	LI4TLEJOHN, TR4MAN 999-08-9498 89498	1511 MAIN STREET SMITH, GA	(999)555-0511 33333	I	LI4TLEJOHN, TR4MAN