PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/22/2019

Section B: Purchase Order Processing

[Topic 4: Facility and Building File Maintenance, Version 2.5]

Revision History

Date	Version	Description	Author
3/22/2019	2.5	19.01.00 – Add button bar to *Facility Maintenance* screenshot.	D. Ochala
09/18/2017	2.4	17.03.00 – Update *Purchase Order Processing Menu* with new function for *List All Purchase Orders*.	D. Ochala
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
03/27/2013	2.2	13.01.00 – Update *Procedure D: Printing the Facility and Building File* with instructions for creating an export file.	D. Ochala
03/31/2011	2.1	11.01.00 – Updates to screenshots, no programmatic changes.	D. Ochala
10/10/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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D1. Facility/Building Report – Example *33*

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Overview

The *Facility* file contains the facility and building records for purchase order processing. Maintaining these records includes the following procedures:

- Adding, displaying, modifying, and deleting facility and building records.
- Printing the contents of the *Facility* file.
- The records added using these procedures are independent of those already created in the *Account Master Description* file.

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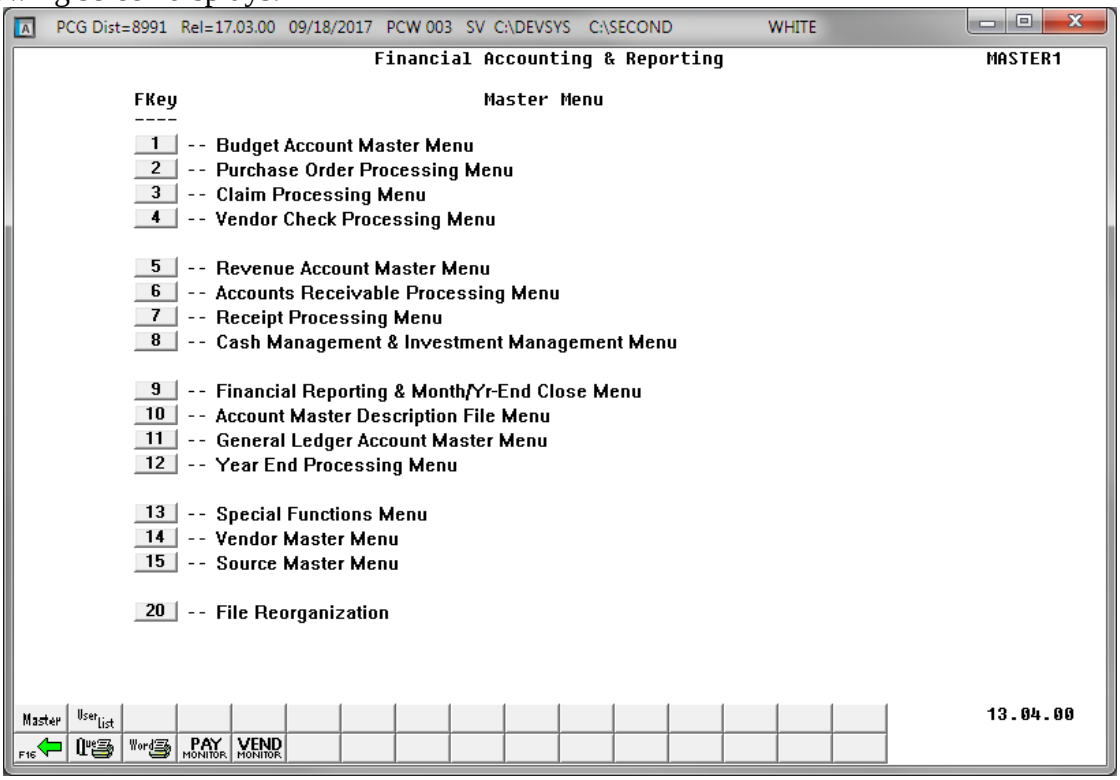
Procedure A: Adding a Facility and Building Record

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

The following screen displays:



Step	Action
2	Select 2 (**F2 -** Purchase Order Processing).

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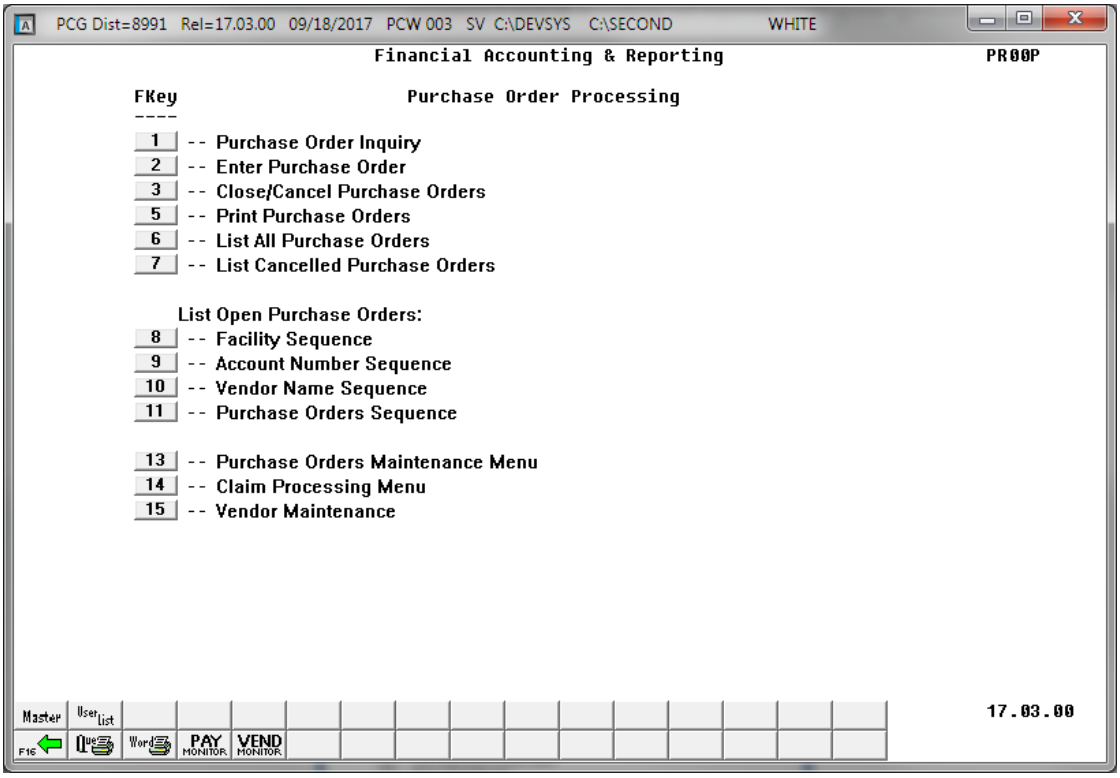
The following screen displays:



Step	Action
3	Select 13 (**F13** Purchase Order Maintenance).

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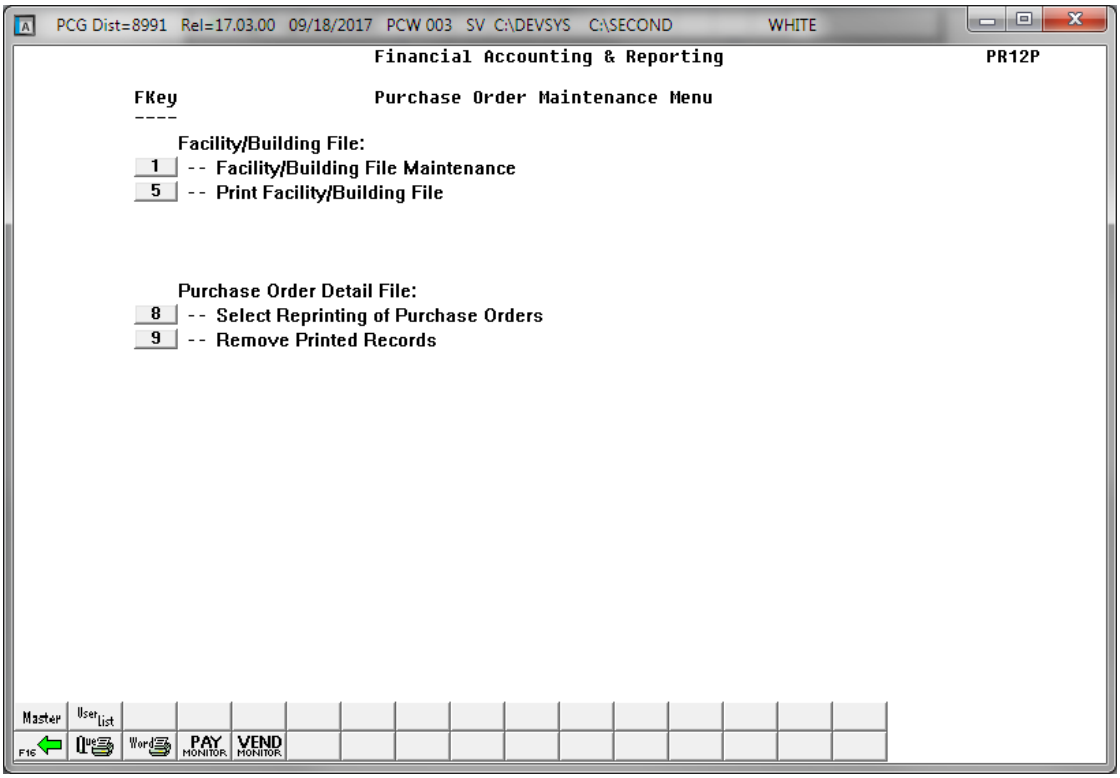
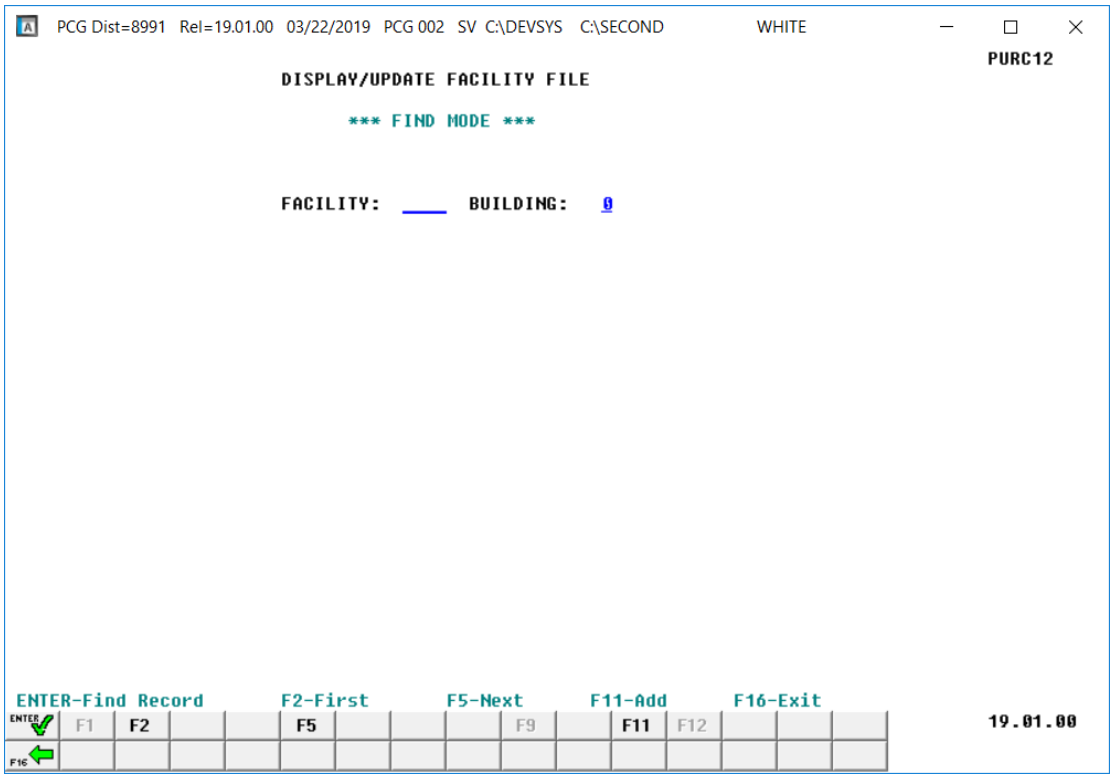
The following screen displays:



Step	Action
4	Select 1 (**F1 -** Facility and Building File Maintenance).

All Rights Reserved.

The following screen displays:



Step	Action
5	Select F11 (**F11** - Add).

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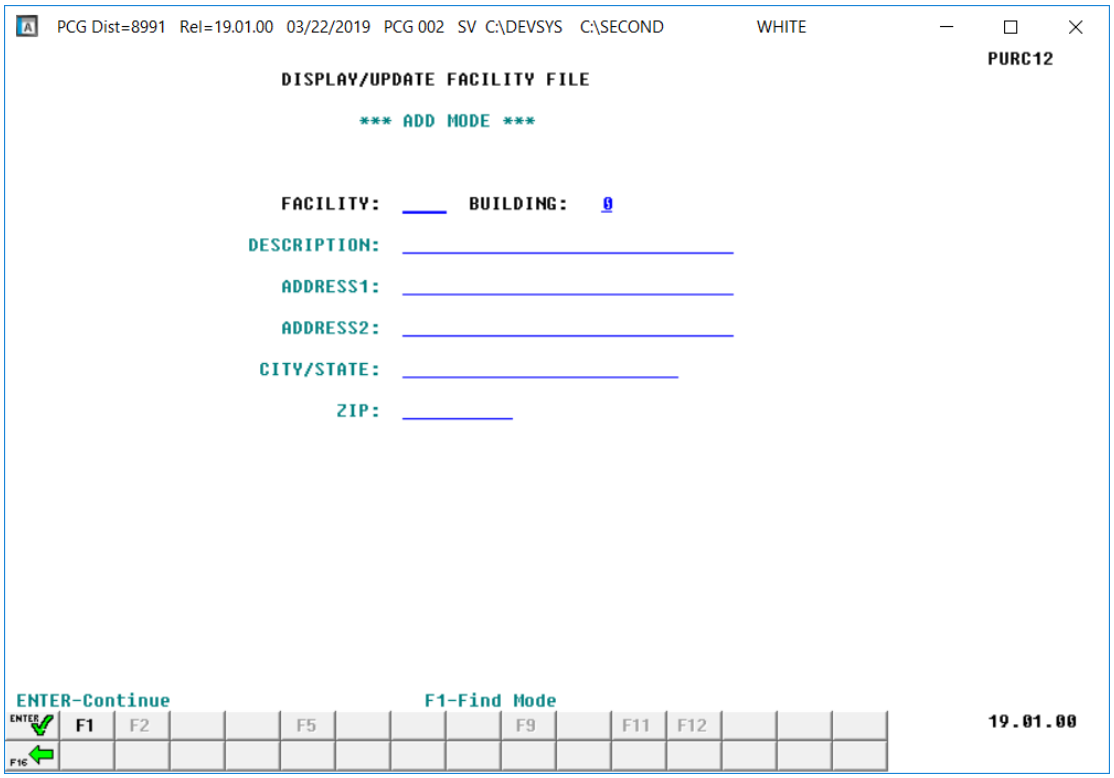
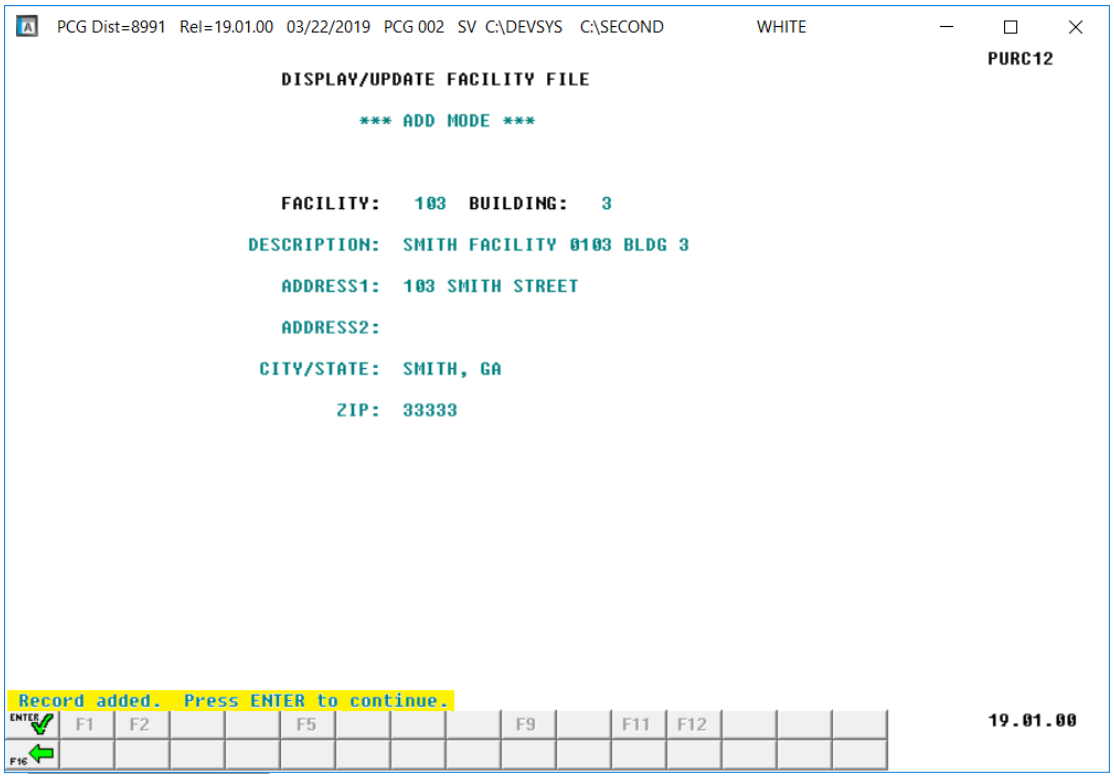
The following screen displays:



Step	Action
6	Enter the facility code in the **Facility** field. Enter the building code in the **Building** field.
7	Enter the description, up to forty (40) characters, in the **Description** field.
8	Enter the street address in the **ADDRESS1** (Address 1), and where applicable, **ADDRESS2** (Address 2) fields.
9	Enter the city and state, separated by a comma (,) in the **CITY/STATE** field.
10	Enter the zip code in the **ZIP** (Zip Code) field.
11	Select (**Enter**) twice.

All Rights Reserved.

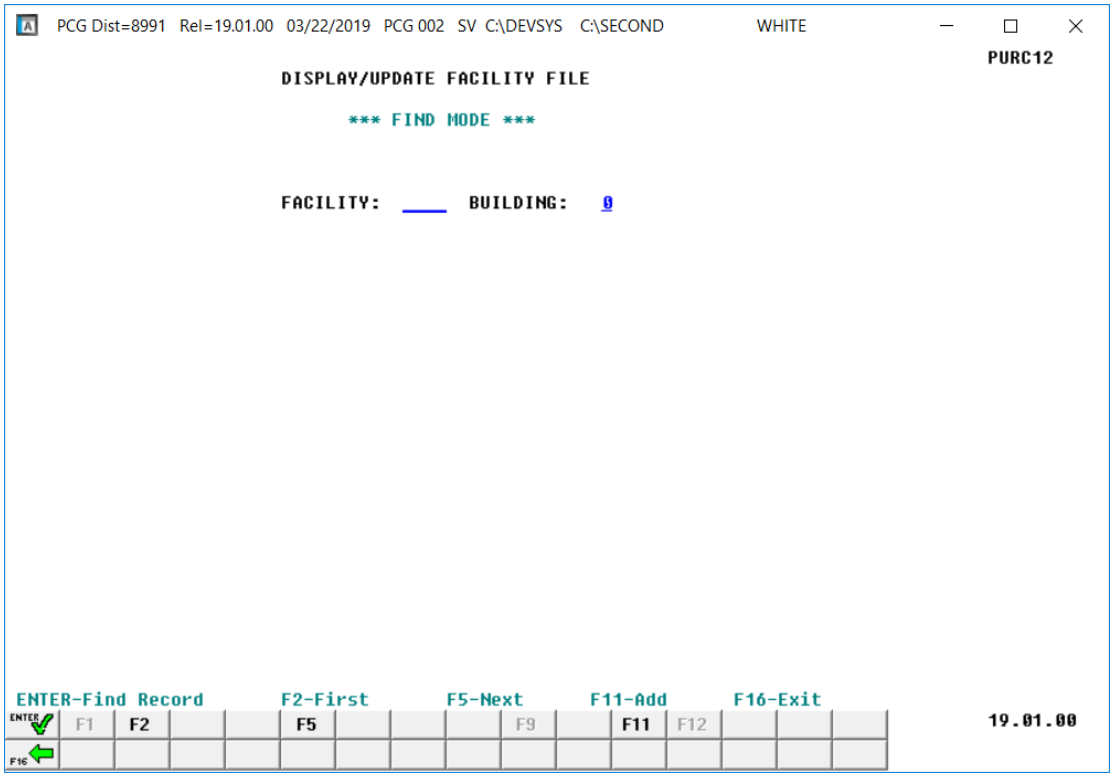
The following screen displays:



Step	Action
12	Verify *"Record added. Press ENTER to continue."* displays and select ENTER (**Enter**) to continue.

All Rights Reserved.

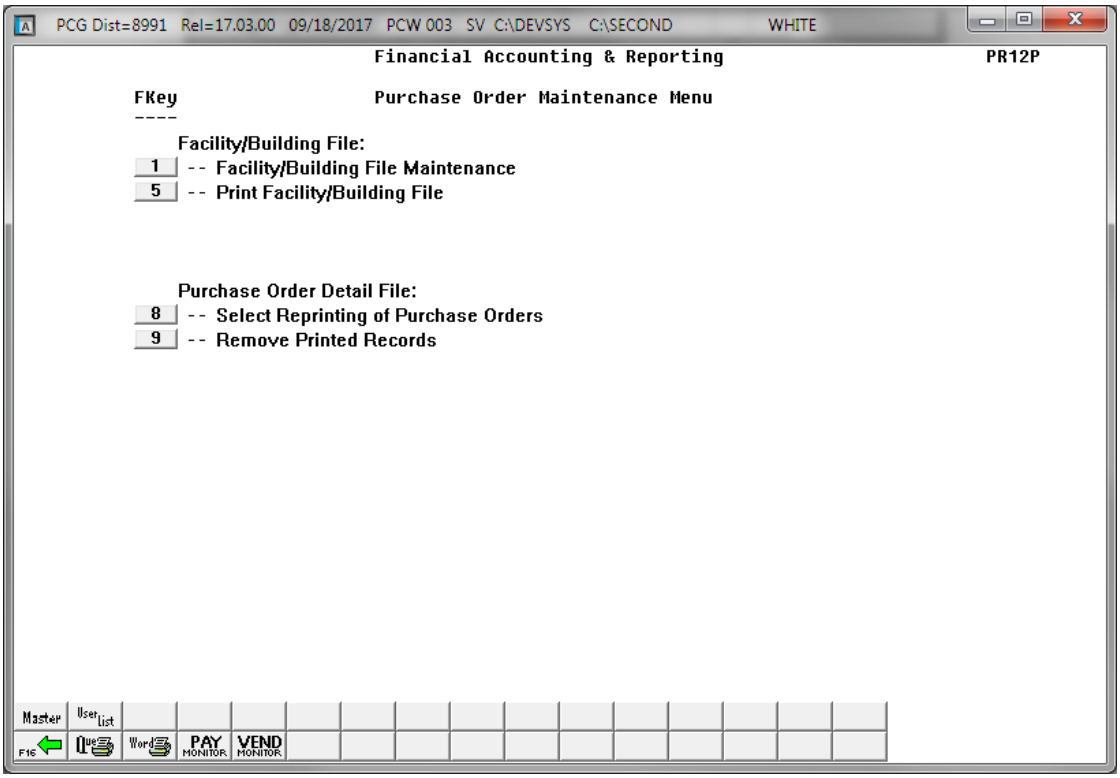
The following screen displays:



Step	Action
13	Select F16 (**F16** - Exit). *For additional facility and building entries, repeat this procedure at Step 5.*

All Rights Reserved.

The following screen displays:



Step	Action
14	Select F16 (**F16** -Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu* or select Master (**Master**) to return to the *Business Applications Master Menu.*

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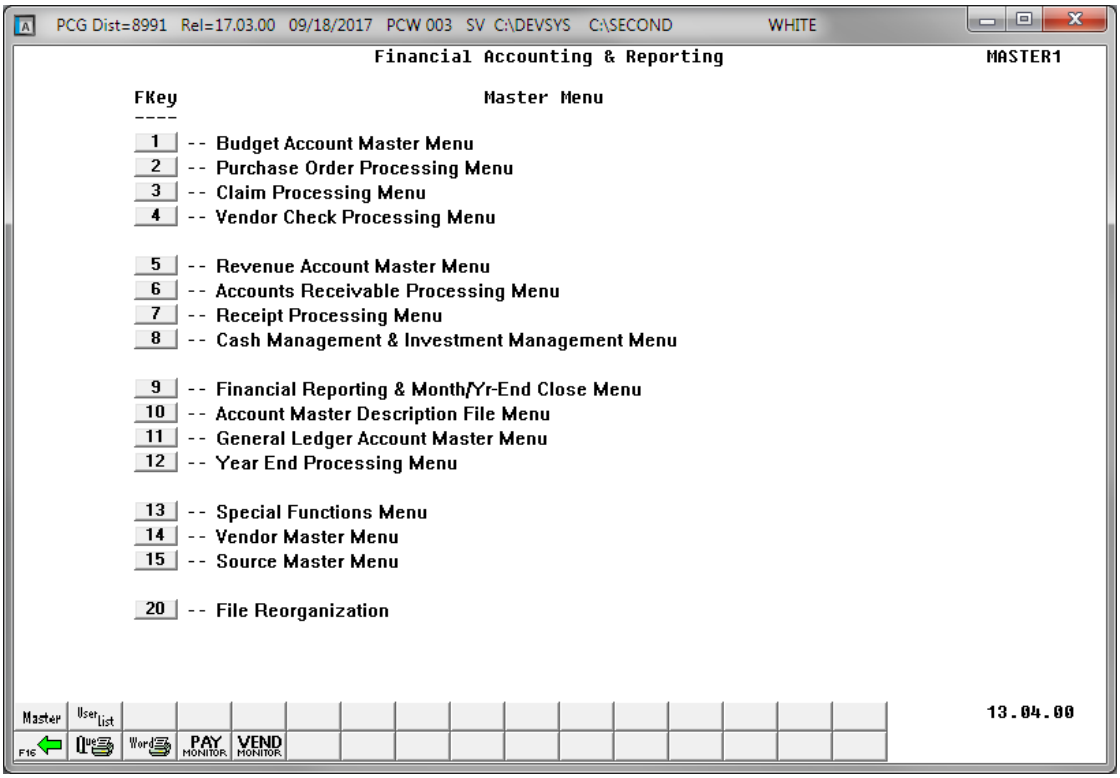
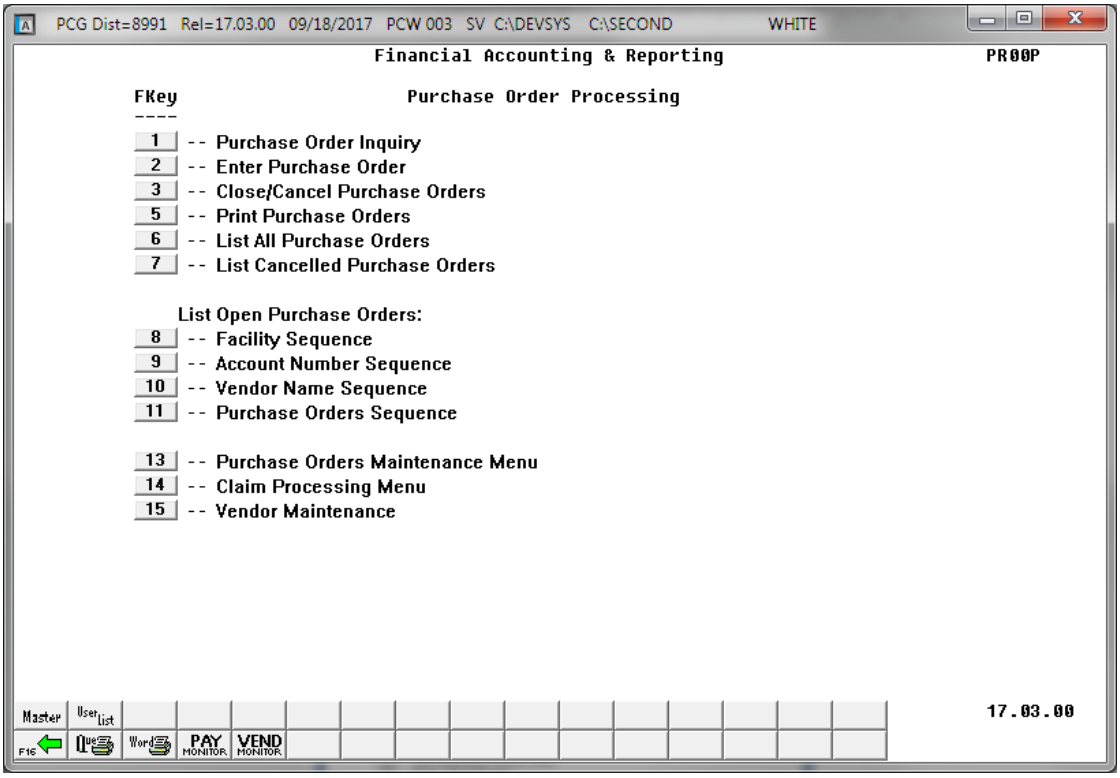
Procedure B: Displaying/Updating a Facility and Building Record



Step	Action
1	Select 2 (**F2 -** Purchase Order Processing).

All Rights Reserved.

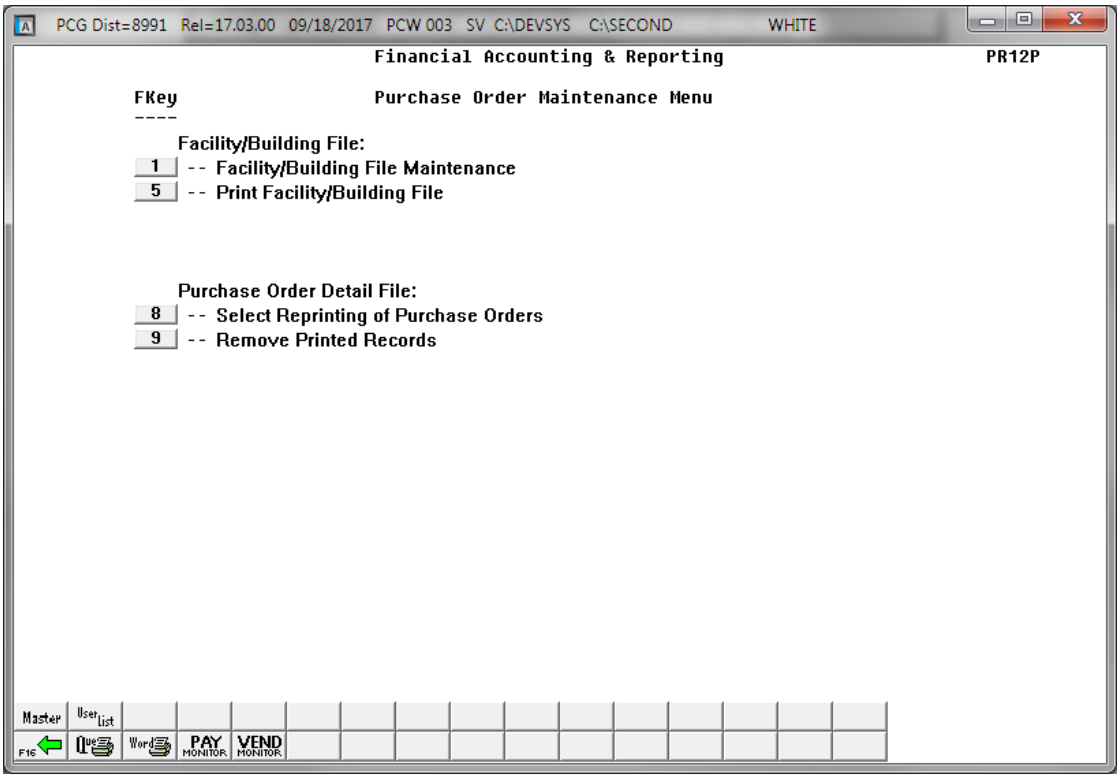
The following screen displays:



Step	Action
2	Select 13 (**F13** Purchase Order Maintenance).

All Rights Reserved.

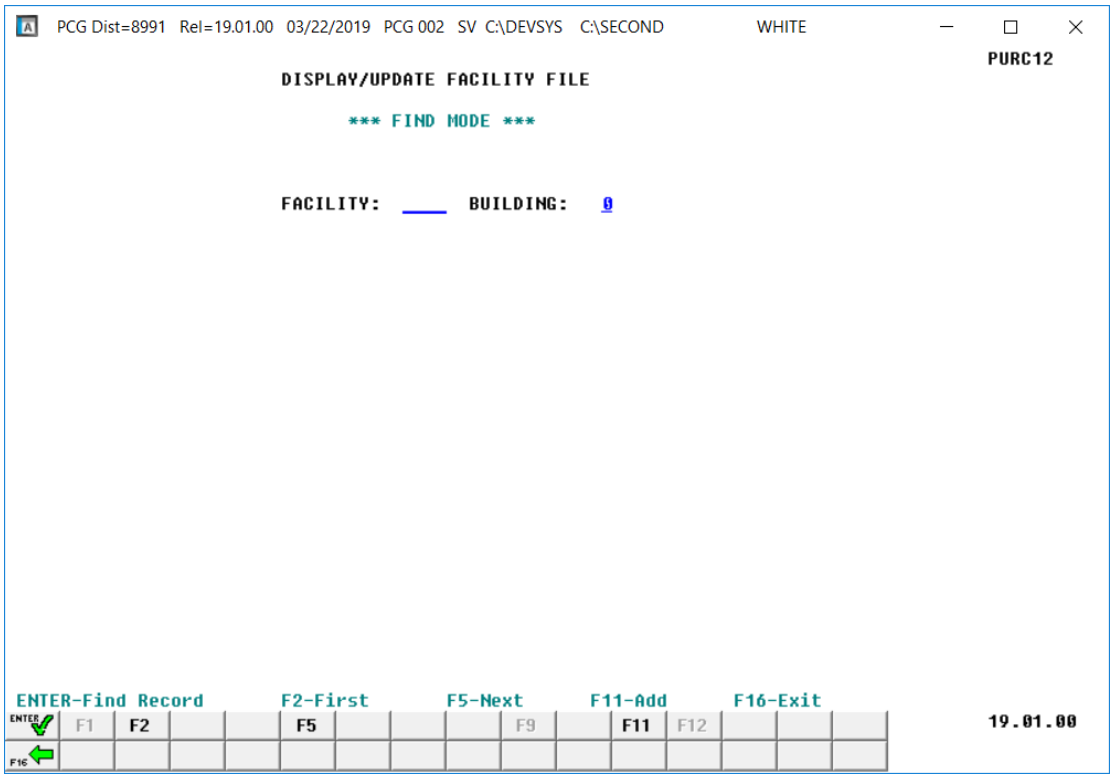
The following screen displays:



Step	Action
3	Select 1 (**F1 -** Facility and Building File Maintenance).

All Rights Reserved.

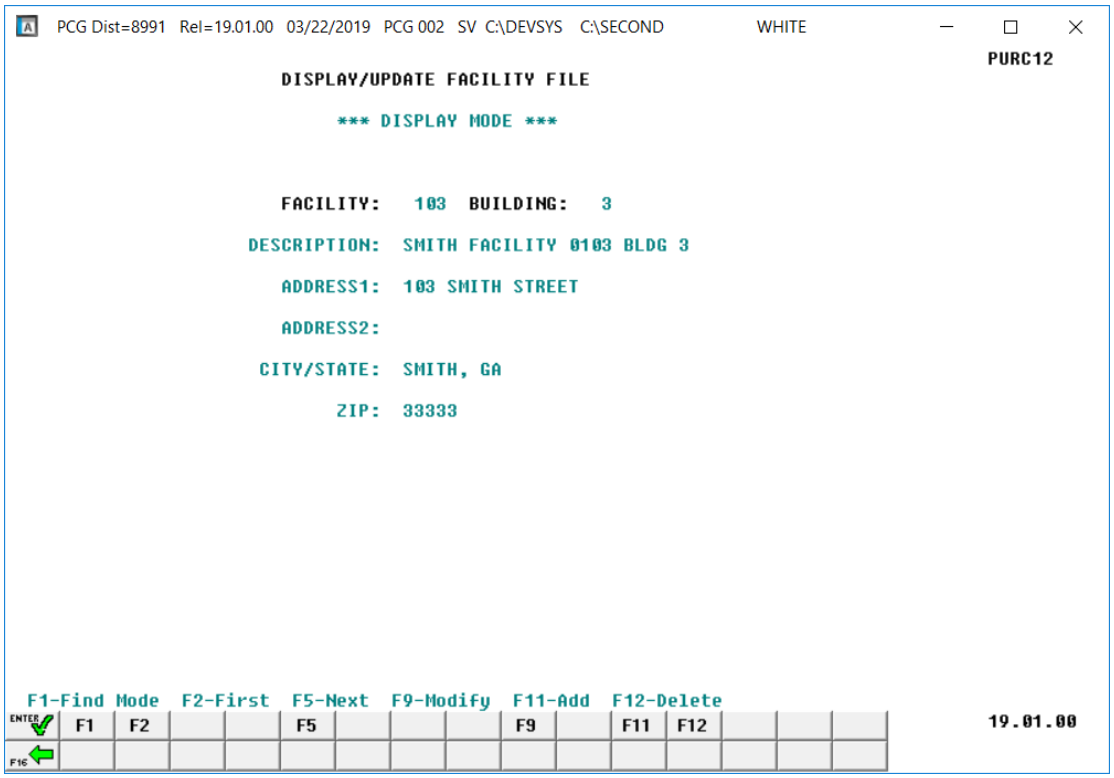
The following screen displays:



Step	Action
4	Enter the facility code in the **Facility** field, the building code in the **Building** field, where applicable, and select ENTER (**Enter**). *Select* F2 *(**F2** - First) to display the first record in the file. Select* F5 *(**F5** - Next) to display additional records.*

All Rights Reserved.

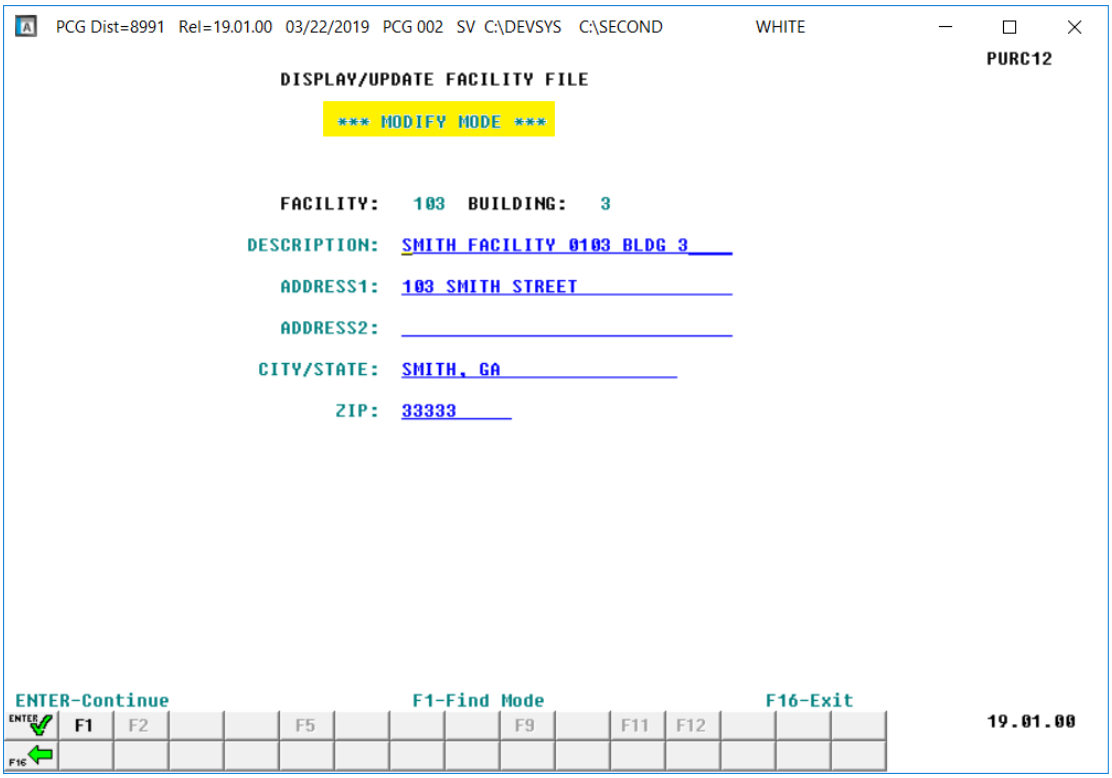
The following screen displays:



Step	Action
5	**For updates to the facility and building record:** Select F9 (**F9** - Modify). **For displays of the facility and building record:** Review and screen-print the *Display/Update Facility File* screen where appropriate. Select F1 (**F1** - Find Mode) and proceed to *Step 8*.

All Rights Reserved.

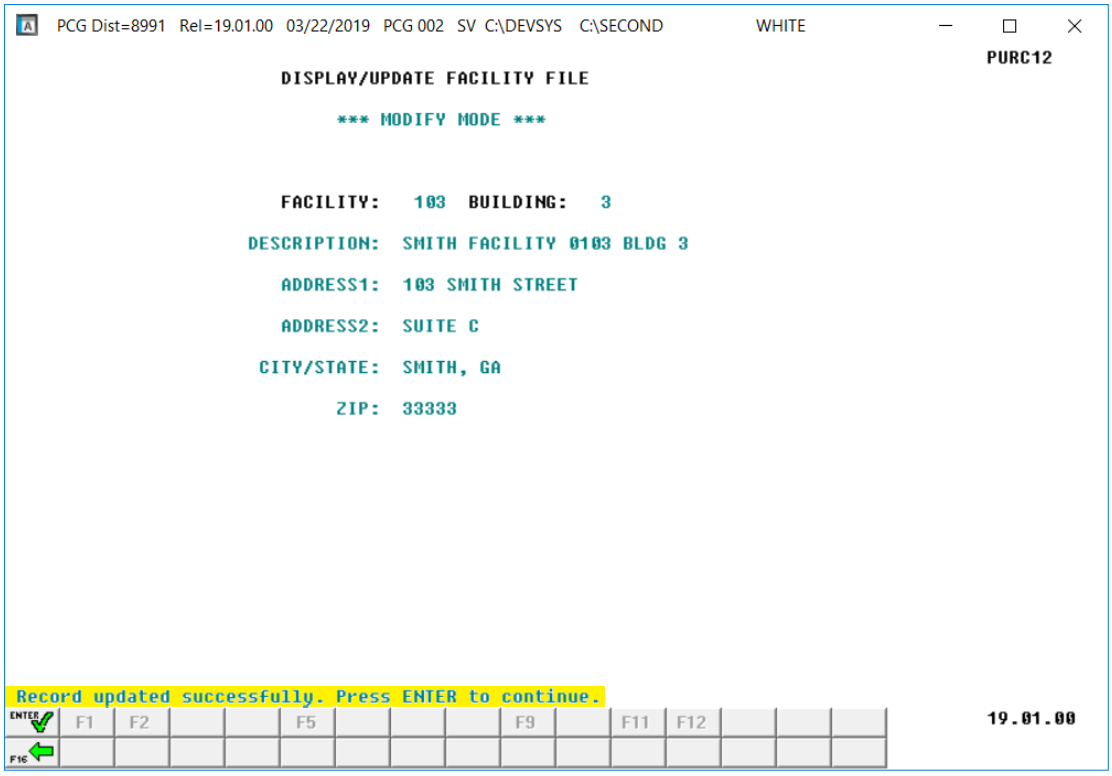
The following screen displays:



Step	Action
6	Make the appropriate entries in the fields, and select (**Enter**) twice.

All Rights Reserved.

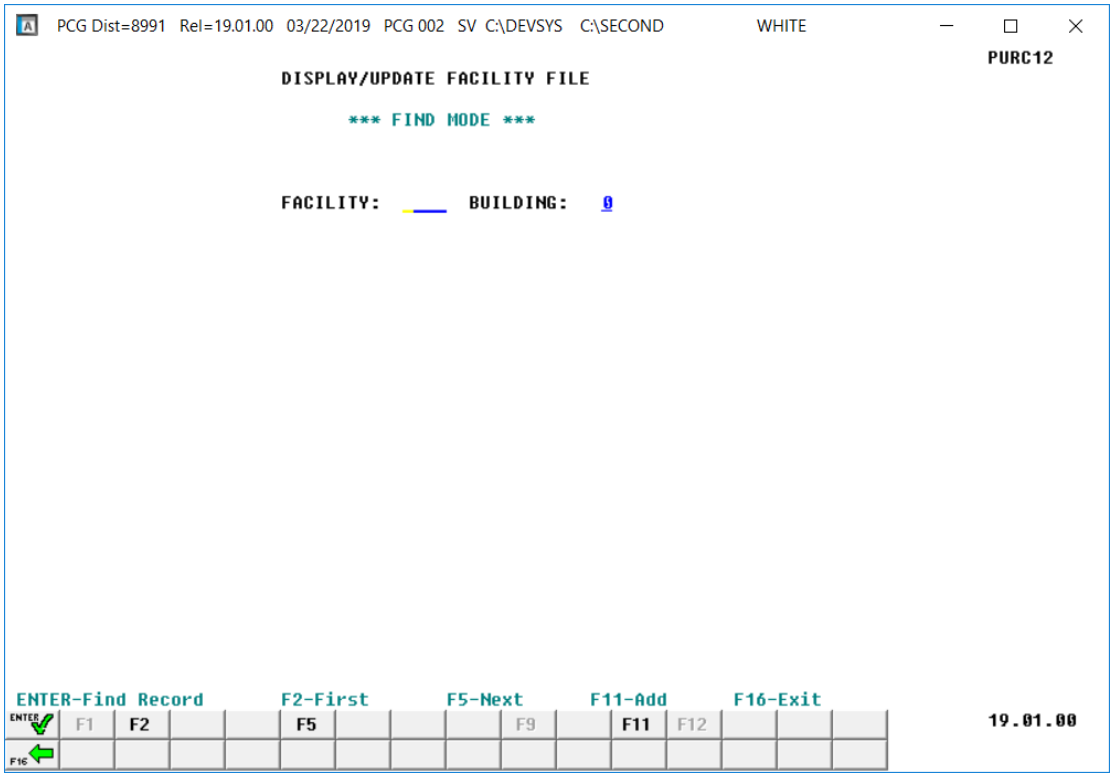
The following screen displays:



Step	Action
7	Verify *"Record updated successfully. Press ENTER to continue."* displays, and select (**Enter**) to continue.

All Rights Reserved.

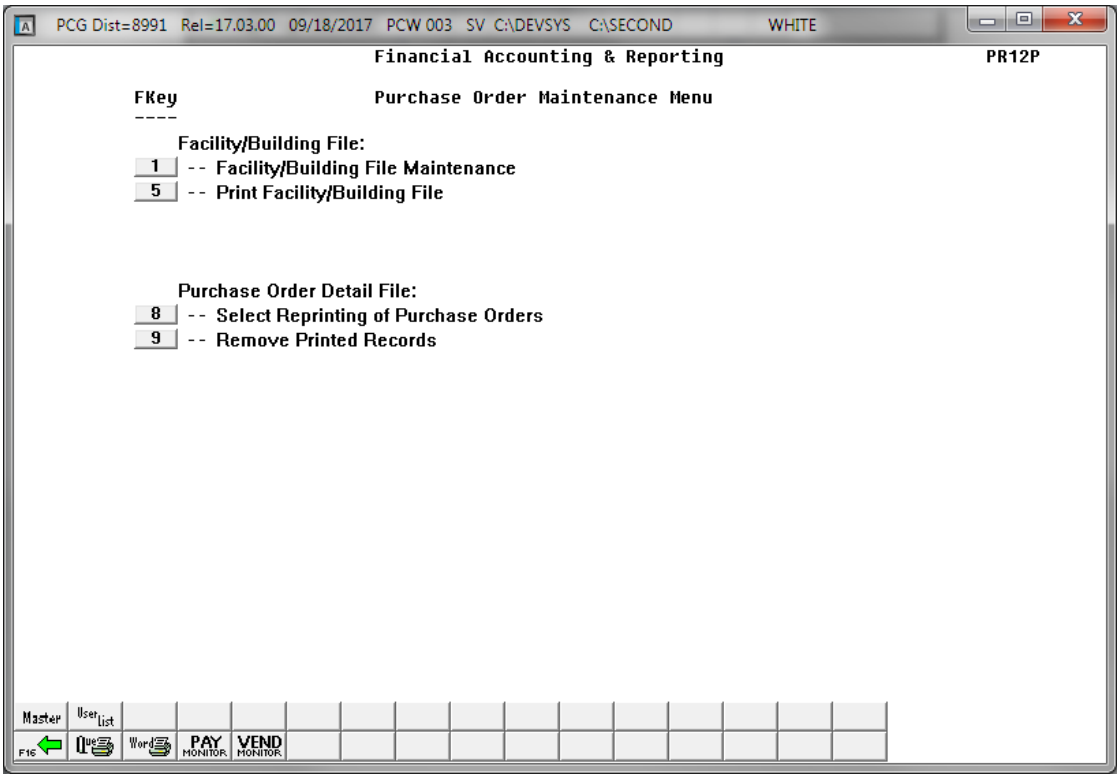
The following screen displays:



Step	Action
8	Select F16 (**F16** - Exit). *For additional facility and building entries, repeat this procedure at Step 4.*

All Rights Reserved.

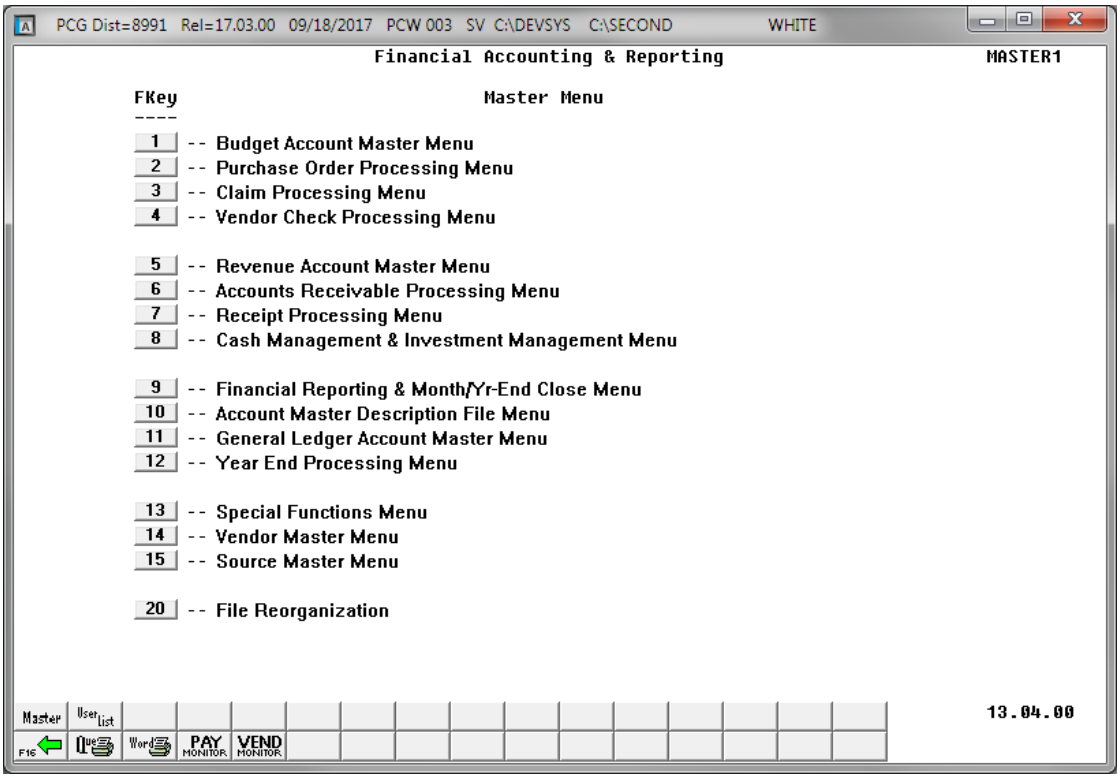
The following screen displays:



Step	Action
9	Select F16 (**F16** -Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu* or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

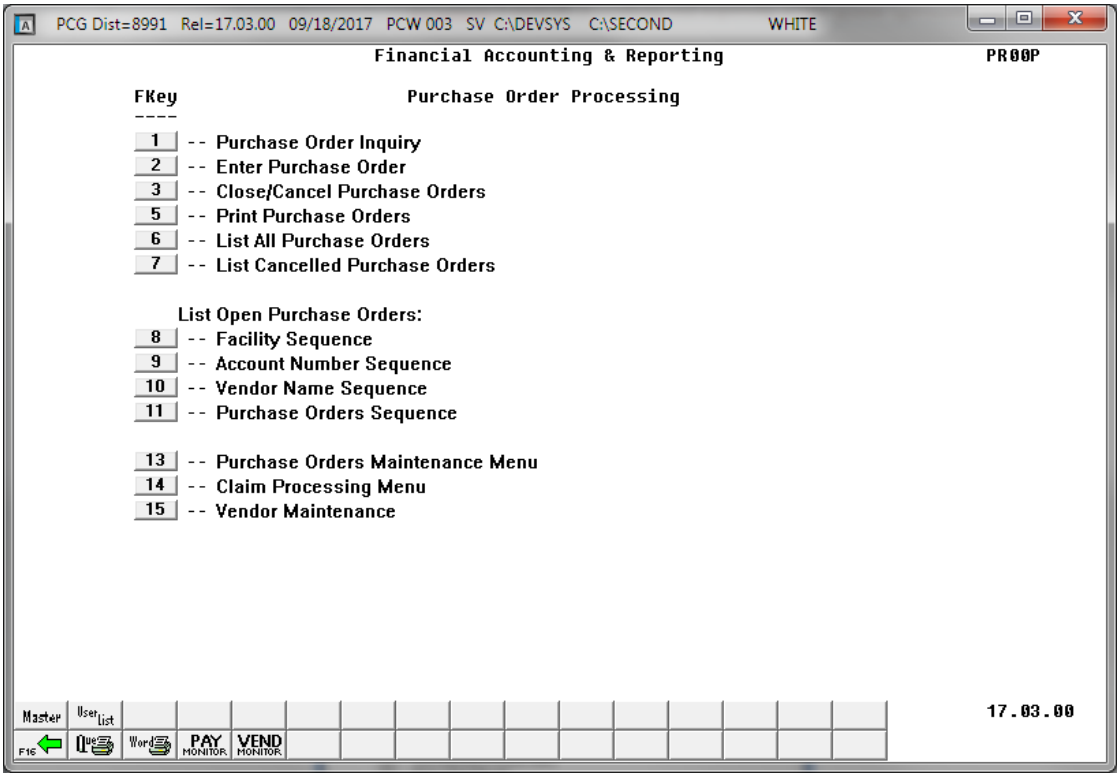
Procedure C: Deleting a Facility and Building Record



Step	Action
1	Select 2 (**F2 -** Purchase Order Processing).

All Rights Reserved.

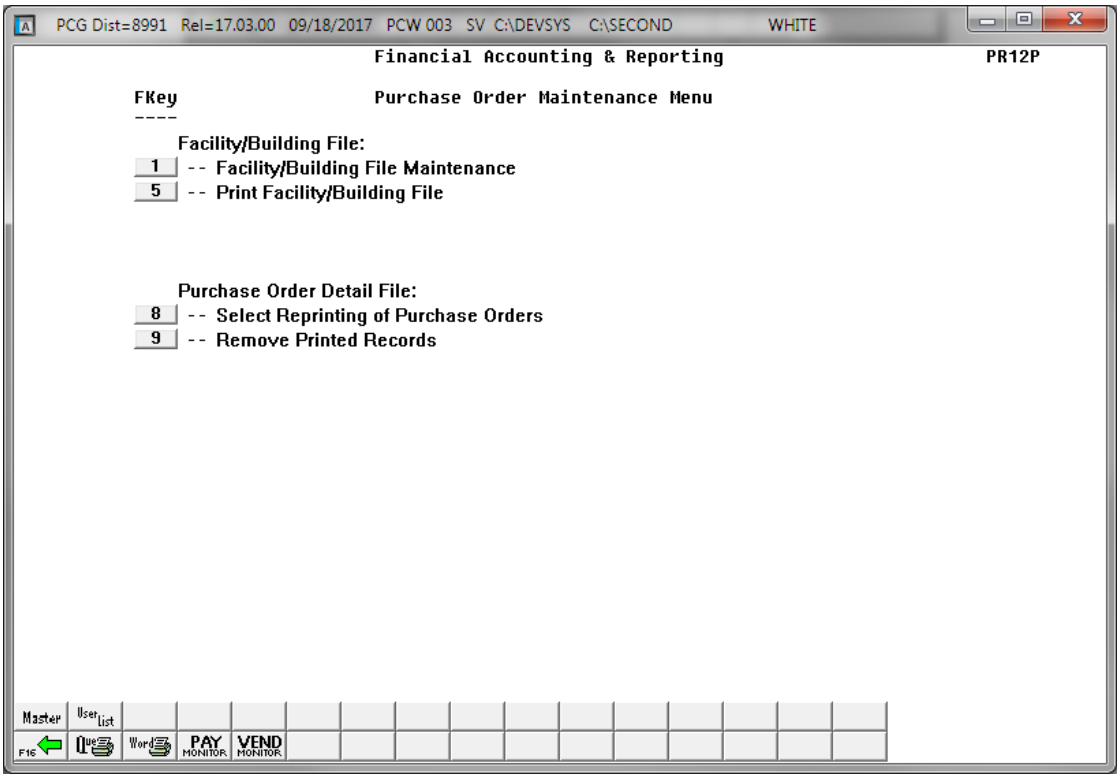
The following screen displays:



Step	Action
2	Select 13 (**F13** Purchase Order Maintenance).

All Rights Reserved.

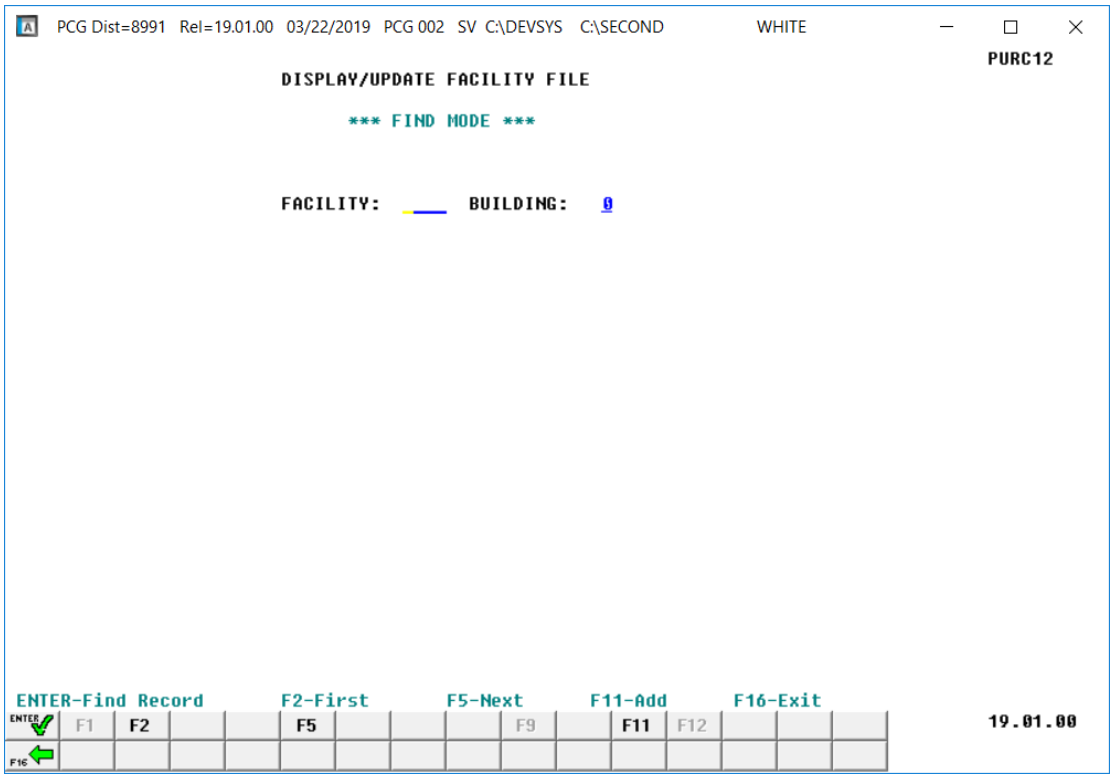
The following screen displays:



Step	Action
3	Select 1 (**F1 -** Facility and Building File Maintenance).

All Rights Reserved.

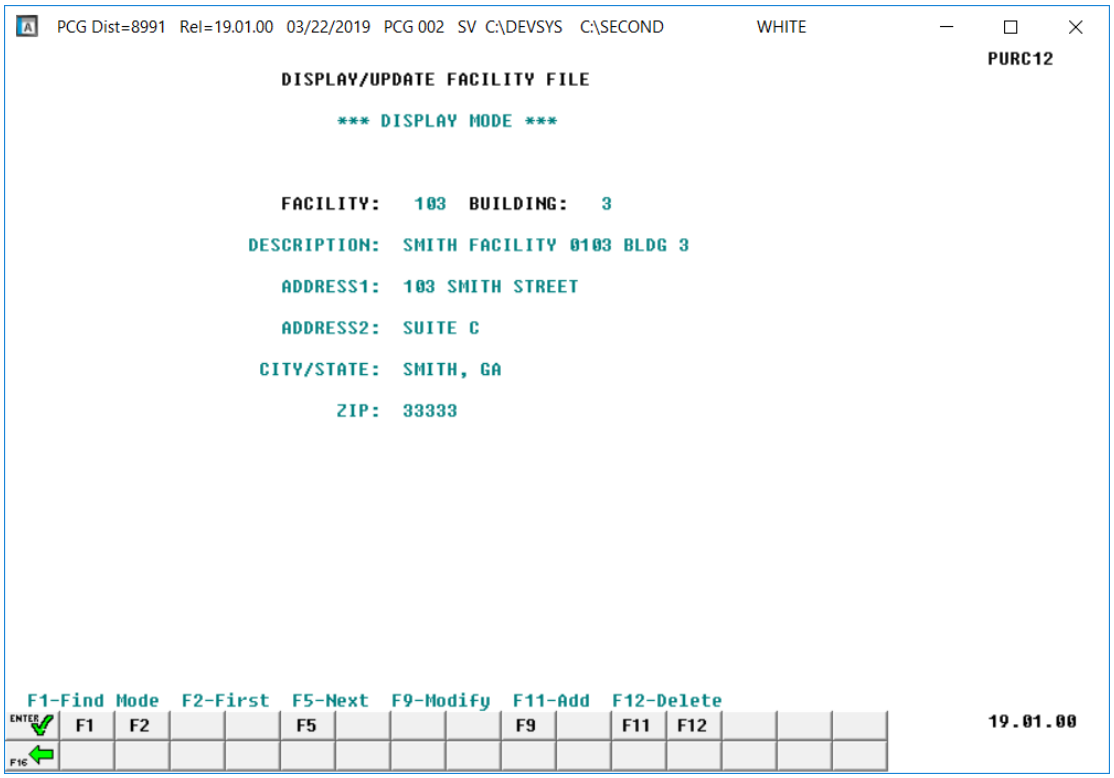
The following screen displays:



Step	Action
4	Enter the facility code in the **Facility** field, the building code in the **Building** field, where applicable, and select ENTER (**Enter**) to find the record. *Select* F2 *(**F2** - First) to display the first record in the file. Select* F5 *(**F5** - Next) to display additional records.*

All Rights Reserved.

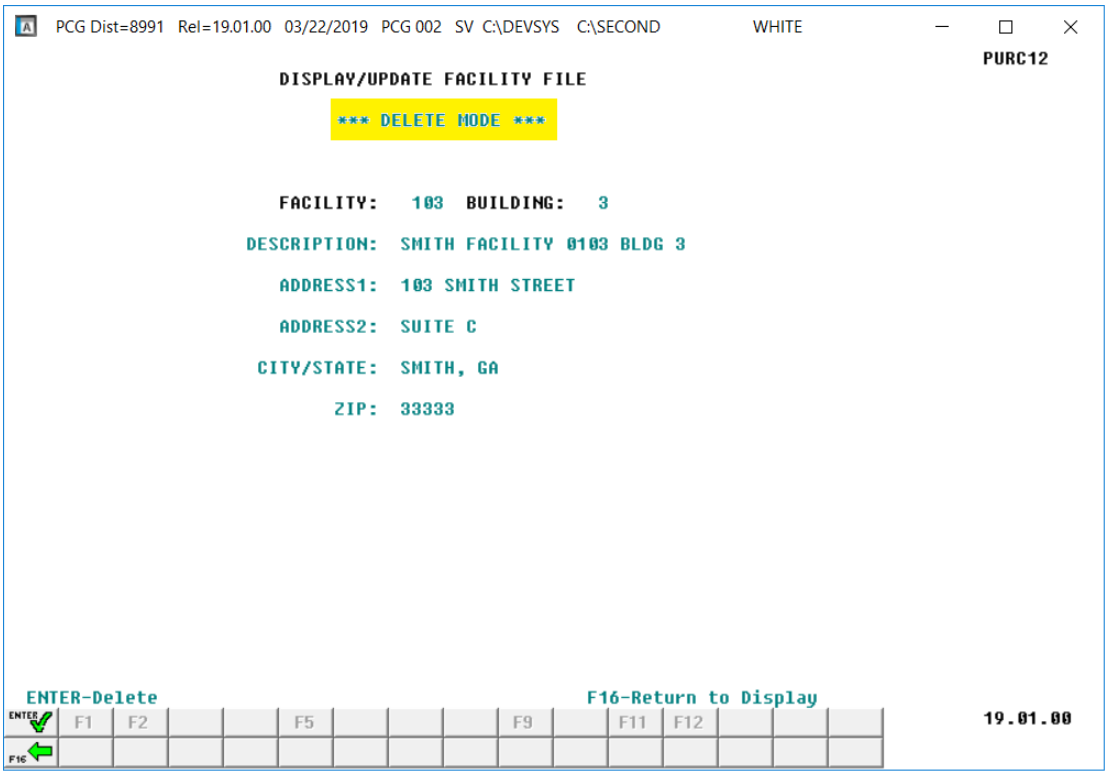
The following screen displays:



Step	Action
5	Select F12 (**F12 -** Delete).

All Rights Reserved.

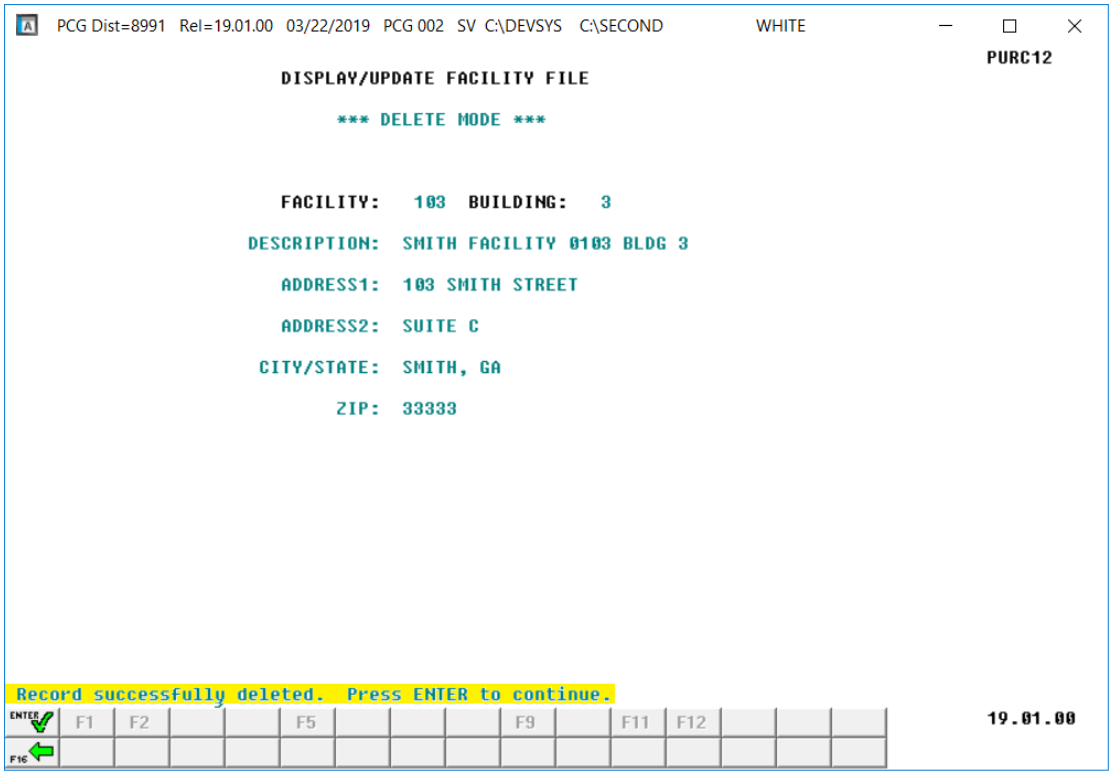
The following screen displays:



Step	Action
6	Select (**Enter**) to delete the record.

All Rights Reserved.

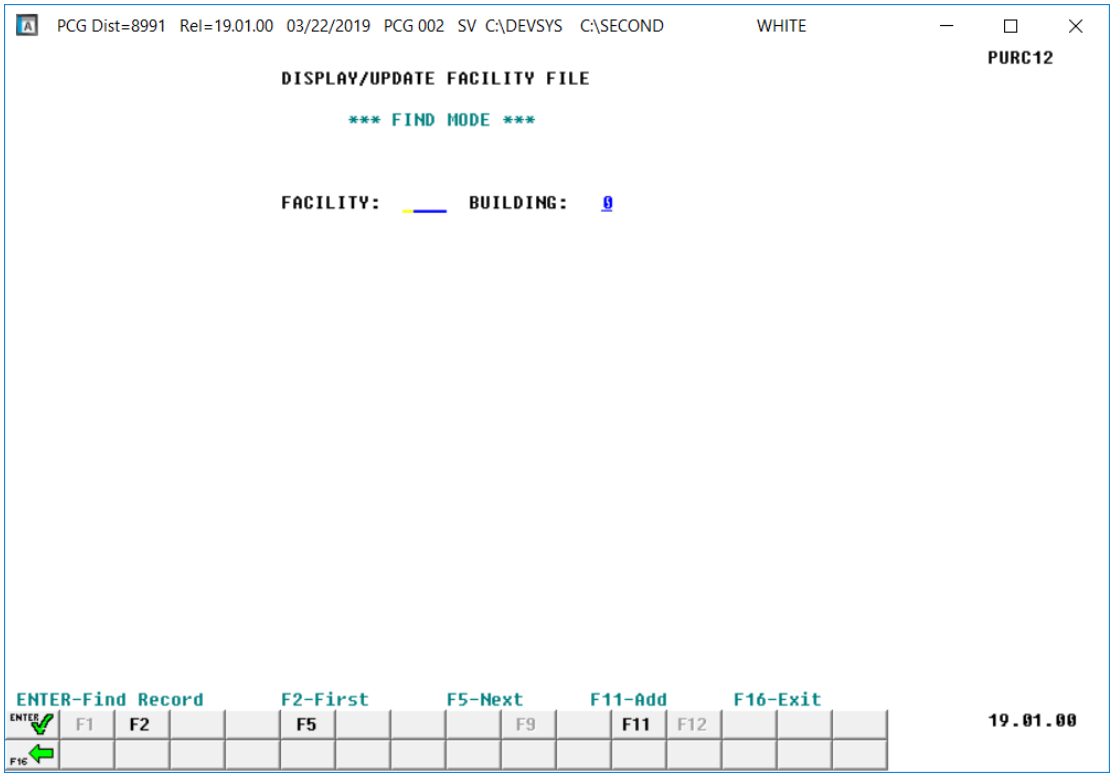
The following screen displays:



Step	Action
7	Verify *"Record successfully deleted. Press ENTER to continue."* displays, and select (**Enter**) to continue.

All Rights Reserved.

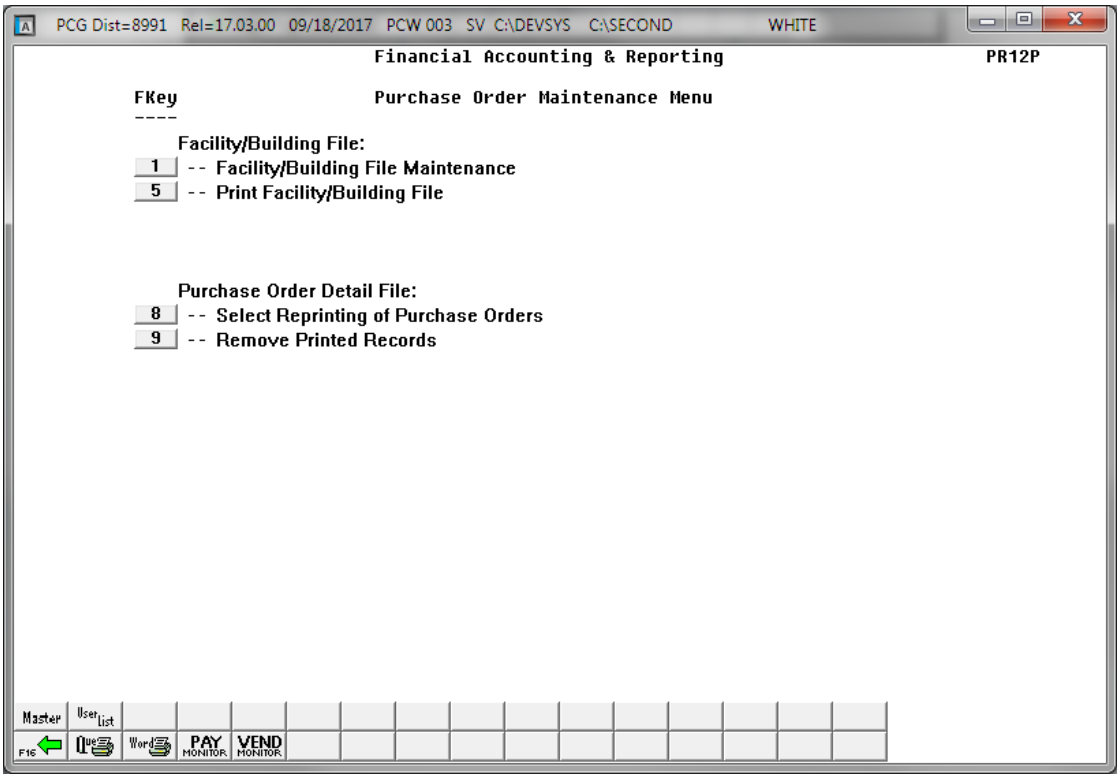
The following screen displays:



Step	Action
8	Select F16 (**F16** - Exit). *For additional facility and building entries, repeat this procedure at Step 4.*

All Rights Reserved.

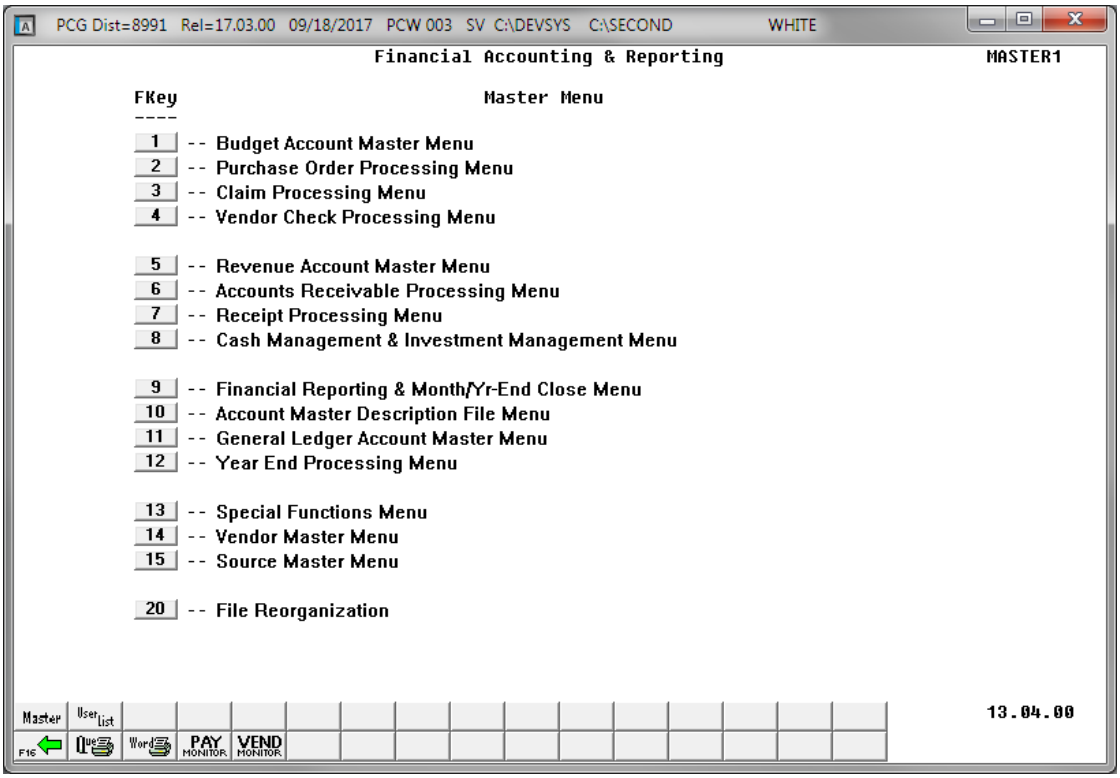
The following screen displays:



Step	Action
9	Select F16 (**F16** -Exit) to return to the *Financial Accounting & Reporting - Purchase Order Processing Menu* or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

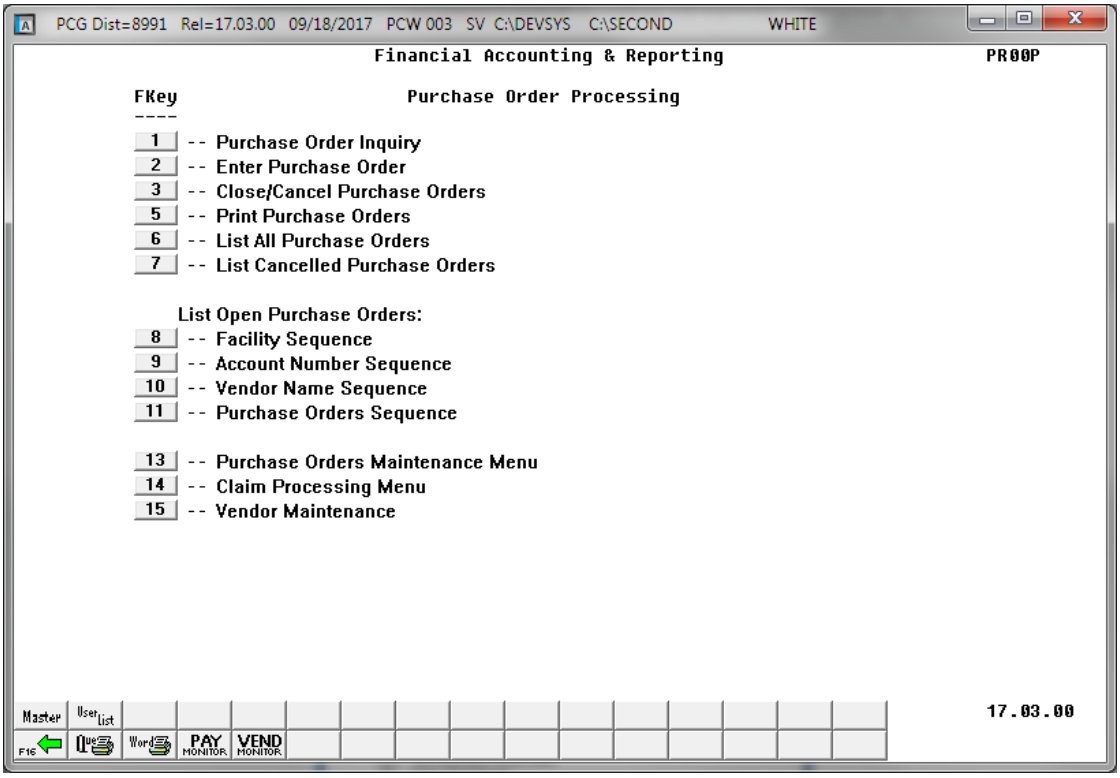
Procedure D: Printing the Facility and Building File



Step	Action
1	Select 2 (**F2 -** Purchase Order Processing).

All Rights Reserved.

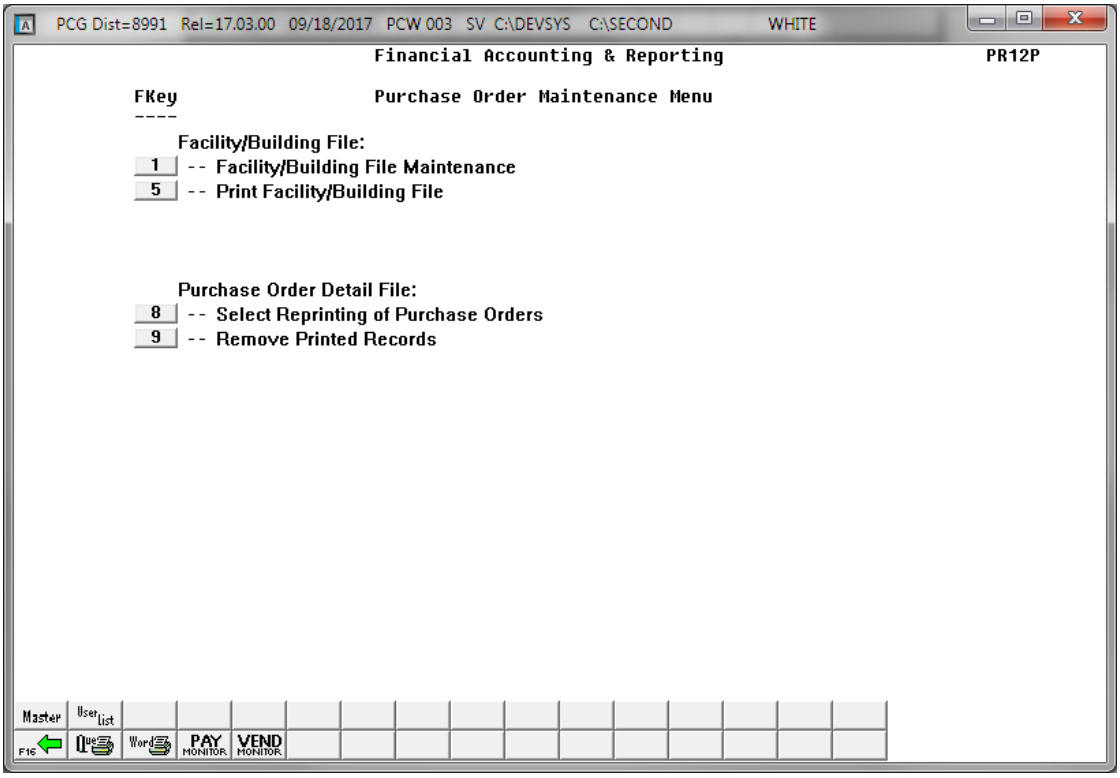
The following screen displays:



Step	Action
2	Select 13 (**F13** Purchase Order Maintenance).

All Rights Reserved.

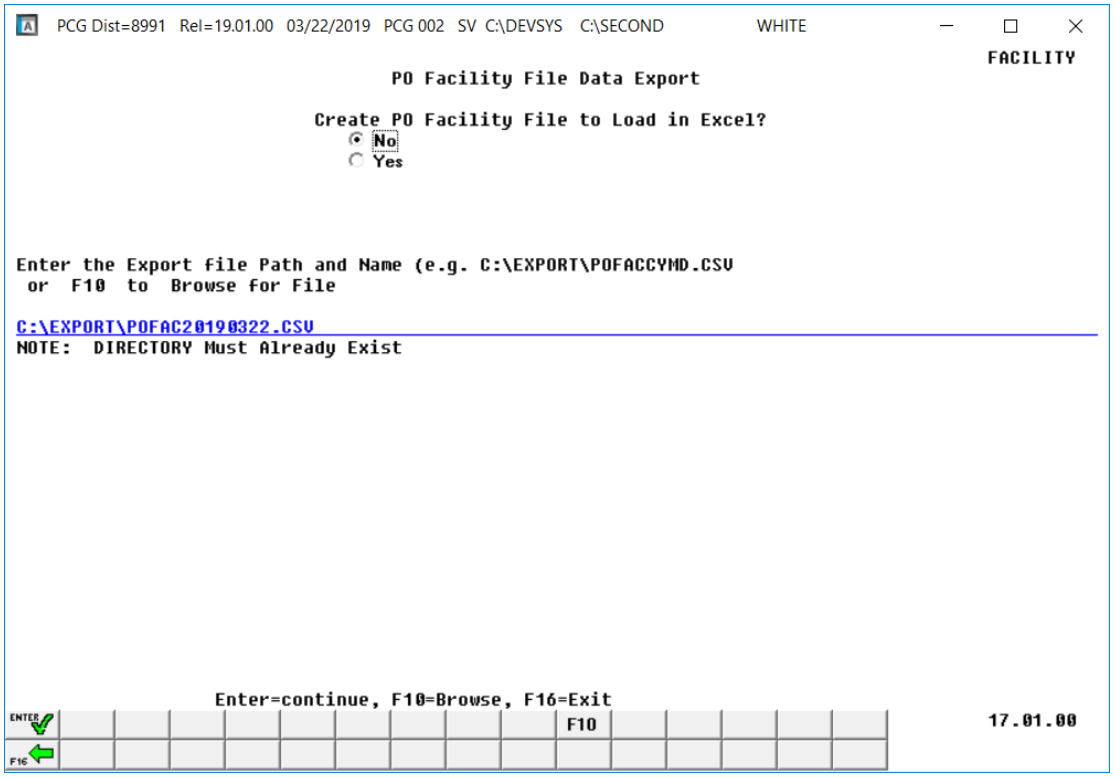
The following screen displays:



Step	Action
3	Select 5 (**F5** – Facility/Building File: Print Facility/Building File.)

All Rights Reserved.

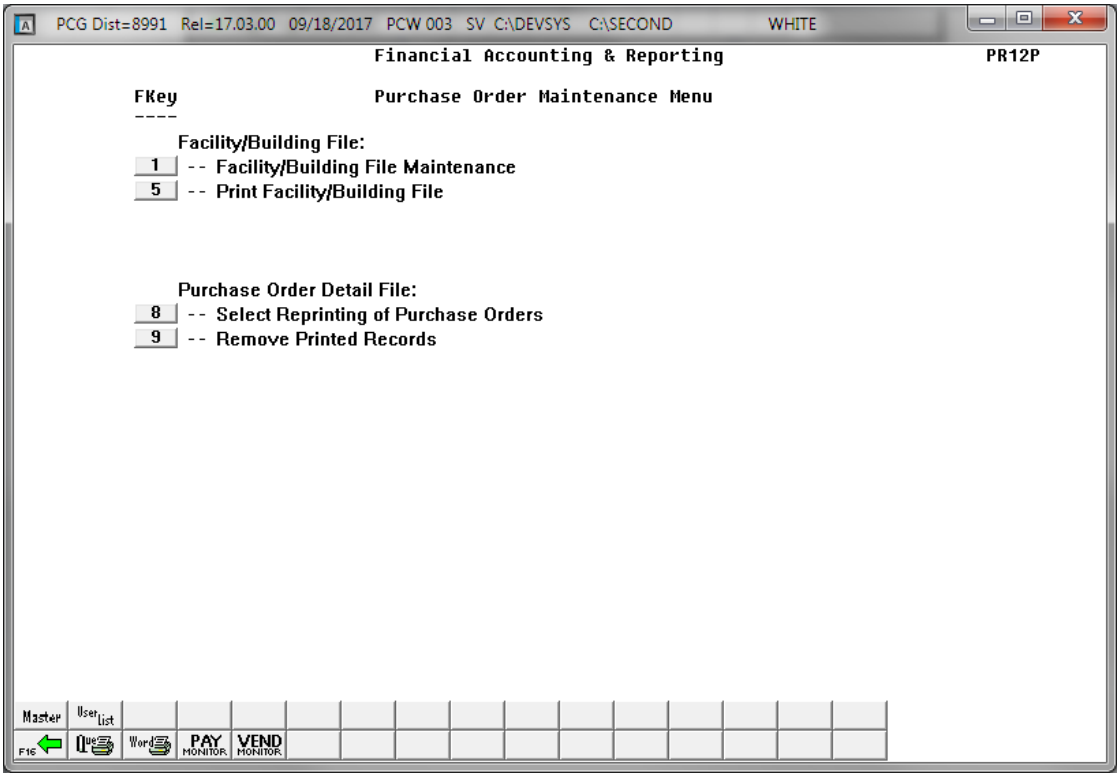
The following screen displays:



Step	Action
4	Select the radio button ◉ to left of the appropriate response in the **Create PO Facility File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
5	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
6	**If creating an export file:** Enter **C:\EXPORT\POFACccyymmdd.csv** in the **Enter the Export File Path and Name** field, or select F10 (**F10** - Browse for file) to locate the file manually.
7	Select ENTER (**Enter**) to continue. **If creating an export file:** *If the filename from Step 6 is invalid, the "UNABLE TO OPEN POFAC.CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.*
8	Select ENTER (**Enter**). *"Processing Request" briefly displays where appropriate.*

All Rights Reserved.

The following screen displays:



Step	Action
9	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). Select the *Spool* option to print the report. **To print the report via Microsoft® Word:** Select (MS WORD). Where appropriate, follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
10	Select (**F16** -Exit) to return to the *Financial Accounting & Reporting – Purchase Order Processing Menu* or select (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

D1. Facility/Building Report – Example

REPORT DATE 03/06/13 FACILITY/BUILDING REPORT PAGE 1

FAC	BLDG	ADDR1	ADDR2	CITY-ST	ZIP	DESC
0101	1	0101 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0101
0101	2	0101 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0101
0102	1	0102 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0102
0102	2	0102 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0102
0202	1	0202 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0202
0302	1	0302 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0302
0302	2	0302 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 0302
1050	1	1050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 1050
2050	1	2050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 2050
3050	1	3050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 3050
3050	5	3050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 3050
6082	2	6082 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 6082
6211	0	6211 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 6211
8010	1	8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8010
8010	2	8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8010
8010	3	8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8010
8010	4	8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8010
8010	5	8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8010
8012	0	8012 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8012
8013	0	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	1	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	2	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	3	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	4	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	5	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	6	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	7	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8013	8	8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8013
8014	0	8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8014
8014	1	8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8014
8014	2	8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 8014

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