



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/3/2017

Section C: Payroll Check and Direct
Deposit Statement Processing

[Topic 6: Post Final Payroll, Version 2.3]

Revision History

Date	Version	Description	Author
4/3/2017	2.3	Update screenshots.	D. Ochala
5/13/2016	2.2	Updated Logo, Header and Footers.	S. Scrivens
3/31/2016	2.1	Updated document to PCGenesis Release 11.01.00 - Modified procedure and included new screenshot examples.	D. Ochala
03/25/2008	2.0	Release 08.01.00 – Added new screenshots, procedures unchanged.	C. W. Jones

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Overview

*** ATTENTION ***

Contact the Information Technology Customer Support immediately when encountering problems during either of these procedures. Under no circumstances should you cancel processing!

Updating Earnings History with Current Pay: Updating the Earnings history with the current payroll's information updates employees' earnings history with quarter-to-date, fiscal and contractual salary-to-date earnings. The procedure also creates and/or updates earnings history *Control (C)* records for all *Active* employees.

Updating the Budget Files with Current Pay (Generating the Corresponding Payroll Claims): Updating the budget files with the current payroll's information and generating the corresponding payroll claims automatically updates the Financial Accounting & Reporting (FAR) application's *ACCOUNT* file with the gross salary distribution of the current payroll. PCGenesis also automatically generates corresponding payroll claims within the FAR application as an aid in the processing of payroll checks.

Payroll Account Fund Balances: When processing payroll with a new payroll account number, PCGenesis automatically creates missing general ledger account information, and assigns the correct fund balance account, usually *0799* or *0740*, based on the fund balance account of the first salary account. In this instance, the salary account must contain the same fund, program, and function of the benefit account information. Refer to *Financial Accounting and Reporting System Operations Guide, Section A: Budget Account Master Processing* for account inquiry instructions.

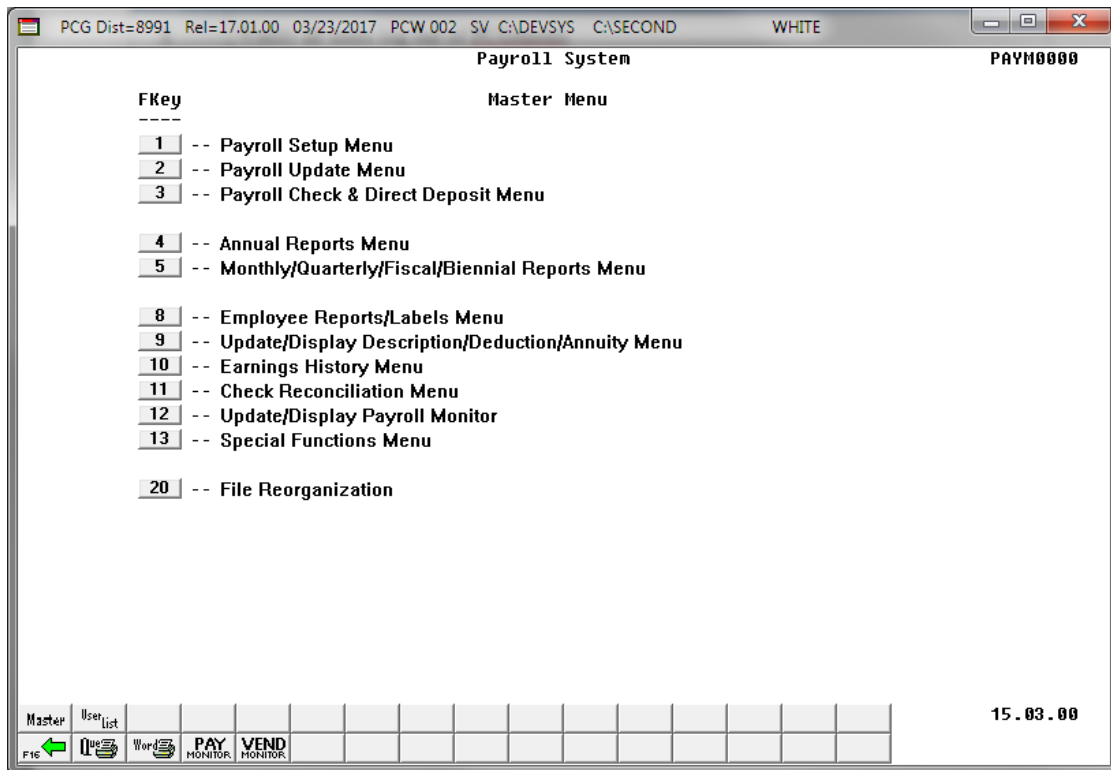
Vendor Sequence Numbers: When a vendor runs out of sequence numbers during the budget update procedure, PCGenesis will display an error message when attempting to post a claim for the vendor. The following message will be displayed, "*No Room for Payroll Expense Record for Vendor ##### - Posting Aborted - Please Print this Screen Before Exiting - Call the Help Desk Now to Restore your Data*". Contact the Technology Management Customer Support Center immediately for assistance. Do not continue processing!

Payroll Control File: If the payroll control file(s) contain an error(s), PCGenesis displays the "*Verification of Payroll System Control Files (Filename). One or more errors have been found. View the Error Report and make corrections. Select Enter to Continue.*" In this instance, review the error report, make the appropriate corrections, and repeat this procedure.

Procedure A: Updating the Earnings History with Current Pay

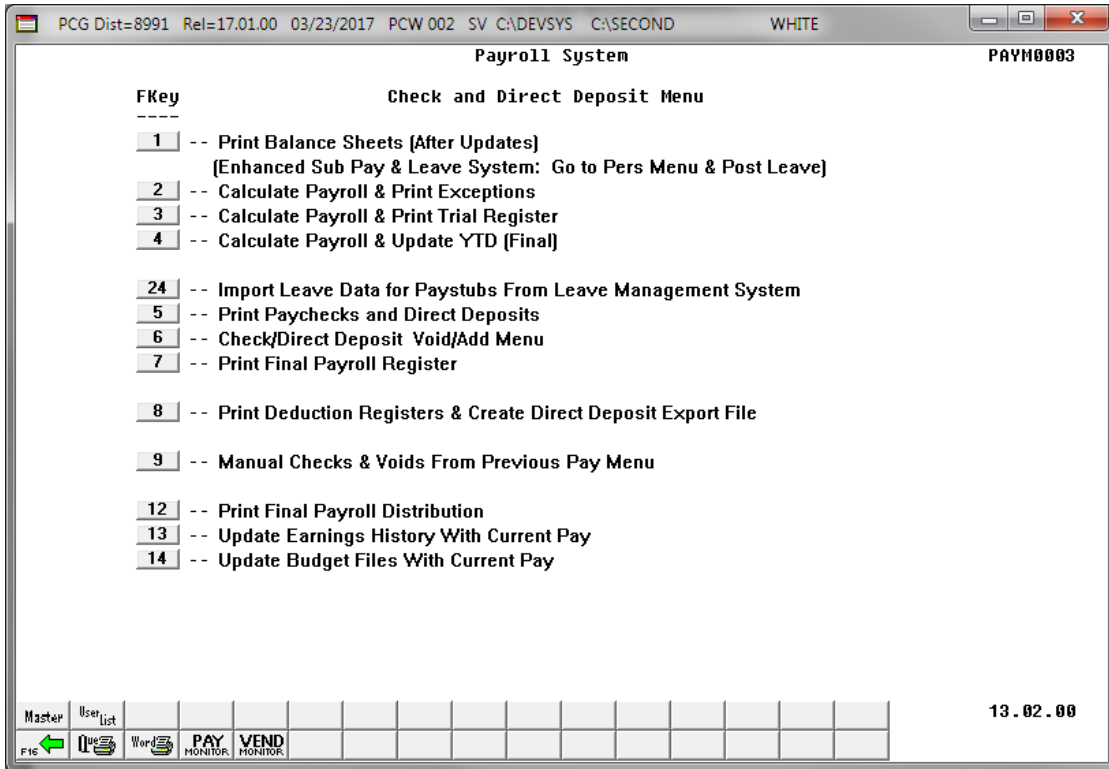
Step	Action
1	Verify all users log out of PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



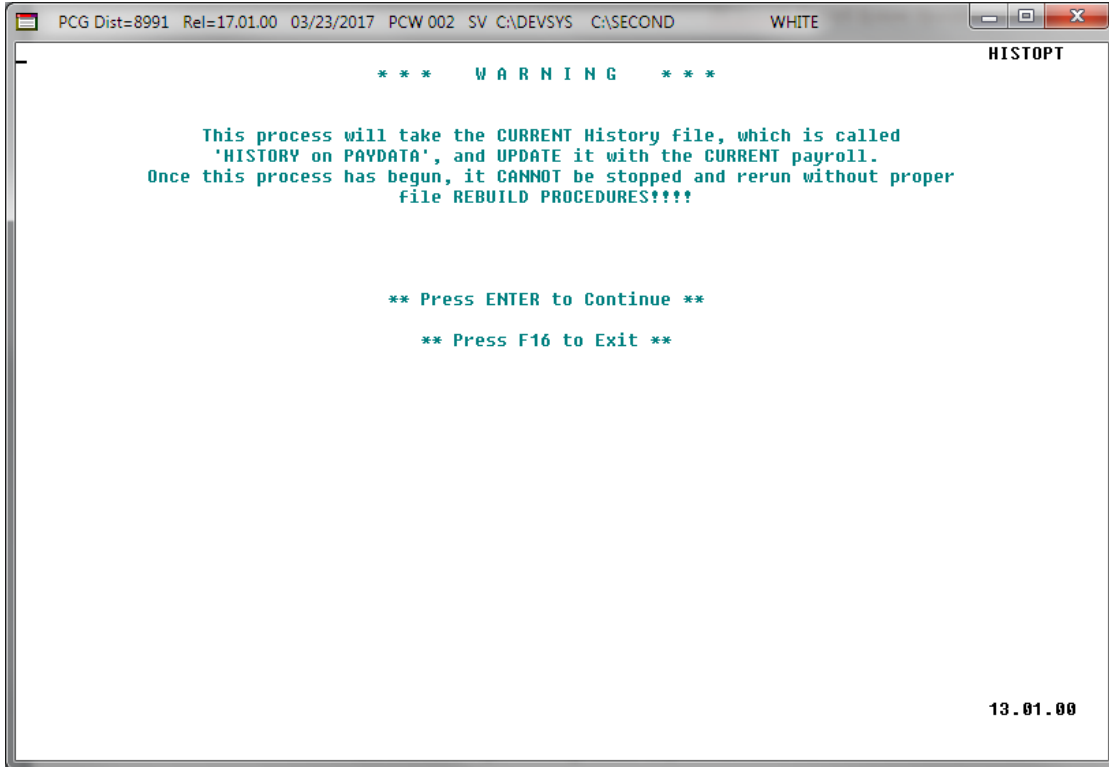
Step	Action
3	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



Step	Action
4	Select 13 (F13 - Update Earnings History with Current Pay). <i>PCGenesis automatically performs a Disk-to-Disk Backup by copying payroll processing information from SECOND to SECONQ.</i>

The following screen displays:

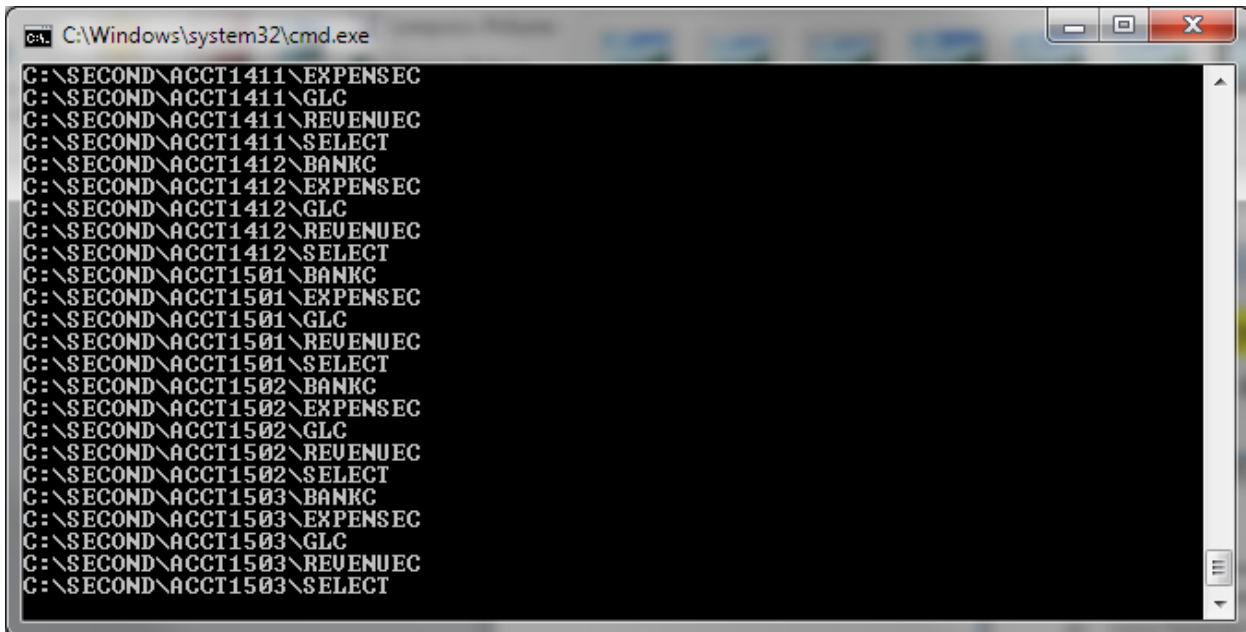


Step	Action
5	Review the information on the <i>Update Earnings History with Current Pay Warning</i> screen, and select Enter . <i>"History Being Updated – Do Not Cancel Processing!"</i> briefly displays.

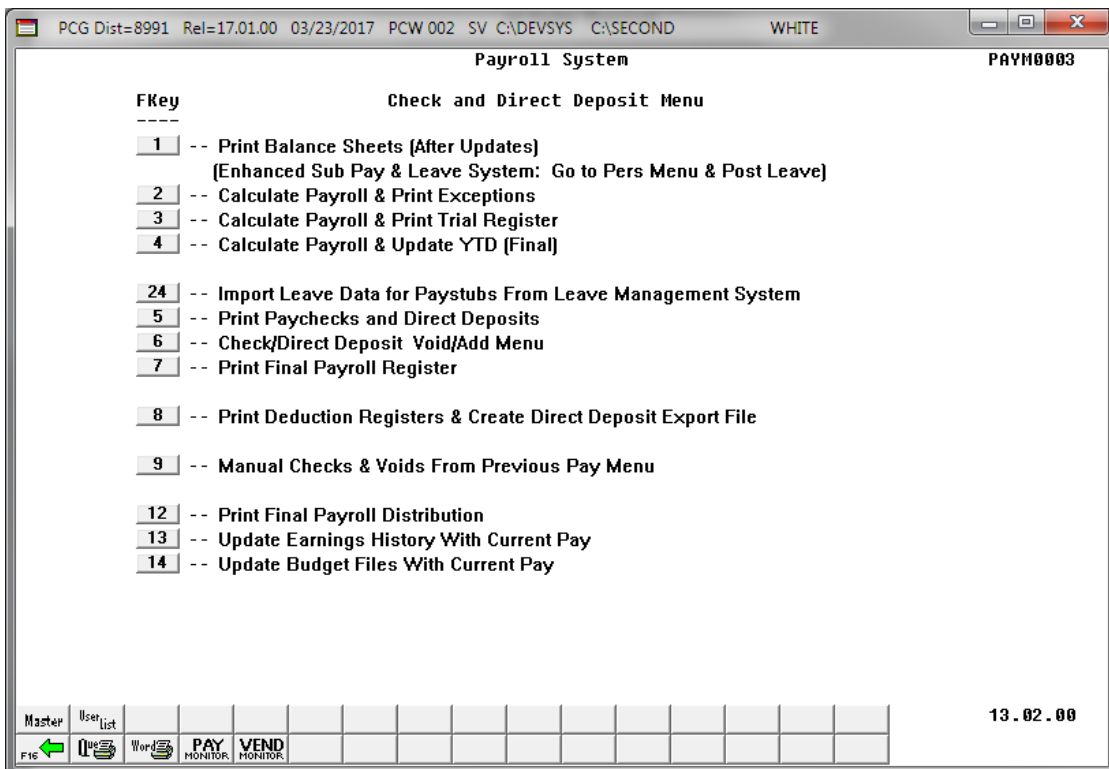
***** ATTENTION *****



Do not cancel processing under any circumstances!

The following screen displays briefly:



The following screen displays:

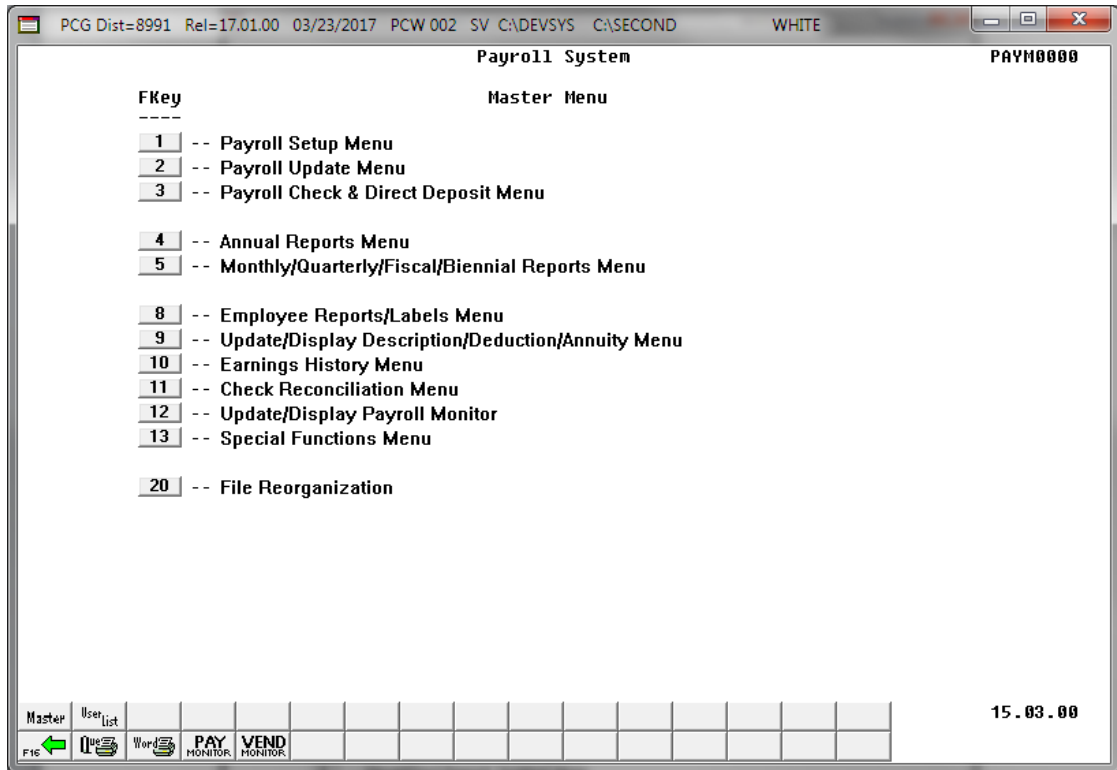


Step	Action
6	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Updating the Budget Files with Current Pay (Generating the Corresponding Payroll Claims)

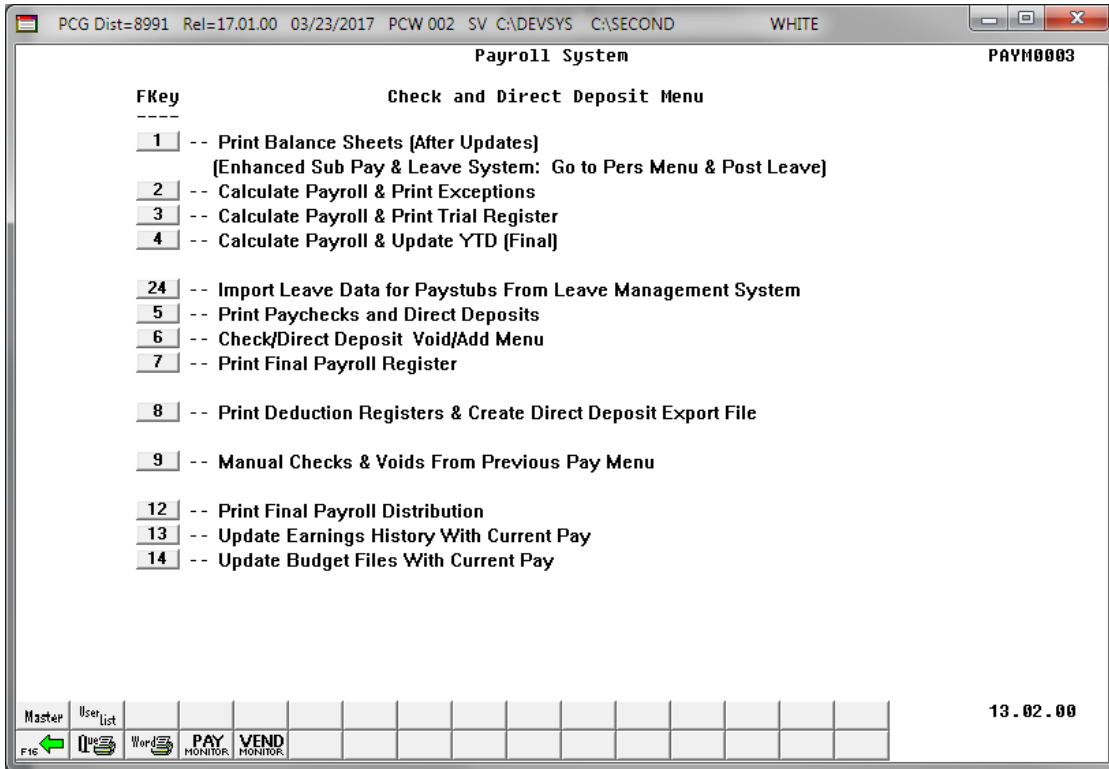
***** ATTENTION *****

Correct all errors before beginning this procedure!



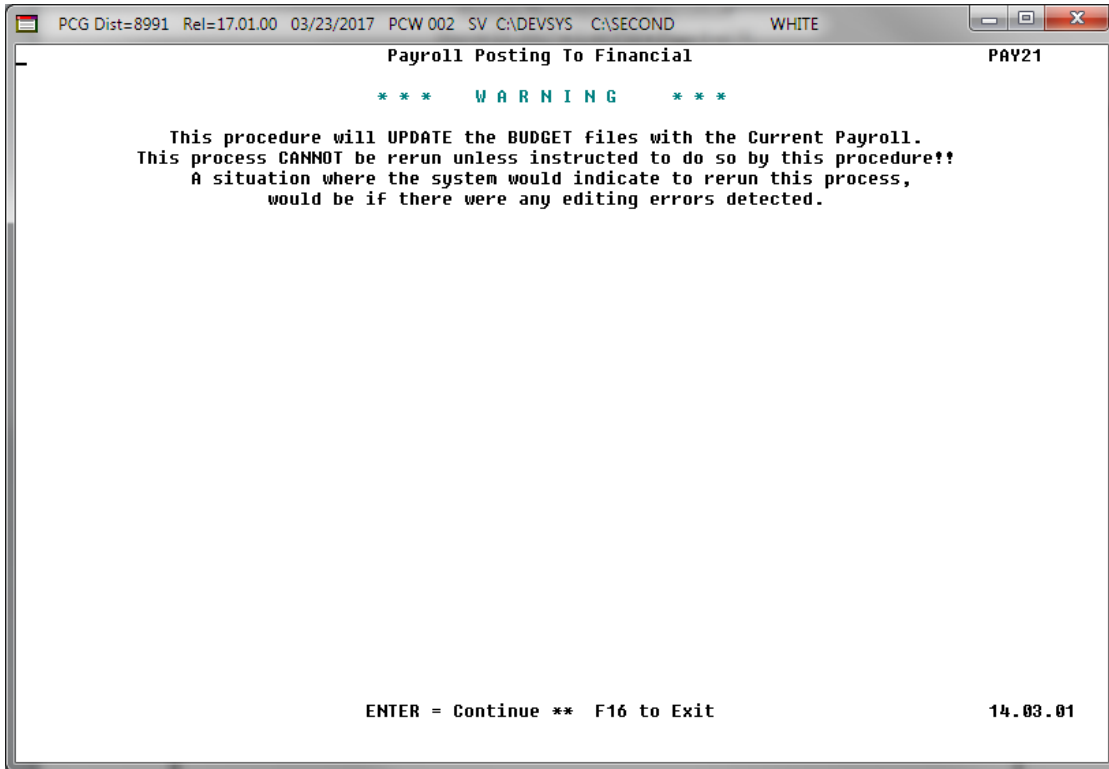
Step	Action
1	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



Step	Action
2	Select 14 (F14 - Update Budget Files with Current Pay).



The following screen displays:



Step	Action
3	Review the information on the <i>Update Budget Files with Current Pay Warning</i> screen and select Enter . <i>Budget Update In Progress – Do Not Cancel Processing!</i> briefly displays.

***** ATTENTION *****

Do not cancel processing under any circumstances!

Step	Action
4	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .