



# PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/1/2018

Section N: Special Functions

***[Topic 1: Displaying/Updating System  
Control Information, Version 1.8]***

## Revision History

Date	Version	Description	Author
3/1/2018	1.8	18.01.00 – Add new ‘PCG Server Name’ and ‘Server Version’ fields to the <i>System Control Information</i> screen.	D. Ochala
04/04/2017	1.7	17.01.00 – Update Logo and Footers.	D. Ochala
03/04/2016	1.6	16.01.00 – Update Logo and Footers.	S. Scrivens
04/10/2014	1.5	14.01.00 – Add new ‘State Assigned Charter #’ field, and E-Verify fields to the <i>System Control Information</i> screen.	D. Ochala
07/25/2013	1.4	13.02.00 – Add new field, ‘System Standard PO’, to the <i>System Control Information</i> screen.	D. Ochala
05/25/2011	1.3	11.02.00 – Update documentation to current standards. Added information about the GL out-of-balance condition and the Last Reorganization Date.	D. Ochala
06/29/2007	1.2	Updated document to PCGenesis Release 07.02.00 - Added revenue Source lookup drop-down selection icon  information and instructions.	C. W. Jones
02/05/2007	1.1	Changed document’s cover page.	C. W. Jones
06/18/2004	1.0	Updated document to PCGenesis Release 04.02.00. Updated Menu screens throughout document.	C. W. Jones

# *Table of Contents*

OVERVIEW.....	1
PROCEDURE A: DISPLAYING/UPDATING SYSTEM CONTROL INFORMATION .....	2

## Overview

Display and update the *System Control* information where appropriate to ensure the *System Control Information* screen's entries are correct. As with all functions performed from the PCGenesis *Special Functions Menu*, please use extreme care when making changes to this screen's information as changes made on this screen may affect the results received from procedures within the FAR system. For example, entries made in the *Highest Allowable Transaction Date* field determine the dates on which FAR system records may be processed.

The account number "pieces" must be entered in the *Account Master Description* file before entering the Fund/Fiscal numbers on the *System Control Information* screen. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section K: Account Master Description File Processing* for instructions.

**GL Out of Balance Condition:** The daily file reorganization procedure now runs the *General Ledger for Any Period Report* for the current fiscal year (07/01/CCYY to 06/30/CCYY). For out-of-balance conditions, PCGenesis displays the "GL Out of Balance" message on both the *PCGenesis System Logon* screen and the *System Control Information* screen. Where appropriate, the *Display/Update System Control Data* screen includes out-of-balance information in display mode only. The message remains until users make the appropriate corrections to the account information. If users are unsure how to correct the out-of-balance error, the PCGenesis help desk should be contacted immediately.

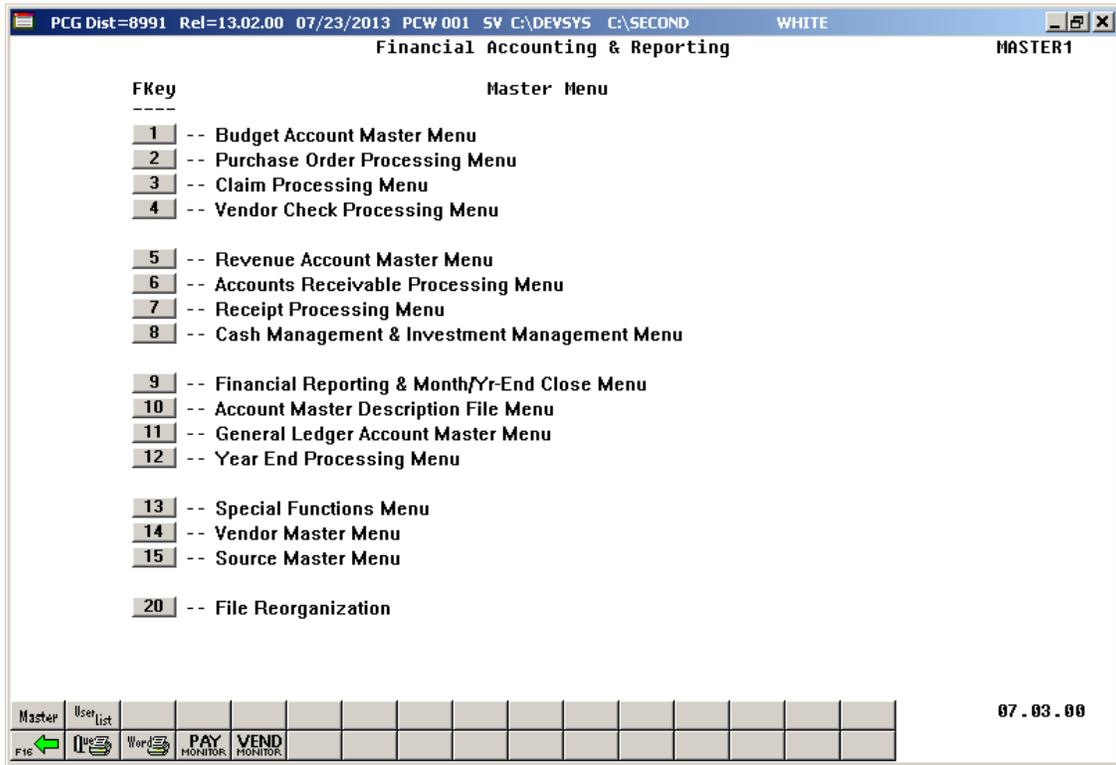
**Last File Reorganization Date:** The daily file reorganization procedure now saves the date of the last file reorganization within the *System Control* file, and displays this date on both the *PCGenesis System Logon* screen and the *System Control Information* screen. Displaying the file reorganization date on the logon screen allows the PCGenesis help desk analysts to quickly ascertain if the PCGenesis backup and file reorganization procedures are completing successfully. If this date is more than 3 days old, the PCGenesis help desk should be contacted immediately in order to take the proper steps to ensure that the reorganization procedure starts running again.

**Drop-Down Selection Icon Feature:** Certain fields within PCGenesis contain the drop-down selection icon  to aid in the entry of field information. When used, double-click the desired information to complete the entry.

## Procedure A: Displaying/Updating System Control Information

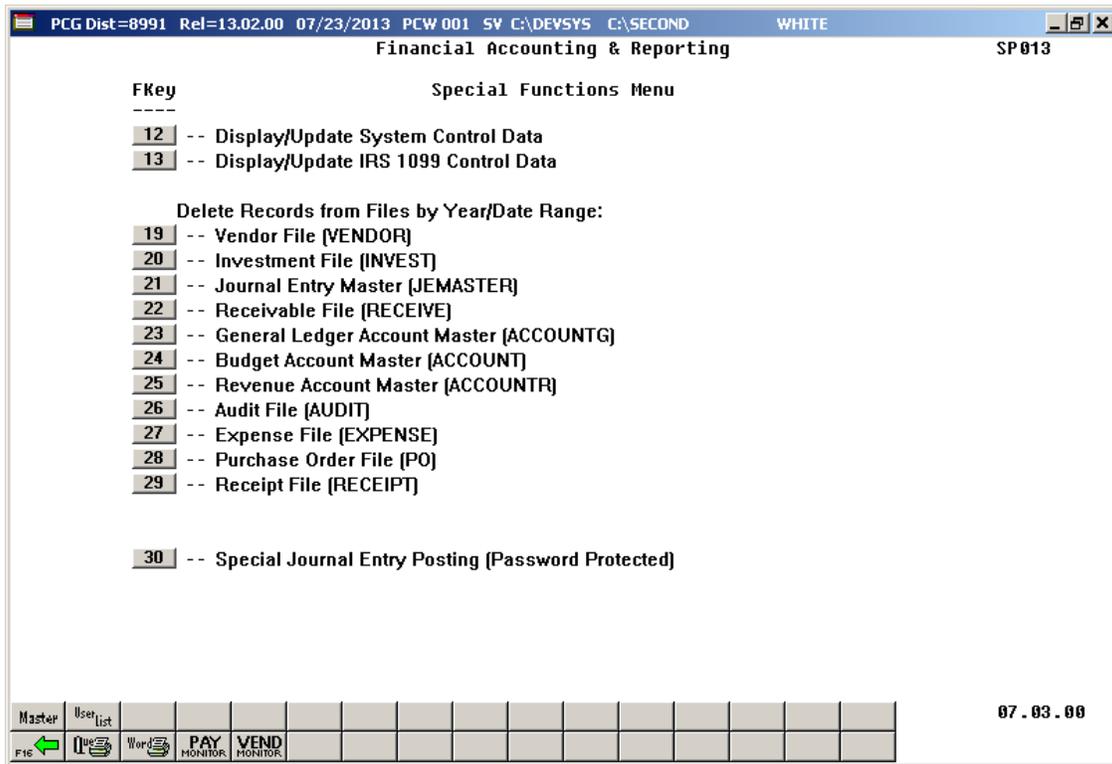
Step	Action
1	From the <i>Business Applications Master Menu</i> , press <b>F1</b> (Financial Accounting & Reporting System).

The following screen displays:



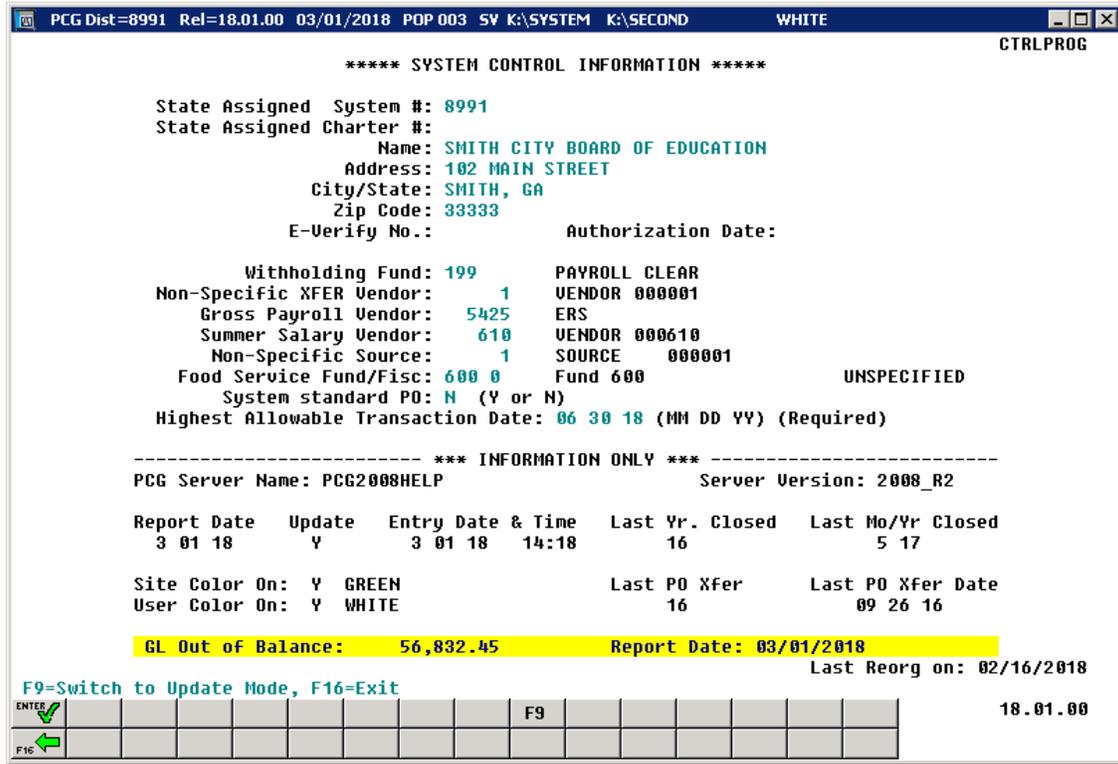
Step	Action
2	Select <b>F13</b> (F13 - Special Functions Menu).

The following screen displays:



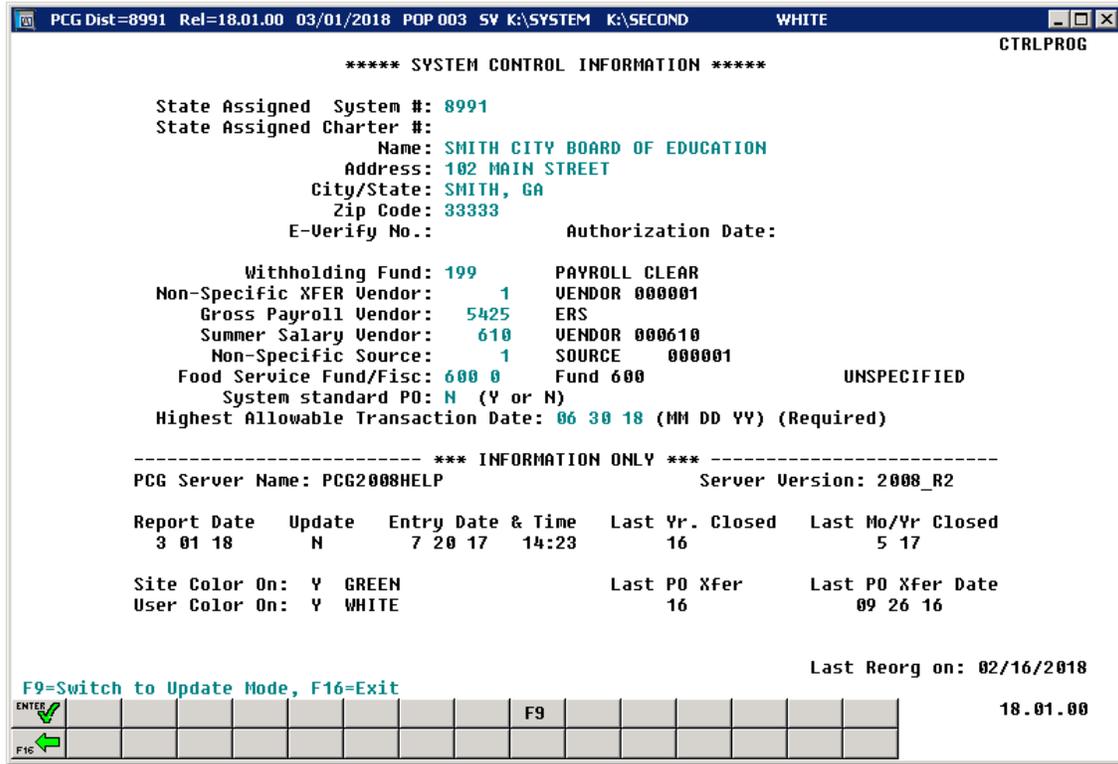
Step	Action
3	Select <b>F12</b> (F12 - Display/Update System Control Data).

If the *General Ledger* file is out of balance, the following screen displays:



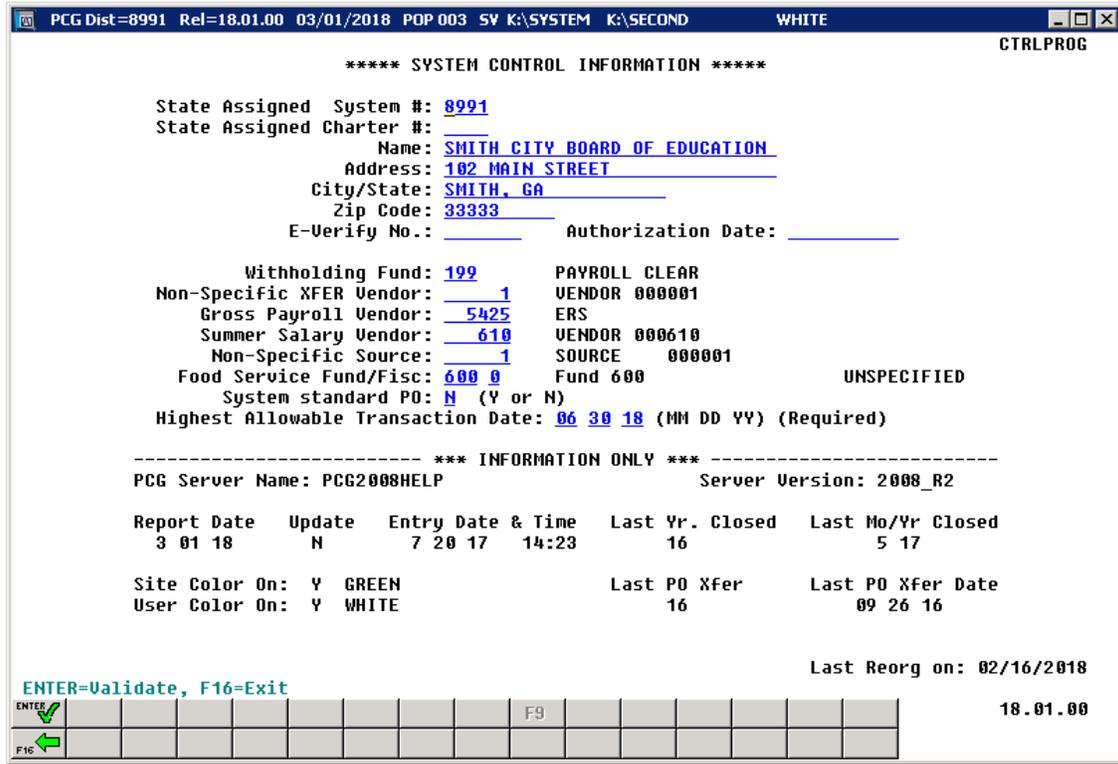
Step	Action
4	<p>Where appropriate, the <i>System Control Information</i> screen includes out-of-balance information in display mode only. The message remains until users make the appropriate corrections to the account information. <i>If users are unsure how to correct the out-of-balance error, the PCGenesis help desk should be contacted immediately.</i></p> <p>The daily file reorganization procedure now saves the date of the last file reorganization (<b>Last Reorg on</b>) within the <i>System Control</i> file, and displays this date in the lower right-hand corner of the <i>System Control Information</i> screen. Displaying the file reorganization date on the logon screen allows the PCGenesis help desk analysts to quickly ascertain if the PCGenesis backup and file reorganization procedures are completing successfully. <i>If this date is more than 3 days old, the PCGenesis help desk should be contacted immediately in order to take the proper steps to ensure that the reorganization procedure starts running again.</i></p>

If the *General Ledger* file is in balance, the following screen displays:



Step	Action
5	Select <b>F9</b> (F9 – Switch to Update Mode).

The following screen displays:

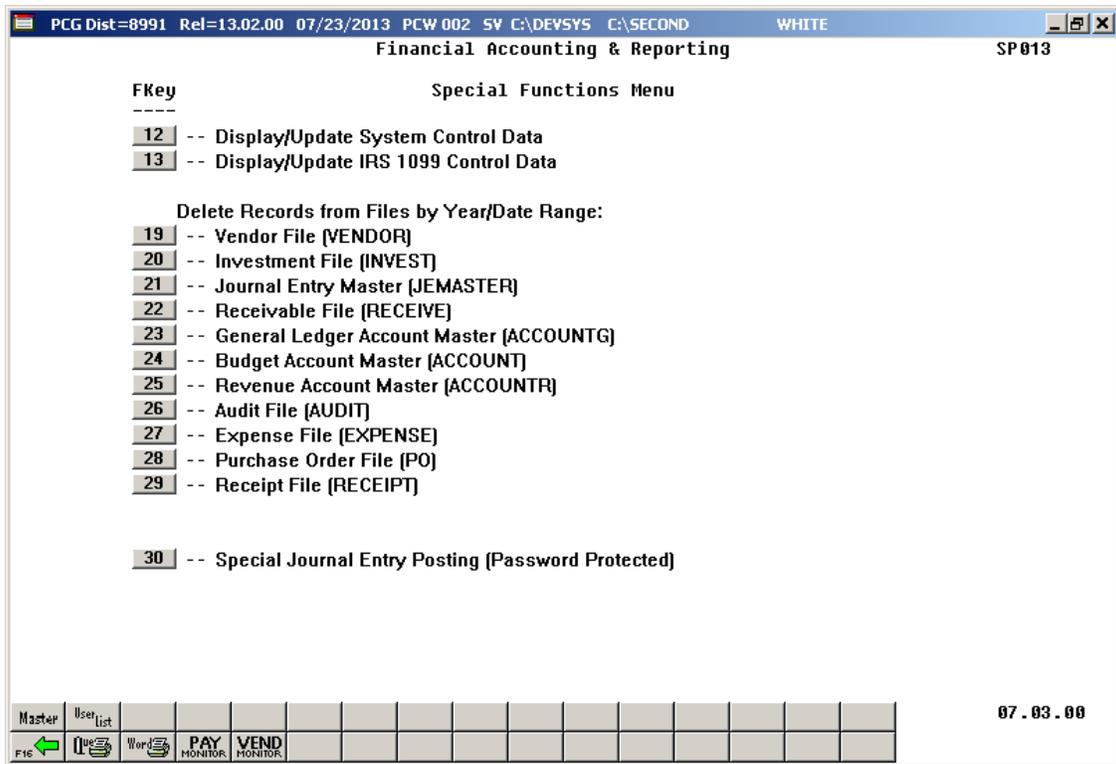


Step	Action
6	<b>State Assigned System #:</b> System's State Assigned LUA code.
7	<b>For charter schools only:</b> <b>State Assigned Charter #:</b> Enter the charter school's state assigned Charter Number. <i>All other non-charter school systems should leave this field blank.</i>
8	<b>Name:</b> School system's name.
9	<b>Address:</b> School system's street address.
10	<b>City/State:</b> School system's city and state.
11	<b>Zip Code:</b> School system's zip code.

Step	Action
12	<p><b>Optional:</b></p> <p>Enter the school system’s E-Verify information. Enter up to six digits in the <b>E-Verify number</b> field. The <b>E-Verify Number</b> must be between 4 and 7 numerical digits only.</p> <p>Enter the E-Verify authorization date in the <b>Authorization Date</b> field in MM/DD/CCYY format.</p> <p>The <b>E-Verify Number</b> and the <b>E-Verify Authorization Date</b> are provided by the Federal government and are required under the provisions for the <i>Immigration and Reform Act</i> submission.</p> <p>The <b>E-Verify Number</b> and <b>E-Verify Authorization Date</b> on the <i>System Control Information</i> screen are available for informational purposes only.</p>
13	<p><b>Withholding Fund:</b> Payroll withholding fund number (Fund 199).</p>
14	<p><b>Non-Specific XFER Vendor:</b> Enter the vendor’s number or select the drop-down selection icon  in the <b>Non-Specific XFER Vendor</b> field to select the vendor number from the dialog box.</p>
15	<p><b>Gross Payroll Vendor:</b> Enter the vendor’s number or select the drop-down selection icon  in the <b>Gross Payroll Vendor</b> field to select the vendor number from the dialog box.</p>
16	<p><b>Summer Salary Vendor:</b> Enter the vendor’s number or select the drop-down selection icon  in the <b>Summer Salary Vendor</b> field to select the vendor number from the dialog box.</p>
17	<p><b>Non-Specific Source:</b> Enter the source’s number or select the drop-down selection icon  in the <b>Non-Specific Source</b> field to select the source number from the dialog box.</p>
18	<p><b>Food Service Fund/Fisc:</b> Select the food service fund and fiscal numbers (Fund 600 0).</p>
19	<p><b>System Standard PO:</b> Defines whether the system will produce the normal system purchase order or whether the system will produce a ‘text-only’ purchase order.</p> <p>If the <b>System Standard PO</b> option is set to ‘Y’, the normal system purchase order will print.</p> <p>If the <b>System Standard PO</b> option is set to ‘N’, PCGenesis will produce a ‘text-only PO’. The ‘text-only PO’ option will output some additional information for the purchase order including the vendor fax number, e-mail address, ‘Bill To’ facility and building codes, and the <b>PO Output</b> field which indicates whether the vendor would like to receive the purchase order by e-mail, fax, or regular mail. PCGenesis will output the purchase orders as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code.</p>

Step	Action
20	<b>Highest Allowable Transaction Date:</b> Defines the highest allowable transaction date for the system. This date is typically set to the end of the current fiscal year, which is June 30, CCYY. Any financial transaction with a date greater than the highest allowable transaction date will be rejected by the system.
21	Make the appropriate modifications to the fields, and press  ( <b>Enter</b> ) <u>twice</u> . <i>Although PCGenesis allows modifications to all of the fields above the ***Information Only*** line, you should not make changes in the State Assigned System # and the Name fields.</i>

The following screen displays:



Step	Action
22	Press  ( <b>F16</b> – Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> .