



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018

Section D: Monthly/Quarterly/Annual/
Fiscal Report Processing

[Topic 5: Processing Fiscal Reports, V2.5]

Revision History

Date	Version	Description	Author
12/21/2018	2.5	18.04.00 – Replace menu screen shot. Add documentation for <i>SHBP Audit Report for the Fiscal Year</i> .	D. Ochala
01/21/2016	2.4	15.04.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
04/10/2014	2.3	14.01.00 – Replace menu screen shot since all Fkeys were renumbered.	D. Ochala
05/24/2011	2.2	11.02.00 – Updated menu screenshots.	D. Ochala
01/20/2011	2.1	10.04.01 – Updated menu screenshots.	D. Ochala
11/24/2008	2.0	09.01.00 – Reformatted document’s layout without procedural changes.	C. W. Jones

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Overview

Fiscal year-end report processing includes the following:

Printing the Fiscal Wages by Fund Report: After processing the required *quarterly* and/or *month-end* reports, PCGenesis users should also process the *Fiscal Wages by Fund Report*, verify the report's results for accuracy, and respond appropriately to correct any inconsistencies.

Creating Summer Salary Accrual Information: Although PCGenesis allows the use of the results from any of the last 60 payroll runs, it is recommended that the regular June payroll be used to calculate summer salary accruals. PCGenesis provides the *Create Summer Salary Accrual Data* feature to facilitate creating and entering accrual claims in support of GASB Statement 34 reporting requirements. This feature calculates accruals based upon a selected payroll. The Georgia Department of Education (GaDOE) recommends PCGenesis users update the accrued summer salary's **Payroll Reason Code** just after setting up payroll for the months of June, July, and August. Note that the **Payroll Reason Code** clears each time payroll is set up. The files to support this process are produced every payroll when F12 (Print Final Payroll Distribution) is completed.

- **Salary Accrual File Save Feature – Payroll Setup:** During payroll setup, PCGenesis will automatically create the *ACCTDEDS* and the *ACCTSORT* files. These files, located in the *ACRLDATA* directory, are required to calculate salary accrual information. Files for up to 60 payrolls will be created and stored with an extension from '01' (most recent) to '60' (oldest). The payroll date will be included in the file name.

Example: The salary and deduction information for the payroll processed on 05/30/2014 will be *ACCTSORT20140530.02* and *ACCTDEDS20140530.02*. The '.02' extension indicates that one payroll has been completed since the 05/30/2014 payroll. When additional payrolls are processed, the most recently completed salary and deduction files will be assigned the extension of '.01' and the remaining files will be renamed, with the extension on each file increasing by one. PCGenesis deletes the payroll files with the extension '.60', the oldest files when accrual files from a new payroll are created.

- **When running separate payrolls for different pay classes:** Complete this procedure for each payroll with employees who accrue salary. Be very careful to name the output files differently for each payroll group to make sure the previous payroll group's information remains.

PCGenesis creates the summer salary accrual data files according to the salary and the **Contract Month** field of each employee. While you cannot make changes to the payroll results of the last payroll, you may change the employees' contract months' indicator, and rerun the accrual data creation procedure when necessary. Repeat this procedure as often as needed until the **Contract Month** fields are set correctly.

PCGenesis procedures also allow the summer salary accrual information to be exported to Microsoft® Excel. This allows final manual adjustments to the amounts automatically calculated before the accrual claims are imported.

- **Summer Salary Accrual Estimate by Employee Report:** Created automatically by PCGenesis when the summer salary accrual data files are processed, the *Summer Salary Accrual Estimate by Employee Report* provides a listing of specified pay types for the last payroll run's employees, and the employer *Salary and Benefit* amounts for each deduction or contribution, by account number.

The report also identifies whether the employee is included in the July and August accrual files, is included in only the July accrual file, or if the employee's record is missing from both files.

PCGenesis bases these findings on the employees' contract months' indicator.

Accrued Summer Salary Paid Report: The *Accrued Summer Paid Report* lists employees' salary by fund and function by employee name. The report provides July and August salaries for 10-month employees and August salaries for 11-month employees. Please note that 12-month employee salary information is not included in the report's results.

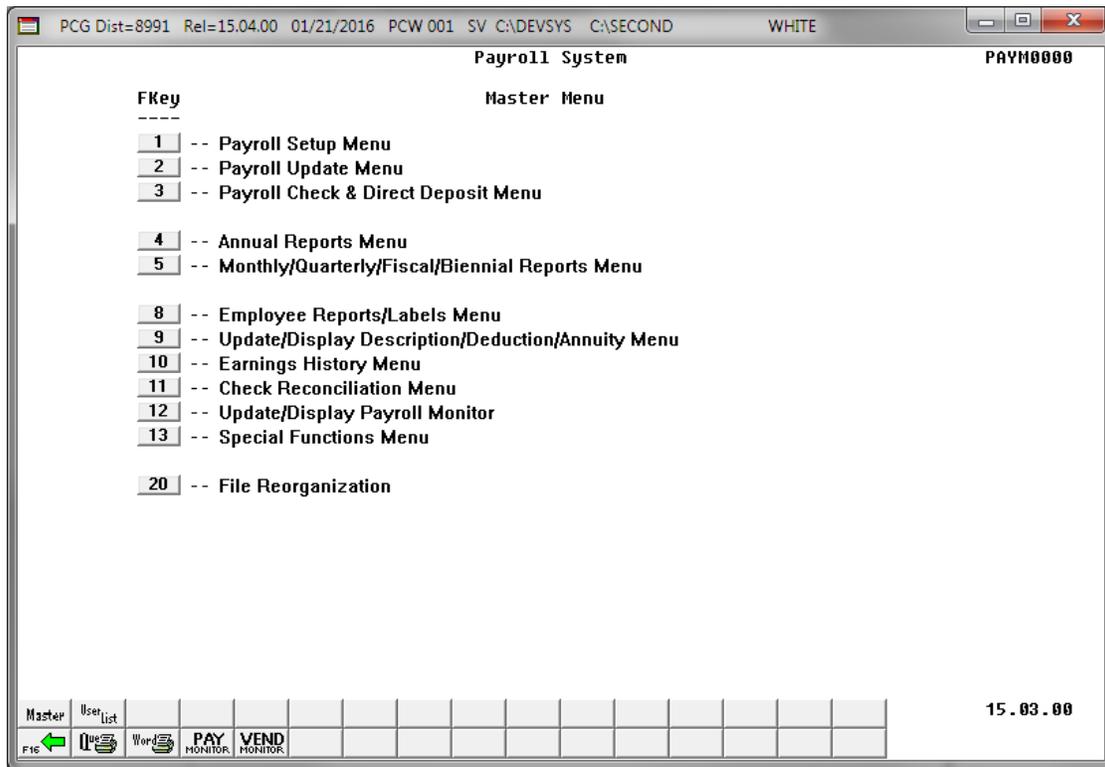
Accrued Summer Salary by Function Report: PCGenesis provides the *Accrued Summer Salary by Function Report* in support of the Department of Audits' reporting mandates.

This document contains additional procedure-specific information and instructions where appropriate.

Procedure A: Printing the Fiscal Wages by Fund Report

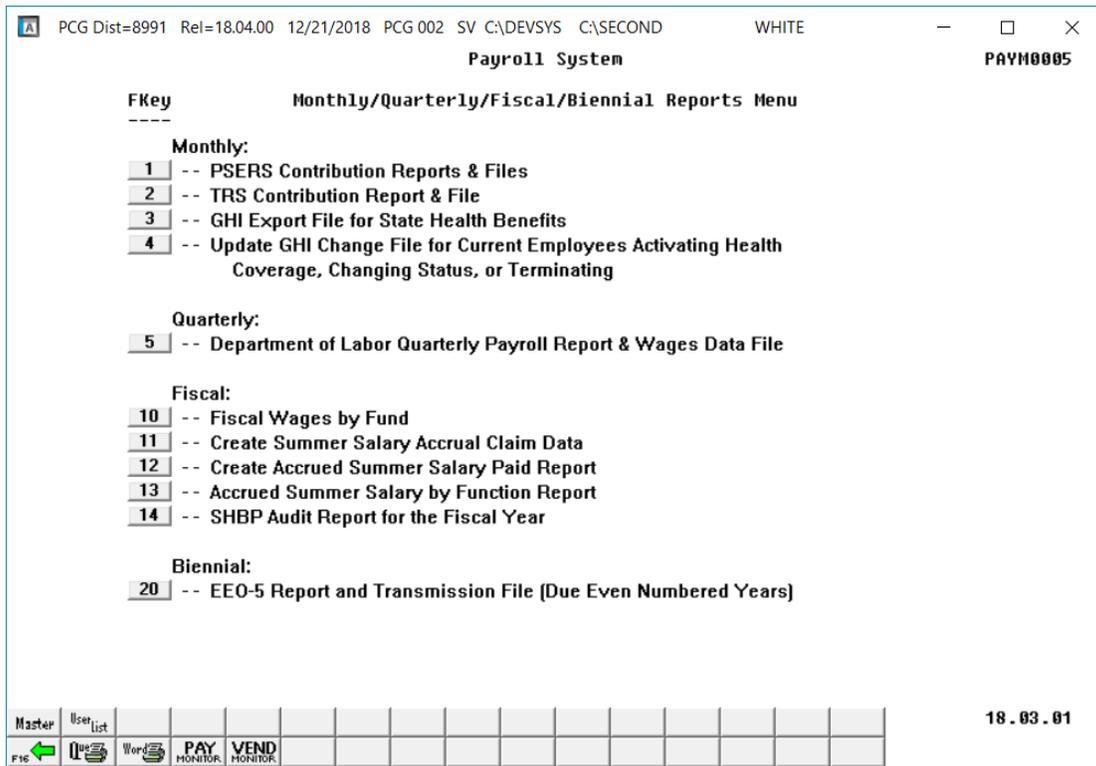
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



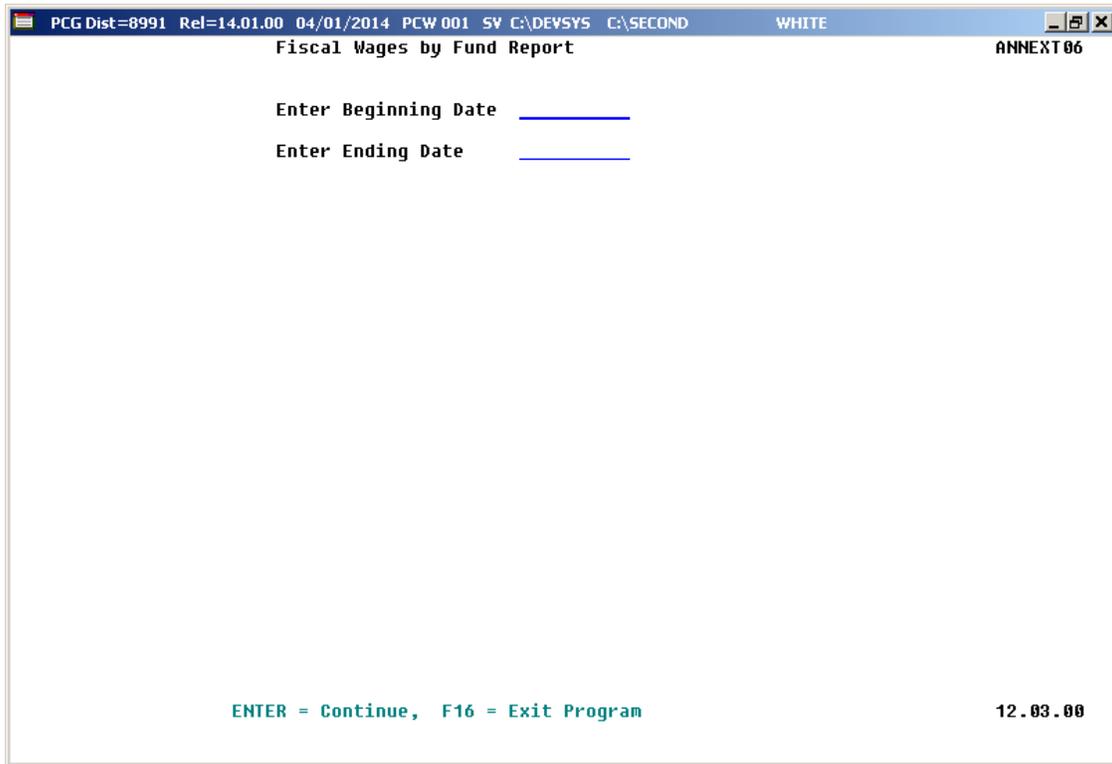
Step	Action
2	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



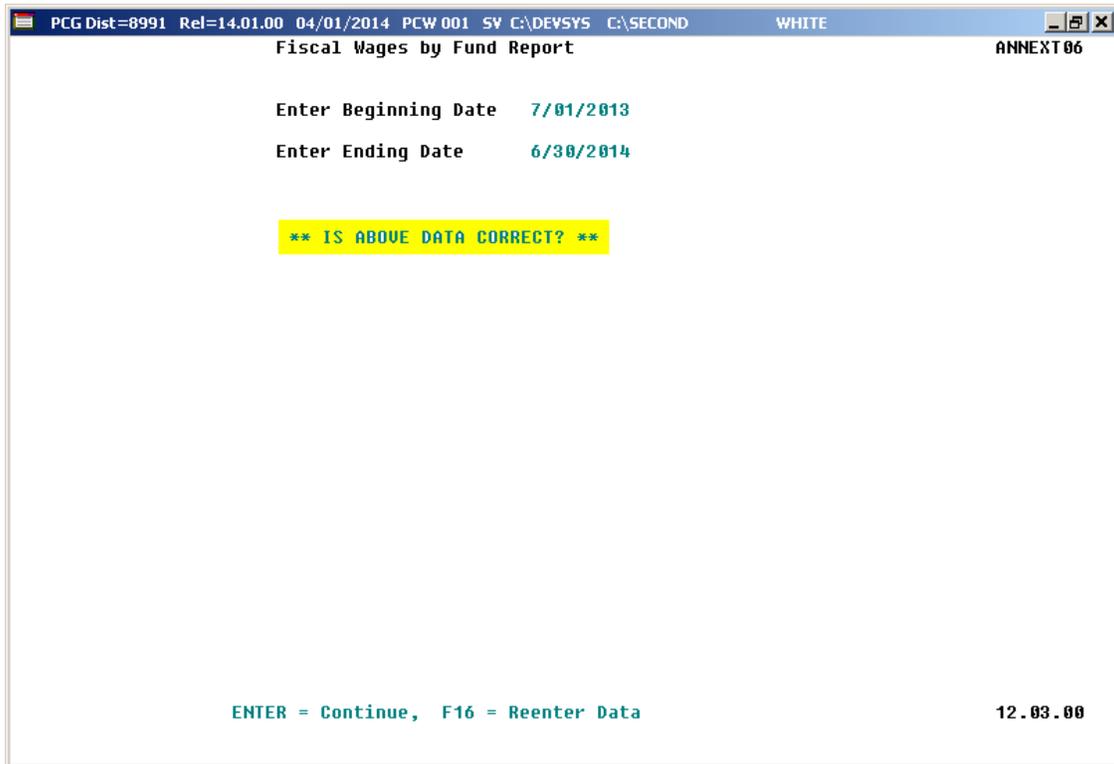
Step	Action
3	Select 10 (F10 - Fiscal: Fiscal Wages by Fund).

The following screen displays:



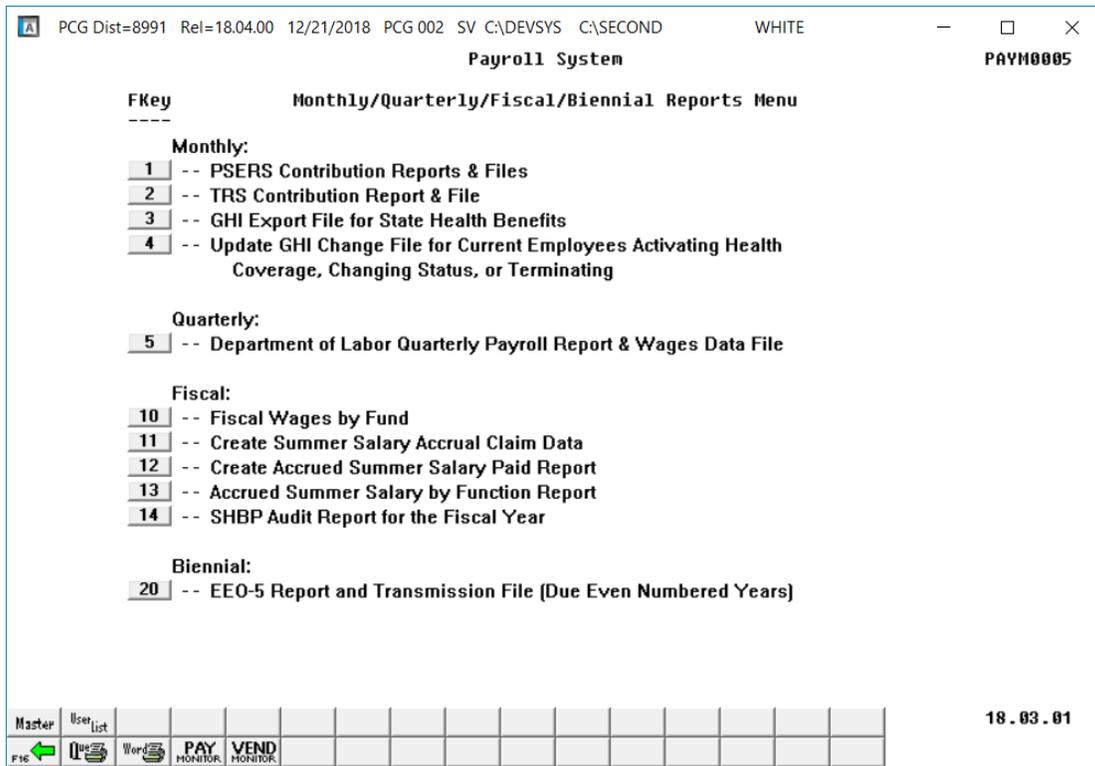
Step	Action
4	Enter 07/01/CCYY in the Enter Beginning Date field and 06/30/CCYY in the Enter Ending Date field, where CCYY is the appropriate year.
5	Select Enter (Continue).

The following screen displays:



Step	Action
6	Verify the field entries are correct and select Enter (Continue). <i>**Processing Fiscal Wages by Fund Extract** message briefly display.</i> <i>If the information is incorrect, select F16 to reenter the correct information, and select Enter.</i>

The following screen displays:



Step	Action
7	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
8	<p>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></p>

A1. Fiscal Wages by Fund Report - Example

REPORT ID: ANNERT06 REPORT DATE: 04-01-2014 TIME: 14:54 PAGE 10

TRAINING BOARD OF EDUCATION
FISCAL WAGES FOR 07/01/2013 - 06/30/2014
FUND 402 - TITLE I

EMP#	EMPLOYEE NAME	WAGES
88590	SH3RRILL, LI3ETH	749.97
89749	SO4ENSON, NE4	300.00
88444	SO5SA, PI5G	300.00
89519	SP2IN, CO2LIN	73.00
87974	SP3RLOCK, FE3NANDE	600.00
88818	SP7UILL, ES7EBAN	450.00
89619	SQ6IRES, JA6SON	300.00
89013	SW4FFORD, BE4NARDINA	300.00
87813	SW4FFORD, YO4LANDA	300.00
88194	TE7PLETON, CH7EKO	136.00
89394	TE7PLETON, JO7A	450.00
89718	TI3SLEY, DI3GO	150.00
89845	TI4LEY, CLASSIE	150.00
87572	TOSAR, WESDON	300.00
88087	TR2UT, LE2NORA	319.00
88578	TR7YLOR, AR7	385.59
88392	TR9MBLE, DUSCAN	29,730.98
89085	TU4BS, LA4G	450.00
89631	UL2ICH, SH2NTAY	27,213.38
88265	UR8AN, MASIMINA	450.00
89465	UR8AN, MO8ROE	1,650.00
89452	WASONER, SH5LTON	300.00
88383	WE2ZEL, GR2SEL	750.00
87590	WH3TTEN, LI3ETH	300.00
87710	WI3HERS, JR3EE	450.00
87798	WI3KS, QU3NTON	300.00
88998	WI3KS, YU3IKO	450.00
89802	WI7SLOW, CA7EY	450.00
89057	WI8DHAM, RI8HIE	300.00
89945	YA8ZIE, HABLEY	749.97
		357,133.56 **

REPORT ID: ANNERT06 REPORT DATE: 04-01-2014 TIME: 14:54 PAGE 24

TRAINING BOARD OF EDUCATION
FISCAL WAGES FOR 07/01/2013 - 06/30/2014
FUND 099 - *** ALL FUNDS ***

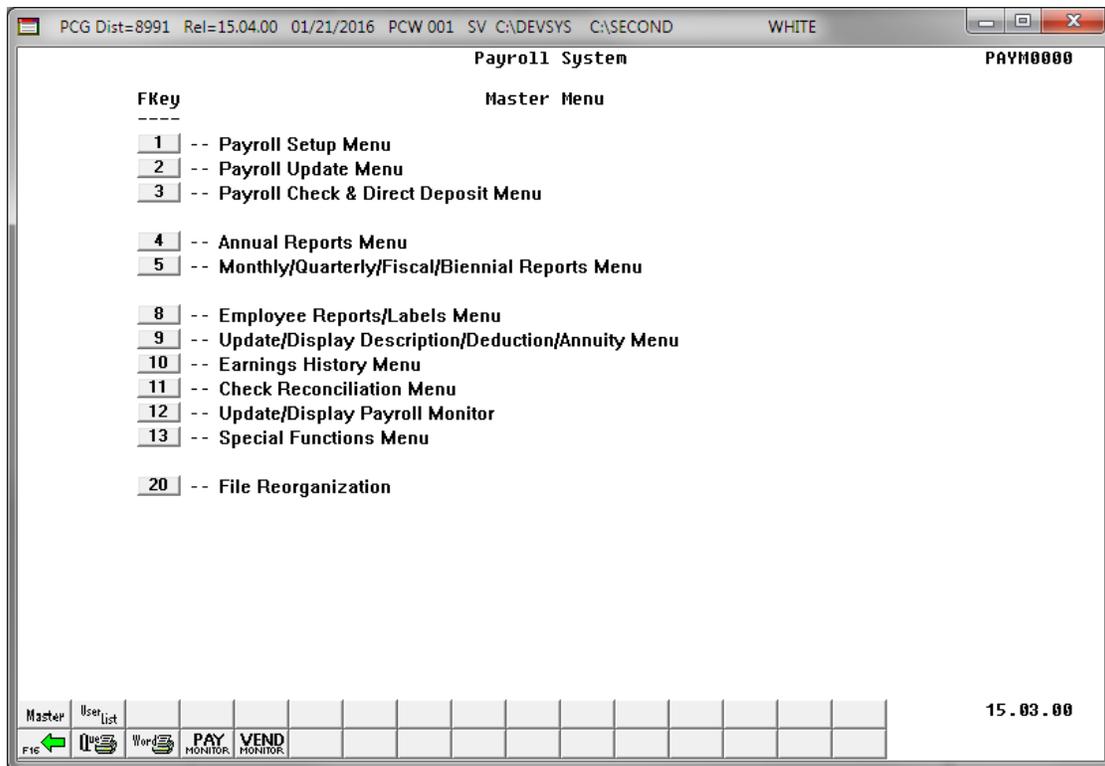
8,461,167.05 **

Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report

The PCGenesis process to create summer salary accrual claim data is performed using intermediate posting files from a completed payroll run, and employee status data to estimate the accrual amounts and accounts required for each employee. The school district is responsible for selecting a payroll run representative of the normal pay for your employees. Typically this will be the May or June monthly payroll, but data from any of the last 60 payroll cycles processed in PCGenesis may be used.

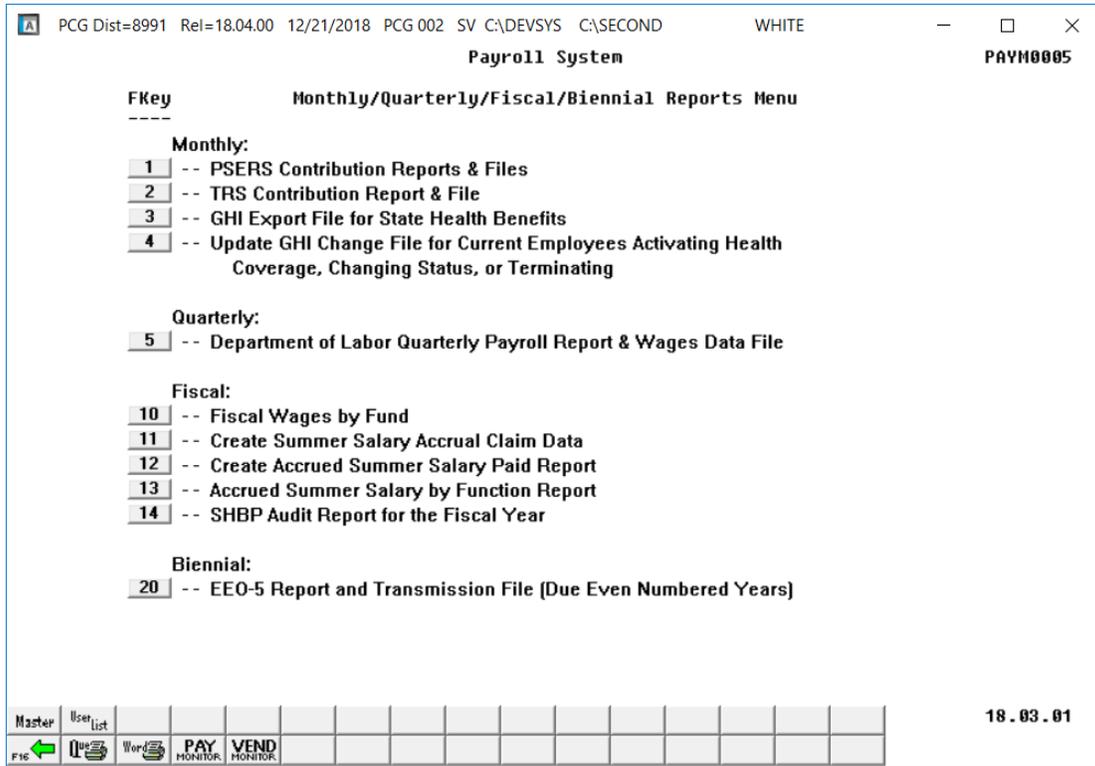
Running the process examines the employees' contract months indicator and uses it to determine whether the employee should have a salary accrual for July and August, or neither. The summer salary accrual procedure produces a report listing all employees, and whether any amount was accrued for that employee. The process can be rerun after making adjustments to the employees' contract months indicators to adjust the months of salary that are accrued for specific employees. The process concludes by creating two or more .CSV files for the July and August accrual claims summarized by account.

After the process completes, make further adjustments using Microsoft® Excel to load the .CSV file, and to make final adjustments to the account totals for specific accounts before loading the accrual claims into PCGenesis.



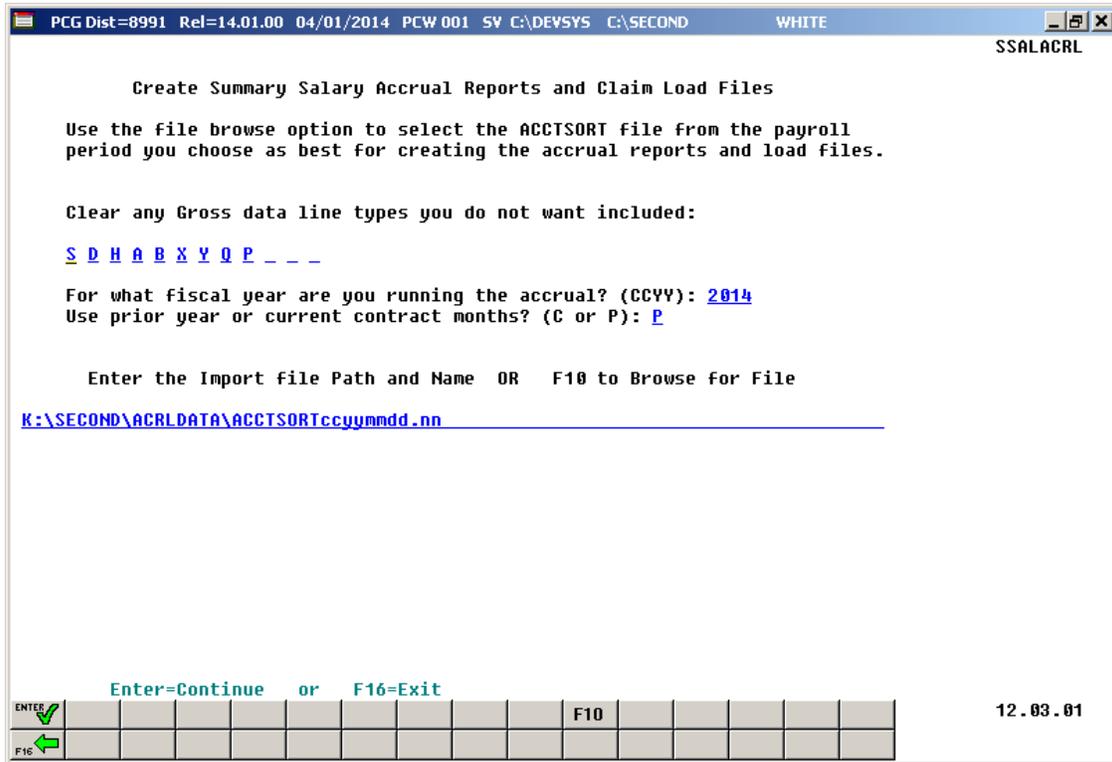
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



Step	Action
2	Select 11 (F11 - Create Summer Salary Accrual Claim Data).

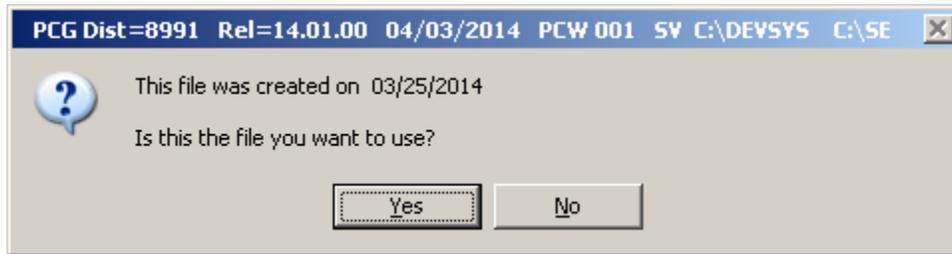
The following screen displays:



Step	Action
3	Delete any gross data lines to be excluded from the evaluation from the Clear any Gross data line types you do not want included field.
4	Verify the defaulting entry is correct, or enter the appropriate fiscal year (CCYY) in the For what fiscal year are you running the accrual? field. <i>This measure ensures the creation of the accrual claims with the correct fiscal year regardless of the payroll run date selected.</i>
5	Enter C (Current contract months) or P (Prior year) in the Use prior year or current contract months? field. <i>If the annual “Update Job Code for CPI/Payroll/CS-1” procedure has been run, and the current contract months indicator for July and August payrolls is being updated, the appropriate choice is to use the P (Prior contract months) indicator. Refer to the <u>Certified/Classified Personnel Information (CPI) System Operations Guide, Section I: Special Functions for the “Update Job Code for CPI/Payroll/CS-1” procedure instructions.</u></i>

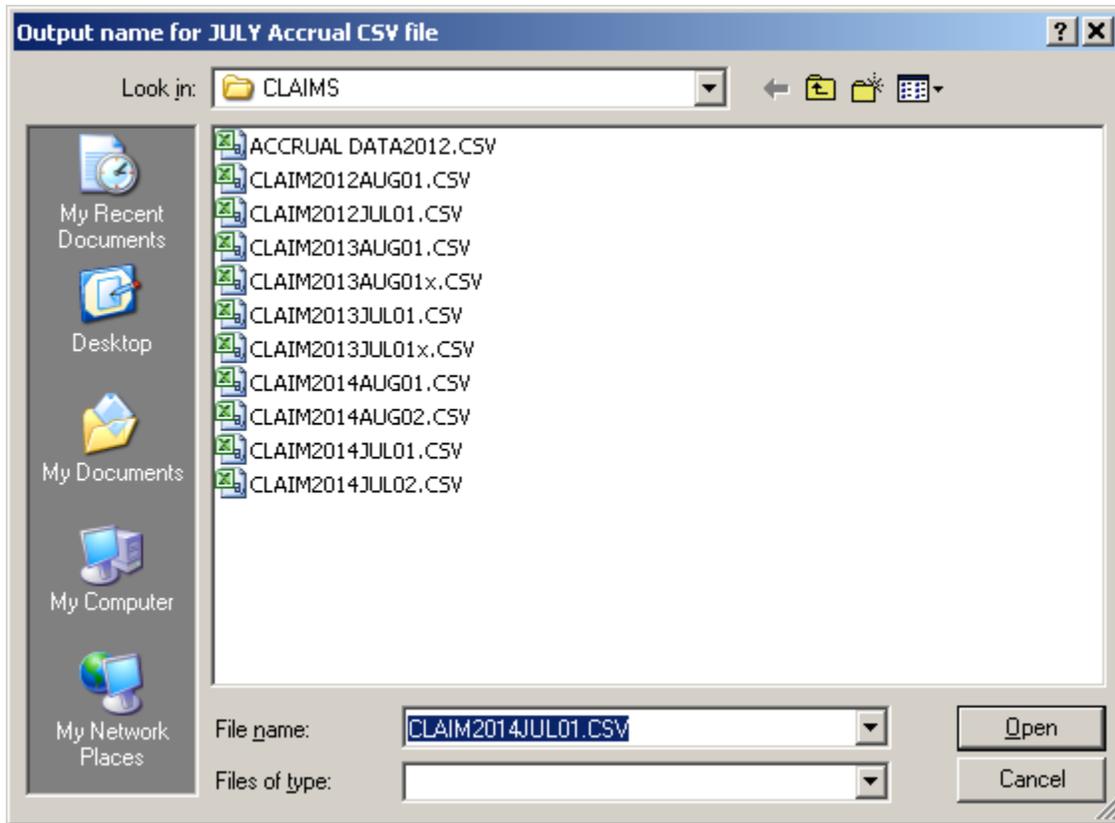
Step	Action
6	<p>Select F10 (Browse for File) and locate the appropriate <i>ACCTSORT</i> file within the <i>ACRLDATA</i> directory.</p> <p><i>PCGenesis allows entries other K:\SECOND\ACRLDATA\ACCTSORT-ccyymmdd.pp as long as the directory structure entered exists.</i></p>

After the appropriate ACCTSORT file has been selected from the **F10** (Browse for File) window, the following dialog box displays:



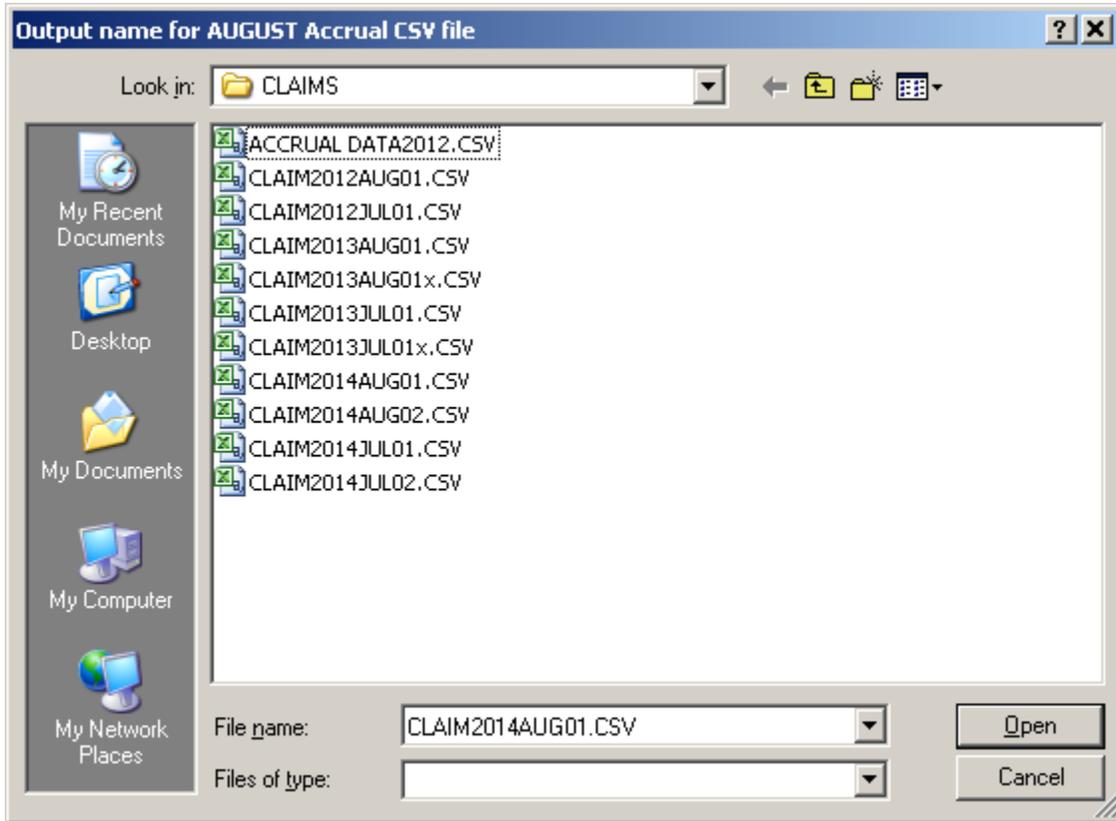
Step	Action
7	<p>A “File was created on MM/DD/CCYY” dialog box displays. Verify the creation date of the file. If the correct file was selected, select <input type="button" value="Yes"/> button. If the date is incorrect select the <input type="button" value="No"/> button and return to <i>Step 6</i> to select a different path and filename.</p>
8	<p>Select Enter (Continue).</p> <p>After all employees’ payroll information has been evaluated, PCGenesis will prompt for the July, and August accrual claims’ output filenames. By default, the files are saved to the PCGenesis C:\CLAIMS directory as <i>CLAIMccyyJULnn.csv</i> and <i>CLAIMccyyAUGnn.csv</i>, where <i>ccyy</i> identifies the year of the accrual claims and where <i>nn</i> identifies the payroll sequence number, starting with 01, in the event more than one claim is required.</p> <p>To modify the default names and locations, modify the name as presented in the save dialog box and/or navigate to the desired save directory.</p>

For **July claims**, the following window displays:



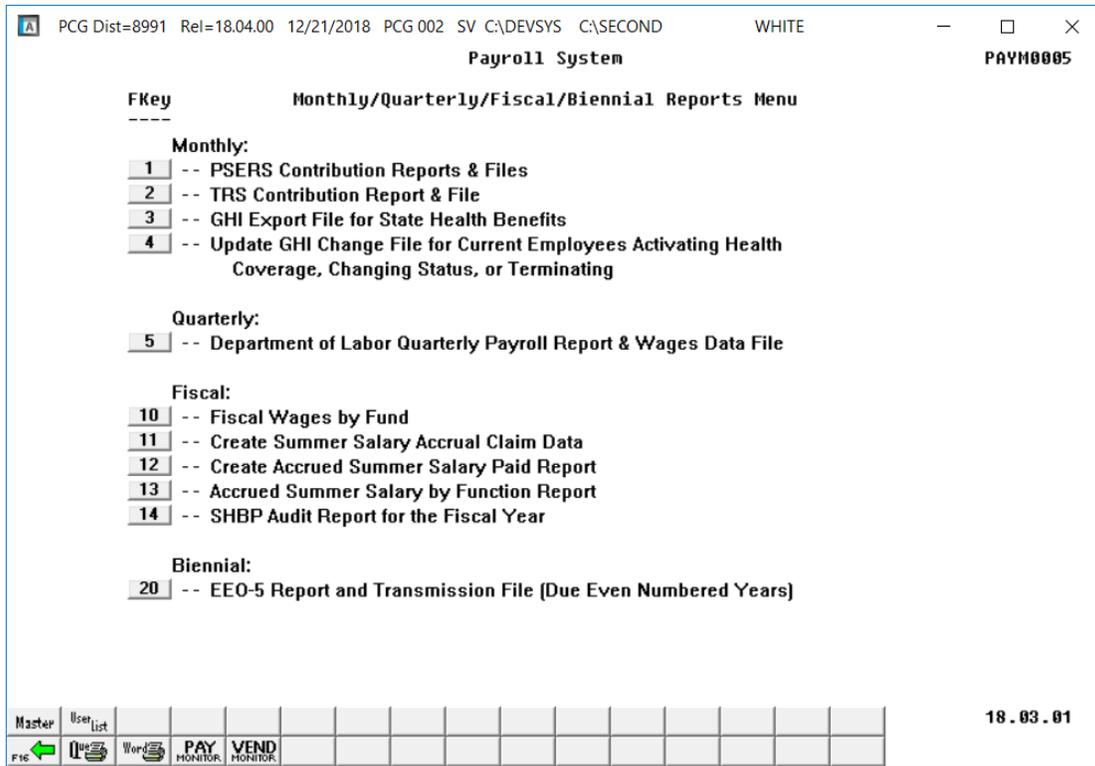
Step	Action
9	<p>Choose the appropriate file, and select  (Open) for each file displayed.</p> <p><i>The number of files and filenames that display are school district- and system-specific, and may differ from those displayed in the preceding screenshot examples.</i></p>

For **August claims**, the following window displays:



Step	Action
<p>10</p>	<p>Choose the appropriate file, and select  (Open) for each file displayed.</p> <p><i>The number of files and filenames that display are school district- and system-specific, and may differ from those displayed in the preceding screenshot examples.</i></p>
<p>11</p>	<p>In the case of duplicated output filenames, PCGenesis replaces the previous file's output information with the most recently selected results.</p>

The following screen displays:



Step	Action
12	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
13	<p>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>.</p>
14	<p>Verify the report's results are correct.</p> <p><i>If the results are incorrect, verify the file selected is correct, and that the desired Gross Data Line Types are correct. Contact the Technology Management Customer Support Center for additional assistance as needed.</i></p>

B1. Summer Salary Accrual Estimate by Employee Report – Example

REPORT DATE: 04/01/2014		FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY EMPLOYEE				PAGE 1	
REPORT PROG: PAYPR106							
EMP NO	EMPLOYEE NAME	TYPE ACCOUNT	DESCRIPTION	OBJECT	ACCRUAL AMT	ACCRUAL MONTH	
88175	AD2OCK, AL2ONZO	S 14 100 0 1320 2700 18100 8012 0 000000	REGULAR AMOUNT	18100	2,136.93	OMITTED 12MTH	
			EMPLR FICA/MEDC	22000	150.01		
			GHI NON-CERTIFIED	21000	596.20		
88757	AD4IR, MI4HAELE	S 14 100 0 1041 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	3,700.67	JUL & AUG	
			EMPLR FICA/MEDC	22000	262.15		
			EMPLR TRS	23000	454.44		
			GHI CERTIFIED	21000	812.70		
		S 14 100 0 1043 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	151.72		
			EMPLR FICA/MEDC	22000	10.73		
			EMPLR TRS	23000	18.63		
		S 14 100 0 2111 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	602.43		
			EMPLR FICA/MEDC	22000	42.65		
			EMPLR TRS	23000	73.98		
			GHI CERTIFIED	21000	132.30		
		S 14 100 0 2113 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	24.70		
			EMPLR FICA/MEDC	22000	1.81		
			EMPLR TRS	23000	3.03		
89664	AG9ILERA, DOSOVAN	S 14 100 0 9990 2600 19000 8013 0 000000	REGULAR AMOUNT	19000	5,269.73	OMITTED 12MTH	
			EMPLR FICA/MEDC	22000	396.09		
			EMPLR TRS	23000	647.12		
			GHI NON-CERTIFIED	21000	596.20		
88464	AG9ILERA, JOSUE	S 14 100 0 1041 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	2,301.81	OMITTED 00MTH	
			EMPLR FICA/MEDC	22000	176.09		
			EMPLR TRS	23000	282.66		
		S 14 100 0 1043 1000 11000 0108 1 000000	REGULAR AMOUNT	11000	103.92		
			EMPLR FICA/MEDC	22000	7.95		
			EMPLR TRS	23000	12.76		
89391	AL2NSO, JO2TTE	S 14 100 0 1320 2700 18000 8012 0 000000	REGULAR AMOUNT	18000	944.27	JUL & AUG	
			EMPLR FICA/MEDC	22000	44.32		
			GHI NON-CERTIFIED	21000	596.20		

REPORT DATE: 04/01/2014		FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY EMPLOYEE				PAGE 54	
REPORT PROG: PAYPR106							
DESCRIPTION	OBJECT	JULY AMT	AUGUST AMT				
REGULAR AMOUNT	11000	402,215.50	399,861.55				
REGULAR AMOUNT	11200	2,638.74	2,638.74				
REGULAR AMOUNT	11210	4,320.80	4,320.80				
REGULAR AMOUNT	11500	3,168.17	3,168.17				
REGULAR AMOUNT	11601	4,214.28	4,214.28				
REGULAR AMOUNT	11700	1,923.82	445.97				
REGULAR AMOUNT	11800	35,917.65	25,744.04				
REGULAR AMOUNT	13100	12,119.71	0.00				
REGULAR AMOUNT	14000	47,736.64	47,736.64				
REGULAR AMOUNT	14010	1,914.65	1,914.65				
REGULAR AMOUNT	14200	14,596.92	8,636.25				
REGULAR AMOUNT	14600	7,964.06	7,047.39				
REGULAR AMOUNT	16300	5,499.34	5,499.34				
REGULAR AMOUNT	16500	10,357.05	10,357.05				
REGULAR AMOUNT	17200	3,573.42	3,573.42				
REGULAR AMOUNT	17300	7,486.40	4,156.01				
REGULAR AMOUNT	17400	3,843.25	3,843.25				
REGULAR AMOUNT	17700	2,566.71	166.66				
REGULAR AMOUNT	18000	24,169.15	24,169.15				
REGULAR AMOUNT	18100	500.00	500.00				
REGULAR AMOUNT	18400	16,583.61	16,583.61				
REGULAR AMOUNT	19000	5,580.90	0.00				
REGULAR AMOUNT	19100	28,462.23	21,671.93				
GHI CERTIFIED	21000	95,445.00	87,885.00				
GHI NON-CERTIFIED	21000	37,560.60	35,175.80				
EMPLR FICA/MEDC	22000	46,149.64	42,500.61				
EMPLR TRS	23000	73,276.03	67,000.45				
GRAND TOTALS		899,784.27	828,810.76				

The final page of the report contains individual fund totals and July and August grand totals.

REPORT DATE: 04/01/2014 FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY EMPLOYEE PAGE 62
 REPORT PROG: PAYPR106

ACCOUNT NUMBER	JULY AMT	AUGUST AMT
14 514 0 6030 2900 19100 0195 1 000000	1,424.43	1,424.43
14 514 0 6030 2900 22000 0195 1 000000	108.98	108.98
14 514 0 6030 2900 23000 0195 1 000000	174.92	174.92
FUND 514 TOTALS	35,437.88	24,875.69
14 560 0 1540 1000 11210 0195 1 000000	2,638.74	2,638.74
14 560 0 1540 1000 14000 0195 1 000000	3,856.80	3,856.80
14 560 0 1540 1000 14010 0195 1 000000	1,914.65	1,914.65
14 560 0 1540 1000 21000 0195 1 000000	1,192.40	1,192.40
14 560 0 1540 1000 22000 0195 1 000000	617.65	617.65
14 560 0 1540 1000 23000 0195 1 000000	1,032.78	1,032.78
14 560 0 1540 2400 19100 0195 1 000000	592.33	0.00
14 560 0 1540 2400 21000 0195 1 000000	94.50	0.00
14 560 0 1540 2400 22000 0195 1 000000	42.06	0.00
14 560 0 1540 2400 23000 0195 1 000000	72.74	0.00
FUND 560 TOTALS	12,064.65	11,253.02
14 605 0 9990 3100 18400 0201 1 000000	2,061.25	2,061.25
14 605 0 9990 3100 21000 0201 1 000000	1,192.40	1,192.40
14 605 0 9990 3100 22000 0201 1 000000	124.60	124.60
FUND 605 TOTALS	3,378.25	3,378.25
14 606 0 9990 3100 18400 0108 1 000000	5,908.46	5,908.46
14 606 0 9990 3100 19100 0108 1 000000	790.40	790.40
14 606 0 9990 3100 21000 0108 1 000000	2,384.80	2,384.80
14 606 0 9990 3100 22000 0108 1 000000	427.59	427.59

REPORT DATE: 04/01/2014 FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY EMPLOYEE PAGE 63
 REPORT PROG: PAYPR106

ACCOUNT NUMBER	JULY AMT	AUGUST AMT
14 606 0 9990 3100 23000 0108 1 000000	129.99	129.99
FUND 606 TOTALS	9,641.24	9,641.24
GRAND TOTALS	899,784.27	828,810.76

Procedure C: Updating Employees' Gross Data and Contract Months

After completing the C1. Updating Gross Data procedure and the C2. Mass Updating Contract Months procedure where appropriate, return to Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report to repeat the extract of summer salary accrual information.

C1. Updating Gross Data

Refer to Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data for instructions.

For gross data information updates, the following screen displays:

Status Active Update/Display Gross Data PAY07
 EmpNo 88389 AL4RECHT, KE4NITH Class 3 10 MO. TEACHERS
 SSN 999-08-8389 Loc 194 Location 000194 Job cd 13 CLASSROOM TEACHERS
 Salary sched _____ Cert level T5 Pay step L4 State yrs 18 Local yrs 18
 Work sched ID _____ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw _____ Budget pay cat _____
 Ann work days 190 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S 0010				4542.17		1.0000	91	
02.	S 0021				81.25			91	
03.	S 0310				166.67			91	
04.									
05.									
06.									

Yr Fnd F Prgm Fct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Sub Budget
 ACCT 01 16 100 - 1081 1000 11000 194 - - - - 4542.17 Y S
 ACCT 02 16 100 - 1083 1000 11000 194 - - - - 81.25 - I
 ACCT 03 16 100 - 9990 2100 14600 101 - - - - 166.67 - L
 ACCT 04 00 - - - - - - - - - - - - - -
 ACCT 05 00 - - - - - - - - - - - - - -
 ACCT 06 00 - - - - - - - - - - - - - -
 Total gross 4798.09 Pens code 2 TRS
 Cycle gross 4798.09 Pens switch Y TRS/ERS Pens Gross Pay sch. # 12
 State salary 54506.04 TRS service ind 1 Adj Amt/% _____ Cycle 2 Sch Yr
 Local salary 975.00 No pension code _____ Contmo 10
 Other 2000.04 Pens Amt/% .0600 PY contmo 10
 Contract amt 57481.08 Pens elig date 2/10/1999

Step	Action
1	Enter 91 (Summer Accrued Pay Payout) or 92 (Summer Employment Pay), or select on the drop-down selection icon  in the Pay Reas (Pay Reason) field to select the information.

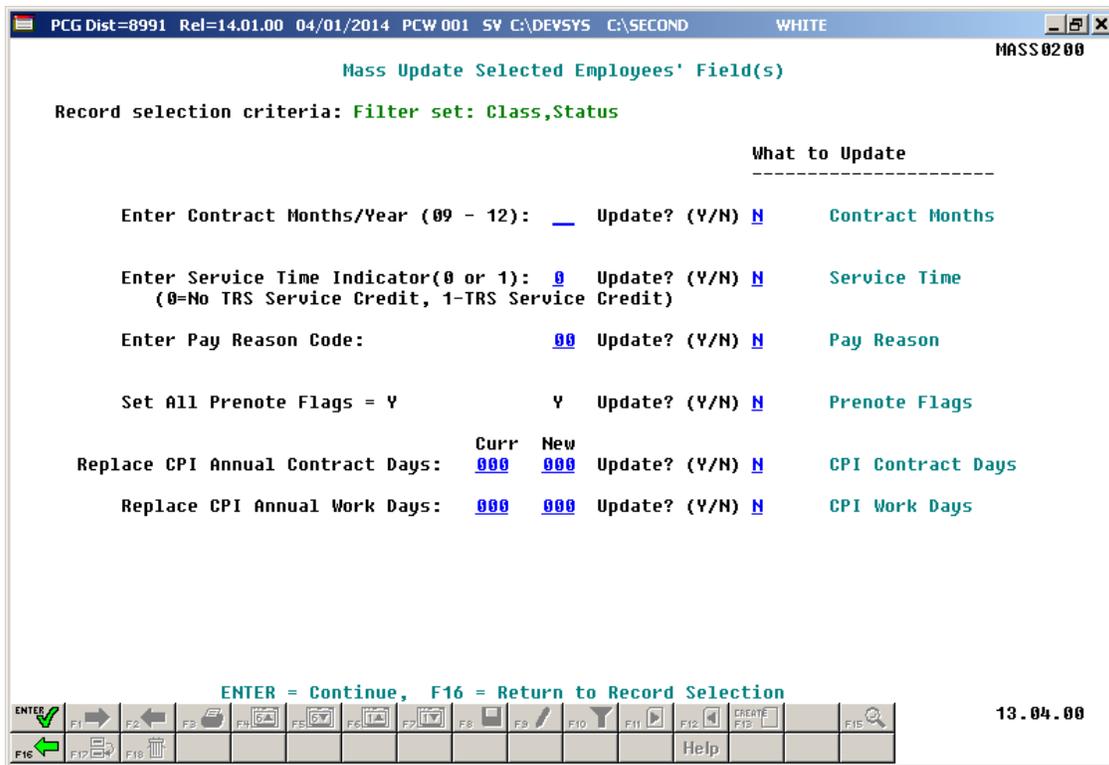
Step	Action
2	<p>Enter the correct contract month information in the Contmo (Contract Month) and the PY contmo (Payroll Year contract month) fields.</p> <p><i>If the “Update Job Code for CPI/Payroll/CS-1” procedure has not been performed, update the Contmo (Current Contract months) and PY Contmo (Prior Year Contract months) indicators with the contract months for the employee’s new and prior fiscal year contract month status.</i></p> <p><i>Enter ‘12’ for 12-month Contractual and Salaried employees who do not accrue salary, ‘11’ for employees who only accrue a July salary, and ‘10’ or ‘9’ for employees who accrue July and August salaries. Use zero (‘0’) for substitutes and temporary employees who do not accrue summer salaries.</i></p>
3	<p>Select  (Enter) to validate the entry, and  (F8 – Save changes).</p>

C2. Mass Updating Contract Months

This report does not update the **PY Contmo** (Prior Year Contract Months) field. PCGenesis automatically updates the **prior year contract months** field when performing the “Update Job Code for CPI/Payroll/CS-1” procedure. Performed annually, the procedure preserves the CPI job code for CS-1 processing. The procedure also moves the **contract months** field value to the **prior year contract months** field value for accrual report processing in the next fiscal year.

Step	Action
1	For employee Contract Months mass updates: Refer to Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Payroll Information Processing, Procedure E: Mass Update Selected Employees' Fields.

The following screen displays:



Step	Action
2	Make the appropriate entries within the fields, and select Enter <u>twice</u> .

Procedure D: Formatting the Summer Salary Accrual Information into Microsoft® Excel

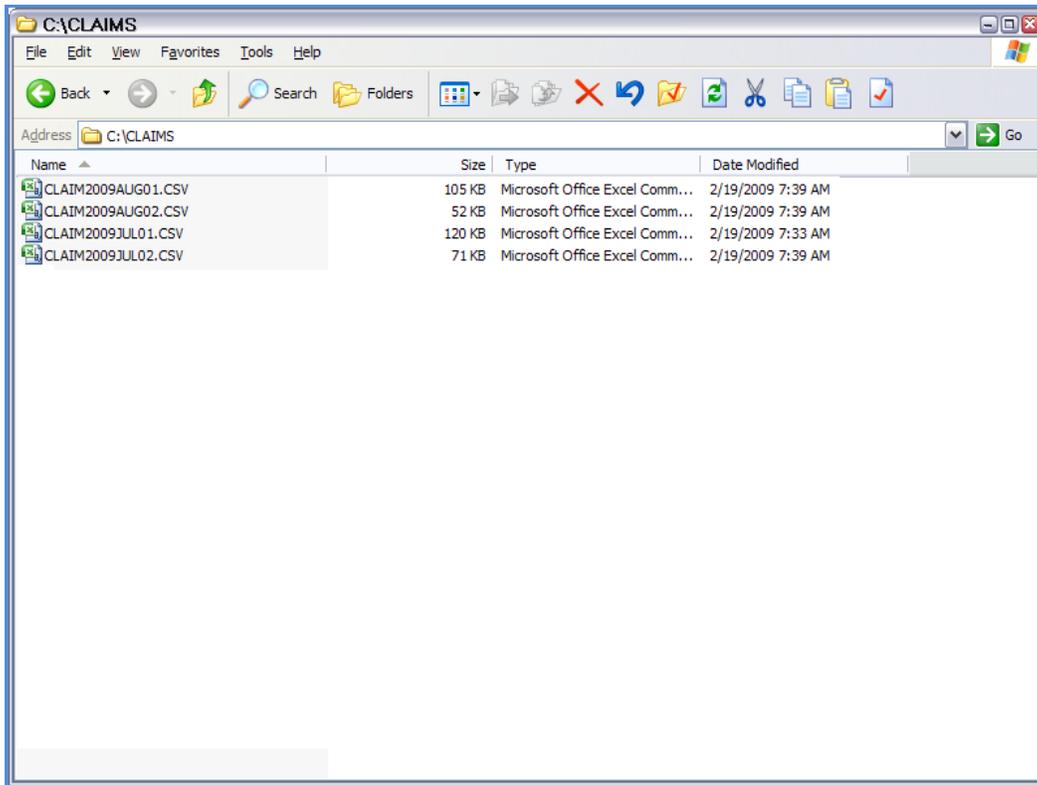
When satisfied with the *Summer Salary Accrual Estimate by Employee Report's* results, the July and August summary information's .csv files may be loaded using the new *Large Claim Entry/Import* program. For additional adjustments however, you must make the modifications within the .csv file using Microsoft® Excel. For example, if the June salary amount includes extra pay, or was less than normal when docking the employee's pay, PCGenesis does not require a dollar amount for the salary accrual. The employee's account detail (charge) lines can be located and increased or decreased as needed. Remove account information where appropriate for School Food Services (SFS) when processing the accruals monthly. When making dollar amount adjustments, be sure to enter a formula to calculate a new claim total in cell L5 - =SUM(L12:L1011).

**** ATTENTION ****

The Import file may not contain more than 998 account detail lines. These lines must also be in numerical order.

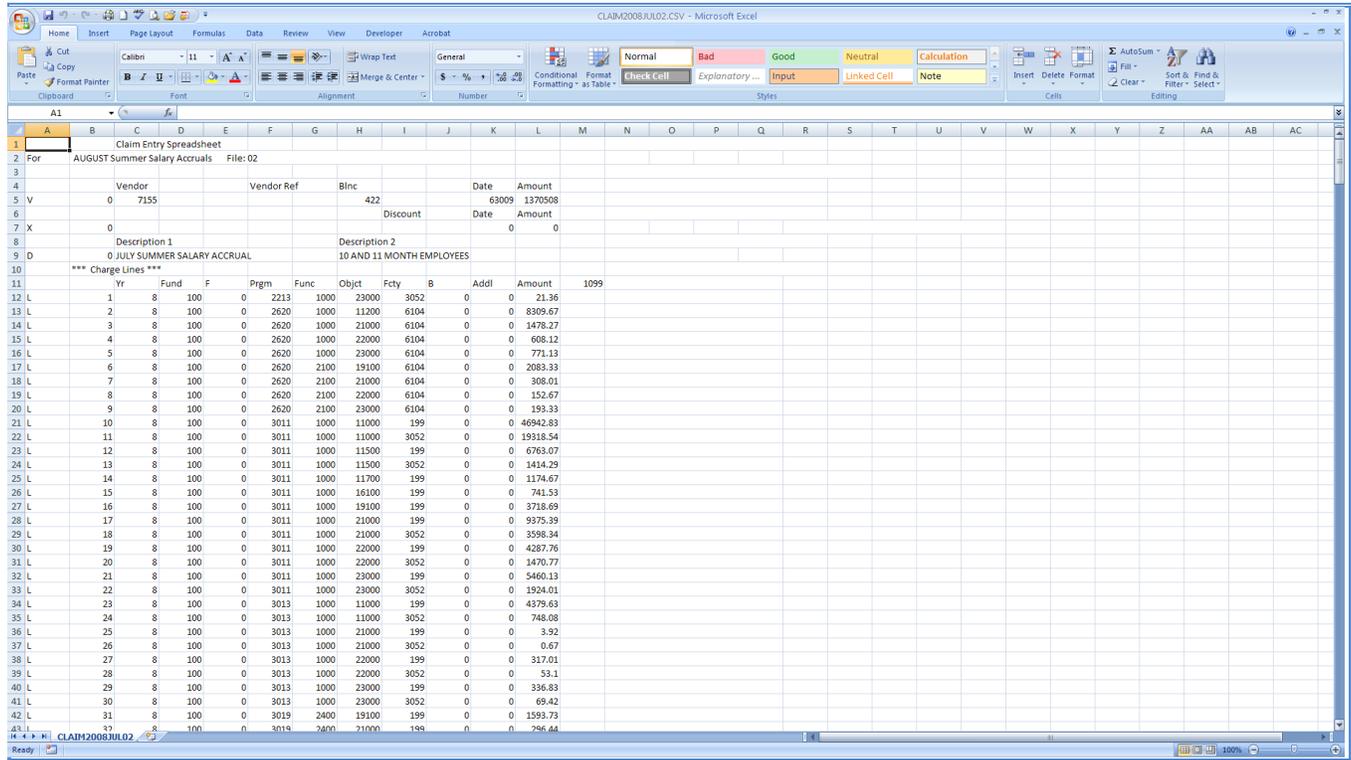
Step	Action
1	Within Microsoft® Excel , select File → Open from the <i>Menu Bar</i> .
2	Open the file created in C:\Claims .
3	Select on the drop-down selection icon  in the Files of type field to select All Files .

The following window displays:

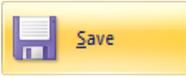


Step	Action
4	<p>For July claims: Double-select CLAIMCCYYJUL01.CSV.</p> <p>For August claims: Double-select CLAIMCCYYAUG01.CSV.</p> <p><i>If more than one import file is required, additional pairs of files will be listed with the sequence number ending with '02', '03', etc. Each import file will contain a maximum of 900 lines.</i></p>

The following screen displays:



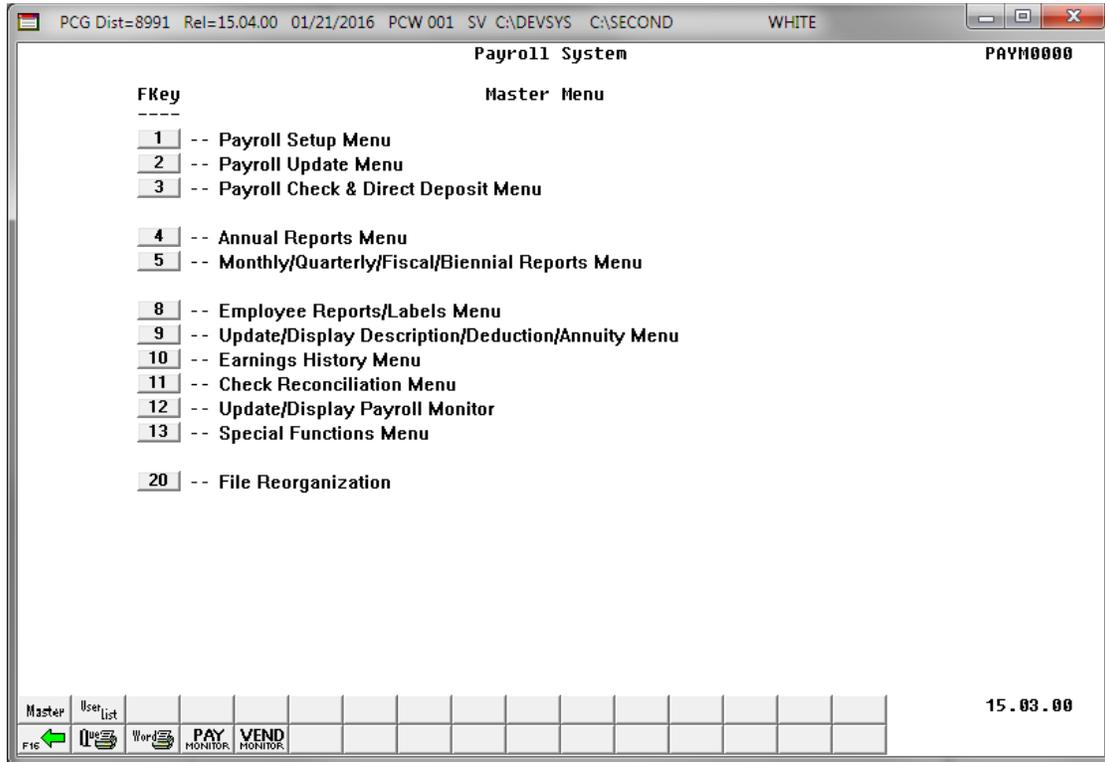
Although the screenshot example displays the CLAIMccyyJULnn.csv spreadsheet, these instructions also apply to the CLAIMccyyAUGnn.csv file.

Step	Action
5	Make the appropriate changes to the account lines and dollar amounts.
6	From the <i>Menu Bar</i> , select File →  (Save).
7	Close Microsoft® Excel.
8	When satisfied with the file's data, follow the instructions in the Financial Accounting and Reporting (FAR) System Operations Guide, Section D: Claim and Expenditure Processing to load the claim into PCGenesis.

Procedure E: Print the Accrued Summer Salary Paid Report

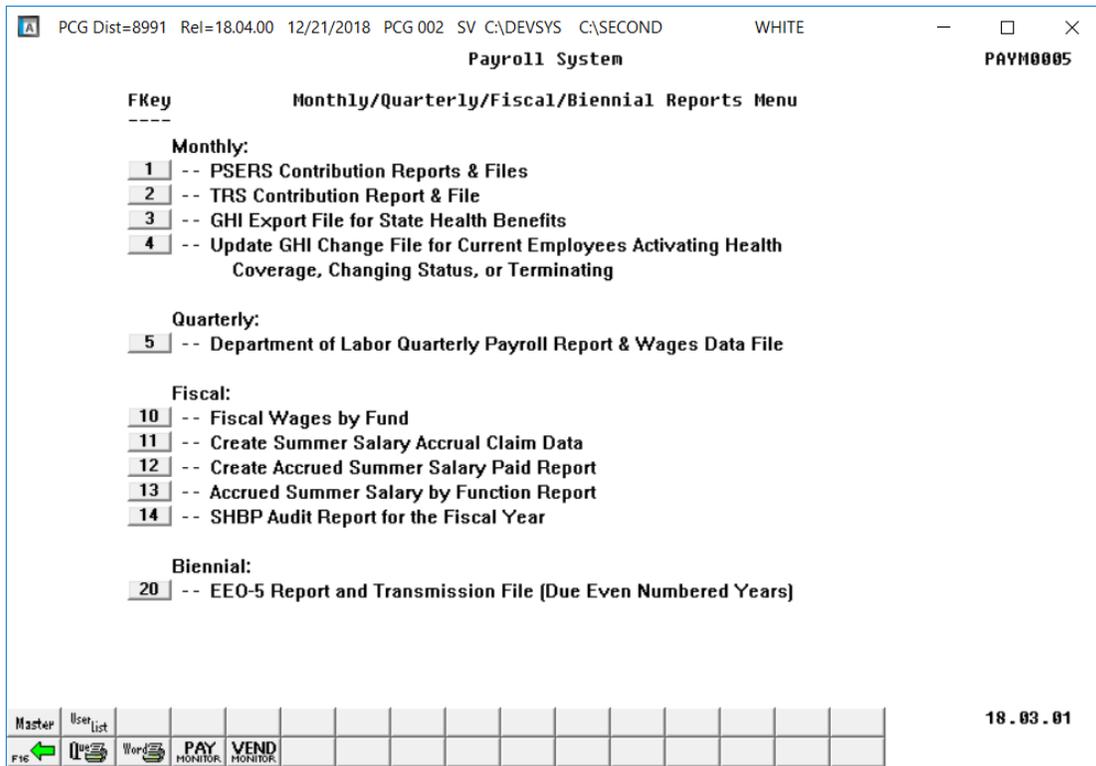
**** ATTENTION ****

Complete July and August payrolls before beginning this procedure.



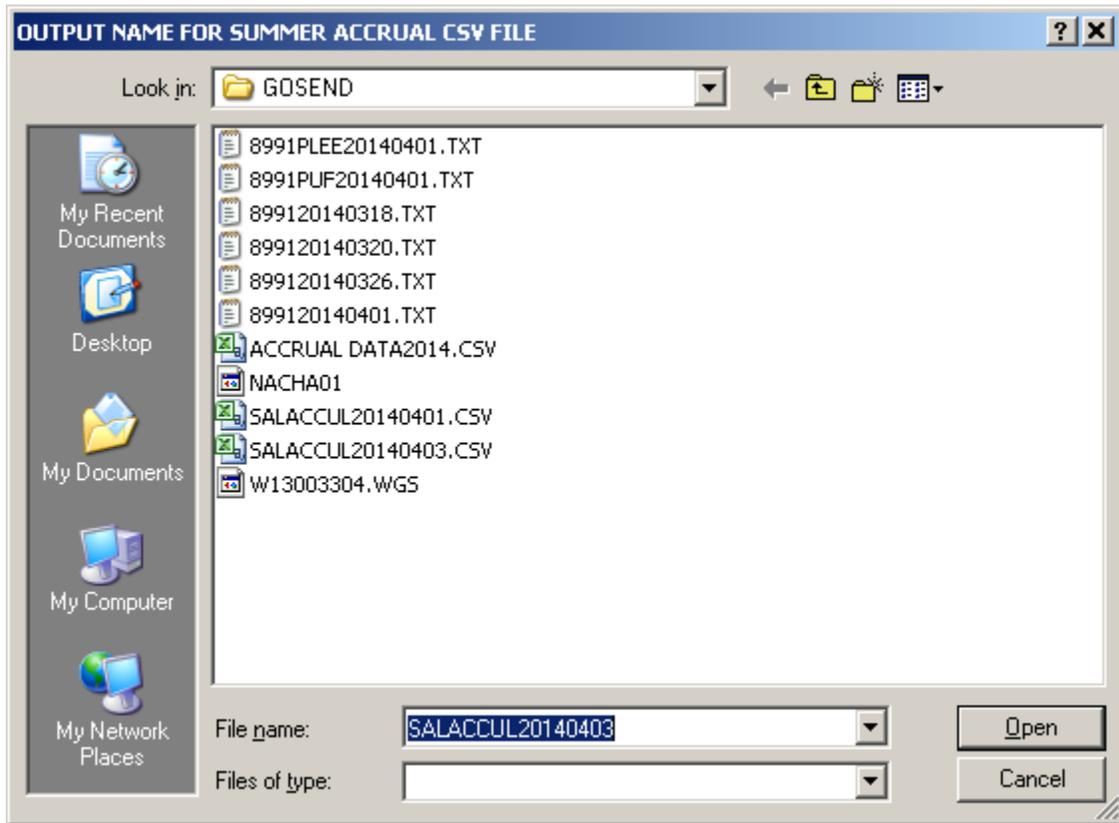
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

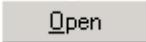
The following screen displays:



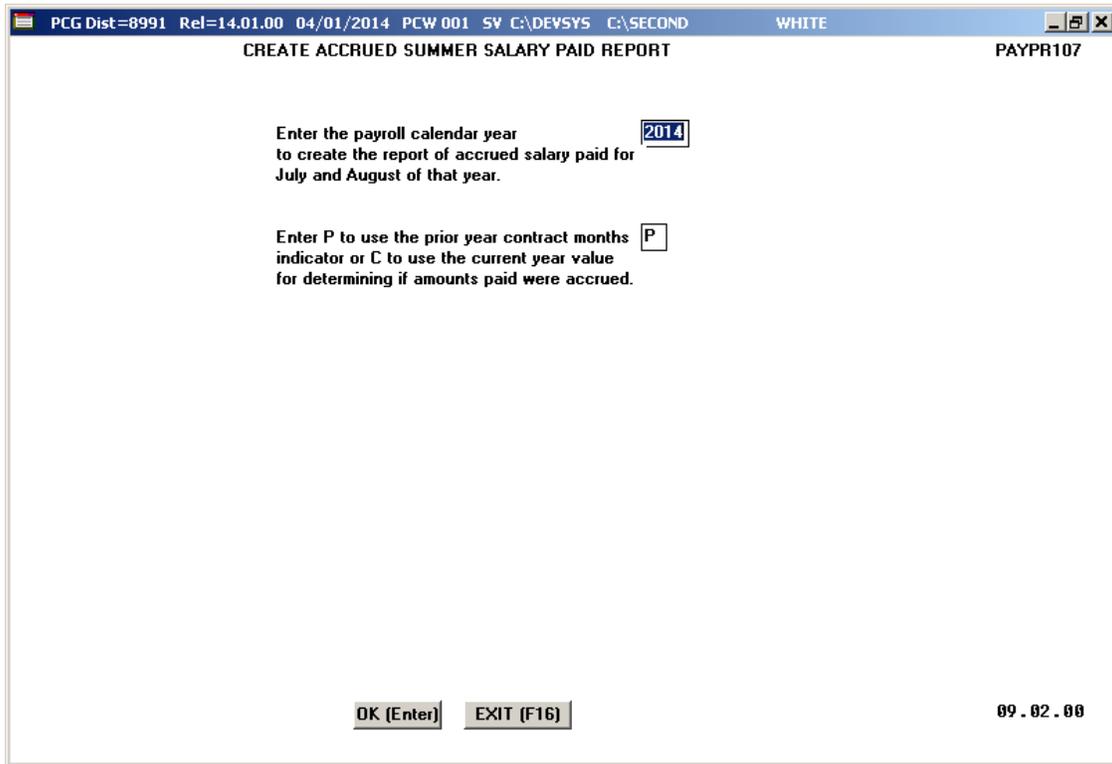
Step	Action
2	Select 12 (F12 - Create Accrued Summer Salary Paid Report).

The following window displays:



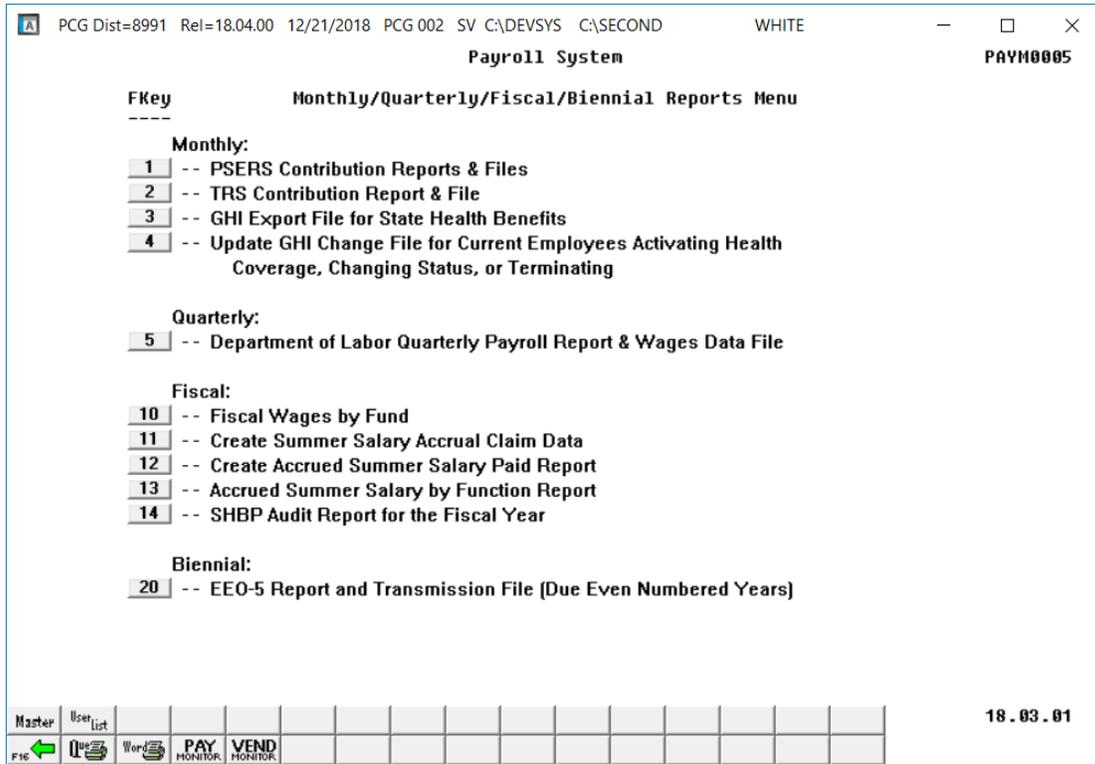
Step	Action
3	Verify the filename (SALACCULccyymmdd) in the File name field is correct, and select  (Open).

The following screen displays:



Step	Action
4	Verify the correct calendar year defaults, or enter the payroll year (CCYY) in the year field. <i>PCGenesis defaults to the current calendar year.</i>
5	<p>To use the prior year’s contract months: Enter P (Prior Year Contract Months).</p> <p>To use the current year’s contract months: Enter C (Current Year Contract Months).</p> <p><i>Normally this report is run “after the fact”, and the prior year contract months indicator will be correctly populated to produce results based on the employee’s work schedule for the prior year. If the “Update Job Code for CPI/Payroll/CS-1” procedure has not yet been run for the new fiscal year, “C” may be entered instead to use the value in the current contract month’s indicator.</i></p>
6	<p>Select OK(Enter) (OK - Enter).</p> <p>To exit the procedure without processing, select EXIT(PF16) (Exit - F16).</p> <p><i>When selecting OK-Enter, “*** Processing Request ***” briefly displays.</i></p>

The following screen displays:



Step	Action
7	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
8	<p>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>.</p>
9	<p>Verify the report's results are correct. Where applicable, make manual corrections by accessing the .csv file created in <i>Procedure B: Creating the Summer Salary Accrual Data Files and the Summer Salary Accrual Estimate by Employee Report</i>.</p>
10	<p>Proceed to <i>E1. Making Manual Corrections to the Summer Salary Accrual PAID.csv File</i>.</p>

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 REPORT TIME 15:25:35
 PROGRAM PAYPR107

ACCRUED SUMMER SALARY PAID REPORT

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FUND 606
 FUNCTION 3100

EMP NO	EMPLOYEE NAME	ACCOUNT	AMOUNT	CHECK DATE	CONTRACT MO
088543	AV2LOS, CHRLEY	14 606 0 9990 3100 18400 01081 000000	.00	07/31/13	10
088543	AV2LOS, CHRLEY	14 606 0 9990 3100 18400 01081 000000	744.64	07/31/13	10
088543	AV2LOS, CHRLEY	14 606 0 9990 3100 18400 01081 000000	744.64	08/30/13	10
088543	AV2LOS, CHRLEY	14 606 0 9990 3100 18400 01081 000000	.00	08/30/13	10
088018	BR7NNSON, BR7ANA	14 606 0 9990 3100 19100 01081 000000	1,452.50	07/31/13	10
088018	BR7NNSON, BR7ANA	14 606 0 9990 3100 19100 01081 000000	1,452.50	08/30/13	10
089104	CH9ATE, LUSNNA	14 606 0 9990 3100 18400 01081 000000	.00	07/31/13	10
089104	CH9ATE, LUSNNA	14 606 0 9990 3100 18400 01081 000000	904.61	07/31/13	10
089104	CH9ATE, LUSNNA	14 606 0 9990 3100 18400 01081 000000	.00	08/30/13	10
089104	CH9ATE, LUSNNA	14 606 0 9990 3100 18400 01081 000000	904.61	08/30/13	10
087720	CO9NEY, LO9D	14 606 0 9990 3100 18400 01081 000000	418.42	07/31/13	10
087720	CO9NEY, LO9D	14 606 0 9990 3100 18400 01081 000000	418.42	08/30/13	10
088971	FE6NANDES, EL6ANDA	14 606 0 9990 3100 18400 01081 000000	.00	07/31/13	10
088971	FE6NANDES, EL6ANDA	14 606 0 9990 3100 18400 01081 000000	960.68	07/31/13	10
088971	FE6NANDES, EL6ANDA	14 606 0 9990 3100 18400 01081 000000	.00	08/30/13	10
088971	FE6NANDES, EL6ANDA	14 606 0 9990 3100 18400 01081 000000	960.68	08/30/13	10
089596	JASQUES, MASQUITTA	14 606 0 9990 3100 18400 01081 000000	768.26	07/31/13	10
089596	JASQUES, MASQUITTA	14 606 0 9990 3100 18400 01081 000000	.00	07/31/13	10
089596	JASQUES, MASQUITTA	14 606 0 9990 3100 18400 01081 000000	.00	08/16/13	10
089596	JASQUES, MASQUITTA	14 606 0 9990 3100 18400 01081 000000	768.26	08/30/13	10
087971	MC6ARTNEY, EL6ANDA	14 606 0 9990 3100 11400 01081 000000	.00	07/31/13	10
087971	MC6ARTNEY, EL6ANDA	14 606 0 9990 3100 11400 01081 000000	130.50	08/30/13	10
088908	MUSLIGAN, CLSVELAND	14 606 0 9990 3100 18400 01081 000000	833.99	07/31/13	10
088908	MUSLIGAN, CLSVELAND	14 606 0 9990 3100 18400 01081 000000	833.99	08/30/13	10
087925	OL4VARES, SH4E	14 606 0 9990 3100 18400 01081 000000	999.02	07/31/13	10
087925	OL4VARES, SH4E	14 606 0 9990 3100 18400 01081 000000	999.02	08/30/13	10
089366	PA3ROTT, JO3AS	14 606 0 9990 3100 11400 01081 000000	.00	07/31/13	10
089366	PA3ROTT, JO3AS	14 606 0 9990 3100 11400 01081 000000	.00	08/30/13	10
088917	PA4LSEN, ST4RLING	14 606 0 9990 3100 18400 01081 000000	744.64	07/31/13	10
088917	PA4LSEN, ST4RLING	14 606 0 9990 3100 18400 01081 000000	744.64	08/30/13	10
088271	SC2REIBER, MO2N	14 606 0 9990 3100 18400 01081 000000	960.68	07/31/13	10
088271	SC2REIBER, MO2N	14 606 0 9990 3100 18400 01081 000000	.00	07/31/13	10
088271	SC2REIBER, MO2N	14 606 0 9990 3100 18400 01081 000000	960.68	08/30/13	10
088271	SC2REIBER, MO2N	14 606 0 9990 3100 18400 01081 000000	.00	08/30/13	10
FUNCTION TOTAL			17,705.38		
FUND TOTAL			17,705.38		

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ACCRUED SUMMER SALARY PAID REPORT

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FUND 607
 FUNCTION 3100

EMP NO	EMPLOYEE NAME	ACCOUNT	AMOUNT	CHECK DATE	CONTRACT MO
089596	JASQUES, MASQUITTA	14 607 0 9990 3100 18400 01081 000000	153.34	08/16/13	10
FUNCTION TOTAL			153.34		
FUND TOTAL			153.34		

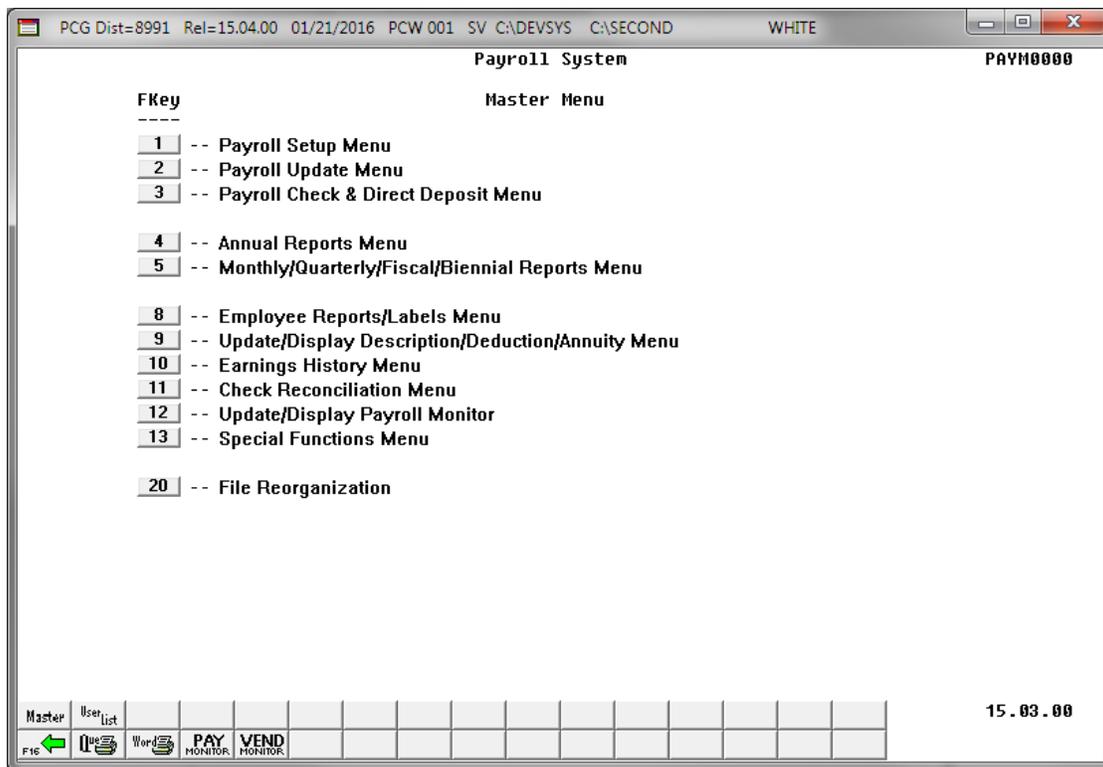
E1. Making Manual Corrections to the Summer Salary Accrual PAID.csv File

Step	Action
1	Within Microsoft® Excel, select File → Open from the <i>Menu Bar</i> .
2	Open the file created in K:\GOSEND .
3	Choose the drop-down selection icon  in the Files of type field to select All Files .
4	Select the appropriate file created in <i>Procedure E: Print the Accrued Summer Salary Paid Report</i> . For example, select the filename <i>SALACCULccyymmdd.csv</i> .
5	Make changes to the dollar amounts as needed.
6	From the <i>Menu Bar</i> , select File →  (Save).
7	Close Microsoft® Excel.

Procedure F: Print the Accrued Summer Salary by Function Report

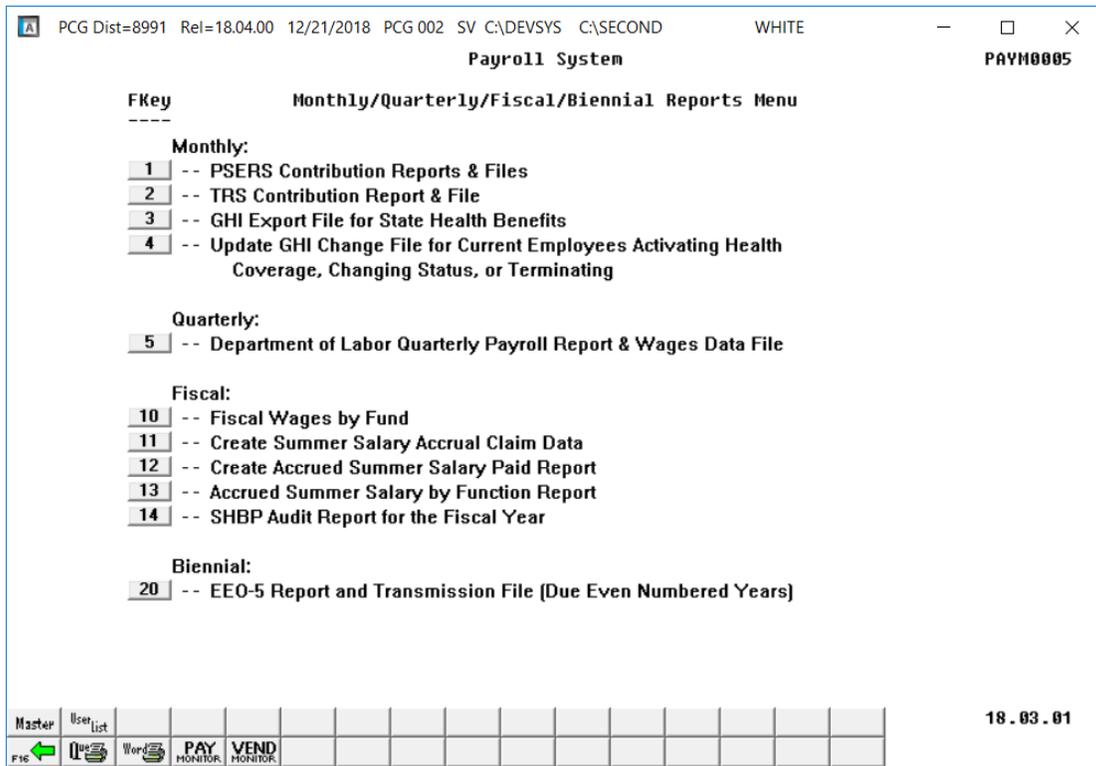
This process creates a report of the salary and the benefit amounts accrued for each employee, and a .CSV file. The data on this report is the same data as on the *Create Summer Salary Accrual Claim Data* except the report sorts and totals the output by FUNCTION. Employees appear multiple times on the report, once for each function for which they have salary charged. The .CSV file created contains the details of the accounts and salary amounts, per employee. This can be loaded into Microsoft® Excel for detailed "slice and dice" evaluations of the accrual amounts.

When making changes to the claim load .CSV files after exporting but before loading the accrual claims, the same changes should be made to the .CSV file data contained in this report to keep the .CSV data consistent.



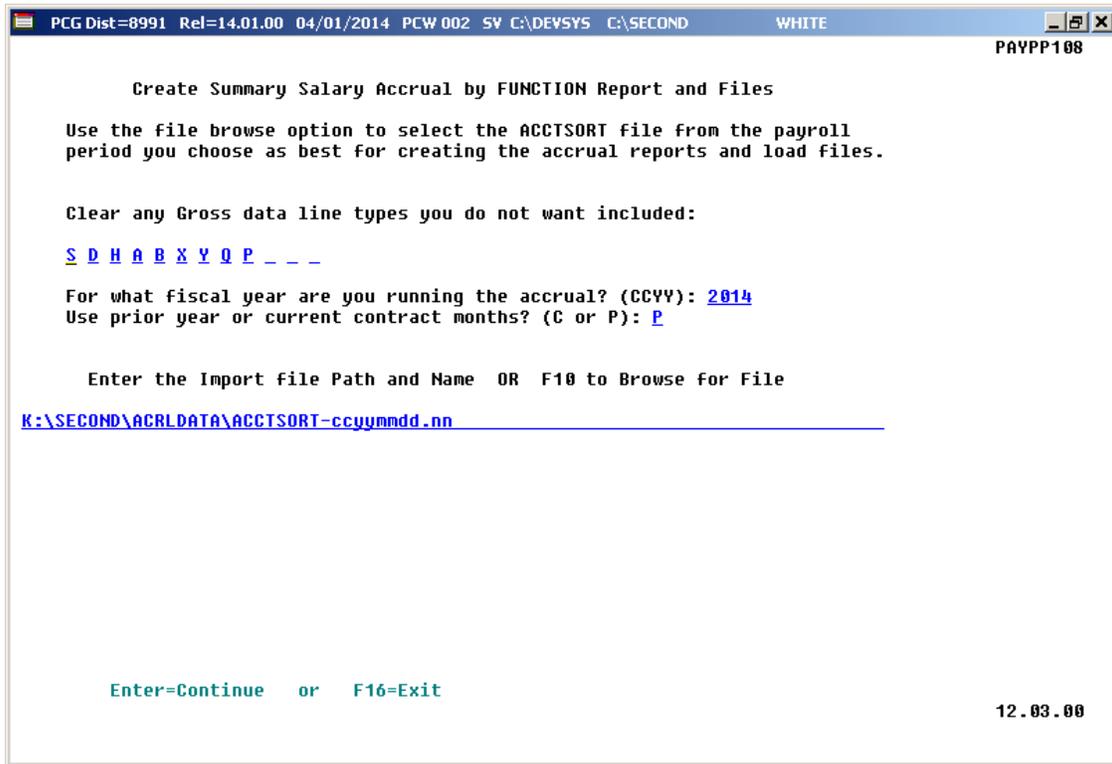
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



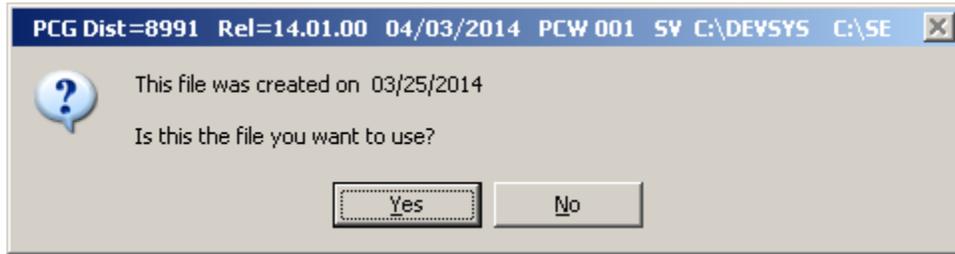
Step	Action
2	Select 13 (F13 - Accrued Summer Salary by Function Report).

The following window displays:



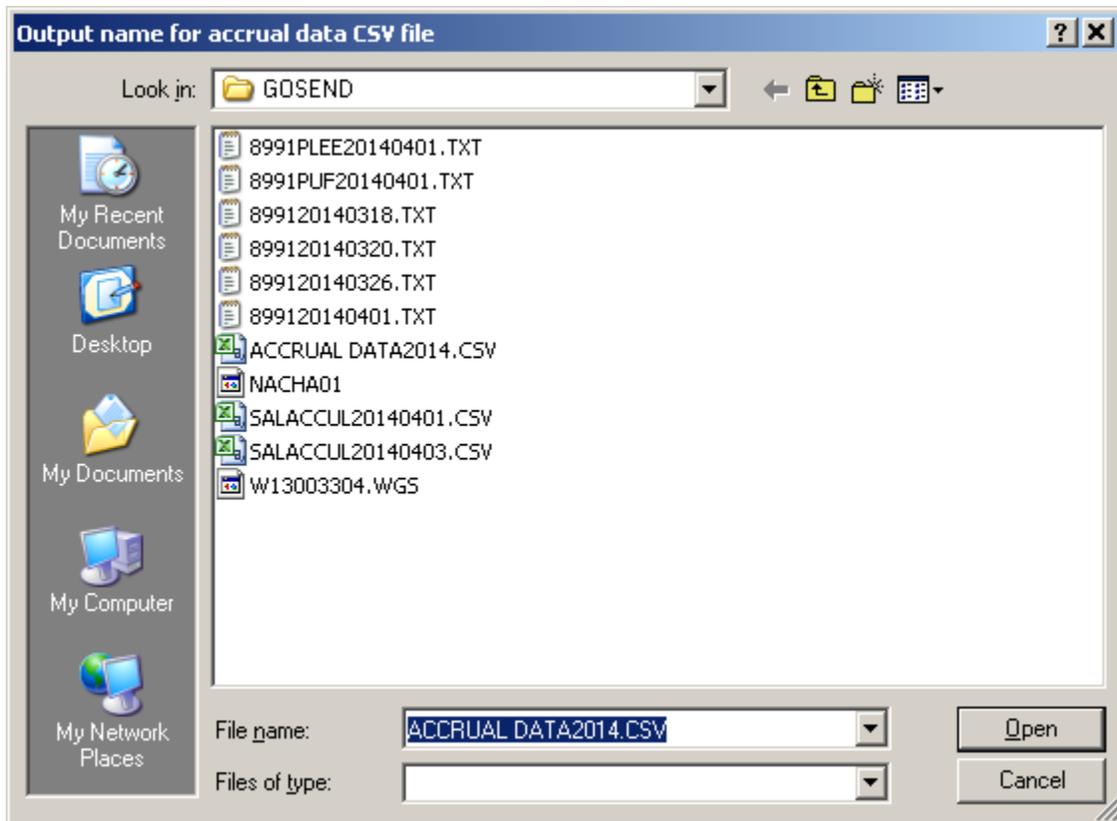
Step	Action
3	Delete any gross data lines to be excluded from the evaluation from the Clear any Gross data line types you do not want included field.
4	Verify the defaulting entry is correct, or enter the appropriate fiscal year (CCYY) in the For what fiscal year are you running the accrual? field. <i>This measure ensures that the accrual claims are created with the correct fiscal year regardless of the payroll run date selected.</i>
5	Enter C (Current contract months) or P (Prior year) in the Use prior year or current contract months? field. <i>If the annual "Update Job Code for CPI/Payroll/CS-1" procedure has been run, and the current contract months indicator for July and August payrolls is being updated, the appropriate choice is to use the P (Prior contract months) indicator. Refer to the <u>Certified/Classified Personnel Information (CPI) System Operations Guide, Section I: Special Functions for the "Update Job Code for CPI/Payroll/CS-1" procedure instructions.</u></i>
6	Select F10 (Browse for File) and locate the appropriate <i>ACCTSORT</i> file within the <i>ACRLDATA</i> directory. <i>PCGenesis allows entries other K:\SECOND\ACRLDATA\ACCTSORT-ccyymmdd.pp as long as the directory structure entered exists.</i>

After the appropriate ACCTSORT file has been selected from the **F10** (Browse for File) window, the following dialog box displays:



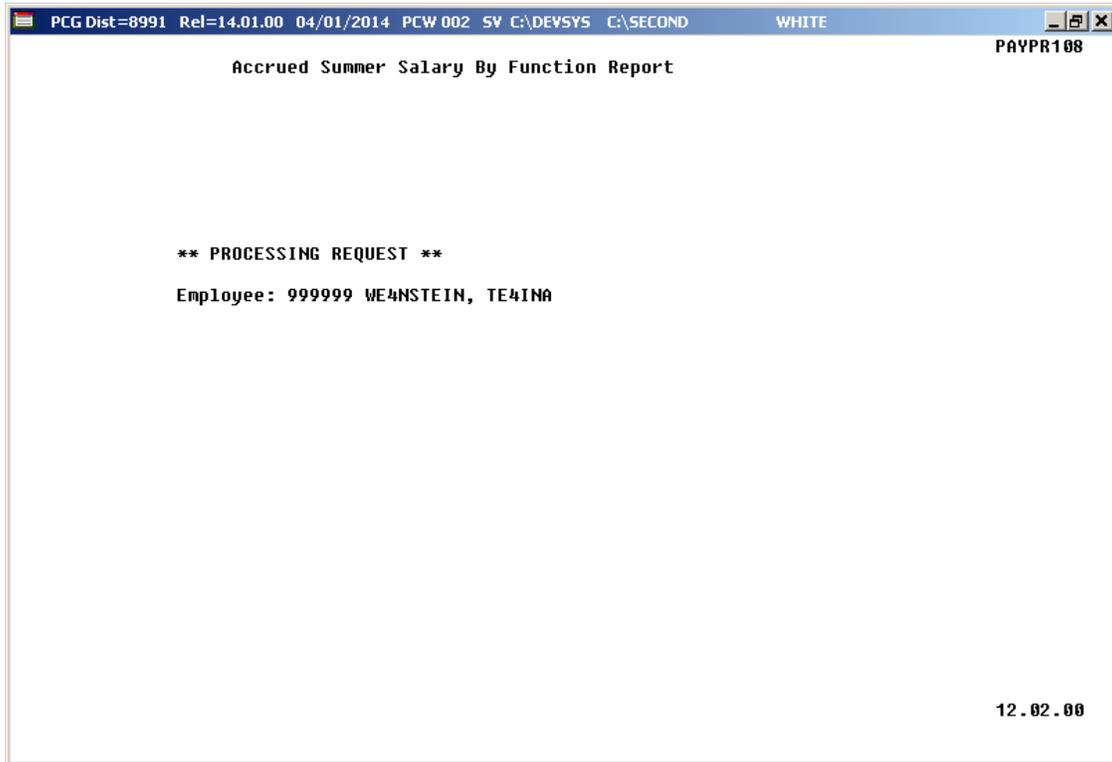
Step	Action
7	A “File was created on MM/DD/CCYY” dialog box displays. Verify the creation date of the file. If the correct file was selected, select <input type="button" value="Yes"/> button. If the date is incorrect select the <input type="button" value="No"/> button and return to <i>Step 6</i> to select a different path and filename.
8	Select Enter (Continue).

The following window displays:

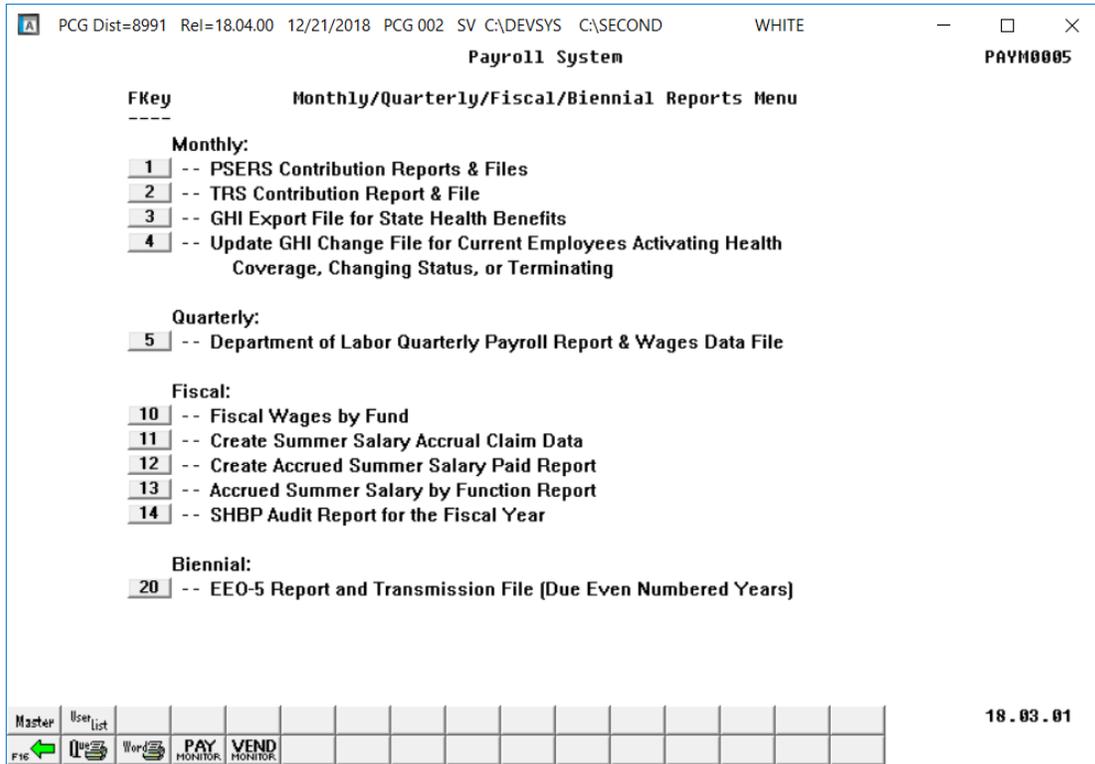


Step	Action
9	When the <i>Open</i> window displays, verify ACCRUAL DATA Accy.CSV has defaulted in the File name field, and select <input type="button" value="Open"/> (Open).

The following screens display:



The following screens display:



Step	Action
10	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>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>.</p>

F1. Summer Salary Accrual Estimate by Function and Employee

REPORT DATE: 04/03/2014		FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY FUNCTION AND EMPLOYEE						PAGE 47	
REPORT ID: PAYPR108		FUNCTION: 3100							
EMP NO	EMPLOYEE NAME	TYPE	ACCOUNT	DESCRIPTION	OBJECT	ACCRUAL AMT	ACCRUAL MONTH		
89979	LOEDON, JE6S	S	14 602 0 9990 3100 18400 0100 1 000000	REGULAR AMOUNT	18400	1,060.72	JUL & AUG		
				EMPLR FICA/MEDC	22000	79.17			
88908	MUSLIGAN, CLSVELAND	S	14 604 0 9990 3100 19100 0195 1 000000	REGULAR AMOUNT	19100	1,276.80	JUL & AUG		
				EMPLR FICA/MEDC	22000	92.60			
				EMPLR TRS	23000	156.79			
				GHI NON-CERTIFIED	21000	596.20			
88583	NU2N, LA2AWN	S	14 604 0 9990 3100 18400 0195 1 000000	REGULAR AMOUNT	18400	925.10	JUL & AUG		
				EMPLR FICA/MEDC	22000	65.70			
				GHI NON-CERTIFIED	21000	596.20			
87925	OL4VARES, SH4E	S	14 606 0 9990 3100 18400 0108 1 000000	REGULAR AMOUNT	18400	1,061.00	JUL & AUG		
				EMPLR FICA/MEDC	22000	81.16			
88917	PA4LSEN, ST4RLING	S	14 606 0 9990 3100 18400 0108 1 000000	REGULAR AMOUNT	18400	930.42	JUL & AUG		
				EMPLR FICA/MEDC	22000	45.14			
				GHI NON-CERTIFIED	21000	596.20			
88135	RO2KWELL, ST2CEE	S	14 604 0 9990 3100 18400 0195 1 000000	REGULAR AMOUNT	18400	1,125.30	JUL & AUG		
				EMPLR FICA/MEDC	22000	79.04			
				GHI NON-CERTIFIED	21000	596.20			
88271	SC2REIBER, MO2N	S	14 606 0 9990 3100 18400 0108 1 000000	REGULAR AMOUNT	18400	994.58	JUL & AUG		
				EMPLR FICA/MEDC	22000	29.37			
				GHI NON-CERTIFIED	21000	596.20			
89878	SH3EMAN, JU3TA	S	14 606 0 9990 3100 18400 0108 1 000000	REGULAR AMOUNT	18400	832.48	JUL & AUG		
				EMPLR FICA/MEDC	22000	56.64			
				GHI NON-CERTIFIED	21000	596.20			

The middle of the report lists totals for salary and benefits by function and object, and the grand totals.

REPORT DATE: 04/03/2014		FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY FUNCTION AND EMPLOYEE		PAGE 48
REPORT ID: PAYPR108				
FUNCTION	DESCRIPTION	OBJECT	JULY AMT	AUGUST AMT
1000	REGULAR AMOUNT	11000	402,215.50	399,861.55
	REGULAR AMOUNT	11200	2,638.74	2,638.74
	REGULAR AMOUNT	11210	4,320.80	4,320.80
	REGULAR AMOUNT	11500	3,168.17	3,168.17
	REGULAR AMOUNT	11601	4,214.28	4,214.28
	REGULAR AMOUNT	11700	1,923.82	445.97
	REGULAR AMOUNT	11800	35,917.65	25,744.04
	REGULAR AMOUNT	14000	45,108.41	45,108.41
	REGULAR AMOUNT	14010	1,914.65	1,914.65
	REGULAR AMOUNT	17200	3,573.42	3,573.42
	REGULAR AMOUNT	17300	7,486.40	4,156.01
	SALARY TOTAL		512,481.84	495,146.04
	GHI CERTIFIED	21000	87,885.00	84,105.00
	GHI NON-CERTIFIED	21000	11,924.00	11,924.00
	EMPLR FICA/MEDC	22000	36,779.29	35,507.30
	EMPLR TRS	23000	61,942.33	59,813.50
	BENEFITS TOTAL		198,530.62	191,349.80
	FUNCTION 1000 TOTAL		711,012.46	686,495.84
2100	REGULAR AMOUNT	14200	8,477.67	6,535.00
	REGULAR AMOUNT	14600	7,964.06	7,047.39
	REGULAR AMOUNT	16300	5,499.34	5,499.34
	REGULAR AMOUNT	17400	3,843.25	3,843.25
	REGULAR AMOUNT	17700	2,316.72	0.00
	REGULAR AMOUNT	19000	2,665.45	0.00
	REGULAR AMOUNT	19100	3,130.16	2,280.16
	SALARY TOTAL		33,896.65	25,205.14
	GHI CERTIFIED	21000	1,370.25	945.00
	GHI NON-CERTIFIED	21000	2,981.00	1,788.60
	EMPLR FICA/MEDC	22000	2,437.36	1,837.33
	EMPLR TRS	23000	4,132.48	3,065.16
	BENEFITS TOTAL		10,921.09	7,636.09
	FUNCTION 2100 TOTAL		44,817.74	32,841.23
	GRAND TOTALS		899,784.27	828,810.76

The final page of the report completes the listing of fund totals, benefits totals, and function totals by account number, along with the grand totals for salary and benefits.

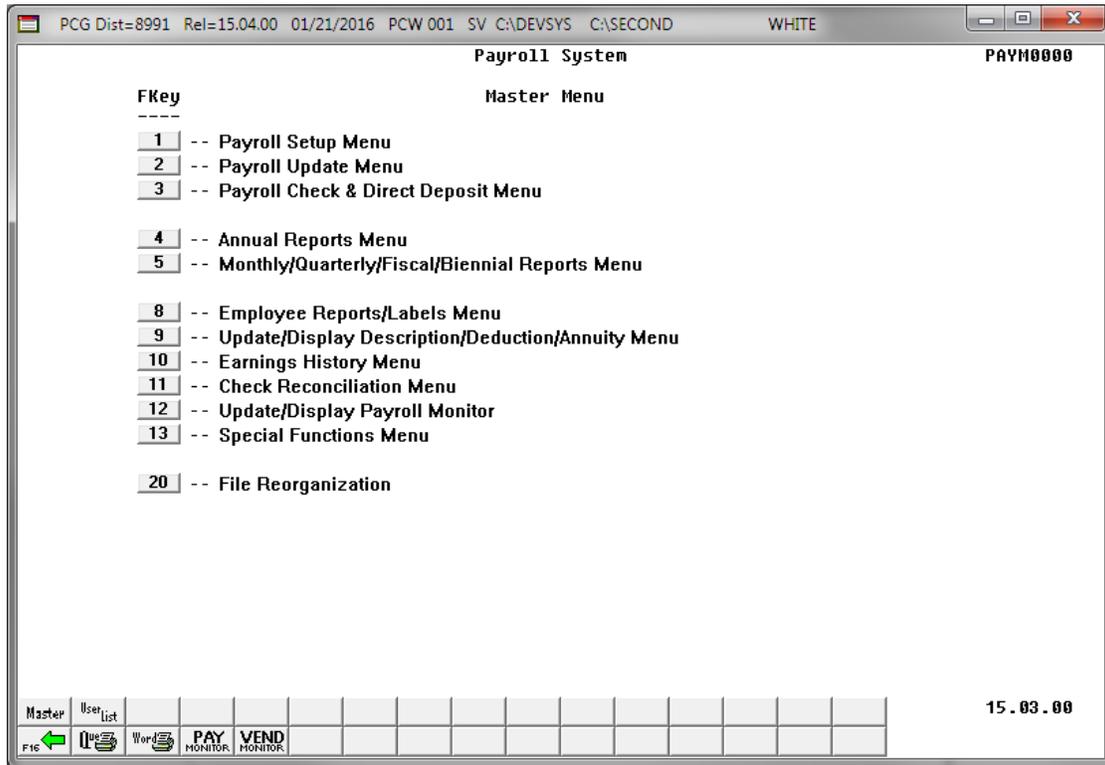
REPORT DATE: 04/03/2014 FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY FUNCTION AND EMPLOYEE PAGE 56
 REPORT ID: PAYPR108

FUNCTION	ACCOUNT NUMBER		JULY AMT	AUGUST AMT
1000	14 100 0 3011 1000 23000 0108 1 000000		1,772.73	1,772.73
	14 100 0 3013 1000 22000 0108 1 000000		42.11	42.11
	14 100 0 3013 1000 23000 0108 1 000000		72.75	72.75
	14 100 0 3554 1000 22000 0108 1 000000		78.60	78.60
	14 100 0 3554 1000 23000 0108 1 000000		135.36	135.36
	14 100 0 5071 1000 22000 0108 1 000000		101.62	101.62
	14 100 0 5071 1000 22000 0201 1 000000		214.62	214.62
	14 100 0 5071 1000 23000 0108 1 000000		163.13	163.13
	14 100 0 5073 1000 22000 0201 1 000000		8.25	8.25
	14 100 0 6060 1000 22000 0108 1 000000		139.43	139.43
	14 100 0 6060 1000 22000 0201 1 000000		140.11	140.11
	14 100 0 6060 1000 23000 0108 1 000000		236.83	236.83
	14 100 0 6060 1000 23000 0201 1 000000		236.83	236.83
FUND 100 TOTALS			178,432.82	171,252.00
	14 402 0 1750 1000 21000 0100 1 000000		596.20	596.20
	14 402 0 1750 1000 21000 0195 1 000000		1,890.00	1,890.00
	14 402 0 1750 1000 22000 0100 1 000000		155.10	155.10
	14 402 0 1750 1000 22000 0195 1 000000		915.53	915.53
	14 402 0 1750 1000 23000 0100 1 000000		296.10	296.10
	14 402 0 1750 1000 23000 0195 1 000000		1,599.38	1,599.38
FUND 402 TOTALS			5,452.31	5,452.31
	14 560 0 1540 1000 21000 0195 1 000000		1,192.40	1,192.40
	14 560 0 1540 1000 22000 0195 1 000000		617.65	617.65
	14 560 0 1540 1000 23000 0195 1 000000		1,032.78	1,032.78
FUND 560 TOTALS			2,842.83	2,842.83
BENEFITS TOTAL			198,530.62	191,349.80
FUNCTION 1000 TOTAL			711,012.46	686,495.84

REPORT DATE: 04/03/2014 FY 2014 SUMMER SALARY ACCRUAL ESTIMATE BY FUNCTION AND EMPLOYEE PAGE 63
 REPORT ID: PAYPR108

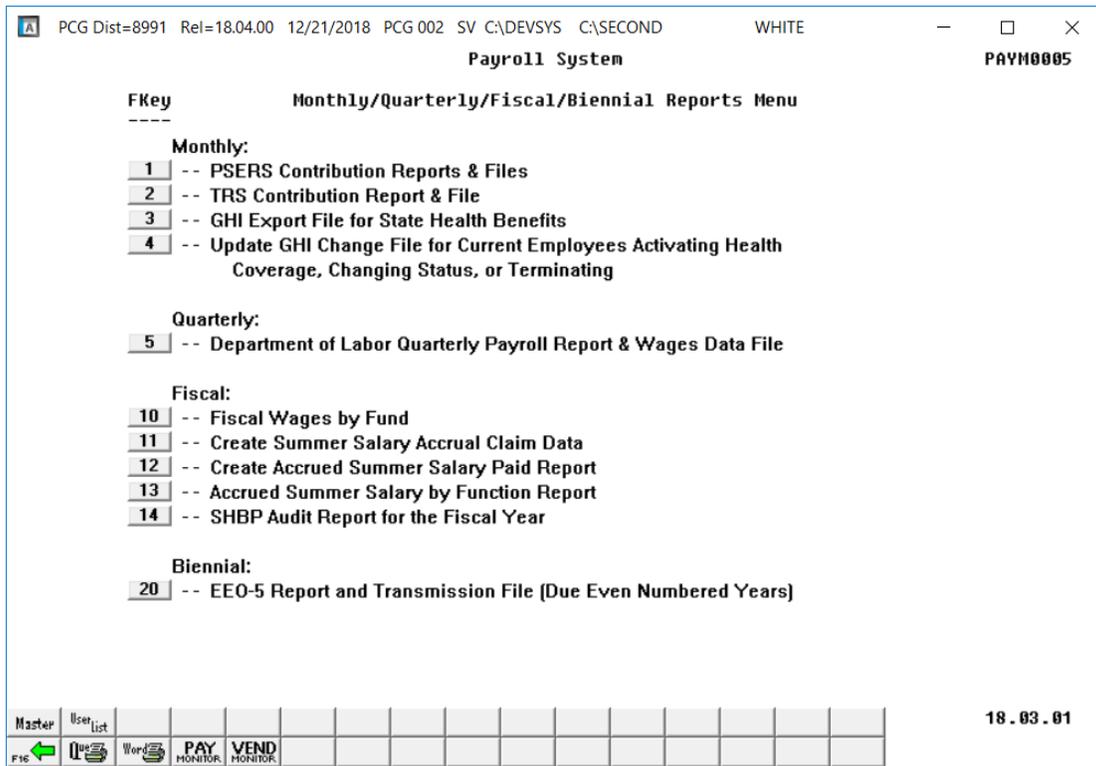
FUND 606 TOTALS			2,942.38	2,942.38
BENEFITS TOTAL			2,942.38	2,942.38
FUNCTION 3100 TOTAL			35,339.67	35,339.67
GRAND TOTAL SALARY			647,353.00	596,248.90
GRAND TOTAL BENEFITS			252,431.27	232,561.86
GRAND TOTALS			899,784.27	828,810.76

Procedure G: SHBP Audit Report for the Fiscal Year



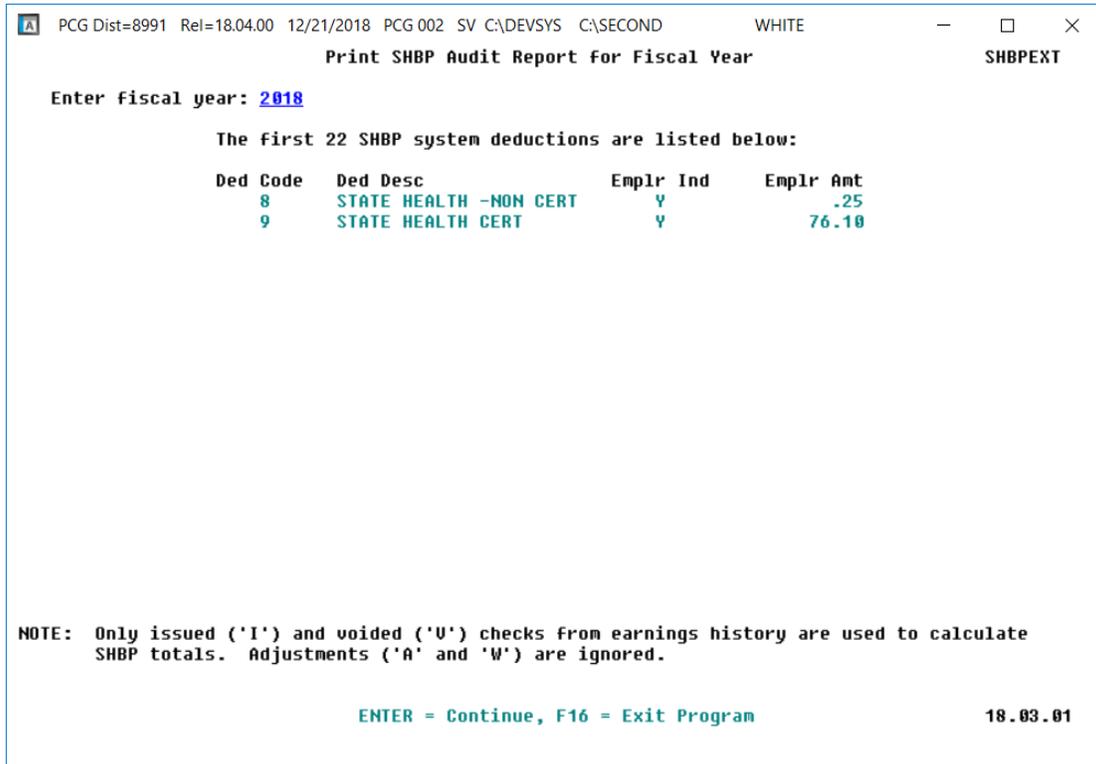
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



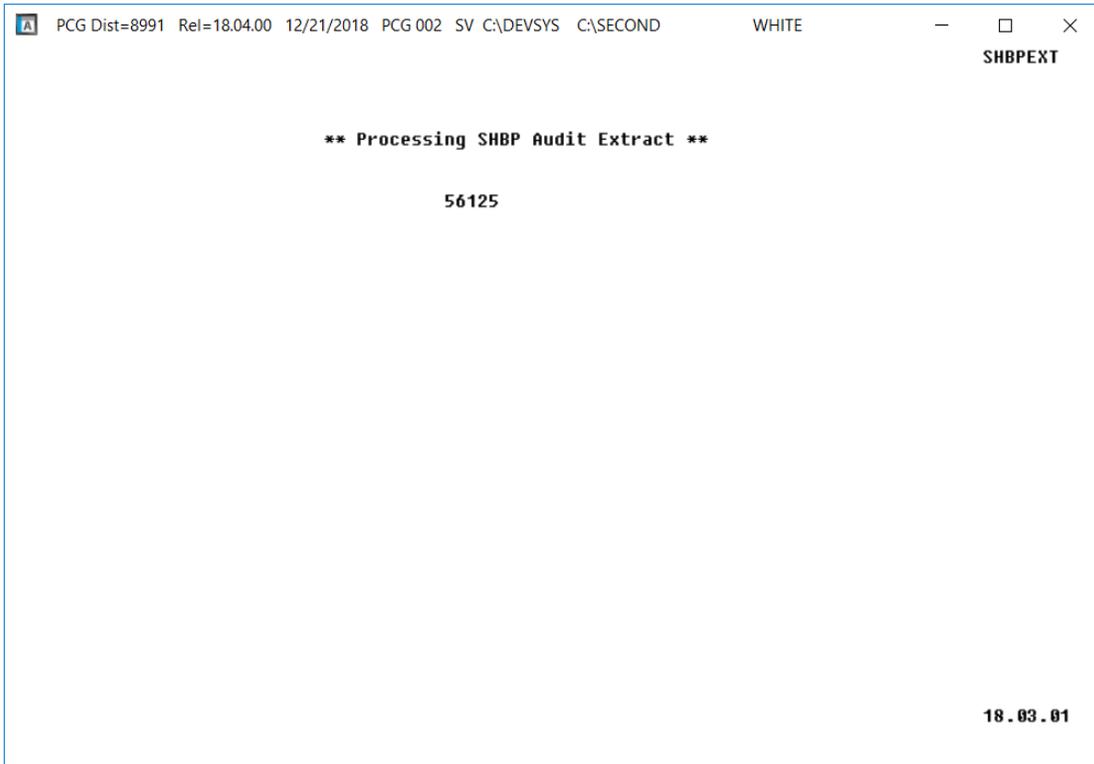
Step	Action
2	Select 14 (F14 – SHBP Audit Report for the Fiscal Year).

The following screen displays:

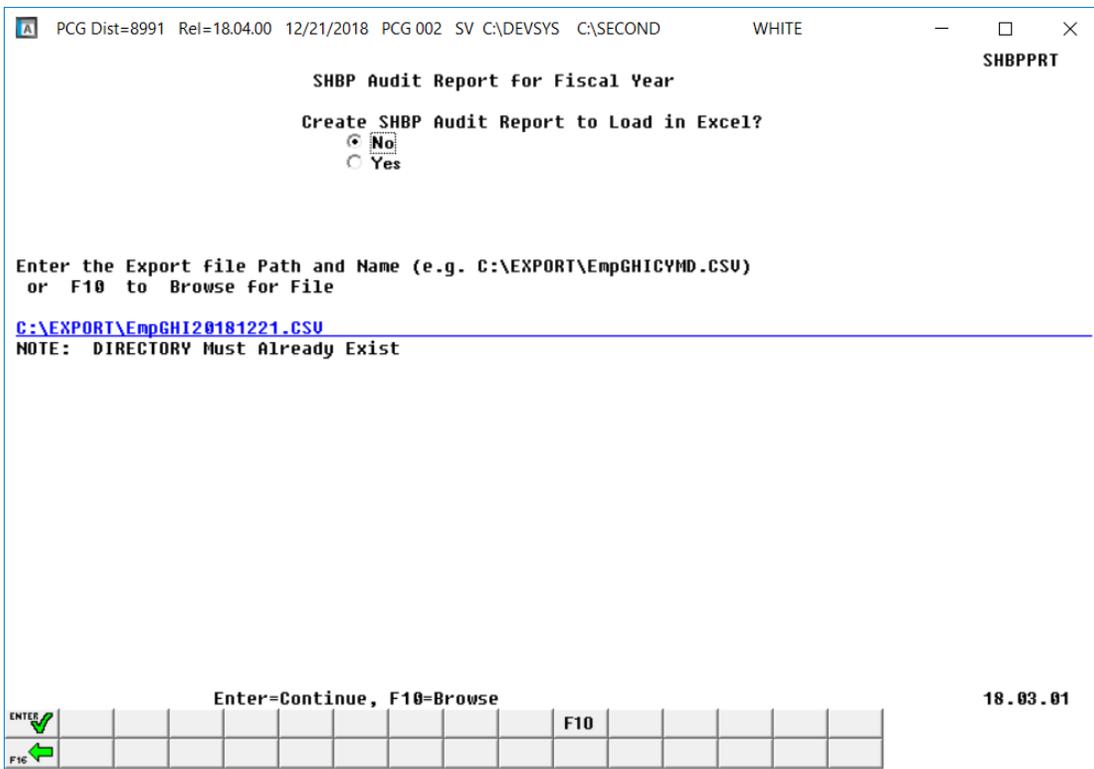


Step	Action
3	Verify the correct SHBP deductions are displayed on the screen.
4	Enter or verify the fiscal year (CCYY) in the Enter fiscal year field.
5	Select Enter twice.

The following screen displays briefly:

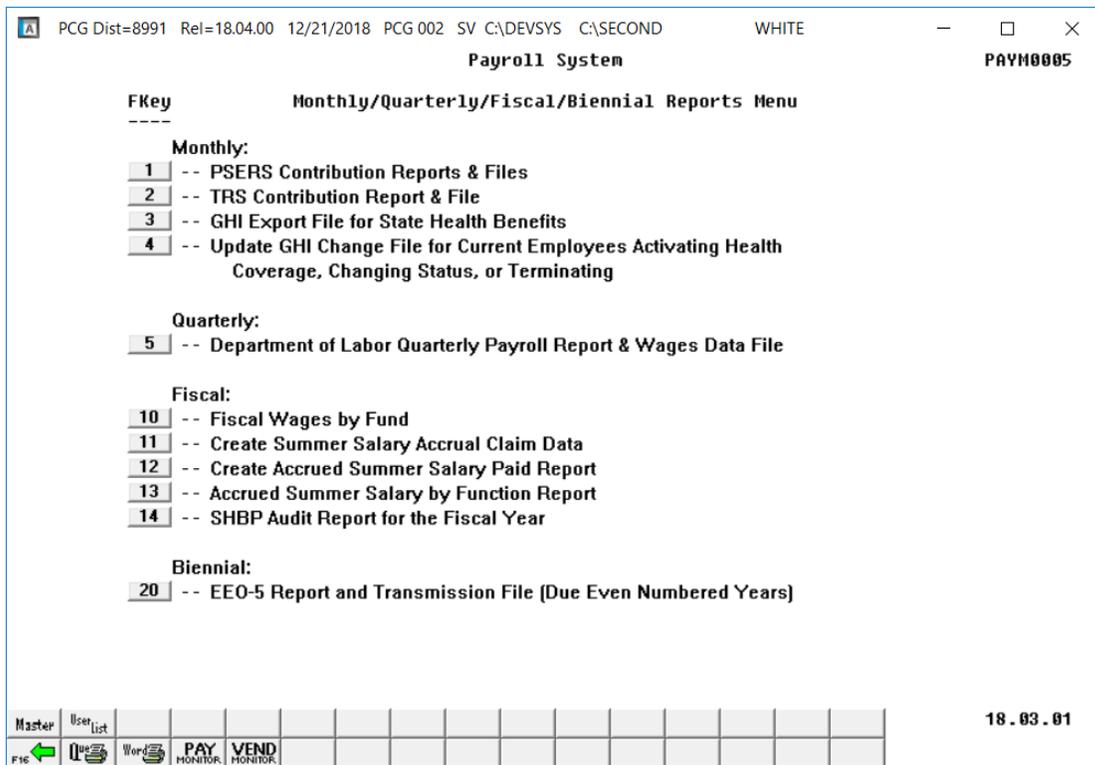


The following screen displays:



Step	Action
6	Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Create SHBP Audit Report 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'.
7	If creating an export file: Verify the C:\EXPORT folder exists or create the folder where appropriate.
8	If creating an export file: Enter C:\EXPORT\EmpGHIccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - Browse for file) to locate the file manually.
9	Select  (Enter) to continue. If the filename is invalid, the "UNABLE TO OPEN SHBP CSV FILE - 35 = File Not Found" error message displays. In this instance, return to <i>Step 7</i> to enter the correct information.

The following screen displays:



Step	Action
10	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>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>.</p>

