

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

6/16/2021	Section E: Vendor Check/Wire Transfer Processing

[Topic 1: Processing Vendor Checks, V3.1]

Revision History

Date	Version	Description	Author
6/16/2021	3.1	21.02.00 – Update Procedure J: Display/Add Active Checks to Master.	D. Ochala
03/19/2021	3.0	21.01.00 – Add warning message when selecting payables. Split original	D. Ochala
		document into two. Move manual/void processes to Topic 2.	
08/08/2019	2.13	19.02.00 – Add Printing Claim Labels back into documentation.	D. Ochala
02/27/2019	2.12	19.01.00 – Increase the number of claims that can be selected for a vendor	D. Ochala
		wire transfer from 13 to 40.	
05/25/2018	2.11	18.02.00 – Expand purchase order and claim display screens and entry lines	D. Ochala
		from 10 to 20.	
03/19/2018	2.10	18.01.00 – Update Overview section.	D. Ochala
02/02/2018	2.9	18.01.00 – Update screenshots of the Print Open/Selected Payables Reports.	D. Ochala
04/03/2017	2.8	17.01.00 – Add export file option to <i>Print Open/Selected Payables Reports</i> .	D. Ochala
03/02/2016	2.7	16.01.00 – Update Logo and Footers.	S. Scrivens
08/12/2014	2.6	14.02.00 – The Vendor Reference field is expanded to 25 characters. Add	D. Ochala
		button bars to screens.	
12/11/2012	2.5	12.04.00 – Added Procedure M – Display/Add Active Checks to Master.	D. Ochala
10/04/2010	2.4	10.03.00 – Updated Procedure A – Entering a Manual Vendor's Check or	D. Ochala
		Wire Transfer with updated screen interface.	
03/30/2010	2.3	10.01.00 – Updated Procedure D – Selecting/Deselecting Payables.	D. Ochala
6/05/2008	2.2	08.02.00 – Changed Procedure E – "Open Payables Report Option Screen"	C. W. Jones
		screenshot example to "Selected Payables Report Option Screen".	
3/17/2008	2.1	08.01.00 - Added vendor check recovery, and vendors without open payable	C. W. Jones
		selection information and instructions where appropriate.	
9/27/2007	2.0	07.03.00 - Added selected payables/negative claim vendor check information	C. W. Jones
		and instructions.	

Table of Contents

Overview	1
Procedure A: Displaying the Vendor Check Sequence Monitor	5
Procedure B: Printing the Open Payables Report	10
B1. Open Payables Report (by Fund) – Example	15
Procedure C: Selecting/Deselecting Payables	16
C1. Select/Deselect Payables for Payment – Vendor/All C1.1. Select All Open Payables for Payment C1.2. De-Select All Previously Selected C1.3 Select/Deselect a Specific Vendor's Payebles	
C2. Select/Deselect Payables for Payment – Individual Vendor C2.1. Select/Deselect Payables for Payment - Individual Vendor	
Procedure D: Printing the Selected Payables Report	43
D1. Selected Payables Report (by Vendor) – Example D2. Selected Payables Report (by Fund) – Example	
Procedure E: Extracting the Selected Payables	49
E1. Selected Payables Error Report – Example	53
Procedure F: Printing Vendor Checks	54
F1. Vendor Check with an Incorrect MICR Line – Example F2. Vendor Check with a Correct MICR Line – Example	63 64
Procedure G: Updating the Budget Files with Vendor Check Information	77
Procedure H: Printing the Final Check Register and the Register of Payments	94
H1. Final Check Register – Example H2. Final Register of Payments – Example	100 101
Procedure I: Printing Claim Labels	103
11. Claim Labels – Example	
Procedure J: Display/Add Active Checks to Master	109

Overview

PCGenesis processes vendor payments by checks and by wire transfer. Regardless of the PCGenesis processing method, the vendor payment process starts by creating a claim (an <u>unpaid expenditure</u>).

The following checklist identifies the steps required for a vendor check cycle.

		Vendor Check Processing Checklist
J	Step	Action
	1	Print the Open Payables Report.
	2	Select or de-select payables.
	3	Print the Selected Payables Report.
	4	Extract selected payables for processing.
	5	Print vendor checks.
	6	Update the budget files with vendor check information.
	7	Print the Final Check Register and the Register of Payments reports.
	8	Print claim labels. (Optional)

The Vendor Check Sequence Monitor controls the sequence of the vendor check cycle and allows PCGenesis users to monitor the vendor check processing steps online. Completed procedures will be identified with Y(Yes), incomplete procedures will display a N(No).

А	PCG Dist=7	'341 Re	I=21.01.00	03/15/2	021 PC	CG 001	SV C:\S	SQLSYS	C:\SE(OND		WHI	TE		_		×
-						UEN	י מחתו	HEGR	PDULE	55 T NG						MONITO)R
						VEI	1006 6	neuk	FNUGE	331110							
					Seq	luence	e Moni	tor									
			Extract Print Vo Jpdate I Print Cl	Selec endor Budget heck R	ted P Check File egist	'ayab] :s :s w/(:er &	les Check Regis	Info ter o	f Pay	ments	Y N N						
ENTER	Press F1	6 to (exit.			1						1	1			14.02	. 66
F16 V				1													

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 1 of 114 All Rights Reserved. Vendor payment processing includes the following procedures:

Printing the Open Payables and the Selected Payables Reports: Generate the open and selected payable reports by fund, by vendor name or vendor number, or by claim date. PCGenesis users may also request claims for a specific fund.

The *Open Payables Report* and the *Selected Payables Report* allow the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open or selected payables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- The Open Payables Report provides a listing of all unpaid expenditures (open claims).
- The *Selected Payables Report* provides a listing of unpaid expenditures (open claims) which have been <u>selected</u> for payment. The *Selected Payables Report* is used to verify the list of selected payables which will be processed during the vendor check run. The *Selected Payables Report* is the last chance to verify the total dollar amount and number of items which will be printed on the vendor checks. For additional verification and comparison, it is also beneficial to sort the selected claims by fund to ensure that the fund claim totals are correct.

Selecting/De-selecting Payables and Determining Vendor Payments: PCGenesis determines vendor payments by the selection and the extraction of unpaid expenditures/open payables. PCGenesis users may select these expenditures for an individual vendor, for all vendors, or for a specific vendor as needed. <u>Before printing</u> the vendor checks, users may select and extract the payables as often as is needed.

Extracting Selected Payables: Once claims have been selected for payment, the next step is to extract the payables for printing vendor checks. When payables are extracted, the selected payables are collected into a temporary holding area prior to printing vendor checks. The holding area collects the selected payable information necessary for the vendor check run. The temporary holding area is called *SEQ3* and is located in *K:\SECOND\FARDATA\SEQ3*. Extracting payables causes the *SEQ3* file to be cleared and then re-created with the selected payables in preparation for a new vendor check cycle.

<u>Before printing</u> the vendor checks, users may select and extract the payables as often as is needed. Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.

> Georgia Department of Education June 16, 2021 • 3:49 PM • Page 2 of 114 All Rights Reserved.



If the user selects '*Yes*' to select or de-select additional or different payables, the *Vendor Check* Sequence Monitor is reset so that the payables must be re-extracted. Selecting 'No', allows the user to complete the existing check run as is.

Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check cycle not complete – incorrect sequence*" is displayed.

PCGenesis prints up to thirteen (13) claims per check for selected payables. When a negative claim exists without sufficient positive claims to offset the negative claim, the vendor's claims are automatically deselected. When this occurs, PCGenesis generates the "*** Selected Payables Errors Exist *** - Possible Negative or Zero Check Amount!" message and screen. Note that this message also occurs during vendor claims selection. In both instances, refer to the Selected Payables Error Report for the specifics of the negative check and for the vendor's information. Repeat the Extract Selected Payables for Processing procedure to accommodate the affected claims.

Printing Vendor Checks: PCGenesis vendor check printing includes the following optional features:

• <u>Vendor Check Recovery:</u> During vendor check printing, PCGenesis allows a user to recover, that is, to enter the correct ending vendor check number, and to enter skipped checks during the vendor check printing procedure where appropriate. As with the payroll check recovery feature, PCGenesis automatically renumbers subsequent checks.

Also, it is possible for the user to indicate to the system that <u>all vendor checks did not print</u>. At the end of the printing process the user will be prompted with '*Have all checks finished printing*?', and if the user enters **N** (No), PCGenesis automatically exits the vendor check printing procedure and populates the *Vendor Check Sequence Monitor's* "**Print Vendor Checks**" field with **N** (No). At this point, the *Print Vendor Checks* procedure can be restarted so that the user can attempt to print the same checks again from the beginning.

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 3 of 114 All Rights Reserved.

- <u>Vendor Check Signature Card Setup</u>: The use of a *Vendor Check Signature Card* saves time by eliminating manual signatures on vendor checks. Refer to *Section O*: *System Utilities, Topic 3*: *Vendor Check Signature Card Setup* for instructions.
- <u>Magnetic Ink Character Recognition (MICR) Encoding/Printing:</u> The MICR feature allows PCGenesis-MICR encoding to print on the bottom of vendor checks. Refer to *Section O: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Updating the Budget Files with the Vendor Check Information: The *Update Budget Files with Check Information* process causes vendor check account activity to be posted to the General Ledger budget accounts. The *Vendor Check Master File* is also updated with the vendor check information.

When the user enters the *Update Budget Files with Check Information* module, the system first automatically creates a backup of the financial data by making a copy of $K:\SECOND\FARDATA$ in *FARDATAQ*. *FARDATAQ* can be used as a restore point if necessary. If, for any reason, the update of the budget files is not successful, the user can call the DOE help desk for assistance in restoring the financial data to the point prior to the attempted update of the budget files.

Printing the Preliminary and Final Check Registers: Printing the reports allows a single copy of the current run's vendor check and wire transfer activity to be printed.

Printing the Claims Labels: PCGenesis claim labels include the vendor's name, the vendor's bank account and check numbers, as well as the Board's approval date. The labels may be printed and attached to the actual claim forms.

Display/Add Active Checks to Master: Vendor check number sequences must be added to the *Vendor Check Master File* for each bank code <u>before</u> the check numbers can be used when printing checks. The *Display/Add Active Checks to Master* procedure allows the user to add check number ranges to the *Check Master File*.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon **v** to aid in the entry of field information.

Screen Print: The screen print feature allows the user to obtain a screen print of selected financial

screens. The screen print feature is available on display/inquiry screens which have the button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Displaying the Vendor Check Sequence Monitor

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

🔲 PCG Dist=8991 Rel=14.02.01 08/	11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Financial Accounting & Report	ing	MASTER1
FKey 	Master Menu		
1Budget Accord2Purchase O3Claim Proce4Vendor Che	ount Master Menu rder Processing Menu ssing Menu ck Processing Menu		
5 Revenue Ac 6 Accounts Re 7 Receipt Pro 8 Cash Manag	count Master Menu cceivable Processing Menu cessing Menu gement & Investment Management Menu		
9 Financial R 10 Account Ma 11 General Lec 12 Year End P	eporting & Month/Yr-End Close Menu ster Description File Menu Iger Account Master Menu rocessing Menu		
13 Special Fun 14 Vendor Mas 15 Source Mas	ctions Menu ter Menu ter Menu		
20 File Reorga	nization		
Master Userlist PAY FIG MONITOR MONITOR			13.04.00

Step	Action
2	Select 4 (F4 - Vendor Check Processing).

📒 PCG Dist=8991 Rel=14.02.01	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporting		CHOOP
FKey	Vendor Check Processing		
1 Print O 2 Select/ 3 Select/ 4 Print Se	een Payables Report Deselect Payables for Payment - Vendor/All Deselect Payables for Payment - Individual :lected Payables Report		
5 Check I	A enu		
7 Enter M 8 Void Ve 31 Print Pr 9 Print M	anual Check/Wire Transfer ndor Check/Wire Transfer eliminary Manual/Void Register anual/Void Register & Register of Payments		
<u>11</u> Check F <u>12</u> Wire Tr	Reconciliation Menu ansfer Reconciliation Menu		
14 Display	Add Active Checks to Master		
Master User _{list}			

Step	Action
3	Select 5 (F5 - Check Menu).

The following	aaraan	diaplayer	
The following	SCIECII	uispiays.	

PCG Dist=8991 Rel=19.	02.00 08/08/2019 PCG 003 SV C:\DEVSYS	C:\SECOND	WHITE -	\Box \times
	Financial Accountin	ng & Reporting		CH 05P
FKey	Vendor Check	k Menu		
The foll All item Check F which n	owing items must be processed in the s may be run only once with the exce Register, Register of Payments and Cl nay be run as many times as desired.	e order listed. ption of the aim Labels,		
1 Ext 4 Pri 5 Up	ract Selected Payables for Processing nt Vendor Checks date Budget Files with Check Informat	g ion		
<u>8</u> Fin 9 Pri	al Check Register & Register of Paym nt Claim Labels	ents		
12 Dis	play Check Monitor			
Master Userlist Priser Nords PAR N	ZEND			19.01.00
Action				
Select 12 (I bar to display	12 – Display Check Moni the Vendor Check Sequen	tor) or select ce Monitor.	(Vendor M	lonitor) on t

WONITOR UENDOR CHECK PROCESSING Sequence Monitor Extract Selected Payables Y Print Uendor Checks Y Update Budget Files w/Check Info Y Print Check Register & Register of Payments Y		PCG Dist=8991	l Rel=14.02.01	08/11/2014	PCW 001 5	V C:\DEVS\	/S C:\SECC	IND	WHITE		_ 8 ×
Sequence Monitor Extract Selected Payables Y Print Vendor Checks Y Update Budget Files w/Check Info Y Print Check Register & Register of Payments Y					VENDOR	СНЕСК Р	ROCESSIN	G		М	ONITOR
Extract Selected Payables Y Print Vendor Checks Y Update Budget Files w/Check Info Y Print Check Register & Register of Payments Y				Sec	quence Mor	nitor					
			Extract Print Ve Update B Print Ch	Selected F ndor Check udget File eck Regist	Payables KS IS W/Check Cer & Regi	k Info ister of	Payment	Y Y S Y			
	4										
		Action									
Action		After re Accoun	eviewing ting & Re	the mon	itor's se – <i>Vendo</i>	ttings, or Chec	select k Ment	F16	G (F16 - Ex	kit) to retu	irn to the

The following	screen	displays:
rue rono ming	bereen	anopiajo

PCG Dis	t=8991 Rel=19.02.00 08/0	8/2019 PCG 003 SV C:\DE	EVSYS C:\SECOND	WHITE	- 🗆 ×
		Financial Acco	unting & Repor	ting	CH 05P
	FKey	Vendor	Check Menu		
	The following iter All items may be Check Register, I which may be run	ns must be processed run only once with the Register of Payments a n as many times as de	in the order lister exception of the and Claim Labels, sired.	d.	
	1 Extract Select 4 Print Vendor 5 Update Budg	cted Payables for Proc Checks jet Files with Check Inf	essing ormation		
	8 Final Check 9 Print Claim L	Register & Register of abels	Payments		
	12 Display Che	ck Monitor			
Master User _{list}	Word The PAY VEND				19.01.00
F16 🕶 🛛 🖽	MONITOR MONITOR				_
A-ot	0.7				

6	Select FIG – Exit) to return to the Financial Accounting & Reporting - Vendor Check
	Processing Menu, or select (Master) to return to the Business Applications Master
	Menu.

Procedure B: Printing the Open Payables Report

PCG Dist=8991 Rel=14.02.00 0	7/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND Financial Accounting & Reportin	WHITE	LEX MASTER1
FKey	Master Menu	3	
1 Budget Ac 2 Purchase 3 Claim Pro 4 Vendor Ch	count Master Menu Order Processing Menu cessing Menu eck Processing Menu		
5 Revenue / 6 Accounts 7 Receipt P 8 Cash Man	Account Master Menu Receivable Processing Menu rocessing Menu agement & Investment Management Menu		
9 Financial 10 Account M 11 General L 12 Year End	Reporting & Month/Yr-End Close Menu laster Description File Menu edger Account Master Menu Processing Menu		
13 Special Fu 14 Vendor Ma 15 Source Ma	unctions Menu aster Menu aster Menu		
20 File Reorg	janization		
Master Userlist PAY VEND			13.04.00
p Action			
Select 4 (F4 -	Vendor Check Processing Menu).	

🔲 PCG Dist=8991 Rel=14.02.	00 07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Financial Accounting & Reporting	J	CHOOP
FKey	Vendor Check Processing		
1 Print 2 Selec 3 Selec 4 Print	Open Payables Report VDeselect Payables for Payment - Vendor/All VDeselect Payables for Payment - Individual Selected Payables Report		
<u>5</u> Checl	(Menu		
7 Enter 8 Void V 31 Print 9 Print	Manual Check/Wire Transfer /endor Check/Wire Transfer Preliminary Manual/Void Register Manual/Void Register & Register of Payments		
<u>11</u> Checl <u>12</u> Wire	Reconciliation Menu Transfer Reconciliation Menu		
14 Displ	ay/Add Active Checks to Master		
Master Userlist PAY			
Action			
Select 1 (F	l -Print Open Payables Report).		

P	PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 001	SV C:\DEVSYS	C:\SEC	OND	WHITE		×
	Print Open Payables Report							EXP 06 00		
		Enter Po	eriod End	ing: <u>31</u>	<u>32017</u> (M	MDDCCY	Y)			
		Please (enter the	Sort S	equence	-	(F = Fur (N = Nar (V = Ver (D = C1a	nd Sequence) me Sequence) ndor # Sequence) aim Date Sequence	e)	
		X to ex balance	clude cla account	ims wit 0422	h fund	X				
		Include	claims w	ith fun	ds:	<u>100</u> t	o <u>999</u>			
	Create	Payables I	Report to	Load i	n Excel?		⊙ No ⊖ Yes			
Ente or	Enter the export file path and name (e.g. C:\EXPORT\OpnPayCYMD.CSV) or F10 to Browse for File									
	C:\EXPORT\OpnPay20170313.CSU							_		
HUTE	NUTE. DIRECTORY MUST HIPEday EXIST									
	F1	ontinue, l	יזט to Br	owse,	FIG TO EXIT	F10			17.01.00)

Step	Action
3	Enter the date (MMDDCCYY) in the Enter Period Ending field. <i>PCGenesis defaults the entry to the current date</i> .
4	Enter F (Fund Sequence), N (Name Sequence), V (Vendor# Sequence) or D (Claim Date Sequence) in the Please enter the Sort Sequence field to define the manner in which the report will be sorted.
5	To exclude Fund Balance 0422 Claims: Enter X in the X to exclude claims with fund balance account 0422 field.
	To include Fund Balance 0422 Claims: Delete the X to exclude claims with fund balance account 0422 field's entry.
	PCGenesis defaults to 'X' to exclude the account's claims as claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.

Step	Action
6	To include only claims charged to specific funds: Enter the beginning and ending fund range in the Include claims with fund field.
	PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. If entering '600' through '625' for the fund range, only open payables with at least one charge line with a fund in the range of 600 to 625 would be included on the report.
7	Select the (Radio Button) to left of the appropriate response in the Create Payables 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'.
8	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
9	If creating an export file: Enter C:\EXPORT\OpnPayccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 to Browse for file) to locate the file manually.
10	Select (Enter) to continue.
	If the export filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.
	<i>"** Processing Request **" briefly displays. If no open payables exist, a warning message displays. PCGenesis will not generate a report in this instance.</i>

	PCG Dist=8991 Rel=14.02.00 07/07/2014 PCW 001 5V C:\DEV5Y5 C:\SECON Financial Accounting & Reno	D WHITE	
			0100
	FKey Vendor Check Processing		
	1 Print Open Payables Report		
	2 - Select/Deselect Payables for Payment - Vendor/All 3 Select/Deselect Payables for Payment - Individual		
	 4 Print Selected Payables Report 		
	5 Check Menu		
	7 Enter Manual Check/Wire Transfer		
	8 Void Vendor Check/Wire Transfer		
	31 Print Preliminary Manual/Void Register		
	Print Manualyvuu Register & Register of Payments		
	11 Check Reconciliation Menu		
	Wire Transfer Reconciliation Menu		
	14 Display/Add Active Checks to Master		
	Master Moritaria Master Master <thmaster< th=""> <thmaster< th=""> Master</thmaster<></thmaster<>		
Step	Action		
11	To print the report via the Uqueue Print Ma	anager: Select	Uqueu (Uqueu
	To print the report via Microsoft® Word: S	Select 🗾 (M	S WORD).
	Follow the instructions provided in the <i>Technic</i>	cal System Operc	tions Guide.
	Procedures Creating the Microsoft®-PCGond	esis OWORD Ma	cro for Repor
	aroute the macro pagagary to use the feature y	whore enpropriate	ere jor repor
	create the macro necessary to use the feature w	mere appropriate	•
12			
12	Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the <i>Find</i>	uncial Accounting	g & Reporting

or select Master (Master) to return to the Business Applications Master Menu.

B1. Open Payables Report (by Fund) – Example

The final page of the report lists the Grand total of all accounts. The report also lists individual vendor and fund totals throughout the report. The final page of the report gives the Balance Account Summary totals.

REPORT ID: MRPT-EXP0650-OPEN PERIOD END: 02/02/2018	OP	EN PAYABLES BY FUND AS OF 02/02/18		REPORT DATE:	PAGE: 25 02/02/2018 12:05
INVOICE SEQ# VEND-REF DAT	TE AMOUNT	EXPENDITURE ACCOUNT FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L	PO #	DESCRIPTION	BLNC
VENDOR #: 002129 VENDOR 002129 6296 394490 08/2	29/17 402.22	606-0-9600-3100-61000-0108-1-000000		STUFF D. SLATON/JCHS	0421
6325 389391 08/	08/17 2,370.39	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
6324 389392 08/	08/17 59.60	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
6317 391088 08/	15/17 3,394.37	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
6309 392744 08/2	22/17 22.49	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
6308 392745 08/2	22/17 3,591.80	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
6297 394489 08/2	29/17 2,281.04	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF R.SLATON/JCHS	0421
** VENDOR 002129 TOTAL	13,105.85				
VENDOR #: 003193 VENDOR 003193 4141 741716365 08/3	10/17 416.82	606-0-9600-3100-63000-0108-1-000000		STUFF	0421
4134 741716441 08/3	14/17 114.80	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
4133 741716569 08/3	17/17 184.03	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
4130 741716792 08/2	24/17 277.29	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
4129 741716672 08/2	21/17 276.96	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
4117 741716873 08/2	28/17 137.80	606-0-9600-3100-63000-0108-1-000000		R.SLATON/JCHS STUFF	0421
4116 741716989 08/3	31/17 439.39	606-0-9600-3100-63000-0108-1-000000		M.LAWRENCE/JCHS STUFF R.SLATON/JCHS	0421
** VENDOR 003193 TOTAL	1,847.09				
VENDOR #: 006010 VENDOR 006010 9996 6688200729 08/2	21/17 283.20	606-0-9600-3100-63000-0108-1-000000		STUFF R.SLATON/JCHS	0421
** VENDOR 006010 TOTAL	283.20				
** BLNC 0421 TOTAL	23,196.02				
** FUND 606-0 TOTAL	23,196.02				
** GRAND TOTAL	207,421.91				
REPORT ID: MRPT-EXP0650-OPEN PERIOD END: 02/02/2018	OPP	EN PAYABLES BY FUND AS OF 02/02/18		REPORT DATE:	PAGE: 28 02/02/2018 12:05
BLNC SUMMARY TO	DTALS				
** BLNC 0421 TOTAL ** BLNC 0477 TOTAL ** BLNC 0471 TOTAL ** BLNC 0472 TOTAL	192,286.26 3,537.83 3,378.13				
** BLNC 0475 TOTAL	2,534.30				
** BLNC 0473 TOTAL ** BLNC 0479 TOTAL	2,819.75 999.21				
** BLNC GRAND TOTAL	207,421.91				

Procedure C: Selecting/Deselecting Payables C1. Select/Deselect Payables for Payment – Vendor/All

C1.1. Select All Open Payables for Payment

🔲 PCG Dist=8991 Rel=14.02.	00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×				
	Financial Accounting & Reporting		MASTER1				
FKey 	Master Menu						
1 Budg 2 Purch 3 Claim 4 Vende	et Account Master Menu ase Order Processing Menu Processing Menu or Check Processing Menu						
5 Reve 6 Accou 7 Rece 8 Cash	nue Account Master Menu nts Receivable Processing Menu pt Processing Menu Management & Investment Management Menu						
9 Finan 10 Accou 11 Gene 12 Year	 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 						
13 Speci 14 Vend 15 Sourc	13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu						
<u>20</u> File F	eorganization						
Master Userlist PAY F16 US World Monitor Monitor			13.04.00				

Step	Action
1	Verify the previous vendor check run is complete.
	<u>NOTE</u> : Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message " <i>Prior check run cycle not complete – selection not allowed</i> " displays.
	<i>Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.</i>
2	Select 4 (F4 - Vendor Check Processing Menu).

S

E 1	PCG Dist=8991 Rel=14.02.00 0	7/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Financial Accounting & Reporting	g	CHOOP
	FKey	Vendor Check Processing		
	 1 Print One	Pavables Report		
	2 Select/De	select Payables for Payment - Vendor/All		
	3 Select/De	select Payables for Payment - Individual		
	4 Print Sele	cted Payables Report		
	5 Check Me	nu		
	7 Enter Mar	ual Check/Wire Transfer		
	8 Void Vend	or Check/Wire Transfer		
	31 Print Preli	minary Manual/Void Register		
	9 Print Man	ual/Void Register & Register of Payments		
	11 Check Ber	conciliation Menu		
	12 Wire Tran	sfer Reconciliation Menu		
	14 Display/A	dd Active Checks to Master		
Master	Userlist			1
F16 4				
	Action			
	Salaat 2 (E2	Soloot/Decoloct Devebles for Dev	mont Vand	or / A 11)
	Select (F2 -	Select Deselect Payables for Pay	ment – vendo	$\mathcal{M}/\mathcal{A}(\mathbf{I}).$
	<i>"Accumulating Se</i>	lected Claims" briefly displays.		

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:



Georgia Department of Education June 16, 2021 • 3:49 PM • Page 17 of 114 All Rights Reserved.

Step	Action
4	Before printing the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de- select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select Yes ('Yes') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting 'Yes' will reset the Vendor Check Sequence Monitor so that payables must be re-extracted. Select No ('No') to complete the existing check run as is.

St

		EXP0400
	PAYABLES SELECT/DE-SELECT PROCESS	
	Select ALL open payables for payment F1	
	X to exclude claims with fund balance account 0422 during SELECT ALL:	<u>x</u>
	De-select ALL previously selected F17	
	Select/de-select by vendor F12	
	Exit F16	
	Total Amount Selected: 1,586.70 Item Count: 2	
ENTER	Total Amount Selected: 1,586.70 Item Count: 2	1), 62, 66
	Total Amount Selected: 1,586.70 Item Count: 2 F1 F5 F7 F11 F12 F1 F17 F17 F1 F1 F1 F1	14.02.00
ENTER F16	Total Amount Selected: 1,586.70 Item Count: 2	14.02.00
	Total Amount Selected: 1,586.70 Item Count: 2 F1 F5 F7 F11 F12 - F17 I I I I I I Action I I I I I I	14.02.00
ENTER F16	Total Amount Selected: $1,586.70$ Item Count: 2 F1 F5 F7 F11 F12 F11 F17 F10 F2 F11 F12 F11 Action Select F1 (F1 - Select ALL open payables for payment)	14.02.00
	Total Amount Selected: 1,586.70 Item Count: 2 $F1$ $F5$ $F7$ $F11$ $F12$ $F12$ $F11$ $F12$ F	14.02.00
	Total Amount Selected: 1,586.70 Item Count: 2 $F1$ $F5$ $F7$ $F11$ $F12$ $F12$ $F11$ $F17$ I I I I I I I Action Select $F1$ $F1$ $F1$ $F1$ $F1$ $F1$ I	14.02.00 eld.

Ste

8

Processing Menu.

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	X
	PAYABLES SELECT/DE-SELECT PROCESS	
	Select ALL open payables for payment F1	
	X to exclude claims with fund balance account 0422 during SELECT ALL:	<u>×</u>
	De-select ALL previously selected F17	
	Select/de-select by vendor F12	
	Exit F16	
	Total Amount Selected: 347,447.62 Item Count: 123	
	™TE F1 F5 F7 F11 F12	14.02.00
	F17 F17	
<u>, </u>	Action	
	Record the Total Amount Selected and Item Count totals, or screen-	-print the
	Select/De-Select Process Menu, where appropriate.	
	PCGenesis displays *** No Open Payables *** where appropriate.	

Select **F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check*

🔲 PC	G Dist=8991	Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Financial Accounting & Report	ing	CHOOP
	FKe	Vendor Check Processing		
	1 2 3 4	- Print Open Payables Report Select/Deselect Payables for Payment - Vendor/All Select/Deselect Payables for Payment - Individual Print Selected Payables Report		
	_ 5	Check Menu		
	7 8 31 9	Enter Manual Check/Wire Transfer Void Vendor Check/Wire Transfer Print Preliminary Manual/Void Register Print Manual/Void Register & Register of Payments		
	11	Check Reconciliation Menu		
	_12] Wire Transfer Reconciliation Menu		
	14] Display/Add Active Checks to Master		
Master	^{User} list			
F16	05 105	MONITOR MONITOR		
	Action			
	Select	(F16 – Exit) to return to the <i>Financ</i>	ial Accounting	& Reporting Mas
	or selec	t <u>Master</u> (Master) to return to the <i>Busines</i> .	s Applications N	Aaster Menu.
	Proceed	to Procedure D. Printing the Selected Pa	yables Report.	

C1.2. De-Select All Previously Selected

	📕 PCG Dist=8991 Rel=1	4.02.00 07/09/2014 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Financial	. Accounting & Reporting		MASTER1
	FKey		Master Menu		
	1 E 2 F 3 C 4 V	Budget Account Master Ment Purchase Order Processing I Ilaim Processing Menu endor Check Processing Me	ı Menu enu		
	5 F 6 A 7 F 8 C	levenue Account Master Me accounts Receivable Proces leceipt Processing Menu lash Management & Investn	nu sing Menu nent Management Menu		
	9 F 10 A 11 C 12 Y	inancial Reporting & Month, .ccount Master Description f .eneral Ledger Account Mas .ear End Processing Menu	Yr-End Close Menu File Menu ter Menu		
	13 S 14 V 15 S	pecial Functions Menu iendor Master Menu iource Master Menu			
	<u>20</u> F	ile Reorganization			
	Master Userlist FIG US Wors MONITOR	VEND MONITOR			13.04.00
Step	Action				
1	Verify the p	revious vendor cheo	ck run is complete.		

No	<u>OTE</u> : Once the user has started to <u>print</u> vendor checks, the check cycle is locked down,
an	and the user cannot select or de-select any additional or different claims until the rest of the
ste	eps in the vendor check cycle have been completed. If the user attempts to select or de-
sel	elect claims after checks have started printing, the message " <i>Prior check run cycle not</i>
co	<i>complete – selection not allowed</i> " displays.

Refer to Procedure A:	Displaying the	Vendor	Check Sequence	Monitor for a	the instructions
where appropriate.					

Select **4** (**F4** - Vendor Check Processing Menu). 2

S

🔲 PO	G Dist=8991 Rel=14.02.00	07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Accounting & Reportin	g	CHOOP
	FKey	Vendor Check Processing		
	 1 Print One	n Pavables Renort		
	2 Select/De	select Payables for Payment - Vendor/All		
	3 Select/De	select Payables for Payment - Individual		
	4 Print Sele	cted Payables Report		
	5 Check Me	ะกม		
	7 Enter Ma	nual Check/Wire Transfer		
	8 Void Vend	lor Check/Wire Transfer		
	31 Print Prel	iminary Manual/Void Register		
	9 Print Man	ual/Void Register & Register of Payments		
	11 Check Be	conciliation Menu		
	12 Wire Trar	sfer Reconciliation Menu		
	_14 Display/A	dd Active Checks to Master		
Master	^{User} list			
F16				
			·	
	Action			
	Select 2 (F2 -	Select/Deselect Payables for Pay	ment – Vendo	$\sigma r/A11$
		beleen Descreet 1 ayabies for 1 ay		<i></i>
	"Accumulating Se	elected Claims" briefly displays.		

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:



Georgia Department of Education June 16, 2021 • 3:49 PM • Page 22 of 114 All Rights Reserved.

Step	Action
4	Before printing the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de- select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select Yes ('Yes') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting 'Yes' will reset the Vendor Check Sequence Monitor so that payables must be re-extracted. Select No ('No') to complete the existing check run as is.

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	PAYABLES SELECT/DE-SELECT PROCESS	EXP 0400
	Select ALL open payables for payment F1	
	X to exclude claims with fund balance account 0422 during SELECT ALL:	X
	De-select ALL previously selected F17	
	Select/de-select by vendor F12	
	Exit F16	
	Total Amount Selected: 347,447.62 Item Count: 123	
ENTER	F1 F5 F7 F7 F1 F12	14.02.00
	F1 F5 F7 F11 F12 F17 F17 F17 F17 F17	14.02.00
	F1 F5 F7 F11 F12 F17 Image: Second seco	14.02.00
FIE	F1 F5 F7 F11 F12 a F17 a a a a Action Select F17 (F17 – De-select ALL previously selected).	14.02.00

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×	
	PAYABLES SELECT/DE-SELECT PROCESS	EXP 0400	
	Select ALL open payables for payment F1		
	X to exclude claims with fund balance account 0422 during SELECT ALL:	X	
	De-select ALL previously selected F17		
	Select/de-select by vendor F12		
	Exit F16		
	Total Amount Selected: Item Count:		
ENTE	2 F1 F1 F5 F7 F7 F7 F11 F12	14.02.00	
F16	F17 F17 <th f17<="" th="" th<=""><th></th></th>	<th></th>	
tep	Action		
7	Note that the Total Amount Selected and Item Count totals have been	reset to ze	
,		105011020	
	PCGenesis aisplays *** No Open Payables *** where appropriate.		
8	Select F16 - Exit) to return to the <i>Financial Accounting & Report</i>	ting – Vend	
	Processing Menu.	~	

Sí

📕 PCG Dist=89	991 Rel=14	.02.00 07/09/2014 P	CW 001 5V C:	\DEVSYS C	SECOND	WHITE		_ 8 ×
		Fin	ancial Acco	ounting &	Reportin	9	CHO)0P
F	Key 		Vendor Che	eck Proce	ssing			
	1 Pr	int Open Payables F	Report					
	2 Se	lect/Deselect Payal	oles for Payn	nent - Vend	or/All			
	3 Se	lect/Deselect Payal	oles for Payn	nent - Indiv	idual			
-	4 Pr	int Selected Payable	es Report					
	5 Ch	ieck Menu						
	7 En	ter Manual Check/V	vire Transfer					
1	8 Vo	id Vendor Check/Wi	re Transfer					
	31 Pr	int Preliminary Man	ual/Void Reg	ister				
-	<u>9</u> Pr	int Manual/Void Reg	jister & Regis	ster of Pay	ments			
	11 Ch	eck Reconciliation	Menu					
	12 W	ire Transfer Reconc	iliation Menu	I				
	14 D:							
-	14 DI	spray/Add Active Un	ECKS TO MAST	er				
Master ^{User} list								
F16 🗭 🖽		MONITOR						
Actio	n							
					-			
Select	F16	I(F16 - Exit)	to return	to the	Financia	al Accountin	g & Reporti	ng Masi
or sal	act Mast	(Mastor) +	o roturn t	o the P	usinoss	Application	Master Me	1011
or sere		(wraster) t		o the D	usiness 1	пррисанону	widster Me	nu.

C1.3 Select/Deselect a Specific Vendor's Payables

	PCG Dist=8991 Rel=14.02.00	07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Financial Accounting & Reporting		MASTER1
	FKeu	Master Menu		
	1 Budget A	count Master Menu		
	2 Purchase	Order Processing Menu		
	3 Claim Pro	cessing Menu		
	4 Vendor Cl	neck Processing Menu		
	E Davis	A		
	5 Revenue	Account Master Menu		
	7 Receipt P	receivable Flucessing Menu		
	8 Cash Mai	nocessing menu		
		agement a mrestment management mena		
	9 Financial	Reporting & Month/Yr-End Close Menu		
	10 Account M	laster Description File Menu		
	11 General L	edger Account Master Menu		
	12 Year End	Processing Menu		
	13 Special F	unctions Menu		
	14 Vendor M	aster Menu		
	<u>15</u> Source M	aster Menu		
	20 File Deor	anization		
		Janization		
Mast	User _{11:1}			13.04.00
F16				
	Action			
	Acuon			
1	Varify the proview	a vandar abaalt run is somelate		
L	verify the previou	s venuor check run is complete.		

NOTE : Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message " <i>Prior check run cycle not complete – selection not allowed</i> " displays.

Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.

2 Select 4 (F4 - Vendor Check Processing Menu).

Step

S

🔲 F	PCG Dist=8991 Rel=14.02.00 0	7/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Financial Accounting & Reporting	9	CHOOP
	FKey	Vendor Check Processing		
		Develop Deport		
	2 Select/De	select Pavables for Pavment - Vendor/All		
	3 Select/De	select Payables for Payment - Individual		
	4 Print Sele	cted Payables Report		
	5 Check Me	nu		
	7 Enter Man	ual Check/Wire Transfer		
	8 Void Vend	or Check/Wire Transfer		
	31 Print Preli	minary Manual/Void Register		
	9 Print Man	ual/Void Register & Register of Payments		
	11 Check Ber	conciliation Menu		
	12 Wire Tran	sfer Beconciliation Menu		
	_14 Display/A	dd Active Checks to Master		
Master	User _{list}			
F16				
			II	
	Action			
	C.1			
	Select (F2 -	Select/Deselect Payables for Paya	ment - Vendo	or/All).
	"*** Accumulatin	a Selected Claims ***" briefly d	isplays	

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:



Georgia Department of Education June 16, 2021 • 3:49 PM • Page 27 of 114 All Rights Reserved.

Step	Action
4	Before printing the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de- select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select \underline{Yes} (' <i>Yes</i> ') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting ' <i>Yes</i> ' will reset the <i>Vendor Check Sequence Monitor</i> so that payables must be re-extracted. Select \underline{No} (' <i>No</i> ') to complete the existing check run as is.

S

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	PAYABLES SELECT/DE-SELECT PROCESS	LAT 0400
	Select ALL open payables for payment F1	
	X to exclude claims with fund balance account 0422 during SELECT ALL:	<u>×</u>
	De-select ALL previously selected F17	
	Select/de-select by vendor F12	
	Exit F16	
	Total Amount Selected: Item Count:	
	F1 F5 F7 F11 F12	14.02.00
F16	F17 F17	
	Action	
5	Select F12 (F12 - Select/de-select by vendor).	

	PCG Dist=899	91 Rel=14.	.02.00 07/	/09/2014 P	PCW 001	SV C:\DEVS	YS C:\SE	COND	v	WHITE			_ 8 ×
	landau			Financ Sel	ial Ac ect/de	counting -select	& Repo by vend	rting or				I	XP 0400
Ů	endor:	Total	L Amount	Selecte	d:		Item	Count:					
		ENTER	to Cont	inue Pro	cessin	g F16 t) Exit						
	F 1		F5	i	F7		F1	1 F12				-	4.02.00
F16	F17												
	Action												
-													
	Enter o	or selec	et the d	lrop-do	wn se	election	icon	🗾 wit	thin t	he V	endo	or field t	o choose
	vendor	s into	rmatio	n from	the <i>F</i>	CG Se	lect Va	<i>ilue</i> di	alog	box.			
	1												

🔲 PCG Dist=8991 Re	l=14.02.00 07/09/2014 P	CW 001 SV C:\DEVSYS	5 C:\SECOND	WHITE		_ 8 >
	Financ	ial Accounting &	Reporting			EXP 0400
Vendor: 16	CHI-CERT	ect/ue-select by	venuur			
T	otal Amount Selecte	d:	Item Count	•		
Sel Vend #-Seq	Claim Description	n	Date	Amount	PO#	
000010-044	4 HEALTH INS		1/30/2014	76.10	000000	
000010-044	5 STUFF		12/19/2013	147837.00-	000000	
000010-044	7 STUFF		12/19/2013	8.89-	000000	
000010-044	8 STUFF		12/19/2013	108.02-	000000	
	9 STUFF		12/19/2013	147.30-	000000	
			12/19/2013	279.44	000000	
	1 SIUFF		12/19/2013	354.86-	000000	
	2 310FF		12/19/2013	9.82	000000	
			12/19/2013	3/3.43	000000	
	4 STUFF		12/19/2013	10.10	000000	
	5 STUFF & STUFF		12/19/2013	140.89	000000	
	0 STUFF 7 STUFF		12/19/2010	207.24	000000	
	0 STHEE		12/19/2013	75.21	000000	
			12/19/2013	00.10	000000	
000010-040	A STUFF		12/19/2013	532 70	000000	
000010-047	1 STILFF		12/10/2013	832 46	000000	
000010-047	2 STILEE		12/10/2013	260 02	000000	
600010-047	3 STUFF		12/19/2013	975.72	000000	
000010-047	4 STIIFF		12/19/2013	371.44	000000	
** To coloct or	de-celect an item	click in the ch	ock how of i	the corrector	ding itom	<u>x x</u>
and to beleve of	de beleve un reen,	orres in the on	con box or	che correspoi	ding reem	
F1=First	, F5=Next, F11=Se	lect ALL, F12=D	eselect ALL			
	ENIER / F16=Select	t another vendor				41. 00. 00
••••••••••••••••••••••••••••••••••••••	F5	F7	F11 F12			14.02.00
€ F17						
10 ·						
Action						
To select of	or de-select an ite	em, click in th	e check bo	ox of the co	orrespond	ling item.
					L	C
To select	a navahle/navah	oles: Verify	displays	in the chec	k hox to	the left of
I U BUICL	" pujubici paja		anspinys			
To docal-	at a maryabla/	ables. Verif	. 	deas NOT		
10 aesele	ci a payabie/pay	ables: verify	y inat a 💌	uoes <u>INOT</u>	_ appear 1	n the check

(F11 - Select ALL) to select ALL claims for this specific vendor at the same time.

(F12 - Deselect ALL) to deselect ALL claims for this specific vendor at the same

For **a specific vendor**, the following screen displays:

left of the record (\Box).

Use F11

Use F12

time.

Step	Action
10	To display additional claims for a specific vendor, the following navigation functions are available:
	F1 (F1 - First) – Navigates the user to the first screen of claims for the vendor.
	F5 (F5 - Next) – Navigates the user to the next screen of claims for the vendor.
	F7 (F7 – Previous) – Navigates the user to the previous screen of claims for the vendor.
	The system can navigate only <u>one</u> previous screen before the user must return to the first screen of data by using $\mathbf{F1}$ (F1 - First).
	If no claims exist for the vendor, PCGenesis displays "End of records for the vendor" where appropriate.

Once claims are selected, the following screen displays:

🔲 PC	G Dist=8991	Rel=1	4.02.00 (7/09	/2014 PCW	001 S¥	C:\DEVS	YS C	SECO	ND .	WHITE		_ & ×
					Financial	Acco	unting	& Re	porti	ng			EXP 0400
Select/de-select by vendor													
ve	Venuor: 10 GHI-GEKI Total Amount Selected: 682-34 Item Count: 5												
		TULA	IT HINUU	it s	erecteu:		082.34	+ 10	em cu	unt:	5		
Sel	Vend #-	Seq	Claim)esc	ription				Date		Amount	P0#	
	000010-	0444	HEALTH	INS				17	30/20	14	76.10	000000	
	000010-	0445	STUFF					12/	19/20	13	147837.00-	000000	
	000010-	0447	STUFF					12/	19/20	13	8.89-	000000	
	000010-	0448	STUFF					12/	19/20	13	108.02-	000000	
	000010-	0449	STUFF					12/	19/20	13	147.30-	000000	
	000010-	045 0	STUFF					12/	19/20	13	279.44	000000	
	000010-	0451	STUFF					12/	19/20	13	354.86-	000000	
V	000010-	0452	STUFF					12/	19/20	13	9.82	000000	
V	000010-	0453	STUFF					12/	19/20	13	373.43	000000	
V	000010-	0464	STUFF					12/	19/20	13	76.10	000000	
\checkmark	000010-	0465	STUFF					12/	19/20	13	146.89	000000	
	000010-	0466	STUFF					12/	19/20	13	237.24	000000	
	000010-	0467	STUFF					12/	19/20	13	75.21	000000	
	000010-	0468	STUFF					12/	19/20	13	76.10	000000	
	000010-	0469	STUFF					12/	19/20	13	99.16	000000	
	000010-	047 0	STUFF					12/	19/20	13	532.70	000000	
	000010-	0471	STUFF					12/	19/20	13	832.46	000000	
	000010-	0472	STUFF					12/	19/20	13	260.02	000000	
	000010-	0473	STUFF					12/	19/20	13	975.72	000000	
	000010-	0474	STUFF					12/	19/20	13	371.44	000000	
**	To select	or de	e-select	t an	item, cl	ick i	n the c	heck	box	of th	ne correspo	nding ite	M. **
RECO	RD SELECT	ION CO	OMPLETE										
	F1=Fi	rst,	F5=Nex	t,	F11=Selec	t ALL	, F12=	Dese	lect	ALL			
		L E	NIER /	F16	=Select a	nothe	r vendo	r					41. 00. 00
- William	F1			F5	F7				F11	F12			14.02.00
F16	F17												
	Action												

Step	Action
11	Note that the Total Amount Selected and Item Count fields represent the grand total of all claims selected for the batch. These totals may reflect items selected for other vendors in addition to the items selected for the specific vendor displayed on the screen.
12	When finished selecting claims: Select either (Enter) or FIG - Select another vendor) to return to the vendor selection screen.

	PCG Dist	=8991	Rel=14.0	02.00 07/	09/2014	PCW 0	01 SV	C:\DEVS	YS C:\9	ECOND		WHITE			_	BX
					Finar Se	ncial elect/	Accou de-se	nting lect t	& Repo vy veno	orting Ior					EXP040	0
	Vendor:	<u>10</u>	GI Total	HI-CERT Amount	Select	ted:		682.34	Iter	n Count:		5				
RE	ECORD SE	LECTI	ON COM Enter	PLETE to Cont:	inue Pr	rocess	ing	F16 to	Exit							
ENTE	🖌 F1			F5		F7			F	11 F12					14.02.	00
F16	두 F17															
	Act	ion														
_				. ~ .		~										
3	Ver	ify '	Reco	rd Sele	ection	Con	nplei	te" di	isplay	vs, and	repe	eat St	eps 6	-12	for the	next
	Rep	eat S	Steps (6 – 12	for e	ach v	ende	or.								
4	Sele	ect F	.16	(F16)	to ret	urn f	o the	e Pav	ables	Select	t/De·	Sele	ct Pro	ocess	Menu.	

🔲 PCG Dist=89	91 Rel=14.02.00 07/09/2014 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×						
	PAVARI ES SEI E	0T/DE-SELECT PROCESS		EXP 0400						
		UT/DE SELECT TRUCESS								
	Select ALL open payables f	or payment F1								
X to exclude claims with fund balance account 0422 during SELECT ALL: \underline{X}										
De-select ALL previously selected F17										
	Select/de-select by vendor	F1:	2							
Exit F16										
	Total Amount Selected:	682.34 Item (Count: 5							
				14 62 66						
F15	F0 F7			14.02.00						
Actio	n									
5 Screen	n-print the <i>Payables Selec</i>	t/De-Select Process	s Menu, and select	FIE (F16						
Comp	are the screen's results to	the Selected Parah	las Ranart produc	od in Proced						
S

🔲 PCG D	ist=8991 Rel=14.02	.00 07/09/2014 PCW 00	D1 SV C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
		Financi	al Accounting	& Reporting		CHOOP
	FKey	Ven	dor Check Pro	cessing		
	 1 Print	Onen Pavahles Benni	rt -			
	2 Selec	t/Deselect Payables f	or Payment - Ve	ndor/All		
	3 Selec	t/Deselect Payables f	or Payment - Ind	ividual		
	4 Print	Selected Payables Re	eport			
	<u>5</u> Chec	k Menu				
	7 Enter	Manual Check/Wire T	ransfer			
	8 Void '	Vendor Check/Wire Tr	ansfer			
	31 Print	Preliminary Manual/V	oid Register			
	<u>9</u> Print	Manual/Void Register	& Register of Pa	iyments		
	11 Chec	k Deconciliation Menu				
	12 Wire	Transfer Beconciliatio	n Menu			
	14 Displ	ay/Add Active Checks	to Master			
Master ^{User}	list					
F16 🗭 🕮	Word A MONITOR WEI	ND TOR				
· · ·						
A	ction					
Se	elect $\mathbf{F1} \leftarrow \mathbf{C}$	F16 –Exit) to re <i>Procedure D</i>	eturn to the	Financial A Selected F	Accounting of Pavables Rep	& Reporting Mas
		Troccurre D.	i i interne inte		ajaones nep	0,,,

C2. Select/Deselect Payables for Payment – Individual Vendor

C2.1. Select/Deselect Payables for Payment - Individual Vendor

	PCG Dist=8991 Rel=14.02.00 (07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND Financial Accounting & Reporting	WHITE	×						
	FKey	Master Menu								
	1 Budget A 2 Purchase 3 Claim Pro 4 Vendor Cl	ccount Master Menu Order Processing Menu cessing Menu neck Processing Menu								
	5 Revenue 6 Accounts 7 Receipt P 8 Cash Mar	Account Master Menu Receivable Processing Menu rocessing Menu ragement & Investment Management Menu								
	 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu 									
	13 Special F 14 Vendor M 15 Source M	unctions Menu aster Menu aster Menu								
	20 File Reor	ganization								
Maste F16	er Userlist PAY VEND DUS Worß PAY VEND MONITOR		13.04.00							
	Action									
1	Verify the previou	s vendor check run is complete.								

<u>NOTE</u>: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check run cycle not complete – selection not allowed*" displays.

Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.

2 Select 4 (F4 - Vendor Check Processing Menu).

Step

S

🔲 РСС	Dist=8991 Rel=14.02.00 0	/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Financial Accounting & Reporting	J	CHOOP
	FKey 	Vendor Check Processing		
	_1 Print Open	Payables Report		
	2 Select/Des	elect Payables for Payment - Vendor/All		
	3 Select/Des	elect Payables for Payment - Individual		
	_4 Print Selec	ted Payables Report		
	5 Check Mer	u		
	7 Enter Man	ıal Check∤Wire Transfer		
	8 Void Vendo	r Check/Wire Transfer		
	31 Print Prelir	ninary Manual/Void Register		
	9 Print Manu	al/Void Register & Register of Payments		
	11 Check Bec	nnciliation Menu		
	12 Wire Trans	fer Reconciliation Menu		
	14 Display/Ad	d Active Checks to Master		
Master	Jser _{list}			
1	Action			
	Select 3 (F3 - 9	Select/Deselect Payables for Paya	ment – Individ	ual)
,				uu1).
	"** Processing Re	auest **" briefly displays.		

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:



Georgia Department of Education June 16, 2021 • 3:49 PM • Page 36 of 114 All Rights Reserved.

Step	Action
4	Before printing the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de- select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select \underline{Yes} ('Yes') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting 'Yes' will reset the Vendor Check Sequence Monitor so that payables must be re-extracted. Select \underline{No} ('No') to complete the existing check run as is.

S

	PCG	Dist=	8991	Rel=1	4.02.00	07/09	/2014	PCW OO	01 SV C:\D	EVSYS (:\SECOND		WHITE				_ 8 ×	
						Dis	Financ play/	cial A Update	Accounti e Open/S	.ng & Ri Selecter	eportin 1 Payab	g les				EXP	0300	
E (Ente (Cla	r 'ä ims	{'t(for) exc fund	lude (acco(:laims unt ba	; with lance	fund 0422	balance WILL be	accou displa	nt 0422 ayed if	durin they	ig select are alre	tion eady	process selecte	: <u>X</u> d.)		
							_											
	-1			ENTE	i to (Contin	ue Pro	ocessi	ing F16	to Ex:	it ,							
	?	-1				F5		F7			F11	F12			_	14.	02.00	
	Λ	oti																
	A	CU	on															
	T	ο <u>ε</u>	on xcl	<u>ude</u>	clair	ns w	rith fu	und	balan	ce acc	ount	0422	: Ente	r X :	in the	field.		
	T N di	o <u>e</u> ote	on excl e: C laye	<mark>ude</mark> Clain 2d re	claiı 1s wl gara	ns w hich !less	r ith f u have of the	und alre e Ex	balan ady be clude	ce acc en sel settin _t	count lected	0422 for fi his sc	: Ente und acc reen.	r X i coun	in the at bala	field. ince ()422 <u>wi</u>	<u>ll</u> be
	T N di S	'o <u>e</u> Iote isp	on excl e: C laye ct	ude Clain 2d re	clain 15 Wi gara	ns w hich lless nter)	r ith f u have of the to co	und alre e Ex ontin	balan ady be clude uue.	ce acc een sel setting	count lected g on th	0422 for fi his sc	: Ente und acc reen.	r X :	in the	field. Ince ()422 <u>wi</u>	<u>ll</u> be

PCG Dist=8991 Rel=21.01.00 03/19/2021 PCG 002 SV C:\SQLSYS C:\SECOND WHITE	– 🗆 X										
Financial Accounting & Reporting	EXP 03 00										
Display/Update Open/Selected Payables											
Enter 'X' to exclude claims with fund balance account 0422 during selection process: X											
(Claims for fund account balance 0422 WILL be displayed if they are already sel	ected.)										
Sel Vend #-Sen Vendor Date Amount PO#	Blnc										
□ 888812-8626 UENDOR 888812 2/26/2821 1288-88 88886	IA 421										
000012-8627 UENDOR 000012 2/26/2021 1900-00 00000	0 479										
□ 000012-8628 UENDOR 000012 2/26/2021 1123.00 00000	0 476										
□ 888812-8629 UENDOR 888812 2/12/2821 25.88 88886	IA 479										
□ 000012-8630 UENDOR 000012 2/12/2021 35.58 00000	0 476										
000016-3305 GHI-CERT 3/31/2021 25.00 00000	0 421										
□ 000016-3306 GHI-CERT 3/31/2021 945.00 00000	0 475										
000016-3307 GHI-CERT 3/31/2021 76.58 00000	0 475										
□ 000016-3309 GHI-CERT 2/26/2021 945.00 00000	0 475										
□ 000016-3310 GHI-CERT 2/26/2021 7560.00 00000	0 475										
□ 000016-3311 GHI-CERT 2/26/2021 8505.00 00000	0 475										
□ 000016-3312 GHI-CERT 2/26/2021 112455.00 00000	0 475										
□ 000016-3313 GHI-CERT 2/26/2021 945.00 00000	0 475										
□ 000016-3314 GHI-CERT 2/26/2021 42525.00 00000	0 475										
□ 000016-3315 GHI-CERT 2/26/2021 48909.69 00000	0 475										
□ 000017-1949 GHI-NON-CERT 2/26/2021 .41 00000	0 421										
000017-1955 GHI-NON-CERT 2/26/2021 224.73- 00000	0 421										
□ 000017-1956 GHI-NON-CERT 2/26/2021 107.90 00000	0 421										
□ 000017-1957 GHI-NON-CERT 2/26/2021 143.02 00000	0 421										
□ 000017-1958 GHI-NON-CERT 2/26/2021 143.02 00000	0 421										
1 - 20 of 148 Items Total Amount Selected: .01 Items	: 1										
** To select or de-select an item, click in the check box of the corresponding i	tem. **										
F5=Next, F16=Exit											
F11=Select all items on page, F12=Deselect all items on page											
ENTER F1 F5 F7 F11 F12	21.01.00										

The selection screen display depends upon prior open payable selections or the lack thereof.

Step	Action
8	To select or de-select an item, click in the check box of the corresponding item. Use F11 (F11 - Select all items on page) to select ALL claims on this one page at the same time. Use F12 (F12 - Deselect all items on page) to deselect ALL claims on this one page at the same time.
	To select a payable/payables: Verify I displays in the check box to the left of the record.
	To deselect a payable/payables: Verify that a \blacksquare does <u>NOT</u> appear in the check box to the left of the record (\square).
	In order to display additional claims, the following navigation functions are available:
	F1 (F1 - First) – Navigates the user to the first screen of claims.
	F5 (F5 - Next) – Navigates the user to the next screen of claims.
	F7 (F7 – Previous) – Navigates the user to the previous screen of claims.
	If no claims exist for the vendor, PCGenesis displays "End of File Reached" where appropriate.

		Le be disployed i		, DON	
261 A60064 0044 ACM	00r DDD 000004	9.04 (20	HMOUNT	PU# BINC	
	DOR 000001	2/20/20	21 224.73	000000 421	
	DON 000001	2/20/20	21 212.00	000000 421	
	DOR 000001	2/20/20	21 224.73	000000 421	
□ 000001-7042 VEN	DOR 000001	11/30/20	20 27.37	000000 421	
□ 000001 7045 VEN	DOR 000001	11/30/20	20 27.37	000000 421	
	INCOME TAX	3/31/20	27.07	888888 472	
✓ 000000 7004 UR	DOR 000012	2/26/20	2101	6666666 421	
▼ 888812-8626 UEN	DOR AGAG12	2/20/20	21 1200.00	000000 421	
✓ AAAA12-8627 UFN	DOR AGAA12	2/26/20	21 1988.88	000000 479	
✓ 000012-8628 UEN	DOR 000012	2/26/20	21 1123.00	000000 476	
▼ 000012-8629 UFN	DOR 000012	2/12/20	21 25.00	000000 479	
▼ 000012-8630 UEN	DOR 000012	2/12/20	21 35.58	000000 476	
000016-3305 GHI	-CERT	3/31/20	21 25.00	000000 421	
000016-3306 GHI	-CERT	3/31/20	21 945.00	000000 475	
000016-3307 GHI	-CERT	3/31/20	21 76.58	000000 475	
000016-3309 GHI	-CERT	2/26/20	21 945.00	000000 475	
🗖 000016-3310 GHI	-CERT	2/26/20	21 7560.00	000000 475	
🔲 000016-3311 GHI	-CERT	2/26/20	21 8505.00	000000 475	
🔲 000016-3312 GHI	-CERT	2/26/20	21 112455.00	000000 475	
1– 20 of 148	Items Tota	1 Amount Selected	: 4,283.59	Items: 6	
** To select or de-se	lect an item, click	in the check box	of the correspon	ding item. **	
ECORD SELECTION COMPL	ETE				
	F5=Next,	F16=Exit			
F11=Select all	1 items on page, F1	2=Deselect all it	ems on page	0.4.04	00
V F1	F5 F7	F11	F12	21.01	. 00
Action					
	E5 (777)	A		7 7 7 1 1	
Continue to sele	ect (F5 - N	ext) until "Enc	l of File Reach	<i>ied</i> displays, a	and
	· 1 1 1. 1 .	, 	- 1	1	•
- 1	ea items ny clicki	ing in the check	c box next to t	ne correspondi	ng 1
select any desire	cu nemis by cheki				-
select any desire	ed items by cheki			-	
select any desire					
select any desire	Selection Compl	ete" displays,	and select FI	– (F16 - Exit)) to
select any desire Verify <i>"Record</i>	Selection Compl	ete" displays,	and select FI	F16 - Exit)) to

		Rel=14.02.01	08/11/2014 Eina	PCW 001 SV	/ C:\DEVSYS	C:\SECOND	WHITE	
			Display,	/Update Op	en/Selecte	d Payables		LAI 0000
E	nter 'X' t Claims for	o exclude o fund accou	laims with Int balance	h fund bal e 0422 WIL	ance accou L be displ	nt 0422 duri aved if theu	ing selection proce J are already selec	ess: <u>X</u> cted.)
					•		, <u>,</u>	·
REC	ORD SELECT	ION COMPLET	E					
REC	ORD SELECT	ION COMPLET Enter to (E Continue Pr	rocessing	F16 to Ex	it		
REC	ORD SELECT	ION COMPLET ENTER to (E Continue Pi F5	rocessing F7	F16 to Ex	it F11 F12		14.03.00
	ORD SELECT	ION COMPLET ENTER to (E Continue Pr	F7	F16 to Ex	it F11 F12		14.03.00
	ORD SELECT	ION COMPLET ENTER to (E continue Pr	F7	F16 to Ex	it F11 F12		14.03.00
	ORD SELECT	ION COMPLET ENTER to (FE Continue Pr	F7	F16 to Ex	it F11 F12		14.03.00
	ORD SELECT		E Continue Pr F5 Selection	rocessing	F16 to Ex	it F11 F12		14.03.00 16 - Exit) to ret

	PCG Dist=8991 Rel=14.	02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Accounting & Report	ing	CHOOP
	FKey	Vendor Check Processing		
	1 Pri	nt Open Pavables Report		
	2 Se	ect/Deselect Payables for Payment - Vendor/All		
	<u>3</u> Se	ect/Deselect Payables for Payment - Individual		
	4 Pri	nt Selected Payables Report		
	<u>5</u> Ch	eck Menu		
	7 Ent	er Manual Check/Wire Transfer		
	8 Voi	d Vendor Check/Wire Transfer		
	31 Pri	nt Preliminary Manual/Void Register		
	<u>9</u> Pri	nt Manual/Void Register & Register of Payments		
	11 01			
	12 Uhi	eck Reconciliation Menu		
	12 111			
	14 Dis	play/Add Active Checks to Master		
Mart.	u User,			
	er List Divezz Wordzz PAY N	/FND		
F16				
)	Action			
l	Select FIE	(F16 Exit) to return to the <i>Finance</i>	ial Accounting &	Reporting Mast
		$(\mathbf{F} \mathbf{I} 0 - \mathbf{L} \mathbf{X} \mathbf{I})$ to return to the <i>F</i> mane		Keponing Musi
	and continue	to Procedure D. Printing the Selecte	ed Payables Repo	ort.
	1			

Procedure D: Printing the Selected Payables Report

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 002 SY C:\DEVSYS C:\SECOND Financial Accounting & Reporting	WHITE	HASTER1
	FKey Master Menu		
	 Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu Vendor Check Processing Menu 		
	5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu		
	9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu		
	13Special Functions Menu14Vendor Master Menu15Source Master Menu		
	20 File Reorganization		
	Master Useriat PAT Master Image: Contract of the state o		13.04.00
р	Action		
1	Select 4 (F4 - Vendor Check Processing Menu)		

The following screen displays:

🔲 PCG Dist=8991 Rel	-14.02.00 07/09/2014 PCW 002	SV C:\DEVSYS C:\	SECOND	WHITE							
	Financial	Accounting &	Reporting		CHOOP						
FKey	Vendo	or Check Proces	sing								
1 2 3 4	Print Open Payables Report Select/Deselect Payables for Select/Deselect Payables for Print Selected Payables Rep	r Payment - Vendo r Payment - Individ ort	r/All Jual								
5	Check Menu										
7 8 31 9	 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 31 Print Preliminary Manual/Void Register 9 Print Manual/Void Register & Register of Payments 										
<u>11</u> 12	Check Reconciliation Menu Wire Transfer Reconciliation	Menu									
14	Display/Add Active Checks to	Master									
Master User _{List}											
F16 - 11 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Y VEND OR MONITOR										

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 43 of 114 All Rights Reserved.

Step	Action
2	Select 4 (F4 - Print Selected Payables Report).

	Print Selected Payab	les Report	EX5.00 0.0
Το	lay's Date: 3/13/2017 (MM	DDCCYY)	
Please ent	ter the Sort Sequence	(F = Fund Sequence) (N = Name Sequence) (V = Vendor # Sequence) (D = Claim Date Sequence)	
X to exclu balance ad	ude claims with fund ccount 0422	X	
Include c]	Laims with funds:	<u>100</u> to <u>999</u>	
Create Payables Rep	port to Load in Excel?	⊙ No ○ Yes	
atow the evenewt [ile sat!	n and name (e.g. C:\EXPORT	\OpnPayCYMD.CSV)	
EXPORT OppPay20170313.(TE: DIRECTORY Must Alre ENTER to continue, F10 F1	2SU 2ady Exist 8 to Browse, F16 to Exit	10	17.01.00
ENTER to continue, F11	2SU Pady Exist 8 to Browse, F16 to Exit	10	17.01.00
EFF the Export File path r F10 to Browse for I \EXPORT\OpnPay20170313.(TE: DIRECTORY Must Alree ENTER to continue, F11 F1 Action	2SU Pady Exist 3 to Browse, F16 to Exit		17.01.00

4	To exclude Fund Balance 0422 Claims: Enter X in the X to exclude claims with fund balance account 0422 field.
	To include Fund Balance 0422 Claims: Delete the X to exclude claims with fund balance account 0422 field's entry.
	PCGenesis defaults to 'X' to exclude the account's claims as claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.
5	To include only claims charged to specific funds: Enter the beginning and ending fund range.
	PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. For example, when entering '600' through '625' as the fund range, only open payables with at least one charge line with a fund in the range of 600 - 625 would be included

on the report.

Step

Step	Action
6	Select the (Radio Button) to left of the appropriate response in the Create Payables 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\OpnPayccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 to Browse for file) to locate the file manually.
9	Select (Enter) to continue. If the export filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 6 to enter the correct information. "** Processing Request **" and "Creating Report for Selected Claims" briefly display.

	PCG Dist=8993	l Rel <u>=1</u>	4.02.0 <u>0</u>	07/09	/201 <u>4</u>	PCW_0	02 5 <u>V</u>	C:\DEV	5YS <u>C</u>	:\SECON	D	V	VHITE		_ 8 >	4
					Fi	nanci	al Ac	count	ing &	Repo	rting	1			CHOOP	
	FKe	y.				Ven	dor C	heck	Proce	ssing						
	1 2 3 4	P S S P	rint Op elect/E elect/E rint Se	en Pay)esele)esele lected	yables ct Pay ct Pay Payal	s Repo ables ables bles R	rt for Pay for Pay eport	yment yment	- Vend - Indiv	or/All idual						
	5	C	heck N	lenu												
	 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 31 Print Preliminary Manual/Void Register 9 Print Manual/Void Register & Register of Payments 															
	<u>11</u> _12	C	heck F √ire Tra	leconc ansfer	iliatior Recor	n Menu nciliati	ı on Me	nu								
	14	D	isplay	/Add A	ctive (Checks	to Ma	ster								
	1															
Mast	er ^{User} list															
F16	- (1°3) Word3	MONITOR	MONITOR													

Step	Action
10	Select FIG (F16 – Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
11	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
12	Compare the <u>Grand Total</u> on the final page of the report to the total dollar amount on the Payables Select/De-Select Process Menu.

D1. Selected Payables Report (by Vendor) – Example

Individual claim totals display as well as each vendor's total. The Grand Total displays at the end of the report.

REPORT ID: EXP0655 REPORT DATE: 07/09/2	5-SELECT 2014 14:11		SELECTED PAYABLES BY VENDOR # AS OF 07/09	/14	PAGE 1
	TNWOTCE		EXDENDITION ACCOUNT		
SEQ# VEND-REF	DATE	AMOUNT	FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L PO	# DESCRIPTION	BLNC
VENDOR #: 000010 GHJ	-CERT				
0466	12/19/13	58.41	462-0-1839-1000-21000-0103-0-000000	STUFF	0421
0466	12/19/13	24.70	462-0-1839-1000-21000-0111-0-000000	STUFF	0421
0466	12/19/13	50.06	462-0-1839-1000-21000-0189-0-000000	STUFF	0421
0466	12/19/13	54.91	462-0-1839-1000-21000-0199-0-000000	STUFF	0421
0466	12/19/13	15.59	462-0-1839-2100-21000-0111-0-000000	STUFF	0421
0466	12/19/13	15.80	462-0-1839-2100-21000-0189-0-000000	STUFF	0421
0466	12/19/13	13.59	462-0-1839-2100-21000-0199-0-000000	STUFF	0421
0466	12/19/13	4.18	462-0-1839-2230-21000-0111-0-000000	STUFF	0421
		237.24	*		
0467	12/19/13	75.21 75.21	414-0-1784-1000-21000-0109-0-000000 *	STUFF	0421
0468	12/19/13	76.10 76.10	404-0-2824-2210-21000-8010-0-000000 *	STUFF	0421
0469	12/19/13	0.52	404-0-2824-1000-21000-0103-0-000000	STUFF	0421
0469	12/19/13	5.70	404-0-2824-1000-21000-0109-0-000000	STUFF	0421
0469	12/19/13	0.44	404-0-2824-1000-21000-0111-0-000000	STUFF	0421
0469	12/19/13	0.65	404-0-2824-1000-21000-0189-0-000000	STUFF	0421
0469	12/19/13	0.56	404-0-2824-1000-21000-0198-0-000000	STUFF	0421
0469	12/19/13	15.19	404-0-2824-1000-21000-0199-0-000000	STUFF	0421
0469	12/19/13	23.59	404-0-2824-2100-21000-0106-0-000000	STUFF	0421
0469	12/19/13	23.59	404-0-2824-2100-21000-0109-0-000000	STUFF	0421
0469	12/19/13	23.59	404-0-2824-2100-21000-0198-0-000000	STUFF	0421
0469	12/19/13	5.33 99.16	404-0-2824-2100-21000-6595-0-000000	STUFF	0421
0470	12/19/13	76.10	402-0-1750-1000-21000-0103-0-000000	STUFF	0421
0470	12/19/13	152.20	402-0-1750-1000-21000-0111-0-000000	STUFF	0421
0470	12/19/13	228.30	402-0-1750-1000-21000-0189-0-000000	STUFF	0421
0470	12/19/13	76.10 532.70 1,020.41	402-0-1750-1000-21000-0199-0-000000 * **	STUFF	0421
** GRAND T(TAL		***		

D2. Selected Payables Report (by Fund) – Example

The final page of the report lists the Grand total of all accounts. The report also lists individual vendor and fund totals throughout the report. The final page of the report gives the Balance Account Summary totals.

INVOICE SEQ# VEND-REF DATE VENDOR #: 002129 VENDOR 002129 6296 394490 08/29/17	EXPENDITURE ACCOUNT AMOUNT FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L	PO # DESCRIPTION BLNC
VENDOR #: 002129 VENDOR 002129 6296 394490 08/29/17		
	402.22 606-0-9600-3100-61000-0108-1-000000	STUFF 0421
6325 389391 08/08/17	2,370.39 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
6324 389392 08/08/17	59.60 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
6317 391088 08/15/17	3,394.37 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
6309 392744 08/22/17	22.49 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
6308 392745 08/22/17	3,591.80 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
6297 394489 08/29/17	2,281.04 606-0-9600-3100-63000-0108-1-000000	R.SLATON/JCHS STUFF 0421 R.SLATON/JCHS
** VENDOR 002129 TOTAL 1	13,105.85	
VENDOR #: 003193 VENDOR 003193 4141 741716365 08/10/17	416.82 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
4134 741716441 08/14/17	114.80 606-0-9600-3100-63000-0108-1-000000	R.SLATON/JCHS STUFF 0421
4133 741716569 08/17/17	184.03 606-0-9600-3100-63000-0108-1-000000	R.SLATON/JCHS STUFF 0421
4130 741716792 08/24/17	277.29 606-0-9600-3100-63000-0108-1-000000	R.SLATON/JCHS STUFF 0421
4129 741716672 08/21/17	276.96 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
4117 741716873 08/28/17	137.80 606-0-9600-3100-63000-0108-1-000000	STUFF 0421
4116 741716989 08/31/17	439.39 606-0-9600-3100-63000-0108-1-000000	M.LAWRENCE/JCHS STUFF 0421 R.SLATON/JCHS
** VENDOR 003193 TOTAL	1,847.09	
VENDOR #: 006010 VENDOR 006010 9996 6688200729 08/21/17	283.20 606-0-9600-3100-63000-0108-1-000000	STUFF 0421 R.SLATON/JCHS
** VENDOR 006010 TOTAL	283.20	
** BLNC 0421 TOTAL 2	23,196.02	
** FUND 606-0 TOTAL 2	23,196.02	
** GRAND TOTAL 20	07,421.91	
REPORT ID: MRPT-EXP0650-SELECT PERIOD END: 02/02/2018 BLNC SUMMARY TOTALS	SELECTED PAYABLES BY FUND AS OF 02/02/18	PAGE: 28 REPORT DATE: 02/02/2018 13:21
** BLNC 0421 TOTAL 15 ** BLNC 0477 TOTAL ** BLNC 0477 TOTAL ** BLNC 0471 TOTAL ** BLNC 0472 TOTAL ** BLNC 0475 TOTAL ** BLNC 0473 TOTAL ** BLNC 0479 TOTAL ** BLNC GRAND TOTAL 20	92,286.26 3,537.83 3,378.13 1,866.43 2,534.30 2,819.75 999.21 07,421.91	

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 48 of 114 All Rights Reserved.

Procedure E: Extracting the Selected Payables

🔲 PCG Dist=8991 Rel=14	4.02.00 07/09/2014 P	CW 002 SV C:\C	EVSYS C:	SECOND	WHITE	_ 8 ×
	Fina	ancial Accou	nting &	Reporting	I	MASTER1
FKey		Maste	r Menu			
1 B 2 P 3 C 4 V	udget Account Maste urchase Order Proce: laim Processing Men endor Check Process	r Menu ssing Menu u ing Menu				
5 R 6 Ac 7 R 8 C	evenue Account Mas ccounts Receivable F eceipt Processing M ash Management & II	ter Menu Processing Me enu nvestment Ma	nu nagemen	Menu		
9 Fi 10 Ac 11 G 12 Y	inancial Reporting & ccount Master Descri eneral Ledger Accou ear End Processing I	Month/Yr-End ption File Men nt Master Men Menu	Close Me iu u	nu		
13 S 14 Ve 15 Se	pecial Functions Mer endor Master Menu ource Master Menu	iu				
<u>20</u> Fi	ile Reorganization					
Master User _{list}	VEND HONITOR					13.04.00

Step	Action
1	Verify the previous vendor check run is complete.
	<u>NOTE</u> : Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select or extract any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message " <i>Prior check cycle not complete – incorrect sequence</i> " displays.
	<i>Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.</i>
2	Select 4 (F4 - Vendor Check Processing Menu).

PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
Financial Accounting & Reporting		CHUUP
FKey Vendor Check Processing		
2 Select/Deselect Payables for Payment - Vendor/All		
3 Select/Deselect Payables for Payment - Individual		
4 Print Selected Payables Report		
5 Charle Manu		
7 Enter Manual Check/Wire Transfer		
8 Void Vendor Check/Wire Transfer		
31 Print Preliminary Manual/Void Register		
Phili Manualyvoid Register & Register of Payments		
11 Check Reconciliation Menu		
12 Wire Transfer Reconciliation Menu		
14 Disalau Jaul antina Charles to Marster		
DisplayAdd Active Checks to Master		
Master Userlist		
	- 1	
Action		
Select J (F5 - Check Menu).		

The following screen displays:

A	PCG Dist=89	91 Rel=1	19.02.00 08/0	08/2019 PCG 003	SV C:\DEVS	'S C:\SECO	ND	WHITE		_		×	
				Financ	al Account	ting & Re	porting				CH 05P		
	FK	ey 			Vendor Ch	eck Menu							
	The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired.												
	 Extract Selected Payables for Processing Print Vendor Checks Update Budget Files with Check Information 												
		8 F 9 F	inal Check Print Claim I	Register & Re Labels	gister of Pay	ments							
	1	2 0)isplay Che	ck Monitor									
Maste	u User _{lict}	1	1 1								19.01.	99	
F16	• U St Word												

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 50 of 114 All Rights Reserved.

Step	Action
4	Select 1 (F1 - Extract Selected Payables for Processing). "Processing Request" briefly displays.
5	If errors exist, proceed to <i>Step 6</i> .
	It <u>no</u> errors exist, proceed to <i>Step 8</i> .

If errors exist, the following screen displays:

A	PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE	_	×
-	*** SELECTED PAYABLES ERRORS EXIST ***		
	Possible NEGATIVE or ZERO check amount!		
	- OR -		
	Vendor is missing!		
	Please check Payables Error Report!!		
	Please extract selected payables for processing again!!		
	Press ENTER to Exit		
	Action		

Step	Action
6	If errors exist, the <i>Selected Payables Errors Exist</i> screen displays. In this case, review the <i>Selected Payables Error Report</i> , make the required corrections, and repeat this procedure starting at <i>Step 1</i> .
	<u>NOTE</u> : When a negative claim exists without sufficient positive claims to offset the negative claim, the vendor's claims are automatically deselected.
7	Select ENTER to exit the error screen.

The	f_{01}	lowing	scroon	die	nlave
THE	101	lowing	SCIECH	uis	plays.

A	PCG Dist=8991	Rel=19.02.00 08/0	8/2019 PCG 003	SV C:\DEVSYS	C:\SECOND	WHITE		—		×
			Financia	al Accounti	ng & Repor	ting			CH 05P	
	FKey)	ı	Jendor Checl	k Menu					
		The following ite All items may be Check Register, I which may be ru	ns must be pro run only once Register of Pay 1 as many time	ocessed in the with the exce ments and Cl is as desired.	order liste otion of the aim Labels	d.				
	1 4 5	Extract Sele Print Vendor Update Budg	cted Payables f Checks jet Files with C	for Processing heck Informat) ion					
	8] Final Check] Print Claim L	Register & Reg abels	ister of Paym	ents					
	12	🛛 Display Che	ck Monitor							
Maste	er Userlist		1 1 1						19.01.	88
F16	■ U® Word	PAY VEND MONITOR MONITOR								
	Action									
	Select	12 (F12 – 1 lor Check Se	Display Ch	neck Mon	itor) or s		(Ven	dor N	Ionito	or) to

	A	PCG Dist=899	1 Rel=18.0	04.00 02/2	27/2019	PCG 002	SV C:\	DEVSYS	C:\SE	COND		W	HITE		_	Б		
	-					VEN	DOR CI	HECK F	PROCE	SSING						110		
					Sec	lneuce	Monit	tor										
			Extr Prin Upda Prin	act Sel t Vendo te Budg t Check	ected F r Check et File Regist	Payabl KS ≥s w/C Cer &	es heck l Regist	Info ter of	F Pay	ments	Y N N N							
	ENTER	Press F16	to exit	-												14	.02.00	
	F16																	
ер		Action																
9		Verify t that a 'Y	he stat Y' (Ye	tus of s) is d	the ve isplay	endor ved to	cheo the	ck ru righ	ın in t of	the <i>Extr</i>	Ven act S	dor Selea	Che cted	ck Se Paye	equen ables.	ce M	lonitor.	Verif
		Select	F16	(F16 -	- Exit) to r	eturr	n to t	he V	'end	or C	theci	k Me	enu.				
10		Select _	F16	(F16 -	- Exit) to r	eturr	n to t	he <i>F</i>	Tina	ncia	l Ace	coun	ting	& Re	port	ing – V	endor
		Check F Master	Proces. Menu.	sing M	lenu (or sel	ect _	Master	" (N	Iast	er) t	o re	turn	to th	e Bus	ines	s Appli	cations

The Vendor Check Sequence Monitor after selected payables have been extracted:

E1. Selected Payables Error Report – Example

02/25/2019	SELECTED PAYABLES ERROR REPORT	PROGRAM=EXP0390
**** ERROR: TOTAL = OR LESS THAN ZERO,	66.37- ALL CLAIMS FOR VENDOR# 006240 HAVE BEEN DESELECTED.	- 1
		_

Procedure F: Printing Vendor Checks

* * * ATTENTION * * *

Do not load the checks into the printer at this time!

Step	Action
1	If using a Signature Card: Verify the signature card's configuration is correct for the vendor check's Printer.
	Refer to the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u> , Section O: System Utilities, Topic 3: Vendor Check Signature Card Setup for instructions where appropriate.
2	If using the MICR feature: Verify the vendor check's bank has been MICR-enabled. <i>Refer to the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u>, Section <i>O: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup for</i> <i>instructions where appropriate.</i></i>
3	Verify the vendor check processing procedures, up to and including <u>selecting</u> and <u>extracting</u> the open payables for payment are complete.
	<i>Refer to Procedure A: Displaying the Vendor Check Sequence Monitor in this document for the instructions to display the vendor check monitor where appropriate.</i>

	PCG Dist=8991	Rel=14.02	.00 07/09)/2014	PCW 0	02 SV	C:\DEV	SYS C	SECON	۱D	V	VHITE		_ 8 ×
				Fi	nanci	al Ac	count	ing 8	Repo	rting				MASTER1
	FKe	y -				Ма	ster	Menu						
	1 2 3 4	Budg Purc Clain Vend	jet Accou hase Ord n Process or Check	nt Mas er Proc sing M Proces	ter Me cessin enu ssing	enu g Men Menu	u							
	5 6 7 8	I Reve I Acco I Rece I Cash	enue Acco unts Reco ipt Proce Manage	ount Ma eivable ssing ment 8	aster M Proce Menu A Inves	denu essing stment	Menu : Mana	gemer	it Men	u				
	9 10 11 12	Fina Acco Gene Year	ncial Rep unt Maste ral Ledge End Proc	orting er Desc er Acco cessing	& Mon criptio ount M g Men	th/Yr-I n File aster I u	End Clo Menu Menu	ose M	enu					
	13 14 15	Spec Vend Sour	ial Functi or Maste ce Maste	ions M r Menu r Menu	enu I									
	20	File I	Reorgania	zation										
Maste	, ^{User} list													13.04.00
F16	1 (1) (3) (3)	PAY VE	ND											

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 54 of 114 All Rights Reserved.

Step	Action
4	Select 4 (F4 - Vendor Check Processing Menu).

PCG Dist=8991 Rel=14.02.00	07/09/2014 PCW 002 5V C:\DEVSY5 C:\SECOND	WHITE	_ @ ×
	Financial Accounting & Reportin	ng	CHOOP
FKey	Vendor Check Processing		
_1 Print Op	en Payables Report		
2 Selectyl	Jeselect Payables for Payment - Vendor/All		
4 Drint Se	Jeselect Payables for Payment - mulvioual		
5 Check M	<i>l</i> enu		
_/ Enter M	anual Check/Wire Transfer		
31 Drint Dr	ndor Uneckywire Transfer aliminan i ManualMaid Dagiatar		
9 Print M	anualNoid Register & Register of Payments		
	and after a register of a gine its		
11 Check F	Reconciliation Menu		
12 Wire Tr	ansfer Reconciliation Menu		
<u>14</u> Display	Add Active Checks to Master		
ster ^{User} list			

Step	Action
5	Select 5 (F5 - Check Menu).

The following	aaraan	diaplayer	
The following	SCIECII	uispiays.	

A	PCG Dist=8991	Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 X
		Financial Accounting & Reporting	1	CH05P
	FKey	Vendor Check Menu		
	1	The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired. Extract Selected Payables for Processing		
	4 5	Print Vendor Checks Update Budget Files with Check Information		
	8	Final Check Register & Register of Payments Print Claim Labels		
	12	Display Check Monitor		
Ma F16	ster ^{User} list	PAY VEND HONITOR HONITOR		19.01.00
	Action			
	Select	4 (F4 - Print Vendor Checks)		

I	PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE —	□ × EXP 08 00
	Enter check date: (MM/DD/CCYY)	
EN F1	ENTER = Validate, F16 = Exit Image: F1 Image: F1 Image: F1 Image: F1 Image: F1	19.01.00
Step	Action	
7	Enter the date (MMDDYY) in the Enter Check Date field, and select	ENTER (Enter) <u>twice</u> .
	The date entered must be before the PCGenesis highest allowable tran must be a date greater than the highest claim date.	asaction date, <u>and</u>
	Refer to the <u>Financial Accounting and Reporting (FAR) System Opera</u> N: Special Functions, Topic 1: Displaying/Updating System Control instructions to modify the PCGenesis highest allowable transaction da appropriate.	<u>ttions Guide</u> , Section Information for the tte where

			/ nei=ne	3.04.00	02/23/20	19 PCG 00	01 SV C	:\DEVSYS	C:\SECOND		WHITE		-	□ × Exp0800	
						Ver	ndor Cl	heck Pr	ocessing						
					<mark>4 check</mark>	(s) wil	ll be _l	<mark>printed</mark>	-						
				Ente	r bank:										
	ENTE	ER = Vali	idate,	F16	= Exit										
EN	ENTE	E <mark>R = Vali</mark> F1	idate,	F16	= Exit									19.01.00	
EN F1		ER = Vali F1	idate,	F16	= Exit									19.01.00	
EN F1		FI Juli	idate,	F16	= Exit									19.01.00	
EN F1		FI Vali	idate,	F16	= Exit		act th		down	salacti			, the	19.01.00 Entor P	ank fi
EN F1		R = Vali F1 Action Enter th	idate,	F16 Ik's o	= Exit	or sel		e droj	p-down	selecti	on ico	n 💌 ir	n the	19.01.00 Enter B	ank fi

The following dialog box displays:

🖪 Select	Printer		_		×
Select I Called I CHKCALI	Printer: By: L tion: ait scape	\\printserver\8802-HPLJM608 Send To OneNote 2016 OneNote Microsoft XPS Document Writer Microsoft Print to PDF Generic / Text Only Softdocs Fax \\printserver\2276-HPLJ4300DTN \\printserver\8800-HPLJM608 \\printserver\2278-HPLJ4300DTN \\printserver\2278-HPLJ4300DTN			
Default Selecte	Printer ed Printer	\\printserver\8802-HPLJM608 \\printserver\8802-HPLJM608			
		OK	Ex	ait Proces	:5
Step	Action				
9	Within th that the c <i>The print</i>	the Select Printer window, verify <u>or</u> highlight the appropriate p orrect printer displays in the Selected Printer text box. There selected must have already been set up with the appropriat	rinter's e signa	s name. <i>uture car</i>	Verify [.] d.
10	Select	ОК (ОК).			

PCG Dist=8991 Rel=14.02.00 07/09/2014 PC	W 002 SV C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
Select Print Test Options		Vende	or Check	CHKCALL
CURRENT SELECTED	\\printserver\2275	-HPLJ4300a	dtn	
Please Make Selection	BANK	BK02		
F2 - Print Sample	SIGNATURE	Disabled		
	MICR	Disabled		
F4 - Disable MICR F5 - Disable Signature	Pay Chk Type	PrePrinted	PreNumbered	
	Vnd Chk Type	PrePrinted	PreNumbered	
F8 - Save and Continue				
F16 - Cancel and Exit				13.01.00

For **non MICR-enabled banks**, the following screen displays:

For MICR-enabled banks, the following screen displays:

👅 PCG Dist=8991 Rel=14.02.00 07/09/2014	PCW 002 SV C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
SELECT CHECK TYPE	Vendor Check	CHKCALL
Select to Change Check Type		
FT ACCOUNTS PAYABLE		
	Current Selected Check Type	
	ACCOUNTS PAYABLE	
F6 Disable Acct Type Print		
Continue		
		13.01.00

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 60 of 114 All Rights Reserved.

Step	Action
11	For MICR-enabled banks: Verify the selection, or select the appropriate check type, and select Continue (Continue).
	When using the same bank for check processing, up to five different check types may display on the Check Type screen. The check types displayed are system-specific, and are defined during MICR setup.
	For Non MICR-enabled banks: Proceed to Step 12.

For MICR-enabled banks, the following screen displays:

PCG Dist=8991 Rel=14.02.00 07/09/2014 P	CW 002 SV C:\DEVSYS	C:\SECOND WHITE	
Select Print Test Options		Vendor Check	STITLE I
CURRENT SELECTED	\\printserver\2275	-HPLJ4300dtn	
Please Make Selection	BANK	BK01	
F2 - Print Sample	SIGNATURE MICR	Disabled Enabled	
F4 - Disable MICR F5 - Disable Signature	Account Type Pay Chk Type Pay Self Seal	ACCOUNTS PAYABLE Text Only Output OFF	
	Vnd Chk Type Vnd Self Seal	Blank Check Stock OFF	
F8 - Save and Continue F16 - Cancel and Exit			
			13.01.00

Step	Action
12	Verify the entries in the BANK , SIGNATURE (status), MICR (status), Account Type , Vnd Check Type (Vendor Check Type), and Vnd Self Seal (Vendor Self Seal status) fields are correct.
	These entries default based on the vendor check signature card and/or the MICR configuration selections. If incorrect, select F16 (F16 - Exit), refer to the appropriate procedures to correct any errors, and repeat this process. When choosing the Select Printer, Print sample, Disable MICR or Disable Signature options, a sample vendor check will be printed.

Step	Action
13	Insert an <u>actual</u> vendor check or the blank check stock into the printer's feeder, and select F2 (F2 – Print Sample). <u><i>Do not insert standard paper for this purpose</i>.</u>
	Print the sample copy of the vendor check to ensure all information is correct before continuing. When using Preprinted and Prenumbered checks, spoil the sample vendor check when the procedure completes.
14	Verify the information on the <i>sample</i> vendor check is as intended by comparing the results received to the examples provided in <i>F1</i> . Vendor Check with an Incorrect MICR Line – <i>Example</i> and <i>F2</i> . Vendor Check with a Correct MICR Line – Example. Even if no errors received when saving the MICR configuration, verify the MICR line. If the Transit and ONUS symbols are identified with the letters "B" and "C" as in F1, the information is incorrect.
15	If the MICR line is incorrect: Remove and reinsert the Signature Card. On the VendorCheck Printing – Option Selection screen, selectPF2(F2 – Print Sample).If the MICR line is correct: On the Vendor Check Printing – Option Selection screen,selectPF3(F3 - Prints OK, Continue).

F1. Vendor Check with an Incorrect MICR Line – Example



When the letter "A" prints on the sample vendor checks as in F1., the Signature Card has
either malfunctioned, or its alignment is incorrect.

F2. Vendor Check with a Correct MICR Line – Example



PCG Dist=8991 Rel=	18.04.00 02/25/2019 F	PCG 001 SV C:\DEVSYS	C:\SECOND	WHITE	- □ × Exp0800
		Vendor Check Pr	ocessing		
	4 check(s)) will be printed	-		
Enter first	Enter bank: check number:	BK02 FNB 002	OF SMITH CITY		
Last check	number used:	6 02/20/	2019		
NTER = Continue.	F1 = Reenter b	oank. F16 = Exit			
🖌 F1					19.01.00
Action					
Action					
Enter the ch	neck number i	n the Enter Fi	rst Check Nu	nher field and	l select
				inger mena, une	
D	1 1	1 1	1	.1 1.	· · · · · · · · · · · ·
Do not ente	er venaor che	ck numbers us	sed as part of	the alignment	within the

A	PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE − □ × EXP 08 00 Uendor Check Processing	
	4 check(s) will be printed.	
	Enter bank: BK02 FNB 002 OF SMITH CITY Enter first check number: 7	
	Last check runge: / thru 10 Last check number used: 6 02/20/2019	
	NTER = Continue, F16 = Reenter 19.01.00 F1 Image: Sector Sect	
Step	Action	
18	Verify the information on the Vendor Check Processing – Check Range Verification is correct, and select If the information is incorrect, select If the information is incor	on screer

PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE \times EXP 08 00 Vendor Check Processing 4 check(s) will be printed. BK 02 FNB 002 OF SMITH CITY Enter bank: Enter first check number: Check range: Last check number used: 7 7 thru 10 6 02/20/2019 Are correct checks inserted? ____ (YES,NO) ENTER = Continue, F1 = Reenter bank, F16 = Exit19.01.00 ENTER F1 F16 Step Action 19 Insert the vendor checks, or for MICR-enabled banks, insert the blank check stock into the Printer. Enter YES in the Are correct checks inserted? field, and select (Enter). 20 **NOTE:** Once the user enters **YES** and selects **ENTER** (Enter), the system populates the Vendor Check Sequence Monitor's "Print Vendor Checks" field with L (Locked) indicating that the vendor check cycle is locked, and additional payables may not be selected or extracted for this vendor check run.

	PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 002 5V C:\DEVSYS C:\SECOND WHITE	_ & ×
	Vendor Check Processing ALL CHECKS PRINTED	EXP 08 00
	Have all checks finished printing? (YES,NO)	
ENTER	Press ENTER to Continue F1 F1	14.03.00
<u>F16</u>		
)	Action	
21	Make sure each vendor check printed correctly, that the checks are so and that there are no blank checks.	equentially nu
	* * * * ATTENTION * * * *	
	Do not continue check processing until vendor check printing is comvendor check before continuing.	plete. Verify e



E PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
llendor Check Processing	EXP 08 00
LAST CHECK VERIFICATION	
Use the last shall such a sister and 700000 (UFC NO)	
Was the fast check humber printed 72000? (YES,NU)	
Press ENTER to Continue	
ENTER F1 F1	14.03.00
Step	Action
------	--
23	Verify the last vendor check number printed corresponds to the check number displayed, and enter YES or NO in the field, and select (Enter) .
	The last check number displayed on the screen is correct: Enter YES in the field and proceed to <i>Step 28</i> .
	The last physical check number printed is greater than the check number displayed on
	the screen: Enter NO in the field. Entering NO assumes that all checks printed, but that a
	form feed error occurred so that the checks were not numbered correctly. This generally
	case, enter NO in the field and proceed to <i>Step 24</i> .

	Dist=8991 Rel=18.04.00 02/25/2019	PCG 001 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 × Exp0800
		Vendor Check Processing		
		LAST CHECK VERIFICATION		
	Was the last	check number printed 10?	NO (YES,NO)	
	Enter	the last check number printed:		
	Proce ENTER to	Continue or E16 to Re-verify	check pumber	
ENTER	Press ENTER to	Continue or F16 to Re-verify	check number	19.01.00
ENTER F	Press ENTER to	Continue or F16 to Re-verify	check number	19.01.00
	Press ENTER to	Continue or F16 to Re-verify	check number	19.01.00
	Press ENTER to	Continue or F16 to Re-verify	check number	19.01.00
ENTER F Field	Press ENTER to	Continue or F16 to Re-verify	check number	19.01.00
ENTEE F FIE A	Press ENTER to tion ter the number of last ntinue.	Continue or F16 to Re-verify	the field and select	19.81.88 t ■™™ (Enter) t

For *Step 23*-NO entries, the following screen displays:

S

		•				
PCG Dist	=8991 Rel=18.04.00	0 02/25/2019 PCG 0	01 SV C:\DEVSYS C:\	SECOND	WHITE	
		Ver	ndor Check Proce	essing		ENFUCUU
		LAS	ST CHECK VERIFIC	CATION		
	Was	the last check	k number printed	1 10? NO	(YES,NO)	
		Enter the la	ast check number	·printed:	12	
	Is the	? last check nu	mber printed	12 correct?	(YES,ND)	
	Press	ENTER to Cont	inue or F16 to F	Reenter the 1	ast check number	
F1						19.01.00
Actio	0 n					
Veri	fy the scree	n's informati	on is correct,	enter the a	appropriate res	ponse in the fie
NO)	, and select	ENTER (Ente	er) to continu	e.		
IC al	:			" in the Co	I d and a start	
If the	informatio	on is incorrec	t, enter NO	in the fie	ia ana select	 (Enter), <i>a</i>
F16 V	📕 (F16 - Re	eenter). Reti	ırn to Step 24	to enter th	ne correct chec	k number.

For *Step 23*-NO entries, the following screen displays:

PCG Dist=8891 Rel=18.04.00 02/25/2019 PCG 001 SV CADEVSYS CASECOND WHITE - × Uendor Check Processing Please enter 2 checks to be skipped EXP08000 000000 000000 000000 000000 000000 00000	-			•		<u> </u>								_
EXPOSIO Under Check Processing Please enter 2 checks to be skipped 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 0000000 0000000 000000<			PCG Dist=8991	Rel=18.04.00	02/25/201	19 PCG 00	01 SV C:\	DEVSYS	C:\SECOND	WH	ITE	_		
Please enter 2 checks to be skipped						Ver	ndor Chi	eck Pro	cessina				EXP 08 00	
Presse enter 2 cnecks to be skipped Image: continue or file to Re-verify check number 19.01.00 Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: continue on ce				01					- total and					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select				Pleas	e enter		и спеск	s to be	SKIPPEd					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: Step in the check number(s) omitted during vendor check printing and select Image: Step in the check number(s) omitted during vendor check printing and select Image: Step in the check number(s) omitted during vendor check printing and select					000000	000000	000000	000000	000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: Step Continue on ce				<u>000000</u>	000000	000000	000000	000000	000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: Step continue on center				000000	000000	000000	000000	000000	000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: Step continue on ce				<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select Image: Step continue on ce				000000	000000	000000	000000	000000	000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select INTEX				000000	000000	000000	000000	000000	000000					
Press ENTER to Continue or F16 to Re-verify check number 19.81.88 Step Action 19.81.88 Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) omitted during vendor check printing and select Enter the check number(s) of the printing the printerene printing the printerene printing the printing the				<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000	<u>000000</u> 000000					
Step Action 26 Enter the check number(s) omitted during vendor check printing and select [NTEY] (Enter)				000000	000000	000000	000000	000000	000000					
9999999 9999999 9999999 9999999 9999999 Press ENTER to Continue or F16 to Re-verify check number 19.81.88 Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once				<u>000000</u>	000000	000000	000000	000000	000000					
Press ENTER to Continue or F16 to Re-verify check number 19.81.88 Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once (Enter)				<u>000000</u>	000000	<u>000000</u>	000000	<u>000000</u>	000000					
Press ENTER to Continue or F16 to Re-verify check number 19.01.00 Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once Center the check number(s) omitted during vendor check printing and select (Enter)														
Press ENTER to Continue or F16 to Re-verify check number 19.81.88 Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once Center the check number(s) omitted during vendor check printing and select (Enter)														
Press ENTER to Continue or F16 to Re-verify check number 19.81.88 Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once Center the check number(s) omitted during vendor check printing and select (Enter)														
Press ENTER to Continue or F16 to Re-verify check number 19.01.00 Step Action 26 Enter the check number(s) omitted during vendor check printing and select INTER (Enter) continue once														
Press ENTER to Continue or F16 to Re-verify check number Image: F1 Image: F1 <td></td>														
Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once				Press	ENTER †	o Conti	inue or	E16 to	Re-verif	u check n	Imber			
Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter)			F1										19.01.00	
Step Action 26 Enter the check number(s) omitted during vendor check printing and select (Enter) continue once continue once		F16												
26 Enter the check number(s) omitted during vendor check printing and select (Enter)	Stop		Action											
26 Enter the check number(s) omitted during vendor check printing and select Enter (Enter)	Step		ACUOII											
continue once	26		Entor the	abools r	umbo	r (a) or	nittad	durin	a vonde	n abaala	nrintina	and co		(Enton)
					lumbe	1(8) 01	mueu	uurin	g vende	л check	printing	and se		(Liner)
			continue	once.										

For *Step 23*-NO entries, the following screen displays:

A	PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND	
	Vendor Check Processing Please enter 2 checks to be skipped 8 9 000000	EXP 08 00
ENTE	000000 0000000 0000000 00000	0 re-enter 19.01.00
Step	Action	
27	Verify the field entries are correct and select If the information is incorrect, select modifications, and select Upon completion of this screen PCGenesis will vendor check, skipping the check numbers enter check numbers recorded in the check register w	 (Enter) to continue. 16 - Reenter), make the appropriate l update the check numbers assigned to each ered on this screen thereby synchronizing the with the physical check numbers actually

For *Step 23*-NO entries, the following screen displays:

The following	aaraan	diaplayer	
The following	SCIECII	uispiays.	

A	PCG Dist=8991	Rel=19.02.00 08/0	8/2019 PCG 003	SV C:\DEVSYS C	::\SECOND	WHITE	_		×
			Financia	l Accounting	, & Reportin	ng		CH 05P	
	FKey	,	U	endor Check	Menu				
		The following iter All items may be Check Register, I which may be ru	ns must be pro run only once v Register of Pay n as many time	cessed in the c with the except ments and Clai s as desired.	order listed. ion of the im Labels,				
	1 4 5] Extract Selec] Print Vendor] Update Budg	xted Payables f Checks jet Files with Cl	or Processing veck Informatio	'n				
	8	│ Final Check │ Print Claim L	Register & Regi .abels	ster of Paymer	nts				
	12	🛛 Display Che	ck Monitor						
Maste F16	er ^{User} list D	PAY VEND MONITOR					_	19.01.	88
	Action								
	Select	12 (F12 – I	Display Ch	eck Monit	or) or sele	ect VEND (V	endor	Monito	or) t

	PCG Dist=8991 Rel=18.04.00 02/27/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE —	
	VENDOR CHECK PROCESSING	MUNITUR
	Sequence Monitor	
	Extract Selected Payables Y Print Vendor Checks Y Update Budget Files w/Check Info N Print Check Register & Register of Payments N	
ENTER F16	Press F16 to exit.	14.02.00
ENTER F16	Press F16 to exit.	14.02.00
	Press F16 to exit. Action Verify the status of the vendor check run in the Vendor Check Sequence	14.02.00 ce Monitor.
	Press F16 to exit. Action Verify the status of the vendor check run in the Vendor Check Sequence Verify that a 'Y' (Yes) is displayed to the right of Extract Selece Verify that a 'Y' (Yes) is displayed to the right of Print Vendor	14.02.00 ce Monitor. cted Payables r Checks.
FIG	Press F16 to exit. Action Verify the status of the vendor check run in the Vendor Check Sequence • Verify that a 'Y' (Yes) is displayed to the right of Extract Selece • Verify that a 'Y' (Yes) is displayed to the right of Print Vendor Select F16 - Exit) to return to the Vendor Check Menu.	14.02.00 ce Monitor. cted Payables r Checks.
	Press F16 to exit. Action Verify the status of the vendor check run in the Vendor Check Sequence • Verify that a 'Y' (Yes) is displayed to the right of Extract Selece • Verify that a 'Y' (Yes) is displayed to the right of Print Vendor Select F16 - Exit) to return to the Vendor Check Menu.	14.02.00 ce Monitor. cted Payables r Checks. porting – Ven

The Vendor Check Sequence Monitor after vendor checks have been printed:

Procedure G: Updating the Budget Files with Vendor Check Information

📒 PCG Dist=8991 Rel=14.02.01 08/11/2014 PCW	001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
Financ	cial Accounting & Reportin	g	MASTER1
FKey	Master Menu		
2 Budget Account Master M	denu ing Menu		
3 Claim Processing Menu	шу мени		
4 Vendor Check Processing	g Menu		
	_		
5 Revenue Account Master	r Menu		
Accounts Receivable Pro	icessing Menu 		
8 Cash Management & Inv	u ectment Management Menu		
	estinent management mena		
9 Financial Reporting & Mo	onth/Yr-End Close Menu		
10 Account Master Descripti	ion File Menu		
11 General Ledger Account	Master Menu		
<u>12</u> Year End Processing Me	enu		
13 Special Functions Menu			
14 Vendor Master Menu			
15 Source Master Menu			
<u>20</u> File Reorganization			
Master Userice			13.04.00
Action			
	1	`	

	PCG Dist=8991	Rel=14.02.01	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
			Financial Accounting & Reportin	g	CHOOP
	FKey 		Vendor Check Processing		
	1	Print Op	en Payables Report		
	2	Select/D	eselect Payables for Payment - Vendor/All		
	3	Select/D	eselect Payables for Payment - Individual		
	_ 4	Print Se	lected Payables Report		
	5	Check M	lenu		
	_7	Enter Ma	anual Check/Wire Transfer		
	8	Void Ver	ndor Check/Wire Transfer		
	31	Print Pre	liminary Manual/Void Register		
	9	Print Ma	nual/Void Register & Register of Payments		
	11	Check B	econciliation Menu		
	12	Wire Tra	Insfer Reconciliation Menu		
	14	Display/	Add Active Checks to Master		
Mas	ter Userlist				
	📁 🕮 Word	PAY VEND			
P 16		PIONITOR PIONITOR			
	Action				
	Select	5 (F5	- Check Menu).		

T 1	C 11			1.	1
The	tol	$\int \frac{dw}{dw} dw$	screen	disn	lavs
1110	101	io wing	Sereen	uibp.	iayo.

S

Financial Accounting & Reporting CH05P FKey Vendor Check Menu
FKey Vendor Check Menu
The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired. 1 Extract Selected Payables for Processing 4 Print Vendor Checks 5 Update Budget Files with Check Information 8 Final Check Register & Register of Payments 9 Print Claim Labels 12 Display Check Monitor

	PCG Dist=8991 Rel=14.02.0	1 08/11/2014 PCW 001 SV C:\DEVSY	S C:\SECOND	WHITE	<u>_ 8 ×</u>
		Update Budget File with	n Check Inform	ation	EXP1100
	The ch	eck run just completed produ	iced checks nu	nbered	
	thru	3 PSERS 4 Vendor 001562		696.00 43.00	
		drawn against the account	at BK02		
		Is this correct? (YE	<mark>S or NO)</mark>		
		**************************************	*****		
	IE NO is input	files must be restored and	t chocks must	he REPRINTED!	
	Ti no 15 Input	, TILES MUSE DE TESCOTEU ANG	i cheeks mase	be nernineb.	
		contact customer support for	r assistance.		
	ENTER	to Continue ou Edd to Fuild	- Without Dt	ina	10 00 00
	ENTER	to continue or F16 to Exit	c without Post	ing	12.03.00
tep	Action				
4				E	NTER 🖉
4	Enter the approx	briate response in the field	ld (YES or l	NO) and select	(Enter)
	continuo	T ST	、	,	_()=-)
	continue.				
	Use extreme can	ution when entering "NI	" in the fie	ld In this instan	ce contact th
				$\frac{1}{1}$	
	Technology Mar	nagement Customer Sup	port Center	<i>immediately.</i> <u>D</u>	<u>o not continue</u>
	processing!				
	processing!				



For *Step 4*-YES entries, the following screen displays:





To void checks <u>within</u> the displayed range (*Step 6*-F12 entries), the following screen displays:

	PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE -	- 🗆 X
	Update Budget File with Check Information	EXP1100
	This process is utilized to void an Active Check(s) produced WITHIN the range of check numbers used during the most current print check run.	
	Enter the number or range of checks to be voided.	
	Check: thru on bank BK02	
	IF ONLY ONE CHECK IS TO BE VOIDED, ENTER THE CHECK NUMBER IN THE FIRST FIELD ONLY AND LEAVE THE SECOND FIELD BLANK. THE CHECK(S) WILL BE MARKED 'VOID' IN THE REGISTER AND WILL NOT BE POSTED.	
	Enter to Continue, F16 to Exit F1 F1	19.01.00
Step	Action	
7	Void Checks WITHIN the Specified Range : (F12 selected in <i>Ste</i>	<i>v</i> 6.)
	If only one check is to be voided : Enter the check number in the fin the second field blank.	rst field only and leave
	If a range of checks are to be voided: Enter the beginning check nu field and enter the ending check number in the thru field.	mber in the Check
	Review the screen's information and select (Enter) to continue	2.
	The entered check(s) will be marked ' VOID ' in the check register and	l will not be posted.

To void checks <u>within</u> the displayed range (*Step 6*-F12 entries), the following screen displays:

	Image: Non-State PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE — — X	
	Update Budget File with Check Information EXP1100	
	This process is utilized to void an Active Check(s) produced WITHIN the range of check numbers used during the most current print check run.	
	Enter the number or range of checks to be voided.	
	Check: thru on bank <u>BK02</u>	
	IF ONLY ONE CHECK IS TO BE VOIDED, ENTER THE CHECK NUMBER IN THE FIRST FIELD ONLY AND LEAVE THE SECOND FIELD BLANK. THE CHECK(S) WILL BE MARKED 'VOID' IN THE REGISTER AND WILL NOT BE POSTED.	
	CHECK BK02 000011 ISSUED TO VENDOR 000215 FOR \$17,755.00	
	F13 to void this check, F14 to skip voiding this check, F16 to Exit	
Step	Action	
8	To void the check or checks within the displayed range: Select F13 (F13) and p to <i>Step 9</i> .	roceed

_		1001	.00 02,23,20			DEVS15 C.1				IE			
		The	upo	iate Bud	oget Fil	le with U	neck I	ntorma	ation			EXP1100	
		ine o	CNECK PUN	just co	ompteted	i produce	a cuec	ks nui	mberea				
		thru	12 VENDO	IR 00029	33 94				328.00				
			drawn	against	t the ac	count at	BK 02						
	To To To	void che void spe display	ecks withi Diled chec the check	in the r ks outs ks curre	range sp side the ently on	ecified range s the wor	above specifi k file	ed ab	ove	F12 F13 F14			
				ENTE	ER to Re	esume Pos	tina						
	F1			ENTE	ER to Re	esume Pos	sting	F12	F13	F14 F15	•	19.01.00	
	F1			ENTE	ER to Re	esume Pos	sting	F12	F13	F14 _{F15} Q	<u>}</u>	19.01.00	
	F1 Action			ENTE	ER to Re	esume Pos	sting	F12	F13	F14 _{F15} Q	<u>}</u>	19.01.00	
ENTER FIG	F1 Action To void to Step	spoile	d check	ENTE	ide of	the dis	splay	F12 ed ra	F13	F14 PIS Q	t F13	19.01.00	nd proc
ENTER FIG	FI Action <u>To void</u> to <i>Step</i> J Note tha In other	spoile 70. at the "a words,	d checks of spoiled	s outs check	ER to Re side of	the dis ter in P	sting splay ayed ro Proceed	F12 ed ra	F13 ange: " terr F: P	F14 Prs G Select ninolo <i>rinting</i>	t F13 gy incl Venda	19.01.00 (F13) at ludes spoi	nd proc led che
ENTER FIG	F1 Action To void to Step J Note tha In other NO entr that did	spoile 70. at the "a words, ies are not prin	d checks o spoiled conside nt becau	s outs s outs check red sp se of a	e of the coiled of a form	the dis <i>displa</i> ter in <i>P</i> checks	splay splay eyed re Proced outsic rror a	F12 ed ra ange lure lure the re co	F13 ange: " terr F: P e rangonside	F14 PEC Select ninolo rinting ge spece ered ou	t F13 gy incl <i>Venda</i> cified. tside c	19.01.00 (F13) at ludes spoi or Checks, Typically of the rang	nd proc led che S <i>tep 2</i> v, check re of che

To void checks <u>outside</u> the displayed range (*Step 6*-F13 entries), the following screen displays:

	PCG Dist=8991 Rel=18.04	4.00 02/25/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE -	- 🗆 X
		Update Budget File with Check Information	EXP1100
	This process the range	; is utilized to void a spoiled check(s) produced OUTSIDE e of check numbers used during the most current print check run.	
	THIS	S IS NOT A VOID PROCESS FOR PREVIOUSLY ISSUED CHECKS? ONLY SPOILED CHECKS SHOULD BE ENTERED HERE?	
	Ente	er the number or range of check(s) to be voided.	
		Check: thru on bank BK82	
	IF ONLY ON First fiel Will be Ma	E CHECK IS TO BE VOIDED, ENTER THE CHECK NUMBER IN THE D ONLY AND LEAVE THE SECOND FIELD BLANK. THE CHECK(S) RRKED 'VOID' IN THE REGISTER AND WILL NOT BE POSTED.	
	FI FI	ENTER to Continue, F16 to Exit Image: Second sec	19.01.00
Step	Action		
10	Void Checks	OUTSIDE the Specified Range : (F13 selected in <i>S</i>	tep 6.)
	If only one ch the second fiel	teck is to be voided : Enter the check number in the find blank.	rst field only and leave
	If a range of c field and enter	checks are to be voided: Enter the beginning check number in the ending check number in the thru field.	umber in the Check
	Review the sci	reen's information and select Enter) to continu	e.
	The entered ch	peck(s) will be marked 'VOID' in the check register and	d will not be posted.
		ieen(s) will be marked voib in the encervegister and	

PCG Dist=899	91 Rel=18.04.00 02/25/2	019 PCG 001 SV C:\DEVSYS	C:\SECOND WHITE	- 🗆 ×
	Up	date Budget File with	Check Information	EXP1100
		n just completed produc	241 44	
	thru 12 VEND	OR 000294	328.00	
	drawn	against the account a	at BK02	
To To To	o void checks with o void spoiled che o display the chec	nin the range specified acks outside the range acks currently on the wo	d above Ff specified above Ff ork file Ff	2 3 4
		ENTER to Resume Po	osting	10 81 88
ENTER C			F12 F13 F14	F15 🔍 17.01.00
ENTER F1				
F1				
F1 F1 Action				

If no check(s) within the range have been voided, the following screen displays for *Step 6*-F14 entries (display the checks to be processed):

A	PCG Dist=899	1 Rel=18.04.00	02/25/2019	PCG 001 SV	C:\DEVSYS	C:\SECONE) WHI	TE	-		\times
	BANK BK 02 BK 02 BK 02 BK 02	CHECK 7 10 11 12	Update PAYEE VENDOR VENDOR VENDOR VENDOR	Budget 000033 000052 000215 000294	File wit	n Check :	Information AMOU 261. 245. 17,755. 328.	NT 61 21 00 00		EXP1100	3
ENTER F16	** F1	END OF CHE	CK FILE **	ENTER =	NEXT, F	F1 = FIR:	ST, F16 = E F12 F13	XIT F14 _{F15} Q		19.01.0	30

If any check(s) within the range have been voided, the following screen displays for *Step 6*-F14 entries (display the checks to be processed):

A	PCG Dis	t=899	1 Rel=	=18.04.00	02/25	6/2019	PCG 001	SV	C:\DEV	SYS (C:\SEC	OND		W	HITE		_		\times
	B B B	ANK 1K 02 1K 02	CHEC	СК 7 10	P U U	Updat AYEE ENDOR ENDOR	e Budg 00003 00005	et F 3 2	File	with	Chec	ck I	nform	Ation AMO 261 245))UNT 1.61 5.21			EXP11	90
	B	K 02	1	<mark>11 *VO</mark>	ID* U	ENDOR	00021	5					1	7,755	5.00				
	B	K ⊎2		12	U	ENUUK	00023	4						328	5-00				
		**	END (DF CHE	CK FI	LE **	ENTE	R =	NEXT	, F1	1 = F	IRS	T, F	16 =	EXIT				
	F1												F12	F13	F14	F15 Q		19.01	.00
F16																			

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 88 of 114 All Rights Reserved.

Step	Action
12	Display the Checks Currently on the Work File : (F14 selected in <i>Step 6</i> .)
	Select $(Enter)$ to see the next screen of checks, or $F1$ (F1 – First) to return to the first screen of checks, where appropriate.
	Select $\mathbf{F16}$ (F16) to exit vendor check viewing.

PCG Dist=8991 Rel=18.04.00 02/25/2019 PCG 001 SV C:\DEVSYS	C:\SECOND WHITE -	×
Update Budget File with	Check Information EXP11	00
The check run just completed produ	ced checks numbered	
7 VENDOR 000033 thru 12 VENDOR 000294	261.61 328.00	
drawn against the account	at BK02	
To void checks within the range specifie	d above	
To display the checks currently on the w	ork file F13	
ENTER to Resume P	osting	
د ۲۰۰		

Step	Action
13	After all voided checks have been entered, select Enter (Enter) to resume posting.

	Image: Non-State Image: Non-State
	* * * VARNING * * *
	This procedure will update the BUDGET files with the vendor check information. This option cannot be rerun unless so instructed by the procedure. Once this process has begun, DO NOT CANCEL PROCESSING!
F	ENTER to Continue, F16 to Exit without updating 19.01.00
tep	Action
14	Review the information on the <i>Warning</i> screen, and select (Enter).
	* * * Attention * * *
	Do not cancel processing under any circumstances!
	<i>"*** Budget Update in progress – Do not cancel processing! ***" briefly displays.</i>
15	NOTE: Once the user selects (Enter) , the system populates the Vendor Check Sequence Monitor's " Update Budget Files w / Check Info" field with S (Started) indicating that the budget update process has been started but is not yet complete. If anything interrupts the budget update process and the user attempts to update the budget again, the message " <i>Previous Budget Update was not completed successfully. Please call the PCGenesis Help Desk.</i> " is displayed.

The following screen displays briefly:

E	PCG Dist=8991 Rel=14.02	.01 08/11/2014 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
						EXP1150
	** BUDGET UPD	ATE IN PROGRESS - D	O NOT CANCEL	PROCESSING **		
Va	iting for LOCKED rec	nrd: Exnense vendor	/sen number:	88886 9727		
			and memory a			

The following screen displays:

PCG Dist=89	991 Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE -		×
54	rinancial Accounting & Reporting	CHUSP	
F K	Key Vendor Check Menu 		
	The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired.		
1 4 5	 Extract Selected Payables for Processing Print Vendor Checks Update Budget Files with Check Information 		
8 9	8 Final Check Register & Register of Payments 9 Print Claim Labels		
13	12 Display Check Monitor		
Master Userlist		19.01.	. 99

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 91 of 114 All Rights Reserved.

Step	Action
16	Select 12 (F12 – Display Check Monitor) or select (Vendor Monitor) to display the Vendor Check Sequence Monitor.

The Vendor Check Sequence Monitor after budget files have been updated with check information:

	A	PCG Dist=8991 Rel=18.04.00 02/27/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -					
	-	VENDOR CHECK PROCESSING	HONITON				
	Sequence Monitor						
		Extract Selected Payables Y Print Vendor Checks Y Update Budget Files w/Check Info Y Print Check Register & Register of Payments N					
		Press F16 to exit.	14.02.00				
Step		Action					
17		Verify the status of the vendor check run in the Vendor Check Sequence	e Monitor.				
		 Verify that a 'Y' (Yes) is displayed to the right of <i>Extract Select</i> Verify that a 'Y' (Yes) is displayed to the right of <i>Print Vendor</i> Verify that a 'Y' (Yes) is displayed to the right of <i>Update Budg</i> <i>Info</i>. Select Fis (F16 – Exit) to return to the <i>Vendor Check Menu</i>. <u>NOTE</u>: If an 'S' (Started) is displayed to the right of the <i>Update Budg</i> <i>Info</i> field, this indicates that the budget update process started but did n anything interrupts the budget update process and the user attempts to u again, the message "<i>Previous Budget Update was not completed success</i> <i>the PCGenesis Help Desk</i>." is displayed. 	ted Payables Checks. eet Files w/Check get Files w/Check not complete. If update the budget ssfully. Please call				

Step	Action
18	Select F16 – Exit) to return to the <i>Financial Accounting & Reporting – Vendor</i> <i>Check Processing Menu</i> or select (Master) to return to the <i>Business Applications</i> <i>Master Menu</i> .

Procedure H: Printing the Final Check Register and the Register of Payments

	📒 PCG Dist=8991 Rel=14.02.01 🛛	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>		
		Financial Accounting & Reporting	9	MASTER1		
	FKey 	Master Menu				
	1 Budget A 2 Purchase 3 Claim Pro 4 Vendor Cl	ccount Master Menu Order Processing Menu cessing Menu neck Processing Menu				
	5 Revenue 6 Accounts 7 Receipt F 8 Cash Mar	Account Master Menu Receivable Processing Menu rocessing Menu ragement & Investment Management Menu				
	9 Financial 10 Account M 11 General L 12 Year End	Reporting & Month/Yr-End Close Menu laster Description File Menu edger Account Master Menu Processing Menu				
	13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu					
	20 File Reor	ganization				
	Master Userlist PAY PAY PAY PONTOR PONTOR			13.04.00		
ep	Action					
1	Select 4 (F4 -	Vendor Check Processing Menu)).			

📕 PCG Dist=8991 Rel=14.02.01	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporting		CHOOP
FKey	Vendor Check Processing		
1 Print Op 2 Select/E 3 Select/E 4 Print Se	en Payables Report Deselect Payables for Payment - Vendor/All Deselect Payables for Payment - Individual lected Payables Report		
5 Check N	1enu		
7 Enter M 8 Void Ve 31 Print Pr 9 Print Ma	anual Check/Wire Transfer ndor Check/Wire Transfer eliminary Manual/Void Register nual/Void Register & Register of Payments		
<u>11</u> Check F <u>12</u> Wire Tr	leconciliation Menu ansfer Reconciliation Menu		
14 Display	Add Active Checks to Master		
Master Userlist PAY F16 US Words PAY MONITOR			

Step	Action
2	Select 5 (F5 - Check Menu).

TT1 C 11 '		1. 1
The following	screen	dignlave.
The following	Serven	uispiays.

Financial Accounting & Reporting CH05P FKey Vendor Check Menu The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired. 1 1 Extract Selected Payables for Processing 4 4 Print Vendor Checks 5 5 Update Budget Files with Check Information 8 9 Final Check Register & Register of Payments 9 9 Print Claim Labels 12 12 Display Check Monitor
FKey Vendor Check Menu The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired. 1 Extract Selected Payables for Processing 4 Print Vendor Checks 5 Update Budget Files with Check Information 8 Final Check Register & Register of Payments 9 Print Claim Labels 12 Display Check Monitor
The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired. 1 Extract Selected Payables for Processing 4 Print Vendor Checks 5 Update Budget Files with Check Information 8 Final Check Register & Register of Payments 9 Print Claim Labels 12 Display Check Monitor

PCG Dist=8991	Rel=14.02.01	08/11/2014 PCW 00	I SV C:\DEVSYS	C:\SECOND	WHITE	_ & ×
						CH05P8
		Dwint D	ogictor of D	aumonte		
		FITHE P	egister of r	ayments		
ENTER to Co	ontinue					10.01.00_
Action						
Select F	'ntor to c	ontinuo				

The	f_{01}	lowing	scroon	die	nlave
THU	101	lowing	sciech	uis	plays.

A	PCG Dist=8991	Rel=19.02.00 08/08/201	9 PCG 003 SV C:\DE	VSYS C:\SECONE	WHITE	-	- 🗆	×
			Financial Acco	unting & Repo	orting		CH 05 P	
	FKey		Vendor (Check Menu				
		The following items m All items may be run Check Register, Regis which may be run as	nust be processed only once with the ster of Payments a many times as des	in the order list exception of the nd Claim Label sired.	ted. e s,			
	1 4 5	Extract Selected Print Vendor Che Update Budget Fi	Payables for Proce cks lles with Check Info	ssing rmation				
	8	Final Check Regi Print Claim Label	ster & Register of F s	^o ayments				
	12	Display Check M	onitor					
Maste	er Userlist			_			19.01.0	38
F16	- u @ •• @	MONITOR						
	Action							
	Select Little Vend	12 (F12 – Disj lor Check Sequ	play Check Mence Monitor	Ionitor) or :		(Vendor	· Monito	r) to d

The Vendor Check Sequence Monitor after the Check Register and Register of Payments have been printed:

	A	PCG Dis	t=8991	Rel=1	8.04.00	02/27/	2019 F	CG 002	SV C:	\DEVSY	S C:\S	ECOND		w	HITE		_]
								VEN	IDOR C	HECK	PROCE	SSING						MONITOR	
							Seq	uence	Moni	tor									
				Ext Pri Upd Pri	ract Ve nt Ve late B nt Ch	Selec ndor udget eck R	ted P Check File regist	ayab1 s s w/C er &	es heck Regis	Info ter o	f Pay	ments	Y Y Y						
		ress	F16 t	to exi	t.													14.02.00	
	F16																		
Step		Acti	ion																
6		Veri	fy tl	he st	atus	of th	ie ve	ndoı	che	ck ri	un in	the	Ven	dor	Che	ck Se	equenc	ce Monitor.	
			• 1	Verif	y tha	at a '	Y ' (Yes)	is d	lispla	ayed	to tł	ne ri	ght o	of <i>Ex</i>	trac	t Seleo	cted Payab	les
		•		Verif	y tha	ata'	Y' (V' (Yes) Voc	is d	lispla	ayed	to the	ne ri	ght (of <i>Pi</i>	int V	endo	r Checks.	Chook
		•	• I	nfo.	y the	ii a	1 (i es)	18 0	uspia	iyeu	10 11	le II	gint	лор	Jaare	ε σμαξ	gel Files W	Спеск
		•		Verif	y tha yme	at a ' <i>nts</i> .	Y ' (Yes)	is d	lispla	ayed	to th	ne ri	ght o	of Pr	int C	Check	Register &	Register
		Onc chec	e all k cy	step cle i	os on is co	the mple	<i>Vena</i> ete.	dor (Chec	k Se	quer	ice N	Ioni	itor a	are s	et to	'Y' (Yes), the ve	endor
		Sele	ct _	16	(F 1	6 -	Exit) to r	etur	n to	the V	Vend	or C	Chec	k Me	nu.			
7		То ј	prin	t the	rep	ort	via t	he U	que	ue P	Print	Ma	nag	er:	Sele	ct 🔟		Uqueue).	
		To p	prin	t the	rep	ort	via N	Aicr	osof	t® V	Vore	d: S	elec	t	3	(MS	WOI	RD).	
		Foll <i>Proc</i> crea	ow t <i>cedu</i> te th	the in <i>tres</i> , te ma	nstru <i>Cre</i> a acro	ction ating nece	ns pr g <i>the</i> ssar	ovid <i>Mie</i> y to	led in crose use f	n the <i>oft</i> ® the fo	e <u>Tec</u> -PC eatur	<u>chnic</u> Gene re wl	<u>cal S</u> esis nere	<u>yste</u> QW app	<u>m O</u> ORL ropri	<i>pera</i> Ma ate.	<u>tions (</u> cro fo	<u>Guide</u> , Use or Report I	r Interface Printing to

Step	Action
8	Select FIG (F16 – Exit) to return to the <i>Financial Accounting & Reporting - Vendor Check</i> <i>Processing Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
9	Verify that the results of the <i>Check Register</i> and the <i>Register of Payments</i> are correct.

H1. Final Check Register – Example

REPORT	DATE:	12/05/2012	CHECK REGISTER		PAGE 1
BANK	CHECK#	PAYEE	DATE	FUND AMT.	FUND
BK01	000001	VENDOR 001477	12/05/12	24.36 495.81 13.58 13.58 547.33 **	602-0 604-0 607-0 608-0
BK01	000002	VENDOR 004498	12/05/12	339.00 780.50 108.00 609.75 1,837.25 **	478-0 602-0 607-0 608-0
		TOTAL - ALL FUNDS		2,384.58	

H2. Final Register of Payments – Example

FUND 478-0 SFS FR/VEG GR.				REGISTER OF PAYMENTS		PAGE 1
PAYEE NAME	CHECK#	DATE	FUND AMT.	DESCRIPTION	AMOUNT	ACCOUNT NUMBER / NAME
VENDOR 004498	000002	12/05/12	339.00	STUFF	200.00	134780186131006300003022000000 FRESH/FRUIT VEGETABLE PURCHASE
				STUFF	139.00	134780186131006300003022000000 FRESH/FRUIT VEGETABLE PURCHASE
			339.00	TOTAL FOR FUND 478-0 SFS FR/VEG GR.		
FUND 602-0 Fund 602						
PAYEE NAME	CHECK#	DATE	FUND AMT.	DESCRIPTION	AMOUNT	ACCOUNT NUMBER / NAME
VENDOR 001477	000001	12/05/12	24.36	STUFF	10.78	136020999031006100003022000000 OFFICE SUPPLIES
				STUFF	13.58	136020999031006100003022000000 OFFICE SUPPLIES
VENDOR 004498	000002	12/05/12	780.50	STUFF	82.50	136020999031006300003022000000 PURCHASED FOOD
				STUFF	698.00	136020999031006300003022000000 PURCHASED FOOD
			804.86	TOTAL FOR FUND 602-0 Fund 602		
FUND 604-0 Fund 604						
PAYEE NAME	CHECK#	DATE	FUND AMT.	DESCRIPTION	AMOUNT	ACCOUNT NUMBER / NAME
VENDOR 001477	000001	12/05/12	495.81	STUFF	167.35	136040999031006100080102000000 OFFICE SUPPLIES

The final page of the report contains a disclaimer form and signature area for the school district's superintendents and board members, along with fund totals, as shown below:

FUND-F	FUND NAME	TOTAL AMOUNT			
478-0	SFS FR/VEG GR.	\$339.00			
602-0	Fund 602	\$804.86			
604-0	Fund 604	\$495.81			
607-0	Fund 607	\$121.58			
608-0	Fund 608	\$623.33			
		\$2,384.58			
	ALLOWANCE OF PAY	YMENTS			
WE HAVE EXAMINE	D THE PAYMENTS ON	THE FOREGOING REGISTER OF	F PAYMENTS,		
CONSISTING OF 1 PAG	ES, AND EXCEPT FOR	R THE PAYMENTS NOT ALLOWED	D AS SHOWN ON		
THE REGISTER, SUCH P	AYMENTS ARE HEREBY	Y ALLOWED IN THE TOTAL OF	\$284.63		
DATED THIS DAY	OF				
SUPERINTENDENT		ASSISTANT SUPERINTEN	NDENT		
CHAIRMAN		VICE-CHAIRMAN			
MEMBER		MEMBER			
MEMBER		MEMBER			
M KM KKO		MEMBER			
PIEPIDER					
HEPIDER					

Procedure I: Printing Claim Labels

A	PCG Dist=8991	Rel=19.02.00	08/08/2019	PCG 003 SV	C:\DEVSYS	C:\SECONI	C	WHITE	_		×
			Fi	inancial	Accounti	ng & Rep	orting			MASTER	1
	FKey				Master M	lenu					
	1 2 3 4	Budget Purchas Claim F Vendor	Account Mas se Order Pro Processing M Check Proce	ster Menu cessing Me lenu ssing Men	enu u						
	5 6 7 8	Revenu Account Receipt Cash M	e Account M is Receivabl Processing anagement (aster Menu e Processi Menu & Investme	u ng Menu Int Manag	ement Me	nu				
	9 10 11 12	Financi Account Genera Year Er	al Reporting t Master Des I Ledger Acc nd Processin	& Month/Y cription Fil ount Maste ng Menu	r-End Clo e Menu r Menu	se Menu					
	13 14 15	Special Vendor Source	Functions M Master Men Master Men	lenu u u							
	20	File Re	organization								
Mast F16	er ^{User} list	PAY VEND								13.04.	00
)	Action										
	Select	4 (F4	-Vendor	Check	Proces	sing).					

A	PCG Dist=8991	Rel	=19.02.00	08/08/2	2019 PC	CG 003	SV C:	\DEVSY	S C:\S	ECOND		WHITE		_		\times
					Fir	nanci	al Ac	count	ing 8	& Repo	rting				CHOOP	
	FKey	,				Ven	dor C	heck	Proce	essing						
	1 2 3 4	 	Print Op Select/I Select/I Print Se)en Pay)eselec)eselec :lected	yables ct Paya ct Paya Payab	Repor ables f ables f les Re	rt or Pay or Pay eport	yment yment	- Vend - Indiv	lor/All /idual						
	5 7 8 31	 	Check M Enter M Void Ve Print Pr Print M	Aenu lanual (ndor Cl elimina	Check/ heck/W ary Mar	Wire T /ire Tra nual/V	ransf ansfe oid Re	er r egister	, of Day	mento						
		 	Check F Wire Tr	leconci ansfer	iliation Recon	Menu ciliatio	on Mei	nu	UI Fay	inclits						
	14]	Display	YAdd Ac	ctive Ci	hecks	to Ma	ister								
Maste F16	er ^{User} list D US Word		Y VEND													
	Action															
	Select 📕	5	(F5	- Che	eck N	Menu	u).									

The following	aaraan	diaplayer	
The following	screen	uispiays.	

A	PCG Dist=8991	Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSYS C:\SECONI	D WHITE	– 🗆 X
		Financial Accounting & Rep	orting	CH 05P
	FKey	Vendor Check Menu		
	1	The following items must be processed in the order lis All items may be run only once with the exception of th Check Register, Register of Payments and Claim Label which may be run as many times as desired. Extract Selected Payables for Processing Print Vendor Checks	ted. e Is,	
	5	Update Budget Files with Check Information		
	9	Print Claim Labels		
	12	Display Check Monitor		
Maste F16	er ^{User} list D	PAY VEND MONITOR		19.01.00
	Action			
	1			
PCG Dist=8991 Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE _ \times EXP1220 Claim Labels Module Enter the Date of Board Approval Enter to Continue F16 TO EXIT 19.02.00 ENTER F16 Action Step Enter the date (MM DD YY) in the Enter the Date of Board Approval field and select 4 (Enter) twice.

The following screen displays.	The	followin	g screen	displays:
--------------------------------	-----	----------	----------	-----------

_								
A	PCG Dist=8991 Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE − □ × Financial Accounting & Reporting CH05P							
	FKey Vendor Check Menu							
	The following items must be processed in the order listed. All items may be run only once with the exception of the Check Register, Register of Payments and Claim Labels, which may be run as many times as desired.							
	 1 Extract Selected Payables for Processing 4 Print Vendor Checks 5 Update Budget Files with Check Information 							
	 8 Final Check Register & Register of Payments 9 Print Claim Labels 12 Display Check Monitor 							
Maste	۶ User _{List} 19.01.00							
F16								
p	Action							
5	Insert the labels into the Printer's feeder tray.							
6	To print the claims labels via the Uqueue Print Manager: Select (Uqueue).							
	To print the claims labels via Microsoft® Word: Select (MS WORD).							
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.							
7	Select FIG - Exit) to return to the <i>Financial Accounting & Reporting - Vendor Chem</i>							
	<i>Processing Menu</i> or select [Master] (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .							

I1. Claim Labels – Example

 CLAIM# 026367 IN FAVOR OF
 CLAIM# 026368 IN FAVOR OF

 VENDOR 001477
 IN THE AMOUNT OF \$178.13
 IN THE AMOUNT OF \$40.74

 13607099903100610000010100000
 BK01 000001 APPROVED 12/05/12
 IN THE AMOUNT OF \$40.74

 CLAIM# 026369 IN FAVOR OF
 CLAIM# 026370 IN FAVOR OF

 VENDOR 001477
 VENDOR 004478

 IN THE AMOUNT OF \$328.46
 IN THE AMOUNT OF \$134.75

 13604099903100610000801000000
 BK01 000002 APPROVED 12/05/12

 CLAIM# 026371 IN FAVOR OF
 CLAIM# 026372 IN FAVOR OF

 VENDOR 004498
 IN THE AMOUNT OF \$282.50

 IN THE AMOUNT OF \$282.50
 IN THE AMOUNT OF \$108.00

 BK01 000002 APPROVED 12/05/12
 BK01 000002 APPROVED 12/05/12

 CLAIM# 026373 IN FAVOR OF
 CLAIM# 026374 IN FAVOR OF

 VENDOR 004498
 IN THE AMOUNT OF \$405.00

 IN THE AMOUNT OF \$475.00
 IN THE AMOUNT OF \$837.00

 13608099903100630000010200000
 IN THE AMOUNT OF \$437.00

 IN THE AMOUNT OF \$475.00
 IN THE AMOUNT OF \$837.00

 IS6080999031006300000102000000
 IN THE AMOUNT OF \$437.00

 IN THE AMOUNT OF \$475.00
 IN THE AMOUNT OF \$837.00

 IS6080999031006300000102000000
 BK01 000002 APPROVED 12/05/12

</tabult

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 108 of 114 All Rights Reserved.

Procedure J: Display/Add Active Checks to Master

🔲 PCG Dist=8991 Rel=14.02.01	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	
	Financial Accounting & Reporting	MASTER1
FKey 	Master Menu	
1 Budget A 2 Purchase 3 Claim Pr 4 Vendor C	Account Master Menu e Order Processing Menu ocessing Menu Check Processing Menu	
5 Revenue 6 Accounts 7 Receipt 8 Cash Ma	e Account Master Menu e Receivable Processing Menu Processing Menu Inagement & Investment Management Menu	
9 Financia 10 Account 11 General 12 Year End	l Reporting & Month/Yr-End Close Menu Master Description File Menu Ledger Account Master Menu I Processing Menu	
13 Special F 14 Vendor N 15 Source N	Functions Menu Aaster Menu Aaster Menu	
20 File Reo	rganization	
Master Userlist Fig. Works Monitor		13.04.00

Step	Action
1	Select 4 (F4 - Vendor Check Processing Menu).

📕 PCG Dist=8991 Rel=14.02.0	I 08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Financial Accounting & Reporting		CHOOP
FKey	Vendor Check Processing		
1 Print 0 2 Select/ 3 Select/ 4 Print S	pen Payables Report Deselect Payables for Payment - Vendor/All Deselect Payables for Payment - Individual elected Payables Report		
5 Check	Menu		
7 Enter M 8 Void Va 31 Print P 9 Print M	fanual Check/Wire Transfer endor Check/Wire Transfer reliminary Manual/Void Register anual/Void Register & Register of Payments		
<u>11</u> Check <u>12</u> Wire T	Reconciliation Menu ransfer Reconciliation Menu		
14 Display	//Add Active Checks to Master		
Master Usetlist Fre Monitor Monitor			

Step	Action
2	Select 14 (F14 – Display/Add Active Checks to Master).

A	PCG Dist=8991 Rel=18.04.00 02/27/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE — Display/Add Checks To Master	EXPCHECK	
	Enter Bank ID:▼		
ENTE	ENTER = Continue, F16 = Exit	19.01.00	
Step	Action		
3	Enter or select the drop-down selection icon 🗹 within the Bank field code.	l to choose	the bank

PCG Dist=6321 Rel=2	21.02.00 06/16/2021 Displ	PCG 002 SV C:\SQLSY .ay/Add Checks	YS C:\SECOND	WHITE	-	EXPCHECK
Enter s to be a Bank: B	tarting check m dded, and press K7 Check Numb	umber and the u ENTER	number of che mber of Check	ecks		
The follow	ing check range	es are already (on file:			
Begin _	End Begi	.n End	Begin	End Begin	End	
F16 to Exit				F15	2	21.02.00

When no check numbers have been assigned yet, the following screen displays:

When multiple ranges of check numbers exist, the following screen displays:

	A	PCG	Dist=	6321	Rel=2	21.02.00	06/16/2	2021 PC	G 002	SV C:\S	SQLSYS	C:\SEC	OND		WHITE			_		\times
																			EXPCH	IECK
							I)ispla	y/Ada	i Chec	ks To	Mast	er							
				Ent	er s	tarti	ng che	eck nu	mber	and t	he nu	mber	of cl	necks						
				to	be a	dded,	and p	oress	ENTEI	8										
				Ban	k: B	K4 (Check	Numbe	r:		Numb	er of	Cheo	:ks:						
									_											
			The	, fu	1100	ina cl	heck I	annes	are	alrea	du on	file	-							
											- ,		-							
			Be	egin		End		Begin		End		Begin		End	Begi	n	E	nd		
				- 98	-	101		4554	-	4554		5182	-	5183	539	2 -	53	92		
				700	-	700		4586	-	4586		5207	-	5208	546	9 -	54	10		
				870	-	870		40.09	-	46 89		5227	-	5228	542	8 -	54	29		
				873	-	873		4633	-	4633		5244	-	5245	544	8 -	55	48		
			1	036	-	1036		4656	-	4656		5262	-	5262	556	2 -	80	99		
			1	211	_	1211		4///	-	4///		5264	-	5207	7229	5 -	723	04		
			3	000	-	1000		5015	-	5017		5279	-	5279	/008/	0 -	7009	44		
			1	1955	-	1901		5028	-	5051		5282	-	5282						
			2	2012	-	2012		5070	_	5078		5299	-	5299						
			2	003	-	2003		5080	-	5080		5303	-	5303						
			2	2090	-	2091		5102	-	5102		5324	-	5324						
			2	404	-	2740		5104	_	5104		5344	-	5344						
			- 1	+121	_	4121		5127	-	5129		5359	-	5359						
			- 1	1479 	-	4479		5140	_	5147		5302	-	5303						
				1220	-	4520		5102	-	5103		5379	-	5319						
		F16	to F	xit																
E	NTER	'														FIE	2		21.02	2.00
	Č			_												115				
F	16 V																			

Georgia Department of Education June 16, 2021 • 3:49 PM • Page 112 of 114 All Rights Reserved.

Step	Action
4	Enter the starting check number and the number of checks to be added, and then select ENTER) to add the checks to the <i>Check Master File</i> .
	Select $\mathbf{F16}$ (F16) to exit and enter another Bank ID.

If **ENTER** is selected to add checks, or **F16** is selected to exit, the following screen displays:

	Image: PCG Dist=8991 Rel=18.04.00 02/27/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE — — X Display/Add Checks To Master	
	Enter Bank ID:	
	ENTER CONTINUE, F10 = EXIT ENTER F1 F1 F1 F1	
tep	Action	
5	Select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to return to the <i>Financial Accounting & Reporting - Ven Processing Menu</i> .	idor Cheo

🔲 PCG Di	st=8991 Rel=12.03.0	01 12/04/2012 PCW 002	C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial	Accounting & Repor	ting	CHOOP
	FKey	Venda	or Check Processing		
	 1 Print ()nen Devehler Denort			
	2 Select	VDeselect Payables for	r Payment - Vendor/All		
	3 Select	Deselect Payables for	Payment - Individual		
	_4 Print S	Selected Payables Rep	ort		
	5 Check	Menu			
	8 Enter	Manual Check/Wire Tra lendor Check/Wire Tran	anster		
	31 Print F	Preliminary Manual/Voi	d Reaister		
	9 Print M	Manual/Void Register &	Register of Payments		
	11 Charl	Desensiliation Manu			
	12 Wire	Fransfer Reconciliation	Menu		
	<u>14</u> Displa	y/Add Active Checks to	Master		
Master ^{User} li	st				
F16 🗭 🕮		ID III			
	· · ·				
Step	Action				
6		(E16 E-14) 4	atum ta tha Ei	:-1 A 0 F)
	Select FIE 4	$I(\mathbf{F} 10 - \mathbf{EX}11)$ to re	eturn to the <i>Financ</i>	iai Accounting & K	eporting Master M
	or select	(Master) to ret	turn to the Busines	s Applications Mast	ter Menu.