



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/20/2019

Section E: Vendor Check/Wire Transfer
Processing

***[Topic 2: Reconciling Vendor Checks and
Wire Transfers, Version 2.5]***

Revision History

Date	Version	Description	Author
3/20/2019	2.5	19.01.00 – Increase the number of claims that can be selected for a vendor wire transfer from 13 to 40.	D. Ochala
03/19/2018	2.4	18.01.00 – Update screenshots.	D. Ochala
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
08/12/2014	2.2	13.02.00 – Updated the <i>Print the Check/Wire Transfer Reconciliation Listings</i> section.	D. Ochala
05/25/2011	2.1	11.02.00 – Update documentation to current standards.	D. Ochala
10/11/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

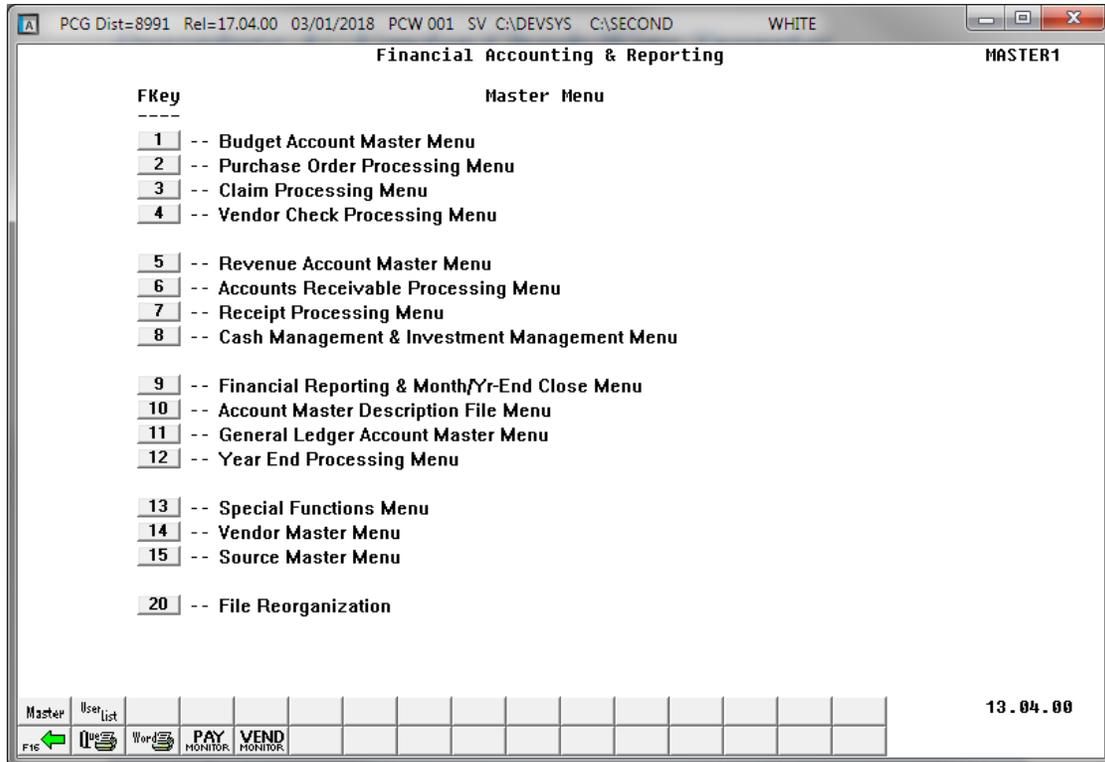
Vendor check and wire transfer reconciliation includes the following procedures:

- **Reconciling vendor checks and wire transfers:** Compare the vendor checks and wire transfers to the bank statement, and cancel the bank-processed items from PCGenesis. PCGenesis produces an *Exception Report* when vendor checks and wire transfers are reconciled. The report provides a listing of the range(s) entered on the *Check Reconciliation Entry* screen, the vendor checks, and wire transfers cancelled, and the non-cancelled vendor checks and check ranges. These items were not cancelled because they were missing from the ranges entered, were not issued, or had already been cancelled. Refer to *A1. Vendor Check/Wire Transfer Reconciliation Exception Report – Example* for an example of this report.
- **Displaying vendor checks and wire transfers:** View the *Vendor Check Master (CHEKMSTR)* file's detail of checks and wire transfers.
- **Updating vendor checks and wire transfers:** Change or reverse the status of *open* vendor checks and wire transfers. Do not attempt to void vendor checks using the *Update* procedure. Instead use *F8 (Void Vendor Check/Wire Transfer)* on the *Vendor Check Processing Menu* to void vendor checks.
- **Removing voided and cancelled vendor checks and wire transfers:** Remove the check/wire transfer items from PCGenesis, and generate a listing of the items removed.
- **Printing the vendor check and wire transfer reconciliation reports:** Generate a listing of all issued, cancelled, or voided vendor checks.

Although the screenshot examples refer to vendor checks, the process for wire transfers is similar. Where appropriate, these instructions include the associated F keys.

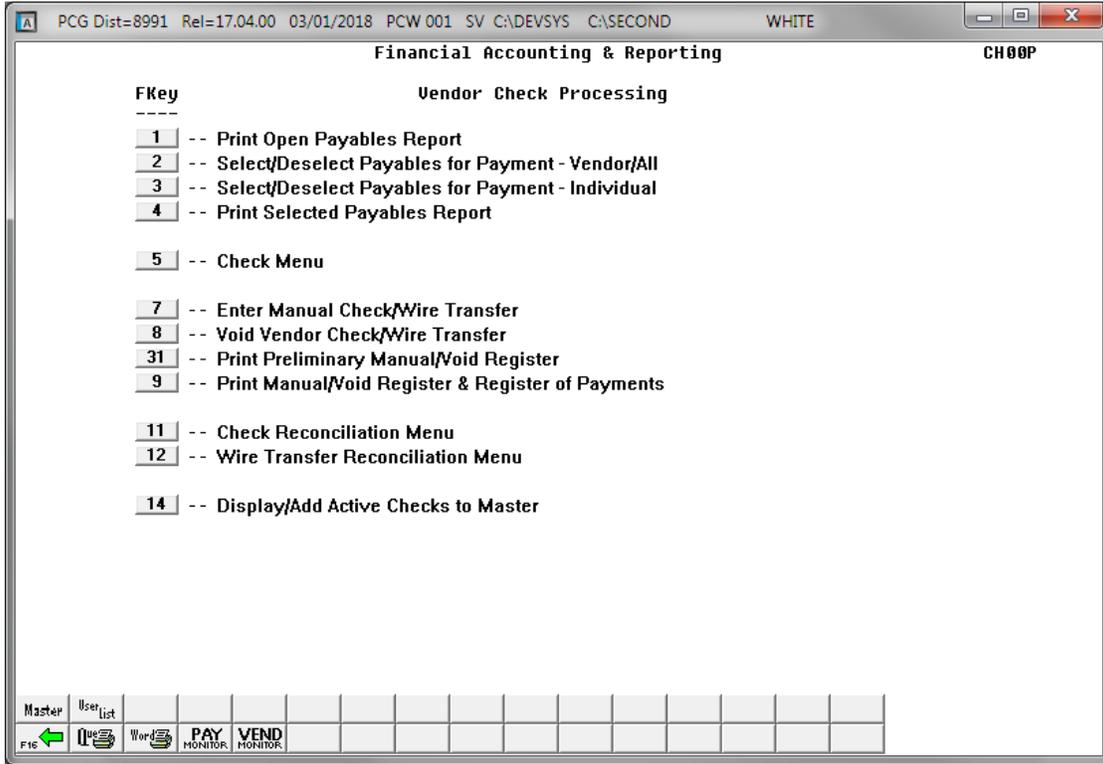
Procedure A: Vendor Check/Wire Transfer Reconciliation

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



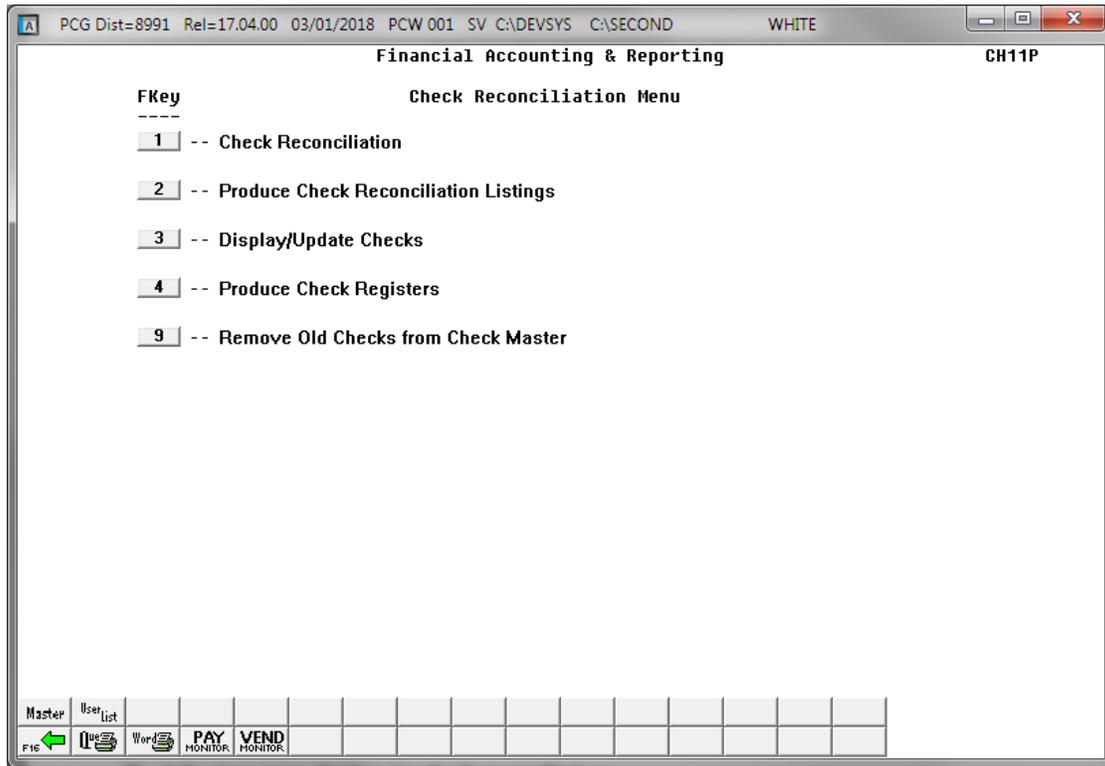
Step	Action
2	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



Step	Action
3	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

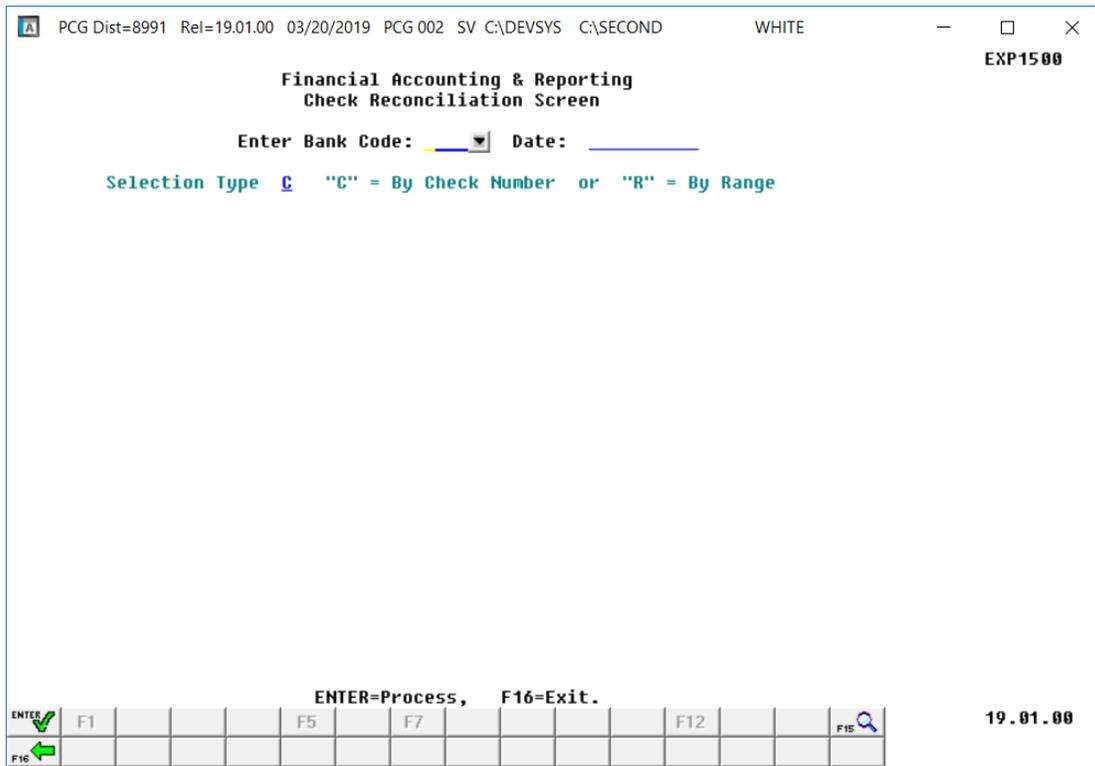
The following screen displays:



For Step 3 – F12 selections, the menu instead indicates Wire Transfer Reconciliation.

Step	Action
4	Select 1 (F1 - Check/Wire Transfer Reconciliation).

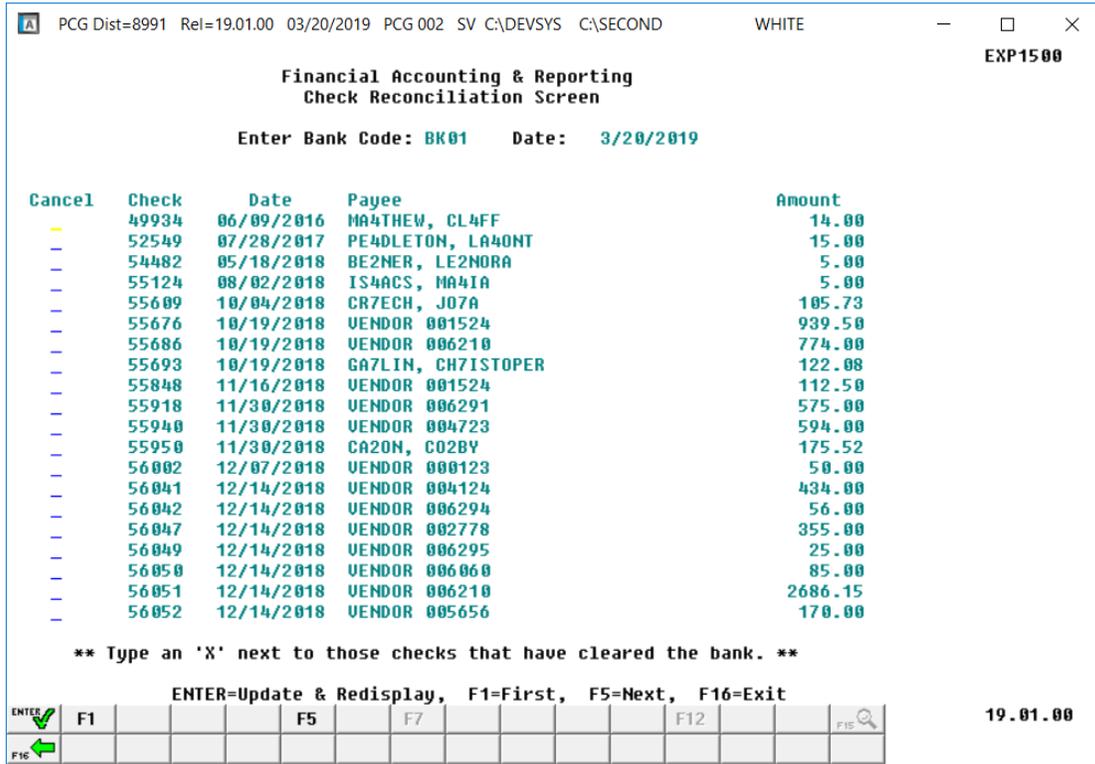
The following screen displays for **check reconciliations**:



For Step 3 – F12 selections, the screen instead indicates Wire Transfer Reconciliation Screen.

Step	Action
5	Enter the code, or select the drop-down selection icon  within the Bank field to choose the bank's information.
6	For Check reconciliations only: Enter C (Check number) to select individual check numbers, or R (Check range) to enter a specific range of checks in the Selection Type field.
7	Enter the date (MM/DD/CCYY) in the Date field to limit the display of vendor checks and wire transfers to the date entered.
8	Select  (Enter). <i>To select individual checks or wire transfers, proceed to Step 9.</i> <i>To enter a range of checks or wire transfers, proceed to Step 10.</i> <i>*** Processing Request ***</i> , <i>“Do not cancel processing!”</i> , and a processing status counter briefly display.

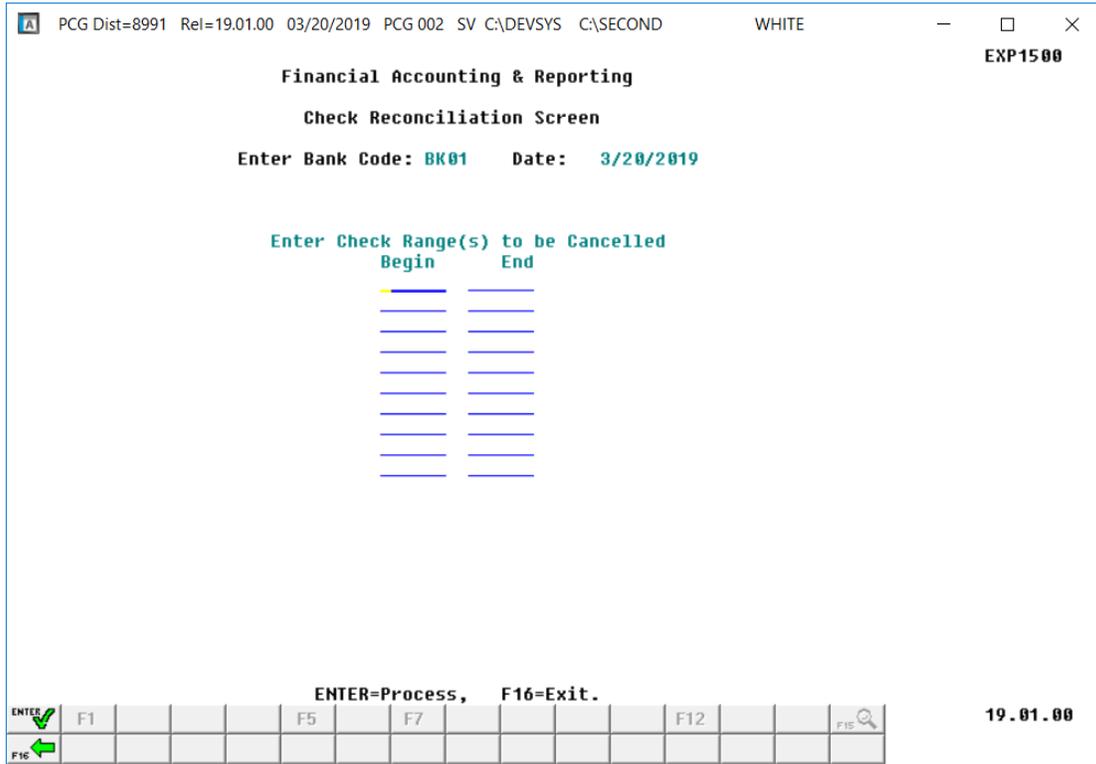
For **Step 6 - C (Check number)** entries, the following screen displays:



For Step 3 – F12 selections, the screen instead indicates Wire Transfer Reconciliation Screen.

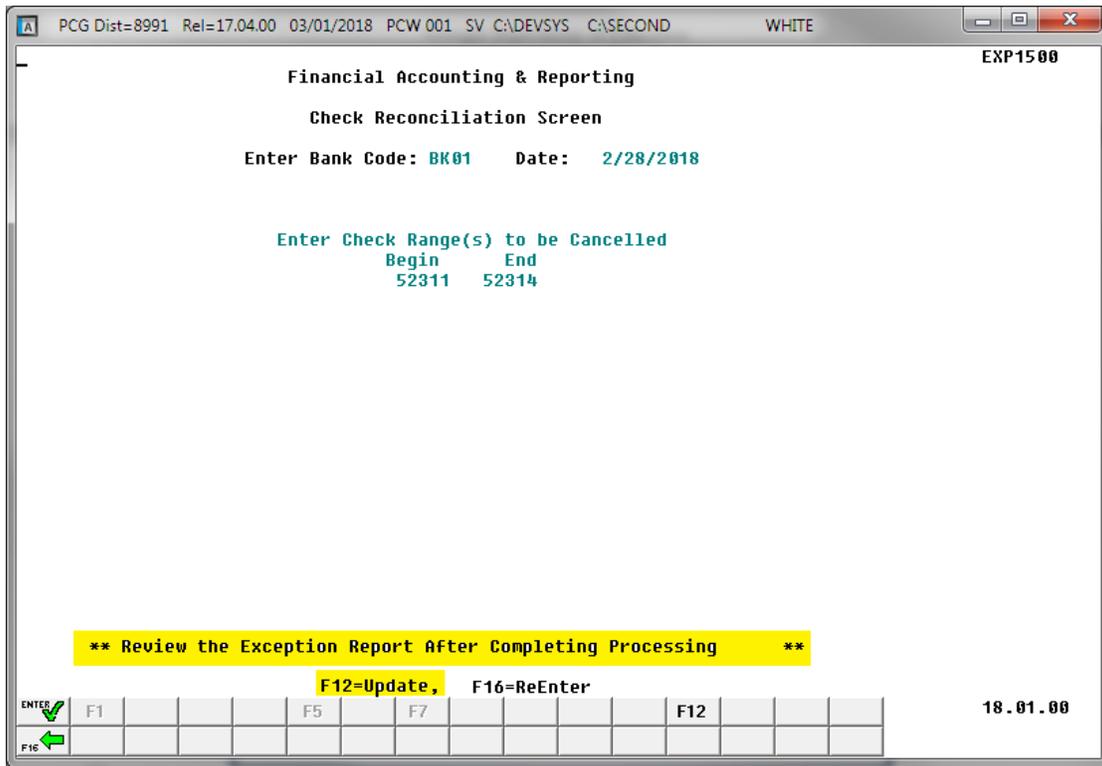
Step	Action
9	<p>Enter X in the Cancel column of the vendor check(s)/wire transfer(s) that have cleared the bank and require cancellation. Then select  (Enter). Repeat <i>Step 9</i> until all desired checks have been cancelled.</p> <p>Verify that the “<i>Check (Wire Transfer) Cancellation Complete</i>” message displays.</p> <p>When all items have been selected, select  (F16 - Exit), and proceed to <i>Step 14</i>.</p> <p>To view additional checks (wire transfers), select  (F1 - First),  (F5 - Next), or  (F7 - Previous) where appropriate.</p>

For **Step 6 - R (Check range)** entries, the following screen displays:



Step	Action
<p>10</p>	<p>Enter up to ten check range(s) in the Begin and End columns. The following processing guidelines apply to check range entries:</p> <ul style="list-style-type: none"> • Enter valid beginning and ending check numbers within the columns. • The check must be an issued check. • Verify the check does not contain the ‘C’ (Cancelled) status. • The ending check number must be greater than or equal to the beginning check number entered.
<p>11</p>	<p>Select  (Enter). If errors exist, PCGenesis will display the corresponding error message. After correcting the indicated errors, select  (Enter).</p>

The following screen displays:



Step	Action
12	Select F12 (F12 - Update). “* * * Processing Request * * *” and “Do not cancel processing!” will briefly display.

The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/20/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE EXP1500

Financial Accounting & Reporting

Check Reconciliation Screen

Enter Bank Code: **BK01** Date: **3/20/2019**

Enter Check Range(s) to be Cancelled

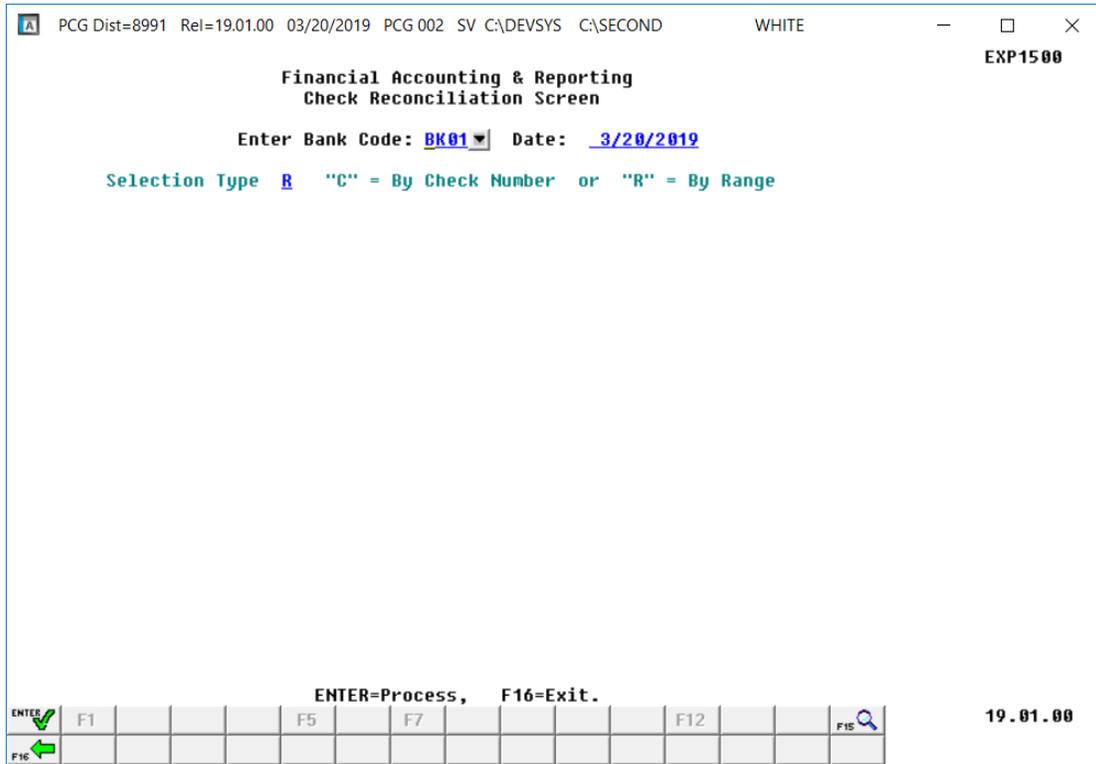
Begin	End
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ENTER=Process, F16=Exit.

ENTER ✓	F1			F5		F7				F12		F15 🔍	19.01.00
F16 ←													

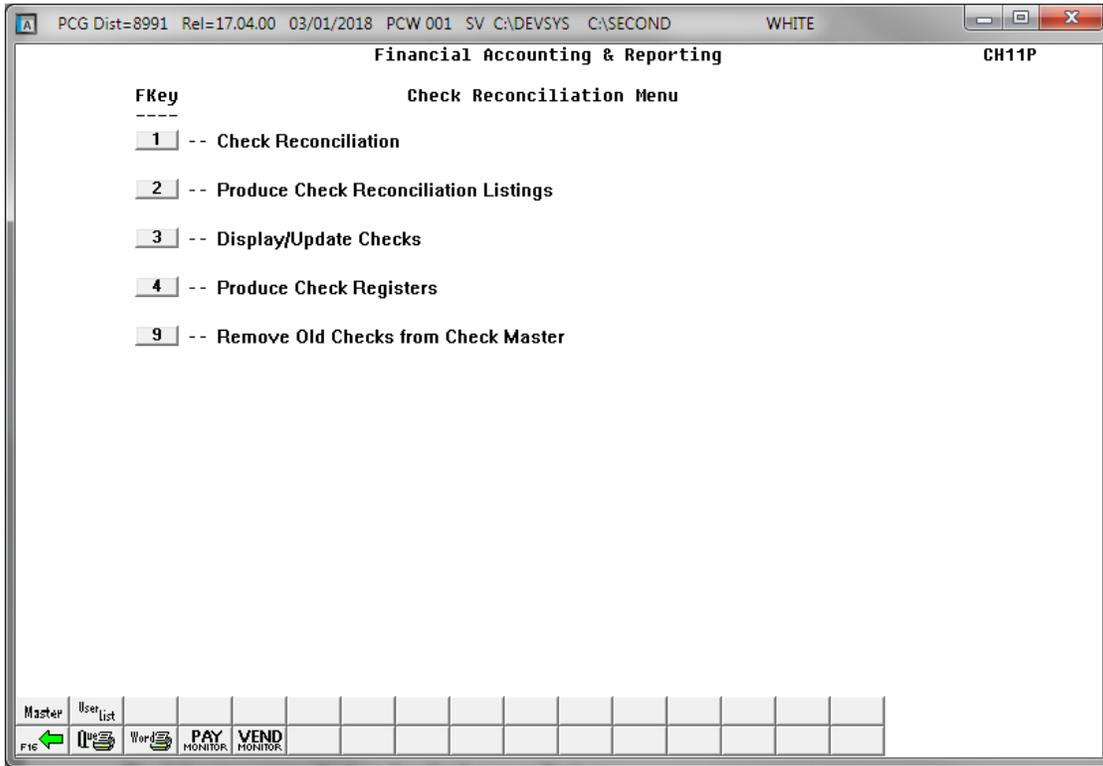
Step	Action
13	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting - Check/Wire Transfer Reconciliation Entry</i> screen.

The following screen displays:



Step	Action
14	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting Check/Wire Transfer Reconciliation Menu</i> .

The following screen displays:

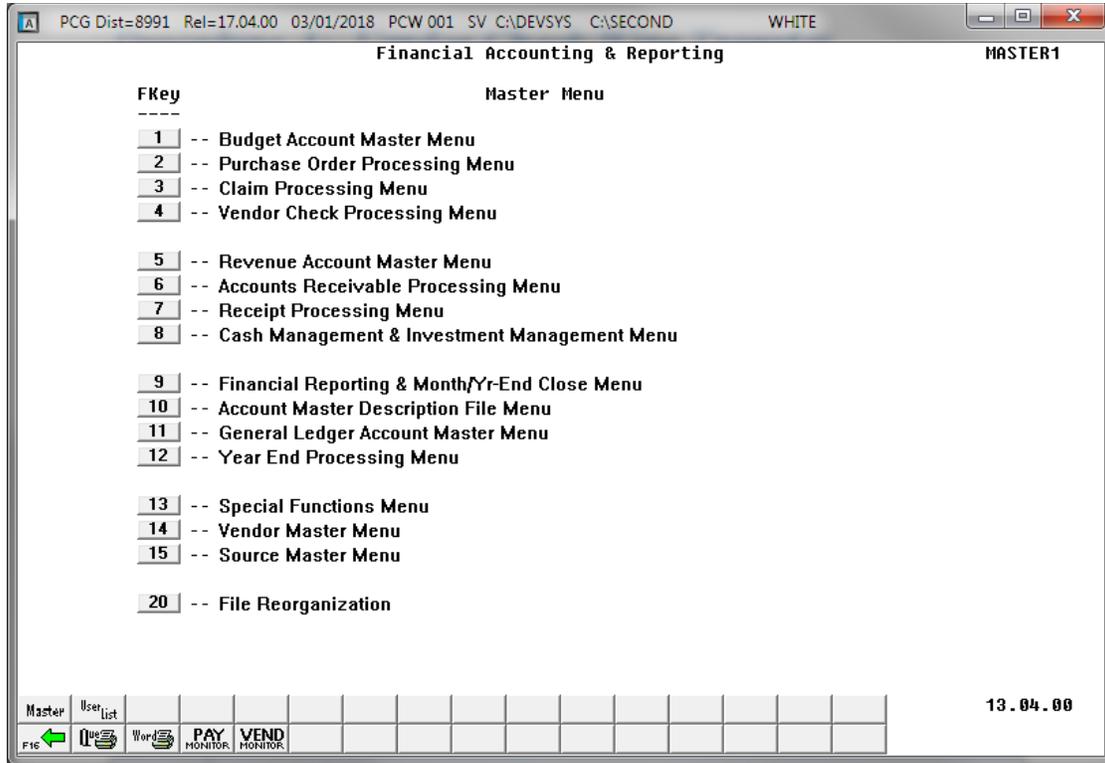


Step	Action
15	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .
16	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue). Select the <i>Spool</i> option to print the report.</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing, for instructions on creating the macros needed for the MS WORD feature.</i></p>

A1. Vendor Check/Wire Transfer Reconciliation Exception Report by Check Range – Example

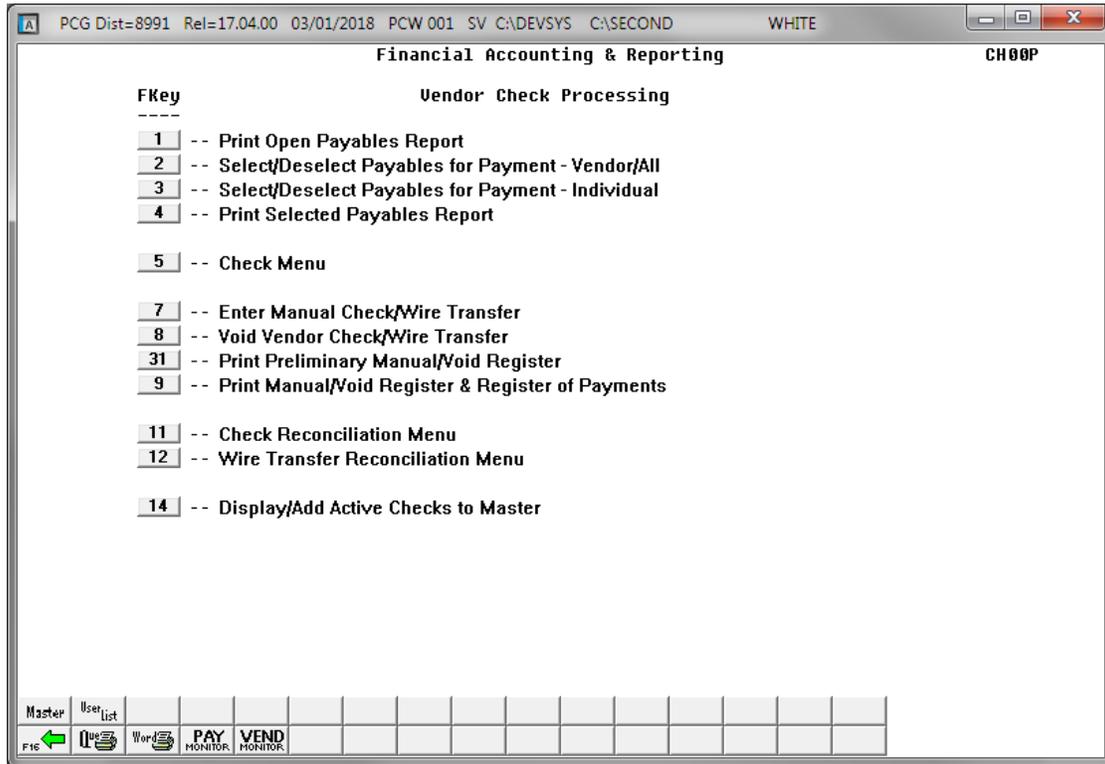
```
DATE      03/01/18                VENDOR CHECK RECONCILLIATION EXCEPTION REPORT                PAGE      1
CHECK  STATUS  ERROR TYPE
52311 - 52314      ----- Check Range Processed
```

Procedure B: Display/Update Vendor Checks or Wire Transfers



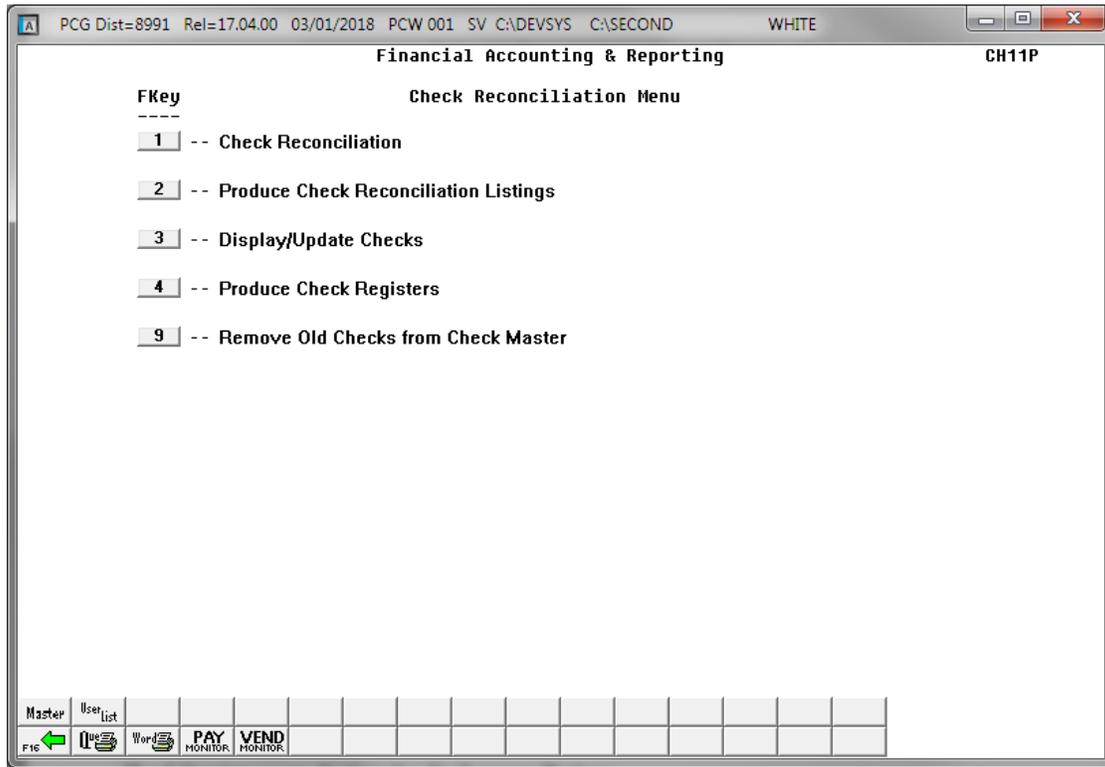
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

The following screen displays:



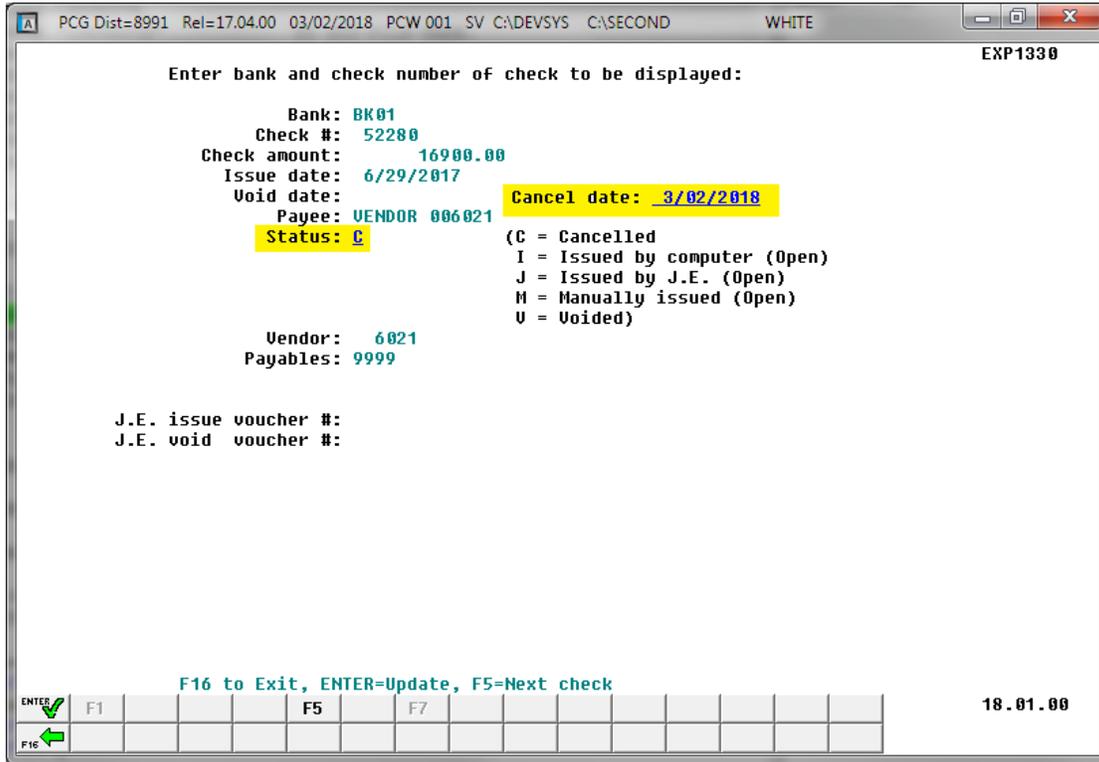
For Step 2 – F12 selections, the menu instead indicates Wire Transfer Reconciliation.

Step	Action
3	Select 3 (F3 -Display/Update Checks/Wire Transfers).

The following screen displays:

Step	Action
4	Enter the bank's code or select on the drop-down selection icon  in the Bank field to choose the bank's information.
5	Enter the check's (wire transfer's) number or select on the drop-down selection icon  in the Check# (Wire Transfer #) field to choose a check number, and select  (Enter).

The following screen displays:

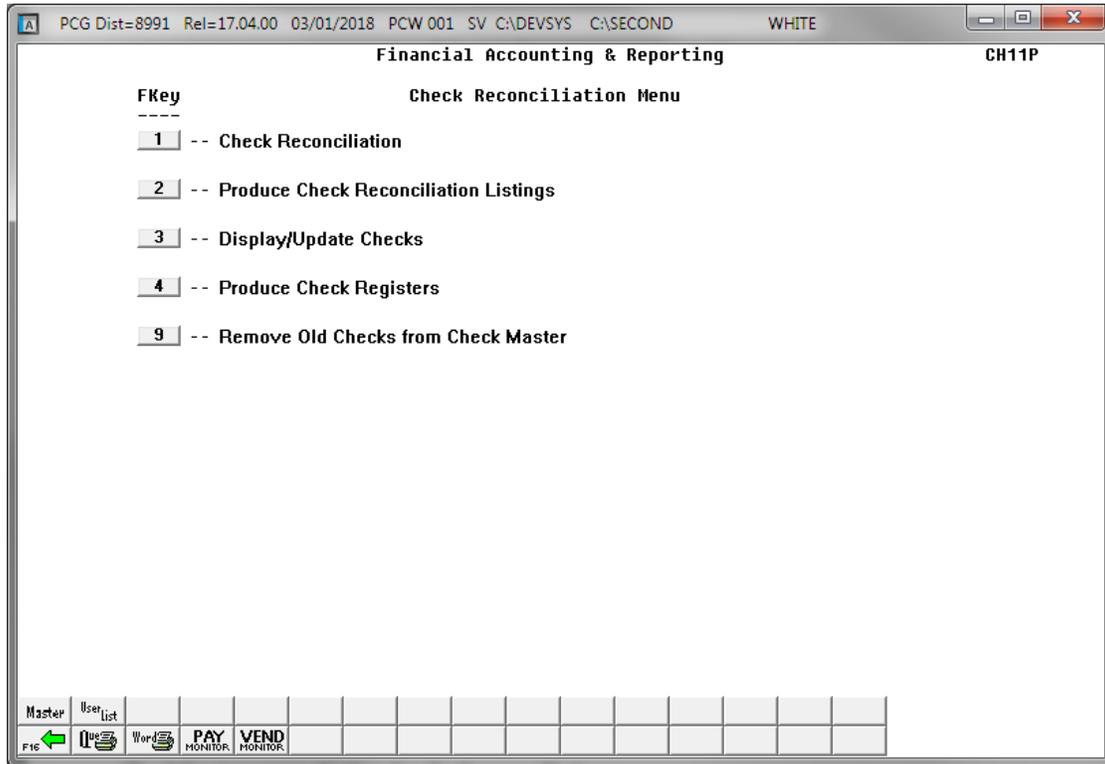


Step	Action
6	<p>Make the appropriate entries in the Cancel Date (MM/DD/CCYY) and Status fields.</p> <p>To change the status to “Cancelled”: Enter C (Cancelled) in the Status field. Enter the date (MM/DD/CCYY) in the Cancel Date field. The <i>Status</i> may be modified from I (Issued by Computer) J (Journal Entry issued), M (Manually issued), or T (Wire transfer), to C (Cancelled).</p> <p>To reverse a previously “Cancelled” vendor check or wire transfer: Enter the code in the Status field. Delete the cancellation date from the Cancel Date field. The Status may be modified to a status of I, J, M or T if the check was erroneously cancelled during the <i>Reconciliation</i> procedure.</p> <p>Select  (F5 - Next check/wire transfer) to view additional checks (wire transfers), where appropriate.</p>
7	<p>Select  (Enter).</p>

The following screen displays:

Step	Action
8	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting – Check (Wire Transfer) Reconciliation Menu</i> .

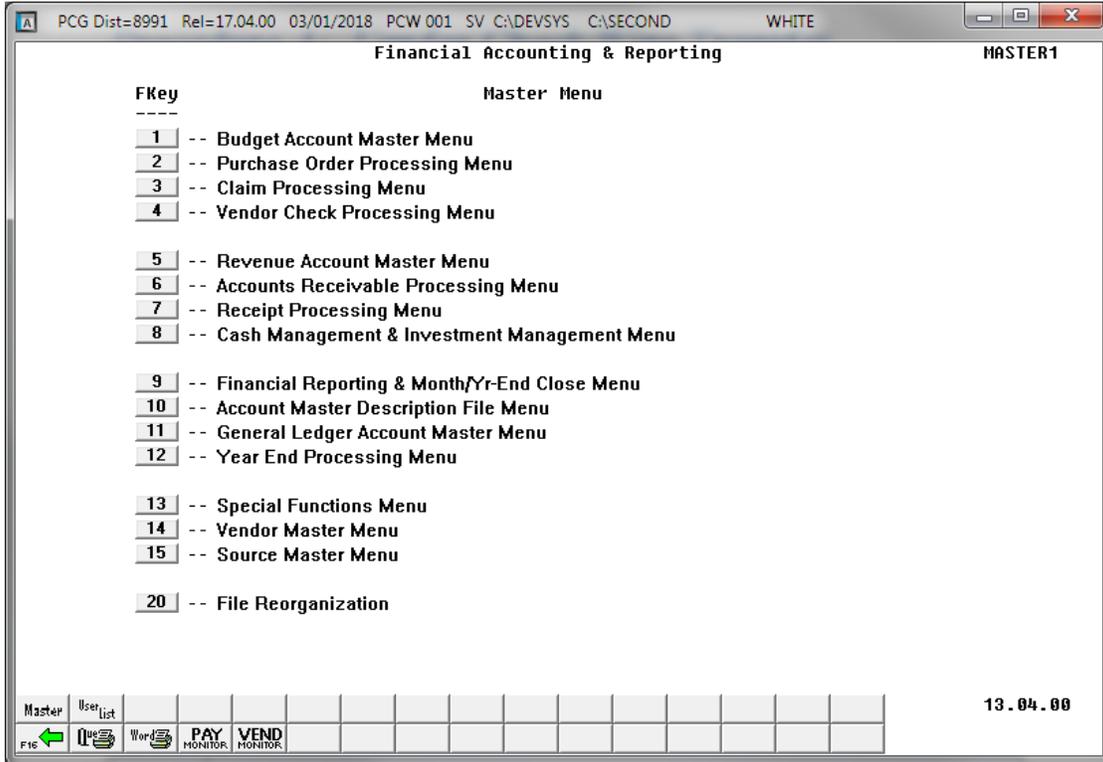
The following screen displays:



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

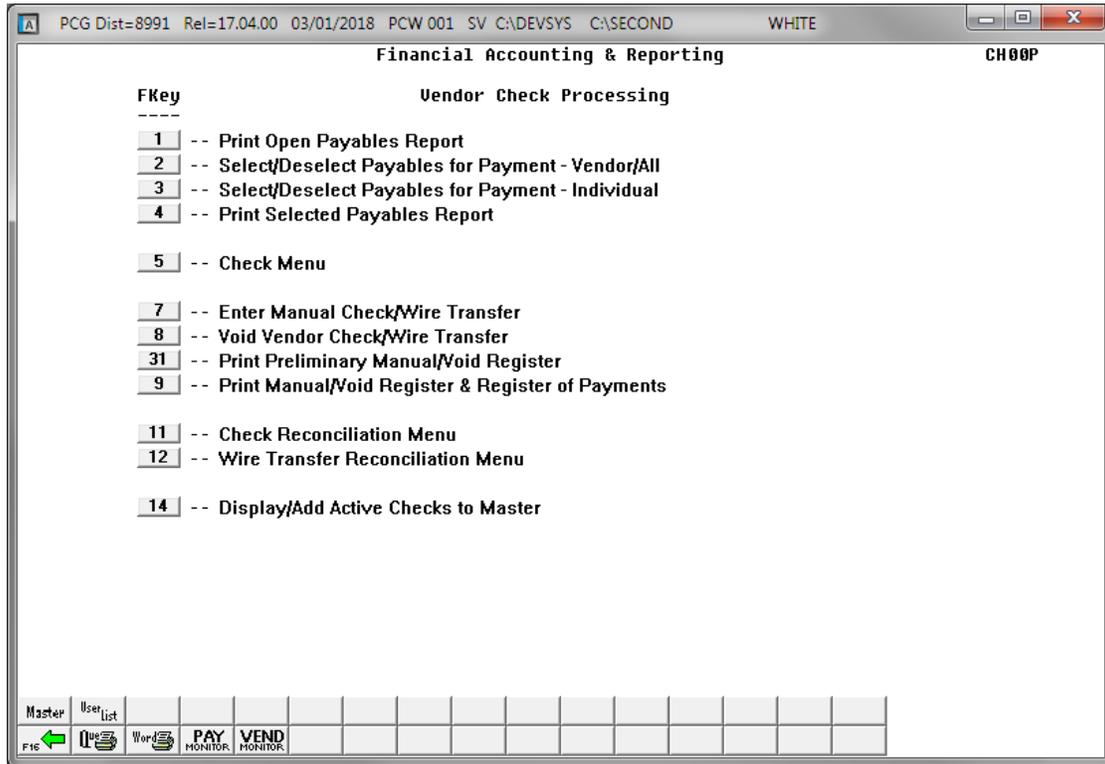
Procedure C: Vendor Check/Wire Transfer Report Processing

C1. Print the Check/Wire Transfer Reconciliation Listings



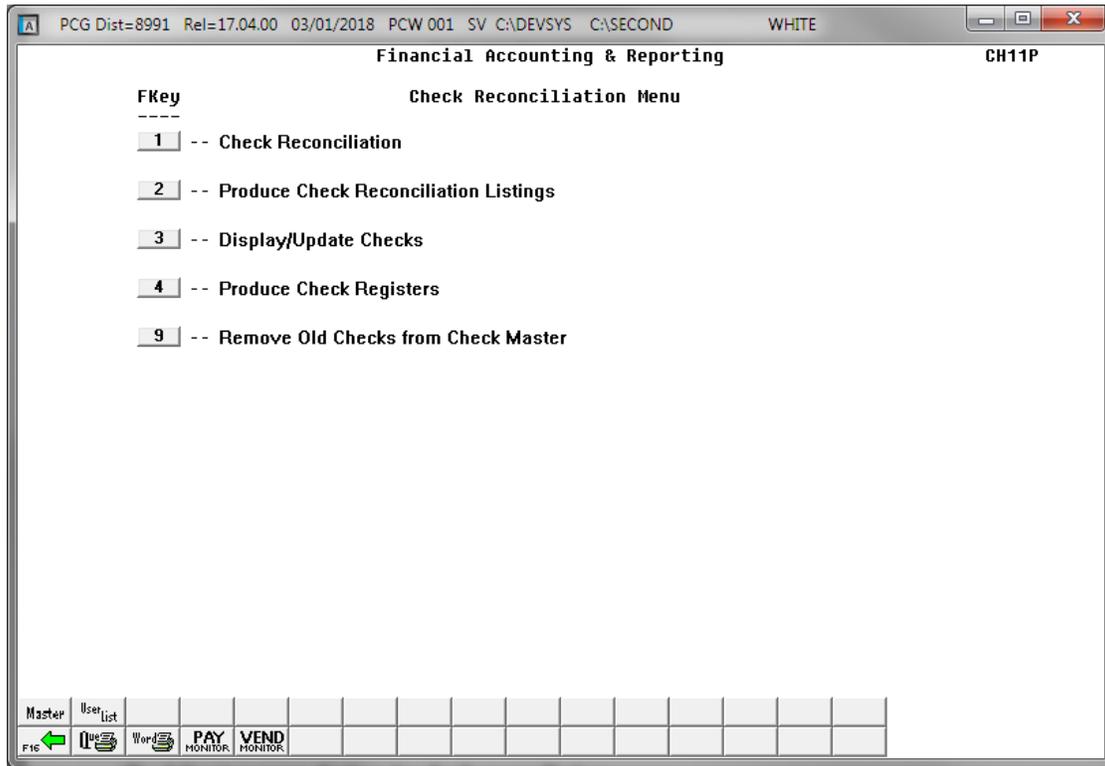
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



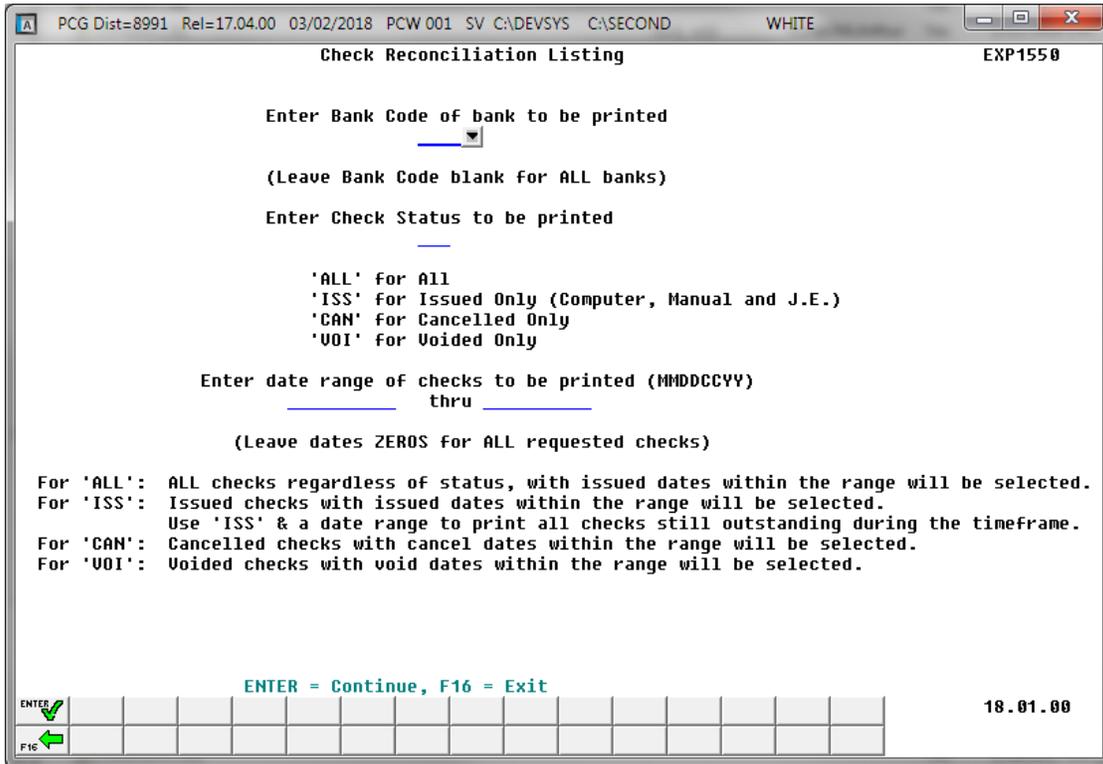
Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

The following screen displays:



Step	Action
3	Select 2 (F2 - Produce Check/Wire Transfer Reconciliation Listings).

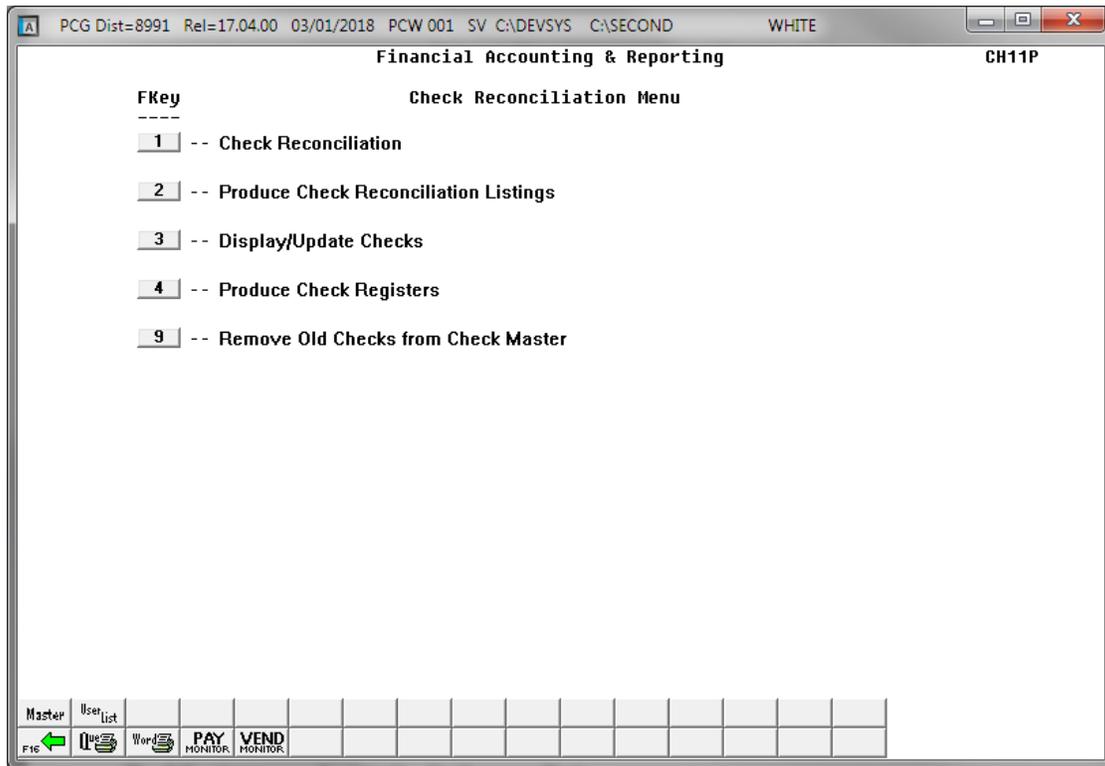
The following screen displays:



Step	Action
4	<p>For all banks: Leave the Enter Bank Code of Bank to be Printed field blank.</p> <p>For a specific bank: Enter the bank’s code, or select the drop-down selection icon  within the Enter Bank Code of Bank to be Printed field to choose the bank’s information.</p>
5	<p>Vendor checks: Enter ALL (All), ISS (Computer/Manually Issued), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Check Status to be Printed field to define the type of checks to be evaluated.</p> <p>Wire transfers: Enter ALL (All), TFR (Wire Transfer), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Wire Transfer Status to be Printed field to define the type of wire transfers to be evaluated.</p>

Step	Action
6	<p>Enter the date range (MMDDCCYY) <i>or</i> leave the field populated with zeroes (0's) for all vendor checks/wire transfers, in the Enter Date Range of Checks/Wire Transfers To Be Printed (MMDDCCYY) fields.</p> <ul style="list-style-type: none"> • When the user selects the 'ALL' option, all checks/wire transfers, regardless of status, are printed as long as the Issue Date is within the date range requested. • When the user selects the 'ISS' or 'TFR' option, the program prints all checks/wire transfers which are outstanding during the timeframe. For example, if the Issue Date is within the range and the Cancel Date is outside of the date range, <u>the check will print</u> on the report because the check is still outstanding. If the check was issued and cancelled within the date range, <u>the check will NOT print</u> on the report because the check is not outstanding in that date range. • When the user selects the 'CAN' option, the program prints all checks/wire transfers with the Cancel Date within the date range requested. • When the user selects the 'VOI' option, the program prints all checks/wire transfers with the Void Date within the date range requested.
7	<p>Select  (Enter) <u>twice</u>.</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:



Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
9	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

C1.1 Check Registers (All Checks) - Example

The final page of the report lists the number of checks and the grand totals for each vendor check category.

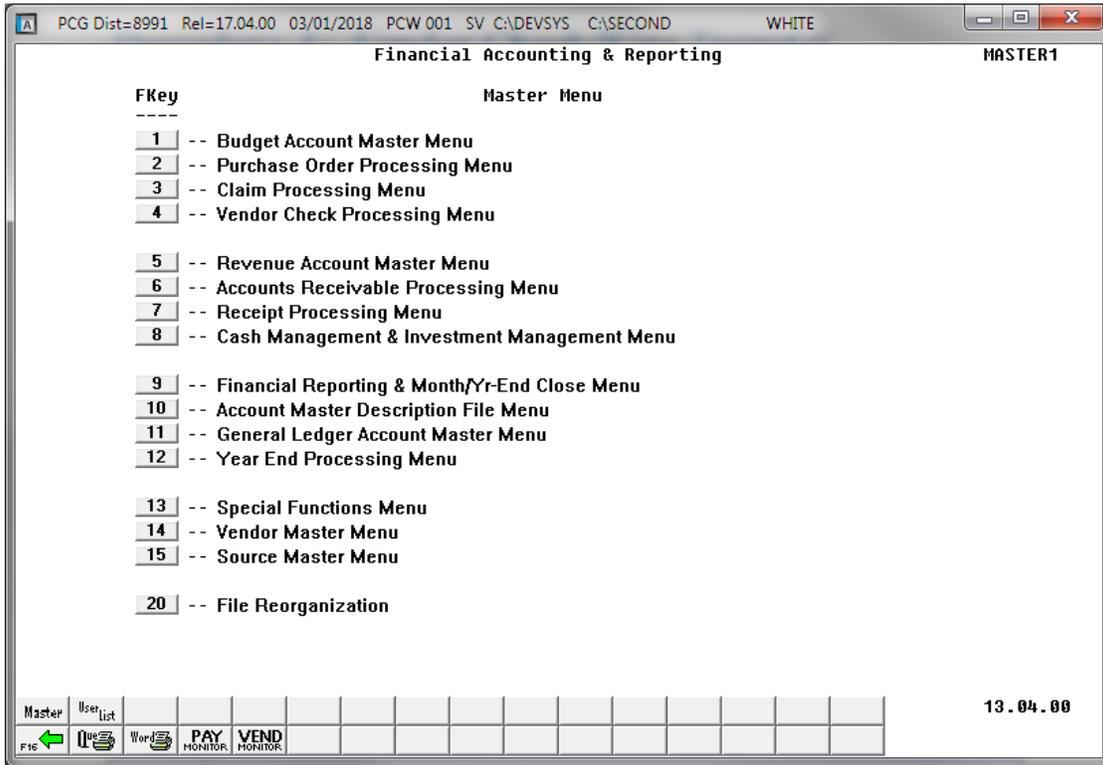
REPORT ID: EXP1550		LIST OF ALL CHECKS				PAGE 1677		
REPORT DATE: 03/02/2018		ISSUED DATE RANGE: 00/00/0000 - 00/00/0000						
BANK: FBG FNB 008 OF SMITH CITY GENERAL OPERATING								
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)
049833	02/06/2018	DENI COUNTRY GLASS & MIRROR	236.13	COMPUTER ISSUED				24
049834	02/06/2018	ATLANTA BATTERY COMPANY	715.32	COMPUTER ISSUED				24
049835	02/06/2018	MECHANICAL REPAIR SERVICE, INC	505.00	COMPUTER ISSUED				24
049836	02/06/2018	MKC ENTERPRISES, INC	1,269.85	COMPUTER ISSUED				24
049837	02/06/2018	NEWTON ELECTRIC SUPPLY	96.12	COMPUTER ISSUED				24
049838	02/06/2018	PITNEY BOWES	141.00	CANCELLED	2/28/2018			
049839	02/06/2018	PRESENTATION BINDING SYSTEMS	707.48	CANCELLED	2/28/2018			
049840	02/06/2018	PROCARE THERAPY, INC	3,120.71	CANCELLED	2/28/2018			
049841	02/06/2018	RAPID-ROOTER SEWER & DRAIN SER	900.00	CANCELLED	2/28/2018			
049842	02/06/2018	RICE PLUMBING	1,547.50	CANCELLED	2/28/2018			
049843	02/06/2018	SAFETY KLEEN	248.52	CANCELLED	2/28/2018			
049844	02/06/2018	SCIENCE OLYMPIAD	55.00	CANCELLED	2/28/2018			
049845	02/06/2018	SNAP-ON TOOLS	91.00	CANCELLED	2/28/2018			
049846	02/06/2018	STEPHENS OIL COMPANY	16,590.64	CANCELLED	2/28/2018			
049847	02/06/2018	SUNBELT STAFFING	2,437.07	CANCELLED	2/28/2018			
049848	02/06/2018	THE MORGAN CONSULTING GROUP IN	1,200.00	CANCELLED	2/28/2018			
049849	02/06/2018	THE ORGANWISE GUYS, INC	127.26	CANCELLED	2/28/2018			
049850	02/06/2018	TRANE PARTS	386.85	CANCELLED	2/28/2018			
049851	02/06/2018	UNIVERSITY OF GEORGIA	3,892.89	CANCELLED	2/28/2018			
049852	02/06/2018	WEBB BROTHERS SUPPLY COMPANY	7.55	CANCELLED	2/28/2018			
050000	02/15/2018	DZEZE OSTSLA	90.00	CANCELLED	2/28/2018		00113675	
050001	02/15/2018	DZEZE OSTSLA	28.00	CANCELLED	2/28/2018		00113676	
CANCELLED:		48801 CHECKS	\$292,017,889.20	TOTAL				
VOIDED:		648 CHECKS	\$6,371,392.38	TOTAL				
ISSUED:		299 CHECKS	\$2,889,466.05	TOTAL				
GRAND:		49748 CHECKS	\$301,278,747.63	TOTAL				

C1.2 Check Registers (Issued Checks) - Example

When the user selects the 'ISS' option to print the List of Issued Checks Only, the program prints all checks still outstanding during the timeframe. For example, if the **Issue Date** is within the range and the **Cancel Date** is outside of the date range, the check will print on the report because the check is still outstanding. If the check was issued and cancelled within the date range, the check will NOT print on the report because the check is not outstanding in that date range.

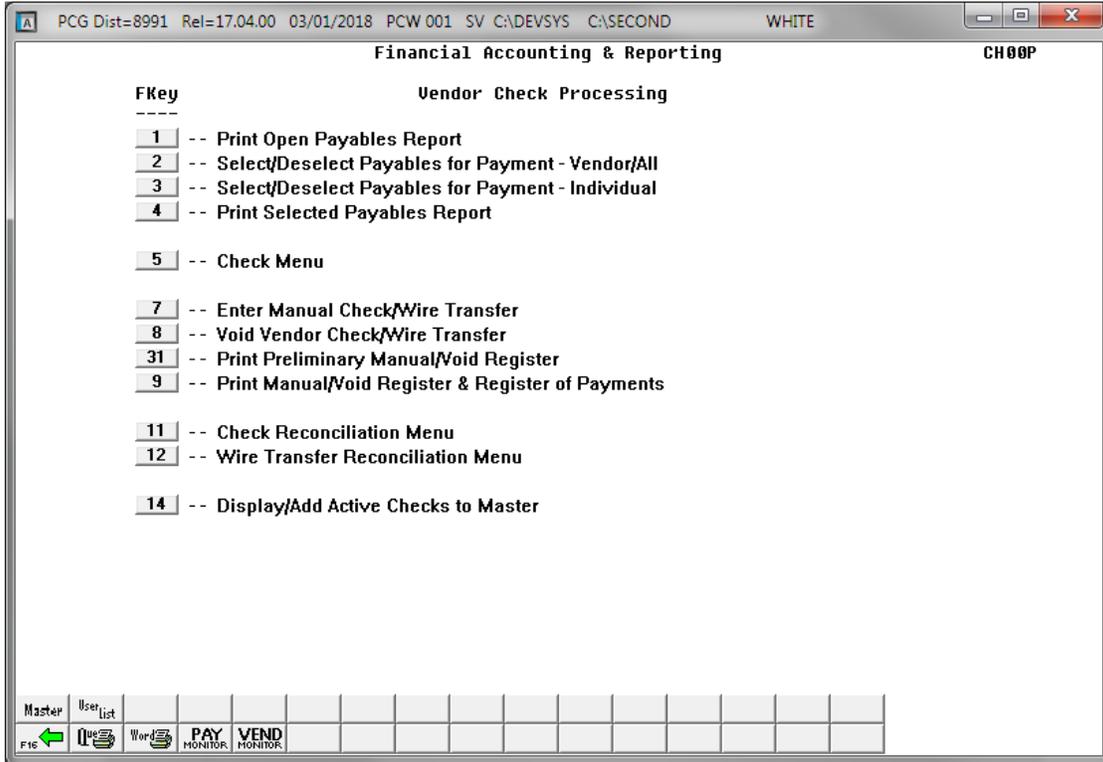
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)
049821	02/06/2018	DEMCO	320.64	COMPUTER ISSUED				24
049822	02/06/2018	FARMERS BANK	8,640.64	COMPUTER ISSUED				24
049823	02/06/2018	FREY SCIENTIFIC	3,664.01	COMPUTER ISSUED				24
049824	02/06/2018	GA ASSOC FOR GIFTED CHILDREN	600.00	COMPUTER ISSUED				24
049825	02/06/2018	GC&E SYSTEMS GROUP, INC	2,703.72	COMPUTER ISSUED				24
049826	02/06/2018	GCEL ANNUAL CONFERENCE	300.00	COMPUTER ISSUED				24
049827	02/06/2018	GEORGIA POWER	5,976.10	COMPUTER ISSUED				24
049828	02/06/2018	HEAVY DUTY BUS PARTS INC	362.71	COMPUTER ISSUED				24
049829	02/06/2018	J C NASH TRUCK PARTS INC	174.60	COMPUTER ISSUED				24
049830	02/06/2018	JUNIOR LIBRART GUILD	49.14	COMPUTER ISSUED				24
049831	02/06/2018	KENNESAW STATE UNIVERSITY	390.00	COMPUTER ISSUED				24
049832	02/06/2018	KIMBALL MIDWEST	153.78	COMPUTER ISSUED				24
049833	02/06/2018	DENI COUNTRY GLASS & MIRROR	236.13	COMPUTER ISSUED				24
049834	02/06/2018	ATLANTA BATTERY COMPANY	715.32	COMPUTER ISSUED				24
049835	02/06/2018	MECHANICAL REPAIR SERVICE, INC	505.00	COMPUTER ISSUED				24
049836	02/06/2018	MKC ENTERPRISES, INC	1,269.85	COMPUTER ISSUED				24
049837	02/06/2018	FREDERICK ELECTRIC SUPPLY	96.12	COMPUTER ISSUED				24
CANCELLED:			0 CHECKS	\$.00	TOTAL			
VOIDED:			0 CHECKS	\$.00	TOTAL			
ISSUED:			299 CHECKS	\$2,889,466.05	TOTAL			
GRAND:			299 CHECKS	\$2,889,466.05	TOTAL			

C2. Print the Vendor Check/Wire Transfer Registers



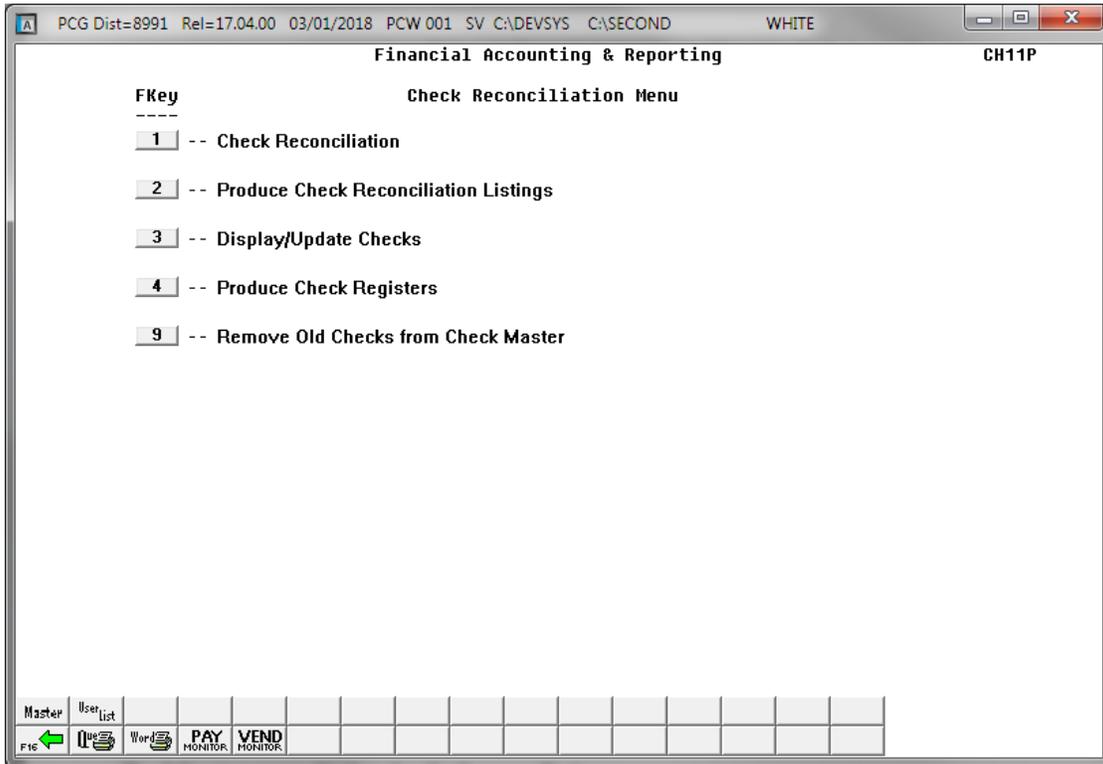
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



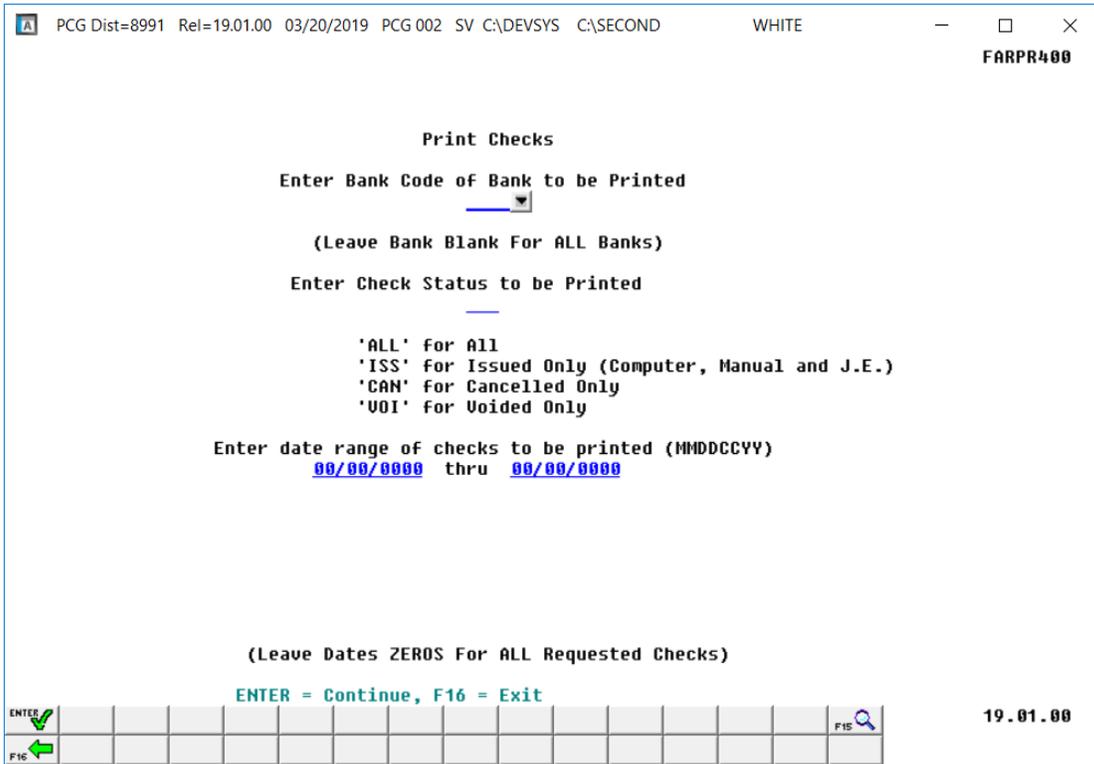
Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

The following screen displays:



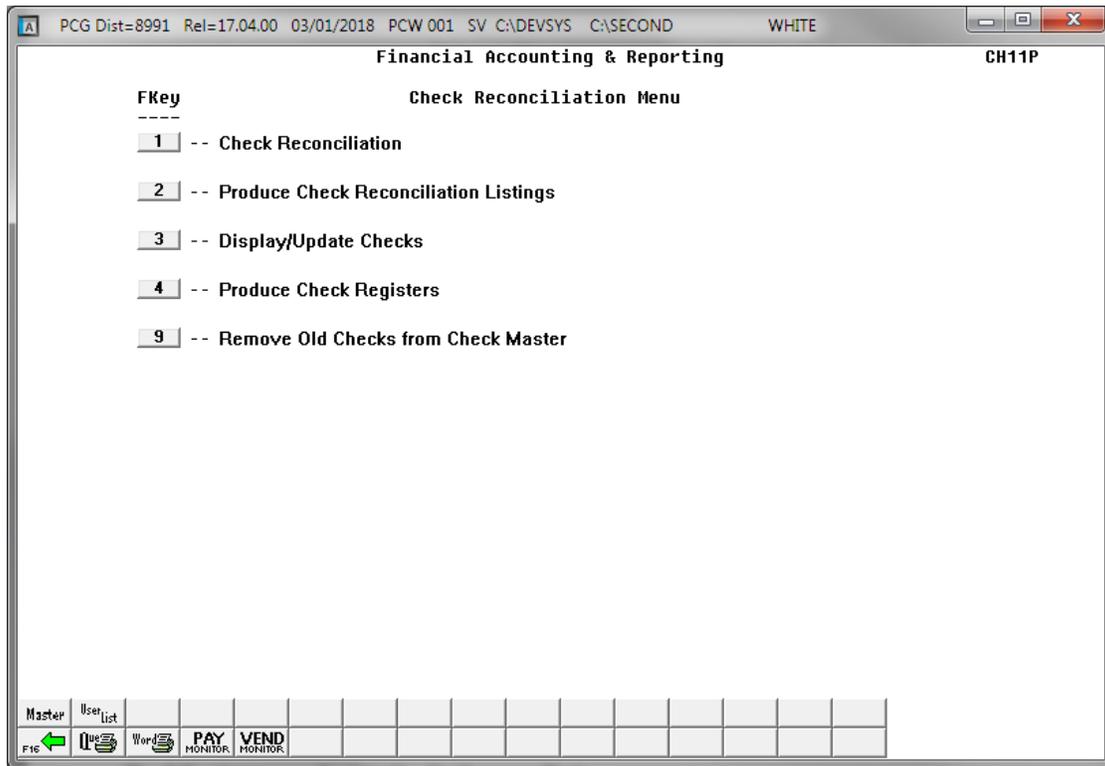
Step	Action
3	Select 4 (F4 - Produce Check/Wire Transfer Registers).

The following screen displays:



Step	Action
4	Enter the bank code <u>or</u> leave the field blank for all banks, in the Enter Bank Code of Bank to be Printed field. The drop-down selection icon  within the Bank field is available to choose the bank's information.
5	Vendor checks: Enter ALL (All), ISS (Computer/Manually Issued), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Check Status to be Printed: **** field. Wire transfers: Enter ALL (All), TFR (Wire Transfer), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Wire Transfer Status to be Printed field.
6	Enter the date range (MM/DD/CCYY) <u>or</u> verify all zeroes (0's) are entered in the field to include all dates, in the Enter date range of checks to be printed (MMDDCCYY) field.
7	Select  (Enter) <u>twice</u> . “** Processing Request **” briefly displays.

The following screen displays:



Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
9	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

C2.1. Check Reconciliation Listing – All Checks - Example

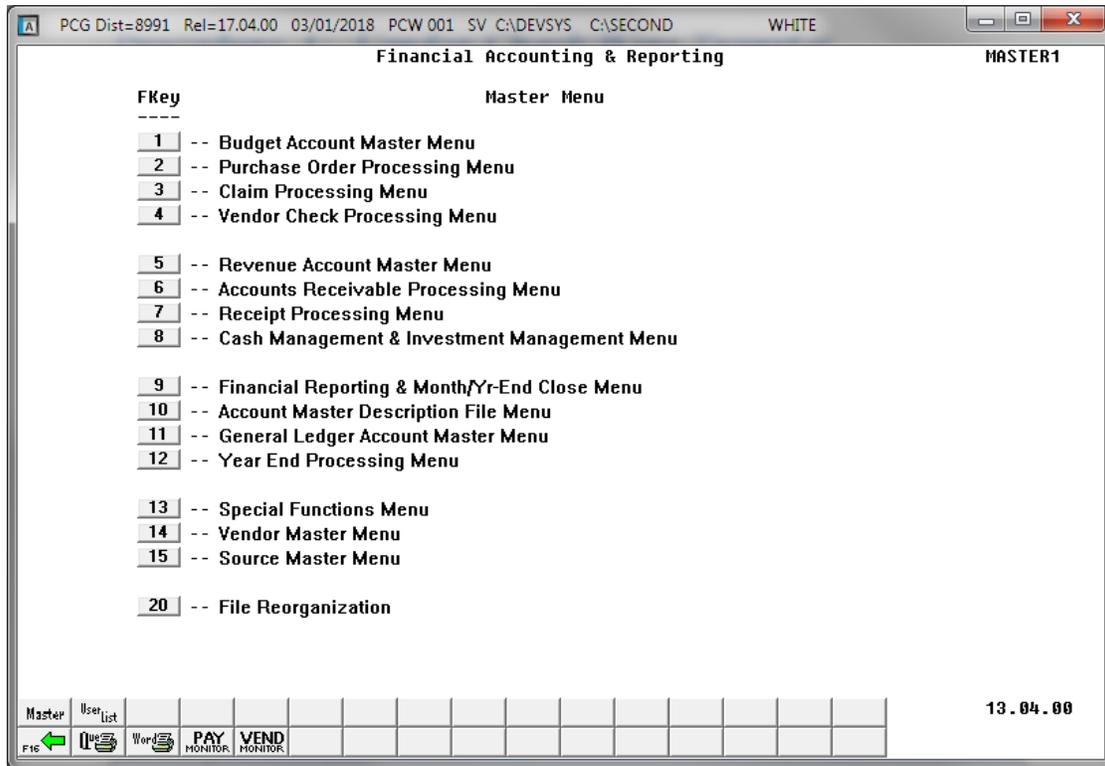
REPORT DATE 03/20/2019 - FINANCIAL			LIST OF ALL CHECKS		PAGE 629	
BANK: BK01 FNB 001 OF SMITH CITY						
NUMBER	DATE	PAYEE	AMOUNT	STATUS	CANCEL DATE	J.E. ISSUE/VOID #
056202	2019/01/11	VENDOR 005618	2,470.00	COMPUTER ISSUED		
056203	2019/01/11	VENDOR 004736	1,897.50	COMPUTER ISSUED		
056204	2019/01/11	VENDOR 006304	180.00	COMPUTER ISSUED		
056205	2019/01/11	VENDOR 000072	679.80	COMPUTER ISSUED		
056206	2019/01/11	VENDOR 006132	40.00	COMPUTER ISSUED		
056207	2019/01/11	VENDOR 004767	16,283.09	COMPUTER ISSUED		
056208	2019/01/11	HO7FMANN, LA7ENDRA	101.30	COMPUTER ISSUED		
056209	2019/01/18	VOID-VOID-VOID	0.00	VOIDED		
056210	2019/01/18	VENDOR 005961	881.42	COMPUTER ISSUED		
056211	2019/01/18	VENDOR 006116	495.00	COMPUTER ISSUED		
056212	2019/01/18	SC7OGGINS, JE7EE	16.82	COMPUTER ISSUED		
056218	2019/01/18	MAGE, VA3GHN	53.36	COMPUTER ISSUED		
056219	2019/01/18	VENDOR 000563	236.39	COMPUTER ISSUED		
056220	2019/01/18	VENDOR 005678	535.00	COMPUTER ISSUED		
056221	2019/01/18	VENDOR 005851	149.00	COMPUTER ISSUED		
056226	2019/01/18	VENDOR 000219	90.00	COMPUTER ISSUED		
056227	2019/01/18	VENDOR 003159	1,533.53	COMPUTER ISSUED		
056228	2019/01/18	VENDOR 005649	1,000.00	COMPUTER ISSUED		
056229	2019/01/18	VENDOR 006107	318.00	COMPUTER ISSUED		
056230	2019/01/18	VENDOR 006107	318.00	COMPUTER ISSUED		
056231	2019/01/18	VENDOR 004644	2,813.00	COMPUTER ISSUED		
056232	2019/01/18	VENDOR 005742	739.58	COMPUTER ISSUED		
056233	2019/01/18	VENDOR 006135	400.00	COMPUTER ISSUED		
056234	2019/01/18	VENDOR 003868	2,921.34	COMPUTER ISSUED		
056235	2019/01/18	VENDOR 002994	353.43	COMPUTER ISSUED		
056236	2019/01/18	VENDOR 000851	2,062.00	COMPUTER ISSUED		
056237	2019/01/18	VENDOR 006062	2,829.31	COMPUTER ISSUED		
056238	2019/01/18	VENDOR 004836	397.64	COMPUTER ISSUED		
056239	2019/01/18	VENDOR 006212	200.00	COMPUTER ISSUED		
056240	2019/01/18	VENDOR 005088	3,202.02	COMPUTER ISSUED		
056241	2019/01/18	VENDOR 005336	2,570.00	COMPUTER ISSUED		
056242	2019/01/18	VENDOR 005265	381.11	COMPUTER ISSUED		
056243	2019/01/18	VENDOR 005988	200.00	COMPUTER ISSUED		
056244	2019/01/18	VENDOR 004384	56.50	COMPUTER ISSUED		
056245	2019/01/18	VENDOR 004487	117.25	COMPUTER ISSUED		
056246	2019/01/18	VENDOR 005937	2,015.60	COMPUTER ISSUED		
056255	2019/01/24	VENDOR 001603	3,228.00	J.E. ISSUED		
		VOIDED: 2656 CHECKS	\$2,410,907.86	TOTAL		
		ISSUED: 27542 CHECKS	\$129,473,676.70	TOTAL		
		GRAND: 30198 CHECKS	\$131,884,584.56	TOTAL		

Procedure D: Remove Vendor Checks/Wire Transfers from the CHEKMSTR File

D1. Performing a PCGenesis Data Backup

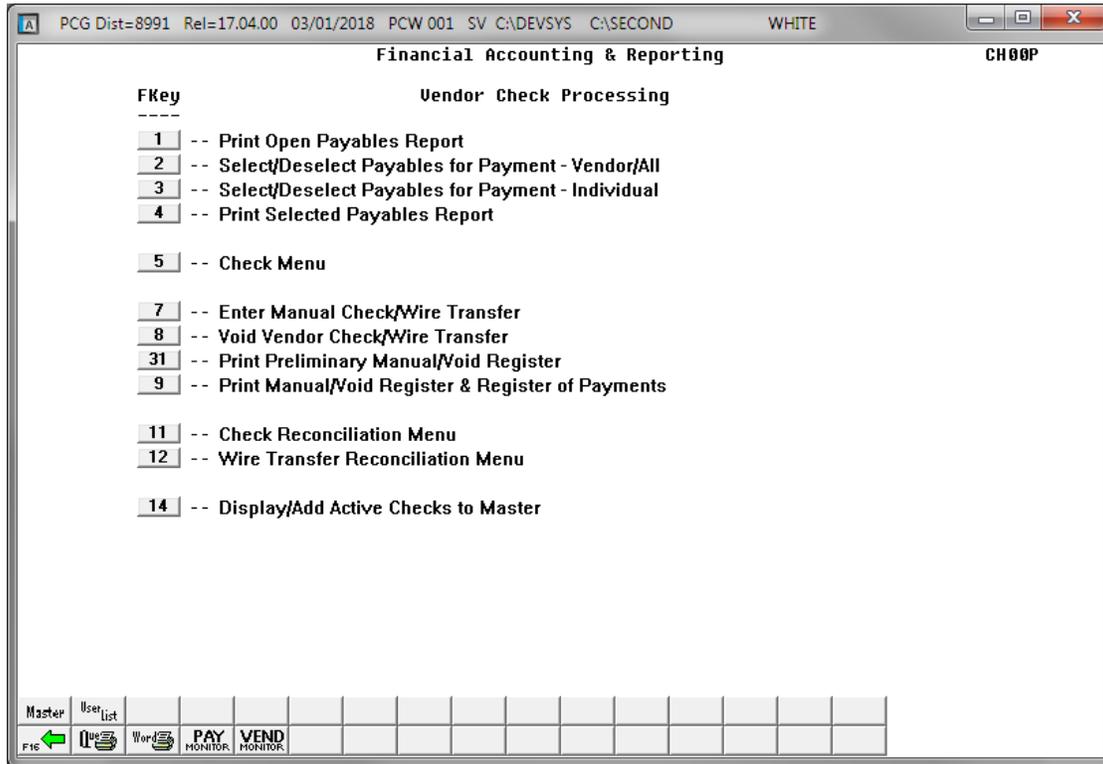
Step	Action
1	<u>From the PCGenesis server, perform a Disk-to-Disk backup:</u> <ul style="list-style-type: none">• Verify all users all logged out of PCGenesis.• Perform a PCGenesis full backup of K:\SECOND to CD or DVD or USB.
2	Label the backup “ <i>MM/DD/CCYY – FAR Data Backup CHEKMSTR File</i> ”.

D2. Removing Vendor Checks/Wire Transfers from the CHEKMSTR File



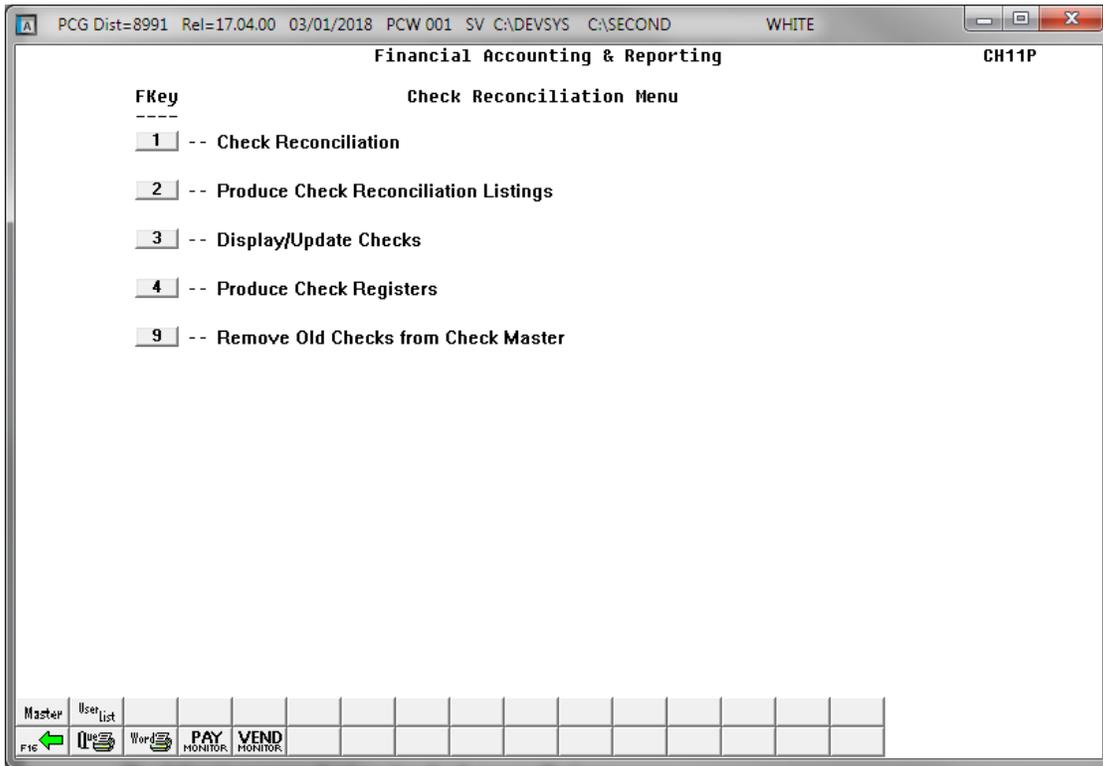
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

The following screen displays:

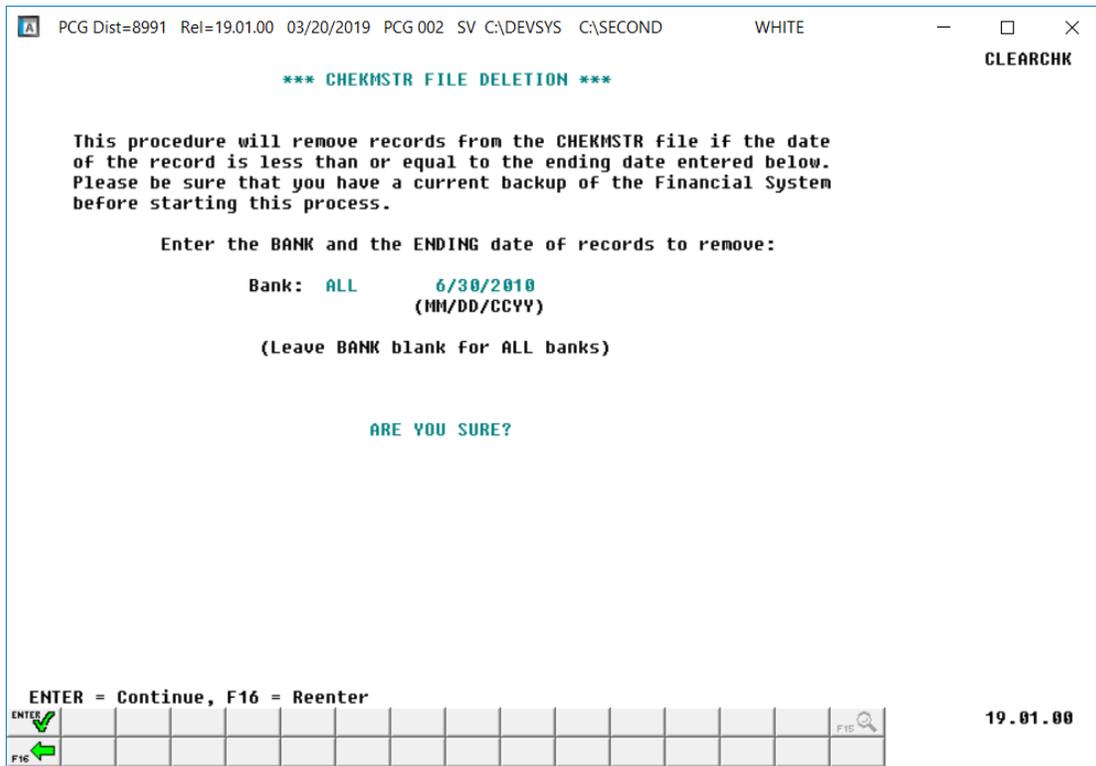


Step	Action
3	Select 9 (F9 - Remove Old Checks from Check Master or Remove Old Wire Transfers from Transfer Register Master).

The following screen displays:

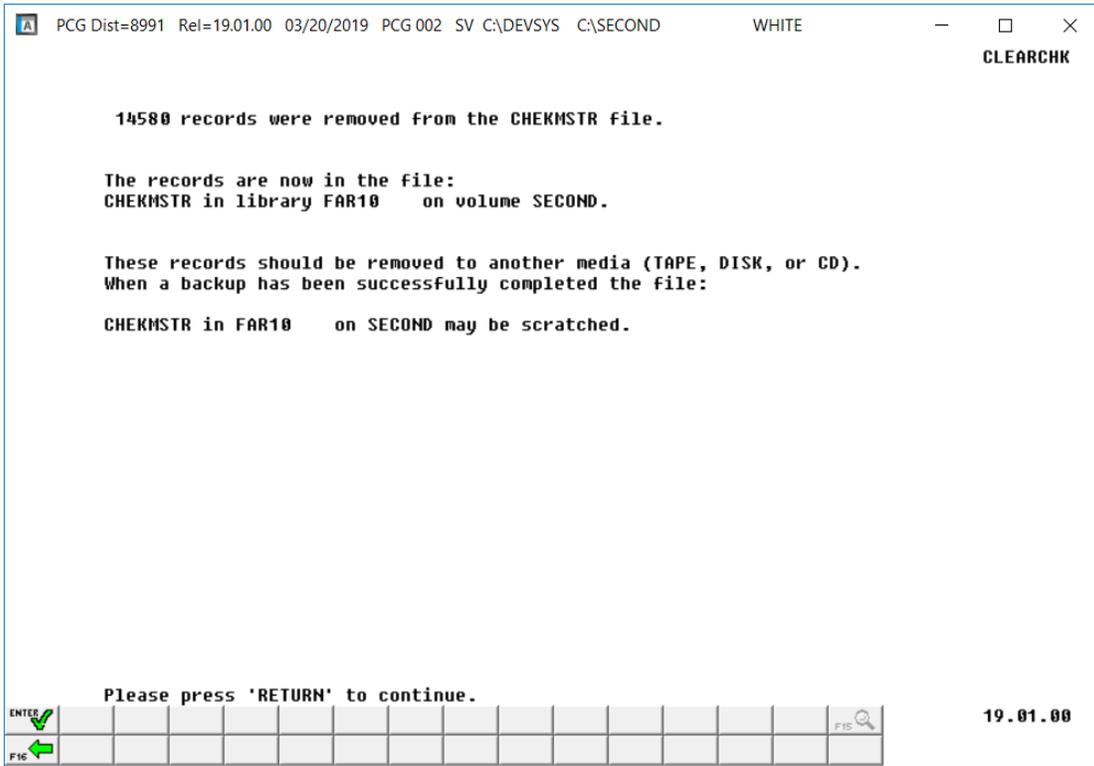
Step	Action
4	Enter the code, or select the drop-down selection icon  within the Bank field to choose the bank's information. <i>The Bank field is optional in that if the field is left blank, <u>all</u> banks' checks for the time frame specified will be processed.</i>
5	Enter the ending date (MM/DD/CCYY) in the Ending Date field. <i>The date entered cannot be within an open fiscal year.</i>
6	Select  (Enter).

The following screen displays:



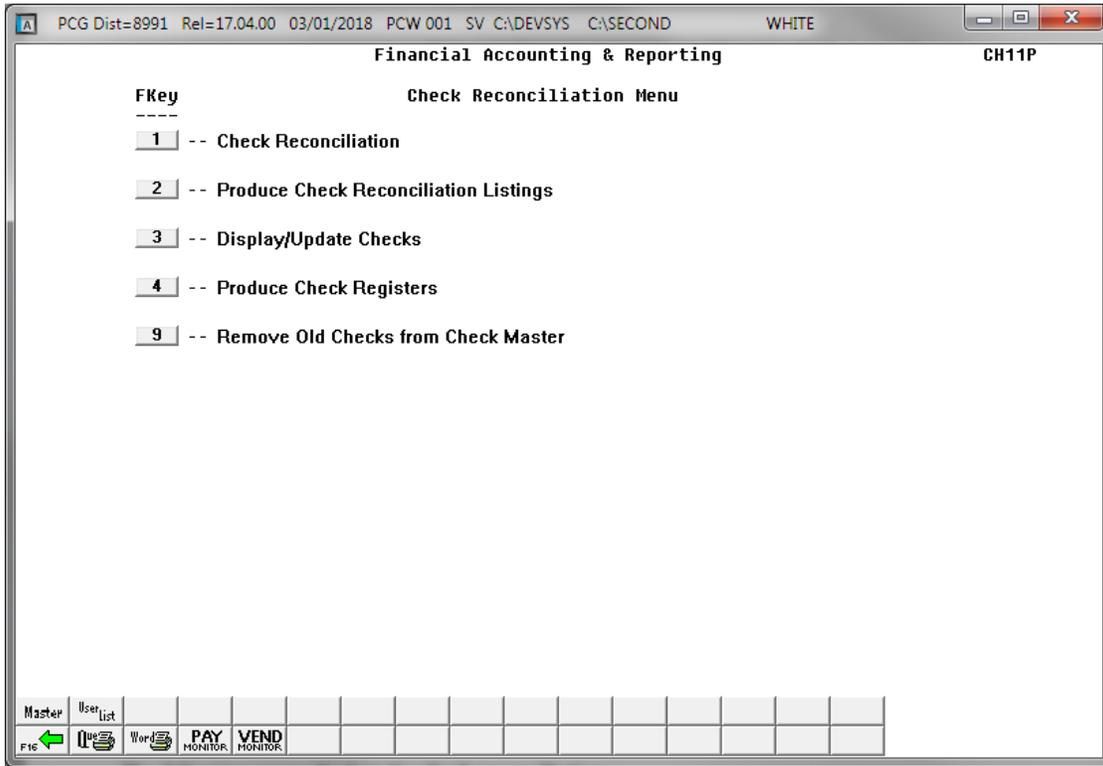
Step	Action
7	<p>Verify the information is correct, and select  (Enter) in response to the “Are you sure?” message.</p> <p>If the information is incorrect, select  (F16) to enter the correct information.</p> <p>“** * Processing Request ***” briefly displays.</p>

The following screen displays:



Step	Action
8	Review the information on the screen and select  (Enter). <i>“File is being reorganized – DO NOT CANCEL PROCESSING!”</i> briefly displays.

The following screen displays:



Step	Action
9	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
10	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

D2.1. Deleted Vendor Checks - Example

DELETED VENDOR CHECKS													
REGISTER OF DELETED VENDOR CHECKS													
											03/20/2019	PAGE 295	
BANK	STAT	CHECK#	ISSUE DATE	PAYEE	AMOUNT	CANCEL/VOID	VENDOR	SEQ#	SEQ#	SEQ#	SEQ#	SEQ#	SEQ#
BK11	C	009770	2010/05/10	VENDOR 003193	1,868.78	2010/05/31	3193	6782	6783	6784	6785	6786	6787 6788
BK11	C	009771	2010/05/10	VENDOR 003193	1,247.53	2010/05/31	3193	6789	6790	6791	6792	6794 6795	6796 6797 6798 6799 6800 6801 6802
BK11	C	009772	2010/05/10	VENDOR 003193	1,522.80	2010/05/31	3193	6803	6804	6805	6806	6807 6808	6809 6810 6811 6812 6813 6814 6815
BK11	C	009773	2010/05/10	VENDOR 003193	185.14	2010/05/31	3193	6816	6817	6818	6819	6820 6821	6822 6823
BK11	C	009774	2010/05/10	VENDOR 000294	740.18	2010/05/31	294	8055					
BK11	C	009775	2010/05/10	VENDOR 001104	843.60	2010/05/31	1104	9693	9694	9695	9696	9697	
BK11	C	009776	2010/05/10	VENDOR 004946	414.72	2010/05/31	4946	9998	9999				
BK11	C	009777	2010/05/10	VENDOR 000404	6,132.54	2010/05/31	404	9067	9068	9069	9071	9072 9073 9074	9075 9076 9077 9078
BK11	C	009778	2010/05/10	VENDOR 003247	1,034.27	2010/05/31	3247	7728	7729	7730	7731	7732 7733 7734	7735 7736 7737 7738
BK11	C	009779	2010/05/10	VENDOR 004851	5,252.65	2010/05/31	4851	9904	9905	9906	9907	9908 9909 9910	9911 9912 9913 9914 9915
BK11	C	009780	2010/05/10	VENDOR 000107	88.00	2010/05/31	107	9470					
BK11	C	009781	2010/05/10	VENDOR 002129	3,645.89	2010/05/31	2129	7714	7715	7716	7717	7718 7719 7720	7721 7722 7723
BK11	C	009782	2010/05/28	VENDOR 000110	49,947.29	2010/06/30	110	CHECK	ISSUED	AGAINST	JOURNAL	ENTRY	
BK11	C	009783	2010/06/10	VENDOR 004052	975.00	2010/06/30	4052	9824					
BK11	C	009784	2010/06/10	VENDOR 004840	250.50	2010/06/30	4840	9986					
BK11	C	009785	2010/06/10	VENDOR 004316	375.00	2010/06/30	4316	9974					
BK11	C	009786	2010/06/10	VENDOR 004733	150.00	2010/06/30	4733	9975					
BK11	C	009787	2010/06/10	VENDOR 001540	45.30	2010/06/30	1540	9996					
BK11	C	009788	2010/06/10	VENDOR 001854	2,064.45	2010/06/30	1854	6656	6657	6658	6659	6660 6661 6662	6664 6665 6666 6667 6668 6669
BK11	C	009789	2010/06/10	VENDOR 001854	402.00	2010/06/30	1854	6670	6671	6672			
BK11	C	009790	2010/06/10	VENDOR 004843	1,500.56	2010/06/30	4843	9927	9928	9929	9930	9931	
BK11	C	009791	2010/06/10	VENDOR 001010	398.95	2010/06/30	1010	9737	9738	9739			
BK11	C	009792	2010/06/10	VENDOR 000454	120.00	2010/06/30	454	9832	9833				
BK11	C	009793	2010/06/10	VENDOR 001365	5,121.16	2010/06/30	1365	6942	6943	6944	6945	6946 6947 6948	6949 6950 6951 6952 6953 6954
BK11	C	009794	2010/06/10	VENDOR 001365	5,891.08	2010/06/30	1365	6955	6956	6957	6958	6959 6960 6961	6962
BK11	C	009795	2010/06/10	VENDOR 000099	2,226.75	2010/06/30	99	9788	9789	9790	9791	9792 9793	
BK11	C	009796	2010/06/10	VENDOR 002466	47.00	2010/06/30	2466	9656					
BK11	C	009797	2010/06/10	VENDOR 001898	104.22	2010/06/30	1898	8847	8855	8856			
BK11	C	009798	2010/06/10	CR7FT, ANTERSON	245.81	2010/06/30	155	9745					
BK11	C	009799	2010/06/10	VENDOR 004953	483.36	2010/06/30	4953	9998					
BK11	C	009800	2010/06/10	VENDOR 000024	577.45	2010/06/30	24	9297	9298				
BK11	C	009801	2010/06/10	VENDOR 003193	280.73	2010/06/30	3193	6674	6675	6676	6677	6678 6679 6680	6681 6682 6683 6684 6685 6686