



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

3/22/2019

Section L: General Ledger Account  
Master Processing

***[Topic 1: General Ledger Account  
Processing, Version 1.4]***

## Revision History

Date	Version	Description	Author
3/22/2019	1.4	19.01.00 – Add button bar to <i>Chart of Accounts</i> screen	D. Ochala
01/29/2016	1.3	15.04.00 – Add button bar to General Ledger account inquiry and account add/update.	D. Ochala
10/11/2011	1.2	11.03.00 – Update <i>Procedure A: Inquiring on a General Ledger (G/L) Account</i> .	D. Ochala
05/25/2011	1.1	11.02.00 – Update documentation to current standards.	D. Ochala
02/05/2007	1.0	Changed document's cover page.	C. W. Jones

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## Overview

The following processing guidelines apply to General Ledger Account records:

- Make inquiries in the following formats: *By Specific Account*, *By Partial Number Scan*, and *By Partial Number Summary*.
- Additions, changes, or deletions to records automatically create an *Audit* file entry.
- Do not add General Ledger (G/L) accounts for *Control* accounts 0302, 0602, 0603, or 0753, *Cash on Hand* account 0102 or *Total* accounts 0100, 0400, 0700, or 0900.
- PCGenesis automatically adds the *Payroll Withholding* fund's information.
- Printing the *General Ledger (G/L) Chart of Accounts* provides a listing of your system's General Ledger account records.

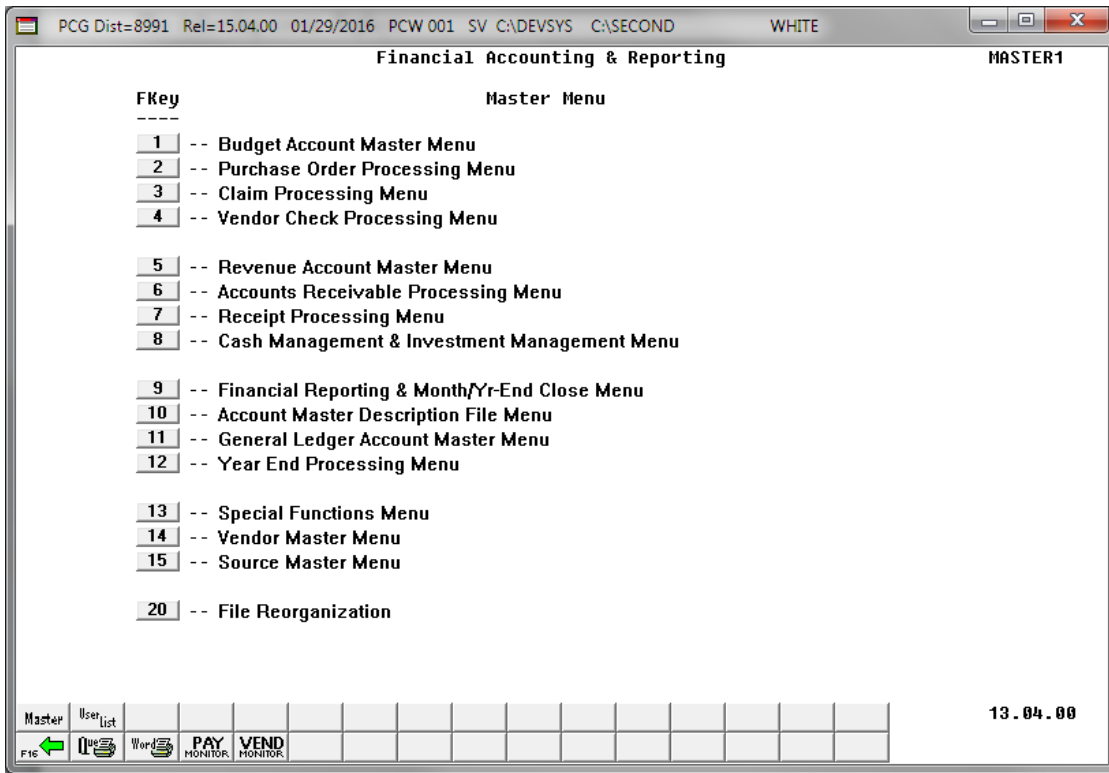
Selecting **F15** (Help for Acct Codes) when offered, provides additional assistance with the entry of information.

**Screen Print:** The screen print feature allows the user to obtain a screen print of the *Account Inquiry* screen. 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: Inquiring on a General Ledger (G/L) Account

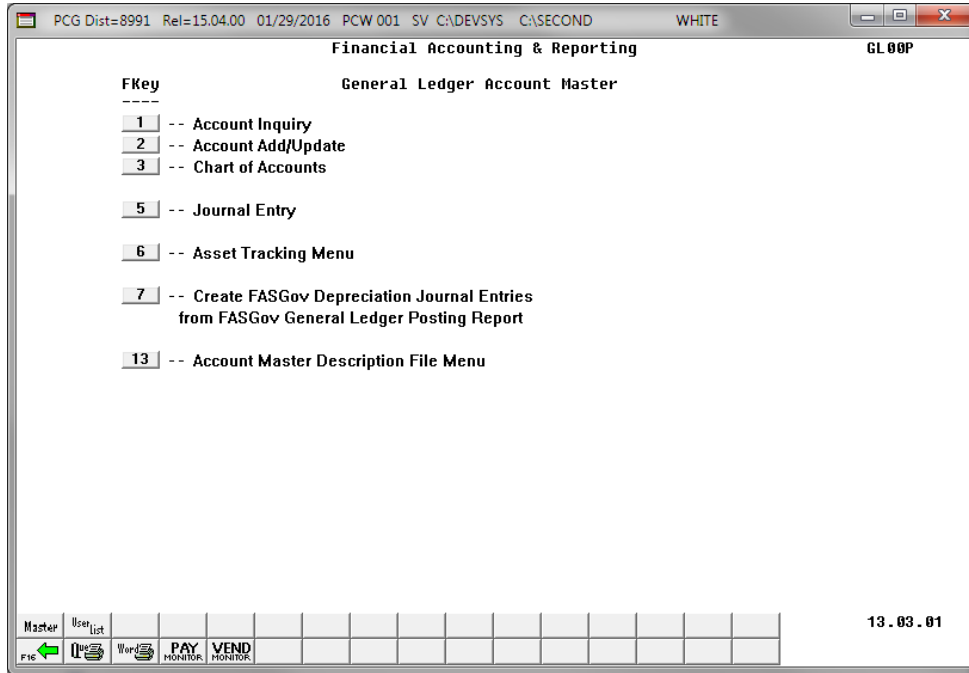
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>1</b> (F1 - Financial Accounting & Reporting System).

The following screen displays:



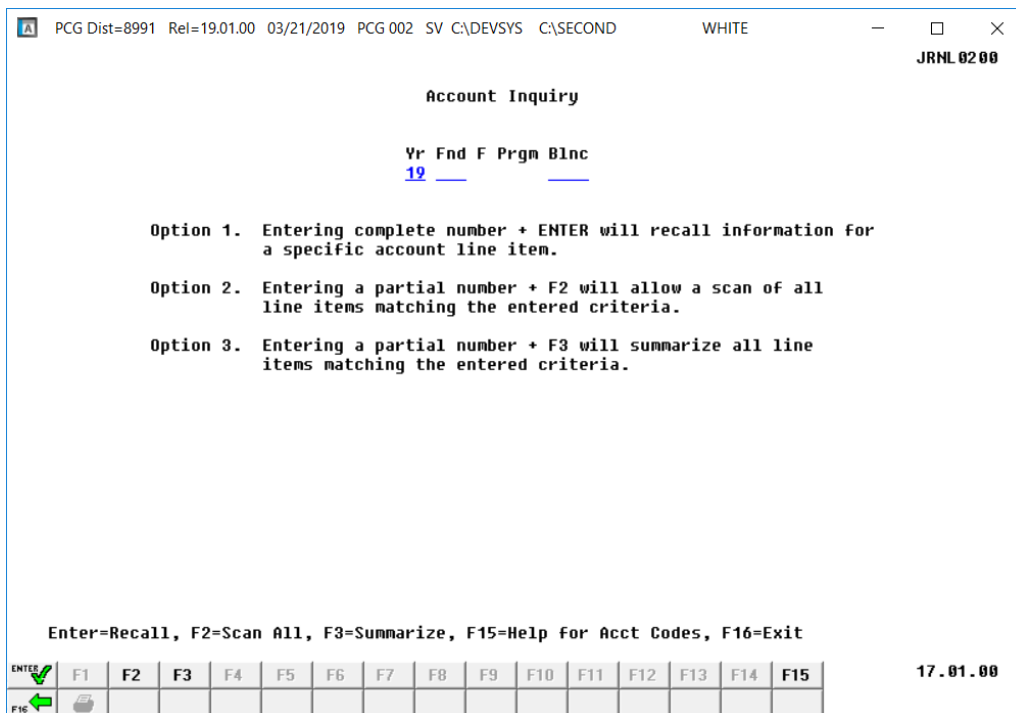
Step	Action
2	Select <b>11</b> (F11 - General Ledger Account Master Menu).





The following screen displays:



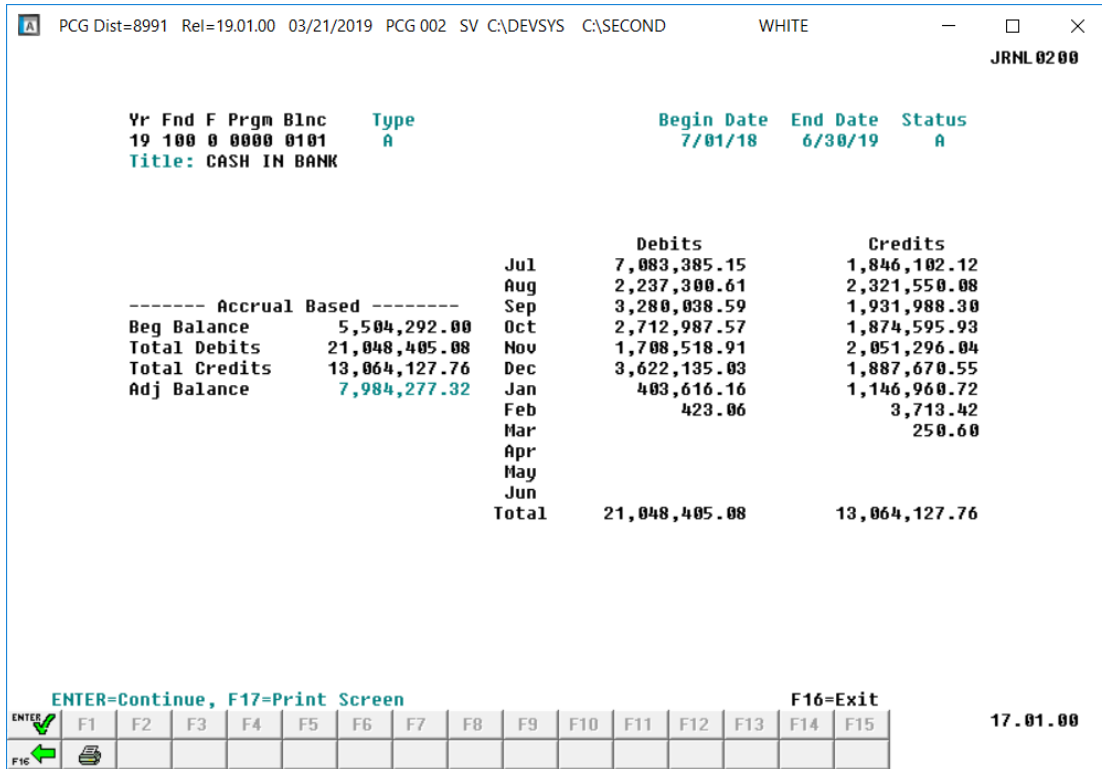
Step	Action
3	Select <b>1</b> (F1 - Account Inquiry).

The following screen displays:



Step	Action
4	<p>On the <i>Account Inquiry</i> screen, make the appropriate entry in the <b>Yr Fnd F Prgm Blnc</b> field. Select  (F16 – Exit) to return to the <i>Account Inquiry Entry</i> screen where applicable.</p> <p><b>Option 1:</b> Select  (ENTER – Recall).</p> <p><b>Option 2:</b> Enter the partial account information in the <b>Yr Fnd F Prgm Blnc</b> field, and select <b>F2</b> (F2 – Scan All). (Yr (Year) is a required entry.)</p> <p><b>Option 3:</b> Enter the partial account information in the <b>Yr Fnd F Prgm Blnc</b> field, and select <b>F3</b> (F3 – Summarize).</p> <ul style="list-style-type: none"> <li>• <b>If the General Ledger account exists:</b> The <i>Account Inquiry Display</i> screen displays with the specifics relating to your account number entry, and will include the status of the <i>General Ledger</i> account.</li> <li>• <b>If the General Ledger account does not exist:</b> The “*** RECORD NOT FOUND ***” message will be displayed. You must reenter the account number correctly, and select  (ENTER – Recall), or select  (F16 – Exit) to return to the <i>General Ledger Account Master Menu</i>.</li> </ul>

The following screen displays:



PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE JRNL 0200



Yr Fnd F Prgm Blnc	Type	Begin Date	End Date	Status
19 100 0 0000 0101	A	7/01/18	6/30/19	A
Title: CASH IN BANK				






----- Accrual Based -----		Month	Debits	Credits
Beg Balance	5,504,292.00	Jul	7,083,385.15	1,846,102.12
Total Debits	21,048,405.08	Aug	2,237,300.61	2,321,550.08
Total Credits	13,064,127.76	Sep	3,280,038.59	1,931,988.30
Adj Balance	7,984,277.32	Oct	2,712,987.57	1,874,595.93
		Nov	1,708,518.91	2,051,296.04
		Dec	3,622,135.03	1,887,670.55
		Jan	403,616.16	1,146,960.72
		Feb	423.06	3,713.42
		Mar		250.60
		Apr		
		May		
		Jun		
		Total	21,048,405.08	13,064,127.76

ENTER=Continue, F17=Print Screen F16=Exit

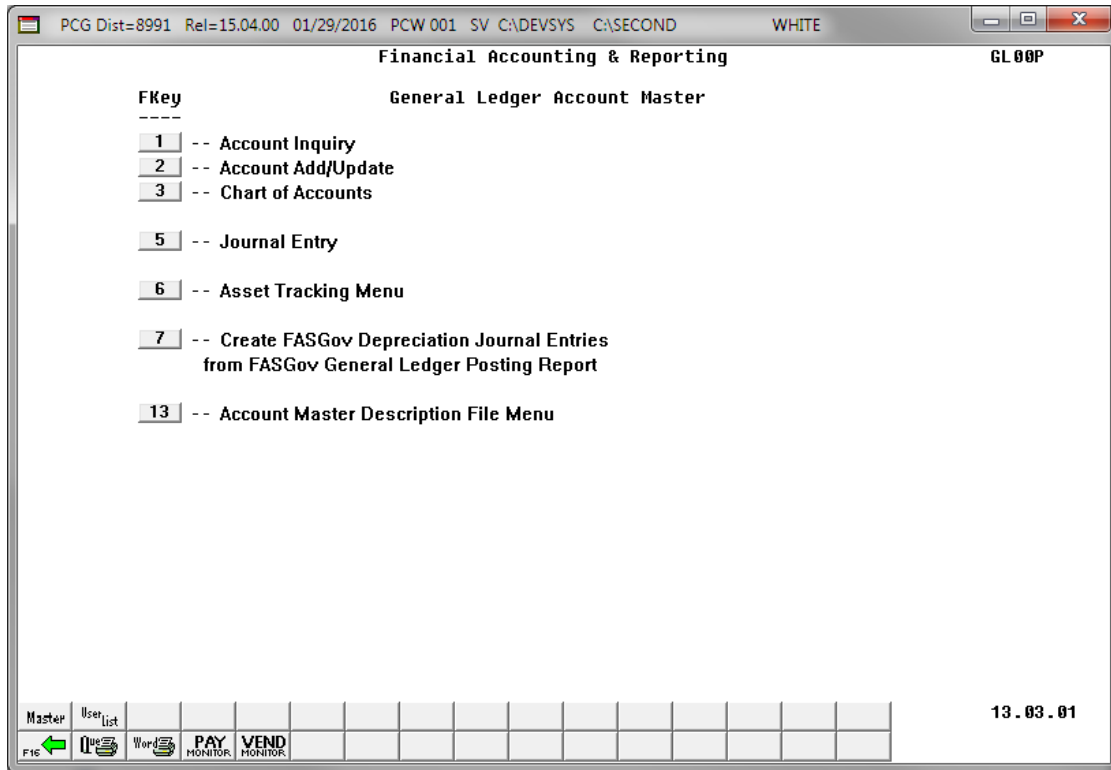
ENTER 	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16 
---	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	---

17.01.00

Step	Action
5	<p>Review and/or screen-print the <i>Account Inquiry</i> screen's information.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Account Inquiry</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>Select  (ENTER – Continue) when offered to scroll between records.</p> <p>If selecting  (F2 – Scan All) to view additional GL account information, continue to select  (ENTER – Continue) until the appropriate account is located or until the <b>***END OF FILE***</b> message displays.</p>
6	<p>Select  (F16 – Exit) to the <i>Financial Accounting &amp; Reporting Master Menu</i>.</p>




## Procedure B: Adding a General Ledger (G/L) Account

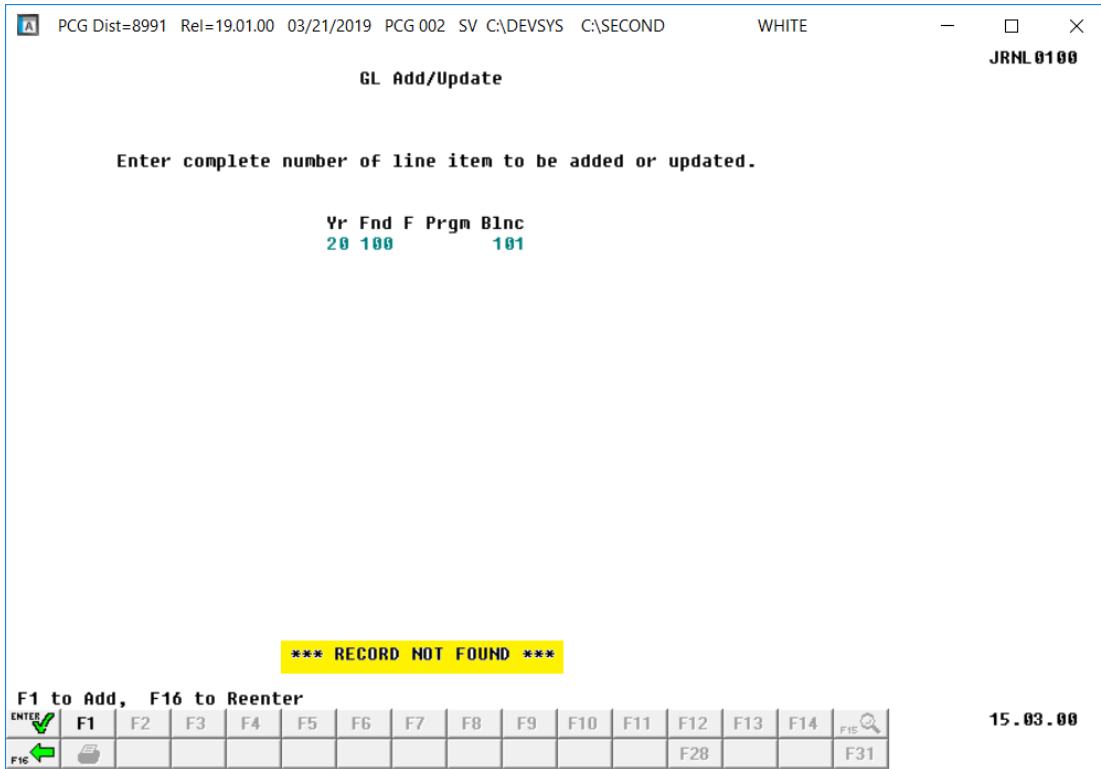


Step	Action
1	Select <b>2</b> (F2 - Account Add/Update).

The following screen displays:

Step	Action
2	Enter the account information in the <b>Yr</b> (Year), <b>Fnd</b> (Fund), and <b>Blnc</b> (Balance Sheet account) fields, and select  ( <b>ENTER</b> ).

The following screen displays:



Step	Action
3	Select <b>F1</b> (F1) to add the account.

The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY\ C:\SECOND WHITE JRNL 0100

**General Ledger Add**

NOTE: To enter a credit amount use a minus (-) sign

Yr	Fnd	F	Prgm	BInc	Type	Tran Date	Beg Date	End Date	Stat
20	100			101	A	3212019	7/01/2019	6/30/2020	A

Enter Bank Account: \_\_\_\_\_ Adj. Balance Orig. Balance

Enter Orig. Balance: \_\_\_\_\_ .00 .00


Reason: ADDED LEDGER BALANCE


Title: CASH IN BANK

	Total Debits	Total Credits
July	.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
November	.00	.00
December	.00	.00
January	.00	.00
February	.00	.00
March	.00	.00
April	.00	.00
May	.00	.00
June	.00	.00
	.00	.00

ENTER to Process, F16 to Exit, F17 to Print Screen

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	15.03.00
F16												F28			F31	

Step	Action
4	Enter the date (MM/DD/CCYY) in the <b>Tran Date</b> (Transaction Date) field. The date entered must be within the <i>Step 5</i> date range.
5	Enter the date range (MM/DD/CCYY) in the <b>Beg Date</b> (Beginning Date) and <b>End Date</b> (Ending Date) fields. Make modifications to the current fiscal period, they may be modified as needed. For example, to restrict the use of the account during a portion of the fiscal year. These dates however may not extend beyond the current fiscal period.
6	If adding Balance Sheet account <b>0101</b> (cash), enter the code, or select the drop-down selection icon  within the <b>Bank Account</b> field to choose the bank id. The <b>Bank ID</b> field is only written to the <i>AUDIT</i> file when posting the <b>Balance Adjustments</b> .
7	Enter the dollar amount in the <b>Enter Orig. Balance</b> field.
8	Enter the reason for the account's creation, up to 30 characters, in the <b>Reason</b> field, where applicable.
9	Enter the name of the account, up to thirty 30 characters, in the <b>Title</b> field, where applicable.

Step	Action
10	Select  (ENTER) to process.

The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE JRNL 0100

**General Ledger Add**





NOTE: To enter a credit amount use a minus (-) sign


Yr	Fnd	F	Prgm	Blnc	Type	Tran Date	Beg Date	End Date	Stat
20	100			101	A	7/01/2019	7/01/2019	6/30/2020	A

Enter Bank Account: BK01      Adj. Balance      Orig. Balance  
 Enter Orig. Balance:      120000.00      120,000.00      120,000.00  
 Reason: ADDED LEDGER BALANCE  
 Title: CASH IN BANK

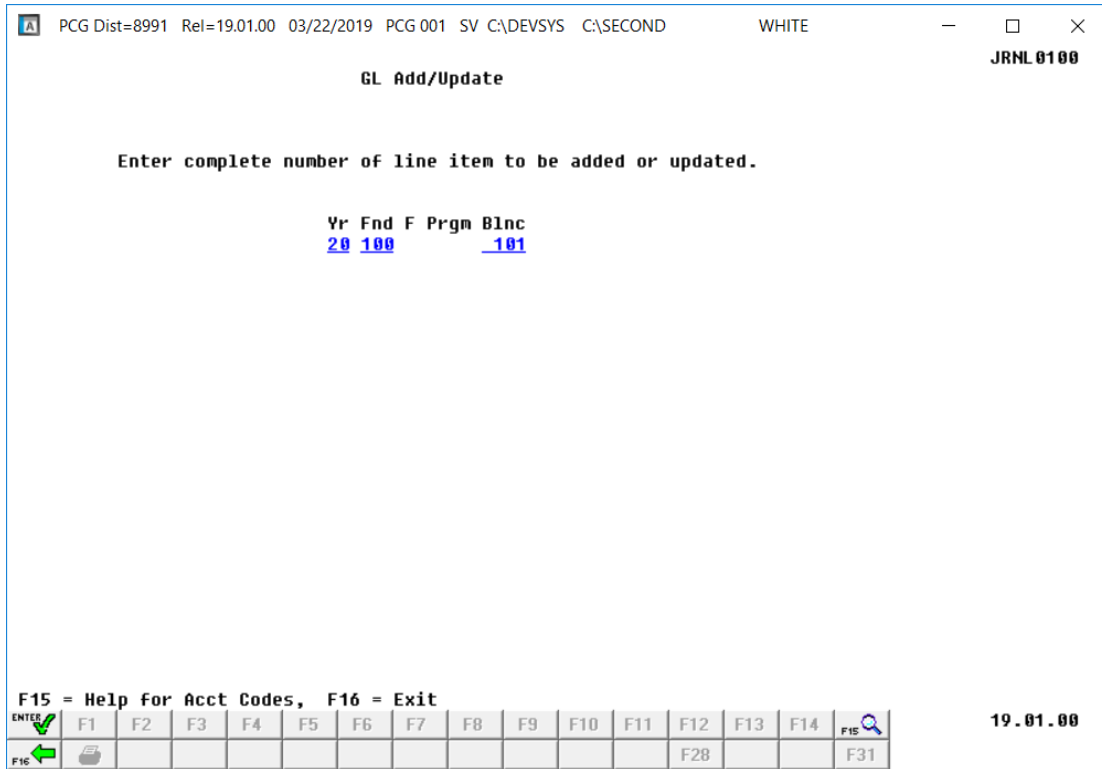
	Total Debits	Total Credits
July	120,000.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
November	.00	.00
December	.00	.00
January	.00	.00
February	.00	.00
March	.00	.00
April	.00	.00
May	.00	.00
June	.00	.00
	120,000.00	.00


ENTER to Post, F16 to Reenter

	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14		19.01.00
												F28			F31	

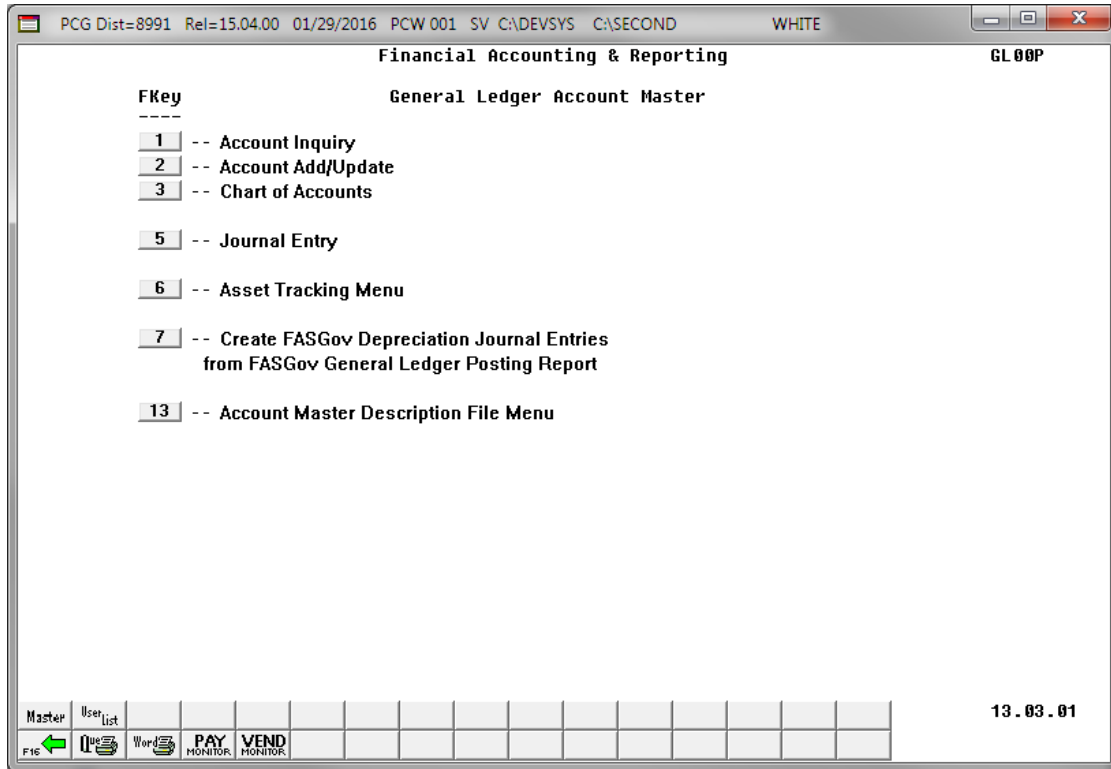
Step	Action
11	Select  (ENTER) to post.



The following screen displays:



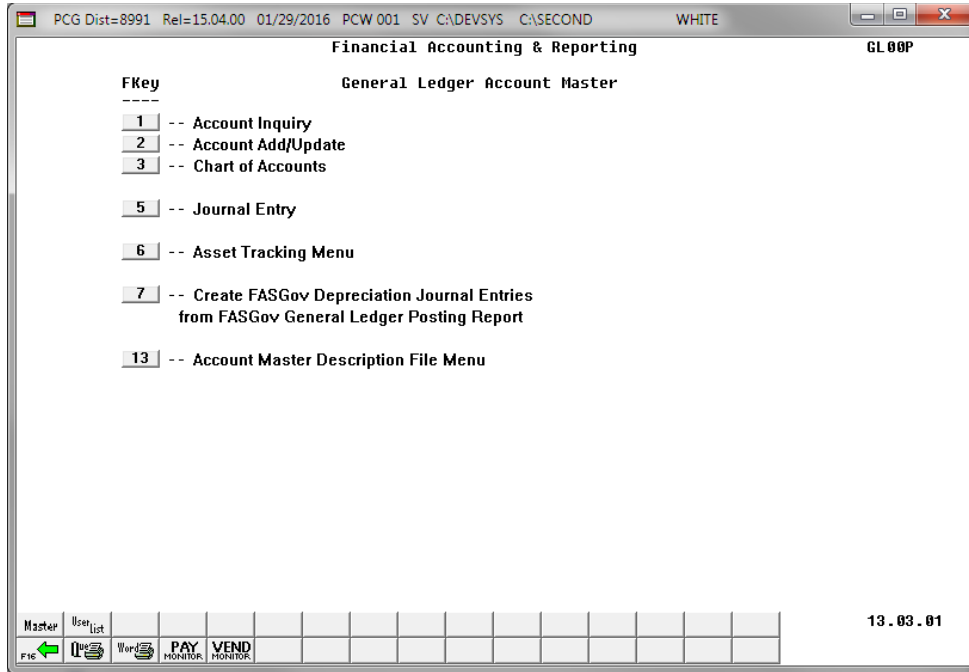
Step	Action
12	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting General Ledger Account Master Menu</i> .

The following screen displays:



Step	Action
13	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure C: Displaying/Updating a General Ledger Account



Step	Action
1	Select <b>2</b> (F2 - Account Add/Update).



The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

WHITE

JRNL 0100

**GL Add/Update**


Enter complete number of line item to be added or updated.

Yr Fnd F Prgrm Blnc  
 19 \_\_\_\_\_

F15 = Help for Acct Codes, F16 = Exit

19.01.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 🔍  
 F16 ← F28 F31

Step	Action
2	Enter the account information in the <b>Yr</b> (Year), <b>Fnd</b> (Fund) and <b>Blnc</b> (Balance Sheet account) fields.
3	Select  (ENTER).

The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 001 SV C:\DEV\SV C:\SECOND WHITE JRNL0100

**General Ledger Update**  
 Amounts entered are added to previous values  
 NOTE: To enter a credit amount use a minus (-) sign


Yr	Fnd	F	Prgm	Blnc	Type	Tran Date	Beg Date	End Date	Stat
20	100			101	A	3222019	7/01/2019	6/30/2020	A





Enter Bank Account: \_\_\_\_\_ Adj. Balance 120,000.00 Orig. Balance 120,000.00  
 Enter Balance Adjust: \_\_\_\_\_  
 Reason: CHANGED LEDGER BALANCE  
 Title: CASH IN BANK

	Total Debits	Total Credits
July	120,000.00	.00
August	.00	.00
September	.00	.00
October	.00	.00
November	.00	.00
December	.00	.00
January	.00	.00
February	.00	.00
March	.00	.00
April	.00	.00
May	.00	.00
June	.00	.00
	120,000.00	.00

ENTER to Process, F12 to Delete, F16 to Exit, F17 to Print Screen, F31 to Adjust Original Balance 19.01.00

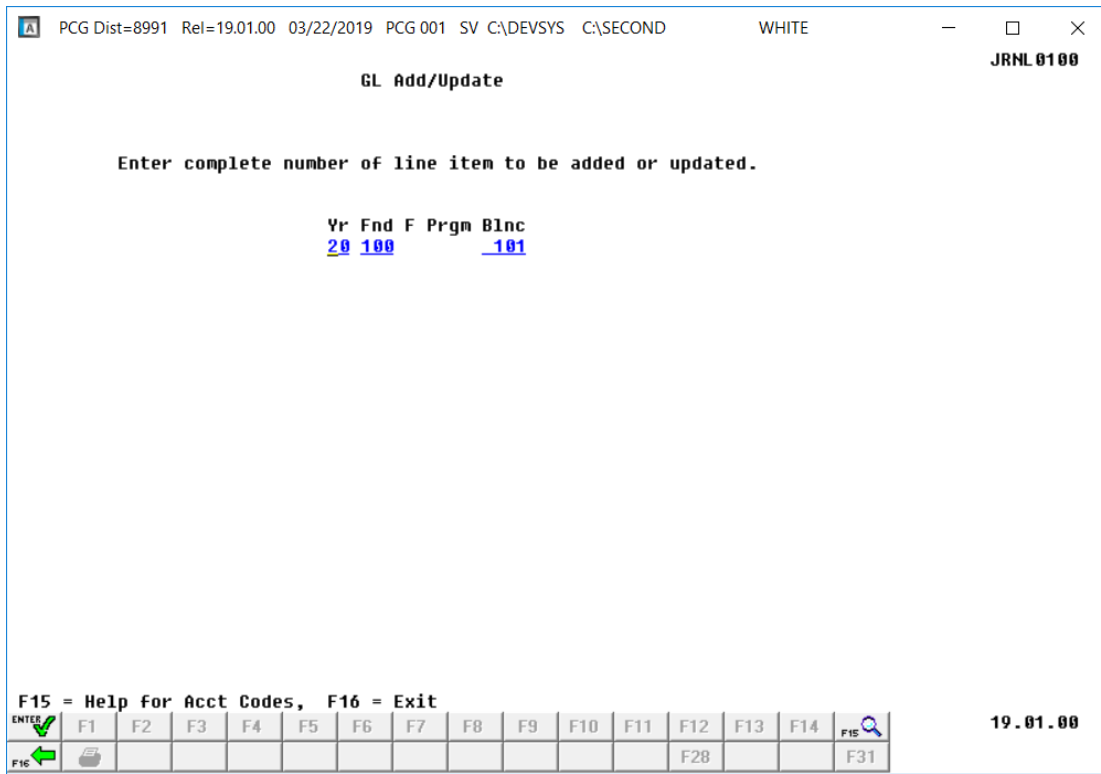
ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15
F16												F28			F31

Step	Action
4	<p><b>To update a General Ledger account:</b> Proceed to <i>Step 5</i>.</p> <p><b>To adjust the General Ledger account’s Original balance:</b> Proceed to <i>Step 6</i>.</p> <p><b>To delete a General Ledger account:</b> First the account’s balance must be set to zero before the account can be deleted (<i>Step 6</i>). Once the balance for the account has been set to zero, proceed to <i>Step 7</i>.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>General Ledger Update</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

Step	Action
5	<p><b>To update a General Ledger account:</b> Make the appropriate entries in the following fields and select  (<b>Enter</b>) <u>twice</u>:</p> <ul style="list-style-type: none"> <li>• <b>Tran Date</b> (Transaction Date) – Enter the account’s transaction date. <i>The Tran Date (Transaction Date) determines when the transaction occurs. Although PCGenesis defaults to the current date, it is recommended that the transaction date be changed so that the transaction date and the begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.</i></li> <li>• <b>Beg Date</b> (Beginning Date) – Enter the date the account will become active.</li> <li>• <b>End Date</b> (Ending Date) – Enter the last date the account will remain active.</li> <li>• <b>Bank Account</b> – If adding Balance Sheet account <b>0101</b> (cash), enter the code, or select the drop-down selection icon  within the <b>Bank Account</b> field to choose the bank id. The <b>Bank ID</b> field is only written to the <b>AUDIT</b> file when posting the <b>Balance Adjustments</b>.</li> <li>• <b>Enter Balance Adjust</b> (Enter Balance Adjustment) – Enter the dollar amount to update the <b>Adj. Balance</b> (Adjusted Balance) field only.</li> <li>• <b>Reason</b> – Enter the reason for the modification, where applicable.</li> <li>• <b>Title</b> – Enter the description of the account, where applicable.</li> </ul> <p>Proceed to <i>Step 8</i>.</p>
6	<p><b>To adjust a General Ledger account’s Original balance:</b></p> <p>On the <i>General Ledger Update</i> screen:</p> <ul style="list-style-type: none"> <li>• <u>To decrease the dollar amount:</u> Enter the negative (-) dollar amount in the <b>Enter Balance Adjust</b> (Enter Balance Adjustment) field.  If the General Ledger account is being <u>deleted</u>, set the account’s balance to zero by entering the negative (-) dollar amount of the value contained in the <b>Adj. Balance</b> field into the <b>Enter Balance Adjust</b> (Enter Balance Adjustment) field.</li> <li>• <u>To increase the dollar amount:</u> Enter the dollar amount in the <b>Enter Balance Adjust</b> (Enter Balance Adjustment) field.</li> </ul> <p><b>To adjust the Original Balance:</b> Press  (<b>F31</b>) to adjust the original balance. The “<i>Original Balance Adjusted, Enter to Post, F16 to Reenter</i>” message displays.</p> <p>Press  (<b>Enter</b>) once. Both the <b>Adj. Balance</b> (Adjusted Balance) field and the <b>Orig. Balance</b> (Original Balance) field will be updated.</p> <p>If deleting the General Ledger account, proceed to <i>Step 7</i>. If <u>not</u> deleting the General Ledger account, proceed to <i>Step 8</i>.</p>

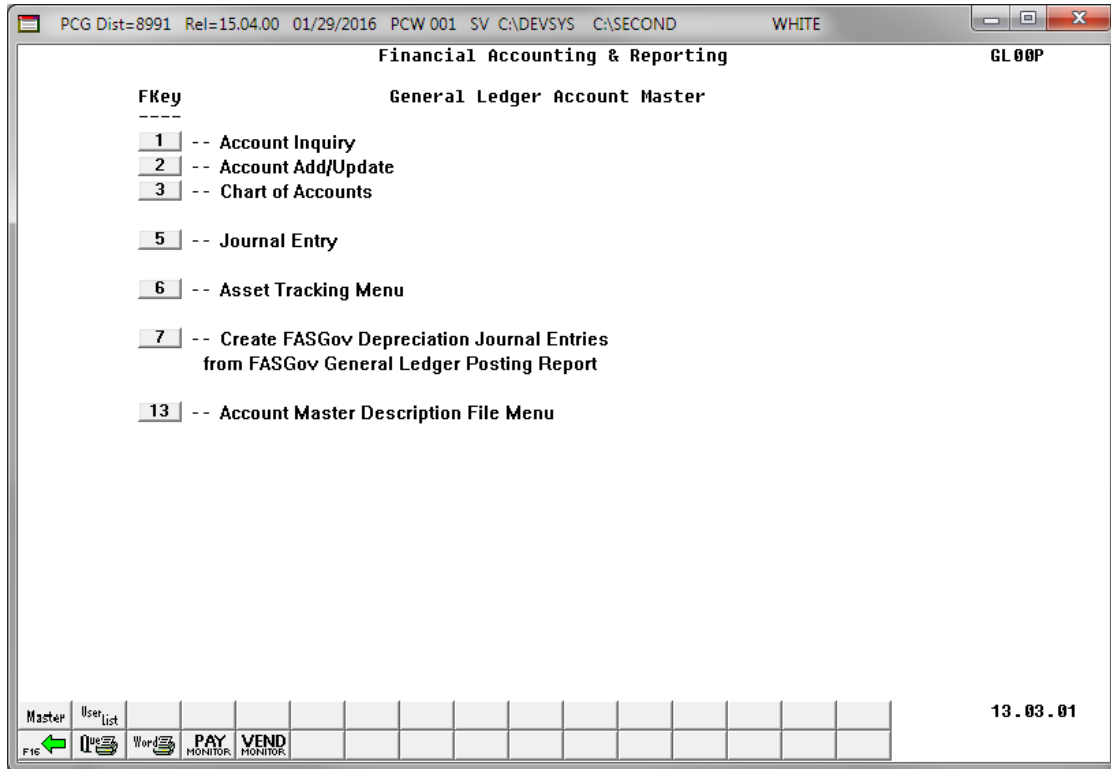
Step	Action
7	<p><b>To delete a General Ledger account:</b></p> <p>On the <i>General Ledger Update</i> screen:</p> <p>Verify zero displays in the <b>Adj. Balance</b> (Adjusted Balance) field.</p> <p>Select <b>F12</b> (F12 - Delete), and <b>F28</b> (F28 - to confirm delete) to complete the record deletion.</p> <p>Proceed to <i>Step 8</i>.</p>



The following screen displays:



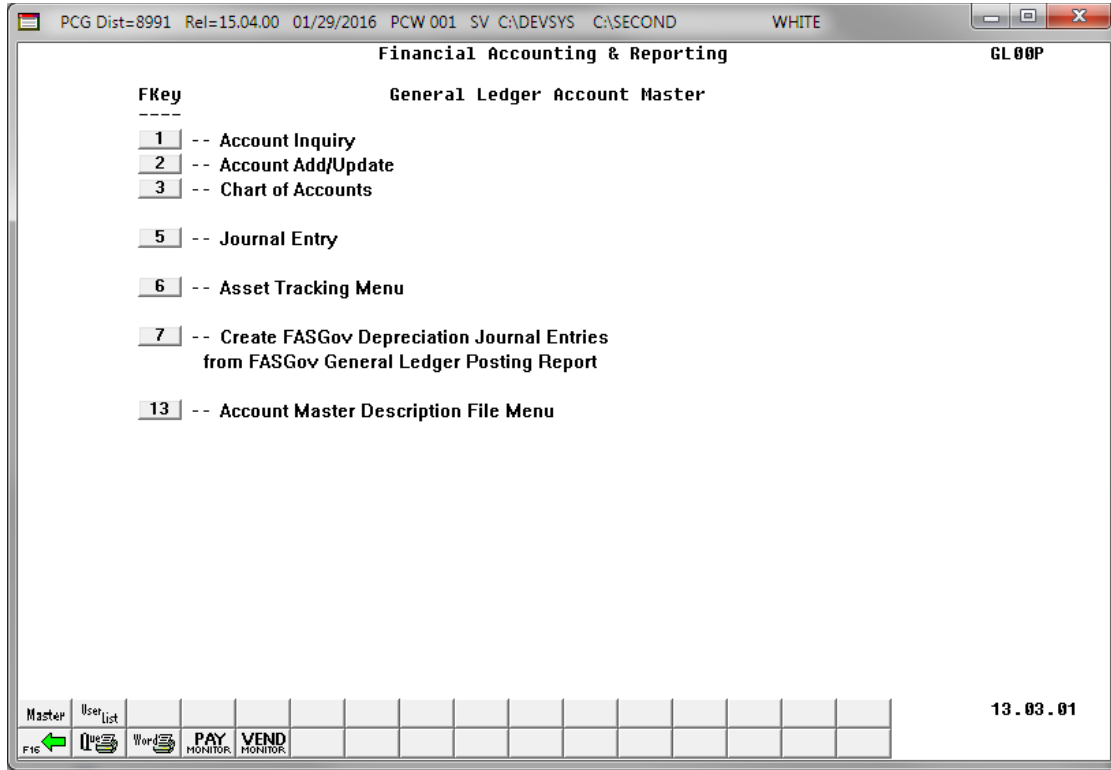
Step	Action
8	<p>Select <b>F16</b> (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting General Ledger Account Master Menu</i>.</p>

The following screen displays:




Step	Action
9	Select  (F16 - Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure D: Printing the General Ledger Chart of Accounts

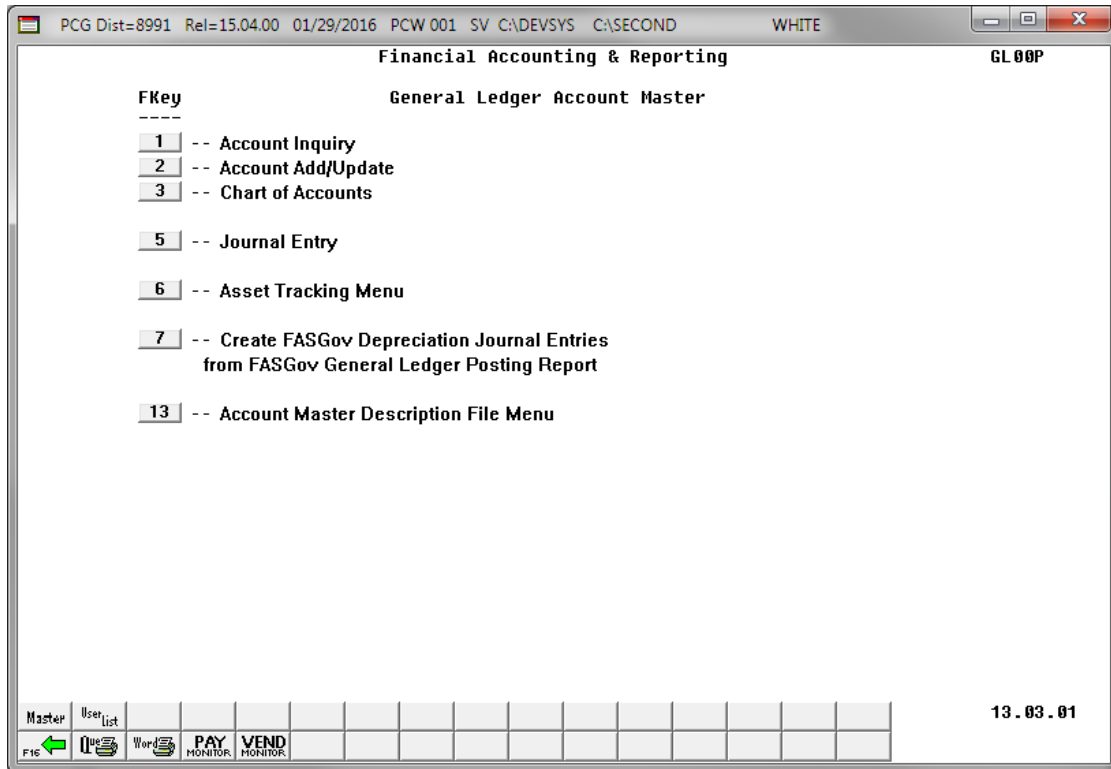





Step	Action
1	Select <b>3</b> (F3 - Chart of Accounts).

The following screen displays:

Step	Action
2	Enter the date range (MM/DD/CCYY) in the <b>Beginning Date</b> and <b>Ending Date</b> fields.
3	Enter <b>C</b> (Closed accounts) in the <b>To allow CLOSED accounts to be printed, enter a 'C' here</b> field, where applicable.
4	<b><u>To include the Original and/or Current balances:</u></b> Enter <b>X</b> in the <b>Original Balance</b> and/or <b>Current Balance</b> field(s).
5	Select  ( <b>ENTER</b> ) <u>twice</u> .

The following screen displays:



Step	Action
6	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Where appropriate, follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature.</p>
7	<p>Select  (F16 – Exit) to the <i>Financial Accounting &amp; Reporting Master Menu</i>.</p>



# D1. General Ledger Chart of Accounts – Example

REPORT DATE 01/29/2016		GENERAL LEDGER CHART OF ACCOUNTS				PAGE 1					
ACCOUNTING PERIOD TO BE PRINTED: 07/01/15 TO 06/30/16											
PRINT CLOSED ACCOUNTS? N											
PRINT BEGINNING BALANCE? Y      CURRENT BALANCE? Y											
YR	FND	F	PRGM	BLNC	TYPE	DESCRIPTION	BEGIN DATE	END DATE	STATUS	BEG. BALANCE	ADJ BALANCE
16	100	0	0000	0101	ASSET	CASH IN BANK	07/01/15	06/30/16	A	6962537.84DR	6598222.48DR
16	100	0	0000	0102	ASSET	CASH ON HAND	07/23/15	06/30/16	A		
16	100	0	0000	0121	ASSET	TAXES RECEIVABLE	07/16/15	06/30/16	A	287613.79DR	
16	100	0	0000	0141	ASSET	INTERGOV'T ACCOUNTS RECEIVABLE	07/23/15	06/30/16	A	2113623.20DR	273848.00CR
16	100	0	0000	0153	ASSET	OTHER ACCOUNTS RECEIVABLE	07/30/15	06/30/16	A	23837.20DR	
16	100	0	0000	0302	BUDGET	REVENUE	07/23/15	06/30/16	A		2441903.27CR
16	100	0	0000	0421	LIABILITY	ACCOUNTS PAYABLE	07/01/15	06/30/16	A	417644.48CR	399338.94CR
16	100	0	0000	0422	LIABILITY	SALARY PAYABLES	07/31/15	06/30/16	A	2519510.52CR	
16	100	0	0000	0495	LIABILITY	AMERICAN H & L	07/31/15	06/30/16	A		192.11DR
16	100	0	0000	0602	BUDGET	EXPENDITURES	07/16/15	06/30/16	A		2967328.31DR
16	100	0	0000	0603	BUDGET	ENCUMBRANCES	07/01/15	06/30/16	A		443914.72DR
16	100	0	0000	0753	FUND EQUITY	RESERVE FOR ENCUMBRANCES	07/01/15	06/30/16	A		443914.72CR
16	100	0	0000	0755	FUND EQUITY	RES BAL-BUS REP	07/01/15	06/30/16	A	12.00CR	12.00CR
16	100	0	0000	0774	FUND EQUITY	MEDICAID RESERVE	07/01/15	06/30/16	A	30582.17CR	30582.17CR
16	100	0	0000	0799	FUND EQUITY	UNRESERVED FUND BALANCE	07/01/15	06/30/16	A	6419862.86CR	6419862.86CR
16	101	0	0000	0101	ASSET	CASH IN BANK	07/01/15	06/30/16	A	468.93DR	468.93DR
16	101	0	0000	0799	FUND EQUITY	UNRES. FUND BAL	07/01/15	06/30/16	A	468.93CR	468.93CR
16	199	0	0000	0101	ASSET	CASH IN BANK	07/02/15	06/30/16	A	473184.90DR	444930.97DR
16	199	0	0000	0102	ASSET	CASH ON HAND	08/28/15	06/30/16	A		
16	199	0	0000	0302	BUDGET	REVENUE	07/31/15	06/30/16	A		1369098.60CR
16	199	0	0000	0421	LIABILITY	ACCOUNTS PAYABLE	07/02/15	06/30/16	A	41663.19CR	44209.39CR
16	199	0	0000	0471	LIABILITY	FEDERAL INCOME TAX PAYABLE	07/16/15	06/30/16	A	132481.75CR	110435.43CR
16	199	0	0000	0472	LIABILITY	GEORGIA INCOME TAX PAYABLE	07/06/15	06/30/16	A	60433.42CR	52568.58CR
16	199	0	0000	0473	LIABILITY	TRS PAYABLE	07/15/15	06/30/16	A	71920.11CR	74156.02CR
16	199	0	0000	0474	LIABILITY	PSERS PAYABLE	09/30/15	06/30/16	A		368.00CR
16	199	0	0000	0476	LIABILITY	OTHER GROUP INSURANCE PAYABLE	07/02/15	06/30/16	A	37743.68CR	36887.14CR
16	199	0	0000	0477	LIABILITY	SOCIAL SECURITY PAYABLE	07/16/15	06/30/16	A	28392.34CR	24208.45CR
16	199	0	0000	0479	LIABILITY	OTHER PAYABLES	07/15/15	06/30/16	A	7607.56CR	7577.56CR
16	199	0	0000	0482	LIABILITY	ANNUITY 2	07/15/15	06/30/16	A	19891.38CR	19679.39CR
16	199	0	0000	0483	LIABILITY	CREDIT UNION	07/31/15	06/30/16	A		94064.04DR
16	199	0	0000	0484	LIABILITY	DUES	07/31/15	06/30/16	A		2178.89CR
16	199	0	0000	0485	LIABILITY	SPECIAL DED	07/31/15	06/30/16	A		744.00DR
16	199	0	0000	0488	LIABILITY	ST MERIT N CERT	07/06/15	06/30/16	A	20192.72CR	19500.92CR
16	199	0	0000	0489	LIABILITY	ST MERIT CERT	07/06/15	06/30/16	A	47773.08CR	47306.07CR