



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

4/4/2017

Section N: Special Functions

***[Topic 2: Deleting Financial Records by
Year and Date Range, Version 2.3]***

Revision History

Date	Version	Description	Author
4/4/2017	2.3	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	2.2	16.01.00 – Update logo and Footers.	S. Scrivens
05/25/2011	2.1	11.02.00 – Update documentation to current standards.	D. Ochala
09/27/2007	2.0	07.03.00 - .Added information and instructions, new procedure.	C. W. Jones

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Overview

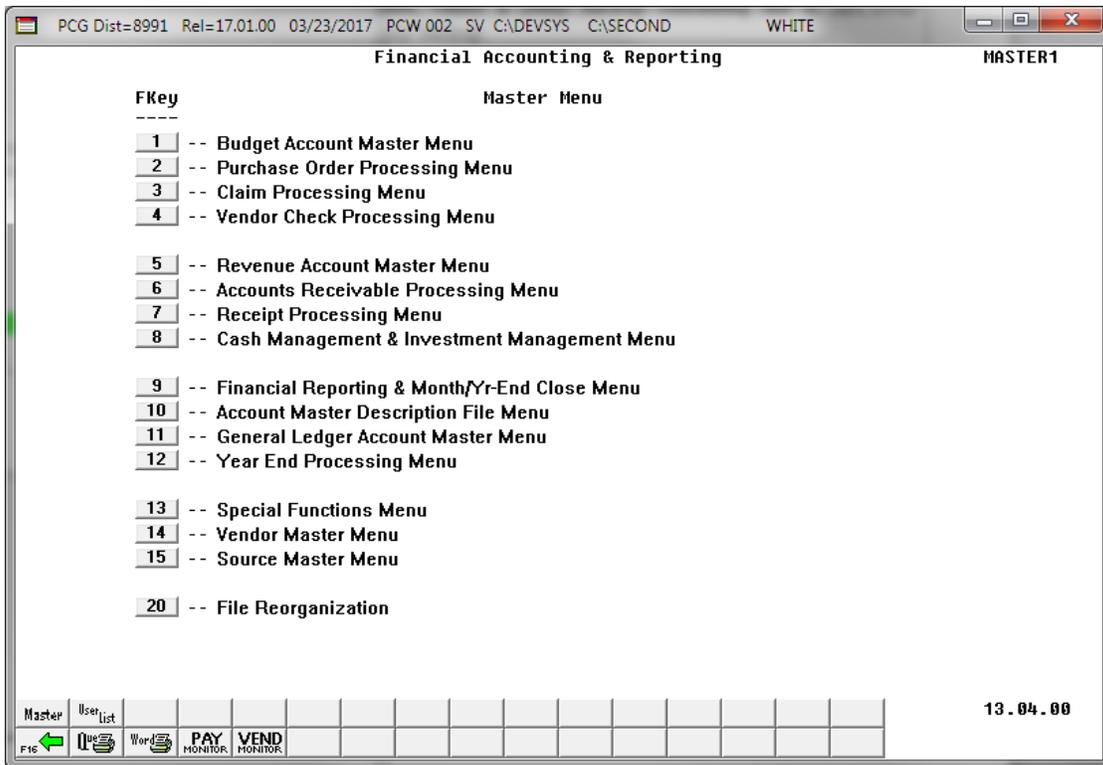
PCGenesis allows for the deletion of vendor, investment, journal entry, receivable, general ledger, budget and revenue account, audit, expense, purchase order, and receipt file records by year and date range. As users delete records, PCGenesis generates an archive of the deleted records and places these records in **K:\Second\FARyy\FILENAME**, where “yy” is the fiscal year and “FILENAME” is the name of the file affected. After performing a backup of **K:\Second\FARyy**, delete these files from PCGenesis.

In the case of vendor record removal, PCGenesis also only removes inactive vendor record information. Before deleting *Vendor* file records, it is recommended that users first inactivate old vendor records. Refer to the *Financial Accounting and Reporting System Operations Guide, Section C: Vendor File Maintenance* for the information and instructions on this procedure.

Procedure A: Deleting Financial Records by Year and Date Range

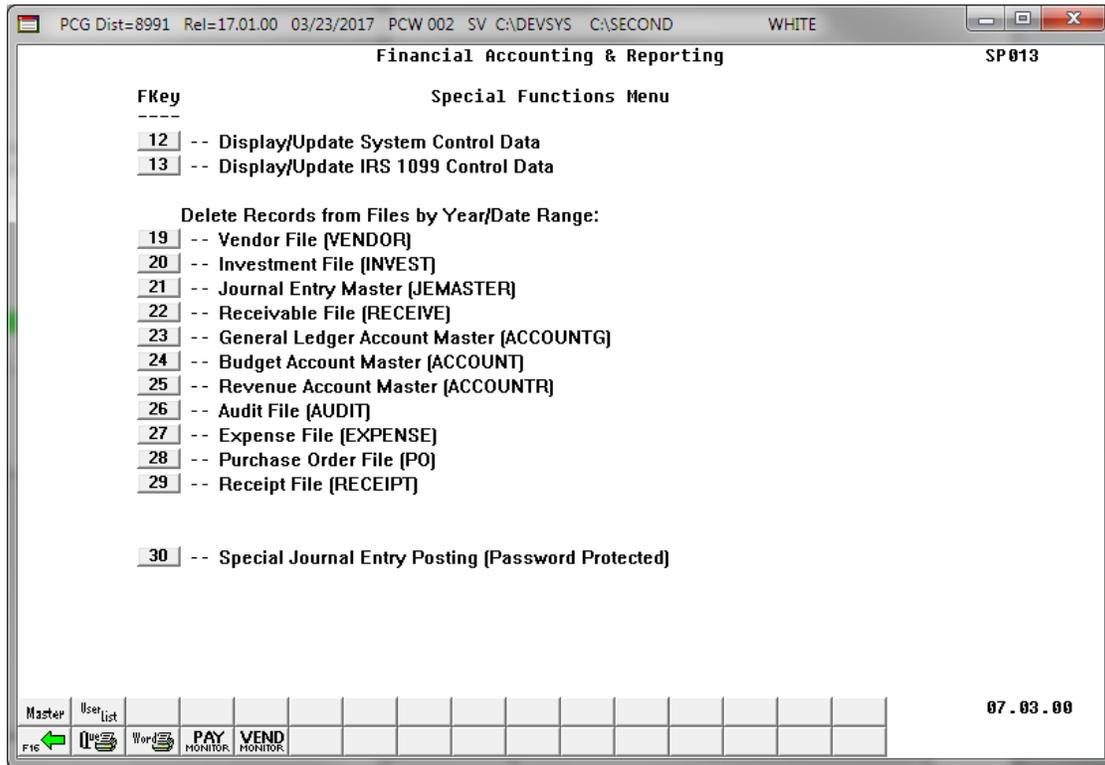
Step	Action
1	Before beginning this procedure, verify a <i>Daily</i> backup containing the <i>K:\SECOND</i> directory exists, or perform a <i>Daily</i> backup.
2	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



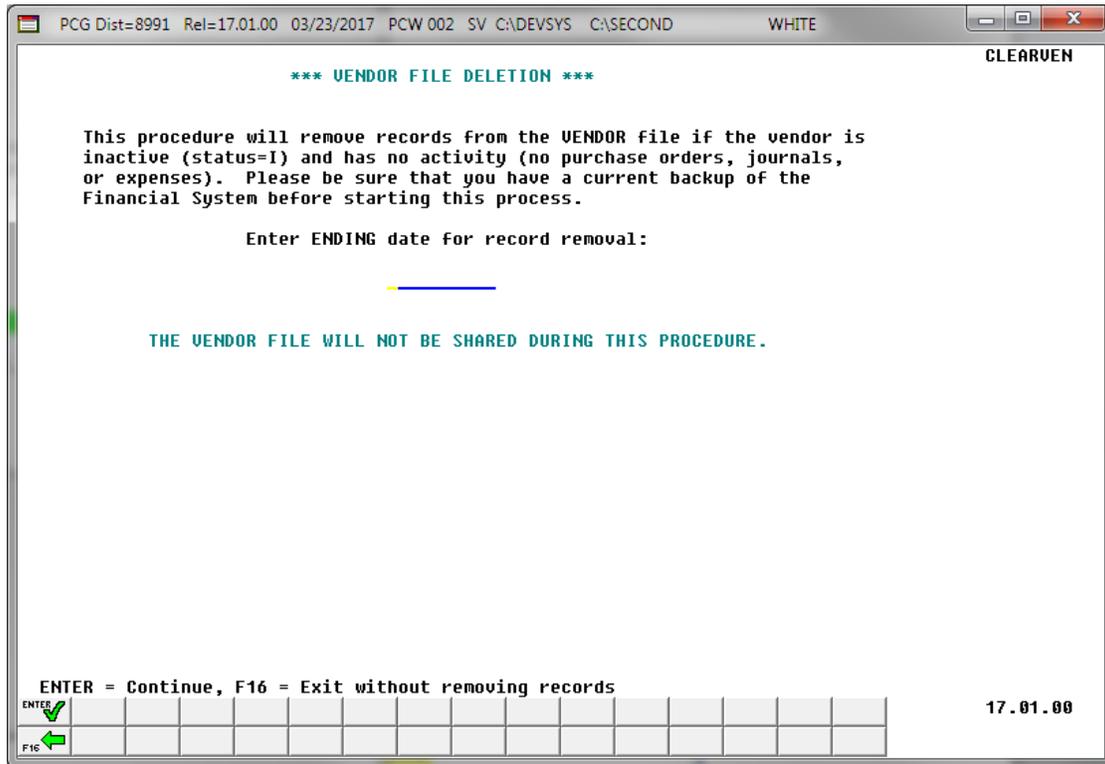
Step	Action
3	Select F13 (F13 - Special Functions Menu).

The following screen displays:



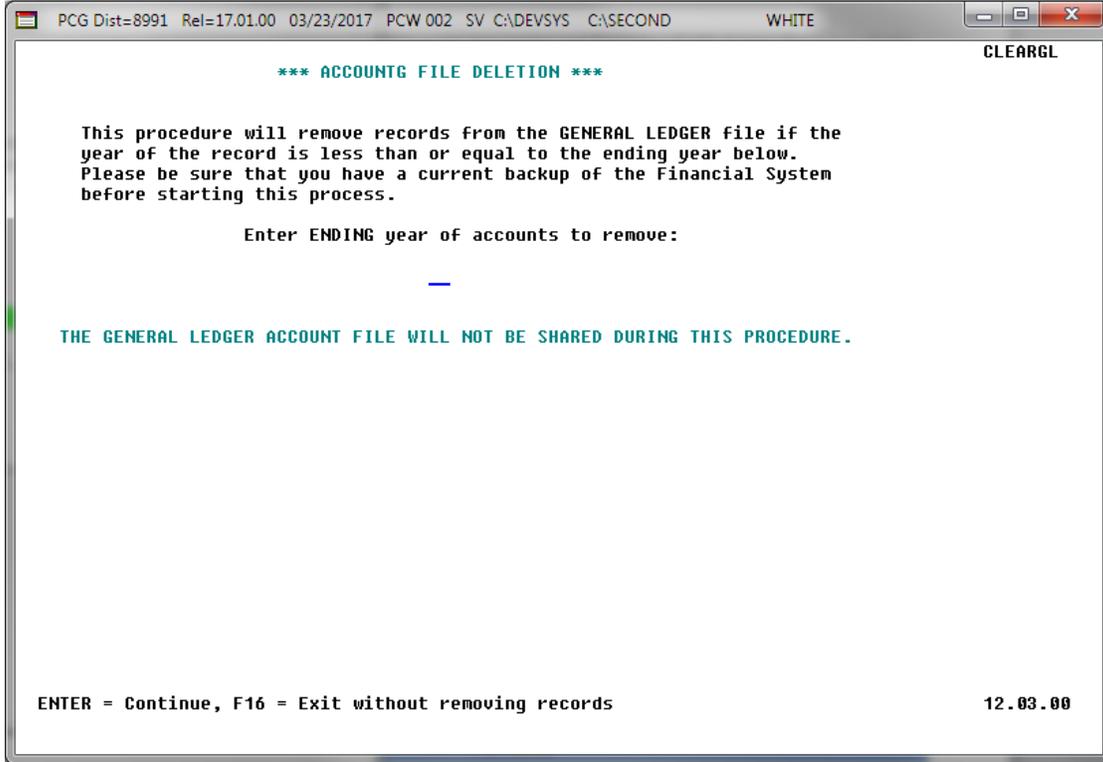
Step	Action												
4	Select the appropriate Delete Records from Files by Year/Date Range: function key:												
	<table border="0"> <tr> <td>19 (F19 – Vendor File – VENDOR)</td> <td>25 (F25 – Revenue Account Master – ACCOUNTR)</td> </tr> <tr> <td>20 (F20 – Investment File – INVEST)</td> <td>26 (F26 – Audit File – AUDIT)</td> </tr> <tr> <td>21 (F21 – Journal Entry Master – JEMASTER)</td> <td>27 (F27 – Expense File – EXPENSE)</td> </tr> <tr> <td>22 (F22 – Receivable File – RECEIVE)</td> <td>28 (F28 – Purchase Order File – PO)</td> </tr> <tr> <td>23 (F23 – General Ledge Account Master – ACCOUNTG)</td> <td>29 (F29 – Receipt File – RECEIPT)</td> </tr> <tr> <td>24 (F24 – Budget Account Master – ACCOUNT)</td> <td></td> </tr> </table>	19 (F19 – Vendor File – VENDOR)	25 (F25 – Revenue Account Master – ACCOUNTR)	20 (F20 – Investment File – INVEST)	26 (F26 – Audit File – AUDIT)	21 (F21 – Journal Entry Master – JEMASTER)	27 (F27 – Expense File – EXPENSE)	22 (F22 – Receivable File – RECEIVE)	28 (F28 – Purchase Order File – PO)	23 (F23 – General Ledge Account Master – ACCOUNTG)	29 (F29 – Receipt File – RECEIPT)	24 (F24 – Budget Account Master – ACCOUNT)	
	19 (F19 – Vendor File – VENDOR)	25 (F25 – Revenue Account Master – ACCOUNTR)											
	20 (F20 – Investment File – INVEST)	26 (F26 – Audit File – AUDIT)											
	21 (F21 – Journal Entry Master – JEMASTER)	27 (F27 – Expense File – EXPENSE)											
	22 (F22 – Receivable File – RECEIVE)	28 (F28 – Purchase Order File – PO)											
	23 (F23 – General Ledge Account Master – ACCOUNTG)	29 (F29 – Receipt File – RECEIPT)											
24 (F24 – Budget Account Master – ACCOUNT)													

The following screen displays when updating the *Vendor File*, *Investment File*, *Journal Entry Master*, *Receivable File*, *Audit File*, *Expense File*, *Purchase Order File*, or *Receipt File*:



Although the screenshot example displays *Vendor File* record deletion information, these instructions also apply to the deletion of the *Investment File*, *Journal Entry Master*, *Receivable File*, *Audit File*, *Expense File*, *Purchase Order File*, or *Receipt File* as well.

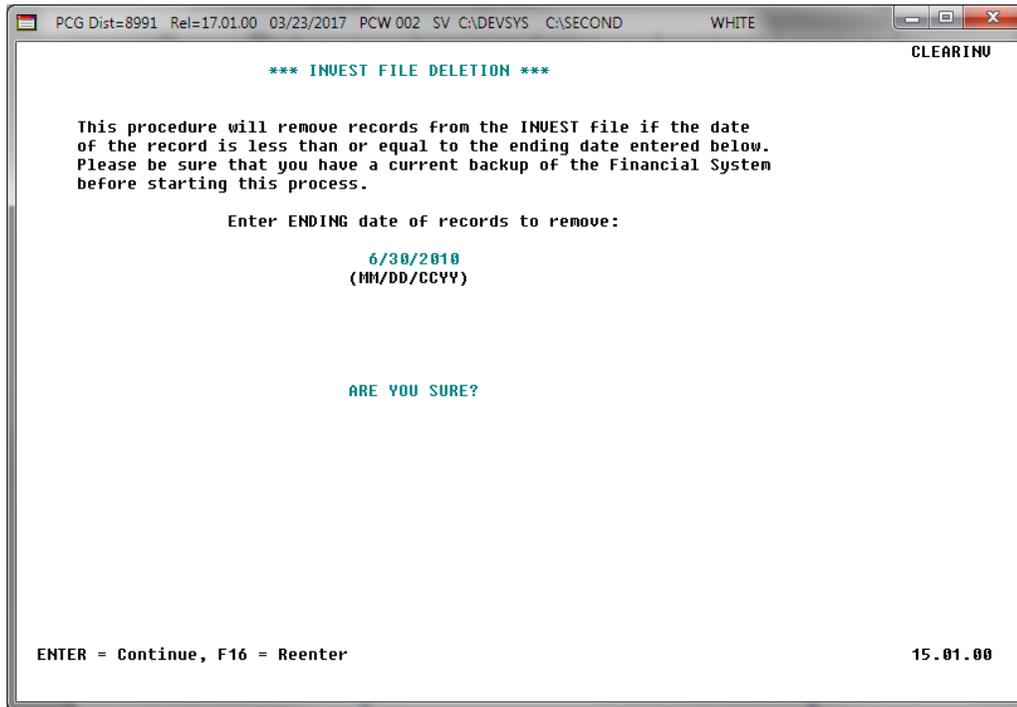
The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:



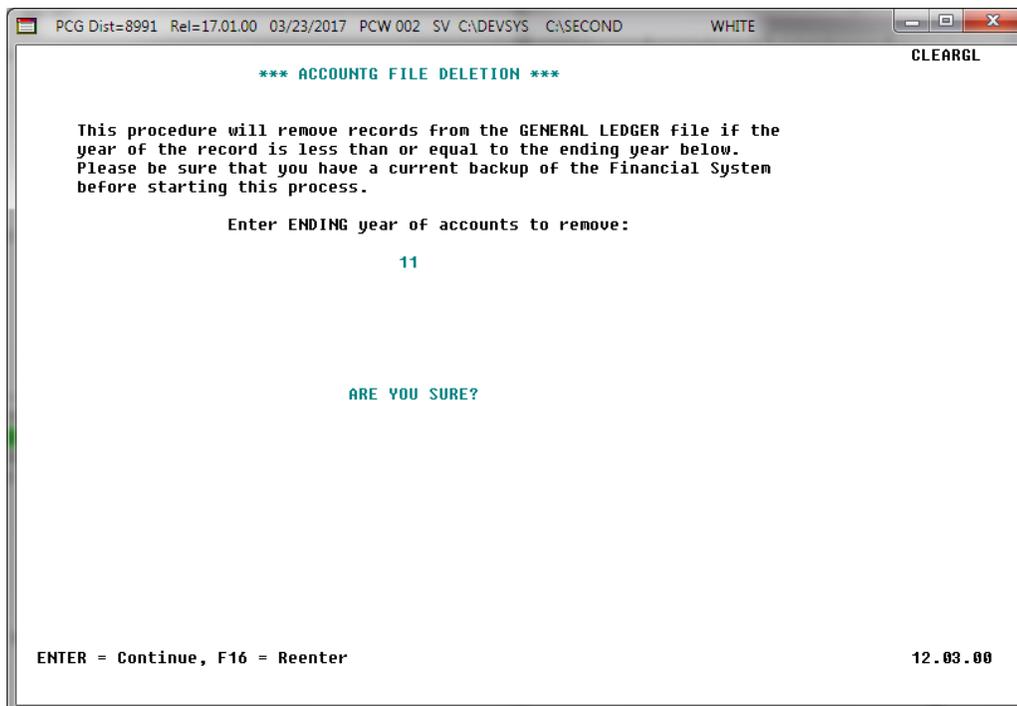
Although the screenshot example displays *General Ledger Account Master* record deletion information, these instructions also apply to the deletion of the *Budget Account Master* or *Revenue Account Master* as well.

Step	Action
5	Enter the date in the Ending Date field and select Enter . - or - Enter the ending fiscal year in the Ending Year field and select Enter .

The following screen displays when updating the *Vendor File*, *Investment File*, *Journal Entry Master*, *Receivable File*, *Audit File*, *Expense File*, *Purchase Order File*, or *Receipt File*:

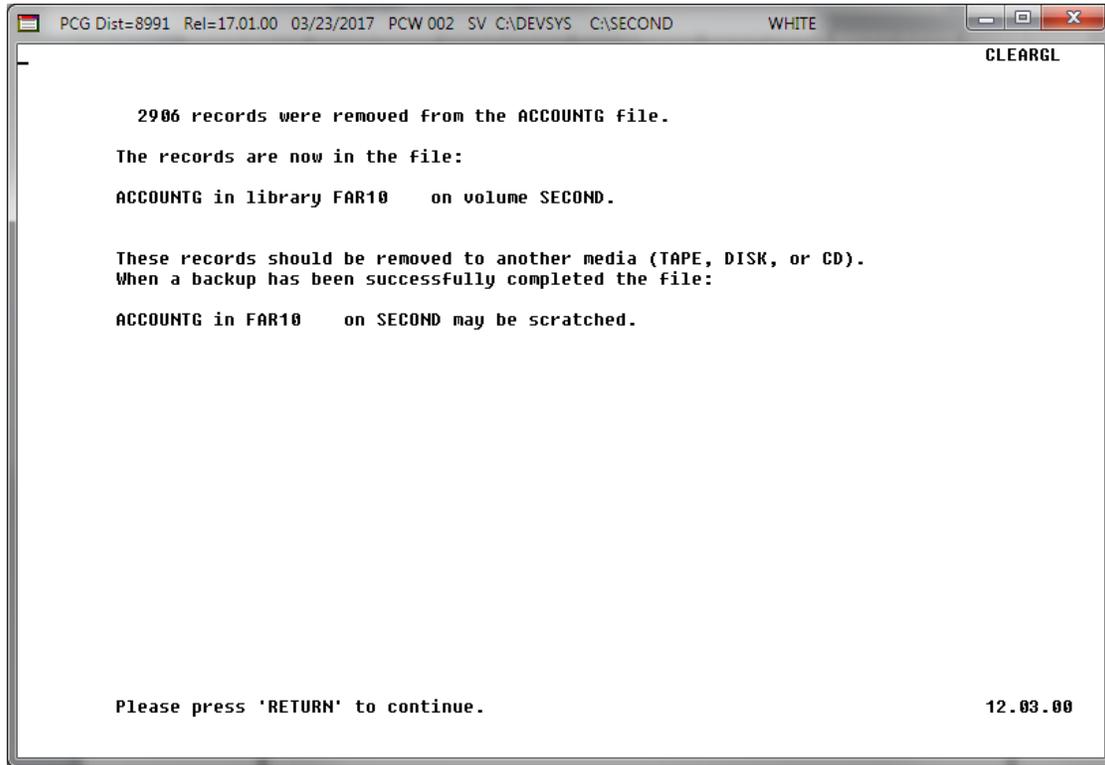


The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:



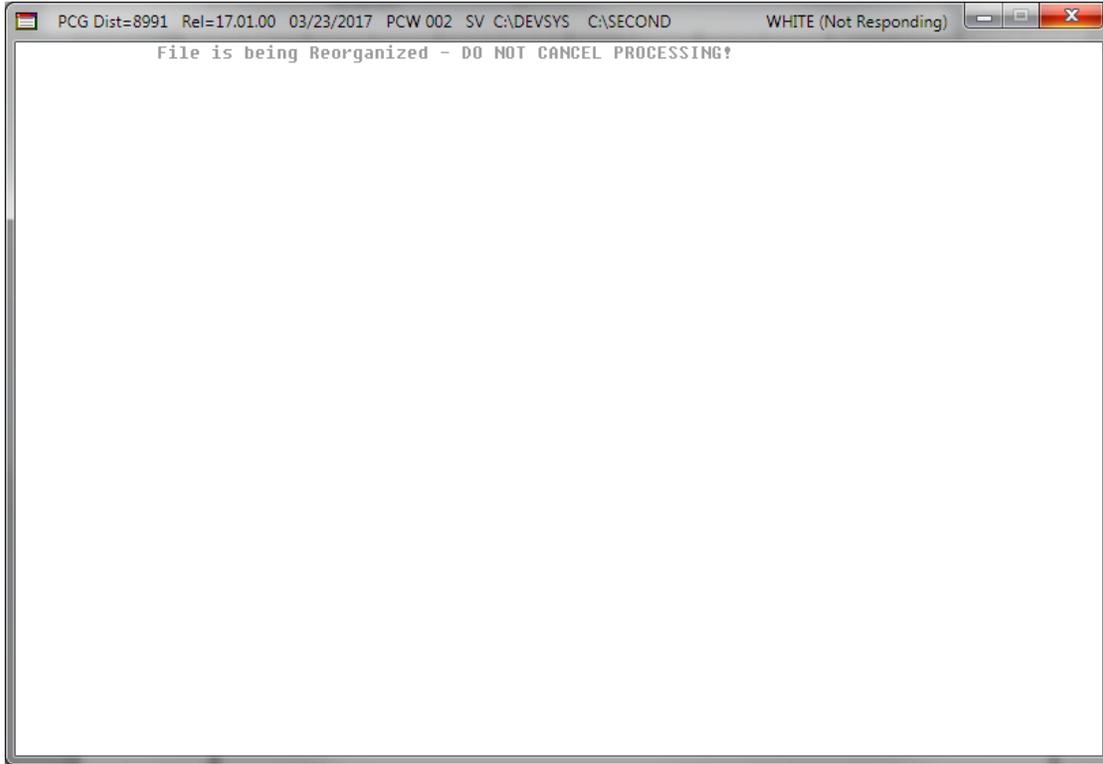
Step	Action
6	Select Enter in response to the “Are you sure?” prompt. “*** Processing Request ***” briefly displays.

The following screens display:



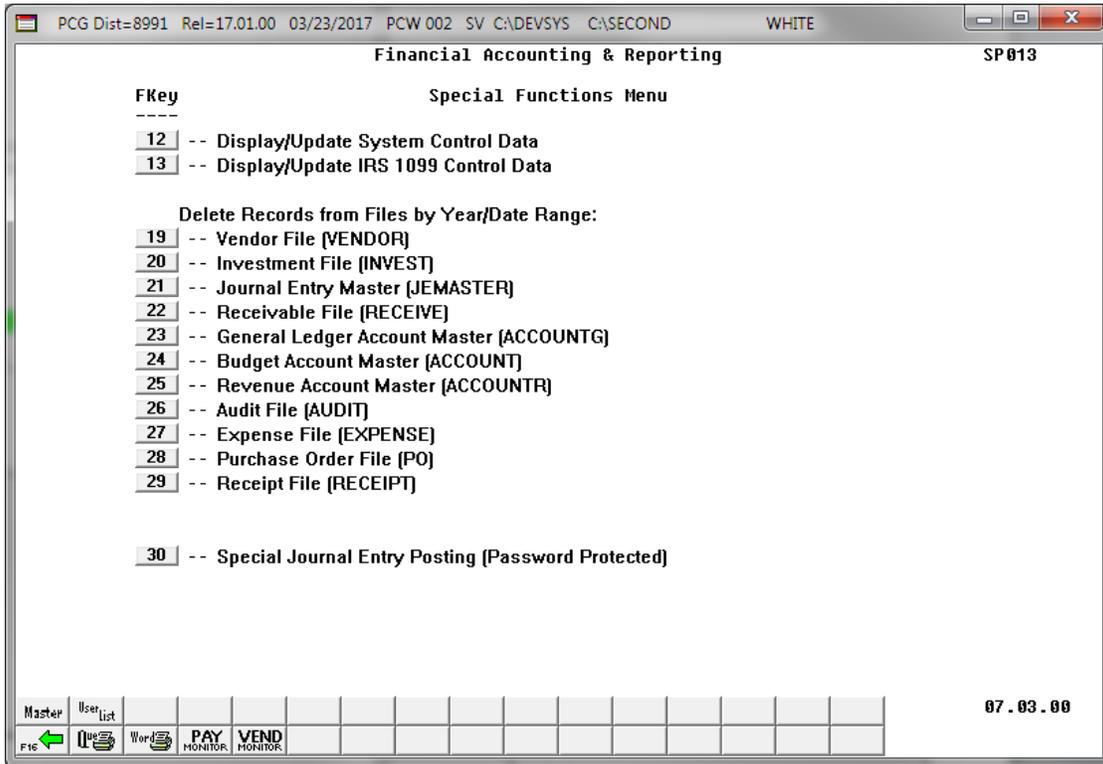
Step	Action
7	Review and where appropriate, screen-print the file deletion procedure’s results, and select Enter .

The following screen displays:



Step	Action
8	"File is being reorganized! Do not cancel processing!" briefly displays. Under no circumstances should users cancel processing.

The following screen displays:



Step	Action
9	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .
10	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Where appropriate, follow the instructions provided in the <i>Technical System Operations Guide</i>, <i>User Interface Procedures</i>, <i>Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature.</p>
11	<p>Where appropriate, perform a backup of <i>K:\Second</i> or save the information to a CD for easy recovery and review. After creating the backup, delete the file referenced on the screen in <i>Step 7</i>.</p> <p>After the delete procedure is completed, PCGenesis generates an archive of the deleted records and places these records in <i>K:\Second\FARyy\FILENAME</i>, where “yy” is the fiscal year and “FILENAME” is the name of the file affected. After performing a backup of <i>K:\Second\FARyy</i>, delete these files from PCGenesis.</p>

A1. Deleted Vendor Listing - Example

REPORT DATE	DELETED VENDOR LIST		PHONE NUMBER	STATUS	PAGE
03/23/17	NUMBER	VENDOR NAME	ADDRESS	SEQ KEY /REMIT ADDRESS	1
000022	VENDOR 000022	0022 VENDOR STREET SMITH, GA	33333	I	VENDOR 000022
000026	VENDOR 000026	0026 VENDOR STREET SMITH, GA	33333	I	VENDOR 000026
000028	VENDOR 000028	0028 VENDOR STREET SMITH, GA	33333	I	VENDOR 000028
000029	VENDOR 000029	0029 VENDOR STREET SMITH, GA	33333	I	VENDOR 000029
000030	VENDOR 000030	0030 VENDOR STREET SMITH, GA	33333	I	VENDOR 000030
000032	VENDOR 000032	0032 VENDOR STREET SMITH, GA	33333	I	VENDOR 000032
000034	LI4TLEJOHN, TR4MAN 999-08-9498 89498	1511 MAIN STREET SMITH, GA	(999)555-0511 33333	I	LI4TLEJOHN, TR4MAN