



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/21/2019

Section I: Cash and Investment
Management Processing, V2.4

Revision History

Date	Version	Description	Author
3/21/2019	2.4	19.01.00 – Add button bar instructions to the investment screens.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/25/2013	2.2	13.01.00 – Add button bar instructions to the <i>Bank Maintenance</i> screen.	D. Ochala
06/24/2008	2.1	08.02.00 – Added account number lookup, receipt number automatic populate, and redeem investment-bank draft information and instructions.	C. W. Jones
10/17/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

PCGenesis cash and investment management processing guidelines include the following procedures:

- Displaying bank balances.
- Investing a fund.

PCGenesis users may use both bank drafts and bank checks when purchasing investments.

- Inquiring on and/or redeeming investments.

PCGenesis users may inquire on investments that are due, open, and redeemed. PCGenesis displays the option to redeem (**F12**), or to cancel (**F18**) the investment when making inquiries on *due* and *open* investments.

- Printing the *Investment Report*.

The *Investment Report* provides a listing of the school district's *Investment* records, and may be printed for *Open*, *Redeemed*, *Cancelled* and for *All* investments.

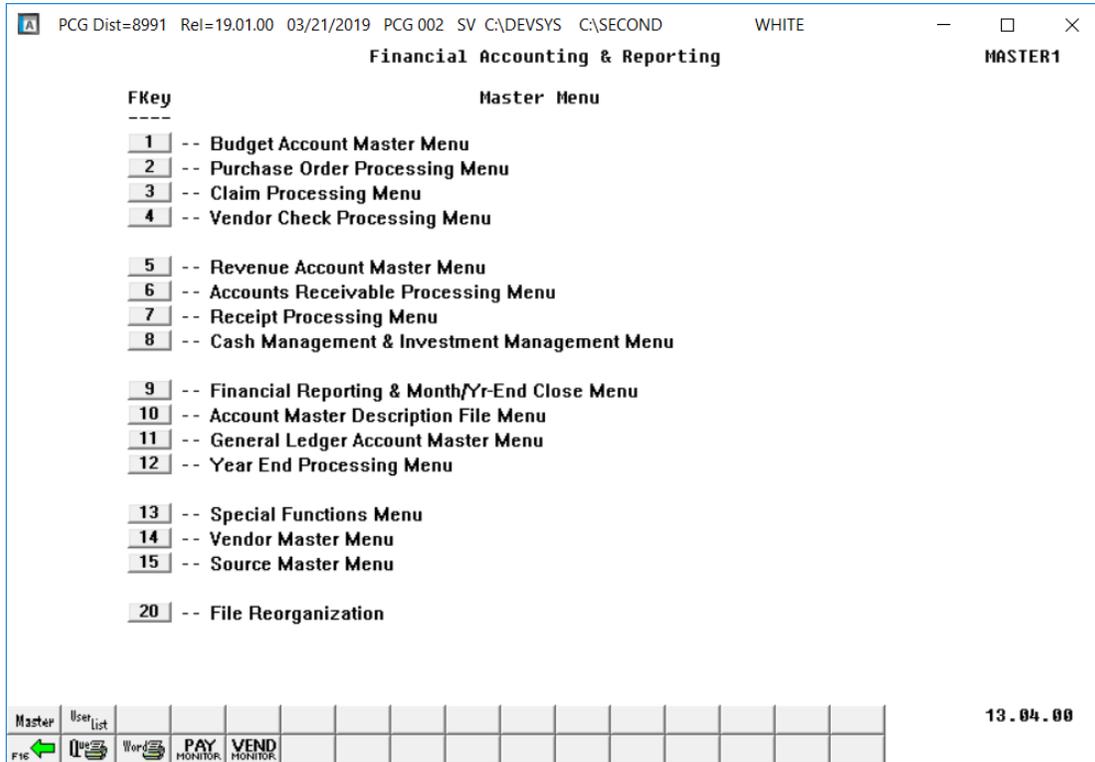
- Maintaining the *Bank File*.

Bank File Maintenance includes adding, displaying, updating, and deleting bank records, and printing the *Bank Master File Listing*.

Topic 1: Displaying a Bank's Balance

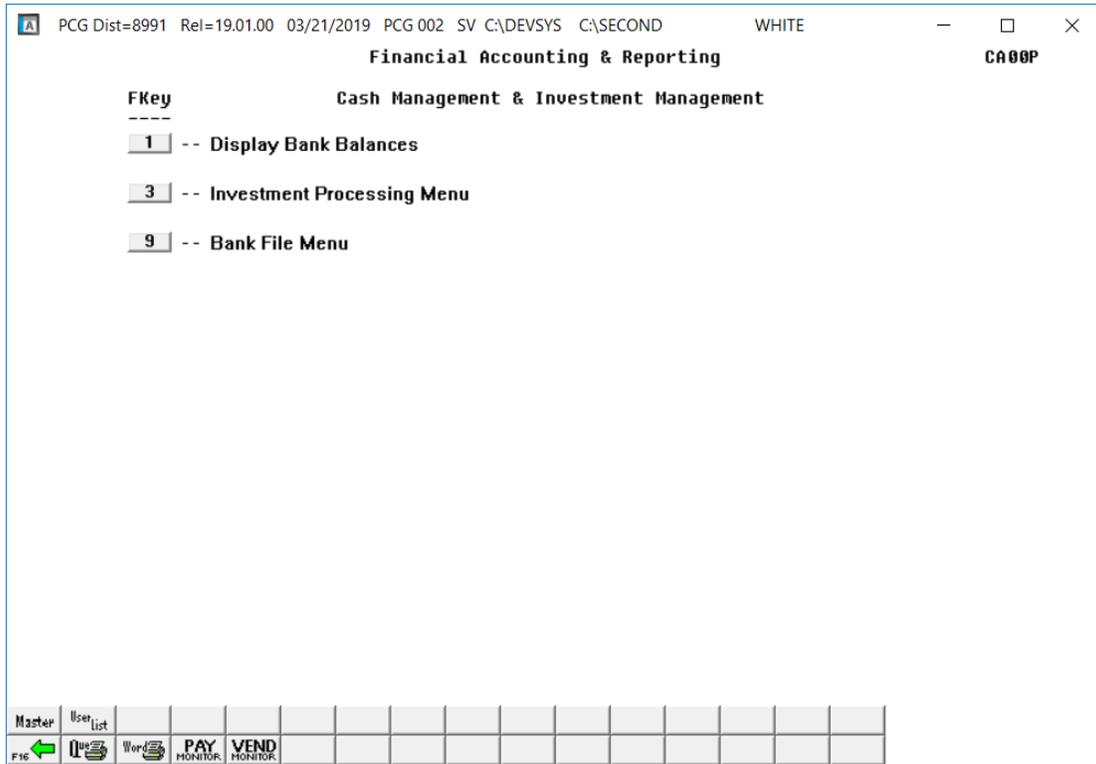
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



Step	Action
2	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



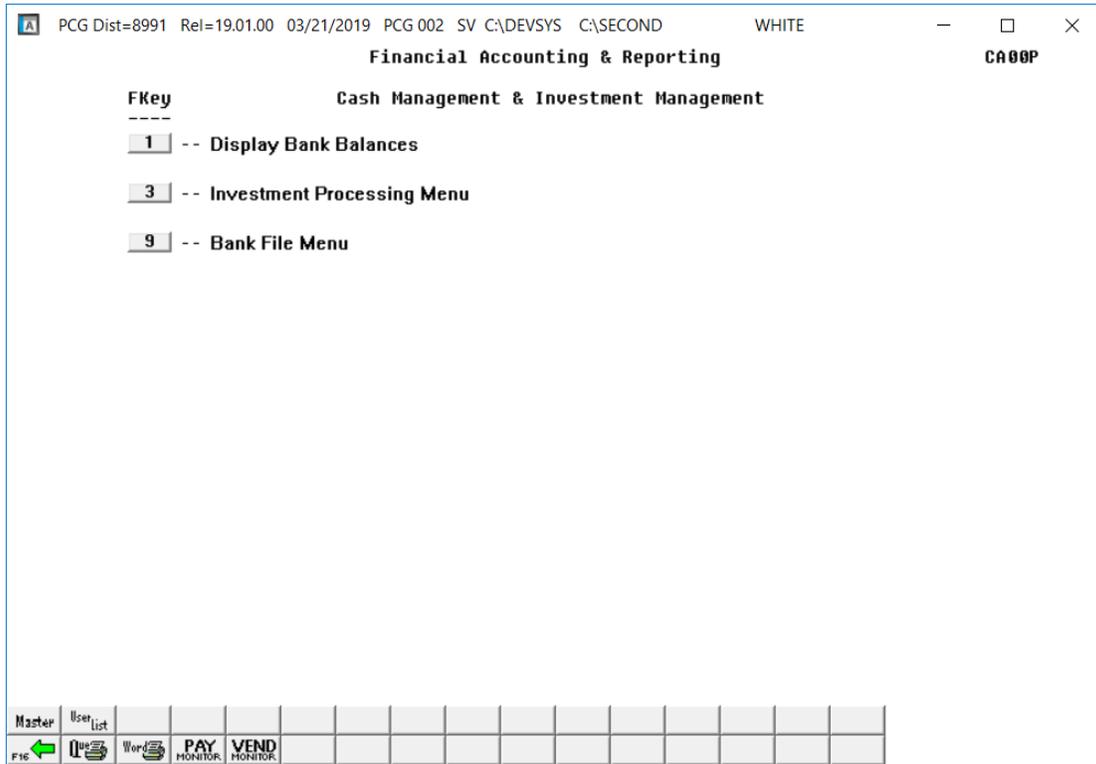
Step	Action
3	Select 1 (F1 - Display Bank Balances).

The following screen displays:

----- B A N K B A L A N C E S -----				
Code	Bank Name	Account #	Cash	Investments
BK01	FNB 001 OF SMITH CITY	11 111 1111	6,410,135.40	49,000.00
BK02	FNB 002 OF SMITH CITY	11 111 1112	1,607,285.37	
BK03	FNB 003 OF SMITH CITY	11 111 1113	1,035,802.97	
BK04	FNB 004 OF SMITH CITY	11 111 1114	500.00	
BK05	FNB 005 OF SMITH CITY	11 111 1115	2,853,572.69	
BK06	FNB 006 OF SMITH CITY	11 111 1116	342,974.52	
BK07	FNB 007 OF SMITH CITY	11 111 1117	18,889.02	
BK08	FNB 008 OF SMITH CITY	11 111 1118	8,725,765.65	
BK09	FNB 009 OF SMITH CITY	11 111 1119	258,609.05	
BK10	FNB 010 OF SMITH CITY	11 111 1120	34,531.80	
BK11	FNB 011 OF SMITH CITY	11 111 1121	137,303.56	
*** END OF FILE ***				
Grand Total -			21,425,370.03	49,000.00
F16=Exit, F17=PrtScrn				
ENTER	F2			17.01.00
F16				

Step	Action
4	<p>Select  (F16 - Exit) to the <i>Financial Accounting & Reporting – Cash Investment & Investment Management Menu</i>.</p> <p>Select  (F17 – Print screen) to obtain a screen print of the <i>Bank Balances</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>A listing of the first twenty bank balances display. To display additional bank balances, select  (Enter). To return to the initial listing of the bank code balances, select  (F2) where appropriate.</p>

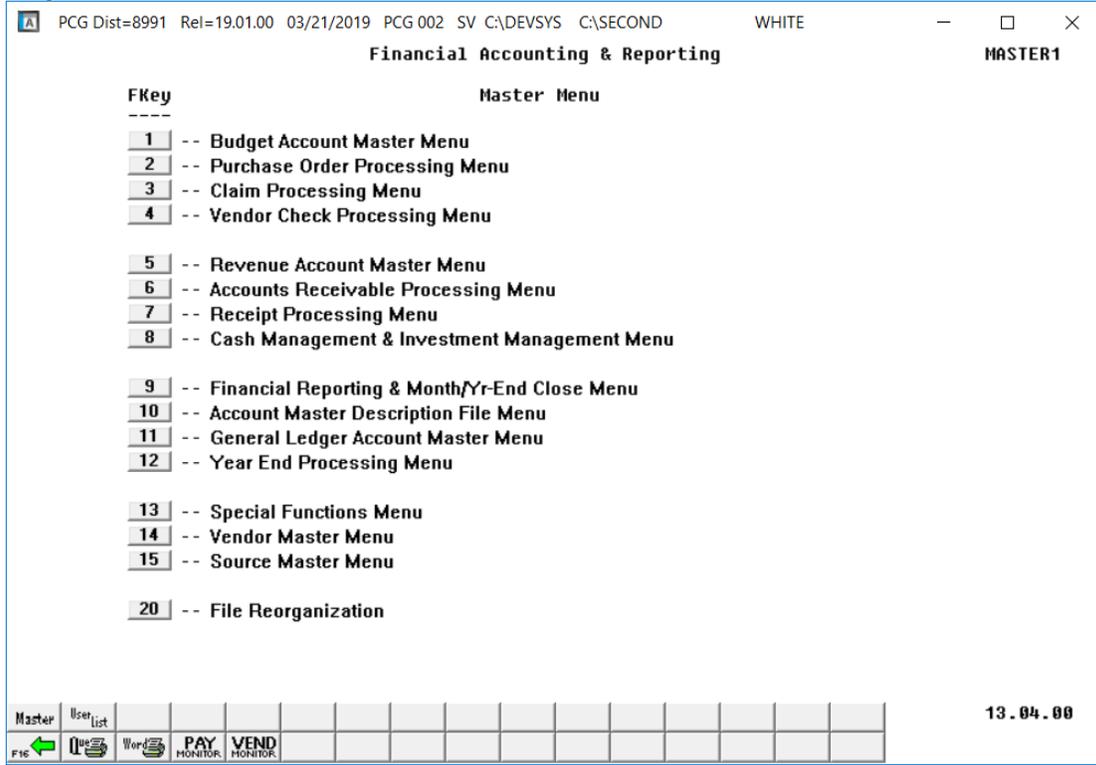
The following screen displays:



Step	Action
5	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> .

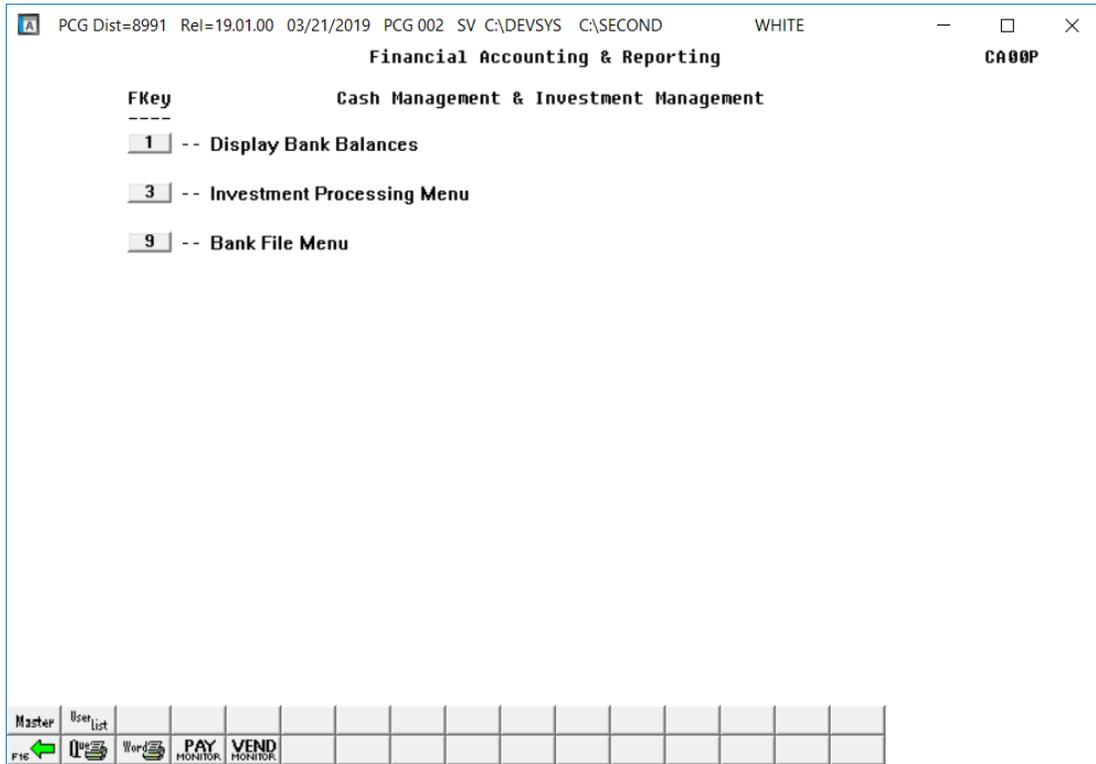
Topic 2: Processing Investments

Procedure 2A: Investing a Certificate of Deposit (CD) or Treasury Bill



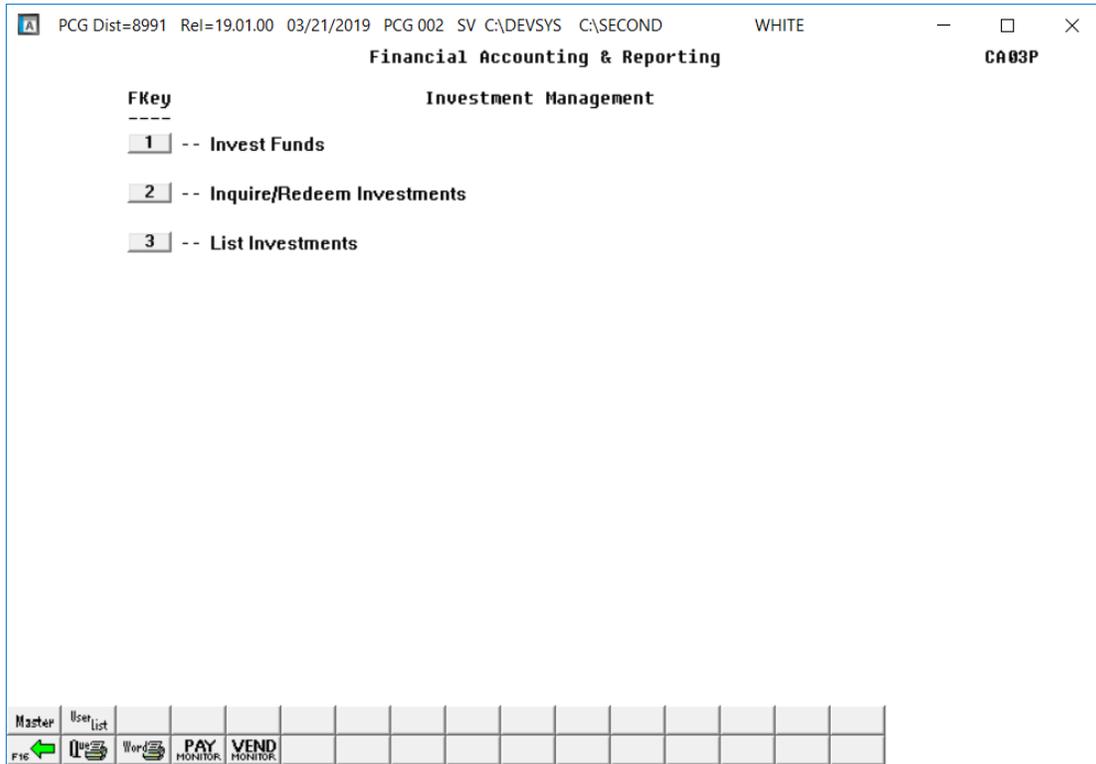
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 - Investment Processing Menu).

The following screen displays:



Step	Action
3	Select 1 (F1 - Invest Funds).

The following screen displays:

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

INVESTMENT ENTRY INU0100

Type: (C=CD, R=REPURCH, T=TREASURY)

Serial no.: (R) (Investment certificate number)
 Bank: (R) (Bank code where amount was invested)
 Date: (R) (Investment date, MM/DD/CCYY format)
 Amount: (R) (Total amount of investment, no commas)
 Rate: (R) (Estimated interest rate, 99.9999 format)
 Date due: (R) (Investment due date, MM/DD/CCYY format)
 Est income: (IF blank, computer will calc income)

Investing fund: (R) (Investment fund)

Check issued: N (R) (Was a check issued to purchase investment? (Y or N))
 Bank: (O) (IF a check WAS issued, Bank ID from which the check was written)
 Number: (O) (IF a check WAS issued, the check number)

OR

Bank draft issued: N (R) (Was a bank draft issued to purchase investment? (Y or N))
 Bank: (O) (IF a draft WAS issued, Bank ID from which the draft was written)

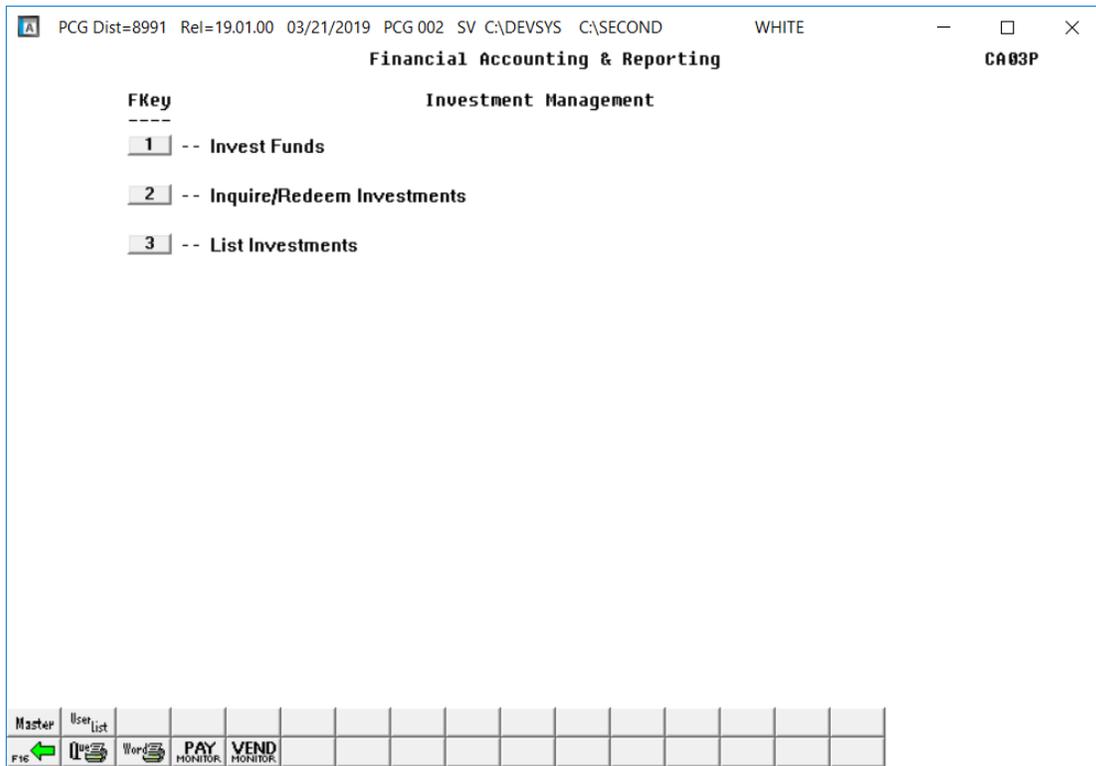
NOTE: (R) REQUIRED FIELD - (O) OPTIONAL FIELD

Press ENTER to Validate
 F16 to Exit

19.01.00

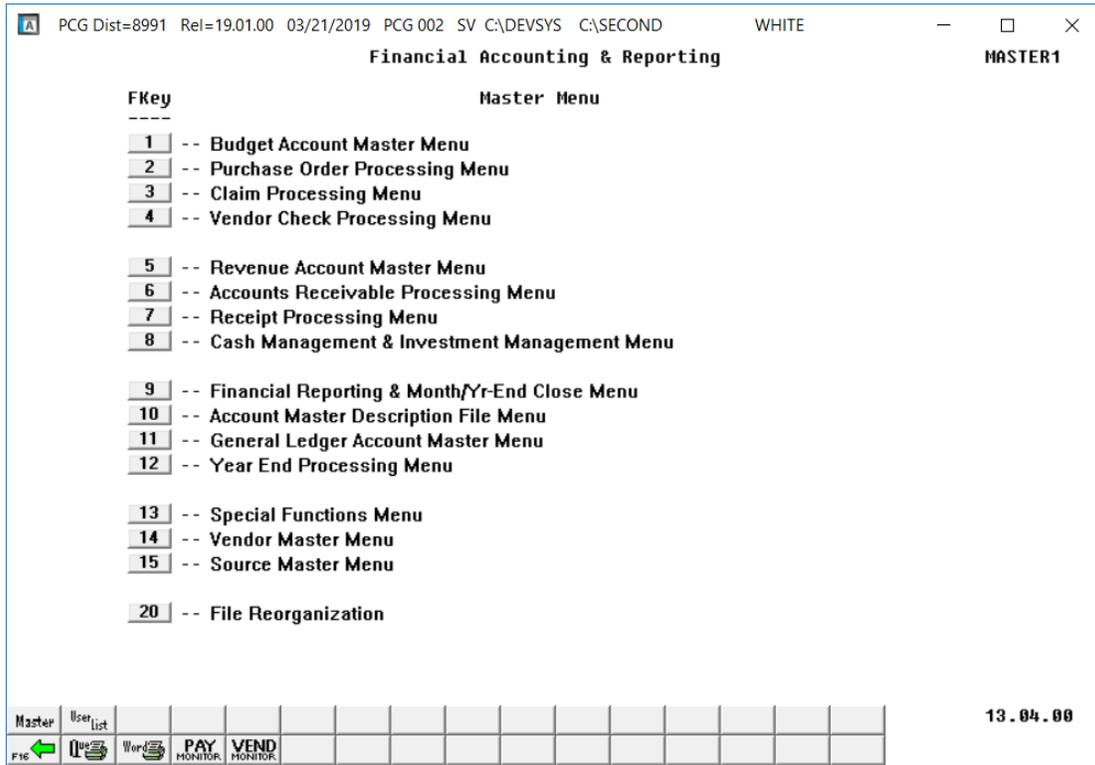
Step	Action
4	Enter C (CD), R (Repurchase), or T (Treasury) in the Type field.
5	Enter the investment’s certificate number in the Serial No. (Serial Number) field.
6	Enter the code, or select the drop-down selection icon within the Bank field to choose the bank.
7	Enter the investment date (MM/DD/CCYY) in the Date field.
8	Enter the investment’s total dollar amount, excluding any commas, in the Amount field.
9	Enter the anticipated interest rate (NN.NNNN) in the Rate field. <i>When leaving the field blank, PCGenesis automatically calculates the entry.</i>
10	Enter the investment’s due date (MM/DD/CCYY) in the Date Due field.
11	Enter the anticipated income from the investment in the Est Income (Estimated Income) field. <i>When left blank, PCGenesis automatically calculates the entry.</i>
12	Enter the investment fund’s code in the Investing Fund field.

The following screen displays:



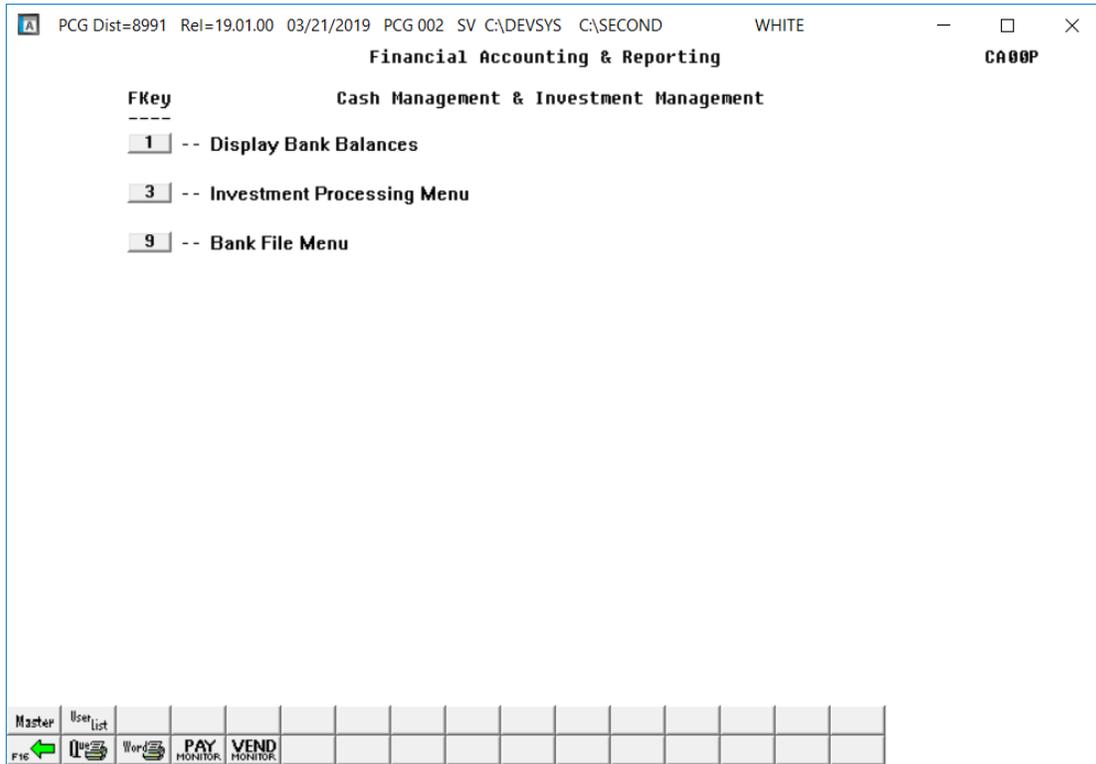
Step	Action
18	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Master - Cash Management & Investment Management Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure 2B: Inquiring on an Investment



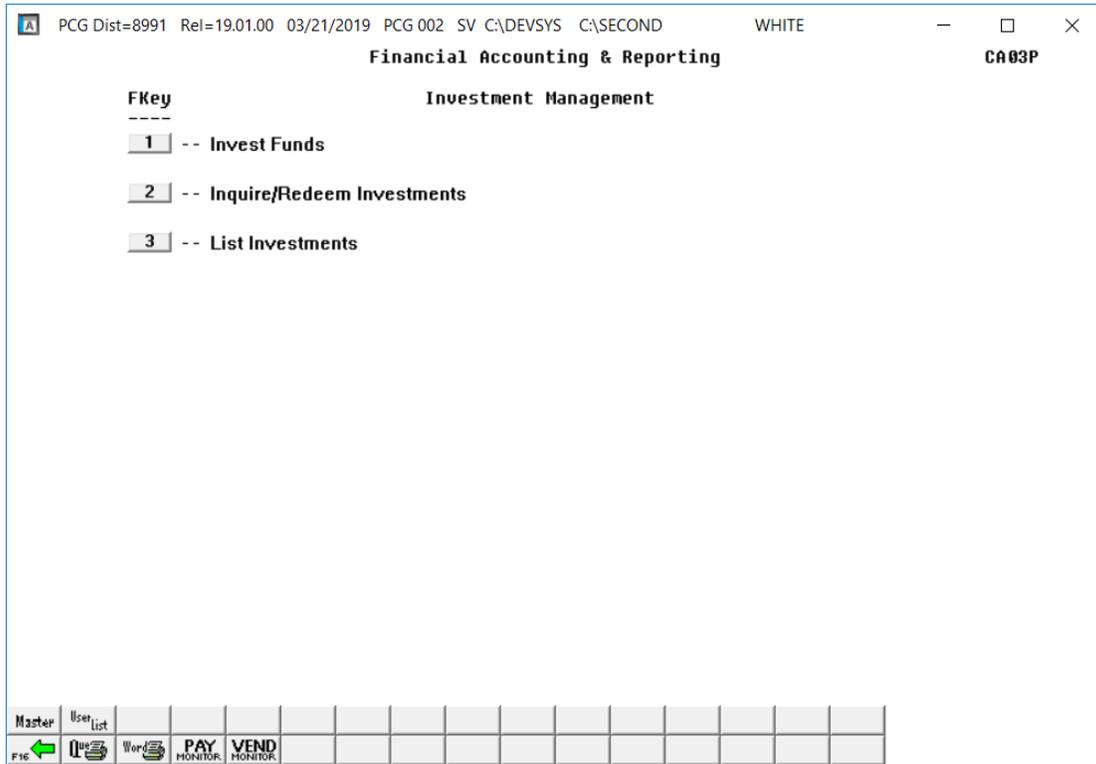
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



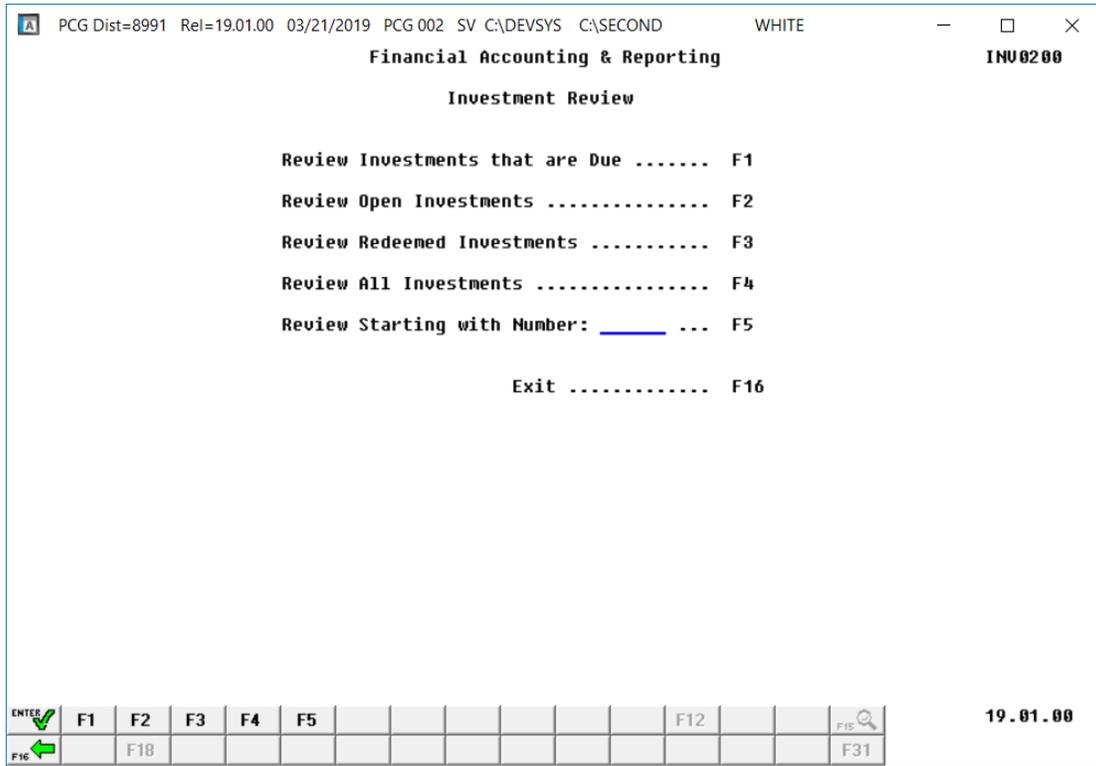
Step	Action
2	Select 3 (F3 - Investment Processing Menu).

The following screen displays:



Step	Action
3	Select 2 (F2 - Inquire/Redeem Investments).

The following screen displays:



Step	Action
4	<p>Select the appropriate option:</p> <p>For due investments: Select F1 (F1) - Review investments that are due.</p> <p>For open investments: Select F2 (F2) - Review open investments.</p> <p>For redeemed investments: Select F3 (F3) - Review redeemed investments.</p> <p>For all investments: Select F4 (F4) - Review all investments.</p> <p>For a specific investment: Enter the investment number in the Review Starting with number field and select F5 (F5) - Review starting with number: *****.</p>

For Step 4-F1, F2, F4, or F5 selections, the following screen displays:

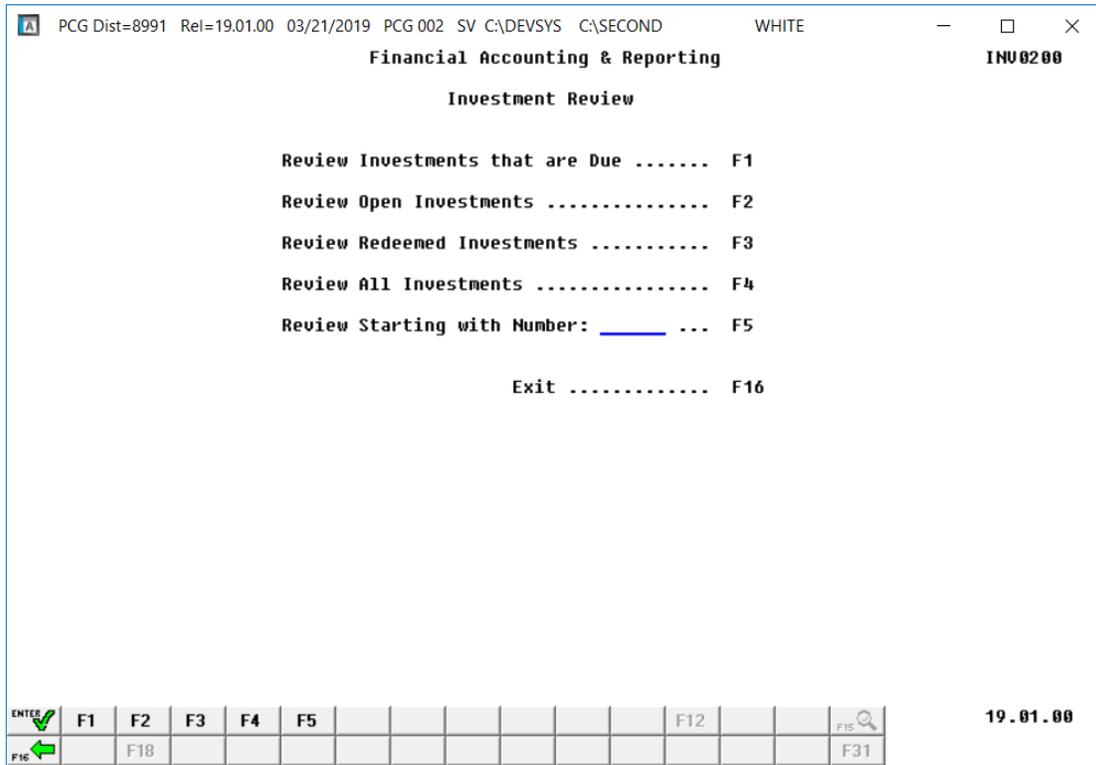
PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE															INU0200
Investment number: 000199										Status: OPEN					
Serial no.: 2020164															
Type: C															
Bank: BK01															
Amount: 11,000.00															
Rate: 0.3000															
Fund: 720															
Investment date: 7/30/2018															
Due date: 7/30/2019										Estimated interest: 33.00					
Actual date: Actual interest:															
Investment - Amount: 11,000.00															
Return - Receipt: Amount:															
Enter to Continue F1=BROWSE, F12=REDEEM, F18=CANCEL F16 to Exit															
ENTER ✓	F1	F2	F3	F4	F5							F12		F15	19.01.00
F16 ←		F18												F31	

For Step 4-F3 selections the following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE															INU0200
Investment number: 000198										Status: REDEEMED					
Serial no.: 320399															
Type: C															
Bank: BK01															
Amount: 38,000.00															
Rate: 0.3000															
Fund: 720															
Investment date: 12/04/2017															
Due date: 12/04/2018										Estimated interest: 114.00					
Actual date: 12/04/2018 Actual interest:															
Investment - Amount: 38,000.00															
Return - Receipt: 4594 Amount: 38,000.00															
Enter to Continue F1=BROWSE F16 to Exit															
ENTER ✓	F1	F2	F3	F4	F5							F12		F15	19.01.00
F16 ←		F18												F31	

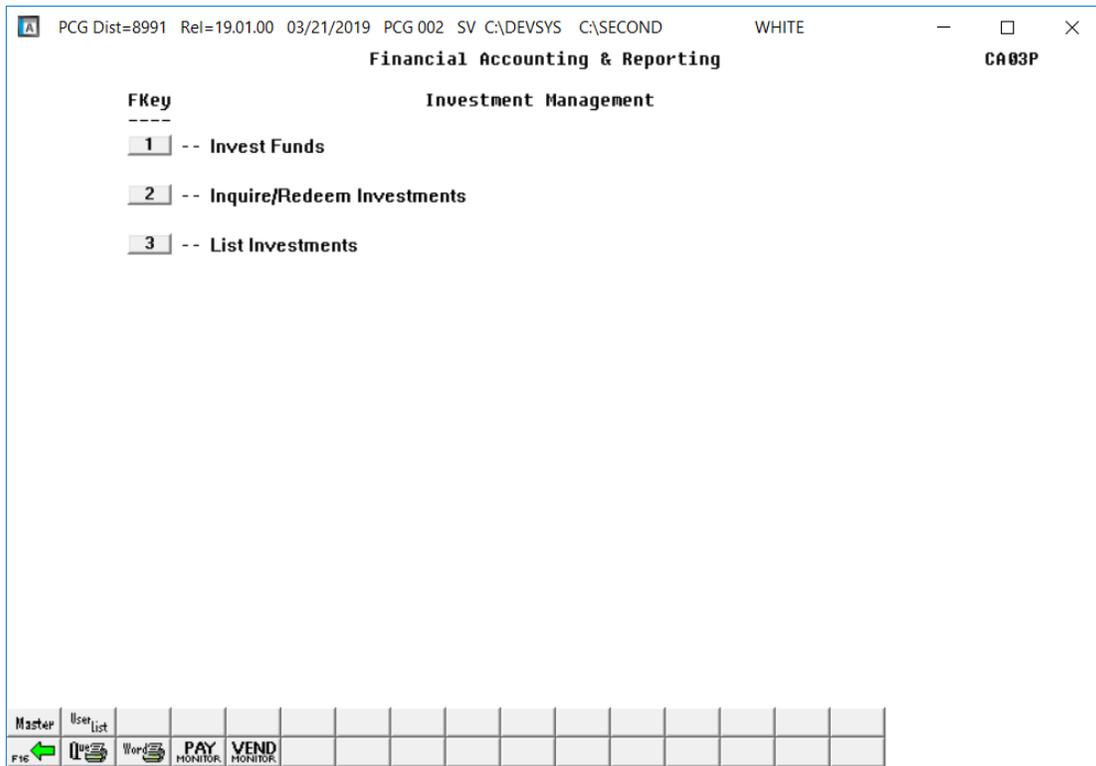
Step	Action
5	<p>Select  (F1) to browse to the next investment record.</p> <p>Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Investment Review Menu</i>.</p>

The following screen displays:



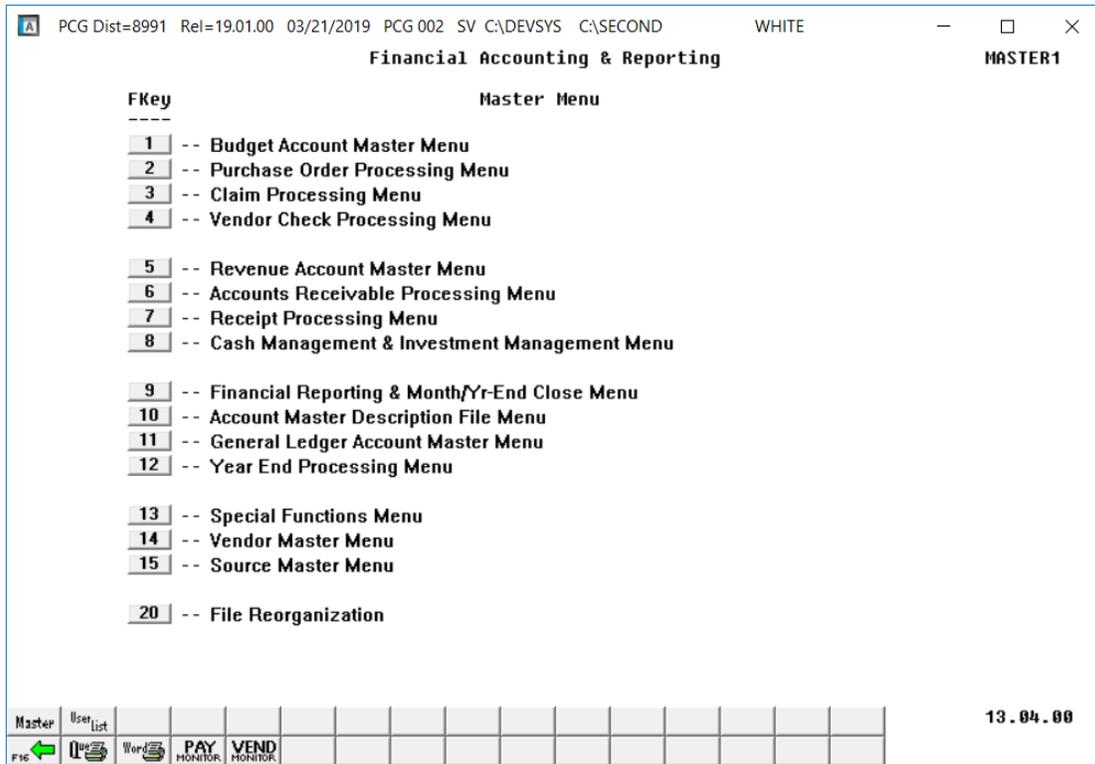
Step	Action
6	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Investment Management Menu</i>.</p>

The following screen displays:



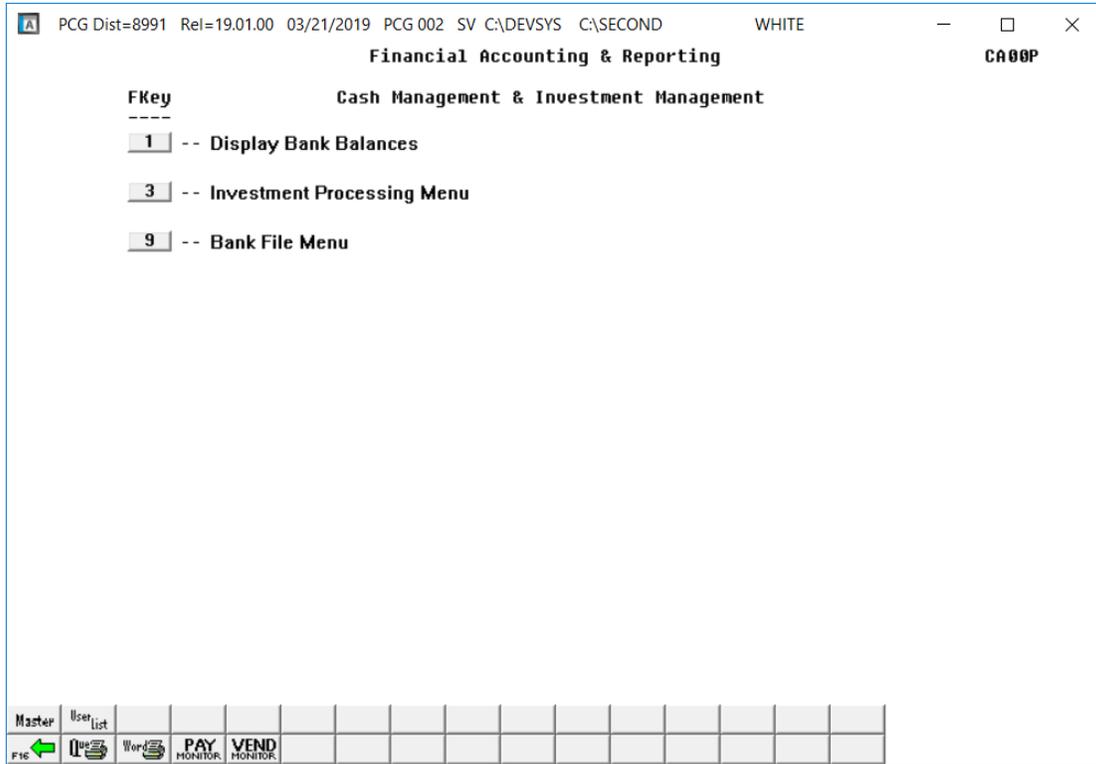
Step	Action
7	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting Cash Management & Investment Management Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure 2C: Redeeming an Investment



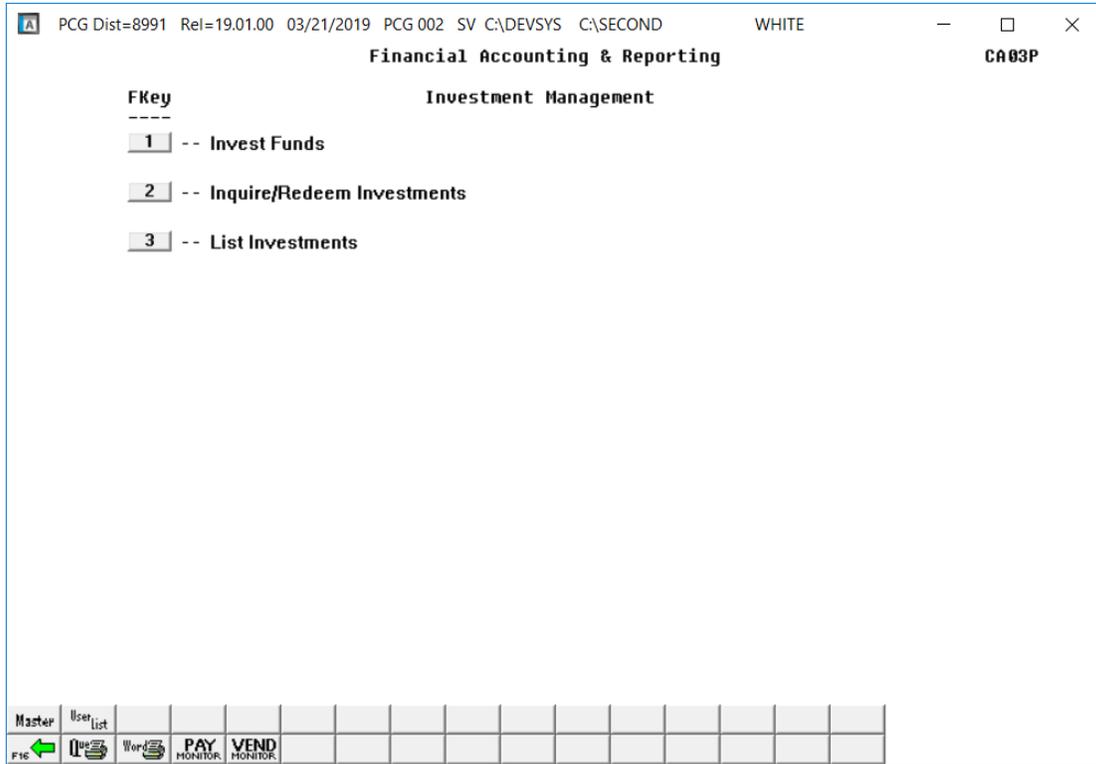
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



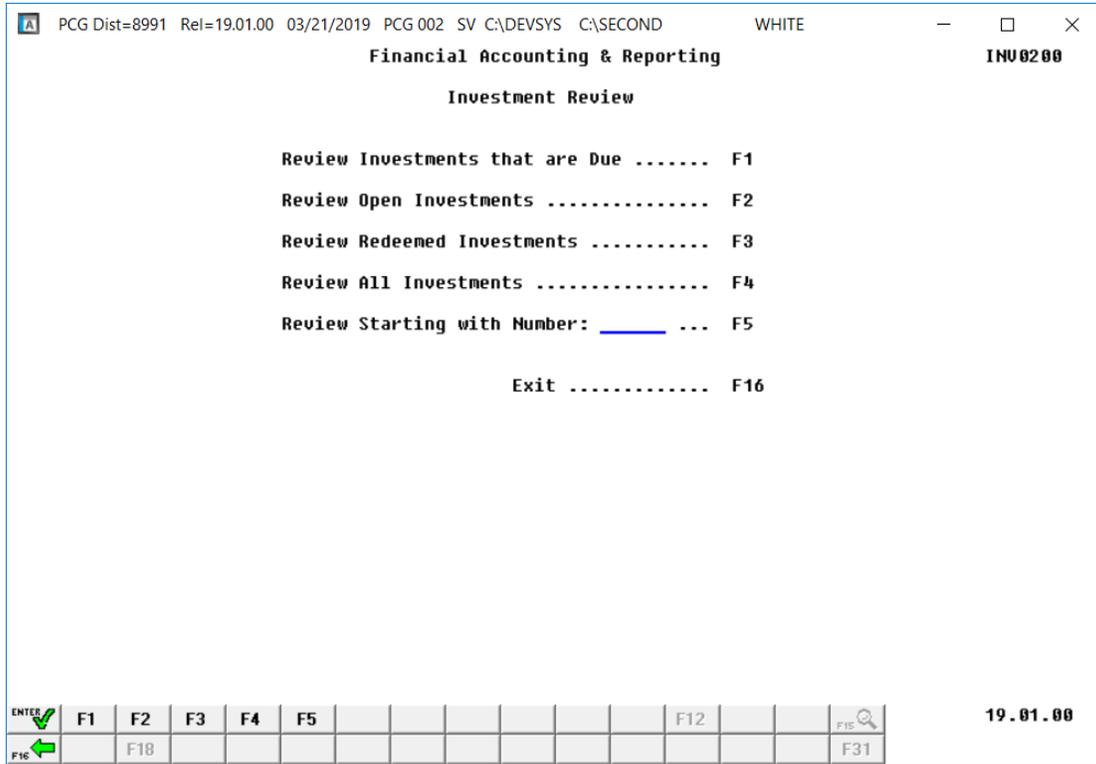
Step	Action
2	Select 3 (F3 - Investment Processing Menu).

The following screen displays:



Step	Action
3	Select 2 (F2 - Inquire/Redeem Investments).

The following screen displays:



Step	Action
4	<p>Select the appropriate option:</p> <p>For due investments: Select F1 (F1) - Review investments that are due.</p> <p>For open investments: Select F2 (F2) - Review open investments.</p> <p>For all investments: Select F4 (F4) - Review all investments.</p> <p>For a specific investment: Enter the investment number in the Review Starting with number field and select F5 (F5) - Review starting with number: *****.</p>

For Step 4-F1, F2, F4, or F5 selections, the following screen displays:

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

Investment number: 000199 Status: OPEN INU0200

Serial no.: 2020164
 Type: C
 Bank: BK01
 Amount: 11,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 7/30/2018
 Due date: 7/30/2019 Estimated interest: 33.00
 Actual date: Actual interest:

Investment - Amount: 11,000.00
 Return - Receipt: Amount:

Enter to Continue F1=BROWSE, F12=REDEEM, F18=CANCEL F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5							F12			F15 🔍	19.01.00
F16 ←		F18													F31	

Step	Action
5	Record the investment number or screen-print the <i>Review Due Investments Display</i> screen where appropriate and select F12 (F12 - Redeem).

The following screen displays:

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

Investment number: 000199 Status: OPEN INU0200

Serial no.: 2020164
 Type: C
 Bank: BK01
 Amount: 11,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 7/30/2018
 Due date: 7/30/2019 Estimated interest: 33.00
 Actual date: Actual interest:

Investment - Amount: 11,000.00
 Return - Receipt: Amount:

Redemption date: _____ Amount: _____

Enter to Continue F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5					F12			F15			19.01.00
F16 ←		F18													F31	

Step	Action
6	<p>Enter the date (MM/DD/CCYY) in the Redemption Date field, and the redemption amount in the Amount field.</p> <p><i>PCGenesis automatically calculates and populates the difference between the total dollar investment amount and the redemption amount in the Actual Interest field. If the investment's redemption amount is less than the investment amount, the "Are you sure?" message displays. In this instance, enter the appropriate response, and modify the amount.</i></p>
7	Select  (Enter).

The following screen displays:

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

Investment number: 000199 Status: OPEN INU0200

Serial no.: 2020164
 Type: C
 Bank: BK01
 Amount: 11,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 7/30/2018
 Due date: 7/30/2019 Estimated interest: 33.00
 Actual date: Actual interest: 33.00

Investment - Amount: 11,000.00
 Return - Receipt: Amount:

Redemption date: 3/22/2019 Amount: 11033.00

F12 TO ENTER RCPT DETAIL F16-ReEnter

ENTER ✓	F1	F2	F3	F4	F5						F12			F15 🔍	19.01.00
F16 ←		F18												F31	

Step	Action
8	Select F12 (F12) to enter the receipt detail.

For investment redemptions without interest, the following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE INU0200

Redeem Investments - Receipt Processing

Last receipt number used: 004659 Date redeemed: 3/22/2019
 Total amount received: 11,000.00

Principal receipt number: 4660 Amount: 11,000.00

Enter to process F16 to ReEnter/Exit

ENTER ✓	F1	F2	F3	F4	F5						F12			F15 🔍	19.01.00
F16 ←		F18												F31	

For investment redemptions with interest, the following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE INU0200

Redeem Investments - Receipt Processing

Last receipt number used: 004659 Date redeemed: 3/22/2019
 Total amount received: 11,033.00

Principal receipt number: 4660 Amount: 11,000.00

Interest receipt number: 4661

Amount: 33.00

Yr	End	F	Prgm	Srcce	Objct	Fcty	B	Addt'l
00								
00								
00								
00								

Enter to process F16 to ReEnter/Exit

ENTER ✓	F1	F2	F3	F4	F5						F12			F15 🔍	19.01.00
F16 ←		F18												F31	

The following screen displays:

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

Investment number: 000202 Status: OPEN INU0200

Serial no.: 33556688
 Type: C
 Bank: BK01
 Amount: 1,000.00
 Rate: 2.0000
 Fund: 199

Investment date: 3/21/2019
 Due date: 3/21/2020 Estimated interest: 20.05
 Actual date: Actual interest:

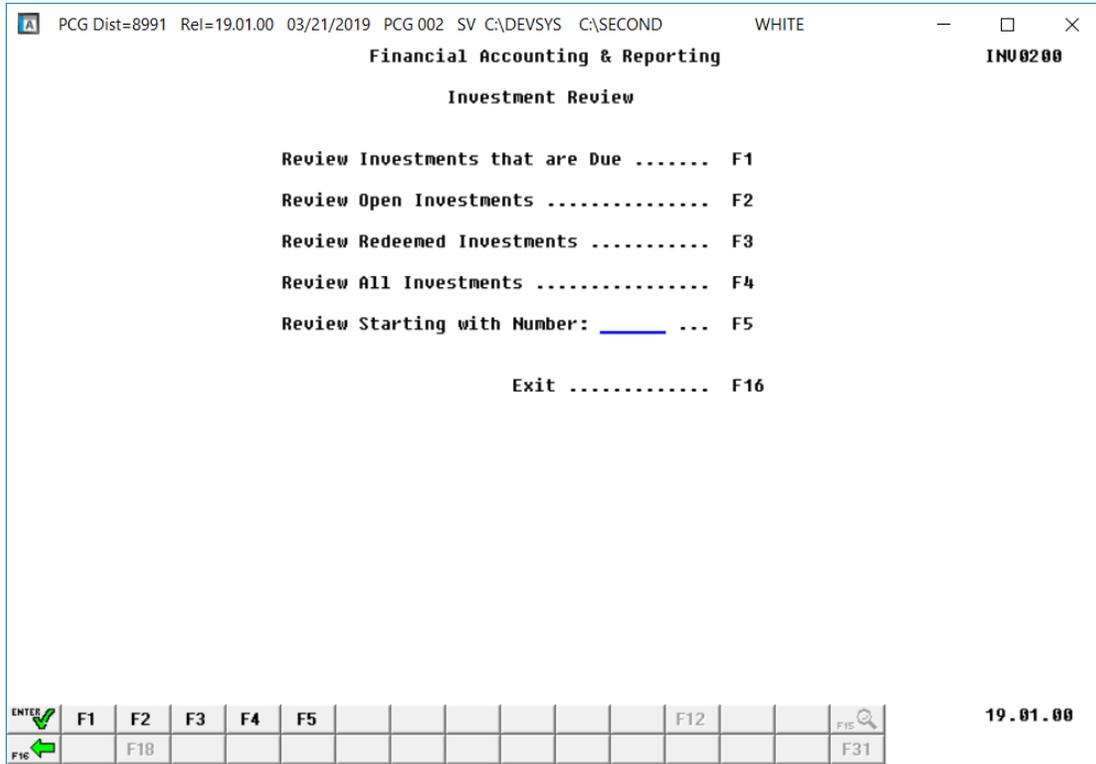
Investment - Check: BK02 17 Amount: 1,000.00
 Return - Receipt: Amount:

F1=BROWSE, F12=REDEEM, F18=CANCEL F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5						F12			F15 🔍	19.01.00
F16 ←		F18												F31	

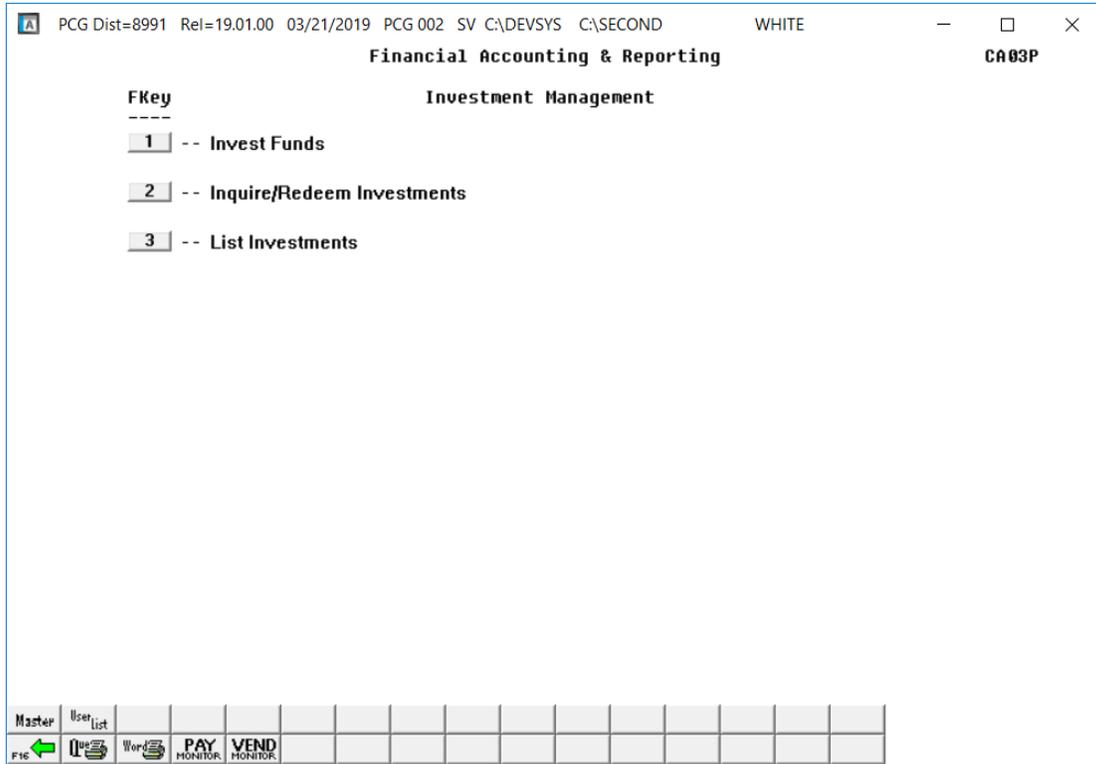
Step	Action
14	PCGenesis displays the next open investment where appropriate. In this instance, either repeat this procedure beginning at Step 5, or select  (F16) to exit.

The following screen displays:



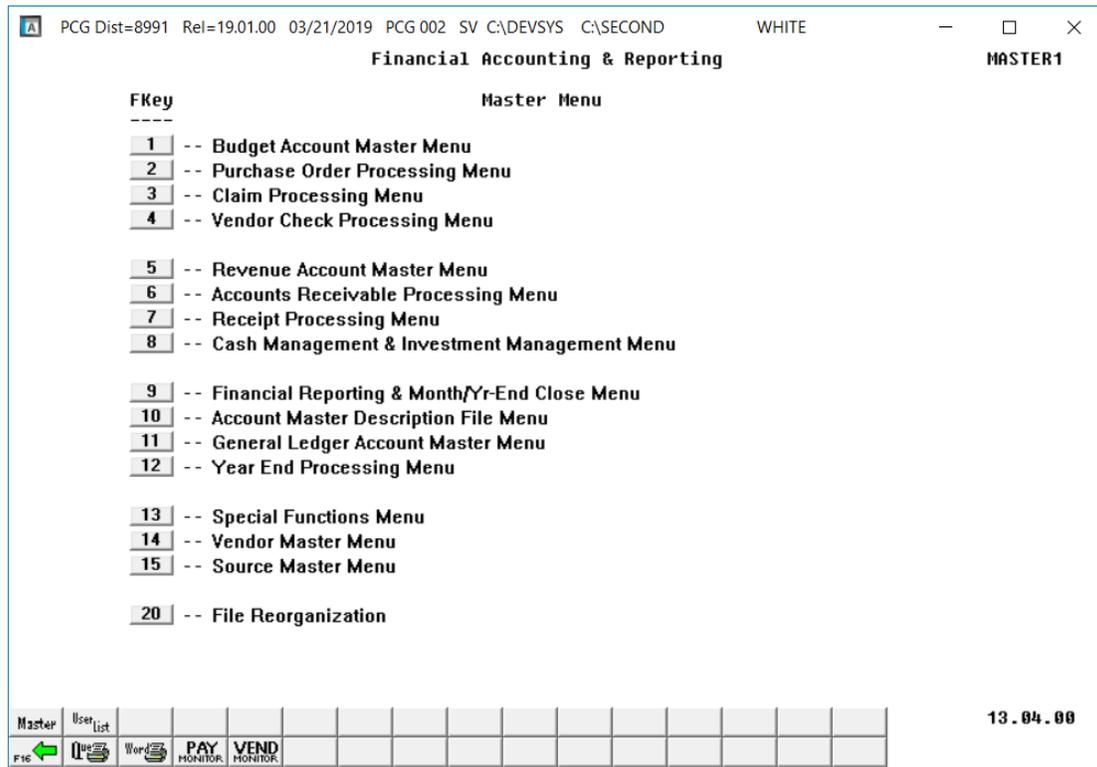
Step	Action
15	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting – Investment Management Menu</i> .

The following screen displays:



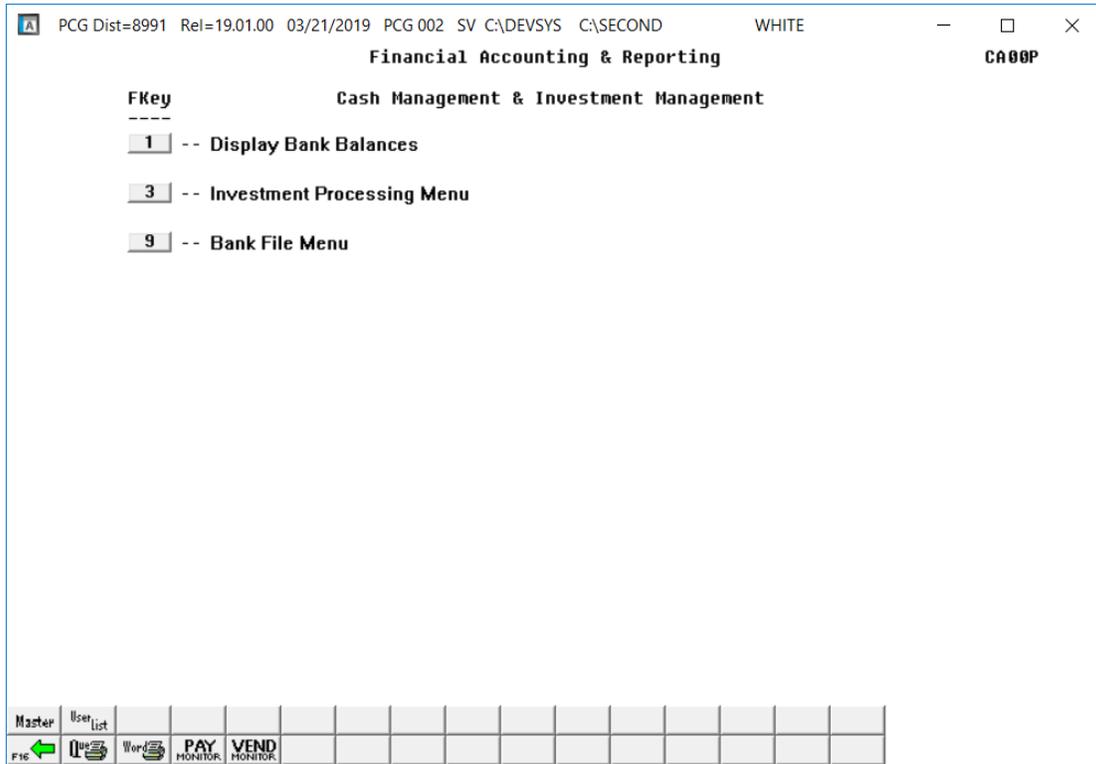
Step	Action
16	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Cash Management & Investment Management Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure 2D: Canceling an Investment



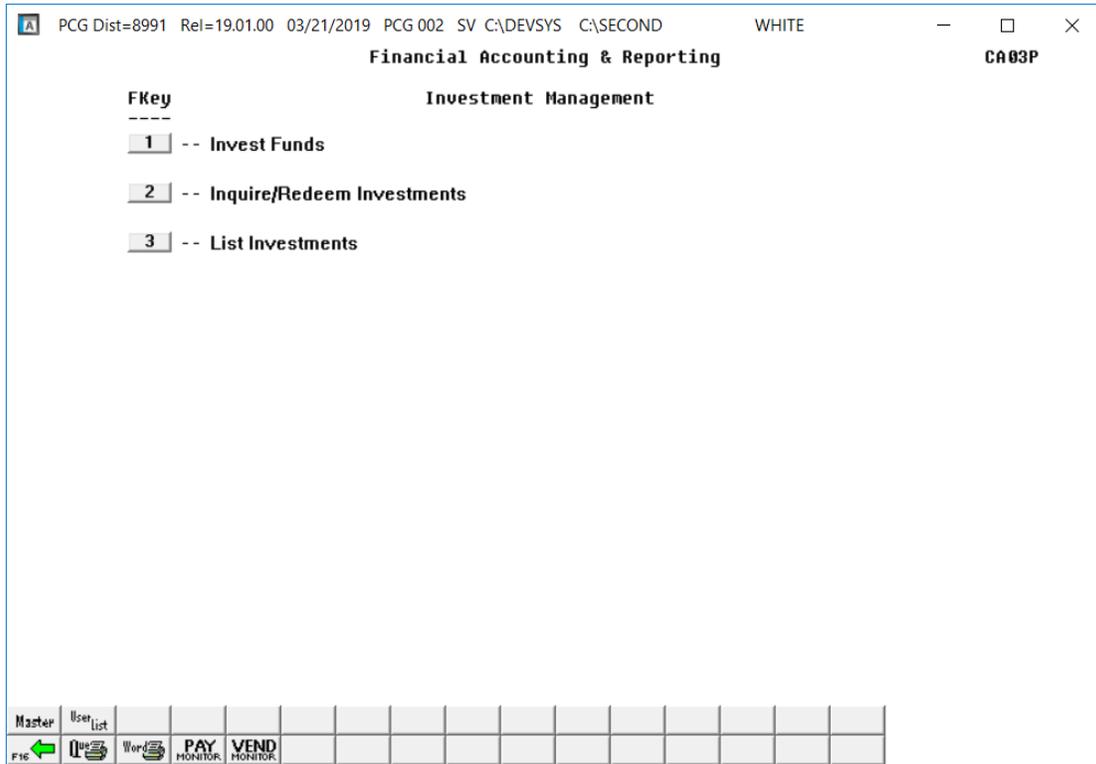
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



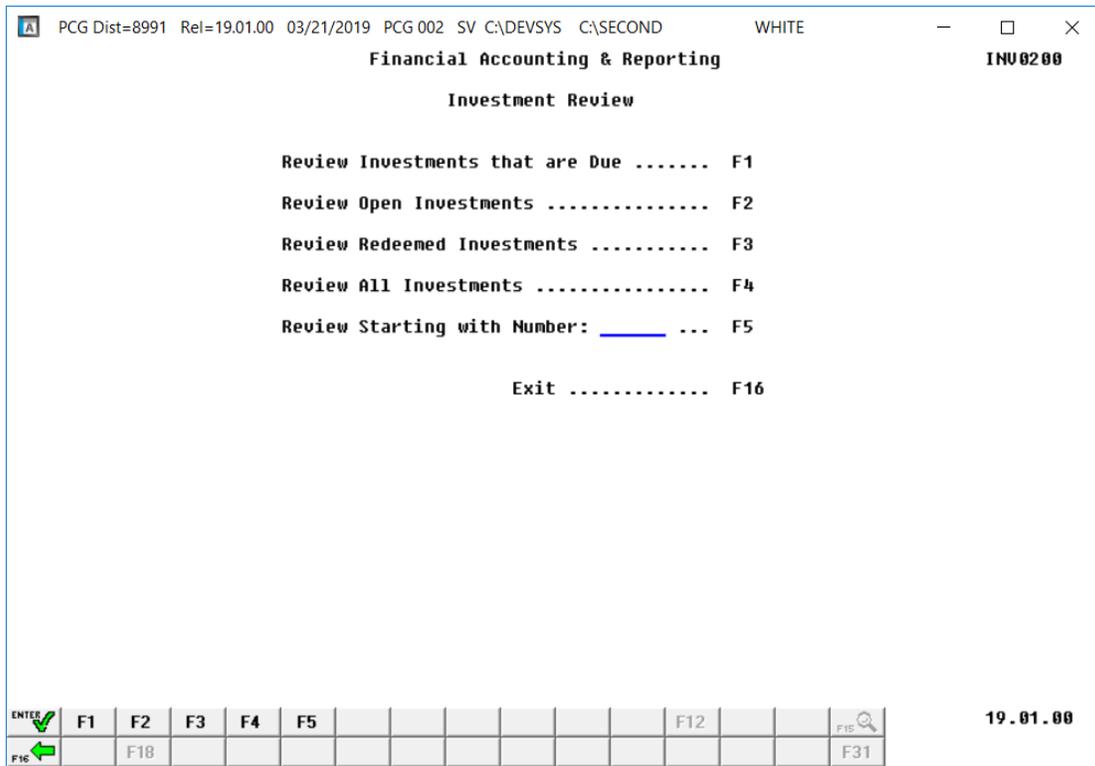
Step	Action
2	Select 3 (F3 - Investment Processing Menu).

The following screen displays:



Step	Action
3	Select 2 (F2 - Inquire/Redeem Investments).

The following screen displays:



Step	Action
4	<p>Select the appropriate option:</p> <p>For due investments: Select F1 (F1) - Review investments that are due.</p> <p>For open investments: Select F2 (F2) - Review open investments.</p> <p>For all investments: Select F4 (F4) - Review all investments.</p> <p>For a specific investment: Enter the investment number in the Review Starting with number field and select F5 (F5) - Review starting with number: *****.</p>

The following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSY S C:\SECOND WHITE INU0200

Investment number: 000200 Status: OPEN

Serial no.: 2020235
 Type: C
 Bank: BK01
 Amount: 38,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 12/04/2018
 Due date: 12/04/2019 Estimated interest: 114.00
 Actual date: Actual interest:

Investment - Amount: 38,000.00
 Return - Receipt: Amount:

Enter to Continue F1=BROWSE, F12=REDEEM, F18=CANCEL F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5					F12			F15	19.01.00
F18	F18												F31	

Step	Action
5	Review the investment screen's results and select F18 (F18 - Cancel). Where appropriate, select F1 (F1) to browse to the next investment.

The following screen displays:

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

Investment number: 000200 Status: OPEN INU0200

Serial no.: 2020235
 Type: C
 Bank: BK01
 Amount: 38,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 12/04/2018
 Due date: 12/04/2019 Estimated interest: 114.00
 Actual date: Actual interest:

Investment - Amount: 38,000.00
 Return - Receipt: Amount:

Cancellation date: _____

Enter To Cancel (MM/DD/CCYY) F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5					F12			F15	19.01.00
F16		F18											F31	

Step	Action
6	Enter the date (MM/DD/CCYY) in the Cancellation Date field and select  (Enter).

The following screen displays:

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

Investment number: 000200 **Status: OPEN** **INU0200**

Serial no.: 2020235
 Type: C
 Bank: BK01
 Amount: 38,000.00
 Rate: 0.3000
 Fund: 720

Investment date: 12/04/2018
 Due date: 12/04/2019 Estimated interest: 114.00
 Actual date: Actual interest:

Investment - Amount: 38,000.00
 Return - Receipt: Amount:

Cancellation date: 3/21/2019

F31=CONFIRM CANCELLATION, F16=EXIT

ENTER ✓ F1 F2 F3 F4 F5 F12 F15 F31
 F16 ←

19.01.00

Step	Action
7	Select F31 (F31) to confirm cancellation.

The following screen displays:

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

Investment number: **000201** Status: **OPEN** **INU0200**

Serial no.: **1234567**
 Type: **C**
 Bank: **BK01**
 Amount: **1,000.00**
 Rate: **2.0000**
 Fund: **199**

Investment date: **3/21/2019**
 Due date: **3/21/2020** Estimated interest: **20.05**
 Actual date: Actual interest:

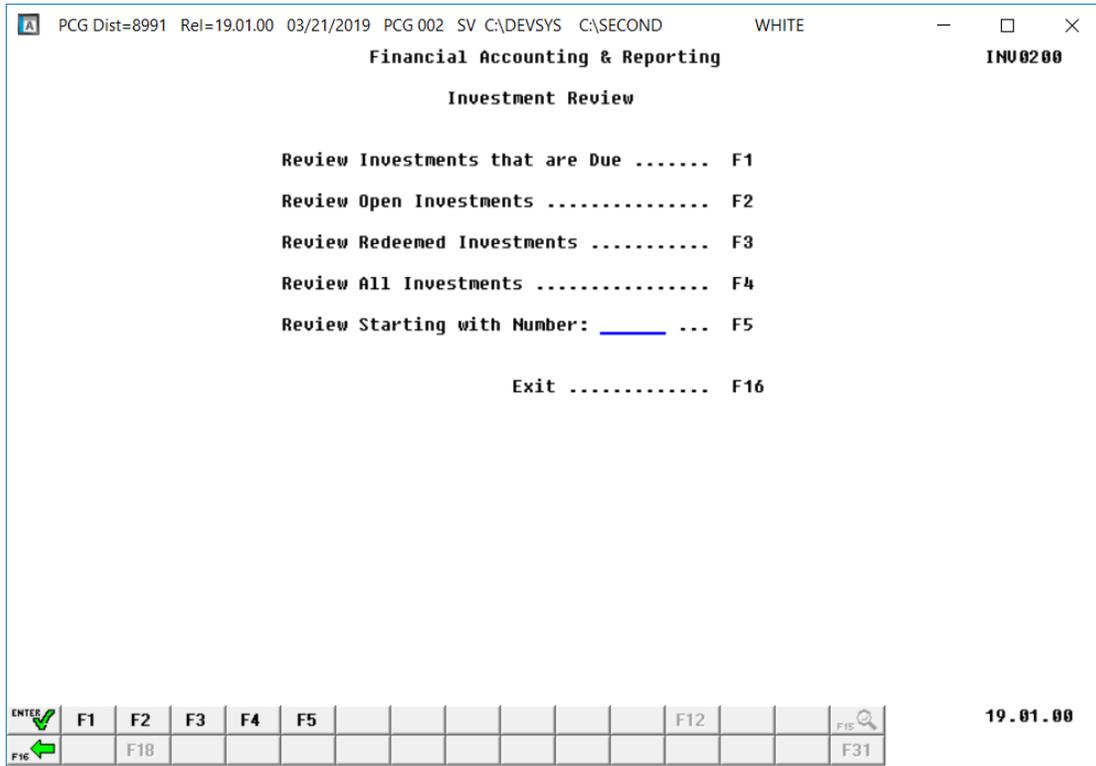
Investment - Amount: **1,000.00**
 Return - Receipt: Amount:

Enter to Continue F1=BROWSE, F12=REDEEM, F18=CANCEL F16 to Exit

ENTER ✓	F1	F2	F3	F4	F5					F12			F15	19.01.00
F16 ←		F18											F31	

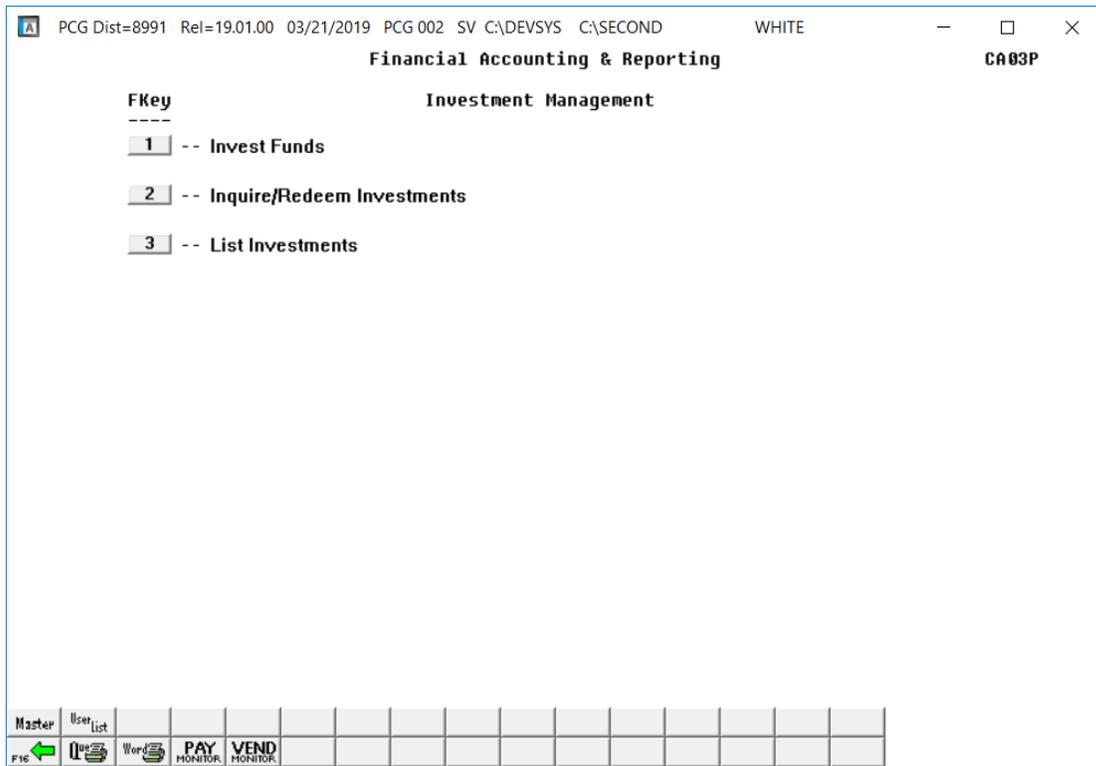
Step	Action
8	PCGenesis displays the next open investment where appropriate. In this instance, either repeat this procedure beginning at Step 5, or select  (F16) to exit. Select  (F1) to browse to the next investment record.

The following screen displays:



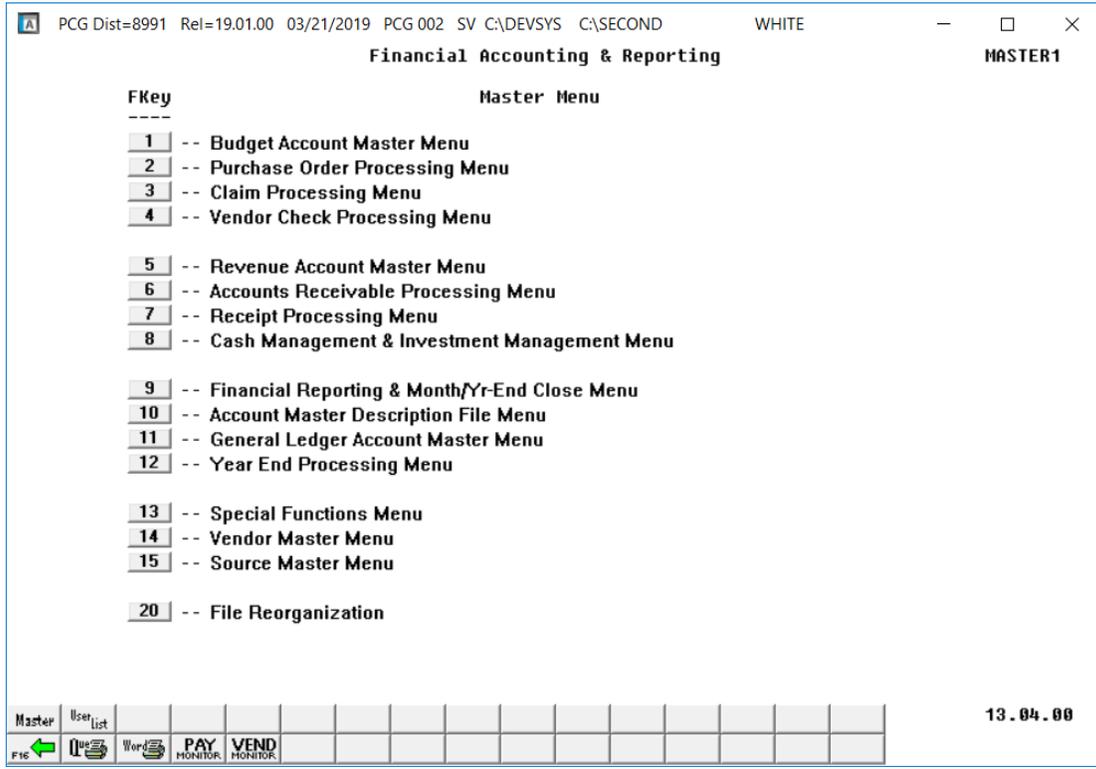
Step	Action
9	Select  (F16) to return to the <i>Financial Accounting & Reporting – Investment Management Menu</i> .

The following screen displays:



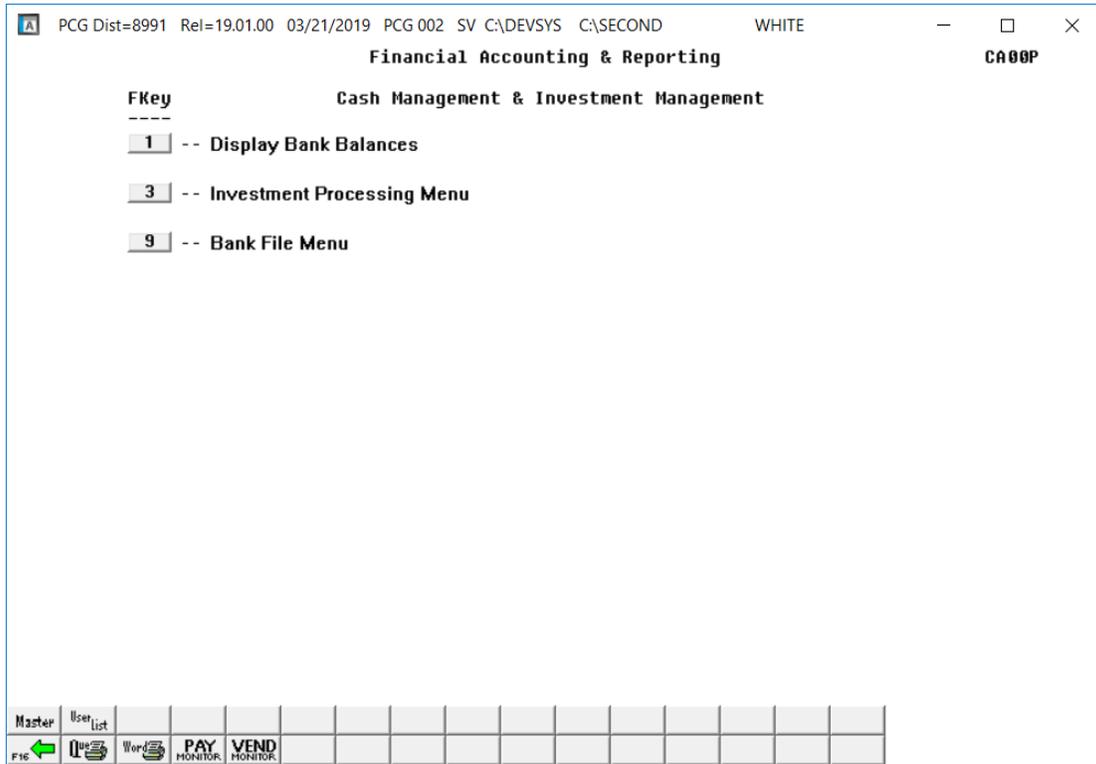
Step	Action
10	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Cash Management & Investment Management Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure 2E: Printing the Investment Report



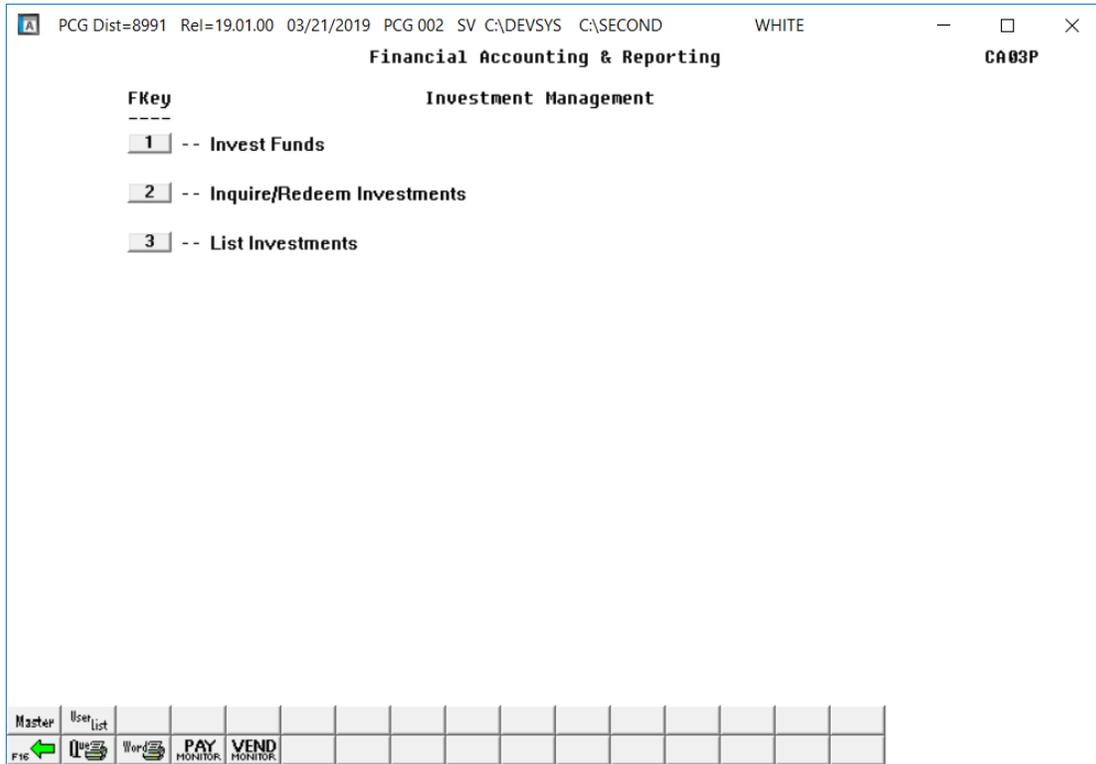
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



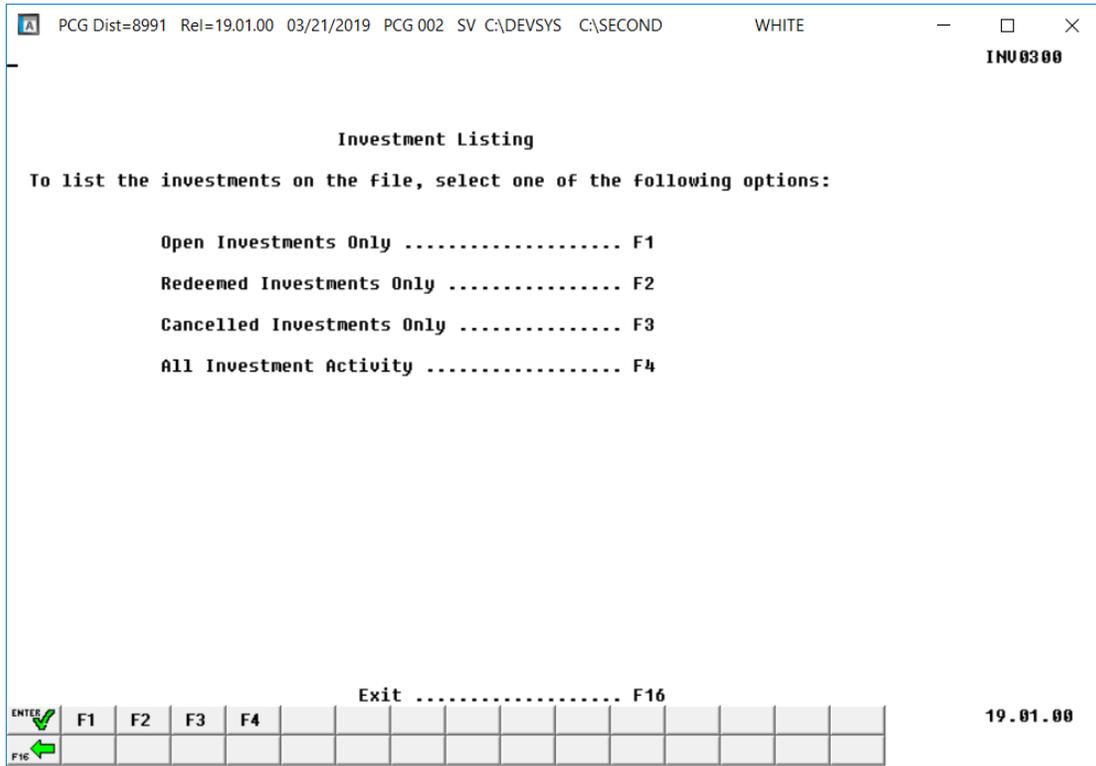
Step	Action
2	Select 3 (F3 - Investment Processing Menu).

The following screen displays:



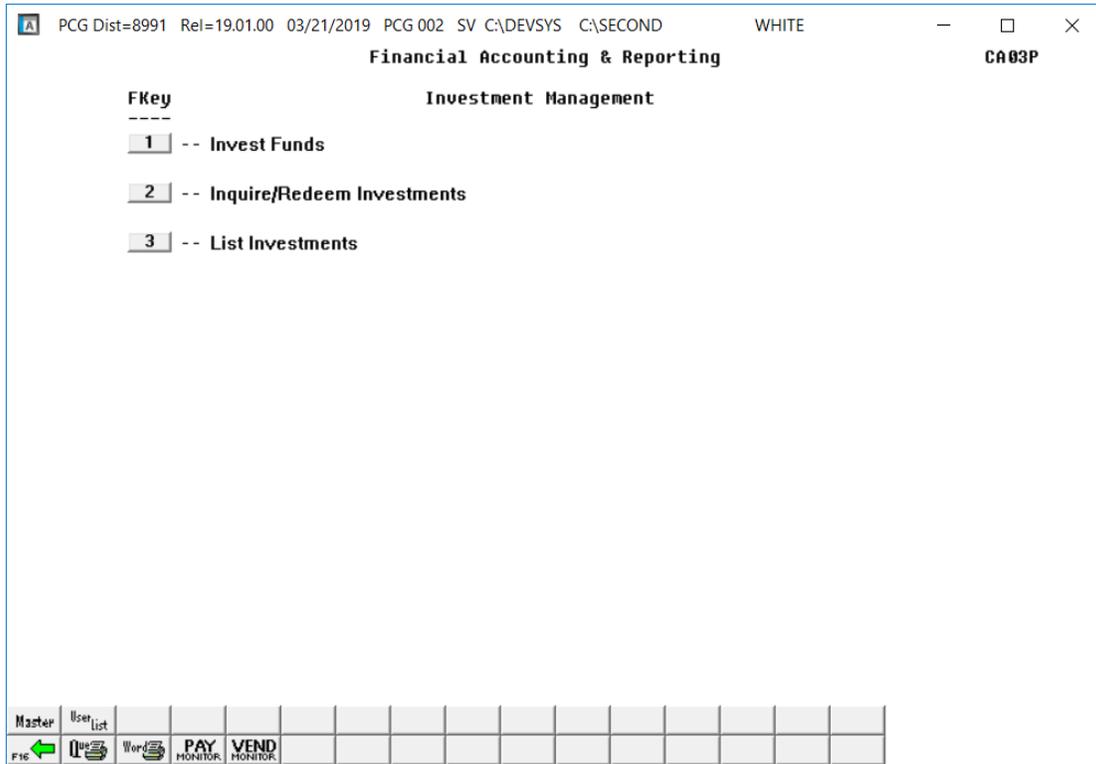
Step	Action
3	Select 3 (F3 -List Investments).

The following screen displays:



Step	Action
4	<p>Select the appropriate option to restrict the report's results:</p> <p>For Open investments: Select 1 (F1 - Open Investments Only).</p> <p>For Redeemed investments: Select 2 (F2 -Redeemed Investments Only)</p> <p>For Cancelled investments: Select 3 (F3 - Cancelled Investments Only)</p> <p>For All investments: Select 4 (F4 - All Investment Activity)</p> <p><i>The Investment Listing Menu redisplay.</i></p>
5	<p>Select F16 (F16) to return to the <i>Financial Accounting & Reporting - Investment Management Menu</i>.</p>

The following screen displays:



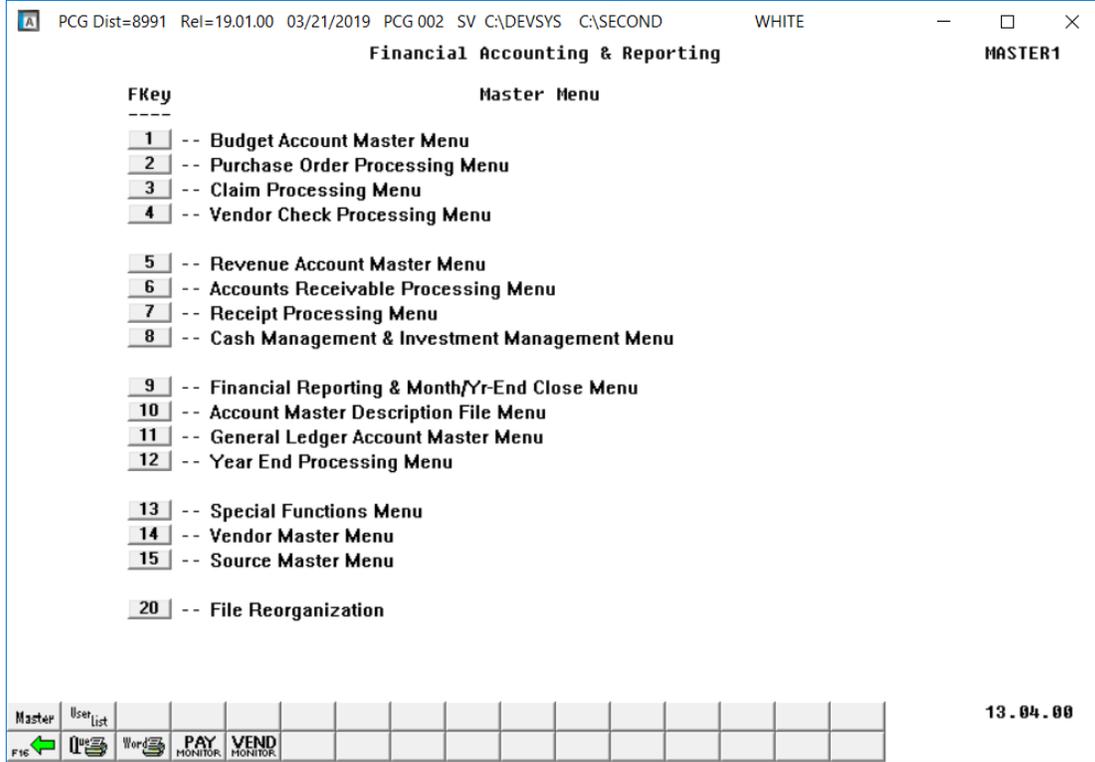
Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
7	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting - Cash Management & Investment Management Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

E1. Listing of All Investment Activity – Example

REPORT DATE: 03-21-2019				LIST OF ALL INVESTMENT ACTIVITY				PAGE 3			
INVEST#	TYPE	BANK CHECK#	FND-F	AMOUNT	RATE	ESTIMATED INTEREST	ACTUAL INTEREST	DATE INVESTED	DATE DUE	DATE REDEEMED	STATUS
000185	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-13	07-30-14	07-30-14	REDEEMED
000186	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00	114.00	12-04-13	12-04-14	12-04-14	REDEEMED
000187	CERT DEP	BK01 000000	100-0	1,036,622.51	0.1500	839.24	766.82	12-15-13	06-30-14	06-13-14	REDEEMED
000188	CERT DEP	BK01 000000	100-0	1,037,389.33	0.1500	767.38	767.38	06-13-14	12-10-14	12-10-14	REDEEMED
000189	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-14	07-30-15	07-30-15	REDEEMED
000190	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-14	12-04-15	12-04-15	REDEEMED
000191	CERT DEP	BK01 000000	100-0	1,038,156.71	0.1500	767.95	767.95	12-10-14	06-08-15	06-08-15	REDEEMED
000192	CERT DEP	BK01 000000	100-0	1,038,924.66	0.1500	768.52	768.52	06-08-15	12-05-15	12-05-15	REDEEMED
000193	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.09		07-30-15	07-30-16	07-30-16	REDEEMED
000194	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.31	114.31	12-04-15	12-04-16	12-04-16	REDEEMED
000195	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-16	07-30-17	07-30-17	REDEEMED
000196	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-16	12-04-17	12-05-17	REDEEMED
000197	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-17	07-30-18	07-30-18	REDEEMED
000198	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-17	12-04-18	12-04-18	REDEEMED
000199	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00	33.00	07-30-18	07-30-19	03-22-19	REDEEMED
000200	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-18	12-04-19	03-21-19	CANCELLED
000201	CERT DEP	BK01 000000	199-0	1,000.00	2.0000	20.05		03-21-19	03-21-20		OPEN

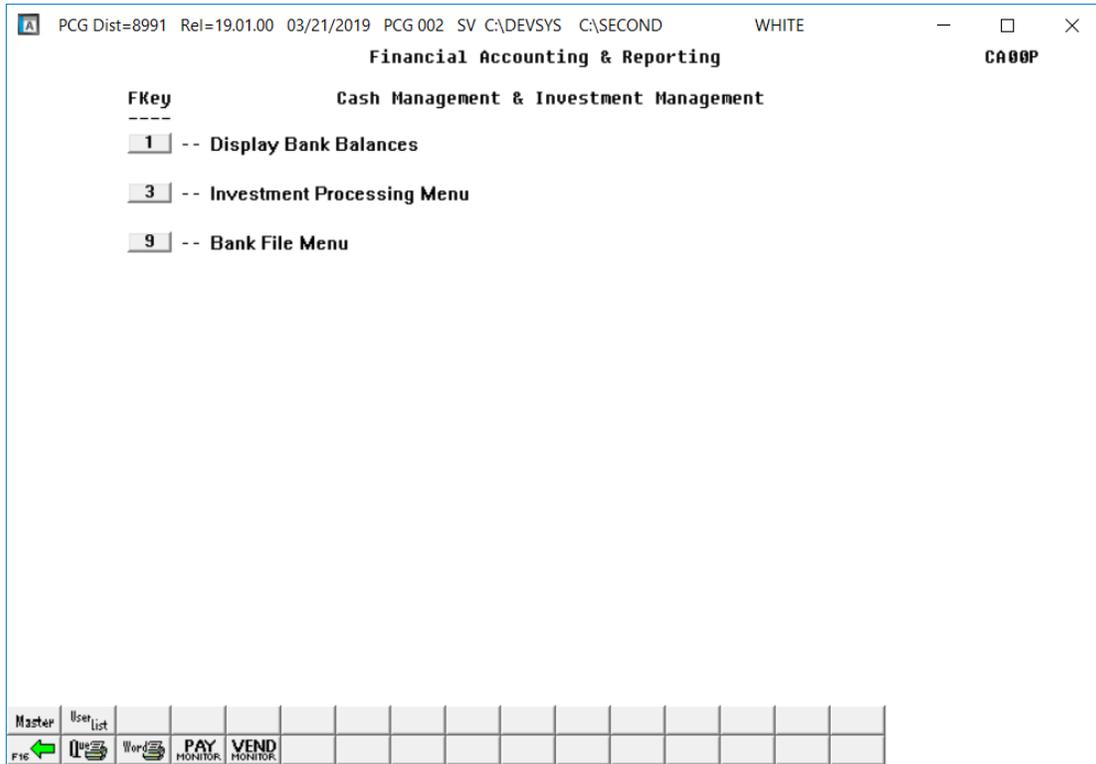
Topic 3: Maintaining the Bank File

Procedure 3A: Adding a Bank Record



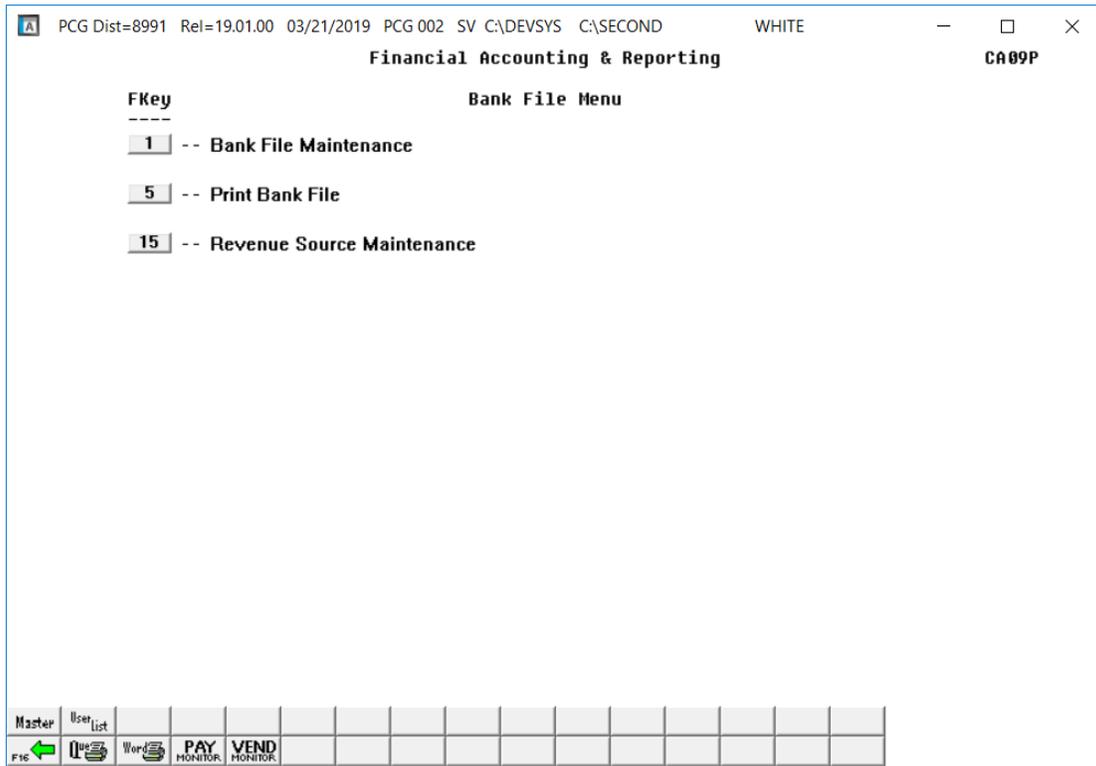
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



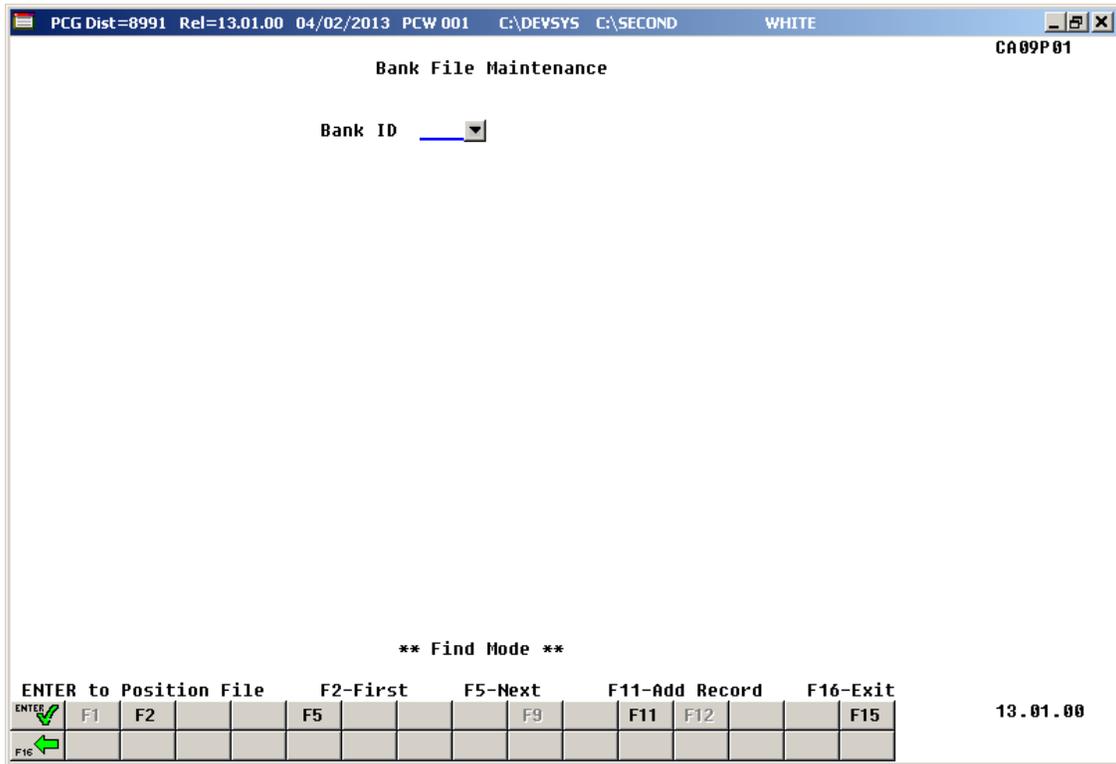
Step	Action
2	Select 9 (F9 – Bank File Menu).

The following screen displays:



Step	Action
3	Select 1 (F1 - Bank File Maintenance).

The following screen displays:



Step	Action
4	Select F11 (F11 - Add Record).

The following screen displays:

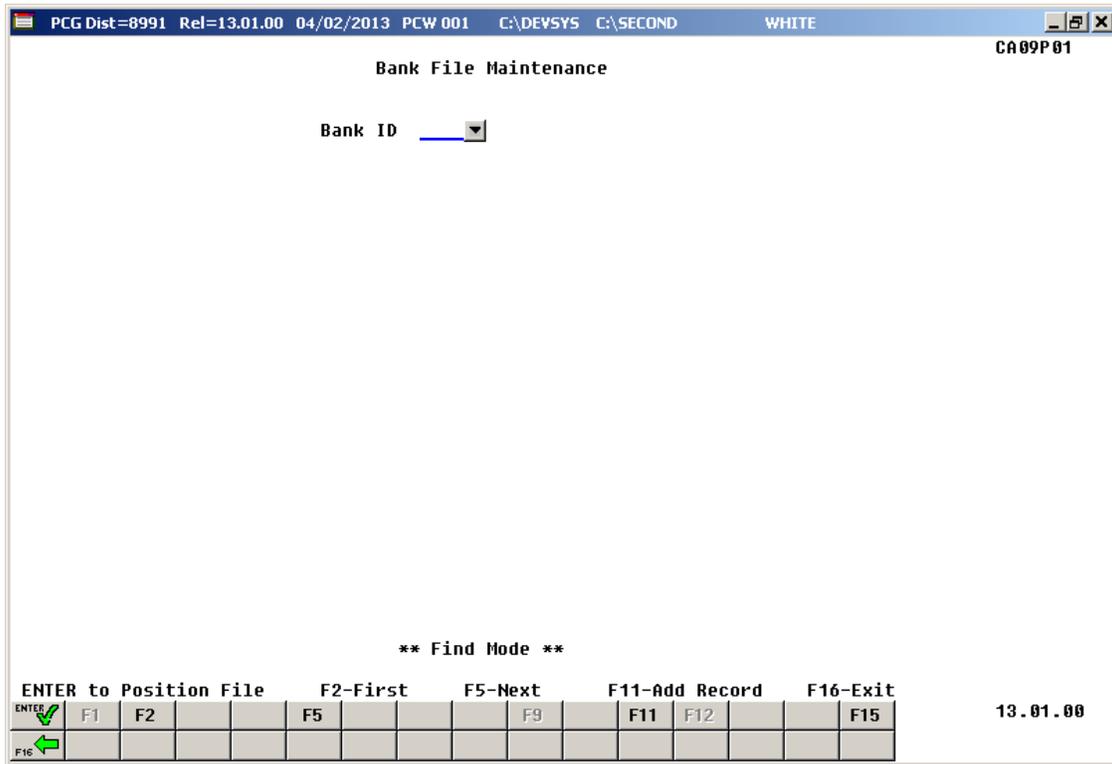
Step	Action
5	Enter the bank code in the Bank ID field.
6	Enter the name, up to thirty (30) characters, in the Bank Name field.
7	Enter the account number in the Bank Account field.
8	Do <u>not</u> enter a dollar amount in the Bank Cash field. <i>Enter cash through the Deposit procedure.</i>
9	Do <u>not</u> enter a dollar amount in the Bank Invested field. <i>Enter investments during the Investment procedure.</i>
10	Enter the code or select the drop-down selection icon  in the Bank Source field to choose the source code. <i>This entry must be valid entry in the revenue Source file. Refer to Section G: Account Receivable Processing, Topic 3: Maintaining the Revenue Source File for instructions.</i>

Step	Action
11	Select  (Enter).

The following screen displays:

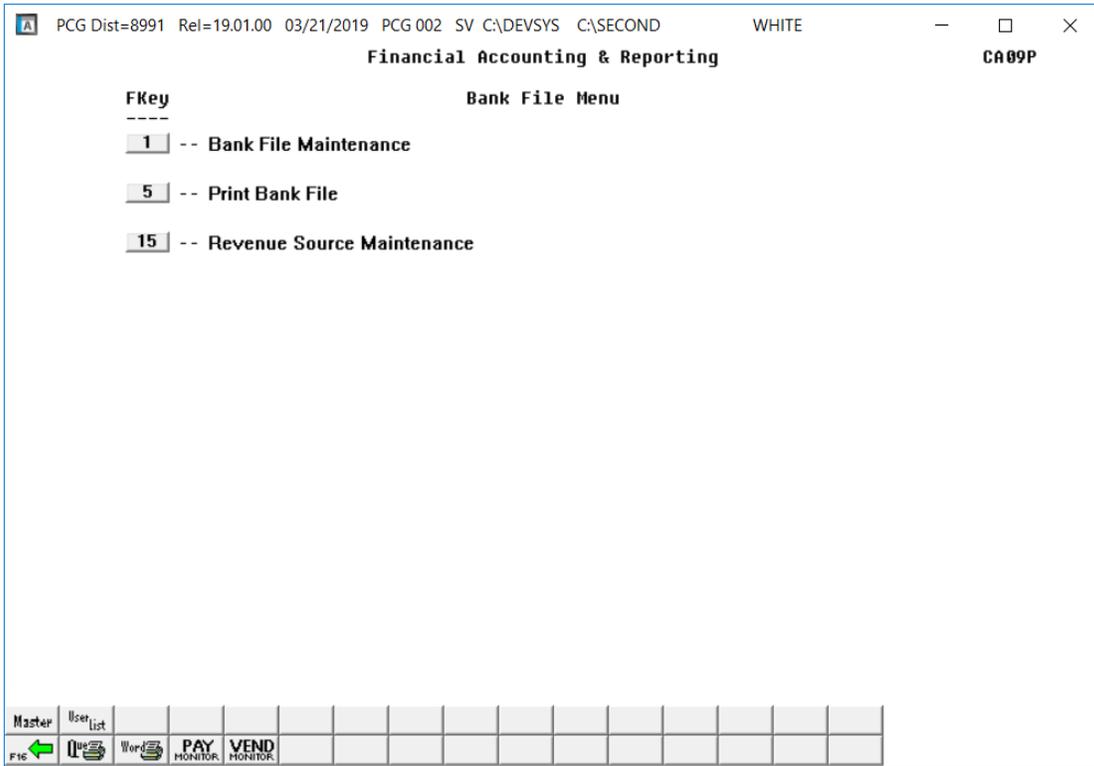
Step	Action
12	Select  (F16 - Return to Find Mode) to return to the <i>Bank File Maintenance Entry</i> screen.

The following screen displays:



Step	Action
13	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - Bank File Menu</i> .

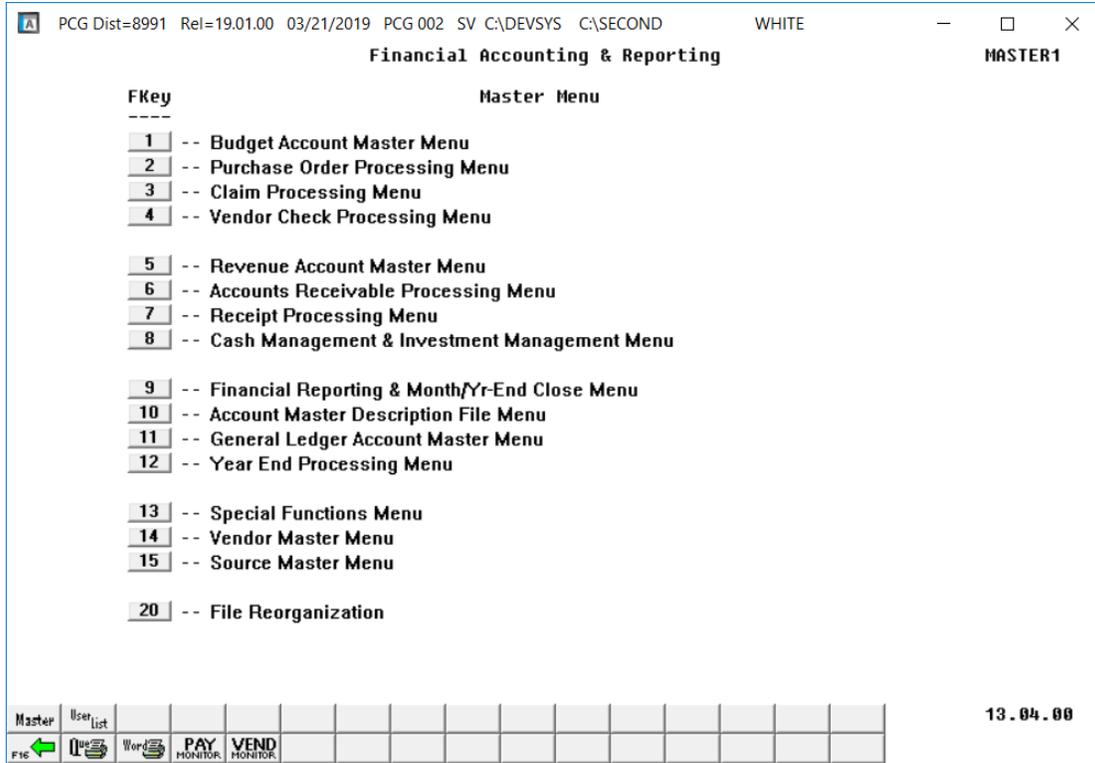
The following screen displays:



Step	Action
14	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting - Cash Management & Investment Management Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

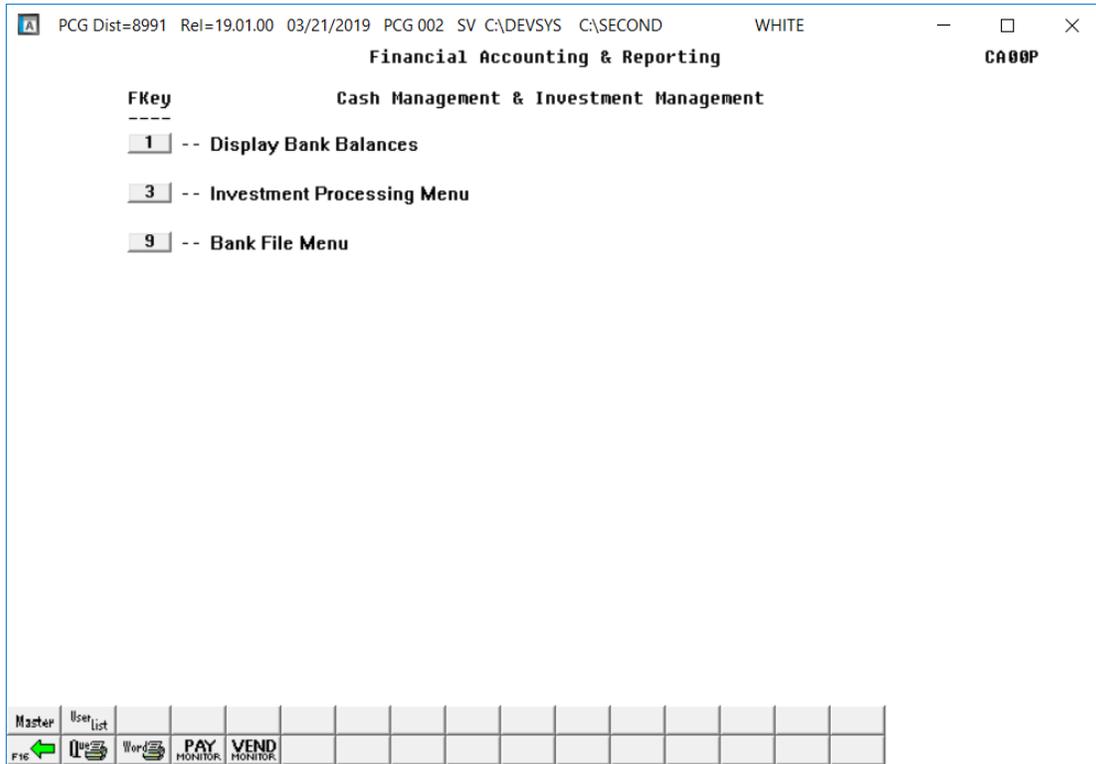
Procedure 3B: Display/Update/Delete a Bank Record

3B.1. Displaying and Updating a Bank Record



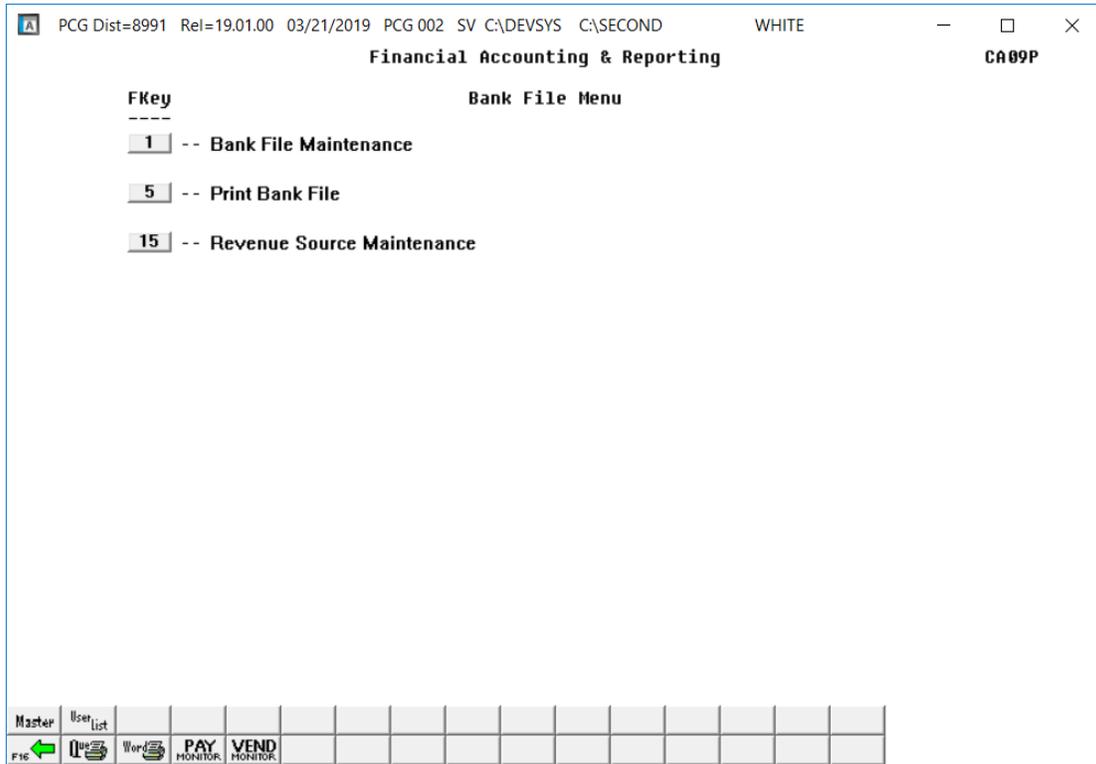
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



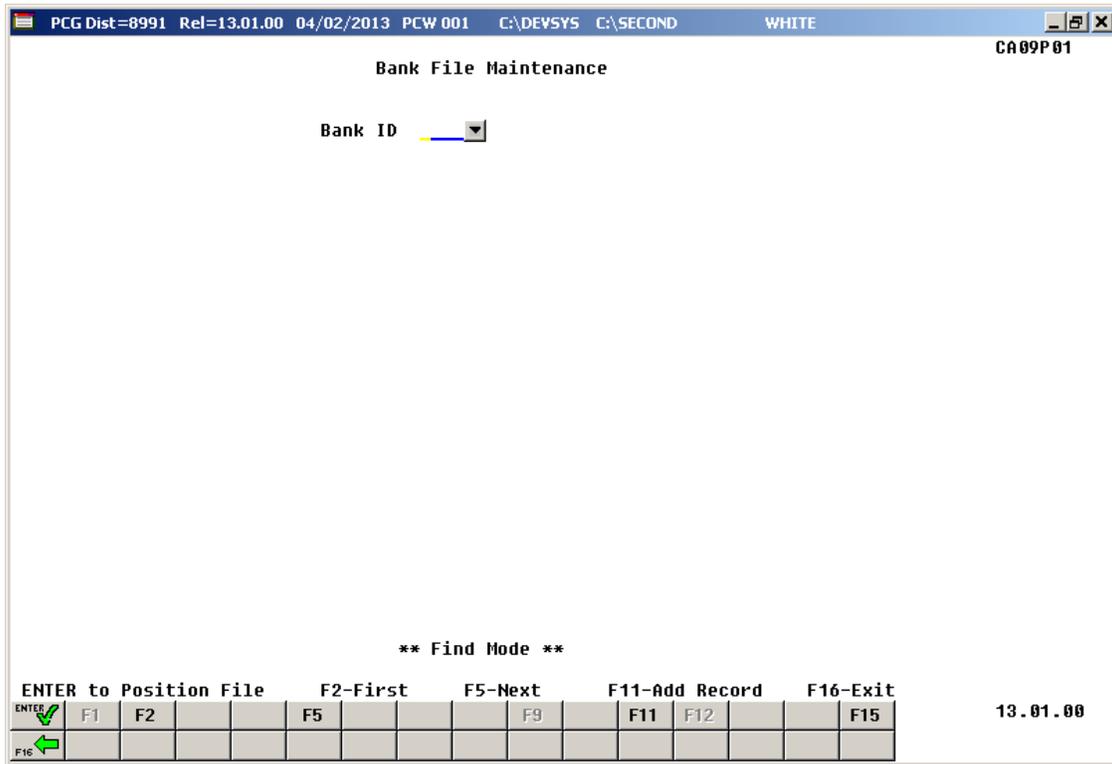
Step	Action
2	Select 9 (F9 – Bank File Menu).

The following screen displays:



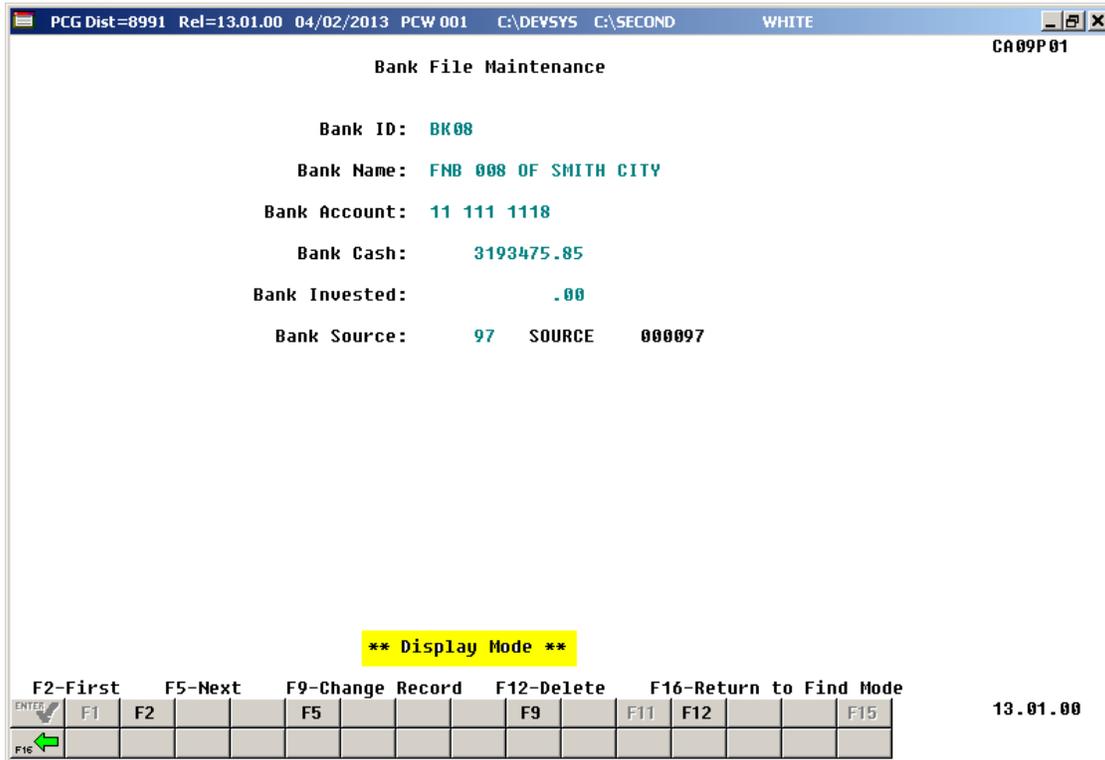
Step	Action
3	Select 1 (F1 – Bank File Maintenance).

The following screen displays:



Step	Action
4	Enter the bank code or select the drop-down selection icon  in the Bank ID field, and select  (Enter).

The following screen displays:

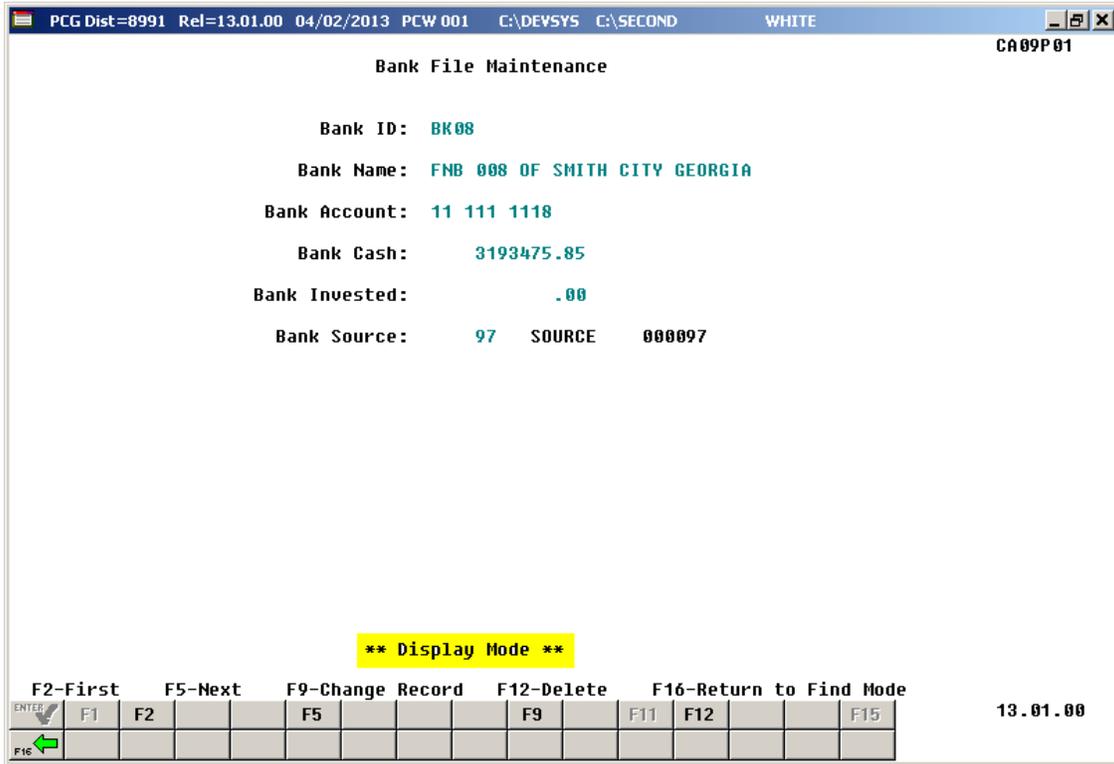


Step	Action
5	<p>For bank file record displays: Review or screen-print the information where appropriate, and proceed to <i>Step 8</i>.</p> <p>For bank file record modifications: Select F9 (F9 - Change Record).</p>

The following screen displays:

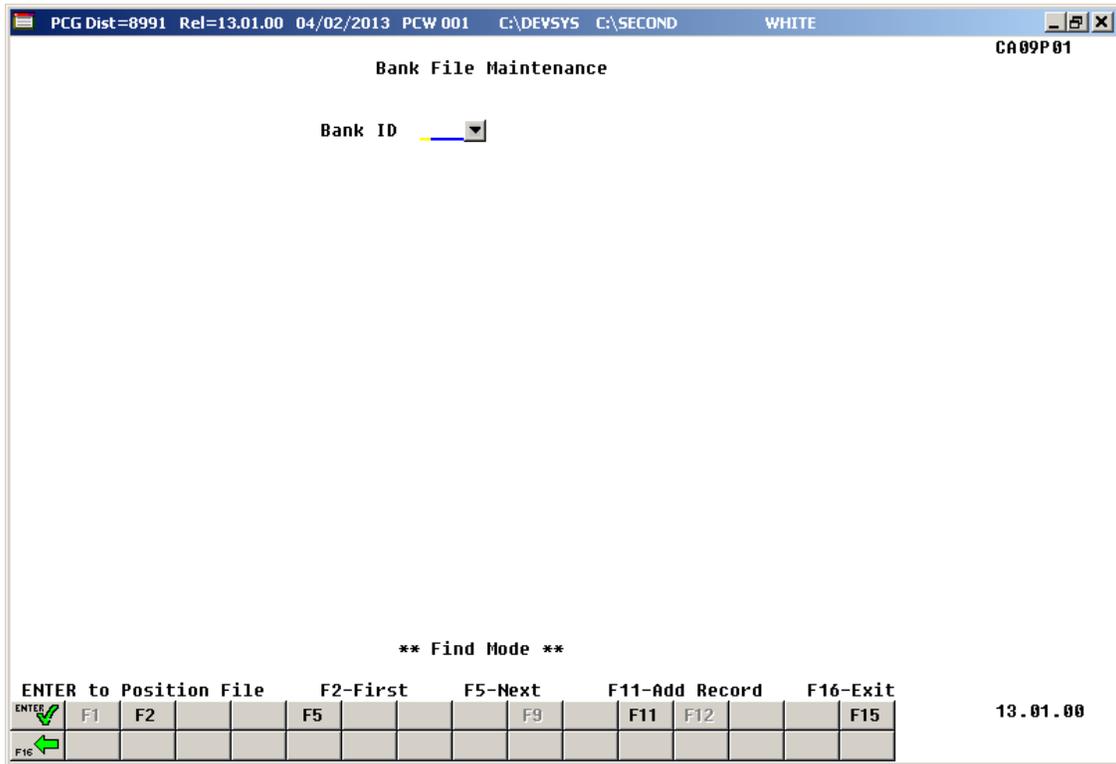
Step	Action
6	Make the appropriate changes to the Bank Name , Bank Account , and Bank Source fields where appropriate.
7	Select  (Enter).

The following screen displays:



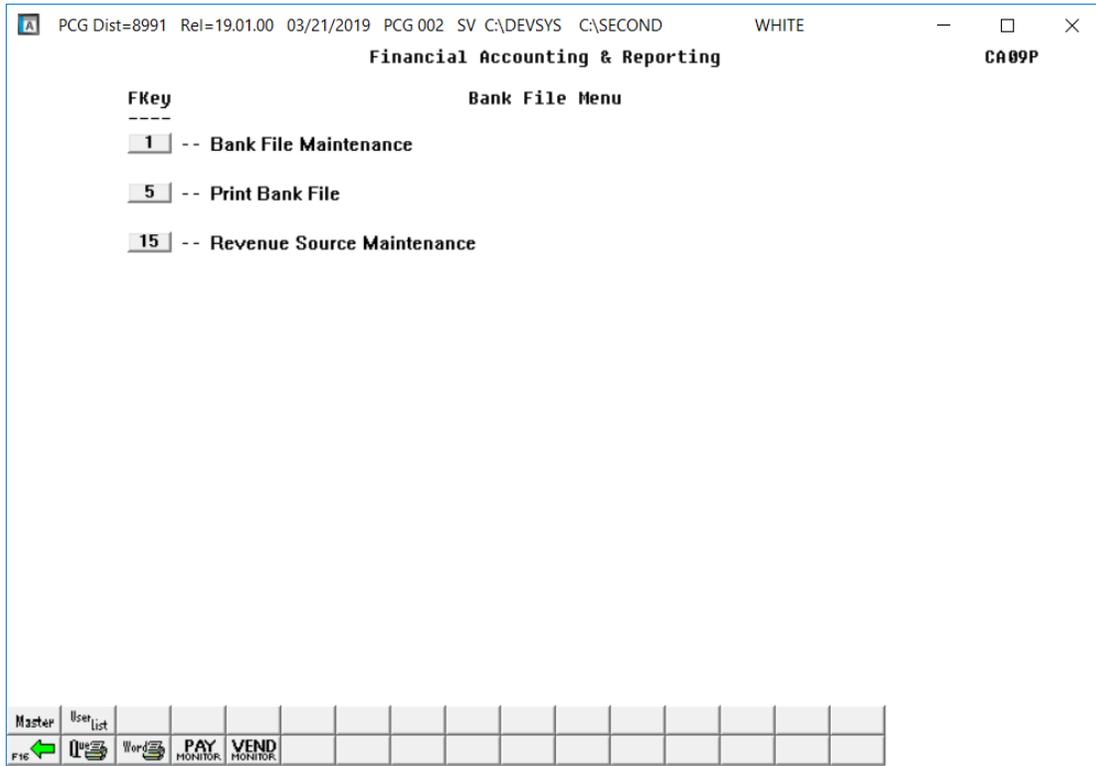
Step	Action
8	Select  (F16 - Return to Find Mode) to return to the <i>Bank File Maintenance Entry</i> screen.

The following screen displays:



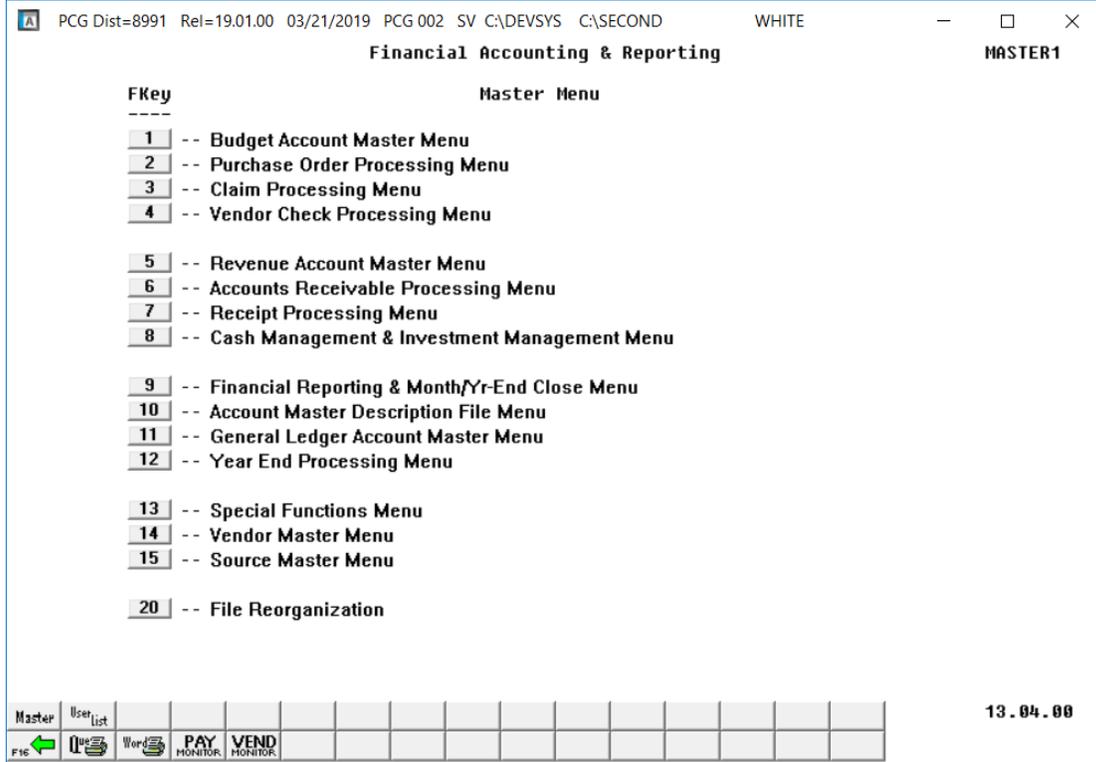
Step	Action
9	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - Bank File Menu</i> .

The following screen displays:



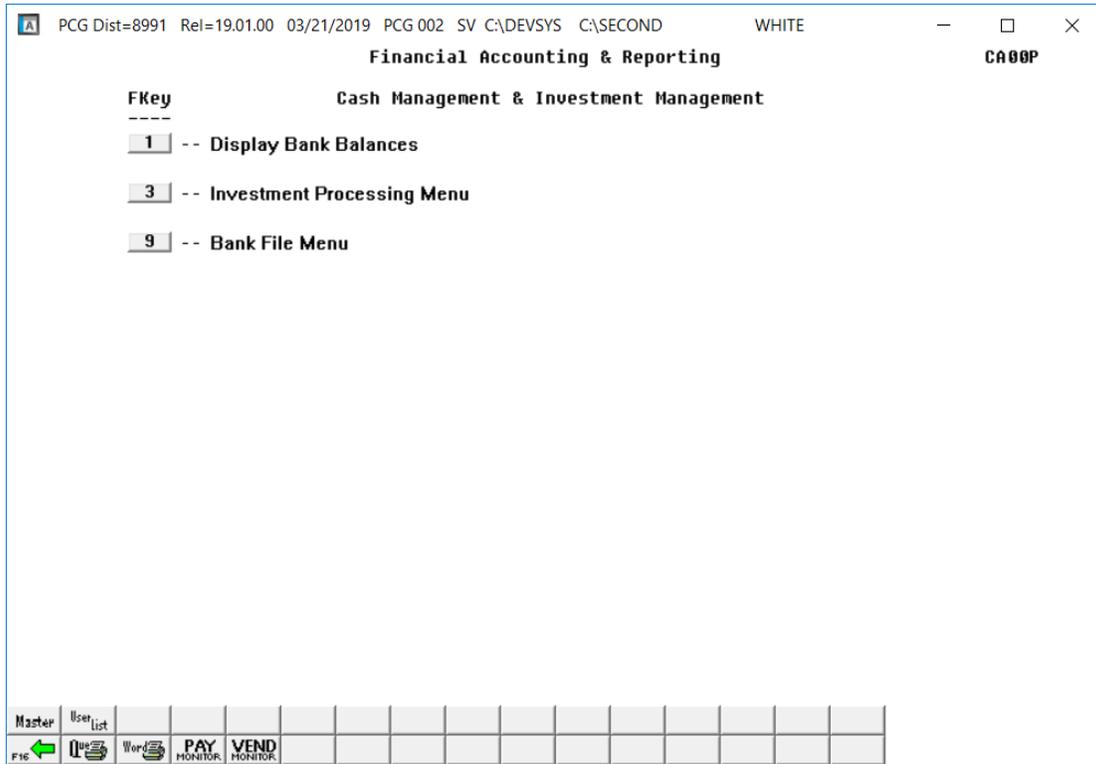
Step	Action
10	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting - Cash Management & Investment Management Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

3B.2. Deleting a Bank Record



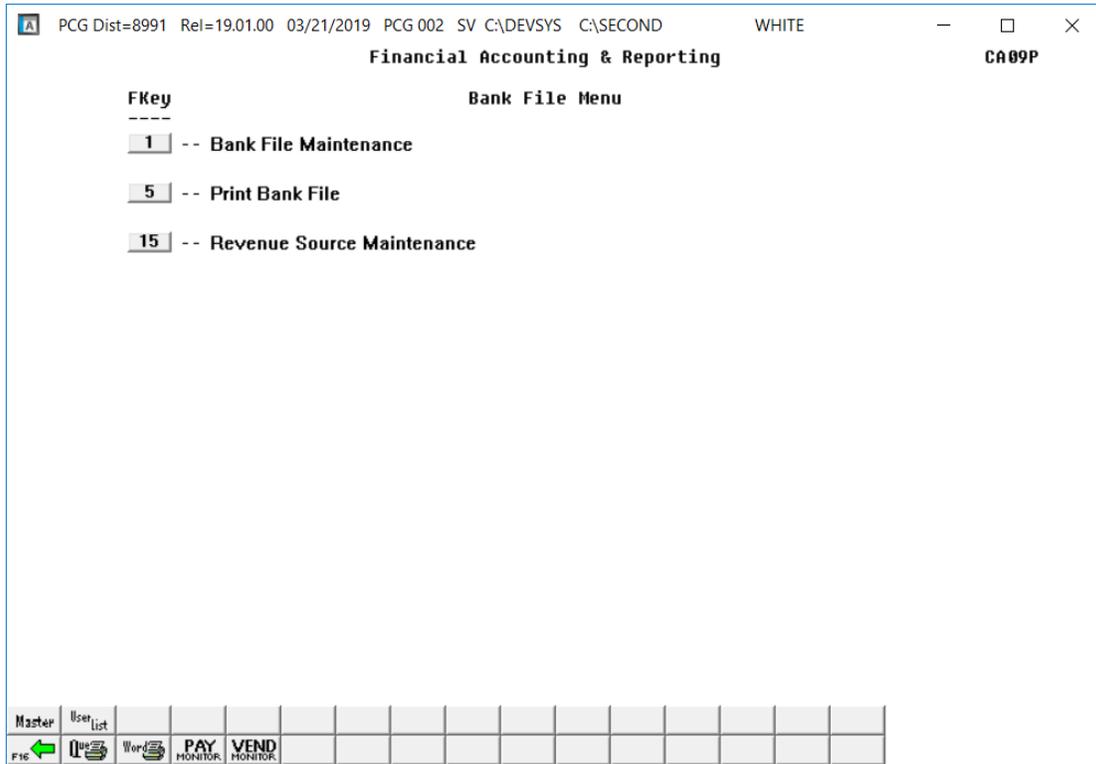
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



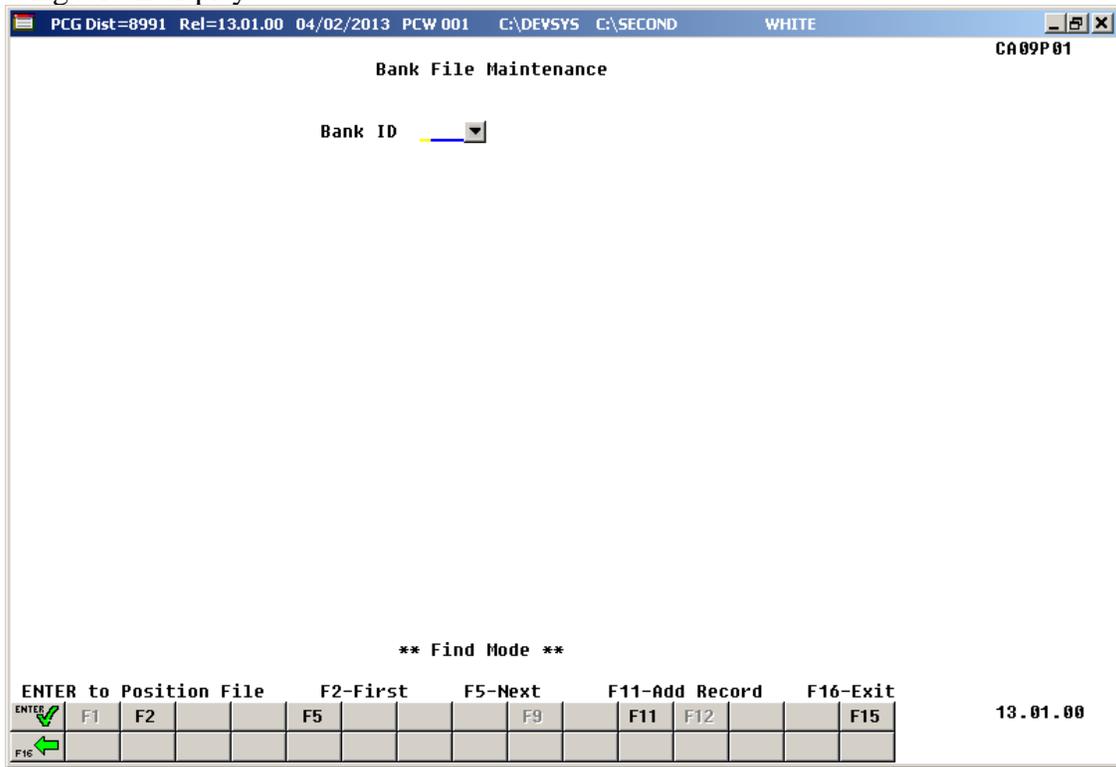
Step	Action
2	Select 9 (F9 – Bank File Menu).

The following screen displays:



Step	Action
3	Select 1 (F1 – Bank File Maintenance).

The following screen displays:



Step	Action
4	Enter the bank code or select the drop-down selection icon  in the Bank ID field, and select  (Enter).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE CA09P01

Bank File Maintenance

Bank ID: BK15
 Bank Name: BANK OF ATLANTA
 Bank Account: 22 22 22222
 Bank Cash: 5246852.24
 Bank Invested: .00
 Bank Source: 21 SOURCE 000021

** Display Mode **

F2-First F5-Next F9-Change Record F12-Delete F16-Return to Find Mode

ENTER	F1	F2		F5			F9		F11	F12			F15
F16													

13.01.00

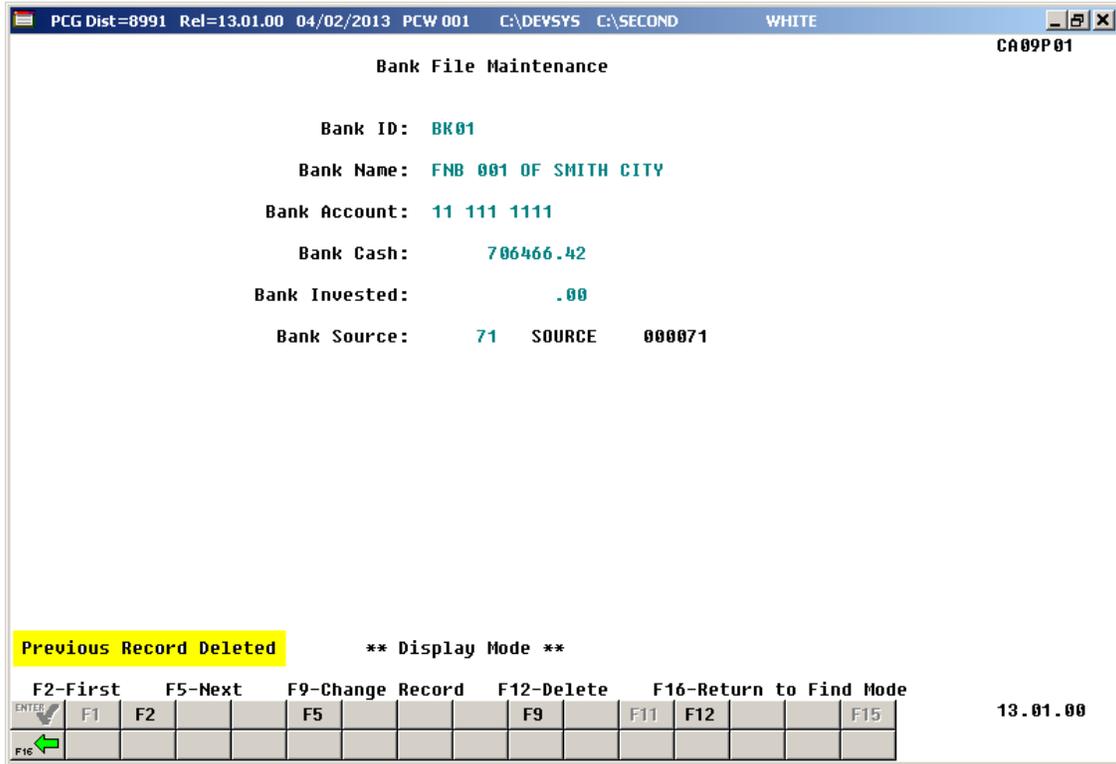
Step	Action
5	Select F12 (F12 - Delete Record).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE															
Bank File Maintenance														CA09P01	
Bank ID: BK15															
Bank Name: BANK OF ATLANTA															
Bank Account: 22 22 22222															
Bank Cash: 5246852.24															
Bank Invested: .00															
Bank Source: 21 SOURCE 000021															
** Delete Mode **															
ENTER to Delete Record F1-Return to Display															
ENTER ✓	F1	F2			F5				F9		F11	F12		F15	13.01.00
F16 ←															

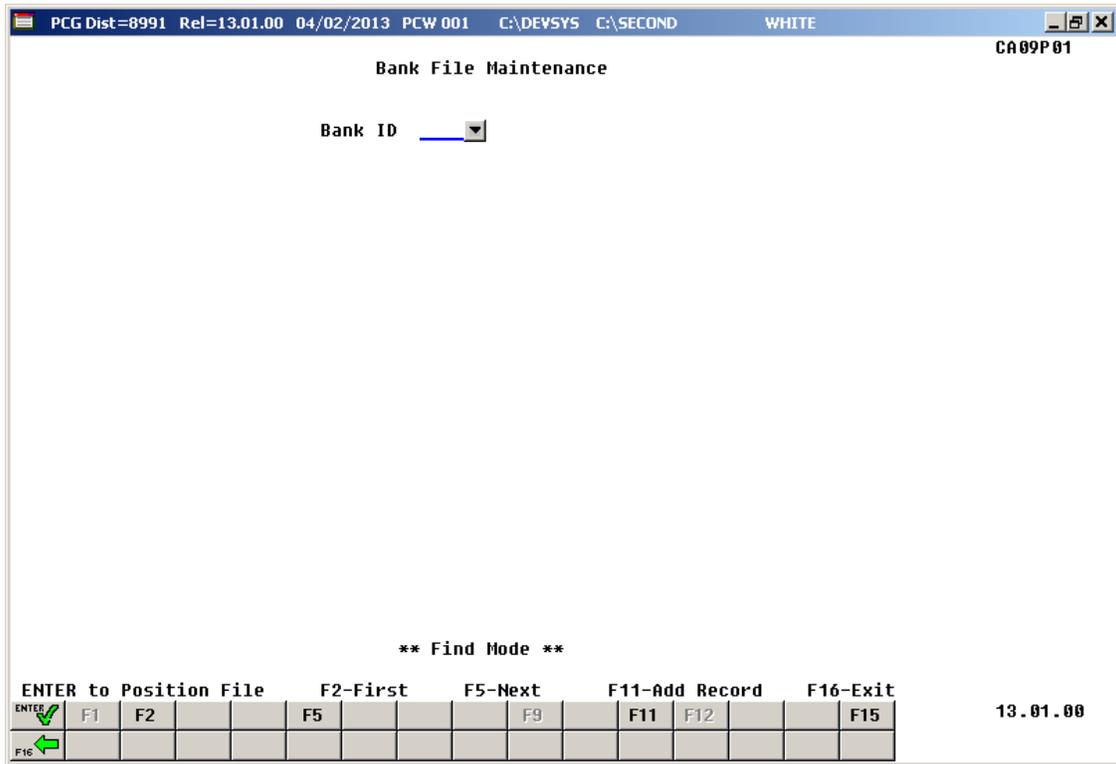
Step	Action
6	Verify <i>Delete Mode</i> displays, and select  (Enter to Delete Record).

The following screen displays:



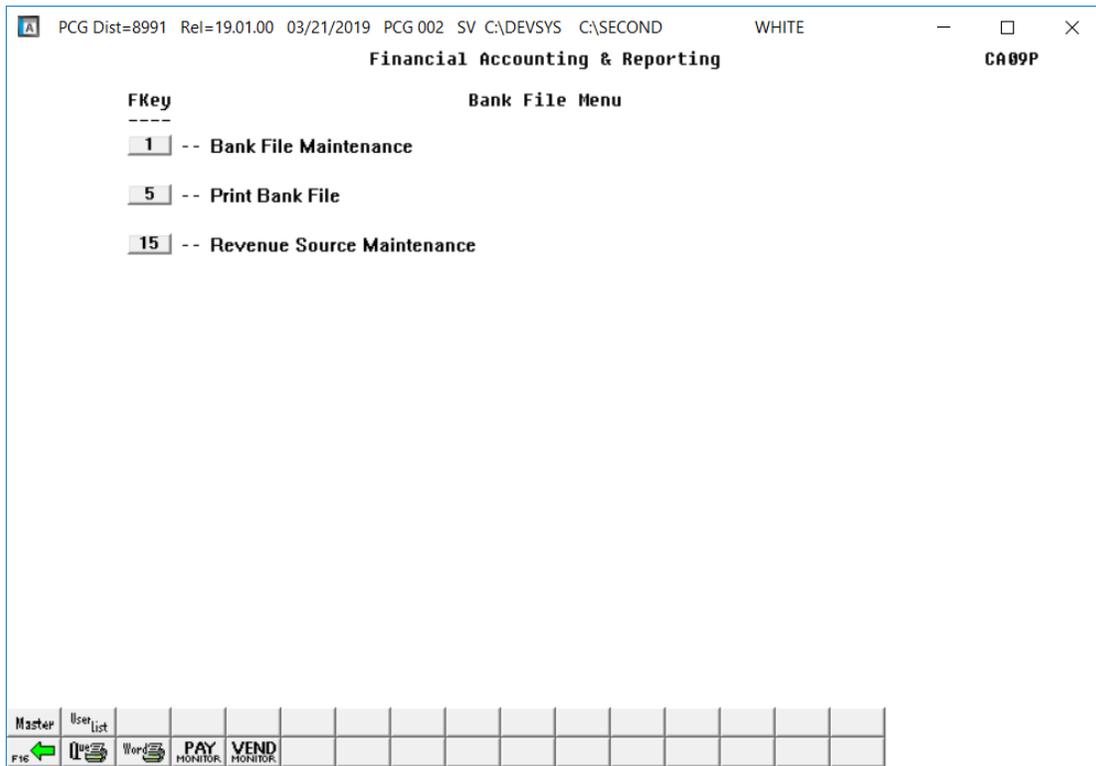
Step	Action
7	Verify "Previous Record Deleted" displays, and select  (F16 - Return to Find Mode) to return to the Bank File Maintenance Entry screen.

The following screen displays:



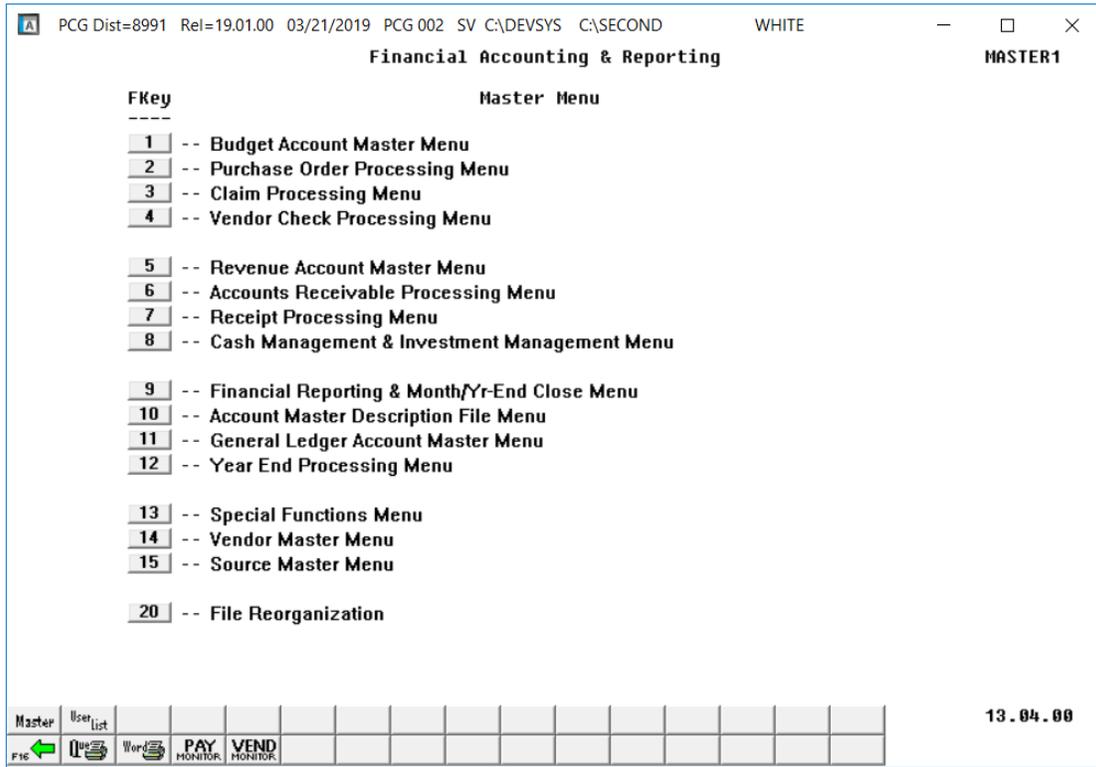
Step	Action
8	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting - Bank File Menu</i> .

The following screen displays:



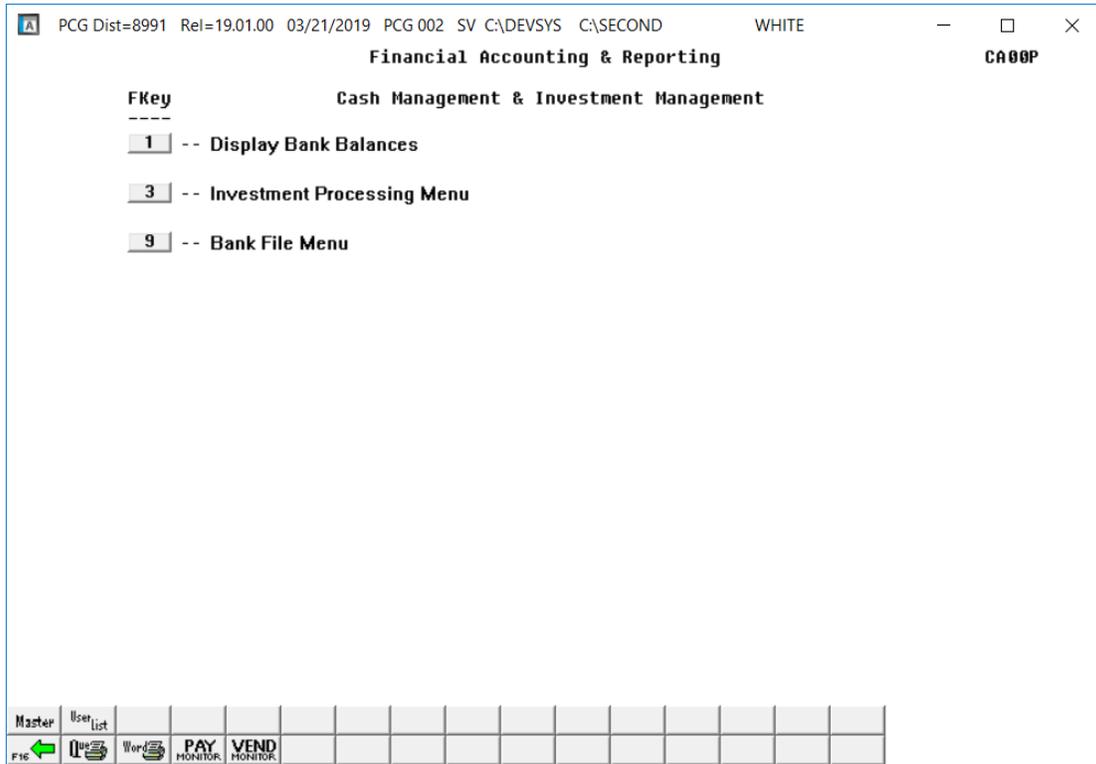
Step	Action
9	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting - Cash Management & Investment Management Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure 3C: Printing the Bank Master File



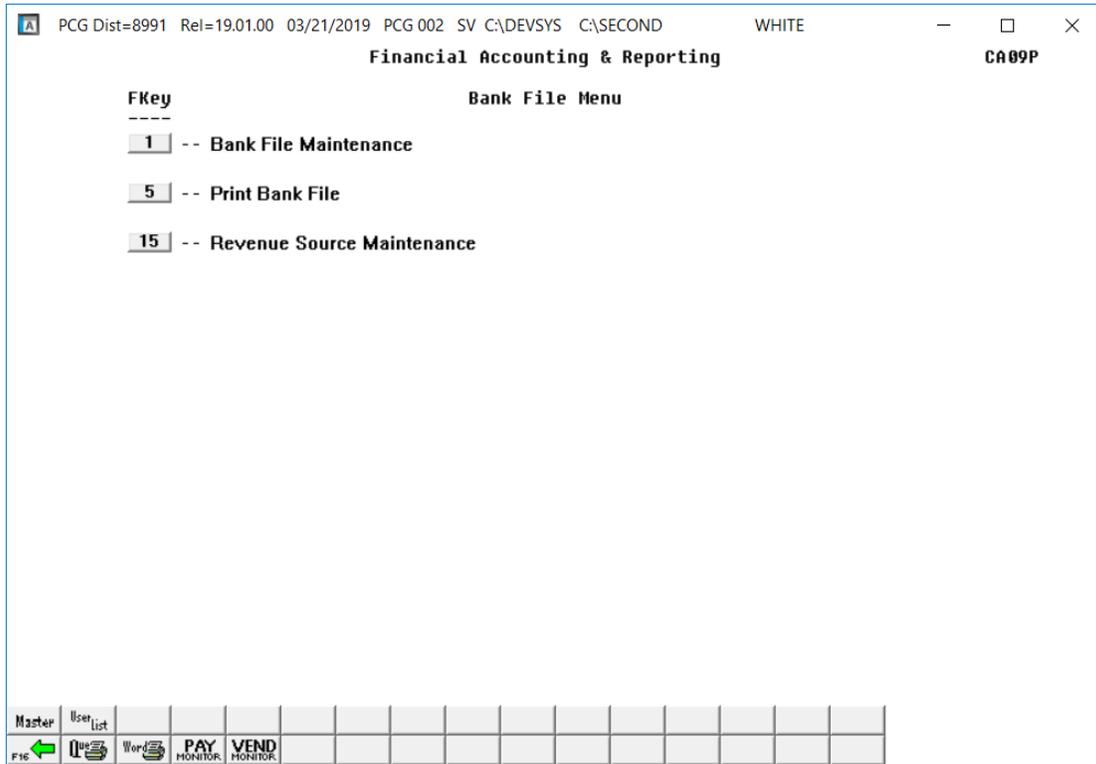
Step	Action
1	Select 8 (F8 - Cash Management & Investment Management Menu).

The following screen displays:



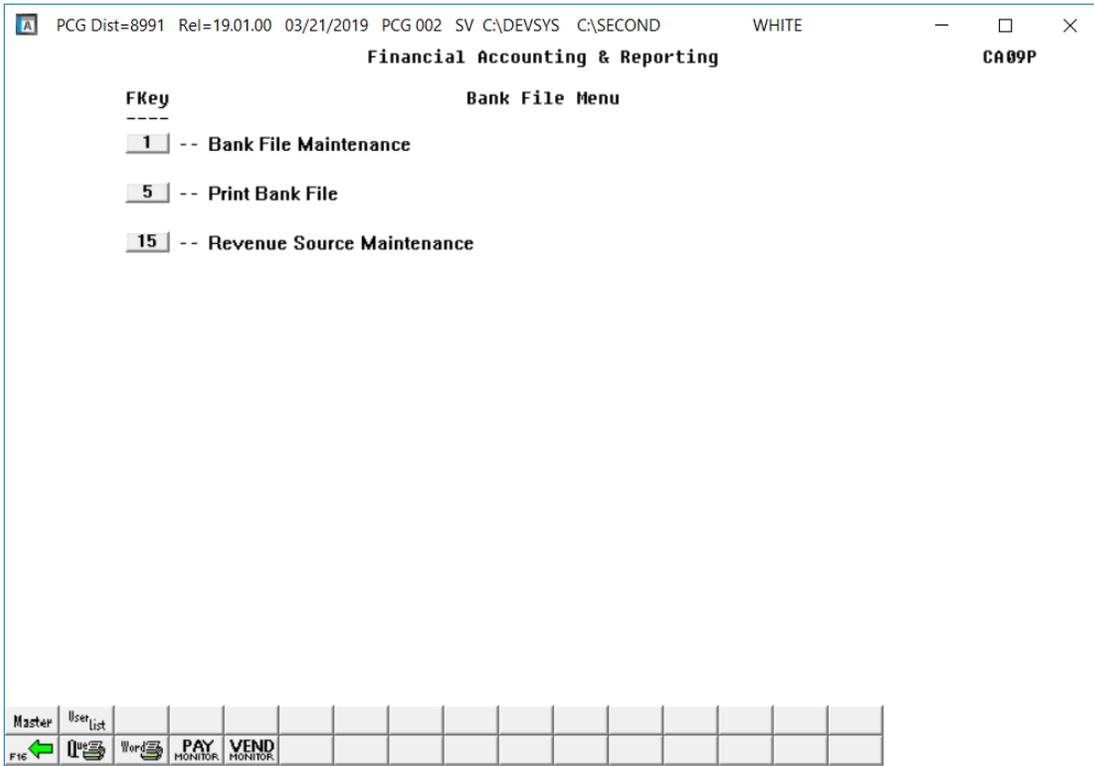
Step	Action
2	Select 9 (F9 – Bank File Menu).

The following screen displays:



Step	Action
3	Select 5 (F5 - Print Bank File).

The following screen displays:



Step	Action
4	The <i>Bank File Menu</i> redisplay.
5	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
6	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Cash Management & Investment Management Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

C1. Bank File Listing - Example

REPORT DATE 04/02/13		BANK FILE			PAGE	1
ID	NAME	ACCOUNT	CASH	INVESTED	SOURCE	SORT
BK01	FNB 001 OF SMITH CITY	11 111 1111	706,466.42	0.00	000071	
BK02	FNB 002 OF SMITH CITY	11 111 1112	12,967,880.09	0.00	000162	
BK03	FNB 003 OF SMITH CITY	11 111 1113	439,494.41	0.00	000071	
BK04	FNB 004 OF SMITH CITY	11 111 1114	0.00	0.00	000163	
BK05	FNB 005 OF SMITH CITY	11 111 1115	550,803.28	0.00	000163	
BK06	FNB 006 OF SMITH CITY	11 111 1116	0.00	0.00	000163	
BK07	FNB 007 OF SMITH CITY	11 111 1117	161,003.43	0.00	000147	
BK08	FNB 008 OF SMITH CITY GEORGIA	11 111 1118	3,193,475.85	0.00	000097	1
BK09	FNB 009 OF SMITH CITY	11 111 1119	377,441.97	0.00	000097	2
BK10	FNB 010 OF SMITH CITY	11 111 1120	1,509.92	0.00	000097	
BK11	FNB 011 OF SMITH CITY	11 111 1121	633,049.25	0.00	000097	
BK12	FNB 012 OF SMITH CITY	11 111 1122	266,163.72-	0.00	000097	
			18,764,960.90	0.00		