

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

12/11/2023

Section K: Accounts Master Description Processing, V2.5

Revision History

Date	Version	Description	Author
12/11/2023	2.5	23.04.00 – Add flag to Fund descriptions.	D. Ochala
04/04/2017	2.4	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
03/31/2011	2.2	11.01.00 – Added new field 'Facility Code' to Fund code. Updated program	D. Ochala
		navigation.	
10/04/2010	2.1	10.03.00 – Added new field 'Program Type' to Program code. Updated	D. Ochala
		program navigation.	
07/11/2006	2.0	09.01.00 – Updated screenshots, no procedural changes.	C. W. Jones

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TOPIC 2: PRINTING THE ACCOUNT MASTER DESCRIPTION FILE	

Overview

The Account Master Description file contains the description of the "pieces" of the 30-digit account number. These account "pieces" are entered in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l fields of a general ledger account. The Account Master Description file also provides the descriptions of the account number on various Financial Accounting and Reporting (FAR) system reports, and determines if the account number is valid when entered in PCGenesis.

	Account Master Description File					
Code	Field Name	Field Size	Field Description			
01	Year	2	Year			
02	Fund	3	Fund			
03	Fiscal Year	1 – Not Used	Fiscal Year			
04	Program	4	Program Code			
05	Function	4	Function Code			
06	Object	5 (2 Local Use)	Object Code			
07	Facility/Building	5 (4-Digit Facility Code and the 1-Digit Building Code)	Facility/Building			
08	Additional	6 - Optional	Additional Code			
09	Revenue Source	4	Source Code			
10	Balance Sheet	4	Balance Sheet Account Code			

PCGenesis also allows the Account Master Description file's contents to be printed as needed.

Topic 1: Adding/Updating/Deleting an Account Master Description File Record

Procedure A: Adding an Account Master Description File Record

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

PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
Financial Accounting & Reporting		MASTER1
FKey Master Menu		
 Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu Vendor Check Processing Menu 		
5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu		
9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu		
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu		
20 File Reorganization		
Master User List Master Month Control Master <		13.04.00

Step	Action
2	Select 10 (F10 - Account Master Description File Menu).

PCG Dist=8991 Rel=17.01.00 03/.	23/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
	Financial Accounting & Reporting		AMOOP
FKey 	Account Master Description File		
1 Add/Modify	Delete Description Records		
5 Verify/Print	Account Master Description File		
Master UserList			
ep Action			
3 Select 1 (F1 - A	.dd/Modify/Delete Description R	lecords).	

	PCG Dist=8991 Rel=23.04.00 12/11/2023 D0	DD 001 SV K:\SYSTEN	A K:\SECOND WHITE	- 🗆 ×
	Account	Master Descri	otion File Maintenance	NAME 02 0 0
		Туре		
		Number	<u> </u>	
	TYPE NAME	CODE		
	01 = Year	2-digits		_
	02 = Fund	3-digits	Proprietary or Government	al
	03 = FISCAL YEAR QU = Program	1-01g1t h-digite	Federal State Local or	Other
	AS = Function	4-dinits	reactar, state, Lucal of	UCHEI
	Ø6 = Object	5-digits		
	(The first 3 digits util	ize the state	chart of accounts object coo	le.
	The last 2 digits, 01-99	, may be used	for local activity.	
	Otherwise, enter 00.)	F 41-14-		
	0/ = Facility/Bullding /The first h digits room	5-digits	litu (cebeel) eede found in	the
	D.O.F. directory. The la	esent the faci	sents the huilding code.)	che
	(Current Year Eligible M	lust be 'N' or	'Y'.)	
	08 = Additional	6-digits		
	09 = Revenue Source	4-digits		
	10 = Balance Sheet	4-digits		
		** F	ind Mode **	
(EI	NTER)-Position File F1-First	** F F2-Next F11	ind Mode ** -Add Mode F16-Exit	
(EI	NTER)-Position File F1-First	** F F2-Next F11	ind Mode ** -Add Mode F16-Exit F11 m	23.04.00
	NTER)-Position File F1-First	** F F2-Next F11 F9 F9	ind Mode ** -Add Mode F16-Exit F11 m	23.04.00
	NTER)-Position File F1-First First Next Prev	** F F2-Next F11 F9 F9	ind Mode ** -Add Mode F16-Exit F11 📅 🛛	23.04.00
(El Enter F16	NTER)-Position File F1-First	** F F2-Next F11 F0 0 F9	ind Mode ** -Add Mode F16-Exit F11 Im And	23.04.00
	NTER)-Position File F1-First First Next Prev Action	** F F2-Next F11 F9 6 79	ind Mode ** -Add Mode F16-Exit F11 📅 🔷	23.04.00
(EI ENTER F16	Action	** F F2-Next F11 F9 F9 F9	ind Mode ** -Add Mode F16-Exit F11 📅 🔷	23.04.00

			Tune							
			Number		00					
		Fund Type	(G or E)	_	(Only	Туре '	G' Funds	< 700 print on	the	DE 00
		Des	scription							
	Non-R	evenue/Noi	n-Expense							
D	Curren	t Year El:	igible?:	(Ir	ndicate (CYR Eli	gible is	Y=Yes or N=No)		
Pr	ogram Typ	e (FSL)	or U)	_ (F=	=Federal	2=2Cat	e L=Local	u=utner)		
түрг	NAME		ENGTH							
01	Year		2							
02	Fund		3							
03	Fiscal Y	ear	1							
04	Program		4							
05	Function		4							
06	Object		5							
07	Facility	/Building	5							
08	Addition	al	6							
09	Revenue	Source	4							
10	Balance	Sheet	- 4							

Step	Action
5	Verify "** <i>Add Mode</i> **" displays and enter the record's type in the Type field. <i>For example '01' for "Year</i> ".
6	Enter the record's code in the Number field. For example '26' for "FY26". The length (number of characters), is determined by the type of record entered. Valid entries for the fields are provided in the GaDOE Chart of Accounts located at: <u>http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/LUAS-Manual.aspx</u>

Step	Action
7	For Type 02 (Fund) records: Enter G (Governmental) or E (Entity-wide) in the Fund Type (G or E) field. This flag is used by the <i>DE-0046 Budget Report</i> to <u>exclude</u> the ' <i>Entity-wide</i> ' (E) funds.
	The <i>Create DE0046 Transmission File</i> program should <u>not</u> pick up funds greater than 699 for the <i>DE-0046 Budget</i> (B) report. Therefore, all funds less than 700 are required to be ' <i>Governmental</i> ' (G) funds. The user may flag funds greater than 699 as either ' <i>Entity-wide</i> ' (E) or ' <i>Governmental</i> ' (G).
	The <i>DE-0046 Budget</i> (B) report extracts only ' <i>Governmental</i> ' (G) funds. The <i>DE-0046 Actuals</i> (F) report will continue to extract <u>all</u> funds with any activity, including both ' <i>Entity-wide</i> ' (E) and ' <i>Governmental</i> ' (G) funds.
	For Type 02 (Fund) records, for School Nutrition Funds (Funds $600 - 699$ inclusive): Enter the facility that the fund represents or select the drop-down selection icon \checkmark within the Facility field. The Facility field is used in the <i>School Nutrition Online Reporting System</i> (<i>DE-106</i>).
	Also note that systems should treat School Food Services (SFS) funds 600 – 6XX as Governmental (G) funds, not Entity-wide (E) funds. Consult with Financial Review before deciding to treat a fund as "Entity-wide".
8	Enter the record's description up to fifteen (15) characters, in the Description field.
9	For Type 05 (Function) records and Type 09 (Revenue Source) records:
	For Revenue and Expenditure account additions: Leave the Non-Revenue/Non-Expense field blank.
	For Revenue and Expenditure source additions: Enter N (No) in the Non-Revenue/Non-Expense field, e.g. an in-and-out Revenue Source or Function.
	Blank entries or the entry of any other character indicates the Source or Function is a normal Expense Function or Revenue Source.
10	For Type 07 (Facility/Building) records:
	Enter Y (Yes) or N (No) in the Current Year Eligible? field.
11	For Type 04 (Program) records:
	Enter F (Federal), S (State), L (Local) or O (Other) in the Program Type field.
12	After verifying the entries are correct, select ENTER (Enter) to validate.



A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE -	- 🗆 NAME 02	× 200
	Account Master Description File Maintenance		
	Type 1 Number 26 Description FY 2026		
	TYPENAMELENGTH01Year202Fund303Fiscal Year104Program405Function406Object507Facility/Building508Additional609Revenue Source410Balance Sheet4		
Rec	ord Created ** Add Mode ** ENTER to Continue		
	First Next Prev F3 F9 F11 T Image: Im	23.04.	. 00
Step	Action		
14	Verify " <i>Record Created</i> " displays, and select ENTER to contend <i>Mode</i> .	tinue) to	o return to A



A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE — — X Account Master Description File Maintenance	
	Type Number00	
	TYPENAMECODE01 = Year2-digits02 = Fund3-digitsProprietary or Governmental03 = Fiscal Year1-digit04 = Program4-digitsFederal, State, Local or Other05 = Function4-digits06 = Object5-digits(The first 3 digits utilize the state chart of accounts object code.The last 2 digits, 01-99, may be used for local activity.Otherwise, enter 00.)07 = Facility/Building5-digits(The first 4 digits represent the facility (school) code found in theD.O.E. directory. The last digit represents the building code.)(Current Year Eligible Must be 'N' or 'Y'.)08 = Additional6-digits09 = Revenue Source4-digits10 = Balance Sheet4-digits	
	NTER)-Position File F1-First F2-Next F11-Add Mode ¥* Find Mode<	
Step	Action	
16	To display the added record: Repeat the <i>Steps</i> $5-6$ entries in the Type and Number fi and select ENTER (Enter) to position the file.	elds,

A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	— □ × NAME 02 0 0
	Account Master Description File Maintenance	
	Year	
	Type 1 Number 26	
	Description FY 2026	
_	** Display Mode **	
	/ First Next Prev	23.04.00
F16		
)	Action	
7		
./	Select $\mathbf{FIG} \rightarrow \mathbf{FIG} - \mathbf{Exit}$ (F16 – Exit) to return to <i>Find Mode</i> .	
	Salard First (E1 Eine) Next (E2 Name) on Prev (E2 D	(
	Select (F1 - First), (F2 - Next), or (F3 - Prev)	to display other Acco
	master Description File records.	

A	PCG Dist=8991 Rel=23.04.00 12/11/2023 D Accoun	OD 001 SV K:\SYSTEM t Master Descrip	K:\SECOND tion File Ma:	WHITE	— □ × Name 02 00	
		Type Number	<u>00</u>			
	TYPE NAME 01 = Year 02 = Fund 03 = Fiscal Year 04 = Program 05 = Function 06 = Object (The first 3 digits uti The last 2 digits, 01-9 Otherwise, enter 00.) 07 = Facility/Building (The first 4 digits rep D.O.E. directory. The 1 (Current Year Eligible 08 = Additional 09 = Reuenue Source	CODE 2-digits 3-digits 1-digit 4-digits 4-digits 5-digits lize the state c 9, may be used f 5-digits resent the facil ast digit repres Must be 'N' or '' 6-digits b-digits	Proprietary Federal, S ⁴ hart of accou or local act: ity (school) ents the bui Y'.)	y or Governmental tate, Local or Other unts object code. ivity. code found in the lding code.)		
	10 = Balance Sheet TER)-Position File F1-First First Next Pre↓	4-digits ** Fi F2-Next F11- F9 F9	nd Mode ** Add Mode F F11 1	16-Exit	23.04.00	
ep	Action					
18	Select FIG (F16 - Exit) Description File Menu.	to return to th	e Financia	l Accounting & Rep	porting – Account	Mas

	PCG Dist=8991 Rel=17.01.00 03/2	3/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE									
	Financial Accounting & Reporting AM00P											
	FKey Account Master Description File											
	Add/Modify/Delete Description Records											
	5 Verify/Print Account Master Description File											
Mast												
F16]								

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

Procedure B: Updating an Account Master Description File Record

PCG Dist=8991 Rel=17.01.0	0 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
	Financial Accounting & Reporting		MASTER1
FKey	Master Menu		
 1 Budg	et Account Master Menu		
2 Purch	ase Order Processing Menu		
<u>3</u> Claim	Processing Menu		
4 Vende	or Check Processing Menu		
5 Reve	nue Account Master Menu		
<u>6</u> Accou	ints Receivable Processing Menu		
7 Recei	ipt Processing Menu		
Lasn	manayement & investment management Menu		
9 Finan	cial Reporting & Month/Yr-End Close Menu		
10 Accou	Int Master Description File Menu		
11 Gene	ral Ledger Account Master Menu		
	End Processing Mend		
13 Speci	al Functions Menu		
14 Vende	or Master Menu		
_15 Sourc	e Master Menu		
20 File F	Reorganization		
	5		
			13 84 88
Master Oseilist			10.04.00
Action			
Salaat 10 (T	Account Master Description Eile N	[onu)	
	io - Account Master Description File N	iciiu).	

🔳 Р	PCG Dist=8991 Rel=17.01.00 03/23/	2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	- • ×						
		Financial Accounting & Reporting		AMOOP						
	FKey Account Master Description File									
	1 Add/Modify/Delete Description Records									
	5 Verify/Print Account Master Description File									
Master	User _{list} Duess Words PAY VEND									
F16										
tep	Action									
2	Select 1 (F1 - Ad	d/Modify/Delete Description Re	cords).							

A	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE X
	Account Master Description File Maintenance
	Type Number00
	TYPE NAME CODE 01 = Year 2-digits 02 = Fund 3-digits Proprietary or Governmental 03 = Fiscal Year 1-digit 04 = Program 4-digits Federal, State, Local or Other 05 = Function 4-digits Federal, State, Local or Other 05 = Object 5-digits (The first 3 digits utilize the state chart of accounts object code. The last 2 digits, 01-99, may be used for local activity. Otherwise, enter 00.) 07 = Facility/Building 5-digits (The first 4 digits represent the facility (school) code found in the D.O.E. directory. The last digit represents the building code.) (Current Year Eligible Must be 'N' or 'Y'.) 08 = Additional 6-digits 09 = Revenue Source 4-digits 10 = Balance Sheet 4-digits *** Find Mode *** *** Find Mode *** *** Find Mode *** *** Find Mode *** *** Find Mode ** *** Find Mode **
en	Action
3	Verify "** <i>Find Mode</i> **" displays and enter the record's type in the Type field.
4	Enter the record's code in the Number field. <i>The length, (number of characters), is determined by the type of record entered. Valid entries</i> <i>for the fields are provided in the GaDOE Chart of Accounts located at:</i> <u>http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/LUAS-</u> <u>Manual.aspx</u>
5	Select First (Enter) to position the file. Select First (F1 - First) to display the first record in the file. Select Next (F2 - Next) to display the first record in the file.
	display the next record in the file after the specified Type and Number key.

The following screen displays:

S



Δ	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECON Account Master Description Fi:	ND WHITE	— □ × Name 82 88
	Year		
	Type 1 Number 26		
	Description <u>FY 2026</u>		
	wy Nadify Mada		
	** MOOIFY MODE ENTER-Validate F8-Save F16-Return	** 1	23.04.00
F16			

The following screen displays for record **Type 01**, Fiscal Year:

The following screen displays for record **Type 02**, Fund (non-school food service funds):

A	PCG Dis	st=8991	Rel=23	3.04.00	12/11/2	023 D	DD 001	SV K:\S	SYSTEM	K:\SE	COND		WHI	TE			_		:	×
					0.0		Mact	-	couin	tion	F ile	Maint						NAME	0200)
					нс	count	nasi	er ve.	scrip	CION	F116	пати	enand	e						
									Fund											
					Fund	Type De	Nur Nur (G c scrip	ype ber or E) otion	2 1 <u>G</u> GENE	00 ((RAL)nly 1	íype ' —	G' Fu	inds (< 700	print	on	the	DEØ)46)
	ENTER-	Valid	ate	F8-5	ave	F16-	Retur	** 'N	• Modi	fy Mo	ode **	÷								
	First	Ne×t	Prev					F9 🖬	F9		F11	一一						23.0	94.00)
F16																				

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A	PCG Dist=89	91 Rel=23.04.0	00 12/11/20	23 DOD 001 SV K	:\SYSTEM	K:\SECOND	WHITE	_		\times
			Acc	ount Master (Descript	tion File	Maintenance		NAME	0200
					Fund					
			Fund	Type Number Type (G or E) Description	2 6() <u>G</u> n <u>Fund</u>	06 Facil (Only 1 <u>606</u>	ity: <u>1011</u> ▼ ype 'G' Funds —	Location 0101 < 700 print on	the	DE 004(
				4	** Modif	Fy Mode **	÷			
E NTER	ENTER-Val 'First Ne:	idate F8 at Prev	I-Save	F16-Return	F9	F11	帝	1 1	23.0	4.00
	1									

The following screen displays for record **Type 02**, Fund (school nutrition funds 600 – 699 inclusive):

The following screen displays for record **Type 03**, Fiscal Year:

A	PCG Dis	t=8991	Rel=23	3.04.00	12/11/2	2023 D(OD 001	SV K:\	SYSTEM	K:\SE	COND		WHI	TE	_		×
					Ac	count	: Mast	er De	scrip	tion	File	Maint	enanc	e		NAME 0	200
									Fisc	al Ye	ar						
									. 150	u							
							Nur	ype Iber	3	00							
						De	scrip	tion	<u>unsp</u>	ECIFI	ED	_					
									Mad	C., H-							
	ENTER-	Valid	ate	F8-S	ave	F16-	Retur	'n	• 11001	.ty Ma	ue **						
ENTER	First	Next	Prev					F9 🖬	F9		F11	一一一				23.04	.00
F16																	

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Α	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K Account Master D	SYSTEM K:\SECOND WHITE	— □ × Name 02 0 0
		Program	
	Type Number	4 1411	
	Description	<u>Hands on Math</u>	
	Program Type (F S L or O)	<u>0</u> (F=Federal S=State L=Local	O=Other)
	FNTER Unliderte - EQ Seven - E44 Detuve	* Modify Mode **	
	First Next Prev	F9 F11 帝	23.04.00
F16			

The following screen displays for record **Type 04**, Program:

The following screen displays for record **Type 05**, Function:

A	PCG Dis	t=8991	Rel=23	3.04.00	12/11/2	2023 DC	DD 001	SV K:\	SYSTEM	K:\SE	COND		WHI	TE	_		×
					Ac	count	Mast	er De	scrin	tion	File	Maint	enanc	P		NAME 0	200
							nust		Func	tion				-			
									Func								
							l Nur	ype Iber	5	68							
						De No	scrip n-Exp	tion	<u>1</u> 111 -	<u>e vi</u>	INNOU	<u>L.</u>					
	ENTER-	Valid	late	F8-S	ave	F16-	Retur	** 'N	• Modi	fy Mo	de **	ŧ					
	First	Ne×t	Prev					F9 🖬	F9		F11	一一一				23.04	.00
F16																	

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A PC	CG Dist=8991	Rel=23.04.00	12/11/2023	DOD 001 SV	K:\SYSTEM	K:\SECOND	V	VHITE	_	\square $ imes$ NAME 02 0 0
			Accou	ınt Master	Descrip	tion File	Mainten	ance		
					Obje	ct				
				Type Number	6 620	90				
				Descriptio	n <u>ENER</u>	GY ELECTR	<u>1C</u>			
					** Modi	Fy Mode *	×			
	First Next	late F8- Prev	Save F1	16-Return	F9	F11	節			23.04.00
F16										

The following screen displays for record **Type 06**, Object:

The following screen displays for record **Type 07**, Facility/Building:

A	PCG Dis	t=8991	Rel=23	3.04.00	12/11/2	023 D	OD 001	SV K:\	SYSTEM	K:\SE	COND		WHI	TE		-		×
					Ac	count	: Mast	er De	scrip	tion	File	Maint	enanc	e			NAME	9200
									Faci	lity/	Build	ing						
							T Nur	ype ber	7 10	11								
						De	scrip	tion	<u>Loca</u>	tion	<u>0101</u>	_						
				Curre	nt Ye	ar El	igibl	.e?:	<u>¥</u> (1	ndica	te CY	R Eli	gible	is Y	=Yes	or N=No)	I	
							_	**	• Modi	fy Mo	de **							
ENTER	ENTER-	Valid Next	ate Prev	F8-S	ave	F16-	Retur	n 🕞 🖬	F9		F11	蓹					23.0	+.00
F16																		

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A	PCG Dist=8991	Rel=23.04.00	12/11/2023	DOD 001 SV	K:\SYSTEM	K:\SECOND	v	VHITE	-	Ш	х
			Accou	nt Mactor	Decerio	tion Eilo	Maintona	nce		NAME 02	00
			пссоц	ne naster	DESCLIP		natificent	mce			
					Addi	tional					
				Type Number	8	03					
				Descriptio	on UPWA	RD BOUND					
					<u></u>		_				
					vy Madi	Cu Mada v	~				
	ENTER-Valida	ate F8-:	Save F1	6-Return	** 1001	ry Mode *	*				
ENTER	First Next	Prev		F9	🚽 F9	F11	一位			23.04.	00
F16											
1.00											

The following screen displays for record **Type 08**, Additional:

The following screen displays for record **Type 09**, Revenue Source:

A	PCG Dis	t=8991	Rel=23	3.04.00	12/11/2	2023 DO	DD 001	SV K:\S	SYSTEM	K:\SE	COND		WHI	TE	-		×
					Ac	count	Mast	er De	scrip	tion	File	Maint	enanc	e		NAME	0200
									Reve	nue S	ource						
							T Nur	ype ber	9 11	20							
						De No	scrip n-Rev	tion venue	<u>loc</u> -	<u>op sa</u>	LES T	<u>x</u>					
	ENTER-	Valid	ate	F8-S	ave	F16-	Retur	** 'n	Modi	fy Ma	de **						
	First	Ne×t	Prev					F9 🔛	F9		F11	莭				23.04	+.00
F16																	

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	NAME 02 00
	Account Master Description File Maintenance
	Balance Sheet
	Type 10 Number 101
	Description <u>CASH IN BANK</u>
	** Modifu Mode **
ENTE	ENTER-Validate F8-Save F16-Return
F16	
	Action
	Verify "** Modify Mode **" displays, make the appropriate modifications within t

The following screen displays for record Type 10, Balance Sheet:

	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - □ NAME 02 0 Account Master Description File Maintenance Year	× 90
	Type 1 Number 26	
	Description <u>FY 2026</u>	
I	Validataion Successful ** Modify Mode ** ENTER-Validate F8-Save F16-Return	
F	King First Next Prev Fig F9 F11 T Fig I I I I I I I	30
Step	Action	
8	Verify "Validation Successful" displays, and select F8 - Save) to update record.	te the

Description PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	- 🗆 X
Account Master Description File Maintenance	NAME 02 0 0
Year	
Tune 1	
Number 26	
Description FY 2026	
** Display Mode ** F16-Return F1-First F2-Next F3-Prev F9-Modifu F12-Delete	
ENTER First Next Pre∨ Fill Image: Contract of the second seco	23.04.00
Step Action	
9 Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to <i>Find Mode</i> .	
Select First (F1 - First), Next (F2 - Next), or Prev (F3 - Prev) to di	splay other Account l
Description File records.	



	PCG Dist=8991 Rel=17.01.00	03/23/2017 PCW 002 SV C:\DEVSYS C	SECOND WHITE		x
		Financial Accounting	& Reporting	AMOOP	
	FKey 	Account Master Descri	iption File		
	_1 Add/Mo	dify/Delete Description Records			
	5 Verify/F	Print Account Master Description File			
Mast	er UserList				
F16]
	Action				
	Select F16	6 - Exit) to return to the	Financial Account	ting & Reporting	Maste
	select Master (Ma	(ster) to return to the <i>Rusi</i>	ness Applications N	Aaster Menu	
		see, to return to the Dust	icss applications h	insici miciu.	

Procedure C: Deleting an Account Master Description File Record

PCG Dist=8991 Rel=17.01	1.00 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting	1	MASTER1
FKey	Master Menu		
 _1 Bud	lget Account Master Menu		
2 Pure	chase Order Processing Menu		
<u>3</u> Clai	m Processing Menu		
4 Ven	dor Check Processing Menu		
5 Rev	enue Account Master Menu		
<u>6</u> Acce	ounts Receivable Processing Menu		
7 Rec	eipt Processing Menu		
o Cas	n management & investment Management Menu		
<u>9</u> Fina	ancial Reporting & Month/Yr-End Close Menu		
10 Acco	ount Master Description File Menu		
<u>11</u> Gen	eral Ledger Account Master Menu		
	r Ella Processing Mella		
13 Spe	cial Functions Menu		
14 Ven	dor Master Menu		
<u>15</u> Sou	rce Master Menu		
20 File	Reorganization		
	-		
Manda un User.			13.04.00
Master Words PAY V	END		
	NitôR		
Action			
G 1 (10) (T			
Select III (F	10 - Account Master Description Fil	e Menu).	

🗖 PCG Dis	t=8991 Rel=17.01.00 03/23/201	7 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reporting		AMOOP
	FKey 	Account Master Description File		
	1 Add/Modify/Dele	te Description Records		
	5 Verify/Print Acco	unt Master Description File		
Master UserList				
F16 🖓 🖓				
ep Acti	on			
2 Sele	ct 1 (F1 - Add/	Modify/Delete Description Re	cords).	

	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - - × NAME 02 00 Account Master Description File Maintenance
	Type Number00TYPE< NAMECODE01 = Year2-digits02 = Fund3-digitsProprietary or Governmental03 = Fiscal Year1-digit04 = Program4-digitsFederal, State, Local or Other05 = Function4-digits06 = Object5-digits(The first 3 digits utilize the state chart of accounts object code.The last 2 digits, 01-99, may be used for local activity.0therwise, enter 00.)07 = Facility/Building5-digits(The first 4 digits represent the facility (school) code found in the D.O.E. directory. The last digit represents the building code.) (Current Year Eligible Must be 'N' or 'Y'.)08 = Additional6-digits09 = Revenue Source4-digits10 = Balance Sheet4-digits
	ENTER) - Position File F1-First F2-Next F11-Add Mode F16-Exit ENTE First Next Prev F9 F11 File 23.04.00 First Next Prev Io Io Io 23.04.00
Step	Action
3	Verify "** <i>Find Mode</i> **" displays and enter the record's type in the Type field.
4	Enter the code in the Number field.
5	Select (Enter) to position the file.



Α	PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - C X
	NAME0200 Account Master Description File Maintenance
	Year
	Type 1
	Number 99
	Description FY 2000
	** Delete Mode **
ENTER	(ENTER)-Delete Record F16-Return
×	
F 10 1	
	Action
	Verify "** Delete Made **" displays and select ENTER
	verify <i>The Delete Mode The displays and select</i> (Enter) to delete the record.

▶ PCG Dist=8991 Rel=23.04.00 12/11/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE -	□ × Name 02 0 0
Account Master Description File Maintenance	
Year	
Number 01	
Description FY 2001	
Previous Record Deleted ** Display Mode **	
F16-Return F1-First F2-Next F3-Prev F9-Modify F12-Delete	23.04.00
Action	
Action	
Verify "Previous Record Deleted" displays and select FIG -	Exit) to ret
Verify "Previous Record Deleted" displays and select $\mathbf{F16}$ (F16 – Mode.	exit) to ret

The next record will be displayed:

PCG Dist=8991 Rel=23.0	4.00 12/11/2023 DOD 001 SV K:\SYSTEM Account Master Descri	M K:\SECOND .ption File Main	WHITE ntenance	— □ × NAME 02 00
	Type Number	<u> </u>		
TYPE NAME 01 = Year 02 = Fund 03 = Fiscal Year 04 = Program 05 = Function 06 = Object (The first The last 2 Otherwise, 07 = Facility/B (The first D.O.E. dir (Current Y) 08 = Additional 09 = Revenue So 10 = Balance Sh	CODE 2-digits 3-digits r 1-digit 4-digits 4-digits 5-digits 3 digits utilize the state digits, 01-99, may be used enter 00.) 11ding 5-digits 4 digits represent the faci ectory. The last digit repre ear Eligible Must be 'N' or 6-digits urce 4-digits eet 4-digits	Proprietary Federal, Sta chart of accoun for local action lity (school) of sents the build 'Y'.)	or Governmental ate, Local or Other nts object code. vity. code found in the ding code.)	
(ENTER)-Position File Fire First Next Prev Fie C C C C C C C C C C C C C C C C C C C	** F • F1-First F2-Next F11 • F9 • F9 • F9	ind Mode ** -Add Mode F10 F11 #	6-Exit	23.04.00
Action				
9 Select FIF	(F16 - Exit) to return to <i>le Menu</i> .	the Financia	l Accounting & K	Reporting – Account M

🔲 PCG Di	st=8991 Rel=17.01.00 03/	23/2017 PCW 002 SV C:\DEVSYS C:\SEC	OND WHITE	x
		Financial Accounting & R	eporting	AMOOP
	FKey 	Account Master Descripti	on File	
	1 Add/Modify	Delete Description Records		
	5 Verify/Print	Account Master Description File		
Master ^{User} lis				
Act	ion			
Sele	ect F16 (F16	- Exit) to return to the Fin	nancial Accounting	& Reporting Mast
	at Master Master) to roturn to the During	a Applications Maste	n Manu
sele		er) to return to the <i>Busines</i>	s Applications Maste	r menu.

Topic 2: Printing the Account Master Description File

	PCG Dist=8991 Rel=17.01.00	03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND WH	
		Financial Accounting & Reporting	MASTER1
	FKey	Master Menu	
	 _1 Budget #	Account Master Menu	
	2 Purchas	e Order Processing Menu	
	<u>3</u> Claim Pr	rocessing Menu	
	_4 vendor (LNECK Processing Menu	
	5 Revenue	e Account Master Menu	
	6 Accounts	s Receivable Processing Menu	
	7 Receipt	Processing Menu	
		mayement & myestillent Manayement Menu	
	9 Financia	l Reporting & Month/Yr-End Close Menu	
	10 Account	Master Description File Menu	
	12 General	Ledger Account Master Menu d Processing Menu	
	13 Special I	Functions Menu	
	14 Vendor M	Master Menu	
		Masici Mellu	
	20 File Reo	rganization	
Mact	Here User _{lice}		13.04.00
EIC			
)	Action		
1	Select 10 (F10	- Account Master Description File Mer	າແ).

The following	screen displays:

	PCG Dist=8991 Rel=17.01.00	0 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE		
		Financial Accounting & Reporting		AMOOP	
	FKey 	Account Master Description File			
	1 Add/M	odify/Delete Description Records			
	5 Verify/	Print Account Master Description File			
,	Master ^{User} list				
ŀ	Master Userlist It Warts Montron Montro	D			
Step	Master Userlist	DR			
Step	Master Userlist 16 US Words PAY MEN Action				
Step 2	Master Userlist PAC MENT Action Select 5 (F5	- Verify/Print Account Master Descr	ription File).		
Step 2	Action Select 5 (F5 "** Processing	- Verify/Print Account Master Descr Request * *" briefly displays. The P	ription File).	unting & Reporting	,
Step 2	Action Select 5 (F5 "* * Processing Account Master	- Verify/Print Account Master Descr Request * *" briefly displays. The H Description File Menu redisplays.	ription File).	unting & Reporting	,
Step 2 3	Action Select 5 (F5 "* * Processing Account Master	- Verify/Print Account Master Descr Request * *" briefly displays. The P Description File Menu redisplays.	ription File).	unting & Reporting	,
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep	- Verify/Print Account Master Descr Request * *" briefly displays. The H Description File Menu redisplays.	ription File). Financial Acco	unting & Reporting	,
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep To print the rep	- Verify/Print Account Master Descr Request * *" briefly displays. The I Description File Menu redisplays.	ription File). Financial Acco	unting & Reporting (Uqueue). ORD).	,
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep Where appropria	- Verify/Print Account Master Descr Request * *" briefly displays. The I Description File Menu redisplays.	ription File). Financial Acco Select (MS W n the <u>Technica</u>	unting & Reporting (Uqueue). ORD). al System Operation	<u></u>
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep Where appropria Guide, User Inte	- Verify/Print Account Master Descr Request * *" briefly displays. The I Description File Menu redisplays. Port via the Uqueue Print Manager port via Microsoft® Word: Select ate, follow the instructions provided in erface Procedures, Creating the Micro	ription File). Financial Acco Select Morés (MS W n the <u>Technica</u> rosoft®-PCGer	unting & Reporting (Uqueue). (ORD). ul System Operation nesis QWORD Mac	<u>s</u> ro for
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep Where appropria Guide, User Inte Report Printing	- Verify/Print Account Master Descr Request * *" briefly displays. The H Description File Menu redisplays. Port via the Uqueue Print Manager port via Microsoft® Word: Select ate, follow the instructions provided in erface Procedures, Creating the Micro to create the macro necessary to use	ription File). Financial Acco Select Cosoft (MS W n the <u>Technica</u> to soft (B-PCGen the feature.	unting & Reporting (Uqueue). (ORD). al System Operation nesis QWORD Mac	- <u>-</u> ro for
Step 2 3	Action Action Select 5 (F5 "* * Processing Account Master To print the rep Where appropria <u>Guide</u> , User Inte Report Printing	 Verify/Print Account Master Description File Menu redisplays. The P Description File Menu redisplays. Port via the Uqueue Print Manager port via Microsoft® Word: Select ate, follow the instructions provided in the procedures, Creating the Microsoft to create the macro necessary to use 	ription File). Financial Acco Select Select (MS W n the <u>Technica</u> the feature.	unting & Reporting (Uqueue). ORD). al System Operation nesis QWORD Mac.	" <u>"s</u> ro for
Step 2 3	Action Action Select 5 (F5 "** * Processing Account Master To print the rep Where appropria <u>Guide</u> , User Inte Report Printing Select F15 (F1)	- Verify/Print Account Master Descr Request * *" briefly displays. The H Description File Menu redisplays. Port via the Uqueue Print Manager port via Microsoft® Word: Select ate, follow the instructions provided if erface Procedures, Creating the Micro to create the macro necessary to use	ription File). Financial Acco Select (MS W n the <u>Technica</u> cosoft®-PCGen the feature.	unting & Reporting (Uqueue). ORD). <u>Il System Operation</u> nesis QWORD Mac. enu or select	

2A. Account Master Description File Report – Example

REPORT DATE	12/11/23		ACCOUNT	MASTER DESCR	RIPTION FILE	PAGE 4	-
TYPE	CODE	DESCRIPTION	EXPEND /NON REVENUE/NON	CYR-ELIG	PROPRIETARY/GOVERNMENT	PROGRAM TYPE	FACILITY
02 02 02 02 02 02 02 02 02	000603 000604 000605 000606 000695 000705 000705 000801 000900	Fund 603 Fund 605 Fund 605 Fund 606 Fund 695 PRINACCT AGENCY CAPITAL ASSETS LONG TERM DEBT			GOVERNMENTAL GOVERNMENTAL GOVERNMENTAL GOVERNMENTAL ENITYWIDE ENITYWIDE ENITYWIDE ENITYWIDE		00000 00000 00000 00000 00000 00000 0000
03 03 03 03 03 03	000000 000001 000006 000007 000008 000009	UNSPECIFIED FY 2001 FY2006 FISCAL YEAR 87 FISCAL YEAR 88 FISCAL YEAR 89					00000 00000 00000 00000 00000 00000
04 04 04 04 04 04 04 04 04 04 04 04 04 0	000000 001010 001012 001023 001021 001022 001022 001022 001023 001030 001031 001032	UNSPECIFIED KIND UNCLASS KIND QBE BASIC KIND ENRICHMNT LOCAL KIND. GRADES 1-3 UNCL GRDS 1-3 QBE GRDS 1-3 ENRICH PRIMARY GRADES GRDS 4-8 UNCLSS 6-8 MIDDLE SCH GRDS 4-8 ENRCH				O=OTHER O=OTHER S=STATE O=OTHER L=LOCAL O=OTHER S=STATE O=OTHER S=STATE O=OTHER S=STATE O=OTHER	00000 00000 00000 00000 00000 00000 0000