

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/22/2019	Section B: Purchase Order Processing
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[Topic 4: Facility and Building File Maintenance, Version 2.5]

Revision History

Date	Version	Description	Author
3/22/2019	2.5	19.01.00 – Add button bar to Facility Maintenance screenshot.	D. Ochala
09/18/2017	2.4	17.03.00 – Update Purchase Order Processing Menu with new function for	D. Ochala
		List All Purchase Orders.	
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
03/27/2013	2.2	13.01.00 – Update Procedure D: Printing the Facility and Building File with	D. Ochala
		instructions for creating an export file.	
03/31/2011	2.1	11.01.00 – Updates to screenshots, no programmatic changes.	D. Ochala
10/10/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

The *Facility* file contains the facility and building records for purchase order processing. Maintaining these records includes the following procedures:

- Adding, displaying, modifying, and deleting facility and building records.
- Printing the contents of the *Facility* file.
- The records added using these procedures are independent of those already created in the *Account Master Description* file.

Procedure A: Adding a Facility and Building Record

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

A	PCG Dist=8991 Rel=17.03.00	09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reportin	ng	MASTER1
	FKey	Master Menu		
	1 Budget / 2 Purchas 3 Claim Pr 4 Vendor (account Master Menu e Order Processing Menu ocessing Menu Sheck Processing Menu		
	5 Revenue 6 Accounts 7 Receipt 8 Cash Ma	: Account Master Menu : Receivable Processing Menu Processing Menu nagement & Investment Management Menu		
	9 Financia 10 Account 11 General 12 Year En	l Reporting & Month/Yr-End Close Menu Master Description File Menu Ledger Account Master Menu I Processing Menu		
	13 Special 14 Vendor I 15 Source I	Functions Menu Aaster Menu Aaster Menu		
	20 File Reo	rganization		
Mas F16	tter Userlist Montrok			13.04.00
	Action			
	Select 2 (F2	Purchase Order Processing).		

A	PCG Dist=899	Rel=17.03.00) 09/18/2017 P	CW 003 SV C	:\DEVSYS C:\S	ECOND	WHITE		
			Fi	nancial Ac	counting &	Reporting			PROOP
	FK	y.		Purchase	Order Proce	essing			
	1 2 3 5 6 7 7 8 8 9 9 10 11 11 13 14 15	Purch: Enter Close; Print F List A List Open Facilit Facilit Accou Vendo Purch: Claim Vendo	ase Order Inqu Purchase Order Cancel Purcha Purchase Order I Purchase Order I Purchase Order Sequence Sequence Number Sequence Name Sequence Sec Orders Ser Sec Orders Ma Processing Mir Maintenance	iry r se Orders fs ase Orders rs: uence nce quence intenance M enu	lenu				
	1							-	17 00 00
Mas F16	ster ^{User} list		D R						17.03.00
	Action								
	Select	13 (F1	3 Purchase	e Order I	Maintena	nce).			

PCG Dist=8991 Rel=17.03.00 09/1	8/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting	l	PR12P
FKey	Purchase Order Maintenance Menu		
Facility/Building	File: ding File Maintenance /Building File		
Purchase Order 8 Select Repri 9 Remove Prin	Detail File: nting of Purchase Orders nted Records		
Master Userlist Price PATR MONITOR			

Step	Action
4	Select 1 (F1 - Facility and Building File Maintenance).

	PCG Dist	=8991	Rel=19.01.00	03/22/2	2019 PC	3 002 SV	C:\DEVSYS	C:\SECOND		WHITE	_		>
				DISPL	AY/UPDI	ATE FAC	ILITY FI	LE				1 010 12	
					*** F	IND MOD	E ***						
				FACIL	117:	в	UILDING:	9					
				THOIL			01201110.	2					
ENT	ER-Find	l Rec	ord	F2-Fi	rst	,F5-	Next	F11-Add	ļ	F16-Exit			
ITER	F1	F2		F5			F9	F11	F12			19.01.0	00
V													

Step	Action
5	Select F11 (F11 - Add).

A	PCG Dis	t=8991	Rel=19	9.01.00	03/22/ DISPL	2019 F	CG 002	SV C:	DEVSY	5 C:\S	ECOND		W	HITE	_	D Purc12	×
						***	ADD	MODE	***								
					FACIL			BUI	LDING	: _	1						
				DES	CRIPT	ION:							_				
					ADDRE	\$\$1:							_				
					ADDRE	\$\$2:							_				
				CI	TY/ST	ATE:						_					
						ZIP:			_								
ENT	ER-Con	tinue					F1	-Find	Mode								
	F1	F2			F5				F9		F11	F12				19.01.	99
F16																	

Step	Action
6	Enter the facility code in the Facility field.
	Enter the building code in the Building field.
7	Enter the description, up to forty (40) characters, in the Description field.
8	Enter the street address in the ADDRESS1 (Address 1), and where applicable, ADDRESS2 (Address 2) fields.
9	Enter the city and state, separated by a comma (,) in the CITY/STATE field.
10	Enter the zip code in the ZIP (Zip Code) field.
11	Select (Enter) twice.

A	PCG Dist=8991	Rel=19.01.00 03/22/2019	PCG 002 SV C:\DEVSYS	S C:\SECOND	WHITE	-	
		DISPLAY/	UPDATE FACILITY F	vsys c.\second white -			
		*	** ADD MODE ***				
		FACILITY	: 103 BUILDING	: 3			
		DESCRIPTION	: SMITH FACILITY	0103 BLDG 3			
		ADDRESS1	: 103 SMITH STRE	ET			
		ADDRESS2	:				
		CITY/STATE	: SMITH, GA				
		ZIP	: 33333				
Rec	ord added.	Press ENTER to co	ntinue.				
ENTER	F1 F2	F5	F9	F11 F12			19.01.00
F16							
	Action					_	
	Verify '	'Record added.	Press ENTER	R to continue.	." displays and	d sel	ect 🔣
	continue						

PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE – 🗆 PURC1	2 ×
DISPLAY/UPDATE FACILITY FILE		
*** FIND MODE ***		
FACILITY: BUILDING: <u>0</u>		
ENTER-Find Record F2-First F5-Next F11-Add	F16-Exit	88
PIG V		
Action		
Select F16 - Exit).		

PCG Dist=8991 Rel=17.03.00	09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting		PR12P
FKey 	Purchase Order Maintenance Menu		
Facility/Bui	Iding File:		
1 Facility 5 Print Facility	∕/Building File Maintenance acilitv/Building File		
	,,		
Purchase 0	rder Detail File: Beprinting of Purchase Orders		
9 Remov	e Printed Records		
Manatan User, .			
Action			
Select F15 (F)	16 -Exit) to return to the <i>Financial</i>	Accounting & I	Reporting - Purc
Order Processin	g Menu or select Master (Master) t	o return to the	Business Applica
Master Menu.			11

Procedure B: Displaying/Updating a Facility and **Building Record**

	PCG Dist=8991 Rel=17.03.00	09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reportin	g	MASTER1
	FKey	Master Menu		
	1 Budget # 2 Purchas 3 Claim Pr 4 Vendor (Account Master Menu e Order Processing Menu ocessing Menu Check Processing Menu		
	5 Revenue 6 Accounts 7 Receipt 8 Cash Ma	: Account Master Menu : Receivable Processing Menu Processing Menu inagement & Investment Management Menu		
	9 Financia 10 Account 11 General 12 Year End	l Reporting & Month/Yr-End Close Menu Master Description File Menu Ledger Account Master Menu d Processing Menu		
	13 Special 14 Vendor M 15 Source M	Functions Menu Aaster Menu Aaster Menu		
	20 File Reo	rganization		
Maste F16	er Uset _{list} Uset _{list} Wor PAY			13.04.00
	Action			
	Select 2 (F2 ·	• Purchase Order Processing).		

	PCG Dist=8991	Rel=17.03.0	0 09/18/201	7 PCW 003	SV C:\DEV	SYS C:\SEC	DND	WHITE	
				Financi	al Accour	ting & R	eporting		PROOP
	FKe	y		Purc	hase Orde	er Proces	sing		
	1 2 3 5 6 7 7 8 9 10 11 11 13 14 15	Purcl Enter Close Print List # List Open Facili Facili Accou Vend Purcl Claim Vend	ase Order Purchase (¿Cancel Pu Purchase 0 III Purchase Cancelled Po Purchase (ty Sequenc Int Number for Name Se ase Orders ase Orders Processin or Maintena	nquiry Order rchase Ord rders Orders urchase Or Orders: e Sequence Sequence Sequence Maintena g Menu nce	lers rders e nce Menu				
Max	• User,	1 1		1 1		1 1		1 1	17.03.00
F16	ter List List Word	PAY VE							
	Action								
	Select	13 (F1	3 Purch	ase Or	der Mai	intenan	ce).		

PCG Dist=8991 Rel=17.03.00 09/18/	2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE										
	Financial Accounting & Reporting		PR12P									
FKey	Purchase Order Maintenance Menu											
Facility/Building F 1 Facility/Building F 5 Print Facility/	ile: ing File Maintenance Building File											
Purchase Order Detail File: 8 Select Reprinting of Purchase Orders 9 Remove Printed Records												
Master User _{list}												

Step	Action
3	Select 1 (F1 - Facility and Building File Maintenance).

	PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 002 SV CADEVSYS CASECOND WHITE — — X PURC12 PURC12 **** FIND MODE **** FACILITY:	
	ENTER-Find Record F2-First F5-Next F11-Add F16-Exit Image: F1 F2 F5 F9 F11 F12 19.01.00 F16 F2 F3 F3	
Step	Action	
4	Enter the facility code in the Facility field, the building code in the Building field, we applicable, and select (Enter). Select F2 (F2 - First) to display the first record in the file. Select F5 (F5 - No display additional records.	where lext) to

PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 00	2 SV C:\DEVSYS C:\SECOND	WHITE	- □ × PIIRC12											
DISPLAY/UPDATE	DISPLAY/UPDATE FACILITY FILE													
*** DISPL	AY MODE ***													
FACILITY: 10	3 BUILDING: 3													
DESCRIPTION: SMI	TH FACILITY 0103 BLDG 3													
ADDRESS1: 103	SMITH STREET													
ADDRESS2:														
CITY/STATE: SMI	TH, GA													
ZIP: 333	33													
F1-Find Mode F2-First F5-Nevt F0-M	odifu F11-Add F12-Delete													
ENTER F1 F2 F5	F9 F11 F12		19.01.00											
F16														

Step	Action
5	For updates to the facility and building record: Select F9 (F9 - Modify).
	For displays of the facility and building record: Review and screen-print the
	<i>Display/Update Facility File</i> screen where appropriate. Select F1 (F1 - Find Mode) and proceed to <i>Step 8</i> .

PCG Dist=8991 Rel=19.01.00 03/22/2019 P DISPLAY/UP	CG 002 SV C:\DEVSYS C:\SECOND DATE FACILITY FILE DDIFY MODE ***	WHITE —	□ × Purc12
FACILITY:	103 BUILDING: 3		
DESCRIPTION:	<u>Smith Facility 0103 Bldg 3</u>		
ADDRESS1:	<u>103 SMITH STREET</u>		
ADDRESS2:			
5119/STHTE: 710-	<u>31111, 6H</u>		
ENTER-Continue M™™ F1 F2 F5 rsc<	F1-Find Mode F9 F11 F12 F9 F11 F12	F16-Exit	19.01.00
ep Action			
6 Make the appropriate entr	ies in the fields, and select	(Enter) twi	<u>ce</u> .

A	PCG Dist	=8991	Rel=19	.01.00	03/22/	/2019 P	CG 002	SV C	\DEVSYS	C:\S	ECOND		W	HITE		_		×
DISPLAY/UPDATE FACILITY FILE																		
						*** M	ODIFY	MODE	***									
					FACIL	ITY:	103	BUI	LDING	: 8	3							
				DES	CRIPT	ION:	SMITH	I FAC	ILITY	01 03	BLDG	3						
					ADDRE	SS1:	103 \$	SMITH	STREE	т								
					ADDRE	SS2:	SUITE	C										
				CI	TY/SI	ATE:	SMITH	I, GA	1									
						ZIP:	33333	3										
Rec	ord upd	lated	SUCCE	ssfu	11y.	Press	ENTER	to to	conti	nue.								
	F1	F2			F5				F9		F11	F12			1		19.01.	00
F16															1			

Step	Action
7	Verify " <i>Record updated successfully</i> . <i>Press ENTER to continue</i> ." displays, and select (Enter) to continue.

	PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 002 SV C:\SECOND WHITE	_	D Purc12	×
	DISPLAY/UPDATE FACILITY FILE			
	*** FIND MODE ***			
	FACILITY: BUILDING: 9			
	ENTER-Find Record F2-First F5-Next F11-Add F16-Exit ENTER-Find F1 F2 F5 F9 F11 F12 Image: F10-Finite		19.01.0	90
tep	Action			
8	Select F16 - Exit).			

For additional facility and building entries, repeat this procedure at Step 4.

A	PCG Dist=8991 Rel=17.03.00 09/18/2	017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reporting	I	PR12P
	FKey 	Purchase Order Maintenance Menu		
	Facility/Building Fi	le:		
	Facility/Buildir 5 Print Facility/B	ng File Maintenance Wilding File		
	Purchase Order De	tail File:		
	8 Select Reprint 9 Remove Printe	ng of Purchase Orders d Records		
м	aster ^{User} list			
F1				
	Action			
	Select (F16 -E	xit) to return to the Financial	Accounting & R	eporting - Purcha
	Order Processing Me	nu or select Master (Master) t	o return to the R	usiness Applicatio
	Master Menu			noncos ippican

Procedure C: Deleting a Facility and Building Record

A PCG Dist=8991 Rel=17.03.00 09/	18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting		MASTER1
FKey	Master Menu		
2 Durchass (ount Master Menu		
3 Claim Proc	essing Menu		
4 Vendor Che	ck Processing Menu		
_			
5 Revenue A	ccount Master Menu		
7 Accounts H	eceivable Processing Menu Deessing Menu		
8 Cash Mana	gement & Investment Management Menu		
9 Financial F	eporting & Month/Yr-End Close Menu		
11 General Le	ister Description File Menu doer Account Master Menu		
12 Year End F	rocessing Menu		
	-		
13 Special Fu	nctions Menu		
14 Vendor Mai 15 Source Mai	ster Menu		
_20 File Reorga	nization		
Master User _{lint}			13.04.00
			J
Action			
Select 2 (F7 - I	Purchase Order Processing)		
	urchase Order Processing).		

Step

1

	PCG Dist=8991 Rel=17.03.00 09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting	PROOP
	FKey Purchase Order Processing	
	 1 Purchase Order Inquiry 2 Enter Purchase Order 3 Close/Cancel Purchase Orders 5 Print Purchase Orders 6 List All Purchase Orders 7 List Cancelled Purchase Orders List Open Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Sequence 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 	
Ma		17.03.00
F16		
_		
	Action	
	Select 13 (F13 Purchase Order Maintenance).	

PCG Dist=8991 Rel=17.03.00 09/18/	2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting		PR12P
FKey	Purchase Order Maintenance Menu		
Facility/Building F 1 Facility/Building F 5 Print Facility/	ile: ing File Maintenance Building File		
Purchase Order D 8 Select Reprin 9 Remove Print	etail File: ting of Purchase Orders ted Records		
Master User _{list}			

Step	Action
3	Select 1 (F1 - Facility and Building File Maintenance).

	PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE DISPLAY/UPDATE FACILITY FILE *** FIND MODE *** FACILITY: BUILDING: 9	– 🗆 X Purc12	
E) Entr	HTER-Find Record F2-First F5-Next F11-Add F16-Exit F1 F2 F5 F9 F11 F12 Image: Constraint of the second of th	19.01.00	
Step	Action]
4	Enter the facility code in the Facility field, the building code in the Facility applicable, and select (Enter) to find the record. Select F2 (F2 - First) to display the first record in the file. Select display additional records.	Building field t F5 (F5 -	l, where Next) to

PCG Dist=8991 Rel=19.01.00 03/22/2019	CG 002 SV C:\DEVSYS C:\SECOND WHITE	- □ × Purc12
DISPLAY/U	DATE FACILITY FILE	1 0110 12
***	ISPLAY MODE ***	
FACILITY:	103 BUILDING: 3	
DESCRIPTION:	SMITH FACILITY 0103 BLDG 3	
ADDRESS1:	103 SMITH STREET	
ADDRESS2:	SUITE C	
CITY/STATE:	SMITH, GA	
ZIP:	33333	
F1-Find Mode F2-First F5-Next	F9-Modify F11-Add F12-Delete	
F1 F2 F5	F9 F11 F12 F1	19.01.00

Step	Action
5	Select F12 (F12 - Delete).



A	PCG Dist=8991 Rel=19.01.0	0 03/22/2019 F	PCG 002 SV C:\DEV	SYS C:\SECOND	WHITE	_	□ × Purc12
		DISPLAY/UP	DATE FACILITY	FILE			
		*** D	ELETE MODE **	*			
		FACILITY:	103 BUILDI	NG : 3			
	DE	SCRIPTION:	SMITH FACILI	TY 0103 BLDG	3		
		ADDRESS1:	103 SMITH ST	REET			
		ADDRESS2:	SUITE C				
	C	ITY/STATE:	SMITH, GA				
		ZIP:	33333				
Dee		shad Duar		- 1. I			
	7 F1 F2	F5	F9	F11	F12		19.01.00
F16							

Step	Action
7	Verify " <i>Record successfully deleted</i> . <i>Press ENTER to continue</i> ." displays, and select ENTER (Enter) to continue.

	Image: PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 002 SV C:\SECOND WHITE	_	□ × Purc12	
	DISPLAY/UPDATE FACILITY FILE			
	*** FIND MODE ***			
	FACILITY: BUILDING: 9			
Q.	ENTER-Find Record F2-First F5-Next F11-Add F16-Exit ENTER-Find F1 F2 F5 F9 F11 F12 F10 FK< Image: Second S		19.01.00	
Step	Action			
8	Select F16 - Exit).			

For additional facility and building entries, repeat this procedure at Step 4.

A	PCG Dist=8991 Rel=17.03.00 09/18/2017 PCW 003 SV	C:\DEVSYS C:\SECOND	WHITE	
	Financial A	Accounting & Reporting		PR12P
	FKey Purchase Or 	rder Maintenance Menu		
	Facility/Building File:			
	1 Facility/Building File Maintenar 5 Print Facility/Building File	nce		
	· · · · · · · · · · · · · · · · ·			
	Purchase Order Detail File:	D-4		
	9 Remove Printed Records	Jruers		
Ma				
F16				
	Action			
	Select F16 -Exit) to return	n to the Financial	Accounting & Re	porting - Purcha
	Order Processing Menu or select	Master (Master) t	o return to the R	usiness Application
	Master Mana		o return to the Di	isiness rippiicuit

Procedure D: Printing the Facility and Building File

PCG Dis	t=8991 Rel=17.03.00 09/1	3/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	- 0 X
		Financial Accounting & Reporti	ng	MASTER1
	FKey	Master Menu		
	1 Budget Acco	unt Master Menu		
	2 Purchase Or	der Processing Menu		
	3 Claim Proce	ssing Menu		
	4 Vendor Chec	k Processing Menu		
	5 Bevenue Act	count Master Menu		
	6 Accounts Re	ceivable Processing Menu		
	7 Receipt Proc	essing Menu		
	8 Cash Manag	ement & Investment Management Menu		
	9 Financial Re	porting & Month/Yr-End Close Menu		
	10 Account Mas	ter Description File Menu		
	11 General Led	ger Account Master Menu		
	12 Year End Pr	ocessing Menu		
	13 Special Fund	tions Menu		
	14 Vendor Mast	er Menu		
	15 Source Mast	er Menu		
	20 File Reoroar	ization		
. Ilea				13 04 00
Master ^{oser} list				10.04.00
F16 - U				
Act	ion			
G 1	1 (770)			
Sele	ect 💶 (F2 - P	urchase Order Processing).		

Ste

	PCG Dist=8991 Rel=17.03.00 09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND)	WHITE	
	Financial Accounting & Repo	rting		PROOP
	FKey Purchase Order Processin	g		
	 1 Purchase Order Inquiry 2 Enter Purchase Order 3 Close/Cancel Purchase Orders 5 Print Purchase Orders 6 List All Purchase Orders 7 List Cancelled Purchase Orders List Open Purchase Orders: 8 Facility Sequence 9 Account Number Sequence 10 Vendor Name Sequence 11 Purchase Orders Sequence 13 Purchase Orders Maintenance Menu 14 Claim Processing Menu 15 Vendor Maintenance 			
Ma	Ister Userlist			17.03.00
F16]
	Action			
	Select 13 (F13 Purchase Order Maintenance)).		

PCG Dist=8991 Rel=17.0	3.00 09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE							
	Financial Accounting & Reporti	ing	PR12P						
FKey	Purchase Order Maintenance Mer	nu							
 Facility <u>1</u> Fa <u>5</u> Pri	/Building File: :ility/Building File Maintenance nt Facility/Building File								
Purcha 8 Se 9 Re	Purchase Order Detail File: 8 Select Reprinting of Purchase Orders 9 Remove Printed Records								
Master Userlist									

Step	Action
3	Select 5 (F5 – Facility/Building File: Print Facility/Building File.)

	Image: Non-State
	PO Facility File Data Export
	Create PU Facility File to Load in Excel? © [No] ○ Yes
	Enter the Export file Path and Name (e.g. C:\EXPORT\POFACCYMD.CSV
	or F10 to Browse for File C:\EXPORT\POFAC20190322.CSU
	NOTE: DIRECTORY Must Already Exist
	Enter=continue, F10=Browse, F16=Exit
	KNTEW KNTEW F10 KNTEW 17.01.00 FIG K K K K K 17.01.00 17.01.00
Stop	Action
Step	
<u>4</u>	Select the radio button ^(C) to left of the appropriate response in the Create PO Facility File to
4	Select the radio button (to left of the appropriate response in the Create PO Facility File to Load in Excel? field.
4	Select the radio button is to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'Ne'.
4	Select the radio button I to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
4 5	Select the radio button I to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate
4 5	Select the radio button I to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
4 5 6	 Select the radio button I to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the
4 5 6	 Select the radio button is to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually
4 5 6	 Select the radio button I to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually.
4 5 6 7	 Select the radio button is to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually. Select INTEX (Enter) to continue.
4 5 6 7	 Select the radio button is to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually. Select if (Enter) to continue. If creating an export file: If the filename from Step 6 is invalid, the "UNABLE TO OPEN POFAC CSV FILE 35 = File Nat Found" arror massage displays. In this instance, return to possible to possib
4 5 6 7	 Select the radio button • to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually. Select [Enter] to continue. If creating an export file: If the filename from Step 6 is invalid, the "UNABLE TO OPEN POFAC.CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.
4 5 6 7 8	 Select the radio button • to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually. Select Improvement file: If the filename from Step 6 is invalid, the "UNABLE TO OPEN POFAC.CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.
4 5 6 7 8	 Select the radio button • to left of the appropriate response in the Create PO Facility File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'. If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate. If creating an export file: Enter C:\EXPORT\POFACccyymmdd.csv in the Enter the Export File Path and Name field, or select F10 (F10 - Browse for file) to locate the file manually. Select Mathematical Select 'If the filename from Step 6 is invalid, the "UNABLE TO OPEN POFAC.CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 5 to enter the correct information.

	PCG Dist=8991 Rel=17.03.00	09/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reporting		PR12P
	FKey 	Purchase Order Maintenance Menu		
	Facility/Bu 1 Facilit 5 Print F	ilding File: y/Building File Maintenance acility/Building File		
	Purchase (8 Select 9 Remov)rder Detail File: Reprinting of Purchase Orders ve Printed Records		
Ma	ster Userlist PAN Monitor			
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F16	Action			
9	Action To print the rep	oort via the Uqueue Print Manager	: Select	(Uqueue).
9	Action To print the rep Select the Spool	port via the Uqueue Print Manager option to print the report.	: Select 🍱	(Uqueue).
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9	ActionTo print the repSelect the SpoolTo print the repWhere appropriaGuide, User InteReport Printing	port via the Uqueue Print Manager option to print the report. port via Microsoft® Word: Select ite, follow the instructions provided in <i>prface Procedures, Creating the Micro</i> to create the macro necessary to use t	Select (MS WC) In the <u>Technical</u> cosoft®-PCGeno the feature.	(Uqueue). DRD). <u>System Operatio</u> esis QWORD Ma

D1. Facility/Building Report – Example

REPORT DATE 03/06/13	FAC	ILITY/BUILDING REPORT			PAGE	1
FAC BLDG ADDR1	ADDR2	CITY-ST	ZIP	DESC		
0101 1 0101 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 010	1	
0101 2 0101 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 010	1	
0102 1 0102 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 010:	2	
0102 2 0102 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 010:	2	
0202 1 0202 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 020	2	
0302 1 0302 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 030	2	
0302 2 0302 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 030	2	
1050 1 1050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 105	0	
2050 1 2050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 205	0	
3050 1 3050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 305	D	
3050 5 3050 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 305	D	
6082 2 6082 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 608	2	
6211 0 6211 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 621	1	
8010 1 8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	D	
8010 2 8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	0	
8010 3 8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	0	
8010 4 8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	D	
8010 5 8010 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	0	
8012 0 8012 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	2	
8013 0 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8013 1 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8013 2 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
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8013 5 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8013 6 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8013 7 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8013 8 8013 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	3	
8014 0 8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	4	
8014 1 8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	4	
8014 2 8014 SMITH STREET		SMITH, GA	33333	SMITH SCHOOL 801	4	