

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

| 1/3/2017 | Section C: Payroll Check and Direct |
|----------|-------------------------------------|
| 4/3/2017 | Deposit Statement Processing |

[Topic 6: Post Final Payroll, Version 2.3]

Revision History

| Date | Version | Description | Author |
|------------|---------|---|-------------|
| 4/3/2017 | 2.3 | Update screenshots. | D. Ochala |
| 5/13/2016 | 2.2 | Updated Logo, Header and Footers. | S. Scrivens |
| 3/31/2016 | 2.1 | Updated document to PCGenesis Release 11.01.00 - Modified procedure and included new screenshot examples. | D. Ochala |
| 03/25/2008 | 2.0 | Release 08.01.00 – Added new screenshots, procedures unchanged. | C. W. Jones |

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| CLAINS, | |

Overview

*** Attention ***

Contact the Information Technology Customer Support immediately when encountering problems during either of these procedures. Under no circumstances should you cancel processing!

Updating Earnings History with Current Pay: Updating the Earnings history with the current payroll's information updates employees' earnings history with quarter-to-date, fiscal and contractual salary-to-date earnings. The procedure also creates and/or updates earnings history *Control (C)* records for all *Active* employees.

Updating the Budget Files with Current Pay (Generating the Corresponding Payroll Claims): Updating the budget files with the current payroll's information and generating the corresponding payroll claims automatically updates the Financial Accounting & Reporting (FAR) application's *ACCOUNT* file with the gross salary distribution of the current payroll. PCGenesis also automatically generates corresponding payroll claims within the FAR application as an aid in the processing of payroll checks.

<u>Payroll Account Fund Balances</u>: When processing payroll with a new payroll account number, PCGenesis automatically creates missing general ledger account information, and assigns the correct fund balance account, usually 0799 or 0740, based on the fund balance account of the first salary account. In this instance, the salary account must contain the same fund, program, and function of the benefit account information. Refer to <u>Financial Accounting and Reporting System Operations Guide</u>, Section A: Budget Account Master Processing for account inquiry instructions.

<u>Vendor Sequence Numbers:</u> When a vendor runs out of sequence numbers during the budget update procedure, PCGenesis will display an error message when attempting to post a claim for the vendor. The following message will be displayed, "*No Room for Payroll Expense Record for Vendor ##### - Posting Aborted - Please Print this Screen Before Exiting - Call the Help Desk Now to Restore your Data*". Contact the Technology Management Customer Support Center immediately for assistance. <u>Do not continue processing!</u>

<u>Payroll Control File:</u> If the payroll control file(s) contain an error(s), PCGenesis displays the *"Verification of Payroll System Control Files (Filename). One or more errors have been found. View the Error Report and make corrections. Select Enter to Continue."* In this instance, review the error report, make the appropriate corrections, and repeat this procedure.

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Procedure A: Updating the Earnings History with Current Pay

| Step | Action |
|------|---|
| 1 | Verify all users log out of PCGenesis. |
| 2 | From the Business Applications Master Menu, select 2 (F2 - Payroll System). |

The following screen displays:

| | PCG Dist=8991 | Rel=17.01.00 | 03/23/2017 PC | W 002 SV (| C:\DEVSYS (| |) | WHITE | | |
|-------------|---|-----------------------------------|--|------------------|-------------|--------|--------|--------|--|----------|
| | | | | Pa | yroll Sys | tem | | | | PAYMOOOO |
| | FKey | | | Ma | aster Men | u | | | | |
| | 1 2 3 | Payroll Payroll Payroll | Setup Menu Update Menu Check & Direo | xt Deposit N | Menu | | | | | |
| | 4 | Annual Monthly | Reports Menu /Quarterly/Fis | ı scal/Bienni | al Reports | Menu | | | | |
| | 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Eurotions Menu | | | | | | | | | |
| | 20 | File Re | organization | | | | | | | |
| Mast F16 | ter ^{User} list Þ (Ľ) V ord ið | PAY VEND MONITOR MONITOR | | | | | | | | 15.03.00 |
| | Action | | | | | | | | | |
| | Select 🧾 | E (F 3 - | Payroll C | Check a | nd Dire | ct Dep | osit M | lenu). | | |

| | PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE | |
|---|--|-----------------|
| | Payroll System | PAYM0003 |
| | FKey Check and Direct Deposit Menu | |
| | 1 Print Balance Sheets (After Updates) | |
| | (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave) | |
| | 3 Calculate Payroll & Print Exceptions | |
| | 4 Calculate Payroll & Update YTD (Final) | |
| | 24 Import Leave Data for Paystubs From Leave Management System | |
| | 5 Print Paychecks and Direct Deposits | |
| | 7 Print Final Payroll Register | |
| | 8 Print Deduction Registers & Create Direct Deposit Export File | |
| | 9 Manual Checks & Voids From Previous Pay Menu | |
| | 12 Print Final Payroll Distribution | |
| | 13 Update Earnings History With Current Pay | |
| | | |
| | | |
| | | |
| | | |
| 2 | faster ^{User} list | 13.02.00 |
| F | |] |
| _ | | |
| | Action | |
| | Select 13 (F13 - Update Earnings History with Current Pay). | |
| | PCGenesis automatically performs a Disk-to-Disk Backup by copy | ing payroll pro |
| | information from SECOND to SECONO | |
| | information from SECOND to SECONQ . | |

| | PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE | - 0 × |
|---|--|----------|
| F | *** HODNINC *** | HISTOPT |
| | *** ₩₩6.01.06 *** | |
| | This process will take the CURRENT History file, which is called | |
| | 'HISTORY on PAYDATA', and UPDATE it with the CURRENT payroll. | |
| | file REBUILD PROCEDURES!!!! | |
| | | |
| | | |
| | ** Press ENTER to Continue ** | |
| | ** Press F16 to Exit ** | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | 13.01.00 |
| | | |

| Step | Action |
|------|---|
| 5 | Review the information on the <i>Update Earnings History with Current Pay Warning</i> screen, and select Enter . |
| | "History Being Updated – Do Not Cancel Processing!" briefly displays. |

* * * Attention * * *

Do not cancel processing under any circumstances!

The following screen displays briefly:

| C:\Windows\system32\cmd.exe | x |
|-----------------------------|---|
| C:\SECOND\ACCT1411\EXPENSEC | ^ |
| C:\SECOND\ACCT1411\REVENUEC | |
| C:\SECOND\ACCT1411\SELECT | |
| C:\SECOND\ACCT1412\BANKC | |
| C:\SECOND\ACCT1412\EXPENSEC | |
| C:\SECOND\ACCI1412\GLC | |
| C:\SECOND\HCCII412\REVENUEC | |
| C:\SECOND\ACCIITIZ\SELECI | |
| C:\SECOND\ACCT1501\EXPENSEC | |
| C:\SECOND\ACCT1501\GLC | |
| C:\SECOND\ACCT1501\REVENUEC | |
| C:\SECOND\ACCT1501\SELECT | |
| CEXECONDACCTI502XBANKC | |
| | |
| | |
| C:\SECOND\ACCT1502\SELECT | |
| C:\SECOND\ACCT1503\BANKC | |
| C:\SECOND\ACCT1503\EXPENSEC | |
| C:\SECOND\ACCT1503\GLC | |
| C:\SECOND\ACCT1503\REUENUEC | = |
| C: V2EGOND/HGG11283/2EBEG1 | - |
| | |

The following screen displays:

| PCG Dist=8991 | Rel=17.01.00 03/ | 23/2017 PCW 002 | SV C:\DEVSYS C:\SE | COND | WHITE | |
|--|---|---|--|---|---------------------------|------------------------|
| | | | Payroll System | | | PAYM0003 |
| FKe | ĥ | Check a | nd Direct Depos | it Menu | | |
| 1 2 3 4 24 5 6 7 8 9 9 12 13 14 | - Print Balan (Enhanced S Calculate P Calculate P Calculate P Import Leav Print Paych Check/Direc Print Final I Print Deduc Manual Che Update Buc | ce Sheets (After I Sub Pay & Leave ayroll & Print Exc ayroll & Print Tria ayroll & Update ` ve Data for Payst ecks and Direct I t Deposit Void/A Payroll Registers & ecks & Voids Fror Payroll Distribution nings History Wi Iget Files With Co | Jpdates) System: Go to Pe ceptions al Register /TD (Final) ubs From Leave M Deposits dd Menu Create Direct Depu n Previous Pay Mo on th Current Pay | rs Menu & Pos anagement Sy osit Export File | st Leave) ystem e | |
| Master User _{list} | PAY VEND MONITOR MONITOR | | | | | 13.02.00 |
| Action | | | | | | |
| Select <u>Fie</u> (Master) | (F16 - to return to | Exit) to retu | Irn to the Pay | vroll Syste ns Master | em Master Ment r Menu. | <i>u</i> or select Mas |

Procedure B: Updating the Budget Files with Current Pay (Generating the Corresponding Payroll Claims)

* * * ATTENTION * * *

Correct all errors before beginning this procedure!

| PCG Dist=8991 Rel=1 | 7.01.00 03/23/2017 PCW 002 SV C\DEVSYS C\SECOND WHITE | |
|--|---|-----------------------|
| FKey | Master Menu | 1 1 1 1 1 1 1 1 1 1 1 |
| 1 2 3 | ² ayroll Setup Menu ² ayroll Update Menu ³ ayroll Check & Direct Deposit Menu | |
| <u>4</u> / 5 / | Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Reports Menu | |
| 8 [9 (10 [11 (12 (13 5 | Employee Reports/Labels Menu Jpdate/Display Description/Deduction/Annuity Menu Earnings History Menu Check Reconciliation Menu Jpdate/Display Payroll Monitor Special Functions Menu | |
| _20 | ile Reorganization | |
| Master Userlist | | 15.03.00 |
| | | |

| 1 | Select | 3 | (F3 - Payroll | Check and | Direct De | posit Menu). |
|---|--------|---|---------------|-----------|-----------|--------------|
|---|--------|---|---------------|-----------|-----------|--------------|

Step

| Payroll System PAYM0003 FKey Check and Direct Deposit Menu 1 1 Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave) 2 Calculate Payroll & Print Exceptions 3 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Update YTD (Final) 24 Import Leave Data for Paystubs From Leave Management System 5 Print Paychecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Register 8 Print Deduction Registers & Create Direct Deposit Export File | PCG Dist=8991 | Rel=17.01.00 03 | 3/23/2017 PCW | 002 SV C:\DEVSY | S C:\SECOND | WHI | ITE | |
|---|---|---|---|---|--|------------------------------|-----|----------|
| FKey Check and Direct Deposit Menu 1 Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave) 2 Calculate Payroll & Print Exceptions 3 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Update YTD (Final) 24 Import Leave Data for Paystubs From Leave Management System 5 Print Paychecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Register 8 Print Deduction Registers & Create Direct Deposit Export File | | | | Payroll S | System | | | PAYM0003 |
| 1 Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave) 2 Calculate Payroll & Print Exceptions 3 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Update YTD (Final) 24 Import Leave Data for Paystubs From Leave Management System 5 Print Paychecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Register 8 Print Deduction Registers & Create Direct Deposit Export File | FKey | l | Chec | k and Direct | Deposit Me | nu | | |
| 3 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay | 1 2 3 4 24 5 6 7 8 9 12 13 14 | Print Bala (Enhanced) Calculate Calculate Calculate Print Payo Print Payo Print Fina Print Dedo Print Tina Print Fina Print Fina Print Fina Print Fina Update Ea Update Bala | nce Sheets (Al Sub Pay & Le Payroll & Prini Payroll & Prini Payroll & Upd: ave Data for Payroll & Upd: thecks and Dir ect Deposit Vo I Payroll Register hecks & Voids I Payroll Distri arnings History udget Files Wi | ter Updates) save System: G t Exceptions t Trial Register ate YTD (Final) aystubs From L rect Deposits oid/Add Menu ster rs & Create Dire From Previous bution y With Current F th Current Pay | o to Pers Mer eave Manage ct Deposit Ex Pay Menu Pay | nu & Post Lea ment System | ve) | |
| | Master Userlist Fic III III Wor | PAY VEND MONITOR MONITOR | | | | | | 13.02.00 |
| Master User User Item 13.02.00 Pris DUE Words PATY MONITOR MONITOR 1000000000000000000000000000000000000 | Action | | | | | | | |
| Master User Itel ist I | Select 14 | I (F 14 - 1 | Update Bi | udget Files | with Cur | rent Pay) | | |

Step

3

| PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV CADEVSYS CASECOND WHITE | - • × |
|---|------------|
| Payroll Posting To Financial | PAY21 |
| *** WARNING *** | |
| This procedure will UPDATE the BUDGET files with the Current Payroll. This process CANNOT be rerun unless instructed to do so by this procedure!! A situation where the system would indicate to rerun this process, would be if there were any editing errors detected. | |
| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| | |
| ENTER = Continue ** F16 to Exit | 14.03.01 |
| | |
| Action | |
| Review the information on the <i>Update Budget Files with Current Pay</i> | Warning so |
| | 0 |
| select Enter. | |

* * * ATTENTION * * *

Do not cancel processing under any circumstances!

The following screen displays briefly:

| PCG Dist=8991 | Rel=17.01.00 | 03/23/2017 | PCW 002 SV | C:\DEVSYS | C:\SECOND | WHITE | | x |
|---------------|--------------|------------|--------------------------|-----------|-----------|---------------|--|---|
| PCG Dist=8991 | Rel=17.01.00 | 03/23/2017 | pcw 002 SV gress - DO | C:\DEVSYS | CASECOND | WHITE G ** | | × |
| | | | | | | | | |

The following screen displays:

| | PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE | |
|-------------|---|----------|
| | Payroll System | PAYM0003 |
| | FKey Check and Direct Deposit Menu | |
| | Print Balance Sheets (After Updates) (Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave) Calculate Payroll & Print Exceptions Calculate Payroll & Print Trial Register Calculate Payroll & Update YTD (Final) | |
| | 24 Import Leave Data for Paystubs From Leave Management System 5 Print Paychecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Register | |
| | 8 Print Deduction Registers & Create Direct Deposit Export File | |
| | 9 Manual Checks & Voids From Previous Pay Menu | |
| | 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay | |
| Mast F16 | / User _{List} | 13.02.00 |

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| Step | Action |
|------|---|
| 4 | Select FIG - Exit) to return to the Payroll System Master Menu or select (Master) to return to the Business Applications Master Menu. |

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