

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

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Section E: Vendor Check/Wire Transfer Processing

[Topic 2: Manual/Void Vendor Checks and Wire Transfers, V1.0]

Revision History

Date	Version	Description	Author
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Overview

PCGenesis processes vendor payments by checks and by wire transfer. Regardless of the PCGenesis processing method, the vendor payment process starts by creating a claim (an <u>unpaid expenditure</u>).

Vendor payment processing includes the following procedures:

Printing the Open Payables and the Selected Payables Reports: Generate the open and selected payable reports by fund, by vendor name or vendor number, or by claim date. PCGenesis users may also request claims for a specific fund.

The *Open Payables Report* and the *Selected Payables Report* allow the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open or selected payables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- The Open Payables Report provides a listing of all unpaid expenditures (open claims).
- The *Selected Payables Report* provides a listing of unpaid expenditures (open claims) which have been <u>selected</u> for payment. The *Selected Payables Report* is used to verify the list of selected payables which will be processed during the vendor check run. The *Selected Payables Report* is the last chance to verify the total dollar amount and number of items which will be printed on the vendor checks. For additional verification and comparison, it is also beneficial to sort the selected claims by fund to ensure that the fund claim totals are correct.

Entering Manual Vendor Checks and/or Wire Transfers: PCGenesis users should be aware of the following when entering manual vendor checks and wire transfers against <u>expenditures</u>:

- During entry of manual vendor checks, up to 13 items may be selected for a vendor check.
- During entry of a manual wire transfer, up to 40 items may be selected for a wire transfer.

Voiding the Vendor Checks and/or Wire Transfers: PCGenesis users should be aware of the following when voiding vendor checks and wire transfers against <u>expenditures</u>:

- If the *void* and *paid* dates are the same, PCGenesis returns the original expenditure to an *Open* status.
- If a *void* date other than the *paid* date is used, PCGenesis displays the *Void Vendor Check/Wire Transfer Differing Dates Warning Screen*, and identifies the effects of continuing as follows:
 - When voided with a different date, the original expenditure remains as is, with a *paid* status, cross-referencing the new claim(s) described below.
 - A reversing expenditure will be created with a negative (-) amount and a *Paid* status, with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence number.
 - PCGenesis creates a new expenditure with an *open* status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
 - o The expenditures created will cross-reference the other expenditures.

Georgia Department of Education March 18, 2021 • 2:01 PM • Page 1 of 55 All Rights Reserved. When voiding vendor checks and wire transfers against journal entries, the following occurs:

- PCGenesis displays the original journal entry, and if the journal entry contains more than ten accounts, the "Voucher has more than 10 Accts. The Journal Entry must be viewed in order to see remaining Accts." message displays. The total debits and credits will reflect the totals of <u>all</u> accounts for the journal entry and a new journal entry number will be required.
- The original expenditure (journal entry) will remain as is, that is, with a *paid* status. The original journal entry will indicate that the check is voided by the new journal entry described below.
- PCGenesis creates a reversing journal entry and includes the journal entry in the *JEMASTER* file. The **Reason** field of the reversing journal will indicate "*VOIDED CHECK*" along with the check number. The transaction date of the reversing journal entry will be the same as the void date indicated. Refer to *Section L: General Ledger Account Master Processing, Topic 2: Journal Voucher Processing* for instructions.

Printing the Preliminary and Final Check Registers: Printing the reports allows a single copy of the current run's vendor check and wire transfer activity to be printed.

Display/Add Active Checks to Master: Vendor check number sequences must be added to the *Vendor Check Master File* for each bank code <u>before</u> the check numbers can be used when printing checks. The *Display/Add Active Checks to Master* procedure allows the user to add check number ranges to the *Check Master File*.

Refer to <u>Financial Accounting and Reporting (FAR) System Operations Guide</u>, Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure J: Display/Add Active Checks to Master for additional information.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon **v** to aid in the entry of field information.

Screen Print: The screen print feature allows the user to obtain a screen print of selected financial

screens. The screen print feature is available on display/inquiry screens which have the button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Entering a Manual Vendor's Check or Wire Transfer

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

	PCG Dist=8991	Rel=14.02.00	07/07/2014 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
			Financial	Accounting & Reportin	ng	MASTER1
	FKe	ý.		Master Menu		
		_				
	1	Budget /	Account Master Menu			
	2	Purchas	e Urder Processing N	lenu		
	4	Vendor (Check Processing Me	nu		
			check i roccooling me	10		
	5	🛛 Revenue	e Account Master Mer	าน		
	6	Accounts	s Receivable Process	sing Menu		
	7	Receipt	Processing Menu			
	8	Cash Ma	anagement & Investm	ent Management Menu		
	9	Financia	l Reporting & Month/	Yr-End Close Menu		
	10	Account	Master Description F	ile Menu		
	11	🛛 General	Ledger Account Mast	ter Menu		
	12	🛛 Year En	d Processing Menu			
	12	L Constal				
	14	Special	runcuons menu Master Menu			
	15	Source I	Master Menu			
	_20	🛛 File Reo	rganization			
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mast	er Oue=7. Word=7.	PAY VEND				
F16	-lrel	MONITOR MONITOR				
	Action					
2	Select	(F4 ·	- Vendor Checl	k Processing Menu	ι).	

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		Financial Accounting & Reporting	CHOOP
	FKey	Vendor Check Processing	
	1	Print Open Payables Report	
	2	Select/Deselect Payables for Payment - Vendor/All	
	3	Select/Deselect Payables for Payment - Individual	
	4	Print Selected Payables Report	
	5	Check Menu	
	7	Enter Manual Check/Wire Transfer	
	8	Void Vendor Check/Wire Transfer	
	31	Print Preliminary Manual/Void Register	
	9	Print Manual/Void Register & Register of Payments	
	11	Check Deconciliation Manu	
	12	Wire Transfer Reconciliation Menu	
	14	Display/Add Active Checks to Master	
1	Master ^{User} list		
F		PAY VEND MONITOR	
)	Action		
	Select	7 (F7 - Enter Manual Check/Wire Transfer)	

🔲 PCG I	Dist=89	991	Rel=14.02.00	07/07/	/2014 PCW 001	5¥ C:\	DEVSYS	C:\SECOND		WHITE		X
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Wire X	fer:	M	Bank:		Check#		I	Vendor:				
	ENTE	R =	Continue.	F16 =	= Exit							
	1			F5	F7			F1	2			14.02.00
-16												
Α	ctio	n										
								_				
F	or N	/ lar	ual Ch	ecks:	Enter or	verif	y the	entry of	N (No	o) in th	e Wir	e Xfer (Wire '
fi	eld,	anc	i select.		(Enter)							
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ENTER	Er	iter	to	Proc	ess	F16	to Re	Enter	/Exit	t			510			_	I	11. 02. 00
	F1	+				F5		F7					F12					14.02.00

The following screen displays when 'Y' is entered in the Wire Xfer field:

A	PCG Dis	t=8991	Rel=18.0	04.00	02/22/	2019 F	PCG 001	SV C:	\DEVSY	S C:\S	ECOND		W	HITE	_		×
					E	nter	Manua	1 Che	ck /	Wire	Trans	fer				EXP13	300
Wire	Xfer	: Y	Bank: Date:		×		Wxfer Amoun	#: it:	2381	Ve	ndor:						
	Ent	er to	Proce	55	F16	to Re	Enter	/Exit									
	F1				F5		F7		F9	F10		F12				19.0	1.00
F16																	

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Step	Action
5	Enter or select the drop-down selection icon vithin the Bank field to choose the bank code.
6	Enter the check number in the Check # field. For Step 4-Y (Yes) entries, PCGenesis automatically assigns the wire transfer number.
7	Enter or select the drop-down selection icon vithin the Vendor field to choose the vendor number.
8	Enter the check/wire transfer date (MM/DD/CCYY) in the Date field. <i>The check date entered must be greater than or equal to the date of any of the selected claims.</i>
9	Enter the total dollar amount of the check or wire transfer in the Amount field.
10	Verify the information displayed is correct and select $(Enter)$. If the information is incorrect, select $(F16)$ and make the appropriate corrections, and select $(Enter)$.

F	CG Dis	t=8991	Rel=1	8.04.00	02/22/	2019	PCG 001	SV C	:\DEVSYS	C:\S	ECOND		W	/HITE		-	-		\times
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			Deel				Uncon		0004		- d				00/01/				
wire	Afer	· ·	Date	BK0 3/	∠ 02/20	19	Amoun	#: t: 68	2381 873.37	ve	nuor:	02	40	VENDOR	000240	9			
			Tota	1 Amo	unt S	elect	ed:		-	It	em Co	unt:							
**	To se	lect	or de	-sele	ct an	iter	n, cli	ck ir	n the c	heck	box	of th	ie co	rrespo	nding i	item	**		
Sel	Ven	d #-S	eq	Claim	Desc	ripti	Lon				Date		ÂM	ount	POt	#			
	006	240-9	443	STUFF						3/	01/20	19	6	91.25	00000	99			
	006	240-9	445	STUFF						3/	01/20	19		18.58-	00000	99			
	006	240-9	447	STUFF						3/	01/20	19	- 4	04.07	00000	99			
	006	240-9	449	STUFF						3/	01/20	19		31.40-	00000	99			
	006	240-9	451	STUFF						3/	01/20	19	5	01.24	00000	99			
	006	240-9	453	STUFF						3/	01/20	19	2	73.96	00000	99			
	006	240-9	455	STUFF						3/	01/20	19	- 7	74.41	00000	99			
	006	240-9	457	STUFF						3/	01/20	19	- 4	92.75	00000	00			
	006	240-9	459	STUFF						3/	01/20	19	5	15.83	00000	99			
	006	240-9	461	STUFF						3/	01/20	19	2	71.62-	00000	90			
	006	240-9	463	STUFF						3/	01/20	19	- 4	57.76	0000	99			
	006	240-9	465	STUFF						3/	01/20	19		90.93	00000	00			
	006	240-9	467	STUFF						3/	01/20	19	5	95.73	00000	00			
	006	240-9	469	STUFF						3/	01/20	19		39.50-	00000	90			
	006	240-9	471	STUFF						3/	01/20	19	3	00.26	00000	99			
	006	240-9	473	STUFF						3/	01/20	19		91.07	00000	99			
	006	240-9	475	STUFF						3/	01/20	19		10.24-	00000	90			
	006	240-9	477	STUFF						3/	01/20	19	2	39.35	00000	90			
	006	240-9	479	STUFF						3/	01/20	19	1	82.70	00000	90			
	006	240-9	481	STUFF						3/	01/20	19	1	31.99-	00000	99			
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	F1				F5		F7		F9	F10		F12					1	9.01.	00
F16																			

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Step	Action
11	Select the claims to be paid by the vendor check or wire transfer. To pay a claim, select the check box \Box to the left of the claim(s).
	Important Note : Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer.
	Open items that can be paid with a manual vendor check/wire transfer print on the <i>Open</i> <i>Payables Report</i> . The <i>Open Payables Report</i> provides the vendor number and sequence number information. Refer to <u>Financial Accounting and Reporting (FAR) System</u> <u>Operations Guide</u> , Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure B: Printing the Open Payables Report for the instructions to generate the report.
	When selected, the check box displays $\mathbf{\overline{Z}}$ to identify the claim's selection.
12	To select or deselect multiple items at one time, select $\mathbf{F9}$ ($\mathbf{F9}$ – Select page) or select $\mathbf{F10}$ ($\mathbf{F10}$ - Deselect page) where appropriate. The function $\mathbf{F9}$ ($\mathbf{F9}$ – Select page) selects up to 13 items for a vendor check (<i>Step 4</i> -No entries) and up to 20 items per page for a wire transfer (<i>Step 4</i> - Yes entries). The function $\mathbf{F10}$ ($\mathbf{F10}$ – Deselect page) deselects up to 13 items for a vendor check (<i>Step 4</i> -No entries) and up to 20 items per page for a wire transfer (<i>Step 4</i> - Yes entries). The function $\mathbf{F10}$ ($\mathbf{F10}$ – Deselect page) deselects up to 13 items for a vendor check (<i>Step 4</i> -No entries) and up to 20 items per page for a wire transfer (<i>Step 4</i> - Yes entries). Important Note : Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer. <i>When selected, the check box displays</i> \mathbf{V} <i>to identify the claim's selection.</i>
13	A vendor may have more outstanding claims to be paid than can be displayed on one screen. To examine additional claims, select $F1$ (F1 - First) or select $F5$ (F5 - Next) or select $F7$ (F7 - Previous) to examine additional claims where appropriate.

The following screen displays after claims have been selected:

A	PC	G Di	st=8	991	1 R	el=	18.0)4.0	0 (02/2	2/20	19	PC	G 00	2 S	vc	C:\DE\	/SYS	C:\	SECC	ND			W	HITE					-]	2	×
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		000 000 000 ****	524 524 524 524 * S	0- 0- 0- el	947 947 947 948 ect	'5 '7 :1 : u	S1 S1 S1 P t F5= F ¹	FUF FUF FUF to =Ne 16=	F F T 13	i le	F9=	5 f =Se	or le	a ct er	che pag	eck Je,	and F1	0=1	3 3 3 0 to)ese	/01 /01 /01 /01 40	/201 /201 /201 /201 ite t pa	19 19 19 19 9 9 9 9	for EN	23 18 13 a	10.2 39.3 32.7 31.9 wir }=Co	4– 5 9– e t	00 00 00 tran	100(100(100(100(100(100(90 90 90 97.	** Po	st:	* ing	9		B
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	If	f th	e i	inj	for	rm	at	tio	n	is	inc	co	rr	ect	, s	el	lect	F1	۶¢] (F1	6) :	to	re	ent	er	the	e c	or	re	ct	in	for	rm	ıat

The following screen displays when 'N' is entered in the Wire Xfer field:

A	PCG Dis	t=8991	Rel=1	8.04.00	02/22/	2019 P	PCG 002	SV C	:\DEVSYS	5 C:\S	ECOND		W	'HITE		_		\times
					E	nter	Manua	1 Che	eck /	Wire	Trans	fer					EXP13	99
Wire	Xfer	: N	Bank Date	BK 3	02 /02/20	19	Check Amoun	#: t: <u>4</u> 4	12 476.33	Ve	endor:	62	40	VENDOR	006240			
			Tota	1 Am	ount S	elect	ed:	4,	,476.3	3 It	em Co	unt:	1:	3				
			F Seq : 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	4443 1445 1445 1445 1445 1455 1455 1455	les li Amt:		ted a 691. 18. 494. 311. 501. 273. 774. 492. 515. 271. 457. 90. 595.	nd ar 25 58- 97 40- 24 96 41 75 883 62- 76 73 73	nount	For e	ach.							
	Ent	er t	o Proc	ess	F16	to Re	Enter	/Exit	t,									
	F1				F5		F7		F9	F10		F12					19.01	.00
F16																		

Note that a maximum of 13 items may be selected for a vendor check

The following screen displays when 'Y' is entered in the Wire Xfer field:

PCG Dist=8991 Rel=18.04.00 02/22	2019 PCG 002 SV C:\DEVSYS	C:\SECOND	WHITE	—	
	Enter Manual Check / Wi	re Transfer			EXP1300
Wire Xfer: Y Bank: BK02 Date: 3/02/2	Wxfer #: 2381 019 Amount: <u>6873.37</u>	Vendor: 624	0 VENDOR 006240		
Total Amount	Selected: 6,873.37	Item Count:	35		
Payables 1	iquidated and amount fo	r each.			
Seq: <u>9443</u> Amt:	<u>691.25</u> Seq	: <u>9483</u> Amt: _	250.90		
<u>9445</u>	18.58-	<u>9485</u>	108.46-		
9447	404.07	9487 _	387.74		
9449 0551	501.40-	<u>9489</u>	32 33-		
9453	273.96	9493	205.25		
9455	774.41	9495	159.09		
<u>9457</u>	492.75	9497	2.80-		
9459	515.83	<u>9499</u>	368.98		
9461	271.62-	9501	26.70		
9403	457.70	9503	23.18-		
9405 0467	505 73	9505	172 33		
9469	39.50-	9509	206.78		
9471	300.26	9511	57.43		
<u>9473</u>	91.07				
<u>9475</u>	10.24-				
9477	239.35				
9479	121 00-				
7401	101.77				
Enter to Process F16	to ReEnter/Exit				
F1 F5	F7 F9 F1	10 F12			19.01.00
F16					

Note that a maximum of 40 items may be selected for a wire transfer

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Step	Action
15	Verify that the screen's information is correct. Verify the check/wire transfer date (MM/DD/CCYY) in the Date field. If the date is incorrect, restart the procedure at <i>Step 4</i> .
16	Verify that the screen's information is correct. Verify that the amount of claims selected equals the total check amount entered in <i>Step 9</i> . If necessary, the total check/wire transfer amount can be adjusted at this time by entering the correct total in the Amount field.
17	Verify the expenditure's control/sequence number(s) in the Seq (Sequence) field(s) and the corresponding dollar amount(s) in the Amt (Amount) field(s).
	Important Note : Up to 13 items may be selected for a vendor check and up to 40 items may be selected for a wire transfer.
	Open items that can be paid with a manual vendor check/wire transfer print on the <i>Open Payables Report</i> . The <i>Open Payables Report</i> provides the vendor number and sequence number information. Refer to the <i>Financial Accounting and Reporting (FAR) System</i> <u>Operations Guide</u> , Section E: Vendor Check/Wire Transfer Processing, Topic 1: Processing Vendor Checks, Procedure B: Printing the Open Payables Report for the instructions to generate the report.
18	Verify the information displayed is correct and select ENTER (Enter to Process).
	If the information is incorrect, select $\mathbf{F16}$ (F16) to reenter the correct information.

The following screen displays when 'N' is entered in the Wire Xfer field:

PC	G Dist	t=8991	Rel=1	8.04.0	02/22/	/2019 PC	CG 002	SV C:\	DEVSYS	C:\S	ECOND		W	HITE		_		\times
					E	inter H	lanua]	Cheo	ck / W	ire	Trans	fer					EXP13	99
Wire X	fer	: N	Banl Date	k: BK e: 3	02 /01/20	0 19 A	Checki Amount	::	13 447	Ve 6.33	endor: B	62	40 L	JENDOR	006240	1		
			Tota	al Am	ount S	electe	ed:	4,1	476.33	I	tem Co	unt:	13	3				
			Seq :	Payab 9443 9445 9447 9449 9453 9453 9453 9453 9457 9459 9463 9465 9467	les li Amt:	quidat	ed ar 691.2 18.5 404.4 501.2 273.9 774.4 492.1 515.8 271.6 497.7 595.7	nd ami 15 18- 17 18- 19- 19- 19- 19- 19- 19- 19- 19- 19- 19	ount f	or (each.							
	F12	to I	Post		F16	to Ref	Inter	'Exit										
	F1				F5		F7		F9	F10		F12					19.01	. 99

Note that a maximum of 13 items may be selected for a vendor check

The following screen displays when 'Y' is entered in the Wire Xfer field:

A P	CG Dist	=899	1 Rel	=18.0	4.00	02/22/	2019	PCG 002	sv c	:\DEVSYS	C:\S	ECOND)	V	/HITE			—		\times
						E	nter	Manua	al Ch	eck / W	lire	Trans	sfer						EXP13	800
Wire	Xfer	: Y	Ba Da	nk: te:	BK 02 370	2 91/20	19	Wxfer Amour	*#: nt:	2381 687	Ve 3.37	ndor	62	40	VENDO	R 0062	240			
			То	tal	Amou	int S	elect	ed:	6	,873.37	It	em Co	ount:	3	5					
				Pau	Jable	s li	guida	ated a	and a	mount f	or e	ach.								
			Seq:	941	43 A	hmt:		691.	.25	Se	q: 9	483	Amt:		250	.90				
			1.1	944	45			18.	58-		' g	485			1 08	.46-				
				944	47			404.	07		g	487			387	.74				
				944	19			31.	40-		9	489			102	. 48				
				945	51			501.	24		ģ	491			32	.33-				
				945	53			273.	.96		ģ	493			205	.25				
				945	55			774.	41		9	495			159	. 89				
				945	57			492.	.75		9	497			2	.80-				
				945	59			515.	.83		9	499			368	.98				
				946	51			271.	62-		9	5 01			26	.70				
				946	53			457.	.76		9	5 03			23	.18-				
				946	55			90.	.93		9	5 05			5	.52-				
				946	57			595.	.73		9	5 07			172	.33				
				946	59			39.	50-		9	5 89			206	.78				
				947	71			300.	.26		9	9511			57	.43				
				947	73			91.	07											
				947	75			10.	24-											
				947	77			239.	.35											
				947	79			182.	.70											
				948	31			131.	99-											
	F12	to	Post																	
						F16	to Re	Enter	/Exi	t										
	F1					F5		F7		F9	F10		F12				1		19.01	.00
					-	_											1			
F16																				

Note that a maximum of 40 items may be selected for a wire transfer

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A	PC	G Dis	t=8	991	Rel=	18.04	1.00	02/2	2/20 Ent)19 F ter	PCG 0 Man	02 ua1	SV (C:\DE	VSY:	S C: Wire	∖SECO	OND	fer		WHI	TE			-	_	EXP	136	×
Wir	e X	Kfer	:	M	Bai	ık:					Che	ck#					Vend	or:											
	•	EN F1	TE	3 =	Cor	tin	ue,	F16	5 =	Exi	t F7			Ē	9	E10			F12	1			1	1			19.	01.	99
€																													
	A	cti	or	l																									
	C	مام	ct	F1	<u>ج</u>		F1	6	E.	vit)	to	rot	1110	n te		he	Fin	an	rial			111+	ina	L.	Ro	101	rtin		Ve
	P	ro	ces	ssi	ng	Me	nu nu			ιι <i>)</i>	10	101	ui.	11 11	วน		i i i i	un	.iui	лι	100	ıııl	ing	a.	nep	,01	un	5 -	ve
					-																								

🔲 PCG Di	st=8991	Rel=14.02.00 07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Accounting & Reporting		CHOOP
	FKey	Vendor Check Processing		
	1	Print Open Payables Report		
	2	Select/Deselect Payables for Payment - Vendor/All		
	3	Select/Deselect Payables for Payment - Individual		
	4	Print Selected Payables Report		
	5	Check Menu		
	7	Enter Manual Charlettina Transfer		
	8	Unier Manual CheckWire Transfer		
	31	Print Preliminary Manual/Void Register		
	9	Print Manual/Void Register & Register of Payments		
	11	Check Reconciliation Menu		
	12	Wire Transfer Reconciliation Menu		
	14	 Display/Add Active Checks to Master 		
Master ^{User} li	ist			
F16 CHE	3 Vortz	PAY VEND		
Ac	ction			
		<u></u>		
Se	lect <u>F1</u>	$\mathbf{F16} - \mathbf{Exit}$) to return to the <i>Financia</i>	l Accounting &	Reporting Mas
or	select	Master (Master) to return to the Business	nulications Ma	stor Monu
101	SCICCI	(master) to return to the Dusiness F	тррисанонь та	sier menu.

Procedure B: Voiding Vendor Checks or Wire Transfers

B1. Voiding Vendor Checks/Wire Transfers Entered Against Expenditures

Financial Accounting & Reporting MASTEI FKey Master Menu 1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 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	<u>- 8 ×</u>
FKey Master Menu 1 1 2 Purchase Order Processing Menu 3 3 Claim Processing Menu 4 5 6 6 7 8 9 9 10 Anoth/Yr-End Close Menu	R1
 1 Budget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 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 	
 2 Buuget Account Master Menu 2 Purchase Order Processing Menu 3 Claim Processing Menu 4 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 Mean 	
 3 Claim Processing Menu 4 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 Mean 	
 4 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 Mean 	
 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 	
 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 Mean 	
 7 Receipt Processing Menu 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Mean 	
 8 Cash Management & Investment Management Menu 9 Financial Reporting & Month/Yr-End Close Menu 10 Account Master Description File Mean 	
9 Financial Reporting & Month/Yr-End Close Menu	
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	
<u>20</u> File Reorganization	
ter Userlist 13.04.	.00
Action	
Select 4 (E4 Vender Cheels Dreesesing Menu)	

	PCG Dist=8991 Rel=14.02.00	07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Accounting & Reporting		CHOOP
	FKey 	Vendor Check Processing		
	1Print Ope2Select/De3Select/De4Print Select/De	n Payables Report select Payables for Payment - Vendor/All select Payables for Payment - Individual cted Payables Report		
	5 Check Me	nu		
	7 Enter Ma 8 Void Vend 31 Print Prel 9 Print Man	nual Check/Wire Transfer lor Check/Wire Transfer iminary Manual/Void Register ual/Void Register & Register of Payments		
	12 Check He 12 Wire Tra	conciliation Menu sfer Reconciliation Menu		
	_14 Display/A	dd Active Checks to Master		
M3 F16	ster Userlist PAY KEND			
	Action			
2	Select 8 (F8 -	Void Vendor Check/Wire Transfe	er).	

PCG Dist=8991	Rel=14.02	2.00 07/07	/2014 PC	W 001 9	5V C:\DEV9	9 75 C ;	SECOND	W	/HITE		_ 8 ×
		V	oid Ven	idor Ch	eck / W	ire Tı	ansfer				EXP1700
Wire xfer: Vendor: Amount:	<u>н</u> В	ank :		Check	#:		Issue dato Void dato	e: e:			
ENTER =	Contin	ue, F16 F5	= Exit				F12 F28		F15	_	14.02.00
Action											
For Che	ecks:]	Enter o E nter).	r verif	y the	entry o	of N	(No) in t	he V	Vire Xf	er (Wir	e Transfer)
	re Tra Enter)	nnsfers	Ent:	ter Y	(Yes)	in tl	ne Wire	Xfe	er (Wire	e Trans	fer) field a

	PG Dist=8991 Rel=18.04.00 02/22/2019 PCG 002 SV C\DEVSYS C\SECOND WHITE — Uoid Uendor Check / Wire Transfer Wire xfer: Y Bank: Wxfer #: Issue date: Uendor: Joid date:	□ × EXP1700
EN F1	ENTER = Continue, F16 = Exit Image: F1 F5 F1 F12 F15 Image: F1 F5 F1 F12 F15 Image: F1 F5 F1 F12 F15 Image: F1 F15 F12 F15 Image: F1 F15 F12 F15 Image: F1 F15 F15 F12 F15 Image: F1 F15 F15 F15 F15 Image: F1 F15 F15 F	19.01.00
Step	Action	
4	Enter or select the drop-down selection icon within the Bank field t code.	o choose the bank
5	Enter or select the drop-down selection icon within the Check # (Check to choose the appropriate check or wire transfer number to void. If Step 3's entry is Y (Yes), the field's name will be Wxfer # (Wire Transfer	neck Number) field sfer Number).
6	Select (Enter). For on-line help instructions, select (F28 - Help) for additional	information.

	PCG Dist=8991 Rel=18.04.00 02/22/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE - X Hold Hender Check / Mire Transfer	
	Wire xfer: Y Bank: BK02 Wxfer #: 2382 Vendor: <u>6240</u> VENDOR 006240 Issue date: 3/04/2019 Amount: <u>6,873.37</u> Void date:	
	NOTE: WHEN A VENDOR CHECK OR WIRE TRANSFER IS VOIDED, THE CLAIM STATUS Associated with the cancelled check or wire transfer is changed FROM 'Closed' to 'Open'.	
ENTER F16	Enter=Process F17=PrtScrn F28=Help F16=ReEnter/Exit Image: F1 F5 F1 F12 F15 Image: F28 F15 F15 F10 F10	
Step	Action	
7	Enter or verify the vendor's number in the Vendor field.	
8	Enter or verify the dollar amount the Amount field.	
9	Enter the void date (MM/DD/CCYY) in the Void date field. <i>The void date entered may not be a date earlier than the issue date of the vendor checkwire transfer.</i>	k or
10	Select (Enter) to process.	
	If the information is incorrect select FIS (F16) to reenter the correct information	
	$\mathbf{F}_{\mathbf{F}} = \mathbf{F}_{\mathbf{F}} = $	
	For on-line help instructions, select $(\mathbf{F28} - \text{Help})$ for additional information.	
	Select (F3 – Print this data) to obtain a screen print of the <i>Void Vendor Check / Transfer</i> screen. The screen print file will be available in the print queue with the nam ' <i>PSCNnnnn</i> '.	<i>Wire</i> ne

	Image: Note of the second s	
	Wire xfer: Y Bank: BK02 Wxfer #: 2382 Vendor: 6240 VENDOR 006240 Issue date: 3/04/2019 Amount: 6,873.37 Void date: 3/05/2019	
	Payables liquidated and amount for each. Seq: 9373 Amt: 595.73 Seq: 9413 Amt: 2.80- 9375 90.93 9415 159.09 9377 457.76 9417 205.25 9379 271.62- 9419 32.33- 9381 515.83 9421 102.48 9383 492.75 9423 387.74 9385 774.41 9425 108.46- 9387 273.96 9427 250.90 9389 501.24 9429 131.99- 9391 31.40- 9431 182.70 9393 404.07 9433 239.35 9395 18.58- 9435 10.24- 9397 691.25 9437 91.07 9399 57.43 9439 300.26 9401 206.78 9441 39.50- 9403 172.33 9449 39.50- 9405 5.52- 9407 23.18- 9409 26.70 9411 368.98	
	F1 F5 F10=ReEnter/Exit F12 F15 F13 F10	
Step	Action	
11	Select F12 (F12 - Post). <u>Important Note</u> : Up to 13 items may be displayed for a vendor check and up to 40 item may be displayed for a wire transfer.	ms
	If the information is incorrect, select FIG (F16) to reenter the correct information. "Waiting for Locked Record" briefly displays.	
12	If the <i>void</i> and <i>paid</i> dates are the same, proceed to <i>Step 15</i> . If the <i>void</i> date is other than the <i>paid</i> date, proceed to <i>Step 13</i> .	

If the *void* date is other than the *paid* date, the following screen displays:

1	PCG Dist=8991 Rel=18.04.00 02/22/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE — — — — — — — EXP1789
	Void Vendor Check / Wire Transfer
	* * FOR YOUR INFORMATION * *
	You are attempting to void a check or wire transfer issued on 3/04/2019 with a void date of 3/05/2019. If you proceed with these dates being different, the following will occur:
	 The original claim(s) will remain paid, cross-referencing the new claim(s) described in items 2 and 3.
	2. A negative claim(s) will be generated showing negative amounts, with the claim date and payment date the same as the void date you entered. This claim(s) will reference the original claim seq#.
	3. Another claim will be generated which looks like the original claim except the claim date will now be the same as the void date you entered. This claim will also reference the original claim seq#.
	4. If you are going to reissue this check or a new check it will have to be entered manually against the newly generated claim(s).
	5. If you are not going to reissue this check, or a new check, you must cancel the newly generated claim.
F	T Return to previous screen, F5 Post using dates entered
	Image: Window Strategy
F16	
	Action
	at F5 me a training
	Select $[\mathbf{F5} - \text{Post using dates entered}]$.
	If a <i>void</i> date other than the <i>paid</i> date is used. PCGenesis displays the <i>Void Vendor</i>
	If a vota date other than the part date is used, i e concerts displays the vota verticer
	<i>Check/Wire Transfer – Differing Dates Warning Screen</i> , and identifies the effects of
	<i>Check/Wire Transfer – Differing Dates Warning Screen</i> , and identifies the effects of continuing as follows:
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>nai</i>.
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below.
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pain</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesities and the same as the void date indicated.
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesit will identify the original check number and will reference the original sequence number.
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence num PCGenesis creates a new expenditure with an <i>open</i> status, which looks like the original
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence num PCGenesis creates a new expenditure with an <i>open</i> status, which looks like the original claim except the claim date will now be the same as the void date indicated. This
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence nume PCGenesis creates a new expenditure with an <i>open</i> status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
	 <i>Check/Wire Transfer – Differing Dates Warning Screen</i>, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a <i>pai</i> status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a <i>Paid</i> status with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence nume PCGenesis creates a new expenditure with an <i>open</i> status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number. The expenditures created will cross-reference the other expenditures.
	 Check/Wire Transfer – Differing Dates Warning Screen, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a pai status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a Paid status with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence num PCGenesis creates a new expenditure with an open status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number. The expenditures created will cross-reference the other expenditures. If the information is incorrect, select [F1] (F1) to reenter the correct information.
	 Check/Wire Transfer – Differing Dates Warning Screen, and identifies the effects of continuing as follows: When voided with a different date, the original expenditure remains as is, with a part status, cross-referencing the new claim(s) described below. A reversing expenditure will be created with a negative (-) amount and a Paid status with the claim date and payment date the same as the void date indicated. PCGeness will identify the original check number and will reference the original sequence num PCGenesis creates a new expenditure with an open status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number. The expenditures created will cross-reference the other expenditures. If the information is incorrect, select [F1] (F1) to reenter the correct information. "Waiting for Locked Record" briefly displays.

A	PCG Dist=8991	Rel=18.04.00	02/22/2019 PC	G 002 SV C:\DEVSYS	C:\SECOND	WHITE	-	□ × EXP1788
				* Evnonco Detail	. ***			CH IT OU
	0) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	ld Seq# 9373 9377 9377 9381 9383 9385 9387 9389 9391 9393 9395 9397 9399 9401 9403 9405 9407 9409 9411	** Newly Opened Claim Seq# 9367 9365 9363 9363 9363 9359 9357 9355 9355 9353 9351 9349 9347 9345 9343 9345 9343 9341 9349 9343 9343 9343 9343	<pre># Expense Detail Amount 595.73 90.93 457.76 271.62- 515.83 492.75 774.41 273.96 501.24 31.40- 404.07 18.58- 691.25 57.43 206.78 172.33 5.52- 23.18- 26.70 368.98</pre>	21 22 23 24 25 26 27 28 29 30 31 32 33 34 35	01d Seq# 9413 9415 9417 9421 9423 9425 9425 9425 9429 9431 9433 9435 9435 9437 9439 9441	Newly Opened Claim Seq# 9331 9329 9327 9325 9323 9321 9319 9317 9315 9313 9311 9309 9307 9305 9303	Amount 2.80- 159.09 205.25 32.33- 102.48 387.74 108.46- 250.90 131.99- 182.70 239.35 10.24- 91.07 300.26 39.50-
1TER 16	F1		Enter to	o continue	F	12 28	F15	19.01.00
	Action							
	Select	NTER (EI	nter) to co	ntinue.				
	NOTE: new ext	Make s enditure	ure to not sequence	e the old exponent	enditure	sequence	number(s) a	nd the corr

If the *void* date is other than the *paid* date, the following screen displays:

۵	PCG Dist=8991 Rel=18.04.00 02/22/201	9 PCG 002 SV C:\DEVSYS C:\SECOND 1 Vendor Check / Wire Transfer	WHITE - D EXP17	× 89
	Wire xfer: Y Bank: Vendor: Amount:	Wxfer #: Issue date: Void date:		
ENT	ENTER = Continue, F16 =	xit F12 Image: Second se	F15 19.01	- 99
Step	Action			
15	Select FIG (F16 - Ex Check Processing Ment To void additional vend	it) twice to return to the <i>Finan</i> u. or check/wire transfer entries	cial Accounting & Rep , repeat Steps 4 - 15.	orting – Vendor

S

Financial Accounting & Reporting CH00P FKey Vendor Check Processing - Print Open Payables Report
FKey Vendor Check Processing 1 Print Open Payables Report
Print Open Payables Report
2 - Select/Deselect Payables for Payment - Vendor/All
3 Select/Deselect Payables for Payment - Individual
4 Print Selected Payables Report
5 Check Menu
7 Enter Manual Check/Wire Transfer
8 Void Vendor Check/Wire Transfer
31 Print Preliminary Manual/Void Register
<u>9</u> Print Manual/Void Register & Register of Payments
11 Check Reconciliation Menu
12 Wire Transfer Reconciliation Menu
14 Display/Add Active Checks to Master
aster Userlist
aster Userlist
aster Userlist Bonitor Monitor
aster Userlist More and
Action
Action Select FIG (F16 – Exit) to return to the Financial Accounting & Reporting Mas

B1.1. Examples of Vendor Claims After Void of Vendor Check/Wire Transfer

If a *void* date other than the *paid* date is used, PCGenesis displays the *Void Vendor Check/Wire Transfer* – *Differing Dates Warning Screen*, and identifies the effects of continuing.

In this example, the original paid date is 06/30/2018. The vendor check number (# 5) is voided using a <u>different</u> date of 07/31/2018.

A	PC	G Dist	=8991	Rel=18	8.01.00	0 05/	25/2018	DOD 00	1 SV C	:\DEVSYS	C:\\$	SECOND	WHITE		
00	6 05!	5 I	ENDOR	0000	155				E	xpense	/Ing	uiry-Vend	or		EXP 02 00
1	WE ST	T FIF	RST ST	REET					(Remit	To:)	Р.О	. BÓX 124	4		PAID
AT	LAN	TA, (ia 🛛				30000				ATL	ANTA, GA		30000	
Pu	rcha	ase (Irder	No: 🛙	00016	59		Seg	: 9996			Claim Dt	: 5/18/2018	Claim Amt:	171.00
De	sc:	THIS	SISA	DESC	RIPT	ION	OF INV	Xrei	Seq:	9989	9988	Disc Dt:		Disc Amt:	
	~	MONT	THLY C		AGAI	INST	PO	A/P	Blnc:	421		Bank: BK	.01	Payment: 6/3	30/2018
K	et:	ABC-	-34176	30-HH	IHU1-	-138	4756	F +	01.3-4	F		Check#:	5	Amount:	1/1.00
				to.	Yr ₄o	100	F Prgm	FNCT	UDJCT	+CTU	на ч	at 1		HMOUNT	1099
		, I	inarye	τυ:	10	100	1011	1000	43200	1 195	-			1.00	
					19	100	1011	1000	44222	195	4			2.00	
					18	100	1011	1000	61000	195	i	1		4.66	
					18	100	1011	1000	61041	195	i	•		5.00	
					18	100	1011	1000	61100	195	1			6.00	
					18	100	1011	1000	61500	195	1			7.00	
					18	100	1011	1000	61608	195	1			8.00	
					18	100	1021	1000	43200	195	1			9.00	
					18	100	1021	1000	44222	100	1			10.00	
					18	100	1021	1000	44222	195	1			11.00	
					18	100	1021	1000	44300	100	1			12.00	
					18	100	1021	1000	58000	1 195	1			13.00	
					18	100	1021	1000	01000	1 100 1 100	1	1		14.00	
					18	100	1021	1000	61000	195	1	1		15.00	
					19	100	1021	1000	61051	195	1	•		17 00	
					18	100	1021	1000	61041	105	1			18.00	
					00	100	1021	1000	01041	175	•			10.00	
					00										
F	1=F:	irst	, F2=N	ext,	F3=F	rev	, F4=La	st, F	17=Prt	Scrn				F16=Reen	ter/Exit
ENT	V	First	Ne×t	Prev	Las	t						F12		F15 Q	18.02.00
F16		9	一一一									Help			

Original Expenditure

- In the example above, when a vendor check/wire transfer is voided with a different date, the original expenditure (9996) remains as is, with a *Paid* status, cross-referencing the new claim(s) described below.
- In the example above, the original expenditure (9996) cross-references to expenditures 9989 and 9988 shown below.
- In the example above, the original expenditure (9996) was created on 05/18/2018 and was paid with check number 5 on 06/30/2018.

A	PCG	Dist=8991	Rel=18	3.01.00	05/25/	/2018	DOD 00	1 SV C	\DEVSYS	C:\SECON	D	WHITE		
006	055	VENDO	R 0000	355				E	xpense.	/Inquiry	-Vendor			EXP 02 00
1 W	EST	FIRST S	TREET					(Remit	To:)	P.O. BO	1244		00000	PAID
Pur	Chas	I, GH Se Arder	No •	30016	0	30000	Sea	. 0080		HILHNIH Clar	, 6H m Dt• 3	7/31/2018	Claim Amt	171 88-
Des	c:	VOID #	000005	ISS	UED 0!	5-18-	18Xref	F Sea:		Dis	: Dt:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Disc Amt:	
	R	REF. ORI	GINAL	SEQ#	: 9990	6	A/P	Blnc:	421	Banl	K: BK01		Payment: 7/	31/2018
Re	f:A	BC-3417	636-HH	HOI-	13847!	56				Che	ck#:	5	Amount:	171.00-
				Yr I	Fnd F	Prgm	Fnct	Objct	Fcty I	B Addt'l			Amount	1099
i		Charg	e to:	19	100	1011	1000	43200	195	1			1.00	-
				10	100	1011	1000	44222	195	1			2.00	
				19	100	1011	1000	61000	195	1 1			4.00	-
				19	100	1011	1000	61041	195	1			5.00	-
				19	100	1011	1000	61100	195 1	1			6.00	-
				19	100	1011	1000	61500	195	1			7.00	-
				19	100	1011	1000	61600	195	1			8.00	-
				19	100	1021	1000	43200	195	1			4.00 40.00	
				10	100	1021	1000	44222	105	1			11 00	_
				19	100	1021	1000	44300	100	1			12.00	-
				19	100	1021	1000	58000	195	1			13.00	-
				19	100	1021	1000	61000	100	1 1			14.00	-
				19	100	1021	1000	61000	195	1 1			15.00	-
				19	100	1021	1000	61003	195	1 1			16.00	-
				19	100	1021	1000	01041	100	1			17.00	-
				66	199	1021	1000	01041	142				10.00	-
				00										
													544 B	
F1 ENTER	= 1 1 r	ST, F2=	Next,	F 3=PI	rev, I	⊦4=La	ST, F	17=Prt	scrn			1 1	F16=Reen	ter/Exit
	67 F	irst Next	Prev	Last							F12		F15	10.02.00
F16	<u>،</u> ح										Help			

Reversing Expenditure – Negative amount and Paid Status

- In this example, a reversing expenditure (9989) is created with a negative (-) amount and a **Paid** status, with the claim date and payment date the same as the void date indicated. PCGenesis will identify the original check number and will reference the original sequence number.
- In the example above, the reversing expenditure (9989) is created with the date of the voided check, 07/31/2018 and shows as paid on 07/31/2018.
- In the example above, the reversing expenditure (9989) references check number 5 with a negative amount of -171.00.
- In the example above, the reversing expenditure (9989) references the original expenditure (9996).

A	PC	G Dist=	8991	Rel=18	3.01.00	05/	25/2018	DOD 00	1 SV C	:\DEVSYS	C:\SECONE)	WHITE		<u> </u>
006	055	VE	NDOF	0000	355				E	xpense	/Inquiry-	Vendor			EXP 02 00
1 W ATI	ES I Ant	FIRS A. GA	1 51	KEET			30000		(Remit	10:)	P.U. BUX	1244 GA	3	6666	UPEN
Pur	cha	ise Or	der	No: (00016	9	00000	Seq	9988		Clai	m Dt: 7/	31/2018 C	laim Amt:	171.00
Des	c:	THIS	IS F	DESC	RIPT	ION	OF INV	Xre	F Seq:	9996	Disc	Dt:	D	isc Amt:	
		MONTH	LYC	LAIM	AGAI	NST	PO	A/P	Blnc:	421	Bank	: BK01	Р	ayment:	
Re	f:	ABC-3	4176	636-HH	HOI-	138	4756				Chec	k#:	A	mount:	
					Yr	Fnd	F Prgm	Fnct	Objet	Fcty	B Addt'l			Amount	1099
		UN	arge	; to:	19	100	1011	1000	43200	195	1			1.00	
					10	100	1011	1000	44222	195	1			2.00	
					19	100	1011	1000	61000	195	1 1			4.00	
					19	100	1011	1000	61041	195	1			5.00	
					19	100	1011	1000	61100	195	1			6.00	
					19	100	1011	1000	61500	195	1			7.00	
					19	100	1011	1000	61600	195	1			8.00	
					19	100	1021	1000	43200	195	1			9.00	
					19	100	1021	1000	44222	100	1			10.00	
					19	100	1021	1000	44222	195	1			12 88	
					10	100	1021	1000	58000	195	1			13.00	
					19	100	1021	1000	61000	100	i 1			14.00	
					19	100	1021	1000	61000	195	1 1			15.00	
					19	100	1021	1000	61003	195	1 1			16.00	
					19	100	1021	1000	61041	100	1			17.00	
					19	100	1021	1000	61041	195	1			18.00	
					មម										
					00										
F1	=Fi	rst,	F2=1	lext,	F3=P	rev,	, F4=La	st, F	17=Prt	Scrn				F16=Reent	ter/Exit
ENTER	1	First	Ne×t	Prev	Last	:						F12	F19	2	18.02.00
F16		6	偂									Help			
F16												TICIP			

New Expenditure – Open Status

- In this example, PCGenesis creates a new expenditure with an *Open* status, which looks like the original claim except the claim date will now be the same as the void date indicated. This expenditure will also reference the original claim sequence number.
- In the example above, the new expenditure (9988) is created with the date of the voided check, 07/31/2018.
- In the example above, the new expenditure (9988) cross-references the original expenditure (9996).
- **<u>NOTE</u>**: To reissue this check, the new check must be entered <u>manually</u> against the newly generated claim.
- **<u>NOTE</u>**: If this check is not going to be issued, the new expenditure must be <u>cancelled</u>.



Voided Check in the Vendor Check Master File

- The voided check will appear on the *Vendor Check Master File*.
- The Original payable (9996) is referenced on the Vendor Check Master File.

EPORT	DATE :	05/25/2018	MANUAL/VOID CHECH	REGISTER		PAGE	1
BANK C	CHECK#	PAYEE	DATE	FUND AMT.	FUND	ORIGIN	-
3K01 (000002	VENDOR 000055	5/23/18	171.00 171.00 **	100-0	A/P	
3K01 (000002	VENDOR 000055	5/23/18	171.00- 171.00-**	100-0	A/P	** VOIDED **
3K01 0	00005	VENDOR 000055	7/31/18	171.00- 171.00-**	100-0	A/P	** VOIDED **
3K01 (002208	VENDOR 000633	6/30/18	1,000.00 1,000.00 **	100-0	WIRE TRANSFER	
3K06 (000014	VENDOR 000014	12/31/17	100.00 100.00 **	100-0	JE #00007343	
3K06 (000015	VENDOR 000014	12/31/17	22.00 22.00 **	100-0	JE #00007344	
3K06 (000016	VENDOR 000014	5/24/18	117.00 117.00 **	100-0	JE #00007345	
3K06 (000016	VENDOR 000014	5/24/18	117.00- 117.00-**	100-0	JE #00007346	** VOIDED **
		TOTAL - ALL FUNDS		951.00			

The Manual/Void Check Register Showing the Voided Check Number

- The voided check will appear on the Manual/Void Check Register.
- Reversing expenditure entries will be posted to the *General Ledger Master File* (G/L), *Budget Account Master* file (A/P), or *Revenue Account Master* file (A/R), and the *Audit file*.

B2. Voiding Vendor Checks/Wire Transfers Entered In Journal Entries

🔲 PCG Dist=8991 Rel=14.02.00 07/	07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Financial Accounting & Reporti	ng	MASTER1
FKey	Master Menu		
1 Budget Acco	ount Master Menu		
	der Processing Menu		
3 Claim Proce	ssing menu sk Processing Menu		
	K FIUCESSING MENU		
5 Revenue Ac	count Master Menu		
6 Accounts Re	ceivable Processing Menu		
_7 Receipt Pro	cessing Menu		
8 Cash Manag	jement & Investment Management Menu		
9 Einensiel D	anarting 9 Month Mr End Close Manu		
10 Account Ma	ster Description File Menu		
11 General Leo	loer Account Master Menu		
12 Year End Pi	ocessing Menu		
	-		
13 Special Fun	ctions Menu		
14 Vendor Mas	ter Menu		
<u>15</u> Source Mas	ter Menu		
20 File Beorga	nization		
	12000		
Master Userlist			13.04.00
		· · · · · · · · · · · · · · · · · · ·	
Action			
Soloot 4 (E4 V	andor Chaok Processing Many	.)	
	chuoi Check Flocessing Menu	<i>i)</i> .	

	PCG Dist=8991 Rel=14.02.00	07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Financial Accounting & Reporting		CHOOP
	FKey 	Vendor Check Processing		
	1Print Ope2Select/De3Select/De4Print Select/De	n Payables Report select Payables for Payment - Vendor/All select Payables for Payment - Individual cted Payables Report		
	5 Check Me	nu		
	7 Enter Ma 8 Void Vend 31 Print Prel 9 Print Man	nual Check/Wire Transfer lor Check/Wire Transfer iminary Manual/Void Register ual/Void Register & Register of Payments		
	12 Check He	conciliation Menu sfer Reconciliation Menu		
	_14 Display/A	dd Active Checks to Master		
M3 F16	ster Userlist PAY KEND			
	Action			
2	Select 8 (F8 -	Void Vendor Check/Wire Transfe	er).	

	PCG Dist=8991	Rel=14.02.00 07	7/07/2014 PCW	001 SV C:\DI	EVSYS	C:\SECOND	WHITE	<u>_ 8 ×</u>
			Void Vendo	or Check /	Wire	Transfer		EXP1700
	Wire xfer: Vendor: Amount:	<u>N</u> Bank:	Ch	neck #:		Issue date: Void date:		
	ENTER =	Continue, F	16 = Exit			F12 F28	F15	14.02.00
	Action							
;	For Ma	nual Chec	ks: Enter	or verify	the o	entry of N (N	No) in the Wir	e Xfer (Wire
	field, and	d select	ᠮ (Ente	r).		- `		·
	For Ma	nual Wire	Transfer	s: Enter	r Y (Yes) in the V	Wire Xfer (W	ire Transfer) f
	select	🐨 (Ente	r).					

	PCG Dist=8991 Rel=:	14.02.00 07/07/201	4 PCW 001 SV C:\DEVSY	5 C:\SECOND	WHITE	
		Void	Vendor Check / Wir	e Transfer		EXP1700
	Wire xfer: N Vendor: Amount:	Bank:▼	Check #:	Issue date: Void date:		
ENTER	ENTER = Con	tinue, F16 = E:	xit	F12	F15	14.02.00
	ENTER = Con	tinue, F16 = E: F5	xit	F12 F28	F15	14.02.00
F16	ENTER = Con F1 Action	tinue, F16 = E: F5	xit	F12 F28	F15	14.02.00
p 4	ENTER = Con	tinue, F16 = E: F5	xit down selection i	con vithin	n the Bank fiel	14.02.00 Id to choose the
р 4 5	ENTER = Con	ect the drop-eet the drop-eet the drop-eet the drop-eet appropriate	down selection i down selection i	con vithin con within con numb	the Bank fiel the Check # er to void.	14.82.88 Id to choose the (Check Number
р 4 5	ENTER = Con Action Enter or sele code. Enter or sele to choose th If Step 3's en	ect the drop-o ect the drop-o ect the drop-o e appropriate <i>ntry is Y (Ye</i>)	down selection i down selection i e check or wire t s), the field's na	con vithin con within con within ransfer numb me will be W:	n the Bank fiel n the Check # er to void. xfer # (Wire Ti	14.82.88 Id to choose the (Check Number ransfer Number
p 4 5	ENTER = Con Fi Action Enter or sele code. Enter or sele to choose th <i>If Step 3 's e</i> Select	tinue, F16 = E: F5 ect the drop-e ect the drop-e e appropriate ntry is Y (Ye	wit down selection i down selection i e check or wire t s), the field's na	con ▼ within con ▼ within con ▼ within me will be W:	the Bank fiel the Check # er to void. <i>xfer</i> # (Wire The	14.82.88 Id to choose the (Check Number ransfer Number)

	PCG Dist=8991 Rel=14.02.00 07/07/2014 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
	Heid Hendey Check / Hiv	Tuancfor		EXP1700
	VOID VEHAOF CHECK / WIT	ranster		
	Wire xfer: N Bank: BK01 Check #: 70010 Vendor: <u>4669</u> FED INCOME TAX Amount: <u>25.32</u>	Issue date: Void date:	6/30/2014	
	NATE: WHEN A VENDOR CHECK OR WIRE TRANSFER IS VAL)FD. THE CLAIM S	SILTAT	
	ASSOCIATED WITH THE CANCELLED CHECK OR WIRE TRANSI	ER IS CHANGED		
	Enter=Process F17=PrtScrn F28=Help	F16=ReEnter/Ex	kit j	
ENTER	F1 F5	F12	F15	14.02.00
F16	▶ 🚳	F28		

Step	Action
7	Enter or verify the vendor's number in the Vendor field.
8	Enter or verify the dollar amount the Amount field.
9	Enter the void date (MM/DD/CCYY) in the Void date field.
	The void date entered may not be a date earlier than the issue date of the vendor check or wire transfer.
10	Select (Enter) to process.
	If the information is incorrect, select $(F16)$ to reenter the correct information.
	For on-line help instructions, select F28 (F28 - Help) for additional information.
	Select \bigcirc (F3 – Print this data) to obtain a screen print of the <i>Void Vendor Check / Wire Transfer</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

]	PCG	Dist=	666	1 Rel:	=17.04.0	00 03/0	7/2018	PC	W 001 SV	C:\E	DEVSYS C:\SE	CON	D	WHITE		- • ×
								Void	Ue	endor Ch	eck	/ Wire Tr	ans	fer			EXP1700
	В	ank	: FI	BG	Ch	neck#:	500	92 F	Amo	ount:		10.03	Is	sue date:	1/0	1/2018	
	U	end	or:		6585	4	INKJET	rs.com	1				U	oid date:	3/0	1/2018	
•	Jou	che	r #:	:	1136	578	1	fransa	act	ion dat	e:	1/01/2018		Reason:	TEST		
A (T <u>t</u>	cct JP	Yr 18	Fnd 100	F	Prgm 0000	Blnc Fnct Srce 0101	0bjct 00000	Fcty 0000	B	Addt'l 000000	DR	Amount	CR	Amount 10.03	Bank FBG	Source Vendor	
ľ	3	18	100	0	0000	0121	00000	0000	Ø	000000		10.03					
EN	E	nte 기 F	r=Pi	100	ess		E5		1			F1	6=R	E12		E15	17.01.00
F1	¢.	e é	- 				10		+					F28		. 10	

Step	Action
11	Select (Enter) to process.
	If the information is incorrect, select $\mathbf{F16}$ (F16) to reenter the correct information.

A	PCG	Dist=	6661	. Rel=	=17.04.0	00 03/07	7/2018	B PC	W 001	SV C:\E	DEVSYS	C:\SE	COND		WHITE			
							Void	d Ve	endor	Check	/ Wir	e Tr	ansf	er				EXP1700
	Bank	<: FE	3G	Ch	eck#:	5000	92	Amo	ount:		10	0.03	Iss	je date	: 1/0	1/2018		
	Venc	lor:	6	585	4	INKJET	rs.c	DM					۷o	id date	: 3/0	1/2018		
U	ouche	er #:	11	3679		٦	rans	sact	ion d	ate:	1/01/	2018		Reason	: VOID	ED CHECK	# 500	0 2
Ac Ty B	ct p Yr 18 18	Fnd 100 100	F P 0 0 0 0	'rgm 1888 1888	Blnc Fnct Srce 0101 0121	Objct 00000 00000	Fct <u>i</u> 000 000	y B 0 0 0 0	Addt' 00000 00000	1 DR 0 0	Amoun 10.	it 03	CR I	Amount 10.03	Bank FBG	Source Vendor		
							-											
E	nter Ente	VOUC er=Pr	HER: OCP	:# f ss	or Re	eversi	ig Ei	ntry	17			F1	6=Rei	enter				
ENT	V	F1		Ĩ		F5						- T		F12		F15		17.01.00
F16	(6												F28				

Step	Action
12	Enter the voucher number for the reversing journal in the Voucher # field.
13	Select Enter) to process.
	If the information is incorrect, select $\mathbf{F16}$ (F16) to reenter the correct information.

A PCC	G Dist:	=6661	1 Rel:	=17.04.	00 03/0	7/2018	PCW 00:	1 SV C	:\DEVSYS	C:\SE	COND		WHITE		l	- O X
Ban	ık: Fl	BG	Ch	neck#:	: 500	Void 02 f	Vendor Amount:	· Chec	k / Wi 1	re Tr 0.03	ansfe Issu	r e date:	1/0	1/2018		EXP1700
Ven	dor:	ć	585	4	INKJE	TS.CO1	1				Voi	d date:	3/0	1/2018		
Vouch	er #	:	1136	579		Transa	action	date:	1/01	/2018		Reason:	VOID	ED CHECK	# 5000	12
icct Typ Yr B 18 B 18	Fnd 100 100	F F 0 (0 (°rgm 3000 3000	Blnc Fnct Srce 0101 0121	Objct 00000 00000	Fcty 0000 0000	B Addt 0 0000 0 0000	:'1 D 300 300	R Amou 10	nt .03	CR A	mount 10.03	Bank FBG	Source Vendor		
	F1			F12=	Post F5	F17=	PrtScr	n		F1	6=Exi	t F12 F28		F15		17.01.00
p	A	\ct i	ion													-
4	S	Sele	ect _	F12	_{(F12}	2 - Po	st).			_						
	Į	f th 'Wa	e inj aitin	form g for	ation • Lock	is inc æd R	correc ecord	t, sel " brie	ect <u>Fi</u> e	splav	(F16 s.	5) to ree	enter	the cor	rect inj	formation.

PCG Dist=8991	Rel=14.02.00	07/07/2014	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	<u>_ 8 ×</u>
		Void	Vendor Cl	heck / Wire	Transfer		EXP1700
Wire xfer: Vendor: Amount:	N Bank	:	Check	#:	Issue date: Void date:		
ENTED -	Continuo	E44 - Eu	·•				
F1	Concinde,	F5			F12 F28	F15	14.02.00
 Action							
Select Check F	(F1 Processing	6 - Exit g <i>Menu</i> .) twice	to return	to the Financ	cial Accounting	& Reporting
To void	addition	al vendo	r check	/wire tra	nsfer entries	repeat Steps 4	15.

S

Financial Accounting & Reporting CHOOP Fkey Uendor Check Processing	E PCG Dist=8991 Rel=14.02.00 07/07/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
Fkey Uendor Check Processing 1 Print Open Payables Report 2 Select/Deselect Payables for Payment - Vendor/All 3 Select/Deselect Payables Report 5 Check Menu 7 Enter Manual Check/Wire Transfer 9 Print Selected Deselect Payables Register 9 Print Preliminary Manual/Void Register 9 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 12 Wire Transfer Reconciliation Menu 12 Wire Transfer Reconciliation Menu 12 Display/Add Active Checks to Master Action	Financial Accounting & Report	ing	CHOOP
1 Print Open Payables Report 2 Select/Deselect Payables for Payment - Vendor/All 3 Select/Deselect Payables Report 5 Check Menu 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 9 Print Preliminary Manual/Void Register 9 Print Manual/Void Register of Payments 1 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Action Select refer (F16 - Exit) to return to the Financial Accounting & Reporting Master Menu Master (Master) to return to the Business Applications Master Menu	FKey Vendor Check Processing		
2	1 Print Open Payables Report		
3 Select/Deselect Payables for Payment - Individual 4 Print Selected Payables Report 5 Check Menu 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 31 Print Preliminary Manual/Void Register 3 Print Preliminary Manual/Void Register 3 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Action Action Select Image: Ima	2 Select/Deselect Payables for Payment - Vendor/All		
4 Print Selected Payables Report 5 Check Menu 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 9 Print Preliminary Manual/Noid Register 9 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Matheter Matheter Matheter Matheter Matheter (F16 – Exit) to return to the Financial Accounting & Reporting Master Menu or select Matheter	3 Select/Deselect Payables for Payment - Individual		
5 Check Menu 7 Enter Manual Check/Wire Transfer 8 Void Vendor Check/Wire Transfer 31 Print Preliminary Manual/Void Register 6 9 Print Manual/Void Register 8 Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Action Action Select Fish (F16 – Exit) to return to the Financial Accounting & Reporting Master Menu or select Master	4 Print Selected Payables Report		
7	5 Check Menu		
8 Void Vendor Check/Wire Transfer 31 Print Preliminary Manual/Void Register 3 9 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Action Action Select Free (F16 - Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> or select Master (Master) to return to the <i>Business Applications Master Menu</i>	7 Enter Manual Check/Wire Transfer		
31 Print Preliminary Manual/Void Register 9 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Image: Select Figure (F16 – Exit) to return to the Financial Accounting & Reporting Master Menu Select Master Master (Master) to return to the Rusiness Applications Master Menu	8 Void Vendor Check/Wire Transfer		
9 Print Manual/Void Register & Register of Payments 11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Action Action Select FIG - Exit) to return to the Financial Accounting & Reporting Master Menu or select Master) to return to the Rusiness Applications Master Menu	31 Print Preliminary Manual/Void Register		
11 Check Reconciliation Menu 12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master *** ************************************	9 Print Manual/Void Register & Register of Payments		
12 Wire Transfer Reconciliation Menu 14 Display/Add Active Checks to Master Select Image: Master Menu Action Select Image: Master Menu Master (Master) to return to the Financial Accounting & Reporting Master Menu	11 Check Reconciliation Menu		
14 Display/Add Active Checks to Master Select Internet (F16 – Exit) to return to the Financial Accounting & Reporting Master Menu Or select Master (Master) to return to the Business Applications Master Menu	12 Wire Transfer Reconciliation Menu		
Image:			
Market Marke	14 Display/Add Active Checks to Master		
Select F16 Exit to return to the <i>Financial Accounting & Reporting Master</i> or select Master (Master) to return to the <i>Business Applications Master Menu</i>			
Action Select F15 (F16 – Exit) to return to the Financial Accounting & Reporting Masson or select Master (Master) to return to the Business Applications Master Menu			
Ster US PAY VEND Action Select F15 (F16 – Exit) to return to the Financial Accounting & Reporting Masson or select Master (Master) to return to the Business Applications Master Menu			
Star Issettiat Image: Instant Select Image: Instant Select Image: Instant Select Image: Instant Select <t< td=""><td></td><td></td><td></td></t<>			
Ster Isster Image: Sterior State Action Select F15 (F16 – Exit) to return to the Financial Accounting & Reporting Mase or select Master (Master) to return to the Business Applications Master Menu			
Ster Normalized in the second sec			
Action Select FIG - Exit) to return to the Financial Accounting & Reporting Mas	Master Userlist		
Action Select $\mathbf{F16} \rightarrow \mathbf{F16}$ (F16 – Exit) to return to the <i>Financial Accounting & Reporting Mas</i>			
Action Select $\mathbf{F16} = \mathbf{F16}$ (F16 – Exit) to return to the <i>Financial Accounting & Reporting Mas</i> or select \mathbf{Master} (Master) to return to the <i>Business Applications Master Menu</i>			
Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the <i>Financial Accounting & Reporting Mas</i>	Action		
or select Master (Master) to return to the Business Applications Master Menu	Select F15 (F16 – Exit) to return to the <i>Finance</i>	cial Accounting	& Reporting Mas
or select Master (Master) to return to the Rusiness Applications Master Menu			x Reporting Mus
(Master) to retain to the Dasitiess Applications Master Mena.	or select Master (Master) to return to the Busines	's Applications M	laster Menu.

B2.1. Examples of Journal Entries After Void of Vendor Check/Wire Transfer

Below is an example of voiding vendor checks and wire transfers against <u>journal entries</u>. In this example, the original paid date is 12/31/2017. The vendor check number (# 6) is voided using a <u>different</u> date of 06/30/2018.



Original Journal

- In the example above, the original journal entry (7341) will remain as is, that is, with a *Paid* status.
- In the example above, the original journal entry (7341) will indicate that the check is voided by the new journal entry (7342), described below.

A	PC	G D	Dist=	8991	1 Rel:	=18.0	1.00	03/16/	2018 F	PCW 00:	L SV (C:\DEVS	YS C:\	SECOND		١	WHITE			
									JOURI	NAL EM	ITRY	LII	IES	1 TO	2 0	F 2	2			JRNL 0400
		1	U	ouc	her	#:	000	07342	Trans	sactio Journ	in dat ial er	te: d ntry f	30/30/2 iscal	2 <mark>018</mark> R . year	eason : 18	: VOI	(DED CI	HECK 1	ŧ	6
Ln 01	Act Ty B	0 9 9	Fnd 100	F	Prgm	B1 Fn Sr 1	nc ct ce (01	Dbjct	Fcty	B Add	lt'1	DR í	amount 20.0	: C 33	R Amo	unt	Bank BK Øð	Sour Vend	rce Jor	
02 03 04 05	В		100	I		1	27								2	0.03				
06 07 08 09																				
16				Thi	ls fo	11o Che	wing ck l	g sect bank:	ion a BKØ6	applie Ch	s ONI Ieck 1	_Y if #:	20.0 a cho 6	03 PCK is Amo	2 issu unt:	<mark>0.03</mark> ed a <u>c</u>	jainst 20.0	this B	J.E.	
					Ve	ndo	r #:		14	-0R-	Pay	yee: \	JENDOI	0000	14					
			_					_												
	JE (F5=I	vit PgD	n,	ch F7	ieck /=LnD	can n,	not F17	be re 7=Prin	everse nt Sci	ed. Us reen,	e Che F28=	eck Vo =Help	pid pr , F10	ocedu	re.	out	E10-1	Juon	E44-	dact
ENT	W	F1		F2			F4	F5	F6	F7	F8	F9	F10	F11	F12	ext,	F 10=1	F15 Q	r =	16.04.00
F16	, (€	3												Help			F31		

Reversing Journal

- In this example, a reversing journal entry (7342) is created in the JEMASTER file.
- In the example above, the **Reason** field of the reversing journal (7342) will indicate "VOIDED CHECK" along with the check number (# 6).
- In the example above, the reversing journal entry (7342) is created with the date of the voided check, 06/30/2018.

If the void date and the issue date are in different fiscal years, the program must display the new journal voucher with debit(s) to cash and credit(s) to fund balance, rather than reversing the original entry. In either case, the new journal entry will display for verification before posting. The option to exit without voiding the check is available.



Voided Check in the Vendor Check Master File

- The voided check will appear on the Vendor Check Master File.
- The J.E. issue voucher number (7341) and the J.E. void voucher number (7342) are displayed on the screen.

REPOR	T DATE:	03/19/2018	MANUAL/VOID CHECK	REGISTER		PAGE	1	
BANK	CHECK#	PAYEE	DATE	FUND AMT.	FUND	ORIGIN		
BK01	046420	JUZENE BR2UGHION	6/30/18	532.00 659.80- 127.80-**	100-0 406-0	A/P A/P	** VOIDED *	*
BK01	049934	DA7ENE CO7NISH	12/31/17	14.00- 14.00-**	100-0	A/P	** VOIDED *	• •
BK01	052357	VENDOR 004591	6/30/18	9,480.00- 9,480.00-**	100-0	A/P	** VOIDED *	• •
BK01	052763	VENDOR 000012	8/31/17	515.71- 515.71-**	199-0	A/P	** VOIDED *	
BK01	052808	VENDOR 004767	9/08/17	16,955.55- 16,955.55-**	100-0	A/P	** VOIDED *	
BK06	000005	VENDOR 000014	12/31/17	10.03 10.03 **	100-0	JE #00007339		
BK06	000005	VENDOR 000014	1/05/18	10.03- 10.03-**	100-0	JE #00007340	** VOIDED *	
BK06	000006	VENDOR 000014	12/31/17	20.03 20.03 **	100-0	JE #00007341		
BK06	000006	VENDOR 000014	6/30/18	20.03- 20.03-**	100-0	JE #00007342	** VOIDED *	<mark></mark>
		TOTAL - ALL FUNDS		27,093.06-				

The Manual/Void Check Register Showing the Voided Journal

- The voided check (# 6) will appear on the *Manual/Void Check Register*.
- Reversing journal entries will be posted to the *General Ledger Master File* (G/L), *Budget Account Master* file (A/P), or *Revenue Account Master* file (A/R), and the *Audit file*.

Procedure C: Printing the Preliminary Manual/Void Register of Payments

	PCG Dist=8991 Rel=14.02.01 08/	11/2014 PCW 001 SV C:\DEVSYS C:\SE	COND WHITE	_ & ×
		Financial Accounting & Re	porting	MASTER1
	FKey	Master Menu		
	2 Budget Acco	unt master menu rder Processing Menu		
	3 Claim Proce	ssing Menu		
	4 Vendor Chee	k Processing Menu		
	5 Bevenue Ac	count Master Menu		
	Accounts Re	ceivable Processing Menu		
	7 Receipt Pro	cessing Menu		
	🦲 Cash Manag	jement & In∨estment Management M	enu	
	9 Financial Br	norting & Month/Yr-End Close Menu		
	10 Account Mas	ster Description File Menu		
	11 General Led	ger Account Master Menu		
	12 Year End Pr	ocessing Menu		
	13 Special Fun	ctions Menu		
	14 Vendor Mas	ter Menu		
	15 Source Mas	ter Menu		
	20 File Reorga	lization		
Mas	ster ^{User} list			13.04.00
F16	🗘 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓			
	Action			
	Select 4 (F4 - V	endor Check Processing)		

S

🔲 🛛 PCG Dig	st=8991 Rel=14.02.0	1 08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOM	ID WHITE	_ & ×
		Financial Accounting & Repo	rting	CHOOP
	FKey 	Vendor Check Processing		
	1 Print 0	pen Payables Report		
	2 Select	/Deselect Payables for Payment - Vendor/All		
	3 Select	Deselect Payables for Payment - Individual		
	4 Print S	elected Payables Report		
	5 Check	Menu		
	_7 Enter I	Manual Check/Wire Transfer		
	8 Void V	endor Check/Wire Transfer		
	31 Print P	reliminary Manual/Void Register		
	9 Print N	lanual/Void Register & Register of Payments		
	11 Check	Deconciliation Menu		
	12 Wire T	ransfer Beconciliation Menu		
	_14 Displa	y/Add Active Checks to Master		
Master User ₁₆	a			
	3 Word 3 PAY VEN			
F16 V V		R		
Ac	tion			
Se	lect 31 (F3	1 -Print Preliminary Manual/Vo	oid Register).	
	F [•] • • • • •	· · · · · · · · · · · · ·		M 1· 1
Th	e Financial A	.ccounting & Reporting – Vende	or Check Processu	ig Menu redisplo

	PCG Dist=8991 Rel=14.02	2.01 08/11/2014 PCW	001 SV C:\DEVSYS C:\	SECOND	WHITE	
	EV	Fillan	and Accounting &	Keporting		CHOOP
		Ui	endor Check Proces	sing		
	<u>1</u> Print 2 Sele	t Open Payables Rep ct/Decelect Payable)ort s for Payment - Vendr	WAII		
	<u>3</u> Sele	ct/Deselect Payable	s for Payment - Indivi	dual		
	4 Print	t Selected Payables	Report			
	<u>5</u> Chee	ck Menu				
	7 Ente	r Manual Check/Wir	e Transfer			
	8 Void	Vendor Check/Wire	Transfer			
	<u>31</u> Print	t Preliminary Manual	Woid Register			
	<u> </u>	i Manual/Void Regist	er & Register of Payn	ients		
	<u>11</u> Chee	ck Reconciliation Me	nu			
	<u>12</u> Wire	: Transfer Reconcilia	ition Menu			
	14 Disn	lav/Add Active Chec	ks to Master			
Mari	un User,					1
E 46	Ler List	END				-
				1		-
	Action					
	To print the r	eport via the	Uqueue Print	Manager:	Select	Uqueue).
	To print the r	eport via Mic	crosoft® Word	: Select	(MS	S WORD).
	Follow the inst	tructions provi	ded in the Tech	nical Syst	em Onera	tions Guide 11se
	Procedures C	reating the Mi	arosoft® PCC	anagig OW	$\frac{cm}{OPD} Max$	ro for Poport Pr
	Troceaures, C		Crosoft = 1 COC		OKD Muc	το jor κεροπ τ
	create the mac	ro necessary to) use the reature	e where ap	propriate.	
	Select FIE	$(\mathbf{F16} - \mathbf{Exit})$ to	return to the <i>l</i>	Financial A	Accountin	g & Reporting M
	or select Master	(Mastan) to			nlications	Master Menu
			return to the R	ICHADCE AM		WINNET WIETIM.
			return to the <i>Bi</i>	isiness App		
	Verify the resu	lts of the <i>Prel</i>	return to the Bi iminary Registe	isiness App r of Manu	ual Pavme	nts are correct.

C1. Preliminary Manual/Void Check Register by Vendor Check – Example

			*** PRELIM	IINARY ***			
REPOR	T DATE:	08/11/2014	MANUAL/VOID CH	IECK REGISTER		PAGE 45	
BANK	CHECK#	PAYEE	DATE	FUND AMT.	FUND	ORIGIN	
3K0 4	008524	SAM'S CLUB	12/10/13	107.03 107.02 321.08 **	602-0 603-0	A/P A/P	(CONT.)
3K0 4	008525	HOWZE & SONS	12/10/13	195.00 195.00 195.00 585.00 **	601-0 602-0 603-0	A/P A/P A/P	
3K0 4	008601	LANIER COUNTY EXTENSION	3/14/14	200.00 200.00 **	603-0	A/P	
3K0 5	001799	BANK OF AMERICA	10/03/11	146,922.45 146,922.45 **	200-0	WIRE TRANSFER	
3K0 5	001875	BANK OF AMERICA	4/02/12	756,922.45 756,922.45 **	200-0	WIRE TRANSFER	
3K0 5	001938	BANK OF AMERICA	10/01/12	135,997.35 135,997.35 **	200-0	WIRE TRANSFER	
3K0 5	002023	BANK OF AMERICA	4/09/13	765,997.35 765,997.35 **	200-0	WIRE TRANSFER	
3K0 5	002095	BANK OF AMERICA	10/01/13	124,714.05 124,714.05 **	200-0	WIRE TRANSFER	
3K0 5	002156	BANK OF AMERICA	4/14/14	889,714.05 889,714.05 **	200-0	WIRE TRANSFER	
		TOTAL - ALL FUNDS		13,156,875.17			

C2. Preliminary Register of Manual Payments by Account – Example

				*** PRELIMINARY ***	
FUND 603-0 Fund 603			RE	GISTER OF MANUAL PAYMENTS	PAGE 51
PAYEE NAME	CHECK#	DATE	FUND AMT.	DESCRIPTION	AMOUNT ACCOUNT NUMBER / NAME
UNIFORM CAROUSEL, INC.	008364	07/16/13	309.00	STUFF	309.00 1460309990310089000011100000 OTHER EXPENDITURES
LANIER CO BD OF EDUCATION	008366	06/30/13	3,885.42	STUFF	3,885.42 13603099903100260000111000000 WORKERS COMP
MILLTOWN PRINTING	008367	07/23/13	42.50	STUFF	42.50 14603099903100890000111000000 OTHER EXPENDITURES
LANIER COUNTY ELEM NUTRITIO	008369	08/02/13	100.00	JEMASTER 00005176	100.00-1460300000010100000000000000 CASH IN BANK
RONALD GAZBODA	008434	09/16/13	27.05	JEMASTER 00005205	27.05-146030000010100000000000000 CASH IN BANK
ASTRO EXTERMINATING SERVICE	008523	12/10/13	100.00	STUFF	100.00 14603099903100410000111000000 CLEANING/PEST SERV
SAM'S CLUB	008524	12/10/13	107.02	STUFF	107.02 14603099903100610000111000000 SUPPLIES
HOWZE & SONS	008525	12/10/13	195.00	STUFF	195.00 14603099903100410000111000000 CLEANING/PEST SERV
LANIER COUNTY EXTENSION	008601	03/14/14	200.00	STUFF	200.00 14603099903100810000111000000 REGISTRATION FEES
			26,047.23	TOTAL FOR FUND 603-0 Fund 603	
FUND 693-0 Fund 693					
PAYEE NAME	CHECK#	DATE	FUND AMT.	DESCRIPTION	AMOUNT ACCOUNT NUMBER / NAME
VISA	042611	09/22/11	429.90	STUFF REF PO # 13036	429.90 1269309990320061000020100000 CANNING PLANT SUPPLIES
			429.90	TOTAL FOR FUND 693-0 Fund 693	

The final page of the *Preliminary Manual/Void Register by Account* provides totals by fund, followed by the signature blocks.



Procedure D: Printing Final Manual/Void Register and **Register of Payments**

	📕 PCG Dist=8991 Rel=14.02.01 08/11/2014	PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Fir	nancial Accounting & Reportin	Ig	MASTER1
	FKey 	Master Menu		
	1Budget Account Mast2Purchase Order Proce3Claim Processing Me4Vendor Check Proces	er Menu essing Menu inu sing Menu		
	5 Revenue Account Ma 6 Accounts Receivable 7 Receipt Processing M 8 Cash Management &	ster Menu Processing Menu Aenu Investment Management Menu		
	9 Financial Reporting & 10 Account Master Desc 11 General Ledger Accou 12 Year End Processing	: Month/Yr-End Close Menu ription File Menu unt Master Menu Menu		
	13 Special Functions Me 14 Vendor Master Menu 15 Source Master Menu	nu		
	20 File Reorganization			
	Master Userlist PAY VEND			13.04.00
ep	Action			
1	Select 4 (F4 - Vendor	Check Processing).		

S

PCG Dist=8991 Rel=14.02.0	08/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Financial Accounting & Reporting		CHOOP
FKey	Vendor Check Processing		
Print 0	pen Payables Report		
2 Select	Deselect Payables for Payment - Vendor/All		
Select	Deselect Payables for Payment - Individual		
4 Print S	elected Payables Report		
5 Check	Menu		
7 Enter 1	anual Check/Wire Transfer		
<u>8</u> Void V	ndor Check/Wire Transfer		
<u>31</u> Print P	reliminary Manual/Void Register		
<u>9</u> Print M	anual/Void Register & Register of Payments		
11 Check	Reconciliation Menu		
12 Wire T	ransfer Reconciliation Menu		
<u>14</u> Displa	//Add Active Checks to Master		
Manakun Illsetu			
Master Vilist			
Action			
ПСПОП			
Select F9 (F	9 -Print Manual/Void Register & Reg	gister of Paym	ents).
The Financial A	accurting & Percenting Vendon Ch	ach Drocassin	a Manu nadiant
I ne Financial A	ccounting & keporting – venaor Ch	eck Processin	g menu reaispia

	CG Dist=8991	Rel=18.04.00	02/25/2019	PCG 001	SV C:\DEVSYS	C:\SECOND	WHITE	_	□ CH 69P	×
				Print	Register of	Payments				
	ENTER to Co	ontinue							18.03.	00 <u> </u>
Step	Action									
3	Select E	anter to c	ontinue	e.						

	PCG Dist=8991 Rel=14.02.0	1 08/11/2014 P	CW 001 SV C:\DEVSYS	C:\SECOND	WHITE		
		F104	ancial Accouncing	a Keporting		ı	H 00P
	FКеу 		Vendor Check Pro	cessing			
	1 Print ()pen Payables F	Report				
	2 Select	/Deselect Payat	bles for Payment - Ve	ndor/All			
		Desciect Payar Selected Payabl	oles for Payment - In: es Report				
	5 Check	Menu					
	7 Enter	Manual Check/W	Vire Transfer				
	<u>8</u> Void V	endor Check/Wi	ire Transfer				
	31 Print F	Preliminary Man	ual/Void Register	a, im anta			
	<u> </u>	naliuaiyyolu Rey	jister a negister ui P	ayments			
	<u>11</u> Check	Reconciliation I	Menu				
	<u>12</u> Wire	ransfer Reconc	iliation Menu				
	14 Displa	ıy/Add Active Ch	ecks to Master				
	·						
Maste	r Userlist						
F16		D SR					
_	A 4.						
	Action						
	To print the re	port via th	e Uqueue Prin	nt Manage	r: Select	Ug (Ug	ueue).
	To print the re	port via M	licrosoft® Wo	rd: Select	Wor 🗿 (N	IS WORD).
	Follow the insta		wided in the T	almis -1 C	at any O-	nation - C :	de II
	Follow the instr	uctions pro	$\frac{1}{10}$	<u>ecnnicai Sy</u>	siem Oper	raiions Gui	<u>ae</u> , User I
	Procedures, Cr	eating the N	Microsoft®-PC	Genesis Q	WORD M	acro for Re	port Prin
	create the macro	o necessary	to use the feat	ure where a	appropriat	e.	
	Select F16 (I	F16 - Exit)	to return to th	e Financia	l Account	ing & Repo	orting Ma
	1 Martan			D • •	1		
	or select	(Master) t	o return to the	Business A	pplication	is Master M	lenu.
	Verify the regul	ts of the Fi	nal Manual/Va	id Chack P	Pagistar or	e correct	
	verify the resul			nu Check N	legisier al	c concer.	

D1. Final Manual/Void Check Register by Vendor Check – Example

REPOR	T DATE:	02/25/2019	MANUAL/VOID CHECK F	EGISTER		PAGE 1
BANK	CHECK#	PAYEE	DATE	FUND AMT.	FUND	ORIGIN
BK02	000012	VENDOR 000294	2/25/19	328.00- 328.00-**	100-0	A/P ** VOIDED **
BK02	000014	VENDOR 001870	2/25/19	534.32 534.32 **	100-0	A/P
BK02	000015	VENDOR 004373	2/25/19	110.68 110.68 **	199-0	A/P
BK02	002383	VENDOR 001898	2/25/19	172.22 172.22 **	100-0	WIRE TRANSFER
		TOTAL - ALL FUNDS		489.22		

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D2. Final Manual/Void Register of Manual Payments – Example

	_	RE	SISIER OF MANUAL PAIMENIS		PAGE 1
AYEE NAME	CHECK# DATE	FUND AMT.	DESCRIPTION	AMOUNT	ACCOUNT NUMBER / NAME
VENDOR 001870	000014 02/25/19	534.32	STUFF AG BARN	320.90	191000999026006200001081000000 ENERGY
			STUFF	8.50	191000999026006200001081000000 ENERGY
			STUFF	95.70	191000999026006200001081000000 ENERGY
			STUFF	33.80	191000999026006200001951000000 ENERGY
			STUFF	41.88	191000999026006200001081000000 ENERGY
			STUFF	4.42	191000999026006200001951000000 ENERGY
			STUFF	29.12	191000999026006200001001000000 ENERGY
VENDOR 001898	002383 02/25/19	172.22	WIRE TRANSFER A.STOKES	80.47	19100099902300610008010000000 SUPPLIES
			STUFF	41.86	191000201110006100001081000001 SPECIAL ED SUPPLIES
			STUFF	49.89	191000201110006100002011000001 SPECIAL ED SUPPLIES
		706.54	TOTAL FOR FUND 100-0 GENERAL		
UND 199-0 PAYROLL CLEAR					
AYEE NAME	CHECK# DATE	FUND AMT.	DESCRIPTION	AMOUNT	ACCOUNT NUMBER / NAME
VENDOR 004373	000015 02/25/19	110.68	STUFF FEB 2019	27.85	19199099909000000000000000000000000000
			STUFF	27.85 27.49	19199099900000000000000000000000000000
		110.68	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA	27.85 27.49 .R	19199099909000000000000000000000000000
FUND-F F 	FUND NAME SENERAL PAYROLL CLEAR ALLOWANCE OF PAYM THE PAYMENTS ON TH 5, AND EXCEPT FOR T	TOTAL AMOU \$706. \$110. \$817. ENTS HE FOREGOING	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA NT 54 68 22 REGISTER OF PAYMENTS, NOT ALLOWED AS SHOWN ON	27.85 27.49 .R	19199099909000000000000000000000000000
FUND-F F 100-0 C 199-0 F WE HAVE EXAMINED CONSISTING OF 1 PAGES THE REGISTER, SUCH PAY DATED THIS DAY C	FUND NAME SENERAL PAYROLL CLEAR ALLOWANCE OF PAYME THE PAYMENTS ON TI 5, AND EXCEPT FOR T YMENTS ARE HEREBY J DF	TOTAL AMOU \$706. \$110. \$817. \$817. ENTS HE FOREGOING HE PAYMENTS ALLOWED IN TH	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA NT 54 68 22 REGISTER OF PAYMENTS, NOT ALLOWED AS SHOWN ON E TOTAL OF \$817.22	27.85 27.49 .R	19199099909000000000000000000000000000
FUND-F F 	FUND NAME SENERAL PAYROLL CLEAR ALLOWANCE OF PAYME THE PAYMENTS ON TI 5, AND EXCEPT FOR I CMENTS ARE HEREBY J OF	110.68 TOTAL AMOU \$706. \$110. \$817. SNTS HE FOREGOING FOREGOING THE PAYMENTS ALLOWED IN TH ASSISTANT	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA NT 54 68 22 REGISTER OF PAYMENTS, NOT ALLOWED AS SHOWN ON 1E TOTAL OF \$817.22 SUPERINTENDENT	27.85 27.49 .R	19199099000000000000000000000000000000
FUND-F I 100-0 C 199-0 I WE HAVE EXAMINED CONSISTING OF 1 PAGES THE REGISTER, SUCH PAJ DATED THIS DAY C SUPPERINTENDENT CHAIRMAN	FUND NAME SENERAL PAYROLL CLEAR ALLOWANCE OF FAYME THE PAYMENTS ON TI 5, AND EXCEPT FOR T IMENTS ARE HEREBY J	110.68 TOTAL AMOU \$706. \$110. \$817. E FOREGOING THE PAYMENTS LLOWED IN TH ASSISTANT VICE	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA INT 	27.85 27.49 .R	19199099000000000000000000000000000000
FUND-F I 	FUND NAME ENERAL PAYROLL CLEAR ALLOWANCE OF FAYME THE PAYMENTS ON TE 5, AND EXCEPT FOR 1 (MENTS ARE HEREBY)) 	110.68 TOTAL AMOU \$706. \$110. \$817. \$817. ENTS HE FOREGOING THE PAYMENTS ALLOWED IN TH ASSISTANT VICE	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA NT 54 60 22 REGISTER OF PAYMENTS, NOT ALLOWED AS SHOWN ON E TOTAL OF \$817.22 SUPERINTENDENT 	27.85 27.49 R	19199099000000000000000000000000000000
FUND-F F 100-D C 199-D F WE HAVE EXAMINED CONSISTING OF 1 PAGES THE REGISTER, SUCH PAN DATED THIS DAY C SUPERINTENDENT CHAIRMAN MEMBER MEMBER	FUND NAME SENERAL PAYROLL CLEAR ALLOWANCE OF PAYME THE PAYMENTS ON TH 5, AND EXCEPT FOR T YMENTS ARE HEREBY J F	110.68 TOTAL AMOU \$706. \$110. \$817. ENTS HE FOREGOING IN TH ASSISTANT ASSISTANT VICE	STUFF TOTAL FOR FUND 199-0 PAYROLL CLEA NT 54 68 22 REGISTER OF PAYMENTS, NOT ALLOWED AS SHOWN ON 10 TOTAL OF \$817.22 	27.85 27.49 .R	19199099000000000000000000000000000000

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