



PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/22/2023

Section E: Vendor Check/Wire Transfer
Processing

***[Topic 3: Reconciling Vendor Checks and
Wire Transfers, Version 2.8]***

Revision History

Date	Version	Description	Author
3/22/2023	2.8	23.01.00 – Add csv file export to <i>Vendor Check Registers</i> .	D. Ochala
06/16/2021	2.7	21.02.00 – Remove documentation for removing checks and wire transfers.	D. Ochala
03/16/2021	2.6	21.01.00 – Rename this document to <i>Topic 3</i> .	D. Ochala
03/20/2019	2.5	19.01.00 – Increase the number of claims that can be selected for a vendor wire transfer from 13 to 40.	D. Ochala
03/19/2018	2.4	18.01.00 – Update screenshots.	D. Ochala
03/02/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
08/12/2014	2.2	13.02.00 – Updated the <i>Print the Check/Wire Transfer Reconciliation Listings</i> section.	D. Ochala
05/25/2011	2.1	11.02.00 – Update documentation to current standards.	D. Ochala
10/11/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

Vendor check and wire transfer reconciliation includes the following procedures:

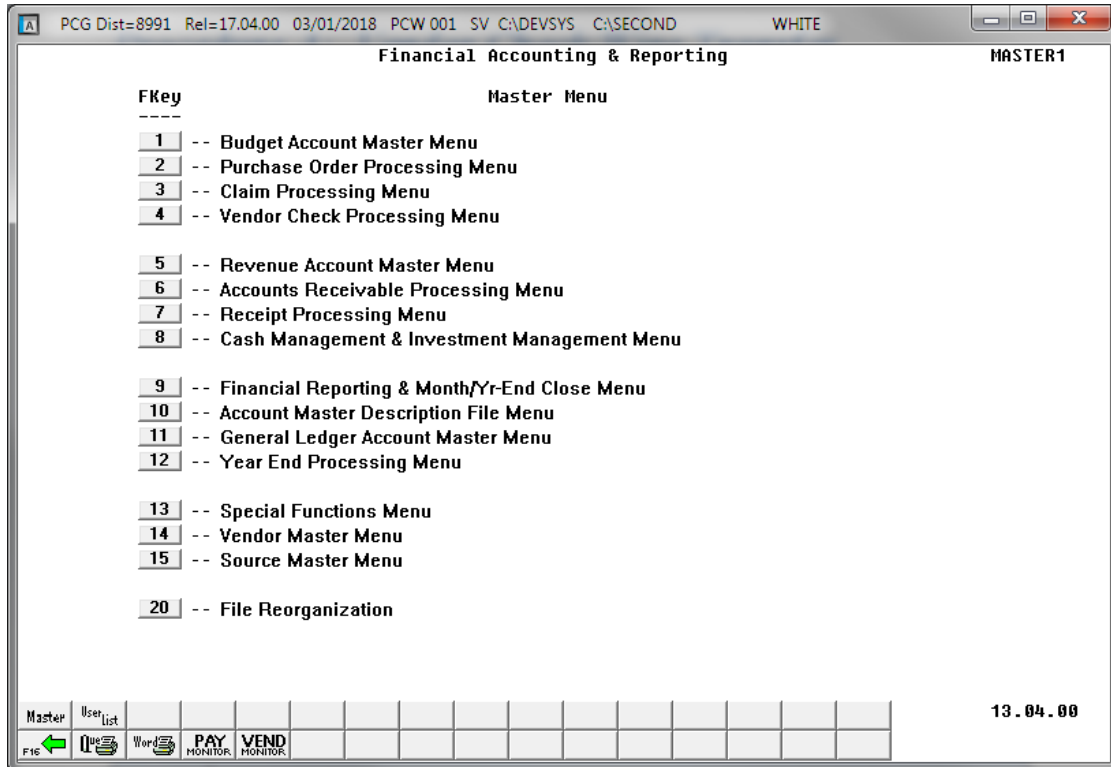
- **Reconciling vendor checks and wire transfers:** Compare the vendor checks and wire transfers to the bank statement, and cancel the bank-processed items from PCGenesis. PCGenesis produces an *Exception Report* when vendor checks and wire transfers are reconciled. The report provides a listing of the range(s) entered on the *Check Reconciliation Entry* screen, the vendor checks, and wire transfers cancelled, and the non-cancelled vendor checks and check ranges. These items were not cancelled because they were missing from the ranges entered, were not issued, or had already been cancelled. Refer to *A1. Vendor Check/Wire Transfer Reconciliation Exception Report – Example* for an example of this report.
- **Displaying vendor checks and wire transfers:** View the *Vendor Check Master (CHEKMSTR)* file's detail of checks and wire transfers.
- **Updating vendor checks and wire transfers:** Change or reverse the status of *open* vendor checks and wire transfers. Do not attempt to void vendor checks using the *Update* procedure. Instead use *F8 (Void Vendor Check/Wire Transfer)* on the *Vendor Check Processing Menu* to void vendor checks.
- **Removing voided and cancelled vendor checks and wire transfers:** Remove the check/wire transfer items from PCGenesis, and generate a listing of the items removed.
- **Printing the vendor check and wire transfer reconciliation reports:** Generate a listing of all issued, cancelled, or voided vendor checks.

The *Vendor Print Check Registers* procedure allows the user to create a .csv output file containing the information printed on the *Vendor Check Register*. The export file contains the check amount, check date, bank account, check number, check status, and payee name, for each vendor check selected. The created export file can be sent to the school district's bank to satisfy the requirements of 'Positive Pay' for vendor check fraud prevention.

Although the screenshot examples refer to vendor checks, the process for wire transfers is similar. Where appropriate, these instructions include the associated F keys.

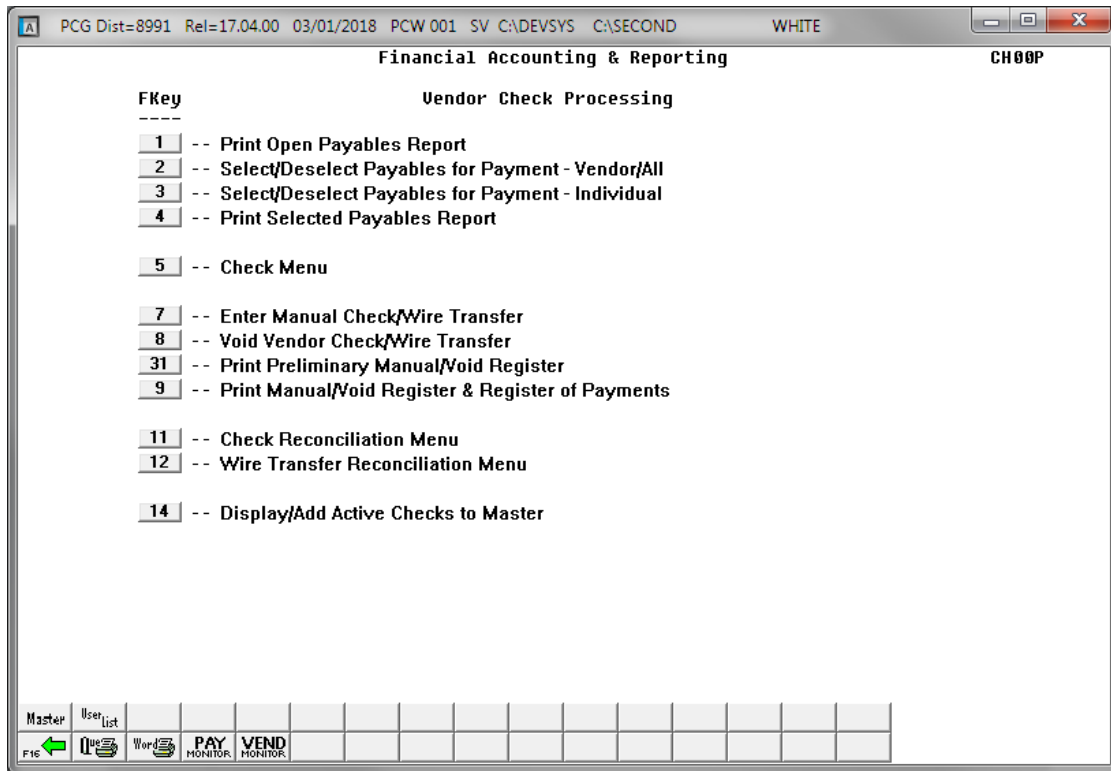
Procedure A: Vendor Check/Wire Transfer Reconciliation

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



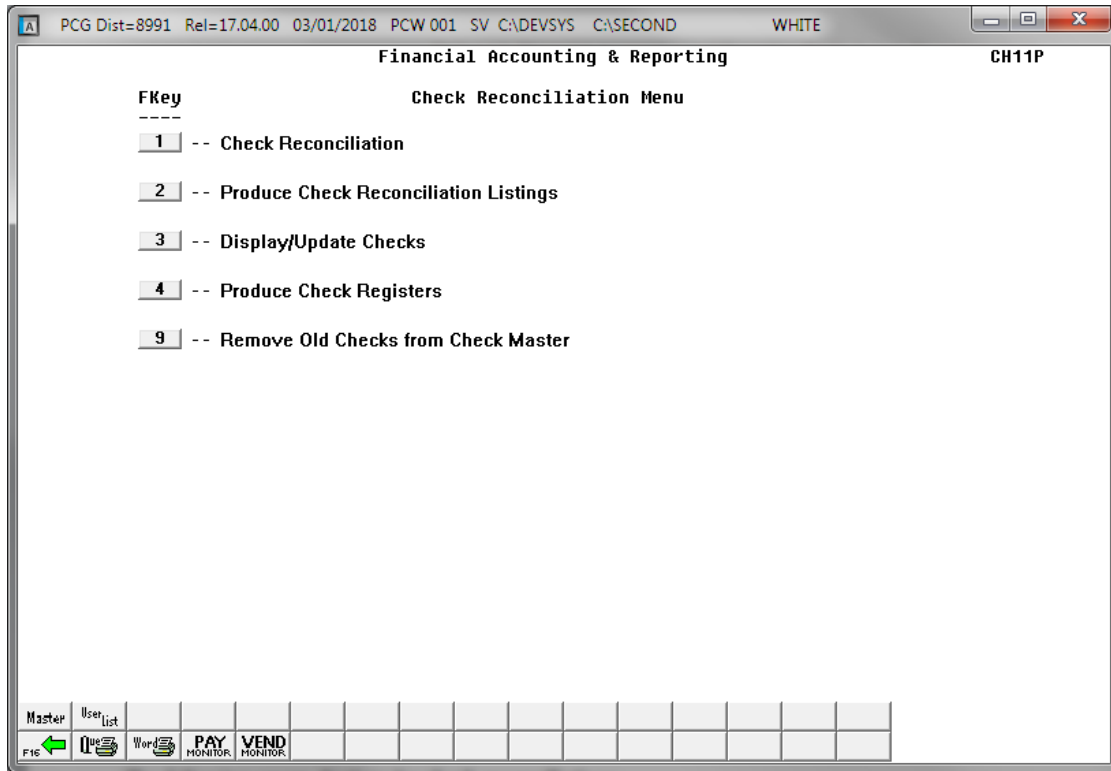
Step	Action
2	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



Step	Action
3	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

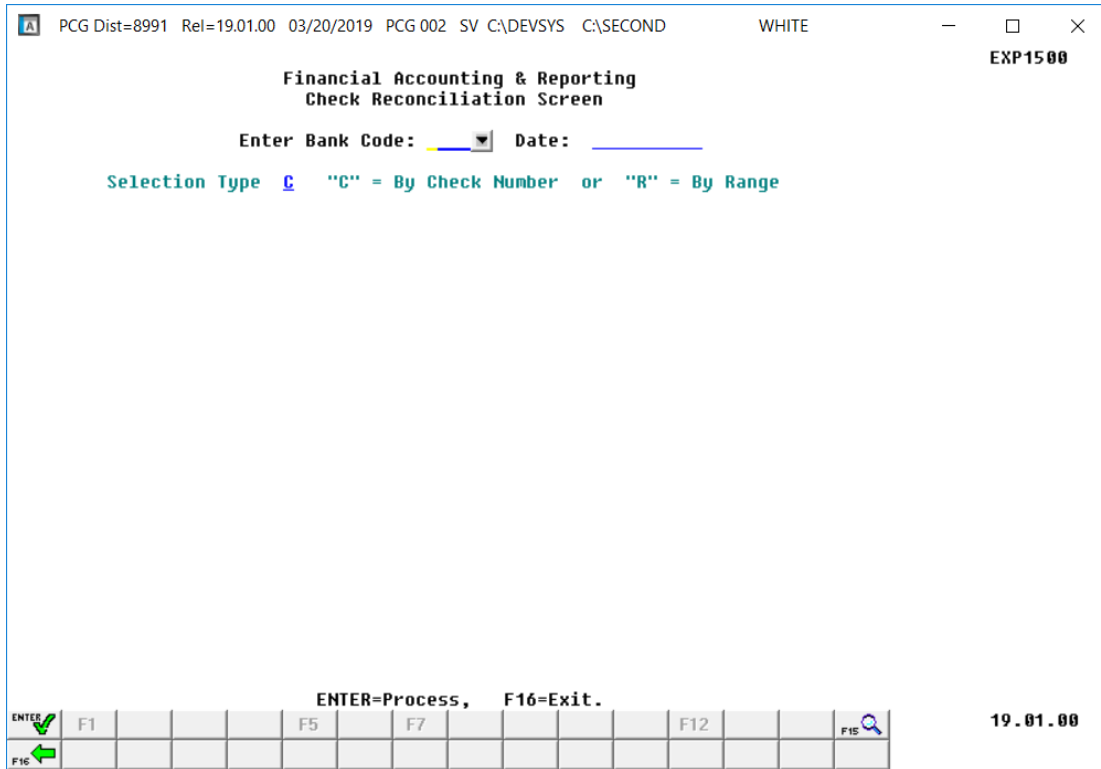
The following screen displays:





For Step 3 – F12 selections, the menu instead indicates Wire Transfer Reconciliation.

Step	Action
4	Select 1 (F1 - Check/Wire Transfer Reconciliation).

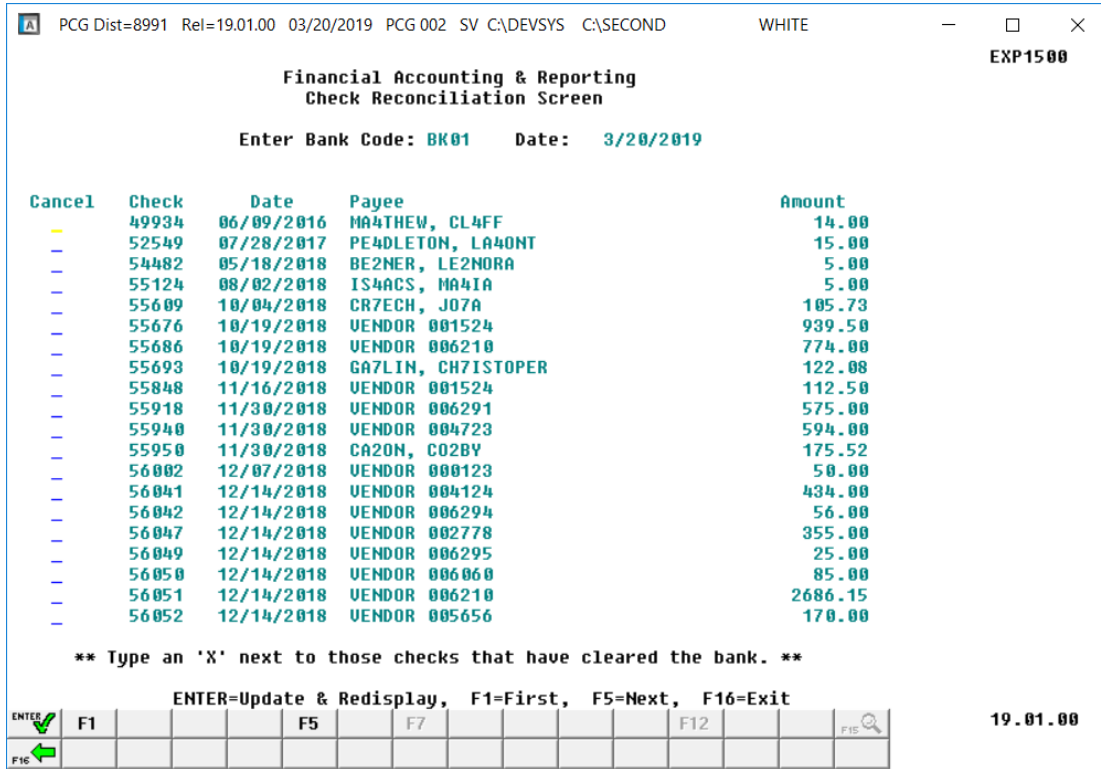
The following screen displays for **check reconciliations**:








For Step 3 – F12 selections, the screen instead indicates Wire Transfer Reconciliation Screen.

Step	Action
5	Enter the code, or select the drop-down selection icon  within the Bank field to choose the bank's information.
6	For Check reconciliations only: Enter C (Check number) to select individual check numbers, or R (Check range) to enter a specific range of checks in the Selection Type field.
7	Enter the date (MM/DD/CCYY) in the Date field to limit the display of vendor checks and wire transfers to the date entered.
8	Select  (Enter). <i>To select individual checks or wire transfers, proceed to Step 9.</i> <i>To enter a range of checks or wire transfers, proceed to Step 10.</i> <i>*** Processing Request ***", "Do not cancel processing!", and a processing status counter briefly display.</i>

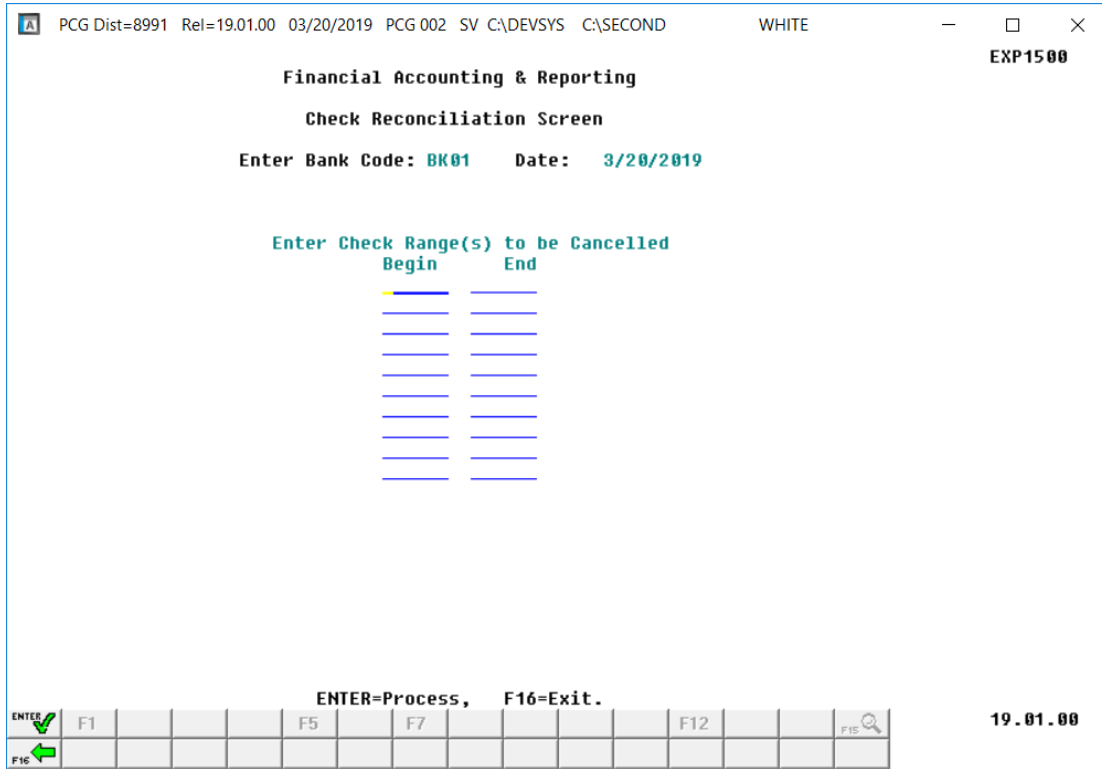
For **Step 6 - C (Check number)** entries, the following screen displays:





For Step 3 – F12 selections, the screen instead indicates Wire Transfer Reconciliation Screen.

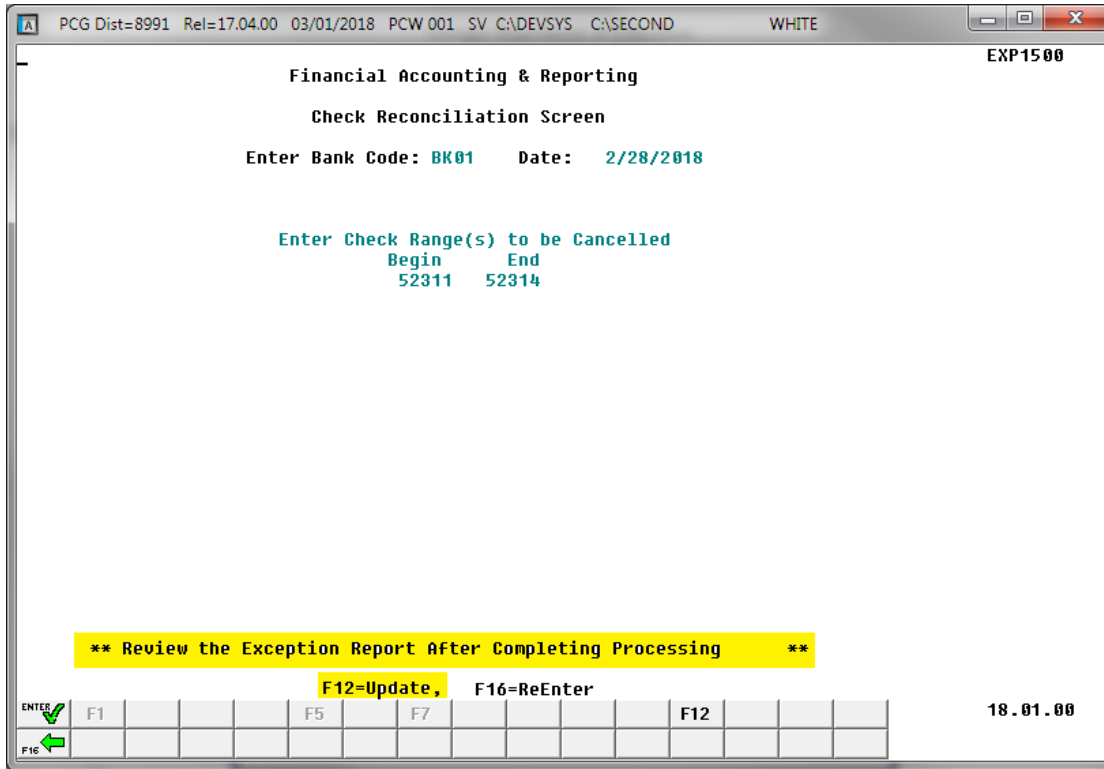
Step	Action
9	<p>Enter X in the Cancel column of the vendor check(s)/wire transfer(s) that have cleared the bank and require cancellation. Then select  (Enter). Repeat <i>Step 9</i> until all desired checks have been cancelled.</p> <p>Verify that the “<i>Check (Wire Transfer) Cancellation Complete</i>” message displays.</p> <p>When all items have been selected, select  (F16 - Exit), and proceed to <i>Step 14</i>.</p> <p>To view additional checks (wire transfers), select  (F1 - First),  (F5 - Next), or  (F7 - Previous) where appropriate.</p>

For **Step 6 - R (Check range)** entries, the following screen displays:



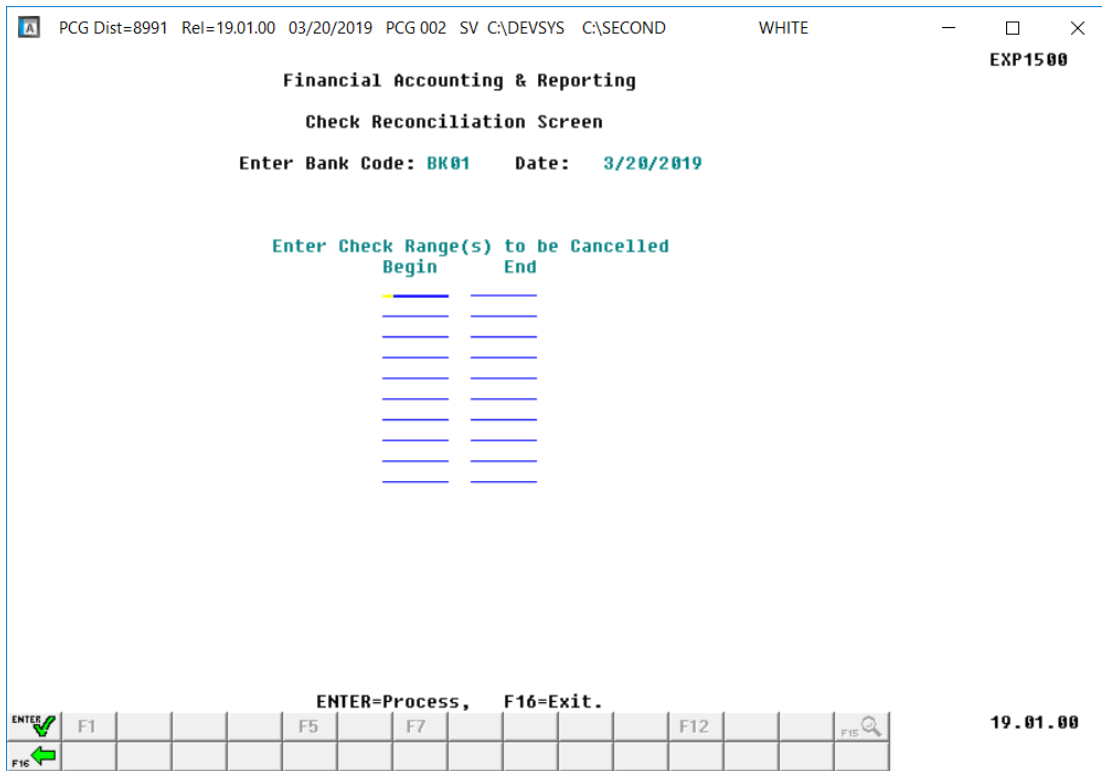
Step	Action
<p>10</p>	<p>Enter up to ten check range(s) in the Begin and End columns. The following processing guidelines apply to check range entries:</p> <ul style="list-style-type: none"> • Enter valid beginning and ending check numbers within the columns. • The check must be an issued check. • Verify the check does not contain the ‘C’ (Cancelled) status. • The ending check number must be greater than or equal to the beginning check number entered.
<p>11</p>	<p>Select  (Enter). If errors exist, PCGenesis will display the corresponding error message. After correcting the indicated errors, select  (Enter).</p>


The following screen displays:



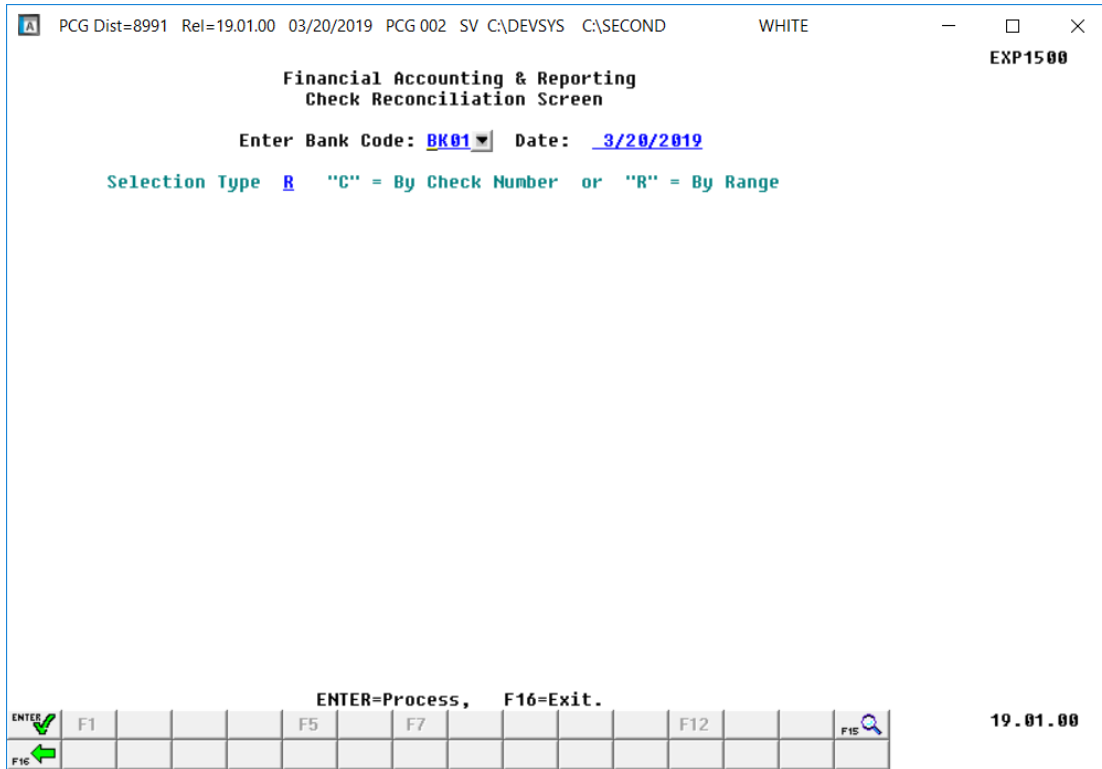
Step	Action
12	Select F12 (F12 - Update). “* * * Processing Request * * *” and “Do not cancel processing!” will briefly display.


The following screen displays:



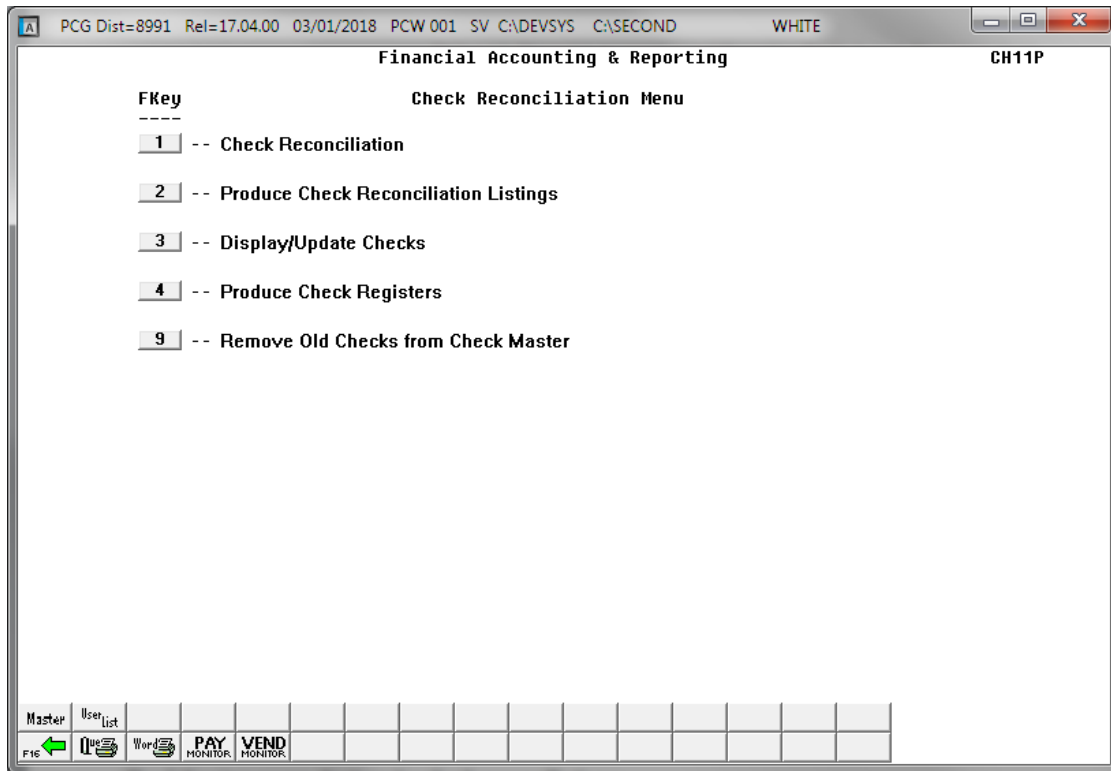
Step	Action
13	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting - Check/Wire Transfer Reconciliation Entry</i> screen.





The following screen displays:



Step	Action
14	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting Check/Wire Transfer Reconciliation Menu</i> .

The following screen displays:

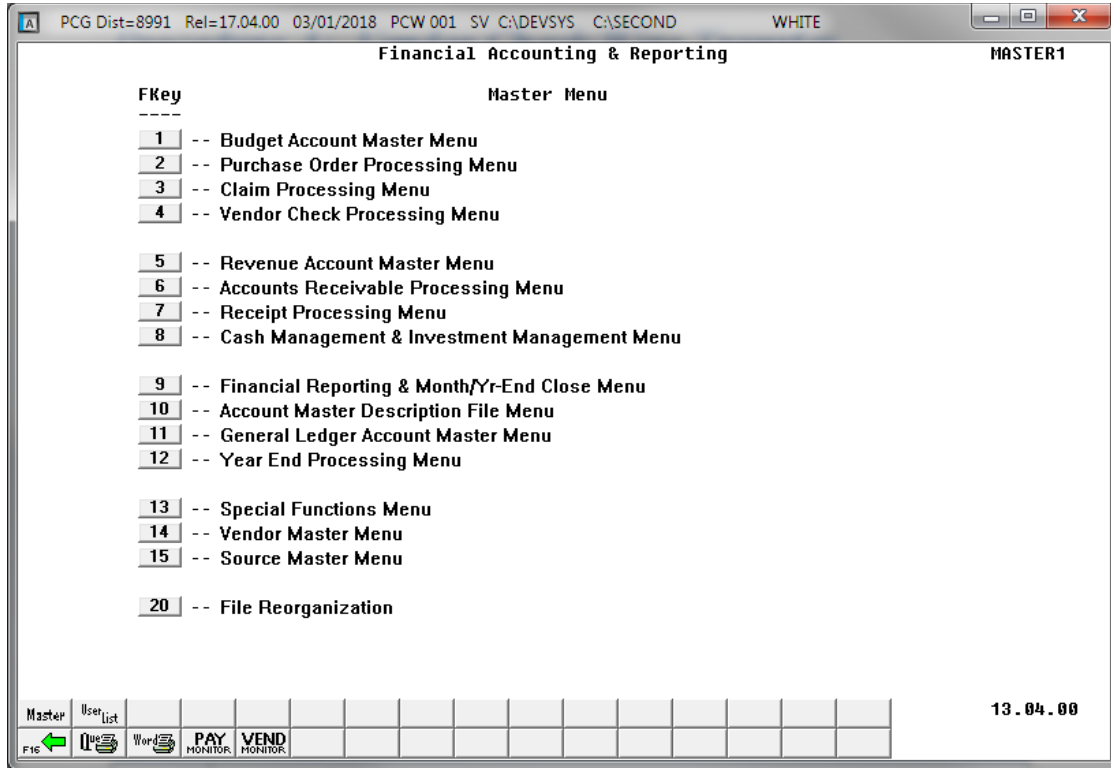


Step	Action
15	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .
16	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue). Select the <i>Spool</i> option to print the report.</p> <p>To print the report via Microsoft® Word: Select  (MS WORD). <i>Refer to the <u>Technical System Operations Guide</u>, <u>User Interface Procedures</u>, <u>Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>

A1. Vendor Check/Wire Transfer Reconciliation Exception Report by Check Range – Example

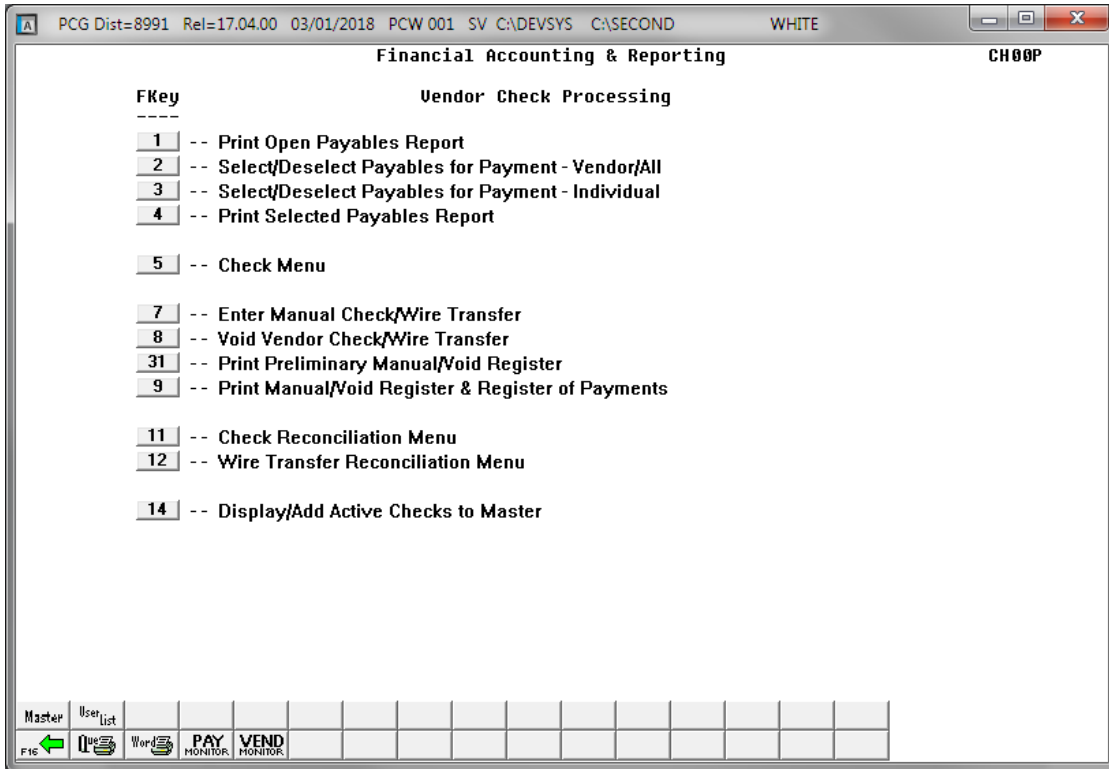
```
DATE      03/01/18                VENDOR CHECK RECONCILLIATION EXCEPTION REPORT                PAGE      1
CHECK  STATUS  ERROR TYPE
52311 - 52314      ----- Check Range Processed
```

Procedure B: Display/Update Vendor Checks or Wire Transfers



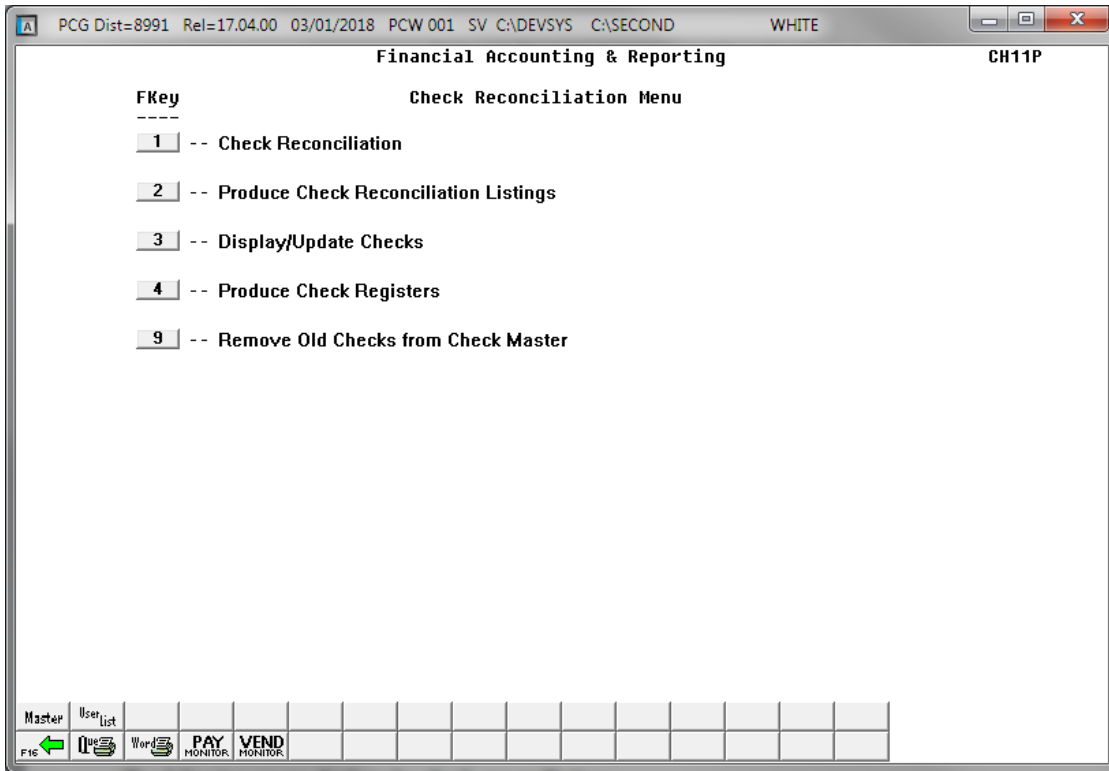
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).




The following screen displays:



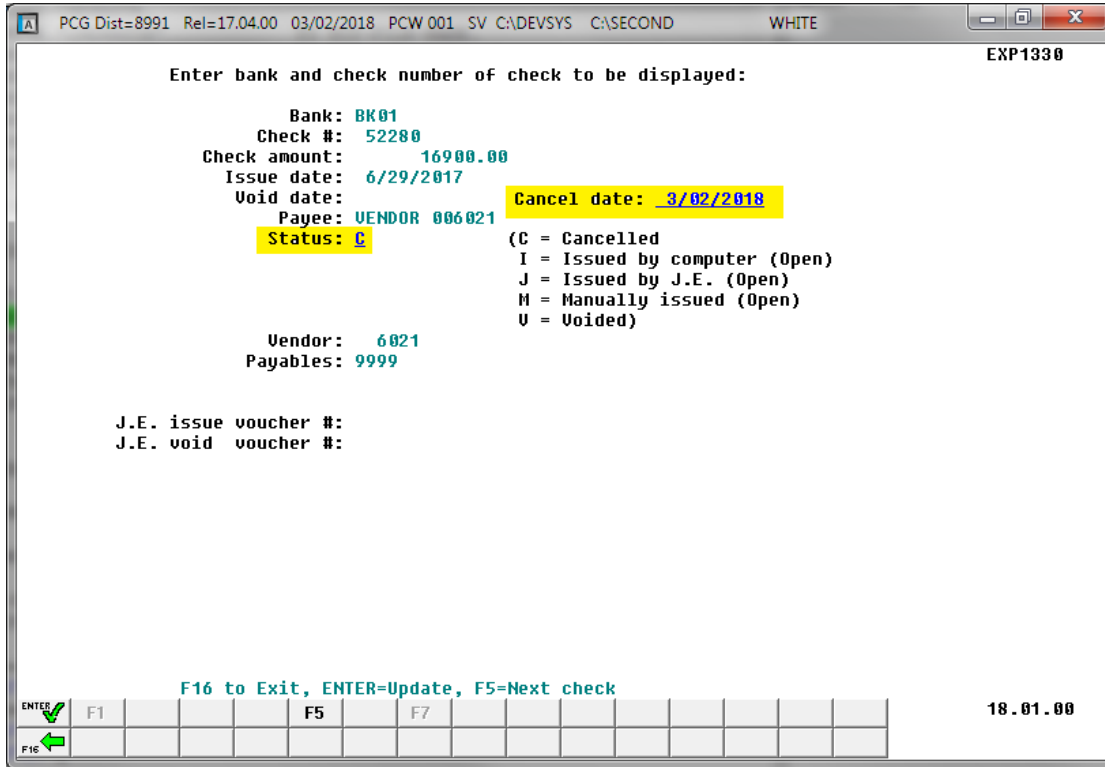
For Step 2 – F12 selections, the menu instead indicates Wire Transfer Reconciliation.



Step	Action
3	Select 3 (F3 -Display/Update Checks/Wire Transfers).

The following screen displays:


Step	Action
4	Enter the bank's code or select on the drop-down selection icon  in the Bank field to choose the bank's information.
5	Enter the check's (wire transfer's) number or select on the drop-down selection icon  in the Check# (Wire Transfer #) field to choose a check number, and select  (Enter).

The following screen displays:

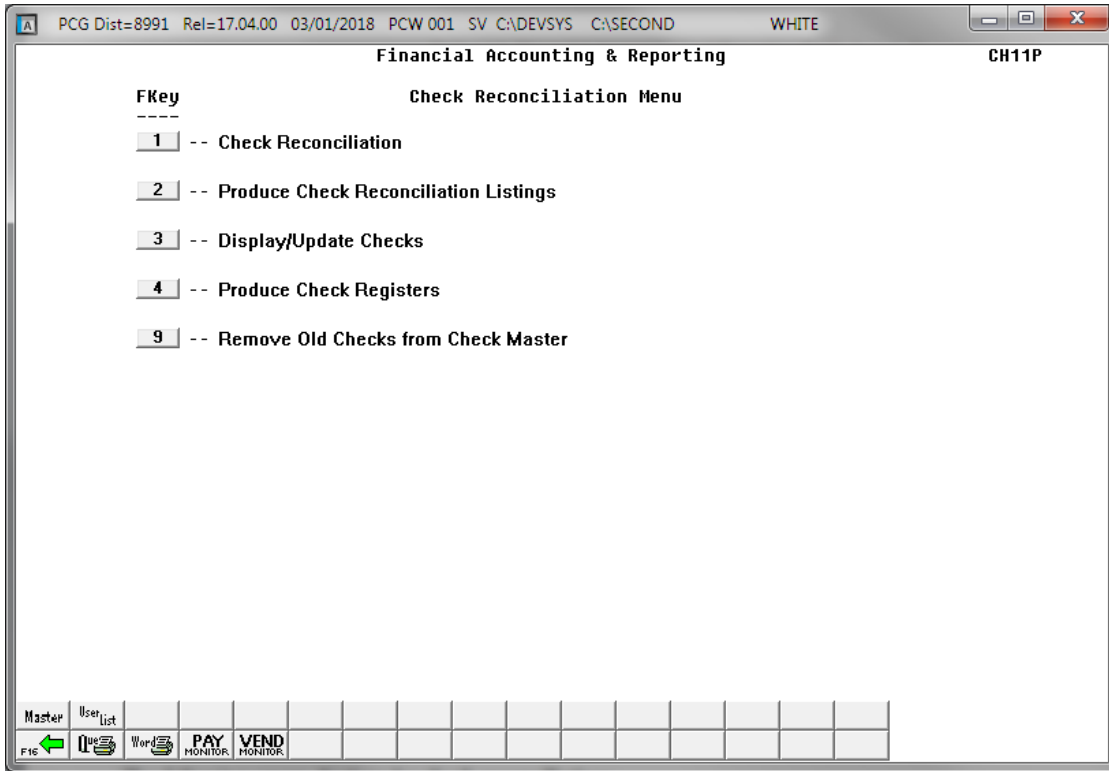




Step	Action
6	<p>Make the appropriate entries in the Cancel Date (MM/DD/CCYY) and Status fields.</p> <p>To change the status to “Cancelled”: Enter C (Cancelled) in the Status field. Enter the date (MM/DD/CCYY) in the Cancel Date field. The <i>Status</i> may be modified from I (Issued by Computer) J (Journal Entry issued), M (Manually issued), or T (Wire transfer), to C (Cancelled).</p> <p>To reverse a previously “Cancelled” vendor check or wire transfer: Enter the code in the Status field. Delete the cancellation date from the Cancel Date field. The Status may be modified to a status of I, J, M or T if the check was erroneously cancelled during the <i>Reconciliation</i> procedure.</p> <p>Select  (F5 - Next check/wire transfer) to view additional checks (wire transfers), where appropriate.</p>
7	<p>Select  (Enter).</p>

The following screen displays:

Step	Action
8	Select  (F16 – Exit) to return to the <i>Financial Accounting & Reporting – Check (Wire Transfer) Reconciliation Menu</i> .

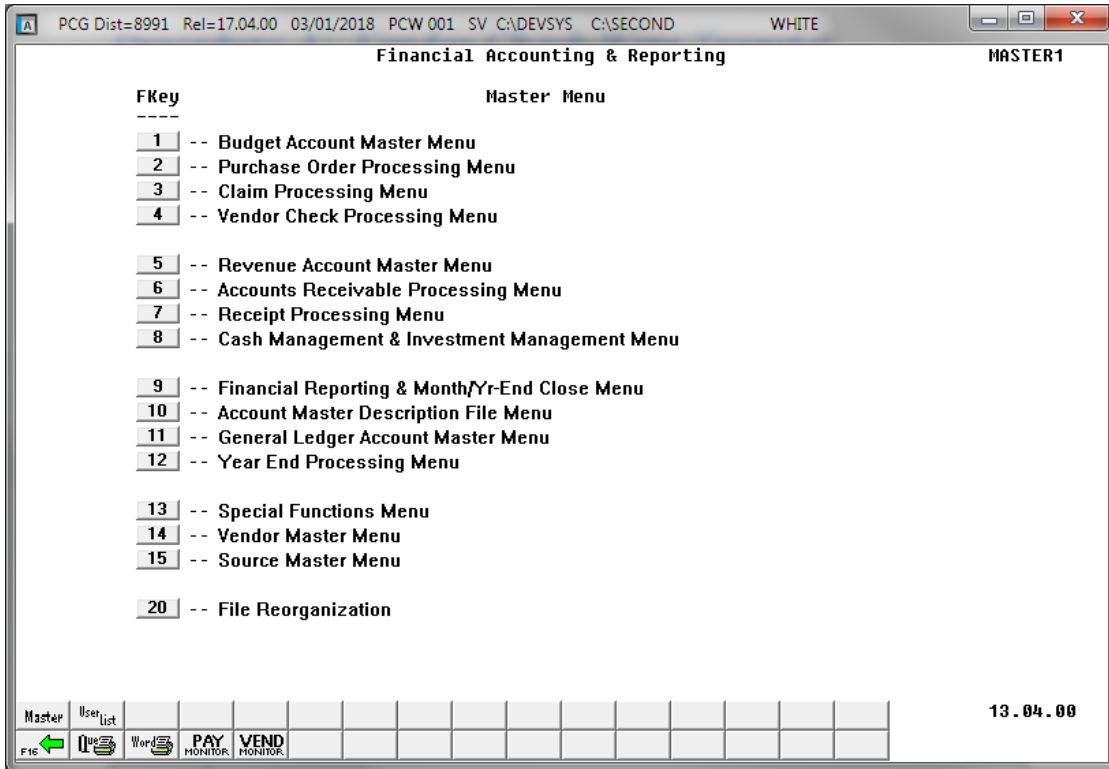
The following screen displays:



Step	Action
9	Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i> .

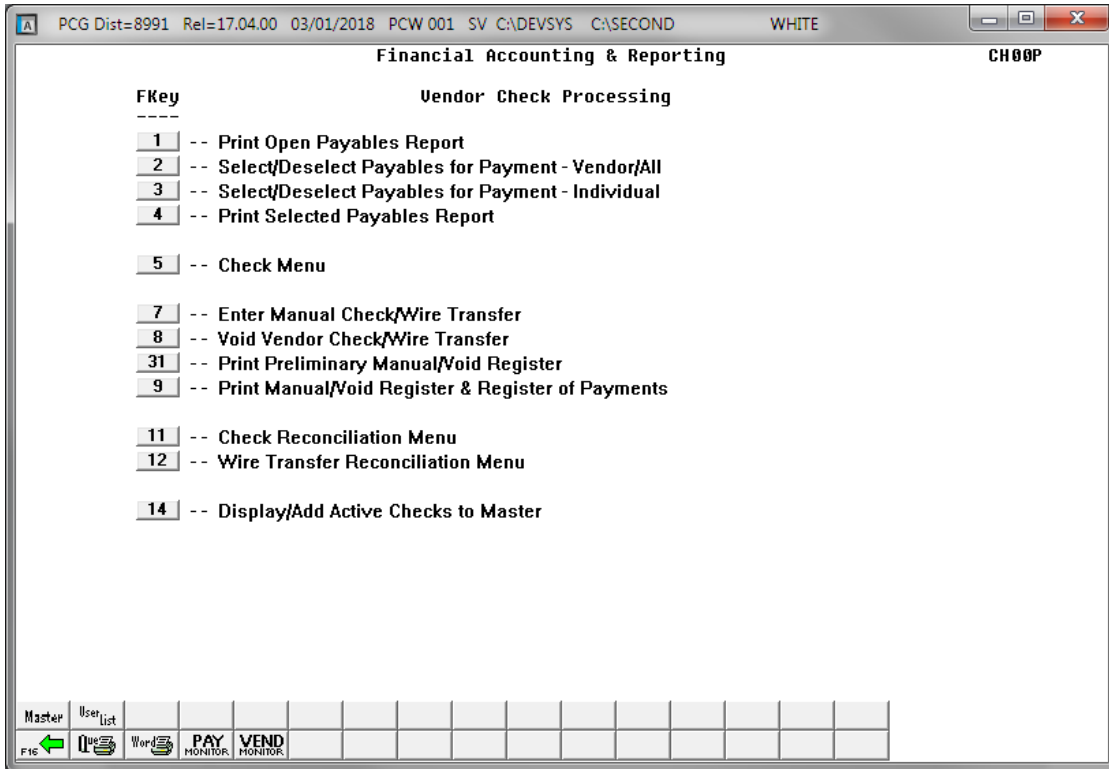
Procedure C: Vendor Check/Wire Transfer Report Processing

C1. Print the Check/Wire Transfer Reconciliation Listings



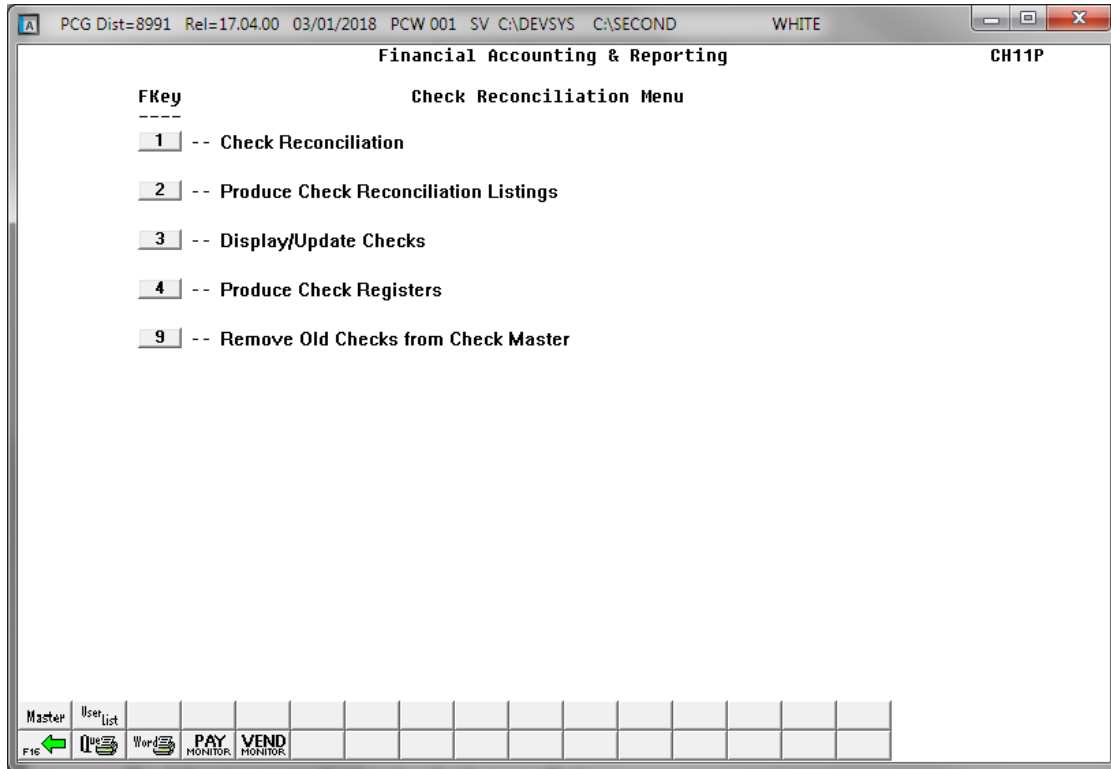
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:



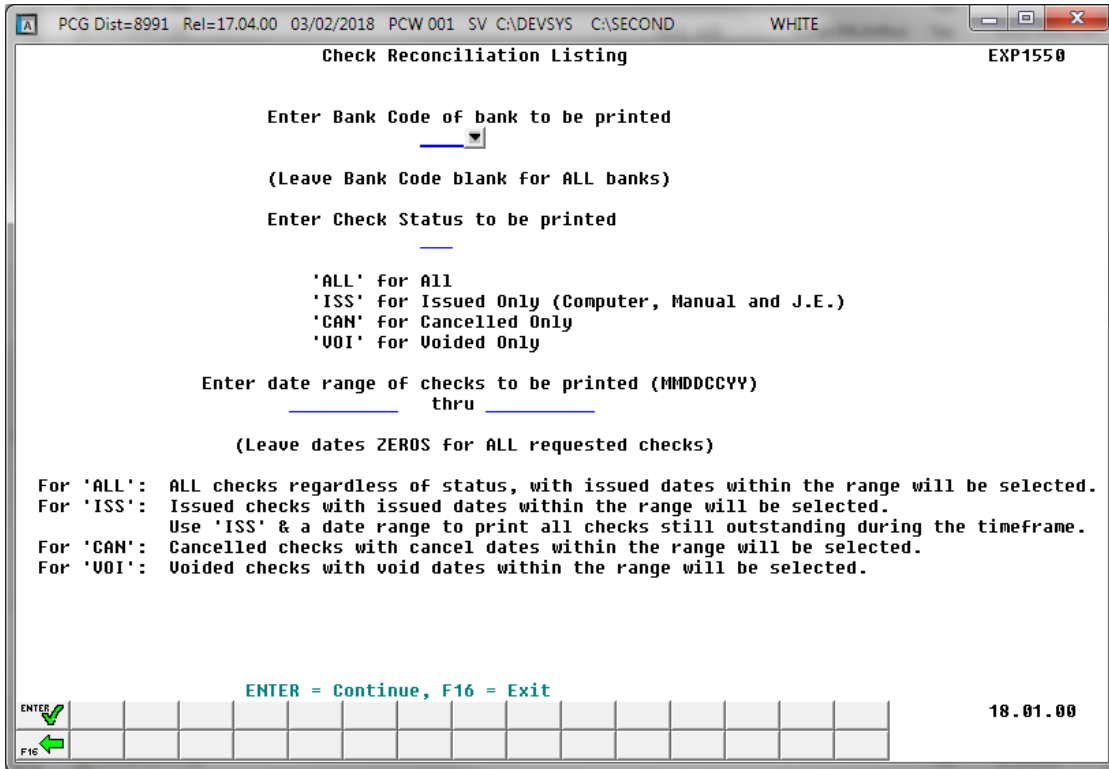
Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).


The following screen displays:




Step	Action
3	Select 2 (F2 - Produce Check/Wire Transfer Reconciliation Listings).

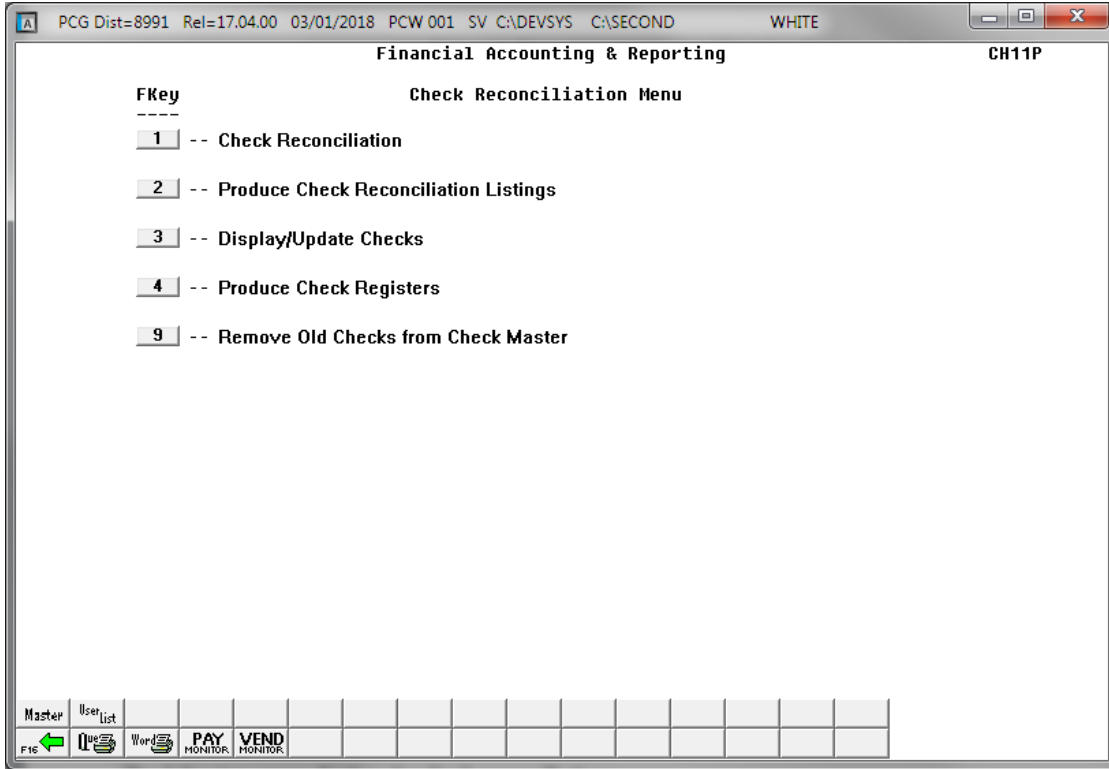
The following screen displays:







Step	Action
4	<p>For all banks: Leave the Enter Bank Code of Bank to be Printed field blank.</p> <p>For a specific bank: Enter the bank’s code, or select the drop-down selection icon  within the Enter Bank Code of Bank to be Printed field to choose the bank’s information.</p>
5	<p>Vendor checks: Enter ALL (All), ISS (Computer/Manually Issued), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Check Status to be Printed field to define the type of checks to be evaluated.</p> <p>Wire transfers: Enter ALL (All), TFR (Wire Transfer), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Wire Transfer Status to be Printed field to define the type of wire transfers to be evaluated.</p>

Step	Action
6	<p>Enter the date range (MMDDCCYY) <i>or</i> leave the field populated with zeroes (0's) for all vendor checks/wire transfers, in the Enter Date Range of Checks/Wire Transfers To Be Printed (MMDDCCYY) fields.</p> <ul style="list-style-type: none"> • When the user selects the ‘ALL’ option, all checks/wire transfers, regardless of status, are printed as long as the Issue Date is within the date range requested. • When the user selects the ‘ISS’ or ‘TFR’ option, the program prints all checks/wire transfers which are outstanding during the timeframe. For example, if the Issue Date is within the range and the Cancel Date is outside of the date range, <u>the check will print</u> on the report because the check is still outstanding. If the check was issued and cancelled within the date range, <u>the check will NOT print</u> on the report because the check is not outstanding in that date range. • When the user selects the ‘CAN’ option, the program prints all checks/wire transfers with the Cancel Date within the date range requested. • When the user selects the ‘VOI’ option, the program prints all checks/wire transfers with the Void Date within the date range requested.
7	<p>Select  (Enter) <u>twice</u>.</p> <p>“* * * <i>Processing Request</i> * * *” briefly displays.</p>

The following screen displays:



Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
9	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

C1.1 Check Registers (All Checks) - Example

The final page of the report lists the number of checks and the grand totals for each vendor check category.

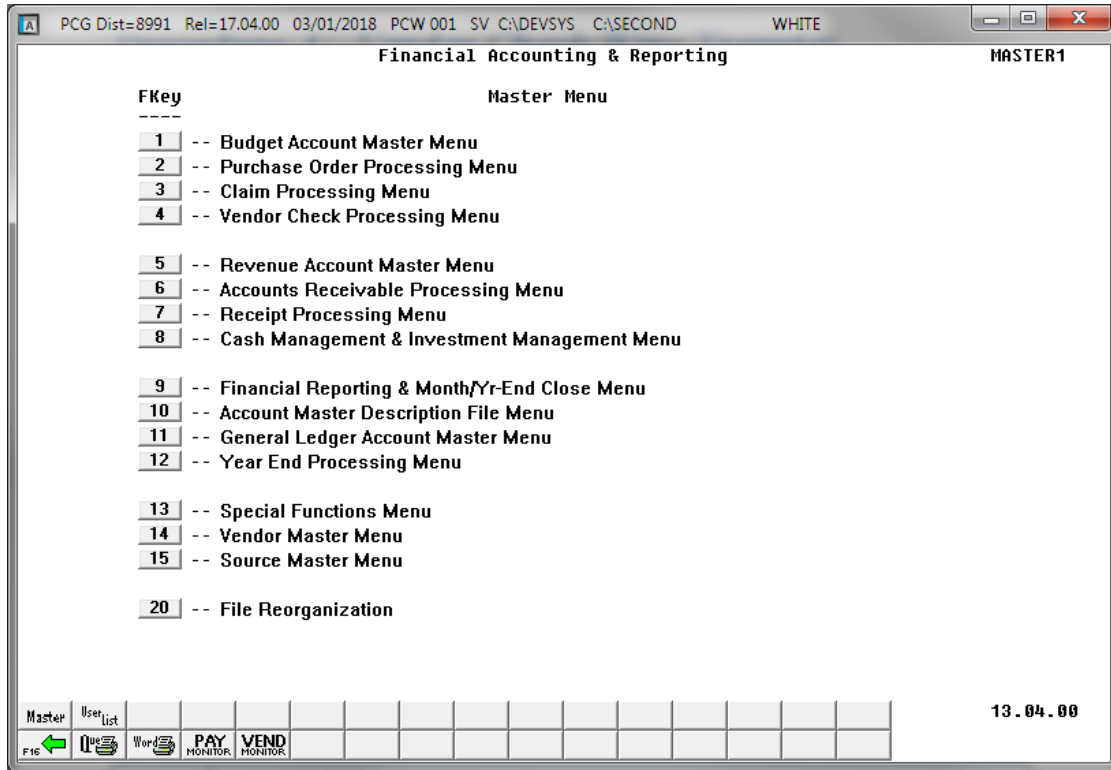
REPORT ID: EXP1550		LIST OF ALL CHECKS				PAGE 1677			
REPORT DATE: 03/02/2018		ISSUED DATE RANGE: 00/00/0000 - 00/00/0000							
BANK: FBG FNB 008 OF SMITH CITY GENERAL OPERATING									
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)	
049833	02/06/2018	DENI COUNTRY GLASS & MIRROR	236.13	COMPUTER ISSUED				24	
049834	02/06/2018	ATLANTA BATTERY COMPANY	715.32	COMPUTER ISSUED				24	
049835	02/06/2018	MECHANICAL REPAIR SERVICE, INC	505.00	COMPUTER ISSUED				24	
049836	02/06/2018	MKC ENTERPRISES, INC	1,269.85	COMPUTER ISSUED				24	
049837	02/06/2018	NEWTON ELECTRIC SUPPLY	96.12	COMPUTER ISSUED				24	
049838	02/06/2018	PITNEY BOWES	141.00	CANCELLED	2/28/2018				
049839	02/06/2018	PRESENTATION BINDING SYSTEMS	707.48	CANCELLED	2/28/2018				
049840	02/06/2018	PROCARE THERAPY, INC	3,120.71	CANCELLED	2/28/2018				
049841	02/06/2018	RAPID-ROOTER SEWER & DRAIN SER	900.00	CANCELLED	2/28/2018				
049842	02/06/2018	RICE PLUMBING	1,547.50	CANCELLED	2/28/2018				
049843	02/06/2018	SAFETY KLEEN	248.52	CANCELLED	2/28/2018				
049844	02/06/2018	SCIENCE OLYMPIAD	55.00	CANCELLED	2/28/2018				
049845	02/06/2018	SNAP-ON TOOLS	91.00	CANCELLED	2/28/2018				
049846	02/06/2018	STEPHENS OIL COMPANY	16,590.64	CANCELLED	2/28/2018				
049847	02/06/2018	SUNBELT STAFFING	2,437.07	CANCELLED	2/28/2018				
049848	02/06/2018	THE MORGAN CONSULTING GROUP IN	1,200.00	CANCELLED	2/28/2018				
049849	02/06/2018	THE ORGANWISE GUYS, INC	127.26	CANCELLED	2/28/2018				
049850	02/06/2018	TRANE PARTS	386.85	CANCELLED	2/28/2018				
049851	02/06/2018	UNIVERSITY OF GEORGIA	3,892.89	CANCELLED	2/28/2018				
049852	02/06/2018	WEBB BROTHERS SUPPLY COMPANY	7.55	CANCELLED	2/28/2018				
050000	02/15/2018	DZEZE OSTSLA	90.00	CANCELLED	2/28/2018		00113675		
050001	02/15/2018	DZEZE OSTSLA	28.00	CANCELLED	2/28/2018		00113676		
CANCELLED:		48801 CHECKS	\$292,017,889.20	TOTAL					
VOIDED:		648 CHECKS	\$6,371,392.38	TOTAL					
ISSUED:		299 CHECKS	\$2,889,466.05	TOTAL					
GRAND:		49748 CHECKS	\$301,278,747.63	TOTAL					

C1.2 Check Registers (Issued Checks) - Example

When the user selects the 'ISS' option to print the List of Issued Checks Only, the program prints all checks still outstanding during the timeframe. For example, if the **Issue Date** is within the range and the **Cancel Date** is outside of the date range, the check will print on the report because the check is still outstanding. If the check was issued and cancelled within the date range, the check will NOT print on the report because the check is not outstanding in that date range.

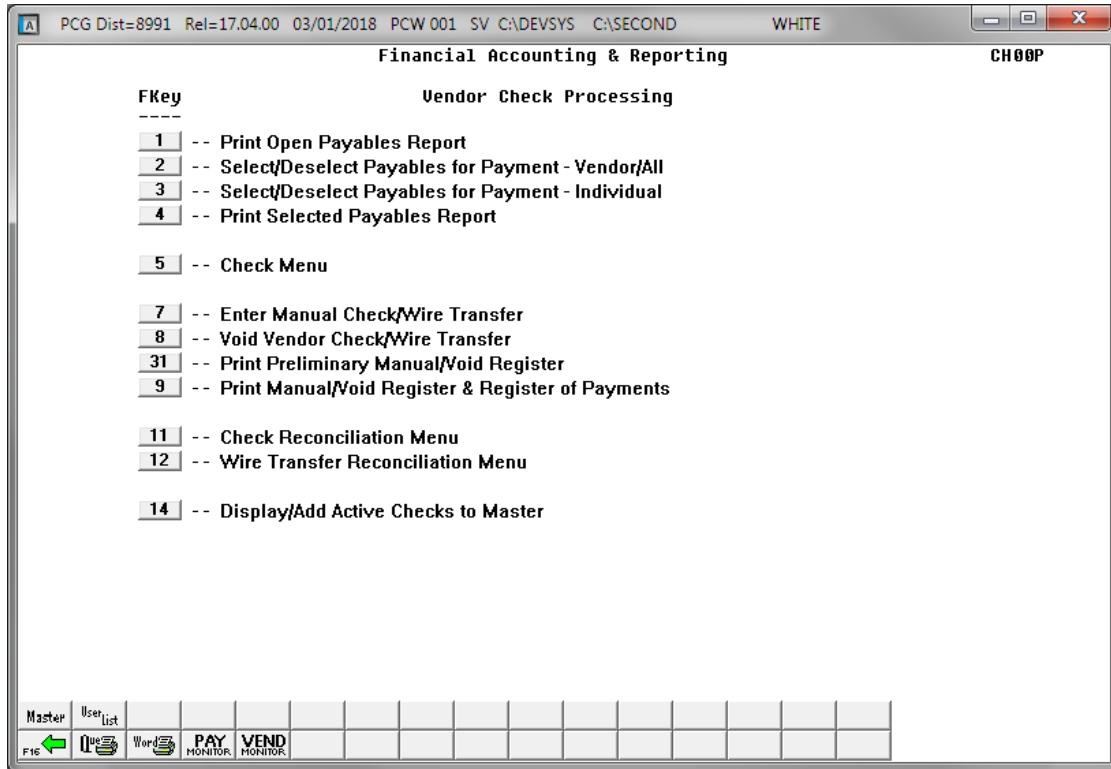
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)
049821	02/06/2018	DEMCO	320.64	COMPUTER ISSUED				24
049822	02/06/2018	FARMERS BANK	8,640.64	COMPUTER ISSUED				24
049823	02/06/2018	FREY SCIENTIFIC	3,664.01	COMPUTER ISSUED				24
049824	02/06/2018	GA ASSOC FOR GIFTED CHILDREN	600.00	COMPUTER ISSUED				24
049825	02/06/2018	GC&E SYSTEMS GROUP, INC	2,703.72	COMPUTER ISSUED				24
049826	02/06/2018	GCEL ANNUAL CONFERENCE	300.00	COMPUTER ISSUED				24
049827	02/06/2018	GEORGIA POWER	5,976.10	COMPUTER ISSUED				24
049828	02/06/2018	HEAVY DUTY BUS PARTS INC	362.71	COMPUTER ISSUED				24
049829	02/06/2018	J C NASH TRUCK PARTS INC	174.60	COMPUTER ISSUED				24
049830	02/06/2018	JUNIOR LIBRART GUILD	49.14	COMPUTER ISSUED				24
049831	02/06/2018	KENNESAW STATE UNIVERSITY	390.00	COMPUTER ISSUED				24
049832	02/06/2018	KIMBALL MIDWEST	153.78	COMPUTER ISSUED				24
049833	02/06/2018	DENI COUNTRY GLASS & MIRROR	236.13	COMPUTER ISSUED				24
049834	02/06/2018	ATLANTA BATTERY COMPANY	715.32	COMPUTER ISSUED				24
049835	02/06/2018	MECHANICAL REPAIR SERVICE, INC	505.00	COMPUTER ISSUED				24
049836	02/06/2018	MKC ENTERPRISES, INC	1,269.85	COMPUTER ISSUED				24
049837	02/06/2018	FREDERICK ELECTRIC SUPPLY	96.12	COMPUTER ISSUED				24
CANCELLED:			0 CHECKS	\$.00	TOTAL			
VOIDED:			0 CHECKS	\$.00	TOTAL			
ISSUED:			299 CHECKS	\$2,889,466.05	TOTAL			
GRAND:			299 CHECKS	\$2,889,466.05	TOTAL			

C2. Print the Vendor Check/Wire Transfer Registers



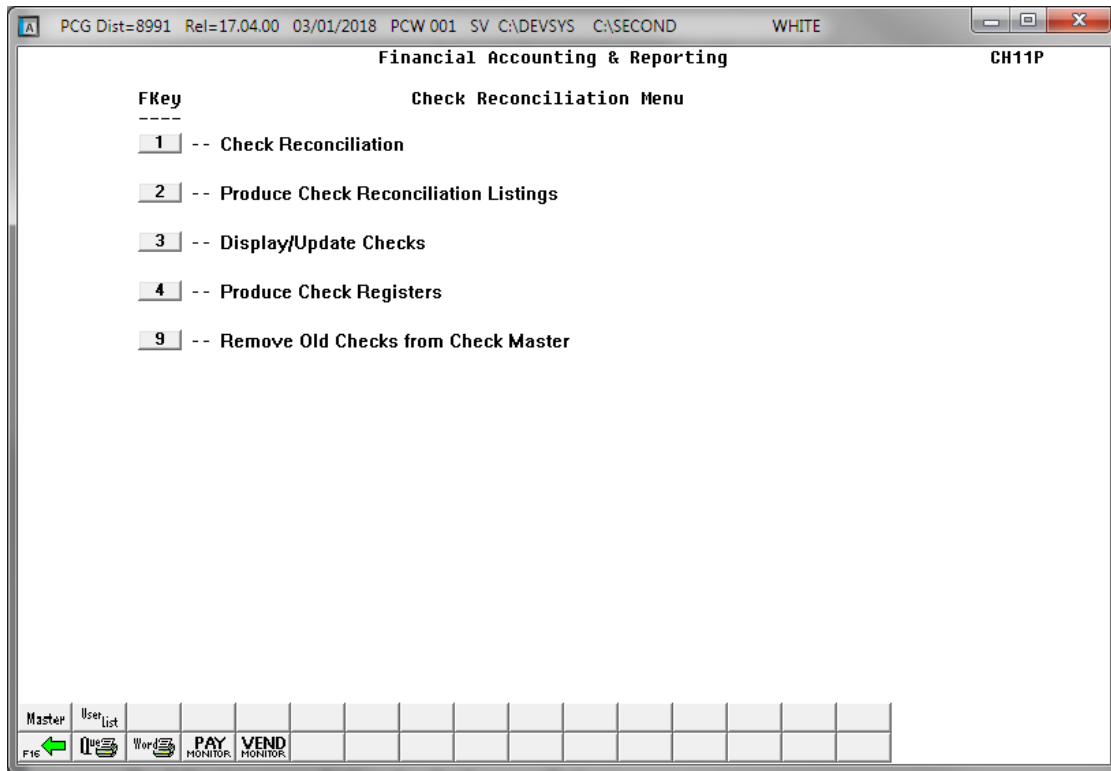
Step	Action
1	Select 4 (F4 – Vendor Check Processing).

The following screen displays:







Step	Action
2	Select 11 (F11 - Check Reconciliation Menu) or 12 (F12 - Wire Transfer Reconciliation Menu).

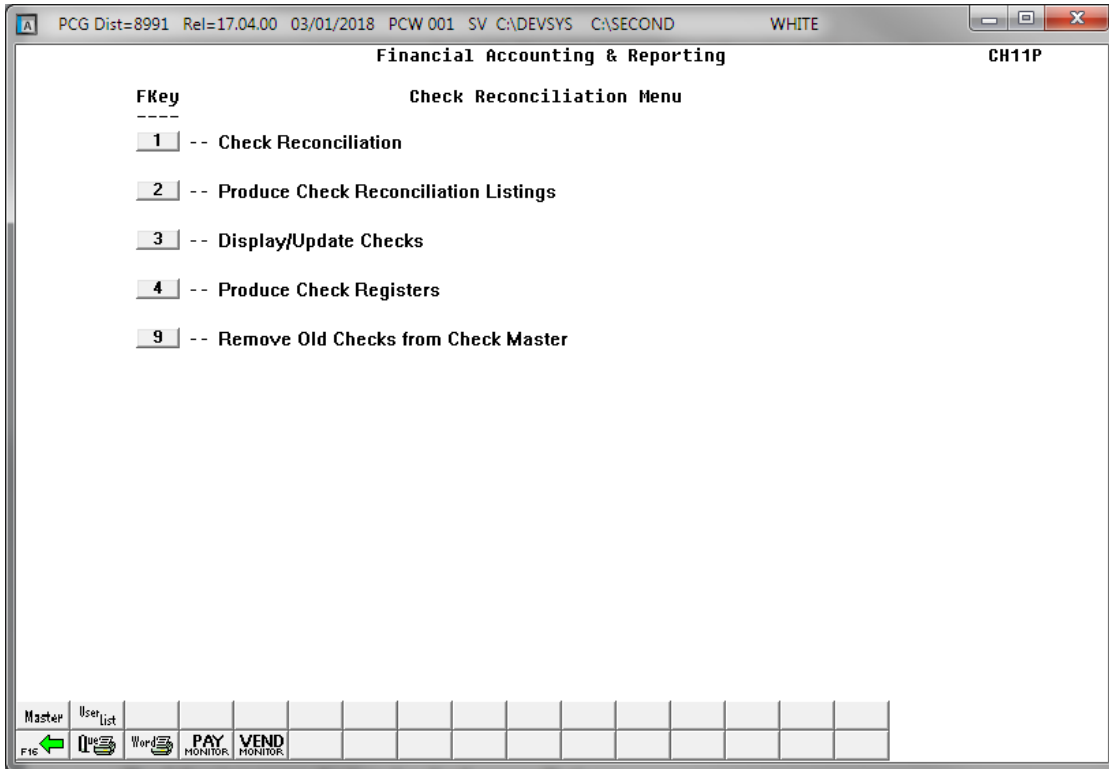
The following screen displays:







Step	Action
3	Select 4 (F4 - Produce Check/Wire Transfer Registers).

Step	Action
4	Enter the bank code <i>or</i> leave the field blank for all banks, in the Enter Bank Code of Bank to be Printed field. The drop-down selection icon  within the Bank field is available to choose the bank's information.
5	<p>Vendor checks: Enter ALL (All), ISS (Computer/Manually Issued), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Check Status to be Printed: **** field.</p> <p>Wire transfers: Enter ALL (All), TFR (Wire Transfer), CAN (Cancelled Only), or VOI (Voided Only) in the Enter Wire Transfer Status to be Printed field.</p>
6	Enter the date range (MM/DD/CCYY) <i>or</i> verify all zeroes (0's) are entered in the field to include all dates, in the Enter date range of checks to be printed (MMDDCCYY) field.
7	<p><u>For vendor checks only:</u></p> <p>Select the  (Radio Button) to left of the appropriate response in the Create Positive Pay Export to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.</p> <p><i>The Vendor Print Check Registers procedure allows the user to create a .csv output file containing the information printed on the Vendor Check Register. The export file contains the check amount, check date, bank account, check number, check status, and payee name, for each vendor check selected. The created export file can be sent to the school district's bank to satisfy the requirements of 'Positive Pay' for vendor check fraud prevention.</i></p>
8	<p><u>For vendor checks only:</u></p> <p>If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.</p>
9	<p><u>For vendor checks only:</u></p> <p>If creating an export file: Enter C:\EXPORT\PosPPayccyymmdd.csv in the Enter File Name and Path for Export File field, or select  (F10 - Browse for file) to locate the file manually.</p>
10	<p>Select  (Enter) twice.</p> <p><i>*** Processing Request ***</i> briefly displays.</p>

The following screen displays:



Step	Action
11	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
12	<p>Select  (F16 -Exit) to return to the <i>Financial Accounting & Reporting – Vendor Check Processing Menu</i> or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

C2.1. Check Reconciliation Listing – All Checks - Example

REPORT DATE 03/20/2019 - FINANCIAL		LIST OF ALL CHECKS		PAGE 629		
BANK: BK01 FNB 001 OF SMITH CITY						
NUMBER	DATE	PAYEE	AMOUNT	STATUS	CANCEL DATE	J.E. ISSUE/VOID #
056202	2019/01/11	VENDOR 005618	2,470.00	COMPUTER ISSUED		
056203	2019/01/11	VENDOR 004736	1,897.50	COMPUTER ISSUED		
056204	2019/01/11	VENDOR 006304	180.00	COMPUTER ISSUED		
056205	2019/01/11	VENDOR 000072	679.80	COMPUTER ISSUED		
056206	2019/01/11	VENDOR 006132	40.00	COMPUTER ISSUED		
056207	2019/01/11	VENDOR 004767	16,283.09	COMPUTER ISSUED		
056208	2019/01/11	HO7FMANN, LA7ENDRA	101.30	COMPUTER ISSUED		
056209	2019/01/18	VOID-VOID-VOID	0.00	VOIDED		
056210	2019/01/18	VENDOR 005961	881.42	COMPUTER ISSUED		
056211	2019/01/18	VENDOR 006116	495.00	COMPUTER ISSUED		
056212	2019/01/18	SC7OGGINS, JE7EE	16.82	COMPUTER ISSUED		
056218	2019/01/18	M3E, VA3GHN	53.36	COMPUTER ISSUED		
056219	2019/01/18	VENDOR 000563	236.39	COMPUTER ISSUED		
056220	2019/01/18	VENDOR 005678	535.00	COMPUTER ISSUED		
056221	2019/01/18	VENDOR 005851	149.00	COMPUTER ISSUED		
056226	2019/01/18	VENDOR 000219	90.00	COMPUTER ISSUED		
056227	2019/01/18	VENDOR 003159	1,533.53	COMPUTER ISSUED		
056228	2019/01/18	VENDOR 005649	1,000.00	COMPUTER ISSUED		
056229	2019/01/18	VENDOR 006107	318.00	COMPUTER ISSUED		
056230	2019/01/18	VENDOR 006107	318.00	COMPUTER ISSUED		
056231	2019/01/18	VENDOR 004644	2,813.00	COMPUTER ISSUED		
056232	2019/01/18	VENDOR 005742	739.58	COMPUTER ISSUED		
056233	2019/01/18	VENDOR 006135	400.00	COMPUTER ISSUED		
056234	2019/01/18	VENDOR 003868	2,921.34	COMPUTER ISSUED		
056235	2019/01/18	VENDOR 002994	353.43	COMPUTER ISSUED		
056236	2019/01/18	VENDOR 000851	2,062.00	COMPUTER ISSUED		
056237	2019/01/18	VENDOR 006062	2,829.31	COMPUTER ISSUED		
056238	2019/01/18	VENDOR 004836	397.64	COMPUTER ISSUED		
056239	2019/01/18	VENDOR 006212	200.00	COMPUTER ISSUED		
056240	2019/01/18	VENDOR 005088	3,202.02	COMPUTER ISSUED		
056241	2019/01/18	VENDOR 005336	2,570.00	COMPUTER ISSUED		
056242	2019/01/18	VENDOR 005265	381.11	COMPUTER ISSUED		
056243	2019/01/18	VENDOR 005988	200.00	COMPUTER ISSUED		
056244	2019/01/18	VENDOR 004384	56.50	COMPUTER ISSUED		
056245	2019/01/18	VENDOR 004487	117.25	COMPUTER ISSUED		
056246	2019/01/18	VENDOR 005937	2,015.60	COMPUTER ISSUED		
056255	2019/01/24	VENDOR 001603	3,228.00	J.E. ISSUED		
		VOIDED: 2656 CHECKS	\$2,410,907.86	TOTAL		
		ISSUED: 27542 CHECKS	\$129,473,676.70	TOTAL		
		GRAND: 30198 CHECKS	\$131,884,584.56	TOTAL		

Procedure D: Remove Vendor Checks/Wire Transfers from the CHEKMSTR File

Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide, Section N: Special Functions, Topic 2: Deleting Financial Records by Year and Date Range* for instructions on removing vendor checks and wire transfers from the PCGenesis database.