

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/2017	Section J: System Utilities
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[Topic 2: Payroll Check Signature Card Setup, Version 1.4]

Revision History

Date	Version	Description	Author
4/4/2017	1.4	17.01.00 – Updated screenshots.	D. Ochala
4/11/2016	1.3	16.01.00 – Update Logo and Footers.	S. Scrivens
3/31/2011	1.2	Updated document to PCGenesis Release 11.01.00 - Modified procedure and	D. Ochala
		included new screenshot examples.	
04/17/2006	1.1	Updated document to PCGenesis Release 06.01.00 – Modified procedure and	C. W. Jones
		included new screenshot examples.	

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Overview

Payroll checks may be printed in PCGenesis with a signature by using a payroll check *Signature Card*, or they may be printed without a signature. Configuring a *Signature Card* for payroll check processing saves time by eliminating manual signatures. Completing the steps outlined within this document will allow you to configure the necessary PCGenesis system devices for the use of a signature card.

When the *Enable and Setup Signature Card, Align Signature, Disable Signature,* or *Print Sample* options are selected, a sample payroll check will be printed. Verify the information is displayed as you intended. In order for your selections to be saved, you must select the **F8 – Save and Continue** option to retain the signature card settings and alignment settings.

Magnetic Ink Character Recognition (MICR) Encoding/Printing: The PCGenesis MICR feature allows vendor and payroll checks to be printed on blank check stock using your laser printer. This printer must be set up with a *Signature Card* before the MICR feature may be implemented. Please refer to *Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Topic 3: Payroll Check Signature Card Setup

Step	Action
1	Verify all users are logged out of PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).

The following screen is displayed:

PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
System Utilities	FILEMGMT
FKey	
 1 Run Program or Procedure	
 4 MICR Setup 5 Payroll Signature Card Setup 6 Purchase Order Signature Card Setup 7 Vendor Signature Card Setup 	
9 Security Menu 10 System Message Administration	
13 Display Number of Records in a File	
17 Display Current Release Number	
20 Set Screen Color	
Master Userlist Master Userlist Master Userlist Master Userlist Master Userlist Master <	17.01.00

Step	Action
3	Based on the manufacturer's guidelines, insert the Signature Card into the Printer
4	Select 5 (F5 – Payroll Check Signature Card Setup). If the Signature Card has not been inserted correctly, is corrupt, or has malfunctioned, or if users have logged into PCGenesis, the "The Signature File is Missing or Corrupt." message will be displayed. In this instance, select F16 – Cancel and Exit, and return to Step 1 to repeat this procedure. If you continue to receive this message, contact Information Technology Customer Support for assistance.

The following dialog box displays:

Select Printer						
Select Printer:	2285-HP Universal Printing PCL 6 Nitro PDF Creator (Pro 9)					
Called By: CHKCALL	Microsoft XPS Document Writer Fax Softdocs Generic / Text Only \\printserver\Xerox-1970					
Orientation:	\\printserver\2275-HPLJ43UUdtn					
Portrait						
U Landscape						
Default Printer	2285-HP Universal Printing PCL 6					
Selected Printer	2285-HP Universal Printing PCL 6					
		ОК	Exit Process			

Step	Action
5	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the Selected Printer text box.
	The printer selected must have already been set up with the appropriate signature card.
6	Select OK (OK).

PCG Dist=8991 Rel=17.01.00 04/04/2017	PCW 001 SV C:\DEVSYS	C:\SECOND WHITE	
SELECT CHECK TYPE		Payroll Check	CHKCALL
Select to Change Check Type			
F1 PAYROLL			
F2 GENERAL FUND		Current Selected Check Type	
		PAYROLL]
F6 Disable Acct Type Print			
Continue			
			17.01.00

The following screen is displayed:

Step	Action
7	For MICR-enabled payroll banks: Verify the selection, or select the appropriate account type, and select Continue (Continue).
	When using the same bank for payroll and vendor check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for each bank is defined during MICR setup.
	For Non MICR-enabled payroll banks: Proceed to Step 8.

PCG Dist=8991	Rel=17.01.00	04/04/2017	PCW 001	SV C:\DEVS	S C:\SECONI	D W	/HITE	
	Signature C	ard Setup So	reen		Pa	yroll Check		CHKCALL
Current Se	elected Printer		2	285-HP Univ	ersal Printing I	PCL 6		
Please Make	Selection							
(F1	🗍 - Select Prir	nter						
F2	- Print Samp	le						
F4	- Enable and	d Setup Sign	ature Card	I				
F5	- Align Signa	ature			urrent Signatu	ure Card Status	:	
F6	- Disable Sig	gnature			Disa	bled		
							_	
	-							
F8	- Save and	Continue						
F16	- Cancel and	d Exit						
								17.01.00

The following screen is displayed:

Selecting an option on this screen is the same as pressing the Fkey on the keyboard.

Step	Action
8	Select F4 (F4 - Enable and Setup Signature Card).

	PCG Dist=8991 Rel=17.01.00 04/04/	2017 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	- 0 X
	Signature Card Control Code D	efinition	Payroll Check		CHKCALL
	1st Setup Code	(s0p0.57h50.64v0s0b128T]	
	2nd Setup Code]	
	3rd Setup Code]	
1	4th Setup Code]	
	Send Signature Code	(100XA]	
	Current or Sample values are will be added prior to each ((UPPER or lower case) or Nu Conta	shown. Do not include an <es Control Code. Replace with you meric, as appropriate. Control ct DOE Help Desk with questio</es 	iC> code. An <esc> ir Vendor Codes as A Codes are Case sens ns.</esc>	code Ipha itive.	
		Enter			
					17.01.00

The following screen is displayed:

Step	Action
9	Print the PCL Font List for the selected printer: Because the procedures for printing the <i>PCL Font List</i> vary, please contact your local Technology Specialist, or the individual responsible for your system's hardware issues for assistance. The <i>PCL Font List</i> must be available for your <i>Signature Card</i> to be set up correctly.
10	Using the <i>PCL Font List</i> , verify or enter the appropriate <u>case sensitive</u> values within the fields and select Enter (Enter).
	1st Setup Code is defined on the Printer's <i>PCL Font List</i> as the <u>first</u> <i>Escape Sequence</i> (<i><esc></esc></i>), for example, <i><esc></esc></i> (15A <i><esc></esc></i> (sp0p0.57h50.6v0s0b128T, the entry would be (15A. Do not enter the " <i><esc></esc></i> ".
	2nd Setup Code is defined on the Printer's <i>PCL Font List</i> as the <u>second</u> <i>Escape Sequence</i> (<i><esc></esc></i>), for example, <i><esc></esc></i> (15A <i><esc></esc></i> (sp0p0.57h50.6v0s0b128T, the entry would be (sp0p0.57h50.6v0s0b128T. Do not enter the " <i><esc></esc></i> ".
	Send Signature Code is provided in the user documentation provided to you by your <i>Signature Card's</i> vendor.

Step	Action
11	Verify the information on the sample payroll check is printed correctly and is aligned as intended.
	To select a different printer: Select F1 (F1 – Select Printer) and repeat <i>Steps</i> $8 - 11$.
	To print a sample check: Select F2 (F2 - Print Sample) and proceed to <i>Step 13</i> .
	To adjust the signature's alignment: Select F5 (F5 - Align Signature) and proceed to <i>Step 12</i> .
	To disable the Signature Card: Select F6 (F6 – Disable Signature) and proceed to <i>Step 13</i> .
	To save the Signature Card settings: Select F8 (F8 – Save and Continue) and
	proceed to <i>Step 15</i> . Please note that the signature card settings will NOT be retained unless $F8 - Save$ and Continue is selected.
	To exit the Signature Card Setup procedure: Select F16 (F16 - Cancel and Exit), and proceed to <i>Step 16</i> . Please note that when the <i>Cancel and Exit</i> option is selected, you will be completely exited from the <i>Signature Card Setup</i> procedure, and returned to the <i>System Utilities Menu</i> .

The following screen is displayed if	F5 (F5 - Align Signature) was selected in <i>Step 11</i> :
The following screen is displayed if	(F 5 - Aligh Signature) was selected in Step 11.

PCG Dist=8991 Rel=17.01.00 04/04/2	017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Chan SIGN	ge Signature Alignment Payroll Check ATURE CARD SETUP		CHKCALL
Up Down Left Right	Input corrections to the Signature position Both horizontally and vertically Numeric only Horizontal value 280 = .5 in. Vertical value 280 = .5 in.		
			17.01.00

Step	Action
12	 Enter the numerical value (###) in either of the Up, Down, Left and/or Right fields to define the direction you wish the signature's alignment to be adjusted, and select <u>Enter</u> (Enter). The numerical value 280 adjusts the signature approximately ¹/₂ (0.5) inch. The "Printing Sample" message will be displayed in the lower left portion of the screen. The procedures outlined within Steps 11 – 13 may be repeated as often as needed.
13	Verify the information on the sample payroll check printed correctly and is aligned as you intended. Steps 11 – 13 may be repeated as often as needed.
14	Select F8 (F8 – Save and Continue). In order to retain the signature card settings and alignment settings, F8 – <i>Save and Continue</i> must be executed.
15	Select F16 (F16 - Cancel and Exit) to exit signature card setup.

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The	toll	$\alpha w_{1n\sigma}$	screen	15	disn	laved.
1110	TOH	io wing	Sereen	10	unop.	iuyou.

System Utilities FILEMGMT FKey
 4 MICR Setup 5 Payroll Signature Card Setup 6 Purchase Order Signature Card Setup 7 Vendor Signature Card Setup 9 Security Menu 10 System Message Administration 13 Display Number of Records in a File 17 Display Current Release Number 20 Set Screen Color