

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

12/14/2023	Section L: General Ledger Account
12/14/2023	Master Processing

[Topic 1: General Ledger Account Processing, Version 1.5]

Revision History

Date	Version	Description	Author
12/14/2023	1.5	23.04.00 – Add information about updating Balance Sheet accounts.	D. Ochala
03/22/2019	1.4	19.01.00 – Add button bar to <i>Chart of Accounts</i> screen	D. Ochala
01/29/2016	1.3	15.04.00 – Add button bar to General Ledger account inquiry and account	D. Ochala
		add/update.	
10/11/2011	1.2	11.03.00 – Update Procedure A: Inquiring on a General Ledger (G/L)	D. Ochala
		Account.	
05/25/2011	1.1	11.02.00 – Update documentation to current standards.	D. Ochala
02/05/2007	1.0	Changed document's cover page.	C. W. Jones

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Overview

The following processing guidelines apply to General Ledger Account records:

- Make inquiries in the following formats: *By Specific Account, By Partial Number Scan,* and *By Partial Number Summary.*
- Additions, changes, or deletions to records automatically create an *Audit* file entry.
- Do not add General Ledger (G/L) accounts for *Control* accounts 0302, 0602, 0603, or 0753, *Cash on Hand* account 0102 or *Total* accounts 0100, 0400, 0700, or 0900.
- PCGenesis automatically adds the Payroll Withholding fund's information.
- Printing the *General Ledger (G/L) Chart of Accounts* provides a listing of your system's General Ledger account records.

Selecting **F15** (Help for Acct Codes) when offered, provides additional assistance with the entry of information.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Account Inquiry* screen. 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: Inquiring on a General Ledger (G/L) Account

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

PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Financial Accounting & Reporting	MASTER1
FKey Master Menu	
 Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu 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 Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	
13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu	
20 File Reorganization	
Master User Page <	13.04.00

Step	Action
2	Select 11 (F11 - General Ledger Account Master Menu).

	PCG Dist=8	991	Rel=15.	04.00	01/29/2	2016 F	CW 001	sv c	:\DEVS)	S C:\S	ECOND)	v	VHITE		<u> </u>	<u>د</u>
						Fi	nanci	al Ac	count	ing &	Repo	rting]			GL 00P	
	I	FKey				G	enera	1 Led	ger A	ccoun	t Mas	ter					
	l I I	1 2 3	Ac Ac Ch	count count art of	Inquir Add/U Accou	y pdate nts											
	I	5	Jo	urnal	Entry												1
	I	6	As	set Ti	ackiną	Men	J										
	 Create FASGov Depreciation Journal Entries from FASGov General Ledger Posting Report 																
	I	13	Ac	count	Maste	r Des	criptio	n File I	Menu								
Maste	Userlict															13.03.01	
F16	• 0:3 *	ori	PAY														

Step	Action
3	Select (F1 - Account Inquiry).

The following screen displays:



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Step	Action
4	On the Account Inquiry screen, make the appropriate entry in the Yr Fnd F Prgm Blnc
	field. Select F16 – Exit) to return to the <i>Account Inquiry Entry</i> screen where applicable.
	<u>Option 1:</u> Select (ENTER – Recall).
	Option 2: Enter the partial account information in the Yr Fnd F Prgm Blnc field, and select F2 (F2 – Scan All). (Yr (Year) is a required entry.)
	Option 3: Enter the partial account information in the Yr Fnd F Prgm Blnc field, and select F3 (F3 – Summarize).
	• If the General Ledger account exists: The <i>Account Inquiry Display</i> screen displays with the specifics relating to your account number entry, and will include the status of the <i>General Ledger</i> account.
	 If the General Ledger account does not exist: The "*** RECORD NOT FOUND***" message will be displayed. You must reenter the account number correctly, and select (ENTER – Recall), or select (F16 – Exit) to return to the General Ledger Account Master Menu.

A	PCG Dis	st=8991	Rel=1	9.01.00	03/21,	/2019	PCG 002	SV	C:\DEVSYS	C:\S	ECOND		w	HITE		_		×
																	JRNL	200
		Yr F 19 1 Tit]	nd F 100 0 Le: Cf	Prgm 0000 ISH IN	Blnc 0101 Banh	T <u>1</u> 1	ype A				B	egin 7/01	Date 1/18	End 6/3	Date 0/19	Status A		
		 Beg Tota Tota Adj	f Balar bl Det bl Cre Balar	Accrua Ace Dits Adits Ace	1 Bas 2 1	5ed 5,504 21,044 13,064 7,984	4,292. 8,405. 4,127. 4,277.	00 08 76 32	Jul Aug Sep Oct Jan Dec Jan Feb Mar Apr May Jun Total	:	Deb 7,083 2,237 3,280 2,712 1,708 3,622 403	its ,385. ,300. ,987. ,518. ,518. ,518. ,518. ,405.	. 15 . 61 . 59 . 57 . 91 . 03 . 16 . 06		Cr 1,84 2,32 1,93 1,87 2,05 1,88 1,14	edits 6,102.12 1,550.08 1,988.30 4,595.93 1,296.04 7,670.55 6,960.72 3,713.42 250.60 4,127.76		
	ENTER:	=Conti	nue,	F17=P	rint	Scre	en							F16=	Exit			
	F 1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		17.01	.00
F16	- 3																	

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Step	Action
5	Review and/or screen-print the Account Inquiry screen's information.
	Select (F17 – Print Screen) to obtain a screen print of the <i>Account Inquiry</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	Select (ENTER – Continue) when offered to scroll between records.
	If selecting F2 (F2 – Scan All) to view additional GL account information, continue to select $(ENTER - Continue)$ until the appropriate account is located or until the
	END OF FILE'' message displays.
6	Select F16 – Exit) to the <i>Financial Accounting & Reporting Master Menu</i> .

Procedure B: Adding a General Ledger (G/L) Account

	PCG Dist=8991 Rel=15.04.00 01/29/2016	5 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE								
		Financial Accounting & Reporting		GL ØØP							
	FKey	General Ledger Account Master									
	1 Account Inquiry 2 Account Add/Upda 3 Chart of Accounts	ate									
	5 Journal Entry										
	_6 Asset Tracking M	enu									
	7 Create FASGov Depreciation Journal Entries from FASGov General Ledger Posting Report										
	13 Account Master D	escription File Menu									
Maste	er UserList			13.03.01							

Step	Action
1	Select 2 (F2 - Account Add/Update).

	3/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHILE	
			JRNL 01 00
	GL HOO/Update		
Enter complete nu	umber of line item to be added or updat	ed.	
	Ve End E Deam Plac		
	<u>19</u>		
F15 = Help for Acct Codes.	. F16 = Exit		
F15 = Help for Acct Codes,	, F16 = Exit F5 F6 F7 F8 F9 F10 F11 F12	F13 F14 F16	15.03.00
F15 = Help for Acct Codes, INTES F1 F2 F3 F4 1 F16	F16 Exit F5 F6 F7 F8 F9 F10 F11 F12 Image: I	F13 F14 FIS	15.03.00
F15 = Help for Acct Codes, F15 F1 F2 F3 F4 1 F16 € 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	F16 = Exit F5 F6 F7 F8 F9 F10 F11 F12 Image: Second se	F13 F14 F15	15.03.00
F15 = Help for Acct Codes, F1 F2 F3 F4 1 F1 F2 F3 F4 1 F1 F2 F3 F4 1	F16 = Exit F5 F6 F7 F8 F9 F10 F11 F12 Image: Image of the state	F13 F14 F18	15.03.00
F15 = Help For Acct Codes, F1 F2 F3 F4 1 F1 F2 F3 F4 1 Action Enter the account in	F16 = Exit F5 F6 F7 F8 F9 F10 F11 F12 F28 nformation in the Yr (Year), Fnd	F13 F14 F15 F31 F31 (Fund), and Bln	15.03.00 c (Balance Shee

S

	PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE GL Add/Update GL Add/Update Main Mai	– □ × JRNL 01 00	
	Enter complete number of line item to be added or updated.		
	Yr Fnd F Prgm Blnc 20 100 101		
	*** RECORD NOT FOUND ***		
	F1 to Add, F16 to Reenter ™₩ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14	15.03.00	
	FIE - F28 F31		
Step	Action		
3	Select $\mathbf{F1}$ (F1) to add the account.		

PCG Dist=8991 Rel=19.01.00 03/2	1/2019 PCG 002 General Ledg	SV C:\DEVSYS Jer Add	C:\SECOND	WHITE	_	\square $ imes$ JRNL 01 00
NOTE: To enter Yr Fnd F Prgm Blnc 20 100 101	a credit amo Type A 3	unt use a Tran Date 212019	minus (-) s Beg Date _ <mark>7/01/2019</mark>	ign End Date Stat <u>6/30/2020</u> A		
Enter Bank Account: Enter Orig. Balance: Reason: <u>ADDED LEDGER BALANC</u> I	<u> </u>	Adj.	Balance .00	Orig. Balance .00		
Title: <u>CASH IN BANK</u>	July August September	Total D	ebits .00 .00	Total Credits .00 .00		
	October November December		- 00 - 00 - 00	- 99 - 99 - 99 - 99		
	January February March April		- 00 - 00 - 00	- 99 - 99 - 99		
	May June		- 00 - 00 - 00	- 99 - 99 - 99		
ENTER to Process, F16 to Exit	t, F17 to Pri	nt Screen	E10 E11 E			15 83 88
V F1 F2 F3 F4 F3 F16 B I<	FB F7	10 13	FIU FII F	28 F31		

Step	Action
4	Enter the date (MM/DD/CCYY) in the Tran Date (Transaction Date) field.
	The date entered must be within the Step 5 date range.
5	Enter the date range (MM/DD/CCYY) in the Beg Date (Beginning Date) and End Date (Ending Date) fields.
	Make modifications to the current fiscal period, they may be modified as needed. For example, to restrict the use of the account during a portion of the fiscal year. These dates however may not extend beyond the current fiscal period.
6	If adding Balance Sheet account 0101 (cash), enter the code, or select the drop-down selection icon v within the Bank Account field to choose the bank id.
	The Bank ID field is only written to the <i>AUDIT</i> file when posting the Balance Adjustments .
7	Enter the dollar amount in the Enter Orig. Balance field.
8	Enter the reason for the account's creation, up to 30 characters, in the Reason field, where applicable.
9	Enter the name of the account, up to thirty 30 characters, in the Title field, where applicable.

Step	Action
10	Select (ENTER) to process.

A PCG E	Dist=8991	Rel=19.0	1.00 03	/22/2019	PCG 001	SV C:\I	DEVSYS	C:\SE	COND	1	NHITE		_		\times
				Genera	1 Led	lger Ad	id							JRNL 0	100
Yr Fni 20 10	NO d F Prg 0	TE: To M Blnc 101	o ente	r a crec Type A	lit am	nount u Tran 7/01/	ise a Date 2019	minus Beg 7/0	(-) si Date 1/2019	gn End 6/3	Date 0/2020	Stat A			
Enter I nter O	Bank Ac rig. Ba	count: lance:	BKØ1 BALAN	120000.(00		Adj. 120,0	Bala 00.00	nce	Orig. 12	Balanc 0,000.0	ce 30			
Title:	CASH I	N BANK		July August Septer Octobe Novemt Decemt Januar Februa March	: Iber Ier Ier Iy Iy Iry	Τα	otal D 120,0	ebits 00.00 .00 .00 .00 .00 .00 .00		Total	Credit .0 .0 .0 .0 .0 .0 .0	25 30 30 30 30 30 30 30 30 30			
				April May June			120,0	- 00 - 00 - 00 - 00			- (- (- (30 30 30 30			
TER to	Post,	F16 to	o Reen	ter											
	F2	F3	F4 F	5 F6	F7	F8	F9	F10	F11 F1	2 F13	F14	F15 Q		19.01	. 00
🐨 F1	12														

Step	Action
11	Select (ENTER) to post.

	PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE GL Add/Update Image: Comparison of the second secon	— □ × JRNL0100	
	Enter complete number of line item to be added or updated.		
	<u>20 100 _101</u>		
	F15 = Help for Acct Codes, F16 = Exit ™™™ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 FH5	19.01.00	
<u>a</u>	F16 F28 F31	1	
Step	Action		
12	Select FIG (F16 - Exit) to return to the <i>Financial Accounting Account Master Menu</i> .	g & Reporting Gene	ral Ledgei

CG Dist=8991 Rel=15.04.00 01/29/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Financial Accounting & Reporting		GL ØØP
FKey General Ledger Account Master		
1 Account Inquiry		
2 Account Add/Update		
5 Journal Entry		
6 Asset Tracking Menu		
7 Create FASGov Depreciation Journal Entries		
from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
		40 60 64
		13.03.01
Master User User Master User Master Master		13.03.01
Master Userijst Monitor Monitor		13.93.91
Master Userlist Monitor MONITOR MONITOR		13.03.01
Action Select FIG - Exit) to return to the Financial A	Accounting & R	Peporting Mast

Procedure C: Displaying/Updating a General Ledger Account

Í 🗖	PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Financial Accounting & Reporting FKey General Ledger Account Master	GL 00P
	 2 Account Add/Update 3 Chart of Accounts 5 Journal Entry 	
	 6 Asset Tracking Menu 7 Create FASGov Depreciation Journal Entries from FASGov General Ledger Posting Report 	
	13 Account Master Description File Menu	
M	Ister Ister <th< th=""><th>13.03.01</th></th<>	13.03.01
Ac	tion	
Se	ect 2 (F2 - Account Add/Update).	

							_				
	Enter	^r complete	number of	line ite	em to be	added	or upda	ted.			
			Yr Fn <u>19</u>	id F Prgm —	B1nc						
F15	= Help for	Acct Code	es, F16 =	Exit		1 1 -		1 = - = 1			10 01 00
	F1 F2	F3 F4	F5 F6	F7 F1	3 F9	F10 F	11 F12 F28	F13	F14 F15		19.01.00
F 16 1			1 1	1 1		II					
	Action										
			tinform	ation in	the V i	r (Yea	r) Fn	l (Fun	d) and R h	nc (B	alance Sheet a

Step 4

PCG Dist=	8991 Rel=19.01.00 03	/22/2019 PCG 00	01 SV C:\DEVSYS	C:\SECOND	WHITE		_		
	Amount -	General Le	dger Update	outour usta				JRNL 01 00	
	NOTE: To ente	r a credit a	auueu co pr amount use a	minus (-) s	ign				
Yr Fnd F	Prgm Blnc	Type	Tran Date	Beg Date	End Date	Stat			
20 100	161	A	3222019	7/01/2019	6/30/2020	A			
Enter Ban	k Account:		Adj.	Balance	Orig. Baland	e			
ter Balan	ce Adjust:	ONCE	120,0	00.00	120,000.0	90			
fitle: CA	SH IN BANK	HICL	Total D	ebits	Total Credit	s			
		July	120,0	00.00	- (00			
		August September		.00)0)0			
		October		. 00	. (00			
		November December		- 00	- 6)0 10			
		January		.00		0			
		February March		.00	- 6	0			
		April		.00		0			
		May		- 00	- [0			
		June	120.0	.00 100.00	- 6	10 10			
TER to Pro	F2 F3 F4 F4	lete, F16 to 5 F6 F7	Exit, F17 t F8 F9	o Print Scr F10 F11 F F	een, F31 to f 12 F13 F14 28 2	djust Fi5Q F31)rigina	al Balance 19.01.00	
Actio	n								
To u	pdate a Gene	ral Ledge	r account	: Proceed	to Step 5.				
Too	lingt the Com	obo I lovo		t'a Oriai	nal halana	o Dec	hand	to Stop 6	
10 a	ijust me Gen	ierai Ledg	ger accoun	it's Origi	iai Dalanco	e: Pr(ceed	to <i>step</i> 0.	
To de before zero.	elete a Gener e the account proceed to St	al Ledger can be del <i>ep 7</i> .	eted (Step	First the 6). Once	account's l the balance	balanc e for t	e mu he aco	st be set to count has b	zero been s
,	1	I							

Select (F17 – Print Screen) to obtain a screen print of the *General Ledger Update* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Step	Action						
5	To update a General Ledger account: Make the appropriate entries in the following fields and select Enter (Enter) <u>twice</u> :						
	• Tran Date (Transaction Date) – Enter the account's transaction date.						
	The Tran Date (Transaction Date) determines when the transaction occurs. Although PCGenesis defaults to the current date, it is recommended that the transaction date be changed so that the transaction date and the begin date are identical. Some reports, including the DE0046 and DE0396, will not include the account information if the report is created with a date that is prior to the transaction date, even though the begin date falls within the report range.						
	• Beg Date (Beginning Date) – Enter the date the account will become active.						
	End Date (Ending Date) – Enter the last date the account will remain active.						
	• Bank Account – If adding Balance Sheet account 0101 (cash), enter the code, or select the drop-down selection icon						
	The Bank ID field is only written to the <i>AUDIT</i> file when posting the Balance Adjustments.						
	• Enter Balance Adjust (Enter Balance Adjustment) – Enter the dollar amount to update the Adj. Balance (Adjusted Balance) field only.						
	<u>NOTE</u> : A balance adjustment cannot be processed unless the user is 'DOE'. Processing a balance adjustment to a Balance Sheet Account causes an " <i>out of balance</i> " condition on the General Ledger. A balance adjustment to a Balance Sheet Account should not be necessary, except for brand new districts coming on-line with PCGenesis in which case starting balances must be loaded into the system.						
	• Reason – Enter the reason for the modification, where applicable.						
	• Title – Enter the description of the account, where applicable.						
	Proceed to Step 8.						

Step	Action							
6	To adjust a General Ledger account's Original balance:							
	On the General Ledger Update screen:							
	• <u>To decrease the dollar amount:</u> Enter the negative (-) dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) field.							
	If the General Ledger account is being <u>deleted</u> , set the account's balance to zero by entering the negative (-) dollar amount of the value contained in the Adj. Balance field into the Enter Balance Adjust (Enter Balance Adjustment) field.							
	• <u>To increase the dollar amount:</u> Enter the dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) field.							
	To adjust the Original Balance: Press F31 (F31) to adjust the original balance. The "Original Balance Adjusted, Enter to Post, F16 to Reenter" message displays.							
	<u>NOTE</u> : A balance adjustment cannot be processed unless the user is 'DOE'. Processing a balance adjustment to a Balance Sheet Account causes an " <i>out of balance</i> " condition on the General Ledger. A balance adjustment to a Balance Sheet Account should not be necessary, except for brand new districts coming on-line with PCGenesis in which case starting balances must be loaded into the system.							
	Press (Enter) once. Both the Adj. Balance (Adjusted Balance) field and the Orig. Balance (Original Balance) field will be updated.							
	If deleting the General Ledger account, proceed to <i>Step 7</i> . If <u>not</u> deleting the General Ledger account, proceed to <i>Step 8</i> .							
7	To delete a General Ledger account:							
	On the General Ledger Update screen:							
	Verify zero displays in the Adj. Balance (Adjusted Balance) field.							
	Select F12 (F12 - Delete), and F28 (F28 - to confirm delete) to complete the record deletion.							
	Proceed to Step 8.							

Δ	PCG Dist=8991 Rel=19.01.00 03/22/2019 PCG (001 SV C:\DEVSYS C:\SECOND	WHITE —	□ × JRNL 01 00
	Enter complete number of lin Yr Fnd F <u>20</u> 100	e item to be added or updated Prgm Blnc <u>101</u>		
F1	Flip For Acct Codes, F16 = Exit F1 F2 F3 F4 F5 F6 F7 F1 F2 F3 F4 F5 F6 F7	t F8 F9 F10 F11 F12 F Image: I	13 F14 PIS	19.01.00
Step	Action			
8	Select FIG - Exit) to Account Master Menu.	return to the Financial A	ccounting & Repo	orting General Ledg

PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	
Financia	1 Accounting & Reporting	I	GL 00P
FKey General	Ledger Account Master		
1 Account Inquiry			
2 Account Add/Update			
_5 Journal Entry			
6 Asset Tracking Menu			
7 Create FASGov Depreciation	n Journal Entries		
from FASGov General Ledger	Posting Report		
13 Account Master Description	File Menu		
Master UserList			13.03.01
			20
Action Select F15 (F16 - Exit) to ret	turn to the <i>Financial</i>	Accounting & Re	porting Maste

Procedure D: Printing the General Ledger Chart of Accounts

PCG Dist=8991 Rel=15.04.00 01/29/2016	PCW 001 SV C:\DEVSYS C:\SECOND	WHITE								
	Financial Accounting & Reportin	ıg	GL ØØP							
FKey	General Ledger Account Master									
1 Account Inquiry 2 Account Add/Upda 3 Chart of Accounts	te									
5 Journal Entry										
6 Asset Tracking Mo	enu									
7 Create FASGov De from FASGov Gener	7 Create FASGov Depreciation Journal Entries from FASGov General Ledger Posting Report									
13 Account Master D	escription File Menu									
Master ^{User} list			13.03.01							
FIG CONTRACT NOT NOT NOT NOT NOT NOT NOT NOT NOT NO										

Step	Action
1	Select 3 (F3 - Chart of Accounts).

A	PCG Dis	t=8991	Rel=1	9.01.00	03/22/	2019 P	CG 001	SV C:\	DEVSYS	C:\S	COND		W	HITE		_		X
	General Ledger Chart of Accounts												JKNL	0500				
				Enter	Acco	untin	g Per	iod t	o be P	rint	ed:							
					Begi E	nning nding	Date Date	-		_								
	*Any a *	ccour To al	ts wh low C	ich a LOSED	ire AC) acco	TIVE	durin to be	g the print	above ted, e	dat nter	es wi a 'C	ll be ' her	prin e * _	ted*				
	Enter	an 'X	' nex	t to	any o	f the Chart	foll of A	owing ccount	items ts:	to	be pr	inted	l on t	he				
				Be	ginni Curre	ng Ba nt Ba	lance lance	:_										
Е	NTER =	Conti	nue,	F16 =	Exit													
ENTER	/																19.0	1.00
F16																		

Step	Action
2	Enter the date range (MM/DD/CCYY) in the Beginning Date and Ending Date fields.
3	Enter C (Closed accounts) in the To allow CLOSED accounts to be printed, enter a 'C' here field, where applicable.
4	To include the Original and/or Current balances: Enter X in the Original Balance and/or Current Balance field(s).
5	Select (ENTER) twice.

PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
Financial Accounting & Reporting		GL ØØP
FKey General Ledger Account Master		
1 Account Inquiry 2 Account Add/Update 3 Chart of Accounts		
5 Journal Entry		
6 Asset Tracking Menu		
Create FASGov Depreciation Journal Entries from FASGov General Ledger Posting Report		
13 Account Master Description File Menu		
Master User User Master Participation Participa		13.03.01

Step	Action
6	To print the report via the Uqueue Print Manager: SelectImage: Uqueue).To print the report via Microsoft® Word: SelectImage: (MS WORD).
	Where appropriate, follow the instructions provided in the <u>Technical System Operations</u> <u>Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature.
7	Select FIG – Exit) to the <i>Financial Accounting & Reporting Master Menu</i> .

D1. General Ledger Chart of Accounts – Example

REPORT DATE 01/29/201	6	GENERAL LEDGER CH	HART OF AC	COUNTS			PAGE	1			
ACCOUNTING PERIOD TO BE PRINTED: 07/01/15 TO 06/30/16 PRINT CLOSED ACCOUNTS? N PRINT BEGINNING BALANCE? Y CURRENT BALANCE? Y											
YR FND F PRGM BLNC T	YPE	DESCRIPTION	BEGIN DATE	END DATE	STATUS	BEG. BALANCE		ADJ BALANCE			
16-100-0-0000-0101 A: 16-100-0-0000-0102 A:	SSET SSET	CASH IN BANK CASH ON HAND	07/01/15 07/23/15	06/30/16 06/30/16	A A	6962537.84DR		6598222.48DR			
16-100-0-0000-0121 A: 16-100-0-0000-0141 A: 16-100-0-0000-0153 A:	SSET SSET SSET	TAXES RECEIVABLE INTERGOV'T ACCOUNTS RECEIVABLE OTHER ACCOUNTS RECEIVABLE	07/16/15 07/23/15 07/30/15	06/30/16 06/30/16 06/30/16	A A A	287613.79DR 2113623.20DR 23837.20DR		273848.00CR			
16-100-0-0000-0302 B	UDGET	REVENUE	07/23/15	06/30/16	A			2441903.27CR			
16-100-0-0000-0421 L: 16-100-0-0000-0422 L:	IABILITY IABILITY	ACCOUNTS PAYABLE SALARY PAYABLES	07/01/15 07/31/15	06/30/16 06/30/16	A A	417644.48CR 2519510.52CR		399338.94CR			
16-100-0-0000-0495 L	IABILITY	AMERICAN H & L	07/31/15	06/30/16	i A			192.11DR			
16-100-0-0000-0603 BI	UDGET	ENCUMBRANCES	07/01/15	06/30/16	A			443914.72DR			
16-100-0-0000-0753 F1 16-100-0-0000-0755 F1 16-100-0-0000-0774 F1 16-100-0-0000-0799 F1	UND EQUITY UND EQUITY UND EQUITY UND EQUITY	RESERVE FOR ENCUMBRANCES RES BAL-BUS REP MEDICAID RESERVE UNRESERVED FUND BALANCE	07/01/15 07/01/15 07/01/15 07/01/15	06/30/16 06/30/16 06/30/16 06/30/16	A A A	12.00CR 30582.17CR 6419862.86CR		443914.72CR 12.00CR 30582.17CR 6419862.86CR			
16-101-0-0000-0101 A	SSET	CASH IN BANK	07/01/15	06/30/16	A	468.93DR		468.93DR			
16-101-0-0000-0799 FT	UND EQUITY	UNRES. FUND BAL	07/01/15	06/30/16	A	468.93CR		468.93CR			
16-199-0-0000-0101 A: 16-199-0-0000-0102 A:	SSET SSET	CASH IN BANK CASH ON HAND	07/02/15 08/28/15	06/30/16 06/30/16	A A	473184.90DR		444930.97DR			
16-199-0-0000-0302 B	UDGET	REVENUE	07/31/15	06/30/16	A			1369098.60CR			
16-199-0-0000-0421 L: 16-199-0-0000-0471 L: 16-199-0-0000-0472 L: 16-199-0-0000-0473 L: 16-199-0-0000-0474 L:	IABILITY IABILITY IABILITY IABILITY IABILITY	ACCOUNTS PAYABLE FEDERAL INCOME TAX PAYABLE GEORGIA INCOME TAX PAYABLE TRS PAYABLE PSERS PAYABLE	07/02/15 07/16/15 07/06/15 07/15/15 09/30/15	06/30/16 06/30/16 06/30/16 06/30/16 06/30/16	A A A A A	41663.19CR 132481.75CR 60433.42CR 71920.11CR		44209.39CR 110435.43CR 52568.58CR 74156.02CR 368.00CR			
16-199-0-0000-0476 L 16-199-0-0000-0477 L 16-199-0-0000-0479 L 16-199-0-0000-0482 L	IABILITY IABILITY IABILITY IABILITY	OTHER GROUP INSURANCE PAYABLE SOCIAL SECURITY PAYABLE OTHER PAYABLES ANNULTY 2	07/02/15 07/16/15 07/15/15 07/15/15	06/30/16 06/30/16 06/30/16 06/30/16	A A A A	37743.68CR 28392.34CR 7607.56CR 19891.38CR		36887.14CR 24208.45CR 7577.56CR 19679.39CR			
16-199-0-0000-0483 L 16-199-0-0000-0484 L 16-199-0-0000-0485 L 16-199-0-0000-0488 L 16-199-0-0000-0488 L	IABILITY IABILITY IABILITY IABILITY IABILITY	CREDIT UNION DUES SPECIAL DED ST MERIT N CERT ST MERIT CERT	07/31/15 07/31/15 07/31/15 07/06/15 07/06/15	06/30/16 06/30/16 06/30/16 06/30/16 06/30/16	A A A A A	20192.72CR 47773.08CR		94064.04DR 2178.89CR 744.00DR 19500.92CR 47306.07CR			