

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

3/1/2018	Section N: Special Functions
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[Topic 1: Displaying/Updating System Control Information, Version 1.8]

Revision History

Date	Version	Description	Author
3/1/2018	1.8	18.01.00 – Add new 'PCG Server Name' and 'Server Version' fields to the	D. Ochala
		System Control Information screen.	
04/04/2017	1.7	17.01.00 – Update Logo and Footers.	D. Ochala
03/04/2016	1.6	16.01.00 – Update Logo and Footers.	S. Scrivens
04/10/2014	1.5	14.01.00 – Add new 'State Assigned Charter #' field, and E-Verify fields to	D. Ochala
		the System Control Information screen.	
07/25/2013	1.4	13.02.00 – Add new field, 'System Standard PO', to the System Control	D. Ochala
		Information screen.	
05/25/2011	1.3	11.02.00 – Update documentation to current standards. Added information	D. Ochala
		about the GL out-of-balance condition and the Last Reorganization Date.	
06/29/2007	1.2	Updated document to PCGenesis Release 07.02.00 - Added revenue Source	C. W. Jones
		lookup drop-down selection icon 🗾 information and instructions.	
02/05/2007	1.1	Changed document's cover page.	C. W. Jones
06/18/2004	1.0	Updated document to PCGenesis Release 04.02.00. Updated Menu screens	C. W. Jones
		throughout document.	

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Overview

Display and update the *System Control* information where appropriate to ensure the *System Control Information* screen's entries are correct. As with all functions performed from the PCGenesis Special *Functions Menu*, please use extreme care when making changes to this screen's information as changes made on this screen may affect the results received from procedures within the FAR system. For example, entries made in the *Highest Allowable Transaction Date* field determine the dates on which FAR system records may be processed.

The account number "pieces" must be entered in the *Account Master Description* file before entering the Fund/Fiscal numbers on the *System Control Information* screen. Refer to the *Financial Accounting and Reporting (FAR) System Operations Guide*, Section K: Account Master Description File Processing for instructions.

GL Out of Balance Condition: The daily file reorganization procedure now runs the *General Ledger for Any Period Report* for the current fiscal year (07/01/CCYY to 06/30/CCYY). For out-of-balance conditions, PCGenesis displays the "GL Out of Balance" message on both the PCGenesis System Logon screen and the System Control Information screen. Where appropriate, the Display/Update System Control Data screen includes out-of-balance information in display mode only. The message remains until users make the appropriate corrections to the account information. If users are unsure how to correct the out-of-balance error, the PCGenesis help desk should be contacted immediately.

Last File Reorganization Date: The daily file reorganization procedure now saves the date of the last file reorganization within the *System Control* file, and displays this date on both the *PCGenesis System Logon* screen and the *System Control Information* screen. Displaying the file reorganization date on the logon screen allows the PCGenesis help desk analysts to quickly ascertain if the PCGenesis backup and file reorganization procedures are completing successfully. If this date is more than 3 days old, the PCGenesis help desk should be contacted immediately in order to take the proper steps to ensure that the reorganization procedure starts running again.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon \checkmark to aid in the entry of field information. When used, double-click the desired information to complete the entry.

Procedure A: Displaying/Updating System Control Information

Step	Action
1	From the Business Applications Master Menu, press F1 (Financial Accounting & Reporting System).

	E PCG Dist=8991 Rel=13.02.00 07/23/2013 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 Menu14 Vendor Master Menu15 Source Master Menu	
	20 File Reorganization	
	Master User PAY VEND F16 Utage Wordage MONITOR Image: Constraint of the constraint of	07.03.00
p	Action	
2	Select F13 (F13 - Special Functions Menu).	

	PCG Dist=8991 Rel=13.02.00 07/23/2013 PCW 001 SV C:\DEVSYS C:\SECOND WHITE Financial Accounting & Reporting	_ 8 × SP013
	FKey Special Functions Menu	
	12 Display/Update System Control Data 13 Display/Update IRS 1099 Control Data	
	Delete Records from Files by Year/Date Range: 19 Vendor File (VENDOR) 20 Investment File (INVEST) 21 Journal Entry Master (JEMASTER) 22 Receivable File (RECEIVE) 23 General Ledger Account Master (ACCOUNTG) 24 Budget Account Master (ACCOUNT) 25 Revenue Account Master (ACCOUNTR) 26 Audit File (AUDIT) 27 Expense File (EXPENSE) 28 Purchase Order File (PO) 29 Receipt File (RECEIPT) 30 Special Journal Entry Posting (Password Protected)	
ton	Master Userlist	07.03.00
tep	ACUOI	
3	Select F12 (F12 - Display/Update System Control Data).	

PCG Dist=8991 Rel=18.01.00 03/01/2018 POP 003 SV K:\SYSTEM K:\SECOND _ 🗆 🗙 WHITE CTRLPROG ***** SYSTEM CONTROL INFORMATION ***** State Assigned System #: 8991 State Assigned Charter #: Name: SMITH CITY BOARD OF EDUCATION Address: 102 MAIN STREET City/State: SMITH, GA Zip Code: 33333 Authorization Date: E-Verify No.: Withholding Fund: 199 Non-Specific XFER Vendor: Gross Payroll Vendor: 54 PAYROLL CLEAR 1 **VENDOR 000001** 5425 ERS Summer Salary Vendor: Non-Specific Source: 610 **VENDOR 000610** SOURCE 000001 1 Food Service Fund/Fisc: 600 0 Fo System standard PO: N (Y or N) Fund 600 UNSPECIFIED Highest Allowable Transaction Date: 06 30 18 (MM DD YY) (Required) ----- *** INFORMATION ONLY *** --PCG Server Name: PCG2008HELP Server Version: 2008 R2 Report Date Update Entry Date & Time Last Yr. Closed Last Mo/Yr Closed 3 01 18 Ŷ 3 01 18 14:18 16 5 17 Site Color On: Y GREEN Last PO Xfer Last PO Xfer Date User Color On: Y WHITE 16 09 26 16 Report Date: 03/01/2018 GL Out of Balance: 56,832.45 Last Reorg on: 02/16/2018 F9=Switch to Update Mode, F16=Exit ENTER 18.01.00 F9

If the General Ledger file is out of balance, the following screen displays:

Step	Action
4	Where appropriate, the <i>System Control Information</i> screen includes out-of-balance information in display mode only. The message remains until users make the appropriate corrections to the account information. <i>If users are unsure how to correct the out-of-balance error, the PCGenesis help desk should be contacted immediately.</i>
	The daily file reorganization procedure now saves the date of the last file reorganization (Last Reorg on) within the <i>System Control</i> file, and displays this date in the lower right- hand corner of the <i>System Control Information</i> screen. Displaying the file reorganization date on the logon screen allows the PCGenesis help desk analysts to quickly ascertain if the PCGenesis backup and file reorganization procedures are completing successfully. <i>If this</i> <i>date is more than 3 days old, the PCGenesis help desk should be contacted immediately in</i> <i>order to take the proper steps to ensure that the reorganization procedure starts running</i> <i>again.</i>

If the *General Ledger* file is in balance, the following screen displays:

VANA CHETCH CONTROL INCOMATION VANA	CTRLPROG
***** SAZIEW CONIKOT INFORMHIION *****	
State Assigned System #: 8991	
State Assigned Charter #:	
NAME: SMITH CITY BUARD OF EDUCATION	
City/State: SMITH, GA	
Zip Code: 33333	
E-Verify No.: Authorization Date:	
Withholding Fund: 199 PAYROLL CLEAR	
Non-Specific XFER Vendor: 1 VENDOR 000001	
Gross Payroll Vendor: 5425 ERS	
Non-Specific Source: 1 SOURCE 000001	
Food Service Fund/Fisc: 600 0 Fund 600 UNSPECIFIED)
System standard PO: N (Y or N)	
HIGHEST HITOWADIE TRANSACTION DATE. 00 30 18 (MM DD TT) (REQUIRED)	
*** INFORMATION ONLY ***	
PCG Server Name: PCG2008HELP Server Version: 2008_R2	
Report Date Update Entry Date & Time Last Yr. Closed Last Mo/Yr Clo	osed
3 01 18 N 7 20 17 14:23 16 5 17	
Site Color Op. V CREEN Last DO XEer Last DO XEer D)ata
User Color On: Y WHITE 16 09 26 16	ace
Last Renro on:	82/16/2818
F9=Switch to Update Mode, F16=Exit	,,
	18.01.00
F16	

Step	Action
5	Select F9 (F9 – Switch to Update Mode).

PCG Dist=8991 Rel=18.01.00 03/01/2018 POP 003 SY K:\SYSTEM K:\SECOND WHITE	
	RLPROG
***** STSTEN CONTROL INFORMATION *****	
State Assigned System #: <u>8991</u>	
State Assigned Charter #: Name: SMITH CITY BOARD OF EDUCATION	
Address: <u>102 MAIN STREET</u>	
City/State: SMITH, GA	I
Z1p Code: <u>33333</u> F-Herifu No.: Authorization Date:	
Withholding Fund: <u>199</u> PAYROLL CLEAR	
Gross Pauroll Vendor: 5425 ERS	
Summer Salary Vendor: <u>619</u> VENDOR 000610	I
Non-Specific Source: <u>1</u> SOURCE 000001 Food Source Fund/Fice: 600.0 Fund 600	
System standard PO: N (Y or N)	
Highest Allowable Transaction Date: <u>06</u> <u>30</u> <u>18</u> (MM DD YY) (Required)	
PCG Server Name: PCG2008HELP Server Version: 2008_R2	
Report Date Update Entry Date & Time Last Yr. Closed Last Mo/Yr Closed 3 01 18 N 7 20 17 14:23 16 5 17	
SITE GOLOF UN: Y GREEN LAST PU AFER LAST PU AFER DATE	
ENTER=Uplidate E16=Evit Last Reorg on: 02/1	16/2018
	3.01.00

Step	Action
6	State Assigned System #: System's State Assigned LUA code.
7	For charter schools only:
	State Assigned Charter #: Enter the charter school's state assigned Charter Number.
	All other non-charter school systems should leave this field blank.
8	Name: School system's name.
9	Address: School system's street address.
10	City/State: School system's city and state.
11	Zip Code: School system's zip code.

Step	Action
12	Optional:
	Enter the school system's E-Verify information. Enter up to six digits in the E-Verify number field. The E-Verify Number must be between 4 and 7 numerical digits only.
	Enter the E-Verify authorization date in the Authorization Date field in MM/DD/CCYY format.
	The E-Verify Number and the E-Verify Authorization Date are provided by the Federal government and are required under the provisions for the <i>Immigration and Reform Act</i> submission.
	The E-Verify Number and E-Verify Authorization Date on the <i>System Control Information</i> screen are available for informational purposes only.
13	Withholding Fund: Payroll withholding fund number (Fund 199).
14	Non-Specific XFER Vendor: Enter the vendor's number or select the drop-down selection icon in the Non-Specific XFER Vendor field to select the vendor number from the dialog box.
15	Gross Payroll Vendor: Enter the vendor's number or select the drop-down selection icon in the Gross Payroll Vendor field to select the vendor number from the dialog box.
16	Summer Salary Vendor: Enter the vendor's number or select the drop-down selection icon in the Summer Salary Vendor field to select the vendor number from the dialog box.
17	Non-Specific Source: Enter the source's number or select the drop-down selection icon in the Non-Specific Source field to select the source number from the dialog box.
18	Food Service Fund/Fisc: Select the food service fund and fiscal numbers (Fund 600 0).
19	System Standard PO: Defines whether the system will produce the normal system purchase order or whether the system will produce a 'text-only' purchase order.
	If the System Standard PO option is set to ' Y ', the normal system purchase order will print.
	If the System Standard PO option is set to ' N ', PCGenesis will produce a 'text-only PO'. The 'text-only PO' option will output some additional information for the purchase order including the vendor fax number, e-mail address, 'Bill To' facility and building codes, and the PO Output field which indicates whether the vendor would like to receive the purchase order by e-mail, fax, or regular mail. PCGenesis will output the purchase orders as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code.

Step	Action
20	Highest Allowable Transaction Date: Defines the highest allowable transaction date for the system. This date is typically set to the end of the current fiscal year, which is June 30, CCYY. Any financial transaction with a date greater than the highest allowable transaction date will be rejected by the system.
21	Make the appropriate modifications to the fields, and press (Enter) twice. <i>Although PCGenesis allows modifications to all of the fields above the ***Information</i> <i>Only*** line, you should not make changes in the State Assigned System # and the Name</i> <i>fields.</i>

🔲 PCG Dist	=8991 Rel=13.02.00	07/23/2013 PCW 002 SV C:\DEVSYS C:\SE	COND WHITE	<u>_8×</u>
		Financial Accounting & Re	porting	SP 013
	FKey	Special Functions Me	nu	
	12 Disnlay	/Undate System Control Data		
	13 Display	/Update IRS 1099 Control Data		
	Delete Reco 19 Vendor 20 Investm 21 Journal 22 Receiva 23 General 24 Budget 25 Revenu 26 Audit Fi 27 Expens 28 Purchas 29 Special	rds from Files by Year/Date Range: File (VENDOR) Ient File (INVEST) Entry Master (JEMASTER) Ible File (RECEIVE) Ledger Account Master (ACCOUNTG) Account Master (ACCOUNT) e Account Master (ACCOUNTR) le (AUDIT) e File (EXPENSE) se Order File (PO) File (RECEIPT) Journal Entry Posting (Password Protecte	ed)	
Master ^{User} list				07.03.00
<u></u> [₩∰]	Monitor Monitor			
ep Actio	n			
22 Press	F16 (F16	– Exit) to return to the Finar	ncial Accounting & Re	porting Master