

## PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

6/14/2021	Section N: Special Functions
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[Topic 2: Deleting Financial Records by Year and Date Range, Version 2.4]

## **Revision History**

Date	Version	Description	Author
6/14/2021	2.4	21.02.00 – Update documentation for AP Archive.	D. Ochala
04/04/2017	2.3	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	2.2	16.01.00 – Update logo and Footers.	S. Scrivens
05/25/2011	2.1	11.02.00 – Update documentation to current standards.	D. Ochala
09/27/2007	2.0	07.03.00Added information and instructions, new procedure.	C. W. Jones

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## **Overview**

PCGenesis allows for the deletion of vendor, investment, journal entry, receivable, general ledger, budget and revenue account, audit, expense, purchase order, and receipt file records by year and date range. As users delete records, PCGenesis generates an archive of the deleted records and places these records in *K:\Second\FARyy/FILENAME*, where "*yy*" is the fiscal year and "*FILENAME*" is the name of the file affected. After performing a backup of *K:\Second\FARyy*, delete these files from PCGenesis.

The *Delete Records from Files by Year/Date Range* F-Key options have been arranged so that database tables are archived in the correct order on the *Financial Accounts & Reporting Special Functions Menu*. Because the PCGenesis database enforces "foreign key reference constraints", data must be archived from the system so that "child" data is deleted before "parent" data can be deleted. For example, before a bank code can be deleted from the system, all journals, receipts, receivables, claims, purchase orders, etc. which utilize the bank code must be deleted first, before the bank code itself can be deleted.

In order to facilitate the archive process, an *Accounts Payable Archive* function is available on the *Special Functions Menu*. The *Accounts Payable Archive* consolidates the archive process for the accounts payable database tables listed in the table below.

Summar	Accounts Payable Archive Summary of PCGenesisDB Tables Archived				
Table Name	Purpose				
FAR.Expense	Stores the claim/invoice master records.				
FAR.Expense_Distribution	Stores the claim GL account detail records associated with the claim/invoice master record. A maximum of 20 GL account records are allowed per claim.				
Journal_Entry	Stores the general ledger journal master records.				
Journal_Entry_Detail	Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal.				
FAR.Purchase_Order	Stores the purchase order master records.				
FAR.Purchase_Order_ Distribution	Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order.				
FAR.Purchase_Order_ Expense	Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order.				
FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.				
Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.				

Accou	nts Payable Archive - Continued
Summar	y of PCGenesisDB Tables Archived
Table Name	Purpose
Vendor_Check_Control_Payable	Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check.
Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
Wire_Transfer_Payable	Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer.

The *Receipt and Receivable* or the *AP Archive* function will remove records from the tables listed if the date of the record is less than or equal to June 30 of the fiscal year entered by the user. The *Receipt and Receivable* or the *AP Archive* function will create spreadsheet files of the archived records in the *K:\SECOND\FARyy* directory where *yy* is the archive fiscal year entered on the archive screen. The naming convention of the output spreadsheet files is shown below where *ccyy* is the fiscal year selected for the archive function and *ccyy-mm-dd hhmmss* is the date/time the archive was created.

- Arccyy-mm-dd hhmmss CHKMSTR to ccyy-06-30
- Arcccyy-mm-dd hhmmss Expense to ccyy-06-30
- Arcccyy-mm-dd hhmmss JE to ccyy-06-30
- Arcccyy-mm-dd hhmmss POP to ccyy-06-30
- Arcccyy-mm-dd hhmmss Purchase\_Order to ccyy-06-30
- Arcccyy-mm-dd hhmmss WXFER to ccyy-06-30
- Arccyy-mm-dd hhmmss **RECEIPT** to ccyy-06-30
- Arccyy-mm-dd hhmmss RECEIVE to ccyy-06-30

The *Receipt and Receivable* or the *AP Archive* function will also add entries to the *Conversion\_LOG\_Detail* table in the PCGenesis database, itemizing the number of rows that were deleted from each table during the archive process, as shown below.

Output Files Containing Archived DataAccounts Payable Archiveconv_Log_detail_Commentconv_Log_detail_DateTimeC:\SECOND\FAR09\Arc2021-06-10 125020 Purchase_Order to 2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021- 06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.2021-06-10 12:50:23.860- FAR.Expense_Distribution 20770 rows deleted.2021-06-10 12:50:24.303- FAR.Wire_Transfer_Payable 961 rows deleted.2021-06-10 12:50:24.320	Conversion_LOG_Detail Table Entries					
conv_Log_detail_Commentconv_Log_detail_DateTimeC:\SECOND\FAR09\Arc2021-06-10 125020 Purchase_Order to 2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021- 06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.2021-06-10 12:50:23.860- FAR.Expense_Distribution 20770 rows deleted.2021-06-10 12:50:24.303- FAR.Wire_Transfer_Payable 961 rows deleted.2021-06-10 12:50:24.320	Accounts Povoble Archive					
C:\SECOND\FAR09\Arc2021-06-10 125020 Purchase_Order to         2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021-         06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.         2021-06-10 12:50:23.860         - FAR.Expense_Distribution 20770 rows deleted.         2021-06-10 12:50:24.303         - FAR.Wire_Transfer_Payable 961 rows deleted.	conv. Log. detail. Comment					
2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021- 06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.       2021-06-10 12:50:23.860         - FAR.Expense_Distribution 20770 rows deleted.       2021-06-10 12:50:24.303         - FAR.Wire_Transfer_Payable 961 rows deleted.       2021-06-10 12:50:24.320	C:\SECOND\EAR09\Arc2021-06-10 125020 Purchase Order to	conv_log_ucun_buternite				
06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.       2021-06-10 12:50:23.860         - FAR.Expense_Distribution 20770 rows deleted.       2021-06-10 12:50:24.303         - FAR.Wire_Transfer_Payable 961 rows deleted.       2021-06-10 12:50:24.320	2009-06-30.xls 971 rows copied. "C:\SECOND\FAR09\Arc2021-					
- FAR.Expense_Distribution 20770 rows deleted.       2021-06-10 12:50:24.303         - FAR.Wire_Transfer_Payable 961 rows deleted.       2021-06-10 12:50:24.320	06-10 125020 Expense to 2009-06-30.xls" 7985 rows copied.	2021-06-10 12:50:23.860				
- FAR.Wire_Transfer_Payable 961 rows deleted. 2021-06-10 12:50:24.320	- FAR.Expense_Distribution 20770 rows deleted.	2021-06-10 12:50:24.303				
	- FAR.Wire_Transfer_Payable 961 rows deleted.	2021-06-10 12:50:24.320				
- FAR.Purchase_Order_Expense 1047 rows deleted. 2021-06-10 12:50:24.323	- FAR.Purchase_Order_Expense 1047 rows deleted.	2021-06-10 12:50:24.323				
- FAR.Vendor_Check_Control_Payable 5829 rows deleted. 2021-06-10 12:50:24.360	- FAR.Vendor_Check_Control_Payable 5829 rows deleted.	2021-06-10 12:50:24.360				
- FAR.Expense 7984 rows deleted. 2021-06-10 12:50:24.597	- FAR.Expense 7984 rows deleted.	2021-06-10 12:50:24.597				
- FAR.Purchase_Order_Distribution 1033 rows deleted. 2021-06-10 12:50:24.607	- FAR.Purchase_Order_Distribution 1033 rows deleted.	2021-06-10 12:50:24.607				
- FAR.Purchase_Order_Print 1950 rows deleted. 2021-06-10 12:50:24.613	- FAR.Purchase_Order_Print 1950 rows deleted.	2021-06-10 12:50:24.613				
- FAR.Purchase_Order_Expense 0 rows deleted. 2021-06-10 12:50:24.623	- FAR.Purchase_Order_Expense 0 rows deleted.	2021-06-10 12:50:24.623				
- FAR.Purchase_Order 970 rows deleted. 2021-06-10 12:50:24.780	- FAR.Purchase_Order 970 rows deleted.	2021-06-10 12:50:24.780				
- FAR.Vendor_Check_Control_Payable 0 rows deleted. 2021-06-10 12:50:24.837	- FAR.Vendor_Check_Control_Payable 0 rows deleted.	2021-06-10 12:50:24.837				
- FAR.Vendor_Check_Control 3033 rows deleted. 2021-06-10 12:50:25.013	- FAR.Vendor_Check_Control 3033 rows deleted.	2021-06-10 12:50:25.013				
- FAR.Wire_Transfer_Payable 0 rows deleted. 2021-06-10 12:50:25.043	- FAR.Wire_Transfer_Payable 0 rows deleted.	2021-06-10 12:50:25.043				
- FAR.Wire_Transfer 149 rows deleted. 2021-06-10 12:50:26.330	- FAR.Wire_Transfer 149 rows deleted.	2021-06-10 12:50:26.330				
- FAR.Wire_Transfer 2232 rows deleted. 2021-06-10 12:50:26.350	- FAR.Wire_Transfer 2232 rows deleted.	2021-06-10 12:50:26.350				
- FAR.Journal_Entry 312 rows deleted. 2021-06-10 12:50:26.480	- FAR.Journal_Entry 312 rows deleted.	2021-06-10 12:50:26.480				
Receipt and Receivable Archive						
C:\SECOND\FAR09\Arc2021-06-14 150355 RECEIPT to 2009-	C:\SECOND\FAR09\Arc2021-06-14 150355 RECEIPT to 2009-					
06-30.xls 1 rows copied. "C:\SECOND\FAR09\Arc2021-06-14	06-30.xls 1 rows copied. "C:\SECOND\FAR09\Arc2021-06-14					
150355 RECEIVE to 2009-06-30.xls" 25 rows copied.         2021-06-14 15:03:55.597	150355 RECEIVE to 2009-06-30.xls" 25 rows copied.	2021-06-14 15:03:55.597				
-FAR.Receivable_Receipt (16 rows) deleted. 2021-06-14 15:03:55.600	-FAR.Receivable_Receipt (16 rows) deleted.	2021-06-14 15:03:55.600				
-FAR.Receipt_Detail (2564 rows) deleted. 2021-06-14 15:03:55.600	-FAR.Receipt_Detail (2564 rows) deleted.	2021-06-14 15:03:55.600				
-FAR.Receipt (761 rows) deleted. 2021-06-14 15:03:55.603	-FAR.Receipt (761 rows) deleted.	2021-06-14 15:03:55.603				
-FAR.Receivable_Receipt (0 rows) deleted. 2021-06-14 15:03:55.607	-FAR.Receivable_Receipt (0 rows) deleted.	2021-06-14 15:03:55.607				
-FAR.Receivable_Distribution (130 rows) deleted. 2021-06-14 15:03:55.607	-FAR.Receivable_Distribution (130 rows) deleted.	2021-06-14 15:03:55.607				
-FAR.Receivable (26 rows) deleted. 2021-06-14 15:03:55.610	-FAR.Receivable (26 rows) deleted.	2021-06-14 15:03:55.610				

In the case of vendor record removal, PCGenesis only removes <u>inactive</u> vendor record information. Before deleting *Vendor* file records, it is recommended that users first inactivate old vendor records. Refer to the <u>Financial Accounting and Reporting System Operations Guide</u>, Section C: Vendor File Maintenance for the information and instructions on this procedure.

# **Procedure A: Deleting Financial Records by Year and Date Range**

Step	Action
1	Before beginning this procedure, verify a <i>Daily</i> backup containing the <i>K:\SECOND</i> directory exists, or perform a <i>Daily</i> backup.
2	From the <i>Business Applications Master Menu</i> , select <b>1</b> ( <b>F1</b> - Financial Accounting & Reporting System).

The following screen displays:

Financial Accounting & Reporting       MASTER1         FKey       Master Menu         1          1	Financial Accounting & Reporting       MASTER1         FKey       Naster 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         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	PCG Dist=8991 Rel=17.01.0	00 03/23/2017 PCW 002 SV	C:\DEVSYS C:\SECC	ND \	WHITE	- 0 <b>X</b>
FKey       Master Menu         1          1          1          1          1          1          1          1          1          1          1          1          2          1          2          2          2          2          2          2          2          2          1          2          2          2          3          4          4          5          6          7          8          10          2          9          10 </th <th>Fkey       Master Menu         1      </th> <th></th> <th>Financial</th> <th>Accounting &amp; Re</th> <th>porting</th> <th></th> <th>MASTER1</th>	Fkey       Master Menu         1		Financial	Accounting & Re	porting		MASTER1
<ul> <li>1 Budget Account Master Menu</li> <li>2 Purchase Order Processing Menu</li> <li>3 Claim Processing Menu</li> <li>4 Vendor Check Processing Menu</li> <li>5 Revenue Account Master Menu</li> <li>6 Accounts Receivable Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> </ul>	<ul> <li>1 Budget Account Master Menu</li> <li>2 Purchase Order Processing Menu</li> <li>3 Claim Processing Menu</li> <li>4 Vendor Check Processing Menu</li> <li>5 Revenue Account Master Menu</li> <li>6 Accounts Receivable Processing Menu</li> <li>7 Receipt Processing Menu</li> <li>8 Cash Management &amp; Investment Management Menu</li> <li>9 Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>10 Account Master Description File Menu</li> <li>11 General Ledger Account Master Menu</li> <li>12 Year End Processing Menu</li> <li>13 Special Functions Menu</li> <li>14 Vendor Master Menu</li> <li>15 Source Master Menu</li> <li>20 File Reorganization</li> </ul>	FKey		Master 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	1 Budg 2 Purct 3 Claim 4 Vend 5 Reve 6 Accou 7 Rece 8 Cash 9 Finar 10 Accou 11 Gene 12 Year 13 Spec 14 Vend	et Account Master Menu hase Order Processing M or Processing Menu or Check Processing Meru nue Account Master Men unts Receivable Processi ipt Processing Menu Management & Investme ncial Reporting & Month/Y unt Master Description Fi ral Ledger Account Master End Processing Menu ial Functions Menu or Master Menu	ienu u ing Menu ent Management M Yr-End Close Menu le Menu er Menu	enu		
Master         User         User         Master         Isserting         Master         Isserting         Master         Maste		Action					
Master         User         User         Iser         Inc.         13.04.00           Fis         Ures         Words         Monitor         Inc.         10.04.00		Action					
Master         User         User         Iser         <	Action	Select F13 (F1	13 - Special Func	tions Menu).			

The following screen displays:

Step

Financial Accounting & Reporting     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     Receipt File (RECEIPT) and Receivable File (RECEIVE)       20     AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)       21     Investment File (INVEST)       22     Audit File (AUDIT)       23     General Ledger Account Master (ACCOUNTG)       24     Budget Account Master (ACCOUNTR)       25     Revenue Account Master (ACCOUNTR)       26     Vendor File (VENDOR)       30     Special Journal Entry Posting (Password Protected)	PCG Dist=8991	Rel=21.02.00 06/14/2021 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	_		×
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       Receipt File (RECEIPT) and Receivable File (RECEIVE)         20       AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)         21       Investment File (INVEST)         22       Audit File (AUDIT)         23       General Ledger Account Master (ACCOUNTG)         24       Budget Account Master (ACCOUNTR)         25       Revenue Account Master (ACCOUNTR)         26       Vendor File (VENDOR)         30       Special Journal Entry Posting (Password Protected)		Financial Accounting & Reporting		SP 013	
12       Display/Update System Control Data         13       Display/Update IRS 1099 Control Data         Delete Records from Files by Year/Date Range:         19       Receipt File (RECEIPT) and Receivable File (RECEIVE)         20       AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)         21       Investment File (INVEST)         22       Audit File (AUDIT)         23       General Ledger Account Master (ACCOUNTG)         24       Budget Account Master (ACCOUNTR)         25       Revenue Account Master (ACCOUNTR)         26       Vendor File (VENDOR)         30       Special Journal Entry Posting (Password Protected)	FKey	Special Functions Menu			
Delete Records from Files by Year/Date Range:         19       Receipt File (RECEIPT) and Receivable File (RECEIVE)         20       AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)         21       Investment File (INVEST)         22       Audit File (AUDIT)         23       General Ledger Account Master (ACCOUNTG)         24       Budget Account Master (ACCOUNTG)         25       Revenue Account Master (ACCOUNTR)         26       Vendor File (VENDOR)         30       Special Journal Entry Posting (Password Protected)         Auster Market Market Market Market (Market Market Mar	12 13	Display/Update System Control Data Display/Update IRS 1099 Control Data			
30 Special Journal Entry Posting (Password Protected)	19 20 21 22 23 24 25 26	Delete Records from Files by Year/Date Range: Receipt File (RECEIPT) and Receivable File (RECEIVE) AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE) Investment File (INVEST) Audit File (AUDIT) General Ledger Account Master (ACCOUNTG) Budget Account Master (ACCOUNT) Revenue Account Master (ACCOUNTR) Vendor File (VENDOR)			
Master UserList Vordes Proc Proc Vordes Pr	30	Special Journal Entry Posting (Password Protected)			
Master     Uset It     Uset Monitor     Control     Control     Control					
	Master <sup>User</sup> list F16 003 Word	PAY VEND		21.02.	90
Action	Action				

4	Select the appropriate <b>Delete Records from F</b>	iles by Year/Date Range function key:
	<b>19</b> ( <b>F19</b> ) – Receipt File (RECEIPT) and Receivable File (RECEIVE)	<b>23</b> (F23) – General Ledger Account Master (ACCOUNTG)
	<b>20</b> ( <b>F20</b> ) – AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)	<b>24</b> (F24) – Budget Account Master (ACCOUNT)
	<b>21</b> ( <b>F21</b> ) – Investment File (INVEST)	<b>25</b> (F25) – Revenue Account Master (ACCOUNTR)
	<b>22</b> ( <b>F22</b> ) – Audit File (AUDIT)	<b>26</b> ( <b>F26</b> ) – Vendor File (VENDOR)

The following screen displays when updating the Investment File, Audit File, or Vendor File:



Although the screenshot example displays Vendor File record deletion information, these instructions also apply to the deletion of the Investment File or Audit File as well.

The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:



Although the screenshot example displays General Ledger Account Master record deletion information, these instructions also apply to the deletion of the Budget Account Master or Revenue Account Master as well.

A	PCG Dist=8991 Rel=21.02.00 06/14/2021 PCG 001 SV C:\SOLSYS C:\SECOND WHITE		_		×
					icii
	*** RECEIPT / RECEIVE FILE DELETION ***			0221111	
	This procedure will remove records from the RECEIPT and RECEIVE files date of the record is less than or equal to June 30 of the fiscal year below. Please be sure that you have a current backup of the Financial System before starting this process.	if the entered			
	Enter ENDING fiscal year of records to remove:				
	(CCYY)				
	THE PCGENESIS DATABASE WILL NOT BE SHARED DURING THIS PROCEDURE.				
	** To archive data, the user must right-click the PCGclr icon and ** select 'Run as Administrator' to have the correct security ** access for the archive function. This is absolutely ** necessary when running PCGenesis from a remote desktop session.	** ** **			
EI	NTER = Continue, F16 = Exit without removing records			21.01.	00

Although the screenshot example displays Receipt and Receivable record deletion information, these instructions also apply to the AP Archive as well.

Step	Action
5	Enter the date in the Ending Date field and select Enter.
	- or -
	Enter the ending fiscal year in the Ending Year field and select Enter.

The following screen displays when updating the Investment File, Audit File, or Vendor File:



The following screen displays when updating the *General Ledger Account Master*, *Budget Account Master*, or *Revenue Account Master*:

PCG Dist=8991 Rel=17.01.00 03/23/2017 PC	W 002 SV C:\DEVSYS	C:\SECOND	WHITE	- D X
*** ACCOUNTG	FILE DELETION *	<del></del>		CLEARGL
This procedure will remove rec year of the record is less that Please be sure that you have a before starting this process.	ords from the GE n or equal to th current backup	ENERAL LEDGER ne ending yea of the Finar	R file if the ar below. ncial System	
Enter ENDING ye	ar of accounts t	to remove:		
	11			
ARE	YOU SURE?			
ENTER = Continue, F16 = Reenter				12.03.00

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-			
A	PCG Dist=8991 Rel=21.02.00 06/14/2021 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	-	
L			CLEARRCV
	*** RECEIPT / RECEIVE FILE DELETION ***		
	This procedure will remove records from the RECEIPT and RECEIVE files date of the record is less than or equal to June 30 of the fiscal yea below. Please be sure that you have a current backup of the Financia System before starting this process.	if the r entered l	
	Enter ENDING fiscal year of records to remove:		
	2009		
	(CCYY)		
	ARE YOU SURE?		
	** To archive data, the user must right-click the PCGclr icon and	**	
	** select 'Run as Administrator' to have the correct security	**	
	** access for the archive function. This is absolutely	**	
	** necessary when running PCGenesis from a remote desktop session.	**	
Б	ITER - Continue Edi - Decetou		04 04 00
EN	NEK = CONTINUE, FIO = KEENTER		21.01.00
1			

Step	Action
6	Select <b>Enter</b> in response to the "Are you sure?" prompt. "*** Processing Request ***" briefly displays.
7	When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i> , proceed to <i>Step 8</i> . For all other archive functions, proceed to <i>Step 11</i> .

Process RE	CEIPT/RECEIVE Archive	×	
1	All users MUST be out of the system!		
	If all users are not out of the system, exit this procedure and force all users out.		
	A data backup of SECONDY and PCGenesisDBY.BAK will be created prior to the RECEIPT/RECEIVE archive.		
	Select OK to continue. Select CANCEL to exit.		
	OK		

Step	Action
8	When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i> , a prompt is displayed warning the user that a data backup will be created <u>prior</u> to the archive.
	Select <b>OK</b> ( <b>OK</b> ) to create a backup of the PCGenesis database <u>prior</u> to beginning the archive function. The name of the backup that is created is <b>SECONDY</b> and <b>PCGenesisDBY.BAK</b> ,
	After selecting $(\mathbf{OK})$ , the archive function continues.

The following screen briefly displays when updating the *Receipt and Receivable* or the *AP Archive*, indicating that a backup to **SECONDY** and **PCGenesisDBY.BAK** is being created:

C:\WINDOWS\system32\cmd.exe	-	×
C:\SECOND\PERDATA\BLNKRNEW.DOC		^
C:\SECOND\PERDATA\DEPENDS		
C:\SECOND\PERDATA\depends.xfd		
C:\SECOND\PERDATA\HRLAB		
C:\SECOND\PERDATA\LGROSDAT		
C:\SECOND\PERDATA\Igrosdat.x+d		
C:\SECOND\PERDATA\LVADV		
C:\SECOND\PERDATA\lvadv.xtd		
C:\SECOND\PERDATA\LVCLASS		
C:\SECOND\PERDATA\Ivclass.x+d		
C:\SECOND\PERDATA\LVHIST		
C:\SECOND\PERDATA\Ivhist.x+d		
C:\SECOND\PERDATA\LVINPUT		
C:\SECOND\PERDATA\Ivinput.x+d		
C:\SECOND\PERDATA\LVSYS		
C:\SECOND\PERDATA\Ivsys.x+d		
C:\SECOND\PERDATA\PERS		
C:\SECOND\PERDAIA\pers.xtd		
C:\SECOND\PERDATA\PROCTL		
C:\SECOND\PERDAIA\proct1.xtd		
C:\SECOND\IRANDAIA\IRANSACI		
495 File(s) copied		
C:\ACUCBL\AcuGT\bin>ECHO OFF		
******		
* *		
* BACKUP OF C:\ SECOND TO SECONDY COMPLETED *		
* *		
******		
		$\sim$

The following screen displays when updating the Receipt and Receivable or the AP Archive:

 $\times$ C:\WINDOWS\system32\cmd.exe \_ MYVARHOSTNAME=DOE-DOCHALA-W10 DOE-DOCHALA-W10\SQLEXPRESSPCG SQLCMD -S DOE-DOCHALA-W10\SQLEXPRESSPCG -b -Q "exec PCGenesisDB.FAR.usp\_Archive\_Receivables\_and\_Receipts 2009, 'C:\SECO ND\FAR09'" Receipt archive: "C:\SECOND\FAR09\Arc2021-06-14 145405 RECEIPT to 2009-06-30.xls" Receive archive: "C:\SECOND\FAR09\Arc2021-06-14 145405 RECEIVE to 2009-06-30.xls" Successful Return\_Code return\_Message 0 ARCHIVE Receivables & Receipts <= 2009-06-30 -FAR.Receivable\_Receipt (16 rows) deleted. -FAR.Receipt\_Detail (2564 rows) deleted. -FAR.Receipt (761 rows) deleted. -FAR.Receivable\_Receipt (0 rows) deleted. -FAR.Receivable\_Dist ibution (130 rows) deleted. -FAR.Receivable (26 rows) deleted. errorleveL 0 GOOD - ARCHIVE OF RECEIPT AND RECEIVE COMPLETED SUCCESSFULLY." Press any key to continue . . .

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Step	Action
9	When updating the <i>Receipt and Receivable</i> or the <i>AP Archive</i> , a black <i>Windows Command</i> screen displays when the archive is complete.
	The black Windows Command screen displays the names of the archive files created.
	Review and where appropriate, screen-print the black <i>Windows Command</i> screen, and select <b>Enter</b> .

A	PCG Dist=8991 Rel=21.02.00 06/14/2021 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	-	
	Delete Records From Files by Date Range: RECEIPT / RECEIVE files		<u>CELMINOV</u>
OPCL	1111E DE DEPETDT AND DEPETHE POMOLETED SUPPESSENTLU		
-	TIVE OF NEGETTI HAD NEGETVE COMPLETED SUGGESSFULLT.		
PRES	SS ENTER KEY TO CONTINUE PROGRAM		
	Action		
	For the <i>Receipt and Receivable</i> or the <i>AP Archive</i> verify successfully and select <b>Enter</b> .	that the archi	ve function



For all other archive functions, the following screen displays:

PCG Dist=8991 Rel=17.01.00 03/23/2017 PCW 002 SV CADEVSYS CASECOND WHITE CLEARGL 2986 records were removed from the ACCOUNTG file. The records are now in the file: ACCOUNTG in library FAR10 on volume SECOND. These records should be removed to another media (TAPE, DISK, or CD). When a backup has been successfully completed the file: ACCOUNTG in FAR10 on SECOND may be scratched.
Please press 'RETURN' to continue.
12.63.80

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Step	Action
11	Review and where appropriate, screen-print the file deletion procedure's results, and select <b>Enter</b> .

#### The following screen displays:

		03/23/2017	PCW 002 SV	C:\DEVSYS	C:\SECOND	WHITE (Not Responding)	
Fi	ile is bei	ng Reorgan.	ized - DO	NOT CANC	EL PROCESSING!		
Action							

lep	ACUOI
12	<i>"File is being reorganized! Do not cancel processing!"</i> briefly displays. Under no circumstances should users cancel processing.

### The following screen displays:

	PCG Dist=8991	Rel=21.02.00	06/14/2021 P	CG 001 SV	C:\SQLSYS	C:\SECOND	W	HITE	_		
			F:	inancial	Account	ing & Rep	orting			SP 013	
	FKe	, -		Spec	ial Func	tions Men	I				
	12 13	Display   Display	/Update Sys /Update IRS	tem Cont 1099 Col	rol Data ntrol Data						
	19 20 21 22 23 24 25 26 30	Delete Reco Receipt AP Archi Investm Audit Fil General Budget Revenu Vendor	rds from Fil File (RECEI ive (EXPENS hent File (INV le (AUDIT) I Ledger Acc Account Mas e Account M File (VENDO Journal Ent	es by Yea PT) and F SE, PO, P (EST) ount Mas ster (ACC) aster (AC R) ry Posting	ar/Date Ra Receivable OPRINT, C UNTJ COUNTJ COUNTRJ	inge: File (RECE CHEKMSTR, UNTG) rd Protected	VE) WXFER, JI	E)			
	Master <sup>User</sup> list F16 Uus Words	PAY VEND MONITOR								21.02.00	
Step	Action										
12		4					• • •		0 D	nting Mast	ar Many or
13	Select select	laster (H1	<b>aster</b> ) to	to return	to the	he Finan Busines	cial Ac 5 Applie	counting cations Me	& Repo aster M	lenu.	
13	Select L select L To prin	(F1 (Mater) t the rep	aster) to	to return return he Uq	to the ueue P	he Finan Busines Print Ma	cial Ac s Applic nager:	counting of cations Mo	& Repo	Uqueue).	
13	Select Select To prin	t the rep	aster) to ort via t ort via 1	to return return he Uq Micros	to the ueue F soft® V	he Finan Busines Print Ma Vord: S	cial Ac s Applic nager:	Select (MS	& Repo uster M I I (I WOR	Uqueue).	
13	Select select To prin To prin Where a <u>Guide</u> , U Report 1	t the rep t the rep ppropriat User Inter Printing t	aster) to ort via 1 ort via 1 ort via 1 te, follow <i>rface Pro</i> o create	to return return he Uq Micros v the in ocedur the ma	to the ueue F soft® V nstructi ces, Cre acro ne	he Finan Busines Print Ma Word: S ions prove eating th cessary th	cial Ac s Applic <b>mager:</b> select vided in e Micro o use th	Select (MS the <u>Techn</u> of the feature.	K Repo aster M S WOR <u>nical S</u> Genesi	U <b>queue</b> ). U <b>queue</b> ). R <b>D</b> ). <u>ystem Oper</u> Ss QWORD	<u>cations</u> Macro for
13	Select select To prin To prin Where a <u>Guide</u> , U Report I Where a recovery Step 11.	t the rep ppropriat <i>User Inter</i> <i>ppropriat</i> <i>ppropriat</i> <i>printing</i> t	aster) to ort via 1 ort via 1 ort via 1 te, follow <i>rface Pra</i> o create te, perfo iew. Aft	to return return he Uq Micros v the in ocedur the ma rm a bar er crea	arn to the to the <b>ueue F</b> soft® V nstructi <i>ces, Cre</i> acro ne ackup o ating th	he Finan Busines Print Ma Vord: S ions prove ating th cessary to cessary to c	cial Ac s Applic <b>mager:</b> delect vided in <i>e Micro</i> o use th cond or b, delete	Select (MS the <u>Techn</u> osoft®-PC ne feature. save the i e the file(s	K Repo aster M I (I S WOR dical Sy Genesi Genesi anforma	Uqueue). Uqueue). RD). <u>ystem Oper</u> is QWORD ation to a C enced on th	<i>ations</i> <i>Macro for</i> D for easy a screen in

### A1. Deleted Vendor Listing - Example

REPORT NUMBER	DATE 03/23/17 VENDOR NAME	DELETED VENDOR LIS ADDRESS	ST.	PHONE NUMBER	STATUS	PAGE 1 SEQ KEY /REMIT ADDRESS
000022	VENDOR 000022	0022 VENDOR STREET SMITH, GA	33333		I	VENDOR 000022
000026	VENDOR 000026	0026 VENDOR STREET SMITH, GA	33333		I	VENDOR 000026
000028	VENDOR 000028	0028 VENDOR STREET SMITH, GA	33333		I	VENDOR 000028
000029	VENDOR 000029	0029 VENDOR STREET SMITH, GA	33333		I	VENDOR 000029
000030		0030 VENDOR STREET SMITH, GA	33333		I	VENDOR 000030
000032	VENDOR 000032	0032 VENDOR STREET	22222		I	VENDOR 000032
			50000			
000034	LI4TLEJOHN, TR4MAN 999-08-9498 89498	1511 MAIN STREET SMITH, GA	33333	(999)555-0511	I	LI4TLEJOHN, TR4MAN