

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/22/2023	Section G: Payroll Check Reconciliation
<i>J LL L</i> () <i>LJ</i>	Processing, V2.6

Revision History

Date	Version	Description	Author
3/22/2023	2.6	23.01.00 – Update Produce Check Registers reports.	D. Ochala
03/28/2018	2.5	18.01.00 – Update Check Register reports.	D. Ochala
05/12/2016	2.4	16.01.00 – Update Logo and Footers.	S. Scrivens
07/30/2013	2.3	13.02.00 – Updated the Print the Check Reconciliation Listings section.	D. Ochala
04/01/2013	2.2	13.01.00 – Updated DOE logo.	D. Ochala
11/30/2009	2.1	09.03.01 - Corrected Overview. Updated screen shots.	D. Ochala
06/17/2009	2.0	08.04.00 – Added federal and state withholding inclusion, and multiple Automated Clearinghouse (ACH) information and instructions. Updated screenshots, added drop-down selection icon feaure information and instructions.	C. W. Jones

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Overview

Payroll check reconciliation includes comparing the school district's or system's payroll checks to its bank statement, and canceling the items that have been processed by the bank from PCGenesis. This process includes the following procedures where appropriate:

- Displaying payroll checks and direct deposits to view detail information about the checks and direct deposits contained in the *CHEKMSTR* file.
- Updating payroll checks and direct deposits by changing or reversing the status of *Open* checks and direct deposits.
- Removing payroll checks and direct deposits from the *CHEKMSTR* file to clear issued, canceled, and/or voided checks, and all direct deposits regardless of status from PCGenesis. A PCGenesis *Data* backup must be performed before payroll checks or direct deposits are removed.
- Printing the payroll check reconciliation reports provides a listing of all payroll checks that have been issued, and as well as those that have been cancelled or voided.

<u>Check Reconciliation</u> – When checks are reconciled by range (R), the *Payroll Check Reconciliation Exception Report* is automatically generated listing the range(s) of items entered on the *Check Reconciliation Entry screen* along with the exceptions; the payroll checks, direct deposits, and ranges that were <u>not</u> cancelled during the procedure. Non-cancelled items may include those items that were excluded from the ranges entered, were not issued, or those that have already been cancelled.

<u>Check Reconciliation Listings</u> – The *Check Reconciliation Listing* lists checks for a specific bank or for all banks, and may include all checks of a specific type (status) of check within a specified date range. The listing also provides numerical and dollar amount totals for cancelled, voided, and issued checks and overall totals. For checks that have not yet been cancelled, the listing provides an aging column to identify how many days the checks have been outstanding.

<u>Check Registers</u> – The *Payroll Check Register* lists checks for a specific bank or for all banks, and may include all checks or direct deposits of a specific type (status) of check within a specified date range. In addition to the information provided on the reconciliation report, the *Check and/or Direct Deposit Registers* may also include direct deposit entries and totals if requested.

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

The *Deleted Payroll Check/Direct Deposit Register* will be automatically generated when payroll checks and/or direct deposits are removed from PCGenesis.

Payroll checks and direct deposits may not be voided using the Reconciliation procedure. They are instead voided by following the instructions provided in the <u>Payroll System Operations Guide</u>, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 3: Void/Add Payroll Check and Direct Deposit Statement Processing for the Current Payroll and/or Topic 5: Manual/Void Only Payroll Check and Direct Deposit Statement Processing.

Multiple Automated Clearinghouse (ACH)/Direct Deposit Statement Processing: Based on an employee's *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional account information on direct deposit entries to facilitate statement reconciliation. For example, an employee's pay may be split between multiple bank accounts. The multiple bank account entries are associated with a single direct deposit advice number and accordingly, are displayed on the screen. Direct deposits display single and multiple bank account entries to assist with payroll direct deposit statement reconciliation.

Topic 1: Payroll Check Reconciliation

Step	Action
1	From the Business Applications Master Menu, select 2 (F2 - Payroll System).

PCG Dist=8991 Rel=18.01.00 03/28/2018 PCW 0	01 SV C:\DEVSYS C:\SECOND	WHITE			
	Payroll System		PAYMOOOO		
FKey	Master Menu				
	eposit Menu				
5 Monthly/Quarterly/Fiscal	/Biennial Reports Menu				
 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 					
20 File Reorganization					
Master Userlist			15.03.00		

Step	Action
2	Select 11 (F11 - Check Reconciliation Menu).

A PCG Dist=8991 Rel=18.01.00	03/28/2018 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYM0011
FKey	Check Reconciliation Menu		
 1 Check R	econciliation		
2 Produce	Check Reconciliation Listings		
_3 Display/	Jpdate Checks/Direct Deposits		
4 Produce	Check Registers		
9 Remove	OLD Checks/Direct Deposits from Check Register	r	
Master ^{User} list			

Step	Action
3	Select (F1 - Check Reconciliation).

A	PCG Dist=8991	Rel=23.01.0	0 03/21/202	3 DOE 004 Check	C:\SQLSYS	C:\SECOND	WHITE		_	□ × Pay1500
	Select	ion Type	Bank: <u>BK</u> <u>C</u> ''C	<u>17</u> ▼ ' = By Ct	Date: _ heck Numbe	r or "R"	= By Range			
	F1 p₂ 4 条	F3 () F4	ENT	ER=Proces	55, F16=E	xit.	F12 Help	F15 Q		22.02.00

Step	Action
4	Enter the bank's code, or select the drop-down selection icon 🗹 within the Bank field to choose the bank's information.
5	Enter the bank statement's date (MM/DD/CCYY) in the Date field. <i>The results will include payroll checks that were issued on or before the date entered.</i>
6	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	Select (Enter - Process).
	"Processing request. Do not cancel processing!" and a records-processed counter briefly display.

PCG D	ist=8991 Re	=23.01.00 03/21/20	23 DOE 004 C:\SQLSYS C:\SECOND	WHITE	
			Check Reconciliation		PHY1500
		Bank: Bl	17 Date: 1/31/2023		
Cancel	Check	Date	Pauee	Amount	
	1	01/25/2023	AC9ER, SA9DEE	3421.14	
	2	01/25/2023	AD9ISON, TR9CEY	2393.72	
_	3	01/25/2023	AD9MSON, DW9NA	456.31	
_	4	01/25/2023	AI2EN, TU2A	3995.13	
_	5	01/25/2023	AL2NZO, MA2YBELLE	702.55	
	6	01/25/2023	AL6EY, LY6NA	1223.63	
_	7	01/25/2023	AL8ARO, AN8ERA	3866.32	
	8	01/25/2023	AM2ROSE, SH2NTAY	1260.35	
_	9	01/25/2023	AM2ROSE, SH2NTAY	1060.81	
_	10	01/25/2023	AN3EL, GA3E	766.80	
_	11	01/25/2023	AN7ERS, HE7KE	4615.31	
	12	01/25/2023	AP3NTE, BE3U	2268.15	
_	13	01/25/2023	AR3ETT, LO3SE	1144.99	
	14	01/25/2023	AR3HULETA, SH3ROLYN	2785.10	
	15	01/25/2023	AR4IS, EL4IOTT	1255.67	
_	16	01/25/2023	AR8EDONDO, KI8TIE	3539.38	
	17	01/25/2023	AR8VALO, TR8NT	3427.00	
	18	01/25/2023	ASSCRAFT, GESALD	1914.44	
	19	01/25/2023	AS7ER, EL7NE	3783.09	
	20	01/25/2023	AS9BY, JO9NSIE	5683.56	
**	Type an	'X' next to tl	nose checks that have cleared	the bank. **	
F1	EN 	FR=Update & P	Hext, F1=First, F5=Next, F1	6=Exit	22.02.00
	F2 - A F3	FHLE		Help	

For **Step 6-C** entries, the following screen displays:

Step	Action
8	Enter X in the Cancel column of the appropriate payroll checks, and select (Enter - Update & Next). Select F5 (F5 - Next) to display subsequent pages. Proceed to Step 11.

PCG Dist=8991	Rel=23.01.00 03/21/2023 D	OE 004 C:\SQLSYS	C:\SECOND	WHITE	
		Check Reconcili	ation		PHY1500
	Bank: BK17	Date: 1	/31/2023		
	Enter Check	k Range(s) to be Begin End	Cancelled		
	:				
	FNTFR=1	Process F16=Fy	it.		
F1 F2 €		F7 F8 F9	F10 F11 F11	F15	22.02.00

For Step 6-R entries, the fol	lowing screen	displays:
--------------------------------------	---------------	-----------

Step	Action
9	Enter up to ten (10) check range(s) in the Begin and End columns, and select Enter - Process). Continue this process until all check ranges have been entered.
	The check range entered meet the following requirements:
	• Valid beginning and ending check numbers must be entered in the columns.
	• The check must be an issued check.
	• The check must not have been previously cancelled.
	• The ending check number must be greater than or equal to the beginning check number entered.
	If there are errors, make the appropriate corrections within the Begin and End columns, and select <i>Enter</i> - Process).

	PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 004 C:\SQLSYS C:\SECOND WHITE - □ ×
	Check Reconciliation
	Bank: BK17 Date: 1/31/2023
	Enter Check Range(s) to be Cancelled Begin End 1 241
	** Review the Exception Report After Completing Processing **
ENTER	F12=Update, F16=ReEnter F12 F15 F6 F7 F8 F9 F10 F12 F15 F2 60 22.02.00
F16	FI7 🛱 FI8 THE Help
F16	Action
F16	Action Select F12 (F12 - Update).

* * * Attention * * *

Under no circumstances should you cancel processing!

	PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 011 C:\SQLS\ Check Reconc:	S C:\SECOND WHITE	- 🗆 × Pay1500
	Bank: BK17 Date:	1/31/2023	
	Enter Check Range(s) to Begin End 	be Cancelled	
	ENTER=Process, F16: F1 F2 ℃ F3 → F4 F5 F6 F7 F8 → F9 F16 F7 F8 → F9	Exit. F10 F12 F15 F12 F15 C	23.01.00
Step	Action		
11	Select F16 - Exit) to return to	the Payroll System - Check Rec	conciliation Screen.

I	PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 011 C:\SQLSYS C:\SECOND WHITE Check Reconciliation	— Pa	□ × 1¥1588
	Bank: <u>BK17</u> Date: <u>1/31/2023</u>		
	Selection Type <u>R</u> "C" = By Check Number or "R" = By Range		
	ENTER=Process, F16=Exit.		
E		23	8.01.00
F			
Step	Action		
12	Select FIG (F16 - Exit) to return to the <i>Payroll System</i> - <i>Check Ret</i>	concil	liation Menu.
	<i>Completely exit the</i> Payroll System - Check Reconciliation <i>screen by</i>	selec	ting $\mathbf{F1} \leftarrow \mathbf{F1}$

The	f_{011}	owing	coroon	dian	lave	•
Inc	IOII	owing	screen	uisp.	rays	•

A PCC	G Dist=8991	Rel=18.01.00	03/28/2018	PCW 001	SV C:\DEVSYS	C:\SECON	D	WHITE		- 0 X	
					Payroll S	ystem				PAYM0011	
	FKey			Chec	k Reconcil	iation M	enu				
	1	Check I	Reconciliati	on							
	2	Produc	e Check Re	conciliatio	on Listings						
	3	Display	//Update Ch	ecks/Dire	ct Deposits						
	4	Produc	e Check Re	gisters							
	9	Remov	e OLD Che	:ks/Direct	Deposits fro	m Check F	Register				
						,					
aster 🛛	lser _{list} Nezz Wordza	PAY VEND							_		
		MONITOR MONITOR									

Step	Action
13	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
14	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

1A. Payroll Check Reconciliation Exception Report – Example

						Page Break	 	
DATE	11.	/06/08			PAYROLL	CHECK RECONCILLIATION EXCEPTION REPORT	PAGE	1
C	HECK	STATUS	ERROR TYPE					
1	7591	- 18443	Che	eck Range Proc	ssed			
1	7592	C	Check Cannot	Be Cancelled				
1	7593	C	Check Cannot	Be Cancelled				
1	7594	C	Check Cannot	Be Cancelled				
1	7595	C	Check Cannot	Be Cancelled				
1	7596	C	Check Cannot	Be Cancelled				
1	7597	C	Check Cannot	Be Cancelled				
1	7598	C	Check Cannot	Be Cancelled				
1	7599	C	Check Cannot	Be Cancelled				
1	7600	C	Check Cannot	Be Cancelled				
1	7601	C	Check Cannot	Be Cancelled				
1	7602	C	Check Cannot	Be Cancelled				

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Topic 2: Payroll Check Reconciliation Report Processing

2A. Print the Check Reconciliation Listings

	PCG Dist=8991	Rel=18.01.00	03/28/2018	PCW 001 SV	C:\DEVSY	S C:\SECON	D	WHITE		
				F	ayroll	System				PAYMOOOO
	FKey 	2			Master	Menu				
	1	Payroll	Setup Men	u						
	2	Payroll Payroll	Update Me Check & Di	NU rect Denosi	t Menu					
		, rayion			(menu					
	4] Annual Monthly	Reports Me dOuarterIvi	enu Fiscal/Bien	nial Reno	rts Menu				
		_ monuny	renarchy	посадотся	marricpu					
	8	│ Employ │ Undated	ee Reports Display De	Labels Me	NU eduction <i>ti</i>	onuity Mer				
	10	Earning	is History M	/scription/D /enu	caacaony		nu			
	11	│ Check F │ Undated	Reconciliati Mignlay Pa	on Menu wroll Monite	n r					
	13	Special	Functions	Menu						
	20	l File Ber	ornanizatio	n						
		1 110110	organizado							
	. Ilras								 l	15 03 00
Mast	ter ^{vser} list 🖢 Nueza Wordza	PAY VEND								12.03.00
F16	- « B " B	MONITOR MONITOR								
	Action									
	11	•								

	Payroll System	PAYM0011
FKey	Check Reconciliation Menu	
Check R	econciliation	
2 Produce	Check Reconciliation Listings	
<u> </u>	/Update Checks/Direct Deposits	
4 Produce	Check Registers	
9 Remove	e OLD Checks/Direct Deposits from Check Register	
Master ^{User} list		

Step	Action
2	Select 2 (F2 - Produce Check Reconciliation Listings).

```
PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 011 C:\SQLSYS C:\SECOND
                                                                                 WHITE
                                                                                                                Х
                                 Check Reconciliation Listing
                                                                                                              PAY1550
                        Enter Bank Code of bank to be printed
                                             <u>BK17</u> 💌
                         (Leave Bank Code blank for ALL banks)
                            Enter Check Status to be printed
                                'ALL' for All
'ISS' for Issued Only (Computer and Manual)
                                'CAN' for Cancelled Only
'VOI' for Voided Only
                Enter date range of checks to be printed (MMDDCCYY)
                                            thru
                    (Leave dates ZEROS for ALL requested checks)
               ALL checks regardless of status, with issued dates within the range will be selected.
Issued checks with issued dates within the range will be selected.
 For 'ALL':
      'ISS':
 For
               Use 'ISS' & a date range to print all checks still outstanding during the timeframe.
Cancelled checks with cancel dates within the range will be selected.
 For 'CAN':
For 'VOI': Voided checks with void dates within the range will be selected.
                         ENTER = Continue,
                                                F16 = Exit
                                                                                                              22.02.00
                                67
                                           17
      .►£
                                                    12 🔳
                                                                                              F15 🔍
             -¶§
                                                                       Help
```

Step	Action
3	For all banks: Leave the Enter Bank Code of Bank to be Printed field blank.
	For a specific bank: Enter the bank's code, or select the drop-down selection icon icon within the Enter Bank Code of Bank to be Printed field to choose the bank's information.
4	Enter ALL, ISS, CAN, or VOI in the Enter Check Status to be Printed field to define the type of checks and direct deposit statements to be evaluated.
	The ISS option prints a listing of outstanding checks. In most cases, the checks outstanding should not be more than six months old.

Step	Action
5	Enter the date range (MMDDCCYY) <u>or</u> leave the field populated with zeroes (0's) for all payroll checks and direct deposits in the Enter Date Range of Checks To Be Printed (MMDDCCYY) fields.
	• When the user selects the 'ALL' option, all checks, regardless of status, are printed as long as the Issue Date is within the date range requested.
	• When the user selects the ' ISS ' option, 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, <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 with the Cancel Date within the date range requested.
	• When the user selects the 'VOI' option, the program prints all checks with the Void Date within the date range requested.
6	Select (Enter) twice.
	"** Processing Request **" briefly displays.

A	PCG Dist	=8991	Rel=18	3.01.00	03/28/	2018 P	CW 001	SV C:\	DEVSYS	C:\SECC	DND		WHITE		- 0	×
								Payr	oll Sy	stem					PAYMO	011
		FKey					Che	ck Rec	oncili	ation	Menu					
		1	C	heck F	leconc	iliatior	ı									
		2	P	roduce	e Chec	k Reco	nciliat	ion List	tings							
		3	D	isplay	/Updat	e Che	:ks/Dir	ect De	posits							
		4	P	roduce	e Chec	k Regi	sters									
		9	R	emov	e OLD	Check	s/Direc	t Depo	sits froi	n Checl	(Regist	er				
Mas	ter ^{User} list															
F16	> (ty	Word S	PAY MONITOR	MONITOR												

Step	Action
7	To print the report via the Uqueue Print Manager: SelectTo print the report via Microsoft® Word: Select(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.
8	Select F16 (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

2A.1. Payroll Check Reconciliation Listing (All Checks) – Example

The final page of the report lists "Cancelled", "Voided", "Issued", and "Grand" total amounts.

DANK: EKOI FNB 001 OF SMITH CITY NUMBER ISSUE DATE PAYEE AMOUNT STATUS CANC DATE VOID DATE AGING (DAYS) 000001 10/31/2017 MABRICAL, CU3 3,423.53 COMPUTER ISSUE 148 042230 01/31/2017 MASHORN, ZETA 276.46 CANCELLED 2/28/2017 042240 01/31/2017 UDENDATION, LATONA 133.91 CANCELLED 2/28/2017 042424 01/31/2017 VIDEN, LATONA 133.91 CANCELLED 2/28/2017 042424 05/31/2017 MASTERN, IZ3TTA 40.00 CANCELLED 5/31/2017 042424 05/31/2017 MASTERN, IZ3TTA 20.00 CANCELLED 6/30/2017 042424 05/31/2017 MASTERN, IZ3TTA 20.00 CANCELLED 6/30/2017 042424 05/21/2017 MASTERN, IZ3TTA 20.00 CANCELLED 6/30/2017 042426 06/23/2017 NASTERN, IZ3TTA 20.00 CANCELLED 6/30/2017 042426 06/23/2017 NASTERN, IZ3TTA 20.00 CANCELLED 7/31/2017 042426 06/23/2017 <t< th=""><th>REPORT ID: PAY1550 REPORT DATE: 03/28/2018</th><th>LIST OF ALL CH ISSUED DATE RANGE: 01/01</th><th>ECKS /2017 - 12/31/2018</th><th></th><th>PAGE 1</th></t<>	REPORT ID: PAY1550 REPORT DATE: 03/28/2018	LIST OF ALL CH ISSUED DATE RANGE: 01/01	ECKS /2017 - 12/31/2018		PAGE 1
NUMBER ISSUE DATE PAYER AMOUNT STATUS CANC DATE VOID DATE AGING (DAYS) 000001 10/31/2017 MASRIGAL, CU3 3,423.53 COMPUTER ISSUE 148 042230 01/31/2017 VASHORK, ZESTA 276.46 CANCELLED 2/28/2017 042240 01/31/2017 GUTEN, LAYOMA 133.81 CANCELLED 2/28/2017 042242 01/31/2017 GUTEN, LAYOMA 133.87 CANCELLED 2/28/2017 042242 01/31/2017 MASTER, IZSTRA 40.00 CANCELLED 2/28/2017 042243 04/28/2017 MASTER, IZSTRA 20.00 CANCELLED 6/30/2017 042240 06/23/2017 MASTER, IZSTRA 20.00 CANCELLED 6/30/2017 042240 06/23/2017 MASTER, IZSTRA 20.05 CANCELLED 6/30/2017 042240 06/23/2017 MASTER, IZSTRA 20.05 CANCELLED 6/30/2017 042240 06/23/2017 MASTER, IZSTRA 20.05 CANCELLED 6/30/2017	BANK: BK01 FNB 001 OF SMITH CITY				
000001 10/31/2017 MARICEL, CI3 3,423.63 COMPUTER ISSUE 148 048234 01/31/2017 LORDN, DORN 133.91 CANCELLED 2/28/2017 048244 01/31/2017 UCNDEN, LATORA 133.91 CANCELLED 2/28/2017 048242 01/31/2017 UNSTEM, LATORA 133.91 CANCELLED 2/28/2017 048242 01/31/2017 UNSTEM, LATORA 501.00 CANCELLED 2/38/2017 048244 04/38/2017 WISTEM, IZSTIA 60.00 CANCELLED 6/30/2017 048244 04/38/2017 WISTEM, IZSTIA 20.00 CANCELLED 6/30/2017 048244 04/38/2017 WISTEM, IZSTIA 20.00 CANCELLED 7/31/2017 048244 04/38/2017 WISTEM, IZSTIA 20.00 CANCELLED 7/31/2017 048245 04/38/2017 WISTEM, IZSTIA 20.05 CANCELLED 7/31/2017 048245 04/38/2017 WISTEM, IZSTIA 20.05 CANCELLED 7/31/2017 048245 04/38/2017	NUMBER ISSUE DATE PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE AGING (DAYS)
048240 01/31/2017 UASHON, ZESTA 276.46 CANCELLED 2/28/2017 048241 01/31/2017 GUTEN, LA7OMA 133.91 CANCELLED 2/28/2017 048242 01/31/2017 SISLLEY, JASIKA 581.80 CANCELLED 2/28/2017 048242 01/31/2017 SISLLEY, JASIKA 581.80 CANCELLED 5/31/2017 048244 04/28/2017 WHSTEN, IZSTA 40.00 CANCELLED 6/30/2017 048244 06/28/2017 WHSTEN, IZSTA 220.95 CANCELLED 6/30/2017 048244 06/28/2017 BUSK, KASISA 220.95 CANCELLED 7/31/2017 048244 06/28/2017 SISLLEY, JASIKA 220.95 CANCELLED 7/31/2017 048245 06/28/2017 SISLLEY, JASIKA 220.95 CANCELLED 7/31/2017 048246 06/28/2017 SISKILEY, HEANE 220.95 CANCELLED 7/31/2017 048250 06/28/2017 JADIE, HEANE 220.95 CANCELLED 6/30/2017 048250 06/28/2017 JADIE, MEANE 220.95 CANCELLED 6/30/2017 048250 06/28/2017 JADIE, SISKILEY, JASIKA 220.95 CANCELLED 6/30/2017 048250 06/28/2017 JASIKA 219.05 CANCELLED 6/30/2017 048250 06/28/2017 MASICO, VASICE 120 222 048266 08/18/2017 CANELL, KARICH 100.77 CANCELLED 6/30/2017 048250 06/28/2017 MASIKO, VASICE 222 048266 08/18/2017 CANELL, KARICH 120 222 048266 08/18/2017 MASIKOP, VASICE 421.81 VOIDED 8/31/2017 048250 06/28/2017 MASIKOP, VASICE 422.00 CANCELLED 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$40,05.43 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL CANCELLED: 29 CHECKS \$12,130.57 TOTAL	000001 10/31/2017 MA3RIGAL, CU3	3,423.53	COMPUTER ISSUE		148
048240 01/31/2017 LOBDON, DOBNY 133.81 CANCELLED 2/28/2017 048244 01/31/2017 QUTZN, LATONA 133.87 CANCELLED 2/28/2017 048244 04/28/2017 WHSTEN, IZSTA 40.00 CANCELLED 4/31/2017 048244 05/31/2017 WHSTEN, IZSTA 20.00 CANCELLED 6/30/2017 048244 05/31/2017 WHSTEN, IZSTA 20.00 CANCELLED 6/30/2017 048244 05/29/2017 WHSTEN, IZSTA 20.05 CANCELLED 7/31/2017 048244 06/29/2017 BUSK, KASIEA 220.95 CANCELLED 7/31/2017 048249 06/29/2017 BUSK, KASIEA 220.95 CANCELLED 7/31/2017 048249 06/29/2017 SISNES, HESAINE 312.02 CANCELLED 7/31/2017 048248 06/29/2017 SISNES, HESAINE 312.02 CANCELLED 7/31/2017 048250 06/29/2017 SISNES, HESAINE 312.02 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, HESAINE 312.02 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, HESAINE 212.02 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, HESAINE 220.95 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, HESAINE 220.95 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, SISAS 331.43 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, JISSNES 331.43 CANCELLED 6/30/2017 048250 06/29/2017 JISSNES, JISSNES 331.43 CANCELLED 6/30/2017 048250 06/29/2017 NAGUES, JUGIE 144.13 CANCELLED 6/30/2017 048250 06/29/2017 MAGUES, JUGIE 144.13 CANCELLED 7/31/2017 048250 06/29/2017 NASTEN, JASEN 110.48 CANCELLED 7/31/2017 048250 06/29/2017 NASTEN 2222 048266 08/19/2017 BASN, FR3DERIC 188.39 CANCELLED 6/30/2017 048259 06/29/2017 NASTEN 2222 048264 08/19/2017 MASTEN FISTEN 2222 048264 08/19/2017 MASTEN FISTEN 2222 048266 08/19/2017 MASTEN 2222 048266 08/19/2017 MASTEN FISTEN 2222 048266 08/19/2017 MASTEN 222 CHECKS \$5,035.43 TOTAL CANCELLED: 22 CHECKS \$6,073.33 TOTAL CANCELLED: 29 CHECKS \$12,130.57 TOTAL	048239 01/31/2017 VA9HORN, ZE9TA	276.46	CANCELLED	2/28/2017	
048242 01/31/2017 QUTER, LAYORA 123.87 CANCELLED 2/28/2017 048244 01/31/2017 SISLLEY, JASTRA 581.80 CANCELLED 2/28/2017 048244 06/28/2017 WHENTER, IZETTA 40.00 CANCELLED 6/30/2017 048244 06/28/2017 WHENTER, IZETTA 20.00 CANCELLED 6/30/2017 048244 06/28/2017 RAGLAND, BANEY 312.02 CANCELLED 6/30/2017 048244 06/28/2017 ASSBY, JONNEIE 331.43 CANCELLED 7/31/2017 048244 06/28/2017 AD4IR, HE4MA 220.95 CANCELLED 7/31/2017 048245 06/28/2017 SISLMES, HEALNE 312.02 CANCELLED 6/30/2017 048246 06/28/2017 AD4IR, HE4MA 220.95 CANCELLED 6/30/2017 048250 06/28/2017 JAD4IR, HEAMA 220.95 CANCELLED 6/30/2017 048251 06/28/2017 JAD4IR, HEAMA 220.95 CANCELLED 6/30/2017 048252 06/28/2017 JAD4IR, SISLE, KISA 220.95 CANCELLED 6/30/2017 048255 06/28/2017 JAD4IR, SISLE, KISA 220.95 CANCELLED 6/30/2017 048255 06/28/2017 JAD4IR, SISLE, KISA 220.95 CANCELLED 6/30/2017 048256 06/28/2017 JAD4IR, SISLE, KISA 220.95 CANCELLED 6/30/2017 048258 06/28/2017 JASORSN, SISAS 331.43 CANCELLED 6/30/2017 048258 06/28/2017 JASORSN, SISAS 331.43 CANCELLED 6/30/2017 048258 06/28/2017 JASORSN, SISAS 331.43 CANCELLED 7/31/2017 048258 06/28/2017 JASORSN, SISAS 331.43 CANCELLED 6/30/2017 048258 06/28/2017 MAGCUS, JUGIE 144 ISO.77 CANCELLED 6/30/2017 048258 06/28/2017 MAGCUS, UNITER ISO 6/30/2017 048258 06/28/2017 MAGCUS, VASCE 418.13 CANCELLED 6/30/2017 048258 06/28/2017 MAGCUS, VASCE 421.81 VOIDED 8/31/2017 048258 06/28/2017 MAGCUS, VASCE 421.81 VOIDED 8/31/2017 048264 08/18/2017 MAGNER, KLEICH 18.39 CANCELLED 6/30/2017 048264 08/18/2017 MAGNER, KLEICH 421.81 COMPUTER ISSUE 222 048266 08/18/2017 MAGNER, LAZAMN 361.85 COMPUTER ISSUE 222 048266 08/18/2017 MAGNER, KLEICH 421.81 VOIDED 8/31/2017 048264 08/18/2017 MAGNER, VASCE 421.81 MANUALLY ISSUE 222 048266 08/18/2017 MAGNER, KLEICH 421.81 TOTAL ISSUED: 6 CHECKS \$46,673.33 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$46,673.33 TOTAL CANCELLED: 29 CHECKS \$421,80.57 TOTAL	048240 01/31/2017 LOGDON, DOGNY	133.91	CANCELLED	2/28/2017	
04224 04/31/2017 ShSLRA SSI.80 CARCELLED 2/26/2017 04224 04/22/2017 WHSTTEN, IZSTRA 20.00 CARCELLED 6/30/2017 04224 06/23/2017 WHSTEN, IZSTRA 20.00 CARCELLED 6/30/2017 04224 06/23/2017 NASIRO, VASCE 234.34 CARCELLED 6/30/2017 04224 06/23/2017 BASIRA 22.0 SCARCELLED 6/30/2017 04224 06/23/2017 ASSEX, JOSNSIE 331.43 CARCELLED 7/31/2017 042240 06/23/2017 ADSTRS, MESAINE 322.02 CARCELLED 6/30/2017 042250 06/23/2017 ADSTRS, MESAINE 312.02 CARCELLED 6/30/2017 042250 06/23/2017 JAULY, STARN 22.0 SCARCELLED 6/30/2017 042250 06/23/2017 JAULY, STARN 22.0 SCARCELLED 6/30/2017 042250 06/23/2017 JAULY, STARN 22.0 SCARCELLED 6/30/2017 042252 06/23/2017 MASCELE	048241 01/31/201/ QU/EN, LA/OMA	123.8/	CANCELLED	2/28/2017	
046243 04/25/2017 WH3TER, 1231TA 20.00 CANCELLED 6/30/2017 046244 06/23/2017 WA3DROP, VA3CE 234.34 CANCELLED 6/30/2017 046244 06/23/2017 BANEY 312.02 CANCELLED 6/30/2017 046245 06/23/2017 BUSR, KA3ISA 220.95 CANCELLED 7/31/2017 046249 06/23/2017 ASSEY, JOSNEE 314.33 CANCELLED 7/31/2017 046250 06/23/2017 SISNES, HESAINE 312.02 CANCELLED 6/30/2017 046250 06/23/2017 KISBLE, HESAINE 312.02 CANCELLED 6/30/2017 046251 06/23/2017 NISHES, HESAINE 320.95 CANCELLED 6/30/2017 046252 06/23/2017 NOBERN, SISAS 331.43 CANCELLED 6/30/2017 046252 06/23/2017 MACTER 216.22 CANCELLED 6/30/2017 046254 06/23/2017 MACTER 10.48 CANCELLED 7/31/2017 046255 06/23/2017 MACTER 10.49 CANCELLED 7/31/2017 046256 06	048242 01/31/201/ SHSLLEY, JASIKA	581.80	CANCELLED	2/28/2017	
04924% 06/31/2017 WH31LRN, 12311A 20.00 CANCELLED 6/30/2017 04924% 06/29/2017 NASIEGN 312.02 CANCELLED 6/30/2017 04924% 06/29/2017 RAELAND, BAENEY 312.02 CANCELLED 7/31/2017 049248 06/29/2017 ASSEY, JOSNEE 331.43 CANCELLED 7/31/2017 049249 06/29/2017 STENNES, HESAINE 312.02 CANCELLED 7/31/2017 049250 06/29/2017 STENNES, HESAINE 312.02 CANCELLED 6/30/2017 049250 06/29/2017 STENNES, HESAINE 321.02 CANCELLED 6/30/2017 049250 06/29/2017 STENNES, HESAINE 321.02 CANCELLED 6/30/2017 049255 06/29/2017 NAGUES, MISER 247.93 CANCELLED 6/30/2017 049255 06/29/2017 MAGUS, MISCHLE 10.48 CANCELLED 6/30/2017 049256 06/29/2017 NAGUES, MASCHELLE 10.48 CANCELLED 6/30/2017 049256 06/29/2017 NAGUES, MASCHELLE 10.48 CANCELLED 6/30/2017	048243 04/28/201/ WH311EN, 12311A	40.00	CANCELLED	5/31/2017	
UP3245 C6/23/2017 NALLANO, NALL 234.34 CANCELLED 6/30/2017 048244 06/23/2017 BASHRY 312.02 CANCELLED 7/31/2017 048244 06/23/2017 BUSR, KASISA 220.95 CANCELLED 7/31/2017 048245 06/23/2017 ADSEN, JOSNETE 331.43 CANCELLED 7/31/2017 048250 06/23/2017 STSENES, HESAINE 220.95 CANCELLED 6/30/2017 048251 06/23/2017 JOSNET, STSENES, HESAINE 220.95 CANCELLED 6/30/2017 048252 06/23/2017 JOSNET 231.43 CANCELLED 6/30/2017 048254 06/23/2017 JOSNET 231.43 CANCELLED 6/30/2017 048255 06/23/2017 MAGUS, JUSTE 216.22 CANCELLED 6/30/2017 048255 06/23/2017 MAGUS, JUSTE 216.22 CANCELLED 6/30/2017 048256 06/23/2017 MAGUS, JUSTE 216.22 CANCELLED 6/30/2017 048258 06/23/2017 ROST, JASEN 110.48 CANCELLED 6/30/2017 048250	040244 03/31/201/ WH311EN, 12311A	20.00	CANCELLED	6/30/2017	
CHORE OF 22/2017 ARGENERAL SERVER 322.02 CARCELLED 7/31/2017 048244 06/29/2017 ASSBY, JOSNSIE 331.43 CANCELLED 7/31/2017 048248 06/29/2017 ASSBY, JOSNSIE 331.43 CANCELLED 7/31/2017 048240 06/29/2017 STSINES, HESAINE 312.02 CANCELLED 6/30/2017 048250 06/29/2017 KI3BLE, KI3A 220.95 CANCELLED 6/30/2017 048252 06/29/2017 HABMER, JUBIER 312.02 CANCELLED 6/30/2017 048252 06/29/2017 HABMER, JUBIER 216.22 CANCELLED 6/30/2017 048255 06/29/2017 MAGCUS, JUGIE 216.22 CANCELLED 6/30/2017 048255 06/29/2017 ROST, MASCHELE 184.13 CANCELLED 7/31/2017 048255 06/29/2017 NASCHELE 184.13 CANCELLED 7/31/2017 048255 06/29/2017 NASTROP, VASCE 180.77 CANCELLED 7/31/2017 048256 06/29/2017 NAS	040240 06/29/2017 BACINE BACKEY	234.34	CANCELLED	6/30/2017	
042240 06/29/2017 ASSEX, JOSNISTE 331.43 CANCELLED 7/31/2017 042240 06/29/2017 ADAIR, HE4MA 220.95 CANCELLED 7/31/2017 042240 06/29/2017 STSRNES, HESAINE 312.02 CANCELLED 7/31/2017 042250 06/29/2017 STSRNES, HESAINE 312.02 CANCELLED 6/30/2017 042251 06/29/2017 JAULY, ST4FEAN 247.93 CANCELLED 6/30/2017 042553 06/29/2017 JAULY, ST4FEAN 220.95 CANCELLED 6/30/2017 042555 06/29/2017 JAURS, MJSHAM 220.95 CANCELLED 6/30/2017 042554 06/29/2017 JANDSEN, SISAN 331.43 CANCELLED 6/30/2017 042555 06/29/2017 DAGS, MASCHELLE 184.13 CANCELLED 6/30/2017 042555 06/29/2017 ROST, JASEAN 110.48 CANCELLED 6/30/2017 042560 06/29/2017 ROST, JASEAN 331.43 CANCELLED 6/30/2017 042561 06/29/2017 ROST, JASEAN 310.49 CANCELLED 6/30/2017	040240 06/25/2017 RACLAND, BACKEI	312.02	CANCELLED	2/30/2017	
CH12L UV.1.1. IDJR., CONCLE 331.30 CANCELLED 7/31/2017 048245 06/29/2017 STENNES, HESAINE 312.02 CANCELLED 6/30/2017 048250 06/29/2017 KISBLE, KISA 220.95 CANCELLED 6/30/2017 048251 06/29/2017 JOBLY, STAFEN 247.93 CANCELLED 6/30/2017 048252 06/29/2017 JASDEN, SIBARS, JUSIEANN 220.95 CANCELLED 6/30/2017 048254 06/29/2017 JASOBEN, SIBAS 314.3 CANCELLED 6/30/2017 048254 06/29/2017 DISGS, MASCHELLE 184.13 CANCELLED 6/30/2017 048255 06/29/2017 DISGS, MASCHELLE 184.13 CANCELLED 6/30/2017 048255 06/29/2017 MAST, JASEAN 110.48 CANCELLED 6/30/2017 048256 06/29/2017 MAST, KAELEH 180.77 CANCELLED 6/30/2017 048250 06/29/2017 MASTRELCH 183.39 CANCELLED 6/30/2017 048260 06/19/2017 NASTRELCH 183.39 CANCELLED 6/30/2017 048264 08	048248 06/29/2017 1998V JOSNSTE	220.55	CANCELLED	7/31/2017	
048250 06/29/2017 NDRA, MERA 120.35 CANCELLED 1/31/2017 048250 06/29/2017 KISBLE, KISA 220.95 CANCELLED 6/30/2017 048253 06/29/2017 JOHNE, MERA, JUSTEANN 247.93 CANCELLED 6/30/2017 048254 06/29/2017 JASOBSEN, SISAS 331.43 CANCELLED 6/30/2017 048256 06/29/2017 JASOBSEN, SISAS 331.43 CANCELLED 6/30/2017 048256 06/29/2017 DAGES, JUSTEAN 220.95 CANCELLED 6/30/2017 048256 06/29/2017 DAGES, JUSTEAN 110.48 CANCELLED 6/30/2017 048256 06/29/2017 NYTICK, JUTHENN 313.43 CANCELLED 7/31/2017 048256 06/29/2017 NYTICK, JUTHENN 314.34 CANCELLED 7/31/2017 048256 06/29/2017 NYTICK, JUTHENN 313.43 CANCELLED 7/31/2017 048250 06/29/2017 RABERIC 183.9 CANCELLED 7/31/2017 048261 08/18/2017 NADROP, VA3CE 421.81 VOIDED 8/31/2017	048248 06/29/2017 ADATE WEAMA	220 95	CANCELLED	7/31/2017	
042251 06/23/2017 KI3KLE, KI3A 20.05 CANCELLED 6/30/2017 042251 06/23/2017 KI3KLE, KI3A 20.05 CANCELLED 6/30/2017 042525 06/23/2017 HABMER, JUBIEANN 220.95 CANCELLED 6/30/2017 04255 06/23/2017 HABMER, JUBIEANN 220.95 CANCELLED 6/30/2017 04255 06/23/2017 DAGCUS, JUEIE 216.22 CANCELLED 6/30/2017 04255 06/23/2017 DIGS, MASCHELLE 104.13 CANCELLED 6/30/2017 04255 06/23/2017 NOST, JASEAN 110.48 CANCELLED 6/30/2017 04256 06/23/2017 NOST, MASCHELLE 106.77 CANCELLED 6/30/2017 04256 06/23/2017 NOST, MASCHELLE 106.77 CANCELLED 6/30/2017 04256 06/23/2017 MASCHELK 108.77 CANCELLED 6/30/2017 04256 06/23/2017 NASCHELLE 183.39 CANCELLED 6/30/2017 04256 06/23/2017 MASCHELK 183.39 CANCELLED 8/31/2017 042626	048250 06/29/2017 STEDNES HEELINE	220.00	CANCELLED	6/30/2017	
048252 06/29/2017 JOALT, STAFEN 247.83 CANCELLED 6/30/2017 048252 06/29/2017 JABMER, JUBIEANN 220.95 CANCELLED 6/30/2017 048255 06/29/2017 MAGCUS, JUGIE 216.22 CANCELLED 6/30/2017 048255 06/29/2017 MAGCUS, JUGIE 216.22 CANCELLED 6/30/2017 048256 06/29/2017 NAGCUS, JUGIE 104.41 CANCELLED 6/30/2017 048258 06/29/2017 ROST, JASEAN 110.48 CANCELLED 6/30/2017 048258 06/29/2017 ROST, JASEAN 110.48 CANCELLED 6/30/2017 048258 06/29/2017 NATICK, JOTNATHON 331.43 CANCELLED 6/30/2017 048259 06/29/2017 NAMERLE 180.77 CANCELLED 6/30/2017 048261 08/18/2017 MASDROP, VASCE 421.81 VOIDED 8/31/2017 048262 08/18/2017 MAROS, KITBY 696.32 COMPUTER ISSUE 222 048264 08/18/2017 RUSON, JESMETT 1,348.31 COMPUTER ISSUE 222 04	048250 06/29/2017 KI3BLE KI3A	220 95	CANCELLED	6/30/2017	
0.48253 06/29/2017 HAMMER, JUBIEANN 20.55 CANCELLED 6/30/2017 0.48254 06/29/2017 JA9OBSEN, SI9AS 331.43 CANCELLED 6/30/2017 0.48255 06/29/2017 MAGUS, JUGIE 216.22 CANCELLED 6/30/2017 0.48255 06/29/2017 DIGGS, MASCHELLE 184.13 CANCELLED 6/30/2017 0.48256 06/29/2017 NGTCK, JOTNATHON 331.43 CANCELLED 6/30/2017 0.48250 06/29/2017 NGTCK, JOTNATHON 331.43 CANCELLED 6/30/2017 0.48250 06/29/2017 CONNELL, KA4EIGH 180.77 CANCELLED 6/30/2017 0.48260 06/29/2017 DASDERTC 183.39 CANCELLED 6/30/2017 0.48261 06/18/2017 LONEY, LA2AWN 361.55 COMPUTER ISSUE 222 0.48263 08/18/2017 MAYOS, KITBY 696.32 COMPUTER ISSUE 222 0.48264 08/18/2017 RUPYON, JE9NETT 1,348.31 COMPUTER ISSUE 222 0.48266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 </td <td>048252 06/29/2017 JOALY STAFAN</td> <td>247 93</td> <td>CANCELLED</td> <td>6/30/2017</td> <td></td>	048252 06/29/2017 JOALY STAFAN	247 93	CANCELLED	6/30/2017	
048254 06/29/2017 JA9OBSEN, SIPAS 331.43 CANCELLED 6/30/2017 048255 06/29/2017 DIGS, MA9CHELLE 216.22 CANCELLED 7/31/2017 048256 06/29/2017 DIGS, MA9CHELLE 184.13 CANCELLED 6/30/2017 048256 06/29/2017 RO3T, JA3EAN 110.48 CANCELLED 6/30/2017 048259 06/29/2017 MYTICK, JOTNATHON 331.43 CANCELLED 6/30/2017 048259 06/29/2017 MYTICK, JOTNATHON 331.43 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048264 08/18/2017 COAVELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 ROAVELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048264 08/18/2017 COAVELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222	048253 06/29/2017 HARMER JUSTEANN	220 95	CANCELLED	6/30/2017	
048255 06/29/2017 MAGCUS, JUGTE 216.22 CANCELLED 7/31/2017 048256 06/29/2017 DJ9GS, MA9CHELLE 184.13 CANCELLED 6/30/2017 048257 06/29/2017 MOST, JASEAN 110.48 CANCELLED 6/30/2017 048259 06/29/2017 MYTICK, JOTNATHON 31.43 CANCELLED 6/30/2017 048259 06/29/2017 DASIN, FR3DERIC 183.39 CANCELLED 6/30/2017 048260 06/29/2017 DASIN, FR3DERIC 183.39 CANCELLED 6/30/2017 048261 08/18/2017 MASIDOP, VASCE 421.81 VOIDED 8/31/2017 048262 08/18/2017 LO2NEY, LA2AWN 361.55 COMPUTER ISSUE 222 048263 08/18/2017 CANELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048264 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048264 08/18/2017 RUSYON, JESNETT 1,349.31 COMPUTER ISSUE 222 048266 08/31/2017 WASDROP, VASCE 421.81 MANUALLY ISSUE 209	048254 06/29/2017 JA90BSEN, SI9AS	331.43	CANCELLED	6/30/2017	
048256 06/29/2017 DJ9GS, MA9CHELLE 184.13 CANCELLED 6/30/2017 048257 06/29/2017 RO3T, JA3EAN 110.48 CANCELLED 6/30/2017 048258 06/29/2017 MYTICK, JOTNATHON 331.43 CANCELLED 6/30/2017 048250 06/29/2017 COANELL, KA4EIGH 180.77 CANCELLED 6/30/2017 048260 06/29/2017 BA3N, FR3DERIC 183.39 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 MA7OS, KI7BY 696.32 COMPUTER ISSUE 222 048264 08/18/2017 MATOS, KI7BY 696.32 COMPUTER ISSUE 222 048265 08/18/2017 RUSAIN, FASDERIT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL 209 CANCELLED: 2 CHECKS \$6,673.33 TOTAL 209 GRAND: 29 <td>048255 06/29/2017 MA6CUS, JU6IE</td> <td>216.22</td> <td>CANCELLED</td> <td>7/31/2017</td> <td></td>	048255 06/29/2017 MA6CUS, JU6IE	216.22	CANCELLED	7/31/2017	
048257 06/29/2017 RO3T, JA3EAN 110.48 CANCELLED 6/30/2017 048258 06/29/2017 MYTICK, JO7NATHON 331.43 CANCELLED 7/31/2017 048259 06/29/2017 COANELL, KA4EIGH 180.77 CANCELLED 6/30/2017 048260 06/29/2017 BA3N, FR3DERIC 183.39 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 LO2NEY, LA2AWN 361.55 COMPUTER ISSUE 222 048264 08/18/2017 COANELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 COANELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 RUBYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/18/2017 RUBYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/18/2017 RUBYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/18/2017 WA3DROP, VA3CE \$\$ \$\$ \$\$ \$\$	048256 06/29/2017 DI9GS, MA9CHELLE	184.13	CANCELLED	6/30/2017	
048258 06/29/2017 MYTICK, JOTNATHON 331.43 CANCELLED 7/31/2017 048259 06/29/2017 CO4NELL, KA4EIGH 180.77 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 183.9 CANCELLED 6/30/2017 048262 08/18/2017 LO2NEY, LA2AWN 361.55 COMPUTER ISSUE 222 048264 08/18/2017 CO4NELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048264 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 WANUALLY ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 COMPUTER ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048257 06/29/2017 RO3T, JA3EAN	110.48	CANCELLED	6/30/2017	
048259 06/29/2017 CO4NELL, KA4EIGH 180.77 CANCELLED 6/30/2017 048260 06/29/2017 BA3N, FR3DERIC 183.39 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 LO2NEY, LA2ANN 361.55 COMPUTER ISSUE 222 048263 08/18/2017 MATOS, KI7BY 696.32 COMPUTER ISSUE 222 048264 08/18/2017 CO4NELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048266 08/31/2017 RUSYON, JEDNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048258 06/29/2017 MY7ICK, JO7NATHON	331.43	CANCELLED	7/31/2017	
048260 06/29/2017 BA3N, FR3DERIC 183.39 CANCELLED 6/30/2017 048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 LOZEY, LAZAWN 361.55 COMPUTER ISSUE 222 048264 08/18/2017 MATOS, KI7EY 696.32 COMPUTER ISSUE 222 048265 08/18/2017 COMELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048266 08/18/2017 RU9YON, JE9NETT 1,348.31 COMPUTER ISSUE 222 048266 08/18/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL USUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048259 06/29/2017 CO4NELL, KA4EIGH	180.77	CANCELLED	6/30/2017	
048261 08/18/2017 WA3DROP, VA3CE 421.81 VOIDED 8/31/2017 048262 08/18/2017 LO2NEY, LA2AMN 361.55 COMPUTER ISSUE 222 048264 08/18/2017 COANCELL, KA4EIGH 361.55 COMPUTER ISSUE 222 048265 08/18/2017 COANCELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048266 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 222 048266 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048260 06/29/2017 BA3N, FR3DERIC	183.39	CANCELLED	6/30/2017	
048262 08/18/2017 L02NEY, LA2AWN 361.55 COMPUTER ISSUE 222 048264 08/18/2017 MAYOS, KI7BY 696.32 COMPUTER ISSUE 222 048264 08/18/2017 C04NELL, KA4EIGH 41.81 COMPUTER ISSUE 222 048266 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048261 08/18/2017 WA3DROP, VA3CE	421.81	VOIDED		8/31/2017
048263 08/18/2017 MAYOS, KI7BY 696.32 COMPUTER ISSUE 222 048264 08/18/2017 CO4NELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 RU9YON, JENETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 COMPUTER ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048262 08/18/2017 LO2NEY, LA2AWN	361.55	COMPUTER ISSUE		222
048264 08/18/2017 CO4NELL, KA4EIGH 421.81 COMPUTER ISSUE 222 048265 08/18/2017 RUBYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/18/2017 RUBYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL 209 VOIDED: 1 CHECKS \$421.81 TOTAL 209 ISSUED: 6 CHECKS \$46,673.33 TOTAL 209 GRAND: 29 CHECKS \$12,130.57 TOTAL 209	048263 08/18/2017 MA7OS, KI7BY	696.32	COMPUTER ISSUE		222
048265 08/18/2017 RUSYON, JESNETT 1,348.31 COMPUTER ISSUE 222 048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048264 08/18/2017 CO4NELL, KA4EIGH	421.81	COMPUTER ISSUE		222
048266 08/31/2017 WA3DROP, VA3CE 421.81 MANUALLY ISSUE 209 CANCELLED: 22 CHECKS \$5,035.43 TOTAL 1000000000000000000000000000000000000	048265 08/18/2017 RU9YON, JE9NETT	1,348.31	COMPUTER ISSUE		222
CANCELLED: 22 CHECKS \$5,035.43 TOTAL VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	048266 08/31/2017 WA3DROP, VA3CE	421.81	MANUALLY ISSUE		209
VOIDED: 1 CHECKS \$421.81 TOTAL ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	CANCELLED: 22 CHECKS	\$5,035.43	TOTAL		
ISSUED: 6 CHECKS \$6,673.33 TOTAL GRAND: 29 CHECKS \$12,130.57 TOTAL	VOIDED: 1 CHECKS	\$421.81	TOTAL		
GRAND: 29 CHECKS \$12,130.57 TOTAL	ISSUED: 6 CHECKS	\$6,673.33	TOTAL		
	GRAND: 29 CHECKS	\$12,130.57	TOTAL		

2A.2. Payroll Check Reconciliation Listing (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, <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.

REPORT ID: PAY1550 REPORT DATE: 03/28/2018	LIST OF ISSUED CHECKS ONLY ISSUED DATE RANGE: 01/01/2017 - 12/31/2017	PAGE 1
BANK: BK01 FNB 001 OF SMITH CITY		
NUMBER ISSUE DATE PAYEE	AMOUNT STATUS	CANC DATE VOID DATE AGING (DAYS)
000001 10/31/2017 MA3RIGAL, CU3	3,423.53 COMPUTER ISSUE	148
048262 08/18/2017 LO2NEY, LA2AWN	361.55 COMPUTER ISSUE	222
048263 08/18/2017 MA7OS, KI7BY	696.32 COMPUTER ISSUE	222
048264 08/18/2017 CO4NELL, KA4EIGH	421.81 COMPUTER ISSUE	222
048265 08/18/2017 RU9YON, JE9NETT	1,348.31 COMPUTER ISSUE	222
048266 08/31/2017 WA3DROP, VA3CE	421.81 MANUALLY ISSUE	209
ISSUED: 6 CHECKS	\$6,673.33 TOTAL	

2B. Print the Payroll Check and Direct Deposit Statement Registers

PC	CG Dist=8991 Rel=	18.01.00 03/28/2018	PCW 001 SV C:\DEVS	YS C:\SECOND	WHITE	
			Payrol1	System		PAYMOOOO
	FKey 		Master	Menu		
	1 2 3	Payroll Setup Men Payroll Update Me Payroll Check & Di Appual Paparto Me	u nu rect Deposit Menu			
	5	Monthly/Quarterly/	Fiscal/Biennial Rep	orts Menu		
	8 9 10 11 12 13	Employee Reports Update/Display De Earnings History N Check Reconciliati Update/Display Pa Special Functions	/Labels Menu scription/Deduction fenu on Menu yroll Monitor Menu	/Annuity Menu		
		' File Reorganizatio	n			
Master	Userlist					15.03.00
F16	US Vorde PA	PR MONITOR				
Α	Action					
S	Select 11	(F11 - Check	Reconciliatio	on Menu).		

-	Baukall Suctor		DOUMBR44
	Payroll System		PHYMOUTI
FKey	Check Reconciliation Menu		
 1 Check Be	conciliation		
2 Produce	Check Reconciliation Listings		
3 Dienlaud	Indate Checks/Direct Denosits		
4 Produce	Check Registers		
9 Remove	01 D Checks/Direct Deposits from Check Begiste	r	
	oeb enecks/birea beposits nom eneck ragisa		
Master ^{User} list			

Step	Action
2	Select (F4 - Produce Check Registers).

PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 011 C:\SQLSY	C:\SECOND WHITE	- 🗆 X
Print Check Registe	r	PAYCR500
Enter Bank Code of bank to be printed	BK17 ▼ (Leave Bank Code blank	for ALL banks)
Enter Check Status to be printed	ALL = All <u>ALL</u> ISS = Issued Only CAN = Cancelled Only VOI = Voided Only	
Select checks or direct deposits	C = Payroll Checks <u>C</u> D = Direct Deposits B = Both	
Enter date range of checks to be p <u>00/00/0000</u> thru <u>12/31</u>	rinted (MMDDCCYY) <mark>/9999</mark> (Leave date as is for A	LL requested checks)
Create Positive Pay Export to Load	in Excel? ⓒ No ○ Yes	
Enter the export file path and name (e.g. C:\EX or F10 to Browse for File	PORT\PosPPayCYMD.CSV)	
<u>C:\EXPORT\PosPPay20230321.CSU</u> NOTE: DIRECTORY Must Already Exist		
ENTER = Continue, F10 to B	rowse, F16 = Exit	23.01.00
	Help	-

Step	Action
3	For all banks: Leave the Enter Bank Code of Bank to be Printed field blank.
	For a specific bank: Enter the bank's code, or select the drop-down selection icon icon within the Enter Bank Code of Bank to be Printed field to choose the bank's information.
4	Enter ALL, ISS, CAN, or VOI in the Enter Check Status to be Printed field to define the type of checks and Direct Deposit Statements you wish to be evaluated.
	The ISS option prints a listing of outstanding checks. In most cases, outstanding should not be more than six months old.
5	Enter C or D or B in the Select checks or direct deposits field to select either payroll checks only, direct deposits only, or both checks and direct deposits for the report.
6	Enter the date range (MM/DD/CCYY) <u>or</u> leave the field populated with zeroes (0's) for all payroll checks and direct deposits in the Enter Date Range of Checks To Be Printed (MMDDCCYY) fields.

Step	Action
7	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'.
	The Payroll Print Check Registers procedure allows the user to create a .csv output file containing the information printed on the Payroll Check Register. The export file contains the check amount, check date, bank account, check number, check status, payee name, and a check or direct deposit indicator, for each payroll check or direct deposit selected. The created export file can be sent to the school district's bank to satisfy the requirements of 'Positive Pay' for payroll check fraud prevention.
8	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
9	If creating an export file: Enter C:\EXPORT\PosPPayccyymmdd.csv in the Enter File Name and Path for Export File field, or select $\mathbf{F10}$ (F10 - Browse for file) to locate the file manually.
10	Select (Enter) twice. If the filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE - 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information. "** Processing Request **" briefly displays.

A	PCG Dist=8991 Rel=	18.01.00 03/28/2018 PC	CW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
			Payroll Sy	stem		PAYM0011
	FKey		Check Reconcili	ation Menu		
	1	Check Reconciliation				
	2	Produce Check Reco	nciliation Listings			
	3	Display/Update Chec	ks/Direct Deposits			
	4	Produce Check Regis	sters			
	9	Remove OLD Checks	/Direct Deposits from	n Check Register		
	1					
Maste F16	er ^{User} list Úuis Words PA					

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Step	Action
11	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (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.
12	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

2B.1. Payroll Check Register (All Checks) – Example

The final page of the report lists "Cancelled", "Voided", "Issued", and "Grand" total amounts.

fram Id:	PAYCR500								
: BK01	FNB 001	OF SMITH CITY							
	NUMBER	DATE	PAYEE		AMOUNT		STATUS		CANCEL DAT
	000001	10/31/2017	MA3RIGAL,	CU3	3,423.53	COL	MPUTER I	SSUED	
	048239	01/31/2017	VA9HORN,	ZE9TA	276.46	IS	SUED		02/28/2017
	048240	01/31/2017	LOGDON, D	OENY	133.91	IS	SUED		02/28/2011
	048241	01/31/2017	QU7EN, LA	7 OMA	123.87	IS	SUED		02/28/2017
	048242	01/31/2017	SH5LLEY,	JASIKA	581.80	IS	SUED		02/28/2017
	048243	04/28/2017	WH3TTEN,	I Z3TTA	40.00	ISS	SUED		05/31/2017
	048244	05/31/2017	WH3TTEN,	I Z3TTA	20.00	ISS	SUED		06/30/2017
	048245	06/29/2017	WA3DROP.	VA3CE	234.34	ISS	SUED		06/30/2017
	048246	06/29/2017	RAGLAND.	BAGNEY	312.02	IS	SUED		06/30/2017
	048247	06/29/2017	BU9R, KA9	ISA	220.95	IS	SUED		07/31/2017
	048248	06/29/2017	AS 9BY, JO	9NSIE	331.43	ISS	SUED		07/31/2017
	048249	06/29/2017	AD4IR, HE	4MA	220.95	ISS	SUED		07/31/2017
	048250	06/29/2017	ST 5RNES .	HESAINE	312.02	IS	SUED		06/30/201
	048251	06/29/2017	KI3BLE. K	I 3A	220,95	IS	SUED		06/30/201
	048252	06/29/2017	JO4LY, ST	4 FAN	247,93	IS	SUED		06/30/201
	048253	06/29/2017	HASMER. J	USIEANN	220.95	IS	SUED		06/30/201
	048254	06/29/2017	JA90BSEN.	SI 9AS	331.43	IS	SUED		06/30/201
	048255	06/29/2017	MAGCUS, J	UGIE	216.22	IS	SUED		07/31/201
	048256	06/29/2017	DI9GS, MA	9CHELLE	184.13	IS	SUED		06/30/201
	048257	06/29/2017	ROST, JAS	EAN	110,48	IS	SUED		06/30/201
	048258	06/29/2017	MY7ICK. J	07NATHON	331.43	IS	SUED		07/31/201
	048259	06/29/2017	CO 4NELL	KA4EIGH	180,77	IS	SUED		06/30/201
	048260	06/29/2017	BASN, FRS	DERIC	183.39	IS	SUED		06/30/201
	048261	08/31/2017	WA3DROP	VA3CE	421,81	VO	IDED		
	048262	08/18/2017	LO2NEY L	A2AWN	361.55	COL	MPUTER I	SSUED	
	048263	08/18/2017	MATOS KT	7BY	696.32	00	MPUTER T	SSUED	
	048264	08/18/2017	COANELL	KA4ETGH	421 81	00	MPUTER T	SSUED	
	048265	08/18/2017	BUSYON J	EGNETT	1 348 31	0	MDUTED T	SSUED	
	048266	08/31/2017	WA3DROP	VA3CE	421.81	MA	NUALLY T	SSUED	
		vo	IDED:	1 CHECKS	\$421.81	TOTAL			
		IS	SUED :	28 CHECKS	\$11,708.76	TOTAL			
		G	RAND :	29 CHECKS	\$12,130.57	TOTAL			

Topic 3: Display/Update Payroll Checks/Direct Deposit Statements

A	PCG Dist=8991	Rel=18.01.00 03/28/2018 PCW (001 SV C:\DEVSYS C:\SECOND	WHITE	
			Payroll System		PAYMOOOO
	FKey) -	Master Menu		
	1 2 3 4 5	Payroll Setup Menu Payroll Update Menu Payroll Check & Direct D Annual Reports Menu Monthly/Quarterly/Fisca	leposit Menu I/Biennial Reports Menu		
	8 9 10 11 12 13	Employee Reports/Labe Update/Display Descrip Earnings History Menu Check Reconciliation Me Update/Display Payroll Special Functions Menu	ls Menu tion/Deduction/Annuity Menu enu Monitor		
	_20	File Reorganization			
Mast F16	ter User _{list} DE Vortant	PAY VEND MONITOR			15.03.00
	Action				
	Select 1	1 (F11 - Check Red	conciliation Menu).		

PCG Dist=8991 Rel=18.01.00 0	3/28/2018 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ D _ X
	Payroll System		PAYM0011
FKey	Check Reconciliation Menu		
 _1 Check Re	conciliation		
2 Produce	Check Reconciliation Listings		
3 Display/U	Ipdate Checks/Direct Deposits		
4 Produce	Check Begisters		
<u> </u>	DLD Checks/Direct Deposits from Check Register		
Mactor Useri:			
F16 US World Monitor Monitor			
Action			

2 Select 3 (F3 - Display/Update Checks/Direct Deposits).

The following screen displays:

A	PCG Dist=8991 Rel=23.01.00	03/21/2023 E	OE 011	C:\SC	QLSYS	C:\SEC	DND		WHITE		_		×
	Enter Tune	Displ Bank an	ay/Upd d Numb	ate C er of	hecks Chec	/Dire //Dir	ct De	posit	5 t to he	Dicolauer	tchall/l	PAY13: ed•	30
	Litter Type,		a namb				-				i, obaar	.u.	
		Type: Bank: <mark>BK1</mark>	7		(C =	Check	, D =	Dire	ct Depos	51t)			
	Check/Direct Depos	it #:											
	Issue	Date:											
	Void P	Date: auee:			Canc	el Da	te:						
	St	atus:			C =	Cance	lled						
					1 = M =	issue Manua	a by 11y i	comput ssued	cer (upe (Open)	en)			
	Employe	o No•			U =	Voide	d						
		Year: 00											
	Qua Pay pe	rter: riod:											
		D	irect	Depos	it Ac	count	5						
		Bank	Accou	nt			N	et Pag	y				
		aawah Caw		ctod	abaali	E 4 4	to D						
		F5	reque	sted	check	F 10	LU E			Q.		22.02	. 00
F16	F17 🛱 F18 📅	Fol		,		. 10 10		Help		F 12 19			

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Step	Action
3	Enter C (Check) or D (Direct Deposit) in the Type field.
4	Enter the bank's code, or select the drop-down selection icon icon within the Enter Bank Code of Bank to be Printed field to choose the bank's information.
5	Enter the payroll check or direct deposit number in the Check/Direct Deposit # field.
6	Select \square (Enter) to search for the requested check).

For **Direct Deposits** (**D**), the following screen displays:



PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 011 C:\SQLSYS C:\SECOND WHITE Х Display/Update Checks/Direct Deposits PAY1330 Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated: (C = Check, D = Direct Deposit) Type: C Bank: BK17 Check/Direct Deposit #: 10 Amount: 766.80 Issue Date: 1/25/2023 Void Date: Cancel Date: <u>1/31/2023</u> Payee: AN3EL, GA3E C = Cancelled Status: C I = Issued by Computer (Open) M = Manually issued (Open) V = Voided Employee No: 89339 Year: 23 Ouarter: 1 Pay period: 1 Direct Deposit Accounts Bank Account Net Pay ENTER=Update, F5=Next check F16 to Exit 22.02.00 F5 17 ---E11 🕨 E12 🗹 ...Q F16 -B-Help

For Cancelled (C) checks, the following screen displays:

For **Issued** (I) checks, the following screen displays:



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PCG Dist=8991 Rel=23.01.00 03/22/2023 DOE 002 C:\SQLSYS C:\SECOND WHITE \times Display/Update Checks/Direct Deposits PAY1330 Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated: (C = Check, D = Direct Deposit) Type: C Bank: BK08 Check/Direct Deposit #: 200783 Amount: 46.17 Issue Date: 2/28/2022 Void Date: Cancel Date: Payee: AY2ES, VI2ENTE C = Cancelled Status: M I = Issued by Computer (Open) M = Manually issued (Open) V = Voided Employee No: 88792 Year: 22 Quarter: 1 Pay period: 2 Direct Deposit Accounts Bank Account Net Pay ENTER=Update, F5=Next check F16 to Exit ENTER 22.02.00 F12 F5 0 Heln

For Manually Issued (M) checks, the following screen displays:

For Voided (V) checks, the following screen displays:



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Step	Action
7	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 Status may be modified from I (Issued by Computer) and M (Manually issued) to C (Cancelled).
8	To reverse a previously "Cancelled" payroll check or Direct Deposit Statement:
	Enter the appropriate code in the Status field.
	Delete the date in the Cancel Date field. (The Cancel Date must be blank or spaces.)
	The Status may be modified from C (Cancelled) to a status of M (Manually issued) or I (Issued by Computer) if the check was erroneously cancelled during the reconciliation procedure.
9	Make the appropriate modifications and select (Enter - Update).



	PCG Dist=8991	Rel=18.01.	00 03/28/201	8 PCW 001 9	V C:\DEVSYS	C:\SECOND	WHITE		X
					Payroll Sy	jstem			PAYM0011
	FKe	y		Check	Reconcili	ation Menu			
	_ 1	Chec	k Reconcilia	tion					
	2	Prod	uce Check R	econciliatio	n Listings				
1	_3	Disp	lay/Update (Checks/Direc	t Deposits				- 1
	4	Prod	uce Check R	egisters					
	9	Rem	ove OLD Chi	ecks/Direct I	Deposits fro	m Check Regi	ster		
Mast	ter ^{User} list								
F16	⊨ @ 3 *~3	PAY VE	ND]
	Action								
		<u>~1</u>							
	Select F1	€ <mark>∽−</mark> (I	F16 - Ex	(it) to re	turn to	the Payr	oll System	Master I	Menu, or sel

(Master) to return to the Business Applications Master Menu.

The following screen displays:

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Topic 4: Void Payroll Checks or Direct Deposit Statements

Refer to the one of the following documents in the <u>Payroll System Operations Guide</u>, Section C: Payroll Check and Direct Deposit Statement Processing for the appropriate instructions.

- Topic 3: Void/Add Payroll Check and Direct Deposit Statement Processing for the Current Payroll
- Topic 5: Manual/Void Only Payroll Check and Direct Deposit Statement Processing

Topic 5: Remove Payroll Checks and Direct DepositStatements from the CHEKMSTR File5A. Performing a PCGenesis Data Backup

ATTENTION**

This procedure must be performed from the server.

Step	Action
1	Log onto the PCGenesis server as the server's Administrator.
2	Verify all users are logged out of PCGenesis.
3	Close <i>Uspool</i> at the server.
4	Perform a PCGenesis full backup to CD or DVD or USB.
5	When the PCGenesis backup completes, label the backup tape "MMDDCCYY - Payroll Data Backup CHEKMSTR File".

5B. Removing Payroll Checks and Direct Deposits from the CHEKMSTR File

PCG Dist=8	991 Rel=18.01.00 03/28	3/2018 PCW 001 SV C:\DEVS	YS C:\SECOND	WHITE	
F		Payroll Master	System Menu		PAYMOOOO
	1 Payroll Setu 2 Payroll Upda 3 Payroll Chec	p Menu ite Menu k & Direct Deposit Menu			
	4 Annual Repo 5 Monthly/Qua	rts Menu rterly/Fiscal/Biennial Rep	orts Menu		
	8 Employee Ro 9 Update/Disp 10 Earnings His 11 Check Recon 12 Update/Disp 13 Special Func	eports/Labels Menu lay Description/Deduction/ tory Menu iciliation Menu lay Payroll Monitor tions Menu	'Annuity Menu		
	20 File Reorgan	ization			
Master ^{User} list F16 🕶 🖤 🐝					15.03.00
Action					
Select	11 (F11 - Ch	eck Reconciliation	n Menu).		

	Payroll System		PAYM001
FKey	Check Reconciliation Menu		
1 Check	Reconciliation		
2 Produc	e Check Reconciliation Listings		
_3 Displa	y/Update Checks/Direct Deposits		
_4 Produc	ce Check Registers		
9 Remov	ve OLD Checks/Direct Deposits from Check Regis	ster	
Master ^{User} list			

StepAction2Select 9 (F9 - Remove OLD Checks/Dir. Dep. from Check Master).

Remove OLD Checks/Direct Deposits from Check Register Bank: <u>BK17</u> ▼ Trans Date:	
Bank: <u>BK17</u> ■ Trans Date:	
ENTER=Process E31=Delete ALL for Bank/Date. E16=Exit.	

Step	Action
3	Enter the bank's code, or select the drop-down selection icon swithin the Enter Bank Code of Bank to be Printed field to choose the bank's information.
4	Enter the appropriate date (MM/DD/CCYY) in the Trans Date (Transaction Date) field. <i>The date entered must be within a closed fiscal year. Checks with the status of "Issued",</i> <i>"Canceled" or "Voided" dated on or before the Transaction Date will be selected for display. <i>All direct deposit statements will be selected regardless of the status.</i></i>
5	To display a list of checks and direct deposits: Select Immed (Enter) and proceed to Step 6. To automatically delete all selected checks and direct deposits: Select Fall (F31 - Delete All for Bank/Date) and proceed to Step 8.

Step

6

7

Check/ Evaluation Delete Dir Dep Type Stat Date Payee Amount 178999 C C 87/31/2007 BE8KMAN, SA8ELLA 2384.63 179000 C 07/31/2007 HA7LEY, JOTANNE 4126.98 179001 C C 07/31/2007 HA7LEY, JOTANNE 4126.98 179002 C 07/31/2007 RE8VES, BU8TON 2298.88 179003 C 07/31/2007 CAGTELLANDS, LUGLENE 2894.70 179004 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179005 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179005 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179006 C 07/31/2007 MOSTANE, MOSTANE 2904.70 179006 C 07/31/2007 MARKINS, MASCELO 2901.15 179006 C 07/31/2007 MASCHN, MESONA 2530.64 179910 C 07/31/2007 RE2DY, AI220 1064.98	
Delete Dir Dep Type Stat Date Payee Amount 178999 C C 07/31/2007 BE8KMAN, SA8ELLA 2384.63 179001 C C 07/31/2007 HA7LEY, J07ANNE 4126.98 179001 C C 07/31/2007 D06, BE6NIE 2360.26 179002 C O 07/31/2007 RESUES, BUBTON 2298.88 179003 C O 07/31/2007 RESUES, BUBTON 2298.88 179003 C O 07/31/2007 RESUES, BUBTON 2298.88 179005 C 07/31/2007 RESUES, BUBTON 2298.88 179005 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179006 C 07/31/2007 HA8KINS, MA8CELO 2901.15 179007 C 07/31/2007 HA8KINS, MA8CELO 2901.15 179008 C 07/31/2007 HA8KINS, MA8CELO 2901.15 179009 C 07/31/2007 MCSUGH, MISH 1955.07 179010 C 07/31/2007 RESUCH, AI2O 1064.98 </th <th></th>	
178999 C 67/31/2007 BE8KMAN, SA8ELLA 2384.63 179000 C 67/31/2007 D06, BE6NIE 2369.26 179001 C 69/31/2007 D06, BE6NIE 2369.26 179002 C 67/31/2007 D06, BE6NIE 2369.26 179003 C 69/31/2007 D06, BE6NIE 2369.26 179003 C 69/31/2007 RESUES, BUBTON 2298.88 179003 C 69/31/2007 AG6TELLANOS, LUGLENE 2894.70 179004 C 69/31/2007 AD9MSON, B09ETTE 2342.83 179005 C 67/31/2007 HAKINS, MA8CELO 2901.15 1790067 C 67/31/2007 HAKINS, MA8CELO 2901.15 179007 C 67/31/2007 HAKINS, MA8CELO 2901.15 179008 C 67/31/2007 RESON, WE80NA 2538.64 179009 C 67/31/2007 RESON, WE80NA 2538.64 179010 C 67/31/2007 RESON, WE80NA 2538.64 179011 C 67/31/2007 RESON, ME80NA 263.	
179000 C 07/31/2007 HA7LEY, J07ANNE 4126.98 179001 C 07/31/2007 D06, BE6NIE 2360.26 179002 C 07/31/2007 RE8UES, BUBTON 2298.88 179003 C 07/31/2007 REAULANDS, LUGLENE 2894.70 179004 C 07/31/2007 ROBANCS, LUGLENE 2894.70 179005 C 07/31/2007 AD9MSON, B09ETTE 2342.83 179006 C 07/31/2007 HARKINS, MARCELO 2901.15 179007 C 07/31/2007 HARKINS, MARCELO 2901.15 179008 C 07/31/2007 HARKINS, MARCELO 2901.15 179009 C 07/31/2007 HARKINS, MARCELO 2901.15 179009 C 07/31/2007 HARKINS, MARCELO 2901.15 179008 C 07/31/2007 RESON, WESONA 2530.64 179010 C 07/31/2007 RESON, WESONA 2530.64 179011 C 07/31/2007 RESON, MESONA 263.11 179013 C 07/31/2007 HARKENZIE, RO7LAND </td <td></td>	
179001 C 07/31/2007 D06, BE6NIE 2360.26 179002 C 07/31/2007 RE8UES, BUBTON 2298.88 179003 C 07/31/2007 RABUES, BUBTON 2298.88 179003 C 07/31/2007 RABUES, BUBTON 2298.88 179003 C 07/31/2007 RABUES, BUBTON 2298.88 179003 C 07/31/2007 RAGTELLANOS, LUGLENE 2894.70 179005 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179006 C 07/31/2007 HABKINS, MARCELO 2901.15 179007 C 07/31/2007 HASKINS, MARCELO 2901.15 179008 C 07/31/2007 QUTGLEY, CYTDY 4107.10 179009 C 07/31/2007 CHSCON, WESONA 2530.64 179010 C 07/31/2007 HESCON, WESONA 2530.64 179011 C 07/31/2007 HESCON, LE9 1064.98 179012 C 07/31/2007 HESCON, LE9 155.25 179013 C 07/31/2007 RESON, PASKER 39	
179002 C 07/31/2007 RE8UES, BU8TON 2298.88 179003 C 07/31/2007 RE8UES, BU8TON 2298.88 179003 C 07/31/2007 CA6TELLANOS, LUGLENE 2894.70 179004 C 07/31/2007 MOGTANEZ, STGCY 2815.79 179005 C 07/31/2007 AD9MSON, B09ETTE 2342.83 179006 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179007 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179008 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179009 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179009 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179010 C 07/31/2007 MCSUGH, RISH 1955.67 179011 C 07/31/2007 RE2DY, AI20 1064.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 RI80, PA8KER 397.32 179015 C 07/31/2007 MA6RY, U06CILE	
179003 C 07/31/2007 CA6TELLANOS, LU6LENE 2894.70 179004 C 07/31/2007 AOPMSON, BU9ETTE 2342.83 179005 C 07/31/2007 HOBTANEZ, ST6CY 2815.79 179005 C 07/31/2007 HOBTANEZ, ST6CY 2815.79 179005 C 07/31/2007 HA8KINS, MA8CELO 2901.15 179006 C 07/31/2007 HA8KINS, MA8CELO 2901.15 179007 C 07/31/2007 BA7NHART, D07NETTA 3077.85 179008 C 07/31/2007 RESON, WEBONA 2538.64 179010 C 07/31/2007 MCSUGH, RISH 1955.07 179011 C 07/31/2007 RESON, AESONA 263.11 179012 C 07/31/2007 MA7KENZIE, RO7LAND 263.11 179013 C 07/31/2007 MA6KY, U06CILE 758.77 179014 C 07/31/2007 MA6KY, U06CILE 758.77 179015 C 07/31/2007 BASKSDALE, ZASHARIAH 704.52 179016 C 07/31/2007 BASKSDALE, ZA	
179804 C 07/31/2007 M06TANEZ, ST6CY 2815.79 179805 C 07/31/2007 AD9MSON, B09ETTE 2342.83 179806 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179807 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179807 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179808 C 07/31/2007 HARKINS, MA8CEL0 2901.15 179808 C 07/31/2007 HORTHART, DOTNETTA 3077.85 179809 C 07/31/2007 QU7GLEY, CY7DY 4107.10 1798010 C 07/31/2007 MC5UH, R15H 1955.07 1798011 C 07/31/2007 MC5UH, R15H 1955.07 1798012 C 07/31/2007 HE9TON, LE9 515.25 1798013 C 07/31/2007 MA6RY, U06CILE 758.77 1798014 C 07/31/2007 MA6RY, U06CILE 758.77 1798015 C 07/31/2007 MA6RY, U06CILE 758.77 1798016 C 07/31/2007 BA5KSDALE, ZA5HARIAH <td></td>	
179005 C 07/31/2007 AD9MSON, B09ETTE 2342.83 179006 C 07/31/2007 HA9KINS, MARCELO 2901.15 179007 C 007/31/2007 HA9KINS, MARCELO 2901.15 179008 C 07/31/2007 BA7NHART, D07NETTA 3077.85 179008 C 07/31/2007 QU7GLEY, CY7DY 4107.10 179009 C 07/31/2007 CH8CON, WE80NA 2530.64 179010 C 07/31/2007 MCSUGH, RISH 1955.07 179011 C 07/31/2007 HE2DY, AI2O 1064.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 HA8KY NAGKY, D0263.11 179014 C 07/31/2007 RI80, PA8KER 397.32 179015 C 07/31/2007 BE8KWITH, BU8TON 994.90 179016 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.63 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179806 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179807 C 07/31/2007 HA8KINS, MA8CEL0 2901.15 179808 C 07/31/2007 BA7NHART, D07NETTA 3077.85 179808 C 07/31/2007 QU7GLEY, CY7DY 4107.10 179809 C 07/31/2007 CH8CON, WESONA 2530.64 179810 C 07/31/2007 MCSUGH, RISH 1955.67 179811 C 07/31/2007 RE2DY, AI20 1064.98 179812 C 07/31/2007 HE9TON, LE9 515.25 179813 C 07/31/2007 MA7KENZIE, RO7LAND 263.11 179814 C 07/31/2007 MA8KER 397.32 179815 C 07/31/2007 MA8KER 397.32 179815 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179818 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179818 C 07/31/2007 MA8URE, N08BERT0 645.63 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179007 C C 07/31/2007 BA7NHART, D07NETTA 3077.85 179008 C 07/31/2007 QU7GLEY, CY7DY 4107.10 179009 C 07/31/2007 CH8CON, WE80NA 2530.64 179010 C 07/31/2007 CH8CON, WE80NA 2530.64 179010 C 07/31/2007 CH8CON, WE80NA 2530.64 179010 C 07/31/2007 RE2DY, AI20 1064.98 179011 C 07/31/2007 RE2DY, AI20 1064.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 MA7KENZIE, R07LAND 263.11 179014 C 07/31/2007 MA6KER 397.32 179015 C 07/31/2007 MA6KY, U06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REM0VED. ** **	
179008 C C 07/31/2007 QU7GLEY, CY7DY 4107.10 179009 C C 07/31/2007 CH8CON, WE80NA 2530.64 179010 C C 07/31/2007 HCSUGH, RISH 1955.07 179011 C C 07/31/2007 HE9TON, LE9 515.25 179012 C C 07/31/2007 HE9TON, LE9 515.25 179013 C C 07/31/2007 HE9TON, LE9 515.25 179013 C C 07/31/2007 RI80, PA8KER 397.32 179015 C C 07/31/2007 MA6RY, U06CILE 758.77 179016 C C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERT0 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179009 C 07/31/2007 CH8CON, WE8ONA 2530.64 179010 C 07/31/2007 MCSUGH, RISH 1955.07 179011 C 07/31/2007 MCSUGH, RISH 1964.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 HE9TON, LE9 515.25 179014 C 07/31/2007 MA7KENZIE, RO7LAND 263.11 179015 C 07/31/2007 RI80, PA8KER 397.32 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179010 C 07/31/2007 MC5UGH, RI5H 1955.07 179011 C 07/31/2007 RE2DY, AI20 1064.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 MA7KENZIE, R07LAND 263.11 179014 C 07/31/2007 MA7KENZIE, R07LAND 263.11 179015 C 07/31/2007 MA8KER 397.32 179016 C 07/31/2007 MA6RY, V06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, 2A5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179011 C 07/31/2007 RE2DY, AI20 1064.98 179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 MA7KENZIE, ROZLAND 263.11 179014 C 07/31/2007 MA7KENZIE, ROZLAND 263.11 179015 C 07/31/2007 MA8KER 397.32 179016 C 07/31/2007 MA6RY, U06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179012 C 07/31/2007 HE9TON, LE9 515.25 179013 C 07/31/2007 MA7KENZIE, R07LAND 263.11 179013 C 07/31/2007 MA7KENZIE, R07LAND 263.11 179014 C 07/31/2007 RI80, PA8KER 397.32 179015 C 07/31/2007 MA6RY, U06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179013 C 07/31/2007 MA7KEN2IE, R07LAND 263.11 179014 C 07/31/2007 RI80, PA8KER 397.32 179015 C 07/31/2007 RI80, PA8KER 397.32 179016 C 07/31/2007 MA6RY, U06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.63 ** Type an 'X' next to the checks/direct deposits to be REMOVED. ** **	
179014 C 07/31/2007 RI80, PA8KER 397.32 179015 C 07/31/2007 MA6RY, V06CILE 758.77 179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
179015 C 07/31/2007 MA6RÝ, V06CILE 758.77 179016 C C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
179016 C 07/31/2007 BE8KWITH, BU8TON 994.90 179017 C 07/31/2007 BA5KSDALE, ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
179017 C 07/31/2007 BA5KSDALE ZA5HARIAH 704.52 179018 C 07/31/2007 MA8UIRE, N08BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
_ 179018 C C 07/31/2007 MA8UIRE, NO8BERTO 645.03 ** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
** Type an 'X' next to the checks/direct deposits to be REMOVED. **	
ENTER=Update & Next, F1=First, F5=Next, F16=Exit	
Image: Second	99
Action	

Note that *(ENTER)* will <u>immediately</u> delete the selected payroll checks from the Check Master File.

- Select **F5** (**F5** Next) to display subsequent pages.
 - Select **F7** (**F7** Previous) to display the previous page.
- Select **F1** (**F1** First) to display the first page.
 - Select **F16** Exit) to return to the *Payroll Check/Direct Deposit Removal Screen*.

The following screen displays when **F16** is selected in *Step 7*:

A	PCG Dist=8991	Rel=23.01.00	03/22/2	2023 D	DE 002	C:\SC	QLSYS	C:\SEC(DND		WHITE			_		Х
		Re	emove	OLD (hecks	/Dire	ct De	posit	s fro	m Che	ck Re	giste	r		PHYULD	
			Bank	: <u>BK</u>	<mark>8</mark> 💌	Tra	ns Da	te:	1/01	<u>/2009</u>						
ENTER	NTER=Proces	s, F31=De	elete	ALL f	or Ba	nk/Da	te,	F16=E	xit.			1			<u></u>	00
	F1 _{F2} ◀关	F3 🗭 F4 🙆	F5	F6 14	F7	F8	F9	F10	Fff 🕨	F12			F15 🛰		22.02.	00

The following screen displays when **F31** is selected in *Step 5*:

	PCG Dist=8991 Rel=23.01.00 03/22/2023 DOE 002 C:\SQLSYS C:\SECOND WHITE Remove OLD Checks/Direct Deposits from Check Register	– 🗆 Payold	×
	Bank: <u>BK08</u> ▼ Trans Date: <u>1/01/2008</u>		
	DELETE ALL PROCESS COMPLETE, CHECK PRINT QUEUE FOR REPORT ENTER=Process, F31=Delete ALL for Bank/Date, F16=Exit.	22 82	30
		22.02.1	
Step	Action		
8	Select FIG - Exit) to return to the <i>Payroll System – Check Red</i>	conciliatio	on Menu.

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The	foll	owing	screen	disp	lav	vs:
		B		- P		, ~.

A	PCG Dist=8991	Rel=18.01.00 03/28/2018 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYM0011
	FKey	Check Reconciliation Menu	
	1	Check Reconciliation	
	_2	Produce Check Reconciliation Listings	
	3] Display/Update Checks/Direct Deposits	
	4	Produce Check Registers	
	9] Remove OLD Checks/Direct Deposits from Check Register	
Mast	ver ^{User} list		
F16	- (1º S ∛orS		

Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (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.
10	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

5B.1. Deleted Payroll Checks / Direct Deposits – Example

PROG	РАМ ТО-	PAYOLD		PR	STATER OF DELETED PAYROLL CH	ECKS / DIRECT DEPOS	TTS	07/24/2013	PACE	1
								07, 21, 2010		-
TYPE	STATUS	BANK	CHECK#	ISSUE DATE	PAYEE	AMOUNT	CANCELLED/VOIDED			
с	с	BK0 8	012646	01/15/2003	DE9VALLE, JE9FEREY	501.43	01/31/2003			
c	С	BK08	012647	01/15/2003	BL9NK, SH9WANNA	405.95	01/31/2003			
c	С	BK08	012648	01/15/2003	LESGETT, WESONA	414.90	01/31/2003			
С	С	BK08	012649	01/15/2003	WI3HERS, MU3I	392.40	01/31/2003			
С	С	BK08	012650	01/15/2003	RO3RK, BE3ITO	418.95	01/31/2003			
С	С	BK08	012651	01/15/2003	LASSITER, MASCENE	93.75	01/31/2003			
С	С	BK08	012652	01/15/2003	ROSB, CLSUDIO	267.30	01/31/2003			
С	С	BK08	012653	01/15/2003	CREOK, TRENTON	120.98	01/31/2003			
С	С	BK08	012654	01/15/2003	WA3TE, MO3TY	348.72	01/31/2003			
С	С	BK08	012655	01/15/2003	FR2NCE, JO2TTE	344.64	01/31/2003			
С	С	BK08	012656	01/15/2003	BA2ES, CO2EMAN	132.41	01/31/2003			
С	С	BK08	012657	01/15/2003	MO4TALVO, LA4ELLE	446.77	01/31/2003			
С	С	BK08	012658	01/15/2003	WH9ATLEY, JA9QUES	296.09	01/31/2003			
С	С	BK08	012659	01/15/2003	BA9NEY, SI9AS	434.08	01/31/2003			
С	С	BK08	012660	01/15/2003	LI4ELY, MO4GAN	497.40	01/31/2003			
С	С	BK08	012661	01/15/2003	ASSEW, GESALD	445.02	01/31/2003			
С	С	BK08	012662	01/15/2003	RE9GAN, MA9Y	235.99	01/31/2003			
С	С	BK08	012663	01/15/2003	BE3ANCOURT, TO3ETTE	311.56	01/31/2003			
С	С	BK08	012664	01/15/2003	BL7SS, EL7NE	328.03	02/28/2003			
С	С	BK08	012665	01/15/2003	COSROY, NESTOR	328.73	01/31/2003			

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