

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

3/21/2019

Section I: Cash and Investment Management Processing, V2.4

## **Revision History**

Date	Version	Description	Author
3/21/2019	2.4	19.01.00 – Add button bar instructions to the investment screens.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/25/2013	2.2	13.01.00 – Add button bar instructions to the Bank Maintenance screen.	D. Ochala
06/24/2008	2.1	08.02.00 – Added account number lookup, receipt number automatic	C. W. Jones
		populate, and redeem investment-bank draft information and instructions.	
10/17/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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## **Overview**

PCGenesis cash and investment management processing guidelines include the following procedures:

- Displaying bank balances.
- Investing a fund.

PCGenesis users may use both bank drafts and bank checks when purchasing investments.

• Inquiring on and/or redeeming investments.

PCGenesis users may inquire on investments that are due, open, and redeemed. PCGenesis displays the option to redeem (F12), or to cancel (F18) the investment when making inquiries on *due* and *open* investments.

• Printing the Investment Report.

The *Investment Report* provides a listing of the school district's *Investment* records, and may be printed for *Open, Redeemed, Cancelled* and for *All* investments.

• Maintaining the Bank File.

*Bank File Maintenance* includes adding, displaying, updating, and deleting bank records, and printing the *Bank Master File Listing*.

# Topic 1: Displaying a Bank's Balance

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

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	FKey	,					М	laster	Menu	ı									
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	5 6 7 8	     	Revenu Accoun Receip Cash M	ue Acco ts Reco t Proce lanage	unt M eivable ssing ment &	aster   e Proc Menu & Inve	Menu cessin stmer	ng Mer Int Man	iu agemi	ent Me	nu								
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	13 14 15	     	Special Vendor Source	l Functi Maste Maste	ions M r Menu r Menu	lenu J													
	_20	]	File Re	organiz	zation														
Master F16	r <sup>User</sup> list OBS Vort			2													13.0	4.00	I
	Action																		
	Select	8	(F8	- Ca	sh M	Iana	igen	nent	& Ir	ives	tmer	nt M	anag	geme	nt N	Ienu	).		

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FKey	Cash Management & Investment Management	
1	Display Bank Balances	
3	Investment Processing Menu	
9	Bank File Menu	
Master <sup>User</sup> list F16 US Word	PAC VEND	
ep Action		
Select	1 (F1 - Display Bank Balances).	

	CG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECO	ND WHITE - 🗆 X
		CASH0100
	*BANK         BALAN           Code Bank Name         Account #           BK01 FNB 001 OF SMITH CITY         11 111 1111           BK02 FNB 002 OF SMITH CITY         11 111 1111           BK03 FNB 003 OF SMITH CITY         11 111 1112           BK04 FNB 004 OF SMITH CITY         11 111 1113           BK05 FNB 005 OF SMITH CITY         11 111 1114           BK05 FNB 005 OF SMITH CITY         11 111 1115           BK06 FNB 007 OF SMITH CITY         11 111 1116           BK07 FNB 007 OF SMITH CITY         11 111 1117           BK08 FNB 008 OF SMITH CITY         11 111 1116           BK09 FNB 009 OF SMITH CITY         11 111 1112           BK09 FNB 009 OF SMITH CITY         11 111 1112           BK10 FNB 019 OF SMITH CITY         11 111 112           BK11 FNB 011 OF SMITH CITY         11 111 112           BK11 FNB 011 OF SMITH CITY         11 111 112           **** END OF FILE ****         **** END OF FILE ****	C E S* Cash Investments 6,410,135,40 49,000.00 1,607,285.37 1,035,802.97 500.00 2,853,572.69 342,974.52 18,889.02 8,725,765.65 258,609.05 34,531.80 137,303.56
	Grand Total -         F16=Exit, F17=PrtScrn         EMTE       F2       Image: Second	21,425,370.03 49,000.00 17.01.00
Sten	Action	
4	Select $\mathbf{F16}$ (F16 - Exit) to the <i>Financial</i> <i>Investment Management Menu</i> . Select $\mathbf{F17}$ – Print screen) to obtain a screen print file will be available in the print of <i>A listing of the first twenty bank balances disp</i> <i>select</i> $\mathbf{F17}$ ( <i>Enter</i> ). <i>To return to the initial</i> ( <i>F2</i> ) where appropriate.	Accounting & Reporting – Cash Investment & screen print of the Bank Balances screen. The queue with the name 'PSCNnnnn'. play. To display additional bank balances, listing of the bank code balances, select F2

PCG [	Dist=8991 Rel=1	9.01.00 03/21/2	019 PCG 002 S	V C:\DEVSYS C:\	SECOND	WHITE	_		×
			Financial	Accounting	& Reporting			CAOOP	
	FKey 	C	ash Managem	ent & Invest	ment Manager	nent			
	1 0	isplay Bank E	Balances						
	<u>3</u> II	vestment Pro	cessing Menu	I					
	<u>9</u> E	ank File Menu	ı						
Master User <sub>li</sub>	st								
F16 🗭 🕅		MONITOR							
Ac	tion								
Sal	aat Est	( <b>F16</b> E.	(it) to not	m to the I	Tin an oi al A	acounting	l Doro	nting 1	last
Sel	Natur	(FIU-E)	(i) to retu		inancial A		а керо	ning IV.	laste
sel	ect master	(Master)	to return	to the Bus	iness Appl	lications M	aster M	enu.	

## Topic 2: Processing Investments

### **Procedure 2A:** Investing a Certificate of Deposit (CD) or Treasury Bill

A	PCG Dist=8991	Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	-	- 🗆	×
		Financial Accounting & Reporting		MAST	ER1
	FKey	Master Menu			
	1 2 3 4	Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu Vendor Check Processing Menu			
	5 6 7 8	<ul> <li>Revenue Account Master Menu</li> <li>Accounts Receivable Processing Menu</li> <li>Receipt Processing Menu</li> <li>Cash Management &amp; Investment Management Menu</li> </ul>			
	9 10 11 12	<ul> <li>Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>Account Master Description File Menu</li> <li>General Ledger Account Master Menu</li> <li>Year End Processing Menu</li> </ul>			
	13 14 15	Special Functions Menu Vendor Master Menu Source Master Menu			
	_20	File Reorganization			
Mas F16	ter <sup>User</sup> list <b>D D</b> S <sup>Wor</sup> d	PAY VEND		13.0	4.00
	Action				
	Select	<b>8</b> ( <b>F8</b> - Cash Management & Investment Mana	gement Me	nu).	

📕 PCG D	ist=8991 Rel=19.01.00 03	/21/2019 PCG 002 SV C:\DEVSYS Financial Account	5 C:\SECOND ing & Reporting	WHITE –	□ Ca 90p	×
	FKey 	Cash Management & In	vestment Managemo	ent		
	1 Display Ba	ink Balances				
	3 Investmen	t Processing Menu				
	9 Bank File N	Menu				
Master <sup>User</sup> lis F16	Word PAY VEND MONITOR MONITOR					
ep Act	ion					
2 Sel	ect 3 (F3 - ]	Investment Processi	ng Menu).			

A	PCG Dist=8991	Rel=19.01.00 03/21/201	9 PCG 002 SV C:\DEVSY Financial Account	S C:\SECOND	WHITE	_	CA 03P	×
	FKey		Investment M	lanagement				
	1	Invest Funds						
	2	Inquire/Redeem I	nvestments					
	3	List Investments						
Mast	tter <sup>User</sup> list <b>1</b>	PAY VEND						
F16								
p	Action							
3	Select	$\mathbf{I}$ ( <b>F1</b> - Inves	t Funds).					

Ster

	PCG Dist=8	991 Rel=19.01.00 03/	21/2019 PC	G 002 SV C:\DEVSYS	C:\SECOND	WHITE	— 🗆 I NV 01 00	× a
	Tj	ype: _ (C=CD, R=	REPURCH,	, T=TREASURY)				
	Serial B B Amoo R Date Est inc	no.: ank: ate: unt: ate: due: une: une:	(R) (1 (R) (E (R) (1 (R) (1 (R) (E (R) (1	Investment certi Jank code where Investment date Iotal amount of Estimated intere Investment due ( If blank, comput	ificate number) amount was inv , MM/DD/CCYY fo investment, no est rate, 99.99 date, MM/DD/CCY ter will calc i	ested) irmat) commas) 99 format) Y format) ncome)		
	Investing f	und:	(R) (I	(nvestment fund)	)			
	Check :	issued: <u>N</u> Bank: Number:	(R) (V (0) (1 (0) (1	Vas a check issu (f a check WAS i (f a check WAS i	ued to purchase issued, Bank ID issued, the che	e investment? (' ) from which the ck number)	Y or N) ) e check was writt	cen)
				OR				
	Bank draft :	issued: <u>N</u> Bank:	(R) (V (0) (1	Vas a bank draft (f a draft WAS i	t issued to pur issued, Bank ID	chase investme From which th	nt? (Y or N) ) e draft was writt	en)
		NOTE:	: (R) RE	EQUIRED FIELD -	(O) OPTIONAL F	IELD		
	Press ENTER F16 to Exi	to Validate t			F12	FIS Q	19.01.0	30
p	Action	n						
4	Enter	C (CD), <b>R</b> (R	epurch	ase), or <b>T</b> (T	reasury) in th	he <b>Type</b> field	d.	
5	Enter	the investmen	it's cert	tificate numb	er in the Ser	rial No. (Seri	al Number) fie	eld.
6	Enter t bank.	the code, or se	elect th	e drop-down	selection ic	on 🗾 within	the <b>Bank</b> field	d to choose the
7	Enter	the investmen	it date (	(MM/DD/CC	CYY) in the I	Date field.		
8	Enter	the investmen	nt's tota	ıl dollar amoı	unt, excludir	ng any comm	as, in the Amo	o <b>unt</b> field.
9	Enter t When	the anticipated <i>leaving the fi</i>	d intere eld blai	est rate (NN.M nk, PCGenes	NNNN) in th	e <b>Rate</b> field ally calculat	es the entry.	

	when leaving the fleta blank, I Coenesis automatically calculates the entry.
10	Enter the investment's due date (MM/DD/CCYY) in the <b>Date Due</b> field.
11	Enter the anticipated income from the investment in the <b>Est Income</b> (Estimated Income) field.
	When left blank, PCGenesis automatically calculates the entry.
12	Enter the investment fund's code in the <b>Investing Fund</b> field.

Step	Action
13	For investments purchased by check: Enter Y (Yes), the bank code, and the check number in the Check Issued, Bank, and Number fields.
	For investments purchased by bank draft: Enter Y (Yes) in the Bank draft Issued, and enter the code, or select the drop-down selection icon $\blacksquare$ within the Bank field to choose the bank.
14	Select Enter).

	PCG Dist=8991 Rel=19.01.00 03/21/	2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -										
		INVESTMENT ENTRY	I NV 01 00									
	Type: C (C=CD, R=RE	PURCH, T=TREASURY)										
	Serial no.: 1234567 Bank: BK01 Date: 3/21/2019 Amount: 1000.00 Rate: 2.0000 Date due: 3/21/2020 Est income: 20.05	<ul> <li>(R) (Investment certificate number)</li> <li>(R) (Bank code where amount was invested)</li> <li>(R) (Investment date, MM/DD/CCYY format)</li> <li>(R) (Total amount of investment, no commas)</li> <li>(R) (Estimated interest rate, 99.9999 format)</li> <li>(R) (Investment due date, MM/DD/CCYY format)</li> <li>(If blank, computer will calc income)</li> </ul>										
	Investing fund: 199	(R) (Investment fund)										
	Check issued: N Bank: Number: Check amount:	;) (Was a check issued to purchase investment? (Y or N) ) )) (If a check WAS issued, Bank ID from which the check was written) )) (If a check WAS issued, the check number) OR										
	Bank draft issued: N Bank: Draft amount:	(R) (Was a bank draft issued to purchase investment? (Y or N) ) (O) (If a draft WAS issued, Bank ID from which the draft was written)										
	NOTE :	(R) REQUIRED FIELD - (O) OPTIONAL FIELD										
	F12 to Post F16 to Exit ™♥	F12 F15Q	19.01.00									
Step	Action											
15	Select <b>F12</b> ( <b>F12</b> - t	o Post).										

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PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND
                                                                                      WHITE
                                                                                                              \times
                                                     INVESTMENT ENTRY
                                                                                                             INV 01 00
                      Type: C (C=CD, R=REPURCH, T=TREASURY)
               Serial no.: 1234567
                                           (R) (Investment certificate number)
                     Bank: BK01
                                           (R) (Bank code where amount was invested)
                                21/2019 (R) (Investment date, MM/DD/CCYY format)
1000.00 (R) (Total amount of investment, no commas)
                     Date: 3/21/2019
                   Amount:
                     Rate: 2.0000

    (R) (Estimated interest rate, 99.9999 format)
    (R) (Investment due date, MM/DD/CCVY format)

                 Date due: 3/21/2020
                                               (If blank, computer will calc income)
               Est income:
                                  20.05
          Investing fund: 199
                                           (R) (Investment fund)
                Check issued: N
                                           (R) (Was a check issued to purchase investment? (Y or N) )

    (1) (If a check WAS issued, Bank ID from which the check was written)
    (0) (If a check WAS issued, the check number)

                        Bank:
                       Number:
                Check amount:
                                                         OR
          Bank draft issued: N
                                           (R) (Was a bank draft issued to purchase investment? (Y or N) )
                         Bank:
                                           (0) (If a draft WAS issued, Bank ID from which the draft was written)
                Draft amount:
                                   NOTE: (R) REQUIRED FIELD - (O) OPTIONAL FIELD
                              Investment number 000201 assigned, ENTER to continue
          INTER
                                                                                                             19.01.00
                                                                             F12
                                                                                              FIS Q
          ---
Step
              Action
   16
              Record the investment number or screen-print the Investment Entry screen where appropriate
              and select (Enter).
              The Investment Entry screen redisplays.
```

17	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting – Investment</i>
	Management Menu.
	For additional investment entries, repeat this procedure beginning at Step 4.

A	PCG Dist=8991 Rel=19.01.00 03/	21/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE	- 0	×
		Financial Accounting & Reportin	ng	CA 03P	
	FKey	Investment Management			
	Invest Fund	s			
	2 Inquire/Red	eem Investments			
	3 List Investr	nents			
Mast	ter <sup>User</sup> list <b>Duess Words, PAY VEND</b>				
F16					
tep	Action				
tep 18	Action Select FIE (F16 -	Exit) to return to the <i>Financial</i>	Accounting &	Reporting M	aster -
tep 18	Action Select <b>FIG</b> (F16 - Management & Inv.	Exit) to return to the <i>Financial</i>	Accounting &	<i>Reporting M</i> <b>(aster</b> ) to ref	<i>aster -</i>

A	PCG Dist=8991	Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	- 🗆 X
		Financial Accounting & Reporting	MASTER1
	FKey	Master Menu	
	1 2 3 4	- Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu Vendor Check Processing Menu	
	5 6 7 8	Revenue Account Master Menu Accounts Receivable Processing Menu Receipt Processing Menu Cash Management & Investment Management Menu	
	9 10 11 12		
	13 14 15	Special Functions Menu   Vendor Master Menu   Source Master Menu	
	20	File Reorganization	
Mast F16	er <sup>User</sup> list <b>Luis</b> Voris	PAY         VEND         Image: Construction         Image: Construction	13.04.00
	Action		
	Select	8 (F8 - Cash Management & Investment Management M	Ienu).

### **Procedure 2B: Inquiring on an Investment**

PCG Dist=	8991 Rel=19.01.00 03/21/201	9 PCG 002 SV C:\DEVSYS Financial Accounti	C:\SECOND ng & Reporting	WHITE	— 🗆 Ca 90p	×					
	Key Ca	sh Management & Inv	estment Managem	ent							
	1 Display Bank Ba	lances									
	3 Investment Processing Menu										
	9 Bank File Menu										
Master <sup>User</sup> list	PAY MONITOR										
Actio	n										
Selec	t <u>3</u> ( <b>F3 -</b> Inve	stment Processin	g Menu).								

PCG Dist=8991 Rel=19.01.00	03/21/2019 PCG 002 SV C:\DEVSYS C:\S	ECOND WHITE	- 🗆 ×
	Financial Accounting 8	Reporting	CA 03P
FKey	Investment Manage	ment	
1 Invest F	unds		
_2 Inquire/	Redeem Investments		
3 List Inv	estments		
Maetan Userica			1
FIE PAY WORD WORD			
Action			
Select (F2	- Inquire/Redeem Investm	ients).	

	PCG Dist=8991         Rel=19.01.00         03/21/2019         PCG 002         SV         C:\SECOND         WHITE         —	
	Financial Accounting & Reporting	I NV 02 0 0
	Investment Review	
	Review Investments that are Due F1	
	Review Open Investments F2	
	Review Redeemed Investments F3	
	Review All Investments F4	
	Review Starting with Number: F5	
	Exit F16	
	Image: F1         F2         F3         F4         F5         F12         F12         F13            F18         F18 <th>19.01.00</th>	19.01.00
a		
Step	Action	
4	Select the appropriate option:	
	For due investments: Select <b>F1</b> (F1) - Review investments that an	e due.
	For open investments: Select F2 (F2) - Review open investments	
	For redeemed investments: Select <b>F3</b> (F3) - Review redeemed in	vestments.
	For all investments: Select <b>F4</b> (F4) - Review all investments.	
	<b>For a specific investment:</b> Enter the investment number in the <b>Review</b> <b>number</b> field and select <b>F5</b> ( <b>F5</b> ) - Review starting with number: **	w Starting with *****
		-

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	Iı	nvest Ac	ment da Due da tual da	ate: ate: ate:	7/30/2 7/30/2	2018 2019 B	Estimate Actua	d inte 1 inte	erest: erest:		33.00		
		I	nvestme Returr	ent - n - f	- Receipt	:		Amount Amount	:	11,000.	00		
	Enter	to	Continu	ue Ext	F1=BR	DWSE, <mark> </mark>	F <mark>12=RE</mark> DE	EM, F	18=CAP		F16 to Exi	it al	19.01.00
		F18	13	F 4	10					112	F15	1	
F16		0											

For Step 4-F1, F2, F4, or F5 selections, the following screen displays:

For **Step 4-F3** selections the following screen displays:

A	PCG Dis	t=8991	Rel=19	9.01.00	03/21/	2019	PCG 002	SV (	C:\DEVS	YS C:\S	ECON	ID	W	HITE		-		×
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		S	erial Am	no.: Type: Bank: ount: Rate: Fund:	3203 C BK01 0.3 720	99 38,0 000	00.00											
	I	nvest Ac	ment Due tual	date: date: date:	12/0 12/0 12/0	14/20 14/20 14/20	17 18 E 18	stim Ac	ated tual	intere intere	est: est:		114.	. 00				
	Investment - Return - Receipt:						459	Am 4 Am	ount: ount:		38,000 38,000	9.00 9.00						
	Ente	r to	Conti	nue	F1=	BROW	SE						F1	16 to	Exit			
	F1	F2	F3	F4	F5							F12			FIS Q		19.01	.00
F16		F18													F31			

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Step	Action
5	Select <b>F1</b> ( <b>F1</b> ) to browse to the next investment record.
	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting – Investment Review Menu</i> .

A	PCG Dist=8991	Rel=19.01.00	03/21/2	019 PCG 00	2 SV C:\	DEVSYS C	:\SECONE	)	WHITE		-		×	
				Financ	ial Ac	counting	& Repo	orting				I NV 02 00	)	
					Inves	tment Re	view							
			Review	Investm	ents t	hat are	Due	F	1					
			Review	Open In	vestme	nts		F	2					
			Review	Redeeme	d Inve	stments		F	3					
			Review	All Inv	estmen	ts		F	4					
			Review	Startin	g with	Number:		F	5					
						F		-						
						EX1C		F	10					
ENTE								510				10 84 6	10	
	₩ F1 F2	F3 F4	F5				_	F12		FIS K		17.01.0	10	
F 16		<u> </u>												
	Action													
	Soloot		16 E.	vit) to m	oturn	to the	Finar	noial A	000112	ting & D	lanar	tina	Innes	twaant
	Manage	mont Ma	10 -E2	(11) to f	ciuin	to the	r' irian	iciui A	ccount	ακ	epor	ung –	inves	iment
	Intunuge	meni me	m.											

	3 DIST=8991 Rel=19.01.00	5 05/21/2015 FC0 00	JZ SV C:\DEVSYS C:\SECOND	WHITE	_	
		Financ	ial Accounting & Repor	ting	CA	03P
	FKey 	J	investment Management			
	1 Invest	Funds				
	2 Inquire	:/Redeem Investm	ents			
	3 List In	vestments				
Mactor Us	er <sub>ita</sub>					
Master Us F16 🕶 🗓	ier <sub>list</sub> IEB Word PAY MONITOR	D R				
Master Us Fi6 T	etion	DR				
p A	etion	D.				
M₂ster <sup>Us</sup> <b>p</b> A 7 Si	elect F15 (F	<b>16 -</b> Exit) to r	eturn to the <i>Financ</i>	ial Accounting &	Reportir	ng Casl
мазter Из <u>гю</u> Ф 7 So М	elect <b>F16</b> (F <i>Ction</i>	<b>16 -</b> Exit) to r Investment M	eturn to the Finance Management Menu,	ial Accounting & or select	<i>Reportii</i> Master)	<i>ng Casl</i> to retu

## **Procedure 2C: Redeeming an Investment**

PCG Dist=8991	Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	– 🗆 ×
	Financial Accounting & Reporting	MASTERT
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	
	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	
13	Special Functions Menu	
14	Vendor Master Menu	
20	File Reorganization	
Master Userlict		13.04.00
F15 ( US Vorda		
Action		
Select	8 (F8 - Cash Management & Investment Management	Menu)
Scient	(ro - Cash Management & investment Management)	wienu).

	▶ PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -	×									
	Financial Accounting & Reporting CA00P										
	FKey Cash Management & Investment Management										
	1 Display Bank Balances										
	3 Investment Breessoing Manu										
	<u> </u>										
	9 Bank File Menu										
	Master User List Revealed to the second seco										
Step	Action										
2	Select <b>3</b> ( <b>F3</b> - Investment Processing Menu).										

	PCG Dist=8991	Rel=19.01.00 03/21/	2019 PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	_		×	
			Financia	al Accounti	ng & Reportin	Ig		CA 03P		
	FKey		Inv	vestment Ma	nagement					
	1									
	2	In quite /De de e	m laus stars sa	ha.						
		inquire/Reuee	in invesuiten	15						
	3	List Investme	nts							
	Master UserList									
	F16	MONITOR MONITOR								
Step	Action									
3	Select	2 (F2 - Inc	quire/Red	eem Inve	stments).					

	·	o Dist=8	991	Rel=19	9.01.00	03/21/	2019	PCG 002	2 SV C	:\DEVSY	S C:\S	ECOND		WHI	TE		_	
							F	inanci	ial A	ccount	ing 8	Repo	rting					I NV 02 00
									Inve	stment	Revi	ew						
						Revie	w In	vestm	ents	that a	nre Du	ie		F1				
						Revie	w Op	en Inv	vestm	ents .				F2				
						Revie	w Re	deemed	1 Inv	estmer	its			F3				
						Revie	w A1)	l Inve	estmei	nts .				F4				
						Revie	w Sta	arting	g witl	h Numt	er:			F5				
										Exit			••••	F16				
ENTE		-	· .	50	54			1	1			(	540			~ 1		10 81 8
FIE	י י <u>״</u>	-1 F	18	F3	F4	15			<u> </u>				FIZ		F15	81		17.01.0
		-41			<u> </u>					-			I					
	A	cuo	11															
				e api	prop	oriate	e opt	ion:										
	S	elect	the	- ap														
	S F	elect or d	the ue	inve	estm	ents	s: S	elect	F1	(	F1) -	Rev	view	inves	stmen	ts th	at are	e due.
	S F F	elect or d or oj	the ue	inve n inv	estm vesti	ients men	s: S ts: \$	elect Selec	F1	(. •2	F1) · (F2)	Rev - Re	view eviev	inves v ope	stmen n inve	ts th estm	at are ents.	e due.
	S F F	elect or d or oj or al	the ue per	inve n inve nves	estm vesti stme	ents men <sup>-</sup> ents:	s: S ts: S Sel	elect Selec	F1 et F1	2 (F	F1) - (F2) 4) - :	- Rev - Re Revi	view eviev ew a	inves v ope ll inv	stmen n inve estme	ts th estm ents.	at are	e due.
	S F F F	elect or d or oj or al or a	the ue per ll ii	inve n inve nves ecifi	estm vesti stme	ents men ents: vest	s: S ts: S Sel	elect Selec lect	F1 ct F F4	2 ( (F (F (F	F1) - (F2) 4) - I inve	· Rev - Re Revi	view eviev ew a nt pr	inves v ope ll inv	stmen n inve estme r in th	ts th estm ents. e <b>R</b> a	at are ents.	e due. v Starti



For Step 4-F1, F2, F4, or F5 selections, the following screen displays:

A	PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	
	Investment number: 000199 Status: OPEN	I NV 02 00
	Serial no.: 2020164 Type: C Bank: BK01 Amount: 11,000.00 Rate: 0.3000 Fund: 720	
	Investment date: 7/30/2018 Due date: 7/30/2019 Estimated interest: 33.00 Actual date: Actual interest:	
	Investment – Amount: 11,000.00 Return – Receipt: Amount:	
	Redemption date: Amount:	
ENTER F16	Enter to Continue         F16 to Exit           F1         F2         F3         F4         F5         F12         F16         F12         F16         F13           F18         F18         F18         F18         F13         F13         F13	19.01.00
	Action	
	Enter the date (MM/DD/CCYY) in the <b>Redemption Date</b> field, and the <b>Amount</b> field.	ne redempti
	PCGenesis automatically calculates and populates the difference betwee investment amount and the redemption amount in the Actual Interest fit investment's redemption amount is less than the investment amount, the	een the tota eld. If the e ''Are you

message displays. In this instance, enter the appropriate response, and modify the amount.

7 Select (Enter).

	PCG Dist=8991 Rel=19.01.00	03/21/2019 PCG 002 SV C:\DEVSYS C	:\SECOND	WHITE -	
	Investment number:	000199	Status:	OPEN	I NV 02 00
	Serial no.: Type: Bank: Amount: Rate: Fund: Investment date: Due date: Actual date:	2020164 C BK01 0.3000 720 7/30/2018 7/30/2019 Estimated inte Actual inte	rest: rest:	33 - 00 33 - 00	
	Investment - Return - F	Amount Receipt: Amount	: 11,000.0 :	30	
64 or -	Entropy         F1         F2         F3         F4           F18         F18         F14	late: 3/22/2019 Amount: F12 TO ENTEB RCPT DETAIL F5 DETAIL	11033.00 F12	<b>F16-ReEnter</b>	19.01.00
Step	Action				
8	Select F12 (F12	2) to enter the receipt de	etail.		

Δ	PCG Dist=8	3991	Rel=19.	01.00 Red	03/21/ eem I	2019 PC	G 002	SV C:\ - <b>Re</b>	DEVS	YS C:\SE <b>t Proc</b> e	COND essing	W	/HITE		_	□ I NV 02	× 00
L	ast rec	eipt	t numb	er u	sed:	00465	ð 🙏	Tot	tal	Date amount	redeemed received	:	3/22 11,0	/2019 00.00			
Р	rincipa	ıl re	eceipt	num	ber:	4666	2				Amount	:	11,0	00.00			
	er to p	roce	<b>F</b> 3	F4	F5			1			F16	to R	eEnter	/Exit		19.01	. 00
F16	F	18												F31			

For investment redemptions without interest, the following screen displays:

For investment redemptions with interest, the following screen displays:

А	PCG Dis	t=8991	Rel=19	.01.00	03/21/	2019	PCG 002	SV C	:\DEVS	YS C:\S	ECOND		WHIT	E	_		× 00
				Red	leem I	nves	tments	- R	eceip	t Proc	essin	g					
L	.ast r	eceip	)t numb	oer u	sed:	004	<u>659</u> _	Т	otal	Date amount	rede rece	emed: ived:	3 1	/22/2019 1,033.00			
Р	rinci	pal r	eceipt	: חטח	ber:	46	60				Âm	ount:	1	1,000.00			
	Inter	est r	receipt Amour	: nur it: _ - - -	iber:	<u>46</u> 3	<u>61</u> 3.00 	Yr <u>80</u> <u>80</u> <u>80</u> 80	Fnd	F Prg#	Srce	Objet	- Fcty 	B Addt'l   			
Ent	er to	proc	:ess		-	1			1			F16 t	o ReEn	ter/Exit		10 81	89
	-1	F2 F18	13	F-4	15				-			F12		F15 %		17.01	. 99

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Step	Action
9	Enter the receipt number in the Principal Receipt Number field.
10	<b>For interest earnings:</b> Enter or verify the receipt number in the <b>Interest Receipt Number</b> field.
	Although PCGenesis defaults to the next sequential receipt number, the receipt number entered may be the same as in the Principal Receipt Number field.
11	<b>For interest earnings:</b> Enter up to five account numbers in the <b>Yr Fnd F Prgm Fnct Objct</b> <b>Fcty B Addt'l</b> fields along with the associated interest in the <b>Amount</b> fields.
12	Select Enter).

For investment redemptions with interest, the following screen displays:

PCG Dist=8991 Rel=19.01.00 03/21/2	2019 PCG 002 S	V C:\DEVS	IS C:\SE	COND	WHILE		
Redeem Ir	nvestments -	Receip	t Proc	essing		I	NV 02 00
Last receipt number used:		Total a	Date amount	redeemed: received:	3/22/2019 11,033.00		
Principal receipt number:	4660			Amount:	11,000.00		
Interest receipt number: Amount:	4661 33.00	Yr Fnd I 19 100 00 00	F Prgm 1041	Srce Objct 3140	Fcty B Addt'l		
		99					
Receipt number 00004661 locked	d for entry.						
Receipt number 00004661 locked	d for entry. F12 to Post			F16 t	o ReEnter/Exit	1	9.61.00
Receipt number 00004661 locked ™℃ F1 F2 F3 F4 F5 ‰← F18	d for entry. F12 to Post			F16 t F12	O ReEnter/Exit	1	9.01.00
Receipt number 00004661 locked ™TEY F1 F2 F3 F4 F5 16 F18 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	d For entry. F12 to Post			F16 t F12	o ReEnter/Exit	1	9.01.00
Receipt number 00004661 locked ™₩ F1 F2 F3 F4 F5 16 F18 512	d for entry. F12 to Post			F16 t	<b>0 ReEnter/Exit</b>	1	9 - 01 - 00
Receipt number 00004661 locked F1 F2 F3 F4 F5 F1 F18 F18 F18 Action Select F12 (F12 - P	d For entry. F12 to Post			F16 t F12	O ReEnter/Exit	1'	9.01.00

	A	PCG Dist=	8991 Rel=1	19.01.00	03/21/2019	PCG 002	2 SV C:\DEV	SYS C:\SE	COND	WHITE		- 🗆	$\times$	
		Inve	stment n	umber:	000202				Status:	OPEN		INVE	200	
			Seria An	l no.: Type: Bank: mount: Rate: Fund:	33556688 C BK01 2.0000 199	3 900.00								
		In	vestment Due Actual	date: date: date:	3/21/20 3/21/20	919 920 E	Estimated Actual	interes interes	t: t:	20.05				
			Inves Ret	tment urn - I	- Check: Receipt:	BK 02	17 A A	mount: mount:	1,000.	. 00				
					F1=BRO	ISE, I	F12=REDEE	M, F18=	CANCEL	F16 to E	xit			
		' F1 I I	F2 F3	F4	F5				F12	F	₁₅ Q F31	19.0	1.00	
Step_		Actio	on											
14		PCG	enesis o	lispla	iys the i	next o	open inv	vestme	nt where	appropria	ate. In	this ins	tance,	either
		repea	t this p	rocec	lure beg	ginnir	ng at <i>Ste</i>	<i>ep 5</i> , oi	select	-16 <b>F1</b>	<b>6</b> ) to ex	kit.		

	A	PCG Dist	t=8991	Rel=19	.01.00	03/21/	2019 P	CG 002	SV C:	\DEVSY	S C:\S	ECOND		WHITE		-		$\times$	
							Fi	nanci	al Ac	count	ing &	Repo	rting				I NV 02 0	90	
									Inves	tment	Revi	ew							
						Revie	w Inv	estme	nts t	hat a	re Du	ie	1	F1					
	Review Open Investments F2																		
	Review Redeemed Investments F3																		
	Review All Investments F4																		
	Review Starting with Number: F5																		
	Euit E44																		
	EX1T F10																		
		' F1	F2	F3	F4	F5							F12	1	FIS Q		19.01.	. 99	
	F16		F18												F31				
Step_		Acti	on																
15																			
13		Sele	ct <u>F</u>	6	( <b>F</b> 1	16 - I	Exit)	to re	eturr	1 to t	he F	Finar	icial A	Accoi	nting &	k Repo	orting	-Inv	estment
	Management Menu.																		

	PCG Dist=8991 Rel=19.01.00 03/21/20	019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 ×	
		Financial Accounting & Reporti	ng	CA 03P	
	FKey	Investment Management			
	 _1 Invest Funds				
	_2 Inquire/Redeem	Investments			
	3 List Investment	S			
	Master UserList				
Step	Action				
16	Select FIS (F16 - Fy	it) to return to the Financial	1 Accounting & R	porting - C	ash
			Matar a f	eponing – C	usn
	Management & Invest	ment Management Menu or Master Mary	select (Ma	ster) to retui	rn to the
	Биsiness Applications	master Menu.			

			0					
A	PCG Dist=8991	Rel=19.01.00 03/21/20	19 PCG 002 SV C: Financial Ac	\DEVSYS C:\SI	COND Reporting	WHITE	_	□ × Master1
	FKey		Ма	ster Menu				
	1 2 3 4	Budget Account Purchase Order Claim Processin Vendor Check Pr	Master Menu Processing Men g Menu ocessing Menu	u				
	5 6 7 8	Revenue Accour Accounts Receiv Receipt Process Cash Manageme	nt Master Menu rable Processing ing Menu ent & Investment	Menu Managemen	t Menu			
	9 10 11 12	Financial Report Account Master General Ledger Year End Proces	ing & Month/Yr-E Description File Account Master I ssing Menu	End Close Me Menu Menu	nu			
	13 14 15	Special Function Vendor Master N Source Master N	is Menu Ienu Ienu					
	20	File Reorganiza	tion					
Mast F16	er <sup>User</sup> list <b>Du</b> Vord	PAY VEND MONITOR					_	13.04.00
	Action							
	Select	<b>8</b> ( <b>F8 -</b> Cash	n Managem	ent & Inv	vestment I	Manageme	nt Menu	ı).

### **Procedure 2D: Canceling an Investment**
PCG Dist=	8991 Rel=19.01.00 03/21/201	9 PCG 002 SV C:\DEVSYS Financial Accounti	C:\SECOND ng & Reporting	WHITE	— 🗆 Ca 90p	×
	Key Ca	sh Management & Inv	estment Managem	ent		
	1 Display Bank Ba	lances				
	3 Investment Proc	essing Menu				
	9 Bank File Menu					
Master <sup>User</sup> list	PAY MONITOR					
Actio	n					
Selec	t <u>3</u> ( <b>F3 -</b> Inve	stment Processin	g Menu).			

PCG Dist=8991 Rel=19.01.00	03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND Financial Accounting & Reporti	WHITE	– □ × Ca 03p
FKey	Investment Management		
1 Invest F	unds		
_2 Inquire/F	Redeem Investments		
3 List Inve	stments		
Master Userlist			
Action			
Select 2 (F2	- Inquire/Redeem Investments).		

A	PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -
	Financial Accounting & Reporting INV0200
	Investment Review
	Review Investments that are Due F1
	Review Open Investments F2
	Review Redeemed Investments F3
	Review All Investments F4
	Review Starting with Number: F5
	Exit F16
	F1         F2         F3         F4         F5         F12         F12         F13         19.01.00
F16	
p	Action
4	Select the appropriate option:
	For due investments: Select <b>F1</b> (F1) - Review investments that are due.
	For open investments: Select <b>F2</b> (F2) - Review open investments.
	For all investments: Select <b>F4</b> (F4) - Review all investments.
	For a specific investment: Enter the investment number in the Review Starting with
	<b>number</b> field and select <b>F5</b> ( <b>F5</b> ) - Review starting with number: *****.
	<b>number</b> field and select $(\mathbf{F5})$ - Review starting with number.

Δ	PCG Dist=8991 Rel	=19.01.00 03	3/21/2019 PCG (	002 SV C:\DEVSY	S C:\SECOND	WHITE US: OPEN	- □ × I NU 82 8 8
	Seri	al no.: 2 Type: C Bank: B Amount: Rate: Fund: 7	020235 ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	30			
	Investmen Du Actua	t date: 1 æ date: 1 1 date:	2/04/2018 2/04/2019	Estimated i Actual i	nterest: nterest:	114.00	
	Inve Re	stment - turn - Re	ceipt:	Amo Amo	unt: 38,00 unt:	90.00	
	Enter to Con           F1         F2         F3           F1         F18	F4 F	F1=BROWSE,	F12=REDEEM,	F18=CANCEL F12	F16 to Exit           PIS Q           F31	19.01.00
	Action						
;	Review the	investr	nent scree	en's results	and select	F18 (F18 - C	Cancel).
							,

A	PCG Dist=8991 Rel=19.01.00	03/21/2019 PCG 002 SV C:\DEVSYS	C:\SECOND WHITE	– 🗆 X
	Investment number:	000200	Status: OPEN	I NV 02 0 0
	Serial no.: Type: Bank: Amount: Rate: Fund:	2020235 C BK01 38,000.00 0.3000 720		
	Investment date: Due date: Actual date:	12/04/2018 12/04/2019 Estimated in Actual in	nterest: 114.00 nterest:	
	Investment Return -	- Amou Receipt: Amou	unt: 38,000.00 unt:	
		Cancellation date:		
	F1         F2         F3         F4           F18         F18	Enter To Cancel (MM/DD/ F5	F16 to Exi           F12         F15           F12         F15           F3         F3	t 19.01.00
)	Action			
5	Enter the date (M	M/DD/CCYY) in the	Cancellation Date field	and select (Ent



Δ	PCG Dist=8991 Rel=19.01.00	03/21/2019 PCG 00	2 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 × I NV 02 00
	Investment number Serial no. Type Bank Amount Rate Fund	: 000201 : 1234567 : C : BK01 : 1,000.00 : 2.0000 : 199	St	atus: OPEN	
	Investment date Due date Actual date	3/21/2019 3/21/2020	Estimated interest: Actual interest:	20.05	
	Investment Return -	- Receipt:	Amount: 1 Amount:	,000.00	
ENTER F16	Enter to Continue           F1         F2         F3         F4           F18         F18         F18         F18         F18	F1=BROWSE, F5	F12=REDEEM, F18=CANCE	L F16 to Exit F12 F13 F31	19.01.00
ep	Action				
8	PCGenesis displ repeat this proce	ays the next of dure beginning	open investment wh ng at <i>Step 5</i> , or sele	here appropriate. I ct $\mathbf{F16}$ (F16) to	In this instance, eithe exit.
	Select F1 (F1	) to browse	to the next investme	ent record.	

A	PCC	G Dist=8	991 R	Rel=19.01.0	0 03/21	/2019	PCG 002	SV C:\D	EVSYS (	C:\SECON	D	WHIT	E	-	
						Fi	inancia	al Acco	ounting	g & Rep	orting				I NV 02 00
							1	Investi	ment Re	eview					
					Revi	ew Inv	vestmer	nts tha	at are	Due		F1			
					Revi	ew Ope	en Inve	estmen	ts			F2			
					Revi	ew Rec	leemed	Invest	tments			F3			
					Revi	ew All	L Inve	stment	5			F4			
					Revi	ew Sta	arting	with I	Number:	-		F5			
												E14			
									CXIC			FIO			
	<i>(</i>   )	F1 E	2   1	F3   F4	F5	1					F12		FIS Q		19.01.00
F16		F1	8										F31		
		ctio	n												
	A														
	A														
	A S	elect	F16	<b>(</b> ]	<b>516</b> ) t	o ret	urn to	o the	Finar	icial A	Accou	inting	& Rep	orting	– Investn

_	(e1=19.01.00 03/21/201)	9 FCG 002 3V C.(DEV313 C.(SECON	0 WHITE	- U	×
		Financial Accounting & Rep	orting	CA 03P	
FKey 		Investment Management			
_1	- Invest Funds				
_2 -	- Inquire/Redeem I	nvestments			
3 -	- List Investments				
M. 4.   11500.					
Master Userlist	ATTOR MONTOR				
Master Userlist	PAY VEND				
Master <sup>User</sup> list rte 10™ Wor 45 µ6 Action	PAY VEND				
Master Usetlist rte USE Worlds Fill Action Select Fis	₩₩₩₩₩ ₩₩₩₩ ₩₩₩₩ ₩₩₩ ₩ ₩ ₩ ₩ ₩ ₩	t) to return to the <i>Finar</i>	ncial Accounting &	: Reporting –	Ca
Master Userlist	FIG -Exit	t) to return to the <i>Finar</i>	acial Accounting &	<i>. Reporting</i> – <b>Master</b> ) to re	<i>Ca</i>

## **Procedure 2E: Printing the Investment Report**

PCG Dist=	8991 Rel=19.01.00 03/21/2019 PCG 0	002 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 ×
	Finan	cial Accounting & Reportin	g	MASTER1
	FKey 	Master Menu		
	1       Budget Account Master I         2       Purchase Order Process         3       Claim Processing Menu         4       Vendor Check Processing	Menu sing Menu ng Menu		
	5 Revenue Account Maste 6 Accounts Receivable Pri 7 Receipt Processing Men 8 Cash Management & Inv	r Menu ocessing Menu nu vestment Management Menu		
	9 Financial Reporting & M 10 Account Master Descript 11 General Ledger Account 12 Year End Processing Ma	onth/Yr-End Close Menu tion File Menu Master Menu enu		
	13       Special Functions Menu         14       Vendor Master Menu         15       Source Master Menu			
	20 File Reorganization			
Master <sup>User</sup> list F16 Ues 1				13.04.00
Actio	n			
l Selec	t 8 (F8 - Cash Man	agement & Investmen	t Management Me	enu).

PCG Dist	=8991 Rel=19.01.00 (	03/21/2019 PCG 002 S Financial	V C:\DEVSYS C:\SECON	O WHITE orting	_	CA GOP	×
	FKey	Cash Managem	ent & Investment	Management			
	Display E	Bank Balances					
	3 Investme	nt Processing Menu	I				
	9 Bank File	Menu					
Master <sup>User</sup> list F16	Norte PAY VEND						
Actio	on						
Selec	et <u>3</u> ( <b>F3</b> -	Investment P	rocessing Men	u).			

۵	PCG Dist=8991	Rel=19.01.00 03/21/2019	PCG 002 SV C:\DEVSYS Financial Accounti	C:\SECOND ing & Reporting	WHITE	— 🗆 Cao3p	×
	FKey		Investment Ma	anagement			
	1	Invest Funds					
	2	Inquire/Redeem Ir	vestments				
	3	List Investments					
Ma	aster <sup>User</sup> list						
F16	;~-  @⊜   ™®]	MONITOR MONITOR					
tep	Action						
3	Select	<b>3</b> ( <b>F3 -</b> List Ir	vestments).				

	PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE - X INU 83 88	<
	Investment Listing	
Т	o list the investments on the file, select one of the following options:	
	Open Investments Only F1	
	Redeemed Investments Only F2	
	Cancelled Investments Only F3	
	All Investment Activity F4	
ENTER	Exit F16	
F16		
	Action	
	Action Select the appropriate option to restrict the report's results:	
,	Action Select the appropriate option to restrict the report's results:	
 	Action         Select the appropriate option to restrict the report's results:         For Open investments:       Select 1 (F1 - Open Investments Only).	
	ActionSelect the appropriate option to restrict the report's results:For Open investments: Select 1 (F1 - Open Investments Only).For Redeemed investments: Select 2 (F2 -Redeemed Investments Only)	
ļ	Action         Select the appropriate option to restrict the report's results:         For Open investments:       Select 1 (F1 - Open Investments Only).         For Redeemed investments:       Select 2 (F2 - Redeemed Investments Only)         For Cancelled investments:       Select 3 (F3 - Cancelled Investments Only)	
	Action Select the appropriate option to restrict the report's results: For Open investments: Select 1 (F1 - Open Investments Only). For Redeemed investments: Select 2 (F2 - Redeemed Investments Only) For Cancelled investments: Select 3 (F3 - Cancelled Investments Only) For All investments: Select 4 (F4 - All Investment Activity)	
, ,	Action         Select the appropriate option to restrict the report's results:         For Open investments: Select 1 (F1 - Open Investments Only).         For Redeemed investments: Select 2 (F2 -Redeemed Investments Only)         For Cancelled investments: Select 3 (F3 - Cancelled Investments Only)         For All investments: Select 4 (F4 - All Investment Activity)         The Investment Listing Many and Jan Jan	
L	ActionSelect the appropriate option to restrict the report's results:For Open investments: Select 1 (F1 - Open Investments Only).For Redeemed investments: Select 2 (F2 -Redeemed Investments Only)For Cancelled investments: Select 3 (F3 - Cancelled Investments Only)For All investments: Select 4 (F4 - All Investment Activity)The Investment Listing Menu redisplays.	
, ,	Action         Select the appropriate option to restrict the report's results:         For Open investments: Select 1 (F1 - Open Investments Only).         For Redeemed investments: Select 2 (F2 -Redeemed Investments Only)         For Cancelled investments: Select 3 (F3 - Cancelled Investments Only)         For All investments: Select 4 (F4 - All Investment Activity)         The Investment Listing Menu redisplays.         Select Figure (F16) to return to the Financial Accounting & Paparting Investment	mant
, ,	Action         Select the appropriate option to restrict the report's results:         For Open investments:       Select 1 (F1 - Open Investments Only).         For Redeemed investments:       Select 2 (F2 - Redeemed Investments Only)         For Cancelled investments:       Select 3 (F3 - Cancelled Investments Only)         For All investments:       Select 4 (F4 - All Investment Activity)         The Investment Listing Menu redisplays.         Select 1 (F16) to return to the Financial Accounting & Reporting - Investment Management Menu	nent

	Image: Non-State         PCG Dist=8991         Rel=19.01.00         03/21/2019         PCG 002         SV         C:\SECOND         WHITE         —         —         X
	Financial Accounting & Reporting CA03P
	FKey Investment Management
	1 Invest Funds
	2 Inquire/Redeem Investments
	3 List Investments
	Master Userlist
Step	Action
_	Due = 2
6	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft Word, Salast Work (MS WORD)
	To print the report via wherosoft word. Select (WIS WORD).
	Follow the instructions provided in the <u><i>Technical System Operations Guide, User Interface</i></u>
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to
	create the macro necessary to use the feature where appropriate.
7	Soloot 55 (E16 Erit) to return to the Ein 1.1.4 (in the Day in Cal
/	Select (FIO -Exit) to return to the Financial Accounting & Reporting - Cash
	Management & Investment Management Menu, or select [Master] (Master) to return to the
	Business Applications Master Menu.

## E1. Listing of All Investment Activity – Example

REPORT I	DATE: 03-21-	-2019			LIST C	F ALL INVESTM	ENT ACTIVITY				PAGE	3
INVEST#	TYPE	BANK CHECK#	FND-F	AMOUNT	RATE	ESTIMATED INTEREST	ACTUAL INTEREST	DATE INVESTED	DATE DUE	DATE REDEEMED	STATUS	
000185	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-13	07-30-14	07-30-14	REDEEMED	)
000186	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00	114.00	12-04-13	12-04-14	12-04-14	REDEEMED	)
000187	CERT DEP	BK01 000000	100-0	1,036,622.51	0.1500	839.24	766.82	12-15-13	06-30-14	06-13-14	REDEEMED	) .
000188	CERT DEP	BK01 000000	100-0	1,037,389.33	0.1500	767.38	767.38	06-13-14	12-10-14	12-10-14	REDEEMED	)
000189	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-14	07-30-15	07-30-15	REDEEMED	) .
000190	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-14	12-04-15	12-04-15	REDEEMED	) .
000191	CERT DEP	BK01 000000	100-0	1,038,156.71	0.1500	767.95	767.95	12-10-14	06-08-15	06-08-15	REDEEMED	)
000192	CERT DEP	BK01 000000	100-0	1,038,924.66	0.1500	768.52	768.52	06-08-15	12-05-15	12-05-15	REDEEMED	)
000193	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.09		07-30-15	07-30-16	07-30-16	REDEEMED	)
000194	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.31	114.31	12-04-15	12-04-16	12-04-16	REDEEMED	)
000195	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-16	07-30-17	07-30-17	REDEEMED	)
000196	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-16	12-04-17	12-05-17	REDEEMED	)
000197	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00		07-30-17	07-30-18	07-30-18	REDEEMED	)
000198	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-17	12-04-18	12-04-18	REDEEMED	)
000199	CERT DEP	BK01 000000	720-0	11,000.00	0.3000	33.00	33.00	07-30-18	07-30-19	03-22-19	REDEEMED	)
000200	CERT DEP	BK01 000000	720-0	38,000.00	0.3000	114.00		12-04-18	12-04-19	03-21-19	CANCELLE	D
000201	CERT DEP	BK01 000000	199-0	1,000.00	2.0000	20.05		03-21-19	03-21-20		OPEN	

# *Topic 3: Maintaining the Bank File*

## **Procedure 3A: Adding a Bank Record**

	PCG Dist=8991 Rel=19.01.00 03/2	1/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE -	- 🗆 X
		Financial Accounting & Reportin	ig	MASTER1
	FKey 	Master Menu		
	1Budget Accord2Purchase 03Claim Proces4Vendor Chert	unt Master Menu der Processing Menu ssing Menu x Processing Menu		
	5 Revenue Ac 6 Accounts Re 7 Receipt Pro 8 Cash Manag	count Master Menu cceivable Processing Menu cessing Menu jement & Investment Management Menu		
	9 Financial R 10 Account Ma 11 General Lec 12 Year End P	porting & Month/Yr-End Close Menu ster Description File Menu ger Account Master Menu ocessing Menu		
	13 Special Fun 14 Vendor Mas 15 Source Mas	ctions Menu ter Menu ter Menu		
	_20 File Reorga	nization		
	Master Userlist PAY VEND			13.04.00
Step	Action			
1	Select 8 (F8 - C	ash Management & Investmen	t Management Mei	nu).

DCG	i Dist=8991 Rel=1	9.01.00 03/21/201	9 PCG 002 SV C: Financial Ac	\DEVSYS C:\SEC	COND Reporting	WHITE	_	CA O OP	×
	FKey	Cas	h Management	& Investme	nt Manageme	ent			
	D	isplay Bank Bal	ances						
	<u>3</u> Ir	vestment Proce	ssing Menu						
	<u>9</u> B	ank File Menu							
Master Use	"List Uord PAY MONITOR						-		
ep A	ction						-		
2 Se	elect 9	( <b>F9</b> – Bank	File Men	u).					

CG Dist=8991 Rel=19.01.0	0 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND Financial Accounting & Report	WHITE	– □ × Ca09p
FKey	Bank File Menu		
 _1 Bank I	ile Maintenance		
<u>5</u> Print E	ank File		
_15 Reven	ue Source Maintenance		
Master Userlist			
	K		
Action			
3 Select 1 (F1	- Bank File Maintenance)		

		PCG Dist=	8991 R	el=13.01	.00 04/0	2/2013	PCW 00	L C:	DEVSY	5 C:\	SECON	D	W	HITE		_ 8 ×	1
						Ba	nk Fil	e Mai	ntena	ance						CA 09P 01	
								_									
					В	ank ID											
							** Fin	d Mod	le **								
		ER to I	Positi F2	on Fild	e F3	2-Firs	t I	F5-Ne	F9	F	11-Ac F11	Id Rec F12	ord	F16	-Exit F15	13.01.00	
	F16																
Sten		Acti	on														
bitp		ncu															
4		Sele	ct	11 (]	F11	Add I	Reco	rd).									

🔲 pr	C Diet	-9001	Dol-13	2 0 1 00	04/0	2/2012	DCW 00			/s c.)	SECON	<b>`</b>	w	нтте			a y
e PC	a Dist-	-0391	Ker=1		0470	Ba	nk Fil	e Ma	ainten	ance			- WI			CAO	9P 01
					Ba	ank ID	:	-									
				Ba	Bani Ink Ad	< Name	-										
					Banl	< Cash	:			<u>00</u>							
				Ban B	ik Inv Jank S	vested Source	·:			<u>00</u>							
						•	•* Add	Mode	<mark>e **</mark>								
			ENTE	R to	Add I	Record			PF16	-Retu	ırn to	Find	Mode	•			
	F1	F2			F5				F9		F11	F12			F15	13.	01.00
F16																	

Step	Action
5	Enter the bank code in the <b>Bank ID</b> field.
6	Enter the name, up to thirty (30) characters, in the <b>Bank Name</b> field.
7	Enter the account number in the <b>Bank Account</b> field.
8	Do <u>not</u> enter a dollar amount in the <b>Bank Cash</b> field. <i>Enter cash through the Deposit procedure.</i>
9	Do <u>not</u> enter a dollar amount in the <b>Bank Invested</b> field. <i>Enter investments during the Investment procedure.</i>
10	<ul> <li>Enter the code or select the drop-down selection icon in the Bank Source field to choose the source code.</li> <li>This entry must be valid entry in the revenue Source file. Refer to Section G: Account Receivable Processing, Topic 3: Maintaining the Revenue Source File for instructions.</li> </ul>

Step	Action
11	Select (Enter).

	🔲 P	PCG Dist	=8991	Rel=13	.01.00	04/0	2/2013 P	PCW 001	C:\DEVS	75 C:\SEC	OND	WHIT	E	_	. 8 ×
							Ban	k File	Mainten	ance				CA 09P	01
						Ba Banl	ank ID: k Name:								
					Ba	ink Ad	ccount:								
					Ban	Banl ik Inv	k Cash: vested:			<u>00</u> 00					
					B	ank S	Source:		_						
							**	• Add M	lode **						
		F1	F2	ENTE	R to	Add H F5	Record		PF 16	-Return	to Find	Mode	F15	13.01	. 00
	F16	1													
D		Acti	on												
2		Sala	ot Fi		( <b>F</b> 1	<u>с</u> р	) o turmo	( . E	1.1.6	1 \ .		.1		•	

PCG Dist=8991 Rel=13.01.0	0 04/02/2013 PCW 0	01 C:\DEVSYS	C:\SECOND	WHITE	<u>_ 8 ×</u>
	Bank Fi	le Maintenand	ce		CA 09P 01
	Bank ID	•			
		nd Hada vy			
		.nu noue **			
ENTER TO Position File	F5	F5-Next F9	F11-Add Recor	d F16-Exit	13.01.00
F16					

Step	Action
13	Select <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting - Bank File Menu</i> .

PCG	5 Dist=8991 Rel	=19.01.00 03/21/2	019 PCG 002 SV	C:\DEVSYS C	:\SECOND	WH	ITE	_		<
			Financial	Accounting	& Report	ing			CA 09P	
	FKey		В	ank File M	lenu					
	1	Bank File Main	tenance							
	5	Print Bank File								
	15	Revenue Sourc	e Maintenance							
Manatana Use	et,		1 1		1 1		1 1			
F16										
	tion									
Sel	lect <u>F16</u>	<b>(F16 -</b> Exi	t) to return	to the F	inancia	l Accou	nting & I	Reporti	ng - Ca	ısh
Ma	inagemen	t & Investu	nent Mana	oement N	lenu oi	r select	Master (N	Iaster)	to retu	Irn
Bu	siness Ap	plications 1	Master Me	50 теп 1 пи.	<i>ienu</i> , 01			iustel)	10 1010	.111
	r i									

# **Procedure 3B:** Display/Update/Delete a Bank Record

## **3B.1.** Displaying and Updating a Bank Record

	PCG Dist=8991 Rel=19.01.00 03/3	1/2019 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE -	- 🗆 X
		Financial Accounting & Reportin	ig	MASTER1
	FKey 	Master Menu		
	1Budget Accord2Purchase O3Claim Proced4Vendor Ched	unt Master Menu rder Processing Menu ssing Menu xk Processing Menu		
	5 Revenue Ac 6 Accounts Re 7 Receipt Pro 8 Cash Manag	count Master Menu cceivable Processing Menu cessing Menu jement & Investment Management Menu		
	9 Financial R 10 Account Ma 11 General Lec 12 Year End P	porting & Month/Yr-End Close Menu ster Description File Menu ger Account Master Menu ocessing Menu		
	13 Special Fun 14 Vendor Mas 15 Source Mas	ctions Menu ter Menu ter Menu		
	_20 File Reorga	nization		
	Master Userlist PAY VEND			13.04.00
Step	Action			
1	Select <b>8</b> ( <b>F8 - C</b>	ash Management & Investmen	t Management Me	nu).

A	PCG Dist=8991 Rel	=19.01.00 03/21/2019	PCG002 SV C:\E	DEVSYS C:\SECOND ounting & Report	WHITE	- (	□ × Cagop	
	FKey	Cas	h Management	& Investment Man	agement			
	1	Display Bank Bala	ances					
	3	Investment Proces	ssing Menu					
	9	Bank File Menu						
						1		
Master	Uter Word PA	Y VEND MONITOR						
ep	Action							
2	Select 9	( <b>F9</b> – Bank	File Menu	).				

PCG Dist=8991 Rel=	9.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECON	ND WHITE	- 🗆 X
	Financial Accounting & Re	porting	CA 09P
FKey	Bank File Menu		
E	ank File Maintenance		
5 F	rint Bank File		
15 F	evenue Source Maintenance		
Master <sup>User</sup> list			
	MONITOR		
p Action			
3 Select 1	(F1 – Bank File Maintenance).		

	E PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Bank File Maintenance	CA09P01
	Bank ID	
	** Find Mode **	
	ENTER to Position File       F2-First       F5-Next       F11-Add Record       F16-Exit         MTEV       F1       F2       F5       F9       F11       F12       F15         F16       F10       F10       F10       F10       F10       F10       F10         F16       F10       F10       F10       F10       F10       F10       F10	13.01.00
Step	Action	
4	Enter the bank code or select the drop-down selection icon $\blacksquare$ in the <b>B</b> select $\blacksquare$ (Enter).	ank ID field, and

E PCG Dist=8991 Rel=13.01.00 04/02/20	3 PCW 001 C:\DEV5YS C:\SECOND WHITE	_ 🗗 🗙
	Bank File Maintenance	0107101
Bank	ID: BK08	
Bank Na	me: FNB 008 OF SMITH CITY	
Bank Accou	nt: 11 111 1118	
Bank Ca	sh: 3193475.85	
Bank Invest	ed: .00	
Bank Sour	ce: 97 SOURCE 000097	
	** Displau Mode **	
F2-Firct F5-Nevt F0-Phane	e Record F12-Delete F16-Return to Find Mode	
F1 F2 F5	F9         F11         F12         F15	13.01.00
F16		
Step Action		
		1

For bank file record modifications: Select **F9** (F9 - Change Record).

🔲 PCG Dist=8991 Rel	=13.01.00 04/02/2013 PG	CW 001 C:\DEV9	YS C:\SECON	D W	HITE	<u>_8 ×</u>	
	Bank	k File Mainte	nance			CA 09P 01	
	Bank ID.	88.08					
	Dank ID.						
	ванк мане:	<u>rnb 998 ur -</u>	SPILLIN CITY				
	Bank Account:	<u>11 111 1118</u>					
	Bank Cash:	3193475	.85				
	Bank Invested:		. 00				
	Bank Source:	<u> </u>	JRCE 00	0097			
** Modify Mode **							
EN EN	<b>NTER to Change Recor</b>	'd F1-I	Return to I	Display			
ENTER F1 F2	E5	E9	E11	F12	E15	13.01.00	

Step	Action
6	Make the appropriate changes to the <b>Bank Name</b> , <b>Bank Account</b> , and <b>Bank Source</b> fields where appropriate.
7	Select (Enter).

C	PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND W Bank File Maintenance Bank ID: BK08 Bank Name: FNB 008 OF SMITH CITY GEORGIA Bank Account: 11 111 1118 Bank Cash: 3193475.85	HITE _ [2] ×] CA09P 01	
	Bank Invested: _ 00 Bank Source: 97 SOURCE 000097		
	** Display Mode **         F2-First       F5-Next       F9-Change       Record       F12-Delete       F16-Return         F1       F2       F5       F9       F11       F12         F16       F3       F3       F1       F12	to Find Mode F15 13.01.00	
Step 8	Action Select <b>FIG</b> - Return to Find Mode) to return to the	e Bank File Maintenance En	try screei

	E PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Bank File Maintenance	CH 097 01
	Bank ID	
	** Find Mode **	
	ENTER to Position File         F2-First         F5-Next         F11-Had         Record         F10-F           MTW         F1         F2         F5         F9         F11         F12         F	13.01.00
	F16	
Step	Action	
9	Soloot FIE (F16 Exit) to roturn to the Eingeneigh Association	A Poporting Dank File Mar
	Select (F10 - Exit) to return to the Financial Accounting	g & Keporting - Bank File Men

PCG Dist=8991 Rel:	=19.01.00 03/21/2019 PCG 002	SV C:\DEVSYS C:\SECOND	WHITE	- 0	×
	Financia	al Accounting & Repor	ting	CA 09P	
FKey		Bank File Menu			
1	Bank File Maintenance				
5	Print Bank File				
15	Revenue Source Maintenar	nce			
Martin licet.					
Master Ulast	Y VEND				
Action					
Action					
Select F16	(F16 -Exit) to retu	arn to the Financia	al Accounting & H	Reporting - C	ash
Managemen	t & Investment Mar	nagement Menu, c	or select Master (N	faster) to ret	urn
Business App	plications Master N	Ienu.	× ×	,	

## **3B.2.** Deleting a Bank Record

	PCG Dist=8991 Rel=19.0	1.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECON	D WHITE	- 🗆 🗙	
		Financial Accounting & Rep	porting	MASTER1	
	FKey 	Master Menu			
	1 Bud 2 Pur 3 Clai 4 Ven	get Account Master Menu chase Order Processing Menu m Processing Menu dor Check Processing Menu			
	5 Rev 6 Acc 7 Rec 8 Cas	enue Account Master Menu punts Receivable Processing Menu eipt Processing Menu h Management & Investment Management Me	nu		
	9 Fina 10 Acc 11 Gen 12 Yea	ncial Reporting & Month/Yr-End Close Menu ount Master Description File Menu eral Ledger Account Master Menu r End Processing Menu			
	13 Spe 14 Ven 15 Sou	cial Functions Menu dor Master Menu rce Master Menu			
	<u>20</u> File	Reorganization			
	Master Userlist PAY	ENDR		13.04.00	
Step	Action				
1	Select 8 (I	<b>8 -</b> Cash Management & Invest	tment Management	Menu).	

	FKey  _1 _3	Cash - Display Bank Bala - Investment Proces	Management & I nces sing Menu	investment Manag	ement										
		- Display Bank Bala - Investment Proces	nces sina Menu												
	3 -	- Investment Proces	sina Menu		1 Display Bank Balances										
		3 Investment Processing Menu													
	9 Bank File Menu														
	Master <sup>User</sup> list F16 P														
en	Action														
2	Select 9	(FQ _ Bank	File Menu)												

PCG Dist=8991	Rel=19.01.00 03/21/2019 PCG 002 SV C:\ Financial Ac	DEVSYS C:\SECOND	WHITE -	
FKeu	Ban	k File Menu		01071
	Bank File Maintenance			
5	Print Bank File			
15	Revenue Source Maintenance			
M . [ Hen ] [			1 1 1	
Master <sup>oser</sup> list	PAY VEND			
ep Action				
3 Select	( <b>F1</b> – Bank File Maint	enance).		

🔲 PCG Dist=8991 Rel=13.	01.00 04/02/2013 PCW 001 C:\DEV5Y	S C:\SECOND WHITE	
	Bank File Maintena	ance	CA 89P 81
	Bank ID 💌		
	** Find Mode **		
ENTER to Position Fi	le F2-First F5-Next	F11-Add Record F16-E	xit 13.01.00
Action			
ACUOII			
Enter the ban	k code or select the drop-d	lown selection icon 🗾 i	n the <b>Bank ID</b> field
PCG Dist=8991 Rel=13.01.00 04/02/2013 P Bank Bank ID: Bank Name: Bank Account: Bank Cash: Bank Invested: Bank Source:	CW 001 C:\DEVSYS C:\SECOND WHITE & File Maintenance BK15 BANK OF ATLANTA 22 22 22222 5246852.24 .00 21 SOURCE 000021	CA09P01	
---	---	----------	
F2-First         F5-Next         F9-Change         Ru           ENTER         F1         F2         F5         F5           F16         F2         F5         F5         F5	ecord F12-Delete F16-Return to Find Mode F9 F11 F12 F15 F15 F15	13.01.00	
Step Action			
5 Select F12 (F12 - Delete	Record).		

	CG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Bank File Maintenance	CA 09P 01
	Bank ID: BK15	
	Bank Name: BANK OF ATLANTA	
	Bank Account: 22 22 22222	
	Bank Cash: 5246852.24	
	Bank Invested: .00	
	Bank Source: 21 SOURCE 000021	
	** Delete Mode **	
ENTER	ENTER to Delete Record F1-Return to Display	13.01.00
F16		
ep	Action	
6	Varify Delete Mode displays and select [Firther to Delete Percent	Ð
	Verify Detete mode displays, and select (Enter to Detete Record	1).

	E PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Bank File Maintenance	0107101
	Bank ID: BK01	
	Bank Name: FNB 001 OF SMITH CITY	
	Bank Account: 11 111 1111	
	Bank Cash: 706466.42	
	Bank Invested: .00	
	Bank Source: 71 SOURCE 000071	
	Previous Record Deleted ** Display Mode **	
	F2-First F5-Next F9-Change Record F12-Delete F16-Return to Find Mode	13.01.00
Ston	Action	
Step	Action	
7	Verify "Previous Record Deleted" displays, and select <b>FIG</b> (F16	- Return to Find Mo

	PCG Dist=8991 Rel=13.01.00 04/02/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE		
	Bank File Maintenance	CH09P01	
	Bank ID		
	** Find Made **		
	ENTER to Position File F2-First F5-Next F11-Add Record F16-Fxit		
	F1         F2         F5         F9         F11         F12         F15	13.01.00	
Step	Action		
8	Select <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Report</i>	rting - Bank File Me	enu

▶ PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -	
Financial Accounting & Reporting	CA 09P
FKey Bank File Menu	
1 Bank File Maintenance	
5 Print Bank File	
15 Develope Maintenance	
<u>15</u> Revenue Source Maintenance	
Master UserList Word A PAY VEND	
Action	
	. ~ -
Select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to return to the <i>Financial Accounting &amp; Report</i>	ing - Cash
Select <b>FIG</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Report</i> Management & Investment Management Menu, or select Master (Master	<i>ing - Casl</i> ) to return

PCG Dist=8991	Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	- 🗆 ×
	Financial Accounting & Reporting	MASTER1
FKey	Master Menu	
1 2 3 4	<ul> <li>Budget Account Master Menu</li> <li>Purchase Order Processing Menu</li> <li>Claim Processing Menu</li> <li>Vendor Check Processing Menu</li> </ul>	
5 6 7 8	<ul> <li>Revenue Account Master Menu</li> <li>Accounts Receivable Processing Menu</li> <li>Receipt Processing Menu</li> <li>Cash Management &amp; Investment Management Menu</li> </ul>	
9 10 11 12	<ul> <li>Financial Reporting &amp; Month/Yr-End Close Menu</li> <li>Account Master Description File Menu</li> <li>General Ledger Account Master Menu</li> <li>Year End Processing Menu</li> </ul>	
13 14 15	Special Functions Menu Vendor Master Menu Source Master Menu	
_20	File Reorganization	
er <sup>User</sup> list Des Words	PONTION MONITOR	13.04.00
Action		
Select	8 (F8 - Cash Management & Investment Management Me	enu).
	PCG Dist=8991	PCG Dist=8991       Rel=19.01.00       03/21/2019       PCG 002       SV CADEVSYS       CASECOND       WHITE         Financial Accounting & Reporting         FKey       Naster Menu         1        Budget Account Master Menu         Purchase Order Processing Menu         3        Claim Processing Menu

## **Procedure 3C: Printing the Bank Master File**

	FKey  133	Display Bank	Cash Managemen Balances	nt & Investme	ent Managem	ent		
	1	Display Bank	Balances					
	3							
		Investment Pr	ocessing Menu					
	9	Bank File Men	u					
	Master <sup>User</sup> list F16 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)							
en	Action		I			1 1		
2	Select	9 (FQ_Ra	nk File Mer	)				

DCG [	Dist=8991 Rel=19.01.00 03/21	/2019 PCG 002 SV C:\DEVSYS	C:\SECOND g & Reporting	WHITE -	- 🗆 × Ca09p
	FKey	Bank File	Menu		
	 _1 Bank File Ma	intenance			
	_5 Print Bank Fil	e			
	15 Revenue Sou	rce Maintenance			
Master <sup>User</sup> li	t PAY VEND				
F16 1- U	MONITOR MONITOR				
ep Ac	tion				
3 Sel	ect <b>5</b> ( <b>F5</b> - Pr	int Bank File).			

	PCG Dist=8991 Rel=19.01.00 03/21/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE − □ ×
	Financial Accounting & Reporting CA09P
	FKey Bank File Menu
	1 Bank File Maintenance
	5 Print Bank File
	15 Revenue Source Maintenance
	Master Userlist
Step	Action
4	The Bank File Menu redisplays.
5	 ∫ue≡₀
U	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 <i>Technical System Operations Guide</i> User Interface
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
6	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
6	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.         Select <b>FIG</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Reporting – Cash</i>
6	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.         Select rise       (F16 -Exit) to return to the Financial Accounting & Reporting – Cash Management & Investment Management Menu, or select Master (Master) to return to the

## C1. Bank File Listing - Example

тр	NAME	ACCOUNT	CIER	TNUESTED	SOUDCE	SOPT
BK01	FNB 001 OF SMITH CITY	11 111 1111	706,466.42	0.00	000071	
BK02	FNB 002 OF SMITH CITY	11 111 1112	12,967,880.09	0.00	000162	
BK03	FNB 003 OF SMITH CITY	11 111 1113	439,494.41	0.00	000071	
BK04	FNB 004 OF SMITH CITY	11 111 1114	0.00	0.00	000163	
BK05	FNB 005 OF SMITH CITY	11 111 1115	550,803.28	0.00	000163	
BK06	FNB 006 OF SMITH CITY	11 111 1116	0.00	0.00	000163	
BK07	FNB 007 OF SMITH CITY	11 111 1117	161,003.43	0.00	000147	
BK08	FNB 008 OF SMITH CITY GEORGIA	11 111 1118	3,193,475.85	0.00	000097	1
BK09	FNB 009 OF SMITH CITY	11 111 1119	377,441.97	0.00	000097	2
BK10	FNB 010 OF SMITH CITY	11 111 1120	1,509.92	0.00	000097	
BK11	FNB 011 OF SMITH CITY	11 111 1121	633,049.25	0.00	000097	
BK12	FNB 012 OF SMITH CITY	11 111 1122	266,163.72-	0.00	000097	
			18,764,960.90	0.00		

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