PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

| 12/11/2023 | Section K: Accounts Master Description Processing, V2.5 |

Revision History

Date	Version	Description	Author
12/11/2023	2.5	23.04.00 – Add flag to Fund descriptions.	D. Ochala
04/04/2017	2.4	17.01.00 – Update screenshots.	D. Ochala
03/04/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
03/31/2011	2.2	11.01.00 – Added new field 'Facility Code' to Fund code. Updated program navigation.	D. Ochala
10/04/2010	2.1	10.03.00 – Added new field 'Program Type' to Program code. Updated program navigation.	D. Ochala
07/11/2006	2.0	09.01.00 – Updated screenshots, no procedural changes.	C. W. Jones

Table of Contents

Overview

The *Account Master Description* file contains the description of the "pieces" of the 30-digit account number. These account "pieces" are entered in the *Yr Fnd F Prgm Fnct Objct Fcty B Addt'l* fields of a general ledger account. The *Account Master Description* file also provides the descriptions of the account number on various Financial Accounting and Reporting (FAR) system reports, and determines if the account number is valid when entered in PCGenesis.

	Account Master Description File		
Code	**Field Name**	**Field Size**	**Field Description**
01	Year	2	Year
02	Fund	3	Fund
03	Fiscal Year	1 – Not Used	Fiscal Year
04	Program	4	Program Code
05	Function	4	Function Code
06	Object	5 (2 Local Use)	Object Code
07	Facility/Building	5 (4-Digit Facility Code and the 1-Digit Building Code)	Facility/Building
08	Additional	6 - Optional	Additional Code
09	Revenue Source	4	Source Code
10	Balance Sheet	4	Balance Sheet Account Code

PCGenesis also allows the *Account Master Description* file's contents to be printed as needed.

Topic 1: Adding/Updating/Deleting an Account Master Description File Record

Procedure A: Adding an Account Master Description File Record
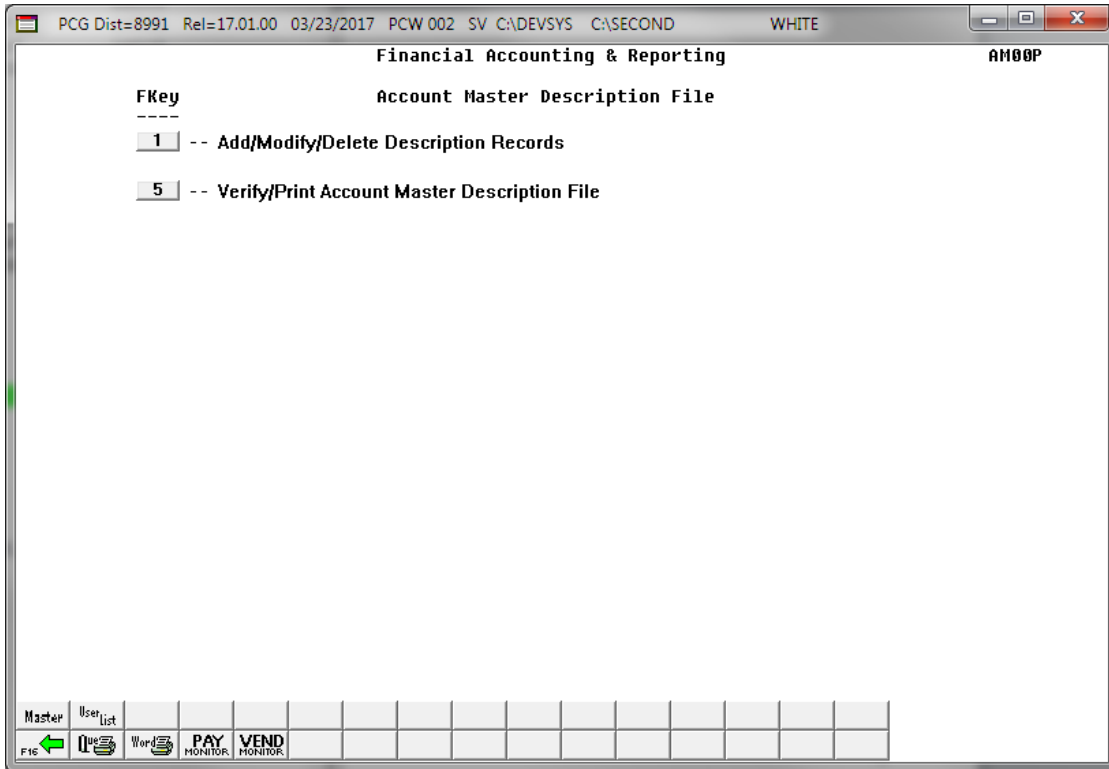
Step	Action
1	From the *Business Applications Master Menu*, select __1__ (**F1** - Financial Accounting & Reporting System).

The following screen displays:
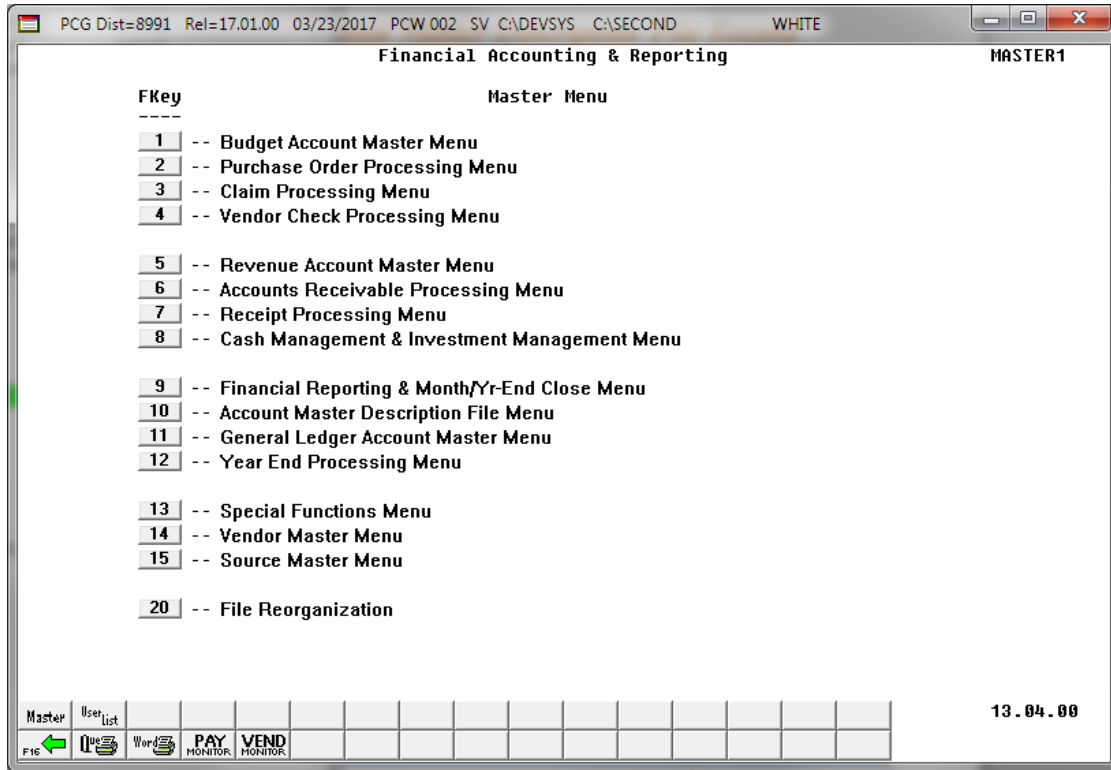
Step	Action
2	Select __10__ (**F10** - Account Master Description File Menu).

The following screen displays:

Step	Action
3	Select [1] (**F1** - Add/Modify/Delete Description Records).

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV  K:\SYSTEM   K:\SECOND        WHITE          —    □    ×
                                                                                                   NAME 02 00
                              Account Master Description File Maintenance


                                          Type      _
                                          Number      00

              TYPE  NAME                       CODE
               01 = Year                       2-digits
               02 = Fund                       3-digits          Proprietary or Governmental
               03 = Fiscal Year                1-digit
               04 = Program                    4-digits          Federal, State, Local or Other
               05 = Function                   4-digits
               06 = Object                     5-digits
                    (The first 3 digits utilize the state chart of accounts object code.
                    The last 2 digits, 01-99, may be used for local activity.
                    Otherwise, enter 00.)
               07 = Facility/Building          5-digits
                    (The first 4 digits represent the facility (school) code found in the
                    D.O.E. directory. The last digit represents the building code.)
                    (Current Year Eligible Must be 'N' or 'Y'.)
               08 = Additional                 6-digits
               09 = Revenue Source             4-digits
               10 = Balance Sheet              4-digits




                                           ** Find Mode **
               (ENTER)-Position File    F1-First    F2-Next   F11-Add Mode    F16-Exit
             ENTER  First  Next  Prev                    F9   F9         F11    🗑              23.04.00
              F16
```

Step	Action
4	Select **F11** (**F11 -** Add Mode).

The following screen displays:

```
A    PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV  K:\SYSTEM  K:\SECOND        WHITE                  —    □    ×
                                                                                                          NAME 0200
                           Account Master Description File Maintenance


                                    Type     __
                                  Number     ___00
                     Fund Type (G or E)     _         (Only Type 'G' Funds < 700 print on the DE0046)
                           Description     _____
                Non-Revenue/Non-Expense     _
               Current Year Eligible?:     _  (Indicate CYR Eligible is Y=Yes or N=No)
              Program Type (F S L or O)     _  (F=Federal S=State L=Local O=Other)

            TYPE      NAME         LENGTH
            01   Year              2
            02   Fund              3
            03   Fiscal Year       1
            04   Program           4
            05   Function          4
            06   Object            5
            07   Facility/Building 5
            08   Additional        6
            09   Revenue Source    4
            10   Balance Sheet     4




                                    ** Add Mode **
       ENTER-Validate    F8-Save    F16-Return
   ENTER ✓ First  Next  Prev                    F9 💾  F9      F11  🗑                            23.04.00
   F16 ⬅
```

Step	Action
5	Verify *"** Add Mode **"* displays and enter the record's type in the **Type** field. *For example '01' for "Year".*
6	Enter the record's code in the **Number** field. *For example '26' for "FY26".* *The length (number of characters), is determined by the type of record entered. Valid entries for the fields are provided in the GaDOE Chart of Accounts located at:* *http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/LUAS-Manual.aspx*

Step	Action
7	For **Type 02** (Fund) records: Enter **G** (Governmental) or **E** (Entity-wide) in the **Fund Type (G or E)** field. This flag is used by the *DE-0046 Budget Report* to <u>exclude</u> the *'Entity-wide'* (**E**) funds.
	The *Create DE0046 Transmission File* program should <u>not</u> pick up funds greater than 699 for the *DE-0046 Budget* (**B**) report. Therefore, all funds less than 700 are required to be *'Governmental'* (**G**) funds. The user may flag funds greater than 699 as either *'Entity-wide'* (**E**) or *'Governmental'* (**G**).
	The *DE-0046 Budget* (**B**) report extracts only *'Governmental'* (**G**) funds. The *DE-0046 Actuals* (**F**) report will continue to extract <u>all</u> funds with any activity, including both *'Entity-wide'* (**E**) and *'Governmental'* (**G**) funds.
	For **Type 02** (Fund) records, for School Nutrition Funds (Funds 600 – 699 inclusive): Enter the facility that the fund represents or select the drop-down selection icon ▼ within the **Facility** field. The Facility field is used in the *School Nutrition Online Reporting System (DE-106)*.
	Also note that systems should treat School Food Services (SFS) funds 600 – 6XX as Governmental (G) funds, not Entity-wide (E) funds. Consult with Financial Review before deciding to treat a fund as "Entity-wide".
8	Enter the record's description up to fifteen (15) characters, in the **Description** field.
9	For **Type 05** (Function) records and **Type 09** (Revenue Source) records:
	For Revenue and Expenditure account additions: Leave the **Non-Revenue/Non-Expense** field blank.
	For Revenue and Expenditure source additions: Enter **N** (No) in the **Non-Revenue/Non-Expense** field, e.g. an in-and-out Revenue Source or Function.
	Blank entries or the entry of any other character indicates the Source or Function is a normal Expense Function or Revenue Source.
10	For **Type 07** (Facility/Building) records:
	Enter **Y** (Yes) or **N** (No) in the **Current Year Eligible?** field.
11	For **Type 04** (Program) records:
	Enter **F** (Federal), **S** (State), **L** (Local) or **O** (Other) in the **Program Type** field.
12	After verifying the entries are correct, select [ENTER✓] (**Enter**) to validate.

The following screen displays:

Step	Action
13	Verify *"Validation Successful"* displays, and select ![F9 Save icon] (**F8** - Save) to add the record.

The following screen displays:

Step	Action
14	Verify *"Record Created"* displays, and select (**ENTER** to continue) to return to *Add Mode*.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND      WHITE      ─   □   ✕  │
│                                                                          NAME 0200 │
│                          Account Master Description File Maintenance               │
│                                                                                   │
│                                                                                   │
│                                     Type   __                                     │
│                                   Number     00                                   │
│                    Fund Type (G or E)  _      (Only Type 'G' Funds < 700 print on the DE0046) │
│                         Description  _____                              │
│              Non-Revenue/Non-Expense  _                                           │
│                 Current Year Eligible?:  _ (Indicate CYR Eligible is Y=Yes or N=No) │
│              Program Type (F S L or O)   _ (F=Federal S=State L=Local O=Other)    │
│                                                                                   │
│            TYPE      NAME         LENGTH                                          │
│            01  Year             2                                                 │
│            02  Fund             3                                                 │
│            03  Fiscal Year      1                                                 │
│            04  Program          4                                                 │
│            05  Function         4                                                 │
│            06  Object           5                                                 │
│            07  Facility/Building 5                                                │
│            08  Additional       6                                                 │
│            09  Revenue Source   4                                                 │
│            10  Balance Sheet    4                                                 │
│                                                                                   │
│                                                                                   │
│                                   ** Add Mode **                                  │
│        ENTER-Validate    F8-Save    F16-Return                                    │
│  ENTER ✓ First  Next  Prev │  │  │  │ F9 🖫  F9 │ F11 🗑 │  │             23.04.00 │
│  F16 ←                                                                            │
└─────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
15	Select ![F16] (**F16** – Exit) to return to *Find Mode*.

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV  K:\SYSTEM  K:\SECOND          WHITE          —   □   ×
                                                                                              NAME 0200
                              Account Master Description File Maintenance


                                      Type      _
                                      Number       00

          TYPE  NAME                  CODE
           01 = Year                  2-digits
           02 = Fund                  3-digits        Proprietary or Governmental
           03 = Fiscal Year           1-digit
           04 = Program               4-digits         Federal, State, Local or Other
           05 = Function              4-digits
           06 = Object                5-digits
                (The first 3 digits utilize the state chart of accounts object code.
                The last 2 digits, 01-99, may be used for local activity.
                Otherwise, enter 00.)
           07 = Facility/Building     5-digits
                (The first 4 digits represent the facility (school) code found in the
                D.O.E. directory. The last digit represents the building code.)
                (Current Year Eligible Must be 'N' or 'Y'.)
           08 = Additional            6-digits
           09 = Revenue Source        4-digits
           10 = Balance Sheet         4-digits




                                          ** Find Mode **
          (ENTER)-Position File    F1-First    F2-Next    F11-Add Mode    F16-Exit
          ENTER  First  Next  Prev                    F9   F9   F11   🗑                    23.04.00
          F16
```

Step	Action
16	**To display the added record:** Repeat the *Steps 5 – 6* entries in the **Type** and **Number** fields, and select ![ENTER] (**Enter**) to position the file.

The following screen displays:

Step	Action
17	Select (**F16** – Exit) to return to *Find Mode*. Select (**F1** - First), (**F2** - Next), or (**F3** - Prev) to display other *Account Master Description File* records.

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND       WHITE          —    □    ×
                                                                                                NAME 0200
                             Account Master Description File Maintenance

                                        Type      _
                                        Number      00

            TYPE  NAME                    CODE
             01 = Year                    2-digits
             02 = Fund                    3-digits         Proprietary or Governmental
             03 = Fiscal Year             1-digit
             04 = Program                 4-digits         Federal, State, Local or Other
             05 = Function                4-digits
             06 = Object                  5-digits
                  (The first 3 digits utilize the state chart of accounts object code.
                  The last 2 digits, 01-99, may be used for local activity.
                  Otherwise, enter 00.)
             07 = Facility/Building       5-digits
                  (The first 4 digits represent the facility (school) code found in the
                  D.O.E. directory. The last digit represents the building code.)
                  (Current Year Eligible Must be 'N' or 'Y'.)
             08 = Additional              6-digits
             09 = Revenue Source          4-digits
             10 = Balance Sheet           4-digits




                                        ** Find Mode **
            (ENTER)-Position File    F1-First    F2-Next    F11-Add Mode    F16-Exit
          ENTER                                       F9    F9          F11                  23.04.00
            ✓  First  Next  Prev
          F16
```

Step	Action
18	Select [F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Account Master Description File Menu*.

The following screen displays:

Step	Action
19	Select ![F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

Procedure B: Updating an Account Master Description File Record

```
PCG Dist=8991  Rel=17.01.00  03/23/2017  PCW 002  SV C:\DEVSYS  C:\SECOND          WHITE
                              Financial Accounting & Reporting                    MASTER1

           FKey                          Master Menu
           ----
            1   -- Budget Account Master Menu
            2   -- Purchase Order Processing Menu
            3   -- Claim Processing Menu
            4   -- Vendor Check Processing Menu

            5   -- Revenue Account Master Menu
            6   -- Accounts Receivable Processing Menu
            7   -- Receipt Processing Menu
            8   -- Cash Management & Investment Management Menu

            9   -- Financial Reporting & Month/Yr-End Close Menu
           10   -- Account Master Description File Menu
           11   -- General Ledger Account Master Menu
           12   -- Year End Processing Menu

           13   -- Special Functions Menu
           14   -- Vendor Master Menu
           15   -- Source Master Menu

           20   -- File Reorganization


                                                                        13.04.00
  Master  User
          list
   F16    Que   Word   PAY     VEND
                       MONITOR MONITOR
```

Step	Action
1	Select **10** (**F10** - Account Master Description File Menu).

The following screen displays:

Step	Action
2	Select [1] (**F1** - Add/Modify/Delete Description Records).

The following screen displays:

Step	Action
3	Verify *"** Find Mode **"* displays and enter the record's type in the **Type** field.
4	Enter the record's code in the **Number** field. *The length, (number of characters), is determined by the type of record entered. Valid entries for the fields are provided in the GaDOE Chart of Accounts located at: http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/LUAS-Manual.aspx*
5	Select **ENTER** (**Enter**) to position the file. Select **First** (**F1** - First) to display the first record in the file. Select **Next** (**F2** - Next) to display the next record in the file after the specified **Type** and **Number** key.

The following screen displays:

Step	Action
6	Select ![F9] (**F9** – Modify) to modify the record.

The following screen displays for record **Type 01**, Fiscal Year:

The following screen displays for record **Type 02**, Fund (non-school food service funds):

The following screen displays for record **Type 02**, Fund (school nutrition funds 600 – 699 inclusive):

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE          —   □   ×
                                                                                          NAME 0200
                            Account Master Description File Maintenance

                                             Fund

                              Type      2
                            Number        606    Facility: 1011 ▼  Location 0101
                      Fund Type (G or E)   G      (Only Type 'G' Funds < 700 print on the DE0046)
                           Description   Fund 606




                                       ** Modify Mode **
          ENTER-Validate    F8-Save    F16-Return
    ENTER ✔  First  Next  Prev                        F9 💾  F9      F11   🗑                      23.04.00
    F16 ⬅
```

The following screen displays for record **Type 03**, Fiscal Year:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE          —   □   ×
                                                                                          NAME 0200
                            Account Master Description File Maintenance

                                          Fiscal Year

                              Type      3
                            Number        00

                           Description   UNSPECIFIED




                                       ** Modify Mode **
          ENTER-Validate    F8-Save    F16-Return
    ENTER ✔  First  Next  Prev                        F9 💾  F9      F11   🗑                      23.04.00
    F16 ⬅
```

The following screen displays for record **Type 04**, Program:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND       WHITE            —   □   ×
                                                                                        NAME 0200
                              Account Master Description File Maintenance

                                             Program

                                     Type     4
                                   Number     1411

                               Description   HANDS ON MATH__

                Program Type (F S L or O)     O  (F=Federal S=State L=Local O=Other)















                                          ** Modify Mode **
              ENTER-Validate     F8-Save     F16-Return
          ENTER ✓  First  Next  Prev                        F9 💾  F9        F11   🗑                          23.04.00
          F16 ⬅
```

The following screen displays for record **Type 05**, Function:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND       WHITE            —   □   ×
                                                                                        NAME 0200
                              Account Master Description File Maintenance

                                             Function

                                     Type     5
                                   Number     1768

                               Description   TITLE VI INNOV.
                               Non-Expense    _

















                                          ** Modify Mode **
              ENTER-Validate     F8-Save     F16-Return
          ENTER ✓  First  Next  Prev                        F9 💾  F9        F11   🗑                          23.04.00
          F16 ⬅
```

The following screen displays for record **Type 06**, Object:

The following screen displays for record **Type 07**, Facility/Building:

The following screen displays for record **Type 08**, Additional:

The following screen displays for record **Type 09**, Revenue Source:

The following screen displays for record **Type 10**, Balance Sheet:

Step	Action
7	Verify *"** Modify Mode **"* displays, make the appropriate modifications within the **Description** field, and select ![ENTER] (**Enter**) to validate.

The following screen displays:

Step	Action
8	Verify *"Validation Successful"* displays, and select ![F8 Save icon] (**F8** - Save) to update the record.

The following screen displays:

Step	Action
9	Select F16 (**F16** – Exit) to return to *Find Mode*.
	Select First (**F1 -** First), Next (**F2 -** Next), or Prev (**F3 -** Prev) to display other *Account Master Description File* records.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND    WHITE     │  ─   □   ✕   │
│                                                                                NAME 0200   │
│                        Account Master Description File Maintenance                         │
│                                                                                           │
│                                                                                           │
│                               Type      1_                                                 │
│                               Number         25                                           │
│                                                                                           │
│        TYPE   NAME                     CODE                                                │
│         01 = Year                      2-digits                                            │
│         02 = Fund                      3-digits         Proprietary or Governmental        │
│         03 = Fiscal Year               1-digit                                             │
│         04 = Program                   4-digits         Federal, State, Local or Other     │
│         05 = Function                  4-digits                                            │
│         06 = Object                    5-digits                                            │
│             (The first 3 digits utilize the state chart of accounts object code.          │
│             The last 2 digits, 01-99, may be used for local activity.                      │
│             Otherwise, enter 00.)                                                          │
│         07 = Facility/Building         5-digits                                            │
│             (The first 4 digits represent the facility (school) code found in the         │
│             D.O.E. directory. The last digit represents the building code.)                │
│             (Current Year Eligible Must be 'N' or 'Y'.)                                    │
│         08 = Additional                6-digits                                            │
│         09 = Revenue Source            4-digits                                            │
│         10 = Balance Sheet             4-digits                                            │
│                                                                                           │
│                                                                                           │
│                                          ** Find Mode **                                   │
│         (ENTER)-Position File    F1-First    F2-Next   F11-Add Mode    F16-Exit            │
│  ENTER ✓│ First │ Next │ Prev │    │    │    │ F9 🖫 │ F9 │ F11 │ 🗑 │    │    │  23.04.00   │
│  F16 ⬅ │      │      │      │    │    │    │      │    │     │   │    │    │             │
└─────────────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
10	Select (**F16 -** Exit) to return to the *Financial Accounting & Reporting - Account Master Description File Menu.*

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ■ PCG Dist=8991  Rel=17.01.00  03/23/2017  PCW 002  SV  C:\DEVSYS  C:\SECOND        WHITE       ─ □ ✕ │
│                          Financial Accounting & Reporting                    AM00P           │
│        FKey                   Account Master Description File                                 │
│        ────                                                                                   │
│         1  -- Add/Modify/Delete Description Records                                           │
│                                                                                              │
│         5  -- Verify/Print Account Master Description File                                    │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│                                                                                              │
│ Master User                                                                                  │
│ List                                                                                         │
│ F16  Que  Word  PAY  VEND                                                                     │
│            MONITOR MONITOR                                                                    │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
11	Select ⬅ **F16** (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select **Master** (**Master**) to return to the *Business Applications Master Menu.*

Procedure C: Deleting an Account Master Description File Record

Step	Action
1	Select **10** (**F10** - Account Master Description File Menu).

The following screen displays:

Step	Action
2	Select ___1___ (**F1** - Add/Modify/Delete Description Records).

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE          —    □    ✕
                                                                                                    NAME 02 00
                              Account Master Description File Maintenance


                                         Type      _
                                         Number         00

        TYPE  NAME                       CODE
         01 = Year                       2-digits
         02 = Fund                       3-digits         Proprietary or Governmental
         03 = Fiscal Year                1-digit
         04 = Program                    4-digits         Federal, State, Local or Other
         05 = Function                   4-digits
         06 = Object                     5-digits
              (The first 3 digits utilize the state chart of accounts object code.
              The last 2 digits, 01-99, may be used for local activity.
              Otherwise, enter 00.)
         07 = Facility/Building          5-digits
              (The first 4 digits represent the facility (school) code found in the
              D.O.E. directory. The last digit represents the building code.)
              (Current Year Eligible Must be 'N' or 'Y'.)
         08 = Additional                 6-digits
         09 = Revenue Source             4-digits
         10 = Balance Sheet              4-digits




                                        ** Find Mode **
        (ENTER)-Position File    F1-First    F2-Next    F11-Add Mode    F16-Exit
        ENTER                                                                               23.04.00
         ✓  First  Next  Prev                         F9    F9     F11   🗑

        F16
         ⬅
```

Step	Action
3	Verify *"** Find Mode **"* displays and enter the record's type in the **Type** field.
4	Enter the code in the **Number** field.
5	Select ![ENTER] (**Enter**) to position the file.

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ [A] PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND      │
│                                                                WHITE   ─  □  ✕     │
│                                                                       NAME 02 00   │
│                      Account Master Description File Maintenance                    │
│                                                                                    │
│                                    Year                                            │
│                                                                                    │
│                            Type    1                                               │
│                          Number        00                                          │
│                                                                                    │
│                     Description  FY 2000                                           │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                    ** Display Mode **                               │
│        F16-Return    F1-First   F2-Next   F3-Prev   F9-Modify   F12-Delete         │
│        ENTER ✓ First Next Prev                 F9 🖫 F9      F11 🗑              23.04.00  │
│        F16 ←                                                                       │
└─────────────────────────────────────────────────────────────────────────────────┘
```
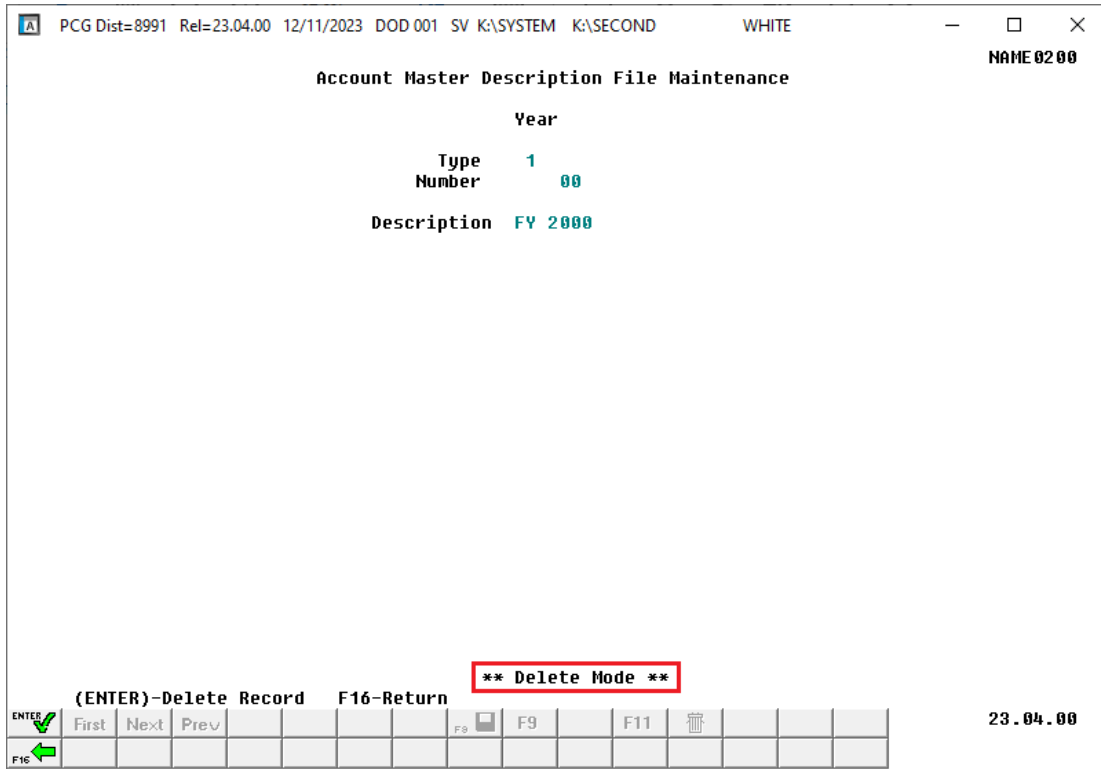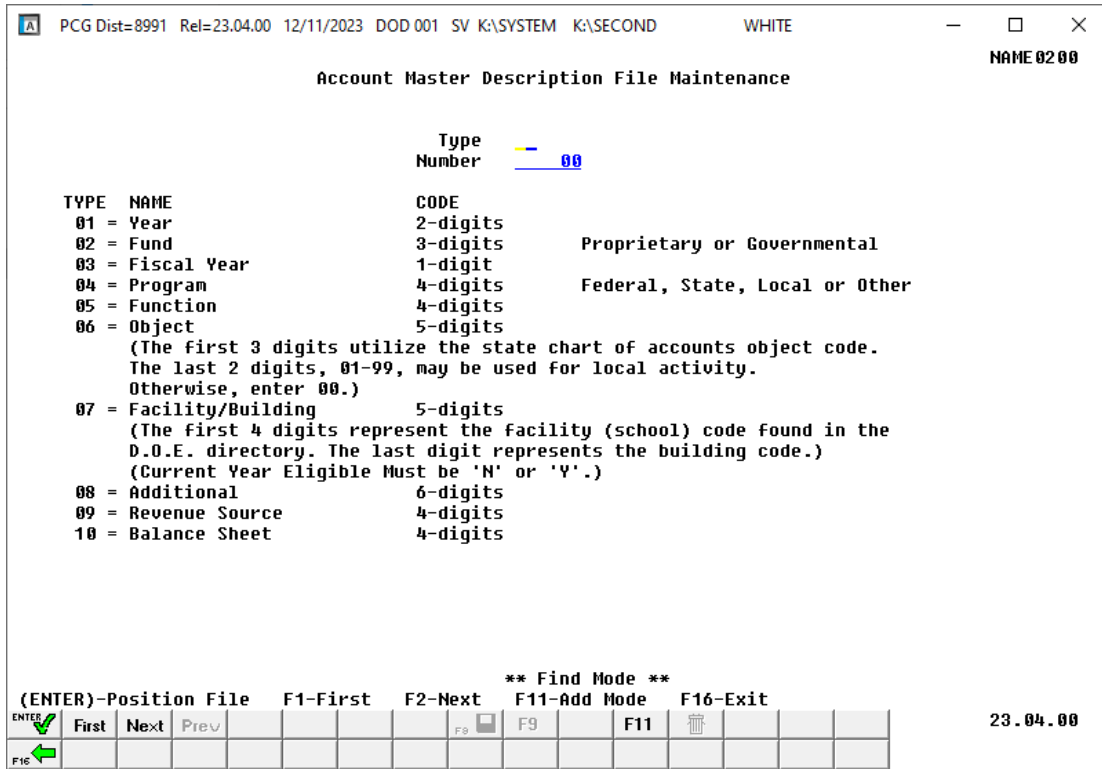
Step	Action
6	Select 🗑 (**F12** - Delete) to delete the record.

The following screen displays:

Step	Action
7	Verify *"** Delete Mode **"* displays and select (**Enter**) to delete the record.

The next record will be displayed:

Step	Action
8	Verify *"Previous Record Deleted"* displays and select [F16] (**F16** –Exit) to return to *Find Mode*.
	PCGenesis displays the next record on file.

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV  K:\SYSTEM   K:\SECOND           WHITE          —    □    ✕
                                                                                                           NAME 0200
                              Account Master Description File Maintenance


                                        Type      _
                                        Number      00

          TYPE  NAME                    CODE
           01 = Year                    2-digits
           02 = Fund                    3-digits         Proprietary or Governmental
           03 = Fiscal Year             1-digit
           04 = Program                 4-digits         Federal, State, Local or Other
           05 = Function                4-digits
           06 = Object                  5-digits
                (The first 3 digits utilize the state chart of accounts object code.
                The last 2 digits, 01-99, may be used for local activity.
                Otherwise, enter 00.)
           07 = Facility/Building       5-digits
                (The first 4 digits represent the facility (school) code found in the
                D.O.E. directory. The last digit represents the building code.)
                (Current Year Eligible Must be 'N' or 'Y'.)
           08 = Additional              6-digits
           09 = Revenue Source          4-digits
           10 = Balance Sheet           4-digits




                                        ** Find Mode **
          (ENTER)-Position File    F1-First    F2-Next    F11-Add Mode    F16-Exit
         ENTER                                                                                             23.04.00
          ✓   First  Next  Prev                      F9   F9       F11   🗑
         F16
          ⬅
```

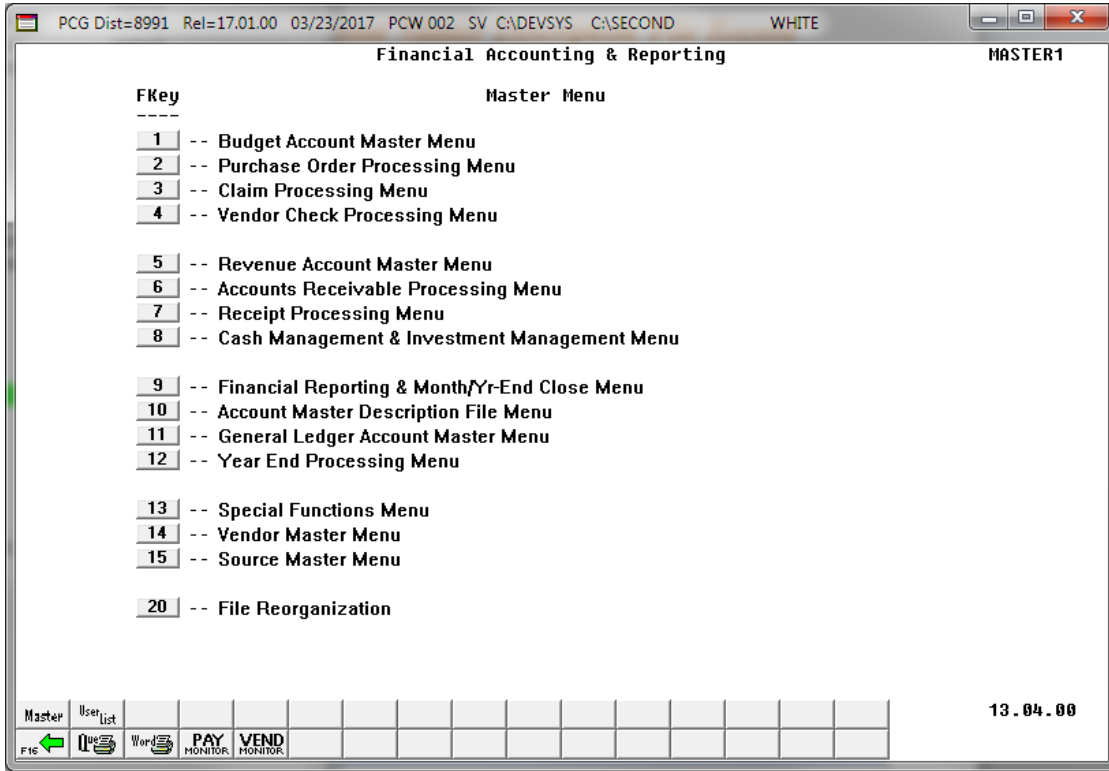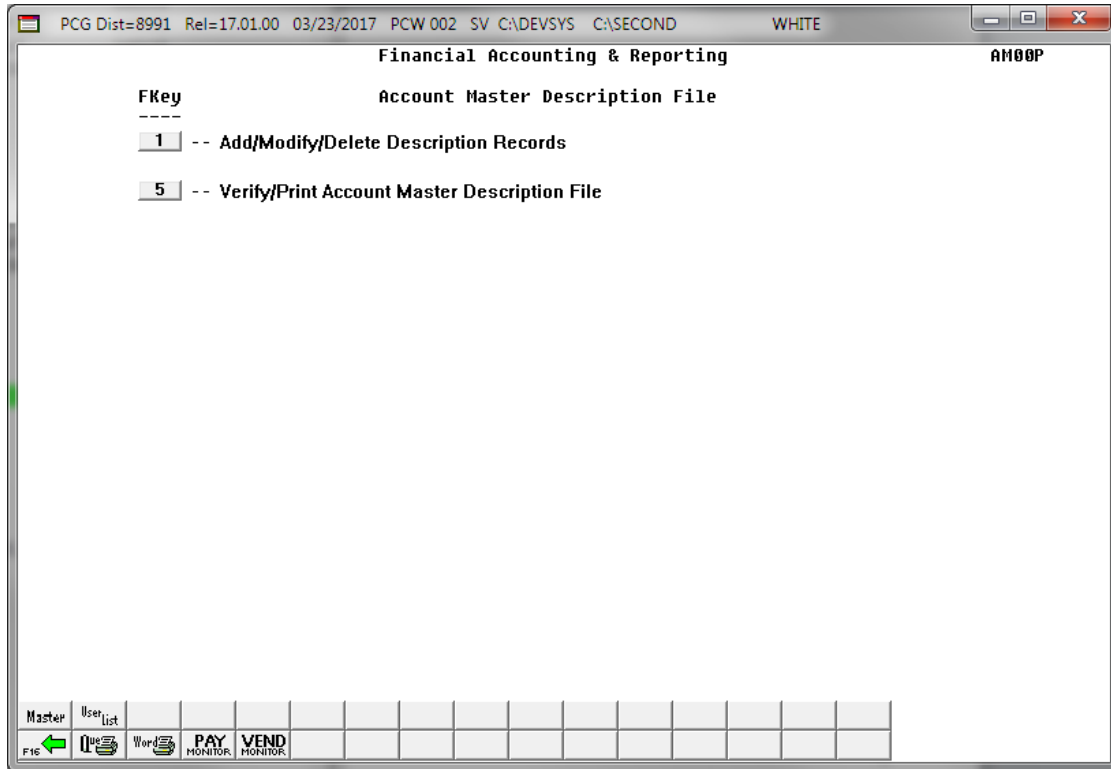| Step	Action
9	Select F16 (**F16 -** Exit) to return to the *Financial Accounting & Reporting – Account Master Description File Menu.*

The following screen displays:

Step	Action
10	Select (**F16** - Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Topic 2: Printing the Account Master Description File

```
PCG Dist=8991  Rel=17.01.00  03/23/2017  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE

                        Financial Accounting & Reporting                         MASTER1

         FKey                          Master Menu
         ----

           1  -- Budget Account Master Menu
           2  -- Purchase Order Processing Menu
           3  -- Claim Processing Menu
           4  -- Vendor Check Processing Menu

           5  -- Revenue Account Master Menu
           6  -- Accounts Receivable Processing Menu
           7  -- Receipt Processing Menu
           8  -- Cash Management & Investment Management Menu

           9  -- Financial Reporting & Month/Yr-End Close Menu
          10  -- Account Master Description File Menu
          11  -- General Ledger Account Master Menu
          12  -- Year End Processing Menu

          13  -- Special Functions Menu
          14  -- Vendor Master Menu
          15  -- Source Master Menu

          20  -- File Reorganization


                                                                          13.04.00

Master  User
        list
  F16   Que    Word   PAY    VEND
                      MONITOR MONITOR
```

Step	Action
1	Select **10** (**F10** - Account Master Description File Menu).

The following screen displays:

Step	Action
2	Select **5** (**F5** - Verify/Print Account Master Description File). *"* * Processing Request * *" briefly displays. The Financial Accounting & Reporting – Account Master Description File Menu redisplays.*
3	**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 *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
4	Select (**F16** - Exit) to return to the *Payroll System Master Menu* or select (**Master**) to return to the *Business Applications Master Menu*.

2A. Account Master Description File Report – Example

```
REPORT DATE 12/11/23                        ACCOUNT MASTER DESCRIPTION FILE                        PAGE    4

    TYPE      CODE       DESCRIPTION        EXPEND /NON     CYR-ELIG    PROPRIETARY/GOVERNMENT     PROGRAM TYPE        FACILITY
                                            REVENUE/NON

    02       000603     Fund 603                                       GOVERNMENTAL                                   00000
    02       000604     Fund 604                                       GOVERNMENTAL                                   00000
    02       000605     Fund 605                                       GOVERNMENTAL                                   00000
    02       000606     Fund 606                                       GOVERNMENTAL                                   00000
    02       000695     Fund 695                                       GOVERNMENTAL                                   00000
    02       000705     PRINACCT AGENCY                                ENITYWIDE                                      00000
    02       000801     CAPITAL ASSETS                                 ENITYWIDE                                      00000
    02       000900     LONG TERM DEBT                                 ENITYWIDE                                      00000




    03       000000     UNSPECIFIED                                                                                   00000
    03       000001     FY 2001                                                                                       00000
    03       000006     FY2006                                                                                        00000
    03       000007     FISCAL YEAR 87                                                                                00000
    03       000008     FISCAL YEAR 88                                                                                00000
    03       000009     FISCAL YEAR 89                                                                                00000




    04       000000     UNSPECIFIED                                                                              O=OTHER    00000
    04       001010     KIND UNCLASS                                                                             O=OTHER    00000
    04       001011     KIND QBE BASIC                                                                           S=STATE    00000
    04       001012     KIND ENRICHMNT                                                                           O=OTHER    00000
    04       001013     LOCAL KIND.                                                                              L=LOCAL    00000
    04       001020     GRADES 1-3 UNCL                                                                          O=OTHER    00000
    04       001021     GRDS 1-3 QBE                                                                             S=STATE    00000
    04       001022     GRDS 1-3 ENRICH                                                                          O=OTHER    00000
    04       001023     PRIMARY GRADES                                                                           L=LOCAL    00000
    04       001030     GRDS 4-8 UNCLSS                                                                          O=OTHER    00000
    04       001031     6-8 MIDDLE SCH                                                                           S=STATE    00000
    04       001032     GRDS 4-8 ENRCH                                                                           O=OTHER    00000
```