PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

| 6/16/2021 | Section E: Vendor Check/Wire Transfer Processing |

[Topic 1: Processing Vendor Checks, V3.1]

Revision History

Date	Version	Description	Author
6/16/2021	3.1	21.02.00 – Update *Procedure J: Display/Add Active Checks to Master*.	D. Ochala
03/19/2021	3.0	21.01.00 – Add warning message when selecting payables. Split original document into two. Move manual/void processes to Topic 2.	D. Ochala
08/08/2019	2.13	19.02.00 – Add *Printing Claim Labels* back into documentation.	D. Ochala
02/27/2019	2.12	19.01.00 – Increase the number of claims that can be selected for a vendor wire transfer from 13 to 40.	D. Ochala
05/25/2018	2.11	18.02.00 – Expand purchase order and claim display screens and entry lines from 10 to 20.	D. Ochala
03/19/2018	2.10	18.01.00 – Update *Overview* section.	D. Ochala
02/02/2018	2.9	18.01.00 – Update screenshots of the *Print Open/Selected Payables Reports*.	D. Ochala
04/03/2017	2.8	17.01.00 – Add export file option to *Print Open/Selected Payables Reports*.	D. Ochala
03/02/2016	2.7	16.01.00 – Update Logo and Footers.	S. Scrivens
08/12/2014	2.6	14.02.00 – The Vendor Reference field is expanded to 25 characters. Add button bars to screens.	D. Ochala
12/11/2012	2.5	12.04.00 – Added *Procedure M – Display/Add Active Checks to Master*.	D. Ochala
10/04/2010	2.4	10.03.00 – Updated *Procedure A – Entering a Manual Vendor's Check or Wire Transfer* with updated screen interface.	D. Ochala
03/30/2010	2.3	10.01.00 – Updated *Procedure D – Selecting/Deselecting Payables*.	D. Ochala
6/05/2008	2.2	08.02.00 – Changed *Procedure E – "Open Payables Report Option Screen"* screenshot example to *"Selected Payables Report Option Screen"*.	C. W. Jones
3/17/2008	2.1	08.01.00 - Added vendor check recovery, and vendors without open payable selection information and instructions where appropriate.	C. W. Jones
9/27/2007	2.0	07.03.00 - Added selected payables/negative claim vendor check information and instructions.	C. W. Jones

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Overview

PCGenesis processes vendor payments by checks and by wire transfer. Regardless of the PCGenesis processing method, the vendor payment process starts by creating a claim (an <u>unpaid</u> <u>expenditure</u>).

The following checklist identifies the steps required for a vendor check cycle.

Vendor Check Processing Checklist		
√	**Step**	**Action**
	1	Print the *Open Payables Report*.
	2	Select or de-select payables.
	3	Print the *Selected Payables Report*.
	4	Extract selected payables for processing.
	5	Print vendor checks.
	6	Update the budget files with vendor check information.
	7	Print the *Final Check Register* and the *Register of Payments* reports.
	8	Print claim labels. (Optional)

The *Vendor Check Sequence Monitor* controls the sequence of the vendor check cycle and allows PCGenesis users to monitor the vendor check processing steps online. Completed procedures will be identified with *Y (Yes)*, incomplete procedures will display a *N (No)*.

Vendor payment processing includes the following procedures:

Printing the Open Payables and the Selected Payables Reports: Generate the open and selected payable reports by fund, by vendor name or vendor number, or by claim date. PCGenesis users may also request claims for a specific fund.

The *Open Payables Report* and the *Selected Payables Report* allow the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the open or selected payables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- The *Open Payables Report* provides a listing of all unpaid expenditures (open claims).

- The *Selected Payables Report* provides a listing of unpaid expenditures (open claims) which have been underlined selected for payment. The *Selected Payables Report* is used to verify the list of selected payables which will be processed during the vendor check run. The *Selected Payables Report* is the last chance to verify the total dollar amount and number of items which will be printed on the vendor checks. For additional verification and comparison, it is also beneficial to sort the selected claims by fund to ensure that the fund claim totals are correct.

Selecting/De-selecting Payables and Determining Vendor Payments: PCGenesis determines vendor payments by the selection and the extraction of unpaid expenditures/open payables. PCGenesis users may select these expenditures for an individual vendor, for all vendors, or for a specific vendor as needed. Before printing the vendor checks, users may select and extract the payables as often as is needed.

Extracting Selected Payables: Once claims have been selected for payment, the next step is to extract the payables for printing vendor checks. When payables are extracted, the selected payables are collected into a temporary holding area prior to printing vendor checks. The holding area collects the selected payable information necessary for the vendor check run. The temporary holding area is called *SEQ3* and is located in *K:\SECOND\FARDATA\SEQ3*. Extracting payables causes the *SEQ3* file to be cleared and then re-created with the selected payables in preparation for a new vendor check cycle.

Before printing the vendor checks, users may select and extract the payables as often as is needed. Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
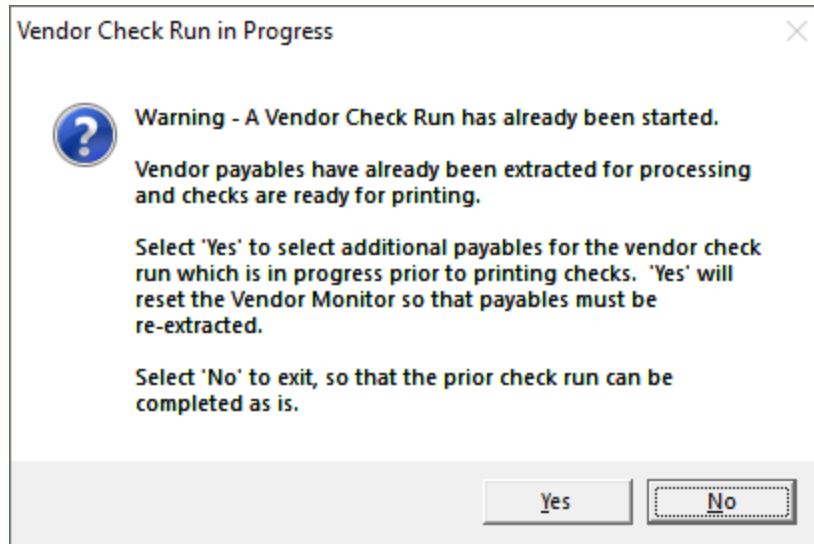
If the user selects '*Yes*' to select or de-select additional or different payables, the *Vendor Check Sequence Monitor* is reset so that the payables must be re-extracted. Selecting '*No*', allows the user to complete the existing check run as is.

Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check cycle not complete – incorrect sequence*" is displayed.

PCGenesis prints up to thirteen (13) claims per check for selected payables. When a negative claim exists without sufficient positive claims to offset the negative claim, the vendor's claims are automatically deselected. When this occurs, PCGenesis generates the *"*** Selected Payables Errors Exist *** - Possible Negative or Zero Check Amount!"* message and screen. Note that this message also occurs during vendor claims selection. In both instances, refer to the *Selected Payables Error Report* for the specifics of the negative check and for the vendor's information. Repeat the *Extract Selected Payables for Processing* procedure to accommodate the affected claims.

Printing Vendor Checks: PCGenesis vendor check printing includes the following optional features:

- <u>Vendor Check Recovery:</u> During vendor check printing, PCGenesis allows a user to recover, that is, to enter the correct ending vendor check number, and to enter skipped checks during the vendor check printing procedure where appropriate. As with the payroll check recovery feature, PCGenesis automatically renumbers subsequent checks.

  Also, it is possible for the user to indicate to the system that <u>all vendor checks did not print</u>. At the end of the printing process the user will be prompted with '*Have all checks finished printing?*', and if the user enters **N** (No), PCGenesis automatically exits the vendor check printing procedure and populates the *Vendor Check Sequence Monitor's* "**Print Vendor Checks**" field with **N** (No). At this point, the *Print Vendor Checks* procedure can be restarted so that the user can attempt to print the same checks again from the beginning.

- Vendor Check Signature Card Setup: The use of a *Vendor Check Signature Card* saves time by eliminating manual signatures on vendor checks. Refer to *Section O: System Utilities, Topic 3: Vendor Check Signature Card Setup* for instructions.

- Magnetic Ink Character Recognition (MICR) Encoding/Printing: The MICR feature allows PCGenesis-MICR encoding to print on the bottom of vendor checks. Refer to *Section O: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Updating the Budget Files with the Vendor Check Information: The *Update Budget Files with Check Information* process causes vendor check account activity to be posted to the General Ledger budget accounts. The *Vendor Check Master File* is also updated with the vendor check information.

When the user enters the *Update Budget Files with Check Information* module, the system first automatically creates a backup of the financial data by making a copy of *K:\SECOND\FARDATA* in *FARDATAQ*. *FARDATAQ* can be used as a restore point if necessary. If, for any reason, the update of the budget files is not successful, the user can call the DOE help desk for assistance in restoring the financial data to the point prior to the attempted update of the budget files.

Printing the Preliminary and Final Check Registers: Printing the reports allows a single copy of the current run's vendor check and wire transfer activity to be printed.

Printing the Claims Labels: PCGenesis claim labels include the vendor's name, the vendor's bank account and check numbers, as well as the Board's approval date. The labels may be printed and attached to the actual claim forms.

Display/Add Active Checks to Master: Vendor check number sequences must be added to the *Vendor Check Master File* for each bank code <u>before</u> the check numbers can be used when printing checks. The *Display/Add Active Checks to Master* procedure allows the user to add check number ranges to the *Check Master File*.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon ▾ to aid in the entry of field information.

Screen Print: The screen print feature allows the user to obtain a screen print of selected financial screens. The screen print feature is available on display/inquiry screens which have the 🖨 button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Displaying the Vendor Check Sequence Monitor

Step	Action
1	From the *Business Applications Master Menu,* select ☐**1** (**F1** - Financial Accounting & Reporting System).
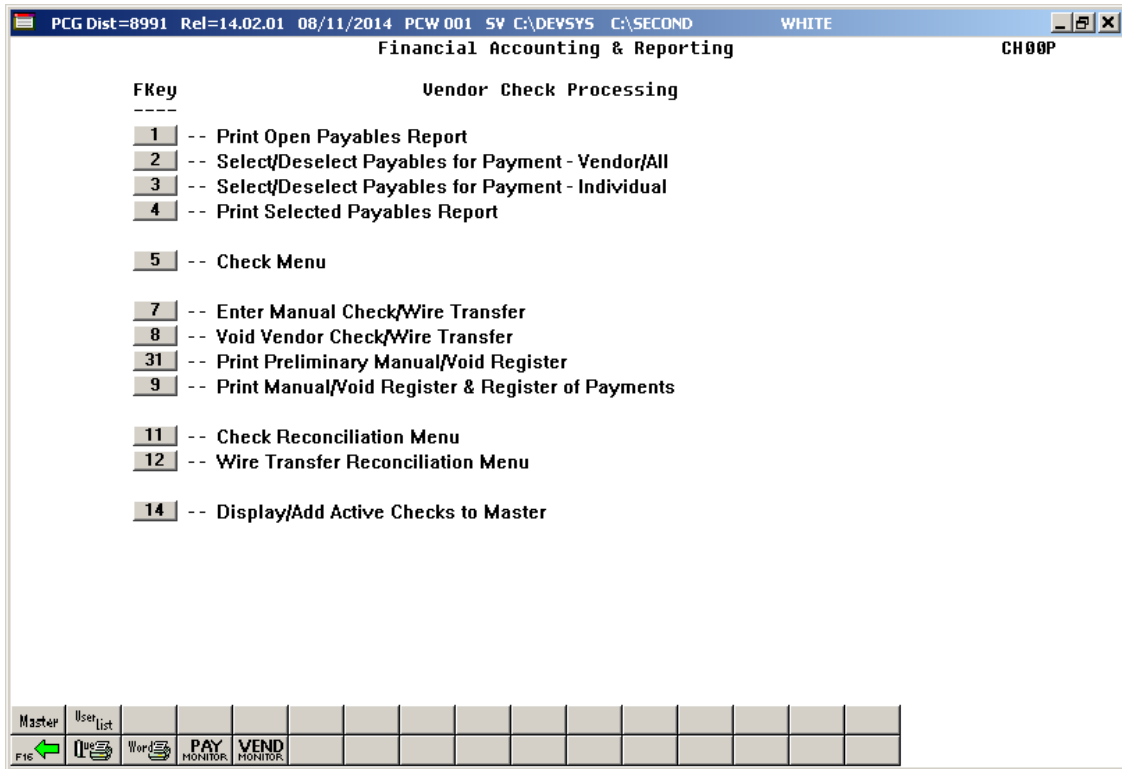
The following screen displays:

Step	Action
2	Select ☐**4** (**F4 -** Vendor Check Processing).

The following screen displays:

Step	Action
3	Select **5** (**F5 -** Check Menu).

The following screen displays:
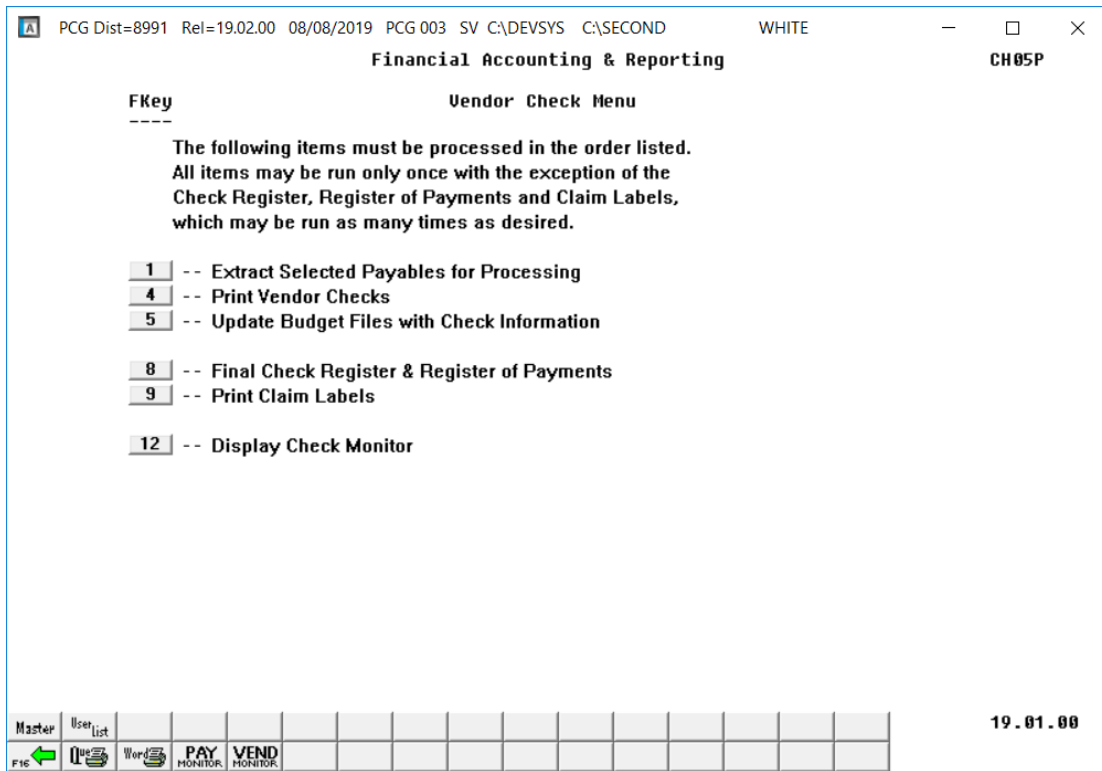
Step	Action
4	Select **12** (**F12** – Display Check Monitor) or select **VEND MONITOR** (**Vendor Monitor**) on the button bar to display the *Vendor Check Sequence Monitor*.

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.01  08/11/2014  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE                    _ |8| X|
                                                                                                   MONITOR
                              VENDOR CHECK PROCESSING

                                Sequence Monitor


                 Extract Selected Payables                  Y
                 Print Vendor Checks                        Y
                 Update Budget Files w/Check Info           Y
                 Print Check Register & Register of Payments Y
















       Press F16 to exit.
 ENTER                                                                                              14.02.00

 F16
```

Step	Action
5	After reviewing the monitor's settings, select [F16 ←] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Menu*. *If the information displayed is incorrect, contact the Technology Management Customer Support Center immediately. Do not continue processing!*

The following screen displays:

Step	Action
6	Select [F16] (**F16** – Exit) to return to the *Financial Accounting & Reporting - Vendor Check Processing Menu*, or select [Master] (**Master**) to return to the *Business Applications Master Menu*.

Procedure B: Printing the Open Payables Report
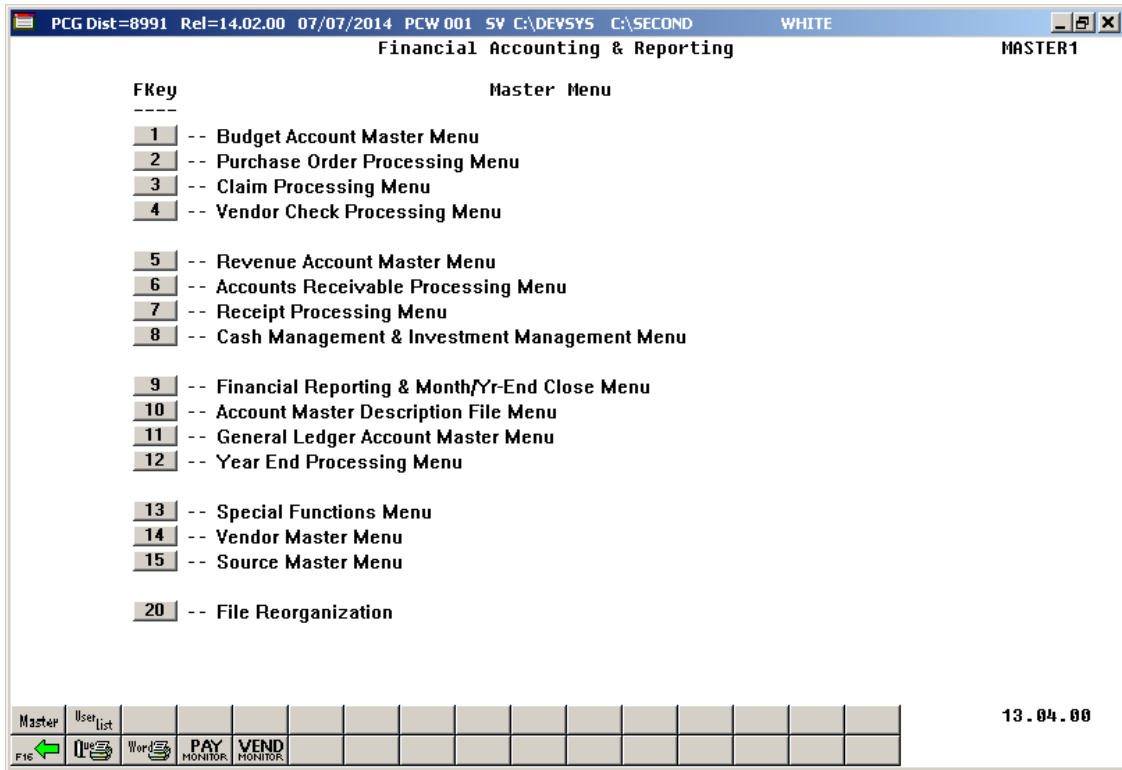
Step	Action
1	Select ___4___ (**F4** - Vendor Check Processing Menu).

The following screen displays:
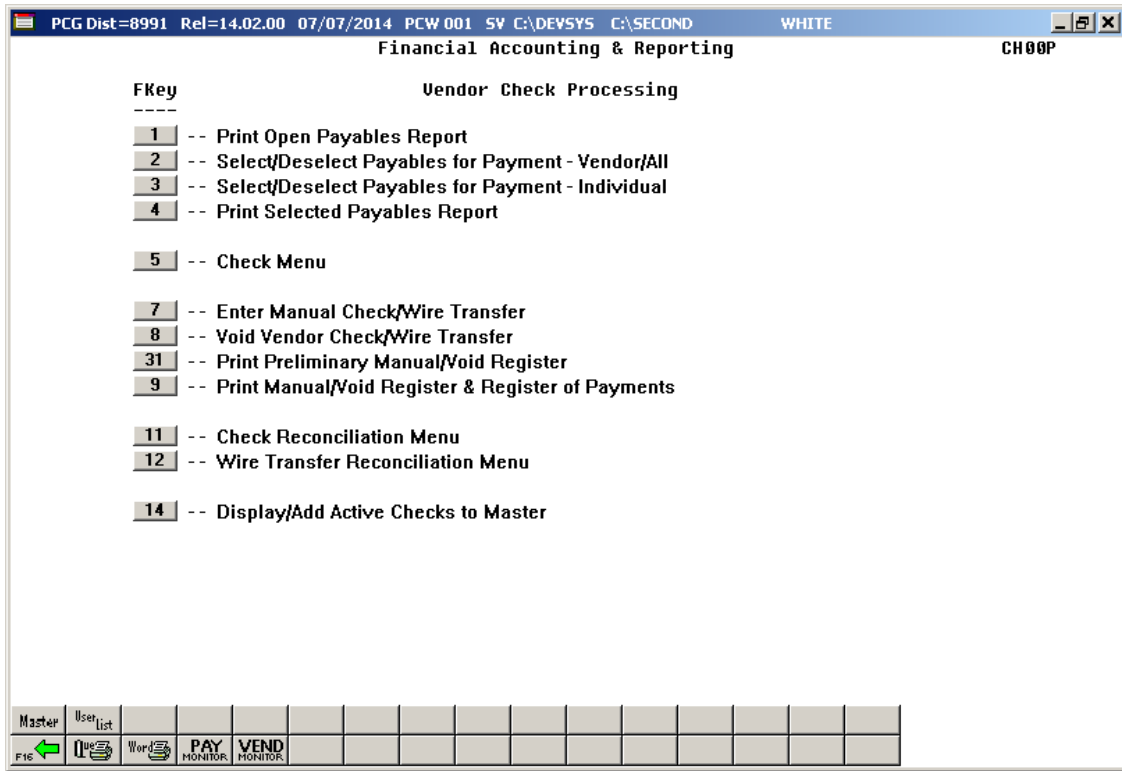
Step	Action
2	Select ___1___ (**F1 -**Print Open Payables Report).

The following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                                  EXP0600
                        Print Open Payables Report

            Enter Period Ending: 3132017___   (MMDDCCYY)

            Please enter the Sort Sequence   _     (F = Fund Sequence)
                                                   (N = Name Sequence)
                                                   (V = Vendor # Sequence)
                                                   (D = Claim Date Sequence)

            X to exclude claims with fund         X
            balance account 0422

            Include claims with funds:         100 to 999

        Create Payables Report to Load in Excel?      ⊙ No
                                                      ○ Yes

    Enter the export file path and name (e.g. C:\EXPORT\OpnPayCYMD.CSV)
     or  F10  to  Browse for File

    C:\EXPORT\OpnPay20170313.CSV
    NOTE:  DIRECTORY Must Already Exist


       ENTER to continue,  F10 to Browse,  F16 to Exit
    ENTER  F1                                       F10                            17.01.00
    F16
```

Step	Action
3	Enter the date (MMDDCCYY) in the **Enter Period Ending** field. *PCGenesis defaults the entry to the current date.*
4	Enter **F** (Fund Sequence), **N** (Name Sequence), **V** (Vendor# Sequence) or **D** (Claim Date Sequence) in the **Please enter the Sort Sequence** field to define the manner in which the report will be sorted.
5	**To exclude Fund Balance 0422 Claims:** Enter **X** in the **X to exclude claims with fund balance account 0422** field. **To include Fund Balance 0422 Claims:** Delete the **X to exclude claims with fund balance account 0422** field's entry. *PCGenesis defaults to 'X' to exclude the account's claims as claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.*

Step	Action
6	**To include only claims charged to specific funds:** Enter the beginning and ending fund range in the **Include claims with fund** field. *PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. If entering '600' through '625' for the fund range, only open payables with at least one charge line with a fund in the range of 600 to 625 would be included on the report.*
7	Select the ⊙ (**Radio Button**) to left of the appropriate response in the **Create Payables Report to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
8	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
9	**If creating an export file:** Enter **C:\EXPORT\OpnPayccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select F10 (**F10** to Browse for file) to locate the file manually.
10	Select ENTER ✓ (**Enter**) to continue. *If the export filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.* *"** Processing Request **" briefly displays. If no open payables exist, a warning message displays. PCGenesis will not generate a report in this instance.*

The following screen displays:

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

B1. Open Payables Report (by Fund) – Example

The final page of the report lists the Grand total of all accounts. The report also lists individual vendor and fund totals throughout the report. The final page of the report gives the Balance Account Summary totals.

```
REPORT ID:  MRPT-EXP0650-OPEN              OPEN PAYABLES BY FUND AS OF 02/02/18                          PAGE:    25
PERIOD END:  02/02/2018                                                         REPORT DATE:  02/02/2018  12:05

        --------------------INVOICE-------------------         EXPENDITURE ACCOUNT
SEQ# VEND-REF             DATE        AMOUNT  FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L  PO #  DESCRIPTION                      BLNC

VENDOR #: 002129    VENDOR 002129
6296 394490              08/29/17       402.22  606-0-9600-3100-61000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6325 389391              08/08/17     2,370.39  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6324 389392              08/08/17        59.60  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6317 391088              08/15/17     3,394.37  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6309 392744              08/22/17        22.49  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6308 392745              08/22/17     3,591.80  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
6297 394489              08/29/17     2,281.04  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS


            ** VENDOR 002129 TOTAL       13,105.85

VENDOR #: 003193    VENDOR 003193
4141 741716365           08/10/17       416.82  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
4134 741716441           08/14/17       114.80  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
4133 741716569           08/17/17       184.03  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
4130 741716792           08/24/17       277.29  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
4129 741716672           08/21/17       276.96  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS
4117 741716873           08/28/17       137.80  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         M.LAWRENCE/JCHS
4116 741716989           08/31/17       439.39  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS


            ** VENDOR 003193 TOTAL        1,847.09

VENDOR #: 006010    VENDOR 006010
9996 6688200729          08/21/17       283.20  606-0-9600-3100-63000-0108-1-000000      STUFF                           0421
                                                                                         R.SLATON/JCHS

            ** VENDOR 006010 TOTAL         283.20

            ** BLNC   0421   TOTAL       23,196.02

            ** FUND 606-0 TOTAL          23,196.02

            ** GRAND TOTAL              207,421.91
```

```
REPORT ID:  MRPT-EXP0650-OPEN              OPEN PAYABLES BY FUND AS OF 02/02/18                          PAGE:    28
PERIOD END:  02/02/2018                                                         REPORT DATE:  02/02/2018  12:05

        --------------BLNC SUMMARY TOTALS-------------

            ** BLNC  0421 TOTAL        192,286.26
            ** BLNC  0477 TOTAL          3,537.83
            ** BLNC  0471 TOTAL          3,378.13
            ** BLNC  0472 TOTAL          1,866.43
            ** BLNC  0475 TOTAL          2,534.30
            ** BLNC  0473 TOTAL          2,819.75
            ** BLNC  0479 TOTAL            999.21

            ** BLNC GRAND TOTAL        207,421.91
```

Procedure C: Selecting/Deselecting Payables

C1. Select/Deselect Payables for Payment – Vendor/All

C1.1. Select All Open Payables for Payment

Step	Action
1	Verify the previous vendor check run is complete.
	NOTE: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check run cycle not complete – selection not allowed*" displays.
	Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.
2	Select ![4] (**F4 -** Vendor Check Processing Menu).

The following screen displays:

Step	Action
3	Select ⬚2⬚ (**F2** - Select/Deselect Payables for Payment – Vendor/All). *"Accumulating Selected Claims" briefly displays.*

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:

Step	Action
4	<u>Before</u> <u>printing</u> the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select ⬚ *Yes* ('*Yes*') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting '*Yes*' will reset the *Vendor Check Sequence Monitor* so that payables must be re-extracted.
	Select ⬚ *No* ('*No*') to complete the existing check run as is.

The following screen displays:

```
PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND          WHITE                _ □ X
                                                                                      EXP0400

                           PAYABLES SELECT/DE-SELECT PROCESS

              Select ALL open payables for payment ........ F1

                  X to exclude claims with fund balance account 0422 during SELECT ALL:  X


              De-select ALL previously selected ........... F17


              Select/de-select by vendor.................. F12


                                Exit ................. F16








              Total Amount Selected:         1,586.70    Item Count:     2

ENTER✓ F1 |    |    | F5 |  F7 |    |    | F11 | F12 |    |    |             14.02.00
F16 F17 |    |    |    |    |    |    |    |    |    |    |
```

Step	Action
6	Select ⬚ **F1** (**F1** - Select ALL open payables for payment).
	To <u>exclude</u> claims with fund balance account 0422: Enter **X** in the field.
	"*** *Selecting All Open Payables ***" briefly displays.*

The following screens displays:

```
PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE          _|8|X|
                                                                                         EXP0400

                        PAYABLES SELECT/DE-SELECT PROCESS


            Select ALL open payables for payment ........ F1

                X to exclude claims with fund balance account 0422 during SELECT ALL:  X


            De-select ALL previously selected .......... F17


            Select/de-select by vendor.................. F12


                            Exit ................. F16













            Total Amount Selected:      347,447.62   Item Count:    123


 ENTER/  F1                    F5       F7              F11  F12                      14.02.00
 F16<=   F17
```

Step	Action
7	Record the **Total Amount Selected** and **Item Count** totals, or screen-print the *Payables Select/De-Select Process Menu*, where appropriate. *PCGenesis displays *** No Open Payables *** where appropriate.*
8	Select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu.*

The following screen displays:

Step	Action
9	Select ![F16](F16 icon) (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu*, or select ![Master](Master icon) (**Master**) to return to the *Business Applications Master Menu.*
10	Proceed to *Procedure D. Printing the Selected Payables Report.*

C1.2. De-Select All Previously Selected

Step	Action
1	Verify the previous vendor check run is complete.
	NOTE: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check run cycle not complete – selection not allowed*" displays.
	Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.
2	Select ▭ (**F4 -** Vendor Check Processing Menu).

The following screen displays:

Step	Action
3	Select ___2___ (**F2** - Select/Deselect Payables for Payment – Vendor/All). *"Accumulating Selected Claims" briefly displays.*

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:

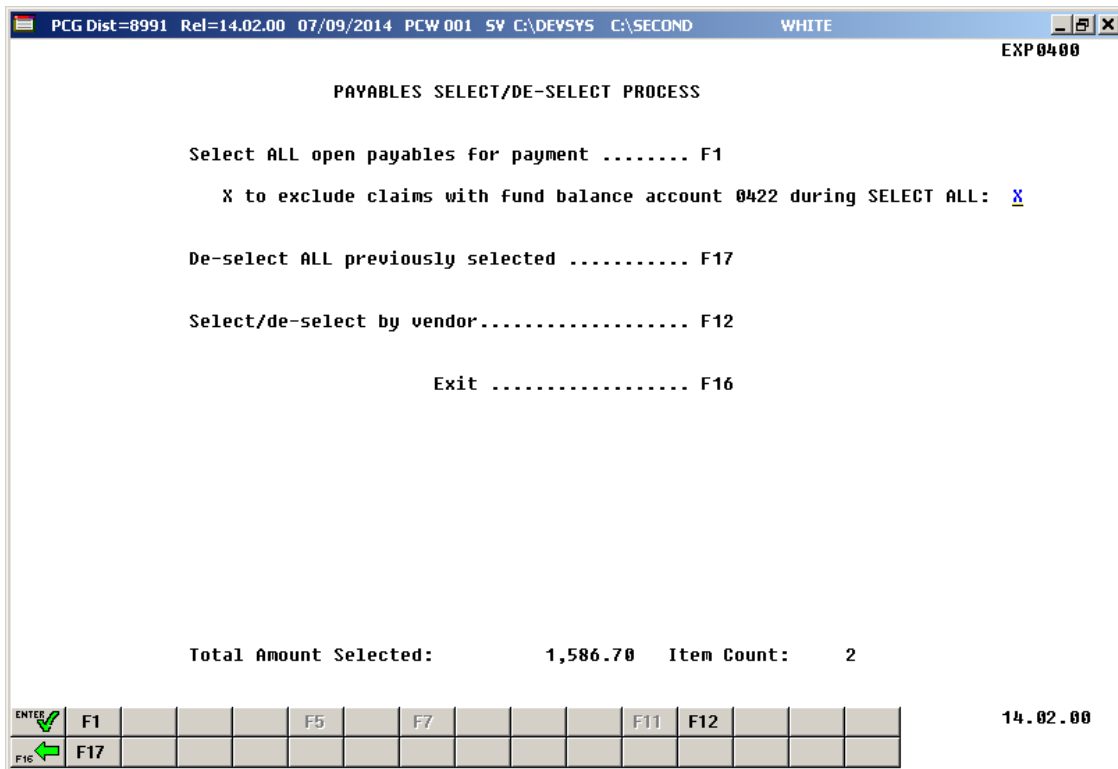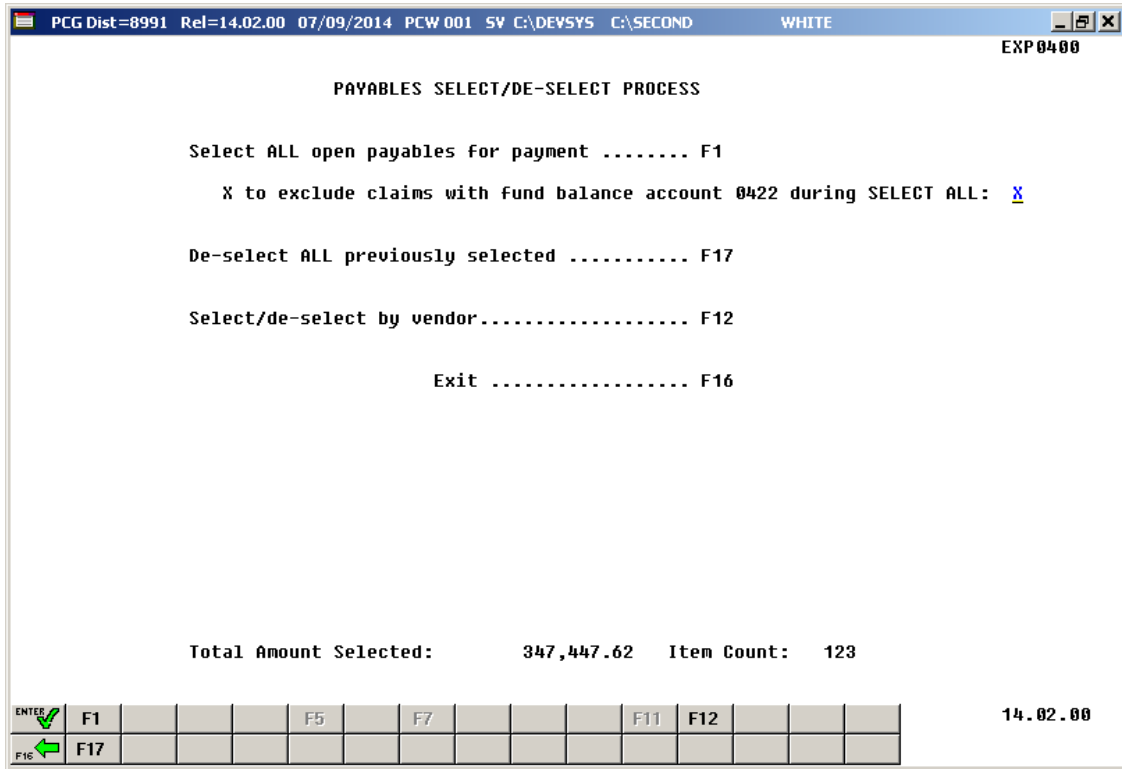| Step	Action
4	<u>Before</u> <u>printing</u> the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select [Yes] (*'Yes'*) to select or de-select additional or different payables for the vendor check run which is in progress. Selecting *'Yes'* will reset the *Vendor Check Sequence Monitor* so that payables must be re-extracted.
	Select [No] (*'No'*) to complete the existing check run as is.

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE           _ |B| X|
                                                                                              EXP 0400

                              PAYABLES SELECT/DE-SELECT PROCESS

              Select ALL open payables for payment ........ F1

                 X to exclude claims with fund balance account 0422 during SELECT ALL:  X

              De-select ALL previously selected ........... F17

              Select/de-select by vendor................... F12

                                      Exit .................. F16

              Total Amount Selected:       347,447.62    Item Count:    123

 ENTER✓ F1                F5      F7             F11  F12                         14.02.00
 F16⬅ F17
```

Step	Action
6	Select [F17] (**F17** – De-select ALL previously selected).
	"*** Deselecting All Selected Payables ***" briefly displays.

The following screens displays:

```
PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE         _|8|X|
                                                                                           EXP0400

                            PAYABLES SELECT/DE-SELECT PROCESS

                 Select ALL open payables for payment ........ F1

                    X to exclude claims with fund balance account 0422 during SELECT ALL:  X


                 De-select ALL previously selected .......... F17


                 Select/de-select by vendor................... F12


                                    Exit ................. F16











                 Total Amount Selected:                       Item Count:


  ENTER✓ F1  |     |     | F5  | F7  |     |     | F11 | F12 |     |     |     |    14.02.00
  F16← F17  |     |     |     |     |     |     |     |     |     |     |     |
```

Step	Action
7	Note that the **Total Amount Selected** and **Item Count** totals have been reset to zero. *PCGenesis displays *** No Open Payables *** where appropriate.*
8	Select [F16←] (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu.*

The following screen displays:

Step	Action
9	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*.

C1.3 Select/Deselect a Specific Vendor's Payables

Step	Action
1	Verify the previous vendor check run is complete.
	NOTE: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check run cycle not complete – selection not allowed*" displays.
	Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.
2	Select ▭**4**▭ (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
3	Select ___2___ (**F2** - Select/Deselect Payables for Payment – Vendor/All). *"*** Accumulating Selected Claims ***" briefly displays.*

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:

Step	Action
4	<u>Before</u> <u>printing</u> the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select [Yes] ('*Yes*') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting '*Yes*' will reset the *Vendor Check Sequence Monitor* so that payables must be re-extracted.
	Select [No] ('*No*') to complete the existing check run as is.

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE            _|□|X|
                                                                                           EXP 0400

                             PAYABLES SELECT/DE-SELECT PROCESS

                   Select ALL open payables for payment ........ F1

                       X to exclude claims with fund balance account 0422 during SELECT ALL:   X


                   De-select ALL previously selected ........... F17


                   Select/de-select by vendor.................. F12


                                       Exit ................. F16







             Total Amount Selected:                   Item Count:

 ENTER ✓  F1  |   |        |  F5  |   F7  |   |    | F11 | F12 |   |   |            14.02.00
 F16 ⬅  F17  |   |    |    |   |    |   |    |   |    |   |   |   |
```

Step	Action
6	Select [F12] (**F12** - Select/de-select by vendor).

The following screen displays:
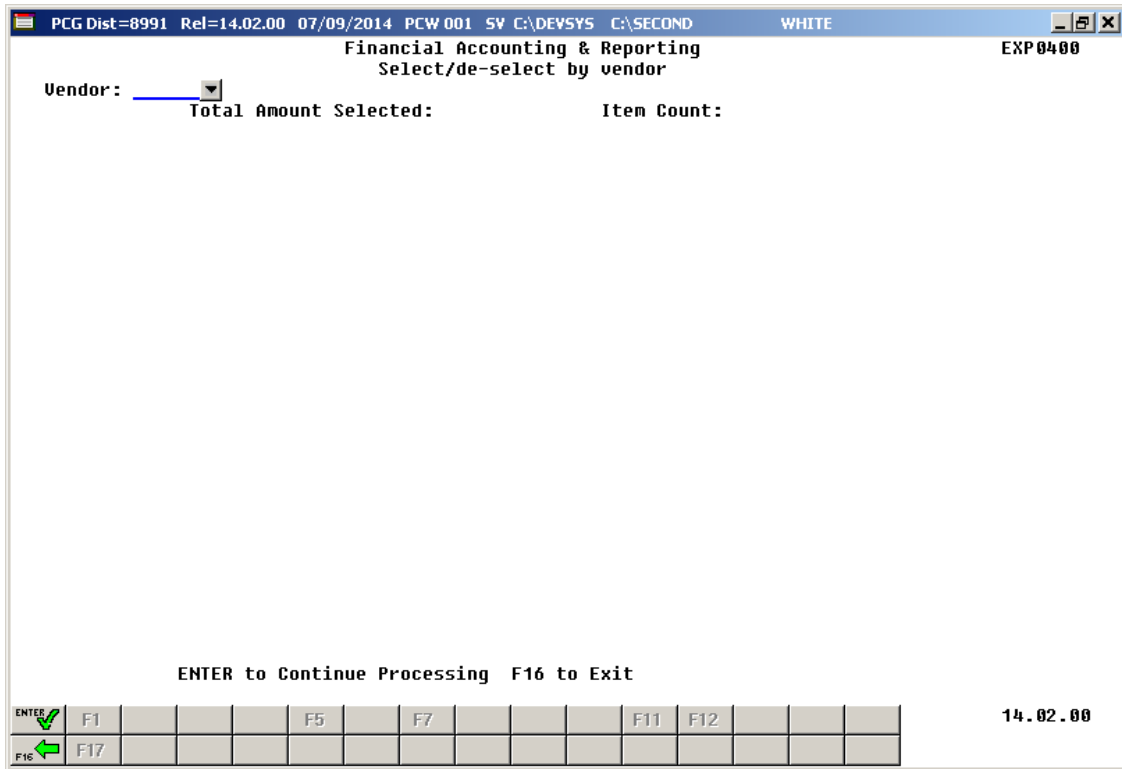
Step	Action
7	Enter or select the drop-down selection icon ▼ within the **Vendor** field to choose the vendor's information from the *PCG Select Value* dialog box.
8	Select (**ENTER** to Continue Processing).

For **a specific vendor**, the following screen displays:

```
PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE                    _ B X
                              Financial Accounting & Reporting                              EXP0400
                                Select/de-select by vendor
     Vendor:      10   GHI-CERT
                 Total Amount Selected:                Item Count:

     Sel  Vend #-Seq    Claim Description               Date        Amount      PO#
      □   000010-0444   HEALTH INS                    1/30/2014         76.10   000000
      □   000010-0445   STUFF                        12/19/2013    147837.00-   000000
      □   000010-0447   STUFF                        12/19/2013         8.89-   000000
      □   000010-0448   STUFF                        12/19/2013       108.02-   000000
      □   000010-0449   STUFF                        12/19/2013       147.30-   000000
      □   000010-0450   STUFF                        12/19/2013       279.44    000000
      □   000010-0451   STUFF                        12/19/2013       354.86-   000000
      □   000010-0452   STUFF                        12/19/2013         9.82    000000
      □   000010-0453   STUFF                        12/19/2013       373.43    000000
      □   000010-0464   STUFF                        12/19/2013        76.10    000000
      □   000010-0465   STUFF                        12/19/2013       146.89    000000
      □   000010-0466   STUFF                        12/19/2013       237.24    000000
      □   000010-0467   STUFF                        12/19/2013        75.21    000000
      □   000010-0468   STUFF                        12/19/2013        76.10    000000
      □   000010-0469   STUFF                        12/19/2013        99.16    000000
      □   000010-0470   STUFF                        12/19/2013       532.70    000000
      □   000010-0471   STUFF                        12/19/2013       832.46    000000
      □   000010-0472   STUFF                        12/19/2013       260.02    000000
      □   000010-0473   STUFF                        12/19/2013       975.72    000000
      □   000010-0474   STUFF                        12/19/2013       371.44    000000

     ** To select or de-select an item, click in the check box of the corresponding item. **


          F1=First,  F5=Next,  F11=Select ALL,  F12=Deselect ALL
                     ENTER / F16=Select another vendor
   ENTER   F1          F5      F7             F11  F12                      14.02.00
   F16     F17
```

Step	Action
9	To select or de-select an item, click in the check box of the corresponding item.
	To select a payable/payables: Verify ☑ displays in the check box to the left of the record.
	To deselect a payable/payables: Verify that a ☑ does <u>NOT</u> appear in the check box to the left of the record (□).
	Use ⬚ F11 (**F11** - Select ALL) to select ALL claims for this specific vendor at the same time.
	Use ⬚ F12 (**F12** - Deselect ALL) to deselect ALL claims for this specific vendor at the same time.

Step	Action
10	To display additional claims for a specific vendor, the following navigation functions are available:
	F1 (**F1** - First) – Navigates the user to the first screen of claims for the vendor.
	F5 (**F5** - Next) – Navigates the user to the next screen of claims for the vendor.
	F7 (**F7** – Previous) – Navigates the user to the previous screen of claims for the vendor.
	The system can navigate only <u>one</u> previous screen before the user must return to the first screen of data by using **F1** (**F1** - First).
	If no claims exist for the vendor, PCGenesis displays "End of records for the vendor" where appropriate.

Once claims are selected, the following screen displays:

```
 PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE            _|8|X|
                          Financial Accounting & Reporting                              EXP0400
                             Select/de-select by vendor
    Vendor:      10   GHI-CERT
                 Total Amount Selected:        682.34  Item Count:       5

    Sel  Vend #-Seq   Claim Description              Date       Amount        PO#
     ✓   000010-0444  HEALTH INS                   1/30/2014        76.10   000000
     □   000010-0445  STUFF                       12/19/2013   147837.00-   000000
     □   000010-0447  STUFF                       12/19/2013        8.89-   000000
     □   000010-0448  STUFF                       12/19/2013      108.02-   000000
     □   000010-0449  STUFF                       12/19/2013      147.30-   000000
     □   000010-0450  STUFF                       12/19/2013      279.44    000000
     □   000010-0451  STUFF                       12/19/2013      354.86-   000000
     ✓   000010-0452  STUFF                       12/19/2013        9.82    000000
     ✓   000010-0453  STUFF                       12/19/2013      373.43    000000
     ✓   000010-0464  STUFF                       12/19/2013       76.10    000000
     ✓   000010-0465  STUFF                       12/19/2013      146.89    000000
     □   000010-0466  STUFF                       12/19/2013      237.24    000000
     □   000010-0467  STUFF                       12/19/2013       75.21    000000
     □   000010-0468  STUFF                       12/19/2013       76.10    000000
     □   000010-0469  STUFF                       12/19/2013       99.16    000000
     □   000010-0470  STUFF                       12/19/2013      532.70    000000
     □   000010-0471  STUFF                       12/19/2013      832.46    000000
     □   000010-0472  STUFF                       12/19/2013      260.02    000000
     □   000010-0473  STUFF                       12/19/2013      975.72    000000
     □   000010-0474  STUFF                       12/19/2013      371.44    000000

    ** To select or de-select an item, click in the check box of the corresponding item. **

    RECORD SELECTION COMPLETE
          F1=First,  F5=Next,  F11=Select ALL,  F12=Deselect ALL
                    ENTER / F16=Select another vendor
  ENTER✓  F1            F5     F7            F11  F12                    14.02.00
  F16←   F17
```

Step	Action
11	Note that the **Total Amount Selected** and **Item Count** fields represent the grand total of all claims selected for the batch. These totals may reflect items selected for other vendors in addition to the items selected for the specific vendor displayed on the screen.
12	**When finished selecting claims**: Select either **ENTER✓** (**Enter**) or **F16←** (**F16** - Select another vendor) to return to the vendor selection screen.

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE              _|8|X|
                              Financial Accounting & Reporting                              EXP0400
                                Select/de-select by vendor
      Vendor: 10      ▼ GHI-CERT
                     Total Amount Selected:       682.34   Item Count:      5


















   RECORD SELECTION COMPLETE
                  ENTER to Continue Processing   F16 to Exit

   ENTER✓  F1              F5       F7            F11   F12                      14.02.00
   F16     F17
```
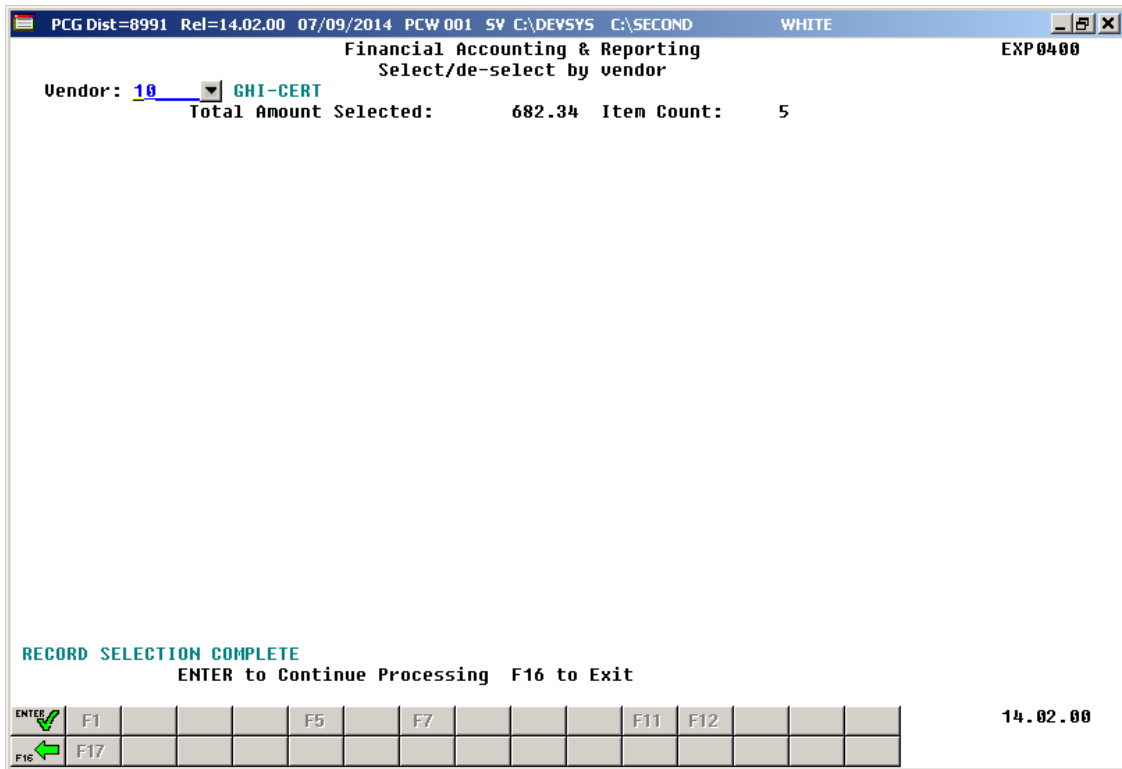
Step	Action
13	Verify *"Record Selection Complete"* displays, and repeat *Steps 6 – 12* for the next vendor. *Repeat Steps 6 – 12 for each vendor.*
14	Select [F16] (**F16**) to return to the *Payables Select/De-Select Process Menu.*

The following screen displays:

```
PCG Dist=8991 Rel=14.02.00 07/09/2014 PCW 001 SV C:\DEVSYS C:\SECOND          WHITE                    _|□|X|
                                                                                               EXP0400

                                PAYABLES SELECT/DE-SELECT PROCESS


               Select ALL open payables for payment ........ F1

                  X to exclude claims with fund balance account 0422 during SELECT ALL:  X


               De-select ALL previously selected .......... F17


               Select/de-select by vendor.................. F12


                                 Exit ................. F16






                  Total Amount Selected:          682.34   Item Count:     5


ENTER✓  F1                    F5        F7              F11  F12                        14.02.00
F16⬅    F17
```

Step	Action
15	Screen-print the *Payables Select/De-Select Process Menu,* and select ⬅F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu.*
	Compare the screen's results to the Selected Payables Report produced in Procedure D. Printing the Selected Payables Report.

The following screen displays:
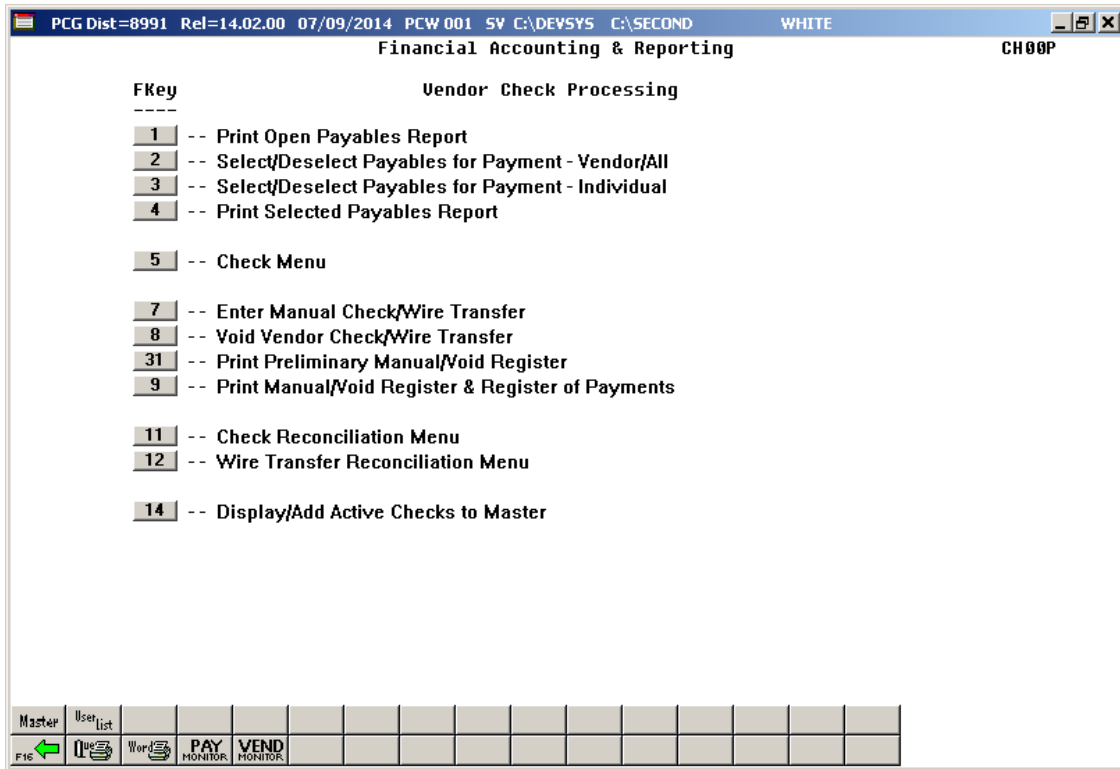
Step	Action
16	Select (**F16** –Exit) to return to the *Financial Accounting & Reporting Master Menu,* and continue to *Procedure D. Printing the Selected Payables Report.*

C2. Select/Deselect Payables for Payment – Individual Vendor

C2.1. Select/Deselect Payables for Payment - Individual Vendor

Step	Action
1	Verify the previous vendor check run is complete.
	NOTE: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check run cycle not complete – selection not allowed*" displays.
	Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.
2	Select (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
3	Select ___3___ (**F3** - Select/Deselect Payables for Payment – Individual). *"** Processing Request **" briefly displays.*

If a vendor check run is already in progress but the vendor checks have not been printed, the following dialog box displays:

Step	Action
4	<u>Before</u> <u>printing</u> the vendor checks, users may select and extract the payables as often as is needed.
	Once the payables have been extracted for processing, the user may decide to select or de-select additional or different claims for the check run. In this case, a dialog box is displayed warning the user that a vendor check run has already been started. This warning is intended to prevent one user or department from interfering with another user's or department's vendor check run. The user should carefully consider whether or not to continue with the select/de-select payables action when presented with this dialog box.
5	Select ⬚ ('*Yes*') to select or de-select additional or different payables for the vendor check run which is in progress. Selecting '*Yes*' will reset the *Vendor Check Sequence Monitor* so that payables must be re-extracted.
	Select ⬚ ('*No*') to complete the existing check run as is.

The following screen displays:
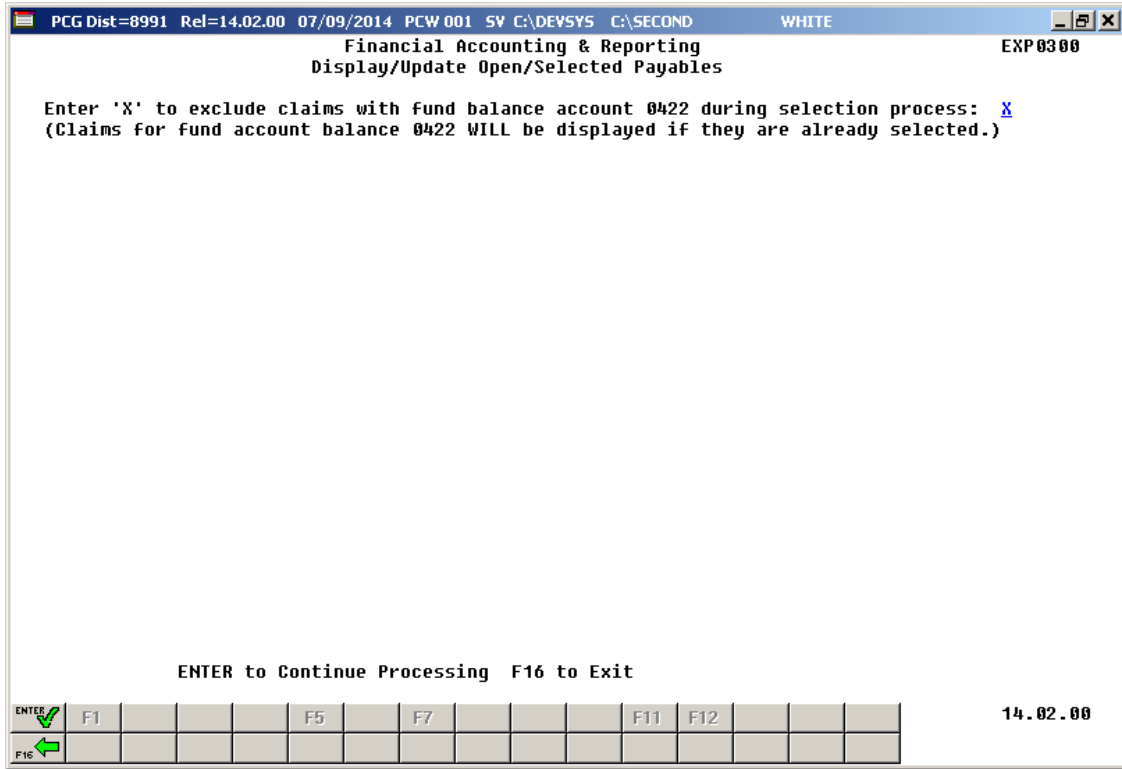
Step	Action
6	**To <u>exclude</u> claims with fund balance account 0422:** Enter **X** in the field. *Note: Claims which have already been selected for fund account balance 0422 <u>will</u> be displayed regardless of the **Exclude** setting on this screen.*
7	Select (**Enter**) to continue. *"*** Selecting All Open Payables ***" briefly displays.*

The following screen displays:

```
 A   PCG Dist=8991 Rel=21.01.00  03/19/2021  PCG 002  SV  C:\SQLSYS  C:\SECOND      WHITE          —    □    ×
                            Financial Accounting & Reporting                              EXP 0300
                            Display/Update Open/Selected Payables

           Enter 'X' to exclude claims with fund balance account 0422 during selection process:  X
           (Claims for fund account balance 0422 WILL be displayed if they are already selected.)

      Sel   Uend #-Seq   Vendor                           Date        Amount      PO#    Blnc
       □    000012-8626  VENDOR 000012                  2/26/2021     1200.00    000000   421
       □    000012-8627  VENDOR 000012                  2/26/2021     1900.00    000000   479
       □    000012-8628  VENDOR 000012                  2/26/2021     1123.00    000000   476
       □    000012-8629  VENDOR 000012                  2/12/2021       25.00    000000   479
       □    000012-8630  VENDOR 000012                  2/12/2021       35.58    000000   476
       □    000016-3305  GHI-CERT                       3/31/2021       25.00    000000   421
       □    000016-3306  GHI-CERT                       3/31/2021      945.00    000000   475
       □    000016-3307  GHI-CERT                       3/31/2021       76.58    000000   475
       □    000016-3309  GHI-CERT                       2/26/2021      945.00    000000   475
       □    000016-3310  GHI-CERT                       2/26/2021     7560.00    000000   475
       □    000016-3311  GHI-CERT                       2/26/2021     8505.00    000000   475
       □    000016-3312  GHI-CERT                       2/26/2021   112455.00    000000   475
       □    000016-3313  GHI-CERT                       2/26/2021      945.00    000000   475
       □    000016-3314  GHI-CERT                       2/26/2021    42525.00    000000   475
       □    000016-3315  GHI-CERT                       2/26/2021    48909.69    000000   475
       □    000017-1949  GHI-NON-CERT                   2/26/2021         .41    000000   421
       □    000017-1955  GHI-NON-CERT                   2/26/2021      224.73-   000000   421
       □    000017-1956  GHI-NON-CERT                   2/26/2021      107.90    000000   421
       □    000017-1957  GHI-NON-CERT                   2/26/2021      143.02    000000   421
       □    000017-1958  GHI-NON-CERT                   2/26/2021      143.02    000000   421
            1 -   20  of  148 Items        Total Amount Selected:         .01   Items:      1
        ** To select or de-select an item, click in the check box of the corresponding item. **

                         F5=Next,                    F16=Exit
              F11=Select all items on page,  F12=Deselect all items on page
    ENTER✓  F1            F5        F7             F11  F12                        21.01.00
    F16
```

The selection screen display depends upon prior open payable selections or the lack thereof.

Step	Action
8	To select or de-select an item, click in the check box of the corresponding item. Use **F11** (**F11** - Select all items on page) to select ALL claims on this one page at the same time. Use **F12** (**F12** - Deselect all items on page) to deselect ALL claims on this one page at the same time.
	To select a payable/payables: Verify ☑ displays in the check box to the left of the record.
	To deselect a payable/payables: Verify that a ☑ does <u>NOT</u> appear in the check box to the left of the record (☐).
	In order to display additional claims, the following navigation functions are available:
	F1 (**F1** - First) – Navigates the user to the first screen of claims.
	F5 (**F5** - Next) – Navigates the user to the next screen of claims.
	F7 (**F7** – Previous) – Navigates the user to the previous screen of claims.
	If no claims exist for the vendor, PCGenesis displays "End of File Reached" where appropriate.

The following screen displays:

Step	Action
9	Continue to select **F5** (**F5** - Next) until *"End of File Reached"* displays, and select or de-select any desired items by clicking in the check box next to the corresponding item. Verify *"Record Selection Complete"* displays, and select **F16** (**F16** - Exit) to return to the *Fund Balance Account 0422* screen.

The following screen displays:
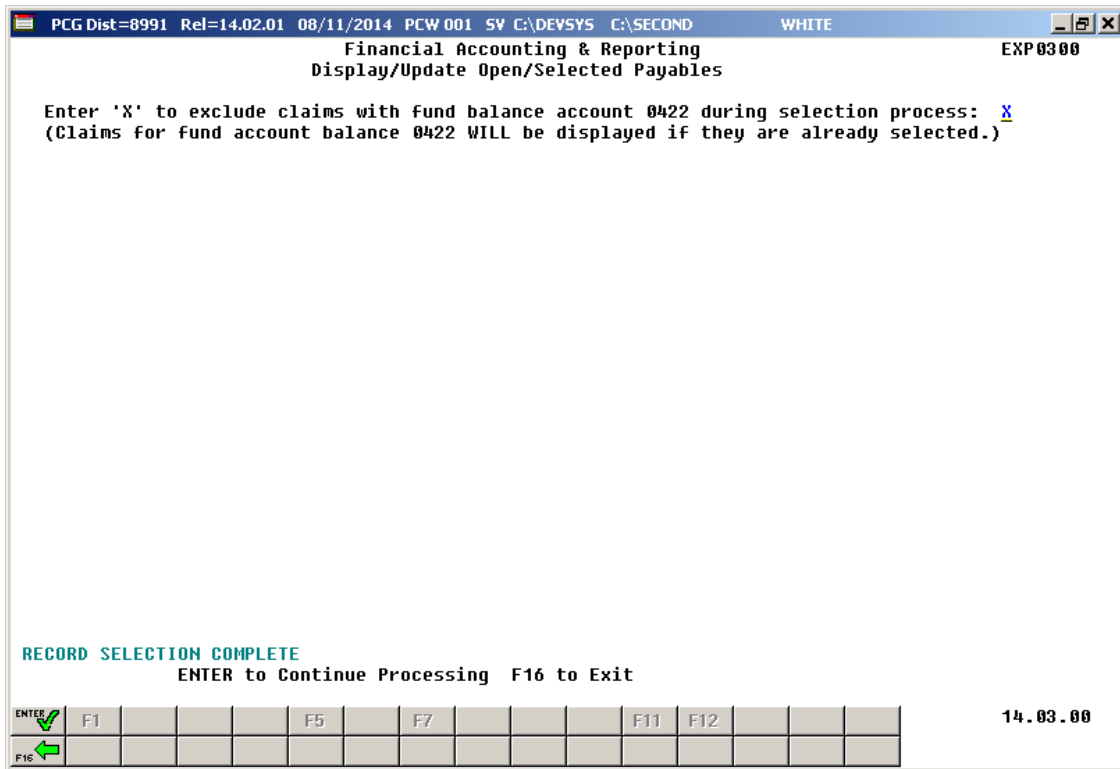
Step	Action
10	Verify *"Record Selection Complete"* displays, and select F16 (**F16** - Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu*.

The following screen displays:
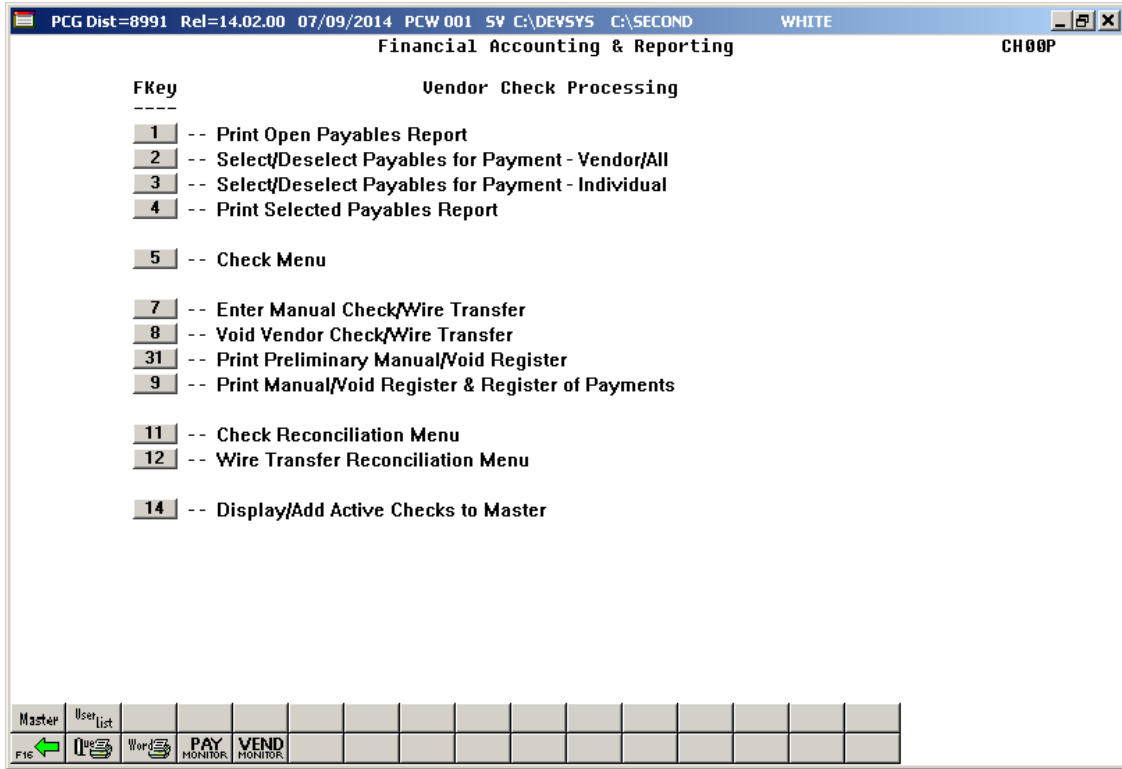
Step	Action
11	Select F16 (**F16** – Exit) to return to the *Financial Accounting & Reporting Master Menu,* and continue to *Procedure D. Printing the Selected Payables Report.*

Procedure D: Printing the Selected Payables Report
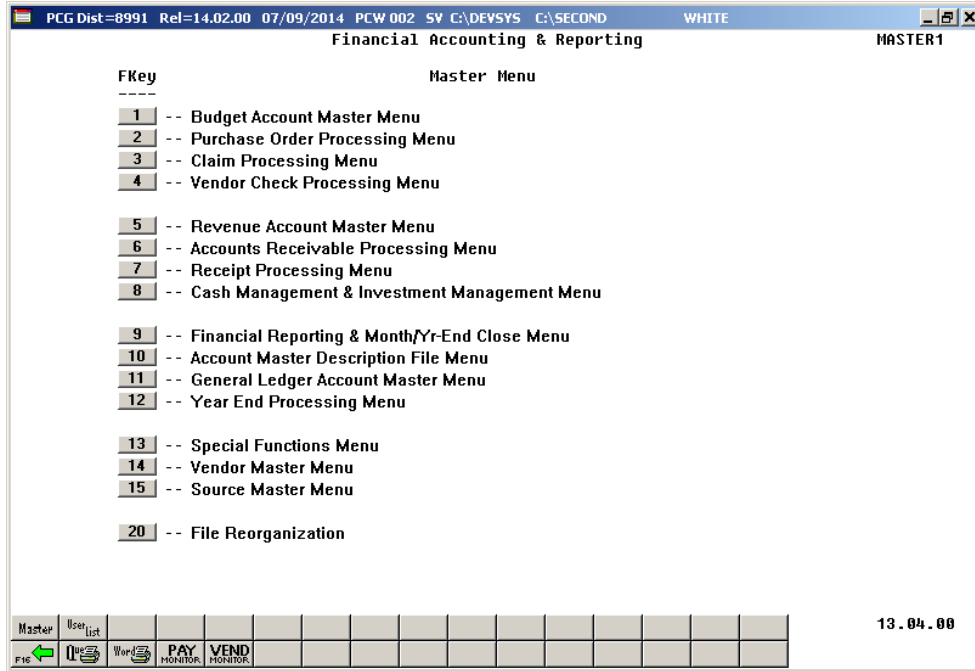
Step	Action
1	Select ___4___ (**F4 -** Vendor Check Processing Menu).

The following screen displays:
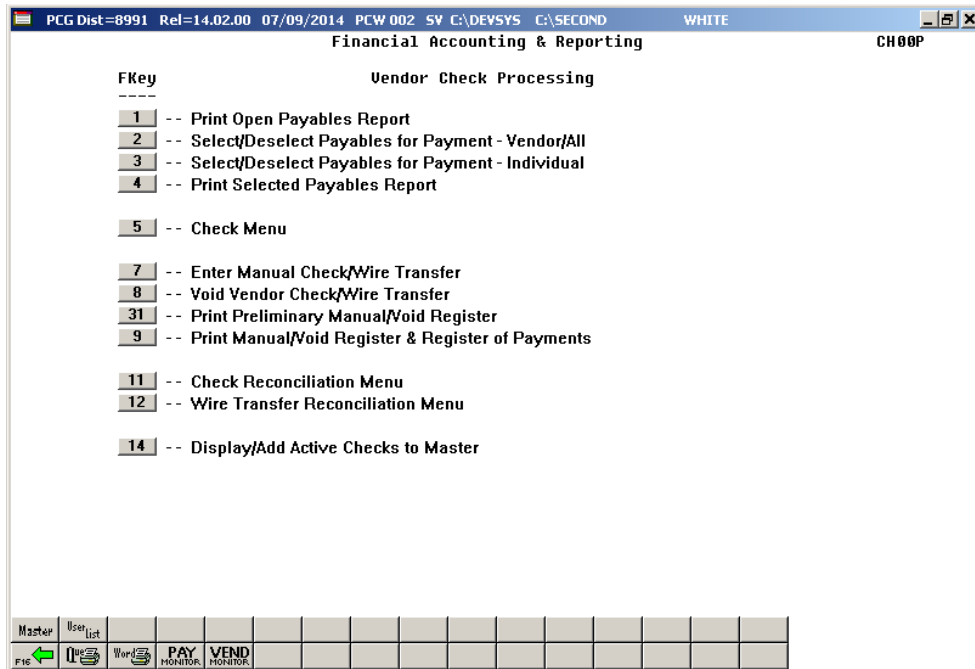
Step	Action
2	Select ___4___ (**F4** - Print Selected Payables Report).

The following screen displays:

Step	Action
3	Enter **F** (Fund), **N** (Name), **V** (Vendor#) or **D** (Date) in the **Please enter the Sort Sequence** field to define the manner in which the report will be sorted.
4	**To exclude Fund Balance 0422 Claims:** Enter **X** in the **X to exclude claims with fund balance account 0422** field.
	To include Fund Balance 0422 Claims: Delete the **X to exclude claims with fund balance account 0422** field's entry.
	PCGenesis defaults to 'X' to exclude the account's claims as claims with fund balance sheet 0422 are accruals and typically are not of interest when generating a list of open payables.
5	**To include only claims charged to specific funds:** Enter the beginning and ending fund range.
	PCGenesis defaults to '100' through '999' to include all account numbers and therefore all claims. For example, when entering '600' through '625' as the fund range, only open payables with at least one charge line with a fund in the range of 600 - 625 would be included on the report.

Step	Action
6	Select the ⊙ (**Radio Button**) to left of the appropriate response in the **Create Payables Report to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
7	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
8	**If creating an export file:** Enter **C:\EXPORT\OpnPayccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select F10 (**F10** to Browse for file) to locate the file manually.
9	Select ENTER✓ (**Enter**) to continue. *If the export filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 6 to enter the correct information.* *"** Processing Request **" and "Creating Report for Selected Claims" briefly display.*

The following screen displays:

```
PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE              _ B X

                           Financial Accounting & Reporting                      CH00P

     FKey                      Vendor Check Processing
     ----
       1   -- Print Open Payables Report
       2   -- Select/Deselect Payables for Payment - Vendor/All
       3   -- Select/Deselect Payables for Payment - Individual
       4   -- Print Selected Payables Report

       5   -- Check Menu

       7   -- Enter Manual Check/Wire Transfer
       8   -- Void Vendor Check/Wire Transfer
      31   -- Print Preliminary Manual/Void Register
       9   -- Print Manual/Void Register & Register of Payments

      11   -- Check Reconciliation Menu
      12   -- Wire Transfer Reconciliation Menu

      14   -- Display/Add Active Checks to Master
```

Step	Action
10	Select ![F16]( ) (**F16** – Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu*, or select ![Master]( ) (**Master**) to return to the *Business Applications Master Menu.*
11	**To print the report via the Uqueue Print Manager:** Select ![Uqueue]( ) (**Uqueue**).
	To print the report via Microsoft® Word: Select ![MS WORD]( ) (**MS WORD**).
	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 where appropriate.
12	Compare the *Grand Total* on the final page of the report to the total dollar amount on the *Payables Select/De-Select Process Menu.*

D1. Selected Payables Report (by Vendor) – Example

Individual claim totals display as well as each vendor's total. The Grand Total displays at the end of the report.

```
   REPORT ID:  EXP0655-SELECT               SELECTED PAYABLES BY VENDOR # AS OF 07/09/14                           PAGE   1
   REPORT DATE: 07/09/2014  14:11

         --------------------INVOICE-------------------       EXPENDITURE ACCOUNT
   SEQ# VEND-REF              DATE         AMOUNT  FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L  PO #  DESCRIPTION              BLNC

   VENDOR #: 000010   GHI-CERT
   0466                      12/19/13       58.41  462-0-1839-1000-21000-0103-0-000000        STUFF                    0421
   0466                      12/19/13       24.70  462-0-1839-1000-21000-0111-0-000000        STUFF                    0421
   0466                      12/19/13       50.06  462-0-1839-1000-21000-0189-0-000000        STUFF                    0421
   0466                      12/19/13       54.91  462-0-1839-1000-21000-0199-0-000000        STUFF                    0421
   0466                      12/19/13       15.59  462-0-1839-2100-21000-0111-0-000000        STUFF                    0421
   0466                      12/19/13       15.80  462-0-1839-2100-21000-0189-0-000000        STUFF                    0421
   0466                      12/19/13       13.59  462-0-1839-2100-21000-0199-0-000000        STUFF                    0421
   0466                      12/19/13        4.18  462-0-1839-2230-21000-0111-0-000000        STUFF                    0421
                                           237.24 *

   0467                      12/19/13       75.21  414-0-1784-1000-21000-0109-0-000000        STUFF                    0421
                                            75.21 *

   0468                      12/19/13       76.10  404-0-2824-2210-21000-8010-0-000000        STUFF                    0421
                                            76.10 *

   0469                      12/19/13        0.52  404-0-2824-1000-21000-0103-0-000000        STUFF                    0421
   0469                      12/19/13        5.70  404-0-2824-1000-21000-0109-0-000000        STUFF                    0421
   0469                      12/19/13        0.44  404-0-2824-1000-21000-0111-0-000000        STUFF                    0421
   0469                      12/19/13        0.65  404-0-2824-1000-21000-0189-0-000000        STUFF                    0421
   0469                      12/19/13        0.56  404-0-2824-1000-21000-0198-0-000000        STUFF                    0421
   0469                      12/19/13       15.19  404-0-2824-1000-21000-0199-0-000000        STUFF                    0421
   0469                      12/19/13       23.59  404-0-2824-2100-21000-0106-0-000000        STUFF                    0421
   0469                      12/19/13       23.59  404-0-2824-2100-21000-0109-0-000000        STUFF                    0421
   0469                      12/19/13       23.59  404-0-2824-2100-21000-0198-0-000000        STUFF                    0421
   0469                      12/19/13        5.33  404-0-2824-2100-21000-6595-0-000000        STUFF                    0421
                                            99.16 *

   0470                      12/19/13       76.10  402-0-1750-1000-21000-0103-0-000000        STUFF                    0421
   0470                      12/19/13      152.20  402-0-1750-1000-21000-0111-0-000000        STUFF                    0421
   0470                      12/19/13      228.30  402-0-1750-1000-21000-0189-0-000000        STUFF                    0421
   0470                      12/19/13       76.10  402-0-1750-1000-21000-0199-0-000000        STUFF                    0421
                                           532.70 *
                                         1,020.41 **

              ** GRAND TOTAL           1,020.41 ***
```

D2. Selected Payables Report (by Fund) – Example

The final page of the report lists the Grand total of all accounts. The report also lists individual vendor and fund totals throughout the report. The final page of the report gives the Balance Account Summary totals.

```
 REPORT ID:  MRPT-EXP0650-SELECT          SELECTED PAYABLES BY FUND AS OF 02/02/18                          PAGE:    25
 PERIOD END:  02/02/2018                                                            REPORT DATE:  02/02/2018  13:21

        -------------------INVOICE-------------------   EXPENDITURE ACCOUNT
 SEQ# VEND-REF              DATE         AMOUNT  FND-F-PROG-FUNC-OBJCT-FCTY-B-ADDT'L  PO #  DESCRIPTION                    BLNC

 VENDOR #: 002129   VENDOR 002129
 6296 394490               08/29/17      402.22  606-0-9600-3100-61000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6325 389391               08/08/17    2,370.39  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6324 389392               08/08/17       59.60  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6317 391088               08/15/17    3,394.37  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6309 392744               08/22/17       22.49  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6308 392745               08/22/17    3,591.80  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 6297 394489               08/29/17    2,281.04  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS

          ** VENDOR 002129 TOTAL        13,105.85

 VENDOR #: 003193   VENDOR 003193
 4141 741716365            08/10/17      416.82  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 4134 741716441            08/14/17      114.80  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 4133 741716569            08/17/17      184.03  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 4130 741716792            08/24/17      277.29  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 4129 741716672            08/21/17      276.96  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS
 4117 741716873            08/28/17      137.80  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            M.LAWRENCE/JCHS
 4116 741716989            08/31/17      439.39  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS

          ** VENDOR 003193 TOTAL         1,847.09

 VENDOR #: 006010   VENDOR 006010
 9996 6688200729           08/21/17      283.20  606-0-9600-3100-63000-0108-1-000000        STUFF                         0421
                                                                                            R.SLATON/JCHS

          ** VENDOR 006010 TOTAL          283.20

          ** BLNC   0421   TOTAL        23,196.02

          ** FUND 606-0 TOTAL          23,196.02

          ** GRAND TOTAL              207,421.91
```

```
 REPORT ID:  MRPT-EXP0650-SELECT          SELECTED PAYABLES BY FUND AS OF 02/02/18                          PAGE:    28
 PERIOD END:  02/02/2018                                                            REPORT DATE:  02/02/2018  13:21

        --------------BLNC SUMMARY TOTALS--------------

          ** BLNC  0421 TOTAL         192,286.26
          ** BLNC  0477 TOTAL           3,537.83
          ** BLNC  0471 TOTAL           3,378.13
          ** BLNC  0472 TOTAL           1,866.43
          ** BLNC  0475 TOTAL           2,534.30
          ** BLNC  0473 TOTAL           2,819.75
          ** BLNC  0479 TOTAL             999.21

          ** BLNC GRAND TOTAL         207,421.91
```

Procedure E: Extracting the Selected Payables

Step	Action
1	Verify the previous vendor check run is complete.
	NOTE: Once the user has started to <u>print</u> vendor checks, the check cycle is locked down, and the user cannot select or de-select or extract any additional or different claims until the rest of the steps in the vendor check cycle have been completed. If the user attempts to select or de-select claims after checks have started printing, the message "*Prior check cycle not complete – incorrect sequence*" displays.
	Refer to Procedure A: Displaying the Vendor Check Sequence Monitor for the instructions where appropriate.
2	Select ![4](F4 **- **Vendor Check Processing Menu).

The following screen displays:

Step	Action
3	Select ⬚ 5 (**F5** - Check Menu).

The following screen displays:

Step	Action
4	Select ⬚**1** (**F1** - Extract Selected Payables for Processing). *"Processing Request" briefly displays.*
5	If errors exist, proceed to *Step 6*. If <u>no</u> errors exist, proceed to *Step 8*.

If errors exist, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND         WHITE          —    □    ✕
 _
                    ----------------------------------------
                    *** SELECTED PAYABLES ERRORS EXIST ***
                    ----------------------------------------
                    Possible NEGATIVE or ZERO check amount!

                                   - OR -

                             Vendor is missing!




                       Please check Payables Error Report!!
              Please extract selected payables for processing again!!


                               Press ENTER to Exit
```

Step	Action
6	If errors exist, the *Selected Payables Errors Exist* screen displays. In this case, review the *Selected Payables Error Report*, make the required corrections, and repeat this procedure starting at *Step 1*. **NOTE**: When a negative claim exists without sufficient positive claims to offset the negative claim, the vendor's claims are automatically deselected.
7	Select **ENTER** to exit the error screen.

The following screen displays:
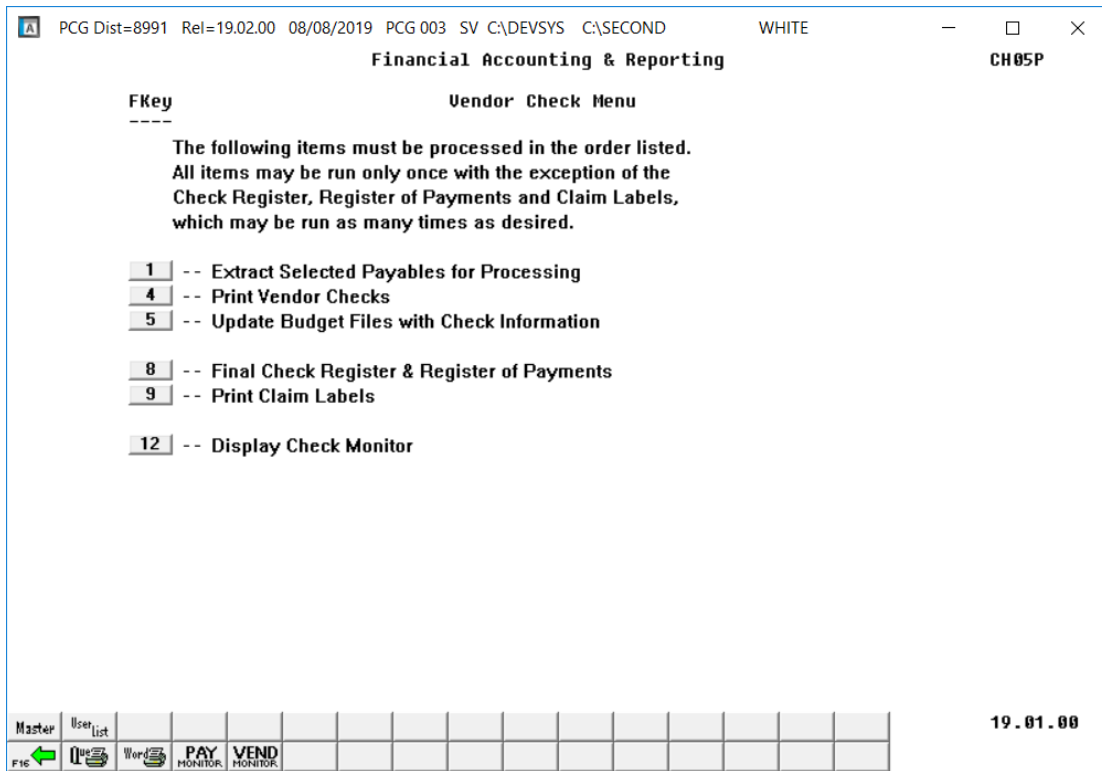
Step	Action
8	Select **12** (**F12** – Display Check Monitor) or select **VEND MONITOR** (**Vendor Monitor**) to display the *Vendor Check Sequence Monitor*.

The *Vendor Check Sequence Monitor* after selected payables have been extracted:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=18.04.00  02/27/2019  PCG 002  SV C:\DEVSYS  C:\SECOND        WHITE       —    □    ×  │
│                                                                         MONITOR │
│                           VENDOR CHECK PROCESSING                                │
│                                                                                 │
│                              Sequence Monitor                                   │
│                                                                                 │
│                                                                                 │
│                    Extract Selected Payables            Y                        │
│                    Print Vendor Checks                  N                        │
│                    Update Budget Files w/Check Info     N                        │
│                    Print Check Register & Register of Payments N                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│         Press F16 to exit.                                                       │
│   ENTER                                                              14.02.00    │
│                                                                                 │
│   F16                                                                            │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
9	Verify the status of the vendor check run in the *Vendor Check Sequence Monitor*. Verify that a '**Y**' (**Yes**) is displayed to the right of *Extract Selected Payables*. Select F16 (**F16** – Exit) to return to the *Vendor Check Menu*.
10	Select F16 (**F16** – Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu* or select Master (**Master**) to return to the *Business Applications Master Menu*.

E1. Selected Payables Error Report – Example

```
02/25/2019                          SELECTED PAYABLES ERROR REPORT                          PROGRAM=EXP0390

 **** ERROR: TOTAL = OR LESS THAN ZERO,        66.37- ALL CLAIMS FOR VENDOR# 006240 HAVE BEEN DESELECTED.
```
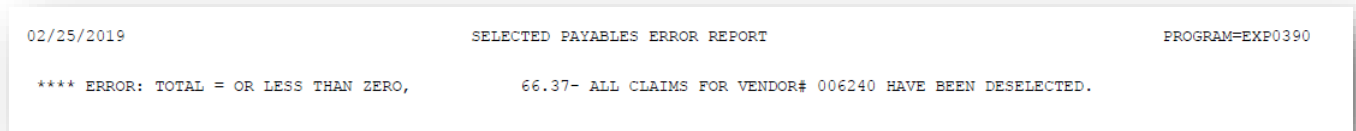
Procedure F: Printing Vendor Checks

* * * ATTENTION * * *

Do not load the checks into the printer at this time!

Step	Action
1	**If using a Signature Card:** Verify the signature card's configuration is correct for the vendor check's Printer. *Refer to the Financial Accounting and Reporting (FAR) System Operations Guide, Section O: System Utilities, Topic 3: Vendor Check Signature Card Setup for instructions where appropriate.*
2	**If using the MICR feature:** Verify the vendor check's bank has been MICR-enabled. *Refer to the Financial Accounting and Reporting (FAR) System Operations Guide, Section O: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup for instructions where appropriate.*
3	Verify the vendor check processing procedures, up to and including selecting and extracting the open payables for payment are complete. *Refer to Procedure A: Displaying the Vendor Check Sequence Monitor in this document for the instructions to display the vendor check monitor where appropriate.*
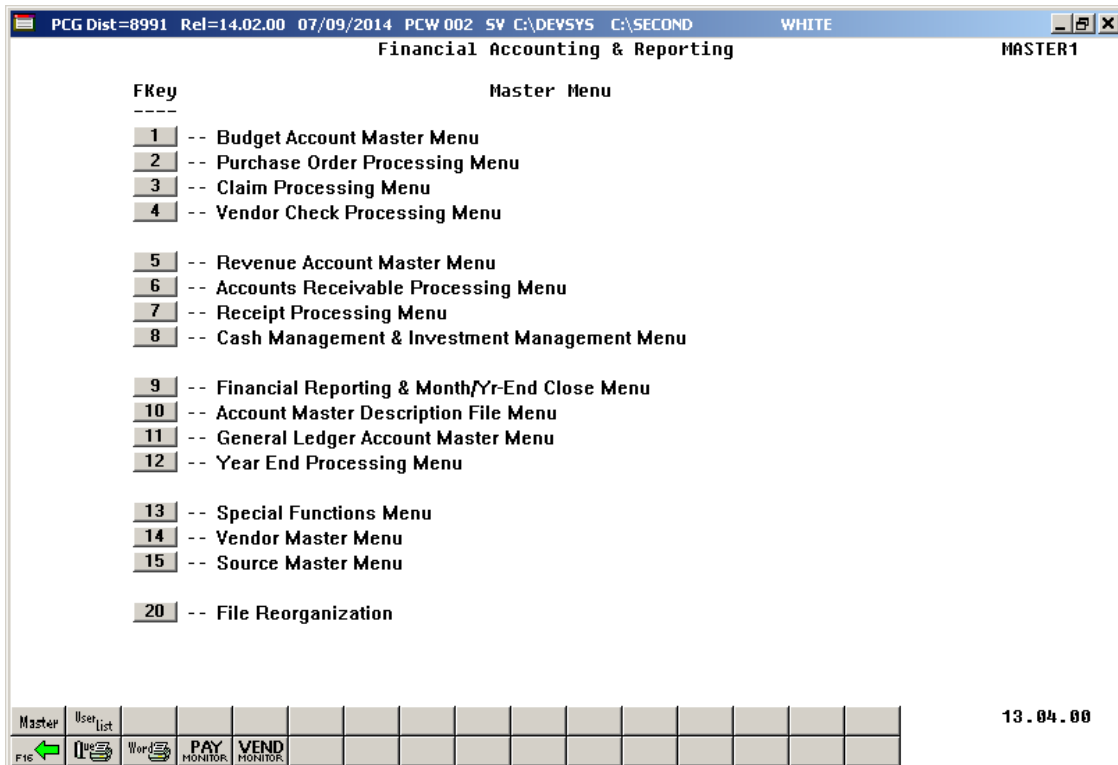
Step	Action
4	Select **4** (**F4** - Vendor Check Processing Menu).

The following screen displays:
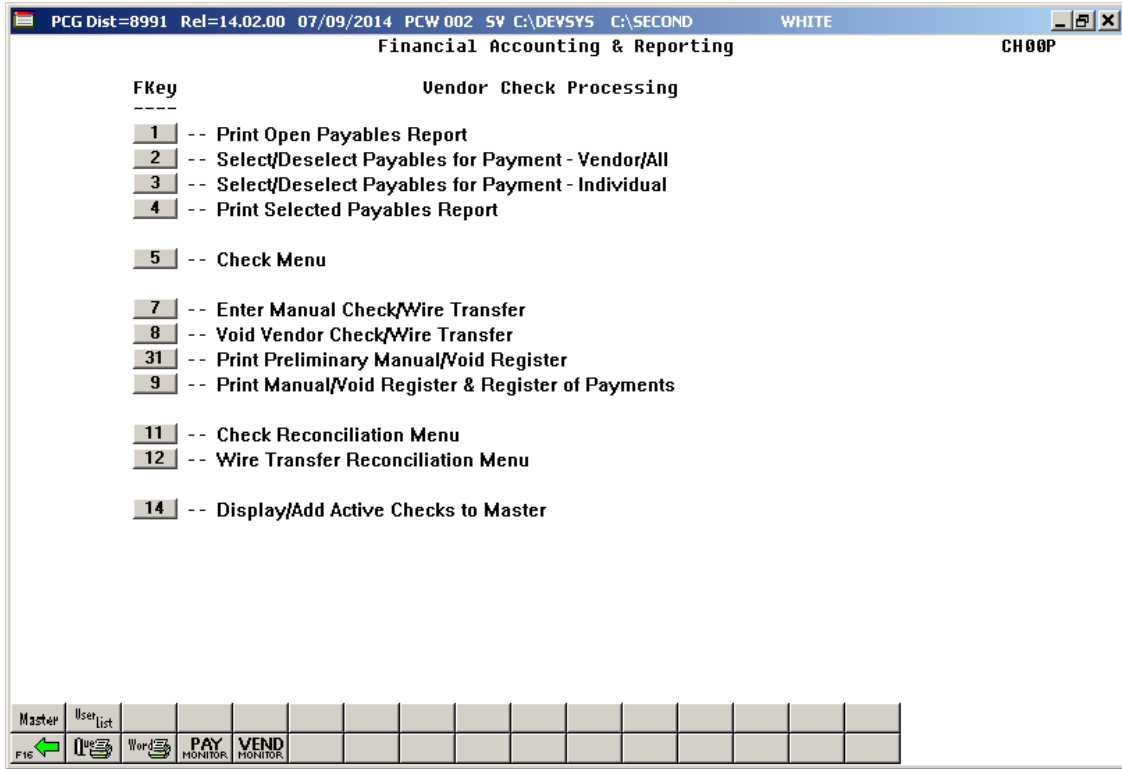
Step	Action
5	Select **5** (**F5** - Check Menu).

The following screen displays:

Step	Action
6	Select ___4___ (**F4** - Print Vendor Checks).

The following screen displays:

```
   A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS   C:\SECOND          WHITE          —    □    ×
                                                                                                              EXP 08 00
                                           Vendor Check Processing



                           Enter check date: _____   (MM/DD/CCYY)

















         ENTER = Validate,  F16 = Exit
      ENTER✓  F1                                                                                    19.01.00
      F16←
```

Step	Action
7	Enter the date (MMDDYY) in the **Enter Check Date** field, and select ![ENTER ✓] (**Enter**) <u>twice</u>.
	The date entered must be before the PCGenesis highest allowable transaction date, <u>and</u> must be a date greater than the highest claim date.
	Refer to the <u>Financial Accounting and Reporting (FAR) System Operations Guide</u>, Section N: Special Functions, Topic 1: Displaying/Updating System Control Information for the instructions to modify the PCGenesis highest allowable transaction date where appropriate.

The following screen displays:

Step	Action
8	Enter the bank's code, or select the drop-down selection icon ▼ in the **Enter Bank** field to choose the bank, and select ✓ (**Enter**).

The following dialog box displays:
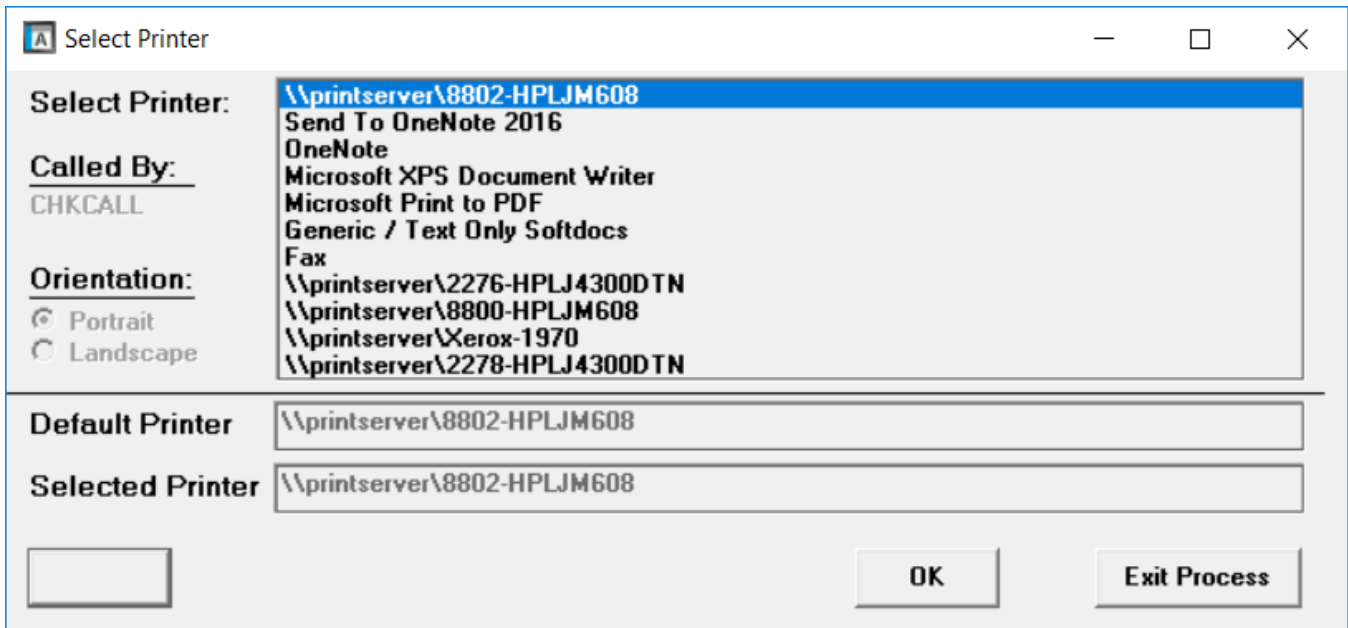
Step	Action
9	Within the *Select Printer* window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the **Selected Printer** text box. *The printer selected must have already been set up with the appropriate signature card.*
10	Select [OK] (**OK**).

For **non MICR-enabled banks**, the following screen displays:

For **MICR-enabled banks**, the following screen displays:

Step	Action
11	**For MICR-enabled banks**: Verify the selection, or select the appropriate check type, and select **Continue** (**Continue**). *When using the same bank for check processing, up to five different check types may display on the Check Type screen. The check types displayed are system-specific, and are defined during MICR setup.* **For Non MICR-enabled banks:** Proceed to *Step 12*.

For **MICR-enabled banks**, the following screen displays:

Step	Action
12	Verify the entries in the **BANK, SIGNATURE** (status), **MICR** (status), **Account Type, Vnd Check Type** (Vendor Check Type), and **Vnd Self Seal** (Vendor Self Seal status) fields are correct. *These entries default based on the vendor check signature card and/or the MICR configuration selections. If incorrect, select* **F16** *(F16 - Exit), refer to the appropriate procedures to correct any errors, and repeat this process. When choosing the Select Printer, Print sample, Disable MICR or Disable Signature options, a sample vendor check will be printed.*

Step	Action
13	Insert an <u>actual</u> vendor check or the blank check stock into the printer's feeder, and select ▐ F2 ▌ (**F2 – Print Sample**). *Do not insert standard paper for this purpose.* *Print the sample copy of the vendor check to ensure all information is correct before continuing. When using Preprinted and Prenumbered checks, spoil the sample vendor check when the procedure completes.*
14	Verify the information on the *sample* vendor check is as intended by comparing the results received to the examples provided in *F1. Vendor Check with an Incorrect MICR Line – Example* and *F2. Vendor Check with a Correct MICR Line – Example.* *Even if no errors received when saving the MICR configuration, verify the MICR line. If the Transit and ONUS symbols are identified with the letters "B" and "C" as in F1, the* <u>*information*</u> <u>*is*</u> <u>*incorrect.*</u>
15	**If the MICR line is incorrect:** Remove and reinsert the *Signature Card*. On the *Vendor Check Printing – Option Selection* screen, select ▐ PF2 ▌ (**F2 – Print Sample**). **If the MICR line is correct**: On the *Vendor Check Printing – Option Selection* screen, select ▐ PF3 ▌ (**F3 - Prints OK, Continue**).

F1. Vendor Check with an Incorrect MICR Line – Example

SMITHVILLE BOARD OF EDUCATION **123456**

CONTROL #	PO #	INVOICE #	DESCRIPTION		AMOUNT
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99

Retain this portion for your records   **TOTAL AMOUNT**   999.99

VENDOR CHECK TEST -   2001/11/20 09:04 - This line NOT ON CHECK

SMITHVILLE BOARD OF EDUCATION   No. **123456**   64-8236
102 MAIN ST.   8975
SMITHVILLE, GA. 61255   Date   GENERAL
                                       99/99/99

BANK OF SMITHVILLE   NINE HUNDRED NINETY NINE AND 99/100
SMITHVILLE, GA 61255   AMOUNT

Pay To   *****999.99
The   **SAMPLE CHECK**   **A**   VOID AFTER 90 DAYS
Order Of   XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

C123456C B897582361B100 2641C ————— **Incorrect MICR Line**

ONUS Symbol Character

Transit Symbol

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX, GA 99999

Step	Action
16	Ensure the vendor check *Signature Card's* alignment in correct. *When the letter "A" prints on the sample vendor checks as in F1., the Signature Card has either malfunctioned, or its alignment is incorrect.*

F2. Vendor Check with a Correct MICR Line – Example

SMITHVILLE BOARD OF EDUCATION				**123456**	

CONTROL #	PO #	INVOICE #	DESCRIPTION		AMOUNT
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99
999999-9999	000000		XXXXXXXXXXXXXXXXXXXXXXX	99/99/99	999.99

Retain this portion for your records   **TOTAL AMOUNT**   999.99

VENDOR CHECK TEST -   2001/11/20   09:04   -   This line NOT ON CHECK

SMITHVILLE BOARD OF EDUCATION   No. **123456**   64-8236
102 MAIN ST.   ————
SMITHVILLE, GA. 61255   8975

Date   GENERAL
99/99/99

NINE HUNDRED NINETY NINE AND 99/100

BANK OF SMITHVILLE   AMOUNT
SMITHVILLE, GA 61255

*******999.99

Pay To   **SAMPLE CHECK** *John Doe*   VOID AFTER 90 DAYS
The
Order Of   XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

⑈123456⑈ ⑆897582361⑉100 2641⑈   **Correct MICR Line**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX, GA 99999

The following screen displays:

Step	Action
17	Enter the check number in the **Enter First Check Number** field, and select [ENTER] (**Enter**) once. *Do not enter vendor check numbers used as part of the alignment within the "Enter First Check Number" field.*

The following screen displays:

```
 ┌─────────────────────────────────────────────────────────────────────────────────────┐
 │ [A]  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV C:\DEVSYS  C:\SECOND    WHITE        —    □    ×  │
 │                                                                                   EXP 0800 │
 │                                    Vendor Check Processing                                 │
 │                                                                                           │
 │                              4 check(s) will be printed.                                   │
 │                                                                                           │
 │                      Enter bank:      BK02     FNB 002 OF SMITH CITY                       │
 │              Enter first check number:        7                                           │
 │                      Check range:        7 thru      10                                    │
 │              Last check number used:          6     02/20/2019                            │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │                                                                                           │
 │    ENTER = Continue,   F16 = Reenter                                                       │
 │   [ENTER✓] [F1]  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]   19.01.00       │
 │   [F16←]   [ ]  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]                  │
 └─────────────────────────────────────────────────────────────────────────────────────┘
```

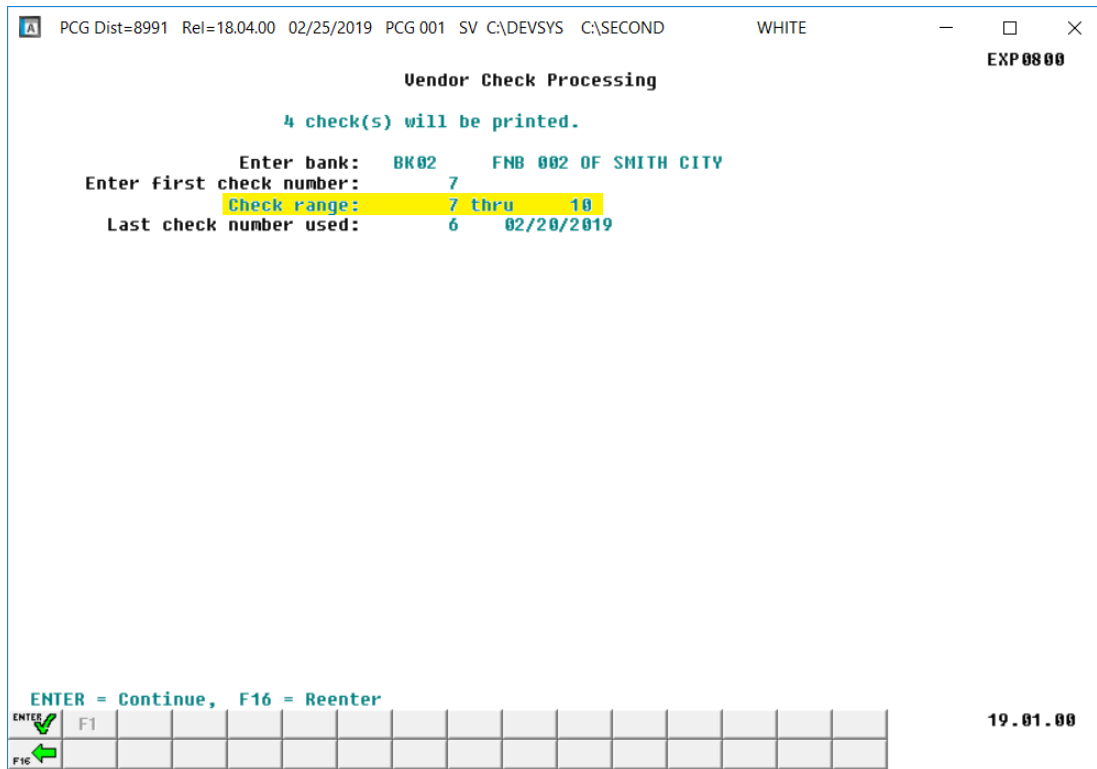| Step	Action
18	Verify the information on the *Vendor Check Processing – Check Range Verification* screen is correct, and select [ENTER✓] (**Enter**). *If the information is incorrect, select [F16←] (**F16 - Reenter**), make the appropriate modifications and select [ENTER✓] (Enter).*

The following screen displays:

```
 A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV C:\DEVSYS  C:\SECOND       WHITE        —    □    ✕
                                                                                              EXP 0800
                                  Vendor Check Processing

                         4 check(s) will be printed.

                   Enter bank:     BK02     FNB 002 OF SMITH CITY
          Enter first check number:      7
                       Check range:      7 thru     10
            Last check number used:      6    02/20/2019




                   Are correct checks inserted?  ___  (YES,NO)






         ENTER = Continue,  F1 = Reenter bank,  F16 = Exit
     ENTER ✓  F1                                                               19.01.00
     F16 ←
```

Step	Action
19	Insert the vendor checks, or for MICR-enabled banks, insert the blank check stock into the Printer.
20	Enter **YES** in the **Are correct checks inserted?** field, and select (**Enter**). **NOTE:** Once the user enters **YES** and selects (**Enter**), the system populates the *Vendor Check Sequence Monitor's* "**Print Vendor Checks**" field with **L** (Locked) indicating that the vendor check cycle is locked, and additional payables may not be selected or extracted for this vendor check run.

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▤ PCG Dist=8991  Rel=14.02.00  07/09/2014  PCW 002  SV C:\DEVSYS  C:\SECOND      WHITE      _|8|X│
│                                                                          EXP 0800 │
│                              Vendor Check Processing                              │
│                                ALL CHECKS PRINTED                                 │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                   Have all checks finished printing? ___  (YES,NO)              │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                Press ENTER to Continue                            │
│  ENTER✓  F1                                                           14.03.00    │
│  F16 ←                                                                            │
└──────────────────────────────────────────────────────────────────────────────┘
```
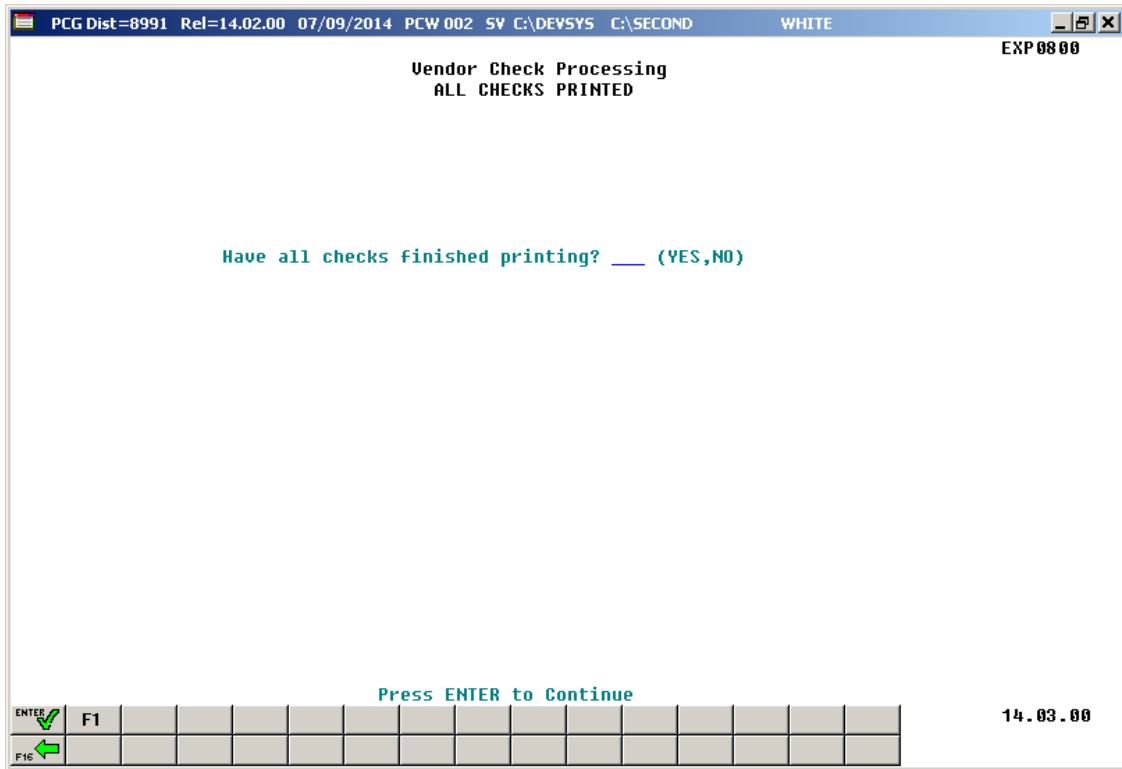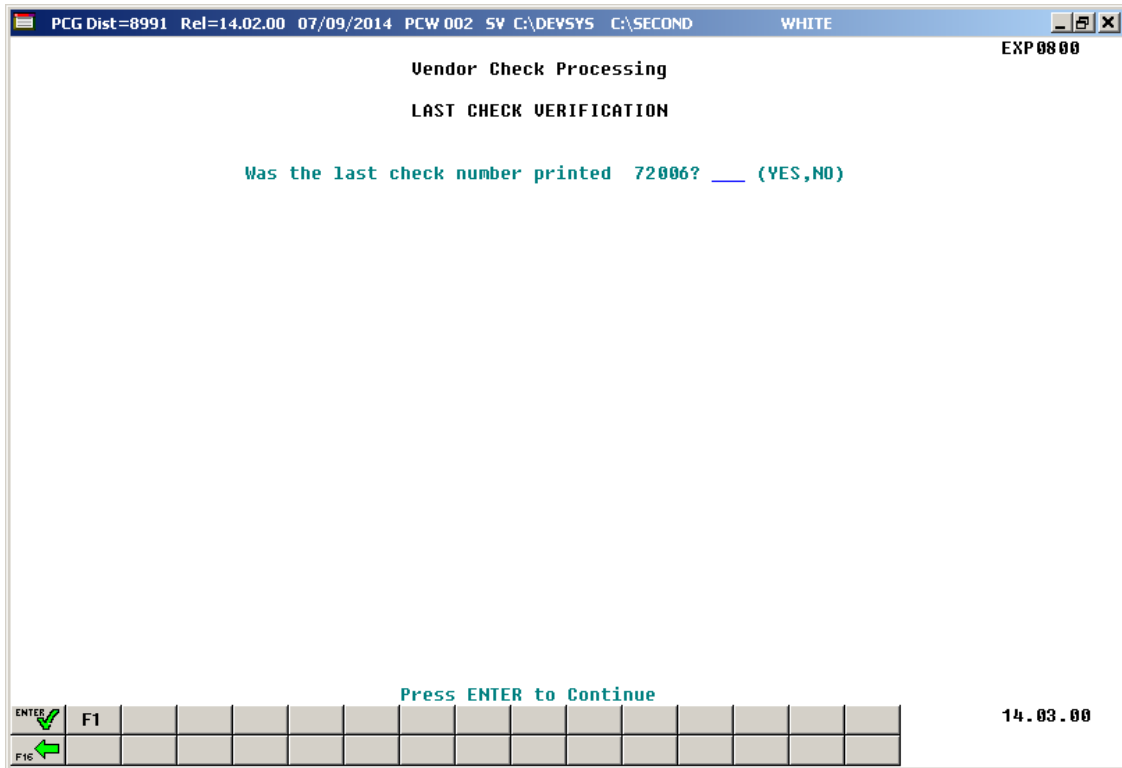
Step	Action
21	Make sure each vendor check printed correctly, that the checks are sequentially numbered, and that there are no blank checks.
	* * * * ATTENTION * * * *
	Do not continue check processing until vendor check printing is complete. Verify each vendor check before continuing.

Step	Action
22	Enter **Yes** or **No** in the field, and select [ENTER] (**Enter**).
	Enter **Y** (Yes) in the field even when checks jam, and after the resolution of printer malfunctions during check printing etc., regardless of the assigned check numbers at this point. Later in the check printing procedure, PCGenesis displays the *Vendor Check Printing – Skipped Check Entry* screen for the entry of skipped check numbers where appropriate.
	Procedure G: Updating the Budget Files with Vendor Check Information provides the instructions to enter spoiled check number information.
	When entering **N** (No) within the field, exercise extreme caution! PCGenesis automatically exits the vendor check printing procedure and populates the *Vendor Check Sequence Monitor's* "**Print Vendor Checks**" field with **N** (No). At this point, the *Print Vendor Checks* procedure can be restarted at *Step 1*.
	If conditions contrary to those mentioned in Step 21 exist, contact the Technology Management Customer Support Center immediately for assistance. Continuing without the necessary recovery may cause the remaining vendor checks to print incorrectly.

The following screen displays:

Step	Action
23	Verify the last vendor check number printed corresponds to the check number displayed, and enter **YES** or **NO** in the field, and select [ENTER ✓] (**Enter**).
	The last check number displayed on the screen is correct: Enter **YES** in the field and proceed to *Step 28*.
	The last physical check number printed *is greater than* the check number displayed on the screen: Enter **NO** in the field. Entering **NO** assumes that all checks printed, but that a form feed error occurred so that the checks were not numbered correctly. This generally happens when two forms stick together causing check numbers to be skipped. If this is the case, enter **NO** in the field and proceed to *Step 24*.

For *Step 23*-**NO** entries, the following screen displays:

```
 A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND       WHITE        —   □   ×
                                                                                           EXP 08 00
                                        Vendor Check Processing

                                      LAST CHECK VERIFICATION

                       Was the last check number printed     10? NO  (YES,NO)

                          Enter the last check number printed:  _____




                            Press ENTER to Continue or F16 to Re-verify check number
  ENTER                                                                                    19.01.00
   ✓    F1
  F16
   ⬅
```

Step	Action
24	Enter the number of last correctly printed check in the field and select **⎅ENTER✓** (**Enter**) to continue. *The check number entered must be* <u>*greater than*</u> *the check number displayed on the screen.*

For *Step 23*-**NO** entries, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND          WHITE          —    □    ×
                                                                                             EXP 0800
                                      Vendor Check Processing

                                      LAST CHECK VERIFICATION


                     Was the last check number printed     10? NO   (YES,NO)


                        Enter the last check number printed:     12


                 Is the last check number printed      12 correct?  __  (YES,NO)











                     Press ENTER to Continue or F16 to Reenter the last check number
   ENTER    F1                                                                              19.01.00

   F16
```

Step	Action
25	Verify the screen's information is correct, enter the appropriate response in the field (**YES** or **NO**), and select [ENTER] (**Enter**) to continue.
	If the information is incorrect, enter "NO" in the field and select [ENTER] (**Enter**)*, or select* [F16] *(F16 - Reenter). Return to Step 24 to enter the correct check number.*

For *Step 23*-**NO** entries, the following screen displays:
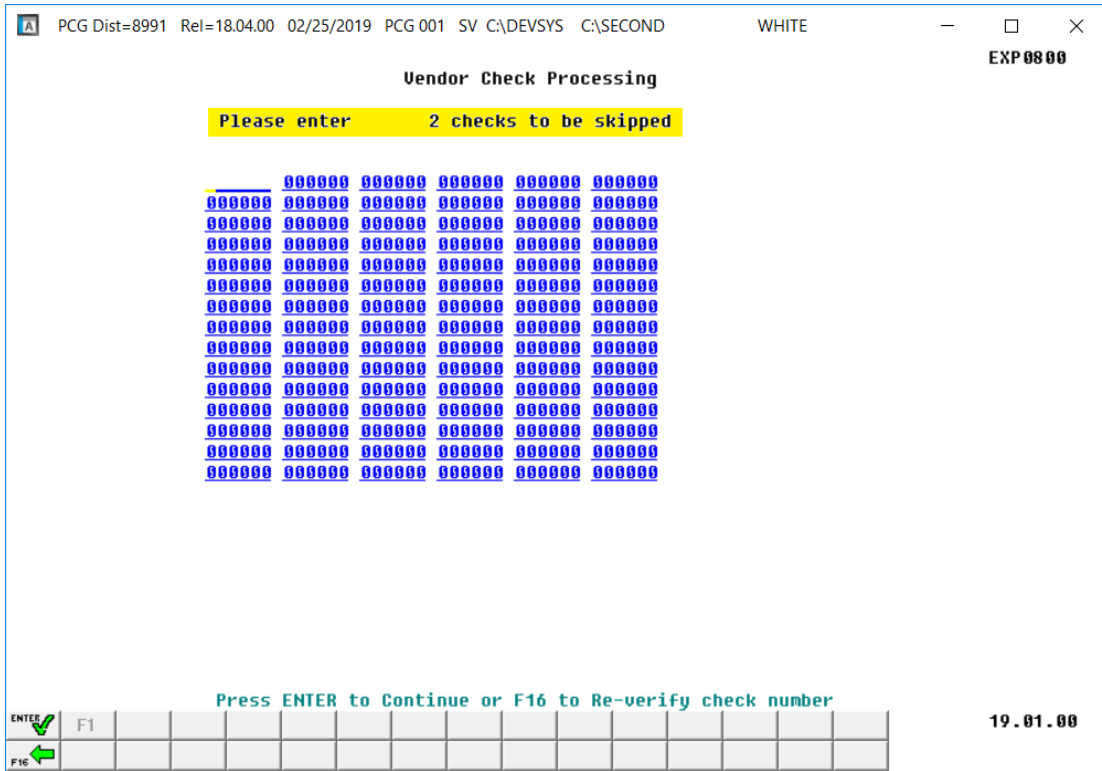
Step	Action
26	Enter the check number(s) omitted during vendor check printing and select [ENTER ✓] (**Enter**) to continue <u>once</u>.

For *Step 23*-**NO** entries, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND         WHITE          —    □    ×
                                                                                                      EXP 0800
                                         Vendor Check Processing

              Please enter         2 checks to be skipped


                      8        9  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000
              000000  000000  000000  000000  000000  000000




                             Press ENTER to continue or F16 to re-enter                 19.01.00
       ENTER ✓  F1
       F16 ←
```
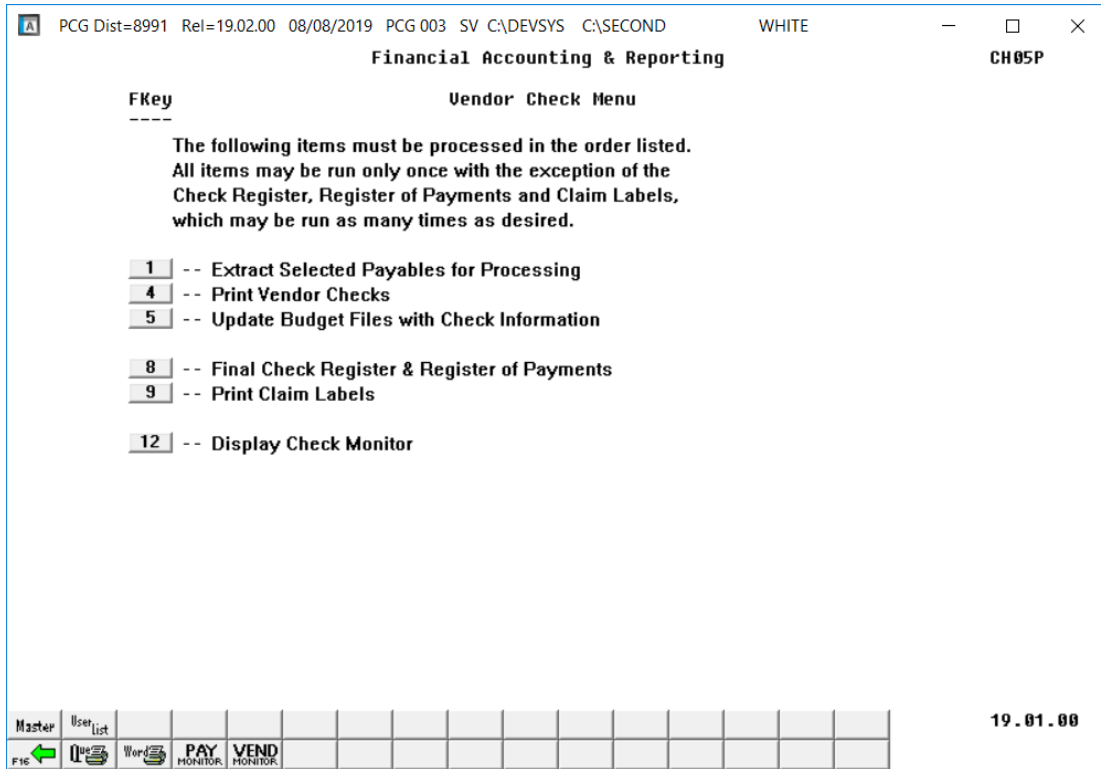
Step	Action
27	Verify the field entries are correct and select ENTER (**Enter**) to continue.
	If the information is incorrect, select F16 (**F16** - Reenter), make the appropriate modifications, and select ENTER (**Enter**).
	Upon completion of this screen PCGenesis will update the check numbers assigned to each vendor check, skipping the check numbers entered on this screen thereby synchronizing the check numbers recorded in the check register with the physical check numbers actually printed.

The following screen displays:

Step	Action
28	Select **12** (**F12** – Display Check Monitor) or select **VEND MONITOR** (**Vendor Monitor**) to display the *Vendor Check Sequence Monitor*.

The *Vendor Check Sequence Monitor* after vendor checks have been printed:

```
 A   PCG Dist=8991  Rel=18.04.00  02/27/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE                  —    □    ×
                                                                                                         MONITOR
                                       VENDOR CHECK PROCESSING

                                          Sequence Monitor


                          Extract Selected Payables            Y
                          Print Vendor Checks                  Y
                          Update Budget Files w/Check Info      N
                          Print Check Register & Register of Payments  N
















             Press F16 to exit.
     ENTER ✓                                                                                            14.02.00
     ┌──┐ ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
     F16 ⬅
```

Step	Action
29	Verify the status of the vendor check run in the *Vendor Check Sequence Monitor*. • Verify that a '**Y**' (**Yes**) is displayed to the right of *Extract Selected Payables* • Verify that a '**Y**' (**Yes**) is displayed to the right of *Print Vendor Checks*. Select (**F16** – Exit) to return to the *Vendor Check Menu*.
30	Select (**F16** – Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu* or select (**Master**) to return to the *Business Applications Master Menu*.

Procedure G: Updating the Budget Files with Vendor Check Information

Step	Action
1	Select ⬚4 (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
2	Select ⬚5 (**F5** - Check Menu).

The following screen displays:

```
  PCG Dist=8991  Rel=19.02.00  08/08/2019  PCG 003  SV  C:\DEVSYS  C:\SECOND        WHITE           —   □   ×
                               Financial Accounting & Reporting                              CH05P

         FKey                            Vendor Check Menu
         ----
                  The following items must be processed in the order listed.
                  All items may be run only once with the exception of the
                  Check Register, Register of Payments and Claim Labels,
                  which may be run as many times as desired.

                   1   -- Extract Selected Payables for Processing
                   4   -- Print Vendor Checks
                   5   -- Update Budget Files with Check Information

                   8   -- Final Check Register & Register of Payments
                   9   -- Print Claim Labels

                  12   -- Display Check Monitor




                                                                                        19.01.00

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

Step	Action
3	Select ⎵**5**⎵ (**F5** - Update Budget Files with Check Information).
	The C:/WINDOWS/system32\cmd.exe window briefly displays as PCGenesis performs a FARDATA to FARDATAQ backup.

The following screen displays:

Step	Action
4	Enter the appropriate response in the field (**YES** or **NO**) and select ![ENTER] (**Enter**) to continue.
	Use extreme caution when entering "NO" in the field. In this instance, contact the Technology Management Customer Support Center immediately. <u>Do not continue processing!</u>

For *Step 4*-**YES** entries, the following screen displays:

Step	Action
5	**For voided checks:** Enter **YES** in the field, select ![ENTER] (**Enter**) and proceed to *Step 6*.
	If there are no voided checks: Enter **NO** in the field, select ![ENTER] (**Enter**) and proceed to *Step 14*.

For ***Step* 5-YES** entries, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV C:\DEVSYS  C:\SECOND        WHITE            —    □    ×
                        Update Budget File with Check Information                        EXP1100

                   The check run just completed produced checks numbered

                     7 VENDOR 000033                        261.61
             thru    12 VENDOR 000294                       328.00

                       drawn against the account at BK02


               To void checks within the range specified above ............. F12
               To void spoiled checks outside the range specified above..... F13
               To display the checks currently on the work file ........... F14










                            ENTER to Resume Posting
 ENTER   F1                                                F12  F13  F14   F15        19.01.00
 F16
```

Step	Action
6	**To void checks within the displayed range:** Select ⬚ F12 (**F12**) and proceed to *Step 7.*
	To void spoiled checks outside of the displayed range: Select ⬚ F13 (**F13**) and proceed to *Step 9.*
	Note that the "*checks outside of the displayed range*" terminology includes spoiled checks. In other words, spoiled checked enter in *Procedure F: Printing Vendor Checks,* **Step 23-NO** entries are considered spoiled checks <u>outside</u> the range specified. Typically, checks that did not print because of a form feed error are considered outside of the range of checks actually printed. PCGenesis allows the entry of the actual spoiled check numbers via ⬚ F13 (**F13**).
	To display the checks to be processed: Select ⬚ F14 (**F14**) and proceed to *Step 11.*

To void checks <u>within</u> the displayed range (*Step 6*-**F12** entries), the following screen displays:

Step	Action
7	**Void Checks WITHIN the Specified Range**: (**F12** selected in *Step 6*.) **If only one check is to be voided**: Enter the check number in the first field only and leave the second field blank. **If a range of checks are to be voided**: Enter the beginning check number in the **Check** field and enter the ending check number in the **thru** field. Review the screen's information and select ENTER (**Enter**) to continue. *The entered check(s) will be marked 'VOID' in the check register and will not be posted.*

To void checks <u>within</u> the displayed range (*Step 6*-**F12** entries), the following screen displays:

```
 A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND          WHITE             —    □    ×
                        Update Budget File with Check Information                              EXP1100


                  This process is utilized to void an Active Check(s) produced WITHIN
                     the range of check numbers used during the most current print
                                           check run.

                      Enter the number or range of checks to be voided.

                      Check: _____11 thru _____ on bank BK02

                  IF ONLY ONE CHECK IS TO BE VOIDED, ENTER THE CHECK NUMBER IN THE
                  FIRST FIELD ONLY AND LEAVE THE SECOND FIELD BLANK.  THE CHECK(S)
                  WILL BE MARKED 'VOID' IN THE REGISTER AND WILL NOT BE POSTED.


              CHECK BK02 000011 ISSUED TO VENDOR 000215                      FOR     $17,755.00







                  F13 to void this check,   F14 to skip voiding this check,   F16 to Exit
    ENTER  F1                                               F12  F13  F14  F15       19.01.00
    F16
```

Step	Action
8	**To void the check or checks within the displayed range:** Select **F13** (**F13**) and proceed to *Step 9*. **To skip voiding the check or checks within the displayed range:** Select **F14** (**F14**) or **F16** (**F16**) and proceed to *Step 9*. Selecting **F14** (**F14**) or **F16** (**F16**) will cause NO checks to be voided in this step.

The following screen displays:

```
A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE            —    □    ×
                        Update Budget File with Check Information                              EXP1100

                    The check run just completed produced checks numbered

                        7 VENDOR 000033                              261.61
              thru     12 VENDOR 000294                              328.00

                        drawn against the account at BK02


                   To void checks within the range specified above ............. F12
                   To void spoiled checks outside the range specified above..... F13
                   To display the checks currently on the work file ............ F14












                               ENTER to Resume Posting
   ENTER✓  F1                                               F12   F13   F14   F15🔍           19.01.00
   F16⬅
```
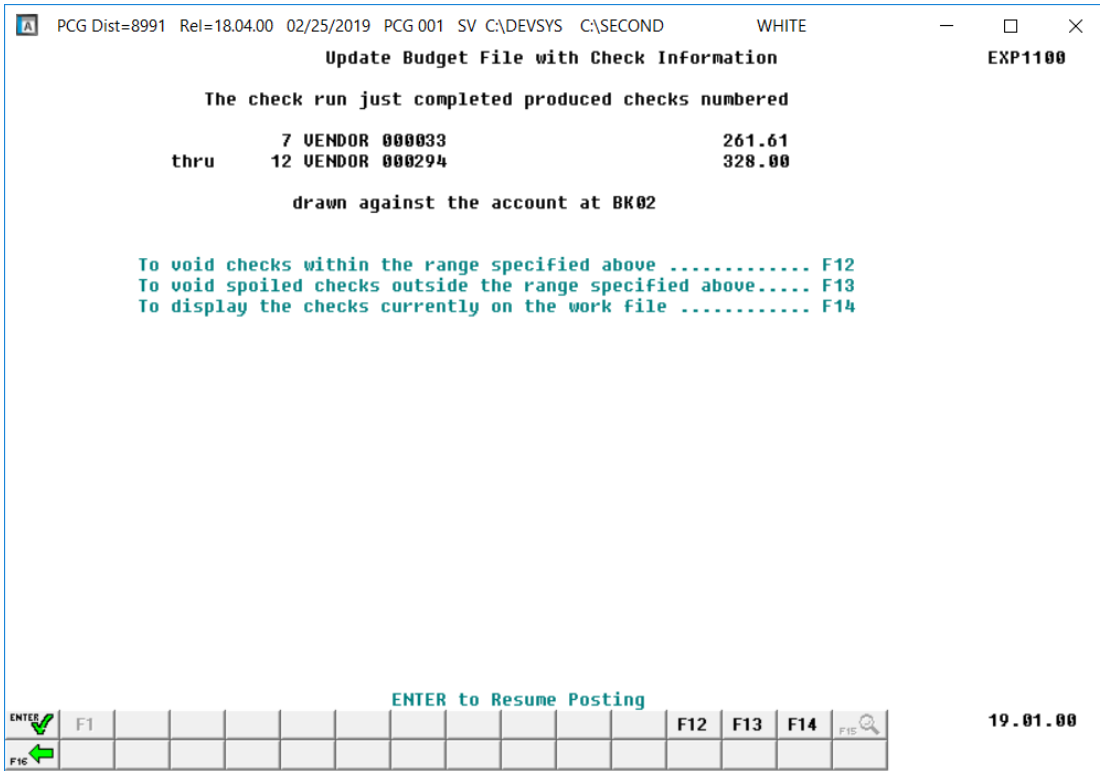
Step	Action
9	**To void spoiled checks outside of the displayed range:** Select [F13] (**F13**) and proceed to *Step 10*. Note that the "*checks outside of the displayed range*" terminology includes spoiled checks. In other words, spoiled checked enter in *Procedure F: Printing Vendor Checks,* **Step 23-NO** entries are considered spoiled checks <u>outside</u> the range specified. Typically, checks that did not print because of a form feed error are considered outside of the range of checks actually printed. PCGenesis allows the entry of the actual spoiled check numbers via [F13] (**F13**).

To void checks <u>outside</u> the displayed range (*Step 6*-**F13** entries), the following screen displays:


```
A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE          —    □    ✕
                          Update Budget File with Check Information                          EXP1100


                    This process is utilized to void a spoiled check(s) produced OUTSIDE
                        the range of check numbers used during the most current print
                                              check run.

                        THIS IS NOT A VOID PROCESS FOR PREVIOUSLY ISSUED CHECKS!
                              ONLY SPOILED CHECKS SHOULD BE ENTERED HERE!

                        Enter the number or range of check(s) to be voided.

                          Check:  _____   thru  _____   on bank  BK02

                    IF ONLY ONE CHECK IS TO BE VOIDED, ENTER THE CHECK NUMBER IN THE
                    FIRST FIELD ONLY AND LEAVE THE SECOND FIELD BLANK.  THE CHECK(S)
                    WILL BE MARKED 'VOID' IN THE REGISTER AND WILL NOT BE POSTED.





                              ENTER to Continue,  F16 to Exit
  ENTER   F1                                                    F12  F13  F14  F15         19.01.00
  F16
```

Step	Action
10	<u>**Void Checks OUTSIDE the Specified Range**</u>: (**F13** selected in *Step 6*.) <u>**If only one check is to be voided**</u>: Enter the check number in the first field only and leave the second field blank. <u>**If a range of checks are to be voided**</u>: Enter the beginning check number in the **Check** field and enter the ending check number in the **thru** field. Review the screen's information and select **ENTER** (**Enter**) to continue. *The entered check(s) will be marked 'VOID' in the check register and will not be posted.* *Note that the "checks outside of the displayed range" terminology includes spoiled checks.*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND         WHITE                        □    ×
                         Update Budget File with Check Information                              EXP1100

                 The check run just completed produced checks numbered

                    7 VENDOR 000033                              261.61
            thru   12 VENDOR 000294                              328.00

                     drawn against the account at BK02


            To void checks within the range specified above ............. F12
            To void spoiled checks outside the range specified above..... F13
            To display the checks currently on the work file ........... F14




                             ENTER to Resume Posting
  ENTER      F1                                               F12   F13   F14            19.01.00
  F16
```

Step	Action
11	**To display the checks to be processed:** Select ⬚F14 (**F14**) and proceed to *Step 12*.

If no check(s) within the range have been voided, the following screen displays for *Step 6-F14* entries (display the checks to be processed):
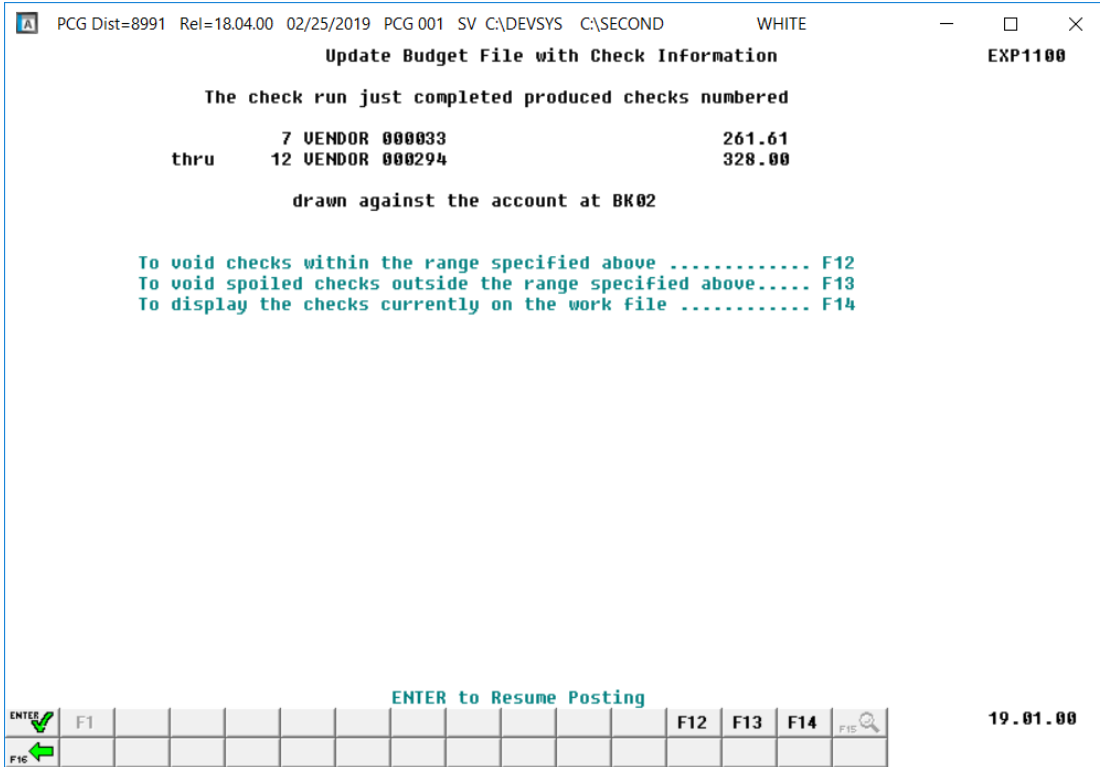
```
  A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE           —    □    ×
                              Update Budget File with Check Information                        EXP1100
            BANK   CHECK        PAYEE                                  AMOUNT
            BK02      7         VENDOR 000033                          261.61
            BK02     10         VENDOR 000052                          245.21
            BK02     11         VENDOR 000215                       17,755.00
            BK02     12         VENDOR 000294                          328.00

                ** END OF CHECK FILE **   ENTER = NEXT,   F1 = FIRST,   F16 = EXIT
   ENTER  F1                                                         F12  F13  F14  F15        19.01.00
   F16
```
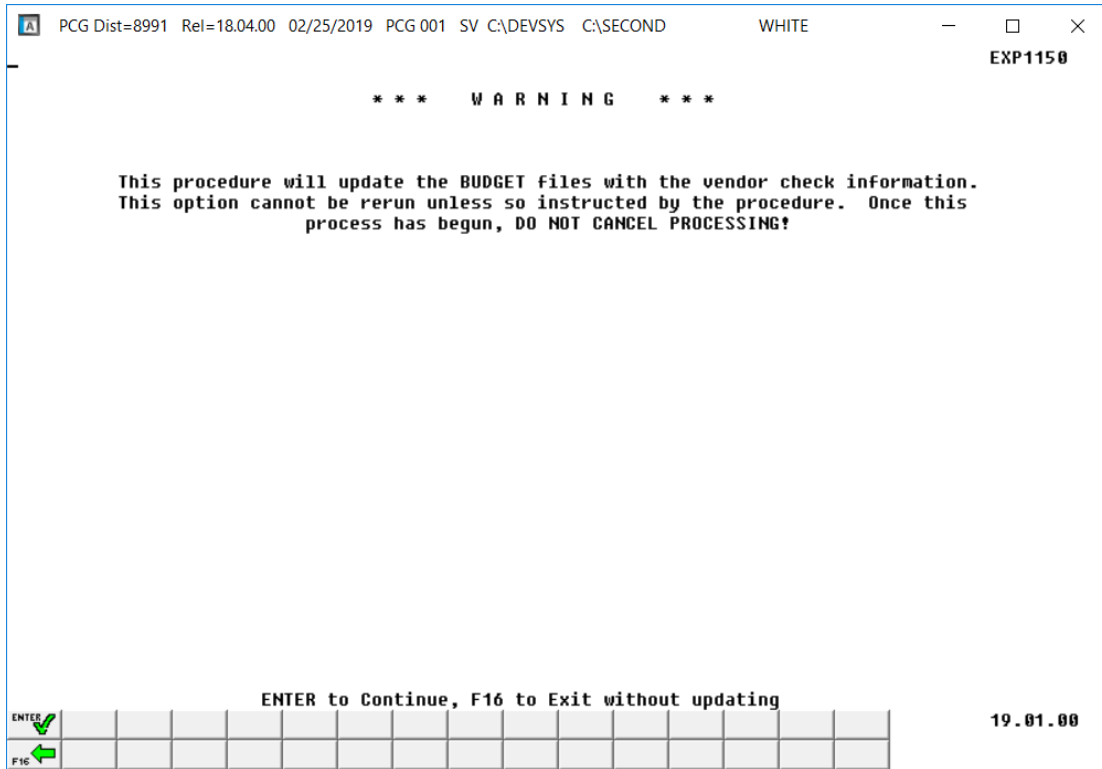
If any check(s) within the range have been voided, the following screen displays for *Step 6-F14* entries (display the checks to be processed):

```
  A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE           —    □    ×
                              Update Budget File with Check Information                        EXP1100
            BANK   CHECK        PAYEE                                  AMOUNT
            BK02      7         VENDOR 000033                          261.61
            BK02     10         VENDOR 000052                          245.21
            BK02     11  *VOID* VENDOR 000215                       17,755.00
            BK02     12         VENDOR 000294                          328.00

                ** END OF CHECK FILE **   ENTER = NEXT,   F1 = FIRST,   F16 = EXIT
   ENTER  F1                                                         F12  F13  F14  F15        19.01.00
   F16
```

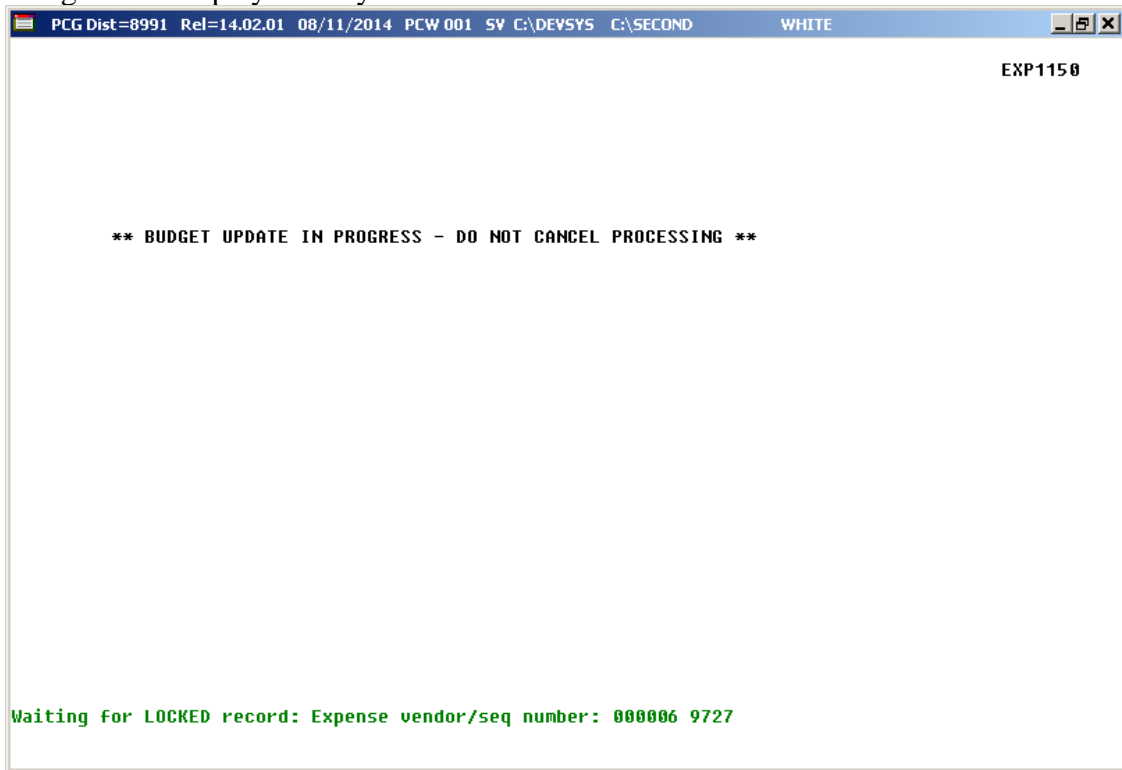| Step	Action
12	**Display the Checks Currently on the Work File**: (F14 selected in *Step 6.*) Select ENTER (**Enter**) to see the next screen of checks, or F1 (**F1 – First**) to return to the first screen of checks, where appropriate. Select F16 (**F16**) to exit vendor check viewing.

The following screen displays:

```
A   PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE              —   □   ×
                          Update Budget File with Check Information                         EXP1100

                     The check run just completed produced checks numbered

                        7 VENDOR 000033                              261.61
               thru    12 VENDOR 000294                              328.00

                        drawn against the account at BK02


                To void checks within the range specified above ............. F12
                To void spoiled checks outside the range specified above..... F13
                To display the checks currently on the work file ............ F14












                              ENTER to Resume Posting
   ENTER   F1                                                  F12   F13   F14   F15        19.01.00
   F16
```

Step	Action
13	After all voided checks have been entered, select ENTER (**Enter**) to resume posting.

The following screen displays:

```
 A  PCG Dist=8991  Rel=18.04.00  02/25/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE        —    □    ✕
                                                                                              EXP1150
 ‾
                              * * *   W A R N I N G   * * *


               This procedure will update the BUDGET files with the vendor check information.
               This option cannot be rerun unless so instructed by the procedure.  Once this
                              process has begun, DO NOT CANCEL PROCESSING!


















                          ENTER to Continue, F16 to Exit without updating
 ENTER ✓                                                                           19.01.00
 F16 ⬅
```

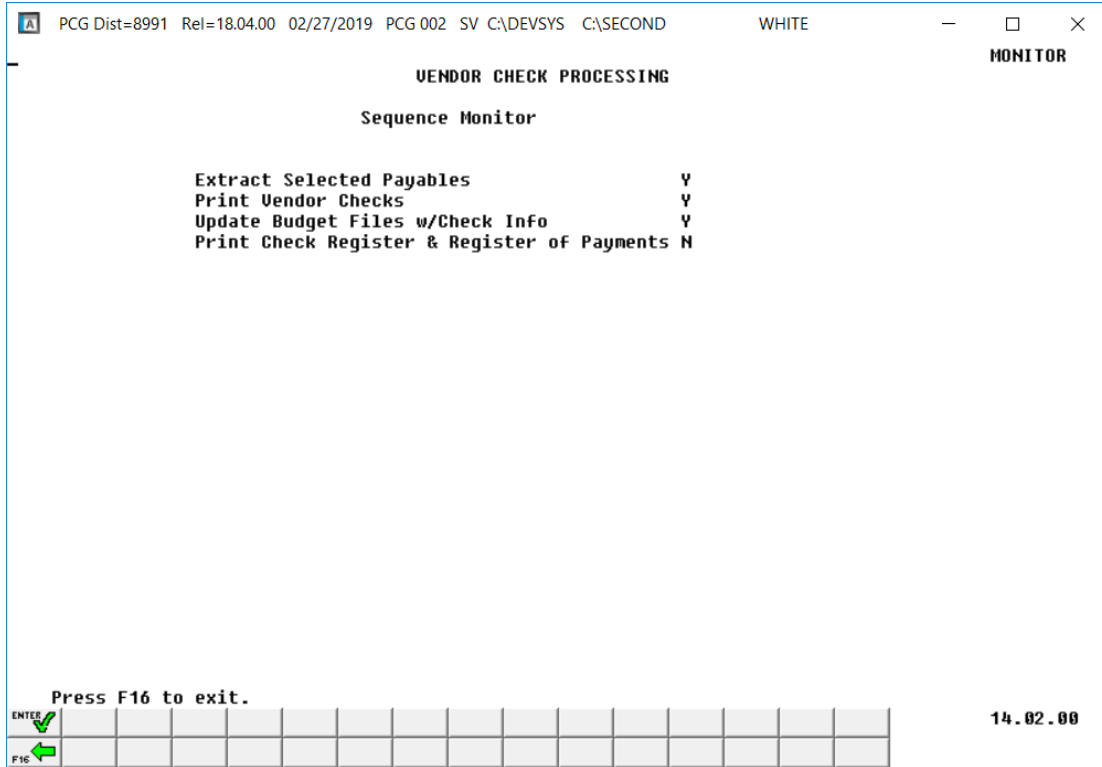| Step	Action
14	Review the information on the *Warning* screen, and select [ENTER ✓] (**Enter**). **** * * Attention * * **** ***Do not cancel processing under any circumstances!*** *"*** Budget Update in progress – Do not cancel processing! ***"* briefly displays.
15	<u>**NOTE:**</u> Once the user selects [ENTER ✓] (**Enter**), the system populates the *Vendor Check Sequence Monitor's* "**Update Budget Files w/ Check Info**" field with **S** (Started) indicating that the budget update process has been started but is not yet complete. If anything interrupts the budget update process and the user attempts to update the budget again, the message "*Previous Budget Update was not completed successfully. Please call the PCGenesis Help Desk.*" is displayed.

The following screen displays briefly:


The following screen displays:
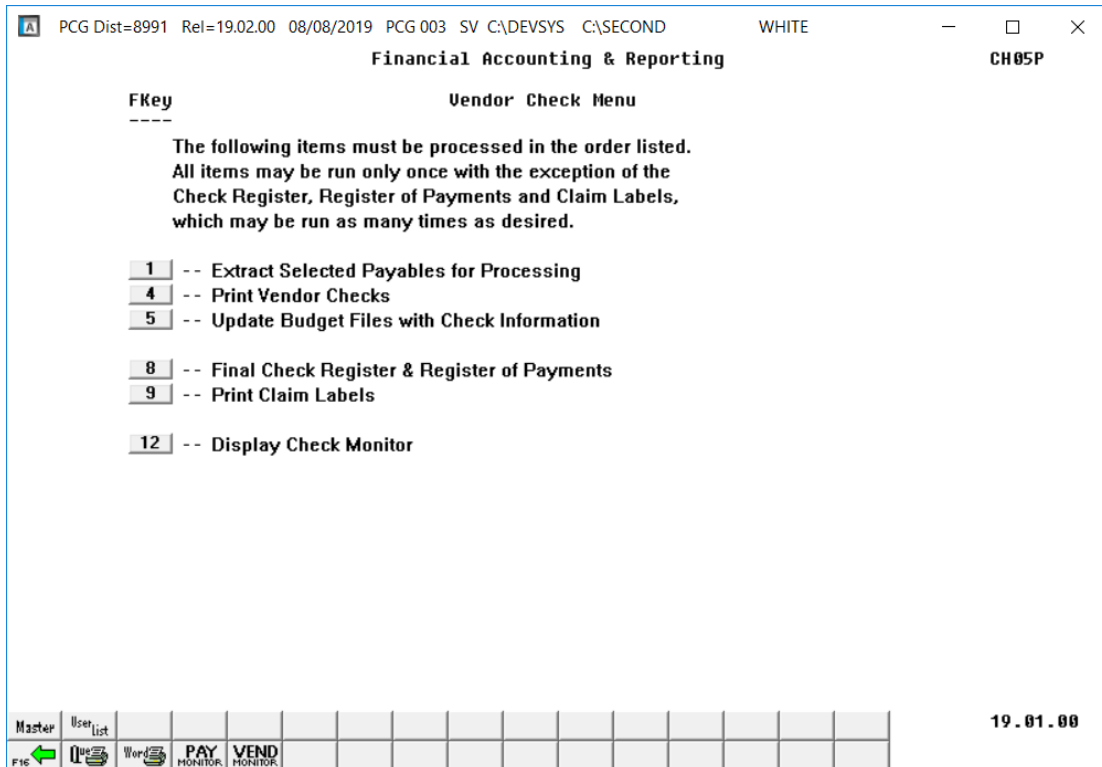
Step	Action
16	Select ⬚ **12** (**F12** – Display Check Monitor) or select **VEND MONITOR** (**Vendor Monitor**) to display the *Vendor Check Sequence Monitor.*

The *Vendor Check Sequence Monitor* after budget files have been updated with check information:

```
 A   PCG Dist=8991  Rel=18.04.00  02/27/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE              —    □    ×
                                                                                                   MONITOR
                                        VENDOR CHECK PROCESSING

                                            Sequence Monitor


                          Extract Selected Payables              Y
                          Print Vendor Checks                    Y
                          Update Budget Files w/Check Info        Y
                          Print Check Register & Register of Payments  N
















                  Press F16 to exit.
            ENTER ✓
                                                                                          14.02.00
            F16 ⬅
```

Step	Action
17	Verify the status of the vendor check run in the *Vendor Check Sequence Monitor.* • Verify that a '**Y**' (**Yes**) is displayed to the right of *Extract Selected Payables* • Verify that a '**Y**' (**Yes**) is displayed to the right of *Print Vendor Checks.* • Verify that a '**Y**' (**Yes**) is displayed to the right of *Update Budget Files w/Check Info.* Select ⬚ **F16 ⬅** (**F16** – Exit) to return to the *Vendor Check Menu.* **NOTE:** If an '**S**' (Started) is displayed to the right of the *Update Budget Files w/Check Info* field, this indicates that the budget update process started but did not complete. If anything interrupts the budget update process and the user attempts to update the budget again, the message "*Previous Budget Update was not completed successfully. Please call the PCGenesis Help Desk.*" is displayed.

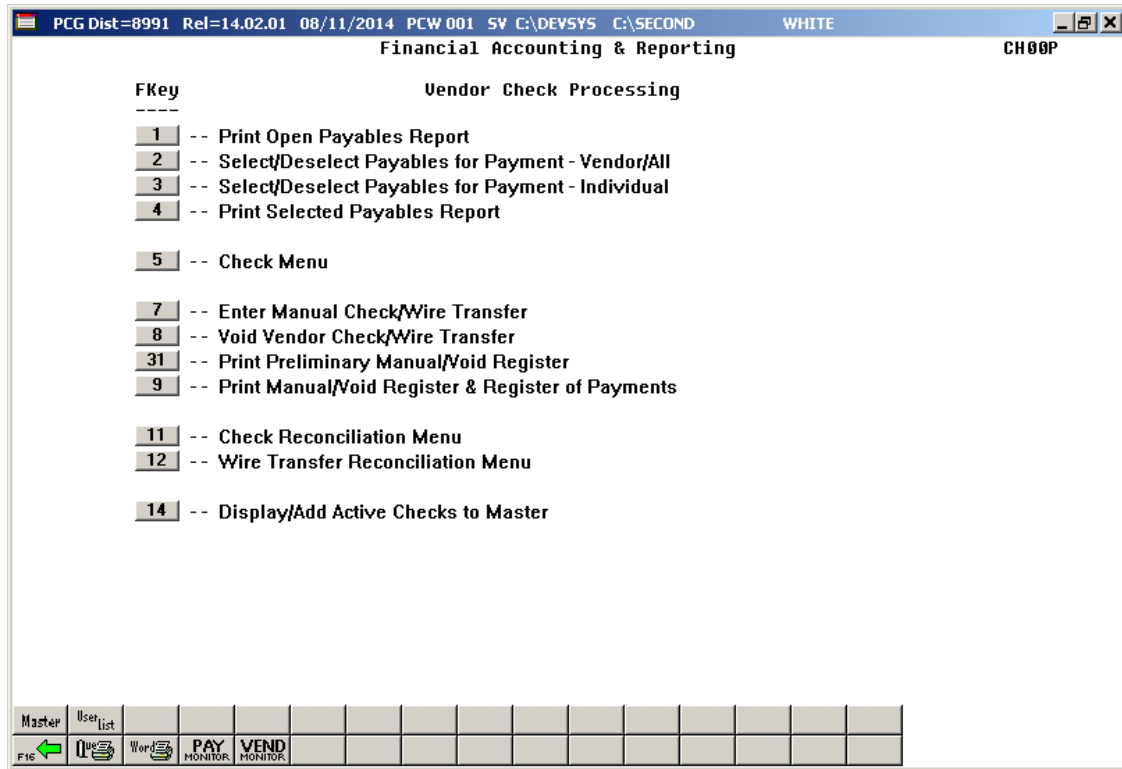| Step	Action
18	Select ![F16] (**F16** – Exit) to return to the *Financial Accounting & Reporting – Vendor Check Processing Menu* or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.

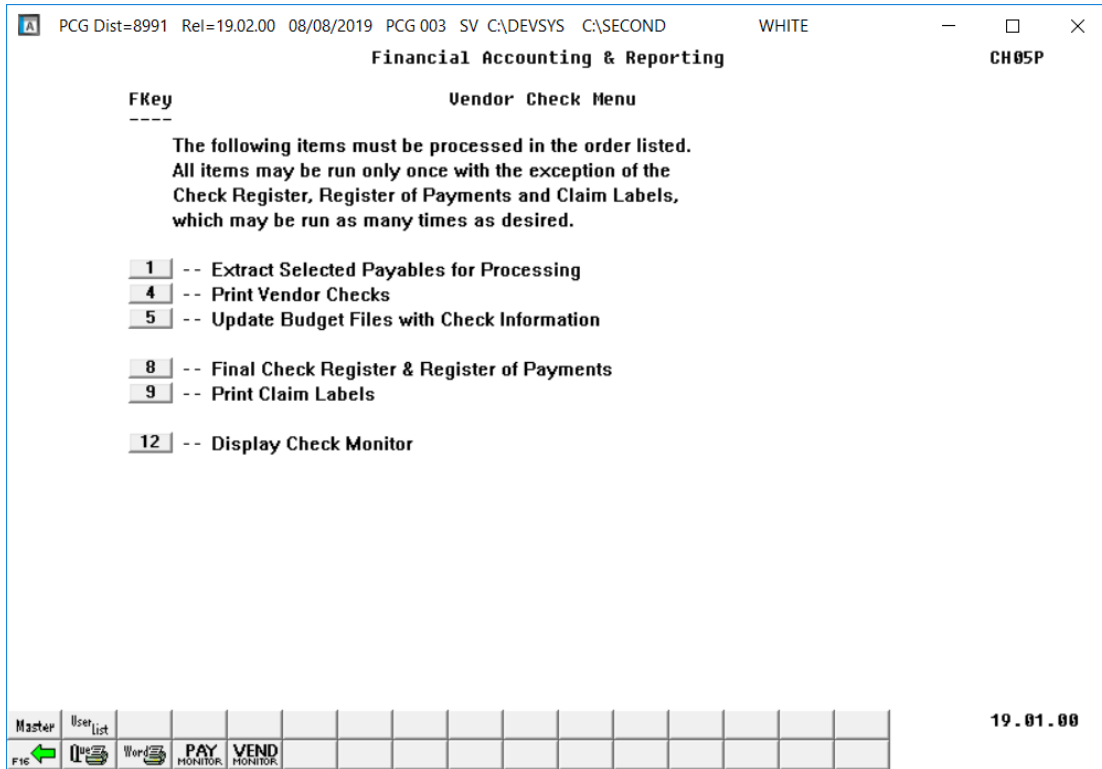# *Procedure H: Printing the Final Check Register and the Register of Payments*
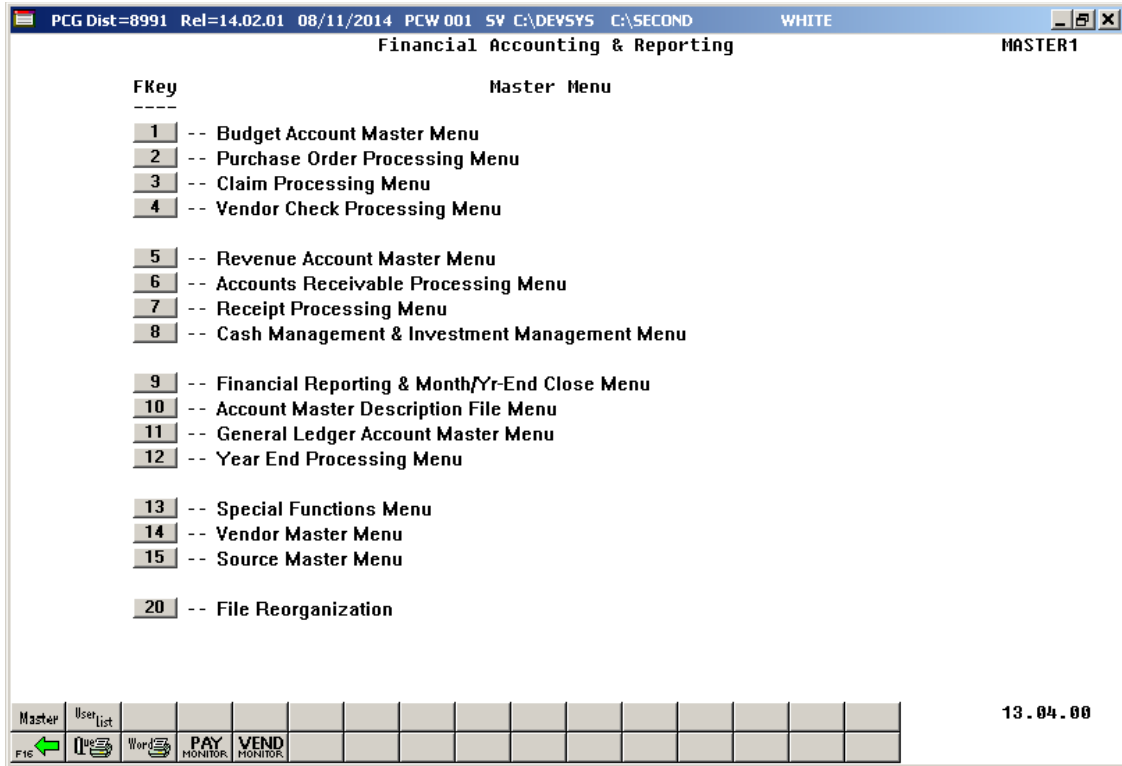
Step	Action
1	Select ⬛**4** (**F4** - Vendor Check Processing Menu).

The following screen displays:

Step	Action
2	Select ⬛ **5** (**F5** - Check Menu).

The following screen displays:

Step	Action
3	Select 8 (**F8** - Final Check Register & Register of Payments).

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.01  08/11/2014  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE             _|□|×|
                                                                                              CH05P8




                                    Print Register of Payments















     ENTER to Continue                                                                     10.01.00_
```
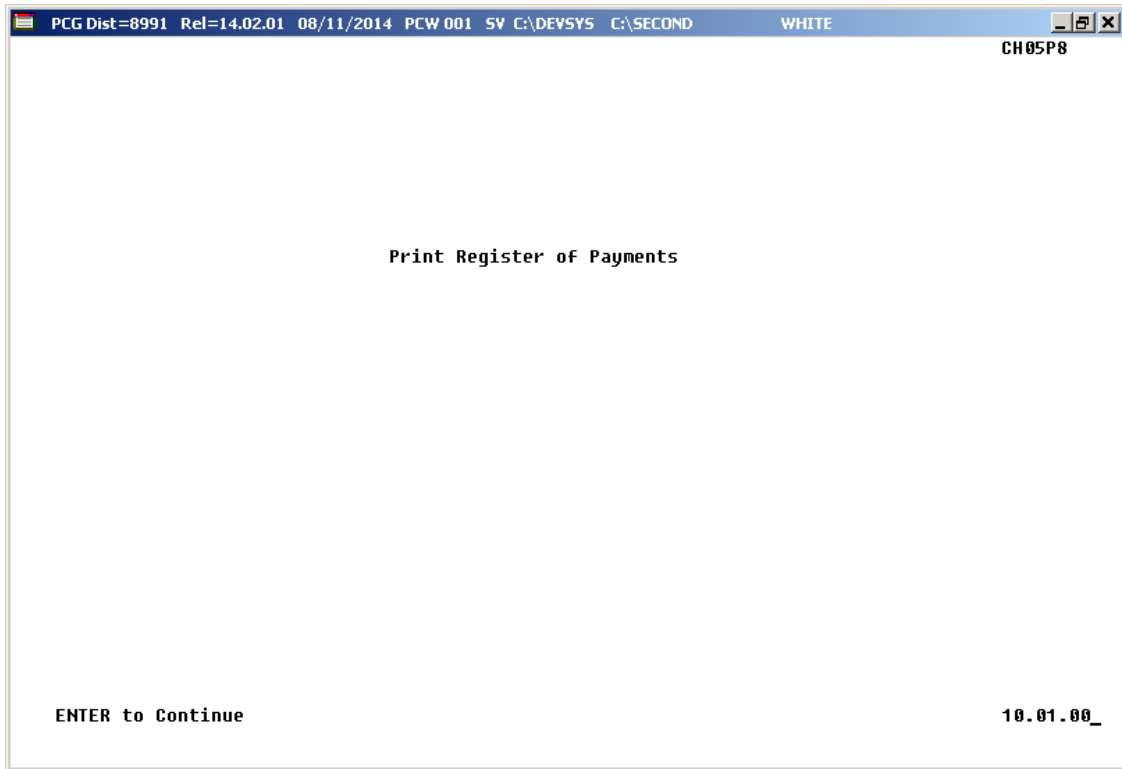
Step	Action
4	Select **Enter to continue**.

The following screen displays:
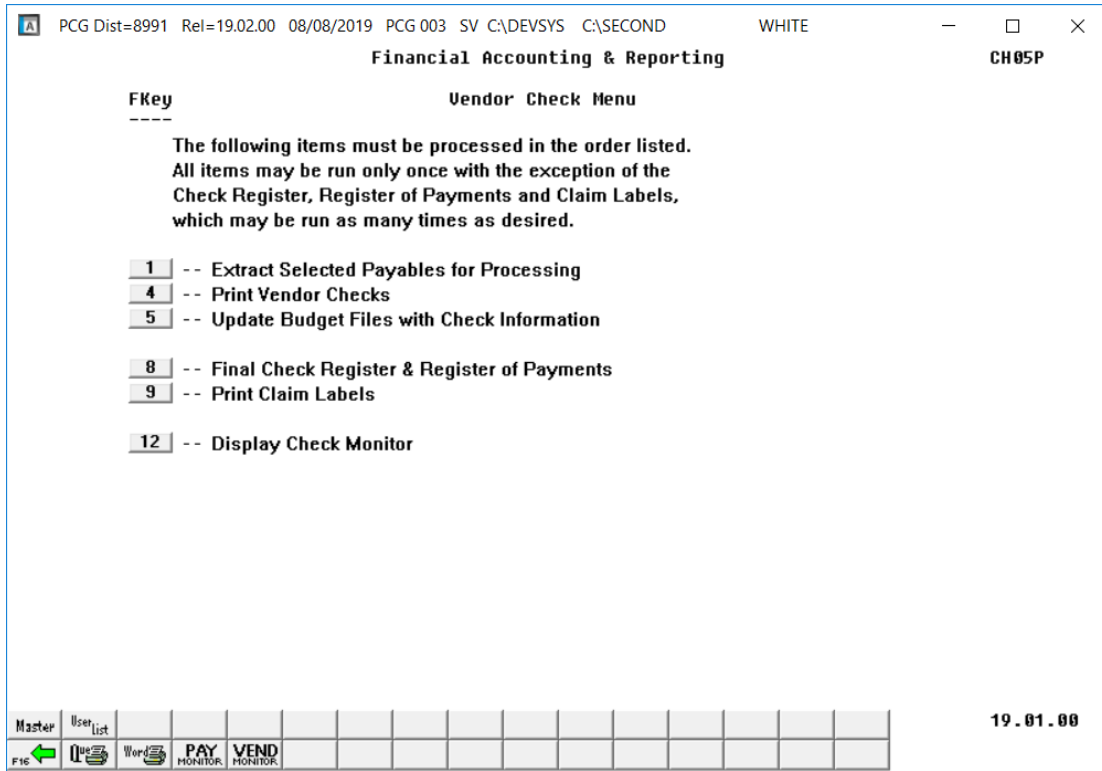
| Step	Action
5	Select **12** (**F12** – Display Check Monitor) or select **VEND MONITOR** (**Vendor Monitor**) to display the *Vendor Check Sequence Monitor*.

The *Vendor Check Sequence Monitor* after the *Check Register* and *Register of Payments* have been printed:

```
 A  PCG Dist=8991  Rel=18.04.00  02/27/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE               —   □   ×
                                                                                                MONITOR
                                   UENDOR CHECK PROCESSING

                                       Sequence Monitor


                      Extract Selected Payables                    Y
                      Print Vendor Checks                          Y
                      Update Budget Files w/Check Info             Y
                      Print Check Register & Register of Payments  Y
















            Press F16 to exit.
     ENTER                                                                                        14.02.00
       ✓
     F16
       ←
```

Step	Action
6	Verify the status of the vendor check run in the *Vendor Check Sequence Monitor*. • Verify that a '**Y**' (**Yes**) is displayed to the right of *Extract Selected Payables* • Verify that a '**Y**' (**Yes**) is displayed to the right of *Print Vendor Checks*. • Verify that a '**Y**' (**Yes**) is displayed to the right of *Update Budget Files w/Check Info*. • Verify that a '**Y**' (**Yes**) is displayed to the right of *Print Check Register & Register of Payments*. Once all steps on the *Vendor Check Sequence Monitor* are set to '**Y**' (**Yes**), the vendor check cycle is complete. Select ![F16](F16 ←) (**F16** – Exit) to return to the *Vendor Check Menu*.
7	**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 *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 where appropriate.

Step	Action
8	Select ![F16] (**F16** – Exit) to return to the *Financial Accounting & Reporting - Vendor Check Processing Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.
9	Verify that the results of the *Check Register* and the *Register of Payments* are correct.

H1. Final Check Register – Example

```
REPORT DATE: 12/05/2012            --- CHECK REGISTER ---              PAGE  1

BANK  CHECK#      PAYEE                   DATE          FUND AMT.       FUND

BK01  000001  VENDOR 001477            12/05/12            24.36       602-0
                                                          495.81       604-0
                                                           13.58       607-0
                                                           13.58       608-0
                                                          547.33 **

BK01  000002  VENDOR 004498            12/05/12           339.00       478-0
                                                          780.50       602-0
                                                          108.00       607-0
                                                          609.75       608-0
                                                        1,837.25 **

              TOTAL - ALL FUNDS                          2,384.58
```

H2. Final Register of Payments – Example

```
FUND 478-0 SFS FR/VEG GR.                        --- REGISTER OF PAYMENTS ---                                    PAGE  1

PAYEE NAME                    CHECK#   DATE    FUND AMT.  DESCRIPTION                    AMOUNT ACCOUNT NUMBER / NAME
=========================     =====  ======    =======  ========================        ===== ========================

VENDOR 004498                 000002 12/05/12    339.00  STUFF                          200.00 13478018613100630000302200000
                                                                                               FRESH/FRUIT VEGETABLE PURCHASE

                                                         STUFF                          139.00 13478018613100630000302200000
                                                                                               FRESH/FRUIT VEGETABLE PURCHASE

                                                 339.00  TOTAL FOR FUND 478-0 SFS FR/VEG GR.
-------------------------------------------------------------------------------------------------------------------------
FUND 602-0 Fund 602

PAYEE NAME                    CHECK#   DATE    FUND AMT.  DESCRIPTION                    AMOUNT ACCOUNT NUMBER / NAME
=========================     =====  ======    =======  ========================        ===== ========================

VENDOR 001477                 000001 12/05/12     24.36  STUFF                           10.78 13602099903100610000302200000
                                                                                               OFFICE SUPPLIES

                                                         STUFF                           13.58 13602099903100610000302200000
                                                                                               OFFICE SUPPLIES

VENDOR 004498                 000002 12/05/12    780.50  STUFF                           82.50 13602099903100630000302200000
                                                                                               PURCHASED FOOD

                                                         STUFF                          698.00 13602099903100630000302200000
                                                                                               PURCHASED FOOD

                                                 804.86  TOTAL FOR FUND 602-0 Fund 602
-------------------------------------------------------------------------------------------------------------------------
FUND 604-0 Fund 604

PAYEE NAME                    CHECK#   DATE    FUND AMT.  DESCRIPTION                    AMOUNT ACCOUNT NUMBER / NAME
=========================     =====  ======    =======  ========================        ===== ========================

VENDOR 001477                 000001 12/05/12    495.81  STUFF                          167.35 13604099903100610008010200000
                                                                                               OFFICE SUPPLIES
```

The final page of the report contains a disclaimer form and signature area for the school district's superintendents and board members, along with fund totals, as shown below:

```
              FUND-F FUND NAME             TOTAL AMOUNT
              ------ --------------------  ------------
              478-0  SFS FR/VEG GR.           $339.00
              602-0  Fund 602                 $804.86
              604-0  Fund 604                 $495.81
              607-0  Fund 607                 $121.58
              608-0  Fund 608                 $623.33
                                          ============
                                            $2,384.58

                    ALLOWANCE OF PAYMENTS

        WE HAVE EXAMINED THE PAYMENTS ON THE FOREGOING REGISTER OF PAYMENTS,
   CONSISTING OF  1 PAGES, AND EXCEPT FOR THE PAYMENTS NOT ALLOWED AS SHOWN ON
   THE REGISTER, SUCH PAYMENTS ARE HEREBY ALLOWED IN THE TOTAL OF       $284.63
   DATED THIS      DAY OF


   ----------------------------         ----------------------------
        SUPERINTENDENT                     ASSISTANT SUPERINTENDENT



   ----------------------------         ----------------------------
        CHAIRMAN                            VICE-CHAIRMAN



   ----------------------------         ----------------------------
         MEMBER                               MEMBER



   ----------------------------         ----------------------------
         MEMBER                               MEMBER



   ----------------------------         ----------------------------
         MEMBER                               MEMBER
```

Procedure I: Printing Claim Labels
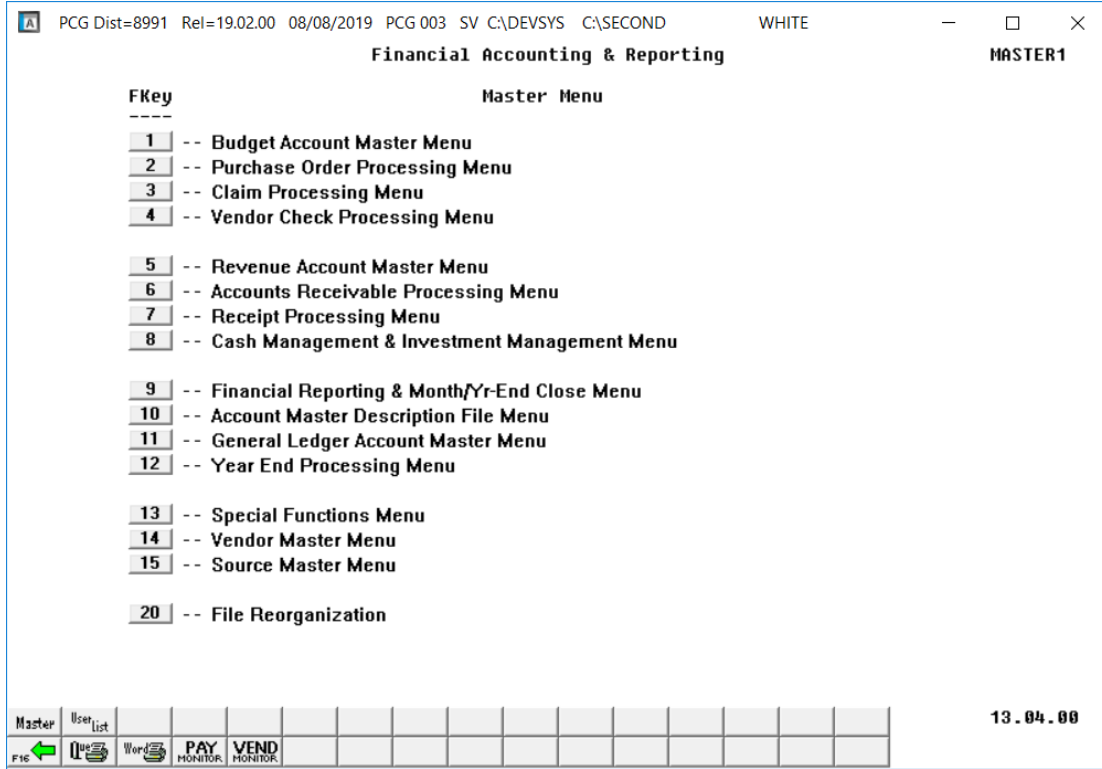
Step	Action
1	Select ___4___ (**F4** -Vendor Check Processing).

The following screen displays:
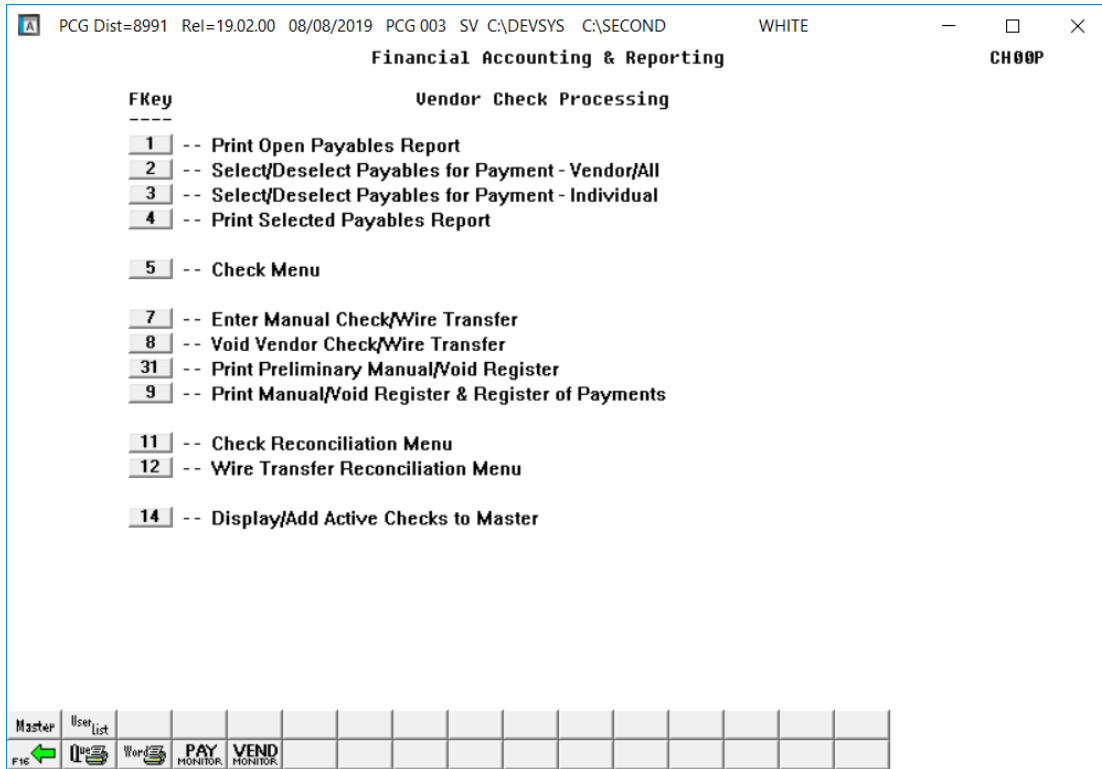
Step	Action
2	Select ⬚5⬚ (**F5** - Check Menu).

The following screen displays:
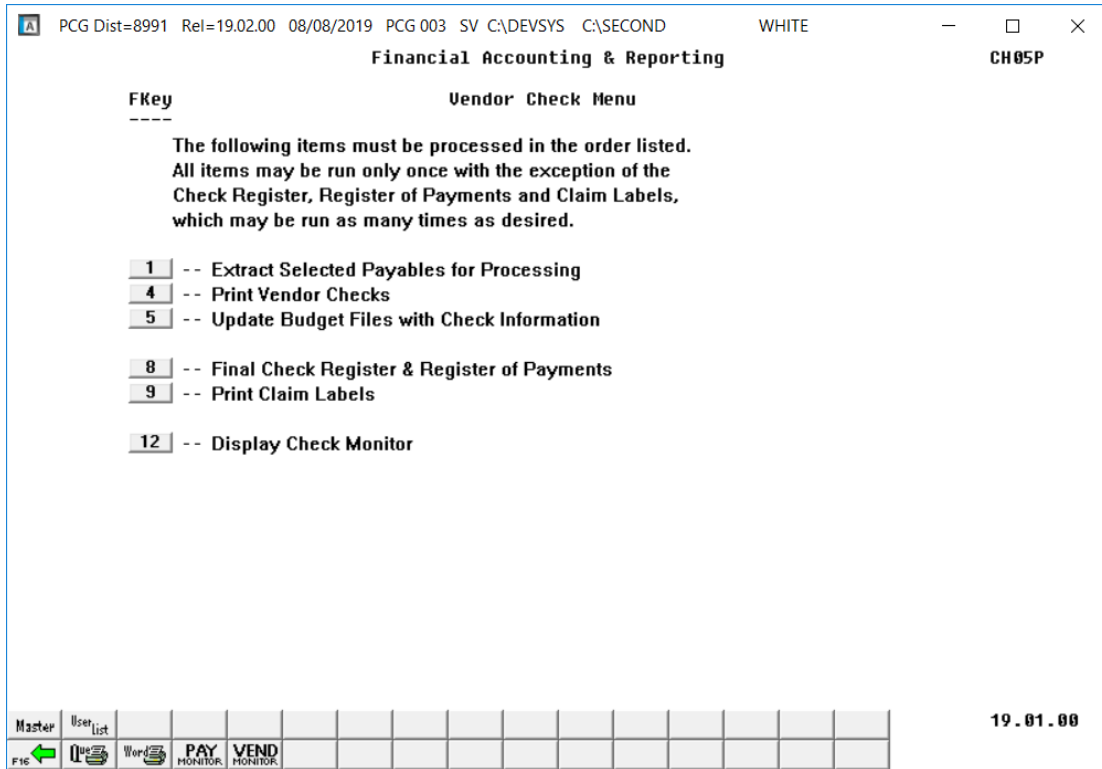
Step	Action
3	Select ⬚9 (**F9** - Print Claim Labels).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.02.00  08/08/2019  PCG 003  SV  C:\DEVSYS  C:\SECOND        WHITE              —    □    ×
                                                                                            EXP1220




                              Claim Labels Module
                        Enter the Date of Board Approval

                                   __  00  00


                             Enter to Continue

                                F16 TO EXIT


















   ENTER                                                                            19.02.00
    ✓
   F16
    ⬅
```
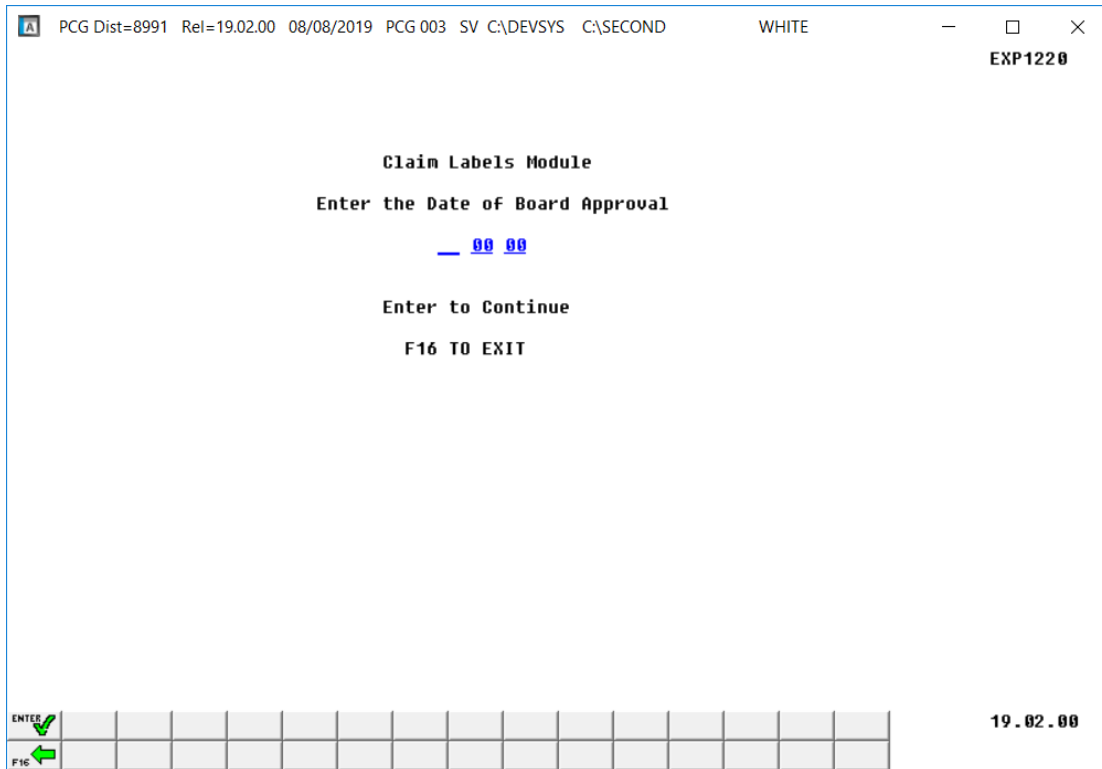
Step	Action
4	Enter the date (MM DD YY) in the **Enter the Date of Board Approval** field and select ![ENTER] (**Enter**) <u>twice</u>.

The following screen displays:

```
  A   PCG Dist=8991  Rel=19.02.00  08/08/2019  PCG 003  SV  C:\DEVSYS  C:\SECOND        WHITE              —    □    ✕
                                      Financial Accounting & Reporting                              CH05P

        FKey                                    Vendor Check Menu
        ----
              The following items must be processed in the order listed.
              All items may be run only once with the exception of the
              Check Register, Register of Payments and Claim Labels,
              which may be run as many times as desired.

                1   -- Extract Selected Payables for Processing
                4   -- Print Vendor Checks
                5   -- Update Budget Files with Check Information

                8   -- Final Check Register & Register of Payments
                9   -- Print Claim Labels

               12   -- Display Check Monitor



                                                                                        19.01.00

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

Step	Action
5	Insert the labels into the Printer's feeder tray.
6	**To print the claims labels via the Uqueue Print Manager:** Select [Que] (**Uqueue**). **To print the claims labels via Microsoft® Word:** Select [Word] (**MS WORD**). 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 where appropriate.
7	Select [F16] (**F16** - Exit) to return to the *Financial Accounting & Reporting - Vendor Check Processing Menu* or select [Master] (**Master**) to return to the *Business Applications Master Menu*.

I1. Claim Labels – Example

```
CLAIM# 026367 IN FAVOR OF            CLAIM# 026368 IN FAVOR OF
VENDOR 001477                        VENDOR 001477
IN THE AMOUNT OF       $178.13       IN THE AMOUNT OF        $40.74
                                     13607099903100610000101000000
BK01 000001 APPROVED 12/05/12        BK01 000001 APPROVED 12/05/12


CLAIM# 026369 IN FAVOR OF            CLAIM# 026370 IN FAVOR OF
VENDOR 001477                        VENDOR 004498
IN THE AMOUNT OF       $328.46       IN THE AMOUNT OF       $134.75
13604099903100610000801000000       13608099903100630000102000000
BK01 000001 APPROVED 12/05/12        BK01 000002 APPROVED 12/05/12


CLAIM# 026371 IN FAVOR OF            CLAIM# 026372 IN FAVOR OF
VENDOR 004498                        VENDOR 004498
IN THE AMOUNT OF       $282.50       IN THE AMOUNT OF       $108.00
                                     13607099903100630000101000000
BK01 000002 APPROVED 12/05/12        BK01 000002 APPROVED 12/05/12


CLAIM# 026373 IN FAVOR OF            CLAIM# 026374 IN FAVOR OF
VENDOR 004498                        VENDOR 004498
IN THE AMOUNT OF       $475.00       IN THE AMOUNT OF       $837.00
13608099903100630000102000000       13478018613100630000302000000
BK01 000002 APPROVED 12/05/12        BK01 000002 APPROVED 12/05/12
```

Procedure J: Display/Add Active Checks to Master
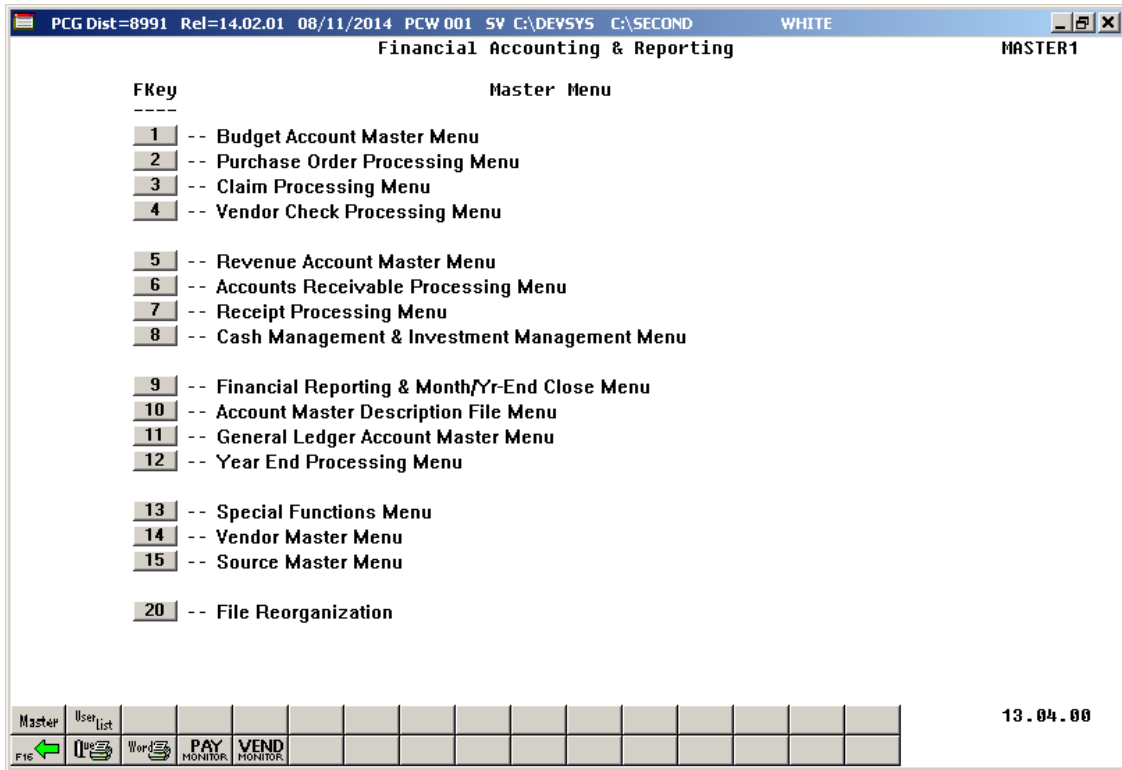
Step	Action
1	Select ![4] (**F4 -** Vendor Check Processing Menu).

The following screen displays:
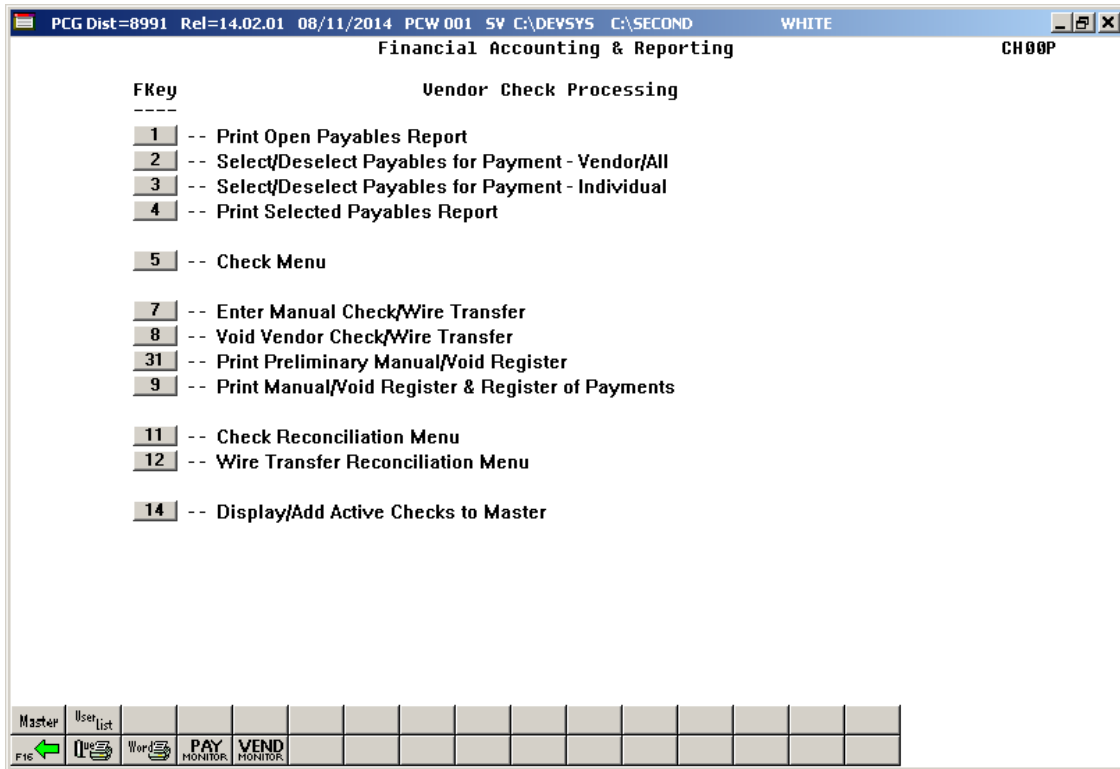
Step	Action
2	Select **14** (**F14** – Display/Add Active Checks to Master).

The following screen displays:
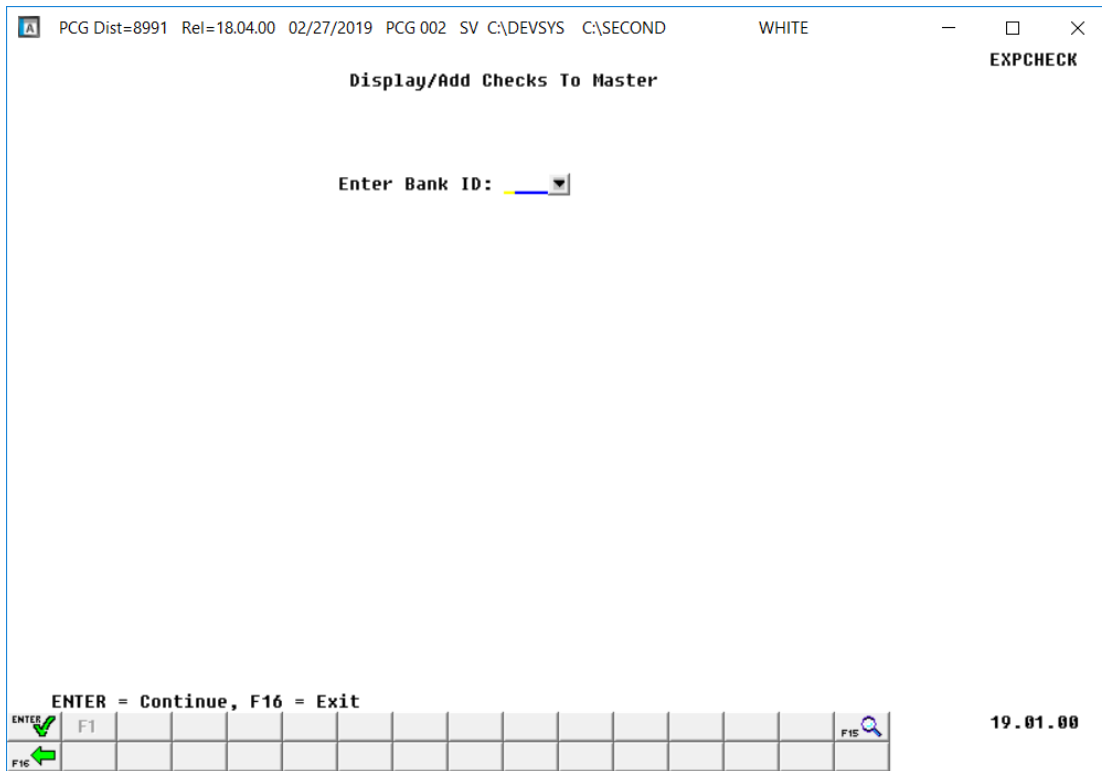
Step	Action
3	Enter or select the drop-down selection icon ▼ within the **Bank** field to choose the bank code.

When no check numbers have been assigned yet, the following screen displays:

```
 A   PCG Dist=6321  Rel=21.02.00  06/16/2021  PCG 002  SV  C:\SQLSYS  C:\SECOND        WHITE        —  □  ×
                                                                                            EXPCHECK
                              Display/Add Checks To Master


            Enter starting check number and the number of checks
            to be added, and press ENTER

            Bank: BK7   Check Number: _____   Number of Checks: ____


         The following check ranges are already on file:

          Begin     End      Begin     End      Begin     End      Begin     End
            _












       F16 to Exit
 ENTER                                                                          F15           21.02.00
  F16
```

When multiple ranges of check numbers exist, the following screen displays:

```
 A   PCG Dist=6321  Rel=21.02.00  06/16/2021  PCG 002  SV  C:\SQLSYS  C:\SECOND        WHITE        —  □  ×
                                                                                            EXPCHECK
                              Display/Add Checks To Master


            Enter starting check number and the number of checks
            to be added, and press ENTER

            Bank: BK4   Check Number: _____   Number of Checks: ____


         The following check ranges are already on file:

          Begin     End      Begin     End      Begin     End      Begin      End
            98 -     101      4554 -    4554     5182 -    5183     5392 -     5392
           700 -     700      4586 -    4586     5207 -    5208     5409 -     5410
           870 -     870      4609 -    4609     5227 -    5228     5428 -     5429
           873 -     873      4633 -    4633     5244 -    5245     5448 -     5548
          1036 -    1036      4656 -    4656     5262 -    5262     5565 -     8099
          1211 -    1211      4777 -    4777     5264 -    5267    72295 -    72304
          1600 -    1600      5015 -    5017     5279 -    5279   766876 -   766944
          1955 -    1961      5028 -    5051     5282 -    5282
          2012 -    2012      5076 -    5078     5299 -    5299
          2063 -    2063      5080 -    5080     5303 -    5303
          2090 -    2091      5102 -    5102     5324 -    5324
          2746 -    2746      5104 -    5104     5344 -    5344
          4121 -    4121      5127 -    5129     5359 -    5359
          4479 -    4479      5146 -    5147     5362 -    5363
          4520 -    4520      5162 -    5163     5379 -    5379

       F16 to Exit
 ENTER                                                                          F15           21.02.00
  F16
```
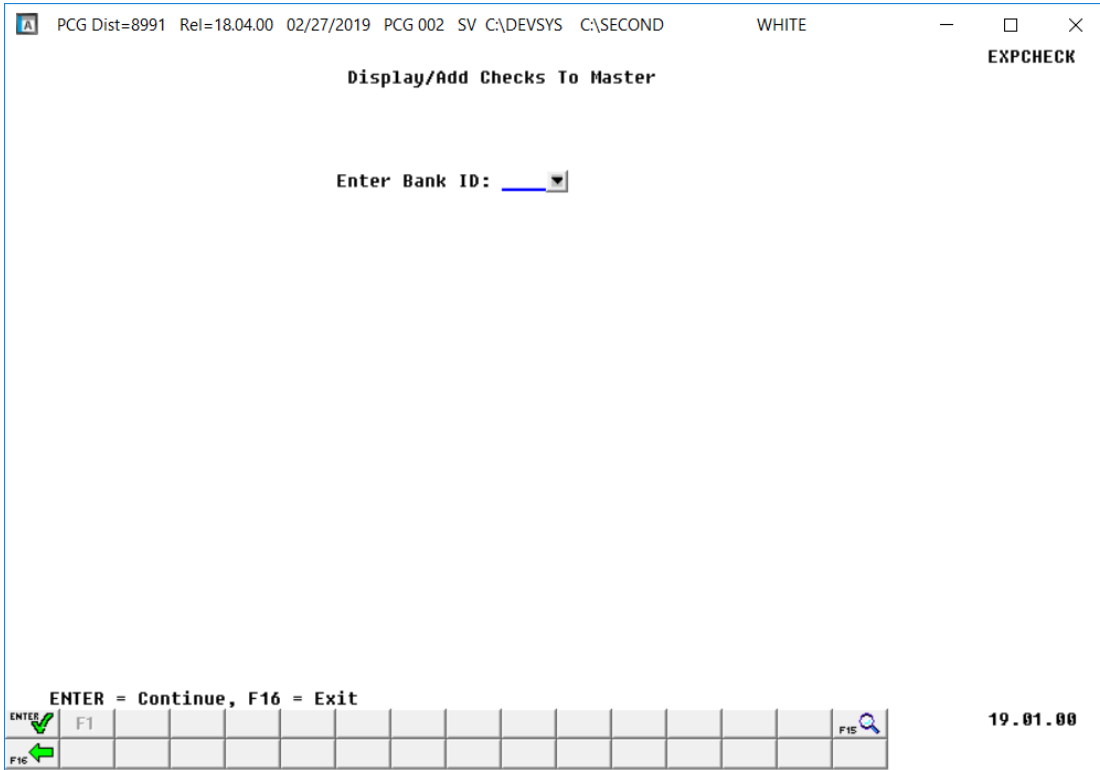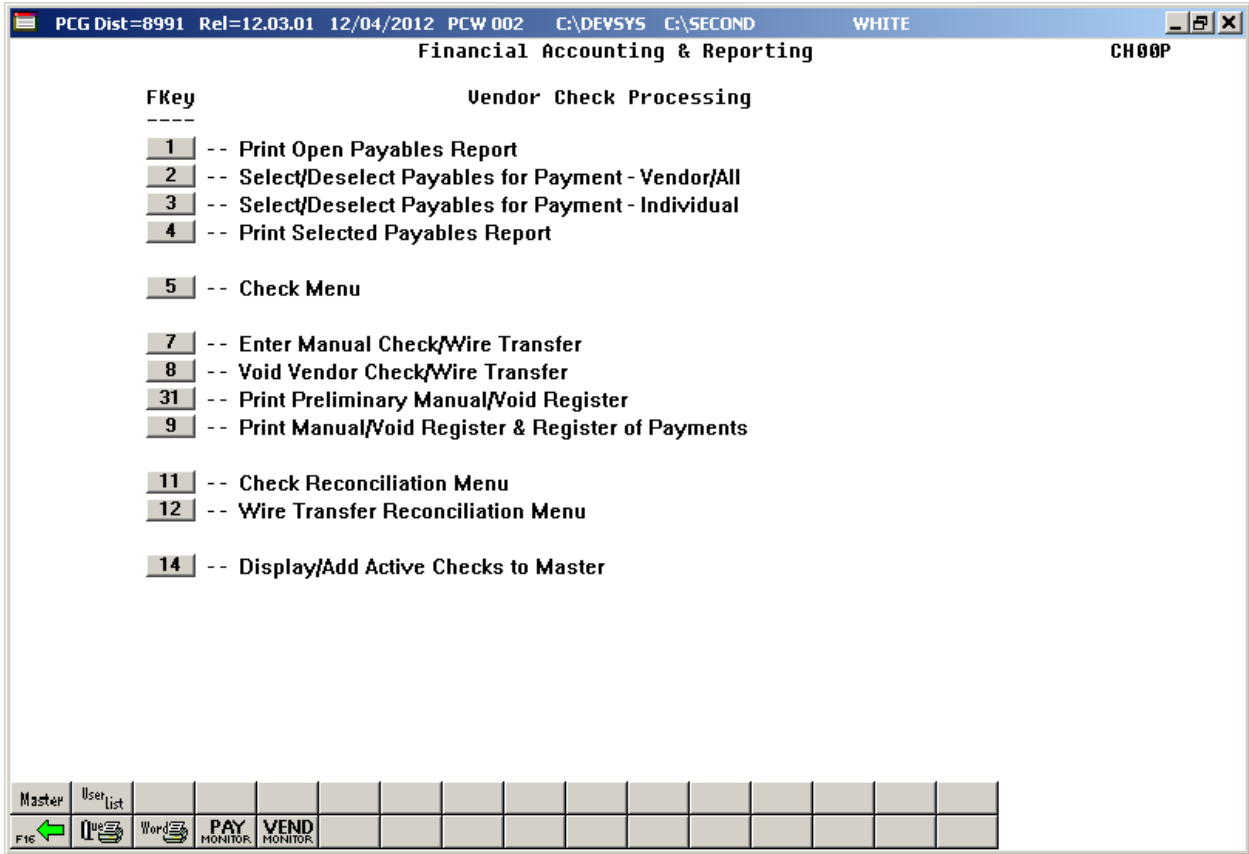
Step	Action
4	Enter the starting check number and the number of checks to be added, and then select ![ENTER] (**ENTER**) to add the checks to the *Check Master File.* *Select* ![F16] *(F16) to exit and enter another Bank ID.*

If **ENTER** is selected to add checks, or **F16** is selected to exit, the following screen displays:

Step	Action
5	Select ![F16] (**F16** – Exit) to return to the *Financial Accounting & Reporting - Vendor Check Processing Menu.*

The following screen displays:

Step	Action
6	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*.