PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

| 3/22/2023 | Section G: Payroll Check Reconciliation Processing, V2.6 |

Revision History

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

Table of Contents

Overview

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

- Displaying payroll checks and direct deposits to view detail information about the checks and direct deposits contained in the *CHEKMSTR* file.

- Updating payroll checks and direct deposits by changing or reversing the status of *Open* checks and direct deposits.

- Removing payroll checks and direct deposits from the *CHEKMSTR* file to clear issued, canceled, and/or voided checks, and all direct deposits regardless of status from PCGenesis. A PCGenesis *Data* backup must be performed before payroll checks or direct deposits are removed.

- Printing the payroll check reconciliation reports provides a listing of all payroll checks that have been issued, and as well as those that have been cancelled or voided.

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

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

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

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

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

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

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

Topic 1: Payroll Check Reconciliation

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

The following screen displays:
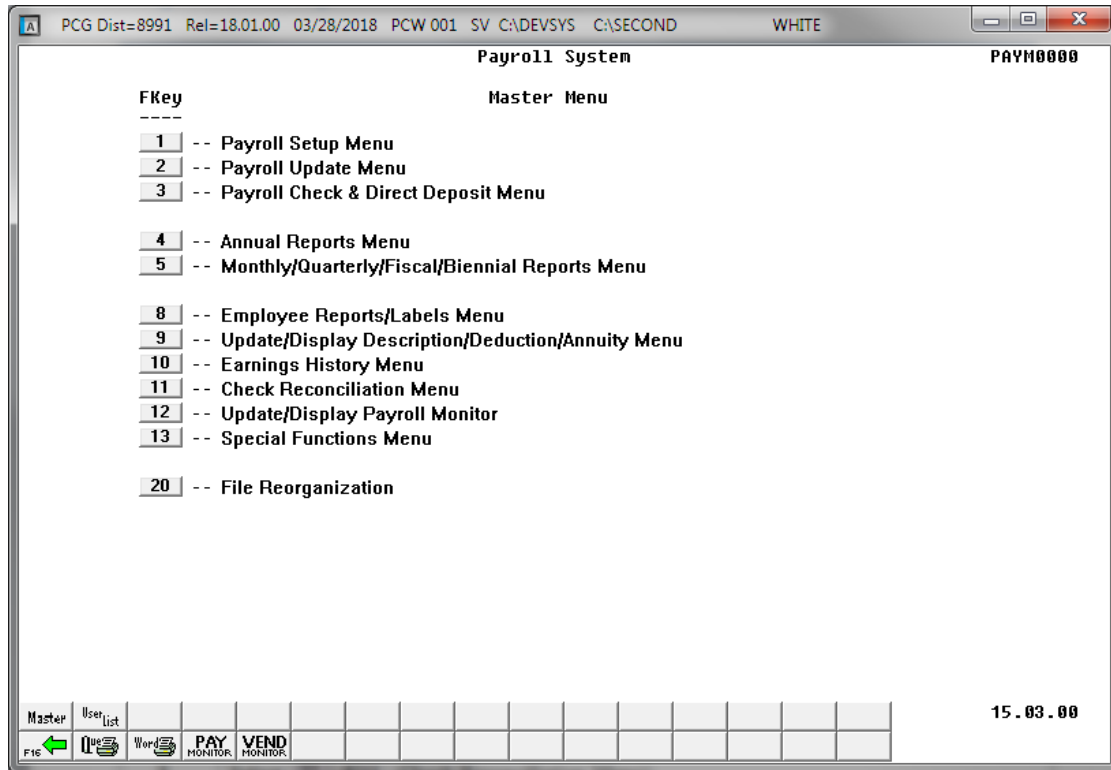
Step	Action
2	Select ⬚11⬚ (**F11 -** Check Reconciliation Menu).

The following screen displays:
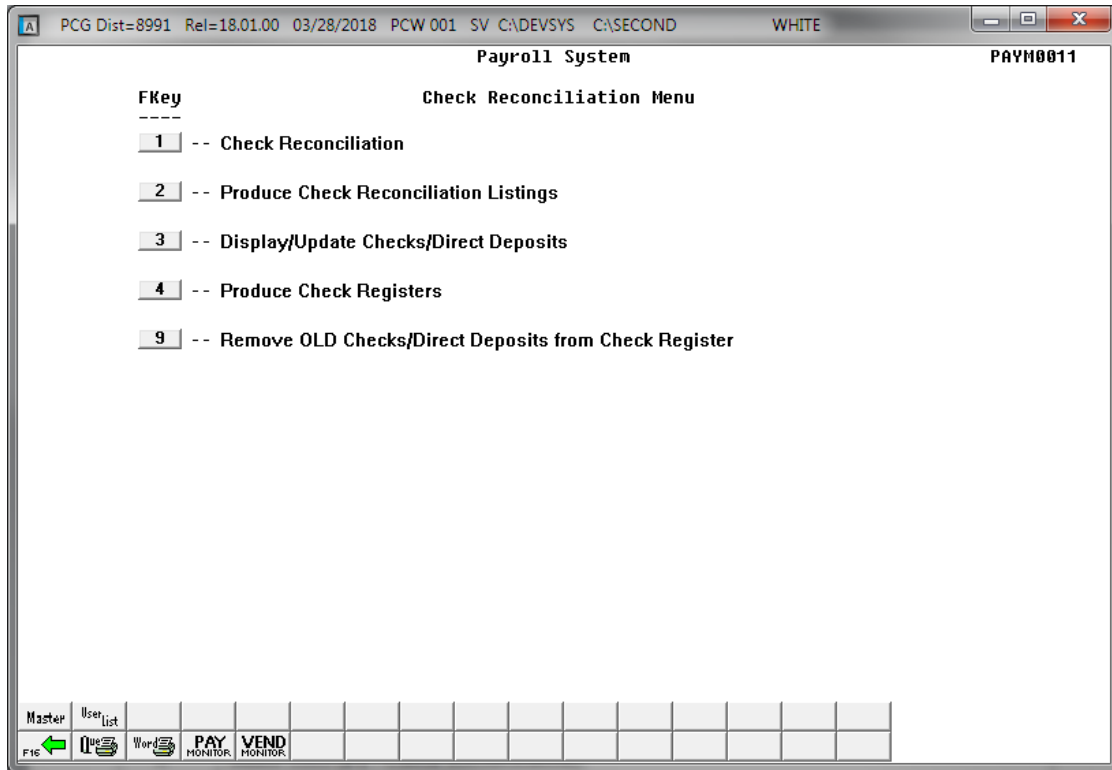
Step	Action
3	Select ___1___ (**F1 -** Check Reconciliation).

The following screen displays:
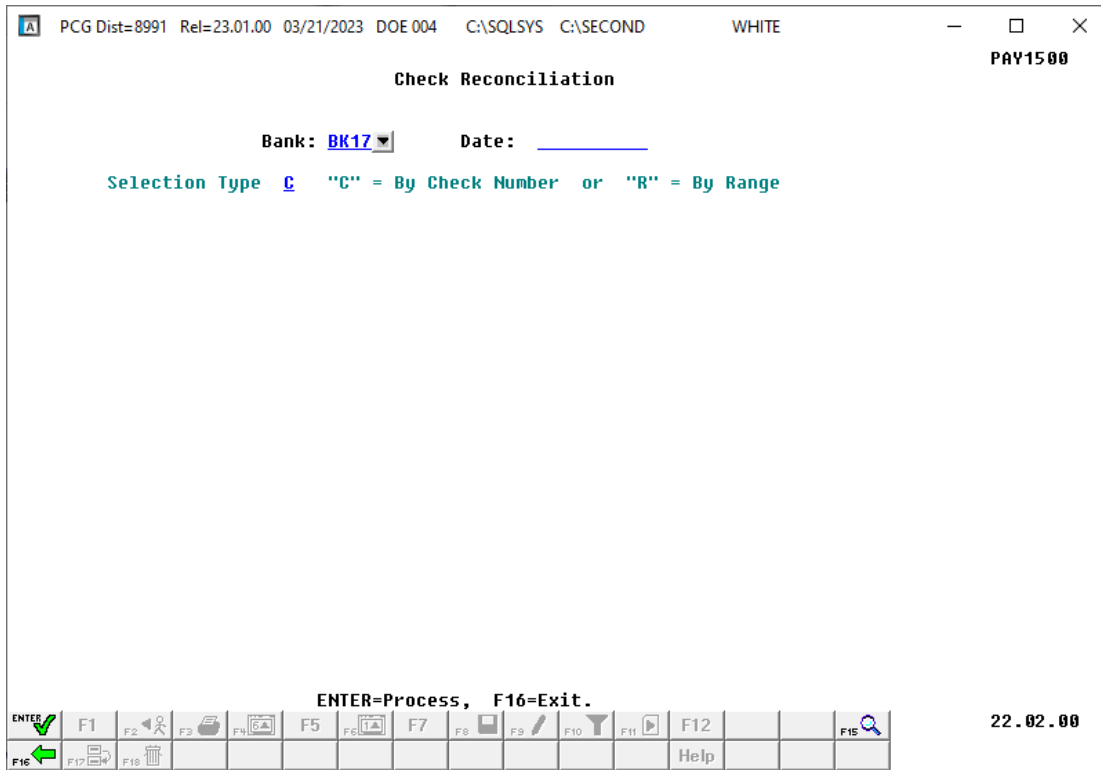
Step	Action
4	Enter the bank's code, or select the drop-down selection icon ▼ within the **Bank** field to choose the bank's information.
5	Enter the bank statement's date (MM/DD/CCYY) in the **Date** field. *The results will include payroll checks that were issued on or before the date entered.*
6	Enter **C** (Check number) to select individual check numbers or **R** (Check range) to enter a specific range of checks in the **Selection Type** field.
7	Select [ENTER] (**Enter -** Process). *"Processing request. Do not cancel processing!"* and a records-processed counter briefly display.

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

```
  A   PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 004    C:\SQLSYS  C:\SECOND          WHITE            —    □    ✕
                                                                                                        PAY1500
                                        Check Reconciliation

                        Bank: BK17          Date:    1/31/2023


   Cancel    Check      Date       Payee                                      Amount
      _         1     01/25/2023   AC9ER, SA9DEE                             3421.14
      _         2     01/25/2023   AD9ISON, TR9CEY                           2393.72
      _         3     01/25/2023   AD9MSON, DW9NA                             456.31
      _         4     01/25/2023   AI2EN, TU2A                              3995.13
      _         5     01/25/2023   AL2NZO, MA2YBELLE                         702.55
      _         6     01/25/2023   AL6EY, LY6NA                             1223.63
      _         7     01/25/2023   AL8ARO, AN8ERA                           3866.32
      _         8     01/25/2023   AM2ROSE, SH2NTAY                         1260.35
      _         9     01/25/2023   AM2ROSE, SH2NTAY                         1060.81
      _        10     01/25/2023   AN3EL, GA3E                               766.80
      _        11     01/25/2023   AN7ERS, HE7KE                            4615.31
      _        12     01/25/2023   AP3NTE, BE3U                             2268.15
      _        13     01/25/2023   AR3ETT, LO3SE                            1144.99
      _        14     01/25/2023   AR3HULETA, SH3ROLYN                      2785.10
      _        15     01/25/2023   AR4IS, EL4IOTT                           1255.67
      _        16     01/25/2023   AR8EDONDO, KI8TIE                        3539.38
      _        17     01/25/2023   AR8UALO, TR8NT                           3427.00
      _        18     01/25/2023   AS5CRAFT, GE5ALD                         1914.44
      _        19     01/25/2023   AS7ER, EL7NE                             3783.09
      _        20     01/25/2023   AS9BY, JO9NSIE                           5683.56

        ** Type an 'X' next to those checks that have cleared the bank. **

              ENTER=Update & Next,   F1=First,   F5=Next,   F16=Exit
 ENTER ✓  F1   F2 ◀🧍  F3 🖶  F4 🖾  F5   F6 🔼  F7   F8 🖫  F9 ✏  F10 ▼  F11 ▶  F12            F15 🔍          22.02.00
 F16 ⬅   F17 🗒  F18 🗑                                              Help
```

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

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

```
 A   PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 004    C:\SQLSYS  C:\SECOND        WHITE          —   □   ✕
                                                                                                     PAY1500
                                  Check Reconciliation

                          Bank: BK17          Date:    1/31/2023


                          Enter Check Range(s) to be Cancelled
                                    Begin        End
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____
                                   _____      _____




                             ENTER=Process,  F16=Exit.
                                                                                           22.02.00
```

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

The following screen displays:

PCG Dist=8991 Rel=23.01.00 03/21/2023 DOE 004   C:\SQLSYS C:\SECOND   WHITE   — □ ×
PAY1500

```
                              Check Reconciliation

                    Bank: BK17          Date:   1/31/2023


                    Enter Check Range(s) to be Cancelled
                            Begin      End
                              1        241
```

** Review the Exception Report After Completing Processing   **

F12=Update, F16=ReEnter

22.02.00
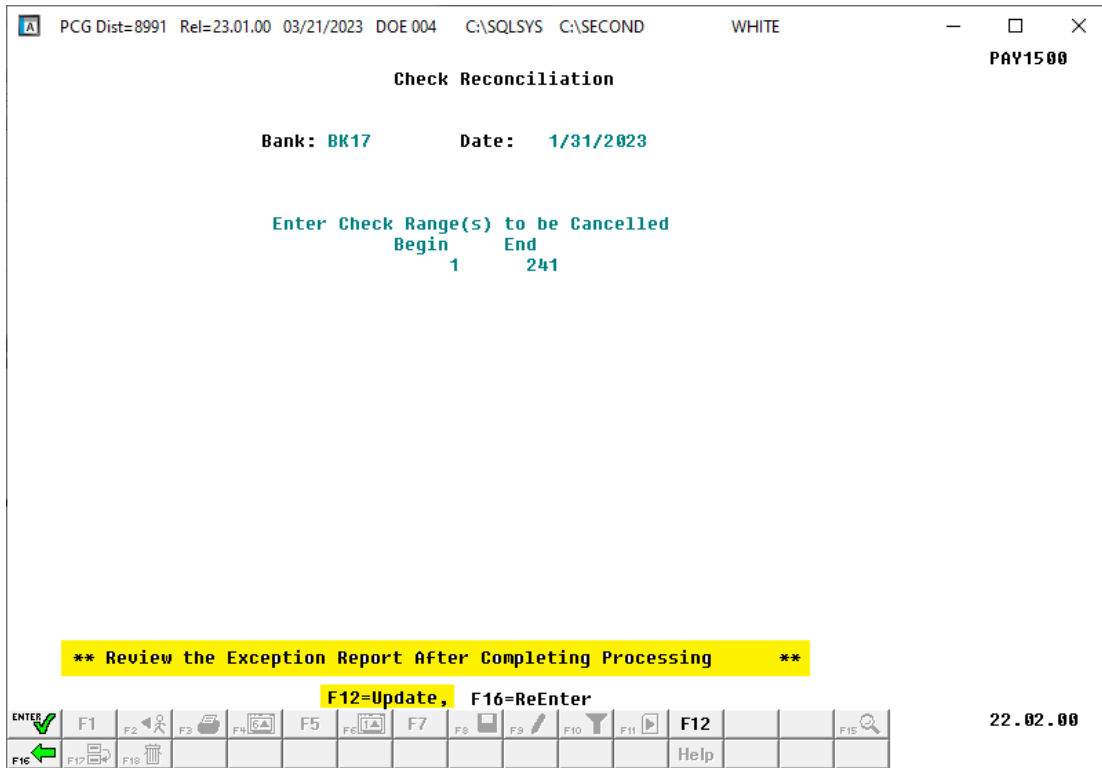
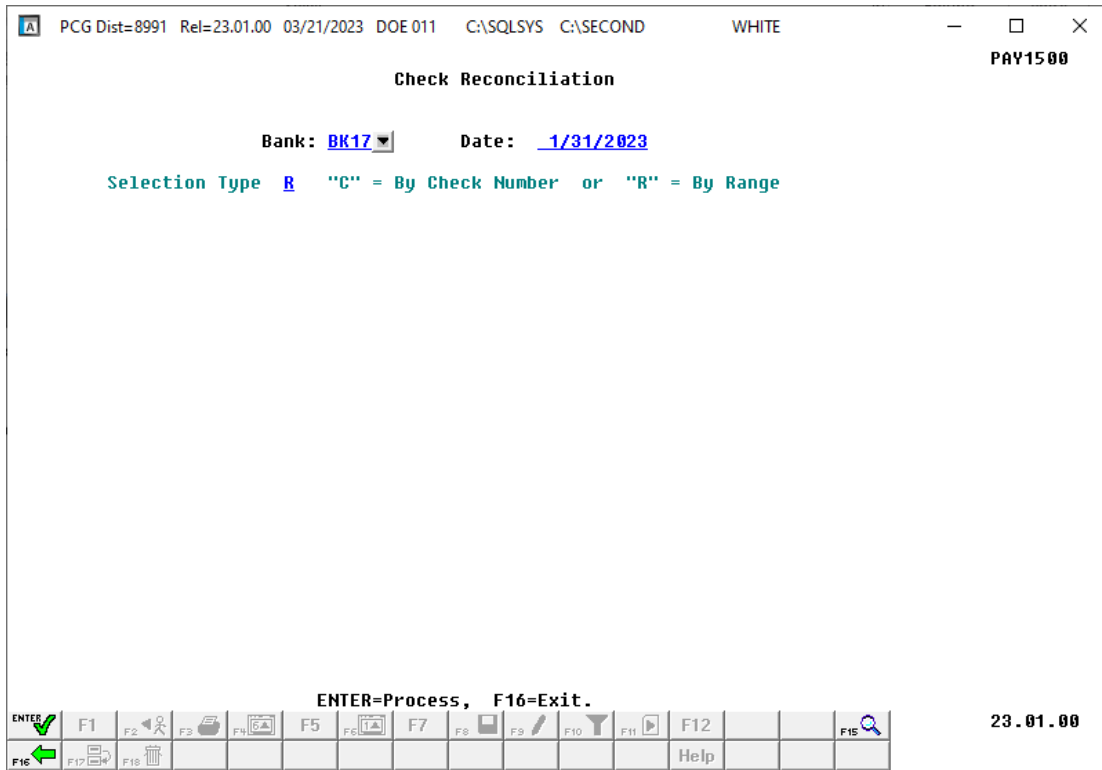| Step	Action
10	Select **F12** (**F12 -** Update). *"*** Processing Request. Do not cancel processing! ***" briefly displays.*

* * * *Attention* * * *

Under no circumstances should you cancel processing!

The following screen displays:
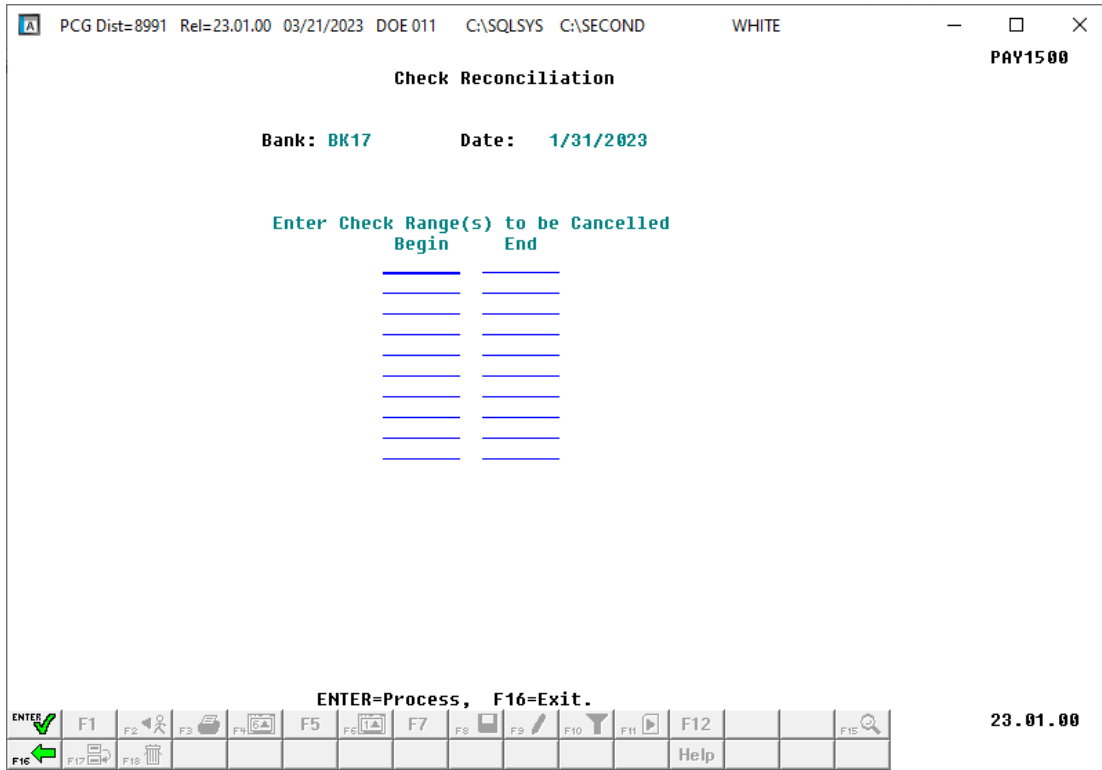
```
 A  PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 011    C:\SQLSYS  C:\SECOND         WHITE           —   □    ✕
                                                                                              PAY1500
                              Check Reconciliation

                    Bank: BK17          Date:   1/31/2023


                        Enter Check Range(s) to be Cancelled
                                Begin       End
                               _____     _____
                               _____     _____
                               _____     _____
                               _____     _____
                               _____     _____
                               _____     _____
                               _____     _____
                               _____     _____










                          ENTER=Process,   F16=Exit.                              23.01.00
```

Step	Action
11	Select **F16** (**F16** - Exit) to return to the *Payroll System - Check Reconciliation Screen*.

The following screen displays:

```
A   PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 011    C:\SQLSYS  C:\SECOND         WHITE          —   □   ×
                                                                                                       PAY1500
                                    Check Reconciliation

                        Bank: BK17 ▼         Date:   1/31/2023

               Selection Type  R   "C" = By Check Number  or  "R" = By Range
```

```
                          ENTER=Process,  F16=Exit.
ENTER✓  F1  F2◄人 F3🖨 F4🖼 F5 F6🖼 F7  F8💾 F9✎ F10▼ F11▶ F12              F15🔍       23.01.00
F16◄  F17 F18🗑                                               Help
```

Step	Action
12	Select [F16◄] (**F16** - Exit) to return to the *Payroll System - Check Reconciliation Menu*. *Completely exit the* Payroll System - Check Reconciliation *screen by selecting* [F16◄] *(**F16** - Exit) to access the* Payroll Check Reconciliation Exception Report *in the print queue.*

The following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  03/28/2018  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE                          □  ×
                                              Payroll System                                            PAYM0011
              FKey                     Check Reconciliation Menu
              ----
               1  -- Check Reconciliation

               2  -- Produce Check Reconciliation Listings

               3  -- Display/Update Checks/Direct Deposits

               4  -- Produce Check Registers

               9  -- Remove OLD Checks/Direct Deposits from Check Register




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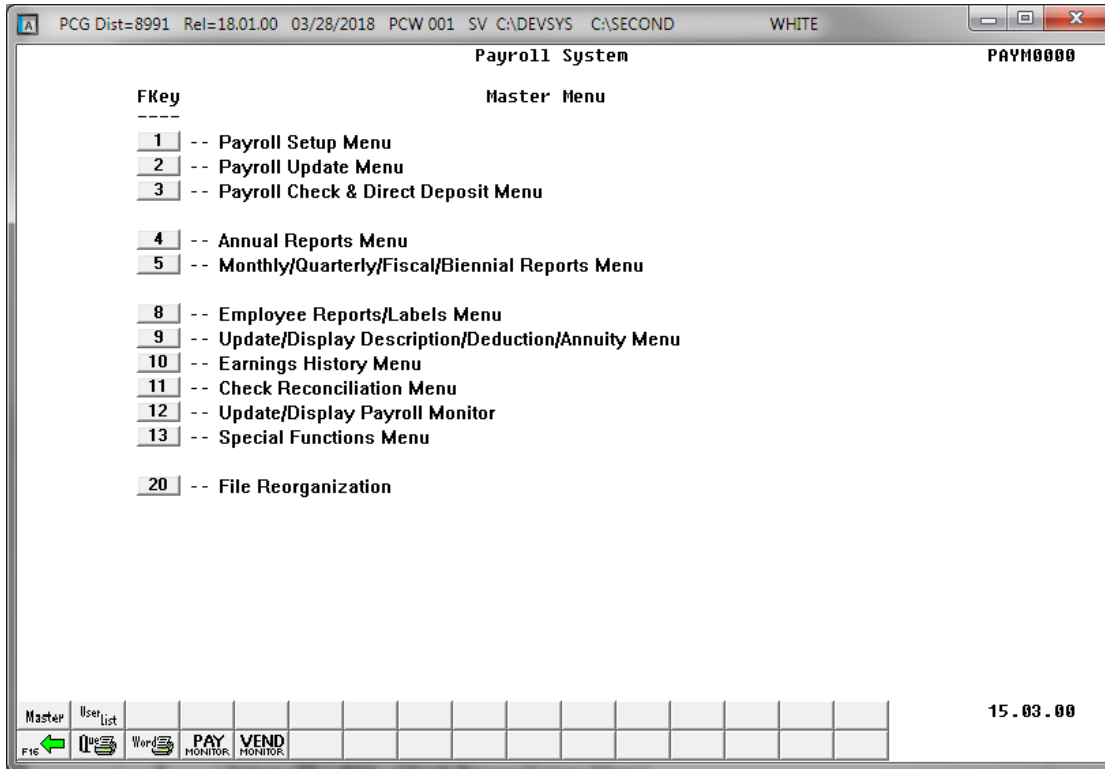
Step	Action
13	**To print the report via the Uqueue Print Manager:** Select ![Que] (Uqueue). **To print the report via Microsoft® Word:** Select ![Word] (MS WORD). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis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

1A. Payroll Check Reconciliation Exception Report – Example

```
=====================================================Page Break===================================================================
DATE      11/06/08                          PAYROLL CHECK RECONCILLIATION EXCEPTION REPORT                        PAGE      1


    CHECK  STATUS  ERROR TYPE


    17591 -  18443      ----- Check Range Processed
    17592      C     Check Cannot Be Cancelled
    17593      C     Check Cannot Be Cancelled
    17594      C     Check Cannot Be Cancelled
    17595      C     Check Cannot Be Cancelled
    17596      C     Check Cannot Be Cancelled
    17597      C     Check Cannot Be Cancelled
    17598      C     Check Cannot Be Cancelled
    17599      C     Check Cannot Be Cancelled
    17600      C     Check Cannot Be Cancelled
    17601      C     Check Cannot Be Cancelled
    17602      C     Check Cannot Be Cancelled
```
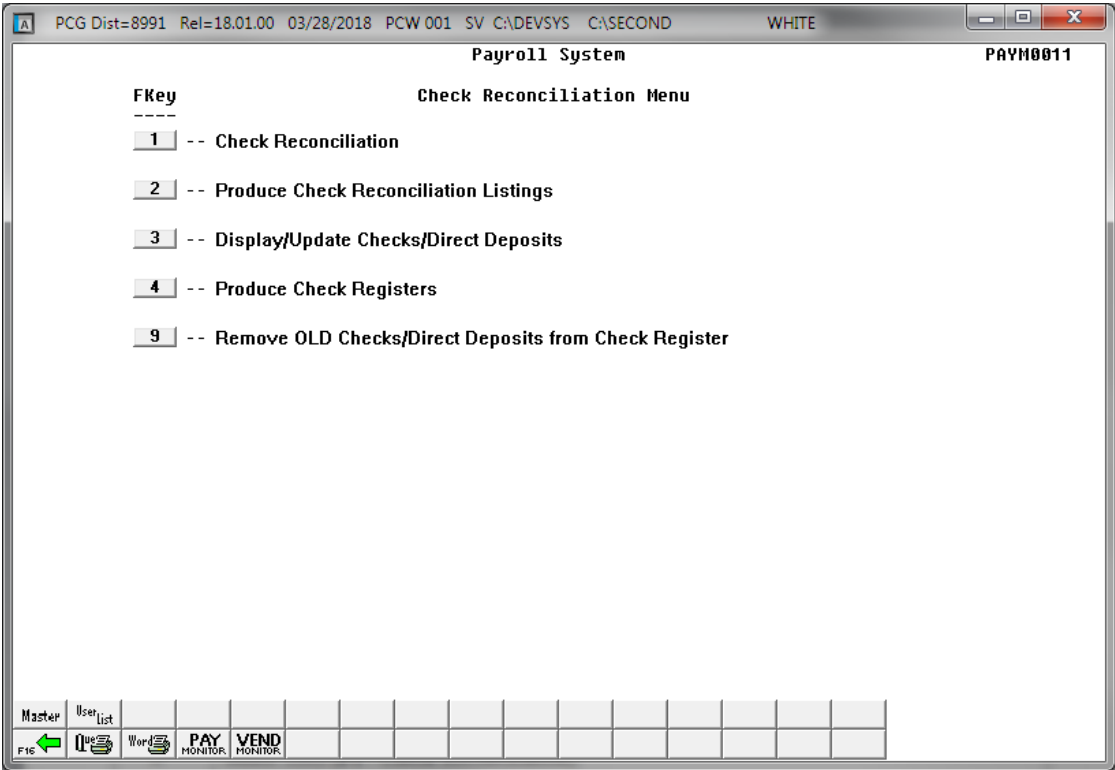
Topic 2: Payroll Check Reconciliation Report Processing
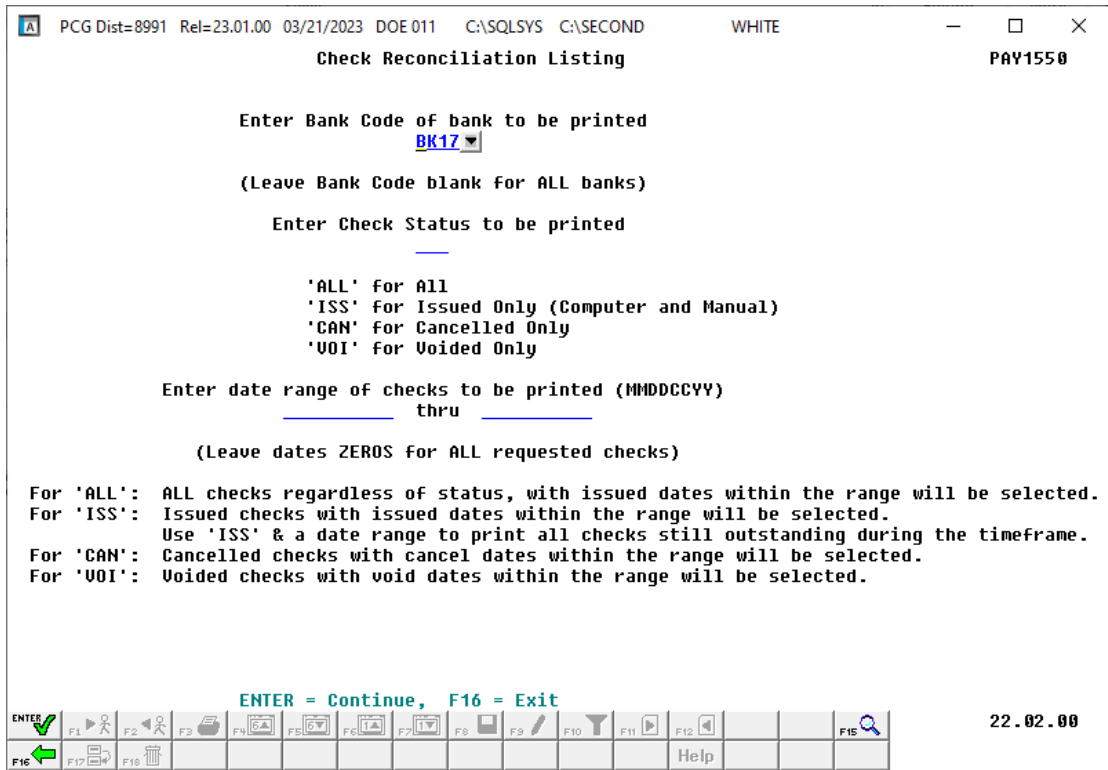
2A. Print the Check Reconciliation Listings

Step	Action
1	Select [11] (**F11 -** Check Reconciliation Menu).

The following screen displays:

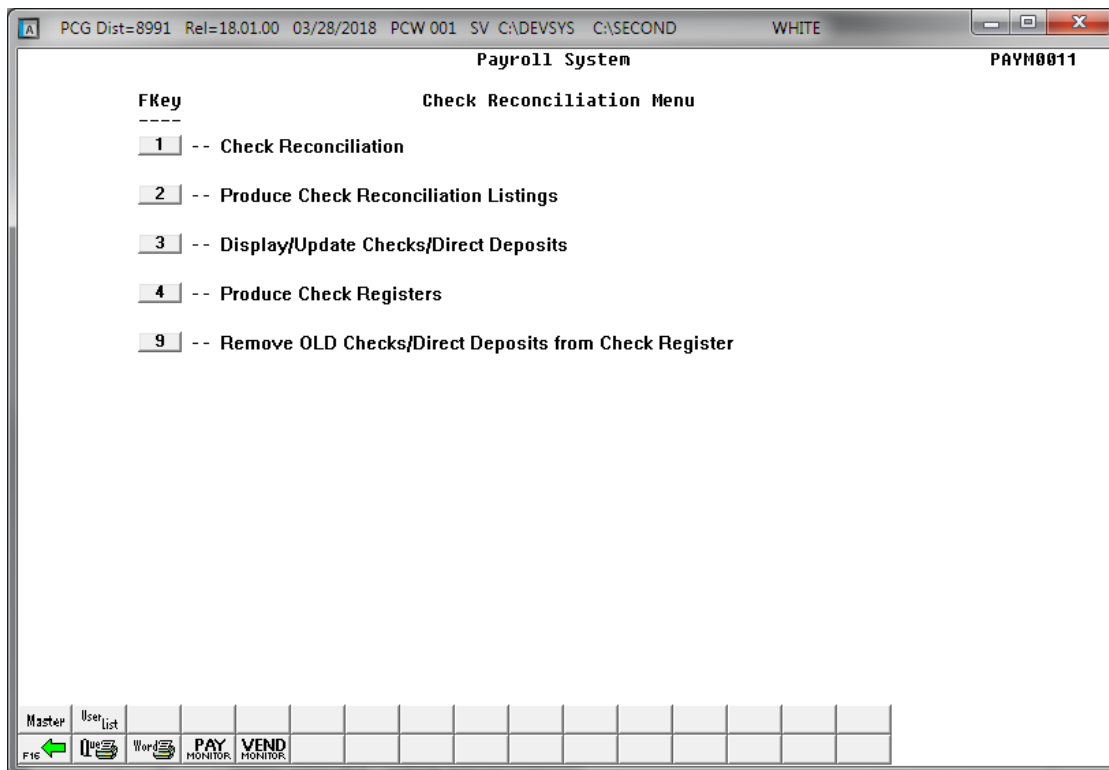| Step	Action
2	Select ⬚2 (**F2 -** Produce Check Reconciliation Listings).

The following screen displays:

```
┌────────────────────────────────────────────────────────────────────────────────────┐
│ [A]  PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 011   C:\SQLSYS  C:\SECOND    WHITE        —  □  ✕ │
│                        Check Reconciliation Listing                          PAY1550 │
│                                                                                      │
│                      Enter Bank Code of bank to be printed                           │
│                                  BK17 ▼                                               │
│                                                                                      │
│                      (Leave Bank Code blank for ALL banks)                           │
│                                                                                      │
│                        Enter Check Status to be printed                              │
│                                   ___                                                 │
│                                                                                      │
│                          'ALL' for All                                               │
│                          'ISS' for Issued Only (Computer and Manual)                 │
│                          'CAN' for Cancelled Only                                     │
│                          'VOI' for Voided Only                                        │
│                                                                                      │
│                  Enter date range of checks to be printed (MMDDCCYY)                 │
│                  _____       thru      _____                               │
│                                                                                      │
│                    (Leave dates ZEROS for ALL requested checks)                      │
│                                                                                      │
│     For 'ALL':  ALL checks regardless of status, with issued dates within the range will be selected. │
│     For 'ISS':  Issued checks with issued dates within the range will be selected.   │
│                 Use 'ISS' & a date range to print all checks still outstanding during the timeframe. │
│     For 'CAN':  Cancelled checks with cancel dates within the range will be selected. │
│     For 'VOI':  Voided checks with void dates within the range will be selected.     │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                   ENTER = Continue,  F16 = Exit                                       │
│  ENTER✓  ▶Å  ◀Å  F3🖶  F4🖻  F5🖹  F6🖹  F7🖵  F8💾  F9✎  F10▼  F11▶  F12◀              🔍  22.02.00 │
│  F16←  F17🗐  F18🗑                                                          F15      Help            │
└────────────────────────────────────────────────────────────────────────────────────┘
```

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

Step	Action
5	Enter the date range (MMDDCCYY) *or* leave the field populated with zeroes (0's) for all payroll checks and direct deposits in the **Enter Date Range of Checks To Be Printed (MMDDCCYY)** fields.
	• When the user selects the '**ALL**' option, all checks, regardless of status, are printed as long as the **Issue Date** is within the date range requested.
	• When the user selects the '**ISS**' option, the program prints all checks still outstanding during the timeframe. For example, if the **Issue Date** is within the range and the **Cancel Date** is outside of the date range, <u>the check will print</u> on the report because the check is still outstanding. If the check was issued and cancelled within the date range, <u>the check will NOT print</u> on the report because the check is not outstanding in that date range.
	• When the user selects the '**CAN**' option, the program prints all checks with the **Cancel Date** within the date range requested.
	• When the user selects the '**VOI**' option, the program prints all checks with the **Void Date** within the date range requested.
6	Select [ENTER] (**Enter**) <u>twice</u>.
	*"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
7	**To print the report via the Uqueue Print Manager:** Select [Que] (Uqueue). **To print the report via Microsoft® Word:** Select [Word] (MS WORD). Where appropriate, follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
8	Select [F16] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

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

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

```
REPORT ID:  PAY1550                         LIST OF ALL CHECKS                          PAGE    1
REPORT DATE:  03/28/2018              ISSUED DATE RANGE: 01/01/2017 - 12/31/2018

  BANK:  BK01  FNB 001 OF SMITH CITY

NUMBER  ISSUE DATE  PAYEE                           AMOUNT      STATUS        CANC DATE    VOID DATE   AGING (DAYS)

000001  10/31/2017  MA3RIGAL, CU3                 3,423.53     COMPUTER ISSUE                               148
048239  01/31/2017  VA9HORN, ZE9TA                  276.46     CANCELLED     2/28/2017
048240  01/31/2017  LO6DON, DO6NY                   133.91     CANCELLED     2/28/2017
048241  01/31/2017  QU7EN, LA7OMA                   123.87     CANCELLED     2/28/2017
048242  01/31/2017  SH5LLEY, JA5IKA                 581.80     CANCELLED     2/28/2017
048243  04/28/2017  WH3TTEN, IZ3TTA                  40.00     CANCELLED     5/31/2017
048244  05/31/2017  WH3TTEN, IZ3TTA                  20.00     CANCELLED     6/30/2017
048245  06/29/2017  WA3DROP, VA3CE                  234.34     CANCELLED     6/30/2017
048246  06/29/2017  RA6LAND, BA6NEY                 312.02     CANCELLED     6/30/2017
048247  06/29/2017  BU9R, KA9ISA                    220.95     CANCELLED     7/31/2017
048248  06/29/2017  AS9BY, JO9NSIE                  331.43     CANCELLED     7/31/2017
048249  06/29/2017  AD4IR, HE4MA                    220.95     CANCELLED     7/31/2017
048250  06/29/2017  ST5RNES, HE5AINE                312.02     CANCELLED     6/30/2017
048251  06/29/2017  KI3BLE, KI3A                    220.95     CANCELLED     6/30/2017
048252  06/29/2017  JO4LY, ST4FAN                   247.93     CANCELLED     6/30/2017
048253  06/29/2017  HA8MER, JU8IEANN                220.95     CANCELLED     6/30/2017
048254  06/29/2017  JA9OBSEN, SI9AS                 331.43     CANCELLED     6/30/2017
048255  06/29/2017  MA6CUS, JU6IE                   216.22     CANCELLED     7/31/2017
048256  06/29/2017  DI9GS, MA9CHELLE                184.13     CANCELLED     6/30/2017
048257  06/29/2017  RO3T, JA3EAN                    110.48     CANCELLED     6/30/2017
048258  06/29/2017  MY7ICK, JO7NATHON               331.43     CANCELLED     7/31/2017
048259  06/29/2017  CO4NELL, KA4EIGH                180.77     CANCELLED     6/30/2017
048260  06/29/2017  BA3N, FR3DERIC                  183.39     CANCELLED     6/30/2017
048261  08/18/2017  WA3DROP, VA3CE                  421.81     VOIDED                      8/31/2017
048262  08/18/2017  LO2NEY, LA2AWN                  361.55     COMPUTER ISSUE                               222
048263  08/18/2017  MA7OS, KI7BY                    696.32     COMPUTER ISSUE                               222
048264  08/18/2017  CO4NELL, KA4EIGH                421.81     COMPUTER ISSUE                               222
048265  08/18/2017  RU9YON, JE9NETT               1,348.31     COMPUTER ISSUE                               222
048266  08/31/2017  WA3DROP, VA3CE                  421.81     MANUALLY ISSUE                               209

            CANCELLED:       22 CHECKS          $5,035.43   TOTAL

              VOIDED:        1 CHECKS             $421.81   TOTAL

              ISSUED:        6 CHECKS           $6,673.33   TOTAL

               GRAND:       29 CHECKS          $12,130.57   TOTAL
```

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

*When the user selects the 'ISS' option to print the List of Issued Checks Only, the program prints all checks still outstanding during the timeframe. For example, if the **Issue Date** is within the range and the* **Cancel Date** *is outside of the date range, <u>the check will print</u> on the report because the check is still outstanding. If the check was issued and cancelled within the date range, <u>the check will NOT print</u> on the report because the check is not outstanding in that date range.*

```
  REPORT ID:  PAY1550                         LIST OF ISSUED CHECKS ONLY                          PAGE    1
  REPORT DATE:  03/28/2018               ISSUED DATE RANGE: 01/01/2017 - 12/31/2017

  BANK:  BK01  FNB 001 OF SMITH CITY

NUMBER  ISSUE DATE  PAYEE                                 AMOUNT        STATUS       CANC DATE    VOID DATE  AGING (DAYS)
000001  10/31/2017  MA3RIGAL, CU3                       3,423.53     COMPUTER ISSUE                                148
048262  08/18/2017  LO2NEY, LA2AWN                        361.55     COMPUTER ISSUE                                222
048263  08/18/2017  MA7OS, KI7BY                          696.32     COMPUTER ISSUE                                222
048264  08/18/2017  CO4NELL, KA4EIGH                      421.81     COMPUTER ISSUE                                222
048265  08/18/2017  RU9YON, JE9NETT                     1,348.31     COMPUTER ISSUE                                222
048266  08/31/2017  WA3DROP, VA3CE                        421.81     MANUALLY ISSUE                                209

              ISSUED:        6 CHECKS               $6,673.33  TOTAL
```

2B. Print the Payroll Check and Direct Deposit Statement Registers
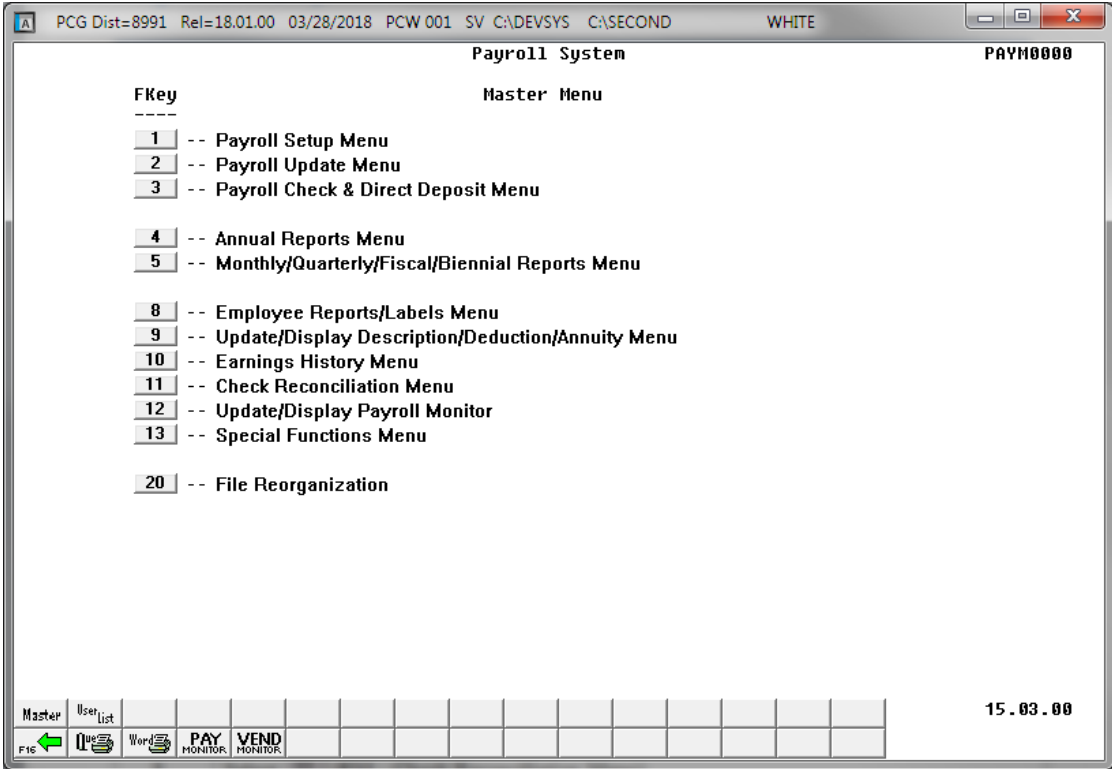
Step	Action
1	Select ⬚**11** (**F11 -** Check Reconciliation Menu).

The following screen displays:
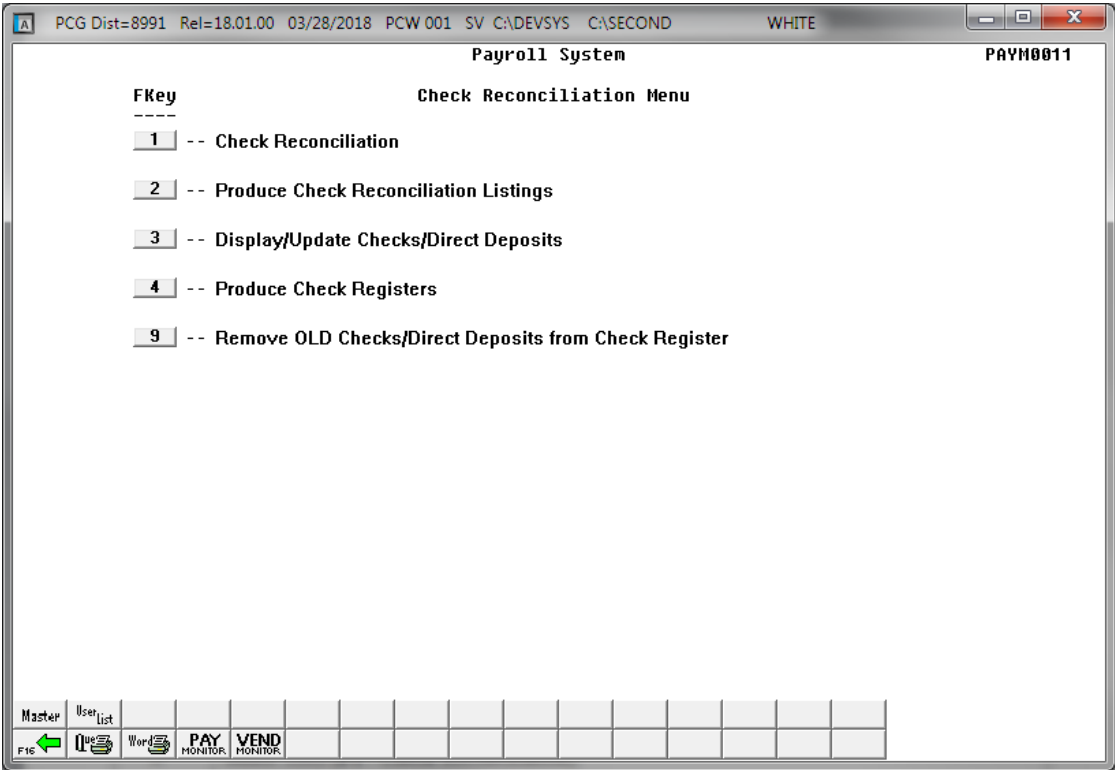
Step	Action
2	Select ▭4▭ (**F4 -** Produce Check Registers).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────────────┐
│ [A]  PCG Dist=8991  Rel=23.01.00  03/21/2023  DOE 011   C:\SQLSYS  C:\SECOND      WHITE        —  □  ✕ │
│                              Print Check Register                                    PAYCR500     │
│                                                                                                   │
│      Enter Bank Code of bank to be printed  BK17 ▼  (Leave Bank Code blank for ALL banks)          │
│                                                                                                   │
│                                                      ALL  = All                                    │
│      Enter Check Status to be printed       ALL   ISS  = Issued Only                               │
│                                                   CAN  = Cancelled Only                            │
│                                                   VOI  = Voided Only                               │
│                                                                                                   │
│                                                   C    = Payroll Checks                            │
│      Select checks or direct deposits         C   D    = Direct Deposits                           │
│                                                   B    = Both                                      │
│                                                                                                   │
│        Enter date range of checks to be printed (MMDDCCYY)                                         │
│               00/00/0000 thru 12/31/9999   (Leave date as is for ALL requested checks)             │
│      ──────────────────────────────────────────────────────────────────────────────────          │
│                Create Positive Pay Export to Load in Excel?  ⦿ No                                  │
│                                                              ○ Yes                                 │
│                                                                                                   │
│      Enter the export file path and name (e.g. C:\EXPORT\PosPPayCYMD.CSV)                          │
│       or  F10  to  Browse for File                                                                 │
│                                                                                                   │
│      C:\EXPORT\PosPPay20230321.CSV                                                                 │
│      NOTE:  DIRECTORY Must Already Exist                                                           │
│                                                                                                   │
│                                                                                                   │
│                                                                                                   │
│                  ENTER = Continue,  F10 to Browse,  F16 = Exit                                     │
│  ENTER✓ ▶🏃 ◀🏃 F3🖶 F4🖵 F5🖵 F6🖵 F7🖵 F8💾 F9✎ F10▼ F11▶ F12◀        F15🔍    23.01.00 │
│  F16←  F17🖨 F18🗑                                                    Help                          │
└──────────────────────────────────────────────────────────────────────────────────────┘
```

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

Step	Action
7	Select the ⦿ (**Radio Button**) to left of the appropriate response in the **Create Positive Pay Export to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'. *The Payroll Print Check Registers procedure allows the user to create a .csv output file containing the information printed on the Payroll Check Register. The export file contains the check amount, check date, bank account, check number, check status, payee name, and a check or direct deposit indicator, for each payroll check or direct deposit selected. The created export file can be sent to the school district's bank to satisfy the requirements of 'Positive Pay' for payroll check fraud prevention.*
8	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
9	**If creating an export file:** Enter **C:\EXPORT\PosPPayccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select ▣ (**F10** - Browse for file) to locate the file manually.
10	Select ✓ (**Enter**) <u>twice</u>. *If the filename is invalid, the "UNABLE TO OPEN OpnPay CSV FILE - 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information.* *"** Processing Request **" briefly displays.*

The following screen displays:

Step	Action
11	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (Uqueue). **To print the report via Microsoft® Word:** Select ![MS Word icon] (MS WORD). Where appropriate, follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
12	Select ![F16 icon] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

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

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

```
REPORT DATE 03/28/2018 - PAYROLL                    LIST OF ALL CHECKS                              PAGE    1
Program Id: PAYCR500
BANK:  BK01  FNB 001 OF SMITH CITY

        NUMBER    DATE        PAYEE                                 AMOUNT          STATUS          CANCEL DATE
        000001    10/31/2017  MA3RIGAL, CU3                        3,423.53    COMPUTER ISSUED
        048239    01/31/2017  VA9HORN, ZE9TA                         276.46    ISSUED           02/28/2017
        048240    01/31/2017  LO6DON, DO6NY                          133.91    ISSUED           02/28/2017
        048241    01/31/2017  QU7EN, LA7OMA                          123.87    ISSUED           02/28/2017
        048242    01/31/2017  SH5LLEY, JA5IKA                        581.80    ISSUED           02/28/2017
        048243    04/28/2017  WH3TTEN, IZ3TTA                         40.00    ISSUED           05/31/2017
        048244    05/31/2017  WH3TTEN, IZ3TTA                         20.00    ISSUED           06/30/2017
        048245    06/29/2017  WA3DROP, VA3CE                         234.34    ISSUED           06/30/2017
        048246    06/29/2017  RA6LAND, BA6NEY                        312.02    ISSUED           06/30/2017
        048247    06/29/2017  BU9R, KA9ISA                           220.95    ISSUED           07/31/2017
        048248    06/29/2017  AS9BY, JO9NSIE                         331.43    ISSUED           07/31/2017
        048249    06/29/2017  AD4IR, HE4MA                           220.95    ISSUED           07/31/2017
        048250    06/29/2017  ST5RNES, HE5AINE                       312.02    ISSUED           06/30/2017
        048251    06/29/2017  KI3BLE, KI3A                           220.95    ISSUED           06/30/2017
        048252    06/29/2017  JO4LY, ST4FAN                          247.93    ISSUED           06/30/2017
        048253    06/29/2017  HA8MER, JU8IEANN                       220.95    ISSUED           06/30/2017
        048254    06/29/2017  JA9OBSEN, SI9AS                        331.43    ISSUED           06/30/2017
        048255    06/29/2017  MA6CUS, JU6IE                          216.22    ISSUED           07/31/2017
        048256    06/29/2017  DI9GS, MA9CHELLE                       184.13    ISSUED           06/30/2017
        048257    06/29/2017  RO3T, JA3EAN                           110.48    ISSUED           06/30/2017
        048258    06/29/2017  MY7ICK, JO7NATHON                      331.43    ISSUED           07/31/2017
        048259    06/29/2017  CO4NELL, KA4EIGH                       180.77    ISSUED           06/30/2017
        048260    06/29/2017  BA3N, FR3DERIC                         183.39    ISSUED           06/30/2017
        048261    08/31/2017  WA3DROP, VA3CE                         421.81    VOIDED
        048262    08/18/2017  LO2NEY, LA2AWN                         361.55    COMPUTER ISSUED
        048263    08/18/2017  MA7OS, KI7BY                           696.32    COMPUTER ISSUED
        048264    08/18/2017  CO4NELL, KA4EIGH                       421.81    COMPUTER ISSUED
        048265    08/18/2017  RU9YON, JE9NETT                      1,348.31    COMPUTER ISSUED
        048266    08/31/2017  WA3DROP, VA3CE                         421.81    MANUALLY ISSUED

                    VOIDED:          1 CHECKS                        $421.81    TOTAL

                    ISSUED:         28 CHECKS                     $11,708.76    TOTAL

                     GRAND:         29 CHECKS                     $12,130.57    TOTAL
```

Topic 3: Display/Update Payroll Checks/Direct Deposit Statements
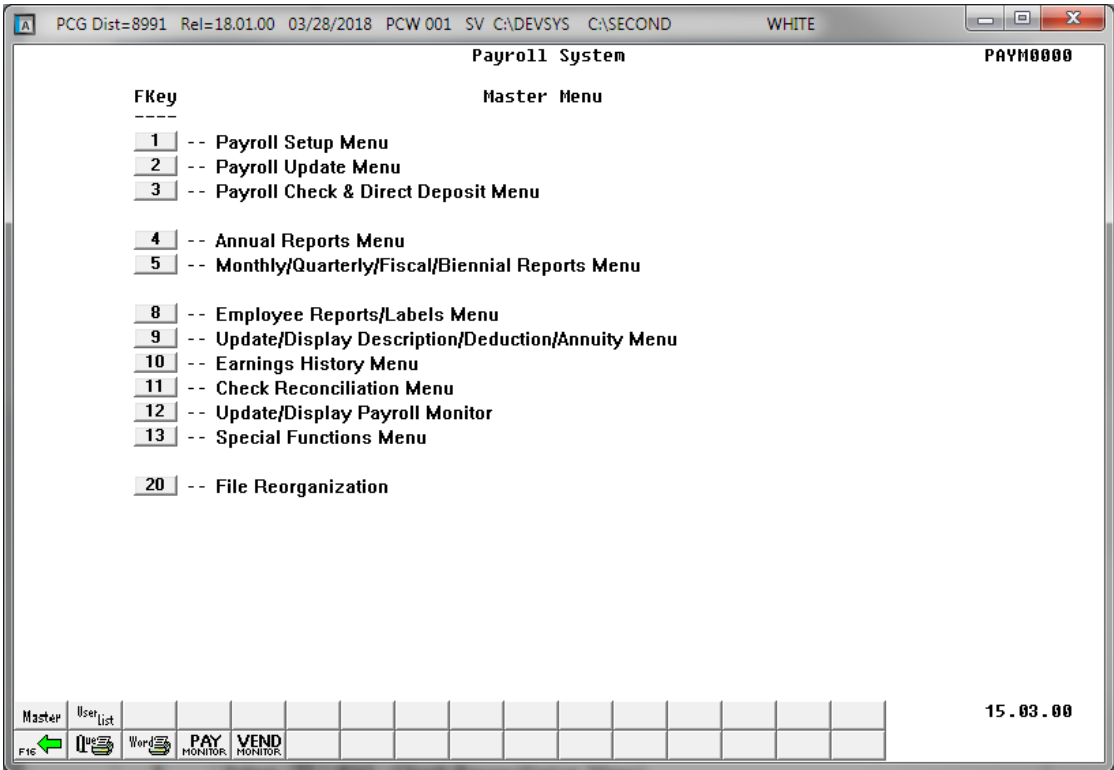
Step	Action
1	Select [11] (**F11 -** Check Reconciliation Menu).

The following screen displays:
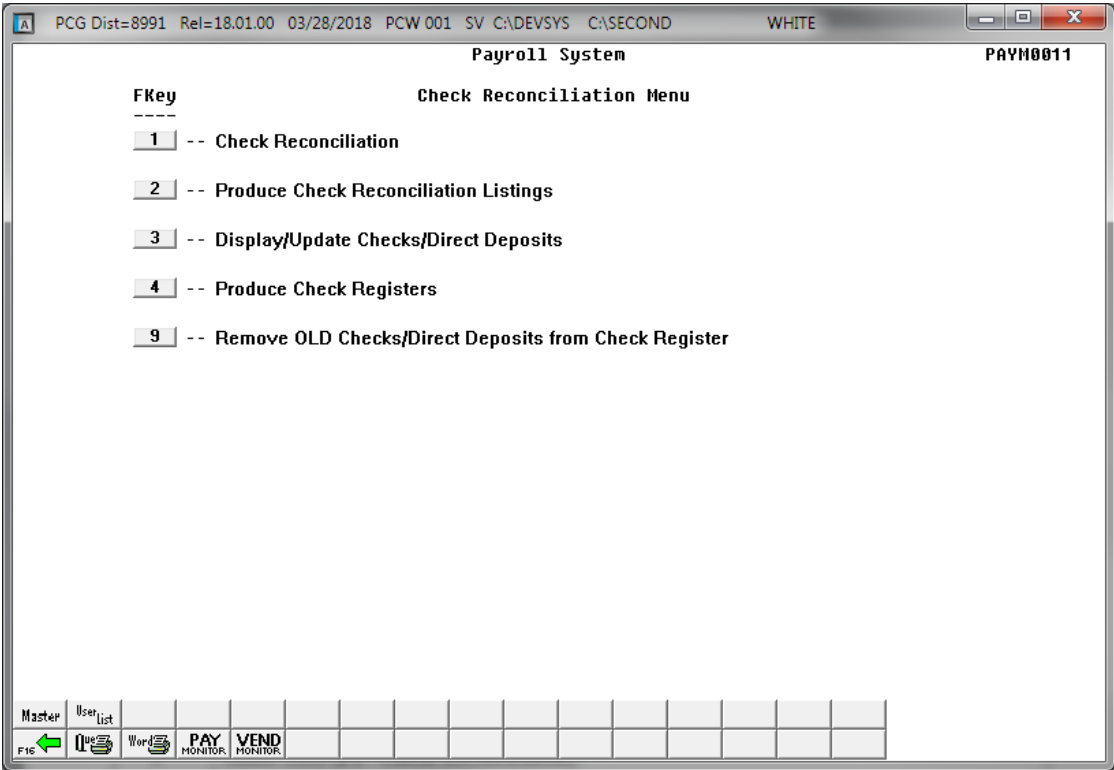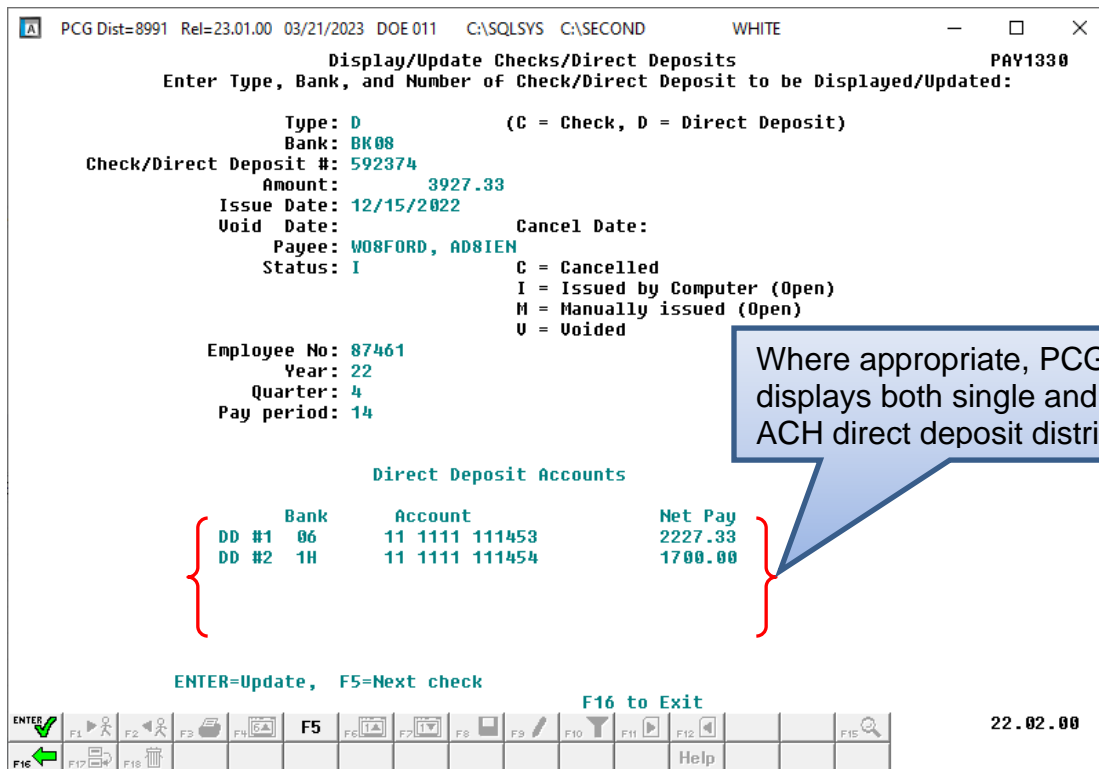
Step	Action
2	Select **3** (**F3 -** Display/Update Checks/Direct Deposits).

The following screen displays:
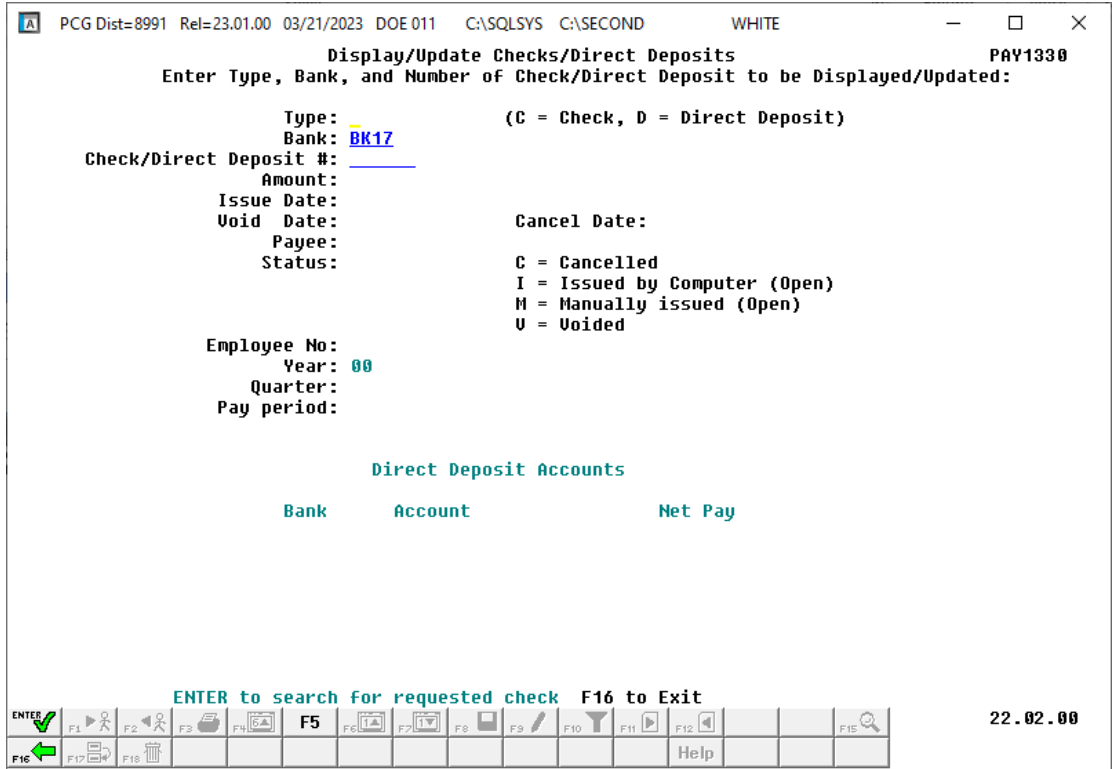
Step	Action
3	Enter **C** (Check) or **D** (Direct Deposit) in the **Type** field.
4	Enter the bank's code, or select the drop-down selection icon ▼ within the **Enter Bank Code of Bank to be Printed** field to choose the bank's information.
5	Enter the payroll check or direct deposit number in the **Check/Direct Deposit #** field.
6	Select ![ENTER] (**Enter**) to search for the requested check). *PCGenesis searches direct deposits when the Step 3 entry is 'D' (Direct Deposit).*

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

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

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

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

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

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

The following screen displays:

```
  A   PCG Dist=8991  Rel=23.01.00  03/22/2023  DOE 002    C:\SQLSYS  C:\SECOND            WHITE          —    □    ×
                            Display/Update Checks/Direct Deposits                              PAY1330
                    Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated:

                            Type:  _           (C = Check, D = Direct Deposit)
                            Bank: BK17
           Check/Direct Deposit #: _____
                          Amount:
                      Issue Date:
                      Void  Date:                 Cancel Date:
                           Payee:
                          Status:                 C = Cancelled
                                                  I = Issued by Computer (Open)
                                                  M = Manually issued (Open)
                                                  V = Voided

                     Employee No:
                            Year: 00
                         Quarter:
                      Pay period:


                                    Direct Deposit Accounts

                    Bank        Account                       Net Pay




                ENTER to search for requested check   F16 to Exit
  ENTER                                                                                    22.02.00
                                          F5
                                                                          Help
```

Step	Action
10	Select ![F16] (**F16 -** Exit) to return to the *Payroll System - Check Reconciliation Menu*.

The following screen displays:

Step	Action
11	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

Topic 4: Void Payroll Checks or Direct Deposit Statements

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

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

Topic 5: Remove Payroll Checks and Direct Deposit Statements from the CHEKMSTR File

5A. Performing a PCGenesis Data Backup

ATTENTION**

This procedure must be performed from the server.

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

5B. Removing Payroll Checks and Direct Deposits from the CHEKMSTR File
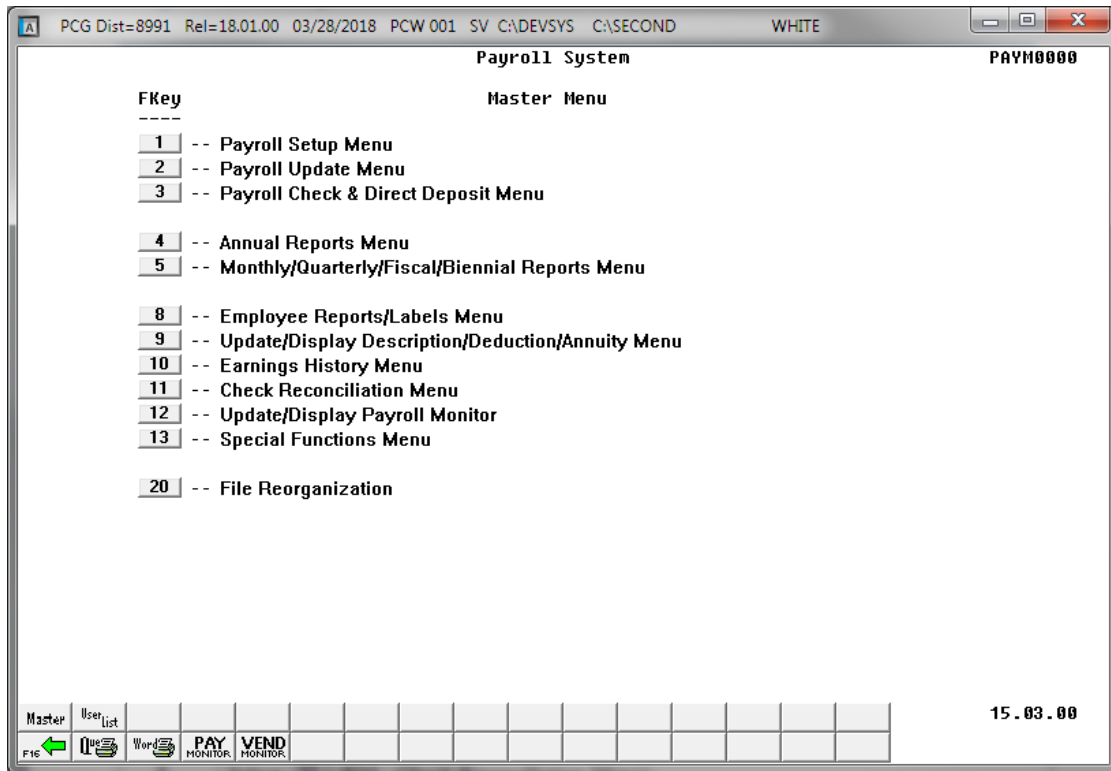
Step	Action
1	Select ___11___ (**F11 -** Check Reconciliation Menu).

The following screen displays:
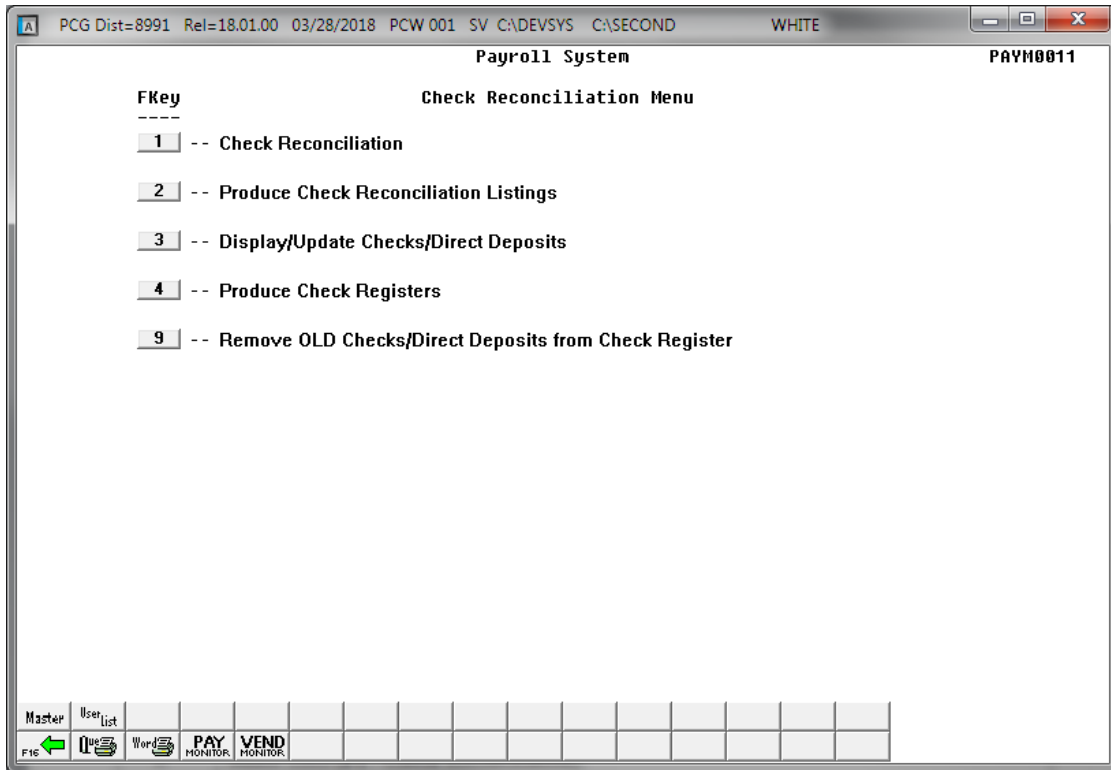
Step	Action
2	Select ⬚**9** (**F9 -** Remove OLD Checks/Dir. Dep. from Check Master).

The following screen displays:

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

The following screen displays:

```
 A   PCG Dist=8991  Rel=23.01.00  03/22/2023  DOE 002   C:\SQLSYS  C:\SECOND        WHITE            —    □    ×
                                                                                            PAYOLD
                        Remove OLD Checks/Direct Deposits from Check Register


                     Bank: BK08       Trans Date:   1/01/2009

            Check/                 Evaluation
   Delete   Dir Dep  Type  Stat    Date     Payee                              Amount
            178999   C     C       07/31/2007  BE8KMAN, SA8ELLA                2384.63
     _      179000   C     C       07/31/2007  HA7LEY, JO7ANNE                 4126.98
     _      179001   C     C       07/31/2007  DO6, BE6NIE                     2360.26
     _      179002   C     C       07/31/2007  RE8UES, BU8TON                  2298.88
     _      179003   C     C       07/31/2007  CA6TELLANOS, LU6LENE            2894.70
     _      179004   C     C       07/31/2007  MO6TANEZ, ST6CY                 2815.79
     _      179005   C     C       07/31/2007  AD9MSON, BO9ETTE                2342.83
     _      179006   C     C       07/31/2007  HA8KINS, MA8CELO                2901.15
     _      179007   C     C       07/31/2007  BA7NHART, DO7NETTA              3077.85
     _      179008   C     C       07/31/2007  QU7GLEY, CY7DY                  4107.10
     _      179009   C     C       07/31/2007  CH8CON, WE8ONA                  2530.64
     _      179010   C     C       07/31/2007  MC5UGH, RI5H                    1955.07
     _      179011   C     C       07/31/2007  RE2DY, AI2O                     1064.98
     _      179012   C     C       07/31/2007  HE9TON, LE9                      515.25
     _      179013   C     C       07/31/2007  MA7KENZIE, RO7LAND               263.11
     _      179014   C     C       07/31/2007  RI8O, PA8KER                     397.32
     _      179015   C     C       07/31/2007  MA6RY, UO6CILE                   758.77
     _      179016   C     C       07/31/2007  BE8KWITH, BU8TON                 994.90
     _      179017   C     C       07/31/2007  BA5KSDALE, ZA5HARIAH             704.52
     _      179018   C     C       07/31/2007  MA8UIRE, NO8BERTO                645.03

       ** Type an 'X' next to the checks/direct deposits to be REMOVED. **

              ENTER=Update & Next,   F1=First,   F5=Next,   F16=Exit
  ENTER✓  F1   F2 🕵  F3 🖨  F4 📠  F5  F6 📠  F7   F8 💾  F9 ✏  F10 ▼  F11 ▶  F12 ◀            F15 🔍         22.02.00
  F16 ⬅  F17 📇  F18 🗑                                                        Help        F31 🔑
```
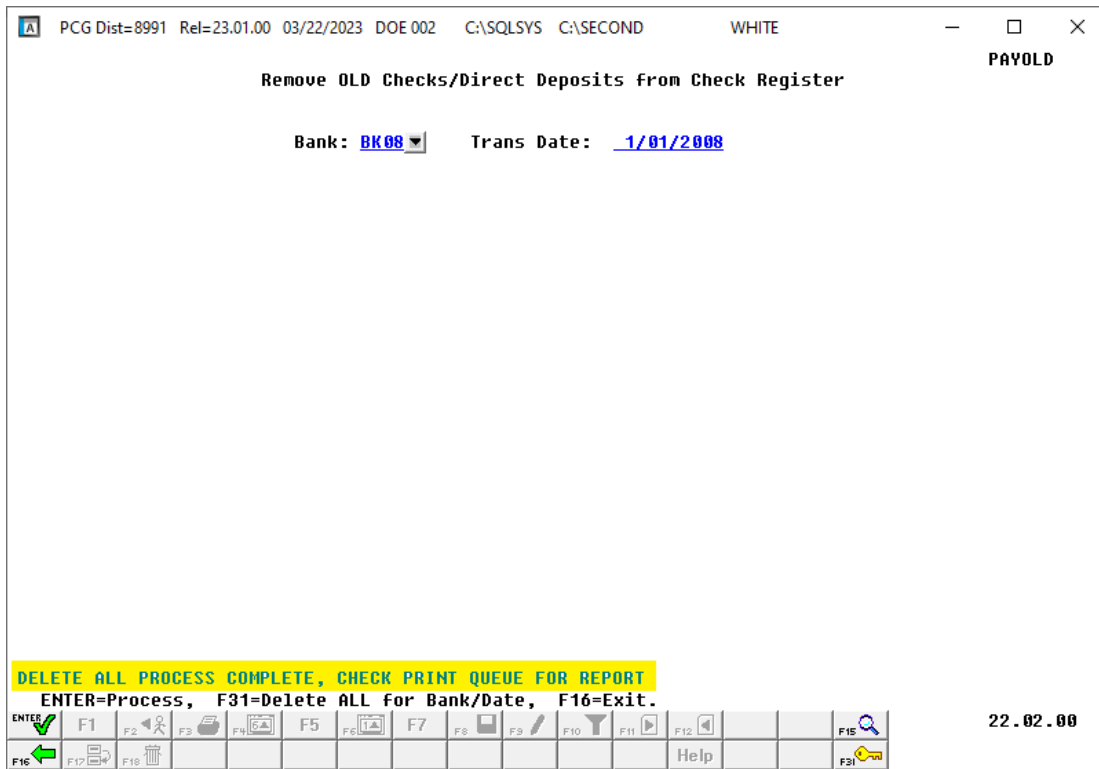
Step	Action
6	Enter **X** in the **Delete** field of the appropriate payroll checks or direct deposits, and select ENTER✓ (**Enter -** Update & Next). *Note that* ENTER✓ *(**ENTER**) will <u>immediately</u> delete the selected payroll checks from the Check Master File.* *Select* F5 *(**F5** - Next) to display subsequent pages.* *Select* F7 *(**F7** - Previous) to display the previous page.* *Select* F1 *(**F1** - First) to display the first page.*
7	Select F16 (**F16** - Exit) to return to the *Payroll Check/Direct Deposit Removal Screen*.

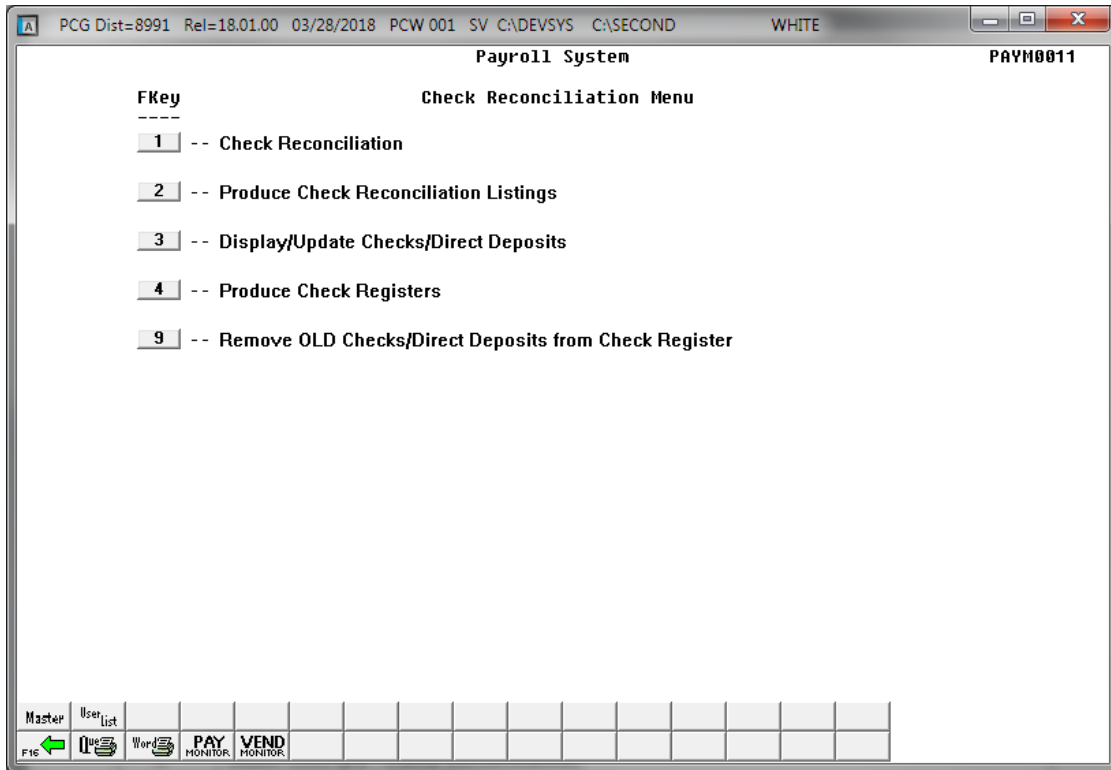The following screen displays when **F16** is selected in *Step 7*:

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

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System – Check Reconciliation Menu.*

The following screen displays:

Step	Action
9	**To print the report via the Uqueue Print Manager:** Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Where appropriate, follow the instructions provided in the *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.
10	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

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

```
                          DELETED PAYROLL CHECKS / DIRECT DEPOSITS


PROGRAM ID: PAYOLD                  REGISTER OF DELETED PAYROLL CHECKS / DIRECT DEPOSITS              07/24/2013  PAGE    1

TYPE STATUS  BANK   CHECK#   ISSUE DATE   PAYEE                        AMOUNT   CANCELLED/VOIDED

  C    C     BK08   012646   01/15/2003   DE9VALLE, JE9FEREY           501.43   01/31/2003
  C    C     BK08   012647   01/15/2003   BL9NK, SH9WANNA              405.95   01/31/2003
  C    C     BK08   012648   01/15/2003   LE8GETT, WE8ONA              414.90   01/31/2003
  C    C     BK08   012649   01/15/2003   WI3HERS, MU3I                392.40   01/31/2003
  C    C     BK08   012650   01/15/2003   RO3RK, BE3ITO                418.95   01/31/2003
  C    C     BK08   012651   01/15/2003   LA5SITER, MA5CENE             93.75   01/31/2003
  C    C     BK08   012652   01/15/2003   RO5B, CL5UDIO                267.30   01/31/2003
  C    C     BK08   012653   01/15/2003   CR6OK, TR6NTON               120.98   01/31/2003
  C    C     BK08   012654   01/15/2003   WA3TE, MO3TY                 348.72   01/31/2003
  C    C     BK08   012655   01/15/2003   FR2NCE, JO2TTE               344.64   01/31/2003
  C    C     BK08   012656   01/15/2003   BA2ES, CO2EMAN               132.41   01/31/2003
  C    C     BK08   012657   01/15/2003   MO4TALVO, LA4ELLE            446.77   01/31/2003
  C    C     BK08   012658   01/15/2003   WH9ATLEY, JA9QUES            296.09   01/31/2003
  C    C     BK08   012659   01/15/2003   BA9NEY, SI9AS                434.08   01/31/2003
  C    C     BK08   012660   01/15/2003   LI4ELY, MO4GAN               497.40   01/31/2003
  C    C     BK08   012661   01/15/2003   AS5EW, GE5ALD                445.02   01/31/2003
  C    C     BK08   012662   01/15/2003   RE9GAN, MA9Y                 235.99   01/31/2003
  C    C     BK08   012663   01/15/2003   BE3ANCOURT, TO3ETTE          311.56   01/31/2003
  C    C     BK08   012664   01/15/2003   BL7SS, EL7NE                 328.03   02/28/2003
  C    C     BK08   012665   01/15/2003   CO8ROY, NE8TOR               328.73   01/31/2003
```