

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/31/2011

Section J: System Utilities

[Topic 2: Payroll Check Signature Card Setup, Version 1.2]

Revision History

Date	Version	Description	Author
3/31/2011	1.2	Updated document to PCGenesis Release 11.01.00 - Modified procedure and	D. Ochala
		included new screenshot examples.	
04/17/2006	1.1	Updated document to PCGenesis Release 06.01.00 – Modified procedure and	C. W. Jones
		included new screenshot examples.	

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Table of Contents

OVERVIEW	1
TOPIC 3: PAYROLL CHECK SIGNATURE CARD SETUP	2

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Overview

Payroll checks may be printed in PCGenesis with a signature by using a Payroll Check *Signature Card*, or they may be printed without a signature. Configuring a *Signature Card* for payroll check processing saves time by eliminating manual signatures. Completing the steps outlined within this document will allow you to configure the necessary PCGenesis system devices for the use of a signature card.

When the *Enable and Setup Signature Card, Align Signature, Disable Signature,* or *Print Sample* options are selected, a sample payroll check will be printed. Verify the information is displayed as you intended. In order for your selections to be saved, you must select the **F8 – Save and Continue** option to retain the signature card settings and alignment settings.

Magnetic Ink Character Recognition (MICR) Encoding/Printing: The PCGenesis MICR feature allows vendor and payroll checks to be printed on blank check stock using your laser printer. This printer must be set up with a *Signature Card* before the MICR feature may be implemented. Please refer to *Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Topic 3: Payroll Check Signature Card Setup

Step	Action
1	Verify all users are logged out of PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).

	PCG Dist=8991	Rel=11.	01.00 (SV C:	DEVSYS	C:\SECO 문 ×				
				System Util	ities			FILENGMT				
	FKey											
	Run Program or Procedure											
	 4 MICR Setup 5 Payroll Signature Card Setup 6 Purchase Order Signature Card Setup 7 Vendor Signature Card Setup 											
	9 Se 10 Sy	curity Menu stem Messa	ge Admini	stration								
	13 Di	splay Numbe	r of Recor	ds in a File								
	17 Di	splay Curren	t Release	Number								
Master	, ^{User} list							08.02.00				
F16												

Step	Action
3	Based on the manufacturer's guidelines, insert the Signature Card into the Printer
4	Select 5 (F5 – Payroll Check Signature Card Setup).
	If the Signature Card has not been inserted correctly, is corrupt, or has malfunctioned, or if users have logged into PCGenesis, the "The Signature File is Missing or Corrupt." message will be displayed. In this instance, select F16 – Cancel and Exit, and return to Step 1 to repeat this procedure. If you continue to receive this message, contact Information Technology Customer Support for assistance.

The following dialog box displays:

🔳 Select Printe	er _ 🗆 🗙
Select Printer:	VprintserverV2275-HPLJ4300dtn
Called By: CALL1099	Microsoft Office Document Image Writer HP LaserJet 4 - Virtual Generic / Text Only Adobe PDF
Orientation: Portrait C Landscape	\\printserver\199-HPCLJ8550GN \\printserver\2240-HPLJ4300 \\printserver\2276-HPLJ4300DTN \\printserver\2277-HPLJ4300dtn \\printserver\38283-X4517
Default Printer	\\printserver\2275-HPLJ4300dtn
Selected Printer	\\printserver\2275-HPLJ4300dtn
	<u>O</u> K <u>C</u> ancel

Step	Action
5	 Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the Selected Printer text box. <i>The printer selected must have already been set up with the appropriate signature card.</i>
6	Select OK (OK).

PCG Dist=8991	Rel=11.01.00	03/08/2011	DOD 003	SV C:\DE\	/SYS		
SELECT CHECK TYPE			Payrol	CHK	CALL		
Select to Change	Check Type						
F1 PAYRO	u.						
F2 GENER	AL FUND		Current Selecte	d Check Type			
			PAYRO	LL]		
F6 Disable	Acct Type Print						
Continue							
						11.0	1.00

Step	Action
7	For MICR-enabled payroll banks: Verify the selection, or select the appropriate account type, and select Continue (Continue).
	When using the same bank for payroll and vendor check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for each bank is defined during MICR setup.
	For Non MICR-enabled payroll banks: Proceed to Step 8.

PCG Dist=8991	Rel=11.01.00	03/08/2011	DOD 003	SV C	:\DEVSYS	C:\SECO	_ & ×
Signatu	ure Card Setup Screen		Payrol	l Check		СНІ	KCALL
Current Selected Print	nter	\\printserver\2	275-HPLJ4300d	tn			
Please Make Selection							
F1 - Select	t Printer						
F2 - Print 9	Sample						
F4 - Enabl	e and Setup Signature	Card					
F5 - Align S	Signature	C	urrent Signature	Card Stat	us		
F6 - Disabl	le Signature		Enabled				
F8 - Save	and Continue						
F16 - Cance	and Exit						
						11.	01.00

Selecting an option on this screen is the same as pressing the Fkey on the keyboard.

Step	Action
8	Select F4 (F4 - Enable and Setup Signature Card).

PCG Dist=8991 Rel=	11.01.00	03/08/2011	DOD 003	SV	C:\DEVSYS	
Signature Card Control Cod	Definition		Payroll Check	k		UNKLALL
1st Setup Code	(15A					
2nd Setup Code	(s0p0.5	7h50.6v0s0b128T				
3rd Setup Code						
4th Setup Code						
Send Signature Code	(100XA					
	(10011)					
Current or Sample values a will be added prior to eac (UPPER or lower case) or Co	h Control Coo Numeric, as	le. Replace with you	ur Vendor Code Codes are Cas	s as Alj	pha	
		Enter				
						11.01.00

Step	Action				
9	To print the PCL Font List: Because the procedures for printing the <i>PCL Font List</i> vary, please contact your local Technology Specialist, or the individual responsible for your system's hardware issues for assistance. The <i>PCL Font List</i> must be available for your <i>Signature Card</i> to be set up correctly.				
10	Using the <i>PCL Font List</i> , verify or enter the appropriate <u>case sensitive</u> values within the fields and select Enter Enter . 1 st Setup Code is defined on the Printer's <i>PCL Font List</i> as the <u>first</u> <i>Escape Sequence</i> (<i><esc></esc></i>), for example, <i><</i> esc>(15A <esc>(sp0p0.57h50.6v0s0b128T, the entry would be (15A. Do not enter the "<esc>".</esc></esc>				
	2nd Setup Code is defined on the Printer's <i>PCL Font List</i> as the <u>second</u> <i>Escape Sequence</i> (<i><esc></esc></i>), for example, <i><</i> esc>(15A <esc>(sp0p0.57h50.6v0s0b128T, the entry would be (sp0p0.57h50.6v0s0b128T. Do not enter the "<esc>".</esc></esc>				
	Send Signature Code is provided in the user documentation provided to you by your <i>Signature Card's</i> vendor.				

Step	Action							
11	Verify the information on the sample payroll check is printed correctly and is aligned as intended.							
	To select a different Printer: Select F1 (F1 – Select Printer) and repeat <i>Steps</i> $6 - 7$.							
	To print a Sample check: Select F2 (F2 - Print Sample) and proceed to <i>Step 13</i> .							
	To adjust the signature's alignment: F5 (F5 - Align Signature) and proceed to <i>Step 12</i> .							
	To disable the Signature Card: Select $F6$ (F6 – Disable Signature) and proceed to <i>Step 13.</i>							
	To save the Signature Card settings: Select F8 (F8 – Save and Continue) and proceed to <i>Step 15</i> . <i>Please note that the signature card settings will NOT be retained unless</i> F8 – <i>Save and Continue is selected</i> .							
	To exit the Signature Card Setup procedure: Select F16 (F16 - Cancel and Exit), and proceed to <i>Step 16</i> . <i>Please note that when the Cancel and Exit option is selected, you will be completely exited from the Signature Card setup procedure, and returned to the System Utilities Menu.</i>							

PCG Dist=8991	Rel=11.01.00	03/08/2011	DOD 003	SV C:\DEVSYS	C:\SECO B ×
	Change Signate Payroll I SIGNATURE C	Check			CHKCALL
Up Down Left Right		It corrections to the Both horizontally a Numeric (Horizontal value Vertical value	nd vertically only	ion	
					11.01.00

The following screen is displayed if **F5** (**F5 - Align Signature**) was selected in *Step 11*:

Step	Action				
12	Enter the numerical value (###) in either of the Up , Down , Left and/or Right fields to define the direction you wish the signature's alignment to be adjusted, and select Enter				
	The "Printing Sample" message will be displayed in the lower left portion of the screen. The numerical value 280 adjusts the signature approximately $\frac{1}{2}(0.5)$ inch. The procedures outlined within Steps 11 – 12 may be repeated as often as needed.				
13	Verify the information on the sample payroll check printed correctly and is aligned as you intended. Steps $11 - 13$ may be repeated as often as needed.				
14	Select F8 (F8 – Save and Continue). In order to retain the signature card settings and alignment settings, F8 – Save and Continue must be executed.				
15	Select F16 (F16 - Cancel and Exit) to exit signature card setup.				

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Ē	PCG Dis	t=8991	Rel=11.01.00			SV C:\DEVSYS	C:\SECO B ×
				System Util:	ities		FILEMGMT
	FKe	:y 					
	1	Run	Program or Proced	lure			
	4	_	R Setup				
	5		roll Signature Card chase Order Signati				
			dor Signature Card				
	9	Sec	urity Menu				
	10		tem Message Admi	nistration			
	13	13 Display Number of Records in a File					
	17 Display Current Release Number						
		013	Say current releas				
	1 m						08.02.00
Ma	ster ^{User} list 구 (1983) Word		END				00.02.00
<u>F16</u>		# MONITOR MO	NIIOK				
	Action						
	G 1				р ,	4 71 1 1	6
	Select <u>F</u>		16 -Exit) to r	eturn to the	Business .	Applications M	laster Menu.