

PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

10/11/2011

Section L: General Ledger Account Master Processing

[Topic 1: General Ledger Account Processing, Version 1.2]

Revision History

Date	Version	Description	Author
10/11/2011	1.2	11.03.00 – Update Procedure A: Inquiring on a General Ledger (G/L)	D. Ochala
		Account.	
05/25/2011	1.1	11.02.00 – Update documentation to current standards.	D. Ochala
02/05/2007	1.0	Changed document's cover page.	C. W. Jones

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Table of Contents

OVERVIEW	1
PROCEDURE A: INOUIRING ON A GENERAL LEDGER (G/L) ACCOUNT	2
	6
PROCEDURE C: DISPLAYING/UPDATING A GENERAL LEDGER ACCOUNT	10
PROCEDURE D: PRINTING THE GENERAL LEDGER CHART OF ACCOUNTS	14

Overview

The following processing guidelines apply to General Ledger Account records:

- Make inquiries in the following formats: *By Specific Account, By Partial Number Scan,* and *By Partial Number Summary.*
- Additions, changes, or deletions to records automatically create an Audit file entry.
- Do not add General Ledger (G/L) accounts for *Control* accounts 0302, 0602, 0603, or 0753, *Cash on Hand* account 0102 or *Total* accounts 0100, 0400, 0700, or 0900.
- PCGenesis automatically adds the Payroll Withholding fund's information.
- Printing the *General Ledger (G/L) Chart of Accounts* provides a listing of your system's General Ledger account records.

Selecting **F15** (Help for Acct Codes) when offered, provides additional assistance with the entry of information.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Account Inquiry* screen. 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: Inquiring on a General Ledger (G/L) Account

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

	PCG Dist=8991 Rel=11.02.00 05/11/2011	OD 001 SV C:\DEVSYS C	:\SECO & ×
	Financial Accounting	& Reporting	MASTER1
	FKey Master Men		
	 Budget Account Master Menu Purchase Order Processing Menu Claim Processing Menu Vendor Check Processing Menu 		
	5 Revenue Account Master Menu 6 Accounts Receivable Processing Menu 7 Receipt Processing Menu 8 Cash Management & Investment Managem	ent Menu	
	9 Financial Reporting & Month/Yr-End Close 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	Aenu	
	13 Special Functions Menu 14 Vendor Master Menu 15 Source Master Menu		
	20 File Reorganization		
Naster 15 ⊄⊐	er User Image PAY MONITOR PAY MONITOR		07.03.00

Step	Action
2	Select F11 (F11 - General Ledger Account Master Menu).

	PCG Dist=8991	Rel=11.02	2.00 05	5/11/2	011 DC	D 00:	l S\	/ C:\	DEV	SYS	C:\SEC	:0 📘	B×
	Ellou		Financi	al Acco	unting &	Repor	ting					GLØØP	
			Genera	r ceuye	r HCCUUII	t Mast	.er						
	1 Act 2 Act 3 Ch	count Inquiry count Add/Upda art of Accounts	te										
	5 Joi	ırnal Entry											
	7 Cre from	ate FASGov De FASGov Gener	epreciatio al Ledge	n Journ r Postinç	al Entries j Report								
	13 Acc	count Master D	escription	n File Me	enu								
Master	^{User} list												
	In Mord PAY	VEND											

Step	Action
3	Select F1 (F1 - Account Inquiry).

The following screen displays:



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Step	Action						
4	On the <i>Account Inquiry screen</i> , make the appropriate entry in the Yr Fnd F Prgm Fnct Objet Fety B Addt'l field. Select $\mathbf{F16} \leftarrow \mathbf{F16} - \mathbf{Exit}$ to return to the <i>Account Inquiry Entry</i> screen where applicable.						
	Option 1: Select ENTER – Recall).						
	<u>Option 2</u> : Select F2 (F2 – Scan All). (Yr (Year) is a required entry.)						
	Option 3: Select F3 (F3 – Summarize).						
	• If the General Ledger account exists: The <i>Account Inquiry Display</i> screen displays with the specifics relating to your account number entry, and will include the status of the <i>General Ledger</i> account.						
	 If the General Ledger account does not exist: The "*** RECORD NOT FOUND ***" message will be displayed. You must reenter the account number correctly, and select [NTER – Recall), or select FIG (F16 – Exit) to return to the General Ledger Account Master Menu. 						

📕 PCG Dist=8991 Rel=11.03.00 10/0	5/2011 DOD 001	C:\DEVSYS	C:\SECOND		_ 8 ×
Yr Fnd F Prgm Blnc 12 100 0 0000 0101 Title: CASH IN BAN	Туре А К		Begin Date 7/01/11	End Date Status 6/30/12 A	JRNL 02 00
Accrual Ba Beg Balance Total Debits Total Credits Adj Balance	sed 6,727,289.45 9,718,139.65 5,147,799.49 4,570,340.16	Jul Aug Sep Oct Dec Jan Feb Mar Apr May Jun Total	Debits 7,832,138.98 1,755,751.58 138,249.09 9,718,139.65	Credits 1,993,570.96 2,699,593.43 454,635.16 5,147,799.49	
ENTER=Continue, F17=Print ™∰ F1 F2 F3 F4 F5	Screen FG F7 F8	8 F9 F	10 F11 F12 F13	F16=Exit	11.03.00
F16 🕶 🎒					

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Step	Action
5	 Review and/or screen-print the Account Inquiry screen's information. Select (F17 – Print Screen) to obtain a screen print of the Account Inquiry screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'. Select (ENTER – Continue) when offered to scroll between records. If selecting F2 (F2 – Scan All) to view additional GL account information, continue to select (ENTER – Continue) until the appropriate account is located or until the ***END OF FILE***" message displays.
6	Select F16 – Exit) to the <i>Financial Accounting & Reporting Master Menu</i> .

Procedure B: Adding a General Ledger (G/L) Account

	PCG Dist=8991	Rel=11.02.00	05/11/2011	DOD 001	SV C:\DE	SYS C:\SECO	<u>- 8 ×</u>
		Fina	ncial Accounti	ng & Report	ing		GL 0 0P
	FKey	Gen	eral Ledger Ac	count Maste	er		
	1 Acc 2 Acc 3 Ch	count Inquiry count Add/Update art of Accounts					
	5 Jou	urnal Entry					
	7 Cre from	eate FASGov Deprec FASGov General Le	iation Journal Ent dger Posting Rep	ries ort			
	13 Acc	count Master Descri	otion File Menu				
Master	User _{list}						
F16	UB Word PAY	VEND					

Step	Action
1	Select F2 (F2 - Account Add/Update).

The following screen displays:



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Step	Action
2	Enter the account information in the Yr (Year), Fnd (Fund), and Blnc (Balance Sheet account) fields, and select ENTER .



Step	Action
3	Select F1 to Add the account.

PCG Dist=8991	Rel=11.02.00	05/11/2011	DOD 001	SV C:\DEVSYS	C:\SECO ₽ ×
	General L	edger Add			JRNL 01 00
NOTE: TO Yr Fnd F Prgm Blnc	o enter a credit Type	amount use a Tran Date	minus (-) s Beg Date	ign End Date Stat	:
12 100 101	A	<u>5112011</u>	7/01/2011	<u>6/30/2012</u> A	
Enter Bank Account: Enter Orig. Balance: Reason: ADDED LEDGER		Adj.	Balance .00	Orig. Balance .00	
Title: CASH IN BANK	July	Total D	ebits .00	Total Credits .00	
	August September October		.00 .00 .00	_ 00 _ 00 _ 00	
	November December		.00 .00	- 00 - 00	
	February March		- 00 - 00	- 00 - 00 - 00	
	April May June		- 88 - 88	- 88 - 88 88	
	June		.00	_ 00	
ENTER to Process, F	16 to Exit				09.03.00

Step	Action
4	Enter the date (MM DD YY) in the Tran Date (Transaction Date) field.
	The date entered must be within the <i>Step 5</i> date range.
5	Enter the date range (MM DD YY) in the Beg Date (Beginning Date) and End Date (Ending Date) fields.
	Make modifications to the current fiscal period, they may be modified as needed. For example, to restrict the use of the account during a portion of the fiscal year. These dates however may not extend beyond the current fiscal period.
6	Enter the bank code in the Enter Bank Account field. If entering information for <i>Balance Sheet Account 0101 - (Cash on Hand)</i> , a bank account code must be entered in the field.
7	Enter the dollar amount in the Enter Orig. Balance field. If the dollar amount entered is a <i>Credit</i> , a negative (-) entry must be made in the appropriate column. PCGenesis will automatically distribute this amount into the transaction months when ENTER is selected in <i>Step 10</i> .
8	Enter the reason for the account's creation, up to thirty (30) characters, in the Reason field, where applicable.
9	Enter the name of the account, up to thirty (30) characters, in the Title field, where applicable.

Step	Action
10	Select ENTER to process.

PCG Dist=8991 Rel=11.02.00	05/11/2011 DOD 001	SV C:\DEVSYS	C:\SECO 문 ×
General L	edger Add		JRNL 01 00
NOTE: To enter a credit	amount use a minus $(-)$ si	ian	
Yr Fnd F Pram Blnc Tupe	Tran Date Beg Date	End Date Stat	
12 100 101 Å	7/01/2011 7/01/2011	6/30/2012 A	
Entox Bank Accounts A	Odi Balanco	Ouig Dalance	
Enter Orig Balance: 120000.00	120 000 00	120 000 00	
Reason: ADDED EDGER BALANCE	120,000.00	120,000.00	
Title: CASH IN BANK	Total Debits	Total Credits	
July	120,000.00	.00	
August	. 99	.00	
September	_ 00	.00	
October	- 00	.00	
November	- 99	.00	
Vecember	. 00	. 88	
Jalluary Fobruary	- 88	.00	
March	. 88	.00	
Anril	- 60	.00	
Mau	. 00	.00	
June	. 00	.00	
	120,000.00	.00	
ENTER to Post, F16 to Reenter			09.03.00

Step	Action
11	Select ENTER to post.
12	Select F16 to the Financial Accounting & Reporting Master Menu.

Procedure C: Displaying/Updating a General Ledger Account



Step

1

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Step



2	Enter the account information in the Yr (Year), Fnd (Fund) and Blnc (Balance Sheet account) fields.
3	Select ENTER.

PCG Dist=8991 Rel=11.02.00 05/11/2011 DOD 001 SV C:\DEVSYS C:\SEC	0 문 ×
General Ledger Update	JRNL 01 00
Amounts entered are added to previous values	
NULE: To enter a credit amount use a minus (-) sign	
Yr Fno F Prgm Binc i Type i Fran Date Beg Date End Date Stat	
н <u>энхин түзүхин</u> н	
Enter Bank Account: Adi, Balance Orig, Balance	
Enter Balance Adjust: 401,021.89 1,327,258.77	
Reason: CHANGED LEDGER BALANCE	
Title: CASH IN BANK Total Debits Total Credits	
July 5,061,656.17 3,438,482.30	
August 2,447,724.74 3,551,183.90	
September 3,379,546.42 3,266,194.01	
October 3,946,908.67 3,682,107.15	
November 4,703,648.66 3,292,334.61	
December 6,528,114.02 5,712,640.17	
January 6,533,959.26 9,008,087.05	
February 3214,301.49 3248,067.06	
March .00 215,741.29	
April .00 .00	
May .00 .00	
June .00 .00	
35,815,859.43 35,414,837.54	
ENTER to Process, F12 to Delete, F16 to Exit, F31 to Adjust Original Balance	09.03.00

Step	Action		
4	To update a General Ledger account: Proceed to Step 5.		
	To adjust the General Ledger account's Original balance: Proceed to Step 6.		
	To delete a General Ledger account: Proceed to Step7.		
5	To update a General Ledger account: Make the appropriate entries in the following fields:		
	• Tran Date (Transaction Date)		
	Beg Date (Beginning Date)		
	• End Date (Ending Date)		
	Enter Bank Account		
	Enter Balance Adjustment		
	• Reason		
	• Title		
	Select ENTER twice and proceed to Step 8.		

Step	Action
6	<u>To adjust a General Ledger account's Original balance:</u>
	On the General Ledger Update screen:
	• <u>To decrease the dollar amount:</u> Enter the negative (-) dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) field. The dollar amount entered will be the negative (-) dollar amount of the Adj. Balance field. Select ENTER twice.
	• <u>To increase the dollar amount:</u> Enter the dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) field.
	Select ENTER twice.
7	<u>To delete a General Ledger account:</u> On the <i>General Ledger Undate</i> screen:
	 <u>Adjust the dollar amount of the General Ledger account's Original balance</u>: Enter the negative (-) dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) field. The dollar amount entered will be the negative (-) dollar amount of the Adj. Balance field. Select F31 (to Adjust Original Balance). The "Original Balance Adjusted, Enter to Post, F16 to Reenter" message will be displayed. Verify .00 displays in the Adj. Balance (Adjusted Balance) field.
	• Select F12 (Delete), and F28 (to confirm Delete). The <i>G/L Add/Update</i> screen redisplays.
	• <u>Delete the Budget account record</u> : Verify .00 displays in the Adj. Budget (Adjusted Budget) and Orig. Budget (Original Budget) fields. Select F12 (Delete), and F28 (to confirm delete).
8	Select F16 to the Financial Accounting & Reporting Master Menu.

Procedure D: Printing the General Ledger Chart of Accounts



Step	Action
1	Select F3 (F3 - Chart of Accounts).



Step	Action
2	Enter the date range (MM DD YY) in the Beginning Date and Ending Date fields.
3	Enter C (Closed accounts) in the To allow CLOSED accounts to be printed, enter a 'C' here field, where applicable.
4	To include the Original and/or Current balances: Enter X in the Original Balance and/or Current Balance field(s).
5	Select ENTER twice.

	PCG Dist=8991	Rel=11.02.00	05/11/20	D11 DC	D 001 S	V C:\	DEVSY	S C:∖S	ECO & ×
		Fin	ancial Acco	unting &	Reporting	9			GL 00P
	FKey	Ge	neral Ledge	r Accoun	t Master				
	1 Acc 2 Acc 3 Cha	count Inquiry count Add/Update art of Accounts							
	5 Jou	Irnal Entry							
	7 Cre from	ate FASGov Depre FASGov General L	ciation Journa edger Posting	l Entries Report					
	13 Acc	count Master Desci	iption File Me	nu					
Master	User _{List}								
F16	THE WORDS PAY NONITOR	VEND							

Step	Action
6	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 User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.
7	Select F16 – Exit) to the <i>Financial Accounting & Reporting Master Menu</i> .