

Dr. John D. Barge, State School Superintendent

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 <i>Procedure A: Inquiring on a General Ledger (G/L) Account</i> .	D. Ochala
05/25/2011	1.1	11.02.00 – Update documentation to current standards.	D. Ochala
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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.

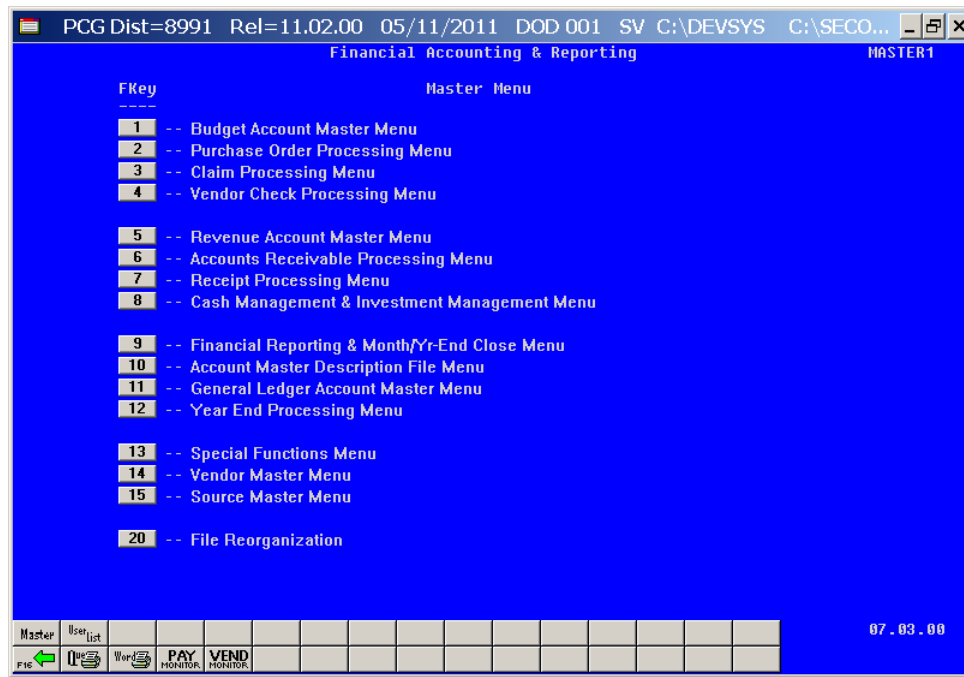
Selecting **F15** (Help for Acct Codes) when offered, provides additional assistance with the entry of information.

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

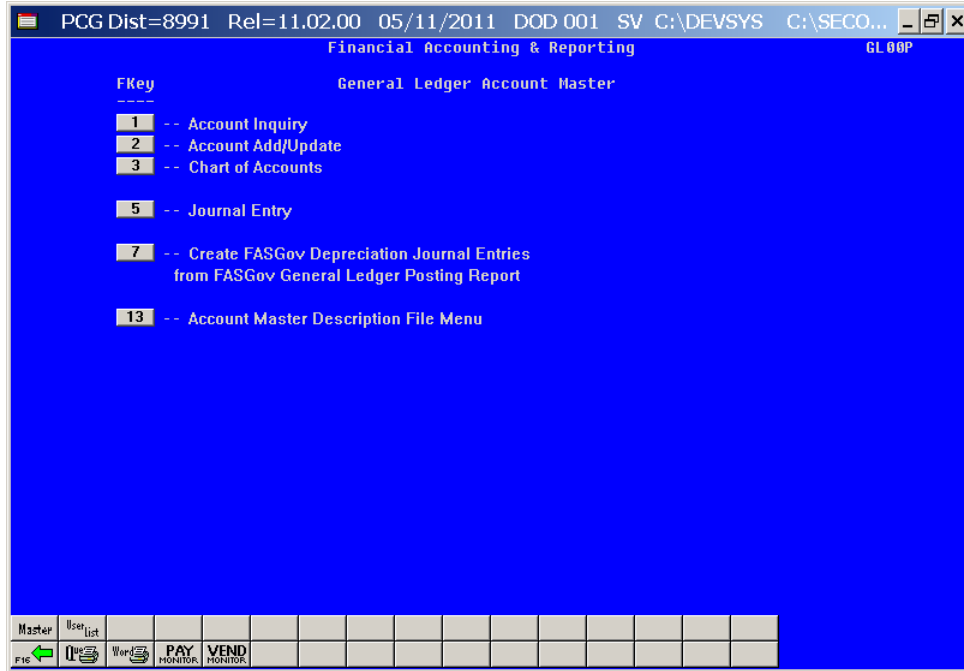
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 1 (F1 - Financial Accounting & Reporting System).

The following screen displays:



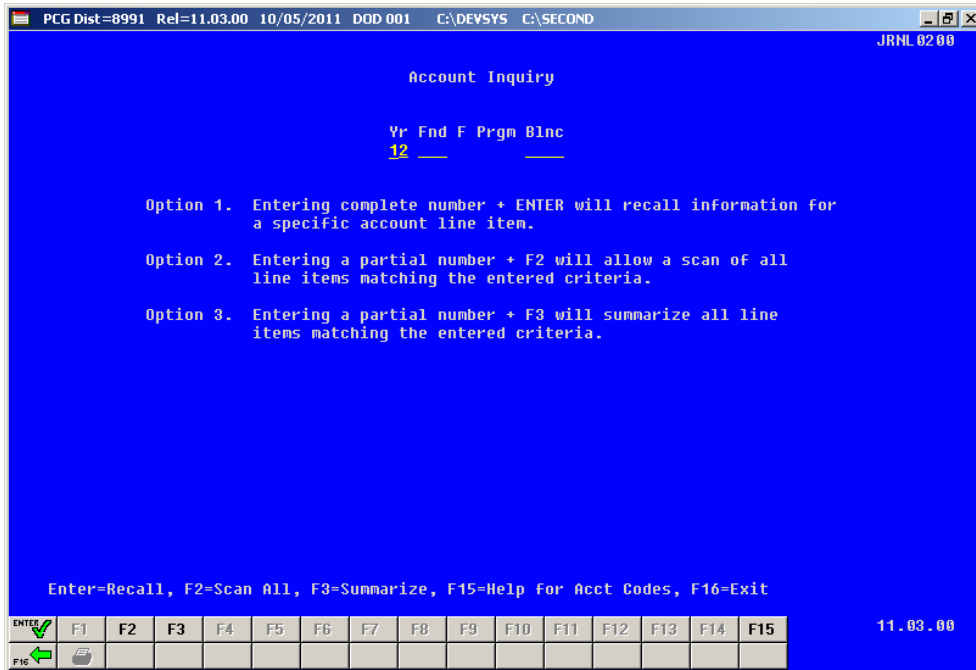
Step	Action
2	Select F11 (F11 - General Ledger Account Master Menu).







The following screen displays:



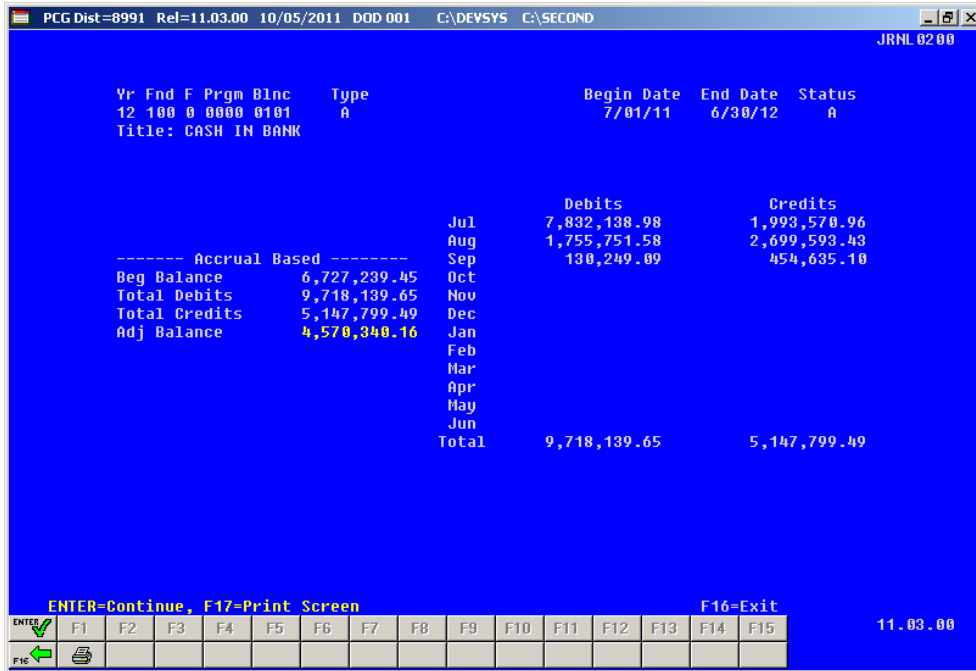
Step	Action
3	Select F1 (F1 - Account Inquiry).






The following screen displays:



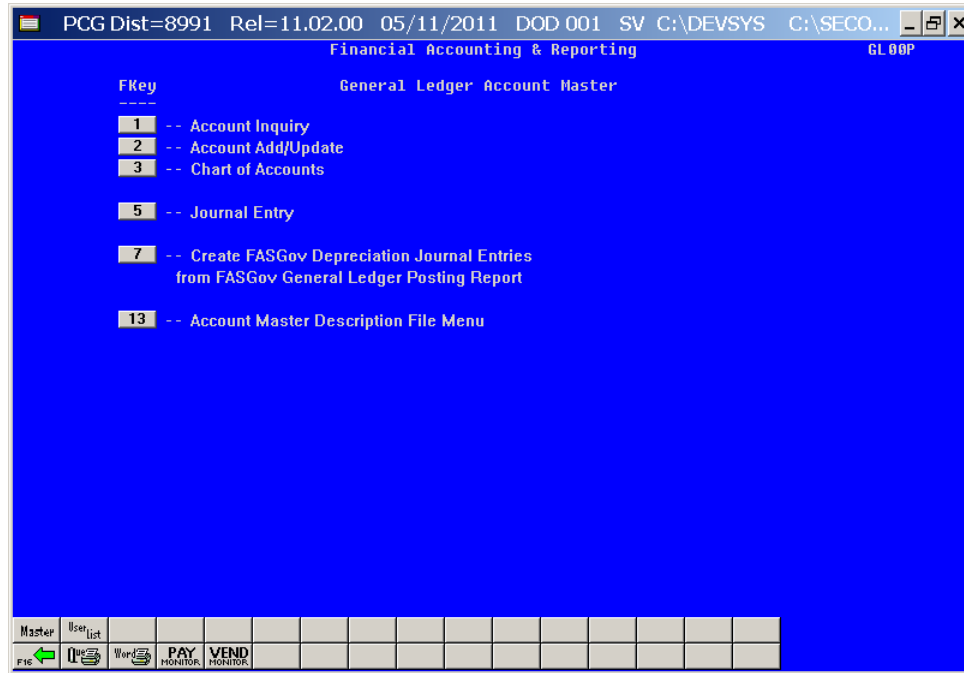
Step	Action
4	<p>On the <i>Account Inquiry</i> screen, make the appropriate entry in the Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field. Select  (F16 – Exit) to return to the <i>Account Inquiry Entry</i> screen where applicable.</p> <p>Option 1: Select  (ENTER – Recall).</p> <p>Option 2: Select  (F2 – Scan All). (Yr (Year) is a required entry.)</p> <p>Option 3: Select  (F3 – Summarize).</p> <ul style="list-style-type: none"> • 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  (ENTER – Recall), or select  (F16 – Exit) to return to the <i>General Ledger Account Master Menu</i>.

The following screen displays:



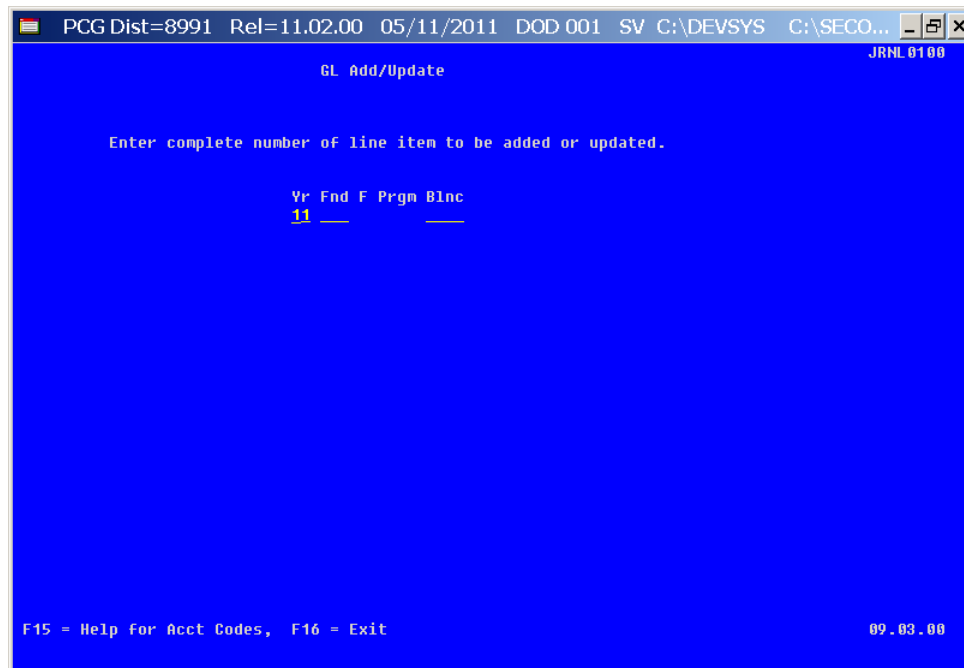
Step	Action
5	<p>Review and/or screen-print the <i>Account Inquiry</i> screen's information.</p> <p>Select  (F17 – Print Screen) to obtain a screen print of the <i>Account Inquiry</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>Select  (ENTER – Continue) when offered to scroll between records. If selecting  (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.</p>
6	<p>Select  (F16 – Exit) to the <i>Financial Accounting & Reporting Master Menu</i>.</p>

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



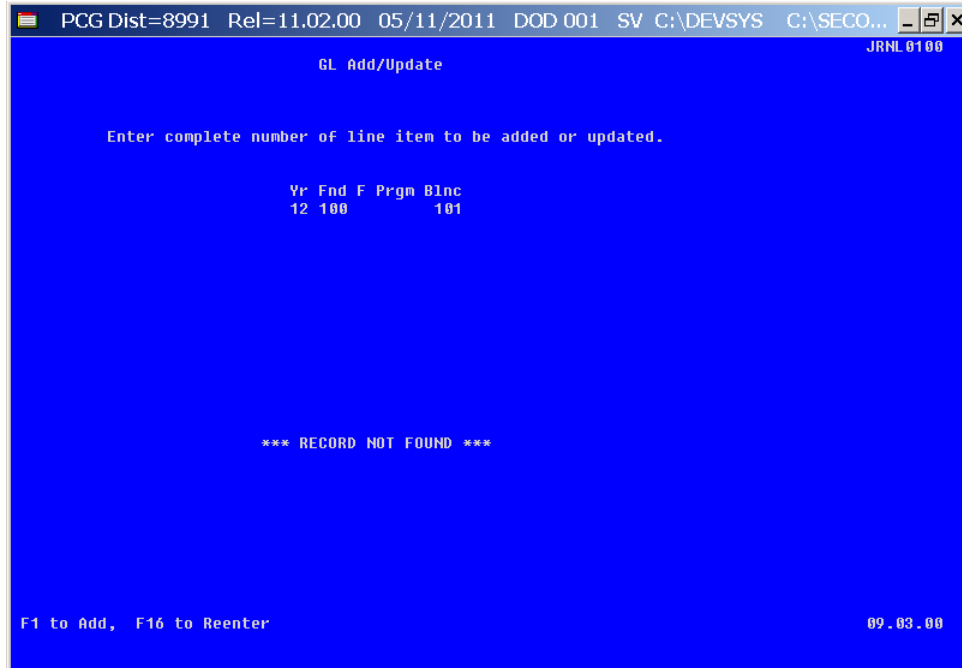
Step	Action
1	Select F2 (F2 - Account Add/Update).

The following screen displays:



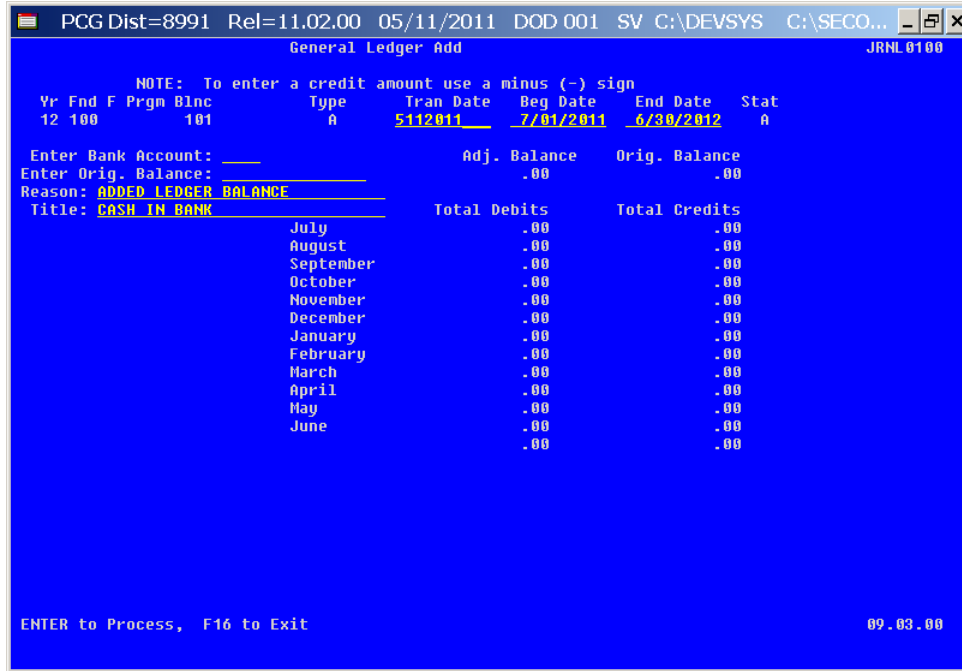
Step	Action
2	Enter the account information in the Yr (Year), Fnd (Fund), and Blnc (Balance Sheet account) fields, and select ENTER .

The following screen displays:



Step	Action
3	Select F1 to Add the account.

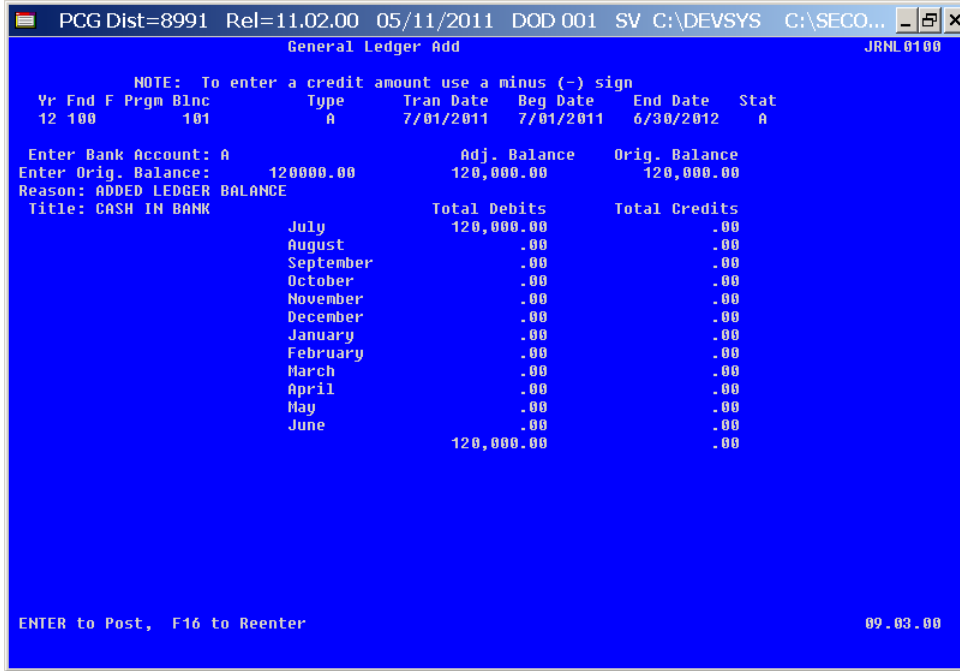
The following screen displays:



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.

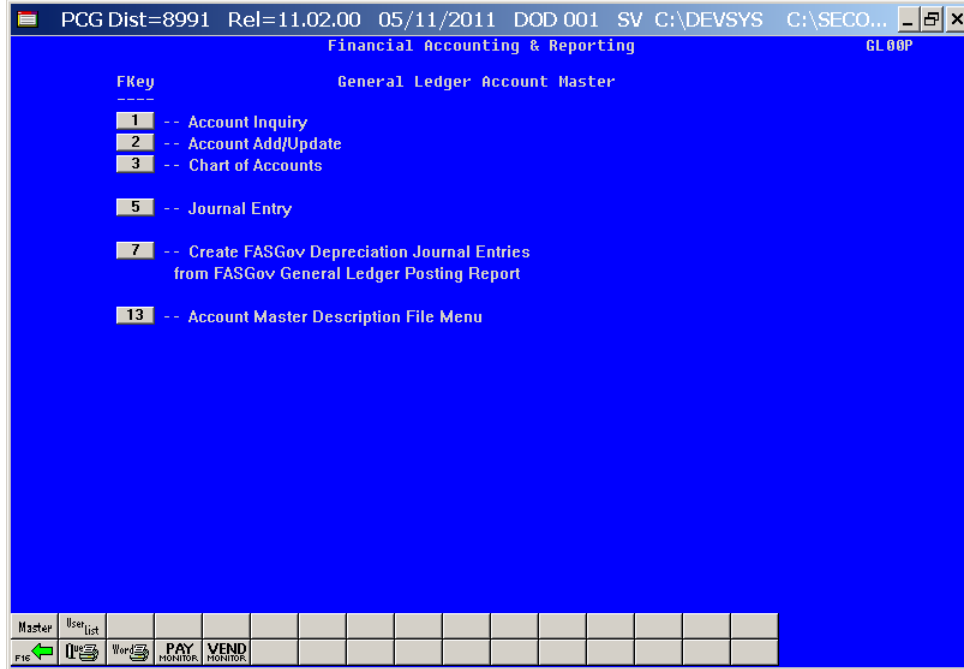
Step	Action
10	Select ENTER to process.

The following screen displays:



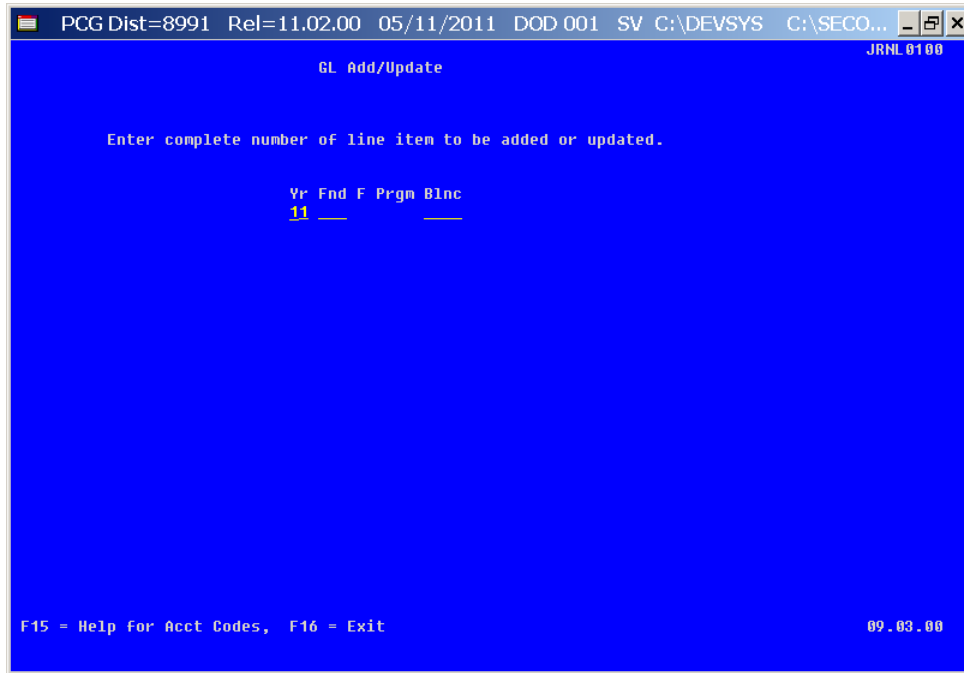
Step	Action
11	Select ENTER to post.
12	Select F16 to the <i>Financial Accounting & Reporting Master Menu</i> .

Procedure C: Displaying/Updating a General Ledger Account



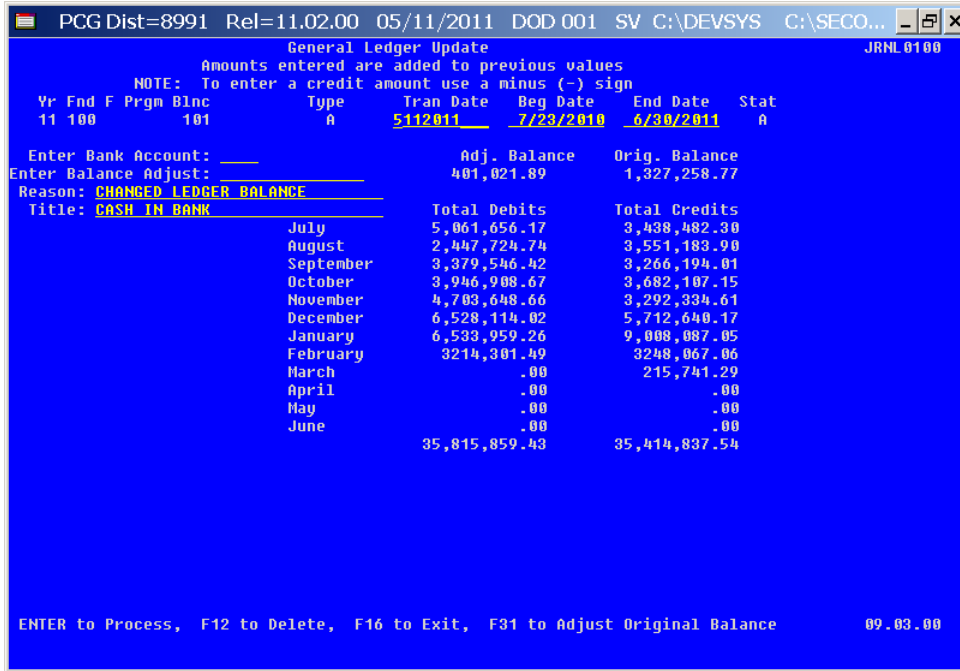
Step	Action
1	Select F2 (F2 - Account Add/Update).

The following screen displays:



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

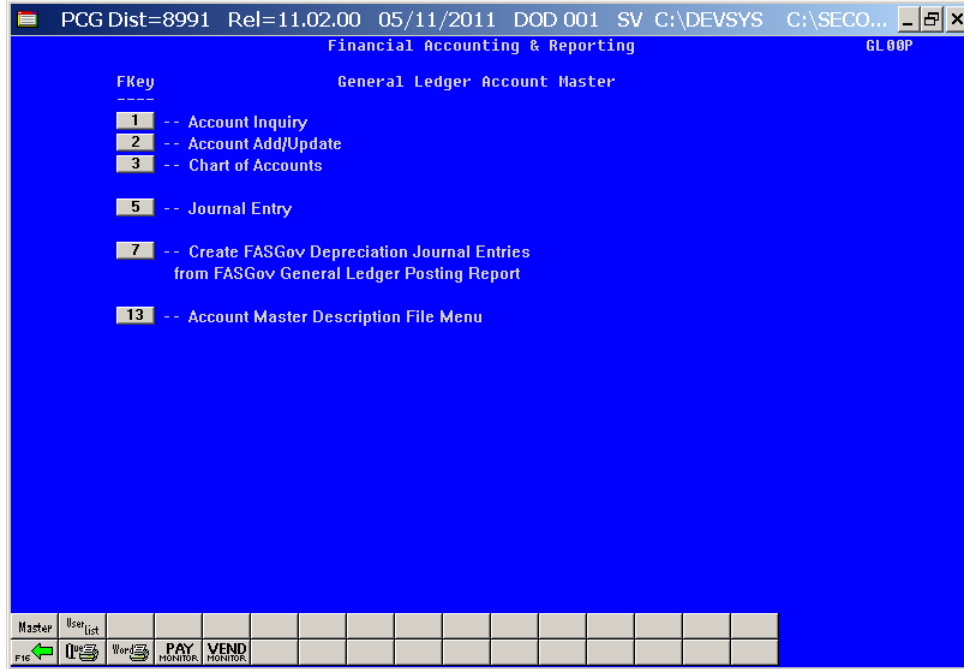
The following screen displays:



Step	Action
4	<p><u>To update a General Ledger account:</u> Proceed to <i>Step 5</i>.</p> <p><u>To adjust the General Ledger account's Original balance:</u> Proceed to <i>Step 6</i>.</p> <p><u>To delete a General Ledger account:</u> Proceed to <i>Step 7</i>.</p>
5	<p><u>To update a General Ledger account:</u> Make the appropriate entries in the following fields:</p> <ul style="list-style-type: none"> • Tran Date (Transaction Date) • Beg Date (Beginning Date) • End Date (Ending Date) • Enter Bank Account • Enter Balance Adjustment • Reason • Title <p>Select ENTER twice and proceed to <i>Step 8</i>.</p>

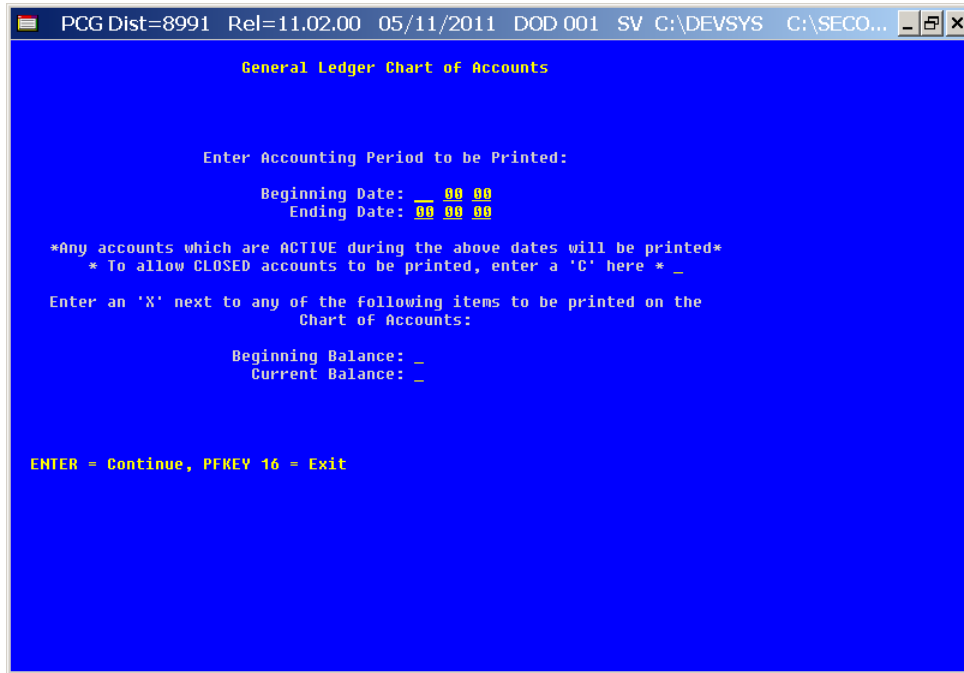
Step	Action
6	<p><u>To adjust a General Ledger account's Original balance:</u></p> <p>On the <i>General Ledger Update</i> screen:</p> <ul style="list-style-type: none"> • <u>To decrease the dollar amount:</u> Enter the negative (-) dollar amount in the Enter Balance Adjust (Enter Balance Adjustment) 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	<p><u>To delete a General Ledger account:</u></p> <p>On the <i>General Ledger Update</i> screen:</p> <ul style="list-style-type: none"> • <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 "<i>Original Balance Adjusted, Enter to Post, F16 to Reenter</i>" 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 redisplay. • <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	<p>Select F16 to the <i>Financial Accounting & Reporting Master Menu</i>.</p>

Procedure D: Printing the General Ledger Chart of Accounts



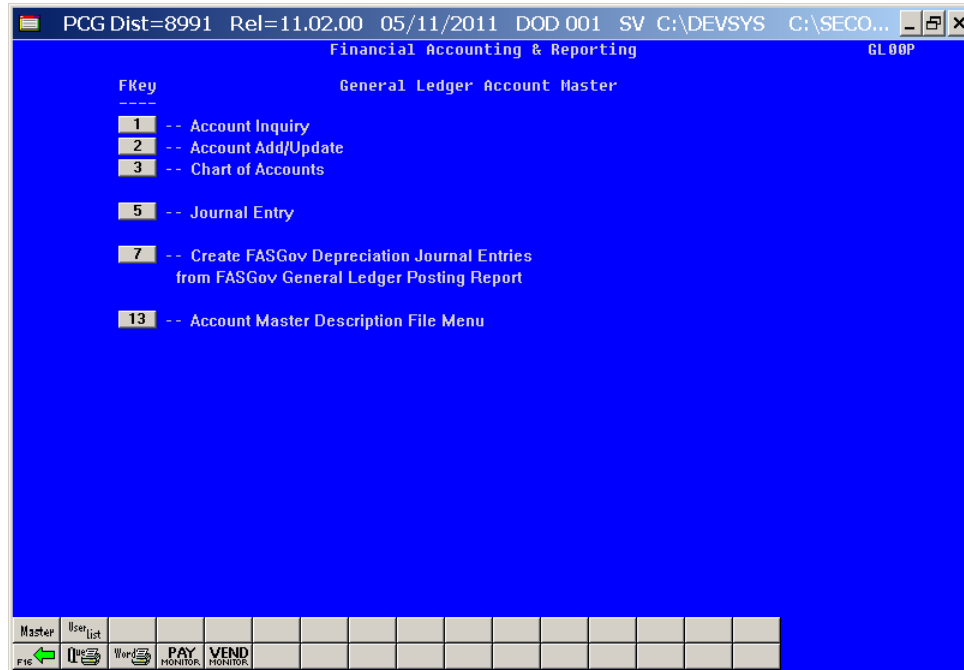
Step	Action
1	Select F3 (F3 - Chart of Accounts).




The following screen displays:



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	<u>To include the Original and/or Current balances:</u> Enter X in the Original Balance and/or Current Balance field(s).
5	Select ENTER <u>twice</u> .

The following screen displays:



Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>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.</i></p>
7	<p>Select  (F16 – Exit) to the <i>Financial Accounting & Reporting Master Menu</i>.</p>