

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/1/2008

Section I: Special Functions

*[Topic 2: Print the Invalid Budget Payroll
Accounts, V2.1]*

Revision History

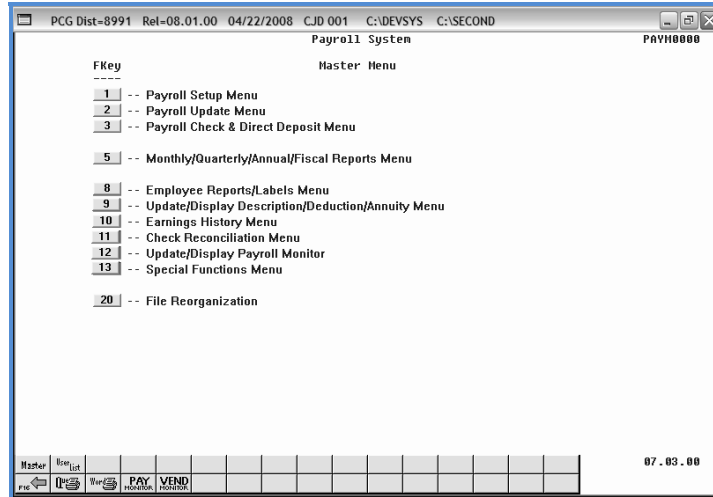
Date	Version	Description	Author
10/1/2008	2.0	08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones

Overview

For existing employee information, the *Account Number not on Budget File Listing* displays payroll accounts that are missing from the Financial Accounting and Reporting (FAR) application's *BUDGET* file.

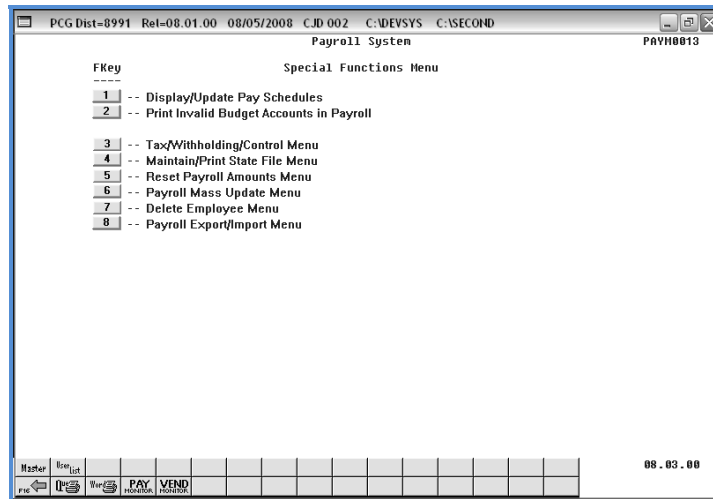
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



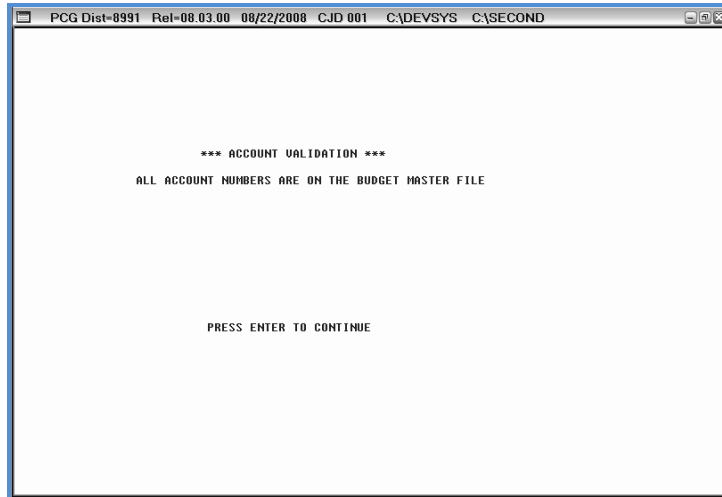
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



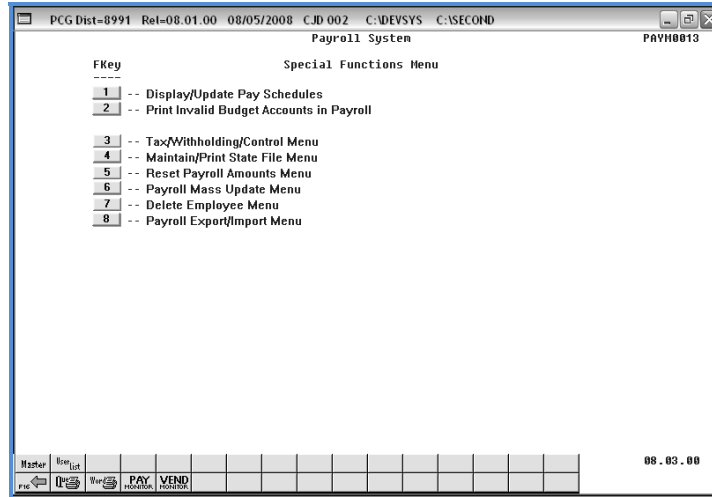
Step	Action
3	Select 2 (F2 - Print Invalid Budget Acct's in Payroll). “*** Processing ***” briefly displays.





The following screen displays:



Step	Action
4	Select Enter (to Continue), and proceed to <i>Step 7</i> . <i>If the ***account Validation Errors *** screen displays, proceed to Step 5 to print the invalid account listing.</i>

The following screen displays:



Step	Action
5	<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>Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.</i></p>
6	<p>For Budget account errors: After reviewing the invalid account listing, either make the appropriate corrections within the FAR application, or delete the invalid account information from the employees' <i>Gross Data</i> screen. Repeat this procedure until the screen preceding <i>Step 4</i> displays.</p>
7	<p>Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>