

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/1/2008

Section I: Special Functions

***[Topic 4: Maintain/Print the State File,
V2.0]***

Revision History

Date	Version	Description	Author
10/1/2008	2.1	Release 08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones

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Overview

Enter states in which you perform daily business transactions in the *State* file. PCGenesis allows these states' information to be added, modified, and deleted.

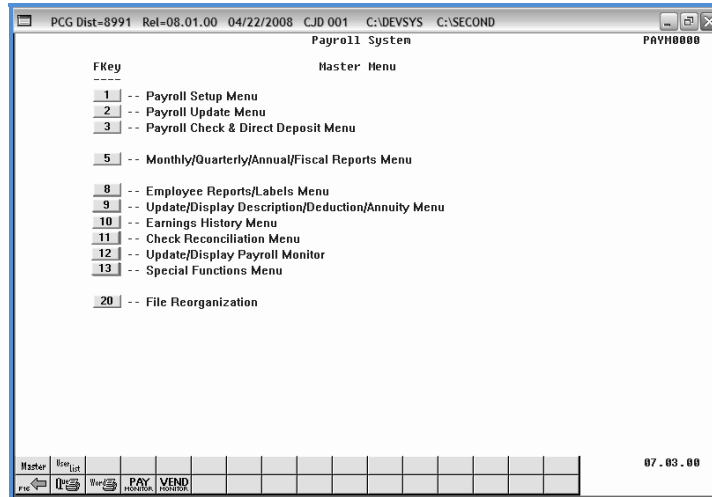
The *State File Listing* lists the two-character State code and the states' names for the school district or system.

Procedure A: Maintain the State File

A1. Adding a State's Information

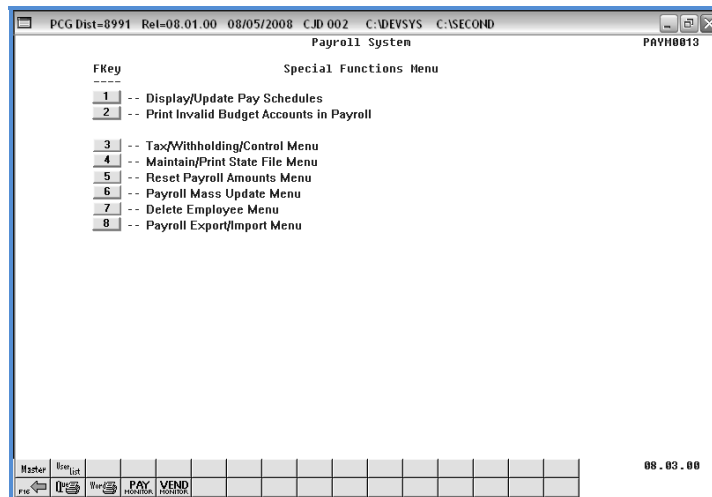
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



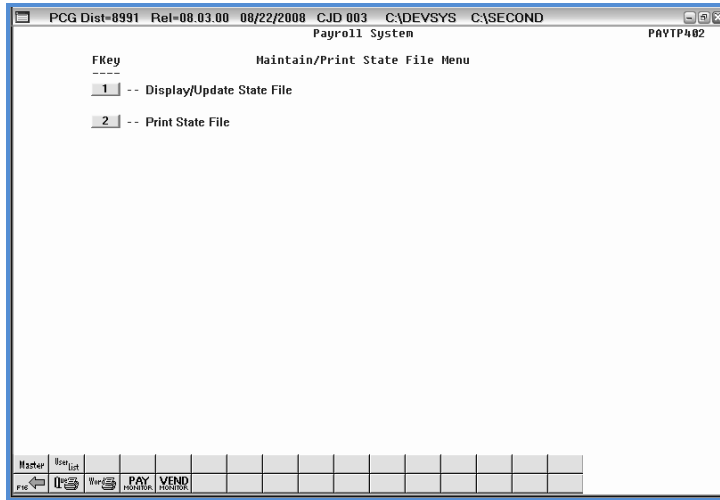
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



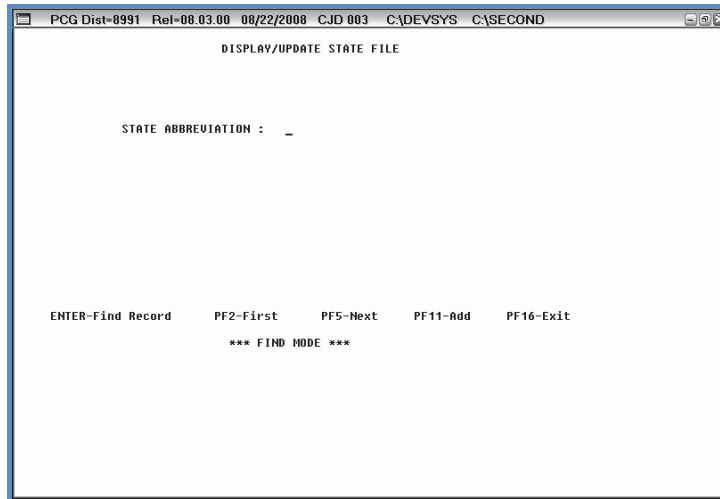
Step	Action
3	Select 4 (F4 - Maintain/Print State File Menu).

The following screen displays:



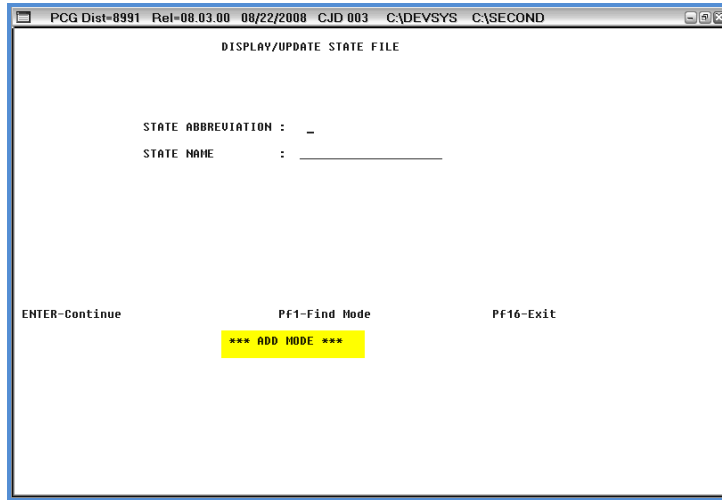
Step	Action
4	Select 1 (F1 - Display/Update State File).

The following screen displays:



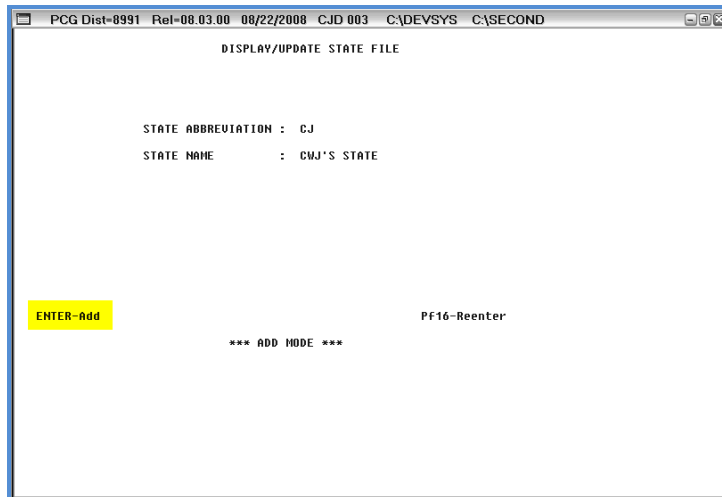
Step	Action
5	Select F11 (Add). <i>Selecting F2 and F5 displays the file's first and remaining records sequentially.</i>

The following screen displays:



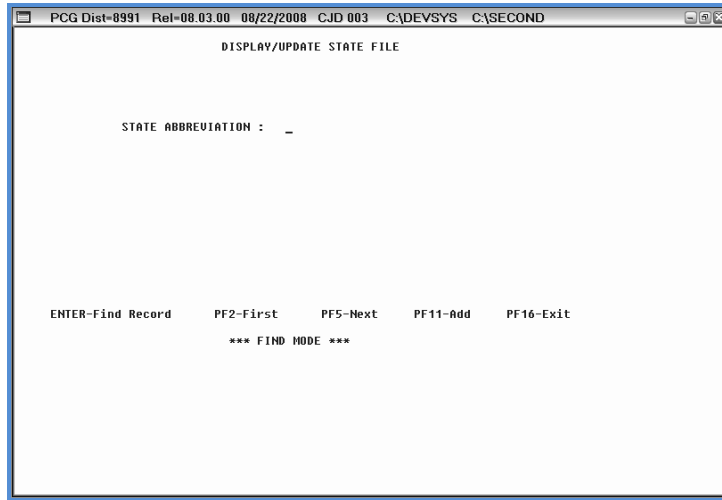
Step	Action
6	Enter the 2-digit state code in the State Abbreviation field.
7	Enter the state's name, up to twenty (20) characters, in the State Name field.
8	Select Enter .

The following screen displays:



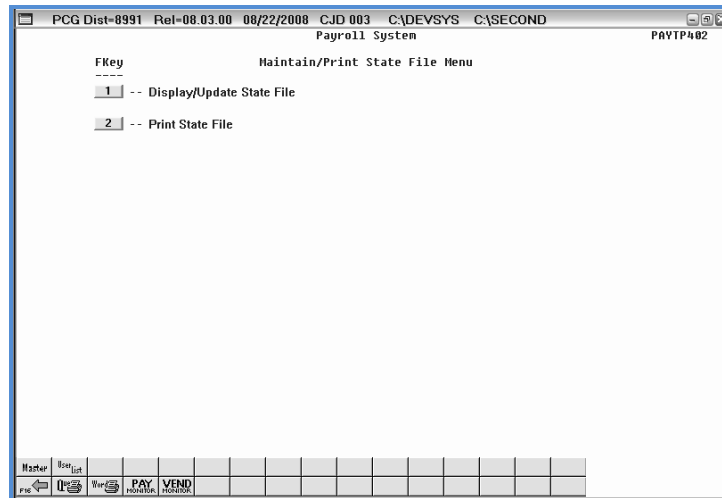
Step	Action
9	Verify the screen's entries, and select Enter (Add).

The following screen displays:



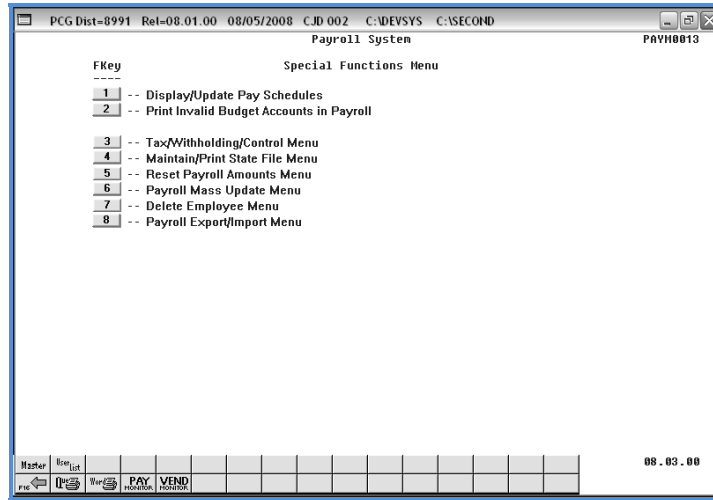
Step	Action
10	Select F16 (Exit) to return to the <i>Payroll System – Maintain/Print State File Menu</i> .



The following screen displays:



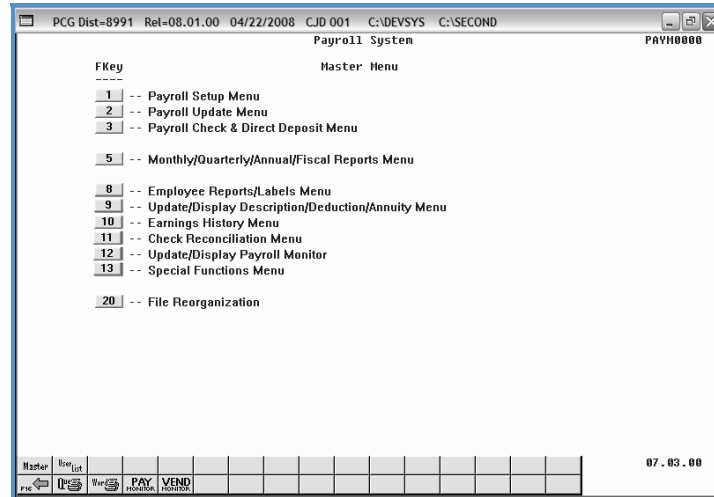
Step	Action
11	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



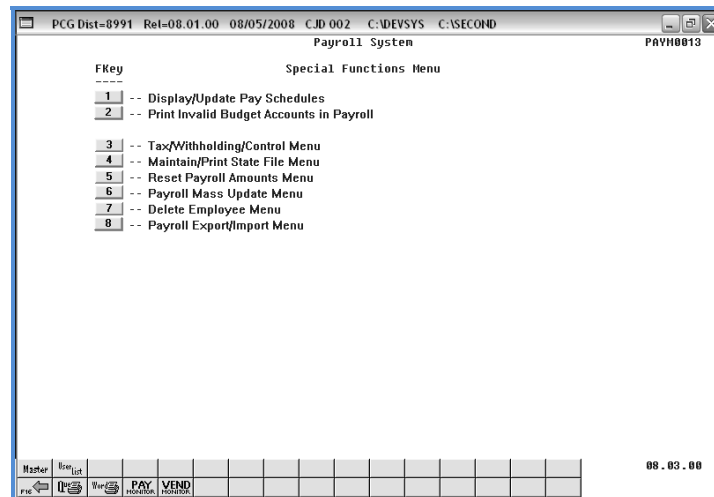
Step	Action
12	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

A2. Displaying/Updating a State's Information



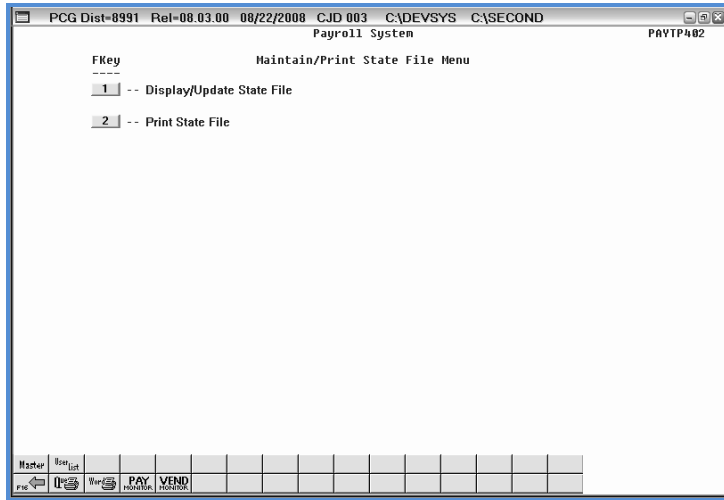
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



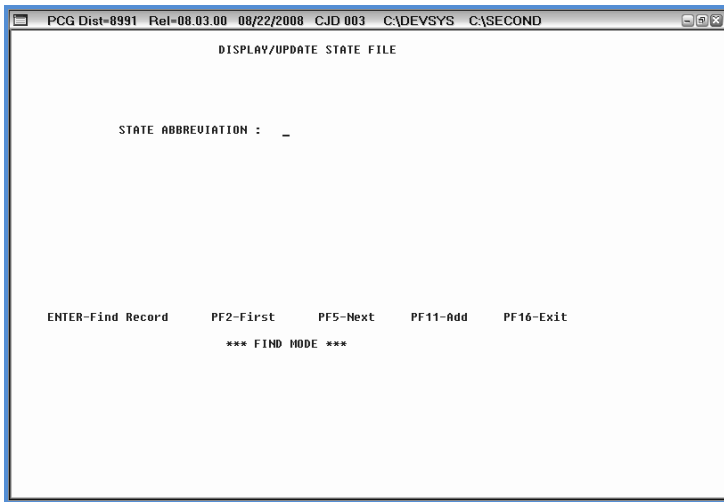
Step	Action
2	Select 4 (F4 - Maintain/Print State File Menu).

The following screen displays:



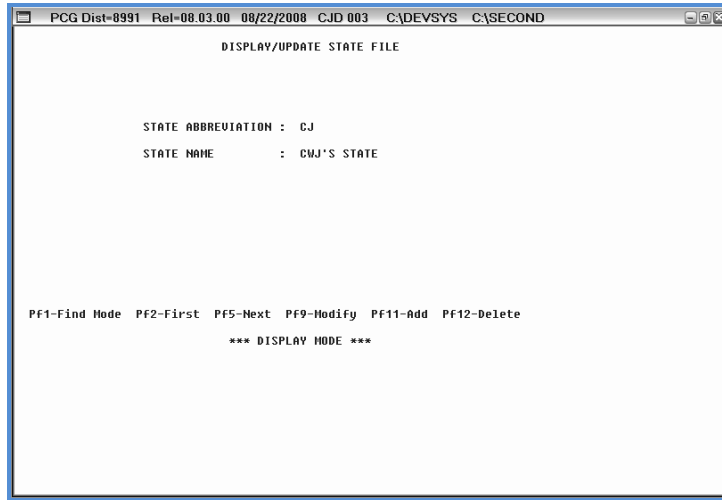
Step	Action
3	Select 1 (F1 - Display/Update State File).

The following screen displays:



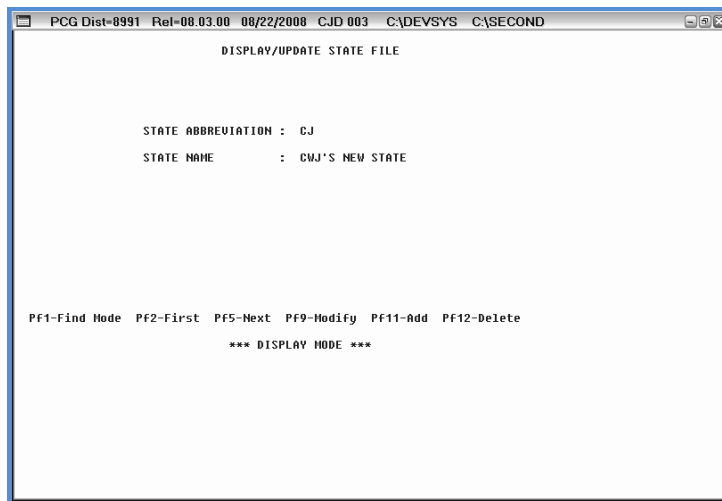
Step	Action
4	Enter the 2-digit state code in the State Abbreviation field, and select Enter . <i>Selecting F2 and F5 displays the file's first and remaining records sequentially.</i>

The following screen displays:



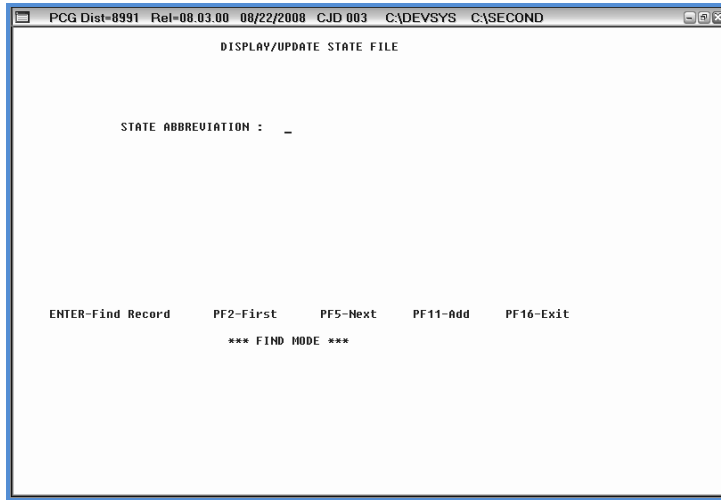
Step	Action
5	<p>For state information displays: Review the screen’s information, select F1 (Find Mode).</p> <p>For state information modifications: Select F9 (Modify). Verify “*** <i>Modify Mode</i> ***” displays, make the appropriate modifications within the State Name field, and select Enter.</p> <p><i>Selecting F2 and F5 displays the file’s first and remaining records sequentially.</i></p>

The following screen displays:



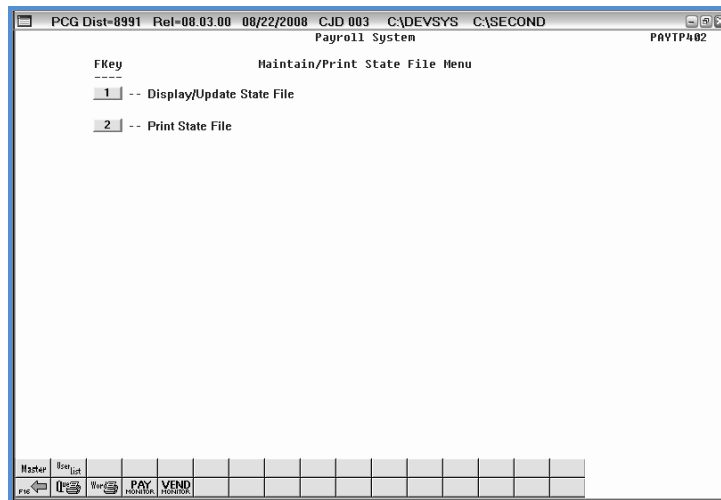
Step	Action
6	Select F1 (Find Mode).

The following screen displays:



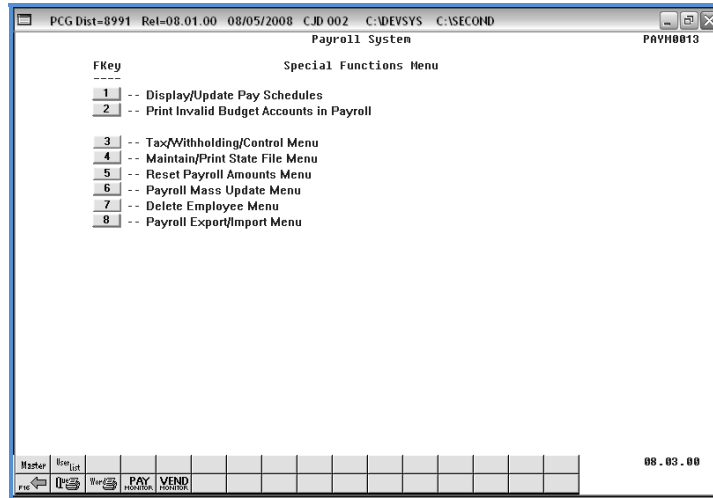
Step	Action
7	Select F16 (Exit) to return to the <i>Payroll System – Maintain/Print State File Menu</i> .



The following screen displays:



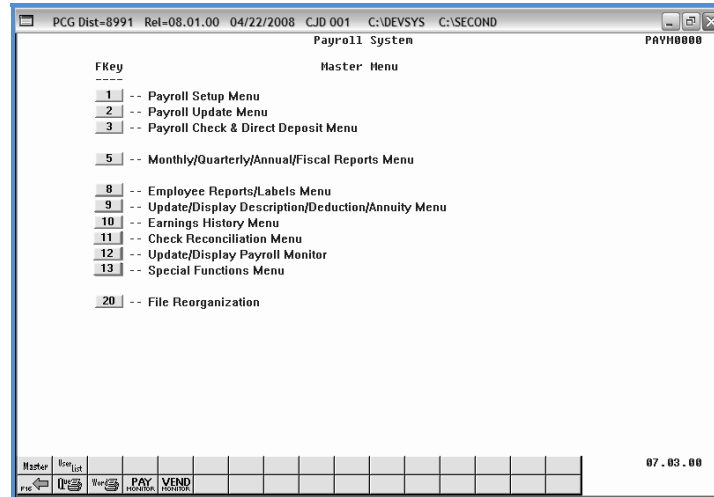
Step	Action
8	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



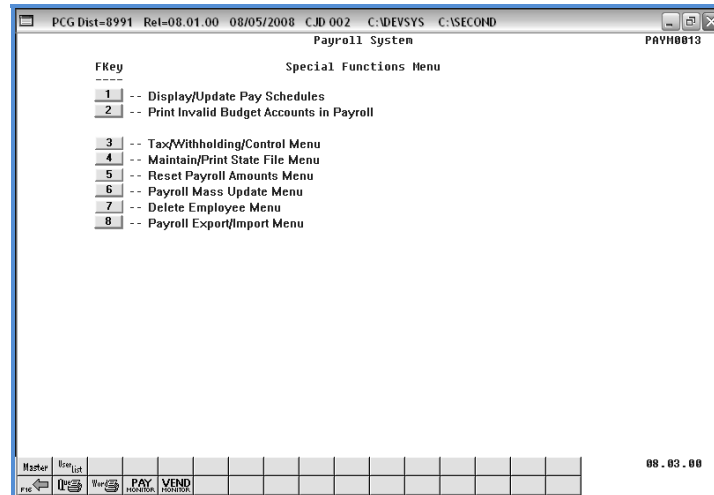
Step	Action
9	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

A3. Deleting a State's Information



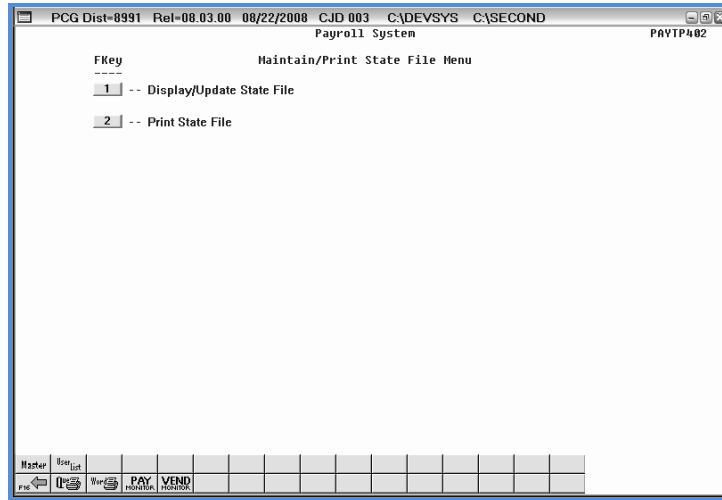
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



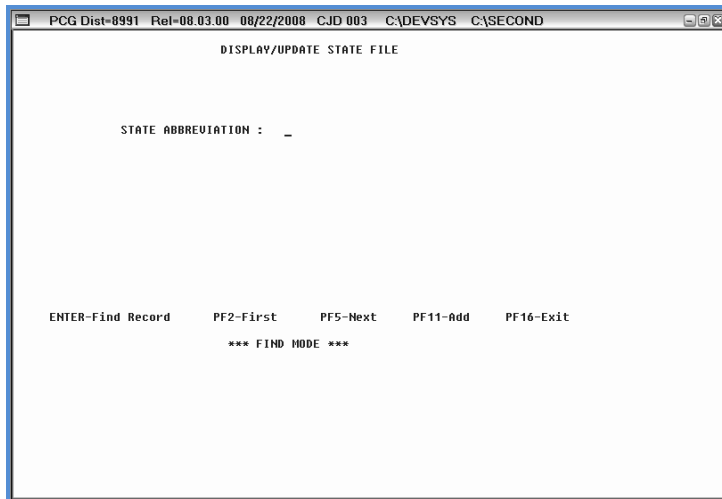
Step	Action
2	Select 4 (F4 - Maintain/Print State File Menu).

The following screen displays:



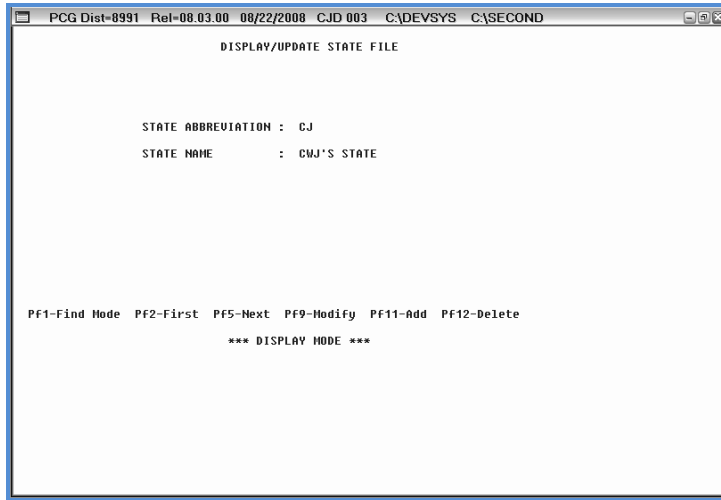
Step	Action
3	Select 1 (F1 - Display/Update State File).

The following screen displays:



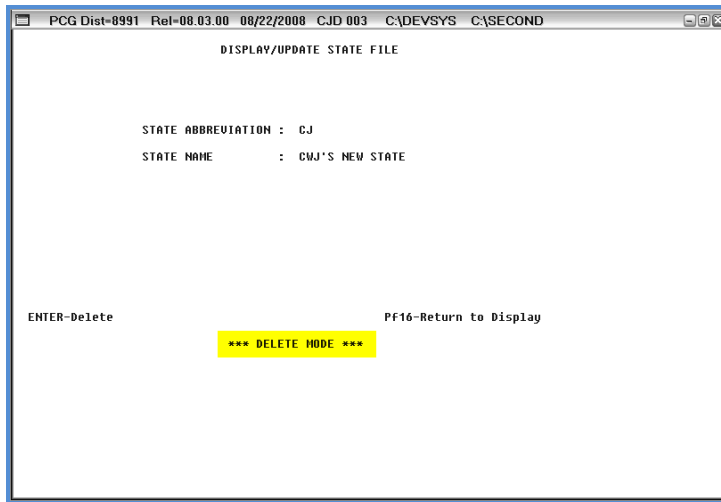
Step	Action
4	Enter the 2-digit state code in the State Abbreviation field, and select Enter . <i>Selecting F2 and F5 displays the file's first and remaining records sequentially.</i>

The following screen displays:



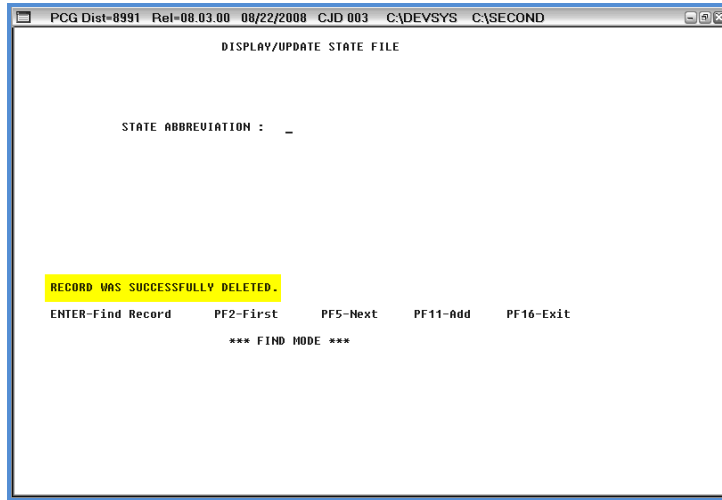
Step	Action
5	Select F12 (Delete).

The following screen displays:



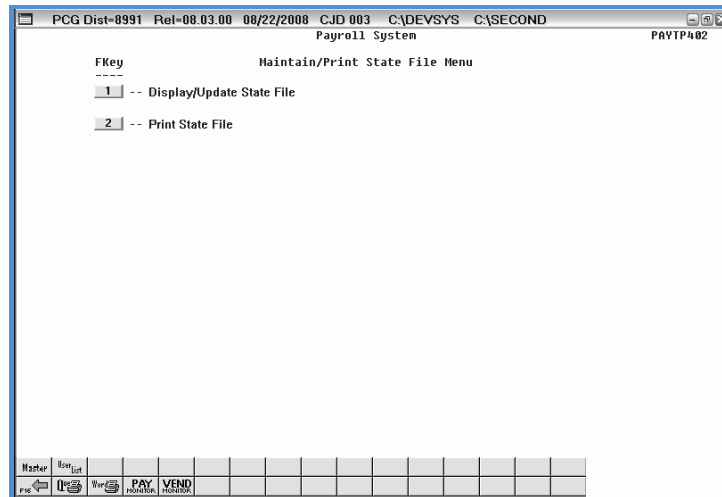
Step	Action
6	Select Enter (Delete).

The following screen displays:



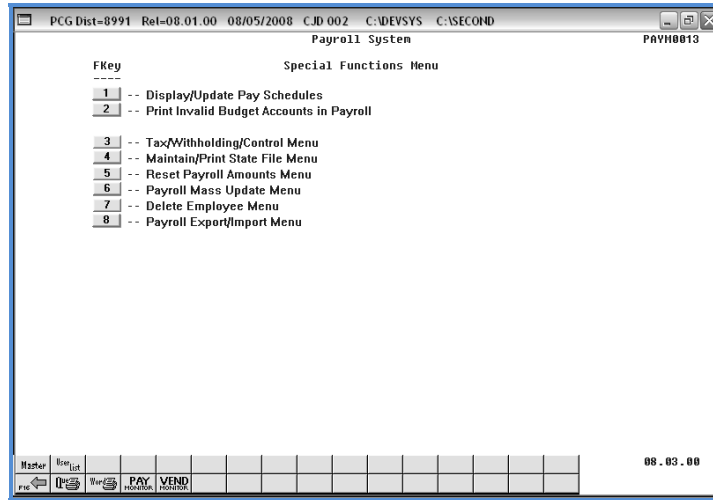
Step	Action
7	Verify “ <i>Record was successfully deleted.</i> ” displays, and select F16 (Exit).



The following screen displays:



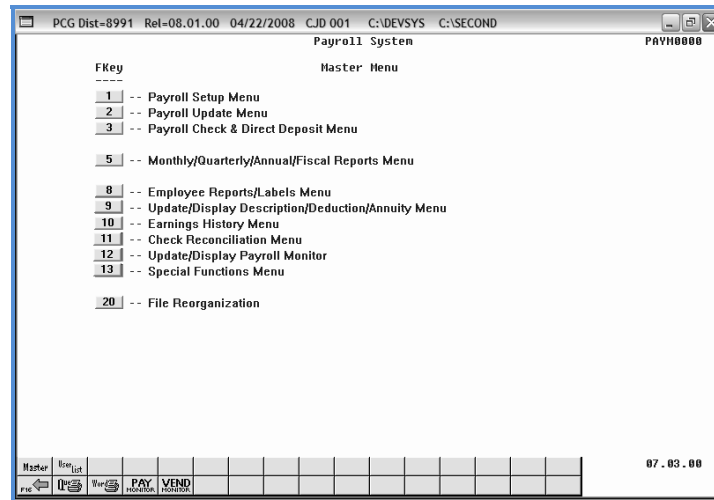
Step	Action
8	Select F16 (Exit) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



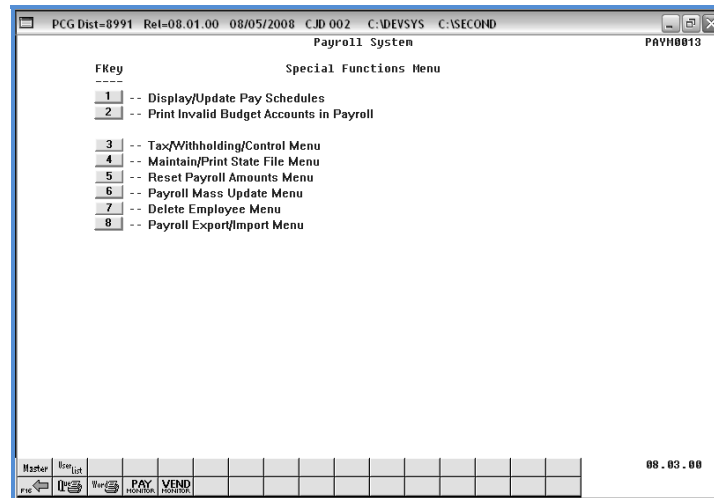
Step	Action
9	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Print the State File



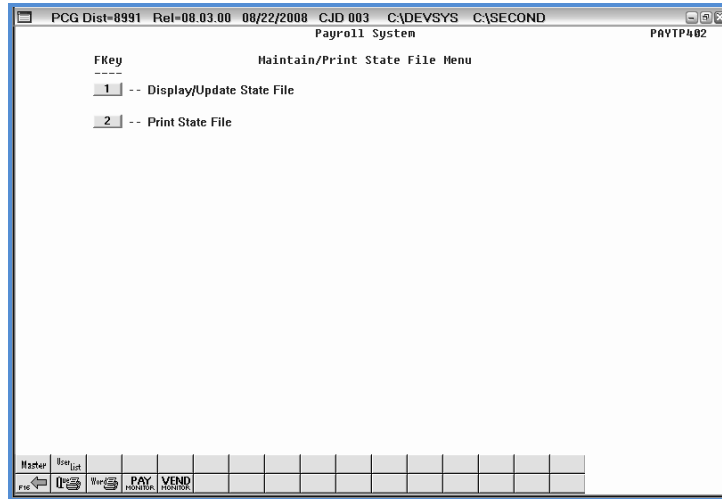
Step	Action
1	Select 13 (F13 - Special Functions Menu).





The following screen displays:



Step	Action
2	Select 4 (F4 - Maintain/Print State File Menu).

The following screen displays:



Step	Action
3	Select 2 (F2 - Print State File). <i>The Payroll System – Maintain/Print State File Menu redisplay.</i>
4	To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). <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>
5	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> .

B1. State File - Example

-----Page Break-----		
REPORT DATE 08/26/08	STATE FILE	PAGE 1
STATE NAME	STATE ABBREVIATION	
ALABAMA	AL	
ALASKA	AK	
AMERICAN SAMOA	AS	
ARIZONA	AZ	
ARKANSAS	AR	
CALIFORNIA	CA	
COLORADO	CO	
CONNECTICUT	CT	
DELAWARE	DE	
DISTRICT OF COLUMBIA	DC	
FLORIDA	FL	