



GEORGIA DEPARTMENT OF EDUCATION
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS
TWIN TOWERS EAST
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011

FAX: (404) 651-5006

<http://www.gadoe.org/>

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 10.03.00 – Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 10.03.00*.

PCGenesis supporting documentation is provided at:

http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc.

September, 2010 Payroll Completion Instructions

PCGenesis Release 10.03.00 may be installed at any time. This release is NOT dependent on the timing of the payroll cycle.

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Section A: Overview of Release

A1. Financial Accounting and Reporting (FAR) System

A1.1. DOAA Transparency in Government Export File

Senate Bill 389, amendments to the *Transparency in Government Act*, was passed during the 2010 legislative session. In accordance with the Act, the Departments of Audits and Accounts is responsible for collecting information on certain specific grant and contract payments, providing an indexed listing of federal pass-through money and making the data available on a searchable website. **Local Boards of Education** are now required under Senate Bill 389 to submit data to be included in Open.Georgia.gov.

To comply with Senate Bill 389, the data collected will be published online by January 2, 2011. Collection of the data will begin in August 2010. Submitted data should include only activity for FY2010, be summarized based on the file specifications designed by the Georgia Department of Audits, and be formatted as a comma-delimited text file. A new menu option which will produce this file and is called *DOAA Transparency in Government Export File* (F1, F9, F31), is available on the *Financial Reporting & Month/Year End Close Menu*. Two reports are produced from this procedure: one report listing GL for the fiscal year, and a summary report which displays the totals for the submission file.

Going forward, producing this new comma-delimited file may preclude the need for the following eight file submissions:

- *AUDT1001 – Balance Sheet Data*
- *VEND1001 – Vendor Data*
- *EXPE1001 – Transactional Expense Detail Data*
- *ARCP1001 – Receipt Data*
- *ARCV1001 – Receivable Data*
- *ASRC1001 – Source Data*
- *JORN1001 – Journal Data*
- *BNKT1001 – (Not Used)*

PCGenesis users should contact the Georgia Department of Audits for exact instructions regarding the end of year file submission process.

A1.2. Account Description File – New Program Field

The *Account Description File* (F1, F10, F1) is undergoing a conversion in order to add a new field to Program codes. A **Program Type Code** is being added which will define the type of program to the system. Valid values are:

- F** = Federal program
- S** = State program
- L** = Local program
- O** = Other type of program

The conversion program will establish initial values for existing Program codes based on a table provided by Financial Review. Program codes not defined on the table, but defined in the PCGenesis system by the district, will receive an initial value of ‘O’ (Other type of program).

The **Program Type Code** will be used by PCGenesis when creating the export file for the *DOAA Transparency in Government Export File*, described above. Also, the **Program Type Code** will also be used when creating the *Vendor Payments for Any Period by Fund/Program* described in section A1.4 below.

A1.3. Reverse a Deposit – New Menu Option

A new feature has been added which will allow the user to reverse a deposit (F1, F7, F9). If a receipt has been deposited in error, the user will be able to reverse the deposit and reopen the receipt. This will facilitate correcting receipt and deposit errors.

A1.4. Vendor Payments for Any Period by Fund/Program – New Menu Option

The *Vendor Payments for Any Period* (F1, F9, F1, F1) now allows the option of producing a report of vendor payments by fund/program code. This report will facilitate reporting for the American Recovery and Reinvestment Act of 2009 (ARRA). Districts now need to turn in vendor payment totals spanning multiple fiscal years, and report the information by account fund/program. The program provides the option to print only federal programs. An option has also been provided to print only those vendors with cumulative payments over \$25,000.00.

A1.5. Vendor Payments for Any Period – New Export Option

The *Vendor Payments for Any Period* (F1, F9, F1, F1) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the vendor payments data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- *Vendor Payments for Any Period by Account, Detail* (F1, F9, F1, F1, F5)
- *Vendor Payments for Any Period by Account, Summary* (F1, F9, F1, F1, F6)
- *Vendor Payments for Any Period by Fund & Program, Detail* (F1, F9, F1, F1, F11)
- *Vendor Payments for Any Period by Fund & Program, Summary* (F1, F9, F1, F1, F12)

A1.6. Receipts for Any Period – New Export Option

The *Receipts for Any Period* (F1, F9, F1, F2) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the receipt data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- *Receipts for Any Period by Account/Fund, Detail* (F1, F9, F1, F2, F5)
- *Receipts for Any Period by Account/Fund, Summary* (F1, F9, F1, F2, F6)

A1.7. Journal Vouchers for Any Period – New Export Option

The *Journal Vouchers for Any Period, by Account/Fund Report* (F1, F9, F1, F3, F2) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the journal voucher data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A1.8. General Ledger for Any Period – New Export Option

The *General Ledger for Any Period Report* (F1, F9, F1, F4) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the general ledger detail data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A1.9. Trial Balance & Audit Year-End Transmission – New Export Option

The *Trial Balance & Audit Year End Transmission Report* (F1, F9, F1, F7) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the trial balance data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A1.10. Balance Sheet for Any Period – New Export Option

The *Balance Sheet for Any Period Report* (F1, F9, F1, F8) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the balance sheet detail data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A1.11. Void Vendor Check – Default Vendor Number and Amount

When a user enters a bank code and check number when voiding a vendor check (F1, F4, F8), the program will now read the Vendor Check Master File, and default the vendor number and check amount. This will prevent the user from having to look up the vendor number since the vendor number is already associated with the check number, thus saving the user time.


A1.12. Enter Manual Check/Wire Transfer – Enhanced User Interface

The user interface has been improved when entering a manual vendor check/wire transfer (F1, F4, F7). Instead of having to enter the vendor number and claim number(s) for a manual check, now the user is able to pull up a list of invoices for the vendor and select or deselect claims for the manual check with a check box.

A2. Payroll System

A2.1. Earnings History Export – New Menu Option


A new *Earnings History Export* procedure is now available. The *Earnings History Export* (F2, F13, F8, F7) allows users to select fields from the earnings history data for export. This process is available on the *Special Functions, Payroll Export/Import Menu*. The new *Earnings History Export* works similarly to the *Selected Payroll/Deduction Information Export*. The following options are available:

- Allows the utilization of the Search Criteria feature ( F10 – Set filter condition)
- Allows the selection of earnings records by date range
- Allows the selection of the following earnings types: A (Adjustments), N (Non-Taxable Sick Pay), T (Taxable Sick Pay), W (W-2 Adjustments), I (Issued checks), V (Voided checks)
- Provides formatting options for dates, amounts, Social Security numbers, and multiple sort options (like the *Selected Payroll/Deduction Information Export* procedure)
- Allows the selection of specific deduction amounts (like the *Selected Payroll/Deduction Information Export* procedure)
- Allows the selection of specific deduction employer contribution amounts, including GHI and pension

All information available on the earnings history records can be extracted as well as other pertinent information such as name, Social Security Number, employee ID, and the earnings year, quarter, and pay period.

A2.2. Earnings History Gross Pay Distribution Export – New Menu Option

A new *Earnings History Gross Pay Distribution Export* procedure is now available. The *Earnings History Gross Pay Distribution Export* (F2, F13, F8, F8) allows users to select pay distribution fields from earnings history for inclusion in the export file. The *Earnings History Gross Pay Distribution Export* can create multiple lines per employee, one line for each Gross Pay Type and Account Number selected. The export procedure can be used as needed to create a financial analysis and projection spreadsheets of historical payroll payments. The new *Earnings History Gross Pay Distribution Export* works similarly to the *Selected Payroll/Deduction Information Export*. The following options are available:

- Allows the utilization of the Search Criteria feature ( F10 – Set filter condition)
- Allows the selection of earnings records by date range
- Allows the selection of gross data types (like the *Payroll Gross Data Export*)
- Allows the selection of records by use of an account number mask
- Allows the selection of the following earnings types: A (Adjustments), N (Non-Taxable Sick Pay), T (Taxable Sick Pay), I (Issued checks), V (Voided checks)

- Provides formatting options for dates, amounts, Social Security numbers, and multiple sort options (like the *Selected Payroll/Deduction Information Export* procedure)

All information available on the earnings history records can be extracted as well as other pertinent information such as name, Social Security Number, employee id, and the earnings year, quarter, and pay period.

A2.3. Payroll Budget Update – Do Not Create Claims with Zero Account Lines

A minor problem has been corrected with the payroll postings to the General Ledger. The post process intermittently creates claims which do not contain any dollar amounts or account lines. This causes a problem when printing vendor reports. The problem has been resolved, and claims will no longer be created which do not have any dollar amounts on any account lines. Also, the conversion program will read the EXPENSE file and delete any claims which do not contain any dollar amounts or account lines.


A2.4. Payroll Trial Register – Add Breakdown by Annuity Company

The *Payroll Trial Register* (F2, F3, F3) has been enhanced to include annuity company totals for employee contributions on the final page of the report. This feature will help users balance annuity contributions BEFORE running payroll.

ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLOYEE AMT	ANNUITY TYPE
04	HORACE MANN LIFE INSURA	175.00	403(b)
06	VANGUARD FIDUCIARY TRUS	111,443.05	403(b)
07	LINCOLN NATIONAL LIFE I	350.00	403(b)
10	METROPOLITAN LIFE INSUR	10.00	501(c)(18)(d)
11	FIDELITY MUTUAL INVESTH	15.00	408(k)(6)

End of File

A2.5. Add Contract Months to Employee Filter Options


The  (F10 – Set Employee filter/Set filter condition) now allows the user to select employee records by their **Contract Months** field. Also, the **Contract Months** information will now be displayed for each employee listed on the employee selection screen, along with the employee’s name, number, Social Security number, pay location, class code, certification status, pension code, job code and status code.

A2.6. Mass Update Employees' Contract Months, Service Time, & Pay Reason

The *Mass Update Employees Contract Months, Service Time, and Pay Reason* (F2, F13, F6, F5) process has been enhanced to allow users access to the employee filter selection criteria options. Refer to *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for the *Mass Update Employees' Contract Months, Service Time, and Pay Reason* option. The search filters allow the users great flexibility in determining which employees are selected for the mass update. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. This will allow the **TRS Service Indicator** field to be updated correctly for employees selected based upon their **Contract Months** field.

A2.7. Import New Employees – New Menu Option

A new process has been added to import new employees into PCGenesis. The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. The *PCGenesis_New_Employee.xlsx* template located at: http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc is provided for use during the *New Employee Import* file procedure. Saving the Microsoft® Excel spreadsheet/workbook as a comma-delimited (.csv) file allows PCGenesis to read the template's data. Two methods will be offered for importing new employee data:

1. Users will be able to use the *PCGenesis_New_Employee.xlsx* template in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select  **F17** (Import new employee data) to import the data from a comma-delimited file. If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.
2. A new batch process has been provided which loads multiple employee import files at the same time. This process will read a directory which contains multiple single-employee import files, and import all of the individual files at once. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu*, and the *Payroll Export/Import Menu*. The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits, and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

A2.8. Earnings History Transfer Enhancements

When a new TRS and/or SHBP rate goes into effect, the system will always calculate the employee earning history transfers based upon the new rate(s). However, if the user is doing a salary transfer from a date prior to the new rates, the user can manually override the TRS and/or SHBP calculated amount(s) on the screen. Release 10.03.00 includes a change which will allow the user to change the **GHI** calculated amount. Since the system does not keep track of the old TRS and SHBP rates, allowing a manual override is the only way to ensure that the correct pension and SHBP amounts are transferred.

In release 07.03.00 PCGenesis no longer allowed the employer to pay any portion of the employee contribution for pension. Now, the *Earnings History Transfer* will also no longer calculate the employer share of the employee pension contribution. This correction will prevent earnings history transfers with the description, "EMPLR/EMPLE PENS". These types of transfers were sometimes generated when a new employee pension rate was entered into the system (for example .0553), and a transfer was taking place for a payment made with an older rate (.0525).

A3. Personnel System

A3.1. Automatic Leave Update by Pay Class

The *Automatic Leave Update by Pay Class* (F3, F4, F5) procedure has been enhanced to allow update of more than one pay class at a time. Now up to twenty (20) pay classes can be processed at the same time with the same leave parameters. This will allow users to save time if many pay classes use the same leave parameters.

A4. Certified/Classified Personnel Information (CPI) System


A4.1. Correct CPI Transmission File

Currently the Dnn Leave Records (where *nn* represents a record number from 1 to 5) on the CPI Transmission File are initialized with zeroes to the end of the record. This caused problems with the 2010 Cycle 3 transmission. Sites were getting E804 data errors because of the zeroes at the end of the record. Now, the Dnn Leave Records will be initialized with spaces to the end of the record, which will relieve the E804 data errors.

Section B: Installation Instructions for Release 10.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.03.00* before performing any work in PCGenesis for the day, proceed to B2. *Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup tape as “**Data Backup Prior to Release 10.03.00**”. Continue to use the backup tape in the normal backup tape rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server’s <i>Desktop</i> , double-click the PCG Full Backup icon  .
4	When the PCGenesis backup completes, label the backup tape “ Full System Backup Prior to Release 10.03.00 ”.
5	Proceed to B2. <i>Install PCGenesis Release 10.03.00</i> .

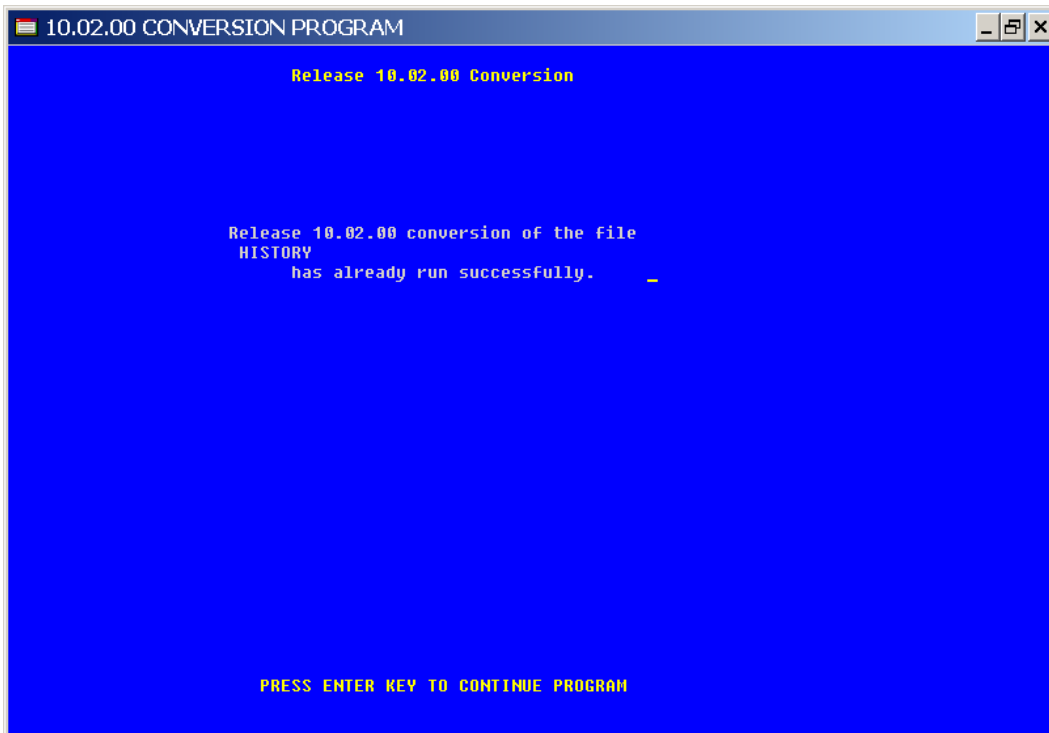
B2. Install PCGenesis Release 10.03.00

FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer .
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE and RELINSTL.BAT displays. <i>If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>

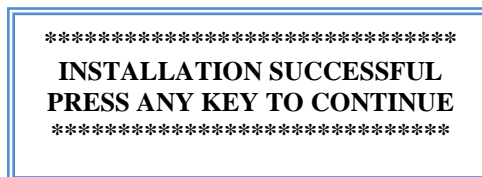
Step	Action
5	<p>Double-click RELINSTL.BAT to perform the installation.</p> <p><i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i></p> <p><i>For duplicate PCGenesis Release 10.03.00 installations, a message of the software update's installation displays. In this instance, select OK.</i></p>

If the release has already been installed previously, and the HISTORY file has already been converted and the following screen displays:



Contact [Information Systems Customer Support](#) immediately if the previous screen displays.

For PCGenesis Release 10.03.00 successful installations, the following message displays:



Step	Action
6	Select Enter to close the <i>DOS</i> TM window.
7	If the installation was successful: Proceed to B3. <i>Verify Release 10.03.00 Was Successfully Installed.</i> If the installation was unsuccessful: Proceed to Step 8.

The following message displays if the **PCGUNZIP.EXE** file was not detached to the correct location:

```

*****
CANNOT FIND PCGUNZIP.EXE
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
8	Select Enter to close the <i>DOS</i> TM window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the PCGUNZIP.EXE file again.

The following message displays to identify additional PCGenesis release installation problems where appropriate:

```

*****
UNABLE TO INSTALL UPDATE
ERROR WITH CHKINSTL
*****
    
```

Step	Action
10	For this error message: Install the previous PCGenesis software release. <i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i>

The following message displays if the **PCGOS environment variable is not set at the server** where appropriate:

```

*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

Step	Action
11	<p>For this error message: Refer to the <u>PCGenesis Technical System Operations Guide</u>, Section B: Workstation/Server Configuration, <i>Topic 1: Setting Windows® Environment Variables</i> for instructions.</p> <p><i>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</i></p>
12	Proceed to B3. Verify Release 10.03.00 Was Successfully Installed.

B3. Verify Release 10.03.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:

The screenshot shows a terminal window with a blue background and yellow text. The window title bar reads: "PCG Dist=8504 Rel=10.02.00 08/16/2010 DOD 003 SV C:\DEVSY... C:\SECO...". The main content of the terminal is as follows:

```

DEFNRELM

The Following D.O.E. Releases Have Been Successfully Loaded:


DOE 08.01.00 01/15/2008
DOE 08.02.00 06/30/2008
DOE 08.03.00 11/29/2008
DOE 08.03.01 11/29/2008
DOE 08.04.00 12/14/2008
DOE 09.01.00 01/15/2009
DOE 09.02.00 07/32/4009
DOE 09.02.01 08/14/2009
DOE 09.03.00 09/30/2009
DOE 09.03.01 11/30/2009
DOE 09.03.01 1 12/01/2009
DOE 09.04.00 12/28/2009
DOE 09.04.01 01/25/2010
DOE 10.01.00 03/29/2010
DOE 10.02.00 05/27/2010
DOE 10.03.00 09/15/2010

Press <ENTER> or PF16 to Exit

08.01.00
    
```

Step	Action
4	Verify Release 10.03.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 10.03.00 displays. If Release 10.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.

B4. Perform a PCGenesis Full Backup after Release 10.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server's <i>Desktop</i> , select  (PCG Full Backup) icon.
4	When the PCGenesis backup completes, label the backup tape “ Full System Backup After Release 10.03.00 ”.

Section C: After PCGenesis Release 10.03.00 Has Been Installed

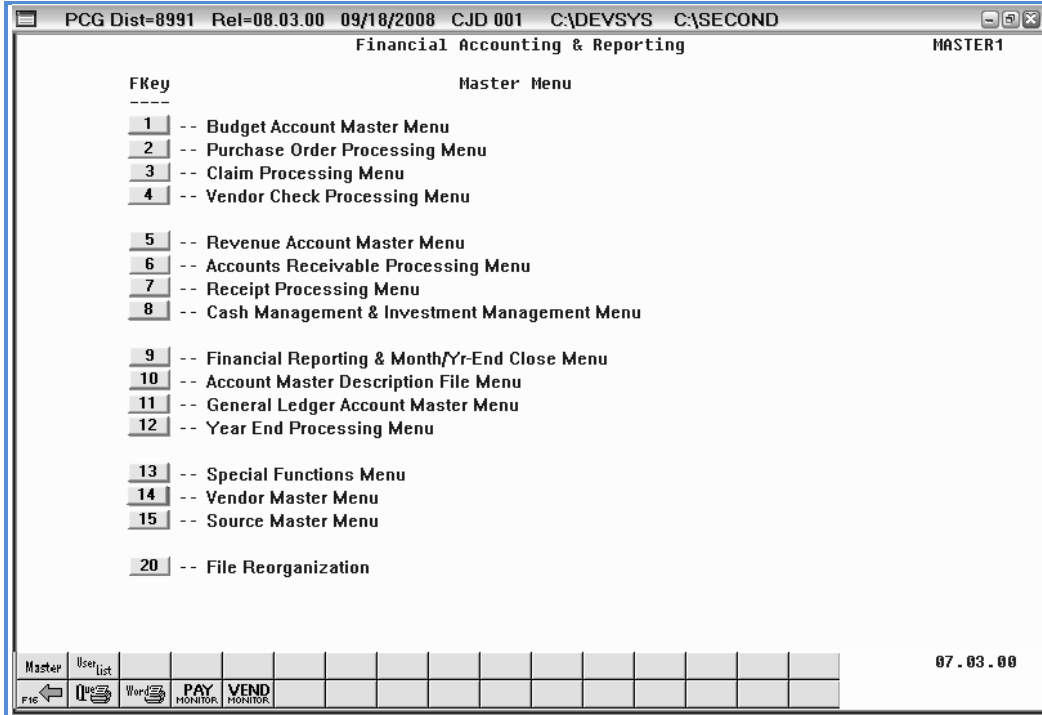
A new field has been added to the Account Master Description File for the **Program Type Code**. The **Program Type Code** will be used by PCGenesis when creating the export file for the *DOAA Transparency in Government Export File*. The **Program Type Code** will also be used when creating the *Vendor Payments for Any Period by Fund/Program* to assist with ARRA (American Recovery and Reinvestment Act of 2009) reporting. Therefore, **it is important that all Program codes which are Federal programs are defined appropriately.**

The conversion program established initial values for existing Program codes based on a table provided by Financial Review. Program codes not defined on the table, but defined in the PCGenesis system by the district, received an initial value of 'O' (Other type of program). It is up to the user to update all other Program codes correctly as either Federal, state, local or other programs. Valid values for the **Program Type Code** are:

- F** = Federal program
- S** = State program
- L** = Local program
- O** = Other type of program

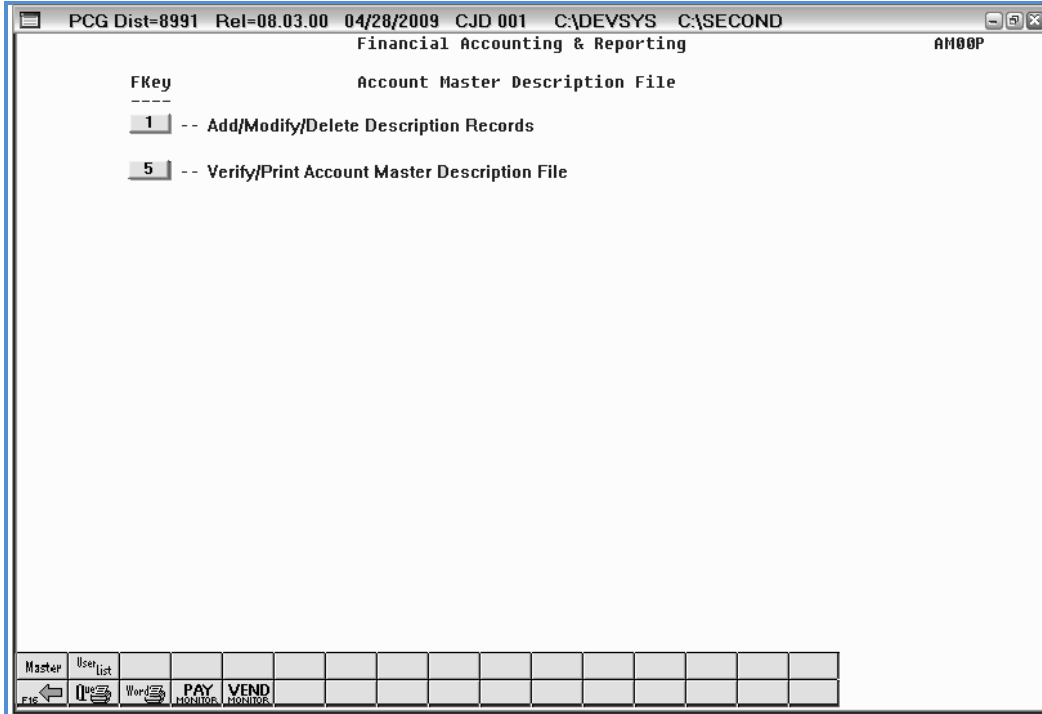
C1. Printing the Account Master Description File





The first step is to print a listing of the Program codes defined in the system. The Program codes are defined with **Type** value **04**.



Step	Action
1	Select 10 (F10 - Account Master Description File Menu).

The following screen displays:



Step	Action
2	Select 5 (F5 - Verify/Print Account Master Description File). <i>“* * Processing Request * *” briefly displays. The Financial Accounting & Reporting – Account Master Description File Menu redisplay.</i>
3	To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). <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>
4	Select  (F16 - Exit) to return to the Payroll System Master Menu, or select  (Master) to return to the Business Applications Master Menu.

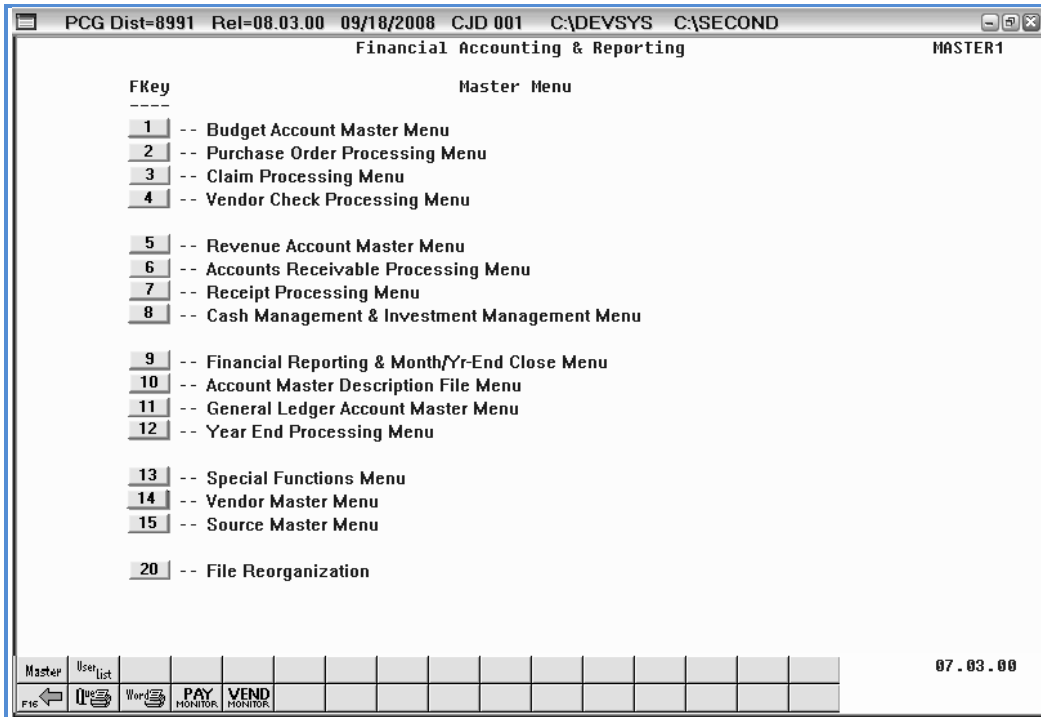
C1.1. Account Master Description File Report – Example

REPORT DATE 09/20/10		ACCOUNT MASTER DESCRIPTION FILE				PAGE 4
TYPE	CODE	DESCRIPTION	EXPEND /NON REVENUE/NON	CYR-ELIG	PROPRIETARY/GOVERNMENT	PROGRAM TYPE
04	000000	UNSPECIFIED				0=OTHER
04	000005	FY05				0=OTHER
04	001011	KIND QBE BASIC				S=STATE
04	001013	KINDER.LOCAL				L=LOCAL
04	001021	GRDS 1-3 QBE				S=STATE
04	001013	KINDER.LOCAL				L=LOCAL
04	001021	GRDS 1-3 QBE				S=STATE
04	001023	GR. 1-3 LOCAL				L=LOCAL
04	001031	GRDS 6-8 QBE				S=STATE
04	001041	GRDS 9-12 QBE				S=STATE
04	001043	GR.9-12 LOCAL				L=LOCAL
04	001051	GRDS 4-5 QBE				S=STATE
04	001650	ALTERNATIVE SCH				0=OTHER
04	001662	EXCEPT.GROWTH				0=OTHER
04	001682	SCH.IMPR.GRANT				S=STATE
04	001700	MIG MID-TERM AD				S=STATE
04	001749	TITLE I SUPPL.				F=FEDERAL
04	001750	REGULAR				F=FEDERAL
04	001752	TITLE I SUMMER				F=FEDERAL
04	001756	IMPROVEMENT-REG				F=FEDERAL
04	001762	MIGRANT ED REG.				F=FEDERAL
04	001763	MIGRANT SUMMER				F=FEDERAL
04	001764	REG TITLE UI PR				F=FEDERAL
04	001766	TITLE UI ADH				F=FEDERAL
04	001768	INN FED DEV GR				F=FEDERAL
04	001770	SCH IMP IMPLM				F=FEDERAL
04	001772	SCH IMP GRANT				F=FEDERAL
04	001775	TITLE I FED.G				F=FEDERAL
04	001778	READING FIRST				0=OTHER

C2. Update Program Codes in the Account Description File

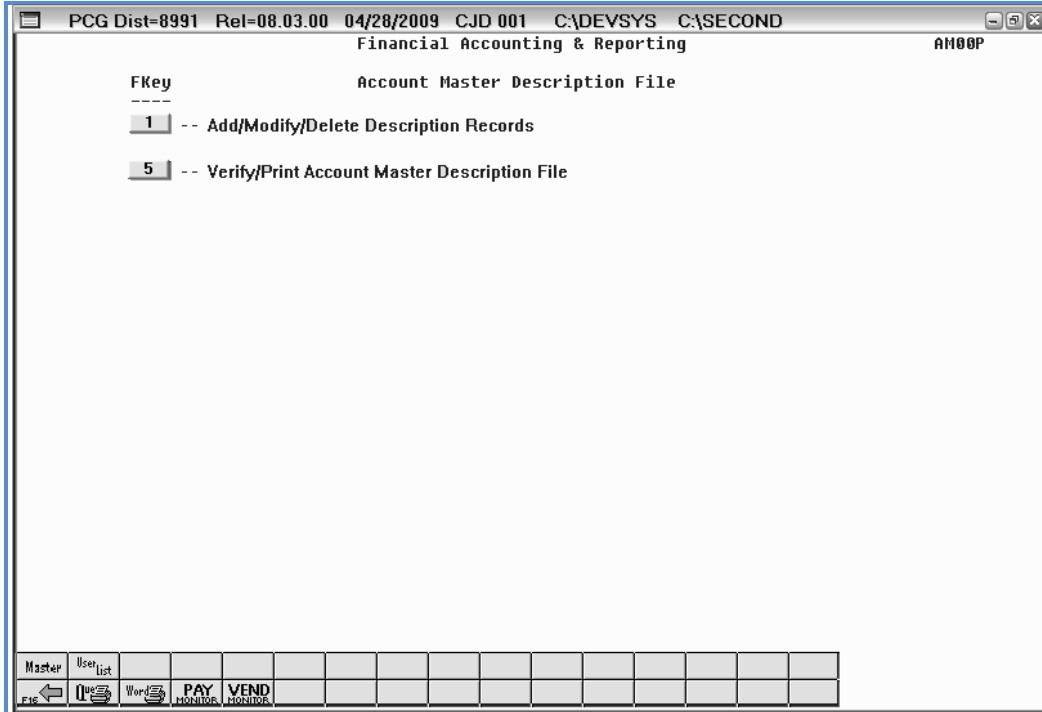
The next step is to update all Program codes correctly as either Federal, state, local or other programs. Valid values for the **Program Type Code** are:

- F = Federal program
- S = State program
- L = Local program
- O = Other type of program



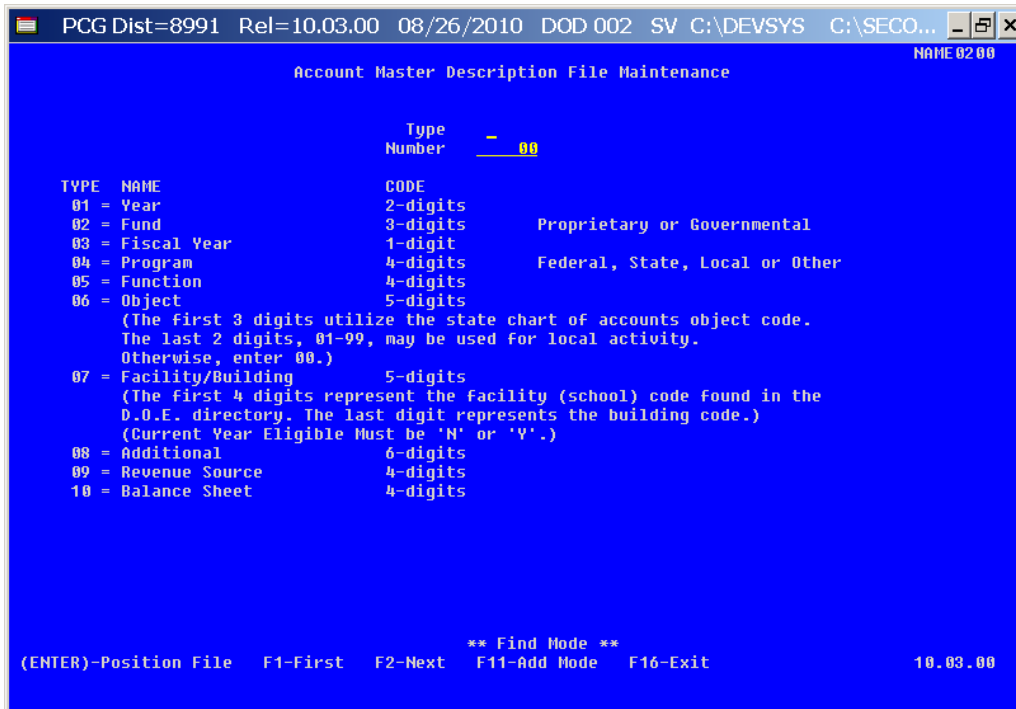
Step	Action
1	Select 10 (F10 - Account Master Description File Menu).

The following screen displays:



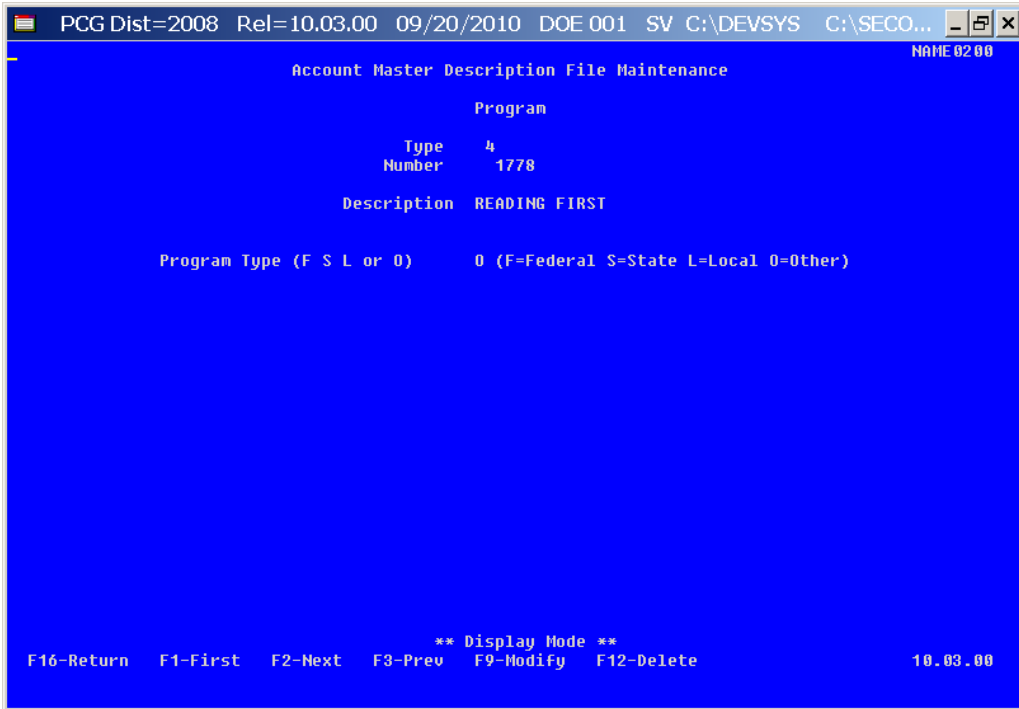
Step	Action
2	Select 1 (F1 - Add/Modify/Delete Description Records).

The following screen displays:



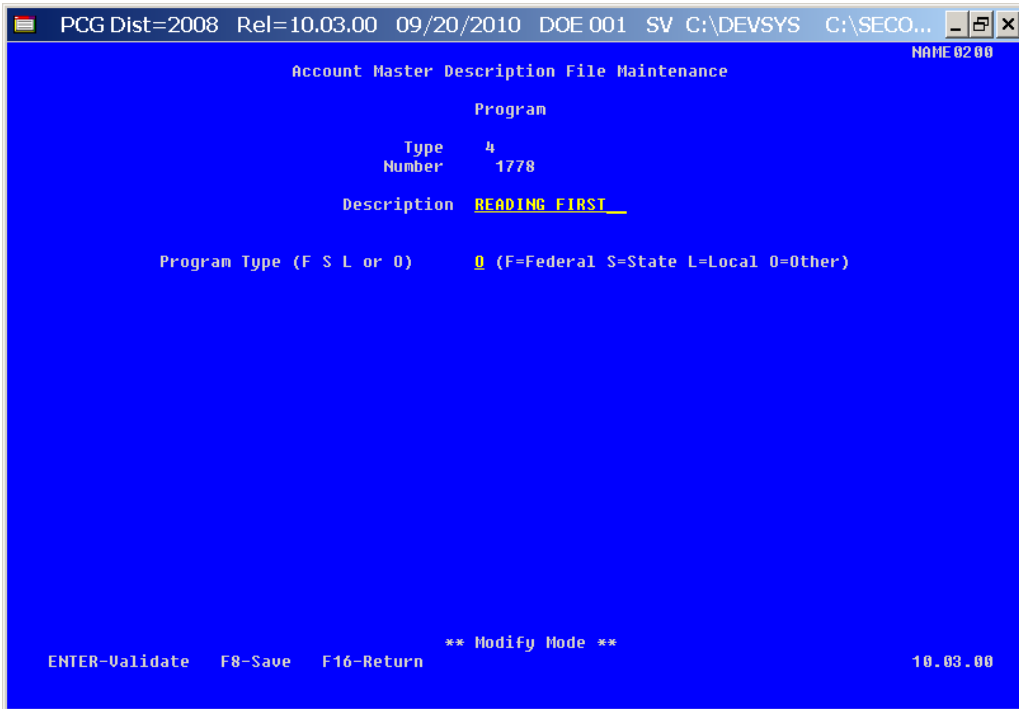
Step	Action
3	Verify “** Find Mode **” displays and enter the record’s type in the Type field. Enter 04 in the Type field in order to update Program codes.
4	Enter the record’s code in the Number field. For Type 04 , enter the <u>four</u> digit Program code from the <i>Account Master Description File Report</i> . <i>The length, (number of characters), is determined by the type of record entered. Valid entries for the fields are provided in the GaDOE Chart of Accounts located at: http://www.gadoe.org/fbo_financial.aspx.</i>
5	Select Enter (Position File). Select F1 (First) display the first record in the file. Select F2 (Next) display the next record in the file after the specified Type and Number key.

The following screen displays:



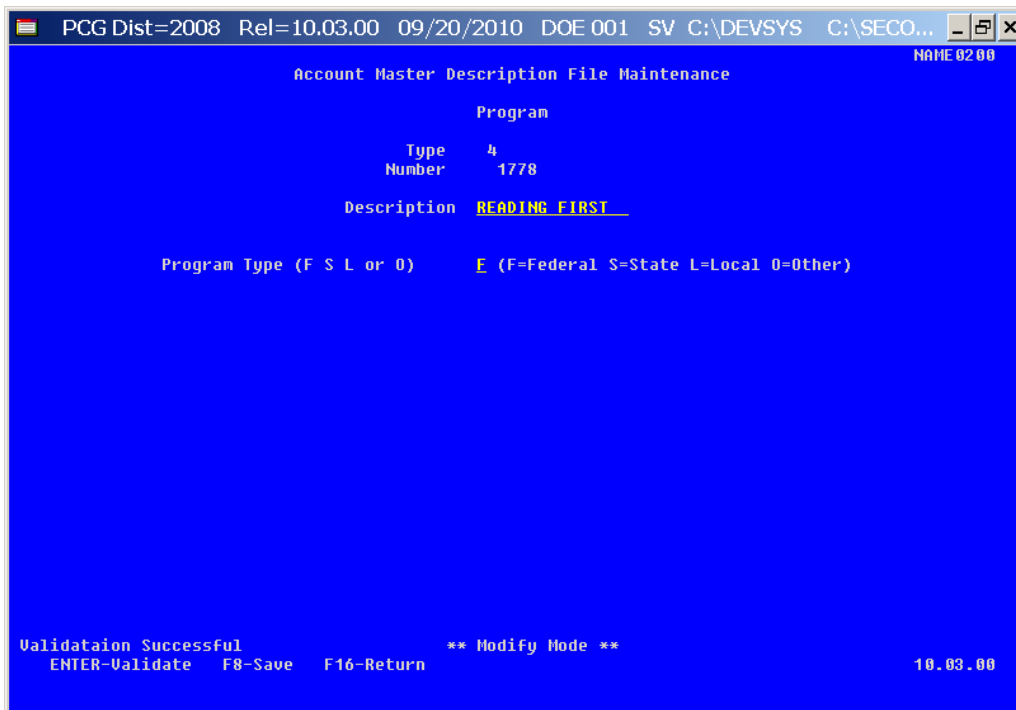
Step	Action
6	Select F9 (Modify Record).

The following screen displays:



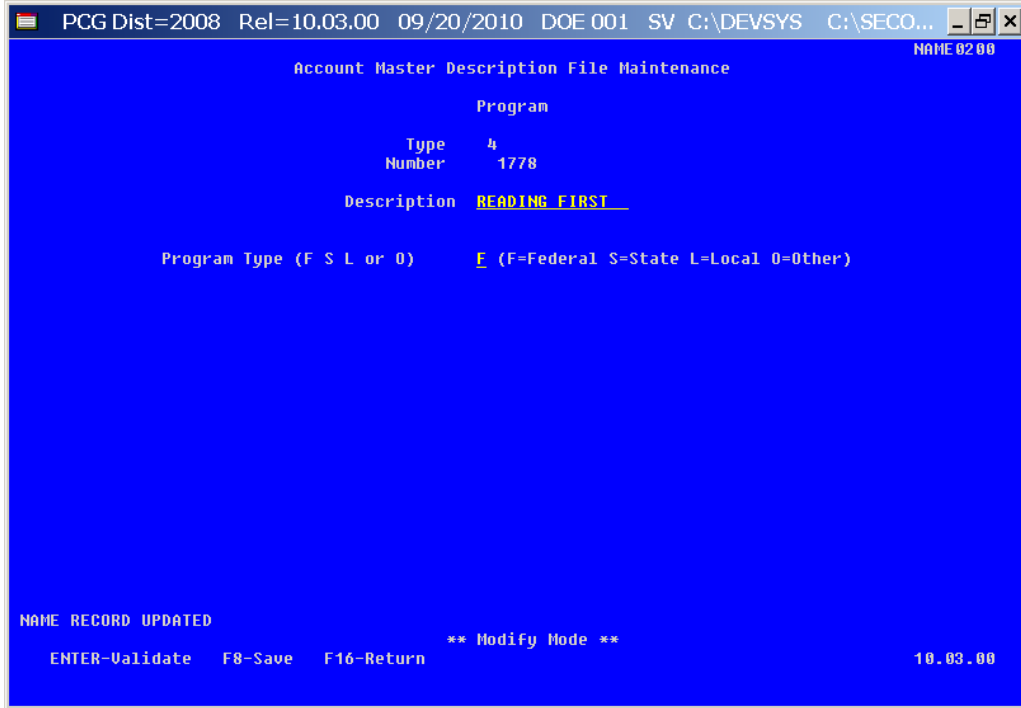
Step	Action
7	Verify “** Modify Mode **” displays.
8	Make the appropriate modifications within the Program Type field. Valid values for the Program Type Code are: <p style="margin-left: 40px;"> F = Federal program S = State program L = Local program O = Other type of program </p>
9	Select Enter (Validate).

The following screen displays:



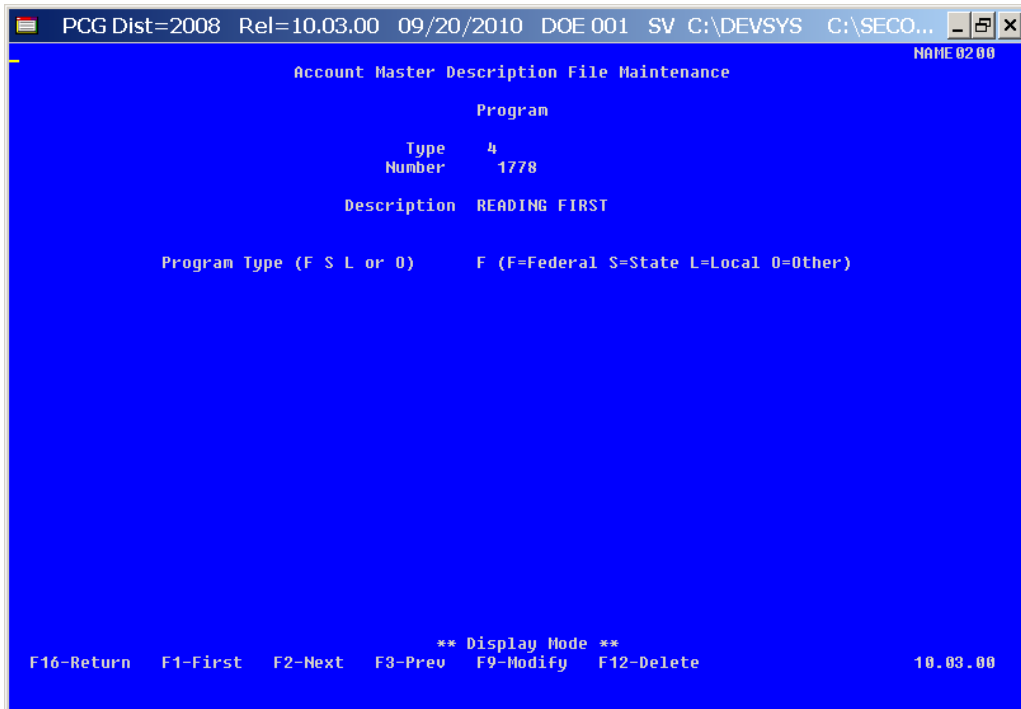
Step	Action
10	Verify “ <i>Validation Successful</i> ” displays, and select F8 (Save) to update the record.

The following screen displays:



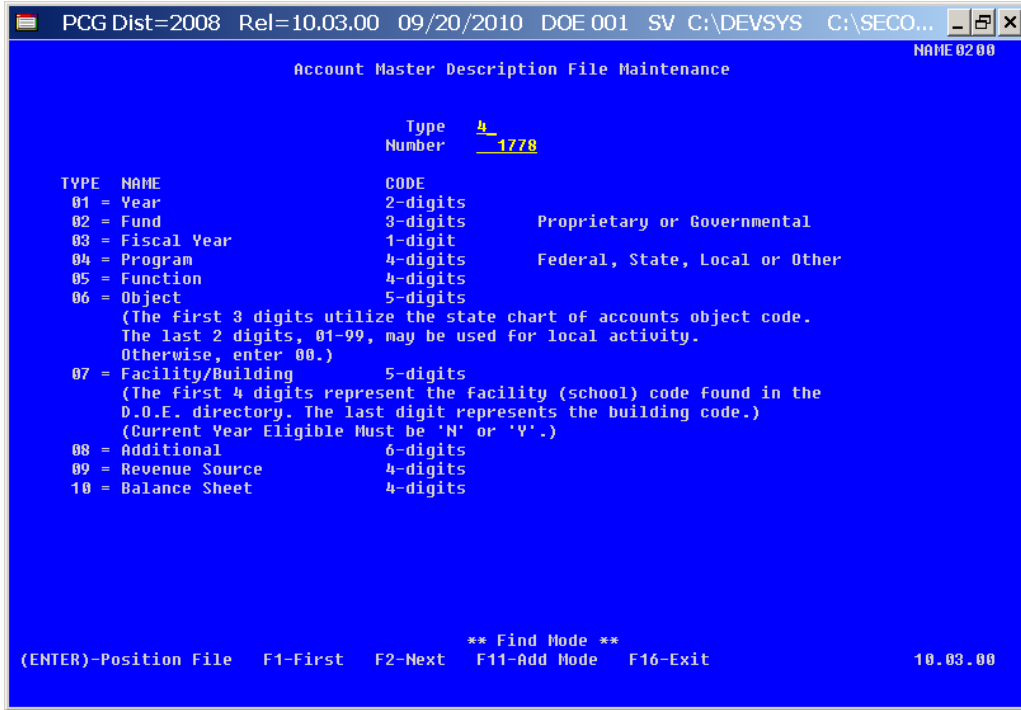
Step	Action
11	Verify "NAME RECORD UPDATED" displays, and select F16 (Return to Display Mode).

The following screen displays:



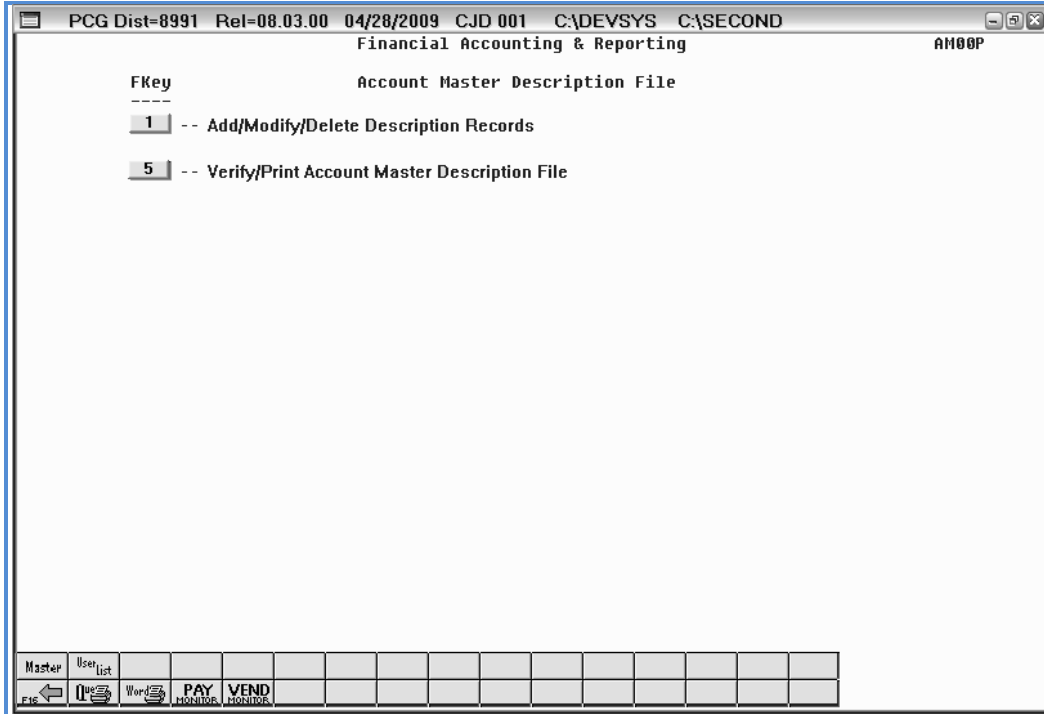
Step	Action
12	Select F16 (Return to Find Mode). Select F1 (First), F2 (Next), or F3 (Prev) to display other <i>Account Master Description File</i> records.



The following screen displays:



Step	Action
13	Select F16 (Exit) to return to the <i>Financial Accounting & Reporting - Account Master Description File Menu</i> .

The following screen displays:



Step	Action
14	Select  (F16 - Exit) to return to the <i>Financial Accounting & Reporting Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .