

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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 23.02.00 – 2023 Fiscal Year-End Updates / Conversion to PCGenesisDB Database / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 23.02.00*.

PCGenesis supporting documentation is provided at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

June, 2023 Payroll Completion Instructions

Install this release after completing the June 2023 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the July 2023 payroll.

Please import the FY 2024 CPI Salary Schedule into PCGenesis. The 2024 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please follow the instructions for completing the fiscal year end closing in the order provided.

For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) for ALL Leave Types first, and 2) Run the Advance Leave (F3, F4, F2, F10) second. The Create Original Leave of Absence File (F4, F9, F6) step can be run at any time since the leave data is pulled from the Leave History File.

For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) first in order to capture FY 2023 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) second in order to clear the FY 2023 Fiscal Year leave totals.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Conversion of Payroll Supporting Files to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 23.02.00 continues the conversion of PCGenesis Vision data into *SQL Server* database tables. The migration of PCGenesis to a *SQL Server* database platform is a major undertaking, but a step that it is imperative to take for the longevity of the product.

Today, the PCGenesis data is stored in VISION files which are indexed, flat files, and are proprietary to *MicroFocus*. Nothing other than *MicroFocus ACUCOBOL* can access the data from VISION files. VISION files represent very old technology. *SQL Server* is a relational database management system (RDBMS). Relational databases are faster, more efficient, and more powerful than VISION files. The database name is *PCGenesisDB*.

In release 23.02.00, the following 11 files associated with the financial, payroll, personnel, and budget systems are being converted into the *SQL Server* database tables:

| Vision File Name | SQL Database Table Name | Description |
|------------------|--|---------------------------------------|
| PAYDATA\TAXES | PAY.TAXES01_Federal_Tax_Tables PAY.TAXES02_FICA_Tax_Tables PAY.TAXES03_State_Tax_Tables PAY.TAXES04_PSERS_ERS_TRS_Tables PAY.TAXES05_GHI_Tables PAY.TAXES98_W2_Control PAY.TAXES99_Payroll_Control | Payroll tax parameters |
| PAYDATA\DESC | PAY.DESC_B_Budget_Categories PAY.DESC_C_Payroll_Class_Codes PAY.DESC_D_Degree_Codes PAY.DESC_E_Ethnic_Codes PAY.DESC_J_Job_Codes PAY.DESC_K_TRS_Job_Codes PAY.DESC_L_Location_Codes PAY.DESC_M_PSERS_ERS_Job_Codes PAY.DESC_P_Pay_Type_Codes PAY.DESC_R_Pay_Reason_Codes PAY.DESC_S_Substitute_Rank_Codes PAY.DESC_T_Termination_Codes PAY.DESC_U_University_Codes PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes PAY.DESC_W_PSERS_ERS_Termination_Codes PAY.DESC_X_TRS_Pay_Reason_Codes PAY.DESC_Y_TRS_Termination_Codes | Payroll description lookup parameters |

| Vision File Name | SQL Database Table Name | Description |
|------------------|--|--|
| PAYDATA\DESCA | PAY.DESC_Alpha_EEO5_Job_Codes PAY.DESC_Alpha_G_SHBP_Change_Codes PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes PAY.DESC_Alpha_H_User_Change_Codes | Payroll alpha description lookup parameters |
| PAYDATA\DATEFL | PAY.DATEFL_Current_Payroll_Date | Payroll setup parameters |
| PAYDATA\DEDCTL | PAY.DEDCTL_Current_Payroll_Deductions | Payroll setup deduction control-parameters |
| PAYDATA\DEDS | PAY.DEDUCTIONS_System_Definitions | Payroll system deduction definitions |
| PAYDATA\PAYS | PAY.PAYROLL_Schedules | Payroll schedule definitions |
| SANDBOX\TAXES | SAND.TAXES01_Federal_Tax_Tables SAND.TAXES02_FICA_Tax_Tables SAND.TAXES03_State_Tax_Tables SAND.TAXES04_PSERS_ERS_TRS_Tables SAND.TAXES05_GHI_Tables SAND.TAXES98_W2_Control SAND.TAXES99_Payroll_Control | Payroll tax parameters for the Budget System |
| SANDBOX\DATEFL | SAND.DATEFL_Current_Payroll_Date | Payroll setup parameters for the Budget System |
| SANDBOX\DEDCTL | SAND.DEDCTL_Current_Payroll_Deductions | Payroll setup deduction-control parameters for the Budget System |
| SANDBOX\DEDS | SAND.DEDUCTIONS_System_Definitions | Payroll system deduction definitions for the Budget System |

Converting PCGenesis into a relational database management system (RDBMS) is a very, very big project. We estimate that it may take several years to convert the software. During that timeframe, major enhancements to PCGenesis will be very limited. However, legislative requirements and ongoing maintenance will always be addressed even during the conversion process.

The PCGenesis database is in the following location for *Windows Server 2012, 2016, 2019 or 2022*:

- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB_log.ldf**

Why go to all the trouble of converting the old VISION data files? First, updating the data files allows us to implement far better transaction processing. Today, we have problems with data reliability. Today, if a posting process is interrupted because of a power failure, or network hiccup, half of the PCGenesis data files may be updated (for instance the RECEIPT file) and half of the files may not be updated (for instance the AUDIT file). This requires a data repair!!

Second, we can modernize the PCGenesis data structures and allow access to the data from programs other than COBOL programs. This means that as COBOL programmers retire, the data will be accessible to more modern programming languages such as C#, Java, Crystal Reports, etc., and a new generation of programmers will more easily take over maintenance of the product.

The upgrade to *MicroFocus Extend 10* in September of 2016 came with the ability to execute SQL code from within PCGenesis COBOL programs. This feature is called **AcuSQL**. Having **AcuSQL** bundled in with the *MicroFocus Extend 10* runtime allows the Ga DOE to make use of database technology at no extra cost. Industry standard database support is now included in the *MicroFocus Extend 10 ACUCOBOL* runtime product.

A2. Payroll System

A2.1. Employees’ Retirement System (ERS) Rates for FY 2024

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2023.

| Fiscal Year 2024 | |
|-----------------------------|---------------|
| Old ERS | |
| Employer contribution: | 24.60% |
| Pickup: | 05.00 % |
| Total Employer Rate: | 29.60% |
| Employee Rate: | 1.5% |

| Fiscal Year 2024 | |
|-----------------------|---------------|
| New ERS | |
| Employer Rate: | 29.35% |
| Employee Rate: | 1.5% |

This release automatically updates the old and new ERS rates into PCGenesis.

A2.2. Add 'Medicare-Only District' Field to the Payroll Control Record

An enhancement has been made to the *Display/Update Payroll Identification Record* (F2, F13, F3, F9) to allow entry of the **Medicare-only district** flag, as shown below. The **Medicare-only district** flag value has been initialized to ‘N’ (No) for all school districts. If a school district has opted out of the OASDI program and is Medicare-only, the **Medicare-only district** flag can be set to ‘Y’ (Yes). A ‘Y’ (Yes) value will cause a warning message to be displayed for employees enrolled in the TRS pension plan when the employee’s **FICA switch** is set to ‘Y’ instead of ‘M’ on the *Update/Display Withholding* screen (F2, F2, F5), as shown below.

A2.3. SHBP AUF File Missing GHI Record Type Field

A problem has been corrected when submitting the *Recent Changes File* (AUF File) created in the *GHI Export File for State Health Benefits* module (F2, F5, F3). Before, the *Recent Changes File* (AUF File) might be rejected with an error indicating that the **Record Type** field was blank:

*Missing record type: The **Record Type** field was blank for SSN (number was listed here) on file (AUF_####12_COUNTYBOARDOFEDUCATIO_20230501.TXT). Please re-submit the record with the correct record type.]*

The *Recent Changes File* (AUF File) also sometimes was missing employee change records that should have appeared on the file. These problems have been corrected.

A2.4. TAXES File Converted to Database Tables

Release 23.02.00 converts the VISION indexed file *K:\SECOND\PAYDATA\TAXES* into the following PCGenesis database tables:

- *PAY.TAXES01_Federal_Tax_Tables*
- *PAY.TAXES02_FICA_Tax_Tables*
- *PAY.TAXES03_State_Tax_Tables*
- *PAY.TAXES04_PSERS_ERS_TRS_Tables*
- *PAY.TAXES05_GHI_Tables*
- *PAY.TAXES98_W2_Control*
- *PAY.TAXES99_Payroll_Control*

These tables store the employee records for the PCGenesis system as shown in the table below.

| Vision File Name | SQL Database Table Name | Description |
|------------------|----------------------------------|---|
| PAYDATA\TAXES | PAY.TAXES01_Federal_Tax_Tables | Stores the Federal withholding tax parameters. |
| PAYDATA\TAXES | PAY.TAXES02_FICA_Tax_Tables | Stores the FICA tax parameters. |
| PAYDATA\TAXES | PAY.TAXES03_State_Tax_Tables | Stores the Georgia state withholding tax parameters. |
| PAYDATA\TAXES | PAY.TAXES04_PSERS_ERS_TRS_Tables | Stores the PSERS, ERS, and TRS parameters. |
| PAYDATA\TAXES | PAY.TAXES05_GHI_Tables | Stores the Georgia State Health Benefits (SHBP) parameters. |
| PAYDATA\TAXES | PAY.TAXES98_W2_Control | Stores the W-2 and ACA reporting parameters. |
| PAYDATA\TAXES | PAY.TAXES99_Payroll_Control | Stores the school district payroll control parameters. |

With release 23.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.5. DESCA File Converted to Database Tables

Release 23.02.00 converts the VISION indexed file *K:\SECOND\PAYDATA\DESCA* into the following PCGenesis database tables:

- *PAY.DESC_Alpha_EEO5_Job_Codes*
- *PAY.DESC_Alpha_G_SHBP_Change_Codes*
- *PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes*
- *PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes*
- *PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes*
- *PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes*
- *PAY.DESC_Alpha_H_User_Change_Codes*

These tables store the employee records for the PCGenesis system as shown in the table below.

| Vision File Name | SQL Database Table Name | Description |
|------------------|---|--|
| PAYDATA\DESCA | PAY.DESC_Alpha_EEO5_Job_Codes | Stores the EEO5 job code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_G_SHBP_Change_Codes | Stores the SHBP change code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes | Stores the W-2 box and code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes | Stores the direct deposit bank code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes | Stores the ACA offer of coverage code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes | Stores the ACA safe harbor code descriptions. |
| PAYDATA\DESCA | PAY.DESC_Alpha_H_User_Change_Codes | Stores the district-defined SHBP change code descriptions. |

With release 23.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.6. DESC File Converted to Database Tables

Release 23.02.00 converts the VISION indexed file *K:\SECOND\PAYDATA\DESC* into the following PCGenesis database tables:

- *PAY.DESC_B_Budget_Categories*
- *PAY.DESC_C_Payroll_Class_Codes*
- *PAY.DESC_D_Degree_Codes*
- *PAY.DESC_E_Ethnic_Codes*
- *PAY.DESC_J_Job_Codes*
- *PAY.DESC_K_TRS_Job_Codes*
- *PAY.DESC_L_Location_Codes*
- *PAY.DESC_M_PSERS_ERS_Job_Codes*
- *PAY.DESC_P_Pay_Type_Codes*
- *PAY.DESC_R_Pay_Reason_Codes*
- *PAY.DESC_S_Substitute_Rank_Codes*
- *PAY.DESC_T_Termination_Codes*
- *PAY.DESC_U_University_Codes*
- *PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes*
- *PAY.DESC_W_PSERS_ERS_Termination_Codes*
- *PAY.DESC_X_TRS_Pay_Reason_Codes*
- *PAY.DESC_Y_TRS_Termination_Codes*

These tables store the employee records for the PCGenesis system as shown in the table below.

| Vision File Name | SQL Database Table Name | Description |
|------------------|--------------------------------|---|
| PAYDATA\DESC | PAY.DESC_B_Budget_Categories | Stores the budget category code descriptions. |
| PAYDATA\DESC | PAY.DESC_C_Payroll_Class_Codes | Stores the payroll class code descriptions. |
| PAYDATA\DESC | PAY.DESC_D_Degree_Codes | Stores the degree code descriptions. |
| PAYDATA\DESC | PAY.DESC_E_Ethnic_Codes | Stores the ethnic code descriptions. |
| PAYDATA\DESC | PAY.DESC_J_Job_Codes | Stores the payroll job code descriptions. |
| PAYDATA\DESC | PAY.DESC_K_TRS_Job_Codes | Stores the TRS job code descriptions. |
| PAYDATA\DESC | PAY.DESC_L_Location_Codes | Stores the payroll location code descriptions. |
| PAYDATA\DESC | PAY.DESC_M_PSERS_ERS_Job_Codes | Stores the ERS and PSERS job code descriptions. |
| PAYDATA\DESC | PAY.DESC_P_Pay_Type_Codes | Stores the compensation/pay type code descriptions. |

| Vision File Name | SQL Database Table Name | Description |
|------------------|--|--|
| PAYDATA\DESC | PAY.DESC_R_Pay_Reason_Codes | Stores the payroll reason code descriptions. |
| PAYDATA\DESC | PAY.DESC_S_Substitute_Rank_Codes | Stores the substitute rank code descriptions. |
| PAYDATA\DESC | PAY.DESC_T_Termination_Codes | Stores the termination code descriptions. |
| PAYDATA\DESC | PAY.DESC_U_University_Codes | Stores the university code descriptions. |
| PAYDATA\DESC | PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes | Stores the ERS and PSERS payroll reason code descriptions. |
| PAYDATA\DESC | PAY.DESC_W_PSERS_ERS_Termination_Codes | Stores the ERS and PSERS termination code descriptions. |
| PAYDATA\DESC | PAY.DESC_X_TRS_Pay_Reason_Codes | Stores the TRS payroll reason code descriptions. |
| PAYDATA\DESC | PAY.DESC_Y_TRS_Termination_Codes | Stores the TRS termination code descriptions. |

With release 23.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.7. DATEFL File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\DATEFL* is converted into the *SQL Server* database table *PAY.DATEFL_Current_Payroll_Date*. This table stores the payroll setup parameters.

A2.8. DEDCTL Files Converted to Database Table

The VISION indexed files *K:\SECOND\PAYDATA\DEDCTL* is converted into the *SQL Server* database table *PAY.DEDCTL_Current_Payroll_Deductions*. This table stores the payroll setup deduction-control parameters.

A2.9. DEDS File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\DEDS* is converted into the *SQL Server* database table *PAY.DEDUCTIONS_System_Definitions*. This table stores the payroll system deduction definition records.

A2.10. PAYS File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\PAYS* is converted into the *SQL Server* database table *PAY.PAYROLL_Schedules*. This table stores the payroll schedule definition records.

A3. Financial Accounting and Reporting (FAR) System

A3.1 Open POs Report - Add ATTN Field to the CSV Export File

An enhancement has been made to the *List Open Purchase Orders Report* (F1, F2, F8 or F9 or F10 or F11). The purchase order attention field (**Attn**) has been added to the CSV output file. The attention field (**Attn**) will not appear on the report, but it will appear in the CSV export file. The attention field in the export file identifies the person who originated the purchase order, allowing the financial director to inform that person when the purchase order needs to be paid or closed.

A3.2. Deleting Budget, Revenue or GL Accounts

A problem has been corrected when deleting budget (F1, F1, F2), revenue (F1, F5, F2), or general ledger accounts (F1, F11, F2). Sometimes, when a user would attempt to delete an account, a critical SQL error with the message ‘*The DELETE statement conflicted with the REFERENCE constraint “FK_FARE”*’ would occur, as shown below.



```
PCG Dist=7641 Rel=23.01.00 06/22/2023 DOE 001 C:\DEV\SYS C:\SECOND YELLOW
Date: 06/22/2023 13:33 IOERRSQL

CRITICAL SQL ERROR ENCOUNTERED

Called By: ACCT0100
File name: FAR.ACCOUNT
SQL Server: DOE-D-OCHALA-W10-B\SQLEXPRESSPCG;
SQL Database: PCGENESISDB
SQL Procedure: FAR.USP_ACCOUNT_MAINTENANCE
SQL Error Type: 23000
The DELETE statement conflicted with the REFERENCE con
straint "FK_FARA

Capture this screen and call the Help Desk. F16 = Exit 19.01.00_
```

Critical SQL Error Indicating a Foreign Key Reference Constraint

This error is due to the enforcement of PCGenesis database consistency standards on the data. It is not possible to delete a general ledger expense or revenue account which is referenced by any other database table (a “*reference constraint*”).

Before, this type of SQL error would cause the PCGenesis session to experience a hard abort and the session would terminate. With release 23.02.00 this error has been changed to be a “soft” error which will not make the program abort, but will instead return an error message to the screen, as shown below, and allow the session to continue.



However, when a *reference constraint* exists, the user still will not be able to delete the account. Even if the account has a zero balance but there is another table that uses the account number, for example an in-out journal (JE), the user will not be able to delete the account. Accounts having a *reference constraint* cannot be deleted until all related data is archived, which typically cannot occur for another 7 years.

A3.3 Receipt Entry

Release 23.01.00 caused a performance problem when entering receipts into the PCGenesis system (F1, F7, F1). After release 23.01.00 was installed, entering receipts was very, very slow. Release 23.02.00 automatically updates the indices of the *FAR.Receipt_Detail* table to improve the performance of receipt processing.

A4. Personnel System

A4.1. Foreign Key SQL Error When Deleting Enhanced Leave Input Records

A problem has been corrected when deleting leave records within the *Input Employee Leave and Substitute Pay* (F3, F4, F2, F1) procedure. Before, if a user tried to delete an employee leave record with substitute pay attached, a critical SQL error would occur: "*The UPDATE statement conflicted with the FOREIGN KEY constraint*". This problem has been corrected.

A4.2. Posting Leave Input Causes Random Records to be Missed

A problem has been corrected when posting leave records within the *Post Leave Input Data* (F3, F4, F2, F3) procedure. Before, the select-next SQL stored procedures sometimes bypassed random records. One school district noticed that after posting the leave, random employees' leave balances were not updated. This problem has been corrected.

A5. Budget System

A5.1. TAXES Files Converted to Database Tables

Release 23.02.00 converts the VISION indexed file *K:\SECOND\SANDBOX\TAXES* into the following PCGenesis database tables:

- *SAND.TAXES01_Federal_Tax_Tables*
- *SAND.TAXES02_FICA_Tax_Tables*
- *SAND.TAXES03_State_Tax_Tables*
- *SAND.TAXES04_PSERS_ERS_TRS_Tables*
- *SAND.TAXES05_GHI_Tables*
- *SAND.TAXES98_W2_Control*
- *SAND.TAXES99_Payroll_Control*

These tables store the employee records for the PCGenesis system as shown in the table below.

| Vision File Name | SQL Database Table Name | Description |
|------------------|-----------------------------------|---|
| SANDBOX\TAXES | SAND.TAXES01_Federal_Tax_Tables | Stores the Federal withholding tax parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES02_FICA_Tax_Tables | Stores the FICA tax parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES03_State_Tax_Tables | Stores the Georgia state withholding tax parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES04_PSERS_ERS_TRS_Tables | Stores the PSERS, ERS, and TRS parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES05_GHI_Tables | Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES98_W2_Control | Stores the W-2 and ACA reporting parameters for the Budget System. |
| SANDBOX\TAXES | SAND.TAXES99_Payroll_Control | Stores the school district payroll control parameters for the Budget System. |

With release 23.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A5.2. DATEFL File Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX\DATEFL* is converted into the *SQL Server* database table *SAND.DATEFL_Current_Payroll_Date*. This table stores the Budget System setup parameters.

A5.3. DEDCTL File Converted to Database Table

The VISION indexed files *K:\SECOND\SANDBOX\DEDCTL* is converted into the *SQL Server* database table *SAND.DEDCTL_Current_Payroll_Deductions*. This table stores the Budget System setup deduction-control parameters.

A5.4. DEDS File Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX\DEDS* is converted into the *SQL Server* database table *SAND.DEDUCTIONS_System_Definitions*. This table stores the Budget System deduction definition records.

Section B: Installation Instructions for Release 23.02.00 Software

B1. Perform a PCGenesis Full Backup

Proceed to section B2. *Verify Windows Security Group GENUSERS* in this document if these two conditions are met:

1. The prior evening’s full system backup of the entire **K:** drive was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 23.02.00**”.
 - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

Otherwise, continue with the instructions in section B1. *Perform a PCGenesis Full Backup* if these two conditions are not met.

| Step | Action |
|------|---|
| 1 | Verify all users are logged out of PCGenesis. |
| 2 | Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K: PCGenesis disk drive or else the backup will not run to completion. |
| 3 | Perform a PCG Full Backup to CD or DVD or USB. |
| 4 | When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup Prior to Release 23.02.00 ”. |
| 5 | <p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG |
| 6 | Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> . |

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 23.02.00 release.

Operating System Requirements for the PCGenesis Database

1. Prior to release 19.01.00, the PCGenesis document *New Server Installation Checklist* recommended setting up **GENUSERS** as the Windows Server security group for all PCGenesis users, but this requirement was not enforced. Please refer to *Page 2, Step 4* in the following document:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

Starting with release 19.01.00, the security user group GENUSERS is now required.

2. Please forward this notice to your IT support team and ask them to verify the setup of **GENUSERS** on your PCGenesis Windows Server. If **GENUSERS** is not the current security group for PCGenesis users, please have the IT staff set up **GENUSERS** as directed in the document referenced above.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

B3. Install PCGenesis Release 23.02.00

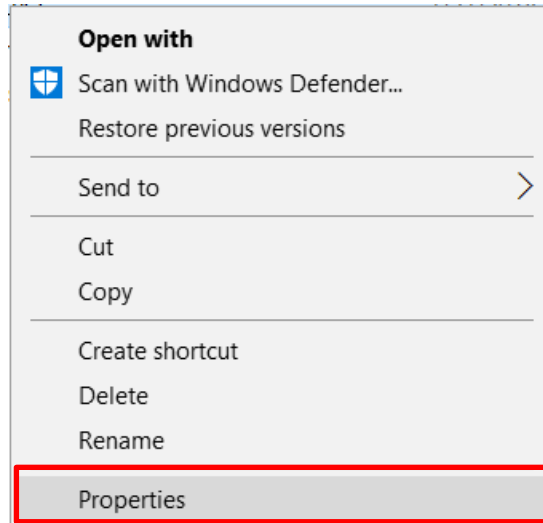
FROM THE PCGENESIS SERVER

Important Note

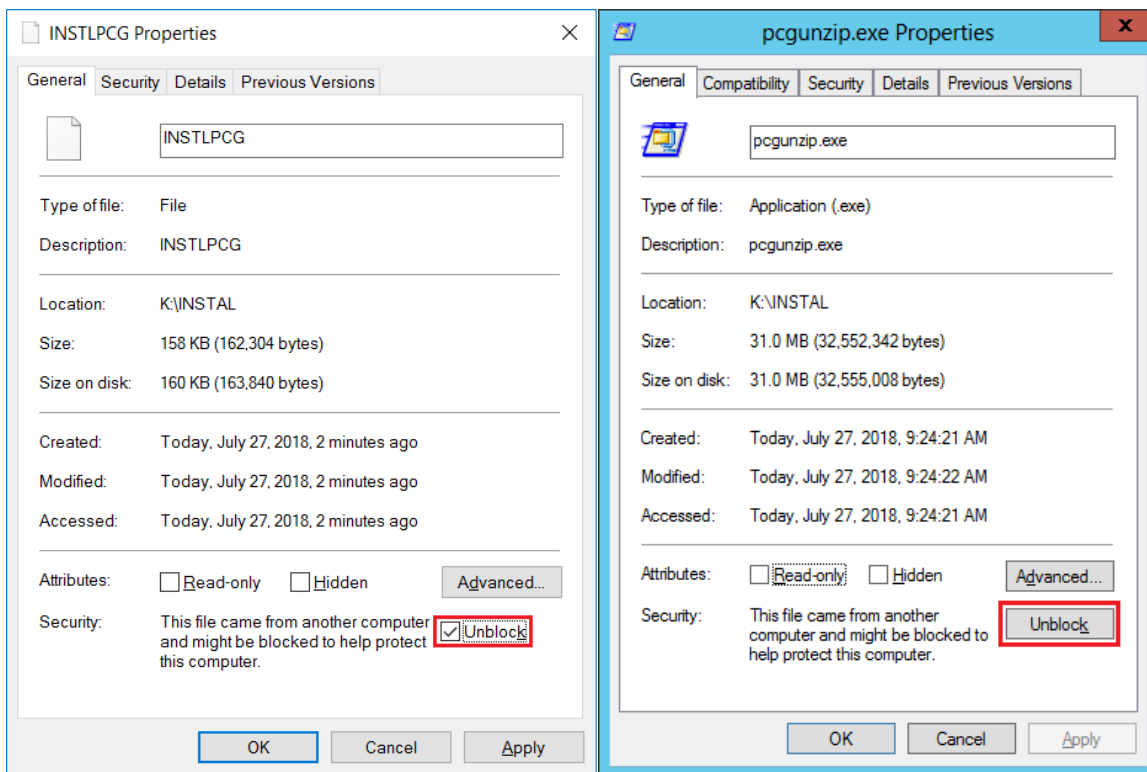
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

| Step | Action |
|------|---|
| 1 | NOTE: The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the <i>PCGenesisDB</i> database components contained in this release. |
| 2 | Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation. |
| 3 | Verify all users are logged out of PCGenesis. |
| 4 | Open Windows® Explorer . |
| 5 | Navigate to the K:\INSTAL directory. |
| 6 | Verify PCGUNZIP.EXE , RELINSTL.BAT , and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i> |
| 7 | <p style="text-align: center;">*** ALERT ***</p> <p>After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 / 2019 / 2022 operating system.</p> <p>To check whether the files have been blocked, right-click on each of the downloaded files and select Properties. If you see a security message at the bottom, as shown below, you will need to click the 'Unblock' button. This is a very important step!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select 'Properties'.</p> |

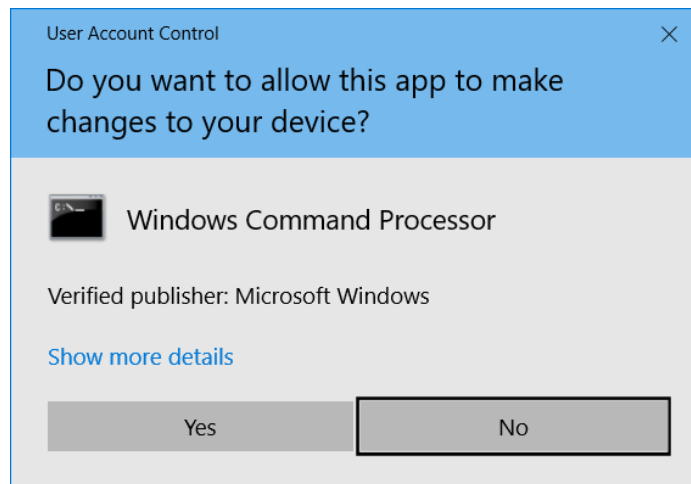
After right-clicking on each file, select the ‘Properties’ option:



Depending on the version of the Windows operating system, the following screen displays:



| Step | Action |
|------------------|--|
| <p>8</p> | <p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button" value="Unblock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p> |
| <p>9</p> | <p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p> |
| <p>10</p> | <p>If the message “<i>Do you want to allow this app to make changes to your device?</i>” is displayed, select <input type="button" value="Yes"/> (Yes) to continue.</p> <p><i>Next, a release installation status screen will display showing the release steps as they are completed.</i></p> |



A screen will display showing the progress of the installation:



For PCGenesis Release 23.02.00 successful installations, the following message displays:



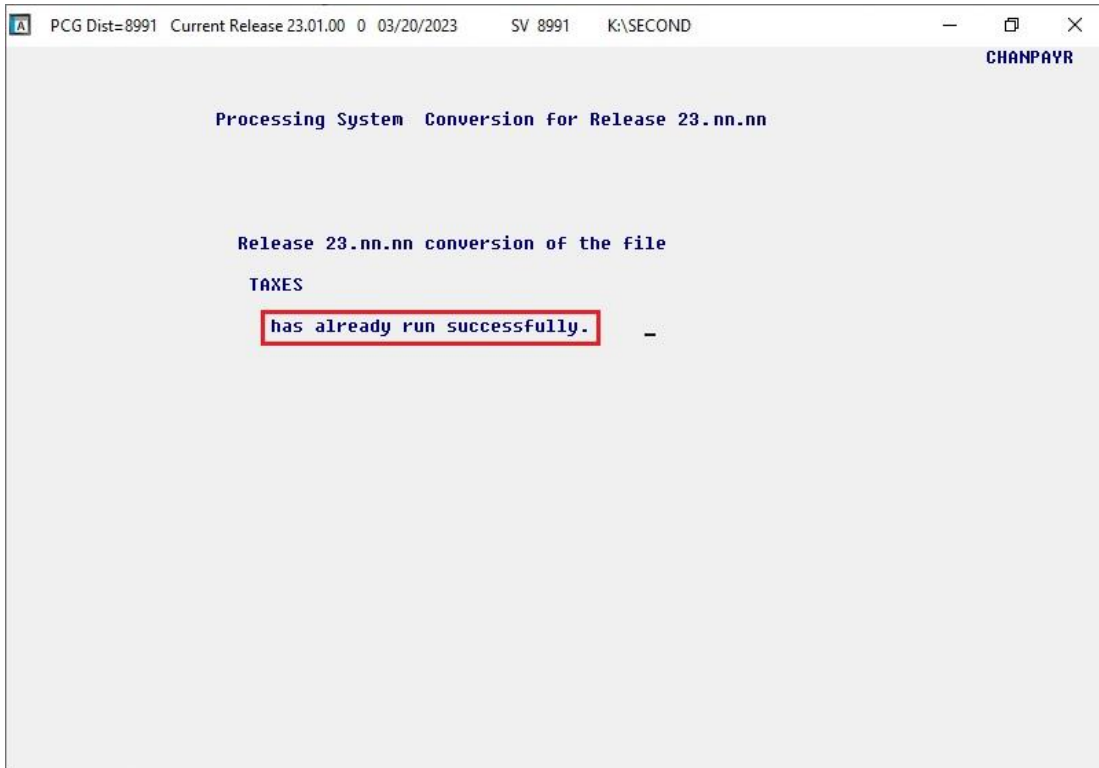
| Step | Action |
|------|---|
| 11 | Select Enter to close the window. |
| 12 | <p>If the installation was successful: Proceed to B4. <i>Verify Release 23.02.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p> |

A problem message displays if an error occurred:

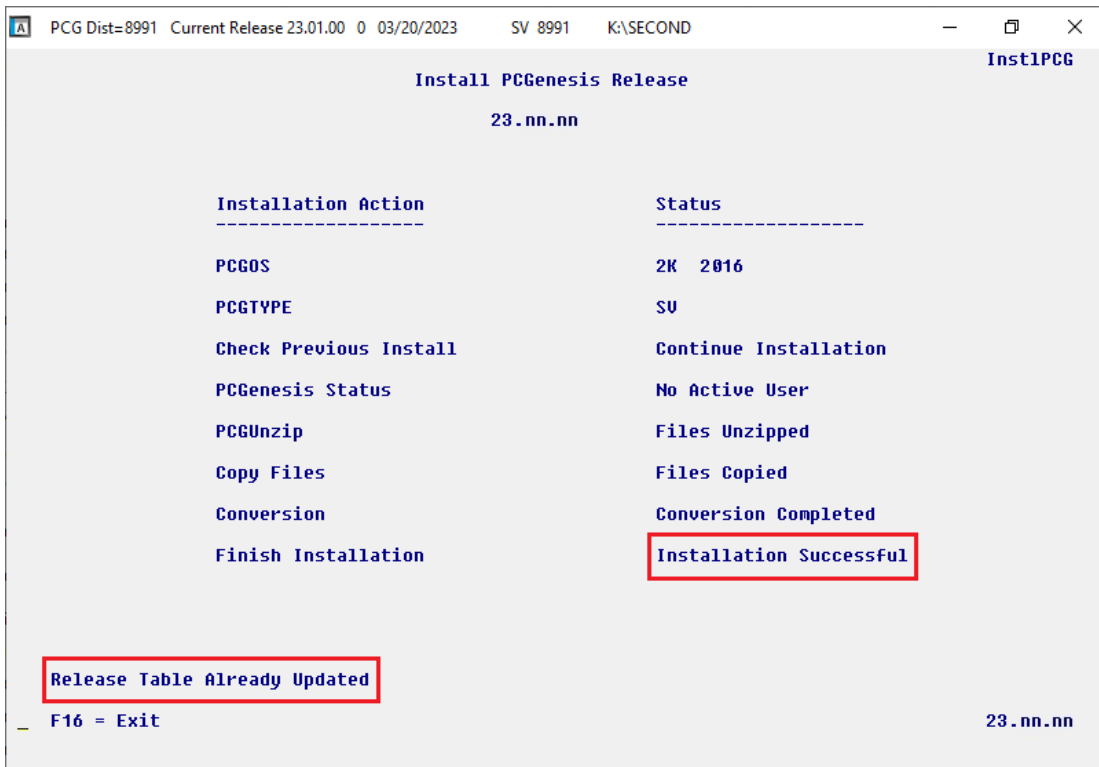


| Step | Action |
|------|--|
| 13 | Select F16 to close the window. |
| 14 | Return to the <i>MyGaDOE</i> Web portal, and detach the files again. |
| 15 | <i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i> |

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:



| Step | Action |
|-------------|---|
| 16 | Proceed to <i>B4</i> . <i>Verify Release 23.02.00 Was Successfully Installed.</i> |

B4. Verify Release 23.02.00 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:

```

PCG Dist=8991 Rel=23.02.00 06/22/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
DEFNRELH


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

DOE 21.01.00 07/09/2021
DOE 21.02.00 07/09/2021
DOE 21.03.00 09/28/2021
DOE 21.04.00 01/04/2022
DOE 22.01.00 03/20/2022
DOE 22.02.00 07/05/2022
DOE 22.03.00 09/28/2022
DOE 22.03.00 09/28/2022
DOE 22.04.00 12/21/2022
DOE 23.01.00 03/30/2023
DOE 23.02.00 06/09/2023


.NET Framework 3.5: N   SQL SERVER EXPRESS 2012: N
.NET Framework 4.5: Y   SQL SERVER EXPRESS 2016: Y   SQL MANAGEMENT STUDIO 2016: Y

Press <ENTER> or F16 to Exit

ENTER ✓
F16 ←
21.03.00
    
```

| Step | Action |
|------|--|
| 4 | Verify Release 23.02.00 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 23.02.00 displays. If Release 23.02.00 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. |

B5. Perform a PCGenesis Full Backup After Release 23.02.00 is Installed

| Step | Action |
|------|---|
| 1 | Verify all users are logged out of PCGenesis. |
| 2 | Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K: \ PCGenesis disk drive or else the backup will not run to completion. |
| 3 | Perform a PCG Full Backup to CD or DVD or USB. |
| 4 | When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup After Release 23.02.00 ”. |
| 5 | Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services). |

Section C: After PCGenesis Release 23.02.00 Has Been Installed

C1. Verify Contents of the End-of-May Backup

This step is very, very important! The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQldb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the database data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe. To that end, please follow the steps below.

| Step | Action |
|------|--|
| 1 | <p>Verify you have a weekly full backup of K: that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site’s standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required) |
| 2 | <p>Verify you have a daily data backup of K:\SECOND*.*, and K:\PCGSQldb*.*, that you retain for at least 4 weeks</p> <p>Daily data backup of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQldb*.* for at least one year (Required) |
| 3 | <p>Request your IT representative obtain the May 31st backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily data backup of K:\SECOND*.* and K:\PCGSQldb*.*, but make sure it is the end-of-<u>May 2023</u> backup.</p> |

| Step | Action |
|------|---|
| 4 | <p>Verify that this file exists on the May 31st, 2023 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!</p> |
| 5 | <p>Verify that this directory exists on the May 31st, 2023 backup, including all subdirectories and files within this directory: K:\SECOND</p> |
| 6 | <p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p> |
| 7 | <p>If your district’s backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p> |

Appendix A. Summary of PCGenesis Database Components

| SQL Server Databases and Tables for PCGenesis System | | |
|--|--|---|
| 1 | PCGenesisDB - PCGenesis financial and payroll production data. | |
| | Table Name | Purpose |
| 1.1 | Conversion_LOG | Conversion Log shows successful or unsuccessful conversion of a VISION file to a SQL Server table. |
| 1.2 | Conversion_LOG_Detail | Conversion Log Detail shows the total number of rows imported for each database table. |
| 1.3 | Conversion_LOG_Error | Conversion Error Log shows any errors encountered during the conversion of a VISION file to a SQL Server table. |
| 1.4 | Transaction_EmpNo_Gatekeeper_Log | Stores a log of payroll and budget system transactions which includes the user id, transaction description, employee id number, start and end times, and the transaction's final disposition. |
| 1.5 | Transaction_Gatekeeper | Stores a single record which controls the financial system transaction postings, enforcing single-threaded processing for a multi-user system. |
| 1.6 | Transaction_Gatekeeper_Log | Stores a log of financial system transactions which includes the user id, transaction description, start and end times, and the transaction's final disposition. |
| 1.7 | FAR.Account | Stores the <u>budget</u> general ledger account codes. |
| 1.8 | FAR.AccountR | Stores the <u>revenue</u> general ledger account codes. |
| 1.9 | FAR.AccountG | Stores the general ledger <u>balance account</u> codes. |
| 1.10 | FAR.Audit_File | Stores a record of all financial transactions including audit information of the person who created the transaction and the date/time the transaction was created. |
| 1.11 | FAR.Bank_File | Stores the bank codes. |
| 1.12 | FAR.Chart_Of_Accounts | Stores all general ledger account codes, including budget, revenue, and balance account codes on one table. |
| 1.13 | FAR.Control_95_Budget | Stores the <i>Create Budget Sandbox Control Screen</i> parameters. |
| 1.14 | FAR.Control_96_Annuity | Stores the <i>Annuity Deduction Control</i> parameters. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|--------------------------|--|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.15 | FAR.Control_97_Message | Stores the PCGenesis System Message Administration control parameters for system broadcast messages. |
| 1.16 | FAR.Control_98_Phrase | Stores the PCGenesis <i>System Password Administration</i> parameters. |
| 1.17 | FAR.Control_99_System | Stores the PCGenesis <i>System Control</i> screen parameters and the <i>1099 System Control</i> data. |
| 1.18 | FAR.Expense | Stores the claim/invoice master records. |
| 1.19 | FAR.Expense_Distribution | Stores the claim GL account detail records associated with the claim/invoice master record. A maximum of 20 GL account records are allowed per claim. |
| 1.20 | FAR.Facility | Stores the facility and building records for purchase order processing. |
| 1.21 | FAR.Invest | Stores investment records. |
| 1.22 | FAR.Journal_Entry | Stores the general ledger journal master records. |
| 1.23 | FAR.Journal_Entry_Detail | Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal. |
| 1.24 | FAR.Name_01_Fiscal_Year | Stores the two-digit year description of the account number. |
| 1.25 | FAR.Name_02_Fund | Stores the 3-digit fund description of the account number. |
| 1.26 | FAR.Name_03_FY_flag | Stores the 1-digit fiscal year description of the account number. (Not used.) |
| 1.27 | FAR.Name_04_Program | Stores the 4-digit program code description of the account number. |
| 1.28 | FAR.Name_05_Function | Stores the 4-digit function code of the account number, for expense accounts. |
| 1.29 | FAR.Name_06_Object | Stores the 5-digit object code description of the account number. |
| 1.30 | FAR.Name_07_Fac_Bldg | Stores the 5-digit facility/building code description of the account number. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|---------------------------------|--|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.31 | FAR.Name_08_Additional | Stores the 6-digit additional code description of the account number. |
| 1.32 | FAR.Name_09_Rev_Srce | Stores the 4-digit source code description of the account number, for revenue accounts. |
| 1.33 | FAR.Name_10_BLNC_SHEET | Stores the 4-digit balance sheet code description of the account number, for GL accounts. |
| 1.34 | FAR.PAYSTAT_Monitor | Stores the vendor check sequence monitor records. |
| 1.35 | FAR.Purchase_Order | Stores the purchase order master records. |
| 1.36 | FAR.Purchase_Order_Distribution | Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order. |
| 1.37 | FAR.Purchase_Order_Expense | Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order. |
| 1.38 | FAR.Purchase_Order_Print | Stores the purchase order inventory detail records associated with the purchase order master record. |
| 1.39 | FAR.Receipt | Stores the receipt master records. |
| 1.40 | FAR.Receipt_Detail | Stores the receipt GL account detail records associated with the receipt master record. A maximum of 40 GL account records are allowed per receipt. |
| 1.41 | FAR.Receivable | Stores the receivable master records. |
| 1.42 | FAR.Receivable_Distribution | Stores the receivable GL account detail records associated with the receivable master record. A maximum of 40 GL account records are allowed per receivable. |
| 1.43 | FAR.Receivable_Receipt | Stores the receivable receipt detail records associated with the receivable master record. A maximum of 12 receipt records are allowed per receivable. |
| 1.44 | FAR.Revenue_Source | Stores the Revenue Source records for the financial system revenue subsystem. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|---|--|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.45 | FAR.Vendor | Stores the vendor records for the financial system expense subsystem. |
| 1.46 | FAR.Vendor_Check_Control | Stores the vendor check master records associated with the accounts payable subsystem. |
| 1.47 | FAR.Vendor_Check_Control_Payable | Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check. |
| 1.48 | FAR.Wire_Transfer | Stores the vendor wire transfer master records associated with the accounts payable subsystem. |
| 1.49 | FAR.Wire_Transfer_Payable | Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer. |
| 1.50 | PAY.ACA_Dependent_1095 | Stores the Affordable Care Act (ACA) dependent data for payroll employees. |
| 1.51 | PAY.ACA_Employee_1095 | Stores the Affordable Care Act (ACA) data for payroll employees. |
| 1.52 | PAY.Annuity_Companies | Stores the payroll annuity company records. |
| 1.53 | PAY.CPI_Header | Stores the CPI biographical information associated with employees. |
| 1.54 | PAY.CPI_Assignments | Stores the CPI assignment data associated with employees |
| 1.55 | PAY.CPI_Certifications | Stores the CPI certificate data associated with employees. |
| 1.56 | PAY.CPI_Code_Table | Stores the CPI description codes. |
| 1.57 | PAY.CHKMSTR_Check_Master | Stores the payroll check master records associated with the payroll subsystem. |
| 1.58 | PAY.DATEFL_Current_Payroll_Date <i>(New with this release)</i> | Stores the payroll setup parameters. |
| 1.59 | PAY.DEDCTL_Current_Payroll_Deductions <i>(New with this release)</i> | Stores the payroll setup deduction-control parameters. |
| 1.60 | PAY.DEDUCTIONS_System_Definitions <i>(New with this release)</i> | Stores the payroll system deduction definitions. |

| SQL Server Databases and Tables for PCGenesis System - continued | | |
|--|---|--|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.61 | PAY.DESC_Alpha_EEO5_Job_Codes <i>(New with this release)</i> | Stores the EEO5 job code descriptions. |
| 1.62 | PAY.DESC_Alpha_G_SHBP_Change_Codes <i>(New with this release)</i> | Stores the SHBP change code descriptions. |
| 1.63 | PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes <i>(New with this release)</i> | Stores the W-2 box and code descriptions. |
| 1.64 | PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes <i>(New with this release)</i> | Stores the direct deposit bank code descriptions. |
| 1.65 | PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes <i>(New with this release)</i> | Stores the ACA offer of coverage code descriptions. |
| 1.66 | PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes <i>(New with this release)</i> | Stores the ACA safe harbor code descriptions. |
| 1.67 | PAY.DESC_Alpha_H_User_Change_Codes <i>(New with this release)</i> | Stores the district-defined SHBP change code descriptions. |
| 1.68 | PAY.DESC_B_Budget_Categories <i>(New with this release)</i> | Stores the budget category code descriptions. |
| 1.69 | PAY.DESC_C_Payroll_Class_Codes <i>(New with this release)</i> | Stores the payroll class code descriptions. |
| 1.70 | PAY.DESC_D_Degree_Codes <i>(New with this release)</i> | Stores the degree code descriptions. |
| 1.71 | PAY.DESC_E_Ethnic_Codes <i>(New with this release)</i> | Stores the ethnic code descriptions. |
| 1.72 | PAY.DESC_J_Job_Codes <i>(New with this release)</i> | Stores the payroll job code descriptions. |
| 1.73 | PAY.DESC_K_TRS_Job_Codes <i>(New with this release)</i> | Stores the TRS job code descriptions. |
| 1.74 | PAY.DESC_L_Location_Codes <i>(New with this release)</i> | Stores the payroll location code descriptions. |

| SQL Server Databases and Tables for PCGenesis System - continued | | |
|--|--|---|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.75 | PAY.DESC_M_PSERS_ERS_Job_Codes <i>(New with this release)</i> | Stores the ERS and PSERS job code descriptions. |
| 1.76 | PAY.DESC_P_Pay_Type_Codes <i>(New with this release)</i> | Stores the compensation/pay type code descriptions. |
| 1.77 | PAY.DESC_R_Pay_Reason_Codes <i>(New with this release)</i> | Stores the payroll reason code descriptions. |
| 1.78 | PAY.DESC_S_Substitute_Rank_Codes <i>(New with this release)</i> | Stores the substitute rank code descriptions. |
| 1.79 | PAY.DESC_T_Termination_Codes <i>(New with this release)</i> | Stores the termination code descriptions. |
| 1.80 | PAY.DESC_U_University_Codes <i>(New with this release)</i> | Stores the university code descriptions. |
| 1.81 | PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes <i>(New with this release)</i> | Stores the ERS and PSERS payroll reason code descriptions. |
| 1.82 | PAY.DESC_W_PSERS_ERS_Termination_Codes <i>(New with this release)</i> | Stores the ERS and PSERS termination code descriptions. |
| 1.83 | PAY.DESC_X_TRS_Pay_Reason_Codes <i>(New with this release)</i> | Stores the TRS payroll reason code descriptions. |
| 1.84 | PAY.DESC_Y_TRS_Termination_Codes <i>(New with this release)</i> | Stores the TRS termination code descriptions. |
| 1.85 | PAY.Employee_Change | Stores the payroll employee change records. |
| 1.86 | PAY.Employee_Direct_Deposit | Stores the payroll employee direct deposit account information. |
| 1.87 | PAY.Employee_Education | Stores the employee education data from the <i>Update/Display Educational Data</i> screen (F3, F1, F6). |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|---|---|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.88 | PAY.Employee_Experience | Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6). |
| 1.89 | PAY.Employee_Garnishment | Stores the employee payroll garnishment vendor data. |
| 1.90 | PAY.Employee_Leave | Stores the employee payroll check leave data (F2, F2, F17). |
| 1.91 | PAY.Enhanced_Advance_Formulas | Stores the enhanced leave advance formula records. |
| 1.92 | PAY.Enhanced_Employee_Leave_History | Stores the enhanced leave history records. |
| 1.93 | PAY.Enhanced_Employee_Leave_Input | Stores the enhanced leave temporary leave input records. |
| 1.94 | PAY.Enhanced_Pay_Class_Parameters | Stores the enhanced leave payroll class code records. |
| 1.95 | PAY.Enhanced_System_Parameters | Stores the enhanced leave type and reason code records. |
| 1.96 | PAY.History_Earnings | Stores the payroll employee earnings history records. |
| 1.97 | PAY.History_Distribution | Stores the payroll employee earnings history account distribution records |
| 1.98 | PAY.LGROSSDAT_Employee_Leave_Current_Gross | Stores the enhanced leave temporary substitute gross data records. |
| 1.99 | PAY.PAYSTAT_Monitor | Stores the payroll sequence monitor records. |
| 1.100 | PAY.PAYROLL_Employee | Stores employee payroll data |
| 1.101 | PAY.PAYROLL_Employee_Current | Stores employee payroll data. |
| 1.102 | PAY.PAYROLL_Schedules <i>(New with this release)</i> | Stores the payroll schedule definitions. |
| 1.103 | PAY.GROSSDAT_Employee_Payroll_Current_Gross | Stores employee payroll gross data account lines. |
| 1.104 | PAY.PDEDUCT_Employee_Deduction | Stores employee payroll deductions. |
| 1.105 | PAY.MPAYROLL_Employee | Stores employee data for manual payroll checks |
| 1.106 | PAY.MPAYROLL_Employee_Current | Stores employee data for manual payroll checks |
| 1.107 | PAY.MGROSSDAT_Employee_Payroll_Manual_Gross | Stores employee gross data account lines for manual payroll checks. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|--|--|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.108 | PAY.MDEDUCT_Employee_Deduction | Stores employee deductions for manual payroll checks. |
| 1.109 | PAY.PREVVOID_Employee | Stores employee data for voided payroll checks |
| 1.110 | PAY.PREVVOID_Employee_Current | Stores employee data for voided payroll checks |
| 1.111 | PAY.TAXES01_Federal_Tax_Tables <i>(New with this release)</i> | Stores the Federal withholding tax parameters. |
| 1.112 | PAY.TAXES02_FICA_Tax_Tables <i>(New with this release)</i> | Stores the FICA tax parameters. |
| 1.113 | PAY.TAXES03_State_Tax_Tables <i>(New with this release)</i> | Stores the Georgia state withholding tax parameters. |
| 1.114 | PAY.TAXES04_PSERS_ERS_TRS_Tables <i>(New with this release)</i> | Stores the PSERS, ERS, and TRS parameters. |
| 1.115 | PAY.TAXES05_GHI_Tables <i>(New with this release)</i> | Stores the Georgia State Health Benefits (SHBP) parameters. |
| 1.116 | PAY.TAXES98_W2_Control <i>(New with this release)</i> | Stores the W-2 and ACA reporting parameters. |
| 1.117 | PAY.TAXES99_Payroll_Control <i>(New with this release)</i> | Stores the school district payroll control parameters. |
| 1.118 | PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross | Stores employee gross data account lines for voided payroll checks. |
| 1.119 | PAY.VDEDUCT_Employee_Deduction | Stores employee deductions for voided payroll checks. |
| 1.120 | SAND.Annuity_Companies | Stores the payroll annuity company records for the Budget System. |
| 1.121 | SAND.CPI_Header | Stores the CPI biographical information associated with employees for the Budget System. |
| 1.122 | SAND.CPI_Assignments | Stores the CPI assignment data associated with employees for the Budget System. |
| 1.123 | SAND.CPI_Certifications | Stores the CPI certificate data associated with employees for the Budget System. |
| 1.124 | SAND.DATEFL_Current_Payroll_Date <i>(New with this release)</i> | Stores the Budget System setup parameters. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|--|---|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.125 | SAND.DEDCTL_Current_Payroll_Deductions <i>(New with this release)</i> | Stores the Budget System setup deduction-control parameters. |
| 1.126 | SAND.DEDUCTIONS_System_Definitions <i>(New with this release)</i> | Stores the Budget System deduction definitions. |
| 1.127 | SAND.PAYROLL_Employee | Stores employee payroll data for the Budget System. |
| 1.128 | SAND.PAYROLL_Employee_Current | Stores employee payroll data for the Budget System. |
| 1.129 | SAND.PAYSTAT_Monitor | Stores the payroll sequence monitor records for the Budget System. |
| 1.130 | SAND.GROSSDAT_Employee_Payroll_Current_Gross | Stores employee payroll gross data account lines for the Budget System. |
| 1.131 | SAND.PDEDUCT_Employee_Deduction | Stores employee payroll deductions for the Budget System. |
| 1.132 | SAND.TAXES01_Federal_Tax_Tables <i>(New with this release)</i> | Stores the Federal withholding tax parameters for the Budget System. |
| 1.133 | SAND.TAXES02_FICA_Tax_Tables <i>(New with this release)</i> | Stores the FICA tax parameters for the Budget System. |
| 1.134 | SAND.TAXES03_State_Tax_Tables <i>(New with this release)</i> | Stores the Georgia state withholding tax parameters for the Budget System. |
| 1.135 | SAND.TAXES04_PSERS_ERS_TRS_Tables <i>(New with this release)</i> | Stores the PSERS, ERS, and TRS parameters for the Budget System. |
| 1.136 | SAND.TAXES05_GHI_Tables <i>(New with this release)</i> | Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System. |
| 1.137 | SAND.TAXES98_W2_Control <i>(New with this release)</i> | Stores the W-2 and ACA reporting parameters for the Budget System. |
| 1.138 | SAND.TAXES99_Payroll_Control <i>(New with this release)</i> | Stores the school district payroll control parameters for the Budget System. |
| 1.139 | T_lookup.GA_County | Stores the County codes for the Georgia counties. |

| 2 | | PCG_Master - PCGenesis backup and restore logs. | |
|---|-----|--|---|
| | | Table Name | Purpose |
| | 2.1 | PCG_Backup_LOG | Backup log shows successful or unsuccessful completion of a PCGenesis backup operation. |
| | 2.2 | PCG_Backup_LOG_Message | The system messages associated with the backup operation. |
| | 2.3 | PCG_Information | Stores the location of the SQL Server database backup directory. |
| | 2.4 | PCG_Restore_LOG | Restore log shows successful or unsuccessful completion of a PCGenesis restore operation. |
| | 2.5 | PCG_Restore_LOG_Message | The system messages associated with the restore operation. |
| | 2.6 | PCG_Runtime_Errors | Stores PCGenesis runtime errors that occur during a backup or restore operation. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|-----------------------|--|
| 3 | PCG_Q_DB | |
| <p>The PCG_Q_DB database is a backup of PAYDATA that is made just before <i>Calculate Payroll & Update YTD (Final) (F4)</i> or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5) or is a backup of SANDBOX that is made just before creating the budget SANDBOX (F5, F1).</p> | | |
| | Table Name | Purpose |
| 3.1 | FAR.tablename | <p>FARDATAQ and PCG_Q_DB database tables: The FARDATAQ directory (inside of the SECOND directory) is a backup of FARDATA that is made just before updating budget files with vendor check information (F5).</p> <ul style="list-style-type: none"> • Restore from FARDATAQ if a problem occurs with posting to budget files. • Also restore from FARDATAQ if a problem occurs in financial data after posting but before the nightly backup is processed. • FARDATAQ should not be restored if any interaction from payroll has occurred (posting payroll or processing an earnings history record gross data transfer). When both financial and payroll records are affected, all of SECOND should be restored. |
| 3.2 | PAY.tablename | <p>PAYDATAQ and PCG_Q_DB database tables: The PAYDATAQ directory (inside of the SECOND directory) is a backup of PAYDATA that is made just before <i>Calculate Payroll & Update YTD (Final) (F4)</i>.</p> <ul style="list-style-type: none"> • Restore from PAYDATAQ if a problem occurs during check printing. |
| 3.3 | SAND.tablename | <p>SANDBOXQ and PCG_Q_DB database tables: The SANDBOXQ directory (inside of the SECOND directory) is a backup of SANDBOX that is made just before <i>Create Budget SANDBOX (F5, F1)</i>.</p> <ul style="list-style-type: none"> • Restore from SANDBOXQ if a problem occurs during creation of the budget SANDBOX. |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|--|-----------------------------|---|
| 4 | PCG_D_DB | |
| The PCG_D_DB database is a backup of PAYDATA that is made after printing payroll checks, but just before printing payroll direct deposits (F2, F3, F5). | | |
| | Table Name | Purpose |
| 4.1 | PAY.tablename | <p>PAYDATAD and PCG_D_DB database tables: The PAYDATAD directory (inside of the SECOND directory) is a backup of PAYDATA that is made just after checks print (F5) and before direct deposits print.</p> <ul style="list-style-type: none"> Restore from PAYDATAD if a problem occurs during or after printing direct deposits but before posting to payroll earnings history (F13). |
| 5 | PCG_LOG_DB | |
| The PCG_LOG_DB database logs changes made to selected tables in the PCGenesisDB database. | | |
| | Table Name | Purpose |
| 5.1 | Bank_File_Record_Log | Logs any changes made to the FAR.Bank_File table. |
| 5.2 | PAYROLL_Employee_Log | Logs any changes made to the PAY.PAYROLL_Employee table. |
| 6 | VQueueDB | |
| The VQueueDB database contains the <i>VerraDyne Print Manager</i> associated tables. | | |