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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 22.01.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 22.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2022 Payroll Completion Instructions

Install this release after completing the March 2022 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2022 payroll.

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, MPAYROLL, and PREVVOID to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 22.01.00 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 22.01.00, the following 12 files associated with the payroll and budget systems are being converted into the *SQL Server* database tables:

| Vision File Name | SQL Database Table Name | Description |
|-------------------|--|---|
| PAYDATA\PAYROLL | PAY.PAYROLL_Employee PAY.PAYROLL_Employee_Current | Payroll employee data |
| PAYDATA\GROSSDATA | PAY.GROSSDAT_Employee_Payroll_Current_Gross | Payroll employee gross data account lines |
| PAYDATA\PDEDUCT | PAY.PDEDUCT_Employee_Deduction | Payroll employee deductions |
| PAYDATA\MPAYROLL | PAY.MPAYROLL_Employee PAY.MPAYROLL_Employee_Current | Employee data for manual payroll checks |
| PAYDATA\MGROSDAT | PAY.MGROSDAT_Employee_Payroll_Manual_Gross | Employee gross data account lines for manual payroll checks |
| PAYDATA\MDEDUCT | PAY.MDEDUCT_Employee_Deduction | Employee deductions for manual payroll checks |
| PAYDATA\PREVVOID | PAY.PREVVOID_Employee PAY.PREVVOID_Employee_Current | Employee data for voided checks |
| PAYDATA\VGROSDAT | PAY.VGROSDAT_Employee_Payroll_Void_Pr ev_Gross | Employee gross data account lines for voided checks |
| PAYDATA\VDEDUCT | PAY.VDEDUCT_Employee_Deduction | Employee deductions for voided checks |

| Vision File Name | SQL Database Table Name | Description |
|-------------------|--|---|
| SANDBOX\PAYROLL | SAND.PAYROLL_Employee SAND.PAYROLL_Employee_Current | Budget System - Payroll employee data |
| SANDBOX\GROSSDATA | SAND.GROSSDAT_Employee_Payroll_Current_Gross | Budget System - Payroll employee gross data account lines |
| SANDBOX \PDEDUCT | SAND.PDEDUCT_Employee_Deduction | Budget System - Payroll employee deductions |

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.

A1.2. Backup of PCGenesis Data

This information must be forwarded to your Technology Representative or you may not have everything you need for a successful restore of your PCGenesis production data.

Going forward, PCGenesis data will be split between files contained in the directory **K:\SECOND** and the new *SQL Server* database table located in **K:\PCGSQldb**. Therefore, it is very important to backup **K:\PCGSQldb** and **K:\SECOND** during the nightly data backup. One directory cannot be backed up without the other directory, and they must be maintained together. To create a complete data backup of the PCGenesis system, the two directories need to be backed up together.

Starting with release 19.04.00, **K:\SECOND** cannot be restored without also restoring the **PCGenesisDB** database. These two entities must be kept in sync, otherwise receipts, receivables, and investments will be lost.

The following directories are needed for disaster recovery:

- **K:\SECOND** – PCG payroll & financial data
- **K:\PCGSQldb** – The *PCGenesisDB* database for the PCGenesis production data, and the *VQueueDB* database for the *VerraDyne* print queue data
- **K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format
- **K:\UCTPRINT** – PCGenesis report files currently in the print queue

Prior to running a backup of the **K:\PCGSQldb** directory

- School districts must stop the *VerraDyne Queue Service* and the *SQL Express* services for the backup to successfully run to completion.
- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to stop the services:

NET STOP VQueueService

NET STOP MSSQL\$SQLEXPRESSPCG

After the **K:\PCGSQldb** directory backup has completed – Start Services

- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services:

NET START MSSQL\$SQLEXPRESSPCG

- (Make sure to **wait at least 2 minutes** for **SQLEXPRESSPCG** to start before trying to start **VQueueService**)

NET START VQueueService

A2. Payroll System

A2.1. Mandatory Annuities

The edit has changed for mandatory annuities. Before, the system would display an error message on the *Payroll Exceptions Report* (F2, F3, F2) indicating that only one mandatory annuity was allowed per employee. Now, the system gives a warning message that the employee is enrolled in more than one annuity but does not give a fatal error. TRS, old and new ERS, and annuities flagged with 'Y' (as shown below) are considered mandatory annuities. Mandatory annuities are not included in box 12 on the W-2 form. Box 12 on the W-2 form is reserved for 'elective' annuity amounts only.

PCG Dist=8991 Rel=22.01.00 03/21/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Annuity File Maintenance PAY0300

Company number: 1 Vendor#: 10
Vendor Name: VENDOR 000010

Annuity co. name: VALIC (403B PLAN)
(Leave name blank to default to vendor name)

Annuity short desc: VALIC 403B

Annuity type: E 'D' = 401(k) 'E' = 403(b)
'F' = 408(k)(6) 'G' = 457
'H' = 501(c)(18)(d)

Mandatory annuity: Y (Y OR N)

----- Employer Contribution Information -----

Employer contribution indicator: - 0 = None
1 = Fixed amount
2 = % of annuity gross
3 = % of employee's contribution
4 = % of annuity gross, up to a maximum of EMPLOYEE
contribution % of annuity gross, if employee %
is less. (For example, if the employer % is .03
and the employee % is .02, the max would be .02.)

Contribution amount or %: _____ Object: _____ Balance: _____

** Modify Mode **

(ENTER)-Modify Record F1-Display Mode F28-Help Screen

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

22.01.00

Annuity File Maintenance

A2.2. PAYROLL File Converted to Database Table

Release 22.01.00 converts the VISION indexed file *K:\SECOND\PAYDATA\PAYROLL* into the following PCGenesis database tables:

- *PAY.PAYROLL_Employee*
- *PAY.PAYROLL_Employee_Current*

These tables store the payroll employee records for the PCGenesis system.

With release 22.01.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise employee data will be lost. Call the help desk when any data needs to be restored.

A2.3. GROSSDAT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\GROSSDAT* is converted into the *SQL Server* database table *PAY.GROSSDAT_Employee_Payroll_Current_Gross*. This table stores the payroll employee gross data account lines associated with the payroll employees.

A2.4. PDEDUCT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\PDEDUCT* is converted into the *SQL Server* database table *PAY.PDEDUCT_Employee_Deduction*. This table stores the payroll employee deduction records associated with the payroll employees.

A2.5. MPAYROLL File Converted to Database Table

Release 22.01.00 converts the VISION indexed file *K:\SECOND\PAYDATA\MPAYROLL* into the following PCGenesis database tables:

- *PAY.MPAYROLL_Employee*
- *PAY.MPAYROLL_Employee_Current*

These tables store the payroll employee records for manual payroll checks for the PCGenesis system.

A2.6. MGROSDAT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\MGROSDAT* is converted into the *SQL Server* database table *PAY.MGROSDAT_Employee_Payroll_Manual_Gross*. This table stores the payroll employee gross data account lines for manual payroll checks.

A2.7. MDEDUCT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\MDEDUCT* is converted into the *SQL Server* database table *PAY.MDEDUCT_Employee_Deduction*. This table stores the payroll employee deduction records for manual payroll checks.

A2.8. PREVVOID File Converted to Database Table

Release 22.01.00 converts the VISION indexed file *K:\SECOND\PAYDATA\PREVVOID* into the following PCGenesis database tables:

- *PAY.PREVVOID_Employee*
- *PAY.PREVVOID_Employee_Current*

These tables store the payroll employee records for voided checks for the PCGenesis system.

A2.9. VGROSDAT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\VGROSDAT* is converted into the *SQL Server* database table *PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross*. This table stores the payroll employee gross data account lines for voided payroll checks.

A2.10. VDEDUCT File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\VDEDUCT* is converted into the *SQL Server* database table *PAY.VDEDUCT_Employee_Deduction*. This table stores the payroll employee deduction records for voided payroll checks.

A3. Financial Accounting and Reporting (FAR) System

A3.1. DE Form 0396 Report

The *DE Form 0396 Report Control File* (F1, F9, F26, F8) has been updated to allow only one set of control records for all funds. Before, a second set of control records was available for School Food Service funds but this set was unnecessary and caused confusion. Now, one set of control records applies to all funds or range of funds.

The *DE Form 0396 Report* (F1, F9, F26, F1) facilitates reporting required for Senate Bill 68. The *DE 0396* report can be run for any fund or range of funds. The report can also be run for any period from the beginning of the fiscal year to the ending period date. If the range of funds selected includes 100 thru 199, the user can optionally select whether to also include funds 150 and 151. If any funds are selected in the range of 100 thru 199, the payroll clearing account, fund 199, will automatically be included.

To make reporting to school districts' boards easier, in accordance with Senate Bill 68, an ***Encumbrances*** column has been added to the ***Expenditures*** section of the *DE Form 0396 Report*, as shown below.

| REPORT ID: MRPT0320 PERIOD END: 06/30/2022 | | DE396 FISCAL YEAR-TO-DATE REPORT (FUNDS 100 - 199) DE396 FUND EXPENDITURES BEGINNING JULY 1, 2021 THROUGH THE END OF JUNE, 2022 | | | PAGE: 3 RUN DATE: 03/17/2022 |
|---|--------------------|---|---------------------|---|---------------------------------|
| 100.00 PERCENT OF FISCAL YEAR COMPLETE | | | | | |
| SCHOOL SYSTEM: JASPER COUNTY BOARD OF ED | | | | | |
| DESCRIPTION (1) | ITEM NUMBER (2) | 12 MONTHS/FY 22 ACTUAL (GENERAL LEDGER) (3) | 22 FY BUDGET (4) | PERCENT (COL. 3 DIVIDED BY COL. 4) (5) | ENCUMBRANCES (6) |
| EXPENDITURES: | | | | | |
| INSTRUCTION | 1000-000 | 5,033,165.75 | 14,801,802.00 | 34.00% | 0.00 |
| SUPPORT SERVICES (PUPIL) | 2100-000 | 565,351.66 | 1,227,355.00 | 46.06% | 0.00 |
| IMPROVEMENT OF INSTRUCTIONAL SERVICES | 2210-000 | 112,632.02 | 381,066.00 | 29.56% | 0.00 |
| EDUCATIONAL MEDIA SERVICES | 2220-000 | 153,142.46 | 302,079.00 | 50.70% | 0.00 |
| GENERAL ADMINISTRATION | 2300-000 | 258,065.09 | 684,853.00 | 37.68% | 0.00 |

Example DE Form 0396 Report with Added Encumbrances Column

```
PCG Dist=8644 Rel=21.02.00 08/25/2021 PCG 003 SV C:\SQLSYS C:\SECOND WHITE
MRPT0300

DE FORM 0396 REPORT
ENTER PERIOD OF FUNDS TO BE PRINTED:
07 01 21 thru 09 30 21

ENTER RANGE OF FUNDS TO BE PRINTED:
100 thru 199

IF THE RANGE INCLUDES FUNDS 100 - 199: INCLUDE FUNDS 150 & 151?
N (Y or N)

NOTE: If any funds in the range of 100 - 199 are selected, the payroll
clearing account, fund 199, will automatically be included.

<ENTER> - CONTINUE F16 - EXIT 21.03.00
```

Report Options for DE Form 0396 Report

A3.2. 1099-MISC and 1099-NEC Export Files

The following changes have been made in the *Create 1099-MISC Export File* (F1, F12, F10, F11) and the *Create 1099-NEC Export File* (F1, F12, F10, F14) procedures as described in *Publication 1220 for Tax Year 2021, Specifications for Filing Forms 1099 Electronically*:

- Payer "A" Record, the **Amount Codes** field was expanded by 2 positions. The field is now eighteen characters in positions 28 - 45.
- Amount Code **F** was added for *Fish Purchased for Resale*.
- Amount Code **G** was added for *Prior Year Nonemployee Compensation (NEC) (TY2019 and earlier)*.

A4. Budget System

A4.1. Budget PAYROLL File Converted to Database Table

Release 22.01.00 converts the VISION indexed file *K:\SECOND\SANDBOX\PAYROLL* into the following PCGenesis database tables:

- *SAND.PAYROLL_Employee*
- *SAND.PAYROLL_Employee_Current*

These tables store the employee records for the PCGenesis budget system.

With release 22.01.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise employee data will be lost. Call the help desk when any data needs to be restored.

A4.2. Budget GROSSDAT File Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX \GROSSDAT* is converted into the *SQL Server* database table *SAND.GROSSDAT_Employee_Payroll_Current_Gross*. This table stores the gross data account lines for the employees in the PCGenesis budget system.

A4.3. Budget PDEDUCT File Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX \PDEDUCT* is converted into the *SQL Server* database table *SAND.PDEDUCT_Employee_Deduction*. This table stores the deduction records for the employees in the PCGenesis budget system.

A5. Certified/Classified Personnel Information (CPI) System

A5.1. FY2023 CPI Cycle 3 Data Collection File Layout

A new leave type for Parental leave has been added to the 'D' record in the *CPI Transmission File* (F4, F9, F1) for CPI cycle 3. The Data Collections team at the Ga DOE is adding a new leave type for parental leave taken. If your district recorded leave taken for parental leave, Data Collections requires that you report those days in the CPI-3 data collection. This new leave type is reported on the 'D' record in CPI. The 'D' layout has been extended. The parental leave type is in positions **48-50**.

A5.2. Create Original Leave of Absence File for the Enhanced Substitute Pay and Leave System

For users of the *Enhanced Substitute Pay and Employee Leave System*, the *Create Original Leave of Absence File* procedure (F4, F9, F6) has been enhanced to allow input of the **Leave Type** and **Reason** codes for COVID leave and parental leave, as shown below. This will allow the *Original Leave of Absence File* to automatically be populated with any COVID or parental leave taken by employees.

```
PCG Dist=8991 Rel=22.01.00 03/17/2022 DOD 002 SV K:\SYSTEM K:\SECOND WHITE
Create Original Leave of Absence File
From Leave History File
LUUPLUG

WARNING!

This program will delete the existing Leave of Absence File, if it already exists.
A new original Leave of Absence File will be created from the Leave History File data.

Enter the PLAN YEAR to be extracted for the Original Leave of Absence File.

Plan year      _

Parental Leave type:  _
Parental Leave reason:  _

COVID Leave type:  _
COVID Leave reason:  _

ENTER = Continue, F16 = Exit without processing
22.01.00
```

Create Original Leave of Absence File for Users of the Enhanced Substitute Pay and Leave System

A5.3. Original Leave of Absence File Maintenance

The Original Leave of Absence File Maintenance procedure (F4, F9, F7) has been updated to allow input of the COVID leave (COVI) and parental leave (PARE), as shown below.

PCG Dist=8991 Rel=22.01.00 03/21/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Leave of Absence File Maintenance PERHM02

Employee Number: **89905** Absence Type: **PARE**
AL2RED, GR2VER Total Days: **15.00**

| Absence Type & Description | Absence Type & Description |
|--|--|
| <p>BERE = Bereavement/Relig. Leave</p> <p>COVI = COVID Leave</p> <p>FAM1 = Fam/Med Paid using Sk Lv</p> <p>FAM2 = Family/Med Leave w/o Pay</p> <p>FT01 = Field Trip</p> <p>FT02 = Field Trip w/o Pay</p> <p>JURY = Jury Duty</p> <p>MIL1 = Military Leave</p> <p>PARE = Parental Leave</p> <p>PER1 = Personal Leave</p> <p>PER2 = Personal Leave w/o Pay</p> <p>PROF = Professional Dev/Planning</p> <p>SBCC = Sk Bk Cont frm Exc Cryovr</p> <p>SBCS = Sk Bk Cont frm Stnd Quota</p> | <p>SBLC = Sk Bk Leav frm Exc Cryovr</p> <p>SBLS = Sk Bk Leav frm Stnd Quota</p> <p>SBUS = School Business</p> <p>SLEC = Sick Leave, Excess Cryovr</p> <p>SLST = Sick Leave - Standard</p> <p>SLWP = Sick Leave w/o Pay</p> <p>STAF = Staff Development</p> <p>SUBP = Subpoena</p> <p>UAC1 = Vacation Pay</p> <p>UAC2 = Vacation w/o Pay</p> <p>WRC1 = Wrk Comp Paid using Sk Lv</p> <p>WRC2 = Wrk Comp w/o Pay frm Schl</p> <p>ZOT1 = Other Approved Leave</p> <p>ZOT2 = Other Leave w/o Pay</p> |

**** Modify Mode ****

(ENTER)-Modify Record F1-Display Mode

| | | | | | | | | | | | | | | |
|---------|-----|-----|----|----|----|----|----|----|----|-----|------|-----|-----|----------|
| ENTER ✓ | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 | F15 | 22.01.00 |
| F16 | F17 | F18 | | | | | | | | | Help | | | |

Leave of Absence File Maintenance

Section B: Installation Instructions for Release 22.01.00 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 22.01.00**”.
 - 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 22.01.00 ”. |
| 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 22.01.00 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 22.01.00

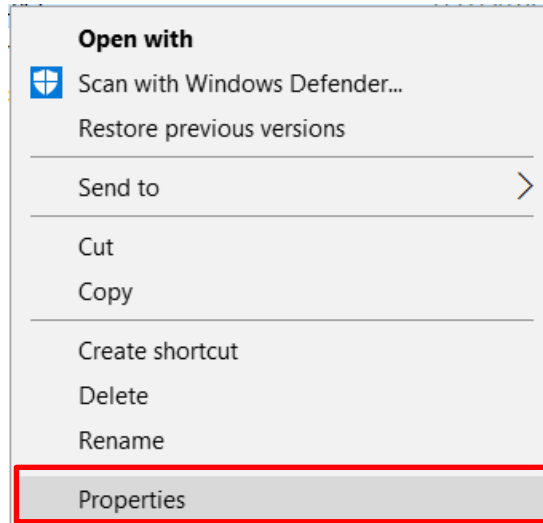
FROM THE PCGENESIS SERVER

Important Note

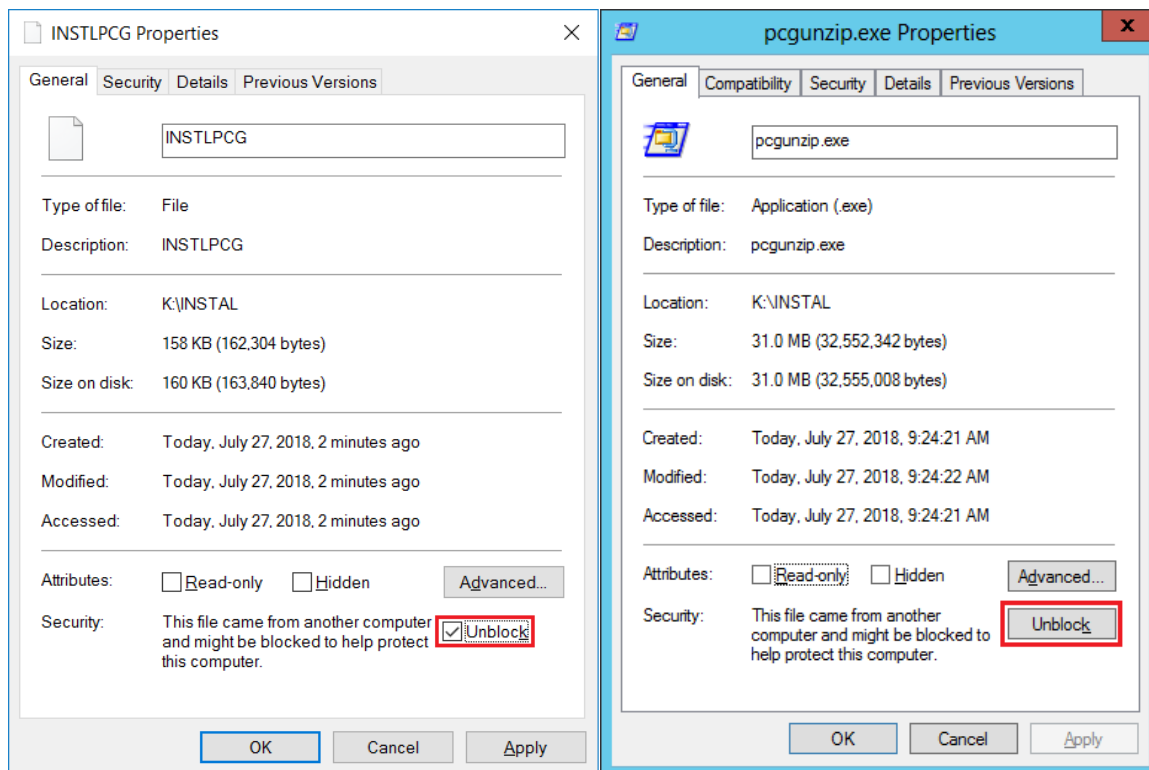
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

| 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> |

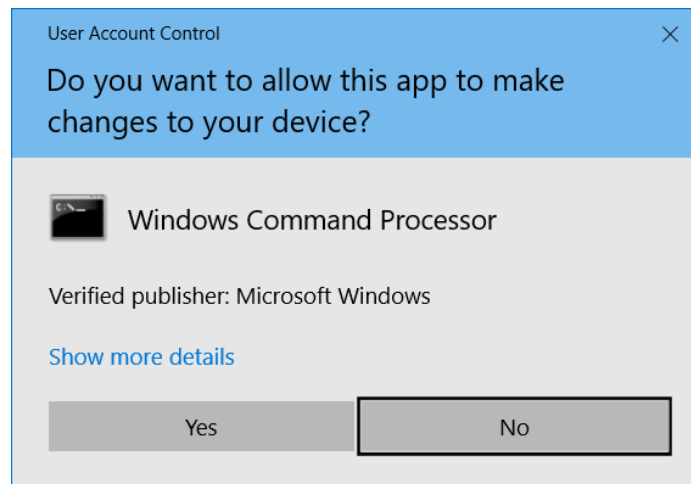
After right-clicking on each file, select the ‘Properties’ option:



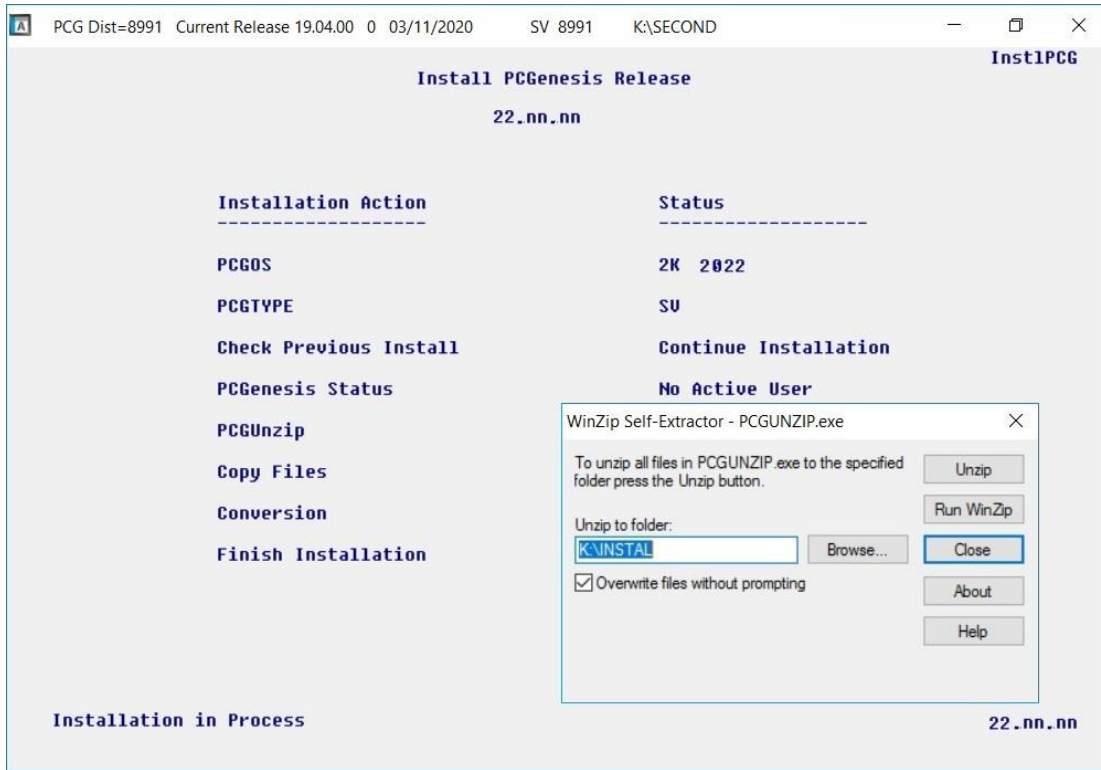
Depending on the version of the Windows operating system, the following screen displays:



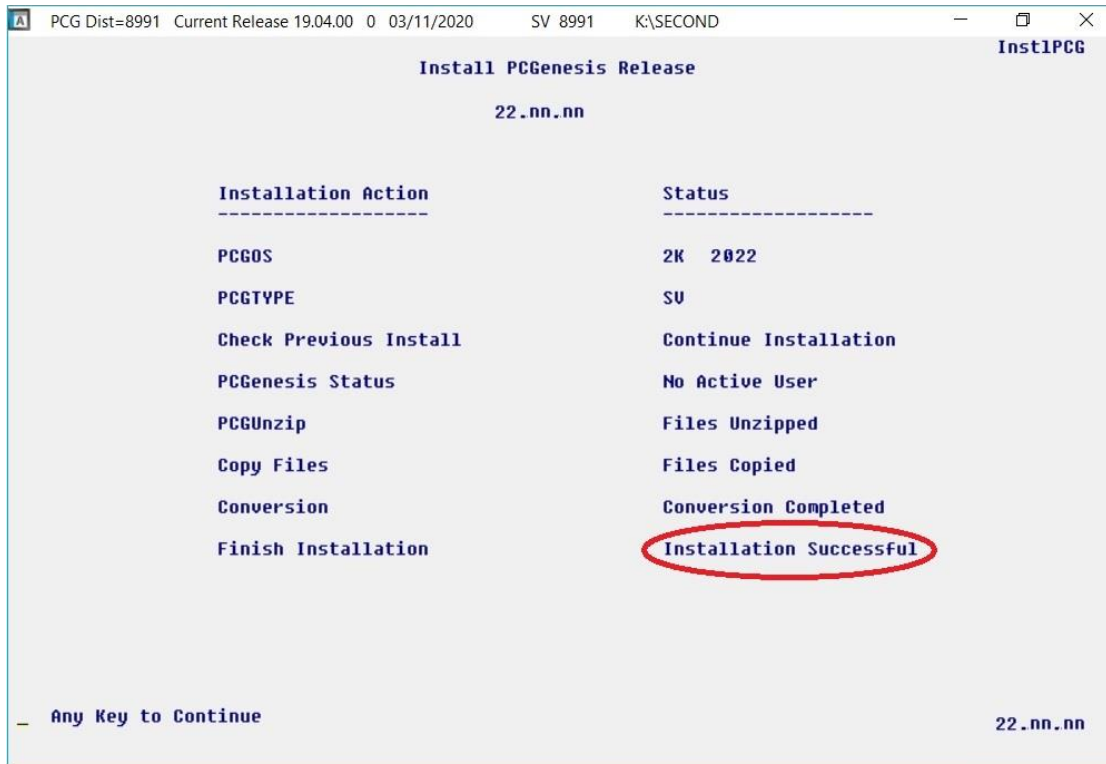
| Step | Action |
|-----------|--|
| 8 | Check the bottom of the ‘ <i>Properties</i> ’ dialog box to see if the following security warning is displayed: <i>“This file came from another computer and might be blocked to help protect this computer.”</i> If the option is presented, select <input type="button"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



A screen will display showing the progress of the installation:

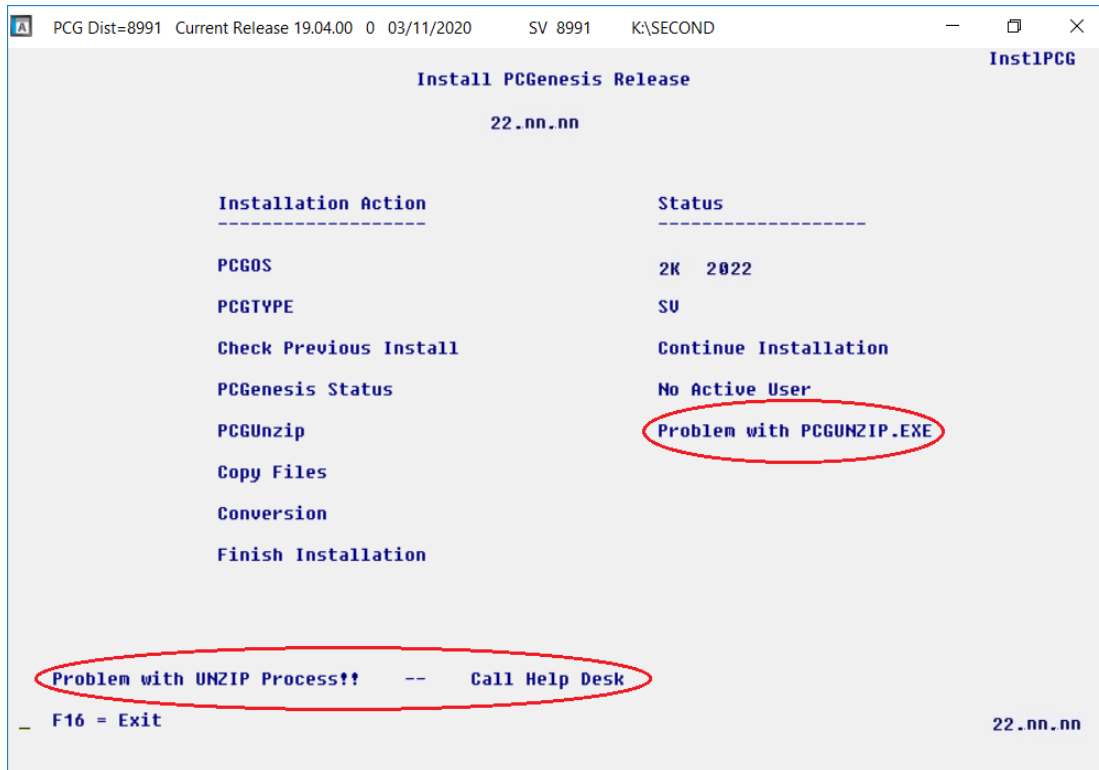


For PCGenesis Release 22.01.00 successful installations, the following message displays:



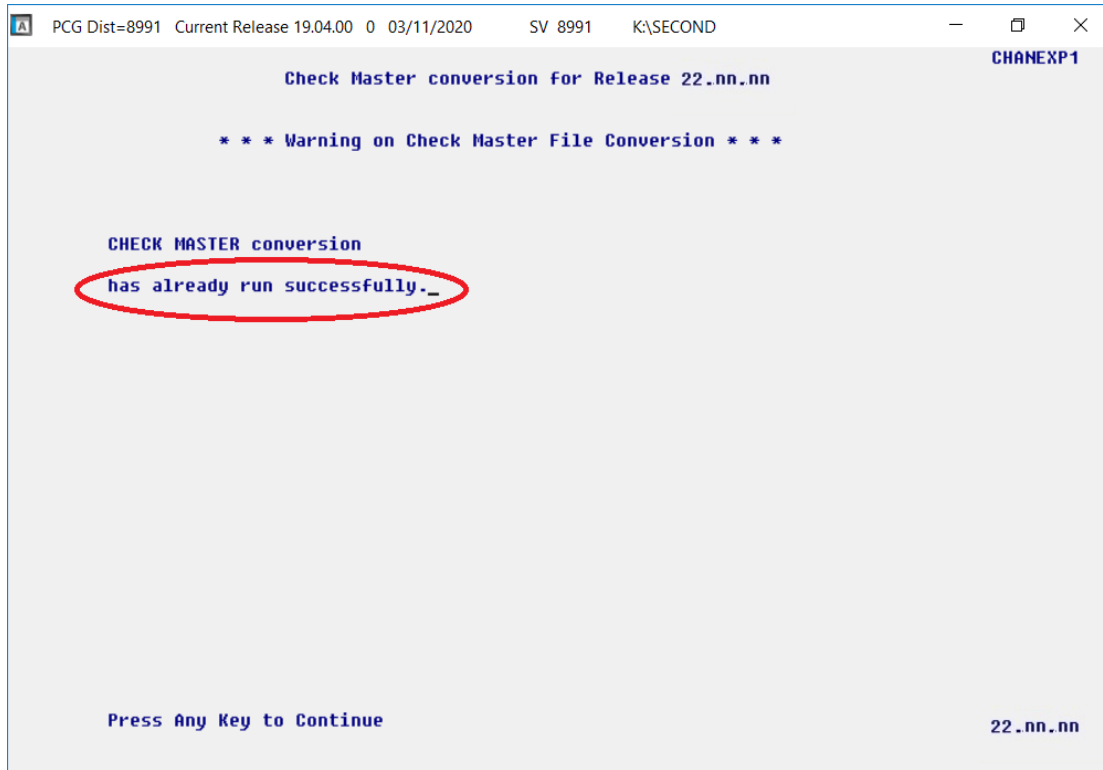
| Step | Action |
|------|---|
| 11 | Select Enter to close the window. |
| 12 | <p>If the installation was successful: Proceed to B4. <i>Verify Release 22.01.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p> |

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 B4. <i>Verify Release 22.01.00 Was Successfully Installed.</i> |

B4. Verify Release 22.01.00 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=22.01.00 03/17/2022 DOD 002 SV K:\SYSTEM K:\SECOND WHITE DEFNRELH

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

```


DOE 20.01.00 03/11/2020
DOE 20.02.00 06/23/2020
DOE 20.03.00 09/30/2020
DOE 20.04.00 07/09/2021
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 02/20/2022
    
```

.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 22.01.00 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 22.01.00 displays. If Release 22.01.00 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 22.01.00 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 22.01.00 ”. |
| 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 22.01.00 Has Been Installed

C1. Verify Contents of the End-of-February 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 February 28th 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>February 2022</u> backup.</p> |

| Step | Action |
|------|--|
| 4 | <p>Verify that this file exists on the February 28th, 2022 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 February 28th, 2022 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.</p> <p>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 <i>(New with this release)</i> | 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.Control_95_Budget | Stores the <i>Create Budget Sandbox Control Screen</i> parameters. |
| 1.13 | FAR.Control_96_Annuity | Stores the <i>Annuity Deduction Control</i> parameters. |
| 1.14 | FAR.Control_97_Message | Stores the <i>PCGenesis System Message Administration</i> control parameters for system broadcast messages. |

| 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_98_Phrase | Stores the PCGenesis <i>System Password Administration</i> parameters. |
| 1.16 | FAR.Control_99_System | Stores the PCGenesis <i>System Control</i> screen parameters and the <i>1099 System Control</i> data. |
| 1.17 | FAR.Chart_Of_Accounts | Stores <u>all</u> general ledger account codes, including budget, revenue, and balance account codes on one table. |
| 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_07_Fac_Bldg | Stores the 5-digit facility/building code description of the account number. |
| 1.30 | FAR.Name_06_Object | Stores the 5-digit object 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.Purchase_Order | Stores the purchase order master records. |
| 1.35 | 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. |
| 1.36 | 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. |
| 1.37 | FAR.Purchase_Order_Print | Stores the purchase order inventory detail records associated with the purchase order master record. |
| 1.38 | FAR.Receipt | Stores the receipt master records. |
| 1.39 | 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. |
| 1.40 | FAR.Receivable | Stores the receivable master records. |
| 1.41 | 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. |
| 1.42 | 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. |
| 1.43 | FAR.Revenue_Source | Stores the Revenue Source records for the financial system revenue subsystem. |
| 1.44 | FAR.Vendor | Stores the vendor records for the financial system expense 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_Check_Control | Stores the vendor check master records associated with the accounts payable subsystem. |
| 1.46 | 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. |
| 1.47 | FAR.Wire_Transfer | Stores the vendor wire transfer master records associated with the accounts payable subsystem. |
| 1.48 | 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. |
| 1.49 | PAY.PAYROLL_Employee <i>(New with this release)</i> | Stores payroll employee data |
| 1.50 | PAY.PAYROLL_Employee_Current <i>(New with this release)</i> | Stores payroll employee data. |
| 1.51 | PAY.GROSSDAT_Employee_Payroll_Current_Gross <i>(New with this release)</i> | Stores payroll employee gross data account lines. |
| 1.52 | PAY.PDEDUCT_Employee_Deduction <i>(New with this release)</i> | Stores payroll employee deductions. |
| 1.53 | PAY.MPAYROLL_Employee <i>(New with this release)</i> | Stores employee data for manual payroll checks |
| 1.54 | PAY.MPAYROLL_Employee_Current <i>(New with this release)</i> | Stores employee data for manual payroll checks |
| 1.55 | PAY.MGROSDAT_Employee_Payroll_Manual_Gross <i>(New with this release)</i> | Stores employee gross data account lines for manual payroll checks. |
| 1.56 | PAY.MDEDUCT_Employee_Deduction <i>(New with this release)</i> | Stores employee deductions for manual payroll checks. |
| 1.57 | PAY.PREVVOID_Employee <i>(New with this release)</i> | Stores employee data for voided payroll checks |
| 1.58 | PAY.PREVVOID_Employee_Current <i>(New with this release)</i> | Stores employee data for voided payroll checks |

| SQL Server Databases and Tables for PCGenesis System - <i>continued</i> | | |
|---|---|---|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.59 | PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross <i>(New with this release)</i> | Stores employee gross data account lines for voided payroll checks. |
| 1.60 | PAY.VDEDUCT_Employee_Deduction <i>(New with this release)</i> | Stores employee deductions for voided payroll checks. |
| 1.61 | SAND.PAYROLL_Employee <i>(New with this release)</i> | Stores payroll employee data for the Budget System. |
| 1.62 | SAND.PAYROLL_Employee_Current <i>(New with this release)</i> | Stores payroll employee data for the Budget System. |
| 1.63 | SAND.GROSSDAT_Employee_Payroll_Current_Gross <i>(New with this release)</i> | Stores payroll employee gross data account lines for the Budget System. |
| 1.64 | SAND.PDEDUCT_Employee_Deduction <i>(New with this release)</i> | Stores payroll employee deductions for the Budget System. |
| 1.65 | 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)</i> (F4) 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)</i> (F4).</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</i> (F5, F1).</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. | |