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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 23.01.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 23.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2023 Payroll Completion Instructions

Install this release after completing the March 2023 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2023 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 HISTORY, DISTRIB, DESCTBL and CPIFILE to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 23.01.00 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 23.01.00, the following 14 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 |
|-------------------------------------|--|--|
| FARDATA\MONITOR FARDATA\PAYSTATF | FAR.PAYSTAT_Monitor | Vendor check sequence monitor |
| PAYDATA\PAYSTAT PAYDATA\PAYSTAT2 | PAY.PAYSTAT_Monitor | Payroll sequence monitor |
| PAYDATA\ANNUITY | PAY.Annuity_Companies | Payroll annuity company records |
| PAYDATA\EMPCHG | PAY.Employee_Change | Payroll employee change records |
| PERDATA\LVSYS | PAY.Enhanced_System_Parameters | Enhanced leave type and reason code records |
| PERDATA\LVADV | PAY.Enhanced_Advance_Formulas | Enhanced leave advance formula records |
| PERDATA\LVCLASS | PAY.Enhanced_Pay_Class_Parameters | Enhanced leave payroll class code records |
| PERDATA\LVHIST | PAY.Enhanced_Employee_Leave_History | Enhanced leave history records |
| PERDATA\LVINPUT | PAY.Enhanced_Employee_Leave_Input | Enhanced leave temporary leave input records |
| PERDATA\LGROSSDAT | PAY.LGROSSDAT_Employee_Leave_Current_Gross | Enhanced leave temporary substitute gross data records |

| Vision File Name | SQL Database Table Name | Description |
|------------------|-------------------------|---|
| SANDBOX\PAYSTAT | SAND.PAYSTAT_Monitor | Budget System – sequence monitor |
| SANDBOX\ANNUITY | SAND.Annuity_Companies | Budget System – annuity company records |

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**

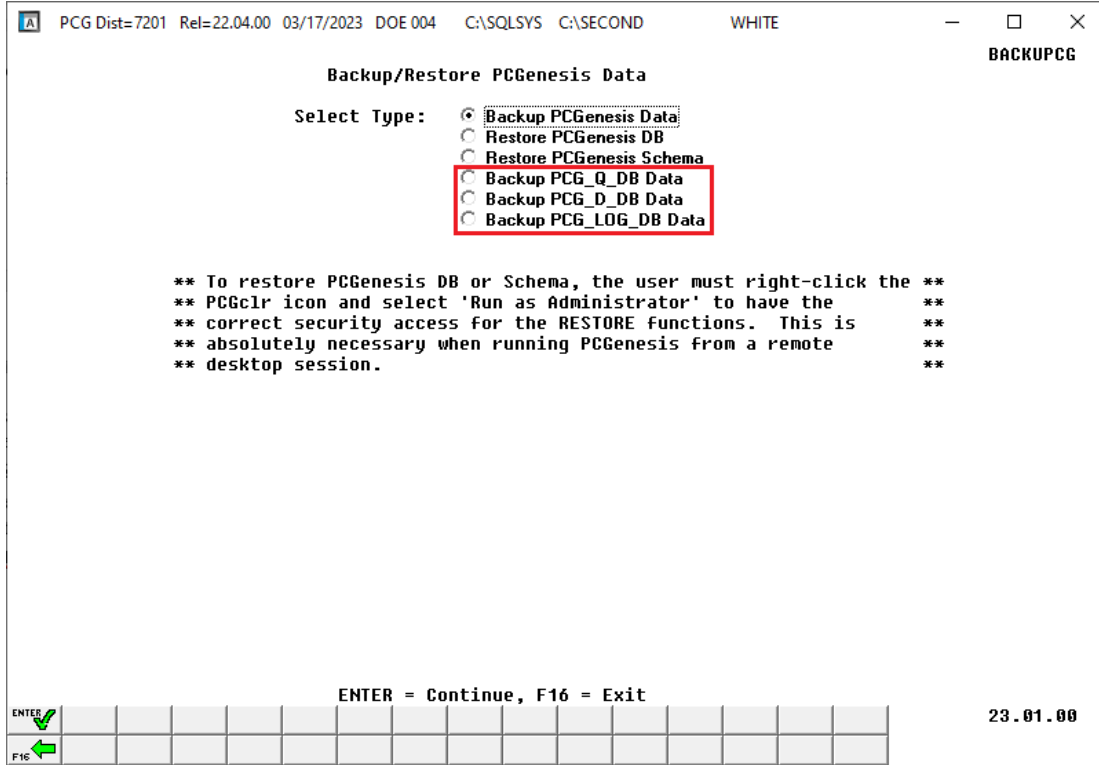
Why go to all the trouble of converting the old VISION data files? First, updating the data files allows us to implement far better transaction processing. Today, we have problems with data reliability. Today, if a posting process is interrupted because of a power failure, or network hiccup, half of 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. Adhoc Backup/Restore Option for PCGenesis Data

Several new functions have been added to the *Backup / Restore PCGenesis Data* (F30, F12) option on the *PCGenesis System Utilities Menu*. There are times when the help desk needs to request data from a school district from the *PCG_Q_DB* or *PCG_D_DB* or *PCG_LOG_DB* databases. The new backup functions have been added to facilitate data requests from the PCGenesis help desk.



Backup/Restore PCGenesis Data Screen

Backup PCG_Q_DB Data: The *Backup PCG_Q_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the *PCG_Q_DB* database tables. This will create a database backup with the name *PCG_Q_DB ccyyymmdd hhmmss.bak* where *ccyyymmdd hhmmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis schema data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.

```

PCG Dist=7201  Rel=22.04.00  03/17/2023  DOE 004  C:\SQLSYS  C:\SECOND  WHITE  -  □  ×
                                                                 BACKUPCG
      * * *   W A R N I N G   * * *
      * * *   P C G _ Q _ D B   * * *
      * * *   B A C K U P   * * *

** This process will backup PCG_Q_DB  to PCG_Q_DB ccyymmdd hhmmss  **
**                                                                    **
** K:\PCGSQLdb\MSSQLnn.SQLEXPRESSPCG\MSSQL\Backup\                **
**                               PCG_Q_DB ccyymmdd hhmmss.BAK      **
**                                                                    **
** Make sure all users are logged out of the system before proceeding. **

** The backup file contains sensitive data.  Store the backup media  **
** in a secure location.                                           **

** Press ENTER to Continue **
** Press F16 to Exit **

ENTER ✓
F16 ←
                                                                 23.01.00
    
```

Backup PCGenesis Data Screen

Backup PCG_D_DB Data: The *Backup PCG_D_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the **PCG_D_DB** database tables. This will create a database backup with the name *PCG_D_DB ccyymmdd hhmmss.bak* where *ccyymmdd hhmmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis schema data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.

Backup PCG_LOG_DB Data: The *Backup PCG_LOG_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the **PCG_LOG_DB** database tables. This will create a database backup with the name *PCG_LOG_DB ccyymmdd hhmmss.bak* where *ccyymmdd hhmmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis payroll log data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.

The PCGenesis help desk and development team have been consulting on several ransomware attacks against school districts. From this we have learned that some school districts are not backing up the directory **K:\PCGSQLdb**. Today, the **K:\PCGSQLdb** directory contains almost ALL PCGenesis financial and payroll data. If your school system is attacked and has not added this directory to your backup process, **MOST OF YOUR FINANCIAL AND PAYROLL DATA IS GONE.**

The backups of your PCGenesis data must be verified. Instructions for verifying your backups are here: [Tech B4 - How To Verify Backup \(gadoe.org\)](https://gadoe.org/tech/B4-How-To-Verify-Backup) Please call the help desk if you need assistance with the verification process. Also, please review all documents in *Section B: PCGenesis Backup / Reorganization / Restore* on this web page: [Technical System Operations Guide \(gadoe.org\)](https://gadoe.org/technical-system-operations-guide)

As an additional fallback, the PCGenesis development team has modified the scheduled reorganization task to not only create a backup of the SQL database, but to make a copy of this backup in the **K:\SECOND** directory.

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. Increase Field Size for the Non-Certified GHI Employer Share

Before, the **Non-Certified GHI Employer Share** field allowed a maximum value of \$999.99. Release 23.01.00 automatically updates the field size to accommodate a maximum value of \$99999.99 in anticipation of the non-certified rate changing to \$1580.00 for fiscal year 2024. The GHI tax parameters are on the *Tax Withholding / Control Menu*, the *Display/Update GHI Table* (F2, F13, F3, F7) screen as shown below.

The screenshot shows a terminal window titled 'PAYTAXES' with the following content:

```

PCG Dist=7201  Rel=22.04.00  03/17/2023  DOE 004  C:\SQLSYS  C:\SECOND  WHITE
** GHI - Group Health Insurance **
* CERTIFIED *
VENDOR      EMPLOYER SHARE ($)  EMPLOYER OBJCT  BLNC
 15          945.00            21000           0421
>>OR<<
EMPLOYER SHARE (%)
.000000
-----
* NON-CERTIFIED *
VENDOR      EMPLOYER SHARE ($)  EMPLOYER OBJCT  BLNC
000016      945.00            21000           0421
>>OR<<
EMPLOYER SHARE (%)
.000000
ENTER=Update, F16=Exit
ENTER  ✓
F16   ←
23.01.00
    
```

A2.2. New Georgia Health Insurance (GHI) Rate for Certified Employees for April 2023

The Department of Community Health approved the employer contribution rate increase from \$945.00 to **\$1580.00** for each certified employee enrolled in the State Health Benefit Plan. The new rate goes into effect for the April 2023 payroll cycle. This release automatically updates the GHI employer rate into PCGenesis.

SHBP will bill at the increased employer rate for the April 2023 cycle. The state health insurance increase was effective January 1, 2023, but SHBP is not billing until April because of the revenue funding flow. The additional funding will be distributed by the state in April, May, and June. ADP will back-bill for January, February, and March, and will contact the LEAs about the balances due. School finance officers should look for communication from the Office of Financial Review for technical instructions on calculating the back-pay for January, February, and March.

A2.3. Retroactive Billing for SHBP

The Department of Community Health is retroactively increasing the employer contribution for GHI from \$945 to \$1580 back to January 2023 only for certified employees. For the January, February, and March payrolls, the PCGenesis system only withheld \$945. School districts are going to be billed for the difference in premiums as follows:

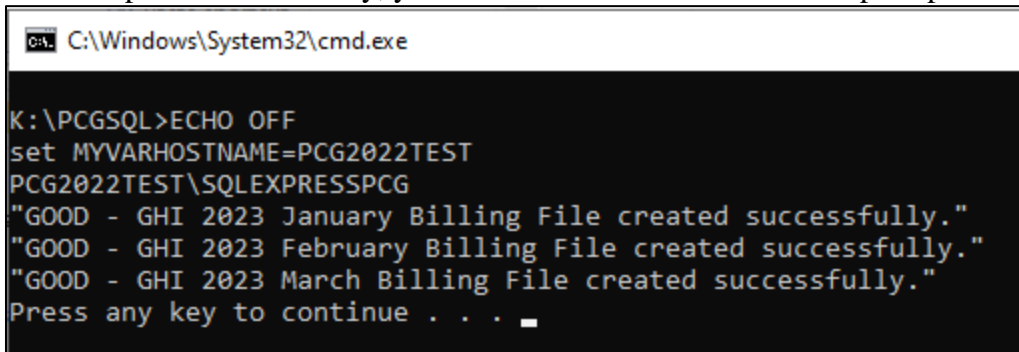
- April payroll – billed for January difference
- May payroll – billed for February difference
- June payroll – billed for March difference

In order to create the PCGenesis financial claims correctly, school districts will need to know what account codes were billed per employee. To meet that need, the PCGenesis development team has coded some SQL which will create three spreadsheets with the employer GHI account codes for January, February, and March. The spreadsheets will only include certified employees.

To run the special SQL code, follow the instructions below. Running this script will not affect any production data in your PCGenesis system. The script is simply reading the *Earnings History* database tables to compile the SHBP billing data into the three spreadsheets. Do not worry that these scripts will change your PCGenesis production data.

To Generate the SHBP Retroactive Billing Spreadsheets:

1. This step needs to be completed by the person responsible for installing PCGenesis releases, or the system administrator of the PCGenesis server.
2. Go to the directory **K:\PCGSQL**
3. Find the **PCG_GHI_Billing.bat** file.
4. **Right-click** on the **.bat** file and **'Run as administrator'**.
5. If the script runs successfully, you should see this in the command prompt:



```
C:\Windows\System32\cmd.exe

K:\PCGSQL>ECHO OFF
set MYVARHOSTNAME=PCG2022TEST
PCG2022TEST\SQLEXPRESSPCG
"GOOD - GHI 2023 January Billing File created successfully."
"GOOD - GHI 2023 February Billing File created successfully."
"GOOD - GHI 2023 March Billing File created successfully."
Press any key to continue . . .
```

6. If the script runs successfully, you should see three spreadsheets which give the account detail for employer GHI for the January, February, and March payrolls:

| Name | Date modified | Type | Size |
|----------------------------------|-------------------|---|-------|
| GHI_billing_2023_01_January.csv | 3/29/2023 3:26 PM | Microsoft Excel Comma Separated Values... | 37 KB |
| GHI_billing_2023_02_February.csv | 3/29/2023 3:26 PM | Microsoft Excel Comma Separated Values... | 38 KB |
| GHI_billing_2023_03_March.csv | 3/29/2023 3:26 PM | Microsoft Excel Comma Separated Values... | 1 KB |
| PCG_GHI_Billing.bat | 3/29/2023 1:10 PM | Windows Batch File | 8 KB |
| PCG_GHI_billing_2023.sql | 3/29/2023 3:26 PM | Microsoft SQL Server Query File | 5 KB |

- Data from the spreadsheets can be manipulated, and then copied/pasted into the *Large Claim Import Template* located here: [Large Claim Import Template](#)
- Instructions for the *Large Claim Import* can be found here: [Section D: Claim and Expenditure Processing \(gadoe.org\)](#)
- School finance officers should look for communication from the Office of Financial Review for additional technical instructions on creating the retroactive financial claims for January, February, and March.

A2.4. Csv Output Added to Payroll Print Check Registers

The *Payroll Print Check Registers* (F2, F11, F4) procedure has been enhanced to allow the user to create a .csv output file containing the information printed on the *Payroll Check Register*. The export file contains the check amount, check date, bank account, check number, check status, payee name, and check or direct deposit indicator, for each payroll check or direct deposit selected. The created export file can be sent to the school district’s bank to satisfy the requirements of ‘Positive Pay’ for payroll check fraud prevention.

PCG Dist=7201 Rel=22.04.00 03/20/2023 DOE 002 C:\SQLSYS C:\SECOND WHITE - □ ×

Print Check Register PAYCR500

Enter Bank Code of bank to be printed ALL (Leave Bank Code blank for ALL banks)

Enter Check Status to be printed ISS

ALL = All
 ISS = Issued Only
 CAN = Cancelled Only
 UOI = Voided Only

Select checks or direct deposits C

C = Payroll Checks
 D = Direct Deposits
 B = Both

Enter date range of checks to be printed (MMDDCCYY)
00/00/0000 thru 12/31/9999 (Leave date as is for ALL requested checks)

Create Positive Pay Export to Load in Excel? No Yes

Enter the export file path and name (e.g. C:\EXPORT\PosPPayCYMD.CSU)
 or F10 to Browse for File

C:\EXPORT\POSPPAY20230320.CSU

NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 to Browse, F16 = Exit

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

F16
F17 F18
Help

23.01.00

A2.5. PAYSTAT/PAYSTAT2 Files Converted to Database Table

The VISION indexed files *K:\SECOND\PAYDATA\PAYSTAT* and *PAYSTAT2* are converted into the *SQL Server* database table *PAY.PAYSTAT_Monitor*. This table stores the payroll sequence monitor records associated with running a payroll.

A2.6. ANNUITY File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\ANNUITY* is converted into the *SQL Server* database table *PAY.Annuity_Companies*. This table stores the payroll system annuity company records.

A2.7. EMPCHG File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\EMPCHG* is converted into the *SQL Server* database table *PAY.Employee_Change*. This table stores the payroll employee change records needed for GHI AUF reporting and the Georgia New Hire Export file.

With release 23.01.00, **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.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Csv Output Added to Vendor Print Check Registers

The *Vendor Print Check Registers* (F1, F4, F11, F4) procedure has been enhanced to allow the user to create a .csv output file containing the information printed on the *Vendor Check Register*. The export file contains the check amount, check date, bank account, check number, check status, and payee name, for each vendor check selected. The created export file can be sent to the school district’s bank to satisfy the requirements of ‘Positive Pay’ for vendor check fraud prevention.

PCG Dist=7201 Rel=22.04.00 03/17/2023 DOE 004 C:\SQLSYS C:\SECOND WHITE

Print Check Registers FARPR400

Enter Bank Code of Bank to be Printed
(Leave Bank Blank For ALL Banks)

Enter Check Status to be Printed
ISS

'ALL' for All
'ISS' for Issued Only (Computer, Manual and J.E.)
'CAN' for Cancelled Only
'VOI' for Voided Only

Enter date range of checks to be printed (MMDDCCYY)
00/00/0000 thru 00/00/0000
(Leave Dates ZEROS For ALL Requested Checks)

Create Positive Pay Export to Load in Excel No Yes

Enter the export file path and name (e.g. C:\EXPORT\PosPayCYMD.CSU)
or F10 to Browse for File

C:\EXPORT\POSPAY20230316.CSU

NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 to Browse, F16 = Exit

ENTER F10 F16 23.01.00

A2.2 MONITOR/PAYSTATF Files Converted to Database Table

The VISION indexed files *K:\SECOND\FARDATA\MONITOR* and *PAYSTATF* are converted into the *SQL Server* database table *FAR.PAYSTAT_Monitor*. This table stores the vendor check sequence monitor records associated with running a vendor check run.

A4. Personnel System

A4.1. LVSYS File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LVSYS* is converted into the *SQL Server* database table *PAY.Enhanced_System_Parameters*. This table stores the Enhanced Leave System type and reason code records.

A4.2. LVADV File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LVADV* is converted into the *SQL Server* database table *PAY.Enhanced_Advance_Formulas*. This table stores the Enhanced Leave System advance formula records.

A4.3. LVCLASS File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LVCLASS* is converted into the *SQL Server* database table *PAY.Enhanced_Pay_Class_Parameters*. This table stores the Enhanced Leave System payroll class code records.

A4.4. LVHIST File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LVHIST* is converted into the *SQL Server* database table *PAY.Enhanced_Employee_Leave_History*. This table stores the Enhanced Leave System leave history records.

A4.5. LVINPUT File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LVINPUT* is converted into the *SQL Server* database table *PAY.Enhanced_Employee_Leave_Input*. This table stores the Enhanced Leave System temporary leave input records.

A4.6. LGROSDAT File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA\LGROSDAT* is converted into the *SQL Server* database table *PAY.LGROSSDAT_Employee_Leave_Current_Gross*. This table stores the Enhanced Leave System temporary substitute gross data records.

A5. Budget System

A5.1. Increase Field Size for the Non-Certified GHI Employer Share in the SANDBOX

Before, the **Non-Certified GHI Employer Share** field allowed a maximum value of \$999.99 in the Budget Sandbox. Release 23.01.00 automatically updates the field size to accommodate a maximum value of \$99999.99 in anticipation of the non-certified rate changing to \$1580.00 for fiscal year 2024. The GHI tax parameters for the Budget System are on the *SANDBOX Tax/Withholding Menu, Display/Update GHI Table* (F5, F7, F6, F4) screen as shown below.

The screenshot shows a terminal window titled "SANDBOX PAYTAXES". At the top, it displays system information: "PCG Dist=7201 Rel=22.04.00 03/17/2023 DOE 004 C:\SQLSYS C:\SECOND WHITE". The main content is divided into two sections: "CERTIFIED" and "NON-CERTIFIED".

CERTIFIED Section:

- UENDOR: 15
- EMPLOYER SHARE (\$): 945.00
- EMPLOYER OBJCT: 21000
- BLNC: 0421
- EMPLOYER SHARE (%): .000000

NON-CERTIFIED Section:

- UENDOR: 000016
- EMPLOYER SHARE (\$): 945.00 (This field is highlighted with a red box in the original image)
- EMPLOYER OBJCT: 21000
- BLNC: 0421
- EMPLOYER SHARE (%): .000000

At the bottom, there is a status bar with "ENTER=Update, F16=Exit" and a date "23.01.00". A keyboard layout is visible at the very bottom with "ENTER" and "F16" keys highlighted.

A5.2. PAYSTAT Files Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX\PAYSTAT* is converted into the *SQL Server* database table *SAND.PAYSTAT_Monitor*. This table stores the budget system sequence monitor records associated with creating a budget.

A5.3. ANNUITY File Converted to Database Table

The VISION indexed file *K:\SECOND\SANDBOX\ANNUITY* is converted into the *SQL Server* database table *SAND.Annuity_Companies*. This table stores the budget system annuity company records.

Section B: Installation Instructions for Release 23.01.00 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 23.01.00**”.
 - 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 23.01.00 ”. |
| 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 23.01.00 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 23.01.00

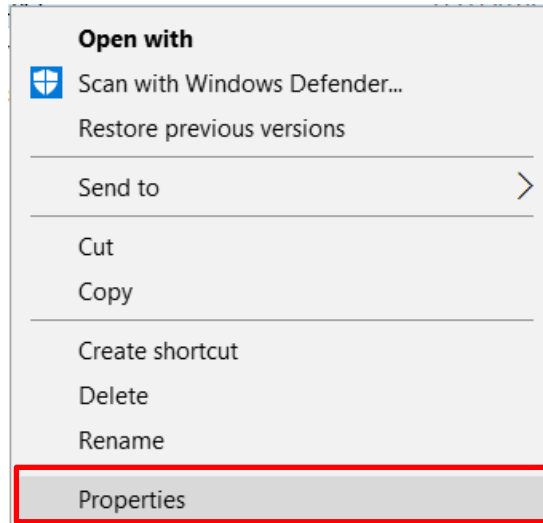
FROM THE PCGENESIS SERVER

Important Note

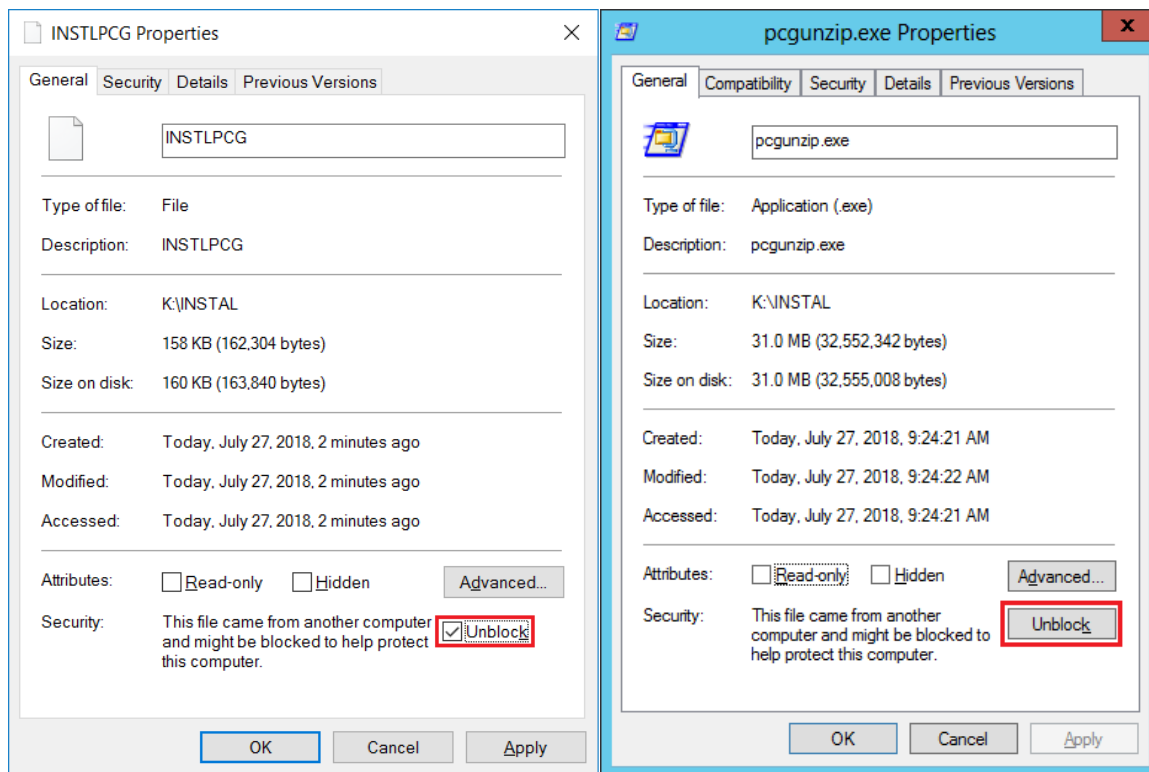
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

| 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> |

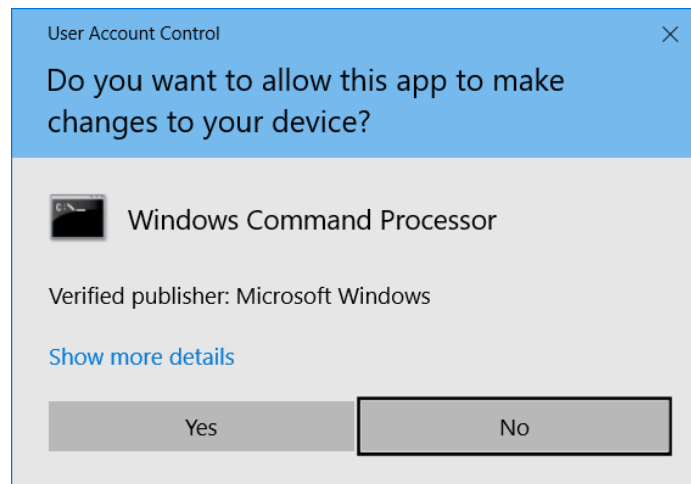
After right-clicking on each file, select the ‘Properties’ option:



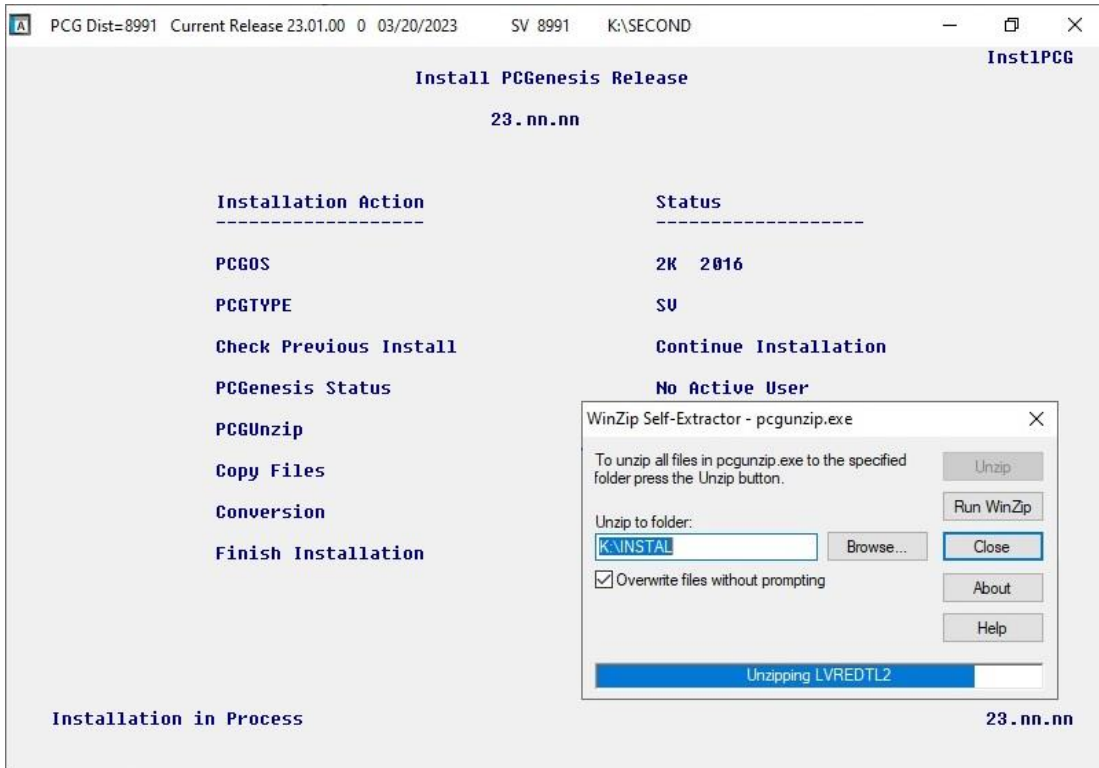
Depending on the version of the Windows operating system, the following screen displays:



| Step | Action |
|------------------|--|
| <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 23.01.00 successful installations, the following message displays:



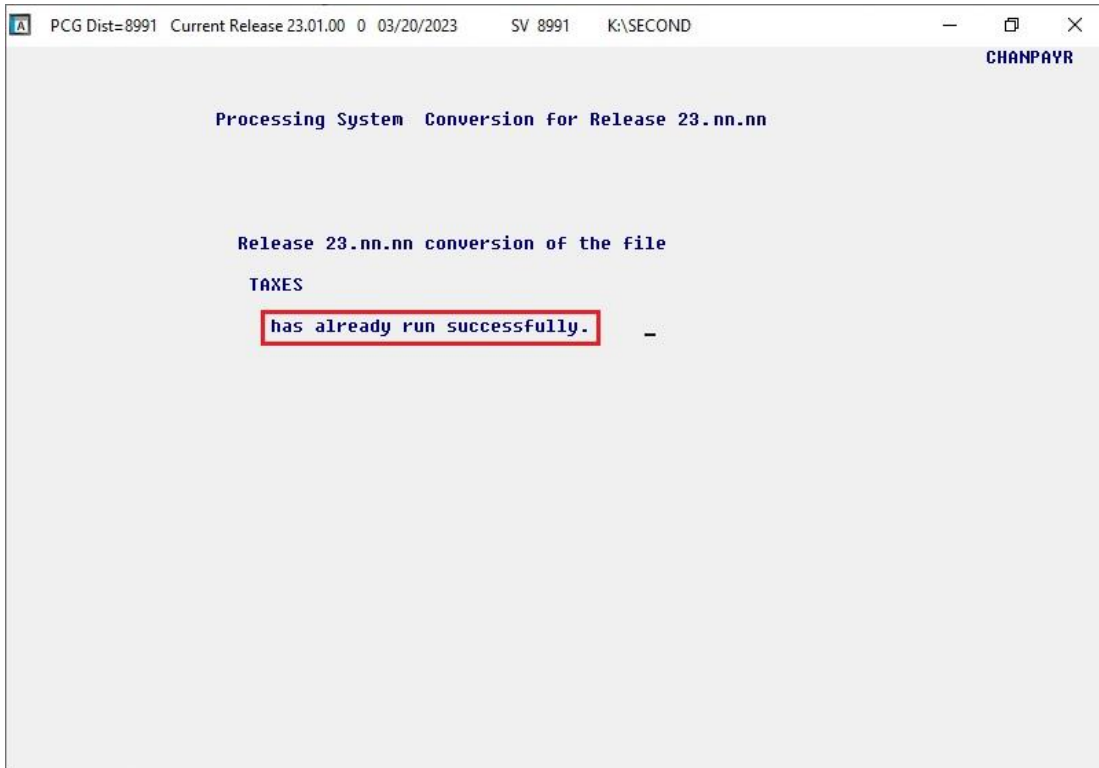
| Step | Action |
|------|---|
| 11 | Select Enter to close the window. |
| 12 | <p>If the installation was successful: Proceed to B4. <i>Verify Release 23.01.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p> |

A problem message displays if an error occurred:

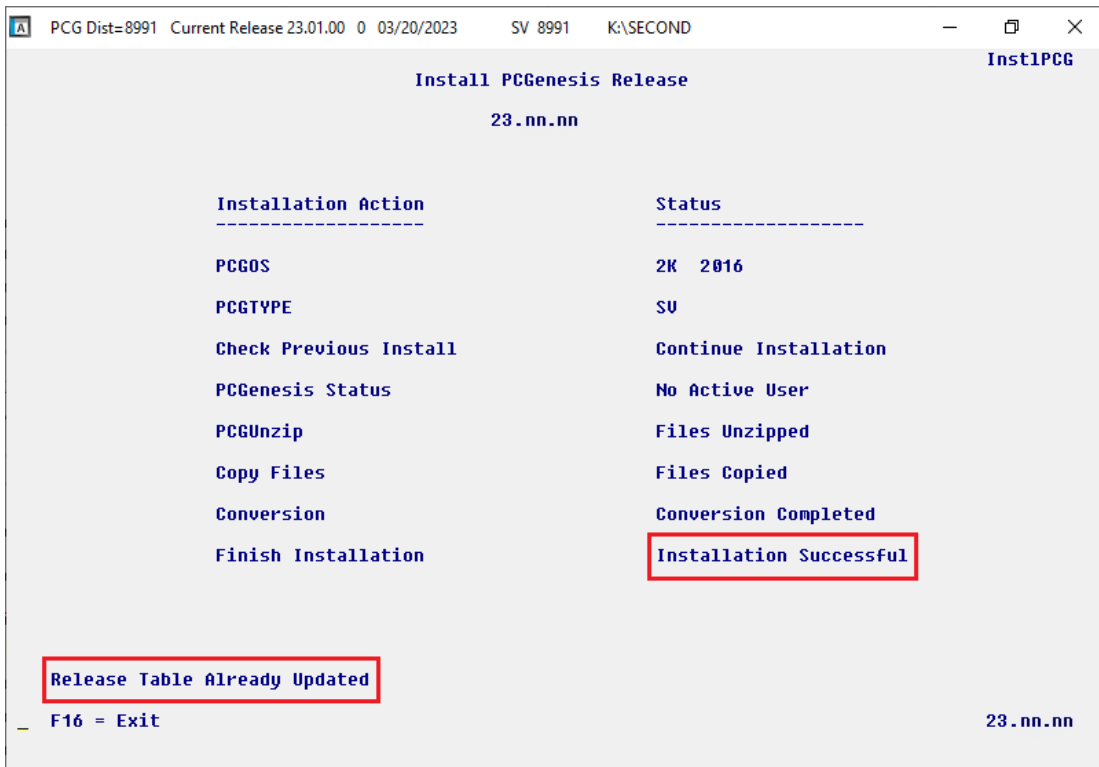


| Step | Action |
|------|--|
| 13 | Select F16 to close the window. |
| 14 | Return to the <i>MyGaDOE</i> Web portal, and detach the files again. |
| 15 | <i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions 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 <i>B4. Verify Release 23.01.00 Was Successfully Installed.</i> |

B4. Verify Release 23.01.00 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=7201 Rel=23.01.00 03/20/2023 DOE 010 C:\SQLSYS C:\SECOND WHITE
DEFNRELH


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

DOE 21.01.00 03/31/2021
DOE 21.02.00 06/30/2021
DOE 21.03.00 09/30/2021
DOE 21.04.00 12/31/2021
DOE 22.01.00 03/31/2022
DOE 22.02.00 06/30/2022
DOE 22.03.00 09/30/2022
DOE 22.04.00 12/31/2022
DOE 23.01.00 03/31/2023


.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 23.01.00 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 23.01.00 displays. If Release 23.01.00 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 23.01.00 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 23.01.00 ”. |
| 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 23.01.00 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 <u>weekly full backup of K:</u> 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 <u>daily data backup of K:\SECOND*.*</u> and <u>K:\PCGSQldb*.*</u> 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 2023</u> backup.</p> |

| Step | Action |
|------|--|
| 4 | <p>Verify that this file exists on the February 28th, 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 February 28th, 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.</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 | 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 <i>(New with this release)</i> | 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 <i>(New with this release)</i> | 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.Employee_Change <i>(New with this release)</i> | Stores the payroll employee change records. |
| 1.59 | PAY.Employee_Direct_Deposit | Stores the payroll employee direct deposit account information. |
| 1.60 | 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 - continued | | |
|--|--|---|
| PCGenesisDB - PCGenesis financial and payroll production data, continued. | | |
| | Table Name | Purpose |
| 1.61 | PAY.Employee_Experience | Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6). |
| 1.62 | PAY.Employee_Garnishment | Stores the employee payroll garnishment vendor data. |
| 1.63 | PAY.Employee_Leave | Stores the employee payroll check leave data (F2, F2, F17). |
| 1.64 | PAY.Enhanced_Advance_Formulas <i>(New with this release)</i> | Stores the enhanced leave advance formula records. |
| 1.65 | PAY.Enhanced_Employee_Leave_History <i>(New with this release)</i> | Stores the enhanced leave history records. |
| 1.66 | PAY.Enhanced_Employee_Leave_Input <i>(New with this release)</i> | Stores the enhanced leave temporary leave input records. |
| 1.67 | PAY.Enhanced_Pay_Class_Parameters <i>(New with this release)</i> | Stores the enhanced leave payroll class code records. |
| 1.68 | PAY.Enhanced_System_Parameters <i>(New with this release)</i> | Stores the enhanced leave type and reason code records. |
| 1.69 | PAY.History_Earnings | Stores the payroll employee earnings history records. |
| 1.70 | PAY.History_Distribution | Stores the payroll employee earnings history account distribution records |
| 1.71 | PAY.LGROSSDAT_Employee_Leave_Current_Gross <i>(New with this release)</i> | Stores the enhanced leave temporary substitute gross data records. |
| 1.72 | PAY.PAYSTAT_Monitor <i>(New with this release)</i> | Stores the payroll sequence monitor records. |
| 1.73 | PAY.PAYROLL_Employee | Stores employee payroll data |
| 1.74 | PAY.PAYROLL_Employee_Current | Stores employee payroll data. |
| 1.75 | PAY.GROSSDAT_Employee_Payroll_Current_Gross | Stores employee payroll gross data account lines. |
| 1.76 | PAY.PDEDUCT_Employee_Deduction | Stores employee payroll deductions. |
| 1.77 | PAY.MPAYROLL_Employee | Stores employee data for manual payroll checks |
| 1.78 | PAY.MPAYROLL_Employee_Current | Stores employee data for manual payroll checks |
| 1.79 | PAY.MGROSDAT_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 |
| 1.80 | PAY.MDEDUCT_Employee_Deduction | Stores employee deductions for manual payroll checks. |
| 1.81 | PAY.PREVVOID_Employee | Stores employee data for voided payroll checks |
| 1.82 | PAY.PREVVOID_Employee_Current | Stores employee data for voided payroll checks |
| 1.83 | PAY.VGROSSDAT_Employee_Payroll_Void_Prev_Gross | Stores employee gross data account lines for voided payroll checks. |
| 1.84 | PAY.VDEDUCT_Employee_Deduction | Stores employee deductions for voided payroll checks. |
| 1.85 | SAND.Annuity_Companies <i>(New with this release)</i> | Stores the payroll annuity company records for the Budget System. |
| 1.86 | SAND.CPI_Header | Stores the CPI biographical information associated with employees for the Budget System. |
| 1.87 | SAND.CPI_Assignments | Stores the CPI assignment data associated with employees for the Budget System. |
| 1.88 | SAND.CPI_Certifications | Stores the CPI certificate data associated with employees for the Budget System. |
| 1.89 | SAND.PAYROLL_Employee | Stores employee payroll data for the Budget System. |
| 1.90 | SAND.PAYROLL_Employee_Current | Stores employee payroll data for the Budget System. |
| 1.91 | SAND.PAYSTAT_Monitor <i>(New with this release)</i> | Stores the payroll sequence monitor records for the Budget System. |
| 1.92 | SAND.GROSSDAT_Employee_Payroll_Current_Gross | Stores employee payroll gross data account lines for the Budget System. |
| 1.93 | SAND.PDEDUCT_Employee_Deduction | Stores employee payroll deductions for the Budget System. |
| 1.94 | 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. | |