MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 23.03.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions
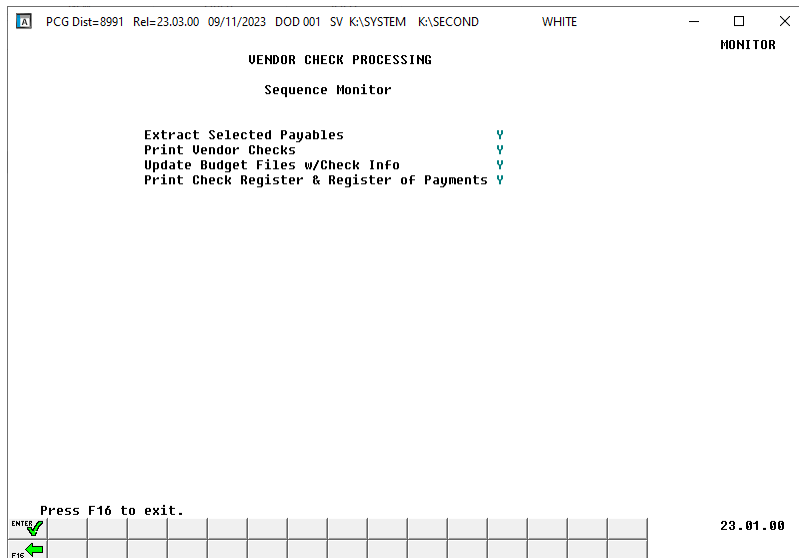
This document contains the PCGenesis software release overview and installation instructions for *Release 23.03.00*.

PCGenesis supporting documentation is provided at:

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

September 2023 Vendor Check Run Completion Instructions

*Install this release **after** completing any vendor check runs. The **Vendor Check Monitor** must display all 'Y' entries, as shown below. Also, the **Vendor Manual/Void Register and Register of Payments** (F1, F4, F9) must be run to completion, prior to installing the release.*

```
 A   PCG Dist=8991  Rel=23.03.00  09/11/2023  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE              —    □    ×
                                                                                              MONITOR
                              VENDOR CHECK PROCESSING

                                  Sequence Monitor


                     Extract Selected Payables                      Y
                     Print Vendor Checks                            Y
                     Update Budget Files w/Check Info               Y
                     Print Check Register & Register of Payments    Y














        Press F16 to exit.
   ENTER                                                                                    23.01.00
   F16
```

September 2023 Payroll Completion Instructions

Install this release <u>after</u> completing the September 2023 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the October 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!

Table of Contents

Section A: Overview of Release

A1. PCGenesis System Enhancements

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

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 23.03.00 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 23.03.00, the following 14 files associated with the financial system are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
ACCTyymm**BANKC** ACCTyymm**EXPENSEC** ACCTyymm**GLC** ACCTyymm**REVENUEC** ACCTyymm**SELECT**	ACCT.BANKC ACCT.EXPENSEC ACCT.GLC ACCT.REVENUEC ACCT.SELECTC	Accounting monthly beginning balances
FARDATA**ASSET**	FAR.Asset FAR.Asset_Control	Capital Assets
FARDATA**JECONTRL**	FAR.JE_Control	Last JE Number and Receipt Numbers used
FARDATA**NEWCNVT**	FAR.Local_Conversion_DE0046	DE FORM 0046 Report Conversion File
FARDATA**CTRL0396**	FAR.Local_Conversion_DE0396	DE FORM 0396 Control File
FARDATA**CNVTOBJT**	FAR.Local_Conversion_Function_Object	*Revenue and Expenditure Summary for Any Period Reports* Conversion File

Vision File Name	SQL Database Table Name	Description
FARDATA**MANUALS**	FAR.Manual_Vendor_Manual_Indexed FAR.Manual_Vendor_Manual_Indexed_Claim	Vendor Check Manual/Void Register of Payments
FARDATA**MANUALS1**	FAR.Manual_Vendor_Manual_Seq_Temporary FAR.Manual_Vendor_Manual_Seq_Temp_Claim	Temporary Vendor Check Manual/Void Register of Payments Intermediate File
FARDATA**CHECK1**	FAR.Manual_Vendor_Check1_Indexed_Temporary FAR.Manual_Vendor_Check1_Indexed_Temp_Claim	Vendor Check Run Register of Payments
FARDATA**CHECK2**	FAR.Manual_Vendor_Check2_Seq_Temporary FAR.Manual_Vendor_Check2_Seq_Temp_Claim	Temporary Vendor Check Run Register of Payments Intermediate File

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\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB_log.ldf**

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

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

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

A2. Payroll System

A2.1. Add Support for 401(A) Annuity Plan Types

Support has been added for 401(A) annuity plans in PCGenesis. The *Annuity File Maintenance* screen (F2, F9, F11) now allows an **Annuity Type** of '**A**' for a 401(A) plan. A 401(A) annuity plan is similar to other annuities in that it is pre-taxed, but subject to FICA and Medicare withholding. Currently, there is no reporting requirement on the W-2 form for 401(A) annuities.

A2.2. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option on the *Payroll Export/Import Menu* has been updated to import the **Prior Year Contract Months** employee fields.

Two updated templates have been added to the PCGenesis documentation website, and payroll administrators should be sure to download the most up-to-date templates from the website before using the *Import New Employees* option. The updated templates are the *PCGenesis New Single Employee Template* and the *PCGenesis New Multiple Employees Template* and are located at the website below:

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Payroll-System-Operations-Guide.aspx

When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:

Import File Type?   ⦿ Muliple Files, One Employee Per File
                     ○ One File, Multiple Employees

The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCG_New_One_Employee.xlsx* template (Version 10.0) in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select **F17** (Import new employee data) to import the data from a comma-delimited file. If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.

2. A batch process has been provided which loads multiple single-employee import files at the same time. This process will read a <u>directory</u> which contains multiple single-employee import files (using the *PCG_New_One_Employee.xlsx* template) and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

3. A new batch process has been added which loads multiple employees from <u>one</u> file using the *PCG_New_Multi_Employees.xlsx* template (Version 10.0). The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process creates new employees when all data passes the edits, and no errors exist.

A2.3. Add Edit for Payroll Salary Account Numbers

Additional edits have been added to the *Earnings History Transfer* procedure (F2, F10, F2, F17) and the *Update/Display Gross Data* screen (F2, F2, F4). Now, the system requires that salary accounts entered on the *Gross Data* screen or during an *Earnings History Transfer*, must have an object code that starts with a "1". If a user tries to enter a salary account anywhere in payroll that does not have an object code that begins with a "1", the system will give an error message. Requiring salary object codes will save users a lot of time looking for inadvertent data entry errors, especially in reconciling the CS-1 report.

A2.4. Creation of PUF Export File for State Health Benefits

A problem has been corrected with the *GHI Export File for State Health Benefits* procedure (F2, F5, F3) when creating the PUF export file. When trying to create the PUF export file, the program would abort with a critical SQL error, "*unknown cursor*". This problem has been corrected.

A2.5. Printing Payroll Checks

A problem has been corrected with the *Print Payroll Checks and Direct Deposits* procedure (F2, F3, F5). When processing more than one payroll cycle during a payroll run, the system would abort with a "*subscript out of bounds*" error when printing payroll checks. This problem has been corrected.

A2.6. Import Selected Payroll Information

A problem has been corrected with the *Import Selected Payroll Information or CPI Assignment Data* procedure (F2, F13, F8, F6). In some instances, when trying to import selected payroll data, the program would abort with a critical SQL error, "*unknown cursor*". This problem has been corrected.

A3. Financial Accounting and Reporting (FAR) System

A3.1. ACCTyymm Directory Files Converted to Database Tables

The VISION indexed files located in the K:\SECOND**ACCTyymm** directories are converted into the *SQL Server* database tables *ACCT.BANKC, ACCT.EXPENSEC, ACCT.GLC, ACCT.REVENUEC,* and *ACCT.SELECTC*. These tables store the beginning/ending balances generated during the month-end closing procedure in the PCGenesis financial system.

Vision File Name	SQL Database Table Name	Description
ACCTyymm**BANKC**	ACCT.BANKC	Accounting monthly beginning balances.
ACCTyymm**EXPENSEC**	ACCT.EXPENSEC	Accounting monthly beginning balances.
ACCTyymm**GLC**	ACCT.GLC	Accounting monthly beginning balances.
ACCTyymm**REVENUEC**	ACCT.REVENUEC	Accounting monthly beginning balances
ACCTyymm**SELECT**	ACCT.SELECTC	Accounting monthly beginning balances

With release 23.03.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.2. ASSET File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA**ASSET** is converted into the *SQL Server* database tables *FAR.Asset* and *FAR.Asset_Control*. These two tables store the capital asset records within the PCGenesis financial system.

With release 23.03.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.3. NEWCNVT File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA**NEWCNVT** is converted into the *SQL Server* database table *FAR.Local_Conversion_DE0046*. This table stores the *DE FORM 0046 Report* conversion parameters within the PCGenesis financial system.

With release 23.03.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.4. JECONTRL File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA**JECONTRL** is converted into the *SQL Server* database table *FAR.JE_Control*. This table stores the last **JE Number** and **Receipt Numbers** used within the PCGenesis financial system.

With release 23.03.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.5. CTRL0396 File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA**CTRL0396** is converted into the *SQL Server* database table *FAR.Local_Conversion_DE0396*. This table stores the *DE FORM 0396 Report* control parameters within the PCGenesis financial system.

With release 23.03.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.6. CNVTOBJT File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA**CNVTOBJT** is converted into the *SQL Server* database table *FAR.Local_Conversion_Function_Object*. This table stores the *Revenue and Expenditure Summary for Any Period Reports* conversion parameters within the PCGenesis financial system.

With release 23.03.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.7. MANUALS/MANUALS1 Files Converted to Database Tables

The VISION indexed file K:\SECOND\FARDATA**MANUALS** and **MANUALS1** are converted into the *SQL Server* database tables as shown in the table below. These tables store data required for printing the *Vendor Check Manual/Void Register of Payments* (F1, F4, F9) within the PCGenesis financial system.

Vision File Name	SQL Database Table Name	Description
FARDATA**MANUALS**	FAR.Manual_Vendor_Manual_Indexed FAR.Manual_Vendor_Manual_Indexed_Claim	Vendor Check Manual/Void Register of Payments
FARDATA**MANUALS1**	FAR.Manual_Vendor_Manual_Seq_Temporary FAR.Manual_Vendor_Manual_Seq_Temp_Claim	Temporary Vendor Check Manual/Void Register of Payments Intermediate File

With release 23.03.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.8. CHECK1/CHECK2 Files Converted to Database Tables

The VISION indexed file K:\SECOND\FARDATA**CHECK1** and **CHECK2** are converted into the *SQL Server* database tables as shown in the table below. These tables store data required for printing the *Vendor Check Run Register of Payments* (F1, F4, F5, F8) within the PCGenesis financial system.

Vision File Name	SQL Database Table Name	Description
FARDATA**CHECK1**	FAR.Manual_Vendor_Check1_Indexed_Temporary FAR.Manual_Vendor_Check1_Indexed_Temp_Claim	Vendor Check Run Register of Payments
FARDATA**CHECK2**	FAR.Manual_Vendor_Check2_Seq_Temporary FAR.Manual_Vendor_Check2_Seq_Temp_Claim	Temporary Vendor Check Run Register of Payments Intermediate File

With release 23.03.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. New Field on CPI Transmission File

A new field has been added to the '**A01**' record in the *CPI Transmission File* (F4, F9, F1). The '**A01**' record contains basic demographic information for employees including name, date of birth, ethnicity, and gender. The **Employee E-Mail Address** has been added to the '**A01**' record in positions **176-225**. PCGenesis populates the CPI transmission field with the employee's **Work E-Mail Address** as defined on the *Update/Display Emergency Data* screen (F3, F1, F5)

A4.2. CPI Rollover

A problem has been corrected with the *CPI Rollover* procedure (F4, F31, F12). At the end of the *CPI Rollover* process, the program would abort with a critical SQL error, "*unknown cursor*". This problem has been corrected.

Section B: Installation Instructions for Release 23.03.00 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 23.03.00"**.
    –   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 23.03.00"**.
5	**Start the SQL Express Service**: ==SQLEXPRESSPCG must be running before starting the release installation.== If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation. If you run a full backup prior to installing the release and *SQL Server* has been stopped, the following commands can be executed to restart **SQLEXPRESSPCG**. • 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**
6	Proceed to *B2. Verify Windows Security Group GENUSERS*.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 23.03.00 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

    <mark>**Starting with release 19.01.00, the security user group GENUSERS is now required.**</mark>

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 23.03.00

FROM THE PCGENESIS SERVER

Important Note

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

Step	Action
1	<u>NOTE</u>: *Install this release <u>after</u> completing any vendor check runs. The* **Vendor Check Monitor** *must display all 'Y' entries, on the first page of this document.* *Also, the* **Vendor Manual/Void Register and Register of Payments** *(F1, F4, F9) must be run to completion, prior to installing the release.*
2	<u>NOTE</u>: 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 **PCGenesisDB** database components contained in this release.
3	<u>**Start the SQL Express Service**</u>: **SQLEXPRESSPCG must be running before starting the release installation.** If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation.
4	**Verify all users are logged out of PCGenesis**.
5	Open **Windows® Explorer**.
6	Navigate to the **K:\INSTAL** directory.
7	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *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.*
8	***** ALERT ***** 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. 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! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

After right-clicking on each file, select the '*Properties*' option:
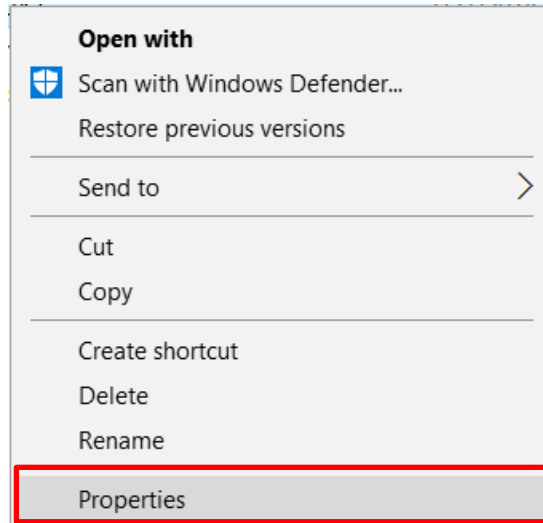
Depending on the version of the Windows operating system, the following screen displays:

Step	Action
9	Check the bottom of the '*Properties*' dialog box to see if the following **security** warning is displayed: "*This file came from another computer and might be blocked to help protect this computer.*" If the option is presented, select [Unblock] (**Unblock**) or check ☑ the box to the left of **Unblock**. Do this for each of the files in the **K:\INSTAL** directory.
10	Right-click **RELINSTL.BAT** and select ***Run as administrator*** to perform the installation.
11	If the message "*Do you want to allow this app to make changes to your device?*" is displayed, select [Yes] (**Yes**) to continue. *Next, a release installation status screen will display showing the release steps as they are completed.*
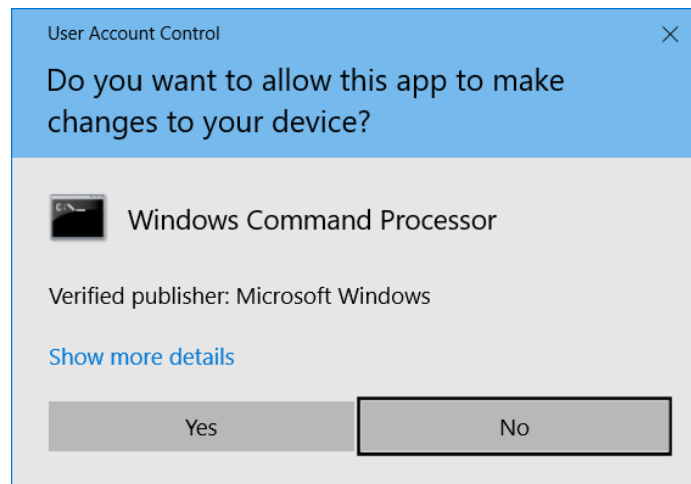
If a *Vendor Check Run* is in progress prior to installing the release, the following two screens will display:

Step	Action
12	**If a *Vendor Check Run* is in progress**: The release installation will abort with the messages shown in the screenshots above. Press **ENTER** and then select **F16** to close the release installation window. *Contact the school district's Financial Director and request that the Vendor Check Run be completed successfully. Verify that the Vendor Check Monitor displays all 'Y' entries, as shown on the first page of this document.*
13	**Once the Vendor Check Run is completed:** Return to *Step 10* and try to install the release again.

If the *Vendor Manual/Void Register and Register of Payments* (F1, F4, F9) has not been run to completion prior to installing the release, the following two screens will display:

```
 A   PCG Dist=0000  Current Release 00.00.00  0  / /                      —    ☐   ✕
                                                                        Inst1PCG
                              Install PCGenesis Release



              Installation Action                  Status
              ------------------                   ------------------

              PCGOS                                2K  2016

              PCGTYPE                              SV

              Check Previous Install

              PCGenesis Status

              PCGUnzip

              Copy Files

              Conversion

              Finish Installation



  MANUALS CHECK FAILED - EOJ

  _  F16 = Exit                                                        23.03.00
```

Step	Action
14	**If the *Vendor Manual/Void Register and Register of Payments* (F1, F4, F9) has not run to completion**: The release installation will abort with the messages shown in the screenshots above. Press **ENTER** and then select **F16** to close the release installation window. *Contact the school district's Financial Director and request that the Vendor Manual/Void Register and Register of Payments (F1, F4, F9) be completed successfully.*
15	**NOTE**: The *Vendor Manual/Void Register and Register of Payments* process may display error messages on the screen, as shown in the screenshots below. This may occur if this register is not run on a regular basis. If very old records remain on the *Manual/Void Register*, error messages may be displayed. The Financial Director should **ENTER** through the error screens, until the report has completed and the user has returned to the menu.
16	**Once the *Vendor Manual/Void Register and Register of Payments* is completed**: Return to *Step 10* and try to install the release again.

If the *Vendor Manual/Void Register and Register of Payments* is not run on a regular basis, error messages may display, as shown in the screenshots below. The Financial Director should **ENTER** through the error screens, until the report has completed.

```
 A   PCG Dist=8991  Rel=23.02.00  09/19/2023  DOD 003  SV K:\SYSTEM  K:\SECOND          WHITE          —    □    ×
                                                                                                    EXP1190
                                    Print Manual/Void Vendor Check Registers

PRESS ENTER KEY TO CONTINUE PROGRAM


INVALID READ ON CHEKMSTR KEY = SIB 066616
─




                                                                                                   21.02.00
```

```
 A   PCG Dist=8991  Rel=23.02.00  09/19/2023  DOD 003  SV K:\SYSTEM  K:\SECOND          WHITE          —    □    ×
                                                                                                    EXP1190
                                    Print Manual/Void Vendor Check Registers

PRESS ENTER KEY TO CONTINUE PROGRAM


CHECK # 066616 HAS AN UNKNOWN ORIGIN AND WILL NOT PRINT ON REGISTER!
─




                                                                                                   21.02.00
```

2K 2016
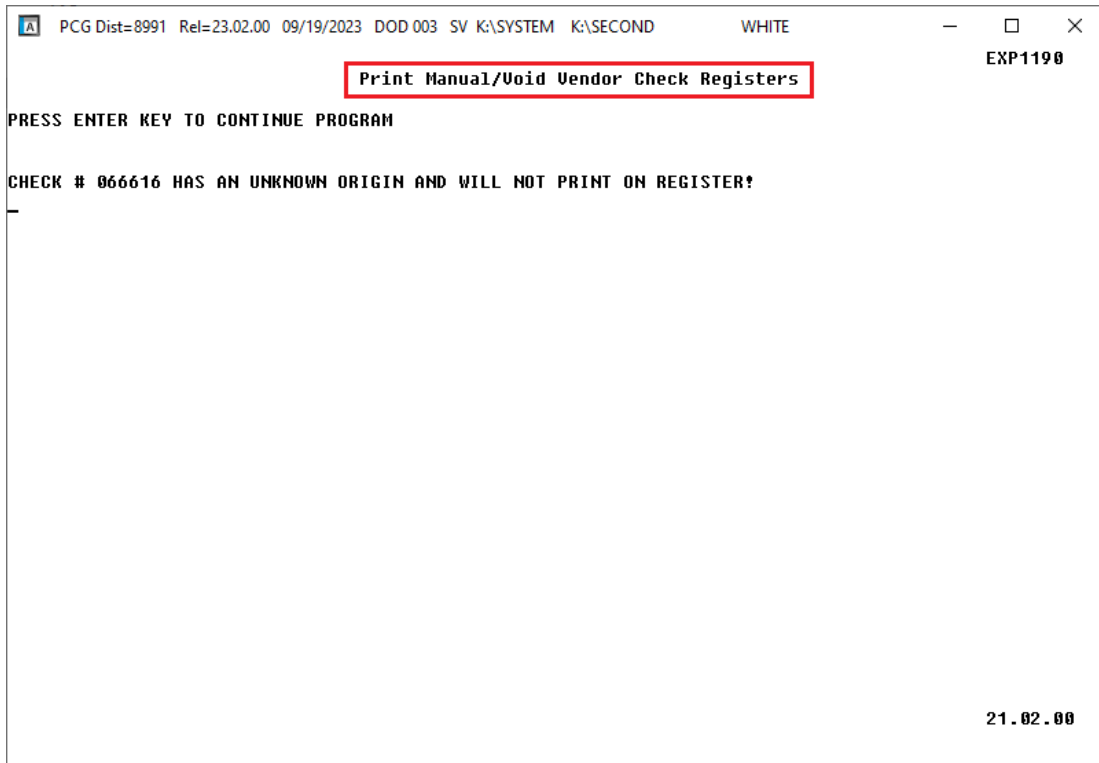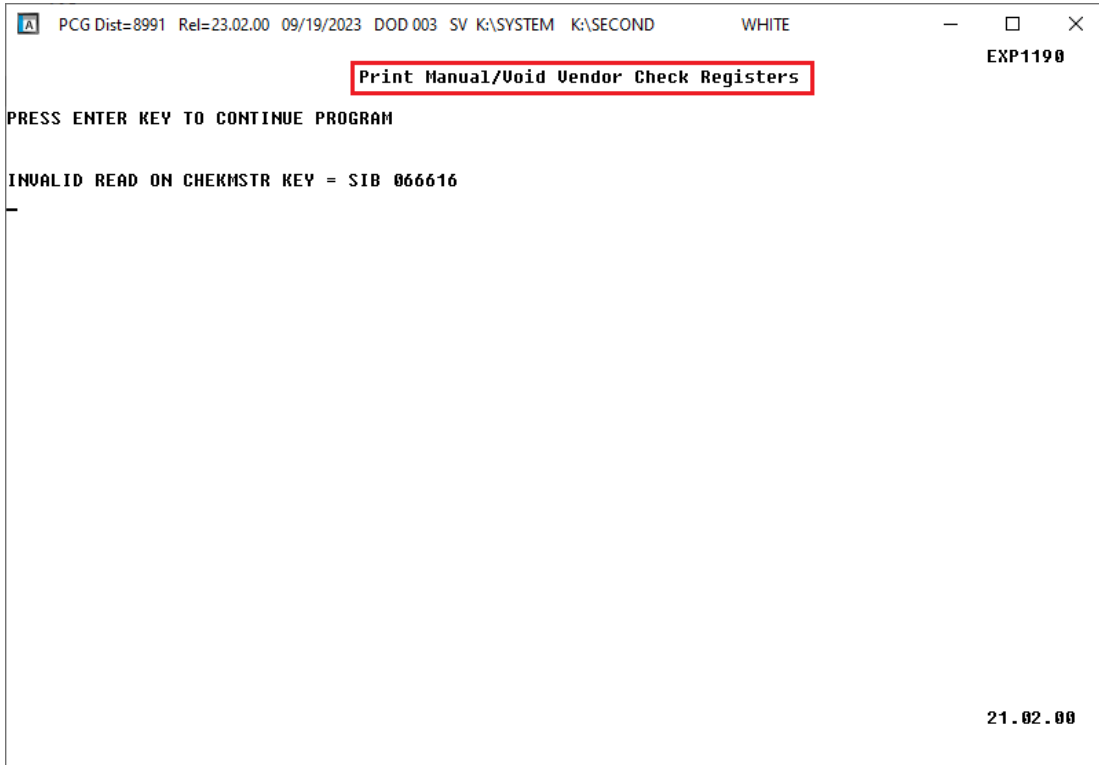
If <u>no</u> errors are encountered, a screen will display showing the progress of the installation:
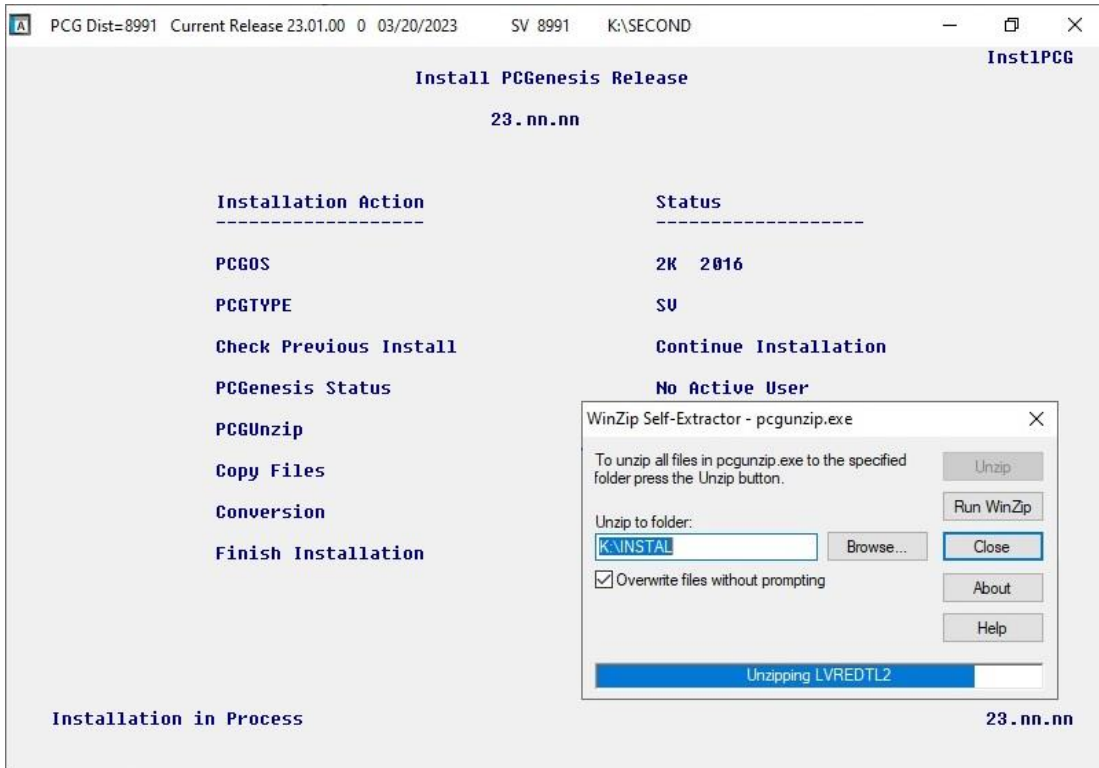
For PCGenesis *Release 23.03.00* successful installations, the following message displays:

Step	Action
17	Select **Enter** to close the window.
18	**If the installation was successful:** Proceed to *B4. Verify Release 23.03.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 19.*

A problem message displays if an error occurred:

Step	Action
19	Select **F16** to close the window.
20	Return to the *MyGaDOE* Web portal, and detach the files again.
21	*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.*

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

```
A   PCG Dist=8991  Current Release 23.01.00  0  03/20/2023      SV 8991      K:\SECOND                    —    □    ✕
                                                                                                    CHANPAYR


            Processing System   Conversion for Release 23.nn.nn




            Release 23.nn.nn conversion of the file

            TAXES

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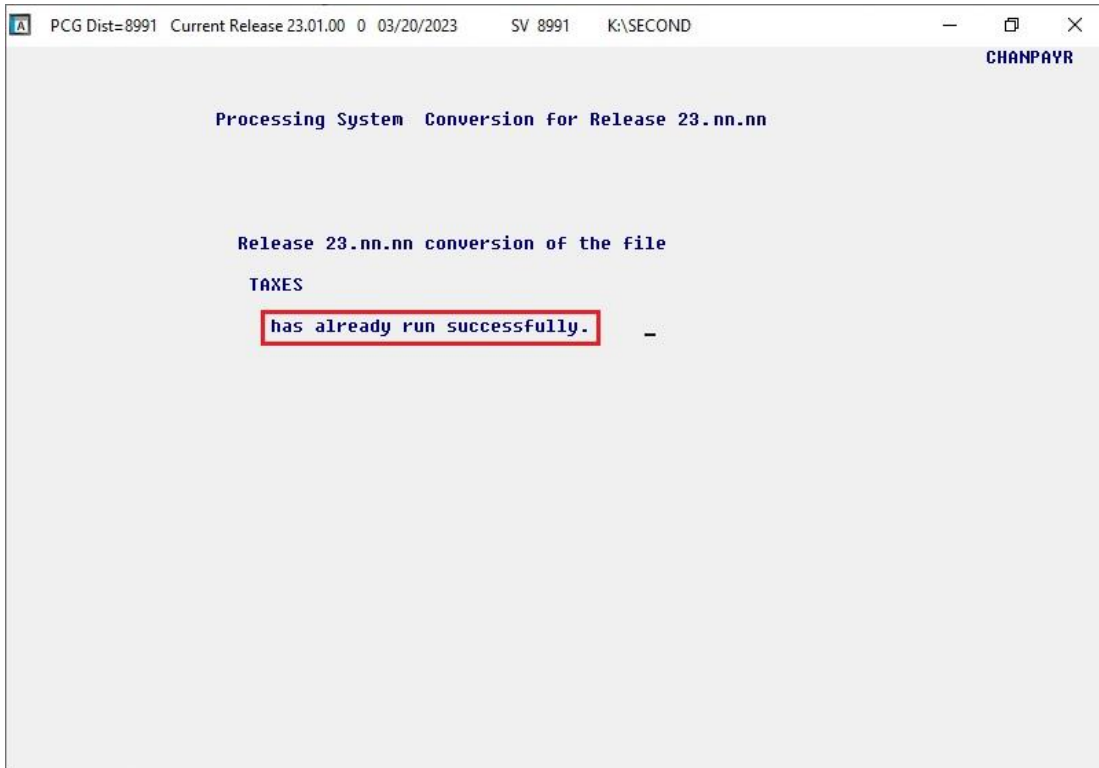
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

```
A   PCG Dist=8991  Current Release 23.01.00  0  03/20/2023      SV 8991      K:\SECOND                    —    □    ✕
                                                                                                    Instl PCG
                              Install PCGenesis Release

                                  23.nn.nn



            Installation Action                    Status
            ------------------                     ------------------

            PCGOS                                  2K  2016

            PCGTYPE                                SV

            Check Previous Install                 Continue Installation

            PCGenesis Status                       No Active User

            PCGUnzip                               Files Unzipped

            Copy Files                             Files Copied

            Conversion                             Conversion Completed

            Finish Installation                    Installation Successful



    Release Table Already Updated
 _  F16 = Exit                                                              23.nn.nn
```

Step	Action
22	Proceed to *B4. Verify Release 23.03.00 Was Successfully Installed.*

B4. Verify Release 23.03.00 Was Successfully Installed

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

The following screen displays:


```
  PCG Dist=8991  Rel=23.03.00  09/27/2023  DOE 002    K:\SYSTEM  K:\SECOND         WHITE                    —    □    ×
                                                                                                                DEFNRELM

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

                 DOE 21.01.00    07/09/2021
                 DOE 21.02.00    07/09/2021
                 DOE 21.03.00    09/28/2021
                 DOE 21.04.00    01/04/2022
                 DOE 22.01.00    03/20/2022
                 DOE 22.02.00    07/05/2022
                 DOE 22.03.00    09/28/2022
                 DOE 22.03.00    09/28/2022
                 DOE 22.04.00    12/21/2022
                 DOE 23.01.00    03/30/2023
                 DOE 23.02.00    06/23/2023
                 DOE 23.03.00    09/22/2023




          .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                                                                                                       21.03.00

  F16
```

Step	Action
4	Verify **Release 23.03.00** displays.
	*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 23.03.00** displays.*
	If Release 23.03.00 does not display, contact the Technology Management Customer Support Center *for assistance.*
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 23.03.00 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 23.03.00"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting <u>at least two minutes,</u> restart the **VQueueService** in ![View local services icon] **View local services** (**View local services**).

Section C: After PCGenesis Release 23.03.00 Has Been Installed

C1. Verify Contents of the End-of-August 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 <u>database</u> 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	<mark>**Verify you have a <u>weekly</u> <u>full</u> <u>backup</u> of <u>K:</u> that you retain for at least 4 weeks.**</mark> Include a **full backup** of ***K:*.*** in the site's standard server backup process ▸ Recommend **full backup** of ***K:*.*** <u>every night</u> if possible • Minimum of one full backup of ***K:*.*** every week **(Required)** • Retain at least 4 weeks of ***K:*.*** **(Required)**
2	<mark>**Verify you have a <u>daily</u> data backup of *K:\SECOND*.* <u>and</u> K:\PCGSQLdb*.* that you retain for at least 4 weeks**</mark> Daily data backup of ***K:\SECOND*.* <u>and</u> K:\PCGSQLdb*.*** **(Required)** • 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	Request your IT representative obtain the August 31st backup of PCGenesis data. Obtain either the weekly **full backup of K:** or the **daily data backup of K:\SECOND*.*** and **K:\PCGSQLdb*.***, but make sure it is the end-of-<u>August 2023</u> backup.

Step	Action
4	Verify that this file exists on the August 31st, 2023 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA**PCGenesisDB.mdf** **If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!**
5	Verify that this directory exists on the August 31st, 2023 backup, including all subdirectories and files within this directory: K:\SECOND
6	If you do not have both **PCGenesisDB.mdf** and **K:\SECOND**, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the *PCGenesis Technical System Operations Guide*: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx Review the information in *Section B: PCGenesis Backup / Reorganization / Restore*.
7	If your district's backup procedures needed to be remediated, create a new backup by following the instructions in *Step 6* and then start this procedure over again at *Step 1* to verify the backup.

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	ACCT.BANKC *(New with this release)*	Stores the accounting monthly beginning/ending balances.
	1.2	ACCT.EXPENSEC *(New with this release)*	Stores the accounting monthly beginning/ending balances.
	1.3	ACCT.GLC *(New with this release)*	Stores the accounting monthly beginning/ending balances.
	1.4	ACCT.REVENUEC *(New with this release)*	Stores the accounting monthly beginning/ending balances.
	1.5	ACCT.SELECTC *(New with this release)*	Stores the accounting monthly beginning/ending balances.
	1.6	Conversion_LOG	Conversion Log shows successful or unsuccessful conversion of a VISION file to a SQL Server table.
	1.7	Conversion_LOG_Detail	Conversion Log Detail shows the total number of rows imported for each database table.
	1.8	Conversion_LOG_Error	Conversion Error Log shows any errors encountered during the conversion of a VISION file to a SQL Server table.
	1.9	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.
	1.10	Transaction_Gatekeeper	Stores a single record which controls the financial system transaction postings, enforcing single-threaded processing for a multi-user system.
	1.11	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.
	1.12	FAR.Account	Stores the budget general ledger account codes.
	1.13	FAR.AccountR	Stores the revenue general ledger account codes.
	1.14	FAR.AccountG	Stores the general ledger balance account codes.

		Table Name	Purpose
SQL Server Databases and Tables for PCGenesis System - *continued*			
PCGenesisDB - PCGenesis financial and payroll production data, continued.			
	1.15	FAR.Asset *(New with this release)*	Stores capital asset records.
	1.16	FAR.Asset_Control *(New with this release)*	Stores the fiscal year of the last asset depreciation procedure.
	1.17	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.
	1.18	FAR.Bank_File	Stores the bank codes.
	1.19	FAR.Chart_Of_Accounts	Stores all general ledger account codes, including budget, revenue, and balance account codes on one table.
	1.20	FAR.Control_95_Budget	Stores the *Create Budget Sandbox Control Screen* parameters.
	1.21	FAR.Control_96_Annuity	Stores the *Annuity Deduction Control* parameters.
	1.22	FAR.Control_97_Message	Stores the PCGenesis System Message Administration control parameters for system broadcast messages.
	1.23	FAR.Control_98_Phrase	Stores the PCGenesis *System Password Administration* parameters.
	1.24	FAR.Control_99_System	Stores the PCGenesis *System Control* screen parameters and the *1099 System Control* data.
	1.25	FAR.Expense	Stores the claim/invoice master records.
	1.26	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.
	1.27	FAR.Facility	Stores the facility and building records for purchase order processing.
	1.28	FAR.Invest	Stores investment records.
	1.29	FAR.JE_Control *(New with this release)*	Stores the last Journal Voucher Number and Receipt Numbers used.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.30	FAR.Journal_Entry	Stores the general ledger journal master records.
	1.31	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.
	1.32	FAR.Local_Conversion_DE0046 *(New with this release)*	Stores the DE FORM 0046 Report Conversion parameters.
	1.33	FAR.Local_Conversion_DE0396 *(New with this release)*	Stores the DE FORM 0396 Report Control parameters.
	1.34	FAR.Local_Conversion_Function_ Object *(New with this release)*	Stores the *Revenue and Expenditure Summary for Any Period Reports* Conversion parameters.
	1.35	FAR.Manual_Vendor_Check1_Indexed_ Temp_Claim *(New with this release)*	Stores the claim detail records associated with the *Vendor Check Run Register of Payments* data and persists only for the duration of the Vendor Check Run.
	1.36	FAR.Manual_Vendor_Check1_Indexed_ Temporary *(New with this release)*	Stores the *Vendor Check Run Register of Payments* data and persists only for the duration of the Vendor Check Run.
	1.37	FAR.Manual_Vendor_Check2_Seq_Temp_ Claim *(New with this release)*	Stores the claim detail records associated with the *Vendor Check Run Register of Payments* fund data and persists only for the duration of the Vendor Check Run.
	1.38	FAR.Manual_Vendor_Check2_Seq_ Temporary *(New with this release)*	Stores the *Vendor Check Run Register of Payments* fund data and persists only for the duration of the Vendor Check Run.
	1.39	FAR.Manual_Vendor_Manual_Indexed *(New with this release)*	Stores the *Vendor Check Manual/Void Register of Payments* data. The manual/void vendor check data accumulates in this table until the *Vendor Check Manual/Void Register of Payments* report is executed, at which point the table is emptied.
	1.40	FAR.Manual_Vendor_Manual_Indexed_ Claim *(New with this release)*	Stores the claim detail records associated with the *Vendor Check Manual/Void Register of Payments* data, at which point the table is emptied.

		Table Name	Purpose
		**SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB** - PCGenesis financial and payroll production data, continued.	
	1.41	FAR.Manual_Vendor_Manual_Seq_Temp_Claim *(New with this release)*	Stores the claim detail records associated with the *Vendor Check Manual/Void Register of Payments* fund data and persists only while printing the *Vendor Check Manual/Void Registers.*
	1.42	FAR.Manual_Vendor_Manual_Seq_Temporary *(New with this release)*	Stores the *Vendor Check Manual/Void Register of Payments* fund data and persists only while printing the *Vendor Check Manual/Void Registers.*
	1.43	FAR.Name_01_Fiscal_Year	Stores the two-digit year description of the account number.
	1.44	FAR.Name_02_Fund	Stores the 3-digit fund description of the account number.
	1.45	FAR.Name_03_FY_flag	Stores the 1-digit fiscal year description of the account number. (Not used.)
	1.46	FAR.Name_04_Program	Stores the 4-digit program code description of the account number.
	1.47	FAR.Name_05_Function	Stores the 4-digit function code of the account number, for expense accounts.
	1.48	FAR.Name_06_Object	Stores the 5-digit object code description of the account number.
	1.49	FAR.Name_07_Fac_Bldg	Stores the 5-digit facility/building code description of the account number.
	1.50	FAR.Name_08_Additional	Stores the 6-digit additional code description of the account number.
	1.51	FAR.Name_09_Rev_Srce	Stores the 4-digit source code description of the account number, for revenue accounts.
	1.52	FAR.Name_10_BLNC_SHEET	Stores the 4-digit balance sheet code description of the account number, for GL accounts.
	1.53	FAR.PAYSTAT_Monitor	Stores the vendor check sequence monitor records.
	1.54	FAR.Purchase_Order	Stores the purchase order master records.
	1.55	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.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.56	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.
	1.57	FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.
	1.58	FAR.Receipt	Stores the receipt master records.
	1.59	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.
	1.60	FAR.Receivable	Stores the receivable master records.
	1.61	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.
	1.62	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.
	1.63	FAR.Revenue_Source	Stores the Revenue Source records for the financial system revenue subsystem.
	1.64	FAR.Vendor	Stores the vendor records for the financial system expense subsystem.
	1.65	FAR.Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.
	1.66	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.
	1.67	FAR.Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
	1.68	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.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.69	PAY. ACA_Dependent_1095	Stores the Affordable Care Act (ACA) dependent data for payroll employees.
	1.70	PAY. ACA_Employee_1095	Stores the Affordable Care Act (ACA) data for payroll employees.
	1.71	PAY.Annuity_Companies	Stores the payroll annuity company records.
	1.72	PAY.CPI_Header	Stores the CPI biographical information associated with employees.
	1.73	PAY.CPI_Assignments	Stores the CPI assignment data associated with employees
	1.74	PAY.CPI_Certifications	Stores the CPI certificate data associated with employees.
	1.75	PAY.CPI_Code_Table	Stores the CPI description codes.
	1.76	PAY.CHKMSTR_Check_Master	Stores the payroll check master records associated with the payroll subsystem.
	1.77	PAY.DATEFL_Current_Payroll_Date	Stores the payroll setup parameters.
	1.78	PAY.DEDCTL_Current_Payroll_ Deductions	Stores the payroll setup deduction-control parameters.
	1.79	PAY.DEDUCTIONS_System_ Definitions	Stores the payroll system deduction definitions.
	1.80	PAY.DESC_Alpha_EEO5_Job_Codes	Stores the EEO5 job code descriptions.
	1.81	PAY.DESC_Alpha_G_SHBP_Change_ Codes	Stores the SHBP change code descriptions.
	1.82	PAY.DESC_Alpha_W2CD_W2_ Adjustment_Codes	Stores the W-2 box and code descriptions.
	1.83	PAY.DESC_Alpha_DDBK_Direct_ Deposit_Bank_Codes	Stores the direct deposit bank code descriptions.
	1.84	PAY.DESC_Alpha_ACA1_ACA_ Coverage_Codes	Stores the ACA offer of coverage code descriptions.
	1.85	PAY.DESC_Alpha_ACA2_ACA_Safe_ Harbor_Codes	Stores the ACA safe harbor code descriptions.
	1.86	PAY.DESC_Alpha_H_User_Change_ Codes	Stores the district-defined SHBP change code descriptions.
	1.87	PAY.DESC_B_Budget_Categories	Stores the budget category code descriptions.
	1.88	PAY.DESC_C_Payroll_Class_Codes	Stores the payroll class code descriptions.
	1.89	PAY.DESC_D_Degree_Codes	Stores the degree code descriptions.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.90	PAY.DESC_E_Ethnic_Codes	Stores the ethnic code descriptions.
	1.91	PAY.DESC_J_Job_Codes	Stores the payroll job code descriptions.
	1.92	PAY.DESC_K_TRS_Job_Codes	Stores the TRS job code descriptions.
	1.93	PAY.DESC_L_Location_Codes	Stores the payroll location code descriptions.
	1.94	PAY.DESC_M_PSERS_ERS_Job_Codes	Stores the ERS and PSERS job code descriptions.
	1.95	PAY.DESC_P_Pay_Type_Codes	Stores the compensation/pay type code descriptions.
	1.96	PAY.DESC_R_Pay_Reason_Codes	Stores the payroll reason code descriptions.
	1.97	PAY.DESC_S_Substitute_Rank_Codes	Stores the substitute rank code descriptions.
	1.98	PAY.DESC_T_Termination_Codes	Stores the termination code descriptions.
	1.99	PAY.DESC_U_University_Codes	Stores the university code descriptions.
	1.100	PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes	Stores the ERS and PSERS payroll reason code descriptions.
	1.101	PAY.DESC_W_PSERS_ERS_Termination_Codes	Stores the ERS and PSERS termination code descriptions.
	1.102	PAY.DESC_X_TRS_Pay_Reason_Codes	Stores the TRS payroll reason code descriptions.
	1.103	PAY.DESC_Y_TRS_Termination_Codes	Stores the TRS termination code descriptions.
	1.104	PAY.Employee_Change	Stores the payroll employee change records.
	1.105	PAY.Employee_Direct_Deposit	Stores the payroll employee direct deposit account information.
	1.106	PAY.Employee_Education	Stores the employee education data from the *Update/Display Educational Data* screen (F3, F1, F6).
	1.107	PAY.Employee_Experience	Stores the employee years of teaching experience from the *Update/Display Educational Data* screen (F3, F1, F6).
	1.108	PAY.Employee_Garnishment	Stores the employee payroll garnishment vendor data.
	1.109	PAY.Employee_Leave	Stores the employee payroll check leave data (F2, F2, F17).
	1.110	PAY.Enhanced_Advance_Formulas	Stores the enhanced leave advance formula records.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.111	PAY.Enhanced_Employee_Leave_ History	Stores the enhanced leave history records.
	1.112	PAY.Enhanced_Employee_Leave_Input	Stores the enhanced leave temporary leave input records.
	1.113	PAY.Enhanced_Pay_Class_Parameters	Stores the enhanced leave payroll class code records.
	1.114	PAY.Enhanced_System_Parameters	Stores the enhanced leave type and reason code records.
	1.115	PAY.History_Earnings	Stores the payroll employee earnings history records.
	1.116	PAY.History_Distribution	Stores the payroll employee earnings history account distribution records
	1.117	PAY.LGROSSDAT_Employee_Leave_ Current_Gross	Stores the enhanced leave temporary substitute gross data records.
	1.118	PAY.PAYSTAT_Monitor	Stores the payroll sequence monitor records.
	1.119	PAY.PAYROLL_Employee	Stores employee payroll data
	1.120	PAY.PAYROLL_Employee_Current	Stores employee payroll data.
	1.121	PAY.PAYROLL_Schedules	Stores the payroll schedule definitions.
	1.122	PAY.GROSSDAT_Employee_Payroll_ Current_Gross	Stores employee payroll gross data account lines.
	1.123	PAY.PDEDUCT_Employee_Deduction	Stores employee payroll deductions.
	1.124	PAY.MPAYROLL_Employee	Stores employee data for manual payroll checks
	1.125	PAY.MPAYROLL_Employee_Current	Stores employee data for manual payroll checks
	1.126	PAY.MGROSDAT_Employee_Payroll_ Manual_Gross	Stores employee gross data account lines for manual payroll checks.
	1.127	PAY.MDEDUCT_Employee_Deduction	Stores employee deductions for manual payroll checks.
	1.128	PAY. PREVVOID_Employee	Stores employee data for voided payroll checks
	1.129	PAY. PREVVOID_Employee_Current	Stores employee data for voided payroll checks

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.130	PAY.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters.
	1.131	PAY.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters.
	1.132	PAY.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters.
	1.133	PAY.TAXES04_PSERS_ERS_TRS_ Tables	Stores the PSERS, ERS, and TRS parameters.
	1.134	PAY.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters.
	1.135	PAY.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters.
	1.136	PAY.TAXES99_Payroll_Control	Stores the school district payroll control parameters.
	1.137	PAY.VGROSDAT_Employee_Payroll_ Void_Prev_Gross	Stores employee gross data account lines for voided payroll checks.
	1.138	PAY.VDEDUCT_Employee_Deduction	Stores employee deductions for voided payroll checks.
	1.139	SAND.Annuity_Companies	Stores the payroll annuity company records for the Budget System.
	1.140	SAND.CPI_Header	Stores the CPI biographical information associated with employees for the Budget System.
	1.141	SAND.CPI_Assignments	Stores the CPI assignment data associated with employees for the Budget System.
	1.142	SAND.CPI_Certifications	Stores the CPI certificate data associated with employees for the Budget System.
	1.143	SAND.DATEFL_Current_Payroll_Date	Stores the Budget System setup parameters.
	1.144	SAND.DEDCTL_Current_Payroll_ Deductions	Stores the Budget System setup deduction-control parameters.
	1.145	SAND.DEDUCTIONS_System_ Definitions	Stores the Budget System deduction definitions.
	1.146	SAND.PAYROLL_Employee	Stores employee payroll data for the Budget System.
	1.147	SAND.PAYROLL_Employee_Current	Stores employee payroll data for the Budget System.
	1.148	SAND.PAYSTAT_Monitor	Stores the payroll sequence monitor records for the Budget System.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.149	SAND.GROSSDAT_Employee_Payroll _Current_Gross	Stores employee payroll gross data account lines for the Budget System.
	1.150	SAND.PDEDUCT_Employee_ Deduction	Stores employee payroll deductions for the Budget System.
	1.151	SAND.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters for the Budget System.
	1.152	SAND.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters for the Budget System.
	1.153	SAND.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters for the Budget System.
	1.154	SAND.TAXES04_PSERS_ERS_TRS_ Tables	Stores the PSERS, ERS, and TRS parameters for the Budget System.
	1.155	SAND.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System.
	1.156	SAND.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters for the Budget System.
	1.157	SAND.TAXES99_Payroll_Control	Stores the school district payroll control parameters for the Budget System.
	1.158	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 - *continued*		
3	**PCG_Q_DB**		
	The **PCG_Q_DB** database is a backup of PAYDATA that is made just before *Calculate Payroll & Update YTD* (Final) (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).		
		Table Name	**Purpose**
	3.1	**FAR.***tablename*	**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). • 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*	**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 *Calculate Payroll & Update YTD (Final)* (F4). • Restore from **PAYDATAQ** if a problem occurs during check printing.
	3.3	**SAND.***tablename*	**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 *Create Budget SANDBOX* (F5, F1). • Restore from **SANDBOXQ** if a problem occurs during creation of the budget SANDBOX.

SQL Server Databases and Tables for PCGenesis System - *continued*		
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*	**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. • 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 *VerraDyne Print Manager* associated tables.