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"Educating Georgia's Future"

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## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT:** Release 22.02.00 – 2022 Fiscal Year-End Updates / Conversion to PCGenesisDB Database / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for Release 22.02.00.

PCGenesis supporting documentation is provided at:

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

### **June, 2022 Payroll Completion Instructions**

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

*Please import the FY 2023 CPI Salary Schedule into PCGenesis. The 2023 CPI Salary Schedule is available on the PCGenesis documentation web page.*

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

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

*For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) first in order to capture FY 2022 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) second in order to clear the FY 2022 Fiscal Year leave totals.*

***A PCGenesis E-mail User List Is Available***

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

[join-pcgenesis@list.doe.k12.ga.us](mailto: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](mailto:pcgenesis@list.doe.k12.ga.us)

An e-mail sent to [pcgenesis@list.doe.k12.ga.us](mailto: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 PERS, GARVEN, DDP, CHEKMSTR, and MSG to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 22.02.00 continues the conversion of PCGenesis Vision data into *SQL Server* database tables. The migration of PCGenesis to a *SQL Server* database platform is a major undertaking, but a step that it is imperative to take for the longevity of the product.

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

In release 22.02.00, the following 6 files associated with the payroll and budget systems are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
PAYDATA\GARVEN	PAY.Employee_Garnishment	Payroll employee garnishment vendor data
PAYDATA\DDP	PAY.Employee_Direct_Deposit	Payroll employee direct deposit account information
PAYDATA\CHEKMSTR	PAY.CHKMSTR_Check_Master	Payroll check master records associated with the payroll subsystem
PAYDATA\MSG	PAY.PAYROLL_Employee	Detailed payroll check stub employee message text
PERDATA\PERS (data moved to several different tables)	PAY.PAYROLL_Employee	Emergency contact data, ethnicity and race codes, e-mail addresses, and enhanced employee leave system fields added to the PAYROLL record
PERDATA\PERS	PAY.Employee_Leave	Employee payroll check leave data (F2, F2, F17)
PERDATA\PERS	PAY.Employee_Experience PAY.Employee_Education	Employee education and experience data (F3, F1, F6)
SANDBOX\PERS	SAND.PAYROLL_Employee	Budget System - Emergency contact data, ethnicity and race codes, e-mail addresses, and enhanced employee leave system fields added to the PAYROLL record

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

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

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

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

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

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

## A1.2. Backup of PCGenesis Data

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

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

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

The following directories are needed for disaster recovery:

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

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

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

**NET STOP VQueueService**

**NET STOP MSSQL\$SQLEXPRESSPCG**

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

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

**NET START MSSQL\$SQLEXPRESSPCG**

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

**NET START VQueueService**

## A2. Payroll System

### A2.1. New Teachers Retirement System (TRS) Rates for FY 2023

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2022.

Fiscal Year 2023	
TRS	
<b>Employer Rate:</b>	<b>19.98%</b>
<b>Employee Rate:</b>	<b>6.00%</b>

This release automatically updates the TRS rates into PCGenesis.

### A2.2. Employees' Retirement System (ERS) Rates for FY 2023

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2022.

Fiscal Year 2023	
Old ERS	
Employer contribution:	26.26%
Pickup:	05.00 %
<b>Total Employer Rate:</b>	<b>31.26%</b>
<b>Employee Rate:</b>	<b>1.5%</b>

Fiscal Year 2023	
New ERS	
<b>Employer Rate:</b>	<b>31.01%</b>
<b>Employee Rate:</b>	<b>1.5%</b>

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

### A2.3. Add New Employee

The *Add New Employee* (F2, F2, F1) screen has been updated to accommodate two new employee e-mail fields (the **Work E-mail Address** was previously available on the *Add New Employee* screen):

- **GHI E-mail Preference:** This field designates whether the employee prefers to send their work e-mail address or their personal e-mail address to the State Health Benefits Program (SHBP). Valid values are 'P' for personal e-mail address and 'W' for work e-mail address.
- **Personal E-mail Address:** The employee's personal e-mail address.

The employee **Work E-mail** and **Personal E-mail** addresses once added, may be updated from the *Update/Display Emergency Data* screen (F3, F1, F5).

PCG Dist=8991 Rel=22.02.00 06/01/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

**Add New Employee** PAY01

Status A -- Active      TESTCASE, DEBRA H.

Emp. no. 43434      Pay Loc 100 Location 000100      Class 1 CLASSROOM TEACHERS

Sex Code E      Work Loc 100 Location 000100      Job 3 TEACHER 4-8

Mar Stat S      SSN 345 67 8902      EEO-5 Job 000 Undefined

Ethnic 2 WHITE

NAME First DEBRA      Middle H.      EEO-5 and CPI Ethnic/Race:  
Last TESTCASE      Suffix      Prefix MS.      Hispanic/Latino Ethnicity?  
 Yes  No

Address 1 WEST FIRST STREET      Certificate Type  
Address L2 APARTMENT 12      CS1 Job (from CPI) 000  
City/State ATLANTA, GA      Include on CPI ? Y  
Zip Code 30000      County 000      Sick Bank ? N  
Phone (444)555-6666      Substitute rank 5  
Cell phone (555)666-7777      Hours Per Day

Birth Date 11/01/1961      GHI Eligible ? Y      Participate in GHI ? Y  
Hire Date 1/01/2012      GHI BOE Trans? Y      GHI Option B6 ANTHEM HMO  
Rehire Date      GHI 1st Day Wrk 1/01/2012      GHI Tier 10 SINGLE  
Term Date      GHI Coverage Start 2/01/2012      GHI Ded Cd 8  
Term Reason      GHI Change Code NEMP

GHI Email Pref (W or P) P  
Employee work e-mail: D.TEST@DOE.K12.GA.US  
Employee personal e-mail: DEBRA.TEST@GMAIL.COM

Validations passed. Check screen 2 or save your changes.

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help 22.02.00

Add New Employee – Screen 1



## A2.4. Personal E-mail Address Added to Emergency Data Screen

The **Personal E-mail Address** field has been added to the *Update/Display Emergency Data* screen (F3, F1, F5), as shown below.

PCG Dist=8991 Rel=22.02.00 06/01/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE PER02

**Update/Display Emergency Data**

Employee: 43434 TESTCASE, DEBRA H. Spouse: \_\_\_\_\_

Next of kin: \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone: \_\_\_ 000 0000

Emergency: \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone: \_\_\_ 000 0000

Doctor: \_\_\_\_\_ Phone: \_\_\_ 000 0000

Comments: \_\_\_\_\_

Employee work e-mail: D.TEST@DOE.K12.GA.US  
Employee personal e-mail: DEBRA.TEST@GMAIL.COM

Mode changed to update

ENTER = Validate, F8 = Update Record, F16 = Exit without Changes

22.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15  
F16 F17 F18 Per ACA Deps Emer Edu Help

*Update/Display Emergency Data Screen*

## A2.5. GHI Export File for State Health Benefits

PCGenesis has added support for the **GHI E-mail Preference** field in the *GHI Export File for State Health Benefits* module (F2, F5, F3). The **GHI E-mail Preference** field will determine which e-mail address, work (**W**) or personal (**P**), is sent to the State Health Benefits Program (SHBP) on the AUF or PUF export files for each employee. Valid values for the **GHI E-mail Preference** field are ‘**P**’ for personal e-mail address and ‘**W**’ for work e-mail address.

## A2.6. 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 following two new employee fields:

- **Personal E-mail Address:** The employee’s personal e-mail address.
- **GHI E-mail Preference:** This field designates whether the employee prefers to send their work e-mail address or their personal e-mail address to the State Health Benefits Program (SHBP). Valid values are ‘P’ for personal e-mail address and ‘W’ for work e-mail address.


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?**       **Multiple 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 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 employee import files at the same time. This process will read a directory which contains multiple single-employee import files and import all of the individual files at once. The *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 one file. 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.

## A2.7. Export/Import Selected Payroll / Deduction / CPI Information

Additional fields are now exported/imported when **Employee E-Mail** is selected on the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information or CPI Assignment Data* (F2, F13, F8, F6) screens, as shown below. Now when **Employee E-Mail** is selected, the employee **GHI E-mail Preference**, **Work E-mail Address**, and **Personal E-mail Address** fields are exported/imported by the system. The **Personal E-mail Address** field has also been added to the **Contact Data** export and import processes.

Export Selected Payroll / Deduction / CPI Information Screen

## A2.8. PERS File Converted to Database Table

Release 22.02.00 converts the VISION indexed file *K:\SECOND\PERDATA\PERS* into the following PCGenesis database tables:

- *PAY.PAYROLL\_Employee*
- *PAY.Employee\_Leave*
- *PAY.Employee\_Experience*
- *PAY.Employee\_Education*

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

Vision File Name	SQL Database Table Name	Description
PERDATA\PERS	PAY.PAYROLL_Employee	Emergency contact data, ethnicity and race codes, e-mail addresses, and enhanced employee leave system fields added to the PAYROLL record
PERDATA\PERS	PAY.Employee_Leave	Employee payroll check leave data (F2, F2, F17)
PERDATA\PERS	PAY.Employee_Experience PAY.Employee_Education	Employee education and experience data (F3, F1, F6)

With release 22.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise employee data will be lost. Call the help desk when any data needs to be restored.

## A2.9. GARVEN File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\GARVEN* is converted into the *SQL Server* database table *PAY.Employee\_Garnishment*. This table stores the garnishment vendor data associated with the payroll employees.

## A2.10. DDP File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\DDP* is converted into the *SQL Server* database table *PAY.Employee\_Direct\_Deposit*. This table stores the direct deposit account information associated with the payroll employees.



## A2.11. MSG File Converted to Database Table

The VISION indexed file *K:\SECOND\PAYDATA\MSG* is converted into the *SQL Server* database table *PAY.PAYROLL\_Employee*. Release 22.02.00 adds a column to the *PAY.PAYROLL\_Employee* table to store the detailed payroll check stub employee message text.

## ***A2.12. CHEKMSTR File Converted to Database Table***

The VISION indexed file *K:\SECOND\PAYDATA\CHEKMSTR* is converted into the *SQL Server* database table *PAY.CHKMSTR\_Check\_Master*. This table stores the payroll check master records associated with the payroll subsystem.

## ***A2.13. Payroll Employee Find/Filter***

Several problems have been corrected with the *Payroll Employee Find/Filter* module (). Release 22.01.00 caused a problem with employees missing in the *Payroll Employee Find/Filter* module when multiple records had the same name. Employees might also be missing when selecting **Certified (C)** or **Non-Certified (N)** employees in the *Payroll Employee Find/Filter* module. Release 22.01.00 also caused a problem with the ‘**Clear Filter**’ () option not working. These problems have been corrected.


## ***A2.14. Setup Payroll for a New Payroll Run***

A problem has been corrected in the *Setup Payroll for a New Payroll Run* module (F2, F1, F1). Release 22.01.00 caused a problem with clearing the deduction adjustment amounts when setting up a new payroll run. Now, when the school district sets up for the next payroll cycle the deduction adjustments will be cleared properly.

## ***A2.15. Update Earnings History with Current Pay***

A problem has been corrected in the *Update Earnings History with Current Pay* module (F2, F3, F13). Release 22.01.00 caused an abort in the earnings history update when multiple payroll schedules were selected for a single payroll run. This problem has been corrected.

## ***A2.16. Monthly PSERS Contribution Reports and Files***

A problem has been corrected in the *Monthly PSERS Contribution Reports and Files* module (F2, F5, F1). Release 22.01.00 caused a system abort when using the drop down () feature to select employees for leave without pay. This problem has been corrected.

## ***A3. Financial Accounting and Reporting (FAR) System***

### ***A3.1. Fiscal Year-End Processing Instructions***

The PCGenesis documentation website provides the *PCGenesis Fiscal Year-End Processing Checklist*, in the *Financial Accounting and Reporting (FAR) System Operations Guide*. The link is shown below:

<https://www.gadoe.org/Technology-Services/Enterprise-Systems-and-Applications/PCGenesis/Documents/FiscalYearClosingChecklist.pdf>

## ***A4. Budget System***

### ***A4.1. Budget PERS File Converted to Database Table***

The VISION indexed file *K:\SECOND\SANDBOX\PERS* is converted into the *SQL Server* database table *SAND.PAYROLL\_Employee*. Release 22.02.00 adds emergency contact data, ethnicity and race codes, e-mail addresses, and enhanced employee leave system fields to the *SAND.PAYROLL\_Employee* table for the Budget subsystem.

With release 22.02.00, ***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.

## A5. Certified/Classified Personnel Information (CPI) System

### A5.1. Upload the 2023 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2023*, in the *Certified/Classified Personnel Information (CPI) System Operations Guide*. The link is shown below:

<https://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx>

Supporting documentation on the webpage provides the corresponding instructions to import the salary schedule into PCGenesis.

### A5.2. Personal E-mail Address Added to Third Party Contractors Screen

The **Personal E-mail Address** field has been added to the *Display/Update Third Party Contractors* screen (F4, F2) as shown below.

PCG Dist=8991 Rel=22.02.00 06/01/2022 DOD 001 SV K\SYSTEM K\SECOND WHITE

**Display/Update Third Party Contractors** PAY3RD

Status **A** -- Active CLBUENGER, MICHEL  
 Emp. no. 89244 Pay Loc 8010 Location 008010 Class 38 THIRD PARTY CONTRA  
 Sex Code E Work Loc 8010 Location 008010 Job 61 third party contra  
 Mar Stat H SSN 999 08 9244

NAME First MICHEL Middle \_\_\_\_\_  
 Last CLBUENGER Suffix \_\_\_\_\_ Prefix \_\_\_\_\_

Address 1771 MAIN STREET Certificate Type B0  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 483  
 City/State SMITH, GA Include on CPI ? Y  
 Zip Code 33333 County 160 EE0-5 Ethnic code 2 WHITE  
 Phone (999)555-0788 Out of State  
 Cell phone (999)555-0789

Birth Date 4/01/1975  
 Hire Date 8/01/2005  
 Rehire Date \_\_\_\_\_  
 Background Ck \_\_\_\_\_  
 Term Date \_\_\_\_\_  
 Term Reason -

Hispanic/Latino Ethnicity?  
 Yes  No

Race (Select all that apply)  
 Yes  No Am Indian Alaskan  
 Yes  No Black  
 Yes  No White  
 Yes  No Asian  
 Yes  No Hawaiian Pacific

Employee work e-mail: MCLBUENGER089244@dist.k12.ga.us  
 Employee personal e-mail: MCLBUENGER@GMAIL.COM

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.  
 Enter the contractor employee number, and then change the class code to a payroll class.  
 Otherwise, third party contractors CANNOT be accessed from Payroll.

Record Validated Successfully -- PF8 to Save

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [CREATE F13] [F15] 22.02.00  
 [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000]

Update/Display Third Party Contractors Screen

## Section B: Installation Instructions for Release 22.02.00 Software

### B1. Perform a PCGenesis Full Backup

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

1. The prior evening’s full system backup of the entire **K:** drive was successful.
  - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 22.02.00**”.
  - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

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

Step	Action
1	<b>Verify all users are logged out of PCGenesis.</b>
2	Stop the VerraDyne Queue Service ( <b>VQueueService</b> ) and the SQL Express Service ( <b>SQLEXPRESSPCG</b> ) prior to running a full backup of the entire <b>K:</b> PCGenesis disk drive or else the backup will not run to completion.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ <b>Full System Backup Prior to Release 22.02.00</b> ”.
5	<p><b>Start the SQL Express Service:</b> <b>SQLEXPRESSPCG must be running before starting the release installation.</b> If <i>SQL Server</i> is not running, the <b>PCGenesisDB</b> 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 <b>SQLEXPRESSPCG</b>.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>NET START MSSQL\$SQLEXPRESSPCG</b></li> </ul>
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .



## **B2. Verify Windows Security Group GENUSERS**

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 22.02.00 release.

### Operating System Requirements for the PCGenesis Database

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

[http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech\\_A1\\_New\\_Server\\_Install.pdf](http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf)

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

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

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

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

## B3. Install PCGenesis Release 22.02.00

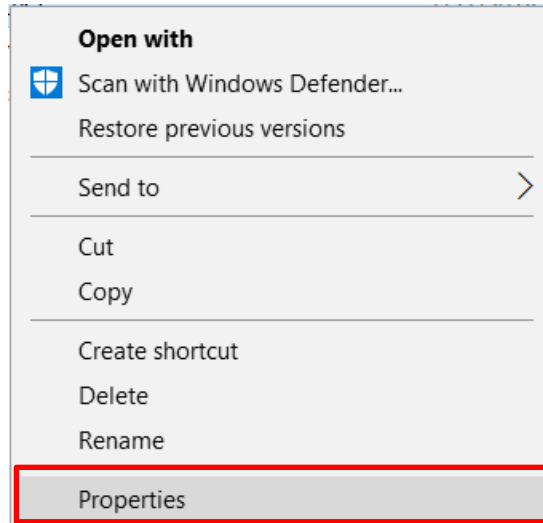
### FROM THE PCGENESIS SERVER

#### Important Note

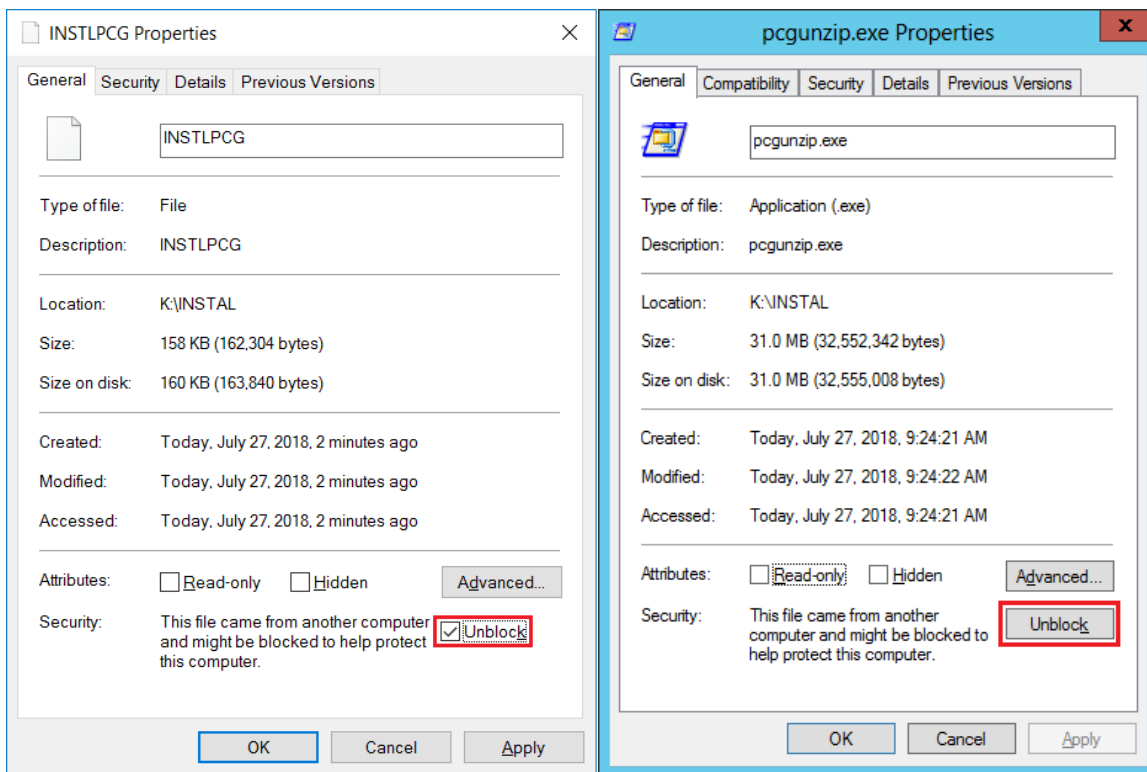
**The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!**

Step	Action
1	<b>NOTE:</b> 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	<b>Start the SQL Express Service:</b> <b>SQLEXPRESSPCG must be running before starting the release installation.</b> If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation.
3	<b>Verify all users are logged out of PCGenesis.</b>
4	Open <b>Windows® Explorer</b> .
5	Navigate to the <b>K:\INSTAL</b> directory.
6	Verify <b>PCGUNZIP.EXE</b> , <b>RELINSTL.BAT</b> , and <b>INSTLPCG</b> 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;"><b>*** ALERT ***</b></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, <b>right-click</b> on each of the downloaded files and select <b>Properties</b>. If you see a security message at the bottom, as shown below, you will need to click the '<b>Unblock</b>' button. This is a very important step!</p> <p>For each of the downloaded files in <b>K:\INSTAL</b>, right-click on the filename and select '<b>Properties</b>'.</p>

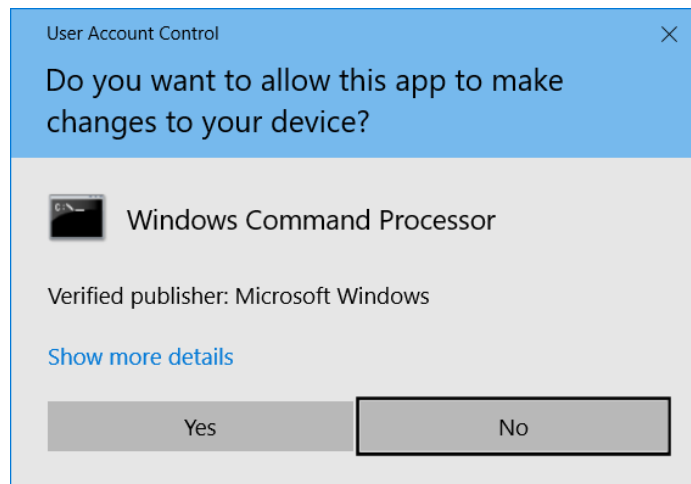
After right-clicking on each file, select the ‘Properties’ option:



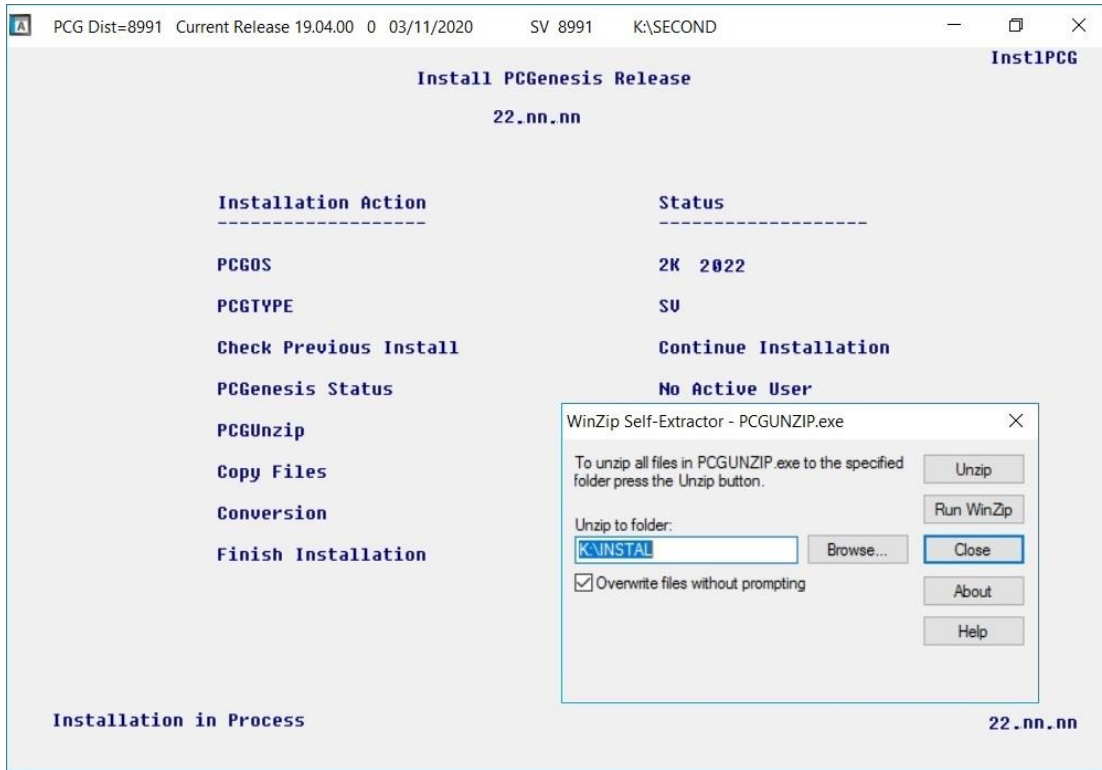
Depending on the version of the Windows operating system, the following screen displays:



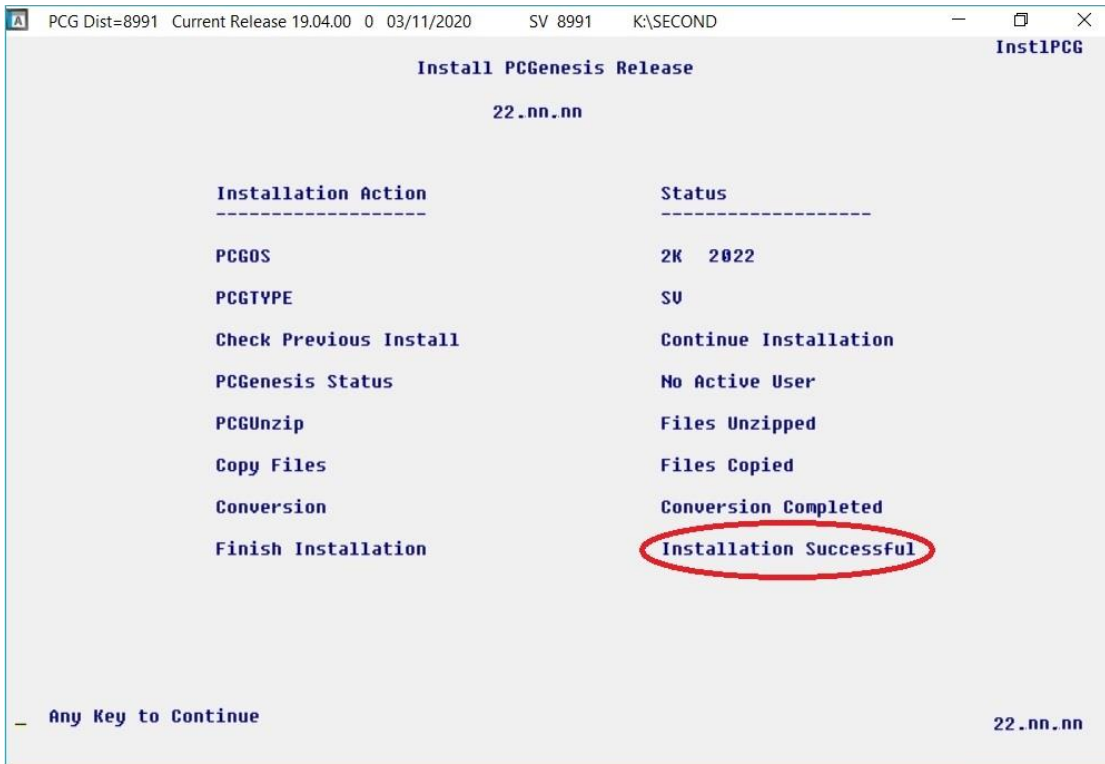
Step	Action
<b>8</b>	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following <b>security</b> warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button"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

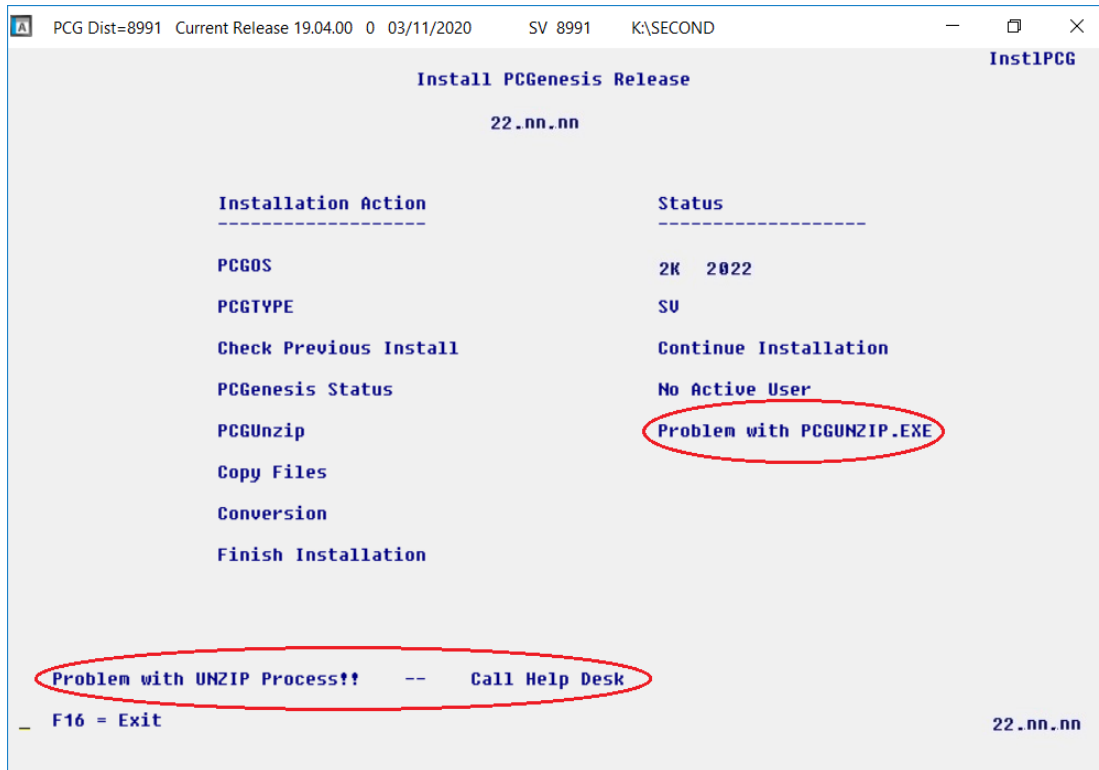


For PCGenesis Release 22.02.00 successful installations, the following message displays:



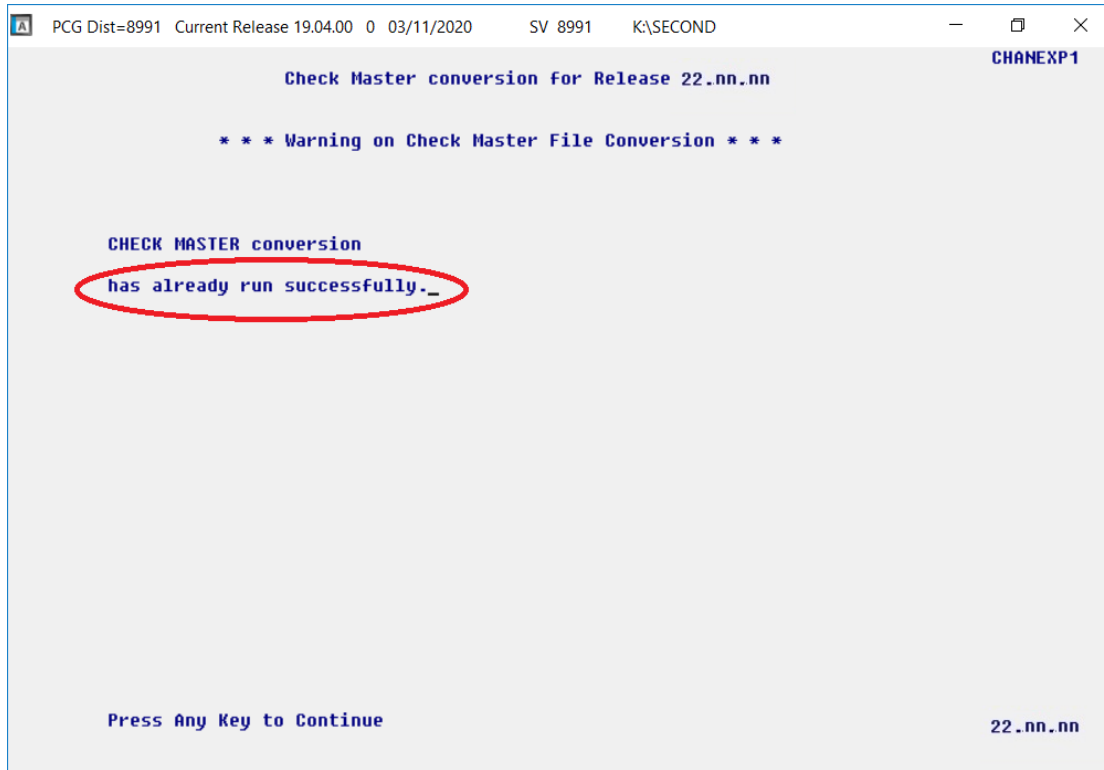
Step	Action
11	Select <b>Enter</b> to close the window.
12	<p><b>If the installation was successful:</b> Proceed to B4. <i>Verify Release 22.02.00 Was Successfully Installed.</i></p> <p><b>If the installtion was unsuccessful:</b> Proceed to <i>Step 13.</i></p>

A problem message displays if an error occurred:

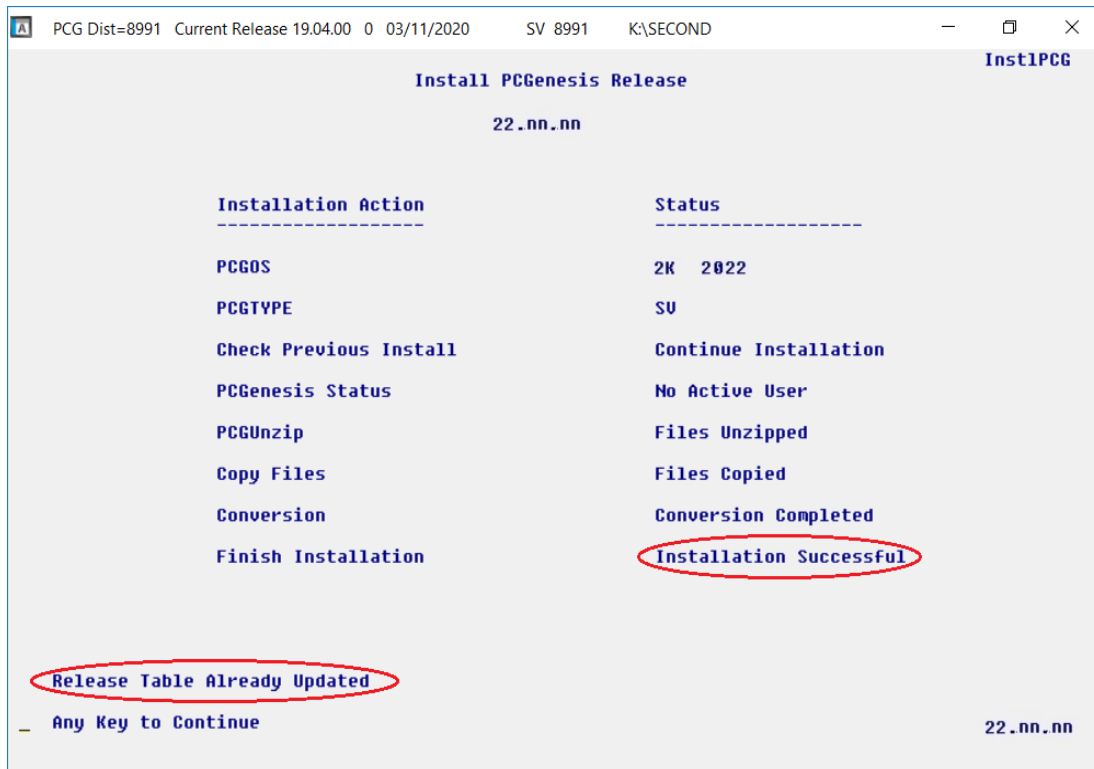


Step	Action
13	Select <b>F16</b> to close the window.
14	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
15	<i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.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



<b>Step</b>	<b>Action</b>
<b>16</b>	Proceed to <i>B4. Verify Release 22.02.00 Was Successfully Installed.</i>



## B4. Verify Release 22.02.00 Was Successfully Installed

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

The following screen displays:

The screenshot shows a terminal window with the following content:

```


PCG Dist=8991 Rel=22.02.00 06/01/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
DEFNRELH

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


DOE 20.01.00 03/11/2020
DOE 20.02.00 06/23/2020
DOE 20.03.00 09/30/2020
DOE 20.04.00 07/09/2021
DOE 21.01.00 07/09/2021
DOE 21.02.00 07/09/2021
DOE 21.03.00 09/28/2021
DOE 21.04.00 01/04/2022
DOE 22.01.00 03/20/2022
DOE 22.02.00 05/24/2022

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

Press <ENTER> or F16 to Exit
ENTER ✓
F16 ←
21.03.00
    
```

Step	Action
4	Verify <b>Release 22.02.00</b> displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 22.02.00 displays. If Release 22.02.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select  ( <b>Enter</b> ).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

## ***B5. Perform a PCGenesis Full Backup After Release 22.02.00 is Installed***

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service ( <b>VQueueService</b> ) and the SQL Express Service ( <b>SQLEXPRESSPCG</b> ) prior to running a full backup of the entire <b>K:</b> \ PCGenesis disk drive or else the backup will not run to completion.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ <b>Full System Backup After Release 22.02.00</b> ”.
5	Restart the SQL Express Service ( <b>SQLEXPRESSPCG</b> ). After waiting <u>at least two minutes</u> , restart the <b>VQueueService</b> in  <a href="#">View local services</a> ( <b>View local services</b> ).

## Section C: After PCGenesis Release 22.02.00 Has Been Installed

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

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

Step	Action
1	<p><b>Verify you have a weekly full backup of K: that you retain for at least 4 weeks.</b></p> <p>Include a <b>full backup</b> of <b>K:\*.*</b> in the site’s standard server backup process</p> <ul style="list-style-type: none"> <li>▶ Recommend <b>full backup</b> of <b>K:\*.*</b> <u>every night</u> if possible                             <ul style="list-style-type: none"> <li>• Minimum of one full backup of <b>K:\*.*</b> every week <b>(Required)</b></li> <li>• Retain at least 4 weeks of <b>K:\*.*</b> <b>(Required)</b></li> </ul> </li> </ul>
2	<p><b>Verify you have a daily data backup of K:\SECOND\*.* and K:\PCGSQldb\*.* that you retain for at least 4 weeks</b></p> <p>Daily data backup of <b>K:\SECOND\*.*</b> <u>and</u> <b>K:\PCGSQldb\*.*</b> <b>(Required)</b></p> <ul style="list-style-type: none"> <li>• Use of CD, DVD, or USB is recommended</li> <li>• Nightly backup following each work day</li> <li>• Nightly media may remain under control of PCG administrator</li> <li>• Proper security and offsite storage measures <b>(Required)</b></li> <li>• Retain daily backups of <b>K:\SECOND\*.*</b> <u>and</u> <b>K:\PCGSQldb\*.*</b> for 4 weeks <b>(Required)</b></li> <li>• Retain one daily backup each month of <b>K:\SECOND\*.*</b> <u>and</u> <b>K:\PCGSQldb\*.*</b> for at least one year <b>(Required)</b></li> </ul>
3	<p>Request your IT representative obtain the May 31<sup>st</sup> backup of PCGenesis data. Obtain either the weekly <b>full backup of K:</b> or the <b>daily data backup of K:\SECOND\*.*</b> and <b>K:\PCGSQldb\*.*</b>, but make sure it is the end-of-<u>May 2022</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the May 31<sup>st</sup>, 2022 backup:                      For Windows Server 2012, 2016, 2019, or 2022:                      K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p><b>If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!</b></p>
5	<p>Verify that this directory exists on the May 31<sup>st</sup>, 2022 backup, including all subdirectories and files within this directory:                      K:\SECOND</p>
6	<p>If you do not have both <b>PCGenesisDB.mdf</b> and <b>K:\SECOND</b>, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the <i>PCGenesis Technical System Operations Guide</i>:  <a href="https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx">https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</a></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.Purchase_Order	Stores the purchase order master records.
1.35	FAR.Purchase_Order_Distribution	Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order.
1.36	FAR.Purchase_Order_Expense	Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order.
1.37	FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.
1.38	FAR.Receipt	Stores the receipt master records.
1.39	FAR.Receipt_Detail	Stores the receipt GL account detail records associated with the receipt master record. A maximum of 40 GL account records are allowed per receipt.
1.40	FAR.Receivable	Stores the receivable master records.
1.41	FAR.Receivable_Distribution	Stores the receivable GL account detail records associated with the receivable master record. A maximum of 40 GL account records are allowed per receivable.
1.42	FAR.Receivable_Receipt	Stores the receivable receipt detail records associated with the receivable master record. A maximum of 12 receipt records are allowed per receivable.
1.43	FAR.Revenue_Source	Stores the Revenue Source records for the financial system revenue subsystem.
1.44	FAR.Vendor	Stores the vendor records for the financial system expense subsystem.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.45	FAR.Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.
1.46	FAR.Vendor_Check_Control_Payable	Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check.
1.47	FAR.Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
1.48	FAR.Wire_Transfer_Payable	Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer.
1.49	PAY.CHKMSTR_Check_Master <i>(New with this release)</i>	Stores the payroll check master records associated with the payroll subsystem.
1.50	PAY.Employee_Direct_Deposit <i>(New with this release)</i>	Stores the payroll employee direct deposit account information.
1.51	PAY.Employee_Education <i>(New with this release)</i>	Stores the employee education data from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).
1.52	PAY.Employee_Experience <i>(New with this release)</i>	Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).
1.53	PAY.Employee_Garnishment <i>(New with this release)</i>	Stores the employee payroll garnishment vendor data.
1.54	PAY.Employee_Leave <i>(New with this release)</i>	Stores the employee payroll check leave data (F2, F2, F17).
1.55	PAY.PAYROLL_Employee <i>(Updated with this release)</i>	Stores employee payroll data
1.56	PAY.PAYROLL_Employee_Current	Stores employee payroll data.
1.57	PAY.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines.
1.58	PAY.PDEDUCT_Employee_Deduction	Stores employee payroll deductions.
1.59	PAY.MPAYROLL_Employee <i>(Updated with this release)</i>	Stores employee data for manual payroll checks
1.60	PAY.MPAYROLL_Employee_Current	Stores employee data for manual payroll checks
1.61	PAY.MGROSDAT_Employee_Payroll_Manual_Gross	Stores employee gross data account lines for manual payroll checks.



<b>SQL Server Databases and Tables for PCGenesis System - continued</b>		
	<b>PCGenesisDB</b> - PCGenesis financial and payroll production data, continued.	
	<b>Table Name</b>	<b>Purpose</b>
1.62	PAY.MDEDUCT_Employee_Deduction	Stores employee deductions for manual payroll checks.
1.63	PAY. PREVVOID_Employee <i>(Updated with this release)</i>	Stores employee data for voided payroll checks
1.64	PAY. PREVVOID_Employee_Current	Stores employee data for voided payroll checks
1.65	PAY. VGROSDAT_Employee_Payroll_Void_Prev_Gross	Stores employee gross data account lines for voided payroll checks.
1.66	PAY. VDEDUCT_Employee_Deduction	Stores employee deductions for voided payroll checks.
1.67	SAND.PAYROLL_Employee <i>(Updated with this release)</i>	Stores employee payroll data for the Budget System.
1.68	SAND.PAYROLL_Employee_Current	Stores employee payroll data for the Budget System.
1.69	SAND.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines for the Budget System.
1.70	SAND.PDEDUCT_Employee_Deduction	Stores employee payroll deductions for the Budget System.
1.71	T_lookup.GA_County	Stores the County codes for the Georgia counties.
2	<b>PCG_Master</b> - PCGenesis backup and restore logs.	
	<b>Table Name</b>	<b>Purpose</b>
2.1	<b>PCG_Backup_LOG</b>	Backup log shows successful or unsuccessful completion of a PCGenesis backup operation.
2.2	<b>PCG_Backup_LOG_Message</b>	The system messages associated with the backup operation.
2.3	<b>PCG_Information</b>	Stores the location of the SQL Server database backup directory.
2.4	<b>PCG_Restore_LOG</b>	Restore log shows successful or unsuccessful completion of a PCGenesis restore operation.
2.5	<b>PCG_Restore_LOG_Message</b>	The system messages associated with the restore operation.
2.6	<b>PCG_Runtime_Errors</b>	Stores PCGenesis runtime errors that occur during a backup or restore operation.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
<b>3</b>	<b>PCG_Q_DB</b>	
	<p>The <b>PCG_Q_DB</b> database is a backup of PAYDATA that is made just before <i>Calculate Payroll &amp; Update YTD (Final) (F4)</i> or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5) or is a backup of SANDBOX that is made just before creating the budget SANDBOX (F5, F1).</p>	
	<b>Table Name</b>	<b>Purpose</b>
3.1	<b>FAR.tablename</b>	<p><b>FARDATAQ</b> and <b>PCG_Q_DB</b> database tables: The <b>FARDATAQ</b> directory (inside of the <b>SECOND</b> directory) is a backup of <b>FARDATA</b> that is made just before updating budget files with vendor check information (F5).</p> <ul style="list-style-type: none"> <li>• Restore from <b>FARDATAQ</b> if a problem occurs with posting to budget files.</li> <li>• Also restore from <b>FARDATAQ</b> if a problem occurs in financial data after posting but before the nightly backup is processed.</li> <li>• <b>FARDATAQ</b> 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 <b>SECOND</b> should be restored.</li> </ul>
3.2	<b>PAY.tablename</b>	<p><b>PAYDATAQ</b> and <b>PCG_Q_DB</b> database tables: The <b>PAYDATAQ</b> directory (inside of the <b>SECOND</b> directory) is a backup of <b>PAYDATA</b> that is made just before <i>Calculate Payroll &amp; Update YTD (Final) (F4)</i>.</p> <ul style="list-style-type: none"> <li>• Restore from <b>PAYDATAQ</b> if a problem occurs during check printing.</li> </ul>
3.3	<b>SAND.tablename</b>	<p><b>SANDBOXQ</b> and <b>PCG_Q_DB</b> database tables: The <b>SANDBOXQ</b> directory (inside of the <b>SECOND</b> directory) is a backup of <b>SANDBOX</b> that is made just before <i>Create Budget SANDBOX (F5, F1)</i>.</p> <ul style="list-style-type: none"> <li>• Restore from <b>SANDBOXQ</b> if a problem occurs during creation of the budget SANDBOX.</li> </ul>

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