



# PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

3/22/2022

Section B: PCGenesis Backup /  
Reorganization / Restore

***[Topic 3: Adhoc Backup/Restore for  
PCGenesis Data, V1.7]***

## Revision History

Date	Version	Description	Author
3/22/2022	1.7	22.01.00 – Add the payroll tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
12/28/2021	1.6	21.04.00 – Delete the <i>PCG_SANDBOX.mdf</i> database. Add the <i>PCG_LOG_DB.mdf</i> database.	D. Ochala
11/10/2021	1.5	21.03.00 – Added audit, control, and gatekeeper tables to <i>PCGenesisDB.mdf</i> database. Update for Windows Server 2022.	D. Ochala
06/14/2021	1.4	21.02.00 – Added journal, vendor check master, and wire transfer tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
03/25/2021	1.3	21.01.00 – Added claim and purchase order tables to <i>PCGenesisDB.mdf</i> database. Updated screenshots.	D. Ochala
09/29/2020	1.2	20.03.00 – Added <i>FAR.Chart_Of_Accounts</i> , <i>FAR.Invest</i> , <i>FAR.Vendor</i> , receipt and receivables tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
05/28/2020	1.1	20.02.00 – Add restore option for <i>SECONDY</i> and <i>PCGenesisDBY.BAK</i> . Delete information for <i>Windows Server 2008</i> .	D. Ochala
08/08/2019	1.0	19.02.00 – Create new document.	D. Ochala

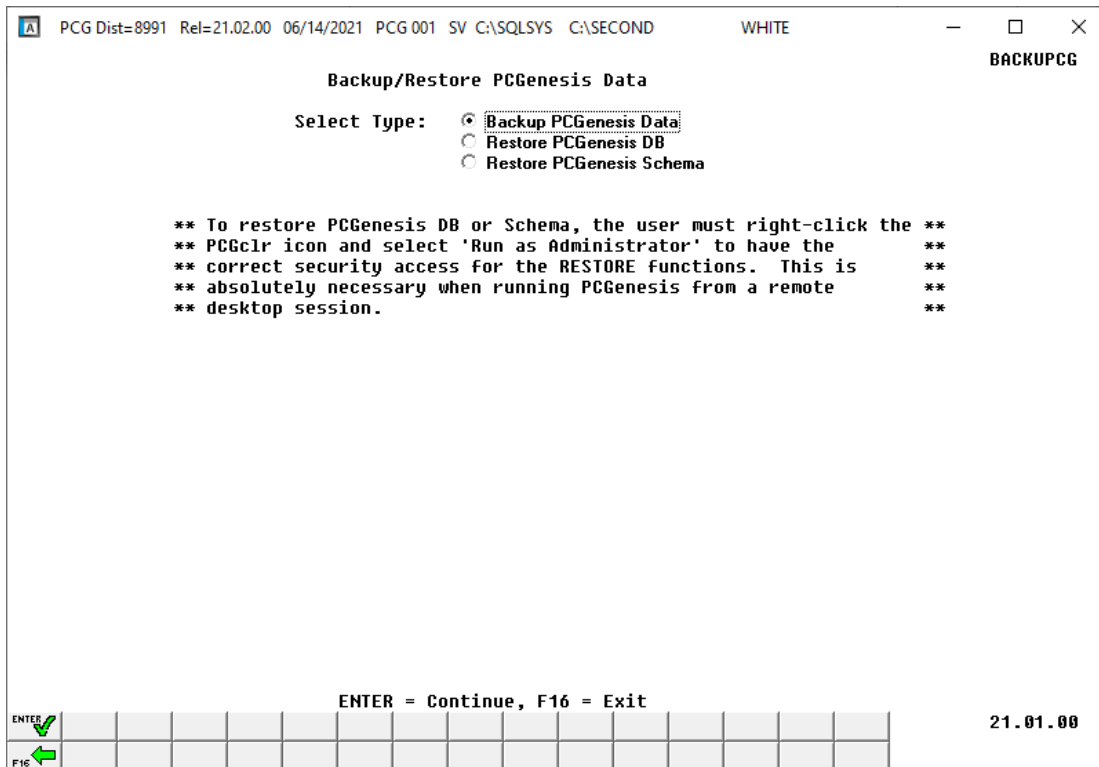
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# Overview

The menu option *Backup / Restore PCGenesis Data* is available on the *PCGenesis System Utilities Menu*. The *Backup / Restore PCGenesis Data* module has three functions as defined in the table below:

Radio Button Option	Action
<b>Backup PCGenesis Data</b>	Creates an adhoc backup of <u>both</u> the <i>K:\SECOND VISION</i> files and the SQL Server database tables
<b>Restore PCGenesis Data</b>	Restores a <i>PCGenesisDBx.bak</i> database backup file
<b>Restore PCGenesis schema</b> <ul style="list-style-type: none"> <li>• <b>PAY / D</b> – Restore <b>PAYDATAD</b></li> <li>• <b>PAY / Q</b> – Restore <b>PAYDATAQ</b></li> <li>• <b>FAR / Q</b> – Restore <b>FARDATAQ</b></li> <li>• <b>SAND / Q</b> – Restore <b>SANDBOXQ</b></li> </ul>	Restores the appropriate database tables from one of the following: <ul style="list-style-type: none"> <li>• <i>PCG_D_DB</i></li> <li>• <i>PCG_Q_DB</i></li> </ul>



Backup/Restore PCGenesis Data Screen

The following table defines the system security requirements for each backup or restore function:

Function	Required Access
<b>Backup</b> <i>PCGenesisDB.mdf</i>	User must be a member of <b>GENUSERS</b> security group on the PCGenesis server
<b>Restore</b> <i>PCGenesisDBx.bak</i> to <i>PCGenesisDB.mdf</i>	<ul style="list-style-type: none"> <li>• User must have PCG security access to the <i>System Utilities</i> menu</li> <li>• User must be a <i>system administrator</i> on the PCGenesis server</li> <li>• The user must be <u>on the PCGenesis server</u> to restore a database</li> <li>• The user must right-click the <b>PCGclr</b> icon and select '<i>Run as Administrator</i>' to have the correct security access for the restore functions. This is necessary when running PCGenesis from a remote desktop session.</li> </ul>
<b>Backup</b> <i>PCGenesis schema</i> <ul style="list-style-type: none"> <li>• <b>PAY / D</b> – Backup <b>PAYDATAD</b></li> <li>• <b>PAY / Q</b> – Backup <b>PAYDATAQ</b></li> <li>• <b>FAR / Q</b> – Backup <b>FARDATAQ</b></li> <li>• <b>SAND / Q</b> – Backup <b>SANDBOXQ</b></li> </ul>	User must be a member of <b>GENUSERS</b> security group on the PCGenesis server
<b>Restore</b> <i>PCGenesis schema</i> <ul style="list-style-type: none"> <li>• <b>PAY / D</b> – Restore <b>PAYDATAD</b></li> <li>• <b>PAY / Q</b> – Restore <b>PAYDATAQ</b></li> <li>• <b>FAR / Q</b> – Restore <b>FARDATAQ</b></li> <li>• <b>SAND / Q</b> – Restore <b>SANDBOXQ</b></li> </ul>	<ul style="list-style-type: none"> <li>• User must have PCG security access to the <i>System Utilities</i> menu</li> <li>• User must be a <i>system administrator</i> on the PCGenesis server</li> <li>• The user must be <u>on the PCGenesis server</u> to restore database tables</li> <li>• The user must right-click the <b>PCGclr</b> icon and select '<i>Run as Administrator</i>' to have the correct security access for the restore functions. This is necessary when running PCGenesis from a remote desktop session.</li> </ul>

PCGenesis data is split between files contained in the directory **K:\SECOND** and the *SQL Server* database tables located in **K:\PCGSQLdb**. It is very important to coordinate the **K:\SECOND** directory backup with the *PCGenesisDBx.bak* database backup. **One component cannot be backed up and/or restored without the other component, and they must be maintained together.**

The PCGenesis **production** database files are in the following location for *Windows Server 2012 or 2016 or 2019 or 2022*:

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

The full database **backup** files are in the following location for *Windows Server 2012 or 2016 or 2019 or 2022*:

- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak

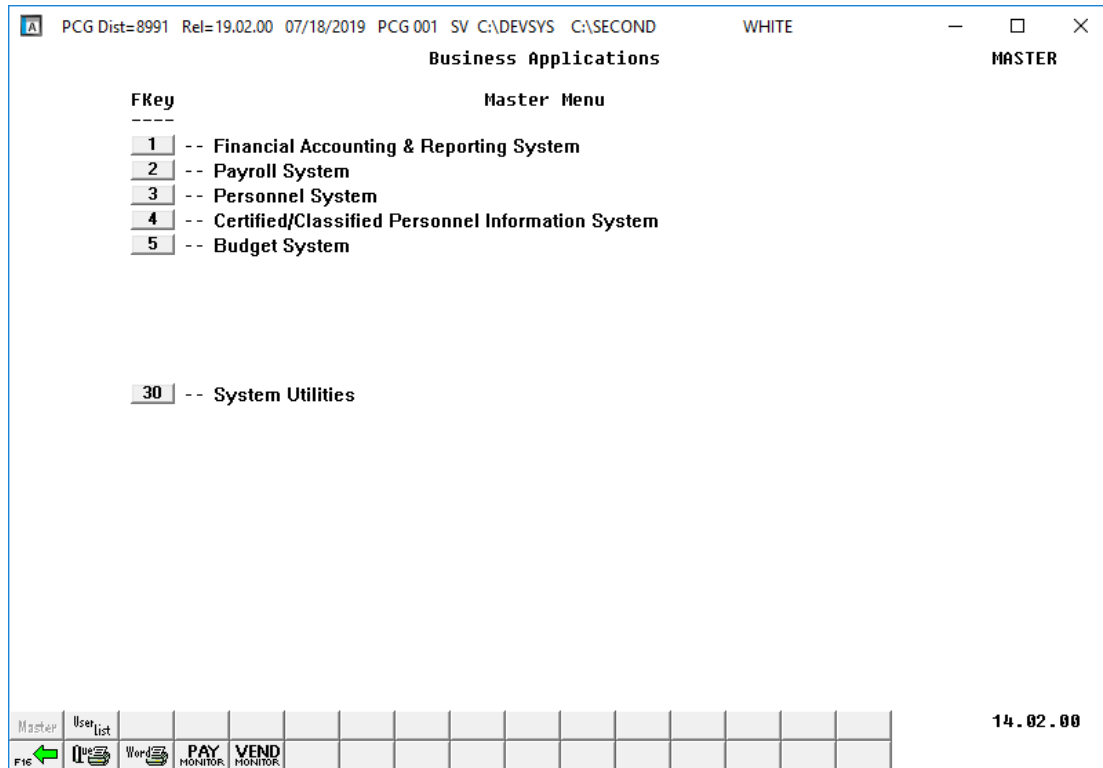
**SECONDX and PCGenesisDBX.BAK:** The *SECONDX* directory is a backup of *SECOND* that is made during the nightly reorganization (Reorg) process. If a restore of *SECOND* is needed from the previous day, *SECONDX* should be used.

The nightly reorganization process also creates a backup of the PCGenesis database. This backup is available in the following directory and should be restored at the same time as *SECONDX*:

K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBX.BAK

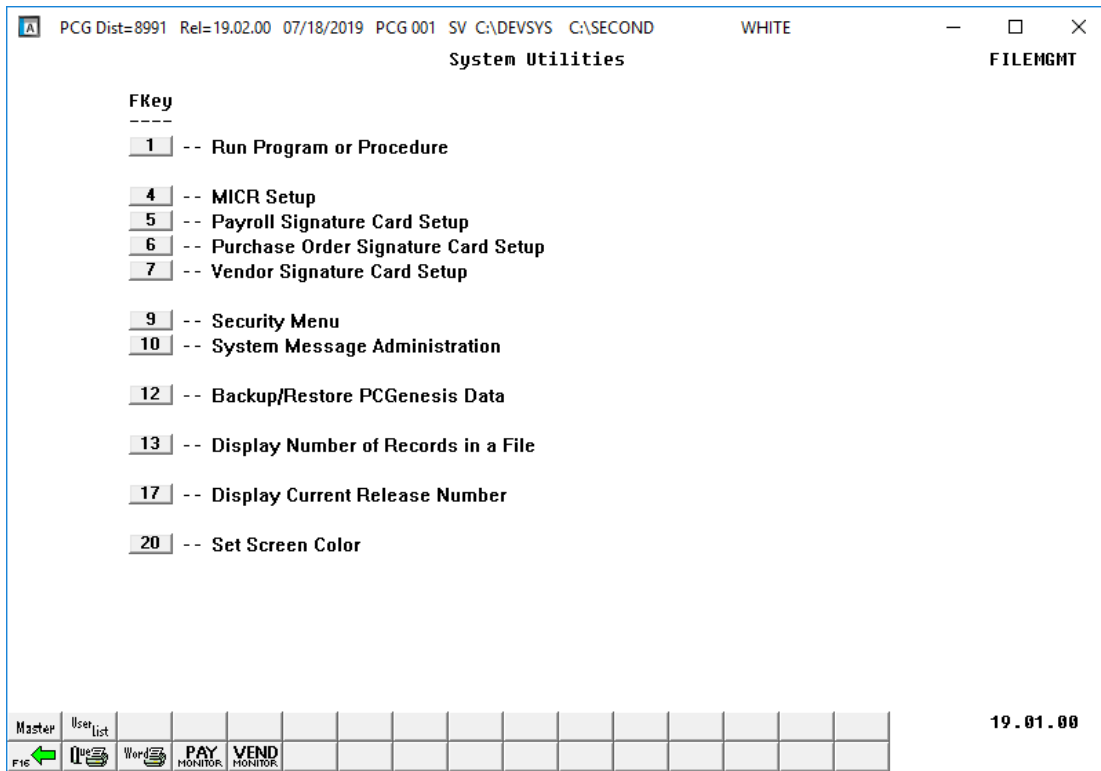
## Procedure A: Backup PCGenesis Data

**Backup PCGenesis Data:** The *Backup PCGenesis Data* function allows the PCGenesis administrator to create an adhoc backup of both the **K:\SECOND** directories and files and the **PCGenesisDB** database tables. The PCGenesis administrator must enter a letter between **A** thru **K** (inclusive). This will create a database backup with the name **PCGenesisDBx.bak** where **x** is the selected letter **A** thru **K**. At the same time it will create a backup of the **K:\SECOND** directory called **K:\SECONDx**, where **x** is the selected letter **A** thru **K**. This feature will facilitate creating backups of the PCGenesis data that may be needed when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 – System Utilities).

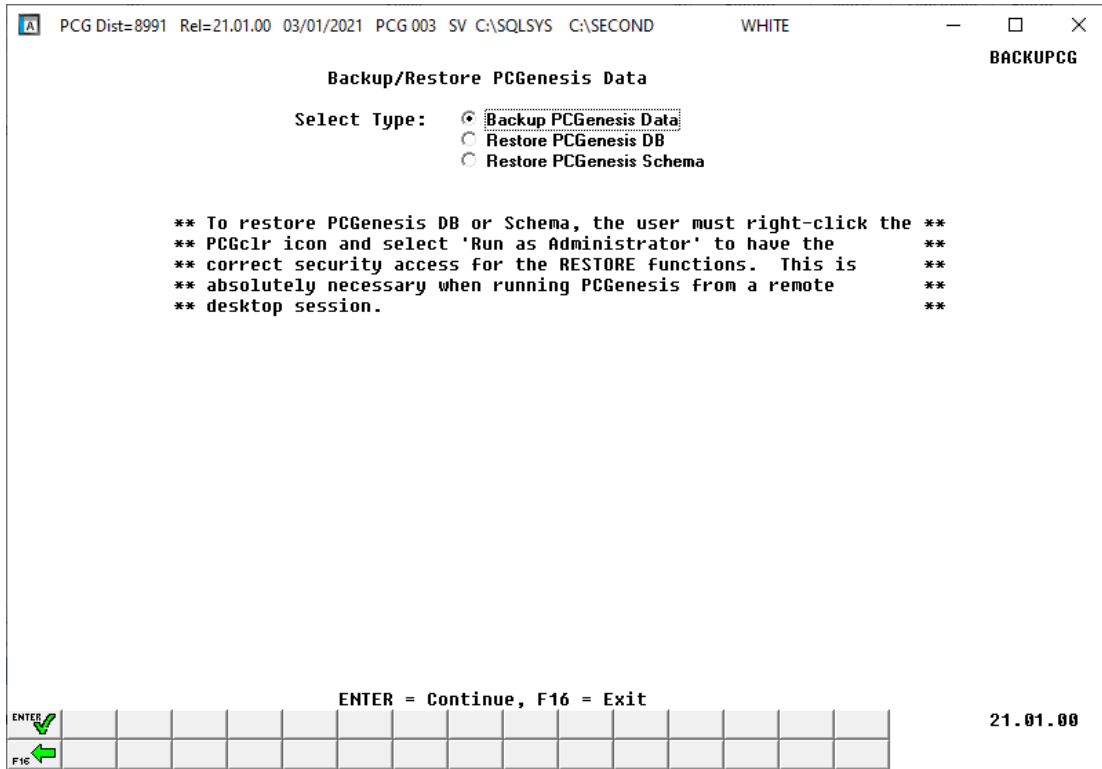
The following screen displays:



Step	Action
2	Select <b>12</b> (F12 – Backup/Restore PCGenesis Data).

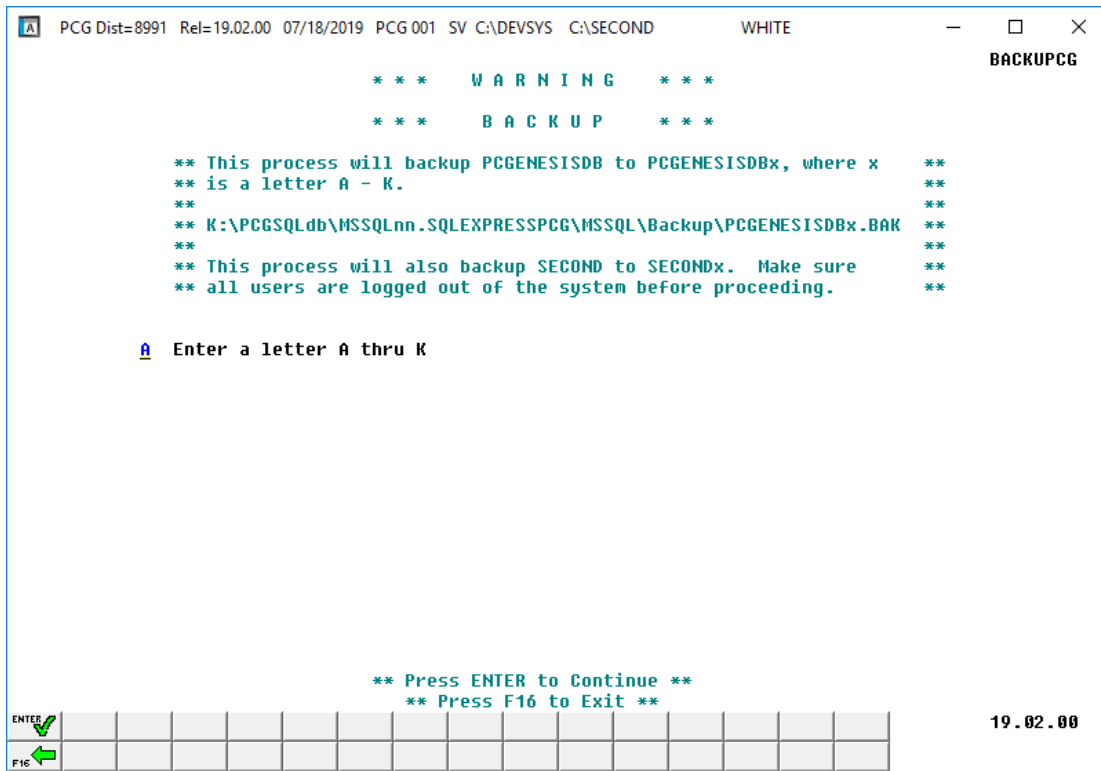



The following screen displays:



Step	Action
3	Select the radio button  to the left of <b>Backup PCGenesis Data</b> .

The following screen displays:



Step	Action
4	<p>Enter a letter between <b>A</b> thru <b>K</b> (inclusive).</p> <p>A database backup with the name <i>PCGenesisDBx.bak</i> where <i>x</i> is the selected letter <b>A</b> thru <b>K</b> will be created. At the same time, a backup of the <b>K:\SECOND</b> directory will be created called <b>K:\SECONDx</b>, where <i>x</i> is the selected letter <b>A</b> thru <b>K</b>.</p> <p>The full database <b>backup</b> files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> <li>K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak</li> </ul> <p>The <i>Backup PCGenesis Data</i> function facilitates creating an adhoc backup of both the <b>K:\SECOND</b> directories and files and the <b>PCGenesisDB</b> database tables.</p>
5	<p>Select  (Enter) twice.</p>

The following screen displays briefly:

```

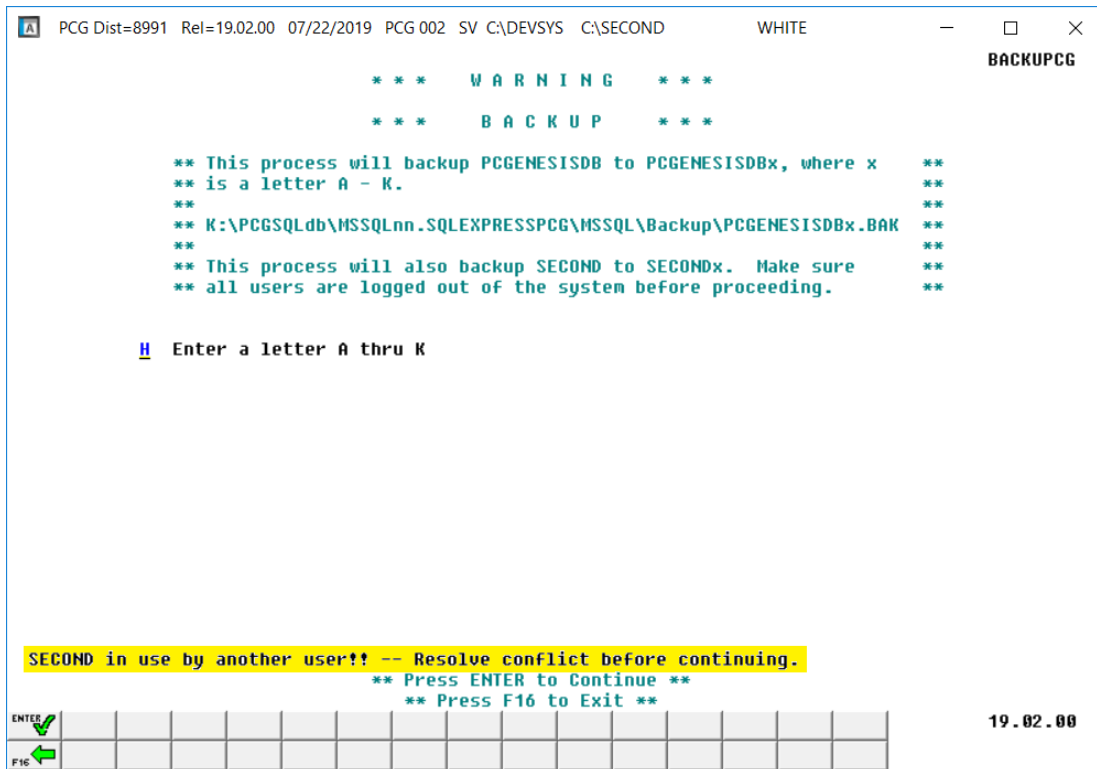
C:\WINDOWS\system32\cmd.exe
C:\SECOND\SANDBOX\DEDCTL
C:\SECOND\SANDBOX\DEDS
C:\SECOND\SANDBOX\GROSSDAT
C:\SECOND\SANDBOX\PAYROLL
C:\SECOND\SANDBOX\PAYSTAT
C:\SECOND\SANDBOX\PDeduct
C:\SECOND\SANDBOX\PERS
C:\SECOND\SANDBOX\TAXES
C:\SECOND\SANDBOXQ\ANNUITY
C:\SECOND\SANDBOXQ\CPIFILE
C:\SECOND\SANDBOXQ\DATEFL
C:\SECOND\SANDBOXQ\DEDCTL
C:\SECOND\SANDBOXQ\DEDS
C:\SECOND\SANDBOXQ\GROSSDAT
C:\SECOND\SANDBOXQ\PAYROLL
C:\SECOND\SANDBOXQ\PAYSTAT
C:\SECOND\SANDBOXQ\PDeduct
C:\SECOND\SANDBOXQ\PERS
C:\SECOND\SANDBOXQ\TAXES
C:\SECOND\TRANDATA\TRANSACT
C:\SECOND\TRANDATA\transact.xfd
2155 File(s) copied

C:\ACUCBL\AcuGT\bin>ECHO OFF
*****
*
*      BACKUP OF C:\ SECOND TO SECONDA COMPLETED *
*
*****

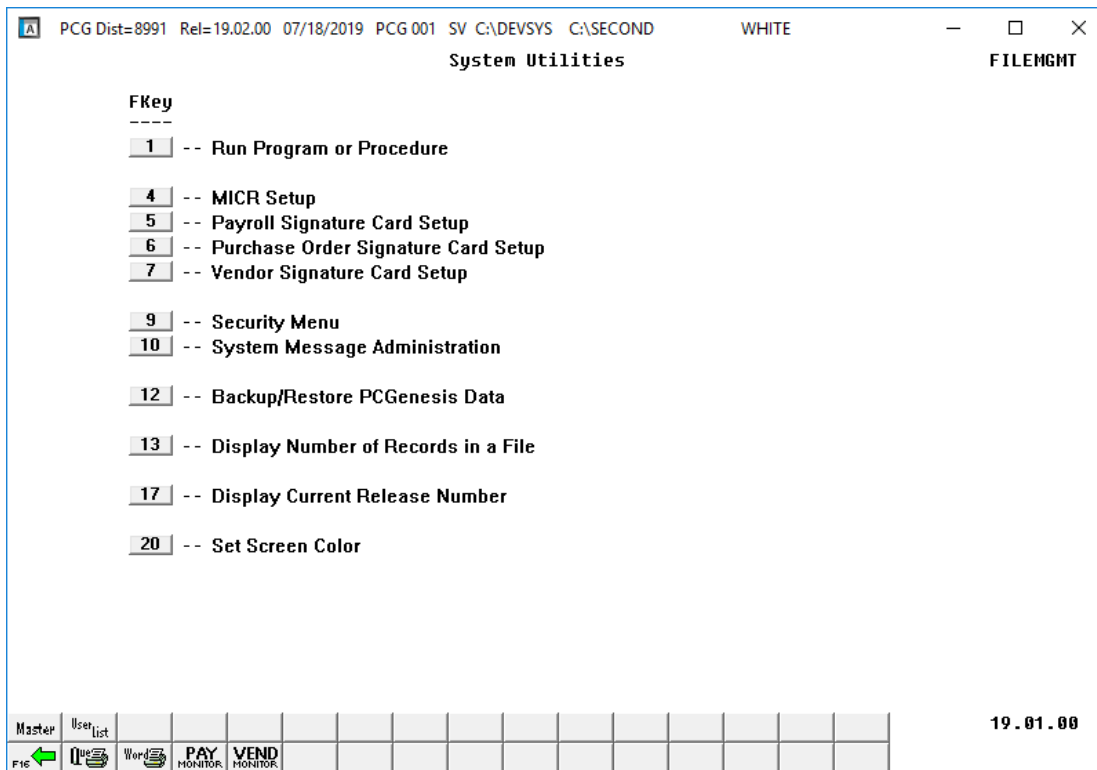
```



Step	Action
6	If the black DOS window does not go away, carefully read the message displayed. Call the help desk for assistance if an error is reported.

For a failed backup request, the following screen displays:



For a successful backup request, the following screen displays:



Step	Action
7	If the backup request <u>failed</u> , resolve the conflict and restart the procedure starting at <i>Step 1</i> .
8	If the backup request was successful, select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
9	Check the <b>K:</b> drive to ensure that the <b>K:\SECONDb</b> directory was created (where <b>x</b> is the selected letter <b>A</b> thru <b>K</b> ).
10	<p>Check that the database backup was created. Check that <b>PCGenesisDBx.bak</b> was created in the appropriate directory as defined below (where <b>x</b> is the selected letter <b>A</b> thru <b>K</b>).</p> <p>The full database <b>backup</b> files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> <li>• K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak</li> </ul>
11	<p>Review the <b>PCG_Backup_LOG</b> table, the <b>PCG_Backup_LOG_Message</b> table, and the <b>PCG_Runtime_Errors</b> table in the <b>PCG_Master</b> database. Make sure the backup operation status displays ‘<i>Successful</i>’.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the backup log and message tables.</p>

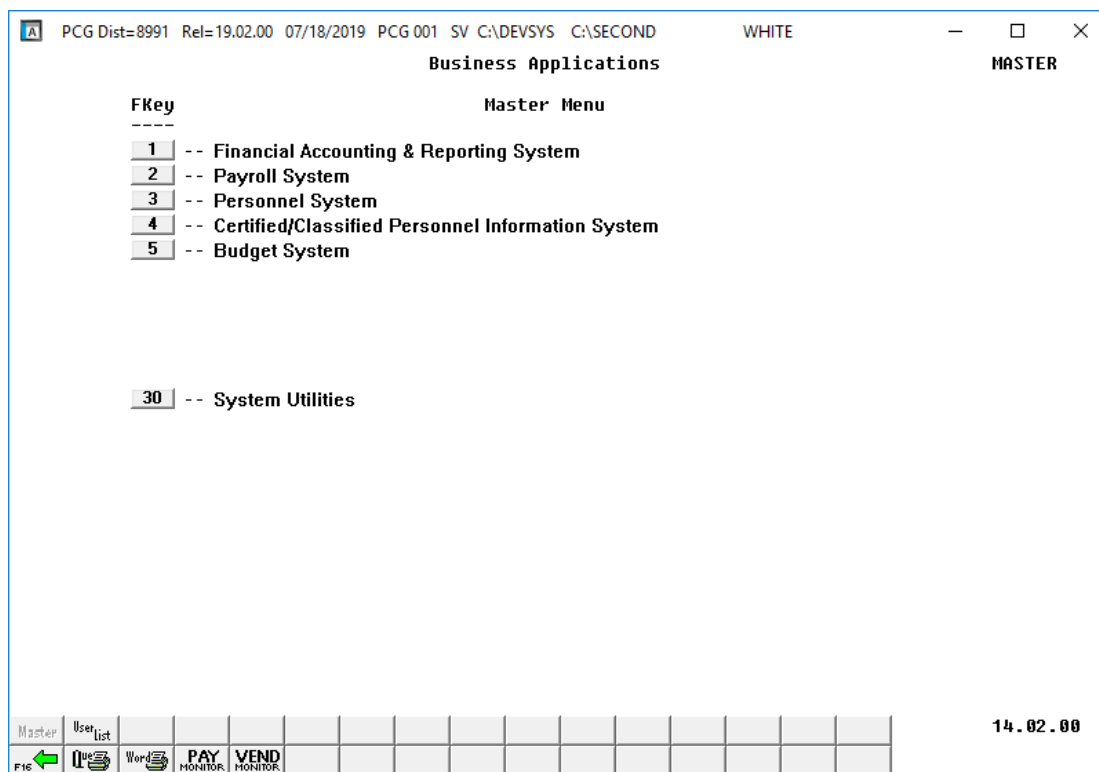
## Procedure B: Restore PCGenesisDB Database Tables

**Restore PCGenesis DB:** The *Restore PCGenesis DB* function allows the PCGenesis administrator to restore a copy of the *PCGenesisDBx.bak* database tables back to production, where *x* is the selected letter between **A** thru **L**, or **Q** or **X** or **Y**. The restore database function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function. Once the password has been entered, the PCGenesis administrator must enter a letter **A** thru **K**, or **Q** or **X**. This will process will restore *PCGenesisDBx.bak*, back to production (**PCGenesisDB**).

To accomplish the restore function the following conditions must be satisfied:

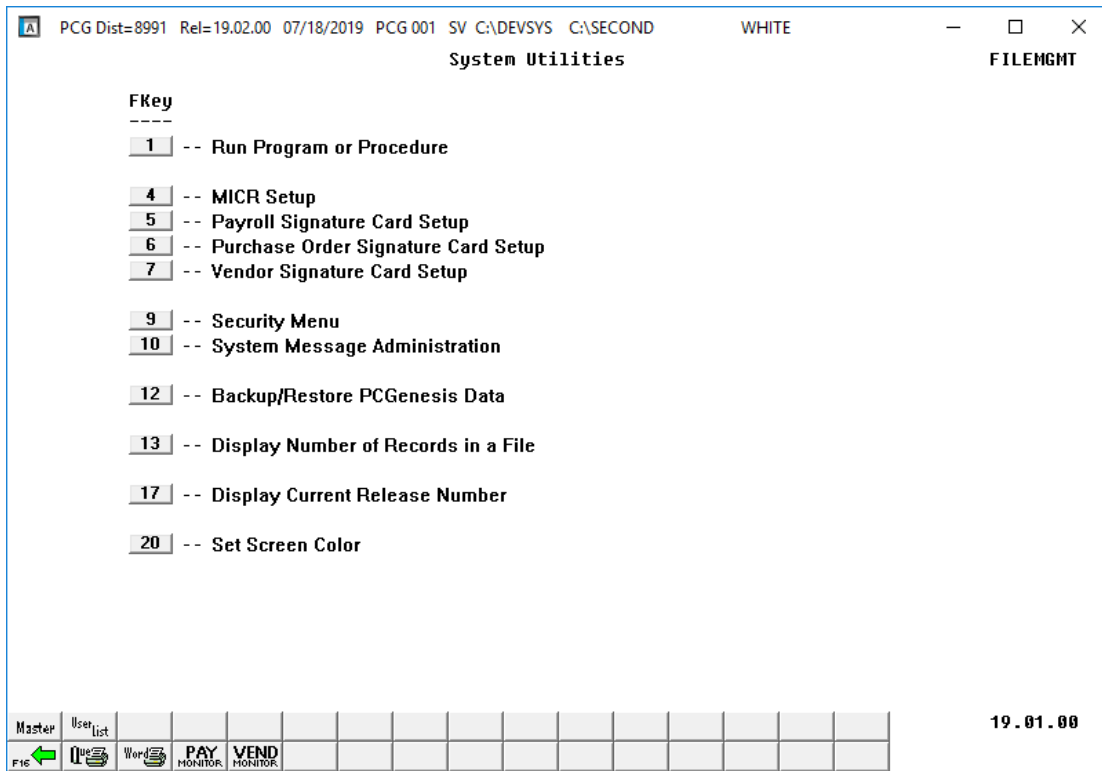
- User must have PCG security access to the *System Utilities* menu.
- The user must be a *system administrator* on the PCGenesis server.
- The user must be on the PCGenesis server to restore a database.

This process does NOT restore **K:\SECONDx** back to **K:\SECOND**. The **K:\SECONDx** directory must be restored manually with the assistance of the Ga DOE help desk. **The restore process cannot be reversed, so extreme caution is warranted.**



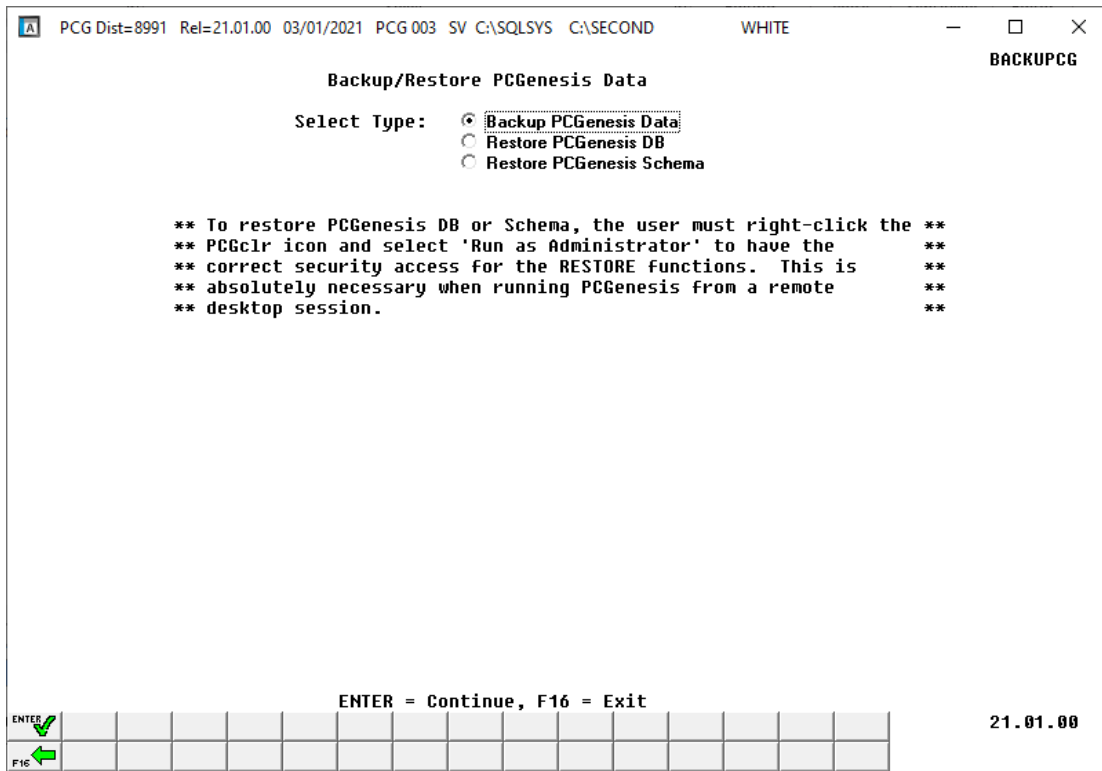
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>30</b> ( <b>F30</b> – System Utilities).

The following screen displays:



Step	Action
2	Select <b>12</b> (F12 – Backup/Restore PCGenesis Data).

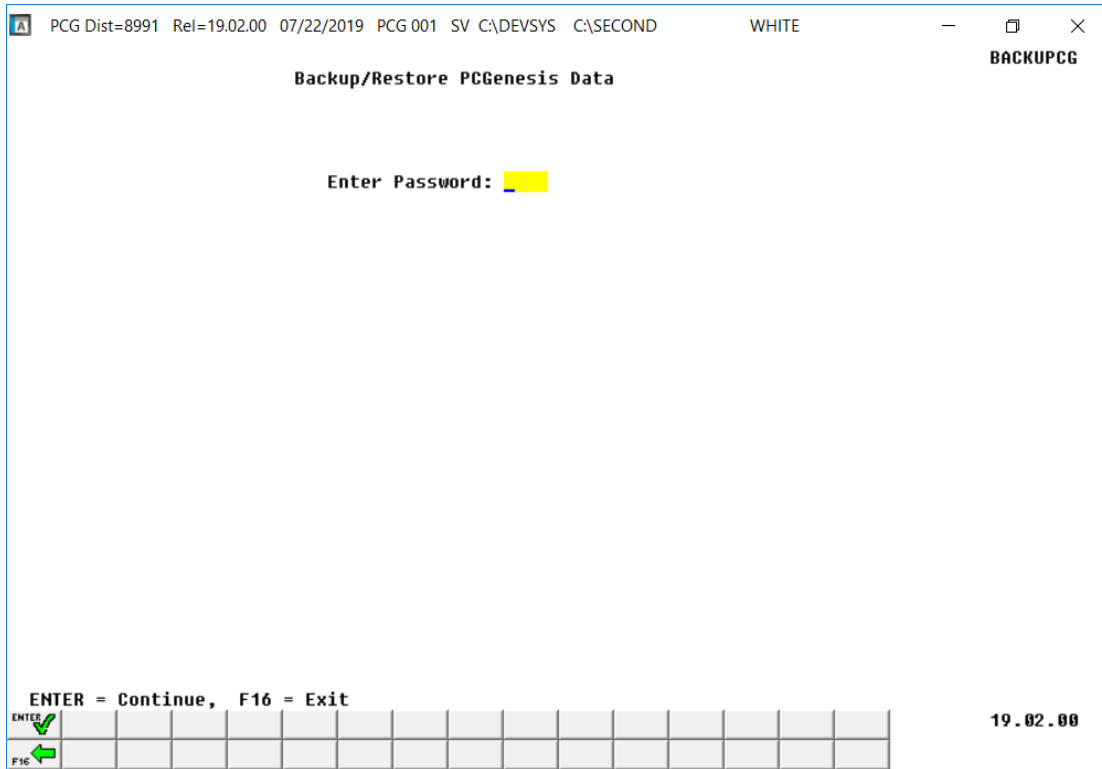
The following screen displays:



Step	Action
3	Select the radio button  to the left of <b>Restore PCGenesis DB</b> .

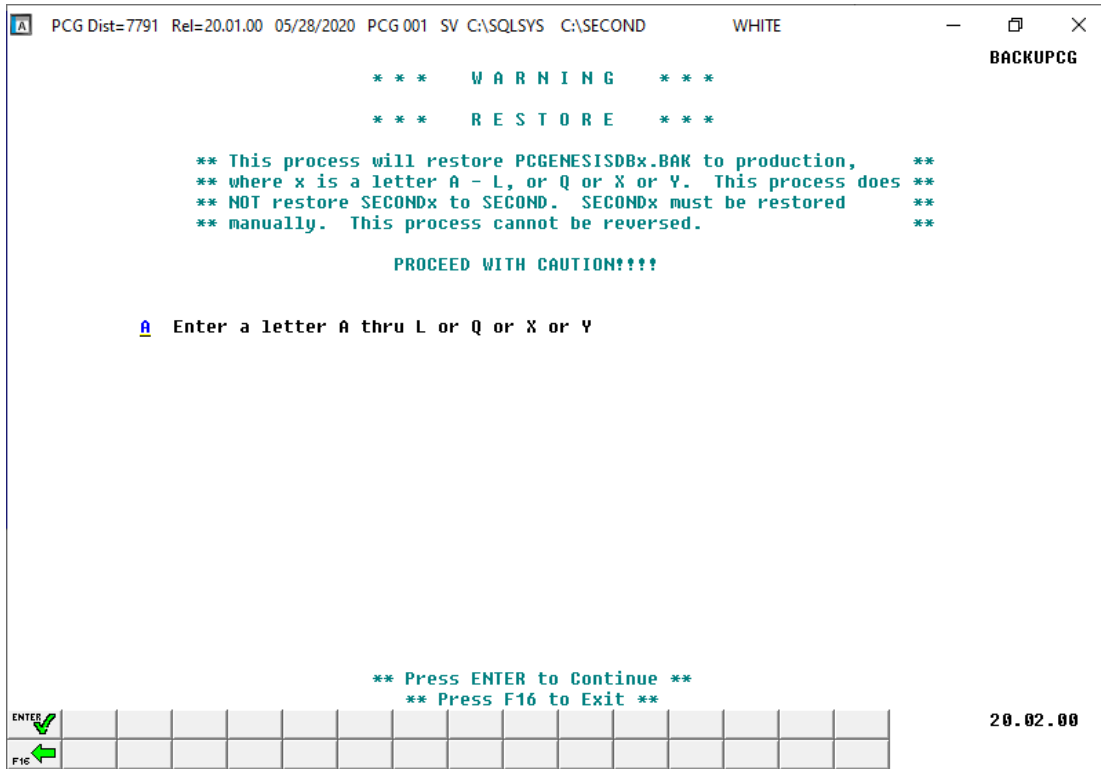



The following screen displays:



Step	Action
4	<p>Enter the <b>Password</b>.</p> <p>The restore database function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function.</p>

The following screen displays:



Step	Action
5	<p>Enter a letter between <b>A</b> thru <b>L</b> (inclusive) or <b>Q</b> or <b>X</b> or <b>Y</b>.</p> <p>A database backup with the name <i>PCGenesisDBx.bak</i> (where <i>x</i> is the selected letter <b>A</b> thru <b>L</b> or <b>Q</b> or <b>X</b> or <b>Y</b>) will be restored. The backup database <i>PCGenesisDBx.bak</i>, will be restored back to production (<b>PCGenesisDB</b>).</p> <p>The backup will be restored to the full database <b>production</b> files located in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> <li>• K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</li> <li>• K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf</li> </ul> <p>The <i>Restore PCGenesis Data</i> function does <u>NOT</u> restore <b>K:\SECONDx</b> back to <b>K:\SECOND</b>. The <b>K:\SECONDx</b> directory must be restored <u>manually</u> with the assistance of the Ga DOE help desk.</p> <p><b>The restore process cannot be reversed, so extreme caution is warranted.</b></p>
6	<p>Select  (<b>Enter</b>) twice.</p>

For a successful restore request, the following screen displays:

```
C:\WINDOWS\system32\cmd.exe
Release 19.02.00
Restore Type      = G
UserId           = PCG
UserIDLONG       = PCGWHITE
PCG Server ID    = DOE-DOCHALA-W10
:SETENV
IF PCG.==. GOTO :LOGIN
SET UCT-USERID=PCG
SET PCGUSER=PCG
UCT-USERID=PCG
PCGOS=2K
PCGTYPE=SV
PCGUSER=PCG
:CONTINUE01
IF PCGWHITE.==. GOTO :INVALID
IF DOE-DOCHALA-W10.==. GOTO :INVALID

C:\SYSTEM\BACKUP>ECHO OFF
set MYVARHOSTNAME=DOE-DOCHALA-W10
DOE-DOCHALA-W10\SQLEXPRESSPCG
Changed database context to 'PCG_Master'.
RESTORE DATABASE PCGenesisDB FROM DISK='C:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBG.BAK';
Processed 656 pages for database 'PCGenesisDB', file 'PCGenesisDB' on file 1.
Processed 2 pages for database 'PCGenesisDB', file 'PCGenesisDB_log' on file 1.
RESTORE DATABASE successfully processed 658 pages in 0.076 seconds (67.639 MB/sec).

-----
Successful                               39
"successful restore."
Press any key to continue . . .
```

For a failed restore request, the following screen displays:

```
C:\WINDOWS\system32\cmd.exe
PCGUSER=PCG
:CONTINUE01
IF PCGWHITE.==. GOTO :INVALID
IF DOE-DOCHALA-W10.==. GOTO :INVALID

C:\SYSTEM\BACKUP>ECHO OFF
set MYVARHOSTNAME=DOE-DOCHALA-W10
DOE-DOCHALA-W10\SQLEXPRESSPCG
Changed database context to 'PCG_Master'.
RESTORE DATABASE PCGenesisDB FROM DISK='C:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBG.BAK';
Msg 3101, Level 16, State 1, Server DOE-DOCHALA-W10\SQLEXPRESSPCG, Line 1
Exclusive access could not be obtained because the database is in use.
Msg 3013, Level 16, State 1, Server DOE-DOCHALA-W10\SQLEXPRESSPCG, Line 1
RESTORE DATABASE is terminating abnormally.

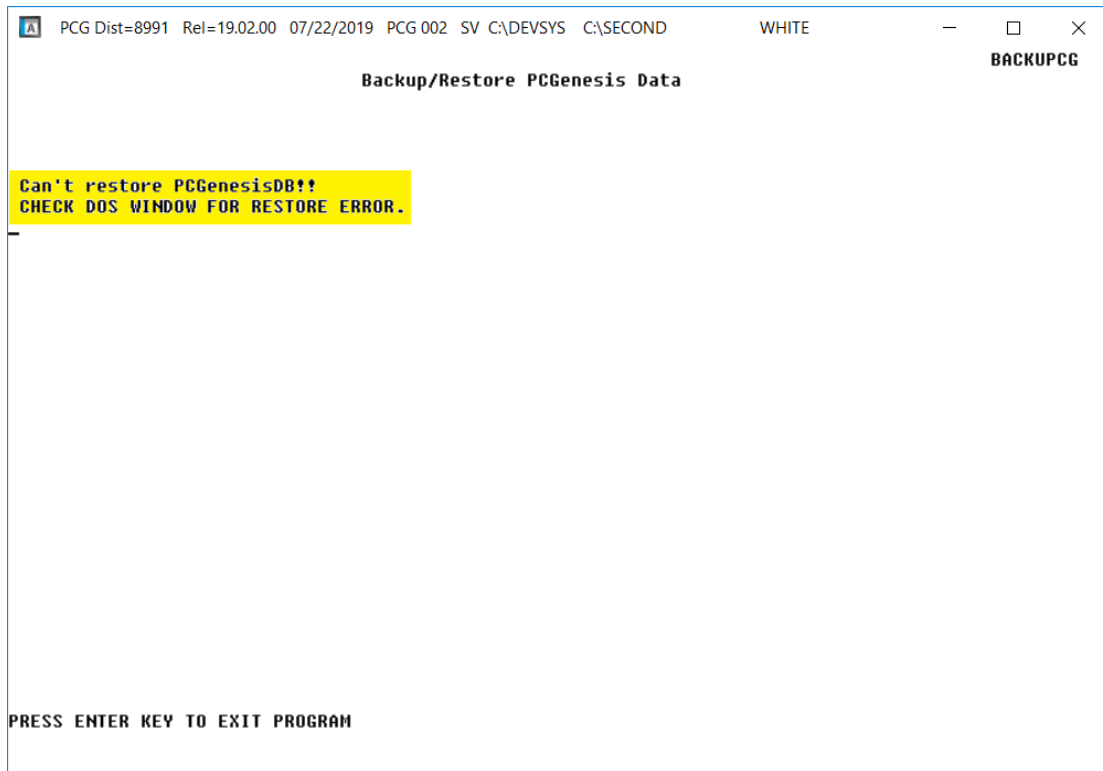
-----
Failed                                   40
*****
* PROBLEM Restoring PCGenesisDB from backup file          *
* PCGenesisDBQ.BAK                                       *
*                                                         *
* runsqlscript_Restore_DB.bat-- FAILED                   *
*                                                         *
* DO NOT CONTINUE. PLEASE CAPTURE A SCREENSHOT           *
* OF THIS MESSAGE.                                       *
*                                                         *
* CALL THE PCGENESIS HELP DESK FOR ASSISTANCE.           *
*                                                         *
*****
Press any key to continue . . .
```

Step	Action
7	<p>Carefully read the message displayed.</p> <p>If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i>.</p>

For a successful restore request, the following screen displays:

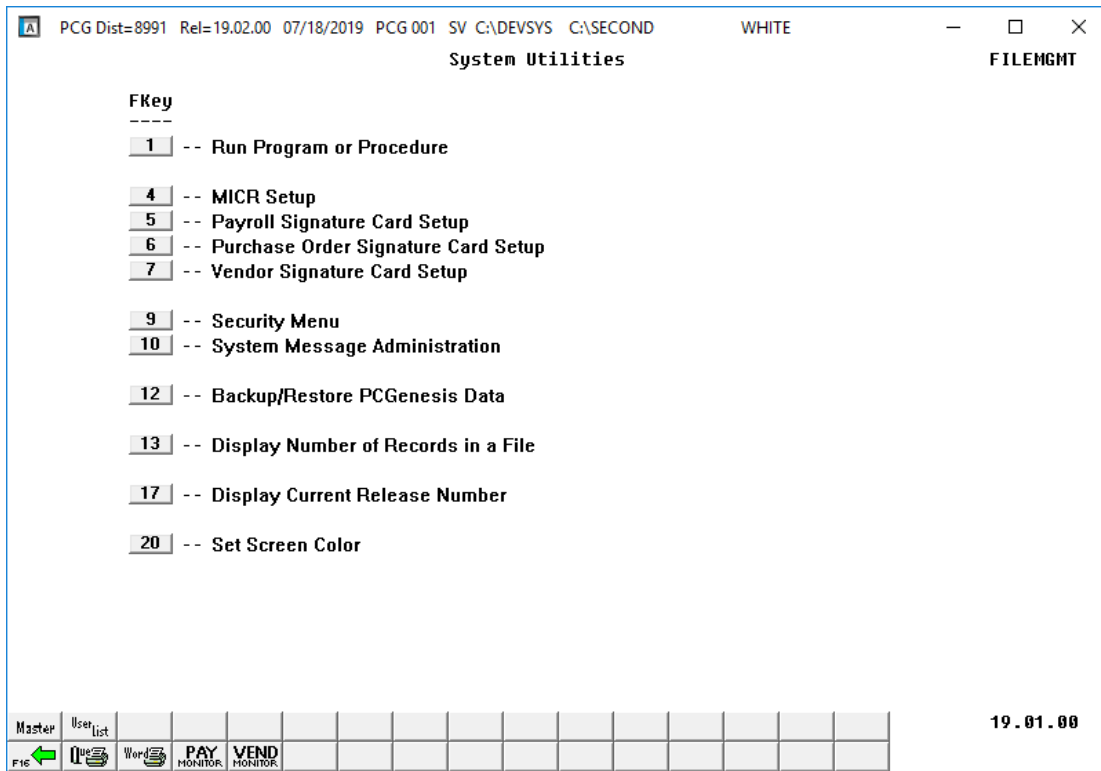




For a failed restore request, the following screen displays:



Step	Action
8	Carefully read the message displayed. If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i> .

The following screen displays:



Step	Action
9	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
10	This procedure does <u>NOT</u> restore <b>K:\SECONDX</b> back to <b>K:\SECOND</b> . The <b>K:\SECONDX</b> directory must be restored <u>manually</u> with the assistance of the Ga DOE help desk. <b>The restore process cannot be reversed, so extreme caution is warranted.</b>
11	The PCG administrator should log into PCGenesis to ensure that the expected data has been restored correctly. Once both the database tables and the <b>K:\SECOND</b> directories and files have been restored, verify that the PCGenesis data is correct.
12	Review the <b>PCG_Restore_LOG</b> table, the <b>PCG_Restore_LOG_Message</b> table, and the <b>PCG_Runtime_Errors</b> table in the <b>PCG_Master</b> database. Make sure the restore operation status displays 'Successful'. Review <i>Appendix A: Summary of Database Components</i> in this document for information about the restore log and message tables.

## Procedure C: Restore PCGenesisDB Schema

**Restore PCGenesis Schema:** The *Restore PCGenesis Schema* function allows the PCGenesis administrator to restore a copy of **PCG\_D\_DB** tables, or **PCG\_Q\_DB** tables. This restore functions works in conjunction with restoring **K:\SECOND\FARDATAQ**, **K:\SECOND\PAYDATAQ**, **K:\SECOND\PAYDATAD**, or **K:\SECOND\SANDBOXQ**.

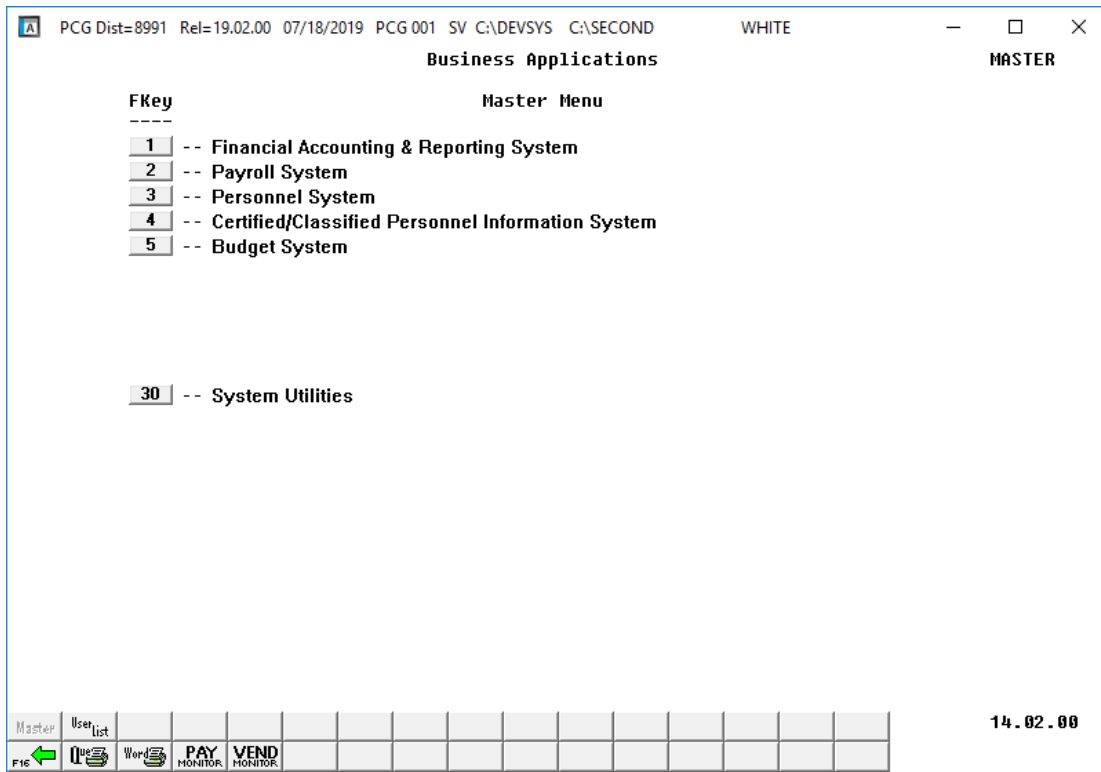
To accomplish the restore function the following conditions must be satisfied:

- User must have PCG security access to the *System Utilities* menu.
- The user must be a *system administrator* on the PCGenesis server.
- The user must be on the PCGenesis server to restore a database.

The restore schema function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function. Once the password has been entered, the PCGenesis administrator must enter either **FAR**, **PAY** or **SAND** to determine which tables should be restored. The letter **D** or **Q** must also be entered. Together the two key words indicate which database tables should be restored. The table below indicates which tables will be restored based on the two key words entered.

First Key Word Entry	Second Key Word Entry	Tables to be Restored
PAY	D	Restore PAYDATAD
PAY	Q	Restore PAYDATAQ
FAR	Q	Restore FARDATAQ
SAND	Q	Restore SANDBOXQ

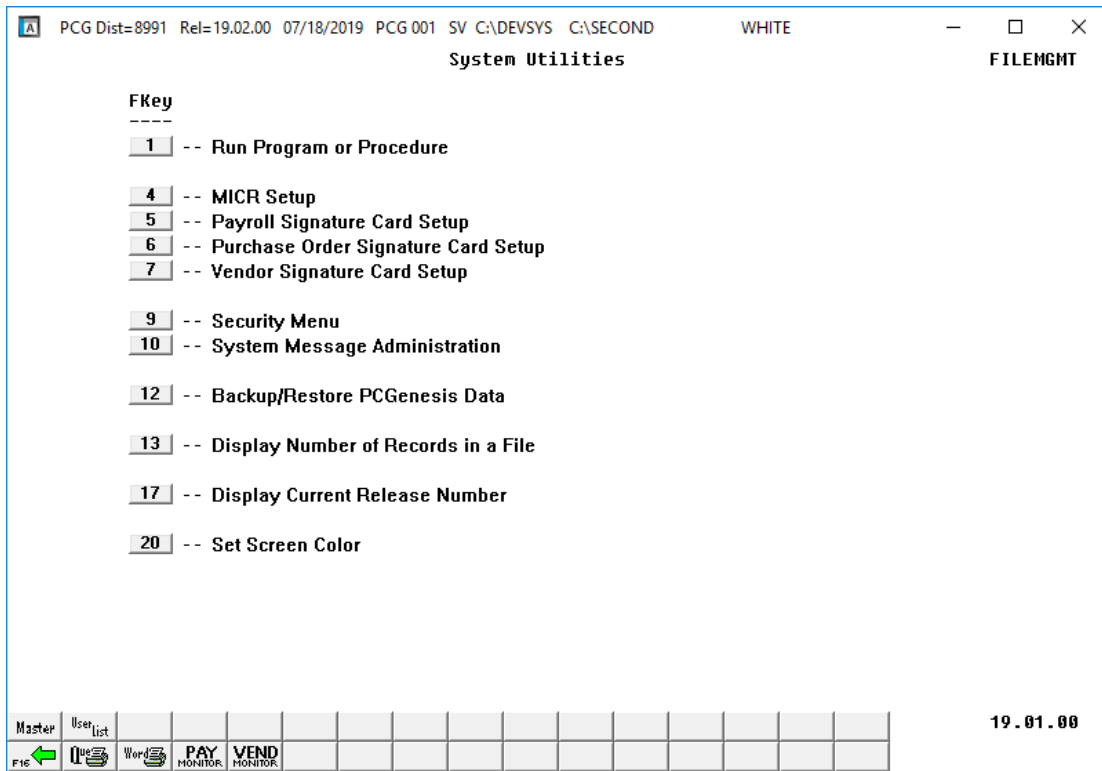
This process does NOT restore **K:\SECOND\PAYDATAD** or **K:\SECOND\PAYDATAQ** or **K:\SECOND\FARDATAQ** or **K:\SECOND\SANDBOXQ**. The **K:\SECOND** payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk. **The restore process cannot be reversed, so extreme caution is warranted.**



Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 – System Utilities).

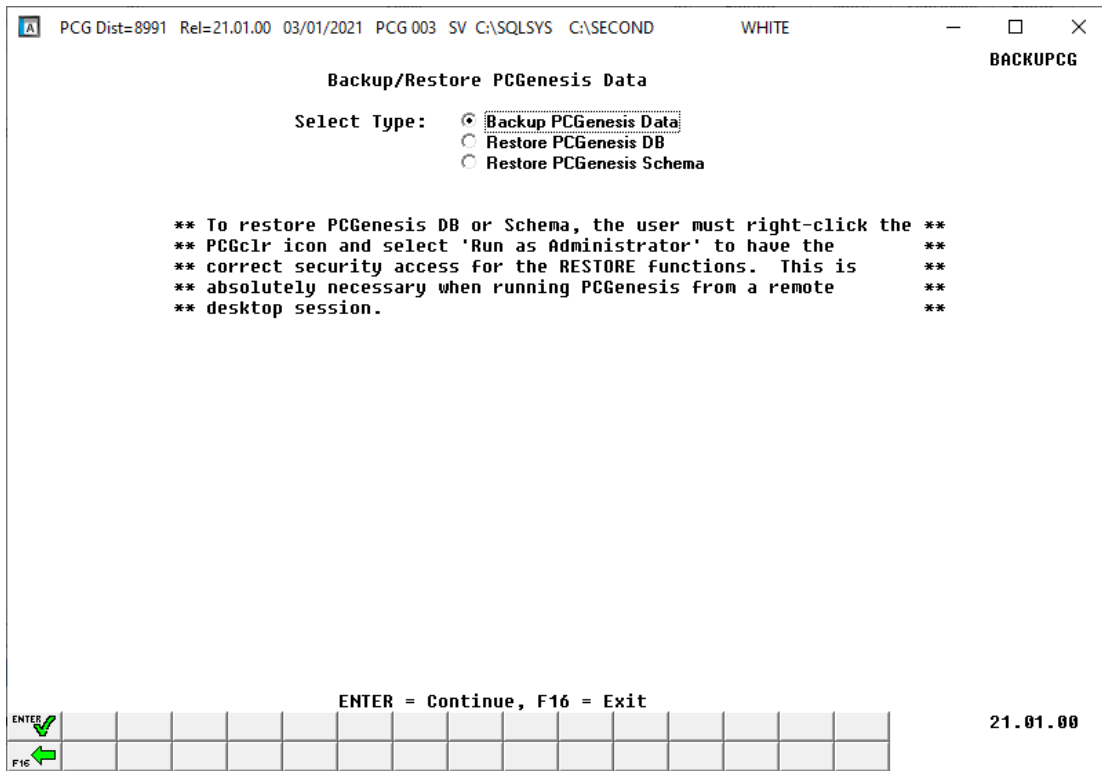


The following screen displays:



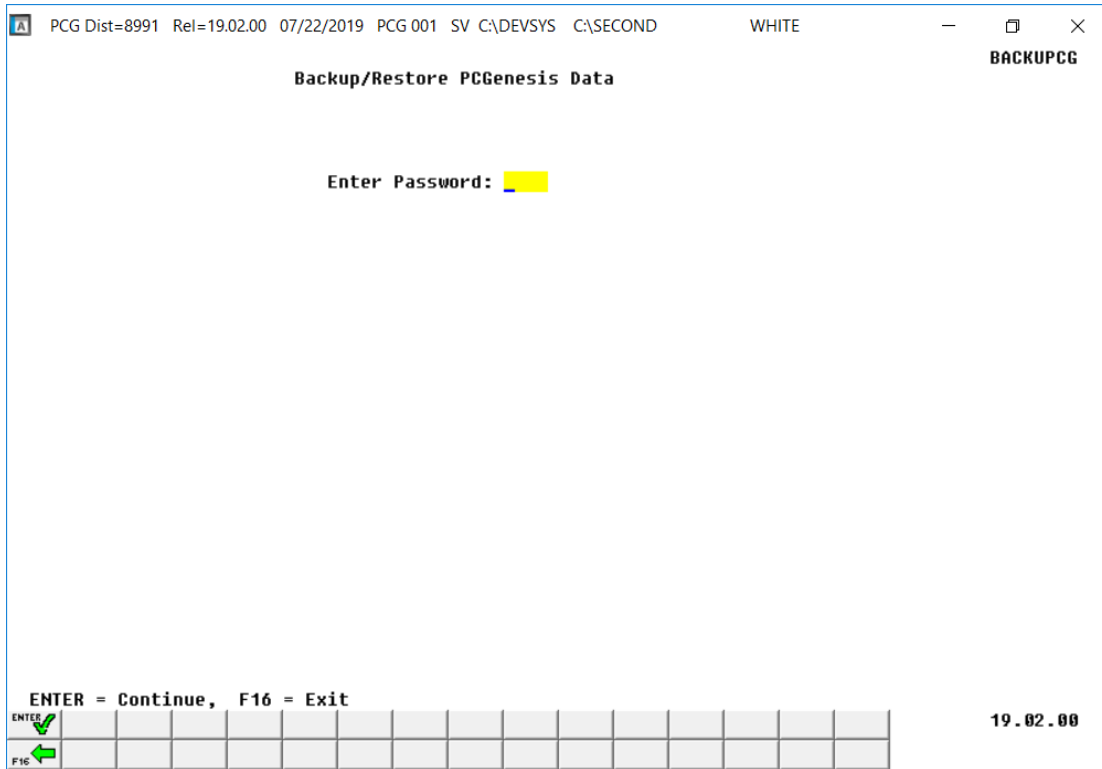
Step	Action
2	Select <b>12</b> (F12 – Backup/Restore PCGenesis Data).

The following screen displays:



Step	Action
3	Select the radio button  to the left of <b>Restore PCGenesis Schema</b> .


The following screen displays:



Step	Action
4	<p>Enter the <b>Password</b>.</p> <p>The restore database schema function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function.</p>

The following screen displays:

```
PCG Dist=8991 Rel=22.01.00 03/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
BACKUPCG
*** WARNING ***
*** RESTORE SCHEMA ***
** This process will restore one of the following databases **
** to production: PCG_Q_DB OR PCG_D_DB OR PCG_SANDBOX. **
** This process does NOT restore the directories PAYDATAQ, **
** PAYDATAD, FARDATAQ, or SANDBOXQ. These directories must **
** be restored manually. This process cannot be reversed. **
PROCEED WITH CAUTION!!!!
PAY_____ Enter FAR, PAY, or SAND
Q          Enter D or Q
** Press ENTER to Continue **
** Press F16 to Exit **
ENTER ✓
F16 ←
22.01.00
```

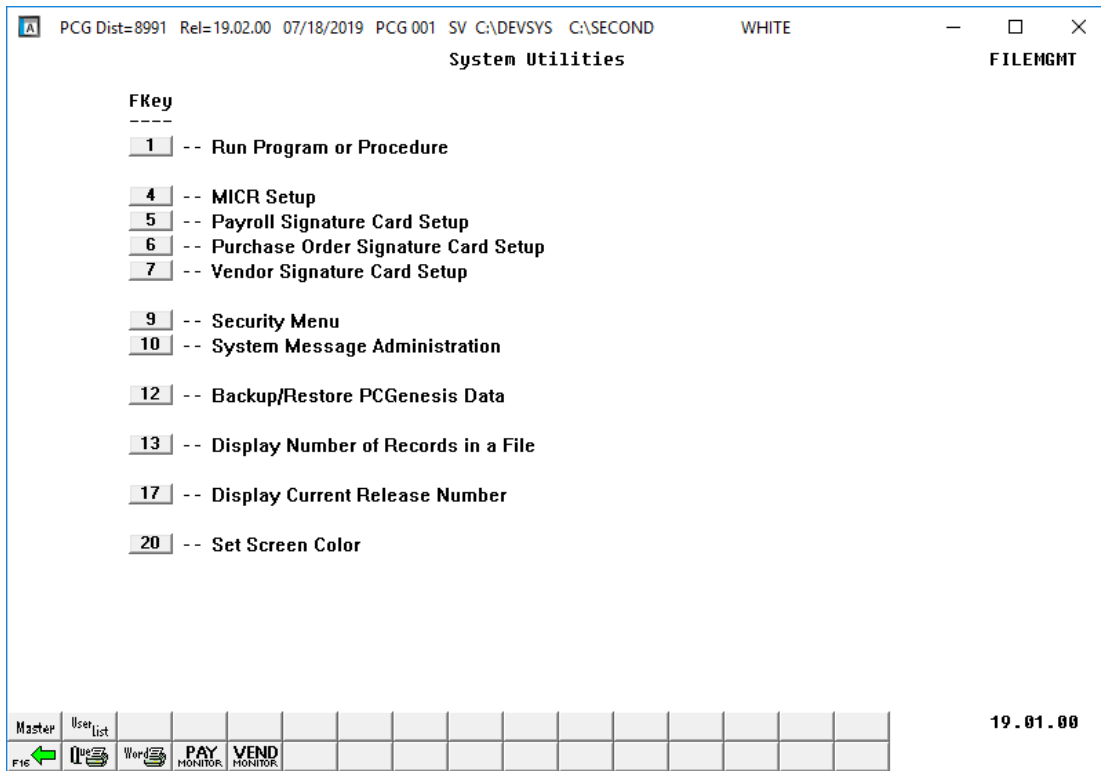
Step	Action															
5	<p>Enter either <b>FAR</b>, <b>PAY</b> or <b>SAND</b> as the first key word entry.</p> <p>Enter <b>D</b> or <b>Q</b> for the second key word entry.</p> <p>Together the two key words indicate which database tables should be restored. The table below indicates which tables will be restored based on the two key words entered.</p> <table border="1" data-bbox="402 443 1421 800"> <thead> <tr> <th data-bbox="402 443 680 537">First Key Word Entry</th> <th data-bbox="680 443 1073 537">Second Key Word Entry</th> <th data-bbox="1073 443 1421 537">Tables to be Restored</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 537 680 604"><b>PAY</b></td> <td data-bbox="680 537 1073 604"><b>D</b></td> <td data-bbox="1073 537 1421 604">Restore <b>PAYDATAD</b></td> </tr> <tr> <td data-bbox="402 604 680 669"><b>PAY</b></td> <td data-bbox="680 604 1073 669"><b>Q</b></td> <td data-bbox="1073 604 1421 669">Restore <b>PAYDATAQ</b></td> </tr> <tr> <td data-bbox="402 669 680 735"><b>FAR</b></td> <td data-bbox="680 669 1073 735"><b>Q</b></td> <td data-bbox="1073 669 1421 735">Restore <b>FARDATAQ</b></td> </tr> <tr> <td data-bbox="402 735 680 800"><b>SAND</b></td> <td data-bbox="680 735 1073 800"><b>Q</b></td> <td data-bbox="1073 735 1421 800">Restore <b>SANDBOXQ</b></td> </tr> </tbody> </table> <p>This process does <u>NOT</u> restore the VISION file contained in the following directories:</p> <ul style="list-style-type: none"> <li>• <b>K:\SECOND\PAYDATAD</b></li> <li>• <b>K:\SECOND\PAYDATAQ</b></li> <li>• <b>K:\SECOND\FARDATAQ</b></li> <li>• <b>K:\SECOND\SANDBOXQ</b></li> </ul> <p>The <b>K:\SECOND</b> payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk.</p> <p><b>The restore process cannot be reversed, so extreme caution is warranted.</b></p>	First Key Word Entry	Second Key Word Entry	Tables to be Restored	<b>PAY</b>	<b>D</b>	Restore <b>PAYDATAD</b>	<b>PAY</b>	<b>Q</b>	Restore <b>PAYDATAQ</b>	<b>FAR</b>	<b>Q</b>	Restore <b>FARDATAQ</b>	<b>SAND</b>	<b>Q</b>	Restore <b>SANDBOXQ</b>
First Key Word Entry	Second Key Word Entry	Tables to be Restored														
<b>PAY</b>	<b>D</b>	Restore <b>PAYDATAD</b>														
<b>PAY</b>	<b>Q</b>	Restore <b>PAYDATAQ</b>														
<b>FAR</b>	<b>Q</b>	Restore <b>FARDATAQ</b>														
<b>SAND</b>	<b>Q</b>	Restore <b>SANDBOXQ</b>														
6	<p>Select  (Enter) twice.</p>															



For a successful restore request, the following screen displays:



Step	Action
7	<p>Carefully read the message displayed.</p> <p>If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i>.</p>

The following screen displays:



Step	Action
8	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
9	<p>This process does <u>NOT</u> restore the VISION file contained in the following directories:</p> <ul style="list-style-type: none"> <li>• <b>K:\SECOND\PAYDATAD</b></li> <li>• <b>K:\SECOND\PAYDATAQ</b></li> <li>• <b>K:\SECOND\FARDATAQ</b></li> <li>• <b>K:\SECOND\SANDBOXQ</b></li> </ul> <p>The <b>K:\SECOND</b> payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk.</p> <p><b>The restore process cannot be reversed, so extreme caution is warranted.</b></p>
10	The PCG administrator should log into PCGenesis to ensure that the expected data has been restored correctly. Once both the database tables and the <b>K:\SECOND</b> directories and files have been restored, verify that the PCGenesis data is correct.

Step	Action
11	<p>Review the <b>PCG_Restore_LOG</b> table, the <b>PCG_Restore_LOG_Message</b> table, and the <b>PCG_Runtime_Errors</b> table in the <b>PCG_Master</b> database. Make sure the restore operation status displays ‘<i>Successful</i>’.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the restore log and message tables.</p>



## Appendix A: Summary of Database Components

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

**SQL Server Databases and Tables for PCGenesis System - *continued***

<b>1 PCGenesisDB.mdf</b> ( <i>continued</i> ) - PCGenesis financial and payroll production data.		
	<b>Table Name</b>	<b>Purpose</b>
<b>1.14</b>	<b>FAR.Control_96_Annuity</b>	Stores the <i>Annuity Deduction Control</i> parameters.
<b>1.15</b>	<b>FAR.Control_97_Message</b>	Stores the PCGenesis <i>System Message Administration</i> control parameters for system broadcast messages.
<b>1.16</b>	<b>FAR.Control_98_Phrase</b>	Stores the PCGenesis <i>System Password Administration</i> parameters.
<b>1.17</b>	<b>FAR.Control_99_System</b>	Stores the PCGenesis <i>System Control</i> screen parameters and the <i>1099 System Control</i> data.
<b>1.18</b>	<b>FAR.Expense</b>	Stores the claim/invoice master records.
<b>1.19</b>	<b>FAR.Expense_Distribution</b>	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.
<b>1.20</b>	<b>FAR.Facility</b>	Stores the facility and building records for purchase order processing.
<b>1.21</b>	<b>FAR.Invest</b>	Stores investment records.
<b>1.22</b>	<b>FAR.Journal_Entry</b>	Stores the general ledger journal master records.
<b>1.23</b>	<b>FAR.Journal_Entry_Detail</b>	Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal.
<b>1.24</b>	<b>FAR.Name_01_Fiscal_Year</b>	Stores the 2-digit year description of the account number.
<b>1.25</b>	<b>FAR.Name_02_Fund</b>	Stores the 3-digit fund description of the account number.
<b>1.26</b>	<b>FAR.Name_03_FY_flag</b>	Stores the 1-digit fiscal year description of the account number. (Not used.)
<b>1.27</b>	<b>FAR.Name_04_Program</b>	Stores the 4-digit program code description of the account number.
<b>1.28</b>	<b>FAR.Name_05_Function</b>	Stores the 4-digit function code of the account number, for expense accounts.
<b>1.29</b>	<b>FAR.Name_06_Object</b>	Stores the 5-digit object code description of the account number.
<b>1.30</b>	<b>FAR.Name_07_Fac_Bldg</b>	Stores the 5-digit facility/building code description of the account number.

**SQL Server Databases and Tables for PCGenesis System - *continued***

<b>1 PCGenesisDB.mdf</b> ( <i>continued</i> ) - PCGenesis financial and payroll production data.		
	<b>Table Name</b>	<b>Purpose</b>
<b>1.31</b>	<b>FAR.Name_08_Additional</b>	Stores the 6-digit additional code description of the account number.
<b>1.32</b>	<b>FAR.Name_09_Rev_Srce</b>	Stores the 4-digit source code description of the account number, for revenue accounts.
<b>1.33</b>	<b>FAR.Name_10_BLNC_SHEET</b>	Stores the 4-digit balance sheet code description of the account number, for GL accounts.
<b>1.34</b>	<b>FAR.Purchase_Order</b>	Stores the purchase order master records.
<b>1.35</b>	<b>FAR.Purchase_Order_Distribution</b>	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.
<b>1.36</b>	<b>FAR.Purchase_Order_Expense</b>	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.
<b>1.37</b>	<b>FAR.Purchase_Order_Print</b>	Stores the purchase order inventory detail records associated with the purchase order master record.
<b>1.38</b>	<b>FAR.Receipt</b>	Stores the receipt master records.
<b>1.39</b>	<b>FAR.Receipt_Detail</b>	Stores the receipt GL account detail records associated with the receipt master record. A maximum of 40 GL account records are allowed per receipt.
<b>1.40</b>	<b>FAR.Receivable</b>	Stores the receivable master records.
<b>1.41</b>	<b>FAR.Receivable_Distribution</b>	Stores the receivable GL account detail records associated with the receivable master record. A maximum of 40 GL account records are allowed per receivable.
<b>1.42</b>	<b>FAR.Receivable_Receipt</b>	Stores the receivable receipt detail records associated with the receivable master record. A maximum of 12 receipt records are allowed per receivable.
<b>1.43</b>	<b>FAR.Revenue_Source</b>	Stores the revenue source records for the financial system revenue subsystem.
<b>1.44</b>	<b>FAR.Vendor</b>	Stores the vendor records for the financial system expense subsystem.
<b>1.45</b>	<b>FAR.Vendor_Check_Control</b>	Stores the vendor check master records associated with the accounts payable subsystem.

**SQL Server Databases and Tables for PCGenesis System - *continued***

<b>1 PCGenesisDB.mdf</b> ( <i>continued</i> ) - PCGenesis financial and payroll production data.		
	<b>Table Name</b>	<b>Purpose</b>
1.46	<b>FAR.Vendor_Check_Control_Payable</b>	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	<b>FAR.Wire_Transfer</b>	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
1.48	<b>FAR.Wire_Transfer_Payable</b>	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	<b>PAY.PAYROLL_Employee</b>	Stores payroll employee data. Any changes to data in this table triggers a logging event in the <b>PCG_LOG_DB</b> database.
1.50	<b>PAY.PAYROLL_Employee_Current</b>	Stores payroll employee data.
1.51	<b>PAY.GROSSDAT_Employee_Payroll_Current_Gross</b>	Stores payroll employee gross data account lines.
1.52	<b>PAY.PDEDUCT_Employee_Deduction</b>	Stores payroll employee deductions.
1.53	<b>PAY.MPAYROLL_Employee</b>	Stores employee data for manual payroll checks.
1.54	<b>PAY.MPAYROLL_Employee_Current</b>	Stores employee data for manual payroll checks.
1.55	<b>PAY.MGROSDAT_Employee_Payroll_Manual_Gross</b>	Stores employee gross data account lines for manual payroll checks.
1.56	<b>PAY.MDEDUCT_Employee_Deduction</b>	Stores employee deductions for manual payroll checks.
1.57	<b>PAY.PREVVOID_Employee</b>	Stores employee data for voided payroll checks.
1.58	<b>PAY.PREVVOID_Employee_Current</b>	Stores employee data for voided payroll checks.
1.59	<b>PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross</b>	Stores employee gross data account lines for voided payroll checks.
1.60	<b>PAY.VDEDUCT_Employee_Deduction</b>	Stores employee deductions for voided payroll checks.
1.61	<b>SAND.PAYROLL_Employee</b>	Stores employee data for the Budget System.

**SQL Server Databases and Tables for PCGenesis System - *continued***

<b>1</b>	<b>PCGenesisDB.mdf</b> ( <i>continued</i> ) - PCGenesis financial and payroll production data.		
		<b>Table Name</b>	<b>Purpose</b>
	<b>1.62</b>	<b>SAND.PAYROLL_Employee_Current</b>	Stores payroll employee data for the Budget System.
	<b>1.63</b>	<b>SAND.GROSSDAT_Employee_Payroll_Current_Gross</b>	Stores payroll employee gross data account lines for the Budget System.
	<b>1.64</b>	<b>SAND.PDEDUCT_Employee_Deduction</b>	Stores payroll employee deductions for the Budget System.
	<b>1.65</b>	<b>T_lookup.GA_County</b>	Stores the county codes for Georgia counties.

**SQL Server Databases and Tables for PCGenesis System - *continued***

<b>2</b>		<b>PCG_Master.mdf</b> - PCGenesis backup and restore logs.	
		<b>Table Name</b>	<b>Purpose</b>
	<b>2.1</b>	<b>PCG_Backup_LOG</b>	Backup log shows successful or unsuccessful completion of a PCGenesis backup operation.
	<b>2.2</b>	<b>PCG_Backup_LOG_Message</b>	The system messages associated with the backup operation.
	<b>2.3</b>	<b>PCG_Information</b>	Stores the location of the SQL Server database backup directory.
	<b>2.4</b>	<b>PCG_Restore_LOG</b>	Restore log shows successful or unsuccessful completion of a PCGenesis restore operation.
	<b>2.5</b>	<b>PCG_Restore_LOG_Message</b>	The system messages associated with the restore operation.
	<b>2.6</b>	<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 - *continued*

<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)</i> (F4), or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5).</p>		
	<b>Table Name</b>	<b>Purpose</b>
<b>3.1</b>	<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>
<b>3.2</b>	<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)</i> (F4).</p> <ul style="list-style-type: none"> <li>Restore from <b>PAYDATAQ</b> if a problem occurs during check printing.</li> </ul>
<b>3.3</b>	<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</i> (F5, F1).</p> <p>Restore from <b>SANDBOXQ</b> to restore a prior iteration of the budget calculations.</p>
<b>3.4</b>	<b>dbo.Load_Log</b>	The Load Log shows successful or unsuccessful completion of a PCGenesis backup of PAYDATAQ or FARDATAQ and how many tables were loaded.
<b>3.5</b>	<b>dbo.Load_Log_Detail</b>	The Log Detail gives a list of each individual table loaded during the backup operation.

## SQL Server Databases and Tables for PCGenesis System - *continued*

<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>4.2</b>	<b>dbo.Load_Log</b>	The Load Log shows successful or unsuccessful completion of a PCGenesis backup of PAYDATAD and how many tables were loaded.
<b>4.3</b>	<b>dbo.Load_Log_Detail</b>	The Log Detail gives a list of each individual table loaded during the backup operation.
<b>5</b>	<b>PCG_LOG_DB.mdf</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.	