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*"Making Education Work for All Georgians"*

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## MEMORANDUM

**TO:** PCGenesis System Administrators

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

**SUBJECT:** Release 12.04.00 – Calendar Year 2012 Year-End Closing Procedures /  
Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 12.04.00*.

PCGenesis supporting documentation is provided at:

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

### **December, 2012 Payroll Completion Instructions**

*Install this release after completing the December 2012 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2013 payroll.*

### **2013 Payroll Tax Changes**

*The PCGenesis Help Desk is aware of the payroll tax changes legislated by the U.S. Congress affecting the Medicare Tax and called the Additional Medicare Tax. The greatest impact of the tax legislation is that the employee FICA contribution rate will include a .9 percent surcharge depending on the employee's Federal filing status and a threshold wage amount. PCGenesis support will continue to monitor this issue and make required changes as necessary.*

*Important: 2013 Tax Tables ARE NOT included with this release. When notified of calendar year 2013 Federal income tax, FICA tax, and State income tax withholding tables by the respective agencies, the Georgia Department of Education will notify all PCGenesis sites of the updates.*

## Contents

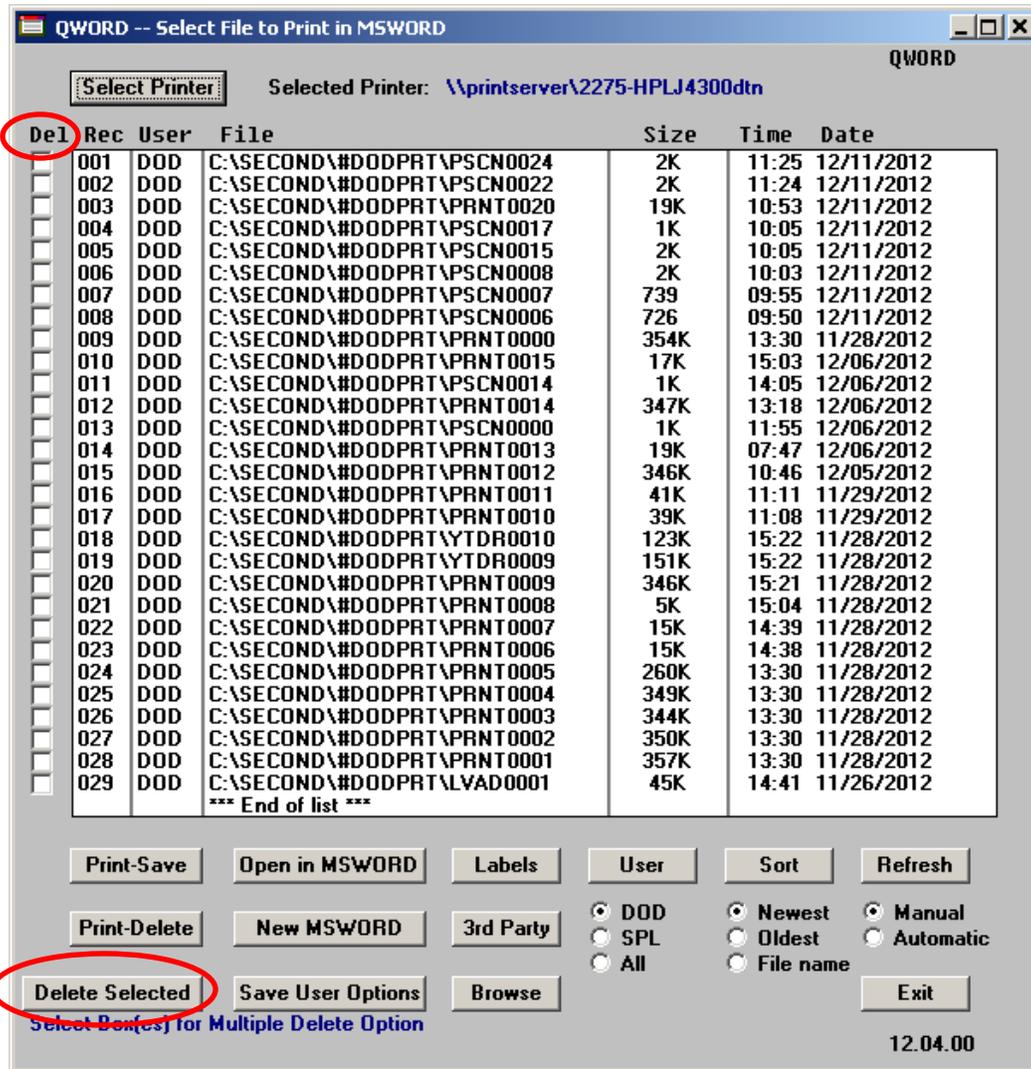
<b>Section A: Overview of Release</b> .....	<b>3</b>
<b>A1. PCGenesis System Enhancements</b> .....	<b>3</b>
A1.1. New Features for the Microsoft® Word Print Queue .....	3
A1.2. Add Screen Print Feature to Selected Programs .....	4
<b>A2. Payroll System</b> .....	<b>5</b>
A2.1. Calendar Year 2012 (CY2012) W-2 Form Processing .....	5
A2.2. Create GA Department of Revenue G-1003 csv File for W-2 Reporting .....	5
<b>A3. Financial Accounting and Reporting (FAR) System</b> .....	<b>5</b>
A3.1. Register of Payments for Vendor Check Processing .....	5
<b>Section B: Installation Instructions for Release 12.04.00 Software</b> .....	<b>6</b>
<b>B1. Perform a PCGenesis Full Backup</b> .....	<b>6</b>
<b>B2. Install PCGenesis Release 12.04.00</b> .....	<b>7</b>
<b>B3. Verify Release 12.04.00 Was Successfully Installed</b> .....	<b>12</b>
<b>B4. Perform a PCGenesis Full Backup after Release 12.04.00 is Installed</b> .....	<b>13</b>
<b>Section C: After PCGenesis Release 12.04.00 Has Been Installed</b> .....	<b>14</b>
<b>C1. Calendar Year 2012 Year-End Closing Procedures Checklist</b> .....	<b>14</b>

## Section A: Overview of Release

### A1. PCGenesis System Enhancements

#### A1.1. New Features for the Microsoft® Word Print Queue

A new feature has been added to the PCGenesis Microsoft® Word Print Queue (accessed via the  button from any PCGenesis menu).



The new feature allows multiple print files to be deleted from the print queue at the same time. The *Delete Selected* button () works in conjunction with the *Del* (Delete) check box. To select a print file for deletion, the check box  to the left of the print file(s) must be selected. When selected, the check box displays  to identify the print file's selection. When there are 29 print files or fewer, the check boxes and the multiple delete option becomes available. If there are more than 29 print files, the checks boxes for multiple file selection are not available.

Other recent new features include:

- The *Print-Save* button ( **Print-Save** ) allows the user to print the document and then save it in the queue.
- The *Print-Delete* button ( **Print-Delete** ) allows the user to print the document and then delete from the queue.
- The *New MSWORD* button ( **New MSWORD** ) allows the user to launch Microsoft® Word to edit a new document.
- The *3<sup>rd</sup> Party* button ( **3rd Party** ) allows the user to print the document for use by a 3<sup>rd</sup> party without any PCL (printer control language) codes.
- The *Labels* button ( **Labels** ) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

[http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1\\_QWordMacro2010.pdf](http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf)

## ***A1.2. Add Screen Print Feature to Selected Programs***

The screen print feature continues to be added to several PCGenesis screens. This feature allows the user to obtain a screen print of the screen. For example, the screen print option has been added to the *Update/Display Deduction Adjustments* screen, the *Update/Display FICA/Medicare Adjustments* screen, the *Update/Display Garnishment Vendor Data* screen, and the final *Print Employee W-2s & Create File* screen. The new feature will be available on display/inquiry screens which have either of the following buttons:   or . The screen print file will be available in the print queue with the name 'PSCNnnnn'.

## ***A2. Payroll System***

### ***A2.1. Calendar Year 2012 (CY2012) W-2 Form Processing***

Calendar year 2012 Internal Revenue Service (IRS) W-2 forms have not changed from 2011. The installation of Release 12.04.00 makes calendar year 2013 W-2 forms available for employees terminating and requesting W-2's for calendar year 2013.

The W-2 process has been updated to capture Box 12, Label DD for the Cost of Employer-Sponsored Health Coverage. This field reports major medical (SHBP deductions) and should include both the employer and employee paid portions of the cost. The Cost of Employer-Sponsored Health Coverage is informational only and is NOT taxed.

### ***A2.2. Create GA Department of Revenue G-1003 csv File for W-2 Reporting***

Support has been added to the W-2 process to produce the G-1003 csv file required by the Ga. Department of Revenue. The *1003.csv* file within directory *PAYSSA* on *SECOND* can be uploaded to the Department of Revenue Tax Center website to complete the electronic filing process.

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

### ***A3.1. Register of Payments for Vendor Check Processing***

The *Final Check Register and Register of Payments* (F1, F4, F5, F8) procedure for vendor check processing has been updated. The *Register of Payments* for vendor checks has been updated to include signoff lines for the superintendent and the assistant superintendent.

## Section B: Installation Instructions for Release 12.04.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 12.04.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as "**Data Backup Prior to Release 12.04.00**". Continue to use the backup CD/DVD/tape in the normal backup rotation.

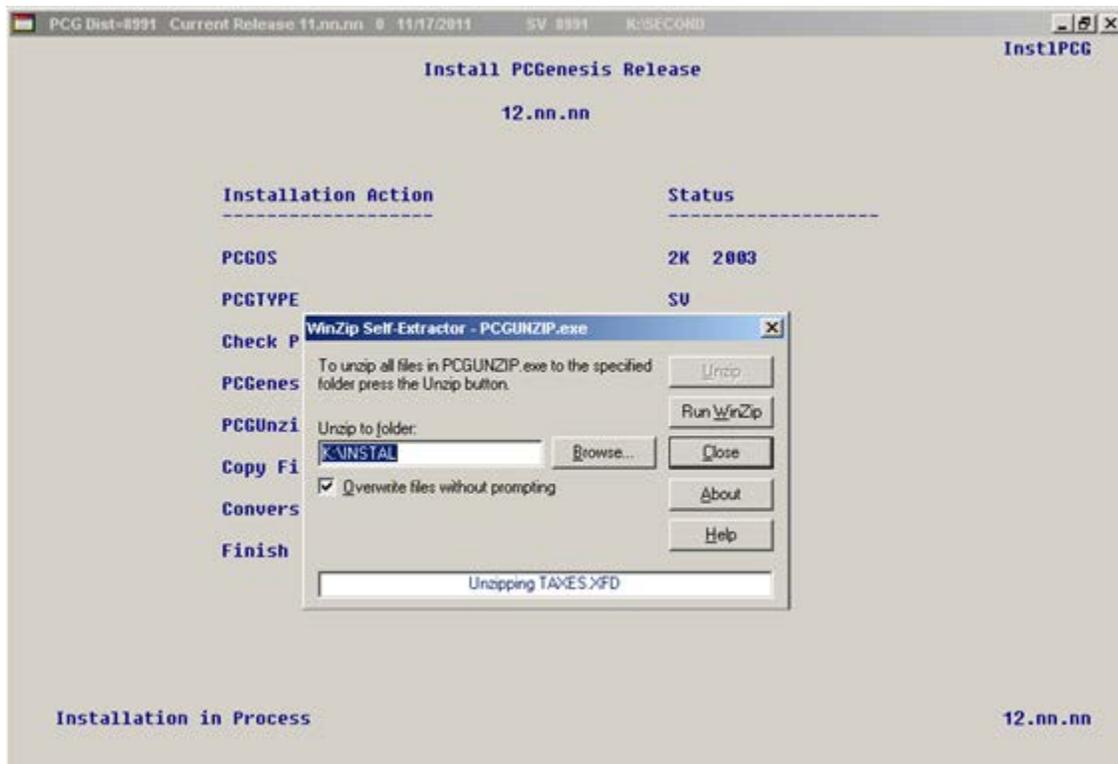
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape " <b>Full System Backup Prior to Release 12.04.00</b> ".
5	Proceed to <i>B2. Install PCGenesis Release 12.04.00</i> .

## B2. Install PCGenesis Release 12.04.00

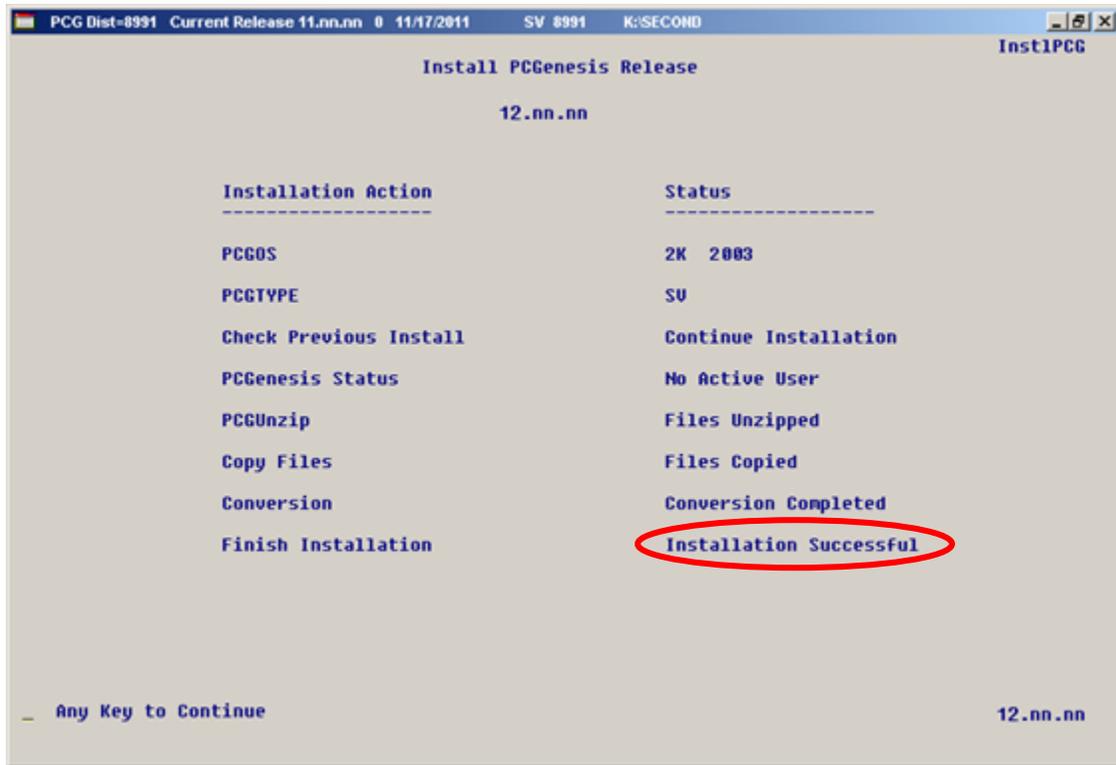
### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the <b>K:\INSTAL</b> directory.
4	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>
5	Double-click <b>RELINSTL.BAT</b> to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

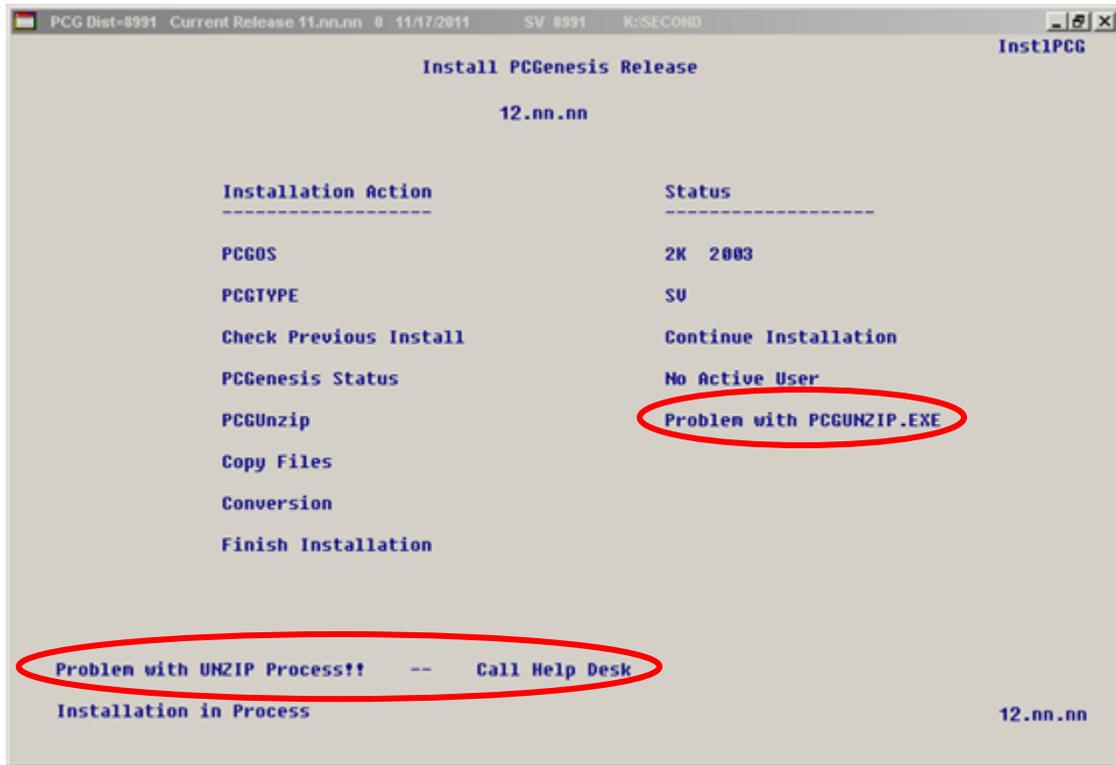


For PCGenesis Release 12.04.00 successful installations, the following message displays:



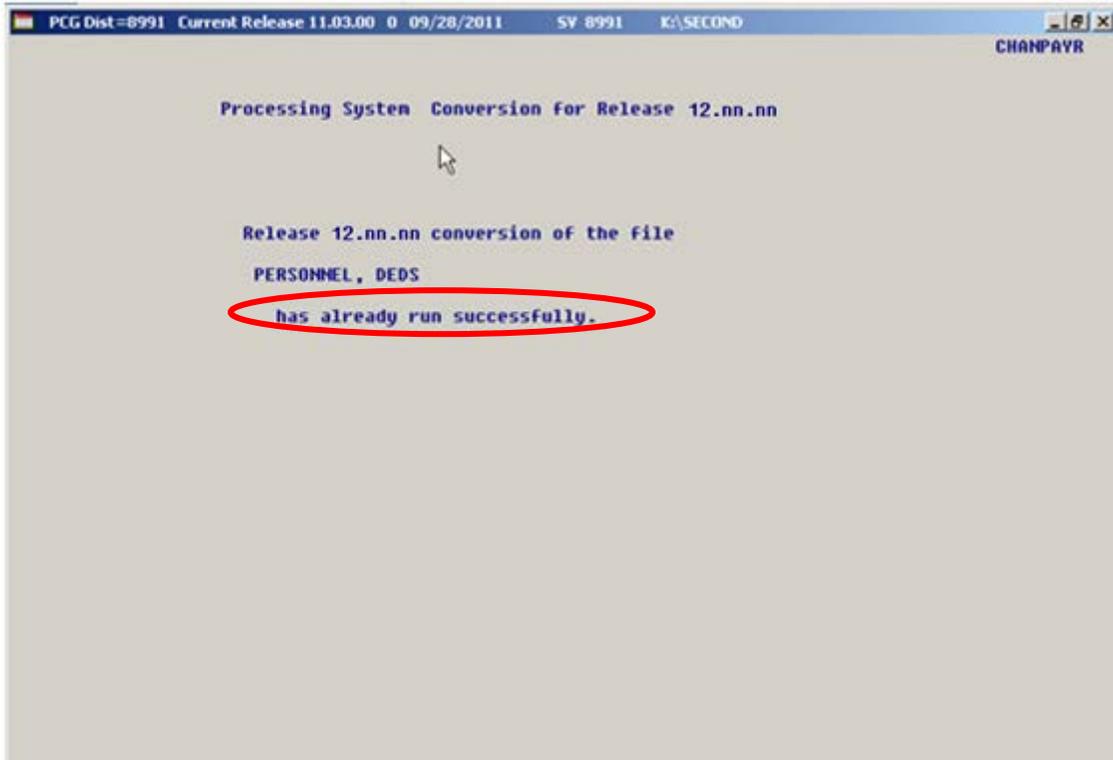
Step	Action
6	Select <b>Enter</b> to close the window.
7	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 12.04.00 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 8.</p>

A problem message displays if an error occurred:

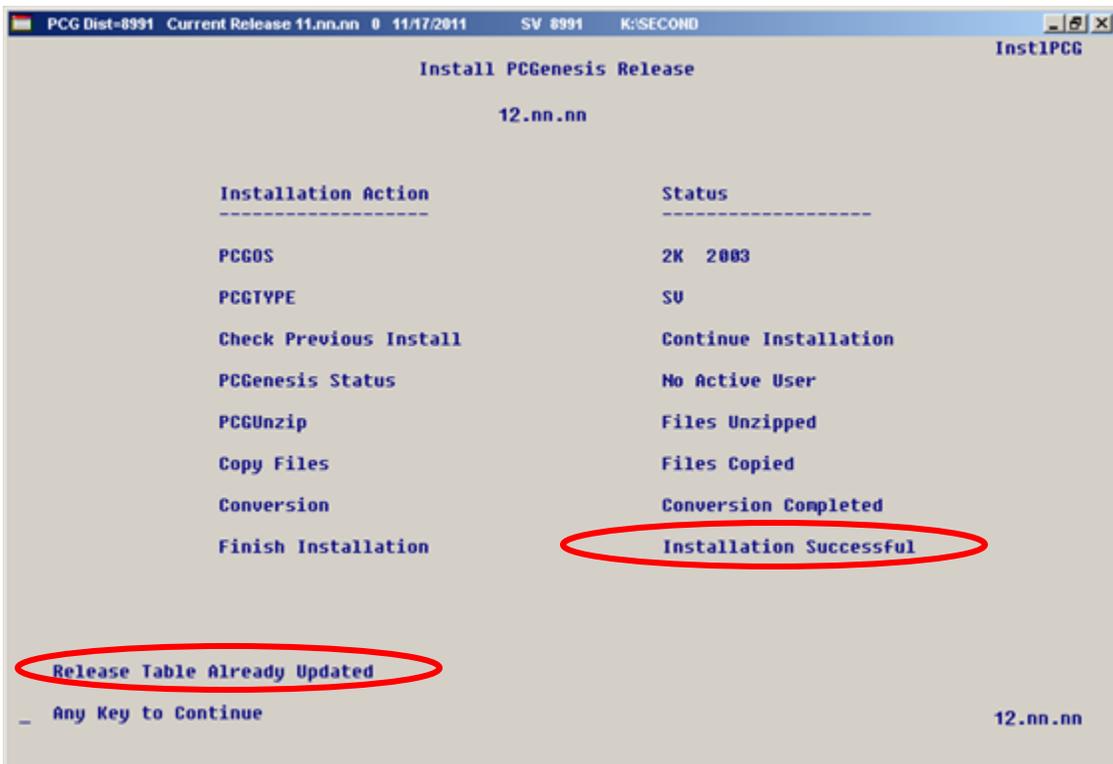


Step	Action
8	Select <b>F16</b> to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.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

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



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

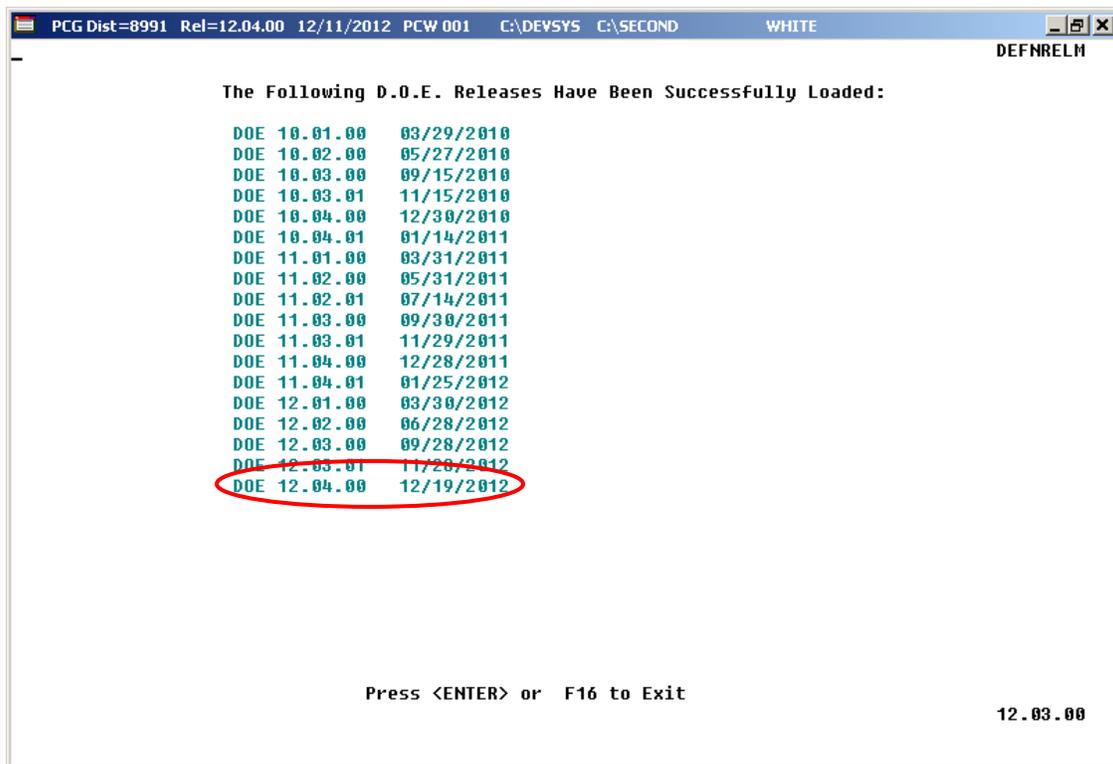


Step	Action
11	Proceed to B3. <i>Verify Release 12.04.00 Was Successfully Installed.</i>

### B3. Verify Release 12.04.00 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:



Step	Action
4	Verify <b>Release 12.04.00</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 12.04.00 displays. If Release 12.04.00 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.

## ***B4. Perform a PCGenesis Full Backup after Release 12.04.00 is Installed***

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup After Release 12.04.00</b> ”.

## Section C: After PCGenesis Release 12.04.00 Has Been Installed

### C1. Calendar Year 2012 Year-End Closing Procedures Checklist

<b>Contact the Technology Management Customer Support Center for assistance as needed.</b>		
<i>Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.</i>		
✓	<b>Step</b>	<b>Action</b>
<i>AFTER the last Calendar Year 2012 payroll. BEFORE the first Calendar Year 2013 payroll.</i>		
<b>PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule</b>		
1		Set up the Pay Schedules for the new calendar year. <b>Do not set up for payroll before performing this procedure.</b>
<b>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record</b>		
2		Change the payroll year in the Payroll Identification record. <b>Do not set up for payroll before performing this procedure.</b>
<b>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables</b>		
3		Where appropriate, update the Federal Income Tax (FIT) Tables.
4		Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
5		Where appropriate, update the Employee's Retirement System (ERS) Table is correct.
6		Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
7		Where appropriate, update the Group Health Insurance (GHI) Table.
8		Where appropriate, update the State Income Tax (SIT) Table.
9		Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables.
<b>PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing</b>		
10		<b>Reset Employee Calendar Year-to-Date Amounts to Zero (0).</b>

<b><i>PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing</i></b>	
<b>11</b>	Process calendar year 2012 W-2 Statements.
<b><i>FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.</i></b>	
<b>12</b>	Process calendar year 2012 Form 1099-MISC Statements.