

Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

GEORGIA DEPARTMENT OF EDUCATION  
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS  
TWIN TOWERS EAST  
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011 FAX: (404) 651-5006

<http://www.gadoe.org/>

## MEMORANDUM

**TO:** PCGenesis System Administrators

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

**SUBJECT:** Release 18.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.03.00*.

PCGenesis supporting documentation is provided at:

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

### **September, 2018 Payroll Completion Instructions**

***Install this release after completing the September 2018 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the October 2018 payroll.***

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

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

[join-pcgenesis@list.doe.k12.ga.us](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!

**Mark Your Calendars!**

**PCGenesis Sessions and Training at GASBO 2018**

The Georgia Department of Education is pleased to announce that PCGenesis will be offering two full days of sessions and training at this year’s GASBO conference in November 2018. PCGenesis will have a dedicated room and will be offering eight sessions with four different presenters. Gary Jenkins of Jasper County will be returning this year to offer four classes on the *PCGenesis Budget System* and *Gross Data Export/Import*. Contact GASBO for information about conference registration.

The tentative GASBO sessions are as follows:

<b>Date</b>	<b>Session Name</b>	<b>Presenter</b>
Wed 7, 2018 – Session 1	PC Genesis Current Status and Future Plans	Diane Ochala
Wed 7, 2018 – Session 2	PC Genesis Recent Enhancements and the New VerraDyne Print Queue	Diane Ochala
Wed 7, 2018 – Session 3	PC Genesis Future: Migration to a Relational Database	Angela Tennyson
Wed 7, 2018 – Session 4	PCGenesis and the CPI Process	Katie Green
Wed 7, 2018 – Session 5	PCGenesis Budget System: Overview and Setup	Gary Jenkins
<b>Date</b>	<b>Session Name</b>	<b>Presenter</b>
Thurs 8, 2018 – Session 1	PCGenesis Budget System: Gross Data Export/Import; Budget flags; Salary Tables	Gary Jenkins
Thurs 8, 2018 – Session 2	PCGenesis Budget System: Sandbox Process	Gary Jenkins
Thurs 8, 2018 – Session 3	PCGenesis Budget System: Create and Finalize Budget	Gary Jenkins

# Table of Contents

- SECTION A: OVERVIEW OF RELEASE..... 4**
- A1. PCGENESIS VERRADYNE PRINT QUEUE UPGRADE..... 4
  - A1.1. VerraDyne Print Queue Overview ..... 4
  - A1.2. VerraDyne Print Directories ..... 8
  - A1.3. Sorting Entries in the VerraDyne Print Queue ..... 9
  - A1.4. Display Print Queue Reports in PDF Format ..... 10
  - A1.5. Spool PCGenesis Report..... 11
  - A1.6. Display Detail Info..... 12
  - A1.7. E-mail PCGenesis Reports ..... 13
  - A1.8. Archive PCGenesis Reports..... 15
  - A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue'..... 20
  - A1.10. New Printer Icons for Server/Workstation Desktop..... 21
  - A1.11. Full Backup of K:\ for PCGenesis ..... 21
  - A1.12. VQueueService..... 22
  - A1.13. Update for the Microsoft® Word Print Queue (QWORD) ..... 22
- A2. PAYROLL SYSTEM..... 24
  - A2.1. Expand FICA Gross and Pension Gross Input Fields ..... 24
  - A2.2. Georgia Department of Labor Announcement..... 24
- A3. FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM ..... 25
  - A3.1. Expand Claims Against a Purchase Order to 24 ..... 25
- A4. CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI) SYSTEM ..... 26
  - A4.1. Infield/Outfield Status Removed from CPI Assignments..... 26
  - A4.2. Infield/Outfield Status Removed from CPI Transmission File ..... 26
  - A4.3. Export/Import Selected Payroll / Deduction / CPI Information ..... 26
- SECTION B: INSTALLATION INSTRUCTIONS FOR RELEASE 18.03.00 SOFTWARE ..... 28**
- B1. PERFORM A PCGENESIS FULL BACKUP ..... 28
- B2. INSTALL PCGENESIS RELEASE 18.03.00 ..... 29
- B3. VERIFY RELEASE 18.03.00 WAS SUCCESSFULLY INSTALLED..... 36
- SECTION C: AFTER PCGENESIS RELEASE 18.03.00 HAS BEEN INSTALLED ..... 38**
- C1. VERIFY VQUEUE SERVICE IS RUNNING ..... 38
- C2. CLEAN UP K:\SECOND\#XXXPRT ..... 40
- C3. CLEAN UP VERRADYNE PRINT QUEUE ENTRIES ..... 41
- C4. PERFORM A PCGENESIS FULL BACKUP AFTER RELEASE 18.03.00 IS INSTALLED ..... 44

## Section A: Overview of Release

### A1. PCGenesis VerraDyne Print Queue Upgrade

#### A1.1. VerraDyne Print Queue Overview

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Queue Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Queue Manager* has much in common with the existing PCGenesis print queue because the same company created both systems.

PCGenesis release 18.03.00 delivers an upgrade to the *VerraDyne Queue Manager*. *VerraDyne* version 03.02.10 is now available as shown below.



#### VerraDyne Queue Administration – Form Maintenance

*VerraDyne* version 03.02.10 fixes a problem with displaying PCGenesis reports in PDF format when the *Form* definition did not have a font defined. Now, the *VerraDyne* software will automatically default to COURIER if the font is not defined correctly on the *Form* definition. In addition to the software correction, PCGenesis release 18.03.00 also updates the *VerraDyne Form* definitions to ensure that all forms use the COURIER font.

#### VerraDyne Queue Administration – Spool and Print Directories

*VerraDyne* version 03.02.10 fixes a problem with the VSPOOL crashing when the **UserId** field for *Spool and Print Directories* was not set correctly. Now the program will default based on the **UserId** of user who created the report.

#### VerraDyne Queue Administration – Control File Maintenance

PCGenesis release 18.03.00 also updates the *VerraDyne Control File* for the field **Remove Non-Existing Files After**. Before, non-existing files were removed after 3 days. Now, non-existing files are removed after 1 day. This facilitates clean up of the print queue.

### **Features of the VerraDyne Queue Manager**

The *VerraDyne Queue Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print job is running in the background under *Windows Local Services*. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

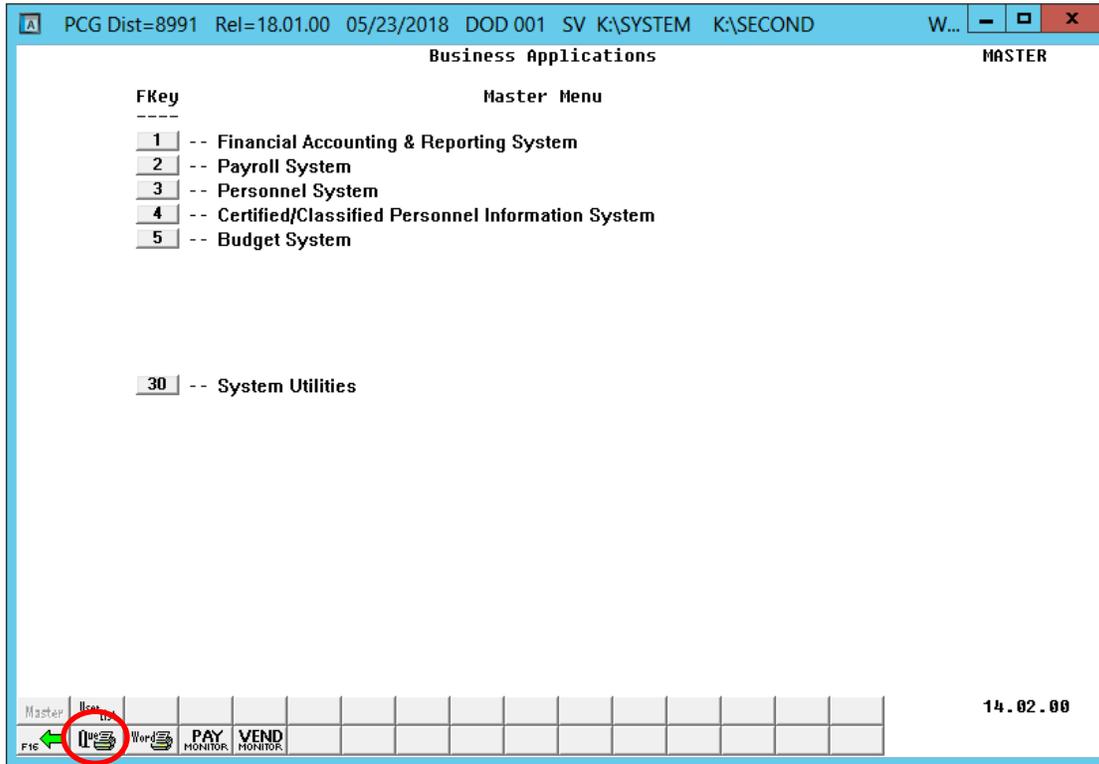
Unlike our existing PCGenesis print queue, the *VerraDyne Queue Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Queue Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Queue Manager* system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to a specific user, or group of users
- The ability to print reports to a specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

**Accessing the VerraDyne Queue Manager**

There are two ways to access the *VerraDyne Queue Manager*. First, the user can select  (Uqueue) from a PCGenesis menu to enter the *VerraDyne Queue Manager*, as shown below.



The user can also access the *VerraDyne Queue Manager* from the desktop icon. From the user’s workstation double-click the PCGVQUE icon:



The *VerraDyne Queue Manager* allows the user to delete and remove print files from the queue, to display audit logs for PCGenesis reports, to e-mail PCGenesis reports to other users, and to permanently archive PCGenesis reports to an archive directory. Right-click on the **File Name** to see the options available, as shown below.

**Right-click on the File Name allows the user to:**

- Delete (delete file and remove from queue)
- Remove (remove file from queue)
- Detail Info (audit log information)
- E-mail (e-mail PCG report to another user)
- Archive

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

**IMPORTANT NOTE:** Multiple files can be selected at the same time by right-clicking and then holding the *Shift* or *Control* key while selecting the relevant files. For example, this allows multiple files to be deleted or spooled to the printer at the same time.

Also, the **Remove** option is not recommended since this option does not delete the report file from the disk drive. It is recommended to always use the **Delete** option to permanently delete the report entry from the print queue and from the disk drive.

## A1.2. VerraDyne Print Directories

The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past. Before, all PCGenesis reports were stored in the K:\SECOND\#nnnPRT directories. Now, the *VerraDyne Print Queue* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.

- ◆ The **Spool Directory** is where PCGenesis creates the reports:
  - K:\SECOND\#DODPRT
- ◆ The **Print Directory** is the directory where the Print Manager stores the reports in the print queue:
  - For example, the **Print Directory** may be K:\UCTPRINT\#DODPRT
  - The *VerraDyne Print Queue Service* will **MOVE** the PCG reports from the **Spool Directory** located in K:\SECOND to the **Print Directory** located in K:\UCTPRINT
  - If there is an existing print file with the same name as a new print file, the *VerraDyne Print Queue Service* will rename the file and append a date/time stamp

New Volume (K:) > UCTPRINT > #DODPRT

Name	Date modified	Type	Size
PRNT0000@@171025_0940025	10/25/2017 9:40 AM	File	31 KB
PRNT0000@@170830_1503056	8/30/2017 3:03 PM	File	6 KB
PRNT0000@@170830_1453015	8/30/2017 9:21 AM	File	14 KB
XFER0000@@170825_1435011	8/25/2017 2:35 PM	File	2 KB
XFER0000	8/25/2017 2:07 PM	File	2 KB
PRNT0000@@170825_0912036	8/25/2017 9:12 AM	File	2 KB
PRNT0000@@170825_0905036			
PRNT0000			
PRNT0003@@170824_1142010.PDF			
PRNT0003@@170824_1142010			
PRNT0003@@170824_1137006			
PRNT0003@@170824_0946019	8/24/2017 9:40 AM	File	2 KB
PRNT0003	8/24/2017 9:29 AM	File	14 KB
PRNT0002	8/24/2017 9:28 AM	File	14 KB

**Print Directory:**

- Notice the print files will reside in **UCTPRINT**
- Notice the file name may be changed and the date/time stamp may be appended to the name

**IMPORTANT NOTE:** Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. (xxx is the three character PCGenesis user ID.) This causes problems with the *VerraDyne Print Spooler*. Therefore, advise all PCGenesis users to not save any miscellaneous files to the K:\SECOND\#xxxPRT directories. The print spool directories are used by the system to temporarily contain PCGenesis reports created by the system and should be used for no other purpose.

### A1.3. Sorting Entries in the VerraDyne Print Queue

The data in the print queue can be sorted by any column at the top of the print queue screen. Click on the column heading to sort the report entries in ascending / descending order.

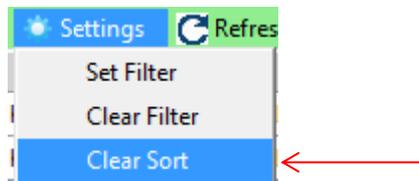
The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order

- File Name
- Size
- User
- Device
- Class
- Copies
- Disposition
- Form
- Date
- Status

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\SPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\DODPRT\PRINT000...	13989	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	993	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	10578	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	8331	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2758	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2491	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	15923	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\DODPRT\PRINT000...	31682	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

The selected **Sort** option is saved and remembered by user id when **(Exit)** is selected on the menu bar. The system will remember the user's sort settings every time the user logs into the system.

If you wish to **reset** the column sort, click **(Settings)** on menu bar, and select the **(Clear Sort)** option, as shown below.



If the PCGenesis reports do not appear to be sorted correctly, always start by selecting the **Clear Sort** option before clicking on a column heading to sort the entries. The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order.

## A1.4. Display Print Queue Reports in PDF Format

The VerraDyne Queue Manager allows reports in the print queue to be displayed in PDF format.

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\SPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG000...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\DODPRT\PRNT000...	13989	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	ERROR	10/30/17(09:40)	Email Error K:\UCTQUE...	E
K:\UCTPRINT#\SPLPRT\VUTILLOG...	1092	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/28/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	10576	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\REOG@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	8331	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\REOG@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2758	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2491	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	15923	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\REOG@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\DODPRT\PRNT000...	31682	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

PRNT0001@@180622\_0933000.PDF - Adobe Acrobat Reader DC

REPORT DATE: 06/22/2018 09:32:50  
PROGRAM: PAY0100

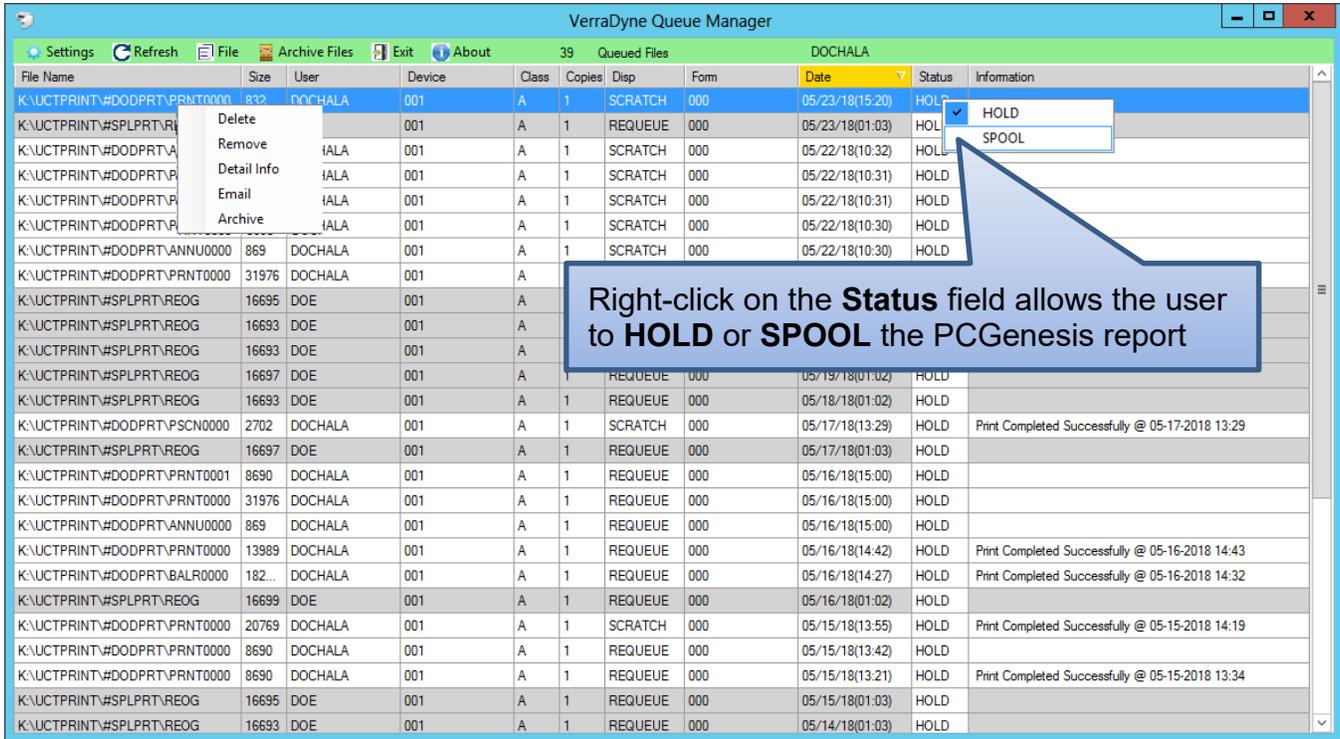
PAYROLL ALPHA DESCRIPTION FILE  
DIRECT DEPOSIT BANK

TYPE	CODE	DESCRIPTION	ROUTING
DDEB	01	ALLY BANK	900000019
DDEB	02	BB & T	900000029
DDEB	03	GEORGIA FEDERAL CREDIT UNION	900000039
DDEB	04	WELLS FARGO	900000049
DDEB	05	REGIONS BANK	900000059
DDEB	06	REGIONS BANK 4	900000069
DDEB	07	NORTH GEORGIA CREDIT UNION	900000079
DDEB	08	COMMUNITY BANK & TRUST	900000089
DDEB	09	WELLS FARGO COMMUNITY CREDIT UNION	900000099
DDEB	10	WELLS FARGO 2	900000109
DDEB	11	REGIONS 3	900000119
DDEB	12	SUNTRUST BANK, NE GEORGIA	900000129
DDEB	13	SCHOOLS FIRST FEDERAL CREDIT UNION	900000139
DDEB	14	SUNCOAST	900000149
DDEB	15	RENAISSANCE BANK	900000159
DDEB	16	WELLS FARGO-FLORIDA	900000169
DDEB	17	BANK OF AMERICA	900000179
DDEB	18	UNITED COMMUNITY BANK	900000189
DDEB	19	WELLS FARGO BANK, NA	900000199
DDEB	20	CCC CREDIT UNION	900000209
DDEB	21	FGIC BANK	900000219
DDEB	22	BANK OF THE OCEANS	900000229
DDEB	23	CREDIT UNION OF GEORGIA	900000239
DDEB	24	BANK OF NORTH GEORGIA	900000249
DDEB	25	GE CAPITAL RETAIL BANK	900000259
DDEB	26	HARBERSHAM BANK	900000269
DDEB	27	PINNACLE BANK	900000279
DDEB	28	UNITED COMMUNITY BANK 2	900000289
DDEB	29	MOUNTAIN VALLEY BANK	900000299
DDEB	30	ASSOCIATED FED EMP CRED UNION	900000309
DDEB	31	ATHEM'S FIRST BANK AND TRUST	900000319
DDEB	32	FLORIDA STATE BANK	900000329
DDEB	33	HODSON INDUSTRIAL CREDIT UNION	900000339
DDEB	34	RENASANCE	900000349
DDEB	35	SOUTH STATE	900000359
DDEB	36	NAVY FEDERAL	900000369
DDEB	37	USAA FEDERAL	900000379
DDEB	38	BBIT 1	900000389
DDEB	39	DIGITAL	900000399
DDEB	40	IRON STORE	900000409
DDEB	41	BANK OF	900000419
DDEB	42	CAPITAL	900000429
DDEB	43	GEORGIA	900000439
DDEB	44	COMMUNITY	900000449
DDEB	45	ROBINSON	900000459
DDEB	46	SOUTHERN	900000469
DDEB	47	BRAND	900000479
DDEB	48	BB & T - ALABAMA	900000489
DDEB	49	SOUTH TRUST BANK	900000499
DDEB	50	DELTA EMPLOYEES CREDIT UNION	900000509
DDEB	51	BANK OF AMERICA-VA	900000519
DDEB	52	CAPITAL ONE 360	900000529
DDEB	53	FULTON TEACHERS CREDIT UNION	900000539
DDEB	54	SUNTRUST	900000549
DDEB	55	WELLS FARGO 3	900000559

## A1.5. Spool PCGenesis Report

PCGenesis reports will be created in the *VerraDyne Queue Manager* in **HOLD** status.

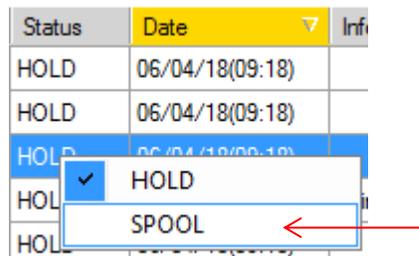
### To Spool a print file:



**STATUS:** This field displays the status of the print file.

Valid values are:

**HOLD** - Document is on hold and will not be printed or emailed until it is released. To release the document, **right click** on the **Status** field for the print file and select the **SPOOL** option.



**SPOOL** - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on **HOLD** by right clicking on status field.

Refer to *Section A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue'* for a discussion of the disposition of a printed file.

## A1.6. Display Detail Info

The VerraDyne Queue Manager keeps a detail log for every entry in the print queue.

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG			001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/23/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/17/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PCSN0000	2702	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0001	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Right-click on the **File Name** allows the user to display:

- Detail Info (audit log information)

Detail

FileName: K:\UCTPRINT#\DODPRT\PRNT0000@@171030\_0940041  
 User: DIANE.OCHALA  
 Device: HP-2285  
 Form: LANDSCAPE  
 Size: 13989 Class: A Copies: 1

```

2017/10/30 10:44 DIANE.OCHALA (Queue) File Released
2017/10/30 10:01 DIANE.OCHALA (Queue) Document status changed to be Emailed to
2017/10/30 10:00 DIANE.OCHALA (Queue) File Requeued On Printer: HP-2285 Using F
2017/10/30 10:00 DIANE.OCHALA (Queue) File Released
2017/10/30 10:00 DIANE.OCHALA (Queue) Changed To Print Only
2017/10/30 09:59 DIANE.OCHALA (Queue) File Released
2017/10/30 09:40 DIANE.OCHALA (Queue) File added to Queue
  
```

Detail Info:

- Displays screen itemizing each action related to the print file
- For example, who has released the file for printing

## A1.7. E-mail PCGenesis Reports

The VerraDyne Queue Manager allows reports in the print queue to be e-mailed in PDF format.

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRMT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG			001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRMT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PRMT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PRMT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Right-click on the **File Name** allows the user to:

- E-mail (e-mail PCG report to another user)

Document Email

Send Cancel

From: DOCHALA@DOE.K12.GA.US Attachment: PRNT0000@@@171030\_0940041

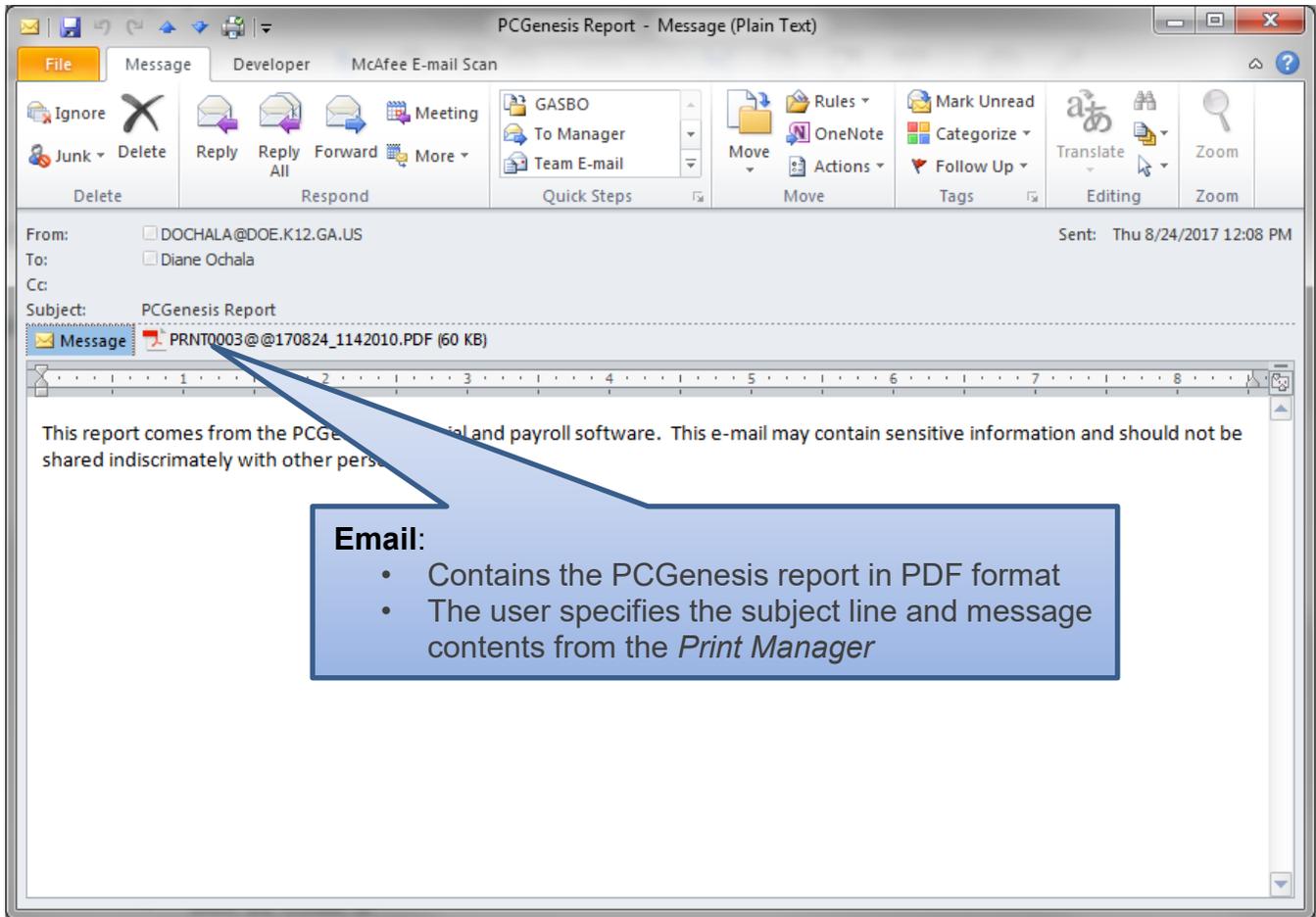
To: xmcArthur@dow.k12.ga.us  Requeue Pdf Password:   Email Password

Subject: testing e-mail feature of new print queue

Message: testing e-mail feature of new print queue

Email Dialog:

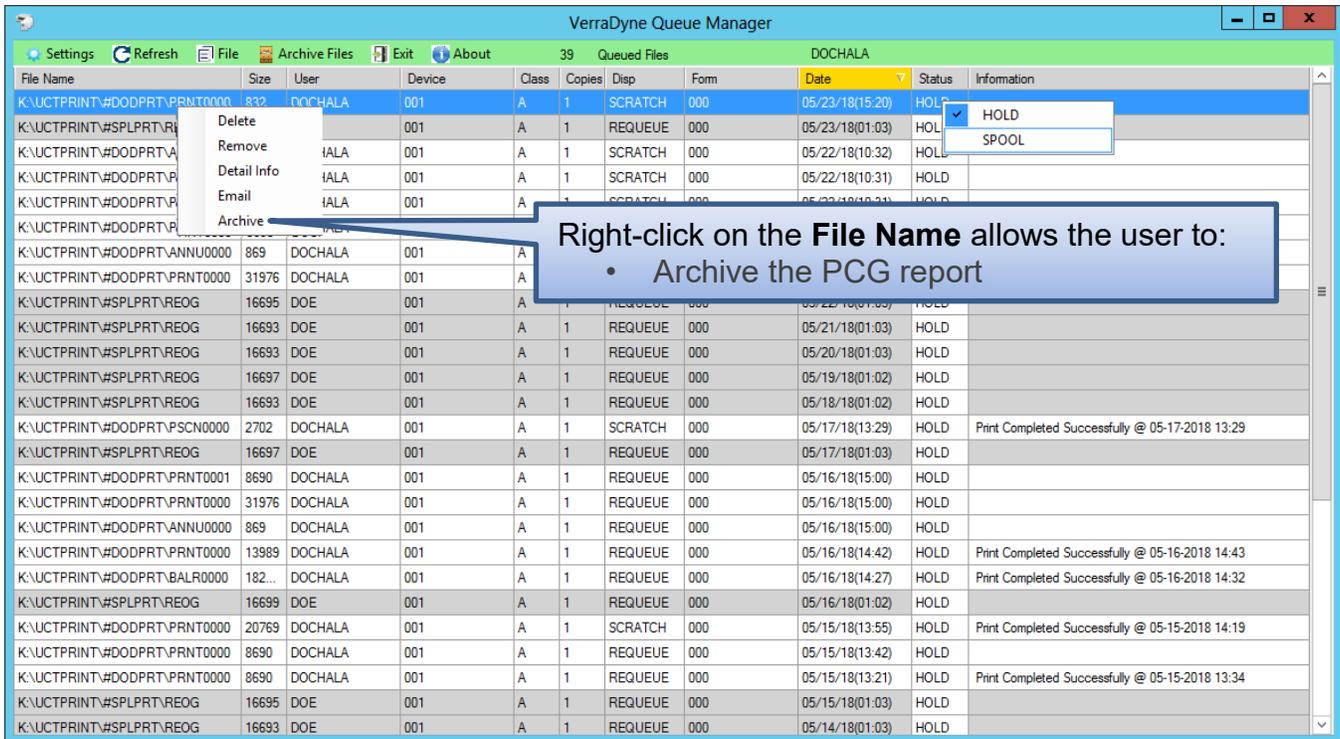
- Allows the PCGenesis report to be e-mailed to other individuals



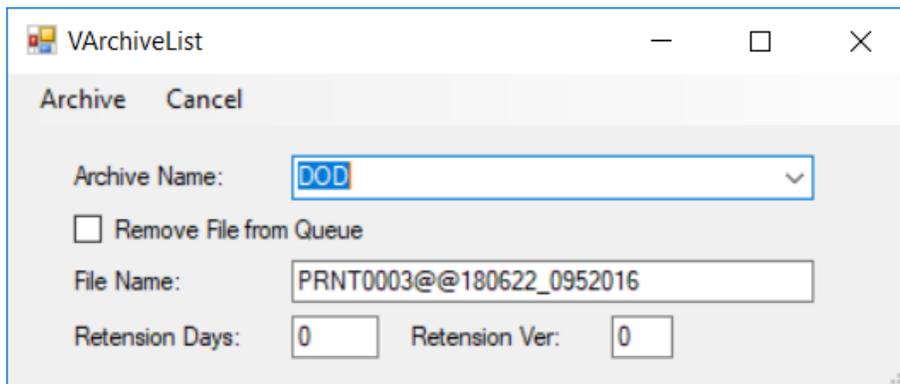
## A1.8. Archive PCGenesis Reports

The VerraDyne Queue Manager allows users to permanently archive their PCGenesis report files. The VerraDyne Queue Manager archives PCGenesis reports to the **Archive Directory**. The user will be able to archive reports to specific archive directories, based on individual users or file types. The user will be able to view, rename, or requeue the archived files. A full audit tracking log of each archived PCGenesis report will be available, detailing when the report was viewed, requeued, renamed, e-mailed, and/or printed.

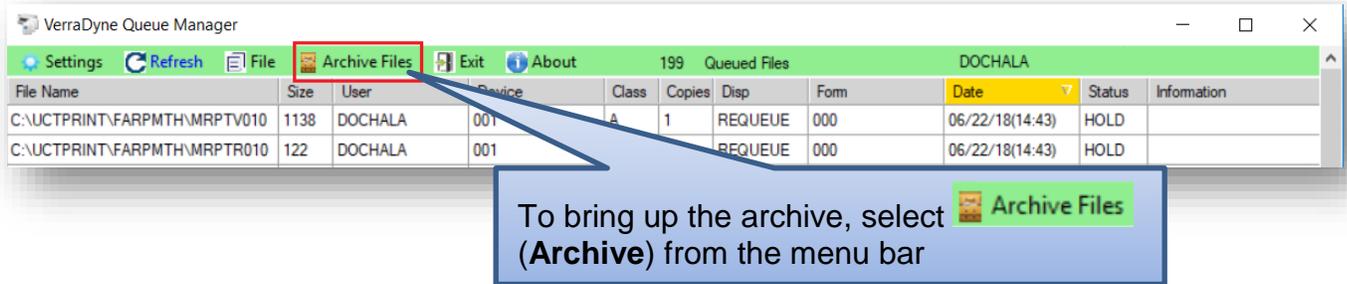
The VerraDyne Queue Manager allows reports in the print queue to be archived in PDF format.



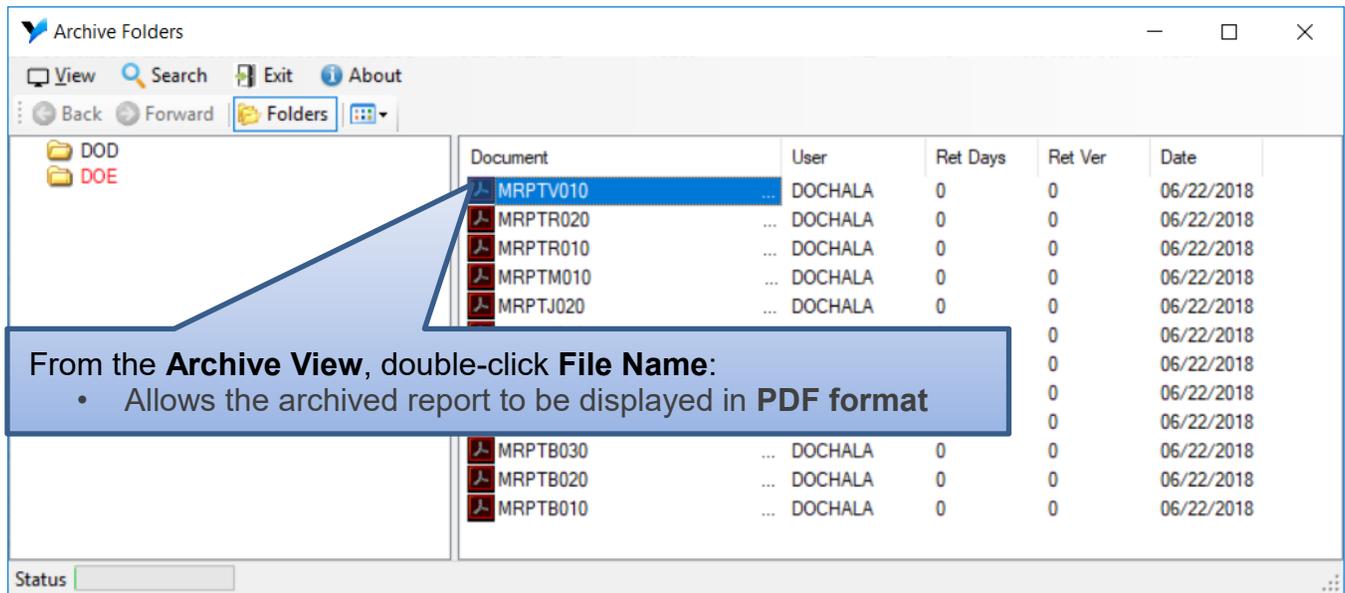
The PCGenesis report file will be archived to the **Archive Name** selected in the dialog box. The **Archive Name** will default to the user’s archive directory.



- ◆ The **Archive Directory** is where the *VerraDyne Queue Manager* permanently saves the reports:
  - K:\UCTARCHIVE\#DODPRT

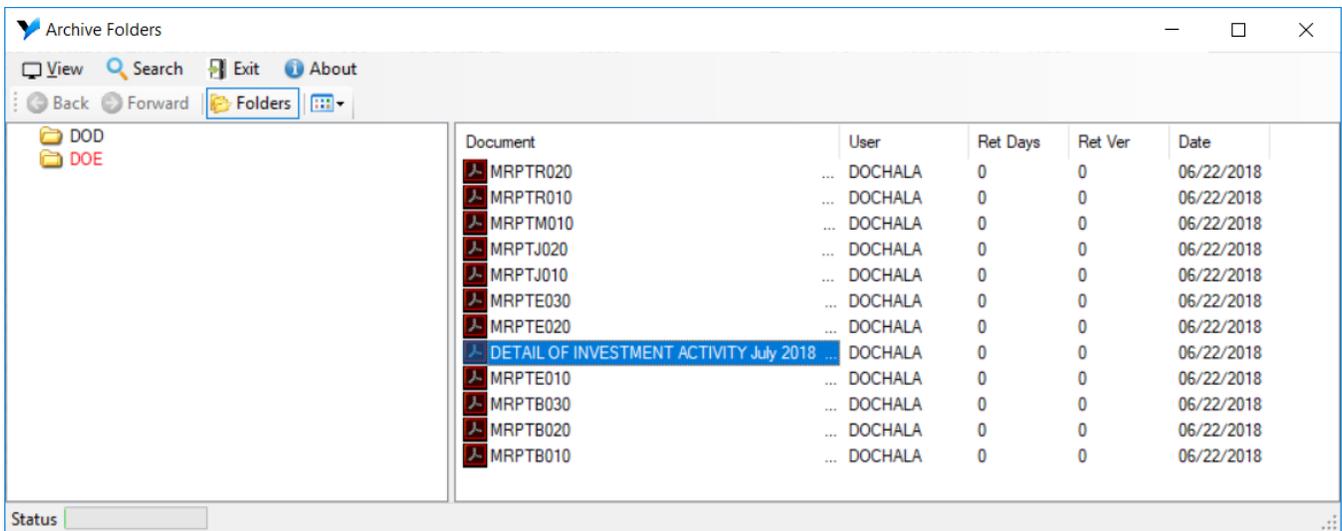
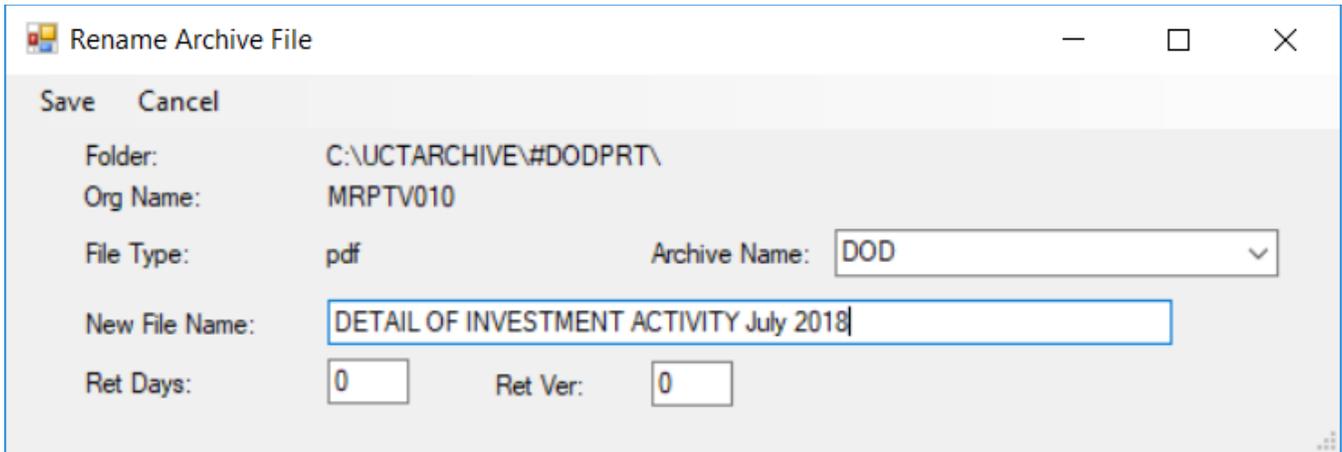


The *VerraDyne Queue Manager* allows reports in the archive to be displayed in PDF format.

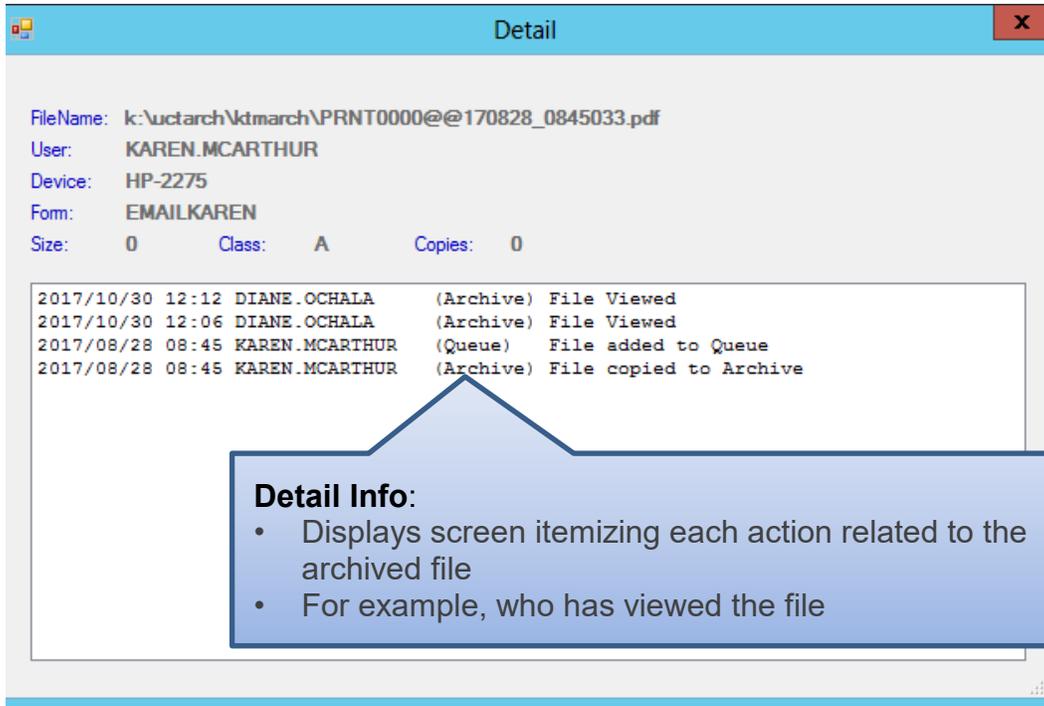




The *VerraDyne Queue Manager* allows reports in the archive to be renamed to a title that is more meaningful to the user.



The *VerraDyne Queue Manager* keeps track of a detail log for every entry in the archive.



## A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to ‘Requeue’

Successful printing of payroll, vendor check reports, and financial monthly reports is imperative to PCGenesis. The old process created these reports with a disposition of ‘SCRATCH’ and automatically deleted these reports from the print queue after printing. With the old system, if there was a network hiccup and the reports were spooled but never printed for some reason, the reports couldn’t be recovered.

An enhancement has been made to payroll reports, vendor check reports, and financial monthly reports so that these reports are not automatically deleted from the print queue after being spooled to the printer. Also, with this release, the *Final Check Register for Manual Checks/Wire Transfers* (F1, F4, F9) will also be created with a disposition of REQUEUE.

Since it is very important to print these reports successfully, now these reports will be created in the *VerraDyne Queue* with the disposition ‘REQUEUE’, allowing the reports to be spooled and respoiled numerous times, if necessary. All other PCGenesis reports will continue to be created with a disposition of ‘SCRATCH’.

It is possible for the user to change the disposition of any PCGenesis report to be what the user desires by right-clicking on the disposition field for a report and selecting either **SCRATCH**, **KEEP**, or **REQUEUE**.

### To change the Disposition of a print file:

The disposition of a print file can be changed by **right clicking** on the disposition (**Disp**) field for the print file and selecting the desired option.

Disposition, valid values are:

**SCRATCH** - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be scratched.

**KEEP** - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will not be scratched.

**REQUEUE** - After printing or emailing, the document entry will remain in the print queue in HOLD status and the file on the disk will be not be scratched. The entry status will be set back to HOLD after printing or emailing.

Disp	Form
REQUEUE	000
REQUEUE	000
REQUEUE	000
REQUEUE	KEEP
REQUEUE	REQUEUE
REQUEUE	SCRATCH
REQUIRE	

**NOTE:** Even though the selected reports will be sent to the *VerraDyne Queue Manager* with a disposition of ‘REQUEUE’, the reports will only remain in the print queue for **30 days** before being permanently deleted. The *VerraDyne Queue Manager* constantly cleans up old files and will delete files from the print queue after 30 days regardless of the disposition of the file.

## ***A1.10. New Printer Icons for Server/Workstation Desktop***

Release 18.02.00 adds two new shortcuts in the **K:\PCGIcon** directory that can be copied to the server desktop and workstation desktop. The **PCGVADMIN** icon brings up the *VerraDyne Queue Manager* administration module. The **PCGVQUE** icon brings up the *Verra Dyne Print Queue*. Both shortcuts will require the user to logon using their PCGenesis logon credentials.

Add **required** PCG shortcuts to **server** desktop:

- ▶ PCGenesis print spooler administration: **K:\PCGIcon\  PCGVADMIN**
- ▶ PCGenesis print queue: **K:\PCGIcon\  PCGVQUE**

Add **required** PCG shortcuts to **workstation** desktop:

- ▶ PCGenesis print queue: **K:\PCGIcon\  PCGVQUE**

## ***A1.11. Full Backup of K:\ for PCGenesis***

Because the *VerraDyne Queue Manager* utilizes *SQL Server Express* for the print queue database, school districts must stop the *VerraDyne Queue Service* and the *SQL Express* service prior to running a full backup of the **K:\** PCGenesis disk drive or else the backup will not run to completion. If the *VerraDyne Queue Service* and the *SQL Express* service are not stopped before running the backup of the **K:** drive, the backup will abort because files will be open in *SQL Server Express*. To solve this problem, the following commands need to 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 backup has completed, the following commands can be entered in the command prompt for Windows or added to the backup bat file to restart the services:

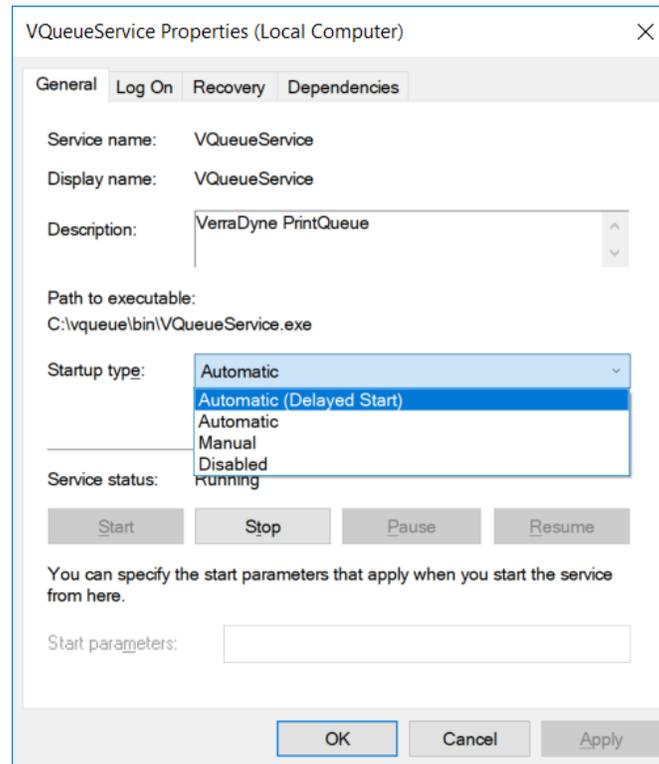
**NET START MSSQL\$SQLEXPRESSPCG**

**NET START VQueueService**

**IMPORTANT NOTE:** The *VerraDyne Queue Manager* automatically runs a clean-up process every night at **midnight** which should take approximately 15 minutes to run. Since this process runs at midnight, please make sure that the PCGenesis backups and reorganizations are not scheduled to overlap this timeframe. Overlapping processes may cause problems with the clean-up and backups.

## A1.12. VQueueService

Some school districts have a timing issue with starting the *VerraDyne Queue Service* **VQueueService**. In some instances, **VQueueService** is not started correctly because *SQL Express* service (**MSSQL\$SQLEXPRESSPCG**) hasn't had time to start first. To avoid issues with starting the **VQueueService**, the Ga DOE recommends setting the **VQueueService** property to *Automatic (Delayed Start)* as shown below.



## A1.13. Update for the Microsoft® Word Print Queue (QWORD)

The *PCGenesis Microsoft® Word Print Queue* (accessed via the  button from any PCGenesis menu) has been updated to be compatible with the new *VerraDyne Queue Manager* software. The new *VerraDyne Queue Manager* software creates print file names that are much longer than before and QWORD has been updated to display the longer names. QWORD has also been updated to read the *SQL Server* database which contains the print files names queued for printing.

This release corrects several problems with QWORD. Before, when the **Print-Delete** () button or **Delete File(s)** () button was selected, the PCGenesis report would be deleted from the disk, but the entry was not deleted from the *VerraDyne print queue* list. This caused inconsistent behavior in the *VerraDyne print processes*. For example, because reports were not properly deleted from the *VerraDyne print queue* list, old files would reappear and file names would be duplicated in the print queue list. This problem has been corrected.

Also, a problem has been corrected with the SORT () feature. Before, the entries in the QWORD report list were not sorted correctly according to the radio button for **Newest**, **Oldest**, and **File name**. This problem has been corrected, and now the QWORD report list will be sorted correctly.

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)

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

### ***A2.1. Expand FICA Gross and Pension Gross Input Fields***

Before, several modules within Payroll would not accommodate amounts greater than \$100,000.00 in the **FICA Gross** and **Pension Gross** fields. Now, the following programs have been modified to allow entry up to \$999,999.00 for **FICA Gross** and **Pension Gross**:

- *Calculate and Display an Employee's Pay* (F2, F2, F14)
- *Enter Manual Check/Direct Deposit* (F2, F3, F9, F9)
- *Display/Delete Manual Check/Direct Deposit* (F2, F3, F9, F10)
- *Enter Voided Check/Direct Deposit* (F2, F3, F9, F11)
- *Display/Delete Voided Check/Direct Deposit* (F2, F3, F9, F10)
- *Update/Display Earnings History Record* (F2, F10, F2)

### ***A2.2. Georgia Department of Labor Announcement***

Did you hear that Georgia Department of Labor (GDOL) will no longer mail out tax rate notices? Employers will have to obtain their tax rate notices through Ga DOL's employer portal. Registering in the portal is simple.

1. Employers go to <https://dol.georgia.gov/>
2. Select Employer → "Employer Portal"
3. Select "Establish Administrator Access" at the bottom of page

Additionally, the Ga DOL would like to remind schools to utilize file upload option in PCGenesis instead of mailing in magnetic media. Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 2: Processing Quarterly Reports* for more information.

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

### A3.1. Expand Claims Against a Purchase Order to 24

The number of claims that can be processed against a purchase order has been increased from 12 claims to 24 claims. This enhancement will reduce the number of purchase orders that need to be entered when more than 12 claims must be processed against the same purchase order. This saves data entry time and effort and improves reliability by not requiring duplicate entry of purchase order information.

This release automatically converts the *Purchase Order File* to increase the number of claims against a purchase order from 12 to 24 claims.

PCG Dist=8991 Rel=18.03.00 09/21/2018 DOD 004 C:\DEVSYS C:\SECOND WHITE PURC0200

**P.O. Inquiry** Vendor: 6654 HOME DEPOT INC  
P.O. Number: 40432 1 HOME DEPOT LANE CLOSED  
ATLANTA, GA 30000

Bill to - Facility: 103 Building: 2 SMITH SCHOOL 0103 PO Output: 0=Other  
Ship to - Facility: 106 Building: SMITH SCHOOL 0106  
Attn of: Jamie Builder Description: FINANCE - TEST PO

Requisition #: Date: 4/05/2018 Carry fwd/reopen date:  
Amount: 5355.81 Carry fwd:

----- CLAIM INFORMATION -----  
('St.' indicates STATUS, (O) = Open, (P) = Paid, & (S) = Selected)

Seq	Date	Amount	St.	Seq	Date	Amount	St.
1. 9999	4/06/2018	101.90	(O)	2. 9998	4/05/2018	.20	(O)
3. 9997	4/05/2018	.40	(O)	4. 9996	4/05/2018	.21	(O)
5. 9995	4/05/2018	.20	(O)	6. 9994	4/07/2018	100.00	(P)
7. 9993	4/07/2018	125.00	(O)	8. 9992	4/07/2018	150.00	(O)
9. 9991	4/08/2018	150.00	(O)	10. 9990	4/09/2018	175.00	(O)
11. 9989	4/10/2018	200.00	(O)	12. 9988	4/11/2018	225.00	(O)
13. 9987	4/11/2018	.29	(P)	14. 9986	4/12/2018	250.00	(P)
15. 9985	4/13/2018	275.00	(O)	16. 9984	4/13/2018	275.00	(O)
17. 9983	4/12/2018	300.00	(O)	18. 9982	4/14/2018	325.00	(O)
19. 9981	4/15/2018	325.00	(O)	20. 9980	4/16/2018	325.00	(O)
21. 9979	4/17/2018	350.00	(O)	22. 9975	4/07/2018	100.00	(P)
23. 9977	4/19/2018	375.00	(C)	24. 9976	4/20/2018	400.00	(C)

F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F16	18.03.00
F16																

## A4. Certified/Classified Personnel Information (CPI) System

### A4.1. Infield/Outfield Status Removed from CPI Assignments

The **Infield/Outfield Status** field is no longer needed on *CPI assignments* and has been removed from the data entry screen (F4, F1) as shown below. The **Overall Infield Status** field has also been removed from the *CPI Biographical Information* screen.

PCG Dist=2011 Rel=18.03.00 09/24/2018 DOE 001 C:\DEVSY S C:\SECOND GREY

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICH100  
 CERTIFICATE FILE - ASSIGNMENT 1 DETAIL INFORMATION

SSN: 999 - 08 - 9929 EMPLOYEE #: 089929 NAME: AR8EDONDO, EL8

Assignment Type: C (C or N)  
 School/Work Location: 106 Location 000106

Job Code: 160 TEACHER MILD INTELL DISABILIT  
 Subject Matter: 278 MATHEMATICS  
 Field Code: 911 SPED MATH COGNITIVE 4-8  
 Certificate Type: SRT STANDARD PROFESSIONAL T

2ndary Fund Code: 00  
 Consolidated Fund Flg: N (Y or N)  
 Assignment %: 33.0

Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022  
 Certificate Level: 6

18.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 Help Bio Cert Asg

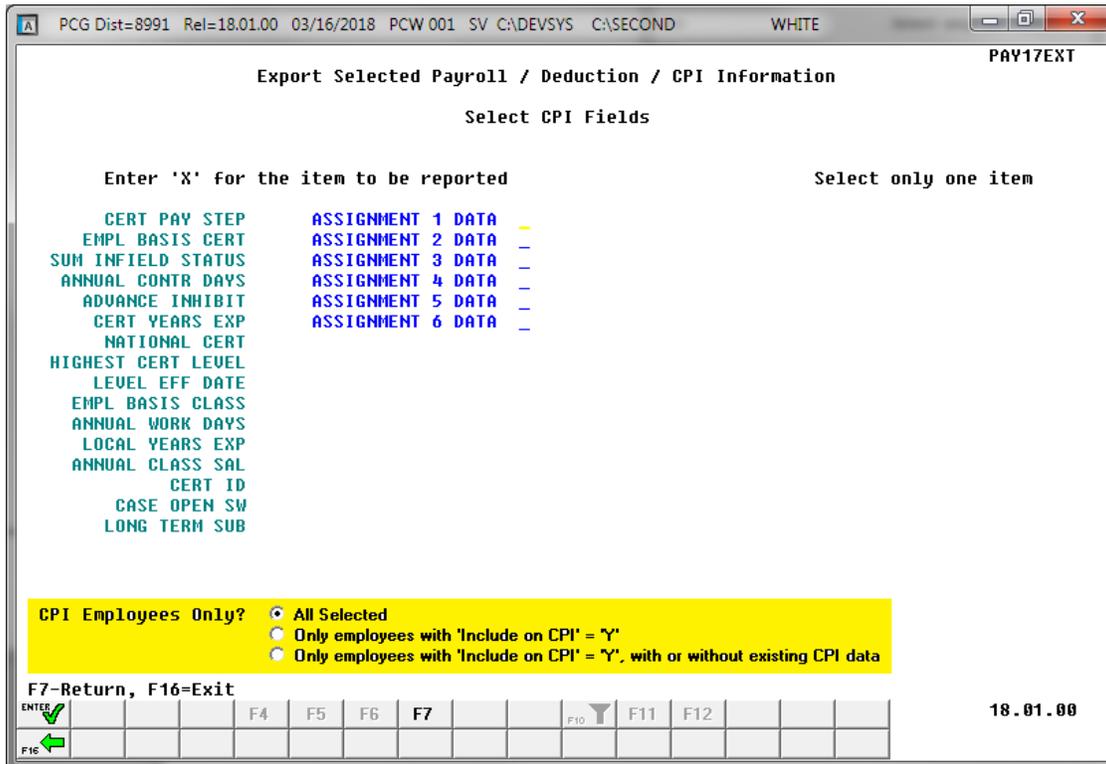
### A4.2. Infield/Outfield Status Removed from CPI Transmission File

The **Infield/Outfield Status** field is no longer included on the 'C' record in the *CPI Transmission File* (F4, F9, F1). Position 30 on the 'C' record layout has been changed to **FILLER** and is no longer populated on the transmission file.

### A4.3. Export/Import Selected Payroll / Deduction / CPI Information

The *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F6) for the export/import of CPI assignment fields has been modified. The **Infield/Outfield Status** field is no longer needed on *CPI assignments* and has been removed from both the export and import for CPI assignments. As a result, the import file layout for CPI assignments has been changed.

Selecting the **Export File Type** of 'I' (Create File to Modify and Import) during the export process allows the user to create an export file which, after user modifications to the data have been made, can then be imported back into the *CPI File* data.



The following data is extracted for each CPI assignment:

- Assignment Type
- School/Work Location
- Job Code
- Subject Matter Code
- Field Code
- Certification Type
- Secondary Fund Code
- Consolidated Fund Flag
- Assignment Percentage
- Space Holder (**Infield Status** is no longer extracted)

## Section B: Installation Instructions for Release 18.03.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 18.03.00* 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/USB as “**Data Backup Prior to Release 18.03.00**”. Continue to use the backup CD/DVD/USB in the normal backup rotation.

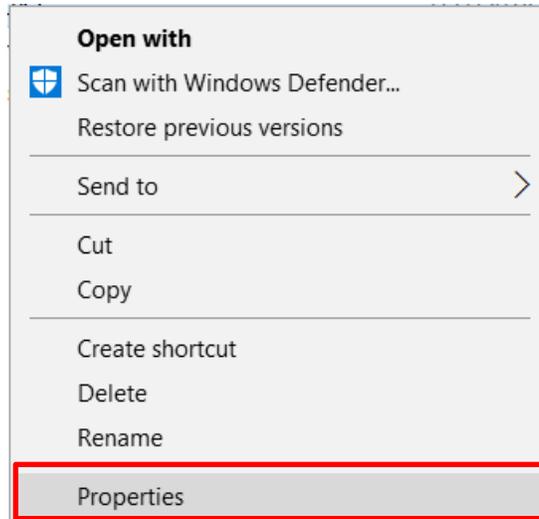
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Follow the instructions in <i>Section A1.11. Full Backup of K:\ for PCGenesis</i> so that the <i>VerraDyne Queue Manager</i> is stopped prior to performing a full system backup of the <b>K:\</b> drive.  If the <i>Uspool</i> background task has not yet been removed from the from “ <i>All Users Startup</i> ”, close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
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 18.03.00</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 18.03.00</i> .

## B2. Install PCGenesis Release 18.03.00

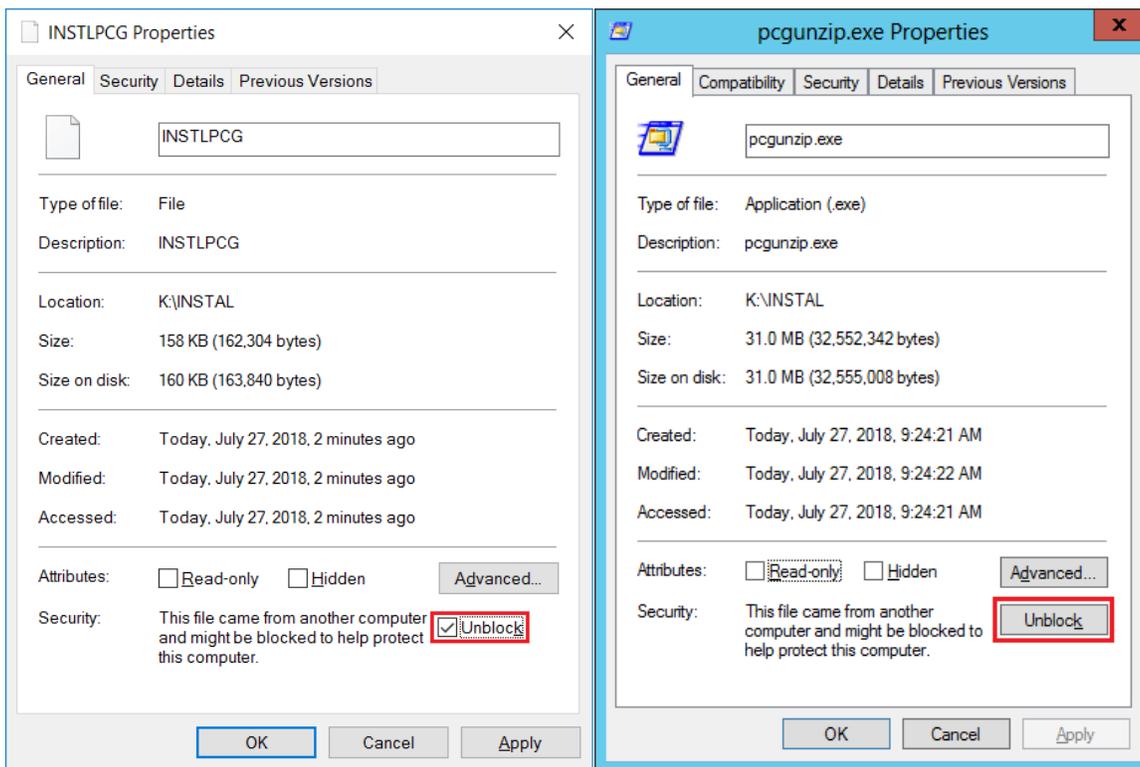
### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	<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 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 K:\INSTAL, right-click on the filename and select '<i>Properties</i>'.</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
6	<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>
7	<p>Right-click <b>RELINSTL.BAT</b> and select <b>Run as administrator</b> to perform the installation.</p> <p><i>A status screen will display showing the release steps as they are completed.</i></p>

A screen will display showing the progress of the installation:

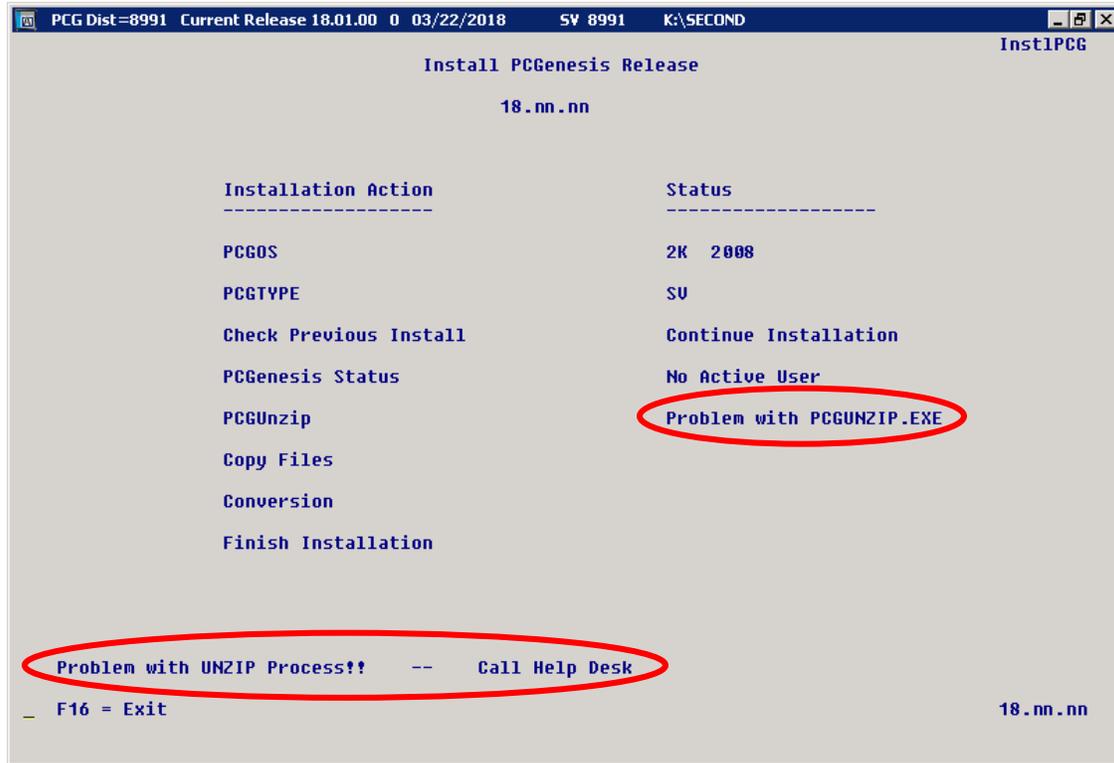


For PCGenesis Release 18.03.00 successful installations, the following message displays:



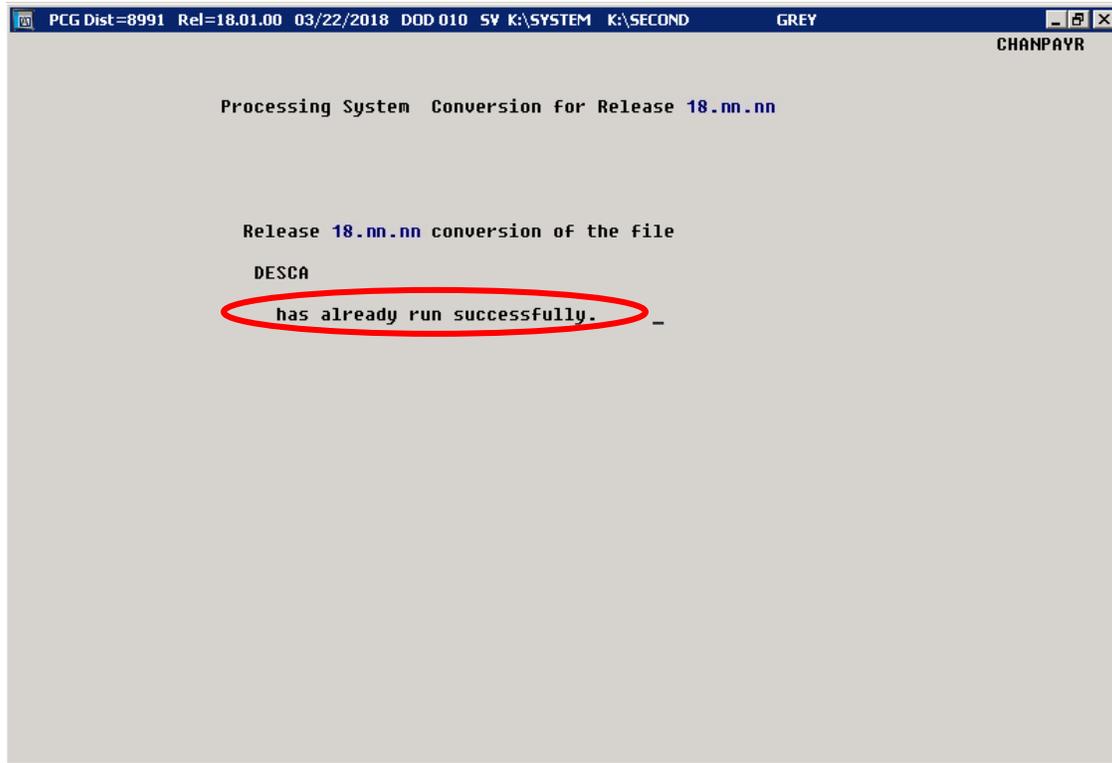
Step	Action
8	Select <b>Enter</b> to close the window.
9	<p><b>If the installation was successful:</b> Proceed to <i>B3. Verify Release 18.03.00 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to <i>Step 10.</i></p>

A problem message displays if an error occurred:

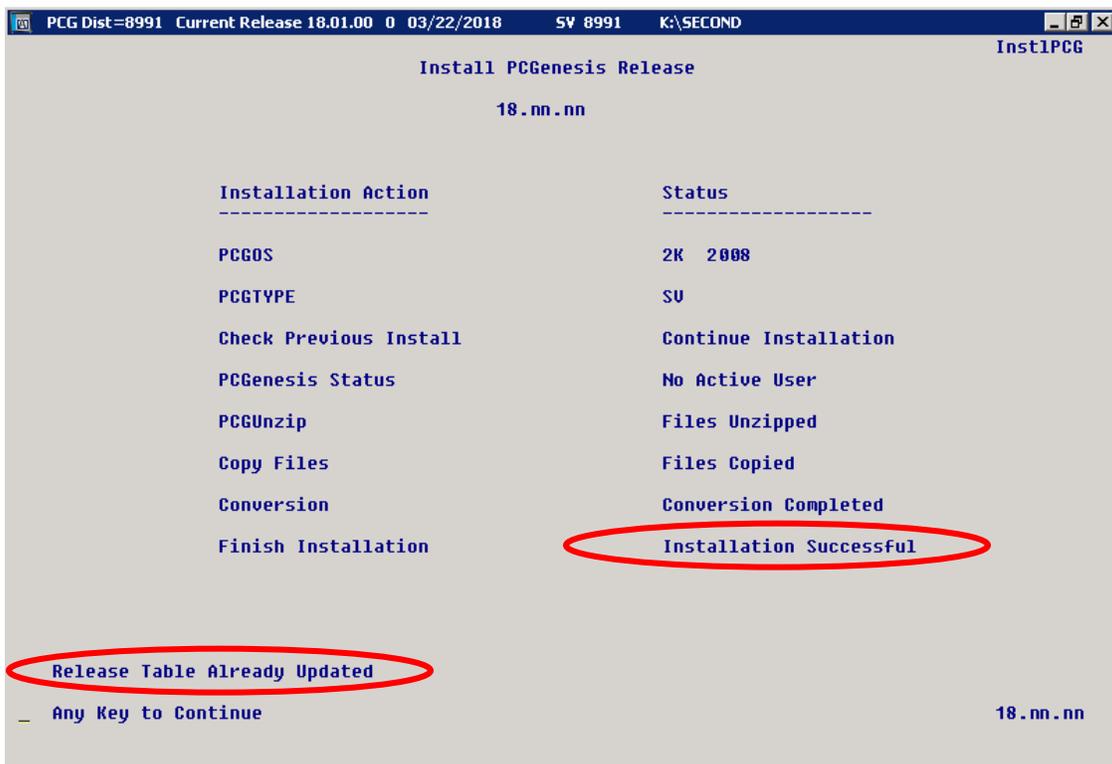


Step	Action
10	Select <b>F16</b> to close the window.
11	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
12	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help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

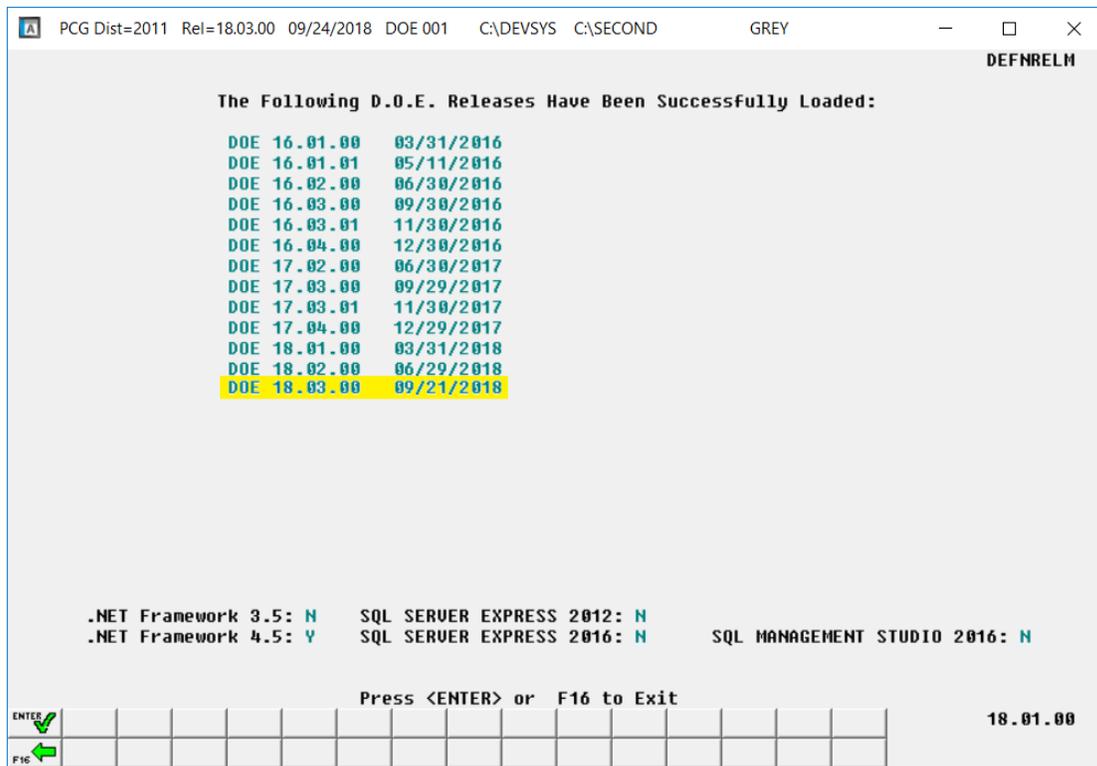


Step	Action
13	Proceed to B3. <i>Verify Release 18.03.00 Was Successfully Installed.</i>

## B3. Verify Release 18.03.00 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 18.03.00</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 18.03.00 displays. If Release 18.03.00 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.

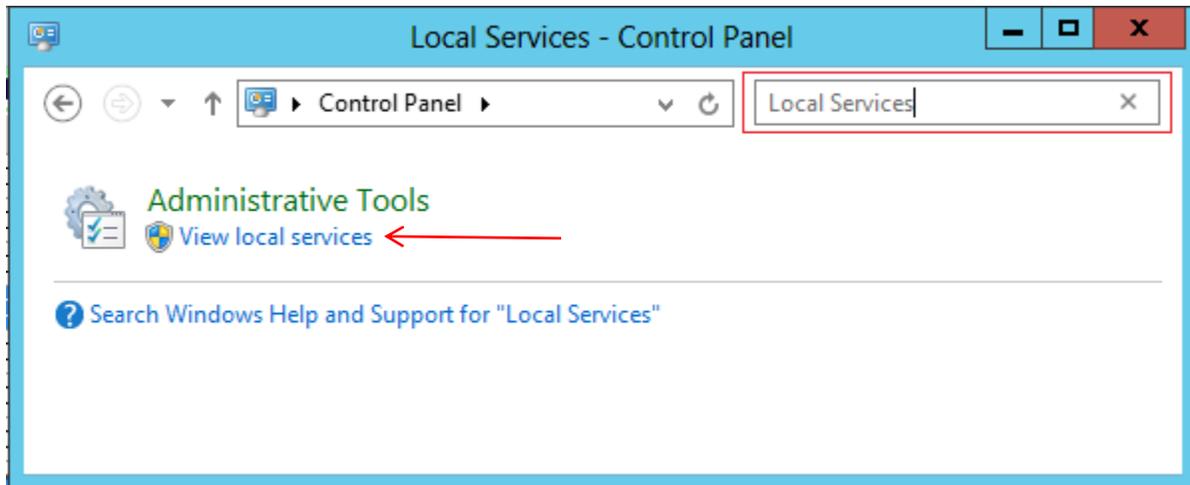
Step	Action
8	Proceed to <i>C1. Verify VQueue Service is Running.</i>

## Section C: After PCGenesis Release 18.03.00 Has Been Installed

### C1. Verify VQueue Service is Running

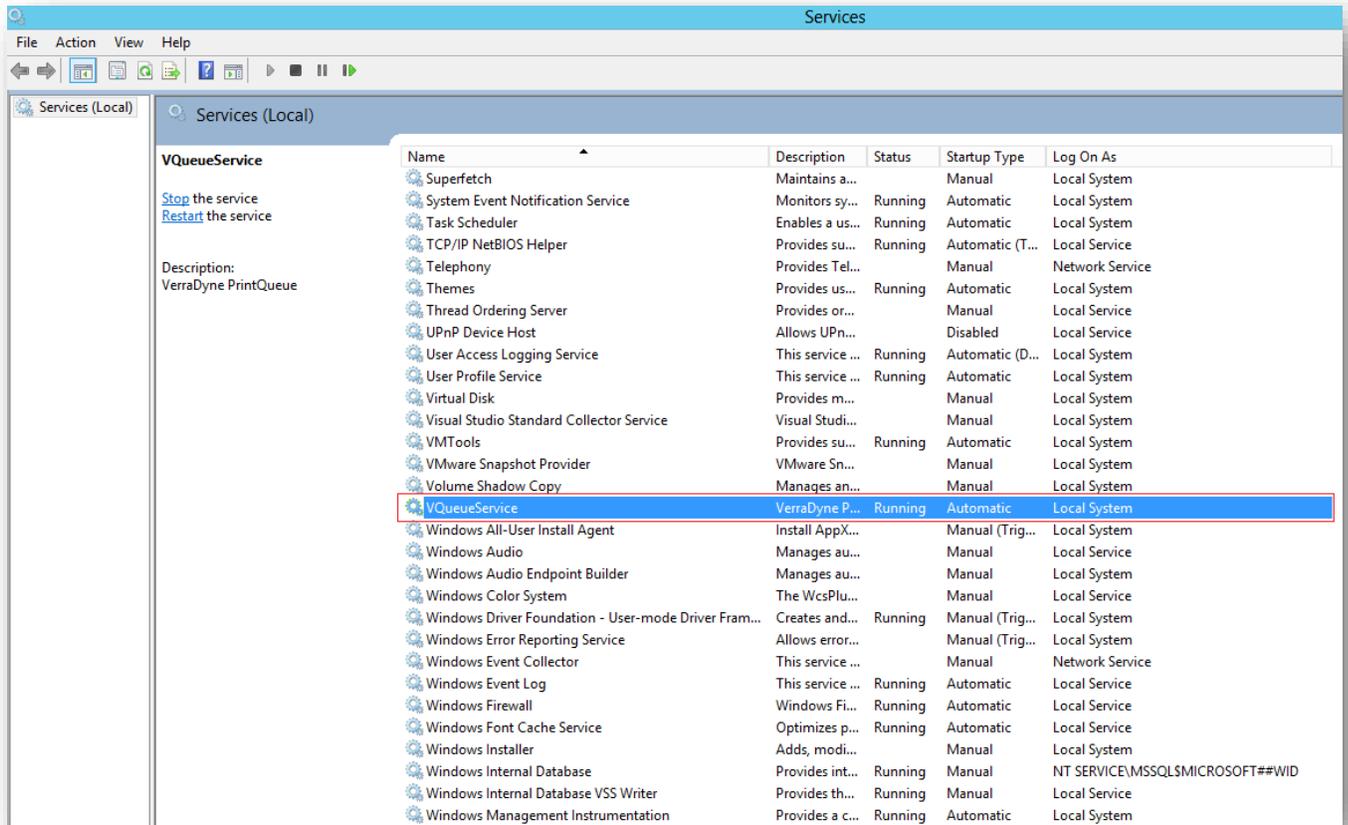
Step	Action
1	After finishing <i>Section B</i> , wait approximately 5 minutes to give the <b>VQueueService</b> time to restart after installing the release. The final step of the release installation process automatically restarted the <b>VQueueService</b> and it generally takes a few minutes for the service to start up again.
2	Bring up the Control Panel of your PCGenesis server.   Select <b>Settings</b> ( <b>Settings</b> ). Then select <b>Control Panel</b> ( <b>Control Panel</b> ).

The following screen displays:



Step	Action
3	Locate the “ <i>Search Control Panel</i> ” input box in the upper right-hand corner of the screen. Enter <b>Local Services</b> in the input box.
4	Click  <b>View local services</b> ( <b>View local services</b> ).

The following screen displays:



Step	Action
5	Locate the <b>VQueueService</b> . Verify the status of the <b>VQueueService</b> is <i>Running</i> or <i>Started</i> .
6	If the <b>VQueueService</b> is not displayed or is not running or started, <b>reboot</b> the PCGenesis Server. Then, repeat these steps starting at <i>Step 1</i> .  <i>If after rebooting the PCGenesis Server, the VQueueService still does not display “Running” or “Started”, contact the Technology Management Customer Support Center for additional assistance.</i>
7	Proceed to C2. Clean Up K:\SECOND\#xxxPRT.

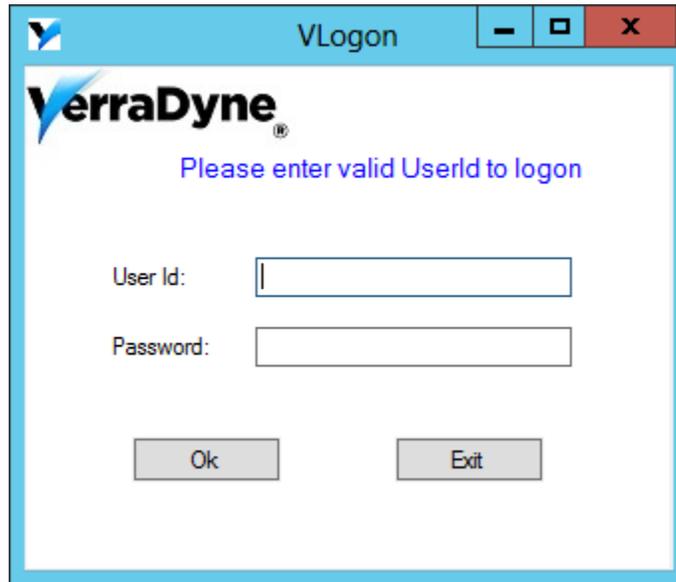
## C2. Clean Up K:\SECOND\#xxxPRT

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\SECOND directory.
4	<p><u>Remove miscellaneous files in the K:\SECOND\#xxxPRT directories that are not actually PCGenesis reports.</u> (xxx is the three-character PCGenesis user ID.)</p> <p>Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. This causes problems with the <i>VerraDyne Print Spooler</i>. Therefore, <u>remove</u> ALL miscellaneous files in the #xxxPRT directories that are currently present. Copy these files somewhere outside of K:\SECOND so that they do not interfere with the <i>VerraDyne Print Spooler</i>. As users create new PCGenesis reports, the #xxxPRT directories will be recreated automatically with only valid PCG reports, and then the <i>VerraDyne Print Spooler</i> will run smoothly.</p>
5	Advise all PCGenesis users to <u>not</u> save any miscellaneous files to the K:\SECOND\#xxxPRT directories.
6	Proceed to C3. <i>Clean Up VerraDyne Print Queue Entries.</i>

### C3. Clean Up VerraDyne Print Queue Entries

Step	Action
1	From the <u>server</u> double-click the PCGVADMIN icon: 

The following screen displays:



Step	Action
2	Enter the <b>Windows User ID</b> of the technology specialist who installed the software. If the <b>Windows User ID</b> of the technology specialist who installed the software is <u>the same</u> as a <b>PCGenesis User ID</b> , enter the <b>PCGenesis password</b> that matches the user Id, otherwise do <u>not</u> enter a <b>Password</b> .
3	Select  (OK).

The following screen displays:

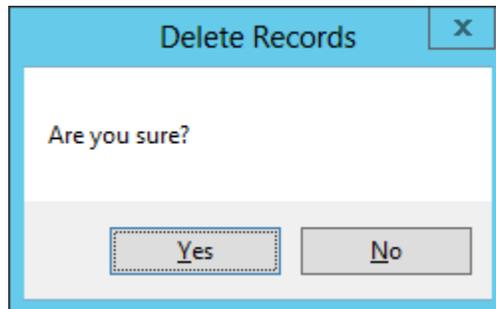
File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status
MANL0000	2324	DOCHALA	001	A	1	SCRATCH	000	09/21/18(08:17)	HOLD
ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/21/18(08:07)	HOLD
REOG	16791	DOE	001	A	1	SCRATCH	000	09/21/18(01:02)	HOLD
PURC0000	854	DOCHALA	001	A	1	SCRATCH	000	09/20/18(16:05)	HOLD
PAYR	185	DOE	001	A	1	REQUEUE	000	09/20/18(16:03)	HOLD
PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	09/20/18(14:55)	HOLD
ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/20/18(10:10)	HOLD
PRNT0000	31976	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:53)	HOLD
PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:51)	HOLD
PRNT0000	13989	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:48)	HOLD
REOG	16748	DOE	001	A	1	SCRATCH	000	09/20/18(01:02)	HOLD
PRNT0000	2143	DOCHALA	001	A	1	SCRATCH	000	09/19/18(12:32)	HOLD
ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/19/18(12:20)	HOLD
REOG	16797	DOE	001	A	1	SCRATCH	000	09/19/18(01:03)	HOLD
REOG	16793	DOE	001	A	1	SCRATCH	000	09/18/18(01:02)	HOLD
REOG	16791	DOE	001	A	1	SCRATCH	000	09/17/18(01:04)	HOLD
REOG	16791	DOE	001	A	1	SCRATCH	000	09/16/18(01:08)	HOLD
REOG	16795	DOE	001	A	1	SCRATCH	000	09/15/18(01:06)	HOLD

Step	Action
4	Review the contents of the print queue.
5	If very old PCGenesis reports exist on the print queue, ask the individual users to delete old reports that are no longer needed.
6	The <b>REORG</b> reports, highlighted above, are generated every day after the <i>PCGenesis Reorganization Process</i> is run in the middle of the night. If these reports are accumulating, they can be deleted.  Highlight the old <b>REORG</b> reports as shown below. Multiple reports can be highlighted at the same time.

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status
K:\UCTPRINT\#DODPRT\MANL0000	2324	DOCHALA	001	A	1	SCRATCH	000	09/21/18(08:17)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/21/18(08:07)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16791	DOE	001	A	1	SCRATCH	000	09/21/18(01:02)	HOLD
K:\UCTPRINT\#DODPRT\PURC0000	854	DOCHALA	001	A	1	SCRATCH	000	09/20/18(16:05)	HOLD
K:\UCTPRINT\#SPLPRT\PAYR	185	DOE	001	A	1	REQUEUE	000	09/20/18(16:03)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	09/20/18(14:55)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/20/18(10:10)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:53)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:51)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	13989	DOCHALA	001	A	1	SCRATCH	000	09/20/18(08:48)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16748	DOE	001	A	1	SCRATCH	000	09/20/18(01:02)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	2143	DOCHALA	001	A	1	SCRATCH	000	09/19/18(12:32)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	09/19/18(12:20)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16787	DOE	001	A	1	SCRATCH	000	09/19/18(01:03)	HOLD
K:\UCTPRINT\#SPLPRT\REOG			001	A	1	SCRATCH	000	09/18/18(01:02)	HOLD
K:\UCTPRINT\#SPLPRT\REOG			001	A	1	SCRATCH	000	09/17/18(01:04)	HOLD
K:\UCTPRINT\#SPLPRT\REOG			001	A	1	SCRATCH	000	09/16/18(01:08)	HOLD
K:\UCTPRINT\#SPLPRT\REOG			001	A	1	SCRATCH	000	09/15/18(01:06)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000			001	A	1	SCRATCH	000	09/14/18(15:15)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	344...	DOCHALA	001	A	1	SCRATCH	000	09/14/18(15:04)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16791	DOE	001	A	1	SCRATCH	000	09/14/18(01:03)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	37925	DOCHALA	001	A	1	SCRATCH	000	09/13/18(09:39)	HOLD
K:\UCTPRINT\#DOEPRT\BANK0001	2076	DOE	001	A	1	SCRATCH	000	08/21/18(11:30)	HOLD
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	08/13/18(12:05)	HOLD
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	08/13/18(11:54)	HOLD

Step	Action
7	Once the report(s) are highlighted, <b>right-click</b> on the first filename and select the <b>Delete</b> option.

The following screen will be displayed:



Step	Action
8	Select 'Yes' to delete the report(s).

Step	Action
9	Tell your PCGenesis users to keep the <i>VerraDyne Print Queue</i> cleaned up so that extremely old reports are not kept on the queue.
10	Proceed to <i>C4. Perform a PCGenesis Full Backup After Release 18.03.00 is Installed.</i>

## *C4. Perform a PCGenesis Full Backup After Release 18.03.00 is Installed*

Step	Action
1	<b>Verify all users are logged out of PCGenesis.</b>
2	Follow the instructions in <i>Section A1.11. Full Backup of K:\ for PCGenesis</i> so that the <i>VerraDyne Queue Manager</i> is stopped prior to performing a full system backup of the <b>K:\</b> drive.  If the <i>Uspool</i> background task has not yet been removed from the from “ <i>All Users Startup</i> ”, close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
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 18.03.00</b> ”.
5	Restart the <b>VQueueService</b> in  <a href="#">View local services</a> ( <b>View local services</b> ).