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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 19.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 19.03.00*.

PCGenesis supporting documentation is provided at:

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

September 2019 Payroll Completion Instructions

Install this release after completing the September 2019 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the October 2019 payroll.

A PCGenesis E-mail User List Is Available

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

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

Mark Your Calendars!

PCGenesis Sessions and Training at GASBO 2019

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 2019. PCGenesis will have a dedicated room and will be offering eight sessions with 11 different presenters.

Gary Jenkins of Jasper County will be returning this year to offer his insights into the Enhanced Leave System. We are also welcoming many new presenters: Angela Adams of Buford City and Julie Wiley of Berrien County will talk about best practices in the FAR system; Stephanie Collins of Twiggs County will be presenting Payroll Best Practices along with Gary Jenkins; Jamie Ulrich and Beth Covington of Dawson County will talk about Accounts Payable; Jeanie Jaworski will present alongside Gary Jenkins in the Enhanced Leave session; and Steve Phillips of Terrell County will be offering a session on *PCGenesis IT Issues and Tips*. Contact GASBO for information about conference registration. It should be a great GASBO!

The tentative GASBO sessions are as follows:

Date	Session Name	Presenter
Wed 6, 2018 – Session 1	PC Genesis Current Status and Future Plans	Diane Ochala
Wed 6, 2018 – Session 2	PC Genesis Future: Migration to a Relational Database	Angela Tennyson
Wed 6, 2018 – Session 3	PCGenesis and the CPI Process	Katie Green
Wed 6, 2018 – Session 4	PCGenesis Financial Accounting and Reporting – Best Practices	Angela Adams, Julie Wiley
Wed 6, 2018 – Session 5	PCGenesis Payroll – Best Practices	Stephanie Collins, Gary Jenkins
Date	Session Name	Presenter
Thurs 7, 2018 – Session 1	PCGenesis Accounts Payable – Best Practices	Jamie Ulrich, Beth Covington
Thurs 7, 2018 – Session 2	PCGenesis Enhanced Leave System – Best Practices	Gary Jenkins, Jeanie Jaworski
Thurs 7, 2018 – Session 3	PCGenesis IT Issues / Tips	Steve Phillips

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. PCGenesis and Windows Server 2008 and 2008_R2

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2020, PCGenesis will no longer support the Windows Server 2008 and 2008_R2 operating system, or any earlier operating systems.**

This announcement is made with the knowledge that the end-of-support dates are approaching for two highly used Microsoft products. These are the **Windows Server 08/08 R2** and **SQL Server 08/08 R2** versions. If you have questions, please contact your Microsoft support team.

- Microsoft extended Support for **SQL Server 2008/2008 R2 ends July 9, 2019**
- Microsoft extended Support for **Windows Server 2008/2008 R2 ends January 14, 2020**

Today, the PCGenesis application is supported on Windows Server 2008 and 2008_R2 and will continue to be supported through June 30, 2020. However, school districts that continue to use unsupported Microsoft software past the end-of-support dates, do so at their own risk with the full knowledge that PCGenesis software does not provide the necessary security enhancements. PCGenesis data is vulnerable unless security updates are provided by Microsoft to ensure system integrity.

The GaDOE highly recommends that all PCGenesis sites still running Windows Server 2008 and 2008_R2 should immediately begin the process of upgrading their PCGenesis server.

PCGenesis will continue to support Windows Server 2012 and 2016 until further notice. Server 2019 R2 64 bit and Windows 10 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended. The PCGenesis development team has certified that Windows Server 2019 R2 is a supported operating system for the PCGenesis software.

A1.2. Creation of the PCGenesisDB SQL Server Database

The GaDOE is happy to announce a major upgrade of the PCGenesis. Release 19.03.00 continues the conversion of the PCGenesis data into *SQL Server* database tables. The migration of PCGenesis to a *SQL Server* database is a major undertaking, but a step that it is imperative to take for the longevity of the product.

Today, the PCGenesis data is stored in VISION files which are indexed, flat files, and are proprietary to *MicroFocus ACUCOBOL*. Nothing other than *MicroFocus ACUCOBOL* can access the data from VISION files. VISION files represent very old technology. *SQL Server* is a relational database management system (RDBMS). The database updated in this release is named **PCGenesisDB**.

In release 19.03.00, the file K:\SECOND\FARDATA\BANK is converted into the *SQL Server* database table **FAR.Bank_File**. The **FAR.Bank_File** table contains the bank codes for the PCGenesis system

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

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

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

The PCGenesis database is in the following location for *Windows Server 2008 R2*:

- K:\PCGSQldb\MSSQL11.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQldb\MSSQL11.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB_log.ldf**

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

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

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

A1.3. Backup of PCGenesis Data

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

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

With release 19.03.00, K:\SECOND cannot be restored without also restoring the **PCGenesisDB database. These two entities must be kept in sync, otherwise the *Display Bank Balances* screen (F1, F8, F1) will not have correct data.**

The following directories are needed for disaster recovery:

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

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

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

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

- **NET STOP VQueueService**
- **NET STOP MSSQL\$SQLEXPRESSPCG**

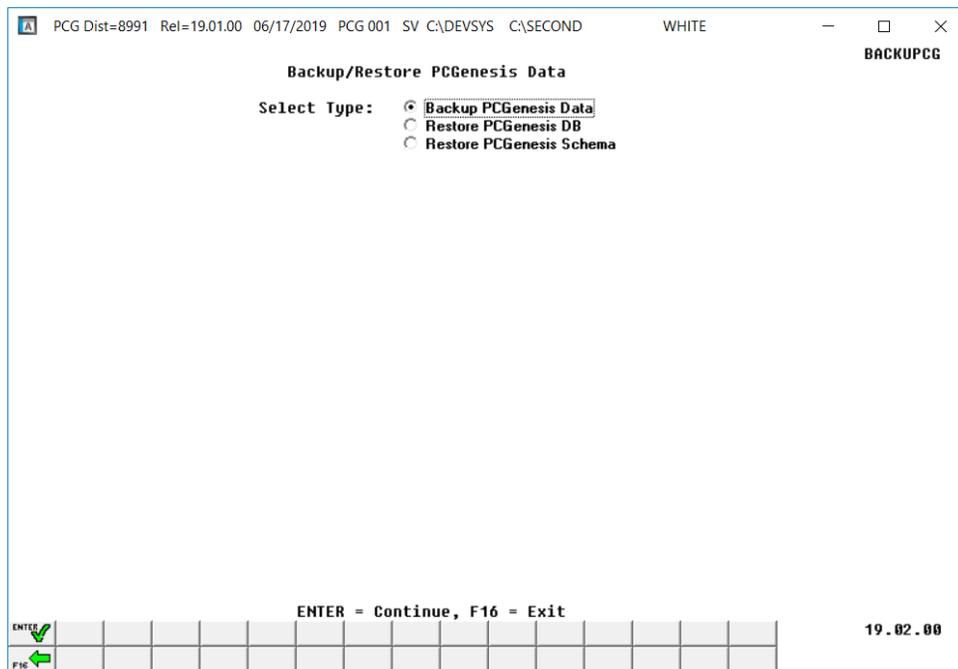
After the **K:\PCGSQldb** directory backup has completed – Start Services

- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services.
- **NET START MSSQL\$SQLEXPRESSPCG**
- Make sure to **wait at least 2 minutes** for **SQLEXPRESSPCG** to start before trying to start **VQueueService**
- **NET START VQueueService**

A1.4. Adhoc Backup/Restore Option for PCGenesis Data

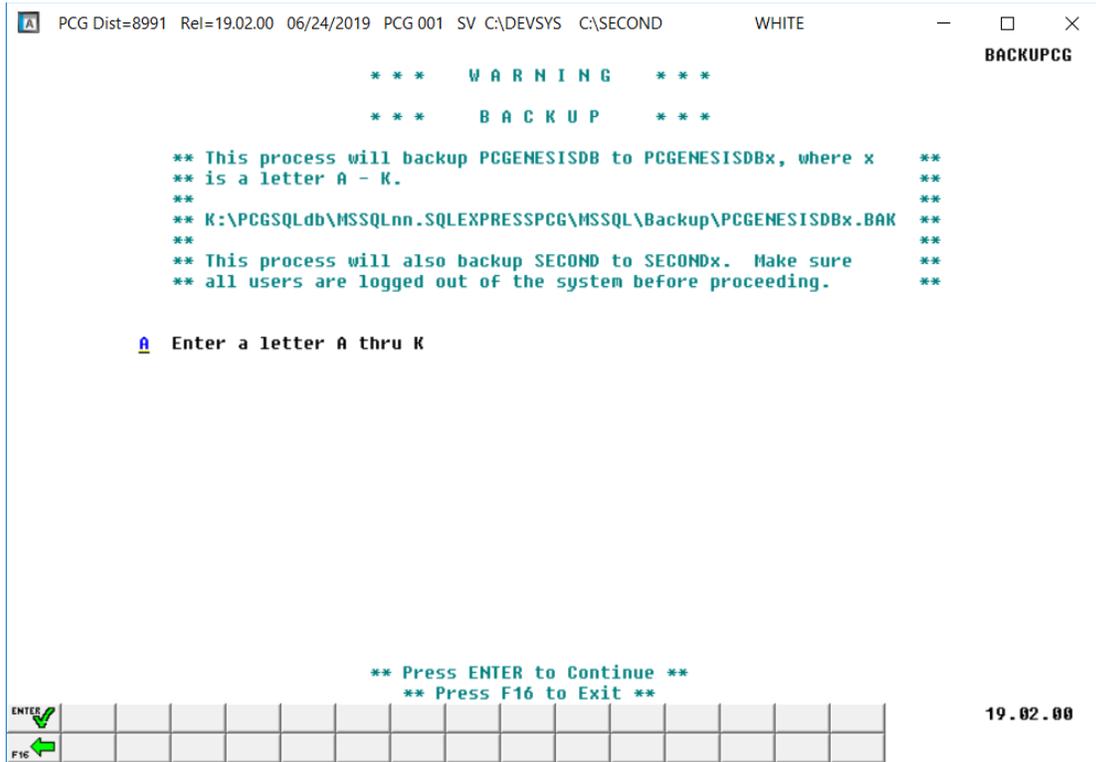
A new menu option has been added to the PCGenesis *System Utilities Menu* called *Backup / Restore PCGenesis Data* (F30, F12). This option has three functions that will:

1. Create an adhoc backup of both the **K:\SECOND** VISION files and the SQL Server database tables.
2. Restore a **PCGenesisDBx.bak** database.
3. Restore the database tables for **PCG_D_DB**, or **PCG_Q_DB**, or **PCG_SANDBOXQ**.



Backup/Restore PCGenesis Data Screen

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 necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



Backup PCGenesis Data Screen

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**. 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**).

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.**

```
PCG Dist=8991 Rel=19.02.00 06/24/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE
BACKUPCG

*** WARNING ***
*** RESTORE ***

** This process will restore PCGENESISDBX.BAK to production, **
** where x is a letter A - L, or Q or X. This process does NOT **
** restore SECONDX to SECOND. SECONDX must be restored **
** manually. This process cannot be reversed. **

PROCEED WITH CAUTION!!!!

Enter a letter A thru L or Q or X

** Press ENTER to Continue **
** Press F16 to Exit **

19.02.00
```

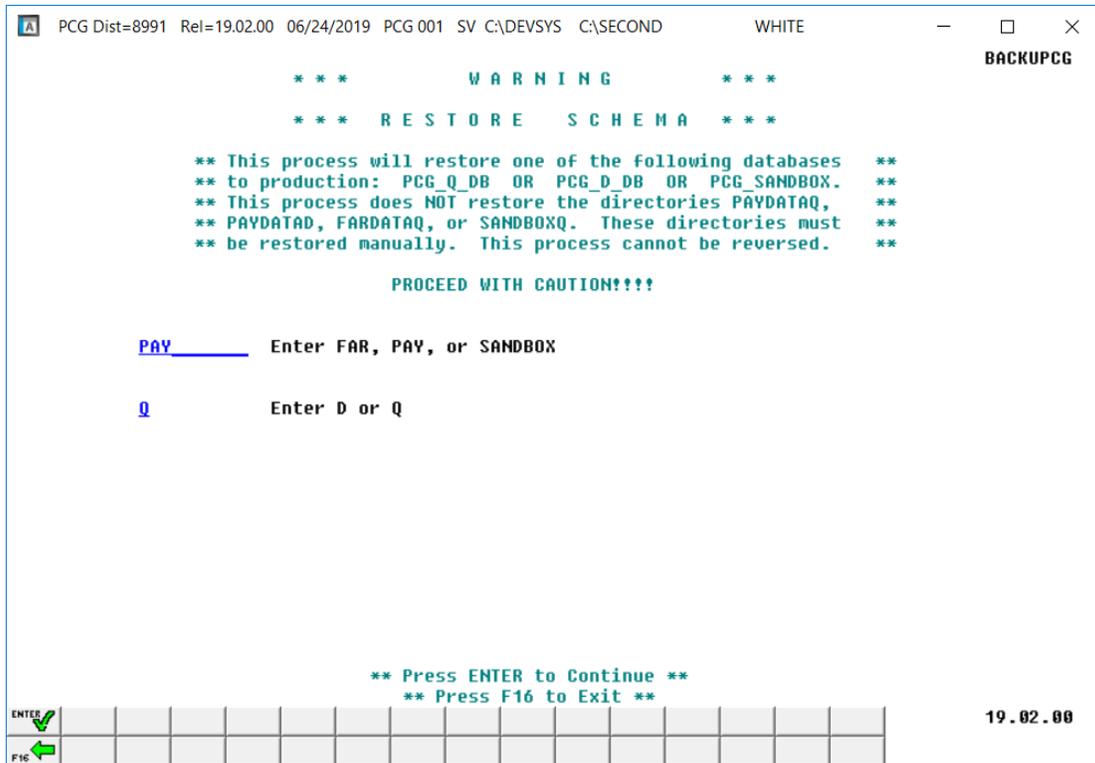
Restore PCGenesis DB Screen

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, or **PCG_SANDBOX** tables. This restore functions works in conjunction with restoring **K:\SECOND\FARDATAQ**, **K:\SECOND\PAYDATAQ**, **K:\SECOND\PAYDATAD**, or **K:\SECOND\SANDBOXQ**.

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 **SANDBOX** 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
SANDBOX	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.**



Restore PCGenesis Schema Screen

A1.5. Remote Desktop Connection and PCGenesis Security

The GA DOE is currently working with a security consultation company to explore how security can be improved for the PCGenesis server and data. Specifically, the GA DOE is exploring how to provide better protection against ransomware and mal-ware from infecting the PCGenesis server. After an initial consultation, the security experts advised that PCGenesis' greatest vulnerability was the way individual workstations map the **K:** drive as `\\PCGServer\PCGenesis$`. Mapping a drive to the PCGenesis server from each individual workstation may provide an access point for ransomware and mal-ware to infect the server by way of an individual user who has inadvertently downloaded a virus.

As an answer to this problem, the security consultants recommend that the PCGenesis application be accessed using a **Remote Desktop Connection**. The recommendation is to utilize **Remote Desktop Connection** instead of mapping the PCGenesis server as a drive on individual workstations. This would add a level of obfuscation and complexity that would help prevent mal-ware from infecting the PCGenesis server.

Therefore, the GA DOE would like to recommend **Remote Desktop Connection** as the preferred method for all users accessing PCGenesis. **Remote Desktop Connection** has several advantages in addition to providing better protection for the PCGenesis server and data. It allows the PCGenesis application to run much faster, and because the application will continue to run even if the network connection goes down, data reliability is also improved.

A1.6. Batch File for Moving to a New Server

The batch file needed to move the PCGenesis databases from an old server to a new server is being issued and will be located in **K:\SYSTEM\TOOLS**. The *AttachSQLdatabasesNewServer.bat* file and *AttachSQLdatabases.sql* file are included in this release. Now, if a school system upgrades their PCGenesis server, the GaDOE Help Desk will not need to send a batch file through e-mail.

A1.7. User Security Maintenance

PCGenesis *User Security Maintenance* (F30, F9, F4) module has been updated so that the **Logon User ID** field cannot contain tick characters (^) or carrot characters (^). The tick and the carrot characters cause processing issues in the *SQL Server* database and will no longer be allowed in the PCGenesis **Logon User ID** field.

A3. Financial Accounting and Reporting (FAR) System

A3.1. BANK File Converted to Database Table

Release 19.03.00 converts the VISION indexed file *K:\SECOND\FARDATA\BANK* into a PCGenesis database table called *FAR.BANK_FILE*. The *FAR.Bank_File* database table stores the bank codes for the PCGenesis system. Any PCGenesis module that references a **Bank Code** utilizes the *FAR.Bank_File* table.

With release 19.03.00, **K:\SECOND cannot be restored** without also restoring the **PCGenesisDB** database. These two entities must be kept in sync, otherwise the *Display Bank Balances* screen (F1, F8, F1) will not display correct **Bank Cash** or **Bank Invested** amounts.

A3.2. BANK File Transaction Processing

With release 19.03.00, the PCGenesis system has begun to add the logic for transaction processing. The programs that update either the **Bank Cash** or **Bank Invested** fields in the *FAR.Bank_File* database table are listed below. Each of the processes listed below updates numerous PCGenesis data tables. As all the files in the PCGenesis system are converted to SQL Server database tables, transaction processing will prevent partial postings of financial data.

Today, if a posting process is interrupted because of a power failure, or network hiccup, half of the PCGenesis data files may be updated (for instance the BANK file) and half of the files may not be updated (for instance the AUDIT file). This requires a data repair!! In the future, this problem will be solved by not “committing” all the data to the database until the entire transaction is complete.

- *Update Budget Files with Vendor Check Information* (F1, F4, F5, F5)
- *Enter Manual Vendor Check/Wire Transfer* (F1, F4, F7)
- *Void Vendor Check/Wire Transfer* (F1, F4, F8)
- *Invest Funds* (F1, F8, F3, F1)
- *Cancel Investment/Redeem Investment* (F1, F8, F3, F2)
- *Add/Update General Ledger Account* (F1, F11, F2)
- *Journal Entry* (F1, F11, F5)
- *Special Journal Entry* (F1, F13, F30)
- *Cancel Receipt* (F1, F9, F3, F8)
- *Deposit Receipt* (F1, F7, F8)
- *Reverse Deposit* (F1, F7, F9)
- *Update Budget Files with Current Pay* (F2, F3, F14)

A3.3. Source File Report

The *Source File Listing* menu options have changed (F1, F15, F10). Now, the options for the *Source File Listing* report appear as radio-button options on one screen, as shown below. Also, the performance has been improved, allowing the reports to be generated very quickly.

PCG Dist=8991 Rel=19.03.00 09/19/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

Print Source File Listing AR15RPT1

Select Source File Listing:

- Order by Source Name - Active Only
- Order by Source Name - Inactive Only
- Order by Source Name - All
- Order by Sequence Key - Active Only
- Order by Sequence Key - Inactive Only
- Order by Sequence Key - All

Enter=Continue, F16=Exit

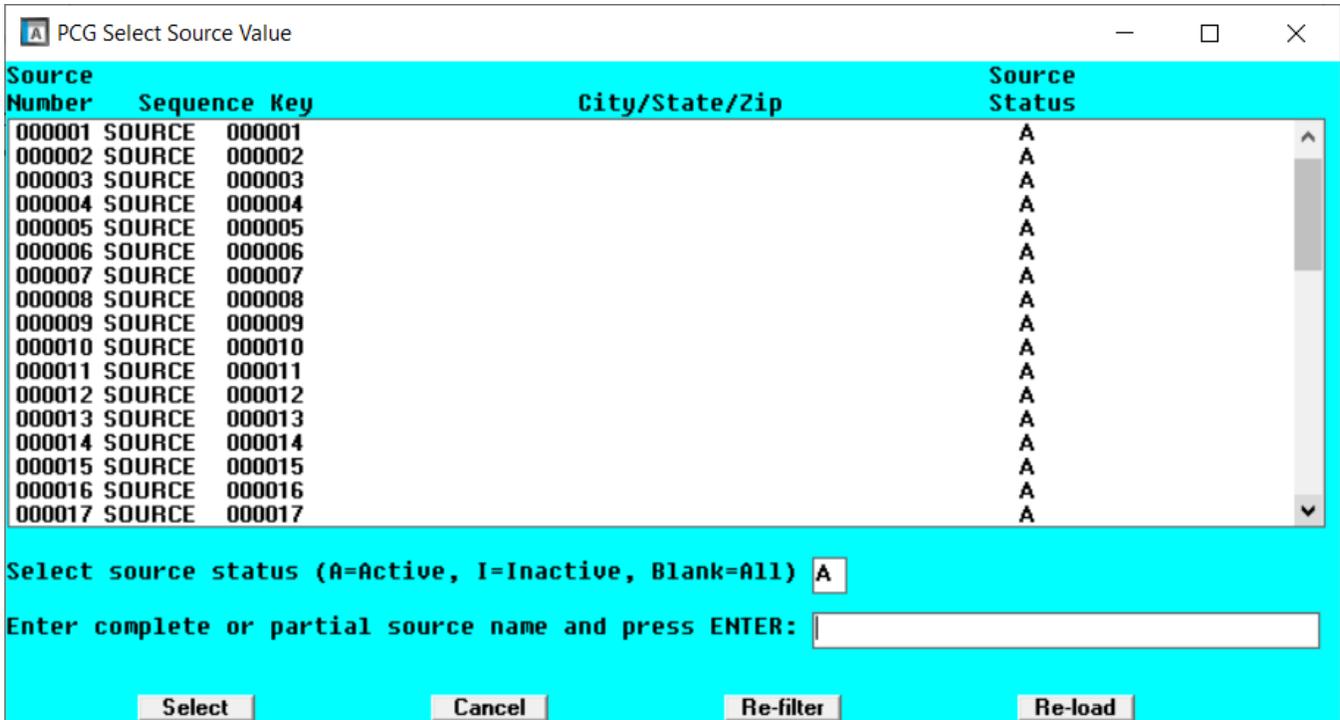
ENTER ✓

F16 ←

19.03.00

A3.4. Source Find

A bug has been fixed in the *Source Find* module. The prior release 19.02.00 caused the *Source Find* module to populate very, very slowly. This problem has been corrected, and the *Source Find* module will populate very quickly going forward.



A3.5. Receipts for Any Period Reports

The *Receipts for Any Pay Period - by Receipt Number* (F1, F9, F1, F2, F1) and the *Receipts for Any Pay Period - by Receipt Number within Bank Code* (F1, F9, F1, F2, F2) have been enhanced. Now, the beginning and ending dates on the screen are entered in MM/DD/CCYY format. Also, a drop-down selection box has been added to the bank code input field to make finding the bank code easier. The button bar has been added to the screens as well.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. STRIDE ID Added to CPI Biographical Data Screen

An enhancement has been made to the *CPI Biographical Information* screen (**Bio**) accessed from *CPI Display/Update Individual Employee Information* screen (F4, F1). The **CPI Stride ID** has been added to the screen. This field is available for future use.

PCG Dist=8991 Rel=19.03.00 09/19/2019 PCG 001 SV C:\DEV\SV C:\SECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
 CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88920 AB4EY, LI4LIAM SSN: 999 08 8920
STRIDE ID: 12345678

Work location: 108 Location 000108
 Sex: M Birth: 06/01/1977
 Ethnic: 04

National cert: N (Y or N)
 Advance/Inhibit: _ (A, E or spaces)

Certificate level: 6 Cert. pay step: L4
 Cert. years exp: 18 Local years exp: 14

Total employment basis: 1.00
 Emp. basis-cert.: 1.00 Emp. basis-class: 0.00

Annual contract sal: \$ 66,103.00 Annual classified sal: \$.00
 State minimum salary: \$ 62,824.00

Annual contract days: 190 Annual work days: _

Termination date:
 Termination reason:
 Rehire date:

Long term sub?: N (Y or N)

19.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help Bio Cert Asg

A4.2. Expand Middle Name on CPI Transmission File

The *CPI Transmission File* (F4, F9, F1) has been updated to expand the **Middle Name** field from one character to 30 characters on the demographic 'A' record. Also, the **CPI Stride ID** field has been added to the 'A', 'B', 'C' and 'D' records on *CPI Transmission File* for future use.

A5. Personnel System

A5.1. Enhanced Leave Reports

A bug has been fixed with the *Employee Detail Report* (F3, F4, F3, F2 or F10) and the *Employee Summary Report* (F3, F4, F3, F1 or F9). Before, all of the current leave records in the *Current Leave Input File* were not printed on the *Employee Detail* and *Summary* reports when some leave records were created before the plan year rollover. This problem affected only the first payroll cycle of the new Plan Year because of the fluke of entering a couple of leave records prior to running the rollover, and then adding more leave input records after the rollover. This problem has been fixed.

A bug has been fixed with the *Substitute Detail Report* (F3, F4, F3, F3 or F7 or F11). Before, the columns in the export file (the .csv export file) were not set up correctly when there was a substitute but no absent employee. The export data needed an extra comma in the row for the substitute fields to align correctly in the spread sheet. This problem has been fixed.

Grand totals have been added to the *Current Leave Input File - Employee Detail Report* (F3, F4, F3, F2) and the *Current Leave Input File - Employee Summary Reports* (F3, F4, F3, F1). The totals are printed when the reports are sorted by employee ID. Grand totals on the reports will facilitate balancing the leave entered into the system for the payroll period.

Section B: Installation Instructions for Release 19.03.00 Software

B1. Perform a PCGenesis Full Backup

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

1. The prior evening’s full system backup was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 19.03.00**”.
 - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

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

Step	Action
1	Verify all users are logged out of PCGenesis.
2	<p>Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.</p> <p>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.</p>
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup Prior to Release 19.03.00 ”.
5	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 19.03.00 release.

Operating System Requirements for the PCGenesis Database

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

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

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

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

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the Help-ticket link on the left side of the MyGaDOE portal menu.

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

B3. Install PCGenesis Release 19.03.00

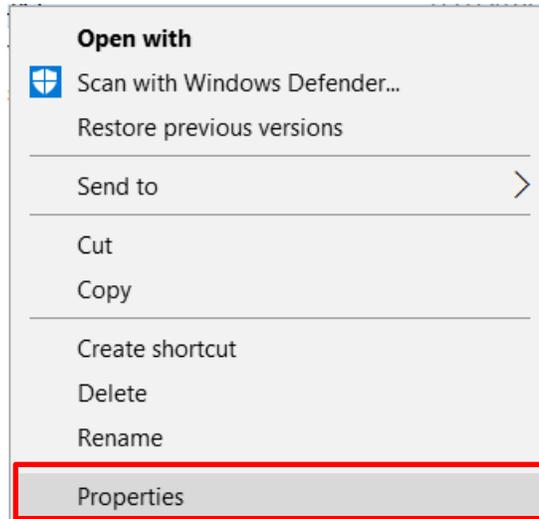
FROM THE PCGENESIS SERVER

Important Note

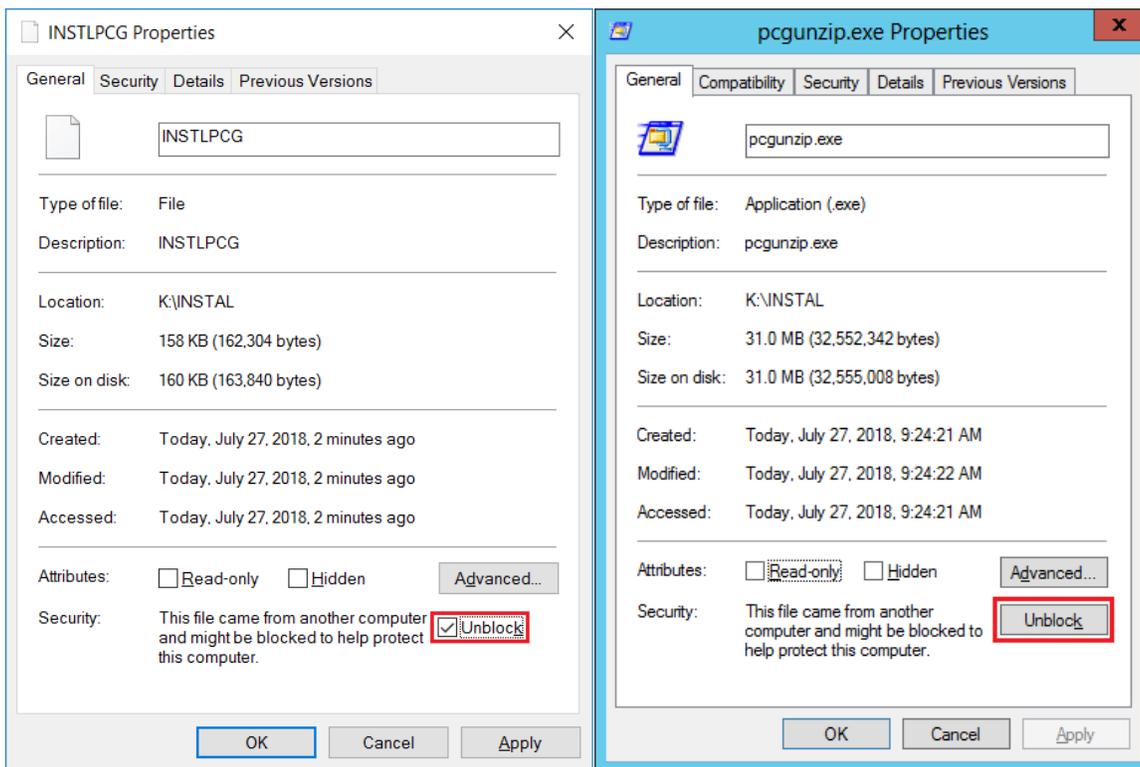
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

Step	Action
1	NOTE: The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the <i>PCGenesisDB</i> database components contained in this release.
2	Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation.
3	Verify all users are logged out of PCGenesis.
4	Open Windows® Explorer .
5	Navigate to the K:\INSTAL directory.
6	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>
7	<p style="text-align: center;">*** ALERT ***</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, right-click on each of the downloaded files and select Properties. If you see a security message at the bottom, as shown below, you will need to click the 'Unblock' button. This is a very important step!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select '<i>Properties</i>'.</p>

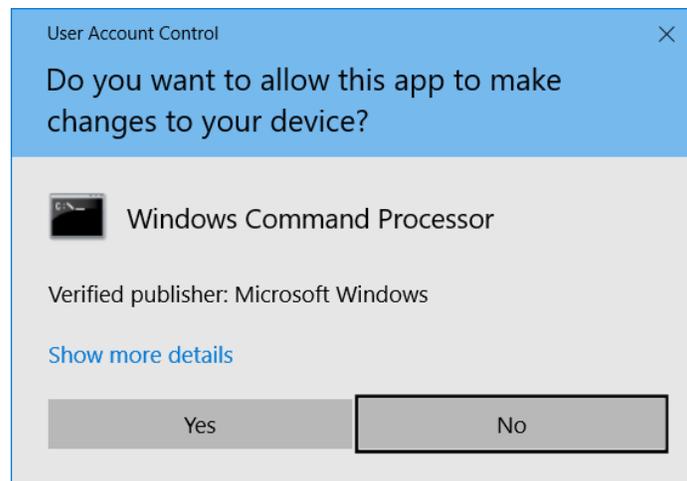
After right-clicking on each file, select the ‘Properties’ option:



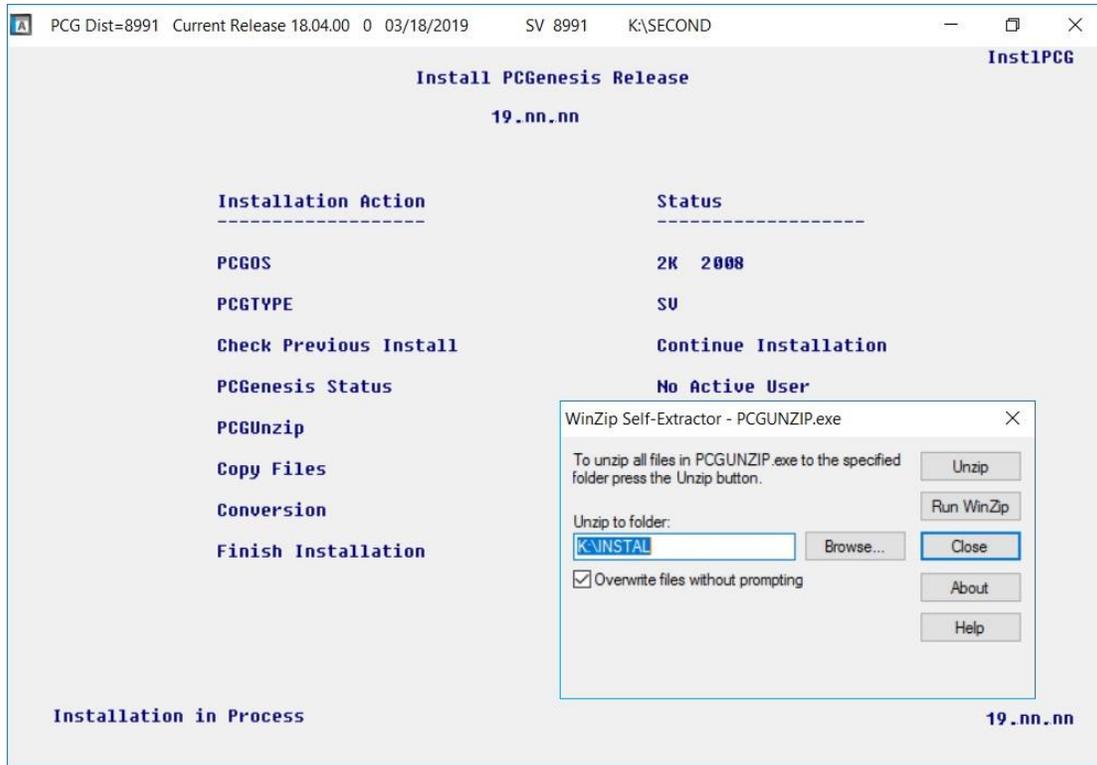
Depending on the version of the Windows operating system, the following screen displays:



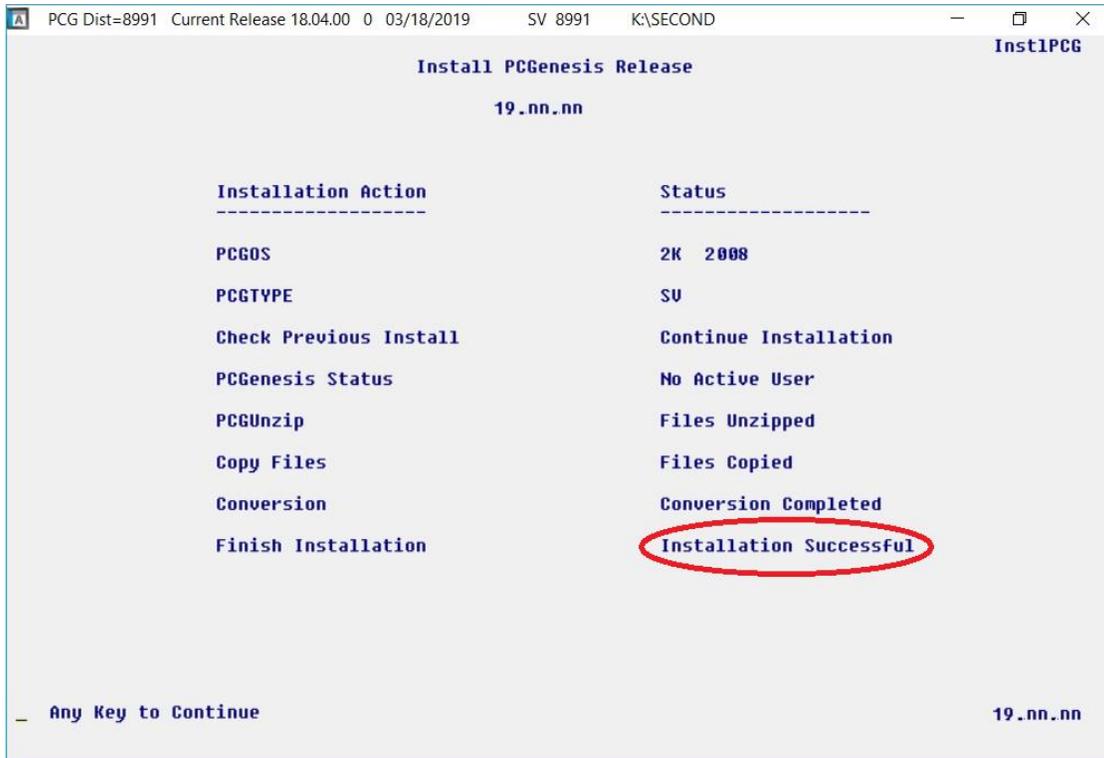
Step	Action
8	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button" value="Unlock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p>
9	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p>
10	<p>If the message “<i>Do you want to allow this app to make changes to your device?</i>” is displayed, select <input type="button" value="Yes"/> (Yes) to continue.</p> <p><i>Next, a release installation status screen will display showing the release steps as they are completed.</i></p>



A screen will display showing the progress of the installation:



For PCGenesis Release 19.03.00 successful installations, the following message displays:



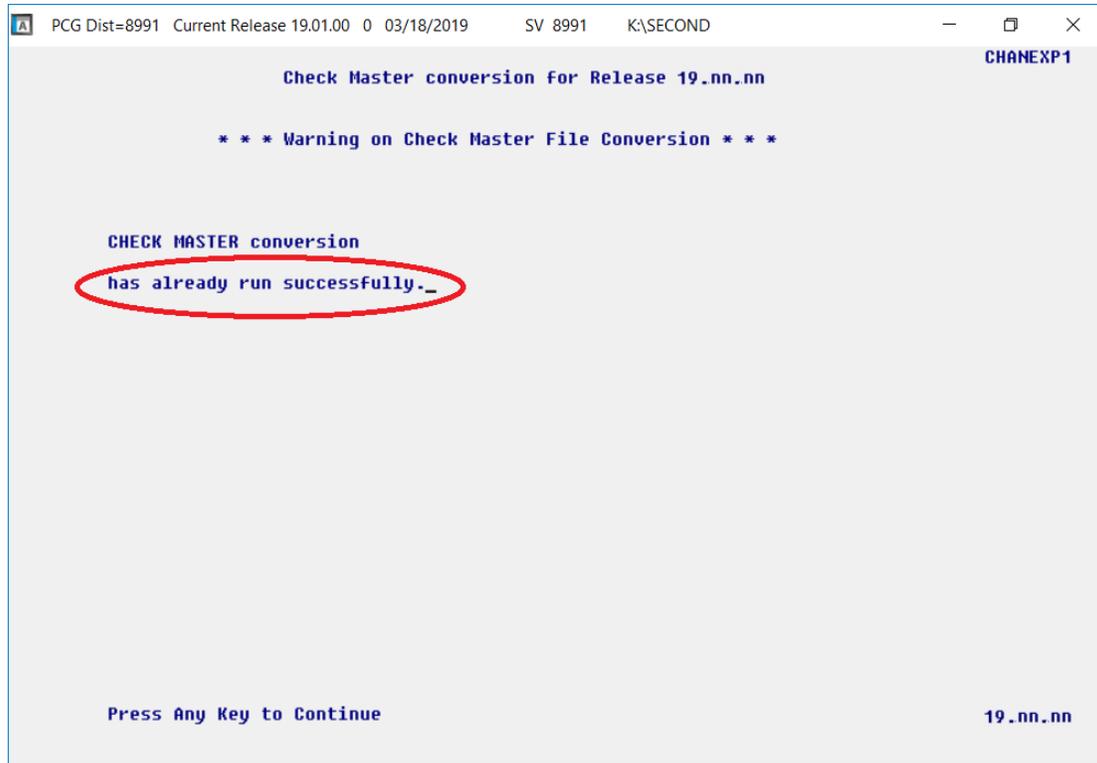
Step	Action
11	Select Enter to close the window.
12	<p>If the installation was successful: Proceed to B4. <i>Verify Release 19.03.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p>

A problem message displays if an error occurred:



Step	Action
13	Select F16 to close the window.
14	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
15	<i>Contact the Technology Management Customer Support 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
16	Proceed to <i>B4. Verify Release 19.03.00 Was Successfully Installed.</i>

B4. Verify Release 19.03.00 Was Successfully Installed

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

The following screen displays:

```

PCG Dist=8991  Rel=19.03.00  09/18/2019  PCG 001  SV  C:\DEVSY  C:\SECOND  WHITE  DEFNRELH

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

DOE 17.02.00  06/30/2017
DOE 17.03.00  09/29/2017
DOE 17.03.01  11/30/2017
DOE 17.04.00  12/29/2017
DOE 18.01.00  03/31/2018
DOE 18.02.00  06/29/2018
DOE 18.03.00  09/21/2018
DOE 18.03.01  11/30/2018
DOE 18.04.00  12/31/2018
DOE 19.01.00  03/29/2019
DOE 19.02.00  06/28/2019
DOE 19.03.00  09/30/2019

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

Press <ENTER> or F16 to Exit

ENTER ✓
F16 ←
18.01.00
    
```

Step	Action
4	Verify Release 19.03.00 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 19.03.00 displays. If Release 19.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select  (Enter).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 19.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	<p>Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.</p> <p>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.</p>
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup After Release 19.03.00 ”.
5	Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services).

Appendix A. Summary of PCGenesis Database Components

SQL Server Databases and Tables for PCGenesis System		
1	PCGenesisDB - PCGenesis financial and payroll production data.	
	Table Name	Purpose
1.1	Conversion_LOG	Conversion Log indicates successful or unsuccessful conversion of a VISION file to a SQL Server table.
1.2	Conversion_LOG_Detail	Conversion Log Detail indicates the total number of rows imported for each database table.
1.3	Conversion_LOG_Error	Conversion Error Log indicates any errors encountered during the conversion of a VISION file to a SQL Server table.
1.4	FAR.Bank_File (New with this release)	The <i>FAR.Bank_File</i> table contains the bank codes for the PCGenesis system.
1.5	FAR.Facility	The <i>FAR.Facility</i> table contains the facility and building records for purchase order processing.
1.6	FAR.Revenue_Source	The <i>FAR.Revenue_Source</i> table contains the Revenue Source records for the financial system revenue subsystem.
1.7	T_lookup.GA_County	The <i>T_lookup.GA_County</i> table contains the County codes for Georgia counties.
2	PCG_Master - PCGenesis backup and restore logs.	
	Table Name	Purpose
2.1	PCG_Backup_LOG	Backup log indicates successful or unsuccessful completion of a PCGenesis backup operation.
2.2	PCG_Backup_LOG_Message	The system messages associated with the backup operation.
2.3	PCG_Information	Stores the location of the SQL Server database backup directory.
2.4	PCG_Restore_LOG	Restore log indicates successful or unsuccessful completion of a PCGenesis restore operation.
2.5	PCG_Restore_LOG_Message	The system messages associated with the restore operation.
2.6	PCG_Runtime_Errors	Stores PCGenesis runtime errors that occur during a backup or restore operation.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
3	PCG_Q_DB	
<p>The PCG_Q_DB database is a backup of PAYDATA that is made just before Calculate Payroll & Update YTD (Final) (F4) or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5).</p>		
	Table Name	Purpose
3.1	PAY.tablename	<p>PAYDATAQ and PCG_Q_DB database tables: The PAYDATAQ directory (inside of the SECOND directory) is a backup of PAYDATA that is made just before <i>Calculate Payroll & Update YTD (Final)</i> (F4).</p> <ul style="list-style-type: none"> Restore from PAYDATAQ if a problem occurs during check printing.
3.2	FAR.tablename	<p>FARDATAQ and PCG_Q_DB database tables: The FARDATAQ directory (inside of the SECOND directory) is a backup of FARDATA that is made just before updating budget files with vendor check information (F5).</p> <ul style="list-style-type: none"> Restore from FARDATAQ if a problem occurs with posting to budget files. Also restore from FARDATAQ if a problem occurs in financial data after posting but before the nightly backup is processed. FARDATAQ should not be restored if any interaction from payroll has occurred (posting payroll or processing an earnings history record gross data transfer). When both financial and payroll records are affected, all of SECOND should be restored.
4	PCG_D_DB	
<p>The PCG_D_DB database is a backup of PAYDATA that is made after printing payroll checks, but just before printing payroll direct deposits (F2, F3, F5).</p>		
	Table Name	Purpose
4.1	PAY.tablename	<p>PAYDATAD and PCG_D_DB database tables: The PAYDATAD directory (inside of the SECOND directory) is a backup of PAYDATA that is made just after checks print (F5) and before direct deposits print.</p> <ul style="list-style-type: none"> Restore from PAYDATAD if a problem occurs during or after printing direct deposits but before posting to payroll earnings history (F13).

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
5	PCG_SANDBOX	
	The PCG_SANDBOX database is a backup of SANDBOX that is made just before creating the budget SANDBOX (F5, F1).	
	Table Name	Purpose
5.1	SAND.tablename	<p>SANDBOXQ and PCG_SANDBOX database tables: The SANDBOXQ directory (inside of the SECOND directory) is a backup of SANDBOX that is made just before a new <i>Budget SANDBOX</i> is created (F5, F1).</p> <ul style="list-style-type: none"> Restore from SANDBOXQ if it is desired to return to a prior iteration of the budget forecasting parameters.
6	VQueueDB	
	The VQueueDB database contains the <i>VerraDyne Print Manager</i> associated tables.	