

Topic 1: New Server Installation Checklist

CONFIGURATION GUIDELINES			
1	Step	Action	
	1	Windows Server 2022 64 bit with all Service Packs installed (Required) 64 bit operating system (Required) Quad Core 64 GB Memory 1 TB Hard Drive – Raid C: 500 GB Minimum (Required) More partitions optional The K: mapping must be defined as a stand-alone partition of at least 500 GB. 4 Client Access Licenses Must be a stand-alone file server. No other applications can be on the PCGenesis server. Server must not be a Domain Controller – Not active directory. However, the PCGenesis server must be a part of the network domain. In a Windows network, a domain is a group of server computers that share a common user account database, allowing user credentials to be synchronized automatically. This is required for seamless database access on the server. PCGenesis does not support Microsoft account or MSA (previously known as Microsoft Passport, NET Passport, Microsoft Passport Network, and Windows Live ID) This a single sign-on web service developed and provided by Microsoft that allows users to log into websites (like Outlook.com), devices (e.g. Windows 10 computers and tablets, Windows phones), and applications (including Visual Studio) using one account. Instead, use a district domain user account for logging into workstations.	

	CONFIGURATION GUIDELINES (Continued)		
✓ Step	Action		
2	NOTE: Windows Server 2012, Windows Server 2016, Windows Server 2019, and Windows Server 2022 are supported. Workstation Windows 8, 10, and 11 are supported. NOTE: Windows Server 2008 and 2008_R2 operating systems are no longer supported as of June 30, 2020.		
NOTE: Windows Server 2008 and 2008_R2 operating systems are no losupported as of June 30, 2020. Security Recommendations and Best Practices School districts are required to use Remote Desktop Protocol (RDP) to a PCGenesis application. Use a windows firewall to limit RDP connections to the PCGenesis serve the necessary workstations. This may require applying a static internal Into those workstations. If school district staff require the ability to access PCGenesis externally, them to use a Virtual Private Network (VPN), and use the firewall to assist traffic to a specific internal subnet that can be allowed through the windom firewall on the PCGenesis server. It is highly recommended that PCGenesis be a virtual machine (VM). The allows for much more flexibility and survivability in terms of backup and restoration. Most modern backup solutions include the option for full VM backups. It is highly recommended that any backup solutions being used include a for "immutable backups" and that the option is enabled. It is highly recommended to use Multi-Factor Authentication for RDP connections to the PCG server. This can be accomplished using Azure M third-party applications.			

	CONFIGURATION GUIDELINES (Continued)		
1	Step	Action	
	4	Remote Desktop Connection is the required method for all users accessing PCGenesis. (Required) More secure Much faster processing More reliable data integrity NOTE: Security experts have advised that PCGenesis' greatest vulnerability is 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, security experts 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 requires Remote Desktop Connection as the 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.	
	5	Connect the new PCGenesis server to a UPS (Uninterrupted Power Supply). (Required)	
	6	Install virus protection. (Required)	
	7	As part of good maintenance practices, the GaDOE would like to emphasize that the PCGenesis server must be up-to-date with all Windows updates at all times.	

	INSTALL PCGENESIS		
✓	Step	Action	
	8	 Create GENUSERS security group with Full Control (see below) access to the K: drive Include all PCGenesis users in this security group The GENUSERS security group can be created on the local PCGenesis server and does not need to be created on the domain server Share K: as PCGENESIS\$ Map K = \\NewServer\PCGenesis\\$ The security user group GENUSERS is required. GENUSERS must have 'Full Control' access to the K: drive. 	
		List folder contents Read Write Special permissions	
	9	Set System Environment Variables PCGOS = 2K PCGTYPE = SV Required) VDBINSTANCE = NewServer\SQLExpressPCG Required) VQUEUEDIR = K:\VQUEUE Refer to the Technical Systems Operations Guide, Section A: PCGenesis Configuration, Topic 3: Setting Windows® Server Environment Variables for instructions. NOTE: The system environment variables must be defined prior to proceeding to Step 10.	
	10	 Install .NET Framework 4.5, SQL Server Express 2016, and SQL Management Studio 2016 on the Windows Server 2022 64 bit PCGenesis server. Refer to the <u>Technical System Operations Guide</u>, Section A: PCGenesis Configuration, Topic 4: Microsoft SQL Server Express 2016 Installation Instructions for instructions on downloading and installing the Microsoft components. This installation creates the directory K:\PCGSQLDB 	

	INSTALL PCGENESIS (Continued)		
1	Step	Action	
	11	Copy contents of current PCGenesis\$ (or <i>K</i> :) to the new PCGenesis Server <i>K</i> : Do <u>not</u> copy over K:\PCGSQLDB from the old server. K:\PCGSQLDB was created during the installation of .NET Framework 4.5, SQL Server Express 2016, and SQL Management Studio 2016 in Step 10 above. The VerraDyne database (VQueueDB) and the PCGenesis database (PCGenesisDB) need to be copied from the old server to the new server and attached from within SQL Management Tools in Steps 12 - 14 below.	
	12	Next, on the old server, stop SQL Server (SQLEXPRESSPCG) in View Local Services from the Control Panel. Then, on the old server, copy these files, and copy them to the same location on the new server: The database files are in the following location for Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\ PCGenesisDB.mdf PCGenesisDB_log.ldf VQueueDB.mdf VQueueDB_log.ldf PCG_D_DB.mdf PCG_D_DB_ndf PCG_Q_DB_log.ldf PCG_Q_DB_log.ldf PCG_Master.mdf PCG_Master.log.ldf PCG_LOG_DB.mdf PCG_LOG_DB.mdf PCG_LOG_DB.log.ldf	
	13	On the <u>new</u> server, start SQL Server (SQLEXPRESSPCG) in <i>View Local Services</i> from the <i>Control Panel</i> .	

	INSTALL PCGENESIS (Continued)		
1	Step	Action	
	14	Attach the six PCGenesis databases listed above to SQL Express PCG.	
		Go to the directory K:\SYSTEM\TOOLS	
		 Find the file AttachSQLdatabasesNewServer.bat Run the bat file 'as administrator' 	
		If any errors occur, please contact the Ga DOE Help Desk for assistance.	
	15	Create the VQueueService:	
		To create this service on the new server, execute the following command in a 'Command Prompt' window that you are running 'As administrator'.	
		SC \\NewServer create VQueueService binPath="K:\vqueue\BIN\VQueueService.exe" start=delayed-auto	
		Where NewServer is the name of the new PCGenesis server.	
	16	Start VQueueService in <i>View Local Services</i> from the <i>Control Panel</i> .	
	17	Add required PCG shortcuts to server desktop:	
		► PCGenesis login screen: <i>K</i> :\ <i>PCGIcon</i> \	
		► PCGenensis print spooler startup: <i>K:\PCGIcon\</i> PCGVADMIN	
		► PCGenensis print queue: K:\PCGIcon\ PCGVQUE	
		Add optional PCG shortcuts to server desktop:	
		► PCGenensis QWord print queue: <i>K</i> :\ <i>PCGIcon</i> \	
	18	NOTE: Due to Micro Focus licensing limitations, districts are allowed to set up a maximum of 4 workstations with access to PCGenesis.	
		Add required PCG shortcuts to workstation desktop:	
		► PCGenesis login screen: <i>K:\PCGIcon\</i>	
		Add optional PCG shortcuts to workstation desktop:	
		► PCGenensis print queue: K:\PCGIcon\ PCGVQUE	
		► PCGenensis QWord print queue: <i>K:\PCGIcon\</i>	

	INSTALL PCGENESIS (Continued)			
1	Step	Action		
	19	Configure the report printer using the VerraDyne Print Manager. Refer to the <u>Technical System Operations Guide</u> , Section B: PCGenesis Printing, Topic 1: Configuring the VerraDyne Print Manager for instructions on setting up the VerraDyne Print Manager software. Specifically, Procedure F: Assigning PCGenesis Printers at the Server explains how to configure the PCGenesis report printer.		
	20	 Add printer to serve as CHECK printer Typically the CHECK printer is set up as a <u>local</u> printer on the appropriate user's workstation. Optional – Set up a backup CHECK printer at the server to be used in case of an emergency. No setup required for CHECK printer. 		
	21 If access to QWord is desired, follow the instructions provided in the <u>Technical System Operations Guide</u> , Section D: User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate. ▶ Install PCGenensis QWord print queue shortcut: K:\PCGIcon\ ♣ QWord ▶ QWord provides access to Microsoft® Word for all report printing.			

	BACKUP / REORGANIZATION GUIDELINES		
1	Step	Action	
 Minimum of one complete backup Retain at least 4 weeks of K:*.** to Daily backup of K:\SECOND*.** and USB stick Nightly backup following each weeks of Media may remain under control of Proper security and offsite storage Retain daily backups of K:\SECO least 1 month Retain one daily backup each month K:\PCGSQLdb*.** for at least 1 Make sure that the backup of K:\S are kept together as a unit. These together. 		 Include a full backup of K:*.* in the site's standard Server backup process Minimum of one complete backup per week Retain at least 4 weeks of K:*.* backups Daily backup of K:\SECOND*.* and K:\PCGSQLdb*.* to CD, DVD or USB stick Nightly backup following each work day Media may remain under control of PCG administrator Proper security and offsite storage measures required Retain daily backups of K:\SECOND*.* and K:\PCGSQLdb*.* for at least 1 month Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQLdb*.* and K:\PCGSQLdb*.* for at least 1 year Make sure that the backup of K:\SECOND*.* and K:\PCGSQLdb*.* are kept together as a unit. These two directories must be synchronized 	
	2	 REORG	

	VERIFY THERE ARE NO UNNECESSARY PCGENESIS FILES				
1	Step	Action			
	1	Delete all .zip files or move the files to another directory. .zip files are a primary cause of extraneous files. To ensure they are not inadvertently left on PCGENESIS\$, create these files at the server and place them in another directory, such as <i>K:\DOEZIPFILES</i> . This directory must be created if it			
		does not exist. When the files are no longer needed, they may be deleted.			
	2	Verify only the following directories exist on <i>K</i> : (PCGENESIS\$) ACUCBL BACKUP DOWNLOAD ETC GENWRK INS INS INSyy### (This should be the current release number - DO NOT DELETE Any Directories Beginning With "INS") INSTAL PCGICON PCGSQLDB SECOND SECONDL Restore Point SECONDX Restore Point SECONDY Restore Point SECONQ Restore Point SYSTEM UCTARCHIVE UCTPRINT UNIACU UTILITY VQUEUE			
		 If other directories exist, determine if the directories should remain on PCGENESIS\$. 			

	VERIFY THERE ARE NO UNNECESSARY PCGENESIS FILES (Continued)			
✓ Step	Action			
3		rectories beginning with "#" followed by a user's For example, #JHRPRT. Restore Point Month End Month End Year End Month End Year End Restore Point Restore Point Restore Point Year End		

	SQL Server Databases and Tables for PCGenesis System				
1	1 PCGenesisDB.mdf - PCGenesis financial and payroll production data.				
		Table Name	Purpose		
	1.1	ACCT.BANKC	Stores the accounting monthly beginning/ending balances.		
	1.2	ACCT.EXPENSEC	Stores the accounting monthly beginning/ending balances.		
	1.3	ACCT.GLC	Stores the accounting monthly beginning/ending balances.		
	1.4	ACCT.REVENUEC	Stores the accounting monthly beginning/ending balances.		
	1.5	ACCT.SELECTC	Stores the accounting monthly beginning/ending balances.		
	1.6	Conversion_LOG	Conversion Log shows successful or unsuccessful conversion of a VISION file to a SQL Server table.		
	1.7	Conversion_LOG_Detail	Conversion Log Detail shows the total number of rows imported for each database table.		
	1.8	Conversion_LOG_Error	Conversion Error Log shows any errors encountered during the conversion of a VISION file to a SQL Server table.		
	1.9	Transaction_EmpNo_Gatekeeper_ Log	Stores a log of payroll and budget system transactions which includes the user id, transaction description, employee id number, start and end times, and the transaction's final disposition.		
	1.10	Transaction_Gatekeeper	Stores a single record which controls the financial system transaction postings, enforcing single-threaded processing for a multi-user system.		
	1.11	Transaction_Gatekeeper_Log	Stores a log of financial system transactions which includes the user id, transaction description, start and end times, and the transaction's final disposition.		
	1.12	FAR.Account	Stores the <u>budget</u> general ledger account codes for the PCGenesis system.		
	1.13	FAR.AccountR	Stores the <u>revenue</u> general ledger account codes for the PCGenesis system.		
	1.14	FAR.AccountG	Stores the general ledger <u>balance account</u> codes for the PCGenesis system.		
	1.15	FAR.Asset	Stores capital asset records.		
	1.16	FAR.Asset_Control	Stores the fiscal year of the last asset depreciation procedure.		

	SQL Server Databases and Tables for PCGenesis System - continued				
1	PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.				
		Table Name	Purpose		
	1.17	FAR.Audit_File	Stores a record of all financial transactions including audit information of the person who created the transaction and the date/time the transaction was created.		
	1.18	FAR.Bank_File	Stores the bank codes for the PCGenesis financial system.		
	1.19	FAR.BANKCNBR_Bank_Last_Che ck_Number_Used	Stores the last check number used for each bank code.		
	1.20	FAR.BANKMICR_Bank_Magnetic _Ink_Character_Recognition_Setup	Stores the bank MICR setup parameters.		
	1.21	FAR.BANKMSTR_MICR_Master_ Setup	Stores the system bank MICR setup parameters.		
	1.22	FAR.Chart_Of_Accounts	Stores <u>all</u> general ledger account codes, including budget, revenue, and balance account codes on one table.		
	1.23	FAR.Control_95_Budget	Stores the <i>Create Budget Sandbox Control Screen</i> parameters.		
	1.24	FAR.Control_96_Annuity	Stores the Annuity Deduction Control parameters.		
	1.25	FAR.Control_97_Message	Stores the PCGenesis <i>System Message Administration</i> control parameters for system broadcast messages.		
	1.26	FAR.Control_98_Phrase	Stores the PCGenesis System Password Administration parameters.		
	1.27	FAR.Control_99_System	Stores the PCGenesis System Control screen parameters and the 1099 System Control data.		
	1.28	FAR.Expense	Stores the claim/invoice master records.		
	1.29	FAR.Expense_Distribution	Stores the claim GL account detail records associated with the claim/invoice master record. A maximum of 20 GL account records are allowed per claim.		
	1.30	FAR.Expense_SEQ3	Stores extracted claim-header records associated with the <i>Vendor Check Run</i> and persists only for the duration of the <i>Vendor Check Run</i> .		
	1.31	FAR.Expense_SEQ3_Distribution	Stores extracted claim-detail records associated with the <i>Vendor Check Run</i> and persists only for the duration of the <i>Vendor Check Run</i> .		

	SQL Server Databases and Tables for PCGenesis System - continued			
2	2 PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.			
		Table Name	Purpose	
	1.32	FAR.Facility	Stores the facility and building records for purchase order processing.	
	1.33	FAR.Invest	Stores investment records.	
	1.34	FAR.JE_Control	Stores the last Journal Voucher Number and Receipt Numbers used.	
	1.35	FAR.Journal_Entry	Stores the general ledger journal master records.	
	1.36	FAR.Journal_Entry_Detail	Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal.	
	1.37	FAR.Local_Conversion_DE0046	Stores the DE FORM 0046 Report Conversion parameters.	
	1.38	FAR.Local_Conversion_DE0396	Stores the DE FORM 0396 Report Control parameters.	
	1.39	FAR.Local_Conversion_Function_ Object	Stores the Revenue and Expenditure Summary for Any Period Reports Conversion parameters.	
	1.40	FAR.Manual_Vendor_Check1_ Indexed_Temp_Claim	Stores the claim detail records associated with the <i>Vendor Check Run Register of Payments</i> data and persists only for the duration of the Vendor Check Run.	
	1.41	FAR.Manual_Vendor_Check1_ Indexed_Temporary	Stores the <i>Vendor Check Run Register of Payments</i> data and persists only for the duration of the Vendor Check Run.	
	1.42	FAR.Manual_Vendor_Check2_Seq_ Temp_Claim	Stores the claim detail records associated with the Vendor Check Run Register of Payments fund data and persists only for the duration of the Vendor Check Run.	
	1.43	FAR.Manual_Vendor_Check2_Seq_ Temporary	Stores the <i>Vendor Check Run Register of Payments</i> fund data and persists only for the duration of the Vendor Check Run.	
	1.44	FAR.Manual_Vendor_Manual_ Indexed	Stores the <i>Vendor Check Manual/Void Register of Payments</i> data. The manual/void vendor check data accumulates in this table until the <i>Final Vendor Check Manual/Void Register of Payments</i> report is executed, at which point the table is emptied.	
	1.45	FAR.Manual_Vendor_Manual_ Indexed_Claim	Stores the claim detail records associated with the <i>Vendor Check Manual/Void Register of Payments</i> data. The manual/void vendor check data accumulates in this table until the <i>Final Vendor Check Manual/Void Register of Payments</i> report is executed, at which point the table is emptied.	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	1 PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.			
		Table Name	Purpose	
	1.46	FAR.Manual_Vendor_Manual_Seq_ Temp_Claim	Stores the claim detail records associated with the Vendor Check Manual/Void Register of Payments fund data and persists only while printing the Vendor Check Manual/Void Registers.	
	1.47	FAR.Manual_Vendor_Manual_Seq_ Temporary	Stores the <i>Vendor Check Manual/Void Register of Payments</i> fund data and persists only while printing the <i>Vendor Check Manual/Void Registers</i> .	
	1.48	FAR.Name_01_Fiscal_Year	Stores the 2-digit year description of the account number.	
	1.49	FAR.Name_02_Fund	Stores the 3-digit fund description of the account number.	
	1.50	FAR.Name_03_FY_flag	Stores the 1-digit fiscal year description of the account number. (Not used.)	
	1.51	FAR.Name_04_Program	Stores the 4-digit program code description of the account number.	
	1.52	FAR.Name_05_Function	Stores the 4-digit function code of the account number, for expense accounts.	
	1.53	FAR.Name_06_Object	Stores the 5-digit object code description of the account number.	
	1.54	FAR.Name_07_Fac_Bldg	Stores the 5-digit facility/building code description of the account number.	
	1.55	FAR.Name_08_Additional	Stores the 6-digit additional code description of the account number.	
	1.56	FAR.Name_09_Rev_Srce	Stores the 4-digit source code description of the account number, for revenue accounts.	
	1.57	FAR.Name_10_BLNC_SHEET	Stores the 4-digit balance sheet code description of the account number, for GL accounts.	
	1.58	FAR.PAYSTAT_Monitor	Stores the vendor check sequence monitor records.	
	1.59	FAR.Purchase_Order	Stores the purchase order master records.	
	1.60	FAR.Purchase_Order_Distribution	Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order.	
	1.61	FAR.Purchase_Order_Expense	Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order.	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	1 PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.			
		Table Name	Purpose	
	1.62	FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.	
	1.63	FAR.Receipt	Stores the receipt master records.	
	1.64	FAR.Receipt_Detail	Stores the receipt GL account detail records associated with the receipt master record. A maximum of 40 GL account records are allowed per receipt.	
	1.65	FAR.Receivable	Stores the receivable master records.	
	1.66	FAR.Receivable_Distribution	Stores the receivable GL account detail records associated with the receivable master record. A maximum of 40 GL account records are allowed per receivable.	
	1.67	FAR.Receivable_Receipt	Stores the receivable receipt detail records associated with the receivable master record. A maximum of 12 receipt records are allowed per receivable.	
	1.68	FAR.Revenue_Source	Stores the revenue source records for the financial system revenue subsystem.	
	1.69	FAR.SIGNATURE_File	Stores the signature card setup parameters.	
	1.70	FAR.SNUIFUND_School_Nutrition _106_Rpt_User_Input	Stores the school food service (DE 106) parameters.	
	1.71	FAR.Vendor	Stores the vendor records for the financial system expense subsystem.	
	1.72	FAR.Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.	
	1.73	FAR.Vendor_Check_Control_ Payable	Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check.	
	1.74	FAR.Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.	
	1.75	FAR.Wire_Transfer_Payable	Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer.	
	1.76	MENU.MenuParameters_Header	Stores the PCGenesis MENU header parameters.	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	1 PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.			
		Table Name	Purpose	
	1.77	MENU.MenuParameters_Detail	Stores the PCGenesis MENU detail parameters.	
	1.78	PAY. ACA_Dependent_1095	Stores the Affordable Care Act (ACA) dependent data for payroll employees.	
	1.79	PAY. ACA_Employee_1095	Stores the Affordable Care Act (ACA) data for payroll employees.	
	1.80	PAY.Annuity_Companies	Stores the payroll annuity company records.	
	1.81	PAY.CPI_Header	Stores the CPI biographical information associated with employees.	
	1.82	PAY.CPI_Assignments	Stores the CPI assignment data associated with employees.	
	1.83	PAY.CPI_Certifications	Stores the CPI certificate data associated with employees.	
	1.84	PAY.CPI_Code_Table	Stores the CPI description codes.	
	1.85	PAY.CHKMSTR_Check_Master	Stores the payroll check master records associated with the payroll subsystem.	
	1.86	PAY.DATEFL_Current_Payroll_ Date	Stores the payroll setup parameters.	
	1.87	PAY.DEDCTL_Current_Payroll_ Deductions	Stores the payroll setup deduction-control parameters.	
	1.88	PAY.DEDUCTIONS_System_ Definitions	Stores the payroll system deduction definitions.	
	1.89	PAY.DESC_Alpha_EEO5_Job_ Codes	Stores the EEO5 job code descriptions.	
	1.90	PAY.DESC_Alpha_G_SHBP_ Change_Codes	Stores the SHBP change code descriptions.	
	1.91	PAY.DESC_Alpha_W2CD_W2_ Adjustment_Codes	Stores the W-2 box and code descriptions.	
	1.92	PAY.DESC_Alpha_DDBK_Direct_ Deposit_Bank_Codes	Stores the direct deposit bank code descriptions.	
	1.93	PAY.DESC_Alpha_ACA1_ACA_ Coverage_Codes	Stores the ACA offer of coverage code descriptions.	
	1.94	PAY.DESC_Alpha_ACA2_ACA_ Safe_Harbor_Codes	Stores the ACA safe harbor code descriptions.	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	PCG	enesisDB.mdf (continued) - PCGenesia	s financial and payroll production data.	
		Table Name	Purpose	
	1.95	PAY.DESC_Alpha_H_User_	Stores the district-defined SHBP change code	
		Change_Codes	descriptions.	
	1.96	PAY.DESC_B_Budget_Categories	Stores the budget category code descriptions.	
	1.97	PAY.DESC_C_Payroll_Class_ Codes	Stores the payroll class code descriptions.	
	1.98	PAY.DESC_D_Degree_Codes	Stores the degree code descriptions.	
	1.99	PAY.DESC_E_Ethnic_Codes	Stores the ethnic code descriptions.	
	1.100	PAY.DESC_J_Job_Codes	Stores the payroll job code descriptions.	
	1.101	PAY.DESC_K_TRS_Job_Codes	Stores the TRS job code descriptions.	
	1.102	PAY.DESC_L_Location_Codes	Stores the payroll location code descriptions.	
	1.103	PAY.DESC_M_PSERS_ERS_Job_	Stores the ERS and PSERS job code descriptions.	
		Codes		
	1.104	PAY.DESC_P_Pay_Type_Codes	Stores the compensation/pay type code descriptions.	
	1.105	PAY.DESC_R_Pay_Reason_Codes	Stores the payroll reason code descriptions.	
	1.106	PAY.DESC_S_Substitute_Rank_ Codes	Stores the substitute rank code descriptions.	
	1.107	PAY.DESC_T_Termination_Codes	Stores the termination code descriptions.	
	1.108	PAY.DESC_U_University_Codes	Stores the university code descriptions.	
	1.109	PAY.DESC_V_PSERS_ERS_Pay_ Reason_Codes	Stores the ERS and PSERS payroll reason code descriptions.	
	1.110	PAY.DESC_W_PSERS_ERS_ Termination_Codes	Stores the ERS and PSERS termination code descriptions.	
	1.111	PAY.DESC_X_TRS_Pay_Reason_ Codes	Stores the TRS payroll reason code descriptions.	
	1.112	PAY.DESC_Y_TRS_Termination_ Codes	Stores the TRS termination code descriptions.	
	1.113	PAY.Employee_Change	Stores the payroll employee change records.	
	1.114	PAY.Employee_Direct_Deposit	Stores the payroll employee direct deposit account information.	
	1.115	PAY.Employee_Education	Stores the employee education data from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	1 PCGenesisDB.mdf (continued) - PCGenesis financial and payroll production data.			
		Table Name	Purpose	
	1.116	PAY.Employee_Experience	Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).	
	1.117	PAY.Employee_Garnishment	Stores the employee payroll garnishment vendor data.	
	1.118	PAY.Employee_Leave	Stores the employee payroll check leave data (F2, F2, F17).	
	1.119	PAY.Enhanced_Advance_Formulas	Stores the enhanced leave advance formula records.	
	1.120	PAY.Enhanced_Employee_Leave_ History	Stores the enhanced leave history records.	
	1.121	PAY.Enhanced_Employee_Leave_ Input	Stores the enhanced leave temporary leave input records.	
	1.122	PAY.Enhanced_Pay_Class_ Parameters	Stores the enhanced leave payroll class code records.	
	1.123	PAY.Enhanced_System_Parameters	Stores the enhanced leave type and reason code records.	
	1.124	PAY.History_Earnings	Stores the employee payroll earnings history records.	
	1.125	PAY.History_Distribution	Stores the employee payroll earnings history account distribution records.	
	1.126	PAY.LGROSSDAT_Employee_ Leave_Current_Gross	Stores the enhanced leave temporary substitute gross data records.	
	1.127	PAY.PAYSTAT_Monitor	Stores the payroll sequence monitor records.	
	1.128	PAY.PAYROLL_Employee	Stores employee payroll data. Any changes to data in this table triggers a logging event in the PCG_LOG_DB database.	
	1.129	PAY.PAYROLL_Employee_Current	Stores employee payroll data.	
	1.130	PAY.PAYROLL_Schedules	Stores the payroll schedule definitions.	
	1.131	PAY.GROSSDAT_Employee_ Payroll_Current_Gross	Stores employee payroll gross data account lines.	
	1.132	PAY.PDEDUCT_Employee_ Deduction	Stores employee payroll deductions.	
	1.133	PAY.MPAYROLL_Employee	Stores employee data for manual payroll checks.	
	1.134	PAY.MPAYROLL_Employee_ Current	Stores employee data for manual payroll checks.	

	SQL Server Databases and Tables for PCGenesis System - continued			
1	PCG	enesisDB.mdf (continued) - PCGenesis	financial and payroll production data.	
		Table Name	Purpose	
	1.135	PAY.MGROSDAT_Employee_ Payroll_Manual_Gross	Stores employee gross data account lines for manual payroll checks.	
	1.136	PAY.MDEDUCT_Employee_ Deduction	Stores employee deductions for manual payroll checks.	
	1.137	PAY.PREVVOID_Employee	Stores employee data for voided payroll checks.	
	1.138	PAY.PREVVOID_Employee_ Current	Stores employee data for voided payroll checks.	
	1.139	PAY.TAXES01_Federal_Tax_ Tables	Stores the Federal withholding tax parameters.	
	1.140	PAY.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters.	
	1.141	PAY.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters.	
	1.142	PAY.TAXES04_PSERS_ERS_TRS_ Tables	Stores the PSERS, ERS, and TRS parameters.	
	1.143	PAY.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters.	
	1.144	PAY.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters.	
	1.145	PAY.TAXES99_Payroll_Control	Stores the school district payroll control parameters.	
	1.146	PAY.VGROSDAT_Employee_ Payroll_Void_Prev_Gross	Stores employee gross data account lines for voided payroll checks.	
	1.147	PAY. VDEDUCT_Employee_ Deduction	Stores employee deductions for voided payroll checks.	
	1.148	SAND.Annuity_Companies	Stores the payroll annuity company records for the Budget System.	
	1.149	SAND.CPI_Header	Stores the CPI biographical information associated with employees for the Budget System.	
	1.150	SAND.CPI_Assignments	Stores the CPI assignment data associated with employees for the Budget System.	
	1.151	SAND.CPI_Certifications	Stores the CPI certificate data associated with employees for the Budget System.	
	1.152	SAND.DATEFL_Current_Payroll_ Date	Stores the Budget System setup parameters.	

	SQL Server Databases and Tables for PCGenesis System - continued			
2	PCG	enesisDB.mdf (continued) - PCGenesis	financial and payroll production data.	
		Table Name	Purpose	
	1.153	SAND.DEDCTL_Current_Payroll_ Deductions	Stores the Budget System setup deduction-control parameters.	
	1.154	SAND.DEDUCTIONS_System_ Definitions	Stores the Budget System deduction definitions.	
	1.155	SAND.PAYROLL_Employee	Stores employee payroll data for the Budget System.	
	1.156	SAND.PAYROLL_Employee_ Current	Stores employee payroll data for the Budget System.	
	1.157	SAND.PAYSTAT_Monitor	Stores the payroll sequence monitor records for the Budget System.	
	1.158	SAND.GROSSDAT_Employee_ Payroll_Current_Gross	Stores employee payroll gross data account lines for the Budget System.	
	1.159	SAND.PDEDUCT_Employee_ Deduction	Stores employee payroll deductions for the Budget System.	
	1.160	SAND.TAXES01_Federal_Tax_ Tables	Stores the Federal withholding tax parameters for the Budget System.	
	1.161	SAND.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters for the Budget System.	
	1.162	SAND.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters for the Budget System.	
	1.163	SAND.TAXES04_PSERS_ERS_TRS _Tables	Stores the PSERS, ERS, and TRS parameters for the Budget System.	
	1.164	SAND.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System.	
	1.165	SAND.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters for the Budget System.	
	1.166	SAND.TAXES99_Payroll_Control	Stores the school district payroll control parameters for the Budget System.	
	1.167	T_lookup.GA_County	Stores the county codes for Georgia counties.	

	SQL Server Databases and Tables for PCGenesis System - continued				
3	3 PCG_Master.mdf - PCGenesis backup and restore logs.				
		Table Name	Purpose		
	2.1	PCG_Backup_LOG	Backup log shows 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 shows 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 - continued

4

PCG_Q_DB.mdf

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).

Table Name		Purpose
3.1	FAR.tablename	 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 update budget files with vendor check information (F5). 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 back is processed. FARDATAQ should not be restored if any interaction from payroll has occurred (posting payroll or processi an earnings history record gross data transfer). When both financial and payroll records are affected, all of SECOND should be restored.
3.2	PAY.tablename	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 Calculate Payroll & Update YTD (Final) (F4).
		• Restore from PAYDATAQ if a problem occurs during check printing.
3.3	SAND.tablename	SANDBOXQ and PCG_Q_DB database tables: The SANDBOXQ directory (inside of the SECOND directory is a backup of SANDBOX that is made just before <i>Create Budget SANDBOX</i> (F5, F1). Restore from SANDBOXQ if a problem occurs during creation of the budget SANDBOX.
3.4	dbo.Load_Log	The Load Log shows successful or unsuccessful completion of a PCGenesis backup of PAYDATAQ or FARDATAQ and how many tables were loaded.
3.5	dbo.Load_Log_Detail	The Log Detail gives a list of each individual table loaded during the backup operation.

	SQL Server Databases and Tables for PCGenesis System - continued			
5			PCG_D_DB.mdf	
	The	PCG_D_DB database is a backup	of PAYDATA that is made after printing payroll checks, but	
	just	before printing payroll direct depo	sits (F2, F3, F5).	
		Table Name	Purpose	
	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.		print (F5) and before direct deposits print.	
	Restore from PAYDATAD if a problem occurs duri or after printing direct deposits but before posting to payroll earnings history (F13).			
	4.2	dbo.Load_Log	The Load Log shows successful or unsuccessful completion of a PCGenesis backup of PAYDATAD and how many tables were loaded.	
	4.3	dbo.Load_Log_Detail	The Log Detail gives a list of each individual table loaded during the backup operation.	
6]	PCG_LOG_DB.mdf	
	The	PCG_LOG_DB database logs ch	anges made to selected tables in the PCGenesisDB database.	
		Table Name	Purpose	
	5.1	Bank_File_Record_Log	Logs any changes made to the FAR.Bank_File table.	
	5.2	PAYROLL_Employee_Log	Logs any changes made to the PAY.PAYROLL_Employee table.	
7			VQueueDB.mdf	
	The	VQueueDB database contains the	VerraDyne Print Manager associated tables.	

Revision History

Date	Version	Description	Author
3/5/2024	2.6	24.01.00 –Add BANKMICR and SIGNATURE tables to <i>PCGenesisDB.mdf</i>	D. Ochala
12/11/2022	2.5	database.	D. O.I. I.
12/11/2023	2.5	23.04.00 – Add financial supporting tables and Menu tables to	D. Ochala
00/25/2022	2.4	PCGenesisDB.mdf database.	D. O. I. I.
09/25/2023	2.4	23.03.00 – Add financial supporting tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
06/28/2023	2.3	23.02.00 – Add payroll supporting tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
03/22/2023	2.2	23.01.00 –Add Enhanced Substitute Leave tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
12/22/2022	2.1	22.04.00 –Add Affordable Care Act (ACA) tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
10/04/2022	2.0	22.03.00 – Update security recommendations for PCGenesis. Add Earnings	D. Ochala
10/04/2022	2.0	History and CPI tables to <i>PCGenesisDB.mdf</i> database.	D. Ochara
06/02/2022	1.19	22.02.00 – Added payroll check master, garnishment, direct deposit,	D. Ochala
00/02/2022	1.17	education, and leave tables to <i>PCGenesisDB.mdf</i> database.	D. Ochara
03/22/2022	1.18	22.01.00 – Add the payroll tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
12/27/2021	1.17	21.04.00 – Delete the <i>PCG_SANDBOX.mdf</i> database. Add the	D. Ochala
12/27/2021	1.17	PCG_LOG_DB.mdf database.	D. Ochara
11/09/2021	1.16	21.03.00 – Added audit, control, and gatekeeper tables to <i>PCGenesisDB.mdf</i>	D. Ochala
11/05/2021	1.10	database. Update for Windows Server 2022.	B. ochara
06/14/2021	1.15	21.02.00 – Added journal, vendor check master, and wire transfer tables to	D. Ochala
00/11/2021	1.10	PCGenesisDB.mdf database.	B. Genara
03/25/2021	1.14	21.01.00 – Added claim and purchase order tables to <i>PCGenesisDB.mdf</i>	D. Ochala
		database.	
09/25/2020	1.13	20.03.00 - Added FAR. Chart_Of_Accounts, FAR. Invest, FAR. Vendor, receipt	D. Ochala
		and receivables tables to <i>PCGenesisDB.mdf</i> database.	
05/29/2020	1.12	20.02.00 – Added FAR.Account, FAR.AccountR, FAR.AccountG tables to	D. Ochala
		PCGenesisDB.mdf database.	
04/22/2020	1.11	20.02.00 – Changed order of steps on <i>Page 5</i> so that SQLEXPRESSPCG is	D. Ochala
		started before running the ATTACH for the databases. Specified that	
		reorganization task requires SQL Server service to be running.	
03/30/2020	1.10	20.01.00 – Added FAR.NAME_xx tables to PCGenesisDB.mdf database.	D. Ochala
01/13/2020	1.9	19.04.00 – Added FAR.Bank_File to PCGenesisDB.mdf database.	D. Ochala
06/28/2019	1.8	19.02.00 – Updated operating system requirements. As of June 30, 2020,	D. Ochala
		PCGenesis will no longer support the Windows Server 2008 operating	
		systems.	
03/25/2019	1.7	19.01.00 – Update with <i>PCGenesisDB</i> instructions.	D. Ochala
12/07/2018	1.6	18.03.01 – Update with <i>VerraDyne Print Manager</i> installation instructions.	D. Ochala
04/02/2018	1.5	18.01.00 – Update to specify four workstations per installation.	D. Ochala
02/01/2018	1.4	18.01.00 – Updated operating system requirements. As of June 30, 2018,	D. Ochala
		PCGenesis will no longer support the Windows Server 2003 operating system.	
04/04/2017	1.3	17.01.00 – Updated operating system requirements. Windows Server 2000 is	D. Ochala
		no longer supported.	
11/04/2016	1.2	16.03.00 – Updated operating system requirements.	D. Ochala
09/02/2015	1.1	15.03.00 – Updated operating system requirements.	D. Ochala
08/12/2014	1.0	14.02.00 – New document.	D. Ochala