MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 17.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 17.03.00*.

PCGenesis supporting documentation is provided at:

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

<mark>September, 2017 Payroll Completion Instructions</mark>

Install this release <u>after</u> completing the September 2017 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the October 2017 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 2017

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 2017. PCGenesis will have a dedicated room and will be offering the two regular GASBO sessions, three training sessions, two open houses, and one roundtable for conference attendees. Contact GASBO for information about conference registration.

The tentative offerings are as follows:

- *Session 1 – PCGenesis Current Status & Future Plans*
- *Session 2 – PCGenesis Recent Enhancements & Changes*
- *Session 3 – PCGenesis Roundtable – Payroll / Financial Future Needs*
- *Session 4 – PCGenesis PCGenesis Open House*
- *Session 5 – PCGenesis Payroll Training – Handling Payroll Issues and Other Advanced Features*
- *Session 6 – PCGenesis Financial Training – Financial Reports and the Year End Close*
- *Session 7 – PCGenesis CPI Training*
- *Session 8 – PCGenesis PCGenesis Open House*

Our own Katie Green from the PCGenesis help desk has graciously volunteered to present the PCGenesis training sessions at GASBO. The three PCGenesis training sessions will address payroll, financial, and CPI training. Katie will have the opportunity to offer 'real world' payroll scenarios and guidance for PCGenesis districts. To that end, we would like to hear from our districts as to what areas you would like to see covered in these training sessions. Please e-mail the PCGenesis Help Desk with suggestions for this training. We want to make the training as valuable as we can for our users. We hope that the PCG payroll personnel will be able to attend this valuable conference. We look forward to seeing everyone!

Contents

Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Fix PCG Reorganization Program to Prevent Accumulation of Temporary Files in SECOND

A problem has been identified with the PCGenesis reorganization process which uses the Micro Focus runtime command of "VUTIL -REBUILD –A" to rebuild the indices of PCGenesis data files. The VUTIL utility is leaving behind many, many temporary files in the PCG application data libraries. These files have names such as Vbc7cnx, Vn8fruz, Vs4_mh, etc. This is causing problems because the temporary files are not being deleted and they remain until manually deleted.

There are a couple of possibilities as to why the temporary file remains after the rebuild operation. Either the file didn't rebuild properly, for example some records were lost, or some kind of permissions error prevented the deletion. According to Micro Focus, if this is the case then the original data file will remain, as will the temporary file causing garbage files to accumulate.

To address this issue, the PCG reorganization process has been modified. First, the reorganization has been changed to read and write to <u>one</u> temporary file name. This prevents numerous temporary files from being created. The reorganization process has also been updated so that the temporary file is deleted after the reorganization is complete.

Second, the VUTIL command has been modified to create a log file. The reorganization process will append the output for the VUTIL command to the output log file called *K:\#SPLPRT\VUTILLOG*. The log will accumulate records until it reaches 300,000 records at which point the log file will be deleted and started over. The log file will contain information about the reorganization operation which can be analyzed to resolve issues with the process.

This release also attempts to clean up the PCG application data libraries in the SECOND directory. The temporary files with names such as Vbc7cnx, Vn8fruz, Vs4_mh, etc. are automatically deleted by installing this release.

A1.2. Print Current User Logon History

A problem has been identified with the *Print Current User Logon History* process (F30, F9, F5). This report was not working correctly on Windows 7 and later operating systems and was not producing the user logon history correctly. The *Print Current User Logon History* program was not working correctly because the Windows COMMAND.COM command became unavailable on PCs running 64-bit Windows 7 editions and later. The program has been changed to use the CMD.exe command and will now print the correct report.

A1.3. PCGenesis Print Queue Upgrade – Work In Progress

The PCGenesis development team is also researching an upgrade of the PCGenesis Print Queue software. This will require another significant investment by the Georgia Department of Education and could cost between $15,000 and $25,000 to provide the latest, greatest print queue software for PCGenesis users.

A2. Financial Accounting and Reporting (FAR) System

A2.1. List All Purchase Orders

A new function has been added to the *Purchase Order Processing Menu* in the *Financial Accounting and Reporting (FAR) System*. A new function, *List All Purchase Orders*, has been added (F1, F2, F6). This new function will generate a report of all purchase orders (*closed, cancelled*, and *active*) sorted in **Purchase Order Number** sequence. Data will be selected based on an end-user specified date range. The report is generated as a printed report or in CSV format.

A2.2. Add support for new SFS Program Code 9600 in the DE-106 Report

Support has been added for a new School Food Service **Program Code 9600** in the DE-106 Report (F1, F9, F1, F9). **Program Code 9600** is used to identify state/local/federal expenditures associated with the operation of the school food service program. Federal guidelines indicate all program income and other generated sources of revenue are treated as federal revenue in the operation of the Child Nutrition Cluster program. This program encompasses the National School Lunch Program, the School Breakfast Program, and the Food Distribution Program. All expenditures coded to this program code will be considered Federal expenditures for ESSA report card reporting. Any other grants associated with the School Food Service Operations that require separate tracking of expenditures will use the appropriate program code associated with that grant.

A2.3. Print Vendors with Sequence Numbers Less Than 500

The *Vendors with Sequence Numbers Less Than 500* report has been improved (F1, F3, F11). An additional column has been added to the report for the **Vendor Status** field. This will allow users to easily identify the active vendor numbers that are running out of claim sequence numbers.

A3. Payroll System

A3.1. Support New GA Department of Labor .csv File Format for Web Portal Uploads

The PCGenesis development team has been working with the Georgia Department of Labor to resolve the issues with the new DOL csv file format for upload via the web. In the previous release (17.02.00), the PCGenesis upload file had a comma at the end of each record, denoting an empty Column G. This caused the file to be rejected by the DOL. Now, the extra comma at the end of the record has been eliminated so that the DOL csv upload file will not be rejected.

NOTE: The Georgia Department of Labor would like to strongly encourage all PCGenesis school districts to use the new Quarterly Wage File Upload process which utilizes the new .csv file format generated in PCGenesis. The DOL would prefer to have school districts utilize the new file upload for 3rd quarter reporting and for all reporting going forward. As you can imagine, the former way of sending in wage reports via magnetic media is labor intensive. Therefore, the DOL would like to encourage school systems to utilize the *File Upload* application, and to utilize the feature in PCGenesis that creates the new DOL csv file format for upload via the web.

The directions from the DOL for the *File Upload* option are listed below:

1. From the GDOL home page www.dol.georgia.gov , click the "Online Services" tab. Go to the "Employers Unemployment Taxes" Section.

2. Click the "File Quarterly Tax & Wage Reports" link.

3. Enter your GDOL account number and password to login. You'll navigate to the "Report Selection" web page.

4. Select the appropriate tax period.

5. In the "Quarterly Wage File Upload" section, select the "Upload Wage File" option then click the "Continue" button.

6. Users are navigated to the Wage File Upload Specifications web page, where they should carefully read the Excel templates. To proceed, click the checkbox acknowledging that you read and understand the instructions, then click the "Continue" button.

7. On the "Wage File Upload" web page, enter the required contact information. The email address entered will receive information pertaining to the status of the wage file submission.

8. Enter the total wage amount of the wage records in the file. The amount entered in this field must equal the total of the wages reported in the uploaded file.

9. Make sure that the wage file is properly formatted and upload the file.

Support is now available for the new Georgia Department of Labor Quarterly Wage File Upload Specifications (F2, F5, F5). Now, PCGenesis will optionally create an Excel .csv spreadsheet to allow the upload of DOL data to the GA DOL portal. The new excel format may be uploaded to the GA Department of Labor via their web site. This feature will facilitate reporting data to the Georgia Department of Labor.

The user has <u>two</u> choices for sending DOL data to the state. The user may either snail-mail the file created in the *C:\SECOND\GOSEND* directory to the Georgia Department of Labor, or the user may upload the csv file created in the *C:\EXPORT* directory via the internet to the DOL portal. The Georgia Department of Labor would like to encourage all PCGenesis school districts to upload the new csv file via the internet to the DOL portal.
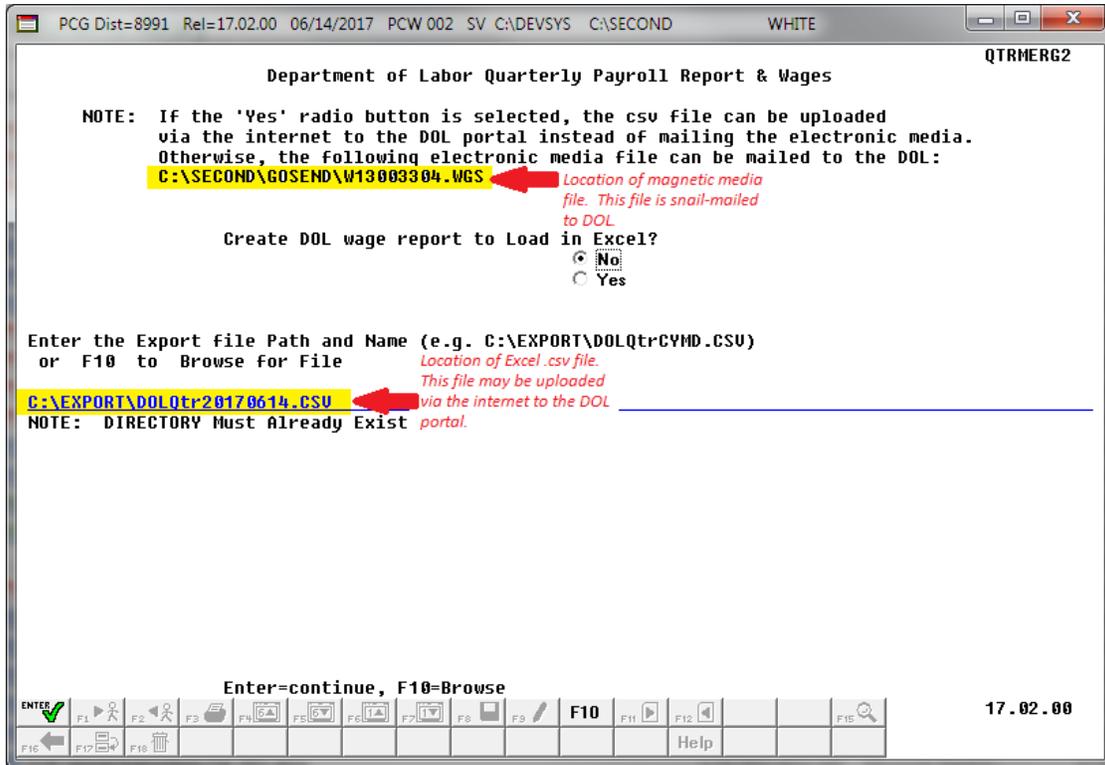
A4. Certified/Classified Personnel Information (CPI) System

A4.1. CPI File Conversion

The installation of *Release 17.03.00* runs a CPI file conversion to initialize a new field, the **Consolidated Fund Flag**, for each of employees' six CPI assignments The CPI file conversion initializes the **Consolidated Fund Flag** field to 'N' (No) for all employees who are currently in CPI.

A4.2. 2017 CPI Data Collection File Layout

A new field has been added to the *CPI Data Collection File Layout* for Fiscal Year 2018 on the *CPI Report and Data Transmission* menu (F4, F9, F1).

- **Assignment Record ('C' Record Layout)**: A one-byte field has been added to the end of the record for a new **Consolidated Fund Flag** data element. The **Consolidated Fund Flag** indicates if employee should be counted in Consolidated Funding. Valid values for the **Consolidated Fund Flag** are 'Y' (Yes) or 'N' (No).

The **Consolidated Fund Flag** can only be set to 'Y' when the **Secondary Fund Code** is set to:

- **01** - For APPROVED CONSOLIDATED FUNDING SITES ONLY. Use this **Assignment Secondary Fund Code** for all certified and classified staff accounted for within the Resource Allocation Plan. Certified staff with this fund will earn T&E.

- **02** - For APPROVED CONSOLIDATED FUNDING SITES ONLY. Use this **Assignment Secondary Fund Code** for all certified and classified staff NOT accounted for within the Resource Allocation Plan. Certified staff with this fund will NOT earn T&E.

A4.3. CPI: Display/Update Individual Employee Information

A new field has been added to the *CPI Display/Update Individual Employee Information assignment* records (F4, F1). A one-byte field has been added for a new **Consolidated Fund Flag** data element. The **Consolidated Fund Flag** indicates if employee should be counted in Consolidated Funding. Valid values for the **Consolidated Fund Flag** are '**Y**' (Yes) or '**N**' (No).
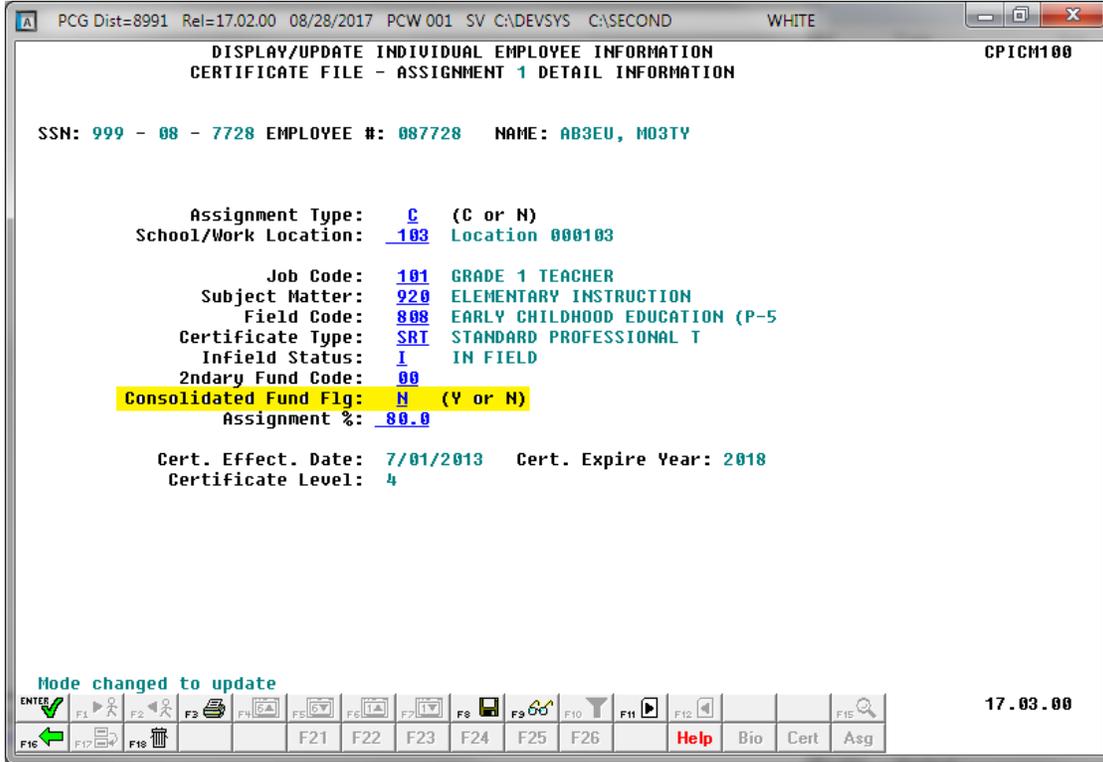
A4.4. Export Selected Payroll / Deduction / CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) for the export/import of additional CPI fields. The user is now allowed to select **Assignment 1 Data**, **Assignment 2 Data**, **Assignment 3 Data**, **Assignment 4 Data**, **Assignment 5 Data**, or **Assignment 6 Data** for export. The exported assignment data includes the new **Consolidated Fund Flag** data field.

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
- Infield Status
- Secondary Fund Code
- **Consolidated Fund Flag**
- Assignment Percentage

A4.5. New Import for CPI Assignments

The *Export of Selected Payroll / Deduction / CPI Data* (F2, F13, F8, F5) option has been enhanced to allow creation of a spreadsheet that can be used to <u>import</u> CPI assignment data. The CPI data spreadsheet can then be imported from the *Import Selected Payroll Information or CPI Assignment Data* menu option (F2, F13, F8, F6).

Selecting the **Export File Type** of 'I' (Create File to Modify and Import) during the <u>export</u> 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 user is now allowed to select the **Import CPI Assignment Data** option as shown on the screen below. This process will facilitate loading CPI assignment data to employee records.
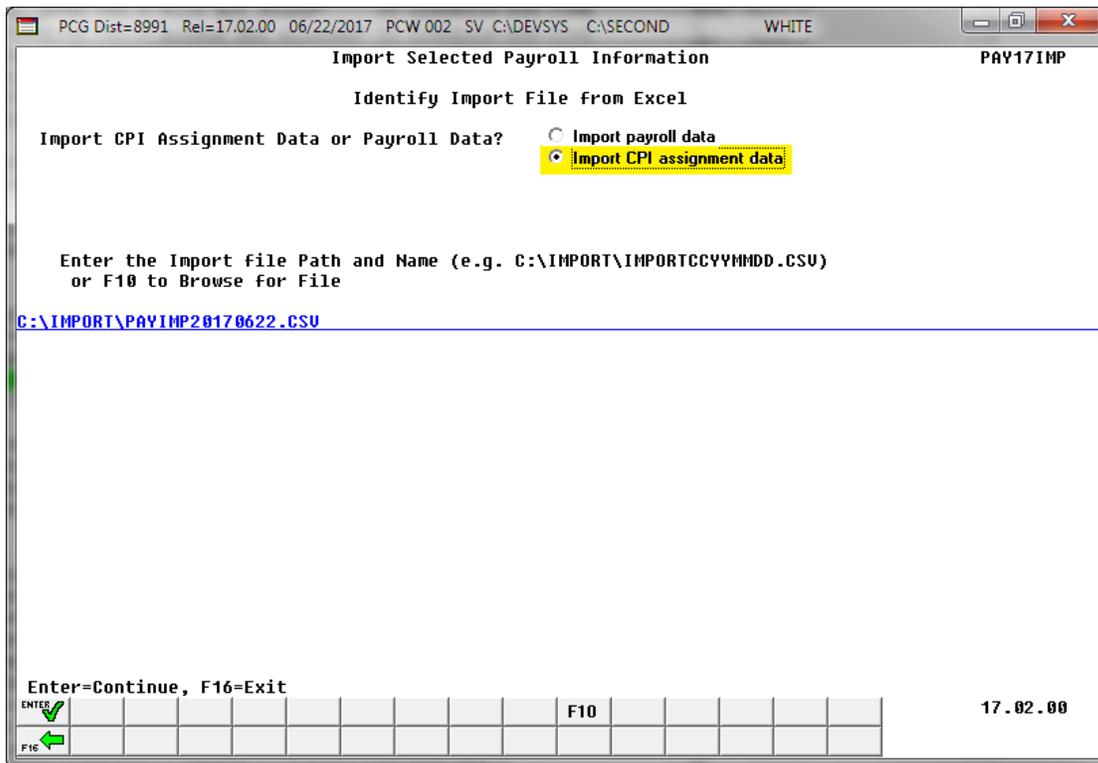
A4.6. Print Employees With Questionable CPI Include Status Report

The *Print Employees With Questionable CPI Include Status Report* (F4, F7, F8) report option has been enhanced to produce a more concise report. Now, employees who have been terminated prior to the **Cycle 1 Termination From Date** on the *CPI Control* record will not be selected for the report, making the report much shorter. The *Print Employees With Questionable CPI Include Status* report will not list employees who have been terminated prior to the **Cycle 1 Termination From Date** on *the CPI Control* record. This change makes the report usable since only employees who are actually reported during the CPI transmission cycles will be reviewed for the report.

Section B: Installation Instructions for Release 17.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 17.03.00* 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/tape as **"Data Backup Prior to Release 17.03.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
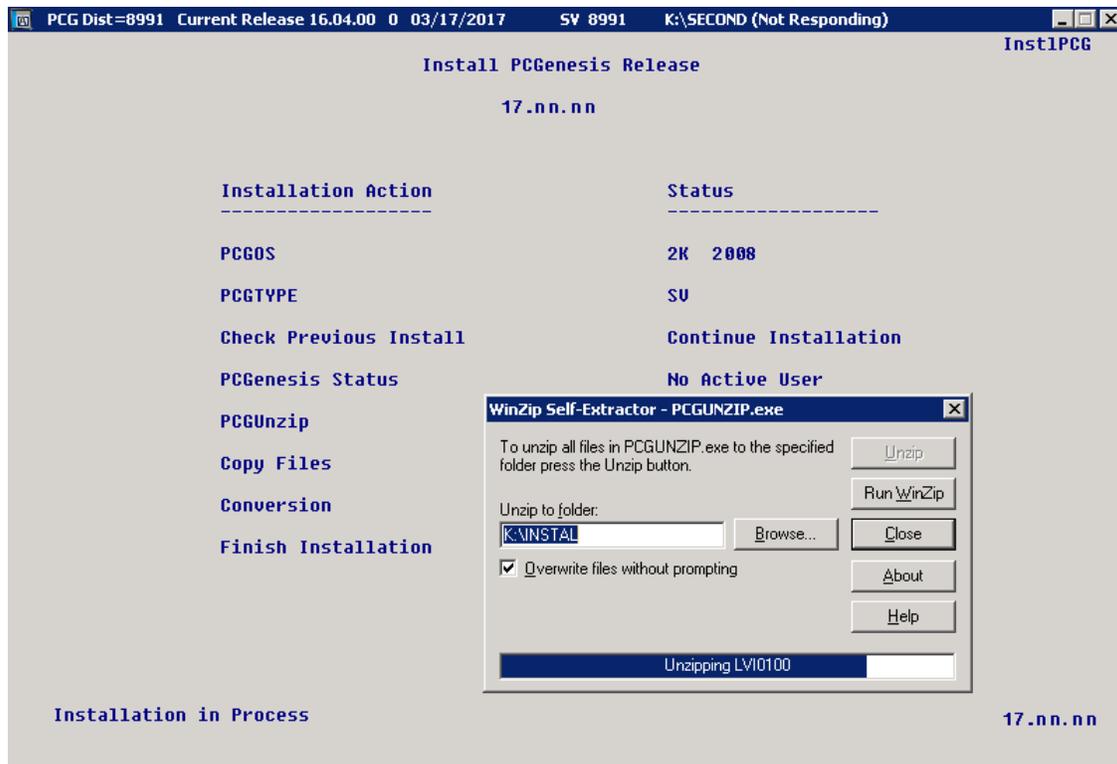
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 17.03.00"**.
5	Proceed to *B2. Install PCGenesis Release 17.03.00.*

B2. Install PCGenesis Release 17.03.00

<u>*FROM THE PCGENESIS SERVER*</u>

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. *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.*
5	Right-click **RELINSTL.BAT** and select ***Run as administrator*** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 17.03.00* successful installations, the following message displays:

```
PCG Dist=8991  Current Release 16.04.00  0  03/17/2017      SV 8991    K:\SECOND                      _ □ X
                                                                                               Inst1PCG
                              Install PCGenesis Release

                                      17.nn.nn


              Installation Action                      Status
              ------------------                       ------------------

              PCGOS                                    2K  2008

              PCGTYPE                                  SV

              Check Previous Install                   Continue Installation

              PCGenesis Status                         No Active User

              PCGUnzip                                 Files Unzipped

              Copy Files                               Files Copied

              Conversion                               Conversion Completed

              Finish Installation                      Installation Successful



        _  Any Key to Continue                                              17.nn.nn
```

Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 17.03.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:
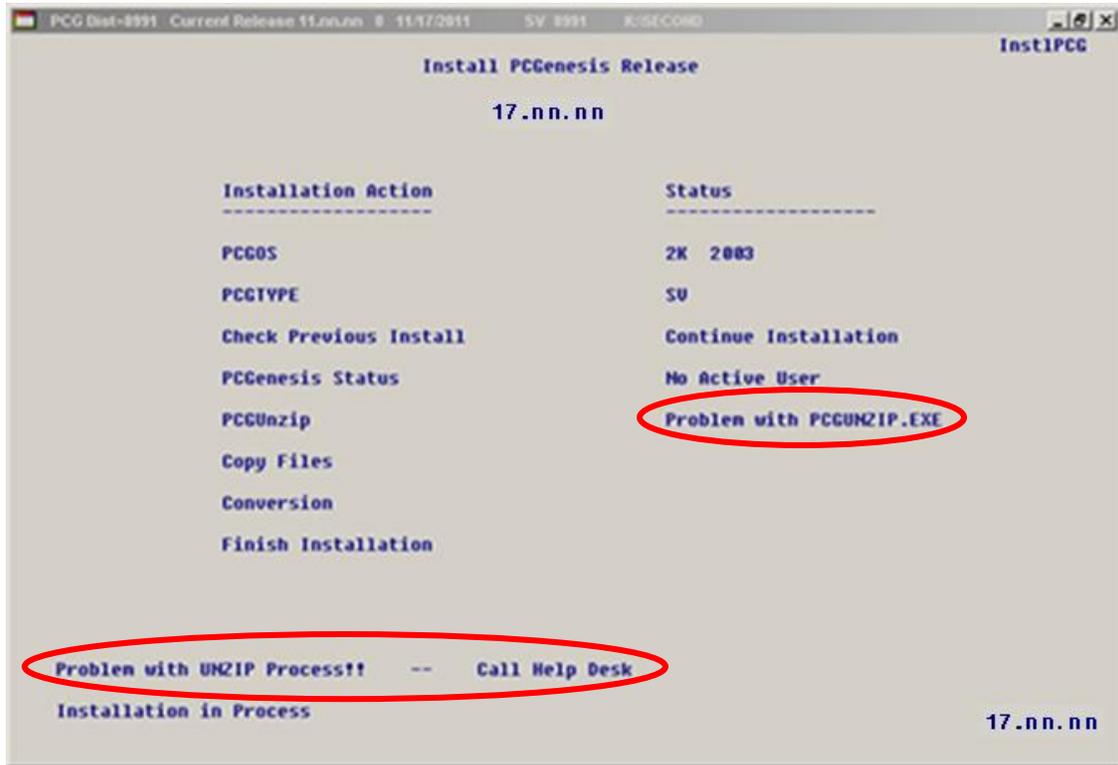
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:
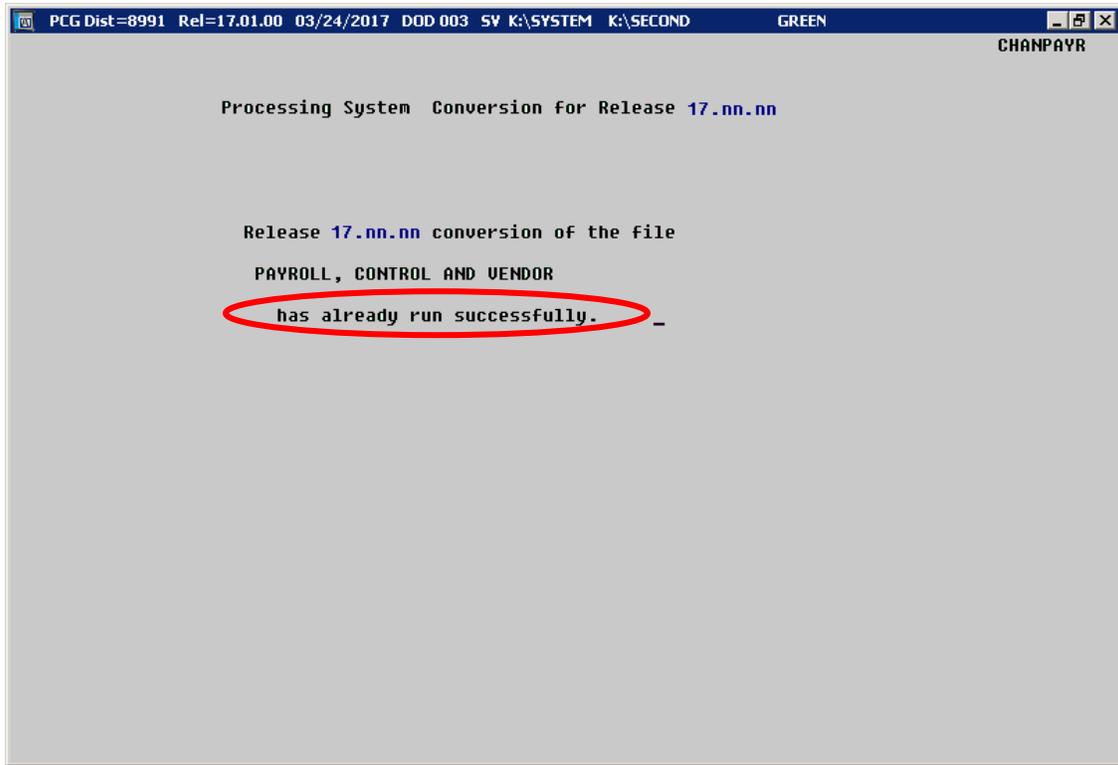
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
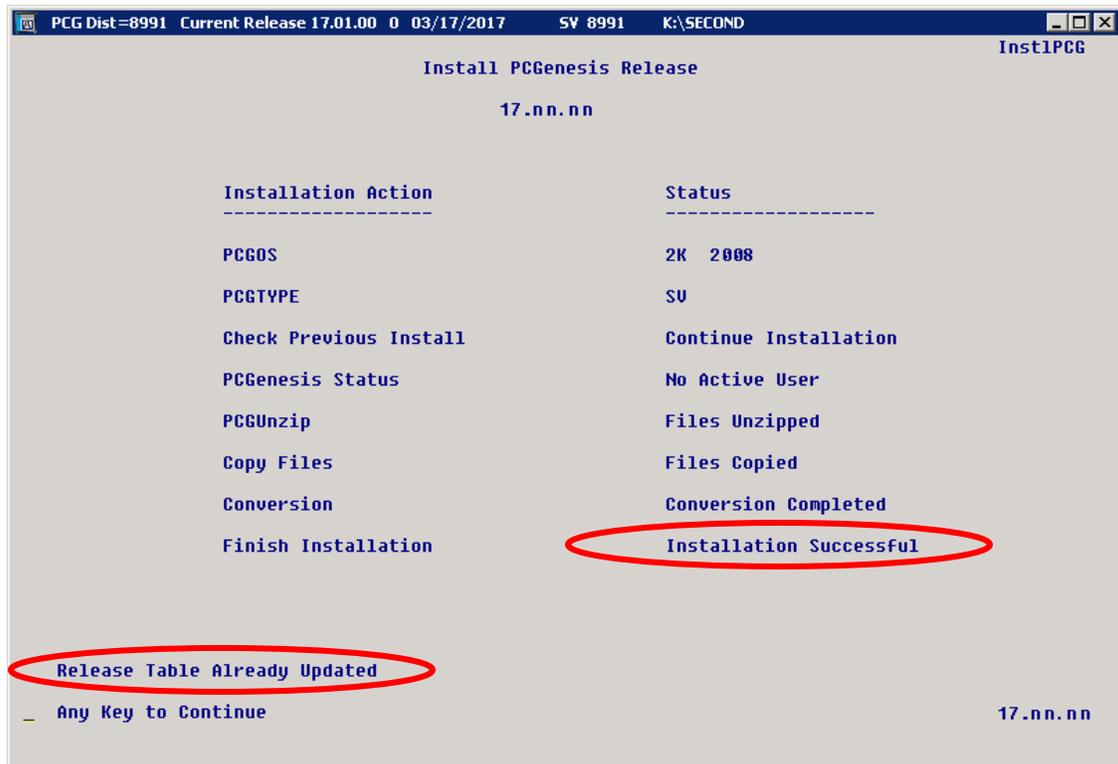
Step	Action
11	Proceed to *B3. Verify Release 17.03.00 Was Successfully Installed.*

B3. Verify Release 17.03.00 Was Successfully Installed

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

The following screen displays:

Step	Action
4	Verify **Release 17.03.00** displays.
	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 17.03.00** *displays.*
	If Release 17.03.00 does not display, contact the Technology Management Customer Support Center *for assistance.*
5	Select **Enter**.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B4. Perform a PCGenesis Full Backup After Release 17.03.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup After Release 17.03.00"**.