Georgia Department of Education

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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 19.02.00 – 2019 Fiscal Year-End Updates and Miscellaneous Changes / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 19.02.00*.

PCGenesis supporting documentation is provided at:

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

June, 2019 Payroll Completion Instructions

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

Please import the FY 2020 CPI Salary Schedule into PCGenesis. The 2020 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please follow the instructions for completing the fiscal year end closing in the order provided.

For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) for ALL Leave Types first, and 2) Run the Advance Leave (F3, F4, F2, F10) second. The Create Original Leave of Absence File (F4, F9, F6) step can be run at any time since the leave data is pulled from the Leave History File.

For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) first in order to capture FY 2019 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) second in order to clear the FY 2019 Fiscal Year leave totals.

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!

Table of Contents

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.

- Extended Support for **SQL Server 2008/2008 R2 ends July 9, 2019**
- 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 19.02.00 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*. 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 19.02.00, the file K:\SECOND\FARDATA**SOURCE** is converted into the *SQL Server* database table *FAR.Revenue_Source*. The **SOURCE** table contains the Revenue Sources for the Financial System.

Also in release 19.02.00, the file K:\SECOND\FARDATA**FACILITY** is converted into the *SQL Server* database table *FAR.Facility*. The **FACILITY** table contains the Facility/Building definitions for the Financial System purchase orders.

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\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB_log.ldf**

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

- K:\PCGSQLdb\MSSQL**11**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQLdb\MSSQL**11**.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.

There are <u>many</u> advantages of using a Relational Database:

1. **Simplicity**
   – The table structure is an intuitive organization familiar to most users.
2. **Concurrency**
   – In modern database management systems, we can <u>concurrently</u> access data without fear of data corruption.
3. **Ease of Data Retrieval**
   – Structured Query Language (**SQL**) is the basis for relational database management systems.
   – SQL comes with a rich query set: functions, filters, 'order by' clauses, and 'select' clauses to name a few.
4. **Indexing**
   – Helps to improve the **speed** of data retrieval operations.

5. **Transaction Processing (ACID)**
   – **Atomicity:** Transactions are posted as **ALL** or **NOTHING.** This prevents partial postings from occurring.
   – **Consistency:** Only valid data can be saved to the database. Edits are defined within the database itself to further ensure that bad data is never written to the files.
   – **Isolation:** Transactions do not affect each other, so that one user does not step on the work of another user.
   – **Durability:** Written or saved data will not be lost once it is committed to the database.

6. **Security**
   – Microsoft SQL Server provides security measures to restrict access when necessary, while having the ability to add multiple users and accounts.
   – Databases come with robust internal security, as we've seen from the *VerraDyne* installation.

7. **Client Supportive**
   – Database data becomes available to use with **Crystal Reports** and other report engines.
   – We can use <u>any programming language</u> to access the *SQL Server* PCGenesis database.
   – Example: The **VerraDyne** software is written in **Visual Basic**, a relatively modern language, but PCGenesis can <u>also</u> update the VerraDyne database using our own **COBOL** code.

8. **Database management tools**
   – Many database management tools are available.
   – **Database backup** is important. It ensures availability of stable database in case data gets corrupted.
   – **<u>Automatic</u> recovery** features that go into effect, without the need for an administrator to intervene.
   – **Database monitoring and security** are built in.

9. **Scalability and Flexibility**
   – The SQL database can continue to grow as your needs grows – up to a massive one terabyte in size.
   – Databases are built so that they can continue to grow with no re-designs required!

10. **Data Analysis**
    – Databases have on-board reporting tools
    – Data can easily transfer into presentation modes or Excel, allowing project managers to quickly compile relevant data points into formats suitable for sharing with clients and partners.

A1.3. Backup of PCGenesis Data

<mark>**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**</mark>.

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** <u>and</u> **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.

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 <u>stop</u> 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 <u>both</u> 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**.
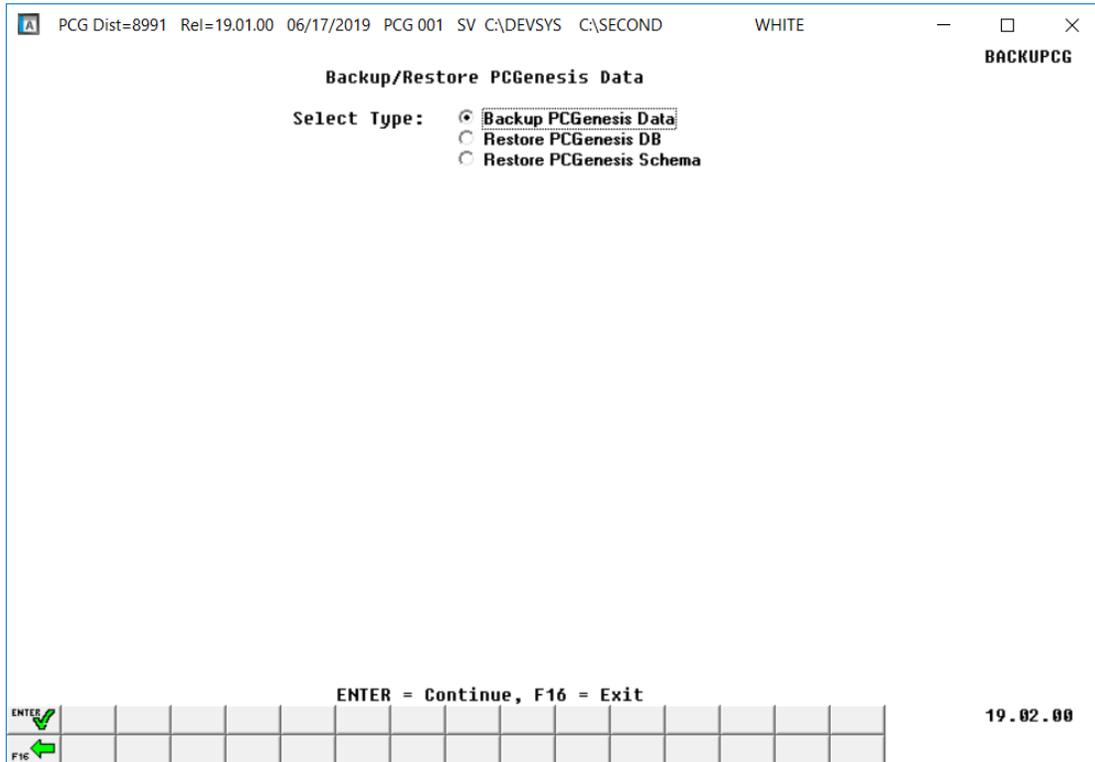
Backup/Restore PCGenesis Data Screen

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.

```
 A  PCG Dist=8991  Rel=19.02.00  06/24/2019  PCG 001  SV C:\DEVSYS  C:\SECOND        WHITE           —    □    ×
                                                                                                       BACKUPCG
                            * * *    W A R N I N G    * * *

                            * * *     B A C K U P     * * *

                  ** This process will backup PCGENESISDB to PCGENESISDBx, where x   **
                  ** is a letter A - K.                                              **
                  **                                                                 **
                  ** K:\PCGSQLdb\MSSQLnn.SQLEXPRESSPCG\MSSQL\Backup\PCGENESISDBx.BAK **
                  **                                                                 **
                  ** This process will also backup SECOND to SECONDx.  Make sure     **
                  ** all users are logged out of the system before proceeding.       **


          A   Enter a letter A thru K





                                ** Press ENTER to Continue **
                                ** Press F16 to Exit **
  ENTER                                                                                    19.02.00
  F16
```

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 <u>NOT</u> restore **K:\SECOND*x*** back to **K:\SECOND**. The **K:\SECOND*x*** directory must be restored <u>manually</u> with the assistance of the Ga DOE help desk. <mark>The restore process cannot be reversed, so extreme caution is warranted.</mark>
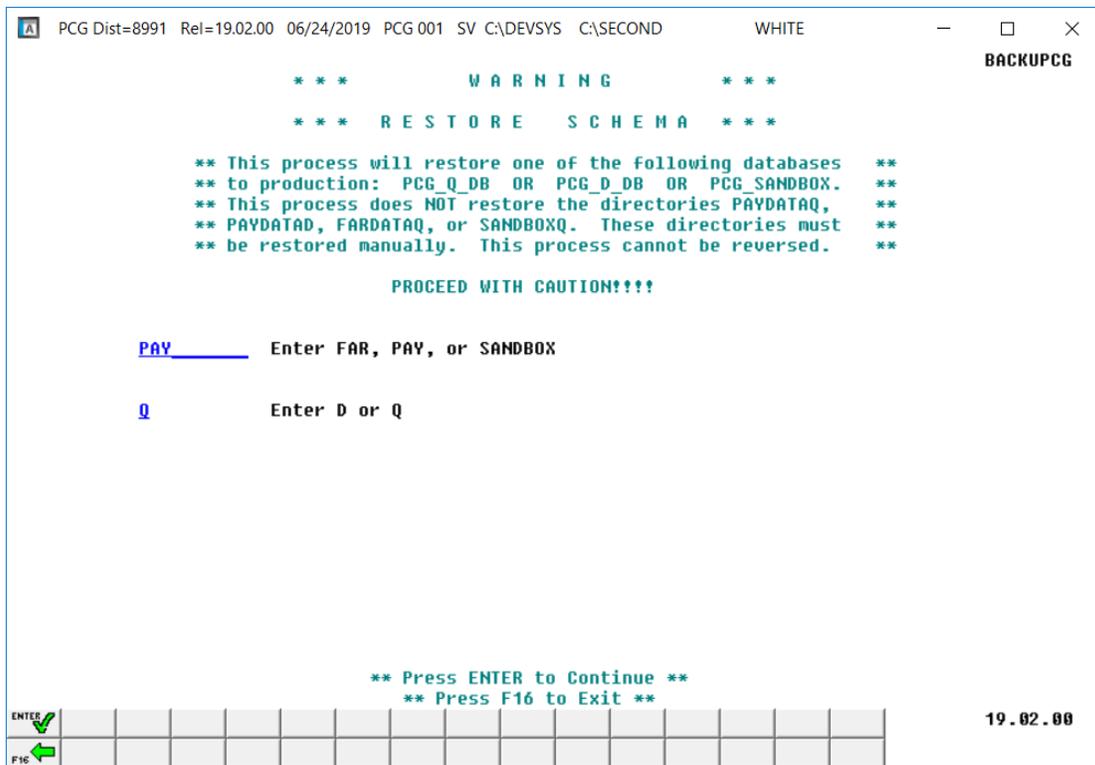

Restore PCGenesis DB Screen

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 <u>NOT</u> 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.==

```
 A   PCG Dist=8991  Rel=19.02.00  06/24/2019  PCG 001  SV C:\DEVSYS  C:\SECOND       WHITE            —   □   ✕
                                                                                                      BACKUPCG

                    * * *        W A R N I N G        * * *

                    * * *   R E S T O R E    S C H E M A   * * *

                ** This process will restore one of the following databases   **
                ** to production:  PCG_Q_DB  OR  PCG_D_DB  OR  PCG_SANDBOX.    **
                ** This process does NOT restore the directories PAYDATAQ,    **
                ** PAYDATAD, FARDATAQ, or SANDBOXQ.  These directories must    **
                ** be restored manually.  This process cannot be reversed.    **

                            PROCEED WITH CAUTION!!!!


          PAY_____    Enter FAR, PAY, or SANDBOX


          Q            Enter D or Q








                         ** Press ENTER to Continue **
                         ** Press F16 to Exit **
  ENTER ✓ |  |  |  |  |  |  |  |  |  |  |  |         19.02.00
  F16  ⬅ |  |  |  |  |  |  |  |  |  |  |  |
```

Restore PCGenesis Schema Screen

A1.5. 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.Facility** *(New with this release)*	The *FAR.Facility* table contains the facility and building records for purchase order processing.
	1.5	**FAR.Revenue_Source** *(New with this release)*	The *FAR.Revenue_Source* table contains the Revenue Source records for the financial system revenue subsystem.
	1.6	**T_lookup.GA_County**	The *T_lookup.GA_County* 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 - *continued*		
3	**PCG_Q_DB** 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	**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.
3.2	**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 updating 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 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** 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).	
	Table Name	**Purpose**
4.1	**PAY.***tablename*	**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. • 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 - *continued*		
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*	**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 *Budget SANDBOX* is created (F5, F1). • 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 *VerraDyne Print Manager* associated tables.	

A1.6. *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.

A2. Payroll System

A2.1. New Teachers Retirement System (TRS) Rates for FY 2020

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2019.

Fiscal Year 2020	
TRS	
Employer Rate:	**21.14%**
Employee Rate:	**6.00%**

This release <u>automatically</u> updates the TRS rates into PCGenesis.

A2.2. New Employees' Retirement System (ERS) Rates for FY 2020

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2019.

Fiscal Year 2020	
Old ERS	
Employer contribution: Pickup:	19.91% 05.00 %
Total Employer Rate:	**24.91%**
Employee Rate:	**1.5%**

Fiscal Year 2020	
New ERS	
Employer Rate:	**24.66%**
Employee Rate:	**1.5%**

This release <u>automatically</u> updates the ERS rates into PCGenesis.

A2.3. Payroll Deduction Reports

A new feature has been added to *Print Deduction Registers & Create Direct Deposit Export File* (F2, F3, F8) which determines how the Social Security Number should be printed on the payroll deduction reports. Now, the payroll administrator can select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the payroll deduction reports. This feature allows sensitive payroll data to be protected.
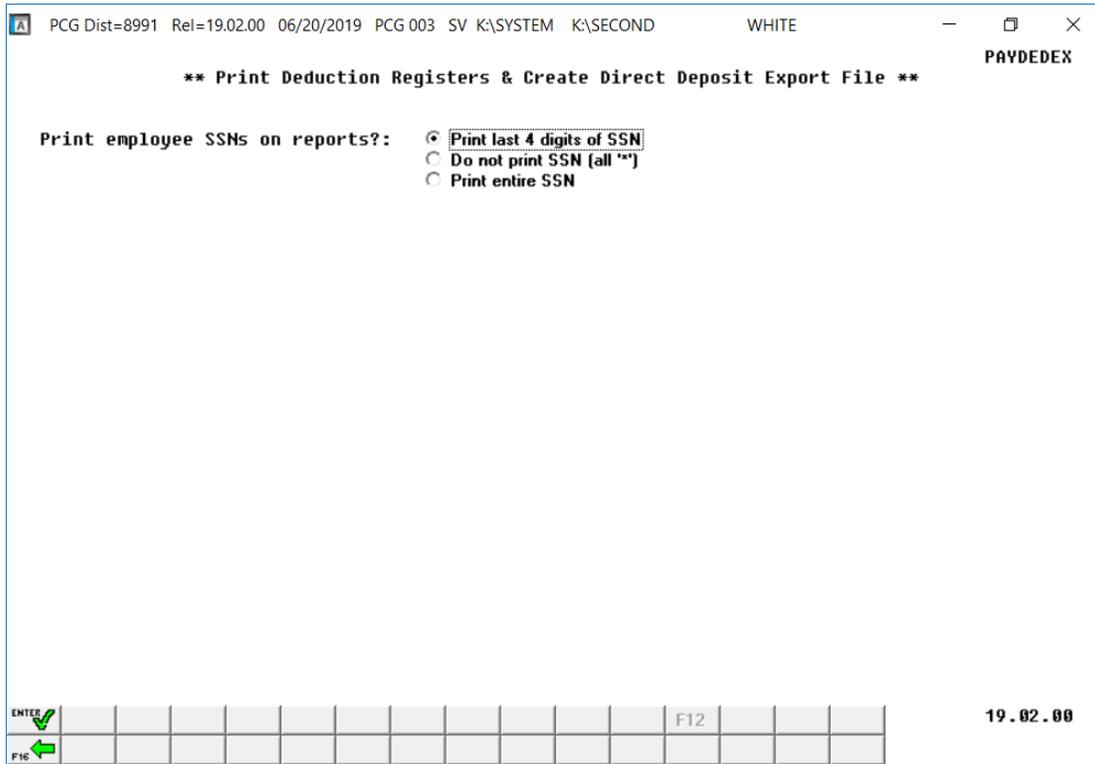
Print Deduction Registers & Create Direct Deposit Export File Screen

A2.4. Enhance Employer Contribution GL Account Distributions for Deductions

A new feature has been added to facilitate distributing the employer contribution of certain deductions to GL accounts (F2, F9, F5). The **Employer Indicator '1' or '2' Process Types** fields allow the payroll administrator to specify which gross earnings to use in the employer account distribution when the **Employer Contribution Indicator** is '**1**' (Fixed amount) or '**2**' (% of gross). The **Process Types** are used only with **Employer Indicator** '1' or '2'.

When the **Process Types** are used in conjunction with **Employer Indicator** '1', the payroll administrator can specify how the employer fixed contribution amount should be distributed to the general ledger accounts. This is useful when certain GL accounts should be excluded from the general ledger account distribution. For example, earnings entered under a **Process Type** code of '**A**' (Daily/Hourly Adjustment no Pension) can be excluded from the GL account distribution by entering '**N**' for the field, when the **Employer Indicator** is '1'.

Deduction File Maintenance

If an employee is enrolled in the deduction but is not being paid using one of the **Process Type** codes defined for the deduction, a fatal error will occur on the *Payroll Exceptions Register* indicating that the employer contribution for the deduction can't be distributed.


When the **Process Types** are used in conjunction with **Employer Indicator** '2', the payroll administrator can specify which gross data earnings will be subject to the employer contribution calculation. This is useful when certain earnings should be excluded from the employer contribution calculation. For example, now earnings entered under a **Process Type** code of '**A**' (Daily/Hourly Adjustment no Pension) can be excluded from the gross wages used to calculate an employer disability contribution by entering '**N**' for the field, for **Employer Indicator** '2'.

The **Process Types** are <u>not</u> used with **Employer Indicator** '0' or '3'.

A2.5. Employee Selection Filter on the PAYFIND Screen

An enhancement has been made to the *Set Employee Selection Filter* (F10 ▼) on the *PAYFIND* screen in payroll. Now, the *Set Employee Selection Filter* screen gives a drop-down box for every occurrence of payroll class code, work location code, and job code fields. Before, only the first input field for each category offered a drop-down box. This enhancement facilitates locating payroll codes when filtering employee data.
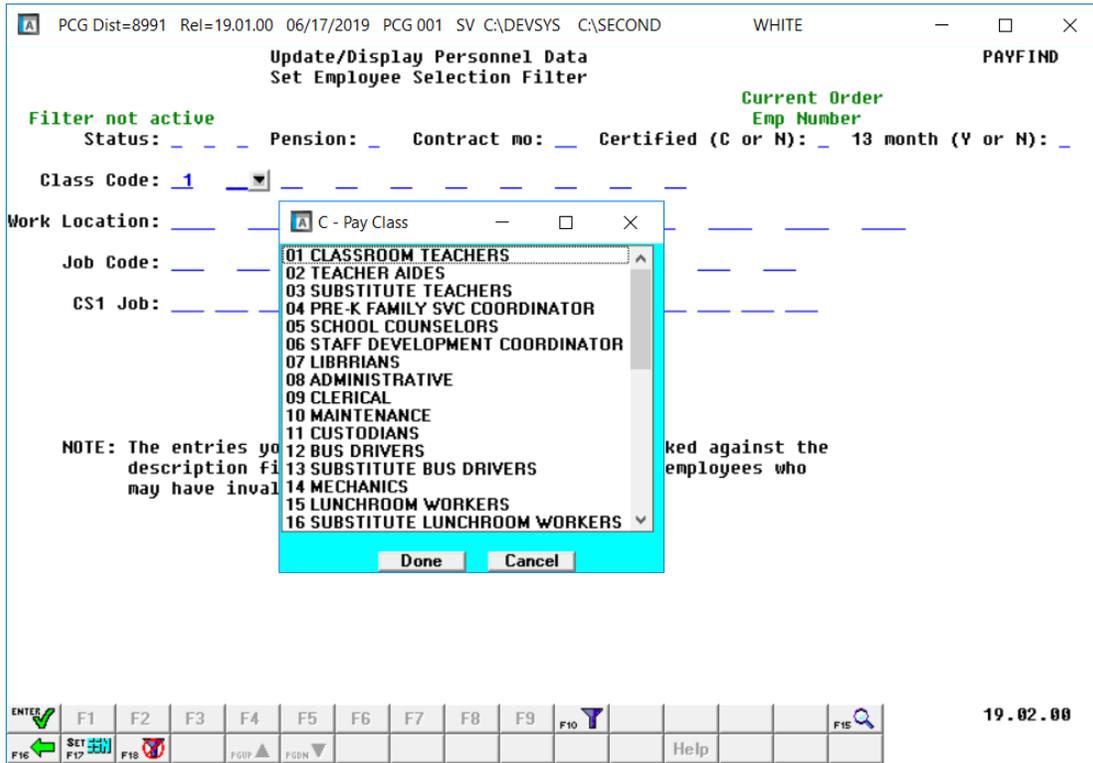
PAYFIND – Set Employee Selection Filter Drop-Down Box

A3. Financial Accounting and Reporting (FAR) System

A3.1. SOURCE File Converted to Database Table

Release 19.02.00 converts the VISION indexed file *K:\SECOND\FARDATA\SOURCE* into a PCGenesis database table called **FAR.Revenue_Source.**

The **FAR.Revenue_Source** database table stores the revenue source codes for the *Financial Accounting and Reporting System*. The following modules utilize the **FAR.Revenue_Source** table:

- *All functions on the Source Master Menu* (F1, F15)
- *All functions on the Accounts Receivable Processing Menu* (F1, F6)
- *All functions on the Receipt Processing Menu* (F1, F7)
- *Receipts for Any Period Reports* (F1, F9, F1, F2)
- *Bank File Maintenance* (F1, F8, F9, F1)
- *Display/Update System Control Data* (F1, F13, F12)
- *Journal Entry* (F1, F11, F5)
- *DOAA Transparency in Government Export File* (F1, F9, F31)
- *Revenue Master – Account Activity Detail List (*F1, F9, F3, F8)

A3.2. FACILITY File Converted to Database Table

Release 19.02.00 converts the VISION indexed file *K:\SECOND\FARDATA\FACILITY* into a PCGenesis database table called **FAR.Facility.**

The **FAR.Facility** table stores the facility/building codes required for purchase order entry in the *Financial Accounting and Reporting System*. The following modules utilize the **FAR.Facility** table:

- *Facility/Building File Maintenance* (F1, F2, F13, F1)
- *Print Facility Building Record* (F1, F2, F13, F5)
- *Purchase Order Inquiry* (F1, F2, F1)
- *Enter Purchase Orders* (F1, F2, F2)
- *Close/Cancel Purchase Order* (F1, F2, F3)
- *Print Purchase Orders* (F1, F2, F5)

A3.3. Print Claim Labels

The *Print Claim Labels* menu option (F1, F4, F5, F9) was removed in release 19.01.00. This function has been added back to the *Vendor Check Menu* in this release.

A3.4. Journal Entry – Reversing a Journal

A problem has been corrected in the *Journal Entry* program (F1, F11, F5). An error to a date-checking routine was introduced in release 19.01.00. The problem sometimes caused an invalid error message when reversing a journal entry. This problem has been corrected.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Upload the 2020 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2020*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

A4.2. Expand Number of CPI Assignments

An enhancement has been made to the *Certificate File - Assignments* screen (Cert) accessed from CPI *Display/Update Individual Employee Information* screen (F4, F1). The number of CPI assignments that can be defined for each employee has been increased from 6 assignments to 15 assignments. The assignment detail for each assignment can be accessed by using the F-key button next to the desired assignment.

Certificate File – Assignment Summary Screen

A5. PCGenesis Budget System

A5.1. Create Budget SANDBOX Report

A new report option has been added to the *Create Budget SANDBOX* menu item (F5, F1). The *Create Budget SANDBOX Report* is produced during the *Create Budget* process. The report documents how gross data salary amounts are computed when creating the budget *SANDBOX* payroll file, and facilitates understanding how the system calculates the new salaries. Before, the *Create Budget SANDBOX Report* always printed in order by **Employee ID**. Now, the payroll administrator has the option to print the report either by **Employee ID** or by **Employee Name**. This will facilitate looking up employee information in the report.

```
 A   PCG Dist=8991  Rel=19.01.00  06/20/2019  PCG 003  SV  C:\DEVSYS  C:\SECOND        WHITE          —    □    ×
                                  Create Budget Sandbox                                         BUDDATE


     Type S lines (CPI Salary schedule):
            Enter year for salary schedule:                2019   (CCYY)
            Increase local and state years?                Y      (Y or N)
            Number of work days for certified employees:   190


     Type T lines (Local CPI salary schedule):
            Enter year for salary schedule:                2019   (CCYY)
            Number of work days for certified employees:   190


     Type U lines (User-defined salary schedule):
            Enter year for salary schedule:                2019   (CCYY)


     Type N lines (No salary schedule):
            Salary lines (S, B, Y, Q):  Annual amt change _____0.00_  – or –  Percentage change  0.0500_

            Hourly lines (D, H, A, X, P):   Amount change _____0.50_  – or –  Percentage change  0.0000_


     Type L lines (Local supplement/extra salary):
            Salary lines (S, B, Y, Q):  Annual amt change _____0.00_  – or –  Percentage change  0.0500_

            Hourly lines (D, H, A, X, P):   Amount change _____0.50_  – or –  Percentage change  0.0000_

     Sort report by:   ○ Employee name
                       ● Employee ID

       ENTER = Continue,  F16 = Exit                                                        19.02.00
```

Create Budget SANDBOX

Section B: Installation Instructions for Release 19.02.00 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 19.02.00"**.
    - 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	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. If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup"*, close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
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 19.02.00"**.
5	<mark>**SQLEXPRESSPCG must be running before starting the release installation.**</mark> If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation. If you run a full backup prior to installing the release and *SQL Server* has been stopped, the following commands can be executed to restart **SQLEXPRESSPCG**. • 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**
6	Proceed to *B2. Verify Windows Security Group GENUSERS*.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 19.02.00 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-dticket 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 19.02.00

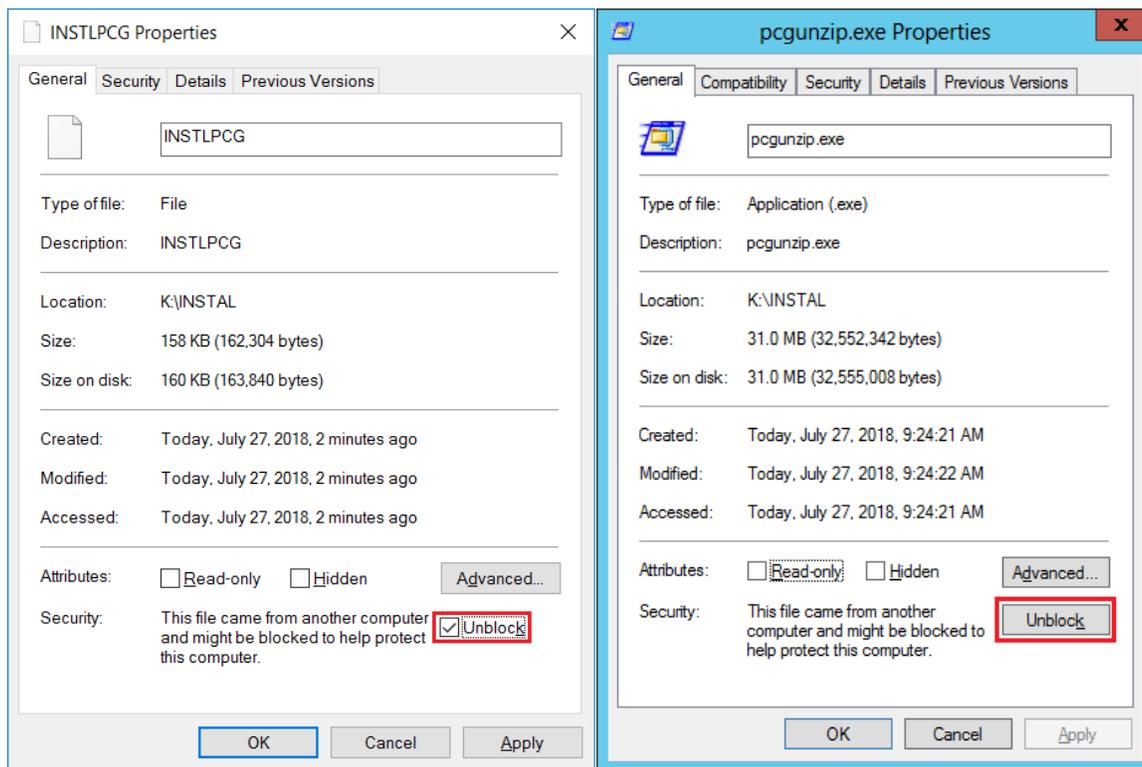## FROM THE PCGENESIS SERVER

Important Note

The person installing the PCGenesis release must be a member of the <u>system administrator security group</u> on the PCGENESIS server!
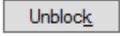
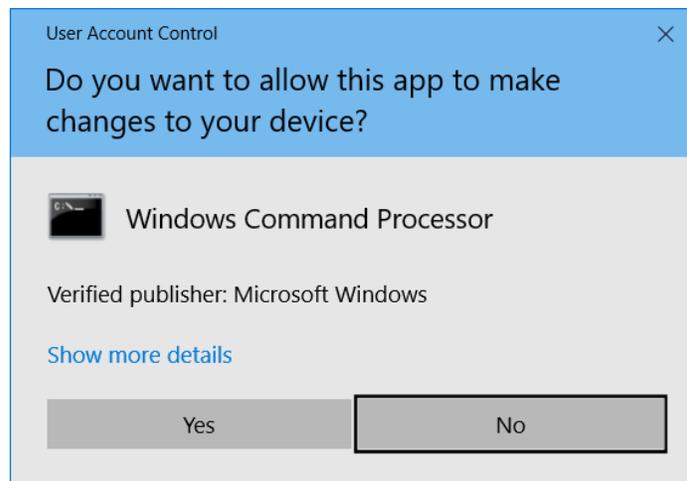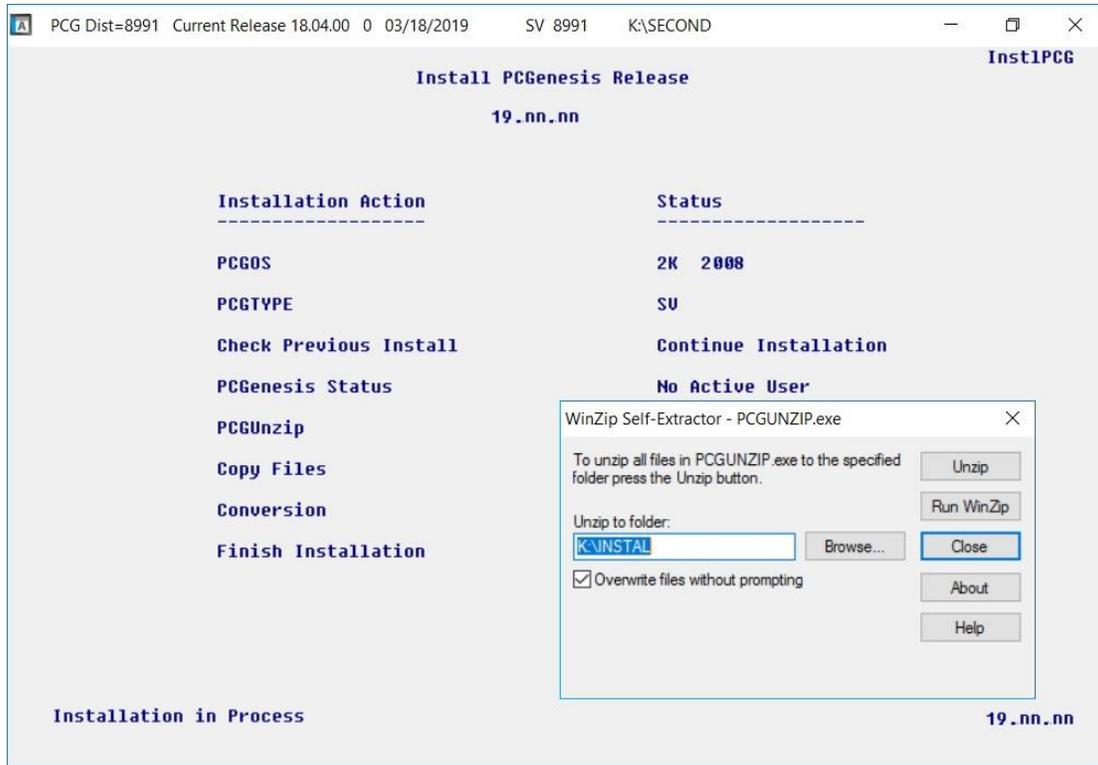| Step	Action
1	<u>**NOTE:**</u> The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the *PCGenesisDB* database components contained in this release.
2	**SQLEXPRESSPCG must be running before starting the release installation.** If *SQL Server* is not running, the **PCGenesisDB** 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. *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.*
7	***** ALERT ***** 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. 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! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

After right-clicking on each file, select the '*Properties*' option:
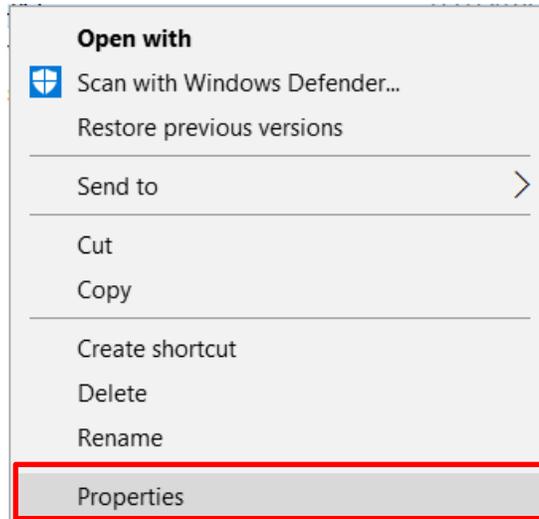
Depending on the version of the Windows operating system, the following screen displays:

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

User Account Control ✕

Do you want to allow this app to make changes to your device?

Windows Command Processor

Verified publisher: Microsoft Windows

Show more details

| Yes | No |

A screen will display showing the progress of the installation:

For PCGenesis *Release 19.02.00* successful installations, the following message displays:
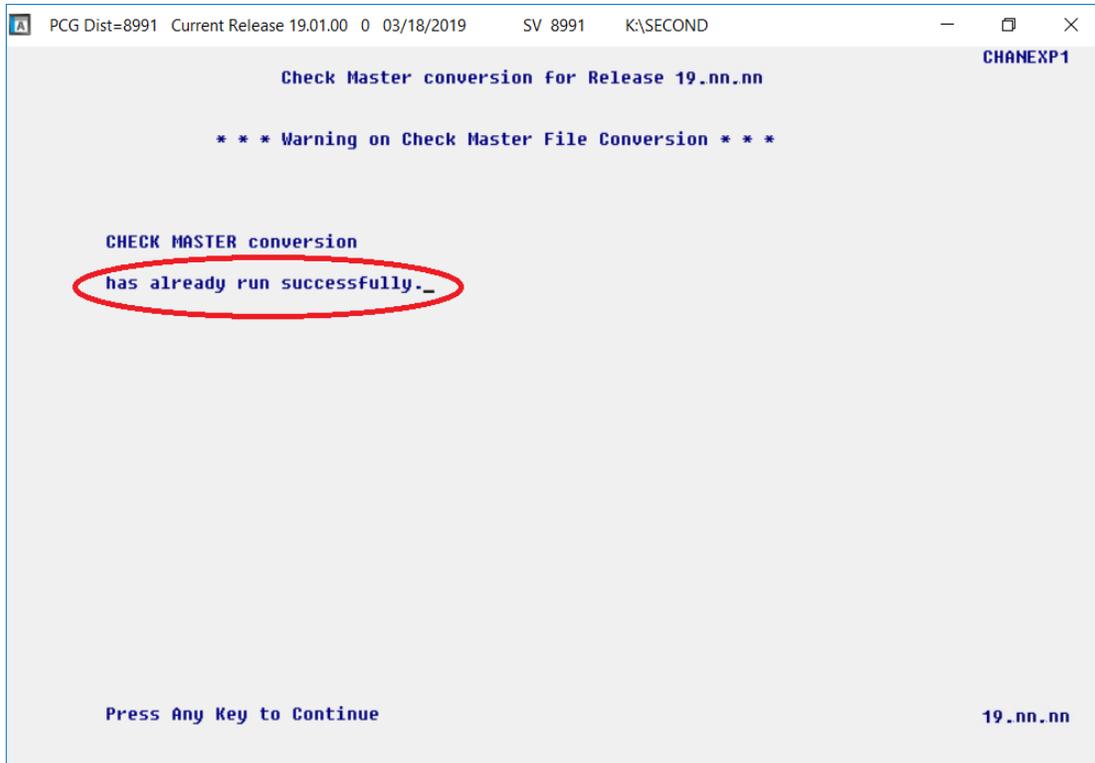
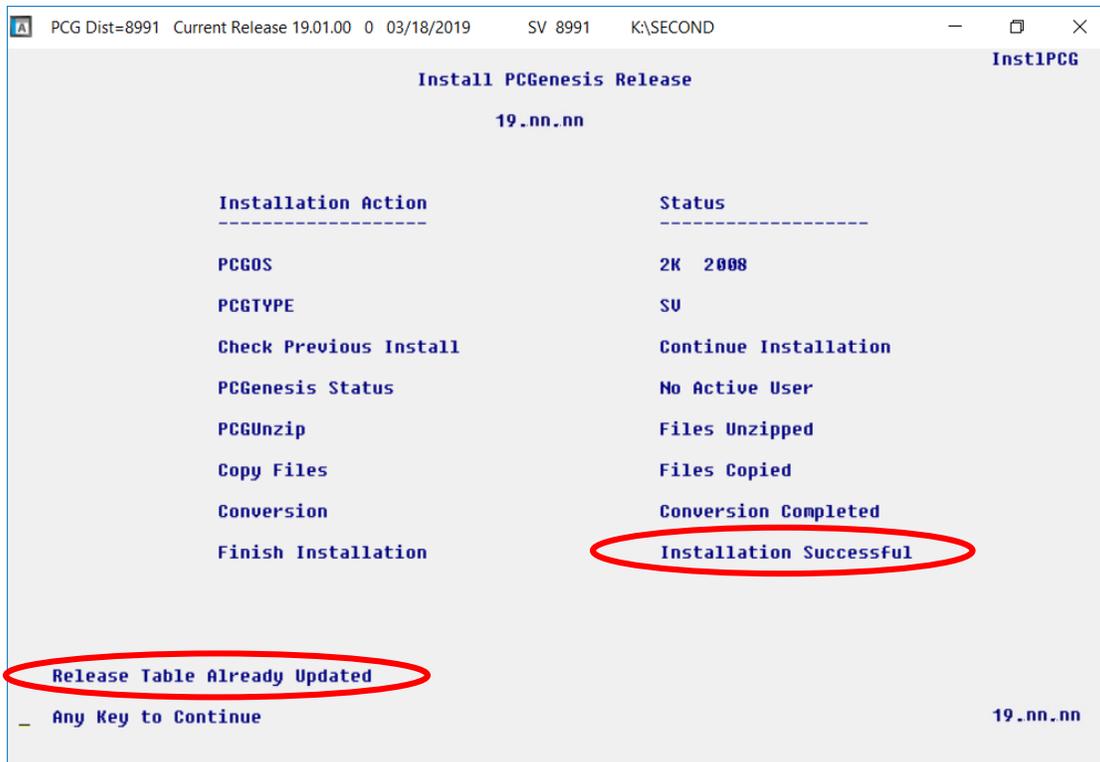| Step	Action
11	Select **Enter** to close the window.
12	**If the installation was successful:** Proceed to *B4. Verify Release 19.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 13.*

A problem message displays if an error occurred:

```
PCG Dist=8991  Current Release 19.01.00  0  03/18/2019    SV  8991    K:\SECOND          —   □   ✕
                                                                                    InstlPCG
                              Install PCGenesis Release

                                     19.nn.nn


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

             PCGOS                                 2K  2008

             PCGTYPE                               SV

             Check Previous Install                Continue Installation

             PCGenesis Status                      No Active User

             PCGUnzip                              Problem with PCGUNZIP.EXE

             Copy Files

             Conversion

             Finish Installation




      Problem with UNZIP Process!!    --    Call Help Desk
 _    F16 = Exit                                                          19.nn.nn
```

Step	Action
13	Select **F16** to close the window.
14	Return to the *MyGaDOE* Web portal, and detach the files again.
15	*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
16	Proceed to *B4. Verify Release 19.02.00 Was Successfully Installed.*

B4. Verify Release 19.02.00 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 19.02.00** 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 19.02.00** displays.* *If Release 19.02.00 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select **ENTER** (**Enter**).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 19.02.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	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. If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup",* close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
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 19.02.00"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting <u>at least two minutes</u>, restart the **VQueueService** in (**View local services**).