

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

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

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

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

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 23.04.00 – Calendar Year 2023 Year-End Closing Procedures /
Miscellaneous Updates / Installation Instructions

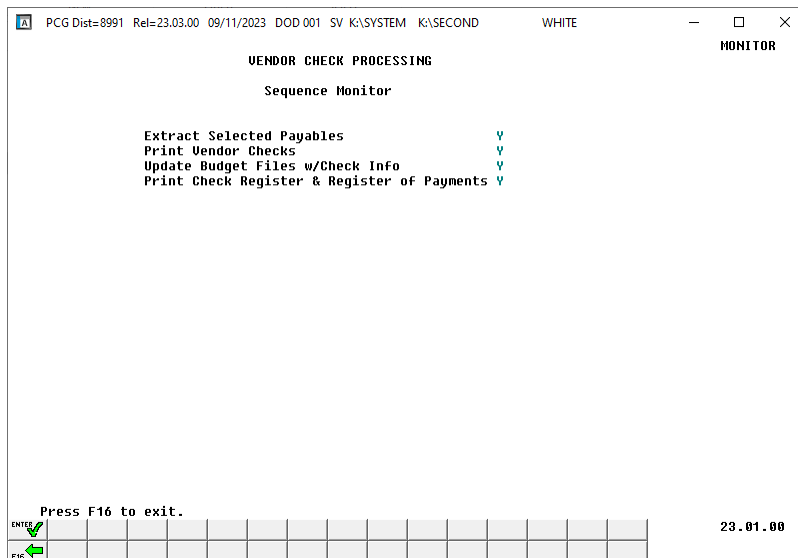
This document contains the PCGenesis software release overview and installation instructions for *Release 23.04.00*.

PCGenesis supporting documentation is provided at:

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

December 2023 Vendor Check Run Completion Instructions

Install this release after completing any vendor check runs. The Vendor Check Monitor must display all 'Y' entries, as shown below.



December 2023 Payroll Completion Instructions

Install this release after completing the December 2023 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2024 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!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Conversion of Payroll Supporting Files to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 23.04.00 continues the conversion of PCGenesis Vision data into *SQL Server* database tables. The migration of PCGenesis to a *SQL Server* database platform 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). Relational databases are faster, more efficient, and more powerful than VISION files. The database name is **PCGenesisDB**.

In release 23.04.00, the following 2 files associated with the financial system are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
FARDATA\SEQ3	FAR.Expense_SEQ3 FAR.Expense_SEQ3_Distribution	Extracted claims intermediate temporary <i>Vendor Check Run</i> file
MENU\MENU	MENU.MenuParameters_Header MENU.MenuParameters_Detail	PCGenesis MENU parameters

Converting PCGenesis into 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 and ongoing maintenance will always be addressed even during the conversion process.

The PCGenesis database is in the following location for **Windows Server 2012, 2016, 2019 or 2022**:

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

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

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

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

A1.2. MENU File Converted to Database Table

The VISION indexed file K:\SYSTEM\MENU\MENU is converted into the *SQL Server* database tables *MENU.MenuParameters_Header* and *MENU.MenuParameters_Detail*. These tables store data required for displaying menus within the PCGenesis system.

A1.3. Load-Log and Transaction-Gatekeeper Reporting

Two new features have been added to the *System Utilities Menu* in PCGenesis, *Schema Backup Report Logs* (F30, F12) and *PCGenesis Transaction Log Reports* (F30, F13). The *Schema Backup Log Report* is useful in determining the correct restore point for FARDATAQ, PAYDATAQ, PAYDATAD, or SANDBOXQ, when a system issue has occurred. The report lists the date and time the restore point was created, the schema name, the completion status, a comment, and the user id of the person who created the restore point. The report allows selection by schema type, database type, user id and/or by date range.

```
PCG Dist=8991 Rel=23.04.00 12/05/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE LDLOGRPT
*** SCHEMA BACKUP LOG REPORTS ***
Enter Schema :          PAY      ('PAY' or 'FAR' or 'SAND')
Enter DataBase :        Q        (D = PCG_D_DB)
                               (Q = PCG_Q_DB)
Enter User to be Printed : _____
Enter Date Range to be Printed. (MMDDCCYY) : _____ thru _____

** Press ENTER to Continue **

ENTER  ✓
F13    ←
23.04.00
```

REPORT DATE	12/05/2023 15:29:00	SCHEMA BACKUP LOG REPORT				PAGE	1
--ID--	-----DATE-TIME-----	--SCHEMA--	--STATUS--	-----COMMENT-----	-----REASON-----	---USER---	
0009	2021-10-15 12:30:33.000	FAR CH05P5	- Successful	42 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	DOE	
0008	2021-03-22 17:59:02.000	FAR CH05P5	- Successful	30 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	KTM	
0007	2021-03-20 18:16:25.000	FAR CH05P5	- Successful	30 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	KTM	
0006	2021-03-16 14:35:22.000	FAR CH05P5	- Successful	30 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	DOCHALA	
0005	2021-03-16 14:34:47.000	FAR CH05P5	- Successful	30 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	DOCHALA	
0001	2020-03-26 14:30:20.000	FAR CH05P5	- Successful	13 tables loaded	Backup FARDATAQ Just Before Updating Budget Files	KTM	
*** TOTAL RECORDS SELECTED: 00006							

Example of the Schema Backup Log Report

The *Transaction Payroll Gatekeeper Log Report* and the *Transaction Financial Gatekeeper Log Report* are useful in reporting on system transactions in PCGenesis. The report lists the starting and ending dates and times of the transaction, the user id of the person who executed the transaction, the transaction description, and if the transaction completed successfully. For the *Transaction Payroll Gatekeeper Log Report*, the employee number targeted by the transaction is also printed, if applicable. When the transaction is for a batch process that affects many employees, the employee number displays zeroes. The report allows selection by report type, PCGenesis user id, beginning and ending date ranges, and employee number.

PCG Dist=8991 Rel=23.04.00 12/05/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE TRGTRPT

* * * TRANSACTION GATEKEEPER LOG REPORTING * * *

Select ('X') Report To Print

Transaction Financial Gatekeeper Log Report

Transaction Payroll Gatekeeper Log Report

Enter Report Constraints

Enter 3-character PCG User ID or Spaces for all Users: _____

Enter Date Range or Spaces for all Dates (MM/DD/CCYY): _____ thru _____

Enter Employee Number or Space for all Employees: _____ (Tran Pay Gatekeeper Log Rept only)

** Press ENTER to Continue **

23.04.00

REPORT DATE	12/05/2023 15:26:00		TRANSACTION PAYROLL GATEKEEPER LOG REPORT				PAGE	1
-ID-	START-DATE-TIME	END-DATE-TIME	USER	EMPNO	PROCESS	DESCRIPTION		
8946	2023-12-05 15:08:33.932	2023-12-05 15:08:34.045	DOD	86277	PAY08_Withholding_Update	86277	Completed Successfully.	
8945	2023-12-05 08:19:10.715	2023-12-05 08:19:10.794	DOE	55599	PAY07_Gross_Data_Update	55599	Completed Successfully.	
8944	2023-12-05 08:17:31.523	2023-12-05 08:17:32.823	DOE	55599	PAY01_Add_New_Employee	55599	Completed Successfully.	
8943	2023-12-04 14:04:22.498	2023-12-04 14:04:22.498	DOE	00000	PAYPI150_Create_Multi_Emplo		Completed Successfully.	
8942	2023-10-11 13:15:40.936	2023-10-11 13:15:40.936	DOE	87791	LVI0100_Input_Enhanced_Lv	87791	Completed Successfully.	
8941	2023-10-11 13:11:25.328	2023-10-11 13:11:25.703	DOE	86277	LVI0100_Input_Enhanced_Lv	86277	Completed Successfully.	
8940	2023-10-10 15:36:21.293	2023-10-10 15:36:21.989	DOE	86277	PAY07_Gross_Data_Update	86277	Completed Successfully.	
8939	2023-08-11 09:47:28.753	2023-08-11 09:47:29.753	XXX	15190	LVH0100_LVUPLUG_Lv_Bal_Adj	15190	Completed Successfully.	
8938	2023-08-10 16:27:07.444	2023-08-10 16:27:07.491	XXX	02580	PAY07_Gross_Data_Update	2580	Completed Successfully.	
8937	2023-08-10 16:26:18.359	2023-08-10 16:26:18.437	XXX	02580	PAY07_Gross_Data_Update	2580	Completed Successfully.	
8936	2023-08-10 16:26:03.451	2023-08-10 16:26:07.201	XXX	02580	PAY02_Personnel_Update	2580	Completed Successfully.	
8935	2023-08-10 16:19:27.055	2023-08-10 16:19:27.165	XXX	02580	PAY08_Withholding_Update	2580	Completed Successfully.	
8934	2023-08-10 16:19:13.857	2023-08-10 16:19:13.966	XXX	02580	PAY08_Withholding_Update	2580	Completed Successfully.	
8933	2023-08-10 16:19:08.896	2023-08-10 16:19:09.023	XXX	02580	PAY08_Withholding_Update	2580	Completed Successfully.	
8932	2023-08-10 16:18:11.694	2023-08-10 16:18:11.726	XXX	02580	PAY08_Withholding_Update	2580	Completed Successfully.	
8931	2023-08-10 16:17:06.068	2023-08-10 16:17:06.193	XXX	02580	PAY02_Personnel_Update	2580	Completed Successfully.	
8930	2023-08-10 16:16:48.441	2023-08-10 16:16:48.738	XXX	02580	PAY02_Personnel_Update	2580	Completed Successfully.	
8929	2023-08-10 16:13:06.762	2023-08-10 16:13:06.794	XXX	58190	PAY08_Withholding_Update	58190	Completed Successfully.	

Example of the Transaction Payroll Gatekeeper Log Report

A1.4. Financial Archive Functions

A problem has been fixed with the *Receipt File (RECEIPT)* and *Receivable File (RECEIVE)* archive function (F1, F13, F19) and the *AP Archive (EXPENSE, PO, POPRINT, CHEKMSTR, WXFER, JE)* archive function (F1, F13, F20). Before the SQL Server blocked access to the procedure ‘*sys.xp_cmdshell*’ because the system default is to have the component turned off. This caused the archive function to not process. Now, the archive function will temporarily turn on access to ‘*sys.xp_cmdshell*’ so that the archive can process successfully, and will automatically turn off access after the procedure is completed.

A2. Payroll System

A2.1. 2024 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2024. The FICA wage limit has increased to \$168,600 for 2024. This release automatically updates the PCGenesis FICA tables.

The Federal withholding tax parameters and wage brackets have been updated for calendar year 2024. The **Federal Exemption Amount** remains the same at \$4,300. The **2020 W-4 Married Exemption Amount** remains the same at \$12,900. The **2020 W-4 Married Single Amount** remains the same at \$8,600. This release automatically updates the 2024 Federal withholding tax tables into PCGenesis.

Refer to ***Appendix D: Reprint of IRS Publication 15-T for 2024*** in this document for additional information on Federal tax withholding formulas and tables.

A2.2. 2024 Georgia Income Tax Withholding Updates

The Georgia withholding formula and withholding tax parameters have been updated for calendar year 2024. On April 26, 2022, Georgia Governor Brian Kemp signed into law HB 1437, which replaces the current graduated personal income tax with a flat rate of 5.49% effective January 1, 2024, with gradual reductions each year until the flat rate reaches 4.99%, effective January 1, 2029. The new withholding formula provides an annual **Standard Deduction** of \$24,000 for Married Filing Joint, and \$12,000 for Single, Head of Household, and Married Filing Separate. The Georgia annual **Dependent Allowance** is \$3,000 per dependent claimed. The new formula does not use a **Marital Allowance**; even though this field is still available on the employees' *Update/Display Withholding Data* screen, the Marital Allowance value will be ignored. This release automatically updates the 2024 Georgia withholding tax tables into PCGenesis.

Refer to the *State of Georgia Department of Revenue, 2024 Employer's Withholding Tax Guide* for additional information on Georgia tax withholding formulas and tables.

A2.3. New Georgia Health Insurance (GHI) Rate for Non-Certified Employees for January 2024 Payroll

The Board of Community Health approved the employer contribution rate increase from \$945.00 to **\$1195.00** for each enrolled employee in the Non-Certificated Plan. The new rate goes into effect for January 2024 payroll. This release automatically updates the PCGenesis GHI tables.

A2.4. Allow Earnings History Transfer of Other Employer Deductions

An enhancement has been made to the *Earnings History Transfer* process (F2, F10, F2). Up to 10 slots are now available on the *Earnings History Transfer* screen for benefits paid by the employer. Today, if the employer contributes to deductions or annuities, and an earnings history transfer is processed to another general ledger account, general ledger journal entries must be created to transfer the small amounts associated with employer benefits. With this enhancement, the employer will be able to transfer these employer deduction amounts on the *Earnings History Transfer* screen, as shown below.

Transfer of Payroll Expenditure										EARNINGS		
Employee: 87608 - LISTON, ZASHARIAH												
Pay Date:		6/30/2023		Transfer Date:		6/30/2023		Transfer:		1529.08 Dollars		
Yr Fnd F Prgm Fct Objct Fcty B Addt'l												
From: 23 100 0 1320 2700 18000 8012 1 000000										Original gross:		1529.08
To: 23 404 0 2824 1000 11000 8014 0 000000												
OASDI Amt		Employee:		89.43		Objct:		22000		Employer's: .0620 <u>89.43</u>		
HI Amt		Employee:		20.92		Objct:		22000		Employer's: .0145 <u>20.92</u>		
		No Pension:		.00		Objct:		00000		Employer's: .0000 <u>.00</u>		
Orig GHI % Distribution:		1.0000				Objct:		21000		Employer's: 945.00 <u>945.00</u>		
New GHI % Distribution:		1.0000				Objct:		21000		Employer's: 945.00 <u>945.00</u>		
Ded / Ann		Desc		Ded Amt/Percent		Object		Actual Emplr Amt		Transfer Amt		
01 10		VALEMP25		25.00000		29500		25.00000		<u>18.17</u>		
50 00		I-UNDR 000413		16.38000		29100		16.38000		<u>16.38</u>		
59 00		VENDOR 000174		4.81000		29200		4.81000		<u>4.81</u>		
NOTE: If necessary, modify the employer's benefit amounts for transfer.												
* Adjust Employer's Amount, if Necessary *												
ENTER										23.04.00		
F1 ← F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15												
F16 ← F17 F18 Help												

Earnings History Transfer Screen - Example

Release 23.04.00 – Calendar Year 2023 Year-End Closing Procedures Miscellaneous Changes / Installation Instructions

REPORT DATE: 12/07/2023		EMPLOYEE EARNINGS HISTORY TRANSFER AUDIT TRAIL		PAGE 1	
REPORT TIME: 12:20:27				PROGRAM: EARNINGS	
87608	LISTON, ZASHARIAH	CHECK DATE: 06/30/2023	TRANSACTION DATE: 06/30/2023		
BUDGET ACCOUNT		BUDGET AMOUNT	DESCRIPTION		
23-100-0-1320-2700-18000-8012-1-000000		-1529.08	FROM GROSS		
23-404-0-2824-1000-11000-8014-0-000000		1529.08	TO GROSS		
23-100-0-1320-2700-22000-8012-1-000000		-110.35	FROM EMPLR FICA		
23-404-0-2824-1000-22000-8014-0-000000		110.35	TO EMPLR FICA		
23-100-0-1320-2700-21000-8012-1-000000		-945.00	FROM EMPLR GHI		
23-404-0-2824-1000-21000-8014-0-000000		945.00	TO EMPLR GHI		
23-100-0-1320-2700-29500-8012-1-000000		-18.17	FROM EMPLR DED 01/10		
23-404-0-2824-1000-29500-8014-0-000000		18.17	TO EMPLR DED 01/10		
23-100-0-1320-2700-29100-8012-1-000000		-16.38	FROM EMPLR DED 50/00		
23-404-0-2824-1000-29100-8014-0-000000		16.38	TO EMPLR DED 50/00		
23-100-0-1320-2700-29200-8012-1-000000		-4.81	FROM EMPLR DED 59/00		
23-404-0-2824-1000-29200-8014-0-000000		4.81	TO EMPLR DED 59/00		
VENDOR	CLAIM NO	CLAIM DESCRIPTION	CLAIM DATE	AP BLNC	CK BANK
8101	8440	GROSS PAY XFER - 87608	06/30/2023	0101	BK07
6551	3493	EMPLR SHARE FICA XFER - 87608	06/30/2023	0421	BK07
7305	8330	EMPLR SHARE GHI XFER - 87608	06/30/2023	0421	BK07
4133	7444	EMPLR DED/CO 01/10 XFER- 87608	06/30/2023	0421	BK07
8413	9522	EMPLR DED/CO 50/00 XFER- 87608	06/30/2023	0421	BK07
8174	8972	EMPLR DED/CO 59/00 XFER- 87608	06/30/2023	0421	BK07

Earnings History Transfer Report - Example

A2.5. Create Drop-down for Direct Deposit Bank Codes

An enhancement has been made to the direct deposit bank drop-down lookup dialog box, as shown below. The bank drop-down now allows the bank list to be sorted by either bank code, bank name, or bank routing number. When ‘Sort by Bank Name’ has been selected, the user may enter a partial bank name in the input field and the system will list all banks that contain the matching string in the bank’s name. When ‘Sort by Routing’ or ‘Sort by Bank Code’ has been selected, the system will position the file starting at the entry greater than or equal to the data entered in the input field.

Allowing the direct deposit banks to be sorted by bank name and routing number will facilitate finding the correct bank code to be entered on an employee’s record. The additional sorts will also make it easier to identify duplicate banks.

The enhanced direct deposit bank drop-down lookup dialog box is available on the *Update/Display Payroll Withholding/Direct Deposit Data* screen (F2, F2, F5), the *Add Earnings History Record* screen (F2, F10, F1), the *Update/Display Earnings History Record* screen (F2, F10, F2), and the *Employee Direct Deposit Listing* screen (F2, F8, F13).

Bank	Name	Routing
97	BANK OF AMERICA	900000979
B6	BANK OF AMERICA	900001169
E7	BANK OF AMERICA	900001449
91	BANK OF AMERICA MD	900000919
D2	BANK OF AMERICA MS	900001309
02	BANK OF AMERICA NJ	900000029
59	BANK OF AMERICA NV	900000599
67	Bank of America/Gwinnett	900000679
95	BANK OF HANCOCK	900000959
07	BANK OF MADISON	900000079
H5	BANK OF MONTICELLO	900001699
A1	BANK OF NORTH GA SYNOVUS	900001019
31	BANK OF NORTH GEORGIA	900000319
C1	BANK OF THE OZARKS	900001209
12	BANK SOUTH	900000129
14	BB&T	900000149
25	BESTBANK	900000259

Select sort option: Sort by Bank Code Sort by Bank Name Sort by Routing

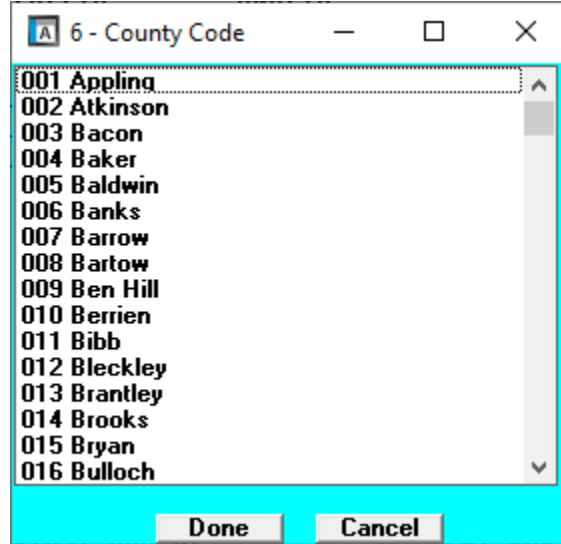
Enter complete or partial Bank Code or Name. Or Enter a full Routing. Press ENTER:

Select Cancel Re-filter Re-load

Direct Deposit Bank Lookup Example

A2.6. Create a Drop-down for GA County Codes

A new drop-down lookup option has been created for Georgia County Codes. The new Georgia County Codes drop-down lookup dialog box is available from the *Add New Employee* screen (F2, F2, F1), the *Update/Display Personnel Data* screen (F2, F2, F2), the *Update/Display Third Party Contractors* screen (F4, F2), and the *Update/Display Payroll Identification Record* screen (F2, F13, F3, F9).



Georgia County Code Lookup Example

A2.7. New Warning Message on Payroll Exceptions Report

A new warning message will be displayed on the *Payroll Exception Register* (F2, F3, F2) when a TRS employee has a **FICA switch** set to 'Y' (Yes) and the district has set the **Medicare-Only District Flag** to 'Y' (Yes) on the *Payroll Identification Record*.

LOC	EMP #	CL	NAME			
0402	86303	15	PR7DO, DE7	C	50	TRS EMPLOYEE HAS FICA FLAG 'Y' FOR HI-ONLY SYS
0201	86306	02	CO4, DA4IO	C	50	TRS EMPLOYEE HAS FICA FLAG 'Y' FOR HI-ONLY SYS
0201	86307	02	DUSKWORTH, DOSETTE	C	50	TRS EMPLOYEE HAS FICA FLAG 'Y' FOR HI-ONLY SYS
0109	86313	02	WASONER, BR5CE	C	50	TRS EMPLOYEE HAS FICA FLAG 'Y' FOR HI-ONLY SYS

Payroll Exception Register - Example

A2.8. PCGenesis Software ID for 2023 ACA Reporting to the IRS

IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) Processing Year 2024 contains general and program specific testing information for use with ACA Assurance Testing System (AATS). AATS refers to both the process and the system used to test software and electronic transmissions prior to accepting forms into the Production AIR System. Software Developers must pass IRS AATS scenarios for the forms and tax year that the software package will support. *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2024)* can be viewed at the following link: <https://www.irs.gov/pub/irs-pdf/p5164.pdf>.

According to *IRS Publication 5164*, Software Developers need a new Software ID for each tax year and each ACA Information Return Type they support. The software information must be updated yearly on the ACA Application for TCC. Annual AATS testing is required for Software Developers.

NOTE: At the time of this release, the PCGenesis development team has recertified the PCGenesis application for ACA reporting.

A2.9. Applying for a TCC ID for the IRS AIR System

The IRS system that accepts ACA file transmissions, the AIR system, is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new registration process in order to gain access to the AIR system.** Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

NOTE: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2022 should already have two individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must not let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

Here is the IRS.gov link for registering for the TCC account.

<https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals>

Step 1. Apply for e-services IDs. At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. Please screenshot the answers to these security questions.

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

Advice: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Step 2. Apply for AIR TCC code. This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

A2.10. Submitting ACA Test Files to the IRS for First-Time Users

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2024)*. This IRS publication can be viewed at the following link: <https://www.irs.gov/pub/irs-pdf/p5164.pdf> .

NOTE: According to *IRS Publication 5164*, transmitters (Georgia school districts and RESAs) are required to complete communication testing to transmit information returns to the IRS only for the first year in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2022 will NOT need to redo the ACA test file submissions in 2023 for 2023 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For first-time users of the PCGenesis ACA software, this step must be completed before production ACA files can be submitted to the IRS.

Transmitters and Issuers must use approved software to perform a communications test with the IRS for ACA reporting. PCGenesis is an approved software package for submission of 1095-C forms. Issuers are only required to successfully complete the communication test once.

Why Is Testing Required?

The purpose of required testing prior to Production is to ensure that:

- The IRS can receive and process the electronic information returns.
- Software Developers, Transmitters, and Issuers can send electronic information returns and retrieve Acknowledgments.
- Software Developers, Transmitters, and Issuers use the correct format and electronic filing specifications for the AIR system.

Action Required:

Any PCGenesis School District or RESA that will be submitting ACA XML test transmission files to the IRS must access the GaDOE documentation website at:

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

to obtain the instructions for submitting the test files. Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS* for detailed instructions.

PCGenesis supplies the two XML files which are required for testing. The two files have the following naming conventions and can be found in the **K:\SECOND\PERDATA** directory:

- 1 MANIFEST_1094C_Request_XXXXX_20231127T010101003Z.xml
- 2 1094C_Request_XXXXX_20231127T010101003Z.xml

Where: **XXXXX** represents the school district's **TCC ID**.

The user must rename the two files replacing the **XXXXX** with the school district's **TCC ID**. Then, the user must follow the instructions in the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS, Section A2. Uploading Test .xml Files to the IRS Website* of the PCGenesis documentation.

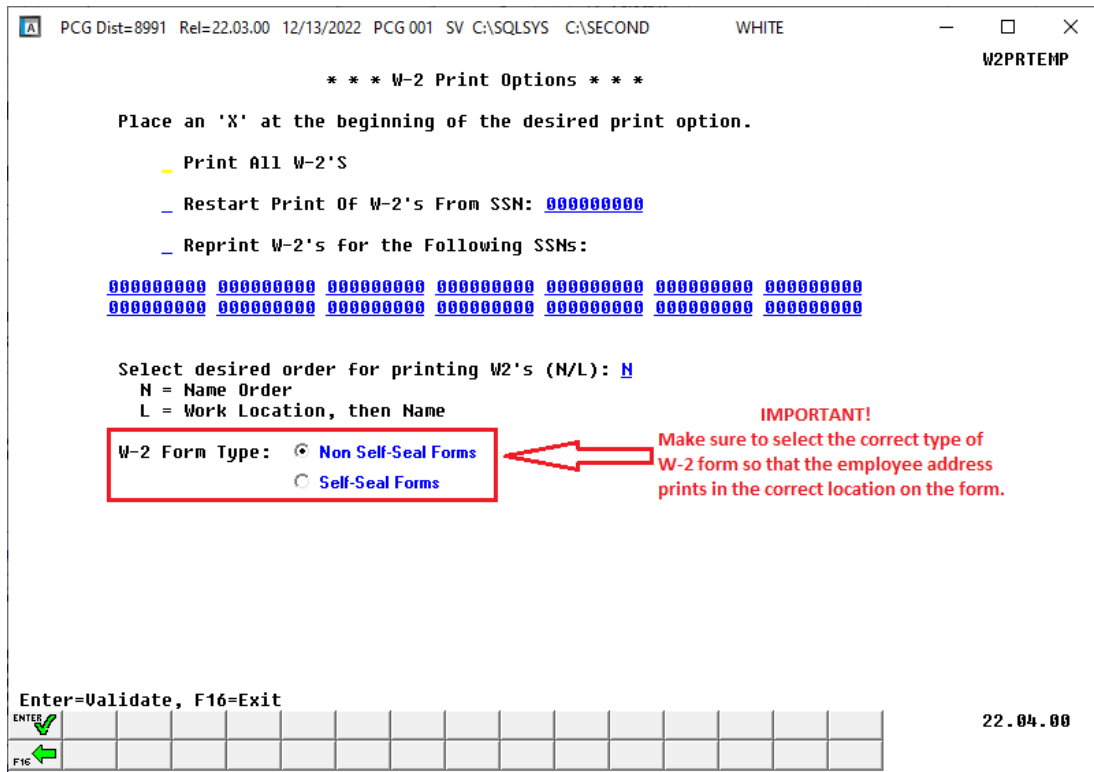
Your site will not be able submit your regular production ACA 1095-C transmission files to the IRS until your TCC ID has passed the communications step.

A2.11. Calendar Year 2023 and 2024 W-2 Form Processing

Calendar year 2023 Internal Revenue Service (IRS) W-2 forms have not changed from 2022. The mailing envelope for the 2023 W-2 form remains the same; the window for the employee address is now on the left margin of the envelope. As a result, the employee address fields print in a different location based upon whether the school district is using a self-seal W-2 form or a non-self-seal W-2 form.

The self-seal W-2 form has not changed the location of any address fields printed on the form. The non-self-seal W-2 form now prints both the return address and the employee address *at the top of the form, on the left-hand side*, and when the non-self-seal form is folded into the 'Z' configuration, these addresses at the top of the form display in the envelope window correctly.

The *Print Employee W-2's & Create File* (F2, F4, F10) procedure has been updated so that the user can indicate the type of W-2 form being used for printing, as shown in the screenshot below.



W-2 Print Options Screen

Also, the installation of Release 23.04.00 makes calendar year **2024** W-2 forms available for employees terminating and requesting W-2's for calendar year 2024. The 2024 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A2.12. Add Support for GSEPS - Pension code 6

Support is being added for the Georgia State Employees' Pension and Savings Plan (GSEPS). GSEPS is a pension plan that has been available since 2009, but the help desk recently had our first school district request GSEPS implementation in PCGenesis. GSEPS includes a defined contribution pension similar to New and Old ERS. The employer share for FY 2024 is **25.51%** and the employee share for FY 2024 is **01.25 %**, as shown in the *Display/Update ERS/GSEPS Pension Tables* (F2, F13, F3, F6) screenshot below.

PCG Dist=8991 Rel=23.04.00 12/06/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

PAYTAXES

**** NEW plan ERS Retirement ** (Pension Code 4)**

Employer Share (%)	Normal Employee Share	Employer Objct	Employer B1nc	Employee B1nc
<u>.2935</u>	<u>00.0150</u>	24000	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	B1nc
<u>006089</u>	Fnd F Prgm Fnct <u>199 0 9990 9000</u>	Fnd F Prgm Srce <u>199 0 9990 9000</u>	<u>06</u>	<u>0421</u>

**** OLD plan ERS Retirement ** (Pension Code 3)**

Employer Share (%)	Normal Employee Share	Employer Objct	Employer B1nc	Employee B1nc
<u>.2960</u>	<u>00.0150</u>	24000	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	B1nc
<u>006089</u>	Fnd F Prgm Fnct <u>199 0 9990 9000</u>	Fnd F Prgm Srce <u>199 0 9990 9000</u>	<u>05</u>	<u>0421</u>

**** GSEPS Retirement ** (Pension Code 6)**

Employer Share (%)	Normal Employee Share	Employer Objct	Employer B1nc	Employee B1nc
<u>.2551</u>	<u>00.0125</u>	24000	<u>0421</u>	<u>0478</u>
Vendor	Withholding Exp Acct	Withholding Rev Acct	Deduction Sort	B1nc
<u>006089</u>	Fnd F Prgm Fnct <u>199 0 9990 9000</u>	Fnd F Prgm Srce <u>199 0 9990 9000</u>	<u>06</u>	<u>0421</u>

ENTER=Update, F16=Exit

ENTER ✓

F16 ←

23.04.00

Display/Update ERS/GSEPS Pension Tables

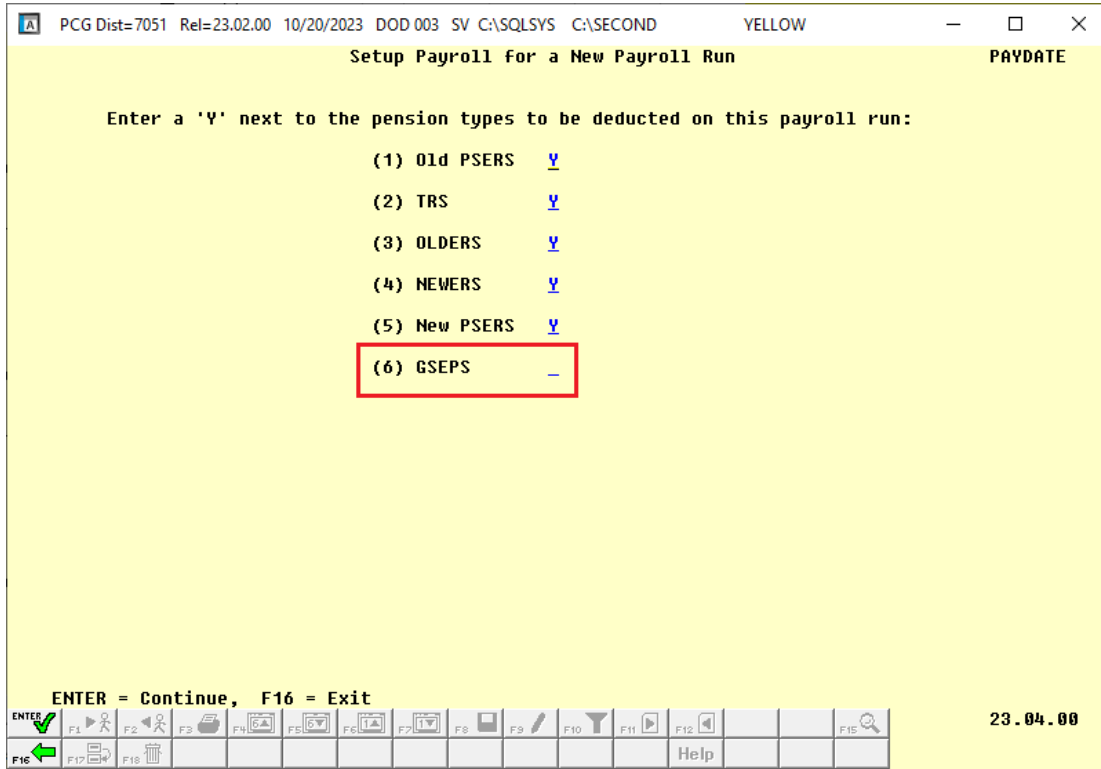
The savings part of GSEPS is a standard 401(k), which can be implemented in PCGenesis by defining *Annuity Companies* (F2, F9, F11) with the correct employer match percentage. During the 2022 Legislative Session, the Georgia General Assembly approved a significant increase in the state 401(k) employer match. The state employer will match an employee’s contribution dollar per dollar, up to 5% of pay. Members saving 5% or more receive a full 5% match. GSEPS members with at least six years of service, and who are contributing at least 5% will get an additional half percent employer match for every full year of service in excess of 5 years, up to a maximum match of 9%, as illustrated in the table below.

Years of Service	Employer Contribution
Less than 6 years	5.0%
6 years	5.5%
7 years	6.0%
8 years	6.5%
9 years	7.0%
10 years	7.5%
11 years	8.0%
12 years	8.5%
13+ years	9.0%

GSEPS Employer Match Table

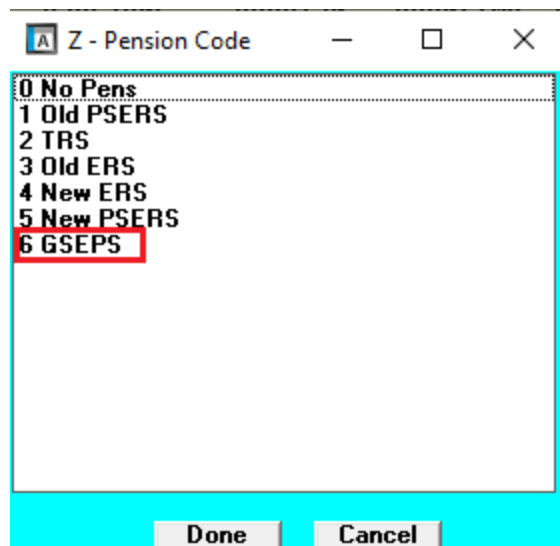
Employer matching funds are subject to the 401(k)-vesting schedule of 20% vesting per year until fully vested at 5 years of continuous GSEPS service.

The *Setup Payroll for a New Payroll Run* screen (F2, F1, F1) has been updated with a new GSEPS option. Enter a 'Y' in the **GSEPS** input field to enable the GSEPS defined contribution calculation for the payroll run if any employees are enrolled in the GSEPS plan; enter 'N' if no employees participate in GSEPS or to turn off the GSEPS defined contribution calculation.



Setup Payroll for a New Payroll Run – Pension Screen

The pension code drop-down lookup dialog box has been updated to include **Pension Code 6, GSEPS**.



Pension Code Lookup Example

A2.13. Payroll Deduction Export Enhancement

The **Payroll Deduction Export** program (F2, F13, F8, **F3**) has been enhanced to include an option to select employees with zero for the current deduction amount. This option facilitates creating a csv output file for employees not currently enrolled in the deduction so that the file can be used to import deduction amounts for employees who are newly enrolling. The exported data in the csv output file can be imported back into the system by using the **Payroll Deduction Import** program (F2, F13, F8, **F4**).

Also, three informational fields have been added at the end of each employee record in the csv output file: 1) **Payroll Class Code**, 2) **Work Location**, and 3) **Job Code**. These fields are added to the end of each record so that the rows can be sorted, and any employees not eligible for a particular deduction can be deleted out of the file. However, these three informational fields are ignored by the **Payroll Deduction Import** program (F2, F13, F8, **F4**).

PCG Dist=8991 Rel=23.04.00 12/05/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE

Create Deduction Data Export File to Load in Excel PERPE280

Select at least one deduction code to export

Include deductions with zero dollar amounts? **N** (Y or N)

(Enter a 'Y' if the deduction is to be exported)

00=FRINGE	N	01=1ST ANNUITY	N	02=2ND ANNUITY	N	03=FED W/H TAX	N
04=GA INCOME TAX	N	07=457 PLAN	N	08=STATE MERIT	N	09=STATE MERIT	N
10=VENDOR 003168	N	14=COURT W/H	N	16=VENDOR 005726	N	19=COURT W/H	N
22=VENDOR 005020	N	25=COURT W/H	N	26=COURT W/H	N	30=COURT W/H	N
33=VENDOR 004027	N	34=VENDOR 004050	N	35=VENDOR 006783	N	38=COURT W/H	N
43=VENDOR 003949	N	44=I-UNDR 008561	N	46=I-UNDR 008562	N	47=VENDOR 002831	N
49=I-UNDR 006113	N	50=I-UNDR 008413	N	51=I-UNDR 005741	N	52=I-UNDR 008414	N
53=I-UNDR 006758	N	54=COURT W/H	N	55=VENDOR 006565	N	56=I-UNDR 007658	N
57=I-UNDR 007023	N	58=VENDOR 007497	N	59=VENDOR 008174	N		

Enter = Continue or F16 = Exit

23.04.00

A3. Financial Accounting and Reporting (FAR) System

A3.1. SEQ3 File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA\SEQ3 is converted into the *SQL Server* database tables *FAR.Expense_SEQ3* and *FAR.Expense_SEQ3_Distribution*. These tables store data required for executing a *Vendor Check Run* (F1, F4, F5) within the PCGenesis financial system.

With release 23.04.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise financial transactions will be lost which will result in reporting inconsistencies with the General Ledger. Call the help desk when any data needs to be restored.

A3.2. DE-106 School Nutrition Report

Edits have been removed from the DE-106 Report (F1, F9, F1, F9) so that all **Program Codes** are extracted for the report and not the finite list of **9990, 9600, 1462, 1974, 1977, and 4261**. Before, **Program Codes 9400, 1850, and 4404** were not being extracted for the DE-106 Report when they are valid **Program Codes** for the report. **Program Codes** are 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 these program codes 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.

A3.3. Add Flag to Fund Descriptions

The Financial Review team at the GA DOE has indicated that the *Create DE0046 Transmission File* program (F1, F9, F27, F4) should not pick up funds greater than 699 for the *DE-0046 Budget (B)* report. To allow user-control by the districts, the existing Proprietary (P) or Governmental (G) flag has been repurposed on the *Name Description File* for **Type 02 (Fund)** definitions to the '*Entity-wide*' (E) fund or '*Governmental*' (G) fund flag.

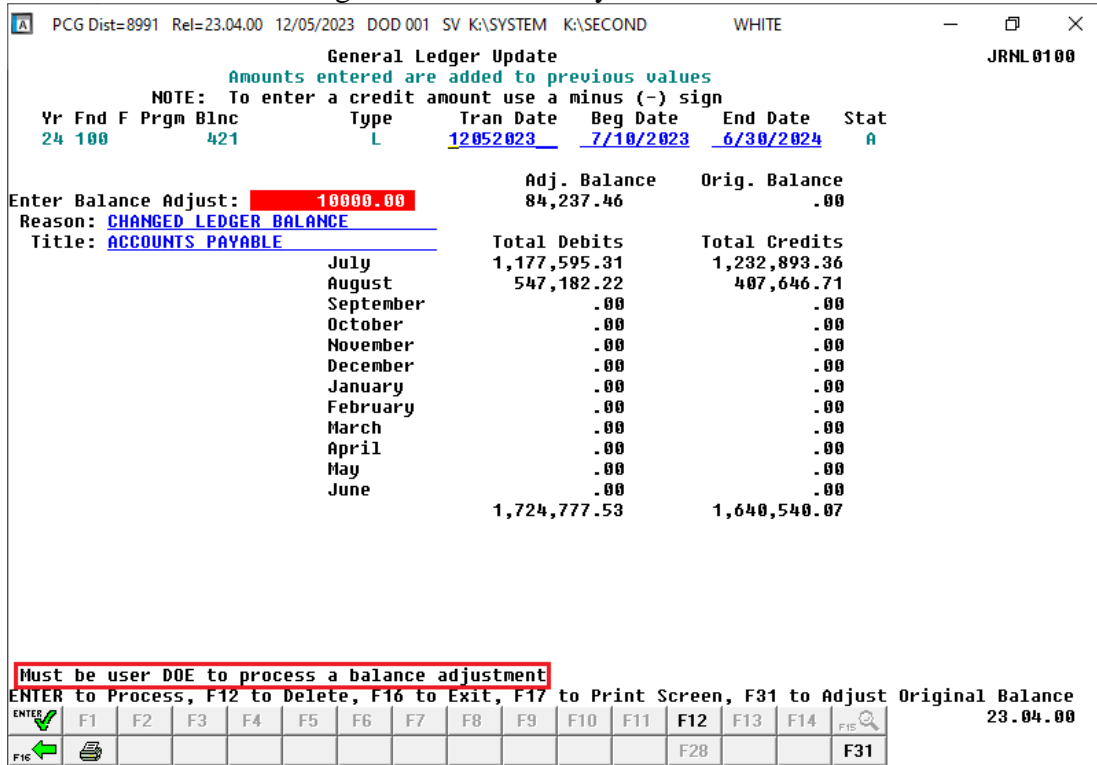
A description has been added to the *Account Master Description File Maintenance* screen (F1, F10, F1) indicating that this flag is used by the *DE-0046 Budget Report* to exclude the '*Entity-wide*' (E) funds.

This release automatically initializes all funds less than 700 as '*Governmental*' (G) funds, and all funds greater than 699 as '*Entity-wide*' (E) funds.

The *DE-0046 Budget (B)* report has been updated to extract only '*Governmental*' (G) funds. The *DE-0046 Actuals (F)* report will continue to extract all funds with any activity, including both '*Entity-wide*' (E) and '*Governmental*' (G) funds.

A3.4. Don't Allow Balance Updates to GL Balance Accounts

An edit has been added to the *General Ledger Add/Update Account* (F1, F11, F2) so that a balance adjustment cannot be processed unless the user is 'DOE'. Processing a balance adjustment to a Balance Sheet Account causes an "out of balance" condition on the General Ledger. A balance adjustment to a Balance Sheet Account should not be necessary, except for brand new districts coming on-line with PCGenesis that need to load starting balances into the system.



A3.5. Finalize Current Month/Year-End Figures

A problem has been corrected with the month-end closing process, *Finalize Current Month/Year-End Figures* (F1, F9, F21). Before, if a district had a 'carry forward investment' (HV1) bank record on file during the month-end close, an error was displayed, and the month-end close aborted without completing. This problem has been corrected.

A3.6. Printing Vendor Manual/Void Check Registers

A problem has been corrected when printing the *Vendor Manual/Void Check Registers* (F1, F4, F31) or (F1, F4, F9). Before, the user would receive an SQL error message when printing the registers if a manual check was entered against a JE. This problem has been corrected.

Section B: Installation Instructions for Release 23.04.00 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 of the entire **K:** drive was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 23.04.00**”.
 - 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 entire K: PCGenesis disk drive or else the backup will not run to completion.
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 23.04.00 ”.
5	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 23.04.00 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 logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

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

B3. Install PCGenesis Release 23.04.00

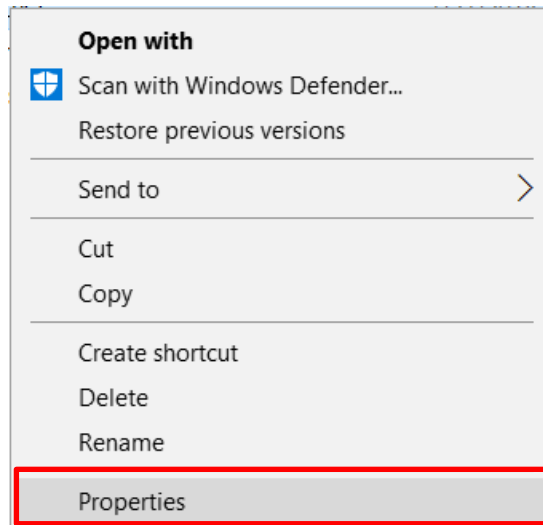
FROM THE PCGENESIS SERVER

Important Note

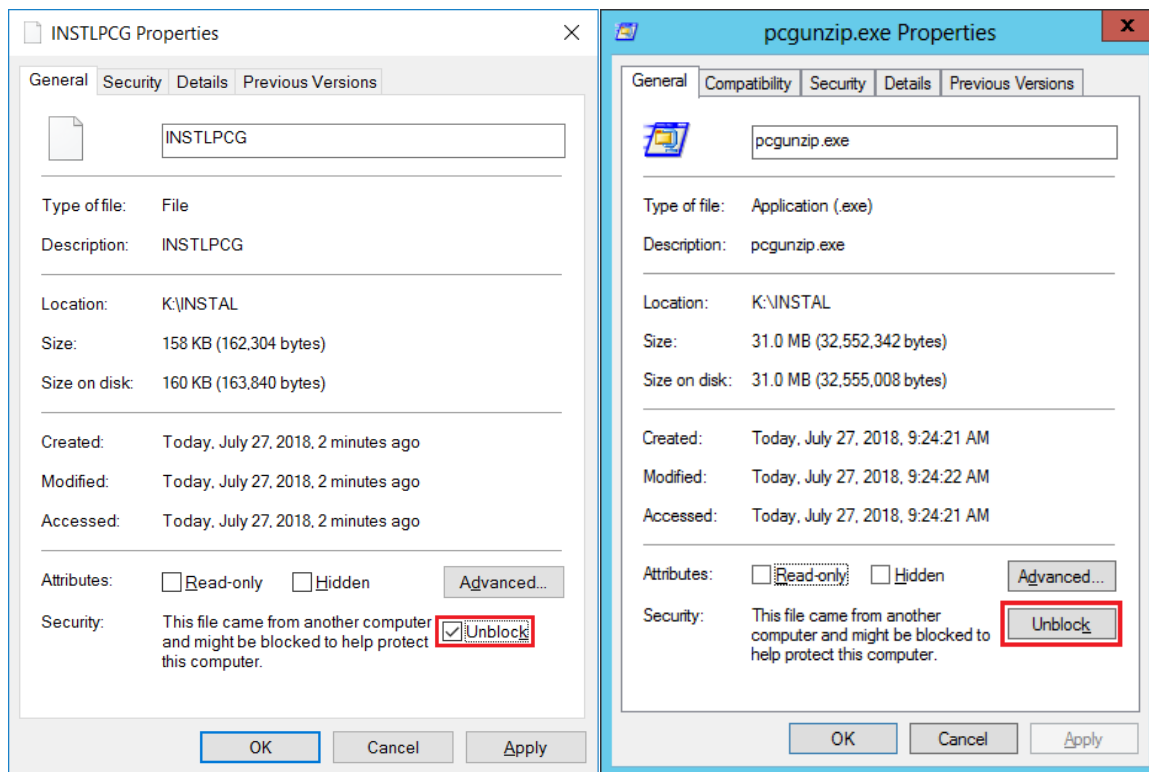
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

Step	Action
1	<p>NOTE: <i>Install this release <u>after</u> completing any vendor check runs. The Vendor Check Monitor must display all ‘Y’ entries, on the first page of this document.</i></p> <p><i>Also, the Vendor Manual/Void Register and Register of Payments (F1, F4, F9) must be run to completion, prior to installing the release.</i></p>
2	<p>NOTE: The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the <i>PCGenesisDB</i> database components contained in this release.</p>
3	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation.</p>
4	<p>Verify all users are logged out of PCGenesis.</p>
5	<p>Open Windows® Explorer.</p>
6	<p>Navigate to the K:\INSTAL directory.</p>
7	<p>Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display.</p> <p><i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i></p>
8	<p style="text-align: center;">*** ALERT ***</p> <p>After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 / 2019 / 2022 operating system.</p> <p>To check whether the files have been blocked, right-click on each of the downloaded files and select Properties. If you see a security message at the bottom, as shown below, you will need to click the ‘Unblock’ button. This is a very important step!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select ‘<i>Properties</i>’.</p>

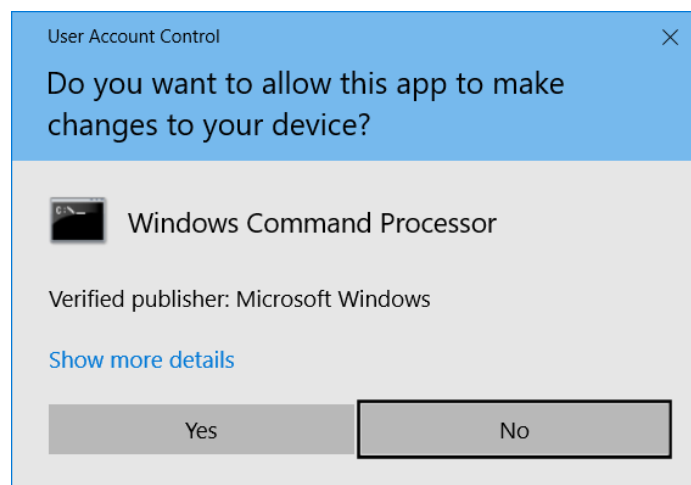
After right-clicking on each file, select the ‘Properties’ option:



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



Step	Action
<p>9</p>	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button" value="Unblock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p>
<p>10</p>	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p>
<p>11</p>	<p>If the message “<i>Do you want to allow this app to make changes to your device?</i>” is displayed, select <input type="button" value="Yes"/> (Yes) to continue.</p> <p><i>Next, a release installation status screen will display showing the release steps as they are completed.</i></p>

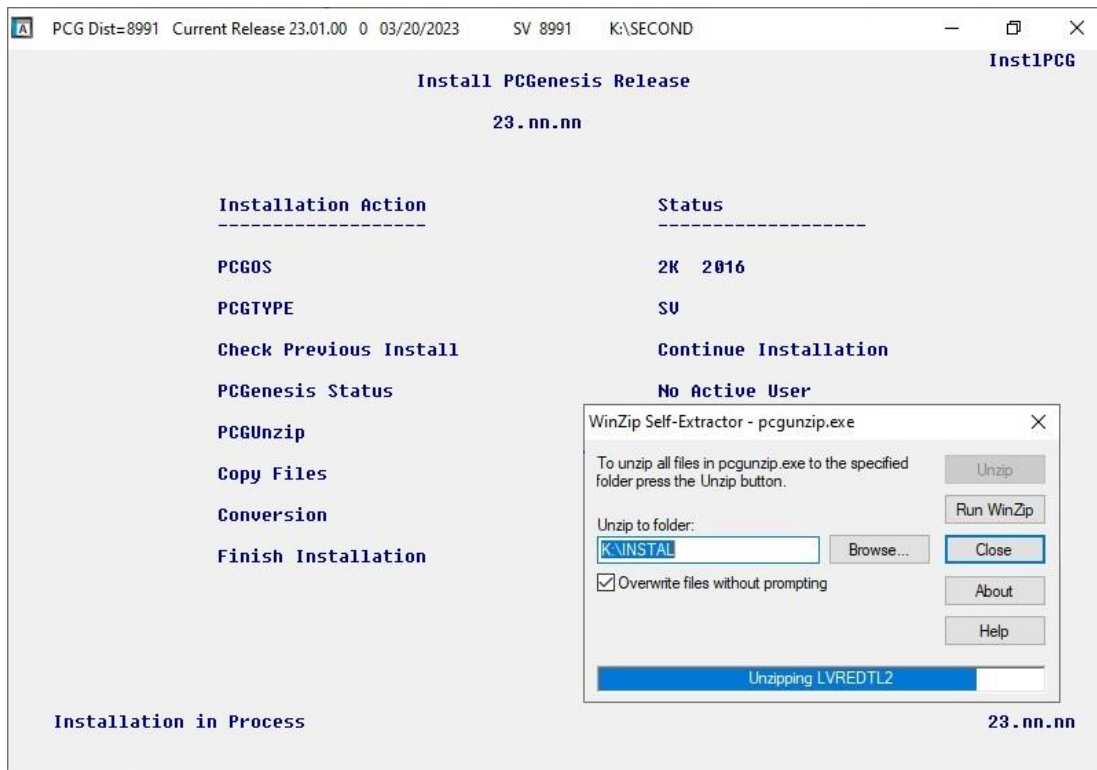


If a *Vendor Check Run* is in progress prior to installing the release, the following two screens will display:



Step	Action
12	<p><u>If a Vendor Check Run is in progress:</u> The release installation will abort with the messages shown in the screenshots above.</p> <p>Press ENTER and then select F16 to close the release installation window.</p> <p><i>Contact the school district’s Financial Director and request that the Vendor Check Run be completed successfully. Verify that the Vendor Check Monitor displays all ‘Y’ entries, as shown on the first page of this document.</i></p>
13	<p><u>Once the Vendor Check Run is completed:</u> Return to <i>Step 10</i> and try to install the release again.</p>

If no errors are encountered, a screen will display showing the progress of the installation:



For PCGenesis Release 23.04.00 successful installations, the following message displays:



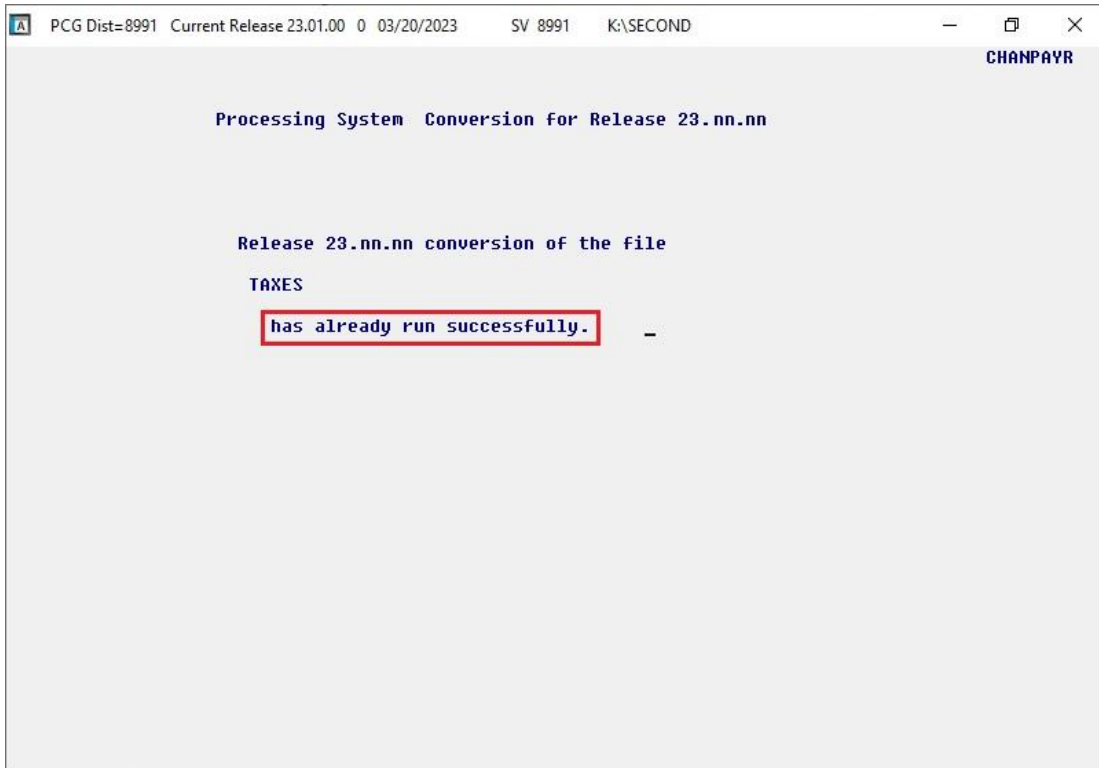
Step	Action
14	Select Enter to close the window.
15	<p>If the installation was successful: Proceed to B4. <i>Verify Release 23.04.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 16.</p>

A problem message displays if an error occurred:

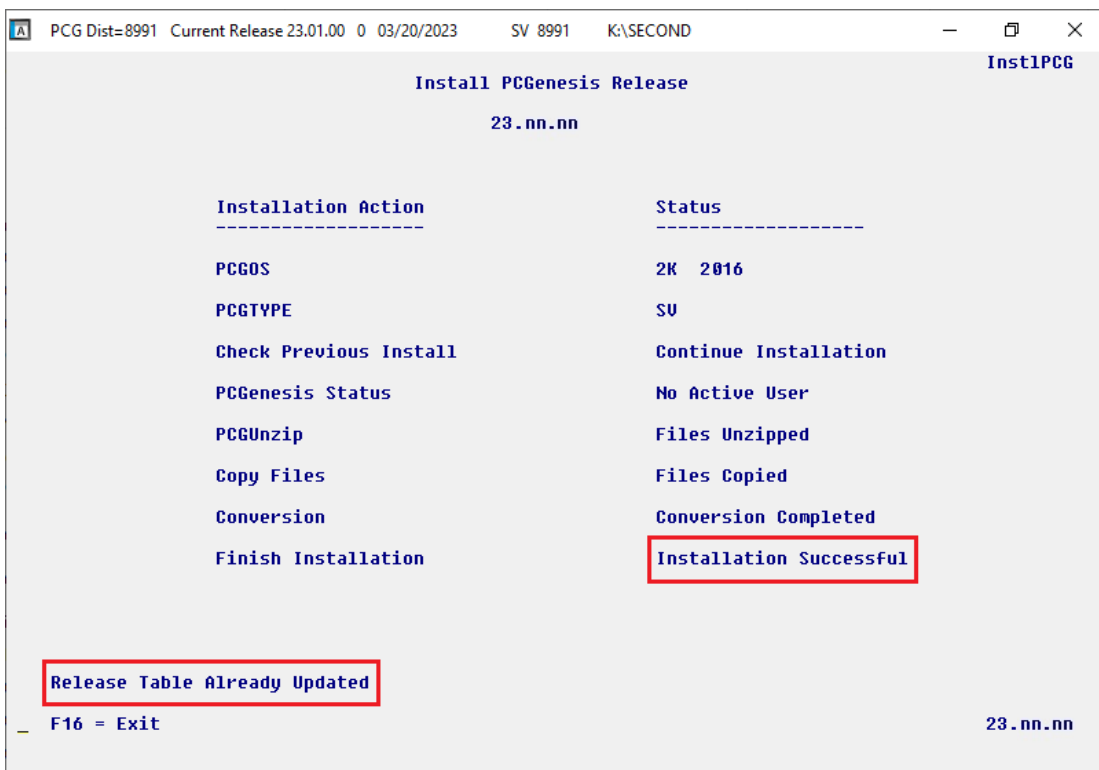


Step	Action
16	Select F16 to close the window.
17	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
18	<i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

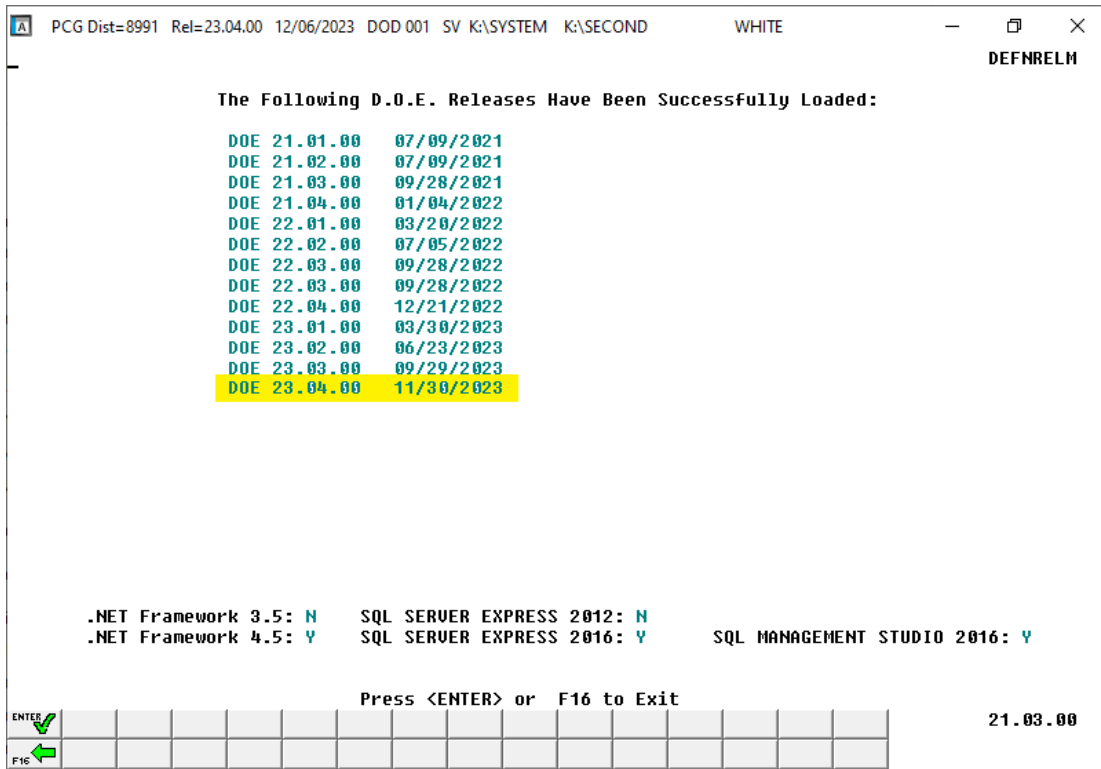



Step	Action
19	Proceed to <i>B4</i> . <i>Verify Release 23.04.00 Was Successfully Installed.</i>

B4. Verify Release 23.04.00 Was Successfully Installed


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

The following screen displays:



Step	Action
4	Verify Release 23.04.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 23.04.00 displays. If Release 23.04.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select  (Enter).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 23.04.00 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 entire K: \ PCGenesis disk drive or else the backup will not run to completion.
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 23.04.00 ”.
5	Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services).

Section C: After PCGenesis Release 23.04.00 Has Been Installed

C1. Verify Contents of the End-of-November Backup

This step is very, very important! The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQldb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the database data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe. To that end, please follow the steps below.

Step	Action
1	<p>Verify you have a weekly full backup of K: that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site’s standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required)
2	<p>Verify you have a daily data backup of K:\SECOND*.*, and K:\PCGSQldb*.*, that you retain for at least 4 weeks</p> <p>Daily data backup of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQldb*.* for at least one year (Required)
3	<p>Request your IT representative obtain the November 30th backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily data backup of K:\SECOND*.*, and K:\PCGSQldb*.*, but make sure it is the end-of-<u>November 2023</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the November 30th, 2023 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!</p>
5	<p>Verify that this directory exists on the November 30th, 2023 backup, including all subdirectories and files within this directory: K:\SECOND</p>
6	<p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p>
7	<p>If your district’s backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p>

PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing		
	10	Process calendar year 2023 W-2 statements. (F2, F4) <i><u>Do not set up for January payroll until all W-2s are verified.</u> It may be necessary to run another December payroll to make W-2 corrections.</i>
	11	Process calendar year 2023 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.		
	12	Process calendar year 2023 Form 1099-MISC statements. (F1, F12, F10)
	13	Process calendar year 2023 Form 1099-NEC statements. (F1, F12, F10)

Appendix B: Supported 1095-C Form - Example

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-2251	2023	Form 1095-C	Employer Provided Health Insurance Offer and Coverage For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Department of the Treasury - IRS		
APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information. EMPLOYEE'S name, address, ZIP/postal code & country APPLICABLE LARGE EMPLOYER'S identification number (EIN) EMPLOYEE'S social security number (SSN)		Employee Offer of Coverage		Employee's Age on January 1			
		Plan Start Month (enter 2-digit no.):	14 Offer of Coverage (enter required code)	15 Employee Required Contribution (see instructions)		16 Section 4980H-1 Safe Harbor & Other Relief (enter code, if applicable)	17 ZIP Code
		All 12 Months		\$			
		Jan		\$			
		Feb		\$			
		Mar		\$			
		Apr		\$			
		May		\$			
		Jun		\$			
		Jul		\$			
Aug		\$					
Sep		\$					
Oct		\$					
Nov		\$					
Dec		\$					

Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.																		
(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage														
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
18																		
19																		
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Appendix C: Supported 1099-NEC Form - Example


7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED				OMB No. 1545-0116 Form 1099-NEC (Rev. January 2022) For calendar year		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.						Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.	
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation					
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>					
Street address (including apt. no.)		3					
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		2nd TIN not.	5 State tax withheld	6 State/Payer's state no.	7 State income		
		<input type="checkbox"/>	\$		\$		
Form 1099-NEC (Rev. 1-2022)		0000/1034		Department of the Treasury - Internal Revenue Service		Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page	

7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED				OMB No. 1545-0116 Form 1099-NEC (Rev. January 2022) For calendar year		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.						Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.	
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation					
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>					
Street address (including apt. no.)		3					
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		2nd TIN not.	5 State tax withheld	6 State/Payer's state no.	7 State income		
		<input type="checkbox"/>	\$		\$		
Form 1099-NEC (Rev. 1-2022)		0000/1034		Department of the Treasury - Internal Revenue Service		Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page	

7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED				OMB No. 1545-0116 Form 1099-NEC (Rev. January 2022) For calendar year		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.						Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.	
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation					
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>					
Street address (including apt. no.)		3					
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		2nd TIN not.	5 State tax withheld	6 State/Payer's state no.	7 State income		
		<input type="checkbox"/>	\$		\$		
Form 1099-NEC (Rev. 1-2022)		0000/1034		Department of the Treasury - Internal Revenue Service		Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page	

Appendix D: Reprint of IRS Publication 15-T for 2024

Worksheet 1A. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems

Keep for Your Records 

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

Step 1. Adjust the employee's payment amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of pay periods you have per year (see Table 3) 1b _____
- 1c Multiply the amount on line 1a by the number on line 1b 1c \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d Enter the amount from Step 4(a) of the employee's Form W-4 1d \$ _____
- 1e Add lines 1c and 1d 1e \$ _____
- 1f Enter the amount from Step 4(b) of the employee's Form W-4 1f \$ _____
- 1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise 1g \$ _____
- 1h Add lines 1f and 1g 1h \$ _____
- 1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1i \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j Enter the number of allowances claimed on the employee's most recent Form W-4 1j _____
- 1k Multiply line 1j by \$4,300 1k \$ _____
- 1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1l \$ _____

Step 2. Figure the Tentative Withholding Amount

based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 or later Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 or later Form W-4 is checked.
Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above 2a \$ _____
- 2b Find the row in the appropriate **Annual Percentage Method** table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2b \$ _____
- 2c Enter the amount from column C of that row 2c \$ _____
- 2d Enter the percentage from column D of that row 2d _____ %
- 2e Subtract line 2b from line 2a 2e \$ _____
- 2f Multiply the amount on line 2e by the percentage on line 2d 2f \$ _____
- 2g Add lines 2c and 2f 2g \$ _____
- 2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** 2h \$ _____

Step 3. Account for tax credits

- 3a If the employee's Form W-4 is from 2020 or later, enter the amount from Step 3 of that form; otherwise, enter -0- 3a \$ _____
- 3b Divide the amount on line 3a by the number of pay periods on line 1b 3b \$ _____
- 3c Subtract line 3b from line 2h. If zero or less, enter -0- 3c \$ _____

Step 4. Figure the final amount to withhold

- 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 or later form, or line 6 on earlier forms) 4a \$ _____
- 4b Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay period 4b \$ _____

2024 Percentage Method Tables for Automated Payroll Systems and Withholding on Periodic Payments of Pensions and Annuities

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked. Also use these for Form W-4P from any year.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked)</small>				
If the Adjusted Annual Wage Amount on Worksheet 1A or the Adjusted Annual Payment Amount on Worksheet 1B is:					If the Adjusted Annual Wage Amount on Worksheet 1A is:				
At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage or Payment exceeds—	At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$16,300	\$0.00	0%	\$0	\$0	\$14,600	\$0.00	0%	\$0
\$16,300	\$39,500	\$0.00	10%	\$16,300	\$14,600	\$26,200	\$0.00	10%	\$14,600
\$39,500	\$110,600	\$2,320.00	12%	\$39,500	\$26,200	\$61,750	\$1,160.00	12%	\$26,200
\$110,600	\$217,350	\$10,852.00	22%	\$110,600	\$61,750	\$115,125	\$5,426.00	22%	\$61,750
\$217,350	\$400,200	\$34,337.00	24%	\$217,350	\$115,125	\$206,550	\$17,168.50	24%	\$115,125
\$400,200	\$503,750	\$78,221.00	32%	\$400,200	\$206,550	\$258,325	\$39,110.50	32%	\$206,550
\$503,750	\$747,500	\$111,357.00	35%	\$503,750	\$258,325	\$380,200	\$55,678.50	35%	\$258,325
\$747,500		\$196,669.50	37%	\$747,500	\$380,200		\$98,334.75	37%	\$380,200
Single or Married Filing Separately					Single or Married Filing Separately				
\$0	\$6,000	\$0.00	0%	\$0	\$0	\$7,300	\$0.00	0%	\$0
\$6,000	\$17,600	\$0.00	10%	\$6,000	\$7,300	\$13,100	\$0.00	10%	\$7,300
\$17,600	\$53,150	\$1,160.00	12%	\$17,600	\$13,100	\$30,875	\$580.00	12%	\$13,100
\$53,150	\$106,525	\$5,426.00	22%	\$53,150	\$30,875	\$57,563	\$2,713.00	22%	\$30,875
\$106,525	\$197,950	\$17,168.50	24%	\$106,525	\$57,563	\$103,275	\$8,584.25	24%	\$57,563
\$197,950	\$249,725	\$39,110.50	32%	\$197,950	\$103,275	\$129,163	\$19,555.25	32%	\$103,275
\$249,725	\$615,350	\$55,678.50	35%	\$249,725	\$129,163	\$311,975	\$27,839.25	35%	\$129,163
\$615,350		\$183,647.25	37%	\$615,350	\$311,975		\$91,823.63	37%	\$311,975
Head of Household					Head of Household				
\$0	\$13,300	\$0.00	0%	\$0	\$0	\$10,950	\$0.00	0%	\$0
\$13,300	\$29,850	\$0.00	10%	\$13,300	\$10,950	\$19,225	\$0.00	10%	\$10,950
\$29,850	\$76,400	\$1,655.00	12%	\$29,850	\$19,225	\$42,500	\$827.50	12%	\$19,225
\$76,400	\$113,800	\$7,241.00	22%	\$76,400	\$42,500	\$61,200	\$3,620.50	22%	\$42,500
\$113,800	\$205,250	\$15,469.00	24%	\$113,800	\$61,200	\$106,925	\$7,734.50	24%	\$61,200
\$205,250	\$257,000	\$37,417.00	32%	\$205,250	\$106,925	\$132,800	\$18,708.50	32%	\$106,925
\$257,000	\$622,650	\$53,977.00	35%	\$257,000	\$132,800	\$315,625	\$26,988.50	35%	\$132,800
\$622,650		\$181,954.50	37%	\$622,650	\$315,625		\$90,977.25	37%	\$315,625

Appendix E. 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	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.REVENUCEC	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.
1.13	FAR.AccountR	Stores the <u>revenue</u> general ledger account codes.
1.14	FAR.AccountG	Stores the general ledger <u>balance account</u> codes.
1.15	FAR.Asset	Stores capital asset records.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.16	FAR.Asset_Control	Stores the fiscal year of the last asset depreciation procedure.
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.
1.19	FAR.Chart_Of_Accounts	Stores all general ledger account codes, including budget, revenue, and balance account codes on one table.
1.20	FAR.Control_95_Budget	Stores the <i>Create Budget Sandbox Control Screen</i> parameters.
1.21	FAR.Control_96_Annuity	Stores the <i>Annuity Deduction Control</i> parameters.
1.22	FAR.Control_97_Message	Stores the PCGenesis System Message Administration control parameters for system broadcast messages.
1.23	FAR.Control_98_Phrase	Stores the PCGenesis <i>System Password Administration</i> parameters.
1.24	FAR.Control_99_System	Stores the PCGenesis <i>System Control</i> screen parameters and the <i>1099 System Control</i> data.
1.25	FAR.Expense	Stores the claim/invoice master records.
1.26	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.
1.27	FAR.Expense_SEQ3 <i>(New with this release)</i>	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> .
1.28	FAR.Expense_SEQ3_Distribution <i>(New with this release)</i>	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> .
1.29	FAR.Facility	Stores the facility and building records for purchase order processing.
1.30	FAR.Invest	Stores investment records.
1.31	FAR.JE_Control	Stores the last Journal Voucher Number and Receipt Numbers used.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.32	FAR.Journal_Entry	Stores the general ledger journal master records.
1.33	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.
1.34	FAR.Local_Conversion_DE0046	Stores the DE FORM 0046 Report Conversion parameters.
1.35	FAR.Local_Conversion_DE0396	Stores the DE FORM 0396 Report Control parameters.
1.36	FAR.Local_Conversion_Function_Object	Stores the <i>Revenue and Expenditure Summary for Any Period Reports</i> Conversion parameters.
1.37	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.
1.38	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.
1.39	FAR.Manual_Vendor_Check2_Seq_Temp_Claim	Stores the claim detail records associated with the <i>Vendor Check Run Register of Payments</i> fund data and persists only for the duration of the Vendor Check Run.
1.40	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.
1.41	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>Vendor Check Manual/Void Register of Payments</i> report is executed, at which point the table is emptied.
1.42	FAR.Manual_Vendor_Manual_Indexed_Claim	Stores the claim detail records associated with the <i>Vendor Check Manual/Void Register of Payments</i> data, at which point the table is emptied.

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.43	FAR.Manual_Vendor_Manual_Seq_Temp_Claim	Stores the claim detail records associated with 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> .
1.44	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> .
1.45	FAR.Name_01_Fiscal_Year	Stores the two-digit year description of the account number.
1.46	FAR.Name_02_Fund	Stores the 3-digit fund description of the account number.
1.47	FAR.Name_03_FY_flag	Stores the 1-digit fiscal year description of the account number. (Not used.)
1.48	FAR.Name_04_Program	Stores the 4-digit program code description of the account number.
1.49	FAR.Name_05_Function	Stores the 4-digit function code of the account number, for expense accounts.
1.50	FAR.Name_06_Object	Stores the 5-digit object code description of the account number.
1.51	FAR.Name_07_Fac_Bldg	Stores the 5-digit facility/building code description of the account number.
1.52	FAR.Name_08_Additional	Stores the 6-digit additional code description of the account number.
1.53	FAR.Name_09_Rev_Srce	Stores the 4-digit source code description of the account number, for revenue accounts.
1.54	FAR.Name_10_BLNC_SHEET	Stores the 4-digit balance sheet code description of the account number, for GL accounts.
1.55	FAR.PAYSTAT_Monitor	Stores the vendor check sequence monitor records.
1.56	FAR.Purchase_Order	Stores the purchase order master records.
1.57	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.

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.58	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.
1.59	FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.
1.60	FAR.Receipt	Stores the receipt master records.
1.61	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.
1.62	FAR.Receivable	Stores the receivable master records.
1.63	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.
1.64	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.
1.65	FAR.Revenue_Source	Stores the Revenue Source records for the financial system revenue subsystem.
1.66	FAR.Vendor	Stores the vendor records for the financial system expense subsystem.
1.67	FAR.Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.
1.68	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.
1.69	FAR.Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
1.70	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.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.71	MENU.MenuParameters_Header <i>(New with this release)</i>	Stores the PCGenesis MENU header parameters.
1.72	MENU.MenuParameters_Detail <i>(New with this release)</i>	Stores the PCGenesis MENU detail parameters.
1.73	PAY.ACA_Dependent_1095	Stores the Affordable Care Act (ACA) dependent data for payroll employees.
1.74	PAY.ACA_Employee_1095	Stores the Affordable Care Act (ACA) data for payroll employees.
1.75	PAY.Annuity_Companies	Stores the payroll annuity company records.
1.76	PAY.CPI_Header	Stores the CPI biographical information associated with employees.
1.77	PAY.CPI_Assignments	Stores the CPI assignment data associated with employees
1.78	PAY.CPI_Certifications	Stores the CPI certificate data associated with employees.
1.79	PAY.CPI_Code_Table	Stores the CPI description codes.
1.80	PAY.CHKMSTR_Check_Master	Stores the payroll check master records associated with the payroll subsystem.
1.81	PAY.DATEFL_Current_Payroll_Date	Stores the payroll setup parameters.
1.82	PAY.DEDCTL_Current_Payroll_Deductions	Stores the payroll setup deduction-control parameters.
1.83	PAY.DEDUCTIONS_System_Definitions	Stores the payroll system deduction definitions.
1.84	PAY.DESC_Alpha_EEO5_Job_Codes	Stores the EEO5 job code descriptions.
1.85	PAY.DESC_Alpha_G_SHBP_Change_Codes	Stores the SHBP change code descriptions.
1.86	PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes	Stores the W-2 box and code descriptions.
1.87	PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes	Stores the direct deposit bank code descriptions.
1.88	PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes	Stores the ACA offer of coverage code descriptions.
1.89	PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes	Stores the ACA safe harbor code descriptions.

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.90	PAY.DESC_Alpha_H_User_Change_Codes	Stores the district-defined SHBP change code descriptions.
1.91	PAY.DESC_B_Budget_Categories	Stores the budget category code descriptions.
1.92	PAY.DESC_C_Payroll_Class_Codes	Stores the payroll class code descriptions.
1.93	PAY.DESC_D_Degree_Codes	Stores the degree code descriptions.
1.94	PAY.DESC_E_Ethnic_Codes	Stores the ethnic code descriptions.
1.95	PAY.DESC_J_Job_Codes	Stores the payroll job code descriptions.
1.96	PAY.DESC_K_TRS_Job_Codes	Stores the TRS job code descriptions.
1.97	PAY.DESC_L_Location_Codes	Stores the payroll location code descriptions.
1.98	PAY.DESC_M_PSERS_ERS_Job_Codes	Stores the ERS and PSERS job code descriptions.
1.99	PAY.DESC_P_Pay_Type_Codes	Stores the compensation/pay type code descriptions.
1.100	PAY.DESC_R_Pay_Reason_Codes	Stores the payroll reason code descriptions.
1.101	PAY.DESC_S_Substitute_Rank_Codes	Stores the substitute rank code descriptions.
1.102	PAY.DESC_T_Termination_Codes	Stores the termination code descriptions.
1.103	PAY.DESC_U_University_Codes	Stores the university code descriptions.
1.104	PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes	Stores the ERS and PSERS payroll reason code descriptions.
1.105	PAY.DESC_W_PSERS_ERS_Termination_Codes	Stores the ERS and PSERS termination code descriptions.
1.106	PAY.DESC_X_TRS_Pay_Reason_Codes	Stores the TRS payroll reason code descriptions.
1.107	PAY.DESC_Y_TRS_Termination_Codes	Stores the TRS termination code descriptions.
1.108	PAY.Employee_Change	Stores the payroll employee change records.
1.109	PAY.Employee_Direct_Deposit	Stores the payroll employee direct deposit account information.
1.110	PAY.Employee_Education	Stores the employee education data from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).
1.111	PAY.Employee_Experience	Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.112	PAY.Employee_Garnishment	Stores the employee payroll garnishment vendor data.
1.113	PAY.Employee_Leave	Stores the employee payroll check leave data (F2, F2, F17).
1.114	PAY.Enhanced_Advance_Formulas	Stores the enhanced leave advance formula records.
1.115	PAY.Enhanced_Employee_Leave_History	Stores the enhanced leave history records.
1.116	PAY.Enhanced_Employee_Leave_Input	Stores the enhanced leave temporary leave input records.
1.117	PAY.Enhanced_Pay_Class_Parameters	Stores the enhanced leave payroll class code records.
1.118	PAY.Enhanced_System_Parameters	Stores the enhanced leave type and reason code records.
1.119	PAY.History_Earnings	Stores the payroll employee earnings history records.
1.120	PAY.History_Distribution	Stores the payroll employee earnings history account distribution records
1.121	PAY.LGROSSDAT_Employee_Leave_Current_Gross	Stores the enhanced leave temporary substitute gross data records.
1.122	PAY.PAYSTAT_Monitor	Stores the payroll sequence monitor records.
1.123	PAY.PAYROLL_Employee	Stores employee payroll data
1.124	PAY.PAYROLL_Employee_Current	Stores employee payroll data.
1.125	PAY.PAYROLL_Schedules	Stores the payroll schedule definitions.
1.126	PAY.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines.
1.127	PAY.PDEDUCT_Employee_Deduction	Stores employee payroll deductions.
1.128	PAY.MPAYROLL_Employee	Stores employee data for manual payroll checks
1.129	PAY.MPAYROLL_Employee_Current	Stores employee data for manual payroll checks
1.130	PAY.MGROSSDAT_Employee_Payroll_Manual_Gross	Stores employee gross data account lines for manual payroll checks.
1.131	PAY.MDEDUCT_Employee_Deduction	Stores employee deductions for manual payroll checks.
1.132	PAY.PREVVOID_Employee	Stores employee data for voided payroll checks
1.133	PAY.PREVVOID_Employee_Current	Stores employee data for voided payroll checks

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.134	PAY.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters.
1.135	PAY.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters.
1.136	PAY.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters.
1.137	PAY.TAXES04_PSERS_ERS_TRS_Tables	Stores the PSERS, ERS, and TRS parameters.
1.138	PAY.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters.
1.139	PAY.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters.
1.140	PAY.TAXES99_Payroll_Control	Stores the school district payroll control parameters.
1.141	PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross	Stores employee gross data account lines for voided payroll checks.
1.142	PAY.VDEDUCT_Employee_Deduction	Stores employee deductions for voided payroll checks.
1.143	SAND.Annuity_Companies	Stores the payroll annuity company records for the Budget System.
1.144	SAND.CPI_Header	Stores the CPI biographical information associated with employees for the Budget System.
1.145	SAND.CPI_Assignments	Stores the CPI assignment data associated with employees for the Budget System.
1.146	SAND.CPI_Certifications	Stores the CPI certificate data associated with employees for the Budget System.
1.147	SAND.DATEFL_Current_Payroll_Date	Stores the Budget System setup parameters.
1.148	SAND.DEDCTL_Current_Payroll_Deductions	Stores the Budget System setup deduction-control parameters.
1.149	SAND.DEDUCTIONS_System_Definitions	Stores the Budget System deduction definitions.
1.150	SAND.PAYROLL_Employee	Stores employee payroll data for the Budget System.
1.151	SAND.PAYROLL_Employee_Current	Stores employee payroll data for the Budget System.
1.152	SAND.PAYSTAT_Monitor	Stores the payroll sequence monitor records for the Budget System.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.153	SAND.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines for the Budget System.
1.154	SAND.PDEDUCT_Employee_Deduction	Stores employee payroll deductions for the Budget System.
1.155	SAND.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters for the Budget System.
1.156	SAND.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters for the Budget System.
1.157	SAND.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters for the Budget System.
1.158	SAND.TAXES04_PSERS_ERS_TRS_Tables	Stores the PSERS, ERS, and TRS parameters for the Budget System.
1.159	SAND.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System.
1.160	SAND.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters for the Budget System.
1.161	SAND.TAXES99_Payroll_Control	Stores the school district payroll control parameters for the Budget System.
1.162	T_lookup.GA_County	Stores the County codes for the Georgia counties.

2	PCG_Master - 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 - <i>continued</i>		
3	PCG_Q_DB	
	<p>The PCG_Q_DB database is a backup of PAYDATA that is made just before <i>Calculate Payroll & Update YTD (Final)</i> (F4) or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5) or is a backup of SANDBOX that is made just before creating the budget SANDBOX (F5, F1).</p>	
	Table Name	Purpose
3.1	FAR.tablename	<p>FARDATAQ and PCG_Q_DB database tables: The FARDATAQ directory (inside of the SECOND directory) is a backup of FARDATA that is made just before updating budget files with vendor check information (F5).</p> <ul style="list-style-type: none"> • Restore from FARDATAQ if a problem occurs with posting to budget files. • Also restore from FARDATAQ if a problem occurs in financial data after posting but before the nightly backup is processed. • FARDATAQ should not be restored if any interaction from payroll has occurred (posting payroll or processing an earnings history record gross data transfer). When both financial and payroll records are affected, all of SECOND should be restored.
3.2	PAY.tablename	<p>PAYDATAQ and PCG_Q_DB database tables: The PAYDATAQ directory (inside of the SECOND directory) is a backup of PAYDATA that is made just before <i>Calculate Payroll & Update YTD (Final)</i> (F4).</p> <ul style="list-style-type: none"> • Restore from PAYDATAQ if a problem occurs during check printing.
3.3	SAND.tablename	<p>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).</p> <ul style="list-style-type: none"> • Restore from SANDBOXQ if a problem occurs during creation of the budget SANDBOX.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
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	<p>PAYDATAD and PCG_D_DB database tables: The PAYDATAD directory (inside of the SECOND directory) is a backup of PAYDATA that is made just after checks print (F5) and before direct deposits print.</p> <ul style="list-style-type: none"> Restore from PAYDATAD if a problem occurs during or after printing direct deposits but before posting to payroll earnings history (F13).
5	PCG_LOG_DB	
	The PCG_LOG_DB database logs changes 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.
6	VQueueDB	
	The VQueueDB database contains the <i>VerraDyne Print Manager</i> associated tables.	