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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 24.01.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions

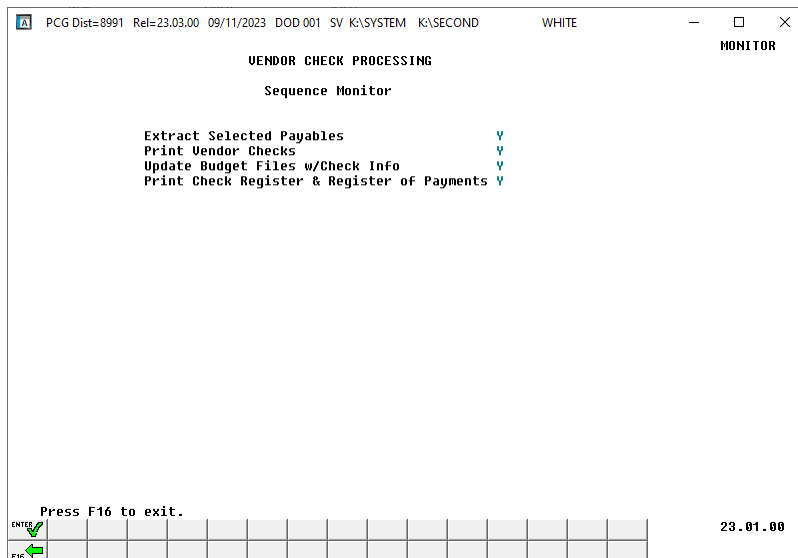
This document contains the PCGenesis software release overview and installation instructions for *Release 24.01.00*.

PCGenesis supporting documentation is provided at:

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

March 2024 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.



March 2024 Payroll Completion Instructions

Install this release after completing the March 2024 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 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 24.01.00 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 24.01.00, the following 5 files associated with the financial system are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
FARDATA\BANKMICR	FAR.BANKCNBR_Bank_Last_Check_Number_Used FAR.BANKMICR_Bank_Magnetic_Ink_Character_Recognition_Setup FAR.BANKMSTR_MICR_Master_Setup	Bank MICR setup parameters
FARDATA\SIGNATUR	FAR.SIGNATURE_File	Signature card setup parameters
FARDATA\SNUIFUND	FAR.SNUIFUND_School_Nutrition_106_Rpt_User_Input	School food service (DE 106) parameters
MENU\UPA MENU\ACCESS	UPA.UPA_File	PCGenesis security profiles

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. PCGenesis Security Files Converted to Database Table

The VISION indexed file K:\SYSTEM\MENU\UPA and K:\SYSTEM\MENU\ACCESS are converted into the *SQL Server* database tables UPA.UPA_File. This table stores the user security data required for access to the PCGenesis system.

A1.3. User Security Maintenance

An enhancement has been made to the *User Security Maintenance* module (F30, F9, F4). The user maintenance has been reduced from taking up two input screens to only requiring one input screen, as shown below.

PCG Dist=6391 Rel=23.04.00 02/27/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE
— □ ×

User Password Maintenance

MENUUSER

Logon user ID **JANE.SMITH** PCG user ID **JJS**

User first name **JANE** User last name **SMITH**

E-mail address **JANE.SMITH@DOE.K12.GA.US**

Active or inactive **A** User locked out **N** User Screen Color **N**

Access codes **ABCDEFGHIJKLMNPOQRSTUVWXYZ** First menu **MASTER**

Spooler setting **0**

User's last logon date **08/17/2021** Password last update date **08/17/2021**

User's last logon time **10:17:45** User record last update date **01/24/2024**

ENTER ✓	F1 →	F2 ←	F3 🖨	F4 📄	F5 ⏴	F6 ⏵	F7 ⏴	F8 📄	F9 ✂	F10 📄	F11 📄	F12 📄	CREATE F13 📄	F15 🔍
F16 ←	F17 📄	F18 🗑	F19 📄										Help	

24.01.00

A2. Payroll System

A2.1. 2024 Georgia Income Tax Withholding Updates

Unfortunately, the Georgia Department of Revenue issued the updated 2024 G-4 Withholding Allowance Certificate on Dec 27, 2023 which was too late for the PCGenesis December release (see a copy of the updated G-4 form in *Appendix A*). This release will automatically align all employees so that the filing statuses are correct based on the new Georgia G-4 form. **This PCGenesis release 24.01.00 automatically changes the Georgia state filing status ‘D’ to ‘B’ and Georgia state filing status ‘E’ to ‘D’ for all employees, to align with the new Georgia G-4 form.** Going forward, valid entries for the Georgia state withholding filing statuses are ‘A’, ‘B’, ‘C’, ‘D’, or ‘8’. (Filing status ‘8’ is for exempt service members.)

Marital Status	Georgia Filing Statuses Prior to 2024	Before Amt	Georgia Filing Statuses After 2024	After Amt
A	Single	\$12,000	Single	\$12,000
B	Married Joint, both spouses work	\$24,000	Married Separate or Married Joint, both spouses work	\$12,000
C	Married Joint, one spouse working	\$24,000	Married Joint, one spouse working	\$24,000
D	Married Separate	\$12,000	Head of Household	\$12,000
E	Head of Household	\$12,000	N/A	N/A

Table A. Georgia Filing Statuses Before and After 2024 Changes

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 one spouse working (status ‘C’), and \$12,000 for all other statuses. 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.

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.

A2.2 Employee Master Detail Listing

An enhancement has been made to the *Employee Master Detail Listing* (F2, F8, F11 or F12). A new option has been added which allows the user to select employees based on the **Contract Months** field, as shown below.

PCG Dist=6391 Rel=23.04.00 02/27/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE

PAYEMPDT

Employee Master Detail Listing
* Number Sequence *

To print a detail listing for ALL employees, leave the fields below blank, and press ENTER
- or -
enter the following for a detail listing on a selected group of employees, and press ENTER.

Employee Number: _____ to _____
Pay Class: __
Pay Location: __
Contract months: 10
(A)ctive, (I)nactive, or (B)oth: B

ENTER = Continue, F16 = Exit

24.01.00

A2.3. Earnings History Register

A problem has been corrected on the *YTD Earnings History Register* (F2, F10, F13 or F15). Release 23.04.00 caused an issue with the *Earnings History Register* printing the Georgia gross wage totals incorrectly. This problem has been fixed.

A2.4. Create Summer Salary Reports

A problem has been corrected on the *Create Summer Salary Accrual Claim Data* and the *Accrued Summer Salary by Function Report* (F2, F5, F11 or F13). Release 23.04.00 caused an issue with the *Summer Salary Accrual* procedures aborting with a record length error on the ACCTSORT file. This problem has been fixed.

A2.5. W-2 Treatment of 401(a) Annuities

A problem has been corrected on the *W-2 form* (F2, F4, F10 or F12) concerning 401(a) annuities. Release 23.04.00 caused an issue with amounts associated with annuity type 401(a) incorrectly printing on the W-2 form in Box 12 under the label 'A'. 401(a) annuity amounts should not be printed in Box 12 at all. This problem has been corrected.

A3. Financial Accounting and Reporting (FAR) System

A3.1. BANKMICR File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA\BANKMICR is converted into the following *SQL Server* database tables:

- ***FAR.BANKCNBR_Bank_Last_Check_Number_Used***
- ***FAR.BANKMICR_Bank_Magnetic_Ink_Character_Recognition_Setup***
- ***FAR.BANKMSTR_MICR_Master_Setup***

These tables store the bank MICR setup parameters required for printing vendor and payroll checks within the PCGenesis system.

With release 24.01.00, **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. SIGNATUR File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA\SIGNATUR is converted into the *SQL Server* database table ***FAR.SIGNATURE_File***. This table stores the signature-font setup parameters required for printing vendor and payroll checks within the PCGenesis system.

With release 24.01.00, **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.

A3.3. SNUIFUND File Converted to Database Table

The VISION indexed file K:\SECOND\FARDATA\SNUIFUND is converted into the *SQL Server* database table ***FAR.SNUIFUND_School_Nutrition_106_Rpt_User_Input***. This table stores the school food service data required for producing the DE106 report (F1, F9, F1, F9).

With release 24.01.00, **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.

A3.4. SQL Must Handle Apostrophes in the Alpha Data

A problem has been corrected with the *Extract Selected Payables for Processing* (F1, F4, F5, F1) procedure. Release 23.04.00 caused an SQL error to occur when extracting payables if an invoice had an apostrophe in the description field. This problem has been fixed.

A4. Personnel System

A4.1. Leave History Substitute Report

A problem has been corrected with the *Leave Substitute Detail Reports* (F3, F4, F3, F3 or F7 or F11) procedure. Before, the *Leave Substitute Detail Reports* would not find any records to extract when only one substitute employee number was selected for printing. This problem has been corrected.

A5. Certified/Classified Personnel Information (CPI) System

A5.1. CPI Reporting

A new feature has been added to most reports on the *CPI Reporting Menu* (F4, F7). A new option determines how the Social Security Number will be printed on the CPI reports. Now, the CPI administrator can select whether to print the entire Social Security Number, to not print Social Security Number, or to print only the last four digits of Social Security Number on the CPI reports. This feature allows sensitive payroll data to be protected.

Print Certified/Non-Certified Worksheet Screen

A5.2. Add CPI to Employee Change File

In preparation for future GA Department of Education data collections requirements, logic has been added in the PCGenesis system to track CPI record changes in the *PAY.Employee_Change* database table for use with Ed-Fi submissions. The CPI *PAY.Employee_Change* records will flag which HR staff records need to be uploaded to the GA DOE Ed-Fi portal via JSON records. The *PAY.Employee_Change* records contain a transmission date field which will allow the system to know which records have already been sent to the GA DOE.

Section B: Installation Instructions for Release 24.01.00 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 24.01.00**”.
 - 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 24.01.00 ”.
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 24.01.00 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 24.01.00

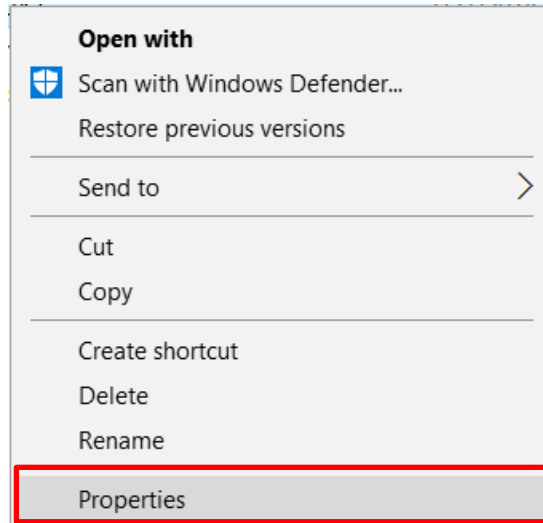
FROM THE PCGENESIS SERVER

Important Note

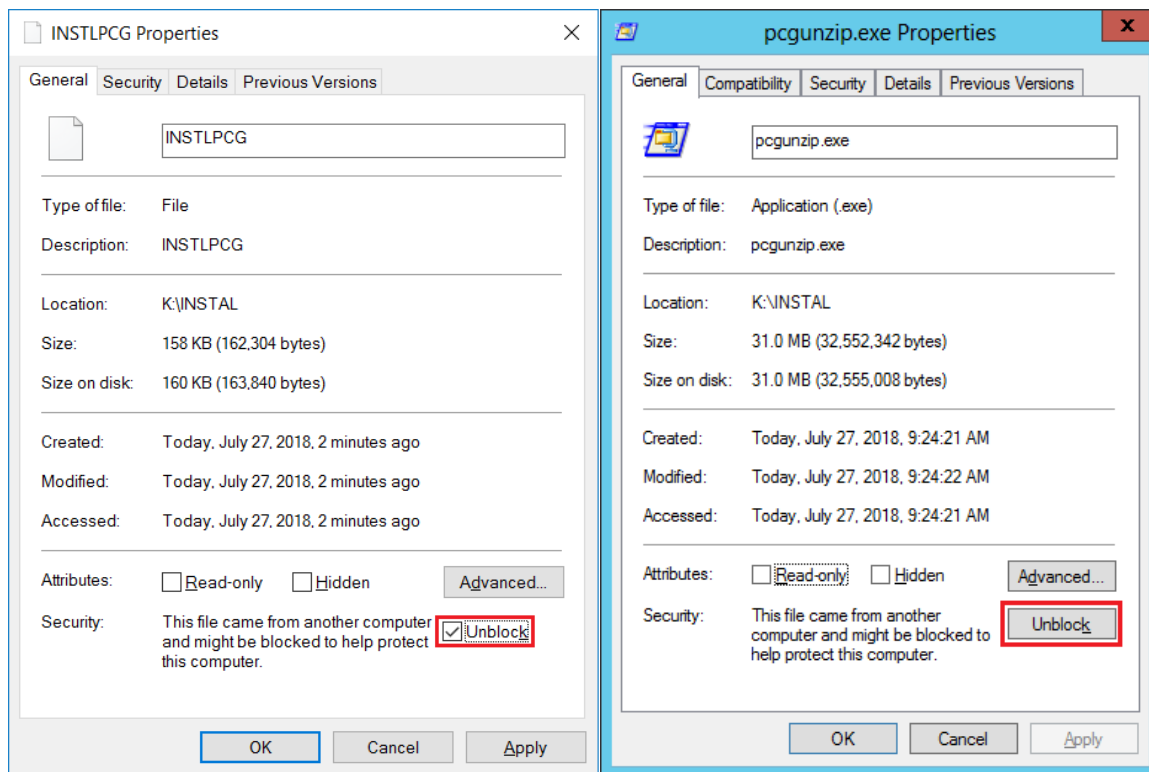
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

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>

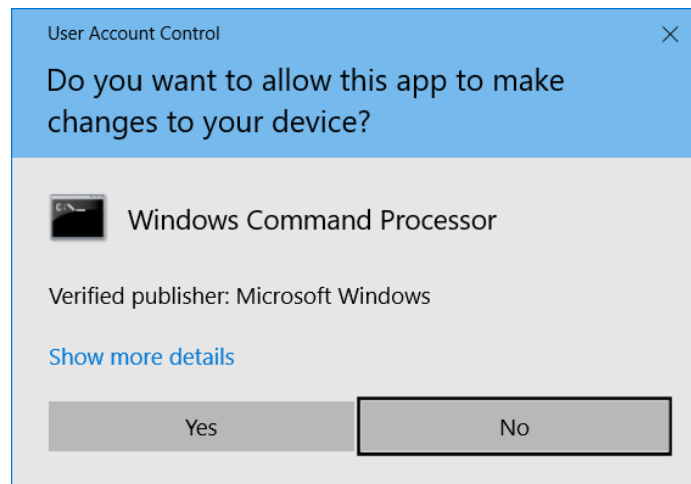
After right-clicking on each file, select the ‘Properties’ option:



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



Step	Action
9	<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>
10	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p>
11	<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>

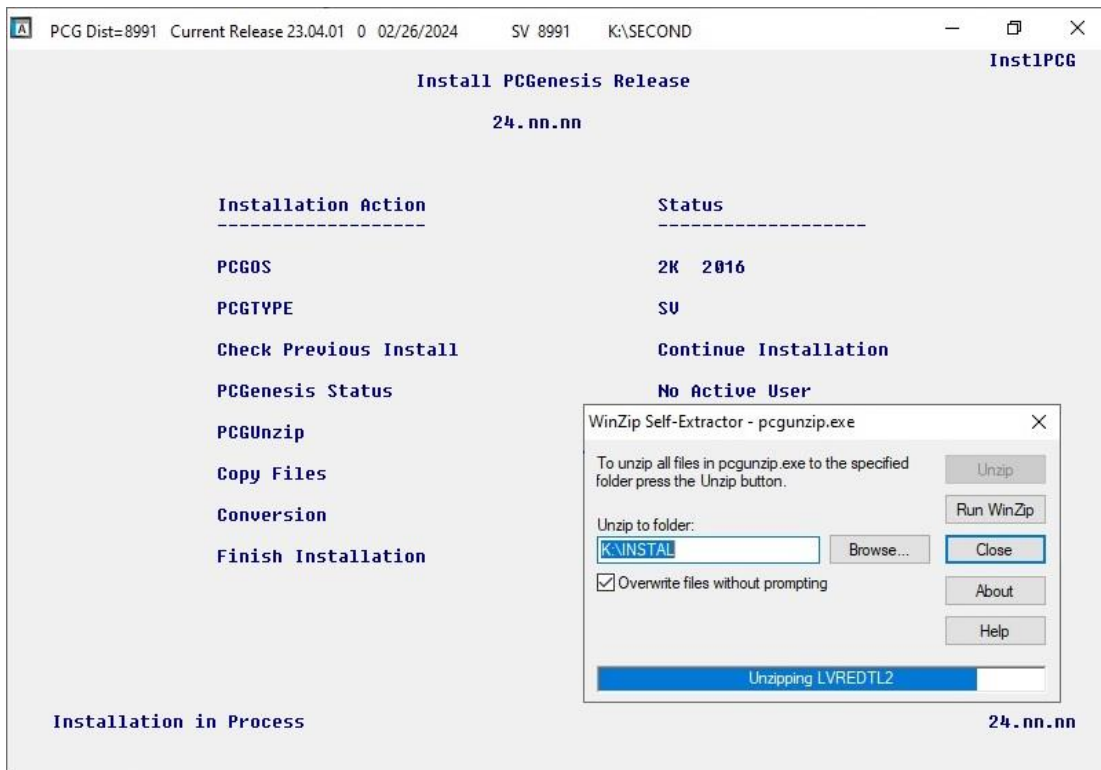


If a *Vendor Check Run* is in progress prior to installing the release, the following two screens will display:



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 24.01.00 successful installations, the following message displays:



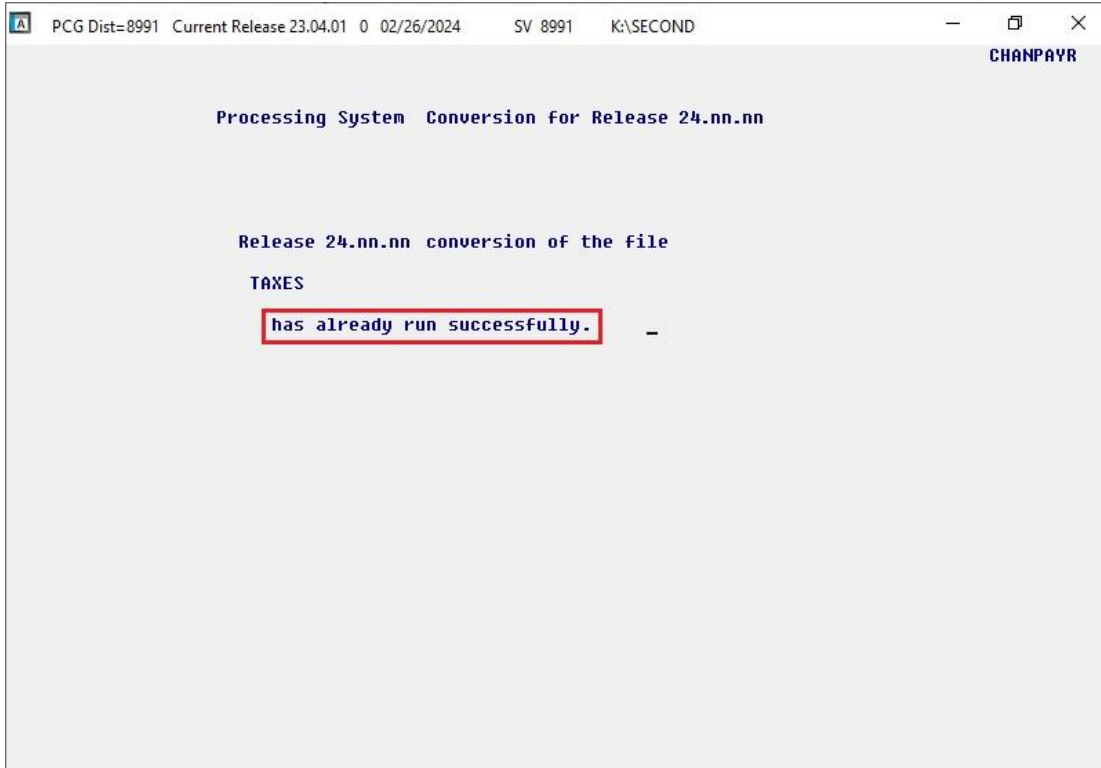
Step	Action
14	Select Enter to close the window.
15	<p>If the installation was successful: Proceed to B4. <i>Verify Release 24.01.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 16.</p>

A problem message displays if an error occurred:

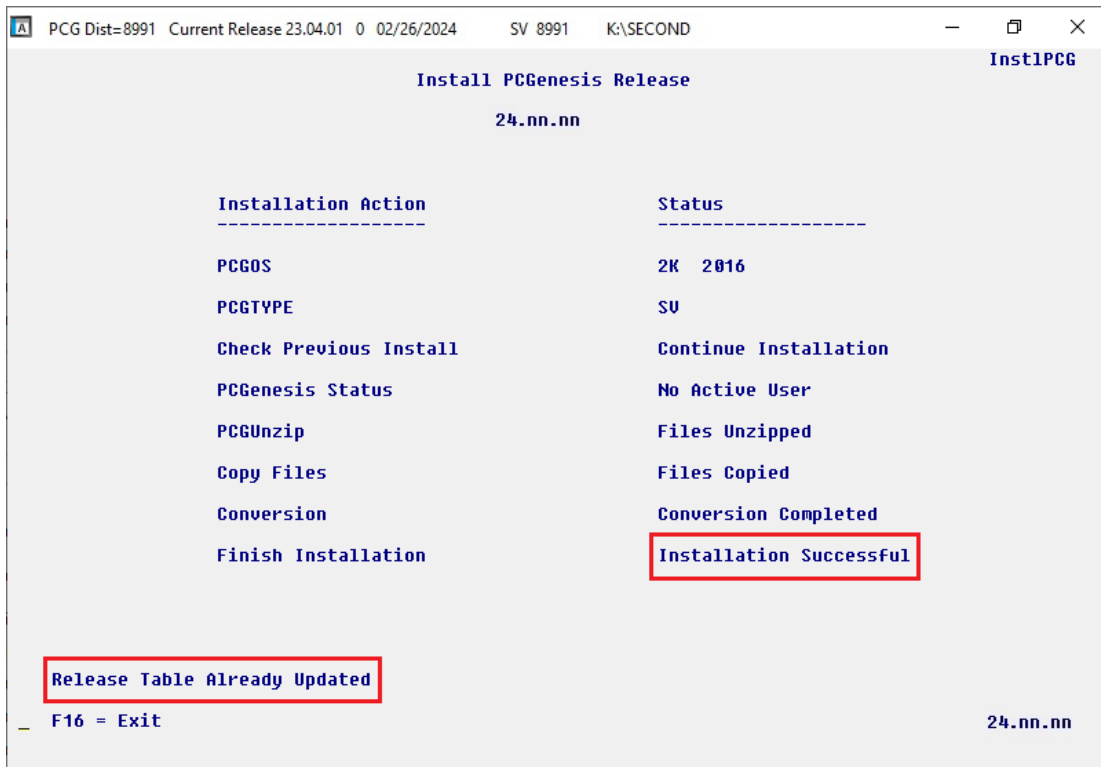


Step	Action
16	Select F16 to close the window.
17	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
18	<i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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:

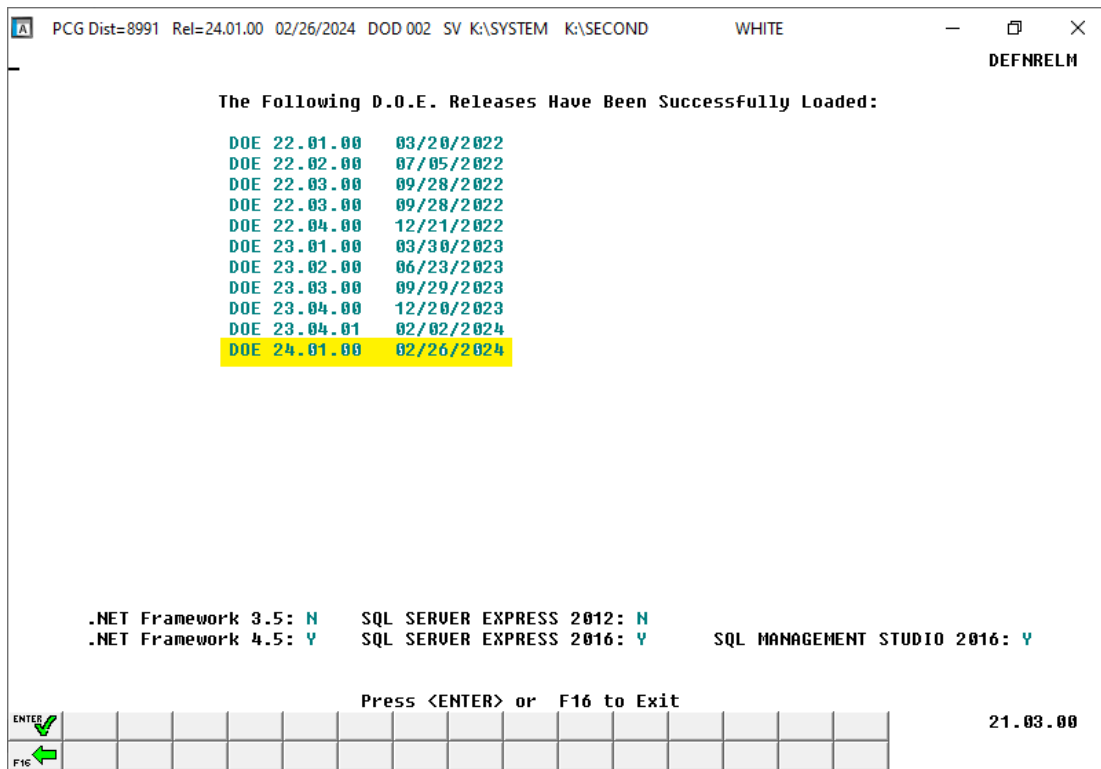



Step	Action
19	Proceed to <i>B4. Verify Release 24.01.00 Was Successfully Installed.</i>

B4. Verify Release 24.01.00 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 24.01.00 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 24.01.00 displays. If Release 24.01.00 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 24.01.00 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 24.01.00 ”.
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 24.01.00 Has Been Installed

C1. Verify Contents of the End-of-February 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 February 29th 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>February 2024</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the February 29th, 2024 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 February 29th, 2024 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.</p> <p>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>

Appendix A: State of Georgia 2024 G-4 Withholding Allowance Certificate

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Form G-4 (Rev. 12/27/23)

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME	1b. YOUR SOCIAL SECURITY NUMBER
2a. HOME ADDRESS (Number, Street, or Rural Route)	2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8

3. MARITAL STATUS
Enter letter below on Line 7.

A. Single

B. Married Filing Separate or Married Filing Joint, both spouses working

C. Married Filing Joint, one spouse working

D. Head of Household

4. DEPENDENT ALLOWANCES []

5. GEORGIA ADJUSTMENTS ALLOWANCE []
(See instructions for details. Worksheet below must be completed)

6. ADDITIONAL WITHHOLDING \$

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed for step 5)

A. Federal Estimated Itemized Deductions (If Itemizing Deductions).....	\$
B. Georgia Standard Deduction (enter one):	\$
Single/Head of Household	\$12,000
Married Filing Joint	\$24,000
Married Filing Separate	\$12,000
C. Subtract Line B from Line A (If zero or less, enter zero)	\$
D. Allowable Georgia Adjustments to Federal Adjusted Gross Income	\$
E. Add the Amounts on Lines C and D	\$
F. Estimate of Taxable Income not Subject to Withholding	\$
G. Subtract Line F from Line E (if zero or less, stop here).....	\$
H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above	

(This is the number of Georgia Adjustments Allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C or D) TOTAL ALLOWANCES (Total of Lines 4 - 5)

(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 4 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here

b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is . My spouse's (servicemember) state of residence is . The states of residence must be the same to be exempt. Check here

Appendix B. 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.REVENU EC	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.BANKCNBR_Bank_Last_Check_Number_Used <i>(New with this release)</i>	Stores the last check number used for each bank code.
1.20	FAR.BANKMICR_Bank_Magnetic_Ink_Character_Recognition_Setup <i>(New with this release)</i>	Stores the bank MICR setup parameters.
1.21	FAR.BANKMSTR_MICR_Master_Setup <i>(New with this release)</i>	Stores the system bank MICR setup parameters.
1.22	FAR.Chart_Of_Accounts	Stores all general ledger account codes, including budget, revenue, and balance account codes on one table.
1.23	FAR.Control_95_Budget	Stores the <i>Create Budget Sandbox Control Screen</i> parameters.
1.24	FAR.Control_96_Annuity	Stores the <i>Annuity Deduction Control</i> parameters.
1.25	FAR.Control_97_Message	Stores the PCGenesis System Message Administration control parameters for system broadcast messages.
1.26	FAR.Control_98_Phrase	Stores the PCGenesis <i>System Password Administration</i> parameters.
1.27	FAR.Control_99_System	Stores the PCGenesis <i>System Control</i> screen parameters and the <i>1099 System Control</i> data.
1.28	FAR.Expense	Stores the claim/invoice master records.
1.29	FAR.Expense_Distribution	Stores the claim GL account detail records associated with the claim/invoice master record. A maximum of 20 GL account records are allowed per claim.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.30	FAR.Expense_SEQ3	Stores extracted claim-header records associated with the <i>Vendor Check Run</i> and persists only for the duration of the <i>Vendor Check Run</i> .
1.31	FAR.Expense_SEQ3_Distribution	Stores extracted claim-detail records associated with the <i>Vendor Check Run</i> and persists only for the duration of the <i>Vendor Check Run</i> .
1.32	FAR.Facility	Stores the facility and building records for purchase order processing.
1.33	FAR.Invest	Stores investment records.
1.34	FAR.JE_Control	Stores the last Journal Voucher Number and Receipt Numbers used.
1.35	FAR.Journal_Entry	Stores the general ledger journal master records.
1.36	FAR.Journal_Entry_Detail	Stores the general ledger journal detail records associated with the journal master record. A maximum of 999 account detail lines are allowed per journal.
1.37	FAR.Local_Conversion_DE0046	Stores the DE FORM 0046 Report Conversion parameters.
1.38	FAR.Local_Conversion_DE0396	Stores the DE FORM 0396 Report Control parameters.
1.39	FAR.Local_Conversion_Function_Object	Stores the <i>Revenue and Expenditure Summary for Any Period Reports</i> Conversion parameters.
1.40	FAR.Manual_Vendor_Check1_Indexed_Temp_Claim	Stores the claim detail records associated with the <i>Vendor Check Run Register of Payments</i> data and persists only for the duration of the <i>Vendor Check Run</i> .
1.41	FAR.Manual_Vendor_Check1_Indexed_Temporary	Stores the <i>Vendor Check Run Register of Payments</i> data and persists only for the duration of the <i>Vendor Check Run</i> .
1.42	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 <i>Vendor Check Run</i> .
1.43	FAR.Manual_Vendor_Check2_Seq_Temporary	Stores the <i>Vendor Check Run Register of Payments</i> fund data and persists only for the duration of the <i>Vendor Check Run</i> .

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.44	FAR.Manual_Vendor_Manual_Indexed	Stores the <i>Vendor Check Manual/Void Register of Payments</i> data. The manual/void vendor check data accumulates in this table until the <i>Vendor Check Manual/Void Register of Payments</i> report is executed, at which point the table is emptied.
1.45	FAR.Manual_Vendor_Manual_Indexed_Claim	Stores the claim detail records associated with the <i>Vendor Check Manual/Void Register of Payments</i> data, at which point the table is emptied.
1.46	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> .
1.47	FAR.Manual_Vendor_Manual_Seq_Temporary	Stores the <i>Vendor Check Manual/Void Register of Payments</i> fund data and persists only while printing the <i>Vendor Check Manual/Void Registers</i> .
1.48	FAR.Name_01_Fiscal_Year	Stores the two-digit year description of the account number.
1.49	FAR.Name_02_Fund	Stores the 3-digit fund description of the account number.
1.50	FAR.Name_03_FY_flag	Stores the 1-digit fiscal year description of the account number. (Not used.)
1.51	FAR.Name_04_Program	Stores the 4-digit program code description of the account number.
1.52	FAR.Name_05_Function	Stores the 4-digit function code of the account number, for expense accounts.
1.53	FAR.Name_06_Object	Stores the 5-digit object code description of the account number.
1.54	FAR.Name_07_Fac_Bldg	Stores the 5-digit facility/building code description of the account number.
1.55	FAR.Name_08_Additional	Stores the 6-digit additional code description of the account number.
1.56	FAR.Name_09_Rev_Srce	Stores the 4-digit source code description of the account number, for revenue accounts.
1.57	FAR.Name_10_BLNC_SHEET	Stores the 4-digit balance sheet code description of the account number, for GL accounts.
1.58	FAR.PAYSTAT_Monitor	Stores the vendor check sequence monitor records.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.59	FAR.Purchase_Order	Stores the purchase order master records.
1.60	FAR.Purchase_Order_Distribution	Stores the purchase order GL account detail records associated with the purchase order master record. A maximum of 20 GL account records are allowed per purchase order.
1.61	FAR.Purchase_Order_Expense	Stores the purchase order claim detail records associated with the purchase order master record. A maximum of 24 claim/invoice records are allowed per purchase order.
1.62	FAR.Purchase_Order_Print	Stores the purchase order inventory detail records associated with the purchase order master record.
1.63	FAR.Receipt	Stores the receipt master records.
1.64	FAR.Receipt_Detail	Stores the receipt GL account detail records associated with the receipt master record. A maximum of 40 GL account records are allowed per receipt.
1.65	FAR.Receivable	Stores the receivable master records.
1.66	FAR.Receivable_Distribution	Stores the receivable GL account detail records associated with the receivable master record. A maximum of 40 GL account records are allowed per receivable.
1.67	FAR.Receivable_Receipt	Stores the receivable receipt detail records associated with the receivable master record. A maximum of 12 receipt records are allowed per receivable.
1.68	FAR.Revenue_Source	Stores the Revenue Source records for the financial system revenue subsystem.
1.69	FAR.SIGNATURE_File <i>(New with this release)</i>	Stores the signature card setup parameters.
1.70	FAR.SNUIFUND_School_Nutrition_106_Rpt_User_Input <i>(New with this release)</i>	Stores the school food service (DE 106) parameters.
1.71	FAR.Vendor	Stores the vendor records for the financial system expense subsystem.
1.72	FAR.Vendor_Check_Control	Stores the vendor check master records associated with the accounts payable subsystem.

SQL Server Databases and Tables for PCGenesis System - <i>continued</i>		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.73	FAR.Vendor_Check_Control_Payable	Stores the claim/invoice records associated with the vendor check master record. A maximum of 13 claim records are allowed per vendor check.
1.74	FAR.Wire_Transfer	Stores the vendor wire transfer master records associated with the accounts payable subsystem.
1.75	FAR.Wire_Transfer_Payable	Stores the claim/invoice records associated with the vendor wire transfer master record. A maximum of 40 claim records are allowed per vendor wire transfer.
1.76	MENU.MenuParameters_Header	Stores the PCGenesis MENU header parameters.
1.77	MENU.MenuParameters_Detail	Stores the PCGenesis MENU detail parameters.
1.78	PAY.ACA_Dependent_1095	Stores the Affordable Care Act (ACA) dependent data for payroll employees.
1.79	PAY.ACA_Employee_1095	Stores the Affordable Care Act (ACA) data for payroll employees.
1.80	PAY.Annuity_Companies	Stores the payroll annuity company records.
1.81	PAY.CPI_Header	Stores the CPI biographical information associated with employees.
1.82	PAY.CPI_Assignments	Stores the CPI assignment data associated with employees
1.83	PAY.CPI_Certifications	Stores the CPI certificate data associated with employees.
1.84	PAY.CPI_Code_Table	Stores the CPI description codes.
1.85	PAY.CHKMSTR_Check_Master	Stores the payroll check master records associated with the payroll subsystem.
1.86	PAY.DATEFL_Current_Payroll_Date	Stores the payroll setup parameters.
1.87	PAY.DEDCTL_Current_Payroll_Deductions	Stores the payroll setup deduction-control parameters.
1.88	PAY.DEDUCTIONS_System_Definitions	Stores the payroll system deduction definitions.
1.89	PAY.DESC_Alpha_EEO5_Job_Codes	Stores the EEO5 job code descriptions.
1.90	PAY.DESC_Alpha_G_SHBP_Change_Codes	Stores the SHBP change code descriptions.

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.91	PAY.DESC_Alpha_W2CD_W2_Adjustment_Codes	Stores the W-2 box and code descriptions.
1.92	PAY.DESC_Alpha_DDBK_Direct_Deposit_Bank_Codes	Stores the direct deposit bank code descriptions.
1.93	PAY.DESC_Alpha_ACA1_ACA_Coverage_Codes	Stores the ACA offer of coverage code descriptions.
1.94	PAY.DESC_Alpha_ACA2_ACA_Safe_Harbor_Codes	Stores the ACA safe harbor code descriptions.
1.95	PAY.DESC_Alpha_H_User_Change_Codes	Stores the district-defined SHBP change code descriptions.
1.96	PAY.DESC_B_Budget_Categories	Stores the budget category code descriptions.
1.97	PAY.DESC_C_Payroll_Class_Codes	Stores the payroll class code descriptions.
1.98	PAY.DESC_D_Degree_Codes	Stores the degree code descriptions.
1.99	PAY.DESC_E_Ethnic_Codes	Stores the ethnic code descriptions.
1.100	PAY.DESC_J_Job_Codes	Stores the payroll job code descriptions.
1.101	PAY.DESC_K_TRS_Job_Codes	Stores the TRS job code descriptions.
1.102	PAY.DESC_L_Location_Codes	Stores the payroll location code descriptions.
1.103	PAY.DESC_M_PSERS_ERS_Job_Codes	Stores the ERS and PSERS job code descriptions.
1.104	PAY.DESC_P_Pay_Type_Codes	Stores the compensation/pay type code descriptions.
1.105	PAY.DESC_R_Pay_Reason_Codes	Stores the payroll reason code descriptions.
1.106	PAY.DESC_S_Substitute_Rank_Codes	Stores the substitute rank code descriptions.
1.107	PAY.DESC_T_Termination_Codes	Stores the termination code descriptions.
1.108	PAY.DESC_U_University_Codes	Stores the university code descriptions.
1.109	PAY.DESC_V_PSERS_ERS_Pay_Reason_Codes	Stores the ERS and PSERS payroll reason code descriptions.
1.110	PAY.DESC_W_PSERS_ERS_Termination_Codes	Stores the ERS and PSERS termination code descriptions.
1.111	PAY.DESC_X_TRS_Pay_Reason_Codes	Stores the TRS payroll reason code descriptions.
1.112	PAY.DESC_Y_TRS_Termination_Codes	Stores the TRS termination code descriptions.
1.113	PAY.Employee_Change	Stores the payroll employee change records.

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.114	PAY.Employee_Direct_Deposit	Stores the payroll employee direct deposit account information.
1.115	PAY.Employee_Education	Stores the employee education data from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).
1.116	PAY.Employee_Experience	Stores the employee years of teaching experience from the <i>Update/Display Educational Data</i> screen (F3, F1, F6).
1.117	PAY.Employee_Garnishment	Stores the employee payroll garnishment vendor data.
1.118	PAY.Employee_Leave	Stores the employee payroll check leave data (F2, F2, F17).
1.119	PAY.Enhanced_Advance_Formulas	Stores the enhanced leave advance formula records.
1.120	PAY.Enhanced_Employee_Leave_History	Stores the enhanced leave history records.
1.121	PAY.Enhanced_Employee_Leave_Input	Stores the enhanced leave temporary leave input records.
1.122	PAY.Enhanced_Pay_Class_Parameters	Stores the enhanced leave payroll class code records.
1.123	PAY.Enhanced_System_Parameters	Stores the enhanced leave type and reason code records.
1.124	PAY.History_Earnings	Stores the payroll employee earnings history records.
1.125	PAY.History_Distribution	Stores the payroll employee earnings history account distribution records
1.126	PAY.LGROSSDAT_Employee_Leave_Current_Gross	Stores the enhanced leave temporary substitute gross data records.
1.127	PAY.PAYSTAT_Monitor	Stores the payroll sequence monitor records.
1.128	PAY.PAYROLL_Employee	Stores employee payroll data
1.129	PAY.PAYROLL_Employee_Current	Stores employee payroll data.
1.130	PAY.PAYROLL_Schedules	Stores the payroll schedule definitions.
1.131	PAY.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines.
1.132	PAY.PDEDUCT_Employee_Deduction	Stores employee payroll deductions.

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

SQL Server Databases and Tables for PCGenesis System - continued		
PCGenesisDB - PCGenesis financial and payroll production data, continued.		
	Table Name	Purpose
1.154	SAND.DEDUCTIONS_System_Definitions	Stores the Budget System deduction definitions.
1.155	SAND.PAYROLL_Employee	Stores employee payroll data for the Budget System.
1.156	SAND.PAYROLL_Employee_Current	Stores employee payroll data for the Budget System.
1.157	SAND.PAYSTAT_Monitor	Stores the payroll sequence monitor records for the Budget System.
1.158	SAND.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines for the Budget System.
1.159	SAND.PDEDUCT_Employee_Deduction	Stores employee payroll deductions for the Budget System.
1.160	SAND.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters for the Budget System.
1.161	SAND.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters for the Budget System.
1.162	SAND.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters for the Budget System.
1.163	SAND.TAXES04_PSERS_ERS_TRS_Tables	Stores the PSERS, ERS, and TRS parameters for the Budget System.
1.164	SAND.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System.
1.165	SAND.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters for the Budget System.
1.166	SAND.TAXES99_Payroll_Control	Stores the school district payroll control parameters for the Budget System.
1.167	T_lookup.GA_County	Stores the County codes for 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.	