PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

| 9/30/2022 | Section B: PCGenesis Backup / Reorganization / Restore |

[Topic 2: How To Schedule the PCGenesis Reorganization Job, V1.7]

Revision History

Date	Version	Description	Author
9/30/2022	1.7	22.03.00 – Add information about the monthly recap report, the *Detail for USERLIST Files* report.	D. Ochala
11/09/21	1.6	21.03.00 – Update to include Windows Server 2022.	D. Ochala
06/07/2021	1.5	21.02.00 – Add information about SQL command *Update Statistics*. Delete information about rebuilding receipt and receivable clone tables.	D. Ochala
09/25/2020	1.4	20.03.00 – Add information about rebuilding receipt and receivable clone tables.	D. Ochala
04/22/2020	1.3	20.02.00 – Add information about SQL Server service.	D. Ochala
03/30/2020	1.2	20.01.00 – Add screen shot showing logon screen warning.	D. Ochala
03/25/2019	1.1	19.01.00 – Update with *PCGenesisDB SQL Server Database* instructions.	D. Ochala
12/06/2018	1.0	18.03.01 – Create document.	D. Ochala

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Overview

The PCGenesis reorganization job accomplishes the following tasks:

- Creates a copy of **K:\SECOND** as **K:\SECONDX** and reorganizes all VISION indexed files.

- Creates a copy of the *SQL Server* PCGenesis database (**PCGenesisDB**) as **PCGenesisDBX.BAK** and retains the database backup in the directory:
  K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL**Backup**

- Makes a copy of **PCGenesisDBX.BAK** in the **K:\SECOND** directory as an additional redundancy in case of system failure.

- The PCGenesis Reorganization job has been updated to execute the SQL command *UPDATE STATISTICS* for all tables in the PCGenesis database. *SQL Server* statistics are essential for the query optimizer to prepare an optimized and cost-effective execution plan. These statistics provide distribution of column values to the query optimizer, and it helps *SQL Server* to estimate the number of rows (also known as cardinality). The query optimizer should be updated regularly. Improper statistics might mislead the query optimizer to choose costly operators such as index scan over index seek and it might cause high CPU, memory and IO issues in *SQL Server*. Improper statistics might also face blocking and deadlocks that eventually causes trouble to the underlying queries and resources.

- Creates a recap report which will allow the user to verify that the reorganization process has completed successfully. The recap report will be created in the **K:\UCTPRINT\#SPLPRT** directory with the filename *REOGnnnn*.

- If the General Ledger is out of balance, an additional report will be created with the filename *GBALnnnn*.

- On the first of each month, creates a recap report which is a listing of all user logon information for that month. The monthly recap report is called the *Detail for USERLIST Files* report and lists the login and logout information for each user who accessed the PCGenesis system. Along with the PCGenesis three-character **User Id** for each user, the report lists the log<u>on</u> date and time, the log<u>out</u> date and time, and identifies any session that was not closed properly (probably due to an abort), and any session that was closed the next day, indicating that the session was left open overnight.

- The monthly *Detail for USERLIST Files* recap reports are stored in the **K:\BACKUP\LI** directory for a period of one to two years. The filename of the monthly report is in the format **LI*yymm*01.TXT** where *yy* is the year and *mm* is the month the recap was created. In the example below, the file LI220901.TXT contains the *Detail for USERLIST Files* report that was created on September 1, 2022 with the logon history for the month of August of 2022.

Name	Date modified	Type	Size
20220929	9/29/2022 9:52 AM	File	2 KB
20220928	9/28/2022 4:25 PM	File	3 KB
20220927	9/28/2022 7:13 AM	File	3 KB
20220923	9/23/2022 3:02 PM	File	2 KB
20220922	9/23/2022 10:30 AM	File	2 KB
20220921	9/22/2022 8:30 AM	File	2 KB
20220920	9/21/2022 7:20 AM	File	2 KB
20220919	9/20/2022 7:40 AM	File	2 KB
20220916	9/19/2022 7:26 AM	File	3 KB
20220915	9/16/2022 7:22 AM	File	3 KB
20220914	9/15/2022 7:36 AM	File	2 KB
20220912	9/13/2022 9:58 AM	File	2 KB
20220909	9/12/2022 12:06 PM	File	2 KB
20220908	9/9/2022 10:00 AM	File	2 KB
20220907	9/8/2022 10:22 AM	File	3 KB
20220906	9/7/2022 10:26 AM	File	2 KB
20220902	9/6/2022 10:50 AM	File	3 KB
20220901	9/2/2022 7:17 AM	File	2 KB
LI220901.TXT	9/1/2022 1:02 AM	Text Document	24 KB
LI220801.TXT	8/1/2022 1:01 AM	Text Document	9 KB
LI220701.TXT	7/1/2022 1:00 AM	Text Document	6 KB
LI220601.TXT	6/1/2022 1:01 AM	Text Document	12 KB
LI220501.TXT	5/1/2022 1:01 AM	Text Document	11 KB
LI220401.TXT	4/1/2022 1:01 AM	Text Document	7 KB
LI220301.TXT	3/1/2022 1:01 AM	Text Document	8 KB

Contents of K:\BACKUP\LI directory

The PCGenesis administrator must ensure that the reorganization job runs successfully every day. Any failure that affects the integrity and availability of PCGenesis data is unacceptable. The PCGenesis reorganization job improves PCGenesis reliability and data integrity by reorganizing all PCGenesis indexed files. The reorganization task also creates a daily restore point that remains on the PCGenesis server for quick access. This restore point often provides the Ga DOE Helpdesk with a quick and easy way to recover from a data issue.

If the reorganization batch job has not run successfully for at least three days, the PCGenesis users' logon screen will display an error message in red, as shown below. If this message appears on the PCGenesis logon screen, the reorganization task is not running to completion successfully. This error must be addressed immediately by the IT staff!
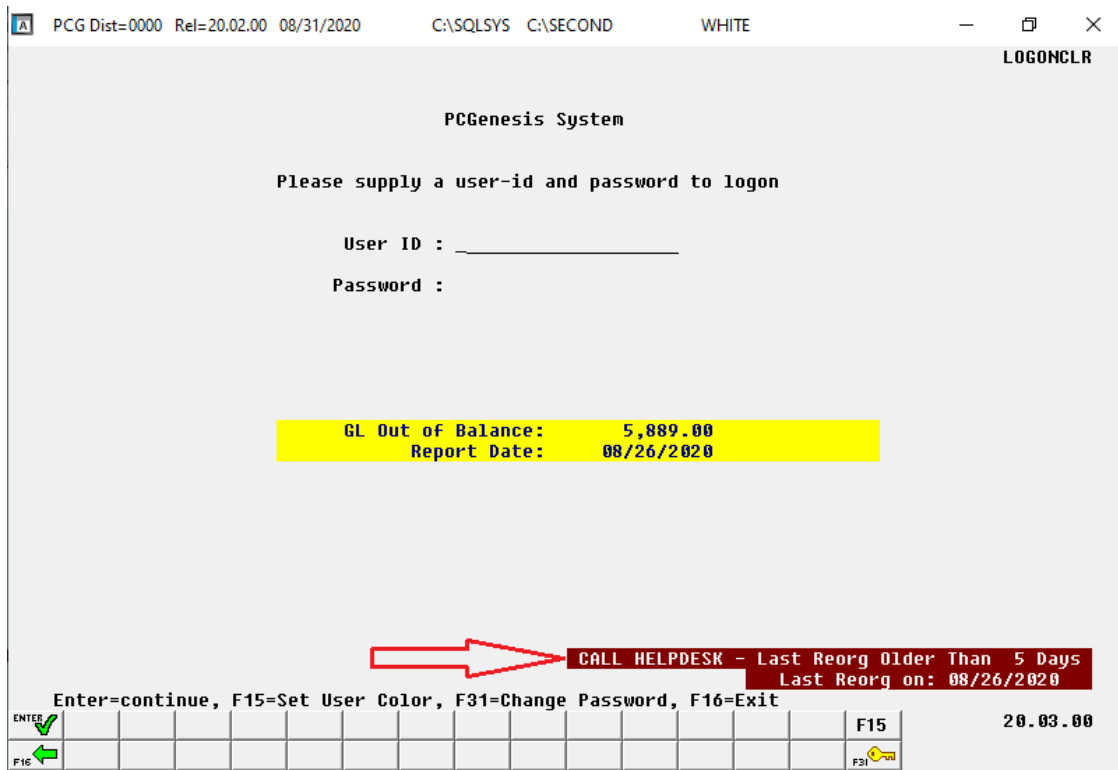
The PCGenesis reorganization task requires installation of **RoboCopy**. **RoboCopy** is included with the Windows Server 2012 and 2016 and 2019 and 2022 operating systems. **RoboCopy** is also included in the *Windows 2003 Server Resource Kit*. The **RoboCopy** installation file is available in **K:\DOWNLOAD\2003 Resource Kit\rktools.exe**.

<u>If</u> it is necessary to install the *Resource Kit* tools:

- Run **K:\Download\2003 Resource Kit\rktools.exe**.
- After you accept the *End User License Agreement* (EULA), all necessary files are installed to the **%Program Files%\Windows Resource Kits\Tools** folder.
- Prior to starting and using the *Resource Kit* tools, please be sure to read the **readme.htm** file, which is located in the **%Program Files%\Windows Resource Kits\Tools** folder.

This document provides instructions for creating the scheduled task for *K:\BACKUP\PCGREORG.BAT*
The scheduled task parameters should be defined as follows:

- Schedule nightly after backup to finish prior to 6:00am. Allow up to 60 minutes processing time.
- **SQL Server (SQLEXPRESSPCG)** must be running.
- Requires **ROBOCOPY** which should be included with Windows Sever 2012 or 2016 or 2019 or 2022 64 bit operating systems
  - Verify available in *C:\WINDOWS\SYSTEM32\ROBOCOPY.EXE*
  - If missing, run *K:\DOWNLOAD\2003 RESOURCE KIT\rktools.exe* to install **ROBOCOPY**

The PCGenesis reorganization task uses *SQL Server* tools to create the **PCGenesisDB** backup file.
Therefore, it is required that the **SQL Server (SQLEXPRESSPCG)** service is running during the
reorganization job, as shown below.
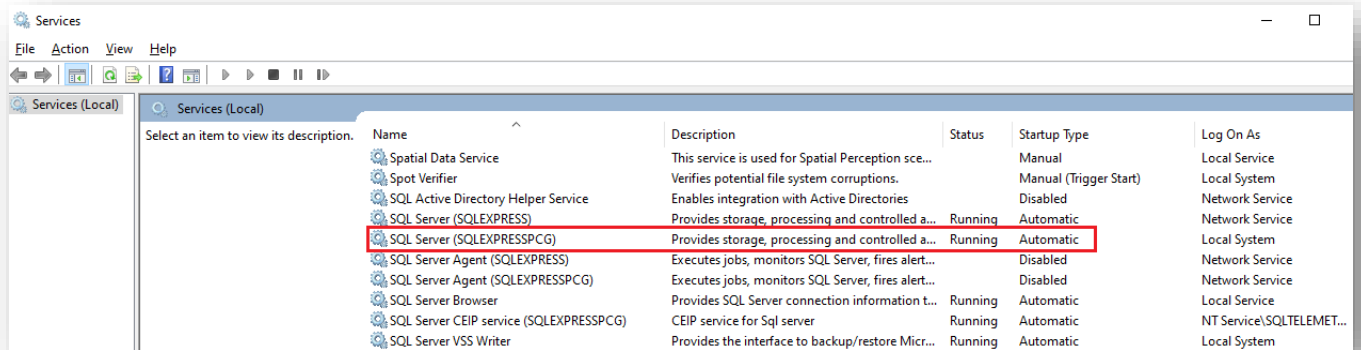
PCGenesis data is split between files contained in the directory *K:\SECOND* and the *SQL Server*
database tables located in *K:\PCGSQLdb*.

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

- `K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf`
- `K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf`

SECONDX and PCGenesisDBX.BAK: The *SECONDX* directory is a backup of *SECOND* that is
made during the nightly reorganization (Reorg) process. If a restore of *SECOND* is needed from the
previous day, *SECONDX* should be used.

The nightly reorganization process also creates a backup of the PCGenesis database. This backup is
available in the following directory:

`K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\Backup\PCGenesisDBX.BAK`

It is very important to coordinate the *K:\SECONDX* directory with the *PCGenesisDBX.BAK* database
backup. One component cannot be backed up and/or restored without the other component, and they
must be maintained together.

Procedure A: Schedule PCGenesis Reorganization Task

Step	Action
1	Bring up the *Windows Control Panel*.
2	In the upper right-hand corner, search for the word *Schedule*.
3	Under the heading *Administrative Tools*, the item *Schedule tasks* is displayed.

The following screen displays:
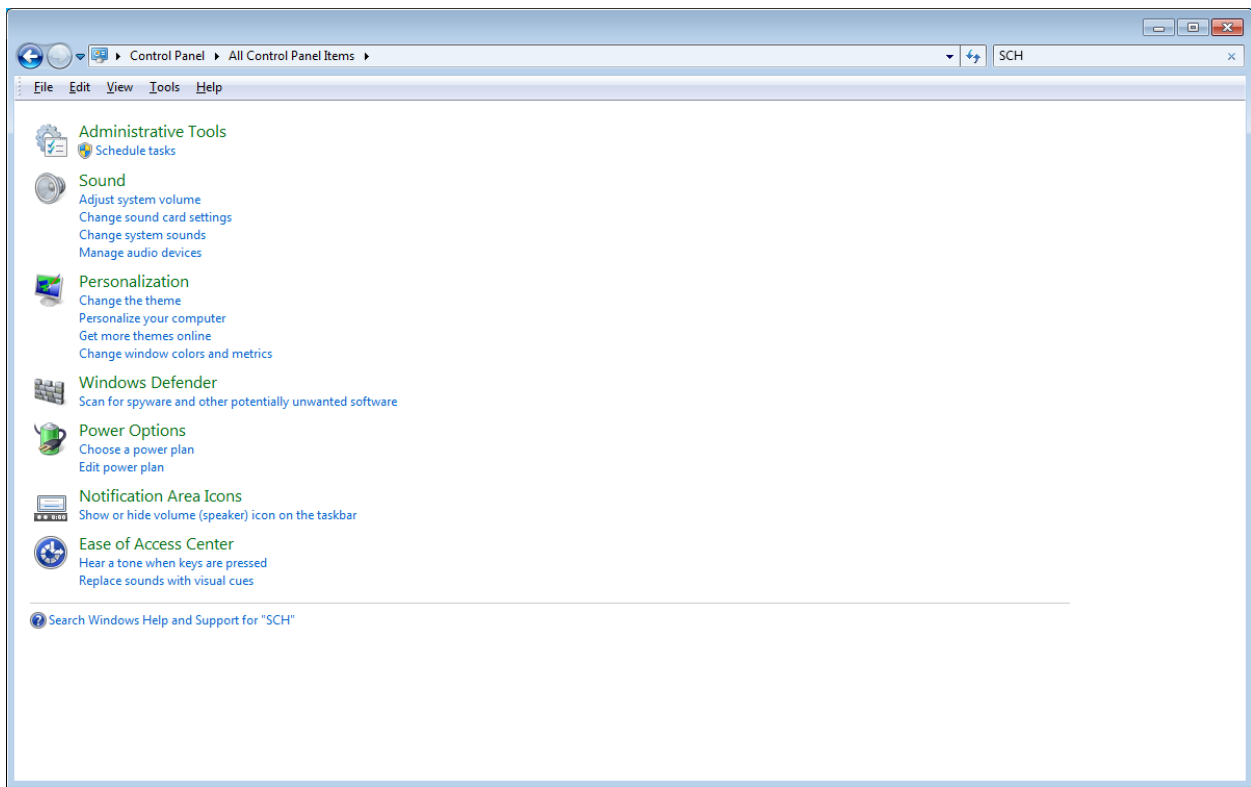
Step	Action
4	Select ⬛ Schedule tasks (**Schedule tasks**).
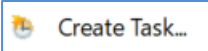
The following screen displays:
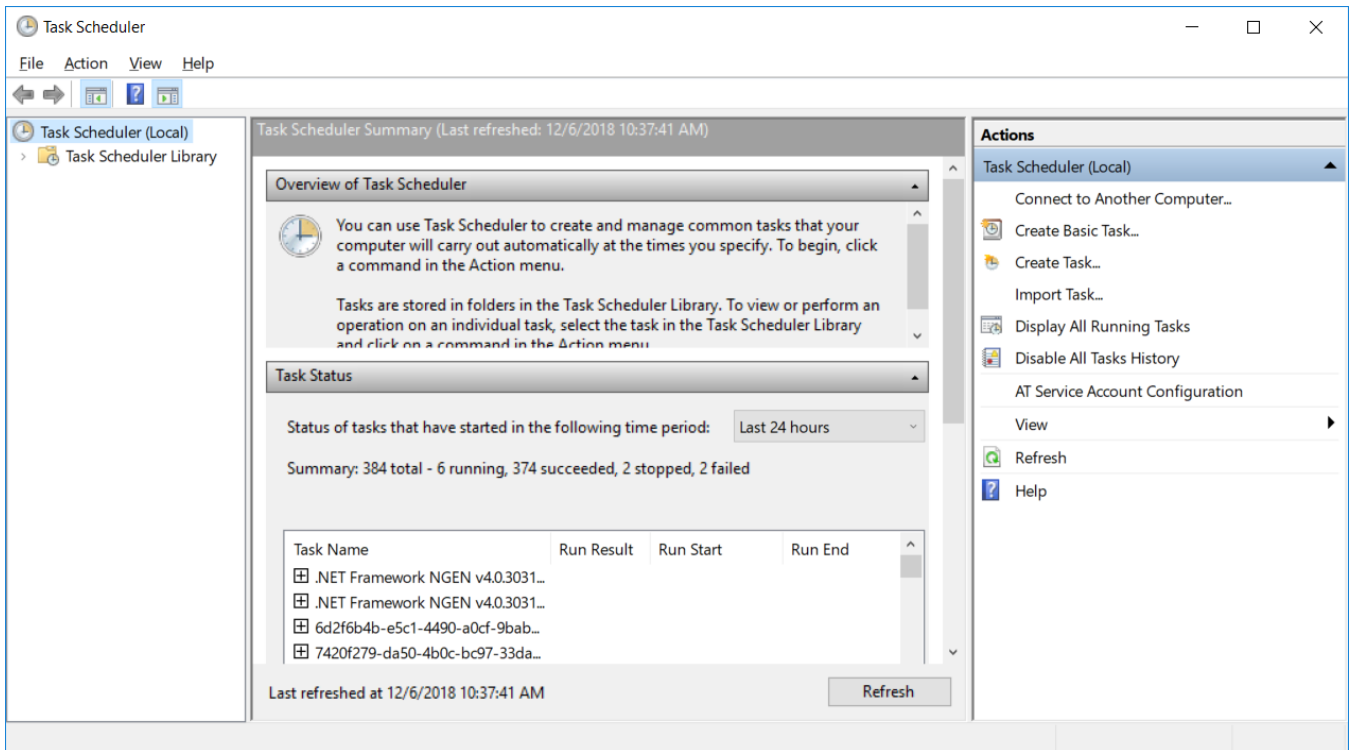
Step	Action
5	Click [Task Scheduler Library] (**Task Scheduler Library**) to display the current list of tasks.

The following screen displays:
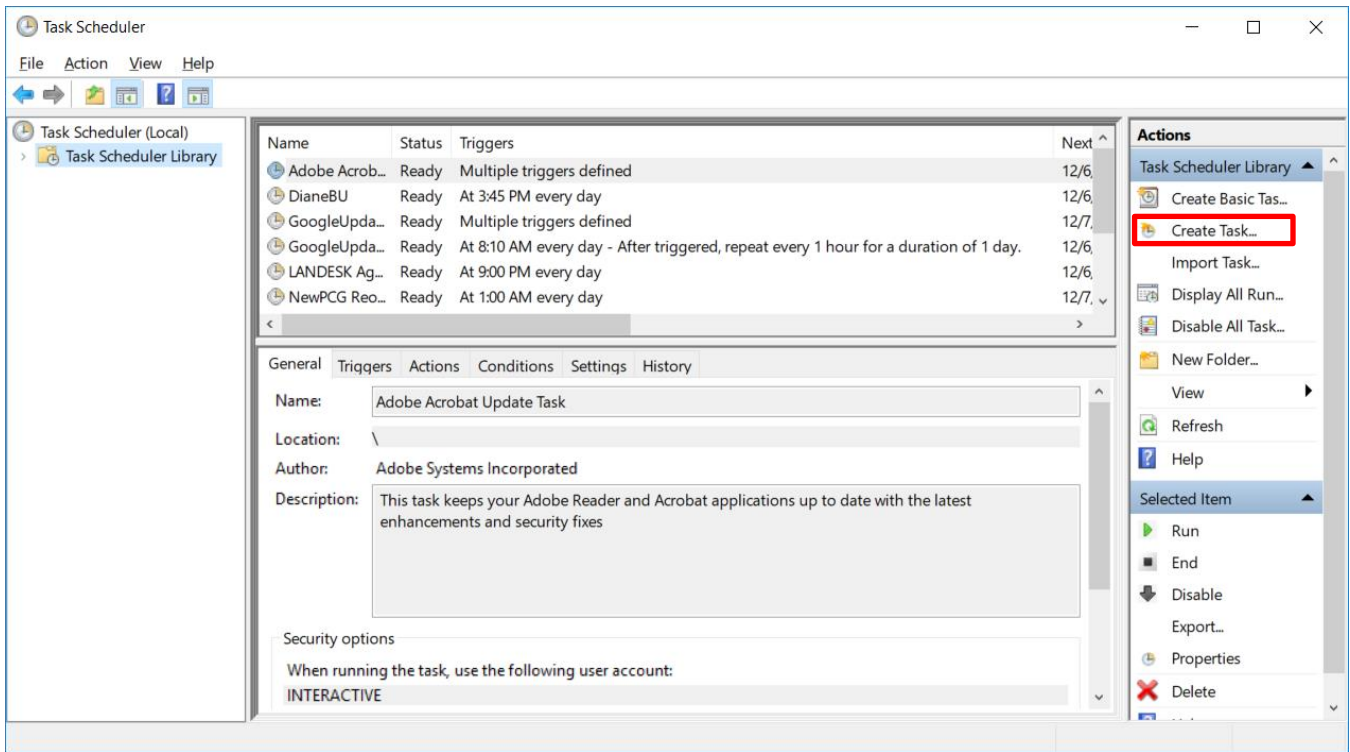
Step	Action
6	Click [Create Task...] (**Create Task**) to create a new task.
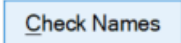
The following screen displays:
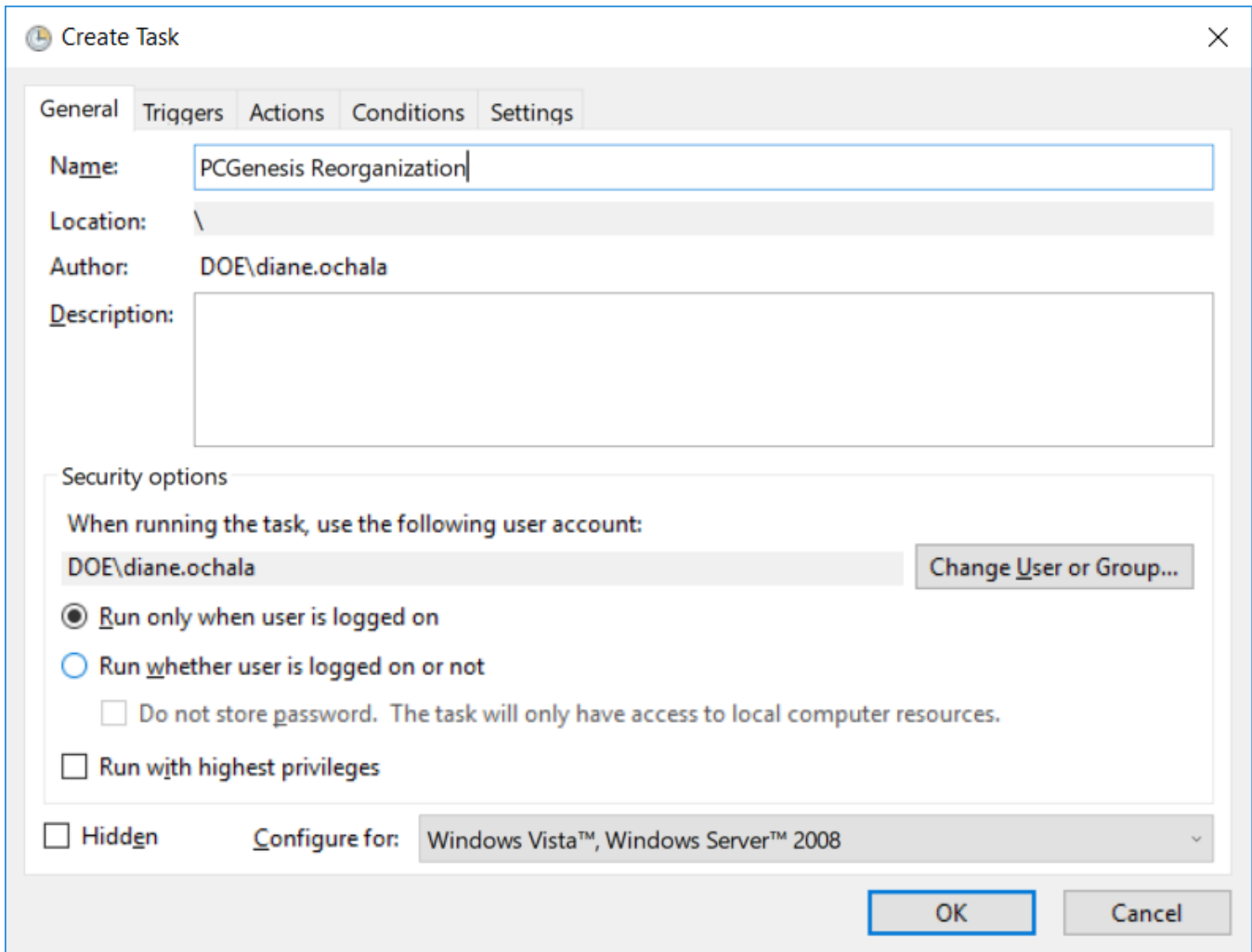
Step	Action
7	Enter the **Name** field with the title '*PCGenesis Reorganization*'.
8	Under **Security options** select [Change User or Group...] (**Change User or Group**).

The following screen displays:
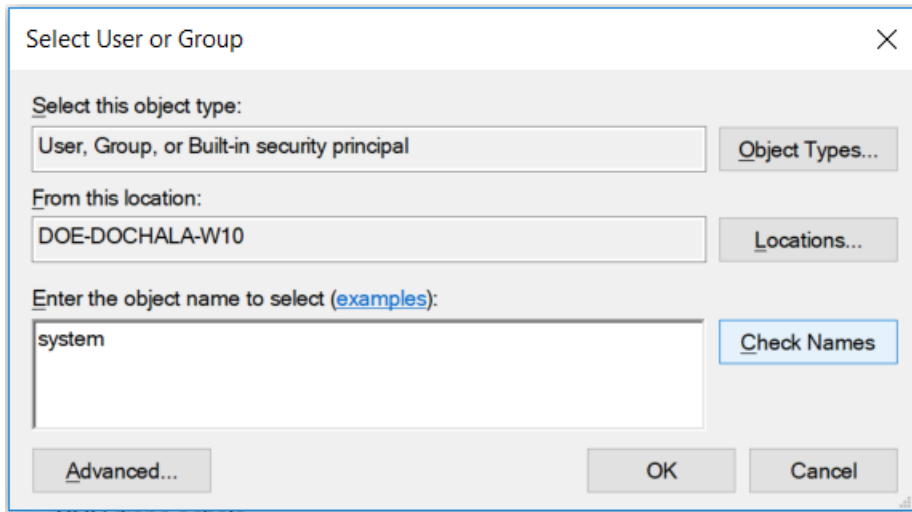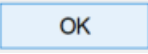
Step	Action
9	Type '*system*' in the **Enter the object name to select** field, as shown above.
10	Select [Check Names] (**Check Names**).

The following screen displays:
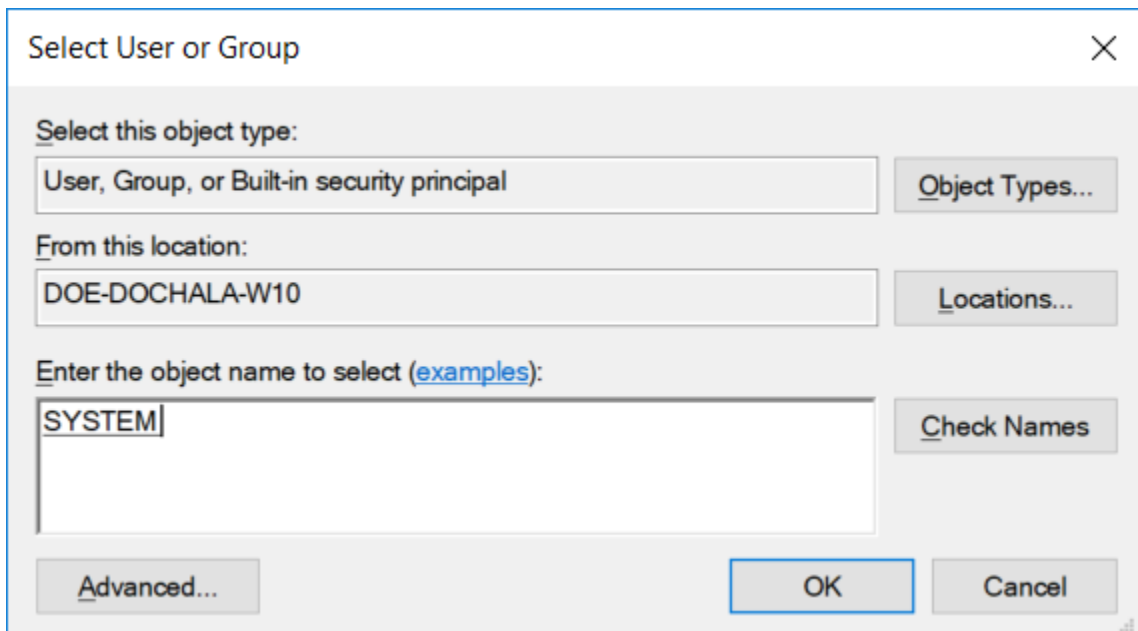
Step	Action
11	If the object resolves correctly, the screen will be returned as shown above, with **SYSTEM** underscored.

Step	Action
12	Select [OK] (**OK**) to return to the **General** tab.
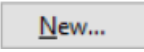
The following screen displays:
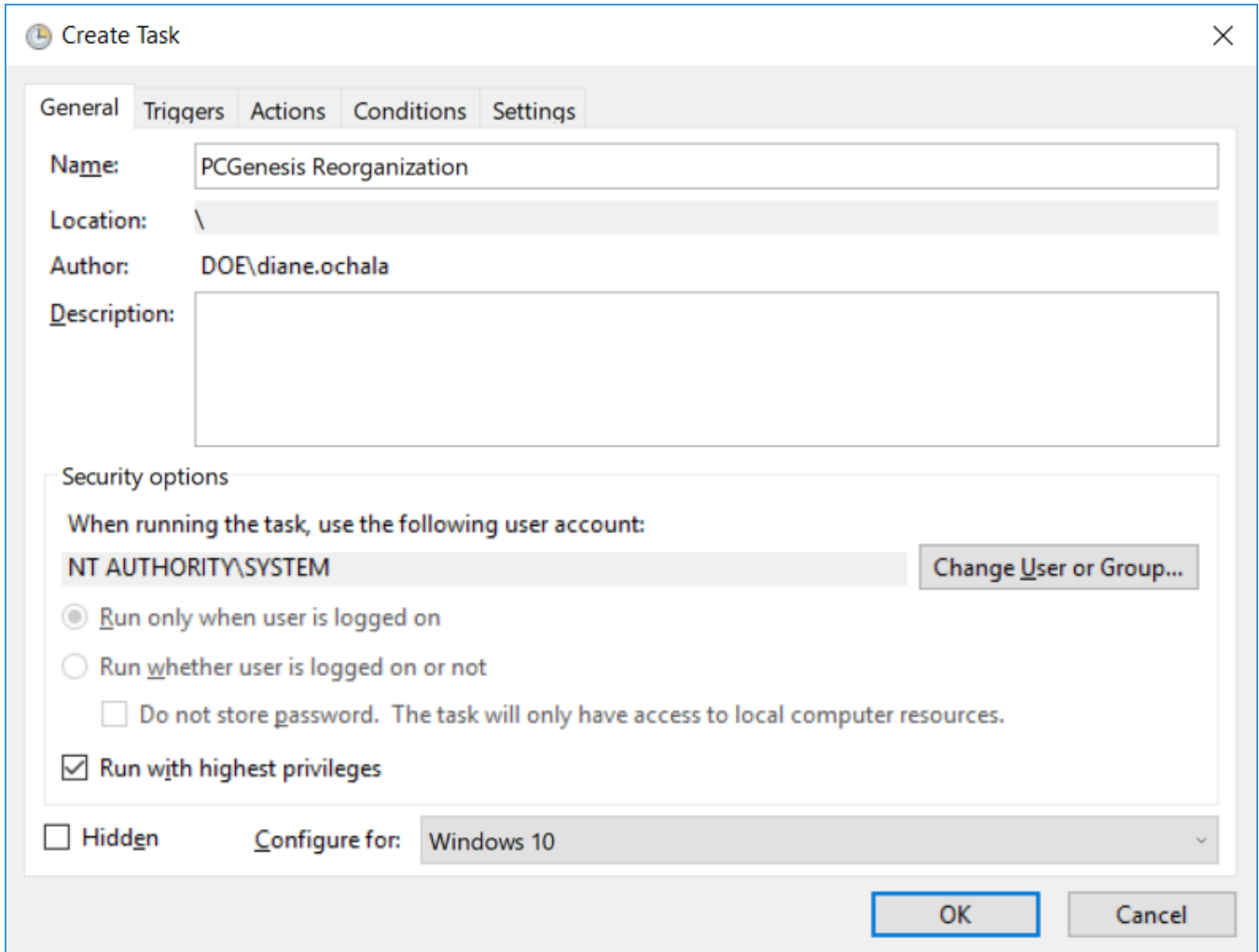
Step	Action
13	Select the check box ☑ to the left of **Run with highest privileges**.
14	Select the operating system of the PCGenesis server from the **Configure for** drop-down box.
15	The **General** tab is complete. Now, select the **Triggers** tab.

The following screen displays:
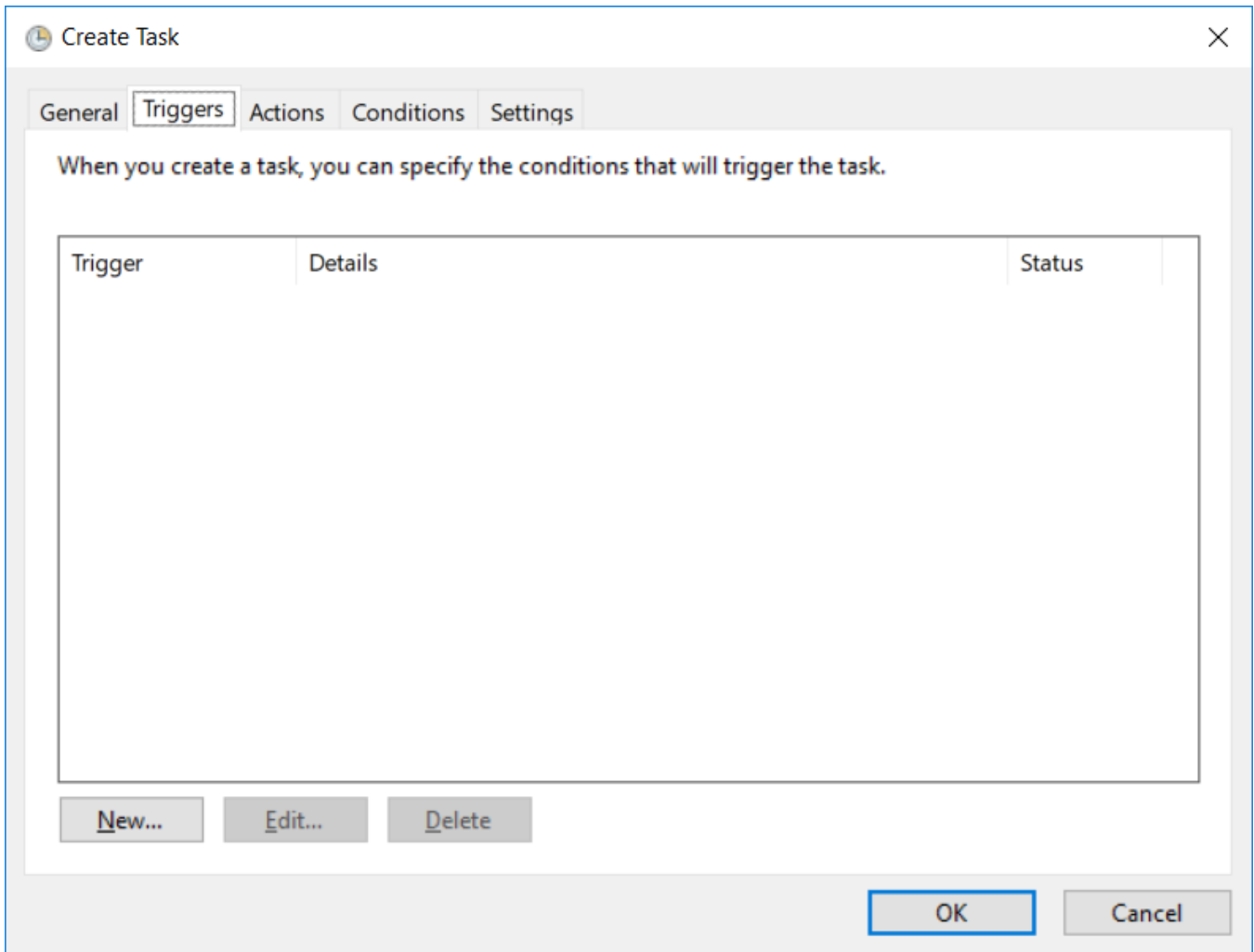
Step	Action
16	Select [New...] (**New**) to create a new trigger.

The following screen displays:

Step	Action
17	Under **Settings**, select ⦿ Daily (**Daily**) so that the task will run every day.
18	Under **Start**, select today's date and schedule a time that does not interfere with any other backup, clean up, or reorganization process.
19	Reorganization task considerations: • The *VerraDyne Print Manager* automatically runs a clean-up process every night at midnight which should take approximately 15 minutes to run. • Since this process runs at midnight, make sure that the PCGenesis backups and reorganizations are not scheduled to overlap this timeframe. Overlapping timeframes may cause problems with the clean-up, reorganization, and/or backup processes.
20	Select the task to **Recur every 1 day** so that it runs daily.

Step	Action
21	Select the check box ☑ to the left of **Stop task if it runs longer than**. Select **1 hour** from the drop-down to the right of **Stop task if it runs longer than**.
22	Select the check box ☑ to the left of **Enabled**.
23	Select [OK] (**OK**) to return to the **Triggers** tab.

The following screen displays:

🕐 Create Task   ✕

General **Triggers** Actions Conditions Settings

When you create a task, you can specify the conditions that will trigger the task.

Trigger	Details	Status
Daily	At 5:00 AM every day	Enabled

[New...]   [Edit...]   [Delete]

                                [OK]   [Cancel]
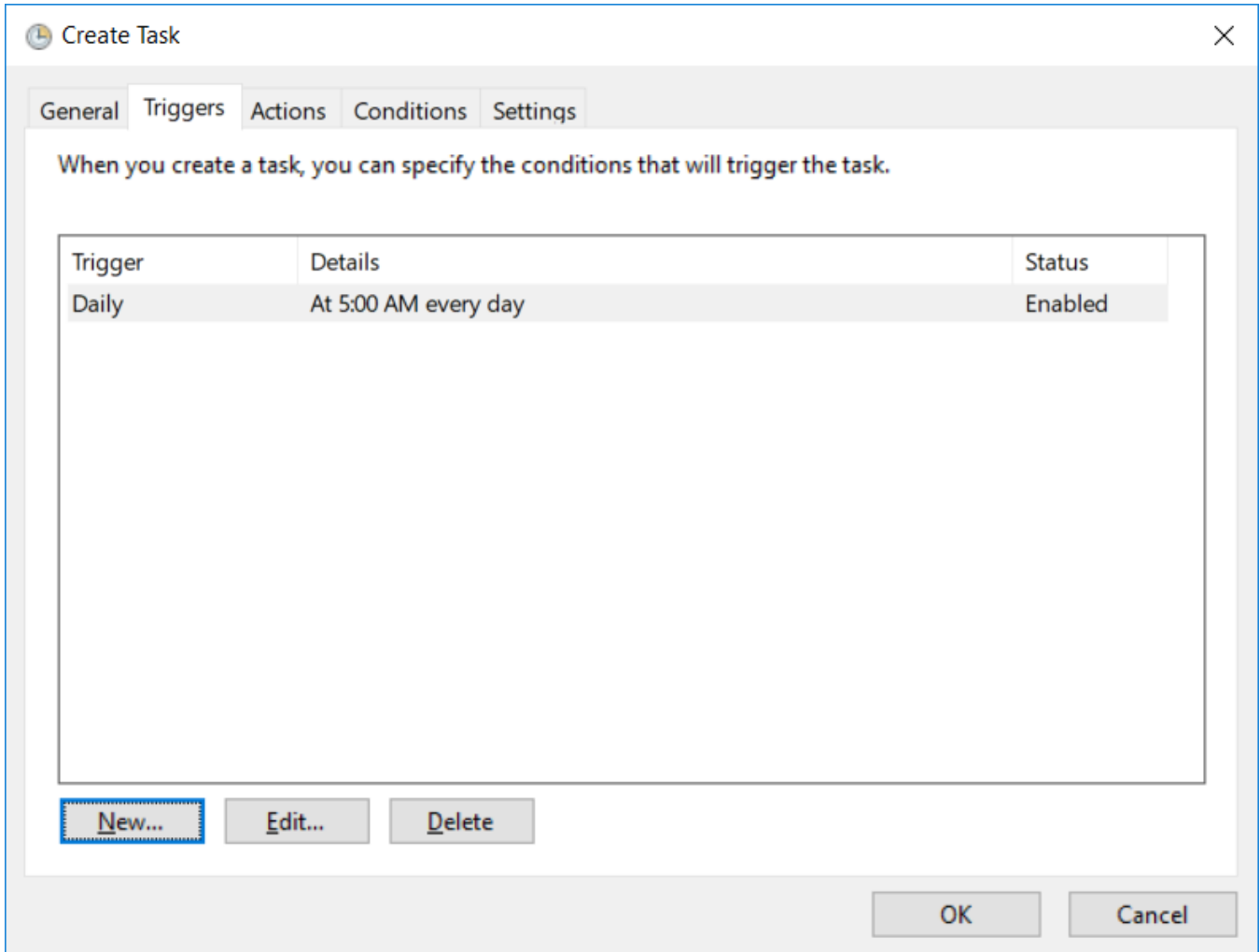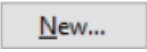
Step	Action
24	The **Triggers** tab is complete. Now, select the **Actions** tab.
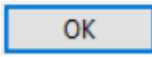
The following screen displays:
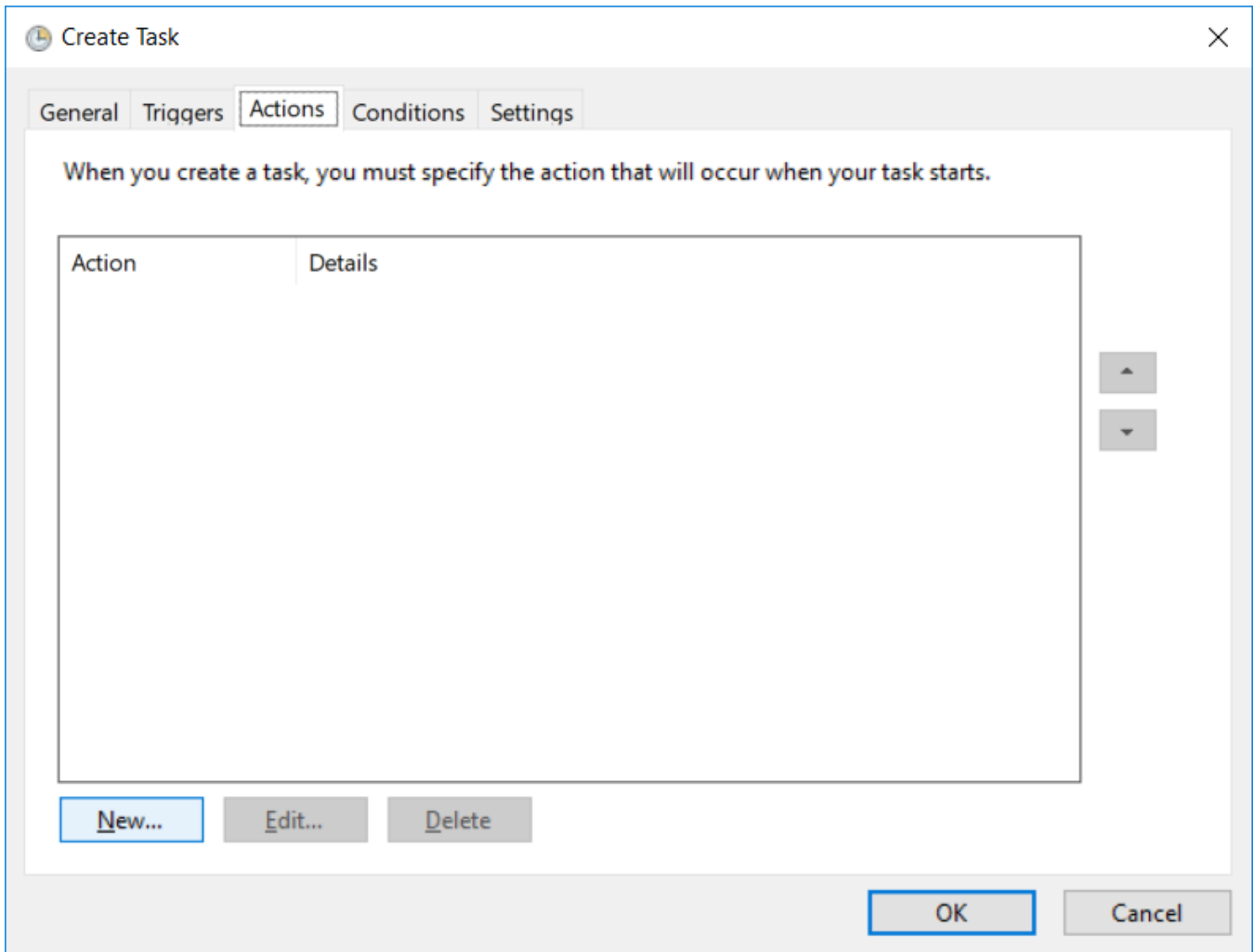
Step	Action
25	Select ![New...] (**New**) to create a new action.

The following screen displays:
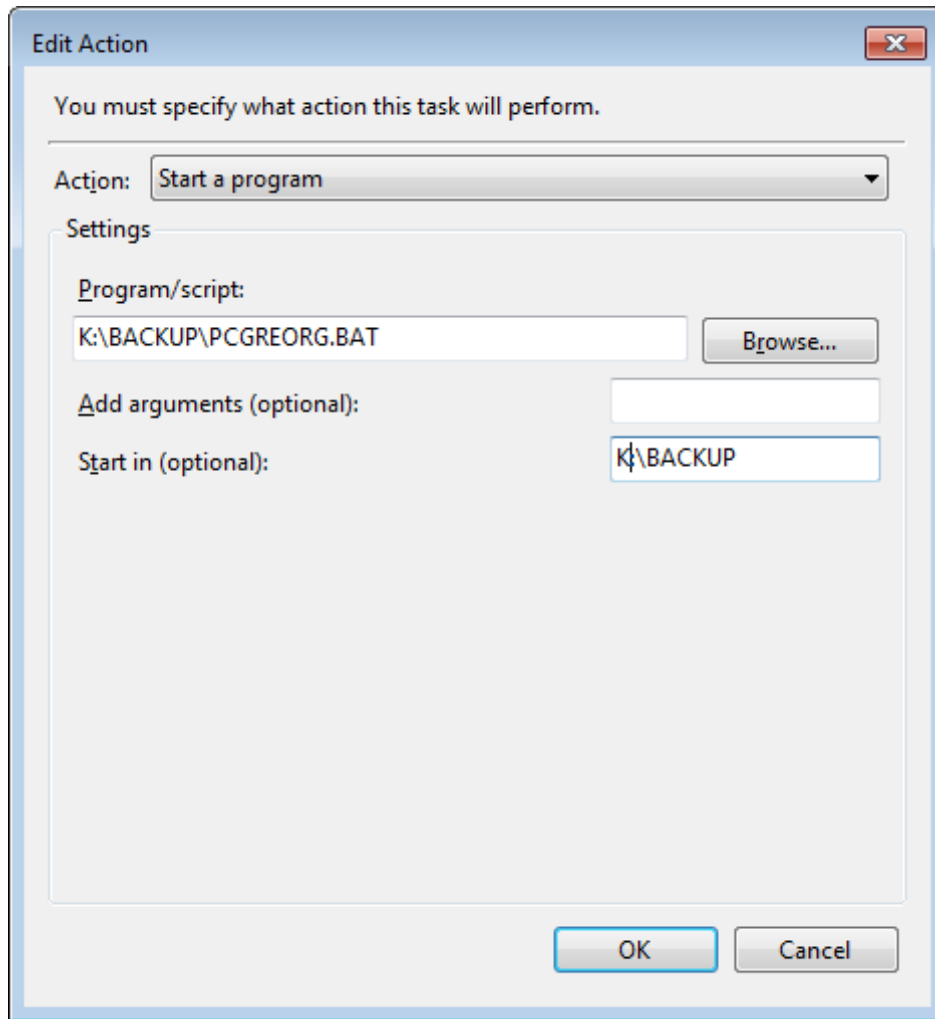
Step	Action
26	Next to **Action**, select **Start a program** from the drop-down box.
27	Under **Settings**, enter the **Program/script** field as **K:\BACKUP\PCGREORG.BAT**.
28	Under **Settings**, enter the **Start in (optional)** field as **K:\BACKUP**.
29	Select ☐ OK ☐ (**OK**) to return to the **Actions** tab.

The following screen displays:
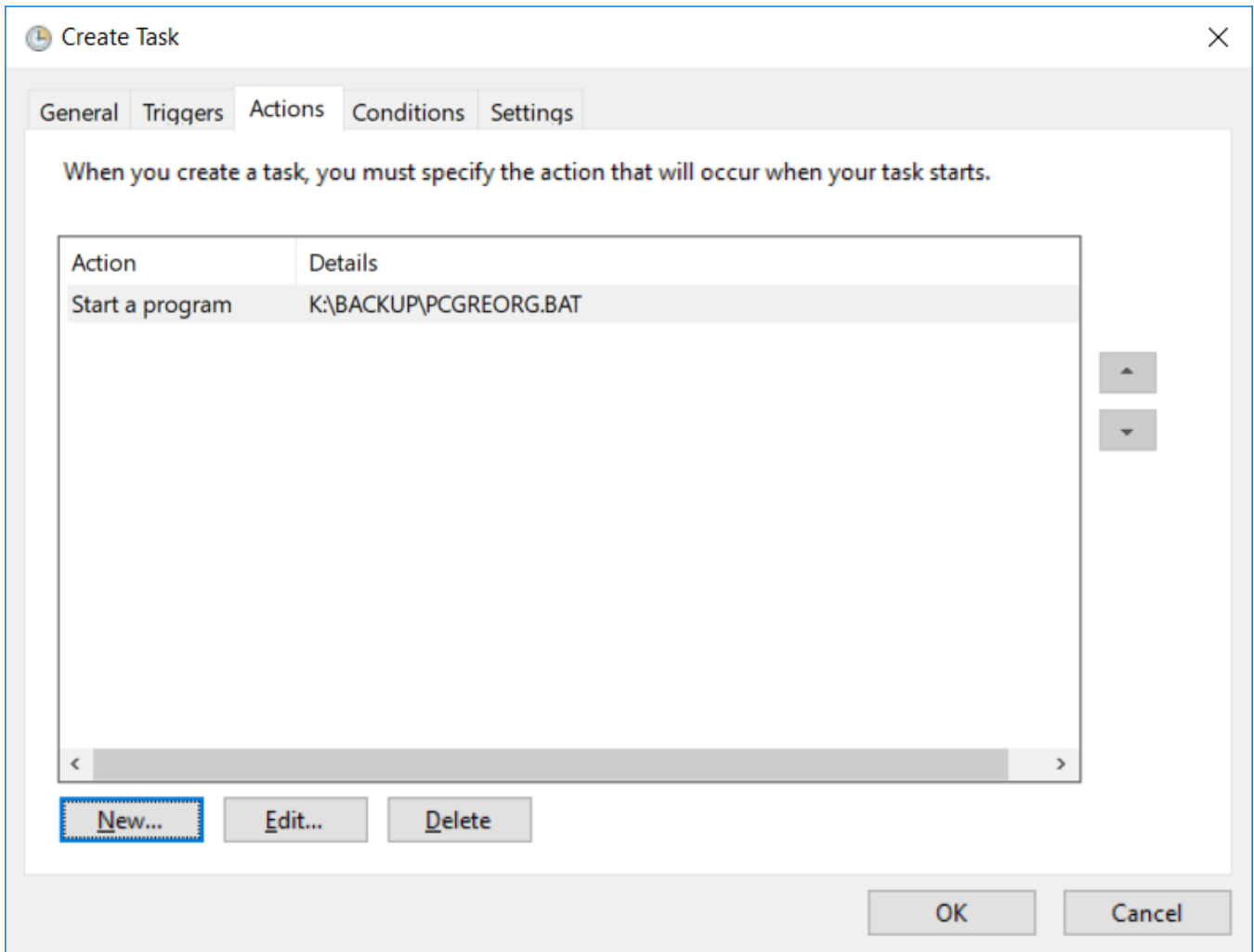
Step	Action
30	The **Actions** tab is complete. Now, select the **Conditions** tab.

The following screen displays:

```
Create Task                                                                    ✕

 General  Triggers  Actions  Conditions  Settings

 Specify the conditions that, along with the trigger, determine whether the task should run.  The task will not
 run  if any condition specified here is not true.
 Idle
  ☐ Start the task only if the computer is idle for:          10 minutes            ⌄

        Wait for idle for:                                    1 hour               ⌄

     ☑ Stop if the computer ceases to be idle

        ☐ Restart if the idle state resumes
 Power
 ☑ Start the task only if the computer is on AC power
    ☑ Stop if the computer switches to battery power
 ☑ Wake the computer to run this task
 Network
  ☐ Start only if the following network connection is available:

     Any connection                                                              ⌄




                                                              OK            Cancel
```

Step	Action
31	Select the check box ☑ to the left of **Start the task only if the computer is on AC power**.
32	Select the check box ☑ to the left of **Stop if the computer switches to battery power**.
33	Select the check box ☑ to the left of **Wake the computer to run this task**.
34	The **Conditions** tab is complete. Now, select the **Settings** tab.

The following screen displays:
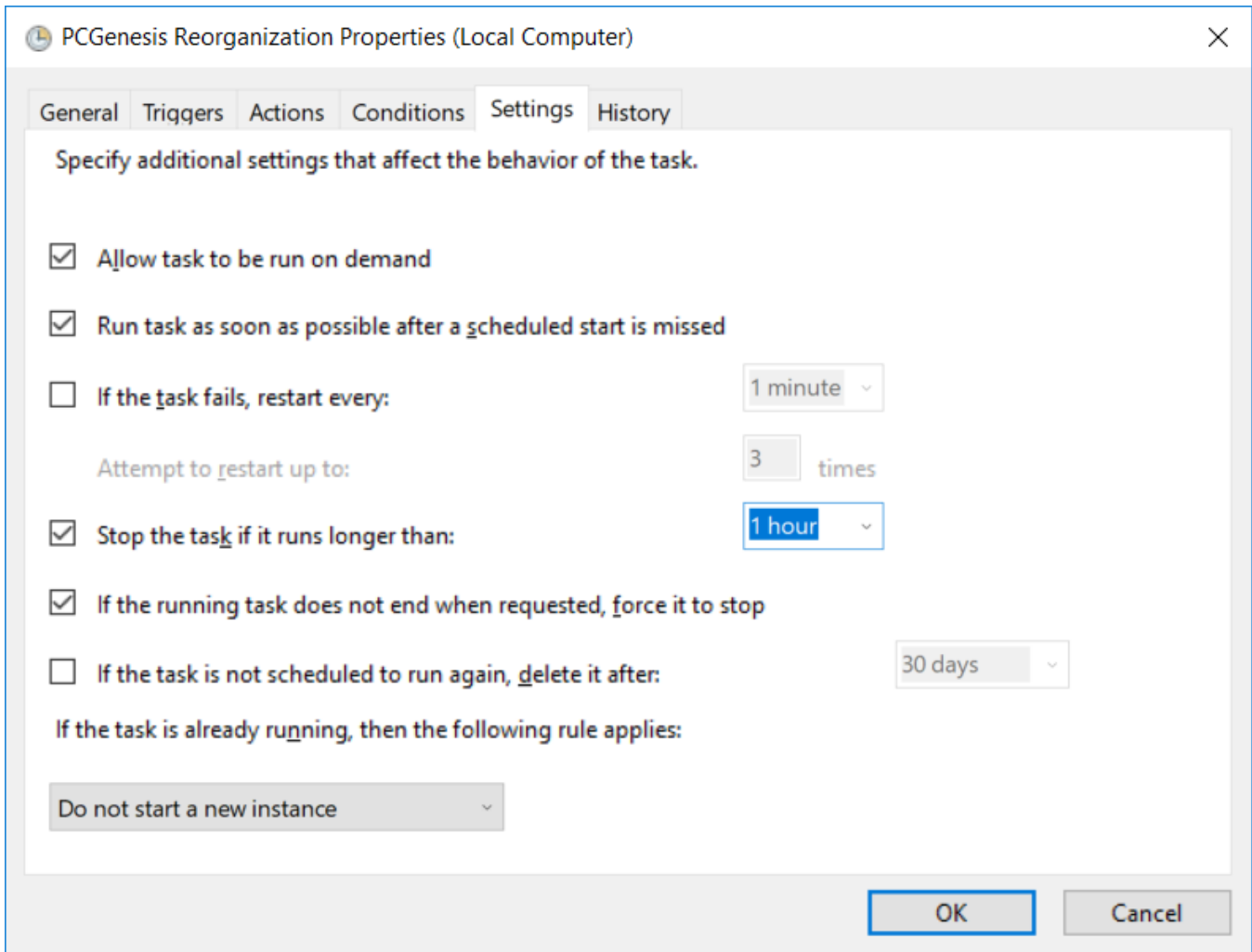
Step	Action
35	Select the check box ☑ to the left of **Allow task to be run on demand**.
36	Select the check box ☑ to the left of **Run task as soon as possible after a scheduled start is missed**.
37	Select the check box ☑ to the left of **Stop task if it runs longer than**. Select **1 hour** from the drop-down to the right of **Stop task if it runs longer than**.
38	Select the check box ☑ to the left of **If the running task does not end when requested, force it to stop**.
39	The **Settings** tab is complete. Select [**OK**] (**OK**) to return to the **Task Scheduler**.

The following screen displays:
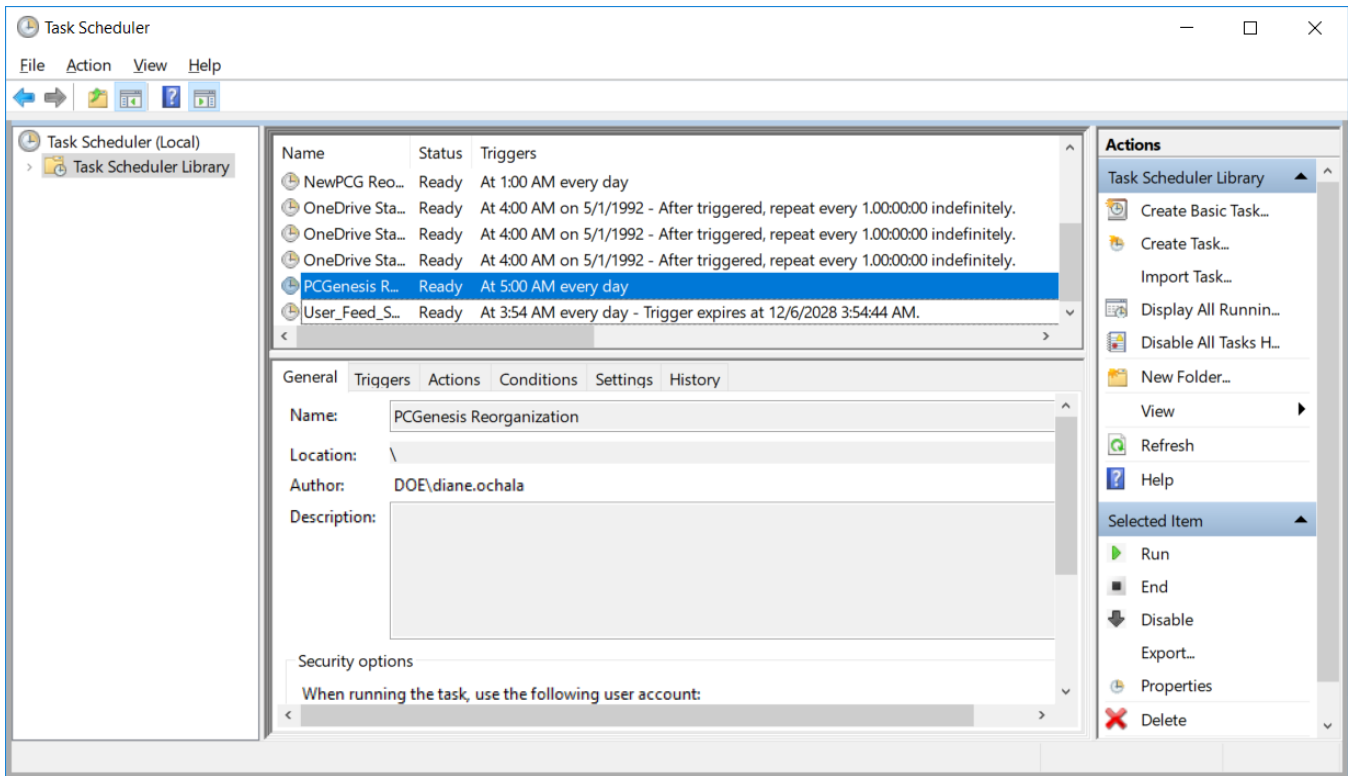
Step	Action
40	The PCGenesis reorganization task uses **ROBOCOPY** to create the **K:\SECONDX** backup directory. Check that **ROBOCOPY** is available on the PCGenesis server. See the *Overview* in this document for additional information.
41	The PCGenesis reorganization task uses *SQL Server* tools to create the **PCGenesisDB** backup file. Check that the **SQL Server (SQLEXPRESSPCG)** service is running. See the *Overview* in this document for additional information.
42	Right-click on the *PCGenesis Reorganization* task and select **Run** to verify that the task runs to completion properly.
43	Exit the **Task Scheduler**.

A1. Reorganization Recap Report – Example

The first page of the *Reorganization Recap Report* shows the progression of the steps completed during the task.

```
File Reorg   Begin  Thu 12/06/2018   01:00:05 AM   K:\SYSTEM  K:\SECOND
                                                                      ReorgPCG
                    PCGenesis District 8991 File Reorganization

                          PCGOS   2008
                          PCGTYPE SV


            -------------------                    -------------------

            Copy Second -> SecondX                 Begin 01:00:07 AM  - Complete

            ReIndex Second                          Begin 01:01:03 AM  - Complete

            Call GLBALRPT / PRTLIST                 Begin 01:02:38 AM  - Called






PCG File Copy & Reorg Completed Successfully
                                                         18.01.00
```

The middle portion of the *Reorganization Recap Report* recaps the **ROBOCOPY** actions.

```
-------------------------------------------------------------------------------
   ROBOCOPY     ::     Robust File Copy for Windows
-------------------------------------------------------------------------------

  Started : Thursday, December 6, 2018 1:00:08 AM
   Source : K:\SECOND\
     Dest : K:\SecondX\

    Files : *.*

 Options : *.* /NFL /TEE /S /E /DCOPY:DA /COPY:DAT /R:1000000 /W:30

-------------------------------------------------------------------------------

   New Dir          0 K:\SECOND\
   New Dir          0 K:\SECOND\#DODPRT\
   New Dir          0 K:\SECOND\#SPLPRT\
   New Dir          5 K:\SECOND\ACCT1401\
   New Dir          5 K:\SECOND\ACCT1402\
   New Dir          5 K:\SECOND\ACCT1403\
   New Dir          5 K:\SECOND\ACCT1404\
   New Dir          5 K:\SECOND\ACCT1405\
   New Dir          5 K:\SECOND\ACCT1406\
   New Dir          5 K:\SECOND\ACCT1407\
   New Dir          5 K:\SECOND\ACCT1408\
   New Dir          5 K:\SECOND\ACCT1409\
   New Dir          5 K:\SECOND\ACCT1410\
   New Dir          5 K:\SECOND\ACCT1411\
   New Dir          5 K:\SECOND\ACCT1412\
   New Dir          5 K:\SECOND\ACCT1501\
   New Dir          5 K:\SECOND\ACCT1502\
   New Dir          5 K:\SECOND\ACCT1503\
   New Dir          5 K:\SECOND\ACCT1504\
   New Dir          5 K:\SECOND\ACCT1505\
   New Dir          5 K:\SECOND\ACCT1506\
   New Dir          5 K:\SECOND\ACCT1507\
   New Dir          5 K:\SECOND\ACCT1508\
   New Dir          5 K:\SECOND\ACCT1509\
   New Dir          5 K:\SECOND\ACCT1510\
   New Dir          5 K:\SECOND\ACCT1511\
   New Dir          5 K:\SECOND\ACCT1512\
   New Dir          5 K:\SECOND\ACCT1601\
   New Dir          5 K:\SECOND\ACCT1602\
   New Dir          5 K:\SECOND\ACCT1603\
   New Dir          5 K:\SECOND\ACCT1604\
   New Dir          5 K:\SECOND\ACCT1605\
   New Dir          5 K:\SECOND\ACCT1606\
   New Dir          5 K:\SECOND\ACCT1607\
   New Dir          5 K:\SECOND\ACCT1803\
   New Dir          5 K:\SECOND\ACCT1804\
   New Dir          5 K:\SECOND\ACCT1805\
   New Dir          5 K:\SECOND\ACCT1806\
   New Dir         60 K:\SECOND\ACRLDATA\
   New Dir          0 K:\SECOND\BUDGET\
   New Dir         10 K:\SECOND\CPIDATA\
   New Dir         69 K:\SECOND\FARDATA\
   New Dir          7 K:\SECOND\FARMNTH\
   New Dir          0 K:\SECOND\FARPMTH\
   New Dir          1 K:\SECOND\GOSEND\
   New Dir          0 K:\SECOND\GROSSDAT\
   New Dir         66 K:\SECOND\PAYDATA\
   New Dir         29 K:\SECOND\PERDATA\
   New Dir          1 K:\SECOND\TRANDATA\

-------------------------------------------------------------------------------

               Total    Copied   Skipped  Mismatch    FAILED    Extras
    Dirs :        68        68         0         0         0         0
   Files :       513       513         0         0         0         0
   Bytes :   1.029 g   1.029 g         0         0         0         0
   Times :   0:00:54   0:00:54                       0:00:00   0:00:00


   Speed :             20404907 Bytes/sec.
   Speed :             1167.578 MegaBytes/min.
   Ended : Thursday, December 6, 2018 1:01:02 AM
```

The final portion of the *Reorganization Recap Report* details the file reindexing information.

```
                        PCG Dist=8991 File Reorganization 12/06/2018   01:00:05 AM

                              NOTE: This is NOT A BACKUP!!!

                        Copy Second -> SecondX    Begin 01:00:07 AM  - Complete
                        ReIndex Second            Begin 01:01:03 AM  - Complete
                        Call GLBALRPT / PRTLIST   Begin 01:02:38 AM  - Called

                                             R = Rebuild

      Directory: CPIDATA            Second                                        SecondX
      File          Size       Records       Date       Time            Size      Records       Date       Time
      CPIFILE      492,032       1,386 12/06/2018 01:01:03 AM  R        492,032      1,386 12/05/2018 01:00:48 AM
      CPIPCNTL      1,536           1 12/06/2018 01:01:03 AM  R          1,536          1 12/05/2018 01:00:48 AM
      CPIXREF     146,432       1,834 12/06/2018 01:01:03 AM  R        146,432      1,834 12/05/2018 01:00:49 AM
      DESCTBL      68,608         662 12/06/2018 01:01:04 AM  R         68,608        662 12/05/2018 01:00:49 AM
      SALSCHED    580,096          24 12/06/2018 01:01:04 AM  R        580,096         24 12/05/2018 01:00:49 AM

      Directory: FARDATA            Second                                        SecondX
      File          Size       Records       Date       Time            Size      Records       Date       Time
      ACCOUNT   13,332,992      50,780 12/06/2018 01:01:06 AM  R     13,332,992     50,780 12/05/2018 01:00:50 AM
      ACCOUNTG   1,677,824       4,981 12/06/2018 01:01:06 AM  R      1,677,824      4,981 12/05/2018 01:00:50 AM
      ACCOUNTR   1,472,000       5,650 12/06/2018 01:01:06 AM  R      1,472,000      5,650 12/05/2018 01:00:50 AM
      ASSET         5,120           1 12/06/2018 01:01:06 AM  R          5,120          1 12/05/2018 01:00:50 AM
      AUDIT    531,907,584   2,402,219 12/06/2018 01:02:12 AM  R    531,907,584  2,402,219 12/05/2018 01:02:01 AM
      BANK          2,048          11 12/06/2018 01:02:12 AM  R          2,048         11 12/05/2018 01:02:01 AM
      BANKMICR      2,048           1 12/06/2018 01:02:12 AM  R          2,048          1 12/05/2018 01:02:01 AM
      CHEKMSTR  10,630,144      78,856 12/06/2018 01:02:13 AM  R     10,630,144     78,856 12/05/2018 01:02:02 AM
      NEWCNVT     120,832       1,815 12/06/2018 01:02:13 AM  R        120,832      1,815 12/05/2018 01:02:02 AM
      CONTROL       4,096           5 12/06/2018 01:02:13 AM  R          4,096          5 12/05/2018 01:02:32 AM
      CTRL0396     14,336          85 12/06/2018 01:02:13 AM  R         14,336         85 12/05/2018 01:02:02 AM
      EXPENSE  194,220,544     164,903 12/06/2018 01:02:23 AM  R    194,220,544    164,903 12/05/2018 01:02:11 AM
      FACILITY      2,560           8 12/06/2018 01:02:23 AM  R          2,560          8 12/05/2018 01:02:11 AM
      INVEST       52,736          70 12/06/2018 01:02:23 AM  R         52,736         70 12/05/2018 01:02:11 AM
      JECONTRL      1,536           3 12/06/2018 01:02:23 AM  R          1,536          3 12/05/2018 01:02:11 AM
      JEMASTER   4,215,296      44,093 12/06/2018 01:02:23 AM  R      4,215,296     44,093 12/05/2018 01:02:11 AM
      MANUALS        512              12/06/2018 01:02:23 AM  R            512             12/05/2018 01:02:12 AM
      NAME         51,712       1,178 12/06/2018 01:02:23 AM  R         51,712      1,178 12/05/2018 01:02:12 AM
      PO          215,040         139 12/06/2018 01:02:24 AM  R        215,040        139 12/05/2018 01:02:12 AM
      POPRINT      40,960         338 12/06/2018 01:02:24 AM  R         40,960        338 12/05/2018 01:02:12 AM
      RECEIPT    7,872,000      11,410 12/06/2018 01:02:24 AM  R      7,872,000     11,410 12/05/2018 01:02:12 AM
      RECEIVE    3,987,456       1,972 12/06/2018 01:02:24 AM  R      3,987,456      1,972 12/05/2018 01:02:12 AM
      SNUIFUND     14,848           1 12/06/2018 01:02:24 AM  R         14,848          1 12/05/2018 01:02:12 AM
      SOURCE       16,384          48 12/06/2018 01:02:24 AM  R         16,384         48 12/05/2018 01:02:13 AM
      VENDOR     3,440,640       6,207 12/06/2018 01:02:25 AM  R      3,440,640      6,207 12/05/2018 01:02:13 AM
      WXFER       237,568       1,698 12/06/2018 01:02:25 AM  R        237,568      1,698 12/05/2018 01:02:13 AM

      Directory: PAYDATA            Second                                        SecondX
      File          Size       Records       Date       Time            Size      Records       Date       Time
      ANNUITY       1,536           4 12/06/2018 01:02:25 AM  R          1,536          4 12/05/2018 01:02:13 AM
      BENEDED     250,368       1,072 12/06/2018 01:02:25 AM  R        250,368      1,072 12/05/2018 01:02:13 AM
      CHEKMSTR  27,256,832      94,517 12/06/2018 01:02:26 AM  R     27,256,832     94,517 12/05/2018 01:02:14 AM
      DATEFL        1,536           1 12/06/2018 01:02:26 AM  R          1,536          1 12/05/2018 01:02:14 AM
      DDP         198,144         559 12/06/2018 01:02:26 AM  R        198,144        559 12/05/2018 01:02:15 AM
      DEDCTL        1,536           1 12/06/2018 01:02:26 AM  R          1,536          1 12/05/2018 01:02:15 AM
      DEDS          7,680          62 12/06/2018 01:02:26 AM  R          7,680         62 12/05/2018 01:02:15 AM
      DESC         58,880         427 12/06/2018 01:02:26 AM  R         58,880        427 12/05/2018 01:02:15 AM
      DESCA        61,440         266 12/06/2018 01:02:27 AM  R         61,440        266 12/05/2018 01:02:15 AM
      DISTRIB   58,909,696     333,625 12/06/2018 01:02:30 AM  R     58,909,696    333,625 12/05/2018 01:02:18 AM
      EMPCHG     1,201,664       3,725 12/06/2018 01:02:30 AM  R      1,201,664      3,725 12/05/2018 01:02:18 AM


   The REORG Process is Complete


                              NOTE: This is NOT A BACKUP!!!
```

A2. GL Out of Balance Recap – Example

```
GENERAL LEDGER  BEGIN PERIOD 07/01/17 END PERIOD 06/30/18      GL Out of Balance Recap                          PAGE    1


          YR 18 FUND 603       *------ OUT OF BALANCE ------*                                                     .02
```

A3. Monthly Recap of User Logons – Example

On the first of each month, a recap report is created which is a listing of all user logon information for that month. The monthly recap report is called the *Detail for USERLIST Files* report and lists the login and logout information for each user who accessed the PCGenesis system. Along with the PCGenesis three-character **User Id** for each user, the report lists the log<u>on</u> date and time, the log<u>out</u> date and time, and identifies any session that was not closed properly (probably due to an abort), and any session that was closed the next day, indicating that the session was left open overnight.

The monthly *Detail for USERLIST Files* recap reports are stored in the **K:\BACKUP\LI** directory for a period of one to two years. The filename of the monthly report is in the format **LI*yymm*01.TXT** where *yy* is the year and ***mm*** is the month the recap was created. For example, the file LI220901.TXT contains the *Detail for USERLIST Files* report that was created on September 1, 2022 with the logon history for the month of August of 2022.

```
LI210902.TXT - Notepad

File  Edit  Format  View  Help

Date:      09/02/2021 01:01         Detail for USERLIST Files
Program:   PRTULIST
  User      Date      Login            Logout    Module   SubSystem   ModTime   Message

 DOD 001  08/03/2021  07:02:15                                                  Not Properly Closed
 DOD 002  08/03/2021  14:38:11  08/04/2021  10:22:44                            Closed Next Day
 PCG 001  08/03/2021  07:02:04  08/04/2021  10:22:40                            Closed Next Day
 DOD 001  08/04/2021  12:13:31            12:13:33
 DOD 002  08/04/2021  12:13:51                                                  Not Properly Closed
 DOD 003  08/04/2021  13:31:37            14:06:38
 DOD 004  08/04/2021  14:06:56                                                  Not Properly Closed
 DOD 005  08/04/2021  14:19:34                                                  Not Properly Closed
 DOD 006  08/04/2021  14:56:59            15:13:53
 DOD 007  08/04/2021  15:14:36  08/05/2021  09:13:14                            Closed Next Day
 DOE 001  08/04/2021  10:22:57            12:09:55
 PCG 001  08/04/2021  12:13:42                                                  Not Properly Closed
 PCG 002  08/04/2021  15:14:08  08/05/2021  09:13:22                            Closed Next Day
 DOD 001  08/05/2021  09:13:57                                                  Not Properly Closed
 DOD 002  08/05/2021  10:37:20                                                  Not Properly Closed
 DOD 003  08/05/2021  10:46:54                                                  Not Properly Closed
 DOD 004  08/05/2021  11:06:10                                                  Not Properly Closed
 DOD 005  08/05/2021  11:35:33                                                  Not Properly Closed
 DOD 006  08/05/2021  11:41:25                                                  Not Properly Closed
 DOD 007  08/05/2021  15:23:42  08/06/2021  10:48:10                            Closed Next Day
 PCG 001  08/05/2021  09:13:46  08/06/2021  10:48:16                            Closed Next Day
 DOD 001  08/06/2021  10:48:43                                                  Not Properly Closed
 DOD 002  08/06/2021  13:25:21                                                  Not Properly Closed
 DOD 003  08/06/2021  13:28:10                                                  Not Properly Closed
 DOD 004  08/06/2021  13:28:57                                                  Not Properly Closed
 DOD 005  08/06/2021  13:33:49            16:49:59
 PCG 001  08/06/2021  10:48:33            16:50:24
 DOD 001  08/09/2021  10:50:52                                                  Not Properly Closed
 DOD 002  08/09/2021  12:21:13                                                  Not Properly Closed
 DOD 003  08/09/2021  12:29:24                                                  Not Properly Closed
 DOD 004  08/09/2021  12:32:10                                                  Not Properly Closed
 DOD 005  08/09/2021  12:34:35                                                  Not Properly Closed
 DOD 006  08/09/2021  12:48:26                                                  Not Properly Closed
 DOD 007  08/09/2021  12:53:04                                                  Not Properly Closed
 DOD 008  08/09/2021  13:01:27                                                  Not Properly Closed
 DOD 009  08/09/2021  13:06:37                                                  Not Properly Closed
```