Georgia Department of Education

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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 24.02.00 – 2024 Fiscal Year-End Updates / Conversion to PCGenesisDB Database / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 24.02.00*.

PCGenesis supporting documentation is provided at:

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

==*June, 2024 Payroll Completion Instructions*==

*Install this release **after** completing the June 2024 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the July 2024 payroll.*

Please import the FY 2025 CPI Salary Schedule into PCGenesis. The 2025 CPI Salary Schedule is available on the PCGenesis documentation web page.

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

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

*For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) **first** in order to capture FY 2024 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) **second** in order to clear the FY 2025 Fiscal Year leave totals.*

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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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 24.02.00 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 24.02.00, the following 10 files associated with the payroll, CPI, and Budget systems are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
CPIDATA**CPIPCNTL**	PAY.CPIPCNTL_CPI_Process_Control	CPI Process Control Parameters
PERDATA**HRLAB**	PAY.CPI_Leave_Of_Absence	CPI Leave of Absence data for Cycle 3 Reporting
CPIDATA**SALSCHED**	PAY.CPI_Salary_Schedule	CPI State Salary Schedule
CPIDATA**SALSCHED**	PAY.CPI_Local_Salary_Schedule	Budget System Local CPI Salary Schedule
CPIDATA**SALSCHED**	PAY.CPI_User_Salary_Schedule	Budget System User Defined Salary Schedule
PERDATA**ACAIRSR**	PAY.ACAIRSR_ACA_IRS_Receipt	ACA Reporting XML Filename and Receipt Status
PERDATA**ACAIRSD**	PAY.ACAIRSD_ACA_IRS_XML_Identifier_file	ACA Reporting Transmission File Record Numbers with Errors
PAYDATA**BENEDED**	PAY.Benefit_Plan PAY.Benefit_Plan_Option PAY.Benefit_Plan_Option_Tier	Benefit Plan / Option / and Tier Parameters

Vision File Name	SQL Database Table Name	Description
PAYDATA**VOIDS**	PAY.VOIDS_Employee PAY.VOIDS_Employee_Current	Employee data for Void/Add checks and direct deposits
PAYDATA**XGROSDAT**	PAY.XGROSDAT_Employee_Payroll_Current_ Gross	Employee gross data account lines for Void/Add checks and direct deposits
PAYDATA**XDEDUCT**	PAY.XDEDUCT_Employee_Deduction	Employee deductions for Void/Add checks and direct deposits
PAYDATA**PRSTATE**	t_lookup.Payroll_State	Two-character state postal code abbreviation and the state name

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

A2. Payroll System

A2.1. New Georgia Income Tax Withholding Rates

The Georgia Legislature passed House Bill 1015 which lowers the Georgia income tax withholding rate for the full 2024 calendar year to **5.39%** from 5.49%. However, the bill itself is not "effective" until 7/1/2024. Thus, this release automatically updates the GA withholding rate into PCGenesis, ensuring that the new rate will be in effect for the July payroll. This is good news for most GA residents, since they may receive a state tax refund when they file their 2024 taxes.

A2.2. New Georgia Health Insurance (GHI) Rate for Certified Employees for July 2024 Payroll

The Board of Community Health approved the employer contribution rate increase to **$1760.00** from $1580.00 for each enrolled employee in the Certificated Plan. The new rate goes into effect for July 2024 payroll (for August coverage). This release automatically updates the PCGenesis GHI tables.

The Non-Certified Employer GHI will remain at $1195.00 through December payroll, and pending the approval of the DCH Board, it is expected to increase to $1580.00 effective with the January 2025 payroll (February 2025 coverage).

A2.3. New Teachers Retirement System (TRS) Rates for FY 2025

The TRS Board of Trustees has adopted the following changes to the employer contribution rate effective July 1, 2024. The employee rate remains unchanged.

Fiscal Year 2025	
TRS	
Employer Rate:	20.78%
Employee Rate:	6.00%

This release automatically updates the TRS rate into PCGenesis.

A2.4. Employees' Retirement System (ERS) Rates for FY 2025

The ERS Board of Trustees has adopted the following changes to the employer contribution rates effective July 1, 2024. The employee rates remain unchanged.

Fiscal Year 2025	
Old ERS	
Employer contribution:	24.45%
Pickup:	05.00 %
Total Employer Rate:	**29.45%**
Employee Rate:	**1.5%**

Fiscal Year 2025	
New ERS	
Employer Rate:	**29.20%**
Employee Rate:	**1.5%**

This release <u>automatically</u> updates the old and new ERS employer contribution rates into PCGenesis.

The GSEPS employer rate remains unchanged at 25.51% for Fiscal Year 2025.

A2.5. Equalize Employer FICA Contributions with Employee Contributions

In PCGenesis the employee and employer OASDI and Medicare contributions are calculated differently due to the timing of the calculations. The employee contribution is calculated based on each individual Gross Data salary line separately; the employer contribution is calculated on the grand total OASDI and Medicare gross amounts instead of on the individual account lines. This may cause the employer calculation to be off by as much as 2 cents from the results of the employee calculation.

This defect is being addressed in this 24.02.00 release. Logic has been added in the program to force the employer OASDI and Medicare amounts to equal the employee amounts as long as the calculated difference is no more than 2 cents. If the difference is greater than 2 cents, the calculated amounts will not be equalized because there might be FICA adjustments or deduction maximums involved, and in that case, the original calculation should stand.

A2.6. ACAIRSR File Converted to Database Table

The VISION indexed file K:\SECOND\PERDATA**ACAIRSR** is converted into the *SQL Server* database table **PAY.ACAIRSR_ACA_IRS_Receipt**. This table stores the ACA reporting XML filename and receipt status required for processing ACA within the PCGenesis system (F2, F4, F8).

A2.7. ACAIRSD File Converted to Database Table

The VISION indexed file K:\SECOND\PERDATA**ACAIRSD** is converted into the *SQL Server* database table ***PAY.ACAIRSD_ACA_IRS_XML_Identifier_file***. This table stores the ACA reporting transmission file record numbers with errors required for processing ACA within the PCGenesis system (F2, F4, F8).

A2.8. BENEDED File Converted to Database Table

Release 24.02.00 converts the VISION indexed file *K:\SECOND\PAYDATA***BENEDED** into the following PCGenesis database tables:

- ***PAY.Benefit_Plan***
- ***PAY.Benefit_Plan_Option***
- ***PAY.Benefit_Plan_Option_Tier***

These database tables store the benefit records for the PCGenesis system as shown in the table below.

Vision File Name	SQL Database Table Name	Description
PAYDATA\BENEDED	**PAY.Benefit_Plan**	Stores the benefit plan parameters.
PAYDATA\BENEDED	**PAY.Benefit_Plan_Option**	Stores the benefit plan option parameters.
PAYDATA\BENEDED	**PAY.Benefit_Plan_Option_Tier**	Stores the benefit plan tier parameters.

With release 24.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.9. VOIDS File Converted to Database Table

The VISION indexed file K:\SECOND\PAYDATA**VOIDS** is converted into the *SQL Server* database tables ***PAY.VOIDS_Employee*** and ***PAY.VOIDS_Employee_Current***. These tables store the employee data for the Void/Add checks and direct deposits (F2, F3, F6).

With release 24.02.00, **K:\SECOND** must be restored with the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.10. XGROSDAT File Converted to Database Table

The VISION indexed file K:\SECOND\PAYDATA**XGROSDAT** is converted into the *SQL Server* database table ***PAY.XGROSDAT_Employee_Payroll_Current_Gross***. This table stores the employee gross data account lines for the Void/Add checks and direct deposits (F2, F3, F6).

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.11. XDEDUCT File Converted to Database Table

The VISION indexed file K:\SECOND\PAYDATA**XDEDUCT** is converted into the *SQL Server* database table ***PAY.XDEDUCT_Employee_Deduction***. This table stores the employee deductions for the Void/Add checks and direct deposits (F2, F3, F6).

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.12. PRSTATE File Converted to Database Table

The VISION indexed file K:\SECOND\PAYDATA**PRSTATE** is converted into the *SQL Server* database table ***t_lookup.Payroll_State***. This table stores the two-character state postal code abbreviations and the state names.

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored.

A2.13. Enter Void From Previous Pay

A problem has been corrected with the *Enter Voided Check/Direct Deposit from a Previous Pay* (F2, F3, F9, F11) procedure. Before, the display field for the employee deduction amounts was defined with only four digits and was truncating amounts over $9999.99. This caused large deduction amounts to be posted incorrectly to Earnings History for the voided check. This problem has been corrected.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Archive AUDIT, ACCOUNT, ACCOUNTR and ACCOUNTG

A new process has been created to archive records in the audit (AUDIT) and account files (ACCOUNT, ACCOUNTR, and ACCOUNTG) based on a selected fiscal year (F1, F13, F22).
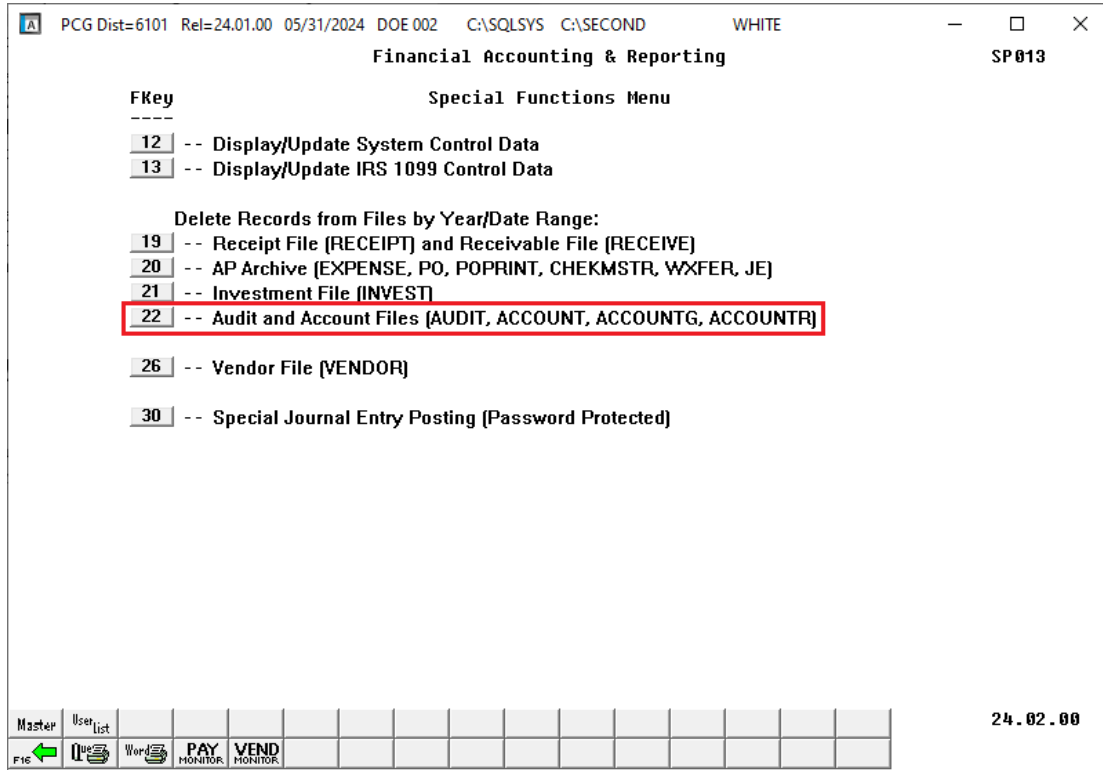
The *Audit and Account Archive* function will remove records from the audit and account tables if the date of the record is less than or equal to June 30 of the fiscal year entered by the user. The *Audit and Account Archive* function will create spreadsheet files of the archived records in the **K:\SECOND\FARyy** directory where **yy** is the fiscal year entered on the archive screen. The naming convention of the output spreadsheet files is shown below where **ccyy** is the fiscal year selected for the archive function and **ccyy-mm-dd hhmmss** is the date/time the archive was created.

- Arc**ccyy-mm-dd hhmmss** **Account** to **ccyy**-06-30
- Arc**ccyy-mm-dd hhmmss** **AccountG** to **ccyy**-06-30
- Arc**ccyy-mm-dd hhmmss** **AccountR** to **ccyy**-06-30
- Arc**ccyy-mm-dd hhmmss** **Audit** to **ccyy**-06-30

A3.2. PO Signature Font

A problem has been corrected when running the *Print Purchase Orders* (F1, F2, F5) procedure with a signature font. Before, the PO signature font would not print correctly. This problem has been corrected.

A3.3. School Nutrition Online Reporting System File

A problem has been corrected when running the *School Nutrition Online Reporting System File* (F1, F9, F1, F9) procedure. Before, in some cases, a critical SQL error would occur: "*The INSERT statement conflicted with the FOREIGN KEY constraint*". This problem has been corrected.

PCG Dist=7851 Rel=24.01.00 04/19/2024 VJD 008 SV K:\SYSTEM K:\SECOND	LTBLUE

IOERRSQL

Date: 04/19/2024 11:49

CRITICAL SQL ERROR ENCOUNTERED

Called By: SN106RPT

File name: FAR.SNUIFUND

SQL Server: RCS-FINANCE-02\SQLEXPRESSpcg

SQL Database: PCGENESISDB

SQL Procedure: FAR.USP_SNUIFUND_MAINTENANCE

SQL Error Type: 23000
                  The INSERT statement conflicted with the FOREIGN KEY c
                  onstraint "FK_SN

Capture this screen and call the Help Desk. F16 = Exit

19.01.00_

Critical SQL Error Indicating a Foreign Key Reference Constraint

A3.4. Capital Asset System Edits

A problem has been corrected with adding and updating assets in the *Capital Asset System* (F1, F11, F6) procedure. Before, when an asset **Depreciation Method** is set to '**NO**' for no depreciation, such as for a land asset, the system would incorrectly require all account pieces to be valid on the *Account Description File*. However, when there is no depreciation, the account pieces are allowed to be all zeroes. The edit requiring valid account pieces has been removed for **Depreciation Method** equal to '**NO**'.

A4. Budget System

A4.1. SALSCHED File Converted to Database Table

Release 24.02.00 converts the VISION indexed file *K:\SECOND\CPIDATA***SALSCHED** into the following PCGenesis database tables:

- *PAY.CPI_Salary_Schedule*
- *PAY.CPI_Local_Salary_Schedule*
- *PAY.CPI_User_Salary_Schedule*

These database tables store the *Budget System* salary schedule records for the PCGenesis system as shown in the table below.

Vision File Name	SQL Database Table Name	Description
CPIDATA\SALSCHED	**PAY.CPI_Local_Salary_Schedule**	Stores the Budget System Local CPI Salary Schedule.
CPIDATA\SALSCHED	**PAY.CPI_User_Salary_Schedule**	Stores the Budget System User-Defined Salary Schedule.

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll data will be lost. Call the help desk when any data needs to be restored. Call the help desk when any data needs to be restored.

A4.2. Budget System User Defined Salary Table

An enhancement has been made to the *Budget System User Defined Salary Schedule* (F5, F7, F3) procedure. The ***User Defined Salary Schedule*** table has been expanded from 0 to 30 years experience. When editing the *User Defined Salary Schedule*, function keys **F11** and **F12** will scroll the years experience up or down to show either years 0 through 24 or years 6 through 30, as shown in the screenshots below.

The *Budget User Defined Salary Schedule.csv Template* used for the importing the *Budget System User Defined Salary Schedule*, has also been updated to allow the import of all years 0 through 30. The PCGenesis documentation website provides the *Budget User Defined Salary Schedule.csv Template*, in the <u>*Budget System Operations Guide*</u>. The link is shown below:

Budget System Operations Guide (gadoe.org)

Supporting documentation on the webpage provides the corresponding instructions to import the *User Defined Salary Schedule* into PCGenesis.

Budget System User Defined Salary Schedule – Years 0 through 24

Budget System User Defined Salary Schedule – Years 6 through 30

A5. Certified/Classified Personnel Information (CPI) System

A5.1. Upload the 2025 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2025*, in the *Certified/Classified Personnel Information (CPI) System Operations Guide*. The link is shown below:

https://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx

Supporting documentation on the webpage provides the corresponding instructions to import the salary schedule into PCGenesis.

A5.2. CPIPCNTL File Converted to Database Table

The VISION indexed file K:\SECOND\CPIDATA**CPIPCNTL** is converted into the *SQL Server* database table *PAY.CPIPCNTL_CPI_Process_Control*. This table stores the control parameters required for CPI processing within the PCGenesis system.

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll and CPI data will be lost. Call the help desk when any data needs to be restored.

A5.3. SALSCHED File Converted to Database Table

Release 24.02.00 converts the VISION indexed file *K:\SECOND\CPIDATA***SALSCHED** into the following PCGenesis database tables:

- *PAY.CPI_Salary_Schedule*
- *PAY.CPI_Local_Salary_Schedule*
- *PAY.CPI_User_Salary_Schedule*

The following database table stores the CPI State Salary Schedule records for the PCGenesis system as shown in the table below.

Vision File Name	SQL Database Table Name	Description
CPIDATA\SALSCHED	**PAY.CPI_Salary_Schedule**	Stores the CPI State Salary Schedule.

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll and CPI data will be lost. Call the help desk when any data needs to be restored. Call the help desk when any data needs to be restored.

A5.4. HRLAB File Converted to Database Table

The VISION indexed file K:\SECOND\PERDATA**HRLAB** is converted into the *SQL Server* database table ***PAY. CPI_Leave_Of_Absence***. This table stores the leave of absence data for CPI Cycle 3 reporting within the PCGenesis system.

With release 24.02.00, **K:\SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise payroll and CPI data will be lost. Call the help desk when any data needs to be restored.

A5.5. CPI Cycle 3 Transmission File

The Cycle 3 CPI Transmission File has been updated to correctly round the reported leave to the nearest whole number, as required in the *FY2024 CPI Data Collection Data File Layout* document (F4, F9, F1). Before, the reported leave for Cycle 3 was truncating fractions of days, instead of rounding to the nearest whole number of days. This problem has been corrected.

Section B: Installation Instructions for Release 24.02.00 Software

B1. Perform a PCGenesis Full Backup

Proceed to section *B2. Verify Windows Security Group GENUSERS* in this document if these two conditions are met:

1. The prior evening's full system backup 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 24.02.00"**.
    –   Continue to use the backup in the normal backup rotation.
2. <u>No work</u> 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 <u>not</u> 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 24.02.00"**.
5	<u>Start the SQL Express Service</u>: <mark>**SQLEXPRESSPCG must be running before starting the release installation.**</mark> If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation. If you run a full backup prior to installing the release and *SQL Server* has been stopped, the following commands can be executed to restart **SQLEXPRESSPCG**. • The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services. • **NET START MSSQL$SQLEXPRESSPCG**
6	Proceed to *B2. Verify Windows Security Group GENUSERS*.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 24.02.00 release.

Operating System Requirements for the PCGenesis Database

1. Prior to release 19.01.00, the PCGenesis document *New Server Installation Checklist* recommended setting up **GENUSERS** as the Windows Server security group for all PCGenesis users, but this requirement was not enforced. Please refer to *Page 2*, *Step 4* in the following document:

   http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

   ==**Starting with release 19.01.00, the security user group GENUSERS is now required.**==

2. Please forward this notice to your IT support team and ask them to verify the setup of **GENUSERS** on your PCGenesis Windows Server. If **GENUSERS** is not the current security group for PCGenesis users, please have the IT staff set up **GENUSERS** as directed in the document referenced above.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by 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 24.02.00

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	**NOTE:** *Install this release <u>after</u> completing the June 2024 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the July 2024 payroll.*
2	**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 *PCGenesisDB* database components contained in this release.
3	**Start the SQL Express Service:** **SQLEXPRESSPCG must be running before starting the release installation.** If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation.
4	**Verify all users are logged out of PCGenesis**.
5	Open **Windows® Explorer**.
6	Navigate to the **K:\INSTAL** directory.
7	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
8	****** ALERT ****** After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 / 2019 / 2022 operating system. To check whether the files have been blocked, **right-click** on each of the downloaded files and select **Properties**. If you see a security message at the bottom, as shown below, you will need to click the '**Unblock**' button. This is a very important step! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

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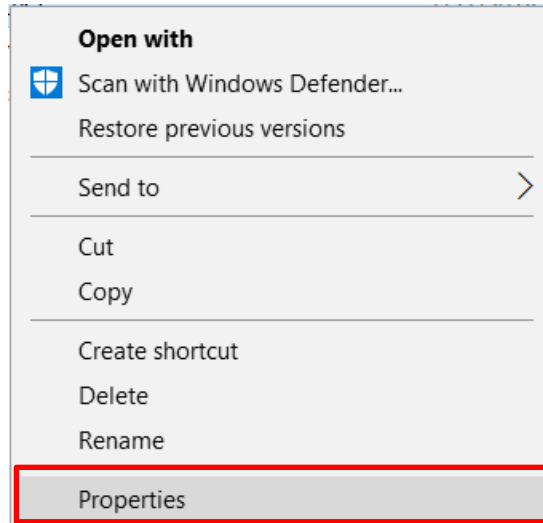
Depending on the version of the Windows operating system, the following screen displays:

Step	Action
9	Check the bottom of the '*Properties*' dialog box to see if the following **security** warning is displayed:
	"*This file came from another computer and might be blocked to help protect this computer.*"
	If the option is presented, select [Unblock] (**Unblock**) or check ☑ the box to the left of **Unblock**.
	Do this for each of the files in the **K:\INSTAL** directory.
10	Right-click **RELINSTL.BAT** and select **Run as administrator** to perform the installation.
11	If the message "*Do you want to allow this app to make changes to your device?*" is displayed, select [Yes] (**Yes**) to continue.
	Next, a release installation status screen will display showing the release steps as they are completed.
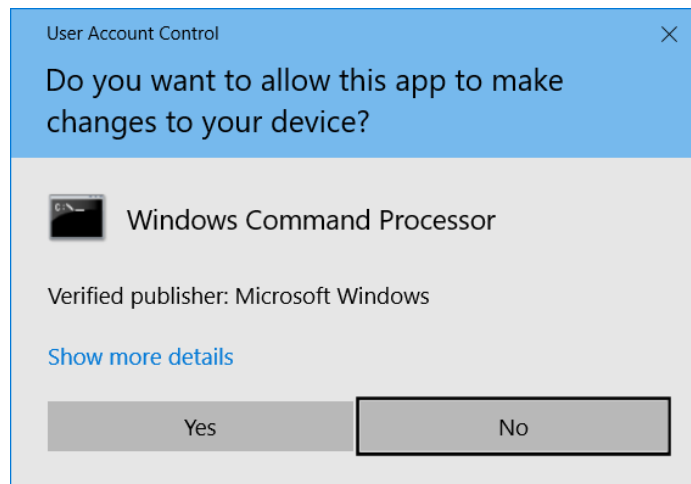
If <u>no</u> errors are encountered, a screen will display showing the progress of the installation:
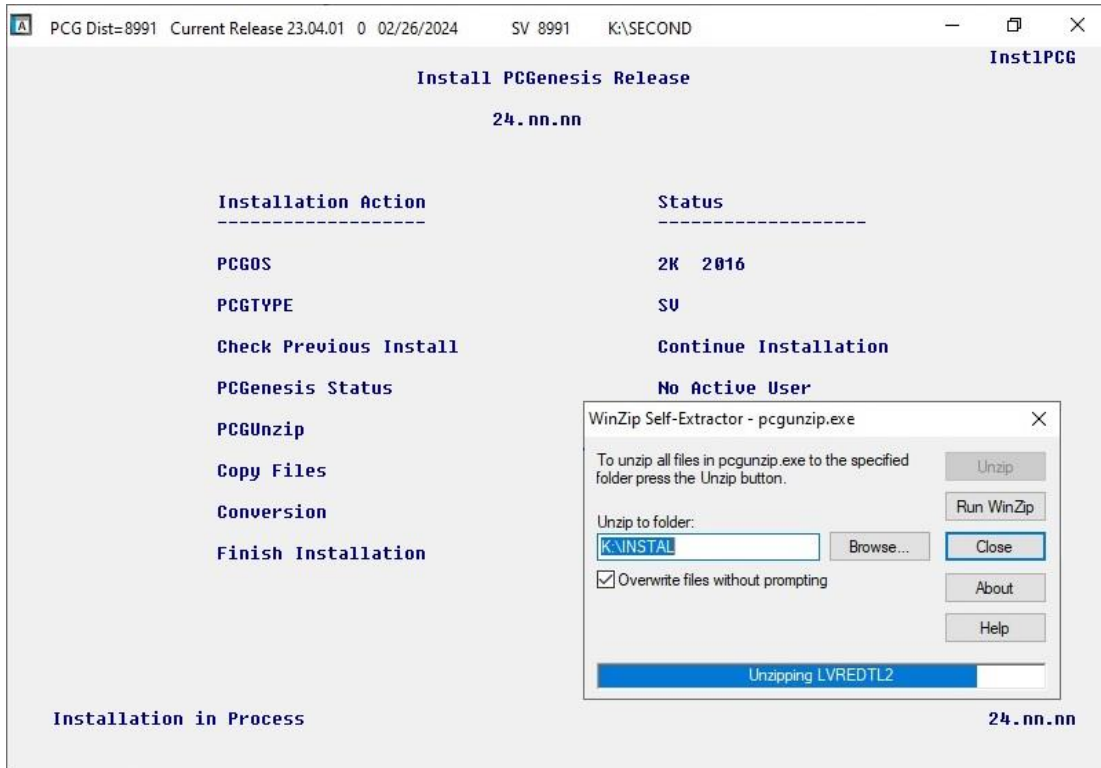
For PCGenesis *Release 24.02.00* successful installations, the following message displays:

Step	Action
12	Select **Enter** to close the window.
13	**If the installation was successful:** Proceed to *B4. Verify Release 24.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 14.*

A problem message displays if an error occurred:

Step	Action
14	Select **F16** to close the window.
15	Return to the *MyGaDOE* Web portal, and detach the files again.
16	*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.*

A warning message will display if the release installation is repeated:
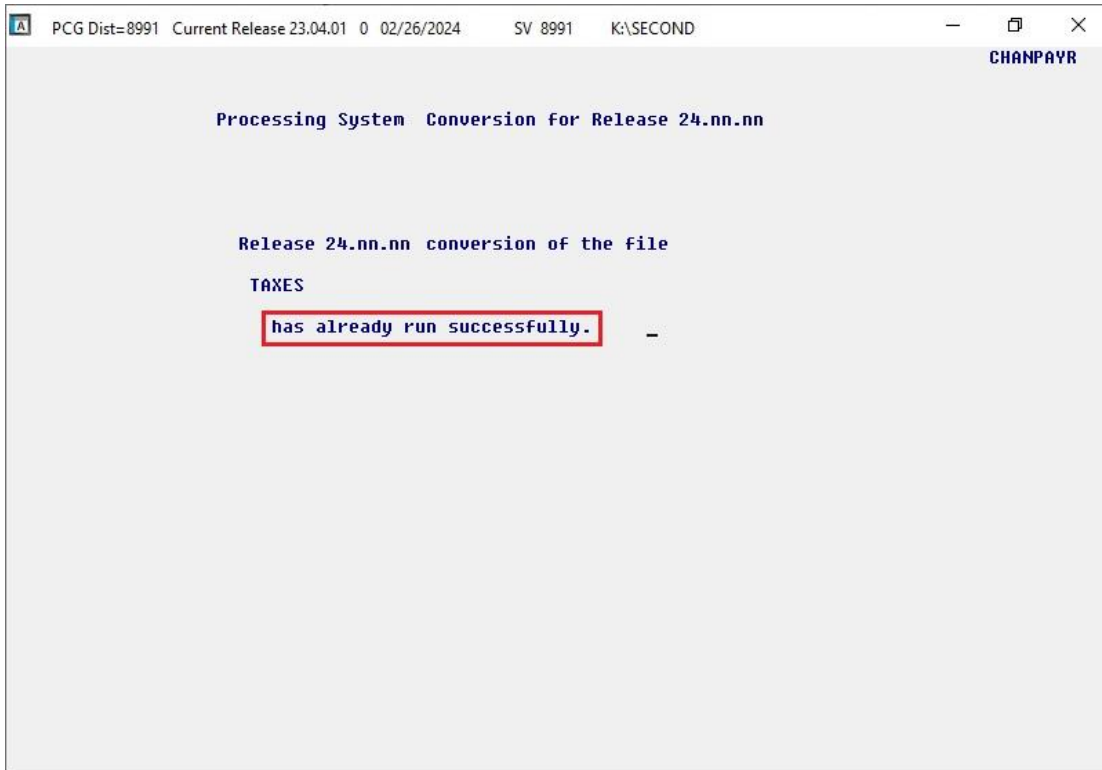
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
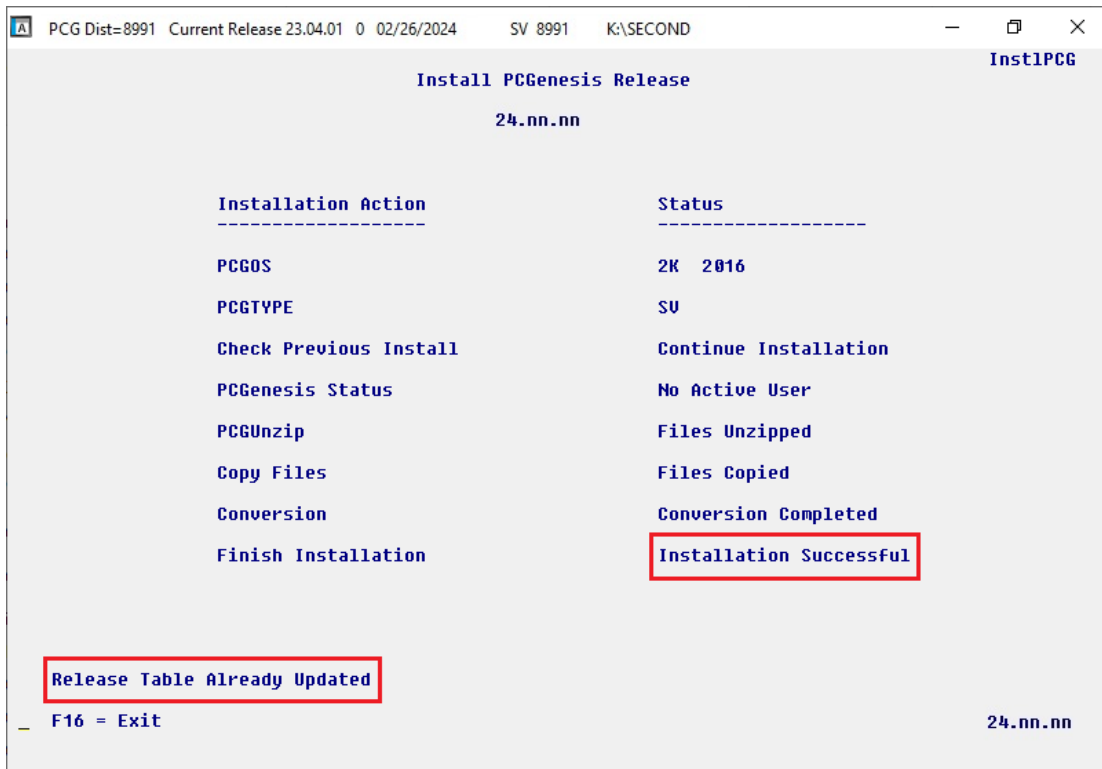
Step	Action
17	Proceed to *B4. Verify Release 24.02.00 Was Successfully Installed.*

B4. Verify Release 24.02.00 Was Successfully Installed

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

The following screen displays:

```
 A   PCG Dist=6101  Rel=24.02.00  06/03/2024  DOE 002    C:\SQLSYS   C:\SECOND         WHITE          —    □    ×
                                                                                                          DEFNRELM

                    The Following D.O.E. Releases Have Been Successfully Loaded:

                        DOE 22.01.00    03/31/2022
                        DOE 22.02.00    06/30/2022
                        DOE 22.03.00    09/30/2022
                        DOE 22.04.00    12/31/2022
                        DOE 23.01.00    03/31/2023
                        DOE 23.02.00    06/30/2023
                        DOE 23.03.00    09/30/2023
                        DOE 23.04.00    12/30/2023
                        DOE 24.01.00    03/31/2024
                        DOE 24.02.00    06/30/2024




                .NET Framework 3.5: N    SQL SERVER EXPRESS 2012: N
                .NET Framework 4.5: Y    SQL SERVER EXPRESS 2016: Y      SQL MANAGEMENT STUDIO 2016: Y

                              Press <ENTER> or  F16 to Exit
ENTER                                                                                                     21.03.00
F16
```

Step	Action
4	Verify **Release 24.02.00** displays. *The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as **DOE 24.02.00** displays.* *If Release 24.02.00 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select ENTER✓ (**Enter**).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 24.02.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the 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 24.02.00"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting <u>at least two minutes,</u> restart the **VQueueService** in (**View local services**).

Section C: After PCGenesis Release 24.02.00 Has Been Installed

C1. Verify Contents of the End-of-May 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 <u>database</u> 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	<mark>**Verify you have a <u>weekly</u> <u>full</u> <u>backup</u> of <u>K:</u> that you retain for at least 4 weeks.**</mark> Include a **full backup** of *K:*.** in the site's standard server backup process ▸ Recommend **full backup** of *K:*.** <u>every night</u> if possible • Minimum of one full backup of *K:*.** every week **(Required)** • Retain at least 4 weeks of *K:*.** **(Required)**
2	<mark>**Verify you have a <u>daily</u> data backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** that you retain for at least 4 weeks**</mark> Daily data backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** **(Required)** • 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	Request your IT representative obtain the May 31st 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>May 2024</u> backup.

Step	Action
4	Verify that this file exists on the May 31st, 2024 backup:
	For Windows Server 2012, 2016, 2019, or 2022:
	K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA**PCGenesisDB.mdf**
	If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!
5	Verify that this directory exists on the May 31st, 2024 backup, including all subdirectories and files within this directory:
	K:\SECOND
6	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 *PCGenesis Technical System Operations Guide*:
	https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx
	Review the information in *Section B: PCGenesis Backup / Reorganization / Restore*.
7	If your district's backup procedures needed to be remediated, create a new backup by following the instructions in *Step 6* and then start this procedure over again at *Step 1* to verify the backup.

Appendix A. 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.REVENUEC	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 - *continued*	
		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	Stores the last check number used for each bank code.
	1.20	FAR.BANKMICR_Bank_Magnetic_Ink _Character_Recognition_Setup	Stores the bank MICR setup parameters.
	1.21	FAR.BANKMSTR_MICR_Master_ Setup	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 *Create Budget Sandbox Control Screen* parameters.
	1.24	FAR.Control_96_Annuity	Stores the *Annuity Deduction Control* 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 *System Password Administration* parameters.
	1.27	FAR.Control_99_System	Stores the PCGenesis *System Control* screen parameters and the *1099 System Control* 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.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.30	FAR.Expense_SEQ3	Stores extracted claim-header records associated with the *Vendor Check Run* and persists only for the duration of the *Vendor Check Run*.
	1.31	FAR.Expense_SEQ3_Distribution	Stores extracted claim-detail records associated with the *Vendor Check Run* and persists only for the duration of the *Vendor Check Run*.
	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 *Revenue and Expenditure Summary for Any Period Reports* Conversion parameters.
	1.40	FAR.Manual_Vendor_Check1_Indexed_Temp_Claim	Stores the claim detail records associated with the *Vendor Check Run Register of Payments* data and persists only for the duration of the Vendor Check Run.
	1.41	FAR.Manual_Vendor_Check1_Indexed_Temporary	Stores the *Vendor Check Run Register of Payments* data and persists only for the duration of the Vendor Check Run.
	1.42	FAR.Manual_Vendor_Check2_Seq_Temp_Claim	Stores the claim detail records associated with the *Vendor Check Run Register of Payments* fund data and persists only for the duration of the Vendor Check Run.
	1.43	FAR.Manual_Vendor_Check2_Seq_Temporary	Stores the *Vendor Check Run Register of Payments* fund data and persists only for the duration of the Vendor Check Run.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.44	FAR.Manual_Vendor_Manual_Indexed	Stores the *Vendor Check Manual/Void Register of Payments* data. The manual/void vendor check data accumulates in this table until the *Vendor Check Manual/Void Register of Payments* 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 *Vendor Check Manual/Void Register of Payments* 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 *Vendor Check Manual/Void Register of Payments* fund data and persists only while printing the *Vendor Check Manual/Void Registers.*
	1.47	FAR.Manual_Vendor_Manual_Seq_ Temporary	Stores the *Vendor Check Manual/Void Register of Payments* fund data and persists only while printing the *Vendor Check Manual/Void Registers.*
	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.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	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	Stores the signature card setup parameters.
	1.70	FAR.SNUIFUND_School_Nutrition_ 106_Rpt_User_Input	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 - *continued*	
		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.ACAIRSR_ACA_IRS_Receipt *(New with this release)*	Stores the Affordable Care Act (ACA) XML filename and receipt status for report submittals.
	1.81	*PAY.ACAIRSD_ACA_IRS_XML_Identifier_file* *(New with this release)*	Stores the Affordable Care Act (ACA) transmission file record numbers with errors.
	1.82	PAY.Annuity_Companies	Stores the payroll annuity company records.
	1.83	PAY.Benefit_Plan *(New with this release)*	Stores the payroll system benefit plan parameters.
	1.84	PAY.Benefit_Plan_Option *(New with this release)*	Stores the payroll system benefit option parameters.
	1.85	PAY.Benefit_Plan_Option_Tier *(New with this release)*	Stores the payroll system benefit tier parameters.
	1.86	PAY.CPI_Header	Stores the CPI biographical information associated with employees.
	1.87	PAY.CPI_Assignments	Stores the CPI assignment data associated with employees
	1.88	PAY.CPI_Certifications	Stores the CPI certificate data associated with employees.
	1.89	PAY.CPI_Code_Table	Stores the CPI description codes.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.90	PAY.CPI_Leave_Of_Absence *(New with this release)*	Stores the leave of absence data for CPI Cycle 3 reporting.
	1.91	PAY.CPI_Local_Salary_Schedule *(New with this release)*	Stores the Budget System local CPI salary schedule parameters.
	1.92	PAY.CPI_Salary_Schedule *(New with this release)*	Stores the CPI state salary schedule parameters.
	1.93	PAY.CPI_User_Salary_Schedule *(New with this release)*	Stores the Budget System user-defined salary schedule parameters.
	1.94	PAY.CPIPCNTL_CPI_Process_Control *(New with this release)*	Stores the control parameters required for CPI processing.
	1.95	PAY.CHKMSTR_Check_Master	Stores the payroll check master records associated with the payroll subsystem.
	1.96	PAY.DATEFL_Current_Payroll_Date	Stores the payroll setup parameters.
	1.97	PAY.DEDCTL_Current_Payroll_ Deductions	Stores the payroll setup deduction-control parameters.
	1.98	PAY.DEDUCTIONS_System_ Definitions	Stores the payroll system deduction definitions.
	1.99	PAY.DESC_Alpha_EEO5_Job_Codes	Stores the EEO5 job code descriptions.
	1.100	PAY.DESC_Alpha_G_SHBP_Change_ Codes	Stores the SHBP change code descriptions.
	1.101	PAY.DESC_Alpha_W2CD_W2_ Adjustment_Codes	Stores the W-2 box and code descriptions.
	1.102	PAY.DESC_Alpha_DDBK_Direct_ Deposit_Bank_Codes	Stores the direct deposit bank code descriptions.
	1.103	PAY.DESC_Alpha_ACA1_ACA_ Coverage_Codes	Stores the ACA offer of coverage code descriptions.
	1.104	PAY.DESC_Alpha_ACA2_ACA_Safe_ Harbor_Codes	Stores the ACA safe harbor code descriptions.
	1.105	PAY.DESC_Alpha_H_User_Change_ Codes	Stores the district-defined SHBP change code descriptions.
	1.106	PAY.DESC_B_Budget_Categories	Stores the budget category code descriptions.
	1.107	PAY.DESC_C_Payroll_Class_Codes	Stores the payroll class code descriptions.
	1.108	PAY.DESC_D_Degree_Codes	Stores the degree code descriptions.
	1.109	PAY.DESC_E_Ethnic_Codes	Stores the ethnic code descriptions.

		Table Name	Purpose
		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
	1.110	PAY.DESC_J_Job_Codes	Stores the payroll job code descriptions.
	1.111	PAY.DESC_K_TRS_Job_Codes	Stores the TRS job code descriptions.
	1.112	PAY.DESC_L_Location_Codes	Stores the payroll location code descriptions.
	1.113	PAY.DESC_M_PSERS_ERS_Job_ Codes	Stores the ERS and PSERS job code descriptions.
	1.114	PAY.DESC_P_Pay_Type_Codes	Stores the compensation/pay type code descriptions.
	1.115	PAY.DESC_R_Pay_Reason_Codes	Stores the payroll reason code descriptions.
	1.116	PAY.DESC_S_Substitute_Rank_Codes	Stores the substitute rank code descriptions.
	1.117	PAY.DESC_T_Termination_Codes	Stores the termination code descriptions.
	1.118	PAY.DESC_U_University_Codes	Stores the university code descriptions.
	1.119	PAY.DESC_V_PSERS_ERS_Pay_ Reason_Codes	Stores the ERS and PSERS payroll reason code descriptions.
	1.120	PAY.DESC_W_PSERS_ERS_ Termination_Codes	Stores the ERS and PSERS termination code descriptions.
	1.121	PAY.DESC_X_TRS_Pay_Reason_ Codes	Stores the TRS payroll reason code descriptions.
	1.122	PAY.DESC_Y_TRS_Termination_ Codes	Stores the TRS termination code descriptions.
	1.123	PAY.Employee_Change	Stores the payroll employee change records.
	1.124	PAY.Employee_Direct_Deposit	Stores the payroll employee direct deposit account information.
	1.125	PAY.Employee_Education	Stores the employee education data from the *Update/Display Educational Data* screen (F3, F1, F6).
	1.126	PAY.Employee_Experience	Stores the employee years of teaching experience from the *Update/Display Educational Data* screen (F3, F1, F6).
	1.127	PAY.Employee_Garnishment	Stores the employee payroll garnishment vendor data.
	1.128	PAY.Employee_Leave	Stores the employee payroll check leave data (F2, F2, F17).
	1.129	PAY.Enhanced_Advance_Formulas	Stores the enhanced leave advance formula records.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.130	PAY.Enhanced_Employee_Leave_ History	Stores the enhanced leave history records.
	1.131	PAY.Enhanced_Employee_Leave_Input	Stores the enhanced leave temporary leave input records.
	1.132	PAY.Enhanced_Pay_Class_Parameters	Stores the enhanced leave payroll class code records.
	1.133	PAY.Enhanced_System_Parameters	Stores the enhanced leave type and reason code records.
	1.134	PAY.History_Earnings	Stores the payroll employee earnings history records.
	1.135	PAY.History_Distribution	Stores the payroll employee earnings history account distribution records
	1.136	PAY.LGROSSDAT_Employee_Leave_ Current_Gross	Stores the enhanced leave temporary substitute gross data records.
	1.137	PAY.PAYSTAT_Monitor	Stores the payroll sequence monitor records.
	1.138	PAY.PAYROLL_Employee	Stores employee payroll data
	1.139	PAY.PAYROLL_Employee_Current	Stores employee payroll data.
	1.140	PAY.PAYROLL_Schedules	Stores the payroll schedule definitions.
	1.141	PAY.GROSSDAT_Employee_Payroll_ Current_Gross	Stores employee payroll gross data account lines.
	1.142	PAY.PDEDUCT_Employee_Deduction	Stores employee payroll deductions.
	1.143	PAY.MPAYROLL_Employee	Stores employee data for manual payroll checks.
	1.144	PAY.MPAYROLL_Employee_Current	Stores employee data for manual payroll checks.
	1.145	PAY.MGROSDAT_Employee_Payroll_ Manual_Gross	Stores employee gross data account lines for manual payroll checks.
	1.146	PAY.MDEDUCT_Employee_Deduction	Stores employee deductions for manual payroll checks.
	1.147	PAY. PREVVOID_Employee	Stores employee data for voided payroll checks
	1.148	PAY. PREVVOID_Employee_Current	Stores employee data for voided payroll checks
	1.149	PAY.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters.
	1.150	PAY.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters.
	1.151	PAY.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.152	PAY.TAXES04_PSERS_ERS_TRS_Tables	Stores the PSERS, ERS, and TRS parameters.
	1.153	PAY.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters.
	1.154	PAY.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters.
	1.155	PAY.TAXES99_Payroll_Control	Stores the school district payroll control parameters.
	1.156	PAY.VGROSDAT_Employee_Payroll_Void_Prev_Gross	Stores employee gross data account lines for voided payroll checks.
	1.157	PAY.VDEDUCT_Employee_Deduction	Stores employee deductions for voided payroll checks.
	1.158	PAY.VOIDS_Employee *(New with this release)*	Stores employee data for the Void/Add checks and direct deposits.
	1.159	PAY.VOIDS_Employee_Current *(New with this release)*	Stores employee data for the Void/Add checks and direct deposits.
	1.160	PAY.XDEDUCT_Employee_Deduction *(New with this release)*	Stores employee deductions for the Void/Add checks and direct deposits.
	1.161	PAY.XGROSDAT_Employee_Payroll_Current_Gross *(New with this release)*	Stores employee gross data account lines the Void/Add checks and direct deposits.
	1.162	SAND.Annuity_Companies	Stores the payroll annuity company records for the Budget System.
	1.163	SAND.CPI_Header	Stores the CPI biographical information associated with employees for the Budget System.
	1.164	SAND.CPI_Assignments	Stores the CPI assignment data associated with employees for the Budget System.
	1.165	SAND.CPI_Certifications	Stores the CPI certificate data associated with employees for the Budget System.
	1.166	SAND.DATEFL_Current_Payroll_Date	Stores the Budget System setup parameters.
	1.167	SAND.DEDCTL_Current_Payroll_Deductions	Stores the Budget System setup deduction-control parameters.
	1.168	SAND.DEDUCTIONS_System_Definitions	Stores the Budget System deduction definitions.
	1.169	SAND.PAYROLL_Employee	Stores employee payroll data for the Budget System.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
		PCGenesisDB - PCGenesis financial and payroll production data, continued.	
		Table Name	**Purpose**
	1.170	SAND.PAYROLL_Employee_Current	Stores employee payroll data for the Budget System.
	1.171	SAND.PAYSTAT_Monitor	Stores the payroll sequence monitor records for the Budget System.
	1.172	SAND.GROSSDAT_Employee_Payroll_Current_Gross	Stores employee payroll gross data account lines for the Budget System.
	1.173	SAND.PDEDUCT_Employee_Deduction	Stores employee payroll deductions for the Budget System.
	1.174	SAND.TAXES01_Federal_Tax_Tables	Stores the Federal withholding tax parameters for the Budget System.
	1.175	SAND.TAXES02_FICA_Tax_Tables	Stores the FICA tax parameters for the Budget System.
	1.176	SAND.TAXES03_State_Tax_Tables	Stores the Georgia state withholding tax parameters for the Budget System.
	1.177	SAND.TAXES04_PSERS_ERS_TRS_Tables	Stores the PSERS, ERS, and TRS parameters for the Budget System.
	1.178	SAND.TAXES05_GHI_Tables	Stores the Georgia State Health Benefits (SHBP) parameters for the Budget System.
	1.179	SAND.TAXES98_W2_Control	Stores the W-2 and ACA reporting parameters for the Budget System.
	1.180	SAND.TAXES99_Payroll_Control	Stores the school district payroll control parameters for the Budget System.
	1.181	T_lookup.GA_County	Stores the County codes for the Georgia counties.
	1.182	T_lookup.Payroll_State *(New with this release)*	Stores the two-character state postal code abbreviations and the state names.

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 - *continued*	
3		**PCG_Q_DB** The **PCG_Q_DB** database is a backup of PAYDATA that is made just before *Calculate Payroll & Update YTD* (Final) (F4) or is a backup of FARDATA that is made just before updating budget files with vendor check information (F5) or is a backup of SANDBOX that is made just before creating the budget SANDBOX (F5, F1).	
		Table Name	**Purpose**
	3.1	**FAR.***tablename*	**FARDATAQ** and **PCG_Q_DB** database tables: The **FARDATAQ** directory (inside of the **SECOND** directory) is a backup of **FARDATA** that is made just before updating budget files with vendor check information (F5). • Restore from **FARDATAQ** if a problem occurs with posting to budget files. • Also restore from **FARDATAQ** if a problem occurs in financial data after posting but before the nightly backup is processed. • **FARDATAQ** should not be restored if any interaction from payroll has occurred (posting payroll or processing an earnings history record gross data transfer). When both financial and payroll records are affected, all of **SECOND** should be restored.
	3.2	**PAY.***tablename*	**PAYDATAQ** and **PCG_Q_DB** database tables: The **PAYDATAQ** directory (inside of the **SECOND** directory) is a backup of **PAYDATA** that is made just before *Calculate Payroll & Update YTD (Final)* (F4). • Restore from **PAYDATAQ** if a problem occurs during check printing.
	3.3	**SAND.***tablename*	**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 *Create Budget SANDBOX* (F5, F1). • Restore from **SANDBOXQ** if a problem occurs during creation of the budget SANDBOX.

		SQL Server Databases and Tables for PCGenesis System - *continued*	
4		**PCG_D_DB**	
		The **PCG_D_DB** database is a backup of PAYDATA that is made after printing payroll checks, but just before printing payroll direct deposits (F2, F3, F5).	
		Table Name	**Purpose**
	4.1	**PAY.***tablename*	**PAYDATAD** and **PCG_D_DB** database tables: The **PAYDATAD** directory (inside of the **SECOND** directory) is a backup of **PAYDATA** that is made just after checks print (F5) and before direct deposits print. • Restore from **PAYDATAD** if a problem occurs during or after printing direct deposits but before posting to payroll earnings history (F13).
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 *VerraDyne Print Manager* associated tables.	