



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

TELEPHONE: (800) 869 - 1011

FAX: (404) 651-5006

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

## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT:** Release 09.04.00 –Calendar Year 2009 (CY09) Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.04.00*.

### **December, 2009 Payroll Completion Instructions**

*Install this release after completing the December payroll, and before setting up for the January 2010 payroll.*

PCGenesis supporting documentation is provided at:

[http://www.gadoe.org/pea\\_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc](http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc).

# Contents

**Section A: Overview of Release .....3**

**A1. Payroll System.....3**

A1.1. Calendar Year 2009 (CY2009) W-2 Form Processing .....3

A1.2. New and Improved Pay Check Stub .....3

    A1.2.1. Sample – New 8.5 x 14 Pay Check – Self-Seal Example.....5

    A1.2.2. Sample – New 8.5 x 11 Pay Check – Non-Self-Seal Example.....6

A1.3. Add YTD Fields for Employer Amounts.....7

A1.4. Employee Master Detail Listings.....7

A1.5. Give helpful hints on the Payroll Setup screen .....7

A1.6. Change Descriptions of Benefit Options 55 and 58.....9

**Section B: Installation Instructions for Release 09.04.00 Software .....10**

**B1. Perform a PCGenesis Full Backup.....10**

**B2. Install PCGenesis Release 09.04.00.....10**

**B3. Verify Release 09.04.00 Was Successfully Installed.....13**

**B4. Perform a PCGenesis Full Backup after Release 09.04.00 is Installed .....14**

## Section A: Overview of Release

### A1. Payroll System

#### A1.1. Calendar Year 2009 (CY2009) W-2 Form Processing

Calendar year 2009 Internal Revenue Service (IRS) W-2 forms have not changed. However, support is being added to allow printing of Roth IRA deductions on the W-2 form. The user will be able to enter up to three deduction codes for Roth IRAs paid to a 401(k) (Box 12 on the W-2 form, label 'AA'), and up to three deduction codes for Roth IRAs paid to a 403(b) (Box 12 on the W-2 form, label 'BB'). Drop down lookup options have been added for deduction code selection.

The installation of Release 09.04.00 makes calendar year 2010 W-2 forms available to PCGenesis users for employees terminating and requesting W-2's for calendar year 2010.

#### A1.2. New and Improved Pay Check Stub

The new and improved pay check/direct deposit stub is now available with release 09.04.00. If your site would like to convert to the new pay check stub, please go to the PCGenesis documentation website and print a copy of the *PCGenesis Setup for New Pay Statement Checklist*. This checklist provides a full list of requirements for the new payroll statement.

Using the new pay checks/direct deposits will be optional. Sites may continue to use their old check stock for as long as they like. However, the new features available in the improved check design will not be offered for the old checks.

The new pay stub is longer than the old stub. Therefore, the new pay stub will be offered in an 8.5 x 14 inch format for self-seal checks, and in an 8.5 x 11 inch format for non-self-seal checks. The new check format will be offered with MICR printing only, and with or without signature printing.

Highlights of the new pay stub include:

- **Current Hours and Earnings:** Our users have been requesting additional breakdown of earnings amounts. The new check stub will print the current earnings based upon the *Pay Type* entered for the gross data line on the *Update/Display Gross Data* screen. The *Pay Type* table is defined in the Description File under 'P – Compensation Type'. The *Pay Types* are user-defined. The Current Hours and Earnings will list the *Pay Type* descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts. The current PCGenesis check stub shows only the earnings totals. Pay adjustments and pay from multiple sources and supplements does not show any break down. Now, it will be possible to show this earnings breakdown. For example, the earnings adjustments for furloughs could be reflected on the pay stub.

- **Tax Data:** The new check stub will include the federal and state withholding indicators from the W-4. The federal and state marital status, allowances, and additional amounts and percentages will print.
- **Deductions:** Deductions will be divided into three categories: Taxes and Pension; Before-Tax Deductions; and After-Tax Deductions. The deductions will print in descending order, by amount, so that the biggest deductions print first.
- **Pay Stub Messages:** The system message will continue to be printed on the new check stub. In addition to the current system message, the ability to print a unique, individual message targeted to one particular employee will be available. For example, a message targeted to one employee explaining their additional pay can be printed. This feature will be implemented in a future release.
- **Company Information:** The Board of Education name and address (place of employment) will be printed on the check stub. This will facilitate work verification when employees apply for loans.
- **Employee Information:** In addition to the employee's name, address, employee ID, and social security number (optional), the new check stub will also print the employee's telephone number.
- **Paid Time Off:** Room has been reserved for more detailed leave data on the new pay stub.
- **Net Pay Distribution:** The new check stub will show the distribution of net pay across multiple direct deposit banks/accounts.
- **General Information:** In addition to the check date, the new check stub will also print pay period begin and end dates, the employee pay step, certified years of experience, and local years of experience. These features will be implemented in a future release.
- **Paycheck Summary:** The new check stub will show additional fields including Total Taxes, Total Deductions, and Total Net Pay (both current and year to date).

# A1.2.1. Sample – New 8.5 x 14 Pay Check – Self-Seal Example

Employee Information				Company Information			
Employee ID	88505	AS9BY, RA9HAL MIDDLE		SMITH CITY BOARD OF EDUCATION	8991		
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET			
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333			
Loc/Class	0107 / 32	SMITH----->, GA		(404) 444-1234 x(1234)			
General Information		Tax Data		Net Pay Distribution			
Check No	<b>040010</b>	Marital	Married	Fed	GA	Account Type	Account Number
Check Date	05/29/2009	Allowances	14	Joint	Both		
		Add Pct		M[1]	D[10]		
		Add Amt	25.25		.35		
Contract Fiscal-To-Date				90,984.14	Check No	040010	Total Net Pay
							2,445.61
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB							
Paycheck Summary							
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes
Current		6052.28			6052.28	6052.28	2017.69
YTD	30.00	18506.84	20.00	50.00	90984.14	18556.84	3606.67
							10957.61
							2445.61
							7599.23
Current Hours and Earnings							
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt	
Base Salary			5,445.25			5,445.25	
Unclassified Pay			108.91			108.91	
Local Cert Supplement			435.62			435.62	
Extended Day Supplement			62.50			62.50	
<b>Total</b>			<b>6,052.28</b>			<b>6,052.28</b>	
Paid Time Off				Employer Paid Benefits			
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current
SICK		5.75	55.25			STATE HEALTH	1009.22
PERSONAL VACATION						TRS	561.66
W/O PAY						FICA	413.73
OTHER						VALIC (PSERS)	121.05
						CIG PPO FAM	86.10
						TOTAL OTHER	38.12
						<b>Total</b>	<b>2229.88</b>
							7069.40
Taxes/Pension		Before-Tax Deductions			After-Tax Deductions		
Description	Current	YTD	Description	Current	YTD	Description	Current
SOC. SEC.	335.31	1030.73	VENDOR 005608	415.67	1250.01	VENDOR 003107	23.30
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00
TRS	302.62	928.86	HORACE MANN	111.11	333.33	VENDOR 005888	
			VENDOR 000020	40.40	121.20		40.00
			VENDOR 005394	10.00	30.00		
<b>Total</b>	<b>2320.31</b>	<b>7018.53</b>	<b>Total</b>	<b>1239.06</b>	<b>3757.18</b>	<b>Total</b>	<b>47.30</b>
							181.90

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES - SEE REVERSE

<p><b>SMITH CITY BOARD OF EDUCATION</b> 102 MAIN STREET SMITH, GA 33333 (404) 444-1234 x(1234)</p> <p><b>BANK OF GEORGIA</b> ATLANTA, GA 30000</p> <p>Pay To The Order Of AS9BY, RA9HAL MIDDLE</p>	<p>No. <b>040010</b></p> <p>Date 05/29/2009</p> <p>PAYROLL</p> <p>64-1301 611</p> <p><b>Amount</b> ****2,445.61</p> <p>VOID AFTER 90 DAYS</p> <p style="text-align: right; font-size: 2em;">John Doe</p>
--	--

TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

⑈040010⑈ ⑆061113017⑆18 33 6⑈

SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 33333

0107 32

AS9BY, RA9HAL MIDDLE  
2495 MAIN STREET----->  
STREET ADDRESS LINE 2----->  
SMITH----->, GA 33333-4444

## A1.2.2. Sample – New 8.5 x 11 Pay Check – Non-Self-Seal Example

Employee Information				Company Information					
Employee ID	88505	AS9BY, RA9HAL MIDDLE		SMITH CITY BOARD OF EDUCATION	8991				
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET					
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333					
Loc/Class	0107 / 32	SMITH----->, GA		(404) 444-1234 x(1234)					
General Information		Tax Data		Net Pay Distribution					
Check No	<b>040010</b>	Marital	Fed	GA	Account Type	Account Number	Amount		
Check Date	05/29/2009	Allowances	14	Joint Both					
		Add Pct		M[1] D[10]					
		Add Amt	25.25	.35					
Contract Fiscal-To-Date				90,984.14	Check No	040010	Total Net Pay	2,445.61	
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB									
Paycheck Summary									
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
YTD	30.00	18506.84	20.00	50.00	90984.14	18556.84	6089.67	10957.61	7599.23
Current Hours and Earnings									
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt			
State Salary			5,445.25			5,445.25			
Unclassified Pay			108.91			108.91			
Local Cert Supplement			435.62			435.62			
Extended Day Supplement			62.50			62.50			
<b>Total</b>			<b>6,052.28</b>			<b>6,052.28</b>			
Paid Time Off				Employer Paid Benefits					
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	YTD	
SICK		5.75	55.25			STATE HEALTH	1009.22	3083.26	
PERSONAL						TRS	561.66	1722.10	
VACATION						FICA	413.73	1271.79	
W/O PAY						VALIC (PSERS)	121.05	371.15	
OTHER						CIG PPO FAM	86.10	430.50	
						TOTAL OTHER	38.12	190.60	
						<b>Total</b>	<b>2229.88</b>	<b>7069.40</b>	
Taxes/Pension		Before-Tax Deductions		After-Tax Deductions					
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
SOC. SEC.	335.31	1030.73	VENDOR 005608	416.67	1250.01	VENDOR 003107	23.30	69.90	
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00	30.00	
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00	27.00	
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00	15.00	
TRS	302.62	928.86	HORACE MANN	111.11	333.33	VENDOR 005888		40.00	
			VENDOR 000020	40.40	121.20				
			VENDOR 005394	10.00	30.00				
<b>Total</b>	<b>2320.31</b>	<b>7018.53</b>	<b>Total</b>	<b>1239.06</b>	<b>3757.18</b>	<b>Total</b>	<b>47.30</b>	<b>181.90</b>	

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

**WARNING – THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES**

No. **040010** 64-1301  
611

SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 33333  
(404) 444-1234 x(1234)

Date  
05/29/2009

PAYROLL

**Amount**

\*\*\*\*2,445.61

VOID AFTER 90 DAYS

TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

BANK OF GEORGIA  
ATLANTA, GA 30000

Pay To The Order Of  
AS9BY, RA9HAL MIDDLE  
2495 MAIN STREET----->  
STREET ADDRESS LINE 2----->  
SMITH----->, GA 33333-4444

John Doe

SECURE FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • VOID FEATURE PANTOGRAPH • ENDORSEMENT BACKER • BROWNSTAIN CHEMICAL REACTANT

⑈040010⑈ ⑆061113017⑆18 33 6⑈

### ***A1.3. Add YTD Fields for Employer Amounts***

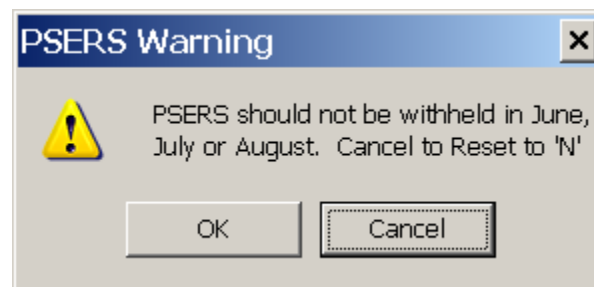
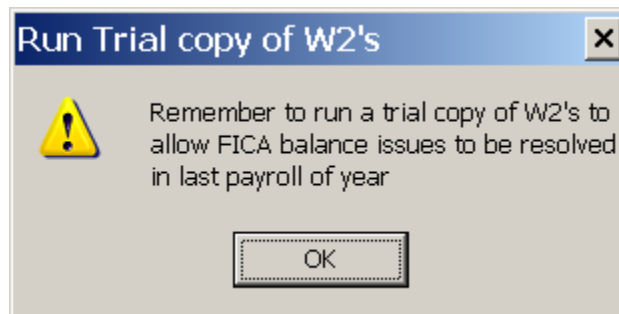
Release 09.04.00 converts the existing payroll data file in order to save and update new year-to-date employer contribution amounts.

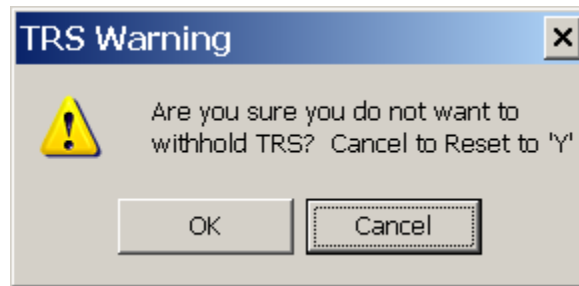
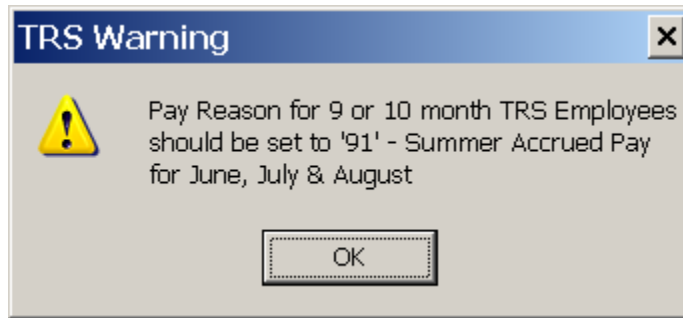
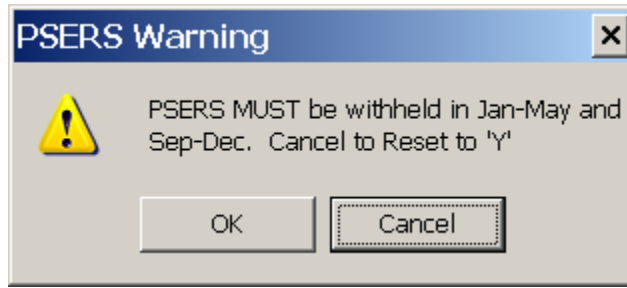
### ***A1.4. Employee Master Detail Listings***

The *Employee Master Detail Listing* will now print negative amounts on the employee salary lines. Previously, furlough amounts, such as “B” transactions with negative dollar amounts, would display as positive numbers on the report, even though the numbers were negative on the *Update/Display Gross Data* employee screen.

### ***A1.5. Give helpful hints on the Payroll Setup screen***

Warning messages have been added to the *Payroll Setup* process in order to remind users to take appropriate actions in order to avoid payroll processing mistakes. The messages consist of warnings which allow users to verify their payroll setup options. The warnings are displayed only during the applicable times of the year.







## ***A1.6. Change Descriptions of Benefit Options 55 and 58***


The name of Benefit Option 55 has changed from CIGNA PPO to CIGNA OAP (Open Access Plan). The name of Benefit Option 58 has changed from United Healthcare PPO to United Healthcare OAP. Release 09.04.00 updates all tier and option records associated with these two plans to reflect OAP instead of PPO as shown in the listing below.

55	CIGNA OAP OPEN ACCESS PLUS	Short Desc: CIGNA OAP					
10	SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	CIGNA OAP SINGLE	CIG OAP SINGL	94.70
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	CIG OAP SINGLE/T	CIG OAP SGL/T	154.70
90	EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	CIG OAP EESP	CIG OAP EESP	278.50
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	CIG OAP EESP/T	CG OAP EESP/T	338.50
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	CIG OAP EESP/SP	C OAP EESP/SP	318.50
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHRG	01/01/2010	12/31/9999	EESP/TSP	CIG OAP EESP/TSP	C OAP ESP/TSP	378.50
94	EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	CIG OAP EECH	CIG OAP EECH	268.10
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	CIG OAP EECH/T	CG OAP EECH/T	328.10
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	CIG OAP FAMILY	CIG OAP FAM	289.10
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	CIG OAP FAM/T	CIG OAP FAM/T	349.10
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	CIG OAP FAM/SP	CG OAP FAM/SP	329.10
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2010	12/31/9999	FAMILY/TSP	CIG OAP FAM/TSP	C OAP FAM/TSP	389.10
58	UNITED HEALTHCARE OAP	Short Desc: UHC OAP					
10	SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	UHC OAP SINGLE	UHC OAP SINGL	94.70
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	UHC OAP SINGLE/T	UHC OAP SGL/T	154.70
90	EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	UHC OAP EESP	UHC OAP EESP	278.50
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	UHC OAP EESP/T	UH OAP EESP/T	338.50
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	UHC OAP EESP/SP	U OAP EESP/SP	318.50
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHRG	01/01/2010	12/31/9999	EESP/TSP	UHC OAP EESP/TSP	U OAP ESP/TSP	378.50
94	EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	UHC OAP EECH	UHC OAP EECH	268.10
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	UHC OAP EECH/T	UH OAP EECH/T	328.10
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	UHC OAP FAMILY	UHC OAP FAM	289.10
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	UHC OAP FAM/T	UHC OAP FAM/T	349.10
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	UHC OAP FAM/SP	UH OAP FAM/SP	329.10
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2010	12/31/9999	FAMILY/TSP	UHC OAP FAM/TSP	U OAP FAM/TSP	389.10

## Section B: Installation Instructions for Release 09.04.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 09.04.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup tape as “**Data Backup Prior to Release 09.04.00**”. Continue to use the backup tape in the normal backup tape rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server’s <i>Desktop</i> , double-click the <b>PCG Full Backup</b> icon  .
4	When the PCGenesis backup completes, label the backup tape “ <b>Full System Backup Prior to Release 09.04.00</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 09.04.00</i> .

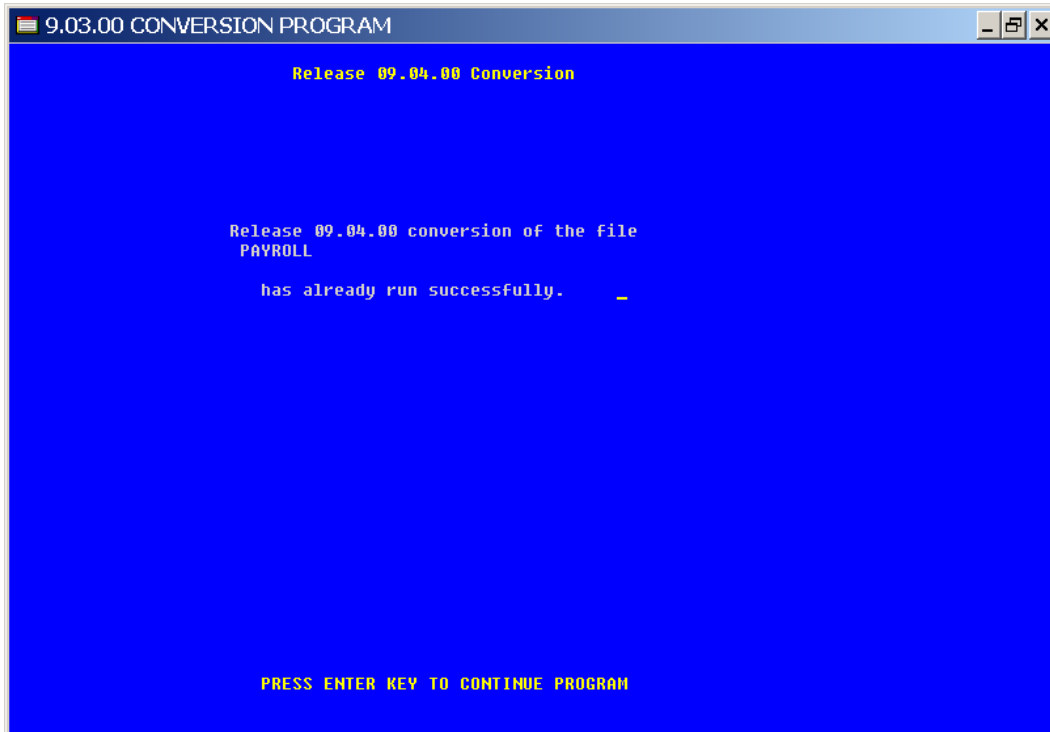
### B2. Install PCGenesis Release 09.04.00

#### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open <b>Windows® Explorer</b> .
3	Navigate to the <b>K:\INSTAL</b> directory.
4	Verify <b>PCGUNZIP.EXE</b> and <b>RELINSTL.BAT</b> displays. <i>If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>

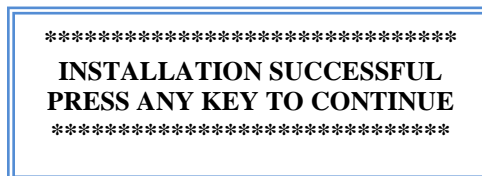
Step	Action
5	<p>Double-click <b>RELINSTL.BAT</b> to perform the installation.</p> <p>A DOS™ window displaying a series of copy commands and related installation messages displays.</p> <p>For duplicate PCGenesis Release 09.04.00 installations, a message of the software update's installation displays. In this instance, select <b>OK</b>.</p>

If the release has already been installed previously, and the PAYROLL file has already been converted and the following screen displays:



**Contact [Information Systems Customer Support](#) immediately if the previous screen displays.**

For PCGenesis Release 09.04.00 successful installations, the following message displays:



Step	Action
6	Select <b>Enter</b> to close the <i>DOS</i> <sup>TM</sup> window.
7	<b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 09.04.00 Was Successfully Installed.</i> <b>If the installtion was unsuccessful:</b> Proceed to <i>Step 8.</i>

The following message displays if the **PCGUNZIP.EXE** file was not detached to the correct location:

```

*****
CANNOT FIND PCGUNZIP.EXE
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
8	Select <b>Enter</b> to close the <i>DOS</i> <sup>TM</sup> window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the <b>PCGUNZIP.EXE</b> file again.

The following message displays to identify additional PCGenesis release installation problems where appropriate:

```

*****
UNABLE TO INSTALL UPDATE
ERROR WITH CHKINSTL
*****
    
```

Step	Action
10	<b>For this error message:</b> Install the previous PCGenesis software release. <i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i>

The following message displays if the **PCGOS environment variable is not set at the server** where appropriate:

```

*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

Step	Action
11	<p><b>For this error message:</b> Refer to the <u>PCGenesis Technical System Operations Guide</u>, Section B: Workstation/Server Configuration, <i>Topic 1: Setting Windows® Environment Variables</i> for instructions.</p> <p>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</p>
12	Proceed to B3. Verify Release 09.04.00 Was Successfully Installed.

### B3. Verify Release 09.04.00 Was Successfully Installed

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

The following screen displays:

```

PCG Dist=8991 Rel=09.04.00 11/30/2009 DOD 008 SV C:\DEVSY C:\SECO...
DEFNRELM

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


DOE 07.01.00 04/10/2007
DOE 07.01.01 04/30/2007
DOE 07.02.00 07/03/2007
DOE 07.02.01 07/26/2007
DOE 07.03.00 11/29/2007
DOE 07.03.01 11/29/2007
DOE 07.04.00 01/14/2008
DOE 08.01.00 01/15/2008
DOE 08.02.00 06/30/2008
DOE 08.03.00 11/29/2008
DOE 08.03.01 11/29/2008
DOE 08.04.00 12/14/2008
DOE 09.01.00 01/15/2009
DOE 09.02.00 07/32/4009
DOE 09.02.01 08/14/2009
DOE 09.03.00 09/30/2009
DOE 09.03.01 11/30/2009
DOE 09.03.01 1 12/01/2009
DOE 09.04.00 12/28/2009

Press <ENTER> or PF16 to Exit

08.01.00
    
```

Step	Action
4	Verify <b>Release 09.04.00</b> displays.  <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as <b>DOE 09.04.00</b> displays. If Release 09.04.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select <b>Enter</b> .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.

### ***B4. Perform a PCGenesis Full Backup after Release 09.04.00 is Installed***

Step	Action
1	<b>Verify all users are logged out of PCGenesis.</b>
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server's <i>Desktop</i> , select  ( <b>PCG Full Backup</b> ) icon.
4	When the PCGenesis backup completes, label the backup tape " <b>Full System Backup After Release 09.04.00</b> ".