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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 10.01.00 – Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 10.01.00*.

March, 2010 Payroll Completion Instructions

Note that the March payroll must be complete before attempting to install PCGenesis Release 10.01.00

PCGenesis supporting documentation is provided at:

http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc.

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Section A: Overview of Release

A1. General System Enhancements

A1.1. Allow Separate Self-Seal Options for New Payroll Check

The *MICR Setup* program has been enhanced to allow separate self-seal options for payroll checks and vendor checks. This update will allow users to define a self-seal MICR payroll check and a non-self-seal MICR vendor check (or visa versa) when both types of checks are printed from the same bank.

A2. Payroll System

A2.1. Individual Employee Check Message for New Pay Stub

The system message will continue to be printed on the new detailed check stub. In addition to the current system message, the ability to print a unique, individual message targeted to one particular employee is now available (F2, F2, F18). For example, a message targeted to one employee, or group of employees, explaining their additional pay can be printed.

A2.2. Add Location Codes to Gross Data Export

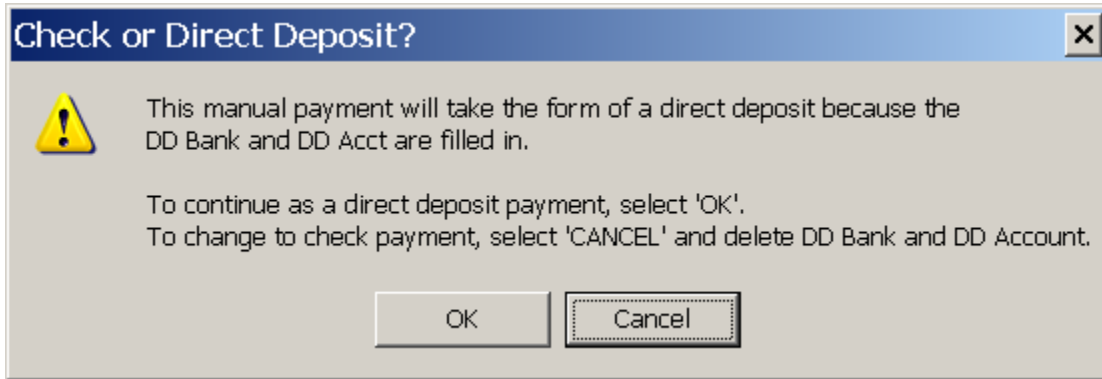
The employee Pay Location Code and Work Location Code have been added as fields on the Gross Data Export file. These fields are for information only, and are NOT imported by the Gross Data Import process.

A2.3. Add Check/Direct Deposit Count by Location to Final Register

The total number of checks and direct deposits paid by Location Code has been added to the *Payroll Final Register*. This information will be helpful when balancing to the DOL report at the end of a quarter.

A2.4. Prompt When Manual Payment is a Direct Deposit

When a direct deposit bank and account are entered on a manual payment, the payment is created as a direct deposit. Now, a warning message will be displayed when the direct deposit information has been entered, letting the user know that the payment will be created as a direct deposit. This will allow the user to verify that a direct deposit is desired, or will allow the user to edit the payment and delete the direct deposit bank and account information.



A2.5. Fix FICA Calculation for Negative Salary Amounts

A problem has been resolved when a negative salary amount (such as a furlough) is processed for highly compensated employees. Before, negative salary amounts would cause the OASDI gross wages to be calculated incorrectly when the employee was already over the OASDI maximum wage limit. This problem has been fixed.

A2.6. Enter Voided Check/Direct Deposit From Previous Pay

A voided check/direct deposit should use the Annuity Company Codes available on the earnings history record and NOT the Annuity Company Codes on the payroll record. Before, if a user changed the Annuity Companies on the *Payroll Withholding/Direct Deposit Data* screen and later on created a voided check/direct deposit record from a prior pay period, invalid Annuity Companies could end up on the voided check/direct deposit record causing errors on the W-2.

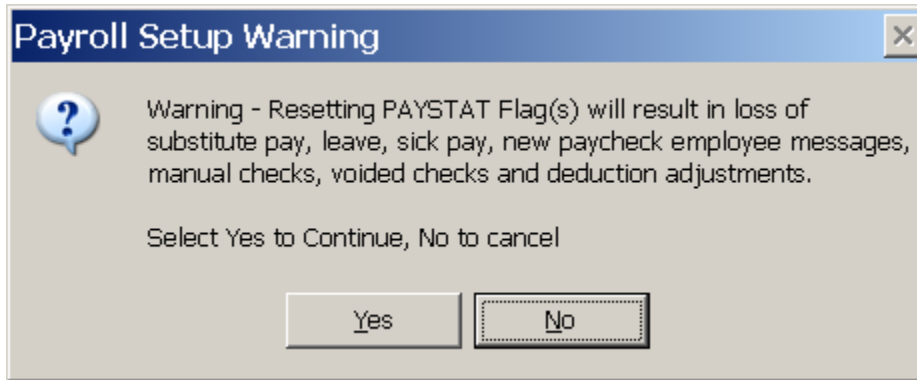
A2.7. Print YTD Earnings Register for One Employee

An option has been added to allow the *YTD Earnings Register* to be printed for one employee only. This will speed up W-2 inquiries for individual employees when trying to resolve issues during W-2 season. Producing the report will be much faster for one employee versus producing the report for a large group of employees.

A2.8. Reset Payroll Monitor

Additional information has been added to the payroll monitor. A list of payroll classes selected for the payroll has been added to the bottom of the monitor screen. Also, a second screen has been added to the payroll monitor that displays the deductions which have been selected for the payroll. This will allow users to easily verify the deduction settings for the current payroll run.

When a user chooses to reset the payroll monitor, a warning message is now displayed to advise the payroll administrator of the consequences of resetting the payroll.



A3. Financial Accounting and Reporting (FAR) System

A3.1. Display Message When Depositing Receipts

When depositing receipts, if there are no available receipts for the entered date, a message will be displayed indicating, “No receipts meet these criteria”. Before, a blank screen was displayed with no other explanation.

A3.2. Close Receivable

A problem has been identified when closing a receipt. Before, there was a problem when a receipt (for example, a receipt for \$120,000) was posted against a receivable (for example, a receivable for \$100,000) for more money than the original receivable, and then, later on, the receivable was closed with the *Close Receivable* program. In this case closing the receivable with the *Close Receivable* program would cause an incorrect AUDIT file posting, throwing the GL out of balance. This problem has been resolved.

A3.3. Vendor Check Register and Register of Payments

Before, when processing vendor checks, it was possible to scratch the *Vendor Check Register* and the *Register of Payments* by processing another vendor check run before actually printing the registers. Now, these reports are created in the user’s spool directory, and subsequent vendor check runs will create new print files instead of scratching the existing files and reusing the file names. Before the *Vendor Check Register* was created as K:\SECOND\FAR\FAR\FAR\FAR\CHECKREG, but is now created as K:\SECOND\#aaaPRT\CREGnnnn. Before the *Vendor Register of Payments* was created as K:\SECOND\FAR\FAR\FAR\FAR\PYMTREG, but is now created as K:\SECOND\#aaaPRT\PREGnnnn.

A3.4. Large Claim Entry/Import

Error processing in the *Large Claim Entry/Import* (F1, F3, F5) function has been enhanced to be more user-friendly. Before, data errors in a large claim were highlighted one at a time so that it would take the PCGenesis user a lot of time to correct multiple errors in the data. Now, logic has been added to display the total number of errors, with the error description listed next to each account line which is in error.

A3.5. CS1 Error Print File Comment Added

A comment has been added to the Error Print file to advise that items may continue to appear even if the issue has been resolved.

A4. Certified/Classified Personnel Information (CPI) System


A4.1. Replace Work Locations

The *Replace Work Locations* utility (F4, F31, F5) located on the *CPI Special Functions Menu* has been updated to allow users to update the work location in the CPI assignment records as well as the work location on the PAYROLL file. The user can now enter 'YES' or 'NO' to the option *Update Work Locations on CPI Assignments?* when mass updating work location codes in PCGenesis.

Section B: Installation Instructions for Release 10.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.01.00* 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 10.01.00**”. 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 PCG Full Backup icon  .
4	When the PCGenesis backup completes, label the backup tape “ Full System Backup Prior to Release 10.01.00 ”.
5	Proceed to B2. <i>Install PCGenesis Release 10.01.00</i> .

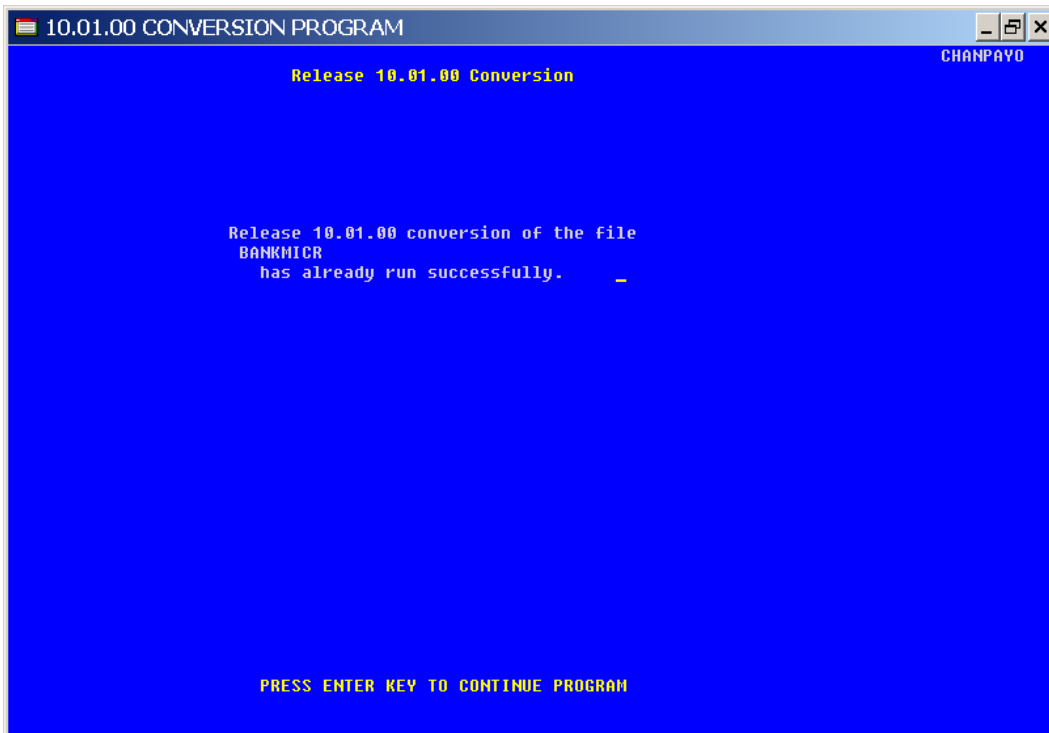
B2. Install PCGenesis Release 10.01.00

FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer .
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE and RELINSTL.BAT 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 RELINSTL.BAT to perform the installation.</p> <p><i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i></p> <p><i>For duplicate PCGenesis Release 10.01.00 installations, a message of the software update's installation displays. In this instance, select OK.</i></p>

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



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

For PCGenesis Release 10.01.00 successful installations, the following message displays:

```
*****  
INSTALLATION SUCCESSFUL  
PRESS ANY KEY TO CONTINUE  
*****
```

Step	Action
6	Select Enter to close the <i>DOS™</i> window.
7	If the installation was successful: Proceed to B3. <i>Verify Release 10.01.00 Was Successfully Installed.</i> If the installation was unsuccessful: Proceed to Step 8.

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 Enter to close the <i>DOS™</i> window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the PCGUNZIP.EXE 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	For this error message: 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>For this error message: 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><i>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</i></p>
12	Proceed to B3. Verify Release 10.01.00 Was Successfully Installed.

B3. Verify Release 10.01.00 Was Successfully Installed

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

The following screen displays:


```

PCG Dist=8991 Rel=10.01.00 01/26/2010 DOD 003 SV C:\DEVSY C:\SECO...
DEFNRELM
The Following D.O.E. Releases Have Been Successfully Loaded:
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
DOE 09.04.01 01/25/2010
DOE 10.01.00 03/29/2010

Press <ENTER> or PF16 to Exit
08.01.00
    
```

Step	Action
4	Verify Release 10.01.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 10.01.00 displays. If Release 10.01.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.

B4. Perform a PCGenesis Full Backup after Release 10.01.00 is Installed

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> , select  (PCG Full Backup) icon.
4	When the PCGenesis backup completes, label the backup tape “ Full System Backup After Release 10.01.00 ”.