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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 10.04.00 – Calendar Year 2010 (CY10) Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 10.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2010 Payroll Completion Instructions

Install this release after completing the December payroll, and before setting up for the January 2011 payroll.

2011 Payroll Tax Changes

The PCGenesis Help Desk is aware of the payroll tax changes legislated by the U.S. Congress in the last days of 2010. The greatest impact of the tax legislation is that the employee FICA contribution rate is being reduced to 4.2% for 2011 while the employer FICA contribution rate remains at 6.2%. Although the Tax/Withholding/Control Menu allows input of separate FICA rates, the PCGenesis program logic does NOT currently support different employee and employer FICA rates. Therefore, the PCGenesis development team plans to issue a mid-January release with the necessary programming changes.

*If it is necessary to run a payroll before installing the mid-January release, an employer rate adjustment will be necessary to add 2% to an employer FICA calculation. **Please notify the PCGenesis Help Desk if an early January payroll is anticipated.***

Federal and state income tax withholding tables have not yet been published for 2011. PCGenesis users will be notified when the tax tables become available.

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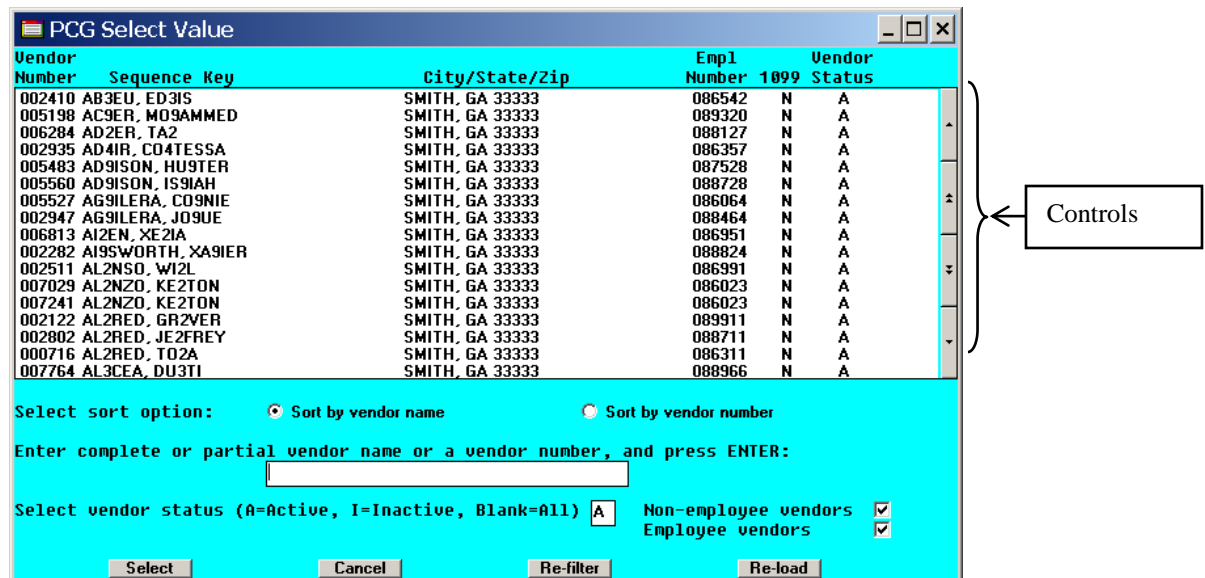
Section A: Overview of Release

A1. PCGenesis System Enhancements


A1.1. Improved Performance for the Vendor Lookup Feature

The vendor lookup feature is available from any program requiring a vendor number, and displays the vendor's number, the vendor's name, and city, state, zip, the associated employee number, the 1099 indicator, and the vendor's status, where appropriate. The *PCG Select Value* dialog box's vendor name field allows for easier positioning within the vendor file. The feature also includes filters for the vendor's status, and for employee and non-employee vendors.

The lookup box has been converted from a 'list box' to a 'paged list box', which means that instead of reading the entire VENDOR file in order to load the data, only 17 records are read at any one time. The only difference between the two controls is that the 'list box' has a scroll bar on the side which allows the user to quickly scroll through the entire file, top to bottom. The 'paged list box' has four controls on the side of the box which are 'page up', 'page down', 'one line up', and 'one line down'. Pictured below is a screenshot example with the new controls on the right hand side of the lookup box. The new controls should vastly improve performance of the vendor lookup feature.



A1.2. PCGenesis Security Maintenance – Print User List

The  (Print this Data) feature available from the *User File Maintenance* screen (F30, F9, F4), allows the PCGenesis System Administrator to print a listing of PCGenesis-defined user IDs. Text on the input screen now clearly indicates that F3 (F3-Print All Users) is available for printing a report. Where appropriate, provide the *User Master List* to the auditors for review.

| =====Page Break===== | | | | | | | |
|----------------------------------|--------|---------------------|--------------|-----------|-----------------|---------------|-------------------|
| REPORT DATE: 06/26/2007 11:55:10 | | USER MASTER LIST | | | PAGE 1 | | |
| PROGRAM: MEIUUSER | | | | | | | |
| USER ID | PCG ID | NAME | ACCESS CODES | LOCK- A/I | LAST LOGON DATE | LAST LOGON TM | PASSWORD CHG DATE |
| AREES | ARC | ALAN REES | | A II | 05/15/2007 | 08:01:54 | 05/15/2007 |
| BPITT | BPD | BRAD PITT | | A II | 00/00/0000 | 00:00:00 | 00/00/0000 |
| CJONES | CJD | CYNTHIA JONES | | A II | 06/26/2007 | 11:20:53 | 06/26/2007 |
| DOCHALA | DOD | DIANE OCHALA | | A II | 05/24/2007 | 15:31:17 | 05/21/2007 |
| GADDOE_PCGENESIS_USER | ABC | PCGENESIS_TEST USER | | A II | 06/06/2007 | 12:18:59 | 06/06/2007 |
| LGREENE | LGD | LYNDA GREENE | | A II | 05/14/2007 | 15:48:49 | 05/14/2007 |
| RUIGER | RUD | ROBERT UIGER | | A II | 05/09/2007 | 15:40:08 | 05/09/2007 |
| End of File | | | | | | | |

Because this document is a public access document, the PCGenesis security access codes do not display in this screenshot example. When generated by the PCGenesis System Administrator, the codes display.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Allow Reprint of 1099-MISC Forms

The ability to reprint one or more 1099-MISC forms has been added to the *Print 1099-MISC Forms* (F1, F12, F10, F10) procedure. This new feature provides easier recovery from printing problems.

The following changes have been made in the *Create 1099 Export File* (F1, F12, F10, F11) procedure as described in *Publication 1220 for 2010, Specifications for Filing Forms 1099 Electronically*:


- Payer "A" Record moved the *Combined Federal/State Indicator* from field position 26 to field position 6.
- Payer "A" Record, expanded *Type of Return* field from a one position to a two position field. Previously the field position was 27, now it is field positions 26-27.

A2.2. Vendor Payments for Any Period by Vendor

The *Vendor Payments for Any Period* procedure (F1, F9, F1, F1) allows a new option of producing a report of vendor payments by vendor name. This report will facilitate reporting totals across all funds for individual vendors. Also, the *Vendor Payments for Any Period by Vendor* report will include journal entry (J.E.) vouchers which contain a vendor number on an 'E' detail line, regardless of whether a vendor check is indicated on the voucher. In order for the Vendor Payment report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

Also, the **Vendor Reference Number** has been added to the *Vendor Payments for Any Period by Fund* report as well as the *Vendor Payments for Any Period by Vendor* report.

A2.3. Improved Performance for the Vendor Check Lookup Feature

Functioning similar to the vendor lookup feature, the vendor check number drop-down selection icon  feature is available from any program requiring the entry of a vendor check number. The feature displays corresponding vendor check information including the bank's ID number, the check number, the vendor number, the check payee, the journal entry (J.E.) issued-voucher number, the check's date, status, and the check amount. The *PCG Select Value* dialog box's bank ID field allows for the display of checks for different banks. The starting check number field allows for easier positioning within the file, and also includes filters for issued, J.E., manual, cancelled, and voided vendor checks.

The lookup box has been converted from a 'list box' to a 'paged list box', which means that instead of reading the entire Vendor Check file in order to load up the data, only 17 records are read at any one time. The only difference between the two controls is that the 'list box' has a scroll bar on the side which allows the user to quickly scroll through the entire file, top to bottom. The 'paged list box' has four controls on the side of the box which are 'page up', 'page down', 'one line up', and 'one line down'. Pictured below is a screenshot example with the new controls on the right hand side of the lookup box. The new controls should vastly improve performance of the vendor check lookup feature.

PCG Select Check Code

Bank number: BK07
 Name: FNB 007 OF SMITH CITY

| Check Number | Vendor Number | Payee | J.E. Voucher # | Issue Date | Check Status | Check Amount |
|--------------|---------------|-----------------|----------------|------------|--------------|--------------|
| 420183 | 005846 | VENDOR 005846 | | 08/12/2010 | Issued | 1,302.40 |
| 420184 | 001419 | VENDOR 001419 | | 08/12/2010 | Issued | 208.83 |
| 420185 | 008129 | VENDOR 008129 | | 08/12/2010 | Issued | 278.12 |
| 420186 | 005248 | VENDOR 005248 | | 08/12/2010 | Issued | 55.04 |
| 420187 | 005583 | VENDOR 005583 | | 08/12/2010 | Issued | 80.48 |
| 420188 | 007133 | VENDOR 007133 | | 08/12/2010 | Issued | 3,357.24 |
| 420189 | 004922 | T13SLEY, DE3VER | | 08/12/2010 | Issued | 73.00 |
| 420190 | 000154 | VENDOR 000154 | | 08/12/2010 | Issued | 385.00 |
| 420191 | 007566 | VENDOR 007566 | | 08/12/2010 | Issued | 85.00 |
| 420192 | 000039 | VENDOR 000039 | | 08/12/2010 | Issued | 412.50 |
| 420193 | 005640 | VENDOR 005640 | | 08/12/2010 | Issued | 84.00 |
| 420194 | 000000 | SECURE VENDOR | 11000003 | 08/19/2010 | J.E. Issue | 18,536.18 |
| 420195 | 004818 | VENDOR 004818 | | 08/19/2010 | Issued | 18.95 |
| 420196 | 008308 | M18TON, AR8ELLE | | 08/19/2010 | Issued | 345.20 |
| 420197 | 005354 | VENDOR 005354 | | 08/19/2010 | Issued | 212.53 |
| 420198 | 006710 | VENDOR 006710 | | 08/19/2010 | Issued | 25.00 |
| 420199 | 008239 | VENDOR 008239 | | 08/19/2010 | Issued | 4,460.00 |
| 420200 | 000191 | VENDOR 000191 | | 08/19/2010 | Issued | 1,002.78 |

Select checks for bank: Issued checks: Cancelled checks:
 Enter starting check number: J.E. issued checks: Voided checks:
 Manual checks:

A3. Payroll System

A3.1. Calendar Year 2010 (CY2010) W-2 Form Processing

The *Alpha Description File* (F2, F9, F2) is undergoing a conversion in order to add two new **W2CD** codes. **Record Code '123'** is being added for *HIRE Exempt Wages and Tips* (Label CC), and **Record Code '124'** is being added for *Coverage Cost for Employer-Sponsored Health Plan* (Label DD).

Calendar year 2010 Internal Revenue Service (IRS) W-2 forms have not changed. However, support is being added to allow printing of *HIRE Exempt Wages and Tips* (Label CC) on the W-2 form. Changes for the W-2 form include:

- For employers to report the amount of wages and tips covered by the payroll tax exemption, a new code for box 12, code CC (*HIRE Exempt Wages and Tips*) has been added.
- In preparation for reporting year 2011, employers may report the cost of coverage under an employer-sponsored group health plan. Although reporting the cost of coverage will be optional with respect to 2011, the IRS continues to stress that the amounts reportable are not taxable. Included in the *Affordable Care Act* passed by Congress in March, the new reporting requirement is intended to be informational only, and is intended to allow for greater transparency into overall health care costs for employees. The amount should be reported in box 12, code DD.

According to the *Social Security Administration Publication No. 42-007, Specifications for Filing Forms W-2 Electronically (EFW2)*, the following changes have been made:

- A new field, *HIRE Exempt Wages and Tips*, has been added to the **RO** Employee Record (positions 100-110) and the **RU** Total Record (positions 130-144). This field does not apply to the Employment Code Household (H) and is valid for tax year 2010 only.

The installation of Release 10.04.00 makes calendar year 2011 W-2 forms available for employees terminating and for employees requesting W-2's for calendar year 2011.

A3.2. Add Employer-Paid Benefit Amounts to the Detailed Pay Stub

Employer-Paid Benefits have been added to the detailed pay stub in preparation for the 2011 W-2 form which will report the cost of coverage under an employer-sponsored group health plan. (See *Section A3.1* above.) The employer cost for deductions, pension, State Health, and FICA will print separately on the detailed check stub. This information allows employees to see how much the school district spends on employee benefits. Both the current and the year-to-date (YTD) dollar amounts will be printed.

- Pension – TRS, PSERS, ERS
- Annuities with employer contribution
- State Health
- FICA

- Deductions with Type Code ‘F’ = Imputed income on the cost of group term life
- Deduction code ‘00’ = Fringe Benefits
- Other employer contributions set up for individual deductions

Six lines have been reserved on the detailed pay stub for printing employer paid benefits. If an employee has more than six lines of benefits, the remaining lines will be summarized as ‘OTHER’ on the sixth employer benefit line on the stub.

A3.3. Support Narrower Teleform Payroll Check Forms

In order to support an updated *Teleform* payroll check form, the check number and transit numbers on the non-self-seal detailed pay check stub have been lowered so that the information does not print on the border of the check.

A3.4. Add Teleform MICR Printing Solution

A *Teleform MICR Printing Solution* has been added to the *Bank MICR Setup* program.

A3.5. Add Contract Days to Mass Update

A **Contract Days** option has been added to the *Mass Update Selected Employee’s Payroll Information* (F2, F13, F6, F5) screen. The ability to mass update employees’ information saves time when multiple updates are required. Now, PCGenesis users may elect to mass update employees’ contract days by specifying the old (current) contract days, and the new contract days.

Also, the option to *Replace Work Locations* (F2, F13, F6, F6) and the option to *Replace Pay Locations* (F2, F13, F6, F7) have been added to the *Payroll Mass Update Menu*.

A3.6. Teacher Retirement System (TRS) Contribution Report and File

A problem with *TRS Contribution Report and File* (F2, F5, F1) has been resolved. The calculation for the ‘R’ rehired retirees has been corrected when there is a ‘Z’ pension adjustment. Before, the ‘Z’ adjustment threw off the totals submitted to TRS for the employee and employer contribution amounts for the ‘R’ rehired retirees. This happened because PCGenesis did not take into consideration the actual employee pension amount on the ‘Z’ adjustment when splitting out the employee and employer contributions for reporting to TRS. This problem has been resolved.

A3.7. Year-to-Date (YTD) Earnings History Register

Currently, if year-to-date Old-Age, Survivors, and Disability Insurance (OASDI) wages exceed the OASDI wage limit, no error message is produced on the *YTD Earnings History Register* (F2, F10, F13). The *YTD Register* only checks to ensure that year-to-date OASDI wages times the OASDI percentage equals the year-to-date OASDI deduction amount. If OASDI wages exceed the wage limit, this should be an error, and is now reported as such.

A3.8. Print Employees' Earnings History

The *Earnings History Register* (F2, F10, F3) is not printing OASDI and Medicare wages correctly for VOID payments. The OASDI gross and Medicare gross amounts need to be multiplied by -1 for VOID payments to be reflected on the report correctly.

A4. Certified/Classified Personnel Information (CPI) System


A4.1. Update Job Code for CPI/Payroll/CS-1

Before, the *Update Job Code for CPI/Payroll/CS-1* (F4, F31, F7) procedure would execute as soon as the option was selected from the menu. If the user did not actually intend to run the program, this caused problems. Now, a message screen has been added to *Update Job Code for CPI/Payroll/CS-1* which prompts the user to either select ENTER to continue processing, or to select F16 to exit.

Section B: Installation Instructions for Release 10.04.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.04.00* 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 10.04.00**”. 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 PCG Full Backup icon  . |
| 4 | When the PCGenesis backup completes, label the backup tape “ Full System Backup Prior to Release 10.04.00 ”. |
| 5 | Proceed to <i>B2. Install PCGenesis Release 10.04.00</i> . |

B2. Install PCGenesis Release 10.04.00

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> |
| 5 | Double-click RELINSTL.BAT to perform the installation. <i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i> <i>For duplicate PCGenesis Release 10.04.00 installations, a message of the software update's installation displays. In this instance, select OK.</i> |

For PCGenesis Release 10.04.00 successful installations, the following message displays:

```

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

| Step | Action |
|------|--|
| 6 | Select Enter to close the DOS™ window. |
| 7 | If the installation was successful: Proceed to B3. <i>Verify Release 10.04.00 Was Successfully Installed.</i> If the installtion 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 | <p>For this error message: Install the previous PCGenesis software release.</p> <p><i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i></p> |

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

```

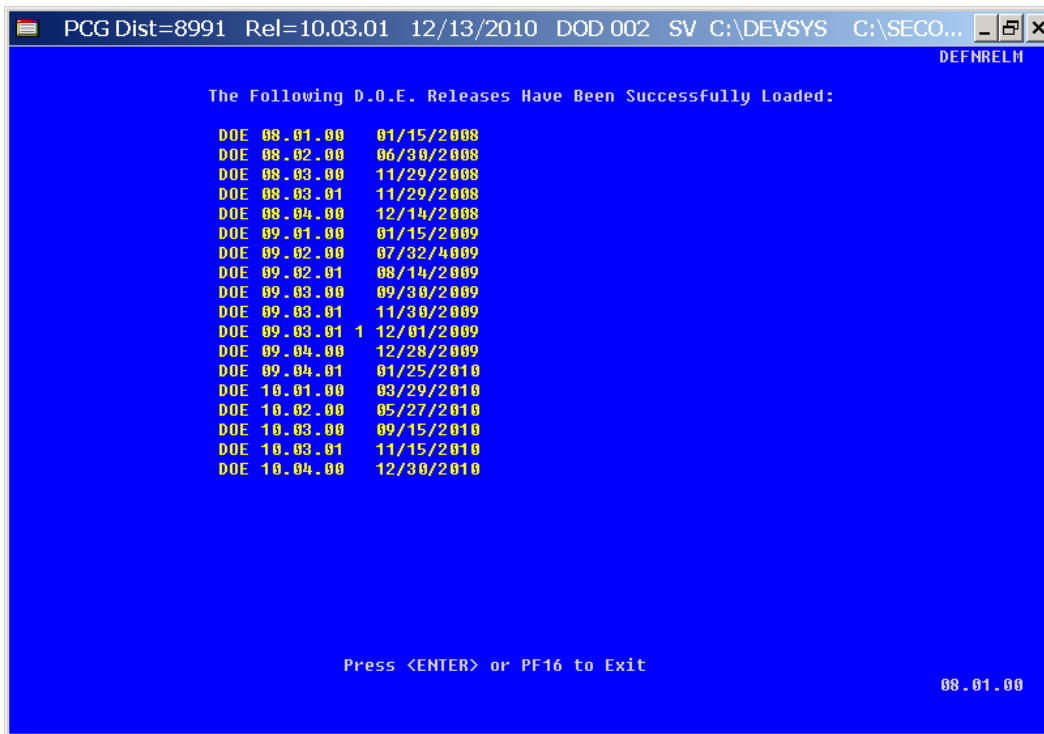
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

| 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. <i>Verify Release 10.04.00 Was Successfully Installed.</i> |

B3. Verify Release 10.04.00 Was Successfully Installed

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


The following screen displays:



| Step | Action |
|------|--|
| 4 | Verify Release 10.04.00 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 10.04.00 displays. If Release 10.04.00 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 10.04.00 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 10.04.00 ”. |

Section C: After PCGenesis Release 10.04.00 Has Been Installed

C1. Calendar Year 2010 Year-End Closing Procedures Checklist

| | | |
|--|------|---|
| Contact the Technology Management Customer Support Center for assistance as needed. | | |
| <i>Refer to the indicated Financial Accounting and Reporting (FAR), and Payroll System Operations Guide topic or as needed.</i> | | |
| ✓ | Step | Action |
| <i>AFTER the last Calendar Year 2010 payroll. BEFORE the first Calendar Year 2011 payroll.</i> | | |
| PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule | | |
| 1 | | Set up the Pay Schedules for the new calendar year. <i>Do not set up for payroll before performing this procedure.</i> |
| PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record | | |
| 2 | | Change the payroll year in the Payroll Identification record. <i>Do not set up for payroll before performing this procedure.</i> |
| PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables | | |
| 3 | | Where appropriate, update the Federal Income Tax (FIT) Tables. |
| 4 | | Where appropriate, update the FICA/Medicare (OASDI) Tax Table. |
| 5 | | Where appropriate, update the Employee's Retirement System (ERS) Table is correct. |
| 6 | | Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. |
| 7 | | Where appropriate, update the Group Health Insurance (GHI) Table. |
| 8 | | Where appropriate, update the State Income Tax (SIT) Table. |
| 9 | | Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables. |
| PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing | | |
| 10 | | Reset Employee Calendar Year-to-Date Amounts to Zero (0). |

| <i>PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing</i> | |
|--|---|
| 11 | Process calendar year 2010 W-2 Statements. |
| <i>FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.</i> | |
| 12 | Process calendar year 2010 Form 1099-MISC Statements. |