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"Making Education Work for All Georgians"

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## MEMORANDUM

**TO:** PCGenesis System Administrators

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

**SUBJECT:** Release 11.01.00 – Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 11.01.00*.

PCGenesis supporting documentation is provided at:  
[http://www.gadoe.org/pea\\_infosys.aspx?PageReq=PEAISDPGenesisInfoDoc](http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPGenesisInfoDoc).

### **March, 2011 Payroll Completion Instructions**

***Install this release after completing the March 2011 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2011 payroll.***

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## Section A: Overview of Release

### A1. PCGenesis System Enhancements

#### A1.1. Add Support for Third Party Check Printing

Support has been added for third party check printing. For example, a third party company such as SoftDocs will now be able to interface with the PCGenesis system. PCGenesis will output vendor checks, payroll checks, direct deposit advices, and purchase orders as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code. The MICR setup now provides an option for 'Text Only Output' support (F30, F4).

Allowing third parties to access PCGenesis check output can open up multiple options to school districts. For example, third parties may now be able to offer employee web browser self service options that were not previously available to PCGenesis systems. By providing web access to current and historical employee payroll documents, the district may no longer feel the need to mail paper copies of direct deposit advices to employees, thus saving printing and mailing expenses.

### A2. Financial Accounting and Reporting (FAR) System

#### A2.1. Add Support for School Nutrition DE-106 File Submission

PCGenesis is adding support for the uploading of files to the School Nutrition Online Reporting System (ORS), a web application that allows you to upload data files extracted from your financial application.

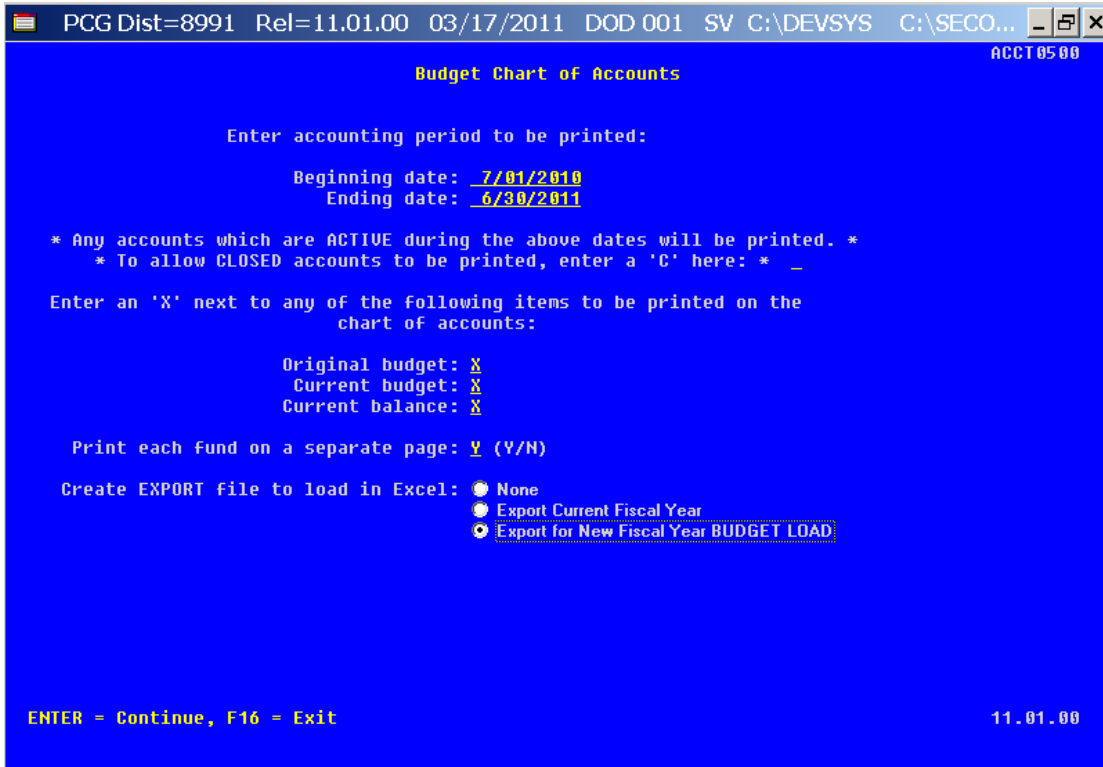
The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option (F1, F9, F1, F9). This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition Online Reporting System (ORS).

Revenue and expenditure accounts are extracted from PCGenesis. Inventory accounts will require user input. Balance sheet accounts require a beginning balance for the month to be reported. If the previous month has been closed, the balance sheet totals are extracted from PCGenesis, otherwise the balance sheet totals require user input. This is true for each school nutrition fund to be reported.

A facility code must be associated with each school nutrition fund. School nutrition funds are within the range of 600 thru 699, inclusive. **In order to be reported on the DE-106 School Nutrition Extract File, the school nutrition fund code must have a facility code assigned.** Refer to *Section C: After PCGenesis Release 11.01.00 Has Been Installed* for instructions on assigning facility codes to the school nutrition fund codes (**Type 02** records).

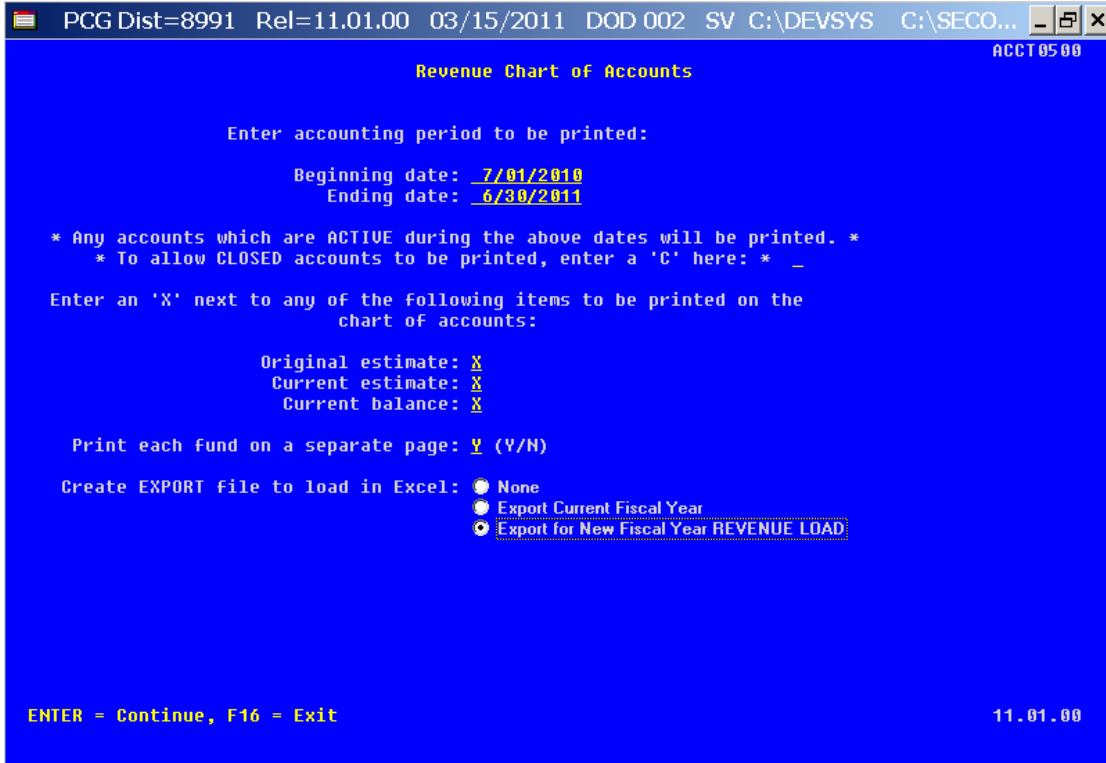
## A2.2. Printing the Budget Chart of Accounts and Budget Load from External File

A new export file option has been added to the *Budget Chart of Accounts* (F1, F1, F3). Now, an export file can be created which can be used directly in the *Budget Load from External File* (F1, F1, F4) process without extensive editing. When the option is selected to *Export for New Fiscal Year BUDGET LOAD*, the user may input the **New Fiscal Year** and the **% Budget Change** fields on a subsequent screen. The resulting export file may be used directly in the *Budget Load from External File* (F1, F1, F4) process without additional editing, if desired.



### A2.3. Printing the Revenue Chart of Accounts and Revenue Load from External File

A new export file option has been added to the *Revenue Chart of Accounts* (F1, F5, F3). Now, an export file can be created which can then be used directly in the *Revenue Load from External File* (F1, F5, F4) process without extensive editing. When the option is selected to *Export for New Fiscal Year REVENUE LOAD*, the user may input the **New Fiscal Year** and the **% Revenue Change** fields on a subsequent screen. The resulting export file may be used directly in the *Revenue Load from External File* (F1, F5, F4) process without additional editing, if desired.



### A2.4. Vendor Payments for Any Period by Vendor and Vendor Payments for Any Period by Fund/Program

A problem has been fixed in the *Vendor Payments for Any Period by Vendor* procedure (F1, F9, F1, F1, 13) and in the *Vendor Payments for Any Period by Fund/Program* procedure (F1, F9, F1, F1, 11). When requesting data for a single vendor, the program incorrectly lists multiple vendors instead. The program is extracting JE information for all vendors, when only the selected vendor should be extracted. This problem has been fixed.

### A2.5. Printing 1099-MISC Forms

PCGenesis gives an incorrect fatal error when trying to print 1099's, and there are no 1099's to print for the vendor. This problem has been corrected.

## A3. Payroll System

### A3.1. New YTD Employer Benefits Register from Earnings History

A new *YTD Employer Benefits Register* for earnings history has been created. This report summarizes the employer benefit amounts by employee based upon the earnings history records.

The *Year-to-Date (YTD) Employer Benefits Register – Summary by Employee* (F2, F10, F15) lists year-to-date earnings information in employee summary detail format for the employer contribution amounts. The *Employer Benefits Registers* can be printed for a specific pay class, a specific employee, or for all employees. When printed for all employees, the report can be sorted by employee name or by employee name within pay class. The report checks that the employer OASDI and HI amounts taken match the amounts calculated by the report program. The report program multiplies the gross salary by the employer contribution percentages. If the calculated percentages become disproportionate to the actual amounts taken, an error message displays. When this occurs, the discrepancies can be corrected.

PCGenesis prints an additional report, the *YTD Employer Benefits Register Error Report* to identify *FICA agreement* errors and earnings history exceptions. PCGenesis prints the report separately from the *Year-to-Date Employer Benefits Register* to assist PCGenesis users in locating and correcting errors.

Below is a sample of the *YTD Employer Benefits Register*:

REG. HR.	OUT. HR.	REG. GR.	OUT GR.	GROSS	CONTRACT	PENS GR.	OASDI GR.	HI GR.	GHI GR.	NET
REPORT DATE 03/08/2011 YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11 PAGE: 2 REPORT TIME 09:04 PROGRAM: YTDXT3/YTDPRT3										
CLASS 01 - ADMINISTRATION										
EMP #: 86313	NAME: BLCKMAN, TYSHA		MEDICARE ONLY							
2.70 /42	619.21 /82	6,023.46	10.00 /85	6,023.46	1002.27 /87	6,023.46	5,879.76 M	4,565.13	4,056.15	
**** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****										
EMP #: 88801	NAME: CABHEV, TIJUANA		MEDICARE ONLY							
2.70 /42	58.68 /86	4,046.77	491.11 /87	4,046.77			4,046.77 M	2,236.91	3,247.17	
EMP #: 88208	NAME: SA9LOR, LE9		MEDICARE ONLY							
2.70 /42	704.56 /82	6,853.65	94.89 /86	6,853.65	1006.27 /87	6,853.65	6,544.35 M	4,583.37	4,822.11	
EMP #: 86279	NAME: SK2GGS, JA2AR		MEDICARE ONLY							
2.70 /42	737.43 /82	7,173.45	1132.58 /87	7,173.45		7,173.45		5,158.66	5,075.03	
EMP #: 86575	NAME: S02ELL, LI2WOOD		MEDICARE ONLY							
2.70 /42	733.15 /82	7,131.78	96.55 /86	7,131.78	1132.58 /87	7,131.78	6,658.38 M	5,158.66	4,688.57	
EMP #: 88319	NAME: SP2IN, WH2TLEY		MEDICARE ONLY							

### ***A3.2. Fix Problem with TRS DOE Amounts on Payroll Employer Benefit Distribution by Employee***

Release 10.04.01 caused a problem with the TRS DOE totals on the *Payroll Employer Benefit Distribution by Employee* report. The *Payroll Employer Benefit Distribution by Employee* report is created during the payroll cycle (F2, F3, F12). The problem with the TRS DOE totals has been corrected with release 11.01.00.

### ***A3.3. Fix Problem with Quarterly DOL Report***

The Department of Labor (DOL) file (F2, F5, F3) is being rejected because the quarter indicator on individual employee records contains prior quarters to the quarter being reported. This happens in the instance when two consecutive employee IDs have the same social security number, but the second employee ID worked in a prior quarter and not the current quarter.

Also, before, some year-to-date (YTD) wages were dropped when two employee IDs were merged together for one social security number. If year-to-date wages are extracted, the record should not be bypassed because quarter-to-date wages may be on a subsequent employee ID record which has the same social security number, and the year-to-date wages must be taken into consideration.

### ***A3.4. Import State Health Option & Tier From DCH File***

Numerous problems are caused when the downloaded SHBP open enrollment file is edited in Microsoft® Excel, and then saved. When the downloaded enrollment file is saved using Excel, the leading single quote on each employee record is lost. Then, the file will NOT upload to PCGenesis, and this causes help desk calls and confusion. Now, the *Import State Health Option & Tier From DCH File* option (F3, F13, F6) will handle import files with or without the single leading quote and the process will be able to upload edited SHBP open enrollment files.

## ***A4. Certified/Classified Personnel Information (CPI) System***


### ***A4.1. Create SSN Extract File to Obtain PSC Data File***

Before, the *SSN Extract File for PSC* (F4, F13, F3) included 3rd party contractors. Third party contractors are defined by belonging to a **Pay Class Code** of type '3'. Third party contractors should not be included on the *SSN Extract File for PSC*. This problem has been corrected.

## Section B: Installation Instructions for Release 11.01.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 11.01.00* 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 11.01.00**”. 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 <b>PCG Full Backup</b> icon  .
4	When the PCGenesis backup completes, label the backup tape “ <b>Full System Backup Prior to Release 11.01.00</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 11.01.00</i> .



## B2. Install PCGenesis Release 11.01.00

### 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>
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 11.01.00 installations, a message of the software update's installation displays. In this instance, select OK.</i>

For PCGenesis Release 11.01.00 successful installations, the following message displays:

```

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

Step	Action
6	Select <b>Enter</b> to close the DOS™ window.
7	<b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 11.01.00 Was Successfully Installed.</i> <b>If the installtion was unsuccessful:</b> 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 <b>Enter</b> to close the <i>DOS™</i> 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	<p><b>For this error message:</b> 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:

```

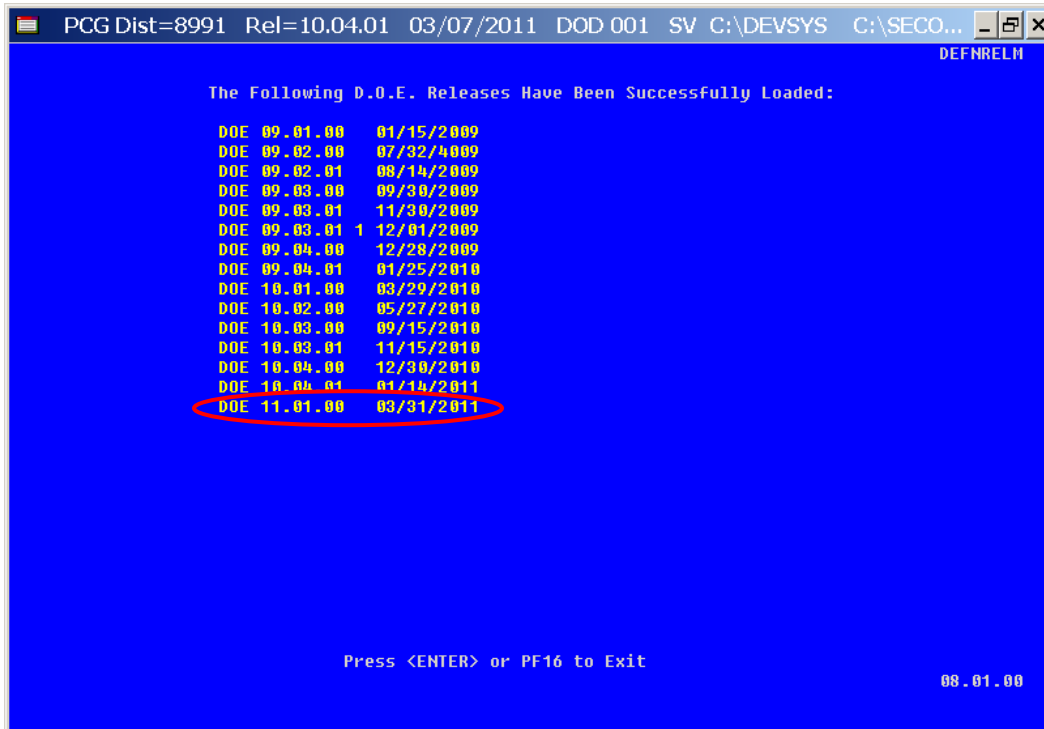
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

Step	Action
11	<p><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><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 11.01.00 Was Successfully Installed.</i>

### B3. Verify Release 11.01.00 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:



Step	Action
4	Verify <b>Release 11.01.00</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 DOE 11.01.00 displays. If Release 11.01.00 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.

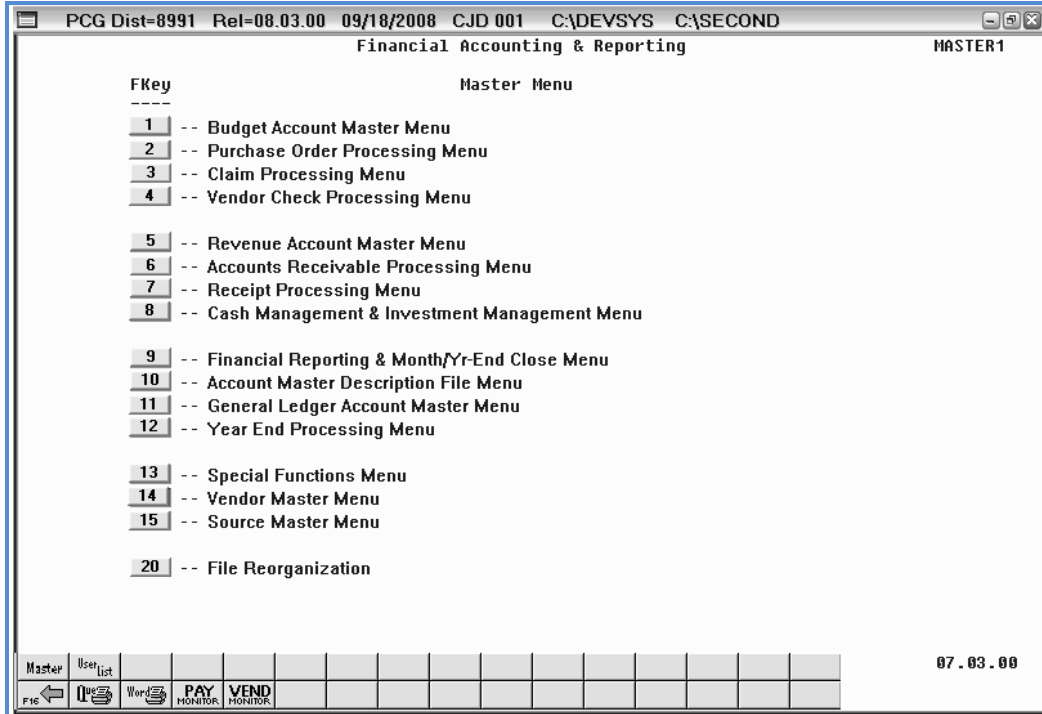
## ***B4. Perform a PCGenesis Full Backup after Release 11.01.00 is Installed***

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 11.01.00”.

## Section C: After PCGenesis Release 11.01.00 Has Been Installed

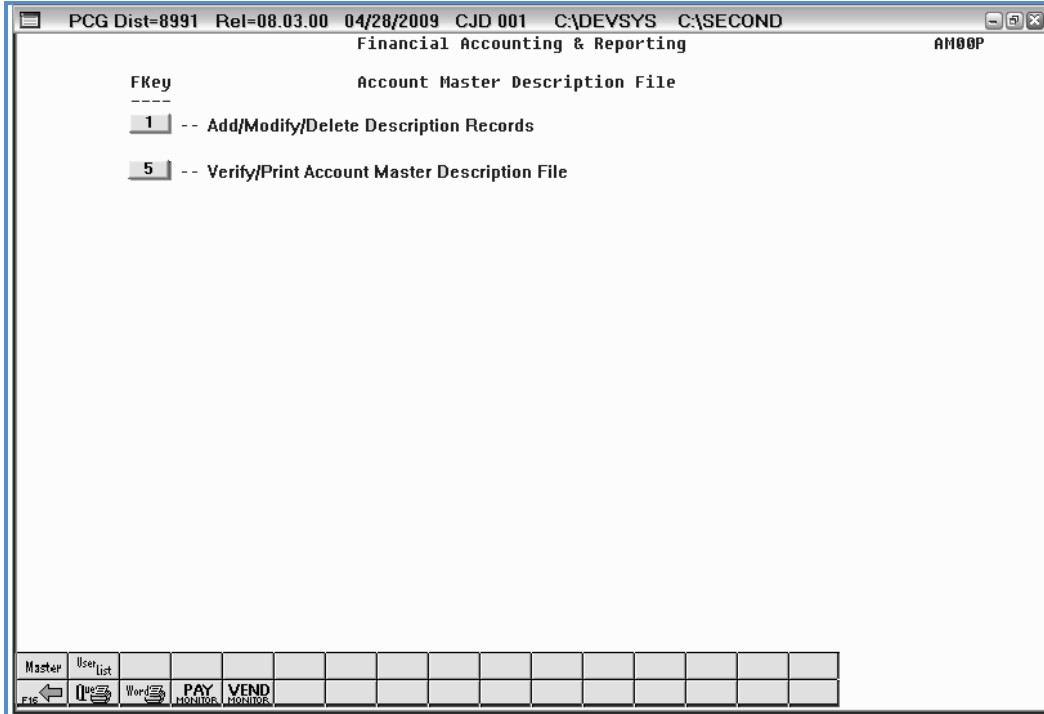
### C1. Updating an Account Master Description File Record

A facility code must be associated with each school nutrition fund. School nutrition funds are within the range of 600 thru 699, inclusive. In order to be reported on the *DE-106 School Nutrition Extract File*, each school nutrition fund code must have a facility code assigned. This procedure contains the instructions for assigning facility codes to the school nutrition fund codes (**Type 02** records).



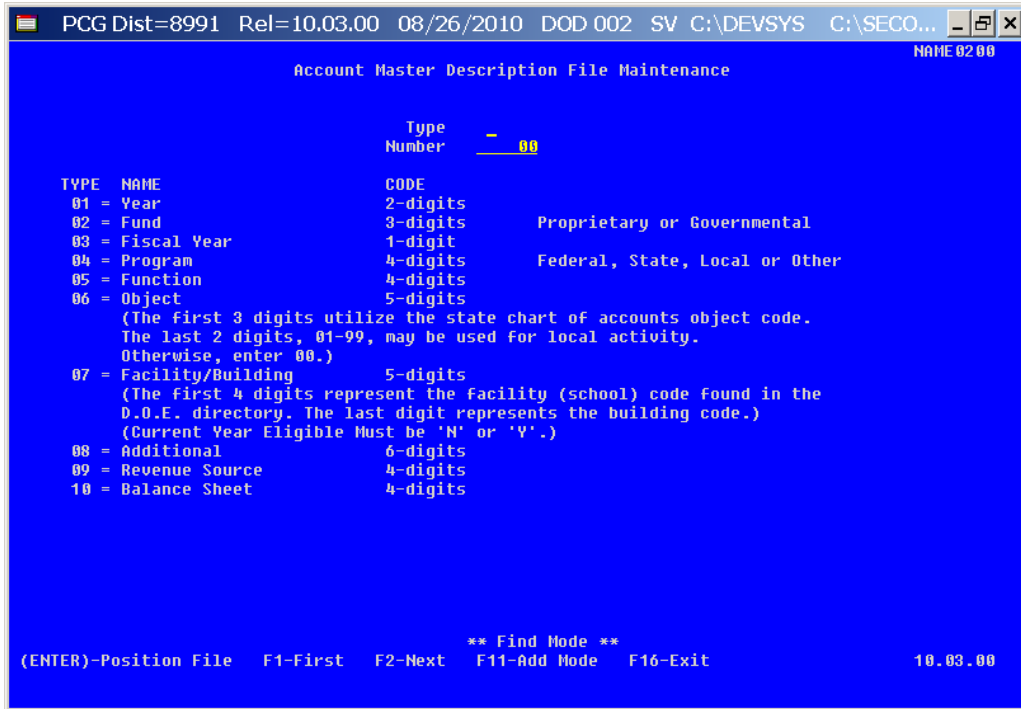
Step	Action
1	Select <b>10</b> (F10 - Account Master Description File Menu) from the <i>Financial Accounting &amp; Reporting Main Menu</i> .

The following screen displays:



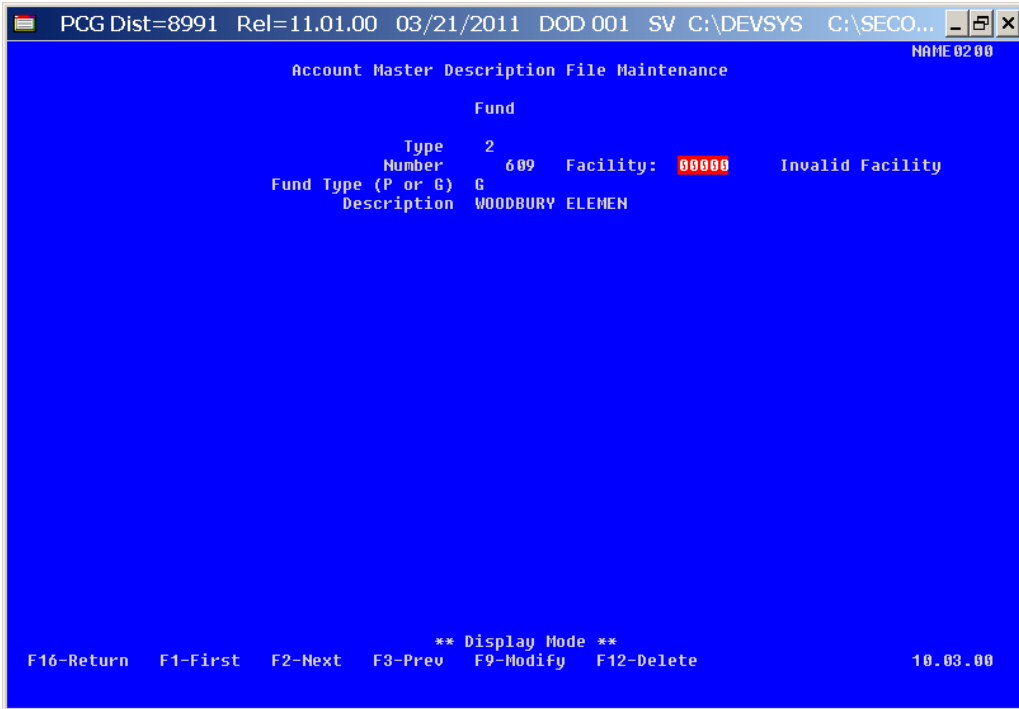
Step	Action
2	Select <b>1</b> (F1 - Add/Modify/Delete Description Records).

The following screen displays:



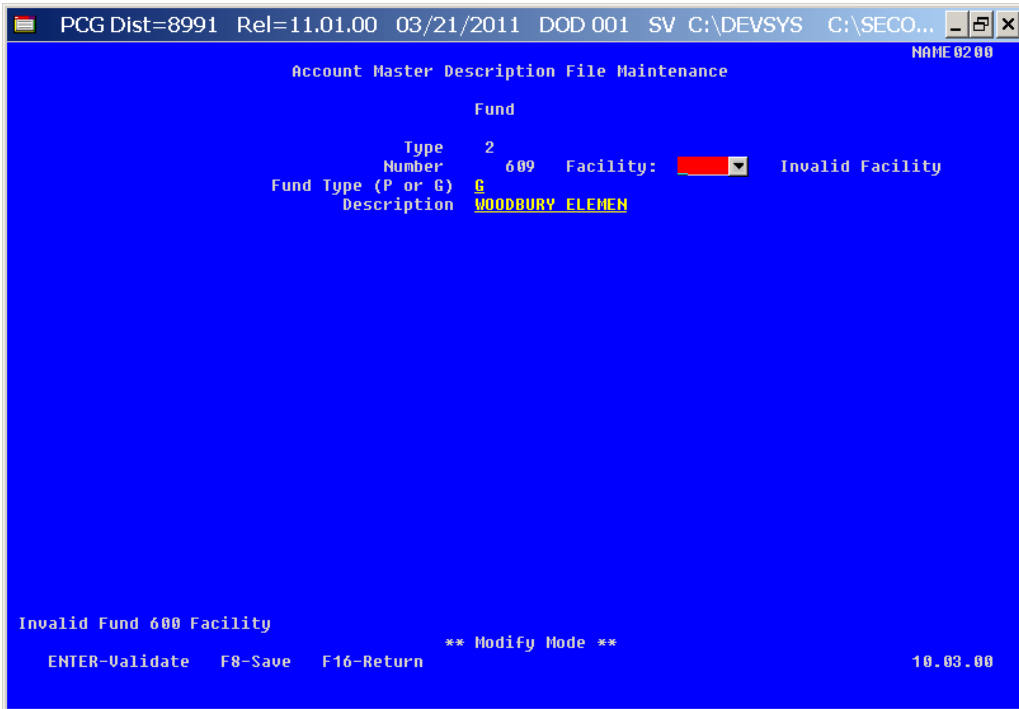
Step	Action
3	Verify “** Find Mode **” displays and enter <b>02</b> in the <b>Type</b> field. <b>Type 02</b> allows the Fund records to be modified.
4	Enter the record’s code in the <b>Number</b> field. The <b>Number</b> field should represent a School Nutrition Fund (Funds 600 – 699 inclusive).
5	Select <b>Enter</b> (Position File). Select <b>F1</b> (First) display the first record in the file. Select <b>F2</b> (Next) display the next record in the file after the specified <b>Type</b> and <b>Number</b> key.

The following screen displays:




Step	Action
6	Select <b>F9</b> (Modify Record).

The following screen displays:





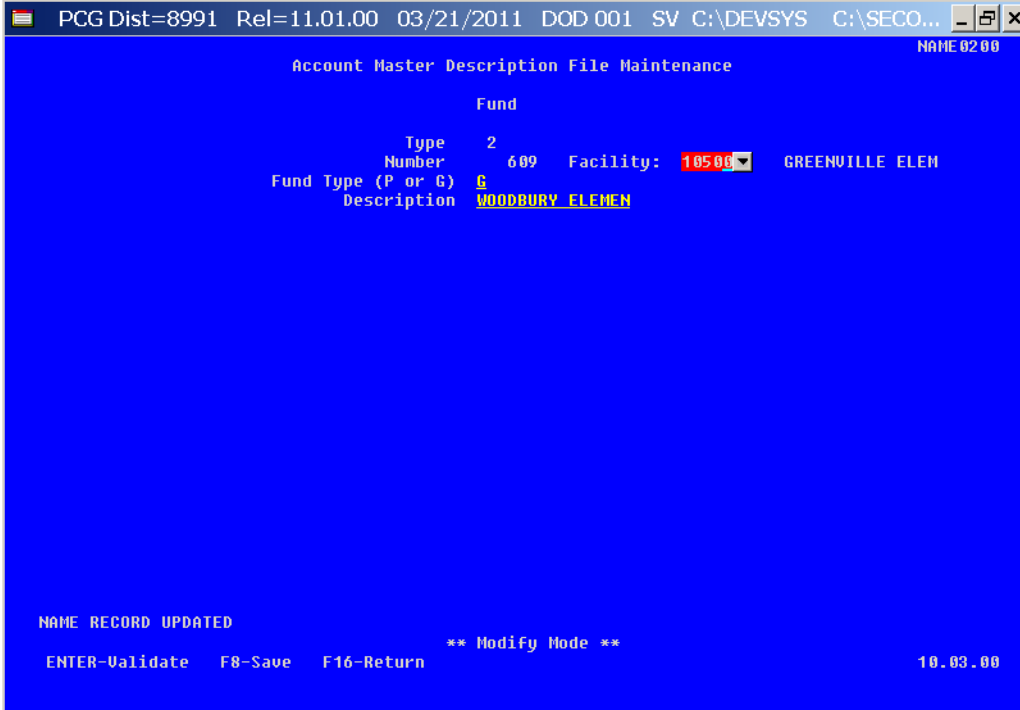
Step	Action
7	Verify “** Modify Mode **” displays, make the appropriate modifications within the <b>Description</b> field.
8	<p>For <b>Type 02</b> (Fund) records: Enter <b>P</b> (Proprietary) or <b>G</b> (Governmental) in the <b>Fund Type (P or G)</b> field.</p> <p>For <b>Type 02</b> (Fund) records, for School Nutrition Funds (Funds 600 – 699 inclusive): Enter the facility that the fund represents or select the Drop-down selection icon  within the <b>Facility</b> field. The Facility field is used in the <i>School Nutrition Online Reporting System (DE-106)</i>.</p> <p>Entry of a valid facility code is optional. If the fund code does NOT have a facility code assigned, then the fund will NOT be extracted for the DE-106. If a facility code is defined, the fund code will be extracted for the DE-106.</p> <p><i>Proprietary (P) funds utilize the Generally Accepted Accounting Principles (GAAP) accrual basis of accounting. These accounting principles require all asset activity to be recorded in the appropriate fund.</i></p> <p><i>Also note that systems should treat School Food Services (SFS) funds 600 – 6XX as Governmental (G) funds, not Proprietary (P) funds. Consult with Financial Review before deciding to treat a fund as “Proprietary”.</i></p>
9	Select <b>Enter</b> (Validate).

The following screen displays:



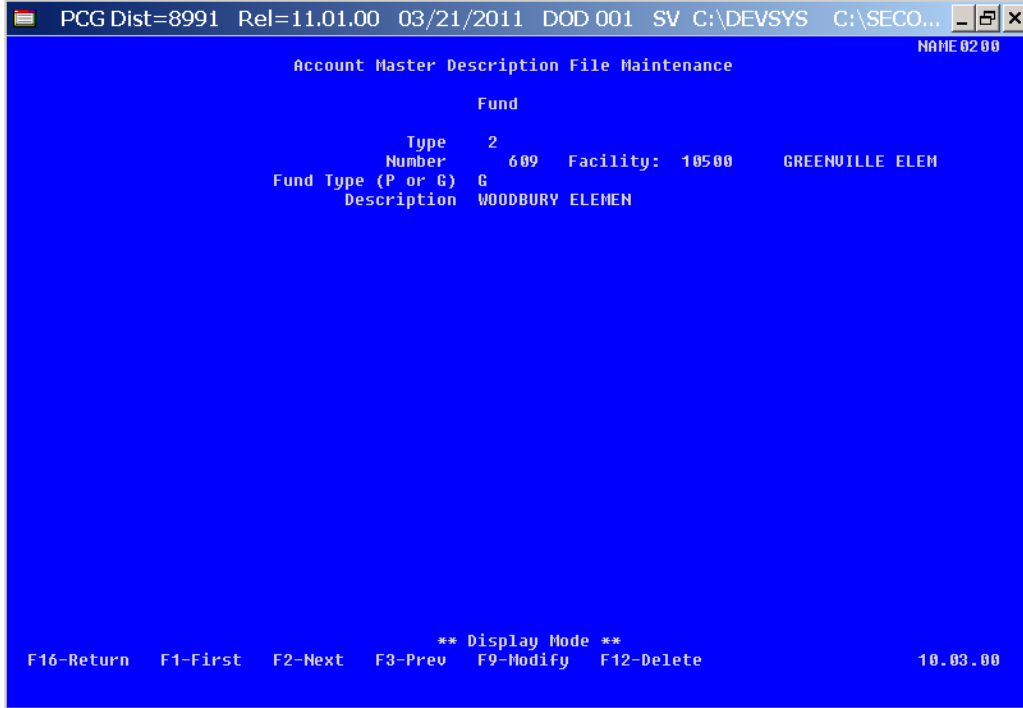
Step	Action
10	Verify “Validation Successful” displays, and select <b>F8</b> (Save) to update the record.

The following screen displays:



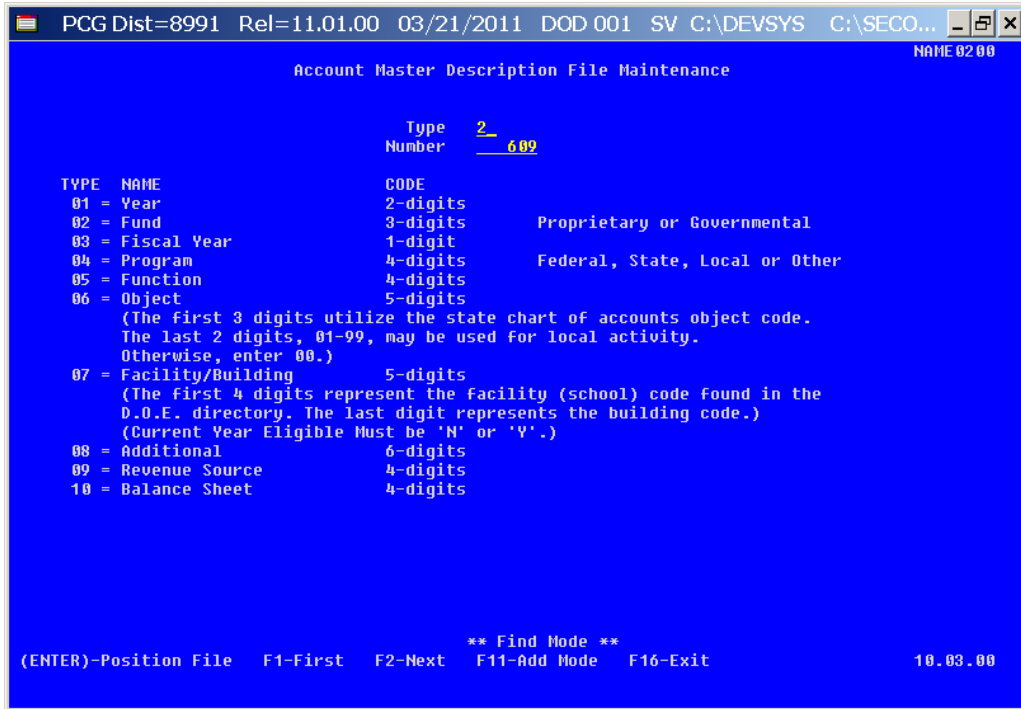
Step	Action
11	Verify “NAME RECORD UPDATED” displays, and select <b>F16</b> (Return to Display Mode).

The following screen displays:



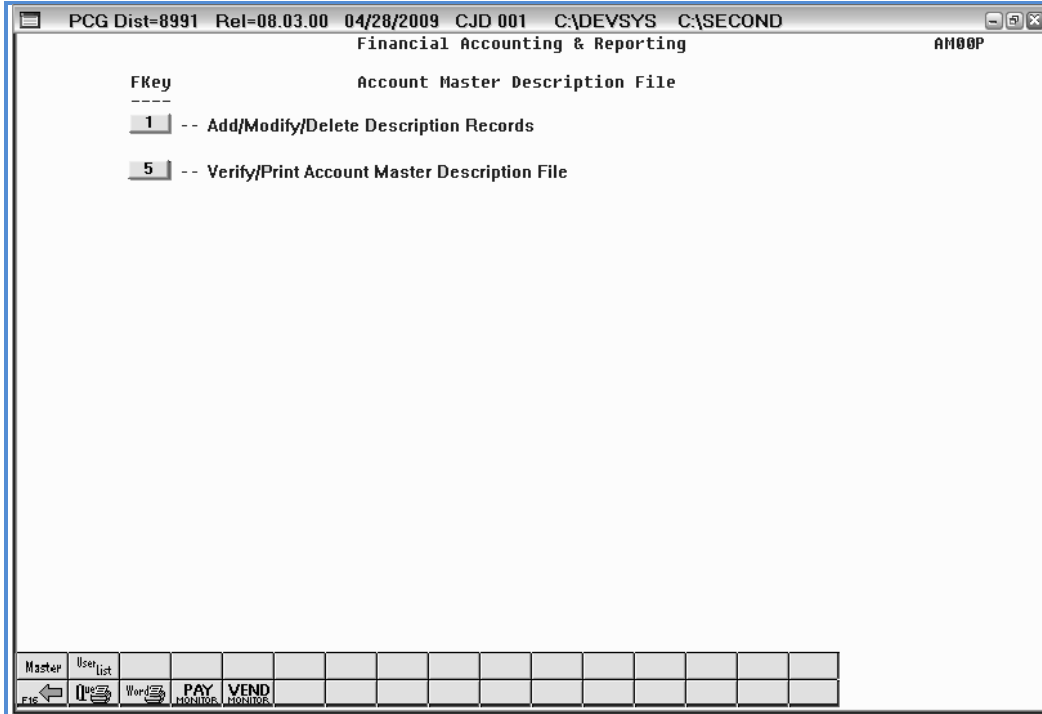
Step	Action
12	Select <b>F16</b> (Return to Find Mode). Select <b>F1</b> (First), <b>F2</b> (Next), or <b>F3</b> (Prev) to display other <i>Account Master Description File</i> records.



The following screen displays:



Step	Action
13	Repeat <i>Steps 3 – 12</i> for each School Nutrition Fund Code. When all School Nutrition Fund Codes have been updated, select. <b>F16</b> (Exit) to return to the Financial Accounting & Reporting - Account Master Description File Menu.

The following screen displays:



Step	Action
14	Select  (F16 - Exit) to return to the Financial Accounting & Reporting Master Menu, or select  (Master) to return to the Business Applications Master Menu.