



PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

3/21/2023

Section B: PCGenesis Backup /
Reorganization / Restore

***[Topic 3: Adhoc Backup/Restore for
PCGenesis Data, V2.0]***

Revision History

Date	Version	Description	Author
3/21/2023	2.0	23.01.00 – Add backup options for PCG_Q_DB, PCG_D_DB and PCG_LOG_DB. Delete <i>Appendix A</i> .	D. Ochala
12/22/2022	1.10	22.04.00 – Add Affordable Care Act (ACA) tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
09/30/2022	1.9	22.03.00 – Add Earnings History and CPI tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
06/02/2022	1.8	22.02.00 – Added payroll check master, garnishment, direct deposit, education, and leave tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
03/22/2022	1.7	22.01.00 – Add the payroll tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
12/28/2021	1.6	21.04.00 – Delete the <i>PCG_SANDBOX.mdf</i> database. Add the <i>PCG_LOG_DB.mdf</i> database.	D. Ochala
11/10/2021	1.5	21.03.00 – Added audit, control, and gatekeeper tables to <i>PCGenesisDB.mdf</i> database. Update for Windows Server 2022.	D. Ochala
06/14/2021	1.4	21.02.00 – Added journal, vendor check master, and wire transfer tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
03/25/2021	1.3	21.01.00 – Added claim and purchase order tables to <i>PCGenesisDB.mdf</i> database. Updated screenshots.	D. Ochala
09/29/2020	1.2	20.03.00 – Added <i>FAR.Chart_Of_Accounts</i> , <i>FAR.Invest</i> , <i>FAR.Vendor</i> , receipt and receivables tables to <i>PCGenesisDB.mdf</i> database.	D. Ochala
05/28/2020	1.1	20.02.00 – Add restore option for SECONDY and PCGenesisDBY.BAK. Delete information for <i>Windows Server 2008</i> .	D. Ochala
08/08/2019	1.0	19.02.00 – Create new document.	D. Ochala

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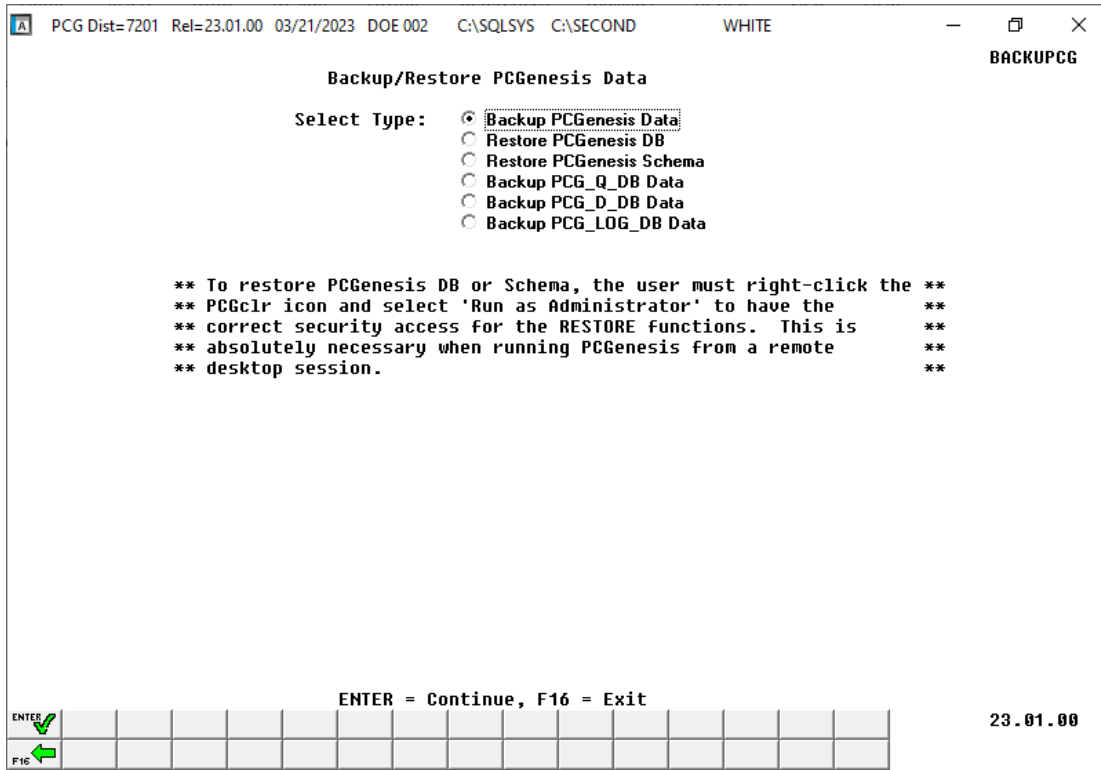
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Overview

The menu option *Backup / Restore PCGenesis Data* is available on the *PCGenesis System Utilities Menu*. The *Backup / Restore PCGenesis Data* module has three functions as defined in the table below:

Radio Button Option	Action
Backup PCGenesis Data	Creates an adhoc backup of <u>both</u> the K:\SECOND VISION files and the SQL Server database PCGenesisDB
Restore PCGenesis Data	Restores a PCGenesisDBx.bak database backup file
Restore PCGenesis schema <ul style="list-style-type: none"> • PAY / D – Restore PAYDATAD • PAY / Q – Restore PAYDATAQ • FAR / Q – Restore FARDATAQ • SAND / Q – Restore SANDBOXQ 	Restores the appropriate database tables from one of the following: <ul style="list-style-type: none"> • PCG_D_DB • PCG_Q_DB
Backup PCG_Q_DB Data	Creates an adhoc backup of the SQL Server database PCG_Q_DB
Backup PCG_D_DB Data	Creates an adhoc backup of the SQL Server database PCG_D_DB
Backup PCG_LOG_DB Data	Creates an adhoc backup of the SQL Server database PCG_LOG_DB



Backup/Restore PCGenesis Data Screen

The following table defines the system security requirements for each backup or restore function:

Security Requirements	
Function	Required Access
Backup <i>PCGenesisDB.mdf</i>	User must be a member of GENUSERS security group on the PCGenesis server
Restore <i>PCGenesisDBx.bak</i> to <i>PCGenesisDB.mdf</i>	<ul style="list-style-type: none"> User must have PCG security access to the <i>System Utilities</i> menu User must be a <i>system administrator</i> on the PCGenesis server The user must be <u>on the PCGenesis server</u> to restore a database The user must right-click the PCGclr icon and select '<i>Run as Administrator</i>' to have the correct security access for the restore functions. This is necessary when running PCGenesis from a remote desktop session.

Security Requirements	
Function	Required Access
Backup <i>PCGenesis</i> schema <ul style="list-style-type: none"> • PAY / D – Backup PAYDATAD • PAY / Q – Backup PAYDATAQ • FAR / Q – Backup FARDATAQ • SAND / Q – Backup SANDBOXQ 	User must be a member of GENUSERS security group on the PCGenesis server
Restore <i>PCGenesis</i> schema <ul style="list-style-type: none"> • PAY / D – Restore PAYDATAD • PAY / Q – Restore PAYDATAQ • FAR / Q – Restore FARDATAQ • SAND / Q – Restore SANDBOXQ 	<ul style="list-style-type: none"> • User must have PCG security access to the <i>System Utilities</i> menu • User must be a <i>system administrator</i> on the PCGenesis server • The user must be <u>on the PCGenesis server</u> to restore database tables • The user must right-click the PCGclr icon and select '<i>Run as Administrator</i>' to have the correct security access for the restore functions. This is necessary when running PCGenesis from a remote desktop session.
Backup <i>PCG_Q_DB.mdf</i>	User must be a member of GENUSERS security group on the PCGenesis server
Backup <i>PCG_D_DB.mdf</i>	User must be a member of GENUSERS security group on the PCGenesis server
Backup <i>PCG_LOG_DB.mdf</i>	User must be a member of GENUSERS security group on the PCGenesis server

PCGenesis production data is split between files contained in the directory **K:\SECOND** and the *SQL Server* database tables located in **K:\PCGSQLdb**. It is very important to coordinate the **K:\SECOND** directory backup with the **PCGenesisDBx.bak** database backup. **One component cannot be backed up and/or restored without the other component, and they must be maintained together.**

The PCGenesis **production** database files are in the following location for *Windows Server 2012 or 2016 or 2019 or 2022*:

- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf
- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf

The full database **backup** files are in the following location for *Windows Server 2012 or 2016 or 2019 or 2022*:

- K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak

SECONDX and PCGenesisDBX.BAK: The *SECONDX* directory is a backup of *SECOND* that is made during the nightly reorganization (Reorg) process. If a restore of *SECOND* is needed from the previous day, *SECONDX* should be used.

The nightly reorganization process also creates a backup of the PCGenesis database. This backup is available in the following directory and should be restored at the same time as *SECONDX*:

K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBX.BAK

******* I M P O R T A N T *******

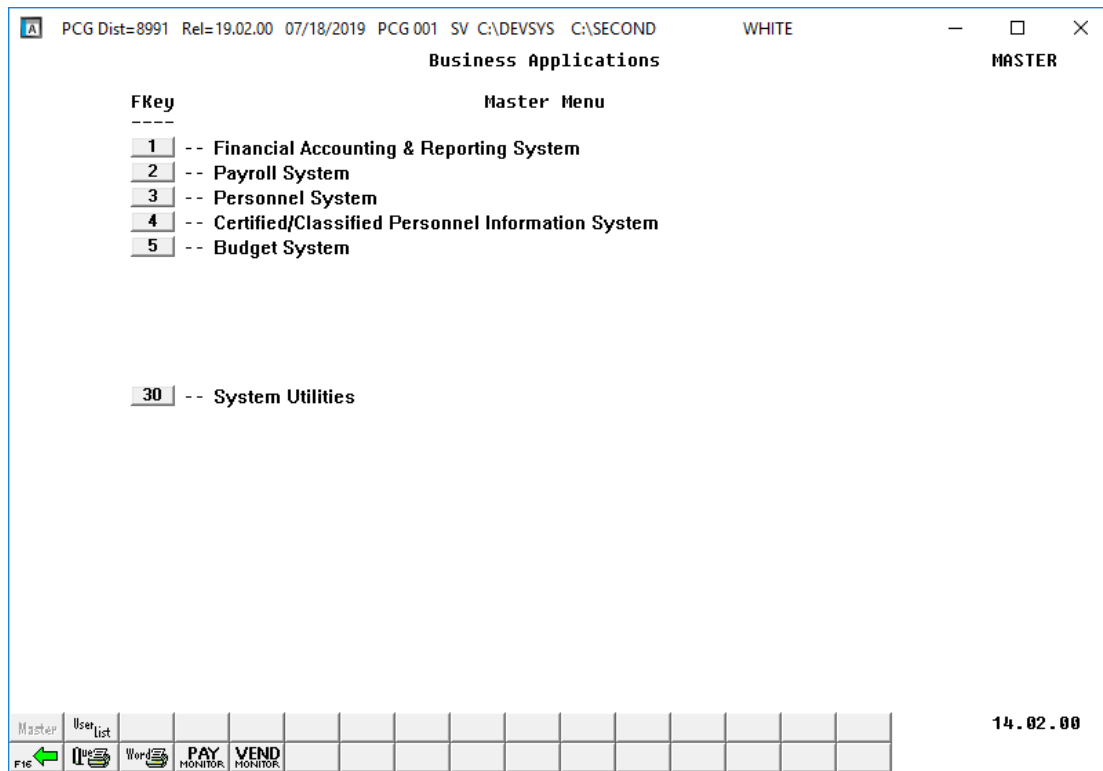
PCGenesis backup files contain sensitive data.

Be sure to store the backup media in a secure location.

Do not store .BAK backup files in desk drawers, pockets, backpacks, purses, etc.

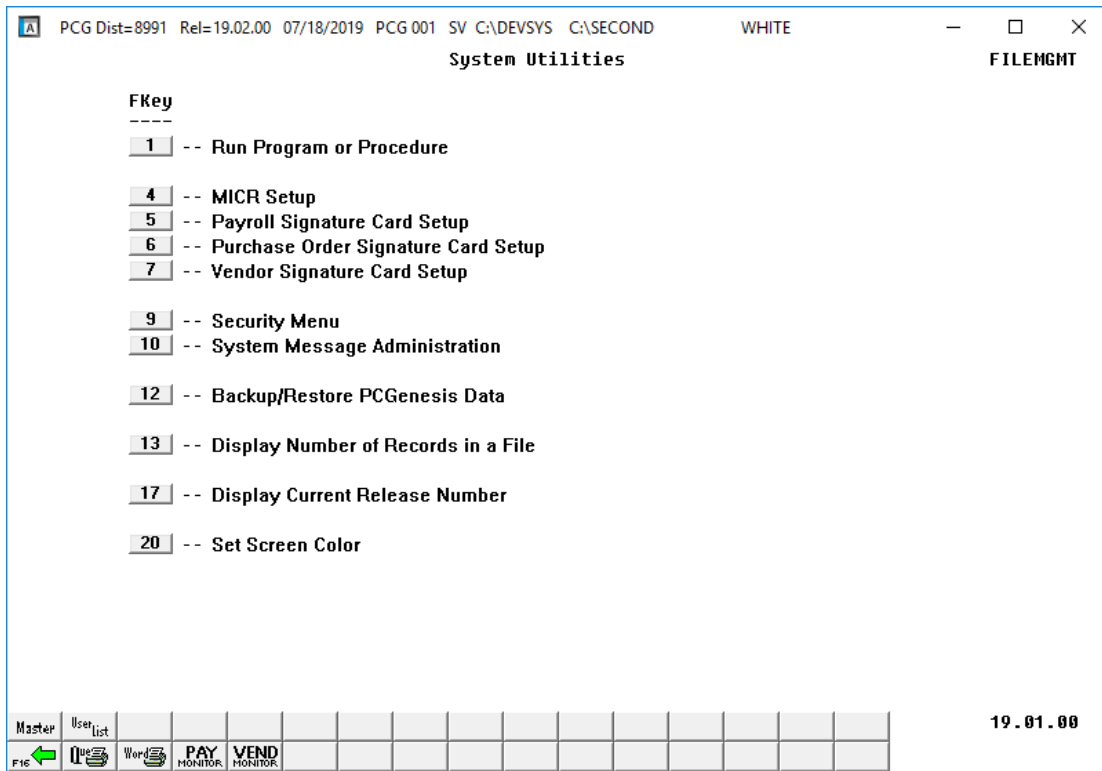
Procedure A: Backup PCGenesis Data

Backup PCGenesis Data: The *Backup PCGenesis Data* function allows the PCGenesis administrator to create an adhoc backup of both the **K:\SECOND** directories and files and the **PCGenesisDB** database. The PCGenesis administrator must enter a letter between **A** thru **K** (inclusive). This will create a database backup with the name **PCGenesisDBx.bak** where **x** is the selected letter **A** thru **K**. At the same time it will create a backup of the **K:\SECOND** directory called **K:\SECONDx**, where **x** is the selected letter **A** thru **K**. This feature will facilitate creating backups of the PCGenesis production data that may be needed when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



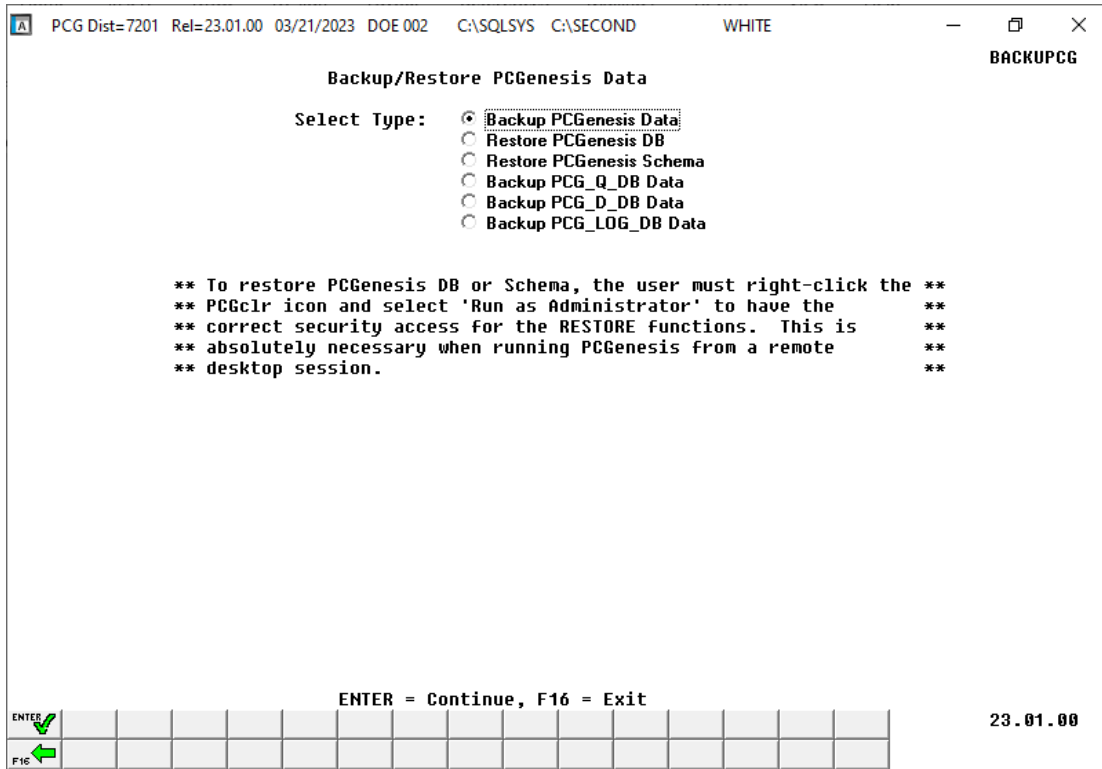
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).

The following screen displays:



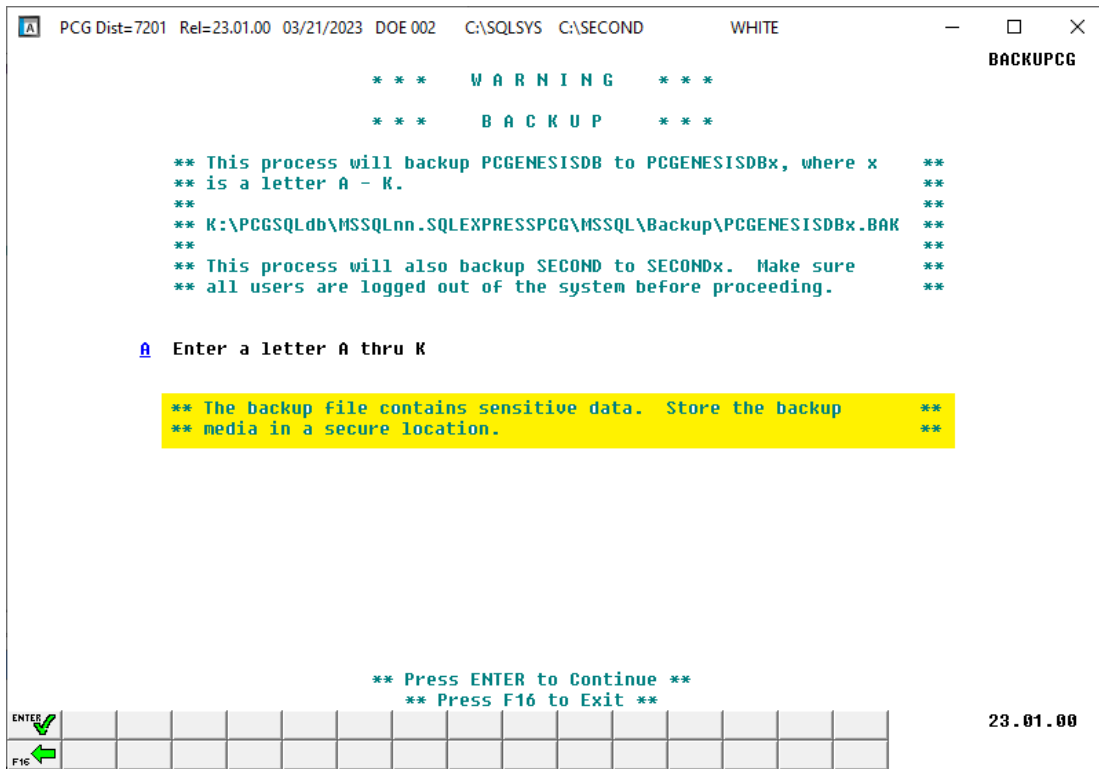
Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).


The following screen displays:



Step	Action
3	Select the radio button <input checked="" type="radio"/> to the left of Backup PCGenesis Data .

The following screen displays:



Step	Action
4	<p>Enter a letter between A thru K (inclusive).</p> <p>A database backup with the name <i>PCGenesisDBx.bak</i> where <i>x</i> is the selected letter A thru K will be created. At the same time, a backup of the K:\SECOND directory will be created called K:\SECONDx, where <i>x</i> is the selected letter A thru K.</p> <p>The full database backup files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak <p>The <i>Backup PCGenesis Data</i> function facilitates creating an adhoc backup of both the K:\SECOND directories and files and the PCGenesisDB database tables.</p>
5	<p>Select  (Enter) twice.</p>

The following screen displays briefly:

```

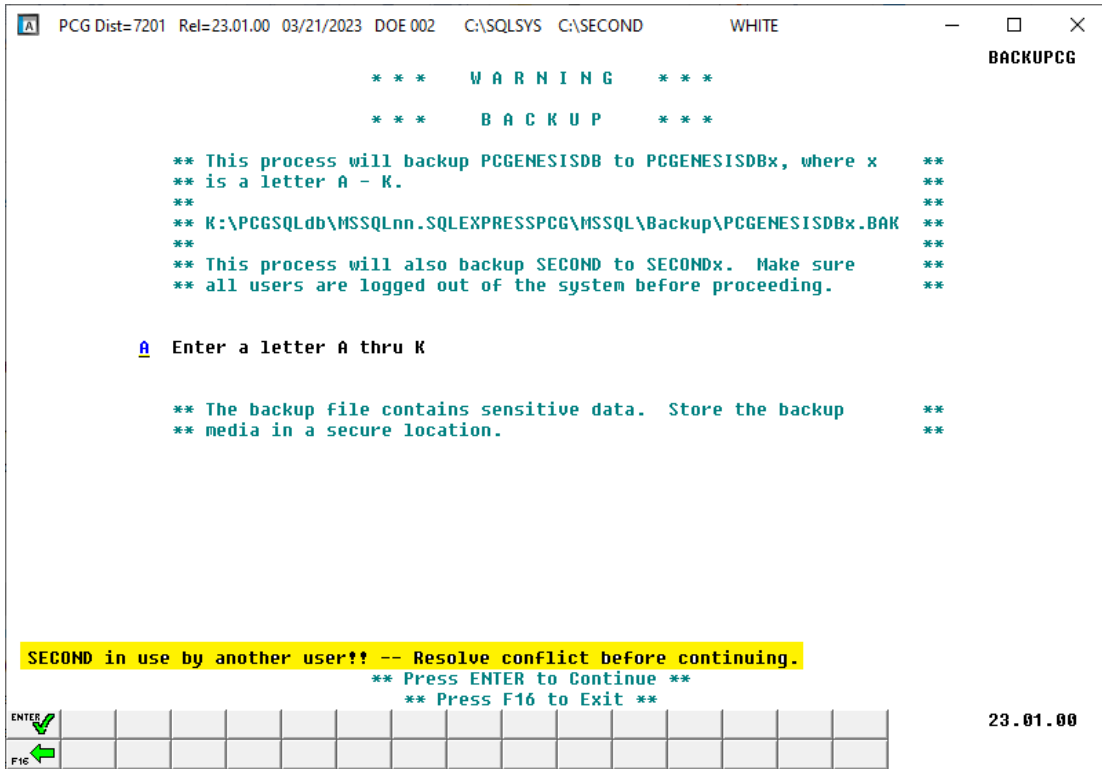
C:\WINDOWS\system32\cmd.exe
C:\SECOND\SANDBOX\DEDCTL
C:\SECOND\SANDBOX\DEDS
C:\SECOND\SANDBOX\GROSSDAT
C:\SECOND\SANDBOX\PAYROLL
C:\SECOND\SANDBOX\PAYSTAT
C:\SECOND\SANDBOX\PDeduct
C:\SECOND\SANDBOX\PERS
C:\SECOND\SANDBOX\TAXES
C:\SECOND\SANDBOXQ\ANNUITY
C:\SECOND\SANDBOXQ\CPIFILE
C:\SECOND\SANDBOXQ\DATEFL
C:\SECOND\SANDBOXQ\DEDCTL
C:\SECOND\SANDBOXQ\DEDS
C:\SECOND\SANDBOXQ\GROSSDAT
C:\SECOND\SANDBOXQ\PAYROLL
C:\SECOND\SANDBOXQ\PAYSTAT
C:\SECOND\SANDBOXQ\PDeduct
C:\SECOND\SANDBOXQ\PERS
C:\SECOND\SANDBOXQ\TAXES
C:\SECOND\TRANDATA\TRANSACT
C:\SECOND\TRANDATA\transact.xfd
2155 File(s) copied

C:\ACUCBL\AcuGT\bin>ECHO OFF
*****
*
*      BACKUP OF C:\ SECOND TO SECONDA COMPLETED *
*
*****

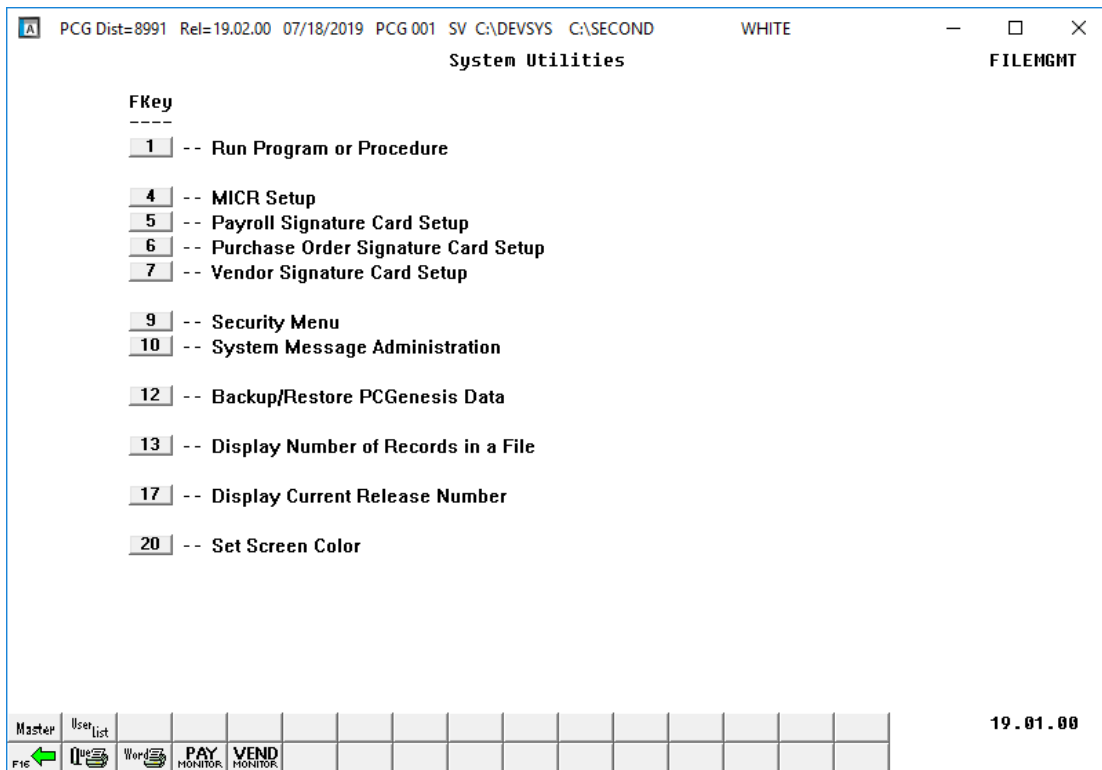
```



Step	Action
6	If the black DOS window does not go away, carefully read the message displayed. Call the help desk for assistance if an error is reported.

For a failed backup request, the following screen displays:



For a successful backup request, the following screen displays:



Step	Action
7	If the backup request <u>failed</u> , resolve the conflict and restart the procedure starting at <i>Step 1</i> .
8	If the backup request was successful, select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
9	Check the K: drive to ensure that the K:\SECONDX directory was created (where x is the selected letter A thru K).
10	<p>Check that the database backup was created. Check that PCGenesisDBx.bak was created in the appropriate directory as defined below (where x is the selected letter A thru K).</p> <p>The full database backup files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> • K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBx.bak
11	<p>Review the PCG_Backup_LOG table, the PCG_Backup_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the backup operation status displays ‘<i>Successful</i>’.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the backup log and message tables.</p>
12	<p style="text-align: center;">***** I M P O R T A N T *****</p> <p style="text-align: center;">PCGenesis backup files contain sensitive data.</p> <p style="text-align: center;">Be sure to store the backup media in a secure location.</p> <p style="text-align: center;">Do not store .BAK backup files in desk drawers, pockets, backpacks, purses, etc.</p>

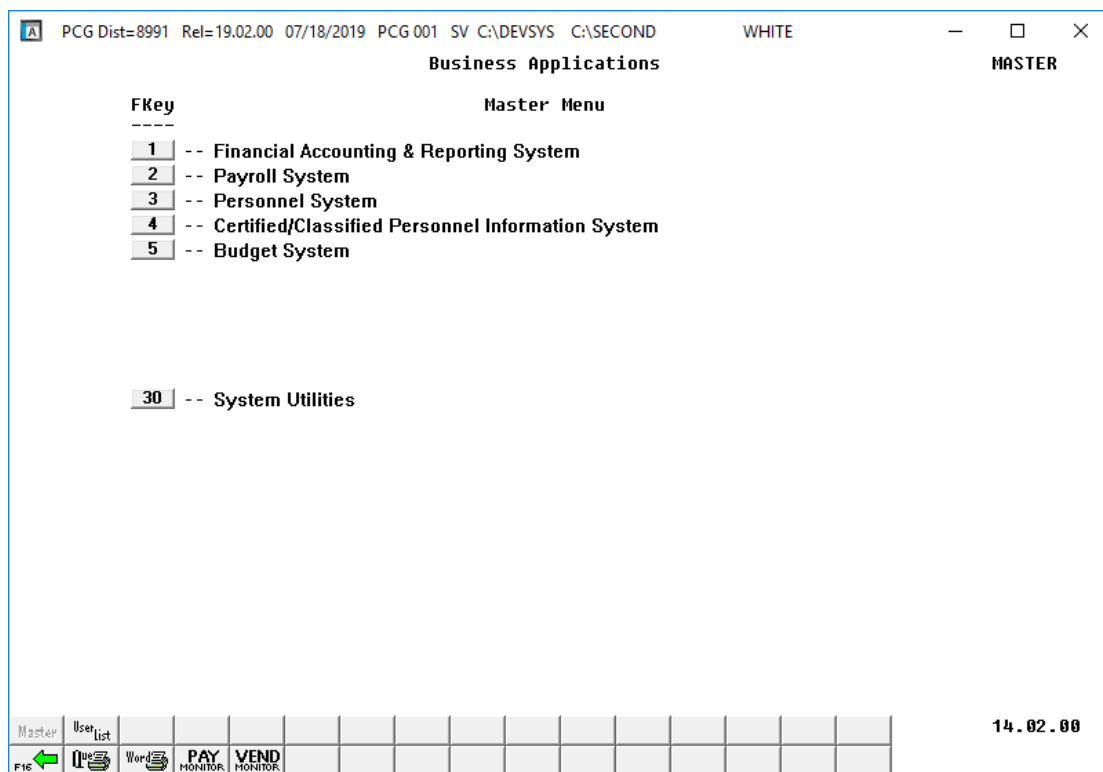
Procedure B: Restore PCGenesisDB Database Tables

Restore PCGenesis DB: The *Restore PCGenesis DB* function allows the PCGenesis administrator to restore a copy of the *PCGenesisDBx.bak* database tables back to production, where *x* is the selected letter between **A** thru **L**, or **Q** or **X** or **Y**. The restore database function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function. Once the password has been entered, the PCGenesis administrator must enter a letter **A** thru **K**, or **Q** or **X**. This will process will restore *PCGenesisDBx.bak*, back to production (**PCGenesisDB**).

To accomplish the restore function the following conditions must be satisfied:

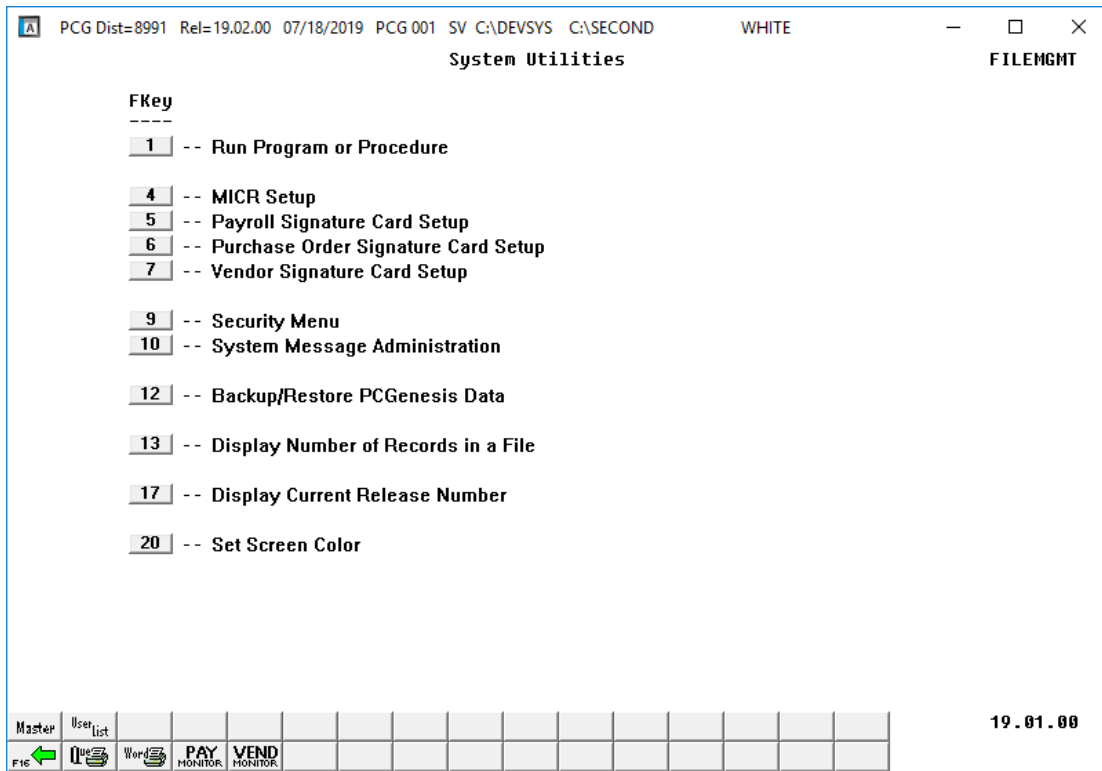
- User must have PCG security access to the *System Utilities* menu.
- The user must be a *system administrator* on the PCGenesis server.
- The user must be on the PCGenesis server to restore a database.

This process does NOT restore **K:\SECONDX** back to **K:\SECOND**. The **K:\SECONDX** directory must be restored manually with the assistance of the Ga DOE help desk. **The restore process cannot be reversed, so extreme caution is warranted.**



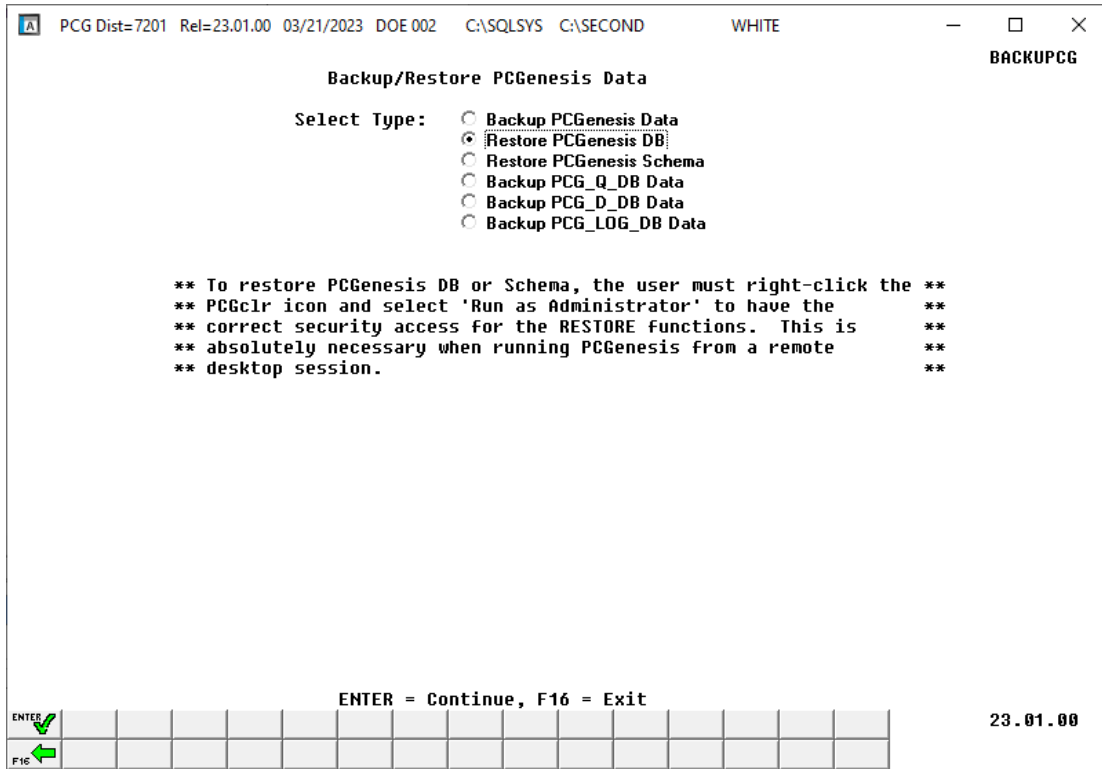
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).

The following screen displays:



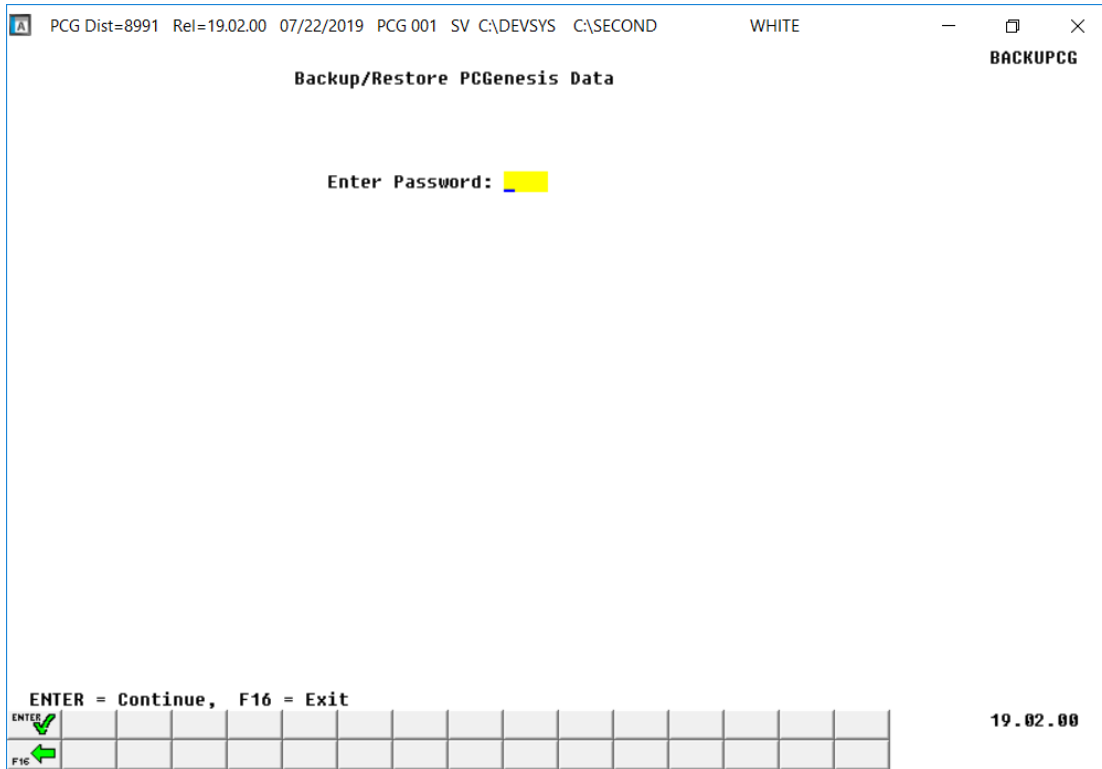
Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).

The following screen displays:



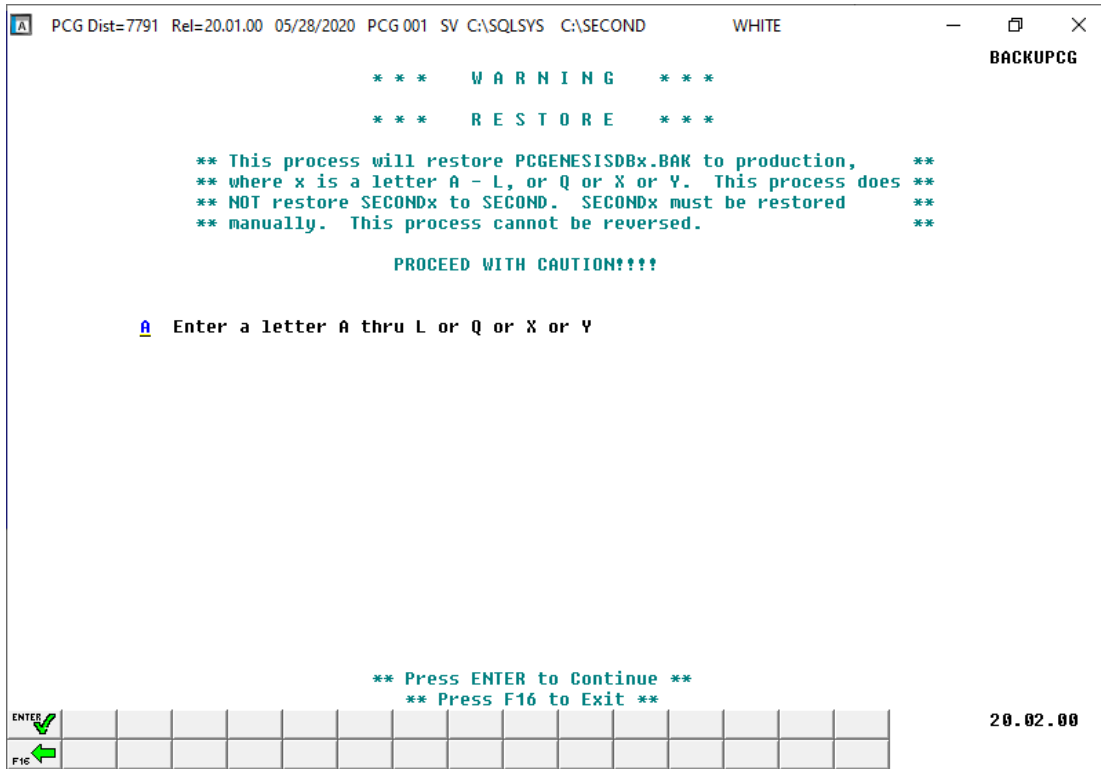
Step	Action
3	Select the radio button  to the left of Restore PCGenesis DB .


The following screen displays:



Step	Action
4	<p>Enter the Password.</p> <p>The restore database function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function.</p>

The following screen displays:



Step	Action
5	<p>Enter a letter between A thru L (inclusive) or Q or X or Y.</p> <p>A database backup with the name <i>PCGenesisDBx.bak</i> (where <i>x</i> is the selected letter A thru L or Q or X or Y) will be restored. The backup database <i>PCGenesisDBx.bak</i>, will be restored back to production (PCGenesisDB).</p> <p>The backup will be restored to the full database production files located in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> • K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf • K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf <p>The <i>Restore PCGenesis Data</i> function does <u>NOT</u> restore K:\SECONDx back to K:\SECOND. The K:\SECONDx directory must be restored <u>manually</u> with the assistance of the Ga DOE help desk.</p> <p>The restore process cannot be reversed, so extreme caution is warranted.</p>
6	<p>Select  (Enter) twice.</p>

For a successful restore request, the following screen displays:

```
C:\WINDOWS\system32\cmd.exe
Release 19.02.00
Restore Type      = G
UserId            = PCG
UserIDLONG        = PCGWHITE
PCG Server ID    = DOE-DOCHALA-W10
:SETENV
IF PCG.==. GOTO :LOGIN
SET UCT-USERID=PCG
SET PCGUSER=PCG
UCT-USERID=PCG
PCGOS=2K
PCGTYPE=SV
PCGUSER=PCG
:CONTINUE01
IF PCGWHITE.==. GOTO :INVALID
IF DOE-DOCHALA-W10.==. GOTO :INVALID

C:\SYSTEM\BACKUP>ECHO OFF
set MYVARHOSTNAME=DOE-DOCHALA-W10
DOE-DOCHALA-W10\SQLEXPRESSPCG
Changed database context to 'PCG_Master'.
RESTORE DATABASE PCGenesisDB FROM DISK='C:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBG.BAK';
Processed 656 pages for database 'PCGenesisDB', file 'PCGenesisDB' on file 1.
Processed 2 pages for database 'PCGenesisDB', file 'PCGenesisDB_log' on file 1.
RESTORE DATABASE successfully processed 658 pages in 0.076 seconds (67.639 MB/sec).

-----
Successful                               39
"successful restore."
Press any key to continue . . .
```

For a failed restore request, the following screen displays:

```
C:\WINDOWS\system32\cmd.exe
PCGUSER=PCG
:CONTINUE01
IF PCGWHITE.==. GOTO :INVALID
IF DOE-DOCHALA-W10.==. GOTO :INVALID

C:\SYSTEM\BACKUP>ECHO OFF
set MYVARHOSTNAME=DOE-DOCHALA-W10
DOE-DOCHALA-W10\SQLEXPRESSPCG
Changed database context to 'PCG_Master'.
RESTORE DATABASE PCGenesisDB FROM DISK='C:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCGenesisDBG.BAK';
Msg 3101, Level 16, State 1, Server DOE-DOCHALA-W10\SQLEXPRESSPCG, Line 1
Exclusive access could not be obtained because the database is in use.
Msg 3013, Level 16, State 1, Server DOE-DOCHALA-W10\SQLEXPRESSPCG, Line 1
RESTORE DATABASE is terminating abnormally.

-----
Failed                                   40
*****
* PROBLEM Restoring PCGenesisDB from backup file          *
* PCGenesisDBQ.BAK                                       *
*                                                         *
* runsqlscript_Restore_DB.bat-- FAILED                   *
*                                                         *
* DO NOT CONTINUE. PLEASE CAPTURE A SCREENSHOT          *
* OF THIS MESSAGE.                                       *
*                                                         *
* CALL THE PCGENESIS HELP DESK FOR ASSISTANCE.           *
*                                                         *
*****
Press any key to continue . . .
```

Step	Action
7	Carefully read the message displayed. If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i> .

For a successful restore request, the following screen displays:

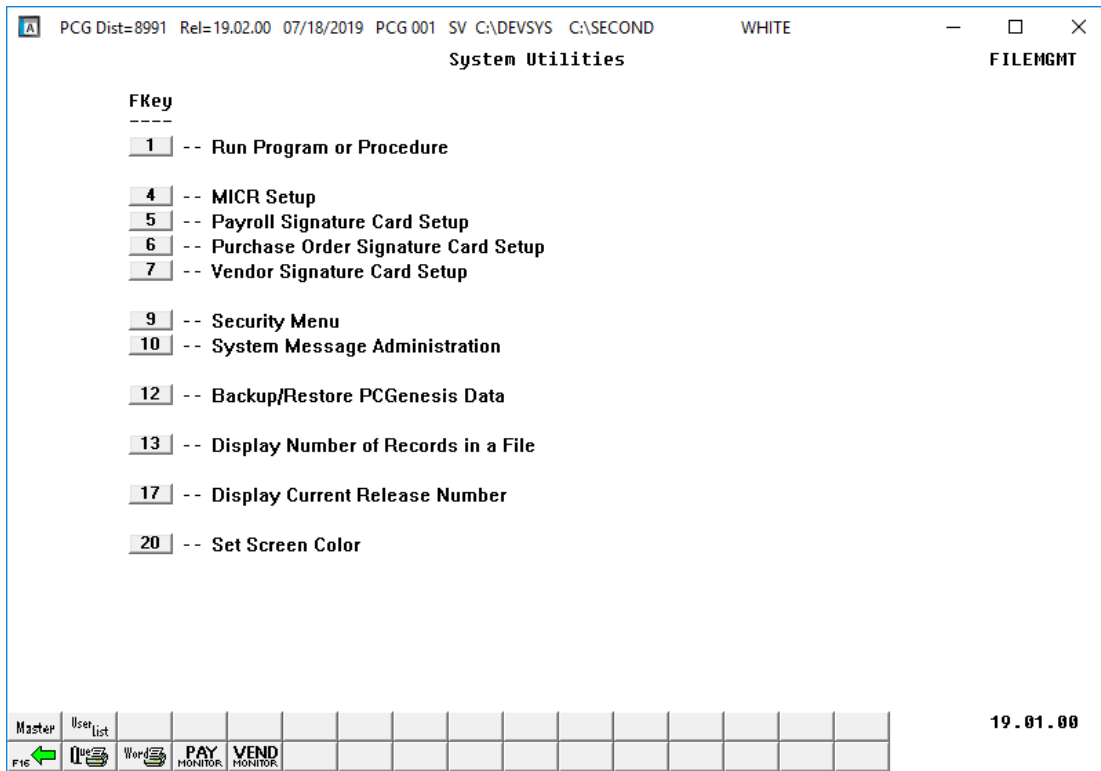




For a failed restore request, the following screen displays:



Step	Action
8	Carefully read the message displayed. If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i> .

The following screen displays:



Step	Action
9	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
10	This procedure does <u>NOT</u> restore K:\SECONDX back to K:\SECOND . The K:\SECONDX directory must be restored <u>manually</u> with the assistance of the Ga DOE help desk. The restore process cannot be reversed, so extreme caution is warranted.
11	The PCG administrator should log into PCGenesis to ensure that the expected data has been restored correctly. Once both the database tables and the K:\SECOND directories and files have been restored, verify that the PCGenesis data is correct.
12	Review the PCG_Restore_LOG table, the PCG_Restore_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the restore operation status displays 'Successful'. Review <i>Appendix A: Summary of Database Components</i> in this document for information about the restore log and message tables.

Procedure C: Restore PCGenesisDB Schema

Restore PCGenesis Schema: The *Restore PCGenesis Schema* function allows the PCGenesis administrator to restore a copy of **PCG_D_DB** tables, or **PCG_Q_DB** tables. This restore functions works in conjunction with restoring **K:\SECOND\FARDATAQ**, **K:\SECOND\PAYDATAQ**, **K:\SECOND\PAYDATAD**, or **K:\SECOND\SANDBOXQ**.

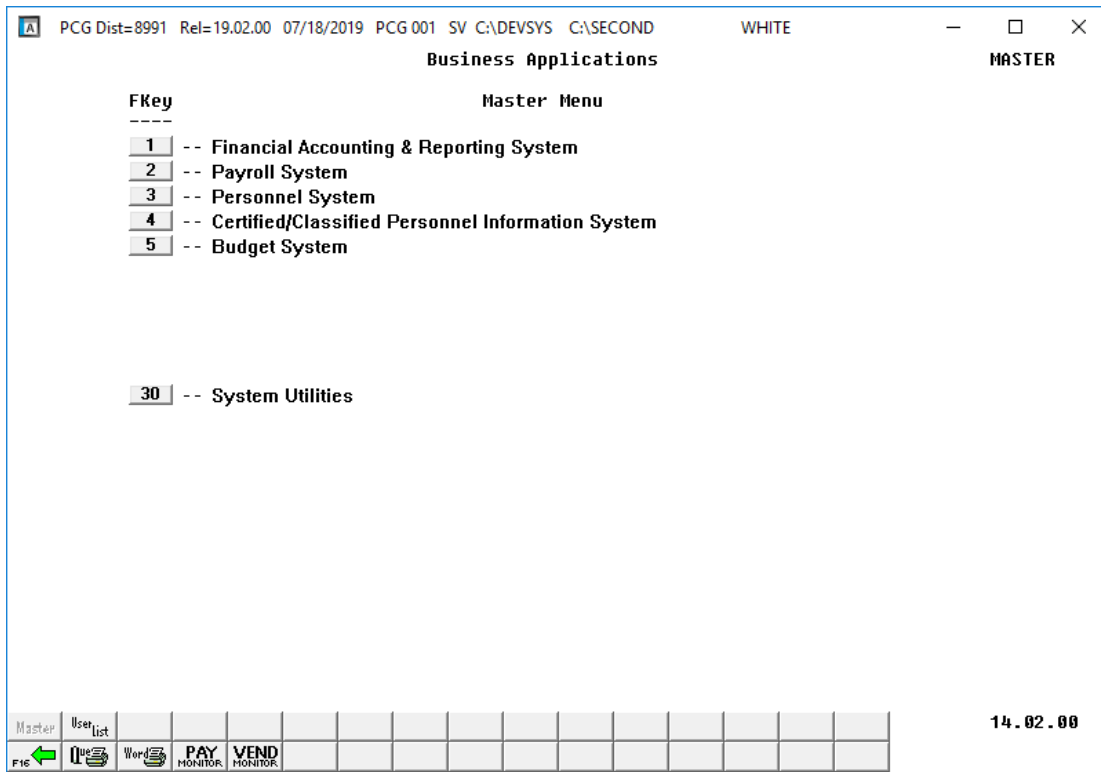
To accomplish the restore function the following conditions must be satisfied:

- User must have PCG security access to the *System Utilities* menu.
- The user must be a *system administrator* on the PCGenesis server.
- The user must be on the PCGenesis server to restore a database.

The restore schema function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function. Once the password has been entered, the PCGenesis administrator must enter either **FAR**, **PAY** or **SAND** to determine which tables should be restored. The letter **D** or **Q** must also be entered. Together the two key words indicate which database tables should be restored. The table below indicates which tables will be restored based on the two key words entered.

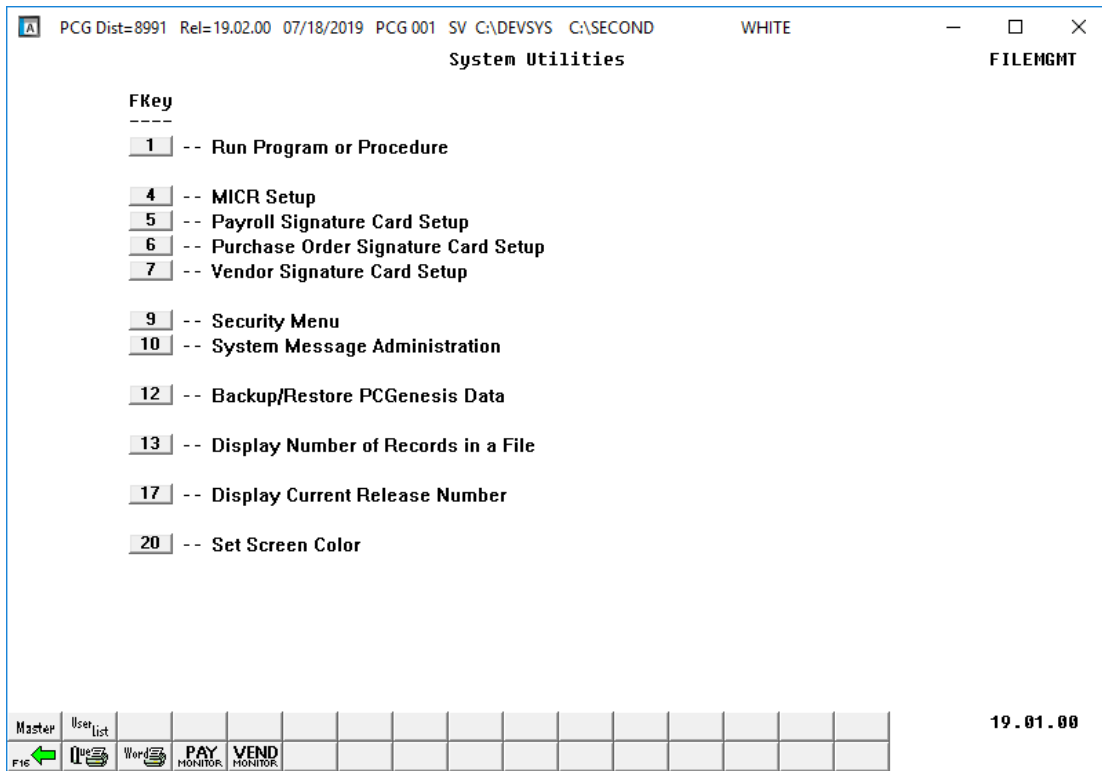
First Key Word Entry	Second Key Word Entry	Tables to be Restored
PAY	D	Restore PAYDATAD
PAY	Q	Restore PAYDATAQ
FAR	Q	Restore FARDATAQ
SAND	Q	Restore SANDBOXQ

This process does NOT restore **K:\SECOND\PAYDATAD** or **K:\SECOND\PAYDATAQ** or **K:\SECOND\FARDATAQ** or **K:\SECOND\SANDBOXQ**. The **K:\SECOND** payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk. **The restore process cannot be reversed, so extreme caution is warranted.**



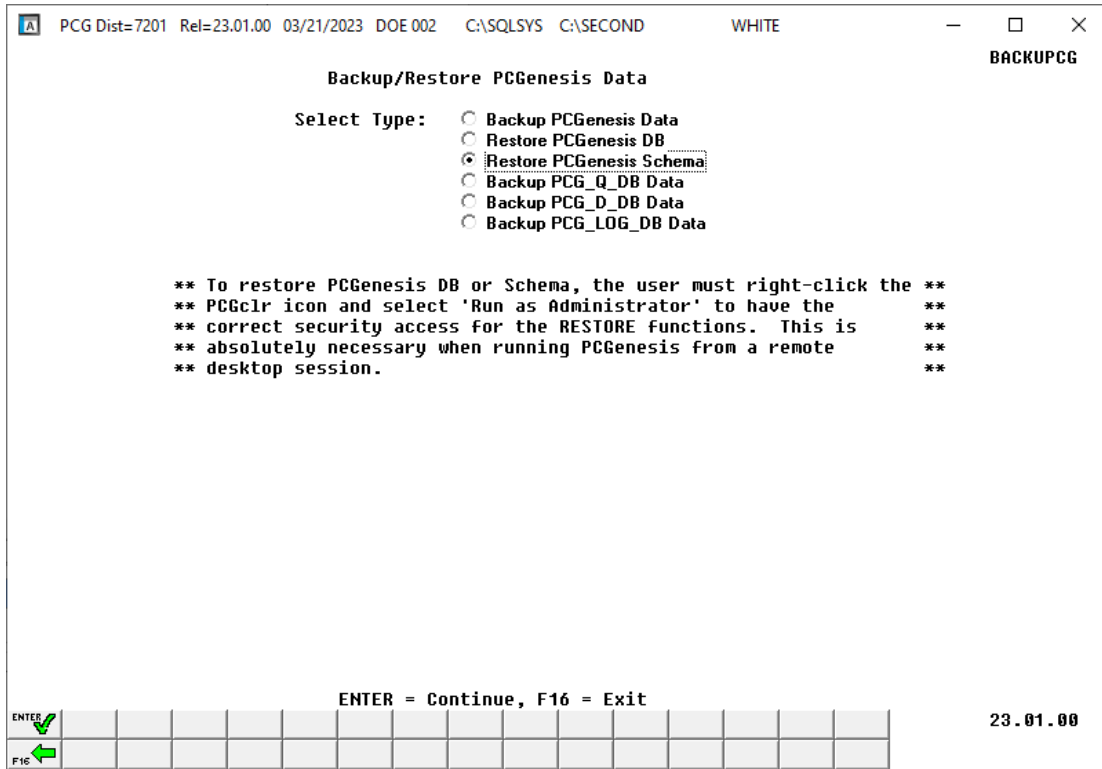
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).

The following screen displays:



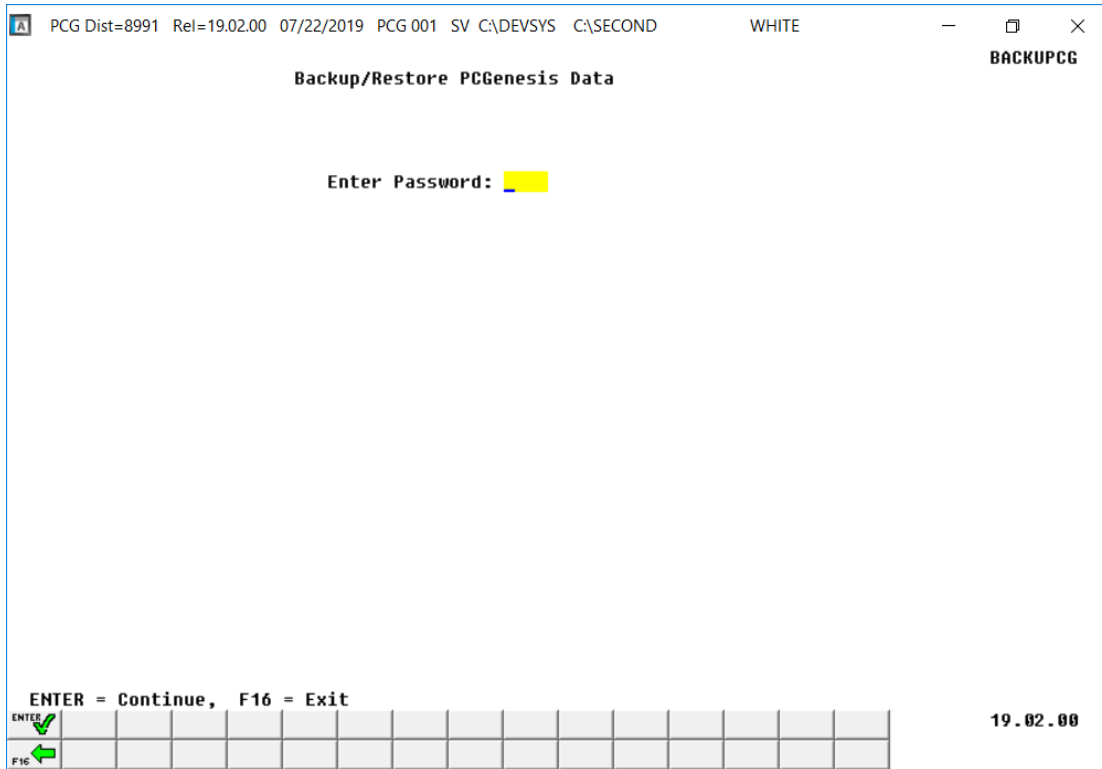
Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).

The following screen displays:



Step	Action
3	Select the radio button  to the left of Restore PCGenesis Schema .


The following screen displays:



Step	Action
4	<p>Enter the Password.</p> <p>The restore database schema function requires the PCGenesis administrator to contact the Ga DOE help desk to obtain the necessary password for gaining access to the function.</p>

The following screen displays:

```
PCG Dist=8991 Rel=22.01.00 03/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
BACKUPCG
*** WARNING ***
*** RESTORE SCHEMA ***
** This process will restore one of the following databases **
** to production: PCG_Q_DB OR PCG_D_DB OR PCG_SANDBOX. **
** This process does NOT restore the directories PAYDATAQ, **
** PAYDATAD, FARDATAQ, or SANDBOXQ. These directories must **
** be restored manually. This process cannot be reversed. **
PROCEED WITH CAUTION!!!!
PAY_____ Enter FAR, PAY, or SAND
Q          Enter D or Q
** Press ENTER to Continue **
** Press F16 to Exit **
ENTER ✓
F16 ←
22.01.00
```

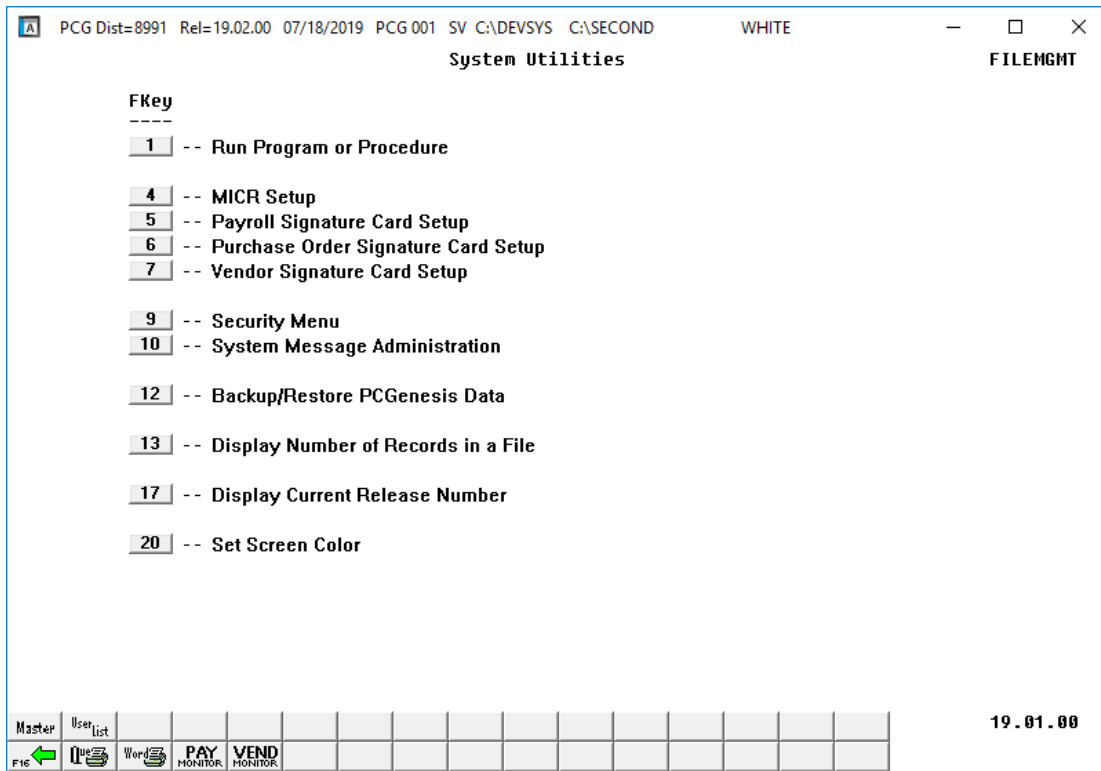
Step	Action															
5	<p>Enter either FAR, PAY or SAND as the first key word entry.</p> <p>Enter D or Q for the second key word entry.</p> <p>Together the two key words indicate which database tables should be restored. The table below indicates which tables will be restored based on the two key words entered.</p> <table border="1" data-bbox="402 443 1422 800"> <thead> <tr> <th data-bbox="402 443 683 537">First Key Word Entry</th> <th data-bbox="683 443 1073 537">Second Key Word Entry</th> <th data-bbox="1073 443 1422 537">Tables to be Restored</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 537 683 604">PAY</td> <td data-bbox="683 537 1073 604">D</td> <td data-bbox="1073 537 1422 604">Restore PAYDATAD</td> </tr> <tr> <td data-bbox="402 604 683 672">PAY</td> <td data-bbox="683 604 1073 672">Q</td> <td data-bbox="1073 604 1422 672">Restore PAYDATAQ</td> </tr> <tr> <td data-bbox="402 672 683 739">FAR</td> <td data-bbox="683 672 1073 739">Q</td> <td data-bbox="1073 672 1422 739">Restore FARDATAQ</td> </tr> <tr> <td data-bbox="402 739 683 800">SAND</td> <td data-bbox="683 739 1073 800">Q</td> <td data-bbox="1073 739 1422 800">Restore SANDBOXQ</td> </tr> </tbody> </table> <p>This process does <u>NOT</u> restore the VISION file contained in the following directories:</p> <ul style="list-style-type: none"> • K:\SECOND\PAYDATAD • K:\SECOND\PAYDATAQ • K:\SECOND\FARDATAQ • K:\SECOND\SANDBOXQ <p>The K:\SECOND payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk.</p> <p>The restore process cannot be reversed, so extreme caution is warranted.</p>	First Key Word Entry	Second Key Word Entry	Tables to be Restored	PAY	D	Restore PAYDATAD	PAY	Q	Restore PAYDATAQ	FAR	Q	Restore FARDATAQ	SAND	Q	Restore SANDBOXQ
First Key Word Entry	Second Key Word Entry	Tables to be Restored														
PAY	D	Restore PAYDATAD														
PAY	Q	Restore PAYDATAQ														
FAR	Q	Restore FARDATAQ														
SAND	Q	Restore SANDBOXQ														
6	<p>Select  (Enter) twice.</p>															



For a successful restore request, the following screen displays:



Step	Action
7	Carefully read the message displayed. If an error is displayed, the restore function was <u>not</u> successful. In that case, read the error message carefully, correct the problem, and start the procedure over again at <i>Step 1</i> .

The following screen displays:

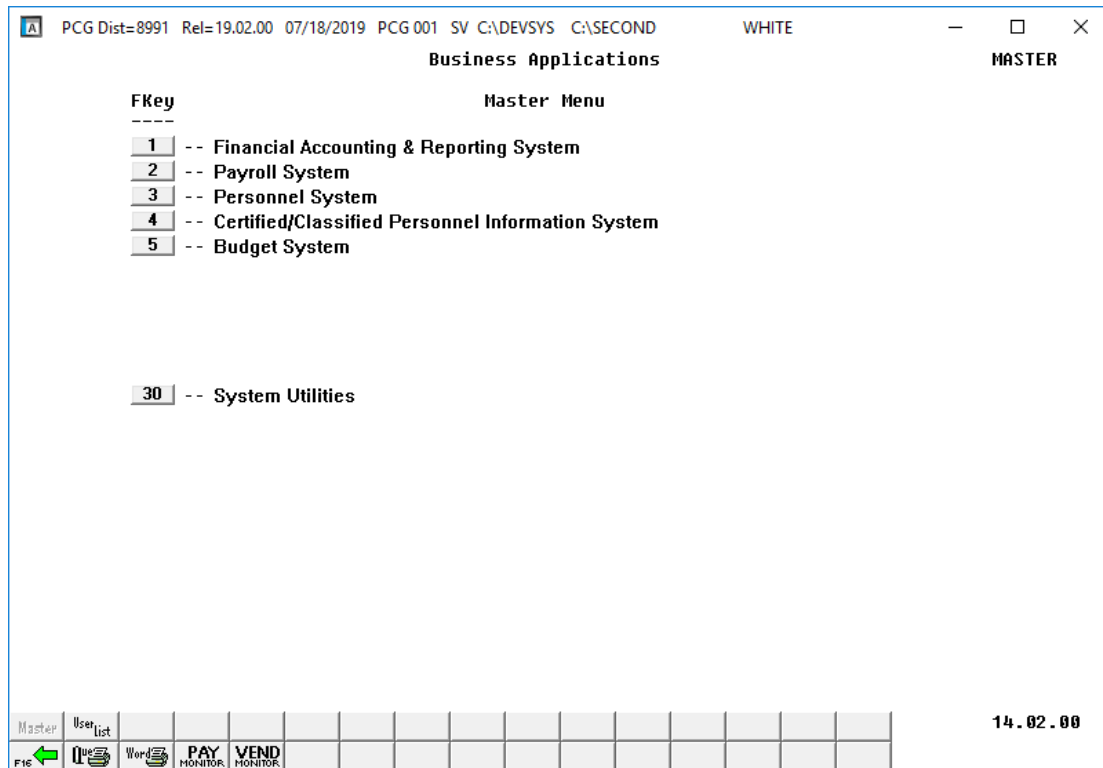


Step	Action
8	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
9	<p>This process does <u>NOT</u> restore the VISION file contained in the following directories:</p> <ul style="list-style-type: none"> • K:\SECOND\PAYDATAD • K:\SECOND\PAYDATAQ • K:\SECOND\FARDATAQ • K:\SECOND\SANDBOXQ <p>The K:\SECOND payroll, financial or budget directories must be restored manually with the assistance of the Ga DOE help desk.</p> <p>The restore process cannot be reversed, so extreme caution is warranted.</p>
10	The PCG administrator should log into PCGenesis to ensure that the expected data has been restored correctly. Once both the database tables and the K:\SECOND directories and files have been restored, verify that the PCGenesis data is correct.

Step	Action
11	<p>Review the PCG_Restore_LOG table, the PCG_Restore_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the restore operation status displays ‘<i>Successful</i>’.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the restore log and message tables.</p>

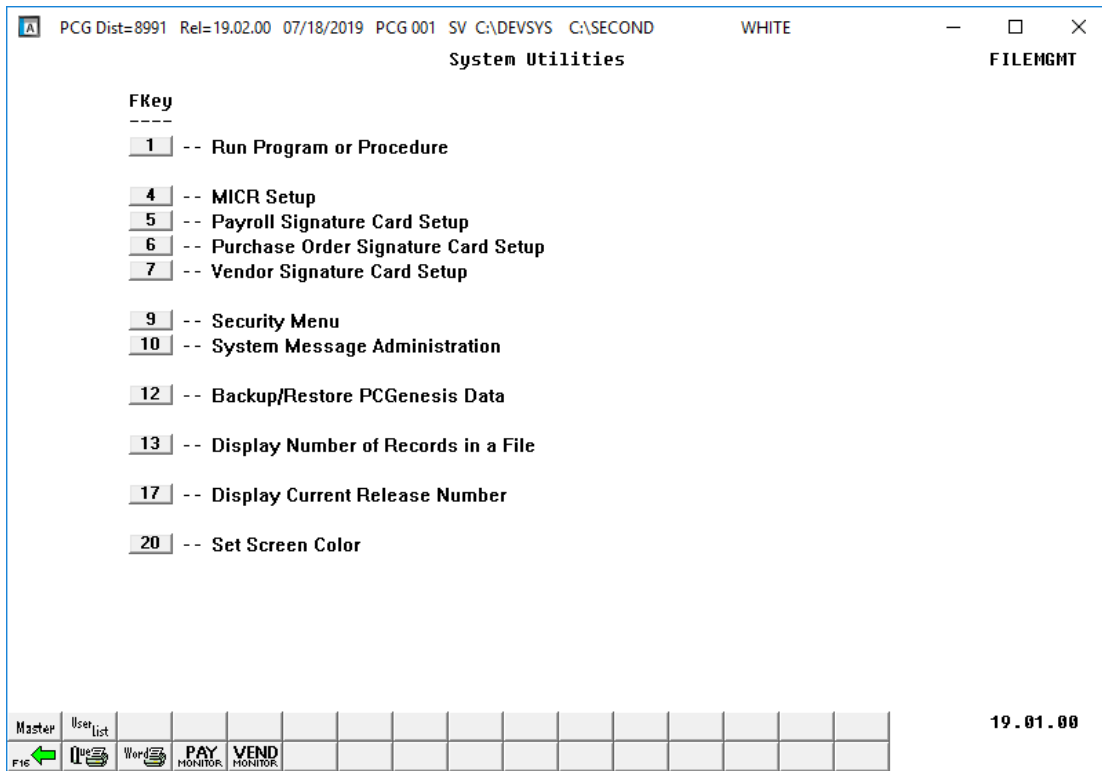
Procedure D: Backup PCG_Q_DB Data

Backup PCG_Q_DB Data: The *Backup PCG_Q_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the **PCG_Q_DB** database. This will create a database backup with the name *PCG_Q_DB ccyymmdd hhhmss.bak* where *ccyymmdd hhhmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis schema data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



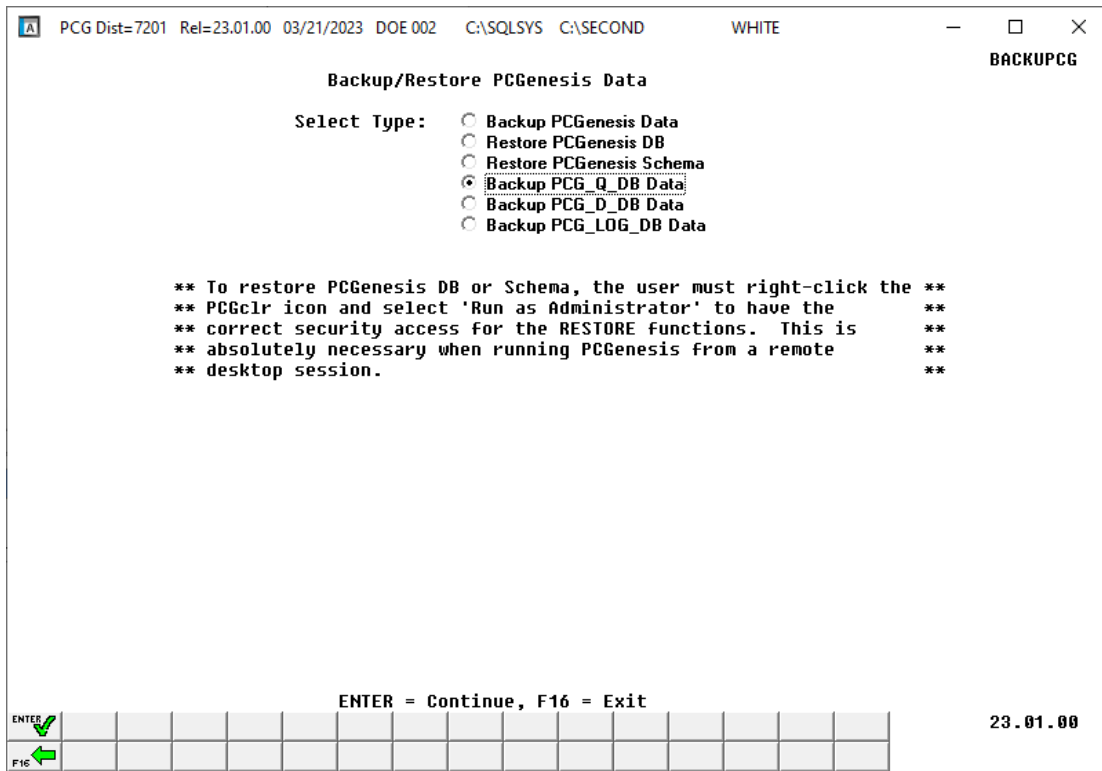
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).


The following screen displays:



Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).


The following screen displays:



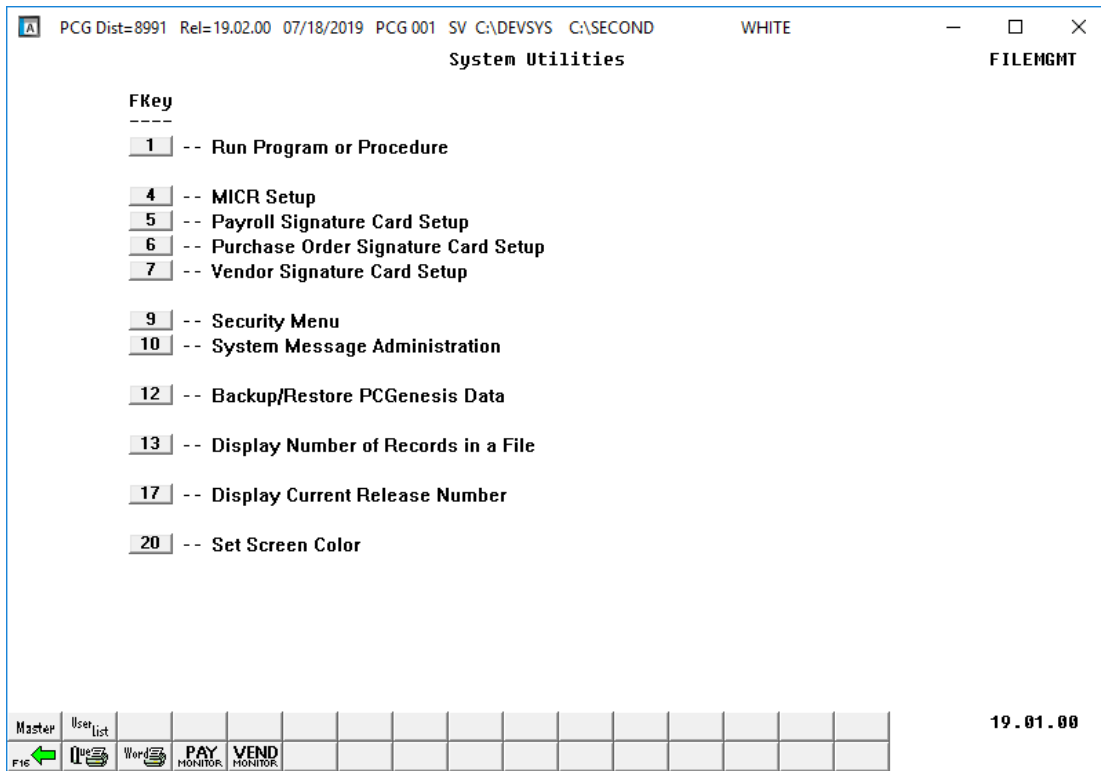
Step	Action
3	Select the radio button  to the left of Backup PCG_Q_DB Data .



The following screen displays:



Step	Action
4	Select  (Enter).

For a successful backup request, the following screen displays:

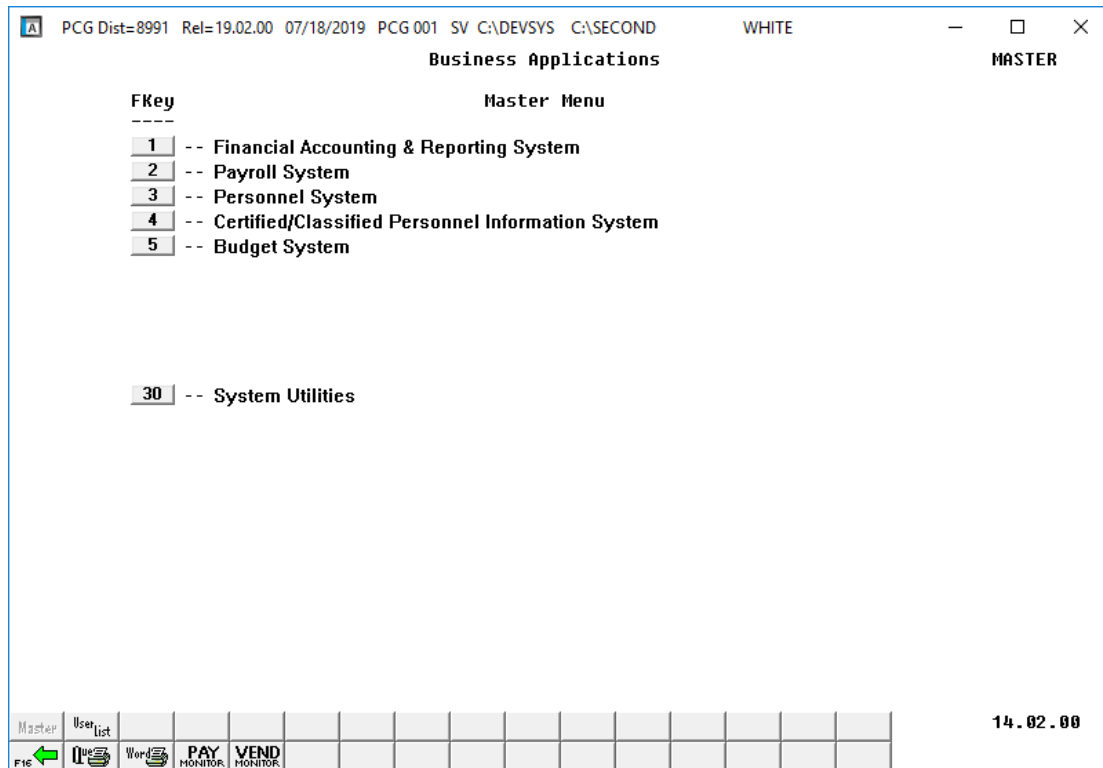


Step	Action
5	If the backup request was successful, select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
6	<p>Check that the database backup was created. Check that <i>PCG_Q_DB ccyymmdd hhmmss.bak</i> was created in the appropriate directory as defined below (where <i>ccyymmdd hhmmss</i> is the creation date and time of the backup).</p> <p>The full database backup files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCG_Q_DB ccyymmdd hhmmss.bak
7	<p>Review the PCG_Backup_LOG table, the PCG_Backup_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the backup operation status displays 'Successful'.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the backup log and message tables.</p>

Step	Action
8	<p data-bbox="618 247 1203 279">***** I M P O R T A N T *****</p> <p data-bbox="597 302 1224 333">PCGenesis backup files contain sensitive data.</p> <p data-bbox="540 354 1281 386">Be sure to store the backup media in a secure location.</p> <p data-bbox="316 407 1409 438">Do not store .BAK backup files in desk drawers, pockets, backpacks, purses, etc.</p>

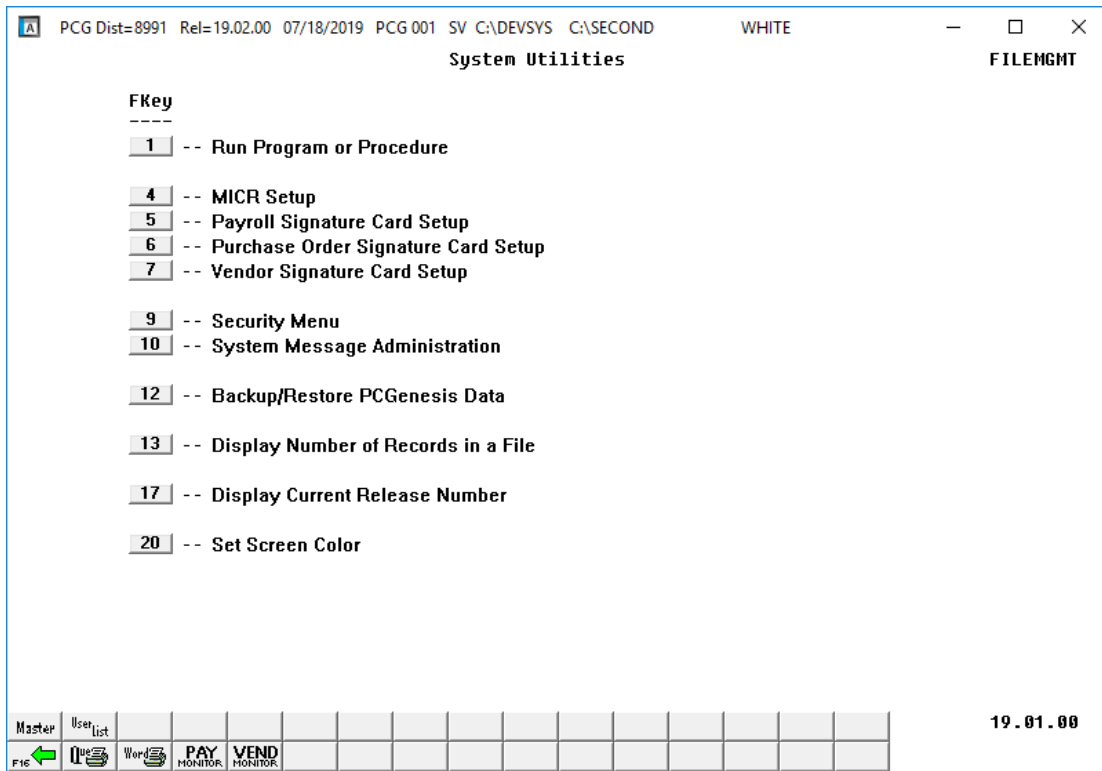
Procedure E: Backup PCG_D_DB Data

Backup PCG D DB Data: The *Backup PCG_D_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the **PCG_D_DB** database. This will create a database backup with the name *PCG_D_DB ccyymmdd hhhmss.bak* where *ccyymmdd hhhmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis schema data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



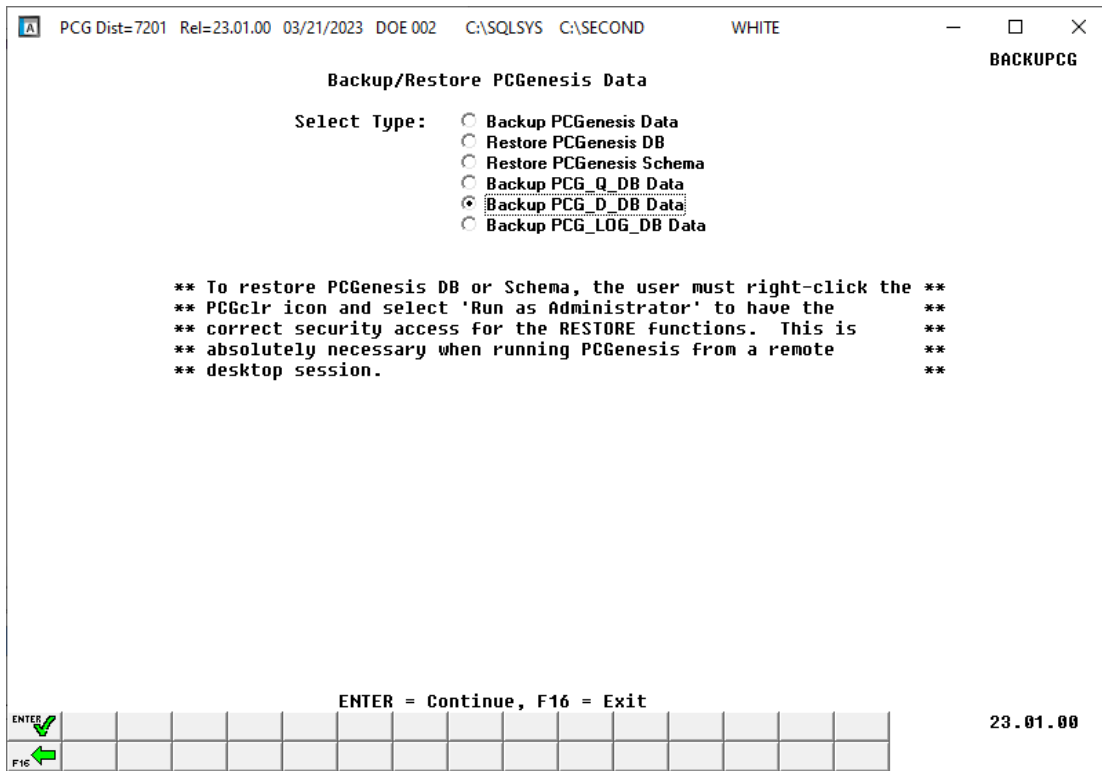
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).


The following screen displays:



Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).

The following screen displays:



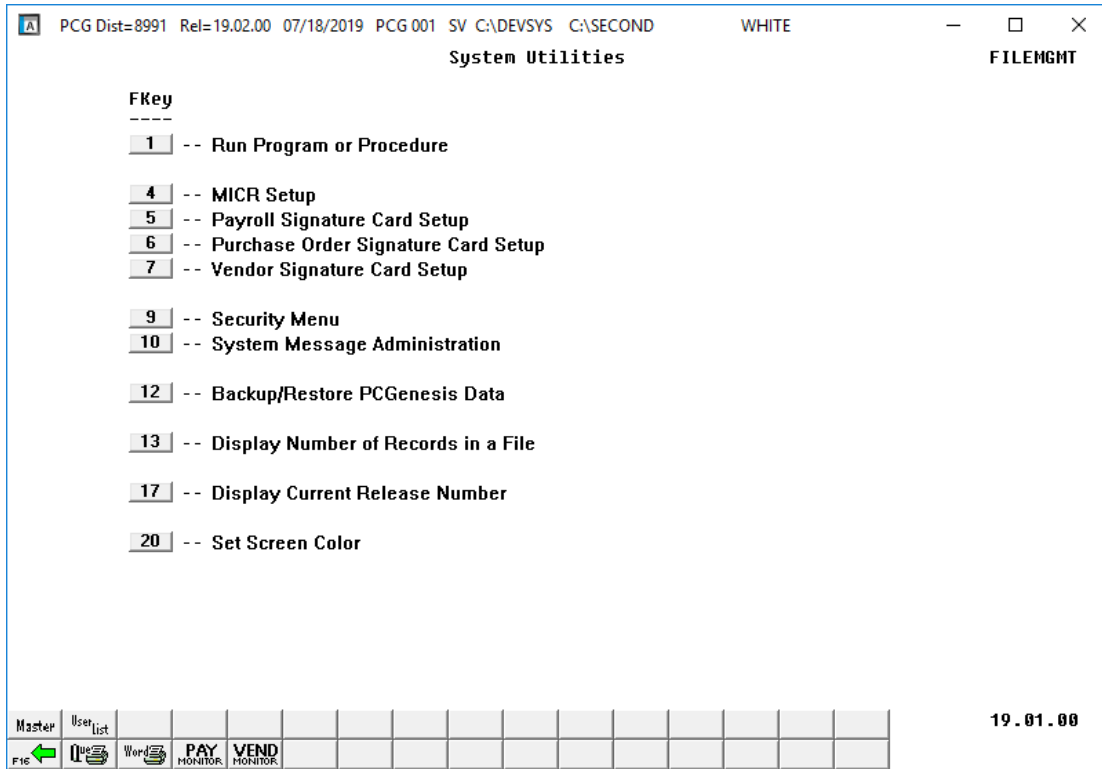
Step	Action
3	Select the radio button  to the left of Backup PCG_D_DB Data .



The following screen displays:



Step	Action
4	Select  (Enter).

For a successful backup request, the following screen displays:

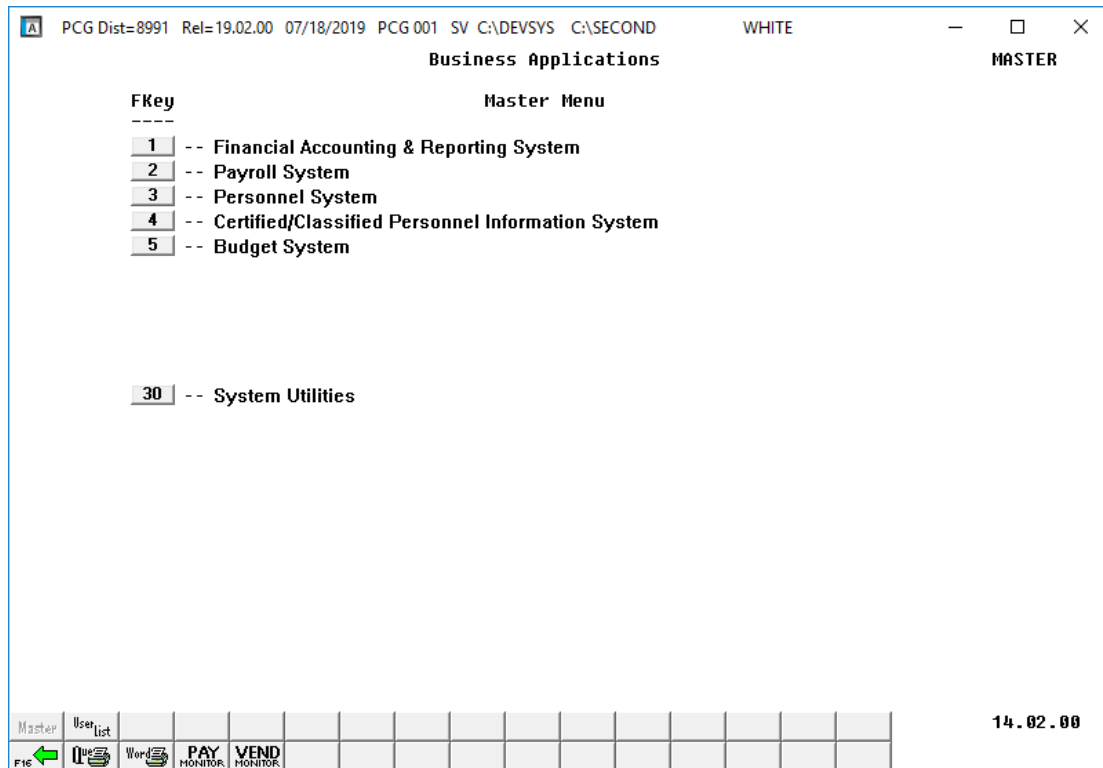


Step	Action
5	If the backup request was successful, select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
6	<p>Check that the database backup was created. Check that <i>PCG_D_DB ccyymmdd hhmmss.bak</i> was created in the appropriate directory as defined below (where <i>ccyymmdd hhmmss</i> is the creation date and time of the backup).</p> <p>The full database backup files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCG_D_DB ccyymmdd hhmmss.bak
7	<p>Review the PCG_Backup_LOG table, the PCG_Backup_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the backup operation status displays ‘<i>Successful</i>’.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the backup log and message tables.</p>

Step	Action
8	<p data-bbox="618 247 1203 279">***** I M P O R T A N T *****</p> <p data-bbox="597 302 1224 333">PCGenesis backup files contain sensitive data.</p> <p data-bbox="540 354 1281 386">Be sure to store the backup media in a secure location.</p> <p data-bbox="315 407 1409 438">Do not store .BAK backup files in desk drawers, pockets, backpacks, purses, etc.</p>

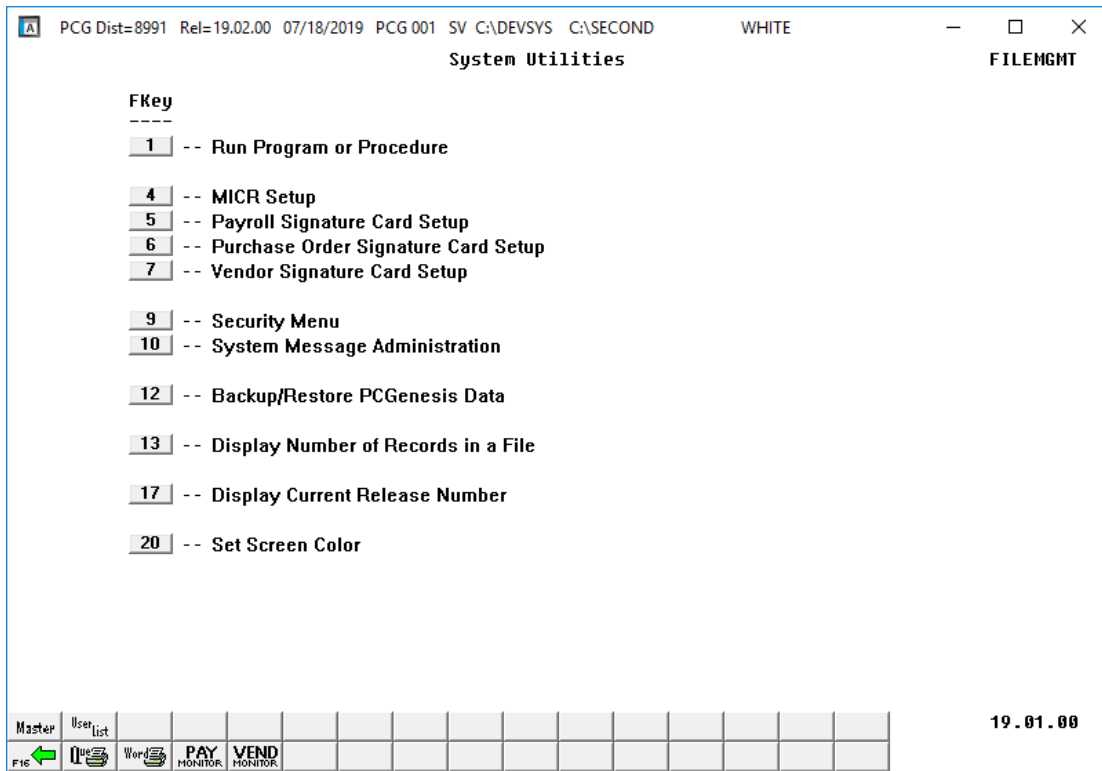
Procedure F: Backup PCG_LOG_DB Data

Backup PCG LOG DB Data: The *Backup PCG_LOG_DB Data* function allows the PCGenesis administrator to create an adhoc backup of the **PCG_LOG_DB** database. This will create a database backup with the name *PCG_LOG_DB ccyymmdd hhmmss.bak* where *ccyymmdd hhmmss* is the creation date and time of the backup. This feature will facilitate creating backups of the PCGenesis schema data necessary when the PCGenesis help desk requests a copy of the school district data to be sent to the Ga DOE.



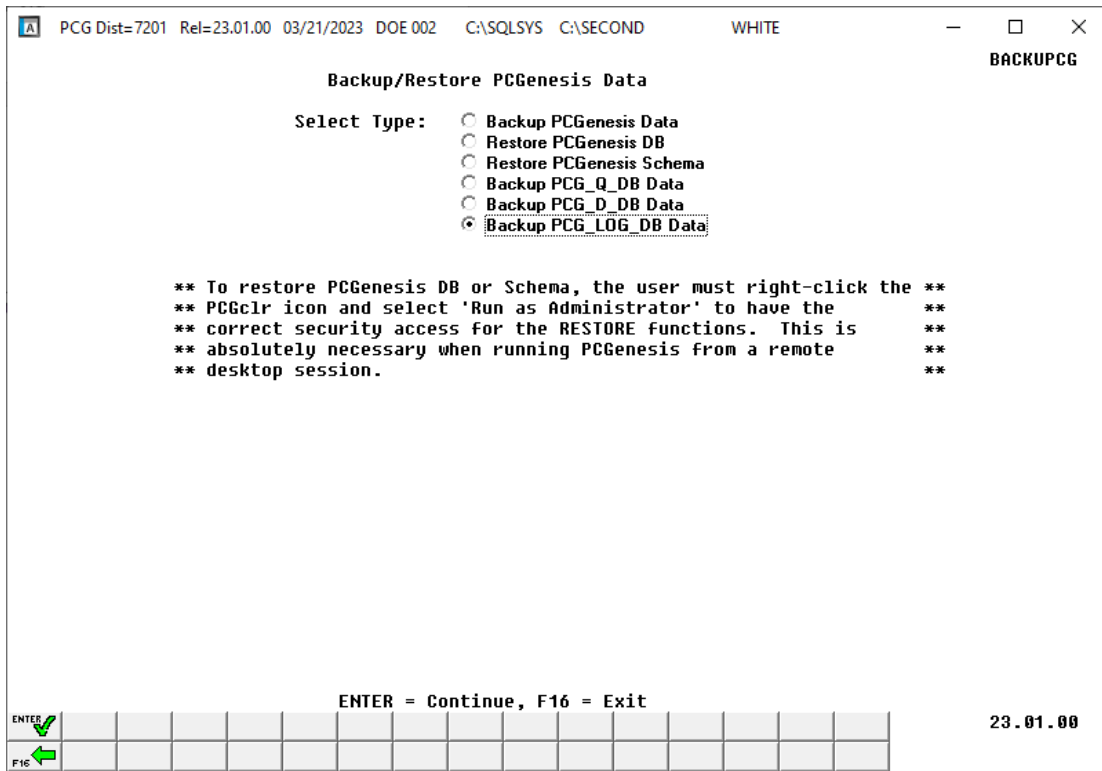
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).


The following screen displays:



Step	Action
2	Select 12 (F12 – Backup/Restore PCGenesis Data).


The following screen displays:



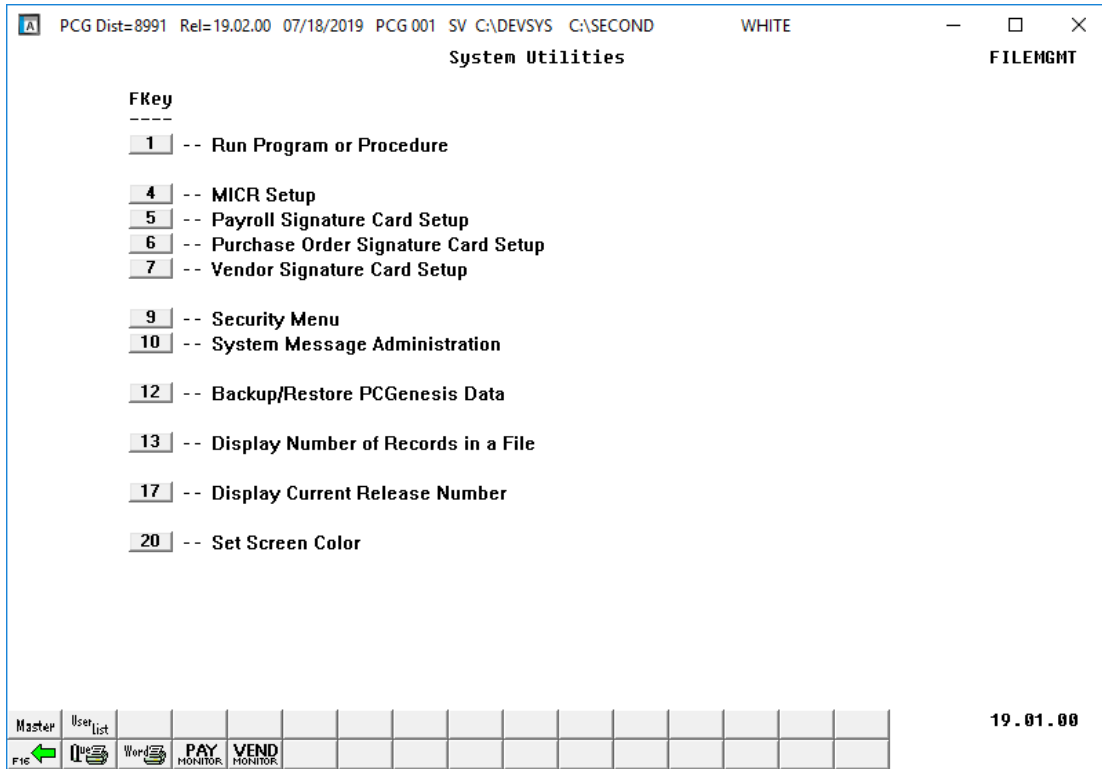
Step	Action
3	Select the radio button  to the left of Backup PCG_LOG_DB Data .



The following screen displays:



Step	Action
4	Select  (Enter).

For a successful backup request, the following screen displays:



Step	Action
5	If the backup request was successful, select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
6	<p>Check that the database backup was created. Check that <i>PCG_LOG_DB ccyymmdd hhmmss.bak</i> was created in the appropriate directory as defined below (where <i>ccyymmdd hhmmss</i> is the creation date and time of the backup).</p> <p>The full database backup files are in the following location for <i>Windows Server 2012 or 2016 or 2019 or 2022</i>:</p> <ul style="list-style-type: none"> K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\BACKUP\PCG_LOG_DB ccyymmdd hhmmss.bak
7	<p>Review the PCG_Backup_LOG table, the PCG_Backup_LOG_Message table, and the PCG_Runtime_Errors table in the PCG_Master database. Make sure the backup operation status displays 'Successful'.</p> <p>Review <i>Appendix A: Summary of Database Components</i> in this document for information about the backup log and message tables.</p>

Step	Action
8	<p data-bbox="618 247 1203 279">***** I M P O R T A N T *****</p> <p data-bbox="597 302 1224 333">PCGenesis backup files contain sensitive data.</p> <p data-bbox="540 354 1281 386">Be sure to store the backup media in a secure location.</p> <p data-bbox="315 407 1409 438">Do not store .BAK backup files in desk drawers, pockets, backpacks, purses, etc.</p>