

# *WYCATS*

## Clerk User Group Conference

March 12<sup>th</sup>, 2009  
Pinedale, WY

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# **Welcome**

## Introductions

- Independent Software Solutions, Inc.
- Big Horn County
- Hot Springs County
- Sublette County
- Teton County
- Uinta County

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# Payroll

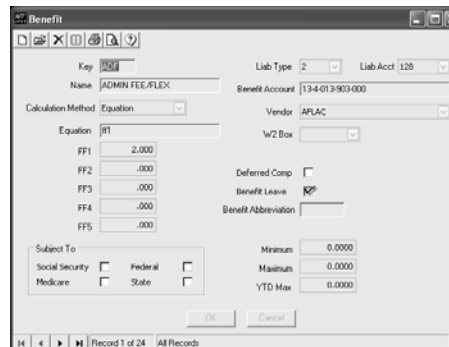
- Pay Classes
  - User Definable
  - Applies To Pay Detail
  - Pay Type



Clerk → Payroll → Pay Classes

# Payroll

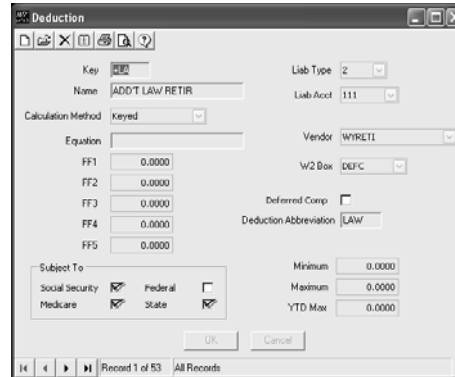
- Benefits
  - Calculated vs. Keyed
  - Subject To Taxes
  - W2 Box
  - Deferred Comp
  - Min And Max Amounts



Clerk → Payroll → Benefits

# Payroll

- Deductions
  - Calculated vs. Keyed
  - Subject To Taxes
  - W2 Box
  - Deferred Comp
  - Min And Max Amounts



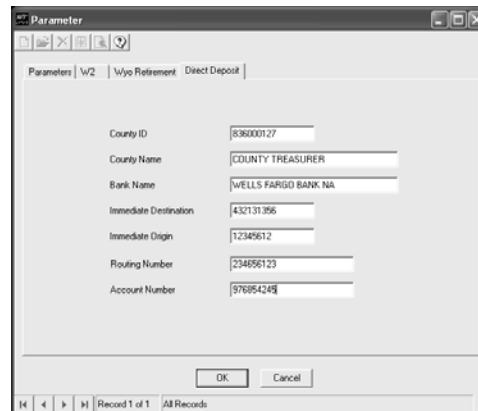
Clerk → Payroll → Deductions

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# Payroll – Direct Deposit

- Bank Preparation
- WYCATS Setup



Clerk → Payroll → Parameters

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## Payroll – Direct Deposit

- Employee Setup
  - Security / Visibility
  - Using Direct Deposit
  - Account Numbers
    - Checking
    - Savings

Clerk → Payroll → Employees

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## Payroll – Direct Deposit

- Running Payroll
  - Actual Checks Print For Non Direct Deposit
  - Stubs Print For Those With Direct Deposit
- Subtle Changes
  - Separate Total For Checks vs. Direct Deposit
  - Warrants Are Still Accounted For
  - Warrants Are Marked Direct Deposit
  - File Is Created To Upload To Bank

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## Payroll – Direct Deposit

Warrant Entry

Number: 159281 Date: 12/12/2008

Name: Independent Software Solutions Batch Number: 421784

Description: Software Expenses Amount: 75.0000

Voided:  Cleared: 12/24/2008  Direct Deposit:

Account	Amount
10-4-022-330-000	\$75.00

OK Cancel

Record 1 of 3210 WarrantDate >= '12/9/2008'

Treasurer → Warrants → Warrants

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## Payroll End Of Year

- Spillman Differences
  - YTD Data Is Not Deleted
  - No Closing
  - Prior Year Reports Can Be Printed
  - Payroll Can Be Done Before W2s
  - Changing Benefits / Deductions

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# Payroll End Of Year

- YTD Screen
  - Modifications
  - Verification

Employee YTD

Number  Name

Date  Void

Federal Tax .00 State Tax .00 SS Tax .00 Medicare Tax .00

Gross .00 Net .00 Employer SS Tax .00 Employer Medicare Tax .00

Pay Detail

Pay Class	Account	Rate	Hours	Amount
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Deductions

Code	Amount
------	--------

Benefits

Code	Amount
------	--------

OK Cancel

No records All Records

Clerk → Payroll → Update Employee YTD

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## LUNCH

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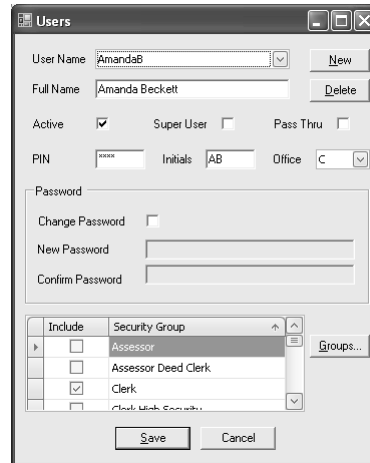
□ Questions

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# Permissions

- Creating A New User
- Creating Groups
- Assigning Groups



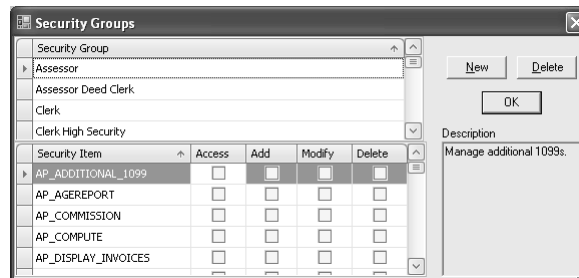
Admin → Security → Users

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# Permissions

- Access (Read Only vs. Applies To Specific Permission On Screen)
  - Example: CD\_DR\_POST
  - Enables Post Button On CD Deposit Register
  - Enables Modify And Delete After It Has Been Posted
- Add
- Modify
- Delete



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# Electronic Filing

- W2 Setup
  - Sign Up
  - Pin Number

Clerk → Payroll → Parameter

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# Electronic Filing

- Creating Electronic W2s
  - Updated Yearly
  - Location/Security Of File
  - Transmitting The File

Clerk → Payroll → Print W2s

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## Electronic Filing

- 1099 Setup
  - Sign Up
  - Pin Number

Clerk → AP → Parameters

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## Electronic Filing

- Additional 1099s
  - Manual Entry
  - Adds to 1099 Forms/Count
  - Sent Electronically

Clerk → Payroll → Print W2s

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## Electronic Filing

- Creating Electronic 1099s
  - Updated Yearly
  - Location/Security Of File
  - Transmitting The File



Clerk → AP → Print 1099s

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## Budget

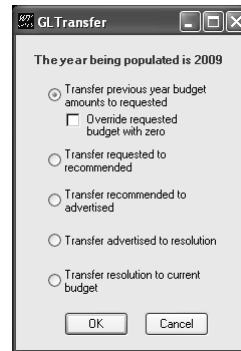
- Budget Data
  - Saved Each Year
  - Internal Budget Preparation
  - Using Excel
    - Export From WYCATS
    - Import Into WYCATS

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## Budget – WYCATS System

- Transfer Screen
  - Using Prior Year Data
    - Last Year Budget
    - Zero Override
  - Must Transfer Through



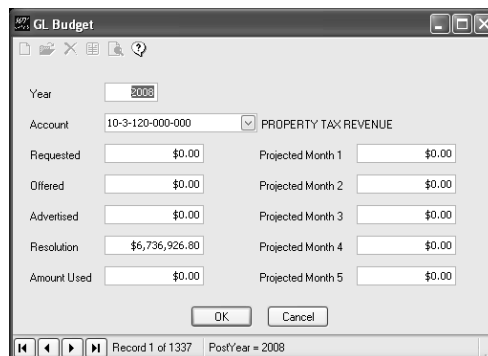
GL → Budget → Transfer Budget

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## Budget – WYCATS System

- GL Budget Screen
  - Modify Data
  - Projected Data
  - Step Awareness
  - Updates Will Move Forward



GL → Budget → Budget

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## Budget – WYCATS System

- Budget Estimation Report
  - Integrity Check
  - Step Awareness
  - Grouping



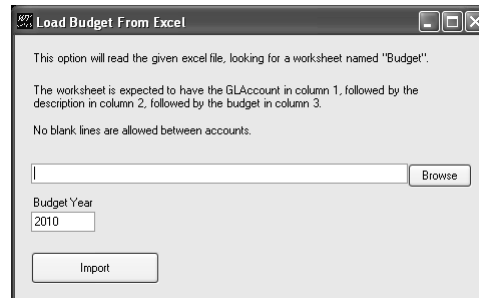
GL → Budget → Budget Estimation Report

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## Budget – Excel

- Export To Excel
  - Crystal Reports
  - Must Build From Data
- Excel Imports
  - Correct Schema
  - Loads Resolution
  - Transfer Resolution To Current Budget



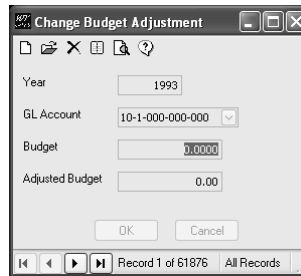
GL → Budget → Import Budget From Excel

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## Budget – Updates

- Need To Adjust Budget After Budget Is Current

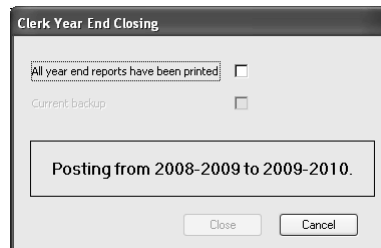


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## Budget – End Of Year

- Close Month End June
- Print Required Reports
- Close Year End



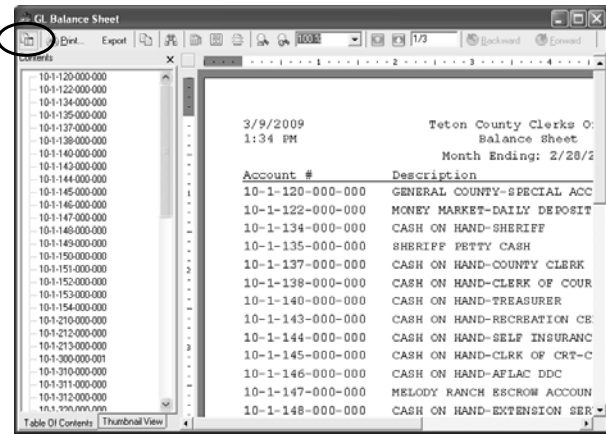
GL → Clerk Year End Close  
GL → Month/Year End → Clerk Year End Close (Sublette)

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● ● ● | WYCATS Reports

- Table Of Contents



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● ● ● | WYCATS Reports

- General Exporting
  - PDF
  - Excel
  - Text
- Procedure
  - Demo
  - File Security / Location Awareness
    - Local Drive vs. Network Drive
    - File / Folder Permissions

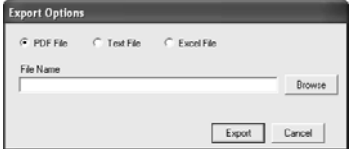
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# WYCATS Reports

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# WYCATS Reports



[Any Report] → Export

- Custom Exporting
  - VR Master Report
  - Make Exportable For Excel
- Exporting Reports
  - Address List For Mailing Labels
  - Reorganize Data
  - Calculations

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## WYCATS Reports

**Vehicle Registration Report**

Order By: License Number

Print: = **Temps and Non-Temps**

County: = **22**

Vehicle Type: = **T**

License Number:

Expiration Date: = **02/28/2009**

Reduced Fee Stickers:

Plate Series Year:

Make Exportable for Excel  Name, Address   
License Numbers

Tab Number:

Name:

Issue Date:

Transaction Codes:

Status:

Type:

Address:

Print To Line Printer

Print Cancel

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## WYCATS Reports

**Vehicle Registration Report**

Print... Export... 100% 1/15 Backward Forward

Name	Address	City	State	ZipCode
ABAD,MARIA J	N/A	N/A		
ABEL,CHANCE	505 E ZENITH DR	JACKSON	WY	83001
ABURTO,CARLOS GABRIEL VEGA	PO BOX 7715 755 E HANSEN APT 215	JACKSON	WY	83002-7715
AC ELECTRIC INC/HIBBERT,DARIN	PO BOX 6491 650 W ELK AVE #3	JACKSON	WY	83002-6491
ADAMS,DANIEL L	PO BOX 11846	JACKSON	WY	83002
ADAMS,RUSSELL D &	PO BOX 2842	JACKSON	WY	83001-2842
ADVANCED GLASS	PO BOX 8954 1640 MARTIN LANE	JACKSON	WY	83002-8954
AGUILAR,FRANCISCO OMAR	PO BOX 11384 325 N CACHE #121	JACKSON	WY	83002-1384
ALBA,AUDON BAHENA & ALVARADO,SILVIA	PO BOX 14034 522 E KELLY	JACKSON	WY	83002-4034
ALTA ENTERPRISES INC	1910 BUSTLE CREEK ROAD	ALTA	WY	83414
AMREIN,TERRENCE	PO BOX 255 142.53 US 191	BONDURANT	WY	82922-0255
ANDERSON,ERNEST N	PO BOX 1824	WILSON	WY	83014-1824
ARLAND,DALE E	PO BOX 10331 HOBACK	JACKSON	WY	83002-0331
ARNOLD,MICHELE	PO BOX 2385 5955 SILVERBERRY LN	JACKSON	WY	83001-
ARROW CONTRACTORS INC/ROICE,MARY LO	PO BOX 9225 700 W ROICE LANE	JACKSON	WY	83002-9225
AYLING,JONATHAN ALEXANDER & ALICIA	PO BOX 7733 94 HOLLY DR-STAR VLY RNCH	JACKSON	WY	83002-7733

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# WYCATS Reports

Microsoft Excel - test.xls

	A	B	C	D	E
1	Name	Address	City	State	ZipCode
2	ABAD,MARIA J	N/A			
3	ABEL,CHANCE	595 E ZENITH DR	JACKSON	WY	83001
4	ABU-ARTO,CARLOS GABRIEL YEGA	PO BOX 7715 755 E HANSEN APT 215	JACKSON	WY	83002-7715
5	AC ELECTRIC INC/HBERT,DARIN	PO BOX 6491 650 WELK AVE #3	JACKSON	WY	83002-6491
6	ADAMS,DANIEL L	PO BOX 11846	JACKSON	WY	83002
7	ADAMS,RUSSELL D E	PO BOX 2842	JACKSON	WY	83001-2842
8	ADVANCED GLASS	PO BOX 6954 1640 MARTIN LANE	JACKSON	WY	83002-6954
9	AGUILAR,FRANCISCO OMAR	PO BOX 11384 325 N CACHE #121	JACKSON	WY	83002-1384
10	ALBA,UDON BAHEÑA & ALVARADO,SILVIA	PO BOX 14034 522 E KELLY	JACKSON	WY	83002-4034
11	ALTA ENTERPRISES INC	1810 BUSTLE CREEK ROAD	JALSA	WY	83414
12	AMREIN,TERRENCE	PO BOX 255 142 53 US 191	BONDURANT	WY	82922-0255
13	ANDERSON,ERNEST N	PO BOX 1824	WILSON	WY	83014-1824
14	ARLAND,DALE E	PO BOX 10331 HOBACK	JACKSON	WY	83002-0331
15	ARNOLD,MICHELE	PO BOX 2385 5955 SILVERBERRY LN	JACKSON	WY	83001
16	ARROW CONTRACTORS INC/ROICE,MARY LO	PO BOX 9225 700 W ROICE LANE	JACKSON	WY	83002-9225
17	AVLING,JONATHAN ALEXANDER & ALICIA	PO BOX 7733 84 HOLLY DR-STAR VLY	JACKSON	WY	83002-7733
18	BAIRD,CLINT	PO BOX 4466 126 COUNTY RD 123	BECKFORD	WY	83112-4466
19	BAISERY,GUADALUPANA	PO BOX 8823 52 CRABTREE APT #2	JACKSON	WY	83002-8823
20	BARBEAU,PHILLIP S	PO BOX 2532 1375 FISH CREEK ROAD	JACKSON	WY	83001-2532
21	BARKER,JOYCE	186 BEAR CREEK ESTATES DRIVE	THAYNE	WY	83127
22	BARKSDALE,JESSICA	PO BOX 7139	JACKSON	WY	83002-7139
23	BARTLETT,AMNDAL	PO BOX 8364 11 GRANITE	JACKSON	WY	83002-8364
24	BATCHEN,GERALD J	PO BOX 6969 1760 W PACK SADDLE DR	JACKSON	WY	83002-6969
25	BEARD,DOUGLAS R	265 E 800TH RD	JALSA	WY	83414
26	BECKER,JOH	PO BOX 160 6895 PAINTBRUSH TRL	WILSON	WY	83014-0160
27	BEIRO,NATHAN & DEBORAH	PO BOX 12651 2102 CORNER CK LN #8	JACKSON	WY	83002-2651
28	BIELBY,JOHN K & MARY ANN	PO BOX 1932 590 E HANSEN	JACKSON	WY	83001-1932
29	BIRT,JESSIE R	PO BOX 1545 455 SOUTH KING	JACKSON	WY	83001-1545
30	BLACK,PENELOPE J	PO BOX 758 1350 PRIMROSE	WILSON	WY	83014-0758
31	BLAIR,CLYDE C & BLAIR,VALERIE L	PO BOX 11817 160 N JEAN	JACKSON	WY	83002-1817
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# BREAK

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□ Questions

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# Crystal Reports

- Data Dictionary
  - Tables (Prefixes – AP, PR, VR...)
  - Fields
    - Types
    - IDs
    - Storage Fields
    - Linked Fields (Foreign Keys)
      - 1-M Relationship
      - M-M Relationship

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# Crystal Reports

- Overview
- Data Selection
- Sample Reports

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## New Implementation

- Electronic State Unemployment Submission
- Format Masks
- Helpful Shortcuts
- Excel Imports/Exports
- Others Ideas??

## Presentation Documents

- PowerPoint Presentation
- PDF Of PowerPoint Presentation
- Data Dictionary

<http://www.iss-providers.com/DocumentsUI.aspx>