

# *WYCATS*

Treasurer  
User Group  
Conference

March 11<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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# Mill Levies

- General Explanation
  - Fields
  - Unattached Mill Levy
    - What is it?
    - Should we keep it?
  - Adding New Districts
  - Districts Cannot be Deleted

Treasurer → Property Taxes → Parameters → District Code GL Accounts  
 Tax Roll → Codes/Districts → Districts (Sublette)

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# Mill Levies

- General Explanation
  - Unattached Mill Levy
  - Sort Field
  - Add/Remove Districts
  - Update Levy

Code	Mill Levy	Description
01	11.0000	GEN COUNTY
02	12.0000	STATE SCHOOL 12 MIL
08	0.4550	WEED & PEST
09	1.0000	LIBRARY
10	25.0000	SCHOOL TAX 25 MILL DIS #1
15	0.5000	LIFELONG LEARN .5 MIL #1 B/A

Treasurer → Property Taxes → Parameters → District Levy Combination  
 Tax Roll → Codes/Districts → District Combination (Sublette)

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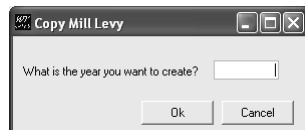
# Mill Levies

- Live vs. History Tables
  - History
    - Reports
    - Notices
    - Tax Roll Screen (If Year Exists)
  - Live
    - Disbursements
    - New Or Non-Existent Districts
  - Live Table = Current Mill Levies
  - Live Table Must Be Updated Manually

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# Mill Levies



Treasurer → Property Taxes → Copy Mill Levy  
 Tax Roll → Tax Roll Maintenance → Copy Mill Levy (Sublette)

- Copy Mill Levies
  - Uses Live Table Data
  - Run After Updating Live Table
  - Demo Create Year
  - Updating Mill Levies

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# Disbursements

- Disburse Using Live Table
- Posting Deposit Register
- Apportion Taxes
  - Explanation
  - Demo

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# Disbursements

Apportion Taxes Collected

Posting Month:  Posting Year: 2009 Rounding Account: 10-3-120-000-000

Description:

Dis...	GL Account	Amount	Description
> 100	00-0-000-000-000	0.00	
110	00-0-000-000-000	0.00	
150	00-0-000-000-000	0.00	
170	00-0-000-000-000	0.00	
400	00-0-000-000-000	0.00	
411	00-0-000-000-000	0.00	
413	00-0-000-000-000	0.00	
421	00-0-000-000-000	0.00	
450	00-0-000-000-000	0.00	
600	00-0-000-000-000	0.00	
610	00-0-000-000-000	0.00	
650	00-0-000-000-000	0.00	

OK Close

GL → Apportion Taxes  
 GL → GL Posting → Apportion Taxes (Sublette)

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## Tax Rollover

- General Overview
  - Assessor Creates Access Database
  - Assessor Creates Reports For Balancing
  - Treasurer Updates Tax Roll Data
    - Mill Levies
    - Parameter For Tax Year
  - Treasurer Verifies Data
  - Treasurer Imports Data
  - Treasurer Creates Reports For Balancing

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## Tax Rollover – Access Database

- Tables
  - ASR\_VewTblTaxRollPlus
  - ASR\_VewTblTaxRollPlusAdjustments
  - ASR\_VewTblTaxRollPlusLegal
- Table Names Must Be Exact
- Views Can Be Created To Verify Data
- Database Must Be Saved In Accessible Location

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## Tax Rollover - Import

Treasurer → Property Taxes → Load Tax Roll  
 Tax Roll → Tax Roll Maintenance → Load Tax Roll (Sublette)

- Import
  - Prepares The Data
  - Prints Validation Reports
- Save Stores The Data In WYCATS

## Tax Rollover – Validation Reports

- Missing Parcels
  - The Assessor's Record Does Not Have Data In The Parcel Field
- Invalid Tax Amount
  - The Assessor's Record Does Not Have Any Tax or Special Tax
- Duplicate Parcels
  - The Parcel Already Existed In The Tax Roll Table For That Year (Pre-Paid)

## Tax Rollover – Validation Reports

- Mixed Parcels
  - The District On Parcels That Need To Be Combined Do Not Match
- Missing Legal Description
  - The Assessor’s Record Does Not Have Data In The Legal Description Table
- Assessor To Treasurer District Summary
  - Summarizes The Tax Amounts By District

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## Tax Rollover - Balancing

- Assessor To Treasurer

Treasurer → Property Taxes → Assessor to Treasurer Report  
 Tax Roll → Tax Roll Maintenance → Assessor to Treasurer Report (Sublette)

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# Tax Rollover - Balancing

- Outstanding Taxes Due



Treasurer → Property Taxes → Reports → Print Total Taxes Due  
Tax Roll → Reports → Outstanding Taxes Due (Sublette)

## LUNCH

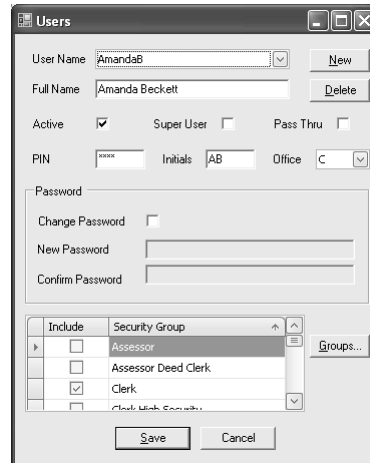
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□ Questions



# Permissions

- Creating A New User
- Creating Groups
- Assigning Groups



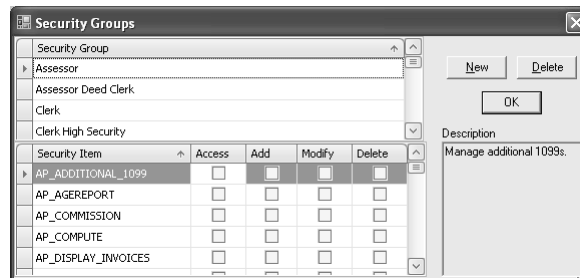
Admin → Security → Users

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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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# Cash Refunds

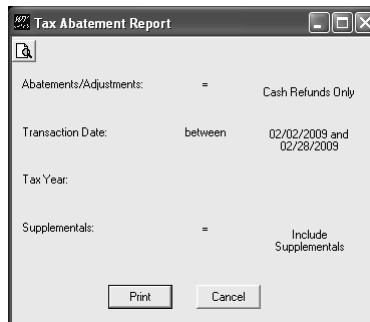
## o Transaction Codes



Treasurer → Property Taxes → Parameters → Transaction Code Fee Application  
 Tax Roll → Codes/Districts → Transaction Codes (Sublette)

# Cash Refunds

## o Cancellation Report



Treasurer → Property Taxes → Reports → Print Cancellation Report  
 Tax Roll → Reports → Print Adjustments (Sublette)

# Tax Sale

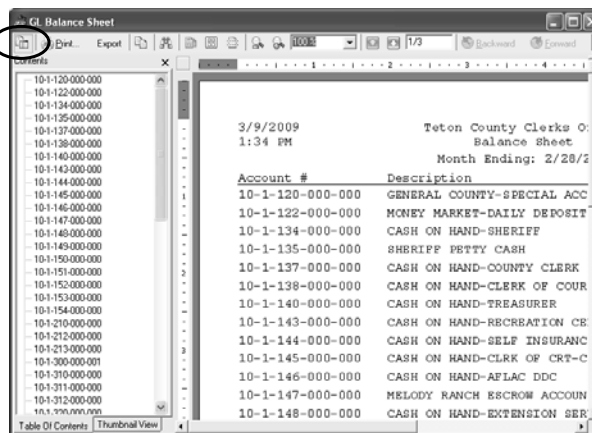
- WYCATS Integration
  - Separate Program
  - Loads Current Outstanding Parcels
  - Automatically Records Transactions
  - Automatically Prints Receipts
  - Automatically Prints CPs
- Overview
  - How It Works
  - Demo

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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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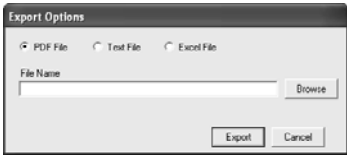
# WYCATS Reports

3/9/2009 Teton County Clerks Office  
 1:34 PM Balance Sheet  
 Month Ending: 2/28/2009

Account #	Description
10-1-120-000-000	GENERAL COUNTY-SPECIAL ACC
10-1-122-000-000	MONEY MARKET-DAILY DEPOSIT
10-1-134-000-000	CASH ON HAND-SHERIFF
10-1-135-000-000	SHERIFF PETTY CASH
10-1-137-000-000	CASH ON HAND-COUNTY CLERK
10-1-138-000-000	CASH ON HAND-CLERK OF COUR
10-1-140-000-000	CASH ON HAND-TREASURER
10-1-143-000-000	CASH ON HAND-RECREATION CE
10-1-144-000-000	CASH ON HAND-SELF INSURANC
10-1-145-000-000	CASH ON HAND-CLERK OF CRT-C
10-1-146-000-000	CASH ON HAND-AFLAC DDC
10-1-147-000-000	MELODY RANCH ESCROW ACCOUN
10-1-148-000-000	CASH ON HAND-EXTENSION SER

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# WYCATS Reports

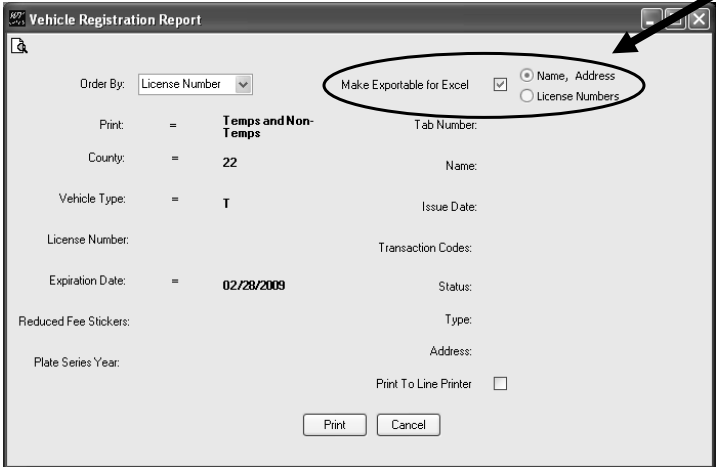


[Any Report] → Export

- 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:

Tab Number:

Name:

Issue Date:

Transaction Codes:

Status:

Type:

Address:

Print To Line Printer

Print Cancel

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# WYCATS Reports

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

CS	A	B	C	D	E
	Name	Address	City	State	ZipCode
1	ABAD,MARIA J	N/A	N/A		
2	ABEL,CHANCE	505 E ZENITH DR	JACKSON	WY	83001
3	ABURTO,CARLOS GABRIEL VEGA	PO BOX 7715 755 E HANSEN APT 215	JACKSON	WY	83002-7715
4	AC ELECTRIC INC/HIBBERT,DARIN	PO BOX 6491 650 W ELK AVE #3	JACKSON	WY	83002-6491
5	ADAMS,DANIEL L	PO BOX 11846	JACKSON	WY	83002
6	ADAMS,RUSSELL D &	PO BOX 2842	JACKSON	WY	83001-2842
7	ADVANCED GLASS	PO BOX 8954 1640 MARTIN LANE	JACKSON	WY	83002-8954
8	AGUILAR,FRANCISCO OMAR	PO BOX 11384 325 N CACHE #121	JACKSON	WY	83002-1384
9	ALBA,AUDON BAHENA & ALVARADO,SILVIA	PO BOX 14034 522 E KELLY	JACKSON	WY	83002-4034
10	ALTA ENTERPRISES INC	1910 BUSTLE CREEK ROAD	ALTA	WY	83414
11	AMREIN,TERRENCE	PO BOX 255 142.53 US 191	BONDURANT	WY	82922-0255
12	ANDERSON,ERNEST N	PO BOX 1824	WILSON	WY	83014-1824
13	ARLAND,DALE E	PO BOX 10331 HOBACK	JACKSON	WY	83002-0331
14	ARNOLD,MICHELE	PO BOX 2385 5955 SILVERBERRY LN	JACKSON	WY	83001-
15	ARROW CONTRACTORS INC/ROICE,MARY LO	PO BOX 9225 700 W ROICE LANE	JACKSON	WY	83002-9225
16	AYLING,JONATHAN ALEXANDER & ALICIA	PO BOX 7733 94 HOLLY DR-STAR VLY	JACKSON	WY	83002-7733
17	BAIRD,CLINT	PO BOX 4466 126 COUNTY RD 123	BEDFORD	WY	83112-4466
18	BAVARY GUADALUPANA	PO BOX 8823 52 CRABTREE APT #2	JACKSON	WY	83002-8823
19	BARBEAU,PHILIP S	PO BOX 2532 1375 FISH CREEK ROAD	JACKSON	WY	83001-2532
20	BARBER,JOYCE	186 BEAR CREEK ESTATES DRIVE	THURNE	WY	83121
21	BARKSDALE,JESSICA	PO BOX 7128	JACKSON	WY	83002-7128
22	BARTLETT,AMANDAL	PO BOX 8364 11 GRANITE	JACKSON	WY	83002-8364
23	BATCHEN,GERALD J	PO BOX 6969 1760 W PACK SADDLE DR	JACKSON	WY	83002-6969
24	BEARD,DOUGLAS R	264 E ROOSEV RD	ALTA	WY	83414
25	BECKER,JOH	PO BOX 100 6895 PAINTBRUSH TRL	WILSON	WY	83014-0100
26	BERO,NATHAN & DEBORAH	PO BOX 12651 2102 CORNER CK LN #3	JACKSON	WY	83002-2651
27	BELLY,JOHN K & MARY ANN	PO BOX 1932 500 E HANSEN	JACKSON	WY	83001-1932
28	BIRT,JESSE R	PO BOX 1545 455 SOUTH KING	JACKSON	WY	83001-1545
29	BLACK,PENELOPE J	PO BOX 759 1350 PRIMROSE	WILSON	WY	83014-0759
30	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

## End Of Year

### ◆ Preparation

- June End Of Month Is Complete
  - ◆ Deposit Registers Are Complete
  - ◆ Journal Entries Complete
  - ◆ All GL Items Accounted For
  - ◆ All Reports Printed
- Clerk Has Completed Year End
- GL Parameter Table Should Say  
“Clerk Closed”

## End Of Year - Timing

General Ledger Parameters

Current Year: 2009  
Current Month: 6  
Month of Fiscal Year: 7  
Year Closed: Closed  
Default Closing Account: 2-950  
Next Batch Number: 422487  
Next Journal Entry: 91345  
Next Apportioned Journal Entry: 6

OK Cancel

GL → Parameters  
GL → Accts/Params → Parameters (Sublette)

General Ledger Parameters

Current Year: 2009  
Current Month: 7  
Month of Fiscal Year: 7  
Year Closed: Clerk Closed  
Default Closing Account: 2-950  
Next Batch Number: 422487  
Next Journal Entry: 91345  
Next Apportioned Journal Entry: 6

OK Cancel

## End Of Year - Overview

- Year End Close Can Be Tested First
- Execute Treasurer's Year End Close

Treasurer Year End Closing

All year end reports have been printed   
Current backup   
Closing Account: 2-950

Posting from 2008-2009 to 2009-2010.

Close Cancel

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



## End Of Year - Balancing

- ◆ Print Summary By Account Ending June
- ◆ Print YTD Journal Entries
- ◆ Print Summary By Account Ending July
- ◆ Validate Zero Balance In Expense And Revenue Accounts
- ◆ Amounts Should Have Moved To Fund Balance
- ◆ Validate Balance In Liability Accounts

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## End Of Year - Complete

- ◆ Save Electronic Version Of Reports

Current Year	2009
Current Month	7
Month of Fiscal Year	7
Year Closed	Closed
Default Closing Account	2-950
Next Batch Number	422467
Next Journal Entry	91345
Next Apportioned Journal Entry	6

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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

- Barcodes / Signatures
  - Equipment
  - Demo
- Web Interface
  - <https://www.oregondmv.com/OrDMVeGovWeb/servlet/MasterControllerServlet>
- Excel Imports
- Others Ideas??

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## Presentation Documents

- PowerPoint Presentation
- PDF Of PowerPoint Presentation
- Data Dictionary

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

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