2017 WinCap User Conference

April 26th 2017
WELCOME

HARRIS
School Solutions
Why we are here

• Collaborate, network and share knowledge.
• Meet the Harris Staff
• Wincap.com: Website review
• Three Breakout sessions to review Time-sensitive information & critical processes.
• Buffet luncheon
• Give you a glimpse into our products by Kevin.
• Give you an update on our WinCap development efforts by Liz
• Final Thoughts & Drawing
### Harris WinCap Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Michael Abate</td>
<td>Application Consultant</td>
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<td>Tammy Andrews</td>
<td>Payroll/HR, Timesheets</td>
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<td>Donna Booth</td>
<td>Accounting, Web Applications</td>
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<td>Michele Buckingham</td>
<td>Payroll/HR, Web Applications</td>
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<td>Keith Canada</td>
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<td>Dena Howell</td>
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<td>Ginny Menig</td>
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<td>Starr Pombrio</td>
<td>BOCES, Accounting, Web Applications</td>
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<td>Gino Farinacci</td>
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<td>Teresa Joy</td>
<td>Begins May 1</td>
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WinCap/WinCapWEB resources
WinCap offers a variety of ways to access our resources:

- **WinCap on line help system**
- [www.wincap.com](http://www.wincap.com)
- [www.wincapweb.com](http://www.wincapweb.com)
- **Who has access?**
- **Contact your system manager**
WinCap online help system
By clicking on the ?; the WinCap online help system will open to the corresponding documentation for the tab displayed in WinCap

Information Tab
(Updated 08/02/2016)
Manager Employee Maintenance HR Employee Information

After all of the general tables have been built, employee specific data may be entered or imported. The first table is actually the Employee Maintenance information tab. This tab stores employee demographics, including name, address, phone, location, emergency information, etc. The Employee Demographic Tables (Location, Citizenship, Salutation, etc.) would naturally be setup first so that all fields may be populated when the Demographic Data is entered or imported.

SSN
Enter the 9-digit number that is found on the Social Security Administration issued card. Enter just the numbers as the dashes will insert automatically.
Right-click on the question mark, left-click in a valid field to display the field name, or select display online help option in the Data Dictionary.
Gated areas specific to *WinCap* user security for the End User, System Managers and our RIC partners.
• Marketing materials
• Quick view of recent release notes
• Staff Directory
• WinCap Clients
• Link to eSupport & user guides
• Site search feature

WinCap USER SUPPORT -

Release Notes
April 11, 2017 - WinCap
April 11, 2017 - System Managers
March 2017 - WinCapWEB
January 31, 2017 - RIC staff
December 2015 - Time & Attendance
April 14, 2015 - BOCES Only
March 11, 2014 - RIC Support Team
Time Sensitive Procedures
WinCap Support Calendar

WinCap MARKETING CENTER

WinCap’s Integrated Solutions Partners

WinCap’s Integrated Solutions Partners are all recognized specialists in their fields. By partnering with these companies, WinCap integrates each specialty solution seamlessly with WinCap functions, providing our users additional business solutions.

Click on each partner logo to learn more:

E-Commerce Solutions

On-Line Shopping & Electronic Ordering allows users to directly link to vendor web-based ordering systems through WinCap purchase requisitions.
The Harris Professional Development module consists of various catalogs.

The copyright bar at the bottom of the page will return you to the www.wincap.com
Upcoming events
WinCap offers a variety of ways to access our resources:

✓ WinCap on line help system

✓ www.wincap.com

✓ www.wincapweb.com

✓ Who has access?

✓ Contact your system manager
The WinCap System Manager
The System Manager – Role and a Highlight of Responsibilities

• Serve as the district liaison with their RIC (if applicable) and HARRIS and will serve as the primary district contact for all matters concerning WinCap administration. This includes the set up of the system for the maintenance of internal controls and separation of duties among users.

• Defines all WinCap system users and maintains their related security rights, authorizations and restrictions. Maintains user passwords.

• Provide assistance to users by shadowing or delegating shadowing rights.

• Immediately reports any system crash; stops users from logging back into WinCap until HARRIS gives the go ahead to do so.
The System Manager – Role and a Highlight of Responsibilities

• Reports application errors and system “hangs” to HARRIS user support staff. Assists with user log-offs if server needs to be rebooted or system fixes/releases need to be installed during the workday.

• Coordinate use of test data region with users and HARRIS.

• Signs off on & submits WinCap Enhancement Requests using preferred contact method (via support ticket) and provides supporting documentation.
  • *It is assumed that the designated System Manager has the authority to act on behalf of the Business Administrator concerning matters related to submission of requests to enhance or modify WinCap.*

• System Manager documentation may be found on our Wincap.com website
BREAKOUT SESSIONS
Accounting Break Out Session
Important Webinars

• Accounting Rollover Webinars:
  • Accounting webinars for Non-By Item sites
    • Weds May 17th 1:30pm – 3:30pm
    • Mon May 22nd 10:00am – 12:00pm
    • Thurs Jun 1st 10:00am – 12:00pm
  • Accounting EOY webinars for sites using By Item
    • Fri May 19th 10:00am – 12:00pm
    • Weds May 24th 1:30pm – 3:30pm
NEW PURCHASING APPROVAL PROCESS

I need a $1,600 handheld bar code scanner to finish my lab tests.

Okay. Apply for a capital budget variance, prepare an RFP, get three bids, form a team to evaluate the bids, then prepare a purchase order.

Never mind. I'll just learn how to read bar codes by sight.

Quitter.
The “New Purchasing Approval Process” is used to organize the Approver Levels into the sequence needed to move a requisition from entry to the Purchasing Agent.

- **Email alerts** can be set up to notify Approvers and Requisitioners of pending requisitions ready for approval.
- **More than one “Approval Process”** can be designed per the needs of the District or BOCES, for example:
  1. A process for ordering supplies needed in a school.
  2. A process for the Cafeteria equipment and supplies
  3. A process for Capital Improvements or POs totaling over a specified dollar amount
NEW PURCHASING APPROVAL PROCESS

Allows for **additional security options** regulating the movement of the requisition at the Approver Level, for example:

- **Can Approve only when previously approved by**
  With this security option, this level can only approve when the prior level specified here has previously approved the requisition. Without this option selected, approval can be done at this level at any point including prior to approval at a lower level.

- **Can Cancel/Withdraw until approved by**
  Only a Requisitioner can withdraw their requisition that they previously entered. This security option restricts when a user can withdraw within the approval process. If the requisition is approved to a higher level than specified here, the withdrawal is not allowed. If this option is not selected, a withdrawal can be accomplished up until the time the requisition is issued.

- **Can Modify until approved by**
  A user or approver is able to modify a requisition until the level entered in this selection. If the requisition is approved to a higher level than specified here, the modification is not allowed. If this option is not selected a requisition can be modified up until the time the requisition is issued.
NEW PURCHASING APPROVAL PROCESS

“EMAIL ALERTS”...EXCITING!!!

“Approval Levels??...Where Clauses...”

“Loins & Tigers & Bears...OH MY!!!”

HOW DOES THIS ALL WORK???
NEW PURCHASING APPROVAL PROCESS

Utilizes an “Approver” based process vs the Original “Filter” based process.
NEW PURCHASING APPROVAL PROCESS

Review your current Purchasing Approval Process to define how the requisitions are being filtered out via the User Security Profiles View’s tab and the Mass Approve/Issue/Disapprove form and any saved criteria.
NEW PURCHASING APPROVAL PROCESS

An Approver Maintenance ID/Record will be required for anyone that is “approving” a requisition for a “Requisitioner ID” other than their own.

Ex. Principals, Department Chairs, Superintendents, etc.

- Adm Assistant–Building Level entering using someone else’s Requisitioner ID or Approving someone else's’ requisition *Must have an APPROVER MAINTENANCE ID.*
- One person can have numerous “Approver” IDs that would allow them to have different criteria necessary for different scenarios.
NEW PURCHASING APPROVAL PROCESS

- **Approver** is created from the Employee Record.

- **Position** primary position defaults. If the Employee has multiple positions, the position can be changed to reflect the correct position.

- **Purchasing Approver** must be checked in order for WinCap to recognize this approver record for Purchasing.
NEW PURCHASING APPROVAL PROCESS

The Blue Options Button will allow Purchasing Restrictions to be defaulted in from the a User Profile that is linked to their Employee Record.
NEW PURCHASING APPROVAL PROCESS

Budget Code Link
This approver’s requisitioner code can be entered here. This will default in the budget codes from the “Requisitioner ID”. If this Approver is not be limited to the budget codes in their Requisitioner ID, this will be left blank.
Backup Approver
The new Approval Process will allow for a “Backup” Approver ID to be linked by Approver. Eliminating the need for additional User Profiles or User security to be updated in the event the primary is unavailable.
NEW PURCHASING APPROVAL PROCESS

Approver Level Maintenance is used to group “Approvers” together and then will be used to define a hierarchy in the Approval Process guiding the requisition from the point of entry up to the Purchasing Agent.

The “Approver Level” is a 1 to 1 relationship with the “Approver”. If the same “Approver” is needed in a different level, use “Approver Maintenance” to add another Approver code for the same user. When there are multiple Approver IDs, the second one is Employee ID + 02 and so forth.
NEW PURCHASING APPROVAL PROCESS

Skip PO Approval
When this option is selected, the Approver Level will be skipped over when determining who is the next Approver. This will allow the level to be used for data entry purposes only.
NEW PURCHASING APPROVAL PROCESS

The “Approval Process” is the last table that will need to be built. The Approval Process table allows the District or BOCES to define the approval hierarchy by inserting the applicable “Approver Levels” in the order that should be used.

The “Approval Process” also allows a District or BOCES to define specific rules for each “Approver Level” such as when an Approver should be next in line for approval or up until what level an Approver can cancel/withdraw or modify a requisition.
NEW PURCHASING APPROVAL PROCESS

The Purchasing Agent displays at the top of the “Approval Process”. The levels in the process will descending down the approval hierarchy to the “Employee/Requisitioner”.

The “Employee/Requisitioner” level is an automatic default in the approval process table.
NEW PURCHASING APPROVAL PROCESS

Purchasing restrictions can be set up by Approval Level.

“Can Cancel/Withdraw until approved by”
Restricts an Approver’s ability to “Cancel/Withdraw” a pending requisition once it has been approved at a specified higher approver level.

“Can Modify until approved by”
Restrict an Approver’s ability to “Modify” a pending requisition once it has been approved at a specified higher approver level.
NEW PURCHASING APPROVAL PROCESS

“Can Approve only when previously approved by”
When selected, this Approver Level can only approve when the prior level specified has approved the requisition. Without this option selected, approval can be done at this level at any point including prior to approval at a lower level.
**NEW PURCHASING APPROVAL PROCESS**

Additional parameters can be set up via Where Clause in the “Approver” form on in the “Approval Process”.

**Purchasing Where Clause**
Used when selecting from data found on the *WinCap* PO Maintenance Information tab.

**PO Detail Where Clause**
Used when selecting from data found on the *WinCap* PO Maintenance Line Items tab.
NEW PURCHASING APPROVAL PROCESS

Once the New Purchasing Approval Process is created the “Approval Process” tab will be active on the Purchase Order Requisitioner form. Each Requisitioner MUST have an “Approval Process”. The Requisitioner and Approval Process is a 1 to 1 relationship.
NEW PURCHASING APPROVAL PROCESS

The existing Requisitioners can be updated by adding the “Approval Process” to the Purchase Order Requestor and the Approval Process will default to each linked Requisitioner ID.
NEW PURCHASING APPROVAL PROCESS
Once the New Purchasing Approval Process is built, the “Email Alerts” settings can be set within WinCapWEB to automatically generate email reminders.

- The Reminder may be set to occur every day or every business day.
- The options are available to generate one email reminder indicating that there are outstanding requests to approve for the Approvers and Requisitioners.
NEW PURCHASING APPROVAL PROCESS

The “Scheduled Email” is an all or nothing process; All Approvers and/or Requisitioners will receive the reminder if they have a pending requisition for their review.
NEW PURCHASING APPROVAL PROCESS

The Email Reminder automatically utilizes the “Official Email Address” from the Employee Maintenance Record linked to the Requisitioner or Approver.

-----Original Message-----
From: WinCapWeb AutoAdmin [mailto:admin@wincapweb.com]
Sent: Monday, April 24, 2017 3:45 PM
To: patricia.kerr@199000.org
Subject: You have pending Requisition Approvals in WinCapWeb at Richmond CSD [webtest:otdata]

You have Requisitions requiring your approval:
https://test.wincapweb.com/EmailLinksHandler.ashx?TypeID=23&siteid=3d3ff555-7505-4623-9ef5-4a4a5385a639

******************************************************************************
This is an automated email sent from WinCapWeb.com as requested by an administrator.

Any replies to this email will not be received.

If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.

WinCapWeb.com © 2017 Harris School Solutions, a division of Harris
******************************************************************************
NEW PURCHASING APPROVAL PROCESS

The Approve/Issue Purchase Order form will update to reflect specific Approver and the specific requisitions based on the options selected during the set up process.
The “Approve/Disapprove” form will have additional options. Has new options:

**Refer Back**
Ability to send requisition back with a note to a prior Approver

**On Hold**
Ability to “hold” requisition at this level until ready to Approve.

**Disapproved / Cancel Request**
Options makes the requisition completely inactive, unable to be approved or modified.
NEW PURCHASING APPROVAL PROCESS

The pending requisition’s Blue Option Button, will now reflect the “Withdraw Request” option.

- Once a pending requisition request status is “Disapprove, Cancel or Withdraw” it cannot be modified or issued.
NEW PURCHASING APPROVAL PROCESS

HEART
TEAM WORK
MAKES THE DREAM WORK
Close Out Warrants

- Open Payment Schedules should be assigned to warrants.
- Close out warrants containing assigned payments.
- Run the Warrant Summary Report to show open warrants: Reports>AP>Warrant Summary Report
Clean Up Outstanding PO’s

• Run the PO Status Report – Start Looking at open PO’s from the Beginning of the Year.

• Put the Job Back Where it Started. Who Created it?
  – Was there a Reduction in Cost?
  – Has Final Payment been made?
  – LET’S CLEAN IT UP!!
Establish Cutoffs for New PO’s (optional)

Update User Cutoff Dates:

Make sure your default year is set to 2017; Manage>Purchasing>Update user Purchasing Cutoff Dates

Mass replace using a where clause to filter on approval levels:
Add PO Text: Special Rules for Purchase Orders

- Manage>Purchasing>Tables/Defaults>Purchasing Defaults and Controls>PO Text Tab

**2017**

**Standard Item Header**  [Non-Confirming]

All 2017 PO Purchases must be Invoiced and Delivered before June 30, 2017

**Standard Item Footer**

**2018**

**Standard Item Header**  [Non-Confirming]

No 2018 PO Purchases can be Invoiced or Delivered before July 1, 2017

**Standard Item Footer**

**Standard PO Footer for Vendor/Original**
Verify that the Payables are Paid

- Review the Trial Balance Report for balances in Account 600.99
- Research balances using the Budgetary Account Activity Report using Budget type “P”

- Close out Accrued Expenses from the prior year:
  Manage>General Ledger>EOY Carryover & Accruals…>Close Out Accrued Expenses for Prior Year and Close Out By-Item Accrued Expenses for Prior Year
G/L Cycle Maintenance

- We recommend that cycles should be closed as soon as the Board approves the EOM Reports.
  - Open cycles allow users to post items and transactions that can alter the approved balances.
  - Cycles can always be reopened for approved changes by users with permission.

*Note: Wincap will allow only 2 Fiscal years to be open at a time*
Clean up Budget Accounts

Review Budget Accounts in current fiscal year:

• If they are no longer needed, make them inactive.

• If there is no history in this year you may delete them.
Clean Up Vendors

- Run the Vendor Listing Report: Reports>Purchasing>Tables>Vendor Listing
  - Check the “No Activity Vendors Only” for vendors that have never been used and use the where clause: Vendor.CUSTTYPE=''

  ![Vendor Listing Selection](image)

- Vendors can be made inactive or deleted as appropriate.
2017 User Conference
Accounting Tips & Tricks
A guide to assist you in seeking help and resolving issues more efficiently
Tips & Tricks: A Guide to Seeking Assistance

• What are the appropriate questions to ask? Are they specific enough? Have I collected all the pertinent information? What steps were taken to get to this point?
  
  **What is my ultimate objective(s)?**

• Can I answer these questions?

• Can someone here at my site answer these questions?

• **IMPORTANT:** When you cannot answer any of these questions or if you are not sure – CONTACT SUPPORT before you do anything in WinCap!
Tips & Tricks: A Guide to Seeking Assistance

• Help us Help YOU!

• Be detail oriented

• Collect Screen shots if possible.

• What steps and actions have previously been taken?

• What should my records in WinCap reflect?

• What is the current difference?

• IMPORTANT: When you cannot answer any questions on the issue or if you are not sure – CONTACT SUPPORT before you do anything in WinCap!
Tips & Tricks: A Guide to Seeking Assistance

Examples of call issues

• Void and Reissue an A/P Check
  
  – Do I need to just Void a check? Is it a Void and Reissue? Is it a lost check or a replacement? Same Vendor? Same Amount?

• Recode a Check
  
  – Do I need to correct the budget code? the Fund? The PO?
  – Do I need to increase or decrease the PO amount? Was the payment on an incorrect PO?

• IMPORTANT: When you cannot answer these questions or if you are not sure – CONTACT SUPPORT before you do anything in WinCap!
Void an A/P Check

Manage>Accounts Payable> Check Display/Maintenance
Void an A/P Check

- Void and Reissue?
Recode an A/P Check: Recode Transaction Options

Manage>Accounts Payable> Check Display/Maintenance
Recode an A/P Check: Recode Transaction Options

- Click on the modify/recode button followed by the Blue Options Button
Recode an A/P Check: Recode Transaction Options

- Delete an Invoice
Recode an A/P Check: Recode Transaction Options

- Add Non-PO Line
Recode an A/P Check: Recode Transaction Options

- Add PO Line(s)
Recode an A/P Check: Recode Transaction Options

• Add PO Line(s) Blue Options Button
Recode an A/P Check: Recode Transaction Options

- Add Non-PO Carry-Over Payable
Recode an A/P Check: Recode Transaction Options

- Add Non-PO Refund of A/R Credit

1. Refund of a Credit Memo
Tips & Tricks: A Guide to Seeking Assistance

• Make sure you collect ALL information by asking questions and answering as many or all if you can

• We are here to help, the more we know, the more we can help

• IMPORTANT: When you cannot answer any of these questions or if you are not sure – CONTACT SUPPORT before you do anything in WinCap!
PR/HR Break Out Session

End of Fiscal Year Rollover Time Line
Harris WinCap

Important Webinars

• Payroll Rollover Webinars:

  • Position Rollover WITHOUT Position Control
    • Tues May 2\textsuperscript{nd} 9:00am – 11:30am
    • Tues May 9\textsuperscript{th} 1:00pm – 3:30pm

  • Position Rollover WITH Position Control
    • Tues May 2\textsuperscript{nd} 1:00pm – 3:30pm
    • Tues May 9\textsuperscript{th} 9:00am – 11:30am

• End of Year Attendance Rollover
  • Tues May 16\textsuperscript{th} 9:00am – 11:30am
  • Tues May 23\textsuperscript{rd} 1:00pm – 3:30pm

• End of Year Benefit Rollover
  • Tues May 16\textsuperscript{th} 1:00pm – 3:30pm
  • Tues May 23\textsuperscript{rd} 9:00am – 11:30am
# Basic Rollover Timeline

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Employee PR Fiscal Year Rollover Process Summary

- Initialize New Fiscal Year (Administration Menu)
- Rollover Fund(s) used for Payroll into FY 2018 (Accounting)
  - Complete prior to rollover of Employee Positions
- Rollover/Initialize Tables in FY 2018
- Setup Payroll Calendars in FY 2018
- Setup Payroll Frequencies in FY 2018
- Review/Update Salary and Longevity Schedules in FY 2018, as needed
- Review/Update Position Codes and Additional Pay Item Codes in FY 2018
- Rollover Employee Positions/Term Contracts in FY 2018
- Increment Salaries and API’s in FY 2018
- Re-roll Deductions in FY 2018, as needed (will override 2018 changes)
- Approve/Activate Positions in FY 2018
- Update Deductions in FY 2018, as needed
- Activate Encumbrances
FY 2017 Prep for Employee Fiscal Year Rollover

Review FY 2017 API Table:
Salary Additional Pay-Roll Settings

Update FY 2017 salary schedules and longevity schedules with 17-18 amounts
FY 2018 Prep for Employee Fiscal Year Rollover

Once the new Fiscal Year is initialized:

Setup Payroll Calendars in FY 2018

Setup Payroll Frequencies in FY 2018
Rollover/Initialize Tables

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Rollover/Initialize Tables

• Once the new fiscal year has been initialized, the Rollover/Initialize Tables routine may be run in FY 2018 to roll Fiscal Year driven tables used for Payroll from the prior FY (2017) to the current FY (2018).

• In addition to rolling Employee Deductions to the new fiscal year, this routine will also roll the following tables into the new Fiscal Year:
  - Position Code Maintenance
  - Position Type Maintenance
  - Bargaining Unit Maintenance
  - Salary Schedule Maintenance
  - Longevity Schedule Maintenance
  - Additional Pay Item/Adjustment Maintenance
  - Additional Pay Item Group Maintenance

• Payroll Calendar and Frequency tables must be added each year even though the codes will be included in Position Code Maintenance. Right-Clicking on Add Similar from the old fiscal year will begin this process for the new fiscal year.

• Once this process is initiated, changes made in the previous fiscal year will not be automatically updated in the new year. Updates must be made for both years.
Deduction Item Maintenance Table

- Once the new fiscal year has been initialized, the Deduction Item Maintenance table is available in the new fiscal so that any changes may be made which will be effective in the new fiscal year.

- If a change is made in the latest fiscal year (2018), the change will only be saved for that fiscal year.

- Changes made to the previous fiscal year (2017) prior to any changes made to the same Deduction Code in the new fiscal year (2018), will also be reflected in the subsequent year (2018).

- If a change has already been made to a specific deduction code in the new fiscal year (2018), any changes now made subsequent to that change in the old FY (2017) will not be included in the new FY (2018).
Employee Deductions for New Fiscal Year

- Employee Deductions are rolled to the new fiscal year once the Roll/Initialize Tables routine has been run in the new fiscal year.
- The Re-Roll Payroll Deductions routine may be used to roll deductions again, reflecting additional changes. Otherwise, changes MUST be maintained in each year once Roll/Initialize Tables routine has been run.

**NOTE:** Re-Rolling Payroll Deductions will overwrite any changes for deductions already made in the new fiscal year, unless the deduction was added in the new year.
Updating Percentage of Gross Wage Benefits

• Includes items such as ERS, TRS and Workers’ Compensation

• **All Payrolls should be competed and posted for the OLD rate PRIOR to updating Benefit Plans for the new rate**

• Add rates for the new fiscal year under the appropriate Benefit Plan
Updating Percentage of Gross Wage Benefits
Review/Update Payable Posting Settings

Verify/Update Payable Posting settings in Benefit Maintenance
Update FICA/Med/ERS/TRS Benefit Budget Distribution

Confirm payroll budget accounts have been properly updated for Benefit Distributions in the new fiscal year by running the Update Budget Transfer File routine from Benefit Maintenance table for FICA, MEDI, ERS, and TRS.
Update FICA/Med/ERS/TRS Benefit Budget Distribution

Running the Update Budget Transfer File routine from Benefit Maintenance table for FICA, MEDI, ERS, and TRS gives the ability to update any accounts where a transfer is not yet assigned.
Update FICA/Med/ERS/TRS Benefit Budget Distribution

Manually modify Distributions from Budget Account Maintenance

![Budget Account Maintenance](image)

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<tr>
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</table>
End of Fiscal Year Rollover

Calendars, Frequencies and Schedules
Calendars

- Calendars are important tables in WinCap that help drive the pro-ration of employee salaries and retirement reporting.
- Each fiscal year calendars are required to be generated using the same calendar codes while maintaining the same number of paid and workdays.
- This is done using the current year calendars and the new fiscal years board approved work calendars.
The Payroll Calendar report should be run and printed for use and comparison, prior to setting up calendars in the new fiscal year. This will assist in knowing the calendar codes, give an overview of total number of days we are actually looking for holidays, paid days, conference days and paid holidays.

We use these items to review our calendars which we build in the new year.
Right clicking on **add similar in the current fiscal year** will add the calendar codes and description of the **calendar** to the **new fiscal year**.

**Note:** it will default the code and description, but will not add any of the categories for any of the fiscal days. These items we have to go back in and define once all calendars are added.
Pay Frequencies

• The Pay Frequency table is used to control how employees’ salaries will be paid and taxed by default.

• Each fiscal year; just as new calendars need to be generated, new pay frequencies are needed as well.

• These pay frequencies need to use the same pay frequency code, be attached to the same calendars, while maintaining the same payment schedule flow, making exceptions for changes in the new school calendar.

• LAG frequency is necessary when using timesheets
<table>
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<td>21.700</td>
<td>10CS 10 Month Confidential Secr</td>
</tr>
<tr>
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<td>21.200</td>
<td>10S1 10 Month Secy</td>
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<tr>
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<td>21</td>
<td>184.00</td>
<td>0.000</td>
<td>21.000</td>
<td>10TA 10 Month working Student Calendar</td>
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<tr>
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<tr>
<td>23P 11 Month Principals and AP</td>
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<td>11PR 11 Month Principals and AP</td>
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<td>25.700</td>
<td>10CS 10 Month Confidential Secr</td>
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<tr>
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<tr>
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<tr>
<td>25T 10 Month working Teachers Calendar</td>
<td>22</td>
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<tr>
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<td>185.00</td>
<td>4.000</td>
<td>25.100</td>
<td>10TS 10 Month Teaching Assistant</td>
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</tbody>
</table>
Right clicking on **add similar functions** will set up and give you the exact same dates you need and the same number of pays. Start and end date of first pay period, and number of big pays, can be determined using the newly built fiscal year calendar.
Contract Schedules(Salary)

• Review the Salary Schedules tables to ensure that all necessary values are entered.
• If the next year’s (2017-2018) salaries have already been input in the 2017 (or earlier) fiscal year Salary Schedule tables, these values will carry forward and should then just need to be verified.
• If the 2017-2018 salaries have not been input in advance, then they need to be entered.
• Please note: The ‘Rollover/Initialize tables’ option must have been performed in order to make modifications to tables in the new fiscal year.
We can click on the **Last Years** value column, hold and drag forward and populate it and let it go next to the **Next Step** column.
Contract Schedules(Longevity)

- Review the Longevity Schedules to ensure that all necessary values are entered.
- If the next year’s (2017-2018) amounts have already been input in the 2016 (or earlier) fiscal year Longevity Schedule tables, these values will carry forward and should then just need to be verified.
- If the 2017-2018 amounts have not been input in advance, then they need to be entered.
- Please note: The ‘Rollover/Initialize tables’ option must have been performed in order to make modifications to tables in the new fiscal year.
We can click on the *Last Years* value column, hold and drag forward and and let it go next to the *Years of Service* column.
Benefits/Attendance
Benefit Plan Rates- Benefit Plan Maintenance

• The Benefit Plan Rates is the table in which the monthly rates and the effective dates given by the provider is maintained. These rates can be updated in the current Fiscal Year if you have your new rates in from your provider.
• You should start looking at the benefits rates at the end of March and into the beginning of April.
• You can locate this in manage/employee benefits/tables/benefit plan maintenance.
• For each Rate, enter the new premium for the period, effective, and end dates.
• Remember, the plan rates are rates that represent 100% of the cost of the benefit. These rates will filter down into the Benefit Group Table where you will be able to designate the cost sharing between the employer and the employee.
• Putting in the new rates will not effect your current rates and have no bearing on the employee record because these rates are year dependent.
### Information

<table>
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<th>Rate</th>
<th>Description</th>
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<tr>
<td>I</td>
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### Plan Rates / Accounting

Rate is per 0.00 of Salary

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Benefit Group Table- Benefit Group

- Review Group Tables, definitions to update the employer/employee share for any new rates added through the benefit plan rate table. Selecting the benefit will display detailed information in the rest of the tabs and form.
- Entering an amount in either the Employer/Employee share will self balance the other share.
- Use the calculator function by right clicking on either field.
Benefit Group Maintenance
Benefit Group Table- Benefit Group

• “Mass Update Benefit Group tables” is also available under manage/employee benefits/tables/mass update benefit group information for those who want to query and update multiple group records at the same time.

• Entering an amount in either the Employer or Employee share will self balance the other share.

• Use the Blue Options Button (BOB) and select the replace all to locate the formula builder as a calculator function. Either the Employer or the Employer cost can be calculated with the system balancing the other to the premium.

• Please refer to End of Year Documentation - Rollover Group Base Benefits for detailed instructions
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</table>
Attendance Groups

• Review your contracts to make sure of any changes in your attendance accruals for the new year. Verify the rules relating to the function for rolling the Attendance Carryover Balances are correctly applied in system based on contract language or past practices. This should be done in April and May.

• Review and or confirm the rules that allow the balances to be carried forward from the current fiscal year to the new fiscal year. These rules must mirror each other by attendance group and by code in both years for the balances to roll correctly. Once the Attendance values have been finalized, any changes for future years may be applied to the new Fiscal year.
Attendance Groups
Attendance

- **Run verification reports**  Current Fiscal Year 2017
- Using the Attendance Summary Report the following can information can be reviewed with the data setting and where clauses
  
  - Negative balances
  - Accruals where the earned balance does not equal the available balance
  - End employee attendance records for staff who are gone or left

Please refer to End of Year Documentation – Attendance Rollover Activities for detailed information.
Data for Rollover & Processing
Data for End of Year Rollover

- Employee Position Reports –
  - 06/30 End dates for staff not returning or retiring
  - Staff on a LOA having a LOA position status of LOA with an end date into Next fiscal year.
  - Putting End dates on Employee appointments
  - Putting End dates on Employee Attendance
  - Putting End dates on Employee Benefits
  - Putting End dates on Employee Positions
  - Validating Employee Attendance accruals
  - Validating Employee Benefit ACA /W-2 data postings
  - Validating / Processing End of Year Seniority / Longevity Calculation
  - Releasing Outstanding Encumbrances on Terminated or Invalid Term Contract Positions
Documents on Wincap.com

Employee Rollover Document, Attendance Rollover and Group Based Benefits Rollover Documents can be found on Wincap.com - Support Center/End User Support/Time Sensitive Procedural Instructions

Seniority Calculations and Carryover can be found on Wincap.com – Support Center/End User Support/Documentation/Employee Maintenance-HR/HR Special Activities, Routines and Processes/Seniority Calculations

ACA & W-2 Procedures are also found on the Time Sensitive page of Wincap.com - Support Center/End User Support/Time Sensitive Procedural Instructions
Process Various Module Rollovers

• Employee Fiscal Year Rollover Activities
  – Employee records that are linked to a WinCap user security profile will not have access to the application the morning of July 1, if
    • The position is not rolled into the new Fiscal year
    • If the Position is not activated and the user profile does not allow user to access the application prior to the position being activated
    • The employee had a change of position and the user profile does not reflect the most recent position code.
    • These are to be addressed by the On Site System Manager.
  – Roll all active and LOA employees 10 and 12 month staff without a 06/30 end date before June 30.
Process Various Module Rollovers

• Attendance Rollover Activities

During this rollover, all of the employee’s associated Attendance groups will be rolled to next year if:

– The Employee Status is Active and the Attendance Group “End Date” is blank.
– The Employee Status is Active or On Leave and the Attendance Groups Position is found in the new year as LOA.
– The associated Employee Position is activated and it is not a “No Days” worked position.

• There are two options to select from during the rollover:

– Available Balance includes the awarded leave, which has not necessarily been earned but is expected they are to earn.
– Earned Balance is what the employee as accrued or earned up to that point.

• It is recommended to roll the Earned Balances.
Process Various Module Rollovers

• Benefits Rollover - Group Based Benefits

If applicable, you may roll over the Off Payroll Benefits and On Payroll Benefits separately. This functionality may be useful if you are going to be billing your retirees prior to rolling over the positions for the On Payroll employees in the Payroll rollover process. Verify that the Benefit Table status for the previous year is correct and that this is the status you want to bring forward into the New Year.

All of the Employee / Dependent information and associated Benefit details as of 07/01/20xx will be rolled to next year if:

– The Employee Benefit Group “End Date” is blank or ends after 06/30/
– The Employee Benefit Plan “End Date” is blank or ends after 06/30/

• The system does run a validation routine warning you of potential rollover problems, and allowing the user the ability to review and correct before proceeding.

• You do not have to clear all messages, some are legitimate items that are meant to make you aware of what the system will do during the rollover
Examples of Benefit Rollover Errors/Warnings

Some example messages are as follows:

- Warning: Emp 01730 Inactive Employee, Rolling BenGroup TCHR and End Date is blank
- Warning: Emp 01770 BenGroup WEA, changed position from MON to 10N1
- ERROR: Emp 17980 BenGroup TCHR, PosCode TCHE, could not find usable positions for rolling, rolled with invalid position code
- ERROR: Emp 1234 Old BenGroup TCHR has benefits that should roll, but the 1/31/2006 end date prevents rollover
- Warning: Emp 01309 Old BenGroup TCHR could roll, but all benefits have ended.
Process Various Module Rollovers

- Seniority Calculations – Carryover End of Year Fiscal Balances
Rollover & WinCapWeb
Important Webinars

- WinCap Web Rollover Webinars:
  - Thurs May 4th 10:00am – 12:00pm
  - Thurs May 11th 1:00pm – 3:00pm
WinCapWEB Timesheet – LAG Frequencies

Salaried Payroll Frequencies with “LAG Frequency for OT”

Salaried Employees are paid salary to date but the LAG Frequencies are for the “extra & overtime”

The appropriate LAG frequency should be attached to the applicable salaried frequencies in order for WinCapWeb Timesheets to evaluate the correct period of time for overtime and extra time.
WinCapWEB Timesheet – LAG Frequencies

Bi-Weekly Payrolls
WinCapWEB Timesheet – Calendars

- Work Weeks should be reviewed for accuracy ex. Tuesday through Saturday (red is the non-working days). Use the blue options button to modify a work week.

- “T” – Used with timesheets and is considered a “non-working day” similar to an “X” for proration purposes within WinCap. It will generate a HOLIDAY on the Timesheets side. If you see this in your calendars from the prior year there is a setup reason for it and it should be used when building the calendar in the new year.

- Position Effective Date – Review. When activating positions this is the date that is used. Make sure this date is what you want it to be prior to activating based on ability to punch, WCW account access (15 day activation rule) etc.
WinCapWEB Timesheet – Pay Authorization

If there is an end date on the position/pay authorization tab as well as the employee pay authorization tab, the pay authorization will not roll into the new year on the employee.
WinCapWEB Timesheet – Supervisors

Supervisor positions must be activated by 7/1 as well in order for them to approve timesheets. If there positions are not activated the supervisor table will set their record to “inactive.” If any supervisors are having position changes, the table should be updated as well as they should be linked to their active position. Back Up supervisors are NOT able to go in for inactive supervisors
WinCapWEB ESS or Purchasing – Supervisors

The approver maintenance table used for leave requests with Web Approvals is also linked to the Approver’s position. In order to approve leave requests the position must be activated.
WinCapWEB Accounts

2017/2018 Positions **will not** be targeted to sync to WinCapWEB until 7/1

Existing Employees w/WinCapWEB accounts:

OnDemand WinCapWEB Sync that is run on or after 7/1 will sync the employee accounts to the new fiscal year position IF:
- Position was rolled from the prior year and was already flagged for WinCapWEB (MUST BE ROLLED)
- Position is in a non-incremented, incremented, pending approval, approved, activated status (regardless of effective date)
- You have 15 DAYS from the effective date of the position to activate the position or the account will become inactive

Employee is brand new to WinCapWEB:

OnDemand WinCapWEB Sync that is run on or after 7/1 will sync the employee accounts to the new fiscal year position IF:
- Position is activated and has an effective date within the 17/18 school year
- Positions effective date is the current date or within 15 days past the effective date and the position status is non-incremented, incremented, pending approval, approved, activated.
WinCapWEB Attendance

Timesheet

Leave Requests via ESS
WinCapWEB Summer Changes

- Schedule Overrides – date range
- Overtime Rules Changes – date range
- Pay Rule Changes – No date range. So, must change on the date effective
- Summer Attendance – Attendance Group Changes
WinCapWEB Primary Positions and TimeClocks/Webclocks
WinCapWEB Payroll Vouchers
Getting Started with Actual Usage

*Presented by Starr Pombrio*
Important Webinars

• BOCES Webinars:
  • BOCES Aid Clinic #1
    • Weds August 2\textsuperscript{nd} 1:30pm – 3:30pm
  • BOCES Aid Clinic #2
    • Tue August 15\textsuperscript{th} 10:00am – 12:00pm
  • BOCES Aid Clinic #3
    • Thur Sept 7\textsuperscript{th} 1:30pm – 3:30pm
  • BOCES Aid Clinic #4
    • Tue Sept 19\textsuperscript{th} 10:00am – 12:00pm
  • BOCES Hands-On in House Clinic (Albany) If needed
    • Weds Sept 27\textsuperscript{th} 10:00am – 12:00pm
It benefits both the BOCES and the District User:

- **It saves trees!** Actual Usage billing is designed to reduce/eliminate attachments to the contract invoice: transaction information can be displayed on the *WinCap* invoice

- **Contract Tracking:** Allows districts and BOCES to track “Billed as Used” services against the Initial Contract value
Ways to use Actual Usage

- Mass Update Grid
- Excel Import template populated by program/department staff
- Import file from another software application (i.e. BOCES Direct)
Benefits of Actual Usage Mass Updates

- Quickly update contracts!
- Perfect for Cross Contracts!
- Eliminates rekeying of information by the Business Office!
Steps to begin Actual Usage

1: Create an Interface

2: Define the Actual Usage update method on the Billing tab in the Service Maintenance screen

3: Assign the Services to the Interface

4: Use the Mass Update grid to manage contracts!
LUNCH BUFFET
KEVIN HAMILL
Agenda

• WinCapWeb
  – Web Requisitions
  – Employee Self-Service
  – Timekeeping
  – Payroll Vouchers
  – Other Harris
    • Student Nutrition
    • AAWeb
  – Interface with Applicant Tracking
WinCapWeb

• 159 sites of roughly 260
• There are approximately 125,000 users
- **Web Requisition/Web Receiving**

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<th>Description</th>
<th>Requisitioner</th>
<th>Requestor</th>
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<th>Vendor</th>
<th>Issued Date</th>
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**Date:** 04/26/2017 10:28 AM
## My Requisition Form

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<td>Order Contact</td>
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<td>Instructions/Notes to Vendor</td>
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</tr>
<tr>
<td>Instructions/Notes for Internal Processing</td>
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</table>
WinCapWeb > Employee Self-Service

My Attendance Balances
  View a summary of your Attendance Balances

My Leave Requests
  View and submit Leave Requests

My Attendance Activity
  View your Attendance Activity Detail

My Paychecks
  View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs

My Year to Date Totals
  View your year to date payroll totals

Print My W-2s
  View and Print your W-2s

Employee Deductions
  View the deduction information that your organization has on file

My Employee Demographics
  View the demographic information that your organization has on file

My Paycheck Printing Elections
  View and update your Paycheck Printing Elections

My W-2 Consent Elections
  Consent or Withdraw Consent to receive your W-2 forms electronically online.

My Evaluations
  View your Evaluations that your organization has on file.

My Positions & Salary Notices
  View your Positions & Salary Notices.
• Timekeeping
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<td>Fri 9/9</td>
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<td>11:00 PM</td>
<td>Elementary</td>
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<td>✔</td>
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LIZ ECKMAN
Product Management Update

By: Liz Eckman, Director of Product Management
Agenda

• Introductions
• SIG Update
• Wincap & Wincapweb Roadmap
• Technology Update
• Questions
Introductions – Product Management Team

- Liz Eckman, Director of Product Management
- Larry Steinhart, Product Owner
What is a SIG?

• A group of customers in a focus group that work with Harris to gather insight and feedback with existing and future products.
• We want to make sure our products are providing value to our customers.
• Provides the ability to share knowledge about existing functionality.
Goals for Wincap SIG

• There are two: BOCES & Districts, RIC’s, CBO’s
• Identify and compile enhancements for Wincap & Wincapweb
  – Submitted to support and Harris employees by customers
• Meet once a month to discuss each enhancement submitted
• Rank and vote on top enhancements – VOTING WILL BE OPEN TO ALL CUSTOMERS
• Harris will estimate and provide timeline for enhancements to be delivered
BOCES Winner Voted Enhancements

- BOCES District Contract Analysis Report to be redesigned to utilize BOCES aid data from NYSED. WAITING on NYSED
- Make the A/R Statements user friendly. They need to show a balance forward on the first line and then show the real transactions in the right columns. When a credit is used from a previous credit balance it shows a charge for that amount. IN-PROGRESS
- Accounts Receivable Statements - the report needs to be re-written in Crystal so that is can be easily modified if needed. (BOCES and RIC request). IN-PROGRESS
- Supervisor summary of staff attendance usage/balances (Wincapweb ESS)
Wincap Recent Enhancements

• Add two additional ‘show only' options to the search function when selecting a control record to assign to an employee
• Budget Development Detail Report - Extend Unit measurement from 2 decimals to 4
• Employee Phone Number Format Consistency
• Adding attachments to the appointments Screen in Employee/HR
• New export and import for invoicing and payments
Wincap Enhancements Future

• Web Payment Vouchers
• Implement Online ordering for Amazon
• Setup Mackin for online purchasing
• Implement Online ordering for SchoolHealth
• Implement Online ordering for ReallyGoodstuff
• Ability on AP Invoice Listing to show duplicate invoices by vendor
• Provide for User-defined Revenue Account Grouping
Wincapweb Upcoming Enhancements

- Ability to add Stock Requests on the web
- ESS - Direct Deposit Account Allocation
- Overtime Calculations with Attendance - Divide out Include in Pay Flag to OTR and OT1
- Indicate if Certification is Required when viewing District Service Contract Certifications
- Leave Request Approvals - Allow for Display of other EE's with Leave Request in Same date/period as this EE request
Wincap Technology Update

- ANNOUNCEMENT – Migration of VFP to SQL Server for Wincap
- SQL Server is a modern database technology that is supported by Microsoft and has broad user acceptance.
- Better security - All access to the data is through SQL Server. Users would not be able to copy or delete data files, even those who otherwise have access to the data through WinCap. In addition, user-based, role-based and application based security can be implemented within the database.
Wincap Technology Update

- A SQL Server database is only limited by disk space, inherently uses multiple processors and, if ever needed, can be clustered onto multiple server machines. One SQL Server can hold multiple databases, so WinCap can share the same SQL server that may already be in place at your site.
- SQL Server data files can be backed up at any time, even while fully operational and in use. Further, all data operations are fully logged, allowing (at least in theory) a full to-the-second recovery of all data in the case of a system crash.
- Refactoring the entire WinCap application to use SQL Server will allow us great flexibility in the next step of replacing VFP altogether. We will be able to migrate screens and modules individually to a new application and use the same database for both the old and new versions simultaneously.
Wincap Technology Summary

- Widely used and supported system
- Increased performance & speed of accessing data
- Better security
- Recovery of data
- Automated schedule for backups
- Data reporting and analysis tools
- Leads the way to replace VFP with a fully web-based front end for Wincap that is scalable

Microsoft SQL Server
One more big announcement...

• Wincap is moving from weekly to monthly releases
Questions/Comments

Thank you!

eeckman@harriscomputer.com
610-239-9988 x61141
INFORMATION

- Process for Requesting an Enhancement
- Harris Information to Share:
  - Where to send PO’s
  - Where to send payments
  - eSupport & Logging Calls
- Drawing
REQUESTING AN ENHANCEMENT

If you are requesting WinCap to include (create) a function or process that doesn’t currently exist in the software, please take the following steps:

• Log a support ticket in Clientele. In the summary line of the ticket include the following information: “Enhancement Request: and a brief summary of what you are looking for”
• Fill out and attach to your ticket (or support call) the Enhancement Request form, found on our wincap.com website.

Customer approvals we require:
• RIC & SBO: Management
• Direct districts: System Manager or Business Official
REQUESTING AN ENHANCEMENT

• Please keep in mind that Harris will evaluate the feasibility of each enhancement based, in part, upon the overall effect and/or benefit of the requested enhancement would have to the product and at-large customer base. Other considerations would include, complexity, time and level of effort. Harris does not promise or otherwise guarantee that every enhancement requested will be acted upon.

• Enhancement Request process documentation may be found on Wincap.com
CONTACTS

• Please Send ALL Purchase Orders to:
  • Joel Shoemaker – Manager of Support Services
    • jshoemaker@harriscomputer.com
    • (716) 297 – 8005 x228
  • AND
  • Kevin Hamill – WinCap Sales Executive
    • khamill@harriscomputer.com
HARRIS CONTACTS

• Payment Remittance* to:
  • Harris Computer Systems Inc.
    • 62133 Collections Center Drive
    • Chicago, IL. 60693-0621

• Questions on an Invoice:
  • Alex Huang
  • ahuang@harriscomputer.com

• *please be sure to update this info in WinCap
CONTACT HARRIS

• Logging support ticket
  • eSupport: https://support.harriscomputer.com

• Call:
  • Toll Free: (866) 450-6696
  • or phone (518) 435-0500

• Email: support@harriscomputer.com
  • Accounting Software Support: accting@wincap.com
  • Payroll/HR Software Support: prhr@wincap.com
  • Hardware or Technical Support: tech@wincap.com
  • Professional Development Support: wpd@wincap.com
  • General Assistance (non-HELP DESK issues): info@wincap.com
THANK YOU
for joining us today