Incode Financial and Personnel Management

Transforming the way the public sector does business
An Integrated Solution That Makes You More Productive

With decades of serving public sector clients — and only public sector clients — Tyler Technologies staff understand your goals to be more efficient in serving your constituents. We’ve walked in your shoes and know the financial and personnel challenges you face in the public sector. Our experts know how Tyler’s Incode system can help you accomplish more with less resources, manage data efficiently and securely, recruit and manage human resources, keep your organization in compliance and more. We will partner with you from beginning to end to provide an integrated solution to help you do your job better.
A Single Solution That Changes the Way You Work

Whether you’re in a leadership role within your jurisdiction, managing your IT platform or running a human resources or finance department, Tyler’s integrated Incode software will change the way you work.

**Leading your jurisdiction**

**Lead with confidence from anywhere**
You have the tools you need to lead with Tyler’s Incode. Critical decisions are made easier with access to centralized, accurate, real-time data from across the jurisdiction. Meanwhile, mobile access gives you the flexibility to make faster decisions and maintain workflow around the clock.

**Integrated platform streamlines IT support**
Running to multiple departments while remembering IT support details for numerous systems doesn’t have to be the norm. Streamline workflow while maintaining uptime with the Incode application’s integrated platform. Its compatibility across multiple departments means there is one vendor to call when support is needed. User requests for reports and queries are eliminated because of Incode’s centralized information and report-writing capabilities, and you’ll stay in control with flexible software deployment options that work for you.

**Leading your department**

**Managing finances with accuracy and integrity**
Information has to be accurate, current and secure when dealing with thousands of transactions a day, and getting information in and out needs to be easy. Tyler’s Incode eliminates duplicate data entry and produces electronic forms and reports ready for export to familiar formats like Microsoft® Excel® or Adobe® PDF within minutes. After verifying and analyzing the numbers, sharing them is as easy as scheduling an automated report delivered to individuals or groups for quicker decision-making.

**Manage human resources safely, securely and efficiently**
The best candidates are out there, and now there’s a better way to manage them while staying in compliance. Integrated workflow processes and modules help track and report recruits electronically before and after they come to your door. Centralized records also create a safer data environment and easier access to personal and career development information regardless of the device used.
The Tyler Experience

As you travel the road from idea to installation, you get the benefit of experience, services and customized support that recognizes your unique needs and challenges. That’s the Tyler difference.

Can our public sector experience help you navigate to the right solution?

It’s our job to know your job and the solutions that make you the most efficient. When unsure of the right combination of software that can help, our consultants come alongside you with in-depth product and service knowledge and solutions that drive you to the best decision for your jurisdiction.

- Critical decisions made anytime, from anywhere
  The Incode Mobile Management Console application, optimized for the Apple® iPad® and iPhone® iOS, offers remote access to real-time financial and personnel information wherever you are. Respond quickly when critical decisions need to be made thanks to its intuitive interface.

- Trade paper for productivity
  The Incode application’s integrated platform transforms your paper processes into an electronic customized workflow system that promotes accountability, accuracy and security while cutting duplicate data entry. Centralized records and customized dashboards mean the right information is always available for customer access, searches, reporting and decision-making without shuffling additional paperwork.

- Transparency and trust using automated reporting
  Tyler’s Incode delivers current online reporting to internal stakeholders and citizens who want to know how their hard-earned dollars are being spent. Reports can be automated and scheduled to update on your website to lend the transparency required to build trust with your citizens.

Get operations off to a good start with the proper training

The right training for your solution equips you to serve stakeholders on a totally different level. Learn how your customized version works by using a structured curriculum, including a combination of one-on-one and self-paced instruction.
PERPETUAL UPGRADES — A LONG, SMOOTH RIDE FOR YEARS TO COME

Your software experience should feel like an easy drive with included and convenient upgrades. While other companies claim to offer free updates, there are often new license fees and wait times hidden under the hood.

Tyler’s true evergreen philosophy is different. Our perpetual licensing delivers new releases, upgrades and next-generation software at manageable intervals based on your schedule—not ours—so there’s minimal disruption to your operations, it’s easy to learn and surprises are eliminated.

At Tyler, we’re committed to keeping you productive, efficient and moving down the road for years to come with proven, tested software developed with your needs in mind.

For ongoing training and support, Tyler also provides these interactive resources:

Tyler University
This unique Web portal is Tyler’s one-stop shop customized for all your agency’s continuing education needs. Get access to specific Incode application courses, Microsoft® software training and other courses complementary to your daily work from the convenience of your computer. Learning environments include virtual learning labs, on-demand online courses, regional campus labs and regional group training.

Tyler Community
This Web-based platform fosters daily interaction with more than 22,000 public sector peers who range in their experience with this solution. Reach out with questions or provide answers when your experience level allows. It’s a great way to get free advice, avoid potential problems and share great ideas for software improvement.

We go the extra mile when it comes to implementation
It’s not just anyone’s software implementation experience. It’s yours, and we take your trust seriously. Tyler’s implementation and conversion experts will do whatever it takes to make sure your project runs smoothly, on time and on budget while keeping your data accurate and secure.

Ongoing software support for the miles ahead
Think of our toll-free hotline, email access and website dedicated to Tyler’s Incode client support as “roadside assistance” when there is trouble along the way. Tyler’s dedicated Certified Support Professionals specialize in specific areas of the application so they can quickly answer questions and get you back on the road to serving customers.
Financial Management

Tyler’s Incode Financial Management module is forward-thinking technology built on an integrated platform that makes data management and reporting easy. Access to the right information is always available regardless of location or role, and citizens can track how their hard-earned dollars are being spent with automated reporting. Accomplish more every day with this innovative, time-saving solution.

Role-Based Dashboards: Your information at a glance
Information has to be entered only once, reducing errors and data entry. Real-time information is always at your fingertips for a 360-degree view of financial activities, data analysis and quicker responses to citizen or management requests for information.

Report in record time
The Incode system helps deliver the numbers accurately and in record time when reporting to other departments, government agencies or staff because jurisdiction-wide data can be quickly extracted and exported into native formats such as Microsoft® Excel® and Adobe® PDF®. It also cross-indexes information for timely and accurate searches and reporting.

Making it easy to analyze your fiscal health
Keeping up with data that affects the bottom line is always a challenge. At-a-glance views and search capabilities allow users to look deeply into multiple combinations and sources of accurate, real-time data from every department. Stacking multiple reports on a personalized dashboard keeps the true picture of fiscal health front and center.

Communicate with citizens and vendors with less effort
Getting data to leadership, staff and boards is easy, but what about communicating with vendors and citizens? Tyler’s Incode Output Director generates information faster and more economically by delivering POs, statements, vendor payments and more via email. Selected financial reports can also be automated and scheduled for email distribution to individuals or groups, or they can be loaded on the agency website for the ultimate in citizen transparency.
General Ledger automates routine functions and provides access to the source document for any transaction in the General Ledger.

Budget Manager, a component of General Ledger, creates and maintains budgets for current and future fiscal years. It also consolidates budget prep and analysis in one place.

Accounts Payable monitors cash flow and disbursements in addition to reducing data entry duplication.

Bank Reconciliation reconciles monthly bank statements to General Ledger cash accounts.

Fixed Assets tracks and depreciates your assets and related improvements with integration to the General Ledger.

Tyler CAFR Statement Builder assists your organization when preparing your comprehensive annual financial statements in accordance with GASB statements, including GASB 34 and 54.

Purchasing provides complete encumbrance accounting, including printing purchase orders; partial or full liquidation of encumbrances; and, analysis of open, closed or voided purchased orders.

Project Accounting tracks your projects and grants while maintaining key project details such as start date, end date, percent completed, project description and notes.

Inventory Control tracks inventory held in multiple locations, monitors specific usage, prompts re-order points and maintains average cost of goods, such as supplies, books, etc.
Helping to manage your largest investment
You don’t have to live among the mountains of paper, notebooks and countless files of archived employee information. Incode’s integrated structure moves the management of your largest investment and your paper-intensive world into the electronic environment and offers the following benefits:

- 24/7 access to personnel information
- Centralizes information and tracks employees throughout their career
- Reduces or eliminates manual and duplicated data entry
- Contains federal and state reporting templates to keep you in compliance

Compliance just got easier
Recruiting, retaining and tracking the right people is much simpler with secure, centralized and accessible electronic document storage and retrieval. Whether filing EEO 4 and 5 forms, compensation reports or federally and state-mandated reports, compliance is never an issue.

Eliminating obstacles to productivity
Tyler’s Incode lightens the load of a data-intensive job. No more manual calculations of employee hours and lead information or physical filing. By taking your data storage from filing cabinets to megabytes, it gives safe and immediate access to data across the jurisdiction, gets rid of the files and notebooks of paper and returns valuable time to your day.

Empower employees with information access
The Incode application does the heavy lifting when it comes to communicating with employees. Partnered with Tyler Output Director®, personal and payroll information are merged to create electronic payroll checks, direct deposit receipts and a variety of letters and forms. Electronic payments can also be processed through ACH/EFT and employees can get access to their personnel, payroll and leave information at any time.

Personnel Management
Managing the search for the most talented individuals can be overwhelming. Not with Tyler’s Incode. Recruiting, tracking and reporting candidates become integrated workflow processes that make your job easier and let you concentrate on compliance and landing the right people. Records are centralized for easy tracking of professional development and information security once they are in the door.
Personnel Management Modules

**HUMAN RESOURCES**

**AppliTrack Recruiting**  Recruit, track and manage applicants efficiently and intuitively by using this cloud-based interface. When applicants are hired, information in AppliTrack is used to populate employee records in the Personnel Management module rather than entering the information again.

**Training, Certification & Reviews**  Track Education, Certifications, Equipment, Testing and Discipline & Grievances to get a bird’s-eye view of employees’ personal progress, as well as payroll and human resources information. Review dates are also tracked, as well as reviewer status and notes.

**Time and Attendance**  Allows employees to enter time directly through the ESS Web application.

**Accident and Injury Claims**  Manage accident and injury claims covered by workers’ compensation, such as OSHA-reportable events, from a central location.

**PAYROLL**

**Position Control and Budgeting**  Incode helps to manage personnel on a position basis by tracking Full-Time Equivalent (FTE) allotments for each position type so that only those planned and funded positions are included in the budget and you can stay in the black.

**Payroll Processing**  With advanced workflow capabilities, users have the capacity to customize the payroll work process and managers can define who is involved in each level of the process.

**FINANCIAL MANAGEMENT**

**ADDITIONAL FEATURES TO BOOST EMPLOYEE PRODUCTIVITY**

Free your own schedule by empowering employees to access their personal and pay information or request changes to personal information via the Web with Employee Self Service. Employees can also enter their own time entries or delegate the responsibility in their absence. Approvers can then review a summary of the time and status of each employee from a central screen and approve individually or in mass.
Proven Technologies That Maintain Uptime

Reliable technology that keeps you working
Built on a proven .NET platform, Tyler’s Incode uses Microsoft SQL Server® 2012 databases and runs on Windows Server® 2012. It’s this combination of reliable, industry-standard technology that makes the features you need possible and keeps operations running smoothly for years to come.

Smart Client: Installation, deployment and maintenance done right
Tyler drastically reduces the worry associated with solution installation, deployment or maintenance with Smart Client. Tyler staff manage these processes and store your data on the agency server—not workstations—to ease the IT burden and free staff to serve citizens.

Managed Services focus IT support
Tyler’s Managed Services make simplified IT support achievable. Integration and compatibility across departmental lines translate to single-vendor support and product knowledge, which reduces workload and saves time and money.

Role-based security tailored to your agency
Just because data is available across the jurisdiction doesn’t mean everyone should have access to it. Managers can assign data access permission based on roles within the organization, not individuals, to cut down on data entry and keep the focus on information relevant to each job.
Deployment choices that work for you

Tyler offers something rare when it comes to deployment of your software — a choice. Our experts work with public sector employees every day. They know your jobs, your challenges and your processes. They will analyze your jurisdiction and provide the knowledge that will help you decide between Tyler’s cloud-based or on-premises solution.

Tyler’s Cloud Solution

There’s quite a bit of conversation and confusion about the definition of a cloud solution. We make it simple. Tyler’s Incode software and all user-owned, backed-up data are housed in a highly secure, off-site location with daily redundant back-up. Your regular, fixed subscription fee spreads up-front costs over time and eliminates the barrier to entry that many public sector organizations face. It also eliminates the worry of daily back-up and data recovery in case of disaster.

Tyler’s On-Premises Solution

An on-premises solution is defined most easily in terms of traditional ownership. Your organization owns, and is responsible for, all hardware, software, data backup and disaster recovery services. Perfect for an agency with more extensive IT resources, this option drives down the cost of ownership. Data recovery services can also be purchased separately to keep you operational should the unthinkable happen.

What makes Tyler an industry leader?

• More than 15 years of experience delivering cloud-related services
• Industry-unique fixed costs for the term of the contract
• Client-driven, cloud-based infrastructure
• Best-in-class features and functionality tailored to the public sector
• Client-focused, flexible approach to delivering cloud-based or on-premises solutions
• Experts in the field who have served in the public sector

Public sector organizations all over the world are changing from traditional, on-premises software to cloud-based solutions every day. In fact, more than 3,200 have made the switch to Tyler, giving more than 61,000 public sector users reliable, secure accessibility to their software and data. Nearly 1.7 million users also rely on Tyler’s e-service solutions to make payments, file legal documents, submit permits and interact with the public sector.
Tyler Technologies (NYSE: TYL) is a leading provider of end-to-end information management solutions and services for local governments. Tyler partners with clients to empower the public sector — cities, counties, schools and other government entities — to become more efficient, more accessible and more responsive to the needs of citizens. Tyler’s client base includes more than 13,000 local government offices in all 50 states, Canada, the Caribbean, the United Kingdom and other international locations. Forbes has named Tyler one of “America’s Best Small Companies” eight times and the company has been included four times on the Barron’s 400 Index, a measure of the most promising companies in America. More information about Plano-based Tyler Technologies can be found at www.tylertech.com.

Follow us on

© 2015 Tyler Technologies, Inc., All Rights Reserved. iPad and iPhone are registered trademarks of Apple Inc. Microsoft, Windows and Excel are registered trademarks of Microsoft Corporation in the United States and other countries. Adobe PDF is a registered trademark of Adobe Systems Incorporated in the United States and other countries.