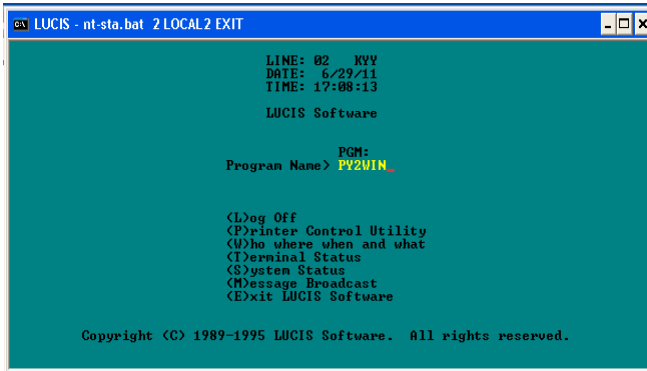


LUCIS PY Archive - Summary Info

1. Requires the following be installed on client computer:
 - a. Microsoft Office 2007(SP2) or 2010 Professional
 - b. Adobe Acrobat Reader (8.0 or later)
2. The software application includes the following files:
 - a. Client program files (all must reside in same folder)
 - i. PYRun.exe (program to run the application)
 - ii. PYC.accde (client program)
 - iii. PYTmp.xls (intermediary processing file)
 - iv. PYTmp.accdb (intermediary processing file)
 - v. PY.ico (application icon)
 - b. Data file (can reside in different folder)
 - i. PYData.accdb (can be renamed but must keep the ".accdb" file ext.)
3. PYC.accde and PYData.accdb files are encrypted with password. For software integrity and data protection, this password is NOT available to users. All application data can be exported to an Excel file or Access database if needed.
4. Create a short cut on your Windows Desktop to run PYRun.exe
5. Each user must have their own client program files on their computer. They can share the PYData.accdb file(s) on a network environment if needed.
6. Users will be prompted to provide the location of the data file
 - a. When used the first time
 - b. When the location of the data file/path changes
7. Users can switch from one data file to another using the "Open" file menu option.
8. This software imports only 2 types of output files generated by PY2Win via your Classic PY program:
 - a. PY***.PTM (master file)
 - b. PY***.PTT (transaction file)
9. To run PY2Win in Classic PY, you need PY2WIN.CX in your IC folder. You may already have PY2WIN.CX in your IC folder if you have the latest release of IC installed.
10. You can import multiple years of classic payroll data (of the same payroll type) into each PYData.accdb file.
11. Users should use different PYData.accdb files (renamed accordingly) for different types of payroll.
12. All imported data is read-only and cannot be edited.
13. Each year's imported data can be deleted and re-imported if needed.
14. Initial Login info:
 - a. luc
 - b. demo
15. Remember to change login information after first use. Delete all unused User IDs.
16. "Administrator" login has access to all features of the application.
17. "Standard User" login does not have access to create new file, export data, or maintain user logins.

Exporting Data from Classic Payroll (IC)

1. In your IC Payroll Main Menu, Program Name, enter "PY2WIN".



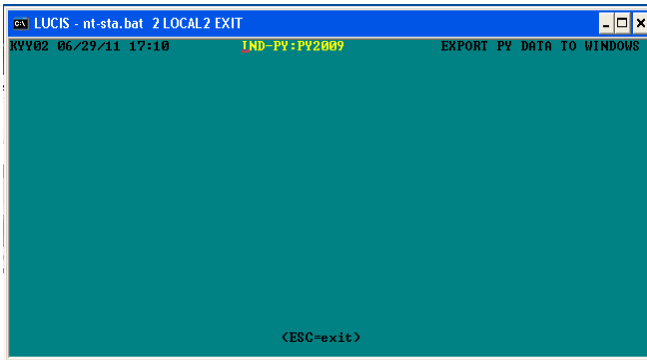
```
LUCIS - nt-sta.bat 2 LOCAL2 EXIT
LINE: 02  KYY
DATE: 6/29/11
TIME: 17:08:13
LUCIS Software

PGM:
Program Name> PY2WIN

(L)og Off
(P)rinter Control Utility
(W)ho where when and what
(T)erminal Status
(S)ystem Status
(M)essage Broadcast
(E)xit LUCIS Software

Copyright (C) 1989-1995 LUCIS Software. All rights reserved.
```

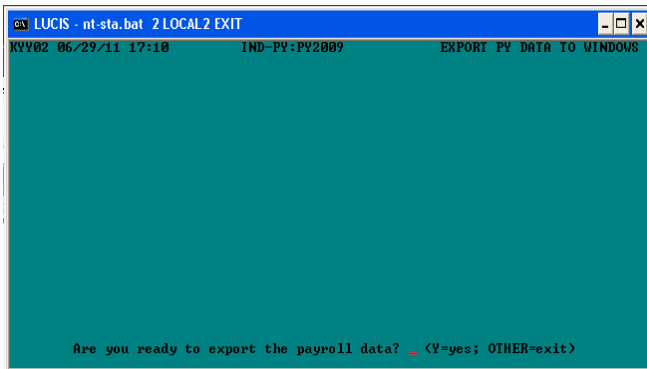
2. On the next screen, provide the correct data directory and file name you wish to export (example: IND-PY:PY2009).



```
LUCIS - nt-sta.bat 2 LOCAL2 EXIT
KYY02 06/29/11 17:10      IND-PY:PY2009      EXPORT PY DATA TO WINDOWS

<ESC=exit>
```

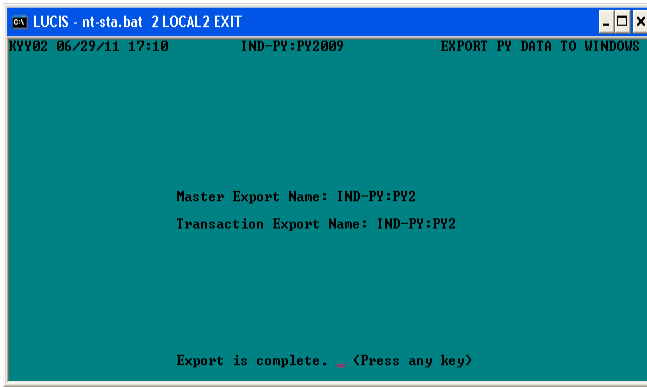
3. You will then be prompted to proceed with the export.



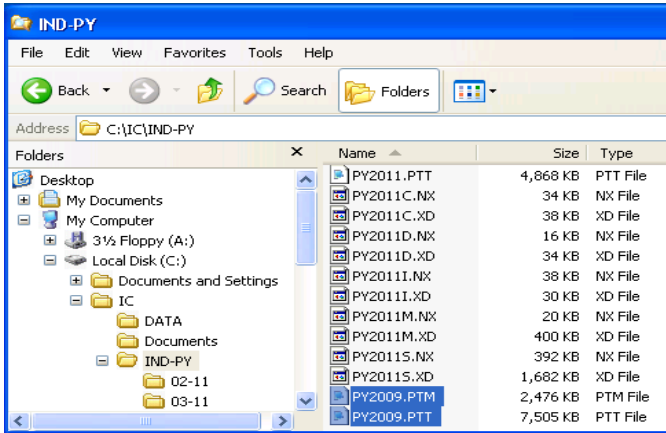
```
LUCIS - nt-sta.bat 2 LOCAL2 EXIT
KYY02 06/29/11 17:10      IND-PY:PY2009      EXPORT PY DATA TO WINDOWS

Are you ready to export the payroll data? _ <Y=yes; OTHER=exit>
```

4. The export process will create 2 files. Using the example provided in (2), the two export files created will be PY2009.PTM and PY2009.PTT.



5. The export files will reside in your payroll data folder.



6. Repeat steps (2) and (3) for each data year you wish to export (changing the file name each time).

Importing Classic PY Data Into PY-Archive

Please refer to the Help section in PY-Archive.