Banyon Data Systems

BDS LICENSING MODULE

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INTRODUCTION TO THE LICENSE SOFTWARE

The BDS License Software will help you to automate the normally tedious, time consuming, and complex tasks associated with licenses.

The License software will allow you to:

Add New Licenses
Track Existing Licenses
Calculate Fees for Licenses
Track Contractors and Contractor Information
Print Licenses
Renew Licenses

HOW TO GET STARTED

Before starting the license setup, it would be a good idea to have all customers entered into the system. Please read the Property Records Management Manual on how to do that. If all are already entered, then proceed with this manual.

There are several fundamentals to set up before you actually start issuing licenses. By setting up a few small pieces from which licenses are assembled, the entire process becomes much easier and less time consuming.

To successfully use the software, it is essential that you set up each individual part before attempting to issue licenses. All the setup procedures are located under the Setup Options menu.

Departments

Most licenses need the approval of various departments (i.e. police, fire, etc.) before they can be issued. Most of these departments have been defined for you since most entities have them. However, you should check this list to ensure that all the departments you need are listed.

Fees

All the fees that will be charged for licenses must first be created. Some sample fees are included with the software, but you will need to tailor these to your needs. Later, license types will have these fees attached to them to show what will be charged for the specific license type. Then when a license of that type is issued, the fees you attached to that license type will be charged on the license.

Licenses

Once all the other parts have been entered you are ready to set up your license types. When you define a license type, you are telling the program what fees will be charged and what departments require signing off before the license can be issued.

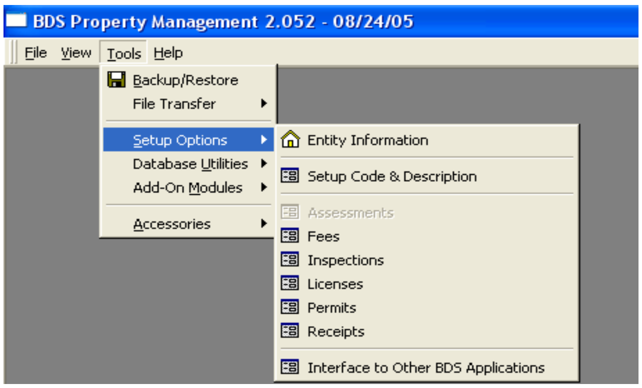
These Setup Menus are located under the Setup Options for two reasons. First, once these items are set up you normally do not need to do anything with them unless your fees change. Therefore, it is nice to have them out of the way so that they don’t clutter up your day-to-day processing.

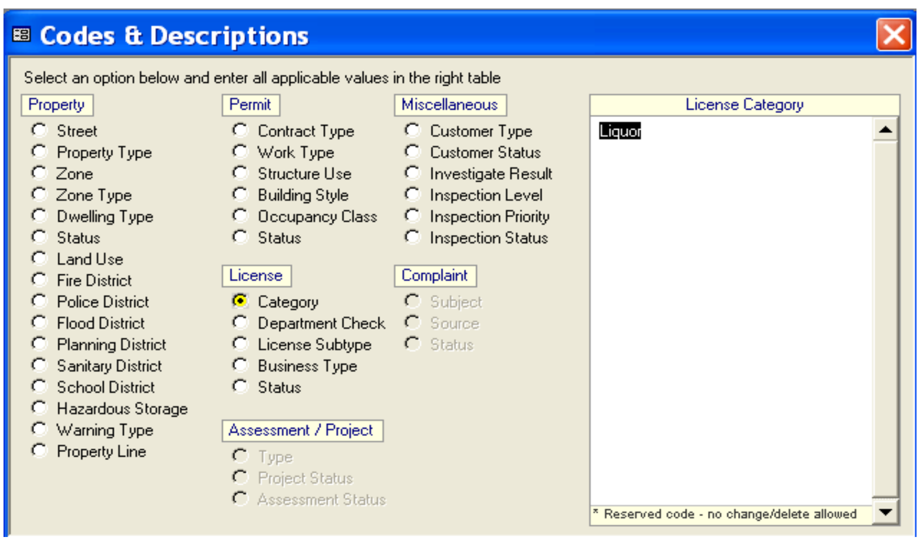
Second, for security purposes, only those passwords validated to change options may access the Setup Options Menu. This helps ensure that only trained managers/employees will have access to set up items. (Contact BDS to set up password rights)

Fortunately, any incorrect changes to the set up items are easily correctable. But we do suggest that any changes you make be thoroughly tested before you issue an actual license.

SETUP OPTIONS

Start by going to Tools and choose Setup Options. Next, select Setup Codes and Descriptions.





Next, go through each radio button under the license area to verify the information you need is there. If an item does not exist for the radio button selected, then type it in the white box on the right hand side.

Category: This can be attached to each license and is used to help filter the licenses down to one specific area when you are issuing them. Example: When issuing a new license the menu will pop up and if you have categories assigned just click on the category and that will only show those types of licenses to choose from. If categories are not used, then all licenses will show in a list and it will take more time to scroll through all licenses listed.

Department Check: List departments you want available to approve licenses.

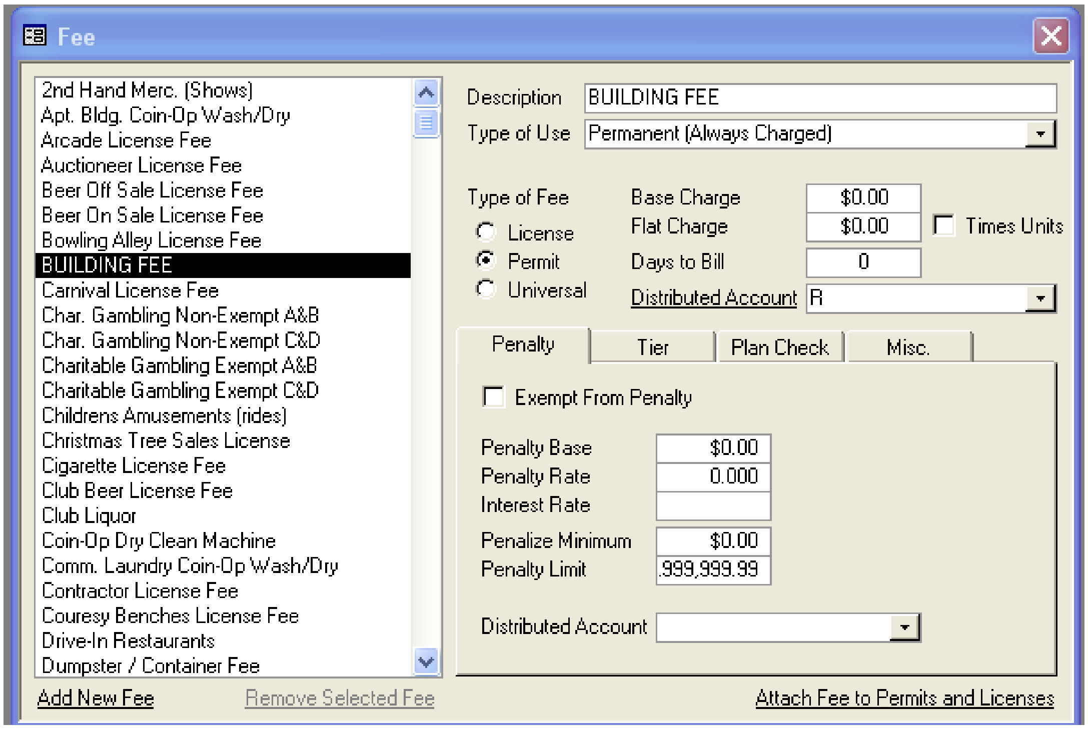
License Subtype: Once a license is created a subtype can be attached like Building, Electrical, or Plumbing.

Business Type: Once a license is created a business type can be attached like Residential, Commercial, Industrial, and Public.

Status: Once the license is created you can choose the status as pending, approved, issued, expired, renewal, or denied.

FEE SETUP

Now you are ready to set up all fees associated with your licenses. From the Tools menu, choose Setup Options and then Fees. Once all fees are created they will then be attached to a permit type. A permit can have multiple fees attached to them. So, if you need to track revenue separately for a particular fee, then create however many rates/fees you need. One permit could have 10 or more separate fees assigned to it.



ADD A NEW FEE – Click on Add New Fee in the bottom left hand corner of the screen. Enter the name of the fee in the box and press enter.

Next, fill out the following information.

Type of Use: Shows how the fee should be used.

1) Permanent (Always Charged. Initially and when renewed)
2) First Time (Charge only when license is issued)
3) Renewal (Charged only when licenses are renewed)
4) Pick From List (this fee is not automatically charged to a license, but will show up as an option to highlight if you want it applied to a customer)

Type of Fee: Assign one of the following:

1) License Fee
2) Permit Fee
3) Universal Fee (Can be charged on both permits and licenses)

Base Charge – A dollar amount added in after all other calculations have taken place.

Flat Charge - A flat dollar amount to be charged & can be based on # of units.

Times Units - If checked, the Flat Charge is multiplied by # of units on the property screen. (Residential Units & Commercial Units fields).

Days to Bill - This is how many days you'd like the license to be charged at.

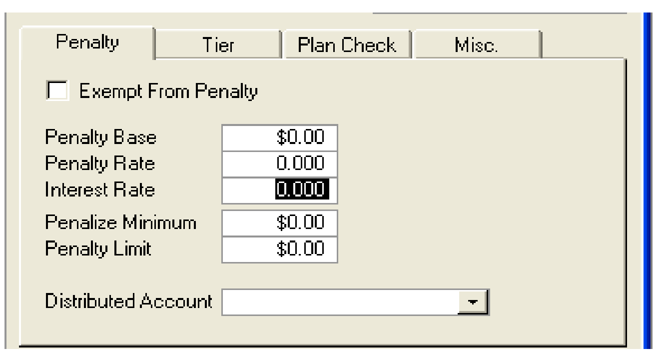
Distributed Account - If you have the BDS Fund Accounting and you have your Revenue Accounts created, they can be loaded into the license software. To locate the fund data, put your cursor over the word distributed account and it will bold in blue. Next, left click on it and you will be asked to browse for the file bdsfundd.mdb. If you are networked, you will need to browse out to your network to the bdswin folder to find this file.

If your data is stored locally, then you just browse to your c: then bdswin, then select bdsfundd.mdb and choose select.

You will now be brought back to the set up screen where you can click on the drop down arrow and select your revenue code from the list.

****You only need to locate the fund data the one time. On your next fee that is created, all you need to do is click the drop down for the distributed account code and select from the list.**

PENALTY TAB ON FEE SCREEN



Exempt From Penalty - Check box if this fee is exempt from receiving penalty charges.

Penalty Base - If a flat fee is charged for penalty/late fee, enter amount here.

Penalty Rate - If penalty/late fee is calculated by a % enter that here.

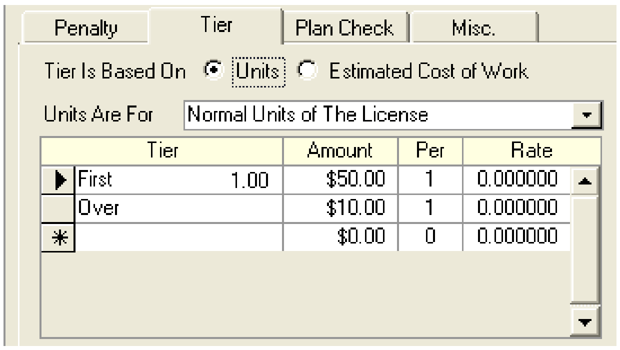
Interest Rate - The rate of interest you would like calculated on this license fee.

Penalize Minimum - Ex. If $5 is entered, will only penalize balance $5 or more

Penalty Limit - Maximum $ amount you ever want a penalty fee to be.

Distributed Account - Click the drop down to select the revenue code for penalty.

TIER TAB ON FEE SCREEN



If your licenses only have flat or base fees attached to them, then skip this section

Tier is Based On : The tier is either based on units or estimated cost of work.

Units: Click the drop down where it says **units are for** to select one of the following:

1. Normal Units of the license
2. Plumbing Units Group A
3. Plumbing Units Group B
4. Plumbing Units Group C

Estimated Cost of Work: The Tiered Charges allow you to charge different amounts based on the estimated cost of the license, or a number of units. This allows a great deal of flexibility in calculating fees. Once the license is created on an account enter the estimated cost of work, press enter and it calculates the fee based on this tier.

EACH TIER LINE

Each tier line has four things in common.

Column 1 **Tier**

This column determines the range of the line. The line is charged for just the units/amount listed in this column before the fee calculation goes on to the next line.

Column 2 **Amount**

This is the dollar amount to charge for each Per until the Units/Amount column for this line has been reached.

Column 3 **Per**

The Per divides up column 1 (Units/Amounts) into chunks. Each chunk can be charged a dollar amount (column 2) and/or percentage (column 4).

Column 4 **Percent or Rate**

This is the percentage to charge for each Per until the Units/Amount column for this line has been reached.

EXAMPLE

		Amount	Per	Percent
First	1000.00	25.00	100	7.500000

In this example line:

Column 1 = 1000.00
Column 2 = 25.00
Column 3 = 100
Column 4 = 7.5%

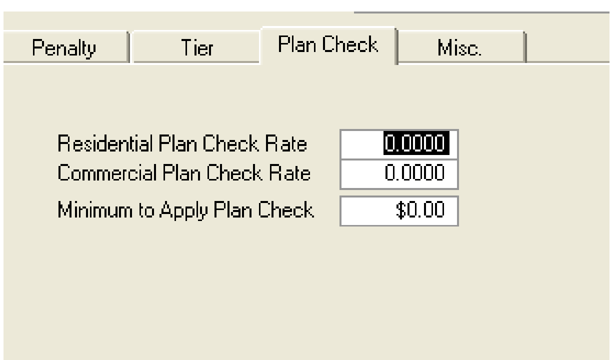
This means that for the first $1000, $25 will be charged for each $100. Since there are 10 chunks of 100 in $1000(10 *100 = 1000), $250 (10 * 25 = 250) will be charged for this line if the estimated cost of the license is at least $1000.

If the estimated cost of the license is $350 then $100 will be charged for this line. (4 * 25 = 100) All fractions are rounded up.

In addition, 7.5 % of the first $1000 of the estimated cost will be charged for this line.

Each line of the tier is processed until the units or amount runs out. The totals for each line are added up and put into the total fee amount.

PLAN CHECK TAB ON FEE SCREEN



Residential Plan Check Rate (Optional)

This is a percentage of the Fee amount for the license. This is normally only charged on a building license.

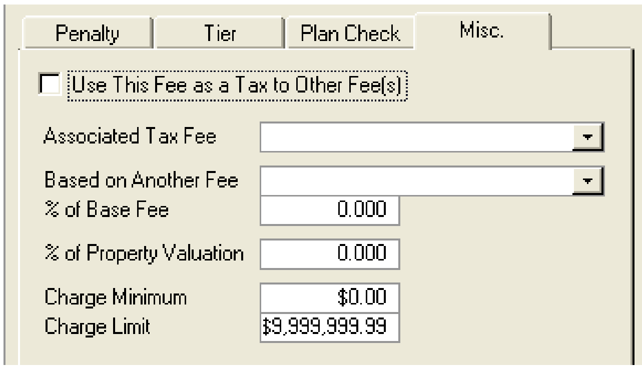
Commercial Plan Check Rate (Optional)

This is the percentage of the Fee amount for the license. This is normally only charged on a building license.

Minimum to Apply Plan Check (Optional)

In order for the plan check fee to take place, this is the minimum dollar amount it will be applied to.

MISC TAB ON FEE SCREEN

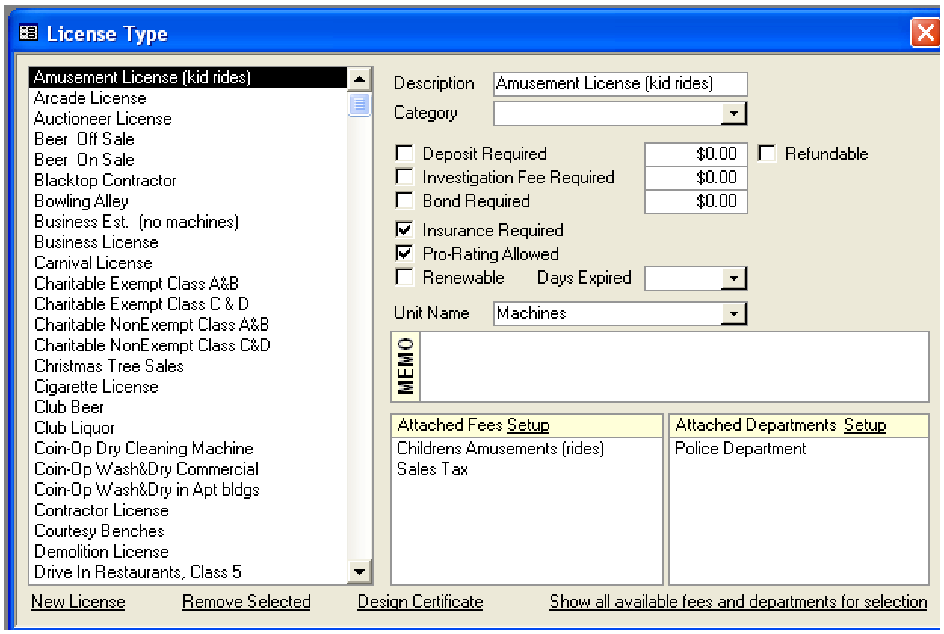


Use this fee as a Tax to Other Fee(s):	This identifies this fee as a Surcharge or Tax base fee. This fee is then only calculated when another fee attached to the license identifies this fee as its tax or surcharge. This fee can be used as a tax by several other fees.
Associated Tax Fee:	Use drop down to select fee that has been set up as a tax. Only those fees created as a tax will appear in this drop down menu. **NOTE**: You cannot tax a tax fee.
Based on Another Fee:	Use the drop down to select a fee on which this fee will be based upon. You can then input a % to use of that base fee.
% of Property Valuation:	Takes a % of the Current Assessed Value of the property. To assign a current assessed value to a property, go to view, inquiry, and select property. Look up the property by address and then select the misc tab. to enter the value.
Charge Minimum:	This is the minimum that will be charged based on the % of valuation.
Charge Limit:	This is the maximum a customer would be charged based on the % of valuation.

LICENSE SETUP

Now that the rates are set up, it is time to set up the actual license descriptions.

From the Tools menu, choose Setup Options and then Licenses.



Next, click on the **New License** button in the bottom left of the screen and enter the description/name for the license.

Category:

The category was discussed in the first part of set-up. This is used to group other similar licenses together so selection is easier when issuing the license. Ex. If you have a category Liquor, then when you attach a new license to a property the licenses will be grouped by category so you just select liquor and only liquor licenses will be shown to select. Avoids scrolling through a long list of licenses that are not assigned by category.

If a category is not in the drop down, just type in the name you want and it will be added to the list.

Deposit Required:

If a deposit is required for this license, then check the box and enter in the deposit amount. If the deposit is refundable, then also check the refundable box.

Investigation Fee Required: If an investigation fee is required, then check the box and enter in a dollar amount. The investigation fee pays for a record search of the applicant to ensure they qualify for the license.

Bond Required: If a bond is required before the license is issued, then check this box and fill in bond amount.

Insurance Required: If proof of insurance is required before a license of this type can be issued, check the box.

Pro-Rating Allowed: If this license type is allowed to be pro-rated, then check the box. Licenses, which cannot be pro-rated, are charged the same amount even if they are issued at the end of the year. Often, when licenses are issued late in the year they are not charged the full price, but some fractional portion.

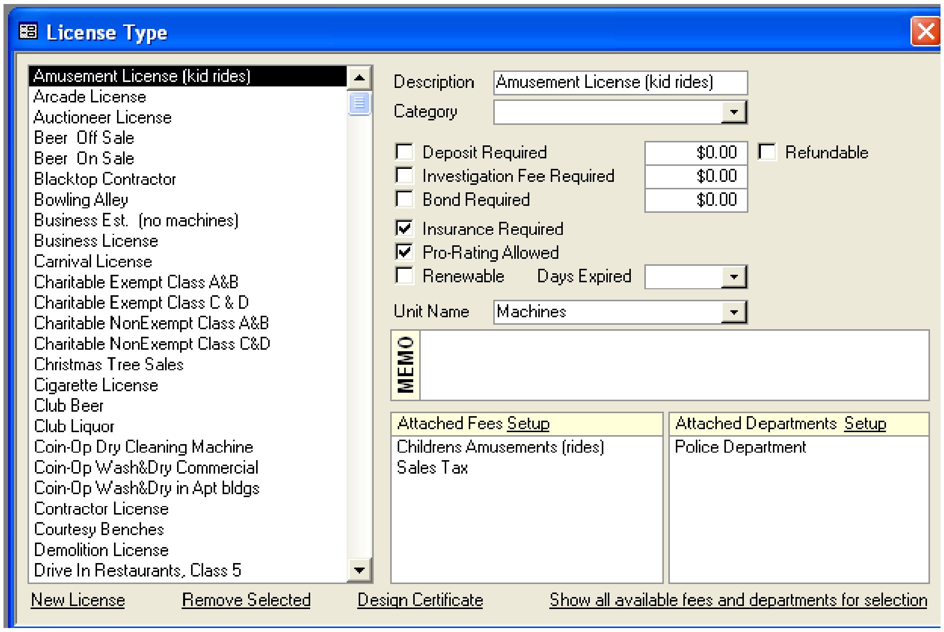
Renewable: If this license is renewable, check the box. If the license is renewable then a renewal notice can be sent to the customer when it comes up for renewal.

If the license is not renewable, then it expires and a new license would need to be applied for and issued.

Days Expired: From the drop down select the time frame for expiration

Units Are: This tells you what the units are for a license. For example, a taxi cab license would be charged per taxi. So, the units would be “Taxi”. An arcade license might be charged per “machine”.

Memo: Used to keep track of any information you would like.



Next, you are ready to attach the fees to this license type.

Click in the bottom right where it says **<u>Show all available fees and departments for selection</u>**

All available fees for licenses will now be showing. Click on each fee that needs to be charged with this license. After you click on a fee it will stay highlighted in black. If you ever need to delete a fee from a license, you would come to this screen and just click to un-highlight the fee.

Next, do the same for departments. If a department is required to approve the license, highlight the correct one(s).

Now click on the button that says **<u>Show only attached fees and departments</u>** and it should only be showing those fees applicable to that license and the required departments.

The Banyon Licensing software allows you to modify the default license/certificate that can be printed out for a customer. If you wish to design a printed license/certificate for the license type just created, proceed to the next page. You can also design the printed license/certificate later after all license types are created.

If you want to just continue creating the license types and design the printed license/certificate later, then follow the steps over again by clicking on **<u>New License</u>** in the bottom left of the screen.

*****An alternative way to attach a fee to a license is to click on the word **<u>Setup</u>** by attach fees. This will bring you to the fee screen where you can then click on the desired fee and then click on **Attach fee to permits and licenses** on the bottom right. Then highlight each license type that will be getting this fee. This might be used if a new fee or surcharge is going to be attached to multiple licenses. This allows you to quickly do that. Will mainly be used once your system is already set up.*

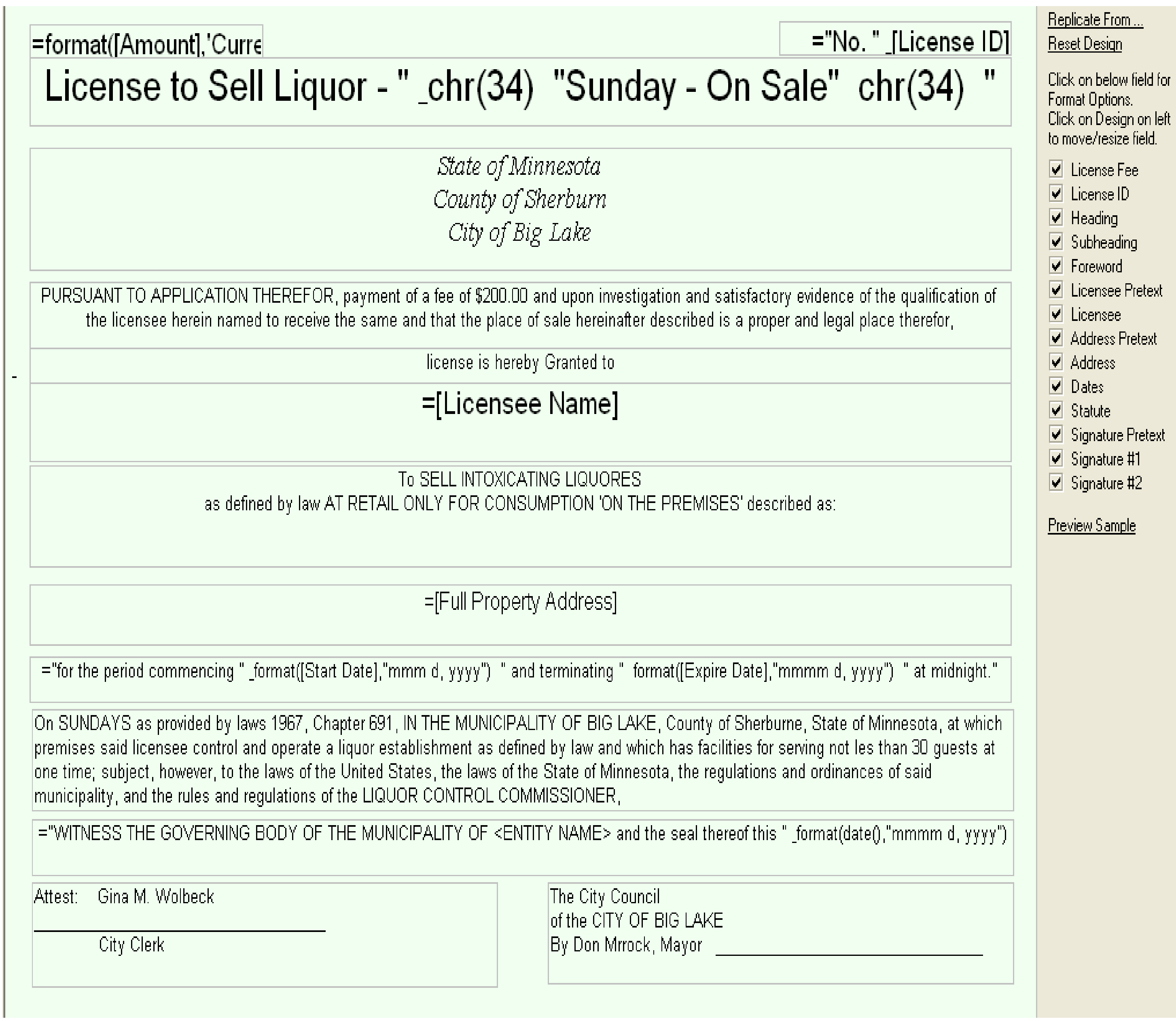
Design The Printed License/Certificate

This allows you to design your own custom license that will be printed and issued to your customers. To get started, click on design certificate and the below screen will show:

Click on where it says State of Minnesota and notice on the right hand side of the screen when you click, subheading will flash and bold to blue. Now, go over to subheading and click on that and a menu will appear that will allow you to change font, align left/center/right, or edit text for that area. Change the information for your entity.

Next, click where it says license to sell liquor and notice on the right that Heading bolds in blue. Click on that and choose edit text. Where is says license to sell liquor, change that to something that corresponds to the type of license you need. Continue doing the same thing throughout the form. As you go, you can click on preview sample to see how your changes look.

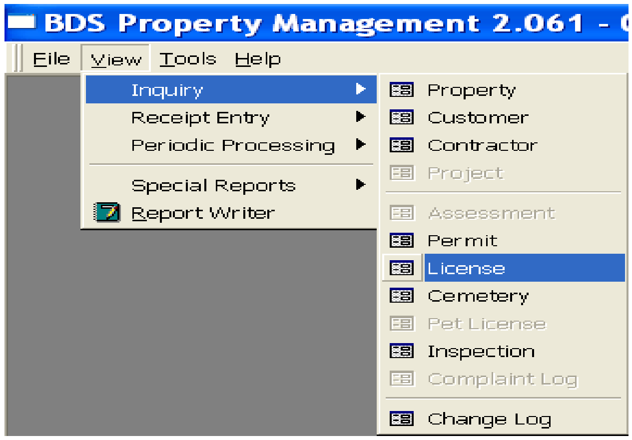
When you are finished with this type of license, select your next license type and design that. Once the initial design is done it is saved with that type of license and will be printed when you issue the license to your customer. Please note when you preview the sample here, it is just showing $2.00 as the fee amount in the left corner. The correct fee will show once the license is created for your customer.



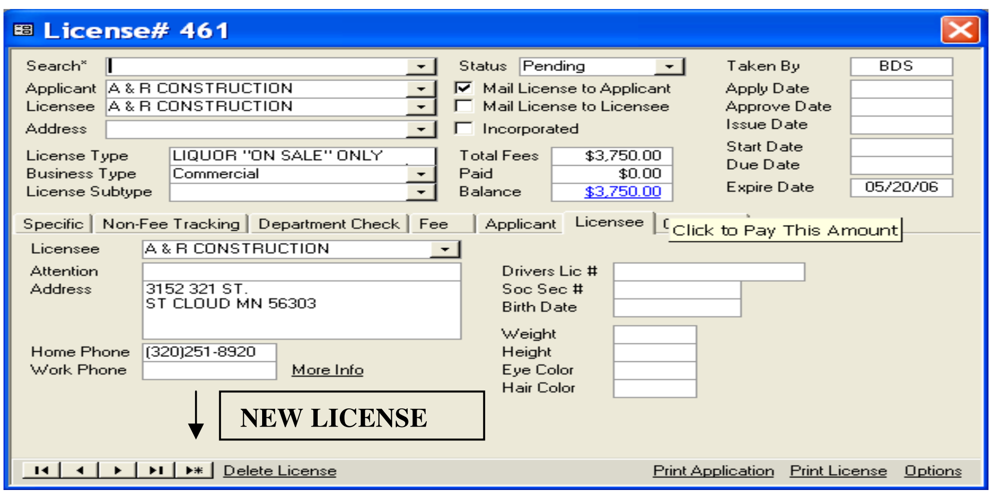
Issuing a License

You can issue a license to a customer from 3 different screens: License, Customer, or Property

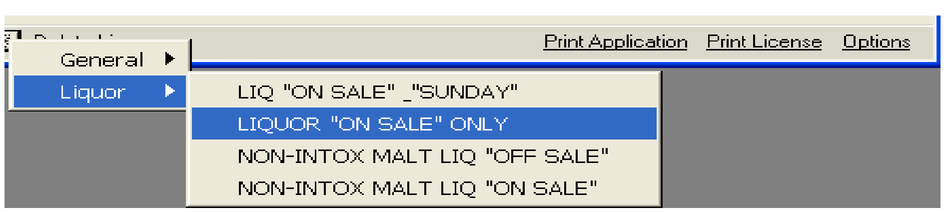
First, go up to view inquiry and select license.



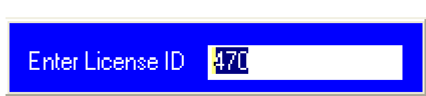
When the License screen is selected it will default to a blank screen if no licenses have been entered or will default to the last license entered. Click on the arrow with an * in the bottom left to add new license.



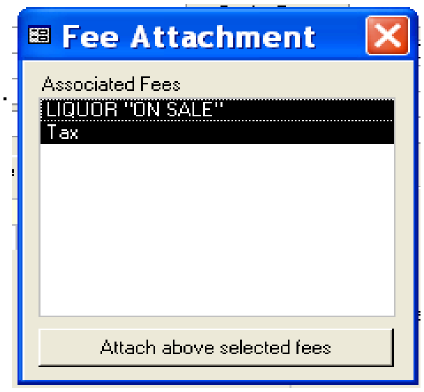
Next, Choose the license type



Next, you will be asked to enter a license #.   You can change the default #.

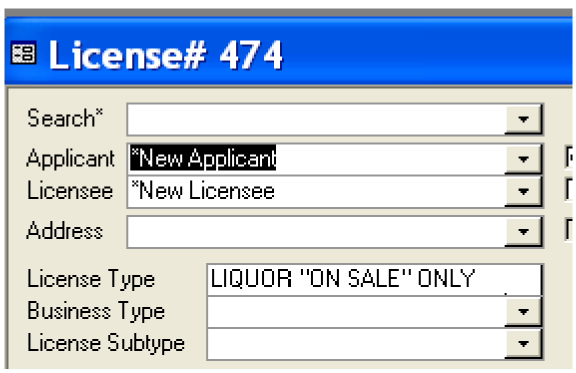


Once the # is entered press enter to see the fee attachment screen.

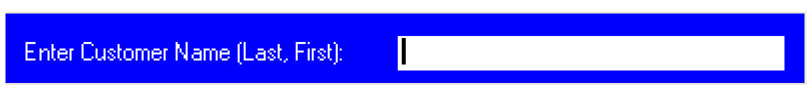


Those fees that are set to permanent use and first time use will all default to be highlighted. If you have a renewal fee showing, it will <u>not</u> be charged if it is not highlighted The renewal fees are set up to be charged only when the license is renewed. Also if you set up a fee with the "pick from list type" it will also show here if it was attached to the license in the setup, but will only charge when it is highlighted. Once the correct fees are highlighted click attach above selected fees button.

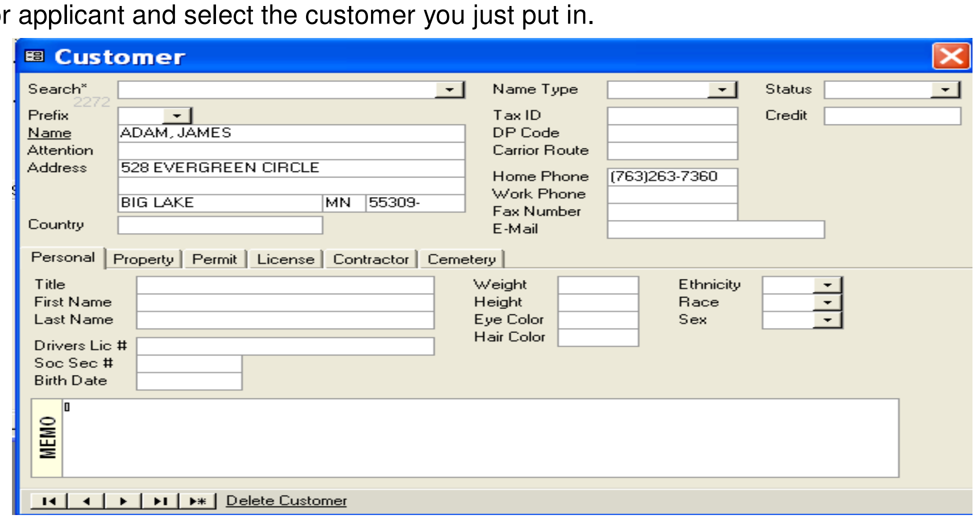
You will now be brought to the main license screen where you will need to fill in the applicant by clicking on the drop down arrow for applicant.



****If the applicant is not in the drop down menu, then select new applicant and you will be prompted to enter in the last name, first name***

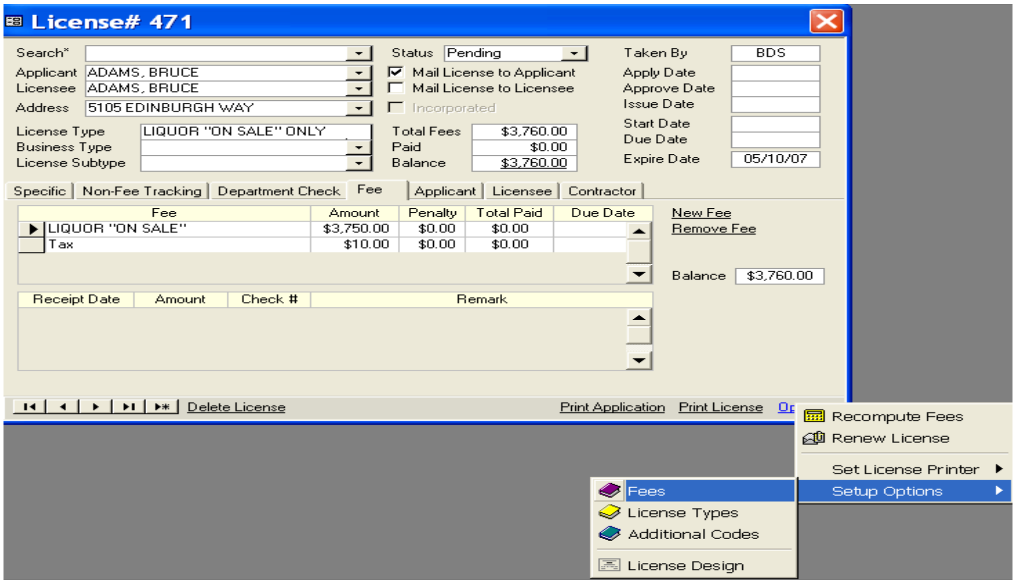


Enter the correct customer information and close the screen and then click on the drop down arrow for applicant and select the customer you just put in.



Once the applicant is entered check to make sure the fees were added correctly.

If for some reason the fees do not look right and need to be changed, click on the blue OPTIONS button in the bottom right and select fees. Look up the correct fee, change the amount and close the screen to return to the current pending license.

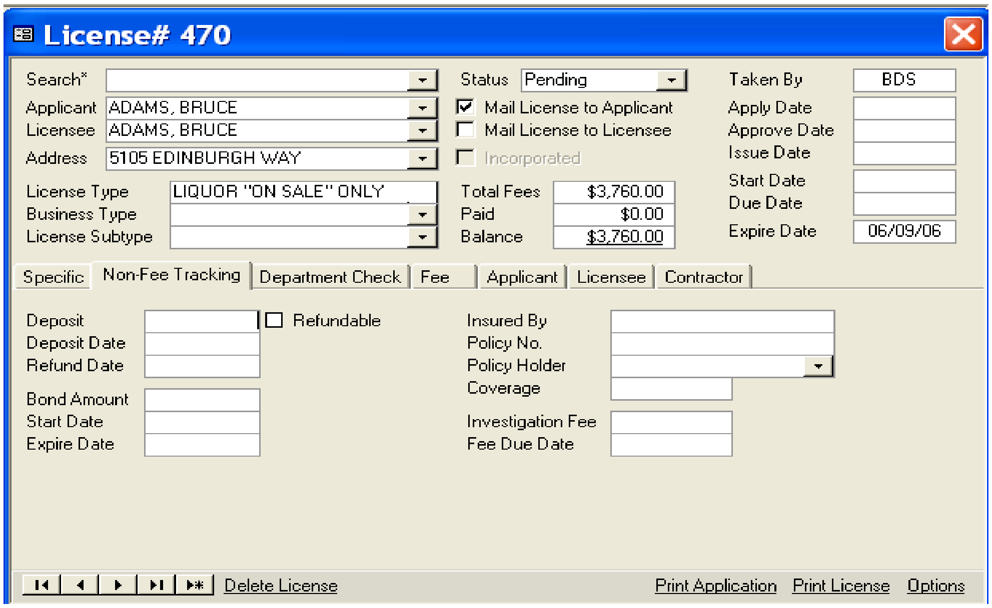


To update the new fees for this license, click back on the blue options button and then select RECOMPUTE FEES and the fees will change for this license. All future licenses will now used your updated fee change.

*****If a fee is not listed for this license then go to NEW FEE and click the correct one to attach. If this fee needs to be permanently added to this license type for future use go to view, inquiry, then license. Look up the correct license type and in the bottom right click on the statement show all available fees and departments. Next, highlight the fee you want permanently charged with this license from now on.*

*****If a fee needs to be removed, click on that fee so the black arrow is pointing to the line and then go over to the REMOVE FEE button and click on it. This will only remove it for this license. If you want it removed permanently, you need to go to view, inquiry, then license. In the bottom choose the option that says only show attached fees and departments. Next click on the highlighted fee you no longer want charged. It will now not be highlighted and no longer be charged.*

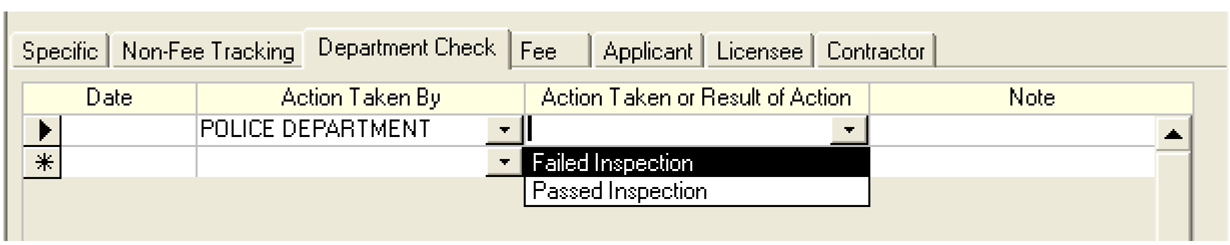
FILLING OUT THE LICENSE INFORMATION



SPECIFIC TAB: is a memo area for you to log notes about the license

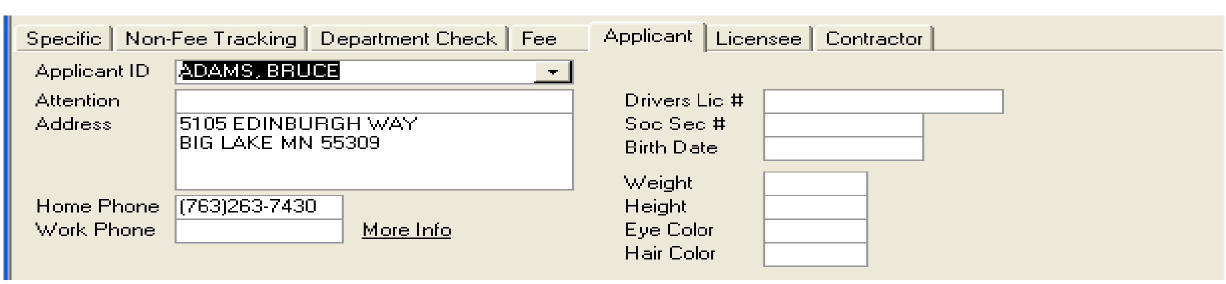
NON-FEE TRACKING TAB: If the type of license was set up to require deposit, bond, or insurance, then log that information here. Default amounts should show up if they were set up in the license setup options.

DEPARTMENT CHECK TAB: If a department check is required before the license is issued, then it will need to be set to passed in order to issue the license.



APPLICANT/LICENSEE TAB: Will default to the customer you selected, but can be changed here if the applicant is different from the actual licensee.

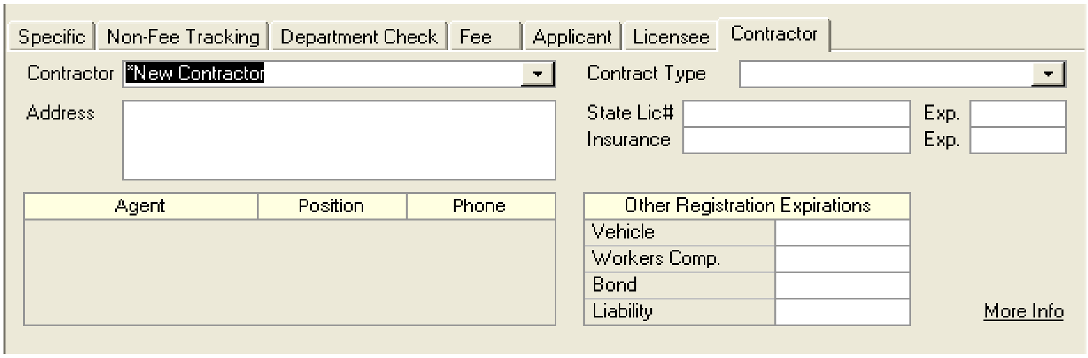
The personal info should be displayed if it was entered on the customer screen. To enter the personal information about the customer, click on the **More Info** button and select personal



CONTRACTOR TAB:

If you want to track the contractor information on the license then select them from the drop down. If a contractor is not in the list, then select New Contractor.

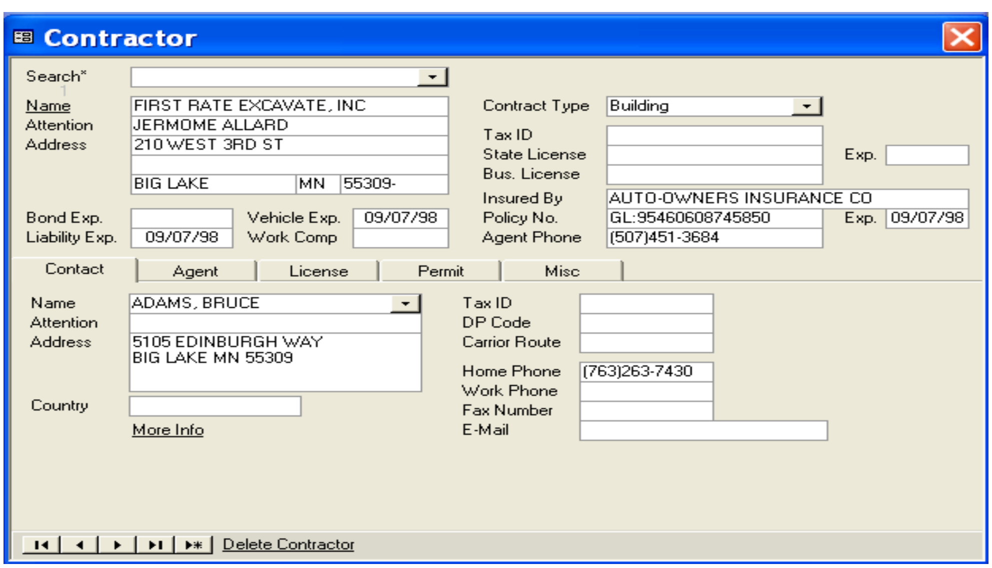
****The information on right side of this screen should be showing if it was set up when the contractor was created. If it is not showing up, then click <u>More Info</u>, select contact and fill in the correct areas.*



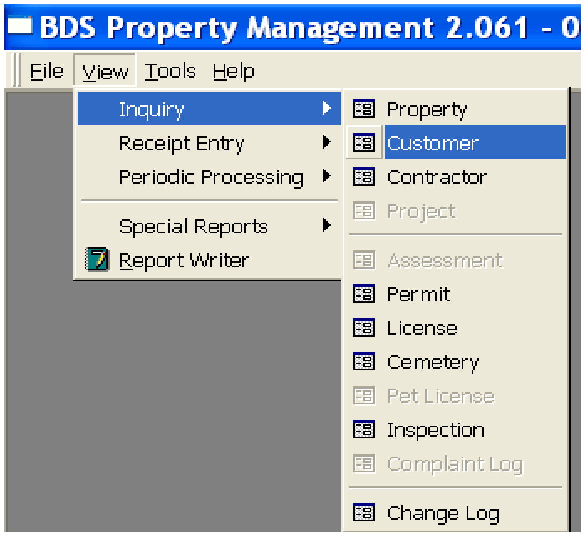
ADDING NEW CONTRACTOR:

On the top portion of the screen enter in the name, attention, and address info. Next proceed to record all the necessary information fields about the contractor.

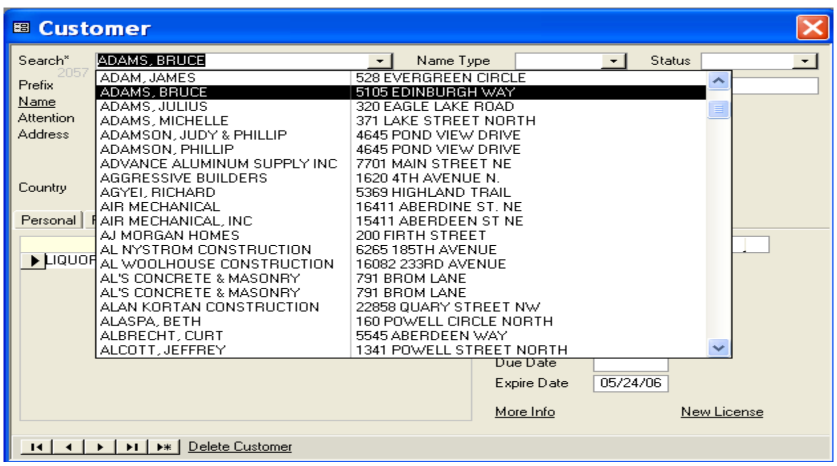
In the contact tab, select the main contact person from the drop down in the name field. If the person is not already in the list, then select new customer and then fill in the correct information about them.



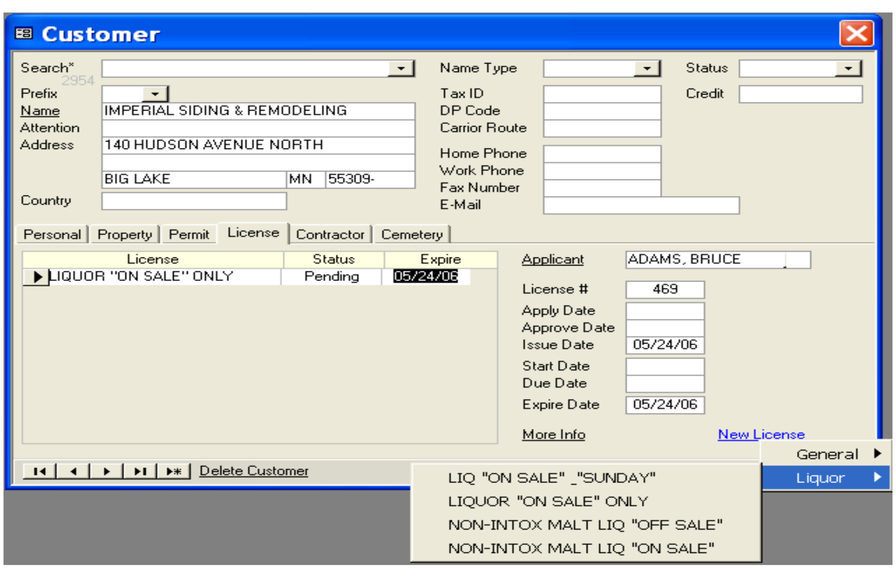
The 2nd and 3rd way to issue a license is from the Customer and Property Screen.



If you choose customer, then click on the drop down arrow for search and start typing the customer's name. Once you find the correct one, click on it.



Now you will be on the customer main screen and click on the license tab. Next click the blue NEW LICENSE button in the bottom right. Choose the license type from the list.

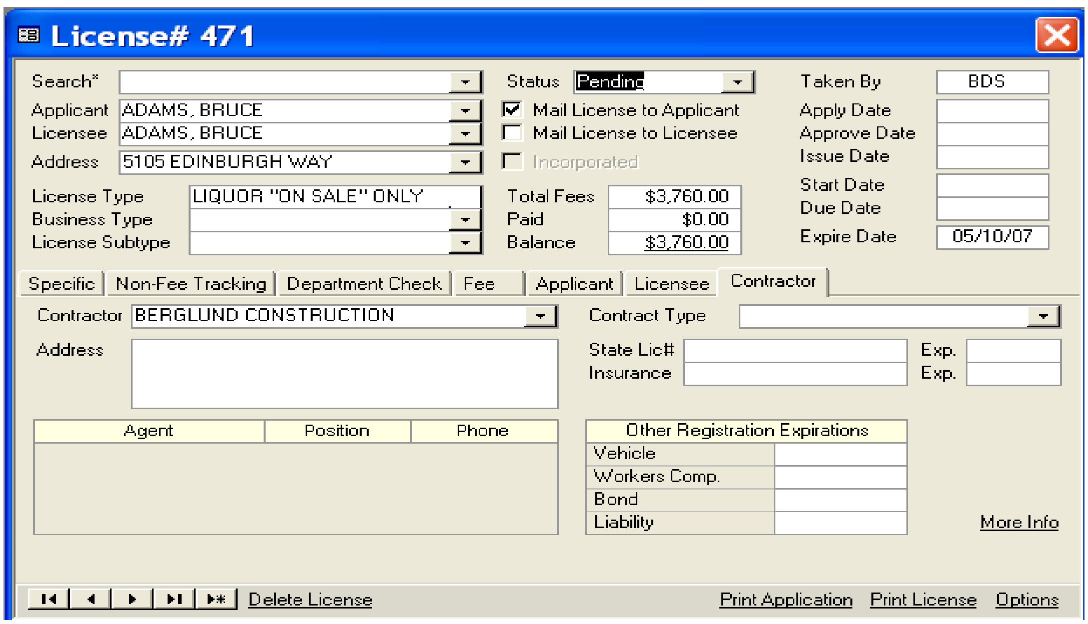


ISSUING THE LICENSE: Before the license is issued, you may want to fill in the date info on the top right portion of the screen. The expire date should default if you told that license type in the setup options to expire after certain # of days.

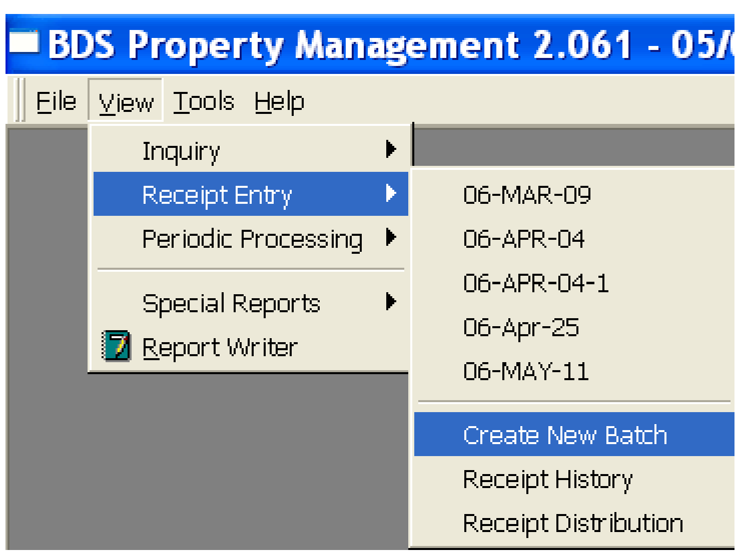
****If the expire date did not show up, you can check by going to options in the bottom right, select set up options, then license types. Look up the correct license type and then check to see if days expired is filled in.*

Once you are ready to issue the license, click on status and set to issued. You are now ready to print the license for the customer. Click on the **Pint License** button on the bottom to print the license.

****If the license needs to be changed, go back to the design certificate/license area in the manual to review how.*

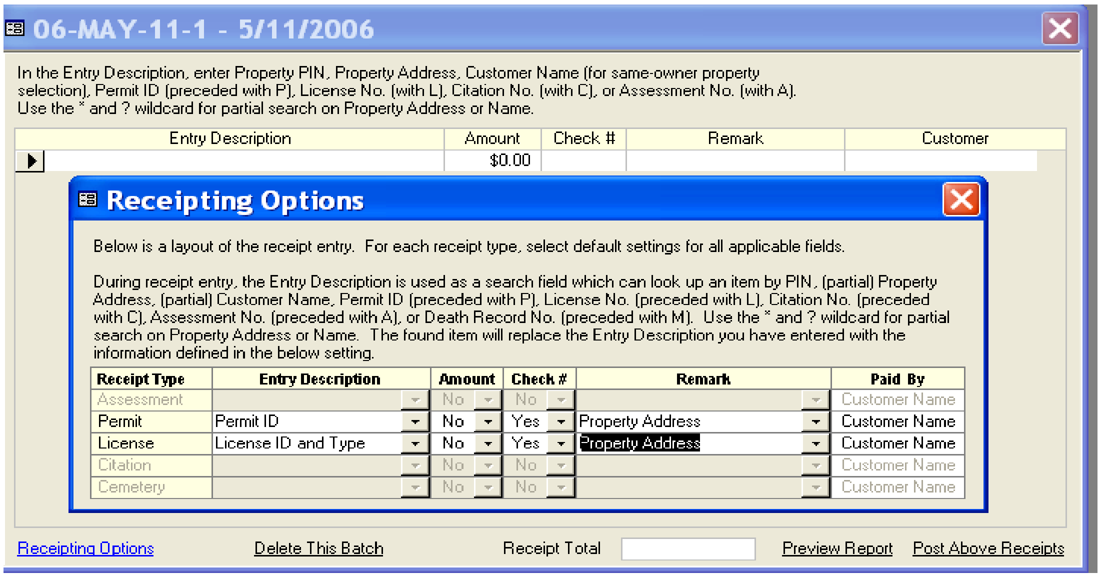


ENTERING RECEIPTS:



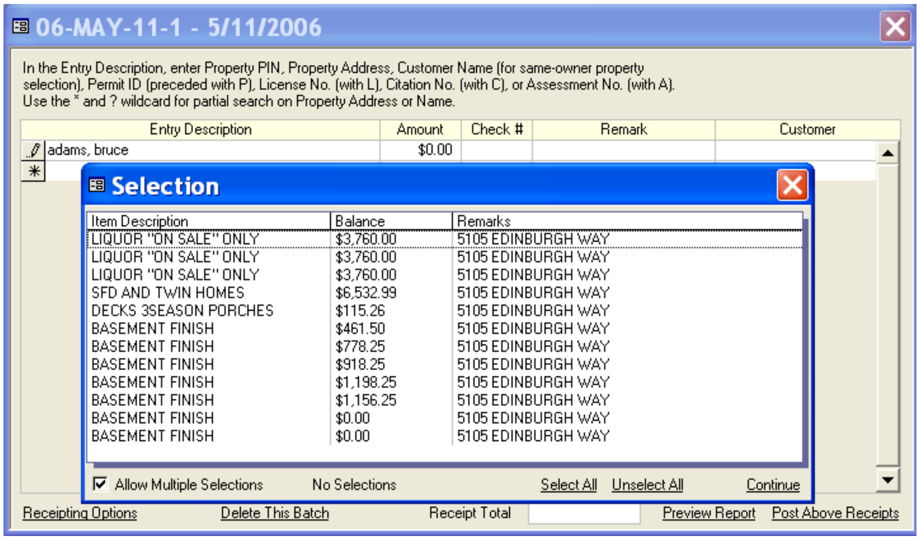
To start a batch, go to view, receipt entry, then create new batch. Next, give the batch a name and press enter.

First, click on the **Receipting Options** button in the bottom left to bring up this screen.



Next, go through each drop down arrow to decide what info you want displayed on the entry screen after a receipt is entered. Close out when you are done and you are ready to start entering in receipts.

Put your cursor in the first available line and you type in the last name, first name of the customer and press enter. If there are multiple items to pay for the customer, then a screen like this will show. If the customer is paying for all licenses or permits they have, then choose select all and then the continue button in the bottom right.



If you only want to select a couple items to pay, first check the box in the bottom left that says allow multiple selections. Now click on each item they are going to pay.

****If that box is unchecked and you click on one, it will bring you right back to the entry screen with that entry selected.*

When you are done with the first entry, click in the box on the second line to start a new entry.

Please note the different ways to look up a customer to pay. There is a description on the top of the screen that explains all ways. Ex. To enter a specific license # to pay, enter L, then the # in the entry description box & press enter.

You can enter the receipts in as you get them. For example if this was your only entry into the batch right now, you could close out and then when you want to enter more, go back to view, receipt entry, and then your batch will be listed and just click on the batch to add more entries.

Once all receipts are entered, click on the **Preview Report** button on the bottom right to show this report. Use this report to verify all entries are correct.

TEST DATA

05/11/06 9:59 AM
Page 1

Receipts

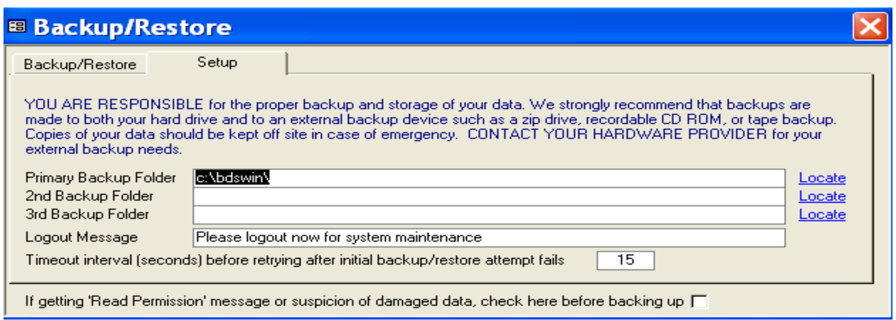
Batch Name: 06-MAY-11-1
Batch Date: 5/11/2006

Description	Amount	Remark	Check #	Customer Name
License #469 - LIQU	$3,760.00	5105 EDINBURGH WAY		ADAMS, BRUCE
License #470 - LIQU	$3,760.00	5105 EDINBURGH WAY		ADAMS, BRUCE
License #471 - LIQU	$3,760.00	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20000436	$6,532.99	5105 EDINBURGH WAY		PERFORMANCE PLUS HOMES, INC
Permit #20040245	$115.26	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20050024	$461.50	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20050025	$778.25	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20050028	$918.25	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20050029	$1,198.25	5105 EDINBURGH WAY		ADAMS, BRUCE
Permit #20050030	$1,156.25	5105 EDINBURGH WAY		ADAMS, BRUCE
	$22,440.75			

If an entry needs to be deleted from the batch, click on that entry, and then **right** click the mouse on the black arrow to pop up the delete option for that line item.

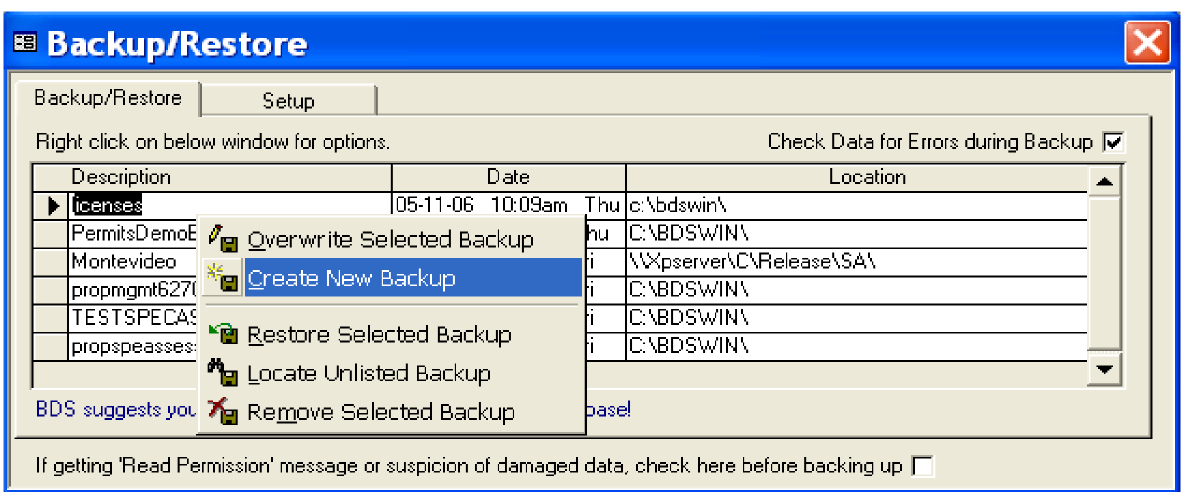
If no editing needs to be done and you want to post the receipts, then select the **Post Above Receipts** button in the bottom right.

You will now be required to make a back up of the data.

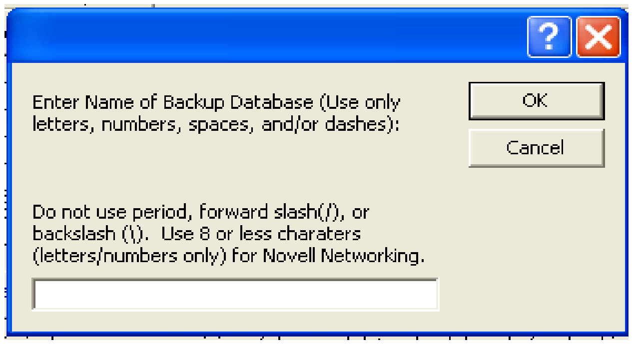


Click on the setup tab to specify the location of your backup. Usually they are located on your network drive in the bdswin folder. Click the blue locate button to browse to a location to save. Contact BDS for help if you have problems 800-229-1130.

Once the folder is specified, click on the backup/restore tab and right click below description and select create new back up option.



Next, type in a name for your backup and press enter.



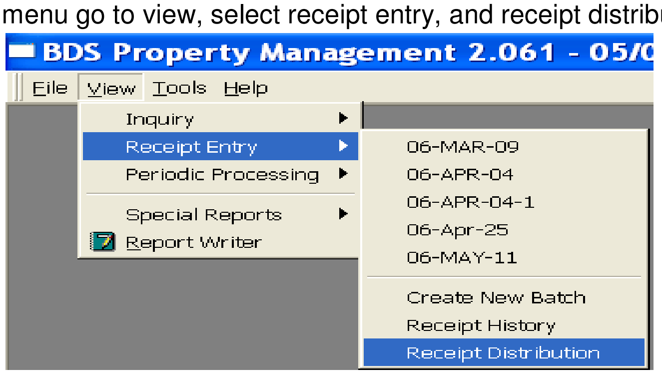
Next, you will get a box that says backup completed successfully. Close that box and you will be brought back to the backup/restore screen. Close this screen down and you will be asked to continue posting. Click yes and the batch will be posted.

You will also receive a receipt distribution report that shows a summary by your accounting account codes what was receipted in. If you do not have the BDS Fund Accounting, use this report to enter into your accounting system.

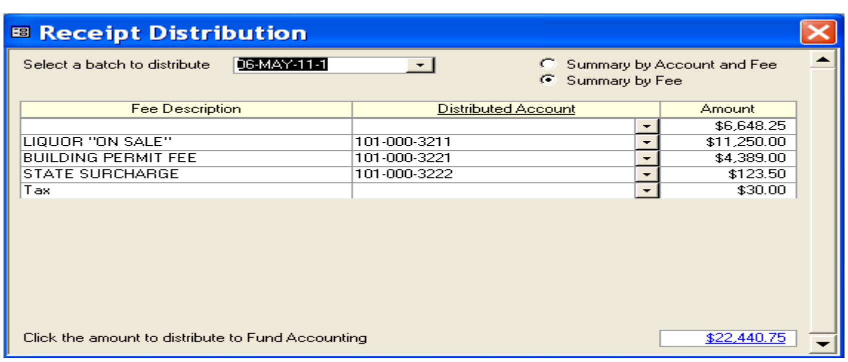
If you have the BDS Fund Accounting, follow the next steps to show how to distribute the batch over to BDS Accounting. It will then be loaded into the receipts area. Save the receipt distribution report to compare what was transferred over balances with the report.

TRANSFER RECEIPTS TO BDS FUND ACCOUNTING:

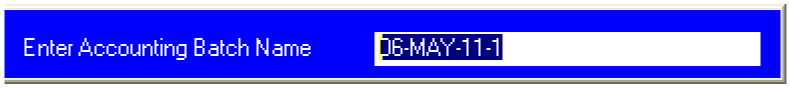
On the top left menu go to view, select receipt entry, and receipt distribution.



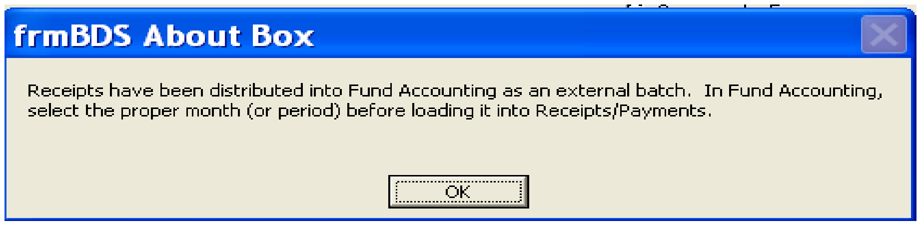
Click the blue dollar amount in the bottom left to send this info over to BDS Fund Accounting.



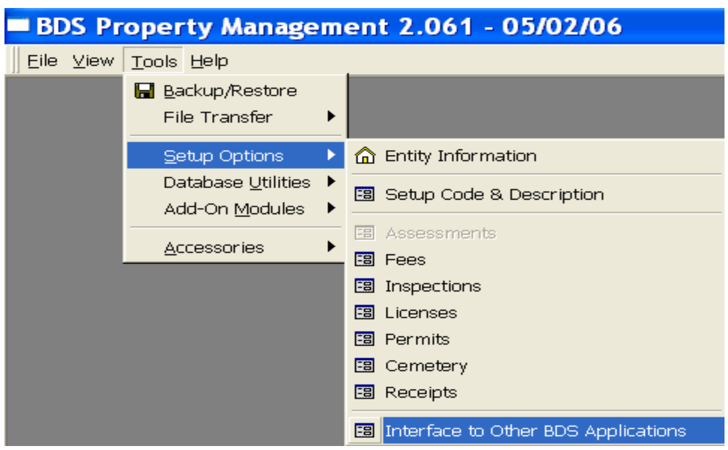
You will then be prompted to enter a batch name to recognize over on the accounting side.



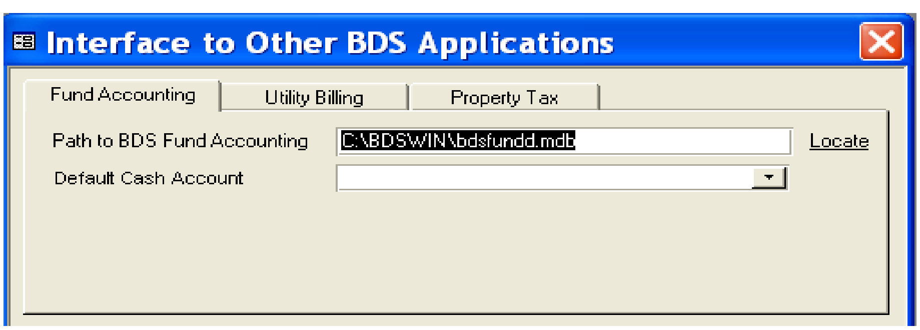
Press enter and you should get this message telling you receipts have been transferred.



****If the accounting data path can't be found, you will get a message saying it can't locate the BDS Fund Accounting. To set the path select tools on the top menu, setup options, interface to other BDS applications.***

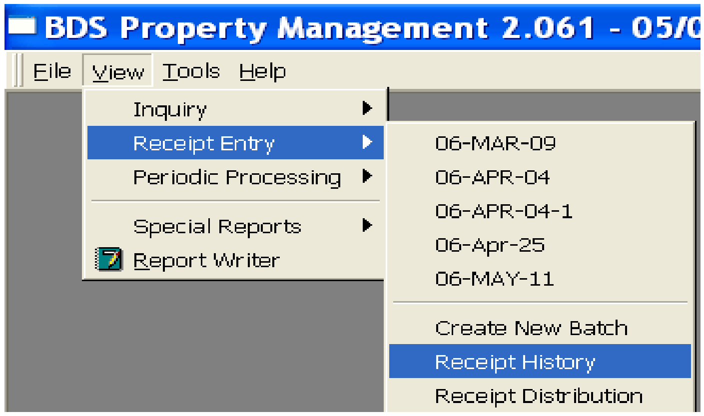


The data is usually located on your network drive unless you are the only computer using BDS Software. To locate the Fund Accounting data click on the blue locate button and browse to the BDSWIN folder on your network or c: if not networked. Call BDS for assistance 800-229-1130.



RECEIPT HISTORY:

To view any type of batch history for receipts, select view, receipt entry, and receipt history.



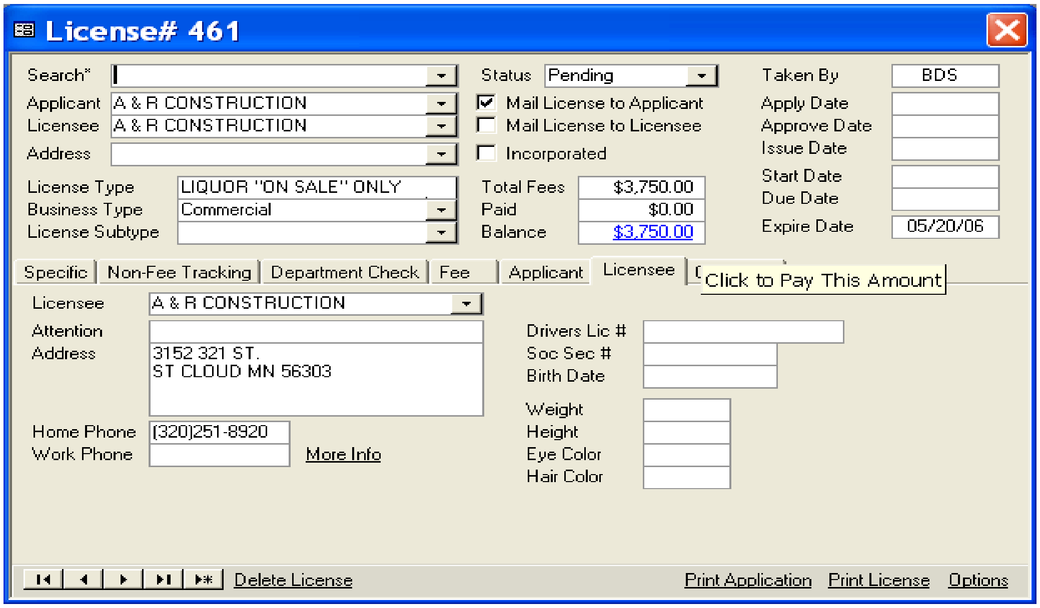
From here you can right click on a batch to preview the batch report to see what was entered into the batch or see the receipt distribution from the batch.

You can also sort by clicking a-z, or z-a to sort the batches in ascending or descending order.

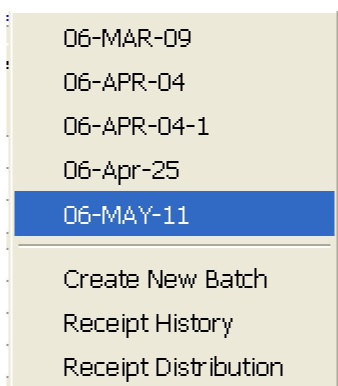
****To unpost a batch click on the batch and then select click **<u>Unpost Selected Batch</u>** in the bottom right corner.

OTHER WAYS TO ENTER RECEIPT:

Another way to enter a receipt for a customer is to go to view, inquiry, and select license. Next, look up the license on this screen. The easiest way is to just type in the license # in the search field and press enter. That license should now be displayed.



Click on the blue dollar amount to pay. You can then choose to add this receipt to a current batch by selecting that batch or create a new batch.



If you click on the current batch name, then it will be added and you can close the batch screen until your next receipt. This is a quick way to enter in one or two receipts. For lots of receipts it is easier to go to view, receipt entry and then click on your existing batch or start a new batch.

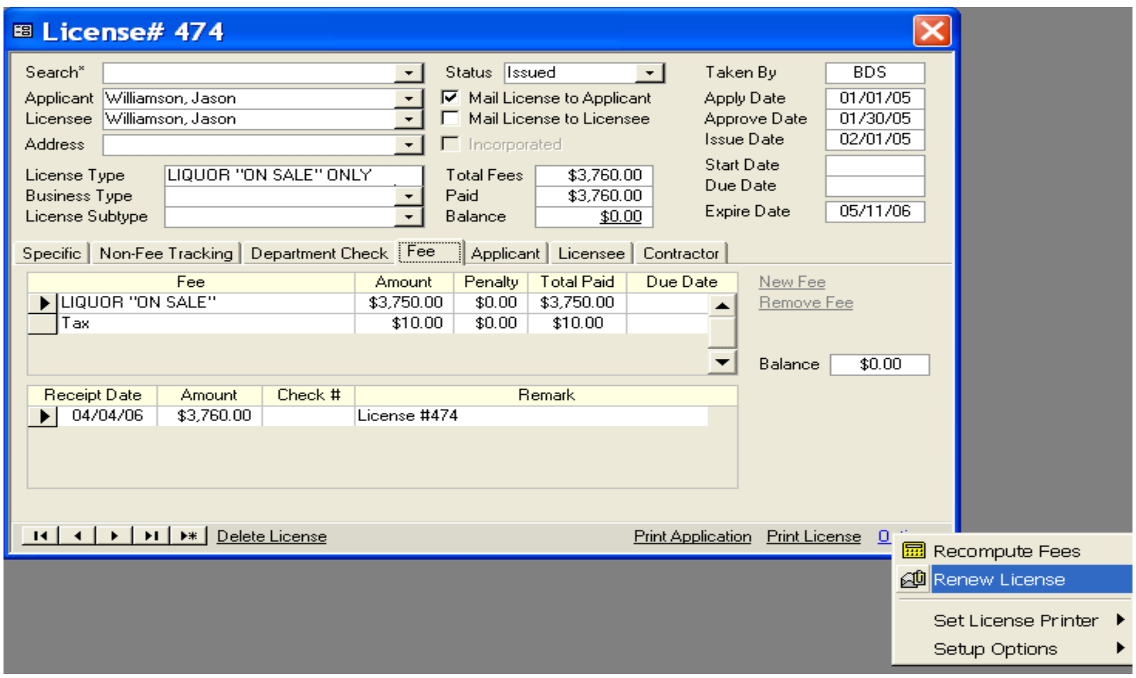
RENEWING A LICENSE

To renew a license go to view, inquiry, and license. Next locate the license that you would like to renew by typing the license # in the search box. ****(You can also locate a license by going to the customer or property screen and typing in the customer or property. Next, you can go to license tab and click on the license that you would like to go to and then select specific from the menu.)

Next, in the bottom right corner click on options and choose renew license. It will automatically compute the fees based on what you have attached in the setup for the license type.

*****If it does not seem to compute right, go to options in the bottom right, select setup options, then license types. Look up the license that is trying to be renewed and then look at the fees that are attached to them. Next, where it says attached fees click on setup and then click on each fee to verify the amounts and type of use. Remember that permanent type is always charged with a renewal. If the type is set to renewal on a fee, it will only be charged on a renewal and not the first time the license was issued.**

*****If you made any changes to the fees and come back to the license screen, go to options and select recompute fees to update your changes.**



The last step in the renewal is to reprint the license. Do this by selecting print license in the bottom right.