...ng Module (Add On)
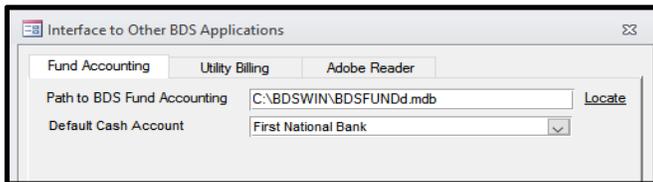
To begin using the sales tax tracking module, verify that it has been purchased and activated by Banyon Data. From the main Property Management screen click on tools from the top ribbon, add on modules, and verify that **"Licenses Sales Tax"** is checked. If this module is not checked, please call Banyon Data at 800.229.1130 to verify purchase and activate.

☑ License Sales Tax
keeps records of sales tax, calculates penalty and interest; reports on licenses who have not filed.
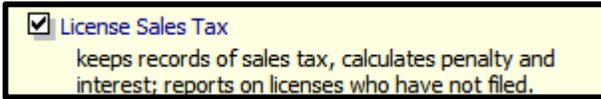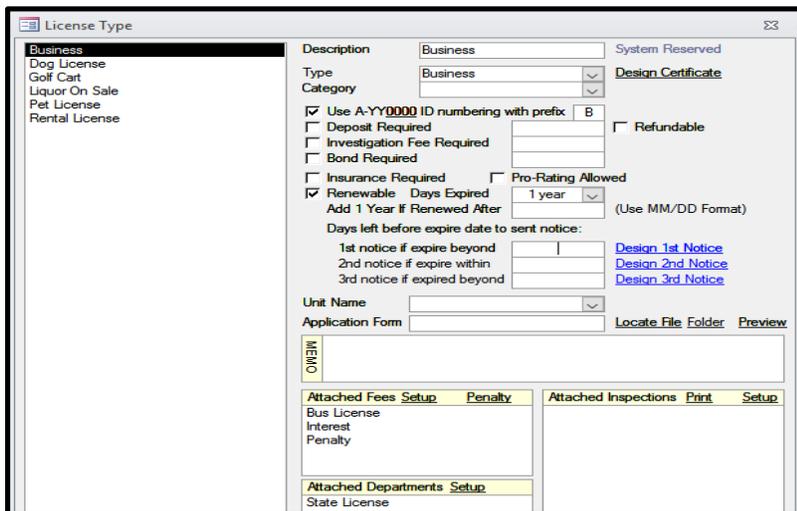
Setup

1. Verify that the path to Banyon Fund Accounting is linked. From the main Property Management top ribbon, click on view, BDS Apps, and click the Fund Accounting tab.

Interface to Other BDS Applications

Fund Accounting	Utility Billing	Adobe Reader

Path to BDS Fund Accounting: C:\BDSWIN\BDSFUNDd.mdb   Locate
Default Cash Account: First National Bank

Next, click the locate button and browse for the location of the BDSWIN folder (typically on your network drive.) Once the BDSWIN folder is found look for the file bdsfundd.mdb and select it. The path to Banyon Data Fund Accounting is now set and will allow receipt batches to be transferred and account codes to be selected in Property Management.

2. Make sure all parcels and properties are added. For help on adding parcels/properties, see the beginning section of the Property Management manual.

3. Verify there is a **business license** created in setup. From the main Property Management top ribbon click on view, system modules, then license. From this screen click on Business License on the left. Next, *make sure the type drop down is also set to Business.*

License Type

Business
Dog License
Golf Cart
Liquor On Sale
Pet License
Rental License

Description: Business   System Reserved
Type: Business   Design Certificate
Category:
☑ Use A-YY0000 ID numbering with prefix B
☐ Deposit Required   ☐ Refundable
☐ Investigation Fee Required
☐ Bond Required
☐ Insurance Required   ☐ Pro-Rating Allowed
☑ Renewable Days Expired 1 year
Add 1 Year If Renewed After _____ (Use MM/DD Format)
Days left before expire date to sent notice:
1st notice if expire beyond _____ Design 1st Notice
2nd notice if expire within _____ Design 2nd Notice
3rd notice if expired beyond _____ Design 3rd Notice
Unit Name _____
Application Form _____   Locate File Folder Preview
MEMO

Attached Fees Setup Penalty   Attached Inspections Print Setup
Bus License
Interest
Penalty

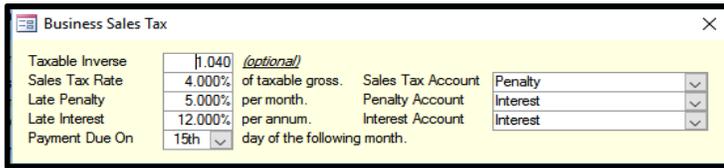Attached Departments Setup
State License

Check the box if the license is renewable and choose the length of time before the license expires.

4. Setup and Attach Fees. For help on setting up fees, see the fee section of the manual. *To use this module, you will need the main fee the business license created, penalty fee, and interest fee.* The penalty

have an amount or a %. (we will explain where to add ...o allow a Fund Accounting Account code to be attached to them. Follow the steps in the fee setup section of the main manualbds to create the fee, select the distributed fund accounting account code to the fee, and attach the fee to the business license.

5. ***Step 4 must be completed before proceeding to this step.***   On this step the sales tax rate, penalty, interest and account codes are selected. Click on **"penalty"** from the business license type screen (view, system modules, license, and business license selected on left.)

Fill out the screen and select the account drop downs to attach revenue codes from the previously setup fees.

6. Setting up a Department Check (Optional). Department Check could be used if certain items need to be completed before a license status is changed to issued. If the status is changed to issued and items have not been completed, a message would prompt saying "department checks" not completed. For example, a state license needs to be submitted before a city license can be issued. A department check could be setup called "State License"   The department could then be marked as "passed" and then fill the state license number in the remark field.

    Department setup could be skipped and just use the drop down for license status to be "No State License" and a report could be created for all "No State License" statuses.

To setup a department check click on **"setup"** and then add the department check to the list on the right. Simply type "State License" and it is now added.

The department check can now be attached by highlighting it from the license setup screen (view available fees and departments on bottom right)

    While on this screen, Business Type radio button can be selected and edit/enter business types needed to be attached to the license later on.

7.   A renewal notice template can be created. The notice can be customized to meet your needs. To preview the standard design, click the "design 1st notice" link from the license

...dules, license, and select business license.) Contact ... up the renewal notices.

8. Attach the business license to all properties that are required to have one. For help on attaching licenses to a property, see the main Property Management manual (Page 53)
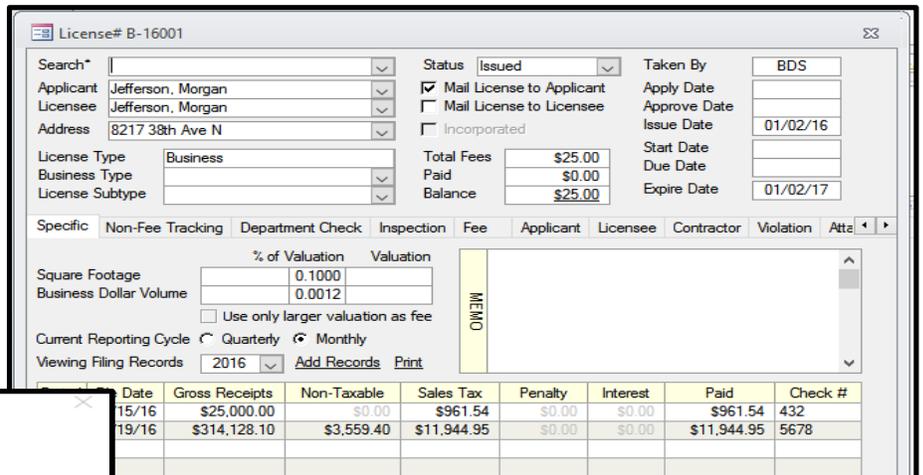
Enter in Sales Tax Report Information

1. Look up the first business to enter sales tax information. Lookup can be done from the main ribbon and select view, inquiry, property or view, inquiry owner. Once the property or owner is looked up, click on the license tab.
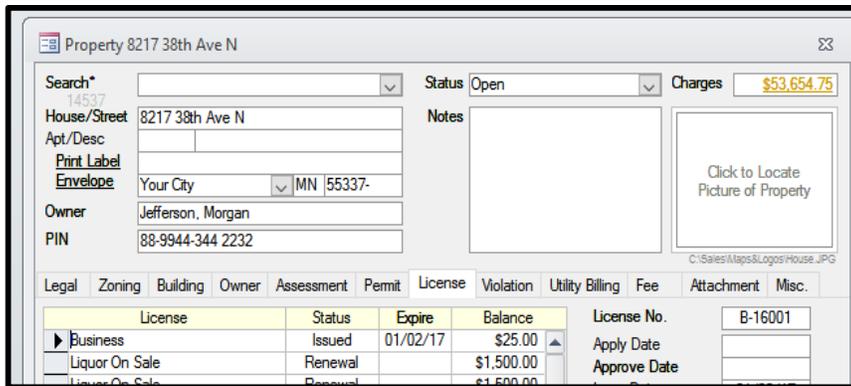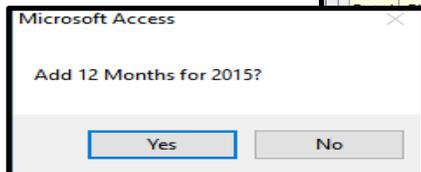

2. Next, click on the business license and choose **"specific"** from the menu.

3. From the license number screen select the business type from the drop down (optional) and verify the **"Expire Date"** is filled in.

4. Click the *specific tab* and choose the **"Current Reporting Cycle"** of Monthly or Quarterly.

5. Select the current year from the drop down. If months do not show click the **"add records"** button.

one on each license one time at the beginning **each month.** Each year before this step is completed a backup should be completed from tools and backup restore.

6. To begin entering sales tax data for the month or quarter, click on the month you want the information recorded to. For example, click Jan.

Period	File Date	Gross Receipts	Non-Taxable	Sales Tax	Penalty	Interest	Paid	Check #
Jan								
Feb								
Mar								
Apr								
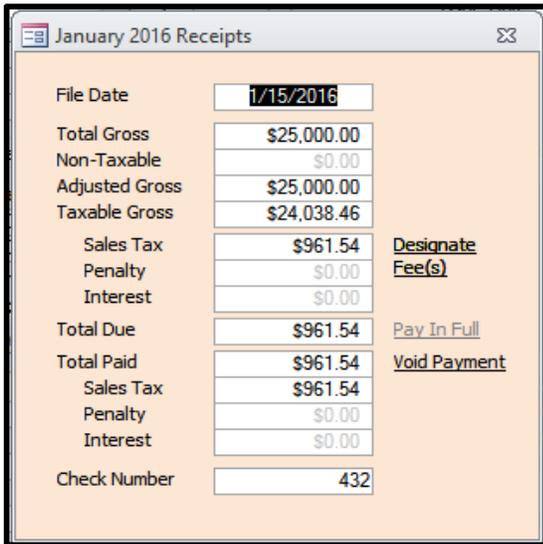
January 2016 Receipts

File Date	1/15/2016
Total Gross	$25,000.00
Non-Taxable	$0.00
Adjusted Gross	$25,000.00
Taxable Gross	$24,038.46
Sales Tax	$961.54
Penalty	$0.00
Interest	$0.00
Total Due	$961.54
Total Paid	$961.54
Sales Tax	$961.54
Penalty	$0.00
Interest	$0.00
Check Number	432

Designate Fee(s)

Pay In Full

Void Payment

The file date will fill in automatically if you click on the total gross field to begin entering. If a different date is wanted, then click in the file date field to begin.

Once the total gross field is filled in, the rest of the screen will populate. If there are non-taxable receipts enter that amount into the non-taxable amount field.

The "**Sales Tax Due**" is displayed and can be verified if the total matches the total from the customer form turned in.

If a customer is sending the form in past the due date, the penalty and interest should show up automatically based on the settings under **"Designate Fees"**. (Then payment due on drop down)

7. If the customer has submitted payment along with the form, click on **"Pay In Full"** The payments will be added into a batch, so initially select the menu option **"create new batch"** and enter in a batch name. After the batch name is entered a prompt will come up to enter in the check number.
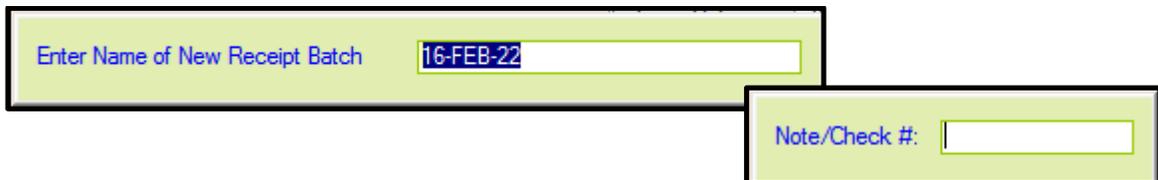
Enter Name of New Receipt Batch	16-FEB-22

Note/Check #:

Once the check number is entered the batch screen will be shown verifying the entry is in the batch. Close the batch screen to enter in sales tax information on the next customer.

*On next customer that is clicked for "Pay In Full", choose the existing batch name from the menu option.*

the batch preview the batch report and then click "Post
mpted to complete a backup and continue posting the
batch.

For complete steps on posting the batch, see the batch posting section of the main manual as
that describes how to transfer the batch over to Fund Accounting as well. (Page 65)

8. To enter in the sales tax information for another business, the lookup can be done right from
the license screen by using the **"SEARCH"** drop down box only. *DO NOT USE THE APPLICANT
DROP DOWN OR LICENSEE DROP DOWN AS LOOKUP. THAT WILL CHANGE THE CURRENT
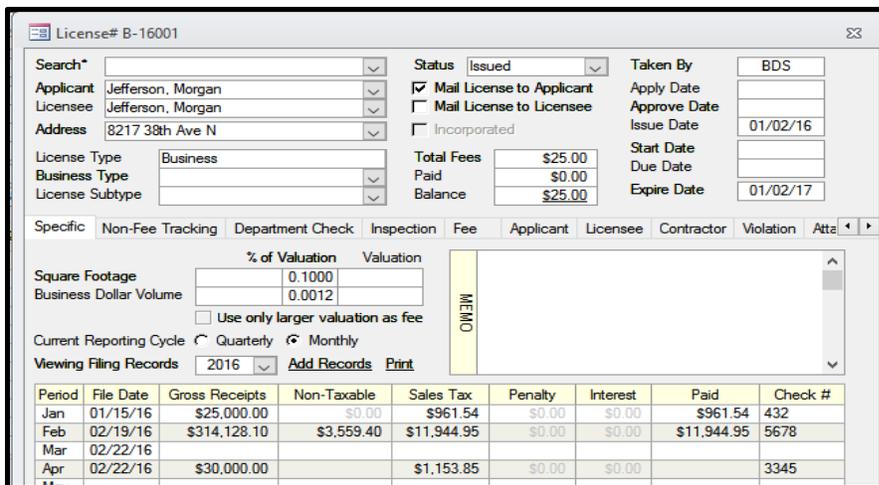LICENSE APPLICANT AND LICENSEE.* Use the search drop down box only!
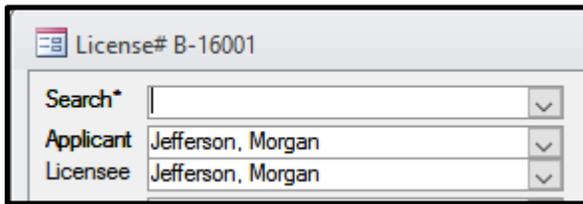
The search box can be used to lookup
license id, applicant name, or address.

Furthermore, lookup for the next business
can be done from the view inquiry property
or view inquiry owner screen as well.

Filing Report

Once sales tax information has been entered in for a business, a filing report can be printed for
verification and totals.   From the license screen click on **"Print."**

Other Reports

Other reports can be generated
from the report writer by going
to the main ribbon, choose
view, report writer.

Banyon Data Systems   02/22/16 3:35 PM
                                                                        Page 1

Sales Filing Records

Jefferson, Morgan
8217 38th Ave N
License No. B-16001
2016-Monthly

Month	File Date	Gross Receipts	Non-Taxable	Sales Tax	Penalty	Interest	Total	Note
Jan	01/15/16	$25,000.00	$0.00	$961.54	$0.00	$0.00	$961.54	432
Feb	02/19/16	$314,128.10	$3,559.40	$11,944.95	$0.00	$0.00	$11,944.95	5678
Mar	02/22/16							
Apr	02/22/16	$30,000.00		$1,153.85	$0.00	$0.00	$1,153.85	3345
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Reported Total		$369,128.10	$3,559.40	$14,060.34	$0.00	$0.00	$14,060.34	

es Tax" is setup for all sales tax related reports. A default **ax Report". Other reports created are Monthly Non File Customers, Quarterly Non File Customers, and Monthly/Quarterly Non File Customers. These reports when clicked will pop up a year and month selection box.

For general Business License reporting, please use the *License category from the main report writer screen. This category will allow reports to be created for business with licenses status of "On Hold" or with a status or Renew. A status of renew would indicate the renewal application has not been turn back in and the business is operating under an expired license.

Please contact Banyon Data with help on creating reports.

When running the reports titled "No State License" or "Operating With Expired License" the month and year selection will also be displayed. Do not select any years or months for these reports as the date selection screen is asking for Issued Licenses and those statuses are not considered issued so nothing will report.

Generating Renewal Notices

Renewal notices can be generated from the main Property Management ribbon by selecting view, periodic processing, license, and renew licenses.
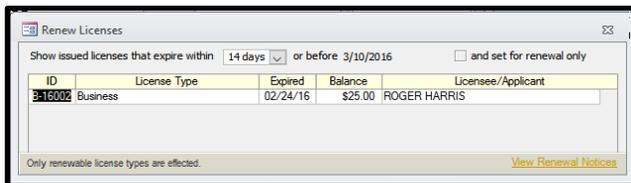
Next, click the drop down to show issued licenses that expire within XX days on or before the date listed.

All license types will then be displayed. If you want to include or exclude license types, click on a license type and choose filter by selection or filter excluding selection. Filter by selection will be for that license type only.

Next, click the "View Renewal Notices" button and the notices will be displayed on the screen. (If any wording on the notices need to be changed, the edit needs to be done from view, systems modules, license, and then choose the license from the left. Next, click on "design 1st notice")

If the notices printed fine, now click the option "set above expiring licenses to renewal.

When the customer sends back the renewal notice/application mark the license as issued or if they forget to submit something like a state license, put the status as "no state license"

ense category to run for "expired licenses" that is filter at have not turned in their license application are still at renewal stage and considered expired.

Violations

A violation letter can be created and a notice can be customized and sent out to those businesses that have not returned the renewal for the business license application. The violation can be setup to have a fee activated if not returned by a certain date. Please see the Violation/Code Enforcement section of the main Property Management for help on creating violation types and notices. (Page 59)