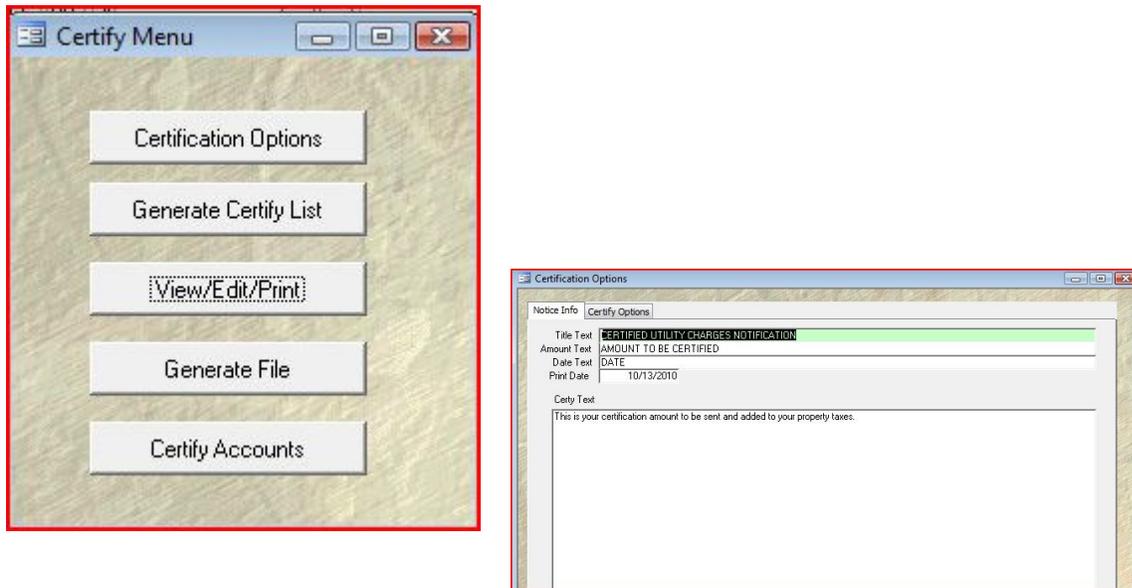# Banyon Data CERTIFICATION MODULE

Easily certify customer balances to a file that can be sent to the county. Saves valuable time and eliminates doing manual adjustments to each service on each delinquent account.

Once the module is purchased/activated it can be accessed by right clicking on the main account screen, selecting transfers, then certification.

Begin by selecting certification options to complete the setup information.

Certify Options Tab:

Minimum Delinquency Level: Set minimum level to certify.
Certify Current Amounts: Check if current (last billed amounts) amounts should be included.
Certify Current Penalty: Check if you want the last penalty calc done to be included.
Certify Path: Location where the file will be saved. Ex: C:\bdswin
Certify File: The file will be saved with the name entered. (Ex. EntityUBCertify)

Notice Info Tab:

Title Text: Wording to describe the notice Ex. Utility Billing Certification Notice
Amount Text: Wording before the dollar amount on the notice. Ex. Certified amount
Date Text: DATE
Print Date: (enter date)
Certify Text: This area is for you to use as the body of the notice. Any legal information required can also be typed in here and is displayed on the notice.

**The notices print on 8.5 x 11 sheets of paper and are designed to fit into a window envelope.

After setup is done, back up your utility billing before proceeding!

To begin the certification process, right click on the main account screen and choose transfers, then certification. This will bring up the "Certify Menu" again.

Click on the Generate Certify List button and then select the billing groups to begin certifying.

Before the "Begin Certification" button is selected make certain a backup was done as previously mentioned.
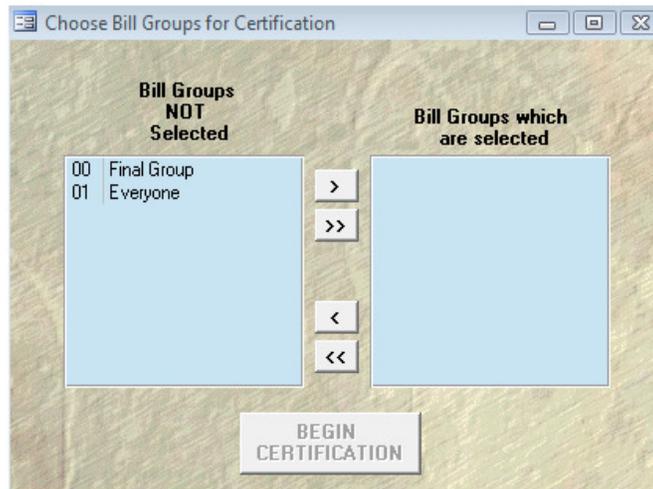
After the certification has been run the account screen will show up.   Right click on the account screen, select transfers, and go back into certification. Next, click on the View/Edit/Print Certify List button to bring up the account certify detail screen.

From here, click on the reports drop down to print a list of accounts that will be certified. There is an option for a summary or detailed report. This screen can be edited to zero out any amounts that should not be certified. If an account shows up that should not be certified, simply click the delete button.

From the reports drop down certification notices can be sent for all customers or the current customer displayed. The body of the document can be customized in the certification options step under the notice info tab.

YOUR ENTITY NAME HERE

100 EAST MAIN STREET	DATE	10/13/2010
YOUR CITY, US 55555	Account	01-00000020-00-7
555-555-5555		

EDNA VERLEY
1415 9TH
ST PAUL NE 68873   CERTIFIED AMT $94.85

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Property Addres   1415 9TH

CERTIFIED UTILITY CHARGES NOTIFICATION

This is your certification amount to be sent and added to your property taxes.

After the accounts have been edited/printed, close the screen to access the certification menu and then click on the Generate File button

Generate File

Choose Yes or No

? Create certification file?

Yes   No
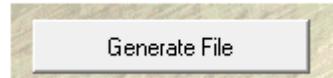
Click yes to begin creating the file.

After the file has been created, the total certified amount message will be shown.

Microsoft Office Access

File creation completed. Total certified is $13,148.10

OK
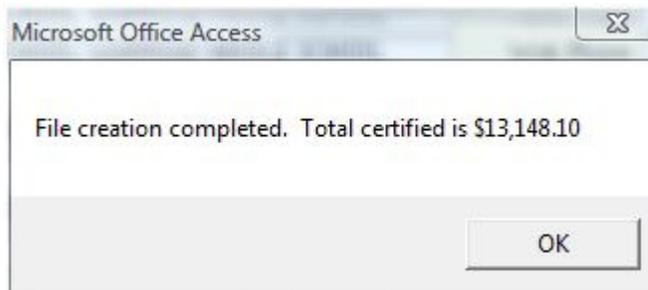
Next, make another back up of the data by going up to tools and backup/restore.

After the backup, go back into the certification menu and click on the certify accounts button
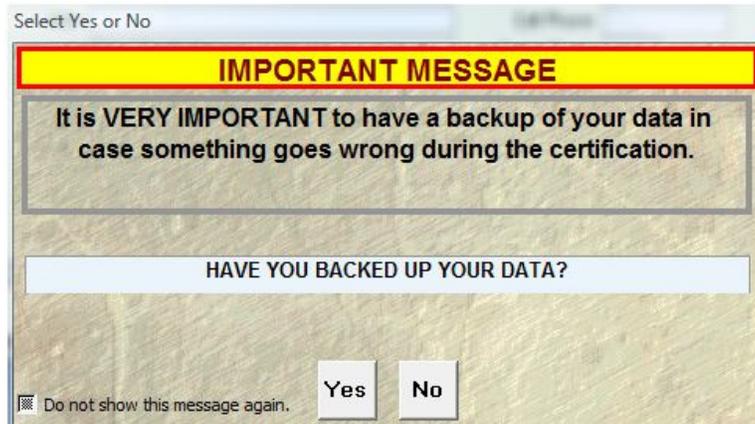
Certify Accounts

If the backup has been made, click yes to continue.
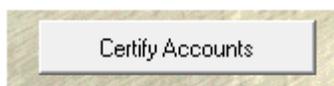
Next, a begin certification message will show and click yes to begin.

The system will verify integrity and will show accounts as they are certified. When finished, the certification complete message will show. Click OK to exit and return to the account screen.

The certified amount will now show up under each account in the transaction tab by selecting the "other" radio button

Transaction Typ	Amount	Date	Cha	Charge Name	Info	Per	Y
▶ Certified	($3.57)	10/30/2009	1	SALES TAX		6	20
Certified	($30.00)	10/30/2009	61	ELEC CUST CHARᴏ		6	20
Certified	($21.74)	10/30/2009	59	ELECTRIC @ .69/K		6	20
Certified	($3.00)	10/30/2009	50	MOSQUITO SPRAY		6	20

Controls: ○ All ○ Adjustments ⦿ Other | ⦿ Current ○ All [Print]
○ Receipts ○ Late Fees

A certified line will also show up on the next bill the customer receives stating that the previous balance was certified.

401 STATE AVE N   11/11/2009

1

For Service From 1/20/2007 to 2/20/2007

PREV BAL $9.056.83
CERTIFIED   11/11   -$9.056.83

The certification file is now ready to email to the county and is saved under the directory you chose in the certification setup. To verify where it is, select certification options from the menu and then choose the certify options tab.