



Banyon Software Installation Kit

1. INTRODUCTION

Welcome to Banyon Data product installation. This supportive material is provided to guide you through the installation of your software and alerts the local user(s) to needed configurations and requirements to operate our software and optimize features.

First, if you have been issued this document, you have already decided to choose Banyon Data as your software vendor. Thank you. We will do our best to make sure the installation process is easily achieved and completed within a reasonable amount of time.

Please feel free to browse our website at banyon.com to view our software application screens, hardware specifications, data sheets, and manuals.



Three important things to remember before the installation.

1. The data for our applications may reside on a stand-alone computer if used on that stand-alone computer or shared with other computers. This is called networking or peer-to-peer use of data.
2. Alternatively, the data may be stored on a server with the applications loaded on the connected computers in a \BDSWIN folder. This folder will be created automatically. Each computer must then connect to the data on the server by locating a path to the data.
3. Many of our customers rely on air-tight security in the hopes of preventing unauthorized access to the data. Good idea, however the problem is it may also prevent you from accessing the data quickly over the Ethernet network lines. It may also not allow you to download updates from our company webpage.

2. STEP BY STEP INSTALLATION INSTRUCTIONS

PRELIMINARY STEPS

- Make sure you have **enough disk space** available to install. A minimum of 5 GB is recommended. **Close down your Banyon Data Systems software and any other programs before installing.**

INSTALLATION STEPS

- Insert the BDS CD in the CD Drive. Wait and the CD Setup will start automatically.
If not:
 - Click your mouse or pointing device to Windows **Start** Menu, located on your windows task bar. Click on My Computer, This PC or Computer (you know what we mean).

Remember the CD or DVD Drive letter may be a different letter than D or E. So, locate the drive letter, access it and then enter click on autorun.exe

Then when the setup program is loaded: Follow the instructions on the Setup Screen. Finally, the Setup program may ask you to restart your computer.

3. SETUP CHECKLIST

FUND ACCOUNTING SETUP CHECKLIST

The following steps are recommended to be completed before Banyon staff arrives for training. This allows more time to be spent on actual training than setup.

Banyon can help you with the following steps before your training date.

- Order checks from Business Forms & Systems 800-383-1696
- Install the software & set data path (see software manual)

Initial Setup screen

Descriptions

- Shows all funds, departments, balance sheet, etc accounts that are available to use. Change names, numbers, and descriptions if needed.

Setup Options

- Status tab: Enter your starting period
- General tab: Shows your account code structure. If you need something Other than what is displayed, call Banyon to help change.
- Default Accts: Enter your equity accounts and your cash account(s)

*****The rest of the tabs will be discussed during training.**

Build Accounts

- GL Accounts:** Click on GL Accounts, then choose a fund from the drop down. Next, click on the add accounts button and highlight all balance sheet accounts needed for this fund.

*Beginning balances for your balance sheet accounts can also be entered at this time if you have them. They can also be entered at a later date.

****a cash account & unreserved fund balance account are required for each fund.***

- Rev Accounts:** Click on Rev Accounts, then chose from the drop down dept (if applicable), & source. Next, click on the add accounts button and highlight all sources of revenue for the selected fund/dept.

- Exp Accounts:** Click on Exp Accounts, then chose from the drop down dept/function, and object. Next, click on the add accounts button and highlight all objects of expense for the selected fund/dept.

*Revenue and Expenditure Budget figures are added after complete started is done
(Call Banyon to walk you through marking the startup as completed)

Vendors/customers: Set up now or as needed from the payment batch entry screen.

PAYROLL SETUP CHECKLIST

The following steps are recommended to be completed before Banyon staff arrives for training. This allows more time to be spent on actual training than setup.

For converted data, verify each area below.

The items below with an * should be the highest priority to complete. The rest will be covered in training.

Banyon can help you with the following steps before your training date.

- *Order Checks from Business Forms & Systems 800-383-1696 (If you have Fund accounting and the Check stubs are blank they may work with Payroll)
- *Install the software & set data path (see software manual)

***Employees**

- Add all of your Payroll employees to Payroll
- In the payroll initial setup click on Personnel info
 - Click on Add a new employee on the left side in the employee information.
- Hit enter to accept the employee number, which is just a sequence starting at 1.

- Type the employee name, address, and social security number in the corresponding fields.

***Data for Training**

The information listed will be needed for training to complete the setup.

- Pay Period dates and schedules for the current year
- Types of Pay and wage information for employees
- Expenditure accounts for the employees' wages.
- Deductions and employer paid benefits (including Tax sheltering for each code)
Including, W-4 information for Federal and state taxes.
- Leave accrual schedule for employees
- Any payroll data for completed payrolls in the current year. If you are starting to use the payroll program in 2013 and you have completed 4 payrolls. You will want the detail for the 4 completed payrolls.

UTILITY BILLING SETUP CHECKLIST

The following steps are recommended to be completed before Banyon staff arrives for training. This allows more time to be spent on actual training than setup.

Many of these items will have already been completed if you have had your data converted.

For converted data, verify each area below by right clicking on the account screen and selecting setup.

The items below with an * should be the highest priority to complete. The rest will be covered in training. Banyon can help you with the following steps before your training date.

- * Order postcards or full bills from Business Forms & Systems 800-383-1696
- * Install the software & set data path (see software manual)

*** Services**

- Setup/create services to bill for
- Attach revenue account code (FA Acct Code)
- Fax Banyon a copy of services & ordinance to 952-882-7734

* Rates

- Setup/create rates
- Enter base or minimum charge
- Enter Tier(s)
- Fax Banyon a copy of current rates to 952-882-7734

Surcharges/taxes

- Setup/create surcharges (Taxes)
- Enter amount or percentage for each.
- Attach financial account code (FA Account Codes)

Billing Schedule

- Setup billing schedule (can be accessed from the service setup screen)
- Rename default schedule (Ex, Monthly or Quarterly)
- Put an X in each period a service/surcharge is to be billed.
- Assign receipt/penalty priorities (0 is paid off first for partial payments)

* Billing Groups

- Setup billing groups (system automatically adds group for final bills) The system also automatically adds an Everyone group; you can either keep that name or change it. At this time you should also decide if you want to create a Residential, Commercial, Industrial, etc billing group or use just one.

For all billing groups created:

- Enter the Fund Account codes for the Undistributed Receipts (Overpayments).
- Set the current period to the period you will be billing next.
- Assign a bill schedule to the bill group.

* Add Accounts (Priority #1 is to have all accounts entered)

- Add one residential & one commercial account to start with.

(if a person is not the owner, uncheck the owner box and you will be prompted to add them next.)

- On the main account screen attach services and rates from the service tab.

* Create Account Templates

- Create one residential and one commercial account template.
(from the account screen, right click, click on other tools, click on create account template and then name accordingly.)
- Now add the rest of your accounts and select a template when adding so it attaches services and rates.
- Also create templates for sewer only customers or other common customers

Late Fees/Penalties

- Setup late fees/penalties (right click from account screen, click setup, click penalty collection)
- If the late fee is a flat amount enter it in Penalty Amount. (% will be done later)
- If using amounts and percentages, check the appropriate boxes otherwise leave unchecked.

Set up Penalties (click the button)

- Under groups tab move the bill groups to be penalized to the right side
- Under the services tab move the services to be penalized to the right side
- Under the surcharges tab move the surcharges to be penalized to the right side
- Under charge detail tab enter the penalty percent on each service and check the correct boxes under penalize what.

Direct Payment Setup (if purchased)

- (From the account screen right click in the corner, select setup, then ACH Account Setup)
- Look up first customer and check direct payment box
- Enter Bank Name
- Routing Number
- Bank Account #
- Select Checking or Savings
- Click on the drop down for amount or % and select Percent and 100 should be inserted. (if 50% comes out of one account, the 2nd line would have 100% (of remaining).
- Look up next account and continue

Please give us a call at 800-229-1130 if you have questions setup.

4. WHAT MINIMUM HARDWARE TO RUN APPLICATIONS?

COMPUTER (CPU)	AMD or Pentium System 4 or higher (2 GHz)
MEMORY	4GB minimum - 8GB recommended
OPERATING SYSTEM	Windows 7, 8, 10, or Windows 13. 32 or 64 bit
DISPLAY	VGA Monitor (1024 X 768) or higher - 17" Viewable
INPUT DEVICES	Enhanced 101 Keyboard, Optional Bar Code Scanner, Meter Devices (Sensus INVENSYS, Badger, Neptune, Itron and other approved vendors)
DRIVES	500 GB Hard Drive, (80 GB minimum) Zip Drive or USB port for Flash Drive CD or DVD (Optional for installing software)
FILE SPACE RECOMMENDED	Allow minimum 3GB of storage for each application installed.
COMMUNICATION	Internet Access. FTP access enabled.
PRINTER	HP Laser Printer that can feed card stock for Utility forms. Check with business retailer.
NETWORK (if networking)	WINDOWS NETWORKS

5. IF CONVERTED, PLEASE CHECK YOUR DATA FOR ACCURACY

Banyon Data Systems cannot emphasize enough the importance of reviewing your data for accuracy following a conversion. We try and get everything in the right spot and normally we do. But on occasion something (data) gets put in the wrong data table or chart of a software application. The reason for this is usually the data obtained for conversion did not have a field description or the field description was not one that could be identified or matched to fit in the Banyon Data system. **REMEMBER JUST BE CAREFUL AND TAKE THE TIME TO REVIEW YOUR DATA.**

6. SUPPORT AND MAINTENANCE

When your organization purchased our software you become a special client for our company. It is now, after installation that you need the most help and we are there. Quick, responsive support is one of the most important services a company can provide, and Banyon Data Systems has just that. 90% of support inquiries are handled on the inbound call. The remaining 10% received are returned quickly. No long waits or support tickets.

- **Unlimited telephone access (800) 229-1130 or fax (952) 882-7734**
- **Email us at support@banyon.com .**
- **REMEMBER, CALLING IS YOUR FASTEST RESPONSE (800) 229-1130.**
- **Store data backups offsite using BDS Vault add on module.**
- Support is available business days during the hours of 8:00AM - 5:00PM Central Time.

ONLINE SUPPORT IS THE MOST POPULAR METHOD. It's easy and convenient. We access your computer to help and assist.



Let's take a look at your software online AND find the solution.

Online Support 1. <http://banyonsupport.glance.net>

Online Support 2. <http://bdssupport.glance.net>

Online Support 3. <http://bdatasupport.glance.net>

Online Support 4. <http://banyon.glance.net>

Online Support 5. <http://banyonds.glance.net>

7. NEED ACCOUNTING ASSISTANCE

Banyon Data can normally help with many questions you may have. But occasionally we must rely on your in-house expert. Your finance office, accounting consultant or auditor.

Remember, you can always retain your own trusted auditor and we will send them a complimentary copy of our software so that they can review your data and reports.

8. APPROVING AND ORDERING UTILITY BILL FORMS - PAY AND VENDOR CHECKS

Riteway Business Forms

Attention: Kelly Faris
kelly@ritewaybf.com
(800) 842-6239



Choose from a large variety of checks and utility bill forms. Samples are provided upon request.

Let Banyon Data approve the forms proofs if not printed by Riteway Business Forms.

BANYON DATA FORMS

NEW CUSTOMER UTILITY BILLING FORMS

Select the billing and penalty form you would like to review and we can provide you with a sample. Check box for chosen forms. There is no charge for using one of our standard billing or penalty forms. Customized forms will be charged a minimum of \$1295.

Pick a form or forms that you are interested in and let us know.

FULL SIZE (8.5 x 11) BILLS

- Full Bills Infosend Style
- Full Bills
- Full Bills Graph
- Full Bills Graph 2
- Full Bills Graph Tier
- Full Bills Numbers Only
- Full Bills Big Message
- Full Bills Double Window
- Full Bills Mailer
- Full Bills No Header with tier
- Full Bills Return
- Full Bills Return Bottom
- Pre-Printed Full Bills
- Pre-Printed Full Bills Big Message
- Pre-Printed Full Bills Bottom
- Pre-Printed Full Bills Gas
- Pre-Printed Full Bills Graph
- Pre-Printed Full Bills Large
- Pre-Printed Full Bills Tier
- Self Bill forms

POST CARD SIZE

- Win Laser Post Cards 2
- Win Laser Post Cards
- Win 4 Up Post Cards (limited space for messages)
- QR Post Cards
- Win Post Cards Extra Message

Custom – Programming charges apply to custom forms (\$1295 minimum)

WHICH PENALTY FORM WILL YOU USE?

FULL SIZE (8.5 x 11) BILLS

- Penalty Full Bills (Ageing)
- Penalty Pre-Printed Full Bills
- Pre-Printed Penalty Full Bill Bottom
- Penalty Full Bills No Ageing
- Pen Pre-Printed Full Bills No Ageing

- Penalty Pre-Printed Full Bills Tennant
- Full Bills Pen Return Bottom

POST CARD SIZE

- Win Pen Post Cards 2
- Win Pen Post Cards
- QR Pen Post Cards
- 4 Up Pen Post Cards (limited space for messages)

Custom – Programming charges apply to custom forms (\$1295 minimum)

OTHER FORMS

Will you be using a Disconnect Notice? YES_____ NO_____

If so, which Disconnect Notice form will you use?

- Disconnect Notice
- Disconnect Notice 2
- Disconnect Notice 24 Hour
- Disconnect Notice Doorknob
- WPSC Disconnect Notice

- Owner Notifications

Custom – Programming charges apply to custom forms. (\$1295 minimum)

Banyon Data Fund Accounting Checks and Payroll Checks are not customizable given the application's integration with specific printing requirements for checks, 1099s, W-2 etc.

9. JOTTING DOWN YOUR QUESTIONS AND ANSWERS

A large, empty rectangular box with a thin blue border, intended for students to write their questions and answers. The box is centered on the page and occupies most of the lower half of the document.