PROPERTY MANAGEMENT
Pet Licensing Module

by

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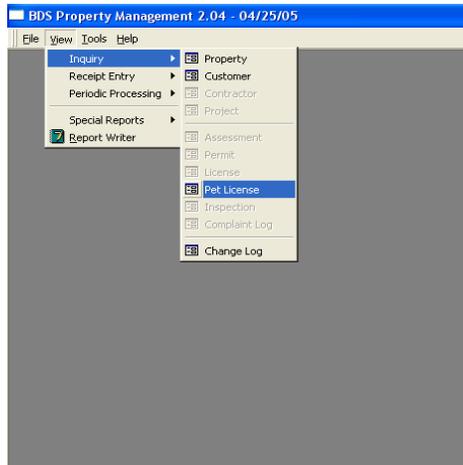
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GETTING STARTED

After installing the software, click on the BDS Property Management shortcut on your computer's desktop.

To access the Pet Licensing Module select View, Inquiry, Pet License from the menu at the top left corner of your screen.

The first step is setting up your fees for the pet license. To do this, you will left click on Setup Fees in the bottom right corner of the Pet License Screen
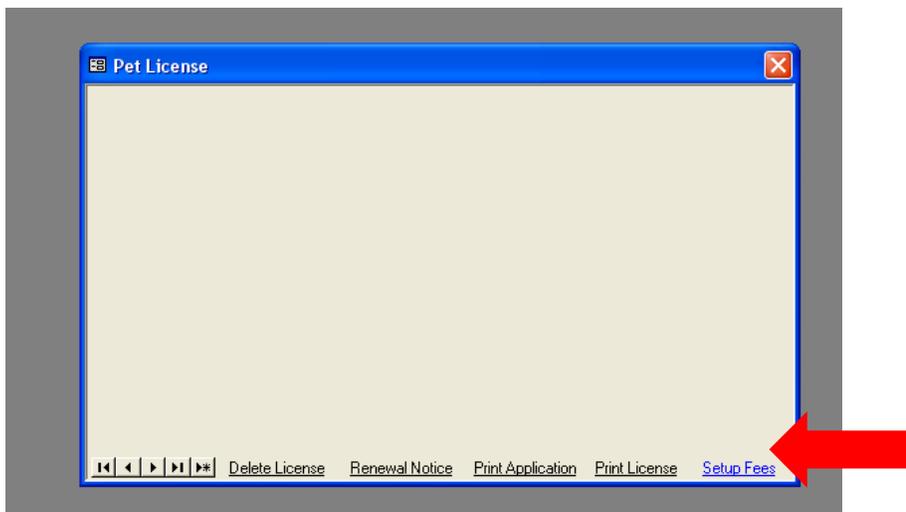
SETTING UP FEES

After you choose **Setup Fees** a screen will pop up asking if you would like to **Create a New Fee**, choose yes. Next, enter the description or name of the fee. (Ex: Pet License)

Now, you will be on the Fee Screen. The name of your license will be at the top and next you will choose the Type of Use. With this type of license, in most cases you will choose **Renewal (Charged only when license is renewed).**

Next you will want to enter in the dollar amount of the charge.

After you have created the fees you can exit out of the Fee Screen by clicking on the red X, in the top right corner of the fee window. This will bring you back to the blank Pet License Screen.

NOTE: To set up transfer to BDS Fund Accounting please refer to Appendix B at the back of this manual.

SETTING UP THE DATABASE

There are a couple different ways to set up your database.
One way is to build all your names and addresses into the database first. Or you may choose to add names and addresses as you get new applicants.

The second way is to transfer the address and name information from Banyon Utility Billing.

Click on drop down to pull data from converted BDS Utility Billing software database
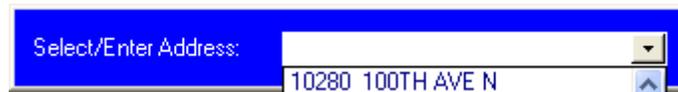
Select/Enter Address:	
	10280 100TH AVE N

Or, add your new address and add.

Select/Enter Address:	345 CHERRY ST

ADDING NEW LICENSES

To set up a new license click on the asterisk with the arrow in the lower left corner of Pet License Screen. From there you may either enter a new address or choose one from the list.

On the screen you will enter basic information about the pet. Such as: name of the pet, type (ex: dog, cat, horse, etc.) breed, color, when it was born and if it's been spayed or neutered. The Tag # field is where you will enter the pet's collar tag #. There is also a memo box where you may enter miscellaneous information about the pet.

The five tabs on the pet license screen allow you to enter Health and Safety Records about the pet, track other family pets to owner, store vet info, enter violation or complain on pet and store impound information. This would include any veterinarian visits, certificate numbers for Rabies Control and immunizations. Also, you can enter dates of when the rabies shot was given, the shot number and the expiration date of the shot.

Please see Violation / Complain Module User Guide included as part of the Property Management System.

The Other Family Pets tab allows you to look at other pets that are associated with this family.

The Veterinarian Info tab is where you enter the veterinarian name and address.

ADD A PET PHOTO

We have also created an area where you can attach a photo of the pet. Click on the space provided and locate the file to be inserted. **PLEASE NOTE**: A picture **MUST** be saved as a scanned or photo bitmap(.bmp – file extension) image. This is much faster and easier to load. Also, note that the picture size is 1.5" X 1.5".
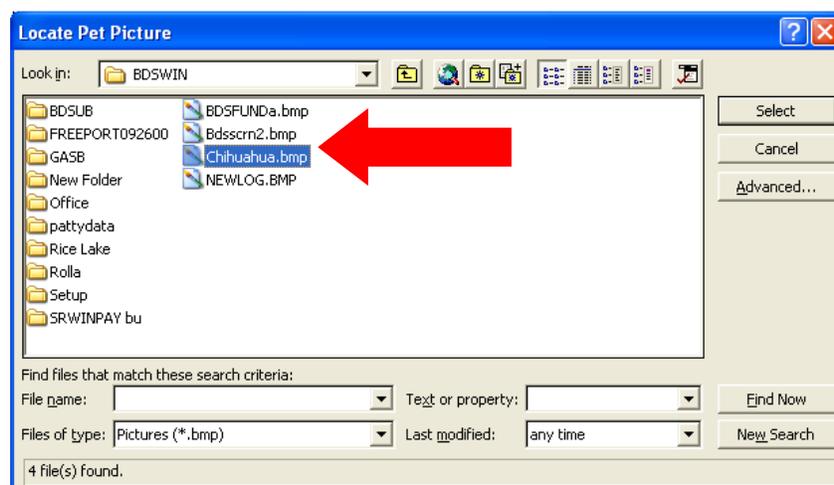
ATTACHING NEW FEES AND CHANGING STATUS

To attach NEW FEES after initial setup, you can click on the word Fees on the Pet License Screen. Another screen will come up asking which fee you would like to attach. Click on that fee and it will be attached to that account.

We suggest that you change the account status as following:

While you are waiting on complete veterinarian records but have the information about the pet the status can be **PENDING**

After you receive immunization records you may change the status to **APPROVED**

And finally, after you have received payment for the license you can change the status to **ISSUED.**

Those are a few suggestions, you are not required to set your accounts up in that way.

PRINTING THE APPLICATION

To do this, you will pull up the account for which you want the application printed. You should then see <u>Print Application</u> in the lower middle of the screen.

PRINT APPLICATION (SAMPLE):

RECEIPTS

Once you have attached your fees you can now begin to receipt in payments. You can do this one of two ways. The first way is if you have a lot of receipts to enter. You would go to View, Receipt Entry, and Create New Batch.

The second way is if you only have a few receipts to enter, you may do this by clicking on the Balance Amount on the Pet License screen and creating a batch from there.

Enter Name of New Receipt Batch   05-APR-27-1

Once you have created your batch name, this is the Entry screen. The entry description is the name of the fee that the payment is for. You can then enter the check amount, check number and a remark if you'd like.

Receipting Options – Here you may change the look of your entry screen by selecting the options that you would like to use.
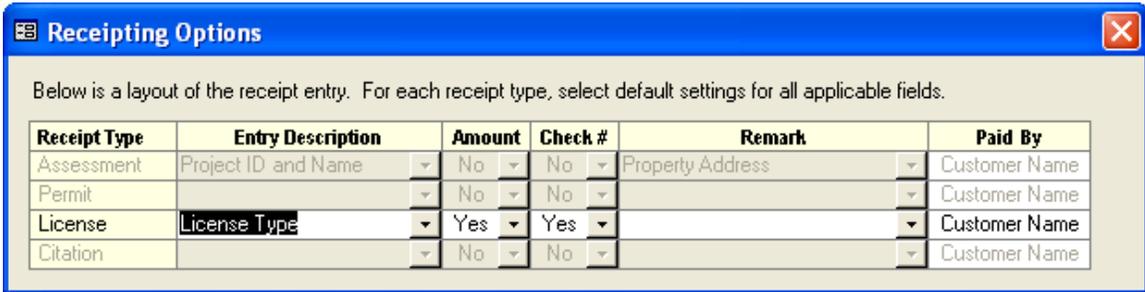
The above report is your receipt batch. Choose Preview Report from the Entry Screen. Once this is on your screen click on the printer icon to print the report.

The next step is posting the receipts. This is also done from the Entry Screen. Select Post Above Receipts. It will automatically bring you to the Backup/Restore screen. **This is a very important backup, please do it.** After the backup is completed successfully you will be asked to continue with posting, choose yes.
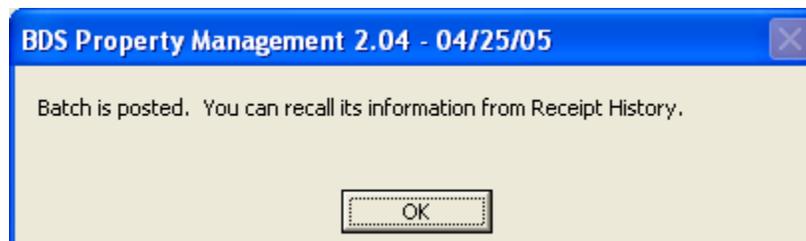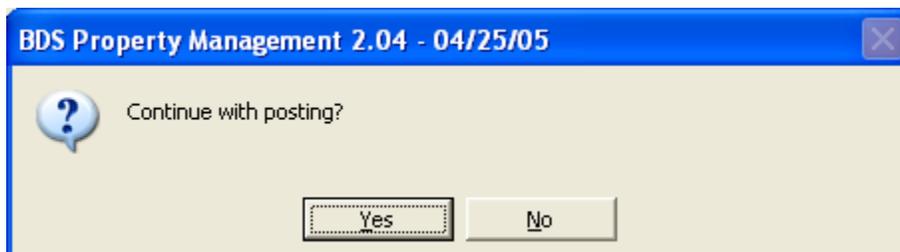
PRINTING THE LICENSE

After you have received payment you may now go ahead and print the license. To do this you would click on the bottom of the account screen where it says Print License.

This is an example of what the license will look like:

RENEWAL NOTIFICATIONS

To print renewal notices up to a certain expiration date, go to view, special reports, pet license and then select the renewal notice option. You will then be prompted to enter a date for the notices to print up to.

You can also print a renewal report from report writer under the License-Pet category. This report is set up to let you know of any renewals that will be coming up.

You can also print one renewal notice at a time from the pet license account screen. To do this you will choose Renewal Notice at the bottom of the account screen.

Here is an example of what the renewal notice looks like:

A bar code is printed on the Renewal License form so that the operator can easily scan the bar code to enter into the receipts area of the program. This can also be scanned through the BDS Point of Sale if your entity uses that software.

APPENDIX A

These are the steps you will need to follow to connect the Pet License software with the Point of Sale.

I. To establish your connection you will go into the Point of Sale software, Left click on Tools in the upper left corner of the screen. Then choose Setup Options, Interface to Other BDS Applications. The file name is **BDSSAd.mdb**
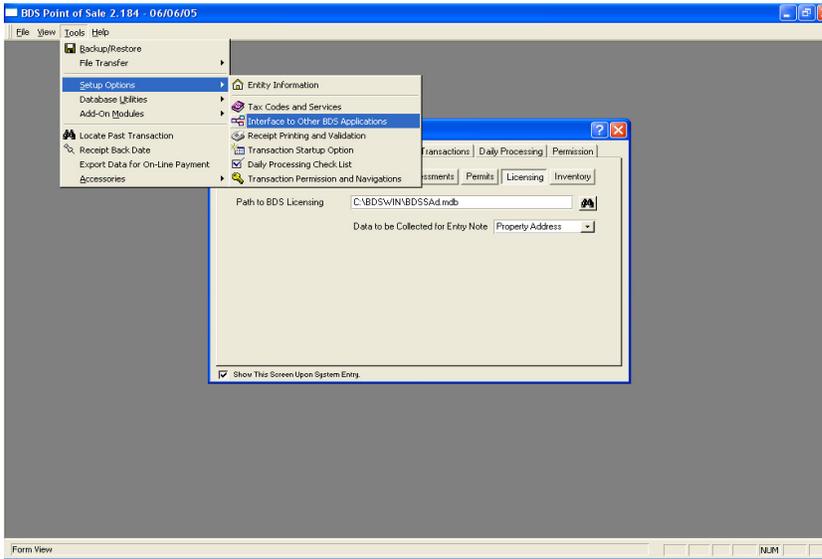
II. The next step is processing the transactions and receipts. You would process these the same as any other transactions in Point of Sale.
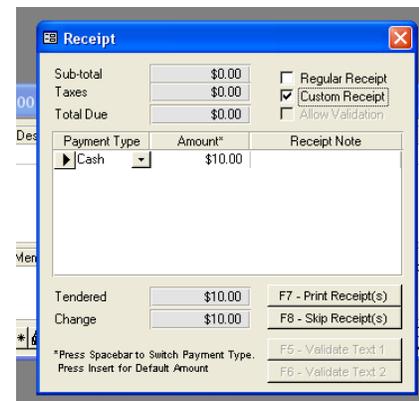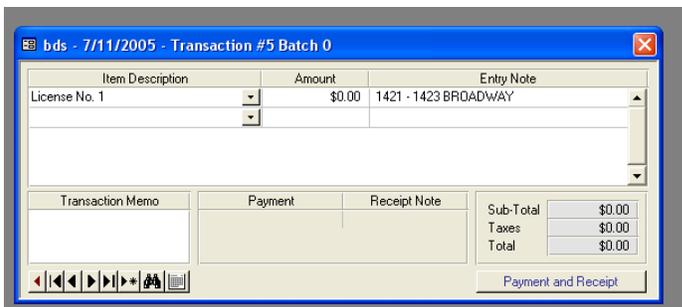
III.   The final step is distributing the payment. You may either put the radio button on All
        Transactions or License Payments. You would then click distribute in the lower left
        corner of the page. A new window will come up asking what you'd like to name the
        batch. You can choose the default or create a name of your own.

APPENDIX B

If you transfer into Banyon Fund Accounting you will also want to choose your data path on this screen by selecting Distributed Account. When you click on Distributed Account, it will open a window asking to Locate Fund Accounting Folder (BDSWIN) You would then choose your data file which is called **bdsfundd.mdb**

Highlight the file name and click on the Select button. Next, you will want to click on the drop down arrow to choose the correct Revenue Account.

The next step would be to distribute the receipts over to Fund Accounting. Left Click on the dollar amount in the blue at the bottom right corner of the screen. A small window will pop up asking you to name the batch, you may use the default or create your own and hit enter. Your batch will then be in Fund Accounting as an external batch.