

PROPERTY MANAGEMENT
Pet Licensing Module

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by

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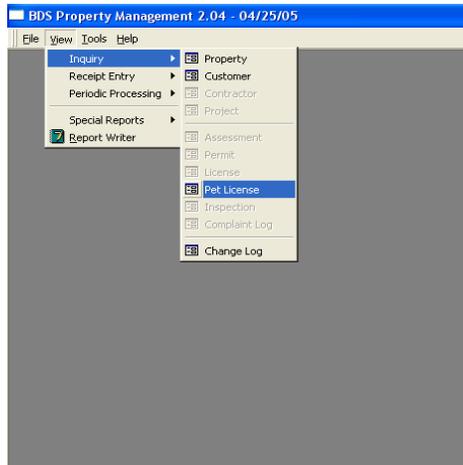
www.banyon.com

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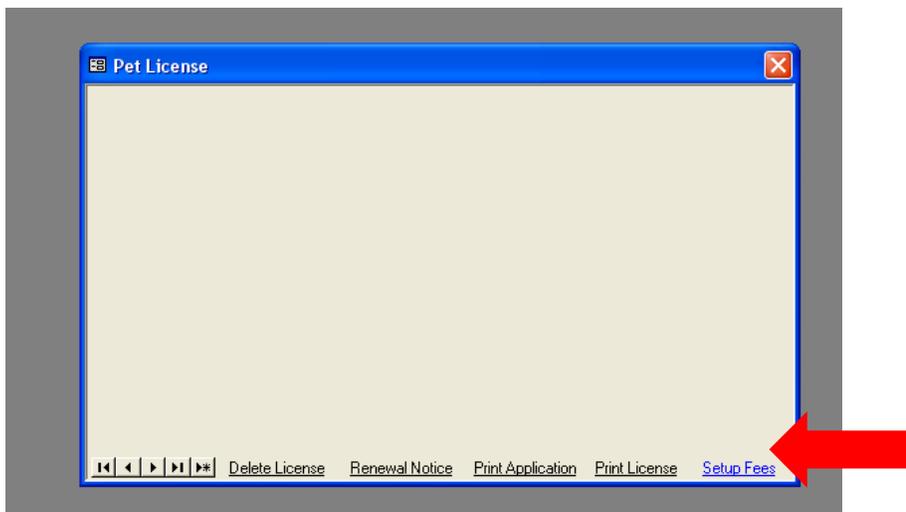
GETTING STARTED

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)**.

The screenshot shows a software window titled "Fee". On the left side, there is a list box containing the text "PET LICENSE". To the right of the list box, there are several input fields and controls: "Description" is set to "PET LICENSE"; "Type of Use" is a dropdown menu showing "Renewal (Charged Only When License Is Renewed)"; "Type of Fee" has three radio buttons: "License" (which is selected), "Permit", and "Universal"; "Base Charge" is a text box containing "\$10.00"; "Flat Charge" is a text box containing "\$0.00" with a "Times Units" checkbox to its right; "Days to Bill" is a text box containing "0"; and "Distributed Account" is a dropdown menu showing "R 10-43-43320". At the bottom left of the window, there is a button labeled "Add New Fee" with a red arrow pointing to it.

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.

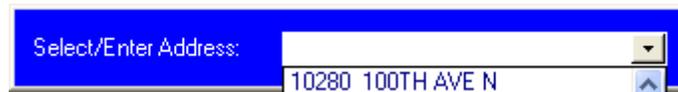
SETTING UP THE DATABASE

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



A screenshot of a software interface with a blue background. On the left, the text "Select/Enter Address:" is displayed. To its right is a white text input field containing the address "10280 100TH AVE N". To the right of the input field is a small dropdown arrow icon. Below the input field, a blue arrow icon points upwards, indicating a list of options is visible.

Or, add your new address and add.



A screenshot of a software interface with a blue background. On the left, the text "Select/Enter Address:" is displayed. To its right is a white text input field containing the address "345 CHERRY ST". To the right of the input field is a small dropdown arrow icon.

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.

Search* [dropdown]

Owner: SEAVERS, JAMES
Address: 100 MAIN STREET
YOUR CITY MN 55555-5555

Status: Issued
Home Phone: (555) 787-8777
Work Phone: [empty]
Fax Number: [empty]

E-Mail: [empty]

Pet Name: SPOT Tag No.: 458
Type: MINUTURE Issue Date: 08/05/00
Breed: SCHNAUZER Expire Date: 05/12/06
Color: BLACK Fees: \$10.00
Born: 2000 Paid: \$0.00
Sex: Male Neutered Balance: \$10.00

Health & Safety | Other Family Pets | Vet Info | **Violation** | Impound

| Type of Violation | Date | Status |
|-------------------|----------|------------|
| ▶ DOG BARKING | 06/26/06 | 1st Notice |

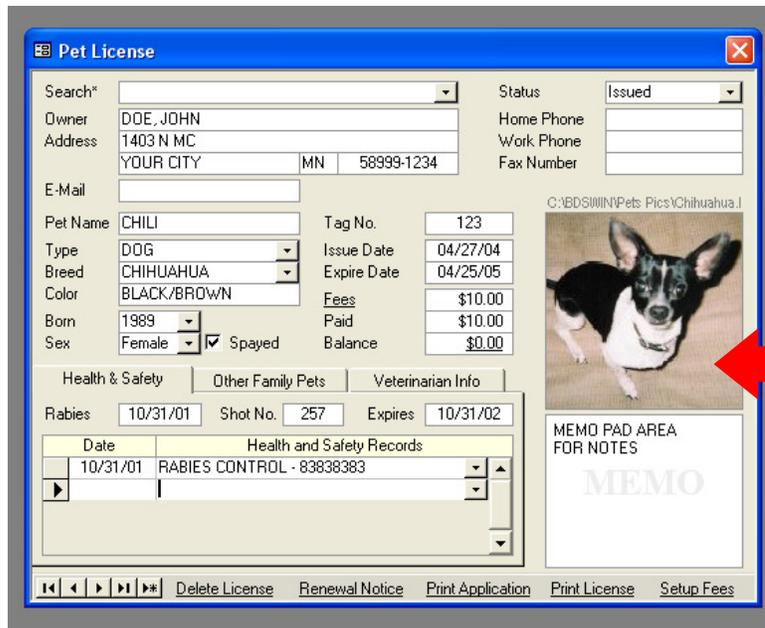
[New Violation](#) [More Info](#)

MEMO

Form View NUM

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".



The screenshot shows the 'Pet License' application window. It contains a form with the following fields:

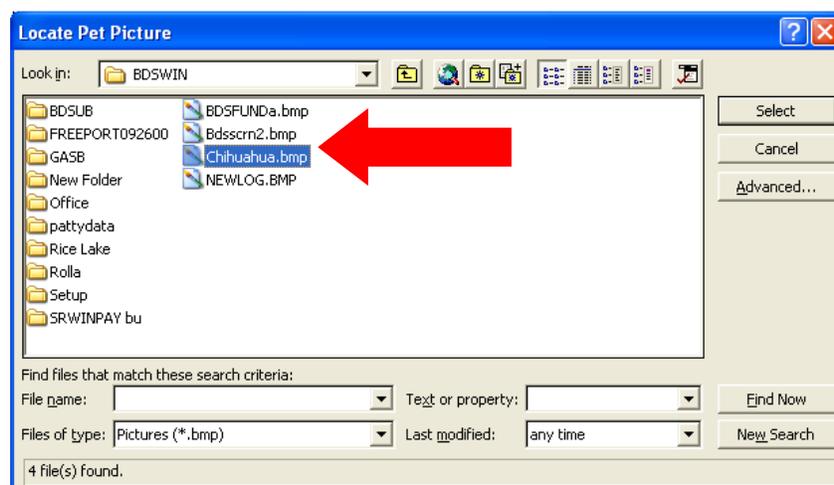
- Search*: [Dropdown]
- Status: Issued [Dropdown]
- Owner: DOE, JOHN
- Address: 1403 N MC, YOUR CITY, MN, 58999-1234
- Home Phone, Work Phone, Fax Number: [Empty fields]
- E-Mail: [Empty field]
- Pet Name: CHILI
- Tag No.: 123
- Type: DOG [Dropdown]
- Breed: CHIHUAHUA [Dropdown]
- Color: BLACK/BROWN
- Issue Date: 04/27/04
- Expire Date: 04/25/05
- Born: 1989 [Dropdown]
- Sex: Female [Dropdown] Spayed
- Fees: \$10.00
- Paid: \$10.00
- Balance: \$0.00

Below the form are tabs for 'Health & Safety', 'Other Family Pets', and 'Veterinarian Info'. The 'Health & Safety' tab is active, showing a table of records:

| Date | Health and Safety Records |
|----------|---------------------------|
| 10/31/01 | RABIES CONTROL - 83838383 |

To the right of the form is a photo of a Chihuahua dog. A red arrow points to the photo. Below the photo is a 'MEMO PAD AREA FOR NOTES' with the word 'MEMO' in large letters.

At the bottom of the window are navigation buttons: [Back], [Forward], [Home], [Refresh], [Delete License], [Renewal Notice], [Print Application], [Print License], and [Setup Fees].



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.

Pet License

Search* Status

Owner: DOE, JOHN Home Phone:
Address: 1403 N MC Work Phone:
YOUR CITY MN 58999-1234 Fax Number:

E-Mail:

Pet Name: CHILI Tag No.: 123
Type: DOG Issue Date: 04/27/04
Breed: CHIHUAHUA Expire Date: 04/25/05
Color: BLACK/BROWN Fees: \$10.00
Born: 1989 Paid: \$10.00
Sex: Female Spayed Balance: \$0.00

Health & Safety | Other Family Pets | Veterinarian Info

Rabies: 10/31/01 Shot No.: 257 Expires: 10/31/02

| Date | Health and Safety Records |
|----------|---------------------------|
| 10/31/01 | RABIES CONTROL - 83838383 |

MEMO PAD AREA FOR NOTES
MEMO

Navigation: [Back] [Forward] [Home] [End] [Print] [Setup Fees]

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.

PRINT APPLICATION (SAMPLE):

BDS Property Management 2.04 - 04/25/05 - [*License Application - Pet*]

Close Report   60% Export ▾

YOUR ENTITY NAME HERE
Pet License Application Form
Fill out one form for each pet and send to:
Animal Care and Control
Courthouse, Room 102
901 N 9th Street
YOUR CITY WI 55555-5555

Please Print Clearly

| | |
|----------------|---|
| Name of Owner: | Name of Pet: |
| Address: | Breed: |
| | Color: |
| | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Phone: | Spayed/Neutered: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please be sure to provide a copy of a current rabies vaccination certificate, and if appropriate, a veterinary record showing that the pet has been altered. Animal licenses are valid from the time they are issued and one year thereafter.

Pet License Fee:
PET LICENSE \$10.00

Page:  1

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

Pet License

Search* Status

Owner Home Phone

Address Work Phone

Fax Number

E-Mail

Pet Name Tag No.

Type Issue Date

Breed Expire Date

Color Fees

Born Paid

Sex Spayed Balance

Health & Safety | Other Family Pets | Veterinarian Info

Rabies Shot No. Expires

| Date | Health and Safety Records |
|----------|---------------------------|
| 10/31/01 | RABIES CONTROL - 83838383 |
| | |
| | |

C:\BDS\WIN\Pets Pics\Chihuahua.I

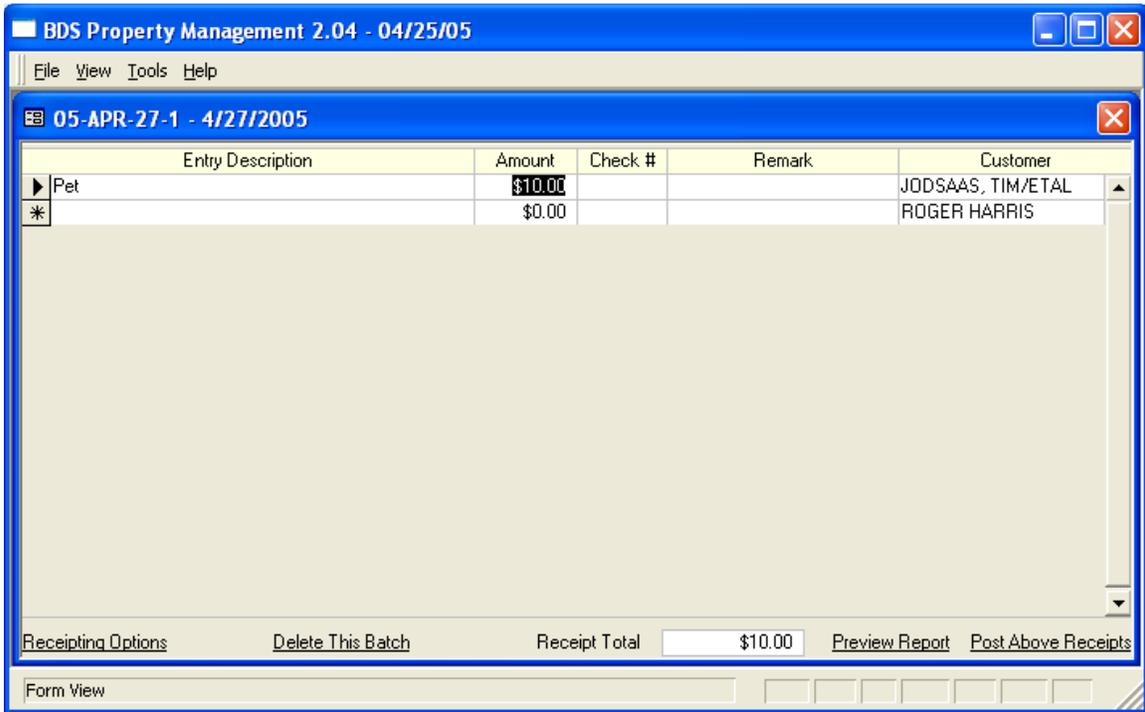


MEMO PAD AREA FOR NOTES

MEMO

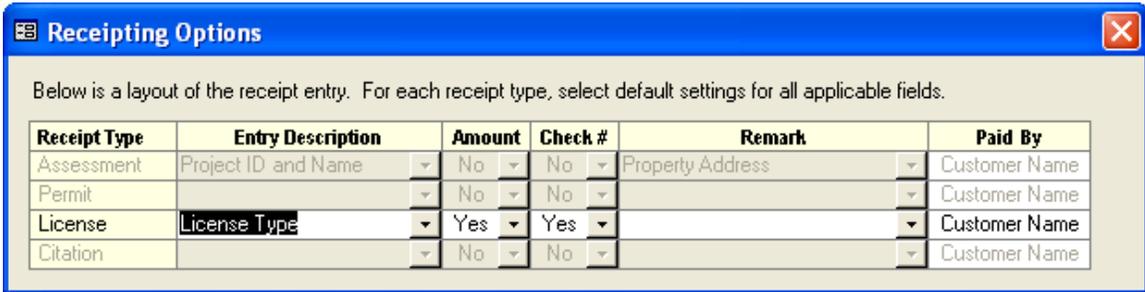
Navigation:

Menu: [Delete License](#) [Renewal Notice](#) [Print Application](#) [Print License](#) [Setup Fees](#)



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.



ement 2.04 - 04/25/05 - [*Receipt Detailr]

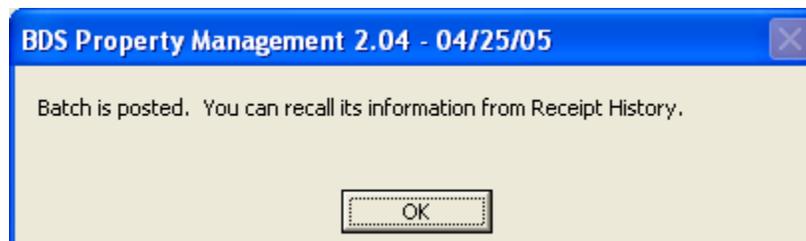
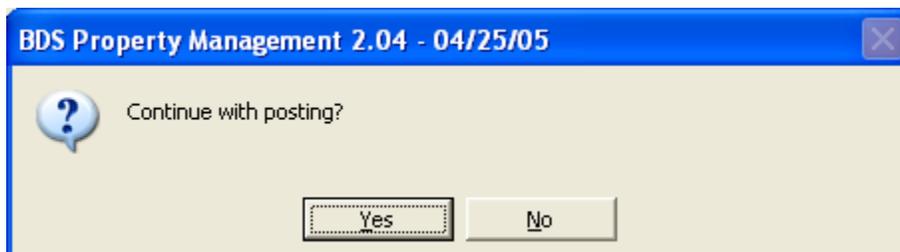
YOUR ENTITY NAME HERE 04/27/05 3:23 PM
Page 1

Receipts
Batch Name: 05-APR-27-1
Batch Date: 4/27/2005

| Description | Amount | Remark | Check # | Customer Name |
|-------------|---------|--------|---------|-------------------|
| Pet | \$10.00 | SPARKY | SPARKY | JODSAAS, TIM/ETAL |
| Pet | \$10.00 | | | JODSAAS, TIM/ETAL |
| | \$20.00 | | | |

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:

BDS Property Management 2.04 - 04/25/05 - [*License - Pet*]

Close Report 75% Export ▾

YOUR ENTITY NAME HERE
COURT HOUSE, ROOM 102
901 N 9th Street
YOUR CITY WI 55555-6555
555-555-1212

PET LICENSE # **Expiration Date**

Pet Name **COOKIE**
Breed **TOY POODLE**
Color **WHITE**
Gender **Female** Spayed/Neutered

Owner:

Remarks:

Health and Spay/Neuter Records:

Page: 1

Ready

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:

The screenshot shows a software window titled "BDS Property Management 2.04 - 04/25/05 - [*License Renewal Notice - Pet*]". The window contains a form with the following elements:

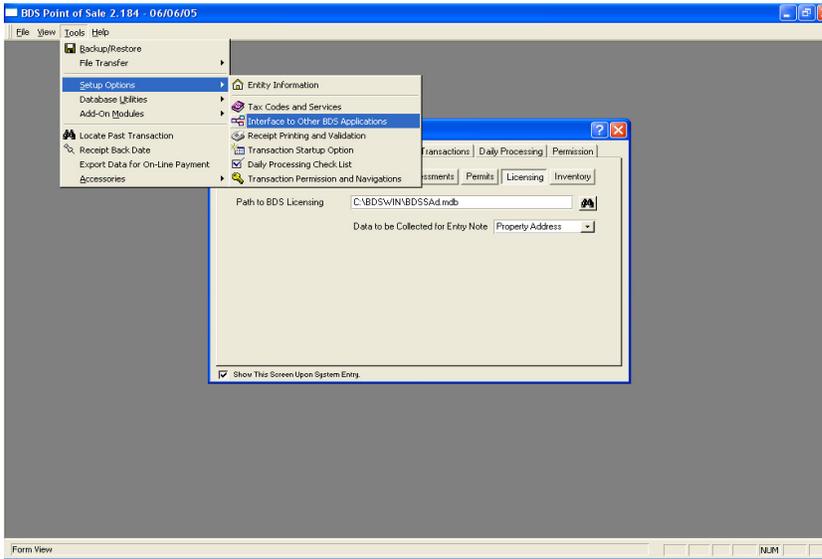
- Entity information: "YOUR ENTITY NAME HERE", Courthouse, Room 102, 901 N 9th Street, YOUR CITY WI 55555-5555, 555-555-1212.
- Section header: "PET LICENSE RENEWAL NOTICE" in red.
- Message: "Your Pet License is about to expire. To renew, return this notice with full payment."
- Form fields: "Pet Name" (COOKIE), "License #" (1), and "Expired On" (4/25/2005).
- Renewal Fee box: "Renewal Fee" with a value of "\$10.00".
- Address area: A large box labeled "ADDRESS AREA".
- License # field: "License #" with a value of "1" and a barcode below it.
- Page navigation: "Page: 1" with navigation arrows.
- Status: "Ready" and "FLTR" button.

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.

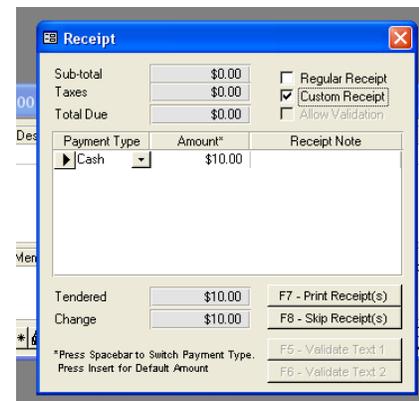
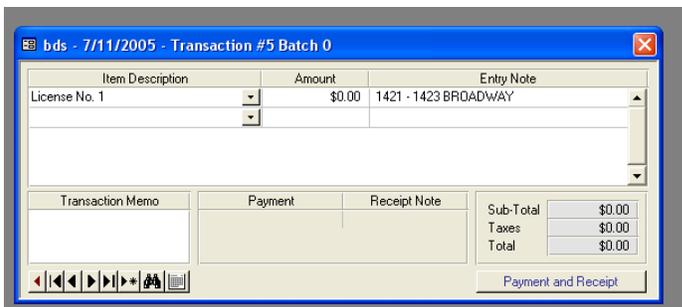
APPENDIX A

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.

The screenshot shows a software window titled "Transaction Distribution". The window is divided into several sections. On the left, there are radio buttons for "Unposted Only", "Batch ID" (with a dropdown menu showing "0"), and "Transaction Dates Between" (with two date dropdown menus showing "7/11/2005" and "&" and "7/11/2005"). Below these are radio buttons for "All Stations" and "Specific Station" (with a dropdown menu showing "TRAINING"). Further down is a list of transaction types with radio buttons: "All Transactions", "Service Sales", "Utility Billing Payments", "Receivable Payments", "Property Tax Payments", "Assessment Payments", "Permit Payments", "License Payments", "Inventory Sales", and "Miscellaneous Revenue". On the right side, there is a table with columns for "License No." and a monetary value. The table contains three rows: "License No. 1" with "\$0.00", "License No. 1" with "\$10.00", and "License No. 2" with "\$10.00". At the bottom right of the table, there is a "Total" row with "\$20.00". At the bottom of the window, there is a checkbox for "Summary Only", a "Preview Report" button, and a "Distribute" button.

| License No. | Amount |
|---------------|---------|
| License No. 1 | \$0.00 |
| License No. 1 | \$10.00 |
| License No. 2 | \$10.00 |
| Total | \$20.00 |

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 screenshot shows the 'Fee' window in the BDS Property Management software. The window title is 'Fee'. On the left, there is a list of fees with 'PET LICENSE' selected. On the right, the details for the selected fee are shown:

- Description: PET LICENSE
- Type of Use: Renewal (Charged Only When License Is Renewed)
- Type of Fee: License (selected)
- Base Charge: \$10.00
- Flat Charge: \$0.00
- Days to Bill: 0
- Universal: Distributed Account (R 101-00000-32240)

Buttons at the bottom of the window are 'Add New Fee' and 'Remove Selected Fee'.

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.

The screenshot shows the 'Receipt Distribution' window. At the top, there is a dropdown menu for 'Select a batch to distribute' with the value '05-APR-26'. Below this are two radio buttons: 'Summary by Account and Fee' (selected) and 'Summary by Fee'. A table is displayed with the following data:

| Fee Description | Distributed Account | Amount |
|-----------------|---------------------|---------|
| PET LICENSE | R 101-00000-32240 | \$10.00 |

At the bottom of the window, there is a text prompt 'Click the amount to distribute to Fund Accounting' and a text box containing '\$10.00'.