PRIVILEGE LICENSE

FILE MAINTENANCE

Account Maintenance

Adding a new account
In order to allow the system to assign an account number, simply press the tab key. A screen will display with the message that the account is not on file, do you wish to add. If you choose 'Yes', a new number will be assigned and you will be allowed to enter the rest of the information on the business. Answering 'No' will simply clear the screen and allow you to continue.

Business Name/Address
Once the account number has been assigned, enter the business name and address. Enter the street number and then press tab. This will move the cursor to the next field. Enter the street name then tab to enter the city, state, and zip.

License No
The license number will be assigned by the system when the payment is posted.

Status
Application: This status will be chosen when entering a new account in order to allow the system to process the payment and print a license for the new business.
Each year when the renewals are printed for each account, the status will then be changed back to application. This will indicate the renewal has been printed but the payment has not been made.

Second Notice: The system will use this status if payment is not made and a second renewal is printed using the Second Notice option under Processing Renewals.

License to Print: When a payment is posted, the status will be changed to License to Print. This lets the system know that a license should be printed.

License Printed: Once the actual license has been printed, the status automatically changes to this option. This lets the program know that they are ready for a renewal to be printed for next year.

Inactive: This option may be used if the operator chooses to mark someone as inactive.

Out of Business: This option should be used in order for the system to know that a business is no longer in service and will not need to renew their license.

Appl/Owner
Enter the name of the person applying for the license or the owner of the business.

Telephone
Enter the telephone number of the applicant.

Company Info Tab

Mailing Address
Enter any c/o information, street address and city, state, and zip.

Telephone
Enter the business telephone number.

Owner Name and Address
Enter the name and address of the owner of the business.

Soc Sec No
Enter the social security number of the owner or applicant.

Telephone
Enter the telephone number of the owner of the business.

Company Type
The drop down arrow indicates there are choices in this field. Choose the option that is correct based on the application that was filled out by the applicant.
The options are: Corporation, Individual, or Partnership.

Kind of Business
There will also be choices in this field. Choose between Retail, Wholesale or Service.

Type of Business
The options here are Manufacturing or Selling.

Product/Service
Enter the product or service that is being sold or manufactured.

Sells Beer
This is simply a check box. If this particular business sells beer, then click inside the box to place a checkmark. This will record the information and keep up with all the accounts that sell beer.

Sales Tax ID
Enter the sales tax identification number of the business.

Federal ID
Enter the federal identification number of the business.

Partners
If the Company Type was a partnership, enter the names of all the partners in these boxes. Three lines are allowed.

License Info Tab

Orig Date
Enter the origin date of the business or the original date of application for a business license.

Issued Date
The issue date is the actual date of payment for the business license. There is no need for the user to enter this date. It will be entered by the system once the payment has been posted through the receipts option.

Expiration Date
If entering a new account, the expiration date should be a current date. For example, a new account is entered on March 5, 2004. They pay the fee to have a license for one year. The account is entered with an expiration date of March 30, 2004. Once the payment is posted and the license printed the expiration will then reflect March 30, 2005. In order to enter a new account, post the money and print a license the expiration date must be back-dated. If not executed in this manner, the customer will have an expiration date of March 30, 2006. This will allow them one free year.

Amount Paid
This amount will be posted by the system once a payment has been entered through receipts entry.

Inventory
Enter the amount of inventory reported by the applicant when the form was completed. Each year the form should be updated by the business and re-submitted with payment. Make changes to the maintenance screen accordingly.

Employees
Enter the number of employees reported by the applicant when the form was completed. Each year the form should be updated by the business and re-submitted with payment. Make changes to the maintenance screen accordingly.

Out of Bus Date
Enter the date the business closed. Also change the status to Out Of Business.

Section/Description/Fee Grid
This grid will display the section code and fee that was paid by the business. The information will be updated when the payment is posted through receipts entry. There is no need for the operator to key any information in this section.

Search Options
At the top of the screen the word “SEARCH” is displayed. Upon clicking on this there will be several options. You may search by any of these: Name, License, Street, Applicant.

Control File Maintenance

This screen has several particular items that will be set up so the system will run properly. Once these fields are set they should generally be left alone.

City Name and Address
This information will print on the bottom of the application that will be mailed to each business.

Collector
The name of the person responsible for the collection of Privilege License fees should be entered in this field. This will print on the bottom of the license.

Telephone
Enter the telephone number that should be printed on the bottom of the application. Generally will be the number to the city.

Assign Acct Number/Next Acct No
In order for the system to assign a number, this box must be checked.
The next account number issued is kept up with in the next box.

Assign License Number/Next License No
In order for the system to assign a license number when printing a new license, this box must be checked and the next license number needs to be in the next field.

Update Budgetary
Interface the payments into the general ledger by placing a checkmark in this box.

License Format
Choose which type of license is being used. Preprinted will have the city name printed across the top of the license and will be done on a laser type printer. It will be 1-ply with a duplicate at the bottom of the original that serves as the city’s copy. Blank license are 2-ply and continuous form. No city name is preprinted at the top and they are done on dot matrix type printers.

General Ledger Account Numbers
Enter the general ledger account numbers that should be used to post any transactions into budgetary.

Section Code Maintenance

The state section codes will be entered under this option. Enter the code number without dashes and press tab. This will prompt ‘Not on File-Do you wish to add?’ If the answer is yes, you will be allowed to enter the description and the fee for that particular code. Press save to keep the information.
To change an existing code, simply enter the code number or use the search box. Make sure to click save so as not to lose any information.

RENEWAL PROCESSING

Expired License Listing
The operator will be prompted for an expiration date. Upon entering this date, pressing tab and choosing to print, a list will print of all businesses that expire on the selected date.

Renewal Applications
Enter the expiration date of the renewals to be printed. After pressing tab, click on the printer and the renewals for that period will print. In order for renewals to print, their expiration date must be accurate and their status must have “License Printed”. Once the renewals print, the status will change to “Application”.

The symbol at the top of the screen that has two sheets of paper and a red arrow will print a renewal report. This gives the city a list of all the accounts that received a renewal for that month.

The only time an account number should be entered is to reprint an application that was incorrect. Choosing to print select accounts will print the renewals but will not put them on the renewal report. Print all must be done in order to get a renewal report.

Second Notices
Enter the current date, press tab and then click the printer. This will print a second notice for all accounts that have received the original notice and have not paid. This will change the status to “Second Notice”. The operator may print a select second notice by entering the account number of the specific business. Second notices will continue to print every time you choose this option until that business pays the fee to renew and has been posted.

RECEIPT PROCESSING

This option will allow the operator to post payments received for business licenses. There is a search box that will list by business name all the accounts. Choose the business that needs to be posted or simply key in the account number of the business in the account number field. The business name and applicant will display.

If the system is set up to assign the receipt number(or license number), press tab and the number will appear. If not, enter the receipt number and then press tab.

The current date will display but may be overridden if needed. Enter the check number, if applicable, and the total amount paid.

The business should have completed their application by marking the items that pertain to them. This lets them know how much their fee will be. In the grid, the section code number should be entered that fits the type of payment being made. Do not enter the dashes in the section code number. Once the code is entered the description and amount will automatically display. If the amount is different, tab to the fee and change it accordingly. If more than one code is needed, fill in the information one code at a time using the individual lines of the grid. The total at the bottom of the grid should match the total amount at the top of the screen. Once all the information is correct, click save and continue.

If this business has a history with the city, the section code that was used the previous year will automatically come up. If it still applies and the amount is correct, click save and move on to the next account to be posted.

Under the search option there is a choice search receipts. This will allow the operator to view the entries that have been entered and saved. If there is a problem with a receipt simply double click on that item and it will be displayed onto the screen. Choose the delete button and take that entry out completely. Then re-enter the receipt correctly. This may be done as many times as needed until the update is done.

The printer on this screen will print a receipts journal showing all the posted entries. After clicking the print button, a box will appear asking if you would like to update. Do not choose “yes” until the report has been checked for accuracy. If a problem exists, answer “no” and go back to the search and make changes until the report prints correctly. Upon answering “yes”, the receipts will update the account maintenance and general ledger will be posted if an interface method has been chosen. This consists of the status changing to “License To Print” and the receipt date being entered into the issue date field. Also the section code that was used will be posted to the account.

Once the update has been performed there should be no transactions in the “Search by receipt” screen. They will clear out and be ready for the next set of posting.

PRINT LICENSE

Enter the current date and click on the printer. This will print a license for all accounts that have been posted but have not printed a license. It checks for the status to be "License To Print" and for a current issue date. A license will print and the status will then be changed to "License Printed" and the expiration date will bump up a year. This makes the accounts ready for applications to be printed for the next year. The only time an account number should be entered on this screen is to re-print a license.

LICENSE REPORT

Enter a month ending date to receive a report on the license issued in that month. This is a good report to show the board members if they require something.

INQUIRY/REPORTS

Master Listing

To print a select account, enter the account number and choose print. If a master listing of all accounts is desired, simply click print without entering an account number. A total number of active, inactive and out of business accounts will print at the end of the report.

Business Listing

Enter a date and press tab. Choose business license or beer license and click the printer. This prints a list of the businesses, their address, account number and owner. An active account total will print at the end of this report.

Code Listing

Simply click the printer and a list of all the section codes in the system will print.

Uncollected Report

This option will print a list of all accounts that have been issued an application but have not paid.

Account Inquiry

A search by name, license number or street is allowed on this screen in order to view the accounts and any information pertaining to them.

Out of Business Listing

Enter a month end date to receive a report of businesses that closed during that time period. An out of business date must be entered on the maintenance screen along with the status being changed to "Out of Business".

New Business Listing
This report may be done for a certain time period by entering “To and From” dates. This will print by checking the origin date on the maintenance screen.

Year-End Uncollected Report
This report may be done at fiscal year end to show all unpaid accounts.