



Best Practices
 Business License, Bank Reconciliation, and GL Reporting
 Amy Horne – Product Analyst II



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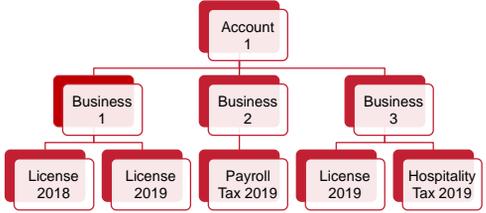


Best Practices: Business License



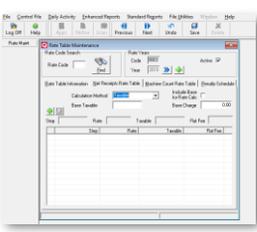
2

Account/Business Structure



3

Rate Table – Net Receipts Rate Table

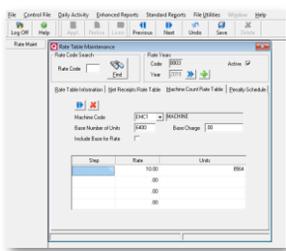


- Added Calculation Method dropdown selector. Valid options are Taxable, Step Table, and Flat Fee Step Table.
- To add rate table information, choose calculation method and select the Add icon. Step, Rate, Taxable, and Flat Fee fields are enabled depending on Calculation Method.



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Rate Table – Machine Count Rate Table

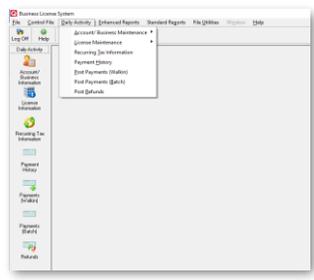


Removed Machine Count information from the launch bar and added it to Rate Table Maintenance.



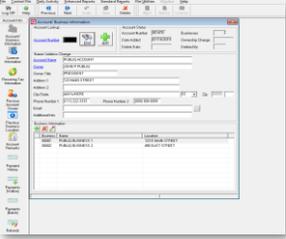
8

Account/Business Maintenance



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Account/Business Information

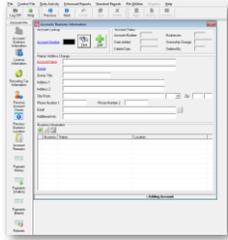


Account information can be searched by Account Number, Account Name, and Owner hyperlinks.
If account number is known, type it in the Account Number field and click the Find button.



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Adding Accounts

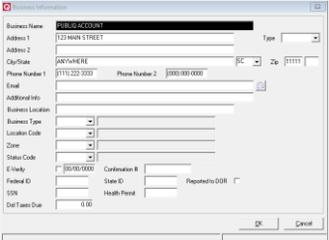


When Add button is clicked, the Account Name is a required field. Owner is a searchable field and should be entered if known.
Once all account information is populated, click Save. Businesses can then be associated with accounts.



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Adding a Business



When adding a business, the information populates from the account.
This information can be edited if it should be different than the information on the account.



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Deleting a Business

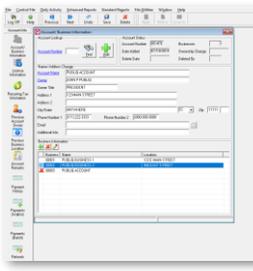


To delete a business, highlight it in the grid and select **Delete** button. If you do not have any undeleted licenses associated with this business, it will be deleted. A deleted indicator will display beside the deleted business in the grid. This can be deleted, if it was deleted in error.

Horizontal lines for notes.

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Editing Business information

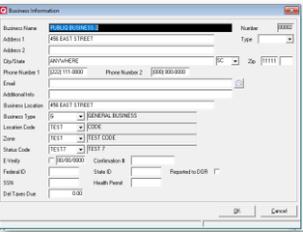


In order to edit business information, highlight the business in the grid and select the **Edit** icon.

Horizontal lines for notes.

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Editing Business information



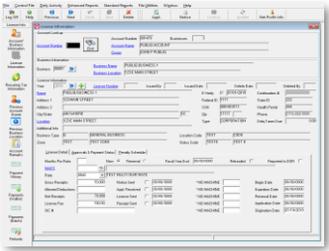
Update or change any information relating to the business and click **OK**. If you do not wish to save the changes, click **Cancel**.

Horizontal lines for notes.

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License Information

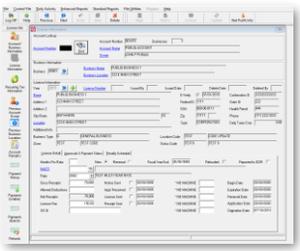


- The License Information screen defaults to first undeleted business associated with the account and the most recent license year.
- Search information includes Account Number, Account Name, Owner, License Number, Name, and Location.



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Business and Year Selection



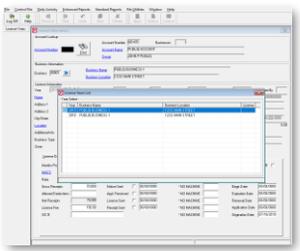
Blue chevron icon is where another business or year can be selected to view or update license information.

Note: Business defaults to the first undeleted one. License year defaults to the most recent. In most cases, the default record would be the record to update.



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License Year Select

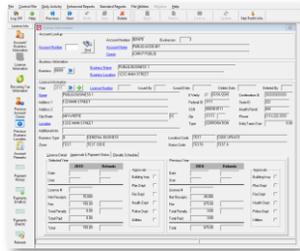


Double click to select license year you wish to view or update.



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License Information – Approvals and Payment Status



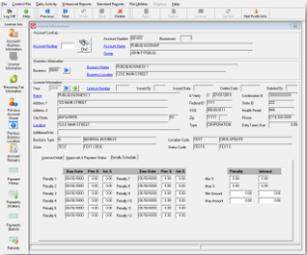
View selected year, previous year payment, and approval details.



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Horizontal lines for notes

License Information – Penalty Schedule

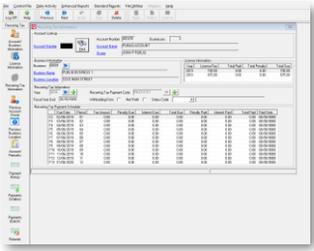


Penalty hierarchy applies the same as in previous service packs. It looks at license first, then Rate Table, and then the Control File.

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Horizontal lines for notes

Recurring Tax Information



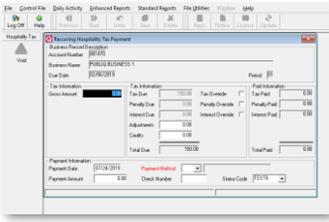
- Recurring Tax Information screen is used to view or add recurring tax payment codes and years.
- Payments are made per period via the grid on Recurring Tax Payment Schedule frame.



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Horizontal lines for notes

Recurring Tax Payment

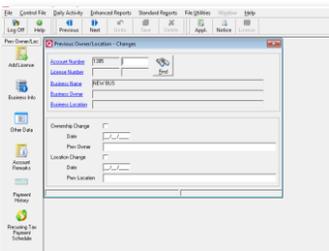


Enter hospitality or payroll tax information for payment.



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Previous Account Owner and Business Location

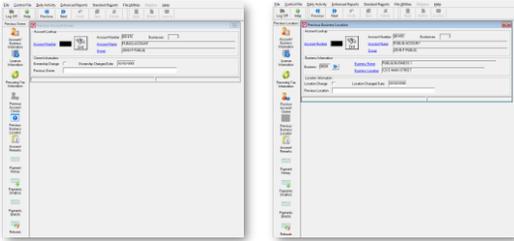


Previous Owner/Location Changes screen in SP 15.



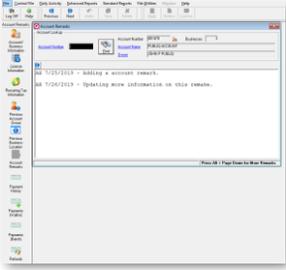
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Previous Account Owner and Business Location



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Account Remarks



Account remarks can be added to an account. Once an account is saved, the remark icon displays beside account number on all screens.

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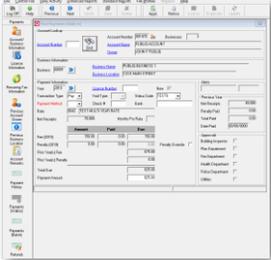
Payments (Walk-In)

- Account Search hyperlinks
 - Account Number
 - Account Number
 - Owner
- Business Search hyperlinks
 - Business Name
 - Business Location
- License Search hyperlink
 - License



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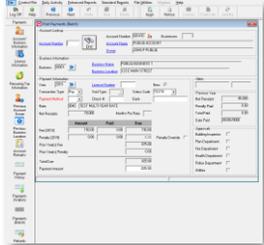
Payments (Walk-In)



- To make a payment, select the business and year for payment record. Transaction Type defaults to Pay and Payment Method is required.
- Prior year balances and credits display if your office allows in System Options.
- Payment Amount defaults to Total Due. Update the Payment Amount field if customer is not paying in full.

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Payments (Batch)

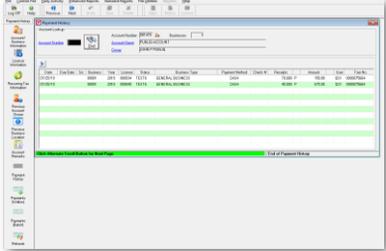


Post Payments (Batch) posts a payment to a Business License Record without automatically printing the license. Licenses can be printed later or individually from the license record.



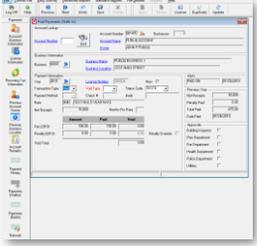
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Payment History



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Payments – Void



- To void a payment, select **Void** as the Transaction Type on the Payment screen. **Void Type** is now a required field. Select **Full** or **Last** for Void Type.
- This will be for all payments or the last payment for the selected account, business, and year combination.



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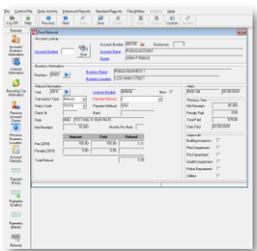
Refunds

- Refunds are handled per account, business, and year combination
Transaction Type is a required.
 - Refund
 - Void Refund
- Payment Refund
 - Full
 - Last
 - Other
- User-specified amount
 - Overpayment

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Refunds

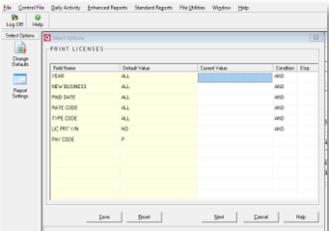


Refund amount for Account, Business, and Year selected.

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Reports



Year Select Option added to Standard and Enhanced Reports. Defaults to All. Year option can be saved for specific license year.

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Reports

Account Number displays on all reports as account – business.

DATE	ACCOUNT	TYPE	AMOUNT	DEBIT	CREDIT	BALANCE	PERIOD	DESCRIPTION
2012-01-01	1000000000	GENERAL	100.00			100.00	01/01/2012	INITIAL BALANCE
2012-01-15	1000000000	GENERAL	50.00			150.00	01/15/2012	SALES
2012-01-31	1000000000	GENERAL	50.00			200.00	01/31/2012	SALES
TOTALS								
			100.00			100.00		
				50.00		150.00		
					50.00	200.00		

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Create General Ledger Entries



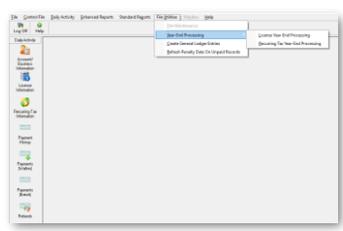
- To create a file to import into Accounting Suite, select **File Utilities** and **Create General Ledger Entries**.
- Input record selection criteria into the required fields.

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Year-End Processing



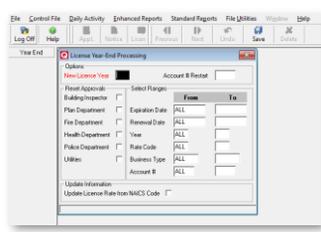
Added Recurring Tax Year-End Processing to File Utilities Year-End Processing menu.

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License Year-End Processing



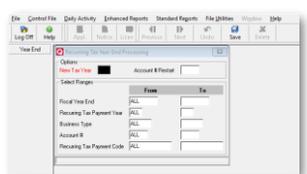
New License Year is a required field.
 Input criteria to select specific records to create new year license records.

Note: Ensure you have a backup to restore if you select incorrect records.



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Recurring Tax Year-End Processing



New Tax Year is a required field.
 Input criteria to select specific records to create new year recurring tax records.

Note: Ensure you have a backup to restore if you select incorrect records.



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Bank Reconciliation



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Accounting Suite – Bank Recon Improvements



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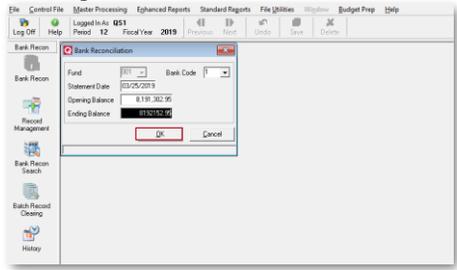
Accounting Suite – Bank Recon Improvements

- Reconcile bank statement by selecting fund and associated bank code
- Enter bank statement date
- Opening Balance & Ending Balance
 - After first reconciliation is posted, the opening balance will default to ending balance for each subsequent reconciliation.

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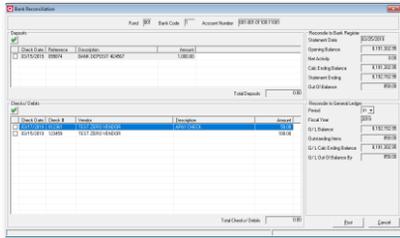


Accounting Suite – Bank Reconciliation



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Accounting Suite – Bank Reconciliation



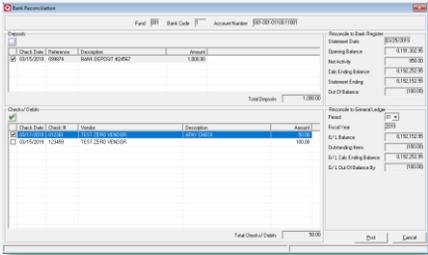
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Accounting Suite – Bank Reconciliation

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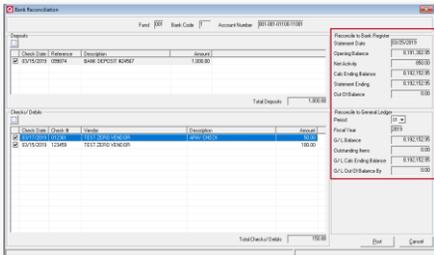


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Accounting Suite – Bank Reconciliation

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Accounting Suite – Bank Reconciliation

- When Post is selected, a verification question displays
- If yes, a report verification question displays



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Accounting Suite – Bank Reconciliation

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Bank Reconciliation Summary		
Fund	Bank Code	Account Number
001-000	1	100-000-00100-10000

Reconcile to Bank Register	
Statement Date	03/31/2018
Opening Balance	6,193,132.81
Net Change	0.00
Cash Ending Balance	6,193,132.81
Statement Ending	6,193,132.81
Out Of Balance	0.00

Reconcile to General Ledger	
Period	01
Fiscal Year	2018
GL Balance	6,193,132.81
Outstanding Items	0.00
U.S. Cash Ending Balance	6,193,132.81
U.S. Out of Balance By	0.00

No Outstanding Items

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Accounting Suite: Data Files

- | | | |
|--|--|---|
| Account – Budget <ul style="list-style-type: none"> • Account Number • Account Type • Fiscal Year • Year-to-Date Totals | History <ul style="list-style-type: none"> • Period • Debit/Credit Amount • Transaction Date • Transaction Type | Vendor <ul style="list-style-type: none"> • Vendor Number • Vendor Name and Address • Year-to-Date Totals |
|--|--|---|

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Accounting Suite: Data Files

Purchase Order

- Purchase Order Number
- Purchase Order Date
- Vendor
- Fiscal Year
- Total Encumbered and Liquidated

Encumbrance

- Purchase Order Number
- Account Number
- Amount Encumbered
- Amount Liquidated

Purchase Order Detail

- Item Description
- Item Quantity
- Item Cost

Bank Recon

- Bank Code
- Check Information
- Source



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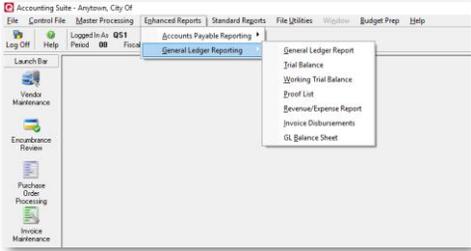
Accounting Suite – Reporting

- Enhanced Reports
- Standard Report
- Custom Reports and Data Exports



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Accounting Suite: Enhanced Reports



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Creating a Custom Report

Goal: Produce an Excel file containing General Ledger entries for Pd 12 of FY 2012

What records do I want to select?
Account Activity for Period 12 of Fiscal Year 2012

- What information do I want to see?
- Account Number
 - Transaction Type
 - Transaction Date
 - Transaction Amount

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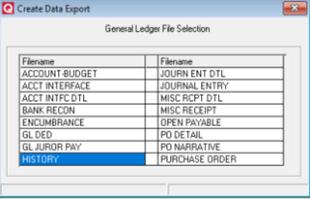
Creating a Custom Export

Standard Reports > Custom Reports > Create Data Export

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Creating a Custom Export

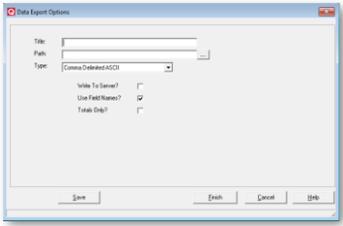


1. Select the main data file

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Creating a Custom Export



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Creating a Custom Export

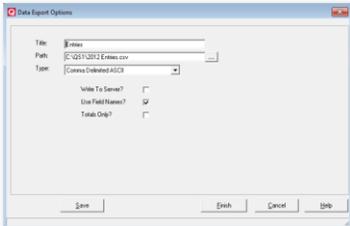
Export Options:

- Microsoft Word
- Microsoft Excel
- Comma delimited

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Creating a Custom Export



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