



Exceeding the Information Management Needs of City and Town Clerks of New England

ALSTTM Balancing To Do's

Prior to Running

License Generation and Year End Processing

Prior to running the ALSTM "License Generation and Year End" procedure the following reports should be run in order for you to balance prior to generating the Animal License Transactions for the upcoming fiscal year.

- 1 – Run ALS report of Animals by Owner
- 2 – Run ALS listing of Owners by Animal
- 3 – Run ALS report of Animals Moved (date from 01/01?? to 12/31??)
- 4 – Run ALS report of Animals Deceased (date From 01/01/?? to 12/31/??)
- 5 – Run ALS Year-End Reports to get # of Active Animals
to get # of Animals by License Type
to get # of Animals by Sex
- 6 – It is also recommended that you run the "License Types Listing" and verify that all license types are correct.

After all the aforementioned reports and listings are completed the following calculation will give you the # of Licenses to be Generated. The total number of animals deceased added to the total number of animals moved should equal the total number of inactive animals. If this isn't the case then you need to look at your data and figure out where the problem is:

Take the:

Total # of Animals

subtract # of Inactive Animals

Equals the # of Active Animals (# of Licenses you will generate)

* If the total # of animals, minus the total number of moved and deceased animals doesn't equal the total # of animals minus the total # of inactive animals, then you have a problem and need to investigate where you are off, and call the IMAS support team for assistance.

*If you are in balance, then continue with pages 2 and 3

***Before moving onto the next steps be sure to check for any exemptions or special license types that must be removed prior to running the year-end process. If you know you have any of these or aren't sure, please contact the IMAS office and we will determine if this is a necessary step for you.**

*** If you wish to have un-paid transactions removed, animals and their associated owners inactivated (only those who didn't pay their license for a particular fiscal year), please contact the IMAS office and inquire about the ALS Transaction Remover.**



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ALS™ License Generation and Year End Processing Procedures

License Generation and Year End

Licenses for the upcoming Fiscal Year are generated during Year End Closing for all active animals that are due to have their licenses renewed. *It is critical to perform the complete routine, prior to generating any individual licenses for the upcoming fiscal year.*

Have all users logoff the system prior to starting Year End and have them stay out until the routine completes. Steps follow:

1. **Select the Fiscal Year End Option.** A message will be displayed telling you the “Fee” Reports must run prior to processing yearend. If you respond “NO” the Year End Processing will not run. By responding, “YES” the “Licensing Revenue NOT Paid” report will be displayed for you to print and review. This revenue not paid report will show everyone that hasn’t paid, even from previous years (it’s cumulative). You will be prompted if you would like to continue with the “Year End” processing if you select “YES” the processing will continue with displaying the “Animal Configuration” window and you can continue with Step # 2. If you respond “NO” Year End Processing will be ended.
2. **Select the Animal Configuration window** (you will notice that the Fiscal Year is now maintainable). Type in the **new fiscal year, the new billing date** (optionally change the grace period if applicable), and **the 1-year license expiration date**. Also, specify either/or both of the License messages that will appear on the License/Reminder. **Save the animal configuration and review your entries.** If your entries are satisfactory, close the configuration window, if not, update any field that you may have forgotten to change if applicable, and save the configuration and close the configuration window.
3. **Click on the Generate Licenses Button in the Year End window.** This will first show you a message to determine if you want to enter a starting Tag # to pre-assign Tag’s to all Animals. If you respond “YES” the next window displayed will prompt you for the starting Tag #. After you have entered the Starting Tag # the “Generate License” procedure will continue. If you respond, “NO” the “Generate License” procedure will continue processing without assigning Tag #’s. The procedure will then increment all license types accordingly (Billing Dates and Valid Through Dates), and inform you with a message of the count of license types affected. Respond to the message box, and the animal licenses will be generated automatically. Upon completion, another message will inform you of



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the number of licenses generated and prompt if you would like to cancel the Year End process and roll back the files.

If you respond “YES” the Year End Processing is “Canceled” and you will need to run the Year End Processing again.

If you respond “NO” the Year End processing is completed and the following reports are displayed for you to print and balance with “Total Animals with Owners” and “License Type Summary” showing the number of Licenses generated for each License Type. You have completed Year End Processing and License Generation. You should run the “Licensing Revenue Not Paid” report showing expected revenue for the upcoming year, illustrating the effects of Year End/License Generation.

Licensing

Since you have generated all licenses for the upcoming fiscal year, counter transactions are simple (for existing owners and animals). When an owner comes in to pay for his/her animal’s license(s), select the Owners, Animals and Licensing Option, search for and select the owner, then click on the Licensing Payments Button. All licenses that are unpaid will be tallied, and appear ready for payment and Tag# assignment. Specify the Payment Method (Cash or Check), fill in the Check# if applicable, assign the Tag#(s) and Print the Owner’s License(s), by selecting the buttons that appear in sequence (Calculate Fees, Enter Tag#, Save, and Print).

If a new owner comes in for licensing, or an existing owner comes in with additional animals, create the Owner if applicable, then create the new Animal(s) specifying the licensing information on the animal screen. Save the animal information, this will generate a new license(s) for the new animal(s). You can now follow the instructions above for payment processing.

For 8 ½” x 14” Custom License Users - Reminder

Prior to running the Reminder Notice, since it was requested on Legal Size Portrait Paper (and based upon Microsoft’s Visual Basic’s inadequacies relating to the Data Report), it will be necessary to first make your default printer’s default Paper Size = Legal. This must be done through the Windows Control Panel, for the VB Data Report only uses the Default Paper Size, not the Printer Setup element settings. Once this is accomplished, merely select the option for running the Custom Reminder (this routine takes a while due to printing all license types in the body of the reminder, so be patient, it will finish). It will be evident in the Report Window if you accomplished this successfully. If not, repeat the procedure. **Remember to reset your default Paper Size back to the way it was (probably Letter).**