



# Business Tax



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Springbrook Software

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# Business Tax Module

## Overview

The Business Tax module is used to create and maintain business taxes and fees, adjust how those taxes and fees affect the associated General Ledger accounts, and report on those taxes and fees.

This module offers tax administrators the ability to streamline and automate traditionally cumbersome return processes, renewals, penalty and interest calculations, infraction notices, and past due processes.

### **Businesses**

The business functions as the central entity of the Business Tax system. All financial activity is tracked against a business.

### **Business Organizations**

Business Organizations are user-defined codes used to describe the organizational structure of a business. A few examples of organization types would be Corporation, Sole Proprietorship or LLC Partnership.

## **Business Statuses**

Business Statuses are user-defined codes used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt.

## **Business Types**

Business Types are user-defined codes used for various reporting purposes. Multiple business types can be organized under one Business Class grouping. For example, the business types Automotive Products, Chemical Products, and Wood Products could all be organized under the business class Manufacturing.

## **Infraction Types**

Infraction Types are used as the basis for tracking any infractions against a particular tax return filing. Infraction types can be created to track user mistakes such as missing signatures on tax return documents.

## **Fees**

Fees are user-defined codes used to generate an associated transaction on a business account. Fees are attached to Tax Types and then those Tax Types are used to assess taxes on businesses. Fees contain the basic information that is required for creating financial transactions in the BT system.

## **Tax Types**

Tax Types are user-defined codes used to group taxes together into logical associations such as Payroll or Gross Receipts. As the central financial reporting grouping, tax types are attached to businesses and used to calculate taxes when returns are received in the Cash Receipts module.

# BT> Adjustments

## Create a Standard Adjustment



### Summary

The Business Tax Adjustments batch process allows you to enter a business tax adjustment on a general ledger account. Business tax adjustments are used to adjust committed business tax transactions. Follow this process to create a standard BT Adjustment.

The transaction date of the business tax adjustments is the date the adjustments are committed (BT> Adjustments> Commit).

### Step by Step




- 1 Create an Adjustments batch (BT> Adjustments).
  - Select the **Adjustments** palette in BT> Adjustments. This will expand the Adjustments palette and display the steps in the adjustment process.
  - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
    - If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.

- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Adjustments> GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 

## 2 Generate the adjustments batch.




- Open the **Generate** window (BT> Adjustments> Generate).
  - The Generate step is used to select which business accounts will be included in the Adjustments batch. After the Adjustments batch has been generated, the Edit step allows you to remove individual business accounts from the Adjustments batch. After the Adjustments batch has been generated, returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
  - The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
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- The **Tax Type** field is used to select which tax types will be included in the batch. By default all of the toggles are checked.
    - You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tran Type** field is used to select which transaction types to include in the batch. By default all of the toggles are selected.
  - The **Maximum Balance** field is used to limit the accounts included in the batch by maximum balance. This field has a \$1,000,000 limit.
  - The **Tran Date From** and **Tran Date To** fields are used to filter the accounts that will be included in the batch by transaction date.
  - The **Tran Date** field is used to select the transaction date of the adjustment. This field will populate with the current date.
  - Click the Confirm icon  to generate the adjustments.
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### 3 Create or edit the adjustments.

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- Open the **Edit Adjustments** window (BT> Adjustments> Edit). The edit step is used to edit individual adjustment transactions before the batch is committed. You can also add additional adjustments at this step.
    - You cannot adjust uncommitted transactions or credits and deposits that have been redistributed through the BT Redistributions process.
  - Highlight a displayed adjustment transaction and click the Delete icon  to remove the adjustment from the batch.
  - Edit an existing adjustment by clicking the Modify icon  or create a new adjustment by clicking the Create icon .
    - Not all of the following fields will be active when editing an existing adjustment.
  - Select an **Adjustment Type** from the drop-down menu.
    - Select **Adjustment** to adjust an existing transaction. This help document provides instructions on how to create and commit a standard adjustment.
  - Select a **Transaction Type** to adjust from the drop-down menu.
    - The options available in this drop-down menu are affected by the selected Adjustment Type.
    - Select **Credit-Bill, Credit-Cash, Interest, Invoice, Payment, Penalty** or **Return** to adjust the desired transaction for the selected business.
  - Enter a **Transaction Date** or select one from the menu. This field automatically defaults to the current date.
  - Enter a **Description** in the description field. The description can be up to 60 characters long.
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- The contents of the Description field can be included in the Adjustments Statements (BT> Adjustments> Statements).
  - Enter a **Business Number** or click the Business Number field label to select the business that will be affected by the adjustment.
    - You will receive an error message if the selected business does not contain the transaction type you are attempting to adjust.
  - Click the Next button or press ENTER when you have entered all of the required information.
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#### 4 Select and adjust the transaction.

- The transaction selection window displays a list of transactions that met the criteria you selected. Highlight the transaction you would like to edit and click the Next button or press ENTER.
  - The details window is separated into two sections.
    - The **Original Details** section displays the information currently associated with the transaction. You cannot edit the information in this section.
    - The **Updated Details** section automatically populates with the same information as the Original Details section. Click on the field you would like to edit to update the transaction information.
  - Click the Finish button or press ENTER to complete the Edit step.
  - Once the adjustment has been created, you can view the adjustment on the business account using the Business Maintenance window (BT> Maintenance>
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Business> **History** tab).

- The adjustment will display in red as it is still uncommitted.
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**5** Commit the Adjustments batch.

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# BT> Adjustments

## Create a New CreditBill Adjustment



### Summary

The Business Tax Adjustments batch process allows you to enter a business tax adjustment on a general ledger account. Business tax adjustments are used to adjust committed business tax transactions. Follow this process to create a new BT CreditBill Adjustment.

The transaction date of the business tax adjustments is the date the adjustments are committed (BT> Adjustments> Commit).




### Step by Step

- 1 Create an Adjustments batch (BT> Adjustments).
    - Select the **Adjustments** palette in BT> Adjustments. This will expand the Adjustments palette and display the steps in the adjustment process.
    - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
-

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Adjustments > GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 




## 2 Generate the adjustments batch.

- Open the **Generate** window (BT> Adjustments> Generate).
  - The Generate step is used to select which business accounts will be included in the Adjustments batch. After the Adjustments batch has been generated, the Edit step allows you to remove individual business accounts from the Adjustments batch. After the Adjustments batch has been generated, returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
-

- The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
  - The **Tax Type** field is used to select which tax types will be included in the batch. By default none of the toggles are checked.
    - You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tran Type** field is used to select which transaction types to include in the batch. By default all of the toggles are selected.
  - The **Maximum Balance** field is used to limit the accounts included in the batch by maximum balance. This field has a \$1,000,000 limit.
  - The **Tran Date From** and **Tran Date To** fields are used to filter the accounts that will be included in the batch by transaction date.
  - The **Tran Date** field is used to select the transaction date of the adjustment. This field will populate with the current date.
  - Click the Confirm icon  to generate the adjustments.
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### 3 Create or edit the adjustments.


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- Open the **Edit Adjustments** window (BT> Adjustments> Edit). The edit step is used to edit individual adjustment transactions before the batch is committed. You can also add additional adjustments at this step.
    - You cannot adjust uncommitted transactions or credits and deposits that have been redistributed through the BT Redistributions process.
  - Highlight a displayed adjustment transaction and click the Delete icon  to remove the adjustment from the batch.
  - Edit an existing adjustment by clicking the Modify icon  or create a new adjustment by clicking the Create icon .
  - Select New from the **Adjustment Type** drop-down menu.
  - Select CreditBill from the **Transaction Type** drop-down menu.
  - Specify a **Transaction Date** for the adjustment.
    - The Transaction Date does not affect the date that the journal entries are posted to the general ledger. The journal entry date is determined when the GL Distribution report is processed.
  - Click the **Tax Type** field label to select a tax type to associate with the new credit bill adjustment.
    - Only tax types associated with the business selected in the Business Number field can be associated with the adjustment. Tax types are attached to businesses on the Business Maintenance window (BT> Maintenance> Business> Tax Types tab).
  - Enter an optional **Description** for the new credit bill adjustment. This field can be up to 60 characters long.
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- This description will be included on the adjustment statements if the **Print Adjustment Description** toggle is checked on the Statements window.
  - Click the **Business Number** field label to select the business that will be affected by the credit bill adjustment.
  - Click the Next button to proceed to the next step.
- 

#### 4 Apply a new CreditBill adjustment to the transaction with a standard fee.

- Click the Add button to add a new standard fee to the account. This will open the Fee Selection window.
    - If the Fee Selection window does not display a standard fee, you may need to create one. Fees are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
    - Highlight a fee and click the Confirm icon  to apply the selected fee to the account.
  - Edit the fee amount in the **Amount** column if desired.
  - Use the Add and Delete buttons to add additional fees or remove displayed fees from the batch.
  - Click the Finish button to close the Adjustment Wizard and return to the Select Adjustments window. The new credit bill adjustment should now be displayed.
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#### 5 Commit the adjustments batch.

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# BT> Adjustments

## Create a New Penalty Adjustment



### Summary

The Business Tax Adjustments batch process allows you to enter a business tax adjustment on a general ledger account. Business tax adjustments are used to adjust committed business tax transactions. Follow this process to create a new BT Penalty Adjustment.

The transaction date of the business tax adjustments is the date the adjustments are committed (BT> Adjustments> Commit).




### Step by Step

- 1 Create an Adjustments batch (BT> Adjustments).
    - Select the **Adjustments** palette in BT> Adjustments. This will expand the Adjustments palette and display the steps in the adjustment process.
    - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
-

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Adjustments > GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 




## 2 Generate the adjustments batch.

- Open the **Generate** window (BT> Adjustments> Generate).
  - The Generate step is used to select which business accounts will be included in the Adjustments batch. After the Adjustments batch has been generated, the Edit step allows you to remove individual business accounts from the Adjustments batch. After the Adjustments batch has been generated, returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
-

- The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
  - The **Tax Type** field is used to select which tax types will be included in the batch. By default all of the toggles are checked.
    - You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tran Type** field is used to select which transaction types to include in the batch. By default all of the toggles are selected.
  - The **Maximum Balance** field is used to limit the accounts included in the batch by maximum balance. This field has a \$1,000,000 limit.
  - The **Tran Date From** and **Tran Date To** fields are used to filter the accounts that will be included in the batch by transaction date.
  - The **Tran Date** field is used to select the transaction date of the adjustment. This field will populate with the current date.
  - Click the Confirm icon  to generate the adjustments.
- 


### 3 Create or edit the adjustments.

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- Open the **Edit Adjustments** window (BT> Adjustments> Edit). The edit step is used to edit individual adjustment transactions before the batch is committed. You can also add additional adjustments at this step.
    - You cannot adjust uncommitted transactions or credits and deposits that have been redistributed through the BT Redistributions process.
  - Highlight a displayed adjustment transaction and click the Delete icon  to remove the adjustment from the batch.
  - Edit an existing adjustment by clicking the Modify icon  or create a new adjustment by clicking the Create icon .
  - Select New from the **Adjustment Type** drop-down menu.
  - Select Penalty from the **Transaction Type** drop-down menu.
  - Specify a **Transaction Date** for the adjustment.
    - The Transaction Date does not affect the date that the journal entries are posted to the general ledger. The journal entry date is determined when the GL Distribution report is processed.
  - Specify a **Due Date** for the new penalty adjustment.
  - Click the **Tax Type** field label to select a tax type to associate with the new penalty fee.
    - Only tax types associated with the business selected in the Business Number field can be associated with the adjustment. Tax types are attached to businesses on the Business Maintenance window (BT> Maintenance> Business> Tax Types tab).
-

- Enter an optional **Description** for the new penalty adjustment. This field can be up to 60 characters long.
    - This description will be included on the adjustment statements if the **Print Adjustment Description** toggle is checked on the Statements window.
  - Click the **Business Number** field label to select the business that will be affected by the penalty adjustment.
  - Click the Next button to proceed to the next step.
- 

#### 4 Apply a new penalty fee to the transaction.

- Click the Add button to add a new penalty fee to the account. This will open the Fee Selection window.
    - If the Fee Selection window does not display a penalty fee, you may need to create one. Fees are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
    - Highlight a penalty fee and click the Confirm icon  to apply the selected fee to the account.
  - Edit the fee amount in the **Amount** column if desired.
  - Use the Add and Delete buttons to add additional fees or remove displayed fees from the batch.
  - Click the Finish button to close the Adjustment Wizard and return to the Select Adjustments window. The new penalty adjustment should now be displayed.
-

5 Commit the adjustments batch.

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# BT> Adjustments

## Reverse a BT Transaction



### Summary

The Business Tax Adjustments batch process allows you to enter a business tax adjustment on a general ledger account. Business tax adjustments are used to adjust committed business tax transactions. Follow this process to create a BT Reversal Adjustment.

The transaction date of the business tax adjustments is the date the adjustments are committed (BT> Adjustments> Commit).




### Step by Step

- 1 Create an Adjustments batch (BT> Adjustments).
    - Select the **Adjustments** palette in BT> Adjustments. This will expand the Adjustments palette and display the steps in the adjustment process.
    - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
-

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Adjustments > GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 




## 2 Generate the adjustments batch.

- Open the **Generate** window (BT> Adjustments> Generate).
  - The Generate step is used to select which business accounts will be included in the Adjustments batch. After the Adjustments batch has been generated, the Edit step allows you to remove individual business accounts from the Adjustments batch. After the Adjustments batch has been generated, returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
-

- The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
  - The **Tax Type** field is used to select which tax types will be included in the batch. By default all of the toggles are checked.
    - You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tran Type** field is used to select which transaction types to include in the batch. By default all of the toggles are selected.
  - The **Maximum Balance** field is used to limit the accounts included in the batch by maximum balance. This field has a \$1,000,000 limit.
  - The **Tran Date From** and **Tran Date To** fields are used to filter the accounts that will be included in the batch by transaction date.
  - The **Tran Date** field is used to select the transaction date of the adjustment. This field will populate with the current date.
  - Click the Confirm icon  to generate the adjustments.
- 

### 3 Create or edit the adjustments.

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- Open the **Edit Adjustments** window (BT> Adjustments> Edit). The edit step is used to edit individual adjustment transactions before the batch is committed. You can also add additional adjustments at this step.
    - You cannot adjust uncommitted transactions or credits and deposits that have been redistributed through the BT Redistributions process.
  - Highlight a displayed adjustment transaction and click the Delete icon  to remove the adjustment from the batch.
  - Edit an existing adjustment by clicking the Modify icon  or create a new adjustment by clicking the Create icon .
  - Select Reversal from the **Adjustment Type** drop-down menu.
  - Select the **Transaction Type** that you would like to reverse.
  - Specify a **Transaction Date** for the adjustment.
    - The Transaction Date does not affect the date that the journal entries are posted to the general ledger. The journal entry date is determined when the GL Distribution report is processed.
  - Enter an optional **Description** for the reversal. This field can be up to 60 characters long.
    - This description will be included on the adjustment statements if the **Print Adjustment Description** toggle is checked on the Statements window.
  - Click the **Business Number** field label to select the business that will be affected by the reversal.
    - You will receive an error message if the selected business does not contain the transaction type you are attempting to reverse.
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- Click the Next button to proceed to the next step.
- 

#### 4 Select and reverse the transaction.

- The following window will display all of the available transactions that can be reversed.
    - You cannot reverse a transaction that has other pending transactions associated with it or a transaction that has already been reversed.
  - Highlight the desired transaction and click the Next button.
  - The following window will display the reversal details.
    - Click the Add button if you would like to attach a penalty fee to the account while reversing a transaction. This is often used when assessing an NSF (Non-Sufficient Funds) penalty while reversing a payment transaction.
  - Click the Finish button to close the Adjustment Wizard and return to the Select Adjustments window. The new reversal should now be displayed.
- 

#### 5 Commit the adjustments batch.

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# BT> Adjustments

## Create a Transfer Adjustment



### Summary

The Business Tax Adjustments batch process allows you to enter a business tax adjustment on a general ledger account. Business tax adjustments are used to adjust committed business tax transactions. Follow this process to create a BT Transfer Adjustment.

The transaction date of the business tax adjustments is the date the adjustments are committed (BT> Adjustments> Commit).




### Step by Step

- 1 Create an Adjustments batch (BT> Adjustments).
    - Select the **Adjustments** palette in BT> Adjustments. This will expand the Adjustments palette and display the steps in the adjustment process.
    - Select New from the Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
-

- If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Adjustments > GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 

## 2 Generate the adjustments batch.




- Open the **Generate** window (BT> Adjustments> Generate).
  - The Generate step is used to select which business accounts will be included in the Adjustments batch. After the Adjustments batch has been generated, the Edit step allows you to remove individual business accounts from the Adjustments batch. After the Adjustments batch has been generated, returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
-

- The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
  - The **Tax Type** field is used to select which tax types will be included in the batch. By default all of the toggles are checked.
    - You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tran Type** field is used to select which transaction types to include in the batch. By default all of the toggles are selected.
  - The **Maximum Balance** field is used to limit the accounts included in the batch by maximum balance. This field has a \$1,000,000 limit.
  - The **Tran Date From** and **Tran Date To** fields are used to filter the accounts that will be included in the batch by transaction date.
  - The **Tran Date** field is used to select the transaction date of the adjustment. This field will populate with the current date.
  - Click the Confirm icon  to generate the adjustments.
- 

### 3 Create or edit the adjustments.

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- Open the **Edit Adjustments** window (BT> Adjustments> Edit). The edit step is used to edit individual adjustment transactions before the batch is committed. You can also add additional adjustments at this step.
    - You cannot adjust uncommitted transactions or credits and deposits that have been redistributed through the BT Redistributions process.
  - Highlight a displayed adjustment transaction and click the Delete icon  to remove the adjustment from the batch.
  - Edit an existing adjustment by clicking the Modify icon  or create a new adjustment by clicking the Create icon .
  - Select Transfer from the **Adjustment Type** drop-down menu.
  - Select the transaction you would like to transfer from the **Transaction Type** drop-down menu.
  - Specify a **Transaction Date** for the transfer adjustment.
    - The Transaction Date does not affect the date that the journal entries are posted to the general ledger. The journal entry date is determined when the GL Distribution report is processed.
  - Enter an optional **Description** for the transfer adjustment. This field can be up to 60 characters long.
    - This description will be included on the adjustment statements if the **Print Adjustment Description** toggle is checked on the Statements window.
  - Click the **Business Number** field label to select the business that the transaction will be transferred FROM.
-

- You will receive an error message if the selected business does not contain the transaction type you are attempting to transfer.
  - Click the **Target Business Number** field label to select the business that the transaction will be transferred TO.
  - Click the Next button to proceed to the next step.
- 

#### 4 Select the transactions to transfer.

- The following window will display the transactions that are available for transfer.
    - When transferring **Payments**, the window will display the payment transactions that can be transferred from the source business and the outstanding returns that the transfer can be applied to on the target business.
      - Highlight the desired transaction to transfer from the source business AND the desired return the transaction will be transferred to on the target business. Click the Next button to continue.
    - When transferring a **CreditBill**, **CreditCash** or **Return** transaction, the window will display the transactions that are eligible for transfer.
      - Highlight the desired transaction and click the Next button to continue.
    - You cannot transfer a transaction that has other pending transactions associated with it, a zero balance transaction, or a transaction that has already been reversed.
-

- The following window will display the transfer details.
    - If the Edit icon  is displayed, you have the option of specifying how the transferred transaction total is distributed to the target business.
  - Click the Finish button to close the Adjustment Wizard and return to the Select Adjustments window. The new transfer adjustment should now be displayed.
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**5** Commit the adjustments batch.

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# BT> Adjustments

## Commit an Adjustments Batch

### Summary

After you have generated and edited the adjustments, you can print the reports and statements and commit the batch.


### Step by Step

1 Generate and edit the adjustments.

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2 Print the Proof List.


- Open the Proof List window (BT> Adjustments> Proof List).
  - Select a **Report Type** from the drop-down menu.
    - The Summary report will display the Transaction Date, Business Number, Business Name, Transaction Type, Adjustment Type, Description, and Amount. A report total will also be provided.
-

- The Detail report will display everything included in the Summary report as well as Fee Code, Fee Code Description, and Fee Code Amount.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

### 3 Print the GL Distribution report.


- Open the GL Distribution report window (BT> Adjustments> GL Distribution).
  - Select a **Journal Entry** date from the drop-down menu.
  - Select a **Report Type** from the drop-down menu.
    - The Summary report will display the Fund, Account Number, Account Description, Debit Amount and Credit Amount for each account and fund included in
-

the report. A report total will also be provided.

- The Detail report will display everything included in the Summary report as well as the Business Number, Fee Code and Fee Description for each line item.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 


#### 4 Print the adjustment Statements.

- Open the Statements window (BT> Adjustments> Statements).
  - The Statement process is used to generate a form letters report for a filtered group of businesses.
-

- The **Adjustment Types** field allows you to filter the report by the adjustment type. All of the Adjustment Type toggles are selected by default.
  - Check the **Print Remit Info** toggle if you would like the report to display the contents of the Remit Info section of the Setup window (BT> Utilities> Setup> Remit Info section).
  - Check the **Print Logo** toggle if you would like the report to display the custom logo attached to the application in the System Setup Information window (SS> Utilities> System Setup).
  - Check the **Print Adjustment Description** toggle if you would like the report to display the contents of the Description field on the Create Adjustments window (BT> Adjustments> Edit> Select an Adjustment).
  - Click the Print icon  to process the statements immediately or enter a date and time in the field next to the Print icon to schedule the statements to generate at a later time. You can view the progress of the statements on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Once the statements are generated, you can also display them using the View Reports window (SS> Utilities> View Report).
- 

## 5 Commit the Adjustments batch (BT> Adjustments> Commit).

- The **Batch** field will display the batch number of the batch being committed.
  - The **Journal Entry Date** field will display the journal entry date entered in the GL Distribution step.
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- The **Fiscal Period** and **Fiscal Year** fields will populate based on the journal entry date entered in the Journal Entry Date field on the GL Distribution step.
  - Press ENTER or click the Confirm icon  to commit the batch.
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# BT> Display> Transaction Detail

## Display BT Transaction Details

### Summary

The Transaction Detail window is used to display the transaction level details associated with a filtered list of historical transactions.

### Step by Step

- 1 Open the **Transaction Detail** window (BT> Display> Transaction Detail).
- 2 Filter the displayed transaction details.
  - Enter the desired filter details in the Search Criteria section. Click the Refresh icon  or press ENTER to populate the data grid below with the transactions that meet the specified criteria.
    - Right click on the records in the window and select Export grid contents to Excel if you would like to export the information that displays in the window to an MS Excel spreadsheet.
  - Highlight a transaction and click the Display icon  to view the transaction details.

# BT> Letters> Generate

## Generate BT Letters

### Summary



The Letters process is used to generate customized, Microsoft Word-based form letters for a filtered range of BT accounts. These letters can serve a variety of purposes, such as notifying customers of changes to business tax rates or requesting updated business information.

Customers associated with the BT account will only receive a letter if the Notification toggle is checked on the Business Maintenance window (BT> Maintenance> Business> General tab> **Notification** toggle). Any contacts attached to the business that also have the Notification toggle checked will receive a letter as well (BT> Maintenance> Business> Contact tab> select a contact> Notification toggle).

Once a letter is generated, the letter details will be recorded on the BT account record (BT> Maintenance> Business> History tab). Follow this process to generate a BT Letters batch.



### Step by Step

- 1 Create a batch.
-




- Select the **Letters** palette in BT> Letters. This will expand the Letters palette and display the steps in the batch process.
  - Select New from the Letters batch number drop-down menu to create a new batch. This will open the **New Batch** window.
    - If there are open batches in the Letters process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Letters> GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 

## 2 Generate Letter by Form.

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- Open the **Generate Forms** window (BT> Letters> Forms).
  - Check the **Tax Type** toggles for each of the tax types you would like to include in the Letters batch. All Tax Types will be checked by default. Hold down the SHIFT key to select multiple tax types. You may decide to process a new Letters batch for each group of similar tax types. This can help prevent overlapping records and redundant letters.
    - You can use the Select All  and Deselect All  drop-down menus to select or deselect all of the tax type toggles.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts.
    - Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - Check the **Business Type** toggles for each of the business types you would like to include in the Letters batch. All Business Types will be checked by default. Hold down the SHIFT key to select multiple business types.
    - Business Types are created and maintained on the Business Type Maintenance window (BT> Maintenance> Business Type).
  - Check the **Status** toggles for each of the statuses you would like to include in the Letters batch. All Statuses will be checked by default. Hold down the SHIFT key to select multiple statuses.
    - Statuses are user-defined codes used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt.
-



- Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Check the **Organization** toggles for each of the organizations you would like to include in the Letters batch. All Organizations will be checked by default. Hold down the SHIFT key to select multiple organizations.
    - Organizations are user-defined codes used to describe the organizational structure of a business. A few examples of organization types would be Corporation, Sole Proprietorship or LLC Partnership.
    - Organizations are created and maintained on the Organization Maintenance window (BT> Maintenance> Organization).
  - Specify a **Letter Transaction Date** for the Letters batch.
    - This date will be associated with the Letters line item on the Business Maintenance window (BT> Maintenance> Business> Select a business> History tab).
  - Select a **Form to Print** from the drop-down menu.
    - The selected form will provide the letters format and determine what information is included on the generated letters.
    - Forms are created and maintained on the Form Maintenance window (BT> Maintenance> Forms).
  - Enter a **Description** for the Letters batch. This description will display in the letters line item on the History tab of the Business Maintenance window.
    - The description can be up to 60 characters long.
-



- Complete the optional Filters, Tran Filters and Business tabs.
  - The **Filters** tab is used to filter the included accounts by batch number.
    - Enter a **Batch** number or click the field label to select a batch from a list.
    - Use the **Business Start** and **Business Close** fields to specify start and close date ranges for the batch.
  - The **Tran Filters** tab is used to filter the included accounts by transaction type.
    - Select a **Tran Type** from the drop-down menu.
      - Your selection in the Tran Type field will determine which of the date range and return fields will be enabled below.
  - The **Business** tab is used to add specific businesses to the batch.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the batch and click the Confirm icon  to return to the Generate Letters window.
    - The Business tab overrides all other filters. If you use the business tab to add businesses to the batch, only those businesses will be included.
  - Click the Confirm icon  to generate the letters immediately or enter a date and time in the field next to the Confirm icon to schedule the letters to generate at a later time.

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### 3 Generate Letters by Infraction.

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- Open the **Generate Infractions** window (BT> Letters> Infractions).
  - Check the **Tax Type** toggles for each of the tax types you would like to include in the Letters batch. All Tax Types will be checked by default. Hold down the SHIFT key to select multiple tax types. You may decide to process a new Letters batch for each group of similar tax types. This can help prevent overlapping records and redundant letters.
    - You can use the Select All  and Deselect All  drop-down menus to select or deselect all of the tax type toggles.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts.
    - Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - Check the **Status** toggles for each of the statuses you would like to include in the Letters batch. All Statuses will be checked by default. Hold down the SHIFT key to select multiple statuses.
    - Statuses are user-defined codes used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Specify a **Letter Transaction Date** for the Letters batch.
    - This date will be associated with the Letters line item on the Business Maintenance window (BT> Maintenance> Business> Select a business> History tab).
-

- Enter a **Description** for the Letters batch. This description will display in the letters line item on the History tab of the Business Maintenance window.
    - The description can be up to 60 characters long.
  - Enter a date range in the **Tran Date From** and **Tran Date To** fields to filter the transactions included in the batch by transaction date.
  - Click the **Batch** field label to filter the included accounts by a specific batch. This will open the Batch Selection window and allow you to select a batch from a list of displayed Cash Receipts and Redistribute process batches.
    - The **Batch Process** field will populate with the process where the selected batch originated.
  - The **Infraction Type** sub-tab is used to select specific infraction types to include in the Letters process.
    - Click the Create icon  to choose an infraction type from the Infraction Type Selection window. Highlight the infraction type you would like to add to the batch and click the Confirm icon  to return to the Generate Infractions window.
    - Infraction types are used to track infractions against filed tax returns.
    - Multiple infractions can be added to a Letters batch.
    - Only open infractions will be pulled into the letters process.
    - If a form is not already assigned to the selected infraction type, you will need to select one in the Form column.
    - Infractions are created and maintained on the Infractions Maintenance window (BT> Maintenance> Infraction).
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- Click the Confirm icon  to generate the letters immediately or enter a date and time in the field next to the Confirm icon to schedule the letters to generate at a later time.
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#### 4 Generate Letters by Unreceived Filings.

- Open the **Unreceived Filings** window (BT> Letters> Unreceived Filings).
  - Check the **Tax Type** toggles for each of the tax types you would like to include in the Letters batch. All Tax Types will be checked by default. Hold down the SHIFT key to select multiple tax types. You may decide to process a new Letters batch for each group of similar tax types. This can help prevent overlapping records and redundant letters.
    - You can use the Select All  and Deselect All  drop-down menus to select or deselect all of the tax type toggles.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts.
    - Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - Check the **Status** toggles for each of the statuses you would like to include in the Letters batch. All Statuses will be checked by default. Hold down the SHIFT key to select multiple statuses.
    - Statuses are user-defined codes used to describe the current state of a business. For example, a business that is currently open and conducting business
-

could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt.

- Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Specify a **Letter Transaction Date** for the Letters batch.
    - This date will be associated with the Letters line item on the Business Maintenance window (BT> Maintenance> Business> Select a business> History tab).
  - Select a **Form to Print** from the drop-down menu.
    - The selected form will provide the letters format and determine what information is included on the generated letters.
    - Forms are created and maintained on the Form Maintenance window (BT> Maintenance> Forms).
  - Enter a **Description** for the Letters batch. This description will display in the letters line item on the History tab of the Business Maintenance window.
    - The description can be up to 60 characters long.
  - The **Schedule** drop-down menu is used to filter the accounts included in the Letters batch by the schedule attached to the tax type, the override of that schedule as specified on the individual account, or both.
  - Select a **Date Type** to use when filtering the accounts included in the Letters batch.
    - If you select Due Date, Extension Date or Period End Date, enter a date range in the **Date From** and **Date To** fields.
    - If you select Period/Year, enter a date range in the **Period From**, **Year From**, **Period To** and **Year To** fields.
-

- The **Create Date From** and **Create Date To** fields are used to filter the accounts included in the batch by the date that the business was created.
  - The **Business** section is used to add specific business records to the batch.
    - Click the Create icon  to open the Business Selection window.
    - Select a business and click the Confirm icon  to add the selected business to the batch.
    - Click the Confirm icon  to generate the letters immediately or enter a date and time in the field next to the Confirm icon to schedule the letters to generate at a later time.
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## 5 Edit and print the Letters.

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# BT> Letters> Edit


## Edit and Print BT Letters


### Summary

After completing the Generate step you can view and edit which business will be receiving BT Letters before printing.

### Step by Step


#### 1 Edit the Letters.

- Open the **Edit Letters** window (BT> Letters> Edit).
- The Edit Letters window will display all of the business that will be included in the letters batch. Businesses are included based on the filter criteria established on the Generate Letters step. Individual businesses can be removed from the batch by highlighting a business and clicking the Delete icon .
- Each line item will display the Business Number, Business Name, Business Type and Tax Type by default. Right-click on the column header row to select any additional details you would like to display in the data grid.


- You can also sort the data displayed in the grid by clicking on the header of the desired sort column and dragging it up to the box above.
  - Click the Save icon  when finished.
- 

## 2 Print the Statements.

- Open the **Statements** window (BT> Letters> Statements).
  - The Statements step is used to generate an estimated tax return letter based on previous return data.
  - Select a statement type from the **Statement** drop-down menu.
    - Statement types are created and maintained on the Statement Type Maintenance window (BT> Maintenance> Statement Type).
  - The **Comparison Period** and **Comparison Year** fields are used to specify which previous tax return period the new estimated return will be based on.
  - The **Percent Change** field is used to increase or decrease the comparison return to reflect the expected change to the number of units on the tax type associated with the estimated return.
    - This field DOES NOT represent the percentage change in the total dollar amount of the estimated return. This field represents the percentage change in the number of UNITS associated with tax type on the tax return.
      - Because this change only applies to the number of units associated with a return, this field will not affect any businesses included in the batch that use flat fees or non unit-based fees to generate tax returns.
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- The **Delinquent Period** and **Delinquent Year** fields can be used to inform the statement recipient of return delinquency.
  - Select an expected **Due Date** for the estimated tax return.
  - Select a **Tax Year Ending** for the estimated return. This will determine which fee revisions are used and will establish a baseline for the Percent Change field.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 


### 3 Print Kentucky Statements. This step only applies to specific Kentucky clients.

- Open the **Kentucky Statements** window (BT> Letters> Kentucky Statements).
  - The Kentucky Statements step is used to generate large quantities of BT statements that include scan line capability and can encompass multiple periods. This step requires organizations to set up a third-party reporting utility.
  - Please skip this step if your organization has not been contacted by Springbrook Support regarding this feature.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show
-

Scheduled Jobs).




- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

#### 4 Print the Letters.

- Open the **Letters** window (BT> Letters> Letters).
  - The **Form** and **Tran Date** fields will populate with the values specified on the Generate step.
  - The **Compatibility** mode toggle is used to activate compatibility mode for legacy forms that don't use standard Springbrook forms functionality.
    - Springbrook does not recommend using Compatibility mode as it will disable a number of useful form features.
  - The format and information included on the printed letters is determined by which Form is selected.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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#### 5 Export the BT Letters data.

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- Open the **Export** window (BT> Letters> Export).
  - The optional Export step is used to generate an export file of the letters data that can be provided to third-party form printers.
  - The **Configuration** field is used to specify the configuration for the export file.
    - Export file configurations are created and maintained on the Export Configuration Maintenance window (SS> Maintenance> Export Configuration).
    - Once a configuration is selected, click the Display icon  to display the expected file layout.
  - The **Due Date** field is used to enter the due date on the return.
  - The **Period End Date** field is used to enter the end date of the period that the letter was generated in.
  - Click the Confirm icon  to generate the BT Letters export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the export file.
    - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
    - Enter the export path location and click the Save icon  to export the file to the local path.
-



## 6 Commit the Letters batch.

- Open the **Commit Letters batch** window (BT> Letters> Commit).
  - Click the OK button to commit the batch.
  - Committing a letters batch will create a Letter row on the Business Maintenance window (BT> Maintenance> Business Maintenance> History tab).
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# BT> Maintenance> Alert Code

## Alert Code Maintenance



### Summary

Alert codes can be set up to alert users when they select and edit a business from within the BT module or when the business is accessed via the Cash Receipts interface. The alert window will display the system that the business was accessed from, the alert code, the expiration date for the alert code, and any comments added to the alert code. When the user closes the alert window, the business that they selected will open.

The alert code details specified when the alert code is created are used only as a template. These details can be edited when the alert code is attached to a business. Because these details can be edited on each business, any changes made to an alert code on the Alert Code Maintenance window will not automatically update on the businesses that the edited alert code was previously attached to.

### Step by Step


- 1 View the existing alert codes.
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- Open the **Alert Code Maintenance** window (BT> Maintenance> Alert Code).
  - The left section of the window will display all of the alert codes that have been created in the application. Select an alert code in the left section of the window and the information attached to that alert code will populate in the Maintenance section to the right.
  - Highlight an alert code and press DELETE or click the Delete icon  if you would like to delete an alert code.
    - You cannot delete an alert code that is attached to a business.
  - Press INSERT or click the Create icon  if you would like to create a new alert code. This will create a new line item in the left section of the window and the fields in the Maintenance section will be enabled to enter the alert code information.
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## 2 Create a new alert code.

- Enter a unique **Alert Code**. Once the new alert code is saved, this field cannot be edited.
    - The alert code can be up to 20 characters long.
  - Enter a **Description** for the new alert code.
    - This field can be up to 60 characters long.
  - Specify the alert code **Duration** in days.
    - The default start date for an alert code is the day it is attached to the business. The alert code expiration date is the start date plus the Duration. This value
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can be between 0 and 999.

- Enter a **Comment** on the alert code.
    - The Comment will display when the alert is activated. The field can be up to 1024 characters.
  - Check the **Selection Alert** toggle to activate the alert message when the business is selected for a batch process such as BT Letters, Redistribute or Refunds.
    - The selection alert will not activate if the business is included in a batch as a member of a group select during a batch generate step.
  - Check the **Maintenance Alert** toggle to activate the alert message when the business is opened from any window where the business details can be maintained or edited.
  - Check the **CR Receipt Alert** toggle to activate the alert message when the business is selected from the CR Cash Entry search window.
  - Click the Save icon  to save the new alert code.
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# BT> Maintenance> Business



## Business Maintenance

### Summary


A business functions as the central entity of the Business Tax system. The Business Maintenance window is used to create and maintain those businesses.

### Step by Step


#### 1 View the existing businesses.


- Open the **Business Selection** window (BT> Maintenance> Business).
- Click the Refresh icon  to display all of the businesses created in the application.
- The **Search Criteria** section is used to filter the businesses that appear in the window. Enter information into the Search Criteria section and then press ENTER or click the Refresh icon  to update the businesses that display in the window.
  - The **Business Number** field is used to filter the businesses by business number. Business numbers are codes used to identify each unique business and allow a single customer record to be attached to multiple businesses. A business number is automatically assigned to a business when it is created.

- The **Customer Number** field is used to filter the businesses by the customer record attached to them.
  - The **Last Name** field is used to filter the businesses by the last name field on the business record (which is usually the business name).
  - The **Doing Business As** field is used to filter the businesses by the **DBA** field on the business record.
  - The **Status** field is used to filter the businesses by status. Statuses are user defined records that are created and maintained in the Status Maintenance window (BT> Maintenance> Status) and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **Status** field).
    - Click the **Status** field label to select a status from a list.
  - The **Federal Tax ID** field is used to filter the businesses by federal tax number.
  - The **SSN** field is used to filter the businesses by the social security number of the customer attached to the business.
  - The last field in the Search Criteria section is a user-defined field, so the title of this field can be anything (the default value is State ID). There is a field label of the same title on the General tab of the Business Maintenance window. Enter a value in this field to filter the business records based on the value in the field of the same name on the business record.
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- The title of this field is set up using the **Miscellaneous Field Labels** window (SS> Utilities> Miscellaneous Field Labels> BT Master table).
  - Highlight a business and press DELETE or click the Delete icon  to delete a business.
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## 2 Create a business.

- The **Business Maintenance** window is used to maintain the information attached to a business record. By default, the **General** tab will display when the window is first opened. The General tab is used to attach a business to a customer and lot, as well as select the status, organization and business type.
  - The General tab is the only tab with required fields. The **Customer Number, Lot Number, Business Type, Organization, Status** and **Number of Employees** fields on the General tab must be complete before you can save a business record.
  - The **Business Number** field is always disabled. This field will populate with an automatically assigned number when the business is saved.
  - The **Customer Number** field is used to attach a customer record to the business record. Enter a customer number or click the Customer Number field label to select a customer record from a list.
    - Customer records are created and maintained using the Customer Maintenance window (Customer icon  on the main application window).
-





- The **Customer Name** and **SSN** fields will not be enabled, but they will populate based on the customer selected in the Customer Number field.
  - The **Lot Number** field is used to attach a lot to the business. Enter a lot number or click the Lot Number field label to select a lot from a list.
    - Lots are created and maintained using the Lot Maintenance window (Lot icon  on the main application window).
  - The **Service Address** field will not be enabled, but it will populate with the service address attached to the lot selected in the **Lot** field.
  - The **Business Type** field is used to attach a business type to the business.
    - This is a required field. The business type attached to the business can be used to filter the businesses included on the business listing report (BT> Reports> Business Listing).
    - Business types are created and maintained using the Business Type Maintenance window (BT> Maintenance> Business Type).
  - The **Organization** field is used to attach an organization to a business.
    - The organization attached to the business can be used to filter the businesses included on the business listing report (BT> Reports> Business Listing).
  - The **Status** field is used to attach a status to a business.
    - Enter a status or click the Status field label to select a status from a list.
    - Statuses are user-defined and they are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - The **Outstanding Bills, Unapplied Credits, Unapplied Deposits** and **Business Balance** fields are read-only fields that display the current financial details for the business.
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- The **Doing Business As**, **Federal Tax ID** and **State ID** fields are not required, but they can be used to select business records when entering returns in the Cash Receipts module or when businesses are being selected from the Business Selection window (BT> Maintenance> Business).
    - The title of the **State ID** field is a user-defined, so the title may not be the State ID. You can set the title of the State ID field using the Miscellaneous Field Maintenance window (SS> Utilities> Miscellaneous Field Labels> BT Master table).
    - The format of the State ID field is defined in the Setup window (BT> Utilities> Setup> **State ID** field).
  - The **Creation Date** field is used to record the date that the business was created. This field will automatically populate with today's date and cannot be edited once the new business is saved.
  - The **Start Date** and **Close Date** fields are used to enter the start and end date of the business.
  - The **First Paid Employee Date** field can be used to enter the date when the first employee began work. This is not a required field, but it can be used in reporting.
    - The first paid employee date can be used to select the businesses that are included in the Business Listing Report (BT> Reports> Business Listing> **First Employee Date From** and **First Employee Date To** fields).
  - The **Number of Employees** field is used to enter the number of employees that are in the business.
  - The **Web Registration Key** field is used to record the registration key if the business has been set up to use the Business Licensing and Tax online application.
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- Click the Generate Web Registration Key icon  above to generate a registration key for the selected business.
  - The **Description** field is used to enter a description of the business.
  - Check the **Notification** toggle to generate a form letter for this business if it is included in a BT Letters batch.
  - The Print icon  on the Business Maintenance toolbar is used to print an occupational license.
- 





### 3 Complete the **Contacts** tab.

- The **Contacts** tab is used to attach contacts to the business. All the contacts attached to the business will display on this tab.
    - Use the filter options and click the Refresh icon  to filter the displayed contacts.
  - Highlight a contact and click the Delete icon  to delete the selected contact.
  - Highlight a contact and click the Modify icon  or click the Create icon  to open the Contacts Maintenance window.
  - Enter a **Last Name** and select a **Contact Type** from the drop-down menu. These are the only required fields on the window.
  - Complete as many of the optional contact fields as desired.
-

- Check the **Letter** toggle to generate a letter for this contact if the associated business is included in a BT Letters batch.
    - Select a **Tax Type** from the drop-down menu if the highlighted contact should only receive a letter when the business and the selected tax type are included in a Letters batch. If this field is left blank, the contact will receive a letter any time the business is included in a Letters batch.
    - Only tax types attached to the business on the Tax Types tab will display in this drop-down menu.
  - Click the Save icon  to save the new contact.
- 

#### 4 Complete the **Tax Types** tab.




- The **Tax Type** tab is used to attach a tax type to the business. In order to receive payment on a return using the Cash Receipts module (CR> Cash Receipts> Return Entry), the tax type must be attached to the business.
  - Press INSERT or click the Create icon  drop-down menu and select Add Tax Type to attach a tax type to the business. This will open the **Tax Type Selection** window.
  - Select a tax type to attach to the business and press ENTER to attach the tax type.
    - You can also view a tax type by selecting one and clicking the Modify icon .
    - You can create or maintain a tax type from this window, or you can maintain them from BT> Maintenance> Tax Types.
-

- Check the **Hide on New Returns** toggle if the tax type should not be included in the available tax types when processing the business in a CR Returns batch. This allows you to keep an obsolete tax type associated with the business in case redistributions or adjustments are necessary.
  - The Tax Types tab can also be used to override the default fees and schedule set up on a tax type that is attached to the business.
    - Select a tax type and click the Create icon  drop-down menu and select Add Fee Override to add an override fee to the tax type.
      - This will open the Fee Selection window. Select a fee and click the Confirm icon  to add the fee to the Override Fees section.
    - Select a tax type and click the Override Schedule icon  to populate the Override Schedule section of the window with the default tax type schedule. You can then edit the Month and Day fields and check or uncheck the Next Year toggle.
    - The number of periods in the schedule cannot be edited.
  - Tax types can also be set up to be active only during a specified time period.
    - Select a tax type and click the Create icon  drop-down menu and select Add Activity Range to specify an active date range for the tax type.
      - This will create a new line item in the Activity Range section below.
      - Specify the Period From, Year From, Period To and Year To for the selected tax type. These dates will determine when the tax type will be active.
      - The Period To and Year To fields can be left blank for the most current tax type.
-


- The Return Entry and Letters processes will not display any tax types that are inactive for the date ranges specified in the process.
- 

## 5 Complete the **History** tab.

- The **History** tab is used to track the committed and uncommitted transaction line items on the selected business account. The lower left section of the tab displays the transaction type details and the lower right section displays any infractions attached to those transactions.
    - The lower section can be collapsed in order to use the full window to display transactional data.
  - Uncommitted transactions will display in red and committed transactions will display in black. Committed transactions will also have a date in the **Post Date** column.
    - The **Post Date** column displays the date that the transaction has been committed. This is the date the batch was committed, it is not necessarily the same as the date the transactions are posted to the general ledger or the transaction date.
  - Click the Expand button to view the line item detail of a transaction.
  - You can export the transactions that display in the window to a MS Excel spreadsheet by right clicking on the data in the tab and selecting Export grid contents to Excel. All transaction line items will display on the export, even line items that have not been expanded. This feature allows you to create a quick report of the history of a customer account.
-



- Highlight a return transaction and click the Create icon  to add an infraction to the selected return. This will open the Infraction Type Selection window. Infraction Types are created and maintained on the Infraction Type Maintenance window (BT> Maintenance> Infraction Type).
  - Select an infraction and click the Confirm icon  to add the infraction to the selected return.
    - Infractions can also be closed by specifying a **Date Closed** on the infraction.
      - Once an infraction is closed, it will no longer be pulled into the Letters process when generating communication to taxpayers for outstanding infractions.
      - The **Comments** column can then be used to provide a reason for closing the infraction.
  - Click the Save icon  to save any changes.
- 

## 6 Open the **Reconciliation** tab.


- The **Reconciliation** tab will display all reconciliation transactions associated with the account. These transactions are displayed in read-only mode.
  - Double click on a transaction or highlight a transaction and click the Display icon  to open a detail window that displays additional reconciliation information.
- 

## 7 Complete the **Business** tab.

---





- The **Business** tab will display all of the other businesses associated with the open business. These business associations are for reference purposes only and will not influence any of the BT processes.
  - Click the Delete icon  to remove a business from the Business tab.
  - Click the Create icon  to add a new business to the tab.
- 

## 8 Complete the **Licenses** tab.



- The **Licenses** tab will display any licenses or applications associated with the business.
    - This tab will not be displayed if your organization does not use the Licenses and Permits module.
  - Licenses cannot be attached to businesses on the Licenses tab. Licenses are associated with businesses on the License Maintenance window (LP> Maintenance> License> open a license> Business Number field).
  - Highlight a license and click the Modify icon  to edit the selected license.
- 

## 9 Complete the **Comments** tab.



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- The **Comments** tab will display the comments attached to the business.
  - Click the Delete icon  to delete an existing comment.
  - Click the Modify icon  to open an existing comment so it can be edited or closed.
  - Click the Create icon  to add a new comment code to the tab.
    - This will populate the **Code** and **Date Created** fields in the Maintenance section to the right.
    - Enter the comment in the **Comment** field. This comment can be up to 512 characters long.
    - The **Date Closed** field is used to record when the issues outlined in the comment were addressed. This date will appear on the comment line item.
  - Comment codes are created and maintained on the Comment Code Maintenance window (BT> Maintenance> Comment Code).
  - Click the Save icon  to save the comment codes.
- 

## 10 Complete the **Alert** tab.


- The Alert tab will display all of the existing alerts attached to the business.
  - Highlight an alert code and click the Delete icon  or press DELETE to remove the selected alert code from the business.
  - Highlight an alert code and click the Modify icon  or press ENTER to edit the selected alert code.
-



- Click the Create icon  or press INSERT to attach a new alert code to the business. This will open the Alert Code Selection window.
    - Select an alert code and click the Confirm icon  to add the selected alert code to the business.
    - Alert codes are created and maintained on the Alert Code Maintenance window (BT> Maintenance> Alert Code).
  - The **Description** field will automatically populate with the description attached to the selected alert code.
  - Enter an **Alert Date** for the new alert code. This represents the date that the alert code becomes active.
    - This field will automatically populate with today's date.
  - The **Expiration Date** is calculated by adding the alert duration specified on the selected alert code to the date specified in the Alert Date field. If the Alert Date is updated, the Expiration Date will automatically update according to this calculation.
    - The Expiration Date cannot be prior to the Alert Date.
  - The **Comment** field will populate with the comment attached to the selected alert code.
  - Check the **Selection Alert** toggle to activate the alert message when the business is selected for a batch process such as BT Letters, Redistribute or Refunds.
    - The selection alert will not activate if the business is included in a batch as a member of a group select during a batch generate step.
  - Check the **Maintenance Alert** toggle to activate the alert message when the business is opened from any window where the business details can be maintained or edited.
-

- Check the **CR Receipt Alert** toggle to activate the alert message when the business is selected from the CR Cash Entry search window.
- 

**11** Complete the **Miscellaneous** tab.


- The **Miscellaneous** tab will display the miscellaneous fields attached to the business.
  - The labels of the miscellaneous fields are set up in the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
  - Click the Save icon  when complete.
- 

**12** The Audit Trail tab is used to track any changes made to the business record.

- Use the Search Criteria section to sort the displayed audit history.
  - The Audit Trail section will provide details about any changes made to the business record including the date of the change, type of change made, user that made the change, and data table that was edited.
- 

**13** Print any related forms. This is an optional step.

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- Click the Print icon  on the Business Maintenance window toolbar to print an MS Word merge form for the selected business. After the form is printed, it will be saved as an attachment on the business record.
    - The **Compatibility** mode toggle is used to activate compatibility mode for legacy forms that don't use standard Springbrook forms functionality.
      - Springbrook does not recommend using Compatibility mode as it will disable a number of useful form features.
  - Forms are created and maintained on the Forms Maintenance window (BT> Maintenance> Forms).
-

# BT> Maintenance> Business Type

## Business Type Maintenance

### Summary



The Business Type Maintenance window is used to create and maintain business types. Multiple business types can be organized under one Business Class grouping. For example, the business types Automotive Products, Chemical Products and Wood Products could all be organized under the business class Manufacturing. Business types contain a user defined code and description, SIC (Standard Industrial Classification System) code and NAICS (North American Industry Classification System) code.

Business types can be attached to classes using the Class Maintenance window (BT> Maintenance> Class> Open a class).

Business types can be attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business).


### Step by Step

- 1 View the existing business types.

- Open the **Business Type Maintenance** window (BT> Maintenance> Business Type).
  - The left section of the window will display all of the business types that have been created in the application. Select a business type in the left section of the window and the information attached to that business type will populate in the Maintenance section to the right.
  - Highlight a business type and press DELETE or click the Delete icon  if you would like to delete a business type.
    - You cannot delete a business type that is attached to a class (BT> Maintenance> Class> Open a class), or a business (BT> Maintenance> Business> Open a business> General tab> **Business** field). If you try to delete a business type that is attached to another record, an information window will open displaying the record it is attached to.
  - Press INSERT or click the Create icon  if you would like to create a new business type. This will create a new line item in the left section of the window and the fields in the Maintenance section will be enabled to enter the business type information.
- 

## 2 Create or modify a business type.

- The **Code** field is used to identify a unique business type. The business code can be up to eight characters long.
    - This is the only required field in the window. All other fields are optional.
-

- The **Description** field is used to enter a description on the business type. The description can be up to 60 characters long.
  - The **SIC** field is used to enter a Standard Industrial Classification System code. This code can be up to 40 characters long.
    - SIC codes are used to classify industries and are established by the U.S. Government.
  - The **NAICS** field is used to enter a North American Industry Classification System code. This code can be up to 40 characters long.
    - NAICS codes are used to classify industrial activity in the United States, Canada and Mexico.
  - Press ENTER or click the Save icon  to save the business type.
  - Once a business type has been created, you can add it to a class using the Class Maintenance window (BT> Maintenance> Class> Open a class).
-

# BT> Maintenance> Class

## Class Maintenance

### Summary

The Class Maintenance window is used to create and maintain business classes. Business classes are user defined groups of business types. For example, the business class Manufacturing could contain the business types Automotive Products, Chemical Products, Wood Products, etc. Business types are created and maintained in the Business Type Maintenance window (BT> Maintenance> Business Type).



### Step by Step

1 View the existing business classes.



- Open the **Class Selection** window (BT> Maintenance> Class).
  - The Class Selection window displays all of the available business class codes and descriptions.
- 

2 Create a new business class.




---




- To create a new business class, press INSERT or click the Create icon .
  - This opens the **Class Maintenance** window. The Class Maintenance window is split into two sections. The top section displays the class code and description.
    - The **Code** field is used to identify a unique class code. The class code can be up to 20 characters long.
      - This is the only required field in the window. All other fields are optional.
      - You will not be able to edit an existing class code field once it is saved.
    - The **Description** field is used to enter a description of the class code. The description can be up to 60 characters long.
  - Press ENTER or click the Save icon  to save the new class.
- 

### 3 Edit an existing business class.

- Press DELETE or click the Delete icon  to delete an existing class.
  - To edit an existing class, highlight a class and press ENTER or click the Modify icon  in the **Class Selection** window (BT> Maintenance> Class).
    - This opens the **Class Maintenance** window. The Class Maintenance window is split into two sections. The **Maintenance** section displays the class code and description.
-



- The **Code** field is used to identify a unique class code. You will not be able to edit the class code name of an existing class code.
  - The **Description** field is used to enter a description of the class code. The description can be up to 60 characters long.
  - The **Business Types** section of the Class Maintenance window displays any business types attached to the selected class.
    - Press DELETE or click the Delete icon  to delete a business type from the Business Types window. This will not delete the business type from the system, but it will disassociate that business type with the selected class.
    - Click the Create icon  to add a business type to the selected class.
    - In the **Business Type Selection** window, double click a business type to attach it to the selected class. A business type can only be attached to one class.
    - To create a new business type from the Business Type Selection window, press INSERT or click the Create icon . You can also create and edit business types in the Business Type Maintenance window (BT> Maintenance> Business Type).
      - Enter a unique business type code in the **Code** field. The business type code can be up to eight characters long. This is the only required field when creating a new business type.
-

- Enter a business type description in the **Description** field. The business type description can be up to 60 characters long.
  - Enter a Standard Industrial Classification System code in the **SIC** field. This code can be up to 40 characters long. SIC codes are used to classify industries and are established by the U.S. Government.
  - Enter a North American Industry Classification System code in the **NAICS** field. This code can be up to 40 characters long. NAICS codes are used to classify industrial activity in the United States, Canada and Mexico.
  - Press ENTER or click the Save icon  to save the created business type.
  - Press DELETE or click the Delete icon  to delete a business type. This will permanently delete the business type from the database. You cannot delete a business type that is attached to a class (BT> Maintenance> Class> Open a class), or a business (BT> Maintenance> Business> Open a business> General tab> **Business** field). If you try to delete a business type that is attached to another record, an information window will open displaying the record it is attached to.
  - You can also delete business types in the Business Type Maintenance window (BT> Maintenance> Business Type).
  - Press ENTER or click the Save icon  to save your changes in the Class Maintenance window.
- 
-



# BT> Maintenance> Comment Code

## Create a Comment Code in BT


### Summary

Comments can be attached to businesses to track any notes about the business including phone conversations, complaints and requests. Comments are added to BT business accounts in the Business Maintenance window (BT> Maintenance> Business> Open a business> Comments tab).

### Step by Step

- 1 Open the **Comment Code Maintenance** window (BT> Maintenance> Comment Codes).
    - The **Comment Code Maintenance** window will display a list of all the comment codes created in the application.
    - Click the Delete icon  to delete a comment code. You cannot delete comment codes that are attached to business accounts.
    - Click on the Create icon  to add a new comment code.
-

## 2 Create a comment code.

- Enter a Code in the **Code** field. This Code can be up to 20 alphanumeric characters. This field will not be enabled and available for editing after the comment code has been saved.
  - Enter an optional description in the **Description** field. The Description can be up to 60 alphanumeric characters.
  - Click on the Save icon  or hit the ENTER key to save the comment code.
-

# BT> Maintenance> Contact Type

## Contact Type Maintenance



### Summary

Contact Types are contact categories that can be used to attach contacts to businesses. You can reduce data entry by creating contact types for the most common contacts you attach to businesses.


Follow this process to create a contact type in the BT module. The contact types you create in the BT module will also be available in the License and Permits module.

### Step by Step

- 1 Open the Contact Type Maintenance window.
    - The **Contact Type Maintenance** window (BT> Maintenance> Contact Type) will display a list of all the contact types created in the application.
-

- Click the Delete icon  to delete a contact type.
    - You cannot delete contact types that are attached to business accounts or LP licenses.
  - Click on the Create icon  to add a new contact type.
- 

## 2 Create a Contact Type.

- Enter a contact type in the **Contact Type** field. This code can be up to 20 alphanumeric characters. This field will not be enabled and available for editing after the contact type has been saved.
  - Enter an optional description in the **Description** field. The Description can be up to 60 alphanumeric characters.
  - Click on the Save icon  or press ENTER to save the contact type.
    - Once a contact type is created, it will be accessible from the Contacts tab of the Business Maintenance window.
-

# BT> Maintenance> Fee

## Fee Maintenance


### Summary



The Fee Maintenance window is used to create and maintain fee codes. Fees are user-defined codes used to generate an associated transaction on a business account. Fees are attached to tax types and then tax types are used to assess taxes on businesses.

Fee codes are attached to tax types using the Tax Type Maintenance window (BT> Maintenance> Tax Type).


### Step by Step

#### 1 View existing fee codes.

- Open the **Fee Selection** window (BT> Maintenance> Fee).
- The Fee Selection window displays all of the fee codes that have been created in the application.
- Highlight a fee code and press DELETE or click the Delete icon  if you would like to delete a fee code.
  - Fee codes that are attached to existing Tax Types cannot be deleted.

- Highlight a fee code and press ENTER or click the Modify icon  to edit an existing fee code.
  - Press INSERT or click the Create icon  if you would like to create a new fee code. This will open the **Fee Maintenance** window.
- 

## 2 Create or edit a fee code.

- The **Fee Maintenance** window is separated into two sections. The top section is the **Maintenance** section and contains the basic fee information.
  - Click the Copy icon  if you would like to create a new revision of the selected fee. This will copy the fee details and create a new revision below the current revision on the Fee Selection window. You can then open the new revision and make the desired changes.
  - The **Code** field is used to identify a unique fee type. The code field can be up to eight characters long. This is a required field.
    - The code cannot be changed once the fee has been saved.
  - The **Description** field is used to enter a description of the fee code. The description can be up to 60 characters long.
-



- The **Fee Type** drop-down menu is used to select a fee type to attach to the fee.
    - The fee type you select will affect which of the remaining fields are active.
    - Select **Standard** to create a standard fee.
      - An example of a Standard fee would be an administrative or processing fee.
    - Select **Penalty** to create a penalty fee.
      - Selecting Penalty in the Fee Type drop-down menu limits the Fee Unit Type field to Days or Months.
      - An example of a Penalty fee would be a non-sufficient funds fee.
    - Select **Interest** to create an interest fee.
      - This selection also opens an editable Percentage field in the lower **Interest Rate** section of the Fee Maintenance window. You can enter a percentage value that will be used to determine the amount of the fee.
      - An example of an Interest fee would be a past due fee based upon a user defined percentage of an unpaid account balance.
      - Selecting Interest in the Fee Type drop-down menu limits the Rate Type field to Percentage and the Fee Unit Type field to Days or Months.
    - Fee Unit Types are created and maintained in the Fee Unit Type window (BT> Maintenance> Fee Unit Type).
    - The fee type cannot be changed once the fee has been saved.
  - Specify an **Effective Date** for the current fee revision.
    - Once the fee has been saved, the effective date cannot be edited. This field will default to today's date.
  - The **Revision Number** field will display the current fee revision.
- 
-

- The **Rate Type** field is used to select whether the fee rate will be a flat fee or unit based.
    - Select **Flat Amount** to attach a flat fee to the fee code. When the fee is assessed, the amount specified in the Fixed Amount field below will be charged to the business.
      - This activates the Fixed Amount field and disables the Minimum and Maximum fields. Enter a fee amount in the Fixed Amount field and that amount will be billed to the customer when the fee is assessed.
        - The lower Rate section will be disabled when creating a flat rate fee.
    - Select **Unit Based** to attach an adjustable fee to the fee code. When the fee is assessed, the amount charged will be determined by the number of subject units associated with the business.
      - Selecting Unit Based disables the Fixed Amount field and activates the Minimum and Maximum fields below.
      - The amount charged per unit is calculated using the rate schedule set up below.
  - There are two **Fee Unit Type** fields on the Fee Maintenance window.
    - The first Fee Unit Type drop-down menu is used to specify if a fee will be computed daily or monthly. This field will only be active if Penalty or Interest is selected from the Fee Type drop-down menu. See step 3 below for more information on how your selection in this field will affect the amount charged.
    - Click the second Fee Unit Type field label to select a fee unit type for the fee. This field will only be active if Standard is selected from the Fee Type drop-down menu.
- 
-

- Fee Unit Types are created and maintained in the Fee Unit Type window (BT> Maintenance> Fee Unit Type).
- The **Payment Priority** field is used to assign a priority level to the payment of the assessed fee. The Payment Priority value can be anything from 00 to 99. In the case of a partial payment, the system will allocate money to pay fees in Payment Priority order. If there is not enough money to pay a certain level of priority, the system will allocate the payment across all the fees with the same priority level.
  - Payment Priority codes are created and maintained on the Payment Priority Maintenance window (BT> Maintenance> Payment Priority).
- Associate the **Revenue**, **Accounts Receivable** and **Cash** accounts with the fee.
  - When charges are generated, the system will debit the AR account and credit the Revenue account.

Account	Debit	Credit
AR	<i>Fee</i>	
Revenue		<i>Fee</i>

- When payments are received, the system will debit the Cash account and credit the AR account.


Account	Debit	Credit
Cash	<i>Fee</i>	
AR		<i>Fee</i>

- The system will not validate what type of account was entered, so you can enter any account for the Revenue, AR and Cash accounts.
  - The **Deposit Liability Account** and **Deposit Cash Accounts** are not required, but if an account is specified for one, an account must be specified for the other.
    - These accounts can be used if your organization prefers to track deposits associated with fees differently than standard fees.
    - When charges are generated, the system will debit the Deposit Liability Account and credit the Deposit Cash Account. When payment is received, those charges are reversed.
  - The **Fixed Amount** field is used to attach a fixed amount fee to the fee code.
    - This field is only used when creating Standard or Penalty fees that have Flat Rate selected in the Rate Type field.
  - The **Minimum** and **Maximum** fields are used to specify the minimum and maximum fee amounts that can be assessed. These fields are only active if Unit Based is selected from the Rate Type drop-down menu.
    - If the calculated fee amount is less than the amount entered in the Minimum field, the minimum amount will be assessed. If the calculated fee amount is more than the amount entered in the Maximum field, the maximum amount will be assessed. Penalty fees that fall between the minimum and maximum will be assessed as calculated.
  - The **Fee to Discount** field is used to specify a fee code that will be discounted when processing a business's tax return. This field is only used by organizations that track minimum net profit prepayments.
-

- When using a minimum net profit fee, an organization will collect the minimum net profit amount from a business before that business's full tax liability is calculated. Once that full tax liability is calculated and the business is being processed through the CR Returns process, the value of the previously collected minimum net profit fee will applied as a credit to business's full tax liability. The fee that will be credited is the fee specified in the Fee to Discount field.
  - The collected minimum net profit amount will be recorded as revenue received in the current year.
  - The **Discount Next Tax Year** toggle is used to instruct the system to automatically apply the prepayment amount to the tax return for the next tax year. If this toggle is NOT checked, the system will apply the prepayment amount to the tax return for the current tax year.
  - When returns are processed in Cash Receipts, the Prepayment column in the Line Item data grid will display the prepayment amount associated with this fee and that amount will be applied to the return.
  - The **Active** toggle is used to activate a fee code. Only active fee codes can be assessed.
- 

### 3 Add rates to the fee.


- The rates section at the bottom of the Fee Maintenance window is used in conjunction with the fee units specified on the fee. The rates section tells the system how much to charge for each unit. The title of this section will change to reflect the selection in the Fee Type drop-down menu.
-


- If the Fee Type is set to **Standard**, the rate section is used to set up fee rate tiers.
  - Click the Create icon  to add a new row to the Rate Tiers section.
  - The **Level Break** field is used to specify the level at which the rate tier changes and the **Rate** field is used to specify the percentage rate or flat amount charged on that level break.
    - All amounts greater than the current level break amount and less than or equal to the next level break amount will fall within the current rate tier.
    - The Rate values are decimal based. For example, 1.000000 is equal to 100%, 0.100000 is equal to 10% and 0.010000 is equal to 1%.
    - The BT system automatically accumulates the rates for each tier, meaning the fee total is determined by calculating each tier amount and adding up those tier totals.
    - For example:

Level Break	Rate
0.00	0.070000
5,000.00	0.080000
10,000.00	0.090000
20,000.00	0.100000

- If the Rate Tiers section is set up as displayed above, the assessed tax fee on a \$15,000 unit amount total would be \$1,200 (7% on the first \$5,000 (0 through 5,000) = \$350, 8% on the second \$5,000 (5,001 through 10,000) = \$400, and 9% on the last \$5,000 (10,001 through

15,000) = \$450, so \$350 + \$400 + \$450 = \$1,200).

- If the **Flat** toggle is checked, the amount entered in the Rate field will no longer represent a percentage, but rather a flat amount that will be charged if the unit amount falls within that level break.
  - Fee Unit Types are created and maintained in the Fee Unit Type window (BT> Maintenance> Fee Unit Type).
  - If the Fee Type is set to **Penalty**, the rate section is used to set up penalty levels.
    - Click the Create icon  to add a new row to the Penalty Levels section.
    - As with the Standard fee type, the **Level Break** field is used to specify the level at which the rate tier changes and the **Rate** field is used to specify the percentage rate or flat amount charged on that level break.
    - Penalty fee types use only Days or Months as the Fee Unit Type. When using Days, the value in the Level Break field will represent the number of days overdue. When using Months, this value will represent the number of months overdue.
    - As with the Standard fee type, all amounts greater than the current level break amount and less than or equal to the next level break amount will fall within the current rate tier.
  - If the Fee Type is set to **Interest**, the rate section is used to set up the interest rate.
    - Interest fee types will be assessed when they are specified as the interest rate on a Tax Type (BT> Maintenance> Tax Type> Interest Code field).
    - Enter the desired interest rate in the **Percentage** field.
      - The interest rate values are decimal based. For example, 1.000000 is equal to 100%, 0.100000 is equal to 10% and 0.010000 is equal to 1%.
-

- The **Level Break** field is not enabled on interest fees.
  - Click the Save icon  when complete.
-



# BT> Maintenance> Fee Unit Type


## Fee Unit Type Maintenance

### Summary


The Fee Unit Type Maintenance window is used to define what units will be used to assess taxes. A fee unit type is a user-defined unit used to compute fee totals.

### Step by Step


#### 1 View existing fee unit types.

- Open the **Fee Unit Type Maintenance** window (BT> Maintenance> Fee Unit Type).
- The left section of the window will display all of the fee unit types that have been created in the application. Select a fee unit type in the left section of the window and the information attached to that fee unit type will populate in the Maintenance section on the right.
- Highlight a fee unit type and press DELETE or click the Delete icon  if you would like to delete a fee unit type.
  - You cannot delete a fee unit type that is attached to a fee (BT> Maintenance> Fee Selection window> **Fee Unit Type** field). If you try to delete a fee unit

type that is attached to a fee, an information window will open displaying the fee that the fee unit type is attached to.

- Press INSERT or click the Create icon  if you would like to create a new fee unit type. This will create a new line item in the left side of the window and the fields in the Maintenance section on the right will be enabled to enter the fee unit type information.
- 

## 2 Create or edit a fee code.

- The **Type** field is used to identify a unique fee unit type. The fee unit type can be up to 20 characters long.
    - This is the only required field in the window. All other fields are optional.
    - You will not be able to edit an existing fee unit type field once that fee unit type has been saved.
  - The **Description** field is used to enter a description of the fee unit type. The fee unit type description can be up to 60 characters long.
  - Press ENTER or click the Save icon  to save the infraction type.
-

# BT> Maintenance> Forms

## Forms Maintenance

### Summary






Forms refer to Microsoft Word documents that, through the use of merge fields, allow users to pull data from the application and customize how that data is displayed on the forms. Forms will be saved in the Springbrook folder on your server at the path specified when the application was installed (SS> Utilities> System Setup> System tab> **Archive Directory** field).

The forms will be saved as .sbw files in this folder and should not be edited to avoid corruption. Forms can be attached to various application elements through the module process and maintenance palettes.

Follow this process to create forms to attach to Business Tax processes. The forms set up in the BT module will not be accessible in other modules that use forms.



### Step by Step

- 1 View the existing Forms.

- Open the **Word Merge Form Selection** window (BT> Maintenance> Forms).
  - The Word Merge Form Selection window will display all of the forms created in the application. Use the search criteria fields to filter the displayed forms.
  - Highlight a form and click the Preview icon  to view the selected form. This will open the MS Word document in a new window.
  - Highlight a form and click the Copy icon  to copy the selected form. This will create a copy of the original form.
  - Highlight a form and click the Delete icon  or press DELETE to delete the selected form.
  - Highlight a form and click the Modify icon  or press ENTER to open and edit an existing form.
  - Click the Create icon  or press INSERT to create a new form. This will open the Word Merge Form Maintenance window.
- 

## 2 Create a new Form.

- Enter a unique **Form Name** for the form. The field can be up to 32 characters long. Once the form has been saved, you will not be able to edit this field.
  - Enter an optional form **Description**.
  - The **System** drop-down will display BT by default.
-

- The **Process** drop-down menu is designed to limit the availability of individual forms to specified module processes. While you can select a specific process, the functionality behind this menu has not yet been implemented and the new form will be available in all BT processes.
  - Click the Create icon  to create the Word Merge form. This will open a Word document.
    - Once the Word document is open, use the insert merge fields command in Word to specify the data fields you want displayed on the form. For instance, the merge field B\_Bus\_No is Business Number. By inserting this merge field into the Word document, and then attaching the form to a BT process, the form will display the data found in the Business Number field of the account included in the process.
    - Images, charts, tables, etc. can also be inserted into the Word document.
  - Once you are finished creating/modifying your form, be sure to save the form both on the Word document (File> Save) and using the Save icon  on the Form Maintenance window.
  - The new form will now be available when creating form letters in the BT module.
-




# BT> Maintenance> Holiday

## Holiday Maintenance


### Summary

The Holiday Maintenance window is used to create and maintain holidays within the Business Tax module. When the module is set up properly, the holidays set up in this window will be referenced when the system is setting due dates or calculating interest and penalties.

### Step by Step

- 1 Open the **Holiday Maintenance** window (BT> Maintenance> Holiday).
  - The **Holiday Maintenance** window will display a list of all the holidays created in the application.
  - Click the Delete icon  to delete the selected holiday.
  - Click the Copy icon  to copy the selected holiday to the next calendar year.
    - This will create a new line item with a new year but the same Date and Description as the selected holiday.
  - Click on the Create icon  to add a new holiday.

## 2 Create a comment code.

- Select the holiday date in the **Date** column. This date can be changed once the holiday is saved.
  - Enter an optional description in the **Description** column. The Description can be up to 128 alphanumeric characters.
  - Click on the Save icon  or hit the ENTER key to save the holiday.
  - In order for the system to consider these holidays when setting due dates or calculating interest and penalties, the **Avoid Holiday Due Dates** toggle must be checked on the BT Setup window (BT> Utilities> Setup).
-

# BT> Maintenance> Infraction Type

## Infraction Type Maintenance

### Summary

The Infraction Type Maintenance window is used to create and maintain infraction types. Infraction types are used to track infractions against filed tax returns, such as late payments or missing signatures. Infractions are not generally associated with monetary penalties.



Infractions can be attached to customer invoices in the Return Maintenance/Cash Receipts window (CR> Cash Receipts> Return Entry> Select an Invoice> Infractions section).

### Step by Step

- 1 View existing infraction types.
  - Open the **Infraction Type Maintenance** window (BT> Maintenance> Infraction Type).
  - The left section of the window will display all of the Infraction Types that have been created in the application. Select an infraction type in the left section of the window




and the information attached to that infraction type will populate in the Maintenance section to the right.

- Highlight an infraction type and press DELETE or click the Delete icon  if you would like to delete an infraction type.
  - Press INSERT or click the Create icon  if you would like to create a new infraction type. This will create a new line item in the left section of the window and the fields in the Maintenance section to the right will be enabled to enter the infraction type information.
- 

## 2 Create or modify the infraction type.

- The **Code** field is used to select infraction types. The infraction code can be up to 20 characters long.
    - This is the only required field in the window. All other fields are optional.
    - You will not be able to edit an existing infraction code field once it is saved.
  - The **Description** field is used to enter a description of the infraction type. The infraction description can be up to 60 characters long.
  - The **Form** field is used to associate a form letter with the infraction type.
    - By associating a form letter with each infraction type, you can generate a set of infraction-specific form letters through the BT Letters batch.
    - Forms are created and maintained on the Form Maintenance window (BT> Maintenance> Form).
-

- Press ENTER or click the Save icon  to save the infraction type.
-

# BT> Maintenance> Organization

## Organization Maintenance

### Summary



The Organization Maintenance window is used to create and maintain organizations. An organization is a user-defined code used to describe the organizational structure of a business. A few examples of organization types would be Corporation, Sole Proprietorship or LLC Partnership.

Organizations can be attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> Organization field).


### Step by Step

#### 1 View existing organizations.

- Open the **Organization Maintenance** window (BT> Maintenance> Organization).
  - The left section of the window will display all of the organizations that have been created in the application. Select an organization in the left section of the window and the information attached to it will populate in the Maintenance section to the right.
-

- Highlight an organization and press DELETE or click the Delete icon  to delete an organization.
    - You cannot delete an organization that is attached to a business (BT> Maintenance> Business> Open a business> General tab> **Organization** field). If you try to delete an organization type that is attached to a business, an information window will open to inform you that the selected organization type is attached to a business.
  - Press INSERT or click the Create icon  if you would like to create a new organization. This will create a new line item in the left section of the window and the fields in the Maintenance section to the right will be enabled to enter the organization information.
- 

## 2 Create or modify an organization.

- The **Type** field is used to identify a unique organization. The organization type can be up to 20 characters long.
    - This is the only required field in the window. All other fields are optional.
    - You will not be able to edit an existing organization type field once the organization has been saved.
  - The **Description** field is used to enter a description on the business type. The description can be up to 60 characters long.
  - Press ENTER or click the Save icon  to save the organization.
-



# BT> Maintenance> Payment Priority

## Payment Priority Maintenance


### Summary

Payment priority codes determine the order in which fees are paid. Fees attached to higher priority level will be paid in full before fees attached to lower priority levels. If there is not enough money to pay a certain level of priority, the system will allocate the payment across all the fees with the same priority level.

### Step by Step

- 1 Open the **Payment Priority Maintenance** window (BT> Maintenance> Payment Priorities).
    - The **Payment Priority Maintenance** window will display a list of all the payment priority codes created in the application.
    - Click the Delete icon  to delete a payment priority code. You cannot delete payment priority codes that are attached to existing fees.
    - Click on the Create icon  to add a new payment priority code.
-

## 2 Create a Payment Priority Code.

- Enter a payment priority code in the **Code** field. This Code can be up to 10 alphanumeric characters. This field will not be enabled and available for editing after the payment priority code has been saved.
  - Enter a description in the **Description** field. The Description can be up to 60 alphanumeric characters.
  - Enter a **Priority** for the code. The priority can range from 00, the highest priority, to 99, the lowest priority.
  - Click on the Save icon  or press ENTER to save the comment code.
-

# BT> Maintenance> Query by Example

## Create a QBE Report in BT

### Summary

The QBE Builder reporting tool is used to create customized reports in the Business Tax module. Reports are created in the QBE Builder by selecting columns, creating arguments to remove records (Transaction Date < 01/01/21), selecting how the report will group and sort, and then defining the totals that will display on the report. After the report has been created, it can be printed out or exported into an MS Excel, MS Access, or CSV format. Reports that have been created using the QBE Builder tool can be saved and generated at any point.




This document will cover how to create a specific example report that provides an explanation of primary tables, secondary tables, arguments and totals. When creating your own QBE reports, it is helpful to know the general structure of the database and how the information entered into the fields on a window will be stored in the database fields and tables.

The Table/Field help feature (Help> Table/Field) is designed to be used in conjunction with database security (SS> Security> DB Security), but it can be helpful when building QBE Reports to help you determine where the information entered into a field on a window is stored. This tool will not always be helpful because it will display the exact name of the table and field where the information is stored, but QBE Builder uses simplified and more intuitive field and table names.




The report we will create in this example is a report that will display all of the businesses with a tax due date that falls within the second half of 2018. Every module with a QBE reporting tool offers a different example report, so if the report you want to create is different or more complicated than the report created in this example, refer to the QBE examples in other modules for more help. The QBE Report feature works the same in all of the modules, but the information that is available to report on is different from module to module.

## Step by Step

### 1 View the QBE Reports.

- Open the QBE Maintenance window (BT> Maintenance> Query by Example).
- The QBE Maintenance window will display all of the reports that have been created in the BT module. Select a report in the left section of the window and the customized report information will populate in the right section of the window just like many of the other maintenance windows in the application.
- Highlight a report and press DELETE to delete the highlighted report.
- Click the Create icon  or press INSERT to create a new QBE report.
- Highlight a report and click the Print icon  to print an existing QBE report. The QBE report will be generated as soon as the resources are available on the server. You can view the progress of the print job using the Jobs Viewer window (Jobs Viewer icon  on the main application window).



- Highlight a report and click the Export icon  drop-down and select Export Report to export the highlighted report data.
  - Highlight a report and click the Export icon  drop-down and select Export Definition to export the report definitions of the highlighted report. This exported report definition file can then be imported using the Import icon . This allows organizations to share QBE reports.
- 

## 2 Select the tables that contain the information you would like to include on the report.

- The first step in creating a customized report is selecting the information you would like to display on the report. Information in a database is organized into tables and fields. Fields are used to store specific information, such as customer names. Fields are then grouped into tables. For example, a grouping could consist of a customer table that contains all of the general customer information, such as address and phone number. When information is entered into a window in the application, that information is stored in a specific field within a specific table. When creating a QBE report, select the tables that contain the information you would like to include on the report and then select the fields.
  - Select a table from the **Table Name** drop-down menu in the Primary Table section. The Available Fields section will populate with the fields grouped into that table. If the table you select does not contain all of the fields you want to report on you will have to select a secondary table.
-


- Some tables in the database are linked together because they share a common field called a key. The key connects the data in the two tables together and defines how the data in one table is related to the data in another table. If the table you selected in the **Table Name** drop-down menu in the Primary Table section is linked to other tables, you can select a secondary table in the Secondary Table section. As you select a secondary table from the Table Name drop-down menu, new fields will be added at the bottom of the Available Fields section. If you need information from two different tables, but those tables are not linked together, you will not be able to create the report.
  - From the **Table Name** drop-down menu in the Primary Table section, select **Due Date**.
- 

### 3 Select the fields you would like to include in the report.

- After you have selected the tables you can pull the fields from those tables onto the report. Check the toggles of the fields you would like to include on the report in the **Available Fields** section. Only fields with a check will display on the report.
  - In the **Available Fields** section, check the Balance, Customer Number, Due Date, and Customer Name toggles. These are the columns that will show up in the report.
- 

### 4 Create a filter argument for the report.

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- The fields below the **Table Name** drop-down menu are used to create an argument that will filter the information that will display on the report.
  - In order to filter the report to only include accounts with a due date that falls within the second half of 2020, we need to create an appropriate argument. These arguments are limited to 2048 characters.
    - Select **Due Date** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
    - The next field contains the operators that will give the argument meaning. Select > (greater than) from this drop-down menu.
    - Enter **06/30/2020** in the third argument field. This will be the low limit on our included due dates.
    - Click the Add button to save the first argument to the Primary Table field.
  - The AND and OR buttons will be enabled after you add the argument to the report. The AND and OR buttons are used to link the conditions of an argument together so you can build more complicated filtering. Click the AND button to link our first argument to a second argument we will create next.
    - Select **Due Date** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
    - The next field contains the operators that will give the argument meaning. Select < (less than) from this drop-down menu.
    - Enter **01/01/2021** in the third argument field. This will be the high limit on our included due dates.
    - Click the Add button to save the second argument to the Primary Table field.
    - Click the Test Query icon  to confirm that the query is valid.
-


- Enter the arguments in the Secondary Table section.
    - When you enter an argument in the Primary Table and the Secondary Table section the arguments will be joined with an AND statement, meaning records must meet the conditions in both section before they will display on the report.
      - Our example does not use a secondary table.
- 

## 5 Set the number of records that will display on the report.


- The **Limit** field in the Primary Table section is used to define the maximum number of records that will display on the report. If you set this value to a very large number (99,999,999,999) you run the risk of creating a report that will take a long time for your server to process.
  - Enter **100** in the Limit field to limit our included business report to 100 results.
- 

## 6 Modify the report layout.

- After the fields have been selected and the arguments have been entered on the report you are ready to set up the report layout. The report layout allows you to define how the report will be grouped and totaled, and also allows you to select which fields will total.
  - Click the Modify Report Layout icon  to open the **QBE Layout** window.
-



- Move the columns that display in the QBE Report Layout section to change the order in which the information will display on the report. Move column headings to the section above the column headings to change how the information is grouped on the report.
    - Click and drag the Due Date column to the left side of the column headers and click the Due Date column header. This will sort our report by Due Date.
  - The **Column Totals** section is used to select which columns should be totaled on the report. Check the toggle of the totals you would like to include on the report.
    - Only columns that would provide a meaningful total will be available in the Column Totals section. Check the **Balance** toggle to include a total balance on the report.
  - Click the Save icon  when complete to save the report layout. The QBE report will print in the saved format when the report is generated.
- 

## 7 Save the report.

- Enter a name for the report in the **Report Name** field.
  - Click the Save  icon when complete.
- 

## 8 Print or export the report.

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- Press ENTER or click the Print icon  to generate the report.
    - You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the drop-down arrow next to the Export icon  to select the export format. A window will open allowing you to select the path where the exported file will be created.
  - If your report appears to be missing information but your filters seem to be correct, make sure the **Limit** field in the Primary Table section contains a large enough number to contain all of the records you want to include in the report.
-



# BT> Maintenance> Statement Type

## Statement Type Maintenance


### Summary

Statement types are used in the Statement step of the BT Letters process to generate a tax return estimate for business owners. Follow this process to create a statement type and configure how the statement is displayed.

### Step by Step

- 1 Open the **Statement Type Maintenance** window (BT> Maintenance> Statement Type).
  - The Statement Type Maintenance window displays all of the statement types created in the application.
  - Highlight a statement type on the left side of the window and the statement type details will display in the Maintenance section to the right.
  - Highlight a statement type and click the Delete icon  or press DELETE to delete the selected statement type.
  - Click the Create icon  or press INSERT to create a new statement type.

## 2 Create a new Statement Type.

- Enter a unique **Statement** for the new statement type. This is the code that will identify the statement type for future selection.
    - Once the statement type is saved, this field cannot be edited.
    - The statement can be up to 60 alphanumeric characters long.
  - The **Heading** fields are used to specify the statement type headings.
    - The heading fields can accommodate up to 24 characters.
  - The **Acknowledgment** fields are used to specify the statement type acknowledgments.
    - The acknowledgment fields can accommodate up to 35 characters.
  - The **Reminder** fields are used to specify the statement type reminders.
    - The reminder fields can accommodate up to 32 characters.
  - The **Footer** fields are used to specify the statement type footers.
    - The footer fields can accommodate up to 52 characters.
  - Click the Save icon  when complete. The new statement type will now be available in the BT Letters process (BT> Letters> Statements> **Statement** drop-down menu).
-



# BT> Maintenance> Status

## Status Maintenance

### Summary



The Status Maintenance window is used to create and maintain statuses. A status is a user-defined code used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt.

Statuses are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> Status field).


### Step by Step

#### 1 View existing statuses.

- Open the **Status Maintenance** window (BT> Maintenance> Status).
  - The left section of the window will display all of the statuses that have been created in the application. Select a status in the left section of the window and the information attached to that status will populate in the Maintenance section to the right.
-

- Highlight a status and press DELETE or click the Delete icon  if you would like to delete a status.
    - You cannot delete a status that is attached to a business (BT> Maintenance> Business> Open a business> General tab> **Status** field). If you try to delete a status that is attached to another record, an information window will open displaying the record it is attached to.
  - Press INSERT or click the Create icon  if you would like to create a new status. This will create a new line item in the left section of the window and the fields in the Maintenance section to the right will be enabled to enter the status information.
- 

## 2 Create or modify a status.

- The **Status** field is used to create the status code. The status code can be up to 10 characters long.
    - This is the only required field in the window. All other fields are optional.
    - You will not be able to edit an existing status field.
  - The **Description** field is used to enter a description on the status. The description can be up to 60 characters long.
  - Press ENTER or click the Save icon  to save the business status.
-

# BT> Maintenance> Tax Type

## Tax Type Maintenance




### Summary

The Tax Type Maintenance window is used to create and maintain tax types. Tax Types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax types are attached to businesses and used to calculate the tax amounts when returns are received in the Cash Receipts module (CR> Cash Receipts> Return Entry).

Tax types are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business> Tax Types tab).

### Step by Step

- 1 View the existing tax types.
    - Open the **Tax Type Selection** window (BT> Maintenance> Tax Type).
    - The Tax Type Selection window displays all of the tax types that have been created in the application.
-

- Highlight a tax type and press DELETE or click the Delete icon  to delete the selected tax type.
    - You cannot delete a tax type that is attached to a business (BT> Maintenance> Business> Open a business> Tax Types tab). If you try to delete a tax type that is attached to another record, an information window will open displaying the record it is attached to.
  - Highlight a tax type and press ENTER or click the Modify icon  to view the information attached to a tax type.
  - Press INSERT or click the Create icon  to create a new tax type. This will open the **Tax Type Maintenance** window.
- 


## 2 Create or modify a tax type.

- The **Code** field is used to identify a unique tax type. The code field can be up to 20 characters long.
    - This is a required field.
    - The code cannot be changed once the tax type has been saved.
  - The **Description** field is used to enter a description for the tax type. The description can be up to 60 characters long.
  - The **Credit Fee** drop-down menu is used to select a credit fee type. This is a required, user-defined fee that is that is used to direct overpayments associated with the tax type to the appropriate account. Enter a fee type or click the Credit Fee
-


field label to select a fee type from the list.





- Fee types are created and maintained using the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Penalty Fee** drop-down menu is used to select the fee code that should be used to assess penalties on this tax type.
    - Only fee codes set up as penalty types will display in the drop-down menu. Fee codes are set up as penalty fees using the **Fee Type** drop-down menu on the Fee Maintenance window (BT> Maintenance> Fee> Open a fee> **Fee Type** drop-down menu> Select Penalty). The selection in the Fee Type drop-down menu cannot be changed once a fee code has been saved, so if the fee code you would like to select does not display in the drop-down menu, you will have to create a new fee code and set it up as a penalty type fee code.
  - The **Interest Fee** drop-down menu is used to select the interest code that should be used to charge interest on the tax type.
    - Only fee codes set up as interest types will display in the drop-down menu. Fee codes are set up as penalty fees using the **Fee Type** drop-down menu on the Fee Maintenance window (BT> Maintenance> Fee> Open a fee> Fee Type drop-down menu> Select Interest). The selection in the Fee Type drop-down menu cannot be changed once a fee code has been saved, so if the fee code you would like to select does not display in the drop-down menu, you will have to create a new fee code and set it up as a penalty type fee code.
  - The **Omit Units** drop-down menu is used to override the units requirement for the tax type. This allows you to enter a Line Pay Amount in the Cash Receipts Return Maintenance window (CR> Cash Receipts> Return Entry> Select an Invoice> **Line Items** section) without entering any unit information.
-

- The **Deposit Years Ahead** and **Deposit Periods Ahead** fields are used to apply returns to future years or periods.
    - These fields can be used independently or in conjunction with one another. For example, if a return is meant to be applied in 18 months, *1* could be entered in the Years field and *6* entered in the Periods field. Alternatively, the Years field could be left blank and *18* could be entered in the Periods field.
  - The **Discount Percent** field is used to specify a discount that can be applied to the fees attached to the tax type. This is usually used to encourage early return filing.
    - When the tax type is selected during the CR> Cash Receipts> Enter Returns process, the discount will be automatically applied to any fees that are discountable. Fees are specified as discountable by checking the Discountable toggle when the fee is attached to the tax type.
    - The percentage is entered as a whole number. For example, 10.25% should be entered as 10.2500. This field has a 100% limit.
  - The **Use Reconciliation Period** field is used to set up the tax type as a reconciliation tax type.
    - In order to set up a reconciliation period, you must first add an additional period to the tax type schedule. For example, when setting up a tax type that will be collected quarterly, you would add four periods to the tax type schedule. If that tax type will be used as a reconciliation tax type, you would then add a fifth period to the schedule.
    - When True is selected from this drop-down menu, the last period in the schedule field below will be designated as the reconciliation period.
    - Reconciliation tax types are used in the Reconciliation process (BT> Reconciliation).
-


- The **Allow Extension** toggle is used to allow an extension period for a return line item created with the selected tax type.
    - Checking this toggle will activate the **Extension Days** column in the Schedule section below.
    - Checking this toggle will also activate the extension fields on the Return Maintenance window (CR> Cash Receipts> Return Entry> Select a return> **Extension Filed** and **Extension Date** fields).
  - The **Avoid Holiday Due Dates** and **Avoid Weekend Due Dates** toggles are used to prevent the system from setting due dates that fall on holidays and weekends. If these toggles are checked, the system will automatically adjust due dates that are scheduled for holidays or weekends. Those due dates will be moved to the next available weekday.
    - Holidays are created and maintained on the Holiday Maintenance window (BT> Maintenance> Holiday).
  - Press ENTER or click the Save icon  to save the tax type.
- 

### 3 Add fees to the tax type.

- The **Fees** section of the Tax Type Maintenance window is used to add fees to the tax type. You can add as many fee codes to the tax type as is necessary.
  - Click the Create icon  drop-down menu and select New Fee. This will open the **Fee Selection** window to select a fee code.
-



- Highlight a fee code in the Fee Selection window and press ENTER or click the Confirm icon  to add the fee to the tax type. The selected fee code will populate in the Fees section.
    - Click the Modify icon  to modify the selected fee.
  - Check the **Discountable** toggle if the fee should be eligible for the discount specified in the Discount Percent field above. When the tax type is selected during the CR> Cash Receipts> Enter Returns process, the discount will be automatically applied to any fees that are discountable.
  - Highlight a fee code in the Fee Selection window and press DELETE or click the Delete icon  to remove the fee from the tax type. This will disassociate the fee from the selected tax type and will not permanently delete the fee from the database.
  - Press ENTER or click the Save icon  to save the tax type.
- 

#### 4 Add a schedule to the tax type.

- The **Schedules** section is used to add a schedule to the tax type.
    - Click the Create icon  drop-down menu and select New Schedule. This will create a new schedule line item.
  - Each schedule line item represents a filing of the tax type. For example, if this tax type is filed twice a year, there should be two line items in the Schedule section, one for each time the tax must be filed. Specify an **End Month** and **Day** and a **Due**
-



**Month** and **Day** for each schedule line item.

- The months on the schedule are calendar months not fiscal periods. For example, if a tax should be received on March 1 and September 1, create two line items in the Schedule section, one with a month and day of 3 and 1 (March = 3), and one with a month and day of 9 and 1 (September = 9).
  - Check the **Next Year** toggle if the Due Month and Due Day fall in the year following the billing period.
  - An individual tax type schedule can be adjusted from business to business. This allows you to associate one tax type with multiple businesses but adjust the due dates to meet the needs of each business.
    - These adjustments are made on the Business Maintenance window (BT> Maintenance> Business> Open a business> Tax Type tab> Override Schedule icon ).
    - The number of periods in the tax type schedule cannot be edited. You will need to create a new tax type if you need to add or remove periods to the schedule.
  - Press ENTER or click the Save icon  to save the tax type.
-

# BT> Past Dues

## Process Past Dues in BT

### Summary



Once invoices and/or payments have been processed, late fees can be assessed against accounts that are not paid on time. The first step in generating delinquency letters is creating a past dues batch and generating past dues.

### Step by Step

#### 1 Create a Past Dues batch.

- Select the **Past Dues** palette in BT> Past Dues. This will expand the Past Dues palette and display the steps in the Past Dues process.
- Select New from the Past Dues batch number drop-down menu to create a new batch. This will open the **New Batch** window.
  - If there are open batches in the Past Dues process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in

the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Past Dues > GL Distribution).


- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
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## 2 Generate Past Dues.





- Open the **Generate Past Dues** window (BT> Past Dues> Generate).
  - Select the **Tax Types** you would like to include in the batch.
    - Only tax types with an associated penalty fee code will be included in the Tax Type field. Penalty fee codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Aging Date** tells the system to ignore all transactions after the date entered in this box.
  - The **Transaction Date** is the transaction date that will be associated with the new penalty charge being generated.
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- The **Due Date** is the date that the new penalty charge being generated is due.
    - The Transaction and Due dates can also be used for calculating penalties in future Past Due batches. If an account included in the current Past Due batch remains unpaid, the transaction or due date specified here can be used in a future Past Due batch to calculate a new past due penalty that includes the past due penalty generated from the current batch. This will require that the **Include previous penalties in past due amount** toggle is checked and the past due penalty fee code applied in the current batch includes an attached late fee (BT> Maintenance> Fee> **Late Fee** field).
  - The **Minimum Age** will cause the process to ignore all transactions with an age less than the minimum age. Enter the minimum age in days.
  - The **Maximum Age** will cause the process to ignore all transactions with an age greater than the maximum age. Enter the maximum age in days. If you want to include all transactions enter 999 in the Maximum Age field.
  - Click the **Age From** drop-down menu to specify either the Transaction Date or the Due Date as the age from date.
    - Springbrook calculates interest amounts in a different manner than penalty amounts. The BT Past Dues system is designed to ensure that interest charges are calculated only once over any given time period. Because of this, the age calculated for interest purposes may not be the same as the age calculated for penalty purposes, even if the interest and penalty charges occur in the same batch. When calculating interest for a Return, which has no initial interest charge, the Due date is used to age the interest transaction even if Tran date is selected in the Age From field.
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- There are three rounding choices in the **Round** drop-down menu.
    - Round Up will round all amounts up to the next increment you have specified in the Round To field. If you round to the nearest dollar and a penalty is calculated at \$1.01, Round Up will make that a \$2.00 penalty. A penalty calculated at \$1.99 will also round to \$2.00.
    - Round Down will round all amounts down to the previous increment you have specified in the Round to the nearest field. With this choice, if you have specified \$1.00 in the Round to the nearest field, and the penalty is calculated at \$1.99, it will round down to \$1.00. Also, a penalty calculated at \$1.01 will round to \$1.00.
    - Select Off to round consumption up if the consumption decimal amount is 0.5 or greater and down if the decimal amount is less than 0.5.
  - If your penalties use percentages to calculate you can control how the system rounds the penalty amounts. The **Round To** field allows you to determine if you want the system to round to the nearest penny, five cents and so on. If you round penalties to the nearest dollar, put 1.00 in the Round to the nearest field.
  - Select a **Calculate** option from the drop-down menu to determine how the Past Dues will be calculated.
  - Click the **Status** field label to filter the accounts included in the batch by Status.
    - A status is a user-defined code used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt. Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
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- Check the **Include previous penalties in past due amount** toggle and the past due amounts on which the penalties are calculated will include any previous penalties that are past due.
    - This toggle will only affect the new past due penalty calculations if the original penalty fee code applied to the account includes an attached late fee (BT> Maintenance> Fee> **Late Fee** field).
  - Check the **Include uncommitted payments** toggle to include payments that have not yet been committed in the Past Dues batch.
  - When finished, click the Confirm icon .
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### 3 Edit the Past Dues.

- Open the **Edit Past Dues** window (BT> Past Dues> Edit).
  - The Edit Past Dues window displays all of the currently generated past dues. You may edit these charges by simply modifying the amounts listed in the New Charges column.
  - Select a charge line item and click the Delete icon  to delete the selected charge. You can also use the Select All  and Select None  icons and drop-downs to select all the displayed interest and penalty charges.
  - When finished, click the Save icon  to save your changes.
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### 4 Print the Aging Report.


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- Open the **Aging Report** window (BT> Past Dues> Aging).
  - The Aging report displays those accounts that have outstanding past due balances.
  - Not all of the print options are enabled.
    - Specify an age range in the **Minimum Age** and **Maximum Age** fields.
    - Select the order you would like the report to print in the **Sort By** drop-down menu.
    - Specify a **Minimum Balance** to filter out transactions that fall below a particular dollar value.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
  - The report will display the Transaction Type, Invoice Number, Tax Type, Year, Period, Business Number, Customer Number, Status, Last Name, and the Past Due
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Balance for past dues Under 30 days, 30-60 days, 60-90 days, 90-120 days, and over 120 days.

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## 5 Print the Proof List.

- Open the **Past Dues Proof List** window (BT> Past Dues> Proof List).
  - Select the report type you would like to print.
    - The **Summary** report displays the Transaction Date, Customer Name, Account Number, Description, Amount and Report Total.
    - The **Detail** report includes the information displayed in the Summary report and also displays Fee Code, Debit Account, Credit Account and Fee Amount.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 6 Print the GL Distribution report.

- Open the **GL Distribution Report** window (BT> Past Dues> GL Distribution).
  - Enter the transaction date you want to appear in the General Ledger for this batch in the **Journal Entry** date field. This date will determine the fiscal period in which the invoices are recorded.
    - The **Fiscal Period** and **Fiscal Year** fields will populate based on the Journal Entry date selected.
  - Select the **Report Type** from the drop-down menu.
    - The Summary report displays the Batch Number, Fund, Account Number, Debit Amount and Credit Amount. By default the report will subtotal by Fund and give you a grand total of debits and credits.
    - The Detail report display everything included in the Summary report as well as the Description for each account number.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 7 Print the Past Due Statements.


- The Past Due Statements provide the complete financial detail for the account that is past due.
  - Open the **Past Due Statements** window (BT> Past Due> Statements).
  - Select the **Report Type** from the drop-down menu.
    - The Summary statement displays the Customer Name, Customer Address, Customer Number, Statement Date, Due Date, Tax Type, Transaction Type, Period, Year, Invoice Number, Return Date, Original Amount, Past Due, Penalty Charged, and Total Balance Overdue.
    - The Detail statement displays everything included in the Summary statement as well as the Line Item Description, Line Item Past Due, and Line Item Penalty Charged.
  - Use the **Printer Adjustment** field to adjust where the first line of the statement will print. If you adjust the alignment you may want to print a test statement before
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printing a large batch.

- Zero is the system default. Adjusting the value up will move the first line of the statement up on the printed page and adjusting the value down will move the first line down.
  - Select how you want the logo to display in the **Logo Options** field.
    - Select **All Pages** to display the logo on all pages of the statements.
    - Select **First Page Only** if you would like to display the logo on the first page of the statement only. If the statement is more than one page, the logo will not display on the second page and the space where the logo normally prints will be blank, shifting all fields on the second page up.
    - Select **Don't Print and Leave Room** if you would like to leave the space that the logo normally prints in on the top of every page, but leave the logo off the statements. If the statement is more than one page, the spacing on the second page will be the same as the first. Choose this option if you are using pre-printed statement stock with a logo at the top of every page.
    - Select **Don't Print and Don't Leave Room** if you would like to print the statements without logos or blank spaces.
  - If more than one statement is being printed, select how the statements are sorted in the **Sort By** field. The statements can be sorted by Business Number, Customer Number, or Zip Code.
  - In the **Message** box, type a global message you want to print on all of the past due statements. This message will appear at the top of the statement.
  - Check the **Print Perforation Line** toggle to include a perforation line at the top of the returnable section of the invoice.
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- The **Remit Address** section will populate with the remit address specified on the Remit Address Maintenance window (AR> Maintenance> Remit Address).
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## 8 Print the Past Due Letters. This is an optional step.

- The Past Due Letters are meant to be run in conjunction with the Past Due Statements. Rather than providing the financial detail found in the statements, letters provide general information such as the total past due.
  - Select a **Form** from the drop-down menu.
    - The printed letters will use the selected Form as a template.
    - Forms are created and maintained on the Forms Maintenance window (BT> Maintenance> Forms).
  - The **Tran Date** field will populate with the transaction date specified on the GL Distribution step.
  - The **Compatibility** mode toggle is used to activate compatibility mode for legacy forms that don't use standard Springbrook forms functionality.
    - Springbrook does not recommend using Compatibility mode as it will disable a number of useful form features.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 9 Commit the Past Dues batch.

- Open the **Commit a Past Dues batch** window (BT> Past Dues> Commit).
  - The **Journal Entry Date** field determines which fiscal period the journal entries will be posted to. This field will populate with the journal entry date entered when creating the GL Distribution report. If you want to change this date, you will have to return to that step and change the JE date.
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# BT> Reconciliation

## Process Reconciliations in BT

### Summary



The BT Reconciliation process is used by organizations to verify that the business taxes collected throughout the year are equal to the business taxes that were actually owed at the end of the year, and then to reconcile any differences. This process calculates any discrepancies and generates credits on outstanding balances for taxpayer accounts. The Reconciliation process is often required for payroll taxes. Payroll taxes are typically due on a quarterly basis, with a reconciliation form due at the end of the year.

Using this process will require that a reconciliation tax type be set up to include a reconciliation period. For example, if the tax type is set up as quarterly, period 5 should be added to the existing 4 periods. Please see the Tax Type Maintenance topic for more information.

Using this process will result in a transaction posting to the selected account history, within the established reconciliation tax type.





### Step by Step

- 1 Create a Reconciliation batch.
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- Select the **Reconciliation** palette in BT> Reconciliation. This will expand the Reconciliation palette and display the steps in the batch process.
  - Select New from the Reconciliation batch number drop-down menu to create a new batch. This will open the **New Batch** window.
    - If there are open batches in the Reconciliation process, you can create a new batch without affecting the open batches.
  - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Reconciliation> GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
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## 2 Generate the reconciliations.



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- Open the **Generate** window (BT> Reconciliation> Generate). This window is used to filter the transactions or businesses that will be included in the Reconciliation batch.
    - Organizations that process reconciliations on a business-by-business basis as the reconciliation forms are received can skip the Generate step and proceed directly to the Edit step.
  - Check the toggle next to each **Tax Type** you would like to include in the batch.
    - Use the Select All  and Select None  icon drop-down menus to quickly specify the tax types you would like to include. These icons can be used to select the remaining filter criteria as well.
    - Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
    - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
  - The **Tax Year** field is used to specify the tax year for the Reconciliation batch.
  - Click the Create icon  to add specific businesses to the batch.
    - This will open the Business Selection window. Use the Search Criteria section to filter the displayed business. Select a business and click the Confirm icon  to add that business to the Reconciliation batch.
    - This will limit the businesses that the filter section pulls into the batch. The filter criteria will still be used, but only the selected businesses will be included.
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- While this process can be used to reconcile a large number of accounts in a single batch, processing one business at a time is a common use case. A business owner will submit the required reconciliation forms and that business will be processed.
  - Click the Confirm icon  when complete.
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### 3 Edit the reconciliations.


- Open the **Select** Reconciliation window (BT> Reconciliation> Edit).
  - The Select window will display all of the accounts that were included in the batch during the Generate step.
    - All businesses that are associated with the tax types selected in the Generate step, even those with no reconciliation data for the selected tax year, will be included in the batch.
  - Highlight a line item and click the Modify icon  to edit an included transaction.
  - Click the Create icon  to add an additional record to the batch. This will open the Edit window where the variance amount will be calculated.
    - Enter the **Business** that you would like to add to the batch.
    - Enter the **Tax Type** that needs to be reconciled.
    - Enter the **Year** for the reconciliation.
      - When modifying the reconciliation details for a business added through the Generate step, the Business, Tax Type and Year fields will be
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populated and disabled.

- Click the Generate icon  to generate to generate reconciliation details based on the activity associated with the selected tax type.
    - The data grid will populate with the non-reconciliation periods associated with the selected tax type.
    - The System Units column displays all entered units for previously entered returns.
    - The System Fee Amount column displays all calculated amounts for the previously entered returns.
    - The **Reported Units** column is used to enter the reconciliation units.
      - Once the Reported Units are entered, the Calculated Amount column will display the fee amount based on the newly entered units. If the Calculated Amount and the System Calculated Amount are different, then the Variance field will display that difference. This process can either generate an invoice or generate a credit.
      - Reconciliation detail lines with zero activity for the period will be displayed in the data grid, but will not generate any transactions when the batch is committed.
  - Click the Save icon  after making any changes. This will close the Edit window and return you to the Select window.
  - **NOTE:** If you need to add reconciliation details for second tax type, you **MUST** click the Save icon  after adding reconciliation details for the first tax type.
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- After saving, you can then select the same business from the Select window to open the Edit window again. The Edit window will now display the period details for the first tax type. At this point, you can click the Generate icon again to select a second tax type to include in the batch.
  - If you click the Generate icon twice without saving after generating details for the first tax type, you will generate duplicate detail records for that first tax type. You will then need to manually delete those duplicate records in order to avoid generating duplicate reconciliation transactions.
- Click the Exit icon  to close the Select window and proceed to the next step.
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#### 4 Print the Proof List.

- Open the **Reconciliation Proof List** window (BT> Reconciliation> Proof List).
  - The report will display the Business Number, DBA Name, Tax Type, System Units, System Fee Amount, Reported Units, Calculated Amount and Variance for each business included in the report. A report total will also be provided.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 5 Print the GL Distribution.

- Open the **GL Distribution Report** window (BT> Reconciliation> GL Distribution).
  - Enter the transaction date you want to appear in the General Ledger for this batch in the **Journal Entry** date field. This date will determine the fiscal period in which the invoices are recorded.
    - The **Fiscal Period** and **Fiscal Year** fields will populate based on the Journal Entry date selected.
  - Select a **Report Type** from the drop-down menu.
    - The Summary report will display the Fund, Account, Description, Debit Amount and Credit Amount. The report will also provide a Fund Total and a Report Total.
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- The Detail report will display everything included in the Summary report as well as the Business Number, Transaction Type, Fee Code and Description.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 6 Commit the Reconciliation batch.

- Open the **Commit** window (BT> Reconciliation> Commit).
  - Confirm the batch settings and click the Confirm  icon to commit the batch.
  - If an invoice is being generated, this process will debit the Accounts Receivable account associated with the fee code, and credit the Revenue account.
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- If a credit is being generated, the system will take a return with a payment on the account during the calendar year, and the transaction would reduce the payment and reduce the invoice.
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# BT> Redistribute

## Redistribute Returns in BT



### Summary

The Redistribute Returns process ensures any BT Return credits on customer accounts will be used to pay the balance on any tax types or fees that remain unpaid. This process will create an adjustment line within the business history for each transaction that is included in the redistribution.



### Step by Step

#### 1 Create a Redistribute returns batch.

- Select the **Redistribute** palette in BT> Redistribute. This will expand the Redistribute palette and display the steps in the batch process.
- Select New from the Redistribute batch number drop-down menu to create a new batch. This will open the **New Batch** window.
  - If there are open batches in the Redistribute process, you can create a new batch without affecting the open batches.




- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the billing is set up in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Redistribute> GL Distribution).
  - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
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## 2 Generate the returns.

- Open the **Generate** window (BT> Redistribute> Generate).
  - Filter the included returns by completing the **Balance** section. This section determines how and to where the credits will be applied.
    - Check the toggle next to each **Tax Type** you would like to include in the batch.
      - Use the Select All  and Select None  icon drop-down menus to quickly specify the tax types you would like to include. These icons can be used to select the remaining filter criteria as well.
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- Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - Check the toggle next to each **Fee** you would like to include in the batch.
    - Fees are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - Filter the included returns with the **Date Type** drop-down menu.
    - You can further filter the included returns by the selected date type by entering a date range in the **From** and **To** fields.
  - Complete the **Apply** section. This section determines how and from where the credits will be redistributed.
    - Check the **Match Credits By** options to specify how the system applies the credits or deposits.
    - Select a **Credit Type** to determine what credits will be redistributed.
    - Enter a **Max Credit** value.
      - This value represents the maximum credit for each credit transaction that will be applied. For example, if a business has four associated credit transactions for \$15.00, \$25.00, \$30.00, and \$50.00, and 25 is entered in the Max Credit field, the \$15.00 and \$25.00 credits will be redistributed but the \$30.00 and \$50.00 credits will not. The result would be \$40.00 in total credits applied.
    - Select a **Credit Priority** from the drop-down menu.
      - Select Age then Match to distribute qualifying credits and deposits by Post date from oldest to youngest.
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- Select Match then Age to distribute qualifying credits and deposits first by the Match Credits By criteria and then by age from oldest to youngest.
  - If a tax type or fee that is associated with a payment priority is included in the batch, the payment priority will be the third criteria considered when distributing the credits and deposits.
  - Select a **Transaction Date** from the drop-down menu. This is the date that will be associated with the redistribution adjustments.
  - Click the Create icon  to add specific businesses to the batch.
    - This will open the Business Selection window. Use the Search Criteria section to filter the displayed business. Select a business and click the Confirm icon  to add that business to the Redistribution batch.
    - This will limit the businesses that the filter section pulls into the batch. The filter criteria will still be used, but only the selected businesses will be included.
  - Click the Confirm icon  when complete.
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### 3 Edit the returns.


- Open the redistribution **Select** window (BT> Redistribute> Edit).
  - The Select window will display all of the transactions that will be included in the batch. If more than one credit is being applied to the balance for an individual business, each of those credits will occupy a new line item.
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- Highlight a line item and click the Modify icon  to edit an included transaction.
- Click the Create icon  to add an additional record to the batch. This will open the Edit window where additional fees and infractions can be added to the record.
  - The fees that populate the data grid are pulled from the Tax Type specified on the invoice.
  - If a fee is added on the Edit redistribution window, that fee will be attached to the new invoice created through the redistribution process. Any redistribution transactions applied to fees from the original invoice will be recorded on that original invoice. This can result in two different invoice line items associated with the same redistribution on the Business History tab.
    - You will not be able to delete a fee that was attached to the return when the return was created in the Cash Receipts module. The Delete icon  will not be active when these fees are highlighted. However, any displayed fees that were deleted by the user or automatically deleted by the system during the Cash Receipts process can be deleted. These would include zero amounts line items that resulted from rate fees calculated against zero unit counts. Because the system does not differentiate between fees deleted by the user and fees deleted by the system, the generate step of the redistribution process simply pulls in all fees that meet the filter criteria.
    - Any fees added during the Edit step of the redistribution process can be deleted here as well.
  - If an Infraction is added on the Edit redistribution window, it will be recorded on the original invoice. If an Infraction from the original invoice is deleted on the Edit redistribution window, it will be flagged as Deleted, but will only be

deleted from the database once the batch is committed. If the batch, or the redistribution invoice itself, is deleted before being committed, the deleted infraction will be restored to the original invoice.

- Click the Save icon  after making any changes. This will close the Edit window and return you to the Select window.
  - Click the Exit icon  to close the Select window and proceed to the next step.
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#### 4 Print the Proof List.

- Open the **Redistribute Returns Proof List** window (BT> Redistribute> Proof List).
  - Select the **Report Type** you would like to print.
    - The Summary report will display the Transaction Date, Business Number, Business Name, Transaction Type, Adjustment Type, Description, Amount and report total.
    - The Detail report includes the information displayed in the Summary report as well as the Fee Code, Debit Account, Credit Account, and the amount associated with each fee code included in the batch.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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## 5 Print the GL Distribution.

- Open the **GL Distribution Report** window (BT> Redistribute> GL Distribution).
  - Enter the transaction date you want to appear in the General Ledger for this batch in the **Journal Entry** date field. This date will determine the fiscal period in which the invoices are recorded.
    - The **Fiscal Period** and **Fiscal Year** fields will populate based on the Journal Entry date selected.
  - Select a **Report Type** from the drop-down menu.
    - The Summary report will display the Fund, Account, Description, Debit Amount and Credit Amount. The report will also provide a Fund Total and a Report Total.
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- The Detail report will display everything included in the Summary report as well as the Business Number, Transaction Type, Fee Code and Description.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

## 6 Commit the returns batch.

- Open the **Commit** window (BT> Redistribute> Commit).
  - Confirm the batch settings and click the Confirm  icon to commit the batch.
  - The new redistribution adjustments will now display on the Business Maintenance window (BT> Maintenance> Business> History tab).
-

- Once a return, credit, or deposit has been processed in a redistribution batch, it cannot be processed in a BT Adjustments batch.
-

# BT> Refunds

## Process Refunds in BT

### Summary

Overpayments and deposits can result in a credit balance on a business' account. In the Business Taxes module, you can refund these credit balances through the Refunds process.



### Step by Step

#### 1 Create a Refunds batch.

- Select the **Refunds** palette in BT> Refunds. This will expand the Refunds palette and display the steps in the refunds process.
- Select New from the Refunds batch number drop-down menu to create a new batch. This will open the **New Batch** window.
  - If there are open batches in the Refunds process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The transaction date of the refund is set up








in the Generate step and the fiscal period the transactions are posted to is determined by the **Journal Entry Date** entered when creating the GL Distribution Report (BT> Refunds> GL Distribution).

- Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .
  - You can delete batches by selecting a batch and pressing DELETE.
- 


## 2 Generate refunds.



- Open the **Generate** window (BT> Refunds> Generate).
  - The Generate step is used to select which business accounts will be included in the Refunds batch. After the Refunds batch has been generated, the Edit step allows you to remove individual business accounts from the Refunds batch. Returning to the Generate step and regenerating the batch will overwrite the business accounts already included in the batch.
  - The Settings section of the Generate window allows you to filter the businesses that are included in the batch.
  - The **Tax Type** field is used to select which tax types will be included in the batch. By default all of the toggles are checked.
-

- You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
- Tax types are created and maintained in the Tax Type Selection window (BT> Maintenance> Tax Type).
- The **Status** field is used to select which statuses are included in the batch. By default all of the toggles are selected.
  - Statuses are created and maintained in the Status Maintenance window (BT> Maintenance> Status).
- Select a **Transaction Type** from the drop-down menu.
  - Only Credit Cash and Deposit transactions can be refunded.
- Click the **Age From** drop-down menu to select either Transaction Date or Post Date. This will determine which filter date you will age from.
  - The **Age From Date** will default to today's date.
- The **Minimum Age Days** field is used to limit the returns you would like to include in the batch by age days.
- The **New Tran Date** will default to the current date, but can be overridden. It is the date that will be associated with the refund adjustment to the business' return.
- The **Minimum Amount** field is used to limit the refunds included in the batch to a minimum amount. Specifying a minimum amount can prevent returns with only a negligible credit from being included in the batch.
- Click the Create icon  to add specific businesses to the batch.
  - This will open the Business Selection window. Use the Search Criteria section to filter the displayed business. Select a business and click the Confirm icon  to add that business to the Past Dues batch.


- Selecting a business to include in the batch will override the filters above. If you add businesses to the Businesses section, only those businesses will be included in the batch.
  - Click the Confirm icon  when complete.
- 

### 3 Edit the refunds included in the batch.

- Open the **Edit Refunds** window (BT> Refunds> Edit).
  - The Edit Refunds window is used to add additional refunds, edit the amounts refunded to included returns, and remove unwanted return line items from the refunds batch.
    - Click the Create icon  to add a refund to the batch.
      - This will launch the Refund Selection window, which displays the businesses eligible for a refund. When a business is selected, it will appear as a refunds adjustment on the Edit Refunds window.
      - The name and address fields to the right will populate with the details for the account holder associated with the business. If the selected refund needs to go to someone other than that account holder, click the **Last Name** field and either select a different account or create a new account for the refund. This allows users to generate special refunds for situations in which the refund payee is different than the business account holder, such as the overwithholding of occupational taxes.
-

- Click the Expand button next to a return to display the refund details. The **Amount** column can be edited to create partial refunds.
  - Select a return line item and click the Delete icon  to remove that item from the batch.
  - The Errors tab will display any returns added to the batch that are part of an uncommitted batch. These returns will not be processed in the batch.
  - Click the Save icon  when complete. This will close the Edit Refunds window and return you to the refunds palette.
- 

#### 4 Print the Proof List.

- Open the **Refunds Proof List** window (BT> Refunds> Proof List).
  - Select the **Report Type** you would like to print.
    - The Summary report the Transaction Date, Business Number, Business Name, Transaction Type, Adjustment Type, Transaction Description and Amount for each refund included in the batch. A Report Total is also provided.
    - The Detail report includes the information displayed in the Summary report as well as the Fee Code, Fee Description, Debit Account and Credit Account for each refund line item.
  - Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show
-

Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 


## 5 Print the GL Distribution report.

- Open the **GL Distribution Report** window (BT> Refunds> GL Distribution).
- Enter the transaction date you want to appear in the General Ledger for this batch in the **Journal Entry** date field. This date will determine the fiscal period in which the invoices are recorded.
  - The **Fiscal Period** and **Fiscal Year** fields will populate based on the Journal Entry date selected.
- The refunds process will create the following journal entry:

GL Account Used in transaction	Debit	Credit
GL account set up as the Revenue account on the Credit Cash transactions or the AR account on Deposit transactions (BT> Main-	XXX	



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GL Account Used in transaction	Debit	Credit
tenance> Fee> <b>Revenue Account</b> or <b>AR Account</b> fields)		
GL account set up as the Payable account in the AP module Setup window (AP> Utilities> Setup> General tab> <b>Payable Account</b> field)		XXX

- If the GL Accounts used in the refunds process belong to different funds, the system will use the Due To and Due From accounts set up on the SS Setup window to create a balanced journal entry.
- Select a **Report Type** from the drop-down menu.
  - The Summary report displays the Fund, Account, Description, Debit Amount and Credit Amount. A Fund Total and Report Total will also be provided.
  - The Detail report includes the information displayed in the Summary report as well as the Business Number, Transaction Type, Fee Code and Fee Description.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
- 

## 6 Commit the Refunds batch.

- The final step in the Refunds process is to commit the batch.
  - Open the **Commit Refunds** window (BT> Refunds> Commit).
    - The Journal Entry date field will be populated with the date entered on the GL Distribution step. The journal entry date will determine the fiscal month and year that the journal entries will be posted to. Once the batch is committed, the information from the batch is sent to the Accounts Payable module as an uncommitted invoice, and a temporary vendor is created using the customer data.
    - The AP Settings section is used to specify the batch settings for the created invoice.
      - Click the AP Batch field label to select an existing uncommitted AP invoices batch that the refunds invoice will be added to. If you would rather add the refunds invoice to the next available AP batch, click the Generate icon . The AP Batch field will populate with the new batch number.
  - Click the Confirm icon  to commit the batch.
-

# BT> Report> Aging

## Aging Report

### Summary

The Aging report displays those accounts that have outstanding past due balances.

### Step by Step


- 1 Open the **Aging Report** window (BT> Reports> Aging).
  
  - 2 Configure the report.
    - Check each **Tax Type** toggle you would like to include in the report.
      - Tax Types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
    - Select an **Aging Date** for the report.
      - The aging date is the date that the system will age from. This field will default to today's date.
    - Specify an age range in the **Minimum Age** and **Maximum Age** fields.
- 
-



- Select which date you would like to age the transactions by in the **Age From** drop-down menu.
    - This selection will determine what type of date the age range filters are based on.
  - Select the order you would like the report to print in the **Sort By** drop-down menu.
  - Specify a **Minimum Balance** to filter out transactions that fall below a particular dollar value.
  - Click the **Status** field label to filter the report by status.
    - A status is a user-defined code used to describe the current state of a business. For example, a business that is currently open and conducting business could be listed as Active while a business going through bankruptcy proceedings could be listed as Bankrupt. Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Check the **Include previous penalties in past due amount** or the **Include uncommitted payments** toggle to include those details in your report.
  - The report will display the Transaction Type, Invoice Number, Tax Type, Year, Period, Business Number, Customer Number, Status, Last Name, and the Past Due Balance for past dues Under 30 days, 30-60 days, 60-90 days, 90-120 days, and over 120 days.
- 

### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# BT> Reports> Alerts

## Alerts Report

### Summary



The Alerts report provides a filtered listing of alerts associated with BT businesses. The report will display the Alert Code, Tax Type, Comment, Alert Date, Expiration Date, Business Number, Business Name, and Business Status for each alert included in the report.

Alerts are added to business records on the Alerts tab of the Business Maintenance window.

### Step by Step


- 1 Open the **Alerts Report** (BT> Reports> Alerts).
- 2 Configure the report.
  - The **Alert Code** field is used to filter the alerts by alert code. Check the toggles next to the alert codes you would like to include on the report. By default, all alert codes

are selected.

- Alert codes are created and maintained on the Alert Code Maintenance window (BT> Maintenance> Alert Code).
- The **Tax Types** field is used to filter the alerts by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
  - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
- The **Status** field is used to filter the alerts by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
  - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
- Use the **Alert Date From** and **Alert Date To** fields to filter the alerts included in the report by the alert date range associated with those alerts.
- Use the **Expiration Date From** and **Expiration Date To** fields to filter the alerts included in the report by the expiration date range associated with those alerts.
- The **Businesses** field is used to add individual businesses to the report.
  - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Alerts report window.

- Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only the alerts associated with those businesses will be included.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Business Listing

## Business Listing Report

### Summary

The Business Listing Report displays a list of businesses that have been created in the Business Tax module and that match the selected criteria.

### Step by Step

- 1 Open the **Business Listing** window (BT> Reports> Business Listing).
  - 2 Configure the report.
    - Select the businesses you would like to include in the report by entering information into the window.
    - The **Business Type** field is used to filter businesses by business type. Check the toggles next to the business types you would like to include on the report. By default, all business types are selected.
      - Business types are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Select a business> General tab> **Business Type** field).
- 
-


- Business types are created and maintained using the Business Maintenance window (BT> Maintenance> Business Type).
  - The **Status** field is used to filter the businesses that display on the report by the status attached to the business. Check the toggle next to a status to include it on the report. By default, all statuses are selected.
    - Statuses are user-defined and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **Status** field).
    - Statuses are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - The **Organization** field is used to select the businesses included in the report by the organization type attached to the business. Check the toggle next to the organization type you would like to include on the report. By default, all toggles are checked.
    - Organization types are attached to business records using the Business Maintenance window (BT> Maintenance> Business> Select a business> General tab> Organization field).
    - Organization types are created and maintained using the Organization Maintenance window (BT> Maintenance> **Organization**).
  - The **Business Number** field is used to filter the report by a single business. Click the Business Number field label to select a business from a list or enter a business number in the field.
    - Business numbers are automatically assigned to businesses as they are created using the Business Maintenance window (BT> Maintenance> Business> Create icon or INSERT> **Business Number** field).
-

- The **Sort By** drop-down menu is used to select the order in which the businesses will display on the report.
    - Select **Business Number** if you would like the business to display on the report ordered by business number. A business is automatically assigned a business number when it is created using the Business Maintenance window (BT> Maintenance> Business> Open a business> **Business Number** field).
    - Select **Customer Number** if you would like to sort the businesses on the report by the customer records attached to those businesses. You can view the customer record attached to a business using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **Customer Number** field).
    - Select **Name** if you would like to organize the businesses on the report by name.
  - The **Start Date From** and **Start Date To** fields are used to filter the businesses on the report by the start date on the business record. A start date is added to a business using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **Start Date** field).
  - The **First Employee Date From** and **First Employee Date To** fields are used to filter the businesses that display on the report by the first paid employee date attached to the business record.
    - The first paid employee date is attached to a business record using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **First Paid Employee Date** field).
  - The **Closed Date From** and **Closed Date To** fields are used to filter the businesses that display on the report by the close date attached to the business record.
-



- The close date is attached to a business record using the Business Maintenance window (BT> Maintenance> Business> Open a business> General tab> **Close Date** field).
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Comments

## Comments Report



### Summary

The Comments report provides a filtered listing of comments associated with BT businesses. The report will display the Comment Code, Comment, Tax Type, Created Date, Closed Date, Business Number, Business Name, and Business Status for each comment included in the report.

Comments are added to business records on the Comments tab of the Business Maintenance window.


### Step by Step

- 1 Open the **Comments Report** (BT> Reports> Comments).
- 2 Configure the report.

- The **Comment Code** field is used to filter the comments by comment code. Check the toggles next to the comment codes you would like to include on the report. By default, all comment codes are selected.
    - Comment codes are created and maintained on the Comment Code Maintenance window (BT> Maintenance> Comment Code).
  - The **Tax Types** field is used to filter the comments by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to filter the comments by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Created Date From** and **Created Date To** fields to filter the comments included in the report by the date those comments were created.
  - Use the **Closed Date From** and **Closed Date To** fields to filter the comments included in the report by the date those comments were closed.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Comments report window.
-

- Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only the comments associated with those businesses will be included.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Delinquent Filers



## Delinquent Filers Report

### Summary


The Delinquent Filers report is used to track BT accounts that were expected to file taxes for a specified tax type in a specified date range but did not. The report will display the Business Number, DBA, Period, Year, Physical Address, Business Phone, Cell Phone and Home Phone for each delinquent filer. The report will also provide totals for delinquent filers by tax type.

### Step by Step

- 1 Open the **Delinquent Filers Report** (BT> Reports> Delinquent Filers).
  - 2 Configure the report.
    - The **Tax Types** field is used to filter the delinquent filers by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
-

- Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to filter the delinquent filers by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Period From** and **Period To** fields to filter the transactions included in the report by a period range.
  - Use the **Year From** and the **Year To** fields to filter the transactions included in the report by a year range.
  - Check the **Reconciliation filings** toggle to generate the report in reconciliation mode. This report will identify accounts that meet the above filter criteria and have delinquent reconciliation returns.
    - Checking this toggle will disable the Period From and Period To fields.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Delinquent Filers report window.
    - Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only those businesses will be included.
-

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Deposits History

## Deposits History Report

### Summary

The Deposits History report displays a filtered deposit transaction history for a specified date range. The report can also be limited to individual businesses.

### Step by Step



- 1 Open the **Deposits History** report (BT> Reports> Deposits History).
- 2 Configure the report.
  - The **Tax Types** field is used to filter the deposit history by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected. You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax



Type Maintenance window (BT> Maintenance> Tax Type).


- The **Fee Code** field is used to filter the deposit history by fee code. Check the toggle next to the fee codes you would like to include on the report. By default, all fee codes are selected.
    - Fee Codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Status** field is used to filter the deposit history by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are user-defined and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Status** field).
    - Statuses are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Filters** tab to filter the deposits included in the report.
    - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
      - Select Brief to create a report that displays Business Number, Business Name, Status, Customer Number, Customer Name, Federal Tax ID, State ID, Tax Type, Description, Period, Year, Amount and Balance. The report also provides Amount and Balance report totals.
      - Select Summary to create a report that displays the same information that is in the Brief Report as well as the Transaction Type, Transaction Date and Invoice Number for each deposit transaction included in the report.
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- Select Detail to create a report that displays the same information that is in the Summary Report as well as the Fee Code and Fee Code Description.
  - The **Sort By** drop-down menu is used to select the order in which the businesses will display on the report.
    - Select Business Number if you would like the deposits to display on the report ordered by business number. A business is automatically assigned a business number when it is created using the Business Maintenance window (BT> Maintenance> Business> **Business Number** field).
    - Select Doing Business As if you would like the deposits to display on the report ordered by the DBA name associated with the business. A business can be assigned a Doing Business As name when it is created using the Business Maintenance window (BT> Maintenance> Business> General tab> **Doing Business As** field).
    - Select Federal Tax ID if you would like the deposits to display on the report ordered by the federal tax identification number attached to the business. This ID number is specified on the Business Maintenance window (BT> Maintenance> Business> General tab> **Federal Tax ID** field).
    - Select State ID if you would like the deposits to display on the report ordered by the state identification number attached to the business. This ID number is specified on the Business Maintenance window (BT> Maintenance> Business> General tab> **State ID** field).
-

- The State ID field label is set up on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels). Your field label may differ from the one referenced here.
  - The **Report On** drop-down menu is used to specify which deposits will be included in the report.
    - Select All Deposits to include all deposits over the specified date range. This will include outstanding deposits as well as deposits that have already been returned or applied to account balances.
    - Select Outstanding Deposits to limit the included deposits to those that are still outstanding.
  - The **Year From** and **Year To** fields are used to filter the deposits included in the report by deposit year.
  - Select Journal Entry or Transaction Date from the **Date Type** drop-down menu. You can then use the **From Date** and **To Date** fields to filter the deposits included in the report by a date range for either the journal entry or transaction date.
  - Use the **Business** tab to add specific businesses to the batch.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight a business and click the Confirm icon  to return to the Business tab.
    - The Business tab overrides all other filters. If you add businesses to the Business tab, only those businesses will be included in the batch.
- 

### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> GL Trial Balance

## Trial Balance Report

### Summary

The Trial Balance Report displays the change in balance of GL accounts over a selected period of time.


### Step by Step

- 1 Open the **GL Trial Balance Report** window (BT> Reports> GL Trial Balance).
- 2 Configure the report.
  - The **JE Date From** and **JE Date To** fields are used to filter the journal entries included on the report by the journal entry date.
    - The journal entry date of a receipt entered in the Cash Receipts module is set during the GL Distribution step (CR> Cash Receipts> GL Distribution).
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select **Brief** to create a report that displays GL Account Number, Description, Beginning Balance, Debit Amount, Credit Amount and Ending Balance for the

included GL Accounts.

- Select **Summary** to create a report that displays the same information that is in the Brief Report as well as Journal Entry Date, Business Number, Transaction Date, Transaction Type and Transaction ID for the included GL Accounts.
  - Select **Detail** to create a report that displays the same information that is in the Summary Report as well as the Fee Code, Fee Type and Fee Code Description for the included GL Accounts.
  - The **GL Account** field is used to limit the report to a single general ledger account. Click the **GL Account** field label to select a GL account from a list.
    - If no GL account is specified, the report will include all GL accounts.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
-

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# BT> Reports> Infractions

## Infractions Report


### Summary


The Infractions report provides a filtered listing of infractions associated with business returns and invoices. The report will display the Tax Type, Infraction Type, Period, Year, Comment, Transaction Date, Date Closed, Business Number and Business Name for all included infractions.

### Step by Step

- 1 Open the **Infractions Report** (BT> Reports> Infractions).
  - 2 Configure the report.
    - The **Infraction Type** field is used to filter the infractions by infraction type. Check the toggles next to the infraction types you would like to include on the report. By default, all infraction types are selected.
      - Infraction types are created and maintained on the Infraction Type Maintenance window (BT> Maintenance> Infraction Type).
- 
-




- The **Tax Types** field is used to filter the infractions by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to filter the infractions by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Tran Date From** and **Tran Date To** fields to filter the transactions included in the report by a transaction date range.
  - Use the **Date Closed From** and **Date Closed To** fields to filter the infractions included in the report by a closed date range.
  - Use the **Period From** and **Period To** fields to filter the transactions included in the report by a period range.
  - Use the **Year From** and the **Year To** fields to filter the transactions included in the report by a year range.
  - Check the **Exclude Closed Infractions** toggle if you would like to prevent the report from displaying any infractions that have been closed. This toggle will be checked by default.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click
-

the Confirm icon  to return to the Infractions report window.

- Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only the infractions associated with those businesses will be included.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# BT> Reports> Outstanding Balances

## Outstanding Balances Report

### Summary

The Outstanding Balances Report displays a list of outstanding balances by tax type. The report can be generated as a low detail Brief report, a more detailed Summary report, or the most detailed Detail report. When run as a detail report, every business record with an outstanding balance will be displayed.

### Step by Step

**1** Open the **Outstanding Balances Report** window (BT> Reports> Outstanding Balances).

**2** Configure the report.


- Check the **Tax Type** toggles for each of the tax types you would like to include in the report. All Tax Types will be checked by default.
  - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax types are created and maintained on the Tax

Type Maintenance window (BT> Maintenance> Tax Type).

- The **Fee Code** field is used to filter the payments by fee code. Check the toggle next to the fee codes you would like to include on the report. By default, all fee codes are selected.
    - Fee Codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Status** field is used to filter the payments by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Check the **Tran Type** toggles for each of the transaction types you would like to include in the report. All Tran Types will be checked by default.
  - The **Report Type** drop-down menu is used to determine the level of detail included in the report.
    - The Brief report type will display the Tax Type, Tax Description, Year, Period, Balance by period, and Total Outstanding Balance.
    - The Summary report type will display everything included in the Brief report as well as each period's Transaction Type, Business Number, Status, Invoice Number, Transaction Date, Due Date, Extension Date, Journal Entry Date, Journal Entry Description, and Original Balance.
    - The Detail report type will display everything included in the Summary report as well as each transaction's Fee Code, Fee Description, and Unit Type.
  - Use the **From Date** and the **To Date** fields to filter the transaction included in the report by a date range.
-

- The **Date Type** specified in the drop-down menu above will determine which dates the date range filters will use.
  - Enter a balance range in the **Minimum Tran Balance** and **Maximum Tran Balance** fields to filter the transactions included in the report by the return balance range.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-

# BT> Reports> Payments Listing

## Payments Listing Report

### Summary

The Payments Listing report provides information about Business Tax related payments that have been received and committed. The report can be generated as a low detail Brief report, a more detailed Summary report, or the most detailed Detail report.


### Step by Step

- 1 Open the **Payment Listing Report** window (BT> Reports> Payment Listing).
- 2 Configure the report.
  - The **Tax Types** field is used to filter the payments by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).

- The **Fee Code** field is used to filter the payments by fee code. Check the toggle next to the fee codes you would like to include on the report. By default, all fee codes are selected.
    - Fee Codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Status** field is used to filter the payments by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select Brief to create a report that displays the Tax Type, Description, Payment Received, Year, Period, Amount by period, and report total.
    - Select Summary to create a report that displays everything included in the Brief report as well as each period's Transaction Type, Business Number, Status, Invoice Number, Receipt Number, Transaction Date, Journal Entry Date, and JE Description.
    - Select Detail to create a report that displays everything included in the Summary report as well as each transaction's Fee Code, Fee Description, and Unit Type.
  - Use the **From Date** and the **To Date** fields to filter the transaction included in the report by a date range.
    - The **Date Type** specified in the drop-down menu above will determine which dates the date range filters will use.
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- Enter a balance range in the **Minimum Tran Balance** and **Maximum Tran Balance** fields to filter the transactions included in the report by a payment transaction balance range.
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### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
-



# BT> Reports> Return Activity



## Return Activity Report

### Summary


The Return Activity Report displays all Business Tax return activity for a filtered range of business over a filtered range of return years. The report can also be configured to only include individually selected businesses.

### Step by Step

- 1 Open the **Return Activity Report** (BT> Reports> Return Activity).
- 2 Configure the report.
  - The **Tax Types** field is used to filter the return activity by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).

- The **Status** field is used to filter the return activity by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select Summary to create a report that displays the Business Number, Business Name, Status, Customer Number, Customer Name, Tax Type, Description, date of payment, payment amount, and remaining balance. The report also provides report totals for both the payment amount and remaining balance values.
    - Select Detail to create a report that displays everything included in the Summary report as well as each Transaction Type, Transaction Date, Invoice Number, Due Date and Extension Date.
  - Use the **Year From** and the **Year To** fields to filter the transaction included in the report by a year range.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Return Activity report window.
    - Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the batch, only those businesses will be included.
-

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Return Estimates

## Return Estimates Report

### Summary

The Return Estimates Report uses return amounts from prior periods or years to generate an estimate of future returns with revised return rates. The businesses included in the report can be filtered by various details.

### Step by Step

- 1 Open the **Return Estimates** report (BT> Reports> Return Estimates).
- 2 Configure the report.
  - Select the businesses you would like to include in the report by entering information into the window.
  - The **Tax Types** field is used to filter the businesses included in the report by the tax type attached to the business. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected. You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax

types.

- Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to filter the businesses included in the report by the status attached to the business. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are user-defined and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Status** field).
    - Statuses are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - The **Fee Code** field is used to filter the businesses included in the report by the fee code attached to the tax types associated with the business. Check the toggle next to the fee codes you would like to include on the report. By default, all fee codes are selected.
    - Fee Codes are attached to tax types on the Tax Type Maintenance window (BT> Maintenance> Tax Type). Tax Types are then attached to businesses on the Business Maintenance window (BT> Maintenance> Business> Tax Type tab).
    - Fee Codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Business Type** field is used to filter the businesses included in the report by the business type attached to the business. Check the toggles next to the business types you would like to include on the report. By default, all business types are
-


selected.

- Business types are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> Select a business> General tab> **Business Type** field).
  - Business types are created and maintained using the Business Maintenance window (BT> Maintenance> Business Type).
  - The **Organization** field is used to filter the businesses included in the report by the organization attached to the business. Check the toggle next to the organization types you would like to include on the report. By default, all toggles are checked.
    - Organization types are attached to business records using the Business Maintenance window (BT> Maintenance> Business> Select a business> General tab> **Organization** field).
    - Organization types are created and maintained using the Organization Maintenance window (BT> Maintenance> **Organization**).
  - The **Zone** field is used to filter the businesses included in the report by the zone associated with the lot that is attached to the business. Check the toggle next to the zones you would like to include on the report. By default, all toggles are checked.
    - Zones are attached to lots on the Lot Maintenance window (SS> Maintenance> Lot> Lot tab> **Zone** field).
    - Zones are created and maintained on the Zone Maintenance window (UB> Maintenance> Zone).
  - The **Subdivision** field is used to filter the businesses included in the report by the subdivisions associated with the lot that is attached to the business. Check the toggle next to the subdivisions you would like to include on the report. By default, all toggles are checked.
-

- Subdivisions are attached to lots on the Lot Maintenance window (SS> Maintenance> Lot> Lot tab> **Subdivision** field).
  - Subdivisions are created and maintained on the Subdivision Maintenance window (SS> Maintenance> Subdivision).
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select Brief to create a report that displays the Tax Type, Description, Period, Year, Gross Units, Excluded Units, Subject Units and Amount. The report will also provide tax type subtotals and a report total for Gross Units, Excluded Units, Subject Units and Amount.
    - Select Summary to create a report that displays the same information that is in the Brief Report as well as the Fee Code, Description, Fee Revision and Effective Date. The report will also provide subtotals by period and year.
    - Select Detail to create a report that displays the same information that is in the Summary Report as well as the Business Number, Business Name, Status, Business Type, Organization, Zone and Subdivision.
  - The **From Period** and **To Period** fields are used to filter the businesses included in the report to those with a return transaction that falls between the specified periods.
  - The **Year** field is used to limit the businesses included in the report to those with a return transaction that falls within a specified year. When used with the Period field above the report will only include businesses that have return transactions that fall within both the specified year and between the specified periods.
  - The **Percent Change (Units)** field is used to revise the current return rate associated with the included businesses either up or down.
    - This field has a minimum value of -100% and a maximum value of 100%.
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- The **Revision to Use** drop-down menu is used to specify which fee revision will be used for any fees attached to the selected tax types. When generating the report in Summary or Detail report type, the fee revision is displayed.
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### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Tax Type Listing

## Tax Type Listing Report



### Summary

The Tax Type Listing report provides a filtered listing of infractions associated with business returns and invoices. The report will display the Tax Type Code, Tax Type Description, Business Number, Business Name, Business Status, Period and Year for each tax type included in the report.

### Step by Step


- 1 Open the **Tax Type Listing Report** (BT> Reports> Tax Type Listing).
- 2 Configure the report.
  - The **Tax Types** field is used to filter the tax type that will appear in the report. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax

Type Maintenance window (BT> Maintenance> Tax Type).

- The **Status** field is used to filter the included tax types by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Period From** and **Period To** fields to filter the tax types included in the report by the active period range for those tax types. A period range must be specified.
  - Use the **Year From** and the **Year To** fields to filter the tax types included in the report by the active year range for those tax types. A year range must be specified.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Tax Type Listing report window.
    - Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only the tax types associated with those businesses will be included.
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### 3 Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Top Returns

## Top Returns Report

### Summary

The Top Returns report displays a filtered list of businesses that paid the highest amounts, gross units or subject units over a specified date range.

### Step by Step

- 1 Open the Top Returns report (BT> Reports> Top Returns).
- 2 Configure the report.
  - The **Tax Types** field is used to filter the top returns by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected. You can use the Select All  or Deselect All  icons to select or deselect all the displayed tax types.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax

Type Maintenance window (BT> Maintenance> Tax Type).

- The **Status** field is used to filter the top returns by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are user-defined and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Status** field).
    - Statuses are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - The **Fee Code** field is used to filter the top returns by fee code. Check the toggle next to the fee codes you would like to include on the report. By default, all fee codes are selected.
    - Fee Codes are created and maintained on the Fee Maintenance window (BT> Maintenance> Fee).
  - The **Business Type** field is used to filter the top returns by business type. Check the toggles next to the business types you would like to include on the report. By default, all business types are selected.
    - Business types are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Business Type** field).
    - Business types are created and maintained using the Business Maintenance window (BT> Maintenance> Business Type).
  - The **Organization** field is used to filter the businesses included in the report by the organization type attached to the business. Check the toggle next to the organization type you would like to include on the report. By default, all toggles are checked.
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- Organization types are attached to business records using the Business Maintenance window (BT> Maintenance> Business> General tab> Organization field).
  - Organization types are created and maintained using the Organization Maintenance window (BT> Maintenance> **Organization**).
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select Brief to create a report that displays Business Number, Business Name, Status, Business Type, Organization, Start Date, Closed Date, Amount, Tax Type, Description and Report Total for the Amount column.
    - Select Summary to create a report that displays the same information that is in the Brief Report as well as the Transaction Type, Transaction Date, Period and Year for each business included in the report.
    - Select Detail to create a report that displays the same information that is in the Summary Report as well as the Fee Code and Fee Code Description.
  - The **Sort By** drop-down menu is used to select the order in which the businesses will display on the report.
    - Select Business Number if you would like the businesses to display on the report ordered by business number. A business is automatically assigned a business number when it is created using the Business Maintenance window (BT> Maintenance> Business> **Business Number** field).
    - Select Doing Business As if you would like the businesses to display on the report ordered by the DBA name associated with the business. A business can be assigned a Doing Business As name when it is created using the Busi-
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ness Maintenance window (BT> Maintenance> Business> General tab> **Doing Business As** field).

- Select Evaluation Units if you would like the businesses to display on the report ordered by the total units specified in the **Evaluate** field below.
  - The **Number** field is used to limit the number of businesses included in the report to the number specified.
    - The businesses included in the report will be the top business with regard to the selected Evaluate value. For example, if your organization needed to report on the top 20 total amount business tax returns for a specified time period, you would enter 20 in the Number field and select Amount from the Evaluate drop-down menu.
  - The **Evaluate** field is used to determine the criteria that will be used to calculate the top returns displayed in the report.
    - Select Amount to evaluate the top users by the total dollar amount paid during the specified range.
    - Select Gross Units to evaluate the top users by the total number of units paid during the specified range.
    - Select Subject Units to evaluate the top users by the total number minus any exempt units paid during the specified range.
  - The **Period** field is used to limit the businesses included in the report to those with a return transaction that falls within a specified period.
  - The **Year** field is used to limit the businesses included in the report to those with a return transaction that falls within a specified year.
  - The **Start Date From** and **Start Date To** fields are used to filter the businesses on the report by the start date on the business record.
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- A start date is added to a business using the Business Maintenance window (BT> Maintenance> Business> General tab> **Start Date** field).
  - The **Closed Date From** and **Closed Date To** fields are used to filter the businesses that display on the report by the close date attached to the business record.
    - The close date is attached to a business record using the Business Maintenance window (BT> Maintenance> Business> General tab> **Close Date** field).
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Transaction History


## Transaction History Report

### Summary

The Transaction History Report displays all of the account activity associated with a particular business during a specified date range. This report is filtered by transaction type and can be sorted by invoice number, tax type or transaction date.


### Step by Step

- 1 Open the **Transaction History Report** (BT> Reports> Transaction History).
  - 2 Configure the report.
    - The **Tran Types** field is used to filter the transactions by transaction type. Check the toggle next to the transaction types you would like to include on the report. By default, all transaction types are selected.
    - The **Business Number** field is used to select the business you would like to include on the report. Click the Business Number field label to select a business from a list, or enter a business number in the field.
-

- Business numbers are automatically assigned to businesses as they are created using the Business Maintenance window (BT> Maintenance> Business> Create icon  or INSERT> **Business Number** field).
  - The **Sort By** drop-down menu is used to select the order in which the transactions will display on the report.
    - Select Invoice Number if you would like the transactions to display on the report ordered by invoice number.
    - Select Tax Type, Year, Period if you would like the transactions to display on the report ordered by tax type, year and period.
    - Select Tran Date if you would like the transactions to display on the report ordered by transaction date.
  - The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.
    - Select Summary to create a report that displays Transaction Type, Invoice Number, Tax Type, Period Year, Transaction Date, Post Date, Due Date, Extension Date, Description and Amount for the selected Business Number.
    - Select Detail to create a report that displays the same information that is in the Summary Report as well as Fee Code, Unit Type, Number of Units, Excluded Units and Subject Units for the selected Business Number.
  - The **Date Type** drop-down menu is used to select which date type is used to filter the report.
    - Select Tran Date to filter the report by the transaction date.
      - The transaction date is generally a user defined date entered during the generate step of a process.
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- Select **Post Date** to filter the report by the date the transactions were committed.
    - The **Post Date** is the date the batch creating the transaction was committed. The **Post date** is not necessarily the same date as the journal entry date or transaction date.
  - The **From Date** and **To Date** fields are used to filter the transactions included in the report by date range. The type of date that will be used to filter the report is selected in the **Date Type** field.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select **Print Preview** to preview the report before printing.
    - Click the Print icon drop-down menu and select **Excel** to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select **Excel (Formatted)** to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
-

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Unapplied Credits Report

## Unapplied Credits Report

### Summary

The Unapplied Credits Report displays a filtered list of businesses that have credits that need to either be refunded or applied to invoices in the redistribution process.


### Step by Step

- 1 Open the **Unapplied Credits** window (BT> Reports> Unapplied Credits).
  - 2 Configure the report.
    - Select the businesses you would like to include in the report by entering information into the window.
    - The **Business Type** field is used to filter businesses by business type. Check the toggles next to the business types you would like to include on the report. By default, all business types are selected.
      - Business types are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Business Type** field).
-

- Business types are created and maintained using the Business Maintenance window (BT> Maintenance> Business Type).
  - The **Status** field is used to filter the businesses that display on the report by the status attached to the business. Check the toggle next to a status to include it on the report. By default, all statuses are selected.
    - Statuses are user-defined and are attached to businesses using the Business Maintenance window (BT> Maintenance> Business> General tab> **Status** field).
    - Statuses are created and maintained using the Status Maintenance window (BT> Maintenance> Status).
  - The **Business Tax Type** field is used to filter the businesses included in the report by the tax type attached to the business. Check the toggle next to the tax types you would like to include on the report. By default, all toggles are checked.
    - Tax types are attached to business records using the Business Maintenance window (BT> Maintenance> Business> Tax Type tab).
    - Tax types are created and maintained using the Tax Type Maintenance window (BT> Maintenance> **Tax Type**).
  - The **Business Number** field is used to filter the report by a single business. Click the Business Number field label to select a business from a list or enter a business number in the field.
    - Business numbers are automatically assigned to businesses as they are created using the Business Maintenance window (BT> Maintenance> Business> Create icon or INSERT> **Business Number** field).
  - The **Federal Tax ID** field is used to filter the report by the federal tax ID number associated with the business.
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- The federal tax ID is associated with the business record on the Business Maintenance window (BT> Maintenance> Business> General tab> **Federal Tax ID** field).
  - The report will display the Business Number, Customer Number, Business Type, Status, Unapplied Credits and Outstanding Balance for each business included. The report will also provide report totals for Unapplied Credits and Outstanding Balances.
- 

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Reports> Waived Penalty and Interest

## Waived Penalty and Interest Report

### Summary

The Waived Penalty and Interest Report is used to report on waived BT transactions. The report will display the Business Number, DBA, Fee Code, Period, Year, Transaction Date, Batch Number, Batch Name, Original Amount and Adjusted Amount for each waived transaction included in the report. The report will also include totals by tax type and a report total.

### Step by Step



**1** Open the **Waived Penalty and Interest Report** (BT> Reports> Waived Penalty and Interest).

**2** Configure the report.


- The **Fee Code** field is used to filter the waived activity by fee code. Check the toggles next to the fee codes you would like to include on the report. By default, all



tax types are selected.

- Fee codes are created and maintained on the Fee Code Maintenance window (BT> Maintenance> Fee Code).
  - The **Tax Types** field is used to filter the waived activity by tax type. Check the toggles next to the tax types you would like to include on the report. By default, all tax types are selected.
    - Tax types are used to group taxes together into logical associations such as Payroll or Gross Receipts. Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - The **Status** field is used to filter the waived activity by status. Check the toggle next to the statuses you would like to include on the report. By default, all statuses are selected.
    - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - Use the **Date From** and the **Date To** fields to filter the waived transactions included in the report by a date range.
  - The **Businesses** field is used to add individual businesses to the report.
    - Click the Create icon  to choose a business from the Business Selection window. Highlight the business you would like to add to the report and click the Confirm icon  to return to the Waived Penalty and Interest report window.
    - Adding individual businesses to the Businesses field overrides all other report filters. If you use the businesses field to add businesses to the report, only those businesses will be included.
-

### 3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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# BT> Utilities> Setup

## Business Tax Module Setup

### Summary

The Setup window in the Business Tax module is used to define how the module will function. A trainer will establish many of these settings when the application is installed and you may want to set up either menu security or database security on the window. Menu security (SS> Security> Menu Security) will restrict access to the window and database security (SS> Security> DB Security) will restrict access to specific fields on the window.

### Step by Step


- 1 Open the **Setup** window (BT> Utilities> Setup).
  
- 2 Complete the Settings tab.
  - The **Settings** tab of the Setup window displays the Credit Fee, the Custom State ID Format and the Printer Adjustments fields.
    - The **Custom State ID Format** field is used to establish a format for the Custom State ID field. This is a user-defined field, so the title of this field can be anything (the default value is State ID). There is a field label

of the same title on the General tab of the Business Maintenance window. Enter a value in this field to filter the business records based on the value in the field of the same name on the business record. This format string can only contain zeros (for digit-only positions), L's (for alphabetic-only positions), A's (for digit or alphabetic positions) and dashes.


- The title of this field is set up using the **Miscellaneous Field Labels** window (SS> Utilities> Miscellaneous Field Labels> BT Master table).
  - The values for this field are created and maintained using the **Business Maintenance** window (BT> Maintenance> Business).
  - The **Printer Adjustment** field is used to select a printer adjustment value. This allows you to slightly adjust printer output in order to simplify the use of options such as perforations.
    - Zero is the system default. Adjusting the value up will move the first line of the statement up on the printed page and adjusting the value down will move the first line down.
  - The **Warning Threshold** field is used to warn users when entering a BT return receipt date that falls outside the specified number of days before or after the current date.
    - For example, if you enter 15 in this field, and a user who is entering return receipts on the 1st of the month attempts to set the receipt date for the 20th of the month, an error message will be displayed. That error message can be disregarded.
  - Check the **Automatically calculate interest in CR** toggle to allow the CR module to automatically calculate interest when entering returns.
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- Check the **Validate Federal Tax ID** toggle to set up the system to check for other businesses that have the same federal tax ID number when a new business is created. If another business has the same federal tax ID number, the user will be notified but will not be prevented from saving the new business with the duplicate ID number.
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### 3 Complete the Remit Info tab.

- The **Remit Info** tab of the Setup window displays the name, address and contact information of the city office that is designated to receive remittances.
  - Click the Save icon  when the setup is complete.
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### 4 Track any changes made to the BT Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
  - Use the **Search Criteria** section to sort the displayed audit trail.
  - The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.
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# BT> Utilities> Generate Web Keys



## Generate Web Keys

### Summary

The Generate Web Keys tool is used to generate web keys for Business Tax customers. These web keys are then used by those customers to access the Business Licensing and Licensing and Tax online applications.

### Step by Step

- Open the **Generate Web Keys** window (BT> Utilities> Generate Web Keys).
- The Selection Criteria section is used to filter the businesses that will be included in the generate tool by the tax type and status associated with the business.
  - If web keys are generated without specifying a tax type or a status, the tool will generate web keys for all existing businesses that are not already assigned a web key.
- Enter a **Tax Type** or click the field label to select one from a list.
  - Tax types are used to group taxes together and are associated with businesses on the Business Maintenance window (BT> Maintenance> Business> Tax Type tab).
  - Tax types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
  - If a tax type is not selected, the tool will generate web keys for all eligible businesses that are assigned the status specified to the right.

- Enter a **Status** or click the field label to select one from a list.
  - Statuses are user-defined status codes that are used to define the current status of a business. Businesses are assigned a status on the Business Maintenance window (BT> Maintenance> Business> General tab> Status field).
  - Statuses are created and maintained on the Status Maintenance window (BT> Maintenance> Status).
  - If a status is not selected, the tool will generate web keys for all eligible businesses that are associated with the tax type specified to the left.
- Click the Generate icon  to generate web keys for all of the businesses associated with the tax type and status selected.
  - The eligible businesses will populate the Businesses data grid below and each business will be assigned a random web key.
- Click the Save icon  to save the web keys to the business records.

# BT> Utilities> Business Export/Import

## Export and Import Businesses

### Summary

The Business Export and Import windows are used when one organization needs to share business information with another organization in order to maintain a common business database.




NOTE: Exporting business data, editing that data, and then importing the edited data will overwrite existing business data. If not done carefully, this process can result in data errors that could detrimentally impact other Business Tax processes. Please contact Springbrook Support if you have any questions before using these import and export tools.


### Step by Step

#### 1 Export businesses.


- Open the **Business Export** window (BT> Utilities> Business Export).
- The **Activity Date From** and **Activity Date To** fields are used to filter the businesses included in the export by activity date.



- The Tax Types section is used to filter the businesses included in the export by the tax types associated with those businesses.
    - Click the New icon  to add a tax type to the data grid below.
      - Tax Types are created and maintained on the Tax Type Maintenance window (BT> Maintenance> Tax Type).
    - The **Mapped Tax Type** field is used when the tax type being exported from one organization needs to be mapped to a different tax type at another organization.
      - For example, one organization might use "Gross Receipts" for their gross receipts tax type while the other organization uses "GrssRcpts" for their gross receipts tax type. This allows an exported tax type to be imported as the appropriate tax type at another organization.
    - Check the **Include Override Schedules** toggle if the exported businesses should include any override schedules set up on the Tax Type tab of the Business Maintenance window.
      - If this toggle is not checked, the exported business data will not include the override schedule and the schedule associated with the selected tax type will be used.
    - Highlight a tax type in the data grid and click the Delete icon  to remove the tax type from the export filters.
    - Click the Confirm icon  to export the businesses.
    - Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
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- Check the **Open** toggle if you would like to open the exported file after it is saved locally.
  - Enter the export path location and click the Save icon  to export the file to the local path.
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## 2 Import businesses.

- Open the **Business Import** window (BT> Utilities> Business Import).
  - Enter a **File Name** path or click the field label to browse to the import file.
    - The import file must be in JSON (.json) format.
  - Click the Confirm icon  to import the businesses.
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