

WELCOME TO  
**CONNECT**



# License Adjustments



# Tim Kasper

Support Specialist

# License Adjustments

# Agenda

Reverse A complete Payment

Refund a Payment without cutting AP Check

Decrease a Payment

Increase a Payment

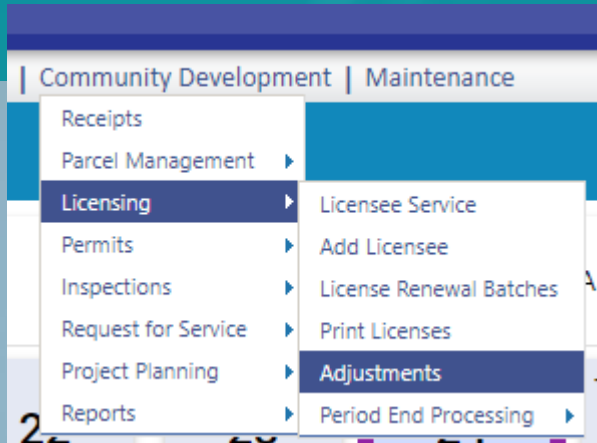
Increase a Charge

Decrease a Charge

Adjust an Undesignated Balance

Refund an Undesignated Balance with AP Check

How do I know if I should go to the Licensing adjustments module or go straight to the license.



# Licensing Adjustments

The answer is:

Was there a payment made that needs to go up, down, refunded, or reversed.

The dollar amount can go up as long as there are charges on that license to support the extra payment.

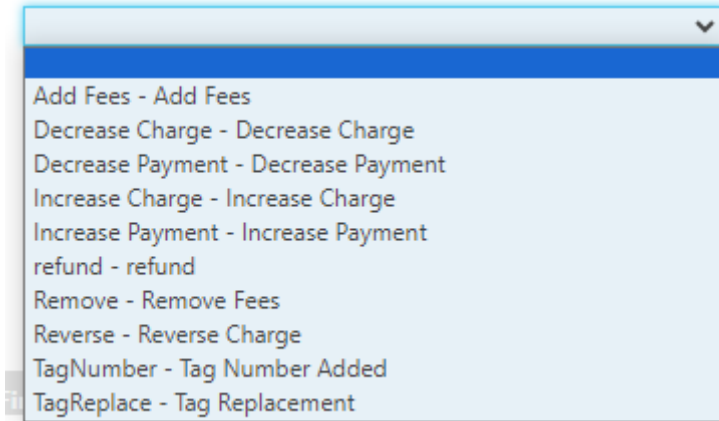
The payment can go lower than the change but will then be come a balance due.

The app will not allow you to go into negative.



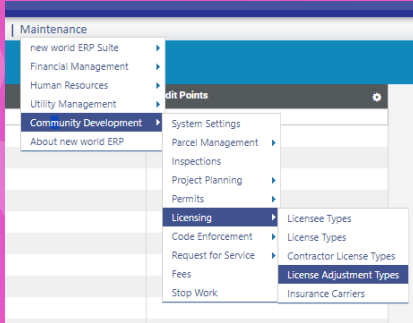
# Licensing Adjustments

Here are your Adjustment types





# How do the adjustment transaction types get into that list?

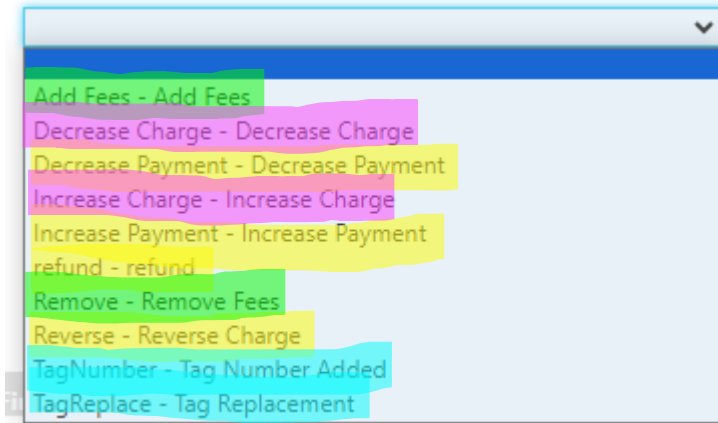


### License Adjustment Transaction Type List

| Balance Type  | Adjustment Type Code | Description      |
|---------------|----------------------|------------------|
| ▽ Contains... | ▽ Contains...        | ▽ Contains...    |
| Billing       | Add Fees             | Add Fees         |
| Billing       | Decrease Charge      | Decrease Charge  |
| Billing       | Increase Charge      | Increase Charge  |
| Billing       | refund               | refund           |
| Billing       | Remove               | Remove Fees      |
| Billing       | Reverse              | Reverse Charge   |
| Billing       | TagNumber            | Tag Number Added |
| Billing       | TagReplace           | Tag Replacement  |
| Payment       | Decrease Payment     | Decrease Payment |
| Payment       | Increase Payment     | Increase Payment |

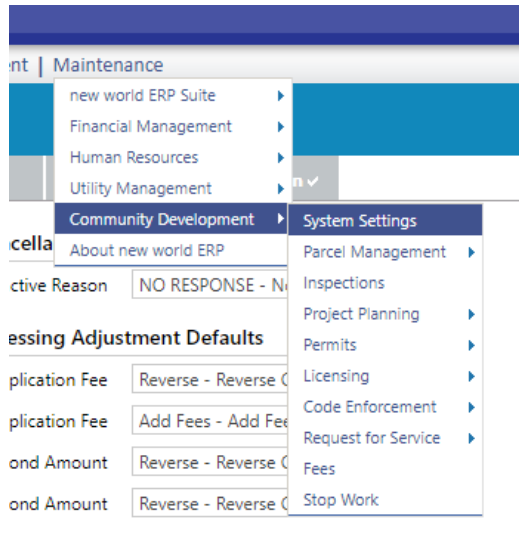
# Licensing Adjustments

Here are your Adjustment types



# Licensing Adjustments

List also used in CD -System -Licensing





# Licensing Adjustments

Here are your Adjustment types

Licensing ▾ Code Enforcement ▾ Counters eSuite ▾ IVR Integration ▾

Dev.Inspectio ▾

Renewal Cancellation

Default Inactive Reason NO RESPONSE - No Res ▾

License Processing Adjustment Defaults

Refund Application Fee Reverse - Reverse Charge ▾

Transfer Application Fee Add Fees - Add Fees

Refund Bond Amount ADUDSGB - Undesignated Balance

Revoke Bond Amount Decrease Charge - Decrease Charge

Decrease Payment - Decrease Payment

Increase Charge - Increase Charge

Increase Payment - Increase Payment

Prepayment Adjustment

Apply to Licenses refund - refund

Apply to License Renewals Remove - Remove Fees

Apply to Permits Reverse - Reverse Charge

RFUDSGB - Refund Undesignated Balance

TagNumber - Tag Number Added

Enforce Licensing Rules TagReplace - Tag Replacement

Business Licensing

▾

▾

▾

▾

# Licensing Adjustments

Here are your Adjustment types

License **Pet License 11204**

Licensee **bagel, Tim**

License For **bagel**

12850 Bender Dr  
STERLING HEIGHTS, MI 48313

License Effective Date

Renewal Number **2024-00000003**

Renewal Status **Original**

License Issued Date **04/30/2024**

Adjustment Reason

Comment

Show Applicable

**Required** **Charge De** **Ap**

Pet - Neute  Add Fees - Add Fees

Pet - Neute  ADUDSGB - Undesignated Balance

Pet - Neute  Decrease Charge - Decrease Charge

Pet - Neute  Increase Charge - Increase Charge

Pet - Neute  refund - refund

Pet - Neute  Remove - Remove Fees

Pet - Neute  Reverse - Reverse Charge

Pet - Neute  RFUDSGB - Refund Undesignated Balance

Pet - Neute  TagNumber - Tag Number Added

Pet - Neute  TagReplace - Tag Replacement

# Licensing Adjustments

Here are your Adjustment Methods

|  |
|--|
| <b>Reverse a Transaction</b>                         |
| Adjust License Charges Paid Amount                   |
| Adjust License Application Fee and Bond Paid Amounts |
| Adjust Licensee Undesignated Balance                 |
| Refund Licensee Undesignated Balance                 |



# License Charge Reversal

Mike and Carol Brady married and together they have 6 kids a dog and housekeeper named Alice.

Mike is an Architect and specializes in designing tri-level homes.

He works out of the house and has a home business licenses That he just paid on.

Several of his customer are suing Brady Architecture for unsafe designs and condemned properties due to structural integrity.

Mike has been writing bad checks and wrote one for his home business license. This would be an example of an NSF process. Mike has fallen on hard times. Carol is leaving him and taking the girls.

# License Charge Reversal

## Reverse a Payment

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Revenue Collection Execute All Processes

License - Home Business 42146

Transactions

License: Home Business 42146

Licensee: The Brady Bunch License Status: Active

License For: The Brady Bunch Original Issue Date

12850 Bender Dr Expiration Date

STERLING HEIGHTS, MI 48313

| Date       | Transaction Type       | License   | Delinquent | Application | Bond   | Total Amount | Ce |
|------------|------------------------|-----------|------------|-------------|--------|--------------|----|
| 04/12/2024 | License Charges Billed | \$40.00   | \$0.00     | \$0.00      | \$0.00 | \$40.00      |    |
| 04/17/2024 | Payments               | (\$40.00) | \$0.00     | \$0.00      | \$0.00 | \$40.00      |    |

# License Charge Reversal

Navigate to: Community Development – Licensing - Adjustments



# License Charge Reversal

Adjustment Date should always be the date you are doing this transaction 4/17/2024

Adjustment G/L Date should be the same 4/17/ 2024

Responsible Department - The group doing this transaction

Adjustment type reverse- Reverse Charge

**NWERP 2021.1** Search

myFavorites | Financial Management | Human Resources | Utility Management | Co

Licensing Adjustment List  
Add Adjustment

Adjustment Date 04/17/2024

Adjustment G/L Date 04/17/2024

Responsible Department CD\_INP Comm Dev\_Inspections

Adjustment Type

Adjustment Method

Comment

- Add Fees - Add Fees
- Decrease Charge - Decrease Charge
- Decrease Payment - Decrease Payment
- Increase Charge - Increase Charge
- Increase Payment - Increase Payment
- refund - refund
- Remove - Remove Fees
- Reverse - Reverse Charge**
- TagNumber - Tag Number Added
- TagReplace - Tag Replacement

< Back Next > F1



# License Charge Reversal

Now select the Adjustment method

Licensing Adjustment List

Add Adjustment

Adjustment Date 04/24/2024

Adjustment G/L Date 04/24/2024

Responsible Department CD\_INP - Comm Dev\_Inspections

Adjustment Type Reverse - Reverse Charge

Adjustment Method Reverse a Transaction

Comment  
Reverse a Transaction  
Adjust License Charges Paid Amount  
Adjust License Application Fee and Bond Paid Amounts  
Adjust Licensee Undesignated Balance  
Refund Licensee Undesignated Balance

Search Type



# License Charge Reversal

How do we find that payment in the?

My favorite is by Licensee. Type in the name of the licensee and then open up the date range if you do not know the exact date of the transaction. Select transaction type of Payments. This can also be used for the bond amount collected.

Search Type

- Licensee
- License Renewal Batch
- Renewal Delinquent Fee Batch
- Receipt Number

Next >

Licensing Adjustment List  
Add Adjustment

Licensee: The Brady Bunch

From Date: 04/01/2024

To Date: 04/24/2024

Transaction Type: Payments

License:

Renewal:

< Back   Next >   Finish



# License Charge Reversal

If you are having trouble finding the Licensee, Click on the eye to the right of the licensee line, to get more options to search for the payment.

**Licensee Prompt**

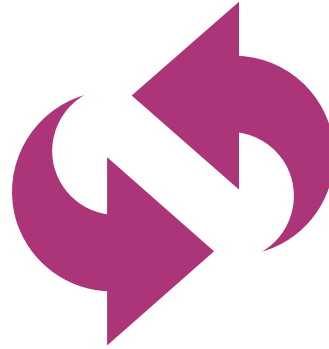
|   |   |
|---|---|
| <b>License Information</b>                | <b>Address Information</b>  |
| Type <input type="text"/>                 | Address Type <input type="text"/>   |
| Number <input type="text"/>               | Number <input type="text"/> <input type="checkbox"/> <input type="text"/> |
| Status <input type="text"/>               | Street <input type="text"/>   |
|   | City <input type="text"/>   |
|   | Zip Code <input type="text"/>   |
| <b>Licensee Information</b>               | <b>Contact Information</b>  |
| Type <input type="text"/>                 | Name <input type="text"/>   |
| Last Name <input type="text"/>            | Phone Number <input type="text"/>   |
| First Name <input type="text"/>           | Contractor Only <input type="checkbox"/>                                  |
| Include Inactive <input type="checkbox"/> |   |
| <b>Business Information</b>               | <b>Misc</b>   |
| Business Name <input type="text"/>        | Tax ID Type <input type="text"/>  |
| Activity Code <input type="text"/>        | Tax ID Number <input type="text"/>  |
| Industrial Code <input type="text"/>      | Notes <input type="text"/>  |
| Insurance Policy # <input type="text"/>   | Tag Number <input type="text"/>   |
| Insurance Carrier <input type="text"/>    |   |

| Active | Licensee Number | Licensee Name |
|--------|-----------------|---------------|
|--------|-----------------|---------------|



# License Charge Reversal

We found The Brady Bunch Transaction and renewal then select next.  
It adds the adjustment.



**NWERP 2021.1** Search

myFavorites | Financial Management | Human Resources | Utility M

Licensing Adjustment List  
Add Adjustment

Licensee: The Brady Bunch

License: HOME BUSINESS - 42146

Renewal: 01/01/2024 - 2024-00000001

< Back   Next >   Finish

Licensee Service  
Add Adjustment - Adjust License Paid Amount - HOME BUSINESS - 42146

|              |                 |                 |            |                   |         |
|--------------|-----------------|-----------------|------------|-------------------|---------|
| Licensee     | The Brady Bunch | Status          | Active     | Total Billed      | \$40.00 |
| License For  | The Brady Bunch | Effective Date  | 01/01/2024 | Current Discounts | \$0.00  |
| Renewal Date |                 | Expiration Date | 12/31/2024 | Current Payment   | \$40.00 |
|              |                 |                 |            | Current Balance   | \$0.00  |

| Charge Code | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|-------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| HO          | License Charge | \$40.00        | \$40.00      | \$40.00         | \$0.00             | \$0.00           | \$0.00              |

# License Charge Reversal

Then it creates the adjustment documentation and confirmation

Licensee Service  
**Add Adjustment - Adjust License Paid Amount - HOME BUSINESS - 42146**

Licensee **The Brady Bunch** Status **Active**  
License For **The Brady Bunch** Effective Date **01/01/2024**  
Renewal Date Expiration Date **12/31/2024**

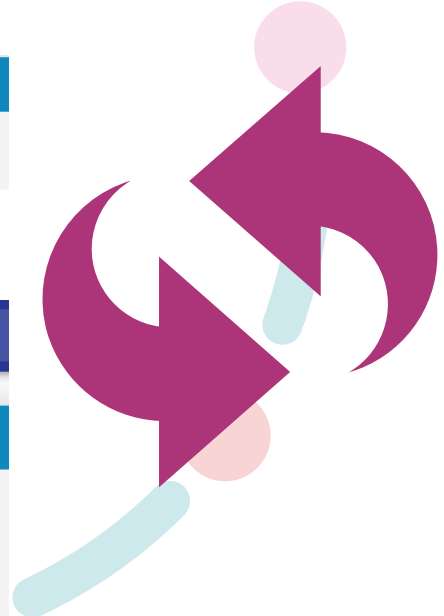
| Charge Code | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|-------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| HO          | License Charge | \$40.00        | \$40.00      | \$0.00          | -\$40.00           | \$0.00           | \$0.00              |

**NWERP 2021.1** Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Licensee Service  
**Add Adjustment Confirmation**

**Confirmation Message** Payment total adjusted by (\$40.00) to \$0.00 and/or Discount total adjusted by \$0.00 to \$0.00 for license HOME BUSINESS - 42146. Press 'OK' to continue.



# License Charge Reversal

My adjustment is now part of my adjustment batch list

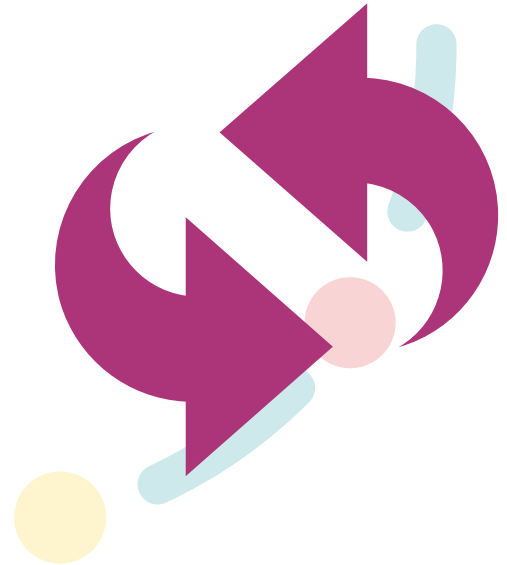
Licensing Adjustment Batch Validation

Validation

| <input checked="" type="checkbox"/> | Department                    | Licensee        | License For     | License               | Adjustment Date |
|-------------------------------------|-------------------------------|-----------------|-----------------|-----------------------|-----------------|
| <input type="checkbox"/>            | ▽ Contains...                 | ▽ Contains...   | ▽ Contains...   | ▽ Contains...         | ▽ Contains...   |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev/Inspections | The Brady Bunch | The Brady Bunch | Home Business - 42146 | 04/17/2024      |

1 - 1 of 1 records

Submit Reset



# License Charge Reversal

Go thru your bubbles and print the edit error listing before post.

The screenshot shows the NWERP 2021.1 web application interface. At the top, there is a search bar and navigation links for myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. The main heading is 'Licensing Adjustment Batch Print Edit & Error Listing'. Below this, there are icons for various actions and a 'Print Edit & Error Listing' button. The main content area is a table with the following data:

| Department  | Licensee        | License For     | License               | Adjustment Date |
|---|-----------------|-----------------|-----------------------|-----------------|
| <input type="checkbox"/> CD_INP - Comm Dev,Inspectio... | The Brady Bunch | The Brady Bunch | Home Business - 42146 | 04/17/2024      |

At the bottom of the table, it says '1 - 1 of 1 records'. There are also 'Submit' and 'Reset' buttons at the bottom left of the interface.



# License Charge Reversal

Edit Error Listing will show all the opposite G/L entries that were hit during the

| NWERP 2021.1  |                          |                |                  |                  |              |               |
|---|--------------------------|----------------|------------------|------------------|--------------|---------------|
| Licensing Adjustment Listing  |                          |                |                  |                  |              |               |
| Licensee  | License Type             | License Number | Renewal Number   | Transaction Date | G/L Date     | Amount        |
| <b>Responsible Department:</b> CD_INP - Comm Dev.Inspections                      |                          |                |                  |                  |              |               |
| <b>Adjustment Type:</b> Decrease Charge   |                          |                |                  |                  |              |               |
| The Brady Bunch   | Home Business [REDACTED] | 42146          | 2024-00000001    | 04/17/2024       | 04/17/2024   | \$40.00       |
| <b>G/L Distributions:</b>   |                          |                |                  |                  |              |               |
| G/L Account   |                          |                | Due To/From Fund |                  | Debit Amount | Credit Amount |
| 101-21-22-2202.4154 (Home Occupation Permits)                                     |                          |                |                  |                  | \$40.00      | \$0.00        |
| 101.1010 (Cash Outgoing)  |                          |                |                  |                  | \$0.00       | \$40.00       |
| <b>Adjustment Type Decrease Charge Totals:</b> [REDACTED] 1 Adjustment(s) \$40.00 |                          |                |                  |                  |              |               |





# License Charge Reversal

Final bubble is the post. This is the point of no return. It gets written to the G/Ls once it is posted.

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance


### Licensing Adjustment Batch Post

Post

| <input type="checkbox"/> | Department                   | Licensee        | License For     | License               | Adjustment Date |
|--------------------------|------------------------------|-----------------|-----------------|-----------------------|-----------------|
| <input type="checkbox"/> | CD_INP Comm Dev,Inspectio... | The Brady Bunch | The Brady Bunch | Home Business - 42146 | 04/17/2024      |

1 - 1 of 1 records

Submit Reset



# License Charge Reversal

# Questions?



# License Refund

Fred Sanfred and his son Lemont have a failing junk yard business.

They paid their 2024 license but sadly are going out of business after the father passed away from unexpected heart attack.


Lemont wants to take that money and pay on Starbucks that he bought into.


Lemont has already left the office and does not want to be mailed a check and would just like that money moved onto his Starbucks business license.


# License Refund


Because we are working with a payment, we are back at the License adjustment page. We have selected refund this time for the adjustment type and still t


Licensing Adjustment List  
Add Adjustment

Adjustment Date  

Adjustment G/L Date  

Responsible Department  

Adjustment Type  

Adjustment Method  


Comment





# License Refund

I did my search by Licensee and found license and renewal.

Licensing Adjustment List  
Add Adjustment

Licensee   

License  

Renewal  





# License Refund

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

## Licensing Adjustment List

### Add Adjustment - Adjust License Paid Amount - PEDDLER/SOLICIT - 35056

|                                    |                                   |                                 |
|------------------------------------|-----------------------------------|---------------------------------|
| Licensee <b>Sanfred and Son</b>    | Status <b>Active</b>              | Total Billed <b>\$300.00</b>    |
| License For <b>Sanfred and Son</b> | Effective Date <b>01/01/2024</b>  | Current Discounts <b>\$0.00</b> |
| Renewal Date                       | Expiration Date <b>12/31/2024</b> | Current Payment <b>\$300.00</b> |
|                                    |                                   | Current Balance <b>\$0.00</b>   |

| Charge Code   | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|---------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| Twelve Months | License Charge | \$300.00       | \$300.00     | \$300.00        | \$0.00             | \$0.00           | \$0.00              |

## Licensing Adjustment List

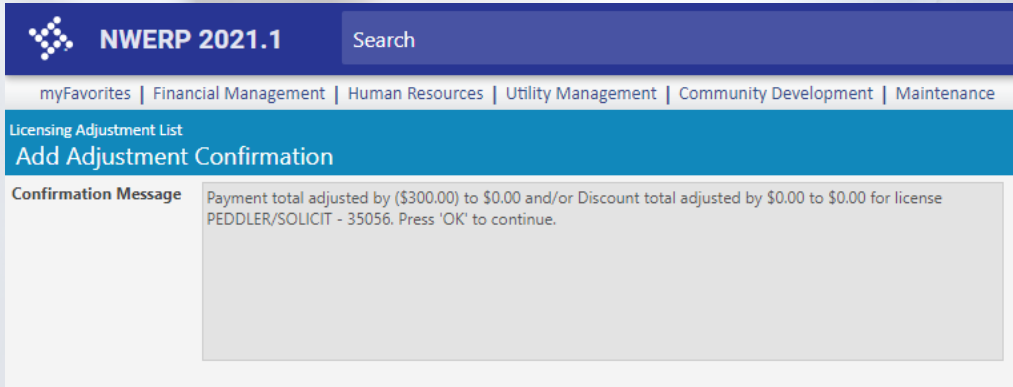
### Add Adjustment - Adjust License Paid Amount - PEDDLER/SOLICIT - 35056

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Licensee <b>Sanfred and Son</b>    | Status <b>Active</b>              |
| License For <b>Sanfred and Son</b> | Effective Date <b>01/01/2024</b>  |
| Renewal Date                       | Expiration Date <b>12/31/2024</b> |

| Charge Code   | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|---------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| Twelve Months | License Charge | \$300.00       | \$300.00     | \$0.00          | -\$300.00          | \$0.00           | \$0.00              |

# License Refund

Here is the adjustment confirmation.



The screenshot shows a software interface with a dark blue header containing a logo and the text "NWERP 2021.1". Below the header is a search bar and a navigation menu with items: "myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance". The main content area has a blue bar with "Licensing Adjustment List" and "Add Adjustment Confirmation". Below this is a "Confirmation Message" box with the following text:

**Confirmation Message** Payment total adjusted by (\$300.00) to \$0.00 and/or Discount total adjusted by \$0.00 to \$0.00 for license PEDDLER/SOLICIT - 35056. Press 'OK' to continue.

# License Refund

A license batch is processed like almost all batches in our except the presents of the 4<sup>th</sup> payment batch bubble. That will create the payment batch under the finance tab that will need to be printed before you can move along.

## Licensing Adjustment List

     List

| Validated | Department                     | Licensee        | License For     | License                            | Adjustment Date |
|-----------|--------------------------------|-----------------|-----------------|------------------------------------|-----------------|
| ▼         | ▼ Contains...                  | ▼ Contains...   | ▼ Contains...   | ▼ Contains...                      | ▼ Contains...   |
|           | CD_INP - Comm Dev,Inspectio... | Sanfred and Son | Sanfred and Son | Peddlers/Solicitor License - 35056 | 04/24/2024      |



# License Refund

I validated – I always keep an eye at the bottom to watch for any errors that might pop up validating.

Licensing Adjustment Batch Validation

Validation

| <input checked="" type="checkbox"/> | Department                    | Licensee        | License For     | License                            | Adjustment Date |
|-------------------------------------|-------------------------------|-----------------|-----------------|------------------------------------|-----------------|
|                                     | ∨ Contains...                 | ∨ Contains...   | ∨ Contains...   | ∨ Contains...                      | ∨ Contains...   |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev/Inspections | Sanfred and Son | Sanfred and Son | Peddlers/Solicitor License - 35056 | 04/24/2024      |

1 - 1 of 1 records

Submit Reset

# License Refund

Here we validated, Printed the edit& error listing, and Posted

**Licensing Adjustment Batch Validation**

Validation

| <input checked="" type="checkbox"/> | Department                    | Licensee        | License For     | License                            | Adjustment Date |
|-------------------------------------|-------------------------------|-----------------|-----------------|------------------------------------|-----------------|
| <input type="checkbox"/>            | Contains...                   | Contains...     | Contains...     | Contains...                        | Contains...     |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev/Inspections | Sanfred and Son | Sanfred and Son | Peddlers/Solicitor License - 35056 | 04/24/2024      |

**Licensing Adjustment Batch Print Edit & Error Listing**

Print Edit & Error Listing

| <input checked="" type="checkbox"/> | Department                    | Licensee        | License For     | License                            | Adjustment Date |
|-------------------------------------|-------------------------------|-----------------|-----------------|------------------------------------|-----------------|
| <input type="checkbox"/>            | Contains...                   | Contains...     | Contains...     | Contains...                        | Contains...     |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev/Inspections | Sanfred and Son | Sanfred and Son | Peddlers/Solicitor License - 35056 | 04/24/2024      |

CD\_INP - Comm Dev/Inspections

**Licensing Adjustment Batch Post**

Post

| <input type="checkbox"/> | Department                     | Licensee        | License For     | License                            | Adjustment Date |
|--------------------------|--------------------------------|-----------------|-----------------|------------------------------------|-----------------|
| <input type="checkbox"/> | Contains...                    | Contains...     | Contains...     | Contains...                        | Contains...     |
| <input type="checkbox"/> | CD_INP - Comm Dev/Inspectio... | Sanfred and Son | Sanfred and Son | Peddlers/Solicitor License - 35056 | 04/24/2024      |

# License Refund

# Questions?



# Decrease Charge Payment



Fantasy Island is a resort destination that has multiple restaurants, floating bars and daiquiri huts throughout the property.

They purchased a liquor license based on quantity. The license type / charge brings over quantities from the previous renewal.

The cashier was feeling under the weather and mistyped the payment amount. It was supposed to be \$15 but they entered \$25

# Decrease Charge Payment



Decreasing some charge payments.

Licensee Service  
Add Adjustment

|                        |  |  |
|------------------------|--|--|
| Adjustment Date        | 04/17/2024                               |  |
| Adjustment G/L Date    | 04/17/2024                               |  |
| Responsible Department | FIN_ITS - Finance_Information Technology |  |
| Adjustment Type        | Decrease Charge - Decrease Charge        |  |
| Adjustment Method      | Adjust License Charges Paid Amount       |  |

Comment

I was under the influence of Gozer the Gozerian and was not myself at that time and resulting in some charges and payments incorrectly entered and as a duly - designated representative of the city of , county and State of New York I will be correcting.

< Back   **Next >**   Finish



# Decrease Charge Payment



Find my license by searching licensee

Licensing Adjustment List

Add Adjustment

|          |   |                                  |                                  |                                    |
|----------|---|----------------------------------|----------------------------------|------------------------------------|
| Licensee | <input type="text" value="fantasy island"/>             | <input type="button" value="x"/> | <input type="button" value="v"/> | <input type="button" value="eye"/> |
| License  | <input type="text" value="Alcohol - 1000010"/>          | <input type="button" value="v"/> |                                  |                                    |
| Renewal  | <input type="text" value="01/01/2024 - 2024-00000008"/> | <input type="button" value="v"/> |                                  |                                    |

# Decrease Charge Payment

Here are the payments that have been made to this license

my favorites | financial management | human resources | utility management | community development | maintenance

Licensing Adjustment List  
Add Adjustment - Adjust License Paid Amount - Alcohol - 1000010

|              |                |                 |            |                   |         |
|--------------|----------------|-----------------|------------|-------------------|---------|
| Licensee     | Fantasy Island | Status          | Active     | Total Billed      | \$60.00 |
| License For  | Fantasy Island | Effective Date  | 01/01/2024 | Current Discounts | \$0.00  |
| Renewal Date |                | Expiration Date | 12/31/2024 | Current Payment   | \$60.00 |
|              |                |                 |            | Current Balance   | \$0.00  |

| Charge Code      | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|------------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| Madison County   | License Charge | \$25.00        | \$25.00      | 25.00           | \$0.00             | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |
| Madison County 2 | License Charge | \$35.00        | \$35.00      | \$35.00         | \$0.00             | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |



# Decrease Charge Payment

I lowered license charge 1 by \$15 and then I raised license charge 2 by \$20.00

## Licensing Adjustment List

### Add Adjustment - Adjust License Paid Amount - Alcohol - 1000010

Licensee Fantasy Island  
License For Fantasy Island  
Renewal Date

Status Active  
Effective Date 01/01/2024  
Expiration Date 12/31/2024

Total Billed \$60.00  
Current Discounts \$0.00  
Current Payment \$60.00  
Current Balance \$0.00

| Charge Code      | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|------------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| Madison County   | License Charge | \$25.00        | \$25.00      | \$10.00         | -\$15.00           | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |
| Madison County 2 | License Charge | \$35.00        | \$35.00      | \$55.00         | \$20.00            | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |

# Decrease Charge Payment

Insert annoying sound here

Licensing Adjustment List

Add Adjustment - Adjust License Paid Amount - Alcohol - 1000010

The following errors have occurred:

- The total sum of the Revised Payment and Revised Discount amounts cannot be greater than the Current Billed amount. Enter a valid Revised Payment or Revised Discount amount.

Licensee Fantasy Island  
License For Fantasy Island  
Renewal Date

Status Active  
Effective Date 01/01/2024  
Expiration Date 12/31/2024

Total Billed \$60.00  
Current Discounts \$0.00  
Current Payment \$60.00  
Current Balance \$0.00

| Charge Code      | Balance Type   | Current Billed | Current Paid | Revised Payment | Payment Net Change | Revised Discount | Discount Net Change |
|------------------|----------------|----------------|--------------|-----------------|--------------------|------------------|---------------------|
| Madison County   | License Charge | \$25.00        | \$25.00      | 10.00           | (\$15.00)          | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |
| Madison County 2 | License Charge | \$35.00        | \$35.00      | \$55.00         | \$20.00            | \$0.00           | \$0.00              |
|                  | Delinquent Fee | \$0.00         | \$0.00       | \$0.00          | \$0.00             |                  |                     |

# Decrease Charge Payment

Price of Alcohol has gone up.

[myFavorites](#) | [Financial Management](#) | [Human Resources](#) | [Utility Management](#) | [Community Development](#) | [Maintenance](#)

Licensing Adjustment List

## Add Adjustment Confirmation






### Confirmation Message

Payment total adjusted by (\$15.00) to \$10.00 and/or Discount total adjusted by \$0.00 to \$0.00 for license Alcohol - 1000010. Press 'OK' to continue.

# Decrease Charge Payment

And here is my license payment increase

Licensing Adjustment List

     List

| Validated | Department                     | Licensee       | License For    | License           | Adjustment Date |
|-----------|--------------------------------|----------------|----------------|-------------------|-----------------|
| ▽         | ▽ Contains...                  | ▽ Contains...  | ▽ Contains...  | ▽ Contains...     | ▽ Contains...   |
|           | CD_INP - Comm Dev,Inspectio... | Fantasy Island | Fantasy Island | Alcohol - 1000010 | 04/17/2024      |

View Licensing Adjustment



Validated **No**  
 Adjustment Date **2024-04-17 00:00:00**  
 Adjustment G/L Date **2024-04-17 00:00:00**  
 Responsible Department **CD\_INP (Comm Dev/Inspections)**  
 Adjustment Type **Decrease Charge (Decrease Charge)**  
 Comment

Transactions

| License Type      | License Number | Validated | Transaction Type     |
|-------------------|----------------|-----------|----------------------|
| Alcohol - Alcohol | 1000010        |           | Payments Adjustments |

Transactions



Transaction Detail

| License Charge / Licensee       | License Amount | Late Fee    | Application Fee | Undesignated | Bond        | Total       |
|---------------------------------|----------------|-------------|-----------------|--------------|-------------|-------------|
| ▽ Contains...                   | ▽ Equals...    | ▽ Equals... | ▽ Equals...     | ▽ Equals...  | ▽ Equals... | ▽ Equals... |
| Madison County - Madison County | (\$15.00)      | \$0.00      | \$0.00          | \$0.00       | \$0.00      | (\$15.00)   |

1 - 1 of 1 records

⏪ ⏩ Prev 1 Next ⏪ ⏩ Show 50 records

Transaction G/L Distribution

| G/L Account         | Description  | Due To/Due From Fund | Amount    |
|---------------------|--|----------------------|-----------|
| 101-21-22-2202.4115 | General Test-Community Development-Property Services-Code Enforcement / Public Health.Other Licenses |                      | \$15.00   |
| 101.1010            | General Test.Cash Outgoing   |                      | (\$15.00) |

Transaction Validation Errors

| License Charge | Error Message |
|----------------|---------------|
|----------------|---------------|

# Increase Charge Payment



The love boat is in a similar situation. Gopher and Issac went to the city office to pay on the bill.

Because The boat only comes into port every other week, they had late fees added that they paid but were not added to the license

The cashier added the payment

# Increase Charge Payment





They were late with their payment and late fees were added to the License, but the customer paid the late fees at that time


## Licensing Adjustment List


### Add Adjustment

Adjustment Date 04/25/2024 

Adjustment G/L Date 04/25/2024 

Responsible Department **KD\_INP** Comm Dev\_Inspections 

Adjustment Type Increase Payment - Increase Payment 

Adjustment Method Adjust License Charges Paid Amount 

Comment This is to show an increase in payment

[< Back](#) [Next >](#) [Finish](#)



# Increase Charge Payment



This time they paid at an OTC and paid on the license with a charge and then the late fees with cash. The cash payment went to a different license.

## Licensing Adjustment List Add Adjustment

Licensee

License

Renewal

[< Back](#)

[Next >](#)

[Finish](#)

# Increase Charge Payment

We brought both delinquent fees up by \$50.00.

| NWERP 2021.1  |                | Search         |                                   |                 |                    |                                 |                     |  |
|---|----------------|----------------|-----------------------------------|-----------------|--------------------|---------------------------------|---------------------|--|
| myFavorites   Financial Management   Human Resources   Utility Management   Community Development   Maintenance |                |                |                                   |                 |                    |                                 |                     |  |
| Licensing Adjustment List   |                |                |                                   |                 |                    |                                 |                     |  |
| Add Adjustment - Adjust License Paid Amount - Alcohol - 1000011   |                |                |                                   |                 |                    |                                 |                     |  |
| Licensee <b>The Love Boat</b>   |                |                | Status <b>Active</b>              |                 |                    | Total Billed <b>\$160.00</b>    |                     |  |
| License For <b>The Love Boat</b>  |                |                | Effective Date <b>01/01/2024</b>  |                 |                    | Current Discounts <b>\$0.00</b> |                     |  |
| Renewal Date  |                |                | Expiration Date <b>12/31/2024</b> |                 |                    | Current Payment <b>\$0.00</b>   |                     |  |
|   |                |                |                                   |                 |                    | Current Balance <b>\$160.00</b> |                     |  |
| Charge Code   | Balance Type   | Current Billed | Current Paid                      | Revised Payment | Payment Net Change | Revised Discount                | Discount Net Change |  |
| Madison County  | License Charge | \$25.00        | \$0.00                            | \$0.00          | \$0.00             | \$0.00                          | \$0.00              |  |
|   | Delinquent Fee | \$50.00        | \$0.00                            | \$50.00         | \$0.00             |                                 |                     |  |
| Madison County  | License Charge | \$35.00        | \$0.00                            | \$0.00          | \$0.00             | \$0.00                          | \$0.00              |  |
|   | Delinquent Fee | \$50.00        | \$0.00                            | \$50.00         | \$50.00            |                                 |                     |  |

# Increase Charge Payment



Confirmation of our \$100.00 change

Licensing Adjustment List

## Add Adjustment Confirmation

Confirmation Message

Payment total adjusted by \$100.00 to \$100.00 and/or Discount total adjusted by \$0.00 to \$0.00 for license Alcohol - 1000011. Press 'OK' to continue.

# Increase Charge Payment



The batch is crated.

Licensing Adjustment Batch Validation



Validation

| <input checked="" type="checkbox"/> | Department                    | Licensee      | License For   | License           | Adjustment Date |
|-------------------------------------|-------------------------------|---------------|---------------|-------------------|-----------------|
|                                     | ▽ Contains...                 | ▽ Contains... | ▽ Contains... | ▽ Contains...     | ▽ Contains...   |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev/Inspections | The Love Boat | The Love Boat | Alcohol - 1000011 | 04/25/2024      |

# Increase Charge Payment

The batch is printed

## Licensing Adjustment Batch Print Edit & Error Listing

     Print Edit & Error Listing

| <input checked="" type="checkbox"/> | Department                    | Licensee      | License For   | License           | Adjustment Date |
|-------------------------------------|-------------------------------|---------------|---------------|-------------------|-----------------|
|                                     | ∨ Contains...                 | ∨ Contains... | ∨ Contains... | ∨ Contains...     | ∨ Contains...   |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev,Inspections | The Love Boat | The Love Boat | Alcohol - 1000011 | 04/25/2024      |

# Increase Charge Payment

The batch is posted

## Licensing Adjustment Batch Post

     Post

| <input checked="" type="checkbox"/> | Department                    | Licensee        | License For     | License           | Adjustment Date |
|-------------------------------------|-------------------------------|-----------------|-----------------|-------------------|-----------------|
|                                     | ∇   Contains...               | ∇   Contains... | ∇   Contains... | ∇   Contains...   | ∇   Contains... |
| <input checked="" type="checkbox"/> | CD_INR - Comm Dev/Inspections | The Love Boat   | The Love Boat   | Alcohol - 1000011 | 04/25/2024      |

# Questions



# Increase a License charge

Walker Texas Ranger retired from his job with the state and started his own business, dog walking.

He offers many services and gets his business walking license that has multiple charges on it.

The License is structured as a fixed rate per quantity \$3 per dog.

A few years back the city put thru an additional mandate under the keep America clean act called (Super Duty). This charge is an additional tax for each time a dog uses the restroom outside the owner's property.

# Increase a License charge

Now we are onto changing charges right from the license.

### Licensee Service

License Type

License Number

Name

**Go** **Advanced** **Reset** **New**

---

**Licensee Service**

# Increase a License charge

Walker Texas Ranger has a dog walking service

Licensee Service

License Type

License Number

Name Walker Texas Ranger

Go Advanced Reset New

Licensee Service

- Walker Texas Ranger  
12850 Bender Dr

**General** [+ Add Business](#) [Edit](#)

|                      |                            |                       |                   |
|----------------------|----------------------------|-----------------------|-------------------|
| Licensee Name        | Walker Texas Ranger        | Federal Tax ID        |                   |
| Licensee Type        | Business License           | State Tax ID          |                   |
| Active               | ✓                          | SSN                   |                   |
| Primary Address      | 12850 Bender Dr            | Issue Licenses For    | General, Business |
|                      | STERLING HEIGHTS, MI 48313 | Exempt from Late Fees |                   |
| Primary Phone Number |                            | Undesignated Balance  | \$0.00            |
|                      |                            | Outstanding Balance   | \$135.00          |

**Contacts**

**User-Defined Fields**

**Credit History**

# Increase a License charge

We Open the charges by going thru the Businesses bubble.

Licensee Service  
Licensee - Walker Texas Ranger

General

General ▾ Licenses ▾

|  |  |
|--|--|
| <b>Licensee</b>                                | <b>Primary Mailing Address</b>               |
| Active <input checked="" type="checkbox"/>     | Local <input checked="" type="checkbox"/>    |
| License Type BUSINESS - Business License ▾     | Address 12850 Bender Dr                      |
| Last Name/Business Walker Texas Ranger         | STERLING HEIGHTS MI 48313                    |
| First Name                                     | 12850 Bender Dr                              |
| Middle Name                                    |  |
| Suffix ▾                                       | <b>Issue Licenses For</b>                    |
| Federal Tax ID                                 | Business <input checked="" type="checkbox"/> |
| State Tax ID                                   | Animal <input type="checkbox"/>              |
| Social Security Number                         | Vehicle <input type="checkbox"/>             |
| Driver's License Number                        | Merchant Tax <input type="checkbox"/>        |
| Phone Number                                   |  |
| Email Address                                  |  |
| Exempt from Late Fees <input type="checkbox"/> |  |

Save Delete Reset

# Increase a License charge

I click on the licenses tab and see only one license 10006

Licensee - Walker Texas Ranger

Businesses

Business Name Walker Texas Ranger

General Hours Activity/Industrial Codes User-Defined Fields Contractor Licenses Licenses Inspections Documents

| License Type                        | License Number | Status | Application Date | Expiration Date | Total Charge |
|-------------------------------------|----------------|--------|------------------|-----------------|--------------|
| Walker Business - Walker County ... | 10006          | Active | 04/25/2024       |                 | \$135.00     |

1 - 1 of 1 records

Refresh Add License

# Increase a License charge

We charge him to be a certified dog walker and we get a percentage of some of the services he provides.

Licensee Service > Licensee  
License - Walker County Business 10006

General

License: Walker County Business 10006  
Licensee: Walker Texas Ranger  
License For: Walker Texas Ranger  
12850 Bender Dr  
STERLING HEIGHTS, MI 48313

License Status: Active  
Original Issue Date  
Expiration Date

**License Status**

Active   
Inactive Reason  
Inactive Date  
License Effective Date: 01/01/2024 - 12/31/2024

Renewal Number: 2024-00000002  
Renewal Status: Original  
License Issued Date

Charges: \$135.00  
Delinquent Fees: \$0.00  
Payments/Discounts: \$0.00  
Balance: \$135.00

| Charge Description              | Quantity    | Calculated Amount | Charges       | Delinquent Fees | Discounts   | Payments    |
|---------------------------------|-------------|-------------------|---------------|-----------------|-------------|-------------|
| ∇ Contains...                   | ∇ Equals... | ∇ Equals...       | ∇ Contains... | ∇ Equals...     | ∇ Equals... | ∇ Equals... |
| New Application                 | 1           | \$25.00           | \$25.00       | \$0.00          | \$0.00      | \$0.00      |
| Business License (Per Employee) | 1           | \$50.00           | \$50.00       | \$0.00          | \$0.00      | \$0.00      |
| Non Contractual Poo Removal     | 20          | \$60.00           | \$60.00       | \$0.00          | \$0.00      | \$0.00      |



# Increase a License charge

Licensee Service > Licensee  
 License - Walker County Business 10006

Charges

License: Walker County Business 10006

Licensee: Walker Texas Ranger License Status: Active

License For: Walker Texas Ranger Original Issue Date

12850 Bender Dr Expiration Date

STERLING HEIGHTS, MI 48313

License Effective Date: 01/01/2024 - 12/31/2024

Renewal Number: 2024-00000002 Charges: \$135.00

Renewal Status: Original Delinquent Fees: \$0.00

License Issued Date: Payments/Discounts: \$0.00

Balance: \$135.00

Adjustment Reason:  Undesignated Balance Available: \$0.00

Comment:  Undesignated Balance to Apply:

Show Applicable Only

| Item                                | Description                | Unit                         | Rate                                | Quantity | Amount  | Discount | Balance |
|-------------------------------------|----------------------------|------------------------------|-------------------------------------|----------|---------|----------|---------|
| <input checked="" type="checkbox"/> | New Application            | Flat Dollar Amount           | <input checked="" type="checkbox"/> |          | \$25.00 | \$25.00  | \$0.00  |
|                                     | Ranger picks up dog doo    | Flat Dollar Amount           | <input type="checkbox"/>            |          |         | \$12.00  | \$0.00  |
|                                     | Non Contractual Poo Remov  | Flat Amount per Unit         | <input checked="" type="checkbox"/> | 3.00     | \$9.00  | \$9.00   | \$0.00  |
| <input checked="" type="checkbox"/> | Business License (Per Empl | Step Rate - Step Rate per Qu | <input checked="" type="checkbox"/> | 2.00     | \$50.00 | \$50.00  | \$0.00  |

\$25 per dog is a deal

# Increase a License charge

Turns out he only does this for 2 dogs not 3 dropping the charge down to \$6 so really, I decreased a charge

**Charges**

Walker County Business License

Licensee **Walker Texas Ranger** License Status **Active**  
License For **Walker Texas Ranger** Original Issue Date  
12850 Bender Dr Expiration Date  
STERLING HEIGHTS, MI 48313

License Effective Date

Renewal Number **2024-00000002** Charges **\$81.00**  
Renewal Status **Original** Delinquent Fees **\$0.00**  
License Issued Date Payments/Discounts **\$0.00** Balance **\$81.00**

Contact  
Name **Walker Texas Ranger**  
Address **12850 Bender Dr**  
STERLING HEIGHTS, MI 48313

Adjustment Reason  Undesignated Balance Available **\$0.00**  
Comment  Undesignated Balance to Apply  **Apply**

Show Applicable Only

| <input checked="" type="checkbox"/> | New Application             | Flat Dollar Amount           | <input checked="" type="checkbox"/> | <input type="text"/>              | \$25.00 | <input type="text" value="\$25.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |
|-------------------------------------|-----------------------------|------------------------------|-------------------------------------|-----------------------------------|---------|--------------------------------------|-------------------------------------|--------|
|                                     | Ranger picks up dog doo     | Flat Dollar Amount           | <input type="checkbox"/>            | <input type="text"/>              |         | <input type="text" value="\$12.00"/> | <input type="text"/>                | \$0.00 |
|                                     | Non Contractual Poo Remove  | Flat Amount per Unit         | <input checked="" type="checkbox"/> | <input type="text" value="2.00"/> | \$6.00  | <input type="text" value="\$6.00"/>  | <input type="text" value="\$0.00"/> | \$0.00 |
| <input checked="" type="checkbox"/> | Business License (Per Emplk | Step Rate - Step Rate per Qu | <input checked="" type="checkbox"/> | <input type="text" value="2.00"/> | \$50.00 | <input type="text" value="\$50.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |

**Save** **Reset**



# Increase a License charge

That was wrong. He did it 20 times for a total charge of \$60

License Type List > License Type > Licensee  
License - Walker County Business 10006

Charges

|             |                            |                     |        |
|-------------|----------------------------|---------------------|--------|
| Licensee    | Walker Texas Ranger        | License Status      | Active |
| License For | Walker Texas Ranger        | Original Issue Date |        |
|             | 12850 Bender Dr            | Expiration Date     |        |
|             | STERLING HEIGHTS, MI 48313 |                     |        |

License Effective Date

|                     |               |                    |          |
|---------------------|---------------|--------------------|----------|
| Renewal Number      | 2024-00000002 | Charges            | \$135.00 |
| Renewal Status      | Original      | Delinquent Fees    | \$0.00   |
| License Issued Date |               | Payments/Discounts | \$0.00   |
|                     |               | Balance            | \$135.00 |

**Contact**

Name Walker Texas Ranger  
Address 12850 Bender Dr  
STERLING HEIGHTS, MI 48313

Adjustment Reason  Undesignated Balance Available \$0.00

Comment  Undesignated Balance to Apply

Show Applicable Only

|                                     |                            |                              |                                     |                                      |         |                                      |                                     |        |
|-------------------------------------|----------------------------|------------------------------|-------------------------------------|--------------------------------------|---------|--------------------------------------|-------------------------------------|--------|
| <input checked="" type="checkbox"/> | New Application            | Flat Dollar Amount           | <input checked="" type="checkbox"/> | <input type="text" value="\$25.00"/> | \$25.00 | <input type="text" value="\$25.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |
|                                     | Ranger picks up dog doo    | Flat Dollar Amount           | <input type="checkbox"/>            | <input type="text" value="\$12.00"/> | \$12.00 | <input type="text" value="\$12.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |
|                                     | Non Contractual Poo Remov  | Flat Amount per Unit         | <input checked="" type="checkbox"/> | <input type="text" value="20.00"/>   | \$60.00 | <input type="text" value="\$60.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |
| <input checked="" type="checkbox"/> | Business License (Per Empl | Step Rate - Step Rate per Qu | <input checked="" type="checkbox"/> | <input type="text" value="1.00"/>    | \$50.00 | <input type="text" value="\$50.00"/> | <input type="text" value="\$0.00"/> | \$0.00 |





Increase a License charge

# Questions?

# Decrease License Charge With Payment already applied

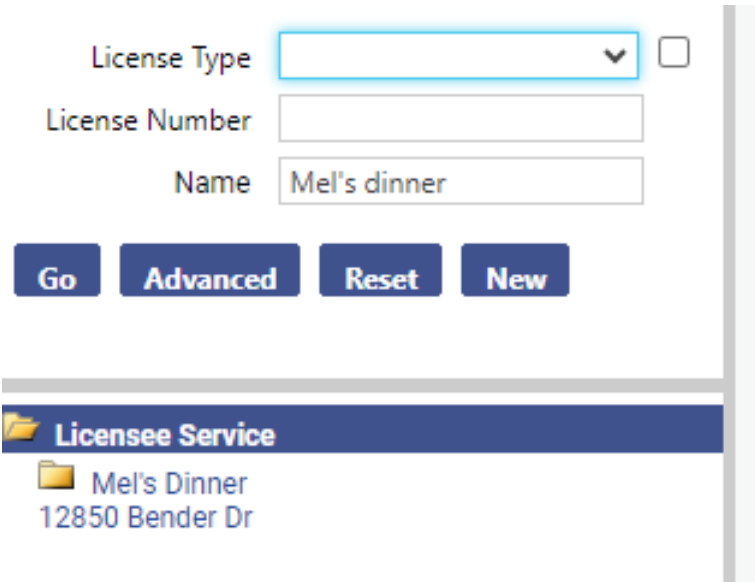
Mel had a nice dinner with several loyal employees that loved him, but the health department had to shut it down.

After an investigation, surveillances cameras caught Mel kissing grits. No mask, no hair net, just kissing grits.

That did not stop him from getting a food truck with the rule that he no longer served grits.

# Decrease License Charge With Payment already applied

We will find the licensee by Name on the licensee search page.



The screenshot displays a search interface with the following elements:

- License Type:** A dropdown menu with a downward arrow and an unchecked checkbox to its right.
- License Number:** An empty text input field.
- Name:** A text input field containing the text "Mel's dinner".
- Buttons:** Four blue buttons labeled "Go", "Advanced", "Reset", and "New" are positioned below the input fields.
- Results:** A horizontal bar highlights the "Licensee Service" category. Below it, a folder icon is followed by the text "Mel's Dinner" and "12850 Bender Dr".



# Decrease License Charge With Payment already applied


## License - Itinerant Food License 10437








 Notes

License **Itinerant Food License 10437**   
 Licensee **Mel's Dinner** License Status **Active**  
 License For **Mel's Dinner** Original Issue Date  
**12850 Bender Dr** Expiration Date  
**STERLING HEIGHTS, MI 48313**

License Effective Date  

Renewal Number **2024-00000001** Charges **\$125.00**  
 Renewal Status **Completed Renewal** Delinquent Fees **\$0.00**  
 License Issued Date Payments/Discounts **\$125.00**  
 Balance **\$0.00**

Adjustment Reason

Undesignated Balance Available \$0.00

Comment

Undesignated Balance to Apply  **Apply**

 Show Applicable Only

| Required                            | Charge Description             | Calculated Based On           | Applicable                          | Quantity             | Calculated Amount | Charge Amount | Late Fees | Payments/Discounts |
|-------------------------------------|--------------------------------|-------------------------------|-------------------------------------|----------------------|-------------------|---------------|-----------|--------------------|
| <input checked="" type="checkbox"/> | Itinerant Food - One Day       | Flat Dollar Amount            | <input checked="" type="checkbox"/> | <input type="text"/> | \$75.00           | \$75.00       | \$0.00    | \$75.00            |
| <input checked="" type="checkbox"/> | Itinerant - Pre Pack - One Day | Flat Dollar Amount            | <input checked="" type="checkbox"/> | <input type="text"/> | \$50.00           | \$50.00       | \$0.00    | \$50.00            |
| <input type="checkbox"/>            | Itinerant - Additional Days    | Step Rate - Single Rate per Q | <input type="checkbox"/>            | <input type="text"/> |                   |               |           | \$0.00             |

# Decrease License Charge With Payment already applied

We are giving Mel a \$10 discount on his licenses because his food truck stops at the city offices

Licensee Service > Licensee  
License - Itinerant Food License 10437

Charges

License **Itinerant Food License 10437**  
Licensee **Mel's Dinner** License Status **Active**  
License For **Mel's Dinner** Original Issue Date  
**12850 Bender Dr** Expiration Date  
**STERLING HEIGHTS, MI 48313**

License Effective Date

Renewal Number **2024-00000001** Charges **\$125.00**  
Renewal Status **Completed Renewal** Delinquent Fees **\$0.00**  
License Issued Date Payments/Discounts **\$125.00**  
Balance **\$0.00**

Adjustment Reason **Decrease Charge - Decrease Char** Undesignated Balance Available **\$0.00**  
Comment  Undesignated Balance to Apply  **Apply**

Show Applicable Only

| Required                            | Charge Description           | Calculated Based On           | Applicable                          | Quantity | Calculated Amount | Charge Amount | Late Fees | Payments/Discounts |
|-------------------------------------|------------------------------|-------------------------------|-------------------------------------|----------|-------------------|---------------|-----------|--------------------|
| <input checked="" type="checkbox"/> | Itinerant Food - One Day     | Flat Dollar Amount            | <input checked="" type="checkbox"/> |          | \$75.00           | \$50.00       | \$0.00    | \$75.00            |
| <input checked="" type="checkbox"/> | Itinerant Pre Pack - One Day | Flat Dollar Amount            | <input checked="" type="checkbox"/> |          | \$50.00           | \$40.00       | \$0.00    | \$50.00            |
| <input type="checkbox"/>            | Itinerant Additional Days    | Step Rate - Single Rate per C | <input type="checkbox"/>            |          |                   |               |           | \$0.00             |

# Decrease License Charge With Payment already applied

Can't do it – Mel had already paid the full amount

Licensee **Mel's Dinner** License Status **Active**  
License For **Mel's Dinner** Original Issue Date  
**12850 Bender Dr** Expiration Date  
**STERLING HEIGHTS, MI 48313**

License Effective Date

**The following errors have occurred:**

- Invalid Charge Amount. Charge Amount must be greater than or equal to the payment amount \$75.00 already received.
- Invalid Charge Amount. Charge Amount must be greater than or equal to the payment amount \$50.00 already received.

Renewal Number **2024-00000001** Charges **\$125.00**  
Renewal Status **Completed Renewal** Delinquent Fees **\$0.00**  
License Issued Date Payments/Discounts **\$125.00**  
Balance **\$0.00**

Adjustment Reason **Decrease Charge - Decrease Char** Undesignated Balance Available **\$0.00**  
Comment  Undesignated Balance to Apply  **Apply**

Show Applicable Only

| Required | Charge Description       | Calculated Based On | Applicable                          | Quantity | Calculated Amount | Charge Amount | Late Fees | Payments/Discounts |
|----------|--------------------------|---------------------|-------------------------------------|----------|-------------------|---------------|-----------|--------------------|
|          | Itinerant Food - One Day | Flat Dollar Amount  | <input checked="" type="checkbox"/> |          | \$75.00           | \$50.00       | \$0.00    | \$75.00            |



# Decrease License Charge With Payment already applied

I had to bring it back to what he paid on it. No change

License **Michigan Food License 10437**

Licensee **Me'l's Dinner** License Status **Active**

License For **Me'l's Dinner** Original Issue Date

12850 Bender Dr Expiration Date

STERLING HEIGHTS, MI 48313

| Date       | Transaction Type       | License | Delinquent | Application | Bond   | Total Amount | Con      |
|------------|------------------------|---------|------------|-------------|--------|--------------|----------|
| 04/17/2024 | Payments               |         | (\$125.00) | \$0.00      | \$0.00 | \$0.00       | \$125.00 |
| 04/17/2024 | License Charges Billed |         | \$125.00   | \$0.00      | \$0.00 | \$0.00       | \$125.00 |

# Questions

# Adjust a Licensee undesignated balance

Barney Miller was a cop working the streets. Being much younger than one of his co-workers Fish.

The department let him go saying he was too old right in front of documentary crew filming an expose on water coolers. This resulted in a wrongful termination suit.

Barney now has lots of money to pay on his property flip business.



# Adjust a Licensee undesignated balance

## License Adjustment Transaction Type List

| Balance Type   | Adjustment Type Code | Description                 |
|----------------|----------------------|-----------------------------|
| ▽  Contains... | ▽  Contains...       | ▽  Contains...              |
| Billing        | Add Fees             | Add Fees                    |
| Billing        | ADUDSGB              | Undesignated Balance        |
| Billing        | Decrease Charge      | Decrease Charge             |
| Billing        | Increase Charge      | Increase Charge             |
| Billing        | refund               | refund                      |
| Billing        | Remove               | Remove Fees                 |
| Billing        | Reverse              | Reverse Charge              |
| Billing        | RFUDSGB              | Refund Undesignated Balance |
| Billing        | TagNumber            | Tag Number Added            |
| Billing        | TagReplace           | Tag Replacement             |
| Payment        | Decrease Payment     | Decrease Payment            |
| Payment        | Increase Payment     | Increase Payment            |

# Adjust a Licensee undesignated balance

Licensing Adjustment List

🗑️ 🔄 📄 📊 List

| Validated | Department    | Licensee      | License For   | License       | Adjustment Date |
|-----------|---------------|---------------|---------------|---------------|-----------------|
| ▼         | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains...   |

0 - 0 of 0 records

⏪ ⏩ Prev 1 Next ⏪ ⏩ Show 50 records

[New](#) [Delete](#) [Refresh](#) [Create Refund Payment Register](#)

Community Development | Maintenance

- Receipts
- Parcel Management
- Licensing**
  - Licensee Service
  - Add Licensee
  - License Renewal Batches
  - Print Licenses
  - Adjustments**
  - Period End Processing
- Permits
- Inspections
- Request for Service
- Project Planning
- Reports

For these we are back to the adjustments page.

# Adjust a Licensee undesignated balance

License Adjustment Transaction Type List  
License Adjustment Transaction Type - RFUDSGB

**General**

Code

Description

Balance Type


Credit Points


Our first one we are going to adjust an undesignated balance either up or down


# Adjust a Licensee undesignated balance


License Adjustment Transaction Type List


## Add Adjustment

Adjustment Date  

Adjustment G/L Date  

Responsible Department  

Adjustment Type  

Adjustment Method  

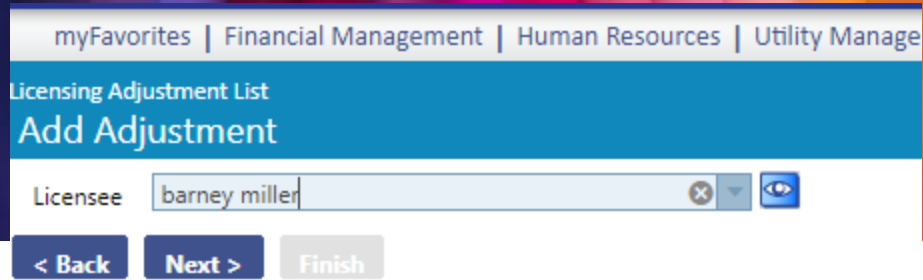
Comment

[< Back](#)

[Next >](#)

[Finish](#)

# Adjust a Licensee undesignated balance



myFavorites | Financial Management | Human Resources | Utility Manage

Licensing Adjustment List

Add Adjustment

Licensee

< Back   Next >   Finish

First, we need to find the Licensee. I type Barney Miller into the search field.

# Adjust a Licensee undesignated balance



NWERP 2021.1

Search

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Licensing Adjustment List

Add Adjustment - Adjust Licensee Undesignated Balance 13612, Barney Miller

|                               | <u>Current</u> | <u>Adjusted</u>                     | <u>Net Change</u> |
|-------------------------------|----------------|-------------------------------------|-------------------|
| Customer Undesignated Balance | \$0.00         | <input type="text" value="\$0.00"/> | \$0.00            |

Barney got a settlement of 1 million dollars and now has a business renovating old police stations.



NWERP 2021.1

Search

myFavorites | Financial Management | Human Resources | Utility Management | C

Licensing Adjustment List

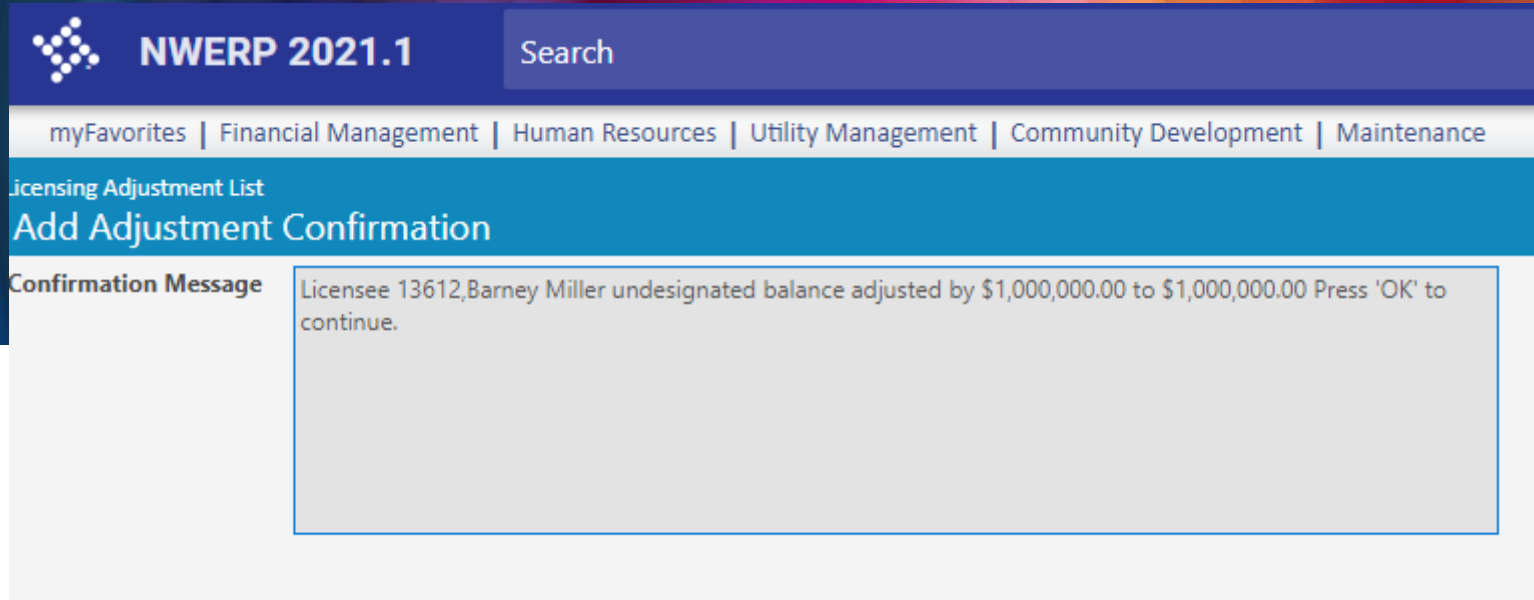
Add Adjustment - Adjust Licensee Undesignated Balance 13612,

|                               | <u>Current</u> | <u>Adjusted</u>                             | <u>Net Change</u> |
|-------------------------------|----------------|---|-------------------|
| Customer Undesignated Balance | \$0.00         | <input type="text" value="\$1,000,000.00"/> | \$1,000,000.00    |





# Adjust a Licensee undesignated balance








The screenshot displays the NWERP 2021.1 software interface. At the top left is the logo and version number. A search bar is located to the right. Below the navigation bar, there are links for myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. The main content area is titled "Licensing Adjustment List" and "Add Adjustment Confirmation". A "Confirmation Message" box contains the text: "Licensee 13612,Barney Miller undesignated balance adjusted by \$1,000,000.00 to \$1,000,000.00 Press 'OK' to continue."

Here is our confirmation of our adjustment for 1 million dollars

# Adjust a Licensee undesignated balance

my favorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

## Licensing Adjustment List

     List

| Validated | Department                   | Licensee      | License For   | License       | Adjustment Date |
|-----------|------------------------------|---------------|---------------|---------------|-----------------|
| ▼         | ▼ Contains...                | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains...   |
|           | CD_INP Comm Dev,Inspectio... | Barney Miller | Barney Miller | -             | 04/25/2024      |

Our adjustment is now in the batch list for processing

# Adjust a Licensee undesignated balance

Licensee Service

License Type

License Number

Name

**Go** **Advanced** **Reset** **New**

**Licensee Service**

- Barney Miller  
12850 Bender Dr
- Barney Miller  
12850 Bender Dr

**General**

|                      |                            |                       |                   |
|----------------------|----------------------------|-----------------------|-------------------|
| Licensee Name        | Barney Miller              | Federal Tax ID        |                   |
| Licensee Type        | Business License           | State Tax ID          |                   |
| Active               | ✓                          | SSN                   |                   |
| Primary Address      | 12850 Bender Dr            | Issue Licenses For    | General, Business |
|                      | STERLING HEIGHTS, MI 48313 | Exempt from Late Fees |                   |
| Primary Phone Number |                            | Undesignated Balance  | \$1,000,000.00    |
|                      |                            | Outstanding Balance   | \$350.00          |

**Contacts**

**User-Defined Fields**

**Credit History**

**Transaction History**

**Delinquent Notices**

This is what the licensee now looks like after the adjustment – Undesignated balance 1,000,000.00

# Adjust a Licensee undesignated balance

Licensee Service > Licensee  
License - Retail Food 1226

Charges

Licensee **Barney Miller** License Status **Active**  
License For **Barney Miller** Original Issue Date  
12850 Bender Dr Expiration Date  
STERLING HEIGHTS, MI 48313

License Effective Date

Renewal Number **2024-00000001** Charges **\$800.00**  
Renewal Status **Completed Renewal** Delinquent Fees **\$0.00**  
License Issued Date Payments/Discounts **\$450.00**  
Balance **\$350.00**

Adjustment Reason  Undesignated Balance Available **\$1,000,000.00**  
Comment  Undesignated Balance to Apply  **Apply**

Show Applicable Only

| Required                            | Charge Description | Calculated Based On | Applicable                          | Quantity | Calculated Amount | Charge Amount | Late Fees | Payments/Discounts |
|-------------------------------------|--------------------|---------------------|-------------------------------------|----------|-------------------|---------------|-----------|--------------------|
| <input checked="" type="checkbox"/> | Retail             | Flat Dollar Amount  | <input checked="" type="checkbox"/> |          | \$450.00          | \$800.00      | \$0.00    | \$450.00           |
|                                     | charge 2           | Flat Dollar Amount  | <input type="checkbox"/>            |          |                   | \$10.00       |           | \$0.00             |
|                                     | charge 3           | Flat Dollar Amount  | <input type="checkbox"/>            |          |                   | \$10.00       |           | \$0.00             |

**Save** **Reset**

If I wanted to, I could pay on this license from his balance.

# Refund Undesignated balance

Mrs Garrett was running an all girls Boarding school

It was a front for a speak easy / gambling den and extortion facility. One of the girls “Tootie” was very skilled at breaking knees with her field hockey stick.

The girls were being used as child labor. They were forced to dealing blackjack and running the table games.

Eastland school was raided and shut down.





# Refund Undesignated balance


Last one with AP check


Licensing Adjustment List


## Add Adjustment

Adjustment Date  

Adjustment G/L Date  

Responsible Department  

Adjustment Type  

Adjustment Method  

Comment



# Refund Undesignated balance

Mrs. Drummond was using the girls to work an illegal casino on the grounds of the school.

Licensing Adjustment List

## Add Adjustment

Licensee

Facts of Life Boarding School



Licensee Type

BUSINESS - Business License



Minimum Amount

\$1.00

< Back

Next >

Finish




# Refund Undesignated balance

So, we found the licensee and their balance

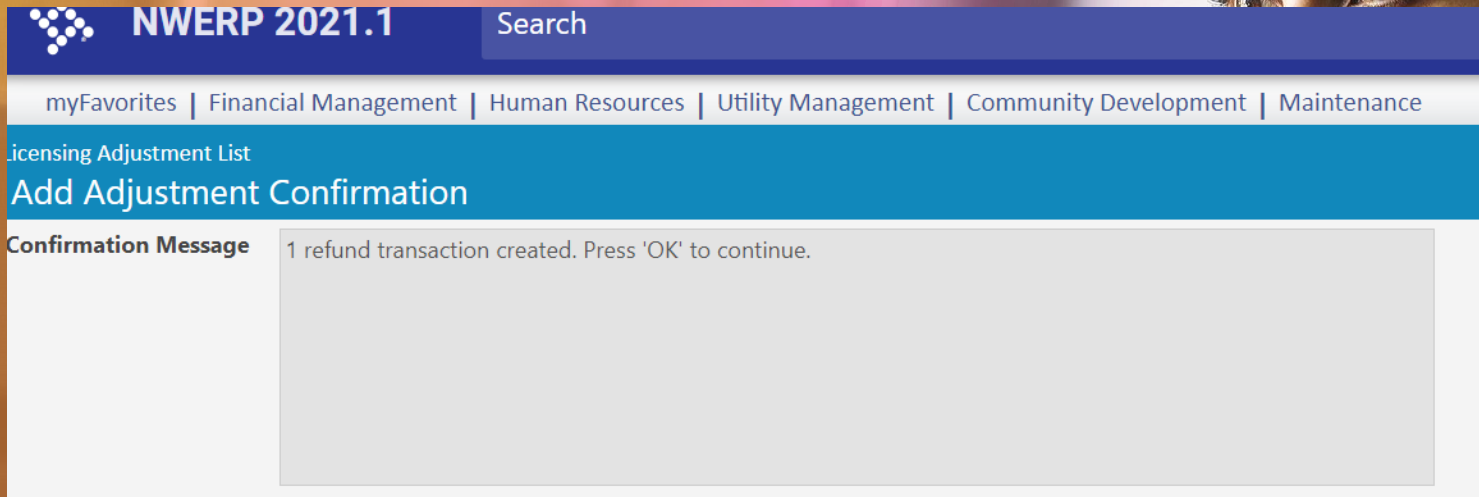
Licensing Adjustment List  
Add Adjustment - Refund Licensee Undesignated Balances

Bank Account 1234 - test bank AP

| <input checked="" type="checkbox"/> | License Type     | Licensee                      | Undesignated Balance | Refund       | Edit  |
|-------------------------------------|------------------|-------------------------------|----------------------|--------------|---|
|                                     | ▽ Contains...    | ▽ Contains...                 | ▽ Equals...          | ▽ Equals...  | ▽ Equals...   |
| <input checked="" type="checkbox"/> | Business License | Facts of Life Boarding School | \$100,000.00         | \$100,000.00 |  |

# Refund Undesignated balance

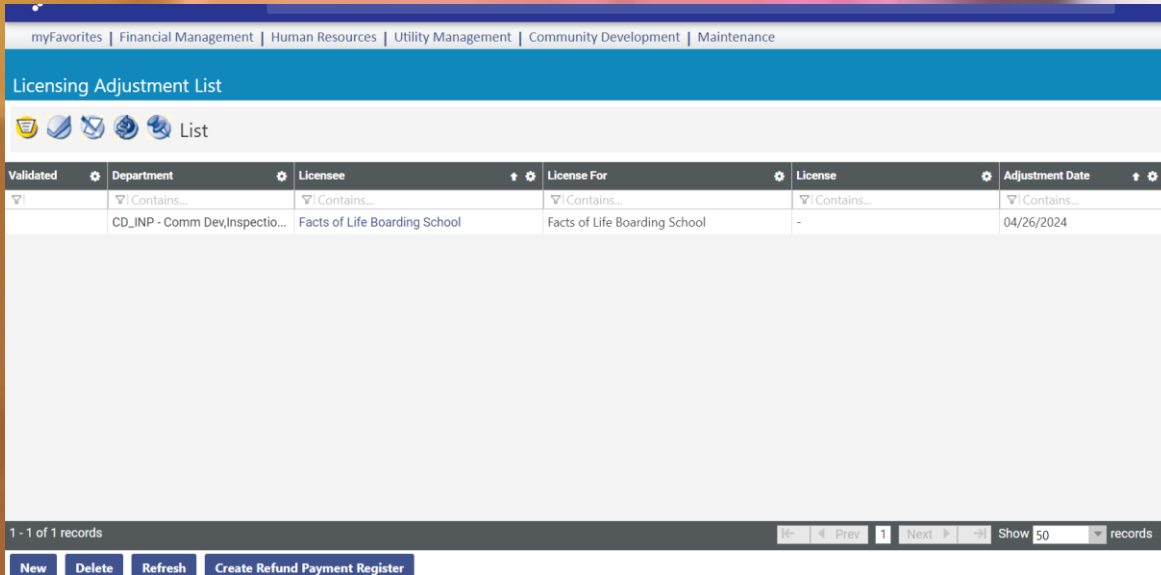
Yes, we are going to refund their entire balance –  
click OK



The screenshot displays the NWERP 2021.1 software interface. At the top, there is a dark blue header with the NWERP logo and the version number 'NWERP 2021.1'. To the right of the header is a search bar. Below the header is a navigation bar with several menu items: 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'Maintenance'. The main content area has a blue background with the text 'Licensing Adjustment List' and 'Add Adjustment Confirmation'. Below this, there is a 'Confirmation Message' section with a light gray background containing the text: '1 refund transaction created. Press 'OK' to continue.'

# Refund Undesignated balance

Here is our adjustment in the adjustment list. Notice the Create Refund Payment register is now dark along the bottom.



myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

### Licensing Adjustment List

List

| Validated | Department                     | Licensee                      | License For                   | License | Adjustment Date |
|-----------|--------------------------------|-------------------------------|-------------------------------|---------|-----------------|
|           | CD_INP - Comm Dev,Inspectio... | Facts of Life Boarding School | Facts of Life Boarding School | -       | 04/26/2024      |

1 - 1 of 1 records

Navigation: Prev 1 Next Show 50 records

Buttons: New Delete Refresh **Create Refund Payment Register**



# Refund Undesignated balance

First, we validate the batch.

Licensing Adjustment Batch Validation






Validation

| <input checked="" type="checkbox"/>   | Department                    | Licensee                      | License For                   | License         | Adjustment Date |
|---------------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------|-----------------|
|                                       | ▼   Contains...               | ▼   Contains...               | ▼   Contains...               | ▼   Contains... | ▼   Contains... |
| ▶ <input checked="" type="checkbox"/> | CD_INP - Comm Dev,Inspections | Facts of Life Boarding School | Facts of Life Boarding School | -               | 04/26/2024      |

# Refund Undesignated balance

Next, we print the edit and error listing reports

Licensing Adjustment Batch Print Edit & Error Listing

     Print Edit & Error Listing

| <input checked="" type="checkbox"/> | Department                    | Licensee                      | License For                   | License         | Adjustment Date |
|-------------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------|-----------------|
|                                     | ▼   Contains...               | ▼   Contains...               | ▼   Contains...               | ▼   Contains... | ▼   Contains... |
| <input checked="" type="checkbox"/> | CD_INP - Comm Dev,Inspections | Facts of Life Boarding School | Facts of Life Boarding School | -               | 04/26/2024      |

# Refund Undesignated balance

NWERP 2021.1

## Licensing Adjustment Listing

| Licensee   | License Type | License Number                       | Renewal Number       | Transaction Date | G/L Date   | Amount       |               |
|--|--------------|--------------------------------------|----------------------|------------------|------------|--------------|---------------|
| <b>Responsible Department:</b>                             |              | CD_INP                               | Comm Dev.Inspections |                  |            |              |               |
| <b>Adjustment Type:</b>                                    |              | Refund Undesignated Balance          |                      |                  |            |              |               |
| Facts of Life Boarding School                              |              |                                      |                      | 04/26/2024       | 04/26/2024 | \$100,000.00 |               |
| <b>G/L Distributions:</b>                                  |              | G/L Account                          |                      | Due To/From Fund |            | Debit Amount | Credit Amount |
|  |              | 101-21-22-2202.4115 (Other Licenses) |                      |                  |            | \$100,000.00 | \$100,000.00  |
| <b>Adjustment Type Refund Undesignated Balance Totals:</b> |              | 1 Adjustment(s)                      |                      |                  |            | \$100,000.00 |               |

# Refund Undesignated balance

Now we click the ever elusive Create Refund Payment Register.

### Create Refund Payment Register

Bank Account: 1234 - test bank AP

Starting Check Number: 12345

Check Date: 04/26/2024

**OK** **Cancel**



# Refund Undesignated balance

The line does not disappear when you submit the payment batch. I put this slide in so you can see what happens if you click a 2<sup>nd</sup> time.

### Create Refund Payment Register

**The following errors have occurred:**

- A check batch for this bank account is already in process. A second check batch is not allowed.

Bank Account

Starting Check Number

Check Date

# Refund Undesignated balance

As you can see the adjustment is not in the post list yet.

Licensing Adjustment Batch Post

Post

| Department    | Licensee      | License For   | License       | Adjustment Date |
|---------------|---------------|---------------|---------------|-----------------|
| ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains... | ▼ Contains...   |

0 - 0 of 0 records

Prev 1 Next Show 50 records

Submit Reset

# Refund Undesignated balance

Now navigate to the finance payment batch folder

| Ready to Post | Positive Pay | Bank Account        | Date       | Checks | EFT | C/S EFT | HSA EFT | AP Automation | Batch Total |
|---------------|--------------|---------------------|------------|--------|-----|---------|---------|---------------|-------------|
| X             |              | 1234 - test bank AP | 04/26/2024 | 1      |     |         |         |               | \$100,000   |

# Refund Undesignated balance

Now choose print along the bottom.

It then shows you a new popup that will make you choose the format of the check what to print.

### Print Payments

|        |                     |                       |         |
|--------|---------------------|-----------------------|---------|
| Bank   | 1234 - test bank AP | Starting Check Number | 1224139 |
| Source | Licensing Refund    | Number of Checks      | 1       |
| Date   | 04/26/2024          | Number of EFTs        | 0       |

Select to Print

Print All Checks

#### Check Format Override

Override Check Format

Format

Standard Message





# Refund Undesignated balance

Bamm – It is now back in the Licensing adjustment page and on the post page.

## Licensing Adjustment Batch Post

     Post

| <input type="checkbox"/> | Department  | Licensee   | License For  | License  | Adjustment Date   |
|--------------------------|--|--|---|---|---|
|                          | ▼   Contains...  | ▼   Contains...  | ▼   Contains...   | ▼   Contains...   | ▼   Contains...   |
| <input type="checkbox"/> | CD_INP - Comm Dev,Inspectio...   | Facts of Life Boarding School  | Facts of Life Boarding School   | -   | 04/26/2024  |

# Refund Undesignated balance

Undesignated balance is now \$0.00

| General              |                                      |                       |                          |
|----------------------|--------------------------------------|-----------------------|--------------------------|
| Licensee Name        | <b>Facts of Life Boarding School</b> | Federal Tax ID        |                          |
| Licensee Type        | <b>Business License</b>              | State Tax ID          |                          |
| Active               | ✓                                    | SSN                   |                          |
| Primary Address      | <b>12850 Bender Dr</b>               | Issue Licenses For    | <b>General, Business</b> |
|                      | <b>STERLING HEIGHTS, MI 48313</b>    | Exempt from Late Fees |                          |
| Primary Phone Number |                                      | Undesignated Balance  | <b>\$0.00</b>            |
|                      |                                      | Outstanding Balance   | <b>\$250.00</b>          |

| Contacts            |
|---------------------|
| User-Defined Fields |
| Credit History      |
| Transaction History |
| Delinquent Notices  |



# Questions





## Your feedback is important

---

Please complete the session survey via the mobile app

We read every submission

We use your input to guide content for future sessions and  
to improve our presentations



# CONNECT