

## Animal License

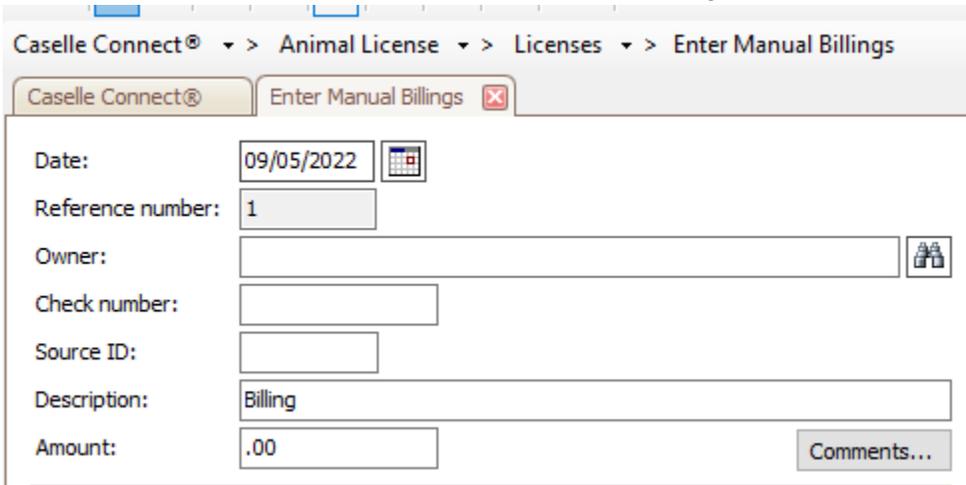
### New License

#### 1. Set up the License.

##### a. Go to Animal Licenses – Licenses – Setup New License

- Enter the license number. We often set this field to track so if the license number changes from one year to the next we have a historical record of it. Others will assign this as a random number and use a user-defined field to record the “tag” number each year.
- Set the expiration date of the license. This impacts the renewal timeframe recognized by Cash Receipting.
- Assign the fee for the license. Each license can only have one standard fee.
- Assign the species. This is a self-validating field; once you type into the field it will store that value as a drop-down option.
- Assign the breed. This is a self-validating field; once you type into the field it will store that value as a drop-down option.
- Assign the color. This is a self-validating field; once you type into the field it will store that value as a drop down option.
- Assign the markings. This is a self-validating field; once you type into the field it will store that value as a drop-down option.
- Enter the animal name.

- j. Select the animal gender.
  - k. Select whether the animal is neutered/spayed or leave blank.
  - l. The alert message will appear in Cash Receipting, billing screens and in Inquiry. Use this field to communicate with others. Items like “Cash Only” or “In Violation, see XXX”.
  - m. The show license as active box must be checked if it is an active license that should be renewed each year.
  - n. Veterinarian name should store the name of the veterinarian that provided the rabies vaccination.
  - o. Rabies Number is the manufacturer number of the vaccine provided by the veterinarian.
  - p. Rabies expiration date is the date the vaccine expires, and the animal will need a new vaccine.
  - q. Microchip ID can be entered if the animal is microchipped.
  - r. Microchip manufacturer can be entered if the animal is microchipped.
  - s. Add the animal owner from the drop down. If the owner does not exist or the owner address, telephone or email need to be updated you can use the drop-down at the end of the owner field to modify or add a new owner.
2. Enter the billing for the license. This is a manual process the first year a license is issued.
    - a. Go to Animal Licenses – License – Enter Manual Billings.



Caselle Connect® > Animal License > Licenses > Enter Manual Billings

Caselle Connect® Enter Manual Billings

Date: 09/05/2022

Reference number: 1

Owner: [Search Icon]

Check number:

Source ID:

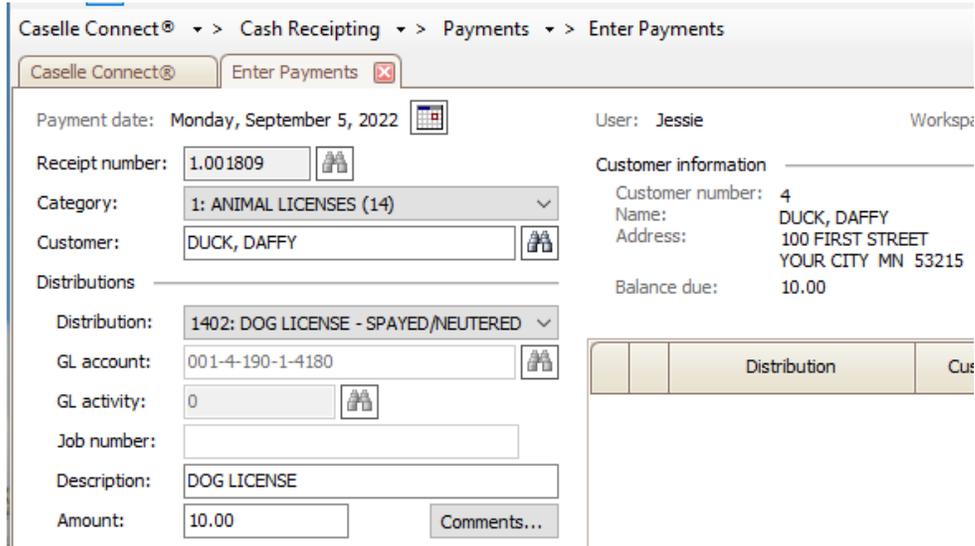
Description: Billing

Amount: .00

Comments...

- b. Enter the owner of the animal. You can use the search button at the end of the owner field to find the animal owner.
  - c. Enter the amount to be billed.
  - d. Allocate the amount to be billed to each outstanding license for the owner.
3. Print the license by going to Animal Licenses – Licenses – License/Renewal Forms.
  4. Enter the Cash Receipt for the Animal License.
    - a. Go to Cash Receipting – Payemnts – Enter Payments.

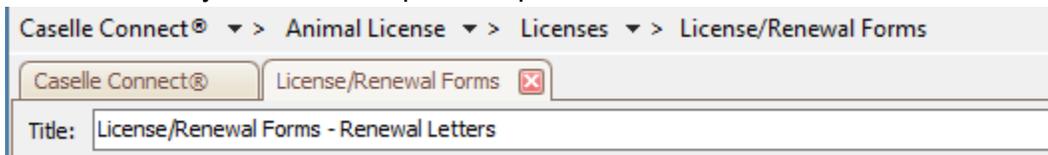
- b. Select the Animal License Category.



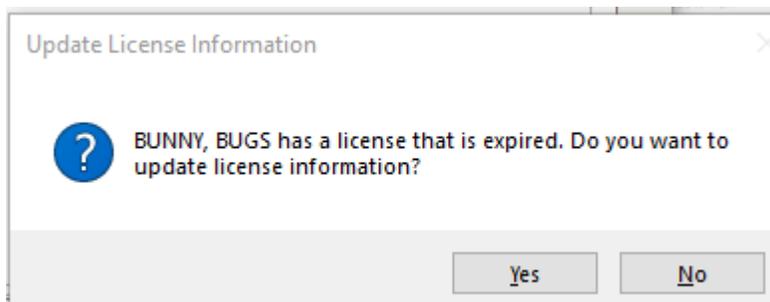
- c. Enter the Owner name.  
d. Verify the amount of the receipt and the type of license.  
e. Select the appropriate payment type and enter the check number and payor if appropriate.

## *Renewing Expired Licenses (Processing)*

1. Print renewal letters to send to pet owners. Go to Animal Licenses – Licenses – License/Renewal Forms. Select your renewal report and print.



2. When the owner submits renewal paperwork and pays, go to Cash Receipting – Payments – Enter Payments.  
3. Select the Animal License Category.  
4. Enter the Owner name. If they have an expired license you will receive a pop up to update the license information. Click Yes.



5. Update the license information including the the expiratio date. Click Save when finished. Click yes to the prompt to create the billing. If the license is not expired you will need to manually go to Animal Licenses – Licenses – Update License Information.

Caselle Connect® > Animal License > Licenses > Update License Information

Caselle Connect® Enter Payments Update License Information [X]

Owner: BUNNY, BUGS (6) 

License: 6-2 (MARVIN) ▾

Show license as active

Fee: New/Renewal ▾

Waived Penalty

TagNumber: 44.00

Expiration date: 12/31/2021 

Rabies expiration date: 07/10/2021 

Rabies number:

Veterinarian name:

Alert message:

Termination of License:  

Deceased

Relocated

6. Finish recording the receipt.
7. Print the license by going to Animal Licenses – Licenses – License/Renewal Forms.