

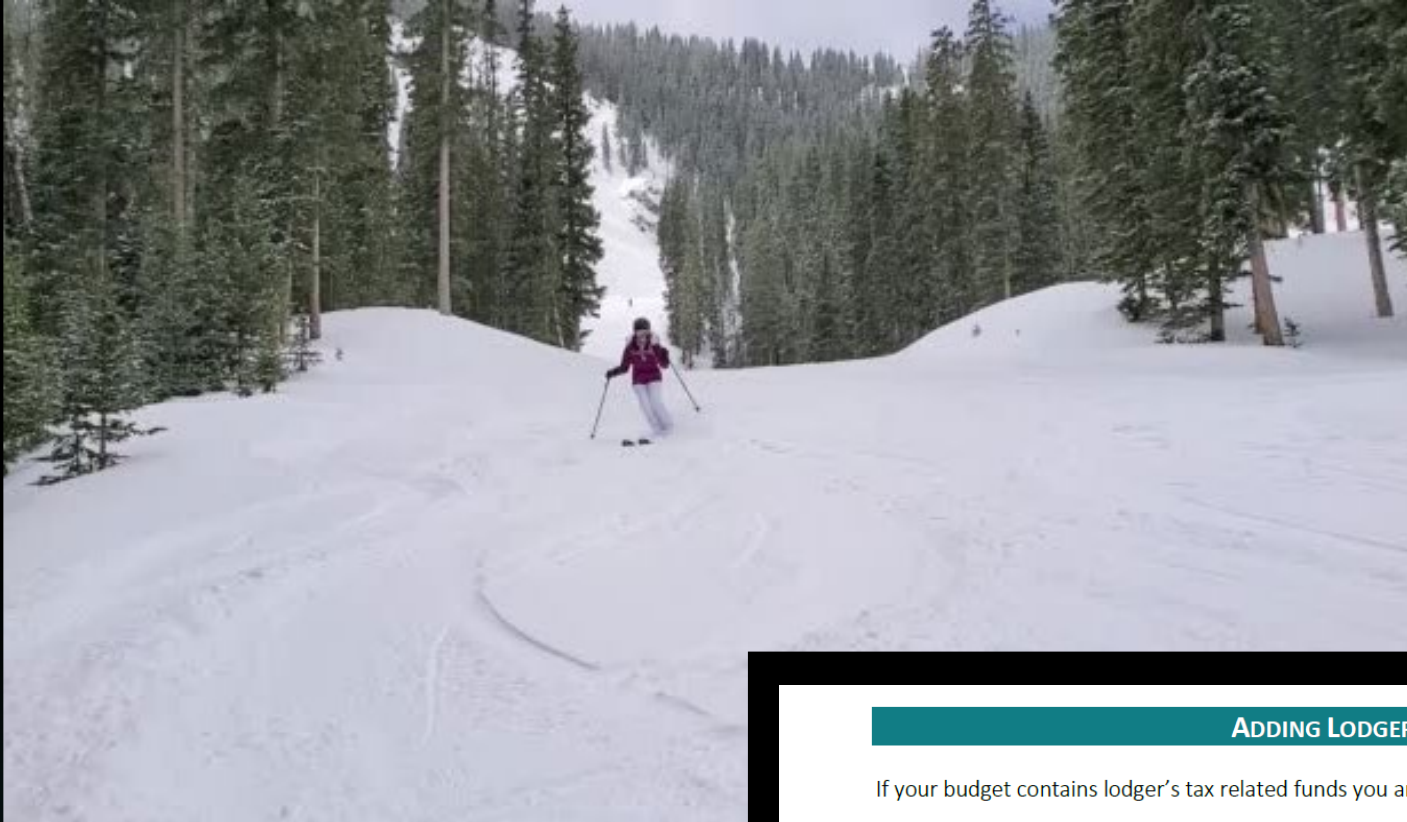


New Mexico
Department of Finance
and Administration



Adding Lodgers Tax Information in LGBMS

PRESENTED BY: CATRINA CHAVEZ
SPECIAL PROJECTS ANALYST



ADDING LODGERS TAX INFORMATION

If your budget contains lodger's tax related funds you are required to submit the details through LGBMS.

Lodger's tax related funds include:

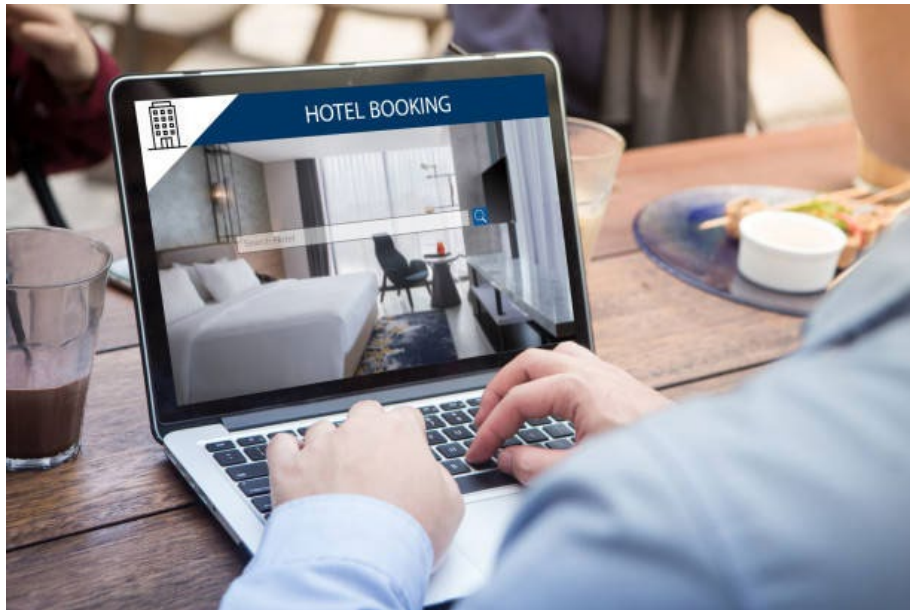
- 21400 Lodgers' Tax,
- 24000 Hospitality Fee, and
- 24100 Convention Center Fee

Each year, confirm the occupancy tax rate. On the navigation bar, click **% Occupancy Tax Rate**. Confirm or update the tax rate and click **SAVE**.

[◀ Back to Reporting Items](#) / **[% Occupancy Tax Rate](#)** / [📅 Events](#) / [👤 Details](#) / [📁 Files \(0\)](#) / [💰 LT Related Reporting Items](#)

Set Lodgers Tax Rate

[◀ Back to Reporting Items](#) / **[% Occupancy Tax Rate](#)** / [📅 Events](#) / [👤 Details](#) / [📁 Files \(0\)](#) / [💰 LT Related Reporting Items](#)



Next, add your lodgers tax events for the year to which you will add your lodgers tax details.

There are two ways to navigate to the **LODGERS TAX MODULE**:

1. From the reporting module – click on the **LODGERS TAX** link on the navigation bar.
2. From the main menu – click on the menu icon on the top left (3 horizontal lines) and select **LODGERS TAX** from the dropdown.

Adding Events

Select **LODGERS TAX** from the navigation bar.





On the **ADD EVENT** screen you will enter the required information for each event:

1. Event name
2. Brief description
3. Start date of the event.

If you have additional events to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new debt item.

When you have added your last event, click **SAVE & CLOSE** to return to the **LODGERS TAX EVENTS** page.

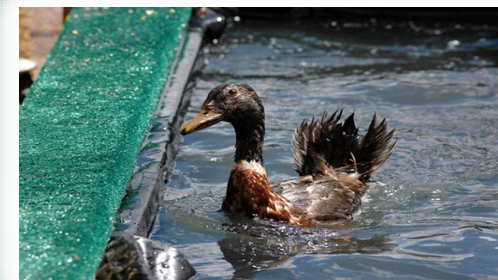
Add Event CY2018

Title 1

Description 2

Event Date 3

+ Save & New **✓ Save & Close** **🔒 Save** **✕ Cancel**





Adding Event Details

TIP: Download the event details template from the LODGERS TAX DETAILS page many details to enter.



Lodger's Tax Related Reporting Items

◀ Back to Reporting Items / % Occupancy Tax Rate / 🗄 Events / 📄 Details / 📁 Files (0) / \$ LT Related Reporting I

Export

Show 10 entries

Lodger's Tax Details

◀ Back to Reporting Items / % Occupancy Tax Rate / 🗄 Events / 📄 Details / 📁 Files (0) / \$ LT Related Reporting Items

+ Add

Import

Download Template

Delete

Delete All

Export

Tax Details

Once you have filled out your lodger's tax details template, click IMPORT to add

◀ Back to Reporting Items / % Occupancy Tax Rate / 🗄 Events / 📄 Details / 📁 Files (0) / \$ LT Related Reporting

+ Add

Import

Download Template

Delete

Delete All

Export

Tax Details



Lodger's Tax Details

◀ Back to Reporting Items / % Occupancy Tax Rate / 📅 Events / 📄 Details / 📁 Files (0) / \$ LT Related Reporting Item

+ Add

📄 Import

📄 Download Template

🗑 Delete

🗑 Delete All

📄 Export

📄 Tax Details

Lodger's Tax Details

◀ Back to Reporting Items / % Occupancy Tax Rate / 📅 Events / 📄 Details / 📁 Files (0) / \$ LT Related Reporting Item

+ Add

📄 Import

📄 Download Template

🗑 Delete

🗑 Delete All

📄 Export

📄 Tax Details



Next select:

1. **REPORTING ITEM**
2. Identify the type of expense from the **TYPE** dropdown, Types include:
 - Administrative
 - Promotional
 - Non-promotional
 - Convention Center
 - Hospitality
 - Late Fees

3. Enter the amount,
4. If applicable, select the event from the dropdown
5. Last, if this detail is associated with an event that extends beyond 30 days from the reporting period, select **YES**, otherwise select **NO**.

If you have additional lodgers tax details to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new detail.

When you have added your last lodgers tax detail, click **SAVE & CLOSE** to return to the **LODGERS TAX EVENTS** page.

Add Lodger Tax Detail

Reporting Item 1
21400 Lodgers' Tax 0001 No Department 10101 Unrestricted Cash 39015.50

Type 2
Administrative

Amount 3
[Empty text input field]

Event (if applicable) 4
[Empty dropdown menu]

Beyond 30 Days 5
 Yes No

+ Save & New ✓ Save & Close 💾 Save ✖ Cancel

Once your Lodgers Tax Items balance you will get a green notification bar indicating your items balance.

You will not be able to submit your quarterly report until your lodger's tax details have been entered.

Lodger's Tax Details

◀ Back to Reporting Items / % Occupancy Tax Rate / 📅 Events / 📄 Details / 📁 Files (0) / 💰 LT Related Reporting Items

+ Add Import Download Template Delete Delete All Export Tax Details

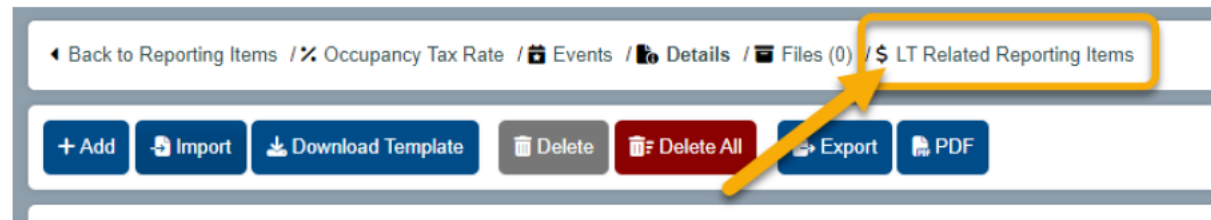
✓ Lodgers tax detail totals are balanced. Return to quarterly reporting items to complete and submit your quarterly report.

⚠ No files currently uploaded. Please remember to upload your supporting documentation.



Click on the **LT RELATED REPORTING ITEMS** on the navigation bar.

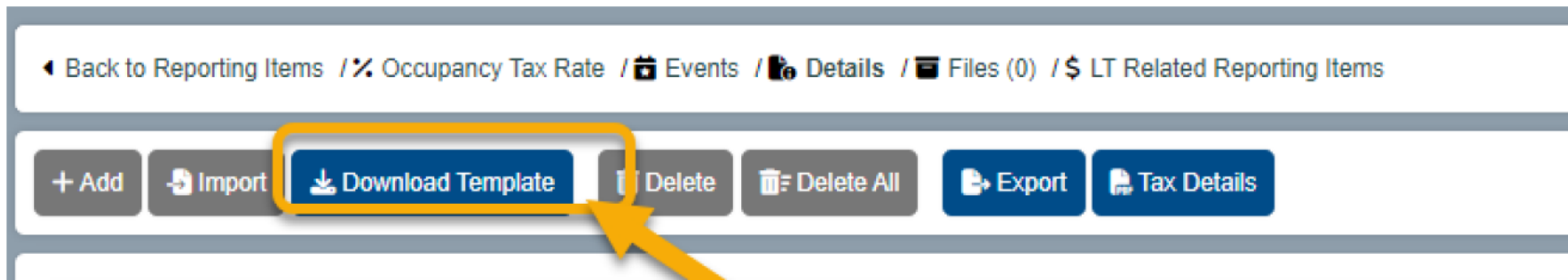
This is helpful when reconciling lodgers tax details with the reporting rollup



Importing Event Details

Lodger's tax details can be imported. Download the template by click **DOWNLOAD TEMPLATE** from the button bar.

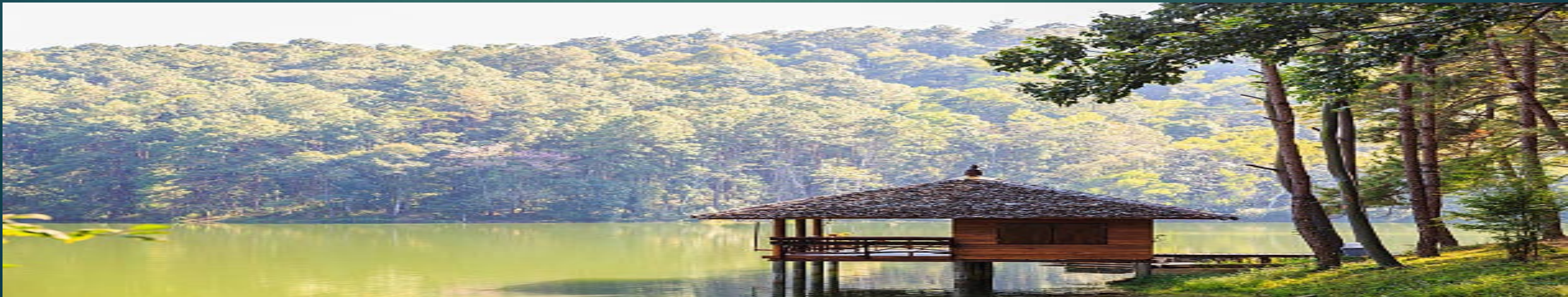
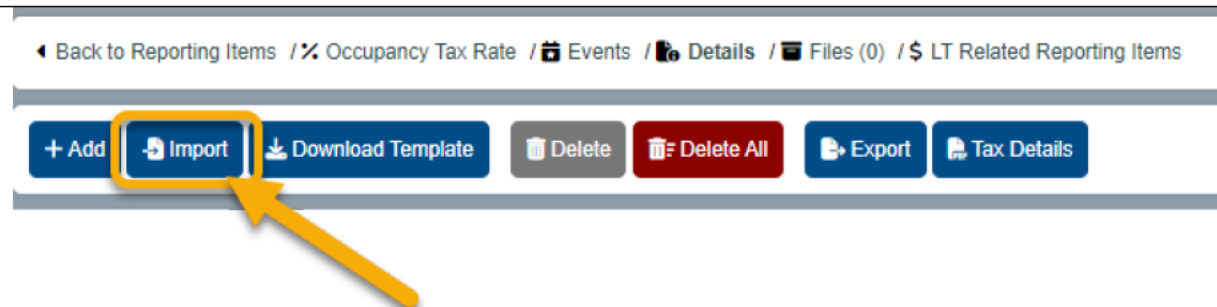
Lodger's Tax Details



When you open the template in your spreadsheet software, you will see five columns. Edit the AMOUNT and EVENT columns.

- Fund – do not modify
- Department – do not modify
- Account – do not modify
- Value – numbers only
- Type – do not modify. If the type does not apply, leave value as zero.
- Event – must match existing event name

To import your completed templated, click the IMPORT, add your file or drag-and-drop your file into the import area.



View the import log to identify import issues. Items in red are lodgers tax-related reporting items that are missing details that sum up to the reporting amount.

Lodger's Tax Related Reporting Items

◀ Back to Reporting Items / ✕ Occupancy Tax Rate / 📅 Events / 📄 Details / 📁 Files (0) / 💰 LT Related Reporting Items

[Export](#)

Show 100 entries Search:

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	
	Fund	Department	Object Code	Account Type	Budget	YTD Value	Sum LT Details	Balanced	Actions
<input type="checkbox"/>	21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	Revenue	609,066.00	509,572.14	509,572.14	Yes	Actions
<input type="checkbox"/>	21400 Lodgers' Tax	0001 No Department	61200 Transfers Out	Transfer Out	678,342.00	454,662.21	454,662.21	Yes	Actions
<input type="checkbox"/>	21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	Revenue	50,000.00	0.00	0.00	No	Actions
<input type="checkbox"/>	21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	Revenue	70,000.00	0.00	0.00	No	Actions



Uploading Supporting Documentation

You are required to upload your supporting documents. Follow the Up UPLOADING SUPPORTING DOCUMENTATION instruction for additional details.

To upload lodgers tax files, click on **FILES** on the navigation bar.

Click on **ADD**.

Browse for your files or drag and drop the files onto the page.

Click **UPLOAD**.

Lodger's Tax Events CY2018 (2018-01-01 to 2018-12-31)

◀ Back to Reporting Items / ⚙️ Occupancy Tax Rate / 📅 Events / 👤 Details / 📁 Files (0) / 💰 LT Related Reporting Items

[+ Add](#) [Import](#) [Copy from Prior Year](#) [Export](#) [Delete](#) [Delete All](#)

Show 100 entries

Files for Lodgers Tax CY2018 Q1 (entity)

◀ Back to Reporting Items / ⚙️ Occupancy Tax Rate / 📅 Events / 👤 Details / 📁 Files (0) / 💰 LT Related Reporting Items

[+ Add](#) [Delete](#)

Show 100 entries



IMPORTANT:

- Supporting documentation is required before you can submit your quarterly report.

The End



Please enter questions in the chat box.

