HARRIS
GOVERN

Self Reported Business Tax

Release 6.0 version 1.0

Last Revision Update: 8/6/15

Govern

Business Tax

Govern for .NET™

Version: 1.0

July 2015 - Release 6.0

Disclaimer

Harris Govern has taken due care in preparing this manual. However, nothing contained herein modifies or alters in any way the standard terms and conditions of the purchase, lease, or license agreement by which the product was acquired, nor increases in any way the liability of Harris Govern to the customer.

Preface

Welcome to Govern, a comprehensive and fully integrated transaction-driven system written exclusively for local governments. Govern includes a wide variety of database modules:

Computer-Assisted Mass Appraisal (CAMA)

- Appeals & Grievances
- Appraisals / Property Valuations
- Comparables Sales Management

Financial Management

- Account Receivable
- Cash Collection

Land Management

- Business & Individual Licenses
- Complaint Tracking
- Leasing
- Permit Tracking & Inspection Scheduling
- Planing
- Violations

Revenue Management

- Aircraft & Boat Excise Tax
- Miscellaneous Billing
- Personal Property Tax Billing
- Real Property Tax Billing
- Self Reported Tax Billing
- Special Assessments
- Tax Title / Tax Lien / Tax Sales
- Utility Billing

Since 1980, MS Govern has worked hand in hand with State and Local Governments to simplify the implementation of software solutions that automate the flow of information related to their properties.

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Introduction: Business Tax

Overview

The Self Reported Tax subsystem has been designed for local governments and organizations that need to report the sales tax that are generated from local businesses and classified as Self Reported Tax, or Business Tax.

Harris Govern's Self Reported Tax subsystem provides a flexible administrative setup. Administrators are able to set up categories, add customized fields with computations rules, define associated tax levies and how they can be applied.

Self Reported or Business Tax is collected according to user-defined periods. Even for infrequently collected tax, the organization needs to define a *Period* record, with the number of periods set to zero.

Govern Users set up Self Reported Tax accounts for each individual and company from whom they need to collect taxes. The *Business Data Entry Tax* function provides detailed information on each record and direct access to the *Accounts Receivable* subsystem for viewing and maintaining records and for collecting payments.

Prerequisites

In addition to the Self Reported Tax module, the following Govern™ modules are required:

- Property Control
- Accounts Receivable

What's New

NEW In this section is a list of new features or changes in functionality in the Self Reported Tax module of the Govern for .NET™ release 6.0 application. Throughout the manual new features are indicated by the **New** symbol

Self Reported Tax Parameters

As a result of the extensive development in Govern release 6.0, Self Reported Tax parameters are now setup completely in the *Govern New Administration* (GNA) release 6.0.

When the fields for the forms have been created, the following User Field Definition tables, are no longer used:

- USR_FIELDS_DEF
- USR_FIELDS_LABEL
- USR_FIELDS_MASK
- USR_FIELDS_NUMERIC_FORMAT

All the information that was formerly stored in these tables have been converted to (Table: ST_PARM_FIELDS). In addition, columns that were previously found in (Table: SY_FIELDS_DEF) are now located in (Table: ST_PARM_CATEG).

Automatic Filer Creation

All filing records are created for the selected period chosen when the record is setup. Empty filers, or "shells", are now created from the starting period up to the last period defined in the parameters. This does not necessarily stop at the end of the fiscal year. This change will facilitate Self Reported Tax support in the eGovernment - Public Web Portal.

Change in Period

Periods can now be changed, e.g. quarterly to monthly. When a period is changed, the system will start at the next valid chosen period start date, delete the other periods and create the new ones. The Govern system will manage the dates so that there are no overlaps. *See Self Reported Tax Periods* on page 44 *for details.*

Self Reported Occasional Filing for Seasonal Businesses

As of Release 6.0 the system supports seasonal filers, e.g. A summer business that will only file for 3 monthly period within a year (summer camps, private seasonal outdoor pools, and so on). The Occasional Filing has the same functionality as the standard Self Reported Tax Filing but simplifies the filing process so that seasonal businesses will not have to submit zero filers for the months that they do not operate.

As an added feature businesses that initially begin using the occasional filing model may at a later date be converted to a standard period based filing model without impacting the system. *See Converting from Occasional to Standard filing* on page 91.

Zero Filer Quick Entry

The Zero Filer Quick Entry feature updates un-filed ST records to the zero filer using the current Fiscal Year, Department, and User Login in the application. A grid is displayed that is populated with un-posted ST records. Updated filings that are added can be quickly entered into the system with a barcode scanner. The barcodes are generated by the user.*See Zero Filer Quick Entry* on page 73 *for details.*

Changes within the Self Reported Tax

Although the Self Reported Tax module has been redesigned for Release 6.0, a lot of the changes have occurred in the back end, and are therefore transparent to the user. Users that are interested in the changes that have occurred to the Govern suite of applications as a whole, should refer to the *Upgrading from Govern Suite Release 5.1 to 6.0* section of the *Govern New Administration* (**GNA**) Release 6.0 user guide for details.

Change in management of Account

the management of active and inactive accounts was changed. It has been replaced with Last Status Date for Start of inactive or start of active. *See A note about Amended Files* on page 71 *for details..*

Corrected and Amended Filers

New and improved method for amended and corrected filers. In the case of an **Amended Filing**, user will need to enter the value that is the difference between their original filing and the their new filing. In the case of a **Corrected**

Filing, the user re-enters the full amount that the data is to be replaced with. *See Corrected Period* on page 70 *for details.*

eGovernment behavior with Un-filed Accounts

Changes have been made to how the system handles Inactive Accounts that are related to SRT. When a user performs a search, the system verifies if any resulting accounts have been flagged as un-filed. If any outstanding filings are found, the user is redirected to the filing page. Active From: Release 6.0.1503.410. *See eGovern behavior with Un-filed Accounts* on page 31

Quick Search

The search feature can be enhanced with a "Quick Save and Search" option that improves data entry.When configured this feature reduces the time between saving a modification on a record and having to reopen the Search form to search for another record. *See Self Reported Business Tax Quick Search* on page 61 *for details.*

Self Reported Tax OpenForm

Overview

This section of the guide describes the functions that comprise the *Self Reported Tax OpenForm* that is accessible to the *Govern* user:

Self Reported Tax Administration Settings

Use the *Self Reported Tax* administration forms in the *Govern New Administration* (GNA) to configure the *System Registry* settings. In Govern this feature is used to create an account for each individual and company for which you need to collect Self Reported Tax. *See Self Reported Tax Account Maintenance on page 63*.

Search

In order to complete the *Self Reported Tax Data Entry* form, it is necessary to either perform a *Search by Name*, for the individual or company and account, or create a new account, specifying a category and reporting period. *See Business Tax Search on page 58*.

Self Reported Tax Account forms

Self Reported Tax Account

Use the *Self Reported Tax Account Maintenance* feature to create an account for each individual and company for which you need to collect Self Reported Tax. *See Self Reported Tax Account Maintenance on page 63*.

Link to Parcel ID group

Records from other modules can be linked to the Self Reported Tax record using the Link to Parcel ID group. Module records that can be linked include, Permits/Offenses/Workflow, Buildings, Inspections, Misc. Billing (MB), Utility Billing (UB), and Personal Property (PP). *See Linking in Self Reported Tax on page 82*

Note: This feature was on a separate tab in previous versions of OpenForms.

Self Reported Tax Filing

Use the *Self Reported Tax Filing* form to complete payment collection information, to view totals, interest payments and levies for each Self Reported tax record. *See Self Reported Tax Filing on page 68*.

Self Reported Tax Mailing Index

The *Self Reported Tax Mailing Index* is used to maintain recipient information. In this form, you can maintain general mailing information, such as address, type, status, payer information and Inactive account status information. In addition, you can specify an address to forward the mail to over a set time period. *See Self Reported Tax Mailing Index on page 84*.

Self Reported Tax Occasional Filing

The *Self Reported Tax Occasional Filing* form ideally can be used for the occasional or "seasonal" business. *See Self Reported Tax Occasional Filing on page 89*.

Self Reported Tax Zero Filer

Self-Reported Tax filings are made according to your Reporting Period settings. Occasionally, there will be periods where you will have nothing to report; i.e. no sales, collected duties or deductions to report. In such instances, a "zero filer option" is available in the Self-Reported Tax Data Entry form. This option, when selected and saved under the Tax Filing tab of the Business Tax OpenForm, will set all parameters to zero. *See Option for "Zero Filer" on Data Entry Form on page 72*. New to release 6.0 is a Quick Entry feature. *See Zero Filer Quick Entry on page 73*.

Modify fields of Self Reported Tax Categories Form

The fields on forms can require varying amounts of information. At times the space, i.e. the dimensions of default field that are provided by the system may not be sufficient; e.g. address fields where lengths can vary. Depending upon business requirements, it is possible to adjust the width and height of fields that are displayed to the end user. The control parameters required are entered in the Self Reported Tax Categories form under the Fields tab. In the GNA, the following parameters are available to be modified:

Width: This is the width of the field in pixels. No unit should be specified. If no value is entered, the system default width will be used.

Height: The value entered will control the height of the field in pixels. No unit should be specified. If no value is entered, the system default height will be used. *See Modify fields of Self Reported Tax Categories Form on page 42 for details.*

Configuring Govern Self Reported Tax

The following steps will explain the configuration process of the *Govern Self Reported Tax* module.

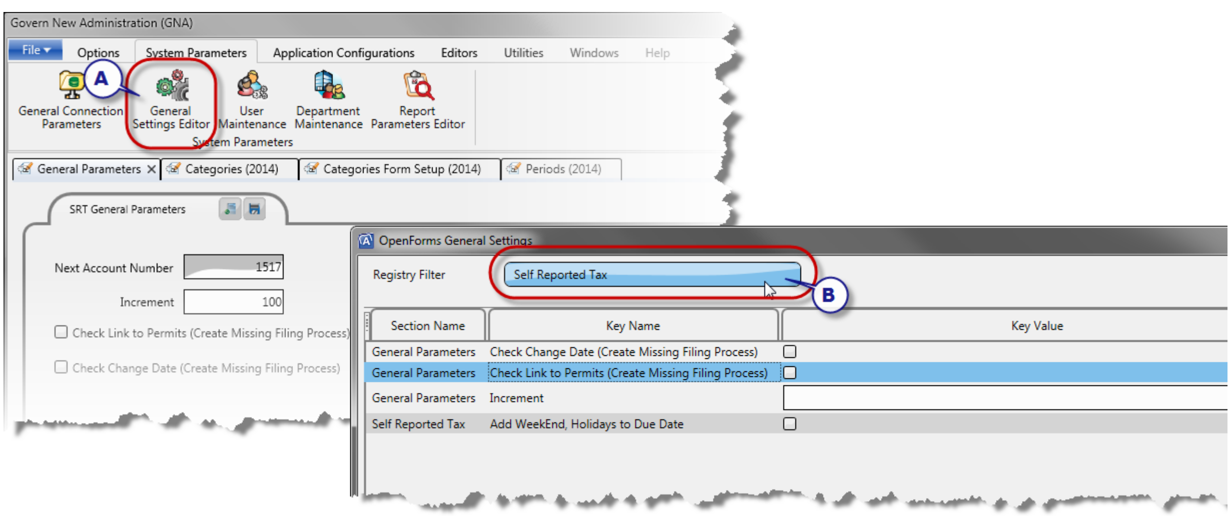
Note: The Govern Self Reported Business Tax module can be configured for either an existing database, or to function with a new unpopulated, i.e. empty database. The following steps are relevant to both scenarios.

Administration Settings

In Govern, administrative settings are configured in the applications *System Registry* (Table: **SY_REGISTRY**). Administrative forms that are used to configure the Business Tax module can be found in the *Govern New Administration* (**GNA**) Release 6.0 application.

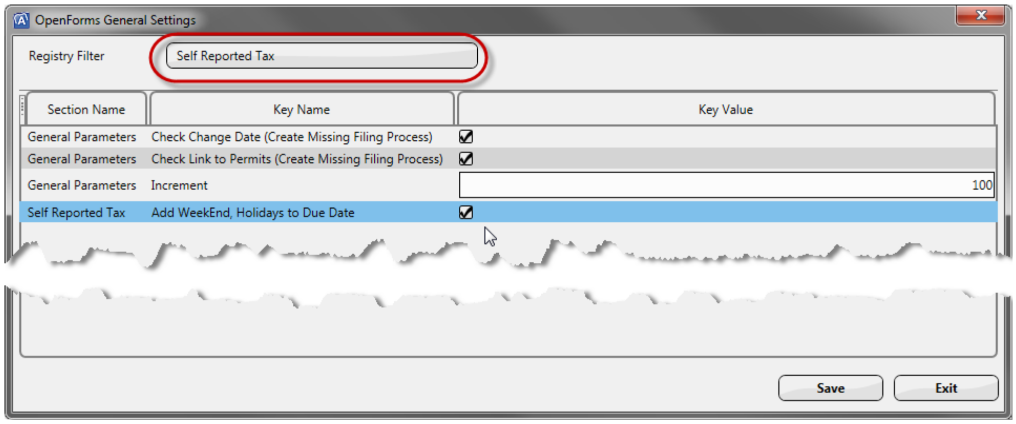
To access the *OpenForms General Settings* form...

1. In the *Govern New Administration* (**GNA**) ribbon, click to select the *System Parameters* tab.
2. Click the *General Settings Editor* icon (**A**).



3. In the form, locate the *Registry Filter* and select **Self Reported Tax**.

Open Forms General Settings form



OpenForms General Settings parameters

In the Open Forms General Settings form, you will find the parameters for the Missing Filing Process.

Check Change Date (Create Missing Filing Process): When the Check Change Date (Create Missing Filing Process) option is selected, the process will take the ST_MASTER. CHANGE_DATE as the Starting Date and only creates filing records back up to that date.

Check Link to Permits (Create Missing Filing Process): Select this option if the Self-Reported Tax (ST) account is linked to the Property Management (PM) system. The process will take the PM_MASTER. START_DATE as the Starting Date and only creates filing records back to that date.

Controlling Account Number Increment

Increment: Entering a value into the Increment parameter will allow you to control the number that is added to generate each subsequent account.

For example, if your Next Account Number is 00000201 and you have entered an Increment of 100, the next account number to be automatically generated will be 00000301. This incrementing is observed with each new account generated.

Add Weekend, Holidays to Due Date: Selecting the Add Weekend, Holidays to Due Date option will factor in weekends and holidays in due dates. This can impact the calculation of interest and other calculations

Accounts Receivable Configuration

AR General Parameters

As part of the Self-Reported Tax Setup, you need to set the Accounts Receivable General Parameters. See *Accounts Receivable Parameters for Self Reported Tax Configuration on page 14*.

AR Classes

Another component of the Self-Reported Tax Setup is the creation of Accounts Receivable Classes. AR Classes can be linked to the various transaction types, to General Ledger, account numbers and to penalty and interest computation methods. See *Accounts Receivable Classes on page 17*.

Govern Administration Configuration

Department Setup

You need to define the self-reported tax parameters for each department that maintains Self-Reported Tax data. See *Department Setup for Self Reported Tax on page 19*.

Switch for Email Forwarding in Govern Admin

There is a switch in Govern Admin that allows the enabling or disabling the address forwarding feature in the Self Reported Tax (ST) module. See Enabling the Mailing Index in Govern Admin for details.

Self-Reported Tax Administrative Forms

SRT Copy to Year

The Copy to Year function is used to copy data from one year to the next. The system will duplicate the Codes from the user selected available year to the year specified. If there is data existing in the year, it will be overwritten.

General Parameters

The first form to set up for the Self-Reported Tax is the General Parameters form. This generates the next self-reported tax account number. One is added to each subsequent account created. See Self-Reported Tax General Parameters.

Category

Use the Self-Reported Tax Category form to create categories for self-reported tax. You can add penalties and discounts to the categories. Then, set up Fields and Levies for each category. See Self-Reported Tax Categories.

General

Penalties and Interests: Define applicable penalties and interests, late payment charges and so on.

Discount: Used to set up any required applicable discounts.

Fields

Use the Self-Reported Tax Fields form for creating computation rules for the computing the Self-Reported Tax Categories on the Self-Reported Tax Data Entry function. See Self-Reported Tax parameters.

Levies

Use the Self-Reported Tax Levies form to create levy codes for SRT tax levies. You can define a levy type and computation method for each levy.

Exemptions

Under the Exemptions tab, specify the exemptions that are to be applied to Levy Types and can be calculated either before or after the tax calculation.

Multimedia Codes

Define the multimedia codes for the document types that are to be used for the ST categories. If required mandatory submission of a document can be enforced for a submission.

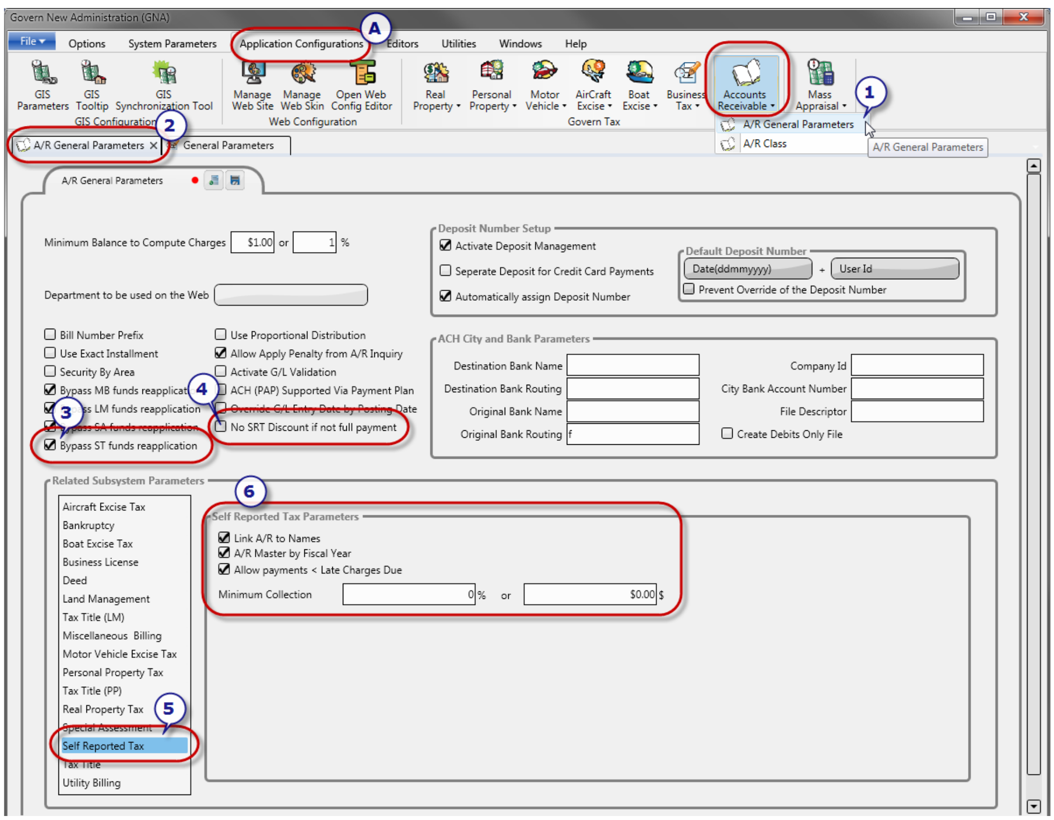
Periods

Use the Self-Reported Tax Periods form to create periods in order to define the times that the self-reported tax is due. *See Self Reported Tax Periods on page 44 for details.*

Self Reported Tax Configuration

Accounts Receivable Parameters for Self Reported Tax Configuration

As part of the Self Reported Tax configuration process, there are parameters in the A/R module that will need to be configured.



To access the Accounts Receivable General Parameters form...

1. Launch the *Govern New Administration* (**GNA**) Release 6.0.
2. Under the *Application Configuration* menu, locate the **Accounts Receivable** icon; click the triangle to beside the icon to display the menu.
3. Select the **A/R General Parameters** menu.

The required parameters are in various sections of the form, 3, 4, 5, and 6.

Account Receivable by Fiscal Year...

In *Govern* the *Self Reported Tax* module is one of the modules that users will need to configure to be in line with their A/R transactions. The options are to have a new A/R account created each fiscal year, i.e. each year the account is closed and a new one is created for the new year. modules that work like this are the *Govern Tax and Assessment* subsystems. Alternatively, the default setting for *Self Reported Tax* is, one account is used for saving the records with no fixed end date. An example of such a subsystem is *Utility Billing*. The option that is used to determine which method to use is the **A/R Master By Fiscal Year**. This option is found in the *General Settings Parameter* form in GNA.

To access the *Accounts Receivable General Parameters* form...

1. Launch the *Govern New Administration* (**GNA**) Release 6.0.
2. Under the *Application Configuration* menu, locate the **Accounts Receivable** icon; click the triangle beside the icon to display the menu.
3. Select **A/R General Parameters**.
4. In the **A/R General Parameters**, locate the **Related Subsystem Parameters** group.
5. Select *Self Reported Tax* to display the **Self Reported Tax Parameters** group.
6. In the group locate the **A/R Master by Fiscal Year** option.

Click to enable the option if you would like to have your A/R account closed at the end of each Fiscal year and a new account create at the beginning of the next year.

Option to Bypass Self-Reported Tax Re-application of Funds

When an overpayment is made to an SRT account to settle a period. the excess, or overpayment will, by default, be applied to another SRT period. To avoid this, the excess amount can be saved as an *Open Credit Transaction* (**OCT**) in the system.

To bypass the funds reapplication in the *A/R General Parameters* form...

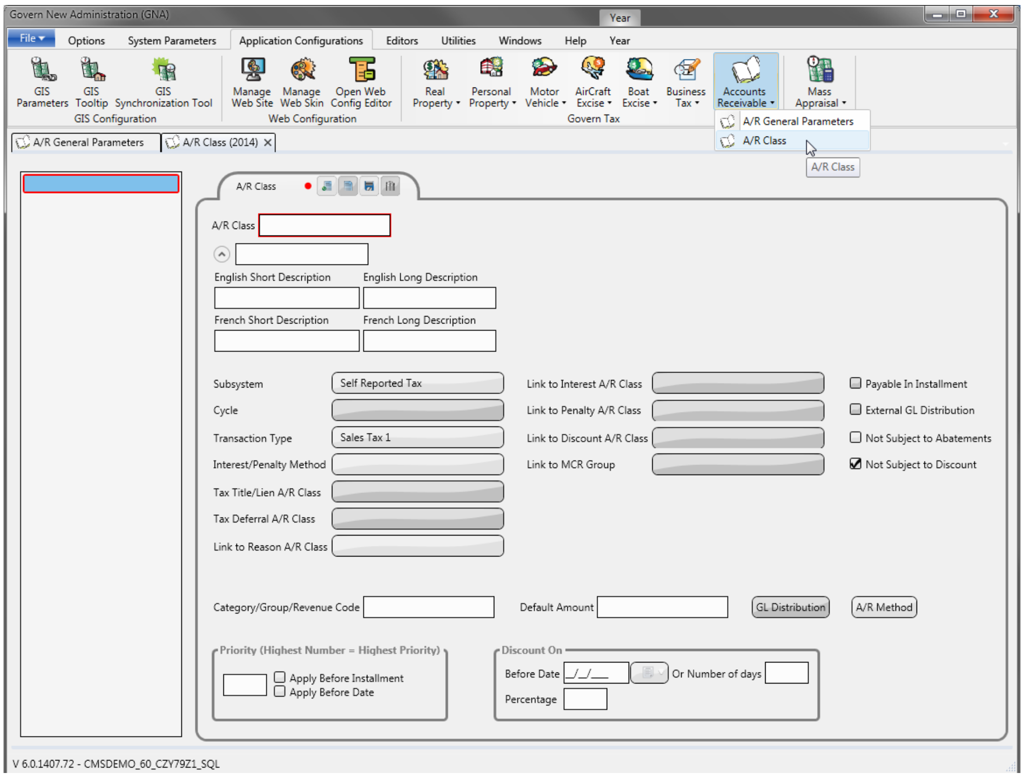
1. In the **A/R General Parameters**, locate the **Related Subsystem Parameters** group.

2. Select *Self Reported Tax* to display the **Self Reported Tax Parameters** group.
3. On the left hand side, locate the **Bypass ST funds reapplication** option.

Click to enable the option if you would like to save any overpayment amounts as an *Open Credit Transaction* (**OCT**) in the system.

Accounts Receivable Classes

To complete the *Self Reported Tax* setup, *Accounts Receivable* classes will need to be created. These classes can be linked to the various transaction types, *General Ledger* (**G/L**) account numbers, and to Penalty and Interest computation methods.



To access the *A/R Classes* form...

1. Launch the *Govern New Administration* (**GNA**) Release 6.0.
2. Under the *Application Configuration* menu, locate the **Accounts Receivable** icon; click the triangle beside the icon to display the menu.
3. Select **A/R Class**.

Required A/R Classes

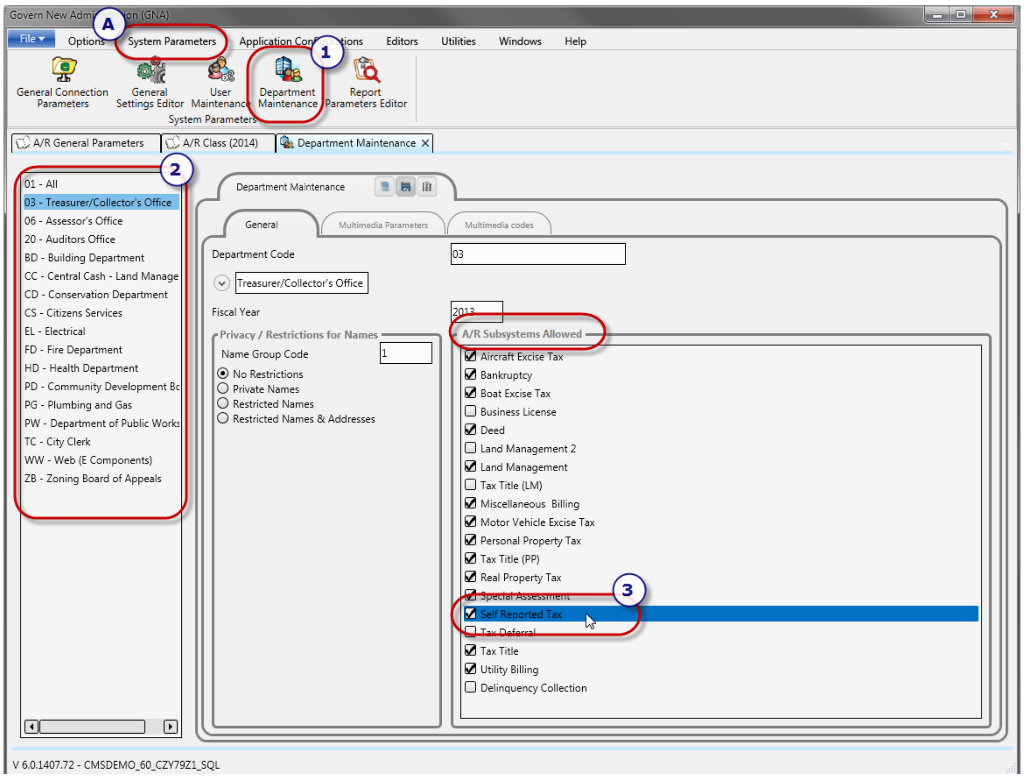
You need to define a minimum of six *AR Classes*, and associate them to the *AR Transaction Types* and Methods, indicated in the following table:

Transaction Type	Transaction Type Definition	Penalty / Interest Method
Invoice/Billing	A list of itemized amounts for goods and services.	Self- Reported Tax
Adjusted Bill	A modification made to a Partial Billing record.	Self- Reported Tax
Discount	A reduction on the total value or gross amount	No Interest Method
Penalty	A charge applied on delinquent accounts.	No Interest Method
Interest	A charge, usually a percentage, applied on delinquent bills or borrowed money.	No Interest Method
Adjustment	A modification made on an account or bill.	Self- Reported Tax

For further details on the Accounts Receivable Transaction Types, refer to the Govern Accounts Receivable Release 6.0 user guide.

Department Setup for Self Reported Tax

The following parameters will need to be setup for each department that maintains Self-Reported Tax data.

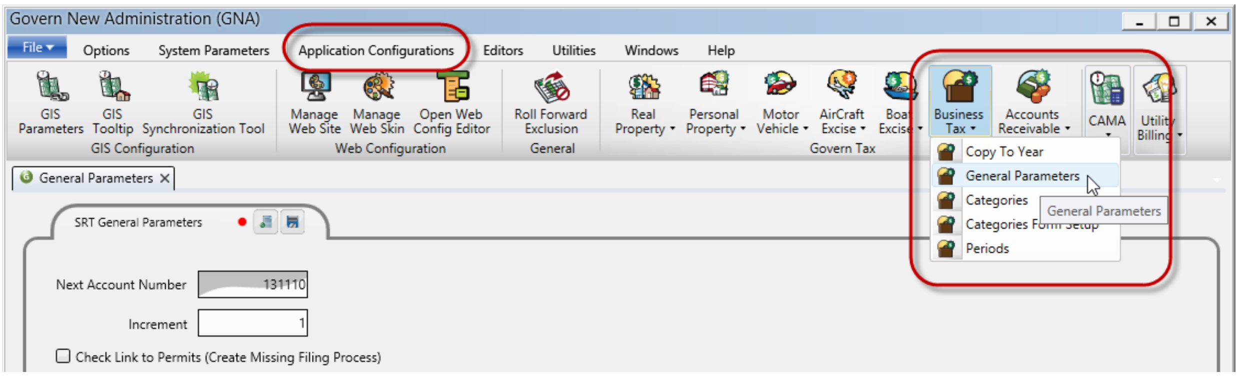


To access the *Department Maintenance* form...

1. Launch the *Govern New Administration* (**GNA**) Release 6.0.
2. Under the *System Parameters* menu (**A**), locate the **Department Maintenance** icon (**1**); click the icon to display the *Department Maintenance* form.
3. On the left hand side (**2**), select a department that will have access to Self Reported Tax data.
4. On the right hand side locate the **A/R Subsystems Allowed** group.
5. Select *Self Reported Tax*.
6. Click **Save**.

Self Reported Tax General Parameters

When configuring the *Self Reported Tax* module, the first form to configure is the **Self-Reported Tax** section of the *OpenForms General Settings* form.



To access the *Self Reported Tax* parameters in the *Govern New Administration* (**GNA**):

1. Launch the *GNA*.
2. Select the *Application Configurations* tab.
3. Click *Business Tax* > *General Parameters*; the *SRT General Parameters* tab is displayed.
4. In the *SRT General Parameters* form, locate the parameters that are used to configure the SRT module.

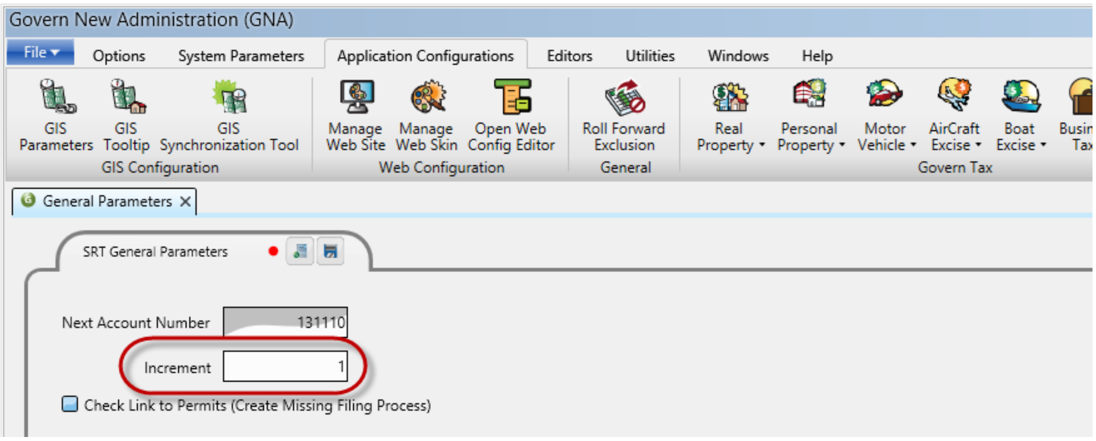
ST General Parameters Configuration Options

With the exception of the **Add Weekends, Holidays to Due Date** option, all of the following parameters are found in the *SRT General Parameters* form.

- Next Account Number - *Informational field; cannot be modified.*
- Check Link to Permits (Create Missing Filing Process) - *See Check Link to Permits / Check Change Date options on page 33*
- Check Change Date (Create Missing Filing Process) - *See Check Link to Permits / Check Change Date options on page 33*.
- Add Weekends, Holidays to Due Date - *See Managing Weekends and Holidays on page 33*.

Control Account Number Increment

The General Parameters window automatically generates the first number for self-reported tax accounts. Entering a value into the Increment parameter will allow you to control the number that is added to generate each subsequent account.



For example, if your Next Account Number is 00000201 and you have entered an Increment of 100, the next account number to be automatically generated will be 00000301. This incrementing is observed when generating new accounts in the *Self-Reported Tax Account* function. *See **Account Number Increment***.

Next Account Number: The *Next Account Number* parameter is informational and cannot be modified at this location.

Increment: Entering a value into the **Increment** parameter will allow you to control the number that is added to the last existing number when generating each subsequent account number. *See Increment on page 33*.

Missing Filers

The SRT Missing Filer process creates empty filing records (new entries into the following tables, ST_FILING_MASTER, ST_FILING_FIELDS and ST_FILING_LEVY. The records created by this process will be flagged as UNFILED, (ST_FILING_MASTER. UNFILED = -1); no data is entered,

In the Govern New Administration, there are two (2) parameters available for this process:

Check Links to Permits (Create Missing Filing Process): During the generate missing filer process, the system will see if there are any permits linked to the account. If a permit is found, it will generate filing records back to the START_DATE value. *Refer to the grid Rules for Check Change Date / Check Links to Permits on page 22.*

Check Change Date (Create Missing Filing Process): When the Check Change Date option is selected, the process will take the ST_MASTER. CHANGE_DATE as the Starting Date and only creates filing records up to that date. *Refer to the grid Rules for Check Change Date / Check Links to Permits on page 22.*

Rules for Check Change Date / Check Links to Permits

Below are the four (4) possible behaviors that can be displayed by selecting combinations of the *Check Change Date* and/or *Check Links to Permits* options.

<table>
<tr><th>Option</th><th>Check box State</th><th>Behavior</th></tr>
<tr><td>Check Links to Permits (Create Missing Filing Process)</td><td>Not Selected</td><td rowspan="2">When neither of the two parameters are selected, the START_DATE that is used for generation is taken from ST_PARM_PERIOD_DETAIL. The missing periods will be generated back to the START_DATE (Table: ST_PARM_DETAIL.START_DATE).</td></tr>
<tr><td>Check Change Date (Create Missing Filing Process)</td><td>Not Selected</td></tr>
<tr><td>Check Links to Permits (Create Missing Filing Process)</td><td>Selected</td><td rowspan="2">Selecting only Check Links to Permits will take the START_DATE used for generation from the linked permit. The missing periods will be generated back to the START_DATE (Table: PM_MASTER.START_DATE)</td></tr>
<tr><td>Check Change Date (Create Missing Filing Process)</td><td>Not Selected</td></tr>
<tr><td>Check Links to Permits (Create Missing Filing Process)</td><td>Selected</td><td rowspan="2">The START_DATE of the Check Change Date is compared to that of the Links to Permits. The highest of the two START_DATES is used for the missing periods generation. The missing periods will be generated back to the START_DATE.</td></tr>
<tr><td>Check Change Date (Create Missing Filing Process)</td><td>Selected</td></tr>
</table>

Option	Check box State	Behavior
Check Links to Permits (Create Missing Filing Process)	Not Selected	When the **Check Change Date** option is selected, the START_DATE that is used for generation is taken from ST_MASTER.CHANGE_DATE. The missing periods will be generated back to the START_DATE.
Check Change Date (Create Missing Filing Process)	Selected	

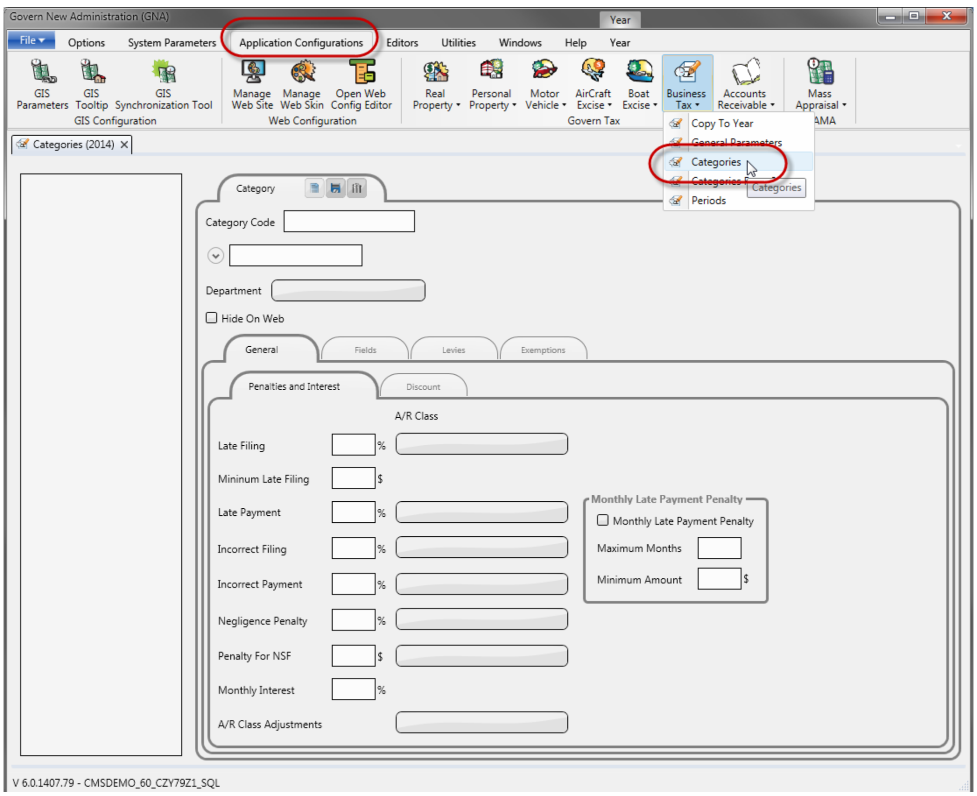
Add Weekend, Holidays to Due Date: When the calculation for the due date (last day of the period) is performed, when this option is selected weekends and holidays, i.e. *Saturdays* and *Sundays*, and any days that were specified as holidays in the *Holiday Calendar* will be included in the total number of days. The *Due Date* corresponds to the last day of the period.

Self Reported Tax Categories

Use the Self-Reported Tax Categories form to create categories for self reported tax. You can add penalties and discounts to the categories. Then, set up Fields and Levies for each category.

To access the Self Reported Tax Category form:

1. Launch the Govern New Administration (**GNA**).
2. Under the Application Configurations menu, select *Business Tax* > **Categories**...



Reviewing Records

Existing or newly created records are viewed on the left hand side in a list. Click to select a records, its properties will be displayed in the forms

Self Reported Tax Categories command buttons

Create a New Item: Click to create a new Self Reported Tax (**ST**) category.

Cancel Changes: After creating a new category or when making changes to an existing one, the *Create a ne w item* button will change to the Cancel Changes icon. Click to cancel changes to a newly created or existing category.

Save the Current Item: Click to save a category or changes.

Delete: Select and click **Delete** to remove a category.

Self Reported Tax Categories tabs

General tab

The General tab contains the parameters required to configure **Penalties and Interest**, and **Discounts**. *See Self Reported Tax Category - General tab on page 26.*

Fields tab

Use the Self Reported Tax Fields form to create data entry fields and computed fields that follow custom computation rules on the Self Reported Tax function. *See Modify fields of Self Reported Tax Categories Form on page 42.*

Levies tab

Click the Levies tab to create tax levies for Business Tax. You can define a levy type and computation method for each levy. *See Levies and Exemptions tabs on page 78*.

Exemptions tab

To add exemptions by categories, click the Exemptions tab. *See Levies and Exemptions tabs on page 78*.

Exit: Click Exit to close the form; you will be prompted if there are unsaved changes.

Multimedia Codes tab

The Multimedia Codes tab is used to specify the Multimedia file types accepted by the system, and if a submission is mandatory (**Is Required**) with the record.

Note: The Multimedia file types that are supported by the system will vary depending upon administration setup.

Setting up Self Reported Tax Categories

To set up Self Reported Tax categories:

1. In the Categories form, click **Create a New Item** to clear the form.
2. Enter a *Category Code.*
3. Enter a **Short Description** and **Long Description**. This information is saved to VT_USR_ST_CATEG.
4. Select a Department.

Note: *Self Reported Tax information is saved by Department*.

5. When the category is not to be made available on the Web for the eGov Web Portal, click to select the **Hide on Web** option.

Self Reported Tax Category - General tab

Penalties and Interest tab

6. Under the **Penalties and Interest** tab, Enter penalties and interest charges, as percentages, and select AR Class Codes for each of the following:
7. Enter penalties and interest charges, as percentages, and select AR Class Codes for each of the following:
   - Late Filing
   - Minimum Late Filing
   - Late Payment
   - Incorrect Filing
   - Incorrect Payment

- Negligence Penalty
- Penalty for a *Not Sufficient Funds* (**NSF**) check.
- Monthly Interest

8. Select an A/R class for adjustments.
9. Enter an amount in the **Minimum Late Filing** text box, if applicable.

Discount tab

To create a discount, you will need to do one of the following:

- Create a fixed amount, by selecting Fixed Percentage. Enter the fixed percentage value.

  OR

- Set up different percentages, by not selecting **Fixed Percentage**. Enter a percentage of a first amount, enter the amount. Now enter a percentage for the remaining amount.

10. Enter a maximum amount, in dollars, for the discount if applicable.
11. Click **Save the current item** on the *Category* tab.
12. Repeat this procedure for each category created.

Penalties and Interest tab

Monthly Late Payment Penalty group: You are able to specify a monthly penalty as an option when you are creating Business Tax categories. Three (3) fields are available in the ST_PARM_CATEG table.

Structure of ST_PARM_CATEG Table

The following is the structure of the **ST_PARM_CATEG** table.

Field Name	Data Type	Description
PEN_METHOD	Number	Value = -1 if Monthly late payment penalty applies; Value = 1 otherwise
PEN_MAX_PCT	Number	Maximum Late Payment Penalty Percentage.
PEN_MAX_MONTH	Number	Maximum Number of Months of Late Payment Penalty.

Click to display the option in this group. They allow you to enable the *Monthly Late Payment* option; when selected, you may specify the Maximum number of months that the Penalty is applied.

1. In the *Business Tax Categories* form, click New to clear the form.
2. Select a department.
3. Enter a *Category Code*, *Short Description* and *Long Description*. This information is saved to **VT_USR_ST_CATEG**.
4. Enter penalties and interest charges, as percentages, and select AR Class Codes for each of the following:
   - Late Filing
   - Late Payment
   - Incorrect Filing
   - Incorrect Payment
   - Negligence Penalty
   - Penalty for a Not Sufficient Funds (NSF) check.
   - Monthly Interest
5. Select an A/R class for adjustments.

Note: The value that is entered in the Maximum Interest and Penalty value will be overridden by the value entered in the Minimum Late Filing parameter in the Self Reported Tax Categories form; In the *Govern New Administration* (**GNA**): Application Configurations > Business Tax > Categories.

For Example: If you owe $100.00, and a maximum interest and penalty charge is set to 25%, your penalty amount would be $25.00 Should the Minimum Late Filing charge be set to $50.00 in the Self Reported Tax Categories form, regardless of the calculation percentage, you will be charged $50.00.

Self-Reported Tax Exemptions by Categories

Occasionally, it may be necessary to apply exemptions to Self-Reported Tax (ST) records. The Exemptions tab of the Self Reported Tax Categories form allows you to configure exemptions to each of your SRT categories. In addition preferences can be set for when the calculation will apply, before or after the tax calculations.

You should first set up the A/R Classes for the Self-Reported Tax Categories in the Govern New Administration (GNA). For steps to create SRT classes, see *Accounts Receivable Classes on page 17*.

To set up exemptions in the *Govern New Administration* (**GNA**):

1. Select *Applications Configurations (tab)* > *Business Tax* > **Categories**.
2. In the Self-Reported Tax Categories form, create a new category or select an existing category.
3. Complete the form; enter the applicable percentages and select A/R Classes in the Penalties and Interest group.
4. If applicable, enter a **Minimum Late Filing** charge.

Note: The value that is entered in the Minimum Late Filing Charge parameter overrides any settings that may have been configured in the individual ST A/R Classes.

5. Click the *Exemptions* tab to configure exemptions.
6. Complete the parameters of the *Category Exemptions* form.

Exemptions can be applied by amount or by percentage. The exemption can also be applicable before or after the tax calculation.

7. Select whether the exemption will be by amount or percentage in the Exemption By group.
8. Select the point at which the exemption is applicable, before or after the tax calculation; make your selection in the *Exemption Applicable* group.
9. Click **Save** to complete your setup and return to the *Business Tax Categories* form.

Late Payment Monthly Penalty Option

You are able to specify a monthly penalty as an option when you are creating your Self-Reported Tax categories. As a result of this feature, three (3) fields have been created in the ST_PARM_CATEG table. This option is enabled in the *Govern New Administration* (**GNA**).

To enter a Monthly Penalty for an SRT category in GNA.

1. Select *Applications Configurations (tab)* > *Business Tax* > **Categories**.

2. In the Penalties and Interest tab, click to select the Monthly Late Payment Penalty option.
3. Enter parameters for a Maximum number of months of late payment penalties.

Table Modifications:

The following modifications have been made to the ST_PARM_CATEG table.

Structure of ST_PARM_CATEG Table

The following is the structure of the **ST_PARM_CATEG** table.

Field Name	Data Type	Description
PEN_METHOD	Number	Value = -1 if Monthly late payment penalty applies; Value = 1 otherwise
PEN_MAX_PCT	Number	Maximum Late Payment Penalty Percentage.
PEN_MAX_MONTH	Number	Maximum Number of Months of Late Payment Penalty.

Self Reported Tax Parameters

Use the form under the Business Tax Category Fields tab to create data entry fields and computed fields that follow custom computation rules on the Business Tax Data Entry function.

To access the Business Tax Fields tab:

1. Launch the Govern New Administration (**GNA**).
2. Under the Application Configurations menu, select *Business Tax* > **Categories**.
3. In the Business Tax Categories form

Missing Filing Process

The Missing Filing process is used to generate missing ST (Business Tax) filings in a “metered” manner, for end users. In govern 6.0 filings are automatically created when the parameters of an account are defined.

eGovern behavior with Un-filed Accounts

Changes have been made to how the system handles Unfiled Accounts that are related to Self Reported Business Tax. During the set year, when a user in a profile performs a search, the system will verify if any resulting accounts are unfiled, i.e. (ST_FILING_MASTER. UNFILED = -1). If no filings are outstanding, the system will display a status message at the top of the interface. When outstanding filings are found, the user will be redirected to the filing page. A navigation button has been added to facilitate navigation back to the home page. Users that want to customize the displayed message, can do so with the Resource Editor in GNA Release 6.x. The associated key is the following:

WB > WEB_SRT_SELFREPORTEDTAX > CVSSELECTEDACCOUNTS.
Refer to the Govern New Administration (GNA) Release 6.0 user guide for details about making modifications using the Resource Editor.

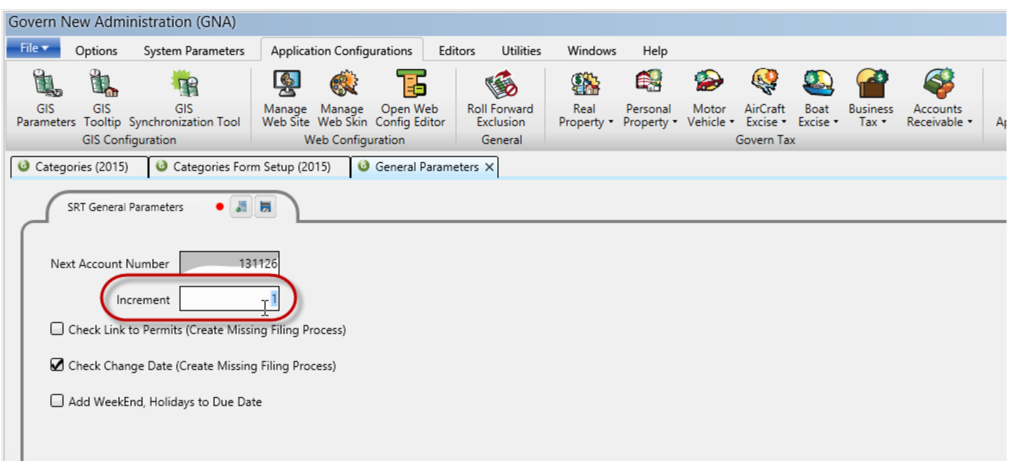
Self Reported Tax Account Number Parameters

Overview

When configuring the *Business Tax* module, the first form to configure is the *Business Tax (SRT) General Parameters* form.

To access the *Business Tax General Parameters* form:

1. Launch the *Govern New Administrator* (**GNA**).
2. In the *GNA* ribbon, select the *Application Configurations* tab.
3. In the *Govern Tax* group, click the **Business Tax** icon to display the available forms in the drop down menu.



4. Select **SRT General Parameters**..

Control Account Number and Increment

Next Account Number: This parameter displays the next account number that will be generated by the system. The account number is increased by the value that is entered in the Increment field on this form or in the *OpenForms General Settings* form. *See Increment below, or Increment on page 21 for details.*

Increment: The General Parameters window automatically generates the first number for Business tax accounts. Entering a value into the Increment parameter will allow you to control the number that is added to generate each subsequent account.

For example, if your Next Account Number is 00000201 and you have entered an Increment of 100, the next account number to be automatically generated will be 00000301. This increment is observed when generating new accounts in the *Business Tax Account Maintenance* function. *See Self Reported Tax Account Maintenance on page 63*

Check Link to Permits / Check Change Date options

Check Link to Permits: Select the *Check Link to Permits*, if the *Business Tax* (**ST**) account is linked to PM, the process will take the **Starting Date** as the value in **PM_MASTER. START_DATE** and only creates filing records back to this date.

There are four (4) possible behaviors that can be displayed by selecting either, both, or none of the two options. *Refer to the grid of Rules for Check Change Date / Check Links to Permits on page 22.*

Check Change Date: When the *Check Change Date* option is selected, the process will take the **ST_MASTER. CHANGE_DATE** as the Starting Date and only creates filing records back up to that date.

Selecting both options...

If both of the above options, *Check Link to Permits* and *Check Change Date*, are selected, the process will take the larger of the two dates as the Starting Date; i.e. the more recent of the two dates, and only creates filing records back to that date.

Managing Weekends and Holidays

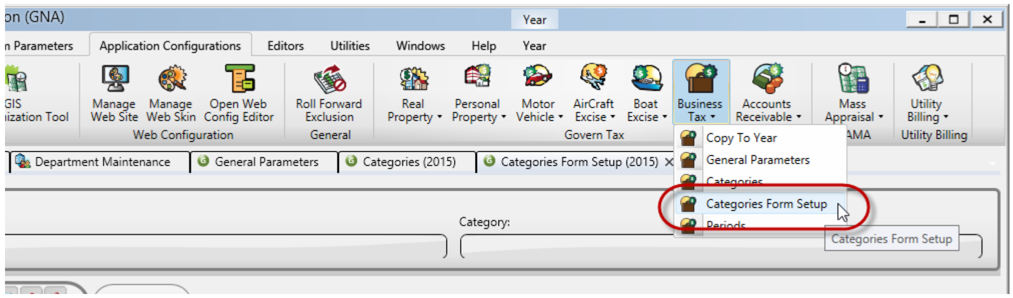
Add Weekend, Holidays to Due Date: When the calculation for the due date (last day of the period) is performed, when this option is selected weekends and holidays, i.e. *Saturdays* and *Sundays*, and any days that were specified as holidays in the *Holiday Calendar* will be included in the total number of days. The *Due Date* corresponds to the last day of the period.

General Settings Parameters to Create Missing Filings

Create Missing Filings: The *Business Tax - Create Missing Filer* batch process is used to pro actively generate the *Business Tax* forms that will be filed for a given period. When following this process a form can be pre-generated for the period required for your process; monthly, quarterly, etc. Users will only be able to file the period that you have generated. This method offers the advantage of minimizing errors associated with users filing for the wrong period when they have multiple periods available to select from. *Self Reported Tax Periods on page 44 for details about periods.*

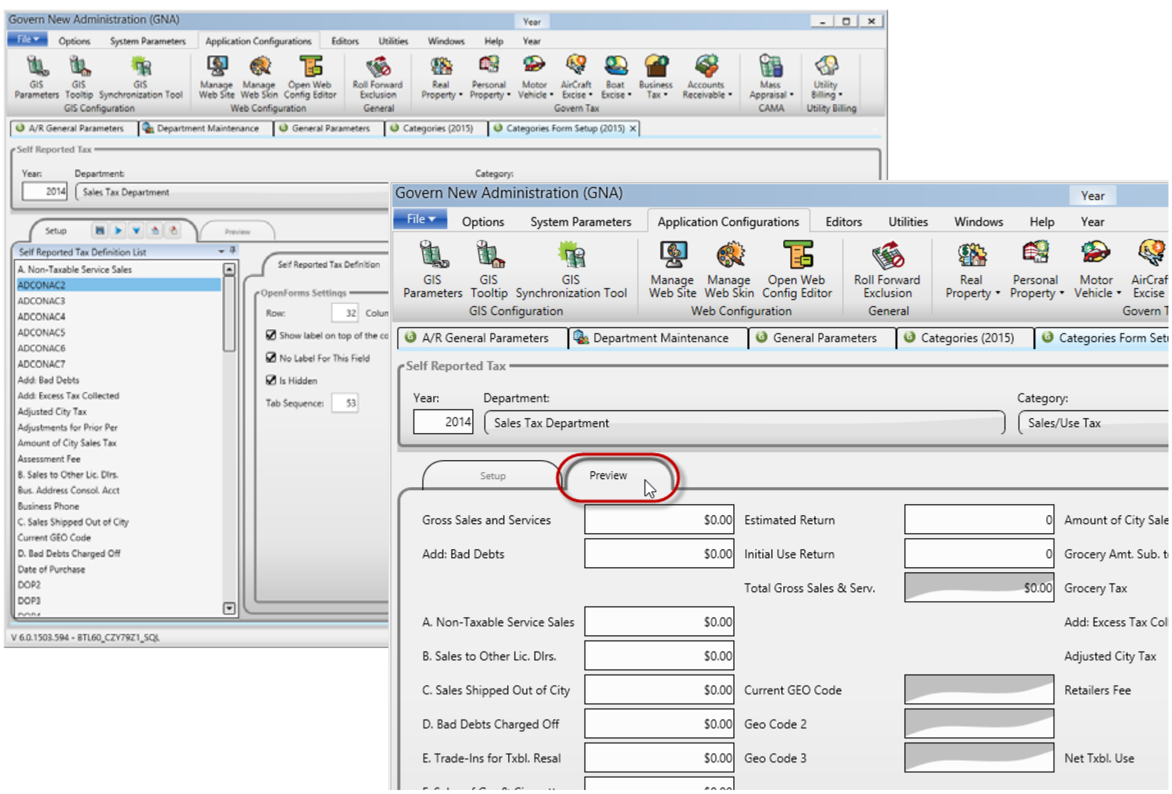
Self Reported Tax Editor

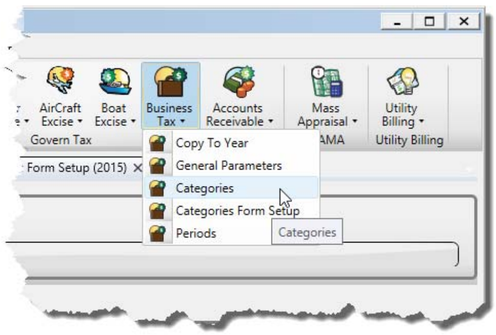
The *Business Tax* form is used to design the layout of *SRT* entry forms in the *SRT OpenForm*. To assist in the design process, after each field has been positioned, a preview of the layout can be seen under the *Preview* tab..



Note: The preview is an approximation of the layout and not a true *What You See Is What You Get* (WYSIWYG) representation of the designed layout.

To display the *Business Tax Editor*...





1.In the GNA ribbon, select the *Application Configurations* tab.

2.In the *Govern Tax* group, click the **Business Tax** icon to display the available forms.

Options include:

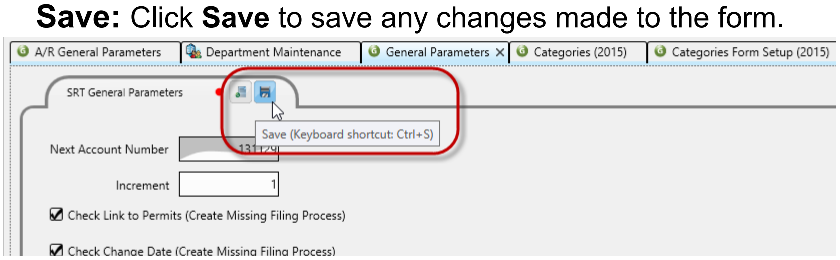
•*Copy to Year*
•*General Parameters*

- *Categories*
- *Categories Form Setup*
- *Periods*

3. Select the **General Parameters** form.
4. Note the **Next Account Number** field.
5. If an increment value is required for each new account number, it can be entered in the **Increment** parameter.
6. Click the **Check Link to Permits** and / or the **Check Change Date** options.
7. Click the **Save** icon or use the **Ctrl + S** keyboard combination, to save your settings.

Business Tax Editor Command Buttons

Save: Click **Save** to save any changes made to the form.



Business Tax Editor Parameters

OpenForms Settings group

The following parameters are used to control the positioning of the parameters that are filled out on an ST Business Tax form.

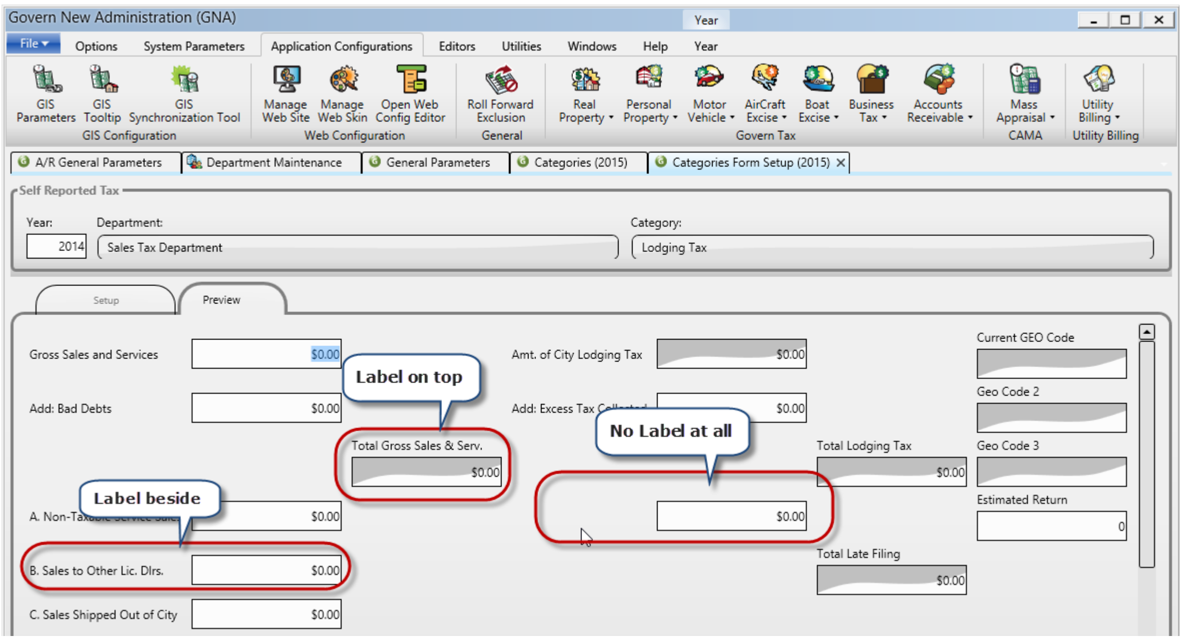
Row / Column: The *Row* and *Column* parameters are used to specify the horizontal / vertical positions of the field.

WARNING: Always assign a **Row** and **Column** position value otherwise the values in these fields will not be computed. This can lead to errors in calculated values. This rule is regardless of whether the field is hidden or not.

Column Span: Column Span allows you to specify the number of columns that the field will spread over.

Show label on top of the control: When this option is selected, the text label of the field will be presented on top of the field.

No label for this field: Select this option to display the field without any text label.



Is Hidden: Select the Is Hidden option to hide the row; *see Adding Blank Spaces and Columns in a Layout on page 41*.

Tab Sequence: Enter a tab sequence number to control the order that the fields are cycled through when the user presses the Tab key. *See Changing a*

Form Tab Sequence on page 43.

Note: The default for the appearance of labels is on the left hand side of the parameter.

Web Site Settings group

Users of the eComponents that provide *Self Reporting Tax*, (i.e. eRemittance), reporting functionality to their clients can also control the presentation of these forms. These parameters will help to specify how the forms will appear through a web browser. Refer to the *eRemittance* section of the *Govern eGovern - Public Self Service Portal release 6.0* user guide for additional details.

Row / Column: The *Row* and *Column* parameters are used to specify the horizontal / vertical positions of the field.

WARNING: Always assign a **Row** and **Column** position value otherwise the values in these fields will not be computed. This can lead to errors in calculated values. This rule is regardless of whether the field is hidden or not.

Column Span: Column Span allows you to specify the number of columns that the field will spread over.

Note: Column widths when specifying spans values are determined by the width of the largest object in each of the columns.

Show label on top of the control: When this option is selected, the text label of the field will be presented on top of the field.

No label for this field: Select this option to display the field without any text label.

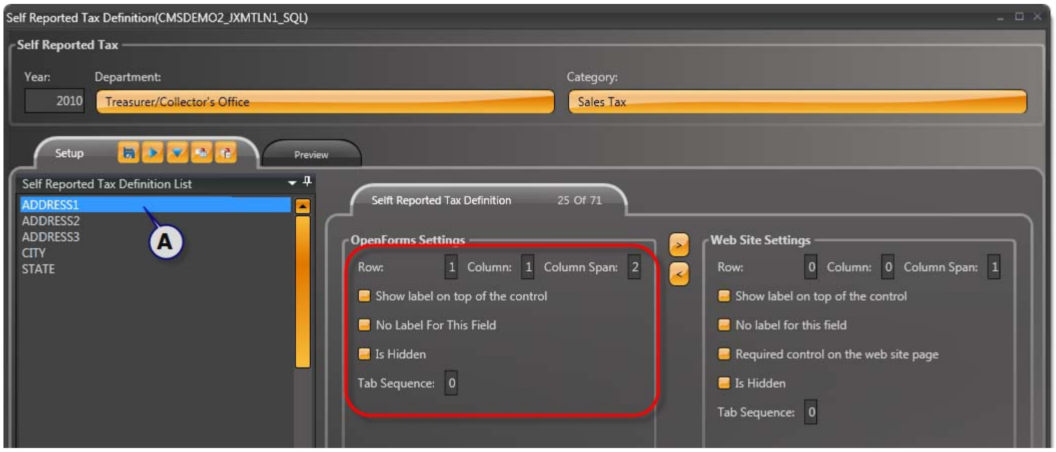
Required control on the web site page: There are instances when a field may be required to be completed prior to proceeding to the next page or section. This could be a **Completed By** field that acts as a signature, or a mandatory date.

Customizing Address fields with the SRT Editor

For an SRT report, part of the report will require the entry of the users address. An address can usually require a *Street* address, a secondary *Apartment* or *Suite* number and possibly a third field. Additional fields would be needed for the City, State, and Zip Code. These fields can be lined up in the same column, The street address parameter will have the label displayed on top of the field and the secondary apartment number or suite parameter can be displayed without a label. The Layout would look approximately like the following, note that the address fields span over 2 columns:

Note: To reproduce the following example, you will need to have created an SRT category with the required address fields.

To have your fields reproduce the above...



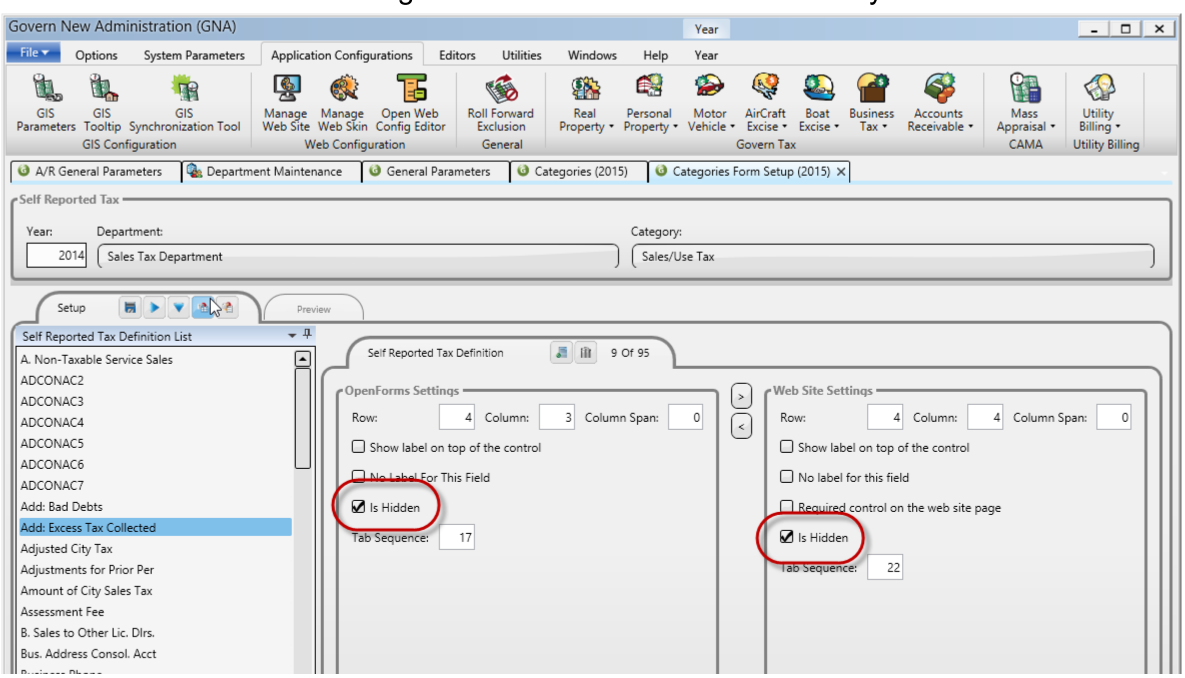
1. In the GNA select *Setup* > *OpenForms Configuration* > **Business Tax Editor**.
2. In the editor, enter the year and select the Department and Category that contains the field that will be in the SRT form.
3. Click and select *ADDRESS1* under the **Business Tax Definition List** column.

4. For ADDRESS1 enter 1 and 1 in the Row and Column parameters; the column **Column Span** should be set to 2 (columns).
5. Configure ADDRESS2 as 2 and 1 for the Row and Column parameters, but select the **No label for this field** option; again set the **Column Span** to 2.
6. Repeat the last step for ADDRESS3, noting that the Row and Column values are 3 and 1; be sure to select the **No label for this field** option.
7. You can click the **Preview** tab to preview the layout.
8. Repeat the previous steps for the City and State fields, remembering to increment the numbers entered for the Row.

This *Business Tax* (**SRT**) editor should be used by all administrators that prepare SRT forms required for filing periodic reports.

Adding Blank Spaces and Columns in a Layout

The *Business Tax Editor* allows the insertion of blank lines and columns as a means of creating visual breaks to enhance a form layout.



To create a a blank line...

1. Open the Business Tax editor.

2. In the *OpenForms Settings group*, specify a new row or column.
3. Click to select the **Is Hidden** option.
4. Click **Copy all OF settings to Web** (**1**), to ensure that the sequence is repeated in the eComponent Web form.

TIP: When modifying the layout, use the *Preview* tab to verify your layout.

Modify fields of Self Reported Tax Categories Form

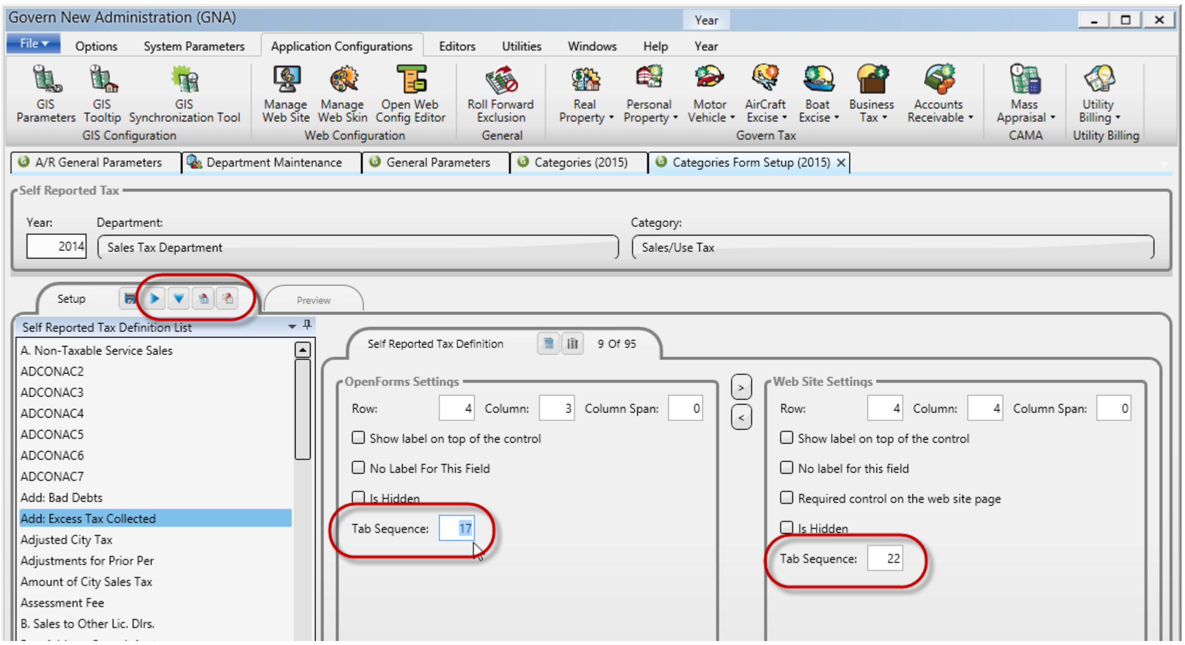
NEW! The fields on forms can require varying amounts of information. At times the space, i.e. the dimensions of default field that are provided by the system may not be sufficient; e.g. address fields where lengths can vary. Depending upon business requirements, it is possible to adjust the width and height of fields that are displayed to the end user. The control parameters required are entered in the Self Reported Tax Categories form under the Fields tab. In the GNA, the following parameters are available to be modified:

Width: This is the width of the field in pixels. No unit should be specified. If no value is entered, the system default width will be used.

Height: The value entered will control the height of the field in pixels. No unit should be specified. If no value is entered, the system default height will be used.

Changing a Form Tab Sequence

Using the tab key the user is able to sequentially jump from field to field, depending upon the sequence that was set by the form designer.



To change the tab sequence of a field...

1. In *GNA* open the *Business Tax editor*.
2. In the *OpenForms Settings group*, enter the new sequence number in the **Tab Sequence:** field.
3. Click **Copy all OF settings to Web**, to ensure that the sequence is repeated in the eComponent Web form.

TIP: When changing the tab order, review the previously existing tab order. When completed, use the preview

Self Reported Tax Periods

Use the Self-Reported Tax Periods form to create periods in order to define the period that the Self Reported tax is due.

Users of the Self Reported Business Tax module will notice a change in the "Detail for Period ..." parameter in the Period form. Now there are three (3) dates that will need to be provided for each period:

Start Date: The start date for the period

End Date: This is the end date for the period

Due Date: The date in which the filing is due.

Noted Changes and Impact

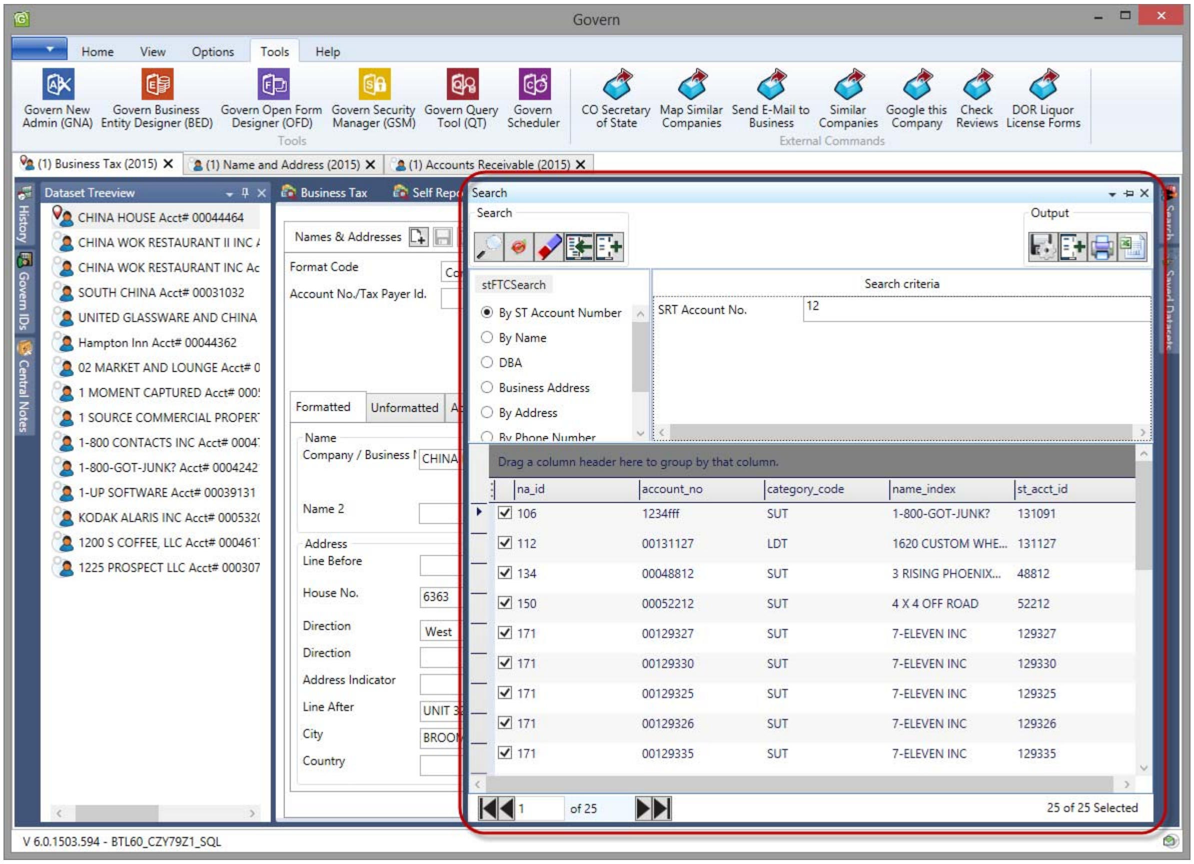
There is a change to (Table: ST_PARM_PERIOD). Use of the (Table: ST_PARM_PERIOD) for Govern for Windows was changed to the newer (Table: ST_PARM_PERIOD_DETAIL); added in Govern release 5.1.

Users that are migrating from Govern for Windows Release 10.8 to Govern Release 6.0 should note the following changes:

There is a synchronization process that occurs when the DUE_DATE value in (Table: ST_PARM_PERIOD), i.e. in Govern for Windows was modified; the table is synchronized with Govern release 6.0's (Table: ST_PARM_PERIOD_DETAIL).

Note: In Govern release 6.0 although (Table: ST_PARM_PERIOD) is still present it is now only being used as an access point to the details that are now in (Table: ST_PARM_PERIOD_DETAIL.).

Search Pane



The **Predefined Searches** pane is the main user interface for performing searches on the database. As searches can produce numerous results, these results can be controlled with the value specified in the *Max. Records* parameter in the *Ribbon*. *See About Maximum Records on page 38 for details.*

Predefined Searches (The Search Interface)

About Searches

Predefined Searches are queries that have been preset for the user. When a search is performed, you are querying the database based upon your specified criteria. For example, a search by Parcel ID (P_ID) will return all records with a P_ID or a P_ID that matches a specified parameter. When the *Max. Records* parameter is used, i.e. a value of 25 is specified, only the first

25 records are used. If there are more records, they are discarded. Additional sorting can occur, but only on the records obtained. *See Sorting Search Results by Column Heading on page 55 for details.*

Treeview Synch

NEW! In Govern for VB6, external tables (PC_EXTERNAL, NA_EXTERNAL, and PM_EXTERNAL), were used by external applications and reports to automatically know the current recordset and currently viewed parcel. In Govern release 6.0 and upwards, these external tables are being phased out and the functionality provided by them has been reproduced.

The Treeview sync. feature saves the contents of the current profile in (Table: USR_SAVED_DATASETS) with a "Saved Dataset" name of "AUTOSAVE" under (Column: USR_SAVED_DATASETS.SAVED_SET_NAME). Should a profile be changed, the dataset loaded in the Treeview will be automatically synchronized to (Table: USR_SAVED_DATASETS).

This feature recreates the functionality provided by the three (3) external tables that were used in Govern for Windows, (Tables: PC_EXTERNAL, NA_EXTERNAL, and PM_EXTERNAL). For example users could run a batch process on a saved external dataset as opposed to a set range.

Note: In release 6.0 a simultaneous save will be made to (Table: PC_EXTERNAL) and (Table: USR_SAVED_DATASETS), Tables NA_EXTERNAL and PM_EXTERNAL are no longer supported.

In release 6.1, all three (3) tables PC_EXTERNAL, NA_EXTERNAL, and PM_EXTERNAL will not be supported.

- PC_EXTERNAL (Supported in release 6.0; not supported in release 6.1)
- NA_EXTERNAL (Not not supported in release 6.0 and 6.1)
- PM_EXTERNAL (Not not supported in release 6.0 and 6.1)

Enabling “Synchronize Dataset Treeview”

This feature is enabled in the User Registry through the User Registry Manager. The Options button is located below the Govern suite button in the Govern User Interface. *See User Registry in the Govern 6.x user guide for details.*

1. Click the Options button; click Options.

2. In the Registry Manager form, verify that the Registry Filter is set to User ID.
3. Under the Section Name column, locate Synchronize Dataset Treeview; click to select the option under the Key Value column.
4. Click Save to save your changes.

When you return to the Govern interface, the Treeview Sync. icon will be enabled. This is a toggle, i.e. ON/OFF button that will enable or disable the feature.

As indicated above, all data will saved in (Table: USR_SAVED_DATASET). Associated columns are as follows:

Column	Description
USR_ID	User ID
SAVED_SET_NAME	By default will be AUTOSAVE
REF_TYPE	"P_ID", "NA_ID", etc. Based on the profile Key Type
SORT_SEQ	Order in the Treeview
IS_CURRENT	TRUE if the current item in the Treeview

Note: All data will be saved based on the Key Type of the profile. This is done so as to support multiple Key Types at the same time.

- The data is not saved by profile, so the synchronization for a Key Type will be done on the last active profile using that key type.

The desired behavior when there is more than one Treeview dataset for the same ID Type is to perform a reload when the user switches from one instance to another.

Search Pane - Command Buttons

 **Search for Results:** Click this icon to perform your search based upon your selected criterions.

Select / Deselect All: When search results are obtained, they are listed in the search pane. By default the results are all selected. Click the Deselect All icon to deselect all results; this will allow you to select only select records.

Note: The *Select All* and *Deselect All* icons alternate depending on whether all search results are selected, or deselected.

Clear: Click Clear to clear the Search Results pane of all records.

Load Selected Parcels: When this icon is selected, the search results records are transferred to the Dataset Treeview pane.

TIP: When you enter information into any of the search parameters, clicking **Enter** will start the search and automatically load results to the **Treeview**.

Add to the Search Results: To add or append the currently listed search results to the results that are listed in the *Dataset Treeview* pane, click this icon.

Clear and Save to External Tables: Click to save the search results to one of the three (3) External tables (i.e. PM_EXTERNAL, NA_EXTERNAL, and PC_EXTERNAL).

Append to External Tables: Click to append the search results to one of the three (3) External tables (i.e. PM_EXTERNAL, NA_EXTERNAL, and PC_EXTERNAL).

Print: Click **Print** to display the *Print* dialog box and print out the results of your query to your default Windows printer.

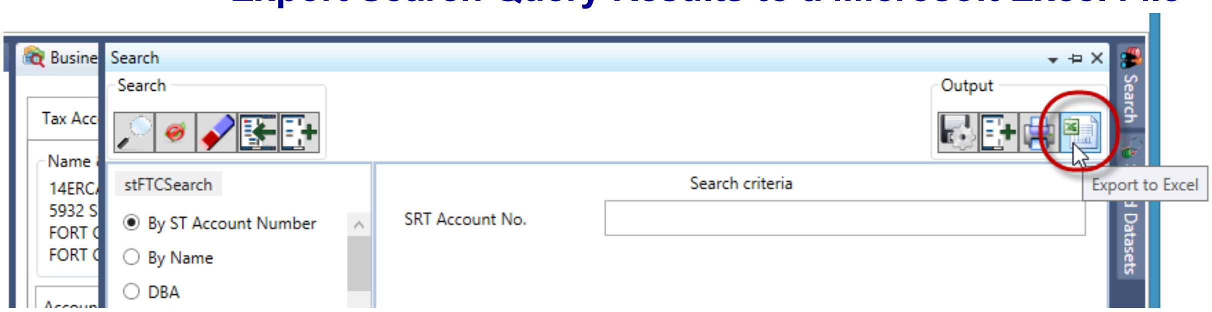
 **Export to Excel:** Click to export the results of your query to an unformatted Microsoft Excel file. *See Export Search Query Results to a Microsoft Excel File below for details.*

Note: This feature will only work when Microsoft Excel is installed on the system that Govern for Windows is installed on. Users must have a valid license for Microsoft Excel.

To restore the search form...

1. Click the **View** tab in the Ribbon.
2. Under the **predefined Searches** section select one of the *Groups* or *Styles* searches.
3. When the search form appears, it will not be in *auto-hide* mode. Click the **Auto Hide** (*Pin*) icon to restore the form to auto-hide mode.

Export Search Query Results to a Microsoft Excel File

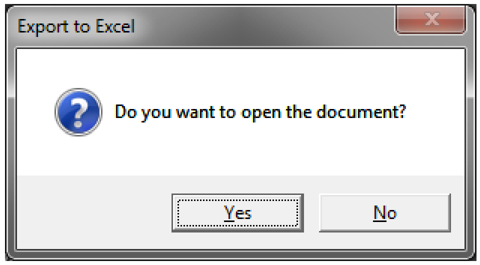


After performing a search query, you may want to further analyze or manipulate the records that were retrieved, e.g. review the tax map numbers or certificate numbers, etc.

To export query results to a *Microsoft*™ *Excel* file...

1. Move your pointer over the *Predefined Searches* auto-hide pane.
2. Complete the necessary parameters and click the *Search* icon to perform a search.
3. Click the *Export to Excel* button.
4. When the save dialog box appears; specify the name of the Excel file and the location that it will be saved in.
5. Once a name has been given, click **Save** to save the file.

6. Next you will be given the option to open the file immediately in Excel; click**Yes** to open the file in Excel.

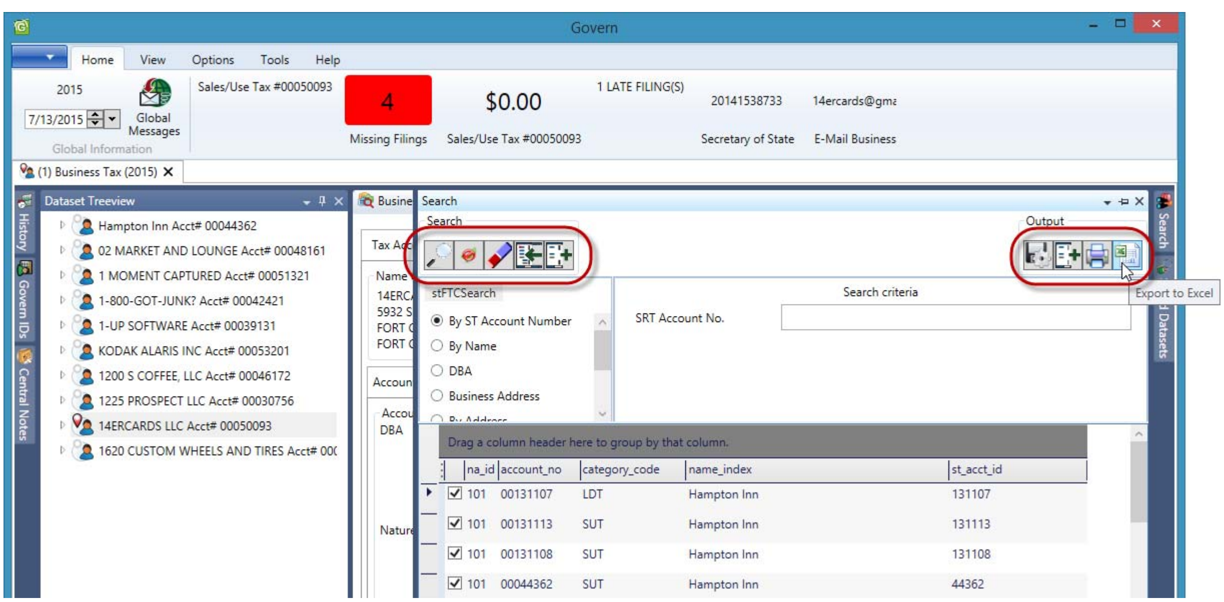


The records that are exported to Excel will not be formatted, i.e. only default fonts and alignments will be used.

Note: This feature requires that a version of Microsoft Excel must be installed on the same system that Govern for Windows is installed on. Users must obtain a valid license for Microsoft Excel.

Search Command button grouping

The *Search Pane* command buttons are grouped for clarity and to accommodate the command buttons with functionality that is related to the mobile version of *Govern*. There are two (2) groups of command buttons; Search-related buttons, and Output-related buttons,



Search Types

Depending on the search type that is selected, the Search Criteria pane will display the corresponding parameters.

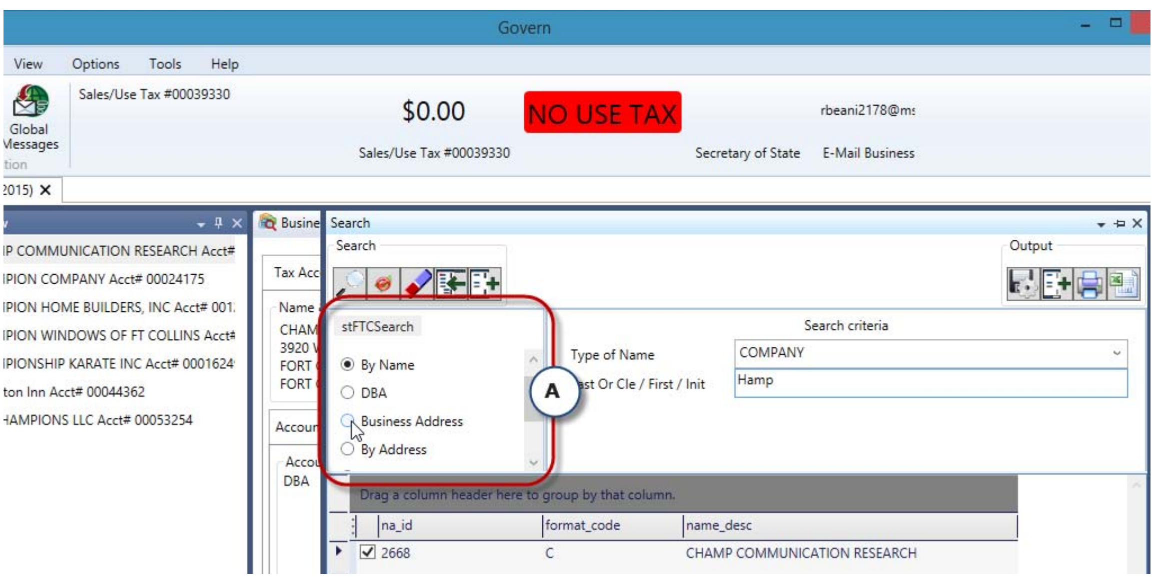
Searches in Govern

The search process is one of the key functions in Govern. The search function allows you to retrieve datasets from the database. Further actions such as creating permits, attaching messages, generating licenses, generating mailing lists, etc. can then be performed on the records in these datasets.

Searches are preset queries that are submitted to the database.

To perform a search...

1. Click *Pre-defined Searches* in the *Ribbon*.
2. In the drop-down menu, click Groups search or Styles search.
3. In the *Predefined Searches* form, click **Property Search** to view the drop down menu.



4. Select **Property Search** (**A**).

5. Under *Property Search* are options to select a search criteria; select **By Tax Map**.

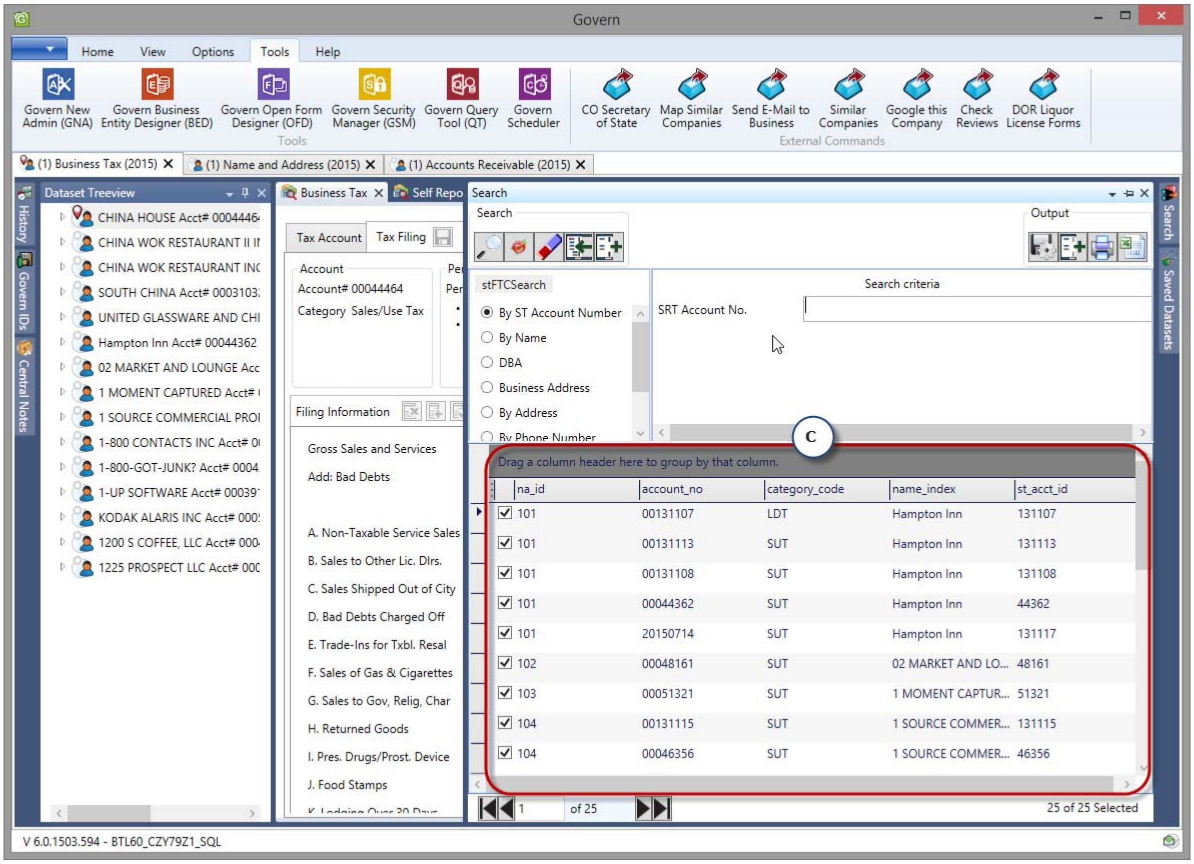
TIP: When using Predefined Searches press the **Tab** key to quickly move your cursor from field to field for quick entry.

A note to Users accessing Govern Remotely

Note: Users should note that parameters with field masks that are designed to accept hyphen separated entries entries, e.g. Telephone Numbers, Tax Maps, will display in OpenForms as a parameter with individual fields. These individual fields can be accessed with the tab key . The **Field Mask** would look like the like the following "XXX-"XXX-XXX-X", each of the grouped X's are separated. Users that are accessing Govern over a **Remote Link**, e.g. VPN should pay attention to the tab sequence when pressing the *Tab* key to jump to the next parameter. Over a remote connection, in the Tax Map parameter, the tab key will not move the cursor to the next field of the Tax Map number, rather it will jump to the **Include Inactive** parameter (**1**). *This behavior only applies to **remote connections** to Govern.*

6. Click the *Search* icon.
7. When the search is complete, the results are displayed in the Search Results pane (**C**).

Note: When you enter information into any of the search parameters, click **Enter** to start the search; search results will be automatically transferred to the **Treeview**.



8. Click the option for *Load to the Search Result*. The results are loaded into the *Dataset Treeview* pane; you can also populate the *Dataset Treeview* automatically by selecting any parameter and clicking on **Enter** on your keyboard.

Note: Only a maximum of 25 search results are displayed; this is can be modified under the *Options* > **Max. Records** in the ribbon.

Search Criteria

The *Search Criteria* will display the search parameters that have been configured with the *Search Type*.

Search Result Pane

When a search is performed, the *Search Results* pane displays the results in a grid below the *Search* and *Search Criteria* areas.

TIP: When you enter information into any of the search parameters, clicking **Enter** will start the search and force search results to automatically transfer to the **Treeview**.

Reposition

NEW! Previously, when performing a search of records with the same NA_ID but multiple ST Account numbers, when you copy the record to the Treeview, the system would only select the first account. Now the selected record will be sent to the Treeview. (Available in release 6.0.1503)

Hibernate Mode

NEW! This behavior of selecting only the first account also applies to the Hibernate process. As Govern is restored from a hibernation if a second or third account is selected before hibernation, when the application is restored, although the NA_ID is correct, only the first account will be displayed.

Transfer Individual Files to the Treeview

At times you may require a single file to be loaded / displayed in the Dataset Treeview. This situation can arise when you have multiple results in your *Search Query Results* dataset. and the requirement is to look at each record one at a time.

To load a single record into the Dataset Treeview...

1. Place your mouse pointer over the *Pre-defined Searches* auto-hide tab; complete the parameters to perform a search.
2. Click the *Search* icon.
3. In the *Search Result* pane, double-click on the individual record that you would like transferred to the **Dataset Treeview** pane (**B**).

Note: When an individual file is transferred to the treeview, any previous dataset will be overwritten and replaced with the single file that was selected.

Load to Treeview and Add (Append)

NEW! As data is loaded or appended to the Treeview from the Search, or the Saved Datasets form, the following rules apply:

When a record is selected for append, only new files will be loaded. If previously loaded, the file will not be reloaded into the Treeview.

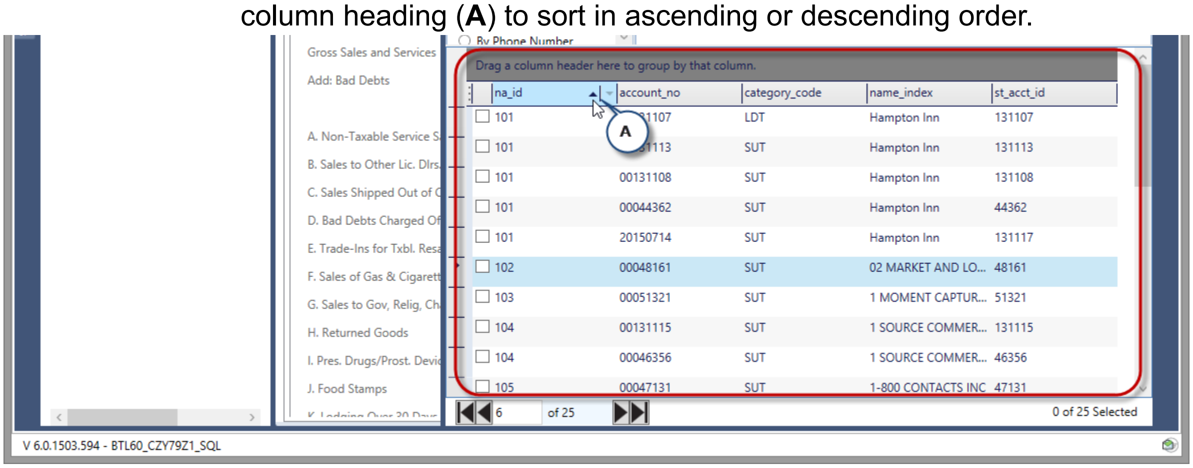
If no search result is selected, the Add to Search Results button will be disabled.

Sorting Search Results by Column Heading

Search results can be sorted based upon column headings, and in ascending and descending order.

To sort search results based on the column headings...

1. Display the *Predefined Searches* pane.
2. Perform a search; the results will be presented in the *Search Results* pane.
3. Note the column that you would like to sort your results on; click on the column heading (**A**) to sort in ascending or descending order.



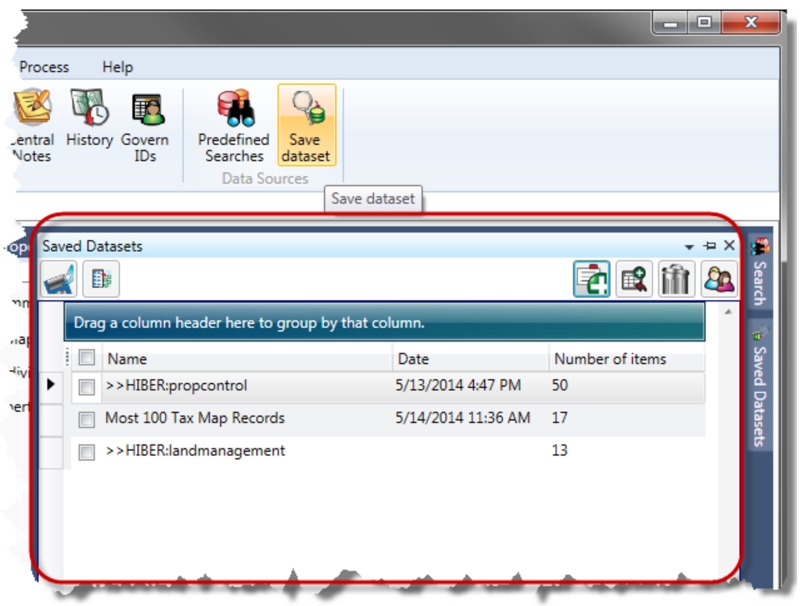
The direction of the arrowhead in the column head will indicate the direction of the sort. When the arrowhead is pointing upward, the sort is ascending, when the arrowhead is pointing downwards, the sort is descending. A click on the column heading will switch between *ascending* and *descending*.

The result will be sorted based on the column heading that you are using. When there are empty grids, i.e. NULL characters, those records are presented first when the sort is ascending, last if they are descending.

Govern Saved Datasets Pane

NEW! As indicated earlier, the search process is one of the key functions in Govern. The function allows for the retrieval of a record or a collection of records or datasets from the database. Further actions such as creating permits, attaching messages, generating licenses, generating mailing lists, and so on, can then be performed on the records in these datasets.

The *Govern Saved Dataset* pane is new in version 6.0. This pane will allow users to load, save, and delete saved datasets. This pane lists all saved datasets for the current user (…excluding datasets that were present prior to the hibernate process). With this control the user is able to, create new datasets from a search result, append to an existing dataset, load, edit, or delete one or more datasets.



Saving Search Results

The result of searches, i.e. datasets, can be saved away and retrieved for further review at a later period. For example, a search can be made for all issued permits in a municipality, at a later period the same dataset can be recalled without having to perform the same search. In addition, new search datasets can be added to the existing one.

To save a dataset...

1. Perform a search using the *Predefined Searches* pane.
2. If not selected, click to select the View tab in the ribbon.
3. In the Data Sources group, enter a name for the search.

Note: Until a name is entered for a dataset, the option icons will be "ghosted", i.e. not selectable.

4. When a name is entered, the option icons will be selectable.
5. Click **Save Dataset**.

The dataset will be saved under the name that was entered. Additional names will appear in the drop down list.

Appending to a dataset

New datasets from subsequent queries may be added or "appended" to an existing query. This is done with the *Append* option.

To append to an existing saved dataset...

1. Recall an existing dataset.
2. Perform a new search, and obtain the resulting records.
3. In the drop down menu of the *Saved Dataset* field, select the dataset that you would like to append to.
4. Click to select the **Append** option; click **Save Dataset**.

The newly added results will be appended to the existing one. Additional datasets can be appended to an already existing saved dataset.

Note: The dataset information is saved in the **USR_SAVED_DATASETS** table.

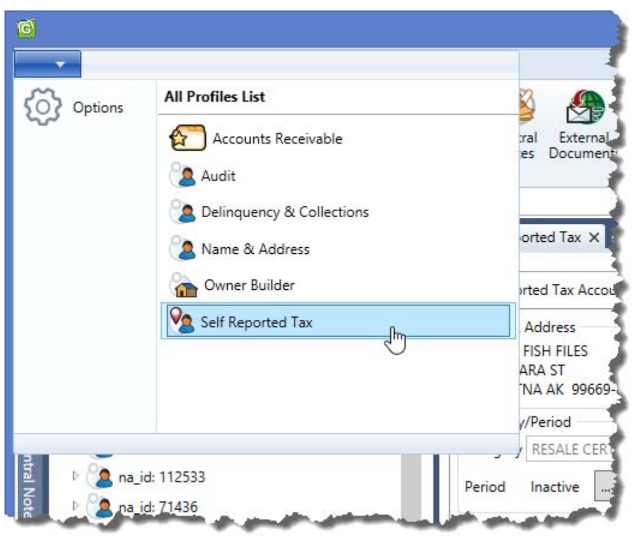
Business Tax Search

Overview

In the *Business Tax* (**SRT**) Data Entry form, you can perform a search by *SRT Account Number*, *SRT Filing Info*., or *SRT Category* for the individual or company. A series of specialized **Predefined Searches** are available for the *Business Tax* profile. The criteria for these searches can be accessed as a *Group Search* or a *Style Search*. *Group Searches* combine a series of search criteria, like an *Entry Date*, *Reporting Period*, and a *Period No.* A *Style Search* will deal with one specific criteria like a *Name*.

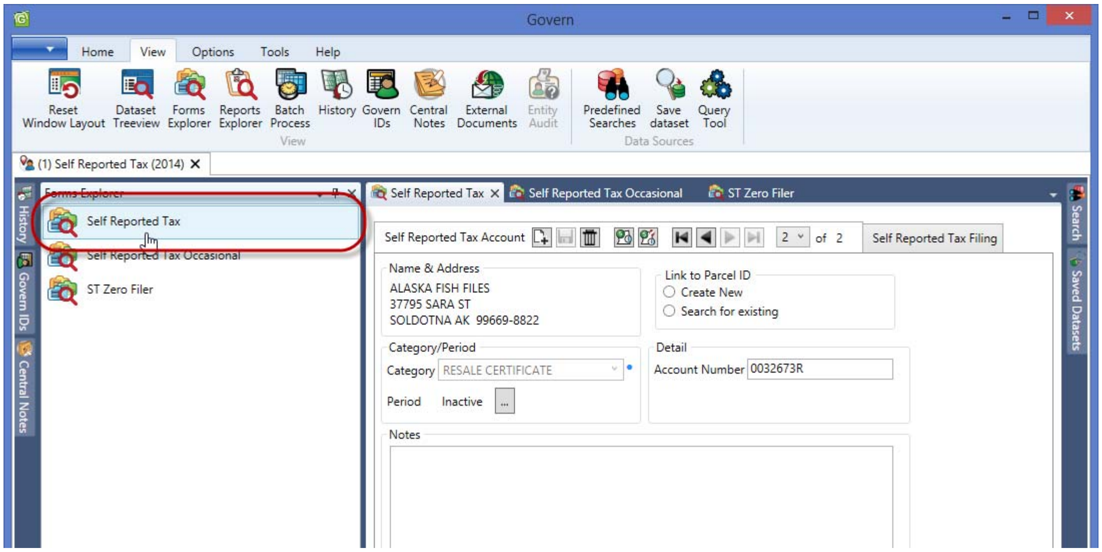
To access Business Tax search criteria...

1. In *Govern*, click on the *Govern* suite button and select *Open* > **Business Tax**..



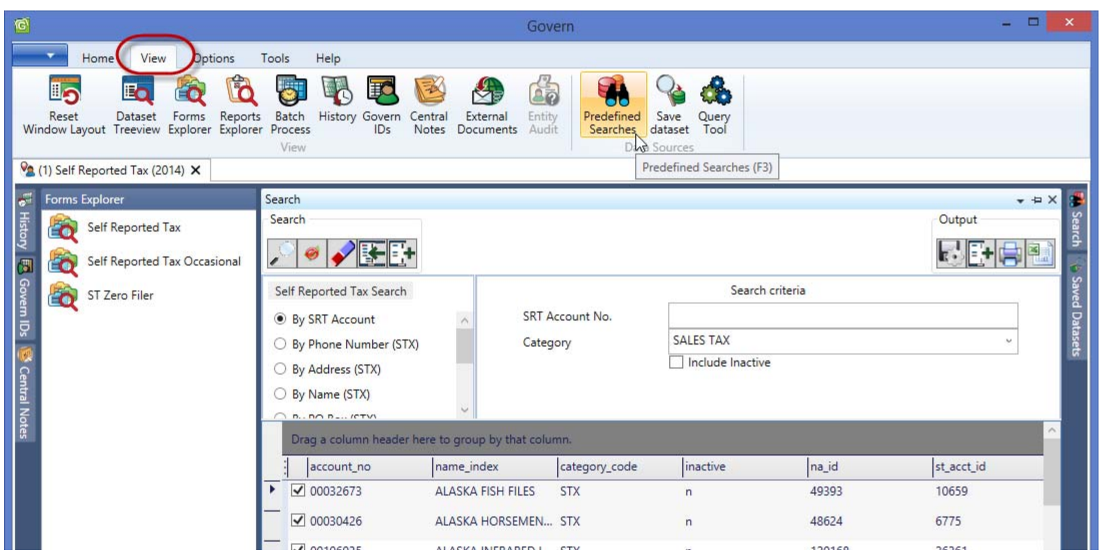
2. Click the *Forms Explorer* tab to display the *OpenForms* that are in the **Business Tax** profile.

3. When the **Forms Explorer** is displayed, double click on the **Business Tax** *OpenForm*.



Now, it will be necessary to set the *Pre Defined Searches* for *Business Tax*.

4. In the interface, click to select the **View** tab.



5. In the *Data Sources* group in the ribbon, select **Predefined Searches**.
6. In the form, choose an option under the **Self Reported Tax Search** column.
7. Click **Search**.

The results will be displayed in the search results pane of the search form.

Business Tax (ST) Search Parameters

A search can be performed based on any of the criteria listed under the Self Reported Tax Search pane. Search options can include the following:

- By SRT Account
- By SRT Filing Information
- by SRT Category
- By Phone Number (STX)
- By Address
- By Name

The search criteria displayed are dependent upon system configuration and user access

Common Parameters

SRT Account No.: Enter the required SRT Account number for the record.

Category: Search based upon the *SRT Category*, these are the SRT categories in (Table: VT_USR_ST_CATEG).

Include Inactive: When searching you may want to include accounts that have been set to inactive; click the Include Inactive option to include these accounts. By default inactive accounts are not included in search results.

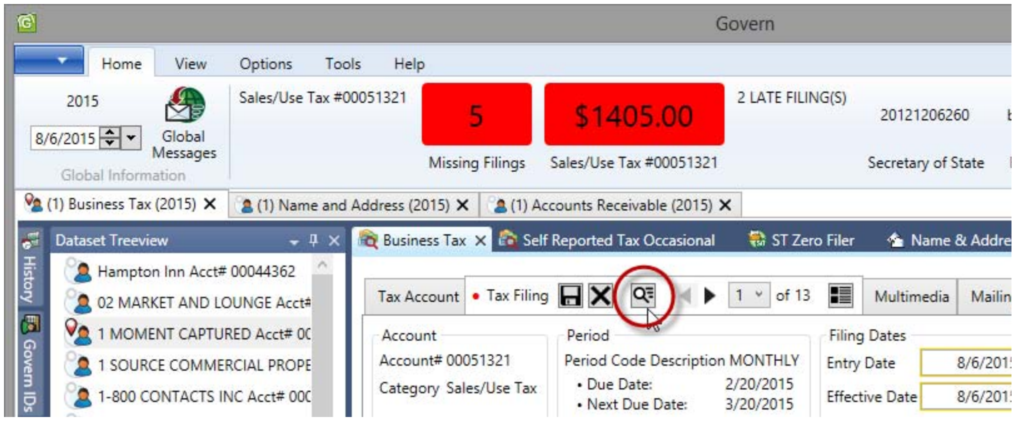
By SRT Filing Information

Entry Date: Enter the entry date that the report was made in the parameter. Use the **MM/DD/YYYY** format. Alternatively, you can click the drop down menu to display a calendar.

Reporting Period: Select a *Reporting Period* from the drop-down menu. Suggested *Reporting periods* might be quarterly or monthly.

Period #: Enter the period number that the accounts are entered in; 1 for monthly, 2 for quarterly.

Self Reported Business Tax Quick Search



The search feature can be enhanced with a “Quick Save and Search” option that improves data entry.When configured this feature reduces the time between saving a modification on a record and having to reopen the Search form to search for another record. This feature is designed for users that need to make multiple successive entries. The Quick Search feature can be configured by users with administrator level access.

Configuring the Quick Search

Administrators that need to configure the Quick Search feature should refer to *Configuring Quick Search on page 107 for details.*

Using the Quick Search

The ST Quick Search is designed to facilitate rapid entry of information. This is achieved by avoiding the step of the user having to open the Search screen after a modification has been made to a record.

To the end user, the Quick Search is a toggle icon that is quickly identified when enabled.The dark background is used to provide contrast between other icons on the tab

State	Appearance of Icon
Off	
On	

When enabled with a click, the user will make an entry or update a record; and click **Save**. The Quick Search is immediately launched, and the cursor is active in the search field, prepared for the user to enter the next filing account to be retrieved.

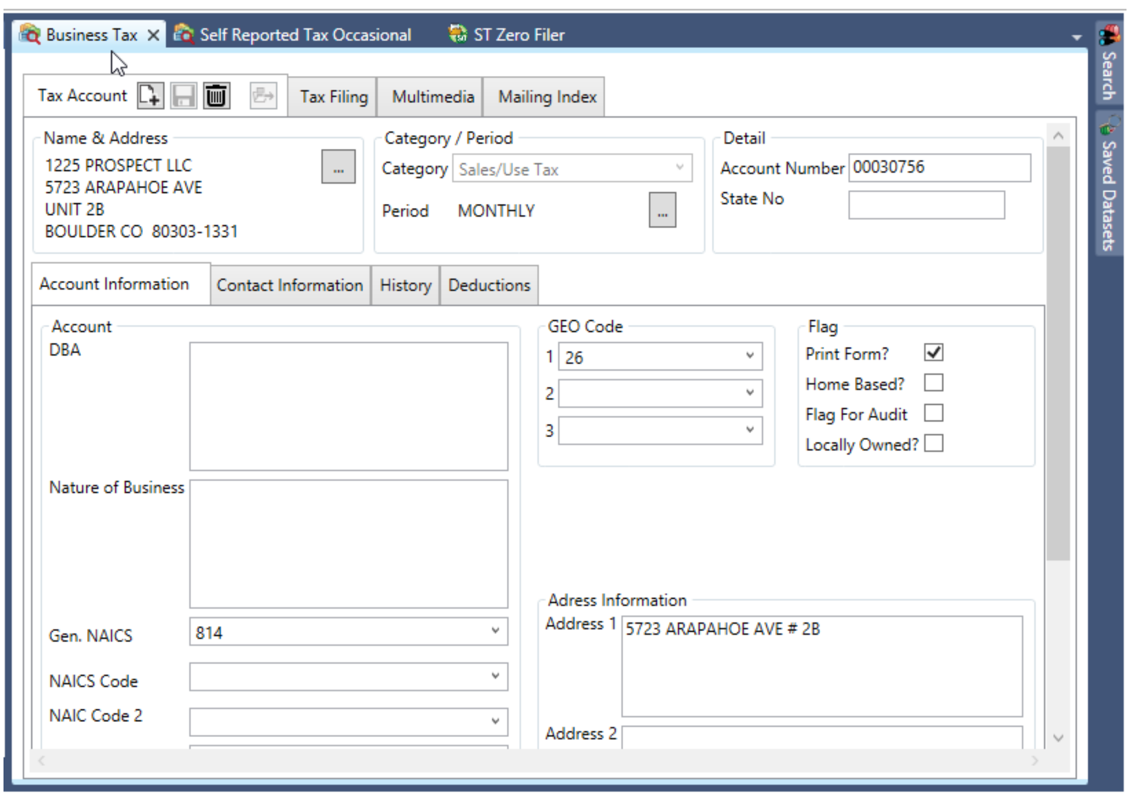
Self Reported Tax Account Maintenance

Overview

The **Account** tab of the *Self Reported Tax OpenForm* is used to maintain the information of individual and/or company accounts that you would like to collect levies from.

To access the *Self Reported Tax Account Maintenance* parameters:

1. Perform a search, *as described in Business Tax Search on page 58*, for the individual or company for whom you want to create an account.
2. To access this form, select a record and if not already selected, click the **Account** tab.

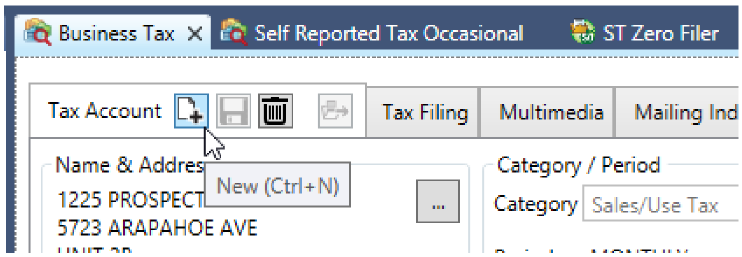


Under the tab you can review the *Name* and *Address* of the selected individual or company, this is to ensure that you are looking at the correct account and information.

Creating a Business Tax Account

To create a new *Business Tax Account...*

1. Under the *Business Tax* **Account** tab, click **New**.
2. Select a **Category**, and a **Default Period**.



3. Click **Save** . The account number is automatically generated and entered in the **Account Number** field.

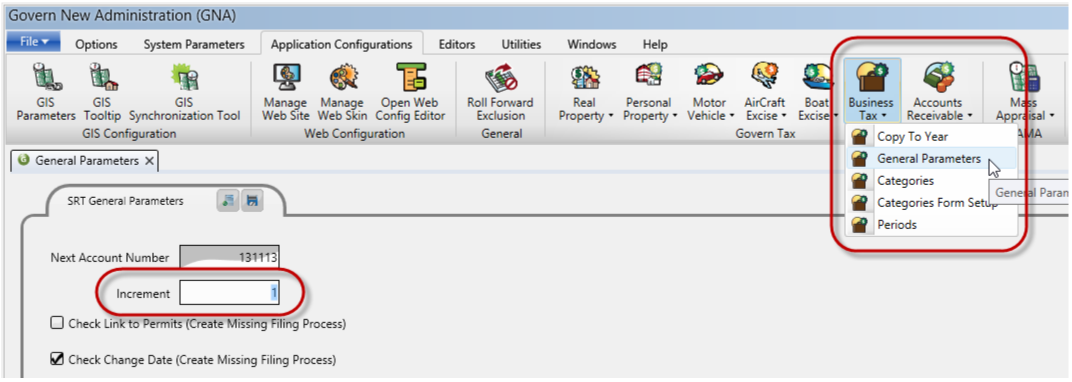
Note: This system generated account number can be manually over-ridden; *see Override Generated Account Numbers on page 65 for details.*

4. Click **Save**.

Note: The *Name & Address* field is automatically populated with the name and address information from the selected record.

Setting the Account Number Increment

If a value has been entered in the **Increment** parameter in the *Business Tax General Parameter* form in *the Govern New Administration (GNA)*, the newly generated account number increment will be by this value. *See Control Account Number and Increment on page 32*.



Override Generated Account Numbers

When required, it is possible to manually override the system generated *Account Number* in the *Business Tax - Account Maintenance* form.

To override a system generated Account Number...

1. In *Govern*, select an existing account number in the **Account Number** parameter, or at the point when a new *Business Tax Account* is being created.
2. Click inside the field to highlight and modify the **Account Number**.

TIP: When a change is made to an account number, it is a good idea to insert a *Global Message* as a means of notifying others of the change. *Refer to the Govern Release 6.0 user guide for details about Global Messages*.

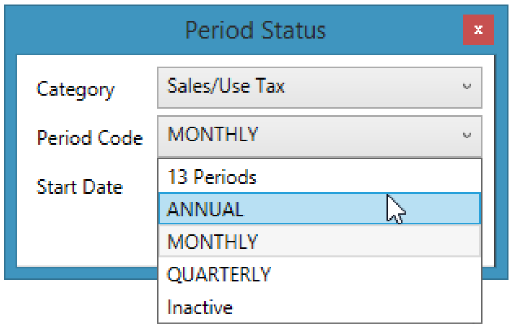
Specify your Reporting Period

As there is no standard default reporting period, this value can be set under the Period tab of the *Business Tax - Periods* form.

To specify a *Reporting Period* when creating a new account...

1. In *Govern,* select the *Business Tax* profile.
2. Open a record; if not selected, click the **Account** tab.
3. Under the *Account* tab, click **New**.

4. A Period Status screen is displayed, select the **Category**, **Period Code**, and **Start Date**. The period must be defined in the Business Tax Period form in GNA.



5. Once all parameter have been selected, click OK.

Period Status form command buttons

Category: These are the categories of Business Tax that have been defined in the business Tax Categories form.

Period Code: This indicates the frequency that the account will file. For example, if reports are due once a month the period is **Monthly**.

Start Date: Specify the Start Date for the account filing.

Reason Code: This is an optional parameter; it allows the user to provide a reason why the period of the ST account was changed.

OK / Cancel: Click OK to accept the changes, or Cancel to cancel the creation of the account, or changes

Business Tax Account Creation Rules

The following rules apply to the creation of a Business Tax account.

- Once the Business Tax Account has been created, the **Category** cannot be changed.
- The user must specify a **Period Code** and **Start Date**; if they are not provided, the OK button will be disabled. Once the Period Code and Start Date are selected, the OK button is enabled for confirmation.

- The **Cancel** button will close the window and return to the user to theAccount without changing the period of the current ST Account.
- The Reason Code is optional. This parameter allows the user to provide a reason why the period of the ST account was changed.
- When the OK button is clicked, the current entity data is considered as “dirty”, and a red dot will be displayed.

In the account creation process, if additional information pertinent to the account is required to be entered, it can be made in the **Notes** field

To include additional notes, if not on the Accounts tab, click the *Accounts* tab.

Additional Notes

In the account creation process, if additional information pertinent to the account is required to be entered, it can be done in the **Notes** field

To include additional notes, if not on the Accounts tab, click the *Accounts* tab.

1. Under the **Account** tab, locate the **Notes** field.
2. If the account is inactive, select the **Inactive** option and enter a range of dates in the **Status Information**.
3. Click **Save** on the tab.

Self Reported Tax Filing

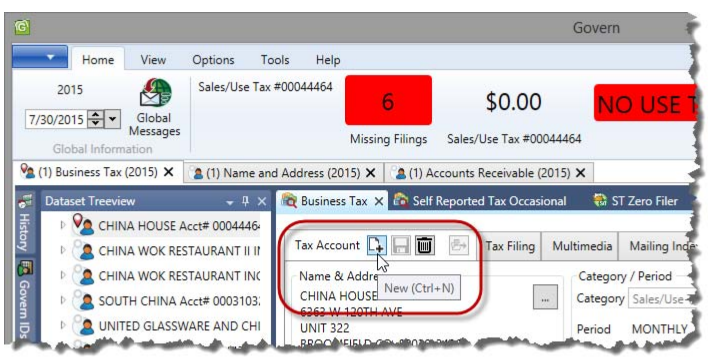
Overview

Under the *Business Tax Filing* tab, use the *Filing Information* sub tab to enter collection information, to view totals, interest payments, and levies for each *Business Tax* record. The *Filing Information* tab may be referred to as the *Business Tax Data Entry* form.

Note: Administrators with the eGovern solution installed have the option to offer online filing of SRT reports to their users. These administrators will need to create an online version of any existing SRT forms that will for offered for online filing. *Refer to the Business Tax Editor section of the MS Govern - eGovern Public Self Service Portal Release 6.0* user guide for details.

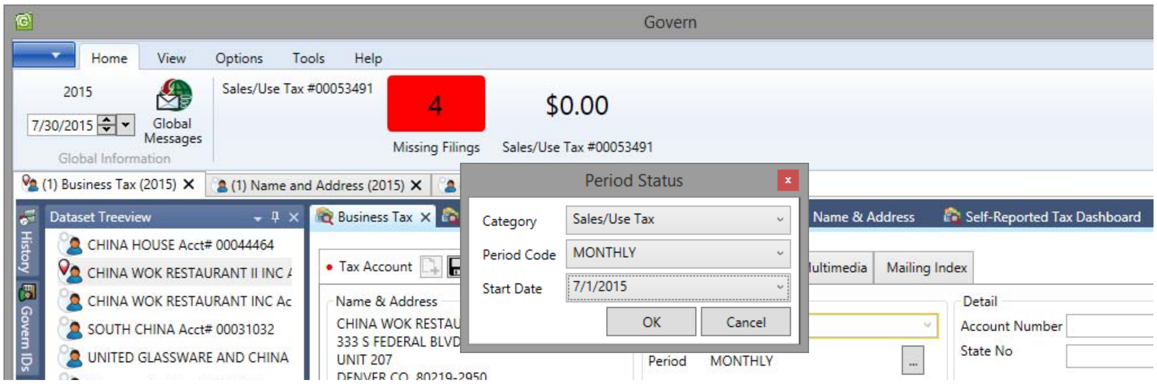
To access the *Business Tax Data Entry* form and make entries...

1. Select an active *SRT* account, or create a new one with a click on **New** under the *Account* tab.
2. Click the **Filing** tab; click **New** to create a new entry.



In the form, the parameters become active allowing you to enter tax details.

Create a New Business Tax Account



To create a new *Business Tax* record...

1. In the **Period Status** form, select a **Category**, **Period Code**, and **Start Date**.
2. .
3. Select a **Reporting Period**. *See Self-Reported Tax Periods on page 36*.
4. Select a **Period #**. This refers to the *Due Date*, The *First Due Date* for the period is Period #1; the second is Period #2 and so on.
5. The **Due Date** and **Next Due Date** are automatically displayed based on the parameters set on the *Business Tax Periods* form in the *Govern New Administration*.
6. The fields, from the *Business Tax Fields* form for the selected category are automatically displayed and calculated according to the computation rules, defined in Govern Admin.
7. Click **Save** to save the entered data (Table: ST_FILING_FIELDS).

Modifying Business Tax Entries

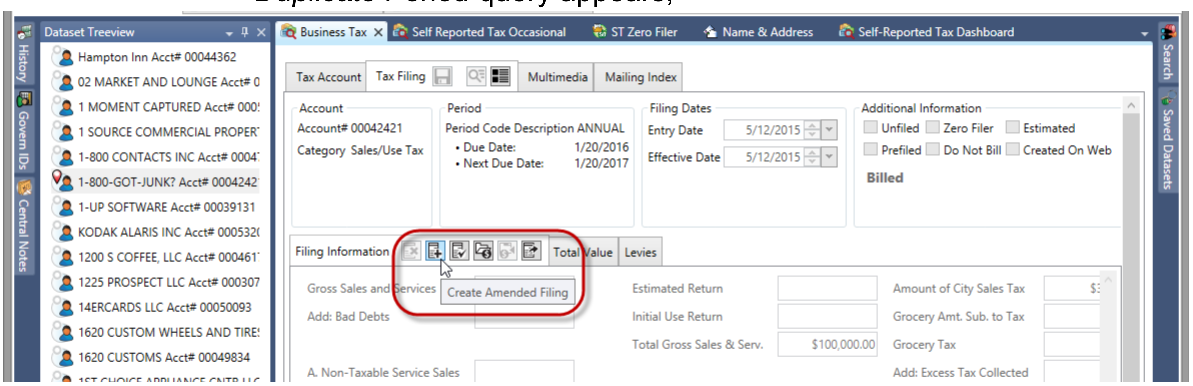
When regular reporting entries are made, errors in the reporting can be made. For example you may have entered that you collected $1200 in sales tax for a reporting period, and posted the entry to the A/R. At a later period, it is discovered that the amount was only $1100. It is possible to return to the posting period and make an correction.

Duplicate Entries for Same Period are Flagged

Business tax duplicate entries are flagged as duplicates. When flagged, duplicate entries can display a red label, “Amended Period” or “Audited Period”. In addition there is also a label that displays *Corrected Period* for records that were already posted and then later corrected. (Table: ST_FILING_MASTER).

To make a modification/correction to a reporting period...

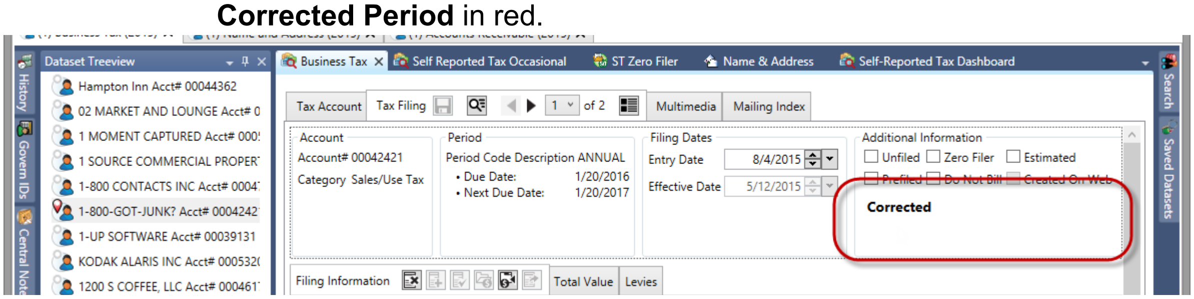
1. Open the posted filing and select the **Tax Filing** tab.
2. Under the *Filing Information* sub tab.
3. Click **New** to make your entry, change the *Period #* or *Due Date*; the *Duplicate Period* query appears;



4. Select one of the options of **Create Amended Filing**, or **Create Corrected Filing**, or **Audited Period**.
5. Make your amendment, save, and re-post the record to the A/R.

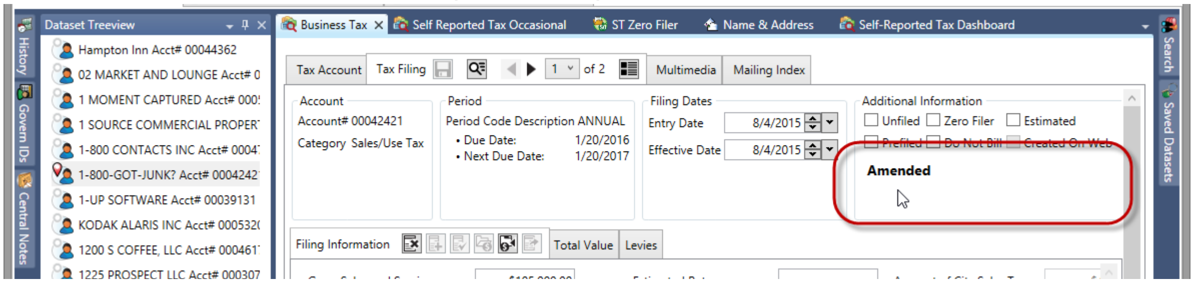
Corrected Period

Select the option for *Corrected Period* to correct an already posted entry; in this instance, an *Adjustment Record* is created and the entry is re-posted. The system will indicate that this is a corrected entry for this period by displaying **Corrected Period** in red.



Amended Period / Audited Period

Amended Period is to be selected when making amendments to a record but in this instance the original posting still remains, and a new "amended" entry is made and posted; the same methodology is used when selecting the **Audited Period** option, except it is used in instances of an Audit.



During the posting, the differences between the last filing and the new one will be posted in (Table: ST_FILING_MASTER).

A note about Amended Files

NEW! When amending a record, users should note that the system does not support a true amended filing, instead it will present an interface to the user to perform a corrected filing. This solution allows users to quickly enter data while reducing the risk of A/R computation bugs.

In order to amend a filing, users will need to navigate to find the account/filing record to be processed. If the record is already posted, they will have the ability to click on the **Amend current filing** button.

Amending a filing is exactly the same as correcting a filing with the following notes:

- Data in the filing screen will be cleared out
- The amended return Effective Date is the current date (editable)
- During the save process, after creating the history ST_ID, the system will:
- For numeric fields: You will need to **add** the new value to the old value.
  - **For Example**: If **field1** was 300, and the user enters -100, the value after a save will be 200.
  - If no value was entered, the Govern system will keep the previous value.
  - For all other fields, the system will replace the value.
  - If no value was entered, the Govern system will keep the previous value

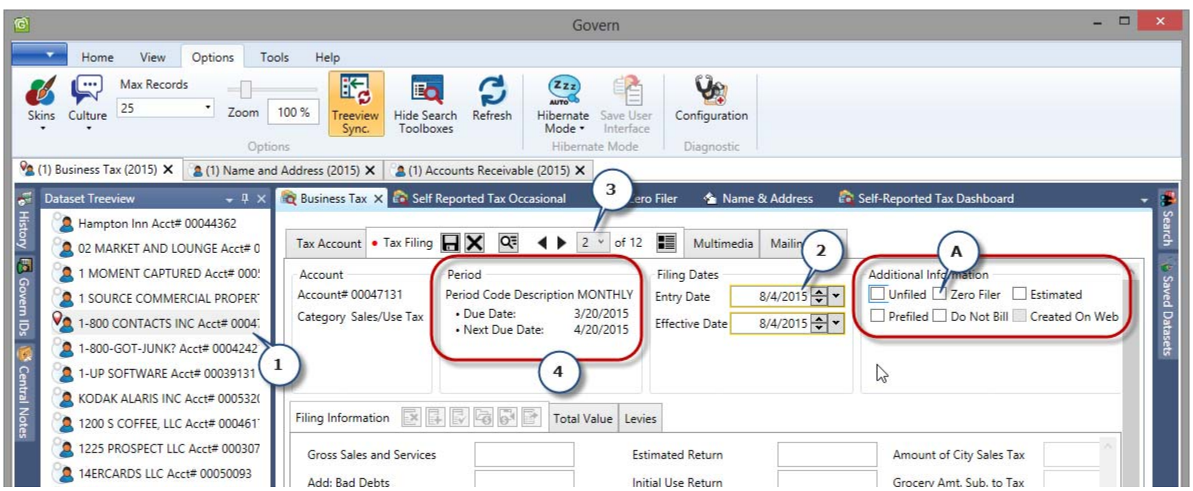
In the database, there will be no trace of an amended return. After the save, the user will see an **un-posted** corrected return in the form, this return will be the sum of the previous filing and the data that was just entered.

Note: Users should note that for Govern, amending a filing is the same as correcting a filing; the approach is an alternate way to do it.

Option for "Zero Filer" on Data Entry Form

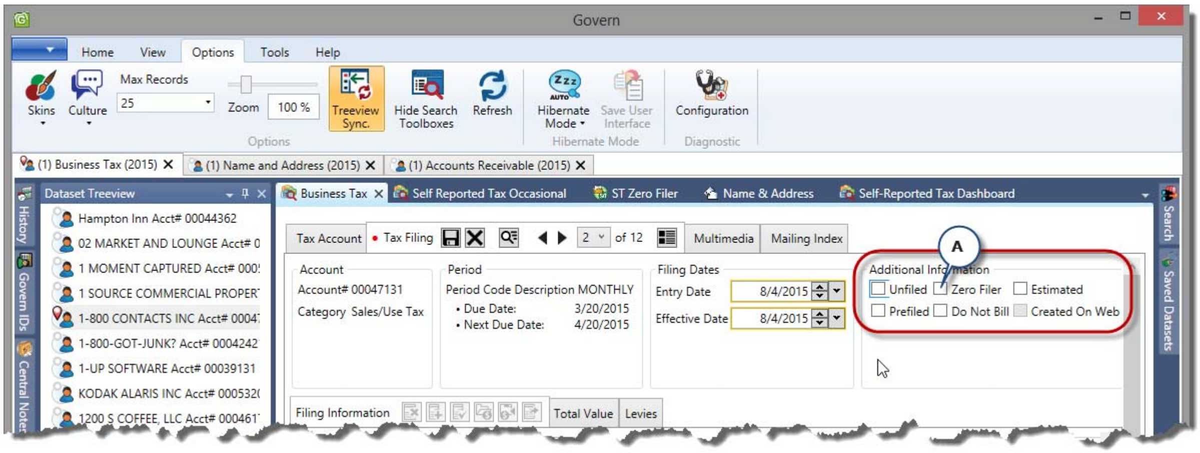
Business Tax filings are made according to your *Reporting Period* settings. Occasionally, there will be periods where you will have nothing to report; i.e. no sales, collected duties or deductions. In such instances, a "zero filer option" is available in the form. This option, when selected and saved, will ensure that all parameters are set to zero.

To report a period with no entries in *Govern*...



1. Select an **Account**.(**A**)
2. The current date is automatically displayed in the **Entry Date** field (**2**). You can modify this if required.
3. Select a **Reporting Period** (**3**) from the drop down menu. *See Self Reported Tax Periods on page 44 for details about periods*. This refers to the *Due Date*, The *First Due Date* for the period is Period #1; the second is Period #2 and so on.

4. The **Due Date** and **Next Due Date** (**4**) are automatically displayed based on the parameters set on the *Business Tax Periods* form in the *Govern New Administration* (**GNA**).
5. Click to select the **Zero Filer** option (**A**).



6. Click **Save** to save the entered data (Table: ST_FILING_FIELDS).

Note: If you are a user of the Web site, this option equates to a submission where there is nothing to report.

Zero Filer Quick Entry

NEW! As an alternate method to manually entering an individual record, there is the Zero Filer Quick Entry feature. This feature updates un-filed ST records to the zero filer using the current Fiscal Year, Department, and User Login in the application. A grid is displayed that is populated with all un-posted ST records that are classified as un-filed (Table: ST_FILING_MASTER.UNFILED = -1) ; the updated filing that is added to the grid will need to provide a barcode. Details of the barcode are as follows:

Details of Zero Filer Barcode

The barcode that is to be supplied is defined in 3 parts using the separator “-” as a separator. The required data for generating the barcode can be retrieved from the database from (Table: ST_MASTER, and ST_FILING_MASTER)

Generated barcodes must take the following format:

accountNo-periodNo-yearID

Note: The asterisk characters that begin and terminate the string are required.

- **Part 1 -** Reserved for the Account Number. (Table: ST_MASTER.ACCOUNT_NO)
- **Part 2 -** Contains the period number. (Table: ST_FILING_MASTER.PERIOD_NB)
- **Part 3 -** Must display the year. (Table: ST_MASTER.YEAR_ID)

Basic Sample Query to Generate Barcode String

```
-- Bar Code Query - UNFILED = -1 / 0 for Filed --

SELECT CONCAT('*',STM.ACCOUNT_NO,'-',STFM.PERIOD_NB,'-',
STFM.YEAR_ID,'*') AS 'Bar Codes'

FROM ST_MASTER STM JOIN ST_FILING_MASTER STFM

ON STM.ST_ACCT_ID = STFM.ST_ACCT_ID

-- Specify Account No. Range for Un-filed Accounts --

WHERE STM.ACCOUNT_NO >= '00045101' AND STM.ACCOUNT_NO <= '00045151'
AND STFM.UNFILED = -1 AND STFM.YEAR_ID ='2015'

ORDER BY STM.ACCOUNT_NO ASC;

-- STOP --
```

Note: The query results can be modified to include the account name beside the barcode string.

Sample Result

```
*00010010-1-2010*
*00010010-2-2010*
*00010010-3-2010*
*00010010-4-2010*
```

The result of the query should be imported into a spreadsheet application or word processor and formatted with the barcode font that is recommended for the reader. Once formatted and printed, the barcodes can be scanned with reader to rapidly enter the information.

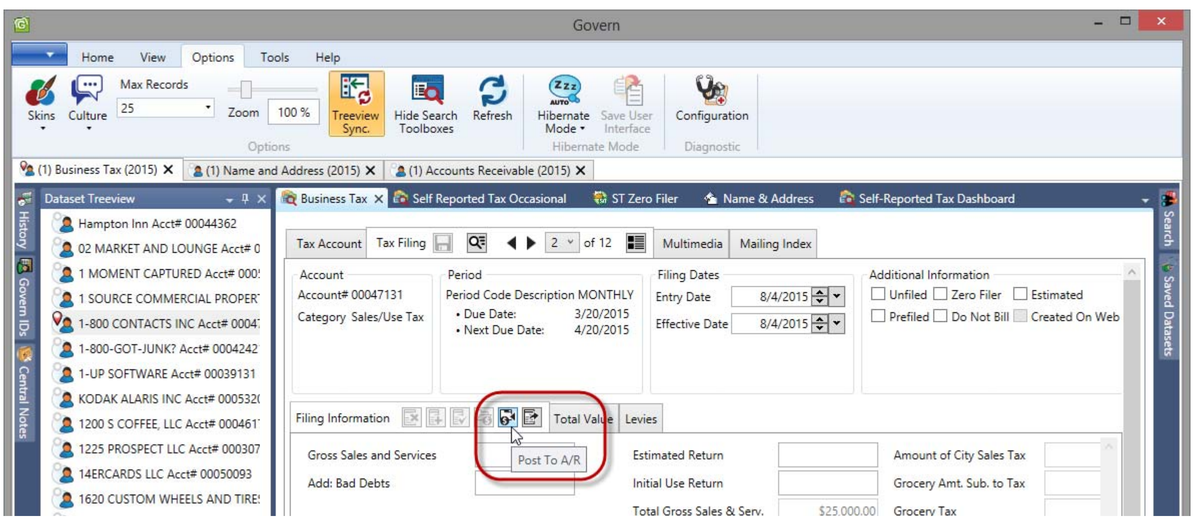
Result	Encoded with Barcode Font
00010010-1-2010	* 0 0 0 1 0 0 1 0 - 1 - 2 0 1 0 *
00010010-2-2010	* 0 0 0 1 0 0 1 0 - 2 - 2 0 1 0 *
00010010-3-2010	* 0 0 0 1 0 0 1 0 - 3 - 2 0 1 0 *
00010010-4-2010	* 0 0 0 1 0 0 1 0 - 4 - 2 0 1 0 *

Posting an Entry

After a report has been filed, the entry can be immediately psoted to the Accounts Receivable for processing.

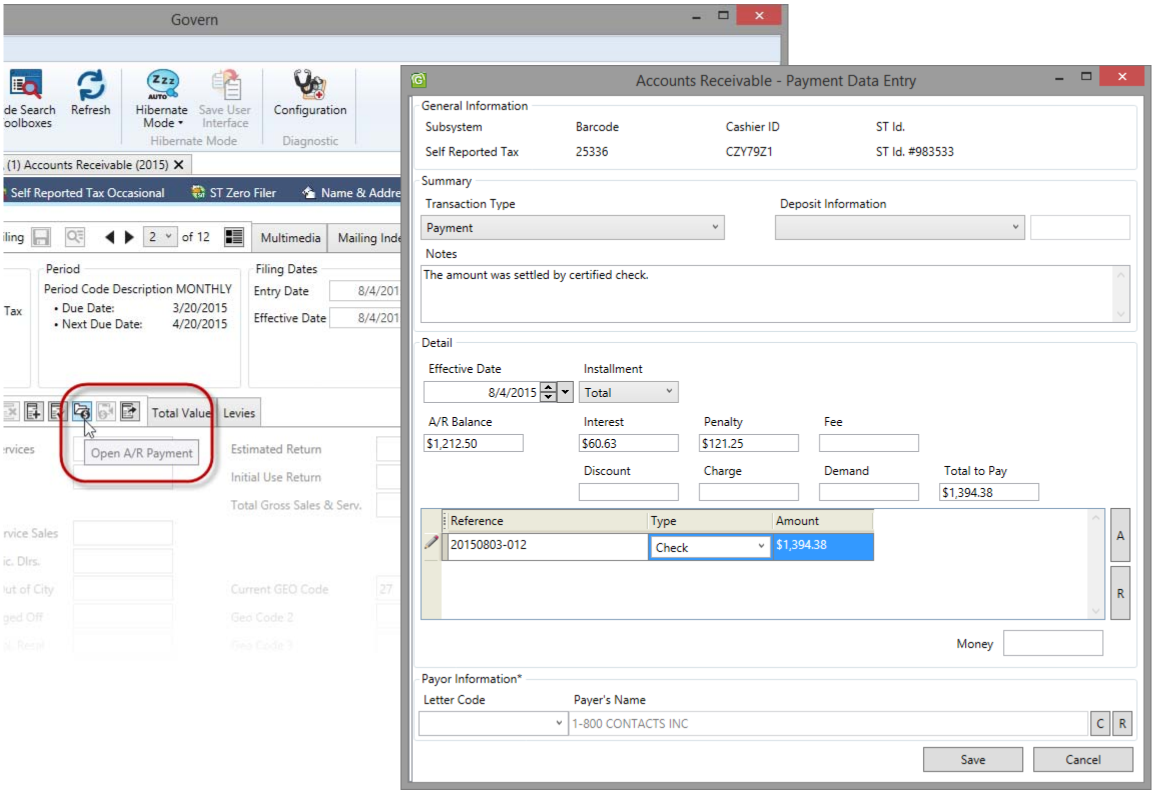
To post a report...

1. Under the *Filing* tab complete a report.
2. Click **Save** to save the report.
3. Under the Filing tab click **Post to A/R**.



4. At the prompt, click **Yes**, to accept.

The report has now been posted to the A/R. In a municipality office situation, citizens may be present and wish to settle the payment. This can be achieved though the *A/R Payment Data Entry* form.



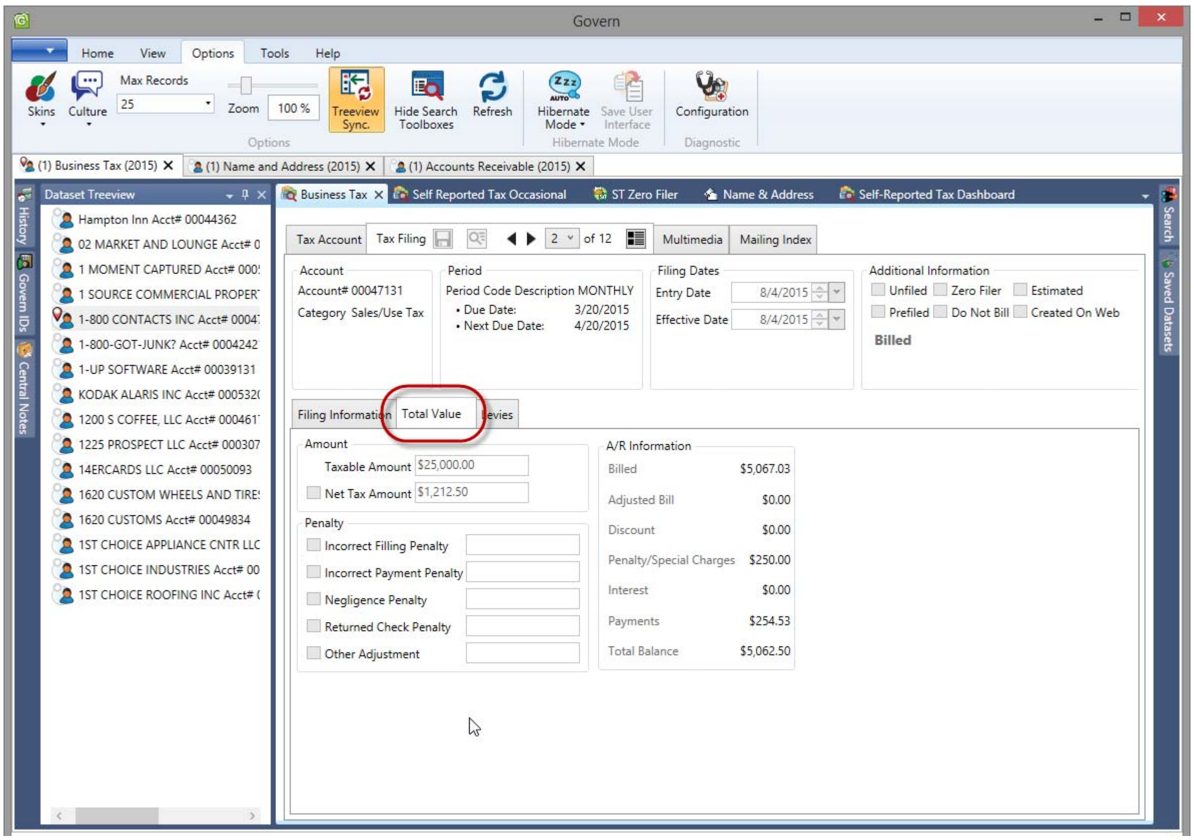
To make a payment through the *A/R Payment Data Entry* form...

1. Under the *Filing* tab of the report that was posted, click **Post to A/R**.
2. In the *A/R Payment Data Entry* form, select a Transaction Type, Deposit Information, and any notes that should be included with the payment.
3. In the *Details* group, specify any additional details, e.g. payment is only effective as of a specific date.
4. Also specify the amount of payment, the method, and any reference information.
5. In the *Payor* Information group, specify the name of the payor. Click **C**, to open the *Search by Name* form; click **R** to remove a name.
6. Click **Save**.

A/R Posting Link is based on ST_ACCOUNT_ID

When a *Business Tax* posting, an amendment, or a duplicate filing, is made, it is linked to (Table: AR_MASTER) by the ST_ACCOUNT_ID.

Total Values tab



The *Total Values* tab is a sub tab of the *Filing* tab. This tab displays the following information:

Tax Information / Amount group

Taxable Amount: This field displays the total calculated from the Filing Information tab.

Net Tax Amount: This field displays the Net Tax Amount. You can override this field, provided you have access rights to the function.

Special Charges / Penalty group

This section displays penalty and interest information, as required. Select the charges that apply. The amounts are calculated from the values entered for the selected tax category in Govern Admin. *See Self-Reported Tax Categories on page 16.*

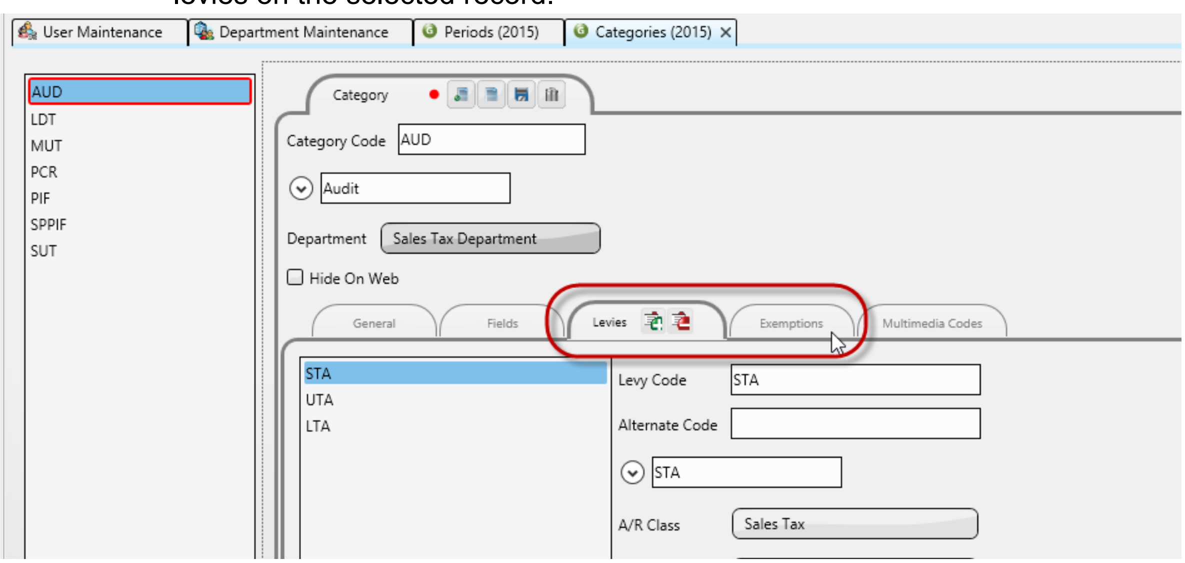
- Incorrect Filling Penalty
- Incorrect Payment Penalty
- Negligence Penalty
- Returned Check Penalty
- Other Adjustments

A/R Information group

The A/R information that is related to the period entries is displayed in the *A/R Information* group.

Levies and Exemptions tabs

The Levis / Exemptions tab displays the amounts allocated for each A/R Class, with a Total Balance. Select the **Levies / Exemptions** tab to display the levies on the selected record.



The following information is displayed on the levies, with a total amount:

- **Levy Code** - This is the name specified for the levy
- **Base Value** - The base value is the amount from a standard table used for the calculation of the type of Levy
- **Base Exempt Value** - Under this column is the amount of the exemption
- **Net Base Value** - This is the result of the base value minus the exemption
- **Rate Value** - Displayed under this column is the levy rate
- **Tax Amount** - The tax amount is the resullt of the net value and the rate
- **Exempt on Net** - Exemptions can be made before or after a computation. If the exemption is on the Net Value for the line item, the amount would appear under this column, otherwise this cell is blank.
- **Override** - If you want to perform a manual override of the Net Tax Amount, select a yes fromthe drop-down menu
- **Net Tax Amount** - This is the resultant of the calculation. If the Override is set to Yes, this amount can be manually changed.

Note: After a posting you will not be able to perform the manual override.

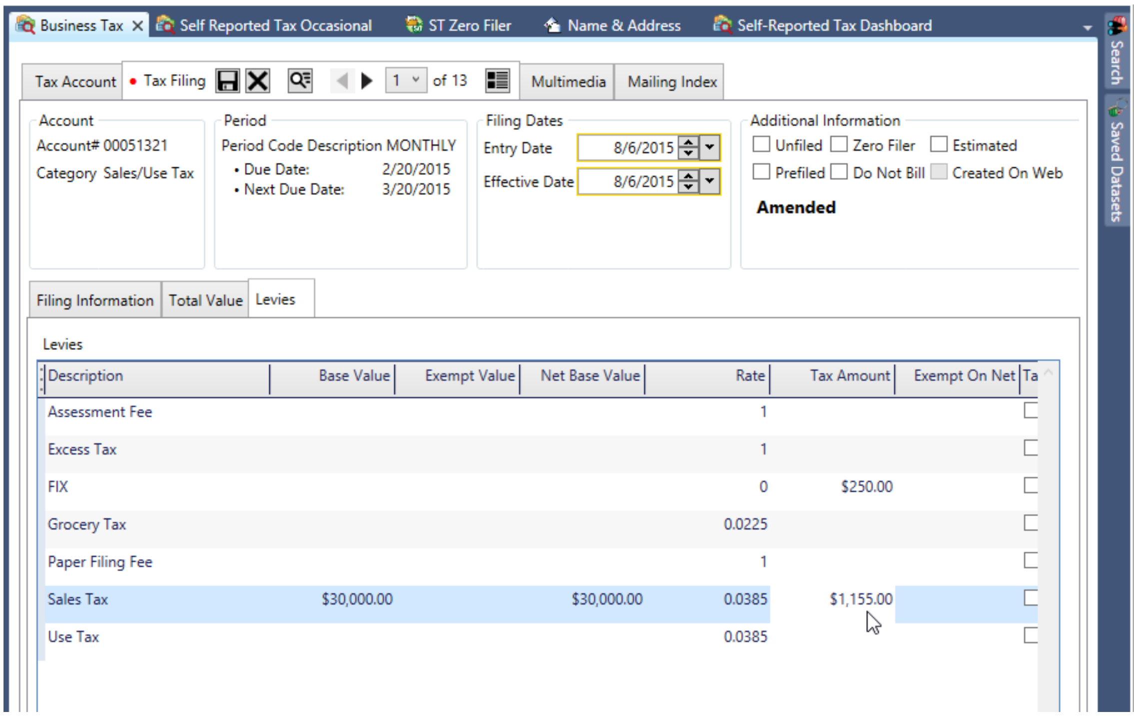
Select **Post to A/R** on the *Filing* tab to transfer the payment information to the Accounts Receivable subsystem. You can view the Business tax information in the Accounts Receivable Inquiry function. *Refer to the Accounts Receivable guide for details*.

Select **Payment** on the *Filing* tab to open the *Accounts Receivable Payment Data Entry* function and accept payment for the Business tax record. *Refer to the Accounts Receivable guide for details*.

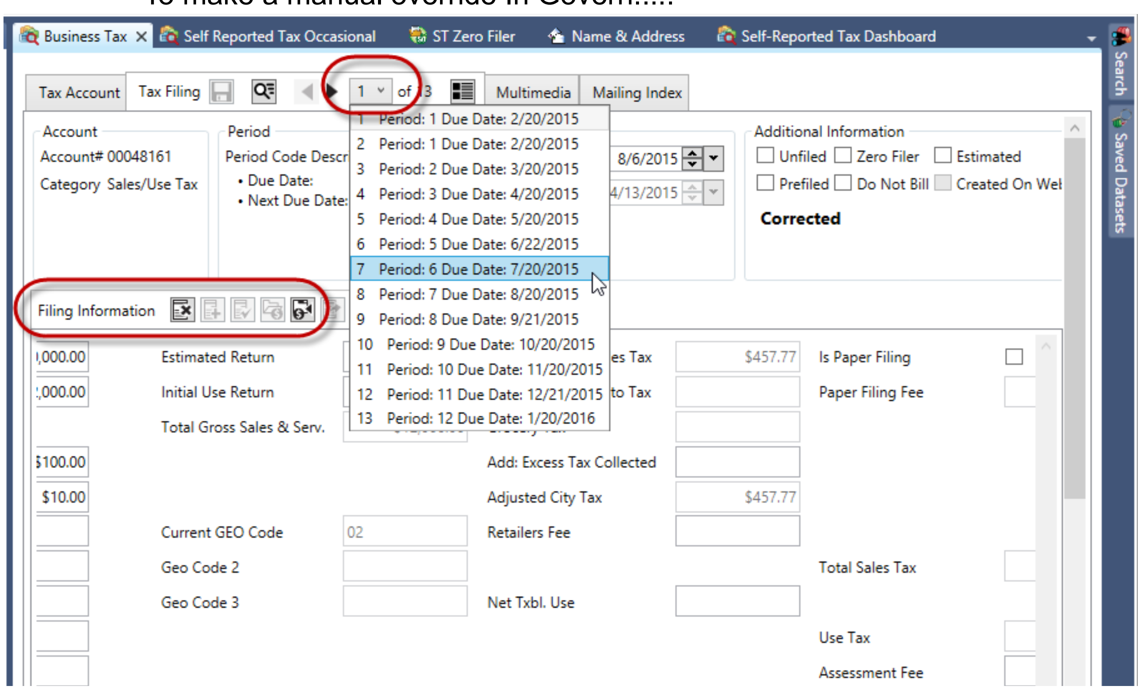
Manual Override for Discounts and Penalties

In the *Business Tax - Data Entry* form, if a maximum discount or penalty amount is exceeded when making an entry, you can manually override it. Note that in instances of a late filing, the override cannot be used.

Note: A manual override can be made as long as the records have not been posted to the A/R.



To make a manual override In Govern.....



1. In a department with access to Business tax Information, open a record.
2. Select the **Filing** tab in the *Business Tax OpenForm*.
3. Click **New**, on the tab in the form to make a new entry.
4. Make your entry under the *Filing Information* tab.
5. Click Save.
6. Select the Levies tab.

Linking in Self Reported Tax

If required, information can be linked to a Business Tax filing through the Links tab. Use the Links tab to connect the following information to the record:

- Other Parcels
- Other Departments
- Permits, Offenses, or Workflows
- Buildings
- Inspections
- Misc. Billing
- Utility Billing
- Personal Property

Linked Permits / Offenses / Complaints

Linking a Permit, Offense or Complaint to a SRT Record

Click **New** on the Linked Permits / Offenses / Complaints tab to open the *Add* screen that displays all Permits, Offenses, Complaints for the current record. If options are available select all applicable items and click **Load**. When the record has been added to the list, click **Save**.

Linked Buildings

Linking Other Buildings to the Record: To link other buildings to the list, click New and select all the applicable buildings from the Browsing screen.

Removing a Building Link from the Record: To delete a link to a building, highlight the building in the To Buildings text box and click Delete.

Linked Inspections

Linking an Inspection to a Record: Click New on the button on the Inspections tab to open the Add screen. This displays all Inspections associated with the current property. Double-click to select the Inspection you want to link, and click *Load* to the search result.

Removing an Inspection Link from a Record: Highlight the inspection link you want to delete and click **Delete**.

Linked Misc. Billing (MB) Accounts

Linking a Misc. Billing Account to a Record: To add an account to a record, click **New**. This opens the Add Link search screen with the required parameters to select. Click Search to display results with accounts that can be associated with the record. Double-click to select the account to link, click *Load to the Search Result*. When the account has been added to the list, click **Save**.

Removing a Misc. Billing Account Link from a Record: To remove an account from the record, click to highlight it; click **Delete**.

Linked Utility Billing (UB) Accounts

Linking a Utility Billing Account to a Record: To add an account to a record, click **New**. This opens the Add Link screen that displays all accounts associated with the record. Double-click to select the account to link, click *Load to the Search Result*. When the account has been added the list, click **Save**.

Removing a Utility Billing Account Link from a Record: To remove an account from the permit, click to highlight it; click Delete.

Linked Personal Property (PP) Accounts

Linking a Personal Property Account to a Record: To add an account to a record, click **New**. This opens the *Add Link* search screen with the required parameters to select. Click *Search* to display results with accounts that can be associated with the record. Double-click to select the account to link, click *Load to the Search Result*. When the account has been added to the list, click **Save**.

Removing a Personal Property Account Link from a Record: To remove an account from the record, click to highlight it; click **Delete**.

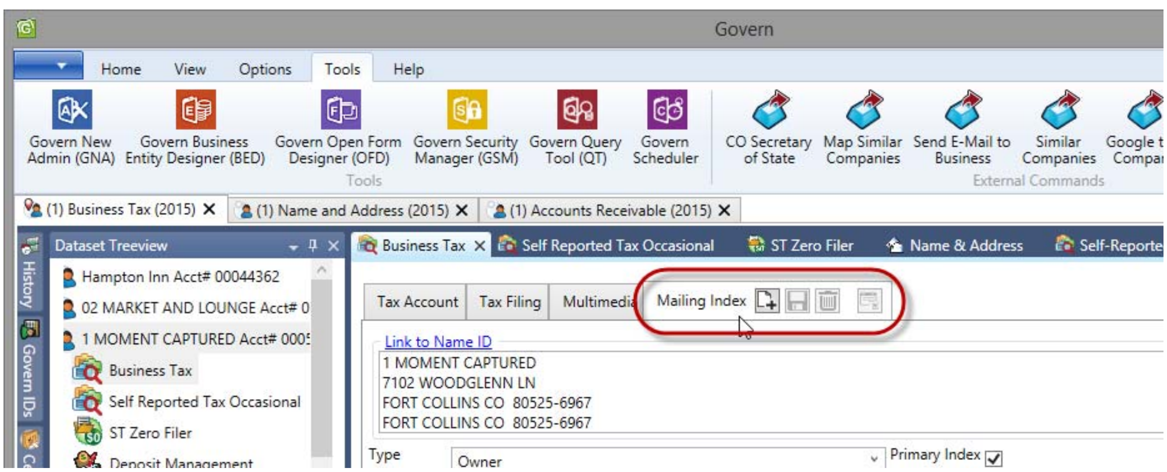
Self Reported Tax Mailing Index

Overview

The *Business Tax Mailing Index* tab is used to maintain bill recipient information. Under this tab, you can view and modify information, such as the mailing address, mailing type, primary index status, payer information, Inactive account status information, and forward e-mail messages. The primary index is the name that will be linked to the invoice. Within the mailing Index, you can also add secondary names. For example, being the owner of a franchise organization, all invoices are sent to your head office - the primary name, but an additional invoice may be sent to the franchise location.

To access the *Business Tax Mailing Index*...

1. In *Govern*, click on the *Govern* suite button and select *Open* > **Business Tax**..
2. Click the *Forms Explorer* tab to display the *OpenForms* that are in the **Business Tax** profile.
3. When the **Forms Explorer** is displayed, double click on the **Business Tax** *OpenForm*.



4. Click to select the **Mailing Index** tab.

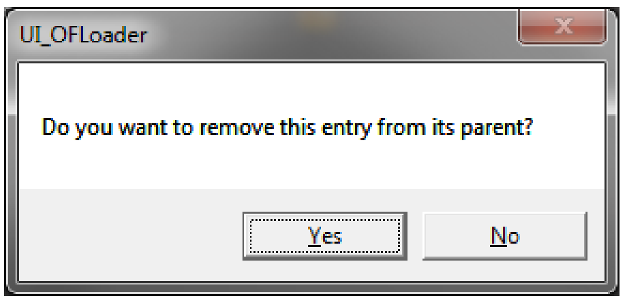
The *Mailing Index* information is attached to the name and account of the currently selected record. This information can be seen by selecting the *Account* tab

Business Tax Mailing Index - Command Buttons

Creating a New Mailing Index Record: Click **New** to clear the form and create a new record.

Saving a Mailing Index Record: Click **Save** to save a new record or any modifications made to an existing one.

Deleting a Mailing Index Record: Click **Delete** to remove the current record. A confirmation message is displayed if there are any unsaved modifications.



Click **Yes** to continue or **No** to return to the *Business Tax Mailing Index* function. A message is displayed in green in the bottom right corner of the screen to indicate the record is deleted.

Name: Click *Name* to launch the *Name & Address Maintenance* function. You can view additional information on this screen or make any required modifications. Refer to the Property Control guide for more information on the Name & Address Maintenance function.

Browsing Mailing Indexes: Click **Browse** to view a list of the names and addresses of the recipients of the bills.

Set as Primary Index: Click **Set as Primary Index** to assign the current record as the primary index. When selected, the *Primary Index* check box under the General Info. tab will be selected. *See Primary Index on page 86 below for associated conditions.*

Mailing Index General Info. tab - Parameters

Name & Address: This field displays the name and address information for the selected *Business Tax* account. To modify this information, click **Name**, as described above. To use an alternate name and address record or to create a new one, click **C** to open the *Name Search* screen. Click **Search** to select an existing record or click **New** to create a new one. Refer to the Business Tax guide for more information on the *Name Search*.

Mail Type: Select the Mailing Type, from the drop-down list; such as, Managing Agent, Mortgage, Owner or Payer, Previous Customer, Temporary Owner or Third Party Mortgage (Table: VT_SY_MAILTYPE).

Primary Index: When selected, this option indicate the person or company displayed in the *Name & Address* text field is the *Primary Index*.

The following conditions apply to the *Primary Index*.

- You can have only one primary index per account.
- If a primary index is not selected, by default, the first name and address record entered becomes the primary index.
- The original bill is sent to the primary index only. All other persons and companies in the mailing index receive a duplicate bill, unless the **Do Not Send Bill** option is selected.
- If the name status for the record selected as the primary index is set to inactive, a duplicate bill is sent to this record and the *Temporary Owner* receives the original bill.
- The primary index indicates the name displayed on all reports.

For example, if the *Business Tax* bill is to be paid by the tenant; select this record as the *Primary Index*. The owner is sent a duplicate bill.

Duplicate Bill: Select this option to create a duplicate bill.

No Paper Bill: The *No Paper Bill* option, when selected, will stop the printing of a paper bill that is sent by conventional mail.

Sequence Priority: Enter a priority sequence to define the order in which bills are sent out. A priority number of 1 is sent out first, as the number increases, the lower the priority.

To set up the *Priority Sequence*, enter one of the following:

- Enter **1** in the *Priority Sequence* parameter of the mailing index records for the individuals and companies whom you want to receive first billing.
- Enter **2** for those whom you want to receive second billing and so on.
- Leave this field blank for those whom you want to receive billing in the standard order, after the priority records are sent out.

Notes: This field provides unlimited space for notes and comments.

Status Information group

Inactive: Select this option to set this account as inactive. When selected, a range should be specified

From Date / Until Date: Enter a range in these parameters to specify the date range that the account is to remain inactive.

- If the **Inactive** option is selected and dates are entered in the *From / To* parameters, there will not be any bills sent during this period.
- If the **Inactive** option is not selected and dates are entered in the *From / To* parameters then the bills will be sent during this period.

Bill by Email: The send Bill by E-mail option, when selected, will allow the system to send Bills to the e-mail address that is specified in the E-mail Address field. If the **Do Not Send Bill** option is selected, both the option and the field will be disabled.

Email Address: Specify an email address that will be used when the Bill by Email option is selected.

Other Addresses: This parameter will contain the list, if available of alternative addresses that the mail can be forwarded to.

Account History

NEW! The approach was changed as it was complicated to see when the account was active and inactive. It was replaced by the last status date for start of inactive or start of active.

ACH Info. group

Note: The **ACH Info.** fields are enabled for the *Primary Index* only.

The *Automated Clearing House* (**ACH**) feature is used for electronically transferring funds from the customer's financial institution for bill payment.

Customer account information is entered in the *ACH Information by Name* function. Refer to the *ACH* Processing chapter in the *Accounts / Receivable* guide for details.

From Date / Until Date: Click the drop down menu beside the date fields and select a range of dates from the pop-up calendar if the *ACH* is to be used during a specific time only. You can also enter a date in the **From** field or the **Until** field only.

Include in ACH: Select this option if the ACH is to be used during a specific time only.

Forwarding Mail

Forwarding mail overrides and redirects or "forwards" correspondences or billing information for a user specified length of time.

Note: The fields under this tab are enabled only if the *Support Billing Address Forwarding* option is selected on the *System Registry Maintenance* form in *Govern Admin*.

To override a billing address:

1. Link to an existing Name ID with the search or create a new one.
2. In the Status Information group, click in the date parameters and select the **From Date** and **Until Date** dates for the period during which you are forwarding the bill.
3. If a copy is to be sent by Email message, click activate and enter the Email address,

Self Reported Tax Occasional Filing

The Self Reported Tax Occasional Filing account has the same functionality as the standard Self Reported Tax Filing with the exception that the record is created without a specified Period. This feature is designed for the occasional or “seasonal” business. This feature facilitates the process for filers as they will not have to submit *Zero Files* for outstanding months when they are not operating, this was the previously accepted workaround. All accounts with an occasional flag will have their **Period Code** and **Period Number** hard coded with a default value set to -1.

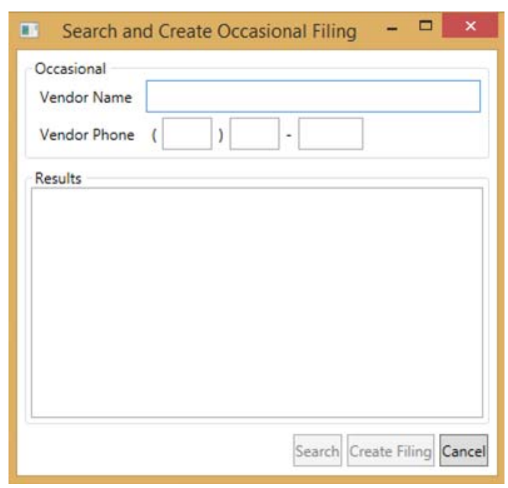
As an added feature businesses that initially begin using the occasional filing model may at a later date be converted to a standard period based filing model without any system impact. *See Converting from Occasional to Standard filing on page 91.*

The *Business Tax Occasional Filing* form ideally can be used for the occasional or “seasonal” business. *See Self Reported Tax Filing on page 68*.

The Process

The ST Occasional Filing form has a button called Search & Create Occasional Filing. This button allows users to search for an existing ST account, or create a new name and account in the system. Once the existing account is found or a new account is created, users can enter a new filing in the system by providing necessary information like the Entry and Due Date.

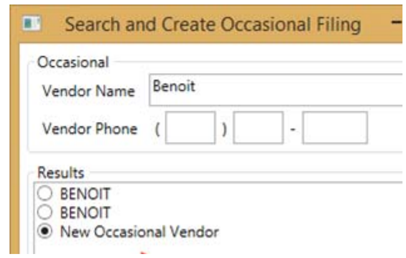
Search and Create Occasional Filing



To create anew Occasional Filing...

1. Click **Search & Create Occasional Filing** on the filing information tab item.
2. A popup window is displayed to allow you to search the Name / ST Account that you wish to create in the Occasional Filing form.

3. Provide a vendor name or telephone number. The result displays a list of all available vendors with a radio button beside each.
4. Choose the required vendor. If the vendor does not exist, you have the option to create a new vendor.

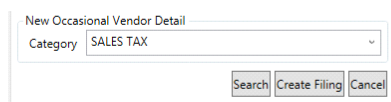


The system will create the vendor in the following tables:

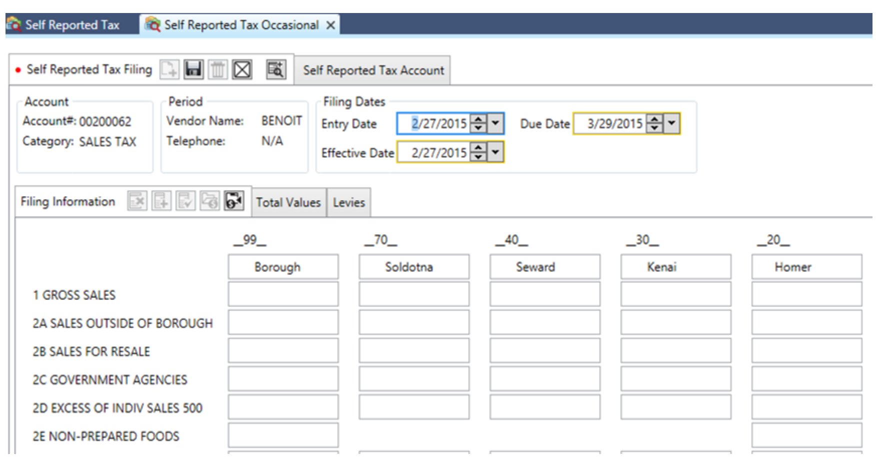
- NA_NAMES
- NA_COMPANY_INFO
- ST_MASTER
- NA_MAILING_INDEX

The default period in ST_MASTER is set as OCC_VENDOR. All created Filing Period numbers will be set to -1.

5. After you have searched and/or created a new account, select a category and click on **Create Filing**.



Self Reported Tax Filing tab

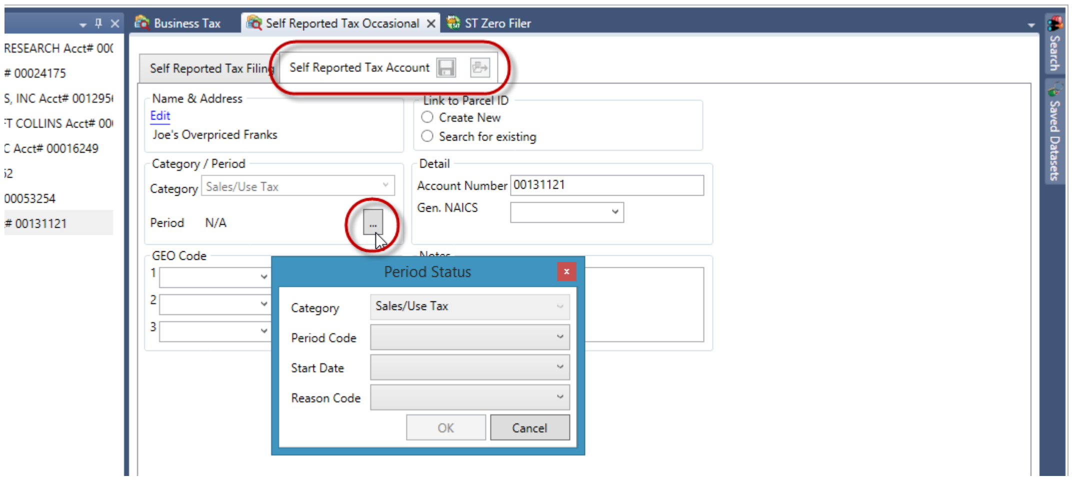


The filing information that is required to be entered is identical to that of the standard form.

Self Reported Tax Filing tab: *Refer to Self Reported Tax Filing on page 68 for details*.

Self Reported Tax Account tab: *Self Reported Tax Account Maintenance on page 63 for details.*

Converting from Occasional to Standard filing



To convert an Occasional Filing account to a standard “period” based account.

1. Under the Self Reported Tax Occasional tab, select the **Self Reported Tax Account** tab.
2. Locate the Period group; for the Occasional account, the period will indicate **N/A**.
3. Click the Ellipses to display the Period Status form.
4. Specify a Period Code that the account will now follow, i.e. *Monthly*, *Quarterly*, *Annually*, and so on.
5. If used, select a **Reason Code** to justify the change in account type. Click Save.

Once saved with a period, the account periods that correspond with the frequency, i.e. Monthly, Quarterly, and so on, will now be generated by the system.

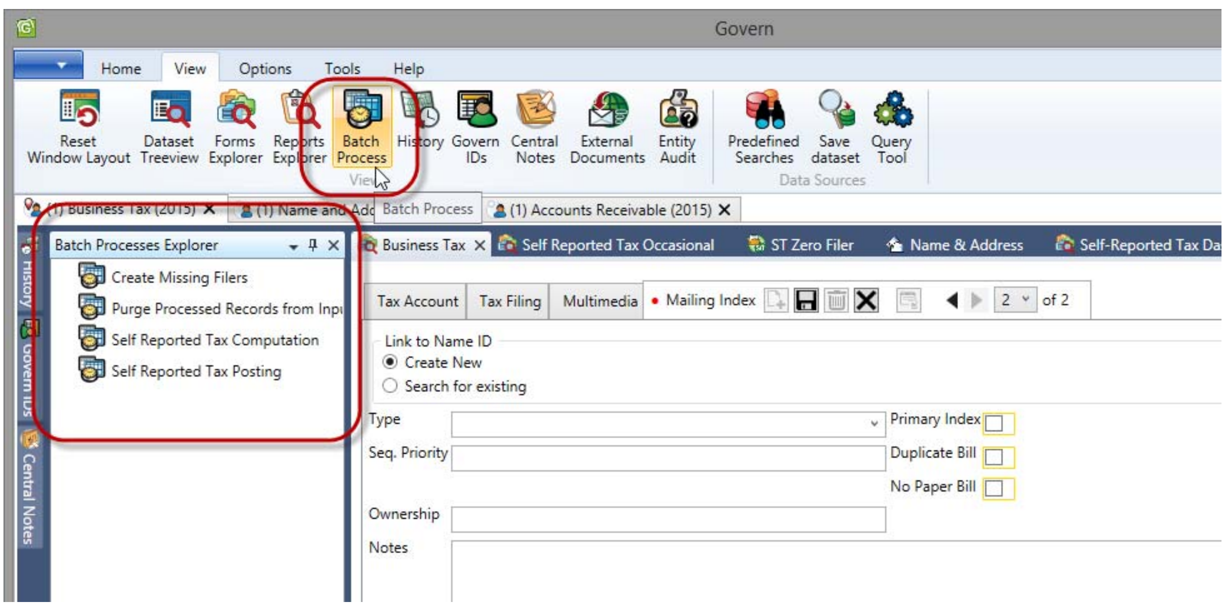
Business Tax Batch Processes

Overview

Batch Processes that are related to the *Business Tax* module are located under the Views (tab) > *Batch Process* (View group) on the *Govern* ribbon.

Note: Access to the Batch Process tab and specific batch processes is a function of the level of security that is granted to the user.

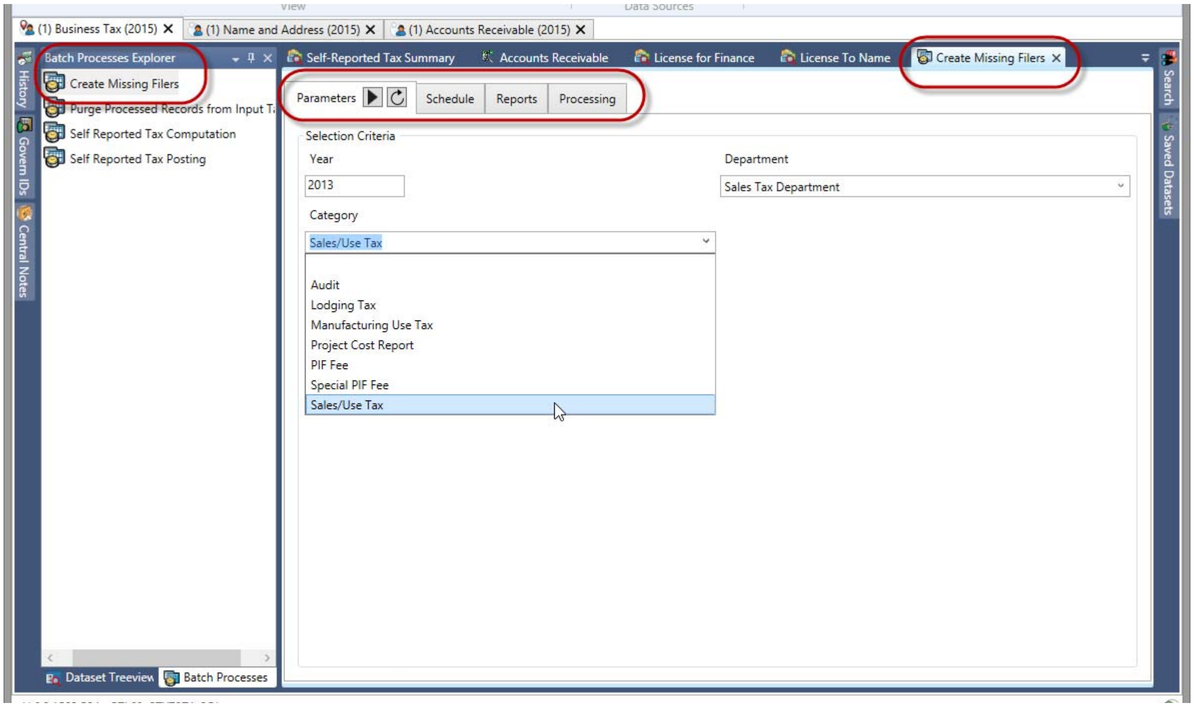
General Layout of the Batch Processes form



When sufficient security access is given, a click on the *Batch Process* (**A**) tab displays the *Batch Process* menu (**1**); click the menu to display available *processes* in the *Govern* ribbon (**2**)...

1. Click the *Batch Process* tab.
2. Select the *Business Tax Process.*
3. Click to select the required menu or submenu.

Business Tax Batch Process Parameters



Under the Parameters tab are the fields that are used to configure and launch the Batch process.

Selection Criteria group

In the Selection Criteria group, select your criteria and applicable options. If no options are selected, the system recalculates all levy taxes.

Year: Enter the year to process.

Department: Enter the department to process

Note: The process requires that the Year and Department parameters are selected.in order to proceed.

Category: Select the appropriate category.

From Entry Date / To Entry Date: Enter a date or a range of dates to process.

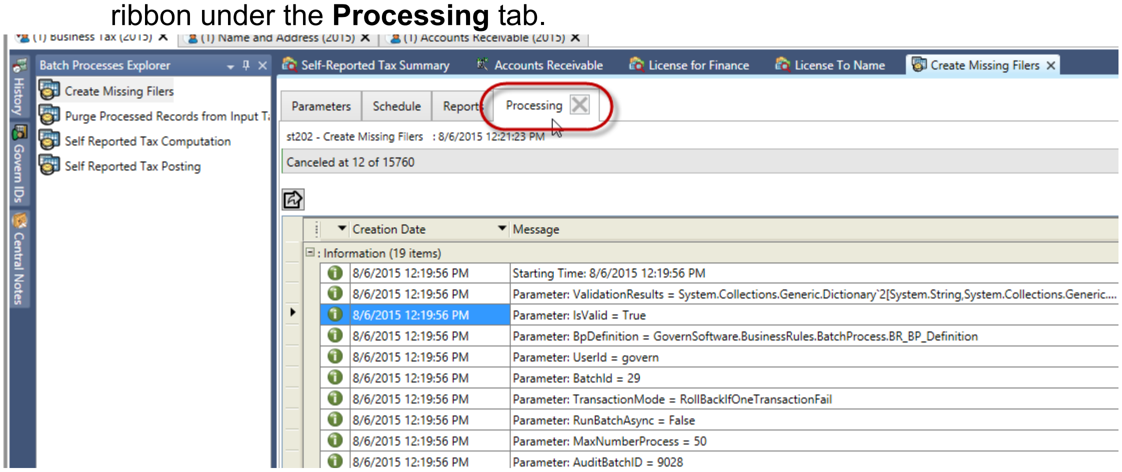
From ST Account No. / To ST Account No. Enter an account or a range of accounts to process.

Business Tax Parameters tab - Command Buttons

Execute: Click Execute to initiate the batch process.

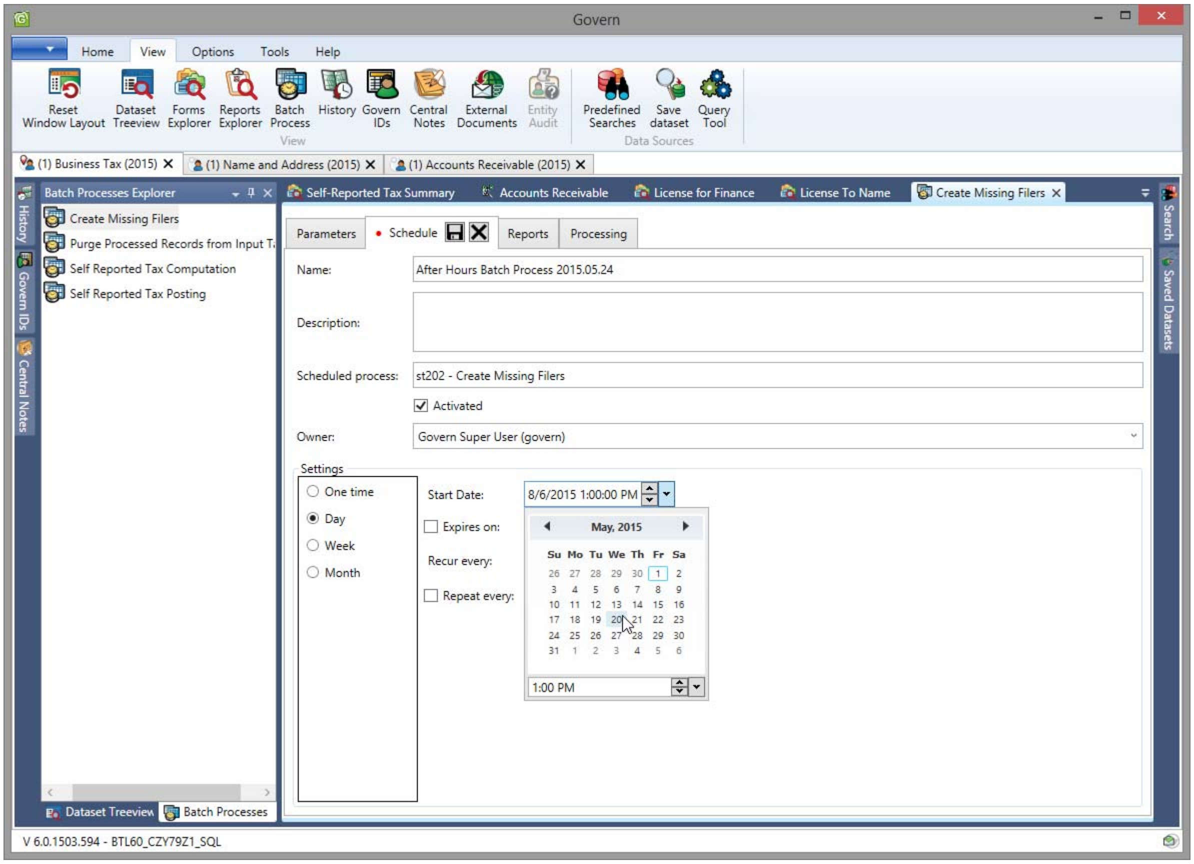
Cancel: Click Cancel to abort the process and close the form.

The completed process and, or any associated errors will be displayed in the ribbon under the **Processing** tab.



Click on the expand arrowhead on the right hand side to display the full list of errors in the content of the form (**A**).

Business Tax Process - Schedule tab



The Schedule tab is used to define a batch process that will run once or at multiple scheduled times. A scheduled process may be set to run on a weekly interval, or if required, more than once a week, or less than once a week, e.g. bi-weekly.

Schedule tab Parameters

Under the *Schedule* tab are the parameters that are required to configure the batch process.

Name: Specify a name for the scheduled process.

Description: Enter a description of the process for informational purposes. This is usually a full description of the process *Name*.

Scheduled Process: This is an informational field displaying the name of the batch process that is being scheduled. This field cannot be modified.

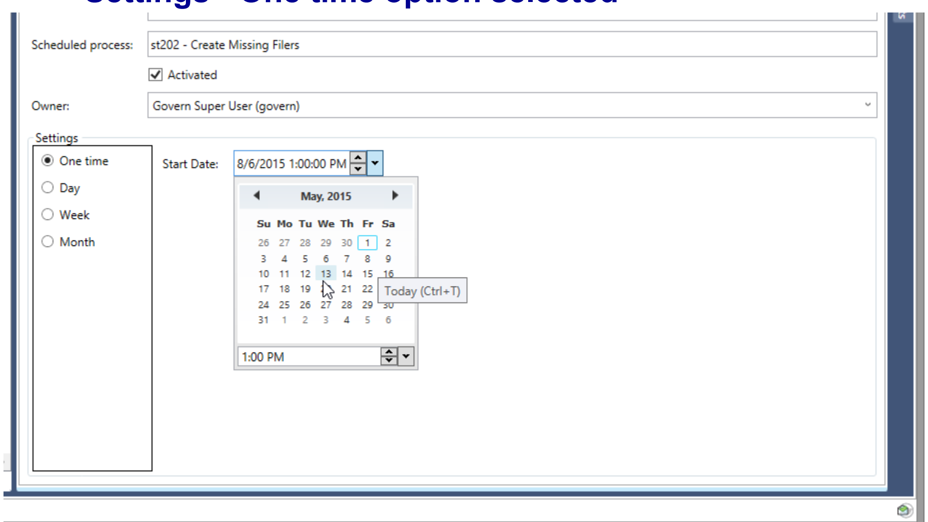
Activated: Select the *Activated* option to enable the schedule.

Owner: The owner is a drop down menu that can specify the name of the owner of the process. By default, this field displays the log-in user name.

Settings group

The parameters available in the settings group will change based upon the Settings radio button that is selected; i.e. One time, Day, Week, or Month.

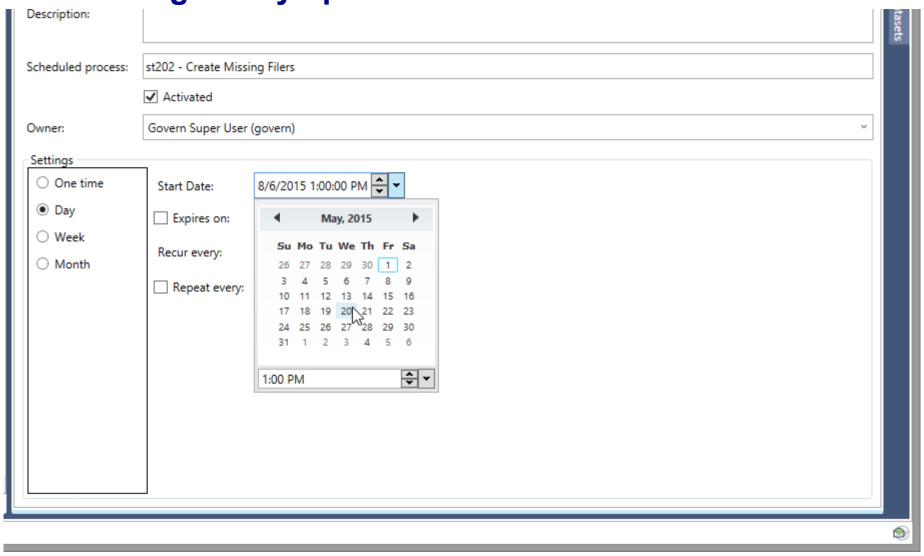
Settings - One time option selected



One Time: Select this option to schedule the process to run for one time only.

Start Date: When the *One Time* option is selected, the *Start Date* parameter is the only one that will be displayed. In the parameter, enter a Date and Time for the process, or click the calendar button to manually select from the calendar.

Settings - Day option selected



Day: This option is to be selected for batch processes that are to occur every fixed number of days, independent of a day of the week or a date in the month. For example this could be used for a process that is to be run every two (2) or three (3) days. When the **Day** option is selected, the following parameters are available:

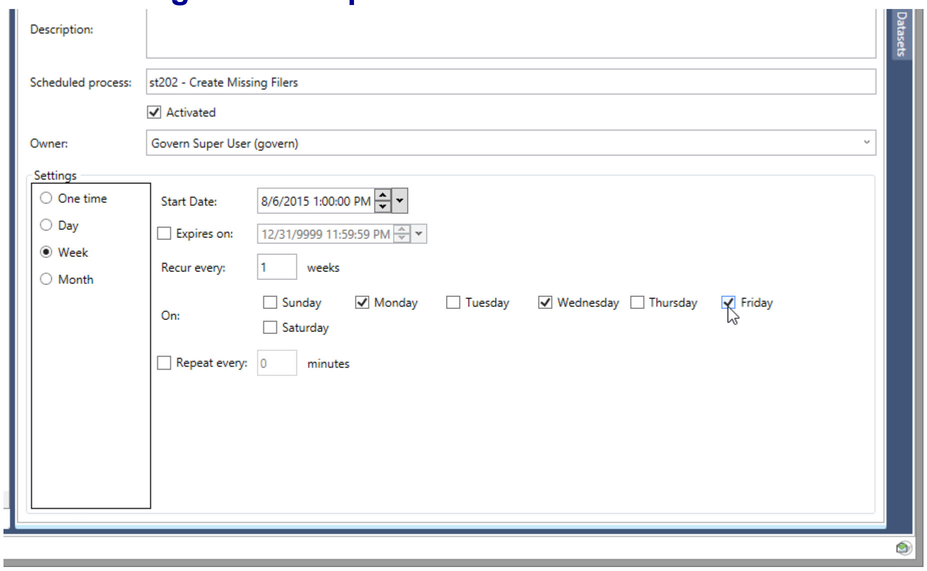
Start Date: When the *One Time* option is selected, the Start Date parameter will be displayed. In the parameter, enter a Date and Time for the process to begin, or click the calendar button to manually select from the calendar.

Expires on: When the process has a finite date, i.e. a termination date, select this option and specify the date and time. By default this option is not selected, an indication that the process will be repeated indefinitely until manually stopped.

Recur every <DAY> day(s): *<DAY>* represents the interval in days that the process is to be repeated.

Repeat every: <MIN> minutes: Select this option to specify a process that is to be run every *<MIN>* minutes. <MIN> represents the interval in minutes that the process is to be repeated every number of days specified.

Settings - Week option selected



Week: This option is to be selected for batch processes that are to occur every fixed number of weeks, independent of a date in the month. For example this could be used for a process that is to be run every two (2) or three (3) weeks. When the **Week** option is selected, the following parameters are available:

Start Date: When the *Week* option is selected, the Start Date parameter will be displayed. In the parameter, enter a Date and Time for the process to begin, or click the calendar button to manually select from the calendar.

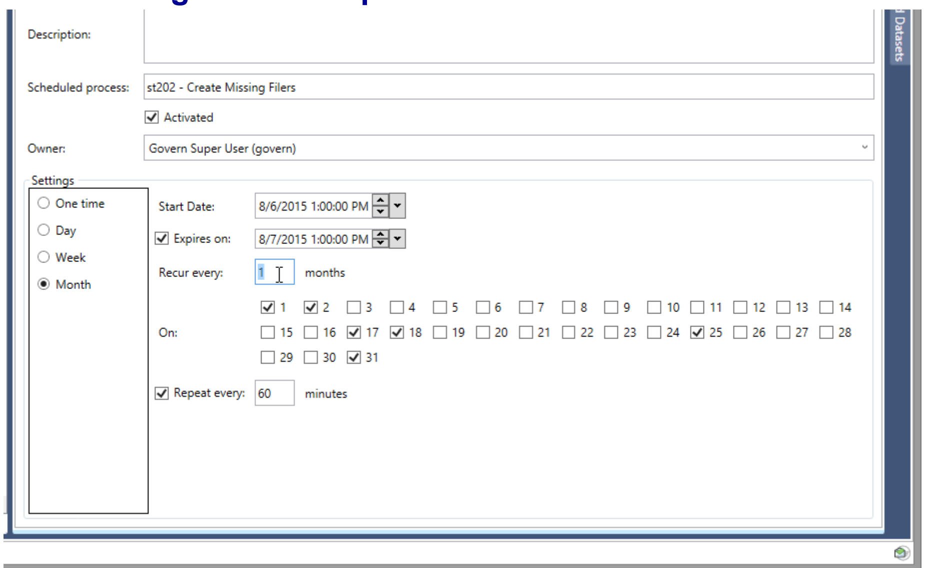
Expires on: When the process has a finite date, i.e. a termination date, select this option and specify the date and time. By default this option is not selected, an indication that the process will be repeated indefinitely until manually stopped.

Recur every <WEEK> week(s): *<WEEK>* represents the interval in weeks that the process is to be repeated.

On <DAY_OF_WK>: After selecting the Week option, in the **On:** parameter, you will need to select the <DAY_OF_WK>, i.e. day, or days of the week that the process is to be run. Select one or more of the days of the calendar week.

Repeat every: <MIN> minutes: Select this option to specify a process that is to be run every *<MIN>* minutes. <MIN> represents the interval in minutes that the process is to be repeated every day or number of days of the specified calendar week.

Settings - Month option selected



Month: Select the *Month* option for batch processes that are to occur every fixed number of months, independent of a day of the week in the month. For example this could be used for a process that is to be run every first 1st and or 15th of the month. When the **Month** option is selected, the following parameters are available:

Start Date: When the *Month* option is selected, the Start Date parameter will be displayed. In the parameter, enter a Date and Time for the process to begin, or click the calendar button to manually select from the calendar.

Expires on: When the process has a finite date, i.e. a termination date, select this option and specify the date and time. By default this option is not selected, this is an indication that the process will be repeated indefinitely until manually stopped.

Recur every <MONTH> month(s): *<MONTH>* represents the interval in months that the process is to be repeated. For example, if you specify that the process is to run every two (2) months on the 1st and the 15th, and the date that the process was set to begin is March 12; the process will then run once in March. The next month for the process to run would then be May 1st and May 15th, then July 1st and July 15th, etc.

On <DAY_OF_MTH>: After selecting the *Month* option, in the **On:** parameter, you will need to select the <DAY_OF_MTH>, i.e. day, or days of the month that the process is to be run. Select one or more of the days of the month.

Repeat every: <MIN> minutes: Select this option to specify a process that is to be run every *<MIN>* minutes. <MIN> represents the interval in minutes that the process is to be repeated every calendar day or days of the specified month.

Schedule tab Command Buttons

Save: Click *Save* to save the configured parameters.

Cancel: Click Cancel to abort the process and close the form.

The completed process and, or any associated errors will be displayed in the ribbon under the **Batch Process** tab.

Business Tax Process - Reports tab

The *Reports* tab is used to display any reports that are associated with the batch process. Reports may be automatically generated or require user input of required parameters. *Refer to the Govern Scheduler release 6.0 guide for details about configuring reports for a Batch Process.*

Daily - Business Tax Computation

The *Compute Levy and Exemption* form is used to re-compute the levies and/or the exemptions after a change in the tax rates, exemption amounts or percentages. It is recommended that this process be run prior to printing the tax bills.

To access this Batch process from Govern's main screen

1. Click the *Batch Process* tab.

2. In the Ribbon, locate *Batch Process.*
3. Click to select *Batch Processes* > *Business Tax Process* > *Daily* > **Business Tax Computation**.

Starting the Computation Process

Select your criteria and applicable options, then click *Execute* to launch the levy computation. If no options are selected, the system recalculates all levy taxes.

Year: Enter the year to process.

Department: Enter the department to process

Note: The process requires that the Year and Department parameters are selected.in order to proceed.

Category: Select the appropriate category.

From Entry Date / To Entry Date: Enter a date or a range of dates to process.

From ST Account No. / To ST Account No. Enter an account or a range of accounts to process.

Business Tax Computation Command Buttons

Execute: Click Execute to initiate the batch process.

Cancel: Click Cancel to abort the process and close the form.

The completed process and, or any associated errors will be displayed in the ribbon under the **Batch Process** tab.

Daily - Business Tax Posting

Run the *Business Tax Posting* batch process to transfer the computed *Real Estate* tax values to the *Govern Accounts Receivable* module.

To access this Batch process from *Govern's* main screen

1. Click the *Batch Process* tab.
2. In the Ribbon, locate *Batch Process.*
3. Click to select *Batch Processes* > *Business Tax Process* > *Daily* > **Business Tax Posting**.

Starting the Tax Posting Process

Select your criteria and applicable options, then click *Execute* to launch the Posting to process. If no options are selected, the system will post all records.

Year: Enter the year to process.

Department: Enter the department to process

Category: Select the appropriate category.

From Entry Date / To Entry Date: Enter a date or a range of dates to process.

From ST Account No. / To ST Account No. Enter an account or a range of accounts to process.

Periodically - Purge Processed Records from Input Tables

This Govern Batch process is run to purge processed records from the following tables:

- ST_IMP_PMT_INFO
- ST_IMP_RETURN_INFO

To access this Batch process function, from Govern's main screen

1. Click the *Batch Process* tab.
2. Select the *Business Tax Process.*
3. Click to select *Batch Processes* > *Business Tax Process* > *Periodically* > **Purge Processed Records from Input Tables**

4. A confirmation message appears; click **Yes** to proceed.

The progress of the process can be monitored in the status bar in the ribbon. Any messages or warnings will be displayed.

Periodically - Create Missing Filers

The *Business Tax - Create Missing Filer* batch process is used to pro-actively generate the *Business Tax* (**SRT**) forms that will be filed for a given period. When following this process a form can be pre-generated for the period required for your process; monthly, quarterly, etc. Users will only be able to file the period that you have generated. This method offers the advantage of minimizing errors associated with users filing for the wrong period when they have multiple periods available to select from.

Business Tax – Create Missing Filer command buttons

Execute: Click Execute to initiate the batch process.

Cancel: Select to close the form without initiating the batch process.

Business Tax – Create Missing Filer Parameters

Selection Criteria group

Year: Enter the fiscal year that the SRT period that is to be generated will occur in.

Department: Select the relevant department from the drop down menu.

Category: Select the tax category from the drop down menu, e.g. Sales Tax, Business Expenses, etc.

Default Period: Depending on the period that has been defined for the filing, select a period from the menu; e.g. Monthly, or Quarterly.

Period Number: The period that is selected from the Default Period parameter will determine the options displayed in the period; select the period that is to be generated.

Configuring the Batch Process

The *Business Tax Create Missing Filer* process is configured in the *Govern for Windows GovAdmin* application. An administrator will need to enter the path to the **Deploy EZ Batch application shortcut** parameter. *Refer to the Govern Batch Processing Interface section of the Super User guide for details*.

Running the Batch Process

To run the *Batch Process* in the *Govern for Windows GovBatch* application...

1. Select *Business Tax* > **Special Procedures**.
2. In the Special Procedures form, click to select the SRT - Create Missing Filer Special Procedure.
3. When the Business Tax – Create Missing Filer form is displayed, complete the parameters as needed.

Note: If the error, **ClickOnce Batch Shortcut has not been defined,** is seen, you will need to configure the path to the *Deploy EZ* application under the *Connections* tab of the *System Registry Maintenance* form of the *Govern for Windows GovAdmin* application. *Refer to the Govern Batch Processing Interface section of the Govern for Windows Super User guide for additional details.*

After the batch process has been initiated, the batch process *Status Bar* is displayed with status information that is related to the process. Refer to the *Batch Process* tab section of the *Govern Release 5.1* user guide for additional details about *Batch Process* errors.

If any errors are generated, click the status button to display any notifications that are associated with the process.

APPENDIX A:GENERAL CHANGES TO THE BUSINESS TAX MODULE

Changes between Business Tax and Self Reported Tax

Users of the *Self-Reported Tax* (**SRT**) module released prior to *Release 6.0*, i.e. *Release 5.1* and *Govern for Windows*, will need to note the following changes between Self -Reported Tax (**SRT**) release 5.1 and Business Tax release 6.0.

Backwards Compatibility

Although there is some backwards compatibility in other systems, the *Business Tax* system does not offer this. This is as a result of changes made to certain tables such as the **USR_USERFILE** or **VT_USER**, does not offer this. there can be no roll back. This means that once users have transferred to the *Release 6.0 Business Tax* system, their *Self-Reported Tax* data cannot be rolled back.

Note: As a result of the nature of the transfer of Self-Reported Tax data from pre 6.0 releases, user should note that there is no roll back option. As always users should diligently backup their prior to transferring to the new system. In the event of system error,

APPENDIX B:CHANGES TO DATABASE TABLES

As a result of the changes that are required for the new Govern Business Tax modules, the following changes have been made to the database:

Additions to Existing tables

The following columns have been added to (Table: **ST_PARM_FIELDS**)

- ALLOW_NULL
- NUMBER_MIN
- NUMBER_MAX
- DATE_MIN
- DATE_MAX
- SPELL_CHECK
- DISPLAY_TYPE
- TABLE_DISPLAY
- VALUE_OVERLAY

Changed Table Names

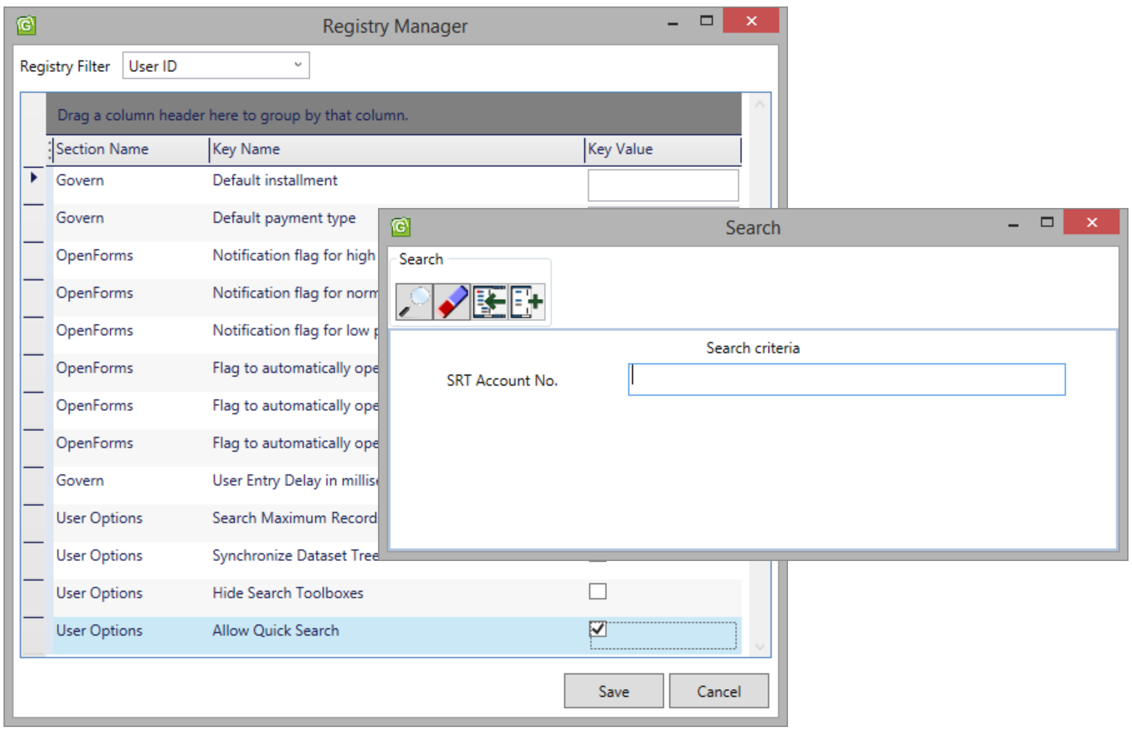
The name of the following (Table: **VT_USER**) is changed for the *Field*, *Levy*, and *Exemption*. These tables are created dynamically as in the following examples:

- **ST_CategoryCode_FieldName** ...where **F** refers to a **Field**
- **ST_CategoryCode_LevyName** ...where **L** refers to a **Levy**
- **ST_CategoryCode_Exemption** ...where **E** refers to a **Exemption**

APPENDIX C:CONFIGURING QUICK SEARCH

The following steps describe the configuration of the ST – Quick Search feature. The Quick Search screen is displayed as a popup when Save is clicked on the ST Filing form. Note the steps that are required to enable the Quick Search feature.

Enable in User Registry



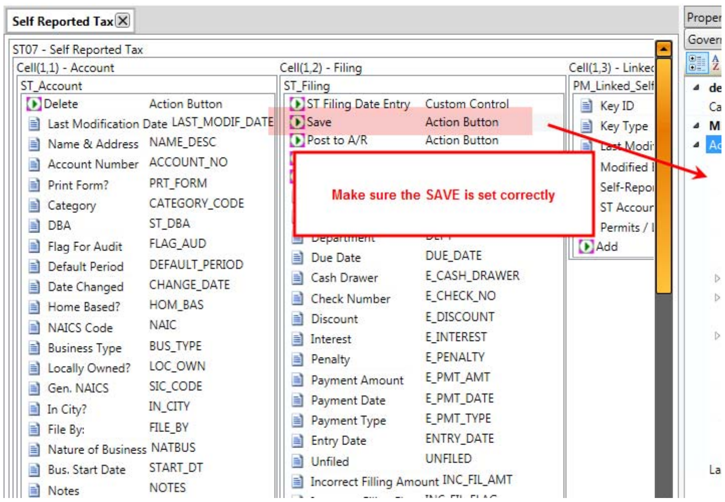
The first step in enabling the Quick Search is to set the SY_REGISTRY key value for Quick Search to TRUE.

To set the key to TRUE, open the User Registry

1. In Govern click the options button; select the Options icon.
2. On the User Registry form set the Registry Key Type to User ID.
3. Click under the Key Type column to enable the option to "Allow Quick Search"; click Save.

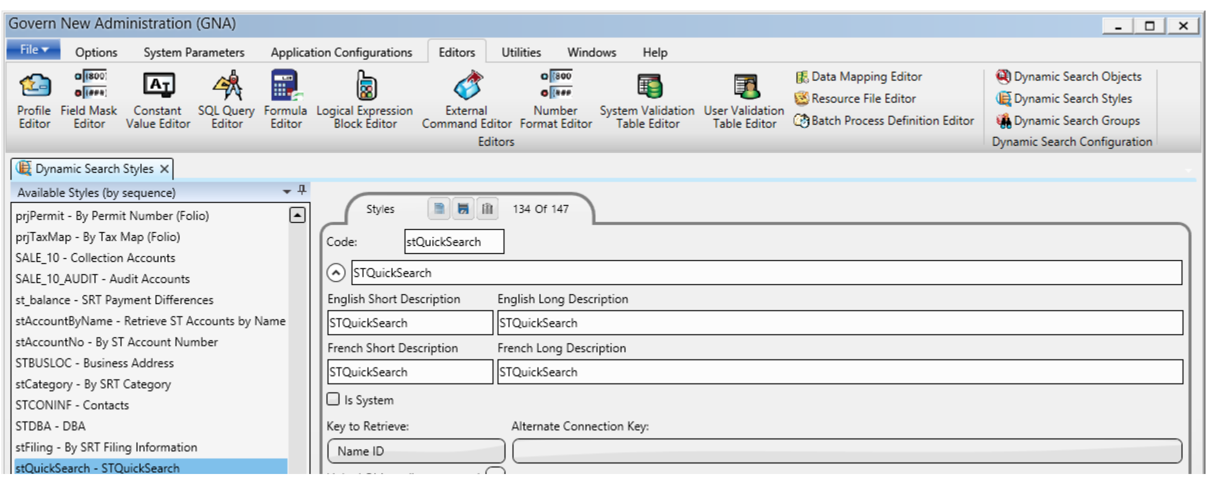
Business Entity Designer

The Govern Business Entity Designer (BED) is used to create the entity for the form.



Govern New Administration (GNA)

In GNA use the Dynamic Search Style form to configure a search query.



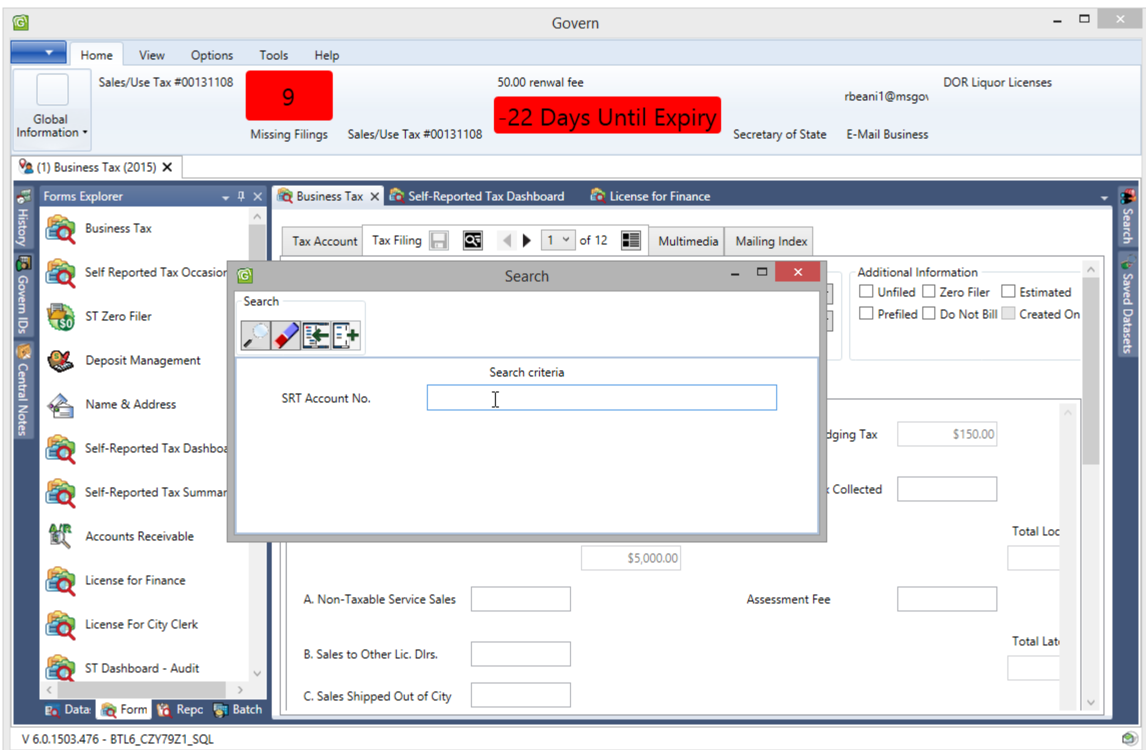
1. Click *Editors (tab)* > **Dynamic Search Styles** In the GNA ribbon.
2. In the Dynamic Search Styles form, click New to create a New Quick Search (Search Name: **stQuickSerach**)

3. Under the **Key to Receive** drop down menu, Select “NameID” .
4. Look for the query text box; paste the following query...:

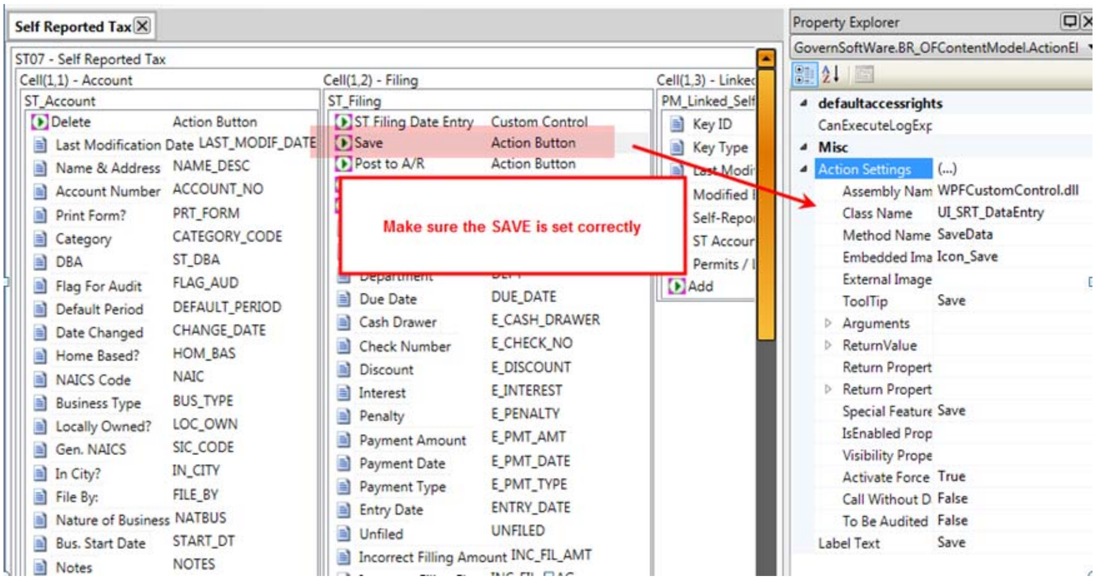
```
SELECT
ST_MASTER.NA_ID,ST_MASTER.ACCOUNT_NO,ST_MASTER.CATEGORY_CODE,NA_NAMES.NAME_INDEX, ST_MASTER.ST_ACCT_ID FROM
ST_MASTER,NA_NAMES WHERE ST_MASTER.NA_ID=NA_NAMES.NA_ID
AND UPPER(ST_MASTER.ACCOUNT_NO) LIKE
@staccountnb_0[[ST_MASTER.ACCOUNT_NO]
```

Govern

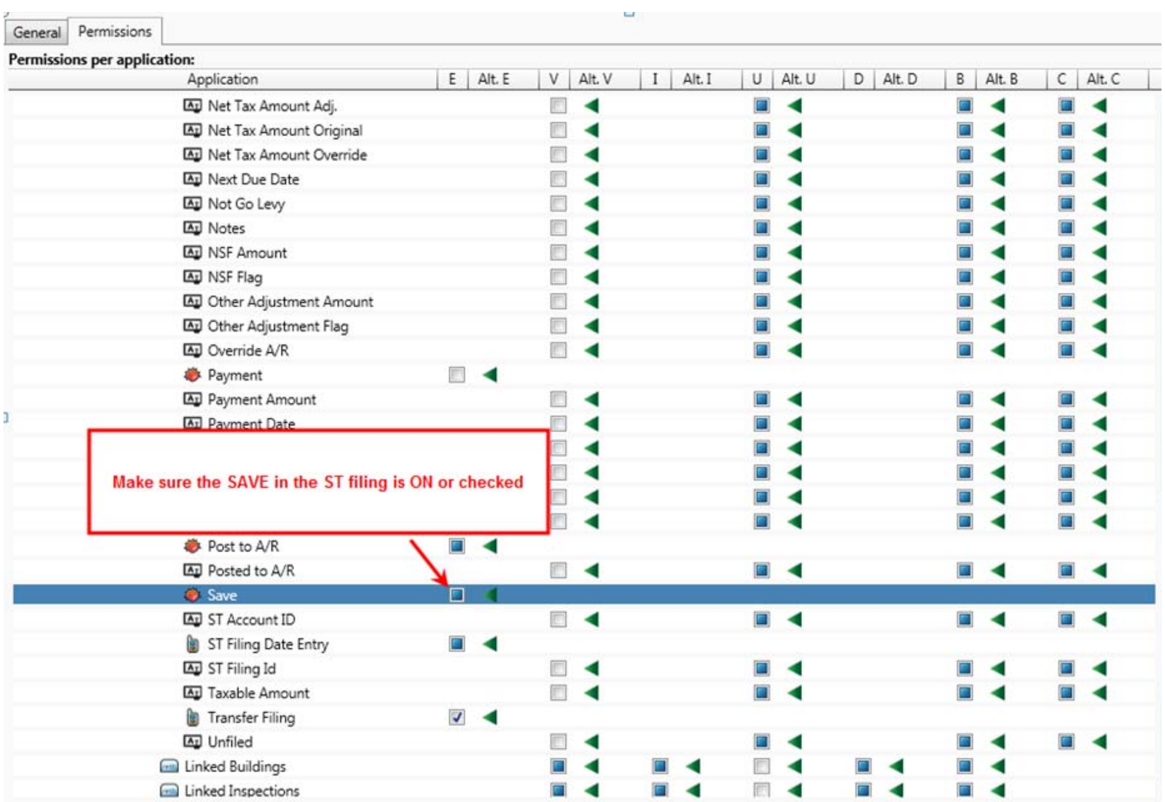
In Govern the Quick Search can be initiated for quick entry when multiple successive entries are required.



Business Entity Designer (BED)



Govern Security Manager



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