FINAL DRAFT

Govern

Self Reported Tax

Release 10.8 version 1.0

Last Revision Update: 2/11/14

MS Govern

Self Reported Tax

Govern for Windows™

Version: 1.0

October 2013 - Release 10.8

Disclaimer

MS 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 MS Govern to the customer.

Preface

Welcome to Govern for Windows, 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.

Table of Contents

Table of Contents

Introduction: Self-Reported 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.

MS Govern's Self-Reported Tax subsystem provides a flexible administrative setup. Administrators set up categories, add customized fields with computations rules and define tax levies.

Self-Reported 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.

Parameters were added to the Name Search for retrieving Self-Reported Tax data. Govern Users set up self-reported tax accounts for each individual and company from whom they need to collect tax. The *Self-Reported 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

The following Govern for Windows™ subsystems are required:

- Property Control
- Accounts Receivable

What’s New

NEW

This section lists the new features in Govern for Windows™, 10.8. Throughout the online manuals and the Help files, the new features are indicated by the **NEW!** symbol

Govern Admin

Synchronization Process with SRT Tables for Periods

This new synchronization process will occur when **DUE_DATE** parameters are modified in Govern for Windows. When the modification is saved, the table will be synchronized with the **ST_PARM_PERIOD_DETAIL** table used by Govern Release 5.1. *See Synchronization Process with SRT Table for Periods* on page 35.

CHAPTER ONE: ADMINISTRATOR

Overview

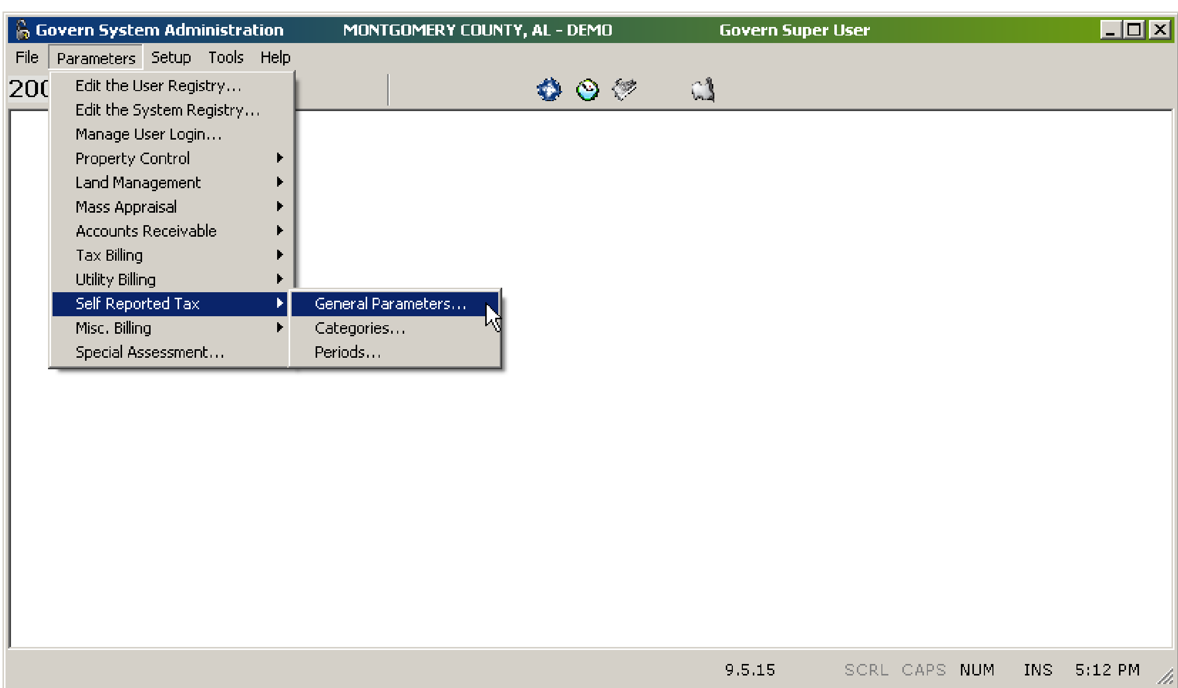
The administrative setup of the self-reported tax subsystem includes the following:

To access any of these forms, from Govern's main screen, select *Tools* > **System Administration (Govadm32.exe)**

OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications; click *System Administration*.

In *System Administration,* select *Parameters* > **Self Reported Tax**



Accounts Receivable Configuration

AR General Parameters

In order to complete the Self-Reported Tax Setup, you need to set the *Accounts Receivable General Parameters*. *See Accounts Receivable General Parameters for Self-Reported Tax on page 4*.

AR Classes

In order to complete the Self-Reported Tax Setup, you need to create *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 for Self-Reported Tax on page 6*.

Govern Admin 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 8*.

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 on page 68 for details.*

Self-Reported Tax Administrative Forms

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 on page 10*.

Govern

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. *See Self-Reported Tax Categories on page 13*.

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 on page 22*.

Levies

Use the Self-Reported Tax Levies form to create tax levies for self-reported tax. You can define a levy type and computation method for each levy. *See vSelf-Reported Tax Levies on page 28*.

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 33.*

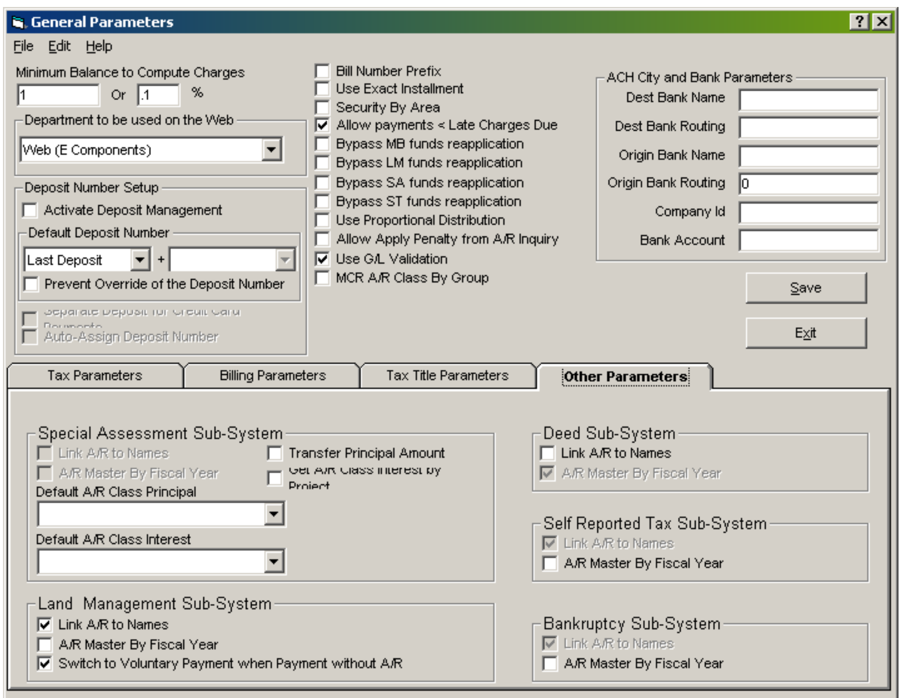
Accounts Receivable General Parameters for Self-Reported Tax

Overview

In order to complete the Self-Reported Tax Setup, you need to set the *Accounts Receivable General Parameters*.

To access the Accounts Receivable General Parameters form:

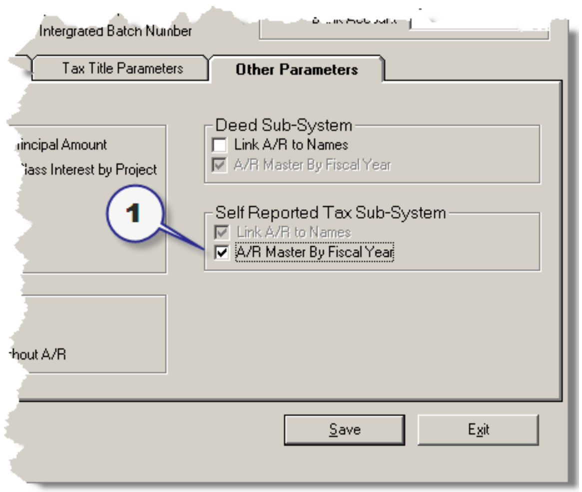
1. Launch Govern Admin.
2. Select *Parameters* > *Accounts Receivable* > **General Parameters**.



To set the Accounts Receivable General Parameters for Self-Reported Tax:

1. Select the **Other Parameters** tab.
2. Define the **A/R Master by Fiscal Year** parameter, as follows:
   - Select this option to save your A/R data by fiscal year for self-reported tax.

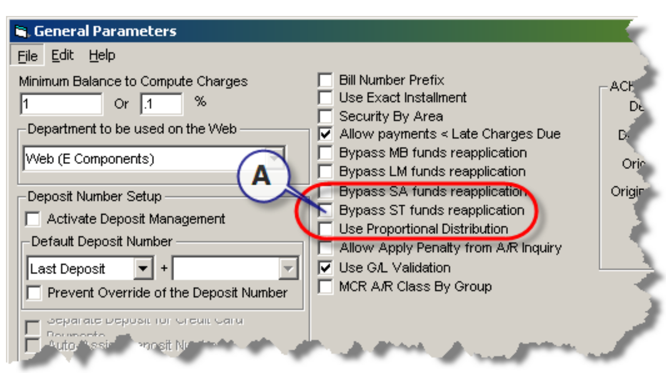
- Otherwise, deselect this option.



For details on setting the Accounts Receivable General Parameters for all subsystems, refer to the Accounts Receivable guide.

Option to Bypass Self-Reported Tax Funds Application in Govern Admin

An option is available on the *Accounts Receivable General Parameters* form to bypass the reapplication of funds for *Self-Reported Tax*. When you apply the bypass to an overpayment made on a permit, miscellaneous billing charge or special assessment project, it is saved as an *Open Credit Transaction* (**OCT**). Otherwise, the amount exceeding the payment due is applied to another permit, invoice, project, or *Self-Reported Tax* period.



*See **Reapplication of Funds** in the Accounts Receivable user guide for details.*

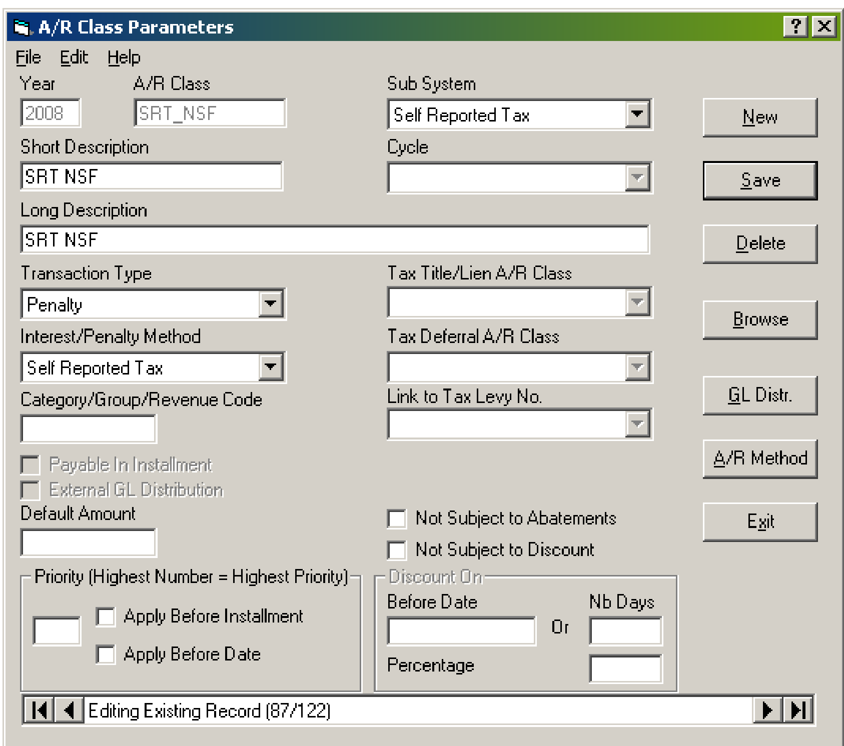
Accounts Receivable Classes for Self-Reported Tax

Overview

In order to complete the Self-Reported Tax Setup, you need to create *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.

To access the *Accounts Receivable* **AR Classes** form:

1. Launch *Govern Admin*.
2. Select *Parameters* > *Accounts Receivable* > **AR 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 Accounts Receivable guide.

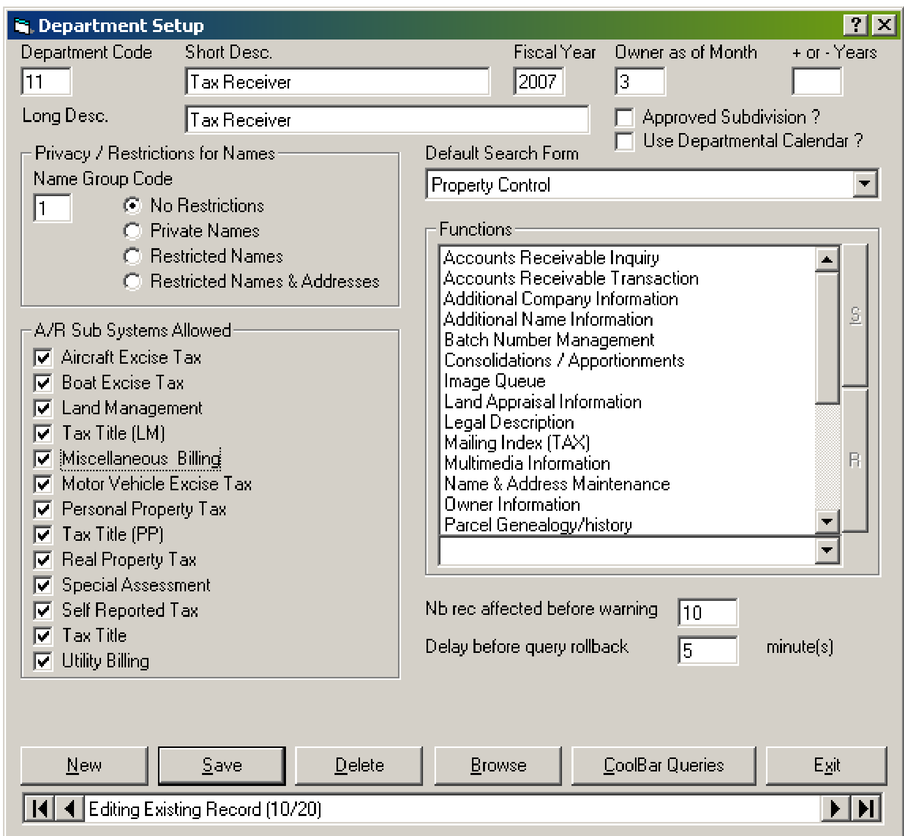
Department Setup for Self-Reported Tax

Overview

You need to define the following parameters for each department that maintains Self-Reported Tax data:

To access the Department Setup form:

1. Launch *Govern Admin*.
2. Select *Setup* > **Department Setup...**



In *Govern for Windows*...

3. Under **Functions** select the following:
   - Self-Reported Tax Account Maintenance.
   - Self-Reported Tax Data Entry.

4. Under **AR Sub Systems Allowed**, select **Self-Reported Tax**:
5. Click **Save**.

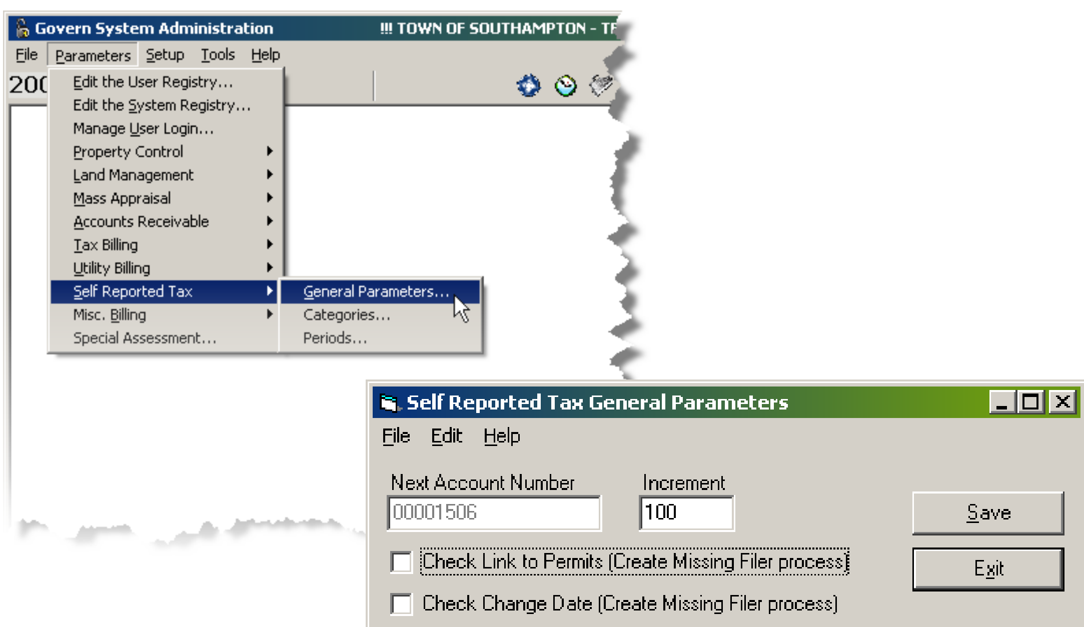
Self-Reported Tax General Parameters

Overview

When configuring the Self-Reported Tax module, the first form to configure is the *Self-Reported Tax General Parameters* form.

To access the *Self-Reported Tax General Parameters* form:

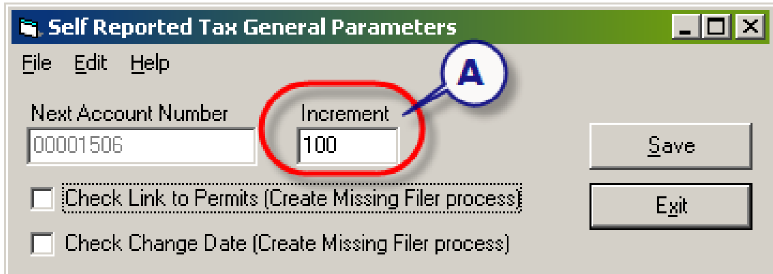
1. Launch *Govern Admin*.
2. Select *Parameters* > *Self-Reported Tax* > **General Parameters**.



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.

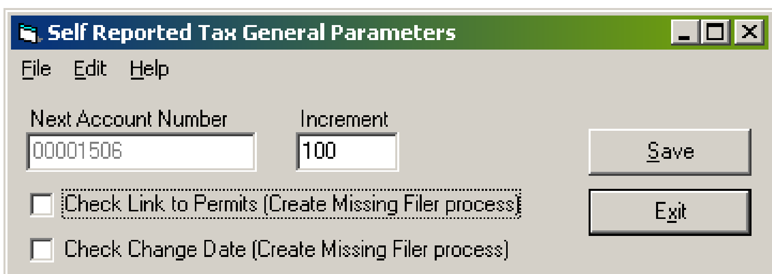
For example, if your **Next Account Number** is 00000201 and you have entered an **Increment** of 100, the next account number to be automatically generated will be 00000301. This incrementing is observed when generating new accounts in the *Self-Reported Tax Account Maintenance* function. *See Account Number Increment set in Govern Admin on page 45.*



Details of the Missing Filer Process

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, therefore there is no computation or taxes calculated.

In Govern Admin, there are two (2) parameters available for this process:



Using the Check Link to Permits / Check Change Date options

NEW! Check Link to Permits: Select the **Check Link to Permits**, if the *Self-Reported Tax* (ST) account is linked to PM, the process will take as Starting Date the PM_MASTER. START_DATE and only creates filing records back to that date.

NEW! 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 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 up to that date.

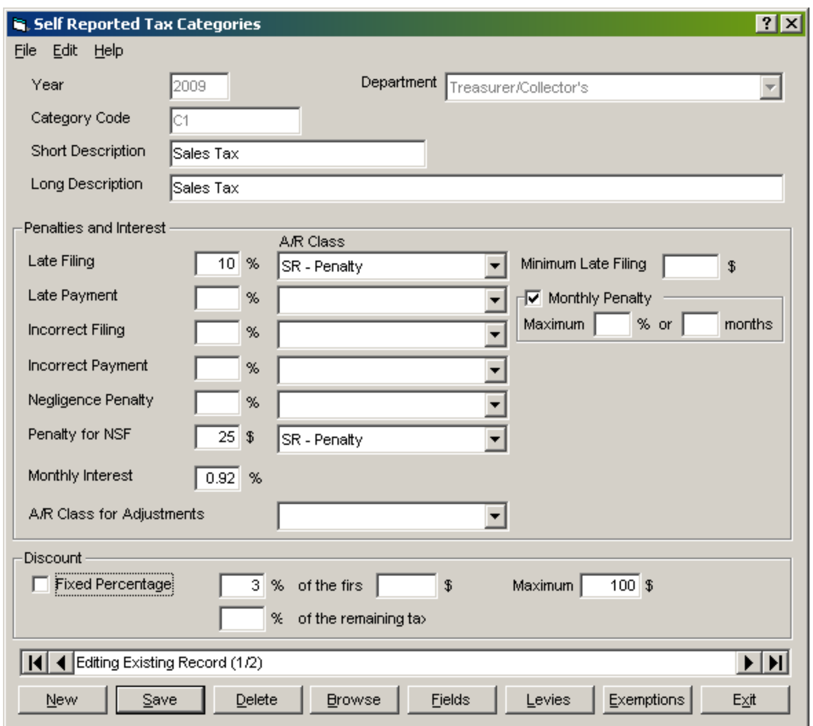
Self-Reported Tax Categories

Overview

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 Categories* form:

1. Launch *Govern Admin*.
2. Select *Parameters* > *Self-Reported Tax* > **Categories...**



Self Reported Tax Categories command buttons

New: Click New to create a new Self Reported Tax (SRT) category

Save: To save a category, click **Save**.

Delete: Click Delete to remove a category.

Browse: Click Browse to view existing records.

Fields: Use the *Self-Reported Tax Fields* form for creating data entry fields and computed fields that follow custom computation rules on the *Self-Reported Tax Data Entry* function. *See Self-Reported Tax parameters on page 22 for details.*

Levies: Click **Levies** to create tax levies for self-reported tax. You can define a levy type and computation method for each levy. *See vSelf-Reported Tax Levies on page 28 for details.*

Exemptions: To add exemptions by categories, click **Exemptions**. *See Self-Reported Tax Exemptions by Categories on page 17 for details.*

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

Setting up Self Reported Tax Categories

To set up *Self-Reported Tax* categories:

1. In the *Self-Reported Tax Categories* form, click **New** to clear the form.
2. Select a department.

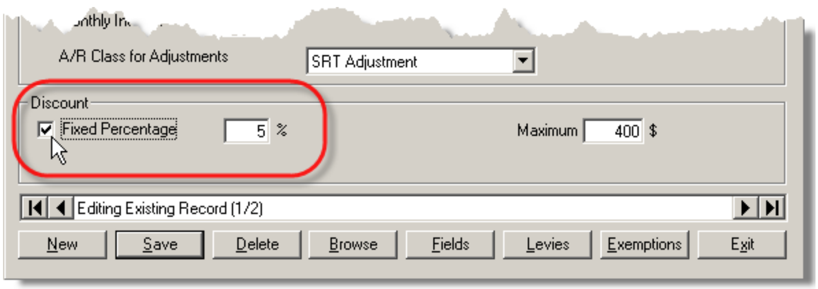
Note: *Self-Reported Tax* information is saved by department.

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.

6. Enter an amount in the **Minimum Late Filing** text box, if applicable.

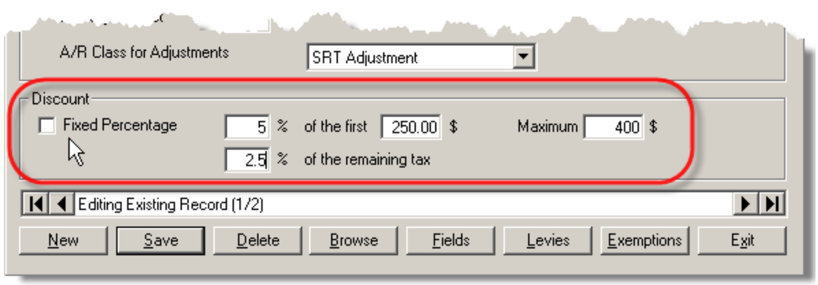
Discount group

7. For *Discounts*, do one of the following:
   - Create a fixed amount, by selecting **Fixed Percentage**. Enter the percentage value.



OR

   - Set up different percentages, by deselecting *Fixed Percentage*. Enter a percentage of a fixed amount, enter the amount. Now enter a percentage for the remaining amount.



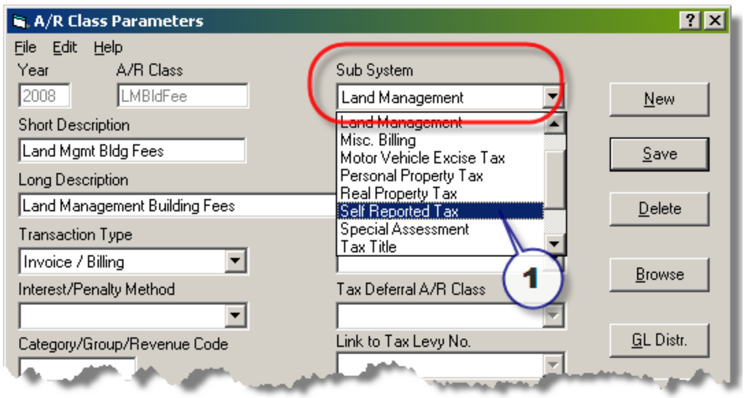
8. Enter a maximum amount, in dollars, for the discount if applicable.
9. Click **Save**.
10. Repeat this procedure for each category.

Interest Penalty A/R Method for Self Reported Tax

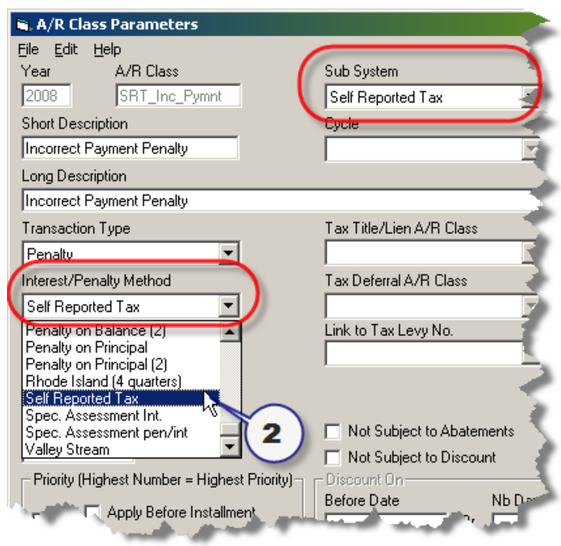
The *Interest/Penalty A/R Method* for the *Self Reported Tax* module is an A/R Method that is used to set the method of calculating the penalty and interest charges for the Self Reported Tax A/R Class.

To access this form from Govern's main screen:

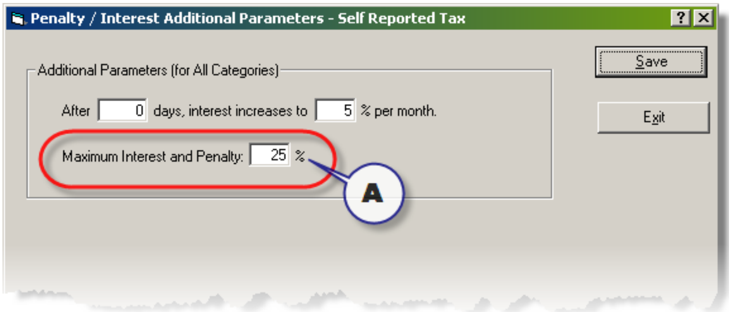
1. Select *Tools* > **System Administration (Govadm32.exe)**
2. In *Govern Admin* select *Parameters* > *Accounts Receivable* > **A/R Class...**
3. In the A/R Class Parameters form, under *Sub System* select **Self Reported Tax**.



4. Select a transction type from the *Transaction Type* drop down menu.
5. Under *Interest/Penalty Method*, again select **Self Reported Tax (SRT)**; when *Self Reported Tax* is selected as the *Interest/ Penalty* method, the **A/R Method** button on the right hand side (RHS) becomes active.



6. Click **A/R Method** to display the *Penalty/Interest Additional Parameters - Self Reported Tax* form; apply the additional parameters and a **Maximum Interest and Penalty:** value.



Note: The value that is entered in the *Maximum Interest and Penalty* value will be overriden by the value entered in the Minimum Late Filing parameter in the *Self Reported Tax Categories* form;
In Govern Admin: *Parameters* > *Self Reported 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.

Use the above steps to create the A/R classes required for the *Self Reported Tax* categories.

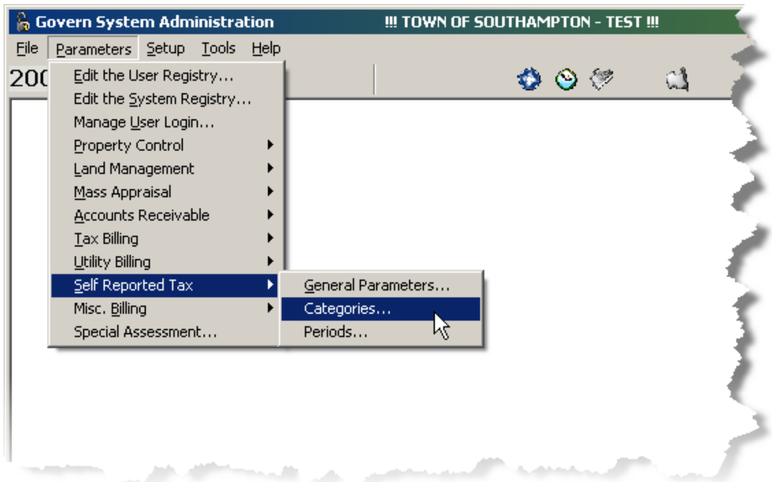
Self-Reported Tax Exemptions by Categories

Occasionally, it may be necessary to apply exemptions to *Self-Reported Tax* (**SRT**) records. The **Exemptions** button on 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.

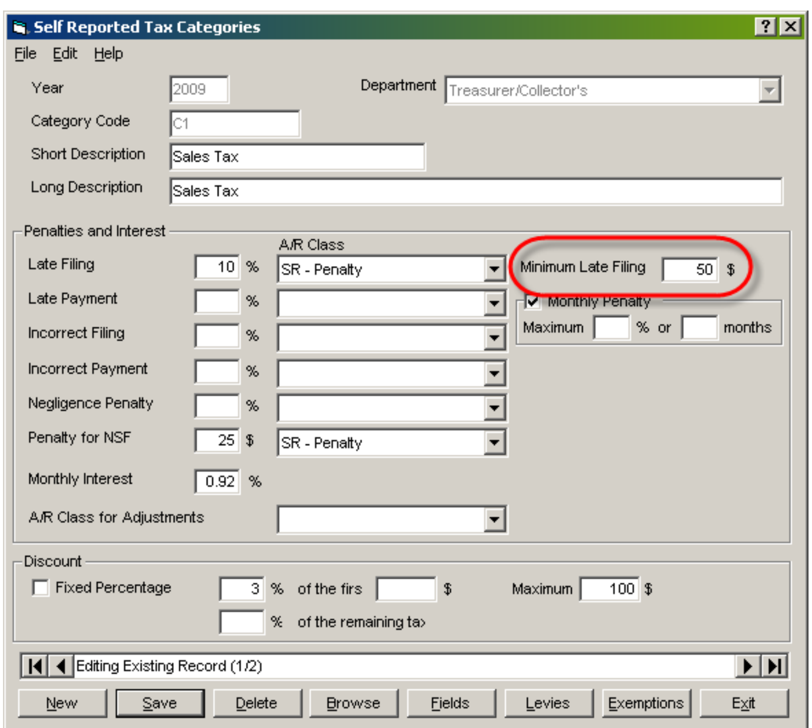
You should first set up the *A/R Classes* for the *Self-Reported Tax Categories* in *Govern Admin*. For steps to create SRT classes, *see Accounts Receivable Classes for Self-Reported Tax on page 6*.

To set up exemptions in G*overn Admin*:

1. Select *Parameters* > *Self Reported Tax* > **Categories...**



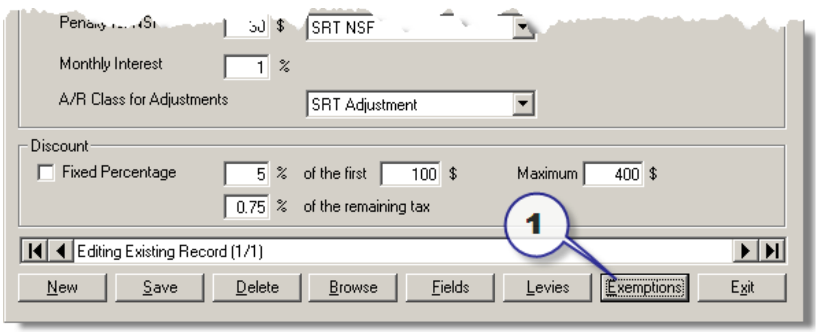
2. In the *Self-Reported Tax Categories* form, create a new category or select an existing category.
3. Complete the form; enter the applicable percentages and select **A/R Classes** in the *Penalties and Interest* group.



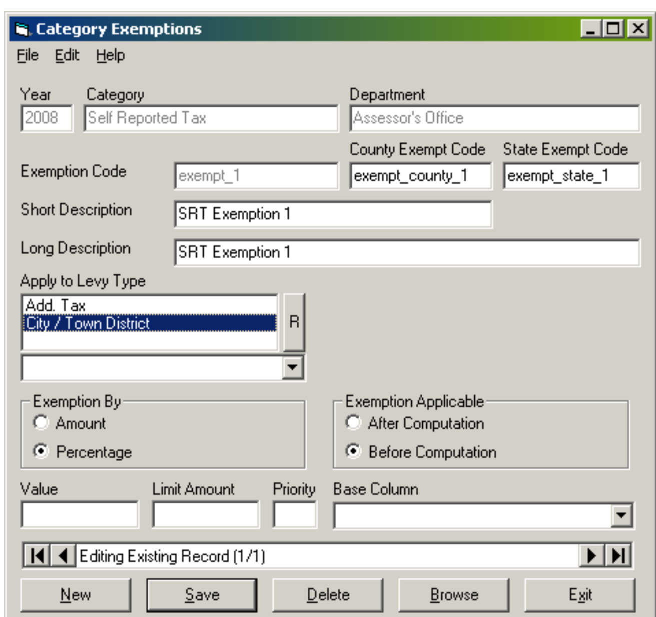
4. If applicable, enter a *Minimum Late Filing Charge*.

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

5. Click **Exemptions** to configure exemptions.

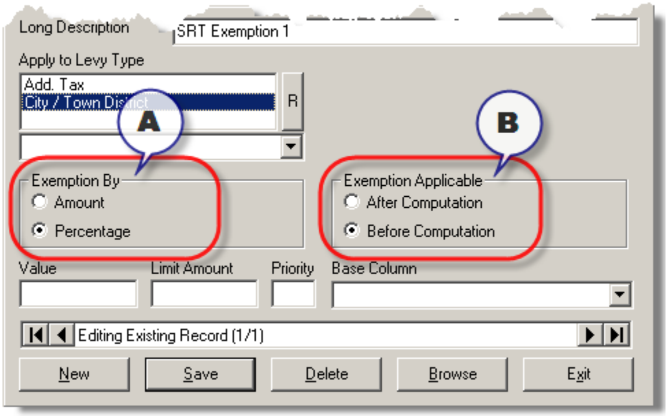


6. Complete the parameters of the *Category Exemptions* form.



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

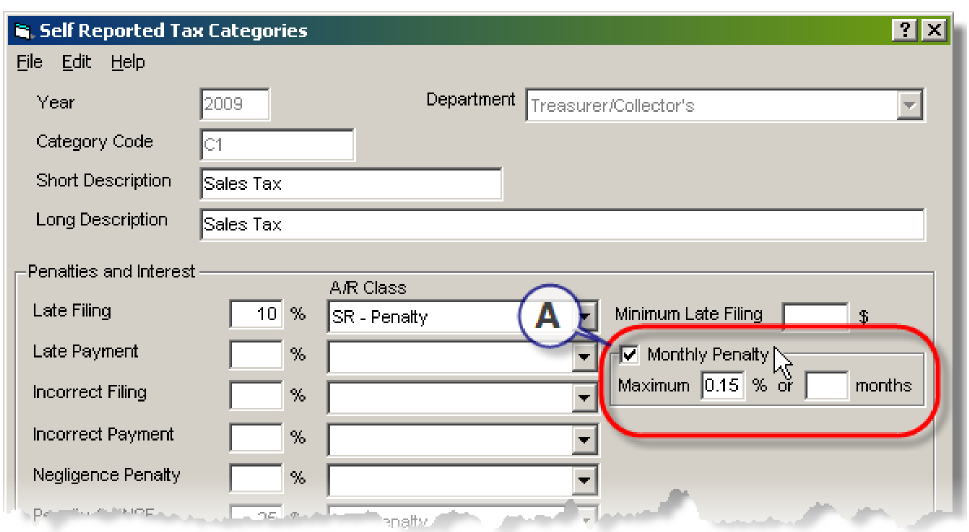
7. Select whether the exemption will be by amount or percentage in the *Exemption By* group.
8. Select the point at which the exemption is applicable, before or after the tax calculation; make your selection in the *Exemption Applicable* group.



9. Click save to complete your setup and return to the *Self-Reported 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) new fields have been created in the ST_PARM_CATEG table. This option is enabled in *Govern Admin*.



To enter a *Monthly Penalty* for an *SRT* category in Govern Admin...

1. Select *Parameters* > *Self Reported Tax* > **Categories...**
2. In the Penalties and Interest Group, click to select the Monthly Penalty option (**A**).
3. Enter parameters for a **Maximum %**, or the number of **months** of late payment penalties.

Table Modifications:

The following modifications have been made to 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_MONTHS	Number	Maximum Number of Months of Late Payment Penalty

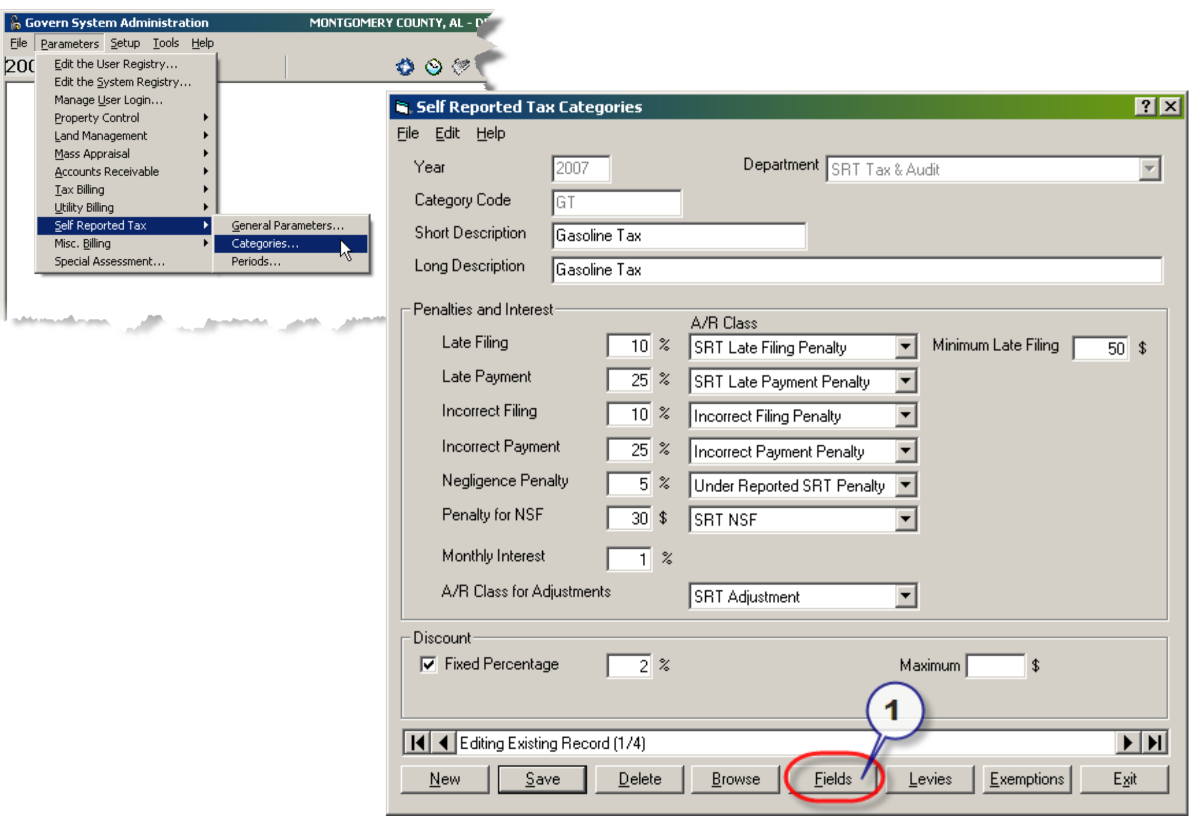
Self-Reported Tax parameters

Overview

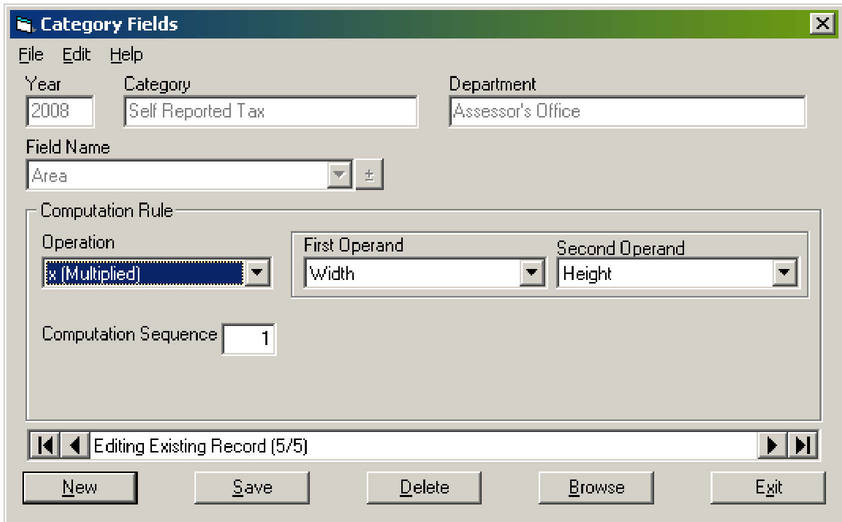
Use the *Self-Reported Tax Category Fields* form for creating data entry fields and computed fields that follow custom computation rules on the *Self-Reported Tax Data Entry* function.

To access the *Self-Reported Tax Fields* form:

1. Launch *Govern Admin*.
2. Select *Parameters* > *Self-Reported Tax* > **Categories**.



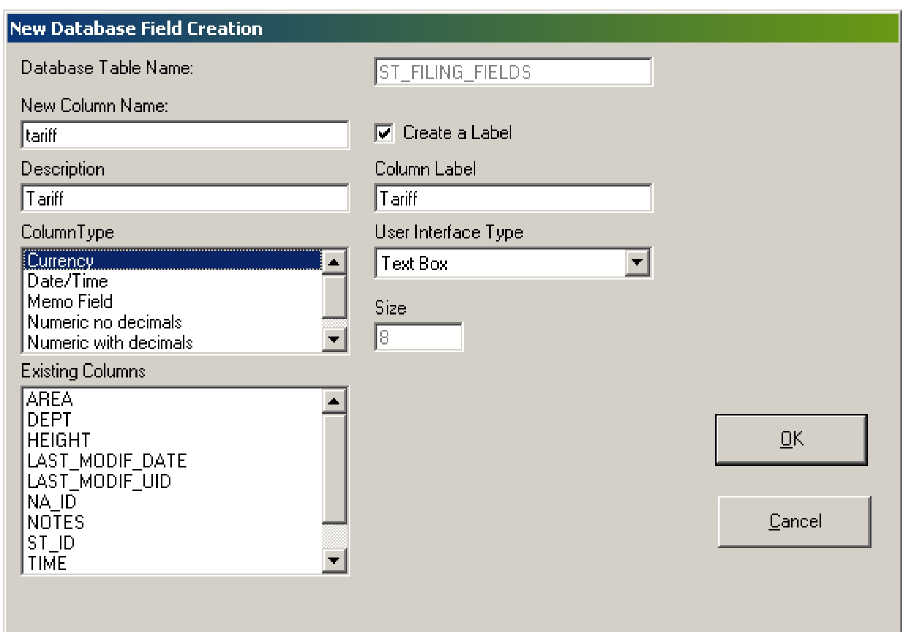
3. Select **Fields** on the *Self-Reported Tax Categories* form.



To set up the *Self-Reported Tax* parameters:

1. Click **New** to clear the form.

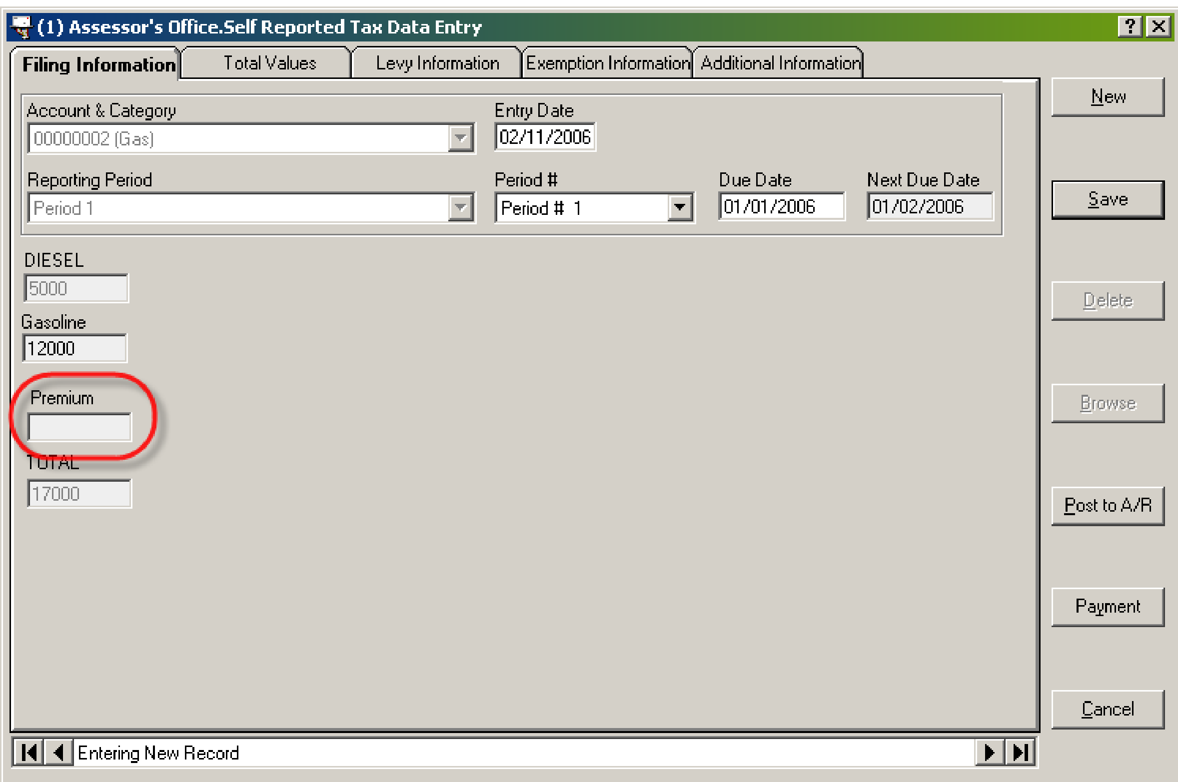
2. Click the +/- sign beside the Field Name drop-down list to create a new field. This opens the *New Database Field Creation* form.



The name of the table ST_FILING_FIELDS is displayed at the top of the form.

3. Enter a new column name and description.
4. Select **Create a Label** to add a label above the field on the *Self-Reported Tax Data Entry* function, in Govern.
5. Enter a **Column Label**.
6. Select one of the following for the **User Interface Type**:
   - Check Box
   - Drop-down Combo Box
   - Text Box
7. Click **OK**.

Note: The same fields can be use with many categories.



Note: You need to reposition the label and field on the function, using *Object Dragging Mode*. *Refer to the Super User guide for details*.

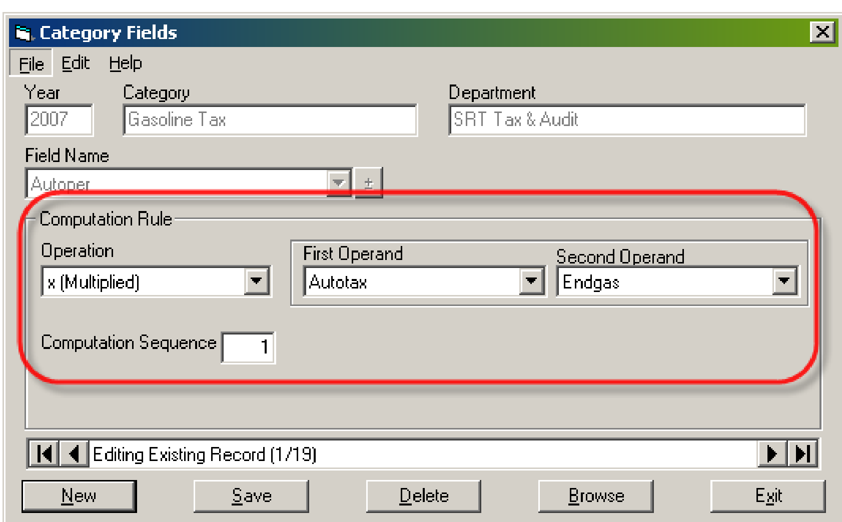
8. Select an operation, under **Computation Rule** on the *Category Fields* form or leave it blank if you want to create a data entry field.
   - plus
   - minus
   - divided by
   - formula
   - logical expression
   - sum
   - multiplied by
9. If it is a computed field, enter a **Computation Sequence** to define the order in which the fields are computer. 1 is performed before 2.
10. If it is a data entry field, you can set a **Default Value**
11. Click **Save**.

Note: Computed Fields will be disabled on the *Self-Reported Tax Data Entry* function

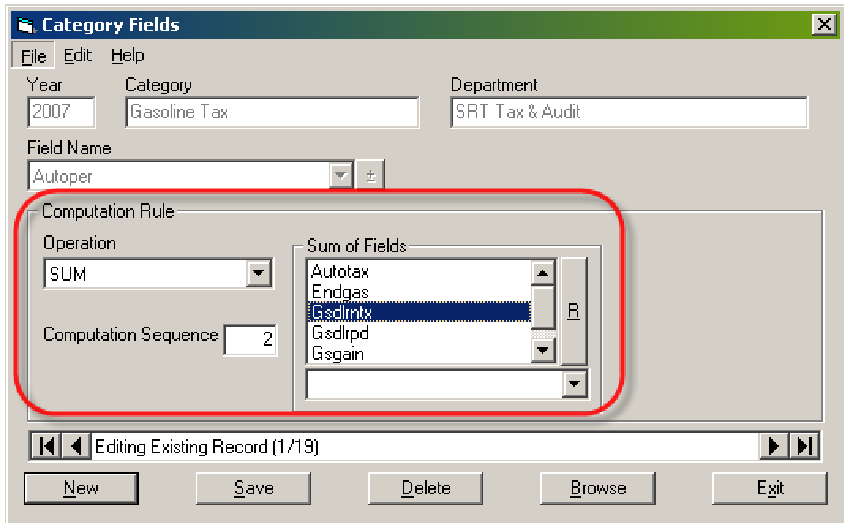
Examples of Computation Rules

The following examples illustrate the difference between **plus** and **sum**. For *sum* you can select any number of fields; whereas, for *plus* you are limited to two.

Plus

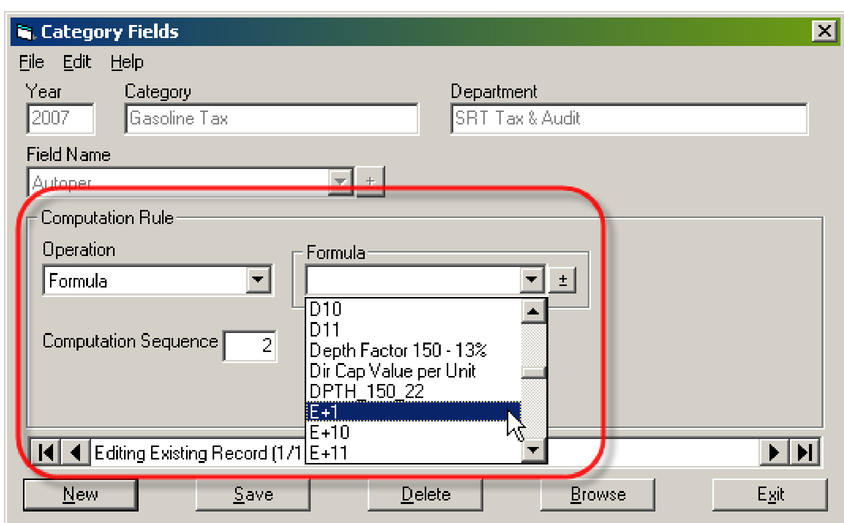


Sum



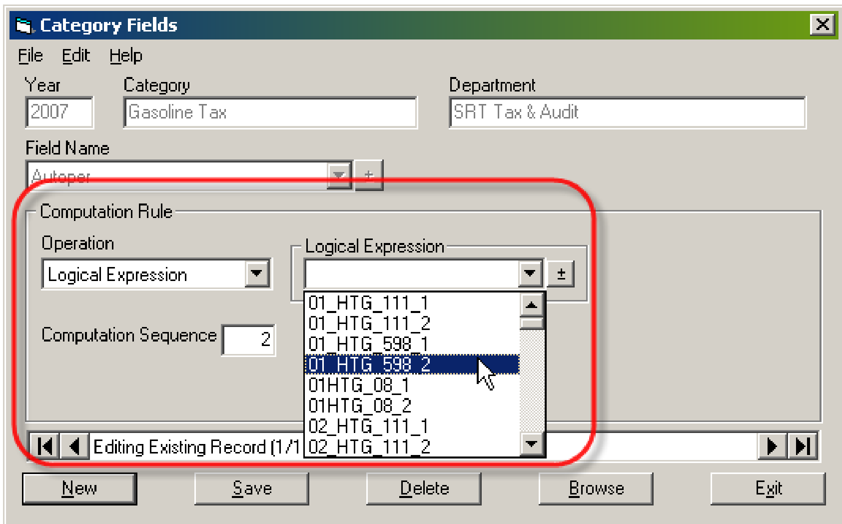
The following examples display the use of a formula and a logical expression.

Formula



Formulas are defined on the *Formula Editor. Refer to the Super User guide for complete details*.

Logical Expression



Formulas are defined on the *Logical Expression Block Editor. Refer to the Super User guide for complete details*.

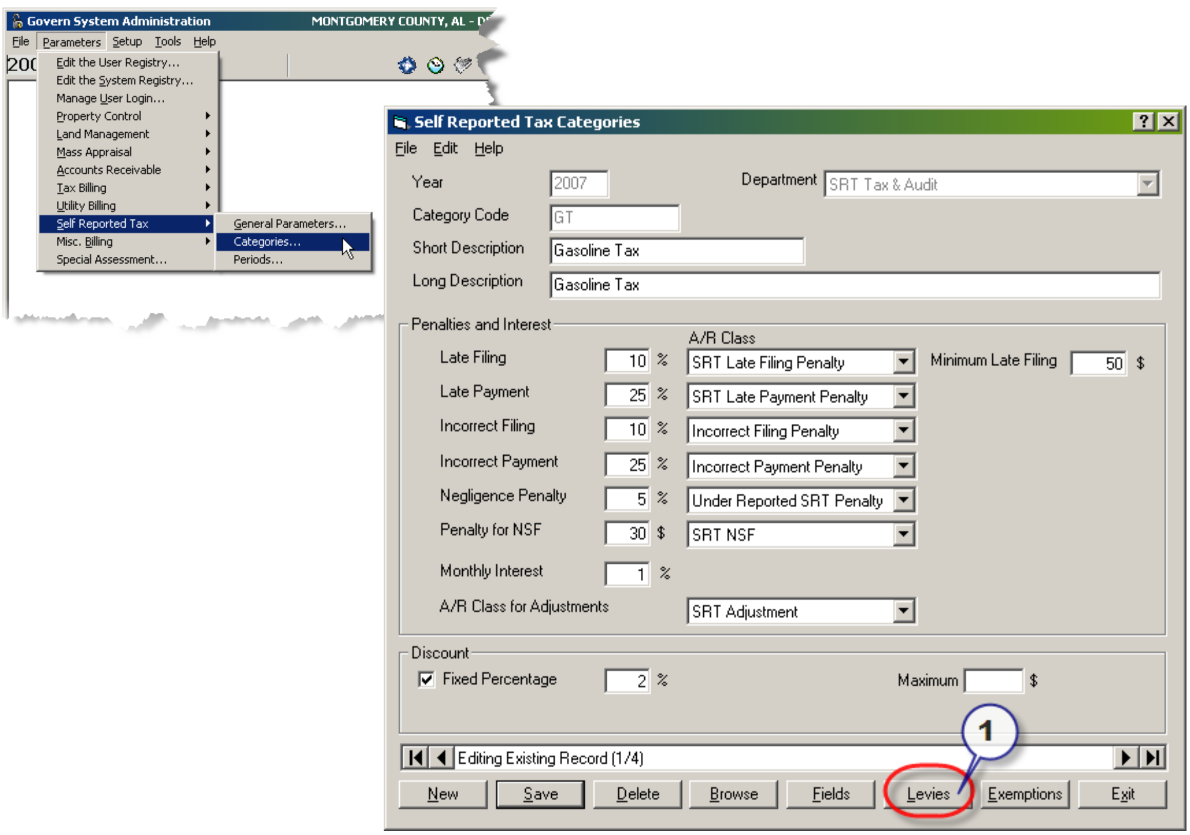
vSelf-Reported Tax Levies

Overview

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

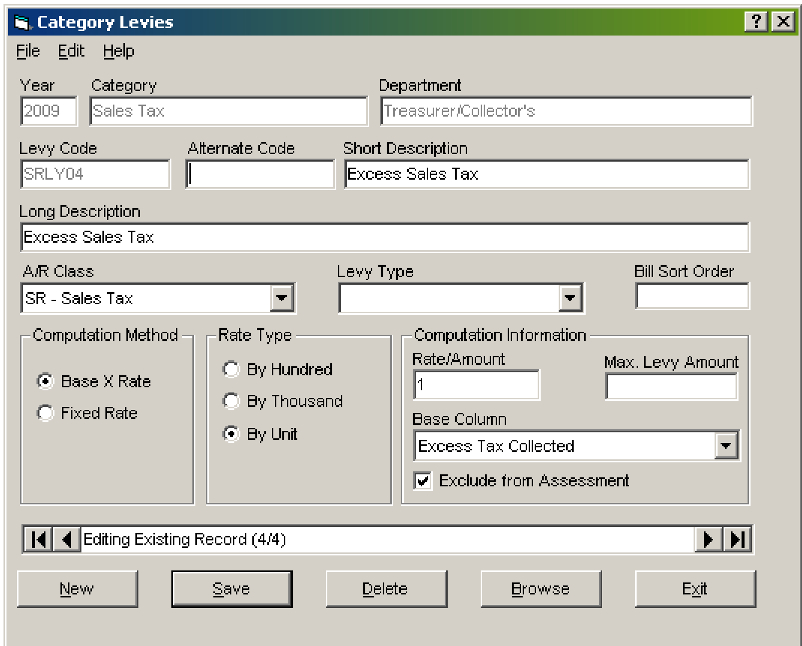
To access the *Self-Reported Tax General Parameters* form:

1. Launch Govern Admin.
2. Select *Parameters* > *Self-Reported Tax* > **Categories**.



3. Select **Levies** on the *Self-Reported Tax Categories* form.

Self-Reported Tax Levies parameters



Year: This field displays the default year in Govern Admin.

Category: this field displays the category selected on the *Categories* form.

Department: This field displays the department selected on the *Categories* form.

Levy Code: Enter the Levy Code to be used with this record.

Alternate Code: Enter an alternate code if needed. Typically, this is used for reports. For example, if you want to use your own codes as Levy Codes and the state codes are different from yours, the state reports could be printed using the alternate codes.

Short Description: Enter a description to be used for fast data entry and look-ups if space is limited on forms.

Long Description: This description will be displayed for look-ups, on forms and normally used for reporting.

A / R Class: Select the Accounts Receivable Class from the drop-down list (Table: VT_USR_AR_CLASS). This list displays the A/R Class Codes created for the Self-Reported Tax subsystem. *Refer to the Accounts Receivable guide for complete details on A/R Classes*.

Levy Type: Select the Levy Type from the drop-down list (Table: VT_USR_ LEVYTYPE).

Bill Sort Order: Enter the Bill Sort Order to be used when printing the bills. If nothing is entered or the same bill order is entered for 2 different Levy Codes, an alphabetical sort is done on the Levy Code. This field is alphabetical, so the sort (on Levy Codes) will use the alphabetical order (1, 10, 100… 2, 20, etc.).

Computation Method group

There are three methods for computing the levy:

- **Base X Rate**: for the billing process.
- **Fixed Rate**: for special charges and fees.

Rate Type group

Select a **Rate Type** only if the selected computation method is **Base x Rate**.

Computation Information group

Rate / Amount: Enter a rate or an amount.

Maximum Levy Amount: Enter a maximum value for Real Estate Tax levies. This is an optional field; leave it blank to accept unlimited levy amounts.

Base Column: Select the Base Column to be used with the Levy Code (available only if the computation method is Base x Rate).

Levies linked to Base Columns

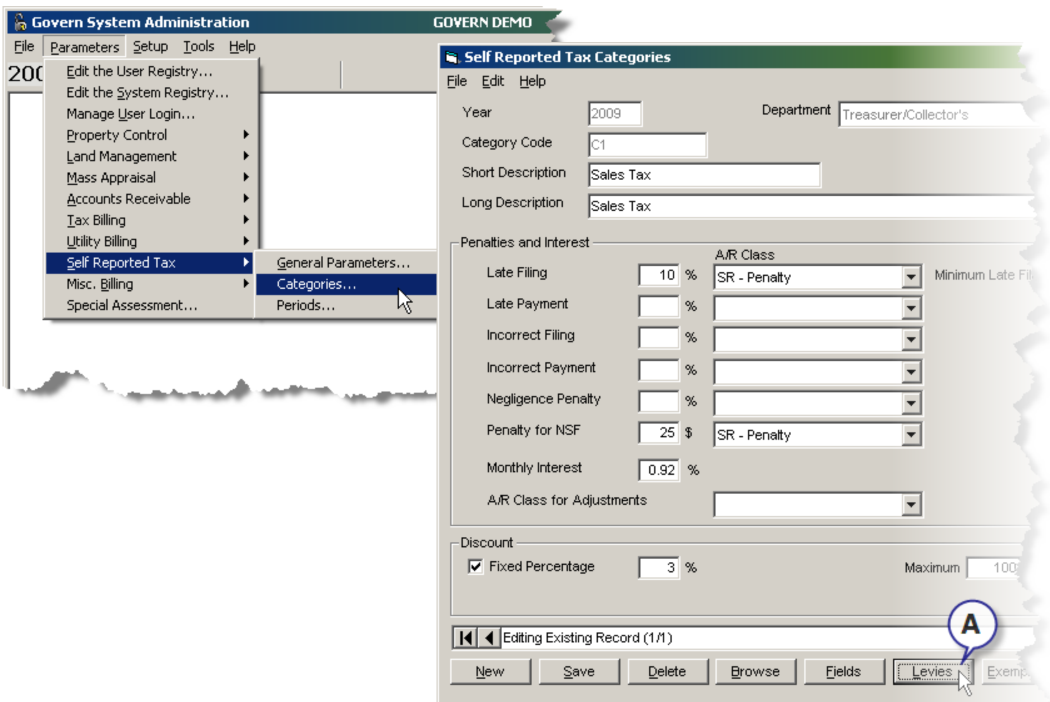
There are conditions where additional levies will be linked to a base column, during the calculation of the *Taxable Amount*, these calculated levies will be included in overall assessment. For example, a base column of an Alcohol tax might have a levy by the city, and another by the county. To avoid including the calculation of both the base amount, and any linked levies in our taxable amount calculation, we can select the following option:

Exclude from Assessment: Select this option to exclude this calculated levy from the total assessment value. Only the base column calculation is used.

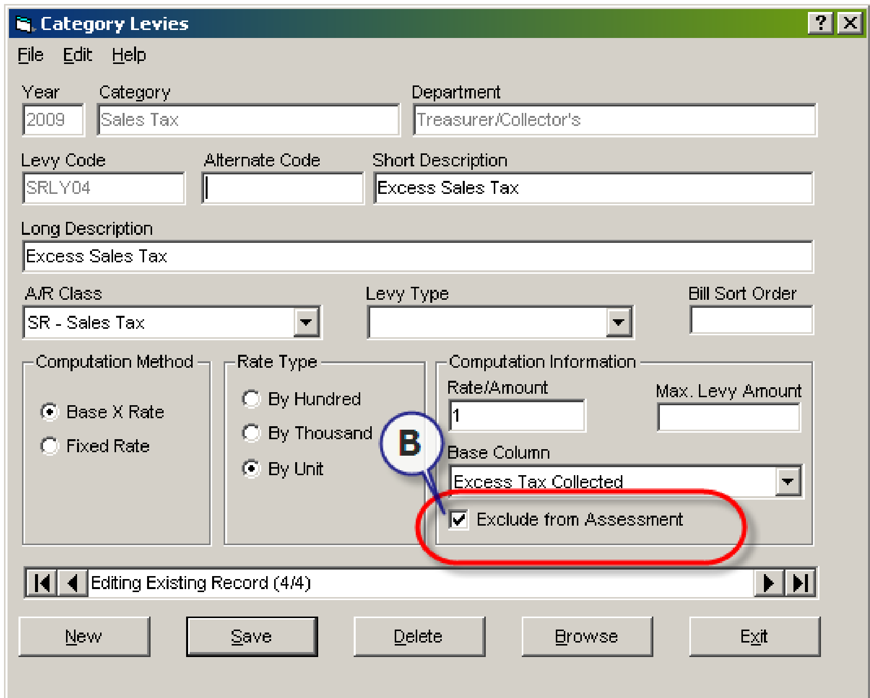
To exclude the selected levy calculation from the calculation of the base column that it is linked to. Normally these calculations would be used in the total assessment value calculation that appears under the *Total Values* tab...

In *Govern Admin*...

1. Select *Parameters* > *Self-Reported Tax* > **Categories...**

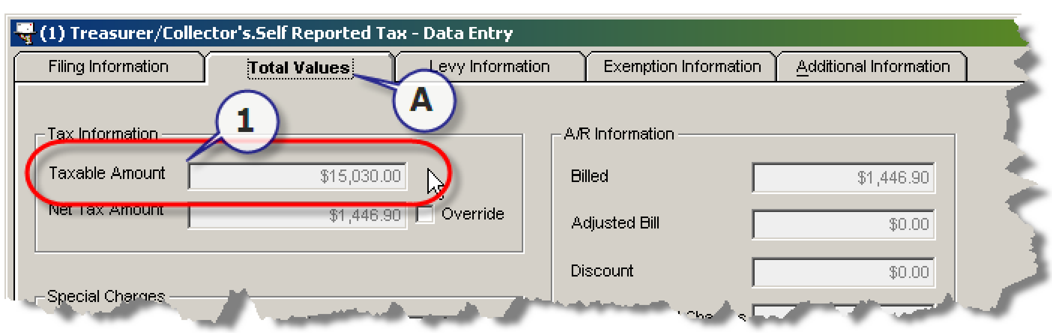


2. In the *Self Reported Tax Categories* form, click **Levies**.



3. In the *Category Levies* form, create a new record, or select an existing record; select a base column.
4. Select the **Exclude from Assessment** option.

In Govern for Windows, when an entry is being made in the *Self-Reported Tax Data Entry* form, any calculations for levies that are linked to a base column will not be included in the calculated taxable amount.



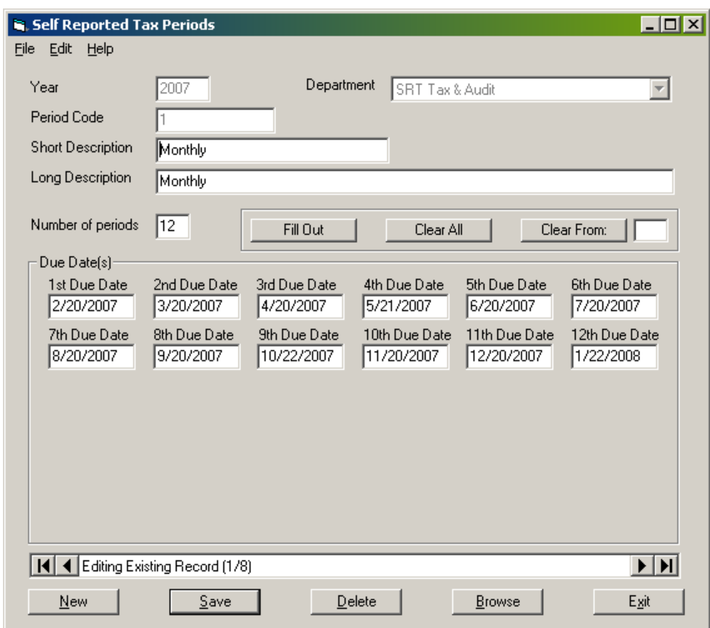
Self-Reported Tax Periods

Overview

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

To access the *Self-Reported Tax General Parameters* form:

1. Launch *Govern Admin*.
2. Select *Parameters* > *Self-Reported Tax* > **Periods**.



The default year for Govern Admin is displayed at the top of the form.

To create the self-reported tax periods:

1. Select the department.
2. Enter the Period Code, Short Description and Long Description. This information is saved to VT_SY_PER.
3. Enter the number of periods. For example, if reports are due once a month, enter 12.

4. Click **Fill Out** to create one field for each period due. For example, if you enter 12 in the Number of Fields form, twelve fields are created: **1st Due Date**, **2nd Due Date**, **3rd Due Date** and so on up to **12th Due Date**.
5. In the first due date field, January 1st of the year, displayed at the top of the form is entered.
6. Click **Save**.

Note: You need to create periods for all self-reported tax collections. If the self-reported tax is to be collected once only or on an infrequent basis, enter 0 in the **Number of Periods** field.

Modifying the Due Dates

To modify the dates:

1. Enter the correct value in the first date field you want to modify.
2. Enter a value beside the **Clear Form** button.
3. Click **Clear Form** to clear the due date fields from the point specified in step 2.
4. Click **Fill Out** to complete the due dates based on the entry in the Due Date preceding the number entered in step 2.
5. Click **Save**.

For example, to change the due date from the default, the 1st of the month to the 15th of the month.

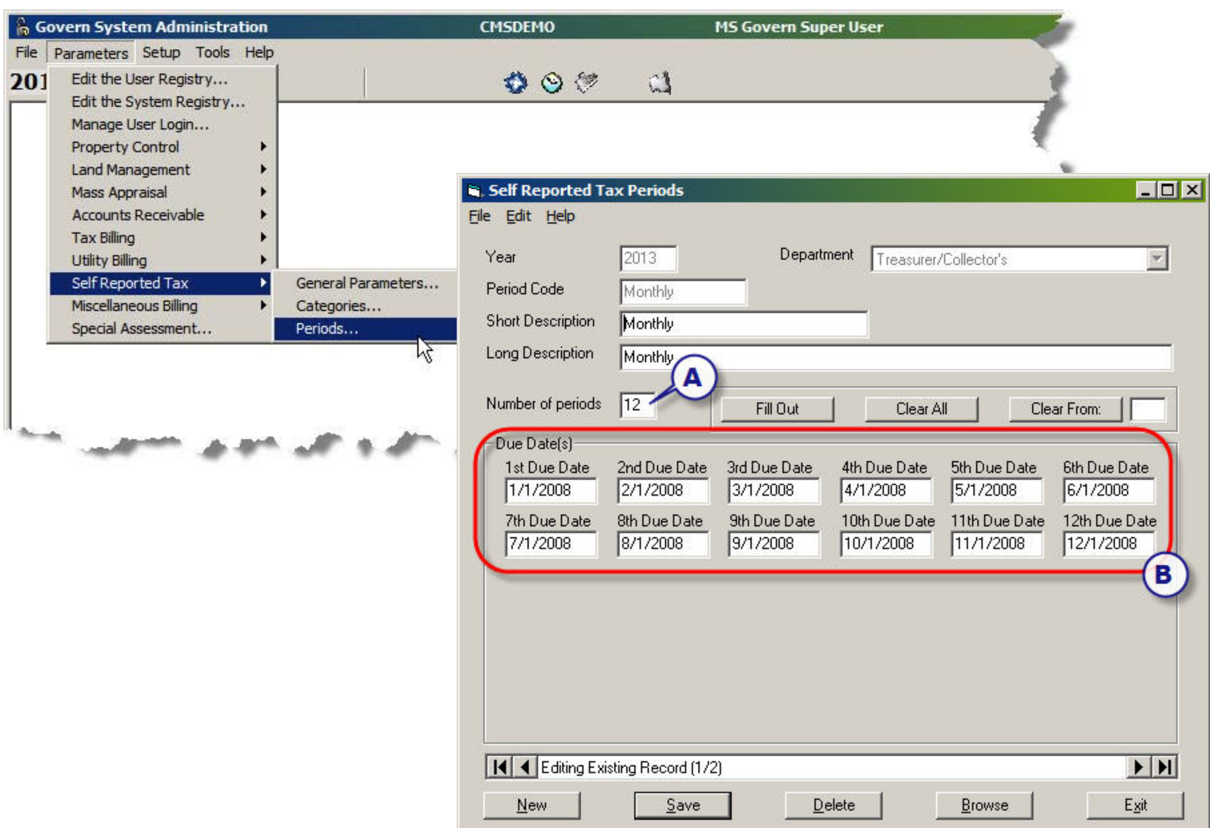
1. Enter the correct date, 01/15/06, in the **1st Due Date** field.
2. Enter **2** beside the **Clear Form** button.
3. Click **Clear Form** to clear the fields from the **2nd Due Date** through to the **Final Due Date** field.
4. Click **Fill Out** to complete the due dates based on the entry in the 1st Due Date. The 15th of each month is now entered in each due date field.
5. Click **Save**.

Note: When using the **Fill Out** button, the system has special case for 2, 3, 4, 6, 12 and 24 period.

Synchronization Process with SRT Table for Periods

NEW! There is a new synchronization process that will occur when **DUE_DATE** parameters are modified in Govern for Windows Release 10.7/10.8 (Table: **ST_PARM_PERIOD**). When the table is modified, it will be synchronized with the **ST_PARM_PERIOD_DETAIL** table used by Govern Release 5.1. This change is relevant to Govern for Windows release 10.7/10.8 users that have the SRT module of the eGovern – Public Self Service Portal. As the *eGovern* is based on *Govern Release 5.1*, this process serves to ensure that the two SRT tables are always in synch.

Whenever the due date parameters are modified, a synchronization of the two aforementioned tables will occur.



Chapter Two: Self-Reported Tax Form in Govern

Overview

This section of the guide describes the *Self-Reported Tax* forms that are accessible to the *Govern for Windows* user:

Search

In order to complete the *Self-Reported Tax Data Entry* function, you need to perform a *Search by Name*, for the individual or company. Then, select the personal or company account. *See Self-Reported Tax Search on page 37*.

Self-Reported Tax Account Maintenance

Use the *Self-Reported Tax Account Maintenance* function 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 43*.

Self-Reported Tax Data Entry

Use the *Self-Reported Tax Data Entry* function to complete payment collection information, to view totals, interest payments and levies for each self-reported tax record. *See Self-Reported Tax Data Entry on page 50*.

Self-Reported Tax Search

Overview

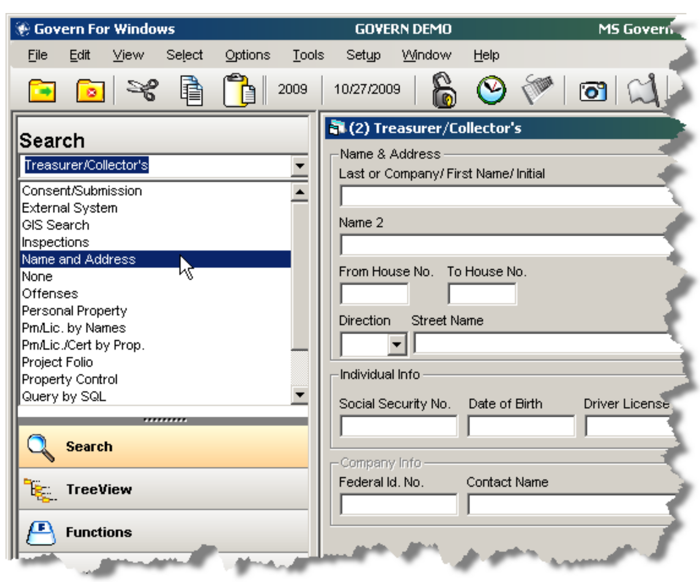
In order to complete the Self-Reported Tax Data Entry function, you need to perform a search by name, for the individual or company. Then, select the personal or company account.

To create a new *Self-Reported Tax Account* or search for an existing one.

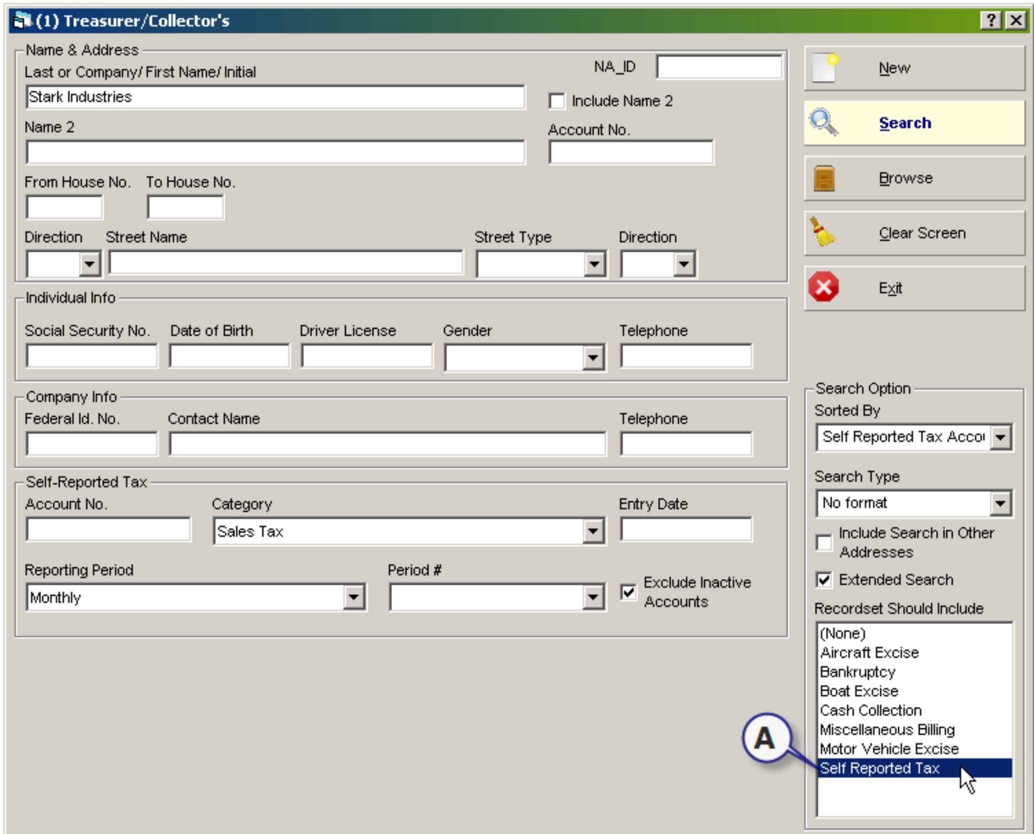
1. Click **Quick Open**  from the Govern Toolbar, or select *File* > **Quick Open** (**Ctrl+Q**), to launch the default dataset for your department directly from the toolbar. *See Quick Open in the General Information guide.*

OR

1. Click **Search** in the **Side Navigation Bar** (**SNB**).



2. In the *Treeview* area on the upper left hand side (LHS), select **Name and Address** to display the **Search** form.



3. Enter your information into the required fields to perform a search by name.
4. In the *Search Option group*, under Search Type select *Company, Individual,* or *No Format*.
5. Enter the *Name ID* or other criteria. *Refer to the Property Control guide for full details.*
6. Click **Search**.

To perform a search for an existing account:

7. In the *Self-Reported Tax group* enter the following:
   - **Account Number**: Enter the self-reported tax account number.
   - **Category**: Enter the self-reported tax category. *See Self-Reported Tax Categories on page 13*.
   - **Reporting Period**: Select the reporting period on which you want to retrieve information.
   - Period #

- Entry Date:

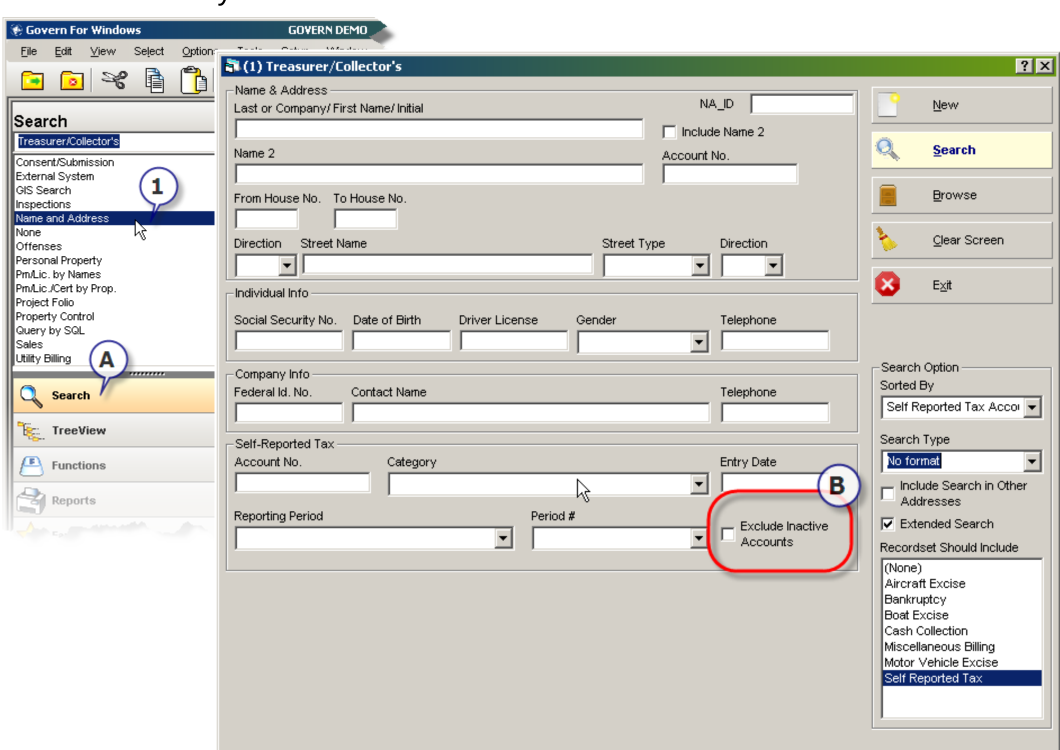
8. In the *Search Option group* under *Sorted by*, select **Self-Reported Tax Account** to sort records by Self-Reported Tax accounts.
9. Under *Recordset Should Include*, select **Self-Reported Tax** to include self-reported tax data in the search results.
10. Click **Search**.

Exclude Inactive Accounts in Self-Reported Tax Search

During a search for Self-Reported tax records, you may realize that you are in a situation where there are numerous accounts that have been set as *inactive*. Prior to release 10.6 any search made would include these records. From release 10.6 it is possible to filter out or “exclude” inactive accounts in your SRT search. There is an option to configure Self-Reported Tax searches to exclude inactive accounts.

Note: By default the SRT search will be for active and inactive accounts.

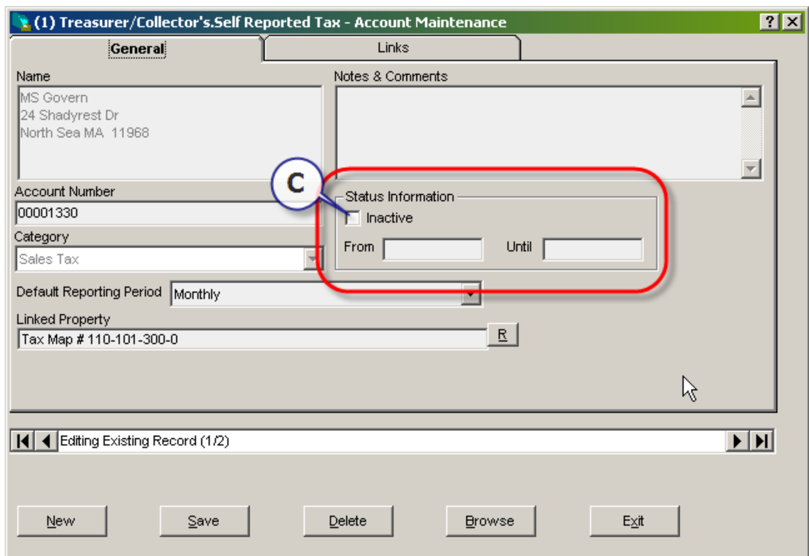
The exclude inactive accounts option allows you to narrow your search to include only active accounts.



To perform a search for only active accounts...

1. Click **Search** in the *Side Navigation Bar* (**A**);select *Name and Address* in the treeview (**1**).
2. In the Search form click to select the **Exclude Inactive Accounts** option.
3. Complete the required parameters.
4. Click **Search**.

Your search results will include only accounts that have not been flagged as inactive in the *Self-Reported Tax Account Maintenance* form(**C**).



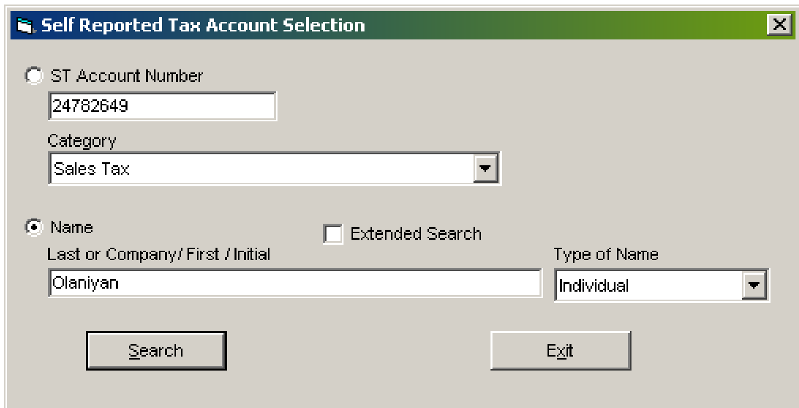
Secondary Search Screen for Self-Reported Tax

There is now a secondary Search screen for *Self-Reported Tax*. This form is used for retrieving records when you are already working in Govern and need to locate a *Self-Reported Tax* record, within the same recordset.

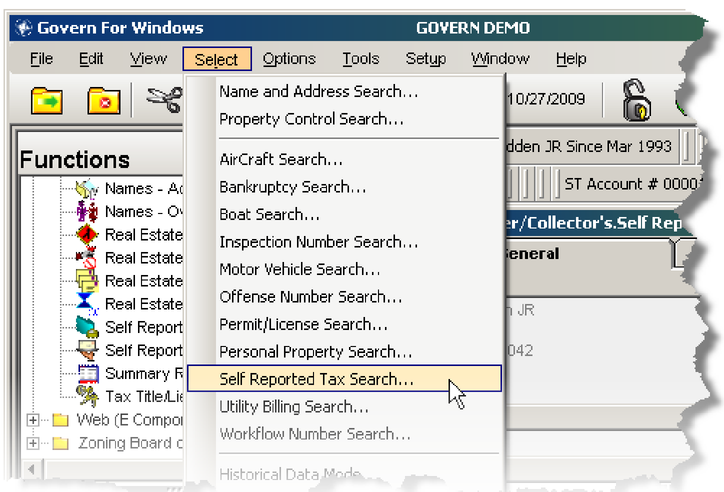
To use the secondary search screen in *Govern for Windows*...

1. Select a department with the *Self-Reported Tax* sub-system.
2. Open a record; click **Functions** in the *Side Navigation Bar* (**SNB**).
3. Select one of the *Self-Reported Tax* functions from the *Features* list.

4. Click *Select* > *Self-Reported Tax Search...*



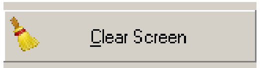
The *Self-Reported Tax* secondary search screen may also be found Under the *Govern for Windows* menu, *Select* > **Self Reported tax Search...**



Self-Reported Tax Search Command Buttons

Enter your search criteria; then, click **Search** to launch the search. Results of the search are displayed on *Search Results* page.

Click **Browse** to view a list of all records matching the your entered criteria. You can select a record to view results on the *Search Results* screen.



Click **Clear Screen** to clear all fields of the form; you can now enter new information for another search. *Search Results* screen.

Click **Exit** to close this form.

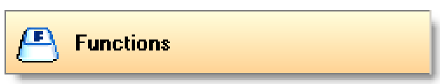
Self-Reported Tax Account Maintenance

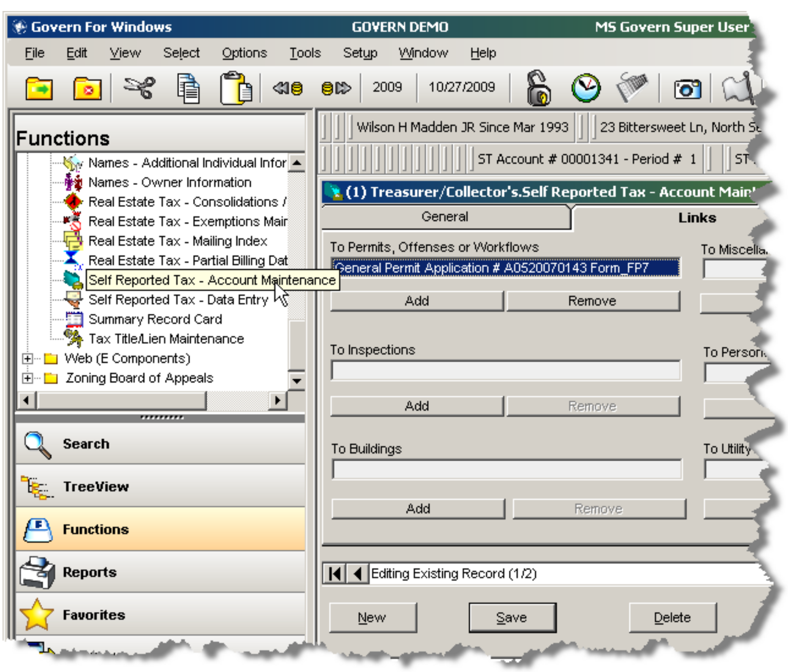
Overview

Use the *Self-Reported Tax Account Maintenance* function to create an account for each individual and/or company that you need to collect self-reported tax from.

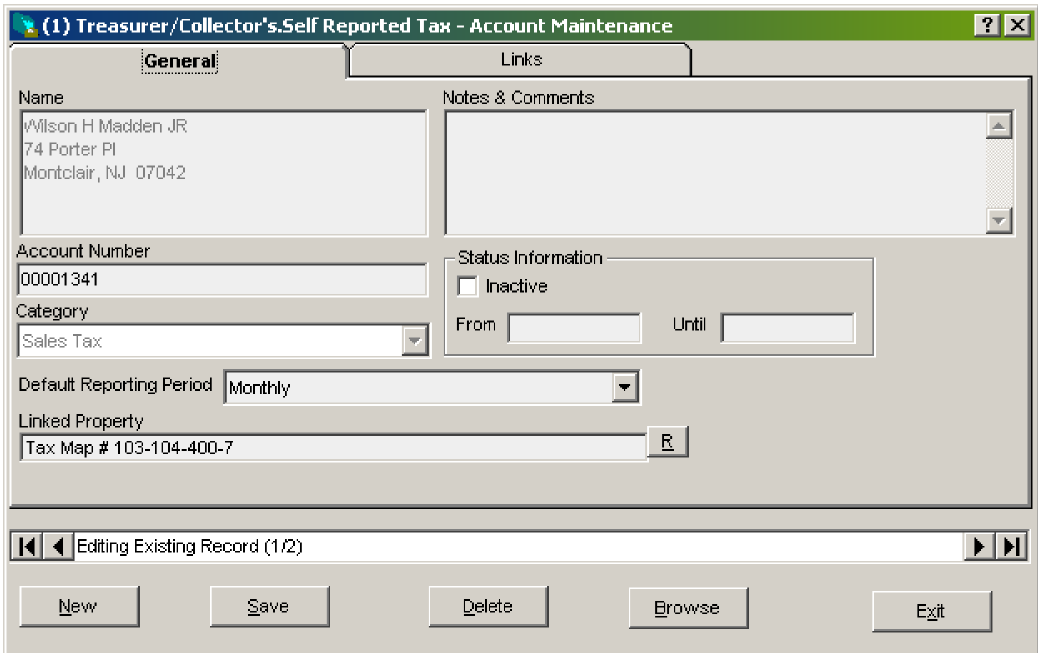
To access the *Self-Reported Tax Account Maintenance* function:

1. Perform a search, *as described in Self-Reported Tax Search on page 37*, for the individual or company for whom you want to create an account.
2. To access this form, select a record and:
3. Click **Functions** in the **Side Navigation Bar**.





4. In the *Treeview* area on the upper left hand side (LHS), select **Self-Reported Tax Account Maintenance**.



The Name and Address of the selected individual or company are displayed in the top left corner of this function; so that you can ensure you are looking at the right account.

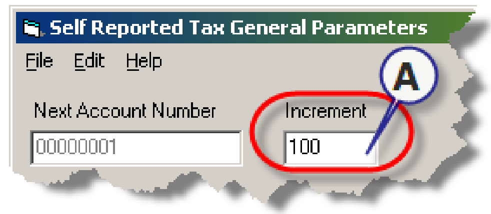
To create an account:

1. Select a Category.
2. 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 Number in Self-Reported Tax on page 47 for details.*

Account Number Increment set in Govern Admin

If a value has been entered in the **Increment** parameter in the *Self-Reported Tax General Parameter* form in *Govern Admin*, the newly generated account number will be incremented by this value. *See Control Account Number Increment on page 10*.



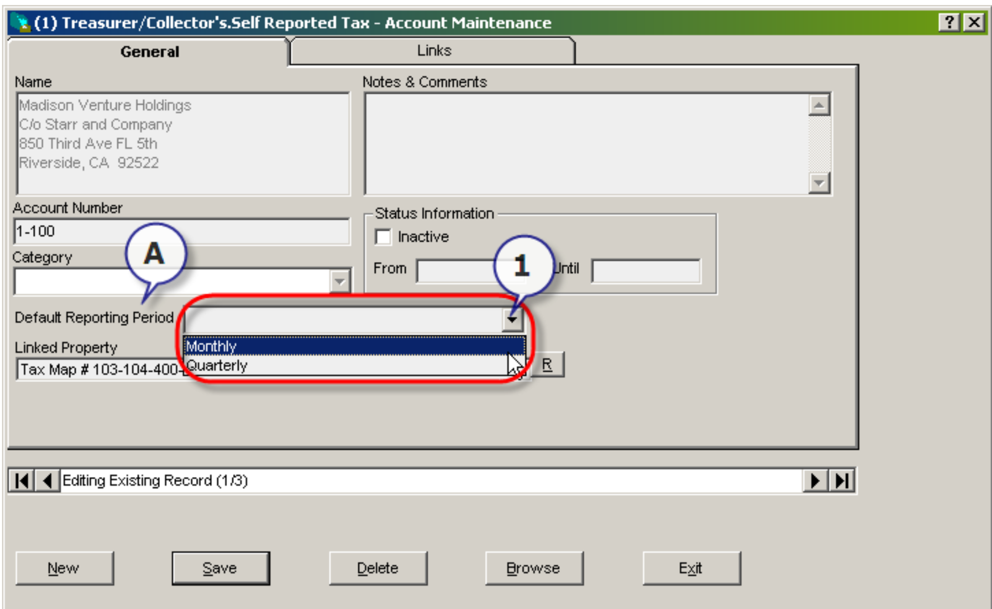
3. To link the account to a property, click the [button] beside the Linked property text box. This launches the Parcel Search screen.
   - Enter search criteria to locate the property and click **Search**. *Refer to the Property Control guide for complete details*.
   - Highlight the property on the *Parcel Search Results* screen and click **Select**.
   - The tax map number for the selected property is displayed in the **Linked Property** text box.
4. Enter additional information in the **Notes and Comments** field, as applicable.
5. Select the **Inactive** option and enter a range of dates in the **Status Information** if the account is inactive during a certain period.

> **Note:** Refer to the grid in the section titled *Status Information group - Behavior with Parameter Settings on page 76* for a list of possible behaviors that will occur when selecting the **Inactive** option and the **From / Until Date**.

6. Click **Save**.

Specify your Default Reporting Period

As there is no standard default reporting period, this value can be set under the general tab of the *Self-Reported Tax - Account Maintenance* form.

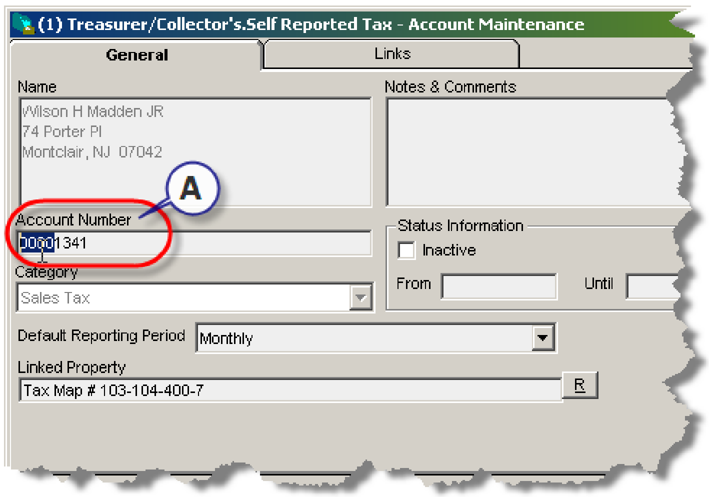


To specify a *Default Reporting Period* ...

1. In *Govern for Windows,* select a department with the *Self-Reported Tax* sub-system.
2. Open a record; click **Functions** in the *Side Navigation Bar* (**SNB**).
3. Select the **Self-Reported Tax - Account Maintenance** function from the *Functions* list.
4. Under the *General* tab, look for the *Default Reporting Period* from the drop down menu.

Override Generated Account Number in Self-Reported Tax

When required, it is possible to manually override the system generated *Account Number* (**A**) in the *Self-Reported Tax - Account Maintenance* form.



To override a system generated Account Number...

1. In *Govern for Windows*, click **Search** in the *Side Navigation Bar* (**SNB**); select a department from the drop down menu.
2. Click **Name and Address** in the *Search* column; open a record that contains *Self-Reported Tax* information.
3. In the *SNB*, click **Functions**; select the **Self-Reported Tax - Account Maintenance** function.
4. In the *Account Maintenance* form, you are able to override the **Account Number** parameter.

Links Tab in Self-Reported Tax Account Maintenance Function

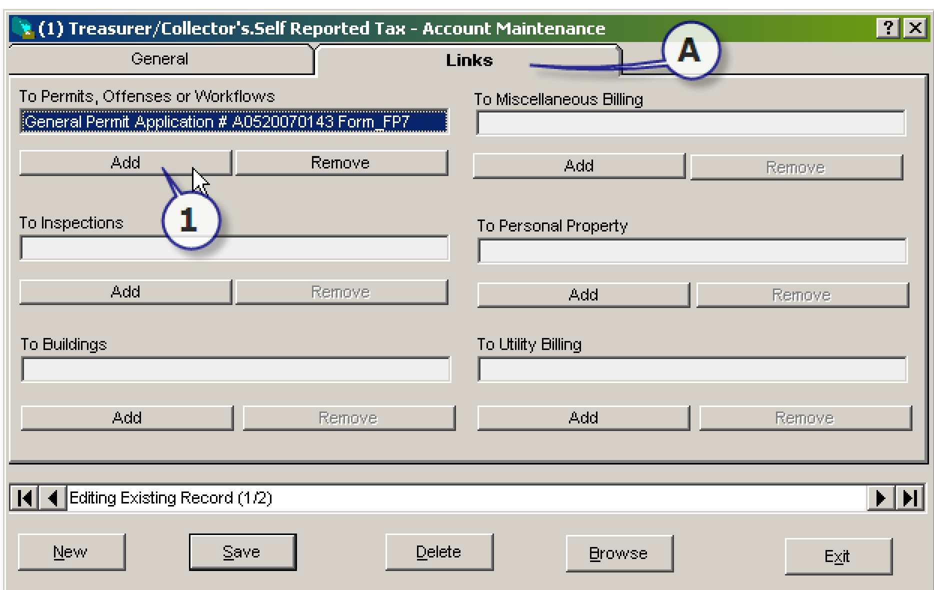
With the Links tab, you are able to link other records to a selected *Self-Reported Tax* account. Records include the following:

- Permits, Offense or Workflows

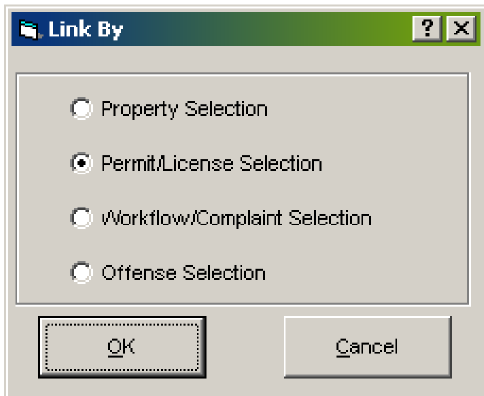
- Miscellaneous Billing
- Inspections
- Personal Property
- Buildings
- Utility Billing

To link a *Self-Reported Tax* record in *Govern for Windows*...

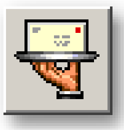
1. Click **Search** in the *Side Navigation Bar* (**SNB**); select a department from the drop down menu.
2. Click **Name and Address** in the *Search* column; open a record that contains *Self-Reported Tax* information.
3. In the *SNB*, click **Functions**; select the **Self-Reported Tax - Account Maintenance** function.
4. In the *Account Maintenance* form, click the **Links** tab (**A**).



5. Click **Add** (**1**) to select any one of the aforementioned records or codes.



To remove a record or code, click to highlight the information that is to be deleted; click **Remove**.



Self-Reported Tax Data Entry

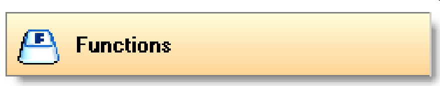
Overview

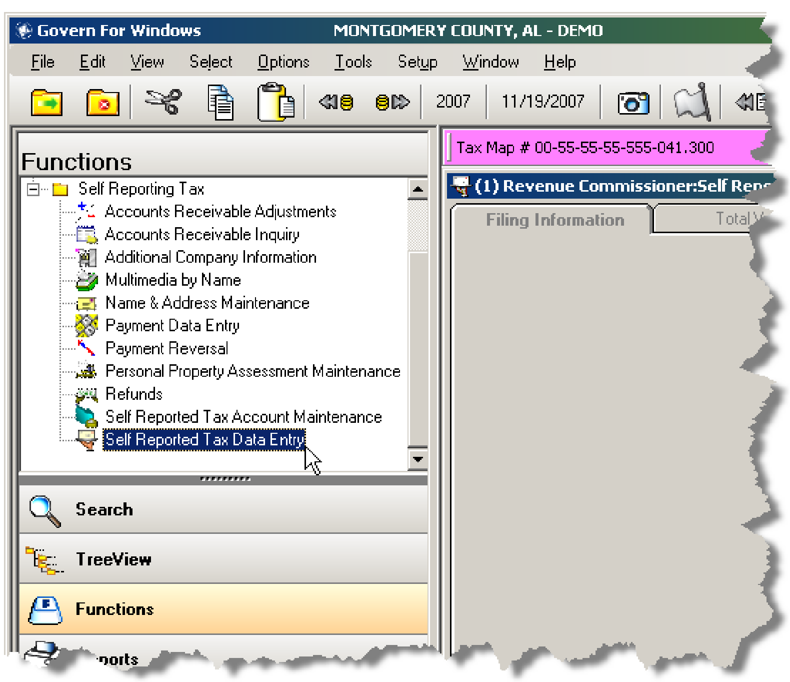
Use the *Self-Reported Tax Data Entry* function to complete payment collection information, to view totals, interest payments and levies for each self-reported tax record.

To access the *Self-Reported Tax Data Entry* function. Perform a search, *as described in Self-Reported Tax Search on page 37*, for the individual or company for whom you want to create an account.

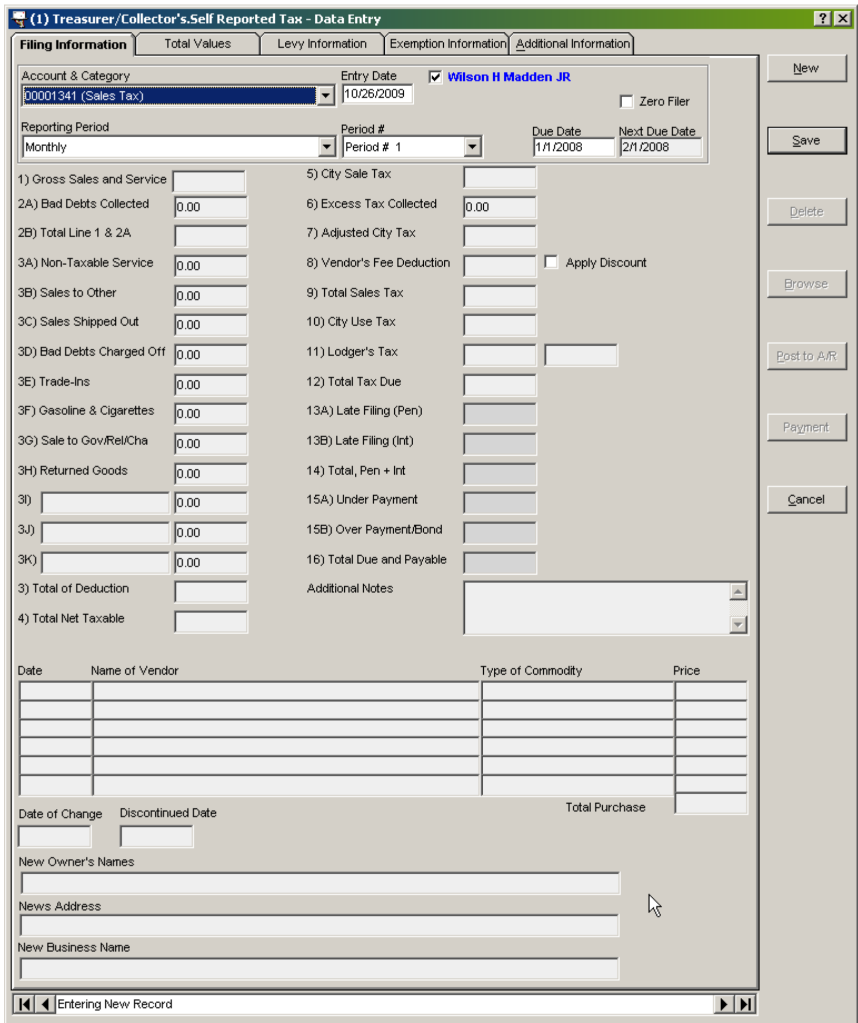
To access this function, select a record and:

1. Click **Functions** in the **Side Navigation Bar**.



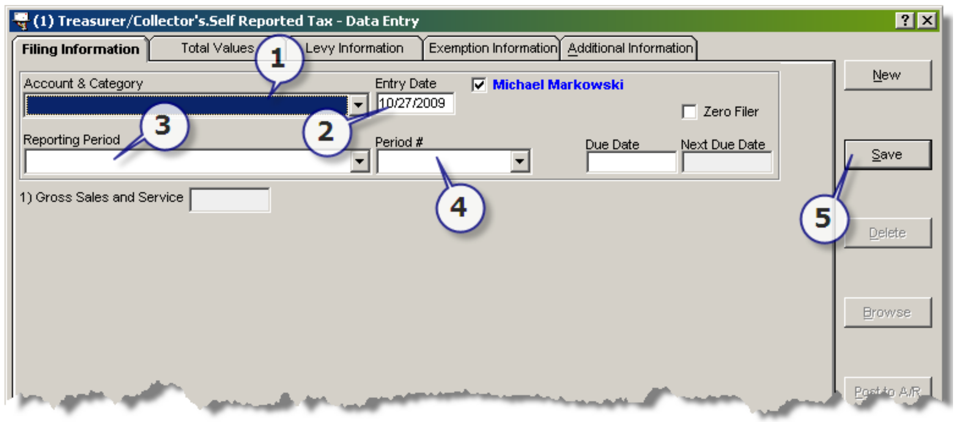


2. In the *Treeview* area on the upper left hand side (LHS), select **Self-Reported Tax Data Entry**.



The screen opens to display the parameters used in the search.

Creating a New Self-Reported Tax Record



To create a new *Self-Reported Tax* record...

1. Select an **Account & Category**.
2. The current date is automatically displayed in the **Entry Date** field. You can modify this if required.
3. Select a **Reporting Period**. *See Self-Reported Tax Periods on page 33*.
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 *Self-Reported Tax Periods* form in *Govern Admin*.
6. The fields, from the *Self-Reported 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).

Making Modifications to Self-Reported Tax Entries

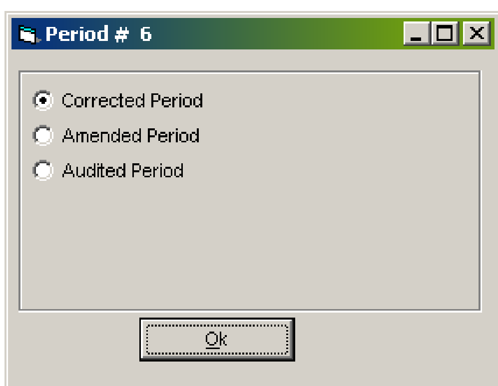
When regular reporting entries are made, errors in the reporting can be made. For example you may have entered that you collected $1200 in sales tax for a reporting period, and posted the entry to the A/R. At a later period, it is discovered that the amount was only $1100. It is possible to return to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

Duplicate Entries for Same Period are Flagged

Self-Reported tax duplicate entries are now flagged. When flagged, duplicate entries can display a red label, “Amended Period” or “Audited Period”. In addition there is also a new label that displays *Corrected Period* for records that were already posted and then later corrected. (Table: ST_FILING_MASTER - *New fields added*).

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

1. Open the record and select the *Self-Reported Tax - Data Entry* function under **Functions** in the *Side Navigation Bar* (**SNB**).
2. Click **New** to make your entry, change the *Period #* or *Due Date*; the *Duplicate Period* query appears;

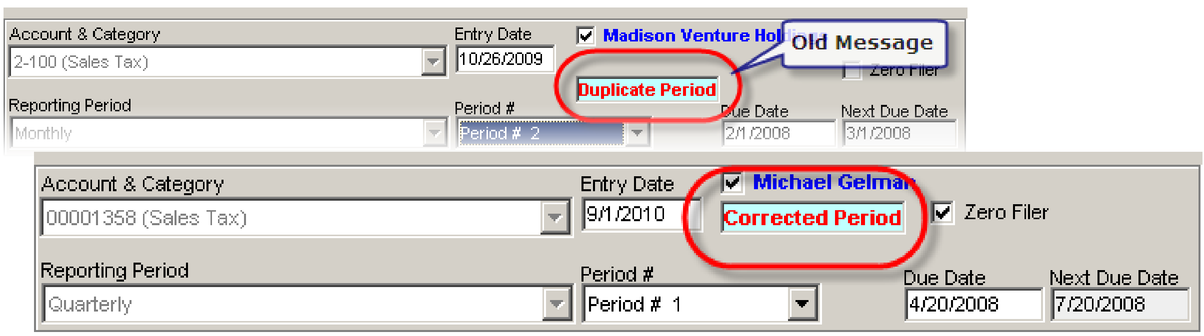


3. Select one of the three options of **Corrected Period**, **Amended Period**, or **Audited Period**.
4. Make your amendment, save, and repost to the A/R.

Corrected Period

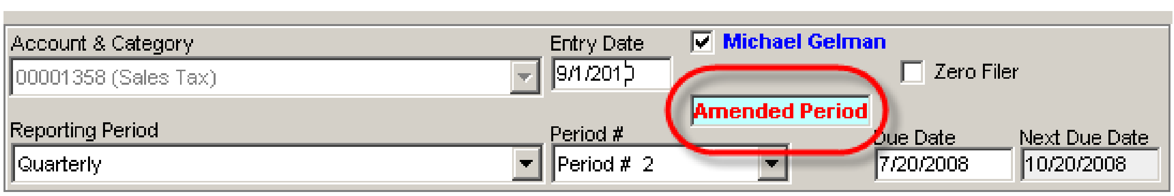
Select the option for *Corrected Period* to correct an already posted entry; in this instance, an *Adjustment Record* is created and the entry is reposted. The system will indicate that this is a corrected entry for this period by displaying **Corrected Period** in red.

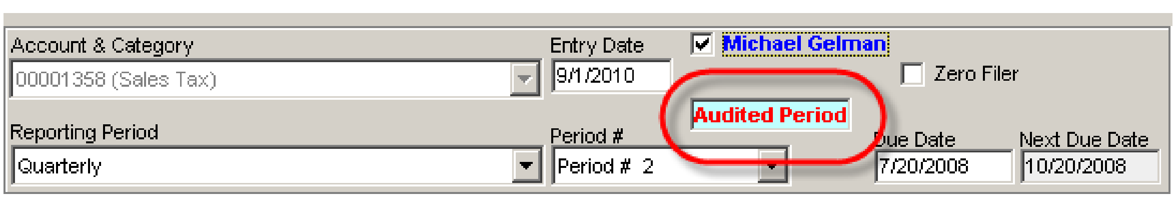
Note: In release 10.5 the message that was displayed was **Duplicate Period**.



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 ST_FILING_MASTER table.

If you select a period that is later than a period for which a report is due and has not been completed, the message **Missing Previous Period** is displayed.

Select the **Total Values** tab to view the total values.

Note: Depending upon your accounting procedures, you may be required to create a duplicate entry for corrections as opposed to overwriting the data for the previous entry.

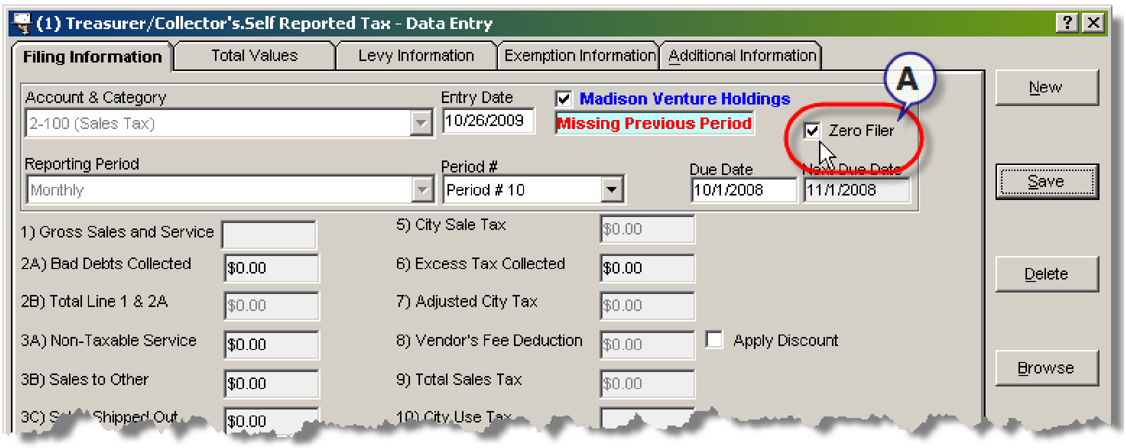
Option for "Zero Filer" on Data Entry Form

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, will set all parameters to zero.

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

1. Click **Search** in the *Side Navigation Bar* (**SNB**); select a department from the drop down menu.
2. Click **Name and Address** in the *Search* column; open a record that contains *Self-Reported Tax* information.
3. In the *SNB*, click **Functions**; select the **Self-Reported Tax - Data Entry** function.

4. In the *Data Entry* form, select the **Zero Filer** option.



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

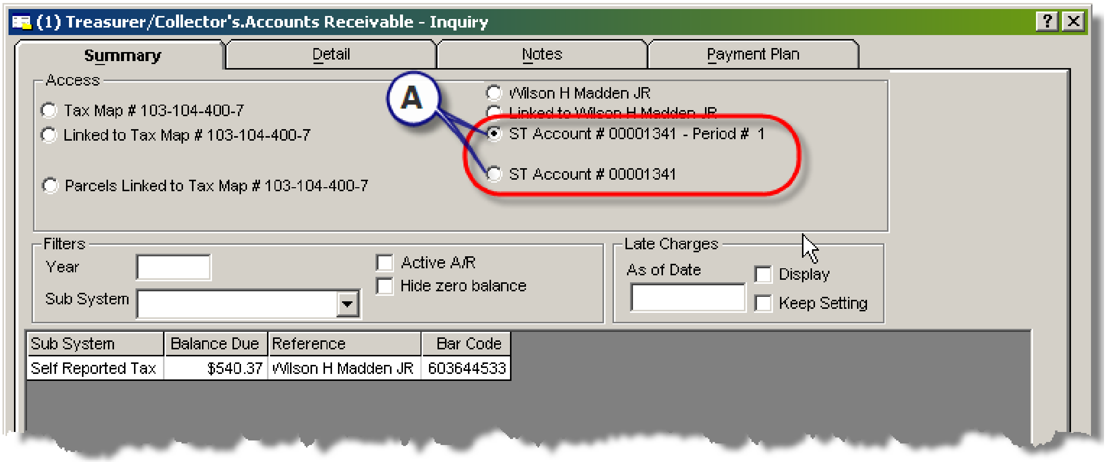
A/R Posting Link is based on ST_ACCOUNT_ID

Prior to *Govern 10.5*, when a *Self-Reported Tax* posting was made it was linked to AR_MASTER Table by the ST_ID. When an amendment or duplicate filing was made, a new ST_ID was assigned. As a result the same account could have multiple ST_ID's. This approach makes management complex should you need to carry a credit forward, or see the history of the transaction.

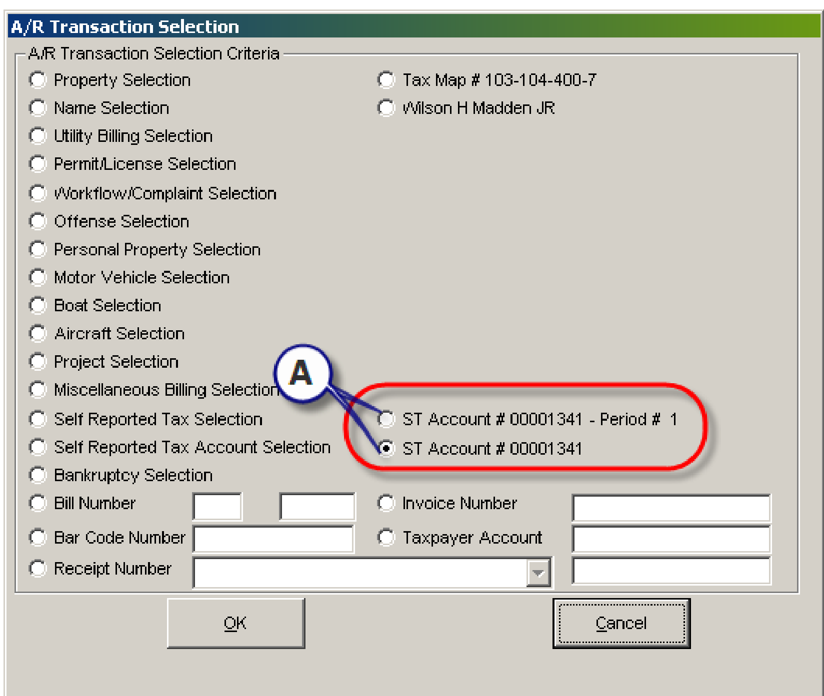
To add the aforementioned functionality, as of Govern 10.5, the ST_ID that is found in the AR_MASTER Table has been replaced with the ST_ACCOUNT_ID.

Note: Users that have developed custom reports that expect to find the ST_ID in the AR_MASTER table will need to revise them. The ST_ID has been added to the AR_DETAIL table.

With the ST_ACCOUNT_ID we are able to easily review account transactions. This is seen in the *A/R Inquiry* function you will see two (2) radio buttons offering the option to view filings by the **ST Account** or by the **ST Account Period**.

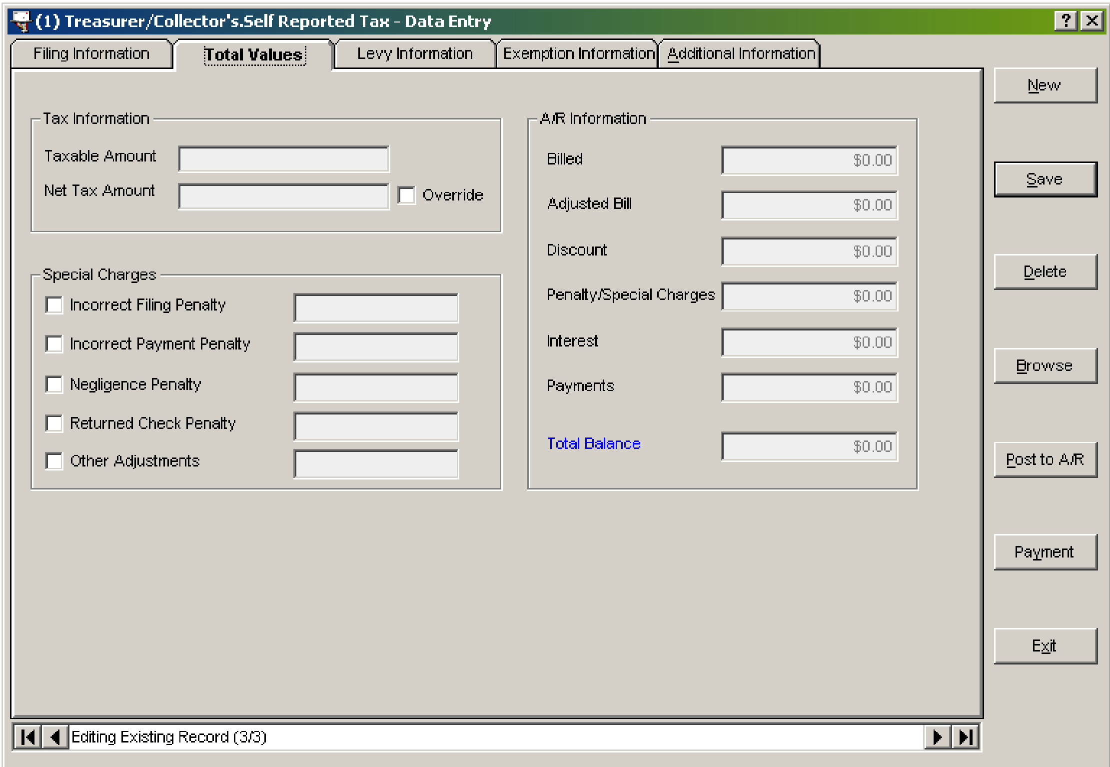


In addition this option is also seen in the A/R Transaction Selection form.



Note: It is critical that a database upgrade be performed by the Updata utility. The version of Updata included with Govern 10.5 will make the necessary transfer of the information from the AR_MASTER table.

Total Values tab



The *Total Values* tab displays the following information:

Tax Information 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 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 13.*

- Incorrect Filling Penalty

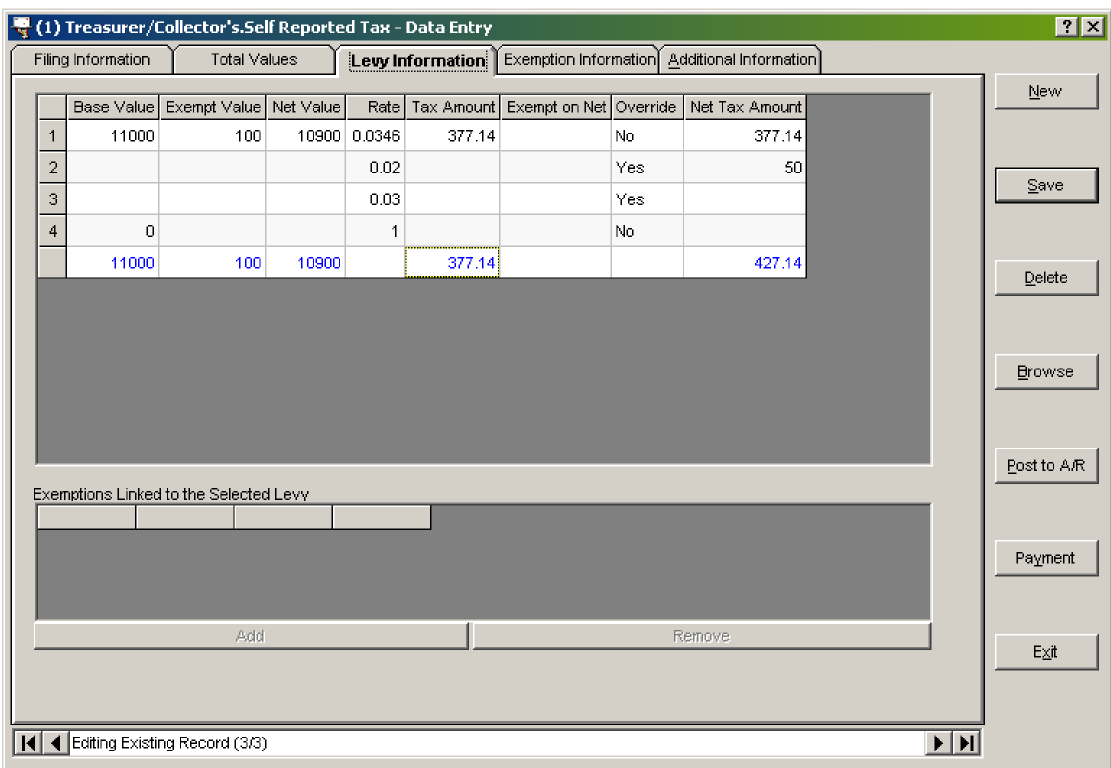
- Incorrect Payment penalty
- Negligence Penalty
- Returned Check Penalty
- Other Adjustments

Levy Information tab

This section displays the amounts allocated for each A/R Class, with a Total Balance.

- Billed
- Adjusted Bill
- Discount
- Penalty / Special Charges
- Interest
- Payments

Select the **Levy Information** 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
- **Exempt Value** - Under this column is the amount of the exemption
- **Net Value** - This is the result of the base value minus the exemption
- **Rate** - 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.

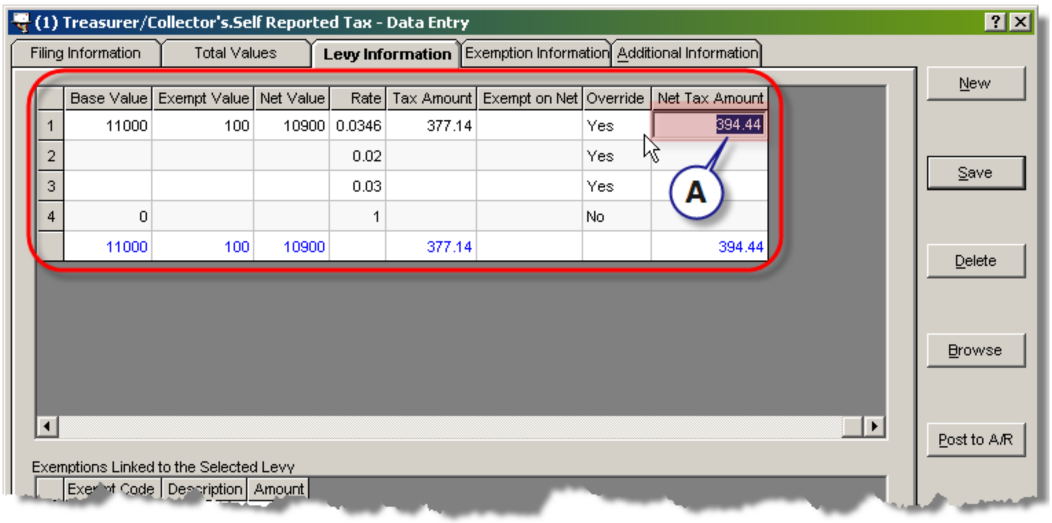
Select **Post to A/R** to transfer the payment information to the Accounts Receivable subsystem. You can view the self-reported tax information in the Accounts Receivable Inquiry function. *Refer to the Accounts Receivable guide for details*.

Select payment to open the *Accounts Receivable Payment Data Entry* function and accept payment for the self-reported tax record. *Refer to the Accounts Receivable guide for details*.

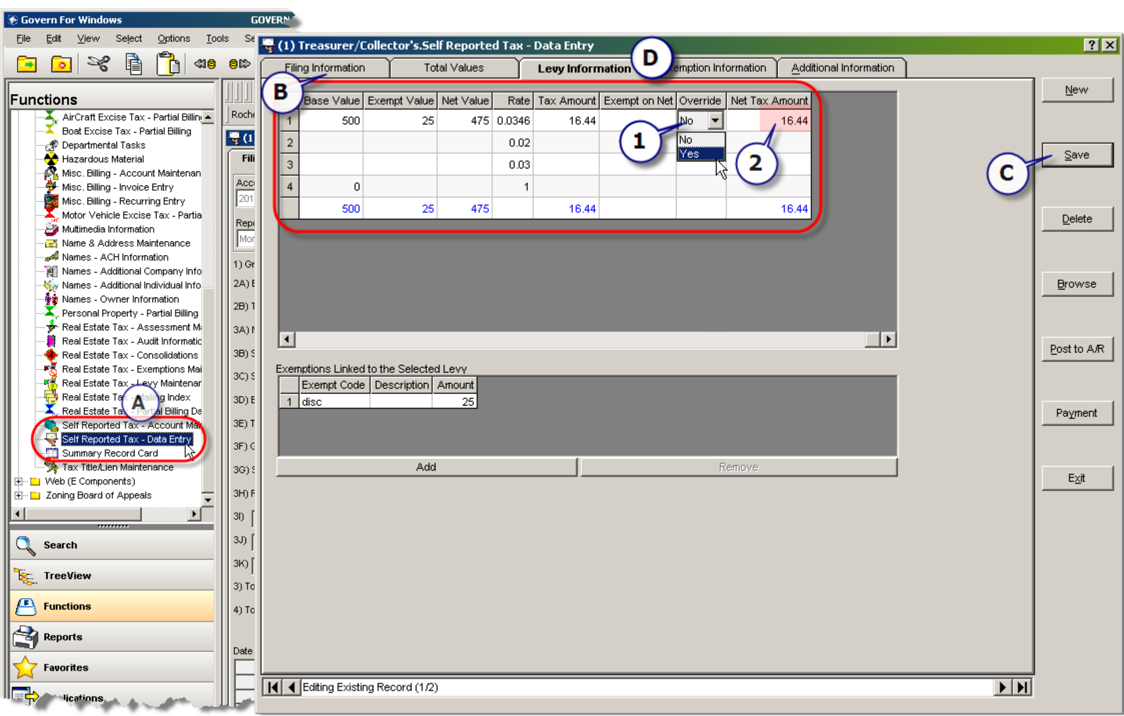
Manual Override for Discounts and Penalties

In the *Self-Reported Tax - Data Entry* form, if a maximum discount or penalty amount is exceeded when making an entry, you can manually override it (**A**). 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 make a manual override In Govern for Windows...

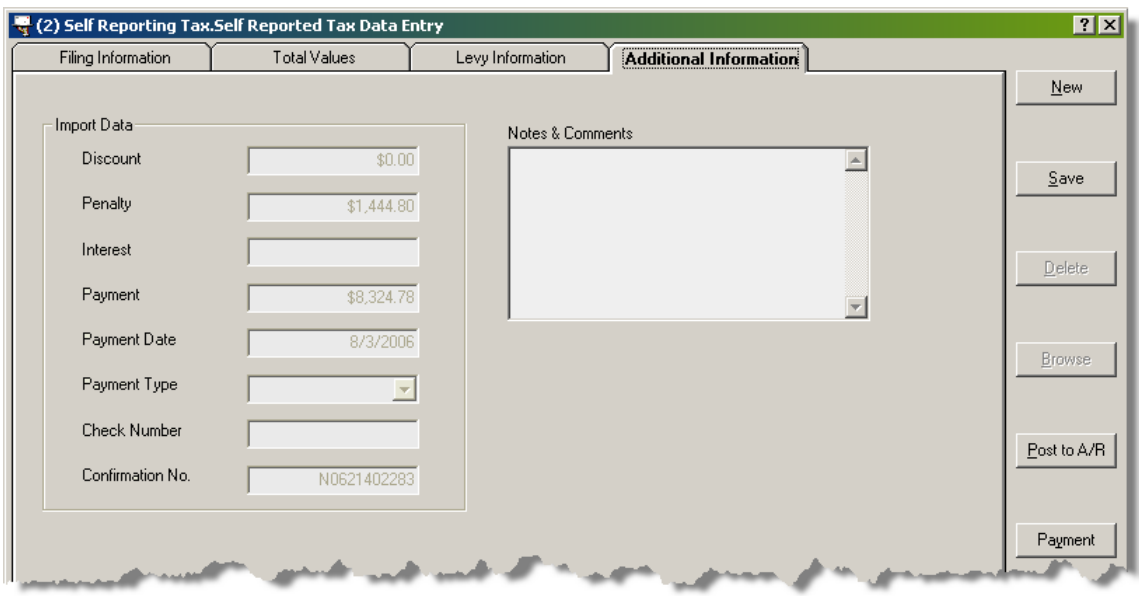


1. In a department with access to Self-Reported tax Information, open a record.

2. In the Side Navigation Bar, select the *Self-Reported Tax - Data Entry* function from the Functions list (**A**).
3. Click **New**, in the form to make a new entry.
4. Make your entry under the Filing Information tab (**B**).
5. Click Save (**C**).
6. Select the Levy Information tab (**D**).

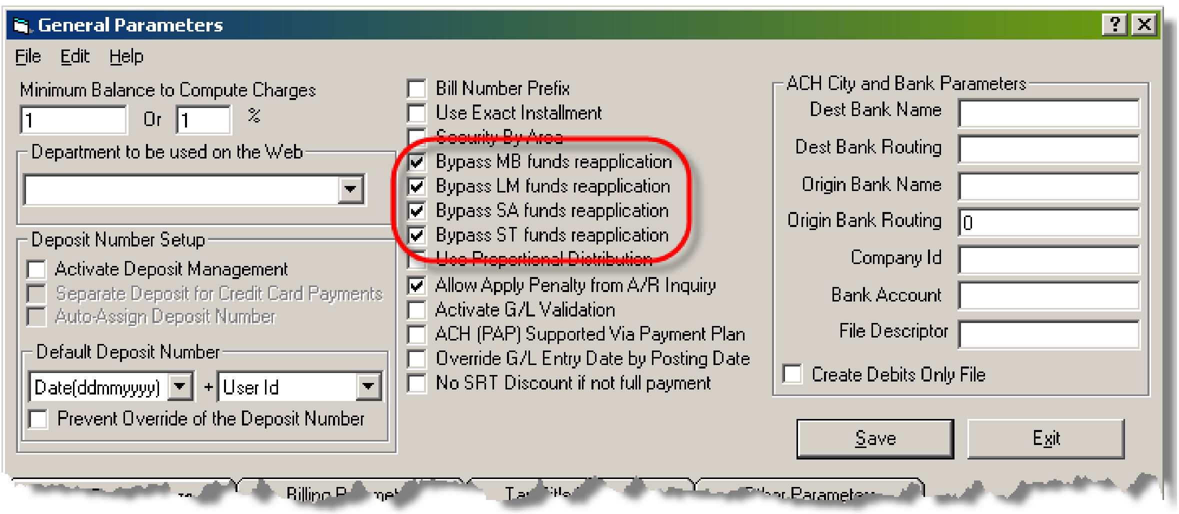
Additional Information tab

The *Additional Information* tab in the *Self Reported Tax Data Entry* function in Govern is used for visualizing the imported data.



Other Related Options for ST / LM / SA / MB

There are administrative options that will control how the Govern System handles charges that are related to *Misc. Billing* (**MB**), *Land Management* (**LM**), *Special Assessment* (**SA**), and *Self Reported Tax* (**ST**) . The *Accounts Receivable General Parameters* form is used to define settings for all the subsystems that are linked to *Govern's Accounts / Receivable* (**A/R**) subsystem. *Open Credit Transactions* (**OCT**) are generated in the system when an amount that is applied to a payment exceeds the payment due. Options are available that will control how the system treats the reapplication of OCT's, the **Bypass MB/LM/SA/ST funds reapplication** in the *A/R General Parameters* form is one such option.

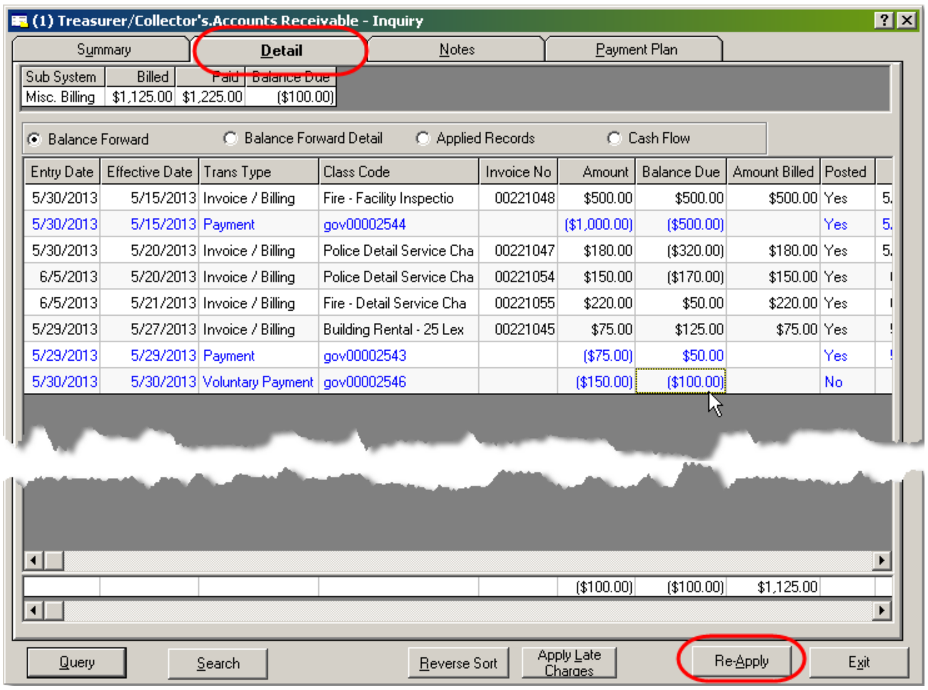


Default Rules of applying OCH

By default, in the *A/R Inquiry* form, when a payment is made in the system and no invoice number is specified during the *Reapply* process, the *Govern* system will apply the payment to outstanding invoices. If an overpayment amount exists as a result of that overpayment, it is recorded in the system as an open credit OCH. When users select the **Bypass XX funds reapplication** option in *GovAdmin*, where **XX** is a related subsystem. When **Reapply** is selected in the *Govern for Windows A/R Inquiry* form, unless an invoice number is specified, payments will be recorded as an OCH record, and will remain in the system.

Note: Invoices must be referenced by their number otherwise the system will not apply the payment.

Rules for the Bypass MB/LM/ST/SA funds reapplication

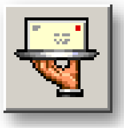


NEW

With Release 10.7, the behavior of the system has been modified. When the **Bypass XX funds reapplication** option in *GovAdmin* is selected, the system will now apply the OCT to the account even if an invoice is not referenced. As before, if the invoice is referenced, the OCT amount will be applied to the selected invoice. As before, when **Reapply** in the A/R Inquiry form is selected, the **No** option will apply the OCT to the outstanding balance of an invoice and creates the applicable G/L entries. Only select the **Yes** option with the understanding that the OCT will be applied to account, but the OCT reference will be lost.

Note: During Reapply, if the **Yes** option is selected, the OCH will be cleared out, but any reference to the OCH will be lost and no adjustment will be made to the GL transactions.

Refer to the A/R Inquiry: Detail tab Command Buttons section of the Accounts Receivable Release 10.7 guide for additional details about this option.



Self-Reported Tax Mailing Index

Overview

NEW

The *Govern for Windows Mailing index* is used to maintain bill recipient information in the *Real Estate* (**RE**), *Utility Billing* (**UB**), *Personal Property* (**PP**), and *Self Reported Tax* (**ST**) modules. From this function, you can view and modify general information, such as mailing address, mailing type, primary index status, payer information, and inactive account status information. The primary index is the name that will be linked to the invoice. With the mailing Index, you can also add secondary names. For example, you might be 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.

In previous releases of Govern for Windows, when it was necessary to override the Billing Name and Address, the free form address field would need to be updated if the address changed. The previous address would not be saved; should it need to be referred to at a later date, users would have to re-enter the information.

The *Govern Mailing Index* easily manages the default mailing address in instances where an alternate mailing address is required. This is useful when a property owner has a temporary location that they would like their invoices/ bills mailed to over a specific time period.

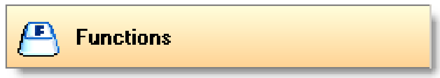
Alternate addresses are retained within the system, and where there were previously freeform entries, there are now formatted fields for the address entry. Prior to this change in the mailing index, alternate address were retained in (Table: **NA_MAILING_INDEX**); this table is now used to store the Key Sequence of the addresses. Address information is now kept in (Table: **NA_LK_NAME_ADDRESS**).

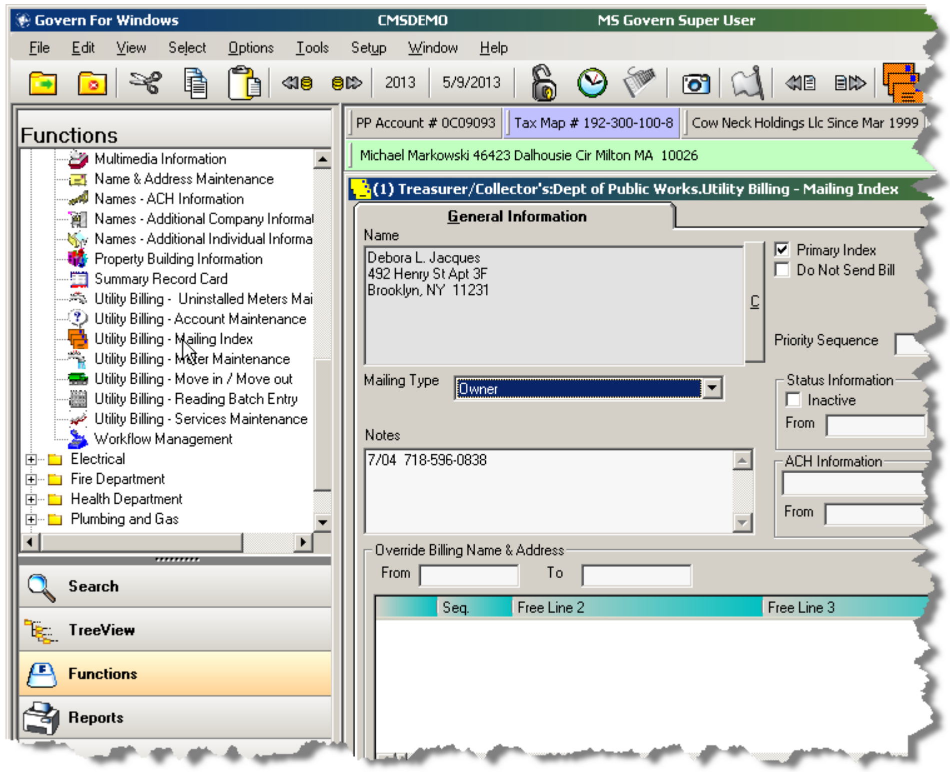
To access this function in *Govern for Windows*, select a record...

Accessing the Mailing Index Function

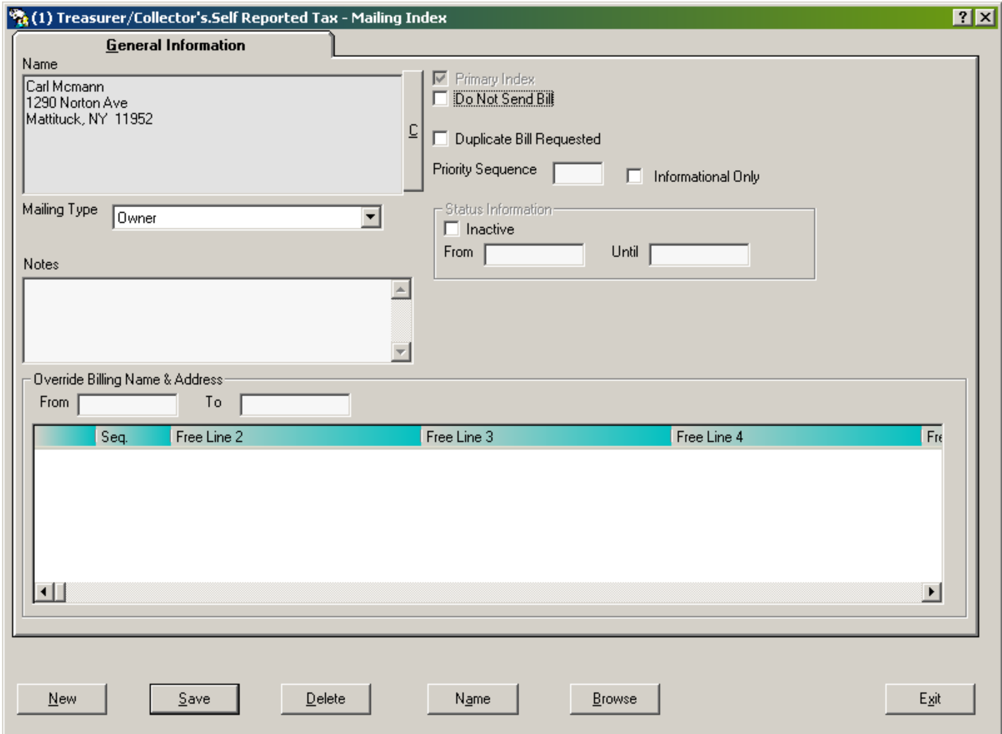
To access this form in *Govern for Windows*, select a record...

1. Click **Functions** in the **Side Navigation Bar**.





2. In the *Treeview* area on the upper *left hand side* (**LHS**), select ***Mailing Index (TAX)***.



You can select an account and a range of dates for *ACH* payments. *Refer to the ACH Payment Processing chapter in the Accounts Receivable guide for details*. In addition, you can enter a forwarding address if, for example, the winter address of the occupant differs from the listed address.

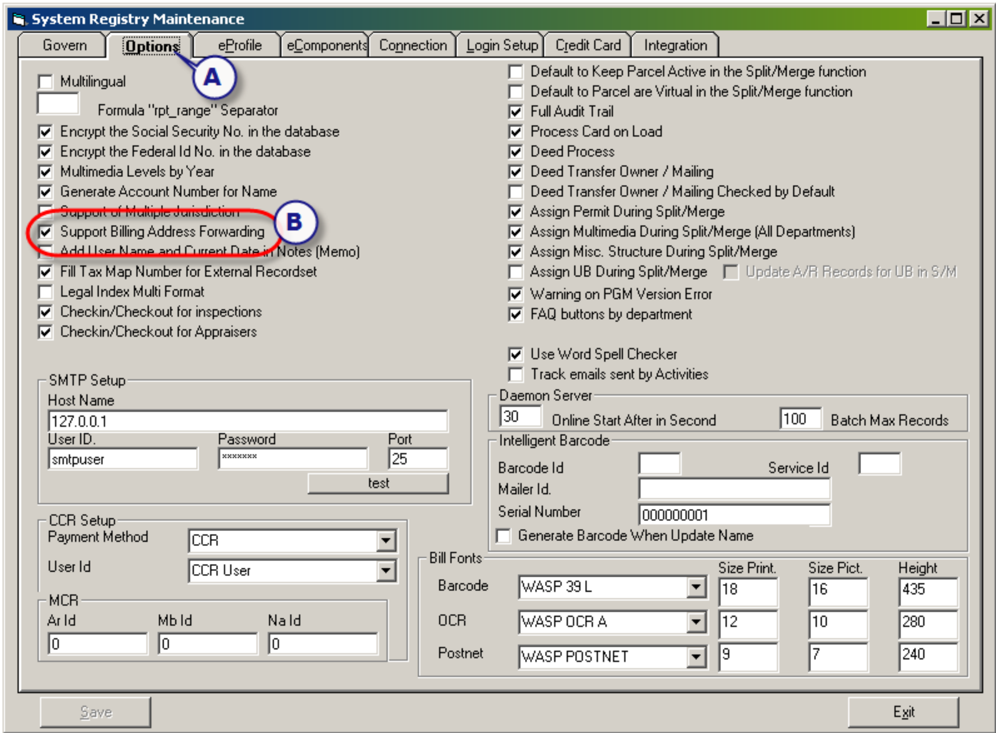
Enabling the Mailing Index in Govern Admin

The option is enabled in the *Govern for Windows Administration* program, *Govern Admin*, in the *System Registry Maintenance* form.

To enable in *Govern Admin*...

1. Select *Parameters* > **Edit the System Registry...**
2. In the *System Registry Maintenance* form, click the **Options** tab (**A**).

3. Locate and select the **Support Billing Address Forwarding** (**B**) option.



After the option has been enabled in *Govern Admin*, the setup for the alternate mailing address is accessed through the *Name & Address Maintenance* form.

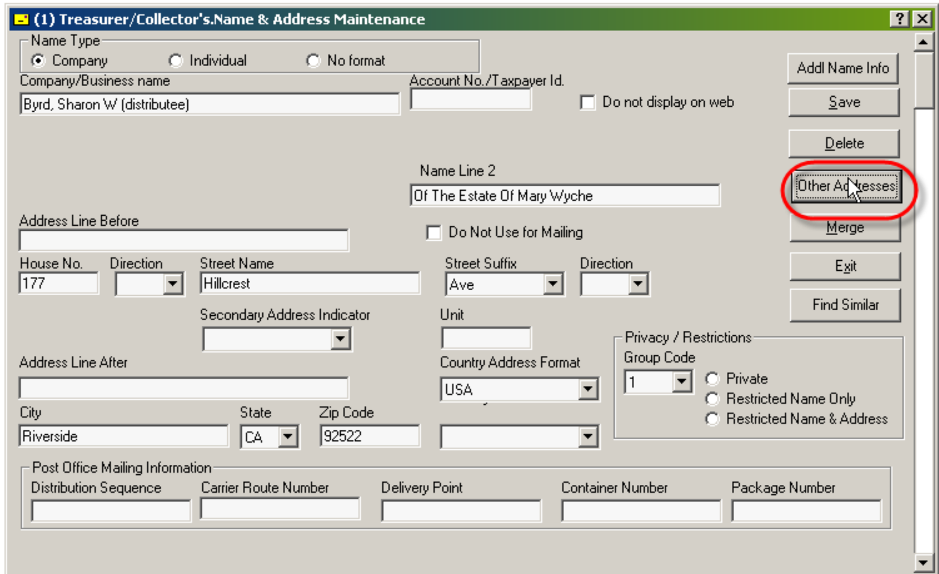
Mailing Index in Govern for Windows

Once the option for address forwarding is enabled in *Govern Admin*, the form can then be accessed in *Govern for Windows*.

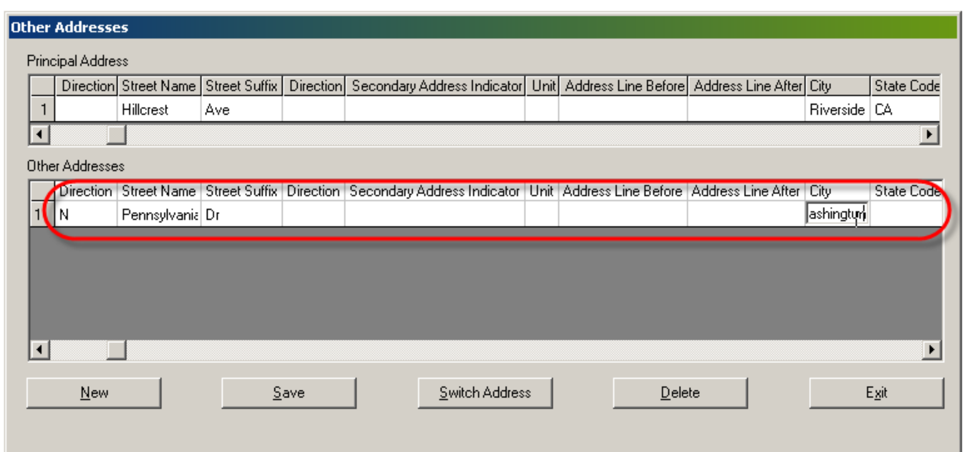
To configure an alternate address in *Govern for Windows*...

1. Perform a search in a department that has access to name records.
2. Click *Functions* in the *Side Navigation Bar* (**SNB**); click to select the *Names & Addresses Maintenance* function.

3. In the *Name & Address Maintenance* form, click on **Other Addresses**...



4. In the *Other Addresses* form, click **New**.
5. The grid in the lower section of the form will add a single line.
6. Under each column heading click in the grid to enter the required parameters...



7. Click **Save** to save the alternate address entry.
8. Click **Exit** to close the form.

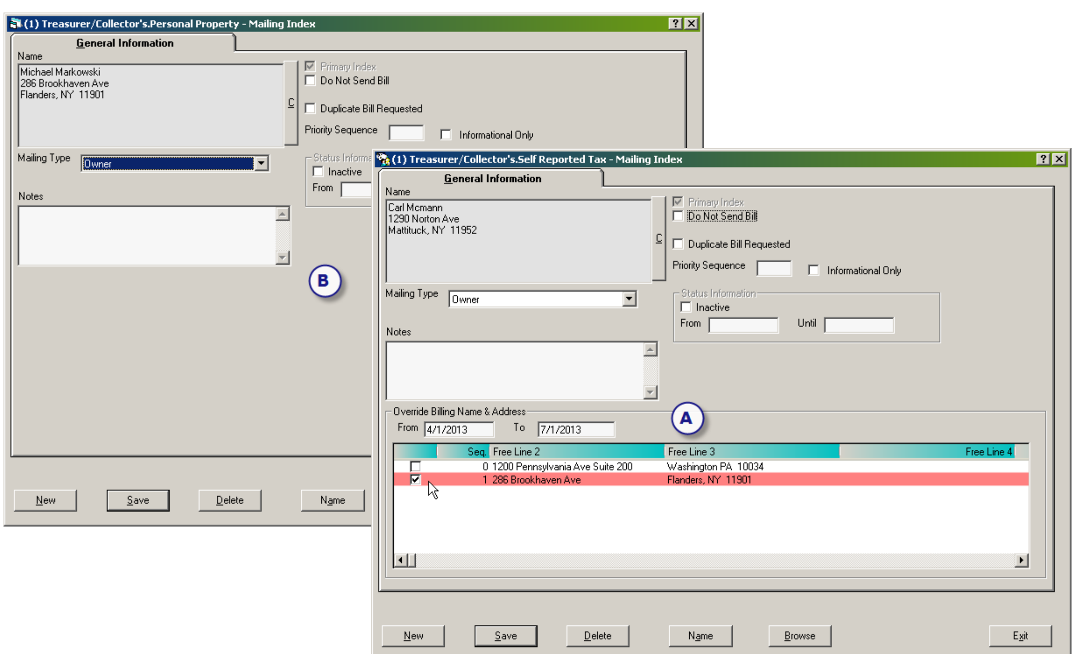
Selecting the Alternate Address

In order to set the alternate addresses that has been saved in the Name & Address Maintenance form, with the record locate the Mailing Index in the Functions pane.

To select an alternate address...

1. Click Functions in the *Side Navigation Bar* (**SNB**); click to select the *Utility Billing Mailing Index* function.
2. In the *Mailing Index* form, in the lower portion of the form locate the *Override Billing Name & Address* group.
3. In the grid select the required alternate address with the check box.
4. Ensure that the date range that the alternate address is to use is specified in the From and To parameters.
5. Click **Save** to save the settings.

Note: User should note the difference in the appearance of the *Mailing Index* when the option is enabled (**A**), and when disabled (**B**).



Mailing Index - Command Buttons

Creating a New Mailing Index Record: Click **New** to clear the form and launch the *Name Search* screen from where you can create a new name and address record or search for an existing one. *Refer to the Name & Address section of the Property Control guide for more information*.

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 *Self Reported Tax Mailing Index* function.

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

Browse: Click **Browse** to view a list of the names in the current mailing index.

The *Browse* screen now automatically expands to the full height and width of your Govern window.

Exit: Click **Exit** to close the form.

Mailing Index - Parameters

Name: This field displays the Name and Address information for the selected *Utility Billing* 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 *Personal Property* guide for more information on the *Name Search*.

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

Note: If **Mortgage** is selected, the **Loan Number** field is displayed.

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

Send Bill by E-mail: When this option is selected, the *Utility Billing* bill will be sent as an email attachment.

Note: This option will not be active when the **Do Not Send Bill** option is selected

Priority Sequence: Enter a priority sequence to define the order in which bills are sent out.

To set up the *Priority Sequence*:

1. Enter 1 in the *Priority Sequence* parameter of the mailing index records for the individuals and companies whom you want to receive first billing.
2. Enter 2 for those whom you want to receive second billing and so on.
3. Leave this field blank 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

From / Until: Select Inactive to indicate the selected index is inactive.

- If the Inactive option is selected and dates are entered in the From / To parameters, no bills will be sent during this period.
- If the Inactive option is not selected and dates are entered in the From / To parameters then bills will be sent during this period.

Note: Refer to the grid in the section titled *Status Information group - Behavior with Parameter Settings on page 76* for a list of possible behaviors that will occur when selecting the **Inactive** option and the **From / Until Date**.

Primary Index: Select this option to indicate the person or company displayed in the **Name** text box 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, 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 Temporary Owner receives the original bill.
- The primary index indicates the name displayed on all reports.

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

Do Not Send Bill: Select this option if you are not sending a bill.

Override Billing Name & Address group

Note: These fields 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:

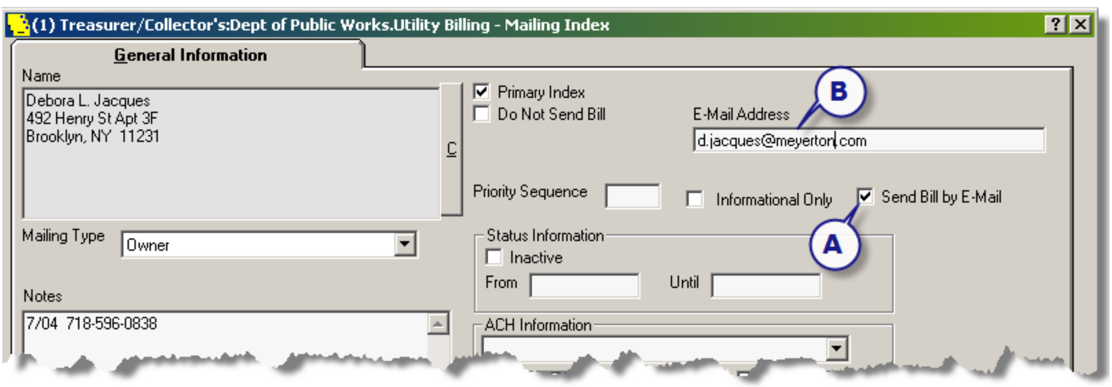
1. Double-click in the date parameters and select the From and To dates for the period during which you are forwarding the bill.

2. Enter the name and address information in the six lines provided.

Note: You will need to contact the *Govern Support* team in order to set up the forwarding parameters for your utility bills.

Option to send Bills by E-mail

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



When this option is selected, during the *Govern Batch Utility Billing Bill Extraction* process, a *PDF* file of the bill will be generated.

Modifications to NA_MAILING_INDEX Table

The following fields have been created to accommodate the *Billing by E-mail* feature:

Field Name	Data Type	Description
BILL_BY_EMAIL	smallint	Selection option.
EMAIL_ADDRESS	Text	E-mail address to send bill to.

Status Information group

The Status Information group is used to indicate the status of the current record. Key to controlling the behavior of the record are the settings of the following three (3) Status Information parameters:

- **Inactive**
- **From date**
- **Until date**

Refer to the grid below, *See "Status Information group - Behavior with Parameter Settings" on page 76.*, for possibilities.

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

Note: By default, the mailing index is Active and bills are sent to the Primary Index, i.e. the property owner. When required the Mailing Index may be set to Inactive; this is useful when a property owner is away for a specific period of time and does not require bills to be forwarded.

From / Until: 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.

Status Information group - Behavior with Parameter Settings

There are eight possible setting combinations for the three (3) key fields of the *Status Information* group. The combinations are based upon the status of the **Inactive** checkbox, and the settings of the **From / Until date** fields. The behavior is obvious for the *Inactive periods* and when *From / Until* dates are specified. Behavior is not as obvious when a date is set for a single Active period. This is illustrated in the following table:

Inactivate / From / Until Date Behavior

Inactive (checkbox state)	From	Until	Behavior
Selected	Specified	Specified	The Mailing Index is Inactive during specified date range.
Selected	Specified	Not specified	The *Inactive period* begins on the date entered in the **From Date** and never ends.
Selected	Not specified	Specified	The *Inactive period* begins on the date that the Inactive checkbox is selected. It ends on the date entered in the **From Date** field. **Note**: *In this scenario, a bill could be missed if the Mailing Index is Inactivated before a billing period.*
Selected	Not specified	Not Specified	The Inactive period begins on the date that the Inactive checkbox is selected and never ends. It is always Inactive.
Not Selected	Specified	Specified	The Mailing Index is Active during the specified range of dates only. Before and after this range of dates it is Inactive.
Not Selected	Specified	Not Specified	The Mailing Index becomes Active on the date selected in the From Date field and remains Active forever. According to the program, it is Not Inactive beginning on the From Date. Therefore, it is Active beginning on that date.
Not Selected	Not Specified	Specified	The Mailing Index becomes Active on the date selected in the Until Date field. According to the program, it is Not Inactive up to the Until Date. Therefore, it is Active during that period.

Inactive (checkbox state)	From	Until	Behavior
Not Selected	Not Specified	Not Specified	The Mailing Index is always Active. This is the default. According to the program, it is Not Inactive. Therefore, it is Active.

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.

Select **Inactive** to indicate the selected index is inactive.

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

XXXXXXXXXXXXXXXXXXXXXXX

ACH Information

Note: The **ACH Information** 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.

The customer's account information is now entered in the new *ACH Information by Name* function. *Refer to the ACH Processing chapter in the Accounts / Receivable guide for details*.

ACH Information: Select the customer's account, from the drop-down list.

From / Until: Double-click in 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.

Bill Forwarding Information

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

To create a forwarding address:

1. Double-click in the date fields and select the **From** and **To** dates for the period during which you are forwarding the bill.
2. Enter the name and address information in the six lines provided.

Note: You will need to contact the Govern Support team in order to set up the forwarding parameters for your *Self Reported Tax* bills.

CHAPTER THREE: BATCH PROCESSING

Overview

The following batch processes are available through the Self-Reported Tax *Taxation module*:

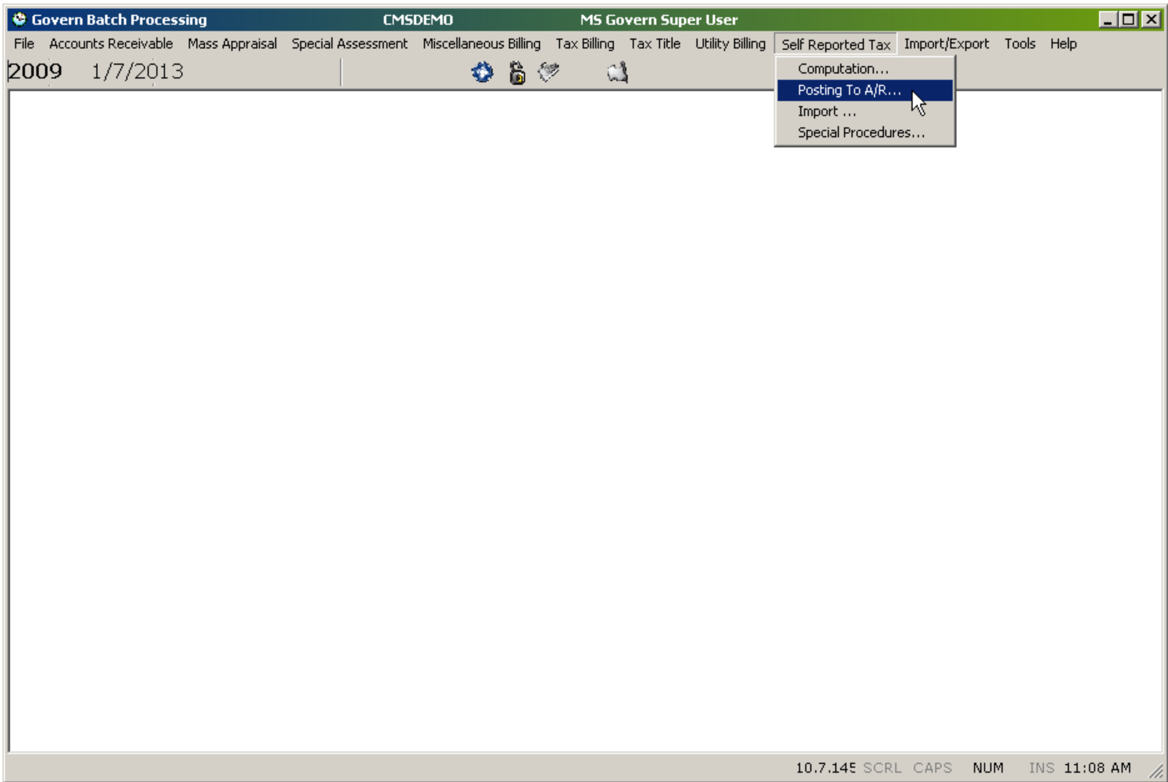
To access a Batch Processing function, from Govern's main screen, select *Tools* > **Batch Processing (Govbat32.exe)**

OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications;

Click *Govern Batch Processing.*

In Govern Batch Processing, select **Self Reported Tax**.



Self-Reported Tax Computation

Run this process to recalculate the levies after a change has been made in tax rates, or after loading external files. *See Self-Reported Tax Computation on page 83*.

Self-Reported Tax Posting to A/R

Run this process to transfer the computed *Self-Reported Tax* values to the *Govern Accounts Receivable* module. *See Self-Reported Tax Posting to A/R on page 85*.

Self-Reported Tax Import Files

Run this process to import *Self-Reported Tax* declaration or payment files, or validate and transfer the transactions to Govern tables. *See Self-Reported Tax Import Files on page 87*.

Self-Reported Tax Special Procedures

The Special Procedures option is used displaying specialized or customized processes.

Purge Processed Records from Import Tables

Run this process to purge the processed records from the following tables:

- ST_IMP_PMT_INFO
- ST_IMP_RETURN_INFO

See Self-Reported Tax Purge Tables on page 92

SRT Missing Filer Process

The *Missing Filer* process is used to generate missing **SRT** (*Self Reported Tax*) Filer periods. *See Self Reported Tax Missing Filer Process on page 93.*

Self-Reported Tax Computation

Overview

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 to run this process prior to printing the tax bills.

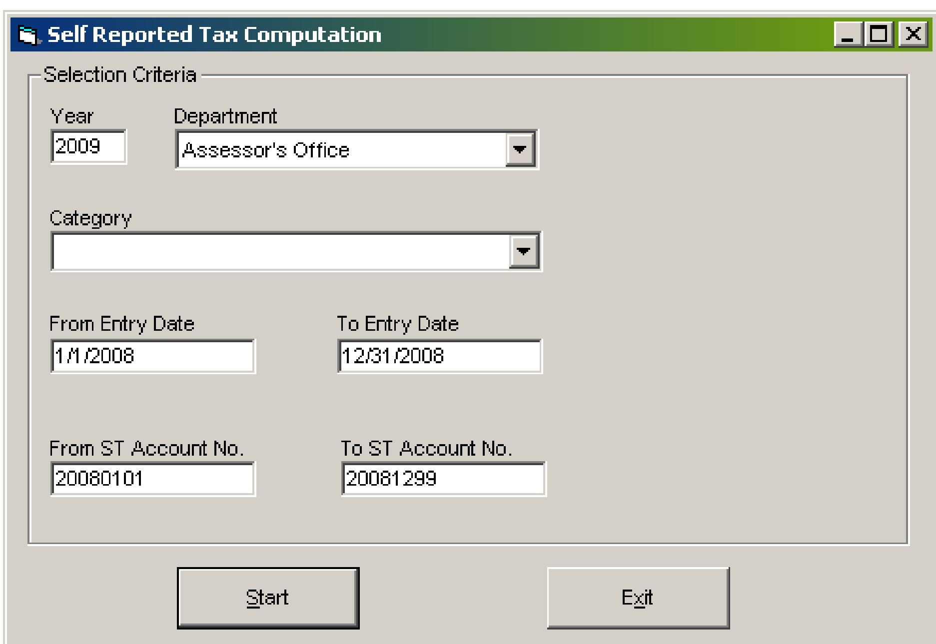
To access this Batch process function, from Govern's main screen, select *Tools* > **Batch Processing (Govbat32.exe)**

OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications;

Click *Govern Batch Processing.*

In Govern Batch Processing, select *Self Reported Tax* > **Computation**.



Starting the Computation Process

Select your criteria and applicable options, then click **Start** 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

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.

Self-Reported Tax Posting to A/R

Overview

Run the *Posting to A/R* batch process to transfer the computed Real Estate tax values to the Govern Accounts Receivable module.

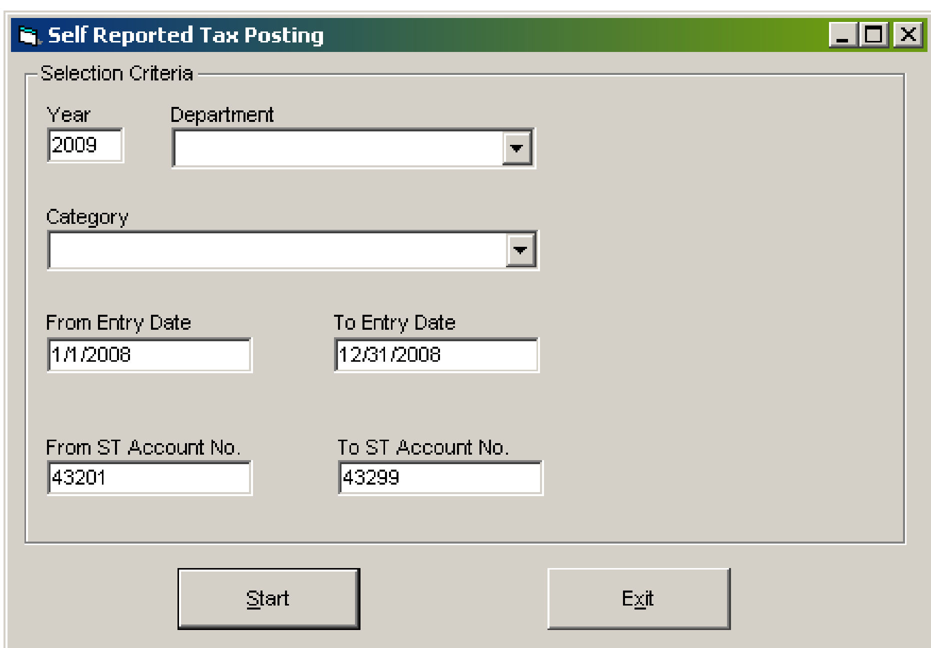
To access this Batch process, from Govern's main screen, select *Tools* > **Batch Processing (Govbat32.exe)**

OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications;

Click *Govern Batch Processing.*

In Govern Batch Processing, select *Self Reported Tax* > **Posting To A/R...**



Starting the Posting to A/R Process

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

Self-Reported Tax Import Files

Overview

Run this process to import Self-Reported Tax declaration or payment files, validate the information and transfer the transactions to Govern tables.

To access this Batch process, from Govern’s main screen, select *Tools* > **Batch Processing (Govbat32.exe)**

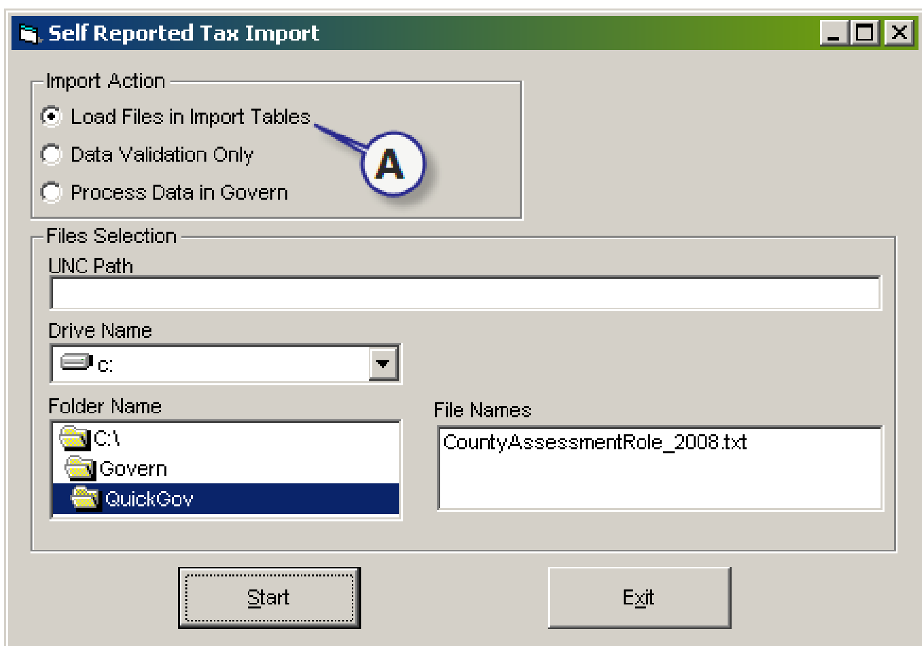
OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications;

Click *Govern Batch Processing.*

In Govern Batch Processing, select *Self Reported Tax* > **Import...**

Load Files in Import Tables



It is possible to load multiple files at the same times. The system will detect automatically which type of files is being load depending on the file name format.

File name that begin with NSA will be load in the ST_IMP_RETURN_INFO table, anything else will be load in the ST_IMP_PMT_INFO table.

The *Load Files in Import Tables* process will:

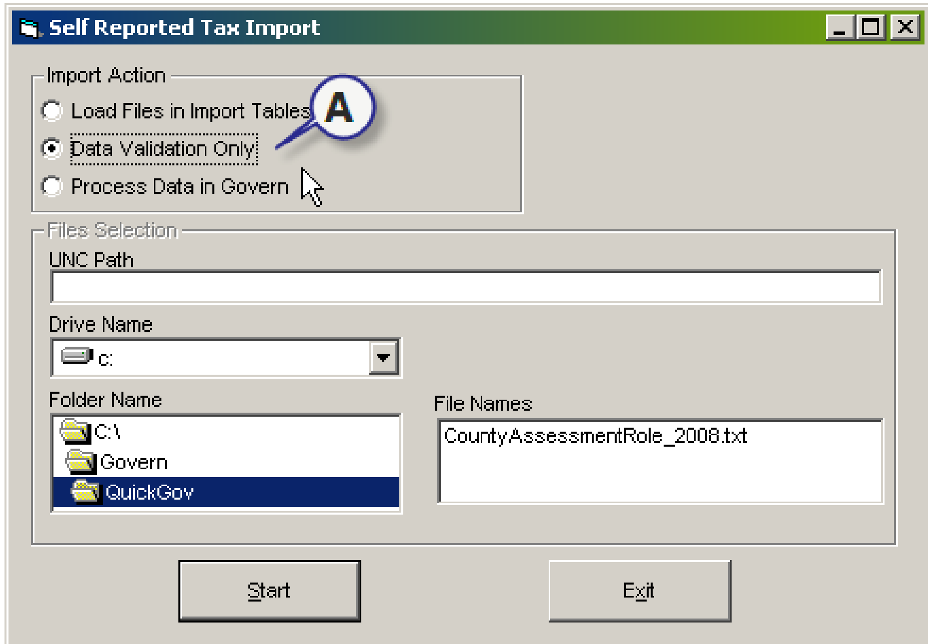
- Load the NSA file to the ST_IMP_RETURN_INFO and set the IMP_REC_FLAG to NULL for the 2013ly import data.
- Load the 419 file to the ST_IMP_PMT_INFO and set the IMP_REC_FLAG to NULL for the 2013ly import data.
- Generate a log file: `ST_LoadFilesToTables.log`.

Note: You need to reposition the label and field on the function, using *Object Dragging Mode*. *Refer to the Super User guide for details*.

To load files:

1. Select the **Load Files in Import Table** radio button
2. Enter a **UNC Path** or select a **Drive Name** and a **Folder Name**
3. Select **File Names**
4. Click **Start**

Data Validation Only



The *Data Validation Only* process will:

- Validate the records with the IMP_REC_FLAG set to NULL in the ST_IMP_RETURN_INFO table and the ST_IMP_PMT_INFO table then update the flag to **V** for valid records or **E** for records with errors
- Generate two log files: `ST_ReturnInfoValidation.log` and `ST_PmtInfoValidation.log`

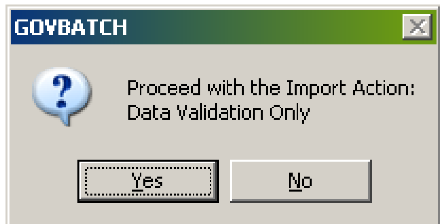
Error that can be detected by the validation process:

- Account Number not found
- Incorrect Entry Date in file name
- Incorrect Payment Date in file name
- Incorrect Filing Period
- No Due Date found for Filing Period
- Unknown Tax Type
- Unknown Rate Type

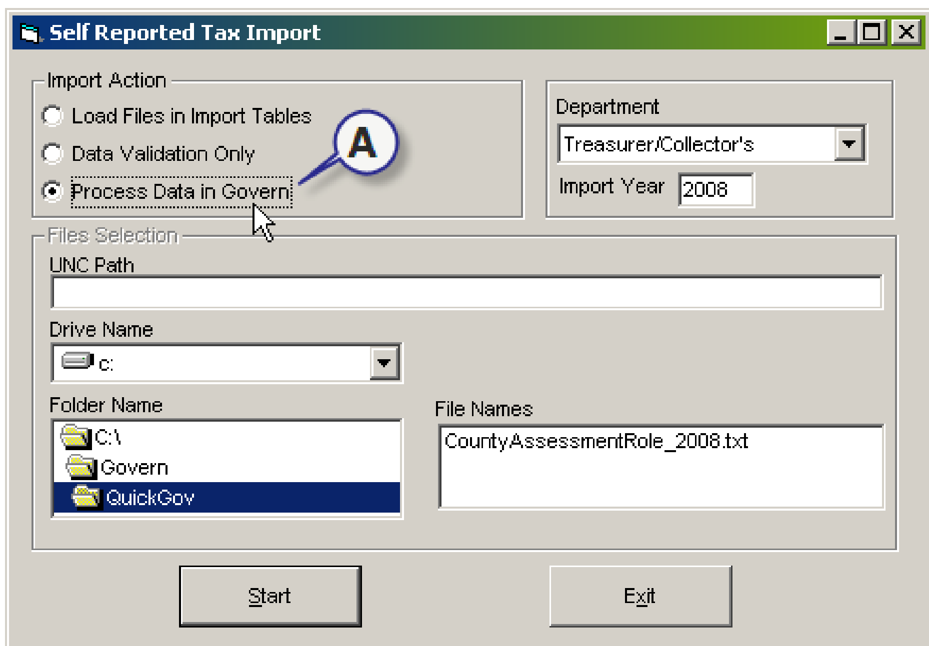
To validate the import information:

1. Select the **Data Validation Only** radio button

2. Click **Start**; at the user prompt click **Yes**.



Process Data in Govern



The *Process Data in Govern* process will:

- Will take **valid** records and create *Self-Reported Tax* entries in Govern.
- Will compute the *Self-Reported Tax* records.
- Will post the *Self-Reported Tax* records to the *Account Receivables.*
- Will update the IMP_REC_FLAG from the ST_IMP_RETURN_INFO table and the ST_IMP_PMT_INFO table to **P** for processed records.
- Generate a log file: `ST_Import.log`

Records will be created following those rules:

- The **Entry Date** for *Self-Reported Tax* records we will take the date from the file name (i.e. NSA4407051**060804**.txt gives entry date = '**08/04/2008**').
- The **Payment Date** for *Self-Reported Tax* records we will take the date from the file name (i.e. 419440**0608180**315.txt gives payment date = '**08/18/2008**').
- The **Net Tax Amount** from the import file will be saved as **OVERRIDE** and an **Adjusted Bill Amount** will be created if there is a difference after the compute.
- When a payment is posted, the field **Penalty & Interest** will be posted like a **PENALTY**
- If no payment is done, the penalty or discount cannot be posted.

To process the data in Govern:

1. Select the **Process Data in Govern** radio button
2. Select a **Department**
3. Enter a **Import Year**
4. Click **Start**

Note: The import data can be visualized in Govern function *Self Reported Tax Data Entry*, on the **Additional Information** divider.

Self-Reported Tax Purge Tables

Overview

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

- ST_IMP_PMT_INFO
- ST_IMP_RETURN_INFO

The location of this process has been moved to the **Special Procedures** menu.

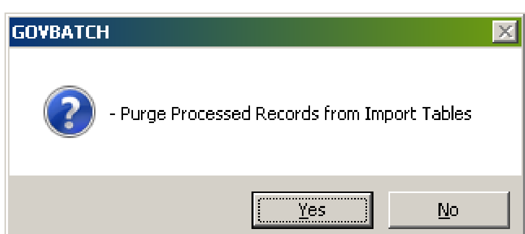
To access this Batch process, in Govern's main screen, select *Tools* > **Batch Processing (Govbat32.exe)**

OR

Click **Applications** in the *Side Navigation Bar* to display Govern applications;

Click *Govern Batch Processing.*

1. In Govern Batch Processing, select *Self Reported Tax* > *Special Procedures...*
2. In the *Special Procedures* form, click *Start* to begin the **Purge Processed Records from Import Tables**; a confirmation message appears.
3. Click **Yes** to proceed.



Self Reported Tax Missing Filer Process

NEW

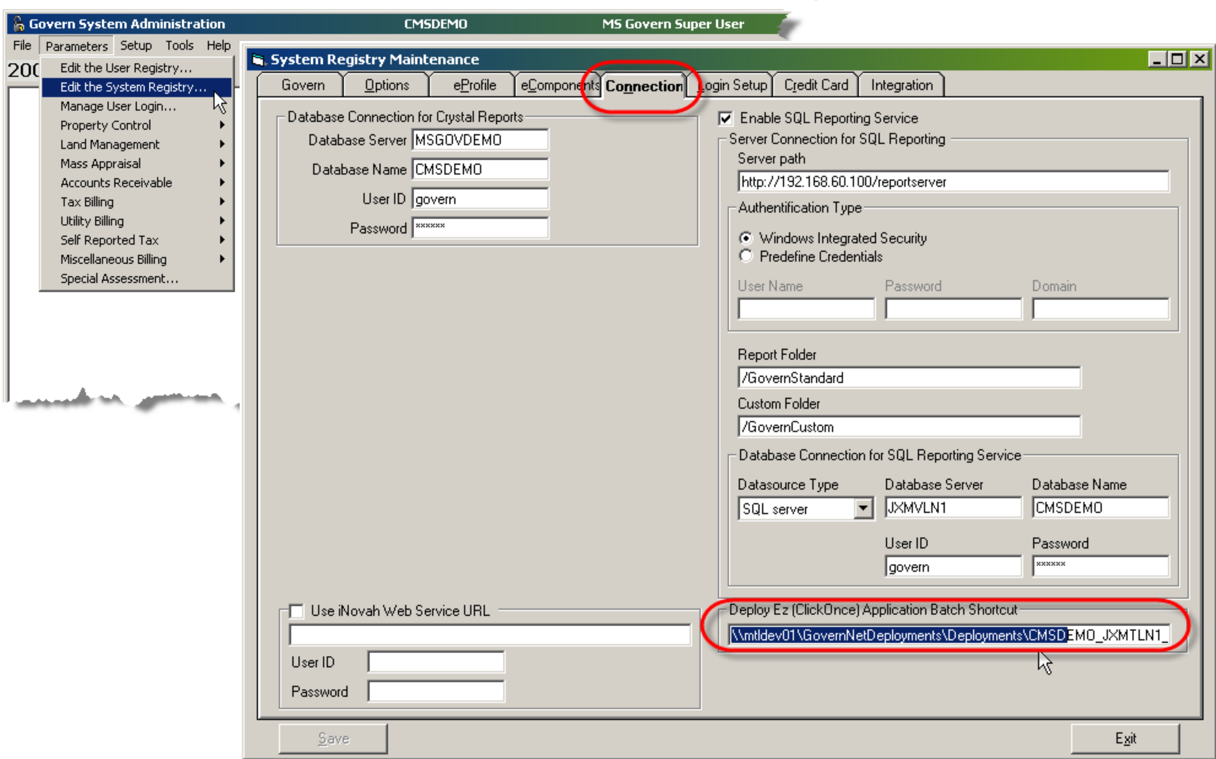
The *Missing Filer* process is used to generate missing **SRT** (*Self Reported Tax*) Filer periods. In addition, the process may also be used to generate filers in a “metered” manner, for end users, i.e. users will only have access to file the periods that are generated by the administrator.

Administrators use the Batch Process to generate the forms for the required periods. Generated forms are accessed for use through the *Self Reported Tax – Data Entry* form in the *Govern for Windows* application. Alternatively, when configured, generated forms may also be accessed through a *Citizen Kiosk*, or online through the **eGovern Public Self Service Portal** with a *Web browser*.

Configuring the Process

In the Govern Administrator application (GovAdmin),

1. Select *Parameters* > **Edit the System Registry...**.



2. In the *System Registry Maintenance* form, click to select the *Connections* tab.
3. Under the Connections tab locate the **DeployEZ (ClickOnce) Application Batch Shortcut** parameter and enter the path to the *Govern.NET Batch* application.

For example a valid path might take the following form:

\\[serverName]\GovernNetDeployments\Deployments\[connectionKey-Name]\MSGOVBATCH\MsGovBatch.exe.application

Example:
\\KenobiDev01 \Deployments\SKYWALKER_SQL\MSGOVBATCH \MsGovBatch.exe.application

4. Click **Save** to save the change to the configuration.

Refer to the Govern for Windows Super User 10.7 user guide for details about the Application Batch Shortcut parameter.

Missing Filer Process and Business Tax

In Business Tax, when a *Business* files a missing period that undergoes a Missing Filer process, the data, i.e. Filing Assessment, AR, etc. follow these business rules.

Rules for Business Tax Missing Filer Process

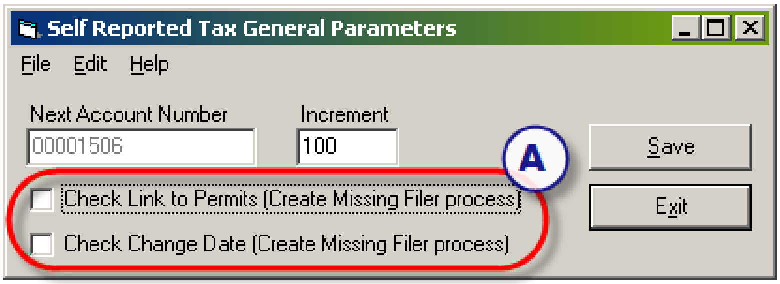
The *SRT Missing Filer* process creates empty filing records (i.e. new entries into the following (Table: ST_FILING_MASTER, ST_FILING_FIELDS) and (Table: ST_FILING_LEVY). The records created by this process will be flagged as **UNFILED**, e.g. (ST_FILING_MASTER. UNFILED = -1); no data is entered, therefore there is no computation or taxes calculated.

In Govern Admin, there are two (2) parameters available for this process, they are located under the **Self Reported Tax General Parameters** form. The parameters are called:

- **Check Link to Permits (Create Missing Filer Process)**
- **Check Change Date (Create Missing Filer Process)**

To display the form in Govern Admin...

1. Select *Parameters* > *Self Reported Tax* > **General Parameters...**



Check Link to Permits and Check Change Date options in Create Missing Filer Process

NEW! Check Link to Permits: Select the **Check Link to Permits**, if the *Self-Reported Tax* (ST) account is linked to PM, the process will take as Starting Date the PM_MASTER. START_DATE and only creates filing records back to that date.

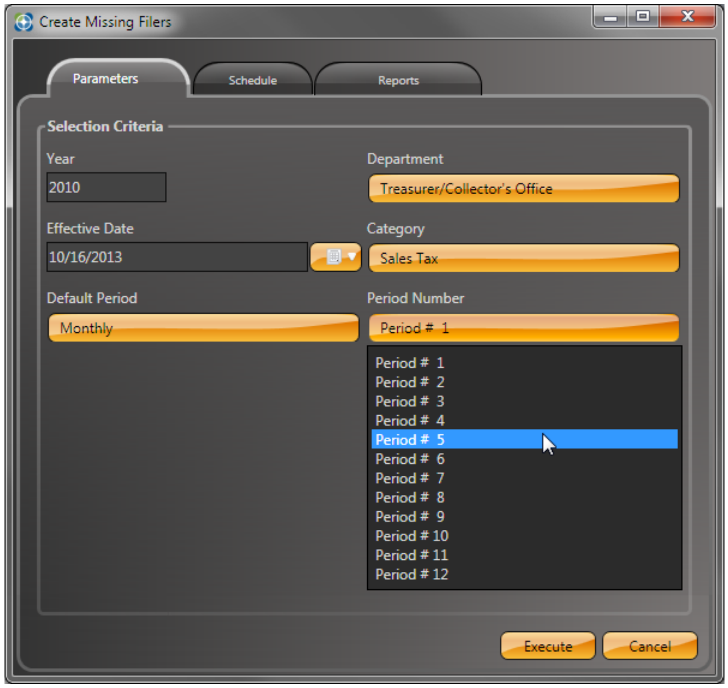
NEW! Check Change Date: When the Check Change Date option is selected, the process will take the ST_MASTER. CHANGE_DATE as the *Starting Date* and only creates filing records back up to that date.

Selecting both options...

If both of the above options 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 up to that date.

FINAL DRAFT

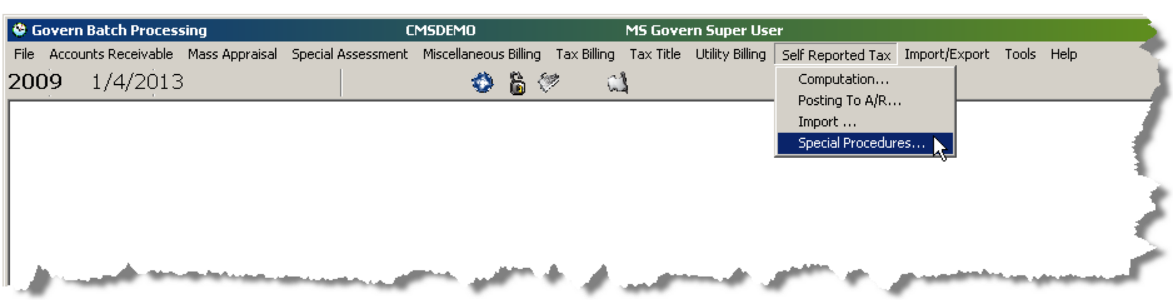
The Self Reported Tax – Missing Filer Process form



The *Missing Filer* process is launched from the *Govern Bath Processing* application *GovBatch*.

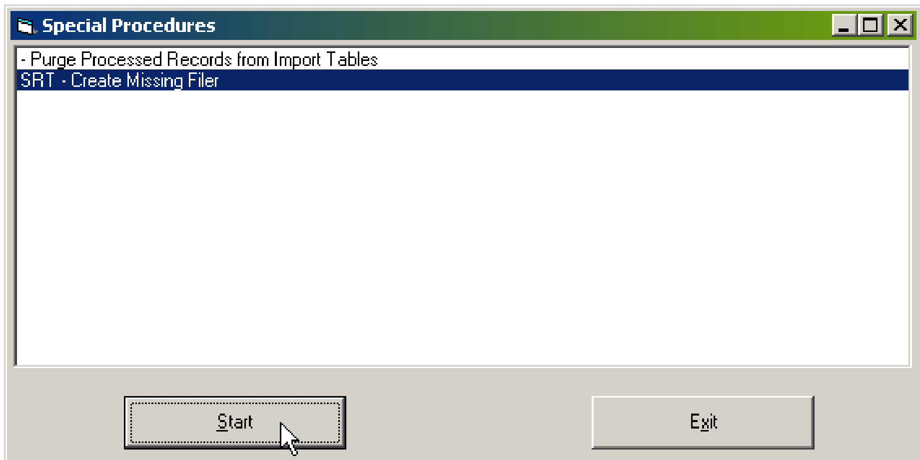
Generating Self Reported Tax Filers

To generate missing filers for a Period, in the *Govern Batch Processing* application **GovBatch**:



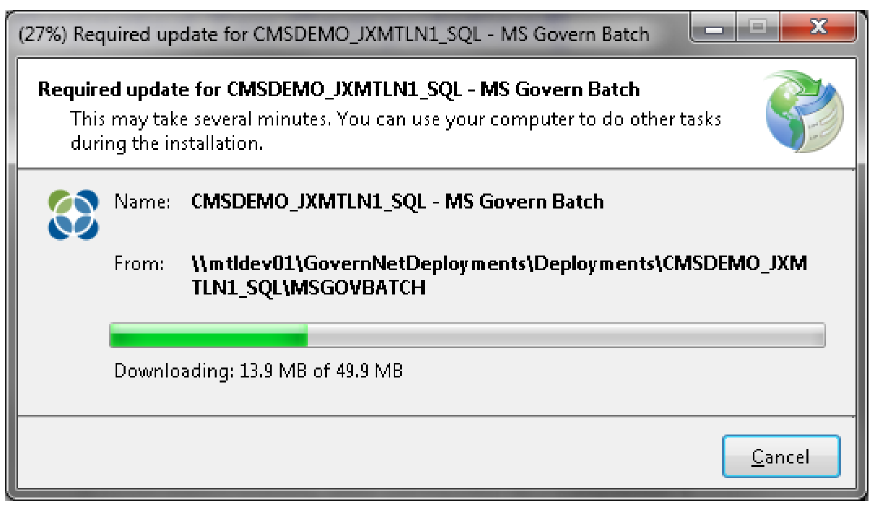
1. Select *Self Reported Tax* > **Special Procedures...**

2. In the *Special Procedures* screen, click to select the **SRT – Create Missing Filer** process.



3. Click **Start** to initiate the process.

Users with the *Govern.NET* application properly installed may notice the *ClickOnce* application update process screen.



Self Reported Tax - Create Missing Filer command buttons

Execute: Click Execute to initiate the batch process.

Cancel: Select Cancel to close the form without starting the process.

Self Reported Tax - Create Missing Filer parameters

In the *Self Reported Tax - Create Missing Filer* form, complete the required parameters in the *Selection Criteria* group.

Year: Enter the fiscal year that filer will be required for.

Department: Select the department that has access to the SRT module.

Category: In the drop down list of tax categories, select tax type

Default Period: Select the reporting frequency that is used for the filing.

Period Number: Specify the period that is required for filing.

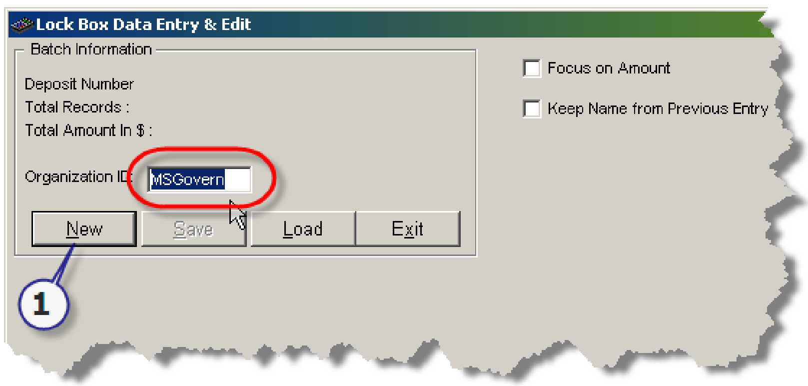
Self-Reported Tax and the Lockbox

Allow Entries by ST_ID in Lockbox

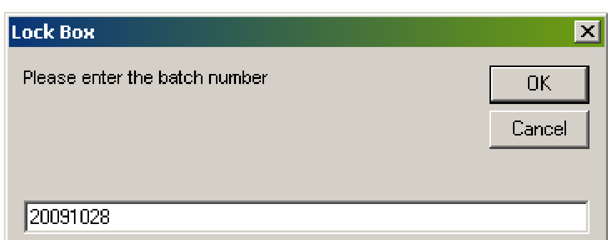
When required, it is possible to enter LockBox information with a Self-Reported Tax account number.

To enter the Self-Reported Tax account number, start the *Lockbox* application...:

1. In the *LockBox Data Entry & Edit* form, enter an organization ID in the Organization ID field.; click **New**.

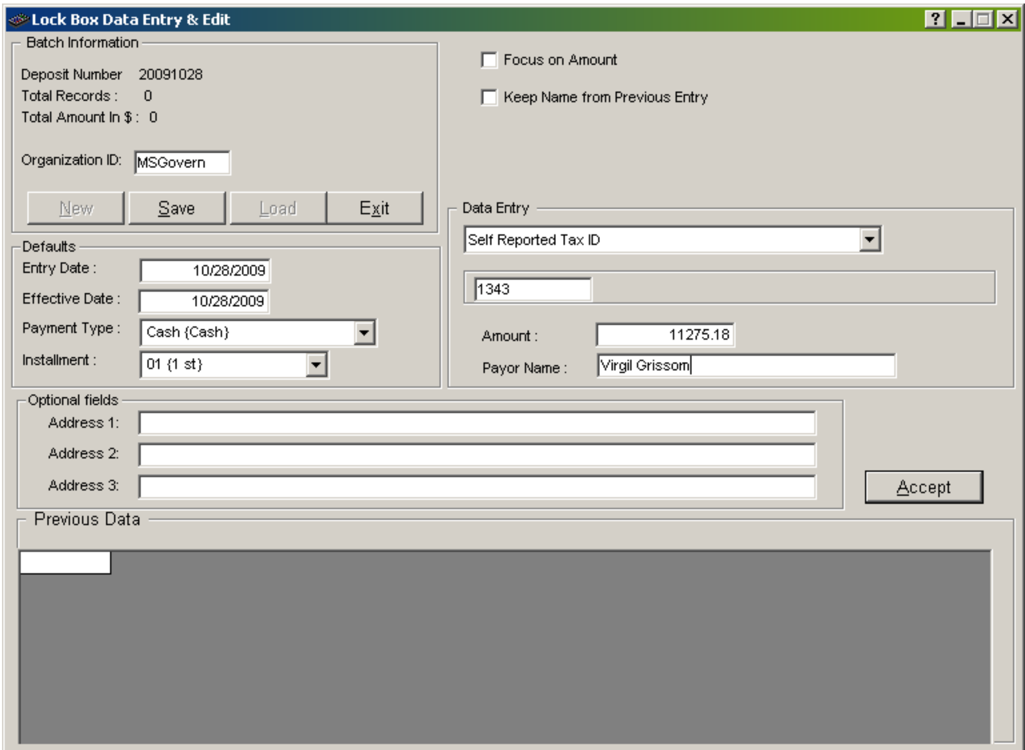


2. Enter a batch number



3. In the *Data Entry* group section, select **Self Reported Tax ID** from the drop-down menu; enter your ID to create the LockBox file.

Depending on your entry point, i.e. *Self-Reported Tax*, *Tax Map*, *P_ID*, etc. When you enter the ID and hit **Tab** to jump to the next field, the amount is retrieved from the database and is displayed for confirmation.



Index

