Govern Accounts Receivable

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Govern

Accounts Receivable

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Introduction: Accounts Receivable

📖 Overview

The Accounts / Receivable and Cash Collection module is used for collecting and recording payments. It is designed for use by cashiers and accounting departments working directly with the public and processing the payments required for a local government. Inquiry on customer accounts and open invoices are provided for by the Govern applications. Reports can be requested at any time and can provide balancing, accounting and management information.

Built for flexibility, this module reduces the time spent on handling customer deposits, equal payment requests, and partial payments. This module is capable of accepting multiple types of payments in the same process. Balance information, deposits, etc. can easily be transferred from one location to another. Each charge printed on a customer's bill is tracked as a separate open item.

Multiple levels of payment priorities can be set up to expedite payment receipting. No data entry is necessary when entering payments; however, they can be overridden based on the user's security level. Special notes, warnings or alerts can be configured in order to provide pertinent details at the time of collection.

The Centralized Cash Collection system is a collection, receipting and reporting application that can be used by multiple departments at the same time. It can be stand-alone or used in conjunction with other business applications. It is possible to set up "auxiliary" processing areas to handle high volume workloads in temporary or satellite areas.

This is a versatile module that can be integrated to an external General Ledger system as well as various billing modules such as Tax, Special Assessments and Permits. Cash Registers, Receipt printers, OCR and BAR Code readers as well as bank or credit cards can be used for collection. The Centralized Cash Collection module produces accounting transactions that the Financial Management system directly interfaces with, thereby eliminating the re-entry and processing of cash receipts.

A complete audit trail of activities, by session, cashier's identification, workstation and application is maintained throughout. This is transparent to the user. You can define dates for clearing this history.

This guide includes the following:

Chapter 1: Administrator

This chapter provides the information for setting up the Govern A/R system in Govern New Administration (GNA). This includes completing the general parameters, A/R Class Codes, General Ledger, and Cash Collection parameters. *See page 4.*

Chapter 2: User

This chapter describes the Govern user forms for Accounts Receivable. When you open the Accounts Receivable subsystem in Govern, it opens directly to the A/R Inquiry form. All other data entry forms can be accessed from this form, with the exception of the Deposit Management form. Deposit Management is a separate form available from the forms explorer. *See page 121.*

Chapter 3: Batch Processing

This chapter describes the Accounts Receivable batch processes available in Govern. These are used for posting, deleting records that are not posted, applying pending amounts and penalties, extracting or computing amounts for a specific date, and closing a fiscal period or year. By default, they are organized under the following submenus under Batch Processing on the Govern Ribbon: Daily, Periodically, Yearly, and Batch Deletion. *See page 199.*

Chapter 4: Lockbox

The *Lockbox* application is used for recording and processing the files acquired from financial institutions for the purpose of bill payments. Its primary function is creating and loading these files; it can also be used to modify or delete an individual account record. The *Lockbox* is connected directly to the database; entries are created directly in the AR_LOCKBOX table. *See page 254.*

Chapter 5: ACH Parameters

Automated Clearing House (ACH) is a secure payment transfer system that provides a centralized clearing facility for Electronic Fund Transfer (EFT) payments occurring within the U.S. and Canada. You can use ACH for any

type of electronic payment; for example, to validate authorized debits for recurring payments.

ACH is integrated with the *ePayment* component, *Utility Billing*, and all *Tax Assessment* and *Billing* subsystems: *Real Property*, *Personal Property*, *Aircraft Excise*, *Boat Excise*, and *Motor Vehicle Excise Tax*.

The Accounts Receivable subsystem includes setup, user functionality, and batch processing to handle your ACH transactions. The administrative setup is performed on the A/R General Parameters form. The data entry for ACH Information is performed on the *ACH Information by Name* function. ACH prenotification files are created n to Govern Batch Processing and the ACH payment file is generated. *See page 267*.

Appendices

The following Appendices are included:

- A/R Computing and Posting Error Codes
- G/L Validation Rules
- Cherry Keyboard Configuration
- A/R Transaction Types
- A/R Class Code Process MAP
- Royal Bank of Canada ACH Format Modifications
- A/R Transaction Types
- A/R Transaction Rules

See page 298.

Chapter 1: Administrative Setup

📖 Overview

This section provides an overview of the A/R administrative forms.

General Parameters

The General Parameters are used for setting default A/R parameters for all subsystems. *See General Parameters on page 6.*

A/R Class Parameters

A/R Class Codes are associated with transaction types and linked to G/ L account numbers. You can define penalty and interest computation methods. *See Administrative Setup on page 4.*

A/R Method

A/R Methods are used for calculating penalty and interest charges. They are linked to A/R Class Codes. *See A/R Method on page 48.*

G/L Distribution Parameters

G.L Distribution Parameters are used for creating G/L accounts for various items. *See G/L Distribution Parameters on page 41.*

G/L Transaction Setup

The G/L Transaction Setup form is used to define the calculation method for General Ledger accounts. *See G/L Transaction Setup on page 45 for details.*

Cash Collection Parameters

Default Cash Collection parameters apply to payment entry and inquiry forms and facilitate data entry. *See Setting Up Cash Collection Parameters on page 87.*

A/R Subsystem Priorities

The A/R Subsystem Priorities form is used for setting the order in which lockbox payments are made. *See A/R Subsystem Priorities on page 94.*

Copy to Year

Use the A/R Copy to Year form in order to copy the following A/R data from one fiscal year to another: A/R Class Codes, A/R Methods, and G/L Distribution Parameters. All data are copied. *See Copy to Year on page 96.*

Security for A/R Forms

In order to complete the security setup for Accounts Receivable in Govern OpenForms v6, access to GNA, the GSM, and the OFD is required. Because the A/R Inquiry form is built on a custom control, the security is different from other user forms. *See Security for Govern OpenForms on page 98.*

General Parameters
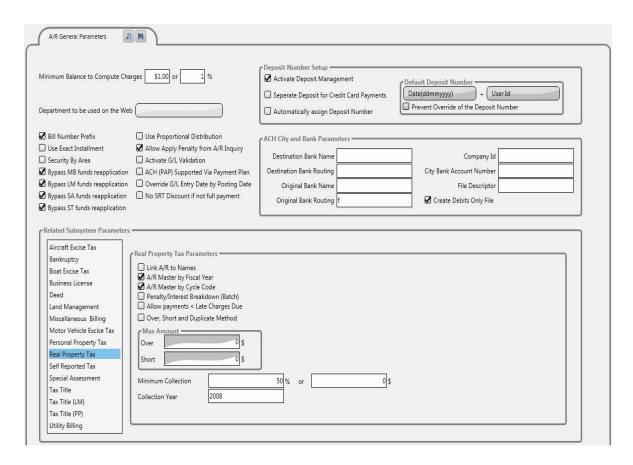
📖 Overview

The *General Parameters* form is used for defining the A/R settings that are used throughout Govern. These include deposit management, subsystem priorities for A/R data, ACH parameters, and billing options.

To access the *A/R General Parameters* form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R General Parameters**.

Action Buttons

Saving the General Parameters: Click **Save (**Ctrl + S) to save the *Accounts / Receivable General Parameters* settings to the SY_REGISTRY.

Cancel: If there are unsaved modifications, the **Exit** button changes to **Cancel**. When you click **Cancel**, the unsaved data are removed from the form.

Exit: Click **Exit** to close the form. A confirmation message is displayed if there are any unsaved modifications. Click **Yes** to save or **No** to close without saving.

Accounts Receivable General Parameters for All Subsystems

Minimum Balance to Compute Charges, or %: Enter the minimum balance, as an amount or percentage, on which late charges, including interest and penalties, can be applied.

Department Used from the Web: If you are using the Govern eGovernment application, this parameter is required. Select a default department for managing the A/R data from the web.

Bill Number Prefix: Select this option to use a two-digit prefix for A /R billing. If this option is selected, the **Bill Prefix** field is displayed on the Govern Tax *Posting to A/R* batch process.

Use Exact Installment: Select this option to prevent collection of the second installment of a bill before the first is collected. Otherwise, if the second installment is collected while the first remains outstanding, it is saved as the total payment in the database.

Security by Area: This option is not applicable to Govern v6.

The Security by Area parameter is valid for Govern for Windows only. *For complete details on setting up security in Govern OpenForms, see Security for Govern OpenForms on page 98*.

Bypass Funds Reapplication: The Bypass Funds Application is available for the following subsystems:

- Land Management (LM)
- Miscellaneous Billing (MB)
- Special Assessment (SA)
- Self-Reported Tax (ST)

You can select one or more options. Each is independent.

Select the option to save overpayments as Open Credit Transactions (OCT), on the applicable subsystem. Deselect the option to apply overpayments to another LM permit, MB invoice, SA project, or ST period, as applicable.

Use Proportional Distribution: Select this option to enable **Proportional Distribution** for cash collection. With Proportional Distribution, payments are distributed according to the amount owed on each account.

For example, in the following scenario, a taxpayer owes $150.00 for electricity and $50.00 for water, but pays a total of $100.00; i.e., 50% of the amount due. With proportional distribution 50% of each bill is paid; i.e., $75.00 is paid on the electric bill and $25.00 on the water bill.

Allow Apply Penalty from A/R Inquiry: Select this option to display and enable the **Apply Penalty** button on the **Detail** tab of the *A/R Inquiry* function. With this button, the Govern user can apply penalties on selected accounts directly from the *A/R Inquiry* function.

Activate G/L Validation: Select **Activate G/L Validation** if you are using the Govern General Ledger (G/L) interface. G/L Validation ensures that the G/L account types entered for the A/R Class Code are valid for the selected transaction type. When this option is selected, the valid G/L account type fields are enabled on the *G/L Distribution Parameters* form. *See G/L Distribution Parameters on page 41*.

If you are not connected to a G/L interface database, the Account Type drop-down lists on the *G/L Distribution Parameters* form are populated from the AR_PARM_GL_ACCNT table.

> **Note:** If this setting is enabled, you must set up a G/L distribution for all A/R Class Codes.
>
> The following error message is displayed if you try to save an A/R Class Code without setting up G/L distribution.
>
> A/R Class Codes without G/L distribution.
>
> This error message is generated if you try to save A/R Class Codes from a previous year when this setting was deselected. The A/R Class Codes are saved by year. The General Parameters are not.

ACH (PAP) Supported via Payment Plan: Select this option if you want to accept ACH Preauthorized Payment (PAP) for payments made through a payment plan. When this option is selected, the **Payment Option** is added to the Payment Plan Information section of the Payment Plan user form. When you set up a payment plan, you can select Manual, Payments by ACH (PAP), or postdated check.

> **Note:** If this option is not selected, the Payment Option is not added to the Payment Plan. *For details, see Payment Plan on page 137.*

Override G/L Entry Date by Posting Date: Select this option to override the entry date saved with the G/L transaction with the posting date.

Typically, the entry date is maintained in the General Ledger. However, for some clients, the posting date is more useful for files that are exported to another system or organization.

No SRT Discount if Not Full Payment: If you are using the self-reported tax module, select this option to apply the discount only when the full payment is received. Refer to the SRT documentation for further details.

ACH City and Bank Parameters

The *ACH City and Bank Parameters* are required for setting up ACH Processing. This is available for Utility Billing and all *Tax Assessment and Billing* subsystems. *See ACH Payment Processing on page 267 for details.*

Related Subsystem Parameters

This section provides the A/R options for the subsystems. Is the subsystem linked by name or property? Is it set up by fiscal year? What is the minimum collection amount or percentage? For some subsystems, there is no option. For example, Bankruptcy is always linked by name. In these cases, the setting is disabled.

General Information for Related Subsystem Parameters

This section describes the parameters that are listed for most subsystems:

Link A/R to Names: Select this option to associate the A/R for the selected subsystem with he NA_ID. Other the A/R is associated with the P_ID.

If the A/R is linked by property, the user can perform a search by property or account number when accepting payments or performing an account inquiry. If the A/R is linked by name, the user can also search by name.

For some subsystems, this option is disabled. For example, it is disabled and always selected for Bankruptcy, Delinquency Collection, Personal Property, and the excise tax subsystems because the A/R for these subsystems is always linked by name. It is disabled and selected for Special Assessment because the A/R for this subsystem is always linked by property.

A/R Master by Fiscal Year: Select this option to save the A/R records for the selected subsystem by fiscal year.

For some subsystems, this option is disabled. It is always selected for the Tax and Assessment subsystems because they are saved by fiscal year. It is always deselected for Utility Billing because this subsystem is not saved by fiscal year.

Allow Payments < Late Charges Due: Select this option to accept payments that are less than the interest and penalties on the Payment Data Entry form in Govern.

Minimum Collection % or $: Enter the percentage or amount acceptable for minimum collection, if applicable.

> **For example***:* If you enter 50%, the minimum payment amount is 50% of the installment due. The user cannot enter less than the calculated amount on the *Payment Data Entry* form in Govern.
>
> These parameters can be used instead of the **Allow Payments < Late Charges Due** option.

> **Note:** If the previous installment is not completely paid, the remaining amount is added to the current installment. This must be paid before any amount on the current installment can be collected.
>
> For example, a $3,000. tax bill is divided into three installments of $1,000. each; the minimum collection amount is 50% ($500., in this example).
>
> The client pays $800.00 on the first installment, leaving $200.00 remaining. This is added to the second installment.
>
> The minimum amount that can be paid on the second installment is:
> $200.00 (unpaid amount from first installment)
> +500.00 (minimum collection amount for second installment).
> **$700.00**

Aircraft Excise Tax

See Excise Tax Subsystems on page 21.

Bankruptcy

Link A/R to Names: This option is disabled and selected. The A/R for Bankruptcy is always linked by name.

A/R Master by Fiscal Year: Select this option if you want to save the A/R records for Bankruptcy by fiscal year.

Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the interest and penalties on the Payment Data Entry form in Govern.
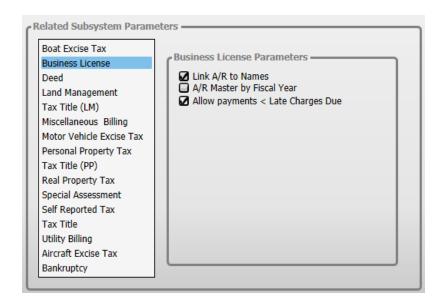
Boat Excise Tax

See Excise Tax Subsystems on page 21.

Business License Subsystem

Select **Business License** under **Related Subsystem Parameters** to view or update the parameters for this subsystem.

Link A/R to Names: Business License records are always created by name. This option is selected and disabled for this subsystem.

A/R Master by Fiscal Year: This option is disabled and deselected.
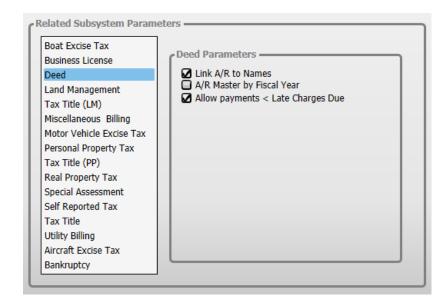
Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the late charges due.

Deed Information Subsystem

Select **Deed** under **Related Subsystem Parameters** to view or update the parameters for this subsystem.

Link A/R to Names: By default, Accounts Receivable records are created by property for the Deed Information subsystem. Select this option to create records by name.

A/R Master by Fiscal Year: Select this option to save *Deed Information* AR records by fiscal year.

Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the interest and penalties on the Payment Data Entry form in Govern. *Refer to the Mass Appraisal Sales and Comparable Sales documentation for more information.*

Delinquency Collection

Link A/R to Names: This option is disabled and selected. The A/R for Delinquency Collection is always linked by name.
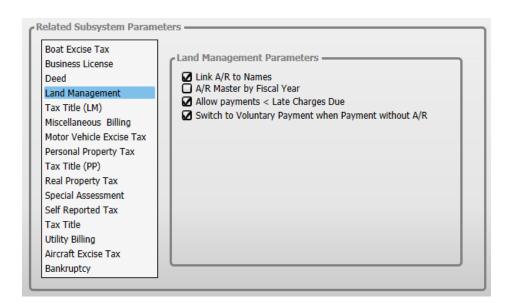
A/R Master by Fiscal Year: Select this option if you want to save the A/R records for Bankruptcy by fiscal year.

Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the interest and penalties on the Payment Data Entry form in Govern.

Land Management Subsystem

Select **Land Management** under **Related Subsystem Parameters** to view or update the parameters for this subsystem.

Link A/R to Names: By default, Accounts Receivable records are created by property for the Land Management subsystem. Select this option to create records by name. Records are defined, according to the type of name, selected on the **Default Link Name** parameter defined on the *Land Management Parameters* form; for example, the applicant for a permit record. *Refer to the Permit & Inspections guide for details*.

> **Note:** For the *Permit to Name* and *License to Name* functions, the Accounts Receivable records are automatically created by name.

A/R Master by Fiscal Year: Select this option to save *Land Management* A/R records by fiscal year.

Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the interest and penalties on the Payment Data Entry form in Govern.

Switch to Voluntary Payment when Payment without A/R: This option is applicable to the *Payment Data Entry* form in Govern. When a payment is on an account that has no active A/R, Voluntary Payment has to be selected as the transaction type.

When this option is deselected, an error message is displayed if another transaction type is selected.

When this option is selected, the transaction type for any payment on an account without Active A/R is automatically changed to the Voluntary Payment transaction type.

Miscellaneous Billing Subsystem

Select **Miscellaneous Billing** under **Related Subsystem Parameters** to view or update the A/R parameters for this subsystem.

Link A/R to Names: This option is disabled and always selected for the Miscellaneous Billing subsystem. Although you can link a property to a Miscellaneous Billing record, accounts are initially set up by name.

A/R Master by Fiscal Year: Select this option to save the miscellaneous billing records by fiscal year.

Web Default Class: Select a default AR Class for miscellaneous billing payments made over the Web. A miscellaneous billing is created for subscriptions to the eProfile that are paid over the Web. Refer to the eProfile guide for complete details.

Refer to the Miscellaneous Billing documentation for more information.

Motor Vehicle Excise Tax

See Excise Tax Subsystems on page 21.

Personal Property Taxation Subsystem

Link A/R to Names: Select this option to link the A/R to the *Business* or *Occupant Name* entered on the *Personal Property Assessment Maintenance* function.

A/R Master by Fiscal Year: This option is always selected for the Personal Property Tax module. A/R records for this module are saved by fiscal year.

A/R Master by Cycle Code: You are able to set up the *Personal Property Tax* subsystem by Cycles, similar to the *Real Property Taxation*. Select this
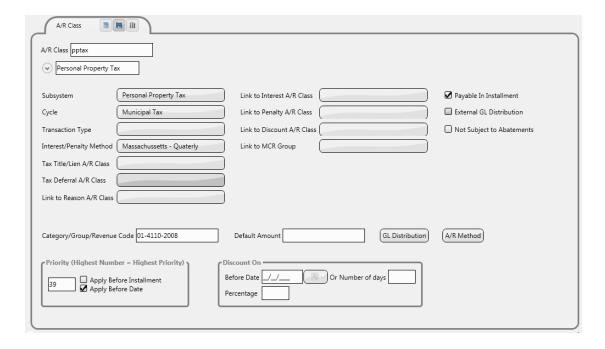
option to use A/R Cycle Codes with the *Personal Property Tax* subsystem; such as, county, district and school (Table: VT_USR_ARCYCLE).

> **Note:** Personal Property cycles are defined in the same table as Real Property Tax cycles.

When this option is selected, the **Cycle** field is enabled, for Personal Property on the following GNA forms:

• *A/R Class Parameters*

• *Accounts Receivable Security. See A/R Security on page 4.*

Penalty / Int. Breakdown (Batch): *See* Penalty / Int. Breakdown (Batch) on page 18.

Allow Payments < Late Charges Due: Select this to accept payments that are less than the interest and penalties due on the Payment Data Entry form in Govern. This option can be used instead of the **Minimum Collection % or Amount** parameters.

Minimum Collection % or $: Enter the percentage or amount acceptable for minimum collection. These parameters can be used instead of the **Allow**

Payments < Late Charges due option. *Refer to the Personal Property Tax Assessment & Billing documentation for more information.*

Real Property Sub-System

Link A/R to Names: Select this option to link the A/R to the *Primary Name* in the *Real Property Mailing Index*.

A/R Master by Fiscal Year: This option is always selected for the Real Property Tax module. A/R records for this module are saved by fiscal year.

A/R Master by Cycle Code: Cycle Codes are required for all Tax and Assessment subsystem in Govern OpenForms. Select this option to use A/R Cycle Codes with the *Real Property Tax* subsystem; such as, county, district and school (Table: VT_USR_ARCYCLE).
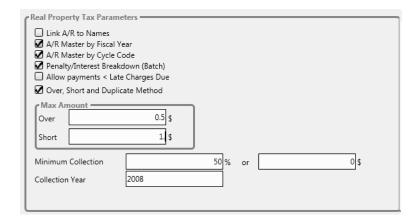
Allow Payments < Late Charges Due: Select this to accept payments that are less than the interest and penalties due on the Payment Data Entry form in Govern. This option can be used instead of the **Minimum Collection % or Amount** parameters.

Over, Short, and Duplicate Method: If this option is selected, duplicate and overpayments are automatically handled as follows:

- The real property tax is paid, leaving a zero balance.
- A negative or positive credit is generated for the difference.

Max Amount Over / Short $: Enter the maximums for applying this method to over and short payments. Typically, the method is used for small amounts and the maximums are for a few cents.

Penalty / Int. Breakdown (Batch): This option is available for Real Property Tax, Personal Property Tax, and Utility Billing.
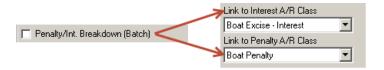
Select **Penalty / Interest Breakdown (Batch)** to use the Penalty / Interest Breakdown (Batch) process.

When this option is selected, the same A/R Class Code is used for the transaction, the penalty, and the interest. These are entered with interest (int) and/or penalty (pen) transaction types. *For details, see A/R Class Code Process Map on page 306.*

> **For example**, the customer owes $50.00 for water billing and $50.00 for sewer billing. The penalty is 1% per month; normally, $1.00 is charged through the *Penalty Type* class code. However, using the Penalty / Interest Breakdown option, $0.50 is charged through a water class code and $.50 through a sewer class code.

When a transaction is made, it is automatically divided between the class codes. The penalties and interest are calculated according to the A/R Method selected. You do not need to create separate A/R Class Codes for this transaction type.

Deselect the **Penalty and Interest Breakdown Batch** option to send penalty and interest amounts to separate A/R Class Codes.

When this option is deselected, the **Link to Interest A/R Class** and **Link to Penalty A/R Class** fields are enabled on the *A/R Class Parameters* form, under the following conditions:

- A/R Class Codes for Penalty or Interest Transaction Types exist for the sub-system.
- An A/R Method is selected for the A/R Class Code.

You can link an A/R Class Code for penalty and a code for interest to the selected A/R Class Code. When a payment is received the penalty and interest amounts are automatically sent to the linked A/R Class Codes.

If an interest or penalty A/R Class Code is not specified, the first class code found for penalty or interest is used. *See A/R Class Code Process Map on page 306*

Minimum Collection % or $: Enter the percentage or amount that is acceptable for minimum collection. *See Related Subsystem Parameters on page 10 for conditions.*

Collection Year: Enter the last year for which you are collecting bills. For example, if you enter 2014, users cannot accept payments on bills dated 2013 and before. Typically, this option is used by municipalities that transfer bills to the county, or to another level of government, after a set time has passed.

Self Reported Tax Subsystem

Link A/R to Names: All *Self-Reported Tax* records are created by name. This option is selected and disabled for this subsystem.

A/R Master by Fiscal Year: Select this option to save the AR records for the *Self-Reported Tax* subsystem, by fiscal year.

Refer to the Self Reported Tax guide for more information.

Special Assessment

Link A/R to Names: This option is disabled and deselected. The A/R for Special Assessment projects is always linked by property.

A/R Master by Fiscal Year: This option is disabled and deselected. Special Assessment projects are created for longer periods of time.

Allow Payments < Late Charges Due: Select this to accept payments that are less than the interest and penalties due on the Payment Data Entry form in Govern.

**Transfer Principal Amount:** Select this option in order to enable users to transfer the principal for Special Assessment projects.

Get A/R Class Interest by Project: Select this option if users need to separate interest according to betterment projects.

Default A/R Class Principal: An A/R Class Code for the principal generated from betterment projects is required. Select an A/R Class Code from the drop-down list.

Default A/R Class Interest: An A/R Class Code for the interest generated from betterment projects is required. Select an A/R Class Code for the drop-down list.

You can select the same A/R Class for both principal and interest.

Utility Billing Subsystem

Link A/R to Names: Select this option to link the A/R for the *Utility Billing* subsystem to the *Primary Name* in the *Utility Billing Mailing Index*. Otherwise, the A/R is linked by property for this subsystem.

Note: If you are using the *Move In Move Out* function, select this option to ensure that the moving in services are billed to the correct occupant.

A/R Master by Fiscal Year: This option is disabled and deselected. Utility Billing records are not saved by year.

Penalty / Int. Breakdown (Batch): *See Penalty / Int. Breakdown (Batch) on page 18*.

No Penalty on Penalty: Select this option to prevent charging a penalty on top of an existing penalty. This option is enabled only if the **Penalty / Interest Breakdown** option is selected. *Refer to the Utility Billing guide for more information.*
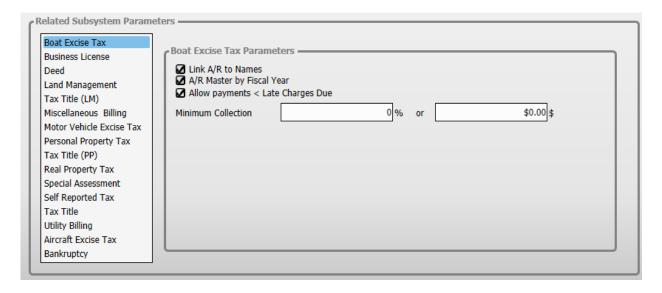
Excise Tax Subsystems

Select Aircraft or Boat Excise Tax under Related Subsystem Parameters to view or update the parameters for this subsystem.

For these subsystems, the **Link A/R to Names** and **A/R Master by Fiscal Year** options are disabled and selected. A/R records for these subsystems are always defined by name and saved by fiscal year.

Allow Payments < Late Charges Due: Select this to accept payments that are less than the interest and penalties due on the Payment Data Entry form in Govern. This option can be used instead of the **Minimum Collection % or Amount** parameters.

Minimum Collection % or $: Enter the percentage or amount acceptable for minimum collection.

Tax Title Parameters

There are three subsystems for tax title data:

- Real Property Tax
- Personal Property Tax
- Land Management Tax

Link A/R to Names: The **Link A/R to Names** option for each tax title subsystem matches the **Link A/R to Names** setting for the corresponding subsystem. For example, if **Link A/R to Names** is selected for the *Real Property* subsystem, it is automatically selected for the *Tax Title (Real Property)* subsystem. If it is deselected for the *Real Property* subsystem it is automatically deselected for the T*ax Title (Real Property)* subsystem.

If these options are selected, the A/R is linked to the following:

- **Real Property Tax Title**: links the A/R to the **Primary Index** in the *Real Property Mailing Index*
- **Personal Property Tax Title**: links the A/R to the **Business** or **Occupant Name** entered on the *Personal Property Assessment Maintenance* function.
- **Land Management Tax Title**: links the A/R to the default **Link Name Type** entered on the *Land Management Parameters* form.

A/R Master by Fiscal Year: This option is always selected for the Tax Title subsystems. A/R records are saved by fiscal year for tax title.

Minimum Collection % or $: Enter the percentage or amount acceptable for minimum collection for the tax title subsystems, if applicable. *See Related Subsystem Parameters on page 10 for conditions.*

Refer to the Tax Title documentation for more information on these subsystems.

Payment Transfer Transactions

📖 Overview

The Payment Transfer (trp) and Payment Transfer Reversal (trr) transaction types are available in Govern OpenForms only.

These transaction types are created automatically when you transfer a payment using the *Payment Transfer* form, which can be accessed from the Govern *A/R Inquiry* form. *See Payment Transfer on page 176.*

The following conditions apply:

- The original payment is posted in Govern A/R.
- The option to use the OpenForms transaction types for Payment Transfers is selected in GNA.

The *Payment Transfer* form is used to transfer a payment from one account to another. This can be useful when a payment is entered and posted in error to the wrong account. The user can create a Payment Transfer transaction and transfer the payment to the right account.
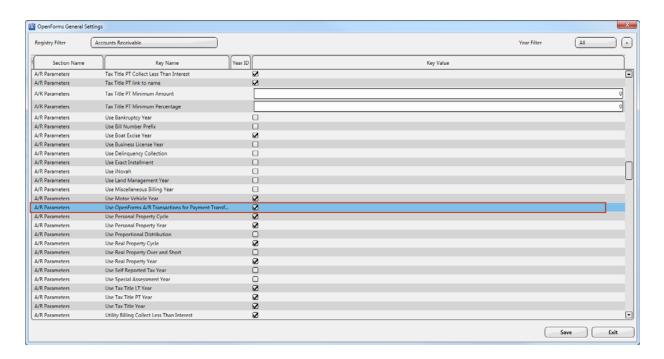
- The **Payment Transfer (trp)** transaction appears in the destination account – the account to which the payment is transferred.
- The **Payment Transfer Reversal (trr)** transaction appears in the original account – the account from which the payment was transferred.

These transaction types are the same as the Payment (pmt) and Reversal (rev) transaction types. (These are also available in Govern for Windows.)

> **Note:** There are several options for payment transfer destination accounts: any account selected on the *Payment Transfer* form, a different account for the selected name or parcel, or an external system. If you select the external system, only the Payment Transfer Reversal (trr) or Reversal (rev) transaction is created. A Payment Transfer (trp) or Payment (pmt) transaction is not created.

To use the OpenForms Payment Transfer and Payment Transfer Reversal transaction types, select the feature in the **General Settings Editor** in **GNA**.

If you can prefer to use the standard Payment (pmt) and Reversal (pmt) transaction types for Payment Transfers, deselect this option. If this option is deselected, the Payment (pmt) and Reversal (rev) transactions are created when you perform a Payment Transfer,

Deposit Management

📖 Overview
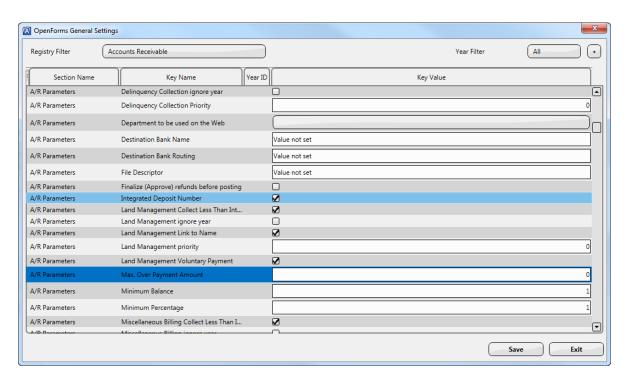
Deposit Management is required for all A/R transactions including delinquency collection and bankruptcy in Govern OpenForms. A deposit number is assigned to all transactions and this is used for posting payments through batch processes.

Prerequisite

As a first step, it is important that the **Integrated Deposit Number** option is selected on the *General Settings Editor* in GNA. By default, it is selected for all deployments.

To verify that this option is selected:

1. Launch GNA.
2. Select **System Parameters** > **General Settings Editor**.

3. Select **Accounts Receivable**.

> **Tip:** Sort the keys by selecting the **Key Name** column.

4. Selected **Integrated Deposit Management** if it is not already selected.

5. Click **Save** if you have made any modifications.

Generating Deposit Numbers

Deposit numbers can be automatically-assigned or created manually. In both cases, they are managed through the *Deposit Management* user form in Govern. Automatically-assigned deposit numbers are made up of the current date, the initials of the currently logged-in user, and a sequence number. They cannot be overwritten. Manually created deposit numbers are system generated, based on a combination of user-defined criteria. These can be overwritten.

Automatically-Assigned Deposit Numbers

Automatically-assigned deposit numbers are made up of the current date, the initials of the currently logged-in user, and a sequence number. The format is as follows: YYYYMMDDNNNS. Four digits are used for the year, two for the month, two for the day, three for the initials of the currently logged-in user, one for a sequence number. For a user with initials JCC, on Sept. 17, 2015, the automatically assigned deposit number is **20150917JCC1**.

> **Note:** When less than three initials are entered, an underscore character "_" replaces each missing initial, i.e. 1 or 2 letter initials. Following the previous example, this is **20150917JC_1**

The initials entered in the **Initials** field on the *User Maintenance* form in GNA are used.

Setting Up Automatically-Assigned Deposit Numbers

To perform the setup for automatically-assigned deposit numbers:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R General Parameters**.

3. Select **Activate Deposit Management**.

4. Select **Automatically Assign Deposit Numbers**.

5. Click **Save**.

Manually Created Deposit Numbers

This section describes how to set up a default deposit number. The Deposit Number field on the Deposit Management form in Govern is automatically populated with this number. It can be overwritten.

Default Deposit Number: There are several options for setting up a *Default Deposit Number* for payments entered through the *Payment Data Entry* function.

Note: Before setting up a **Default Deposit Number**, deselect the **Activate Deposit Number** option.

The default deposit numbers can be created:

- Using the Effective Date and User ID
- Using the Last Deposit Number

Using the Effective Date and User ID

Use any combination of date and User ID field. There are three date formats.

The Deposit Number is composed of the User ID and Date.The Date is the Effective Date of the Payment Data Entry record.

For this type of deposit number:

1. Select **User ID** from the left or right drop-down list.

2. Add a **Date** field. The date can be formatted as year, month, day; day, month, year or month day year depending on your preference.

3. Click **Save**.

Using the Last Deposit Number

To create a **Default Deposit Number** using the last deposit number entered, select **Last Deposit**, from the drop-down list on the left. This disables the drop-down list on the right.

The last deposit number entered by the logged-in user is automatically entered on the *Payment Data Entry* user form and on the *Cash Collection Parameters* form, in GNA. *For further details, see Payment Data Entry on page 19 and Last Deposit Number under Cash Collection Parameters.*

Prevent Override of the Deposit Number: Select this option to disable the deposit number entry screen when you launch the *Payment Data Entry* function, in Govern.

When this option is selected, the *Payment Data Entry* function opens directly using the *default* **Deposit Number**. The field is visible but disabled.
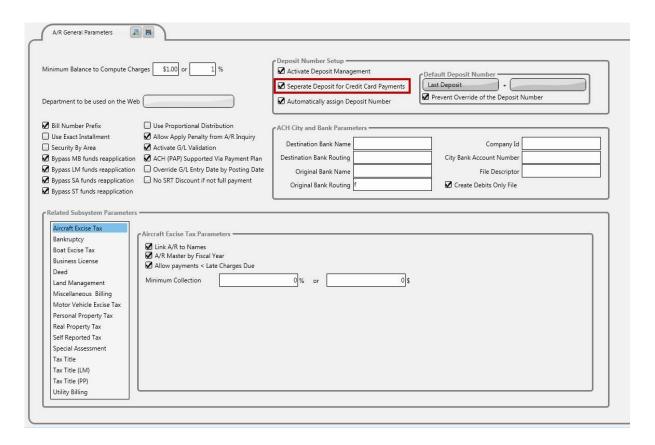
Separate Deposit Numbers for Credit Card Payments

To create a new deposit number for credit card payments:

• Select the **Separate Deposit for Credit Cards** option in GNA.
• Create a separate deposit number for credit cards on the *Deposit Management* form in Govern. Select **For Credit Card Payment Only**.
• Select that deposit number when you process the payment.

To select this option in GNA:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable**.

3. Select **A/R General Parameters**.

4. Select **Separate Deposit Number for Credit Card Payments** and click **Save**.

A/R Class Parameters

Overview
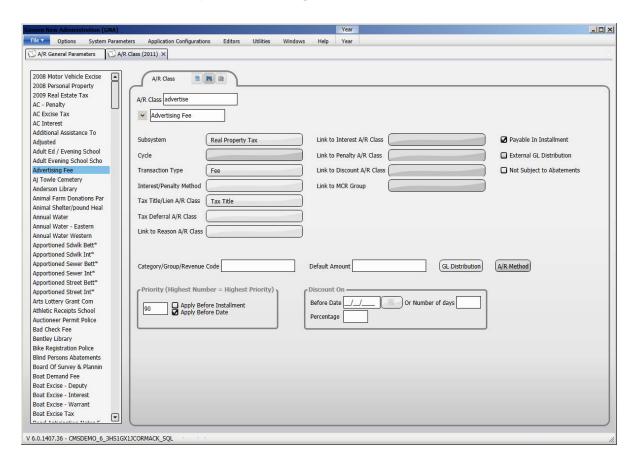
The *A/R Class Parameters* form is used for creating and maintaining A/R Class Codes. These are associated with the A/R transactions and records. They are defined by subsystem. The A/R Methods for interest and penalties are associated with A/R Class Codes. General / Ledger distribution is managed by A/R Class.

To access the A/R Class Parameters form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class**.
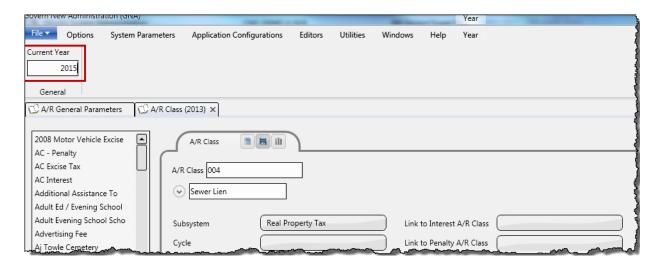
Accessing A/R Class Code Parameters from Another Fiscal Year

A/R Class Codes are saved by fiscal year. By default, the A/R Class Parameters form opens to the year most recently set in GNA. This is the Current Year. You can change the year to create, view, and modify parameters in another year. You can open A/R Class Codes in multiple years at the same time.

Note that you copy A/R Class Codes from the current year to a year in the future. *See Copy to Year on page 96.*

To access A/R Class Codes from another fiscal year:

1. Launch Govern New Administration (GNA).

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class**.

3. Select the **Year** menu in the title bar at the top of interface.

    The **Current Year** text box is displayed.

4. Enter the year in the **Current Year** text box

5. Open the form.

6. Repeat steps 3 to 5 to open another second A/R Class Codes form..

Note: GNA remains set in the year that you define as the current year.

A/R Class Parameters Command Buttons

Creating a New Accounts Receivable Class Parameter: Click **New** to reset the form and create a new A/R class.

Saving a Class Parameter: Click **Save** to save a new A/R Class or any modification to an existing one (Table: VT_USR_AR_CLASS).

Deleting a Class Parameter: Click **Delete** to remove the current A/R Class from the database (Table: VT_USR_AR_CLASS).

Note: An error message is displayed under the following conditions:

You select the **Use G/L Validation** setting on the *A/R General Parameters* form after creating A/R Class Codes. A/R Class Codes without G/L distribution.

If this setting is enabled, you must set up a G/L distribution for all A/R Class Codes.

This error message could be generated if you are looking at A/R Class Codes from a previous year when this setting was disabled. A/R Class Codes are saved by year. General Parameters are not.

A/R Class Code Parameters

A/R Class: Enter a name for the A/R Class (Table: VT_USR_AR_CLASS).

Name: Expand the drop-down list beside the name field to display the Short and Long French and English Descriptions.

When you enter text in the **Name** field, it is automatically entered in all short and long description text boxes. You can modify these as required.

Short Description: Update the text for the short description. This is used for fast data entry and look-ups on forms where space is limited.

Long Description: Update the text for the long description. This is displayed for look-ups, on forms and reports.

Subsystem: Select the subsystem from the drop-down list. This list displays the subsystems that are have associated billing, such as the Tax sub-systems, Land Management, Land Management2, Miscellaneous Billing, Special Assessment, and Utility Billing (Table: VT_SY_SUBSYS).

Note that two sub-systems are provided for Land Management. This provides a second classification for A/R transactions. Separate security can be set for Land Management 2. All other parameters are the same.

Cycle: Select an *A/R Cycle* from the drop-down list (Table: VT_USR_ ARCYLE). This field is required for the Govern Real Property Tax, Personal Property Tax, and all tax subsystems.

A/R Cycles are used for billing purposes. Typically, a municipality has two A/R cycles for real property, one for municipal tax and another for school tax. When configuring a tax levy, an administrator can select A/R Class Codes according to the A/R Cycles that are associated with them.

Transaction Type: Select a Transaction Type from the drop-down list (Table: VT_SY_ ARTRTYPE).

Refer to the A/R G/L Transaction Rules document for details on the transaction types, including the transaction types for which A/R Class Codes are required and those for which they are optional.

If you leave the Transaction Type field blank on the A/R Class Code form, the user can select a transaction type when completing the transaction. Otherwise, if you fill in the Transaction Type, it cannot be modified on the Govern form.
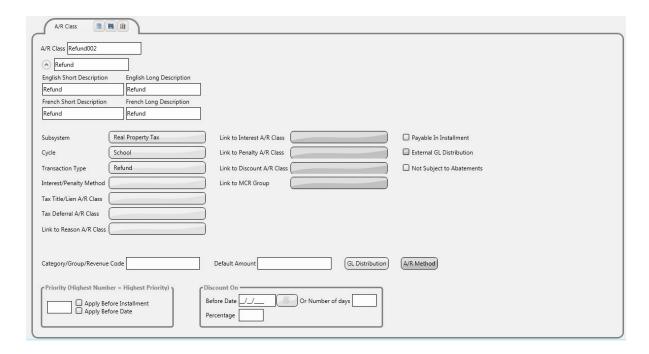
Specifying a G/L Account for Refund Transaction Types

By default, Refund Transaction Types are debited from a *Revenue* and credited to a *Cash* account. Use the following procedure if you have an external *Accounts Payable* (A/P) system for refunds.
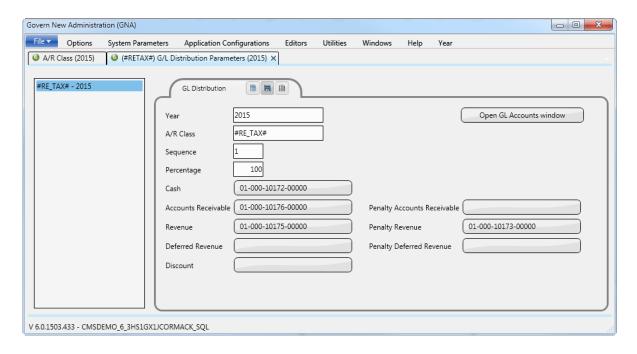
To specify an external G/L account for refund transaction types:

1. Launch GNA.
2. Open the A/R Class Parameters form.
3. Create a new A/R Class code or select an existing one.

4. Ensure that **Refund** is selected in the **Transaction Type** parameter.

5. Click **GL Distr.** to open the *G/L Distribution Parameters* form.

6. Select a G/L account for **Cash**.

This is the account to be credited with the refund by Govern. The Refund Payable parameter is used to specify the external G/L account.

7. Select the account for the refund form the Refund Payable list. This is the G/L Account in the external A/P system for settling the refund.

> **Note:** If G/L accounts are defined for both **Cash** and **Refund Payable**, the **Refund Payable** account has priority.

A/R Penalty and Interest Methods

A/R Method: Click **A/R Method** to open the *Penalty / Interest Additional Parameters* form for the A/R Method that was selected in the **Interest/Penalty Method** drop-down list.

Interest / Penalty Method: Select a penalty method from the drop-down list (Table: VT_SY_PENALTY).

See A/R Method on page 48 for definitions of the available interest and penalty method types.

G/L Distribution

G/L Distribution Link: Click **G/L Distribution** to open the *G/L Distribution* form and select the applicable accounts. *See G/L Distribution Parameters on page 41*.

This option is disabled if the **External G/L Distribution** option is selected.

External G/L Distribution: Select this option if you are using an external G/L distribution system. The data are saved to either the AR_GL_ DISTRIBUTION or the AR_GL_TRANSACTIONS table. G/L accounts can be entered on the A/R Refund, Adjustment, and Reversal forms.

> **Note:** External G/L Distribution is enabled only for the Land Management and Special Assessment subsystems.

Blank G/L Account: A blank General Ledger (GL) account has been added so that all payments are calculated. If, for example, an A/R Class Code was not linked to a General Ledger account number, by error, the amounts classified under this code are still added to the GL.

To view amounts classified as blank, open the AR_GL_DISTRIBUTION table. Under the field GL_CASH these amounts are entered as /Blank.

Tax Liens, Deferrals and Penalties

Tax Title / Lien A/R Class: Select the Tax Title or Lien A/R Class from the drop-down list (Table: VT_USR_AR_CLASS). This class is used during the batch *Tax Title Transfer* process.

Tax Deferral A/R Class: Select the Tax Deferral A/R Class from the drop-down list (Table: VT_USR_AR_CLASS). This class is used during the batch *Tax Deferral Transfer* process.

Link to Tax Levy No. Select the Tax Levy Number from the drop-down list (Table: VT_USR_LEVYCODE). This is used during the *Water Lien*, the *Special Assessment Lien*, and the *Miscellaneous Billing Lien Transfer* process.

Link to Tax Penalty Levy No. Select this option if you are linking the A/R Class to a levy code for Utility Billing late charges (Table: VT_USR_ LEVYCODE). *Refer to the Utility Billing documentation for further details.*

Note: This option is displayed for the Utility Billing subsystem only.

Default Amount: Enter a default amount to be displayed on the *Payment Data Entry* form when the associated A/R Class Code is selected.

Note: The Default Amount works only in combination with the Transaction Types: Blank, Miscellaneous Cash Receipt or Charge. In these two scenarios, the Payment Data Entry will display the Default Amounts. The **Payable in Installment** field must be deselected. If you use one of these transaction types, then you must enter a default amount.

Payable in Installments: This option is available for the Aircraft, Boat, Motor Vehicle, Personal Property and Real Estate subsystems. Select this option if the A/R is payable in more than one installment. The number of installments is set in the General Parameter screen of these tax subsystems.

About Adjustments and Abatements

Not Subject to Abatements: Select this option to exclude the current A/R Class, when applying abatements.

Both the *Adjustment* and *Abatement* transaction types are used to modify account balances.

- **Adjustments** can be used to either increase or decrease the balance due.
- **Abatements** are applied to reduce a payment or to exempt a taxpayer from a full or partial payment. Typically, they are used to decrease property taxes and are applied after the assessment and levies are calculated.

Difference Between Adjustments and Abatements

Note the following differences between adjustment and abatements:

- **Balance Due**

    When you enter an adjustment, a positive value increases the balance due and a negative value decreases the balance due.

    When you enter an abatement, a positive value credits the account or decreases the balance due.

- **Application**:

    Adjustments are applied to the A/R Class Code selected for the transaction.

    Abatements are applied, as follows:
    - If a specific A/R Class Code is selected for the transaction, the abatement is applied on that code.
    - If no specific code is selected, the abatement is applied on all A/R Class Codes.
    - Typically, if the **Not Subject to Abatements** option is selected for an A/R Class Code, no abatement is applied
    - However, if the **Not Subject to Abatements** option is selected for all A/R Class Codes, it is no longer valid and the abatement is distributed over all the A/R Class Codes.
    General Ledger:

    Adjustments are made on the General Ledger entries assigned to the selected A/R Class Code.

    Abatements create additional General/Ledger entries for the A/R Class Codes to which they are applied.

Priority

Priority (Highest Number = Highest Priority): Enter a priority number for the A/R Class code. The Class Code with the highest number is processed first; i.e., priority number 2 is processed before priority number 1.

Apply Before Installment/Apply Before Date: If two class codes have the same priority number, they are processed according to the entries for these fields. The following table lists the possible combinations:

Process Order	Apply Before Installment	Apply Before Date
1st	√	√
2nd	√	
3rd		√
4th		

Discount

Discount On: Enter data in the **Before Date** or the **Nb Days** and **Percentage** fields:

- **Before Date**: Double-click in the field and select the last day the discount is applicable.
- **Nb Days**: Enter the number of days to be added to the Bill Issue Date in calculating the discount. The value entered in the Percentage field will be applied.
- **Percentage**: Enter the value (discount percentage) to apply on the charges if the above payment conditions are respected.

Apply Abatement on Same Billed A/R Class

You can apply an abatement to a specific A/R Class Code. This can be useful, if, for example, you use separate G/L accounts for each tax account. With the convention, the abatement is credited on the same Real Property A/R Class Code using the same G/L account. In Release 10.6 and lower, *Abatements* are applied to any A/R Class with a balance.

To use this convention, create a new A/R Class Code with the same code name as the code to which you are applying the abatement, but add the pound delimiter (#) to the beginning and the end of the code name. You need to select **Abatement / Exemption** as the transaction type for the new A/R Class Code. This is illustrated in the following scenario.

When the transaction is posted, the abatement is applied to the Class Code with the corresponding code name; i.e., the same code name as the abatement class code without the pound delimiter (#).
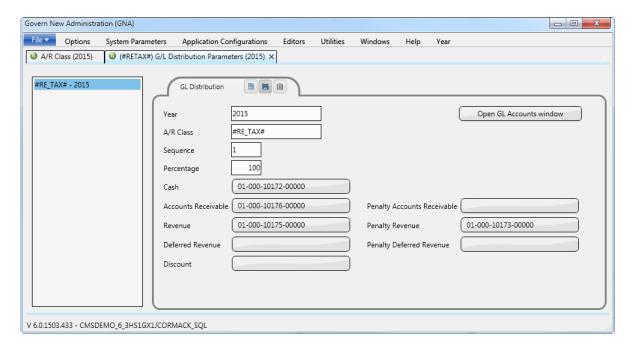
If a corresponding A/R Class Code is not found, the abatement is applied to any Real Property A/R Class Code, as in previous versions. *Refer to About Adjustments and Abatements* on page 36 *for details.*

Scenario: Setting Up an A/R Class for Same Billing

In this scenario, an A/R Class for same billing is created for the Real Property A/R Class RE_TAX.

To create the A/R Class code for same billing:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class Codes**.

3. Click **New** to create a new A/R Class Code.

4. Enter **#RE_TAX#** in the **A/R Class** field.

   This is the A/R Class Code for the abatement.

5. Select **Real Property Tax** from the **Subsystem** drop-down list.

6. Select **Abatement / Exemption** from the **Transaction Type** drop-down list.

7. Complete the other parameters, as required.

8. Click **Save**.

G/L Distribution Parameters

📖 Overview

Use the *G/L Distribution Parameters* form to define G/L accounts for each A/R Class. You can create and use separate accounts for each G/L account type, such as Cash, Revenue, Deferred Revenue, Discount, Penalty, and Deferred Penalty, for each A/R Class.

G/L Distribution Parameters Setup

Select the **Activate G/L Validation** option on the *A/R General Parameters* form in order to use the automatic G/L validation. This determines the G/L accounts for the selected A/R Class, based on the transaction type. *See Activate G/L Validation on page 8.*

> **Note:** The **Activate G/L Validation** option applies to all A/R Class Codes including those that were created when the option was deselected.
>
> An error is displayed when you open these A/R Class Codes. You need to link these codes to G/L accounts.

Once the *G/L Distribution Parameters* are defined, open the *G/L Transaction Setup* form to indicate whether to create summarized or detailed records for each subsystem. *See G/L Transaction Setup on page 45, for details*.

Use the *G/L Account Parameters* form to create new G/L Accounts or to indicate the accounts for which you want to create detailed or summarized records. *See G/L Account Parameters on page 4.*

G/L Distribution Parameter records are saved to the (Table: AR_PARM_ GL_DISTR)
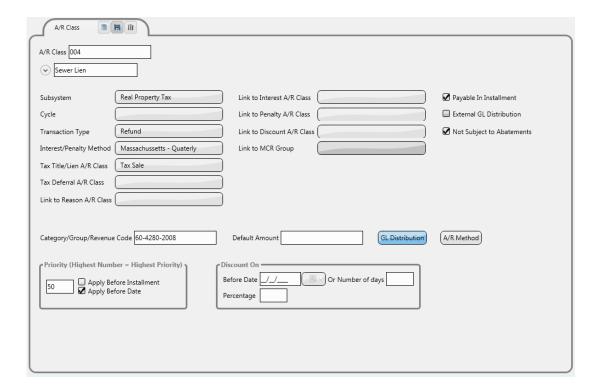
G/L Distribution Procedure

To access the *G/L Distribution Parameters* form:
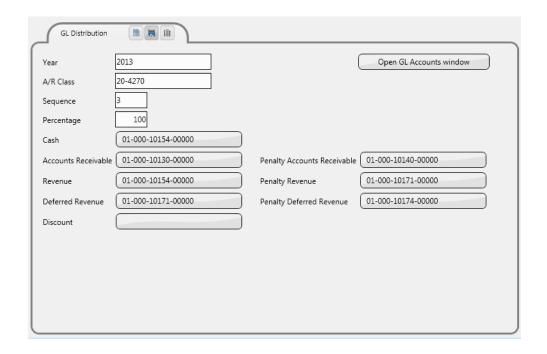
1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class**.

3. Select **GL Distribution** on the A/R Class Code form to open the G/L Distribution Parameters form.

By default, the G/L Distribution Parameters are listed on the left of the form by sequence number. The sequence numbers are system generated, by adding one to the previous number. You can modify them on the form. You can also change the listing on the left to display the A/R Class Code or the A/R Class Code and year. However, these are the same for all items.

4. Click **New** 🖹 to create a new G/L distribution parameters record.

5. Complete the following parameters.

Open G/L Accounts Window: Click **Open G/L Account Window** to open the *G/L Accounts* form in order to create a new G/L Account or to select new subsystems for an existing account, by account. Records can be either summarized or detailed for the selected account, by subsystem. *See Appendix C: G/L Validation Rules on page 303*.

G/L Distribution Parameters

Year: This field displays the fiscal year set for the AR Class Codes.

A/R Class: This field displays the A\R Class selected on the *A/R Class* form.

Sequence: A sequence number is automatically assigned to the GL Distribution account. This is a system-generated number, made by adding one to the previous number. You can modify this number at any time.

The sequence numbers for the selected A/R Class Code are listed on the left.

Percentage: Enter a percentage for the selected G/L Distribution setup. For example, you can set up two G/L Distribution records for an A/R Class, with different G/L accounts selected for each. Assign Sequence 1 for the first record and enter a percentage, such as 80% for the distribution. Assign Sequence 2 for the second and enter 20% for the distribution.

Note: The total percentages for the G/L distribution accounts for each A/R Class must equal 100.

G/L Account Types

Select the G/L accounts for the following G/L account types:

• Cash
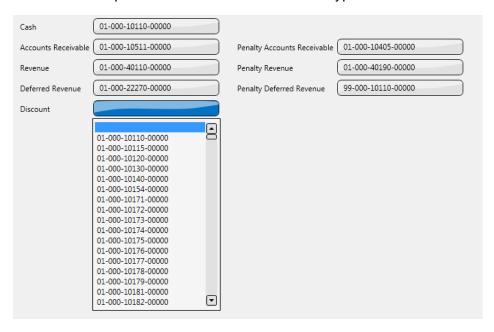
- Accounts Receivable
- Revenue
  - Deferred Revenue
- Discount
- Penalty Accounts
  - Penalty: Accounts Receivable
  - Penalty: Revenue
  - Penalty: Deferred Revenue

See Appendix C: G/L Validation Rules on page 303 for a list of the valid G/L Account Types for each transaction type.

Selecting G/L Accounts for the Account Types:
To select a G/L account:

1. Open the G.L Distribution form for the required A/R Class.

2. Click inside the parameter of the G/L Distribution type.

The list of G/L accounts is displayed.

> **Tip:** Enter the first couple of digits in the account in order to facilitate searching.

G/L Transaction Setup

📖 Overview

By default, G/L transactions are summarized by subsystem. When you post an A/R transaction, the new amount is added to the previous total in the G/L account for that subsystem. You can set up separate accounts for Billing, Payment, and Other transactions for the subsystems, as required.

G/L Transaction Parameters

Fiscal Starting Date: The **Fiscal Starting Date** is required for the *Cayenta G/L Interface.* Enter the full fiscal starting date (month, day, and year) that the fiscal year begins.

Subsystem: All Govern OpenForms subsystems are listed in this column. Set the **Billing**, **Posting**, and **Other** parameters as required.

Billing: Select the option to summarize the posted billing entries for each G/L account for the selected subsystem. Deselect this option to keep the billing entries separate.

Billing entries are posted when you run the following batch processes:

- Miscellaneous Billing Posting
- Generate Delinquent Charges on page 227
- Compute Balance Due As Of a Date on page 231
- Special Assessment — Yearly Computation (described in the Govern for Windows Special Assessment guide)
- Tax Billing — Posting to A/R (described in the Govern Tax guide)
- Tax Billing — Partial Billing Posting (described in the Govern Tax guide)
- Tax Title Transfer Posting (described in the Tax Title guide)
- Utility Billing — Posting to A/R (described in the Utility Billing guide)

Billing entries are also posted when you change the status from *Pending* to *Levy* in the *Special Assessment* function in Govern.

Payment: Select this option to add up the posted payment entries for each G/L account for the selected subsystem. Deselect this option to keep the

billing entries separate. Payment entries are posted when you run the following batch processes as described in this guide:

- Cash Collection (Payments) Posting on page 208
- Payment Reversal Posting on page 210
- Refunds Posting on page 216
- Postdated Payment Posting on page 217
- Credit Card Settlement (described in the Govern for Windows Accounts / Receivable guide)

Others: Select this option to add up the posted entries, other than the billing and payment entries, for each G/L account for the selected subsystem. Deselect this option to keep these entries separate. Other entries include refunds and adjustments. These entries are posted when you run the following batch processes:

- A/R Adjustments Posting on page 214
- Automatic Generation of Over and Short on page 239
- Transfer A/R to History on page 243
- Transfer Credits from One Year to Another on page 247

Setting Up Detailed G/L Transactions
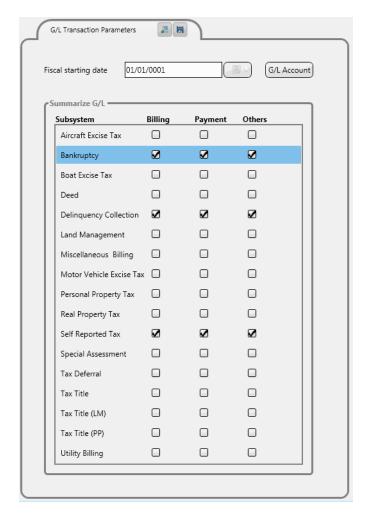
To set up detailed accounts:

1. Launch Govern Admin.

2. Select **Parameters** > **Accounts Receivable** > **G/L Transaction Setup**.

By default, the **Billing**, **Payment**, and **Others** options are deselected for all subsystems. All transactions for the subsystem are summarized.

3. Select the options for the GL accounts for which you want to keep separate detailed records.

   You can create different configurations for each subsystem.

4. Click **Save**.

For Further Reference

For further details, see G/L Account Parameters on page 4.

A/R Method

📖 Overview
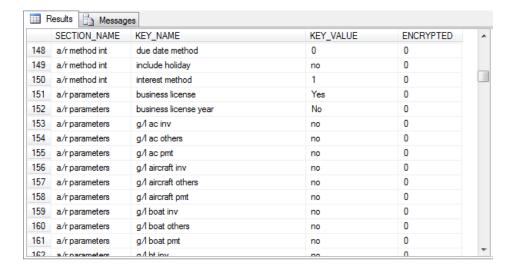
The A/R Methods are used for setting the calculation method for penalty and interest charges for the selected A/R Class. Penalty and Interest calculations are based on the effective and due dates of the bill. They can be applied as a one-time charge, or on a daily or weekly basis. Multiple A/R Methods are available. You can define percentages, length of discount period for calculating the interest and penalty.

A/R Method settings are saved to the SY_REGISTRY.

	SECTION_NAME	KEY_NAME	KEY_VALUE	ENCRYPTED
148	a/r method int	due date method	0	0
149	a/r method int	include holiday	no	0
150	a/r method int	interest method	1	0
151	a/r parameters	business license	Yes	0
152	a/r parameters	business license year	No	0
153	a/r parameters	g/l ac inv	no	0
154	a/r parameters	g/l ac others	no	0
155	a/r parameters	g/l ac pmt	no	0
156	a/r parameters	g/l aircraft inv	no	0
157	a/r parameters	g/l aircraft others	no	0
158	a/r parameters	g/l aircraft pmt	no	0
159	a/r parameters	g/l boat inv	no	0
160	a/r parameters	g/l boat others	no	0
161	a/r parameters	g/l boat pmt	no	0
162	a/r parameters	g/l bt inv	no	0

To access this form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class**.

3. Select the required A/R Class.

4. Select a method from the **Interest / Penalty Method** drop-down list

5. Select the **A/R Method** button.

The parameters for each A/R Method are described under A/R Penalty and Interest Methods on page 49.

Save: Click **Save** to save a new *Penalty / Interest Additional Parameters* setup or modifications to an existing one.
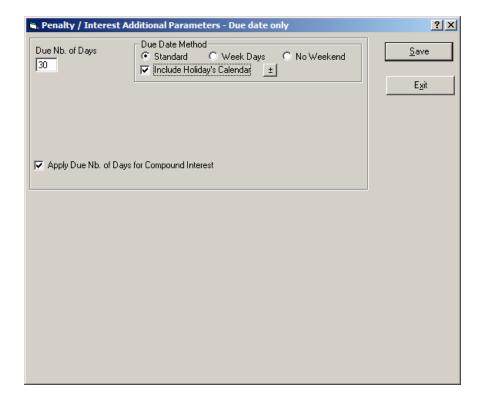
A/R Penalty and Interest Methods

The following A/R Penalty and Interest Methods are described in this section:

Due Date Only

Use the *Due Date Only Interest* method to charge a fee and send an invoice without applying a penalty.

Due No of Days: Do one of the following:

- Enter the number of days past the effective date to start charging interest.
- Enter the number of days past the effective date to start compound interest charges. Then, select the **Apply Due No of Days to Compound Interest** check box.

For example, if you enter **30** in the **Due No of Days** field, interest is applied, or compounded and applied, 30 days past the effective date of the bill.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.

Compound Interest

Apply Due No. of Days for Compound Interest: Select this option to start compound interest charges according to the **Due Number Of Days**.

The Due Number of Days is based on the effective date of the bill. If the user enters **30** in the **Due Number of Days** field, and selects this option, compound interest charges begin **30 days after the effective date**.

Interest, Fixed Percentage

Multiple forms are now available for the *Interest Fixed % A/R Method*. These are: *Interest Fixed % (1)*, *Interest Fixed % (2)*, *(3)*, etc. With these additional forms, you can use the same A/R Class and the same A/R Method, but apply different interest percentages, such as, 2%, 3%, 5%, 7%, 9%, etc.

The following screen shot shows how the Interest, Fixed % A/R Methods are listed in the database.

LANGUAGE	CODE	SHORT_DESC	LONG_DESC
ENG	int	Interest, Fixed %	Interest, Fixed Percentage
ENG	int1	Interest, Fixed % (1)	Interest, Fixed Percentage (1)
ENG	int10	Interest, Fixed % (10)	Interest, Fixed Percentage (10)
ENG	int11	Interest, Fixed % (11)	Interest, Fixed Percentage (11)
ENG	int12	Interest, Fixed % (12)	Interest, Fixed Percentage (12)
ENG	int13	Interest, Fixed % (13)	Interest, Fixed Percentage (13)
ENG	int14	Interest, Fixed % (14)	Interest, Fixed Percentage (14)
ENG	int15	Interest, Fixed % (15)	Interest, Fixed Percentage (15)
ENG	int2	Interest, Fixed % (2)	Interest, Fixed Percentage (2)
ENG	int3	Due date only	Due Date Only
ENG	int4	Interest, Fixed % (3*)	Interest, Fixed Percentage - From Billing Date
ENG	int5	Interest, Fixed % (5)	Interest, Fixed Percentage (5)
ENG	int6	Interest, Fixed % (6)	Interest, Fixed Percentage (6)
ENG	int7	Interest, Fixed % (7)	Interest, Fixed Percentage (7)
ENG	int8	Interest, Fixed % (8)	Interest, Fixed Percentage (8)
ENG	int9	Interest, Fixed % (9)	Interest, Fixed Percentage (9)
ENG	intval	Valley Stream	Valley Stream
FRA	int	Intérêt taux fixe	Intérêt à taux fixe
FRA	int1	Intérêt taux fixe (1)	Intérêt à taux fixe (1)
FRA	int10	Intérêt taux fixe (10)	Intérêt à taux fixe (10)
FRA	int11	Intérêt taux fixe (11)	Intérêt à taux fixe (11)
FRA	int12	Intérêt taux fixe (12)	Intérêt à taux fixe (12)
FRA	int13	Intérêt taux fixe (13)	Intérêt à taux fixe (13)
FRA	int14	Intérêt taux fixe (14)	Intérêt à taux fixe (14)
FRA	int15	Intérêt taux fixe (15)	Intérêt à taux fixe (15)
FRA	int2	Intérêt taux fixe (2)	Intérêt à taux fixe (2)
FRA	int3	date d'échéance	date d'échéance
FRA	int4	Intérêt taux fixe (3*)	Intérêt à taux fixe (2) - De la date facture
FRA	int5	Intérêt taux fixe (5)	Intérêt à taux fixe (5)
FRA	int6	Intérêt taux fixe (6)	Intérêt à taux fixe (6)
FRA	int7	Intérêt taux fixe (7)	Intérêt à taux fixe (7)
FRA	int8	Intérêt taux fixe (8)	Intérêt à taux fixe (8)
FRA	int9	Intérêt taux fixe (9)	Intérêt à taux fixe (9)

Record: 18 of 33 | Filtered | Search

Note: For the Interest Fixed % A/R Method (3), the **Due Number of Days** is calculated from the **Billing Date**. For the other Interest Fixed % A/R Methods, the **Due Number of Days** is calculated from the **Effective Date**.

The code int4 is used for the Due Date Only A/R Method. Therefore, the codes for the Interest Fixed % jump from int3 to int5 and the corresponding short descriptions from Interest, Fixed % (3) to (5).

Due No of Days: Do one of the following:

- Enter the number of days past the effective date to start charging interest.
- Enter the number of days past the effective date to start compound interest charges. Then, select the **Apply Due No of days to Compound Interest** check box.

For example, if you enter **30**, in the **Due No of Days** field, interest is applied or compounded 30 days past the effective date of the bill.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.

Interest Method

Yearly Interest %: Enter the yearly interest percentage to apply to the bill once the due date has passed.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Compound Interest
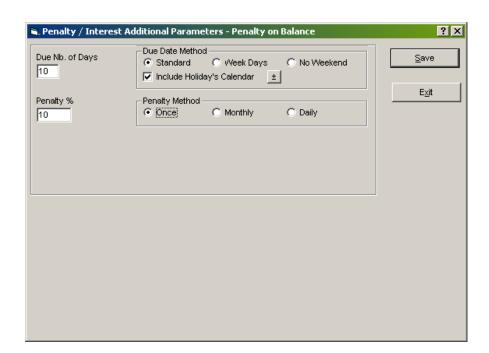
Apply Due No. of Days for Compound Interest: Select this option to start compound interest charges on the date calculated by the value entered in the **Due Number Of Days** text box.

The Due Number of Days is calculated from the effective date of the bill.

Penalty on Balance

Note: The parameters on the Penalty on Balance (2) form are the same. Two forms are provided in order to give clients two methods for calculating the penalty on the balance.

Due No of Days: Do one of the following:

- Enter the number of days past the effective date to start charging interest.
- Enter the number of days past the effective date to start compound interest charges. Then, select the **Apply Due No of days to Compound Interest** check box.

For example, if you enter **30**, in the **Due No of Days** field, interest is applied or compounded 30 days past the effective date of the bill.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.
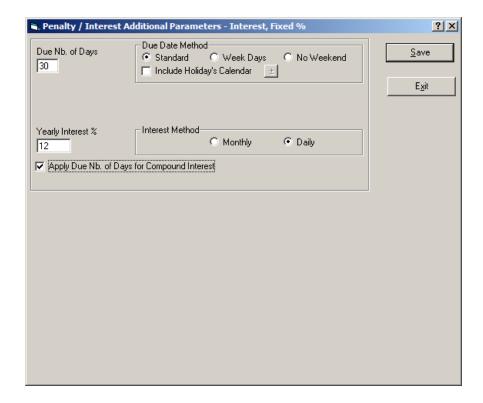
Penalty Method

Penalty %: Enter the percentage to apply the bill and to add as a penalty once the due date has passed.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Penalty on Principal

> **Note:** Two forms are available for Penalty on Principal.

Saving New Penalty / Interest Parameters Records: Click **Save** to save the new Penalty / Interest Additional parameters.

Due No. of Days: Enter the number of days past the effective date to start charging interest.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.

Penalty Method

Penalty %: Enter the percentage to add to the bill, as a penalty, once the due date has passed.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.
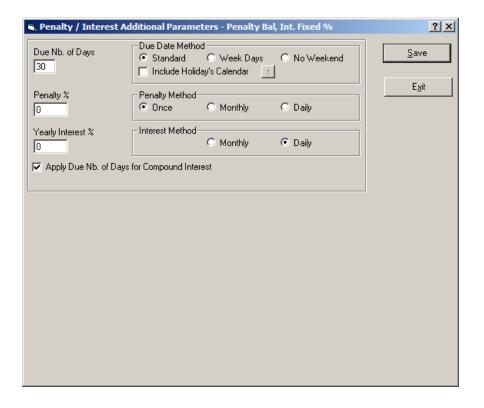
Penalty on Balance or Interest Fixed Percentage

Due No of Days: Do one of the following:

- Enter the number of days past the effective date to start charging interest.
- Enter the number of days past the effective date to start compound interest charges. Then, select the **Apply Due No of days to Compound Interest** check box.

For example, if you enter **30**, in the **Due No of Days** field, interest is applied or compounded 30 days past the effective date of the bill.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.

Penalty Method

Penalty %: Enter the percentage to apply to the bill and to add as a penalty once the due date has passed.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Interest Method

Yearly Interest %: Enter the yearly percentage to apply to the bill once the due date has passed.

Monthly: Select this option to add the interest on a monthly basis.

Daily: Select this option to add the interest on a daily basis.

Compound Interest

Apply Due No. of Days for Compound Interest: Select this option to start compound interest charges according to the **Due Number Of Days**.

The Due Number of Days is based on the effective date of the bill. If the user enters **30** in the **Due Number of Days** field, and selects this option, compound interest charges begin **30 days after the effective date**.

Penalty Plus Interest, Fixed Percentage

Due No of Days: Do one of the following:

- Enter the number of days past the effective date to start charging interest.
- Enter the number of days past the effective date to start compound interest charges. Then, select the **Apply Due No of days to Compound Interest** check box.

For example, if you enter **30**, in the **Due No of Days** field, interest is applied or compounded 30 days past the effective date of the bill.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Include Holiday Calendar: Select this option to link the *Holiday Calendar* to the selected A/R Method.

Select ± to open the *Holiday Calendar* and make modifications. *See Holiday Calendar* on page 4 *for details*.

Penalty Method

Penalty %: Enter the percentage to apply the bill and to add as a penalty once the due date has passed.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Interest Method

Yearly Interest %: Enter the yearly percentage to apply to the bill when the due date has passed.

Monthly: Select this option to add the interest on a monthly basis.

Daily: Select this option to add the interest on a daily basis.

Compound Interest

Apply Due No. of Days for Compound Interest: Select this option to start compound interest charges according to the **Due Number Of Days**.

The Due Number of Days is based on the effective date of the bill. If the user enters **30** in the **Due Number of Days** field, and selects this option, compound interest charges begin **30 days after the effective date**.

Alexandria
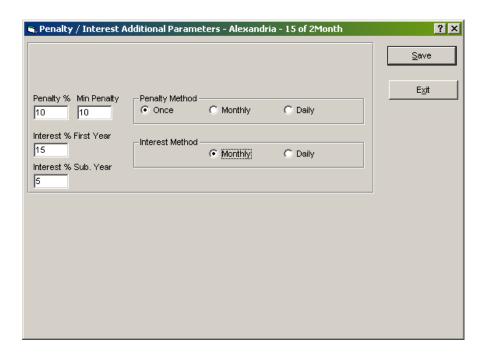
Six A/R methods are available for defining penalty and interest methods for Alexandria:

- Two fixed date
- Two number of days
- End of the month
- 15th day of the second month after the billing.

Note: For these A/R methods, interest and penalties are charged on the balance due.

Alexandria – 15th of Second Month

With this A/R Method, interest is charged on the 15th day of the second calendar month following the reported month. For example, interest is charged on the tax reported for July on September 15; interest is charged on the tax reported for October on the December 15. Detail entries are required for each reported month.

Penalty Method

Penalty %: Enter the percentage to apply to the bill and to add as a penalty once the due date has passed.

Minimum Penalty: Enter the minimum amount to charge once the due date has passed. This amount is added to the bill unless the amount calculated for the percentage is greater.

Note: The maximum penalty cannot be greater than the tax.

Once: Select this option to apply the penalty one time only.

**Monthly:** Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Interest Method

Interest % First Year: Enter the percentage to apply to the bill once the due date has passed during the first year.

Interest % Sub Year: Enter the percentage to apply to the bill once the due date has surpassed the first year.

Monthly: Select this option to add interest on a monthly basis.

Daily: Select this option to add interest on a daily basis.

Alexandria – End of Month

With this A/R Method, penalty and interest are charged at the end of the month following the reported month. For example, tax reported for July is charged interest on August 31; tax reported for October is charged interest on November 30. A/R Detail entries are required for each reported month.

Penalty Method

Penalty %: Enter the percentage to apply to the bill and to add as a penalty once the due date has passed.

Minimum Penalty: Enter the minimum amount to charge once the due date has passed. This amount is added to the bill unless the amount calculated for the percentage is greater.

Note: The maximum penalty will not be greater than the tax.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.
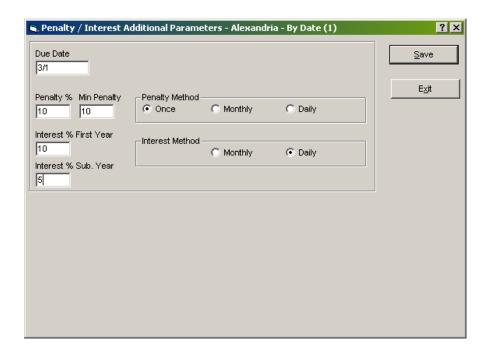
Alexandria – By Date

Alexandria – By Date (1) and (2) are used for setting the penalty and interest by date, as follows. You can set the due date to the same fixed date every year, such as March 31 or October 1.

> **Note:** For the A/R Method, Alexandria - By Date (1), the penalty charges start on the due date while the interest charges start 31 days later.
>
> For the second method, Alexandria - By Date (2), both the penalty and interest charges start on the due date.

Due Date: Enter the month and day that the interest becomes due in the current year.

Penalty Method

Penalty %: Enter the percentage to apply to the bill and to add as a penalty once the due date has passed.

Minimum Penalty: Enter the minimum amount to charge once the due date has passed. This amount is added to the bill unless the amount calculated for the percentage is greater.

> **Note:** The maximum penalty will not be greater than the tax.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Interest Method

Interest % First Year: Enter the percentage to apply to the bill once the due date has passed during the first year.

Interest % Subsequent Year: Enter the percentage to apply to the bill once the due date has surpassed the first year.

Monthly: Select this option to add interest on a monthly basis.

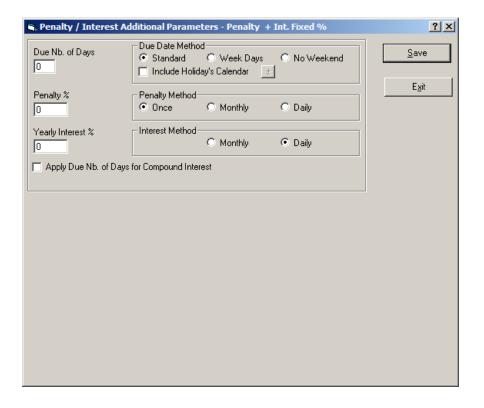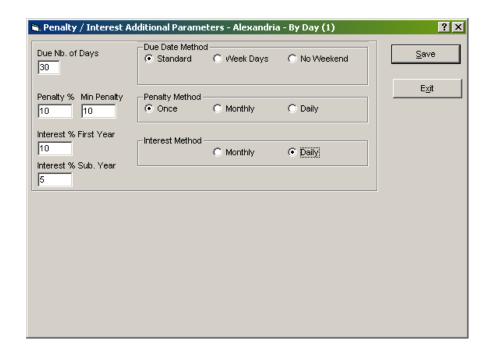**Daily:** Select this option to add interest on a daily basis.

Alexandria – By Day

Two A/R method screens are available for setting the penalty or interest method for Alexandria – By Day (1) and By Day (2). These are based on due date to a set number of days, such as after 15 days and after 30 days. The screens and parameters are identical.

Due No of Days: Enter the number of days in the period allocated to pay the bill without interest or penalty.

Due Date Method

The Due Date is the last day of the Due Number of Days period.

Standard: Select this option to include both weekdays and weekends in the Due Number Of Days period.

Weekdays: Select this option to include only weekdays in the Due Number Of Days period.

No Weekend: Select this option to include both weekdays and weekends in Due Number Of Days period, unless the last day of the period falls on a weekend. In this case, the due date is extended to the following weekday.

Penalty Method

Penalty %: Enter the percentage to apply to the bill and to add as a penalty once the due date has passed.

Minimum Penalty: Enter the minimum amount to charge once the due date has passed. This amount is added to the bill unless the amount calculated for the percentage is greater.

> **Note:** The maximum penalty cannot be greater than the tax.

Once: Select this option to apply the penalty one time only.

Monthly: Select this option to apply the penalty on a monthly basis.

Daily: Select this option to apply the penalty on a daily basis.

Interest Method

Interest % First Year: Enter the percentage to apply to the bill once the due date has passed during the first year.

Interest % Sub Year: Enter the percentage to apply to the bill once the due date has surpassed the first year.

Monthly: Select this option to add interest on a monthly basis.

Daily: Select this option to add interest on a daily basis.

Allegheny – Pen/Interest

The Allegheny – Penalty / Interest method provides the required parameters for setting up Penalty and Interest methods.

Days Until Due: Enter the number of days after the effective date that the bill is due.

Length of Discount Period: Enter the number of days that the discount is available.

Penalty: Enter the percentage to charge for the penalty.

> **Note:** The penalty is charged one time only. Monthly and Daily options are not available.

Interest: Enter the percentage to charge for interest.

Senior Due Date: Enter the month and day that the bill is due for seniors who are qualified for special rates and discounts.

Minimum Threshold Amount: Enter the minimum amount due before interest and penalties are charged.

For example, if $40.00 is entered in the Minimum Threshold Amount, a bill of $20.00 is not charged penalty or interest.
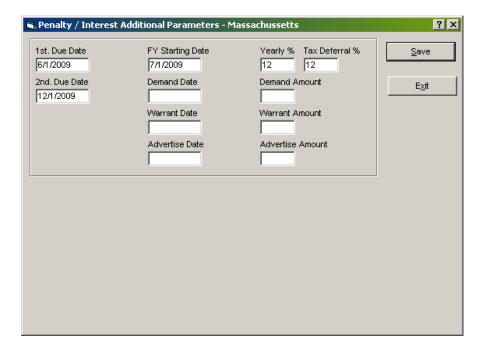
Massachusetts

There are three A/R Penalty and Interest methods for Massachusetts.

Note: Massachusetts is used as an example of the setup for an A/R Method.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

Yearly %: Enter the yearly percentage to apply.

Tax Deferral %: Enter the tax deferral percentage to apply.

1st, 2nd, 3rd, and 4th Due Date: Enter the due date of the first, second, third installments, and so on, as applicable.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

Demand Date: Enter the demand date.

Demand Amount: Enter the demand amount.

Warrant Date: Enter the warrant date.

Warrant Amount: Enter the warrant amount.

Advertise Date: Enter the advertise date.
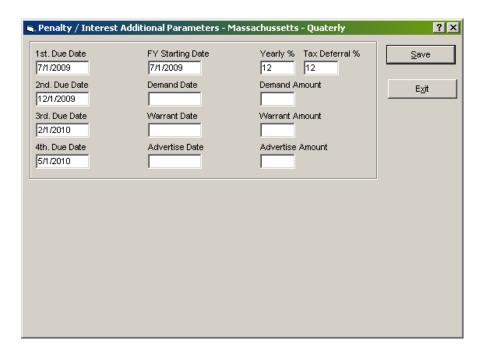
Advertise Amount: Enter the advertise amount.

Massachusetts – Quarterly

Note: Massachusetts--Quarterly is used as an example.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

Yearly %: Enter the yearly percentage for the current record.

Tax Deferral %: Enter the tax deferral percentage for the current record.

1st, 2nd, 3rd, and 4th Due Date: Enter the due date of each installment, from the first to the fourth.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

Demand Date: Enter the demand date.

Demand Amount: Enter the demand amount.

Warrant Date: Enter the warrant date.

Warrant Amount: Enter the warrant amount.

Advertise Date: Enter the advertise date.
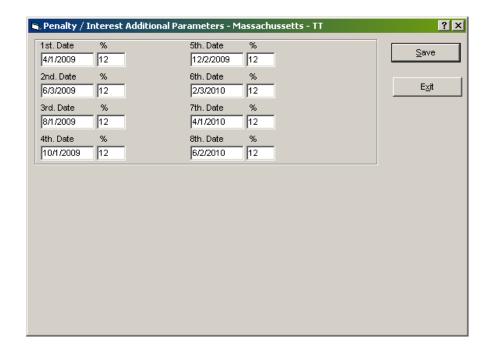
Advertise Amount: Enter the advertise amount.

Massachusetts – TT

Note: Massachusetts – TT is an example.

1st, 2nd, 3rd... 8th Due Date %: Enter the due date and percentage due for each installment; from the first to the eighth.

> **Note:** The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York

Ten A/R penalty and interest methods are available for New York.

New York – County – Erie

> **Note:** New York –County-- Erie is used as an example.

1st, 2nd, 3rd... 15th Due Date %: Enter the due date and percentage due for each installment; from the first to the fifteenth.

> **Note:** The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York – ECIDA – Erie

Note: New York – ECIDA – Erie is used as an example.

1st, 2nd, 3rd, 4th, 5th, 6th Due Date %: Enter the due date and percentage due for each installment; from the first to the sixth.
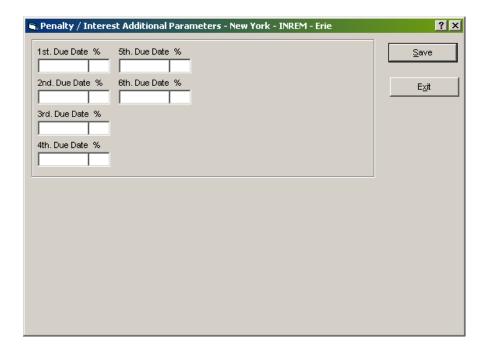
Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

% Tax to Add: Enter the percentage of the tax to add to the current record.

New York – INREM – Erie

Note: New York – INREM – Erie is used as an example.

1st, 2nd, 3rd, 4th, 5th, 6th Due Date %: Enter the due date and percentage due for each installment; from the first to sixth.
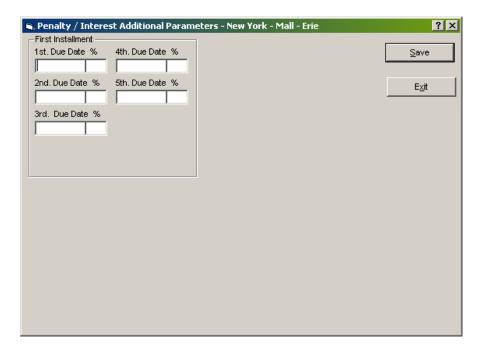
Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York – Mall – Erie

> **Note:** New York – Mall – Erie is used as an example.
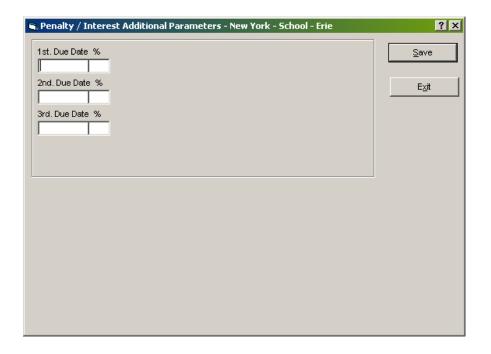
1st, 2nd, 3rd, 4th, 5th Due Date %: Enter the due date and percentage due for each installment; from the first to the fifth.

> **Note:** The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York – School – Erie

Note: New York – School – Erie is used as an example.

1st, 2nd, 3rd Due Date %: Enter the due date and percentage due for each installment; firm the first to third.
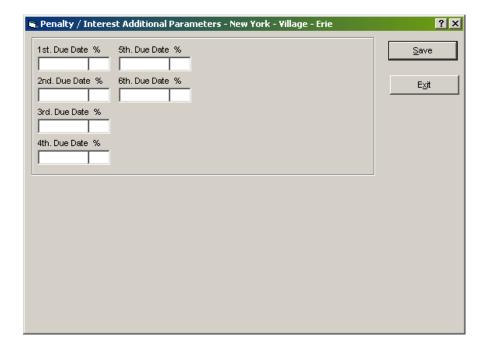
Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York – Village – Erie

Note: New York – Village --Erie is used as an example.
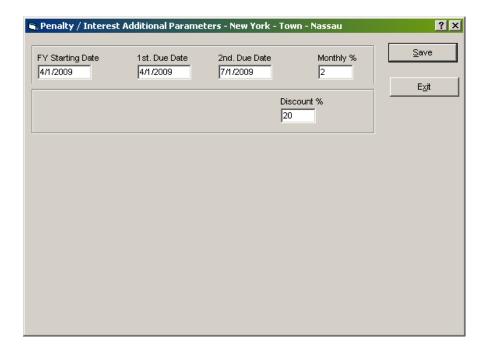
1st, 2nd, 3rd, 4th Due Date %: Enter the due date and percentage due for each installment, from the first to the sixth.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

New York – Town – Nassau

Note: New York –Town – Nassau is used as an example.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

1st and 2nd Due Date: Enter the due date and percentage due for the first and second installments.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

Monthly %: Enter the monthly percentage for the current record.
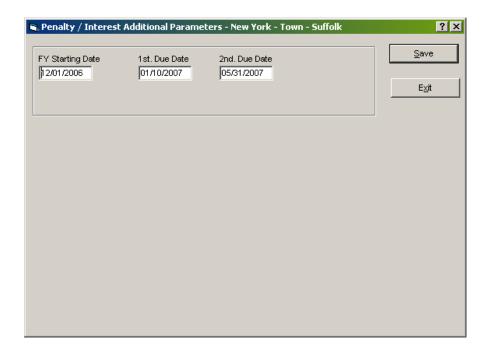
Discount %: Enter the discount percentage for the current record.

New York – Town – Suffolk

Note: Suffolk County (NY) is used as an example.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

1st Due Date: Enter the due date of the first installment.

2nd Due Date: Enter the due date of the second installment.
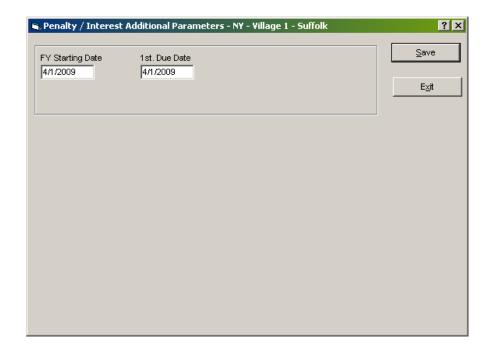
Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

NY — Village 1 – Suffolk

Note: New York-Village1--Suffolk is used as an example.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

1st Due Date: Enter the due date of the first installment.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.
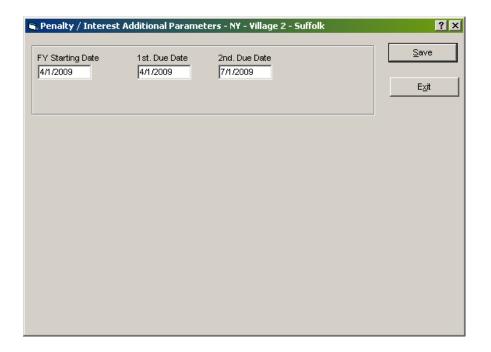
NY – Village 2 – Suffolk

Note: New York-Village 2- Suffolk is used as an example.

Fiscal Year Starting Date: Enter the first day of the fiscal year.

1st Due Date: Enter the due date of the first installment.

2nd Due Date: Enter the due date of the second installment.
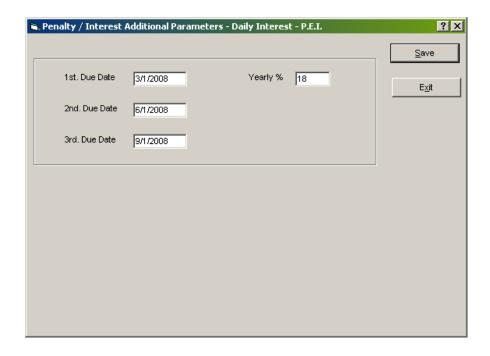
Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

Daily Interest – P.E.I.

The Daily Interest – P.E.I. calculates interest and penalty charges on a daily basis. The interest rate is calculated on the balance and payments can be made in three installments. Charges are based on the date the last payment was made if there was a partial payment.

Yearly %: Enter the interest rate as a yearly percentage.

1st Due Date, 2nd Due Date, and 3rd Due Date: Enter the dates payment is required for the first, second and third installments.

Note: The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.
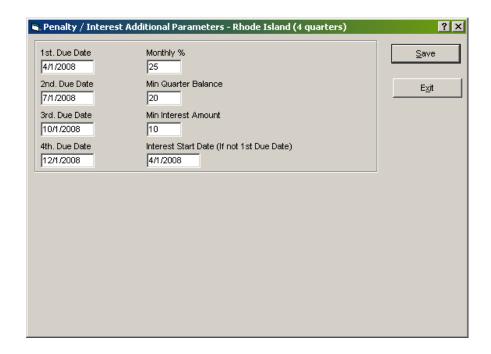
Save: Click **Save** to save your parameters.

Exit: Click **Exit** to close the form. A confirmation message appears if there are any unsaved modifications.

Rhode Island (4 Quarters)

1st, 2nd, 3rd, 4th Due Date %: Enter the first, second and third installment date and percentage and so on, as applicable.

> **Note:** The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.
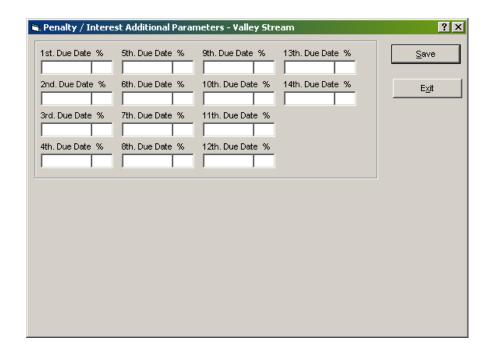
Monthly %: Enter the monthly percentage.

Min Quarter Balance: Enter the minimum quarterly balance.

Min Interest Amount: Enter the minimum interest amount.

Valley Stream

1st, 2nd, 3rd... 14th Due Date %: Enter the due date and percentage due for each installment, from the first to the fourteenth.
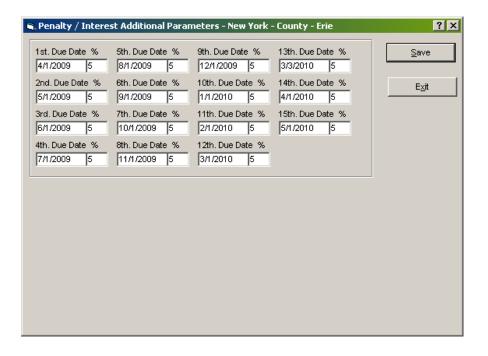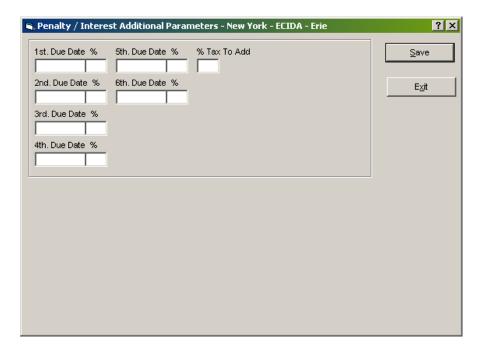
> **Note:** The dates you enter in these fields are not automatically updated when you run your end of year process. Ensure that you update these dates before creating A/R records in a new fiscal year.

Setting Up Cash Collection Parameters

Overview

The Accounts Receivable Cash Collection Parameters are used for setting the defaults for payment data entry and receipts.

The default Cash Collection Parameters can be defined at the following levels:

- **Workstation**: In a Terminal Server environment, you can override the default server settings by computer.
  Otherwise, you can set up the default settings by workstation. All users logged in to the workstation have the same defaults.
- **User**: You can define settings by user.

If parameters are defined at multiple levels, the settings defined at the user level override those defined at the workstation. Parameters defined on the workstation override those defined on the server.

Defining Default Cash Collection Parameters by Computer
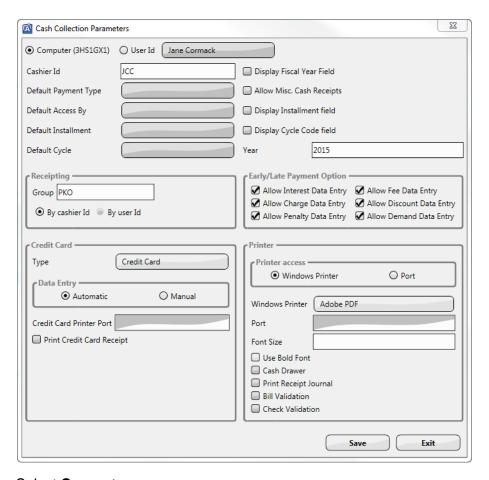
This section describes the Cash Collection parameters that can be set by computer.

Note: If you are working in a terminal server environment and defaults are defined on both the terminal server and on the workstation, those defined on the workstation override those defined by computer.

To define Cash Collection parameters by computer:

1. Log in to the computer.

2. Launch GNA.

3. Select **Application Configurations** > **Accounts Receivable** > **Cash Collection Defaults**.

4. Select **Computer**.

5. Complete the parameters described in this section.

    This section describes the parameters for the setup by computer. *For information about the setup by user, see Defining Default Cash Collection Parameters by User on page 90*.

6. Click **Save** after completing the setup.

Cashier ID: Enter a maximum of 12 characters to be used as an identification for all users using the computer.

Receipting Group: Enter a maximum of three characters in the **Receipting Group** field.

The Receipt Number comprises the Receipting Group and the Sequence Number (RECEIPT_SEQ) in the USR_KEY_RECEIPT table. One is added to the sequence number for each new receipt.

By Cashier ID: This is automatically selected when the Cash Collection Parameters are defined by computer. It cannot be modified.

Payment Type: Select the payment type for credit card payments from the **Credit Card Type** drop-down list (Table: VT_USR_CCTYPE).

Note: The **Credit Card Type** and **Default Payment Type** must be different.

Data Entry: Select one of the following Data Entry options;

- **Automatic**: if the credit card information can be read automatically and transferred to the *Credit Card Data* screen.
- **Manual**: if the credit card information is entered manually.

Credit Card Printer Port: Enter the port number for the credit card printer.

Early / Late Payment Options: Select all the data entry options that cashiers can perform.

- Allow Interest Data Entry
- Allow Charge Data Entry
- Allow Penalty Data Entry
- Allow Fee Data Entry
- Allow Discount Data Entry
- Allow Demand Data Entry

Printer: Select one of the following options:

- Windows Printer
- Port

Windows Printer: Select the network printer

Font Size: Enter the point size of the text.

Use Bold Font: Select this option to print the receipt in bold.

Port: Enter the port number for the printer.
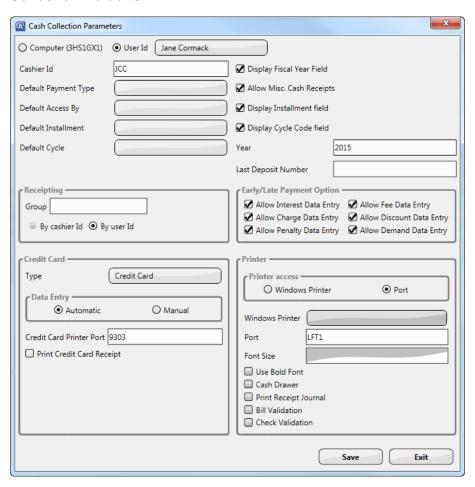
Defining Default Cash Collection Parameters by User

This section describes the Cash Collection parameters that can be defined by user. For a description of the parameters enabled for the setup by computer, see *Defining Default Cash Collection Parameters by Computer* on page 87.

Note: If defaults are defined at both the computer and the user level, the user settings override the computer settings.

To define Cash Collection parameters by user:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **Cash Collection Defaults**.

3. Select **UserId**.

4. Select the user account that you want to define from the drop-down list.

   You can click the ▣ option beside the drop-down list and create a new user account.

5. Complete the parameters described in this section.

6. Click **Save** after completing the setup.

Cashier ID: Enter a maximum of 12 characters to be used as an identification for all users using the computer.

Default Payment Type: Select the default payment type from the drop-down list, such as, **Cash**, **Credit Card**, **Certified Check**, or **Money Order** (Table: VT_USR_CCTYPE)

 Note: The Default Payment Type and Credit Card Type cannot be the same.

Default Access By: Select the default access to display on the *Payment Data Entry* user form. Access can be by type of account, such as Real Property, Utility Billing, or Property Control; or by Payment Type, such as Bill Number, Invoice Number, or Bar Code (Table: VT_SY_CCTYPE).

Default Installment: Select the default installment to display on the screen, first, second, third, fourth installment, or total (Table: VT_ SY_INSTALL).

Default Cycle: Select the user-defined cycle from the drop-down list (Table: VT_USR_ ARCYCLE).

Receipting Group: Enter a maximum of three characters in the **Receipting Group** field.

The Receipt Number comprises the Receipting Group and the Sequence Number (RECEIPT_SEQ) in the USR_KEY_RECEIPT table. One is added to the sequence number for each new receipt.

By User ID: This is automatically selected when the Cash Collection Parameters are defined by User ID. It cannot be modified.

Credit Card Type: Select the payment type for credit card payments from the **Credit Card Type** drop-down list (Table: VT_USR_CCTYPE).

Note: The **Credit Card Type** and **Default Payment Type** must be different.

Data Entry: Select one of the following Data Entry options;

- **Automatic**: if the credit card information can be read automatically and transferred to the *Credit Card Data* screen.
- **Manual**: if the credit card information is entered manually.

Print Credit Card Receipt: Enter the port number for the credit card printer.

Display Options: Select the options to display on the Accounts Receivable user forms:

- **Display Fiscal Year Field**: Select this option to display the fiscal year on the cashier's screen.
- **Allow Misc. Cash Receipts**: Select this option to grant the user the right to enter new miscellaneous cash receipt charges.
- **Display Installment Field**: Select this option to display the installment field on the cashier's screen.
- **Display Cycle Code Field**: Select this option to display the Cycle Code Field on the cashier's screen.
- **Last Deposit Number**: This field is displayed if **Last Deposit Number** is selected in the **Default Deposit Number** field on the *Accounts Receivable General Parameters* form.

Year: To display the amount owing by a specific year on the user forms, enter the year in this field. Leave this field blank to display the total amount owing.

Early / Late Payment Options: Select all the data entry options that cashiers can perform.

- Allow Interest Data Entry
- Allow Charge Data Entry
- Allow Penalty Data Entry
- Allow Fee Data Entry
- Allow Discount Data Entry
- Allow Demand Data Entry

Printer: Select **Windows Printer** or **Port** as applicable for your printer setup.

Windows Printer: Select the network printer

Font Size: Enter the point size of the text.

Use Bold Font: Select this option to print the receipt in bold.

Port: Enter the port number for the printer.

Bill Validation: Select this option to use Bill Validation instead of Receipt. The **Receipt** parameter is disabled on the user form when this option is selected.

Print Receipt Journal: Select this option if you are using a *Print Receipt Journal*. This generates a log of all payment transactions at the time of transaction rather than the end of the day.

Check Validation: Select this option if you are using check validation.
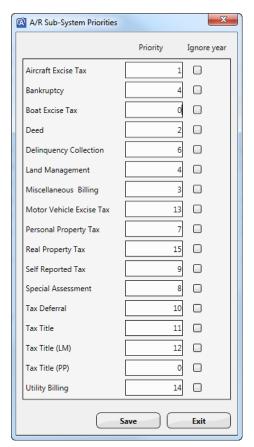
A/R Subsystem Priorities

📖 Overview

The *A/R Subsystem Priorities* form is required for the Lockbox utility. It is used for defining the order that payments are distributed. *See Payment Lockbox Application on page 254.*

To set up the subsytem priorities:

1. Launch GNA.

2. Select **Parameters** > **Accounts Receivable** > **A/R Subsystem Priorities**

Priority: Enter a number in the **Priority** field next to each subsystem to define the order in which bills are paid.

Note: Bills with the highest numbers have the highest priority.

Ignore Year: Select **Ignore Year** to use only the subsystem priority when making payments. Bills from the subsystem with the highest priority are paid first. Otherwise, if this option is deselected, payments are made on all outstanding bills according to year; i.e., all bills from 2014 are paid before any bills from 2015.

> **Note:** If a collection year is entered on the Accounts Receivable General Parameters form, no payments will be made on bills dated prior to this year. *See Collection Year* on page 19.

Payments are made in the following order:

1. Payments are made first to the subsystems with the **Ignore Year** option selected, according to Priority Number. The subsystem with the highest priority number is paid first.

2. Payments are then made to subsystems with the **Ignore Year** option deselected, according to Priority Number. The subsystem with the highest priority number is paid first.

3. If two subsystems have the same priority number, payments are made in alphabetical order.

Exit: Click **Exit** to close the form. A confirmation message appears if there are any unsaved modifications. Click **Yes** to save your new data or **No** to close the form without saving.

Save: Click **Save** to save a new A/R subsystem priorities setup or any modifications to an existing one.

Copy to Year

Overview

Use the A/R Copy to Year form to copy the following A/R data from one fiscal year to another:
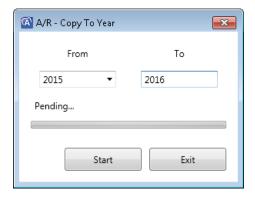
- A/R Class Codes
- A/R Methods
- G/L Distribution Parameters

Note: All existing data are copied.

Typically, you would use this form and copy the data when you create a new fiscal year.

To access the A/R Copy to Year form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **Copy to Year**.
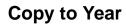
3. Select the year that contains the data you want to copy in the **From Year** drop-down list.

4. Enter the year to which you want to copy the data in the **To Year** text box.

   Note: The **To** year must be later than the **From** year.
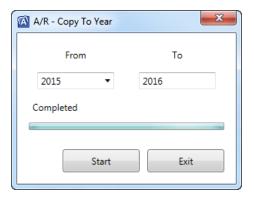
5. Click **Start**.

   A message is displayed when the copy is complete.

6. Click **Exit**.

Security for Govern OpenForms

📖 Overview

This section runs through the procedures for setting up security on the administrative forms, the user forms, and the batch processes.

These are described under the following headings:

Prerequisites

In order to set up security for A/R in Govern OpenForms:

- Access to the following applications:
    - Govern Security Manager (GSM)
    - Govern OpenForms Designer (OFD)
    - Govern New Administration (GNA)
    - Govern v6
- The required user forms must be set up in the OFD and added to Profile through GNA.
- Access to GNA Department Maintenance for the A/R Subsystems Allowed.

Allowing Cash Collection on an A/R Subsystem

The *Department Maintenance* form includes a setting called **A/R Subsystems Allowed**. When this option is selected, cash collection is permitted for the subsystem. Users and roles with access to a Profile that is linked to the subsystem can perform cash collection on that subsystem.
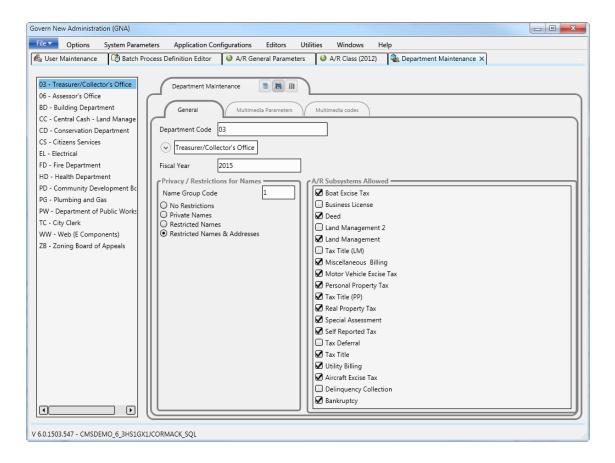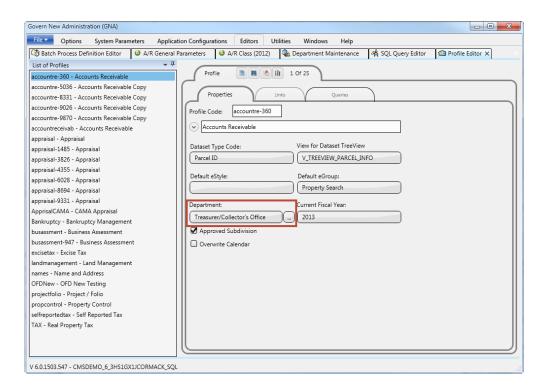
To allow cash collection on a subsystem:

1. Launch GNA.

2. Select **System Parameters** > **Department Maintenance**.

3. Select the department that you want to modify or create a new one.

4. Select the **General** tab.

5. Select the subsystems on which you want to grant cash collection rights.

6. Click **Save**.

7. Open the Profile Editor.

8. Select the Profile that you want to modify or create a new one.
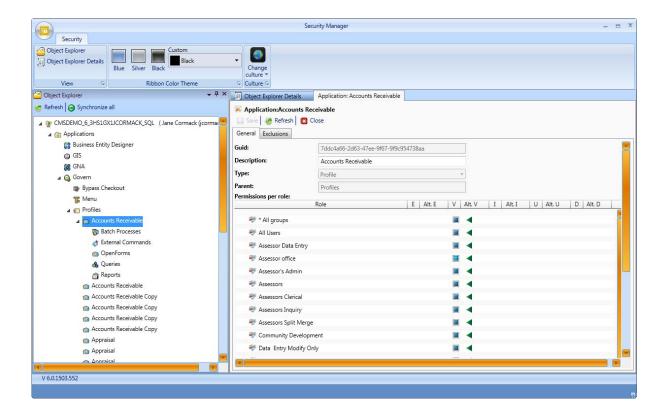
9. Select the department you updated from the **Department** drop-down list.

10. Click **Save**.

11. Launch the Govern Security Manger (GSM).

12. Expand **Applications** > **Govern** > **Profiles**.

13. Right-click on the Profile that you have updated.

14. Provide access to the Roles and users as required.

15. Click **Save**.

Defining Security for Administrative Forms
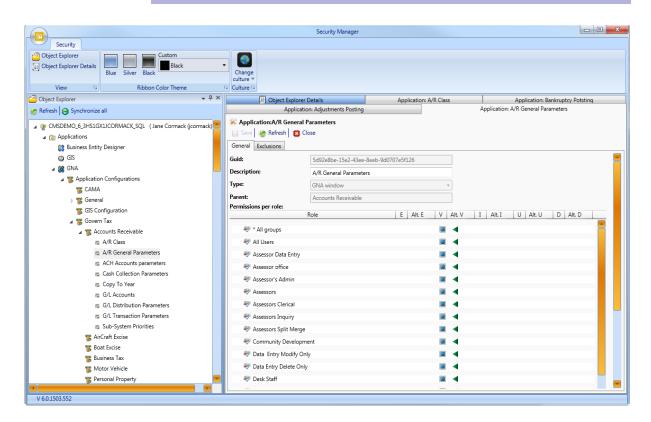
Security for the A/R administrative forms can be defined at multiple levels:

- **Application**: Set the security for all of GNA.
- **Application Configurations**: Set security for all application configuration forms.
- **Govern Tax**: The A/R configuration forms are grouped under Govern Tax along with Real Property, Personal Property, and the Excise Tax forms. You can set security on this group.
- **Accounts Receivable**: Set security on all the A/R forms as a group or on each of the following forms separately:
  - A/R Class

- A/R General Parameters
- ACH Accounts Parameters
- Cash Collection Parameters
- Copy to Year
- G/L Accounts
- G/L Distribution Parameters
- G/L Transaction Parameters
- Subsystem Priority Parameters

> **Note:** Security is set on the form. It cannot be set on the individual parameters on the form.

Defining Security for Batch Processes

In Govern OpenForms, version 6 and above, batch processes are defined by Profile. Security on batch processes can be defined at the following levels, in the Govern Security Manager (GSM):
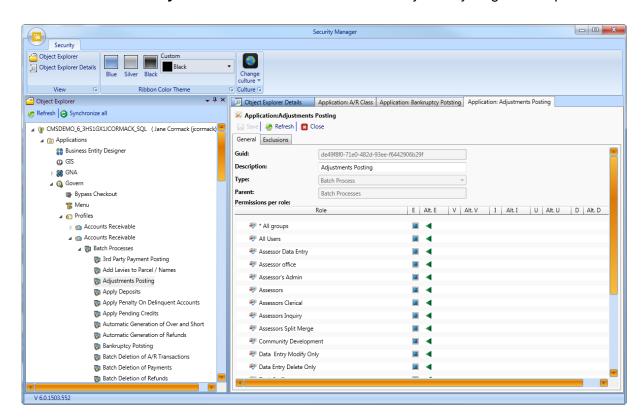
- **Applications**: You can set the security on all applications at once.

- **Single Application**: You can set the security for GNA, Govern, or any one of the applications in the Govern OpenForms product suite, separately.

- **All Profiles**: You can assign user and role permissions to all Profiles at once.

- **A/R Profile**: You can also assign user and role permissions to each Profile separately.

- **Govern OpenForms**: Under the Profile menu, you can set security on all Govern user data forms at the same time.

- **Any Govern user form**: Under the Profile menu, you can set security on an individual Govern form. This gives the initial security to access the form. Security to view and access the entities and elements on the form is set in the OpenForms Designer (OFD).

- **Batch Processes**: you can set security on all batch processes at the same time.

- **Any Batch Process**: You can set security on any single batch process.

Refer to the Govern Security Manager (GSM) guide for further details on security permissions and restrictions.

Defining Security for the A/R User Forms

The A/R module includes the following data entry forms:

- A/R Inquiry
- Deposit Management

The initial security to execute the user forms is defined in the Govern Security Manager (GSM). The security on each entity (or divider) within the form and all the text fields and other items on each divider is defined in the Govern OpenForms Designer (OFD).

Setting Permissions to Execute a Form
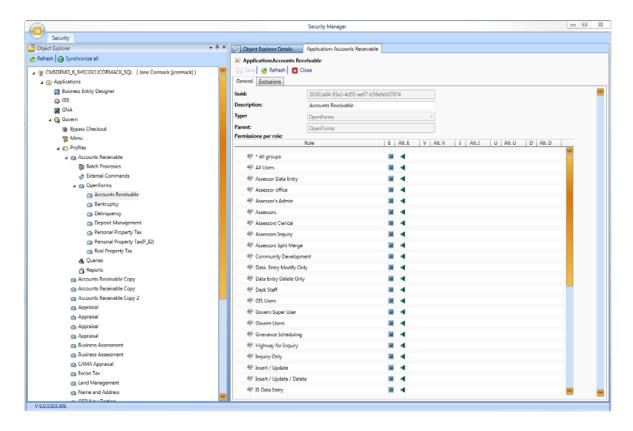
To set the initial security to execute a form:

1. Launch the Govern Security Manager (GSM).

2. Expand the datasource.

3. Select **Applications** > **Govern** > **Profiles**.

4. Expand a Profile that contains the A/R user forms.

5. Right-click on one of the user forms and select **Edit**.

6. Set the security for each role.

7. Right-click on the item again and select **Exclusions**.

8. Select the **Add User** to drop-down list to select the users under the role who have different security permissions.

9. Define those permissions.

10. Click the **Save** icon.

11. Repeat the procedure for each Profile that contains the form

Refer to the Govern Security Manager (GSM) guide for further details on security permissions and restrictions.

Defining Security on the A/R Entities

In Govern OpenForms, security on the entities and attributes is set up in the Govern Open Forms Designer (OFD). The security for Accounts Receivable and other forms that are created from Custom Controls is handled differently from the standard forms.

The following steps are required to set up the security on the A/R entities:

- Verify the prerequisites.
- Hide the root entity.
- Define security on the A/R Inquiry entity.
- Define security on the A/R Information entity.

Verifying the Prerequisites

Before completing the procedures, ensure that the prerequisites are met:

- Security to execute the form is set in the Govern Security Manager (GSM), as described under *Setting Permissions to Execute a Form* on page 104.

Hiding the Root Entity

A root entity is required for each user form. If there is only one entity in the form, that entity is the root. If there are multiple entities in the form, all other entities are linked to the root. Typically, the root entity opens when a user opens the form. Because A/R Inquiry is created from a custom control, it cannot be the root entity. It must be associated with another entity that is defined as the root. For this reason, A/R Root is added to the form. However, it has no other functionality, and in order to make the form user-friendly, it is necessary to hide it from view.

To hide the root entity:

1. Launch the OpenForms Designer (OFD).

2. Open the Accounts Receivable form (AR008).

3. Select the A/R Root entity.

4. Select the **Security** icon 🔒 .

5. Select **Normal** under **Type**.

By default, the Alternative Type is the same as the Normal Type. It is recommended to define the Normal security and then define the exceptions for the Alternative security.

6. Select the required Profile under **Profile**.

7. Select **By Role** and select the required Role.

8. Select the **Show / Hide** icon to hide the visibility.

9. Click **Save**.

10. Repeat the procedure for the Alternative type, for all Profiles that contain the form, and for all roles and users accessing the form.

Defining Security on A/R Inquiry

A/R Inquiry is created from a custom control. For this reason, the fields are not visible when the entity is selected in the OFD. They cannot be modified and expressions cannot be added. Also, the security on the fields is set differently from other forms.

Setting View Permissions on the A/R Inquiry Entity

To set permissions for viewing the A/R Inquiry entity:

1. Launch the OFD.

2. Open the Accounts Receivable form (AR008).

3. Select the **Security** icon 🔒 .

4. Select the A/R Inquiry entity.

5. Select the required type, profile, and role as described under *Hiding the Root Entity* on page 106.

6. Select the **Show / Hide** icon ◉ on the tab to hide the visibility ◉.

7. Click **Save**.

8. Repeat the procedure as required for all types, profiles, roles, and users.
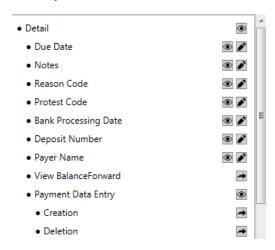
Setting Permissions on the A/R Inquiry Transaction Forms

To set permissions on the transaction forms:

1. Launch the OFD.

2. Open the Accounts Receivable form (AR008).

3. Select the **Security** icon 🔒 .

4. Select the A/R Inquiry entity.

5. Select the type, profile, and role as described under *Hiding the Root Entity* on page 106.

6. Select the drop-down arrow on the tab to hide the visibility ▼.

   This expands the list of transaction functions on which you can set the security.

7. Click **Save**, after defining permissions.

8. Repeat the procedure as required for all types, profiles, roles, and users.

The items that are displayed on the transaction forms, such as the user data entry fields, the group boxes that contain them, and the actions buttons, are listed. Icons are displayed beside each of these. There are three states for the icons:

Icon	States
👁/✏	Granted
👁/✏	Not Granted
👁/✏	Not Explicitly Set (Is Granted)

The following icons are displayed.

Icon	Setting and Result
👁 View	**Granted**: The item, such as a group box or text field, is visible. **Not Granted**: The item is not visible. **Not explicitly set**: The default applies. For the Normal type, the item is visible. For alternative, it is the same as Normal. For a user, it is the same as the Role.
✏ Update (Edit)	**Granted**: The text field can be edited or updated. **Not Granted**: The item can be edited or updated. **Not explicitly set**: The default applies. For the Normal type, the permission is granted. For alternative, it is the same as Normal. For a user, it is the same as the Role.
➡ Action	Granted: The icon is enabled and the user can perform the action. Not Granted: The icon is visible but disabled in Govern. The user cannot perform the action. **Not explicitly set**: The default applies. For the Normal type, the permission is granted. For alternative, it is the same as Normal. For a user, it is the same as the Role.

The fields and action buttons for the A/R Detail are listed first. These are followed by the fields and action buttons for all A/R transaction forms, such as adjustment, abatement, and payment transfer are listed.

Most transaction forms are divided into General Information, Detail, and Comment sections. These sections can be invisible. The text fields and combo boxes can be made invisible or read-only. The action buttons can be disabled.

You can grant or restrict the following permissions on the action buttons. In the default state ➡ all users and roles can perform the actions:

- Update: Set the icon to Not Granted ➡ to disable the Save and Cancel button and all fields.
- Deletion: Set the icon to Not Granted ➡ to disable the Delete button an abatement record.
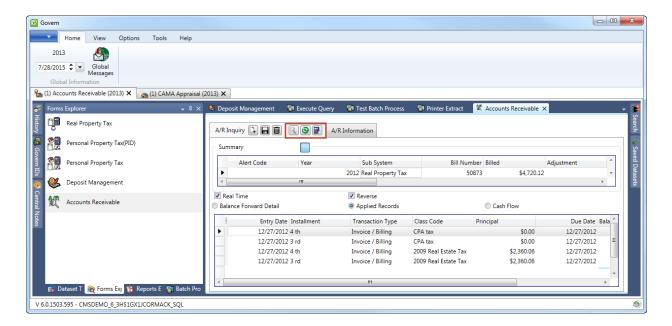
A/R Inquiry Action Buttons

The Search, Reapply, and Refresh action buttons appear on the tab at the top of the A/R Inquiry form:

Search: Users with access to this action button can launch the A/R Inquiry search.

Reapply: Users with access to this action button can reapply or reset all A/R data. This must be used with caution. It is recommended that only administrators have access to this button.

Refresh: Users with access to this action button can refresh the A/R Inquiry form. This button adds the latest A/R Inquiry transactions and data to the form.

Detail

The following parameters are used for the Detail grid on the A/R Inquiry form.

A/R Details Parameters

A/R Detail Grid

Abatement

- Abatement
  - Invoice No
  - Class Code
  - From Installment
  - To Installment
  - General Information Section
  - Detail Section
  - Transaction Date
  - Effective Date
  - Amount
  - Comment Section
  - Justification Code
  - Deposit Number
  - Notes
  - Creation
  - Update
  - Deletion

Accounts Receivable - Abatement / exemption

Detail

Transaction Type Abatement / Exemption

General Information

Subsystem	Year	Bill Number	Invoice No.	Cycle Code
Real Property Tax	2013	50321	2015-06445645	

Detail

Date	Effective On	Amount
6/18/2015	6/18/2015	987.00

Class Code	From Instal	To
Other Districts	01	04

Comment

Justification Code	Deposit Number
Bankruptcy	151 (151-RE)

Notes

Add notes or comments in this space.

Cancel   Save   Exit

Adjustment

- Adjustment
  - Due Date
  - Discount Date
  - Invoice No
  - Class Code
  - From Installment
  - To Installment
  - General Information Section
  - Detail Section
  - Transaction Date
  - Effective Date
  - Amount
  - Comment Section
  - Justification Code
  - Deposit Number
  - Notes
  - Creation
  - Update
  - Deletion

Accounts Receivable - Adjustment

Detail

Transaction Type Adjustment

General Information

Subsystem	Year	Bill Number	Invoice No.	Cycle Code
Real Property Tax	2010	50312	564646	

Detail

Date	Effective On	Amount
6/25/2015		0

Class Code	From Instal	To	Due Date	Discount Date
Real Estate Tax	01	04	6/25/2015	6/1/2015

Comment

Justification Code	Deposit Number
Open Cash Credit	151 (151-RE)

Notes

Cancel   Save   Exit

Charge

Demand

Accounts Receivable

Fee

- Fee
  - Invoice No
  - Class Code
  - From Installment
  - To Installment
  - General Information Section
  - Detail Section
  - Transaction Date
  - Effective Date
  - Amount
  - Comment Section
  - Justification Code
  - Deposit Number
  - Notes
  - Creation
  - Update
  - Deletion

Accounts Receivable - Interest

Detail

Transaction Type   Interest

General Information

Subsystem	Year	Bill Number	Invoice No.	Cycle Code
Real Property Tax	2010	50312	78778644	

Detail

Date	Effective On	Amount
6/26/2015	6/26/2015	500

Class Code	From Instal	To
Real Estate Tax	01	04

Comment

Justification Code	Deposit Number
DelinquencyColl	151 {151-RE}

Notes

Add notes and comments

Cancel   Save   Exit

Interest

- Interest
  - Invoice No
  - Class Code
  - From Installment
  - To Installment
  - General Information Section
  - Detail Section
  - Transaction Date
  - Effective Date
  - Amount
  - Comment Section
  - Justification Code
  - Deposit Number
  - Notes
  - Creation
  - Update
  - Deletion

Accounts Receivable - Interest

Detail

Transaction Type   Interest

General Information

Subsystem	Year	Bill Number	Invoice No.	Cycle Code
Real Property Tax	2010	50312	78778644	

Detail

Date	Effective On	Amount
6/26/2015	6/26/2015	500

Class Code	From Instal	To
Real Estate Tax	01	04

Comment

Justification Code	Deposit Number
DelinquencyColl	151 {151-RE}

Notes

Add notes and comments.

Cancel   Save   Exit

Penalty

- Penalty 👁
  - Invoice No 👁 ✏
  - Class Code 👁 ✏
  - From Installment 👁 ✏
  - To Installment 👁 ✏
  - General Information Section 👁
  - Detail Section 👁
  - Transaction Date 👁 ✏
  - Effective Date 👁 ✏
  - Amount 👁 ✏
  - Comment Section 👁
  - Justification Code 👁 ✏
  - Deposit Number 👁 ✏
  - Notes 👁 ✏
  - Creation ➡
  - Update ➡
  - Deletion ➡

Refund

- Refund
- Invoice No
- Check No
- Interest
- Total
- Class Code
- From Installment
- Due Date
- Discount Date
- Payor Information Section
- Letter Code
- Payor Name
- Change Payor Name
- Remove Payor Name
- General Information Section
- Detail Section
- Transaction Date
- Effective Date
- Amount
- Comment Section
- Justification Code
- Deposit Number
- Notes
- Creation
- Update
- Deletion

Accounts Receivable - Refunds

Detail

Receipt # jco00000006

General Information

Subsystem	Year	Bill Number	Invoice No.	Check No.	Cycle Code
Real Property Tax	2010	50312	7797844	527-89546	

Detail

Date	Effective On	Amount	Interest	Total to Refund
6/26/2015	6/26/2015	$50.00	$0.00	$50.00

Class Code	From Instal	Due Date	Discount Date
Real Estate Tax	t	6/26/2015	6/26/2015

Comment

Justification Code: Duplicate Payment Total

Deposit Number: 154 {154-jcormack}

Notes
Add notes and comments in this field.

Payer Information

Letter Code: Returned Check

Payer Name
Bertha Giacalone
25 Crest Rd E
N Merrick, NY 11566

[R] [C]

[Cancel] [Save] [Exit]

Payment Reversal

Transaction

Payment Transfer

Define Security on the A/R Information Entity

The A/R Information entity is a standard entity. Expressions can be added and the security can be set on this entity as for any other standard entity.

To set the security on the A/R entities:

1. Launch the OpenForms Designer (OFD).

2. Open the Accounts Receivable form (AR008).

3. Select the A/R Root entity.

4. Select the **Security** icon 🔒 .

5. Grant and restrict permissions to all items as described in the *Govern OpenForms Designer guide*. Alternatively, you can create expressions to show and hide items according to specific conditions.

6. Click **Save**.

Defining Security for Deposit Management
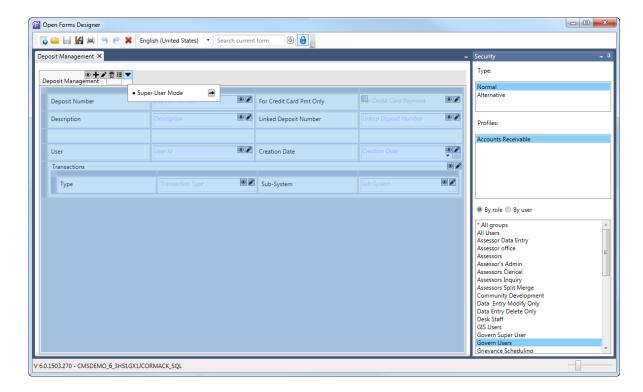
Access to All Deposit Numbers

Typically, users need to view and edit their own deposit numbers only. If required, you can give any user or administrator access to all deposit numbers.

Granting Access to All Deposit Numbers

To grant access to all deposit numbers:

1. Launch the OpenForms Designer (OFD).

2. Open the Deposit Management form.

3. Click the **Security** icon 🔒 to access the security settings.
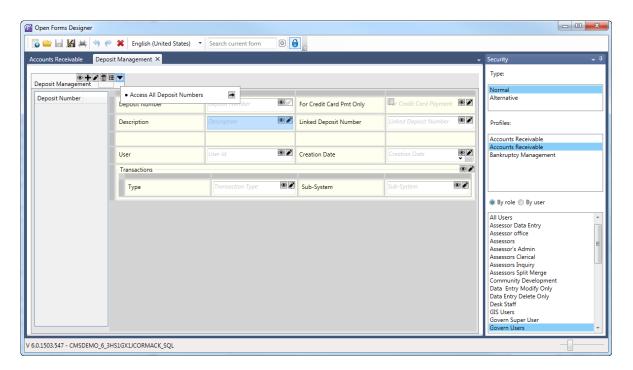
4. Select **Normal** or **Alternative** under **Type**.

5. Select the Profile under **Profile**.

6. Select **By role** and select the applicable role.

7. Select **By user** and select the applicable users if there are any exceptions under the role.
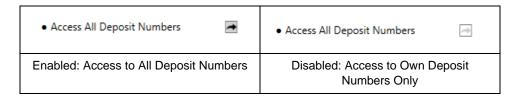
    The security icons are enabled when you select an item in each section.

8. Select the drop-down arrow [Deposit Management] to the right of the icons in the entity tab.

The **Access All Deposit Numbers** permission setting is displayed.

By default, users are granted access to all deposit numbers, to all command buttons, and to all fields on the form. Disable the arrow to grant users access to their own deposit numbers only. The following table shows the differences in the icon for the enabled and disabled state.

• Access All Deposit Numbers →	• Access All Deposit Numbers →
Enabled: Access to All Deposit Numbers	Disabled: Access to Own Deposit Numbers Only

9. Grant viewing and editing rights to text fields and to all items on the form.

10. Click **Save**.

Chapter 2: User Forms

📖 Overview

This chapter describes the following Govern Accounts Receivable user forms. When you open the Accounts Receivable subsystem in Govern, it opens directly to the A/R Inquiry. All other data entry forms can be accessed from this form, with the exception of the Deposit Management form. Deposit Management is a separate form available from the forms explorer.

A/R Inquiry

The *Accounts Receivable Inquiry* form displays transaction details on the selected account, including historical data, where applicable. This form is linked to the master file of each subsystem so that you can access all the accounts receivable information available on a given property or taxpayer name and address record. *See Accounts Receivable Inquiry on page 123.*

Payment Data Entry

The *Payment Data Entry* form is used for accepting and processing payments at the counter, by cash, check, credit card, debit card, or by any other user-defined method. The current owner of the account is automatically defined as the payer. *See Payment Data Entry on page 143.*

A/R Transaction

The *A/R Transaction* form is used for a number of Accounts/Receivable transaction types, including abatements, charges, fees, and duplicate payments. It is used for viewing existing transactions, creating new ones, and for applying modifications to an account or bill. *See A/R Transaction on page 150.*

Abatements and Exemptions

Abatements are applied to reduce the amount owed on an account or to exempt an amount from payment. Typically, they are used to decrease property taxes and are applied after the real property tax assessment and levies are calculated. *See A/R Abatements and Exemptions on page 155.*

Adjustments

The A/R Adjustment form is used to apply modifications to an account or bill and can be used to either increase or decrease the balance due on an account. *See A/R Adjustment on page 159*.

Charge, Demand, Fee, Interest, and Penalty Transactions

The transaction types in this section follow the same form as the A/R Adjustments. Select the applicable form for the transaction type. Then follow the procedures described under A/R Adjustments. *See Charge, Demand, Fee, Interest, and Penalty Transactions on page 163*.

Refunds

The section describes the Refund transaction data entry form. Typically, refunds are used for overpayments and duplicate payments. See *Refunds on page 165*.

Payment Reversal

The section describes the Payment Reversal transaction data entry form. Typically, payment reversals are used for Non-Sufficient Funds (NSF) checks. *See Payment Reversal on page 171*.

Payment Transfer

The section describes the Payment Transfer transaction data entry form. Payment transfers are used to transfer posted payments from one account to another. They can be used to correct payments that were posted to the wrong account. They can be made on posted payments only. *See Payment Transfer on page 176*.

Deposit Management

Deposit Management is required in Govern OpenForms. You can use either auto-assigned deposit numbers or create them manually on the *Deposit Management* form. Note that there are two Deposit Management forms, one for users with Full Access Rights who need to see the deposit number of all users. When creating the Profile, select the applicable form. *See Deposit Management on page 192*.
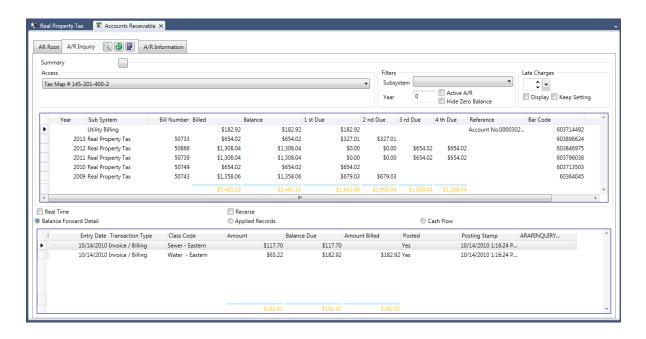
Accounts Receivable Inquiry

📖 Overview

The *Accounts Receivable Inquiry* form displays transaction details on the selected account, including historical data. This form is linked to the master file of each subsystem so that you can access all the A/R information available on a given property or taxpayer name and address record.

To access the *Accounts / Receivable Inquiry* form:

1. Launch Govern.

2. Open a Profile that contains Accounts Receivable.

   The *Accounts Receivable Inquiry* form opens automatically.

3. Perform a search and select a record.

   A search can be performed by the Predefined Searches, Saved Dataset, or the Dynamic Search Group available from the Search icon.

The *Accounts Receivable Inquiry* form includes a Summary and a Detail section. The Summary section lists the Accounts Receivable transactions for the selected record. The Detail section displays transaction details on each entry selected in the Summary section.
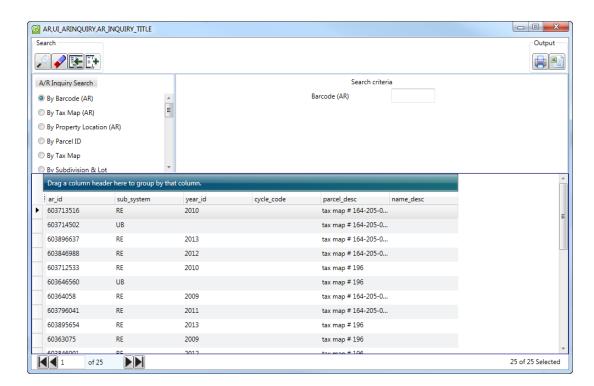
The Detail section has three tabs:

- **A/R Detail** providing details about the transaction selected in the **Summary** tab
- **Notes** for entering notes or comments and additional information about the selected transaction
- **Payment Plan** for entering payment plan information.

A/R Inquiry Icons

The following icons are displayed at the top of the *A/R Inquiry* form: Search, Refresh, and Reapply.

Search: Click the **Search** button to search for a record by any of the objects in the A/R Inquiry Search Group, such as: parcel ID, tax map number, barcode, bill number, invoice number, receipt number, or taxpayer account number.

To use the Search screen:

1. Open the A/R Inquiry form in Govern.
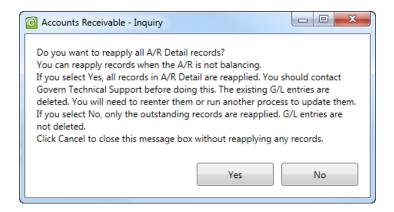
2. Click the **Search** icon.

    All the search types configured in the Dynamic Search Group editor are available in a drop-down list at the top of the form.

3. Select **A/R Inquiry Search**.

4. Select one of the following from the search criteria list:
    *   By Barcode (A/R)
    *   By Tax Map (A/R)
    *   By Property Location (A/R)
    *   By Parcel ID
    *   By Tax Map
    *   By Subdivision & Lot
    *   By Property Location
    *   By Name ID
    *   By Name
    *   By Phone Number
    *   By Application Number (Permit)
    *   By Complaint Number
    *   By MB Account No.
    *   By PP Account No.
    *   By Project Info.
    *   By SRT Account
    *   By UB Account No.
    *   By Bill Number
    *   By Invoice Number
    *   By Receipt Number
    *   By Taxpayer Account Number

5. Select the required records from the search results.

6. Load them to the Govern tree view.

Refresh: Click the **Refresh** button to update the A/R Inquiry form with the latest transactions and data from all users.

Reapply: Click **Reapply** to recalculate and update the displayed amounts if they are not showing correctly.

When you click the Reapply button, the following message appears:

Do one of the following:

- Click **Yes** to recalculate and update all payments and credits. If you select this option, you need to update the G/L manually.

  > **Note:** The Reapply button is used only in unusual circumstances, with the assistance of a Technical Support representative.

- Click **No** to recalculate and update the outstanding credits only.
- Click **Cancel** to close the message and leave the G/L entries as they are.

A/R Inquiry Summary

Transactions listed in the Summary grid are color-coded as follows:

Color (Text or Background)	Description
Green (text)	Payment made but not posted.
Magenta (text)	Overpayment
Gray (text)	Inactive account
Yellow (background)	Record with Payment Plan
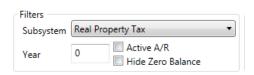
Display

Click the toggle switch beside the **Summary** heading to show only the selected record in the Summary section and thereby to increase the area for displaying Detailed transactions. Click this toggle again to show all headings and records in the Summary section.

Filters
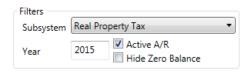
Use the filters to limit the display of records to the following criteria:

Subsystem: Select the subsystem for the records you want to display (Table: VT_SY_SUBSYS).

> **Note:** The drop-down list displays the options selected under **A/R Subsystems Allowed** on the *Department Setup* form in GNA. If no systems are selected, this option is not enabled.

Year: Enter the year of the records you want to display in the **Year** text box.

Active A/R: Select this option to display the active A/R accounts only. An account can be made inactive by selecting the **History / Inactive Account** option on the **Notes** tab. *See Notes on page 135*.

Hide Zero Balances: Select this option to show only the accounts with balances greater or less than zero.

> **Note:** Settings for the filters are always saved.

Late Charges

This section provides options for displaying penalties on late payments.
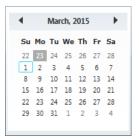
As of Date: Click the calendar to select the date up to which you want to display the late charges.

Display: Select this option to display the late charges for the accounts listed in the grid.

Keep Setting: Select this option to keep the current settings for the **Display Late Charges** and **Late Charges as of Date** options. Otherwise, these options are reset whenever you close, open or refresh the screen.

A/R Inquiry Detail

To display details on a transaction record, double-click on an entry in the **Summary** section; then, select the **Details** tab. The selected record is displayed in the Summary section. To return to the previous view, click the toggle switch ☐ beside the Summary heading.

The information in the **Detail** tab grid is color-coded as follows:

Color	Description
White	A/R Transactions
Blue	Overpayments and Duplicate Payments
Red (text)	Payment made under protest

The following fields are displayed, as applicable for each account. Entry Date, Installment, Transaction Type, Class Code, Amount, Balance Due, Amount Billed, Posted, Posting Stamp.

Sort Options

The following options are available for sorting and displaying transactions under the Detail tab:

Real Time: Select **Real Time** to display transactions when they are due. The default is to display items by **Entry Date**. Payments due in installments could have the same entry date yet they are payable at different dates. Select **Real Time** to display them in the order the installments are due.

Reverse: Select **Reverse** to display transactions by **Entry Date** from oldest to most recent or from most recent to oldest; i.e., in the opposite order to how they are currently displayed.

Balance Forward: Select this option to display a summary of the entries by installment.
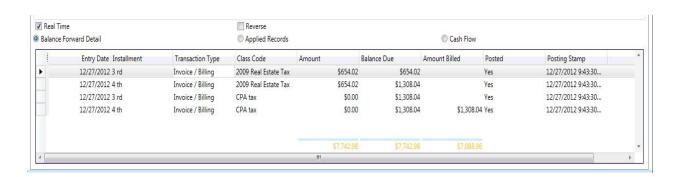
Balance Forward Detail: Select this option to display the transactions as entered.

The **Balance Forward** and **Balance Forward Detail** options display the following details:

- **Entry Date**: This is the date the transaction is entered.
- **Effective Date**: The date the transaction comes into effect. If an interest method is applied, this date is used in the calculation. For example, interest charges could begin 30 days from the effective date.
- **Installment**: The is a umber used for payments and charges that are spread out over several periods.
- **Transaction Type**: The transaction type selected for the transaction. *See A/R Transaction Types on page 298.*
- **Class Code**: The A/R Class Code associated with the transaction in GNA.
- **Amount**: The amount of the transaction or installment in dollars and cents.
- **Balance Due**: The remaining balance due.
- **Reason Code**: If one transaction has a reason code, the Reason Code column is available for all transactions in the list. You can select the applicable code from a drop-down list.
- **Posted**: This field indicates whether or not a batch process has been run on the transaction.
- **Posting Stamp**: The date and time that the selected transaction was posted within the batch process.
- **Check Number**: The number of the check entered on the data entry form for the transaction. This is used as a reference.
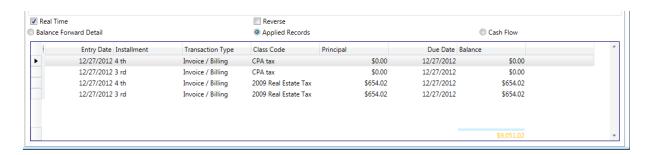
The fields that are displayed and populated vary with the transaction type.
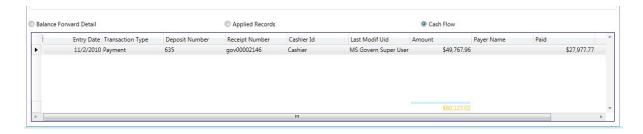
Applied Records: Select this option to display the principal, paid amounts, and remaining balances on records with charges.

The **Applied Records** option displays the details about the payment, such as the following: Entry Date, Installment, Transaction Type, Class code, Principal, Refunded Amount, Paid, Due Date, Interest, Penalty, Late Charges Paid, and Balance.

Cash Flow: Select this option to display the summary of all cash transactions.

The **Cash Flow** option displays the following details Entry Date, Transaction Type, Deposit Number, Receipt Number, Cashier ID, Last Modification User ID, Amount, Payer Name, and Paid.
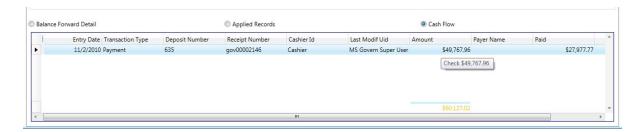
The **Amount** and **Payer Name** fields under Cash Flow displays further details when you hover the mouse over a specific transaction:

Adding a Protest Flag

You can add a protest flag to a record listed in A/R Inquiry Detail in order to indicate that the bill has been contested by the recipient.

> **Note:** When the recipient makes a payment, only the non-protested amount is paid. Any amount over this creates an open cash credit and interest continues to accrue on the unpaid entries.

This is illustrated in the following scenario:

Real Estate Tax Levies Under Protest

In this scenario, a taxpayer is billed for two levies, but protests the amount billed on the first.

Real Estate Levy 1 (RE1):   1,000.   (Protested Entry)

Real Estate Levy 2 (RE2):   500.

The taxpayer protests RE1 but makes a payment of $800.00. This amount is used to pay RE2 and to create an open cash credit for $300.00. Interest continues to accrue on the $1,000. owed on RE1.
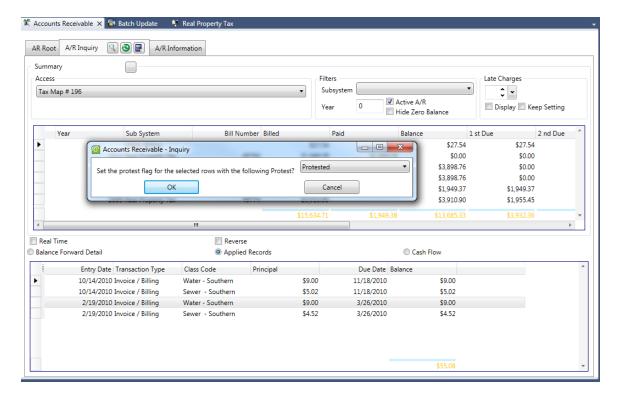
Adding a Protest Flag to a Record

To add a protest flag to a record:

1. Open the A/R Inquiry form in Govern.
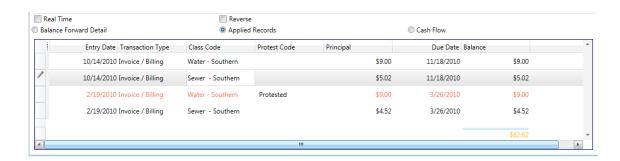
2. Perform a search to retrieve the required record.

3. Open the record in A/R Inquiry.

4. Display the record in the Details grid.

5. Select the **Applied Records** option.

6. Right click on the transaction that is under protest.

   The following message appears.

7. Click **OK** to confirm.

The protested record is displayed in red and the **Protest Code** column is added to the *A/R Inquiry Detail* tab.

8. Select the reason for the protest from the Protest Code drop-down list.

Removing a Protest Flag

To remove a protest flag from a record:

1. Open the A/R Inquiry form in Govern.

2. Perform a search and load the required record to the tree view.

3. Open the record in A/R Inquiry.

4. Select a transaction in the Summary section to display it in the Details grid.

5. Select the **Applied Records** option.

6. Right click on the transaction that is under protest. Protested records are displayed in red.

    The following message appears if there is a due date in the database for the selected record:

7. Click the calendar to select the new due date for the transaction.

    > **Note:** The new date affects the interest calculation.

8. Click **OK** to confirm.

Editing or Deleting a Payment
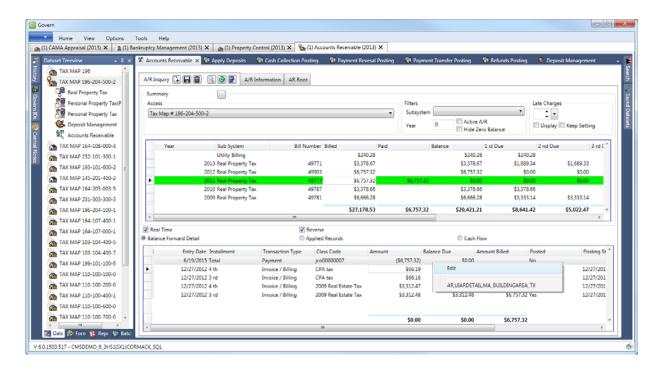
You can edit or delete a payment that is not posted, provided you have the required permissions.

To edit a payment:

1. Launch Govern.
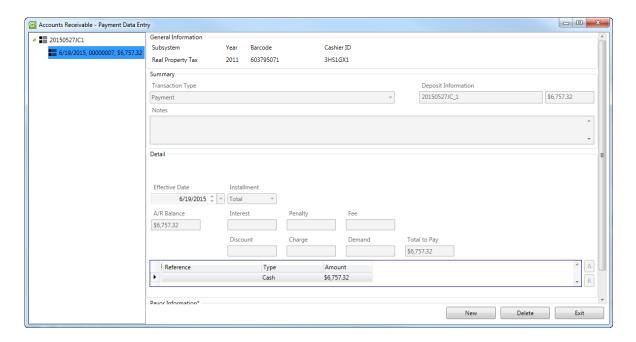
2. Open a Profile that includes A/R Inquiry.

3. Open the *A/R Inquiry* form.

4. Open the required record.

5. Right-click on the record in the Detail section and select **Edit**.

   This opens the Payment Data Entry form.
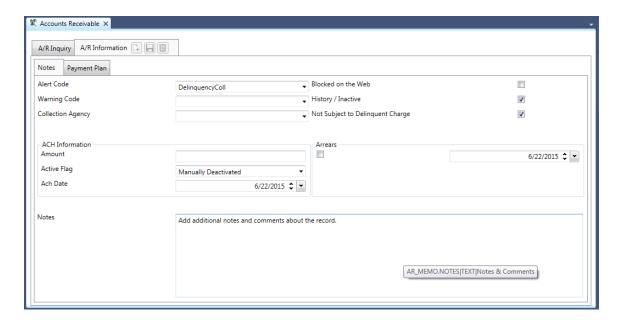
6. Click the **New** button to enter new payment details.

7. Click **Save**.

To delete a payment:

1. Follow steps 1 to 5 described under *To edit a payment:*

2. Click the **Delete** button to delete the payment.

    A confirmation message appears.

3. Click **Yes**.

Notes

Use the **Notes** tab of the *A/R Inquiry* form for adding comments and warning codes, additional information about delinquent charges, history, arrears, and ACH payment information to the selected record.

Alert Code: Select an **Alert Code** from the drop-down list (Table: VT_USR_ ARALERT). An *Alert* is more severe than a *Warning*. If an alert code is associated with the account, no payment entry can be made.

Warning Code: Select a Warning Code from the drop-down list (Table: VT_USR_ARWARNC). A *Warning* is less severe than an *Alert*, in that a notification is sent, but the user can make a payment entry.

Collection Agency: Select a **Collection Agency** for the account from the drop-down list (Table: VT_USR_COLLAGCY).

Notes and Comments: Enter any notes or comments for the account.

Additional Information

Not Subject to Delinquent Charges: Select this option if you don't want any interest calculated on the current account. Otherwise, these charges are calculated automatically.

History / Inactive Account: Select this option to indicate the account is historical or inactive. No further Accounts Receivable transactions can be performed on the account.

Arrears: Select the calendar beside the Arrears date field to select the date that the account went into arrears. Depending on your organization, the date could be populated by a batch process.

ACH Information

Amount: This field displays the amount for the selected record. This can be the amount of the displayed installment or a fixed amount. To override this value, for example, for partial payments, modify the field directly and click **Save**.

Installment: If the displayed amount is an installment, this field displays first, second, third, fourth or total (Table: VT_SY_INSTALL).

Active Flag: The *Prepare Data for ACH File* process sets the Active Flag to Pending. In the Pending state, you can:

• Modify the displayed amount.
• Change the Active Flag to **Manually Deactivated**.

Records set to Manually Deactivated are not included in the ACH File. Use this state for accounts that cannot be prenoted; for example, invalid accounts.
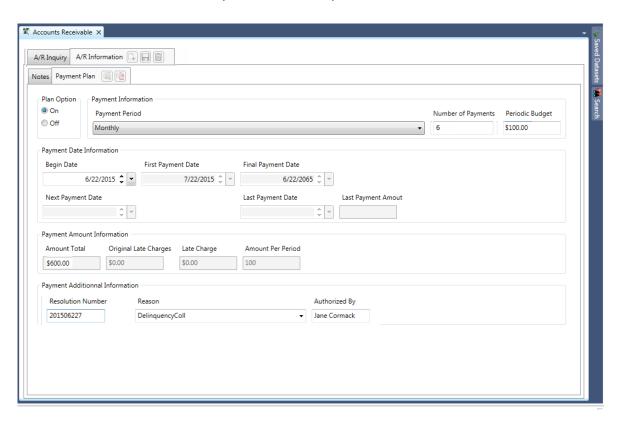
ACH Date: This field displays the date the *Prepare Data for ACH File* process was run.

Fixed Amount: Select this option to indicate that the selected amount is a fixed amount.

Payment Plan

The *A/R Inquiry Payment Plan* is used for defining a payment and calculating when payments are due. The form provides some flexibility. Payments can be received between dates and made for less than the amount specified in the **Amount per Period** field. The **Next Payment Date** field is updated when the full amount for the period has been paid.

Batch Processes

Note: If you run the *A/R Refund Posting* or *A/R Reversal Posting* batch processes for a payment made through the *Payment Plan,* start with the last payment entered. Running one of these batch processes on a payment prior to this may corrupt the *Payment Plan* data.

Highlighting on Accounts with Payment Plans

To indicate that a payment plan is associated with an account, the text for the record is displayed in red in the Summary Detail.

To view other color codes used to flag records in the *Summary* and Detail grids, see *A/R Inquiry Summary on page 126* and *A/R Inquiry Detail on page 128.*

Payment Plan Command Buttons

Save: Click **Save** to save the payment plan record.

Delete: If no payments have been made on the current payment plan, you can remove it by clicking the **Delete** button.

Show Detail: Click **Show Detail** to display the payment plan details.

This button is enabled after the record is saved at least once.

Payment Plan Parameters

The Payment Plan tab includes the following sections:

- Plan Option

- Payment Plan Information
- Payment Information
- Period of Interest/Penalty Information
- Payment Additional Information
- Payment Plan Details

Plan Option

Plan Option (On/Off): Select the **On** or **Off** option according to the status of the project. If required, you could set up all the payment plan parameters; then, turn on the plan when all conditions are agreed upon.

Payment Plan Information

Payment Option: This option is displayed if the **ACH (PAP) Supported via Payment Plan** option is selected in GNA.

- **Manual**: Select this option if you are processing a payment on a Payment Plan made in person at the counter.
- **Payment by ACH (PAP)**: Select this option for pre-authorized Automatic Clearing House (ACH) payments.
- **Postdated Check**: Select this option for postdated checks.

Payment Period: Select an option for the payment period from the drop-down list, according to how often payments are to be made:

- Every two months
- Monthly
- Quarterly
- Weekly
- Other: When you select **Other**, you need to enter a date in the **Starting Date** and **Final Payment Date** fields. The **Periodic Budget** field is disabled. Payments are automatically generated.

Number of Payments: Enter the number of payments required for the plan.

Periodic Budget: Enter the amount of the budget that is agreed upon for the selected period. This field is disabled when the **Other** option is selected in *Payment Period.*

Payment Information

Starting Date: Enter the date the payment plan starts. By default, the current date is displayed.

First Payment Date: Enter the date the first payment is due.

Final Payment Date: Enter the date the final payment is due. This field is active when the **Other** option is selected in *Payment Period*.

Next Payment Date: The next payment date is automatically displayed when the first payment is made and after each subsequent payment.

Last Payment Date: The last payment date is automatically displayed when the first payment is made and after each subsequent payment.

Last Payment Amount: The last payment amount is displayed when the first payment is made and after each subsequent payment.

Period of Interest/Penalty Information

Not Subject to Delinquent Charges: Select this option to exclude the current record from interest, penalties, and other delinquent charges.

Effective Date: Enter the date that the interest comes into effect.

Ending Date: Enter the last date that interest can be charged.

Payment Additional Information

Resolution Number: Enter a resolution (reference) number for the record.

Reason: Select a reason from the drop-down list. Reasons are user defined. Examples include Credit Memo, Debit Memo, Duplicate Payment, and Overpayment (Table: VT_USR_AR_ REASON).
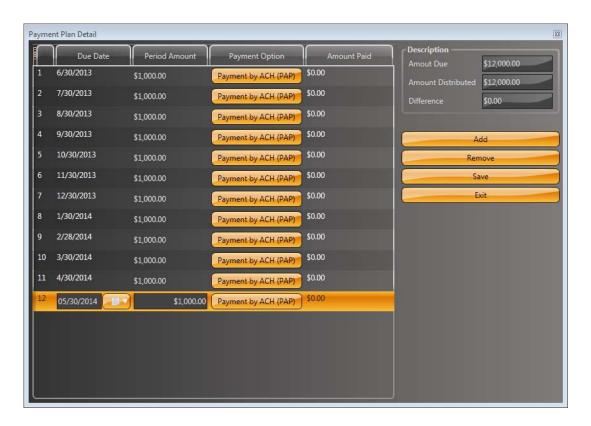
Authorized By: Enter the name of the person authorizing the payment plan.

Payment Plan Details

When you click the **Show Detail** icon 🖾 the *Payment Plan Detail* window opens. This window displays information about the total amount due and the details for each pay period within the plan. For example, if the total is $12,000 and the payment period is monthly, 12 payment periods of $1,000 each are listed.

Amount Due: This field displays the total amount owing on the account.

Amount Distributed: This field displays the amount that is spread across the payment periods.

Difference: This field displays the difference between the **Amount Due** and the **Amount Distributed**.

Payment Period Information

The information in the grid is automatically calculated based on the amount due and the number of payment periods.

The first column displays the number of the payment period. If there are 12 periods, the numbers 1 to 12 are displayed.

Due Date: This field displays the due date for each period. The dates are automatically calculated based on the starting date and the number of periods. Select a date and click the **Calendar** icon to change a due date if required.

Period Amount: This field displays the amount calculated for each period. This is based on the amount due and the number of periods.

You can change the amount due per period by overwriting the amount that is displayed. For example, if there is a small difference between the amount due and the amount distributed, you can add the difference to the first payment or spread it across all payments. If the total amount is uneven, you could add a small amount to the first payment in order to make the other amounts equal. When you change one amount, the others are automatically calculated.

Amount per Period: Enter the amount to be paid for each payment period.

> **Note:** If you run the *A/R Refund Posting* or *A/R Reversal Posting* batch processes for a payment made through the *Payment Plan*, start with the last payment entered. Running one of these batch processes on a payment prior to this may corrupt the *Payment Plan* data.

Payment Data Entry
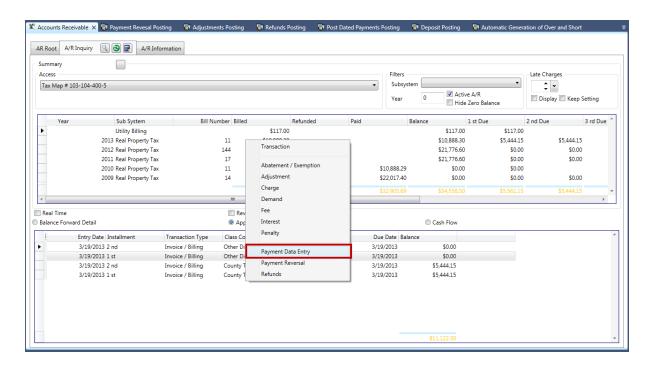
📖 Overview

The *Payment Data Entry* form is used for accepting payments at the counter, by cash, check, credit card, debit card, or by any other user-defined method. The current property owner associated with the account is automatically defined as the payer.
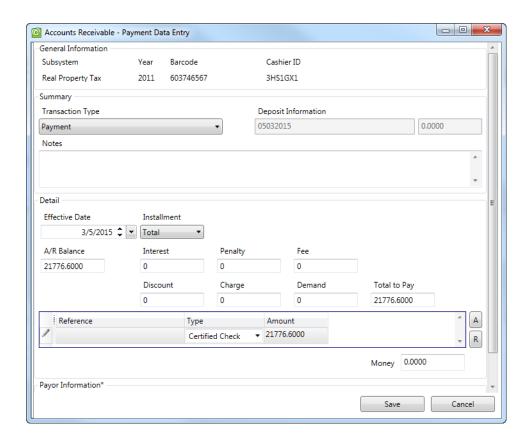
To access this form:

1. Launch Govern.

2. Open a Profile that includes Accounts Receivable module.

   The *Accounts Receivable Inquiry* form opens automatically.

3. Double-click on a record in the **Summary** section to display all entries in the **Detail** section.

4. Right-click on the record for the payment data process.

5. Select **Payment Data Entry**.

The *Payment Data Entry* form is divided into four sections:

- **General Information** displaying the subsystem, year, bar code, and cashier ID
- **Summary** for the transaction type, deposit information, and notes
- **Detail**: for the transaction information including the effective date, A/R balance, interest, penalties, fees, etc.
- **Payer Information**: for the name and address of the taxpayer

Saving a Payment Data Record: Click **Save** to save the new payment data record or your modifications.

Exit / Cancel: Click the **Exit** or **Cancel** button to close the form. A confirmation message appears if there are any unsaved modifications.

General Information
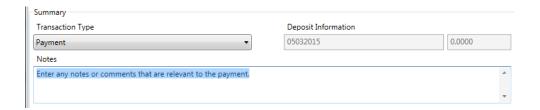
> **Subsystem:** This field displays the subsystem for the record selected on the *A/R Inquiry* form.
>
> **Year:** This field displays the fiscal year displayed of the record.
>
> **Bar Code:** This field displays the bar code or A/R ID in the **Bar Code** field.
>
> **Cashier ID:** This field displays the Cashier ID defined on the *Cash Collection Parameters* form in GNA.

Summary

> Select one of the following transaction types from the **Transaction Type** drop-down list:
>
> - **Payment**: Money given in exchange for goods or services.
> - **Deposit**: An amount of money placed in a bank.
> - **Postdated Payment**: For this transaction type, an AR_ID must be set up previously for the NA_ID or P_ID associated with the payment.
> - **Voluntary Payment / Advance Payment**: An amount that is paid before the bill is received; for example, a taxpayer may forward a payment to cover bills during a predicted absence.
>
> **Deposit Information:** These fields display the current Deposit Number and the total amount of the deposit.
>
> **Notes:** Enter any notes or comments that are applicable to the payment.
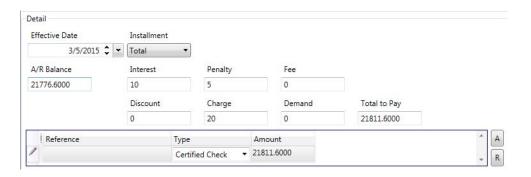
The data entry fields for the Deposit transaction type are different from the fields for the Payment transaction Type.

Detail for Payment Transaction Types

This section describes the data entry fields for the Payment, Postdated Payment and Voluntary or Advance Payment Transaction Types.

The fields at the top of the Detail section are automatically populated. You can modify them only if you have full access rights to the function. The **Reference**, **Type**, **Amount**, and **Money** fields are available for user input.

Effective Date: This field displays the date of the payment. By default, this is the current date. To change the date, click the calendar beside the field and select a new date.

Installment: For payments by installment, this field displays the installment number: **1st**, **2nd**, **3rd**, **4th**, or **Total**.

A/R Balance: This field displays the amount to apply to the bill. By default, this is the balance due and the field is read-only.

Interest: This field displays the current Interest owing on the account.

Penalty: This field displays the current Penalty owing on the record.

Fee: This field displays the current fee.

Discount: This field displays the current discount if applicable.

Charge: This field displays the current charge.

Demand: This field displays the current value of the Demand to apply on the A/R Balance amount.

Note: Changes to values are displayed when the record is saved.
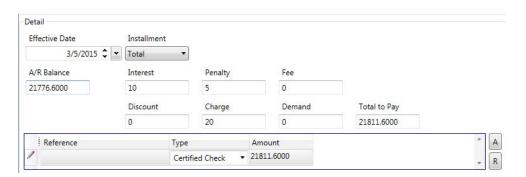
Total to Pay: This field displays the total amount due on the bill. This total includes the amounts from all fields in this section.

For example, interest charges, penalties, fees, and discounts are added to the value in the **Total to Pay** field.

You can modify the value in the Total to Pay field. Your modification is applied to the A/R Balance.
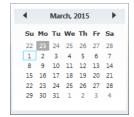
Detail for the Deposit Transaction Type

This section describes the parameters for the Deposit Transaction Type. *For details on the Payment Transaction Type, see Detail for Payment Transaction Types on page 146.*

Effective Date: This field displays the date of the payment. By default, this is the current date. To change the date, click the calendar beside the field and select a new date.

Installment: For payments by installment, this field displays the installment number: **1st**, **2nd**, **3rd**, **4th**, or **Total**.

Total to Pay: This field displays the total amount due on the bill. This total includes the amounts from all fields in this section.

Payment Type and Amount

Reference: Enter any information that is relevant to the payment such as the check number.

Type: Select the payment type from the drop-down list. Examples include Cash, CCR, Check, Credit Card, Certified Check, Money Order, Web ACH, Web Credit Card, Web Debit Card, and Web eCheck.
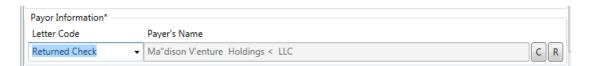
Amount: Enter the amount of the payment if it is different from the displayed value.

Click **Add** A to add a payment or **Remove** R to remove one.

Money: This field displays the money owed to the payer. To calculate this value, the Amounts are subtracted from the Total to Pay.

Payer Information

By default, the **Payer information** fields display the name of the taxpayer and a code that identifies the type of letter to be issued with the bill.

To modify the payer information:

1. Click **C** beside the **Payer information** field to change the name. This displays the Search screen with the following options:
   - By Name ID
   - By Tax Payer Account Number
   - By Name
   - By Phone Number
   - From NA_External

2. Enter the required information on the search screen. Then, select the applicable record.

3. Select a code from the **Letter Code** field to identify the type of letter the payer receives, such as, duplicate payment, over payment or payment reversal (Table: VT_USR_LETER_C).

4. Click **Save**.

Payment Transfer

For a posted payment, you can create a payment transfer. A payment transfer is similar to a payment reversal.
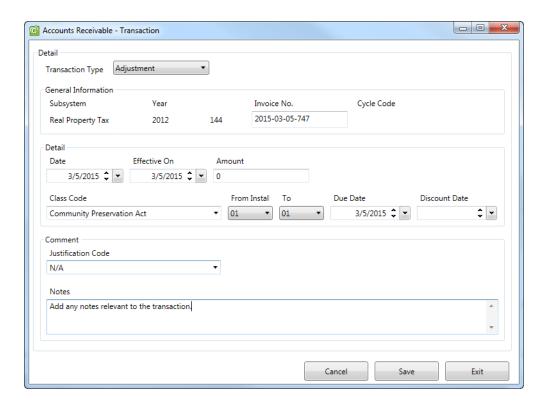
A/R Transaction

📖 Overview

The *Transaction* form is used for a number of Accounts Receivable transaction types, including abatements, charges, fees, and duplicate payments. It is used for viewing existing transactions, creating new ones, and for applying modifications to an account or bill.

To access this form:

1. Launch Govern.

2. Open a Profile with a Accounts Receivable module.

   The *Accounts Receivable Inquiry* form opens.

3. Right-click on a record in the Summary section.

4. Select **Transaction** from the drop-down list

Saving a Transaction: Click **Save** to save a new or modified record.

Exit / Cancel: Click the **Exit** or **Cancel** button to close. A confirmation message appears is there are unsaved modifications.

Selecting a Transaction Type

Transaction Type: Select one of the following Accounts / Receivable transaction types from the drop-down list (Table: VT_SY_ ART1TYPE).

- **Abatement/Exemption** (ab): A reduction of a payment or release from a payment.
- **Adjustment** (adj): A modification made on an account or bill.
- **Charge** (chg): An amount applied on an account or bill.
- **Discount** (dct): A reduction on the total value or gross amount.
- **Demand** (dmd): A special charge applied to delinquent bills. This is used in the Motor Vehicle Excise Tax subsystem.
- **Duplicate Payment** (dup): A second payment made to cover an amount already paid.
- **Fee** (fee): An amount charged for a service or product.
- **Interest** (int): A charge, usually a percentage, applied on delinquent bills or borrowed money.
- **Miscellaneous Cash Receipt** (mcr): An amount charged for an item not covered by other categories.
- **Overpayment** (ovr): An adjustment generated from an overpayment on an installment. This is used in the *Real Estate Tax Assessment and Billing* module only.

  If you are using this transaction type, the Over, Short & Duplicate Method option must be selected on the *Accounts Receivable General Parameters* form in GNA.
- **Penalty** (pen): A charge applied on delinquent accounts.
- **Over & Short** (sht): An amount generated from the *Automatic Generation of Over & Short* batch process.
- **Tax Deferral** (td): A postponed tax payment.
- Transferred to Tax (I/P): An amount transferred to tax.
- **Tax Title / Lien** (tt) A charge applied on property for the fulfillment of a debt or duty.
- **Transferred Principal** (tto): The amount of principal transferred to tax.
- **Sales Tax 1** (tx1): A Sales Tax calculation method in which the first and second taxes are added together; then, applied to the bill.
- **Sales Tax 2** (tx2): A Sales Tax calculation method in which the first tax is added to the bill; then, the second tax is calculated on this amount.

The following transaction types can be selected by right-clicking on a record in *A/R Inquiry* form:

- **Refunds** (rf): An amount of money returned when an overpayment has been made.
- **Payment Reversal** (rev): A correction made when an payment error has been entered and posted or a Not Sufficient Funds (NSF) check has been processed.
- **Payment Transfer**: A correction made to transfer a payment from one account to another. This can be used when payments are entered in the wrong account.

The following Accounts / Receivable transaction types can be selected from either the Transaction Type menu or from by right-clicking on a transaction.

- Abatement / Exemption
- Adjustment
- Charge
- Demand
- Fee
- Interest
- Penalty

For a complete list and description of the transaction types, see A/R Transaction Types on page 298.

General Information

General Information				
Subsystem	Year		Invoice No.	Cycle Code
Real Property Tax	2012	144	2015-03-05-747	

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed.

Year: This field displays the fiscal year of the record.

Bill Number: This field displays the bill number for the selected record.

Invoice No. Enter an invoice number for the transaction.

Cycle Code: This field displays the Cycle Code corresponding to the record (Table: VT_USR_ ARCYCLE).

The Cycle Code is available for the Real Property Tax module only. It is used for tax billing cycles and is linked to the A/R Class Code in GNA.

Detail

Entry Date: This field displays the date the transaction is entered. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

Effective On: This is the date the transaction comes into effect. If an interest method is applied, this is the date from which interest charges are calculated. For example, interest charges could begin 30 days from the effective date. To enter an effective date, click the calendar beside the field and select a new date.

Amount: Enter the value of the transaction.

Note: When entering amounts for transactions such as discounts and abatements, a positive amount creates a credit on the account. Negative amounts are entered only for corrections or reversals of prior transactions.

Class Code: Select an A/R Class Code from the drop-down list (Table: VT_ USR_AR_CLASS).

From / To Installment Number: Select the numbers corresponding to the installment period for the transaction: first, second, third, fourth installment or total (Table: VT_SY_ INSTALL).

Due Date: Click the calendar icon beside the **Due Date** field and select the date the transaction is due, if applicable.

Discount Date: Click the calendar icon beside the Discount Date field and select the final date for a discount on the transaction.

The Due Date and Discount Date fields are available for the following transaction types: Adjustment, Misc. Cash Receipt, Tax Deferral, Tax Title / Lien, Transferred Principal, Sales Tax 1, and Sales Tax 2.

Comment

Justification Code: Select the **Justification Code** to explain the reason for the transaction (Table: VT_USR_ARREASON).

Notes: Enter any notes or comments applicable to the transaction.

A/R Abatements and Exemptions

📖 Overview

Abatements and exemptions are applied to reduce the amount owed on an account or to exempt an amount from payment. Typically, they are used to decrease property taxes and are applied after the real property tax assessment and levies are calculated.

To access this form:

1. Launch Govern.

2. Open a Profile with a Accounts Receivable module.
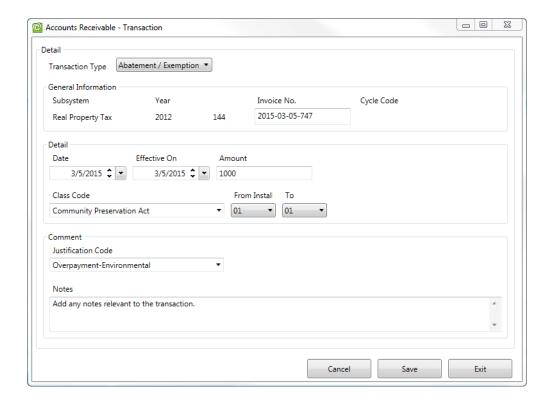
   The *Accounts Receivable Inquiry* form opens automatically.

3. The Abatement / Exemption form can be opened from the Summary or the Detail section. Do one of the following:
   - Right-click on a record in the Summary section and proceed to step 6.
   - Double-click on a record in the **Summary** section to display all entries in the **Detail** section.

4. Select the **Detail** tab.

5. Select the **Balance Forward Detail** option.

6. Right-click on the entry for the abatement process.

7. Select **Accounts Receivable - Abatement / Exemption**

This form has the following sections:

- **Detail**: The transaction type is displayed at the top of the form.
- **General Information**: showing the subsystem, fiscal year, bill and invoice number
- **Detail**: for the entry date, effective date, A/R Class code, installment, amount and discount date
- **Comment**: for the justification code and any notes applicable to the abatement.

Save: Click **Save** to save a new or modified abatement record.

Exit / Cancel: Click the **Exit** or **Cancel** button to close. A confirmation message appears if there are unsaved modifications.

Transaction Type: The Abatement / Exemption transaction type is displayed across the top of the form.

General Information

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed.

Year: This field displays the fiscal year of the record.

Bill Number: This field displays the bill number for the selected A/R Inquiry record.

Invoice No. Enter an invoice number for the abatement.

Cycle Code: This field displays the Cycle Code corresponding to the record (Table: VT_USR_ ARCYCLE).

Detail

Date: This field displays the entry date for the abatement. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

Effective On: This is the date the transaction comes into effect. If an interest method is applied, this is the date from which interest charges are calculated. For example, interest charges could begin 30 days from the effective date. To enter an effective date, click the calendar beside the field and select a new date.

Amount: Enter the value of the abatement.

> **Note:** For transactions such as discounts and abatements, a positive amount creates a credit on the account. Negative amounts are entered only for corrections or reversals of prior transactions.

Class Code: Select an A/R Class Code from the drop-down list (Table: VT_ USR_AR_CLASS).

From / To Installment Number: Select the installment number corresponding to the installment period for the abatement: first, second, third, fourth installment or total (Table: VT_SY_ INSTALL).

Due Date: Enter the date the adjustment must be paid.

Discount Date: Enter a discount date for the adjustment. This is the final date that a discount can be applied on balances due within a certain number of days.

> **Note:** The Due Date and Discount Dates are available for Adjustments,

Comment

Justification Code: Select a **Justification Code** to explain the reason for the abatement (Table: VT_USR_ARREASON).

Notes: Enter any notes or comments applicable to the abatement.

A/R Adjustment

📖 Overview

The A/R Adjustment form is used to apply modifications to an account or bill and can be used to either increase or decrease the balance due on an account.
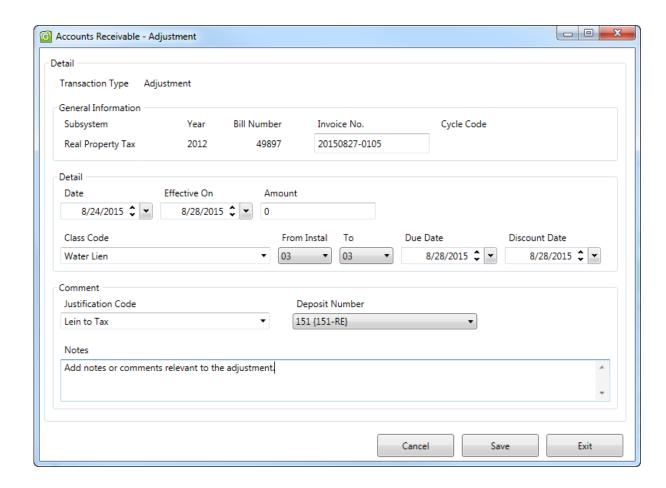
To access this form:

1. Launch Govern.

2. Select a Profile that contains A/R Inquiry.

3. Open the A/R Inquiry form.

4. Perform a search and load the required records to the form.

   The Adjustment form can be opened from the Summary or from the Detail section.

5. Double-click on a record in the **Summary** section to display all entries in the **Detail** section.

6. Select the **Balance Forward Detail** option.

7. Right-click on the applicable record.

8. Select **Accounts Receivable - Adjustment** from the drop-down list

Alternatively, right-click on the record in the **Summary** section and select Adjustment.

You can also select **Transaction**. Then, select **Adjustment** from the Transaction Type drop-down list.

The Accounts Receivable — Adjustment screen has four sections:

- **Transaction Type**: This field is automatically populated if you select **Adjustment** from the context-sensitive menu.

  If you opened the **Transaction** from, you can select **Adjustment**, **Over Payment**, or **Duplicate Payment** from the drop-down list (Table: VT_SY_ ART1TYPE). *For a complete list and description of the transaction types, see A/R Transaction Types on page 298.*

- **General Information**: showing the subsystem, fiscal year, bill and invoice number

- **Detail**: for the entry date, effective date, A/R Class code, installment, amount and discount date

- **Comment**: for the justification code and any notes applicable to the adjustment.

Save: Click **Save** to save a new or modified adjustment record.

Cancel / Exit: Click **Cancel** or **Exit** to close the form. A confirmation message is displayed. Click **Yes** to **Save** your changes. Click **No** to close the form without saving your changes. Click **Cancel** to stay on the form.

General Information

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed.

Year: The year of the transaction.

Bill Number: The bill number for the selected A/R Inquiry record.

Invoice No. Enter an invoice number for the adjustment.

Cycle Code: The Cycle Code corresponding to the record (Table: VT_USR_ ARCYCLE).

Detail

Date: The entry date for the adjustment. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

Effective On: The date the adjustment becomes effective. To enter a date, click the calendar beside the field and select a new date.

Amount: Enter the value of the adjustment.

> **Note:** For transactions such as discounts and abatements, a positive amount creates a credit on the account. Negative amounts are entered only for corrections or reversals of prior transactions.

Class Code: Select an A/R Class Code from the drop-down list (Table: VT_ USR_AR_CLASS).

From / To Installment Number: Select the numbers corresponding to the installment period for the adjustment: first, second, third, fourth installment or total (Table: VT_SY_ INSTALL).

Due Date: Enter the date the adjustment must be paid.

Discount Date: Enter a discount date for the adjustment. This is the final date that a discount can be applied on balances due within a certain number of days.

Comment

Justification Code: Select the **Justification Code** to explain the reason for the adjustment (Table: VT_USR_ARREASON).

Deposit Number: Depending on the options selected in GNA, deposit numbers can be automatically generated or user-defined.

Automatically generated deposit numbers are composed of one or two of the following fields: date, last deposit, and user ID. This number can be modified if security permissions allow.

If Deposit Management is activated, a drop-down list is added to the **Deposit Information** parameter. This is populated by the deposit numbers created in the *Deposit Management* form. *See Deposit Management on page 192*.

Do one of the following:

• Enter a new deposit number required.
• Select a deposit number from the drop-down list.

Notes: Enter any notes or comments applicable to the adjustment.

Charge, Demand, Fee, Interest, and Penalty Transactions

📖 Overview

The following transaction types use the same form and parameters as A/R Adjustments.

- **Charges:** A Charge (chg) is an amount applied to an account or bill. Typically, this transaction type is used with Miscellaneous Billing.
- **Demand:** A Demand (dmd) is a special charge applied to delinquent bills. This is used in the Motor Vehicle Excise Tax subsystem.
- **Fee:** A Fee (fee) is an amount charged for a service or product.
- **Interest:** Interest (int) is a charge, usually a percentage, applied on delinquent bills or borrowed money.
- **Penalty:** A Penalty (pen) is a charge applied on delinquent accounts.

To create a charge, demand, fee, interest, or penalty transaction:

1. Launch Govern.

2. Open a Profile that contains A/R Inquiry.

3. Open the *A/R Inquiry* form.

4. Perform a search and load the applicable record to the form.

5. Right click on the record in the A/R Inquiry form.

6. Select the transaction type from the context-sensitive menu:

7. Follow the procedure as described for adjustment transactions under *A/R Adjustment on page 159.*
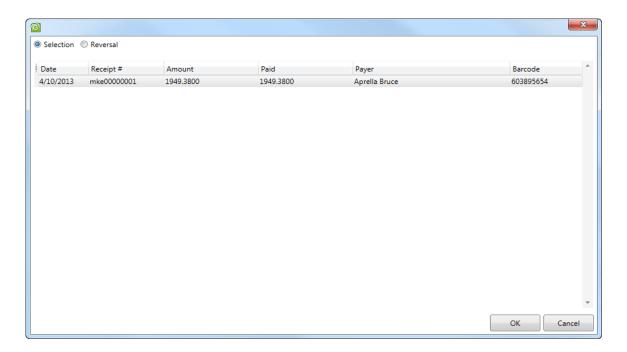
Refunds

📖 Overview

The section describes the Refund transaction data entry form. Typically, refunds are created when there is an overpayment or duplicate payment.

To access this form:

1. Open a Profile that includes the Accounts Receivable form.

   The *Accounts Receivable Inquiry* form opens.

2. Perform a search and select the required record.

3. Right-click on a record in the Summary section.

4. Select **Refunds** from the drop-down list

   The following screen appears:
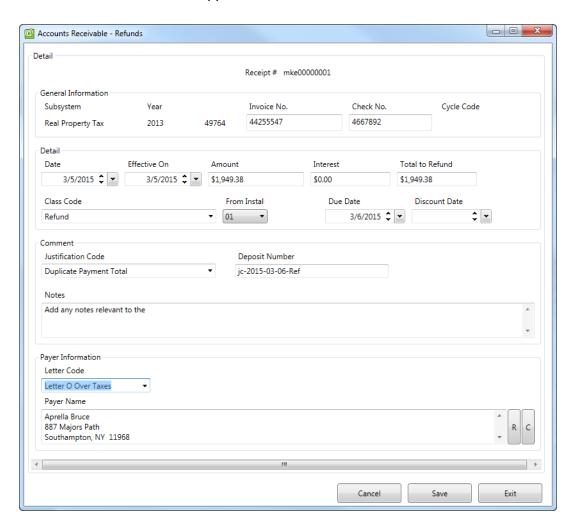
5. Select the record you are refunding and click **OK**.

   If the record is for an overpayment, the following message appears:

---

6. Do one of the following:
    - Click **Yes** to display only the overpaid portion in the **Amount** text box.
    - Click **No** to display the full amount of the payment.

    The Refunds form appears:

General Information

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed.

Year: This field displays the fiscal year of the transaction.

Bill Number: This field displays the bill number for the selected record.

Invoice No. Enter an invoice number for the transaction.

Check No. Enter the check number for the refund.
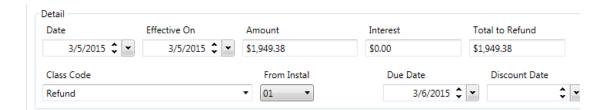
Cycle Code: This field displays the Cycle Code associated with the record (Table: VT_USR_ ARCYCLE).

It is now mandatory to create A/R Cycle Codes for Real Property and Personal Property tax billing. This is used for tax billing cycles and is linked to the A/R Class Code in GNA. You need to set up at least one Cycle Code, but you can create multiple codes. For example, you could have one cycle for municipal tax and a second for school tax.

Frozen IDs are now created for cycle billing. A new Frozen ID is assigned when you run the Posting to A/R batch process. This is called a Certified Record. It is displayed in the Govern History Panel with the Cycle Code. The first Certified Record is assigned Frozen ID -1, the second -2, the third is assigned -3, and so on if there are multiple cycle codes.

A new Tax Audit record is created for all the parcels included in the batch process. The Entry Code for these records is set to Original. The Frozen ID is updated and a new entry is listed in the History Panel. *For further details, refer to the Govern Real Property Tax documentation.*

Date: This field displays the entry date for the refund. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

Effective On: This field displays the date that the transaction becomes effective. To enter a date, click the calendar beside the field and select a new date.

Amount: This field displays the amount of the refund.

If the refund is for an overpayment, this field displays either the overpaid portion or the entire payment, depending on the option selected in step 6, when the initial screen is presented.

Interest: This field displays interest accumulated on the amount.

Total to Refund: this field displays the total amount to refund. By default, it displays the value in the Amount field. Enter a new value if required.

Class Code: Select an A/R Class Code from the drop-down list (Table: VT_ USR_AR_CLASS).

From Installment Number: Select the installment period for the refund: first, second, third, fourth installment or total (Table: VT_SY_ INSTALL).
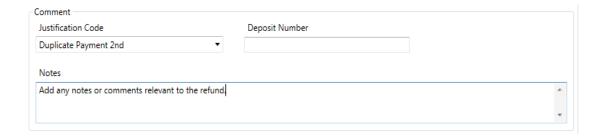
Due Date: Click the calendar icon beside the **Due Date** field and select the date the refund is due, if applicable.

Discount Date: Click the calendar icon beside the Discount Date field and select the final date for a discount on the refund.

Comment

Justification Code: Select a **Justification Code** to explain the reason for the refund (Table: VT_USR_ARREASON).

Deposit Number: Depending on the options selected in GNA, deposit numbers can be automatically generated or user-defined.

Automatically generated deposit numbers are composed of one or two of the following fields: date, last deposit, and user ID. This number can be modified if you have the required security permissions.

If Deposit Management is activated, a drop-down list is added to the **Deposit Information** parameter. This is populated by the deposit numbers created in the *Deposit Management* form. *See Deposit Management on page 192.*

Do one of the following:

• Enter a new deposit number required.
• Select a deposit number from the drop-down list.
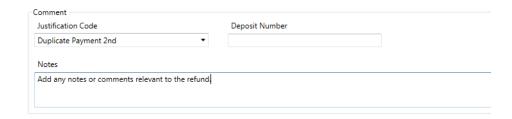
Notes: Enter any notes or comments applicable to the refund.

Payer Information

By default, the **Payer information** fields display the name of the taxpayer and a code that identifies the type of letter to be issued with the bill.

To modify the payer information:

1. Click **C** beside the **Payer information** field to change the name. This displays the Search screen with the following options:
    - By Name ID
    - By Tax Payer Account Number
    - By Name
    - By Phone Number
    - From NA_External

2. Enter the required information on the search screen. Then select the applicable record.

3. Select a code from the **Letter Code** field to identify the type of letter the payer receives, such as, duplicate payment, over payment or payment reversal (Table: VT_USR_LETER_C).

4. Click **Save**.

A/R Inquiry for Refund

The record is displayed on the A/R Inquiry form when the transaction is complete.

The **Amount** and **Payer Name** fields under Cash Flow displays further details when you hover the mouse over a specific transaction:

Payment Reversal
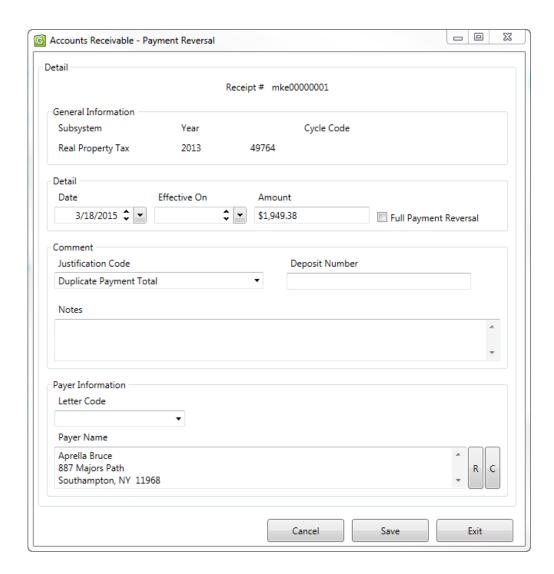
📖 Overview

The section describes the Payment Reversal transaction data entry form. Typically, payment reversal transactions are created for Non-Sufficient Funds (NSF) checks.

To access this form:

1. Open a Profile that has a Accounts Receivable module.

   The *Accounts Receivable Inquiry* form opens.

2. Perform a search and select the required record.

3. Right-click on a record in the Summary section of the *A/R Inquiry* form.

4. Select **Payment Reversal** from the drop-down list

   If multiple records are available the Record Selection form appears and you need to select the required record from this form.

The Payment Reversal form is divided into the following sections:

- General Information on page 172
- Detail on page 173
- Comment on page 174
- Payer Information on page 175

General Information

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed.

Year: This field displays the fiscal year of the record.

Bill Number: This field displays the bill number for the selected record.

Cycle Code: This field displays the Cycle Code associated with the record (Table: VT_USR_ ARCYCLE).

The Cycle Code is mandatory for the Real Property and Person Property Tax modules. It is used for tax billing cycles and is linked to the A/R Class Code in GNA.

Detail

Date: This field displays the entry date for the payment reversal. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

Effective On: By default this field is blank. If an effective date is applicable, click the calendar beside the field and select a new date. For example, you may want to enter the posting date.

Amount: This field displays the amount of the reversal.
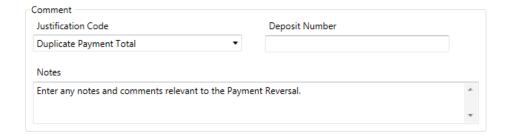
Full Payment Reversal: A full payment reversal can be used when there are multiple records associated with a single name. For example, Bob's Building Supplies owns three properties. Bob has made an overpayment of $10,000.00 on each property for a total of $30,000.00. You can create a full payment reversal to include all properties in the same payment reversal.

Select the **Full Payment Reversal** option. This displays the total for all property records.

Note: The full payment reversal option is only valid when at least one payment has been received for multiple records.

Comment

Justification Code: Select a **Justification Code** to explain the reason for the payment reversal (Table: VT_USR_ARREASON).

Deposit Number: Depending on the options selected in GNA, deposit numbers can be automatically generated or user-defined.

Automatically generated deposit numbers are composed of one or two of the following fields: date, last deposit, and user ID. This number can be modified if security permissions allow.

If Deposit Management is activated, a drop-down list is added to the **Deposit Information** parameter. This is populated by the deposit numbers created in the *Deposit Management* form. *See Deposit Management on page 192.*

Do one of the following:

• Enter a new deposit number if required.
• Select a deposit number from the drop-down list.

Notes: Enter any notes or comments applicable to the payment reversal.

Payer Information

Letter Code: Select a Letter Code that identifies the type of letter sent to the payer; for example, D: Duplicate Payment, O: Over Payment, RV: Payment Reversal (Table: VT_USR_LETER_C).

Payer's Name and Address: This field is displays the payer's name and address.

Click **R** to remove the displayed name and address record.

Click **C** to add a different name and address record. This opens the Name Search screen.

Payment Transfer

📖 Overview

Payment transfers are used to transfer posted payments from one account to another. Typically, they are used to correct an error such as a payment made and posted to the wrong account.

For example, a client could make a payment intended for a utility bill that is somehow processed on a tax bill. To correct this error, you can create a Payment Transfer.

> **Note:** Payment Transfers can be created on posted payments only.
>
> If you transfer the full amount of the original payment, all the associated discounts and interest are transferred. However, if you transfer only part of the original payment, no discounts or interest are transferred.

When you create a Payment Transfer:

- A Payment Transfer (trp) or Payment (pmt) transaction is automatically created in the account that received the transferred payment; i.e., the account to which the payment is transferred. In the preceding example, this is the utility account.
- A Payment Transfer Reversal (trr) or Reversal (rev) is automatically created in the account from which the original payment is transferred. In the example, this is the tax account.

The Payment Transfer (trp) and Payment (pmt) transaction types are the same, as are the Payment Transfer Reversal (rev) and Reversal (rev) types. Separate transaction types can be useful for reviews and reports.

The transaction types are created automatically when the Payment Transfer record is saved. Whether the Payment Transfer (trp) and Payment Transfer Reversal (trr) or Payment (pmt) and Reversal (rev) transaction types are created depends on the setup in GNA. *See Payment Transfer Transactions on page 23.*

Payment Transfer
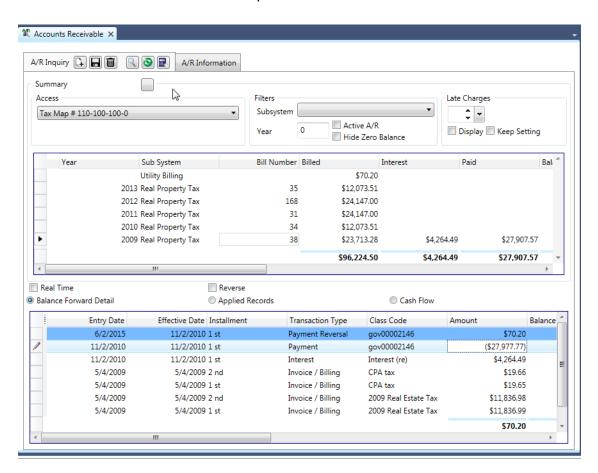
The Payment Transfer (trp) or Payment (pmt) can be viewed in the **Detail** section of the **A/R Inquiry** form when you select the account to which the
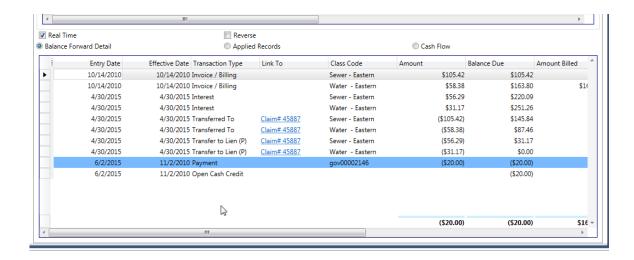
payment is transferred. In the example, this is the utility account. In the **Link To** column, you can click on a direct link to the Payment Transfer Reversal (trr) or Reversal (rev) in account from which the original payment was transferred, the tax account in the example.

Payment Transfer Reversal

Similarly, the Payment Transfer Reversal (trr) or Reversal (rev) can be viewed in the **A/R Inquiry Detail** section when you select the tax account. In the **Link To** column, you can click on a direct link to the Payment Transfer (trp) or Payment (pmt) in the account to which it was transferred.
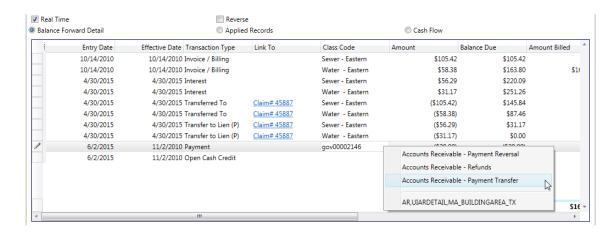
Accessing the Payment Transfer Form

To access the Payment Transfer form:

1. Launch Govern.

2. Open a Profile that has the Accounts Receivable module.

3. Open the Accounts Receivable form.

4. Perform a search and load the required record to the tree view and the form.

5. Select the record in the Summary section of the *A/R Inquiry* in order to view the details.

6. Right-click on the payment you want to transfer in the Detail section.
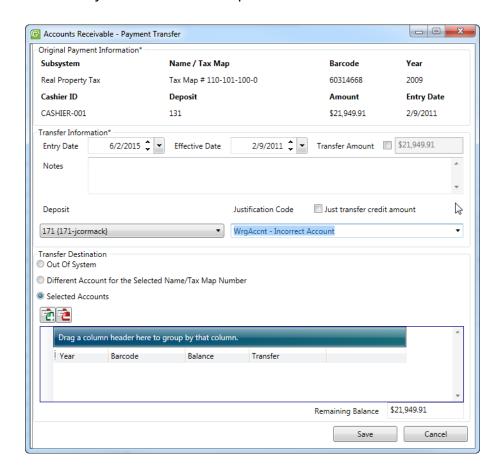
A context menu is displayed.

7. Select **Payment Transfer** from the drop-down list

    The *Payment Transfer* form opens.
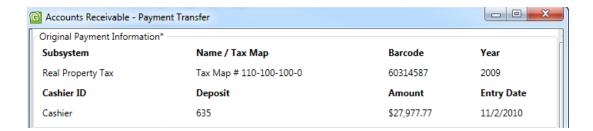
The Payment Transfer form is described in the following sections:

- Original Payment Information on page 180
- Transfer Amount on page 180
- Transfer Destination on page 182

Original Payment Information

The Original Payment Information provides general information about the original payment and includes the following fields:

Subsystem: The subsystem for the record or entry selected on the A/R Inquiry form is displayed. This is the original payment record that will be transferred during this procedure.

Name / Tax Map: This field displays the name or tax map number associated with the account to which the original payment was posted.

Bar Code: This field displays the bar code or A/R ID associated with the original payment.

Year: This field displays the fiscal year of the original payment record.

Cashier ID: This field displays the ID of the cashier who processed the original payment.

Deposit Number: This field displays the deposit number of the original payment.

Amount: This field displays the amount of the original payment.

Entry Date: This field displays the date the original payment was entered.

Transfer Amount

The Transfer Amount section displays details about the transferred payment.

Entry Date: This field displays the entry date for the payment transfer, not the original payment. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.

◄		March, 2015				►
Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Effective On: This field displays the date that the payment transfer is effective. By default this is the effective date of the original payment. To change the default date, click the calendar beside the field and select a new date. For example, you may want to enter the posting date.

Amount: By default, this field displays the full amount of the payment that you are transferring, the original payment. You can modify the amount if you want to transfer only part of the original payment.

Note: If you transfer the full amount of the payment, all discounts and interest are transferred.

If you transfer only part of the original payment, no discounts or interest are transferred.

To modify the amount of the payment that you are transferring:

1. Select the check box beside **Transfer Amount**.

Transfer Information*

| Entry Date | 6/2/2015 | Effective Date | 11/2/2010 | Transfer Amount | ☑ | $70.20 |

2. Overwrite the amount that is displayed.

The amount displayed beside **Remaining Balance** is automatically updated.

Transfer Destination

Select one of the following options for the destination account; i.e., the account to which you want to transfer the payment:

- **Out of System**: Select this option if you are transferring the amount to an external system.

  When you select this option, only the Payment Transfer Reversal (trr) or Reversal (rev) transaction is created. A Payment Transfer (trp) or Payment (pmt) transaction is not created.

- **Different Account for Selected Name or Tax Map Number**: Select this option if you are transferring a payment to another account associated with the same name or tax map number as the original payment. *See Different Account for Selected Name or Tax Map Number on page 183*.

- **Selected Accounts**: Select this option to transfer the payment to any account that can be selected through the A/R Inquiry Search. *See Selected Accounts on page 184*.

Out of System

Select this option if you are transferring the payment to another system that is external to Govern.

To transfer the payment outside the Govern system:

1. Follow the procedure *Accessing the Payment Transfer Form on page 178* to open the *Payment Transfer* form to the applicable payment.

2. Select **Out of System** under **Transfer Destination** on the *Payment Transfer* form.

3. Modify the default **Entry Date**, **Effective Date**, and **Transfer Amount**, if required, as described under *Transfer Amount on page 180*.

4. Click **Save**.

5. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 176*.
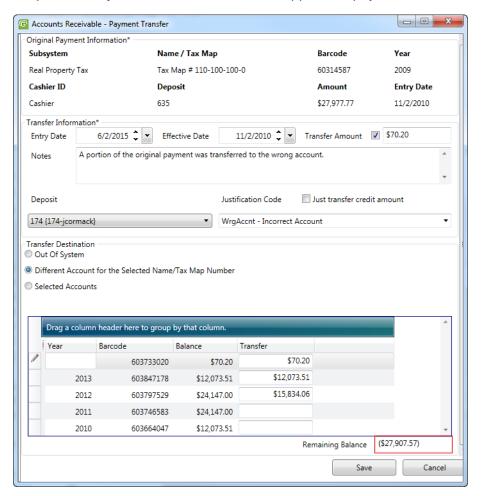
With this option, only the Payment Transfer Reversal (trr) or Reversal (rev) transaction is created. The Payment Transfer (trp) or Payment (pmt) transaction is not created.

Different Account for Selected Name or Tax Map Number

Select this option to transfer the payment to a different account, or barcode, associated with the selected name or tax map number.

To transfer the payment to a different account associated with the same name or property:

1. Follow the procedure *Accessing the Payment Transfer Form on page 178* to open the *Payment Transfer* form to the applicable payment.

2. Select **Different Account for Selected Name/Tax Map Number**.

3. Select the **Transfer Amount** checkbox if you are overriding the default amount and enter a new amount. Otherwise, accept the default.

4. Select **Different Account per Name / Tax Map Number**.

5. All the accounts for the selected name or property are loaded to the form.

   By default, all accounts, with a balance, that are listed for the selected name or tax map number are displayed.

   Account details include the balance; interest; other amounts, such as discounts and penalties; and the amount to be transferred. These are displayed under the **Balance**, **Interest**, **Other Charges**, and **Transfer**. columns.

   By default, the amount displayed in the **Transfer Amount** text box is used to pay each account that is listed.

   The amount that is transferred to a selected account is displayed in the **Transfer** column. This is subtracted from the total **Transfer Amount** and the result is displayed in the **Remaining Balance** text box.

   (Remaining Balance) = (Total Transfer Amount) - (Transfer per Account)

   If multiple accounts are listed, the Transfer Amount is used to pay the amount owing on each one. The final amount is displayed in the **Remaining Balance** text box.

6. Modify the default **Entry Date**, **Effective Date**, and **Transfer Amount**, if required, as described under *Transfer Amount on page 180*.

7. Click **Save**.

8. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 176*.

Selected Accounts

You can transfer a payment to any account in the Govern A/R system that has a balance.

To transfer the payment to another account:
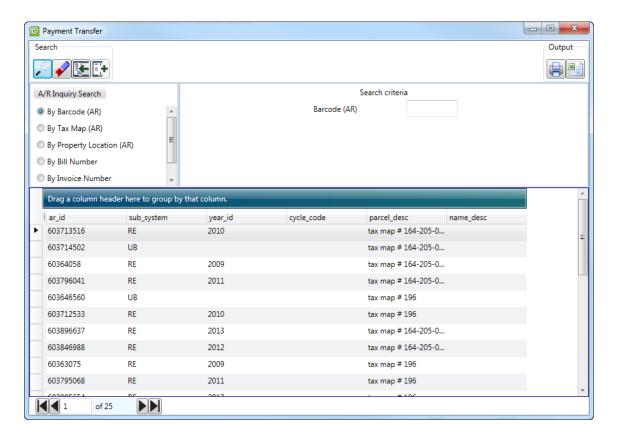
1. Follow the procedure *Accessing the Payment Transfer Form on page 178* to open the *Payment Transfer* form to the applicable payment.

2. Select the **Selected Accounts** option.
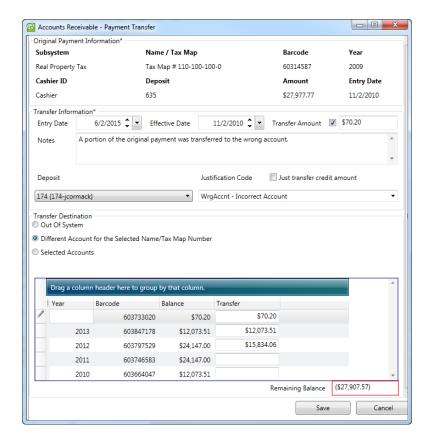
3. Select the **Add an Account** icon .

The *A/R Inquiry Search* screen opens.

4. Perform a search.

5. Select and load the applicable account or accounts to the *Payment Transfer* form.

All selected accounts are displayed in the grid.

The account details include the balance; interest; other amounts, such as discounts and penalties; and the amount to be transferred. These are displayed under the columns: **Balance**, **Interest**, **Other Charges**, and **Transfer**.

By default, the amount displayed in the **Transfer Amount** text box is used to pay each account that is listed.

The amount that is transferred to a selected account is displayed in the **Transfer** column. This is subtracted from the total **Transfer Amount** and the result is displayed in the **Remaining Balance** text box.

> (Remaining Balance) = (Total Transfer Amount) - (Transfer per Account)

If multiple accounts are listed, the Transfer Amount is used to pay the amount owing on each one. The final amount is displayed in the **Remaining Balance** text box.

6. Modify the default **Entry Date**, **Effective Date**, and **Transfer Amount**, if required, as described under *Transfer Amount on page 180*.

7. Click **Save**.

8. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 176*.

Removing a Displayed Account

If you are using either the **Different Account for Same Name / Tax Map Number** o the **Selected Accounts** option, you can remove any of the listed accounts that you are not using, from the *Payment Transfer* form.

To delete a selected account:

1. Follow one of the procedures to add an account to the Payment Transfer form. *See Different Account for Selected Name or Tax Map Number on page 183 or Selected Accounts on page 184*.

2. Select the account.

3. Click the **Remove Account** icon

Modifying the Amount Transferred to a Selected Amount
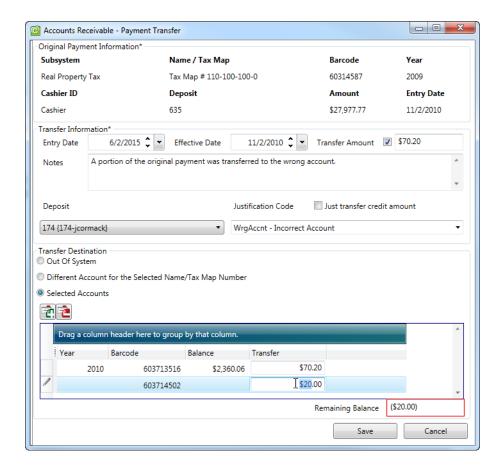
If you are transferring the original payment to one or more selected accounts, you can modify the amount transferred to each account.

The following screen shot shows a payment transfer for multiple accounts:

To modify the amount in the Transfer column for an account:

1. Select the account that you want to modify.

2. Overwrite the amount in the **Transfer** column.

Payment Transfer Troubleshooting
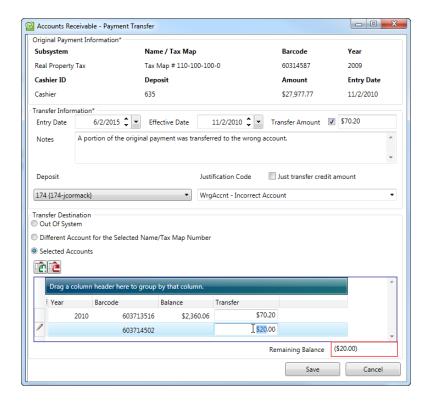
This section describes two scenarios where a payment transfer would not be completed.

- Remaining Balance is Less Than Zero on page 190
- Amount Transferred Is Less Than Amount Owed on page 191

Remaining Balance is Less Than Zero

A Payment Transfer would not be completed if the remaining balance is less than or greater than the amount transferred. The transfer is completed only if the remaining balance is equal to zero, calculated as (Transfer Amount) - (Transfers for all accounts) = 0.

The transfer column displays the amount to be transferred to the selected account. This amount is subtracted from the Transfer Amount. The result is displayed in the Remaining Balance text box.

If the amount transferred to the selected accounts is greater than the original payment, the **Remaining Balance** is less than zero and a message is displayed.

Note: The **Remaining Balance** must be zero in order for the transaction to be completed.
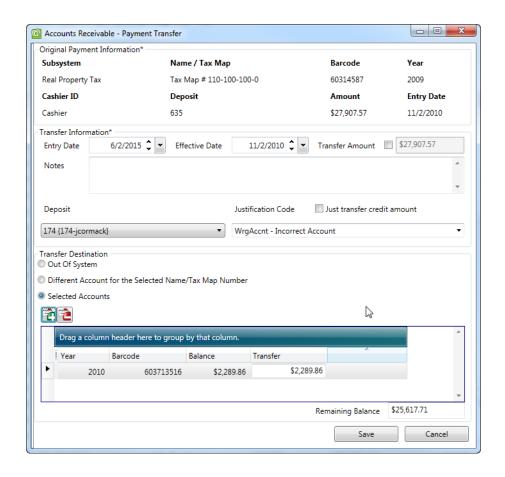
Amount Transferred Is Less Than Amount Owed

Similarly, if the amount transferred to all the selected accounts is less than the amount of the original payment, an error message is displayed.

This could occur if you manually enter an amount in the **Transfer** text box that is less than the **Transfer Amount**.

Note: The **Remaining Balance**, must be zero in order for the transaction to be completed.

Deposit Management

📖 Overview

Deposit Management is mandatory for all A/R transactions in Govern OpenForms. You can use either auto-assigned deposit numbers or create them manually on the Deposit Management form.

Deposit numbers are organized under the following transaction types:

- Payment
- Payment Reversal
- Refund
- Adjustment. You can select a subsystem for the Adjustment type.

For each transaction type, you can create as many deposit numbers as required. For example, you may want to create a new deposit number for each deposit, for each day, or for each user.

Note: There are two levels of security for Deposit Management forms. The first is typically assigned to users, such as administrators and supervisors, who need to see the deposit number of all users. The second is assigned to users who need to see their own deposit numbers only.

To access this form:
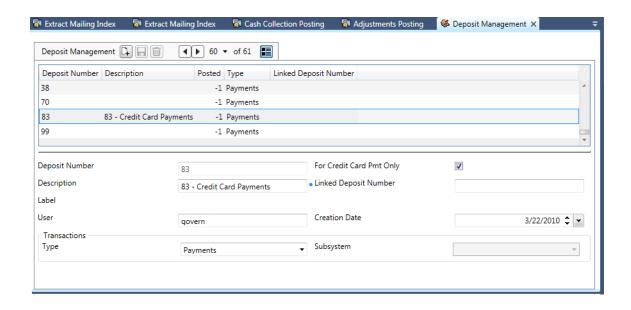
1. Open a Profile that contains A/R Inquiry and Deposit Management.

2. Open the Form Explorer and select **Deposit Management**.

Deposit Management Icons

The following icons are displayed at the top of the *Deposit Management* form.

New: Click the **New** icon ⊞ to reset the form so that you can enter new data. When you click the **New** icon, the **Delete** icon switches to **Cancel** so that you can clear unsaved data.
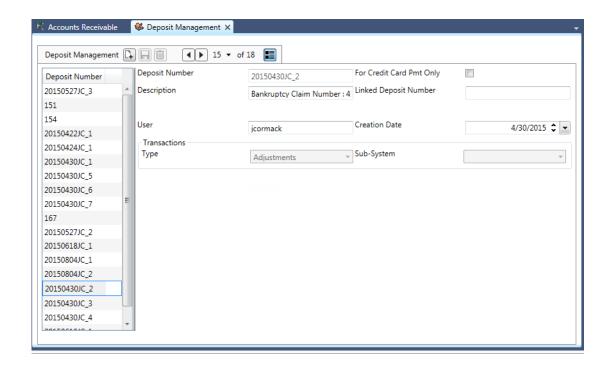
Save: Click the **Save** icon 🖫 to save a new or updated Deposit Management record. Records are saved to VT_USR_BATCH_NO.

Delete: Click the **Delete** icon 🗑 to remove a deposit management number.

Browse: In Govern OpenForms v6, there are several ways of Browsing multiple records.

- **Navigational arrows**: Use the navigational arrows at the top of the form to scroll to the next and previous records.
- **Record Selector**: Click the drop-down arrow at the top of the form in order to view a list of all Deposit Numbers. By adding a description that contains one or more fields, administrators can facilitate record selection. *Refer to the OpenForms Designer documentation for details.*
- **Browsing screen**: Administrators can add a customized Browsing screen that contains one or more fields. This can be positioned on the left or on top of the form.

Deposit Management Data Entry Fields

Deposit Number: Depending on the setup in GNA, the **Deposit Number** field is populated automatically or it can be entered manually. If it is automatic, it is populated when you click New. If it is manual, enter the deposit number. This is a required field.

Description: Enter a description. This is a required field.

Linked Deposit Number: This field is populated with the deposit number of the linked record if separate deposit numbers are used for credit card payments.

The option to create separate deposit numbers for credit card payments needs to be selected on the A/R General Parameters form in GNA. A new record is automatically created for the credit card payment and that deposit number is displayed in this field. *See Scenario: Deposit Numbers for Credit Card Payments on page 195.*

For Credit Card Payment Only: This field is automatically selected if the payment was made by credit card. It cannot be modified from this form.

Creation Date: This field displays the current date and cannot be modified from this form.

Created By: This field displays the user name of the logged-in user and cannot be modified from this form.

Transaction Type: Select one of the following transaction types for the deposit number: Payment, Payment Reversal, Refund, or Adjustment.

Subsystem: Select the subsystem for adjustment transaction types.

Scenario: Deposit Numbers for Credit Card Payments

This scenario describes how to create separate deposit numbers for credit card payments.

Administrative Setup
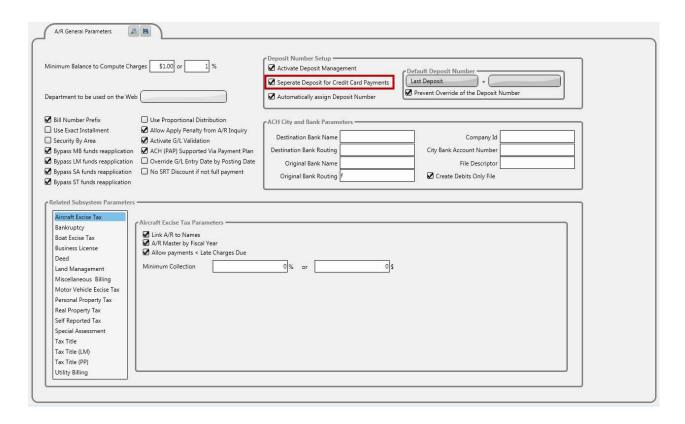
A new deposit number is automatically created for credit card payments if the **Separate Credit Card for Deposit Numbers** option is selected on the *General Settings Editor* in GNA.

To select this option:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable**.

3. Select **Separate Deposit Number for Credit Card Payments**.

4. Click **Save**.

User Form Setup

For the credit card setup, you need to create a deposit number for the type of payments you are processing. Typically, this is Payment.
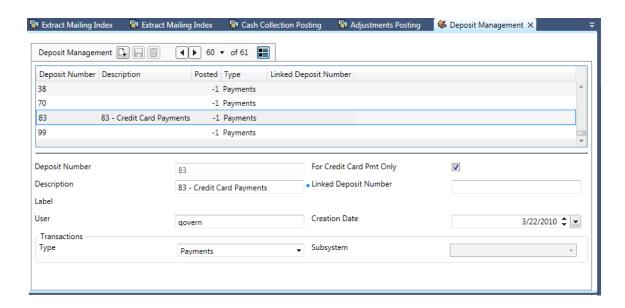
To create a deposit number for payments:

1. Launch Govern.

2. Open a Profile that includes A/R Inquiry and Deposit Management.

3. Open the **Form Explorer** and select **Deposit Management**.

4. Click the **New** icon to create a new deposit number.

5. Enter a deposit number if one is not automatically generated.

6. Enter a description.

7. Select **Payment** from the **Transaction Type** drop-down list.

8. Click **Save**.

> **Note:** The **For Credit Card Payment Only** option is automatically selected if the payment was made by credit card. It cannot be modified from this form.

Entering a Credit Card Payment with Deposit

The procedure for entering a deposit on credit card payments is the same as for any other type of payment. However, you need to ensure that you select the deposit number for credit cards that you created in the previous step.
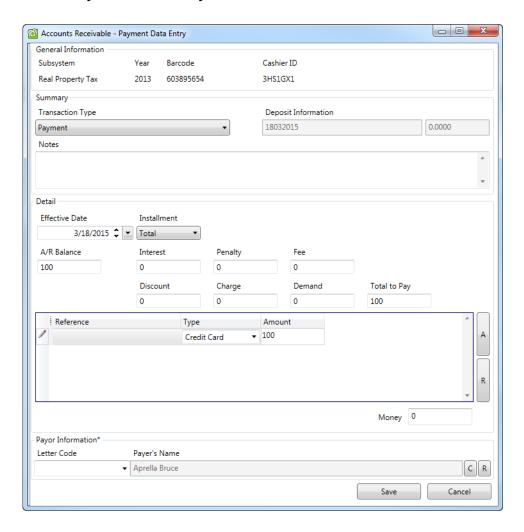
To process a payment with a deposit for credit cards:

1. Launch Govern.

2. Open a Profile that includes Accounts Receivable.

   The *A/R Inquiry* form opens.

3. Perform a search and select the required record.

4. Right-click on the record for the payment you are processing.

5. Select **Payment Data Entry**.

6. Select **Payment**. from the Transaction Type drop-down list, if it is not already selected.

7. Select the Deposit Number you created for credit card payments.

8. Select **Credit Card** from the **Type** drop-down list under Detail.

9. Enter and verify the other details as described under *Payment Data Entry on page 143*.

10. Click **Save**.

Chapter 3: Batch Processing

📖 Overview

This chapter describes the Accounts Receivable batch processes available in Govern. These are used to calculate and update multiple records at the same time, to post records to the General Ledger accounts, deleting records that are not posted, applying pending amounts and penalties, extracting or computing amounts for a specific date, and closing a fiscal period or year.
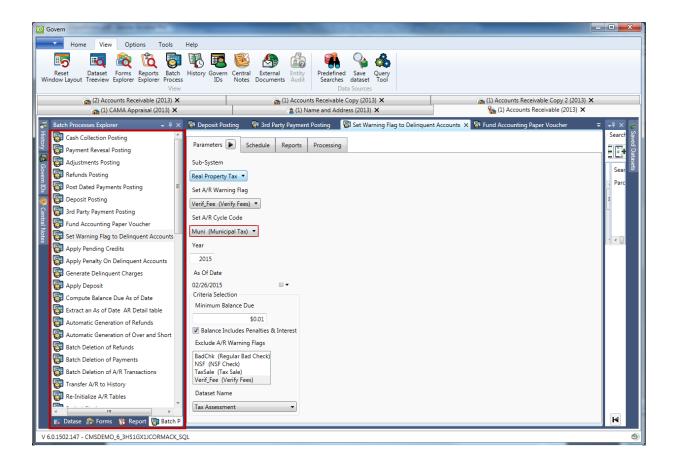
By default, these processes are organized under the following submenus under Batch Processing on the Govern Ribbon: Daily, Periodically, Yearly, and Batch Deletion. You can change the default menu in *Govern New Administration (GNA)* as described in the *Govern Scheduler* guide.

Accessing the Batch Processes

To access the batch processes:

1. Launch Govern.

2. Select **Batch Process** in the **View** menu if the Batch Processes explorer is not displayed.

3. Open the **Batch Processes** explorer.

4. Select the process that you want to view.

Running Batch Processes

Once you have entered all your criteria, such as selecting a range of dates or tax map numbers, or a batch number, you can do any of the following:

- **Execute**: Click **Execute** to run the process immediately.
- **Schedule**: Click **Schedule** to run the process at a later date or on a recurring basis, at regular intervals, such as daily, weekly, hourly, etc.
- **Activate** (Is Enabled): Create and save a schedule for a batch process. Then, deselect the Activate button until you are ready to put the schedule into place. Select **Activate** when you are ready to run the process at regular intervals.

For further details about running and scheduling batch processes, refer to the Govern Scheduler guide.

General Guidelines

This section provides a few rules and tips about Accounts Receivable batch processes.

Optional Fields

If a field is optional, you can enter the required criteria or leave it blank to process all records that meet the other criteria on the form. For example, if a date field if optional, leave it blank to process records from all dates.

Fiscal Year

The **Fiscal Year** displayed in the **Home** menu in Govern Ribbon is not applicable to the batch processes. When the fiscal year is required for the batch process, you need to enter it on the batch process form. On some batch processes, you may need to enter an effective year or entry year as well as the fiscal year.

Posted Records

When you run the Account Receivable batch processes, records are saved to the following tables: AR_MASTER, A/R_SUMMARY, and AR_DETAIL.

Once A/R records are posted, they cannot be modified or deleted. Therefore, it is important to verify all records before posting them.

Deposit Management
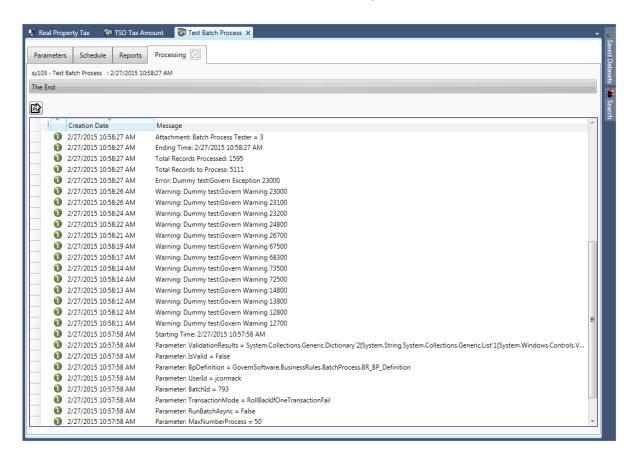
Deposit Management is integrated with Accounts Receivable in Govern OpenForms. All Payment Data Entry transactions require a deposit number. According to the setup in GNA, the deposit numbers can be automatically-generated or you can create them manually in the Deposit Management form.

Viewing Reports and Verifying the Status of Batch Processes

When you run a batch processes in Govern, the status of the process is indicated by the progress bar. Green indicates success, yellow a warning, and

red an error. Information, warning, and error messages are displayed below the bar. This is illustrated in the following screen shot.

If you click on a message, you can view it in a message box.

You can also click on the **Copy** button and copy all messages to a separate file.

Viewing Reports and Attachments

Reports and attachments can be linked to a batch process in GNA. For example, a csv file, containing information about accounts with an overdue balance, could be generated at the end of a batch process. A report could be generated as a pdf.

If a report or attachment has been generated by the batch process, you can view it by clicking the icon that appears beside the progress bar when the process is successfully completed.

> **Note:** You can also view reports generated from scheduled batch processes in the Govern Scheduler. *Refer to the Govern Scheduler guide for details.*

To view a report or attachment:

1. Launch Govern and run the batch process.

    When the process is complete, a message is displayed on the progress bar in the Batch Processes Explorer.

    An attachment icon is displayed in the list box under the Progress Bar.

2. Click on the **Attachment** icon .

    The report or attachment opens in the application in which it was created.

Accounts Receivable Batch Processes

The Accounts Receivable batch processes are grouped under the following headings in the documentation:

Daily Batch Processes

The batch processes in the Daily section are run regularly or on a daily basis.

Daily processes include the following.

Cash Collection Posting

Transfers payment records to the payment summary in A/R. *See Cash Collection (Payments) Posting* on page 208.

Payment Reversal Posting

Transfers payment reversal entries to the A/R payment summary records. Payment reversals are used for Not Sufficient Funds (NSF) checks or for incorrect payment posting. *See Payment Reversal Posting* on page 210.

Payment Transfer Posting

Transfers payment transfer records to the A/R payment summary records. Payment transfers are created to transfer amounts from one account to another. They can be used to correct payments that were posted to the wrong account. Payments can be transferred only after a payment is posted.

A/R Adjustments Posting

Transfers A/R Adjustment entries to A/R payment summary. See *A/R Adjustments Posting* on page 214.

Refunds Posting

Transfers the refund entries to the A/R payment summary records and finalizes the records. See *Refunds Posting* on page 216.

Postdated Payments Posting

Transfers postdated payments to A/R payment summary records. See
Postdated Payment Posting on page 217.

Deposit Posting

Deposit Posting is used for transferring the deposit transaction to Accounts /
Receivable summary and finalizing the transactions. *See Apply Deposits* on
page 229.

Periodically

The batch processes in the Periodically section are run frequently, but only
when required. By default, they are located under **Batch Processing** >
Accounts Receivable > **Periodically** on the Govern Ribbon.

These batch processes perform calculations and apply outstanding amounts
as required.

Apply Pending Credits

Reapplies credits generated from transactions posted after a balance record
was processed. *See Apply Pending Credits* on page 221.

Set Warning Flag on Delinquent A/R

Run this process to add a warning message to an account or to a group of
accounts with outstanding charges. The message appears whenever the
account is accessed. You need to enter the subsystem, and Minimum Balance
Due. *See Set Warning Flag on Delinquent A/R.*

Apply Penalty on Delinquent Accounts

Calculates penalties based on amounts owed as of a specific date.*See Apply
Penalty on Delinquent A/R* on page 225.

Generate Delinquent Charges

Posts the late charges on accounts with outstanding balances. *See Generate
Delinquent Charges* on page 227.

Apply Deposit

Applies deposits against outstanding amounts. If a credit is generated, the refund function can be used to create checks. Generally when deposits are saved as pending amounts.

This batch process can be run as many times as required. Only the records that contain credits that have not yet been applied, are processed. *See Apply Deposits on page 229.*

Compute Balance Due As Of Date

Calculates the interest due for a specific date. See *Compute Balance Due As Of a Date on page 231.*

Extract an As Of Date A/R Detail Table

Creates a temporary table listing A/R information for a specified date. This process allows the User to view the information and to create reports. See *Extract an As Of Date A/R Detail Table on page 233.*

Automatic Generation of Refunds

Generates a refund or a group of refunds based on selection criteria. See *Automatic Generation of Refunds on page 234.*

Automatic Generation of Over and Short

Generates all over and under payments currently in the system. See *Automatic Generation of Over and Short on page 239.*

Yearly

The batch processes in this section are run once a year or when a period closes. *See Yearly on page 243.*

Transfer A/R to History

Transfers A/R records to the A/R_MASTER database table. Billing entries are summarized by date while cash flow entries are transferred as is. *See Transfer A/R to History on page 243.*

Reinitialize A/R Tables

Deletes all records from the Accounts Receivable database tables: AR_MASTER, AR_DETAIL, and AR_SUMMARY. This process is used by organizations that forward their records at year end and do not keep historical copies. *See Reinitialize A/R Tables on page 244*.

Period Closing

Sets a closing date for an accounting period. After the closing date, A/R data cannot be recorded or modified for the period. *See Period Closing on page 245*.

Transfer Credits from One Year to Another

Adjusts your accounts by removing credits from accounts in one year and applying them to another. *See Transfer Credits from One Year to Another on page 247*.

Batch Deletion

The batch processes in this section delete non-posted transactions. They are used for maintaining A/R transaction records and files. Once transactions are posted, they cannot be modified or deleted. *See Batch Deletion on page 250*.

Batch Deletion of Payments

Deletes non-posted payments. *See page 250*.

Batch Deletion of Refunds

Deletes non-posted refunds. *See page 251*.

Batch Deletion of A/R Transactions

Deletes non-posted transactions. *See page 252*.

Daily Batch Processes

📖 Overview

By default, the batch processes in this section are located under **Batch Processing** > **Accounts Receivable** > **Daily** in the Govern menu.These processes are performed regularly or on a daily basis.

They can be moved from one menu to another by a system administrator. *For details, refer to the Govern Scheduler guide.*

Daily Batch Processes include the following:

- Cash Collection (Payments) Posting. *See page 208*.
- Payment Reversal Posting: *See page 210.*
- A/R Adjustments Posting*: See page 214*.
- Refunds Posting*: See Refunds Posting on page 216.*
- Postdated Payments Posting*: See Postdated Payment Posting on page 217.*
- Deposit Posting: *See A/R Deposit Posting on page 219.*

Before running a batch process, see the General Guidelines on page 201.

Cash Collection (Payments) Posting

Run the *Cash Collection (Payments) Posting* batch process to transfer A/R payment transaction records to the database tables A/R_SUMMARY, AR_MASTER, and AR_DETAIL.
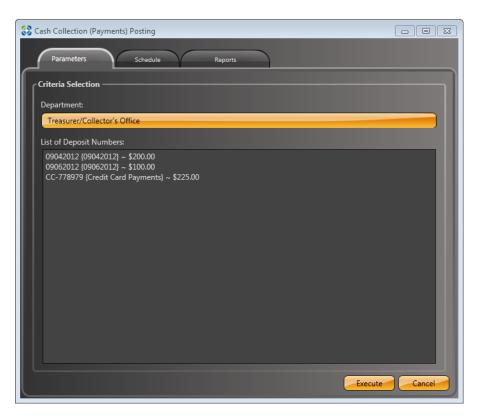
To run this process:

1. Launch Govern.

2. Open a Profile that contains the batch process.

3. Select the **Batch Processes Explorer**.

4. Select **Cash Collection (Payments) Posting***.

*The path varies according to the administrative setup.

5. Select the department, where the payments were entered, from the **Department** drop-down list.

6. Select the **Deposit Numbers** in the list box.

7. Enter the Cashier Identification in the **Cashier ID** field. You can leave this field blank in order to process transactions from all cashiers.

8. Enter the Operator Identification in the **Operator ID** text box. This is the user who entered the transactions. You can leave this field blank in order to process transactions from all cashiers.

9. Enter the range of dates in the **Date From / Date To** for the transactions you want to post. If these field is left blank, the all non-posted cash collection transactions are processed. You can enter a date in only one field or leave both fields blank.

10. Enter the range of effective dates in the **Effective Date From / Effective Date To** fields of the transactions that you want to process.

Scheduling a Cash Collection Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Cash Collection Batch Process

Execute: Click **Execute** to run the process immediately.

Payment Reversal Posting

Run the *Payment Reversal Posting* batch process to transfer payment reversal transactions to the A/R payment summary records.

Payment reversal transactions (rev) are used as corrections. They are run typically when NSF checks have been processed or records posted incorrectly.

> **Tip:** If you need to correct a payment reversal made in error, create a negative payment reversal.
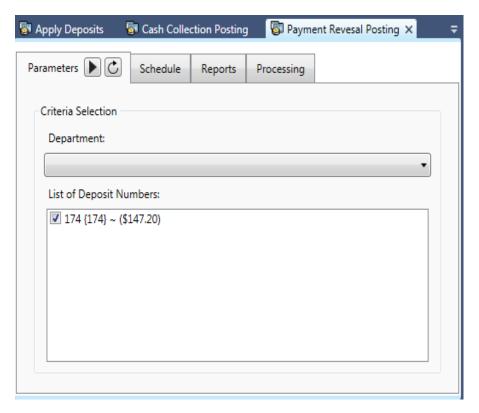
To run the Payment Reversal Posting process:

1. Launch Govern.

2. Open a Profile that contains the batch process.

3. Select the **Batch Processes Explorer**.

4. Select **Payment Reversal Posting***.

*The path varies according to the administrative setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

7. Click **Execute**.

Scheduling a Payment Reversal Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Payment Reversal Batch Process

Execute: Click **Execute** to run the process immediately.

Payment Transfer Posting

Run the Payment Transfer Posting to transfer payment records to the A/R payment summary records. Payment transfers are created to transfer amounts from one account to another. They can be used to correct payments that were posted to the wrong account. Payments can be transferred only after they are posted.
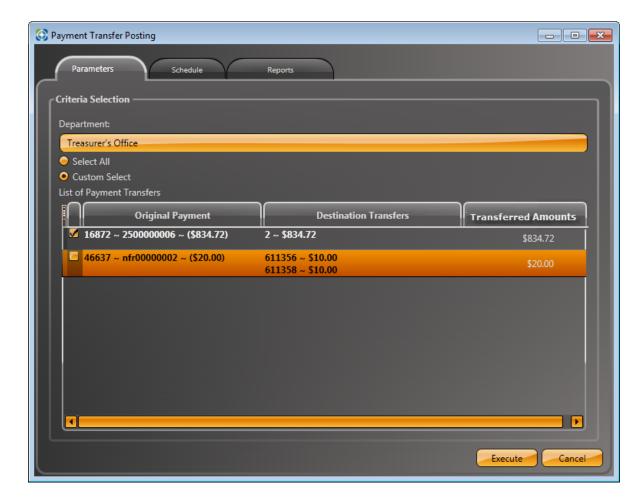
To access the Payment Reversal Posting process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Payment Transfer Posting***.

*The name of the process can vary according to the administrative setup.

Payment Transfer Posting Data Entry Fields

Department: Select the department where the original payment was made.

Select one of the following options:

- **Select All**: Select this option to run the process on all payments.
- **Custom Select**: Select this option to run the process on the selected payments only. Then, select the payments you want to process.

Original Payment: This column displays the account and payment details for the original payment.

Destination Transfers: This field displays the account and payment details of the transferred payment.

Transferred Amount: This column displays the amounts that were transferred.

Scheduling a Payment Transfer Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Payment Transfer Batch Process

Execute: Click **Execute** to run the process immediately.

A/R Adjustments Posting

Run the A/R Adjustments Posting batch process to transfer A/R Adjustment records to the G/L and finalize the records.

Adjustment transactions are created in order to modify an account or bill.
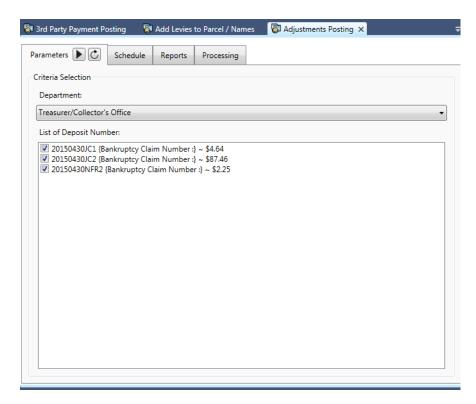
To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **A/R Adjustments Posting***.

*The path varies according to the administrative setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

7. Click **Execute**.

Scheduling an A/R Adjustment Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running an A/R Adjustment Batch Process

Execute: Click **Execute** to run the process immediately.
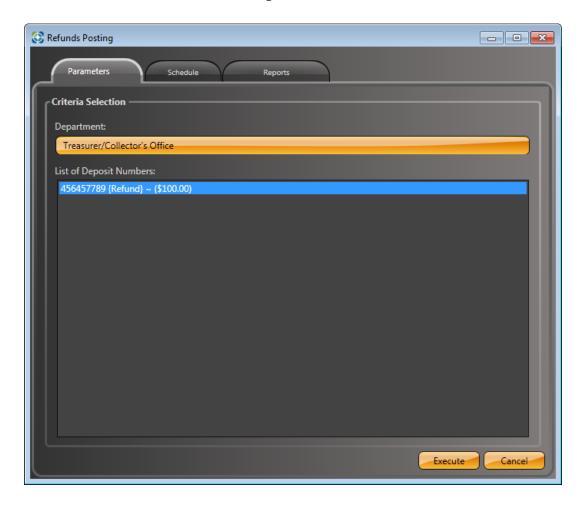
Refunds Posting

Use the *Refunds Posting* batch process to transfer the refund entries to the A/R payment summary records and to finalize them.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **A/R Refunds Posting***.

*The path varies according to the administrative setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

Scheduling a Refunds Posting Data Entry Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running a Refunds Posting Data Entry Process

Execute: Click **Execute** to run the process immediately.

Postdated Payment Posting

Run the *Postdated Payment Posting* batch process to transfer the postdated payment transactions to the A/R payment summary records. Running this process finalizes the postdated payments.

To run this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Postdated Payment Posting***.

*The path varies according to the administrative setup.

5. Select the department where the postdated payments records were created from the **Department** drop-down list.

6. Select the deposit number or numbers for the payments to process from the **List of Deposit Numbers** list.

Scheduling a Postdated Payment Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Postdated Payment Batch Process

Execute: Click **Execute** to run the process immediately.
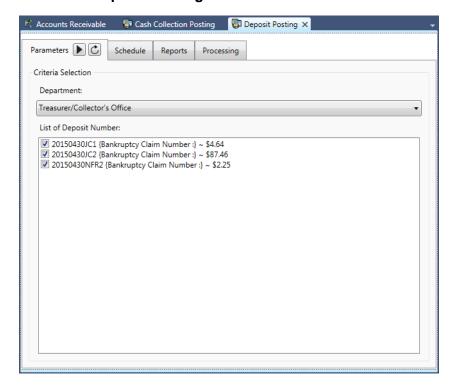
A/R Deposit Posting

The *A/R Deposit Posting* batch process is used to transfer the deposits to the database tables A/R_SUMMARY, AR_MASTER, and AR_DETAIL.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the A/R Deposit Posting batch process.

3. Open the Batch Processes explorer.

4. Select **A/R Deposit Posting***.

*The name of the process and the path can vary according to the setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

7. Click **Execute**.

Scheduling a Deposit Posting Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Deposit Posting Batch Process

**Execute:** Click **Execute** to run the process immediately.

Periodically

📖 Overview

The Batch Processes described in this section are run from time to time as required.

By default, these processes are located under **Batch Processing** > **Accounts Receivable** > **Periodically**. on the Govern Ribbon.

- Apply Pending Credits: See page 221.
- Apply Penalty on Delinquent Accounts: See page 225.
- Generate Delinquent Charges: See page 227.
- Apply Deposit: See page 229.
- Compute Balance Due As Of Date: See page 231.
- Extract an As Of Date A/R Detail Table: See page 233.
- Automatic Generation of Refunds: See page 234.
- Automatic Generation of Over and Short: See page 239.

Apply Pending Credits

Pending credits are generated from transactions posted after the last balance record was created. For example, in a particular municipality, tax bills paid are processed in two installments. After the first installment is processed, payments are made and then posted. If an overpayment is made on the first installment, it is applied to the second installment, reducing the amount owed in the second installment. However if an overpayment is made on the first installment, after the second installment has been processed, you can run the *Apply Pending Credits* process to update the balance owed on the second installment.

Run the *Apply Pending Credits* batch process to apply those credits. You can run this process as many times as required. Only the records with credits that have not been applied are processed.

Credits can be generated from the following transaction types:
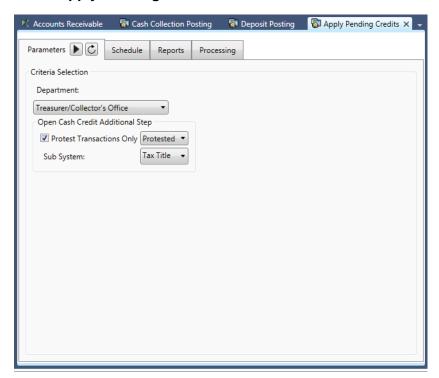
- **Open Cash Credit (OCH)**: A credit generated from a cash payment.
- **Open Credit (OCR)**: A credit generated from an adjustment.

See A/R Transaction Types on page 298 and refer to the A/R Transaction Rules guide for a description of all the transaction types.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Apply Pending Credits***.

*The path varies according to the administrative setup.

Scheduling an Apply Pending Credits Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running an Apply Pending Credits Batch Process
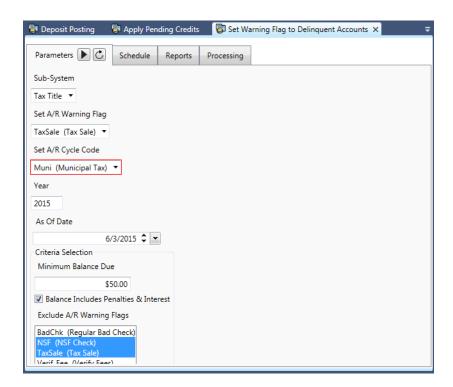
Execute: Click **Execute** to run the process immediately.

Set Warning Flag on Delinquent A/R

Run this process to add a warning message to an account or to a group of accounts with outstanding charges. The message appears whenever the account is accessed. The subsystem and Minimum Balance Due are required fields.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Set Warning Flag to Delinquent Accounts***.

*The path varies according to the administrative setup.

Set Warning Flag to Delinquent Accounts Parameters

Subsystem: Select the subsystem where the applicable A/R records are saved, from the drop-down list.

Set A/R Warning Flag: Select a code to identify the warning flag. The warning flags are user-defined. Examples include Account in arrears, Payment Plan, etc. (Table: VT_USR_ARWARNC). The warning flag appears whenever the account is accessed in Govern.

Year: Enter the fiscal year in which the flag is applicable.

A/R Cycle Code: The A/R Cycle Codes are available with Govern Tax: Real Property Tax. These are user-defined. Examples include school and interim payments (Table:VT_USR_ARCYCLE).

As of Date: Click on the Calendar icon and in the parameter to select a date from the calendar. The default is the current date.

Exclude Warning Flag: This list box contains all the warning codes from the user validation table VT_USR_ARWARNC table.

Highlight any flags that you want to exclude. If an account is flagged with one of the excluded warning flags, the set warning code will not be applied to it through this process.

Minimum Balance Due: Enter the minimum amount of outstanding balance for applying the warning code. The default is $0.01

Balance Include Pen. / Int: Select this option to include the applicable penalties and interest with the minimum balance due.

Scheduling an Apply Penalty on Delinquent A/R Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running an Apply Penalty on Delinquent A/R Batch Process

Execute: Click **Execute** to run the process immediately.

Apply Penalty on Delinquent A/R

The *Apply Penalty on Delinquent A/R* batch process calculates penalties and applies the amounts owed. By default, these amounts are posted according to the due date entered. You can run the process at any time.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Apply Penalty to Delinquent A/R***.

*The path varies according to the administrative setup.

Apply Penalty on Delinquent A/R Data Entry Fields

Department: Select the department where the bills on which you are applying penalties were created.

Subsystem: Select the subsystem from the drop-down list. The list displays all the subsystems available in your setup (Table: VT_SY_ SUBSYS).

Year: Enter the year of the Accounts/Receivable records on which you are applying penalties.

Date to Compute: Enter the date for calculating the penalties.

Entry Date: Click the calendar icon and select the entry date of the records on which you are calculating penalties.

Billed Up To: Enter the last date of the billing period on the records for which you applying penalties.

Minimum Balance Due: Enter the minimum amount of bills for which you are applying penalties. For example, if you enter **1000**, accounts owing less than $1,000.00 are not charged.

Exclude Not Subject to Lien: This option is displayed if *Utility Billing* is selected as the subsystem.

Select this option to exclude the properties with the *Not Subject to Tax Lien* option selected on the *Utility Billing Account Maintenance* form in *Govern*.

Scheduling an Apply Penalty on Delinquent A/R Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

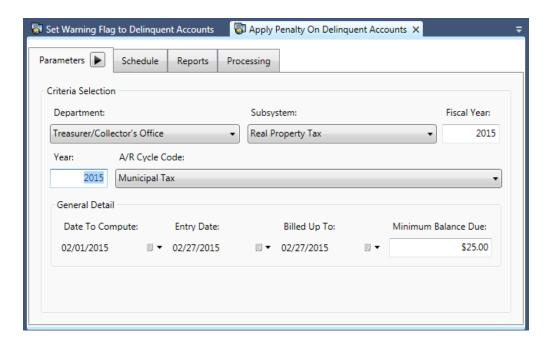## Running an Apply Penalty on Delinquent A/R Batch Process

Execute: Click **Execute** to run the process immediately.
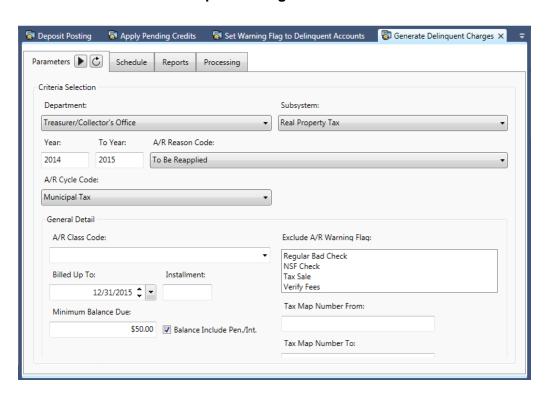
Generate Delinquent Charges

Run the *Generate Delinquent Charges* batch process to post the late charges for accounts with outstanding balances. By default, late charges appear only when a payment is made.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Generate Delinquent Charges***.

*The path varies according to the administrative setup.

Generate Delinquent Charges Data Entry Fields

Department: Select the department where the bills with late charges were created.

Subsystem: Select the subsystem for the delinquent charges.

Year / To Year: Enter the range of years for.which you want to generate late charges.

A/R Reason Code: Select a reason for the charges from the drop-down list. Reasons are user-defined. Examples include adjustment, overpayment, and exemption. Table: (VT_USR_ ARREASON).

A/R Cycle Code: This parameter is displayed if:

- **Real Property Tax** is the **Subsystem**
- **A/R Master by Cycle Code** is selected on the **Accounts Receivable General Parameters** form in GNA.

Examples include county, district, and school (Table: VT_USR_ARCYCLE).

A/R Class Code: Select the A/R Class Code for the delinquent charges. A/R Class Codes are user-defined. They can be used to group any type of transactions together. Examples include: various types of penalty and interest charges, various types of sales tax, etc. (Table: VT_USR_AR_CLASS).

Billed Up To: Enter the last date of the billing period.

Installment #: Enter the installment number applicable to the late charges.

Minimum Balance Due: Enter a minimum balance due on the bills for which you are generating delinquent charges.

Exclude Not Subject to Lien: This option is displayed if *Utility Billing* is selected as the subsystem.

Select this option to exclude the properties with the *Not Subject to Tax Lien* option selected on the *Utility Billing Account Maintenance* form in *Govern*.

Balance Including Penalties and Interest: Select this option if delinquent charges apply to the penalties and interest as well as the balance.

To Tax Map Number From: This parameter is displayed when Real Property Tax is selected for the subsystem. Enter the first tax map number for the records you are processing.

Scheduling a Generate Delinquent Charges Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Generate Delinquent Charges Batch Process

Execute: Click **Execute** to run the process immediately.
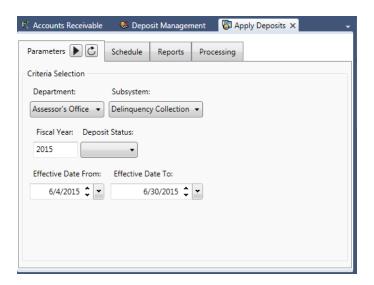
Apply Deposits

The *A/R Deposits* batch process is used to apply deposits that have not been applied to A/R records.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Apply Deposit***.

*The path varies according to the administrative setup.

Apply Deposits Data Entry Fields

Department: Select the department where the A/R Deposit transactions were generated from the drop-down list.

Subsystem: Select the subsystem under which the deposits were created.

Fiscal Year: Enter the fiscal year for the deposits.

Deposit Status: Enter the status of the deposits you want to process. The Deposit Status codes are user-defined in the Deposit Status user validation table (VT_USR_DEPSTAT). The deposit status can be assigned to the record on the Notes tab of the *A/R Inquiry* form. This is applicable only to records that are associated with a deposit.

Period #: This field is displayed when Self-Reported Tax is selected as the subsystem. Periods correspond to due dates (Table: ST_PARM_PERIOD).

Date From / Date To : Enter a range of entry dates for the process. Alternatively, leave one or both of these fields blank to process all records that meet the other criteria on the form.

Effective Date From / Effective Date To: Enter a range of effective dates for the process. Alternatively, leave one or both of these fields blank to process all records that meet the other criteria. on the form.

Operator ID: Enter the Operator Identification. You can leave this field blank to process payments from all operators.

G/L Reference: Enter the G/L reference. This is saved to the G/L accounting file.

Scheduling an Apply Deposits Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running an Apply Deposits Batch Process

**Execute:** Click **Execute** to run the process immediately.
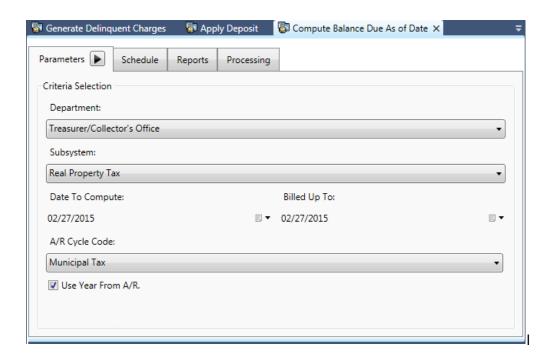
Compute Balance Due As Of a Date

The *Compute Balance Due As Of a Date* batch process calculates the interest due up to the specified date.

To access this process:

1. Launch Govern.
2. Open a Profile that contains the Compute Balance Due As Of Date.
3. Open the Batch Processes explorer.
4. Select **Compute Balance Due As Of a Date***.

*The path varies according to the setup in GNA.

Compute Balance Due As Of a Date Data Entry Fields

Department: Select the department, where the records were created, from the drop-down list.

Subsystem: Select the subsystem from the drop-down list. The list displays the subsystems available in your setup (Table: VT_SY_SUBSYS).

Date to Compute: Enter the As Of Date. Interest charges are calculated up to and including this date.

Billed Up To: Enter the last billing date for all records to be included in the process.

A/R Cycle Code: This parameter is displayed if:

• **Real Property Tax** is the **Subsystem**
• **A/R Master by Cycle Code** is selected on the **Accounts Receivable General Parameters** form in GNA.

Examples include county, district, and school (Table: VT_USR_ARCYCLE).

Use Year from A/R: Select this option to calculate the interest based on the year entered in the A/R record.

Otherwise, if this option is deselected, the interest is calculated based on the year entered in the Date to Compute field.

Exclude Not Subject to Lien: This option is displayed if *Utility Billing* is selected as the subsystem.

Select this option to exclude the properties with the *Not Subject to Tax Lien* option selected on the *Utility Billing Account Maintenance* form in *Govern*.

Scheduling a Compute Balance Due As Of a Date Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Compute Balance Due As Of a Date Batch Process

Execute: Click **Execute** to run the process immediately.

Extract an As Of Date A/R Detail Table

Run this batch process to view Accounts Receivable information up to a specific date. This process creates a temporary table: AR_TMP_DETAIL, from the AR_DETAIL table, containing the records for the specific date.
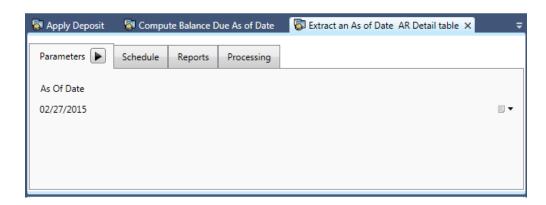
The date is the Effective Date of the A/R records. All records with an effective date on or before the specified date are included.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Extract an As Of Date A/R Detail Table***.

   *The path varies according to the setup in GNA.

Extract an As Of Date Data Entry Fields

As Of Date: Enter the effective date of the A/R data you want to view.

Scheduling an Extract an As Of Date A/R Detail Table Batch Process

You can schedule this batch process to run at a later date or on a regular basis. *Refer to the Govern Scheduler guide for details.*

Running the Extract an As Of Date A/R Detail Table Batch Process

Execute: Click **Execute** to run the process immediately.

Automatic Generation of Refunds

Run the *Automatic Generation of Refunds* batch process to transfer and finalize refunds to the A/R summary. You can save the Refund posting information to a text file. *See Refund Text File on page 236.*

To access this process:
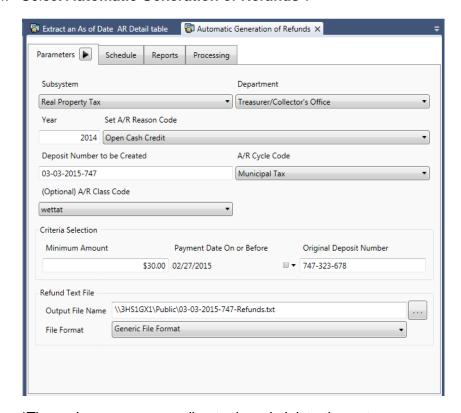
1. Launch Govern.

2. Open a Profile that contains the Extract an As Of Date A/R Detail Table batch process.

3. Open the Batch Processes explorer.

4. Select **Automatic Generation of Refunds***.

*The path can vary according to the administrative setup.

Automatic Generation of Refunds Data Entry Fields

Department: Select the department, where the records were created, from the drop-down list. This is a required field.

Subsystem: Select the subsystem from drop-down list. The list displays all subsystems available in your setup. This is a required field.

Year: Enter the year for which you are generating refunds. This is a required field.

Set A/R Reason Code: Select a reason to justify the refunds form the drop-down list. Reasons are user-defined. Examples include adjustment, overpayment, and exemption.

Deposit Number to be Created: Enter a deposit number for the refunds generated through this process.

A/R Cycle Code: Enter the A/R Cycle for running the process. This parameter is displayed for the Real Property subsystem.

Criteria Selection

Minimum Amount: Enter the minimum amount for a refund processed through this procedure. This is a required field.

Payment Date on or Before: Enter the last billing date for refunds generated through this process. This is a required field.

Original Deposit Number: Enter the deposit number of the payments for which you are generating refunds.

A/R Class Code: Select the A/R Class Code to process only the refunds from a specific class. A/R Class Codes are user-defined. Examples include: Sales Tax, Lodger's Tax, Penalty, and Interest (Table: VT_USR_AR_ CLASS).

Refund Text File

To create a refund text file:

1. Select the drive and folder name of the output file. Alternately, you can enter the UNC path.

2. Enter the file name of the output file.

3. Define the other parameters as described in this section.

4. Click **OK** to run the process.

Legend

Symbol	Definition
A	Alphanumeric field

Symbol	Definition
N	Numeric field
ü	Required Field
yyyymmdd	The Transaction Date is saved as year (4 characters), month (2 characters) and day (two characters).
yyyyppsssssss	The Bill Number has three fields in AR_MASTER: YEAR_ID (4 characters), BILL_NO_PREFIX (2 characters) and BILL_NO_SEQ (7chars)

Accounts Payable Link – File Layout

Field Name	Type	Length	Required	Comments
Supplier Name	A	40	ü	
Supplier Second Name	A	40		
Supplier Address 1	A	40	ü	
Supplier Address 2	A	40		
Supplier City	A	20	ü	
Supplier State	A	2	ü	
Supplier Zip Code	A	9	ü	If the zip code entry is less than nine characters, spaces are added
Supplier Country	A	20		
Supplier Telephone No.	N	15		
Supplier S.S.N	N	9		
Reference	A	30		Tax map, Personal Property Account, Motor Vehicle Account
Supplier Total Amount	N	12	ü	2 decimals
Debit GL account 1	A	30		
Debit GL account 2	A	30		

Field Name	Type	Length	Required	Comments
Debit GL account 3	A	30		
Debit GL account 4	A	30		
Credit GL account 1	A	30	ü	
Credit GL account 2	A	30		
Credit GL account 3	A	30		
Credit GL account 4	A	30		
Transaction Date	D	8	ü	yyyymmdd
Bill Number	A	13		yyyyppssssss
Installment	A	1		
Subsystem	A	2	ü	
AR_ID	N	12	ü	
Comments	A	40		
User ID	A	3		
CR		1	ü	
LF		1	ü	

Note: The file length is fixed with no delimiters.
A record length is 598 characters.

Loading the Refund Text File in UNIX

To load this file onto a Unix system:

1. Install the LOADWIN and GOVSAP06 programs, supplied by Govern, to the Accounts / Payable (AP) subsystem.

2. Run LOADWIN to load the transactions from the *Refund Text File* (WINFILE) to the AP system. You can create a menu to call LOADWIN.

Scheduling an Automatic Generation of Refunds Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running an Automatic Generation of Refunds Batch Process

Execute: Click **Execute** to run the process immediately.

Automatic Generation of Over and Short

Run the *Automatic Generation of Over and Short* batch process to generate over and short payment records based on the payment and adjustment information in the system.

When you run this process:

* Overpayment (OVR) transactions are created in real property tax for overpayments.
* Shortage (SHT) transactions are created for underpayments.
* Negative Shortage (SHT) transactions are created for all other subsystems.

Scenario: Over and Short Payments

In this example, the citizen owes $350.00 on a utility bill.

In the first scenario, the citizen pays $250.00. This is $100.00 less than the amount due. When you run the Over and Short batch process, a (positive) shortage (SHT); i.e., $100.00 is entered in the account and the balance on the account is $0.00.

In the next scenario, the citizen pays $450.00. This is $100.00 more than the amount due. When you run the Over and Short batch process, a negative shortage (SHT); i.e., -$100.00 is entered in the account and the balance on the account is $0.00.

Prerequisite

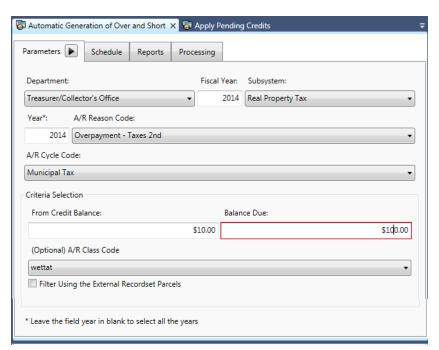Create an A/R Class for the required department with the Shortage (SHT) transaction type.

Running the Batch Process

To run this process:

1. Launch Govern.

2. Open a Profile that contains the Automatic Generation of Over & Short batch process.

3. Open the Batch Processes explorer.

4. Select **Automatic Generation of Over & Short***.

*The path varies according to the administrative setup.

Automatic Generation of Over and Short Data Entry Fields

Department: Select the department with the records you are processing from the drop-down list.

> **Note:** The Available Department list includes only the departments that have access to the **A/R Adjustment** function, and to which you have been granted user permissions.

Subsystem: Select the subsystem from drop-down list. The list contains all the subsystems available in your setup.

Year: Enter the year for which you are generating the over and under payments. You can leave this field blank to process records from all years.

> **Note:** The Year field only appears for certain subsystems. Not all subsystems are set up by year.

Set A/R Reason Code: Select a reason to for the payment, from the drop-down list. Reasons are user-defined. Examples include adjustment, overpayment, and exemption (Table: VT_USR_ ARREASON).

A/R Cycle Code: This parameter is displayed if:

- **Real Property Tax** is the **Subsystem**
- **A/R Master by Cycle Code** is selected on the **Accounts Receivable General Parameters** form in GNA.

Examples include county, district, and school (Table: VT_USR_ARCYCLE).

Criteria Selection

From Credit Balance / To Balance Due: You can enter a range for the payments, for example -$500.00 to +$500.00.

> **Note:** When entering a negative credit, enter the minus sign (-).

(Optional) A/R Class Code: Select the A/R Class Code from the drop-down list. A/R Class Codes are user-defined. Examples include: Sales Tax, Lodger's Tax, Penalty, and Interest (Table: VT_USR_AR_CLASS).

From Installment: Select an installment for applying the batch process.

Filter Using the External Recordset Parcels: Select this option to run this batch process on the parcels in the external recordset that meet the other criteria selected on the form.

Scheduling the Batch Process

You can schedule this batch process to run at a later date or on a regular basis. *Refer to the Govern Scheduler guide for details.*

Running the Batch Process

Execute: Click **Execute** to run the process immediately.

Yearly

📖 Overview

The batch processes in this section are usually run only once a year when preparing the A/R data files for the new financial year. By default, they are located under **Batch Processing** > **Accounts Receivable** > **Yearly** on the Govern Ribbon. *See Yearly on page 243.*

This section describes:

- Transfer A/R to History: See page 243.
- Reinitialize A/R Tables: See page 244.
- Period Closing: See page 245.
- Transfer Credits from One Year to Another on page 247.

Transfer A/R to History
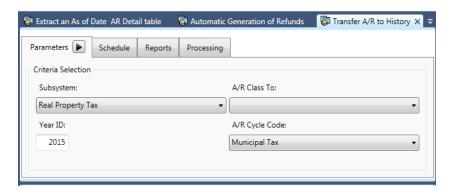
Run the transfer A/R to History batch process to transfer records from the A/R SUMMARY and A/R_DETAIL database tables to the A/R_MASTER TABLE. Billing entries are summarized by date while cash flow entries are transferred as is.

Note: Accounts Receivable records are deleted from the current tables when you run this process.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Transfer A/R to History batch process.

3. Open the Batch Processes explorer.

4. Select **Transfer A/R to History***.

*The path varies according to the administrative setup.

Transfer A/R to History Data Entry Fields

Subsystem: Select the subsystem for the records you are transferring. The list displays the subsystems in your license (Table: VT_SY_SUBSYS).

Year: Enter the year of the records you want to transfer.

Set A/R Class To: Select the destination A/R Class code.

Scheduling a Transfer A/R to History Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Transfer A/R to History Batch Process

Execute: Click **Execute** to run the process immediately.

Reinitialize A/R Tables

This process deletes the current records from the Accounts Receivable tables. It is used by organizations that forward their records at year-end and do not keep historical copies.
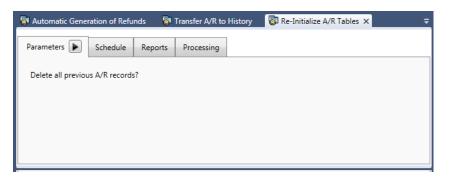
Note: After this process is run, A/R records cannot be restored.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Reinitialize A/R Tables batch process.

3. Open the Batch Processes explorer.

4. Select **Reinitialize A/R Tables***.

*The path varies according to the administrative setup.

Scheduling a Reinitialize A/R Tables Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running a Reinitialize A/R Tables Batch Process

Execute: Click **Execute** to run the process immediately.

Period Closing

The *Period Closing* batch process sets a closing date for an accounting period.
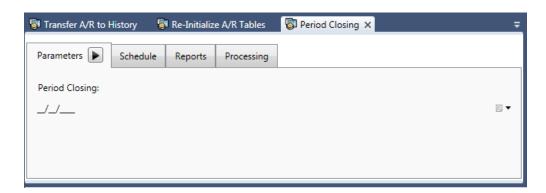
When the closing date has passed, new Accounts / Receivable data cannot be created or recorded for the period. For example, if the period closing date is March 31, you cannot enter a back payment for this period on April 1 or later. However, you can delete or modify non-posted transactions in this period.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Period Closing batch process.

3. Open the Batch Processes explorer.

4. Select **Period Closing***.

*The path can vary according to the administrative setup.

Period Closing Data Entry Fields

Period Closing: Click the calendar icon and select the date from the pop-up calendar.

The Period Closing Date is saved in the SY_REGISTRY table under the A/R Parameters.

Note: Once you execute this batch process, you cannot change the period closing date.

Running a Period Closing Batch Process

Execute: Click **Execute** to run the process immediately.

Transfer Credits from One Year to Another
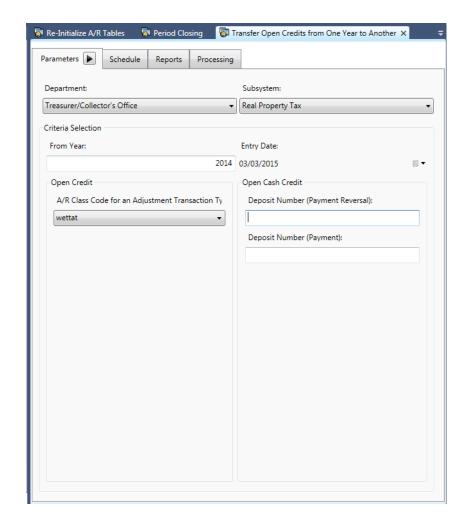
Run the *Transfer Credits from One Year to Another* batch process to adjust your accounts. This process removes credits from one year and applies them to another. This could be useful at year end, if you are crediting accounts, rather than providing refunds for overpayments.

To access this process:

1. Launch Govern.

2. Open a Profile that contains the Transfer Credits from One Year to Another batch process.

3. Open the Batch Processes explorer.

4. Select **Transfer Credits from One Year to Another***.

*The path and filename can vary according to the administrative setup.

Department: Select the department where the payment or payment reversal transactions were entered.

Subsystem: Select the subsystem under which the transactions were entered from drop-down list. The list displays all he subsystems available in your setup (Table: VT_SY_ SUBSYS).

Criteria Selection

The process transfers the credits that match the criteria entered in the following fields.

From Year: Enter the year in which the transactions were entered.

Entry Date: Click the calendar icon and select the entry date of the records on which you are calculating penalties.

Open Credit

A/R Adjustment Class for an Adjustment Transaction Type: Select the Adjustment A/R Class to which the credit will be applied.

Open Cash Credit

Enter or select the deposit number or numbers under which the transactions were entered.

If **Activate Deposit Management** is selected on the Accounts Receivable General Parameters form in GNA, drop-down lists are displayed for the deposit number fields. If this option is not selected, you need to enter the deposit numbers.

Deposit Number (Payment Reversal): Enter or select the deposit number under which the payment reversals were entered from the drop down menu. Alternatively, you can leave this field blank and process all payment reversal transactions from all deposit numbers.

Deposit Number (Payments): Enter or select the deposit number under which the payments were entered from the drop down menu. Alternatively, you can leave this field blank and process all payment transactions from all deposit numbers.

Scheduling a Transfer Credits from One Year to Another Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Transfer Credits from One Year to Another Batch Process

Execute: Click **Execute** to run the process immediately.

Batch Deletion

📖 Overview

By default, the processes in this section are located under **Accounts Receivable** > **Batch Deletion** on the Govern Ribbon. They are used to delete non-posted batch processes. Once A/R data and records are posted, they cannot be modified or deleted.

This section describes the following processes:
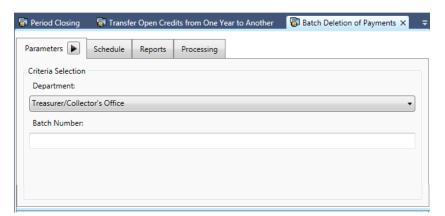
Batch Deletion of Payments

Run the *Batch Deletion of Payments* process to delete non-posted batch payments.

To run this process:

1. Launch Govern.

2. Open a Profile that contains the Batch Deletion of Payments batch process.

3. Open the Batch Processes explorer.

4. Select **Batch Deletion of Payments***.

*The name of the process and the path can vary according to the setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

Scheduling a Batch Deletion of Payments Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running a Batch Deletion of Payments Batch Process

Execute: Click **Execute** to run the process immediately.
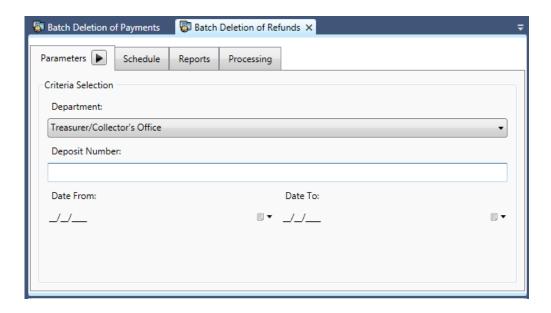
Batch Deletion of Refunds

Run the *Batch Deletion of Refunds* process to delete non-posted refunds.

To run this process:

1. Launch Govern.

2. Open a Profile that contains the Batch Deletion of Refunds batch process.

3. Open the Batch Processes explorer.

4. Select **Batch Deletion of Refunds***.

*The path varies according to the administrative setup.

5. Select the applicable department from the **Department** drop-down list.

6. Select the **Deposit Number** or Deposit Numbers to process.

7. Click **Execute**.

Scheduling a Batch Deletion of Refunds Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details.*

Running a Batch Deletion of Refunds Batch Process

Execute: Click **Execute** to run the process immediately.

Batch Deletion of A/R Transactions

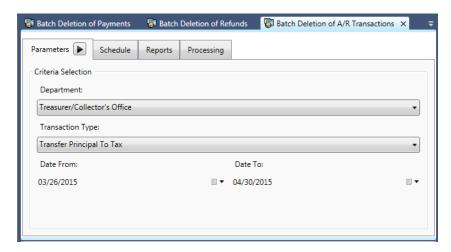This process deletes non-posted A/R transactions.

To run this process:

1. Launch Govern.

2. Open a Profile that contains the Batch Deletion of A/R Transactions batch process.

3. Open the Batch Processes explorer.

4. Select **Batch Deletion of A/R Transactions***.

*The name of the process and the path can vary according to the administrative setup.

5. Select the department where the transactions were created from the drop-down list.

6. Do one of the following:
   - Select the transaction type from the **Transaction Type** drop-down list and select a range of dates from the **Date From** and **Date To** fields.
   - Select the **Deposit Number** or numbers for the transactions you want to delete.

Scheduling a Batch Deletion of A/R Transactions Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler documentation for details.*

Running a Batch Deletion of A/R Transactions Batch Process

Execute: Click **Execute** to run the process immediately.

Chapter 4: Payment Lockbox Application

📖 Overview

The *Lockbox* application is used for recording and processing the files acquired from financial institutions for the purpose of bill payments. Its primary function is creating and loading these files; it can also be used to modify or delete an individual account record.

The *Lockbox* is connected directly to the database; entries are created directly in the AR_LOCKBOX table.

Payments are distributed to the various subsystems according to the order defined on the *Accounts / Receivable Subsystem Priorities* form in *Govern Admin*. See A/R Subsystem Priorities on page 94 *for details.*

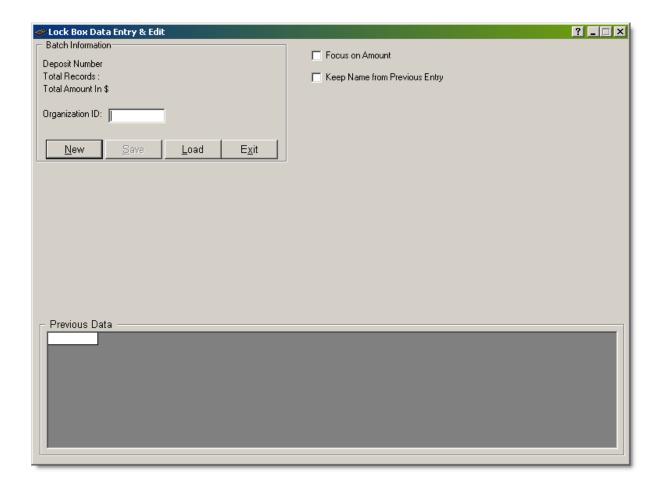### Starting the Lockbox Application

The *Payment Lockbox* application can be launched from the Tools menu in Govern for Windows, Govern System Administration (Govern Admin), and

Govern Batch Processing or from a shortcut , created on your desktop.

Focus on Amount: If the **Focus on Amount** option is selected, the cursor is automatically positioned on the **Amount** field on the *Lockbox Data Entry and Edit* function. Otherwise, the cursor is positioned on the **Payer Name** field on this screen.

Keep Name from Previous Entry: Select this option to use the name from the previous entry, rather than re-typing the name.

Organization ID: When you enter the bank, mortgage company or organization identification, the field values corresponding to the account are automatically generated.

The subsystem, where the fee is generated, must be linked to the name identification field (NA_ID).

To link the subsystem to the NA_ID:

1. In Govern Admin, select **Parameters** > **Accounts Receivable** > **General Parameters**.

2. On the *Accounts / Receivable General Parameters* form, select **Link A/R to Names** for all the applicable subsystems.

3. Click **Save**.

See General Parameters on page 6 for more information.

Adding Lockbox Data Records

There are two ways of adding lockbox data records, by:

- Creating new lockbox records. See the following procedure.
- Loading existing lockbox records. *See Loading Lockbox Records on page 259.*

Creating New Lockbox Records

A validation has been added to the *Lockbox Data Entry and Edit* application, in order to prevent duplicate entries. If two entries are made, one directly after the other, and the information is exactly the same for both, a warning message appears and you are unable to continue. To be considered exactly the same, the entries must be the same for the following parameters:
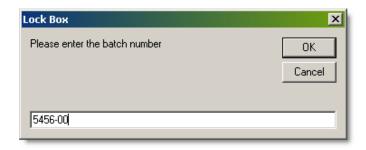
- Payment Date
- Payment Type, such as cash, check or credit card
- Installment Number
- Data Entry type, such as bill number, UB account number or bar code
- Amount
- Payer Name

To create a new lockbox record:
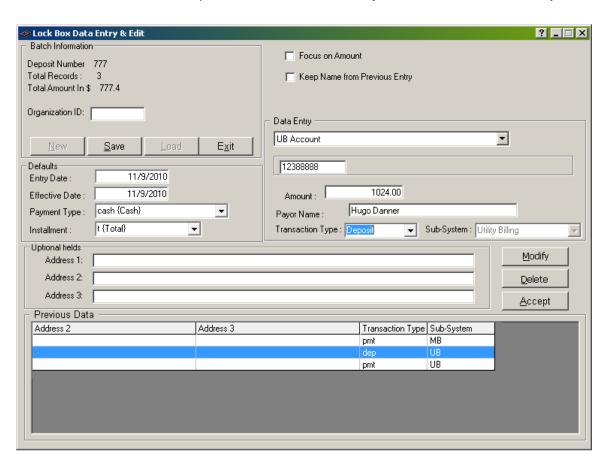
1. Click **New** on the *Lockbox Entry and Edit* form. The following prompt appears:

2. Enter a new **batch number** or **deposit number** in the text box.

3. Click **OK** to open the *Lockbox Data Entry & Edit* form for a new entry:

4. Enter the **Entry Date** and the **Effective Date**. in the defaults section. Double-click in these fields and select an alternate date if required.

5. Select a **Payment Type**, such as cash, check, certified check, money order or credit card (Table: VT_USR_CCTYPE).

6. Select the **Installment**; such as, first, second, third, fourth installment or total (Table: VT_SY_INSTALL).

7. Select one of the following from the **Data Entry** drop-down menu:
   - Bill Number
   - UB Account
   - Payer Account number
   - MB Invoice (Misc. Billing)
   - KeyID
   - Bar Code
   - Parcel ID
   - Tax Map Number
   - Self-Reported Tax ID

Bill Number: To enter a bill payment, select the **Bill Number** option. Enter the year, and sequence of the bill number in the applicable fields. By default, the current year is displayed.

Account Payments: To enter a payment on any account, select the **UB Account** option. Three fields appear on the form: **User Payer Account**, **Use Miscellaneous Billing** and **Use Key ID**.

- For a **Utility Billing** payment, enter the *Utility Billing* account number.
- For a **Miscellaneous Billing** payment, select the **Use Miscellaneous Billing** option and enter the *Miscellaneous Billing* invoice number.
- For a permit, offense or workflow payment, select **Use Key ID** and enter the ID number.
  The *Land Management* subsystem has three *Key* types: permit, offense, and workflow:

  Permit includes building, electrical, general, plumbing permits, permits to name, animal licenses, business licenses, licenses to name, approvals, bonds, decisions, prosecutions and appeals (Table: VT_SY_PMKIND1).

  The Offenses type includes offenses only, while the Workflow type includes complaints, grievances, requests for services, and workflow.

- To make a payment on any other type of account, select the **User Payer Account** option and enter the account number. Payments are distributed to the various subsystems according to the order defined on the *Accounts / Receivable Subsystem Priorities* form in Govern Admin. *See A/R Subsystem Priorities on page 94 for details.*

Bar Code: To make a bar code payment, select **Bar Code** and enter a scan the bar code.

Tax Map Number / Parcel ID: To make a payment by tax map number or parcel identification, select the **Tax Map Number** option or the **Use Parcel ID** option.

- To make a payment by **tax map number**, enter the number in the applicable fields.
- To make a payment by **parcel ID**, select the **Use Parcel ID** option. The Parcel ID field appears. Enter the parcel ID in this field.

1. Enter the **Amount** and **Payor Name**.

2. Enter the payer's address in the optional fields, **Address 1**, **2** and **3** if a record does not already exist for the payer. A new record is created in NA_NAMES.

3. Click **Accept**.
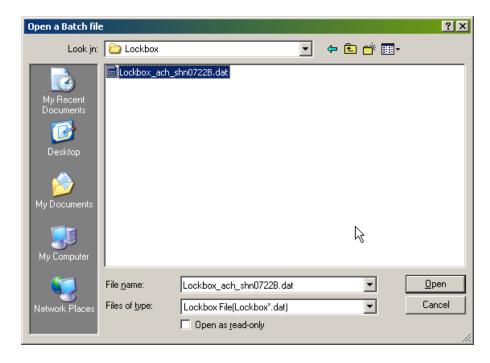
If the record is not found, a message appears. Verify the data entry and then try again.

Loading Lockbox Records

To load the lockbox record:

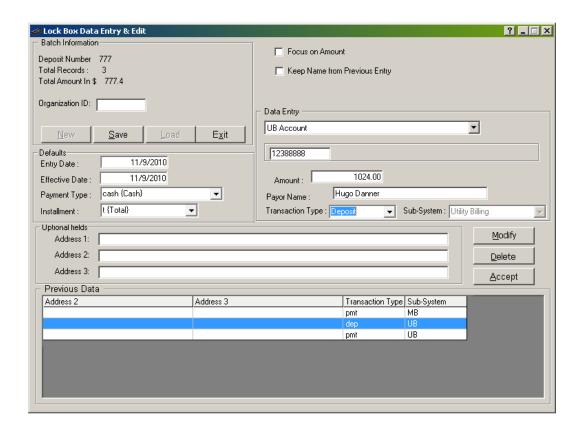1. Click **Load** on the *Lockbox Data Entry & Edit* form.

2. Enter the file name, in the **File Name** field, and click **Open** to open the file in the *Lockbox Data Entry & Edit* form.

The following information is displayed:

Under **Batch Information**:

- **Deposit Number** (or batch number)
- **Total Records**: This is the total number of records displayed
- **Total Amount In**: This field displays the total of all bill payments.

Under **defaults**:

- **Entry Date**: This is the date that the entry is being made.
- Effective Date: Enter the date that the payment will be collected.
- **Payment Type**: A user-defined code to identify the *Transaction Type*, such as credit card, cash or certified check (Table: VT_USR_CCTYPE).
- **Installment**: A user-defined code to identify the payment interval; for example, First, Second, Third, or Fourth.

Under **Data Entry**, one of the following is selected:

- Bill Number
- Payer Account number
- Utility Billing
- Miscellaneous Billing Invoice
- Bar Code
- Tax Map Number
- Parcel ID
- Key ID

The fields below the **Data Entry** field indicate the specific reference. *See The Lockbox Payment Entries on page 264 in the* **New Lock Box Data Entry & Edit** *section, for details.*

- **Amount**: The payment amount of the current record.
- **Payer Name**: The payer entered for the current record.
- **Transaction Type**: Select a Transaction Type from the drop-down menu. *Refer to The Lockbox Payment Entries on page 264 for details on allowed transaction types.*
- **Sub-System**: Select the sub-system for the payment.

In the *Optional fields* group

- **Address 1**, **2,** and **3**: These fields display the Unformatted Free Line 2, 3 and 4 in NA_NAMES, for the current record.

To modify a record:

1. Scroll to the record in the lower section of the window.

2. Double-click on the record to display the data in the upper section.

3. Make the required modifications.

4. Click **Modify**.

To delete a record:

1. Scroll to the record in the lower section of the window.

2. Double-click on the record to display the data in the upper section.

3. Click **Delete**.

4. Click **Yes** on the confirmation message box to continue.

Lockbox File Layout

Example Lockbox File Header Layout

T4444	2	3000.23	2003/09/22 06:02:49 PM govern			
88888888			1000.00	2003/08/01Check	01Frank	
78787878			2003.23	2003/08/01Check	01Frank	

The following rules apply:

1. The first character must be a T.

2. The next ten characters contain the batch number.

3. The next 11 characters contain the number of payments following the header.

4. The date and time of file creation follow.

5. Finally, the user name of the person who created the file appears.

The Lockbox Payment Entries

Lockbox File Layout

Header					
Column Name	**Value**	**String Length**	**Position**		**Required**
			From	**To**	
Header Flag	"T"	1	1	1	Mandatory
Batch Number		10	2	11	Mandatory
Payer Account Number		10	12	21	Optional
Number of Payments		10	22	31	Mandatory
Total of all Payments		10	32	41	Optional
File Creation Date / Time and User Name		Variable	42	Variable	Optional

The Lockbox Payment Entries

Column Name	**String Length**	**Position**		**Comments**
		From	**To**	
barcode (ar_id)	10	1	10	
fiscal_year	4	11	14	
cycle_code	15	15	29	
ub_account	20	30	49	
bill_prefix	2	50	51	
bill_seq	8	52	59	
amount	12	60	71	
payment_date	10	72	81	
payment_type	15	82	96	
installment	2	97	98	
payer_name	40	99	138	
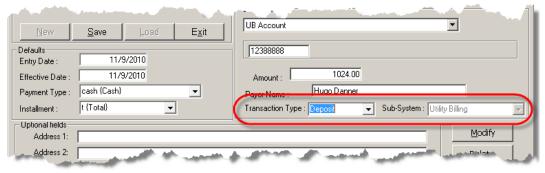
Column Name	String Length	Position		Comments
		From	**To**	
Address1	50	139	188	
Address2	50	189	238	
Address3	50	239	288	
The following fields have been added to the LockBox file layout, as a result the new record length is 400.				
EffectiveDate	10	289	298	
TransType	3	299	301	Spaces or **pmt** for payment; **dep** for deposit
SubSystem	2	302	303	Required for deposit
Empty_Buffer	96	304	399	Spaces

> **Note:** Deposit is not allowed if the *Data Entry* field is set to **Payer Account**, **Parcel ID**, or **Tax Map**. Deposit is allowed for all other entries for existing A/R Records, e.g. **Barcode**, **Key ID**, **MB Invoice**, **UB Account** Modifications will be present from Govern Batch Process Release 10.5.77 and Lockbox Release 10.5.7

The **Transaction Type** and **Sub-system** fields illustrated below in the *Lockbox Data Entry & Edit* form are only present from *Lockbox Release 10.5.7* and *Govern Batch Process Release 10.5.77* and greater.

Account Type		
Account	**Definition**	**File Update**
UB Account	Account Number is not NULL and **Bill Sequence is NULL**	UB account number is saved in the **UB account** field
MB Account	Account Number is not NULL and **Bill Sequence is 1**	MB invoice number is saved in the **UB account** field.
Payer Account	Account number is not Null and **Bill Sequence is 2**	Taxpayer account number is saved in the **UB account** field. This is used to distribute payments across multiple subsystems.
Tax Map Number	Account number is not Null and **Bill Sequence is 3**	P_ID is saved in the **UB account** field, although the entry was made by tax map number.
Parcel ID (P_ID)	Account number is not Null and **Bill Sequence is 4**	P_ID is saved in the **UB account** field; the entry was made by P_ID.
Key ID	Account number is not Null and **Bill Sequence is 5**	The Key ID (Permit, Offense or Workflow ID) is saved in the **UB account** field.
Tax Map Number Unformatted	Account number is not Null and **Bill Sequence is 6**	The Tax Map Number Unformatted is saved in **UB account** (ub_account)
Self Reported Tax ID (ST_ID)	Account number is not Null and **Bill Sequence is 7**	The ST_ID is saved in the **UB account** field (ub_account).

Exit: Click **Exit**, a confirmation message appears. To save and end your current lock box session, click **Yes**.

Chapter 5: ACH Payment Processing

📖 **Overview**

Automated Clearing House (ACH) is a secure payment transfer system that provides a centralized clearing facility for Electronic Fund Transfer (EFT) payments occurring within the U.S. and Canada. You can use ACH for any type of electronic payment; for example, to validate authorized debits for recurring payments.

ACH is integrated with the *ePayment* component, *Utility Billing*, and all *Tax Assessment* and *Billing* subsystems: *Real Property, Personal Property, Aircraft Excise, Boat Excise,* and *Motor Vehicle Excise Tax*.

The Accounts Receivable subsystem includes setup, user functionality, and batch processing to handle your ACH transactions. The administrative setup is performed on the A/R General Parameters form. The data entry for ACH Information is performed on the *ACH Information by Name* function. ACH prenotification files are created n to Govern Batch Processing and the ACH payment file is generated.

> **Note:** If you are upgrading to Govern for Windows, version 9.5 or higher, from an earlier version, and used ACH processing for Utility Billing records, ensure that all ACH records are processed, before performing the upgrade. *Refer to the Getting Started guide for full details.*

ACH Administrative Setup

📖 Overview

ACH Parameters are used for entering the banking information required for ACH payments. These parameters are added to the ACH Header file. For ACH, the origin bank is the bank you regularly use for A/R information. The destination bank is the bank that manages your ACH processing. The origin and destination banks may be the same or different. However, you need to enter the bank name and routing numbers in both the destination and origin parameters, even if the information is the same.

The File Descriptor contains required information for using the ACH file, such as a pointer to the file and access permissions. Contact the destination bank for further information.

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Complete the following procedure to set up the city and bank parameters for *ACH Web Payment* and the *ACH Payment* file.
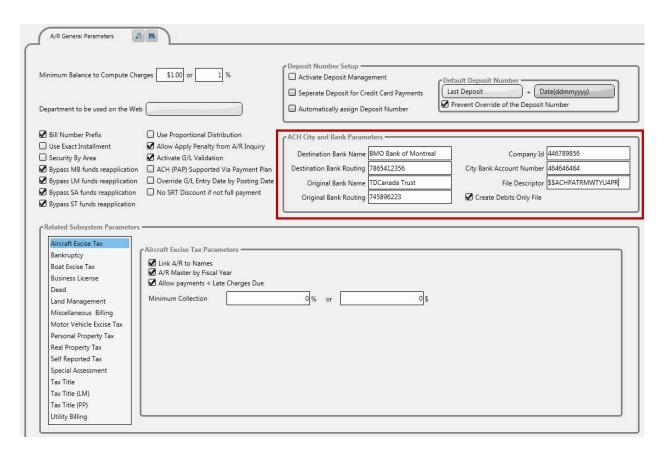
To set up the ACH parameters:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts / Receivable** > **General Parameters**.

   The ACH Parameters are located in the upper right section of the form.

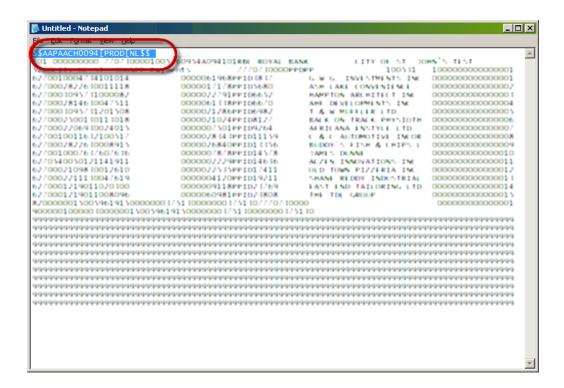3. Enter the name of the bank that manages your ACH processing in the **Destination Bank Name** field.

4. Enter the routing number of the bank that manages your ACH processing in the **Destination Bank Routing** field. This is a unique eight digit number used to identify the financial institution.

5. Enter the name of your regular bank in the **Origin Bank Name** field.

6. Enter the routing number of this bank in the **Origin Bank Routing** field.

7. Enter the identification number for the city or company making the deposit, in the **Company ID** field. Typically, this is the same as the Federal Tax ID.

8. Enter the account number of the bank entered in the **Origin Bank Name** field. This is a unique eight to seventeen digit number.

9. Enter the custom file descriptor string In the **File Descriptor** parameter.

   The *File Descriptor* string is different for each bank. It appears on the first line of the ACH file.

Support for Royal Bank of Canada (RBC) ACH Services

Govern's ACH process can be configured to accept the *Royal Bank of Canada* (RBC) format for Canadian banks. The *RBC ACH* format is used by banks and clients in the United States. It can be used to send electronic payments to Canadian banks in Canadian or U.S. dollars or electronic payments that require a currency conversion to U.S. banks in U.S. dollars. *RBC ACH* subscribers who want to send payments to the United States must use the RBC ACH format. *For summaries of the changes required in the RBC ACH Record Types, see Royal Bank of Canada ACH Format Modifications* on page 309.

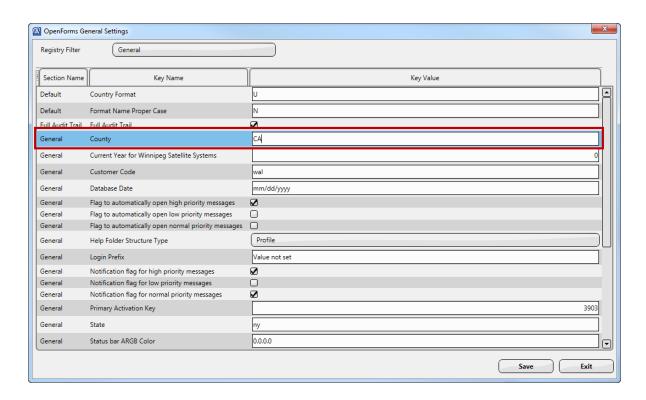To enable the option to accept the RBC format, you must use the *Govern Updata* utility.

To enable the RBC ACH format:

1. Launch Updata.

2. Select **File** > **Update Registry**

3. Enter **CA** in the **Country/County Code** field.

4. Click **Save**.

5. Complete the ACH parameters in the **ACH City and Bank Parameters** in the *Accounts Receivable General Parameters* form, as described in the preceding procedure.

ACH User Data Entry

Overview

There are two steps to maintaining ACH Information records for clients. The first step is to enter the information in the *ACH Information by Name* function, as described in the following section. In the second step, you need link the ACH Information to the subsystem for bill payment.

You can select the applicable account for bill payment from the following forms:

- Real Property Mailing Index
- Utility Billing Mailing Index
- Personal Property Assessment Maintenance
- Aircraft, Boat, or Motor Vehicle Assessment Maintenance.

See Linking ACH Information to the Subsystems on page 274.

ACH Information by Name

Use the *ACH Information by Name* function. Multiple ACH accounts can be created for each client.
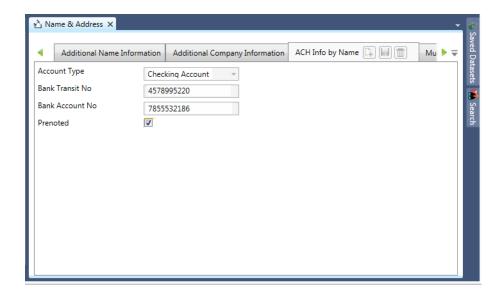
To define ACH Information:

1. Launch Govern OpenForms.

2. Open a Profile that contains Name & Address.

3. Open the **Name & Address** form.

4. Perform a search and select a record.

5. Select the **ACH Info by Name** tab.

6. Click the **New** icon to create a new ACH Information by Name record.

Account Type: Select the account type, either **Checking Account** or **Savings Account** form the drop-down list (Table: VT_SY_BANKACCT).

Bank Transit Number: Enter the *transit number* of the customer's bank. This is a unique number that identifies the bank location. This number is encrypted in the database.

Bank Account Number: Enter the customer's bank account number. This is a unique eight to seventeen digit number. This number is encrypted in the database.

Prenoted: This option is automatically selected if the *Prenotification File* process has been run for the selected account. *See ACH Batch Processes on page 281 in Govern Batch Processing for details.*

Note: This indicates only that a *Prenotification* file has been generated and that the selected record is included in this file. This does not necessarily indicate that the selected account is valid. If the bank finds the account is invalid or any information is incorrect, you can manually deselect this option and select the **Manually Deactivated** flag in Accounts Inquiry. See *Creating a Prenotification File* on page 281.

If this option is selected, the file is not included in the next batch prenotification file generation process.

> **Note:** Only users with Full Access Rights to the function can modify the
> **Prenoted** option.

Save: Click **Save** to save the new record or modifications to an existing one.

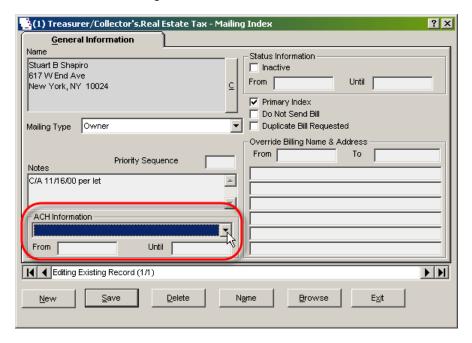# Linking ACH Information to the Subsystems

The *ACH Information* function defines the accounts that can be used for ACH payments. To use ACH for bill payments, you need to link a specific account to the subsystem, as described in this section.

Utility Billing

For the *Utility Billing* subsystem, bill payment is set up through the *Utility Billing Mailing Index*. Use the **ACH Information** section to select an account and enter dates to start and / or end ACH payment processing.

To set up ACH payment for Utility Billing:

1. In Govern for Windows, select a record for the applicable name.
2. Launch the *UB Mailing Index* function.

3. Select the account for ACH payments from the **ACH Information** drop-down list.

> **Note:** The **ACH Information** section is enabled only if the **Primary Index** option is selected. This identifies the person or company paying the bill and can be selected for only one name in the index.

4. Enter a date to start ACH payment processing, if applicable.

5. Enter a date to end ACH payment processing, if applicable.

6. Click **Save**.

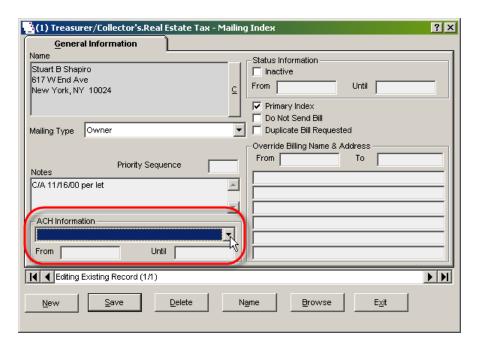*For more information on the UB Mailing Index function, refer to the Utility Billing guide.*

Real Property Taxation and Assessment Billing

For the *Real Estate Taxation* subsystem, bill payment is set up through the *Real Estate Tax Mailing Index*. Use the **ACH Information** section to select an account and enter dates to start and / or end ACH payment processing.

To set up ACH payment for Real Estate Taxation:

1. Launch Govern.

2. Select a record for the applicable name.

3. Open the *Real Estate Tax Mailing Index* function.

4. Select the account to be used for ACH payments from the **ACH
    Information** drop-down list.

    > **Note:** The **ACH Information** section is enabled only if the **Primary Index**
    > option is selected. This identifies the person or company paying
    > the bill and can be selected for only one name in the index.

5. Enter a date to start ACH payment processing, if applicable.

6. Enter a date to end ACH payment processing, if applicable.

7. Click **Save**.

*For more information on the Real Estate Tax Mailing Index function, refer to
the Real Estate Taxation and Assessment Billing guide.*

Personal Property Taxation

For the *Personal Property Taxation* subsystem, bill payment is set up through
the *Personal Property Assessment Maintenance* function. Use the **ACH
Information** section to select an account and enter dates to start and / or end
ACH payment processing.

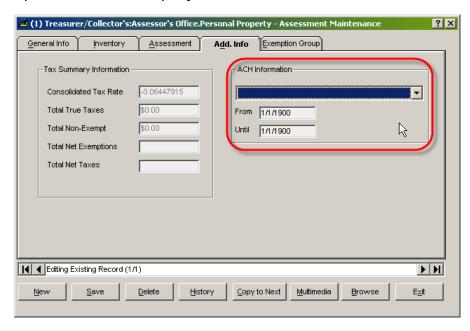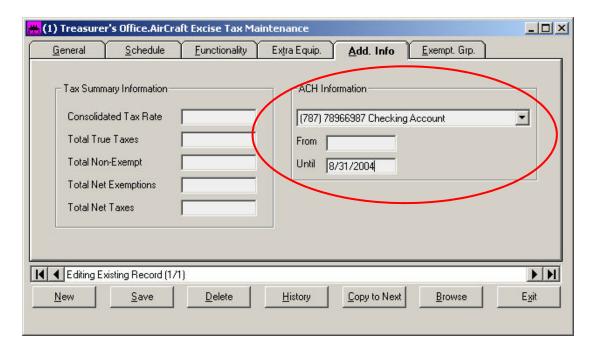To set up ACH payment for Personal Property Taxation:

1. Launch Govern.

2. Select a record for the applicable name.

3. Open the *Personal Property Assessment Maintenance* function.

4. Select the account to be used for ACH payments from the **ACH Information** drop-down list.

5. Enter a date to start ACH payment processing, if applicable.

6. Enter a date to end ACH payment processing, if applicable.

7. Click **Save**.

For more information on this function, refer to the Personal Property Taxation and Assessment Billing guide.

Aircraft Excise Tax

For the *Aircraft Excise Tax* subsystem, bill payment is set up through the *Aircraft Excise Tax Maintenance* function.

Use the **ACH Information** section to select an account and enter dates to start and / or end ACH payment processing.

To set up ACH payment for Aircraft Excise Taxation:

1. Launch Govern.

2. Select a record for the applicable name.

3. Open the *Aircraft Excise Tax Maintenance* function.

4. Select the account to be used for ACH payments from the **ACH Information** drop-down list.

5. Enter a date to start ACH payment processing, if applicable.

6. Enter a date to end ACH payment processing, if applicable.

7. Click **Save**.

For more information on this function, refer to the Aircraft Excise Taxation and Assessment Billing guide.

Boat Excise Tax

For the *Boat Excise Tax* subsystem, bill payment is set up through the *Boat Excise Tax Maintenance* function. Use the **ACH Information** section to select an account and enter dates to start and / or end ACH payment processing.

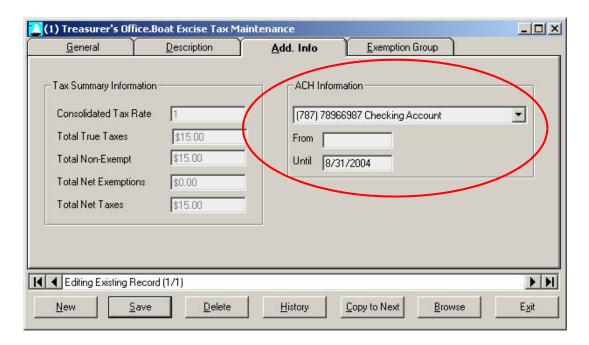To set up ACH payment for Boat Excise Taxation:

1. Launch Govern.

2. Select a record for the applicable name.

3. Open the *Boat Excise Tax Maintenance* function.

4. Select the account to be used for ACH payments from the **ACH Information** drop-down list.

5. Enter a date to start ACH payment processing, if applicable.

6. Enter a date to end ACH payment processing, if applicable.

7. Click **Save**.

For more information on this function, refer to the Boat Excise Taxation and Assessment Billing guide.
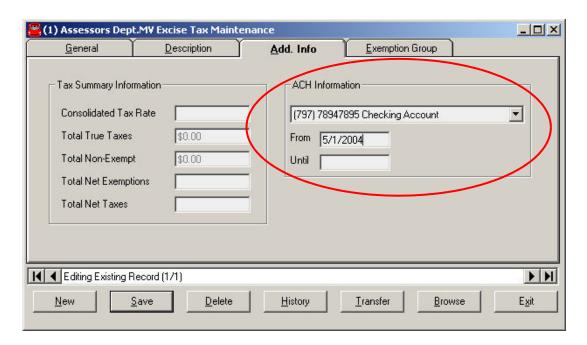
Motor Vehicle Excise Tax

For the *Motor Vehicle Excise Tax* subsystem, bill payment is set up through the *MV Excise Tax Maintenance* function. Use the **ACH Information** section to select an account and enter dates to start and / or end ACH payment processing.

To set up ACH payment for Motor Vehicle Excise Taxation:

1. Launch Govern.

2. Select a record for the applicable name.

3. Open the *MV Excise Tax Maintenance* function.

4. Select the account to be used for ACH payments from the **ACH Information** drop-down list.

5. Enter a date to start ACH payment processing, if applicable.

6. Enter a date to end ACH payment processing, if applicable.

7. Click **Save**.

For more information on this function, refer to the Motor Vehicle Excise Taxation and Assessment Billing guide.
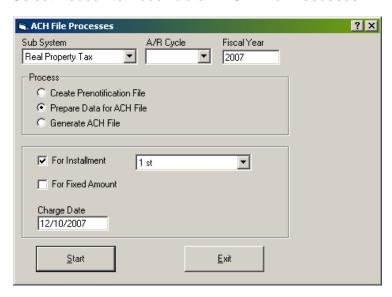
ACH Batch Processes

📖 Overview

The *ACH File Processes* function has been added to the Accounts Receivable menu in *Govern Batch Processing* for processing ACH information.

To access this batch process:

1. Launch Govern Batch Processing.
2. Select **Accounts Receivable** > **ACH File Processes.**

You can run three (3) processes from this function:

- Create a Prenotification File
- Prepare Data for ACH
- Generate ACH File

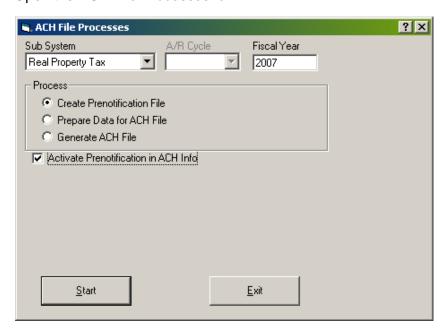## Creating a Prenotification File

Run this process to create an *ACH Prenotification* file. This file contains pre-notification codes and zero dollar amounts. It is used to test that the listed accounts are valid.

To run this process:

1. Launch Govern Batch Processing.

2. Open the *ACH File Processes* form:

3. Select **Create Prenotification File**.

4. Enter the fiscal year in which the bills were generated.

5. Select **Activate Prenotification in ACH Info** to automatically select the **Prenoted** option on the *ACH Information by Name* function in Govern.
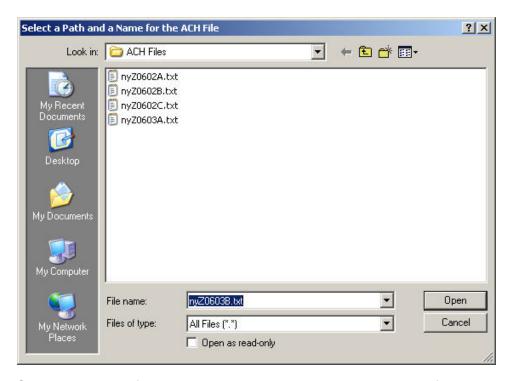
If this option is selected, the record is not included in the next batch *Prenotification File Generation* process.

> **Note:** If a record is *prenoted*, this indicates only that a *Prenotification* file has been created and that the selected record is included in this file. This does not necessarily indicate that the selected account is valid. If the bank finds that the account is invalid or any information is incorrect, you can deselect this option and select the **Manually Deactivated** flag in Accounts Inquiry. *See Active Flag on page 286.*

6. Click **Start** on the *ACH File Processes* form. The *Windows Path Selection* screen appears. The *Prenotification* file is automatically named with your *User Code* followed by the current month and day and an alphabetic character, starting with A. If you create a second file on the same day, it inserts a B and so on to Z. After that a numeric character is inserted.

7. Click **Open**. A confirmation message appears indicating that the file was successfully created.

Preparing Data for ACH

You need to run the *Prepare Data for ACH* batch process for all subsystems, except *Utility Billing*. This process loads the ACH information to the AR_MASTER table and displays it on the Notes tab of the A/R Inquiry function for the applicable records.
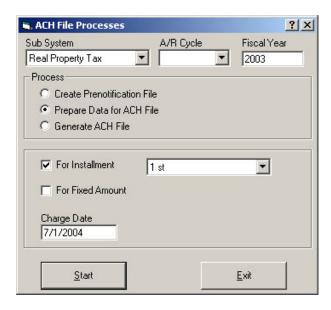
To run this process:

1. Launch Govern Batch Processing.

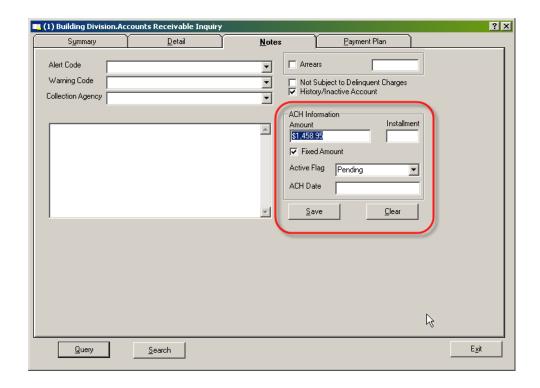2. Open the *ACH File Processes* form.

3. Select the subsystem where the accounts are saved.

4. Select **Prepare Data for ACH File**.

5. Enter the fiscal year or accept the default.

6. For the *Real Property Tax* subsystem, select the A/R Cycle or leave this field blank to process records from all cycles.

7. Do one of the following:
   - For payments by installment, select the **For Installment** option and then select the installment from the drop-down list.
   - For payments by amount, select the **For Fixed Amount** option.

8. Double-click in the **Charge Date** field and select the date to be used for calculating charges. Interest and penalties are calculated as of this date.

9. Click **Start**.

The *Prepare Data for ACH File* process does the following:

- Loads the ACH information to the following fields in AR_MASTER:
  - ACH_AMOUNT
  - ACH_ACTIVE_FLAG
  - ACH_FIXED_FLAG
  - ACH_INSTALLMENT
  - ACH_DATE
- Displays this information on the Notes tab of the *A/R Inquiry* function in Govern:

Active Flag: The *Prepare Data for ACH File* process sets the **Active Flag** to **Pending**.

In the **Pending** state, you can:

• Modify the displayed amount
• Change the **Active Flag** to **Manually Deactivated**.

Records set to **Manually Deactivated** are not included in the ACH File. Use this state for accounts that cannot be prenoted; for example, invalid accounts.

ACH Amount: This field displays the amount for the selected record. This can be the amount of the displayed installment or a fixed amount. To override this value, for example, for partial payments, modify the field directly and click **Save**.

Installment: If the displayed amount is an installment, this field displays first, second, third, fourth or total (Table: VT_SY_INSTALL).

Fixed Amount: This option is selected if the displayed amount is a fixed amount.

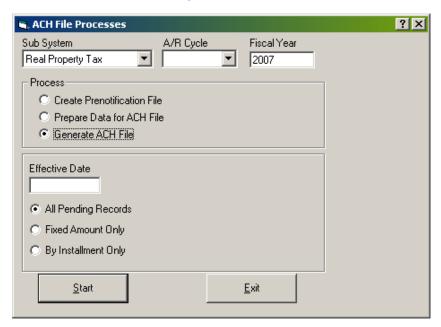**ACH Date:** For the *Prepare Data for ACH File* process, this field displays the date the process was run.

Generate the ACH File

Run this process to generate the ACH File that is sent to the bank to complete the ACH process. The ACH Information section of the A/R Inquiry function is automatically updated.

The process is slightly different for Utility Billing records. *See page 288.*

To run this process for all **Tax Assessment and Billing** records:

1. In *Govern Batch Processing*, launch the *ACH File Processes* form:

2. Select the subsystem where the accounts are saved.

3. Select **Generate ACH File**.

4. Enter the fiscal year or accept the default.

5. For the *Real Property Tax* subsystem, select the A/R Cycle or leave this field blank to process records from all cycles.

6. Double-click in the **Effective Date** field and select the date that payment will be collected.

7. Do one of the following:
    *   For payments by installment, select the **For Installment** option and then select the installment from the drop-down list.
    *   For payments by amount, select the **For Fixed Amount** option.
    *   For payments by both installment and fixed amount, select **All Pending Records**.

8. Click **Start**. *See Generating the ACH File on page 289.*

> **Note:** The amounts generated in this process can vary from those in the *Prepare Data for ACH File* process if the **Effective Date** and **Charge Date** are different.

Running the ACH File Processes for Utility Billing Accounts

To run the process for **Utility Billing** records:

1. Launch Govern Batch Processing.

2. Open the *ACH File Processes* form:

3. Select the subsystem where the accounts are saved.

4. Select **Generate ACH File**.

5. Double-click in the **Effective Date** field and select the date that payment will be collected.

6. Do one of the following:

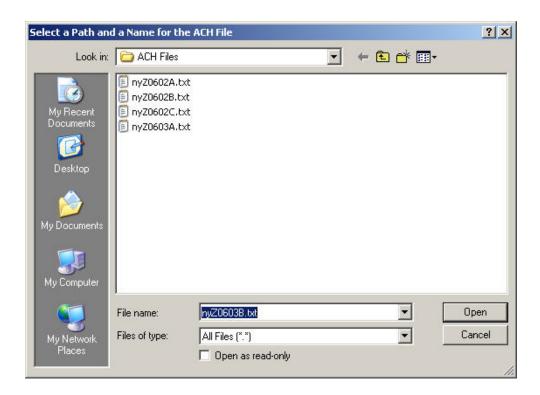- For payments by installment, select the **For Installment** option and then select the installment from the drop-down list.
- For payments by amount, select the **For Fixed Amount** option.
- For payments by both installment and fixed amount, select **All Pending Records**.

7. Select the *Posting ID* of the records you want to process.

8. Click **Start**.

> **Note:** The amounts generated in this process can vary from those in the *Prepare Data for ACH File* process if the **Effective Date** and **Charge Date** are different.

Generating the ACH File

The *Windows Path Selection* screen appears after the batch processes are run. Like the *Prenotification* file, the ACH file is automatically named with your *User Code* followed by the current month and day and an alphabetic character, starting with A. If you create a second file on the same day, it inserts a B and so on to Z. After that a numeric character is inserted.
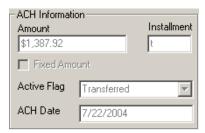
To complete the process:

1. Click **Open**.

   A confirmation message appears indicating that the file was successfully created.

2. Click **OK** on the confirmation message.

   The ACH Information section of the A/R Inquiry function is updated as follows:

   Active Flag: The *Generate ACH File* process sets the **Active Flag** to **Transferred**.

   In the **Transferred** state, all ACH Information fields are display only; they cannot be modified.

   ACH Amount: This field displays the amount for the selected record. This can be the amount of the displayed installment or a fixed amount.

   Installment: If the displayed amount is an installment, this field displays first, second, third, fourth or total (Table: VT_SY_INSTALL).

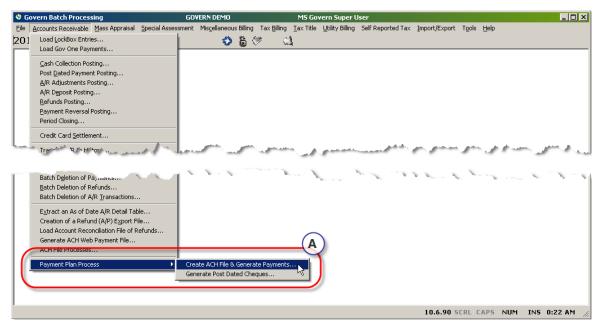   **Fixed Amount:** This option is selected if the displayed amount is a fixed amount.

   ACH Date: For the *Generate ACH File* process, this field displays the date of the payment transfer.
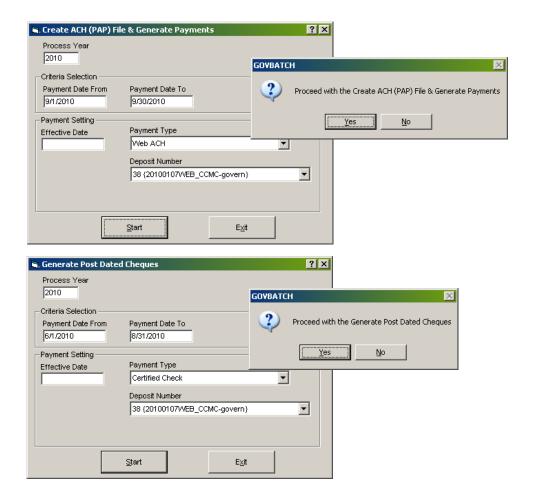
ACH and Post Dated Check Batch Process

The **ACH (PAP) Supported via Payment Plan**, payment types for *Post Dated Checks*, and *ACH Payments* can be generated with the following processes in *Govern Batch*.

To process the transactions:

1. Launch Govern Batch Processing.

2. Select *Accounts Receivable > Payment Plan Process >*

3. Select one of the following:
    *   Create ACH Files & Generate Payments...
    *   Generate Post Dated Checks

4. Complete the required parameters in the *Criteria Selection* and or *Payment Setting* groups.

5. Click **Start** to begin the process.

6. Click **Yes** on the confirmation dialog box.

Creating an ACH Payment Type for Preauthorized Payments (PAP)

It is recommended to create a separate *PAP ACH* type to differentiate from other *ACH* transactions. This can be done in *Govern Admin* through the **Validation Table Header** for.
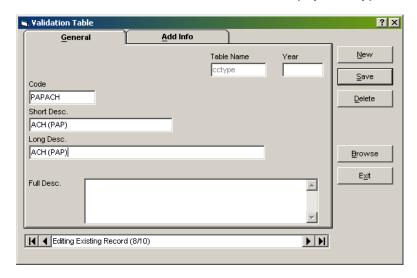
To create a separate PAP ACH payment type:

1. Launch Govern Admin.

2. Select **Setup** > **Validation Table...**

3. Open the Cash Collection - Payment Type validation table (VT_USR_ CCTYPE).
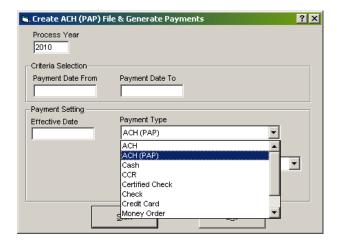
4. Click **Codes** to create a code for ACH PAP payment types.

5. Click **New** on the Validation Table codes form.

6. Enter **PAP_ACH** for the **Code Name** and **ACH (PAP)** in the **Short** and **Long Description** parameters.

7. Click **Save**.

This new payment type can be selected from the Payment Types drop-down list for *Preauthorized Payment ACH* transactions.

Layout of ACH Files Generated by this Process

File Header

Column Name	String Length	Position From	Position To	Comments
Record type code	1	1	1	"1"
Priority code	2	2	3	"01"
City Bank routing number	10	4	13	1 blank "" 2-5 Fed. Res. Rt. Symbol 6-9 inst. ID 10 check digit
City ID	10	14	23	1 blank "" 2-5 Fed. Res. Rt. Symbol 6-9 inst. ID 10 check digit
Current date on workstation	6	24	29	yymmdd
Current time on workstation	4	30	33	hhmm 24 hr
Same day ID or Same day date	1	34	34	A-Z, 0-9 A=first, B=2nd Z=26, 0=27 Note: If the date changes, restart at A
Record Size	3	35	37	"094"
Blocking Factor	2	38	39	"10"
Format Code	1	40	40	"1"
City Bank Name	23	41	63	Pad Right with blank characters
Organization Name	23	64	86	Pad Right with blank characters
Ref. code	8	87	94	

Batch Header

Column Name	String Length	Position From	Position To	Comments
Record type code	1	1	1	"5"
Service class code	3	2	4	"200"
Organization name	16	5	20	Name or Source; e.g., "City or Plymouth"
Discretionary variable	20	21	40	e.g., "Utility Payments"
City ID	10	41	50	Originator ID #
Standard entry class code	3	51	53	ACK, ADV, ATX, CDD etc
Description of entry	10	54	63	e.g., "Utility "
Date variable	6	64	69	mmddyy or mm yy or mmmyy
Due date	6	70	75	effective entry dat " "
Settlement date	3	76	78	Settlement date " "
Originator status code	1	79	79	"1"
City Bank Routing Number	8	80	87	Originating DFI ID #
Batch #	7	88	94	Pad with left 0's

Detail Record

Column Name	String Length	Position From	Position To	Comments
Record type code	1	1	1	"6"
Transaction code	2	2	3	
Bank_transit_no	8	4	11	Receiving DFI ID
Bank_transit_no	1	12	12	Check digit
Bank_Account_no	17	13	29	Left align-pad right

Column Name	String Length	Position From	Position To	Comments
Bill amount	10	30	39	Format$(tmp_val, ″#0.00″)
AR ID & " " & Posting ID	15	40	54	Ref. # on invoice, left align
Free line 1	22	55	76	Variable, left align
Discretionary data	2	77	78	empty ″ ″
Addenda record indicator	1	79	79	"1" = more to follow "0" = no record present
Trace #	15	80	94	Variable, 1-8=Route # of ODFI 9-15 = entry sequence #

Batch Control

Column Name	String Length	Position From	Position To	Comments
Record type code	1	1	1	"8"
Service class code	3	2	4	e.g., "200"
Entry/addenda count	6	5	10	variable, pad with 0 to left
Entry hash	10	11	20	variable
Total debit	12	21	32	entry dollar amt, variable, pad with 0 to left
Total credit	12	33	44	entry dollar amount, pad with 0 to left
City ID	10	45	54	Originator ID #
Message authentication code	10	55	73	remaining 11 chars are blank

Column Name	String Length	Position From	Position To	Comments
Reserved	6	74	79	" "
City Bank Routing Number	8	80	87	Originating DFI Id#
Batch #	7	88	94	pad with 0 to left

File Control

Column Name	String Length	Position From	Position To	Comments
Record type code	1	1	1	"9"
Batch count	6	2	7	pad with 0 to left
Block count	6	8	13	pad with 0 to left
Entry/addenda count	8	14	21	pad with 0 to left
Entry hash	10	22	31	
Total debit	12	32	43	entry dollar amount, pad with 0 to left
Total credit	12	44	55	entry dollar amount, pad with 0 to left
Reserved	39	56	94	blank chars

Appendix A: A/R Transaction Types

The following table provides a description and abbreviation for each A/R transaction type. The transaction types are saved to VT_SY_ ARTRTYPE in the Govern database. They are used to populate the Transaction Type fields, on the A/R Class Parameters form on the A/R Transaction forms.

Code	Transaction Type	Description
ab	Abatement/Exemption	A reduction of a payment or release from a payment.
adj	Adjustment	A modification made on an account or bill.
ajb	Adjusted Bill	A modification made to a Partial Billing record.
chg	Charge	An amount applied on an account or bill.
dct	Discount	A reduction on the total value or gross amount.
dep	Deposit	An amount of money placed in a bank.
dmd	Demand	A special charge applied to delinquent bills. This is used in the Motor Vehicle Excise Tax subsystem.
dup	Duplicate Payment	A second payment made to cover an amount already paid.
fee	Fee	An amount charged for a service or product.
int	Interest	A charge, usually a percentage, applied on delinquent bills or borrowed money.
inv	Billed (Invoice)	A list of itemized amounts for goods and services.
mcr	Misc. Cash Receipt	An amount charged for an item not covered by other categories.
och	Open Cash Credit	A credit generated from a cash payment.
ocr	Open Credit	A credit generated from an adjustment.
ovr	Overpayment	An adjustment generated from an overpayment on installment. This is specific to the *Real Property Tax Assessment & Billing* module. It is only used in that module only. **Note**: The **Over, Short, and Duplicate Method** option must be selected on the *A/R General Parameters* form in GNA.
pdt	Postdated Payment	A payment dated later than the current date.
pen	Penalty	A charge applied on delinquent accounts.
pmt	Payment	An amount of money given in exchange for goods or services.

Code	Transaction Type	Description
rev	Payment Reversal	A transaction made to correct a payment made in error that is posted or a Not Sufficient Funds (NSF) check hat is processed.
rf	Refund	An amount of money returned when an overpayment is made.
sht	Over & Short	An amount generated from the *Automatic Generation of Over & Short* batch process.
td	Tax Deferral	A postponed tax payment.
tri	Transferred To Tax (I/P)	An interest or penalty charge transferred from the Special Assessment subsystem.
trp	Payment Transfer	When you create a Payment Transfer in Govern OpenForms, a Payment Transfer (trp) transaction is automatically created in the account to which the payment is transferred; i.e., the payment is added to this account. At the same time, a Payment Transfer Reversal is created in the account from which the payment is transferred.
trr	Payment Transfer Reversal	When you create a Payment Transfer in Govern OpenForms, a Payment Transfer Reversal (trr) transaction is automatically created in the account from which the payment is transferred; i.e., the original payment is removed from this account. At the same time, a Payment Transfer is created in the account to which the payment is transferred.
tt	Tax Title / Lien	A charge applied on property for the fulfillment of a debt or duty.
tti	Tax Title Lien (Interest)	The interest generated from the tax title.
tto	Transferred Principal	The amount of principal transferred to tax.
ttp	Transferred (Interest and Penalty)	The amount of interest and penalty transferred to tax.
ttx	Transferred To Tax	The total amount transferred, including principal and interest.
tx1	Sales Tax 1	A Sales Tax calculation method in which the first and second taxes are added together; then, applied to the bill.
tx2	Sales Tax 2	A Sales Tax calculation method in which the first tax is added to the bill; then, the second tax is calculated on this amount.

Code	Transaction Type	Description
vp	Voluntary Payment (Advance Payment)	An amount that is paid before a bill is received. For example, a taxpayer may forward a payment to cover bills during a planned absence. **Note**: If you select *Voluntary Payment*, as the transaction type, on the Payment Data Entry form, an AR_ID must already exist for the person or property associated with the payment.

Appendix B: A/R Computing and Posting Error Codes

Error Code	Description
1	Invalid AR ID Property
2	Save without Append (No A/R Detail found)
3	Invalid A/R Class Code Property
4	Invalid Subsystem code in A/R Parameters
5	Missing Required PID Property
6	Missing Required NAID Property
7	Missing Required Cycle Code
8	Missing Required Key ID Or Key Type
9	Missing Required UBID
10	Move Next After EOF
11	Invalid Transaction Type
12	Detail Object Contains Existing Transactions
13	Missing Required CCID Property
14	Missing Required A/R ID Property
15	Missing Subsystem Property
16	Missing Installment
22	Class Code and Transaction Type Incompatible
25	Invalid Fiscal Year
26	Invalid Amount
27	Can't get a system key index
28	Invalid G/L Distribution Amount
29	Transaction Already Posted
30	Cannot delete because the subsequent transaction is not posted

Error Code	Description
32	Invalid or Missing PP_ID
33	Invalid or Missing MV_ID
34	Invalid or Missing BT_ID
35	This A/R record is inactive and unavailable
36	No Right of Access

Appendix C: G/L Validation Rules

📖 Overview

The following table lists the valid G/L Accounts for each transaction type.

Transaction Types	G/L Accounts
Abatement	Accounts Receivable, Revenue, Deferred Revenue
Adjustment	Cash, Accounts Receivable, Revenue, Deferred Revenue
Adjusted Bill	Cash, Accounts Receivable, Revenue, Deferred Revenue
Charge	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Discount	Accounts Receivable, Revenue, Deferred Revenue, Discount
Deposit	N / A *
Demand	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Duplicate Payment	Cash, Accounts Receivable, Revenue, Deferred Revenue
Fee	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Interest	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Billed / Invoice	Cash, Accounts Receivable, Revenue, Deferred Revenue
Miscellaneous Cash Receipt	Cash, Accounts Receivable, Revenue, Deferred Revenue
Open Cash Credit	Cash, Accounts Receivable
Open Credit	Accounts Receivable, Revenue, Deferred Revenue
Over Payment	Cash, Accounts Receivable, Revenue, Deferred Revenue
Postdated Payment	N / A *
Penalty	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Payment	N / A *

Transaction Types	G/L Accounts
Payment Reversal	Cash, Accounts Receivable, Revenue, Deferred Revenue
Refund	Cash, Accounts Receivable, Revenue, Deferred Revenue
Over & Short	Cash, Accounts Receivable, Revenue, Deferred Revenue
Tax Deferral	Cash, Accounts Receivable, Revenue, Deferred Revenue
Transfer to Tax (Interest, Penalty)	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Tax Title / Lien	Cash, Accounts Receivable, Revenue, Deferred Revenue
Tax Title / Lien (Interest)	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Trans. Principal	Cash, Accounts Receivable, Revenue, Deferred Revenue
Trans.(Interest, Penalty)	Cash, Penalty: Accounts Receivable, Penalty: Revenue, Penalty: Deferred Revenue
Transfer To Tax	Cash, Accounts Receivable, Revenue, Deferred Revenue
Sale Tax 1	Cash, Accounts Receivable, Revenue, Deferred Revenue
Sale Tax 2	Cash, Accounts Receivable, Revenue, Deferred Revenue
Voluntary Payment	N / A *

* The *Deposit*, *Postdated Payment*, *Payment* and *Voluntary Payment* transaction types are not distributed to Govern's G/L

See G/L Account Parameters on page 4 in Govern Admin, for details on General Ledger Accounts and Distribution.

Appendix D: Cherry Keyboard Configuration
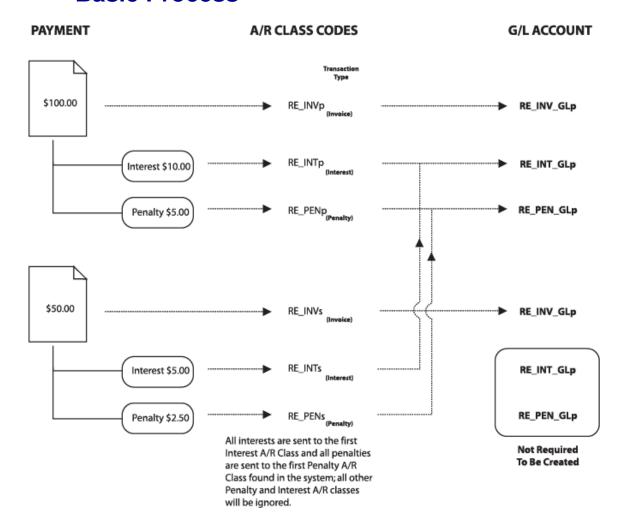
To use a **Cherry Keyboard**, with a credit card slot, in Govern, you need to configure it as follows.

1. Open Microsoft® Notepad.

2. Press the <**Shift**>, <**Alt**> and <**Ctrl**> keys on both sides of the keyboard, at the same time. After three seconds, you will hear a beep and see the following message in Notepad **"*** MENU ENTRY ***"**.

3. Press **j**, **1** and **y**.

4. Press **j**, **2** and **y**.

5. Press **v**, **5**, **%** (Shift 5) and <**enter**> on the numeric keyboard

6. Press **v**, **6** and <**Enter**> on the numeric keyboard

7. Press **w**, **5**, **?** (Shift /) then <**Enter**> on the alpha keyboard and <**Enter**> on the numeric keyboard.

8. Press **w**, **6**, **?** (shift /) then <**Enter**> on the alpha keyboard and <**Enter**> on the numeric keyboard.

9. Press the space bar. You will see the following message in *Notepad* **"***Menu Exit ***"**.

Appendix E: A/R Class Code Process Map

Basic Process
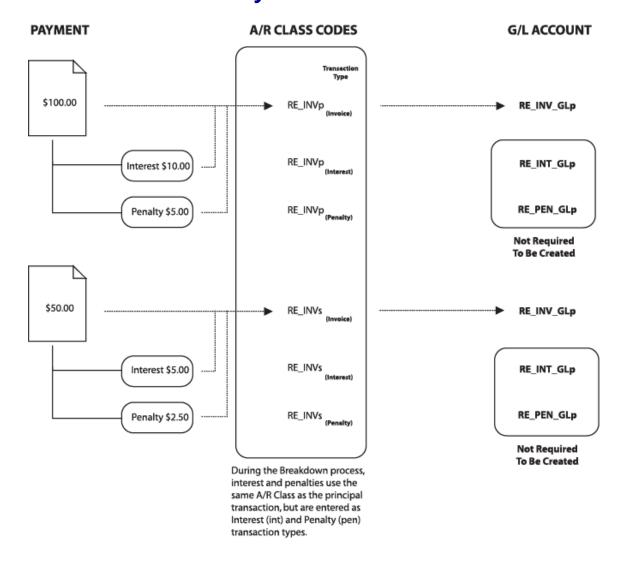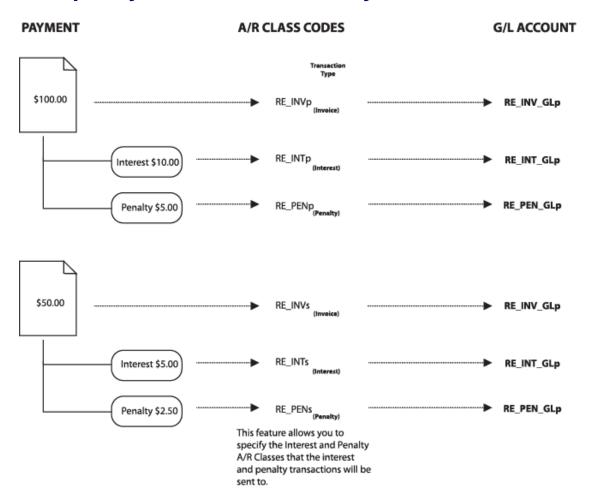
Interest / Penalty Breakdown Process

PAYMENT

A/R CLASS CODES

G/L ACCOUNT

$100.00

Interest $10.00

Penalty $5.00

Transaction Type

RE_INVp *(Invoice)*

RE_INVp *(Interest)*

RE_INVp *(Penalty)*

RE_INV_GLp

RE_INT_GLp

RE_PEN_GLp

Not Required To Be Created

$50.00

Interest $5.00

Penalty $2.50

RE_INVs *(Invoice)*

RE_INVs *(Interest)*

RE_INVs *(Penalty)*

RE_INV_GLp

RE_INT_GLp

RE_PEN_GLp

Not Required To Be Created

During the Breakdown process, interest and penalties use the same A/R Class as the principal transaction, but are entered as Interest (int) and Penalty (pen) transaction types.

Specify Interest and Penalty A/R Class

This feature allows you to
specify the Interest and Penalty
A/R Classes that the interest
and penalty transactions will be
sent to.

Appendix F: Royal Bank of Canada ACH Format Modifications

> **Note:** Some information in this section is extracted from the following document:
>
> **ACH Direct Payments (PAD) Service**
> *RBC Automated Clearing House ACH Debit File Format Specification*
> Version 8, October 27, 2008©
>
> **Contact the Royal Bank of Canada (RBC) for any amendments or updates that may have been made to this document.**

General Information

Summary

New subscribers to the ACH Pre-Authorized (PAD) Services wishing to send payments to the United States must use the RBC ACH format.

RBC Automated Clearing House (ACH) format is used by banks and clients in the United States. This format can also be used to send Canadian or U.S. dollar electronic payments destined to Canadian Banks and/or electronic U.S. dollar payments to a U.S. bank, and requiring a currency conversion. A mixture of electronic USD payments and CAD payments can be part of the same file, however all payments in a single batch must be for the same currency. ACH format is recommended if you currently use the format to exchange payments in the United States.

Format and Organization

ACH standard records are transmitted via telecommunication networks between participants. Characters used in inter-regional *ACH* records are restricted to 0-9, A-Z, blank and seven special characters (# - $. & *). Any other characters are not to be used.

Logical files must consist of logical records in sequence of:

- Header Record, type 1

- Company/Batch Header Record, type 5
- Entry Detail Record, type 6
- Addenda Record, type 7. Note: effective September 18th, 2009, multiple Addenda records are mandatory for payments destined to the USA
- Control/Batch Control Record, type 8
- File Control Record, type 9

Separate batches are required for IAT (International ACH Transactions). Separate batches are also required for U.S. dollar payments and Canadian payments. If you are sending a mixture of payments in the same file, the input should be as follows:

- Header Record - type 1
- IAT Company/Batch Header Record – Type 5 SEC = IAT (effective date of September 18, 2009)
- IAT Entry Detail Record – Type 6
- 1st Addendum Record - Type 7-10
- 2nd Addendum Record – Type 7-11
- 3rd Addendum Record – Type 7-12
- 4th Addendum Record – Type 7-13
- 5th Addendum Record – Type 7-14
- 6th Addendum Record – Type 7-15
- 7th Addendum Record – Type 7-16
- Company /Batch Control Record- type 8
- Company/Batch Header Record – Type 5   SEC = CCD or PPD

- Entry Detail Record – Type 6

- Entry Detail Record – Type 6

- Company /Batch Control Record- type 8
- File Control Record – type 9

Multiple logical files can be submitted on a physical transmission.

For transmission protocols consult RBC's Client Service Centre.

Basic Specifications

- Input must conform to the Automated Clearing House (ACH) Record Descriptions (94 characters per record)
- All fields on the records have an indicator as to their format:

- (N) = Numeric

- (AN) = Alphanumeric

- All numeric fields must be unsigned and right justified and zero filled.
- Alphanumeric fields shall be left justified and blank filled.
- All unused fields should have an initial value of zeros (11110000 binary code EBCDIC or 00110000 binary code ASCII), if numeric, or spaces (01000000 binary code EBCDIC or 00110000 binary code ASCII), if alphanumeric.

Currency

- Under the Company/Batch Header Record, the Destination Currency can be Canadian or US Dollars.
- If the "Destination Currency" field is "blank" the currency will default to the currency of the service.
- If the "Destination Currency" field is other than CAD, or USD, or Blank, the currency will default to the currency of the service.

Notes

- All payments in a single batch must be in the same currency.
- A batch can only contain one transaction service type. A file may contain many similar service type batches.

Use of Client Numbers in File

- **Client with No Subsidiaries (Centralized)** - All basic records must have the same subsidiary number (0000) as the header record.
- **Operating Subsidiaries** - All basic records must have the same subsidiary number as the header record.
- **Non-operating Subsidiaries** -The header and trailer must be the Parent 6-digit number assigned plus 0000. Each basic record may have the last 4 digits different, depending on where the record would be returned.

Destination Country

The financial institution on which the item is drawn can be in Canada or the United States.

When payment transactions are destined for a U.S. financial institution:

- The destination currency must be USD.
- U.S. bank identification number:

First four positions TTTT = transit routing and ABA number

Second four positions AAAA = financial institution number

Ninth position R = transit routing code

Destination Country field is Mandatory.

Account Numbers

The maximum length for a savings or checking account number drawn on a Canadian financial institution is 12 digits even though ACH format will accept a length of 35. The Canadian Payments Association (CPA) sets this 12-digit restriction. The maximum length of an account number drawn on an U.S. financial institution is 17 digits. Account numbers should always be left justified. Do not zero fill. Input only the significant digits.

Input Format

This format requires the use of a ten-digit client number, comprised of six digits assigned by RBC and four digits assigned by the client to identify a subsidiary (may be zeros). This information is called the Client Number or Originator Identification Number.

NACHA IAT Rule Changes

As of September 18th, 2009, an amendment to the NACHA Operating Rules became effective. This requires (1) Originating Banks to identify all international payment transactions transmitted via the ACH Network as International ACH Transactions using a new Standard Entry Class Code (IAT); and (2) requires IAT transactions to include the specific data elements defined within the Bank Secrecy Act's (BSA) "Travel Rule" so that all parties to the transaction have the information necessary to comply with U.S. law, which includes the programs administered by the Office of Foreign Assets Control (OFAC). This amendment will align the Rules with OFAC compliance obligations and make it easier for Receiving Banks to comply with those requirements.

The following format has been modified to meet the requirements for the new IAT Rule changes. To minimize impact to clients were possible, the following

records have been modified and where necessary new records have been created.

You can submit:

1. Payments destined to USA only that originate in Canada.
2. Payments destined to Canadian banks only that originate in Canada.
3. Payments destined to Canadian Banks & USA Banks that originate in Canada.
4. Payments destined to US Banks only that originate in the United States – US Market Clients

The IAT Company Batch Header Record and associated addendum records have been modified to also accommodate payments destined to Canadian banks. The following format has been modified to accommodate these records if submitted with your input file. GRADS accepts the addendum records but does not pass them along to the Canadian receiving bank.

References

RBC Financial Group. 2008. *ACH Direct Payments (PAD) Service; RBC Automated Clearing House ACH Debit File Format Specification, Version 8, October 27, 2008.* RBC Financial Group.

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