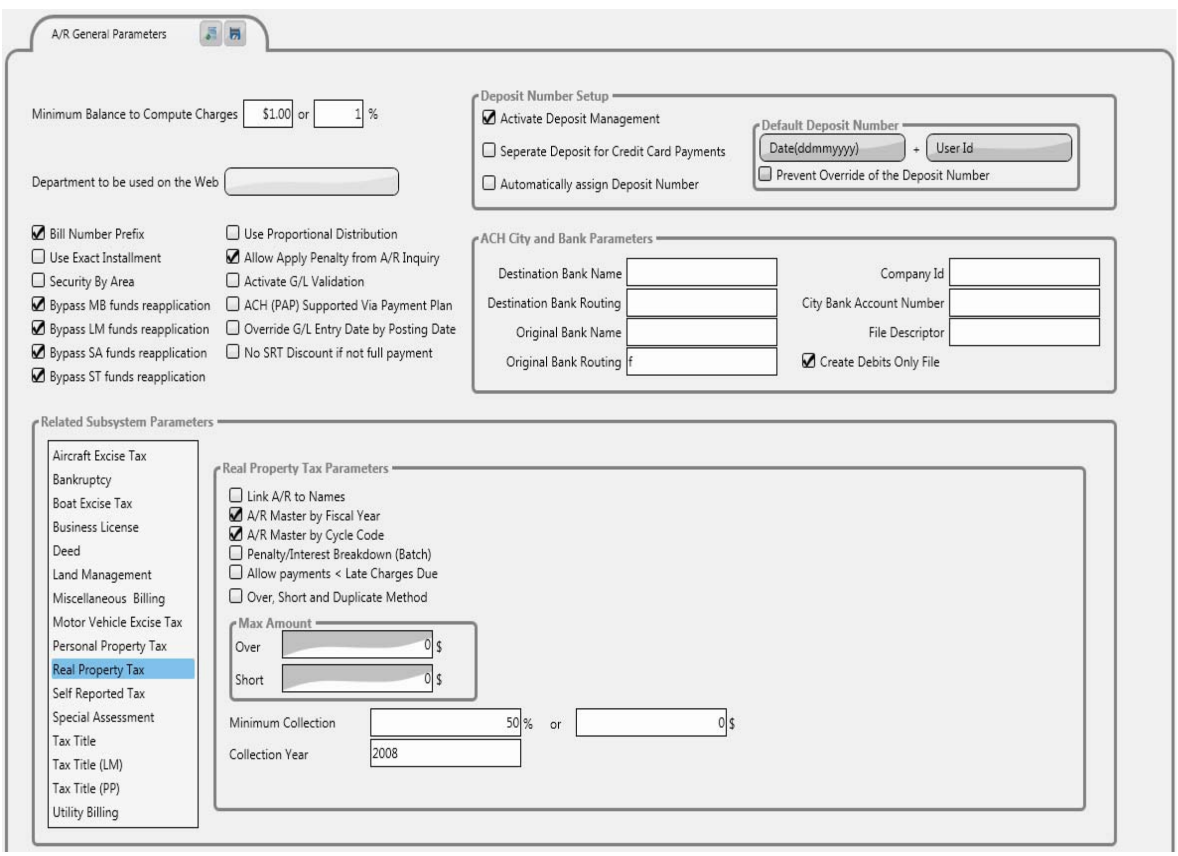
General Parameters

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.

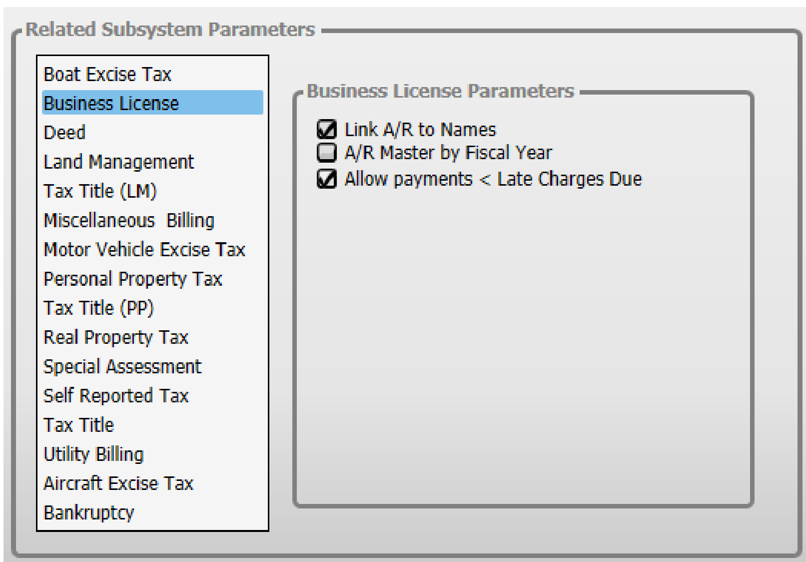
Allow Payments < Late Charges Due: Select this option to allow the collection of payments that are less than the interest and penalties on the Payment Data Entry form in Govern.

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.



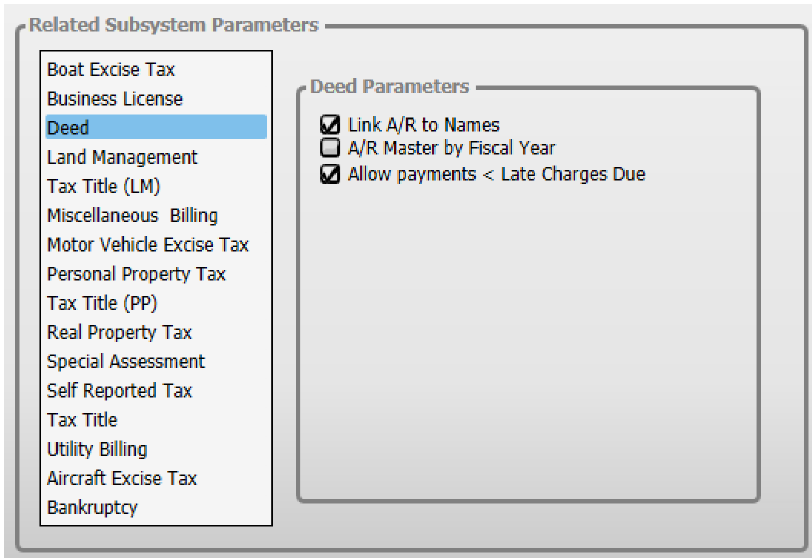
Link A/R to Names: Business License records are always created by name. This option is selected and disabled for this subsystem.

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

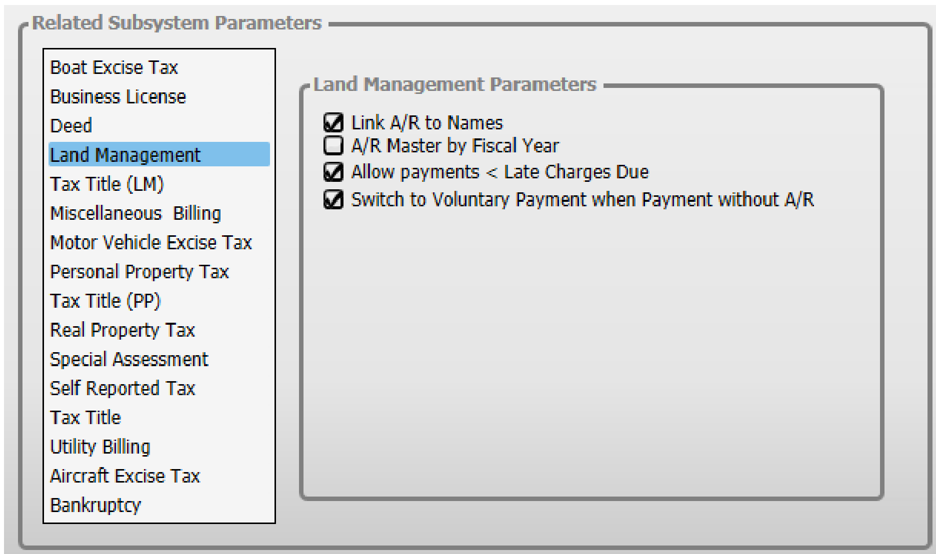
Link A/R to Names: This option is disabled and selected. The A/R for Delinquency Collection is always linked by name.

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.

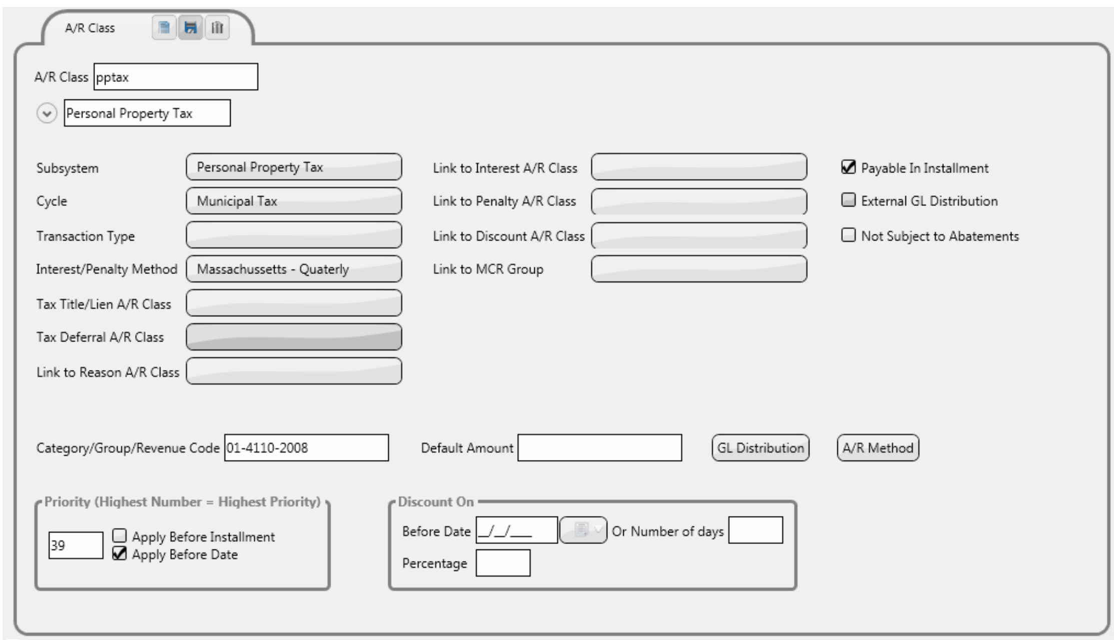
A/R Master by Fiscal Year: This option is always selected for the Personal Property Tax module. A/R records for this module are saved by fiscal year.

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*



See A/R Class Parameters on page 30.

- *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.

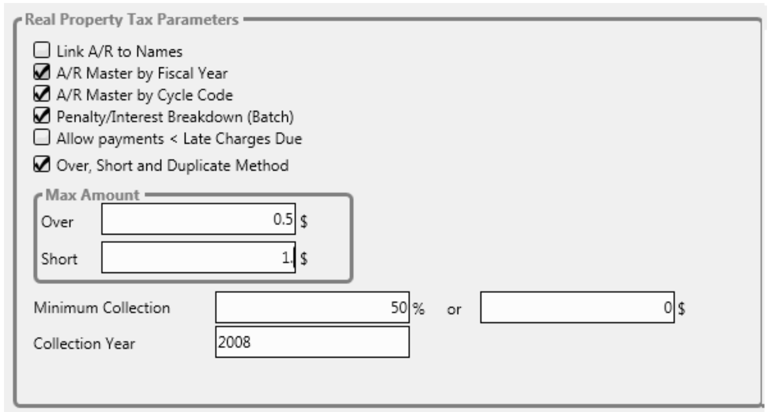
A/R Master by Cycle Code: Cycle Codes are required for all Tax and Assessment subsystem in Govern OpenForms. Select this option to use A/R Cycle Codes with the *Real Property Tax* subsystem; such as, county, district and school (Table: VT_USR_ARCYCLE).

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.

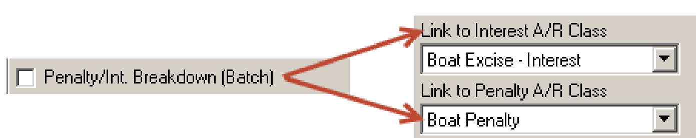
Select **Penalty / Interest Breakdown (Batch)** to use the Penalty / Interest Breakdown (Batch) process.

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.

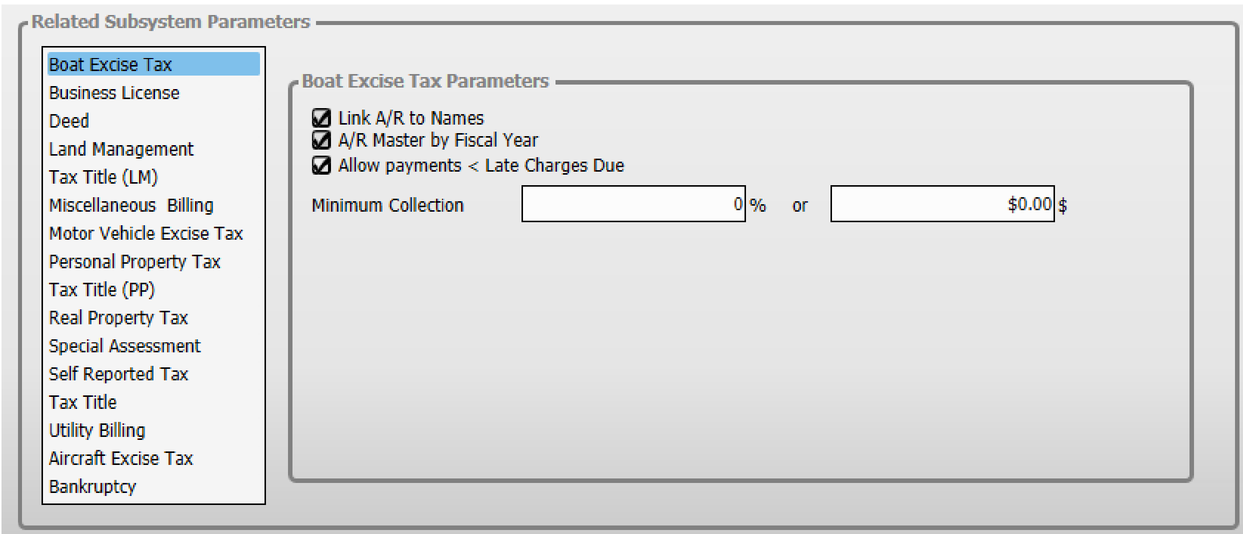
A/R Master by Fiscal Year: This option is disabled and deselected. Utility Billing records are not saved by year.

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.

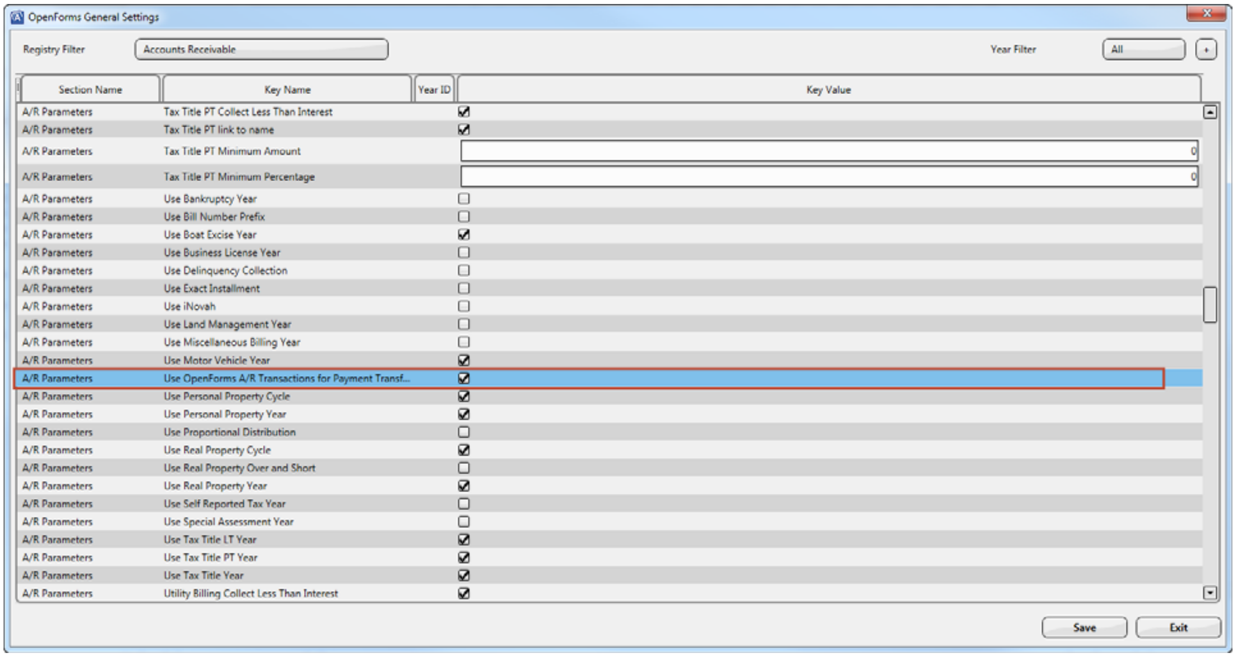
The *Payment Transfer* form is used to transfer a payment from one account to another. This can be useful when a payment is entered and posted in error to the wrong account. The user can create a Payment Transfer transaction and transfer the payment to the right account.

- 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,

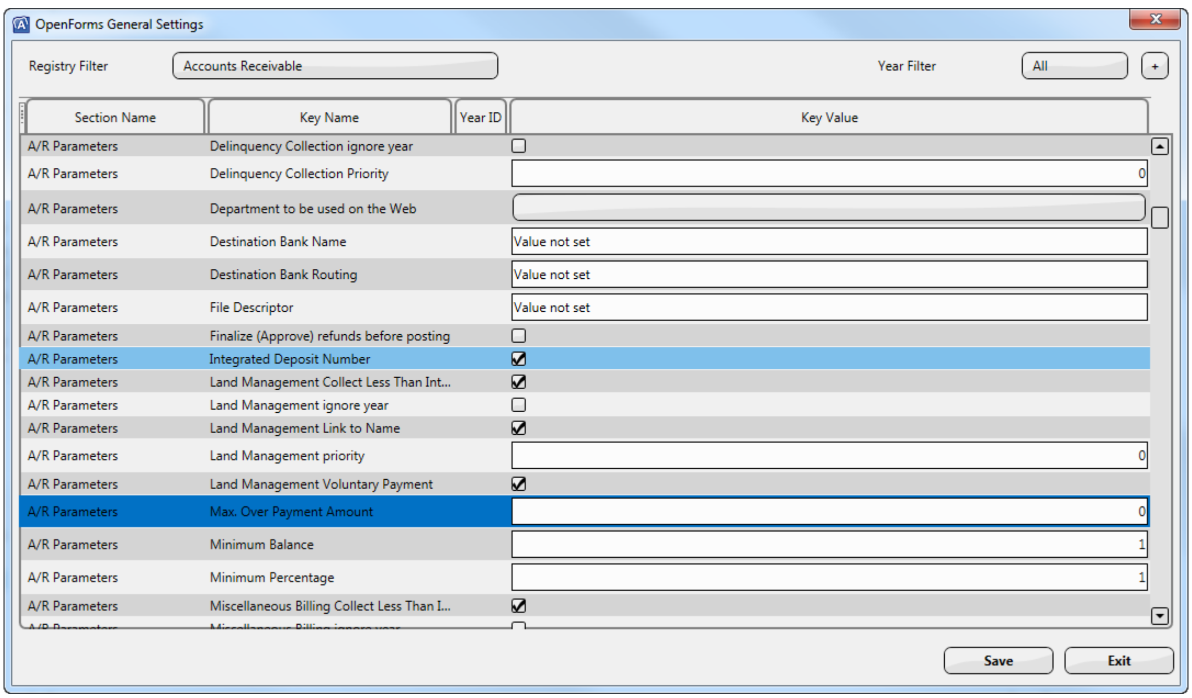
Deposit Management

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

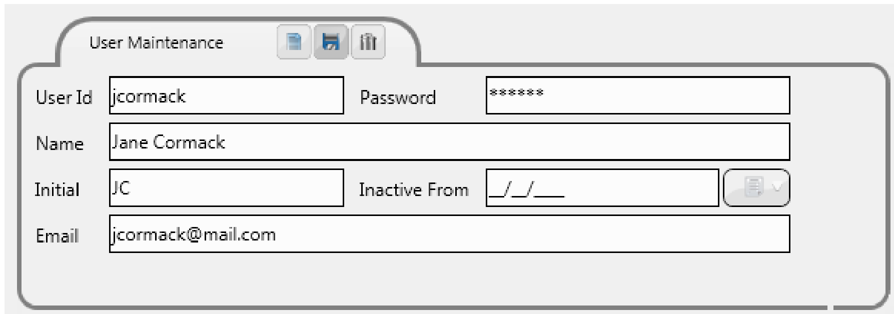
Deposit numbers can be automatically-assigned or created manually. In both cases, they are managed through the *Deposit Management* user form in Govern. Automatically-assigned deposit numbers are made up of the current date, the initials of the currently logged-in user, and a sequence number. They cannot 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:

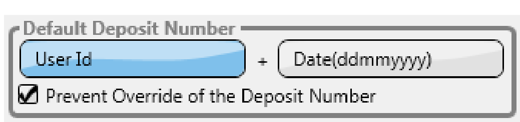
1. Launch GNA.
2. Select **Application Configurations** > **Accounts Receivable** > **A/R General Parameters**.
3. Select **Activate Deposit Management**.
4. Select **Automatically Assign Deposit Numbers**.
5. Click **Save**.

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.

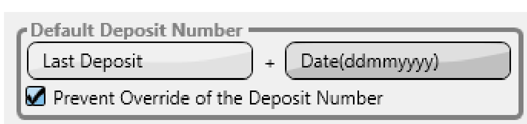
The Deposit Number is composed of the User ID and Date.The Date is the Effective Date of the Payment Data Entry record.

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.

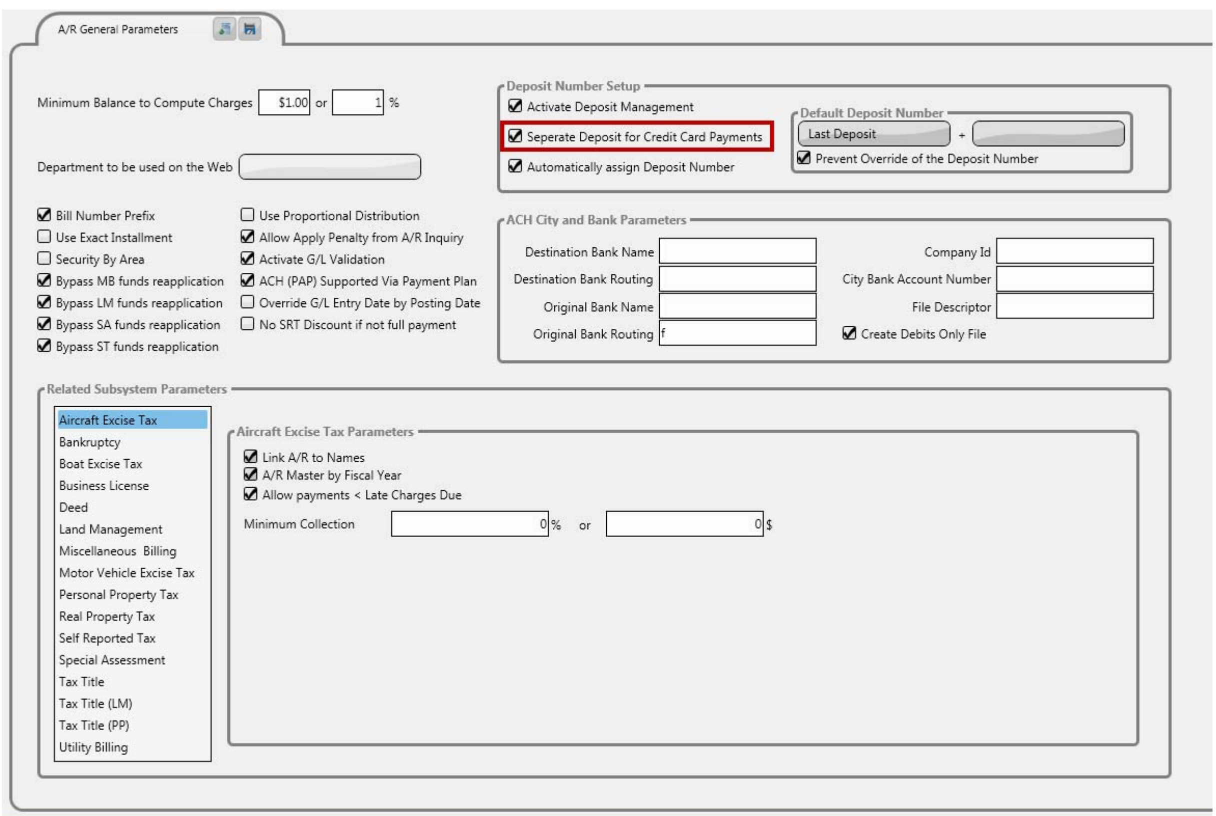
Separate Deposit Numbers for Credit Card Payments

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**.