101-ar-fea-020: Group Adjustments (All Years)

Govern V6

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DOCUMENT AUDIT REVISION HISTORY				
Version	Date	Authors	Release	Changes
1.0	2017-09-27	Olusegun Olaniyan	6.1.1706	Document Creation

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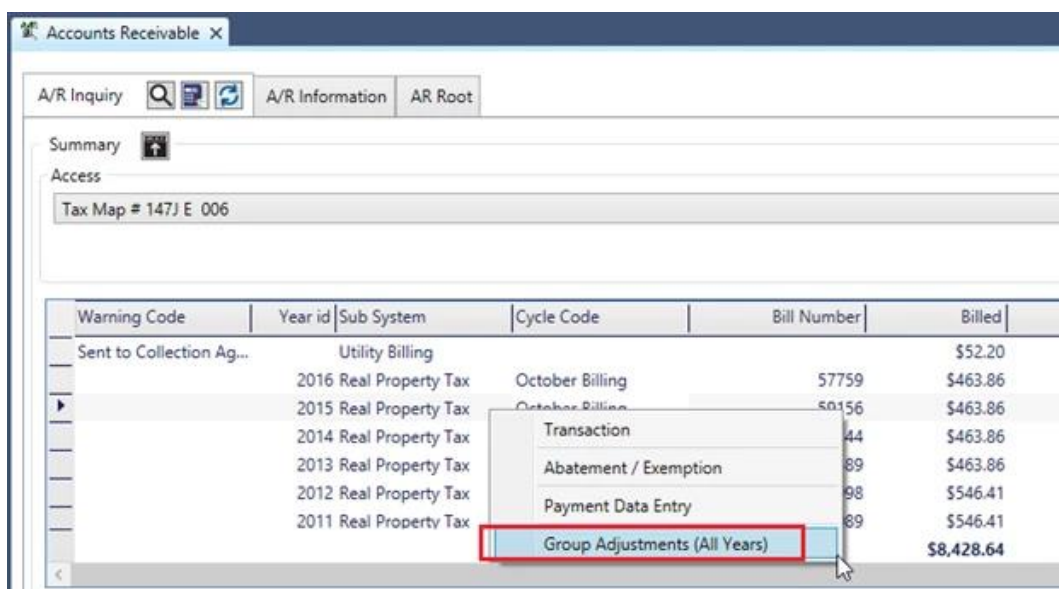
OVERVIEW

Transaction reversals, can be made to a parcel as required in the Govern system. When multiple reversals are required, there is a functionality in the Govern **A/R Inquiry** form that allows the user to reverse for a parcel, multiple transactions for multiple years with a single process. As an example, this feature may be used to zero out, i.e. set all special assessments for a parcel to zero.

Functionality

To perform actions on line items in the Details grid, a right-click on the selected item will display a context specific sub-menu. In the Details grid of the A/R Inquiry Summary group, there is a sub-menu item called **Group Adjustments (All Years)**. The sub-menu is accessible when you right-click on a parcel based account in the details grid.

When the **Group Adjustments (All Years)** menu option is selected, a form containing the transactions from all years for the parcel and subsystem of the selected account will be displayed. It is through this form that you will be allowed to select multiple transactions. Once selected, an adjustment can be performed on the transactions as a group. The result will be an automatic reversal of their original transactions.

NOTE: Prior to opening the form, you will be required to create an **Adjustment Deposit Number** for the selected subsystem.

The *Group Adjustments (All Years)* form will display all **Posted** transactions, with the exception of the following transaction types:

Code	Transaction Type	Description
dep	*Deposit*	An amount of money placed in a bank.
dup	*Duplicate Payment*	A second payment made to cover an amount already paid.
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.
pmt	*Payment*	An amount of money given in exchange for goods or services.
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.

Code	Transaction Type	Description
rf	*Refund*	An amount of money returned when an overpayment is made.
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.
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.

Refer to the Accounts Receivable guide for a List of All A/R Transaction Types

The user must select the following:

- Deposit Number
- Entry Date
- Effective Date
- Justification Code (optional)

There is also a possibility of grouping or filtering on any column heading in the grid. In addition, the form will display the Total Amount Selected.

Upon selecting the transactions to be reversed; click **OK**.

A pop-up will be displayed to confirm whether you would like to proceed with the transaction reversal. There is a possibility of one of two (2) messages being displayed. The first message is the standard default. The second message is conditional upon the presence of a CC_ID; this will indicate whether there are charges resulting from Payment transactions.

Message 1:

All selected transactions will be reversed. Do you want to proceed?

OR... (CC_ID present)

Message 2:

All selected transactions will be reversed. Selected transactions include charges resulting from Payment transactions. After this process those payments will not be reversible. Do you want to proceed?
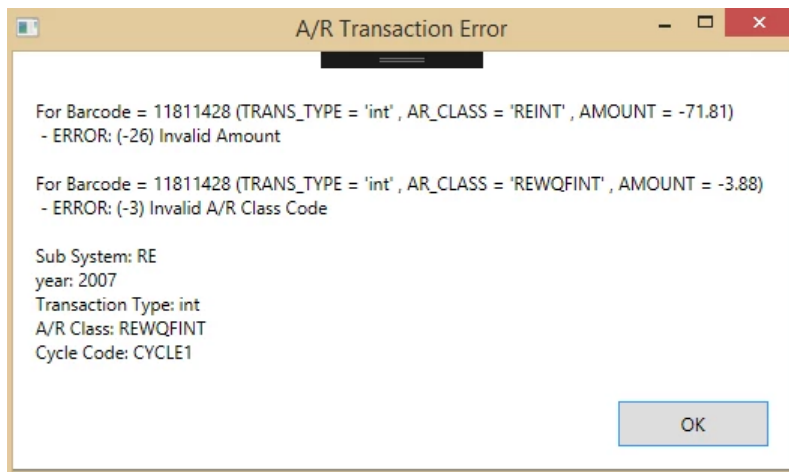
Govern will automatically create transaction reversals for each of the selected items:

- The same *Transaction Type*, *Class Code* and *Amount* is used in the reversal entry. Selected *Entry Dates* and *Effective Dates* are used along with the *Justification* code.

When there is more than one transaction type with the same class code in the same AR_ID, they will be summed up with only one transaction being created. An audit trail is created for each reversed transaction created, i.e. one record will be recorded in (Table **USR_AUDIT_TRAIL**). The *Transaction Reversals* created will be flagged with a status of **UNPOSTED**. Users will need to use the *A/R Posting – A/R Transaction Batch Process* to post the transactions.

A/R Error Handling

Transaction errors that are generated in the A/R will be detailed in the A/R Transaction Error screen. All reversed transactions will be canceled.

A/R Transaction Error

For Barcode = 11811428 (TRANS_TYPE = 'int' , AR_CLASS = 'REINT' , AMOUNT = -71.81)
 - ERROR: (-26) Invalid Amount

For Barcode = 11811428 (TRANS_TYPE = 'int' , AR_CLASS = 'REWQFINT' , AMOUNT = -3.88)
 - ERROR: (-3) Invalid A/R Class Code

Sub System: RE
year: 2007
Transaction Type: int
A/R Class: REWQFINT
Cycle Code: CYCLE1

OK

SECURITY

The security for this feature is configurable in the OpenForms Designer (OFD).

1. Open the Account Receivable form (AR008)
2. Switch to **Security Mode**.
3. In the Security pane on the Right Hand Side (RHS), select the required Type and Profile.
4. Select the By user option.
5. On the A/R Inquiry tab click the downward arrow [v]; select the node for *Group Adjustment (All Years).*

Refer to the OFD for full security adjustment details.