
ACH Configuration

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 Name and Address module, *ePayment* component, *Utility Billing*, and all *Tax Assessment* and *Billing* subsystems: *Real Property*, *Personal Property*, and all excise tax modules.

The Accounts Receivable subsystem includes setup, user functionality, and batch processing to handle your ACH transactions. The configuration and administrative setup are performed in Govern New Administration (GNA), the Business Entity Designer (BED), and the OpenForms Designer (OFD) forms. The ACH account information is added to a separate ACH Information entity in the Name and Address form. Separate information is maintained for each subsystem. There are three batch processes, ACH prenotification, ACH Data preparation, and ACH file generation.

Configuration

The following steps must be performed when you update Govern OpenForms for ACH Information.

Encryption Mode

A new Encryption Mode is included for ACH and other sensitive data in Govern OpenForms v6 and above. This mode uses TripleDES encryption. In Govern for Windows, there are two encryption modes, now labeled Legacy3 and Legacy5. The recommended versions are as follows:

- If you are running Govern OpenForms v6.1 and above, TripleDES is used for all encryption. Select this mode for all encrypted values.
- If you are running Govern OpenForms v6 and to remain backwardly compatibles with Govern for Windows, you need to use either Legacy3 or Legacy5 encryption.

The IsEncrypted property in previous versions of the Business Entity Designer is now named Encrypted Mode. IsEncrypted had two values, True or False.

Encrypted Mode has the following values:

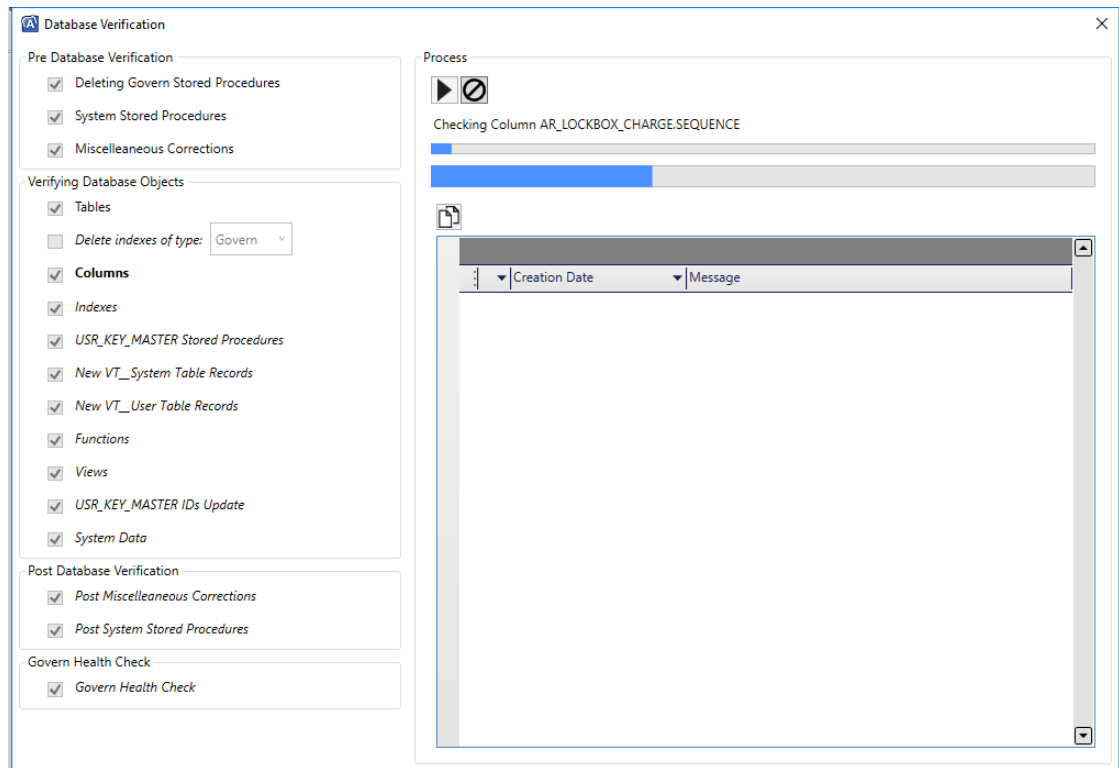
- **None:** This is the default for most attributes.
- **TripleDES:** Select this option if you are running Govern OpenForms v6.1 or higher.
- **Legacy3:** This is the default encryption in Govern for Windows for ACH Information. Select this encryption mode if you are running Govern OpenForms v6 and need to remain backwardly compatible with Govern for Windows.
- **Legacy5:** This is the default encryption in Govern for Windows for all other sensitive information in Govern for Windows. Select this encryption mode if you are running Govern OpenForms v6 and need to remain backwardly compatible with Govern for Windows.

Database Verification

It is necessary to run a Database Verification in order to update your deployment to add this new property as well as the new attributes for ACH Information. When you run the Database Verification, the following message appears for all encrypted attributes.

To run the Database Verification:

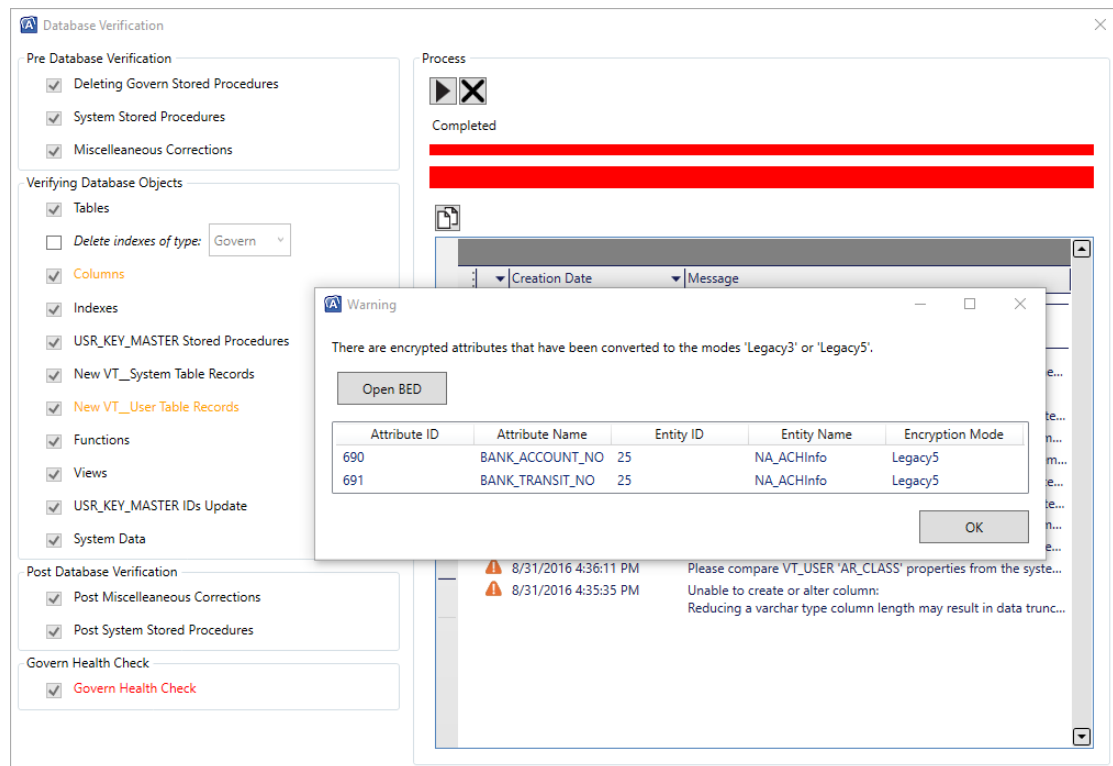
1. Launch GNA.
2. Select **Utilities > Database Verification**.



3. Click the **Start** button.
4. Click on the warning **There are encrypted attributes that have converted to the modes Legacy3 or Legacy5.**

A secondary screen opens displaying the attributes that are encrypted with the Legacy3 or Legacy5 encryption.

For all previously encrypted values, regardless of whether they are encrypted with Legacy3 or Legacy5, Legacy5 is displayed on the screen.



5. Do one of the following:

- If you are running Govern OpenForms, v 6.1 or above, you need to update to TripleDES encryption. Contact your Govern representative.
- If you know that values are encrypted with Legacy3, you can select Legacy3 for the Encrypted Mode property, as described in the following procedures. Otherwise, contact your Govern representative.
- If you know that values are encrypted with Legacy5 encryption, you can leave the property as Legacy5. Otherwise, contact your Govern representative.

6. Click **Open BED**.

The Business Entity Designer opens.

You need to perform the following steps in the Business Entity Designer (BED) for the ACH Information entity.

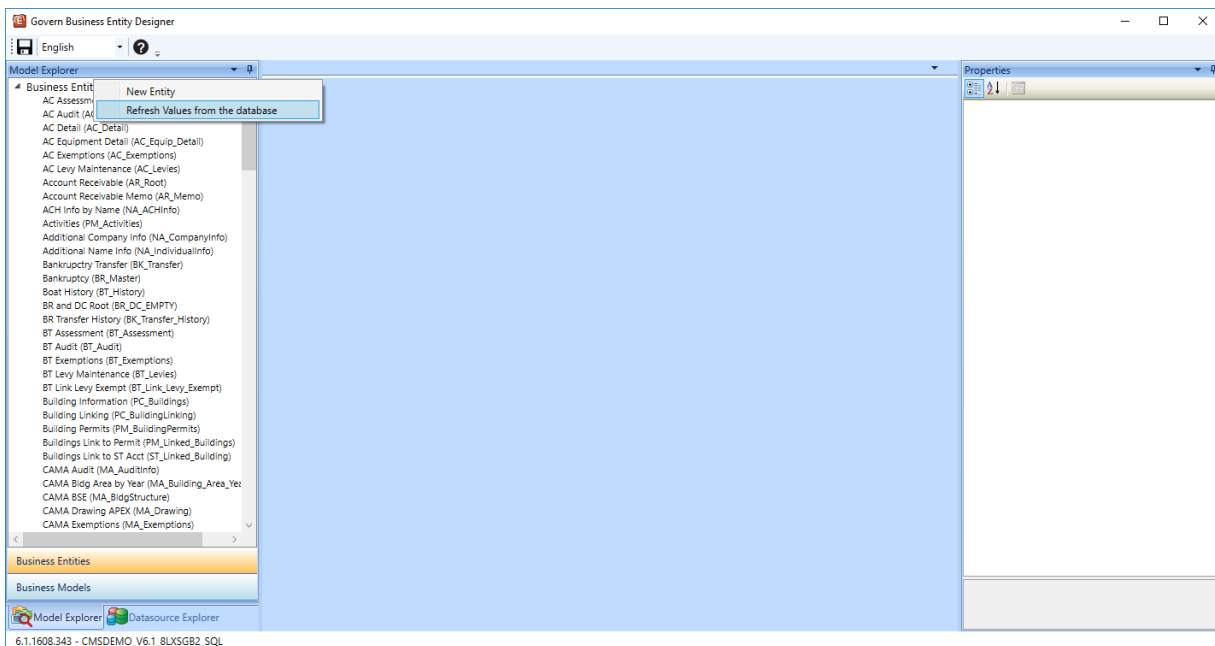
- Refresh Values from the Database
- Update the Encryption Values
- Ensure that the Is Required Property is set to True for all required attributes.
- Verify the Validation Rules for ACH

Refreshing Values from the Database

Perform the following procedure to update the ACH Information entity with the latest attributes.

To update the entity:

1. Launch the Business Entity Designer.
2. Select the Model Explorer.



3. Right-click on **Business Entities** at the top of the Model Explorer.
4. Select **Refresh Values from the Database**.
This updates all entities.
5. Click **Save**.

Setting the Encrypted Value

When an attribute is set as an encrypted value in the Business Entity Designer (BED), the following rules apply:

- Encrypted Values are saved in encrypted format in the database.

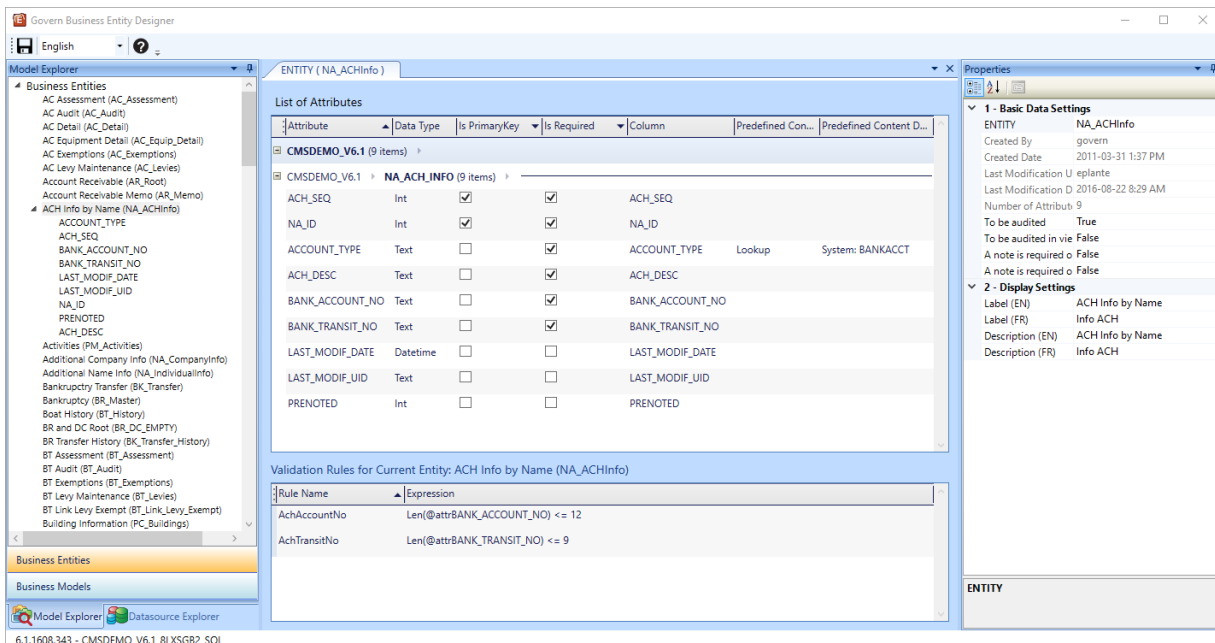
- Passwordbox is the only Display Type available in the OpenForms Designer (OFD).
- The values are cloaked when they are entered on the user form.
- A user can view these values in plain text if permissions are granted.

The following encryption modes are available:

- **None:** Providing no encryption. This is the default for most attributes.
- **TripleDES:** Select this option if you are running Govern OpenForms v6.1 or higher.
- **Legacy3:** This is the default encryption in Govern for Windows for ACH Information. Select this encryption mode if you are running Govern OpenForms v6 and need to remain backwardly compatible with Govern for Windows.
- **Legacy5:** This is the default encryption in Govern for Windows for all other sensitive information.

To set the encrypted value:

1. Launch the Business Entity Designer.
2. Select the Model Explorer.
3. Open the **ACH Info by Name (NA_ACHInfo)** entity.



The screenshot displays the Govern Business Entity Designer window. The left pane shows the Model Explorer with the 'ACH Info by Name (NA_ACHInfo)' entity selected. The main pane shows the 'List of Attributes' for this entity, including ACH_SEQ, NA_ID, ACCOUNT_TYPE, ACH_DESC, BANK_ACCOUNT_NO, BANK_TRANSIT_NO, LAST_MODIF_DATE, LAST_MODIF_UID, and PRENOTED. The right pane shows the 'Properties' for the entity, including 'Basic Data Settings' and 'Display Settings'.

Attribute	Data Type	Is Primary Key	Is Required	Column	Predefined Con...	Predefined Content D...
ACH_SEQ	Int	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACH_SEQ		
NA_ID	Int	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NA_ID		
ACCOUNT_TYPE	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACCOUNT_TYPE	Lookup	System: BANKACCT
ACH_DESC	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ACH_DESC		
BANK_ACCOUNT_NO	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BANK_ACCOUNT_NO		
BANK_TRANSIT_NO	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BANK_TRANSIT_NO		
LAST_MODIF_DATE	Datetime	<input type="checkbox"/>	<input type="checkbox"/>	LAST_MODIF_DATE		
LAST_MODIF_UID	Text	<input type="checkbox"/>	<input type="checkbox"/>	LAST_MODIF_UID		
PRENOTED	Int	<input type="checkbox"/>	<input type="checkbox"/>	PRENOTED		

Validation Rules for Current Entity: ACH Info by Name (NA_ACHInfo)

Rule Name	Expression
AchAccountNo	Len(@attrBANK_ACCOUNT_NO) <= 12
AchTransitNo	Len(@attrBANK_TRANSIT_NO) <= 9

Properties for ENTITY NA_ACHInfo:

- ENTITY: NA_ACHInfo
- Created By: govern
- Created Date: 2011-03-31 1:37 PM
- Last Modification U: eplante
- Last Modification D: 2016-08-22 8:29 AM
- Number of Attribute: 9
- To be audited: True
- To be audited in vie: False
- A note is required o: False
- A note is required o: False

Display Settings:

- Label (EN): ACH Info by Name
- Label (FR): Info ACH
- Description (EN): ACH Info by Name
- Description (FR): Info ACH

4. Select the Bank Account Number **BANK_ACCOUNT_NO** attribute.
5. Set the **Encryption Mode** property to one of the following in the Property Explorer:
 - **TripleDES**: if you are running Govern OpenForms v6.1 or higher.
 - **Legacy3**: if you are running Govern OpenForms v6 and need to remain backwardly compatible with Govern for Windows.
6. Select the Bank Transit Number **BANK_TRANSIT_NO** attribute.
7. Set the **Encrypted Mode** property to one of the following:
 - **TripleDES**: if you are running Govern OpenForms v6.1 or higher.
 - **Legacy3**: if you are running Govern OpenForms v6 and need to remain backwardly compatible with Govern for Windows.
8. Click **Save**.

Setting the Required Values

The following attributes are required:

- ACCOUNT_TYPE
- ACH_DESC
- BANK_ACCOUNT
- TRANSIT_NO

Ensure that the **IsRequired** property for these attributes is set to **True**.

Validation Rules

The following validation rules are included with the ACH Information entity. These rules verify the length of the Bank Account Number and Transit Number for the ACH entity.

ACH Account Number AchAccountNo

This rule verifies that the ACH Bank Account Number is less than or equal to 12 digits. The syntax is:

```
Len(@attrBANK_ACCOUNT_NO) <= 12
```

The following Warning is displayed if more than 12 digits are entered.

IsWarning: False
The ACH Bank Account Number must be less than or equal to 12 digits.

ACH Routing or Transit Number AchTransitNo

This rule verifies that the ACH Bank Transit or Routing Number is less than or equal to 9 digits. The syntax is:

```
Len(@attrBANK_TRANSIT_NO) <= 9
```

The following Warning is displayed if more than 9 digits are entered.

IsWarning: False
The ACH Bank Transit Number must be less than or equal to 9 digits.

OpenForms Designer

Setting Up the Security

The following procedure must be performed in all forms to which the ACH Information can be added. These include:

- ACH Information by Name
- Real Property Tax Mailing Index
- Personal Property Tax Mailing Index
- Self Reported Tax Mailing Index
- Miscellaneous Billing Account

Making the Bank Account and Transit Numbers Read-Only or Invisible

By default, the Bank Account and Transit numbers are set as encrypted in the Business Entity Designer (BED). The only **Display Type** for these fields is **PasswordBox**. With this display type, data are cloaked when the user enters them on the form; so, they cannot be understood.

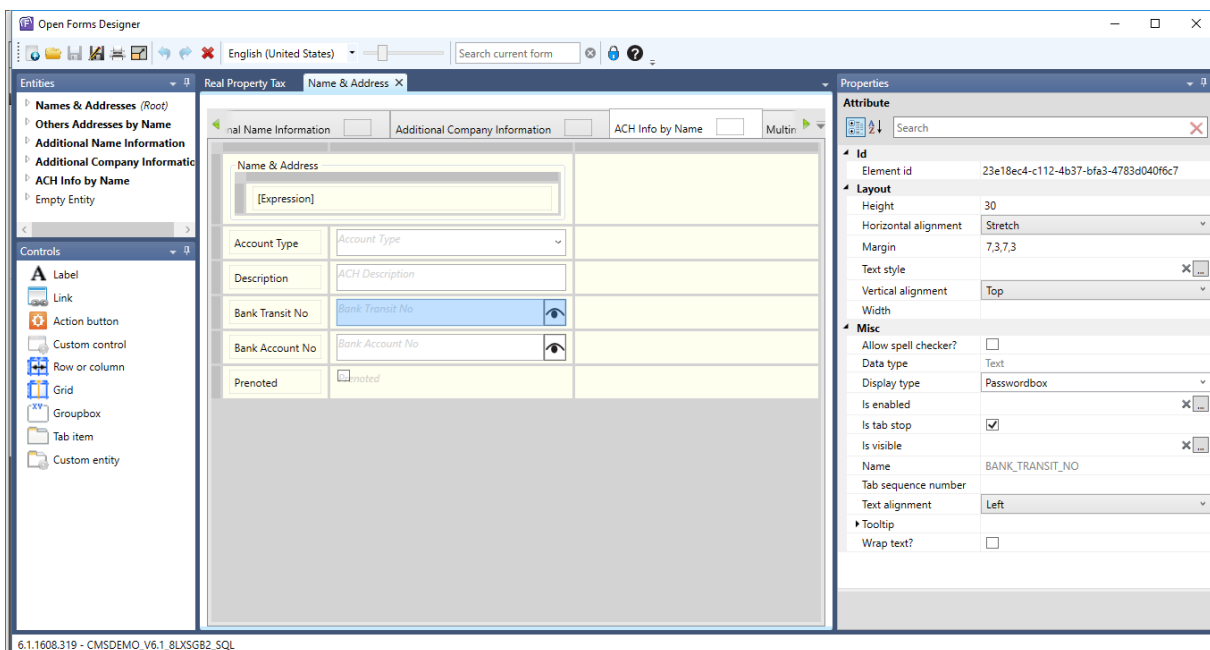
When you click the action buttons to the right of the **Bank Account** and **Transit Number** fields, on the ACH Information form, these numbers are displayed in plain text. By default, these buttons are available to all. You can

define the security permissions so that only authorized users can view these values in plain text. For all others, these fields would be disabled and action buttons would be disabled. The data would be cloaked.

To define security permissions for the ACH Information:

1. Launch the OpenForms Designer (OFD).
2. Open the Name and Address form.
3. Select the **ACH Info by Name** entity.
4. Select the **Security** icon.

The form switches to Security Mode.



5. Select the required Security **Type**, **Profile**, and **User** or **Role**.
6. Select the **Bank Transit No.** attribute.
7. Define the security permissions for the selected security type, profile, and user or role.

For example, you may want to give all users the right to view the bank transit and account numbers, cloaked. You can grant only the supervisors the right to edit these numbers and view them in plain text.

8. Select the **Bank Account No.** attribute.

9. Repeat step 7.
10. Click **Save**.

ACH Administrative Setup

Overview

The ACH City and Bank Parameters are used for entering the banking information required for ACH payments. They are defined on the *A/R General Parameters* form for all subsystems. They can also be defined for each subsystem separately on the ACH Account Parameters form. If ACH Parameters are defined for a subsystem, on the ACH Account Parameters form, they override the parameters on the A/R General form.

The ACH 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 originating 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.

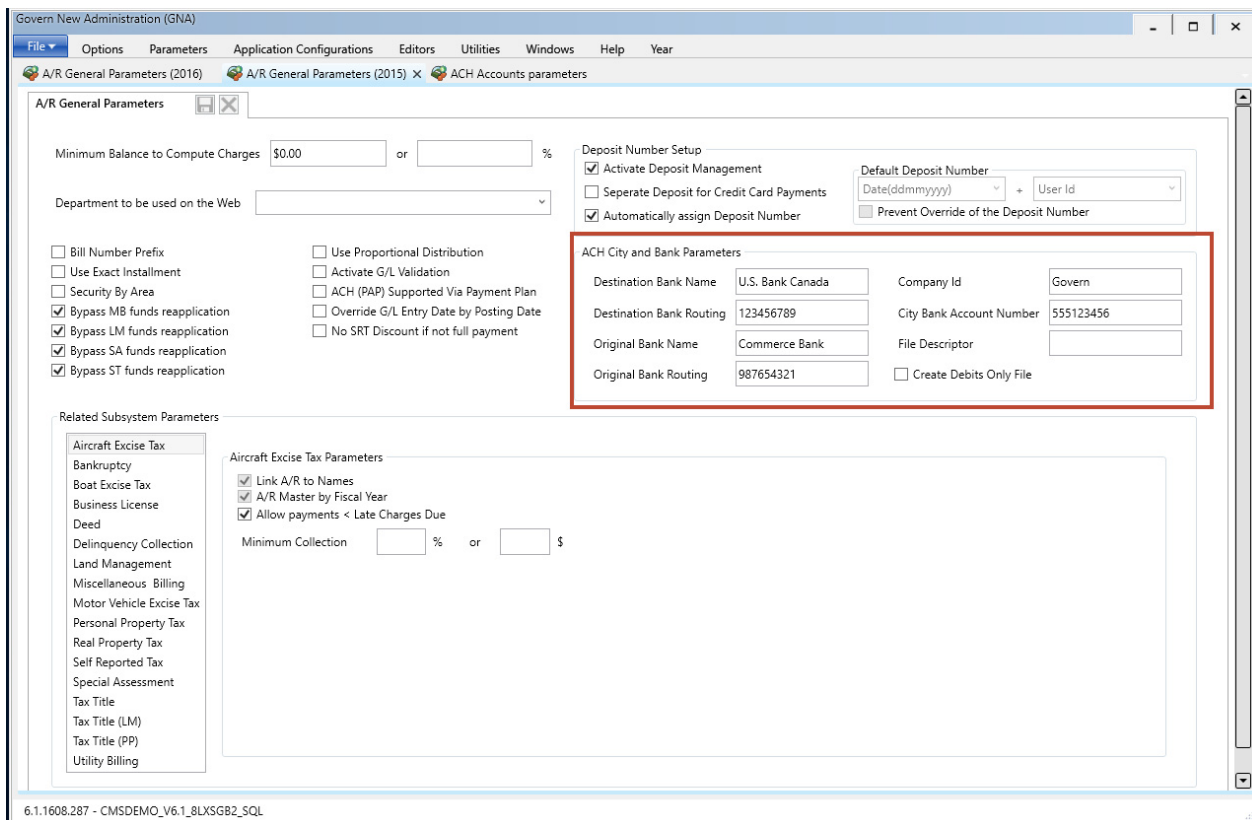
A/R General Parameters

Complete the following procedure to set up the city and bank parameters for *ACH Web Payment* and the *ACH Payment* file for all subsystems. If parameters are different for one or more subsystems, complete the parameters on the ACH Parameters form.

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.



Govern New Administration (GNA)

File Options Parameters Application Configurations Editors Utilities Windows Help Year

A/R General Parameters (2016) A/R General Parameters (2015) ACH Accounts parameters

A/R General Parameters

Minimum Balance to Compute Charges: \$0.00 or %

Department to be used on the Web: [Dropdown]

☐ Bill Number Prefix
☐ Use Exact Installment
☐ Security By Area
☒ Bypass MB funds reapplication
☒ Bypass LM funds reapplication
☒ Bypass SA funds reapplication
☒ Bypass ST funds reapplication

☐ Use Proportional Distribution
☐ Activate G/L Validation
☐ ACH (PAP) Supported Via Payment Plan
☐ Override G/L Entry Date by Posting Date
☐ No SRT Discount if not full payment

Deposit Number Setup

☒ Activate Deposit Management
☐ Separate Deposit for Credit Card Payments
☒ Automatically assign Deposit Number

Default Deposit Number: [Date(ddmmyyyy)] + [User Id]
☐ Prevent Override of the Deposit Number

ACH City and Bank Parameters

Destination Bank Name: U.S. Bank Canada
 Destination Bank Routing: 123456789
 Original Bank Name: Commerce Bank
 Original Bank Routing: 987654321
 Company Id: Govern
 City Bank Account Number: 555123456
 File Descriptor: [Field]
☐ Create Debits Only File

Related Subsystem Parameters

Aircraft Excise Tax

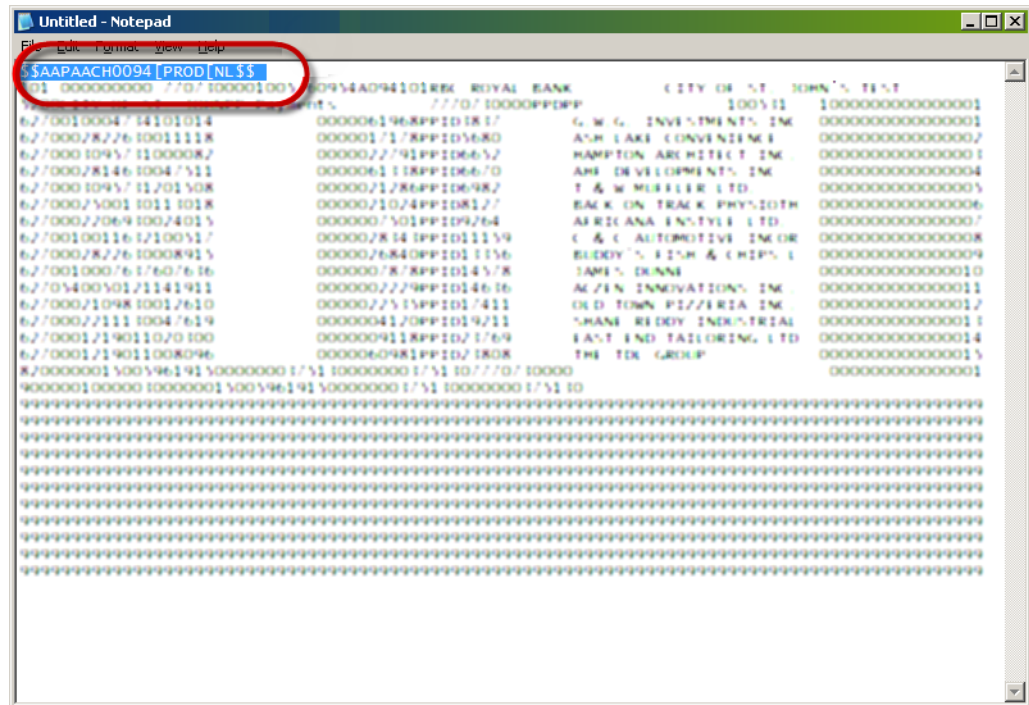
☒ Link A/R to Names
☒ A/R Master by Fiscal Year
☒ Allow payments < Late Charges Due

Minimum Collection: [Field] % or [Field] \$

Bankruptcy
 Boat Excise Tax
 Business License
 Deed
 Delinquency Collection
 Land Management
 Miscellaneous Billing
 Motor Vehicle Excise Tax
 Personal Property Tax
 Real Property Tax
 Self Reported Tax
 Special Assessment
 Tax Title
 Tax Title (LM)
 Tax Title (PP)
 Utility Billing

6.1.1608.287 - CMSDEMO_V6.1_8LXSG82_SQL

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 nine digit number used to identify the financial institution. The first two digits identify the district in which the bank is located. The remaining numbers are unique.
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.

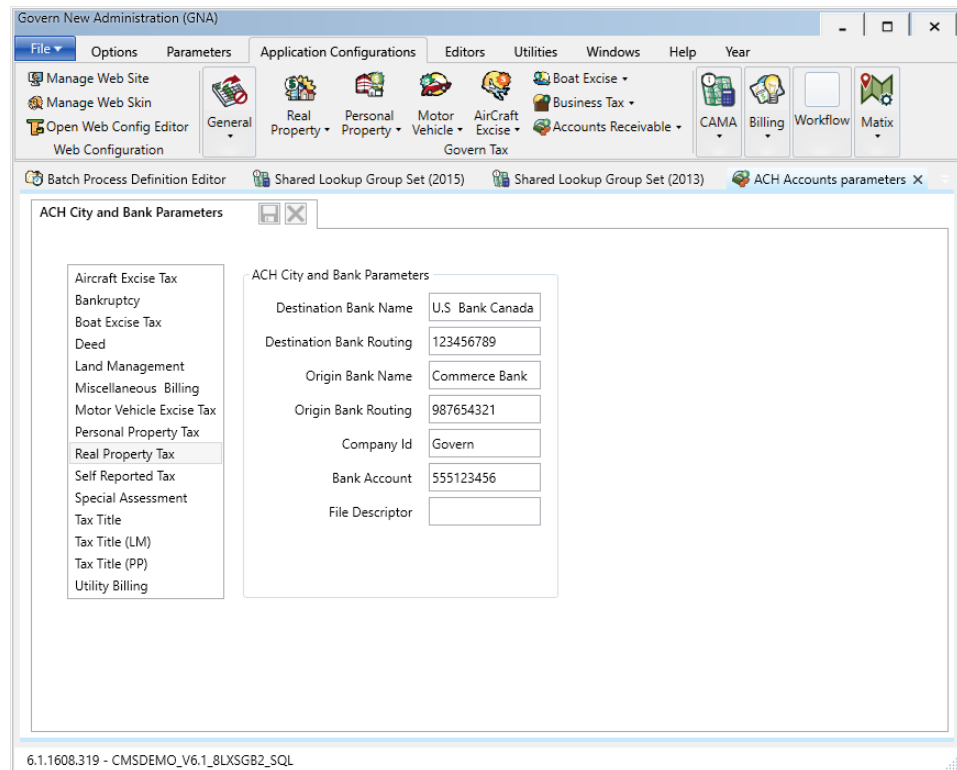


ACH Parameters

Complete the following procedure to set up the city and bank parameters for *ACH Web Payment* and the *ACH Payment* file for an individual subsystem. If parameters are not completed for a subsystem, the ACH City and Bank Parameters from the A/R General Parameters form are used.

To set up the ACH Parameters for a subsystem:

1. Launch GNA.
2. Select **Application Configurations > Accounts Receivable > ACH Account Parameters**.



The screenshot shows the 'Govern New Administration (GNA)' application window. The menu bar includes File, Options, Parameters, Application Configurations, Editors, Utilities, Windows, Help, and Year. The toolbar contains icons for Manage Web Site, Manage Web Skin, Open Web Config Editor, Web Configuration, General, Real Property, Personal Property, Motor Vehicle, Aircraft Excise, Govern Tax, Boat Excise, Business Tax, Accounts Receivable, CAMA, Billing, Workflow, and Matix. The main window displays the 'ACH City and Bank Parameters' form. On the left is a list of subsystems: Aircraft Excise Tax, Bankruptcy, Boat Excise Tax, Deed, Land Management, Miscellaneous Billing, Motor Vehicle Excise Tax, Personal Property Tax, Real Property Tax (selected), Self Reported Tax, Special Assessment, Tax Title, Tax Title (LM), Tax Title (PP), and Utility Billing. The main form area contains the following fields: Destination Bank Name (U.S. Bank Canada), Destination Bank Routing (123456789), Origin Bank Name (Commerce Bank), Origin Bank Routing (987654321), Company Id (Govern), Bank Account (555123456), and File Descriptor (empty). The status bar at the bottom reads '6.1.1608.319 - CMSDEMO_V6.1_8LXSG82_SQL'.

3. Select a subsystem in the list on the left.
4. Enter the parameters as described in the procedure for the A/R General Parameters.
5. Click **Save**.

Govern OpenForms ACH Information

Overview

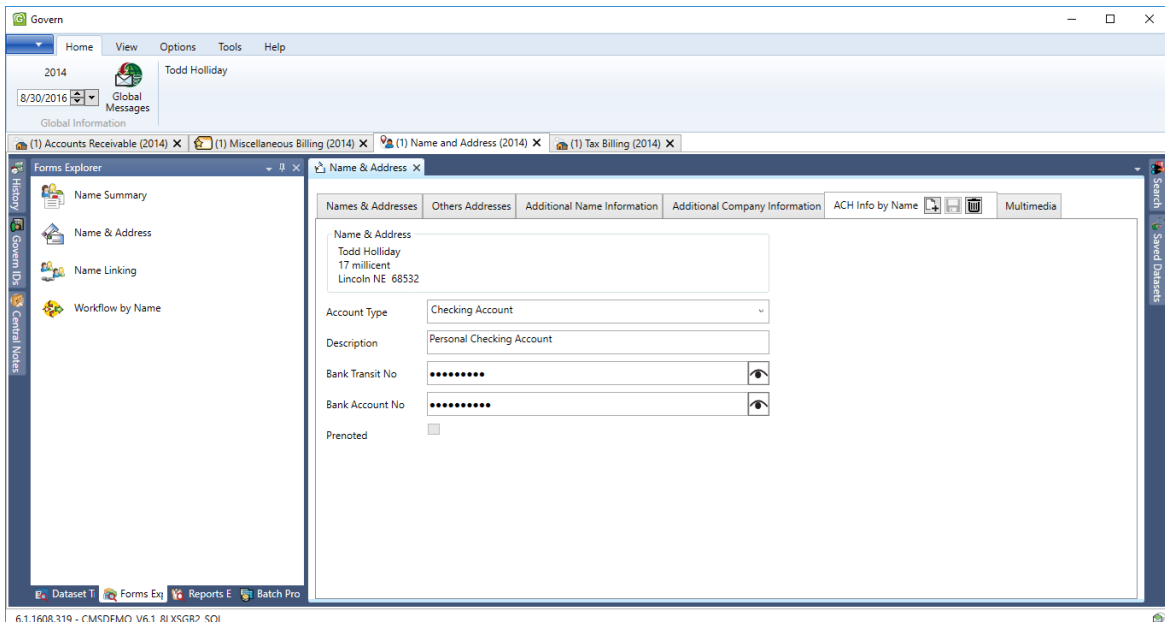
To use ACH for bill payments in Govern OpenForms, you need to complete the ACH Information in the Name and Address form. Then, complete the ACH Information for each applicable subsystem, as described in this section.

Name and Address ACH Information

ACH Information is added to a separate entity in the Name and Address form. You can set up multiple ACH accounts for any name and address account.

To access the ACH Information by Name entity:

1. Launch Govern.
2. Open the Name and Address form.
3. Perform a search and load the results to the tree view.
4. Select the required Name and Address record in the tree view.
5. Select the **ACH Info by Name** entity.



The screenshot shows the Govern OpenForms application interface. The main window is titled "Name & Address" and contains several tabs: "Names & Addresses", "Others Addresses", "Additional Name Information", "Additional Company Information", "ACH Info by Name", and "Multimedia". The "ACH Info by Name" tab is currently selected. The form displays the following information:

- Name & Address: Todd Holliday, 17 millicent, Lincoln NE 68532
- Account Type: Checking Account (dropdown menu)
- Description: Personal Checking Account
- Bank Transit No: [Redacted]
- Bank Account No: [Redacted]
- Prenoted: [Unchecked checkbox]

The left sidebar shows a "Forms Explorer" with a tree view containing "Name Summary", "Name & Address", "Name Linking", and "Workflow by Name". The bottom status bar indicates the version: "6.1.1608.319 - CMSDEMO_V6.1_8LX5GB2_SQL".

The selected Name and Address record is displayed at the top of the form. The required fields are outlined in red.

6. Select an option from the **Account Type** drop-down list.

7. Enter a description for the account.

For example, both a personal and commercial Checking Account may be associated with the name record.

8. Enter the bank transit and routing number in the **Bank Transit No.** field.

This is a unique nine digit number used to identify the financial institution. The first two digits identify the district in which the bank is located. The remaining numbers are unique.

9. Enter the bank account number in the **Bank Account No.** field.

The bank transit and account numbers are cloaked when you enter them on the user form. You can click the icon on right of the text to view these numbers in plain text, provided you have the access permissions.

10. Click **Save**.

11. Repeat the procedure to create multiple name and address accounts.

ACH Information in Tax Forms

ACH Information is added to the following Govern user forms:

- Real Property Tax on page 16
- Personal Property Tax on page 18
- Self-Reported Tax on page 18

Real Property Tax

The ACH Information is added to the Mailing Index entity in the Real Property Tax form.

The following rules apply to the Making Index:

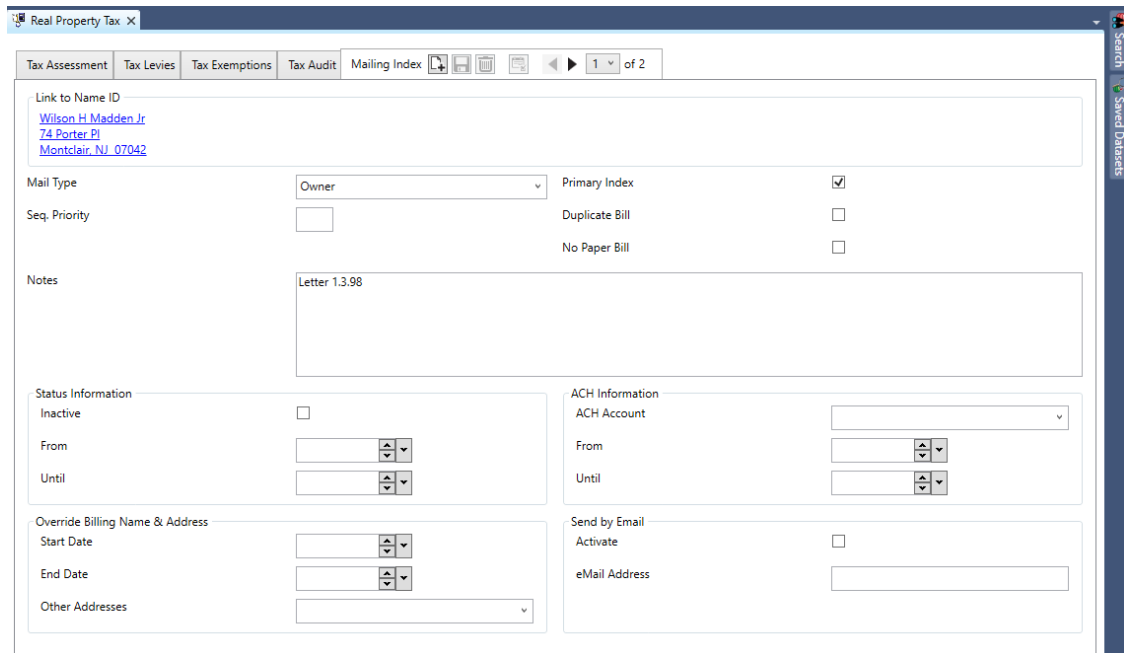
- The **ACH Information** is only available for the Primary Index.
- The *Primary Index* receives all original bills and other mailings. All other recipients receive duplicates of the originals. Also, the *Primary Index* is listed on all reports. Select this option for the property owner or the person to whom you are sending original bills.

The following conditions apply:

- There can be only one primary index per property.
- The property owner must be defined as the primary index, even when the *Mortgage Company* is paying the bills.
- If a primary index is not manually selected, the first name and address you enter automatically becomes the primary index.
- All original bills and other mailings are sent to the primary index.
- If the *Status Information* of the primary index is set to inactive, a duplicate bill is sent to the *Primary Index* and the original bill is sent to the *Temporary Owner*.
- All other recipients receive duplicates of the originals, unless the **Do Not Send Bill** option is selected.
- If **Do Not Send Bill** is selected for the *Mortgage Company*, an electronic bill is sent.

To access the Mailing Index entity in the Real Property Tax form:

1. Launch Govern.
2. Open a Profile that contains Real Property Tax.
3. Open the Real Property Tax form.
4. Perform a search and load the results to the tree view.
5. Select the required record in the tree view.



6. Select the **Mailing Index** entity.
7. Select the **Primary Index** option.
8. Click **Save**.

Personal Property Tax

Follow the instructions for adding information to the Real Property Tax Mailing Index.

Self-Reported Tax

Follow the instructions for adding information to the Real Property Tax Mailing Index.

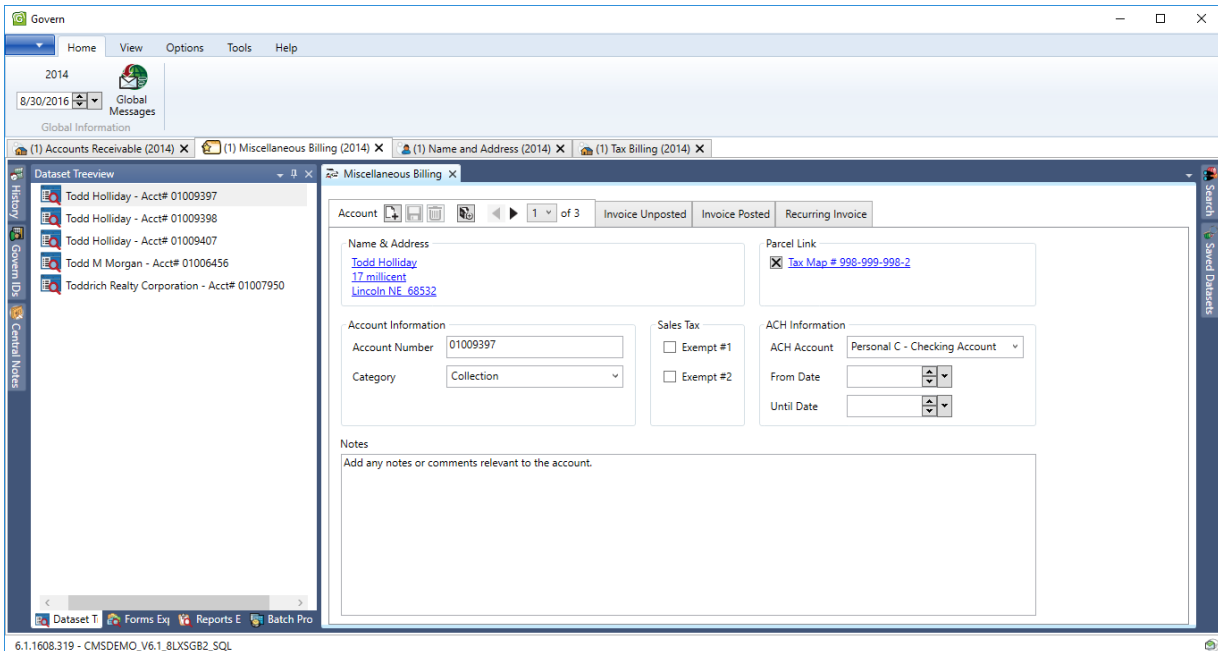
Miscellaneous Billing

ACH Information is added to the Miscellaneous Billing Account entity. This information populates the Mailing Index table.

To access the Miscellaneous Billing Account:

1. Launch Govern.

2. Open a Profile that contains Miscellaneous Billing.
3. Open the **Miscellaneous Billing** form.
4. Select the **Miscellaneous Billing Account** entity.



The screenshot shows the 'Miscellaneous Billing' form in the Govern OpenForms application. The form is divided into several sections:

- Name & Address:** Includes fields for Name, Address, and City/State/Zip. The address is populated with 'Todd Holliday', '17 millicent', and 'Lincoln NE 68532'.
- Account Information:** Includes fields for Account Number (01009397) and Category (Collection).
- Sales Tax:** Includes checkboxes for Exempt #1 and Exempt #2.
- ACH Information:** Includes a dropdown for ACH Account (Personal C - Checking Account), From Date, and Until Date.
- Notes:** A text area for adding notes or comments relevant to the account.

The form also features a 'Parcel Link' section with a checkbox for 'Tax Map # 998-999-998-2'.

5. Select the description for the ACH Account that you want to associate with the selected Miscellaneous Billing Account from the **ACH Account** drop-down list.
6. Double-click in the date fields and select a range of dates from the pop-up calendar if the ACH is to be used during a specific time only. You can enter a date in the **From** field or the **Until** field only.
7. Click **Save**.

For further details, refer to the Miscellaneous Billing documentation.

ACH Batch Processes

Overview

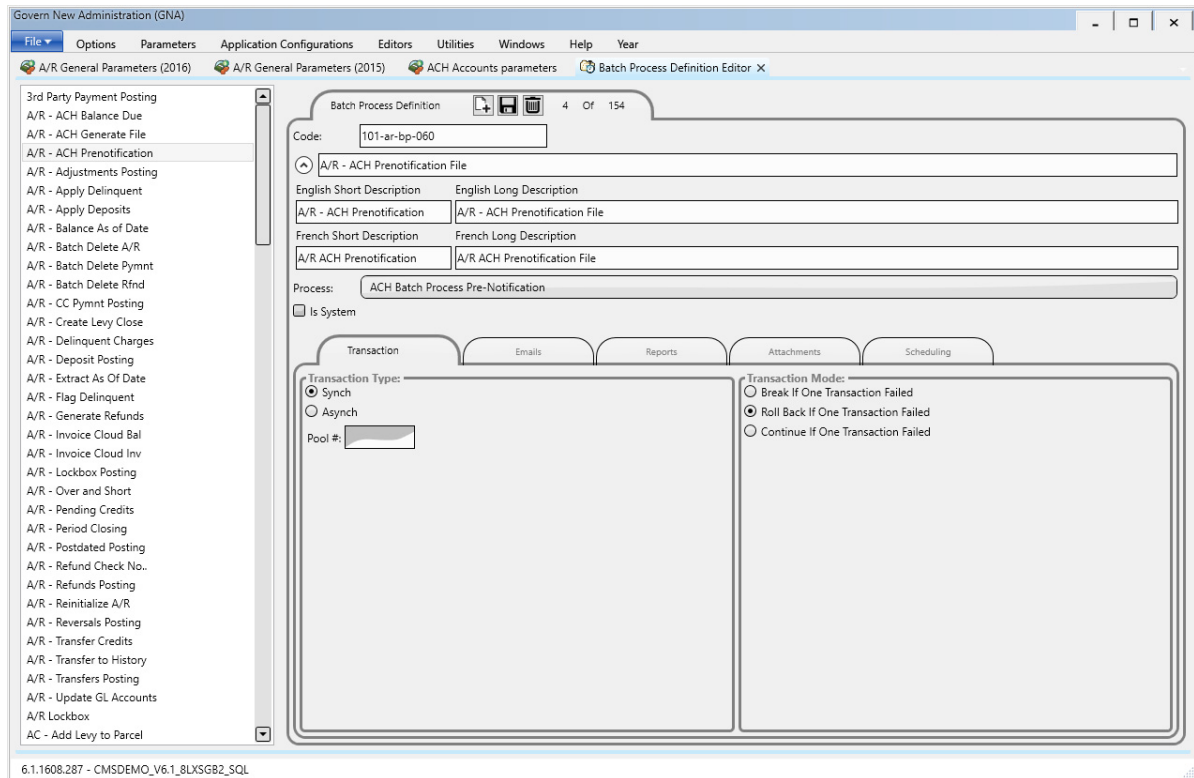
There are three batch processes for maintaining ACH information and payment files.

- ACH Prenotification File: This process is run first. It is run on all accounts to ensure that the information is valid.
- ACH Prepare Data with Balance Due
- ACH Generate File

Setting Up the ACH Batch Processes

To configure the ACH Batch Processes:

1. Launch GNA.
2. Select **Editors > Batch Process Editor**.



The Batch Processes used for ACH are:

- A/R – ACH Prenotification File
- ACH Prepare Data with Balance Due
- ACH Generate File

3. Configure these batch processes as described in the Govern Scheduler documentation.

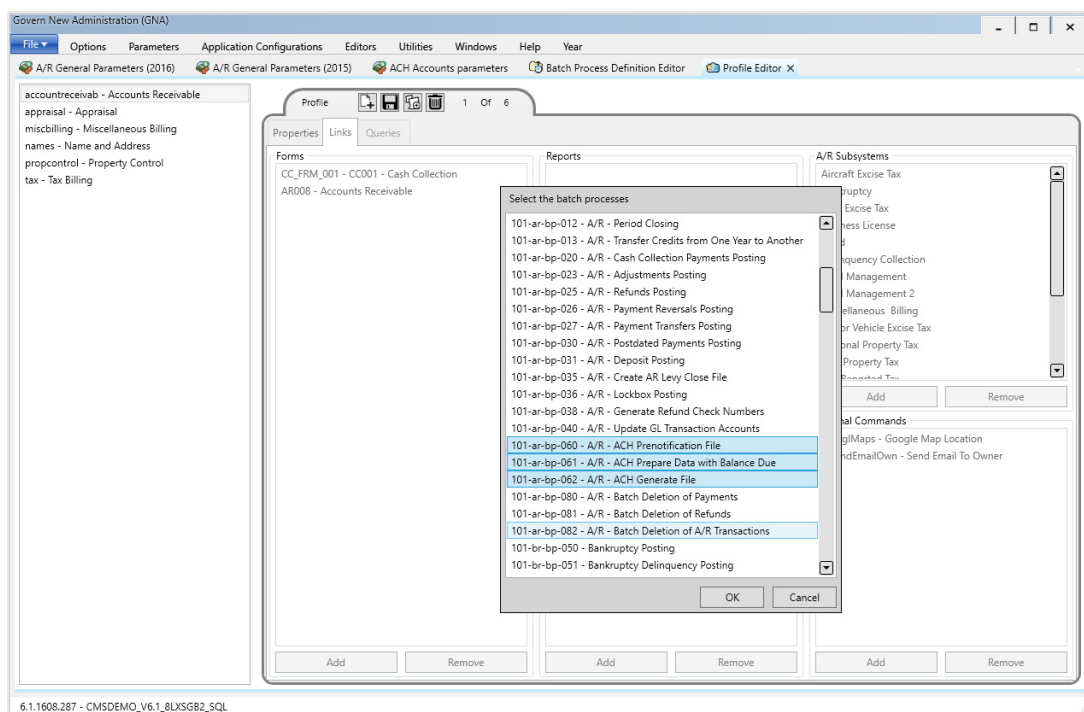
Adding the Batch Process to a Profile

Batch processes are accessed from a Profile in Govern. You need to link the batch process to all Profiles from which it is accessed.

To link the batch process to a Profile:

1. Launch GNA.
2. Select **Editors > Profile Editor**.

3. Select the Profile to which you want to add the batch process, for example, Accounts Receivable.
4. Select the **Links** tab.



5. Select the batch processes that you want to add.
6. Click **OK** on the **Select the batch processes** window.
7. Click **Save** on the Profile Editor.

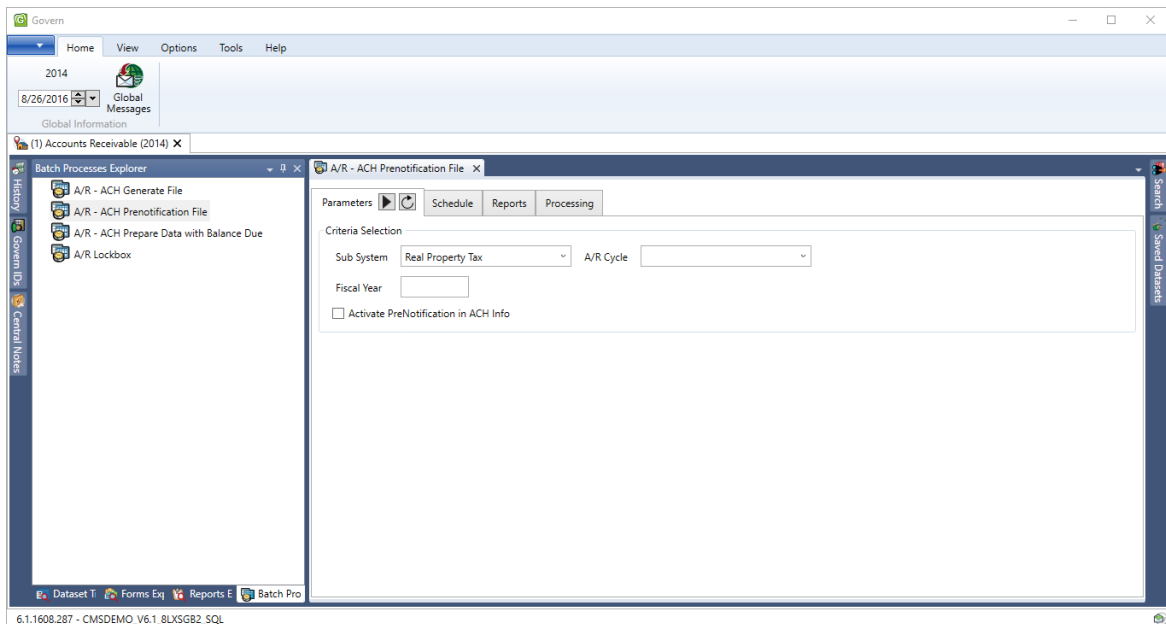
Running the ACH Prenotification File

The ACH Prenotification File batch process generates a file that is sent to the banks. The bank verifies the file to ensure that the ACH Information and listed bank accounts are valid. This file contains prenotification codes and zero dollar amounts.

To run this process:

1. Launch Govern.
2. Open a Profile that contains the ACH Prenotification File batch process.

3. Select the **Batch Processing** explorer.
4. Select the **A/R – ACH Prenotification File**.



5. Select the subsystem with the ACH Information records that you want to validate.
6. Select the applicable cycle code from the **A/R Cycle Code** drop-down list.
This field appears for Real Property Tax and Personal Property Tax.
7. Enter the fiscal year applicable to the ACH Information in the **Fiscal Year** field.
8. Select **Activate Prenotification in ACH Info** to automatically select the **Prenoted** option on the *ACH Information by Name* function in Govern when the batch process is successfully complete.
When this option is selected, the record is not included in the next batch *Prenotification File Generation* process.

Note: If the Prenoted option is selected for a record, 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 select the **Manually Deactivated** flag in Accounts Inquiry. See *Active Flag* on page 26.

9. Click **Start** on the *ACH File Processes* form.

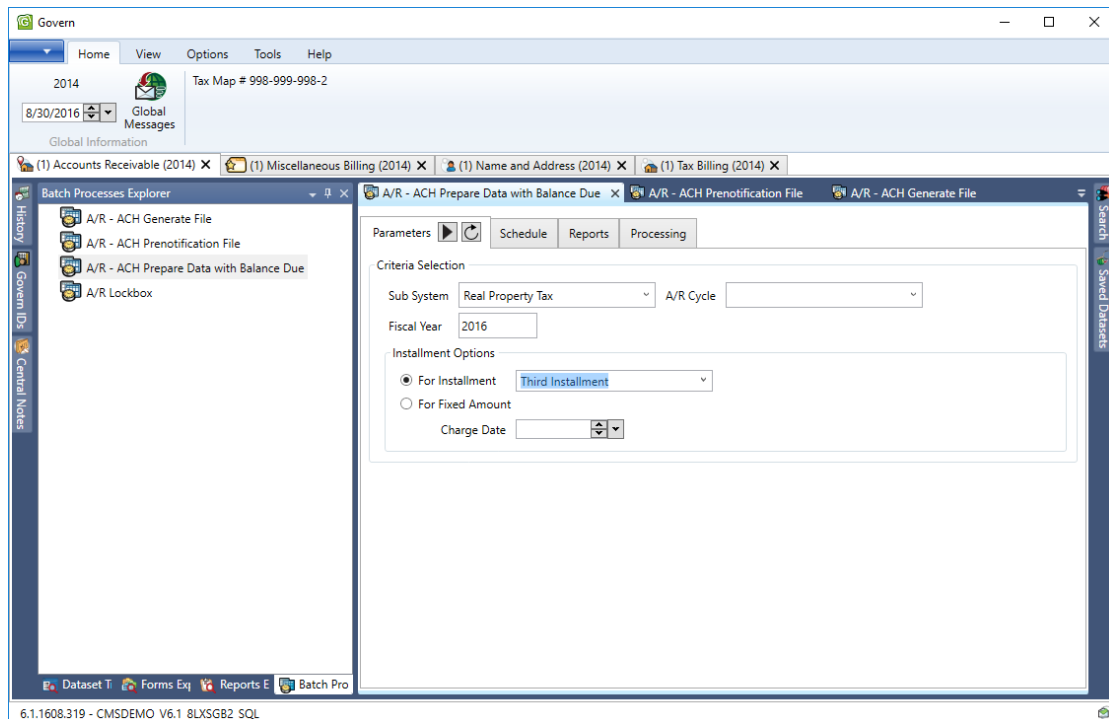
The Prenotification File is accessible from the batch process form, if the process is run in Govern. If it is scheduled, it is accessible in the Govern Scheduler.

Running the 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. This information is then displayed on the **A/R Inquiry > Notes** form for the applicable records.

To access this process in Govern:

1. Launch Govern.
2. Select the Batch Processing explorer.
3. Open the Prepare Data for ACH batch process.



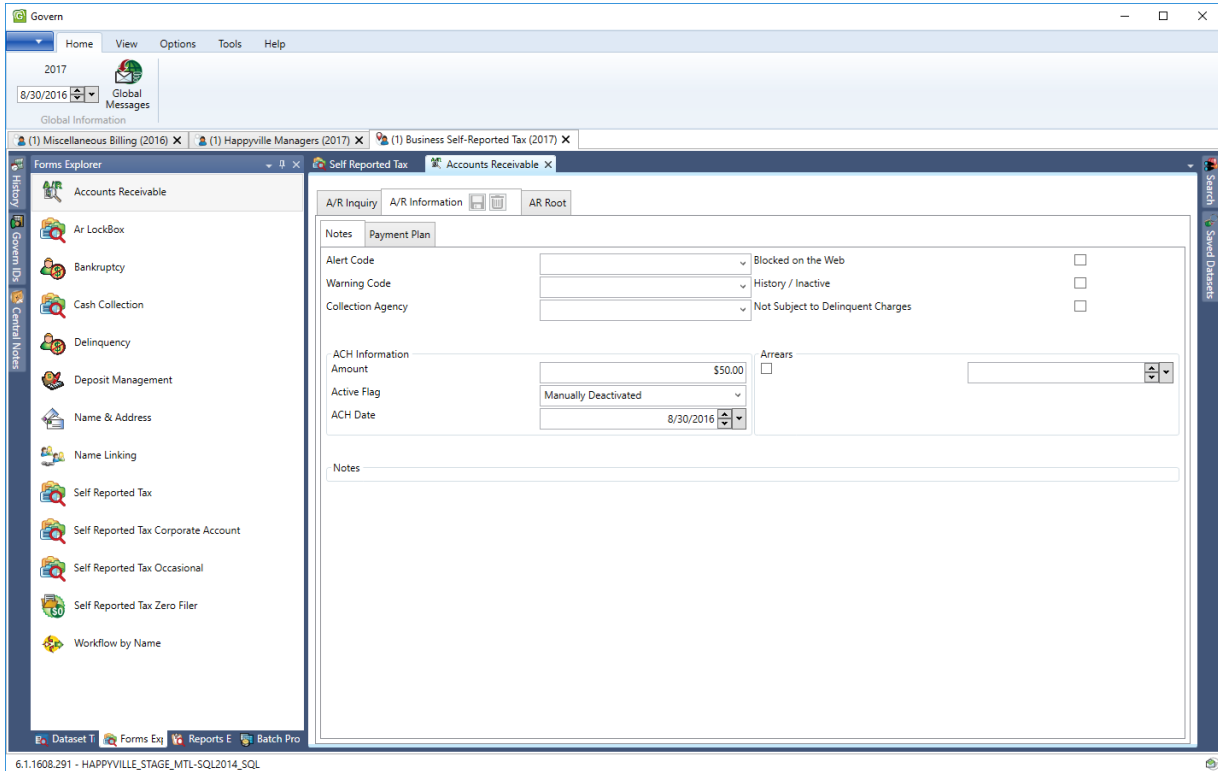
The screenshot displays the Govern application window. The top menu bar includes Home, View, Options, Tools, and Help. Below the menu, there's a header section with the year 2014, a date selector set to 8/30/2016, and a Tax Map # 998-999-998-2. A toolbar with icons for Global Messages and Global Information is also present. The main workspace is divided into two panes. The left pane, titled 'Batch Processes Explorer', shows a tree view with the following items: A/R - ACH Generate File, A/R - ACH Prenotification File, A/R - ACH Prepare Data with Balance Due (which is selected), and A/R Lockbox. The right pane displays the 'A/R - ACH Prepare Data with Balance Due' form. This form has tabs for Parameters, Schedule, Reports, and Processing. The Parameters tab is active, showing 'Criteria Selection' with dropdowns for Sub System (Real Property Tax) and A/R Cycle. Below this, the Fiscal Year is set to 2016. The 'Installment Options' section has two radio buttons: 'For Installment' (selected) and 'For Fixed Amount'. A 'Third Installment' dropdown is visible next to the 'For Installment' option. At the bottom, there is a 'Charge Date' field with a date picker. The status bar at the very bottom shows the version 6.1.1608.319 and the database path CMSDEMO_V6.1_8LXSG82_SQL.

4. Select the subsystem where the accounts are saved.

5. Select the *A/R Cycle Code* from the Cycle Code drop-down list.
This appears for the *Real Property Tax* and Personal Property Tax subsystems.
6. Enter the fiscal year or accept the default.
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:



The screenshot displays the Govern OpenForms Designer application. The interface includes a menu bar (Home, View, Options, Tools, Help), a toolbar with icons for Global Messages and Global Information, and a tabbed window showing multiple forms. The active form is 'Accounts Receivable', which is divided into several sections: 'A/R Inquiry', 'A/R Information', and 'AR Root'. The 'A/R Information' section contains fields for 'Alert Code', 'Warning Code', 'Collection Agency', 'ACH Information Amount' (set to \$50.00), 'Active Flag' (set to 'Manually Deactivated'), and 'ACH Date' (set to 8/30/2016). There are also checkboxes for 'Blocked on the Web', 'History / Inactive', 'Not Subject to Delinquent Charges', and 'Arrears'. A 'Notes' field is located at the bottom of the form. The left sidebar shows a 'Forms Explorer' with various categories like 'Accounts Receivable', 'Ar LockBox', 'Bankruptcy', 'Cash Collection', 'Delinquency', 'Deposit Management', 'Name & Address', 'Name Linking', 'Self Reported Tax', 'Self Reported Tax Corporate Account', 'Self Reported Tax Occasional', 'Self Reported Tax Zero Filer', and 'Workflow by Name'. The bottom status bar indicates the file path: 6.1.1608.291 - HAPPYVILLE_STAGE_MTL-SQL2014_SQL.

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.

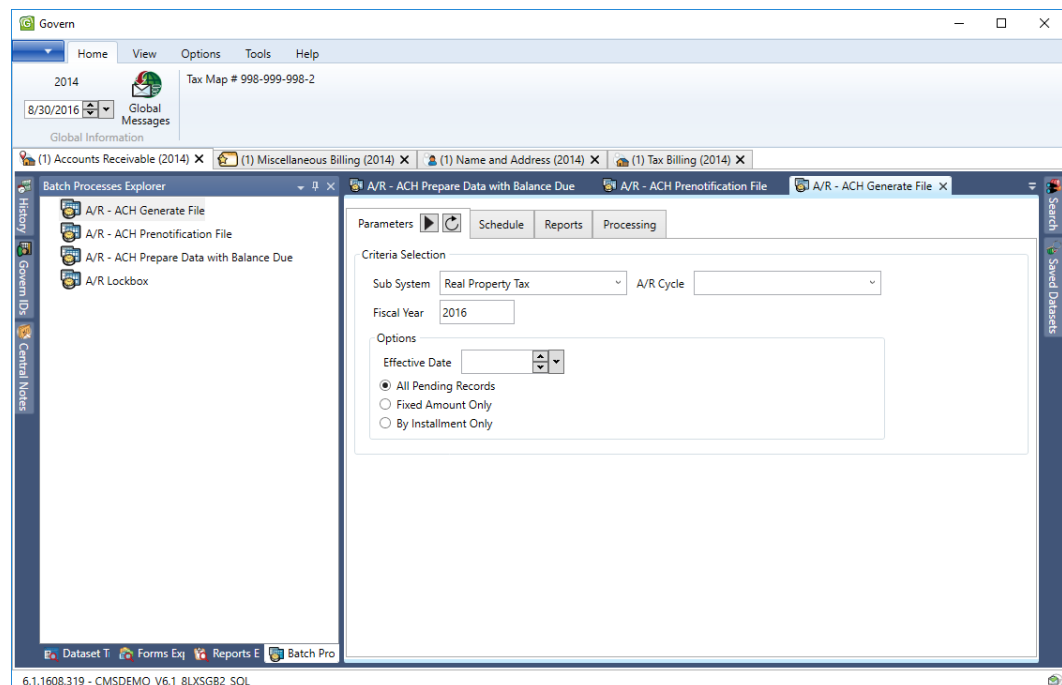
ACH Date: For the *Prepare Data for ACH File* process, this field displays the date the process was run.

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.

To run the Generate ACH File batch process:

1. Launch Govern.
2. Select the Batch Processing explorer.
3. Open the Generate ACH File batch process.



4. Select the subsystem where the accounts are saved.
5. Enter the fiscal year or accept the default.

6. Select the A/R Cycle Code from the Cycle Code drop-down list.
This appears for the *Real Property Tax* and Personal Property Tax subsystems.
7. Select the date in the **Effective Date** field.
This is the date that the payment is collected.
8. Do one of the following:
 - For payments by installment, select the **For Installment Only** option.
 - For payments by amount, select the **For Fixed Amount** option.
 - For payments by both installment and fixed amount, select **All Pending Records**.
9. 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 ACH File is available on the batch process form if the process is run in Govern. If it is scheduled, the file is available in the Govern Scheduler.

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.

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=2 nd 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 mmmmyy
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