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.
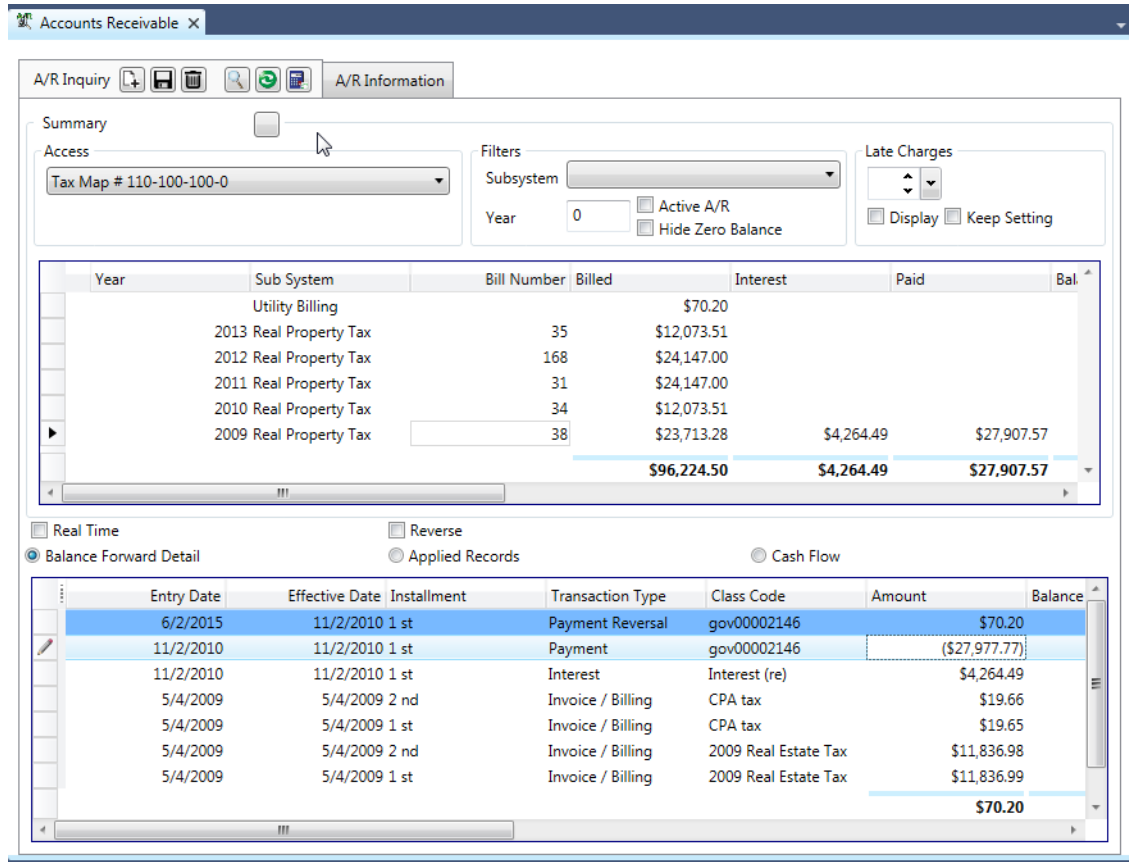
The Payment Transfer (trp) and Payment (pmt) transaction types are the same, as are the Payment Transfer Reversal (rev) and Reversal (rev) types. Separate transaction types can be useful for reviews and reports.

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 contains the A/R Inquiry form.

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 190
- Transfer Amount on page 190
- Transfer Destination on page 192

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.

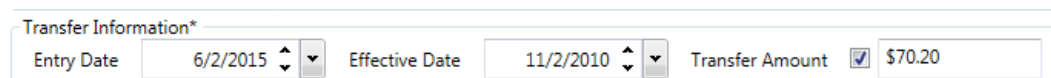**Year:** This field displays the fiscal year of the original payment record.

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.

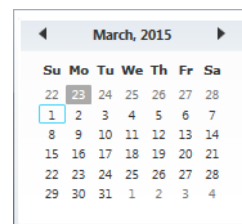**Entry Date:** This field displays the date the original payment was entered.

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.

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**.

2. Overwrite the amount that is displayed.

    The amount displayed beside **Remaining Balance** is automatically updated.

Transfer Options

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 203.*

Do one of the following:

• Enter a new deposit number required.
• Select a deposit number from the drop-down list.

Justification Code: Select a **Justification Code** to explain the reason for the transfer (Table: VT_USR_ARREASON).

Just transfer credit amount: When this option is not selected, which is the default, both the principal and interest are transferred.

When this option is selected, only the principal is transferred. This option is useful if the penalty and interest are calculated separately. There was a client that had that need.

Note: This applies to full payments, only. For partial payments, the interest is not transferred, only the principal.

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 193.*
- **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 195.*

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 188* 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 190*.

4. Click **Save**.

5. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 186.*

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 188* 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**.

    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.

5. Modify the default **Entry Date**, **Effective Date**, and **Transfer Amount**, if required, as described under *Transfer Amount on page 190*.

6. Click **Save**.

7. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 186*.

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 188* 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.
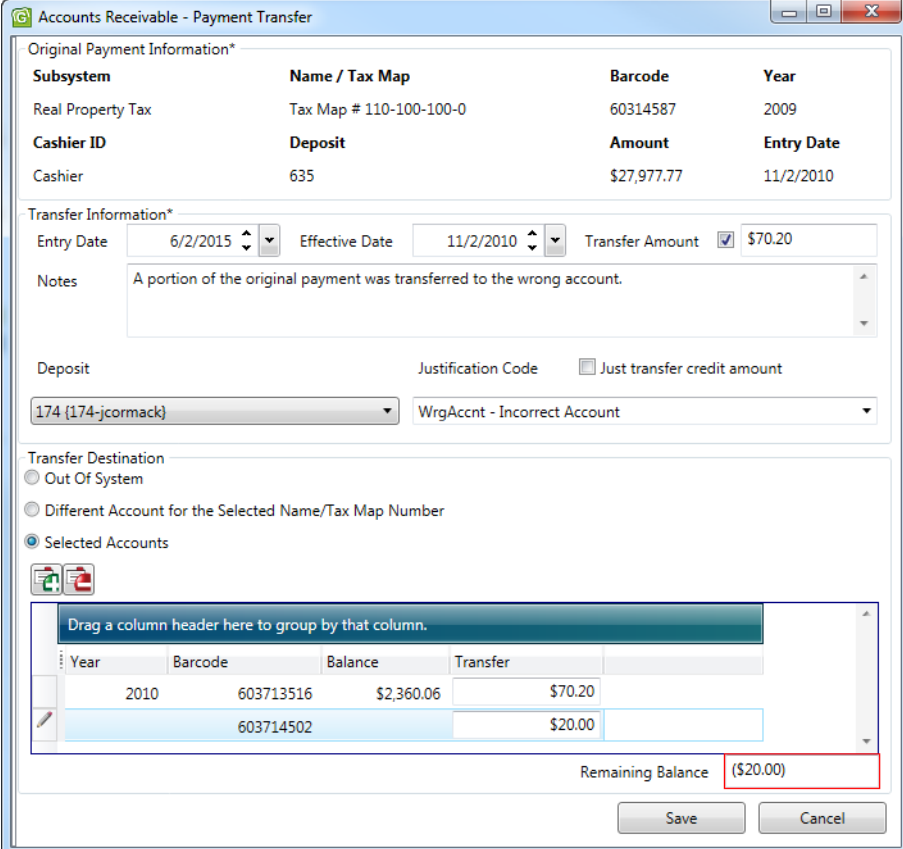
6. Modify the default **Entry Date**, **Effective Date**, and **Transfer Amount**, if required, as described under *Transfer Amount on page 190*.

7. Click **Save**.

8. Perform the Payment Transfer batch process to post the payment transfer in Govern A/R. *See Payment Transfer on page 186*.

Removing a Displayed Account

If you are using either the **Different Account for Same Name / Tax Map Number** or 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 193 or Selected Accounts on page 195*.
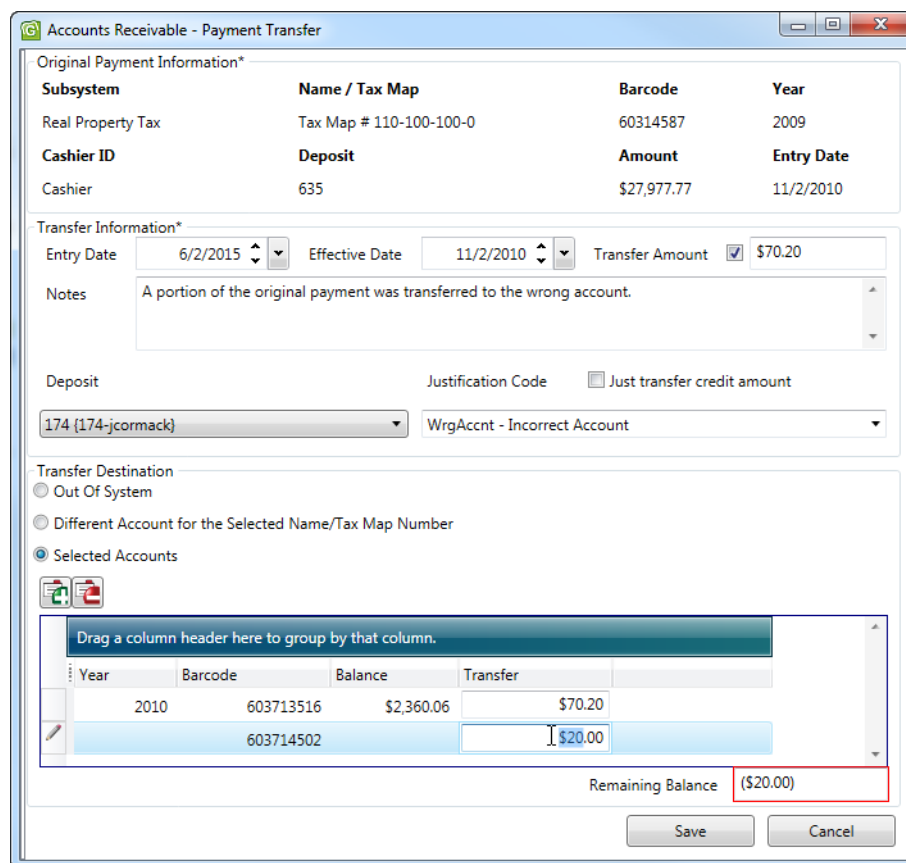
2. Select the account.

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.
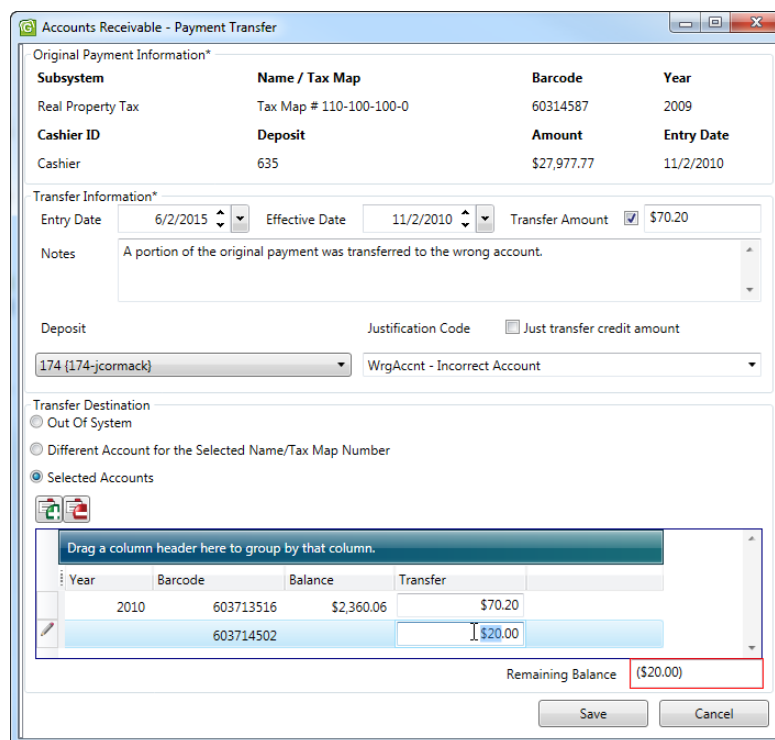
2. Overwrite the amount in the **Transfer** column.

Payment Transfer Troubleshooting

This section describes two scenarios where a payment transfer would not be completed.

- Remaining Balance is Less Than Zero on page 200
- Amount Transferred Is Less Than Amount Owed on page 201

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.
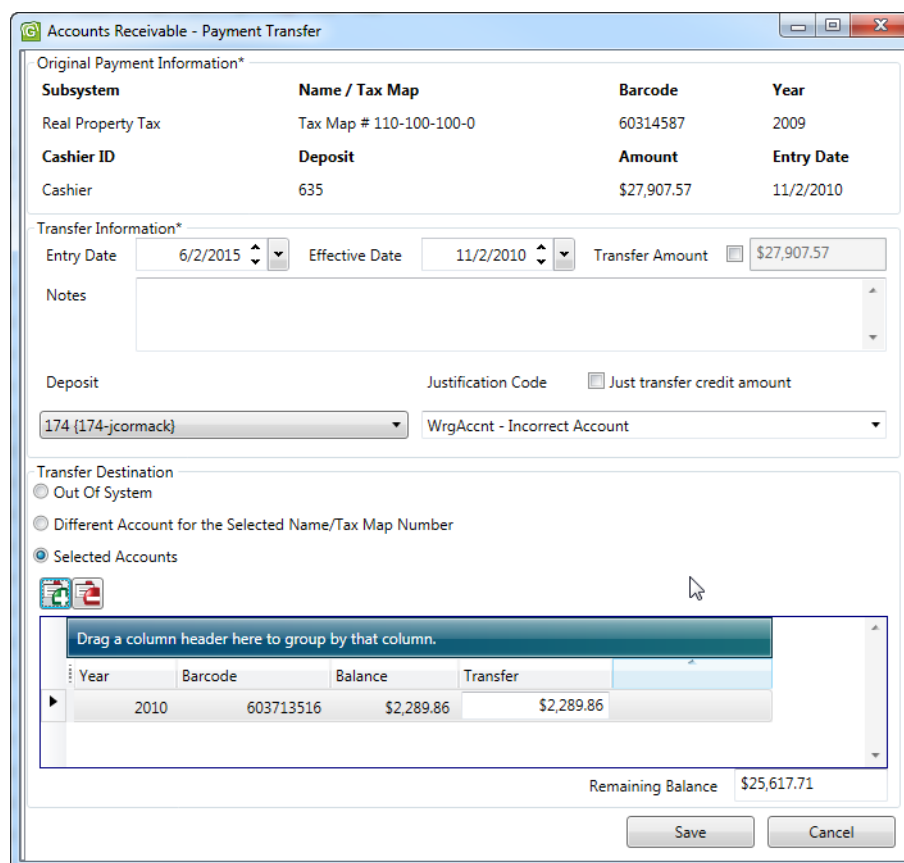
If the amount transferred to the selected accounts is greater than the original payment, the **Remaining Balance** is less than zero and a message is displayed.

> **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.