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### Generate Refund Check Numbers

You can choose any of the following methods for creating check numbers for refunds. The best depends on the requirements and preferences of the organization:

- Automatic generation by the Generate Refund Check Numbers batch process
- Automatic generation when a new refund transaction is saved in Govern
- Manual entry when a new refund transaction is created in Govern

*For details on the Refunds user form, see Refunds on page 163.*

Run the *Generate Refund Check Numbers* batch process if you want to generate check numbers for refund transactions separately from the transactions. This can be useful if you are creating multiple refunds for a single taxpayer or business.

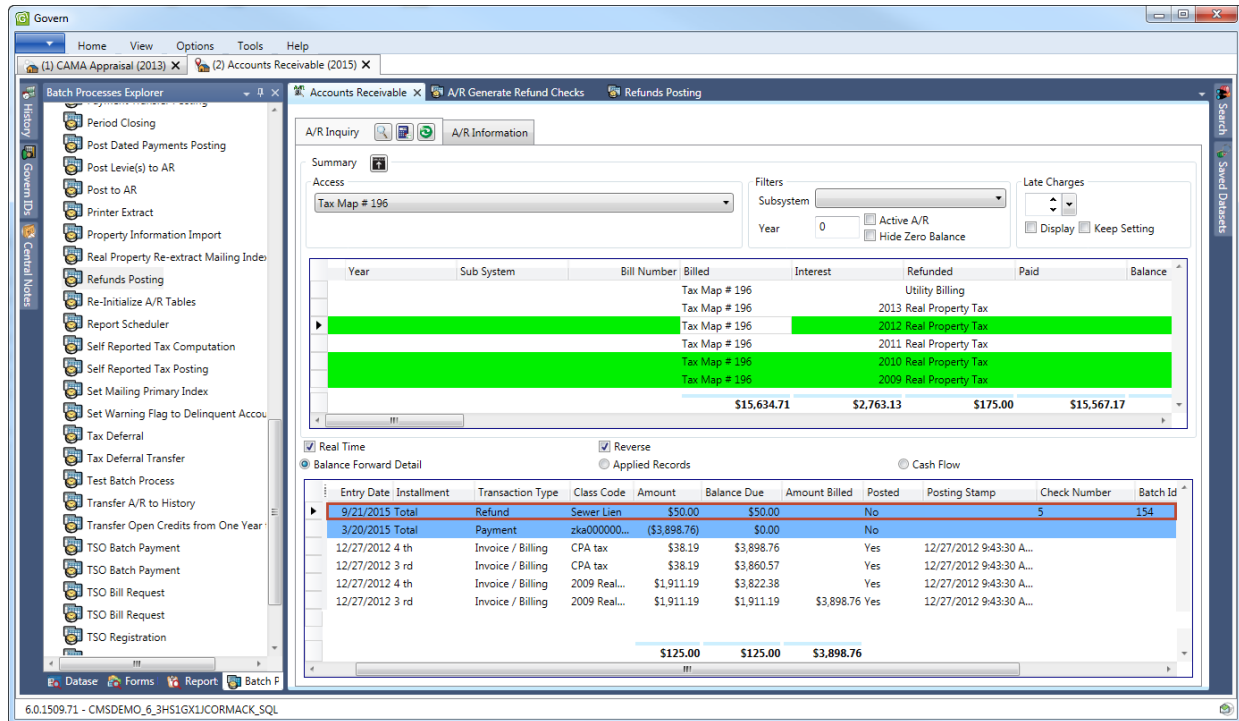
**Note:** This batch process must be run before the refund transactions are posted; i.e., before running the Refund Posting batch process. See *Refunds Posting* on page 222.

This process generates check numbers for non-posted refunds only.

The Check Number is displayed with the record in the A/R Inquiry form under Balance Forward Details.

If the check number is created by the Refunds form in Govern, it is displayed when the transaction is saved.

If the check number is generated by the Generate Refund Check Numbers batch process, it is displayed when the batch process is completed.



The screenshot shows the 'Accounts Receivable (2015)' window in the Govern software. The left sidebar lists various batch processes, including 'Period Closing', 'Post Dated Payments Posting', 'Post Levies to AR', 'Post to AR', 'Printer Extract', 'Property Information Import', 'Real Property Re-extract Mailing Index', 'Refunds Posting', 'Re-Initialize A/R Tables', 'Report Scheduler', 'Self Reported Tax Computation', 'Self Reported Tax Posting', 'Set Mailing Primary Index', 'Set Warning Flag to Delinquent Account', 'Tax Deferral', 'Tax Deferral Transfer', 'Test Batch Process', 'Transfer A/R to History', 'Transfer Open Credits from One Year', 'TSO Batch Payment', 'TSO Batch Payment', 'TSO Bill Request', 'TSO Bill Request', and 'TSO Registration'.

The main window displays the 'Accounts Receivable (2015)' summary and details for 'Tax Map # 196'. The summary table shows the following data:

Year	Sub System	Bill Number	Billed	Interest	Refunded	Paid	Balance
		Tax Map # 196			Utility Billing		
		Tax Map # 196			2013 Real Property Tax		
		Tax Map # 196			2012 Real Property Tax		
		Tax Map # 196			2011 Real Property Tax		
		Tax Map # 196			2010 Real Property Tax		
		Tax Map # 196			2009 Real Property Tax		
			\$15,634.71	\$2,763.13	\$175.00		\$15,567.17

The detailed table shows the following data:

Entry Date	Installment	Transaction Type	Class Code	Amount	Balance Due	Amount Billed	Posted	Posting Stamp	Check Number	Batch Id
9/21/2015	Total	Refund	Sewer Lien	\$50.00	\$50.00		No		5	154
3/20/2015	Total	Payment	zka000000...	(\$3,898.76)	\$0.00		No			
12/27/2012	4 th	Invoice / Billing	CPA tax	\$38.19	\$3,898.76		Yes	12/27/2012 9:43:30 A...		
12/27/2012	3 rd	Invoice / Billing	CPA tax	\$38.19	\$3,860.57		Yes	12/27/2012 9:43:30 A...		
12/27/2012	4 th	Invoice / Billing	2009 Real...	\$1,911.19	\$3,822.38		Yes	12/27/2012 9:43:30 A...		
12/27/2012	3 rd	Invoice / Billing	2009 Real...	\$1,911.19	\$1,911.19	\$3,898.76	Yes	12/27/2012 9:43:30 A...		
				\$125.00	\$125.00	\$3,898.76				

If you prefer to generate the check numbers for refunds separately, you can use the Generate Refund Check Numbers batch process. A setup is required in order to change the default.

## Prerequisite

For the Generate Refund Check Number batch process, you need to deselect the **Automatic Generation of Refund Check Numbers** option in the General Settings Registry in GNA.

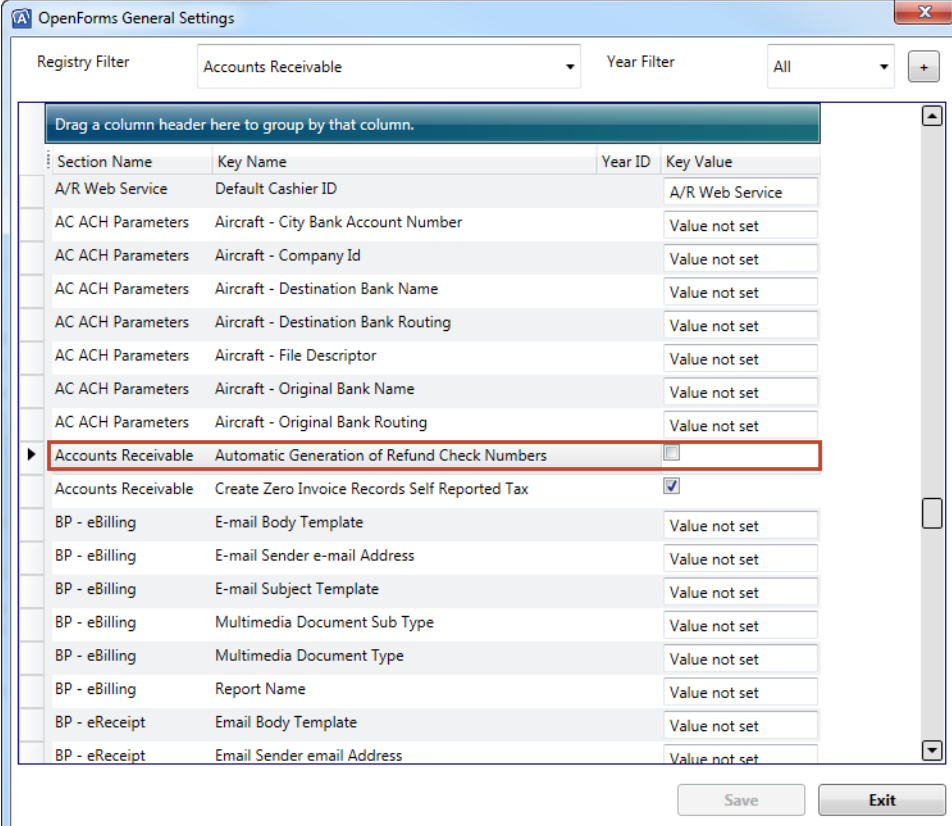
To deselect this option:

1. Launch GNA.
2. Select **General Settings Editor**.

The OpenForms General Setting Editor opens.

3. Select **Accounts Receivable** from the **Registry Filter** text box.

## Accounts Receivable



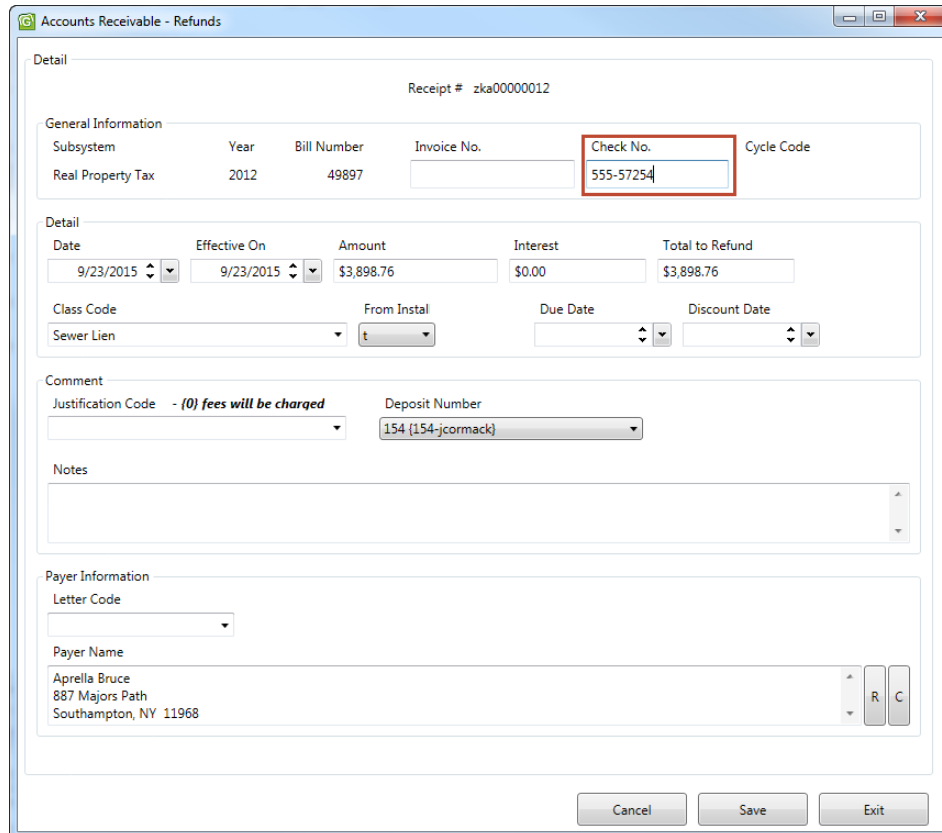
Section Name	Key Name	Year ID	Key Value
A/R Web Service	Default Cashier ID		A/R Web Service
AC ACH Parameters	Aircraft - City Bank Account Number		Value not set
AC ACH Parameters	Aircraft - Company Id		Value not set
AC ACH Parameters	Aircraft - Destination Bank Name		Value not set
AC ACH Parameters	Aircraft - Destination Bank Routing		Value not set
AC ACH Parameters	Aircraft - File Descriptor		Value not set
AC ACH Parameters	Aircraft - Original Bank Name		Value not set
AC ACH Parameters	Aircraft - Original Bank Routing		Value not set
Accounts Receivable	Automatic Generation of Refund Check Numbers		<input type="checkbox"/>
Accounts Receivable	Create Zero Invoice Records Self Reported Tax		<input checked="" type="checkbox"/>
BP - eBilling	E-mail Body Template		Value not set
BP - eBilling	E-mail Sender e-mail Address		Value not set
BP - eBilling	E-mail Subject Template		Value not set
BP - eBilling	Multimedia Document Sub Type		Value not set
BP - eBilling	Multimedia Document Type		Value not set
BP - eBilling	Report Name		Value not set
BP - eReceipt	Email Body Template		Value not set
BP - eReceipt	Email Sender email Address		Value not set

4. Deselect the **Key Value** option beside **Accounts Receivable > Automatic Generation of Refund Check Numbers**.
5. Click **Save**.

When the Automatic Generation of Refund Check Numbers is deselected:

- The Check Number field is not displayed on the Refund transaction form in Govern.
- The Generate Refund Check Numbers batch process must be used in order to create check numbers.

Otherwise, if this option is selected, the Check Number field is displayed on the Refund transaction form in Govern.



If the Check Number field is displayed, users can enter check numbers manually or leave the field blank.

If the Check Number field is left blank, it is automatically populated when the record is saved.

If the Check Number field is not displayed, you must run the Generate Refund Check Numbers batch process in order to create check numbers for refunds.

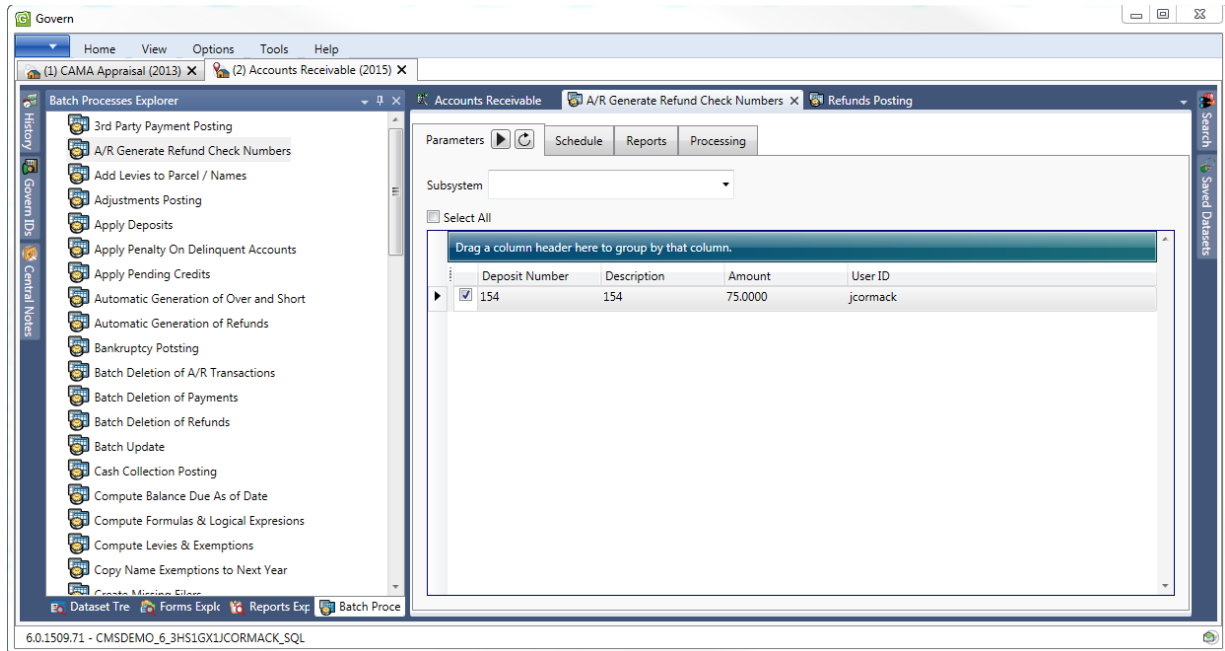
## Accessing the Generate Refund Check Numbers Batch Process

To access this batch process:

1. Launch Govern.

## Accounts Receivable

2. Open a Profile that contains the Generate Refund Check Numbers batch process.
3. Open the **Batch Processes** explorer.
4. Select **A/R Generate Refund Check Numbers\***.



\*The path varies according to the administrative setup.

Deposit Numbers are listed by Deposit Number, Description, Amount, and User ID. You can change the order of these columns.

5. Select the applicable subsystem from the **Subsystem** drop-down list.  
You can also leave this field blank in order to generate check numbers for all deposit numbers at the same time.
6. Select the **Deposit Number** or Deposit Numbers to process.

## Scheduling a Generate Refund Check Numbers Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler documentation for details.*

## **Running a Generate Refund Check Numbers Batch Process**

**Execute:** Click **Execute** to run the process immediately.