



Govern Tax: Real Property Tax Billing & Collection

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Govern

Govern Tax: Real Property Tax Billing &

Collection

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Introduction: Govern Real Property Tax Assessment & Billing



The Govern Tax Billing (Real Estate) module is designed to meet the needs of local government organizations when creating property tax assessments. It is integrated with Govern Property Control for name and address and mailing information; and Govern Accounts Receivable system for tax billing. Govern Computer Assisted Mass Appraisal (CAMA) system can be added for transferring property appraisal information to the tax system.

Key features include:

- Integration with other modules in the Govern system
- Creating levies and exemptions that are customized to meet the needs of your organization
- Creating groups to facilitate management of levies and exemptions.
- Setting limited assessment values and cap amounts for levy groups
- Setting average values
- Averaging assessment groups
- Cap levy groups
- Creating frozen assessments in order to keep a copy of all tax data for a property at a specific moment
- Creating partial billings to accommodate changes within a property tax assessment year.
- Transferring changes to future assessment years that are already open

The Real Property module is designed to reduce the number of hours required to process taxes and perform the tasks of the Tax Collector and Assessor, such as creating and maintaining Levy and Exemption Code Definitions and Groups.

What's New

This section lists the most recent features in Govern TAX 5.1 and 6.0.



A/R Cycle Codes for Tax

It is now mandatory to create A/R Cycle Codes for Real Property tax billing. You need to set up at least one Cycle Code, but you can create multiple codes. For example, you could have one cycle for municipal tax and a second for school tax.

Frozen IDs are now created for cycle billing. A new Frozen ID is assigned when you run the *Posting to A/R* batch process. This is called a Certified Record. It is displayed in the History Panel with the Cycle Code. The first Certified Record is assigned Frozen ID -1, the second -2, and if there are multiple cycle codes, the third is assigned -3 and so on.

A new *Tax Audit* record is created for all the parcels included in the batch process. The **Entry Code** for these records is set to **Original**. The Frozen ID is updated and a new entry is listed in the History Panel. *For further details*, see *Tax Audit on page 76*.

Posting to A/R

In addition to generating new Frozen IDs for cycle billing, a new option is available on the Posting to A/R batch process for prepayments.

Select **Generate Discount for Prepayments** if you want to calculate and apply a discount to prepayments. Otherwise, the discount is calculated and applied to full payments only.

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Chapter 1: Administration

Overview

The Govern Tax administrative forms are used for defining the parameters required in the real property tax system. This setup includes integrating records with Govern CAMA and Accounts Receivable, adding increase / decrease values, defining capped values, creating and maintaining tax levies levy groups, tax exemptions, exemptions groups, and applying rules for averaging assessment values over a number of years, and setting caps for the levies applied to a property.

This section describes the following forms:

- A/R Cycle Codes for Tax on page 4
- General Parameters on page 7
- Tax Levy Parameters (Real Property) on page 28
- Levy Group Definition (Real Property) on page 35
- Exemption Codes on page 38
- Exemption Group Definition (Real Property) on page 44
- Averaging Assessment Values on page 47
- Cap Levy Group on page 54



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A/R Cycle Codes for Tax



It is mandatory to create A/R Cycle Codes for Real Property tax billing. According to the requirements of your organization, you can set up one Cycle Code or use multiple codes. For example, you may have one A/R Cycle Code for school tax and another for municipal tax.

When you post the records to A/R, by running the *Posting to A/R* batch process, you need to select a cycle code. A new Frozen ID is created, the record is labeled Certified and displayed in the History Panel with the Cycle Code.



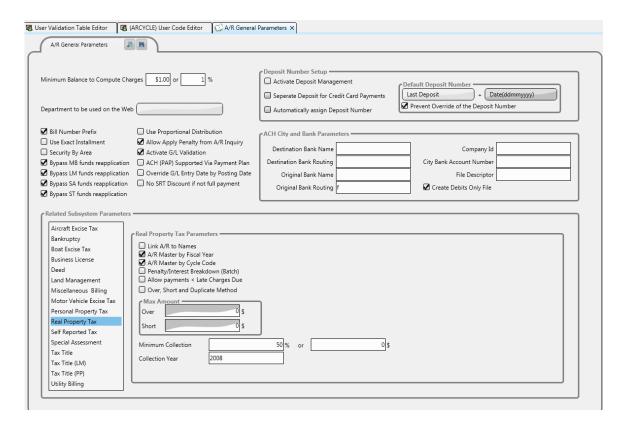
The preceding screen shot shows Certified records generated for the Real Estate County cycle code. The records are assigned the Frozen ID -1. If a second tax billing were posted for a second cycle code, certified records with the Frozen ID -2 would be listed in the History Panel.

In order to set up cycle codes for A/R, ensure that the A/R Master by Cycle Code option is selected in the Accounts Receivable General Parameters in Govern Admin.

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A/R Cycle Codes for Tax



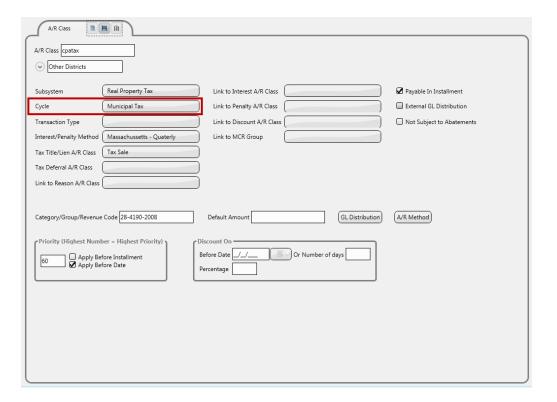
Then create A/R Class Codes for real property tax billing and associate the cycle codes to these classes. If you already have class codes for cycle billing, you can associate the new cycle codes to the existing class codes.

To associate cycle codes to class codes:

- 1. Launch Govern Admin.
- 2. Select Accounts Receivable > A/R Class Codes.
- 3. Select the A/R Class Code.



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- 4. Select the **Cycle Code** from the drop-down list.
- 5. Click Save.

For more information about setting up A/R Parameters and Class Codes, refer to the Accounts Receivable documentation.

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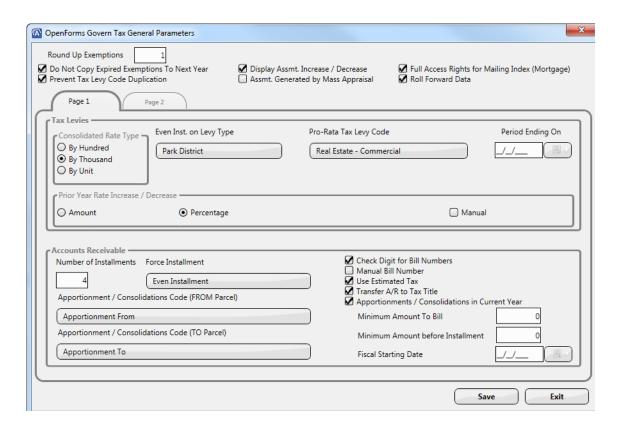




The Govern Tax General Parameters form is used for defining general or default options for Govern Real Property Tax. These options include integrating records with Govern CAMA and Accounts Receivable, general parameters for rounding on exemptions, the prior year rate increase / decrease method, and capped value defaults.

To access this form:

- 1. Launch Govern New Administration (GNA).
- Select Application Configurations > Govern Tax > Real Property >
 General Parameters.





Property

General parameters and options for transferring appraisal data from Govern CAMA are displayed across the top of the form. Page 1 contains the tax levy, prior rate increase and decrease setting, and accounts receivable parameters. Page 2 contains the limited assessment and new construction index defaults.

Mailing Index Security Settings

You can define the security permissions, separately, for each mailing type in the Real Property Tax Mailing Index. For example, you may want to give all users the right to modify payer and third party information, but give only authorized users the right to modify owner information, and only administrators the right to modify Managing Agent, or Mortgage Company information.

Mailing Types include the following, listed by code and name:

Code	Name	
а	Managing Agent	
b	Owner under Payment Plan	
m	Mortgage	
0	Owner	
р	Payer	
r	Previous Customer	
t	Third Party	
х	Temporary Owner	

Use the following procedure to define security settings for the different mailing types in the Real Property Mailing Index.

This procedure requires both the Govern Security Manager (GSM) and Govern New Administration (GNA).

Tip: The same procedure can be applied to any validation table in Govern.

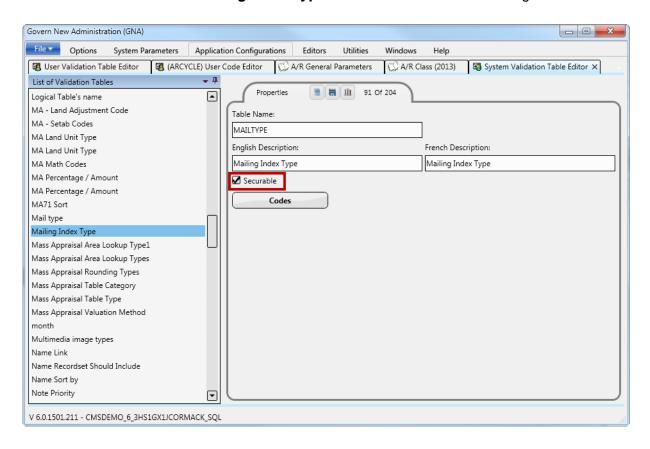
To set the security for the Mailing Index:

- 1. Launch GNA.
- 2. Select Editors > System Validation Table Editor.

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3. Select **Mailing Index Type** from the list of tables on the right.



- 4. Select the **Securable** option.
- 5. Click the Save icon.
- 6. Launch the Govern Security Manager (GSM).
- 7. Select Synchronize All.
- 8. Select Applications > Validation Tables > System Validation Tables.
- 9. Expand the MAILTYPE system validation table.
- 10. Expand the codes.



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- 11. Right click on each code for which you want to set security access rights.
- 12. Click Edit and update the rights as required.
- 13. Click Save.

For further details on the GSM, refer to the Govern Security Manager (GSM) documentation.

Upgrading from Govern for Windows

In Govern for Windows if the **Full Access Rights for MI (Mortgage)** option is selected on the *Govern Admin Taxation General Parameters* form, users with full access rights to the Mailing Index function have the right to modify all mailing index types including mortgage company information.

If this option is deselected, users with full access rights to the function have the permission to modify all mailing index information with the exception of mortgage company information.

In Govern Open Forms, this option is set with all other security options in the Govern Security Manager (GSM).

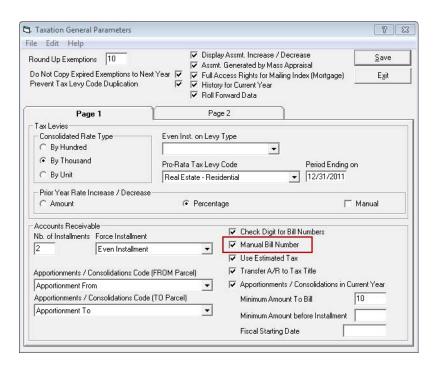
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Manual Bill Number

In Govern for Windows, there is a separate option to enable the **Bill Sequence Number** or **A/R Bill Number** field on the *Real Estate Assessment Maintenance* function.



In Govern Open Forms, the security permission to show or hide this field, as with all other fields, can be performed in the GSM. For further details on the GSM, refer to the Govern Security Manager (GSM) guide.

Command Buttons

The Govern Tax General Parameters from includes the following command buttons.

Save: Click **Save** to save a new *Taxation General Parameters* setup or modifications to an existing one.

Exit: Click **Exit** to close the form.



Property

Parameters

The parameters at the top of the *Govern Tax General Parameters* include the general defaults for rounding exemptions, and rolling data forward, as well as options for transferring records from CAMA.

Round Up Exemptions: Govern Real Property Tax Billing & Collection options are rounded up. The default value is 1. This rounds exemptions up to the nearest dollar. Enter a different value for rounding up the exemption if required.

For example, if 10 is entered in this field, exemption amounts between \$11.00 and \$20.00 are rounded up to \$20.00. Amounts between \$21.00 and \$30.00 are rounded up to \$40.00, and so on.

Do Not Copy Expired Exemptions to Next Year: Select this option if you want to exclude the expired tax exemptions from the update when you copy the tax parameters to the next fiscal year.

Display Assessment Increase / Decrease: Select this option to display the Assessment Increase or Decrease on the *Real Estate Assessment Maintenance* form in Govern. Deselect it to hide this value.

Prevent Tax Code Duplication: Select this option to perform a validation when you create new tax codes. If a code with the same name already exists, a message is displayed.

Assessment Generated by Mass Appraisal: Select this option to use the assessment data calculated through the Govern CAMA subsytem

Note: Values from Govern CAMA cannot be modified on the *Tax Assessment Maintenance* form.

Roll Forward Data: Select the **Roll Forward Data** option if you plan to make modifications in earlier years and carry them forward to records in the future years that are open.

When making property assessments, you may have open the current fiscal year and several years in the future. For example, if the current fiscal year is 2014, you may have open 2014, 2015, 2016, and 2017. The configuration parameters and property records from 2012 are copied to the future years, 2013, 2014, and 2015.

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If there is a change made in 2014; for example an extension to a porch, you can update the record for the year in which the change occurred and then roll the change forward to the future years, without having to open and modify each record. The changed field is copied from the current year to the future years. Structures that have not changed are not rolled forward.

A confirmation message, similar to the following, appears each time you save a new record or modify an existing one.



When the confirmation record appears, do one of the following:

- Click Yes to roll the current modification forward.
 Newly created records, deleted records, and modified records are rolled forward.
- Click No if you do not want to roll the current modification forward.

Note: The data are rolled forward if the Govern Tax Assessment record exists for the current parcel.

Typically, this record would be created when you open the new year. However, if it were deleted, the Roll Forward would not occur.

The following table lists the data that are rolled forward:

Govern Forms	Govern Tables
Property Area	PC_AREA
Legal Information	PC_LEGAL_INFO
Tax Real Estate Assessment	TX_RE_ASSESSMENT
Tax Assessment	AC_, BT_, PP_, MV_, RE_ASSESSMENT
Tax Exemptions	TX_EXEMPTIONS
Tax Levy Master	TX_LEVY_MASTER



Property

Govern Forms	Govern Tables
Appraisal Property Information	MA_MASTER
Appraisal data	
Building Drawing	MA_DRAWING
Building Area	MA_BLDG_AREA
Building Structural Elements	MA_BUILDINGS, MA_BUILDINGS_2, MA_BUILDINGS_3, etc.
Income	MA_INCOME
Land	MA_LAND
MRA	MA_MRA
Site Information	MA_SITE
Miscellaneous Structures	MA_MISC_STRUCTURES

The Roll Forward Data option can be set on the Govern CAMA and on all Govern Tax General Parameters forms. Only the modification is carried forward. Calculations are performed immediately, and changes can be viewed on the records for all open years, at the same time.

If the Roll Forward option is selected, you can view the Roll Forward Data process, as follows:

- 1. Launch Govern.
- 2. Open a Profile that includes Tax Assessment.
- 3. Perform a search and load a property record that has records from multiple years.
- 4. Select the **History** divider.
- 5. Select a record from a year prior to the current year.

A yellow dot appears on the interface beside the icons to indicate that the record is in historical mode. The Frozen ID of the record is also displayed on the interface.

- 6. Make a change to the record.
- 7. Save the record.

The Roll Forward Data message appears:

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Roll Forward and Frozen Records

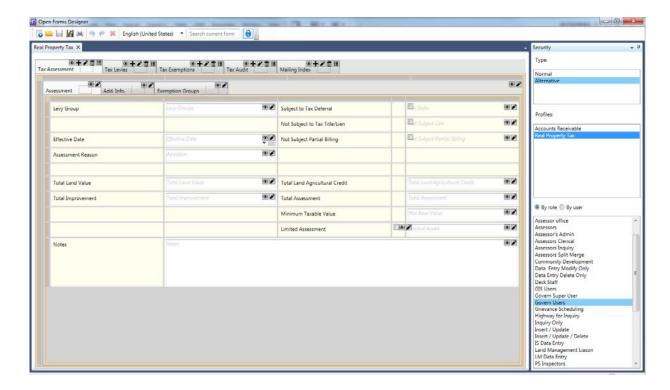
Frozen Records can be thought of as snapshots of property records. You can open a Frozen Record and view the data in all the user forms as they were when they were frozen. New modifications are saved to the current record. The purpose of the frozen record is to preserve of a copy of the data. Typically, you would not need to make changes to the frozen record. However, you can set up security to give authorized users the right to modify frozen data.

To define access rights for alternate security:

- 1. Launch the Govern OpenForms Designer (OFD).
- 2. Open the Real Property Tax form.
- 3. Click the Security icon 6.



Property



- 4. Select **Alternative** under Type.
- 5. Select the Profile.
- 6. Select the role or user.
- 7. Click Save.

Refer to the OpenForms Designer for further details on setting up security for forms.

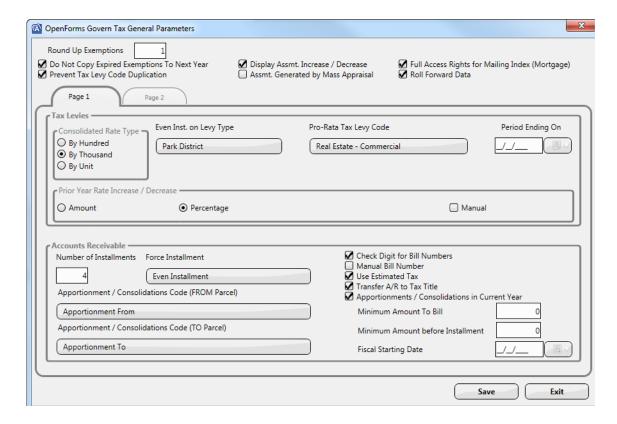
Taxation General Parameters Page 1

Page 1 has three sections for setting tax parameters, tax levy, prior year increase and decrease setting, and accounts receivable settings.

Page 16 © 2015 Govern



Tax General Parameters: Tax Levies



Consolidated Rate Type: Select the rate type (by hundred, thousand, or unit). The consolidated tax rate is displayed on the *Real Property Assessment Maintenance* form in Govern.

Note: This value is displayed if all previous taxes were computed with the Base x Rate type and applied on the same Base Column.

Even Inst. on Levy Type: This field is enabled if **Even Installment** is selected from the **Force Installment** drop-down list in the Accounts Receivable section of this form.

If the field is enabled, you can select a specific levy type from the drop-down list (Table: VT_USR_ LEVYTYPE). Otherwise, you can leave this field blank to apply even installments to all levy types. The levy types are optional categories that can be assigned to each levy on the *Tax Levy Parameters* form. See *Tax Levy Parameters* (Real Property) on page 28. Exemptions can also be assigned to levy types. See Exemption Codes on page 38.



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Prorata Tax Levy Code: Select a **Levy Code** for prorating the exemption, from the drop-down list. For example, if an exemption is removed half way through the year, the billing is pro rated by the equivalent of six months in the following fiscal year, on the selected Levy Code.

Period Ending on: This field is enabled if you select a levy from the **Prorata Tax Levy Code** drop-down list. Double-click in the field and select the ending date from the pop-up calendar.

Prior Year Rate Increase / Decrease



The options in this section are used in the tax levy computation. The following screen shots show how the last year increase or decrease is calculated and displayed on the *Tax Levy Parameters* form under **Computation Information** > **Last Year**. For further details on configuring tax levies, see *Tax Levy Parameters* (*Real Property*) on page 28.

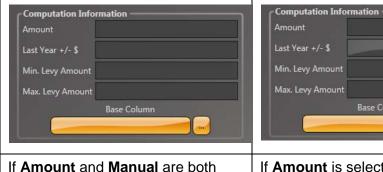
Page 18 © 2015 Govern



0.4688

0.99

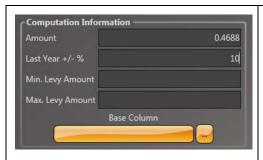
Amount



If **Amount** and **Manual** are both selected, you can enter an amount. The dollar sign is displayed beside the field.

If **Amount** is selected and **Manual** is deselected, the increase or decrease is automatically displayed in dollars and cents. The dollar sign is displayed beside the field.

Percentage



If **Percentage** and **Manual** are both selected, you can enter a percentage. The percentage sign is displayed beside the field.



If **Percentage** is selected and **Manual** is deselected, the prior year increase/decrease is automatically displayed as a percentage. The percentage sign is displayed beside the field.



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Accounts Receivable Information

Accounts Receivable	
Number of Installments Force Installment 4 Even Installment Apportionment / Consolidations Code (FROM Parcel)	 ✓ Check Digit for Bill Numbers ☐ Manual Bill Number ✓ Use Estimated Tax ✓ Transfer A/R to Tax Title ✓ Apportionments / Consolidations in Current Year
	Apportionments / Consolidations in Current Year
Apportionment From	Minimum Amount To Bill 0
Apportionment / Consolidations Code (TO Parcel)	Minimum Amount before Installment 0
Apportionment To	Fiscal Starting Date

No. of Installments: Enter the number of installments to be used during the billing process to a maximum of 12.

Force Installment: Select the installment type from the drop-down list. If you select **Even Installment**, the **Even installment on Levy Type** field in the Tax Levies section is enabled. You can select a specific levy type for even installments or apply even installments to all levy types.

Note: If the amount cannot be divided equally, a penny can be added to one or more installments. For example, if you divide a bill across four installments and have three cents left over, you can add a penny to the fourth installment.

Check Digit for Bill Numbers: This option is not intended for regular sequencing. Select this option to use a check digit on your next billing. This is a single digit that is generated by the system and used for error detection. It could be used, for example, to ensure that a new bill number does not already exist.

Use Estimated Tax: Select this option to use the *Estimated Tax* method to calculate the net taxes due. In this method, payments are based on the values from the previous fiscal year. Typically, this is used for quarterly installment billing, as follows:

- For the first and second installments, the net Ad Valorem tax from the
 previous year is divided by two and this amount is divided equally over the
 two payments.
- For the **third and fourth installments**, the payments are calculated according to the following formula:

Assessed Value * New Tax Rate = Total Amount Due
Total Amount Due – (Installment 1 + 2) / 2 = (Installment 3 and 4)

Page 20 © 2015 Govern



The estimated tax process can also be set up for biannual installment billing, where

- The first payment covers the first and second installment.
- The second payment covers the third and fourth payments.

After you post bills using the **Estimated Billing** method, the difference between the estimated and actual amount is displayed as an adjustment on the *A/R Inquiry* detail grid.

Transfer A/R to Tax Title: Select this option to transfer the A/R data posted for the Real Property A/R Class Code to the Tax Title A/R Class Code, during the *Tentative Tax Title Transfer* batch process. Otherwise, the options for the A/R Class Codes do not appear on the on the batch processing form. *Refer to the Tax Title guide for further details*.

Minimum Amount to Bill: Enter the minimum amount to be billed. The minimum is used if the total for the levies is less than this amount.

Minimum Amount Before Installment: Enter the minimum amount required before a tax bill can be divided into installments.

If, for example, \$100.00, is the minimum, and the client owes only \$50.00, a single bill is issued. If the client owes \$101.00, i.e. more than the minimum amount, this amount is divided into installments and billed accordingly.

Fiscal Starting Date: If you have selected the **Apportionments / Consolidations in Current Year** option, enter the day and month that the current fiscal year begins. If you leave this field blank, the current fiscal year begins on the first of January.

When you create an apportionment, consolidation or partial billing in Govern, the year is equal to the fiscal year of the department, as entered on the *Profile Editor* form in GNA.



Property

Creating a Partial Billing in the Current Fiscal Year

This section provides an overview of the Partial Billing process for the current fiscal or open year. It includes the administrative setup, required user data entry forms, and batch process, as well as a description of the Internal Process.

Administrative Setup

- 1. In Govern Admin, select **Parameters** > **Tax Billing** > **Real Property** > **General Parameters** to launch the *Taxation General Parameters* form.
- 2. Select Apportionments / Consolidations in Current Year.
- 3. Enter the day and month that the current fiscal year begins in the **Fiscal Starting Date** field. Otherwise, the default, January 1, is used.
- 4. Click Save.

User Data Entry

- 1. In Govern, launch the *Tax Assessment Maintenance* function for the applicable property record.
- 2. Enter the starting date of the partial billing period in the **Effective Date** field and click **Save**.

Note: The partial billing covers the period from the effective date until the end of the current fiscal year. The end of the current fiscal year is 12 months after the **Fiscal Starting Date** entered on the *Taxation General Parameters* form, in Govern Admin, or December 31st, if this field is left blank.

3. Record the change for which you are creating the partial billing; for example, an additional tax levy or exemption or a property split / merge.

Note: You need to enter the change and update all associated data, before creating the partial billing record.

4. Create an audit record. Open the *Real Estate Tax Audit Information* form. Enter the required data and click **Save**.

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Note: You need a frozen record, before you can create a partial billing record.

5. Select the Partial Billing option and Reason Code.

For more information, see Real Estate Assessment Maintenance on page 65.

Batch Processing

Run the batch process, as described on Partial Billing Posting on page 127.

Internal Process

The Partial Billing process generates partial billing records, in the following sequence:

A partial billing is generated for all properties with a frozen ID.

If the **Not Subject to Partial Billing** option is selected on the *Tax Assessment Maintenance* function, the property is not added to the partial billing posting.

If a single Frozen ID is associated with a property, the partial billing is made from the **Effective Date**, entered on the *Tax Assessment Maintenance* function, to the end of the current fiscal year.

If multiple frozen IDs are associated with a property, multiple partial billings are generated. Partial Billings are made according to the effective dates entered for the frozen assessment records, and are processed chronologically, by date, regardless of the frozen ID, as follows:

The first billing is made for the frozen record with the earliest effective date. It covers the period from this date to the day before the next effective date. The billings continue until the record with the most recent effective date is reached. This billing is made from the effective date to the end of the current fiscal year.

In the following example, three frozen IDs are associated with a property record. The fiscal year ends on December 31.



Property

Frozen ID	Effective Date
-2	January 1
-3	June 16
-4	October 1

Three partial billings are created as follows

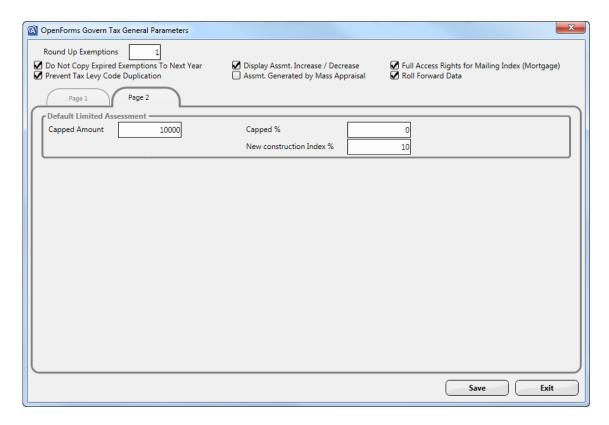
Billing #	Frozen ID	Effective Dates
0000001	-2	January 1 - May 31
00000002	-3	June 1 - September 30
00000003	-4	October 1 - December 31

Taxation General Parameters Page 2

Real Property Taxation General Parameters Page 2 displays options for setting default Limited Assessment and New Construction increase values.

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Limited Assessment is a method used to define capped values for property assessments. These are applied in order to prevent an abrupt increase in taxes in a year that appraisals or tax assessments have increased significantly. The limited assessment can be applied through the Govern CAMA Limited Assessment Validation Table and Codes. These validation codes are applied by jurisdiction, neighborhood, property type, and appraisal method. Alternatively, you can define defaults for the Limited Assessment on the parameters on this page.

The Real Property Taxation defaults are applied under the following conditions:

- You are not using Govern CAMA.
- A Limited Assessment Validation Code for the selected jurisdiction, neighborhood, property type, and appraisal method does not exist.



Property

Limited Assessment in Govern CAMA and Tax

Limited Assessment or Capped Values create an upper limit for increasing an assessment in the selected year. You can set both a percentage and an amount.

To calculate the Capped Value for a property, the Capped Value Percentage is applied on the Total Assessment Value from the previous year. Next, this value is compared with the Capped Value Amount and the greater of the two values is used as the Capped Value.

For example, in 2011, the Stevens' home was appraised at \$100,000.00. In 2012, their home is reappraised and capped values are introduced. For residential properties in their neighborhood, the Capped Value Percentage is 10% and the Capped Value Amount is \$8,000.00. Since the percentage value is greater (\$10,000.00 vs. \$8,000.00) the Capped Value on their home is \$10,000.00.

The Capped Value is, in turn, used to calculate the Limited Assessment for the property. This is displayed on the Tax Assessment Maintenance function in Govern, when the appraisal information is transferred to the Real Property Tax sub-system.

For example, the Stevens' home is appraised at \$100,000.00 in 2011. In 2012, they add a garage at the cost of \$20,000.00, and due to a sharp increase in property values, their home is appraised at \$150,000.00. To prevent an equally sharp increase in property taxes, a limited assessment value is used.

In Govern CAMA, the Limited Assessment is calculated, according to the mass appraisal method and the assessment year.

Using the **CAMA appraisal method**:

Limited Assessment = (**Total Assessment Value** for the previous year) + (**Capped Value** (Capped Value = Capped Value Amount or Percentage, whichever is greater)) + (**Net Physical Increase** (Physical Increase - Physical Decrease)

Note: If the Net Physical Increase is negative, it is not calculated.

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Real Property Taxation Limited Assessment Parameters

Capped Amount: Enter a default for the maximum amount that added to a property assessment for the year.

Capped %: Enter a default for the maximum amount that added to a property assessment for the year.

New Construction %: Enter a default for the maximum physical increase that can be applied to a property assessment for the year.



Property

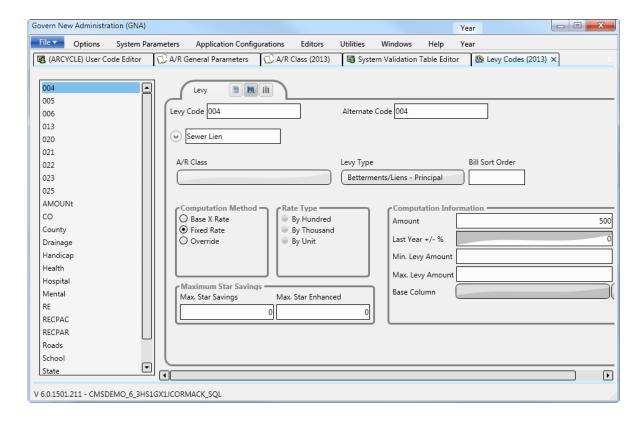
Tax Levy Parameters (Real Property)

Overview

The *Tax Levy Parameters* (Real Property) form is used for creating and maintaining tax levies. The setup includes defining the computation methods, rate types, and amounts. After creating tax levies, you need to create Levy Groups using the Levy Group Parameters (Real Property) form. The user adds levies to the tax Maintenance records as a group. *See Levy Group Definition (Real Property) on page 35.*

To access this form:

- 1. Launch GNA.
- 2. Select Application Configuration > Govern Tax > Real Property > Levy Codes.



Page 28 © 2015 Govern



Tax Levy Command Buttons

Creating a Levy Code: To create a new levy code, click the **New** icon and enter the required information. The **Exit** button switches to the **Cancel** icon so that you can delete new information without closing the form.

Saving a Levy Code: Click the **Save** icon to save a new levy record or modifications to an existing one.

Deleting a Levy Code: Click the **Delete** icon to remove a levy code. A confirmation message is displayed. Click **Yes** to continue.

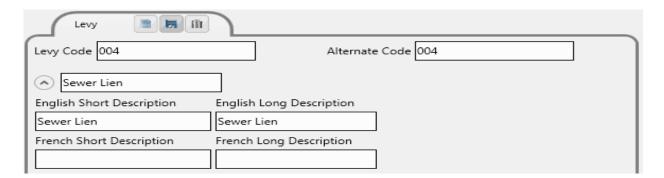
Exit: Click the **Exit** icon to close the form. A confirmation message is displayed if there are any unsaved modifications. Click **Yes** to save your modifications. Click **No** to close the form without saving the new information or **Cancel** to return to the *Tax Levy Parameters* form.

Tax Levy Parameters

Year: Tax Levy Groups are saved by year. By default, this field displays the current year of the computer on which GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

Levy Code: Enter the Levy Code to be used with this record.

Alternate Code: Enter an alternate code to identify the record. Typically, this is used for reports. You could use this field for a regional or state code.



Click the drop-down arrow beside the Levy Name field to display all the short and long description fields.



Property

Enter a name for the levy code.

Short Description: Enter a description to be used for fast data entry and look-ups if space is limited on forms.

Long Description: This description will be displayed for look-ups, on forms and normally used for reporting.

Note: If you enter a name for levy code in the name field and click **Save**, the short and long description fields are automatically populated.

A/R Class: Select the A/R Class Code from the drop-down list (Table: VT_USR_AR_CLASS). This list displays the A/R Class Codes created for the Govern Tax Real Property subsystem. For further details on A/R Class Codes, refer to the Accounts Receivable guide.

Levy Type: If required, select the Levy Type from the drop-down list (Table: VT_USR_ LEVYTYPE). A levy type is an optional category that can be used for grouping levies. It can be used for reports. You can apply exemptions to levy types. See Exemption Codes on page 38. You can apply levies to levy types. See Tax Levy Parameters (Real Property) on page 28. You can also apply even installments by levy type. See Even Inst. on Levy Type on page 17.

Bill Sort Order: Enter the sorting order to be used when printing Govern Tax Real Property bills. This is a numeric field.

Computation Method: Select one of the following methods according to how you want to compute the levy:

- Base X Rate: for the billing process.
- Fixed Rate: for special charges and fees.
- Override: for one-time tax definitions, such as interest and variable adjustments, such as abatements. These are deleted from the master file during the end-of-year process. See Compute Levy and Exemption on page 95.

Rate Type: Select a **Rate Type** only if the selected computation method is **Base x Rate**.

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Tax Levy Parameters (Real Property)

Computation Information

Amount: Do one of the following, depending on the Computation Method selected:

- For Base x Rate, enter an amount.
- For Fixed Rate, enter a rate.
- For **Override**, the field is disabled. The value is entered on the data entry form in Govern.

Last year + / - (\$,%): This field is used for the increase or decrease from the previous year. It can display an amount or percentage and this value can be calculated and displayed automatically or entered manually. See Prior Year Rate Increase / Decrease on page 18.

Minimum Levy Amount: Enter the minimum credit amount to be calculated in this optional field.

Maximum Levy Amount: Enter the maximum amount for a levy if required. This is an optional field; leave it blank to accept unlimited levy amounts.

Note: This parameter accepts a negative value; so that you can generate a credit on *tax* bills. If you are entering a negative value, enter the number that will generate the maximum credit.

If the amount levied is greater than the maximum, this value is displayed in the **Total Net Tax** field on the *Tax Assessment Maintenance* form.

If a negative value is entered and the amount levied generates a credit greater than the allowed maximum, the value entered in this field is displayed as a negative amount in the **Total Net Tax** field on the Tax Levy Maintenance function.

Note: This field is enabled for the **Base x Rate Computation Method** only.

Base Column: If the computation method is **Base** x **Rate**, do one of the following:

- Select a column from the **Base Column** drop-down list. This column will be used in the calculation of the Base for the selected Levy Code.
- Leave this field blank to use the default Total Assessment Value (VA TOTAL ASSMT) in the calculation.



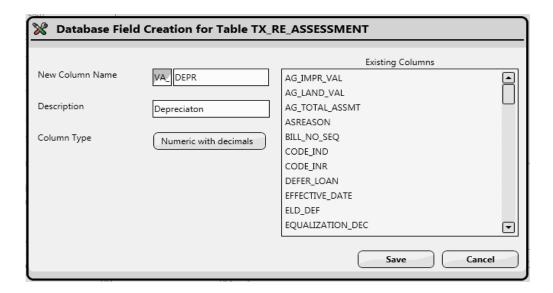
Property

Creating a New Base Column

You can also create a new column for the calculation of the levy. In order to populate the new field, you can link it to a calculated field in the Business Entity Designer.

To create a new Base Column for the computation:

1. Click the button. This opens the *New Database Fields Creation* form for the TX RE ASSESSMENT table.



- 2. The new column name begins with the prefix VA and the underscore character (_). Enter a maximum of eight additional characters.
- 3. Enter a description for the column.
- 4. Select a column type from the drop-down list:
 - Currency
 - Date/Time
 - Memo Field
 - Numeric no decimals
 - Numeric with decimals
 - Text (alphanumeric)
- 5. Click Save.

This procedure adds the field to TX_RE_ASSESSMENT table in the database. If you are linking this field to a calculated field, a logical expression,

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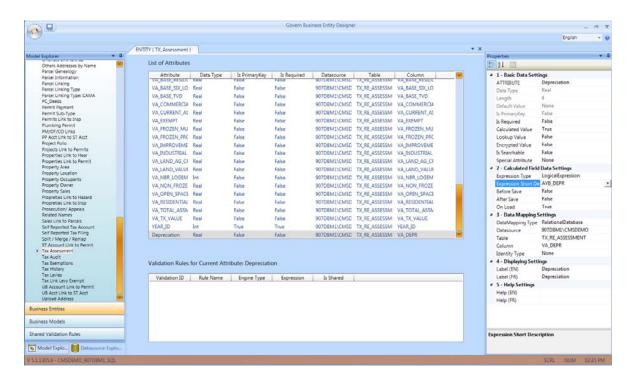


Tax Levy Parameters (Real Property)

or formula, you need to open the Govern Business Entity Designer (BED), create the link, and assign properties, such as linking it to a logical expression or formula.

To assign properties to the new field:

- 1. Launch the BED.
- 2. Open **Business Entities** in the Model Explorer.
- 3. Select the **Tax Assessment** entity.



- 4. Verify the following properties under **Data Mapping Settings**:
 - **Data Mapping Type**: Relational Database
 - Datasource: Select the name of the datasource you are configuring.
 - Table: TX RE ASSESSMENT
 - Column: Select the column you created in GNA.
 - Identity Type: None
- 5. Click **Calculated** from the **Predefined Content** field to link the new column to an expression.
- 6. Select Expression from the Expression Type field.



Govern Tax: Real Property

7. Click inside the **Expression value** field to open the Expression Editor and create your expression.

8. Click Save.

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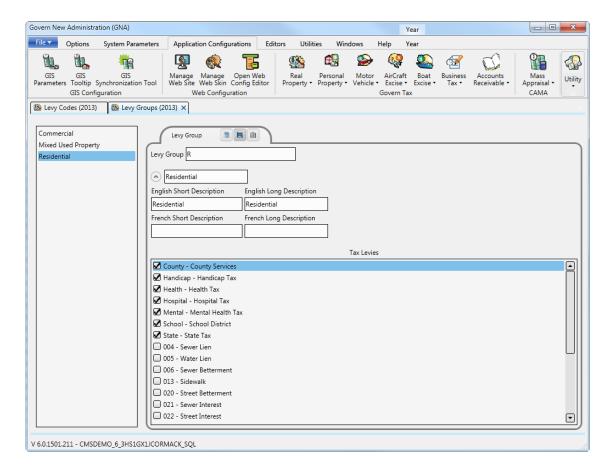
Levy Group Definition (Real Property)

Overview

The Levy Group Definition (Govern Tax) form is used for grouping together a number of tax levies. The purpose of this is to facilitate data entry on the Govern Tax: Real Property Estate Assessment form. When the user selects a levy group on the Tax Maintenance form, a new record is created for each levy in the group on the Tax Levies form.

To access this Levy Group Definition form:

- 1. Launch GNA.
- Select Application Configurations > Govern Tax > Real Property > Levy Groups.





Property

Tax Levies: The Tax Levies list box displays all the real property tax levies (Table: VT_USR_ LEVYCODE) configured for the year that is entered.

To view the levies that are part of a group, select the group on the left. The check boxes for the levies that are part of the group are selected.

Viewing Levy Group Definitions: The Tax Levy Groups for the selected year are listed on the left.

Saving a Levy Group: Click the **Save** icon to save a new Levy Group or any modifications made to an existing one. A prompt is displayed asking you to confirm if you are updating multiple records:

Deleting a Levy Group: Click the **Delete** icon to remove a Levy Group. A confirmation message is displayed.

Click **OK** to continue or **Cancel** to return to the *Levy Group Definition* form.

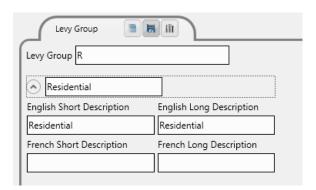
Exit: Click **Exit** to close the form. A confirmation message is displayed if there are any unsaved modifications. Click **Yes** to save your modifications. Click **No** to close the form without saving the new information or **Cancel** to return to the *Tax* Levy *Group Definition* form.

Tax Levy Group Definition Parameters

Year: Tax Levy Groups are saved by year. By default, this field displays the current year of the computer on which GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

Creating a New Levy Group: To create a new tax levy group:

1. Enter the code for group at the top of the form.



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Levy Group Definition (Real Property)

- 2. Click the drop-down arrow to the left of the **Name** text box to display the **French** and **English Long** and **Short Description** fields.
- 3. Enter a name for the group and the required descriptions.
- 4. Click the Save icon.

Note: If you enter a name for levy group in the name field and click **Save**, the short and long description fields are automatically populated.

The Levy Group name is displayed in the Levy Group drop-down list on the Govern Tax: Real Property Assessment form in Govern. See Tax Assessment on page 48.

Adding a Levy to a Group: To add a levy to a group, select the check box beside the levy in the **Tax Levies** list box and click **Save**.

Removing a Levy from a Group: To remove a levy from a group, deselect the check box beside it and click **Save**.

Deleting a Levy Group: Click the **Delete** icon to delete a levy group. A confirmation message appears. A confirmation message appears.

Click **OK** to continue.



Property

Exemption Codes



The *Tax Exemption Parameters* (Govern Tax) form is used for creating and maintaining exemptions on real property tax. This form provides options for setting up and applying levies in multiple ways.

The exemptions created on this form can be applied to the following:

- The entire tax assessment.
- A levy applied to the tax assessment
- A Govern CAMA land, building, income, or miscellaneous structures record. Refer to the Govern CAMA guide for details.
- As part of a group defined on the Exemption Groups form. See Exemption Group Definition (Real Property) on page 44 for details.

Exemptions can also be applied to a name record associated with multiple tax accounts: real property, personal property, motor vehicle, boat, and aircraft and applied by priority.

Accessing the Exemption Codes Form

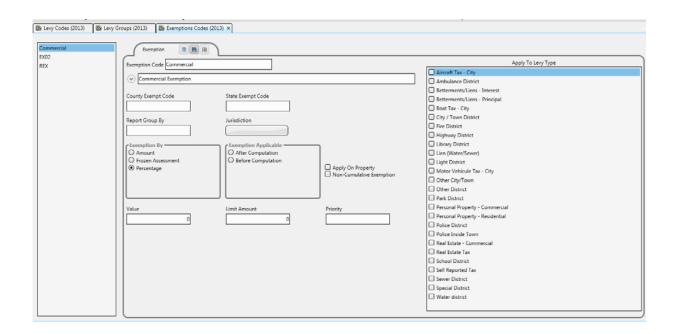
To access this form:

- 1. Launch GNA.
- Select Application Configurations > Govern Tax > Real Property > Exemption Codes.

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Exemption Codes



Tax Exemption Command Buttons

Creating an Exemption Code: To create a new exemption code, click the **New** icon and enter the required information. The **Exit** icon switches to **Cancel** so that you can delete new information without closing the form.

Saving an Exemption Code: Click the **Save** icon to save a new exemption code or modifications to an existing one.

Deleting an Exemption Code: Click the **Delete** icon to remove a levy code. A confirmation message is displayed. Click **OK** to continue or **Cancel** to return to the Tax *Exemption Parameters* form.

Exit: Click the **Exit** icon to close the form. A confirmation message is displayed if there are any unsaved modifications. Click **Yes** to save your modifications. Click **No** to close the form without saving the new information or **Cancel** to return to the *Tax Exemption Parameters* form.



Property

Tax Exemption Parameters

Year: Tax Exemptions are saved by year. By default, this field displays the current fiscal year of the computer where GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

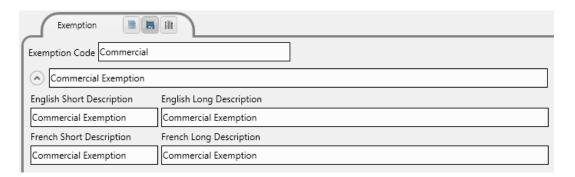
Viewing Exemption Codes: All real property tax exemptions created for the year displayed in the **Year** field are listed on the left.

To view the parameters for a specific exemption code, select the exemption on the left.

To view an exemption created in a different year, change the year.

Exemption Code: Enter the exemption code name.

Exemption Name and Descriptions: Click the arrow to the left of the exemption name to view all the description fields.



The short description is used for fast data entry and look-ups, if space is limited on forms. The long description gives a more detailed definition. This can be on forms with more space and on reports.

Tip: If you are creating a new exemption, enter the name and click **Save**. The short and long description fields are automatically populated.

County Exemption Code: Enter a code to a maximum of 15 characters in this optional field. Typically, this is used for reports.

State Exemption Code: Enter a code to a maximum of 15 characters in this optional field. Typically, this is used for reports.

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Report Group By: Enter a name for the report group to a maximum of 15 characters in this optional field.

Jurisdiction: You can apply the exemption by jurisdiction if you are using jurisdictions in your organization. This field is enabled if **Support of Multiple Jurisdictions** is selected on the *System Registry Maintenance* form in Govern Admin. Select the jurisdiction from the drop-down list (Table: VT_USR_JURISD).

Exemption by: There are three ways of applying the exemption, by Amount, Percentage, or by a Frozen Assessment:

- Amount: Select this option if you are entering a flat value for the exemption.
- Frozen Assessment: You can freeze a property assessment or a portion
 of it, for an eligible taxpayer, such as a veteran, so that taxes do not
 increase. The frozen assessment amount is entered on the *Tax*Exemptions form in Govern.
 - Select this option to apply the exemption by Frozen Assessment. If selected, the exemption is equal to the property assessment amount minus the frozen amount. For example, if the assessment is valued at \$100,000, and you freeze \$80,000 (by entering this value in Govern), the exemption is worth \$20,000.
 - For the Frozen Assessment method, the following fields are disabled Exemption Applicable (before and after computation), Value, Limit Amount, and Priority.
- Percentage: Select this option if you are applying the exemption as a percentage of the assessed value.

Exemption Applicable: Select one of the following options:

- After Computation: Select this option to apply the exemption to the net tax. This is the Total Taxes displayed on the Tax Assessment Maintenance form.
- **Before Computation**: Select this option to apply the exemption to the selected Base Column. See Base Column on page 42.

Value: Enter the **Amount** or **Percentage** to apply to the exemption.

Limit Amount: This option is enabled only if **Percentage** is selected as the **Exemption By** type. Enter the maximum amount for the exemption.



Property

If this field is left blank and the exemption is defined as **Before Computation**, the maximum assessment is used. If the exemption is defined as **After Computation**, the net tax is used.

Priority (for Computation): This option is used to specify the order in which the exemptions are calculated. The higher the number, the higher the priority; for example, four is calculated before three.

Note: For entirely exempt properties such as churches, properties owned by charitable group, government property, etc., it is suggested that you create an exemption code such as *wholly exempt* defined as a percentage of 100% applied before computation, for these properties. Most state exemptions are primarily a reduction in assessment before computation. For those states where exemptions are a reduction in taxes due, such as in Massachusetts, it may be preferable to enter exemptions as abatements in the Accounts Receivable system.

Apply on Property: Select this option if you want the exemption to be applied on property, rather than to the name.

Non-Cumulative Exemption: By default, an exemption is cumulative; i.e., after a first exemption is applied, the second exemption is applied to the remaining amount. Select **Non-cumulative Exemption** to apply the exemption to the original amount.

Note: This option is available only if **Exemptions By Percentage** or **Frozen Assessment** is selected.

Base Column: Select the Base Column to be used for the exemption. If this field is left blank, the Total Assessment Value, VA_TOTAL_ASSMT is the default.

Creating a Base Column: To create a new base column for the exemption, follow the procedure described for the levy. See Base Column on page 31

Clause Sort: If you are using the *Abatement Management* function in the *Accounts Receivable* guide and the selected exemption can be used as an abatement, select the Clause Sort number form the drop-down list. This number is referenced by the forms used for abatement applications. *Refer to the Accounts Receivable guide for details.*

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Exemption Codes

Apply to Levy Type: Levy types are an optional category used for managing tax levies. They are also used for applying the even installment and can be used for reports. See Even Inst. on Levy Type on page 17.

You can apply an exemption to a levy type for the even installment calculation or as an optional category.

You can also apply a levy to a levy type. See Tax Levy Parameters (Real Property) on page 28.

Removing a Levy Type from the Exemption Code: Deselect the tax levy in the list box that you want to remove and click the **Save** icon.



Property

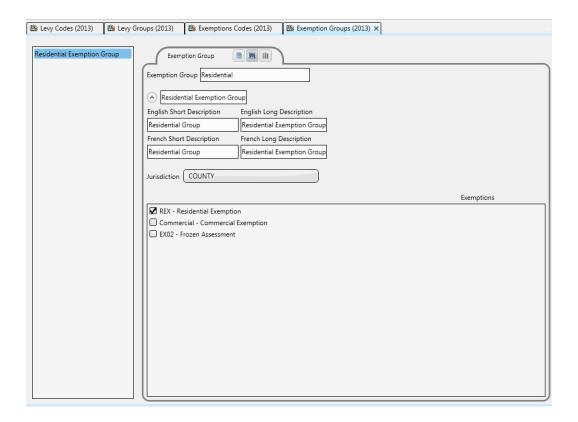
Exemption Group Definition (Real Property)

Overview

The Exemption *Group Definition* (Govern Tax) form is used for setting up and maintaining groups of tax exemptions. When completing a Tax Maintenance form, the user adds exemptions by group, rather than adding them one by one. A separate record is created for each exemption on the *Exemptions* form.

To access this form:

- 1. Launch GNA.
- 2. Select Parameters > Tax Billing > Real Property > Exemption Groups.



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Exemption Group Definitions Command Buttons

Viewing Exemption Groups: The Exemption Groups created for the displayed year are listed on the left. Select the exemption group that you want to view. To view the groups created for a different year, change the year.

Creating an Exemption Group: To create a new Exemption Group, click the **New** icon and enter the required information. The **Exit** icon switches to **Cancel** so that you can delete new information without closing the form.

Saving an Exemption Group: Click the **Save** icon to save a new Exemption Group or modifications to an existing one.

Deleting an Exemption Group: Click the **Delete** icon to delete an Exemption Group. A confirmation message is displayed. Click **OK** to continue or **Cancel** to return to the form without deleting any information.

Exit: Click **Exit** to close the form. A confirmation message is displayed if there are any unsaved modifications. Click **Yes** to save your modifications. Click **No** to close the form without saving the new information or **Cancel** to return to the Levy *Definition* form.

Exemption Group Definition Parameters

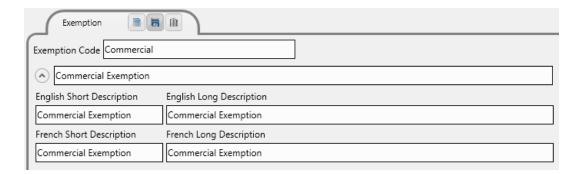
Year: Exemption Groups are saved by year. By default, this field displays the current fiscal year of the computer where GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

Exemption Group: Enter a code for the Exemption Group. This identifies the group in the database.

Exemption Group Name and Descriptions: Click the arrow to the left of the exemption group name to view all the description fields.



Property



The short description is used for fast data entry and look-ups, if space is limited on forms. The long description gives a more detailed definition. This can be on forms with more space and on reports.

Tip: If you are creating a new exemption group, enter the name and click **Save**. The short and long description fields are automatically populated.

Jurisdiction: You can set up exemption groups by jurisdiction, if **Support of Multiple Jurisdictions** is selected on the *System Registry Maintenance* form in Govern Admin. Select the jurisdiction to apply to the exemption from the drop-down list (Table: VT_USR_JURISD).

Exemptions: All the exemptions created for the year are listed in the list box.

- Select the exemptions that you want to add (Table: VT_USR_EXEMPT).
- Deselect the exemptions that you want to remove.

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Averaging Assessment Values



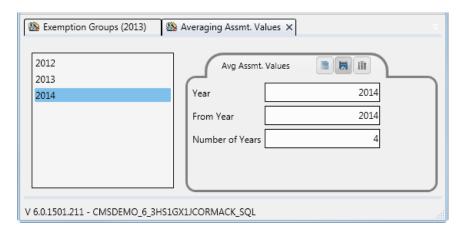
The Averaging Assessment Values form is used to spread assessment values over a number of years. This can be useful in preventing an abrupt increase in property taxes in a year when property assessment values have increased significantly.

For example, a property is appraised at \$100,000 in 2011. Then, it is appraised at \$175,000. in 2012. You could use the Averaging Assessment Values form to average the \$75,000 increase over three years. Only \$25,000 is added to the assessment each year. The values are calculated when you run the Mass Appraisal Value Computation batch process.

Note: You can save one Averaging Assessment Values record per year.

To access the Averaging Assessment Values form:

- 1. Launch GNA:
- Select Application Configurations > Govern Tax > Averaging Assmt.
 Values.





Property

Averaging Assessment Values Command Buttons

Creating a Record: To create a new record, click the **New** icon and enter the required information. The **Exit** button changes to **Cancel**; so that you can remove new information without closing the form.

Saving a Record: Click the **Save** icon to save a new record or any modifications made to an existing one.

Deleting a Record: Click the **Delete** icon. A confirmation message is displayed. Click **OK** to continue or **Cancel** to return to the form.

Exit: Click the **Exit** icon to close the form.

Averaging Assessment Values Parameters

Year: Exemption Groups are saved by year. By default, this field displays the current fiscal year of the computer where GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

From Year: Enter the starting year for calculating the assessment values average.

Number of Years: Enter the number of years over which you want to average assessment values.

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Averaging Assessment Values

Scenario: Averaging Assessment Values

This scenario provides the procedure for Averaging Assessment Values.

The following table shows the difference in the appraisal value transferred to tax when Averaging Assessment Values is used and when it is not.

With Averaging Assessment Values			Without Averaging Assessment Values		
Year	Appraisal	Amount Transferred to Tax	Year	Appraisal	Amount Transferred to Tax
2011	100,000	100,000	2011	100,000	100,000
2012	175,000	125,000	2012	175,000	175,000
2013	175,000	150,000	2013	175,000	175,000
2014	175,000	175,000	2014	175,000	175,000

Required Administrative Setup

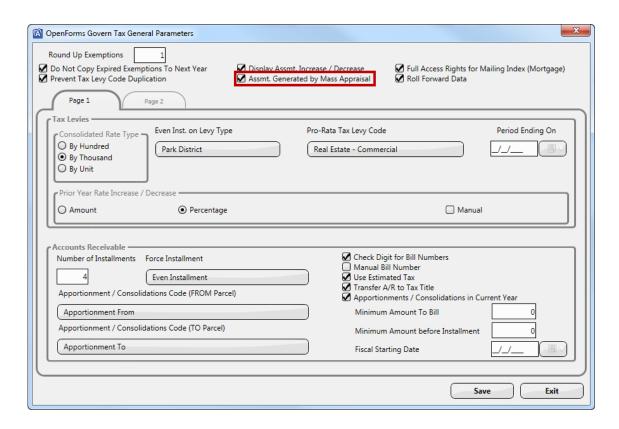
In order to complete the administrative setup, you need to set parameters on both the *Taxation General Parameters* and the *Mass Appraisal General Parameters* forms setup in Govern Admin.

To complete the Real Property tax parameters setup:

- 1. Launch GNA.
- Select Application Configurations > Govern Tax > Real Property > General Parameters.



Govern Tax: Real Property



- 3. Ensure that the Assmt. Generated by Mass Appraisal option is selected.
- 4. Save and exit the form.

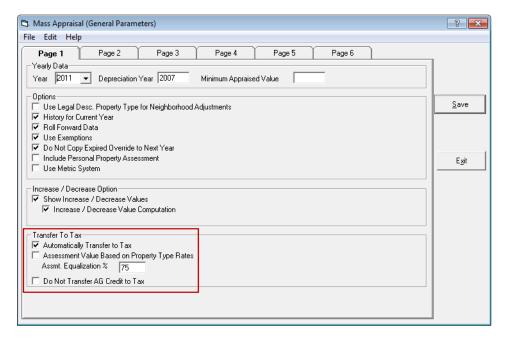
To complete the Mass Appraisal parameters setup in Govern Admin

1. Select Parameters > Mass Appraisal > General Parameters.

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Averaging Assessment Values



- 2. Ensure that the Automatically Transfer to Tax option is selected.
- 3. Save and close the form.

Transferring the Appraised Values to Tax

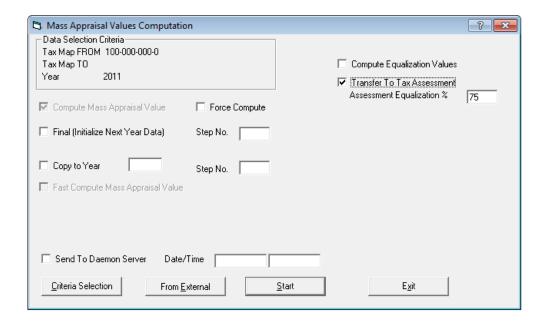
When you run the process to transfer the appraised values to tax, ensure that the **Transfer to Tax Assessment** option is selected.

To transfer the tax through a batch process;

- 1. Launch Govern Batch Processing.
- 2. Select Mass Appraisal > Appraised Values Computation.



Property



- 3. Ensure that Transfer to Tax Assessment is selected.
- 4. Click **Start** when you are ready to run the process.

Viewing the Assessment Values

After you run the Mass Appraisal Values computation, the appraised value transferred to Tax is displayed in the **Total Assessment** field.

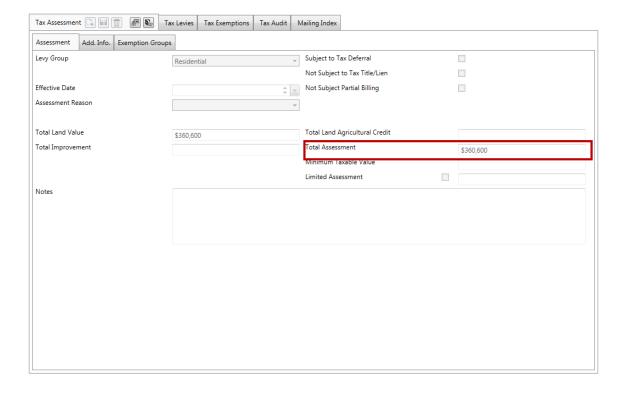
To view the total assessment value:

- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Open the Tax Assessment Maintenance form.
- 4. Perform a search and select a parcel.

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Averaging Assessment Values





Property

Cap Levy Group



The Cap Levy Group form is used to set a maximum amount on specific levies applied to a property. For example, you could apply a cap or maximum value to the amount levied for special interest projects.

To do this, create a cap levy group of special interest levies and set a cap amount for these levies. The amount levied from levies in this group cannot exceed this cap. If, for example, two or three levies from the group are applied to a property and the total amount from those levies is greater than the cap amount, the cap amount is applied.

You can calculate the total amount using either a proportional or priority method.

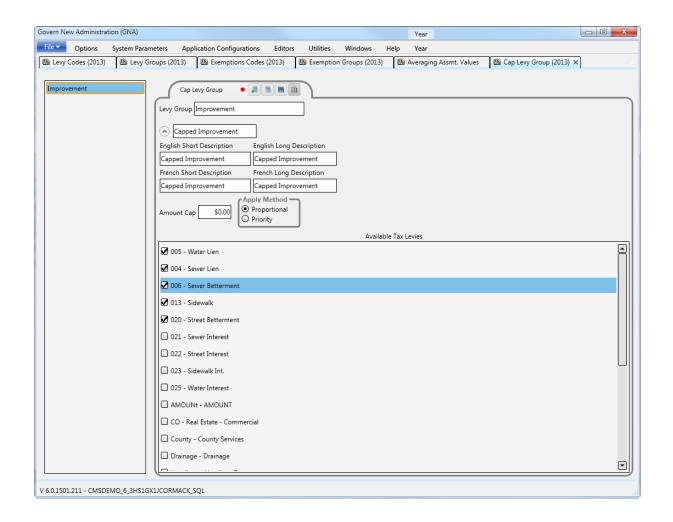
To access the Cap Levy Group form:

- 1. Launch GNA.
- 2. Select Parameters > Tax Billing > Cap Levy Group.

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Cap Levy Group Icons

Viewing Records: The Cap Levy Groups created for the displayed fiscal year are listed on the left.

Creating a Cap Levy Group: To create a new group, click the **New** icon and enter the required information. The **Exit** button switches to **Cancel**; so that you can remove new information without closing the form.

Saving a Record: Click the **Save** icon to save a new record or any modifications made to an existing one (Table: TX_PARM_TAX_CAP_LV).

Deleting a Record: Click the **Delete** icon to remove a cap levy group. A confirmation message is displayed.



Property

Click **OK** to continue or **Cancel** to return to the form.

Exit: Click **Exit** to close the form.

Cap Levy Group Parameters

Year: Cap Levy Groups are saved by year. By default, this field displays the current fiscal year of the computer where GNA is installed. To change the year, enter a new year in the field and click [Enter] on your keyboard.

Levy Group: Enter a code for the levy group. This is used to identify the group in the database.

Note: These levy groups are not the same as the levy groups created on the Levy Group Definition form. The purpose is only to select levies for applying the cap.

Cap Levy Group Name and Descriptions: Click the arrow to the left of the levy group name to view all the description fields.

The short description is used for fast data entry and look-ups, if space is limited on forms. The long description gives a more detailed definition. This can be on forms with more space and on reports.

Tip: If you are creating a new exemption group, enter the name and click **Save**. The short and long description fields are automatically populated.

Amount Cap: Enter the maximum amount for the selected levies. The total amount of the selected levies cannot be greater that the Cap Amount when the levies in the Levy Group are applied to a property.

Apply Method: Select Proportional or Priority according to how you want to distribute the cap amount.



 Proportional: Select this option to distribute the cap amount according to the value of each levy. Levies with a higher value have a greater proportion of the cap amount.

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• **Priority**: Select this option to distribute the cap amount in the order that the levies appear in the list box.

When you select this option, the **Move Up** and **Move Down** buttons appear. Use these buttons to sort the levies by priority, as required.

Scenario: Two Methods for Applying Cap Amounts from the Cap Levy Group Form

The following scenario illustrates how the Priority and Proportional distribution methods are applied:

• Cap Amount: \$500.00

• Levy A: \$400.00

Levy B: \$300.00



Property

Chapter 2: Govern Tax Assessment



The Govern Tax Assessment data entry form is used for setting up and maintaining real property tax assessment information. Govern Tax data can be transferred from Govern CAMA, converted from another system, or entered manually.

By default, Tax Assessment includes the following user forms:

- **Tax Assessment**: provides general information about the real property assessment, comparison with the prior year, and physical and equalization increase or decrease information. See *Tax Assessment on page 64*.
- History: displays the Browsing screen where you can view a list of the tax assessment records for all years for the current property. See History on page 74.
- **Tax Audit**: maintains tax audit records for the property. This includes partial billing information. See *Tax Audit on page 76*.
- Tax Levies: maintains the tax levies associated with the selected property.
 When you select a levy group on the Tax Assessment form a separate
 record is created for each levy in the group and added to the Tax Levy tab.
 You can modify these records if you have the required security
 permissions. You can also add new levies. See Govern Tax Levies on
 page 80.
- Exemptions Linked to a Levy: for applying tax exemptions directly to the selected levy rather than to the overall assessment. See Link Exemptions to Levies on page 84.
- **Tax Exemptions**: for linking exemptions to the assessment record. See Govern Tax Exemptions on page 86.
- Tax Mailing Index: for adding mailing status and forwarding information as well as configuring general mailing details. See Tax Mailing Index on page 90.

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Guidelines



Frozen IDs

Frozen IDs are used for identifying the following types of records current, historical, sales, and frozen records.

Current Records

The Current Record in each year is identified by Frozen ID 0. This is the default record that appears when you are not in historical or frozen mode. Typically, this is the record that you access to make modifications or updates, and deletions.

Historical Records

Historical records are created when you run the *Finalize Assessment Roll* batch process. These records are assigned the Frozen ID -1. The purpose of the historical records is to preserve a copy of the data as they were when the year was closed or the tax assessment roll was finalized.

Historical records are identified on the History Panel by Closed / Certified and the Frozen ID -1.

Sales Records

Frozen sales records are created in Govern CAMA when you create a sales record. This record is positive. The first time a sales record is created in a year, it is assigned the Frozen ID 1. This ID increments by 1 each time there is a sale within the year.

Frozen Records

Frozen records are created for Govern CAMA and Tax Audit records. When you select the **Value Finalized** option on the Tax Audit record, for example, all the active tax records for the property are automatically frozen. A negative Frozen ID, starting with -2, is assigned and all tax data for the property are preserved as they were at that moment the record was frozen. Frozen records are similar to snapshots. You can continue to work in the record, and then go



Property

back and view the frozen data for all tax records including all levies, exemptions, etc. as they were when the record was frozen.

You can continue to work in a record after it is frozen. You can also create multiple frozen records for a property. A new Frozen ID is assigned each time the record is frozen.

Frozen IDs also vary according to whether the record is frozen from CAMA Sales or from the audit record. The following table lists the Frozen IDs as well as other assigned IDs:

Record Status	Frozen and Other Assigned IDs		
Current Record	0		
Sales Record	1, 2, 3, 4		
Certified Record for Cycle Billing	-1, -2, -3, -4, -5		
Simulation Data	32,767		
Split / Merge Data	32,766 and lower; e.g. 32,765, 32,764, 32,763 The Split Merged IDs are displayed in the Simulation field in the database table.		

Understanding Security Permissions for Frozen Records

Security permissions for Frozen records are defined in the Govern Security Manager (GSM) under the Alternate Security Type.

Typically most users would have the right to view Frozen records, but not to modify or delete them. An administrator could be given the right to modify a frozen record.

For further information, refer to the Govern Security Manager (GSM) guide.

Viewing Frozen Records

The Frozen ID appears in the following places on the Govern UI:

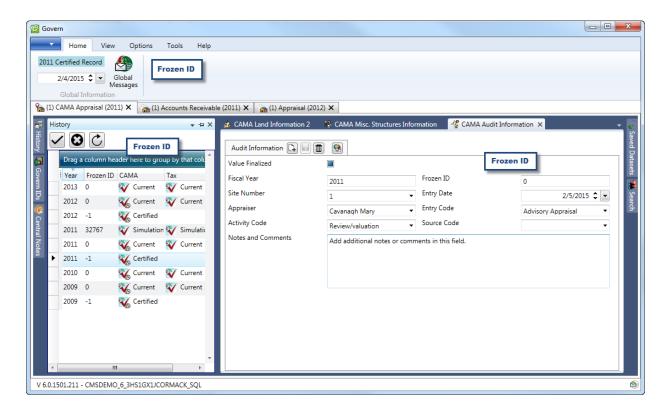
- Frozen ID field of the Tax and CAMA Audit forms
- The tab for the Profile

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The Home menu on the Govern Ribbon



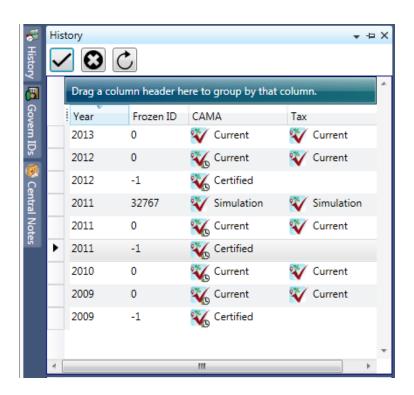
History Panel

The History Panel lists the property records for all years, and all Frozen IDs. Frozen IDs are identified by Data Type. These are Current, Certified, Sales, and Audit. Check boxes are included to indicate whether a record exists for CAMA and Tax.

To view the History Panel:

- 1. Launch Govern.
- 2. Open a Profile.
- 3. Open a form.
- 4. Load property records that have Govern CAMA or Tax data.
- Click **History** in the side panel to expand the panel.
 If the tab is not displayed, click **View** > **History** in the Govern Ribbon.

Govern Tax: Real Property



From the History Panel, you can view data for all the tax records for any Frozen ID and any year.

To view the tax records for a Frozen ID:

- 1. Launch Govern.
- 2. Open a Profile that includes Govern Tax.
- 3. Open the forms that you want to view.
- 4. Load the property records that you want to view.
- 5. Open the History Panel.
- 6. Select the record for the year and Frozen ID that you want to view.
- 7. Do one of the following:
 - Double-click on the record.
 - Select the Set Year and Frozen ID icon.

The following information is displayed on the Govern UI.

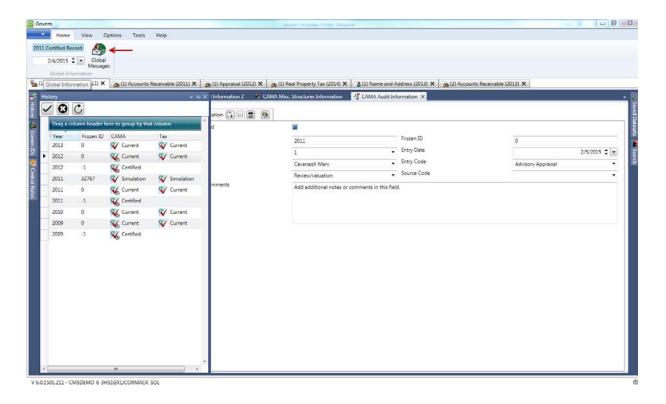
- A yellow dot appears beside the icons on the form to indicate that you are in Historical mode.
- The Year and Frozen ID are displayed beside the Profile tab.

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• The Year and Frozen ID are displayed in the Fiscal Year and Frozen ID fields on the Govern Ribbon.



To return to the Default Year of the Profile and Current Record:

1. Click the Reset Profile Year icon ②.

The following information is displayed on the Govern UI.

- The yellow dot is removed.
- The Default Year of the Profile and current Frozen ID are displayed beside the Profile tab.
- The Year and Frozen ID are displayed in the Fiscal Year and Frozen
 ID fields on the Govern Ribbon.



Property



Tax Assessment

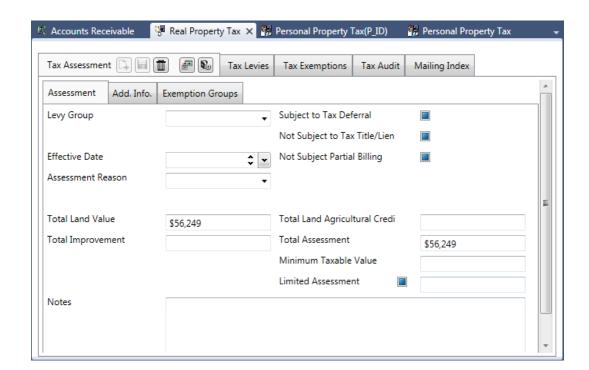


The Tax Assessment form has three tabs:

- Assessment for recording general levy and assessment information: See page 65.
- Additional Information for viewing consolidated tax rates and values for the current year and assessment values from the previous year, mixed use and Increase/Decrease information. See page 69.
- **Exemption Groups** for adding a predefined group of exemptions to the tax assessment. See page 72.

To access this form:

- 1. Open a Profile that includes Real Property Tax.
- Select the Tax Assessment form in the Forms Explorer.
 Open the Assessment tab. By default, this is the first tab that appears when you open the form.



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Real Property Tax Assessment Icons

This section describes the icons displayed across the top of the Tax Assessment form.

New: Click the **New** icon to enable the parameters on the form and create a new record.

Cancel: The New icon changes to **Cancel** ⊠; so that you cancel a record before you click Save.

Save: Click **Save** led to save a new record or modifications to an existing one.

Delete: Click the **Delete** icon led to delete a record. A confirmation message appears. Click **Yes** to continue.

Copy to Next Year: Click **Copy to Next Year** to copy the selected tax assessment record to the following year. A confirmation message appears. Click **OK** to continue.

You can copy the Tax Assessment record for the current property using this procedure or copy multiple records through the batch process.

Note: You can create only one tax assessment record per year for each property.

Create New A/R: Click **Create New A/R** to create a new A/R ID if one does not already exist for the current year for the property. This can be useful for managing pre-paid real property transactions.

Tax Assessment: Assessment Tab

This section describes the data entry fields on the Tax Assessment form.

Levy Group: Levy Groups are created in GNA (Table: VT_USR_TXCODE). They are used to facilitate data entry. When you add a levy group to a tax assessment, a separate levy record is automatically added to the Tax Levies tab for each levy in the group. You can view and modify these records. You can also add other levies individually.

For example, you could have a group of levies for residential properties in a neighborhood. Add this group to the assessment. Then, open the Tax Levies tab and delete any levies that are not applicable to the selected property or make modifications to the records as required.

Assessment Reason: This field is used when there is a change to a tax assessment. Select the reason for the change from the dropdown list. The reasons for an assessment change are user-defined, but could include a property split / merge or consolidation (Table: VT_USR_ ASREASON).

Effective Date: Like the Assessment Reason, this parameter is useful when property assessments change during an assessment year. Click the **Calendar** icon and select the date and time that the new assessment becomes effective.



The assessment reason and effective date are required for creating a Partial Billing record.

Creating a Reassessment: If a property reassessment is required for the current year or for a previous year:

- 1. Open the tax assessment record.
- 2. Click the calendar and select the date that the reassessment becomes effective from the **Effective Date** drop-down list.
 - Taxes are prorated according to the Effective Date.
- 3. Select a reason for the reassessment from the **Assessment Reason** drop-down list.

Creating a Tax Assessment Record after a Split / Merge: After you create and finalize a Split / Merge record, you can use the following procedure to update the tax assessment records for the original property and for the newly created properties.

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To update the tax assessment records:

- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Open the Tax Assessment form.
- 4. Perform a search and load the tax record for the original property to the TreeView.
- 5. Select the date that the new assessment becomes effective or that it became effective in the **Effective Date** field.
- 6. Click Save.
- 7. Open one of the newly created parcels.
- 8. Repeat steps 5 and 6 on this parcel.
- 9. Repeat steps 7 and 8 on all parcels.

Taxes for the Partial Billing are calculated as follows:

- Up to the effective date for the original parcel
- Starting from the effective date for the newly created parcels.

Subject to Tax Deferral: Select this option to include the current record in the Tax Deferral Transfer batch process. See Tax Deferral Transfer Batch Process on page 152.

Not Subject to Partial Billing: Select this option to exclude the current record when you perform a Partial Billing Posting batch process: See *Partial Billing Posting on page 143*.

Not Subject to Tax Title / Lien: Select this option to exclude the current record from tax title or lien process. *Refer to the Govern Tax Title guide for details.*



Property

Total Land, Agricultural Credit, and Improvement Values: If you are automatically transferring values from CAMA, values are displayed in the following fields:

Tax Field	CAMA Field	Reference
Total Land Value	Total Land Value from the MA Land Information form.	Govern CAMA Land guide
Land Agricultural Credit	Total Agricultural Value from the <i>MA Land Information</i> forms	Govern CAMA Land guide
Total Improvement Value	Total of the Building and Miscellaneous Structures values	Govern CAMA Buildings guide and Govern CAMA: Miscellaneous Structure guide

If values are not automatically displayed, you can enter them manually.

Total Assessment: This field displays the Total Assessment Value. This value is calculated differently according to the following conditions:

• If you are manually entering values

Total Assessment Value = (Land Value) + (Land Agricultural Credit) + (Improvement Value)

If you are transferring assessment values from Govern CAMA

Total Assessment Value = Appraised Value
The Appraised Value is calculated according to the Appraisal Method selected for the property.

• If you are using Capped Values:

Total Assessment Value = Limited Assessment Value, if the *Limited Assessment Value* is less than the **Minimum Taxable Value**. See *Limited Assessment on page 69*

Minimum Base Value: Enter an amount for the minimum Total Assessment value after exemptions are applied.

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Limited Assessment Override: Select this option to override the **Limited Assessment** value. Then, enter a value in the Limited Assessment field.

Limited Assessment: The **Limited Assessment**, or Capped Values, method is used to prevent an abrupt increase in property taxes in a year in which property values increase significantly. The Limited Assessment value replaces the Total Assessment value if it is lower than the Minimum Taxable Value. For further details, refer to the Limited Assessment section of the CAMA: General Information guide.

This field displays the **Limited Assessment** value under the following conditions:

- Govern CAMA values are transferred to Tax.
 This requires the CAMA setup in GNA.
- Capped values are used to calculate the assessment value.
- One of the following is true: A capped value validation code exists for the appraisal method, property type, and neighborhood defined for the property or a default capped value is defined for all properties.
- The Limited Assessment value is lower than the Total Assessment value.

The Limited Assessment value can be overridden.

A/R Bill Number: Enter a bill number in this field.

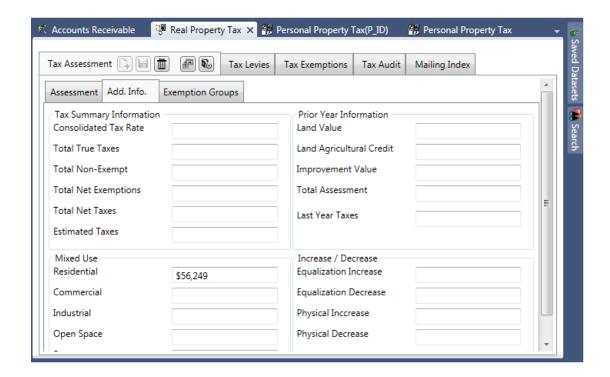
Notes: This field provides space for notes and comments.

Tax Assessment: Additional Information Tab

This section describes the data entry fields on the **Additional Information** tab. This tab is used for viewing or updating the Tax Summary Information. This tab includes the following sections:

- Tax Summary Information on page 70
- Prior Year Information on page 71
- Equalization and Physical Increase / Decrease Values on page 71





Tax Summary Information

Consolidated Tax Rate: This field is displayed if all previous taxes were computed with the **Base x Rate** type and applied on the same Base Column.

True Tax: This field displays the total tax due before exemptions and charges.

Total Non-Exempt: This field displays the total of all levies from the Tax Levy function as well as all possible charges.

Total Net Exemptions: This field displays the total of all exemptions calculated in the Levy function.

Total Net Taxes: This value is calculated as follows:

Note: Total Net Taxes = (Non-Exempt) – (Total Net Exemptions)

Estimated Taxes: This field displays a value if the **Use Estimated Tax** option is selected on the *GNA Taxation General Parameters* form.

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The estimated tax process calculates the net taxes due based on the previous year's values.

If the client receives quarterly billings, the first two estimated quarters are based on the first half of the previous year's net Ad Valorem actual tax. This amount is distributed equally between the first and second quarter billing. The third and fourth quarter billing are based on the new tax rate. The actual tax is calculated as follows:

Assessed Value * New Tax Rate = Total Amount Due (Total Amount Due) – First Half Payment / 2 = 3rd and 4th Payments Due

Note: The estimated tax process can also be set up for clients with two billings instead of four.

Prior Year Information

Land Value, Land Agricultural Credit, Improvement Value, Total Assessment, and Last Year Taxes: Enter the values if they are not automatically displayed.

Equalization and Physical Increase / Decrease Values

Equalization Values are transferred from Govern CAMA if the following conditions are true:

- Automatically Transfer to Tax is selected on the Mass Appraisal General parameters form in GNA.
- The Assessment Generated by Mass Appraisal option is selected on the Taxation Generation Parameters form in GNA.

These values are transferred when the *Mass Appraisal Values Computation* batch process is run and the **Compute Equalization Values** option is selected.

Equalization Increase / Decrease: These values are defined in Govern CAMA when there is a change to the rate. They are used to bring assessed values to a common level.



Property

Physical Increase / Decrease: Like the equalization increase / decrease, these values are defined in CAMA. Typically, the increase is applied to new buildings and structures or to improvements made on existing buildings and miscellaneous structures. The decrease is applied to buildings that have undergone damage from fire, flood, etc.

These fields are filled, if the CAMA appraisal method is selected.

Note: If these values are entered manually, the Equalization and Physical Increases and Decreases are calculated and added to the Prior Year Total Assessment value, as displayed on the Additional Information tab. These values are used in the calculation of the Total Assessment value for the current year.

Exemption Groups

Exemptions can be applied to a tax assessment in a number of ways:

- To the entire property tax assessment
- To a CAMA land, building, miscellaneous structure, or income record
- To an individual levy
- In a group
- Individually

This tab is used for applying an Exemption Group. The Exemption Groups are defined in GNA and are used to facilitate data entry. When you add an Exemption Group to the tax assessment, a separate Tax Exemption record is added for each exemption in the group. These can be viewed, updated, or deleted from the Tax Exemptions tab. You can also add other exemptions from this tab. See Govern Tax Exemptions on page 86.

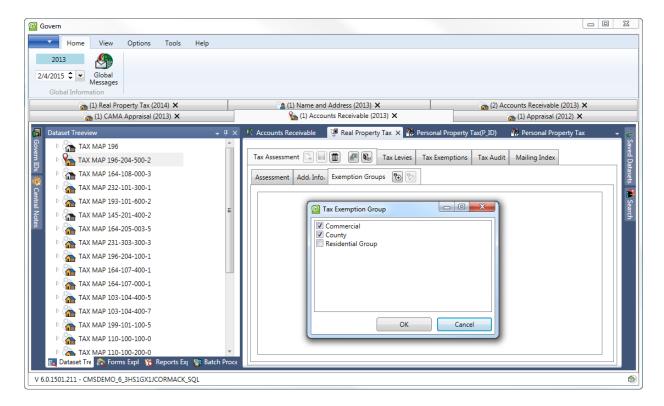
To add an Exemption Group to a tax assessment record:

- 1. Launch Govern.
- 2. Open the Real Property Tax form.
- 3. Perform a search and load a tax record.
- 4. Select the **Exemption Group** tab.
- 5. Click the **Add** icon **1.**

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Tax Assessment



All exemption groups that are not already added to the assessment are displayed in the list box.

6. Select the group or groups of exemptions that you want to apply to the assessment.

7. Click Add.

When you add an exemption group, a new Tax Exemptions record is created for each exemption in the group.

For example, if you have a exemption group that has two exemptions, two new tax exemption records are created for the property and added to the Tax Exemptions divider. You can modify or delete the exemption in that tab. See Govern Tax Exemptions on page 86.



Property



History

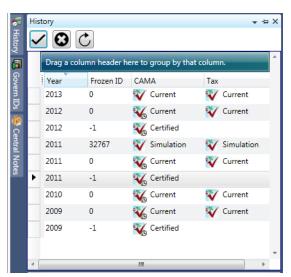


The *Tax Assessment History* tab displays a listing of the previous records for the current property with details.

You can also view records from previous years in the History panel. See *History Panel on page 61*.

To access the Tax Assessment History form:

- 1. Open a Profile that includes Real Property Tax.
- 2. Select the **Tax Assessment** form in the Forms Explorer.
- 3. Select the **History** tab.



By default, the grid shows all the columns in the Real Property Tax Assessment table, TX_RE_ASSESSMENT. You can change the default to display the parameters that are most relevant to your organization. For example, you may want to display the following:

Assessment Year: This parameter displays the year that the tax assessment was made. Typically, there is one tax assessment per year for each property. However, if the History for Current Year parameter is selected on the Taxation General Parameters form in GNA, frozen records can be created for the current year.

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Frozen records are automatically created when a tax audit record is finalized.

Frozen ID: A Frozen ID is assigned to a certified record, which is created in the Posting to A/R batch process. For the first closed cycle, -1 is created, -2 for the second cycle that is billed in a year, -3 for the third, and so on.

Total Land Value: This is the total land value from Govern CAMA Land Information.

Total Land Agricultural: This is the total land value for agricultural properties from Govern CAMA Land Information.

Total Improvement: This is the total building value from Govern CAMA Building Information.

Total Assessment: This is the total assessment value calculated after all levies and exemptions are applied.

The **History** tab displays all the Tax Assessment records created for the property from all years and all Frozen IDs.



Property

Tax Audit



The Govern Tax Audit form is used for maintaining records on property audits. When there is a change to a tax assessment during an assessment year, you can record any changes made to the assessment or billing information, the activity code, the date and person who made the change. The assessment data is frozen, so that it is always possible to view or compare the data prior to the change.

When you run the *Posting to A/R* batch record, a new Tax Audit record is automatically creared. The Entry Code for these records is set to Original and the Activity Code is set to Completed. The Frozen ID is updated to -1 for the first record, -2 for the second, and so on.

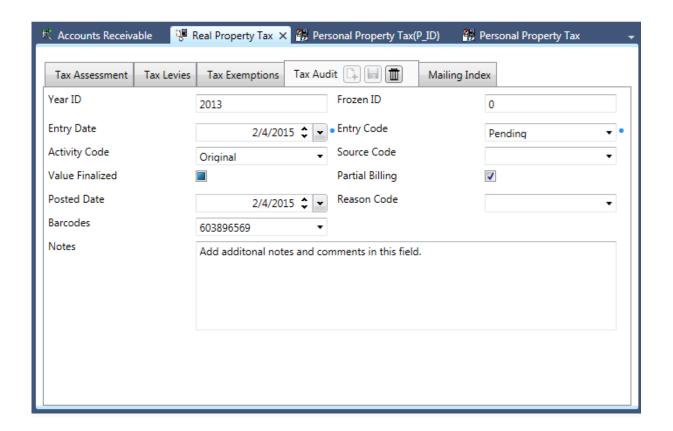
If you have more than one Cycle Code, for example, a new *Tax Audit* is created for

To access the Tax Assessment History form:

- 1. Open a Profile that includes Real Property Tax.
- 2. Select the **Tax Assessment** form in the Forms Explorer.
- 3. Use the arrows to scroll to the Tax Audit tab.

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Tax Audit Fields

This section describes the data entry fields on the Tax Audit form.

Year ID: This field displays the default fiscal year for the department.

Frozen ID: The default 0 is displayed in the **Frozen ID** field when the record is current and active. When you select the **Value Finalized** option, a Frozen ID is automatically assigned. The first time the record is frozen, the Frozen ID -2 is assigned. The IDs decrease by one each time the record is frozen: -3, -4, -5 and so on.

Entry Date: Click on the **Calendar** icon and select the date and time of the Tax Audit from the pop-up calendar.

Entry Code: Select the reason for the audit from the **Entry Code** drop-down list. The Entry Code list is user-defined. Examples include court order, small claim or resolution (Table: VT_USR_TXENTRY).



When you run the *Posting to A/R* batch process, a new audit record is created for all selected parcels. The Entry code for the A/R record is automatically set to Original.

It is recommended not to select Original, when you create a Tax Audit record manually.

Activity Code: Select an activity code, from the drop-down list, to identify the activity that caused the assessment change and the reason for the audit. These activities are used defined. Examples include apportionment and consolidation (Table: VT_ USR_TXACTV).

Source Code: Select the audit information source code from the drop-down list. This list is user-defined. Examples include tape or manual (Table: VT_ USR_TXINFSRC).

Value Finalized: Select the **Value Finalized** option when all the information on the form is completed and saved. When you select this option a Frozen ID is assigned to the record. You cannot make further changes to the record, once the **Value Finalized** option is selected.

Partial Billing: Select this option if you are creating a partial billing for the selected record. Selecting it enables the **Partial Billing Reason Code** dropdown list.

Note: A partial billing record is not created if the **Not Subject to Partial Billing** option is selected on the Tax Assessment divider.

Posted Date: This field is automatically filled when you run the *Partial Billing* batch process.

Partial Billing Reason Code: Select a reason for the partial billing from the drop-down list. The reasons are user-defined. Examples include Apportionment From, Apportionment To, and Consolidation (Table: VT_USR_PRTBL).

Notes: This field provides space for notes and comments. By default, a spell check is enabled for this field

Barcode: The **Barcode** text box displays the AR ID and Cycle for the tax assessment record.

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If your organization uses A/R Cycles for Real Property Tax, multiple IDs are displayed in the drop-down list.

Select the AR ID and the cycle code applicable to the record.

If your organization is not using Cycle Codes, the Barcode text box displays the AR ID for the record and connot be modified from the *Tax Audit* form.



Property

Govern Tax Levies



The *Tax Levies* form is used for maintaining the tax levies associated with a real property record. Tax levies are applied on the property tax assessment. They are based on property type, such as commercial or residential, and property value. The computation methods and information are defined for each levy in GNA. Exemptions can be applied to the tax levies. The final calculated amount is applied on the tax assessment.

The *Tax Levies* form can be used in a number of ways.

- Adding a new tax levy: You can add a new levy to a tax assessment. The
 values are automatically calculated and displayed, based on the rates
 configured in GNA, when you click the Save icon.
- Adding a group of tax levies: When you add a Levy Group to a Tax Assessment form, a new Tax Levy record is created for each levy in the group. For example, if you add the Special Assessment Levy Group to a property record, a new Tax Levy record is created for each of the three levies in this group. In this case, these are: Sewer Betterment, Street Betterment, and Sidewalk Betterment. Using the Tax Levy form, you can view the calculated amounts for each levy, modify values if you have the security permissions, or delete a levy record that is not required. For more information, see Levy Group on page 65.
- Applying exemptions on tax levies: Tax exemptions can be applied to the entire tax assessment for the property or by individual levy.
 - Tax exemptions added to the entire property tax assessment can be viewed and updated from the tax exemptions tab. See Govern Tax Exemptions on page 86.
 - Tax exemptions applied to an individual levy can be viewed from a secondary window available from the Link Exemptions to a Levy tab. See Link Exemptions to Levies on page 84.

This section of the guide describes:

- Accessing the Tax Levies Form on page 81
- Tax Levies Icons on page 83
- Tax Levies Fields on page 81
- Link Exemptions to Levies on page 84

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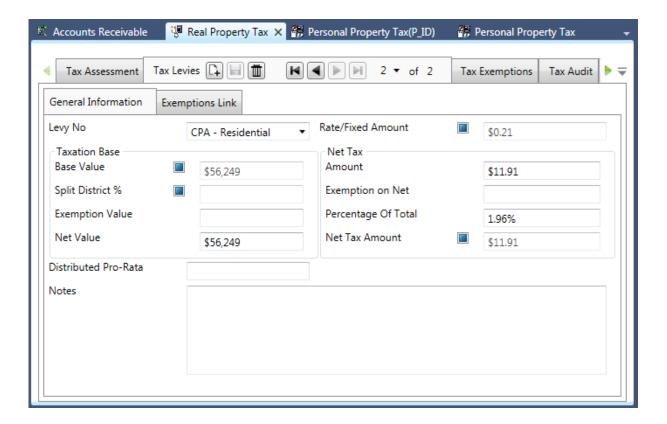


Accessing the Tax Levies Form

Prerequisite: The Tax Assessment record needs to be created before you create a levy record. See Tax Assessment on page 64.

To access the Tax Levies form:

- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Select the **Tax Assessment** form in the Forms Explorer.
- 4. Use the arrows to scroll to the **Tax Levies** tab.



Tax Levies Fields

This section describes the data entry fields on the Tax Levies form.

Levy No.: This field displays the code or short description of the levy.



It is populated in two ways:

- Automatically: When you add a Levy Group to the Tax Assessment form, a separate levy record is added for each levy in the group. See
- Manually: If you are adding a new levy, select the levy from the drop-down list. Then, click **Save**. The values are automatically calculated based on the setup in GNA, as described in this section.

Rate / Fixed Value Override: Select this option to override the amount or value displayed in the Rate / Amount Value field.

Rate / Amount Value: By default, this field displays the rate or fixed amount for the levy, as defined in GNA. It is calculated as defined in GNA.

To override this amount, select the **Override** option and enter the new rate or amount.

Taxation Base

Base Value Override: Select the **Base Value Override** option to modify the amount of the **Base Value**.

Base Value: The Base **Value** is equal to the total of all levies applied to the assessment:

Net Value = Base Value - Levy Value Net Tax Amount = Net Value * Rate

Split District Override: Select the **Override** option to override the Split District percentage.

Split District: The Split District percentage is used if you are splitting the levy amount between two or more levies.

To split the levy amount:

- 1. Select the **Split District Override** option.
- 2. Enter the percentage of the total split amount that is owed on the selected levy.
- 3. Open the levy record or records for the other levies over which the amount is split and enter the percentage for each one.

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4. Click **Save** to calculate the amount.

Base Exemption Value: This field displays the total value of all exemptions applied to the current levy code.

Net Base Value: This field displays the difference between the Taxation Base amount and the Exemption Value:

Net Base Value = Base Value - Base Exemption Value where Base Value is the total of all tax levies applied to the current assessment and base exemption value is the total of all exemption applied to the current levy.

Net Tax

Tax Amount: This field displays one of the following, according to the setup on the *Tax Levy Parameters* form in GNA for the current levy:

- Net Amount
- Maximum Levy Amount

It is calculated as follows:

Net Tax Amount = Net Value * Rate,

where Net Value = Base Value - Levy Value

Exemption on Net: Exemptions can be applied to the tax assessment before or after computation. If an exemption is applied After Computation, it is applied to the Total Assessment value.

If you it is applied Before computation, it can be applied to any column in the Tax Assessment table. The amount is displayed in this field.

Percentage of Total: This field displays the percentage of the total levy amount represented by the selected levy. For example, if you have two levies, one might be worth 60% and the other 40%.

Override: Select **Override** to modify the **Net Tax** amount.



Property

Net Tax Total Amount: This field displays the total amount of the current levy. This can be a negative or a positive amount. A negative amount generates a credit on the Real Property Tax bill.

It is calculated as follows:

Net Tax Amount = Net Value * Rate,

where Net Value = Base Value - Levy Value

Distributed Pro-Rata: This field displays the amount distributed if an exemption has been removed and its value has been pro-rated.

Notes: Enter notes or comments relevant to the selected levy. By default, the Notes field includes a spell check. Misspelled words are underlined.

Link Exemptions Icons

Add: Click the **Add** icon to apply an exemption to the current levy. This opens a secondary window.

Remove: Click the Remove icon to remove an exemption from the list. A confirmation message appears.

Link Exemptions to Levies

Select the **Link Exemption** tab to link an exemption to a specific levy rather than to the entire assessment.

To access this form:

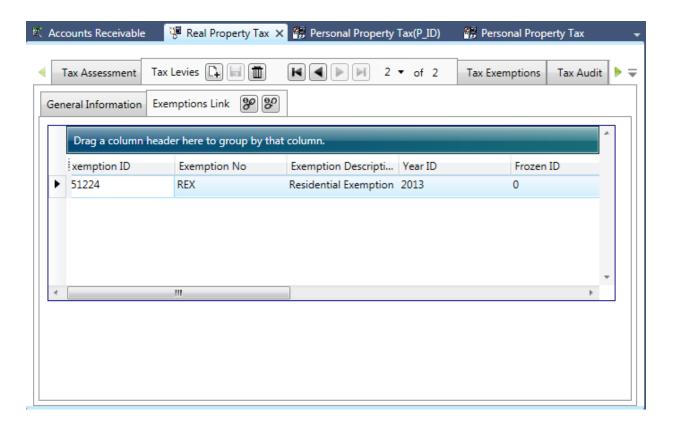
- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Open the **Tax Assessment** form.
- 4. Open the Tax Levies divider.
- 5. Open the **Link Levy to an Exemption** tab.

A secondary windows opens. This displays all the exemptions that have been added to the selected tax assessment record.

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Govern Tax Levies



- Click the Add exemption icon
 The Exemption List opens in a secondary window.
- 7. Select the exemption that you want to add.
- 8. Click the **Add Exemption** icon on the *Exemption List* window.
- 9. Repeat steps 7 and 8 to add other exemptions.



Property

Govern Tax Exemptions



The Govern Tax *Exemptions* form is used for setting up and maintaining the tax exemptions associated with a real property tax assessment. Tax exemptions are defined in GNA. They can be applied before or after computation.

Exemptions can be applied to a Govern CAMA record or Tax Exemptions are defined in GNA. They can be added in a variety of ways:

- Adding a new tax exemption to the entire assessment: You can add a
 new exemption to the entire tax assessment record. The values are
 automatically calculated and displayed when you click the Save icon.
 These are based on the rates configured in GNA. See
- Adding a group of tax exemptions: When you add an Exemption Group to an Assessment form, a new Tax Exemption record is created for each exemption in the group. These exemptions are applied to the entire assessment. For example, if you add the Veterans Exemption Group to a property record, a new Tax Exemption record is created for each of the three exemptions in this group. In this case, these are: Residential, Water, and Sidewalk. From the Tax Exemptions form, you can view the calculated amounts for each exemption, modify values if you have the security permissions, or delete an exemption record that is not required. For more information, see Exemption Groups Tab on page 72.
- Viewing Govern CAMA exemptions: Tax exemptions can be applied directly to a Govern CAMA land, building, miscellaneous structures, or income record if they are applicable to this record. These exemptions are added under the Tax Exemptions tab.
- Adding a new tax exemption to an individual tax levy: If the exemption
 is applicable to an individual levy, you can apply it directly to the levy rather
 than to the entire assessment. For details, see Link Exemptions to
 Levies on page 84.

Prerequisites

Before creating a Tax Exemptions form, you need a tax assessment record for the property.

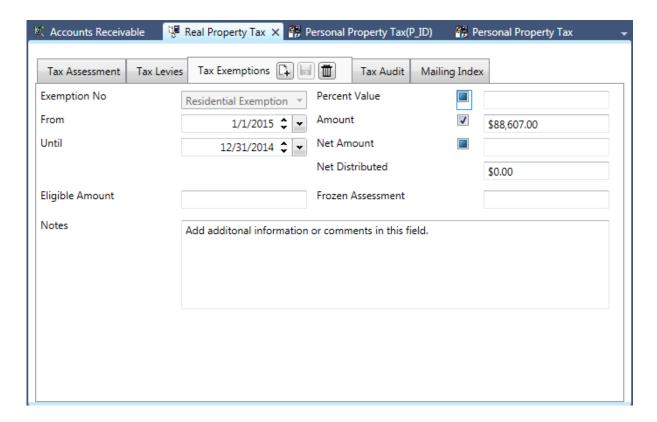
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Accessing the Tax Exemptions Form

To access the Govern Tax Real Property Tax Exemptions form:

- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Select the **Tax Assessment** form in the Forms Explorer.
- 4. Use the arrows to scroll to the **Tax Exemptions** tab.



Tax Exemptions Fields

This section describes the data entry fields on the *Tax Exemptions* form.

Exemption Code: Select the **Exemption Code** from the drop-down list (Table: VT_USR_EXEMPTACBTMVPP).



By default, this list displays the Exemption codes by short description. On the Exemption Groups tab on the Tax Assessment form, the list displays the Exemption Groups.

Effective From: Click the **Calendar** icon next to the **Effective From** field and select the date that the current configuration of the exemption becomes effective.

Effective Until: Click the **Calendar** icon next to the **Effective To** field and select the last date that the current configuration of the exemption is effective for the property.

Eligible Amount: If the exemption is calculated by percentage, and only a portion of the tax assessment is eligible for the exemption, enter the amount in this field. If an amount is entered in this field, the exemption is calculated as a percentage of the eligible amount rather than a percentage of the total tax assessment.

Frozen Assessment: Frozen assessments can be applied on properties owned by qualified taxpayers, such as senior citizens with limited income, as a protection against tax increases.

In GNA, exemption codes can be set up by amount, percentage, or frozen assessment. If the exemption is defined by frozen assessment, enter an amount in this field. The frozen assessment exemption is calculated as follows:

Net Distributed = Base Column - Frozen Assessment, where Base Column is the value selected in GNA for the exemption. This could be any value from the Tax Assessment table, such as the Total Assessment, Total Land Value, or the Equalization Increase.

Percent Override: Select the **Percent Override** option to modify the percentage displayed in the Percent Value field.

Percent Value: If the exemption is defined by percentage, this field displays the percentage entered for the exemption in GNA.

Exemptions can be applicable before or after computation. The calculated amount is displayed in the **Amount** field if the exemption is applicable before computation.

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Govern Tax Exemptions

Exemption on Net: Exemptions can be applied to the tax assessment before or after computation. If an exemption is applied After Computation, it is applied to the Total Assessment value.

If it is applied Before computation, it can be applied to any column in the Tax Assessment table. The amount is displayed in this field.

Amount Override: Select the **Amount Override** option to modify the amount displayed in the Amount field.

Amount: This field displays one of the following:

- The amount entered for the exemption in GNA: If the exemption is defined by amount.
- The following calculation: if the exemption is calculated by percentage and applicable before computation:

Amount = (Base Column or Eligible Amount) * (Percentage or Maximum Exemption Amount),

where Base Column is the value selected in GNA for the exemption. This could be any value from the Tax Assessment table, such as the Total Assessment, Total Land Value, or the Equalization Increase.

Net Amount: The Net Amount is displayed if the exemption is applicable **After Computation**. Select **Override** to modify this value.

Net Distributed: This field displays the total amount of the exemption calculated for the current exemption.

Notes: This field provides space for notes and comments.

Note: If an exemption is removed during the year, the exemption is pro-rated in the following fiscal year for the Levy Code set in the Govern Tax*General Parameters* form in GNA.



Property

Tax Mailing Index



The *Tax Mailing Index* is used for maintaining mailing information on taxpayers and tax bill recipients. From this function, you can view general name and address information, maintain mailing, status, and forwarding information. You can set an account to Inactive and add dates for forwarding mail.

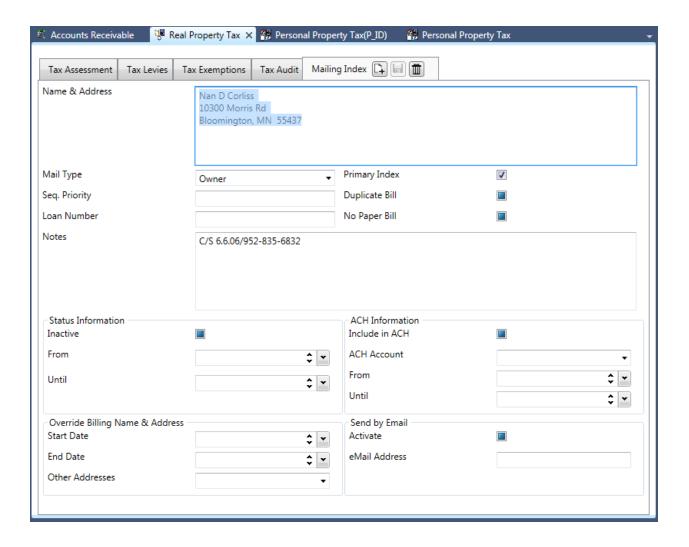
To access this form:

- 1. Launch Govern.
- 2. Open a Profile that includes Real Property Tax.
- 3. Select the **Tax Assessment** form in the Forms Explorer.
- 4. Use the arrows to scroll to the **Mailing Index** tab.

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Tax Mailing Index Fields

This section describes the data entry fields on the Tax Mailing Index form. This form includes the following sections:

- Status Information on page 93
- Forwarding Information on page 94

Name & Address: This field displays the name and address information for the selected record. This information is maintained on the Name and Address form. For more information, refer to the Govern Property Control guide.



Property

Mailing Type: Select the *Mailing Type*, from the drop-down list; such as, Managing Agent, Mortgage, Owner, Payer, Previous Customer, Temporary Owner or Third Party Mortgage (Table: VT_SY_MAILTYPE).

Note: If **Mortgage** is selected, the **Loan Number** field is displayed.

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.

Note: This applies to the *Real Estate Mailing Index*, only.

- 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.

Duplicate Bill Requested: Select this option to send a duplicate of the bill to the current individual or company. After the batch *Bill Printing* process is run, this field is automatically deselected.

Do Not Send Bill: Select this option if you are not sending a bill to the current individual or company. You can select this option for the *Primary Index*, when the owner does not want to receive a bill. However, if the **Do Not Send Bill** option is selected for the Mortgage Company, an electronic bill is sent.

Priority Sequence: Use this field to create a priority sequence for sending out tax bills and other correspondence. If a value is entered in this field, mail is sent first to the names and addresses with the lowest priority sequence.

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To set up the Priority Sequence:

- Enter 1 in the **Priority Sequence** field of the mailing index records for the individuals and companies whom you want to receive first mailing.
- Enter 2 for those whom you want to receive second mailing and so on.
- Leave this field blank those whom you want to receive mailing in the standard order, after the priority records are sent out.

Notes: Enter notes and comments for the record as applicable.

Status Information

The parameters in this section are used to set accounts to Inactive and for ACH information.

From / Until Dates:

Select **Inactive** to indicate the selected index is inactive.

- If the Inactive option is selected and dates are entered in the From / To fields, there will not be any bills sent during this period.
- If the Inactive option not selected and dates are entered in the From / To fields then the bills will be sent during this period.

ACH Information

Note: The **ACH Information** fields are available for the Primary Index. They are displayed only if the **Primary Index** option is selected.

The Automated Clearing House (ACH) feature is used for electronically transferring funds from the customer's financial institution for bill payment.

You can select an account and a range of dates for ACH payments. *Refer to the Govern Accounts Receivable guide for details*. In addition, you can enter a forwarding address if, for example, the winter address of the occupant differs from the listed address.

ACH Information: Select the customer's account, from the drop-down list.

From / Until: 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 also enter a date in the **From** field or the **Until** field only.



Forwarding Information

Note: The fields in this section are enabled if the **Support Billing Address Forwarding** option is selected on the *System Registry Maintenance* form in GNA.

Start Date: Enter the starting date for using the forwarded address.

End Date: Enter the last date for using the forwarded address.

Bill by E-mail: Select this option to forward the bill to an e-mail address.

E-mail Address: Enter the e-mail address to which the you are forwarding the tax bills.

Other Addresses: If one or more alternative addresses exist for the client, the address type of these other addresses is displayed in the **Other Addresses** drop-down list. For example, if the taxpayer has a winter address in Florida, you could select **Winter** in this list. The tax bills will be sent to the winter address saved on the Name & Address form. For further details on creating name and address information, refer to the Property Control guide.

Note: Contact the Govern Support team to set up the forwarding parameters for your real property bills.

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Chapter 3: Real Property Tax Billing Batch Processes



This chapter describes the batch processes included in the Govern Real Property Tax Billing subsystem. These processes are used for updating multiple computations and multiple records at the same time, posting records to Accounts / Receivable, updating the mailing index, and generating bills.

The batch processes that are available in your deployment and the menus under which they appear depend on how they are set up in Govern New Administration (GNA).

This section of the guide contains three main sections:

Guidelines for Running Batch Processes

This section of the guide provides information and tips for running batch processes in Govern OpenForms. See Guidelines for Running Batch Processes on page 96.

Global Batch Processes

This section describes the batch processes that are useful in all modules:

- **Batch Update**: This process updates or replaces existing database columns and updates the parcels at the same time. See Batch Update on page 114.
- **Execute Query**: This process can be used to run any update query on the Govern database. See *Execute Query Batch Process on page 119*.
- Report Scheduler: This process is used to schedule a report that is not associated with a batch process but needs to be run on a regular basis. See Report Scheduler on page 121.

Govern Tax Batch Processes

This section of the guide provides details about the batch processes that are specific to Govern Tax. See Govern Real Property Tax Batch Processes on page 123.

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Guidelines for Running Batch Processes



Batch processes are used for computing and updating multiple records at the same time. Various batch processes are available in Govern for performing tasks such as importing and exporting data to and from the Govern database, updating database fields, running queries, and finalizing and posting the Accounts Receivable records. Govern OpenForms provides the following benefits for batch processing:

- Customize the menus and submenus for your batch processes.
- Add customized icons to identify the batch process.
- Set the transaction type and mode.
- Add automatic e-mail messaging.
- · Add reports to Govern batch processes.
- Add schedules to run processes at a later time or on a regular basis.

You can monitor all your scheduled batch processes in the Govern Scheduler, in one easy-to-use central location. From this application:

- View the progress of batch processes as they run.
- Modify or delete the scheduled processes to which you have permissions.
- View logs and details on previously-run batch processes.
- View reports generated from previously-run processes.

For further details, refer to the Govern Scheduler guide.

This section provides an overview of the general guidelines for the Govern Open Forms batch processes: It describes:

- Accessing Batch Processes in Govern on page 97
- Running Batch Processes on page 98
- Data Entry Fields on page 99
- Viewing Batch Process Status, Reports, and Logs on page 101
- Fiscal Year on page 99
- UNC Path on page 99
- Running a batch process on a dataset
- Scheduling Batch Processes on page 106

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Guidelines for Running Batch Processes

Accessing Batch Processes in Govern

In Govern, your batch processes can be accessed from the Govern Batch Processes Explorer.

They are defined in GNA. The definition includes the options for running the process and all the customization. For example, if you do not use all the batch processes included in the default setup, you can remove the processes that you are not using and make it easier to find the processes that you do use. Batch processes are saved by Profile.

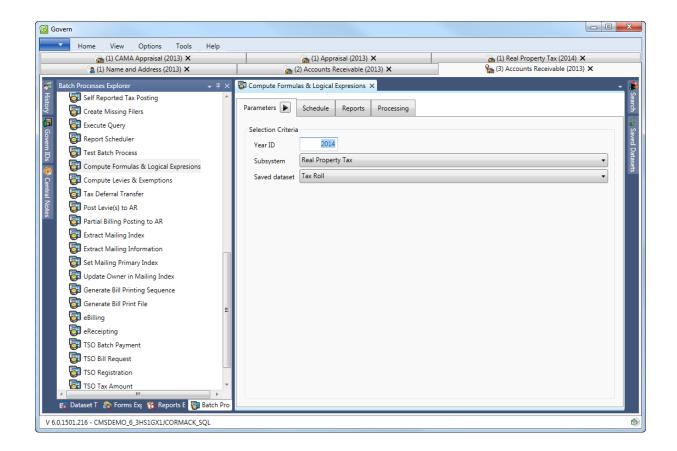
You can create a schedule for each batch process in GNA or in Govern. Then, view and monitor the process from the Govern Scheduler.

To access your batch processes:

- 1. Launch Govern.
- 2. Open the Profile that contains the batch process.
- 3. Open the Batch Processes Explorer.
- 4. Select the process that you want to run.

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Running Batch Processes

There are three options for running a batch process in Govern:

- Execute: Click Execute to run the process immediately.
- Schedule: Click Schedule to define the specific date and time that you
 want to run the batch process or to set up a schedule for running it on a
 recurring basis, at regular intervals, such as daily, weekly, hourly, etc.
- Activate (Is Enabled): Create and save a schedule for a batch process.
 Deselect the Activate option until you are ready to use to it. Or deselect
 this option if you want to stop running the process temporarily. Select
 Activate when you are ready to use the schedule.

For further details about running and scheduling batch processes, see Scheduling Batch Processes on page 106.

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Guidelines for Running Batch Processes

Data Entry Fields

If a field is optional you can leave it blank to process all records that meet the other criteria on the form. For example, if a date field is optional, leave it blank to process records from any date.

Fiscal Year

The **Year** is required on many batch process forms. It most cases, this is the same as the Profile Year displayed in the **Fiscal Year** field in the **Home** menu. The batch processes are called from the Govern application. However, they are run in a separate application and need to be entered.

UNC Path

Several batch processes generate files containing information from the Govern database that is required by third parties. For example, a batch process could generate accounts receivable information about tax accounts for a bank. Other batch processes import a comma separated values (csv) or text (txt) file containing information from an external database to be imported to the Govern database.

The Import and Export Names in Mailers+4 Format are examples. See Mailers+4 Format: Importing and Exporting Names on page 136.

For these files, it is recommended to enter the path for exported files on the *Attachments* tab of the *Batch Process Definition Editor* form in GNA. That way, the files are saved in the database and can be retrieved at any time.

When you specify the path for these files, it is recommended to use UNC format.

For example, enter:

\\GovernSchedulerServer\BatchProcess\ExportFiles

This ensures that everyone knows the computer where the files are saved and is able to retrieve them easily. If you enter a mapped drive, the exported file could be saved to the local computer or one of the servers where scheduled batch processes run.

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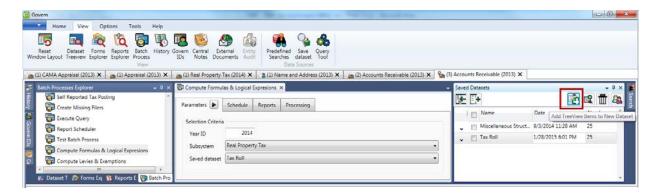
You can specify the network path and / or an ftp site for exported or imported files when you define the batch process in GNA. *Refer to the Govern Scheduler guide for details*.

Running a Batch Process on a Saved Dataset

If you want to run a batch process on a group of parcels, such as parcels within a certain area or tax jurisdiction, you need to create and save a dataset. You can also use an existing dataset. In Govern, a dataset is a saved group of property records:

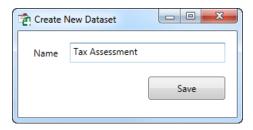
To create a new dataset:

- 1. Launch Govern.
- 2. Perform a search and load the parcel records that you want to include in the dataset to the tree view.
- 3. Open the **Saved Dataset** panel on the right.



4. Click the New Dataset icon 🛅.

The Create New Dataset dialog box opens.



5. Enter a name for the dataset in the **Name** text box.

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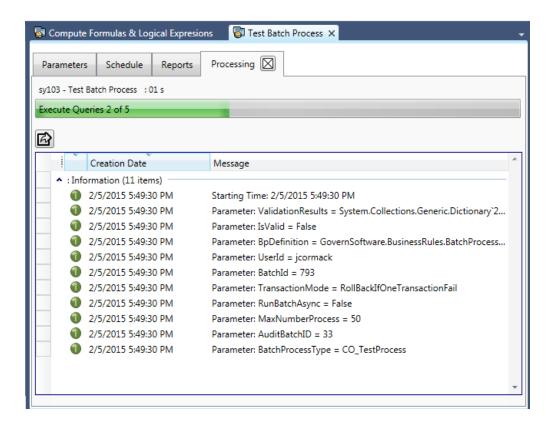
Guidelines for Running Batch Processes

- 6. Click Save.
- 7. Click the **Add Items** icon to add the parcels currently in the tree view to the dataset.

For further details on creating Datasets, refer to the Govern General Information guide.

Viewing Batch Process Status, Reports, and Logs

When you run a batch process from Govern, a progress bar is displayed on the Govern Ribbon.



When the process is running, various messages are displayed, such as the estimated time to complete the process, the total time, etc.

Information messages are displayed under the progress bar.

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Completed Batch Processes

When the process completes successfully, the progress bar is green. When it completes, "The End" is written in the progress bar.

Messages are displayed with the following icons:

Icon	Description	Definition
8	Attachment	Reports and any files that are generated by the batch process are listed and can be opened from Govern if the process runs from Govern.
8	Error	Errors generated by the batch process are listed with the error icon.
A	Warning	Warnings generated by the batch process are listed with the warning icon.
•	Information	Information messages generated by the batch process are listed with the information icon.

To copy the messages and save them to another file, click the copy to Clipboard icon

Viewing Reports in the Govern Scheduler

After a scheduled batch process has run, you can view the reports and logs generated by the process in the Govern Scheduler History Logs.

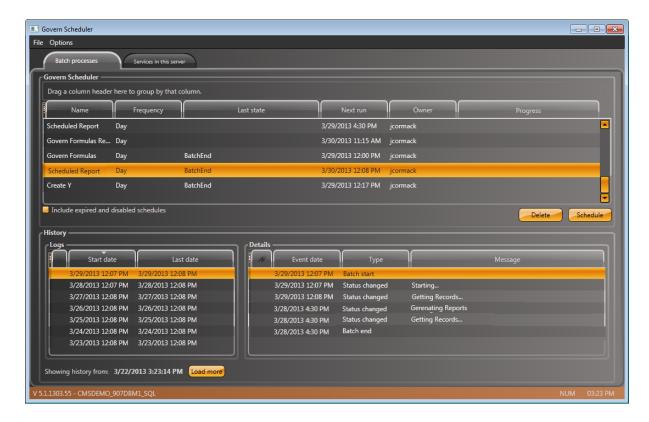
To view the report:

1. Launch the Govern Scheduler.

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Guidelines for Running Batch Processes



- 2. Select the schedule in the top section of the scheduler.
- 3. Select the log.
- Select the attachment icon in the **Details** section.
 The report opens.

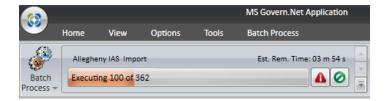
Tip: You can create a schedule for running reports that are not associated with a batch process. See Report Scheduler on page 121.

Viewing Errors

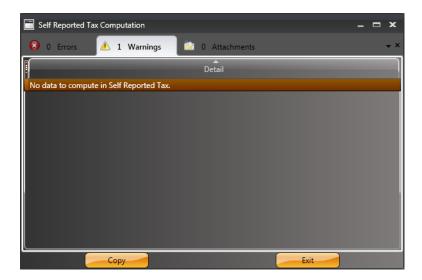
When you run the batch process, a Progress Bar is displayed in the Batch Processes menu in the Govern Ribbon.

If errors are generated, the Progress Bar turns red and the Error icon appears.





If errors occur, click on the **Error** icon **3** to display system information about the errors. Information is also written to the Error Log. The file name and path to the error log are displayed in the Batch Process Error window.



Viewing Logs

If a log is generated from the batch process, a message appears.



Click on the Notification icon to view the log.

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Guidelines for Running Batch Processes



By default, the log file is saved in the same location as the import file.

You can also view the history logs and the event detail logs in the Govern Scheduler, at any time. For details, refer to the Govern Scheduler guide.



Scheduling Batch Processes

Overview

You can set up one or more schedules for each batch process in order to run them at a later time or at regular intervals, such as on a daily, weekly, or monthly basis.

You can create the schedules in Govern. Then, monitor the batch processes in the Govern Scheduler. You cannot modify or delete a schedule in Govern. For more information about maintaining schedules, refer to the Govern Scheduler guide.

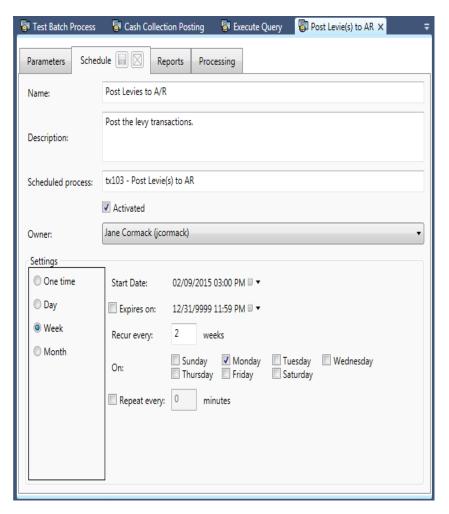
To set up a batch process schedule:

- 1. Launch Govern.
- 2. Select the batch process from the **Batch Processes** explorer.
- 3. Select the **Schedule** divider.

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Scheduling Batch Processes



- 4. Enter a name for the batch process schedule in the **Name** field. This is displayed in the Govern Scheduler menu. This name could include, for example, the name of the process and how often you are running it, such as Daily Apply Deposits.
- 5. Enter a description for the batch process schedule. This could explain the process or the reasons for creating the schedule.
- 6. Select the **Activated** option when you are ready to use the schedule.

Note: This option is selected by default. You can deselect it in order to deactivate the schedule. Set up the schedule. Then, select this option when you are ready to use the schedule.

7. Select the owner of the batch process from the **Owner** drop-down list. By default, this parameter displays the user name of the logged-in user.



8. Select one of the following under **Schedule by**. Then, follow the applicable procedure.

One Time: See page 108.

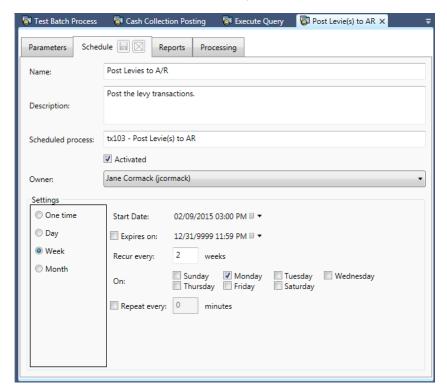
Day: See page 109.Week: See page 110.

Month: See page 111.

Setting Up a Schedule for Running a Batch Process Once

Use this procedure to create a schedule for running a batch process at a later date but once only.

- 1. Set up the general information for the schedule as described at the beginning of this section. See Scheduling Batch Processes on page 106.
- 2. Select One Time under Schedule by.



- 3. Click the calendar icon beside the **Start date** parameter and select the date and time to run the process.
- 4. Click Save.

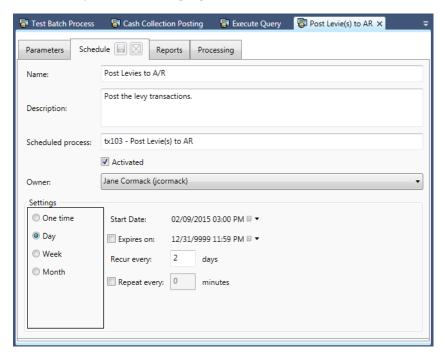
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Setting Up a Schedule by Day

Use this procedure to set up a schedule for running a batch process on a daily basis, or more frequently such as every hour.

- 1. Set up the general information for the schedule as described at the beginning of this section. See Scheduling Batch Processes on page 106.
- 2. Select **Daily** in the **Settings** group box.



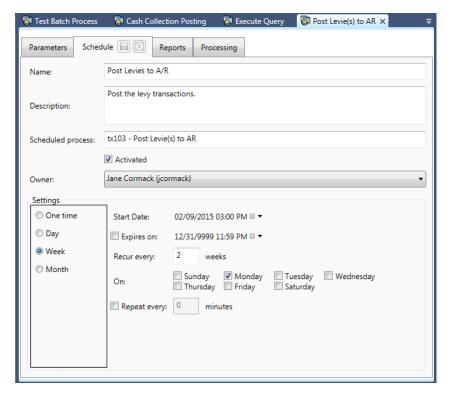
- 3. Click the calendar icon beside the **Start date** parameter and select the date and time to run the process.
- 4. Select the **Expires on** check box if applicable.
- 5. Click the calendar icon beside the **Expires on** field and select ending date and time for the process.
- 6. Enter the interval between processes in days in the **Recur every**... **days** fields. For example, if you want to run the process every day, enter **1**. If you want to run the process every two days, enter **2**, and so on.
- 7. Select the **Repeat every** check box to run the process more frequently than once a day.
- 8. Enter the minutes between processes in the **Minutes** text box.
- Click Save.



Setting Up a Schedule by Week

Use this procedure to set up a schedule for running a batch process on a weekly basis, or more frequently such as every Monday, Wednesday, and Friday, or on an hourly basis.

- 1. Set up the general information for the schedule as described at the beginning of this section. See Scheduling Batch Processes on page 106.
- 2. Select **Weekly** in the **Settings** group box.



- 3. Click the calendar icon beside the **Start date** parameter and select the date and time to run the process.
- 4. Select the **Expires on** check box if applicable.
- 5. Click the calendar icon beside the **Expires on** field and select ending date and time for the process.
- Enter the interval between processes in weeks in the Recur every...
 weeks fields. For example, if you want to run the process every week,
 enter 1. If you want to run the process every two weeks, enter 2, and so
 on.

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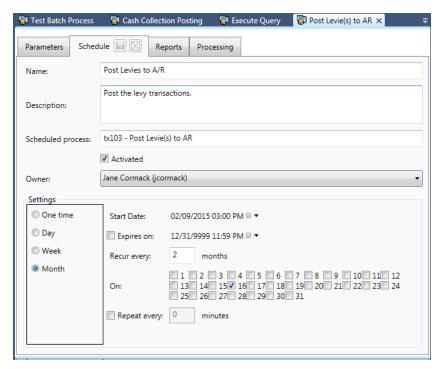


- 7. Select the day or days of the week to run the process. You can select as many days as applicable.
- 8. Select the **Repeat every** check box to run the process more frequently than once a day.
- 9. Enter the minutes between processes in the **Minutes** text box.
- 10. Click Save.

Creating a Schedule by Month

Use this procedure to set up a schedule for running a batch process on a monthly basis, or more frequently such as three or four times a month, or on an hourly basis.

- 1. Set up the general information for the schedule as described at the beginning of this section. See Scheduling Batch Processes on page 106.
- 2. Select **Monthly** in the **Settings** group box.



- 3. Click the calendar icon beside the **Start date** parameter and select the date and time to run the process.
- 4. Select the **Expires on** check box if applicable.



- 5. Click the calendar icon beside the **Expires on** field and select ending date and time for the process.
- 6. Enter the interval between processes in months in the **Recur every**... **months** fields. For example, to run the process every month, enter **1**; to run the process every two months, enter **2**; and so on.
- 7. Select the day or days of the month to run the process. You can select as many days as applicable.
- 8. Select the **Repeat every** check box to run the process more frequently than once a day.
- 9. Enter the minutes between processes in the **Minutes** text box.
- 10. Click Save.

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Global Batch Processes



The following batch processes can be used with all modules.

Batch Update

Run the *Batch Update* batch process to update one or more database columns and the applicable parcels at the same time. You can add to or replace existing values and set one or more conditions for the update. *See Batch Update on page 114*.

Execute Query

Use the Execute Query batch process to run an update query on the Govern database. You can select a query and run it on the fly or create a schedule to run the query at a later time or on a regular basis.

You can run only one query each time that you execute this batch process. However, you can create multiple schedules and associate a different query with each process. You can also create multiple batch processes of the same type and associate different reports, e-mails, and schedules with each one.

See Execute Query Batch Process on page 119.

Report Scheduler

The Report Scheduler is used to schedule a report that is not associated with a batch process but needs to be run on a regular basis. You may, for example, want to run a report every night that does not require any data from a batch process. See Report Scheduler on page 121.



Batch Update



Run the *Batch Update* batch process to update one or more database columns and update the applicable parcels at the same time. You can add to or replace existing values and you can set one or more conditions for the update.

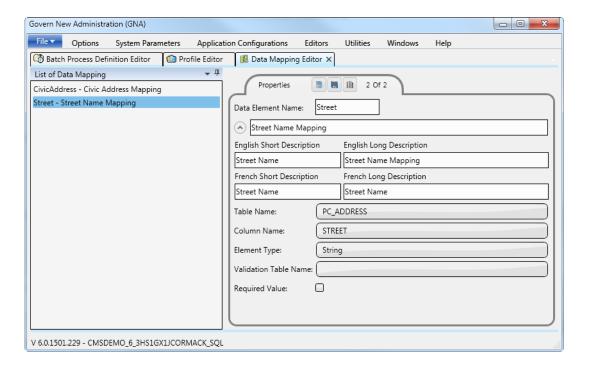
Note: It is recommended to back up your database before running this process.

Prerequisite

Create the data mapping for the tables and columns that you want to update.

To create the data mapping:

- 1. Launch GNA.
- 2. Select Editors > Data Mapping Editor.



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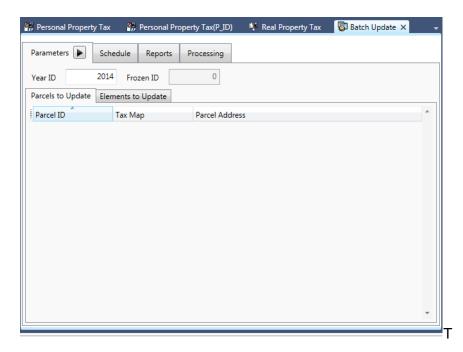
- 3. Enter a code for the element in the **Name** text box. This identifies the element in the database.
- 4. Enter descriptive names in the short and long description text boxes for the data element. The short description appears in the **Element Name** column in the **Elements to Update** tab of the *Batch Update* batch process. For details on this tab, see page 116.
- 5. Select the table from the **Table Name** drop-down list for the Govern database table that you want to update.
- 6. Select the column from the **Column Name** drop-down list that corresponds to the field you want to update.
- 7. Select the data element type, such as **String**, **Date**, or **Decimal** according to the type of data you are updating.
- 8. Click Save.

Refer to the Govern New Administration (GNA) guide for details on this editor.

Running the Batch Update

To run the Batch Update batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** Explorer.
- 3. Select Batch Update*.



^{*}The path and name of the process can vary according to the setup.

Parcels to Update

To select the parcels for the Batch Update process:

- 1. Select the **Parcels to Update** tab.
- 2. Do one of the following:
 - Select the **Search** icon to perform a search for the parcels to update.
 - Select the **Transfer from Treeview** icon to transfer all the parcels that are in the current TreeView to the batch process.

Elements to Update

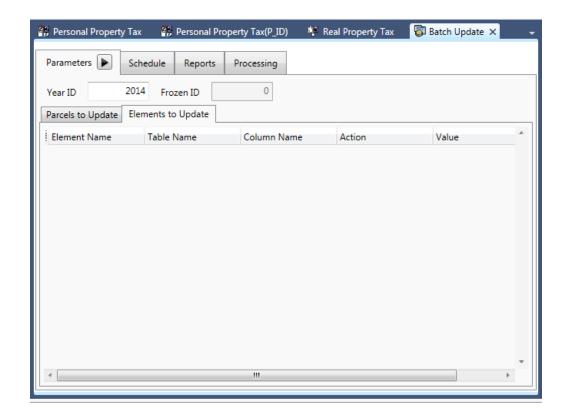
To select the elements to update:

Select the Elements to Update tab.
 This tab uses the data mapping from GNA.

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- 2. Select the element to update from the **Element Name** column.
 - The table column name and columns are automatically displayed, according to the mapping in GNA.
- 3. Select **Add** or **Replace** from the **Action** column, depending on the action you want to perform.
- 4. Enter the value in the **Value** column to add or replace.

Adding Conditions

Add a condition to the update in order to update only the parcels that correspond to specific values:

1. Click the ellipsis button in the **Conditions** column to open the Conditions window.





- 2. Click the Add button to add a column.
- 3. Select the operator, such as equal or greater than, from the **Operator** drop-down list.
- 4. Enter the value to the condition.
- 5. Repeat steps 2 to 4 if you are updating multiple columns.
- 6. Click OK.
- 7. Do one of the following:
 - Click Execute to run the process immediately.
 - Click **Schedule** to run this batch process at a later time. See Scheduling Batch Processes on page 106.

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Execute Query Batch Process



Use the Execute Query batch process to run an update query on the Govern database. You can select a query and run it on the fly or create a schedule to run the query at a later time or on a regular basis.

You can run only one query each time that you execute this batch process. However, you can create multiple schedules and associate a different query with each process. You can also create multiple batch processes of the same type and associate different reports, e-mails, and schedules with each one.

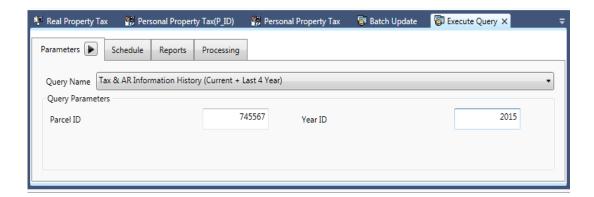
Prerequisite

Add the query that you want to use in the SQL Definition Setup Editor in GNA. The query must be an update query.

Running the Execute Query Batch Process

To run the batch process.

- 1. Launch Govern.
- 2. Open the Batch Processes Explorer.
- 3. Select Execute Query.



*The path and name of the process can vary according to the setup.



- 4. Select the query from the **Query Name** drop-down list.
- 5. Enter the required data in the **Query Parameters** text boxes.

Note: The parameters are required but vary depending on the query selected for the process.

- 6. Do one of the following:
 - Click **Execute** to run the process immediately.
 - Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 106.

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Report Scheduler



The Report Scheduler is used to schedule a report that is not associated with a batch process but needs to be run on a regular basis. You may, for example, want to run a report every night that does not require any data from a batch process.

Creating a Schedule for a report is the same as creating one for a batch process. You can set up the schedule by day, week, or month, or to be run once only.

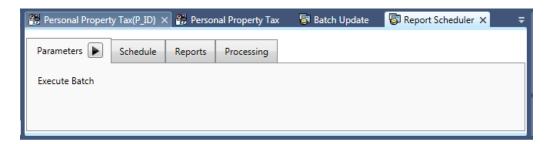
You can add multiple reports to a single schedule; so that all the reports run at the same time. Alternatively, you could create multiple schedules: one to run each report.

There are no parameters to set in Govern for the Report Scheduler.

Running the Report Scheduler

To run the batch process.

- 1. Launch Govern.
- 2. Open the Batch Processes Explorer.
- Select Report Scheduler*.



*The path and name of the process can vary according to the setup.

- 4. Do one of the following:
 - Click Execute to run the process immediately.



• Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 106.

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Govern Real Property Tax Batch Processes



This section of the guide describes the batch processes that are specific to Govern Tax.

Add Levy to Parcels

Run the Add Levy to Parcels batch process to apply a tax levy to a group of parcels. You can apply the levy to all parcels in a given assessment year. or to only those within a saved dataset and / or those that already have a specific levy applied. See Add Levy to Parcels on page 126.

Compute Formulas & Logical Expressions

Run this process to recalculate a group of selected formulas and logical expressions. Typically, this process is run when the value of a constant changes. If the constant is used in multiple formulas and expressions, you can run the batch process and update them all automatically rather than opening, modifying and saving each one. See Compute Formulas and Logical Expressions on page 128.

Compute Levies and Exemptions

Run this process to recalculate the levies and/or the exemptions after a change in tax rates or exemption amounts / percentages. See Compute Levies and Exemptions on page 130.

Finalize Tax Roll

Run the *Finalize Tax Roll* batch process to finalize the tax assessment records for a group of parcels or for all parcels in your organization. *See Finalize Tax Roll on page 132*.

Generate Bill Printing Sequence Number

Run the *Generate Bill Sequence Numbers* to generate sequence numbers for the Real Property tax bills. See *Generate Bill Printing Sequence Numbers on page 134*.

Note: Before running this batch process, run the Re-extract Mailing Index process as described under Re-extract Mailing Index on page 150.

Mailers+4 Format: Importing and Exporting Names

The *Import* and *Export Names in Mailers+4* batch processes perform name and address verification and correction on multiple records at the same time. They ensure that addresses are formatted according to the Mailers+4 American and Canadian postal standard. See *Mailers+4 Format: Importing and Exporting Names on page 136.*

Melissa Name and Address Verification

The *Melissa Name and Address Formatting* batch process is designed for users who have installed *Melissa Data* software. This software verifies names and addresses on an individual basis and ensures that they are formatted according to American and Canadian postal standards.

The Melissa Name and Address Formatting batch process updates multiple records at the same time. It could be run, for example, when multiple name and address records have been added in a batch import process. It is also recommended to run this process after running the Export Names to Mailers+4 batch process. See Melissa Name and Address Formatting on page 141.

Post Partial Billing

Run this process to post all the partial-billing records to the Govern Accounts Receivable module. See Partial Billing Posting on page 143.

Post to A/R

Run this process to transfer calculated values to the Govern Accounts Receivable module. See Posting to Accounts Receivable on page 148.

Re-Extract Mailing Index

Run the *Re-extract Mailing Index batch* process to regenerate the mailing index table and update the bill sort sequence.

When a computation is made, the sort sequence is automatically updated; however, if you make changes during the year, or if you need to print other bills, it is recommended to run this process, as well as the *Generate Bill Sequence Number* process, and the *Bill Printing* process.

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Govern Real Property Tax Batch Processes

This process updates the TAX_NOTICE_1 and TAX_NOTICE_2 columns in the TX_POST_MASTER table, according to whether the balance is due in the first or second installment. See Re-extract Mailing Index on page 150.

Tax Deferral Transfer Batch Process

Run the Tax Deferral Transfer batch process to transfer the tax deferral information and post the outcome to the Accounts / Receivable module. See Tax Deferral Transfer Batch Process on page 152.

Tax Service Organization (TSO) Batch Processes

The following batch processes are provided for TSO data:

- TSO Registration (Output) procedure: this creates an ASCII file
 containing the names of the taxpayers using a TSO service. This file does
 not include the amount of tax due or any installment information. After it is
 generated, send it to the applicable TSO companies for verification.
- TSO Bill Request (Input) procedure: this loads the updated information from the TSO company. The mailing index, billing files, and accounts receivable information, such as TSO and bank number, are updated.
- **TSO Tax Amount (Output)** procedure: this generates a file containing the amount due for each taxpayer per installment.
- TSO Batch Payment Generation (Input) procedure: this uploads the tape containing the payment information from the TSO to Govern.

See TSO Batch Processes on page 154.

Update Owner in Mailing Index

Run this process to ensure that the Real Property Mailing Index is up to date with all the current owners. This process verifies the current mailing index. If the owner field contains the previous owner, it updates this with the current owner from the PC_OWNER table. See Update Owner Data in Mailing Index on page 163.



Add Levy to Parcels

Overview

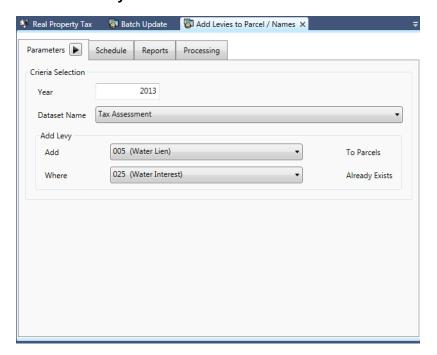
Run the *Add Levy to Parcels* batch process to apply a tax levy to a group of parcels. You can apply the levy in a variety of ways:

- To all parcels in a given assessment year
- To the parcels within a saved dataset
- To the parcels that already have a specific levy applied

Use the following procedure to set up the *Add Levy to Parcels* batch process. You can then click **Execute** to run the process immediately or **Schedule** to run it at a later date or on a regular basis.

To run the batch process

- 1. Launch Govern.
- 2. Open the Batch Processes explorer.
- 3. Select Add Levy to Parcels *



^{*}The path and process name can vary according to the setup in GNA.

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Add Levy to Parcels

- 4. Enter the tax assessment year in the **Year** text box.
- 5. Select a saved dataset from the **Dataset Name** drop-down list to run the process on the saved dataset.

For details about creating and using saved datasets, see *Add Levy to Parcels on page 126*.

- 6. Do one of the following:
 - Click **Execute** to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.



Compute Formulas and Logical Expressions



Run the *Compute Formulas and Logical Expressions Batch Process* to update multiple formulas and logical expressions in the Real Property Tax Billing subsystem at the same time. You can run the process for a specific year or on a saved dataset if required.

Typically, this process is run when the value of a constant changes; for example, at the start of a new fiscal year. If the constant is used in multiple formulas and expressions, you can run the batch process to automatically update all at once, rather than opening, modifying and saving each one.

Note: Formulas and Logical Expressions are automatically run in the required order of computation. All dependencies are calculated first. For example, if a calculation in a logical expression is dependent on the result of a calculation in a formula, the formula is calculated first.

Setting Up the Compute Formulas and Logical Expressions Batch Process

Use the following procedure to set up the *Compute Formulas and Logical Expressions* batch process. You can then click **Execute** to run the process or immediately or **Schedule** to run it at a later date or on a regular basis.

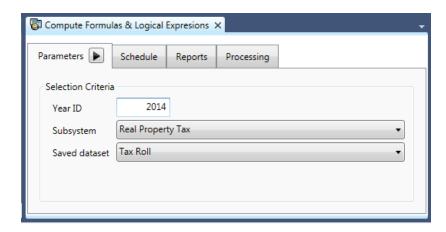
To set up the batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Compute Formulas and Logical Expressions*.

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Compute Formulas and Logical Expressions



- *The path can vary according to the setup in the Govern System Configuration and Administration.
- 4. Select Real Property Tax from the Subsystem drop-down list.
- 5. If you want to compute the formulas and logical expressions for a selected group of parcels only, you need to create and save a new dataset or use an existing one. For further details, see Running a Batch Process on a Saved Dataset on page 100.
- 6. Enter the fiscal year for the records you want to update in the **Year ID** text box.
- 7. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date
 or on a regular basis. Refer to the Govern Batch Processing guide for
 details on scheduling batch processes.



Compute Levies and Exemptions

Overview

The Compute Levy and Exemption form is used to recompute the levies and/ or exemptions after a change in the tax rates, exemption amounts, or percentages.

To run the batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Compute Levies and Exemptions*.



*The path and process name can vary according to the setup in GNA.

- 4. Enter the tax assessment year in the **Year** text box.
- 5. Do one of the following:
 - Select Check Exemption Dates to verify the last date that the
 exemption value was modified. If the change was made after the last
 assessment, recompute the exemptions and applicable levies.
 - Leave this option unchecked to recompute all levies and exemptions.

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Compute Levies and Exemptions

Select Final Compute if you are ready to close the current fiscal year. This process copies all Real Property values from the current year to the next fiscal year.

Note: It is recommended to run the computation before running the Final Compute.

- 7. If you want to compute the levies and exemptions for a selected group of parcels only, you need to create and save a new dataset or use an existing one. For further details, see Running a Batch Process on a Saved Dataset on page 100.
- 8. Select the A/R Cycle from the Cycle Code drop-down list.

This is a required field. The A/R Cycle is associated with the A/R Class Code in the administrative setup for Real Property Tax.

- 9. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.



Finalize Tax Roll



Run the *Finalize Tax Roll* batch process to finalize the tax assessment records for a group of parcels or for all parcels in your organization. This process sets the HISTORY_ONLY field to -1 on the selected parcels in the TX_RE_ ASSESSMENT table.

Note: This process is a requirement when you change to a new fiscal year.

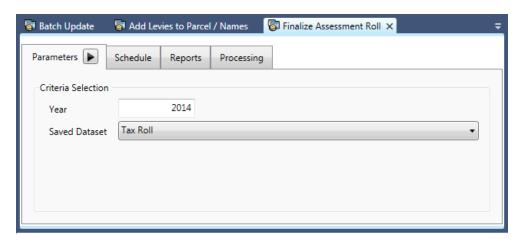
Prerequisite

A Saved Dataset is required for selecting the parcels for running the batch process. See Running a Batch Process on a Saved Dataset on page 100.

Running the Finalize Tax Roll Batch Process

To run the Finalize Tax Roll batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Finalize Tax Roll*



*The path and file name can vary according to the setup in GNA.

4. Enter the fiscal year of the records you are finalizing in the **Year** text box.

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- 5. Do one of the following:
 - Select All Parcels to finalize all the tax assessment records in your organization for the fiscal year.
 - If you want to finalize the tax roll for a selected group of parcels only, you need to create and save a new dataset or use an existing one. For further details, see Running a Batch Process on a Saved Dataset on page 100.
- 6. Do one of the following:
 - Click Execute to run the process immediately.
 - Click **Schedule** to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.



Generate Bill Printing Sequence Numbers



Run the *Generate Bill Sequence Numbers batch process* to generate sequence numbers for the Real Property tax bills. Sequence numbers are generated in the Mailers+4 Format or by adding one to the last sequence number depending on which option you are using. Bills are saved to the TX_POST_MASTER table.

Tip: Run the *Re-extract Mailing Index Batch Table* batch process prior to this process to ensure that the mailing index is up to date. *See Re-extract Mailing Index on page 150.*

If you are using Melissa Data address verification software, run the Import and Export Mailers+4 and Melissa Names and Address formatting batch processes to ensure that all names and addresses are formatted correctly. See Mailers+4 Format: Importing and Exporting Names on page 136 for details.

Running the Bill Printing Sequence Batch Process

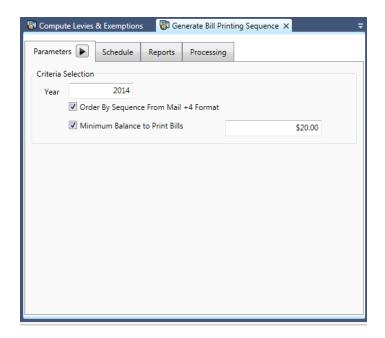
To run the Bill Printing Sequence Numbers batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processing** explorer.
- 3. Select Generate Bill Printing Sequence Numbers*.

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Generate Bill Printing Sequence Numbers



- *The path varies according to the setup in GNA.
- 4. Enter the fiscal year for the tax records in the **Year** parameter.
- 5. Select **Sequence from Mail +4 Format** if you are using Mail +4 Format. Otherwise, leave this option blank.
- 6. Select **Minimum Balance to Print Bills** and enter a minimum balance for the printed bills. If tax bills are less than this amount, they are not printed.
 - The amount that you enter in this field is displayed each time you open the form. To change the amount, reselect this option.
- 7. Do one of the following:
 - Click **Execute** to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date
 or on a regular basis. Refer to the Govern Batch Processing guide for
 details on scheduling batch processes.



Mailers+4 Format: Importing and Exporting Names

Overview

The *Import* and *Export Names in Mailers+4* batch processes perform name and address verification and correction on multiple records at the same time. They ensure that addresses are formatted according to the Mailers+4 American and Canadian postal standard.

For Real Property Tax, the batch processes are run in the following order:

- 1. Run the Export Mailers+4 Batch Process.
- 2. Run the Melissa Name and Address Formatting Batch Process. See *Melissa Name and Address Formatting on page 141.*
- 3. Run the Import Mailers+4 Batch Process. See Import Names in Mailers+4 Format on page 139.
- 4. Run the Generate Bill Printing Sequence Number. This populates the TX_POST_ MASTER table with the required billing data. See Generate Bill Printing Sequence Numbers on page 134.

Prerequisite

Before running this process, calculate the billing data and post the information to Accounts / Receivable.

Export Names in Mailers+4 Format

The Export Names in Mailers+4 Format process creates an Access database file with the name records for the properties with calculated assessments. This process adds the following parameters to the file.

- SEQUENCE: This is the Mail Distribution Sequence
- CRRT: This is the Carrier Route Code
- DPBC: This is the Delivery Point
- CONTAINER_NUMBER
- PACKAGE_NUMBER

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Mailers+4 Format: Importing and Exporting

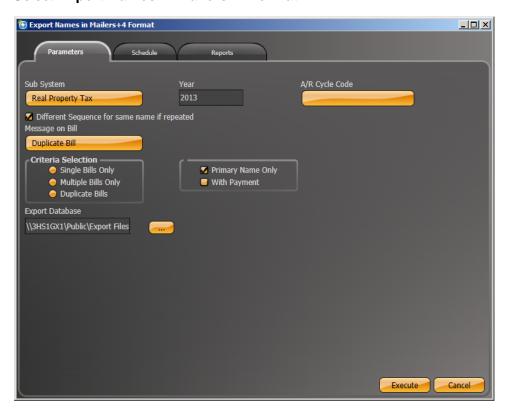
Once this file is generated, run the Melissa Address Verification software to update the name and address records with this information.

Next, run the *Import Names in Mailers+4 Format* to update the NA_ NAMES table with the formatted data.

Accessing the Export Names in Mailers+4 Format Process

To access the Export Names in Mailers+4 Format batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Export Names in Mailers+4 Format*.



*The path varies according to the setup in GNA.

4. Select the subsystem from the **Subsystem** drop-down list.



5. If you selected **Real Property Tax**, select the A/R Cycle from the **A/R** Cycle Code drop-down list.

Note: This field is enabled only if **A/R Master by Cycle Code** is selected on the *Accounts Receivable General Parameters* form. *Refer to the Accounts Receivable guide for details.*

6. Select the **Different Sequence for Same Name if Repeated** option in order to generate a new bill sequence number for a name if more than one record exists for the name.

For example, the same name may be listed for two or more subsystems in the POST_MASTER table, once under *Real Property Tax* and again under *Motor Vehicle Excise Tax*.

Otherwise, deselect this option to use the same sequence number for all records associated with a name.

- 7. Select one of the following from the **Message on Bill** drop-down list in order to process the bills with an associated message only.:
 - Duplicate Bill
 - Duplicate Second Half Bill
 - For Information Only
 - General
 - Mortgage Bill
 - Owner with Mortgage
 - Receipt
 - Third Party Notification

Otherwise, leave this field blank to copy all names, regardless of the associated message.

The messages are defined in the Bill Messages Setup form, in Govern Admin (Table: VT_USR_ MESSBILL). Refer to the Govern Super User guide for details on this process.

- 8. Select one of the following to add another filter to the process:
 - Single Bills Only: Select this option to process only the names that
 are associated with single bills. The Single Bill setting is flagged in
 TX_POST_MASTER after an initial posting is made in the fiscal year.
 This indicates that a single property is associated with the name.
 - Multiple Bills Only: Select this option to process only the names that
 are associated with multiple bills. The Multiple Bill field is flagged in
 TX_POST_MASTER after an initial posting is made in the fiscal year.
 This indicates that multiple properties are associated with the name.

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Mailers+4 Format: Importing and Exporting

- Duplicate Bills Only: Select this option to process only the names that are associated with duplicate bills. This also includes the names for which the Duplicate Bill Requested option is selected.
- Select the **Primary Name** only to run the process only on the names that
 are selected as the primary index, in the Mailing Index, or as the temporary
 owner(s) if the primary index is inactive.
- 10. Select **With Payments** to run the process only on the names associated with accounts with payments.
- 11. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.

Import Names in Mailers+4 Format

The *Import Names in Mailers+4 Format* process imports the Access database file that was updated with the Mailers+4 Format data in the NA_NAMES table.

Prerequisite

Run the Export Names in Mailers+4 Format and the Melissa Name and Address Formatting batch processes.

Once the database file is updated, run the *Import Names in Mailers+4 Format* to update the NA NAMES table with the formatted data.

Accessing the Import Names in Mailers+4 Format Process

To access the *Import Names in Mailers+4 Format batch process*:

- 1. Launch Govern.
- 2. Open the Batch Processes explorer.
- 3. Select Import Names in Mailers+4 Format*.





- *The path varies according to the setup in GNA.
- 4. Select the subsystem, from the **Subsystem** drop-down list, that was selected when the export file of Mailers+4 data was generated.
- 5. Click the ellipsis button and select the path and file containing the exported file of the Mailers+4 data.

Note: It is recommended to use UNC format for this path.

- 6. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date
 or on a regular basis. Refer to the Govern Batch Processing guide for
 details on scheduling batch processes.
- 7. When the process is complete, run the Generate Bill Printing Sequence Numbers batch process and select the Use Sequence from Mailers+4 Format option. See Generate Bill Printing Sequence Numbers on page 134.

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Melissa Name and Address Formatting



The *Melissa Name and Address Formatting* batch process is designed for users who have installed *Melissa Data* software. This software verifies names and addresses on an individual basis and ensures that they are formatted according to American and Canadian postal standards.

The Melissa Name and Address Formatting batch process updates multiple records at the same time. It could be run, for example, when multiple name and address records have been added in a batch import process. It is also recommended to run this process after running the Export Names to Mailers+4 batch process. See Export Names in Mailers+4 Format on page 136.

It verifies the records with the Melissa software. Then it formats the name and address data, in the FREE_LINE_1 through FREE_LINE_6 columns of NA_NAMES, according to the Country Format set in the System Registry.

Prerequisite

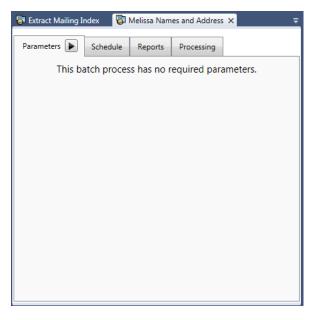
Melissa Data software must be installed. For details, refer to the Installation of Melissa Data & Intelligent Mail Barcode guide.

Accessing the Melissa Batch Process

To access the Melissa Name and Address Formatting batch process:

- 1. Launch Govern.
- Select the Batch Processes >explorer.
- 3. Select Melissa Name and Address Formatting*.





*The path varies according to the setup in GNA.

There are no parameters for this batch process.

- 4. Do one of the following:
 - Click **Execute** to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.

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Partial Billing Posting

Overview

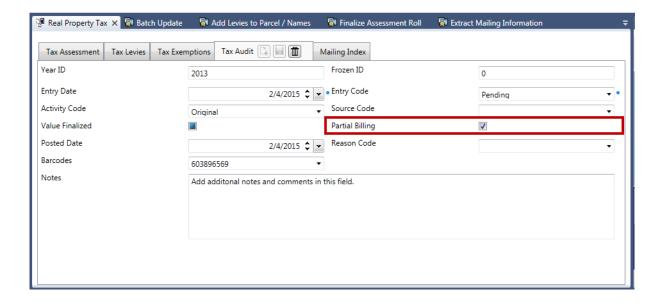
Run the *Partial Billing Posting* batch process to generate partial billing records and post them to the Govern Accounts Receivable subsystem.

The Partial Billing Posting process creates records in the following tables:

- AR MASTER
- AR SUMMARY
- AR DETAIL
- AR GL TRANSACTIONS
- USR_AUDIT_POSTING.

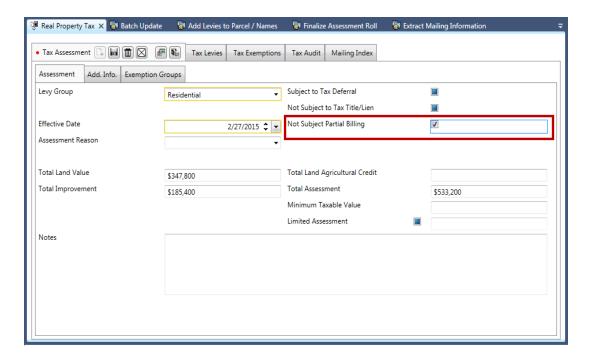
Conditions

This Partial Billing Posting batch process creates a Partial Billing record for all parcels that have a Tax Audit record with the **Partial Billing** option selected, as in the following screen shot.



Exception

If **Not Subject to Partial Billing** is selected on the *Tax Assessment* form, a partial billing record is not created for the applicable parcel.



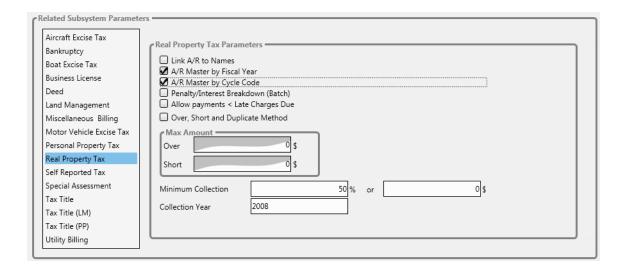
Cycle Code

The Cycle Code is a required field if the **A/R Master by Cycle Code** option is selected for the Real Property Tax subsystem on the *Accounts Receivable General Parameters* form in Govern Admin.

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Partial Billing Posting



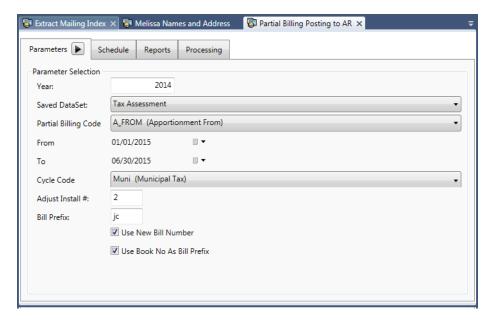
Refer to the *Govern Accounts Receivable* guide for details on defining the Real Property Tax parameters for accounts receivable

Running the Partial Billing Posting Batch Process

To run the Partial Billing Posting batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Partial Billing Posting*.





- *The path varies according to the setup in GNA.
- 4. Enter the fiscal year for the tax records in the **Year** text box.
- 5. Select a dataset from the **Saved Dataset** field if applicable.
 - If you want to run the *Partial Billing Posting* on a selected group of parcels only, you need to create and save a new dataset or use an existing one. See *Running a Batch Process on a Saved Dataset on page 100*.
- 6. Select a range of dates using the calendars in the **From** and **To** text boxes in order to run the process on records created within certain dates only.
- 7. Select the A/R cycle from the **Cycle Code** drop-down list.
 - This is a required field if your organization defines Real Property Tax by Cycle Code. The A/R Cycle is associated with the A/R Class Code in the administrative setup for Real Property Tax.
- 8. Enter an installment number from the **Adjust Instal#** to run the process on records for a specific installment.
- 9. Enter a prefix for the partial billing posting records in the **Bill Prefix** text box if applicable.
- 10. Select the **Use New Bill Number** if you want to generate a new bill number for the partial billing posting.
 - Deselect this option if you want to use the same bill number as the tax assessment.
- 11. Do one of the following:

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Partial Billing Posting

- Click **Execute** to run the process immediately.
- Click Schedule to create a schedule to run the process at a later date
 or on a regular basis. Refer to the Govern Batch Processing guide for
 details on scheduling batch processes.



Posting to Accounts Receivable

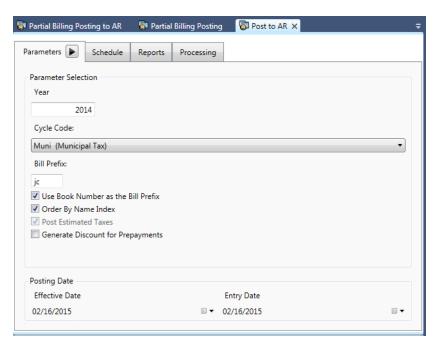
Overview

Run the *Posting to A/R* batch process to transfer the computed Real Property tax values to the Govern A/R tables and update the required G/L records.

When you run the *Posting to A/R* batch process, a new *Tax Audit* record is created for all selected parcels. The Entry Code for these records is set to Original. The Frozen ID is updated and a new entry is listed in the History Panel. *For further details*, see *Tax Audit on page 76*.

To run the Posting to A/R batch process

- 1. Launch Govern.
- 2. Open the Batch Processes explorer.
- 3. Select Post to A/R*.



- *The path can vary according to the setup in GNA.
- 4. Enter the tax assessment year in the **Year** text box.
- 5. If you want to run the *Posting to A/R* for a selected group of parcels only, you need to create and save a new dataset or use an existing one. *For*

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Posting to Accounts Receivable

- further details, see Running a Batch Process on a Saved Dataset on page 100.
- Select the A/R cycle from the Cycle Code drop-down list.
 This is a required field. The A/R Cycle is associated with the A/R Class Code in the administrative setup for Real Property Tax.
- 7. Select the **Order by Name Index** option to sort the bills by the Name Index (NA_ID) instead of Parcel Index (P_ID).
- 8. Select Post Estimated Tax to post the estimated tax amounts. This option is displayed if Use Estimated Tax is selected on the Govern Tax > Real Property Tax > General Parameters form in GNA. The amount is calculated as described in the Administrator section of this guide.
- Select Generate Discount for Prepayments if you want to calculate and apply the discount to prepayments. Otherwise, the discount is applied to full payments only.
- 10. Do one of the following:
 - Click **Execute** to run the process immediately.
 - Click **Schedule** to create a schedule to run the process at a later date or on a regular basis. *Refer to the Govern Batch Processing guide for details on scheduling batch processes.*



Re-extract Mailing Index

Overview

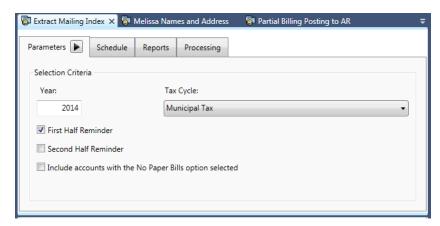
Run the *Re-extract Mailing Index Batch Table* process to regenerate the mailing index table and update the bill sort sequence.

When a computation is made, the sort sequence is automatically updated; however, if you make changes during the year, or if you need to print other bills, it is recommended to run this process, as well as the *Generate Bill Sequence Number* process, and the *Bill Printing* process.

This process updates the TAX_NOTICE_1 and TAX_NOTICE_2 columns in the TX_POST_MASTER table, depending on whether the balance is due in the first or second installment.

To access the batch process:

- 1. Launch Govern.
- 2. Open the Batch Processes explorer.
- 3. Select Re-extract Mailing Index*.



- 4. Enter the year in which the tax bills are saved in the **Year** text box.
- 5. Select **First Half Reminder** to extract the names that have a remaining balance for the first installment.

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Re-extract Mailing Index

6. Select **Second Half Reminder** to extract the names that have a remaining balance for the second installment.

Note: Select both options (First Half Reminder and Second Half Reminder) to extract the names that have a remaining balance after the second half.

- 7. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date or on a regular basis. Refer to the Govern Batch Processing guide for details on scheduling batch processes.



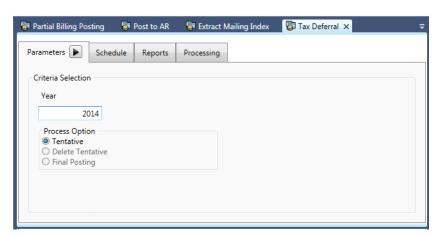
Tax Deferral Transfer Batch Process

Overview

Run the *Tax Deferral Transfer* batch process to transfer the tax deferral information and post the outcome to the *Accounts / Receivable* module.

To run the Tax Deferral batch process:

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Tax Deferral*



- *The path varies according to the setup in GNA.
- 4. Enter the fiscal year for the tax records that you want to transfer in the **Year** text box.
- 5. Select **Tentative** to transfer the tax records to the AR_DETAIL table without finalizing them. You can delete the records created using this option.
- 6. Select **Delete Tentative** to delete the records created through a Tax Deferral Transfer process using the Tentative option.
- Select Final Posting to post the tax deferral records to the Govern Accounts Receivable subsystem. As with the Tentative option, records are created in the AR_DETAIL table, but are final. Posted records cannot be modified or deleted.
- 8. Do one of the following:
 - Click **Execute** to run the process immediately.

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Tax Deferral Transfer Batch Process

Click Schedule to create a schedule to run the process at a later date
or on a regular basis. Refer to the Govern Batch Processing guide for
details on scheduling batch processes.



TSO Batch Processes



Processing Tax Service Organization (TSO) Data

Four procedures are included for processing TSO data. Typically, only the TSO Tax Amount (Output) and TSO Batch Payment Generation (Input) procedures are used. If you are running all four, it is important to proceed in the following order:

- 1. Run the **TSO Registration (Output)** procedure: this creates an ASCII file containing the names of the taxpayers using a TSO service. This file does not include the amount of tax due or any installment information. After it is generated, send it to the applicable TSO companies for verification.
- On receiving the updated files from TSO companies, run the TSO Bill Request (Input) procedure: this loads the updated information from the TSO company. The mailing index, billing files and accounts receivable information, such as TSO and bank number, are updated.
- 3. Run the **TSO Tax Amount (Output)** procedure: this generates a file containing the amount due for each taxpayer per installment.
- 4. Run the **TSO Batch Payment Generation (Input)** procedure: this uploads the tape containing the payment information from the TSO to Govern.

TSO Registration (Output)

Run this procedure to generate an ASCII file containing all your TSO accounts or refine it to include only those from a specific organization. This file contains the names of the taxpayers using a TSO service without including the tax amount or installment information. It is sent to the applicable TSO companies for verification.

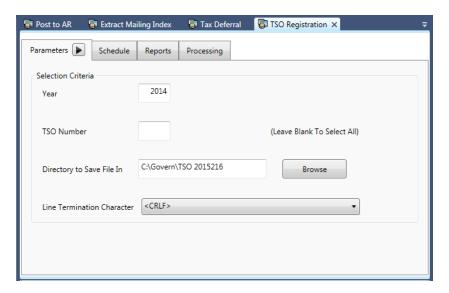
To run the batch process:

- 1. Launch Govern.
- 2. Select Batch Processes > TSO Registration*.

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- *The name of the process and the path can vary according to the administrative setup in GNA.
- 3. Enter the default fiscal year of the department. This is the year displayed in the Profile tab at the top of the form.
 - This is a required field. The batch process is separate from the Govern application.
- 4. Enter the **TSO number** or leave the file blank to process all accounts.
- 5. Click **Browse** and select the directory where you want to save the TSO Registration file generated by the process.
- 6. Select the **Line Terminator** for the file: **None**, Carriage Return (**CR**) or Carriage Return Line Feed (**CRLF**).
- 7. Do one of the following:
 - Click Execute to run the process immediately.
 - Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 24.

TSO Bill Request (Input)

Run this procedure to load the updated information from the TSO company. The mailing index, billing files and accounts receivable information, such as TSO and bank number, are updated.

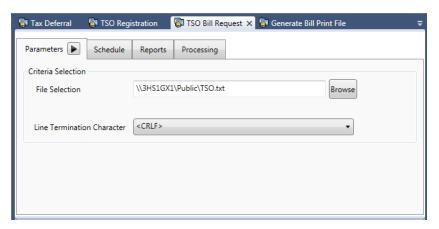
- Additions, such as new parcels are marked by an A.
- Changes or corrections are marked by a C.



 Deletions to indicate the TSO company no longer services the specified parcels are marked by a D.

To run this batch process:

- 1. Launch Govern.
- 2. Open the Batch Processes explorer.
- 3. Select TSO Bill Request *.



- *The name of the process and the path can vary according to the administrative setup in GNA.
- 4. Click the **Browse** button and select the file that you are importing.
- 5. Select Carriage Return (CR) or Carriage Return / Line Feed (CRLF) from the Line Termination Character drop-down list.
- 6. Do one of the following:
 - Click Execute to run the process immediately.
 - Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 24.

TSO Tax Amount (Output)

Run this procedure to generate a file containing the amount due by *Accounts / Receivable Cycle* for each taxpayer.

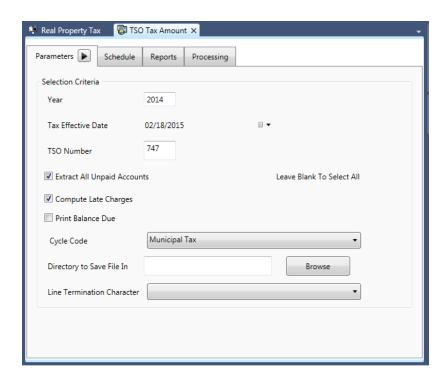
To run the TSO Tax Amount (Output) batch process:

- 1. Launch Govern.
- Select Batch Processes > TSO Tax Amount (Output)*.

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TSO Batch Processes



- *The name of the process and the path can vary according to the administrative setup in GNA.
- 3. Enter the **TSO Number** for which you want to generate the data or leave this file blank to generate a file with all TSO payments.
- Select Extract Only Unpaid Accounts to add records only from accounts with a balance above zero. Deselect this checkbox to process all accounts.
- 5. Enter the **Year** or leave this field blank to generate data from all years.
- Select the Cycle Code; this is a levy group; for example, school, county, district. You can leave this field blank to generate data from all cycles (Table: VT_USR_ARCYCLE).
- 7. Select **Compute Late Charges** to add the late charges to the file.
- 8. Select **Print Balance Due** to include the total amount owed for each account. Deselect this option to include only the amount billed. For example, if the balance can be paid installments, deselect this option. Select this option to print only the amount owed for the installment.
- 9. Select **None**, Carriage Return (**CR**) or Carriage Return / Line Feed (**CRLF**) from the **Line Terminator Character** drop-down list.
- 10. Do one of the following:

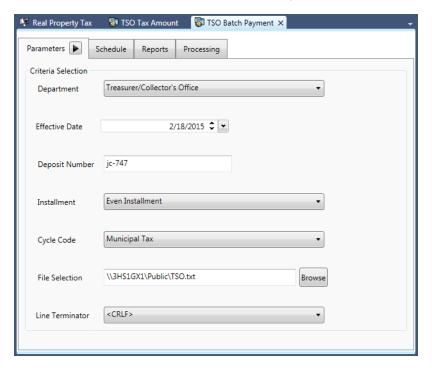
- Click Execute to run the process immediately.
- Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 24.

TSO Batch Payment Generation

Run this procedure to import a file containing payment information by installment from the TSO to Govern.

To run this batch process:

- 1. Launch Govern.
- 2. Select Batch Processes > TSO Batch Payment Generation*.



*The name of the process and the path can vary according to the administrative setup in GNA.

- 3. Select the **Installment** for the payments; for example, first, second or third (Table: VT_USR_INSTALL).
- 4. Select the **Line Terminator**: **None**, Carriage Return (**CR**) or Carriage Return / Line Feed (**CRLF**)
- 5. Do one of the following:

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- Click Execute to run the process immediately.
- Select the **Schedule** tab to set up a schedule for the batch process. See Scheduling Batch Processes on page 24.

TSO File Layout

The TSO file is used to record the properties on which the taxes are paid by or through a financial service institution or tax service organization.

- 1. The municipality sends the TSO file to the financial service institution or tax service organization (TSO).
- 2. The organization filters the file so that it contains only the properties for which they are paying taxes.
- The organization fills in the amounts they are paying in the applicable installment field, first, second, third or fourth, and in the TSO Total Due field.
- 4. The organization returns the TSO file to the municipality with a check for the sum of the amounts in the TSO Total Due fields.

TSO File Layout

Field	Type / Length	Starting / Ending Position	Q	R	В	Р	Comment	Standard Field
							** Parameter for Effective Date	N
Action Code	Char 1	1/1	М				A = Add, C = Change, D = Delete	Υ
TSO Number	Char 3	2/4	М	Υ	Υ	М	Left justify, blank fill	Υ
Bank ID	Char 12	5 / 16	М	Υ	Υ	М	Left justify, blank fill	Υ
Loan Number	Char 30	17 / 46	М	Υ	Υ		Left justify, blank fill	Υ
Tax Map Number	Char 26	47 / 72	М	Υ	Υ	Υ	Left justify, blank fill	Υ
Tax Year	Char 4	73 / 76			Υ	Υ	Fiscal Year	Υ
Cycle Number	Char 15	77 / 91			0		Blank fill	Υ



Field	Type / Length	Starting / Ending Position	Q	R	В	Р	Comment	Standard Field
Bill Number Prefix	Char 26	92 / 93			0		Left justify, blank fill	Υ
Bill Number Sequence	Char 8	94 / 101			Υ		Left justify, blank fill	Υ
Barcode Number	Char 8	102 / 109			Υ	М	Left justify, blank fill	Υ
Item Number (Short Key)	Char 8	110 / 117		0	0		Blank fill	Υ
First Installment Amount	Char 12	118 / 129			Υ	М	First Quarter Amount Being Paid or 0.00	Υ
First Installment Code	Char 1	130 / 130			Υ		" "or "P" (P = Paid)	Y
Second Installment Amount	Char 12	131 / 142			0		Second Quarter Amount Being Paid or 0.00	Υ
Second Installment Code	Char 1	143 /143			0		" "or "P" (P = Paid)	Y
Third Installment Amount	Char 12	144 / 155			0		Third Quarter Amount Being Paid or 0.00	Y
Third Installment Code	Char 1	156 / 156			0		" "or "P" (P = Paid)	Y
Fourth Installment Amount	Char 12	157 /168			0		Fourth Quarter Amount Being Paid or 0.00	Y
Fourth Installment Code	Char 1	169 / 169			0		" "or "P" (P = Paid)	Υ
TSO Total Due	Char 12	170 / 181			Υ	М	Total Amount being paid Left justify, blank fill	Y
Paper Bill	Char 1	182 / 182	М	Υ			Y = Yes, N = No	Y
Receipt Request	Char 1	183 / 183				Υ	Y = Yes, N = No	Υ
Delinquent Flag	Char 1	184 / 184			Υ		Y = Yes, N = No	Υ
Arrears Flag	Char 1	185 / 185			Υ		Y = Yes, N = No	Υ

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TSO Batch Processes

Field	Type / Length	Starting / Ending Position	Q	R	В	Р	Comment	Standard Field
Owner Name	Char 50	186 /235		Υ	Υ		Left justify, blank fill	Υ
Property Location	Char 50	236 / 285		Υ	Υ		Left justify, blank fill	Υ
Municipality Code	Char 3	286/288			М	М	PC_AREA.DIST_CITY	N
First Net Tax	Char 12	289/300			М	М	Balance on parcel minus Discount	N
First Gross Tax	Char 12	301/312			М	М	Balance on parcel	N
Penalty Amount	Char 12	313/324			М	М	Penalty amount due	N
Interest Amount	Char 12	325/336			М	М	Interest amount due	N
CFHI #*	Char 5	337/341				0	CFHI # of banked served by TSO	N
CR / LF	Char 2	342/343					Optional	Υ

*Notes: Logic is included to check for the Homeowner lock prior to changing the Mailing Index and to assign the Mortgage Company as the Mailing Index rather than the TSO when there is a matching CFHI #.

Legend	
Symbol	Definition
Q	Bill Request (From TSO)
R	Registration (To TSO)
В	Tax Bills (To TSO)
P	Payments (From TSO)
M	Mandatory
Υ	Present
0	Optional



Field Definitions					
Field	Definition				
Char	Character String				
Numeric	May include spaces, left or right justified, no comma, and no decimal point				
Currency	May include spaces, decimal point optional, sign optional to the left				

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Update Owner Data in Mailing Index

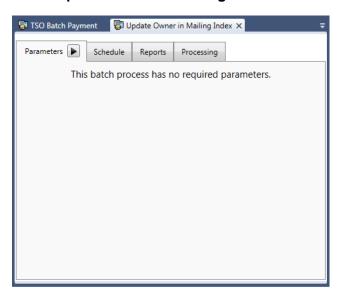
Overview

Run this process to ensure that the Real Property Mailing Index is up to date with all the current owners. This process verifies the current mailing index. If the owner field contains the previous owner, it updates this with the current owner from the PC_OWNER table.

There are no parameters for this process.

To run the batch process

- 1. Launch Govern.
- 2. Open the **Batch Processes** explorer.
- 3. Select Update Owner in Mailing Index*.



*The path can vary according to the setup in GNA.

- 4. Do one of the following:
 - Click Execute to run the process immediately.
 - Click Schedule to create a schedule to run the process at a later date
 or on a regular basis. Refer to the Govern Batch Processing guide for
 details on scheduling batch processes.