201-all-egov-ACH Debit & Credit

Feature in Govern / eGovern V6

Release 6.0/6.1 Version 1

Last Revision Update: 2016/10/28

Version History

Version	Date	Modify By	Description
1.0	2016/06/13	Olusegun Olaniyan	Create document

Disclaimer

Harris Govern has taken due care in preparing this manual. However, nothing contained herein modifies or alters in any way the standard terms and conditions of the purchase, lease, or license agreement by which the product was acquired, nor increases in any way the liability of MS Govern to the customer.

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BACK HISTORY (DELETE) .... **Error! Bookmark not defined.**

OVERVIEW

There is an option to address the business need that requires a Govern Business Tax or online eGovern user to settle the balance of a Business Tax Filing via ACH. When configured by an administrator, any filing made through Govern Business Tax, or online through eGovern, can require that the balance amount be settled at the same time. An example workflow that illustrates the functioning is as follows: Filings are made through Govern and the eGovern. Twice a month an ACH file is created through the general batch process for transactions that will be drawn from bank accounts (i.e. Generate ACH Web Payment File). A taxpayer can then elect to apply an ACH credit wherein the taxpayer will contact their bank and request that a transfer from their account be made to the City. Internal to the Govern system, this option addresses the following four states/scenarios in Govern Business Tax and the eGovern:

- Zero filer entries
- Manual ACH debit entries
- Automatic ACH
  a. Automatic ACH debits
  b. Automatic ACH Credits

NOTE: Automated ACH Debits and Credits are addressed through the same process.

USER INTERFACE

As there is no debit/credit implication for users filing a Zero Filer, a user option is not required to address this state. As indicated earlier, Automatic ACH Debits and Credits are managed through the same user option. Therefore the two options that are presented to user in the interface are controls for a manual ACH payment entry, and an automatic ACH credit/debit payment – note that user is responsible for notifying their banking institute.

Available Options

ACH manual payment

This option is presented when the user is submitting their filing for a period. Internally the following will occur:

- Filing period is posted
- ACH Payment is generated using the Bank Account and Routing Number that is entered by the user.
- Additionally, a record is generated in (Table: **ACH_PAYMENTS**).

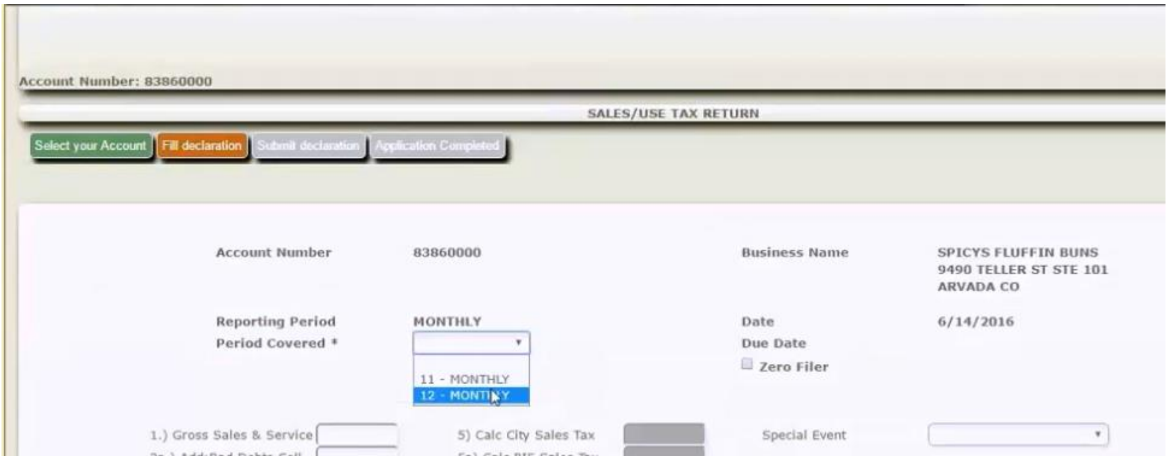
ACH credit payment

This option is presented when the user is submitting their filing for a period and selects ACH Credit as the filing submission option. Internally the following will occur:

- The filing period is posted

- An ACH Payment is generated in (Table: **AR_DETAIL**) records
- The **ACH_CREDIT** flag is set to **TRUE** for the submitted period in (Table: **ST_FILINGS_FIELDS.ACH_CREDIT**).

Appearance in the eGovern


Select your Account
Fill declaration
Submit declaration
Application Completed

Account Number: 83860000

SALES/USE TAX RETURN

Account Number 83860000

Business Name SPICYS FLUFFIN BUNS
9490 TELLER ST STE 101
ARVADA CO

Reporting Period MONTHLY

Period Covered *

11 - MONTHLY
12 - MONTHLY

Date 6/14/2016

Due Date

☐ Zero Filer

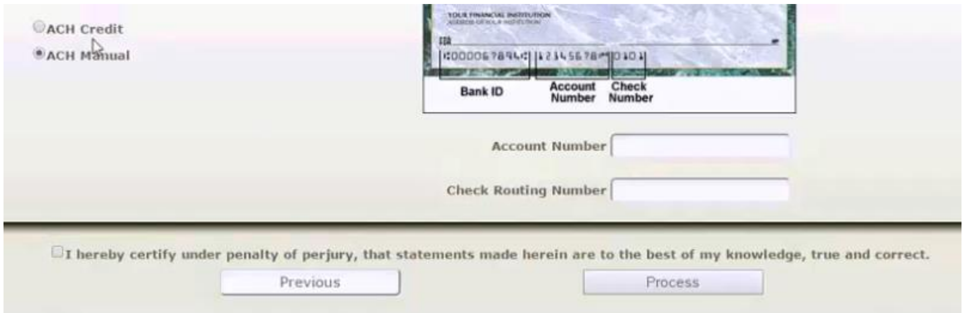
1.) Gross Sales & Service

5) Calc City Sales Tax

Special Event

Users will not immediately notice a change in the Self-Reported Business Tax interface for the eGovern; users will select their period as usual, but now when users scroll to the bottom of the interface, there will be the two (2) aforementioned options to generate ACH payments:

- **ACH Credit** – If an ST Account has been set up, the *City Account* and the *City Check Routing Number* are used, otherwise the City's account setting is used.
- **ACH Manual** – User must manually enter an *Account Number* and *Check Routing Number* in the parameters.


YOUR FINANCIAL INSTITUTION
Bank ID
Account Number
Check Number
Previous
Process

○ ACH Credit
● ACH Manual

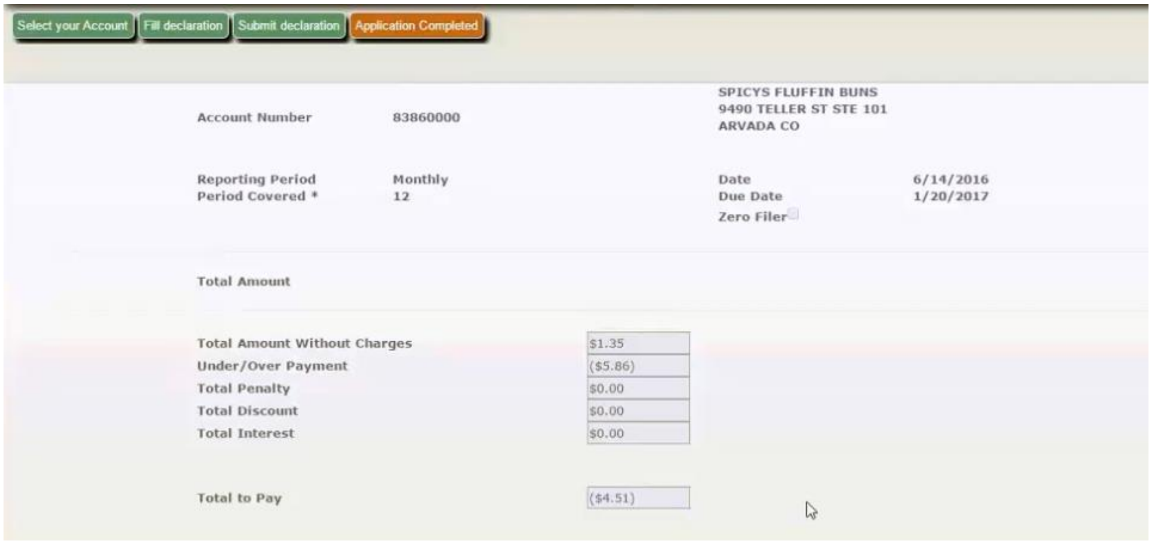
Account Number

Check Routing Number

☐ I hereby certify under penalty of perjury, that statements made herein are to the best of my knowledge, true and correct.

The user clicks **Process** to initiate the process.

- The period is posted
- The ACH payment is submitted
- Any balance in the account is presented to the user in the interface.



Account Number	83860000	SPICYS FLUFFIN BUNS 9490 TELLER ST STE 101 ARVADA CO	
Reporting Period	Monthly	Date	6/14/2016
Period Covered *	12	Due Date	1/20/2017
		Zero Filer ☐	

Total Amount

Total Amount Without Charges	$1.35
Under/Over Payment	($5.86)
Total Penalty	$0.00
Total Discount	$0.00
Total Interest	$0.00
Total to Pay	($4.51)

NOTE: There is no account number used when the system generates the payment. There is no data when generating the ACH payment table. Reviewing (Table: AR_DETAILS), the payment will be present, but there is no ACH data generated; only the payment in the A/R. The reasoning behind this is, when credit is used, there is a new field that is called ACH_CREDIT in the filing that is marked, so a report is produced to bring all submitted filings to bill the city.

Example: if a citizen overpays through their ACH account, and they want to be credited through the same ACH account, that repayment will be taken from the corporate account.

CONFIGURATION

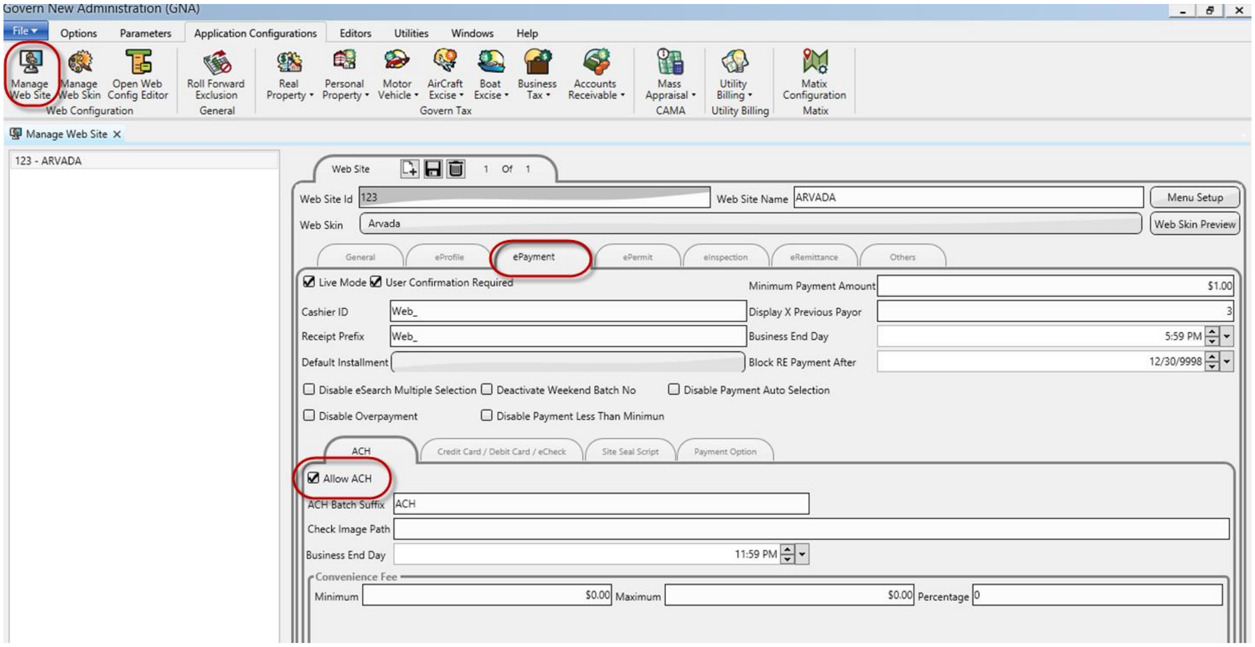
Configuration in the Govern New Administration (GNA)

As with other Govern integrations, configuration for this option is performed in the Web Site form in the Govern New Administration (**GNA**) application.

In GNA...

ePayment sub tab

1. In the *Manage Web Site* form under the Web Site tab, click the ePayment tab.
2. Locate the ACH sub tab and click to select it.
3. Under the ACH tab select the **Allow ACH** option.


Govern New Administration (GNA)
File
Options
Parameters
Application Configurations
Editors
Utilities
Windows
Help
Manage Web Site
Manage Web Skin
Open Web Config Editor
Web Configuration
Roll Forward Exclusion
General
Real Property
Personal Property
Motor Vehicle
AirCraft Excise
Boat Excise
Business Tax
Accounts Receivable
Govern Tax
Mass Appraisal
CAMA
Utility Billing
Utility Billing
Matix Configuration
Matix
Manage Web Site
123 - ARVADA
Web Site
1 Of 1
Menu Setup
Web Skin Preview
General
eProfile
ePayment
ePermit
eInspection
eRemittance
Others
ACH
Credit Card / Debit Card / eCheck
Site Seal Script
Payment Option

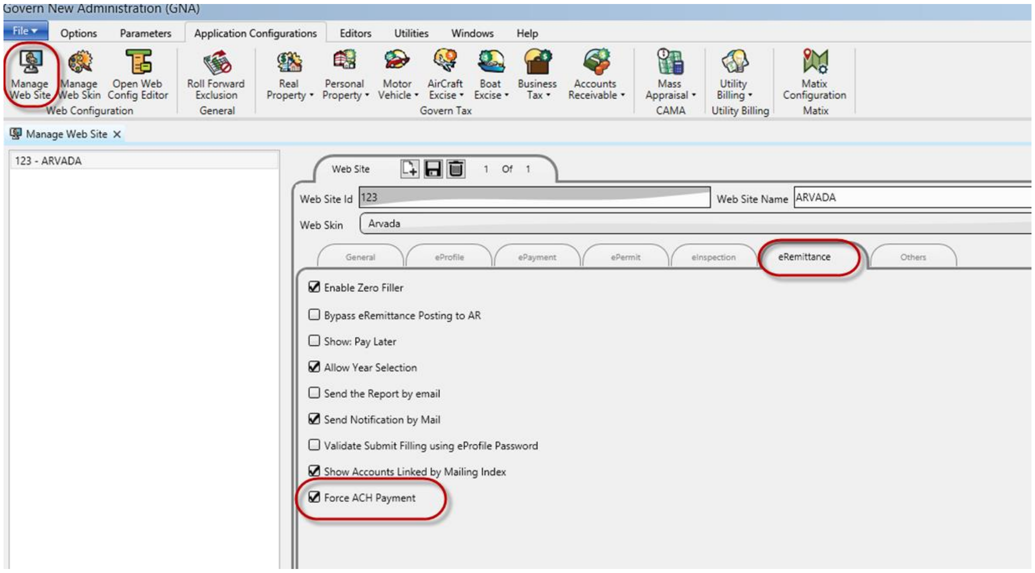
Web Site Id: 123
Web Site Name: ARVADA
Web Skin: Arvada

☑ Live Mode ☑ User Confirmation Required
Minimum Payment Amount: $1.00
Cashier ID: Web_
Display X Previous Payor: 3
Receipt Prefix: Web_
Business End Day: 5:59 PM
Default Installment:
Block RE Payment After: 12/30/9998
☐ Disable eSearch Multiple Selection ☐ Deactivate Weekend Batch No ☐ Disable Payment Auto Selection
☐ Disable Overpayment ☐ Disable Payment Less Than Minimun

☑ Allow ACH
ACH Batch Suffix: ACH
Check Image Path:
Business End Day: 11:59 PM
Convenience Fee
Minimum: $0.00 Maximum: $0.00 Percentage: 0

eRemittance sub tab

4. Launch the GNA application.
5. Select Application Configuration (tab) > **Manage Web Site**.
6. In the *Manage Web Site* form under the Web Site tab, click the eRemittance tab.
7. Select the **Force ACH Payment** option.
8. Click Save the current item to save your settings.


Govern New Administration (GNA)
File
Options
Parameters
Application Configurations
Editors
Utilities
Windows
Help
Manage Web Site
Manage Web Skin
Open Web Config Editor
Web Configuration
Roll Forward Exclusion
General
Real Property
Personal Property
Motor Vehicle
AirCraft Excise
Boat Excise
Business Tax
Accounts Receivable
Govern Tax
Mass Appraisal
CAMA
Utility Billing
Utility Billing
Matix Configuration
Matix
Manage Web Site
123 - ARVADA
Web Site
1 Of 1
General
eProfile
ePayment
ePermit
eInspection
eRemittance
Others

Web Site Id: 123

Web Site Name: ARVADA

Web Skin: Arvada

☑ Enable Zero Filler

☐ Bypass eRemittance Posting to AR

☐ Show: Pay Later

☑ Allow Year Selection

☐ Send the Report by email

☑ Send Notification by Mail

☐ Validate Submit Filling using eProfile Password

☑ Show Accounts Linked by Mailing Index

☑ Force ACH Payment

APPENDIX A

Tables

- AR_DETAILS
- ACH_PAYMENTS
- CC_ACH_PAYMENT
- ST_FILINGS_FIELDS.ACH_CREDIT

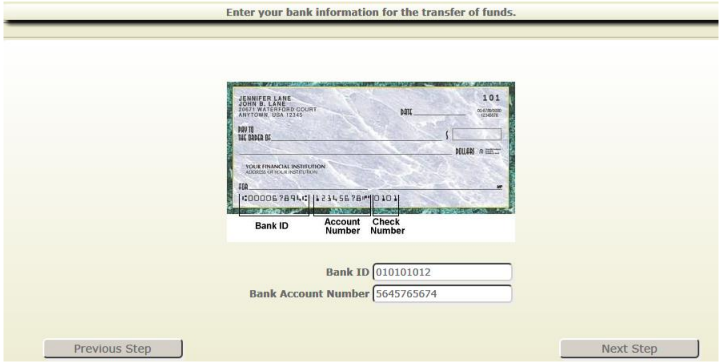
Batch Processes or Interfaces

The following is a list of the batch processes or interfaces that are impacted by this.

Need List of Batch Processes

Business Rules

1. Zero filings
    a. If zero filer is selected payment method on the calculate tax form should not be presented.
    b. On the acceptance form there will not be any user added message except the general legal jargon that the City can change.
2. ACH debit manual entry
    a. If the user check ACH Debit Manual as payment method, the user will need to enter ACH information manually before being taken to the acceptance screen. The taxpayer will need to enter in a bank routing and account number.
    The acceptance screen will present the account number (scrambled), routing number (scrambled), and the amount that will be withdrawn. The City needs to be able to put a message above the amount, routing, and account information. This message will be the same for ACH debit manual and ACH debit automatic.
        i. Routing and account number.


JENNIFER LANE
JOHN B. LANE
20671 WATERFORD COURT
ANYTOWN, USA 12345
101
DATE
PAY TO THE ORDER OF
$
DOLLARS
YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION
FOR
⑆000067894⑆ 12345678⑈ 0101
Bank ID
Account Number
Check Number
Previous Step
Next Step

Enter your bank information for the transfer of funds.

Bank ID 010101012

Bank Account Number 5645765674

ii. Added to the acceptance form if doing an ACH debit account.

        i. Under this scenario a record will need to be placed in CC_ACH_PAYMENT. This is so in the export process of the ACH that these will be included in the file.

3. ACH debit automatic
    a. In case the user choose as payment method ACH Debit Automatic then after the calculate of the tax, the taxpayer should be taken to the acceptance screen where there will be a need to have the account number (scrambled), banking routing (scrambled), and the amount that will be withdrawn. The routing and bank account information will be from the ACH information on the account. The City will need to be able to put a message above the amount, routing, and account information. This message will be the same for ACH debit manual and ACH debit automatic.
        i. Added to the acceptance form if doing an ACH debit account.
    b. Under this scenario a record will need to be placed in CC_ACH_PAYMENT. This is so in the export process of the ACH that these will be included in the file.
4. ACH credit
    a. If the user checks the ACH credit as payment method, the ST_FILINGS_FIELDS.ACH_CREDIT field will be checked and the acceptance form will be displayed. The City will need to be able to put a message above the amount. This message will contain City's bank and routing information and a description of what ACH Credit is about.
        i. No information would be created in CC_ACH_PAYMENT as the taxpayer will go to their bank to send information to the City's account.
        ii. A payment will be automatically generated so the filing will be paid.

Prerequisites for Municipality offices:

The following are requisite actions that are key to the success of the process.

1. Taxpayers will need to contact the city to set up ACH debit to automatically be taken out instead of entering in routing and account information each time a return is filed.
2. The batch process can be run on an ad hoc basis to in order to generate the generic ACH file.
3. When balancing ACH information this will include posting several batches as a new batch will be generated for each day's returns as they are created until the ACH file is generated.

Log/Reports

A report can be run by the city that will show all returns for a date range that had ACH Credits marked. This will act as a means of ensuring that funds have been transferred into the City's account. This is done through a Search Style and Group. The user will need to enter a start and end date. The search will return the account, name on account, year, period, and total tax amount. The accounts will be able to be imported into the data tree view. The City will be responsible to secure the group created.