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GOVERN



201-all-eGov-ePayment / eFile Payment Modifications Govern V6

Release 6.0 Version 1

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[illegible]

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OVERVIEW

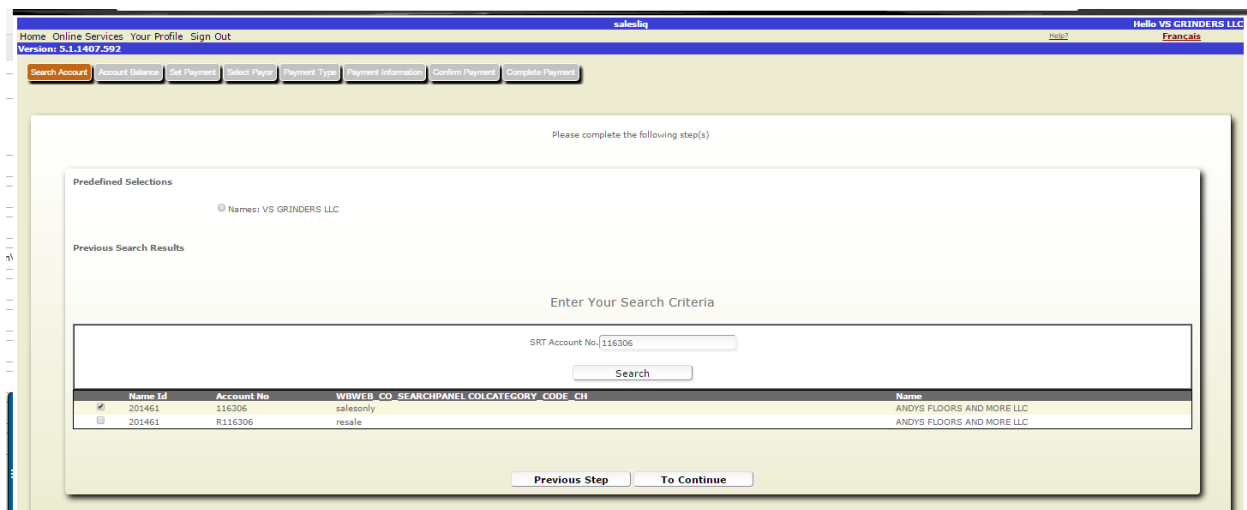
Currently the eGovern system allows users to pay ST subsystem accounts as type *Payment (pmt)*. This system modification allows users of the *eGovern – Public Self Service Portal* to pay using a payment type of *Deposit (dep)*. This change also streamlines the functioning of the payment processing by enabling *Unfiled Periods* that are to be paid, to be displayed. eGovern ePayments now work in the same manner as payment processing in the Govern system. *This feature is only available for the Self Reported Tax subsystem.*

Functionality

Searching for the Account Record

The eGovern Search screen allows users to specify the ST_ID. Typically, the ST_ID are selected for the search.

1. In the eGovern User Interface (UI), perform a search for the SRT account.

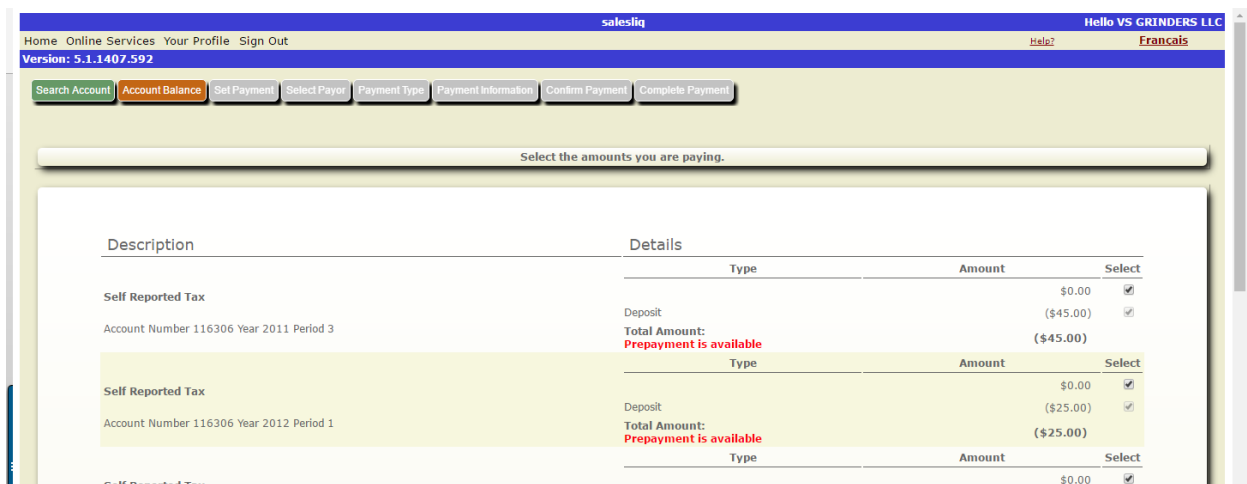


The screenshot shows the eGovern search interface. At the top, there's a navigation bar with 'Home', 'Online Services', 'Your Profile', and 'Sign Out'. Below it, a version number '5.1.1407.592' is displayed. A series of buttons for navigation are present: 'Search Account', 'Account Balance', 'Set Payment', 'Select Payor', 'Payment Type', 'Payment Information', 'Confirm Payment', and 'Complete Payment'. The main content area prompts the user to 'Please complete the following step(s)'. It includes a 'Predefined Selections' section with a radio button for 'Names: VS GRINDERS LLC'. Below this is a 'Previous Search Results' section. The 'Enter Your Search Criteria' section contains a text input for 'SRT Account No.' with the value '116306' and a 'Search' button. Below the search criteria, a table displays search results:

Name Id	Account No	WIMWEB_CO_SEARCHPANEL COLCATEGORY_CODE_CN	Name
<input checked="" type="checkbox"/> 201461	116306	salesonly	ANDY'S FLOORS AND MORE LLC
<input type="checkbox"/> 201461	R116306	resale	ANDY'S FLOORS AND MORE LLC

At the bottom of the search results, there are 'Previous Step' and 'To Continue' buttons.

2. The system displays the account balance(s).

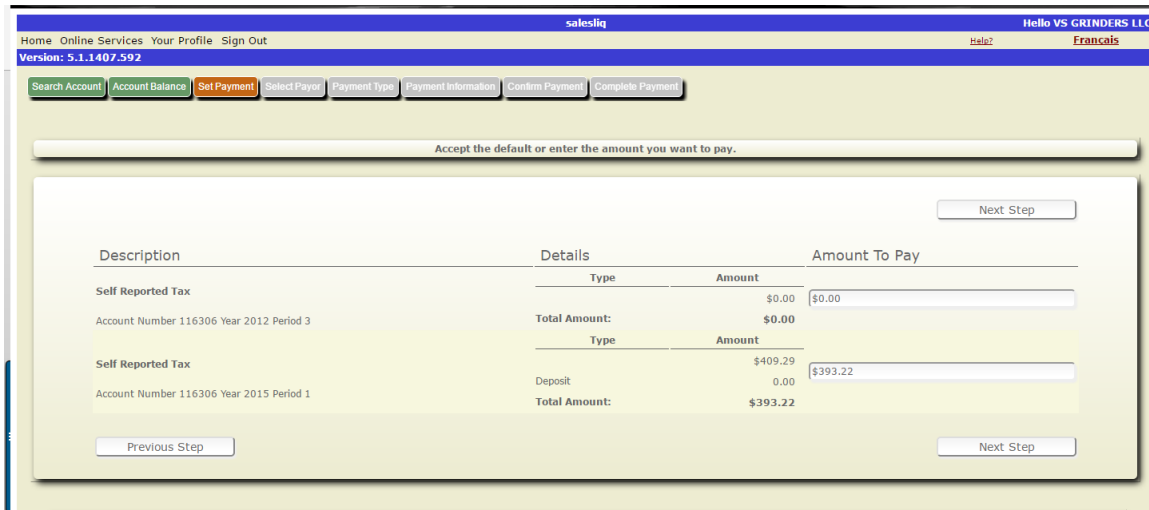


The screenshot shows the eGovern account balance screen. At the top, there's a navigation bar with 'Home', 'Online Services', 'Your Profile', and 'Sign Out'. Below it, a version number '5.1.1407.592' is displayed. A series of buttons for navigation are present: 'Search Account', 'Account Balance', 'Set Payment', 'Select Payor', 'Payment Type', 'Payment Information', 'Confirm Payment', and 'Complete Payment'. The main content area prompts the user to 'Select the amounts you are paying.'. Below this, a table displays account balances:

Description	Details	Type	Amount	Select
Self Reported Tax			\$0.00	<input checked="" type="checkbox"/>
Account Number 116306 Year 2011 Period 3	Deposit		(\$45.00)	<input checked="" type="checkbox"/>
	Total Amount:		(\$45.00)	
	Prepayment is available			
Self Reported Tax			\$0.00	<input checked="" type="checkbox"/>
Account Number 116306 Year 2012 Period 1	Deposit		(\$25.00)	<input checked="" type="checkbox"/>
	Total Amount:		(\$25.00)	
	Prepayment is available			
Self Reported Tax			\$0.00	<input checked="" type="checkbox"/>

Making the Deposit / Payment

3. In the Details screen, the user can select the accounts and amounts to be settled. A *Deposit Amount* is entered. The user can proceed to the Next Step to settle the amounts.



Accept the default or enter the amount you want to pay.

Next Step

Description	Details	Amount	Amount To Pay
Self Reported Tax	Type	Amount	
Account Number 116306 Year 2012 Period 3	Total Amount:	\$0.00	\$0.00
Self Reported Tax	Type	Amount	
Account Number 116306 Year 2015 Period 1	Deposit	\$409.29	\$393.22
		0.00	
	Total Amount:	\$393.22	

Previous Step

Next Step

This screen displays breakdown information by period, total amounts, and the amounts to pay (deposits).

4. If the payer is not the default payer, select new payer and complete parameters; click **Next Step**.



Select Previous Payer, if you have already made an ePayment, or select a New Payer and fill in the parameters.

* Web User
VS GRINDERS LLC
VS CELLAR DOOR
222 SEWARD ST
JUNEAU AK 99801

☒ New Payer

First Name

Middle Name

Last Name

or company name

House Number

Street

Address Line 2

City

State / Province

Zip Code / Postal Code

E-mail

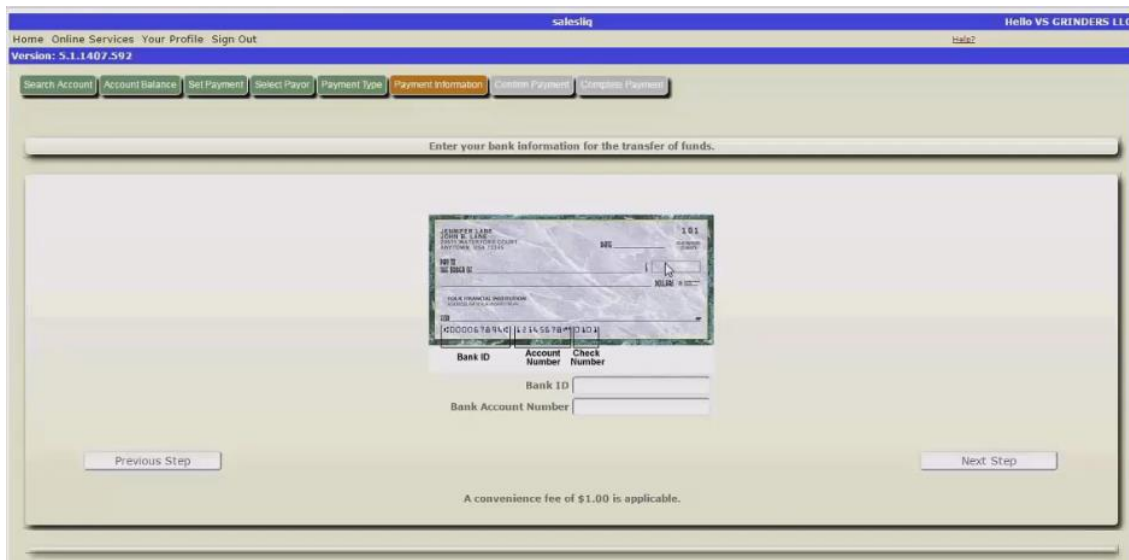
Previous Step

Next Step

5. Select method of settlement; click **Next Step**.



6. Enter banking details, e.g. ID, account numbers, and so on. Click **Next Step**.



7. The final screen is your receipt screen that can be optionally printed out.



Billing Information	
VS GRINDERS LLC VS CELLAR DOOR 222 SEWARD ST JUNEAU AK 99901	

Invoice	Description	Amount
	Self Reported Tax	\$70.64
	Account Number: 116206 Year 2014 Period 4	
	Self Reported Tax	\$76.08
	Account Number: 116206 Year 2015 Period 1	
	Convenience fee	\$1.00
	Payment Grand Total	\$147.72

Payment Method - Electronic Fund Transfer (EFT)	
Bank ID	100000003
Bank Account Number	100000003

Business Rules

The following modifications were made to the ePayment functionality following these business rules:

NOTE: Only the *Self Reported Business Tax* module allows for the *Payment Type* code DEP; all other subsystems that accept payments are to be accepted online will be of *Payment Type* PMT.

- When eProfile user selects ePayment by SRT, only list of ST Accounts linked to eProfile name are displayed for selection.
- Once an account has been selected, a grid similar to the lower grid displayed in Govern's Payment Data Entry form is displayed. Each period allows the customer to enter the dollar (\$) amount to be deposited against each period that is linked to the ST_ID as a paired deposit/payment transaction the same way that it works in Govern.
- All periods with outstanding balances by period should be available in *ePayment* for customer to make a deposit/payment.
- All unfiled period returns should be available in *ePayment* for customer to make a deposit. Unfiled periods will be available in *ePayment* for customer to make a deposit even if previous deposits have been made against the ST_ID.
- All online Self-Reported Business Tax transactions are to be processed as *Deposits*, not unlike in Govern.

Modification to eFile ePayment functionality:

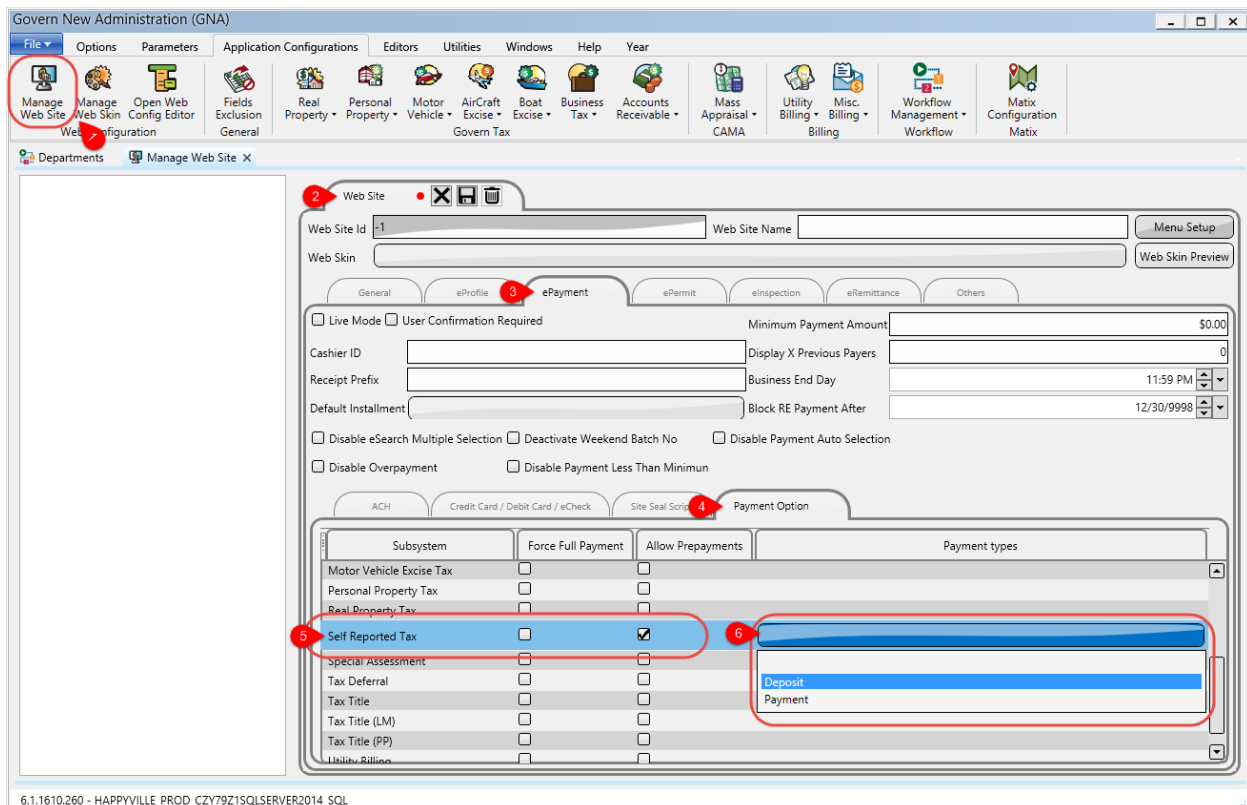
- The current eGovern functionality for only making available unfiled period returns for online SRT filings remains the same. Once a return has been filed online it is no longer available for selection or viewing.
- Payments made along with the filing are to be treated as deposits/payments just like in Govern.

Configuration

Govern New Administration (GNA)

To configure in the GNA...

1. In the ribbon select *Application Configuration (tab)* > *Web Configuration (group)* > **Manage Web Site**.
2. In the Web Site form, select a Web site from the list on the left hand side.
3. Click to select **ePayment** (tab).
4. Select **Payment Option** (sub tab).
5. Locate Self Reported Tax under the Subsystem column.
6. Click to select the checkbox under the Allow Prepayment column.
7. Under the Payment Types column click the combo box to select the payment type.



The screenshot shows the 'Manage Web Site' window in the GNA application. The interface includes a ribbon with tabs like 'File', 'Options', 'Parameters', 'Application Configurations', 'Editors', 'Utilities', 'Windows', 'Help', and 'Year'. The 'Application Configurations' tab is active, and the 'Web Configuration' group is selected. The 'Manage Web Site' sub-tab is chosen. On the left, a list of web sites is shown, with 'Web Site -1' selected. The main form displays the 'ePayment' tab, which includes various settings like 'Live Mode', 'User Confirmation Required', 'Minimum Payment Amount', 'Cashier ID', 'Receipt Prefix', 'Default Installment', and checkboxes for 'Disable eSearch Multiple Selection', 'Deactivate Weekend Batch No', 'Disable Payment Auto Selection', 'Disable Overpayment', and 'Disable Payment Less Than Minimum'. The 'Payment Option' sub-tab is selected, showing a table with columns for 'Subsystem', 'Force Full Payment', 'Allow Prepayments', and 'Payment types'. The 'Self Reported Tax' row is highlighted, and the 'Allow Prepayments' checkbox is checked. The 'Payment types' dropdown menu is open, showing 'Deposit' and 'Payment' options.

Subsystem	Force Full Payment	Allow Prepayments	Payment types
Motor Vehicle Excise Tax	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Property Tax	<input type="checkbox"/>	<input type="checkbox"/>	
Real Property Tax	<input type="checkbox"/>	<input type="checkbox"/>	
Self Reported Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deposit Payment
Special Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Deferral	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Title	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Title (LM)	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Title (PP)	<input type="checkbox"/>	<input type="checkbox"/>	
Utility Billing	<input type="checkbox"/>	<input type="checkbox"/>	