101-st-frm-008 Estimate Filers & Garnishment

Standard Form in Govern V6

Release 6.0/6.1 Version 1

Last Revision Update: 2016/10/19

Version History

Version	Date	Modify By	Description
1.0	2016/10/03	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.

`

Table of Contents

OVERVIEW

The Self Reported Business Tax Estimate form is designed to provide users with the ability to execute estimates levy tax amounts and when needed garnishment of outstanding accounts for the purpose of settlement. Whenever there are ST records that are unfiled, i.e. not invoiced, the client will use this function to estimate filings with the levy values from previous categories or years. In order for the estimate to occur, there are six (6) business rules that the record must adhere to.
Refer to the Estimate Function Business Rules in the ***Appendix*** *section of this document.*

Description

With the Estimate function, users are able to perform the following:

- Perform an estimate on a filing
- Post the Filing to the A/R
- Apply any related charges

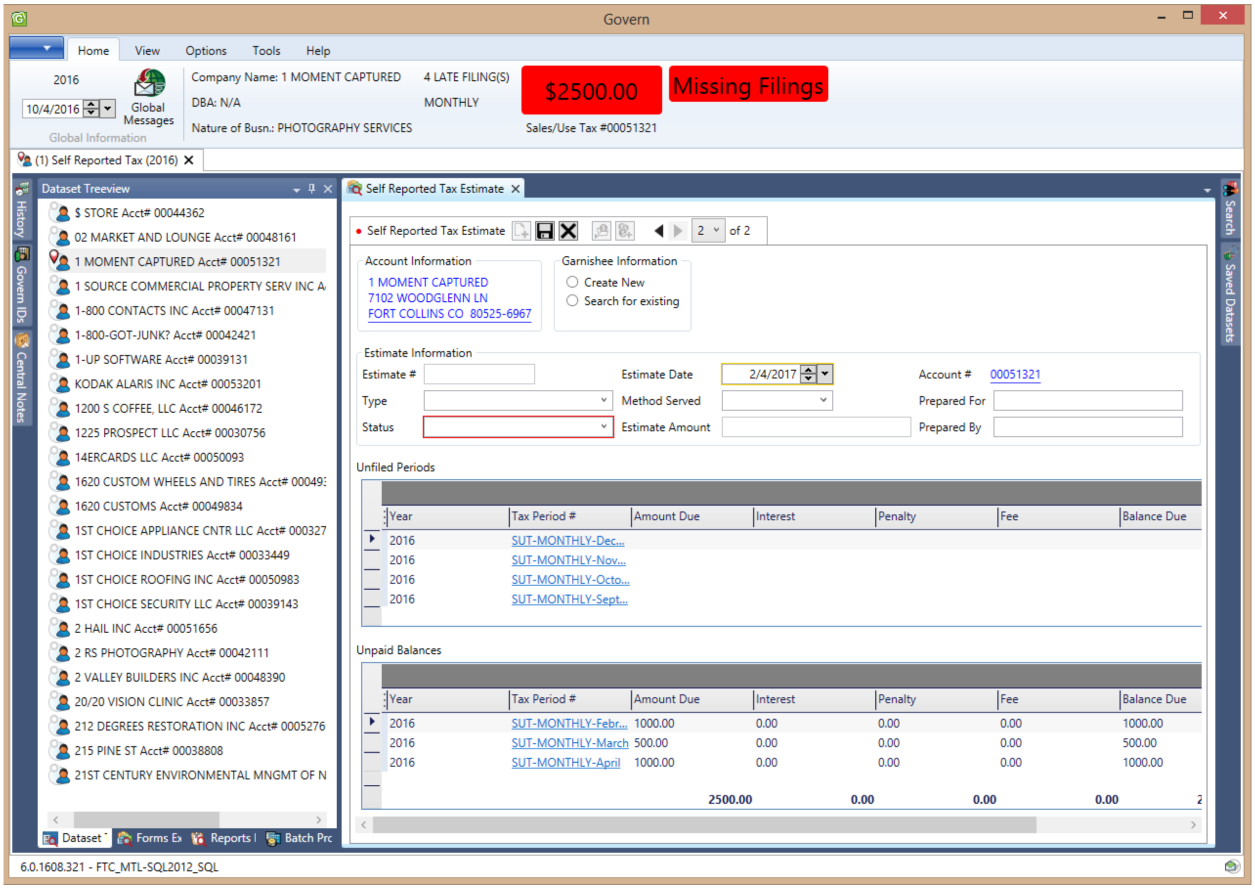
Requirements

The following are requirements for using the Estimate feature in Govern. All procedures are to be executed by users with Administrator level permissions to the Govern application.

Populate the NAICS tables

Administrators must populate and enable the required tables with current NAICS codes. *Refer to Populate the NAICS table in this document.* They must enable the NAICS table in the *Business Entity Designer* (**BED**). This allows users to populate their forms for required validations. *Refer to Business Entity Designer (BED) Configuration in this document.* Finally, A NAICS control must be added to the SRT Account maintenance form

USER INTERFACE



On the Govern Estimate form, when a new estimate is created you are presented with a grid containing two (2) panes labelled *Unfiled Periods*, and *Unpaid Balances*. *Refer to* ***Estimate Information group*** *in the section below.*

Self-Reported Tax Estimate command buttons

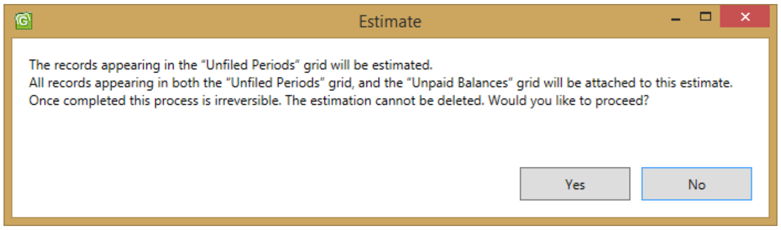
New – Click **New**, to create a new Estimate record.

Saving a Record

The ST Estimate will allow the user to update the unfiled filing by overriding the Levy Net Taxable Amount.

Save – To save the current Estimate record, click Save. When **Save** is clicked, there a confirmation dialog box is displayed indicating that an Estimate is being saved with all records that appear in both the Unfiled Periods, and the Unpaid Balances grid. One record will be saved in the

Users should note that this is an irreversible process and should only click "**Yes**" with caution.



NOTE: If the filing has not been posted, corrections can be made to the filing, and modifications can be made to the record. If already posted, the filing and the estimate cannot be deleted.

Cancel – Click *Cancel* to abort any changes made to the current or new record.

Posting

The posting action will create an invoice and any charges are applied. When charges are applied, the following are created in the A/R:

- Interest
- Penalty
- Fees

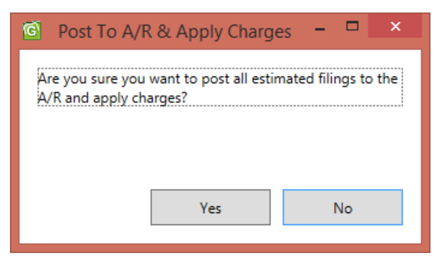
Garnishment / Estimate Fee

For some business processes the creation of an estimate will entail the addition of garnishment fees to the latest ST_ID. *See [Applying a Garnishment/Estimate Fee] in this document.*

Protest Code

A protest code is used in instances when the garnishee, i.e. the subject of the garnishment action, wishes to contest the action, a protest code parameter is available. *See the [Protest Code] in this document.*

Post to A/R and Apply Charges – Click this button to post unfiled estimates to the A/R and apply charges. This button is only visible when unfiled records are available. Note the warning that is displayed prior to completion of the action. Once a filing has been posted it cannot be deleted, it can only be corrected.



Apply Charges – When clicked, requisite charges will be applied to the records in the A/R. This option is only available when filing records have been posted.

NOTE: Users will observe the availability of only *Post to A/R and Apply Charges*, or *Apply Charges*. The two options will never be available together.

Self-Reported Tax Estimate parameters

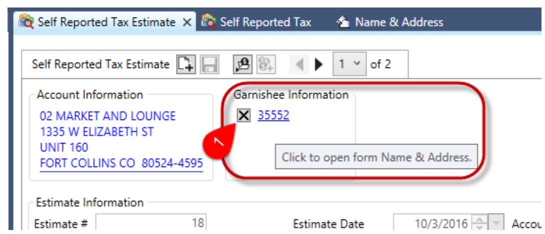
Account Information group

This is the account information of the current record. This is a link to the Name and Address information for the record. A click on this link will display the Name & Addresses form where the records information can be viewed or modified.

Garnishment

The garnishment process occurs when a decision, typically a court order, is passed requiring that wages paid by an employer be seized to repay a debt owed by a garnishee to a creditor. Garnishment continues until the amount owed is paid or a settlement arrangement has been fulfilled.

Garnishee Information group



The object of the garnishment process, or garnishee, is set in the Garnishee Information group.

Create New – Select the *Create New* option to create a new Garnishee for the current *Estimate* record. When saved a new link will appear. Click the link to open the *Name & Address* form and create a new NA_ID record. Click Save to display the link to the *Name & Address* form. To remove this record, click the "x" button beside the link.

Search for existing – Select this radio button to perform a search for an existing Name & Address record. When selected, the **Search for an existing record** form is displayed. Perform a search to locate the required record. The selected record will appear as a link in the Garnishee Information group. Click Save to designate the selected Name record as the garnishee. As with the Create New option, click the "x" button beside the link to remove the record.

Estimate Information group

Estimate # – This is the number of the Estimate record.

Estimate Date – This parameter will contain the date of the Estimate. If a new estimate is being generated, by default, this field will be populated with the current system date.

Account # – Click on this link to view the current ST account in the Self Reported Tax form.

Type – This information is taken from the Garnishment type validation table.

Method Served – This is information for defining the method used to serve the garnishment, e.g. By Hand, By Mail, By Fax, and so on.

Prepared for – This is the name of the current user. This field is obtained from (Table: USR_USERFILE).

Status – The **Status** of the Estimate is a required field.

Estimate Amount – This is the balance due amount of the Estimate.

Prepared by – This field is populated with the creation user ID. This information is obtained from (Table: ST_GARNISHMENT.CREATION_UID).

Unfiled Periods grid

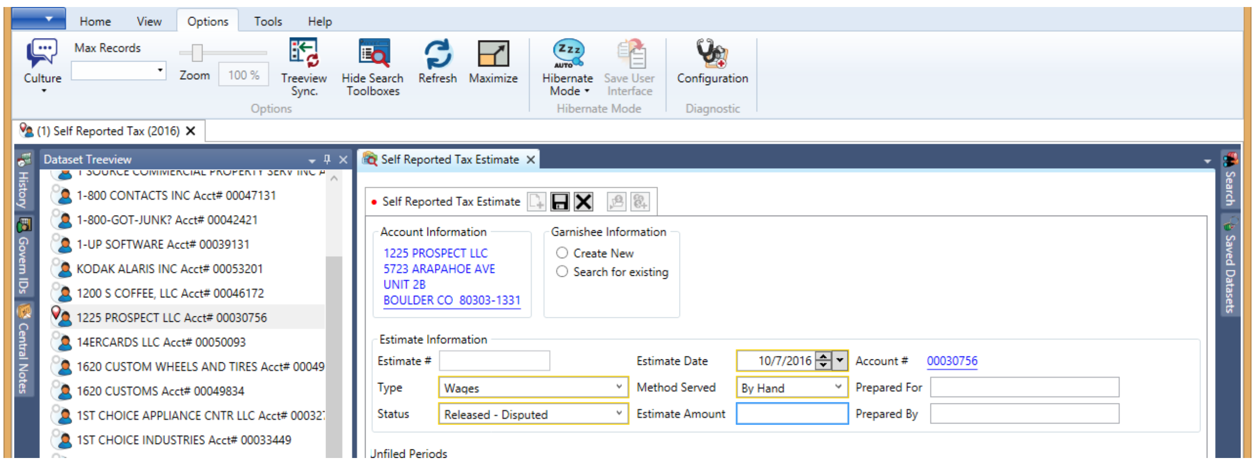
This grid contains all unfiled filings with due dates that are before the Estimate Date. Click on the active link in the grid to access the ST record for the indicated period.

Unpaid Balances grid

This grid contains all unpaid balances with filing dates before the Estimate Date. Note that each line item that appears in this grid will link to the ST filing record and period in the Self Reported Tax form.

NOTE: In both the *Unfiled Periods* and *Unpaid Balances* grid, as the *Estimate Date* is modified, the filings in the panes grid will adjust accordingly. The *Unfiled Period* grid; i.e. all unfiled records depending on the Estimate date, is populated by a View Query. The *Unpaid Balances* grid is populated by a query that is used to calculate interest, penalties, adjustments, and so on.

Details of the Estimate Process



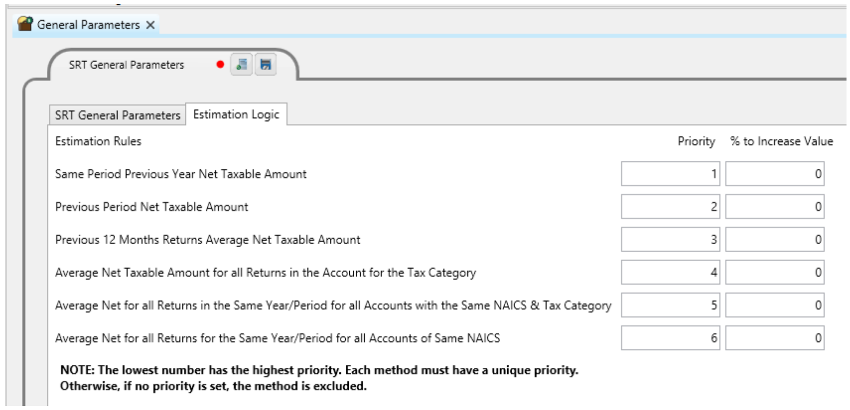
As stated earlier, the ST Estimate process will allow the user to estimate unfiled filings by overriding the Levy Net Taxable Amount. A click on the save button will create a record in (Table: ST_ESTIMATE), and all records listed in the **Unfiled Periods** pane will be created in (Table: ST_ESTIMATE_DET). All records saved as *unfiled filings* will be automatically estimated by overriding the *Levy Net Taxable Amount*. The following actions occur in the ST_FILING_MASTER table:

- *ST_FILING_MASTER*.UNFILED = FALSE (-1)
- *ST_FILING_MASTER*.ESTIMATED = TRUE (0)

In addition the **Entry Date** and **Effective Date** will be set with the date that appears in the **Estimate Date** parameter.

- *ST_FILING_MASTER*.ENTRY_DATE = (Entry for **Estimate Date**)
- *ST_FILING_MASTER*.EFFECTIVE_DATE = (Entry for **Estimate Date**)

Application of Business Rules



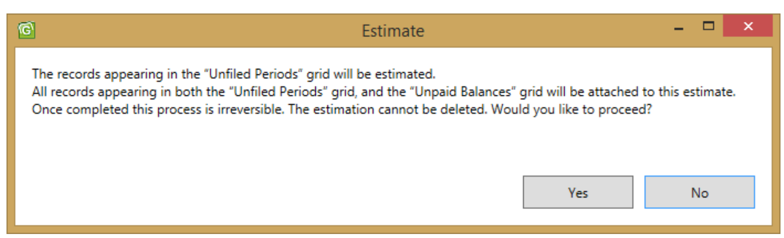
Next the six business rules are applied according to the priority that has been set in the SRT General Parameters form, **Estimation Logic** (tab). When required a "**%**" value may be added to increase or decrease the value.

By default, the system obtains the ST filing *Levy Net Taxable Amount* from the previous year, with the same period. The record must adhere to the six rule, i.e. the first rule being that the file must not be posted, must not be a History record, and must not be a Zero Filer record. If no such file is found, the process will continue to the next rule, and so on. On the last rule, to get the average of the ST filing *Levy Net Taxable Amount* from all filings from the current fiscal year and the same period with all the ST accounts with the same NAICS number. Now if the levy or the period does not exist, the record is skipped. If a record is found, and the value is zero (0), the record will be counted. As this is the last rule in the sequence, if the value is zero (0); the net tax amount will be set to 0. *See Estimation Rules Priority in this document for further details*

NOTE: The NAICS value is required; if it is not present, the system will display an error message. The table containing the NAICS code is typically populated during a conversion. The user is responsible for the population of the NAICS table in VT_USER. This table is then used to validate process by the ST_MASTER.NAICS. If the system has not been populated with the required NAICS codes, a **Saved failed** error is generated. The error will indicate that there is a "Missing NAICS code in the ST Account"

Refer to the Estimation Function Business Rules for all steps to the Business Logic in the Appendix section of this document.

Once the Net Tax Amount is calculated, a re-compute is run for ST_FILINGS. Net Tax Amount is obtained from the ST_FILING_MASTER. This value is used to update the *Balance No Charge* and the *Estimate Amount* of the ST_ESTIMATE_DET. It is this result that is used as the estimate for unfiled records with the periods that are displayed in the Unfiled Periods grid.



The records displayed in the Unpaid Balances grid will be created with the values that are found in the (Table: ST_ESTIMATE_DET). Once the estimate process has been initiated, it is irreversible. A click on *Save* will display a warning.

Creating an Estimate

To create a new Estimate record...

1. Click the New (Ctrl + N).
2. Select a status in the Status parameter in the Estimation Information group; this is a required field.
3. Complete any of the additional required fields, e.g. Type, Prepared For, Prepared By, and so on.
4. Click **Save**.
5. At the Estimate warning prompt, click **Yes** to save the estimate record.

NOTE:

After Saving an Estimate

After saving an estimate, a click on any filing that is related to an estimate, you will link to the Self Reported Tax Filing form. In the Additional Information group the following three (3) options will be disabled:

- Unfiled
- Estimated
- Zero Filer (Not Go Levy)

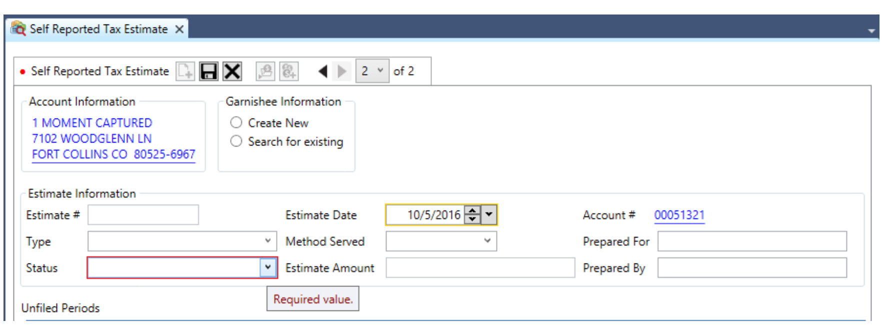
As one of the objectives of the Estimate function is that once established, users should not be able to make modifications (ref. the 6 business rules). Due to the fact that there are areas within Govern that is not to say that some system changes Estimate values cannot be modified.

Changes that can affect the Estimate

When changes are made to the ST Filings/Levies, they will override the Estimate calculation. Before these changes are made, they are evaluated with the following rules, the record...:

- Must not be a Posted record
- Must not be a History record
- Must not be a Correction record, i.e. Amended or Corrected record

If any of the above are true, the ST_ESTIMATE_DET will be updated using the *Net Tax Amount* from (Table: ST_FILING_MASTER). **BALANCE_NO_CHARGE** and the **ESTIMATED_AMOUNT**.



CONFIGURATION

The SRT Estimate form is assembled in the OFD. This form is built in the OFD with generic controls. Links are generic link controls, and the two grids in the form are populated with View Query Links to view all displayed information. *For information regarding View Query Links refer to the 101-std-fea-036-View Query Link document.*

About the NAICS

North American Industry Classification System or NAICS (pronounced "nakes") is used by business and government to classify business establishments according to their type of economic activity (process of production) in Canada, the United States of America, and Mexico. NAICS codes, i.e. the numbering system, employs a five or six-digit code at the most detailed industry level. The first five digits are generally, the same in all three countries; there may be exceptions. The first two digits designate the largest business sector, the third digit designates the subsector, the fourth digit designates the industry group, the fifth digit designates the NAICS industries, and the sixth digit designates the national industries.

Enabling the NAICS Codes

Follow these steps to populate the *NAICS* table in *Govern*.

Populate the NAICS tables

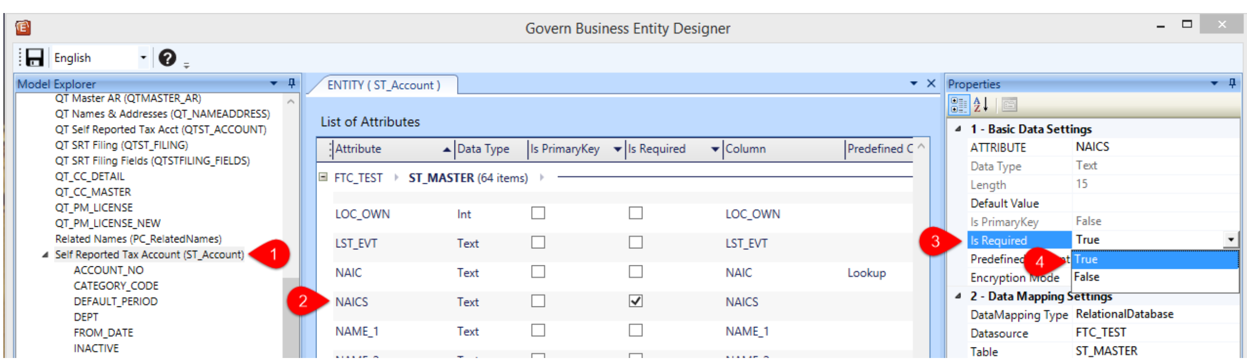
Administrators will need to populate the required tables with the current NAICS (pronounced "*Nakes*") codes. This is external to the application and is typically populated through a conversion process. The table may also be manually populated through the **User Validation Table Editor** in the *Govern New Administrator* (**GNA**)

Enable the NAICS Table Lookup

This process is a two (2) step process:

Business Entity Designer (BED) Configuration

The NAICS table lookup will need to be enabled in the *Business Entity Designer* (**BED**). In the BED the NAICS attribute is set to **REQUIRED**, this will allow users to populate their forms for the validation.

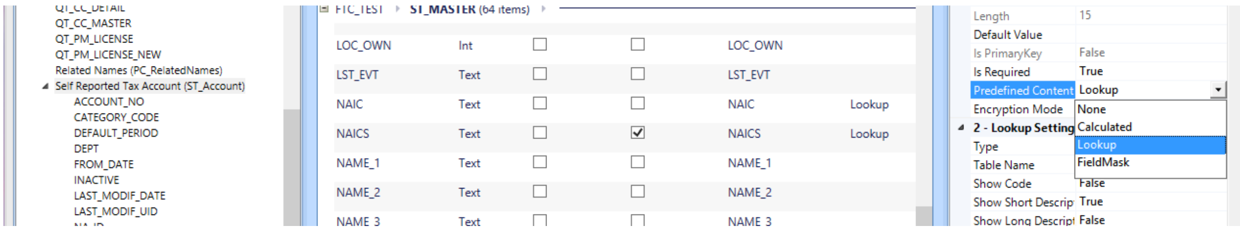


To enable in the BED:

1. In the BED select the Self Reported Tax Account entity.
2. In the List of Attributes in the center pane locate and click on the NAICS.
3. In the Properties pane (RHS) change the “**Is Required**” setting to **True**.

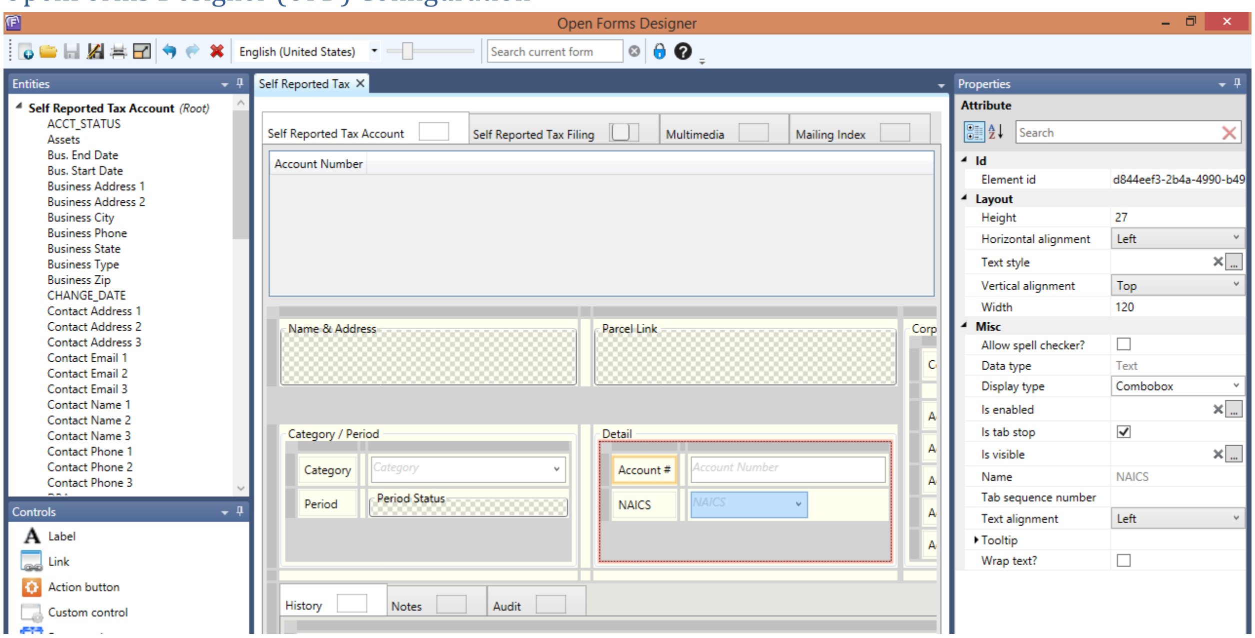
NOTE: Ensure that it is the **NAICS** property that is selected, and not **NAIC**.

4. In the Predefined Content parameter set it to **Lookup**.



5. In the **2 - Lookup Settings** section select “**NAICS**”.
6. Click **Save** to save the settings.

OpenForms Designer (OFD) Configuration



A *NAICS* field will need to be added to the **ST007 – Self Reported Tax Account** maintenance form. This field allows users to select existing NAICS through a drop down menu (combo-box). This configuration is carried out in the *OpenForms Designer* (**OFD**).

In the OFD:

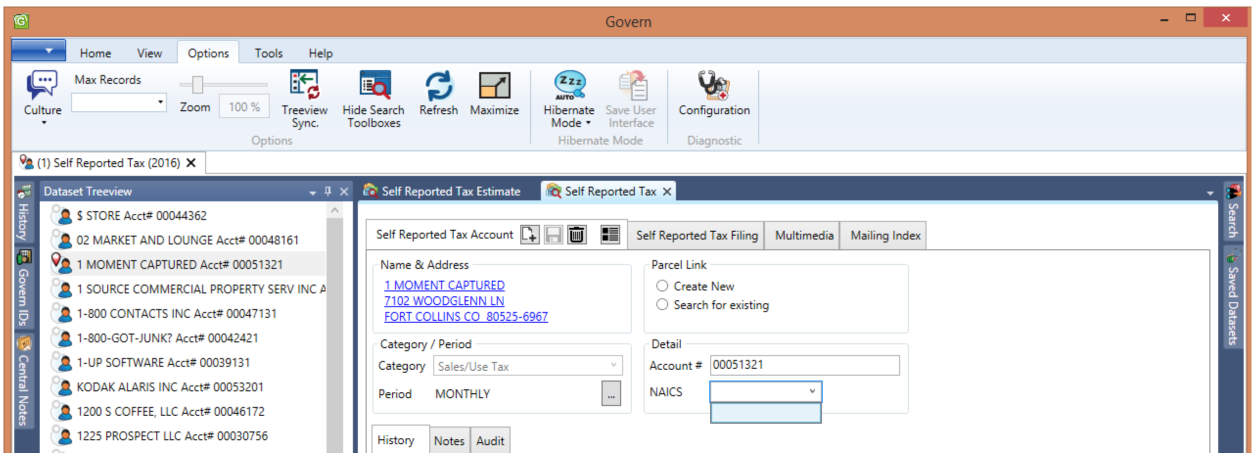
1. Select the “Self Reported Tax (ST007)” form
2. Click to select the SRT Account tab.
3. Add a row to, for our example, the Detail group.
4. In the Entities pane LHS, add the NAICS to the new row; note the label is included.

5. Drag the label to the side.
6. Verify alignments for aesthetic presentation.
7. Click Save to save the configuration.

TECHNOTE: Currently it should be noted that the link in the Account Information group and the Account Number are links with Text styles that cannot be modified through the Govern Style Editor.

Viewing the form in Govern

Return to Govern to confirm the layout and view the form.

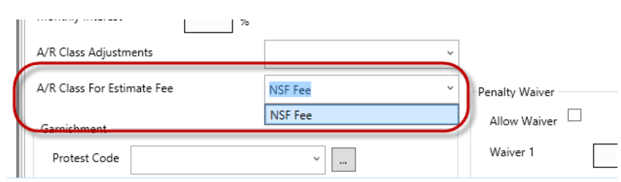


Garnishment

The garnishment process occurs when a decision, typically a court order, is passed requiring that wages paid by an employer be seized to settle a debt owed to a creditor.

Garnishment / Estimate Fee

For some business processes the creation of an estimate will entail the addition of garnishment fees to the latest ST_ID. For the Estimate feature in Govern, this can be effected through a setup in the Business Tax Categories form in the Govern New Administration (GNA).



To apply a Garnishment / Estimate Fee in GNA...

1. Open GNA; in the ribbon select *Application Configurations (tab)* > *Govern Tax (group)* > *Business Tax* > **Categories**.
2. Under the General tab, locate the A/R Class for Estimate Fee parameter.
3. Select the A/R Class that will be used to apply the fee from the combo-box.

When enabled, this fee will be displayed in the ST Estimated Details grid in a new column.

Protest Code

In instances when the garnishee, i.e. the subject of the garnishment action, wishes to contest the action, a protest code parameter is available. The protest code is create with the running of the verify database process. Each time a posting is done to the A/R the protest code is set to GARN. (Table: ARPROT.GARN)

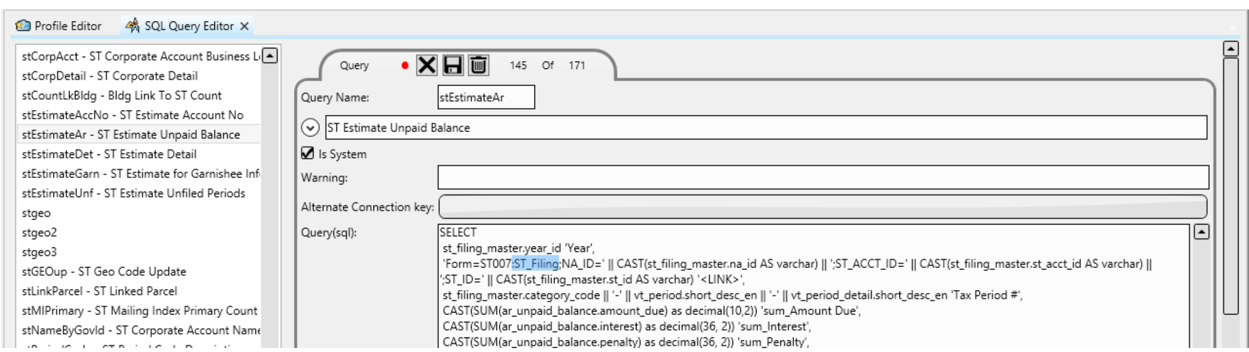
Govern Reference Configurations

ST Estimate link to entity ST Account

One component of the Estimate feature is the link to the ST account entity. In order to accomplish this it will be necessary to modify a view query. The required configuration will need to be made in the *Govern New Administration* (**GNA**) and the *OpenForms Designer* (**OFD**). The queries that will require modification are as follows:

- stEstimateAr
- stEstimateDet
- stEstimateUnf

NOTE: These queries can be found in *GNA* through the *SQL Query Editor*.



Query Modifications in GNA

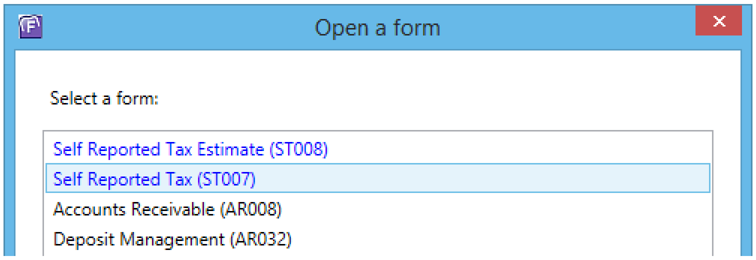
To modify a query in GNA...

1. In the GNA ribbon, select *Editors (tab)* > **SQL Query Editor**.
2. On the left hand side (LHS), select one of the three queries listed above, i.e. stEstimateAr, stEstimateDet, or stEstimateUnf.
3. On the right hand side (RHS), in the query parameter, modify the query as follows:
   `'Form=ST007;NA_ID='` will be modified to `'Form=ST007:ST_Filing;NA_ID='`
   You will note the addition of the colon ":" and "ST_Filling".
4. Click **Save the current item**; select and repeat the modification for the other required queries.
5. Close the form.

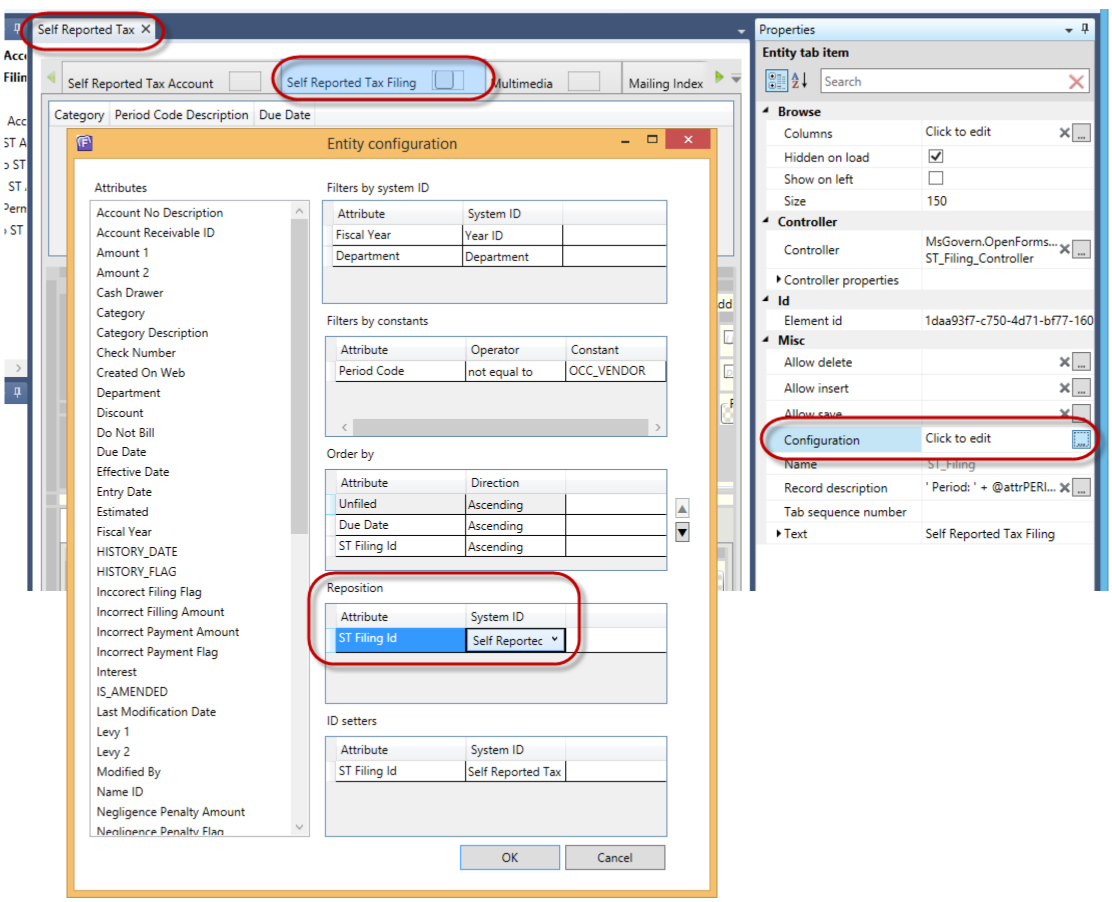
Modifications in the OpenForms Designer (OFD)

Open the *OFD* to make additional modifications. Changes are to be made to the *ST007 ST Filing* entity tab.

To modify in the *OpenForms Designer* (**OFD**)...

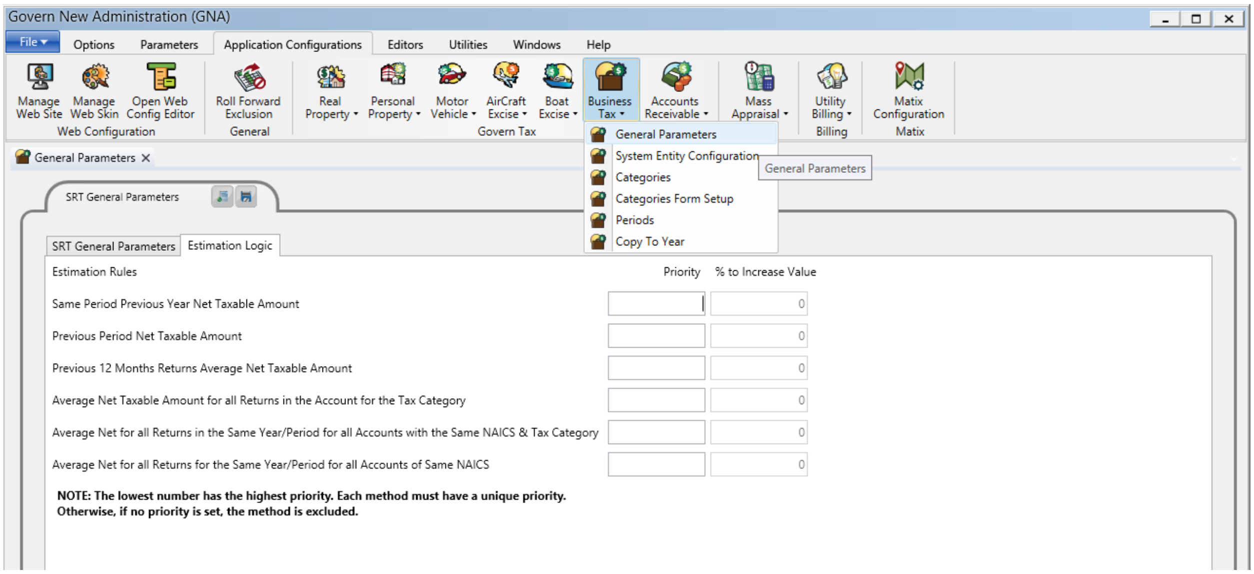


1. Open the Self Reported Tax (ST007) form.
2. On the Self Reported Tax tab, locate the *Properties* pane on the right hand side (RHS).
3. Click the ellipsis button beside the *Configuration* parameter; this will display the **Entity configuration** form.
4. In the Reposition section on the Entity configuration form, verify that the *Attribute* and *System ID* are set to, **ST Filing Id** and **Self Reported Tax ID**, respectively.



BUSINESS RULES

Estimation Rules Priority



There is an administrative interface for the Estimation Rules order of precedence. This order can be modified through the Govern New Administration (GNA).

To access this interface in GNA...

1. From the GNA ribbon, select *Application Configurations (tab) > Govern Tax group > Business Tax* > **General Parameters**
2. In the *SRT General Parameters* form, click the **Estimation Logic** tab.

Under the Estimation Logic tab are the priority of the six (6) **Estimation Function Business Rules**. The numbers that are entered under the Priority column of these parameters, will determine the order that the rules are executed.

Parameters

Priority – Enter a number from 1 - 6 to determine the priority for applying the business rule.

% to Increase Value – Enter a percentage amount that will be used to increase or decrease the value of the estimate.

NOTE: The lowest number will have the highest priority. Each priority number must be unique. If no priority value is entered, the method will be excluded.

For details about the business rules, refer to the Estimation Function Business Rules for a listing of the rules.

APPENDIX

Tables

The following *Govern* tables are implicated in the Estimate process...

- ST_ESTIMATE
- ST_ESTIMATE_DET
- ST_MASTER
- ST_FILING_MASTER
- ST_FILING_FIELDS
- ST_FILING_LEVY.NET_TAX_AMOUNT
- AR_MASTER

Changes in the BED for the Estimate feature

To accommodate the requirements of this function, a new table has been created in the Govern *Business Entity Designer* (**BED**). (Table: ST_ESTIMATE).

Estimate Function Business Rules - Logic

There are six (6) business rules that are used in the estimation logic. The order of application of these rules is user controlled. One or more of these rules may be applied to the estimate process. The rules are as follows:

1. Get **ST_FILING_LEVY.NET_TAX_AMOUNT** from the previous year same period.
   For a filing to be qualified it must:
   - Be posted
   - Not be a history record
   - Not be filed as a zero filer record

   If the period or the levy does not exist, proceed to the next rule.

2. Obtain **ST_FILING_LEVY.NET_TAX_AMOUNT** from the previous period.

   The filling must:

   - Be posted
   - Not be a history record
   - Not be filed as a zero filer record

   If the period or the levy does not exist, proceed to the next rule.

3. Obtain the average of **ST_FILING_LEVY.NET_TAX_AMOUNT** from the previous year (12 months), if the period or levy does not exist, the record will be skipped, but if a record is found and the value is zero, it will not be counted.
   To adhere, fillings must:

- Be posted
- Not be a history record

If the average equals zero (0), proceed immediately to the next rule.

4. Obtain the average of **ST_FILING_LEVY.NET_TAX_AMOUNT** from all filings in the current ST account with the same Category tax. The filling year must be smaller or equal to the current fiscal year. If the period or levy does not exist, the record will be skipped. If a record is found and the value is zero (0), it will be deemed as valid, and will be counted.

   The fillings must:

   - Be posted
   - Not be a history
   - Not be filed as a zero filer record

   If the average is equal to zero (0), proceed to the next rule.

5. Get the average of ST_FILING_LEVY.NET_TAX_AMOUNT from all filings for the current fiscal year and the same period, with all ST accounts of the same Tax Category and North American Industry Classification System (NAICS). If the period or levy doesn't exist, the record will be skipped. If a record is found, and the value is zero, it will be counted.

   The fillings must:

   - Be posted
   - Not be a history record
   - Not be filed as a zero filer record

   If the average is equal to zero (0), proceed to the next rule.

NOTE: An NAICS number is required for all clients in order to operate. If not present, i.e. **NAICS**=**Null**, the Govern system will display a will

6. Get the average of ST_FILING_LEVY.NET_TAX_AMOUNT from all the filings for the current fiscal year and same period with all the ST account of the same North American Industry Classification System (NAICS). If the period or levy doesn't exist, the record will be skip but if the record is found and the value is zero, it will be counted.

   The fillings must:

   - Posted
   - Not a history
   - Not zero filer

   If the average is equal to zero (0), proceed to the next rule. *As there is no next rule the zero (0) value will be copied to the Levy Net Taxable Amount.*

NOTE 1: If the system cannot find any values for the Levy Net Taxable Amount, it will return a zero (0).

NOTE 2: The North American Industry Classification System (NAICS) must be filled with a value. This is the last chance for the user to found the Levy Net Taxable Amount. If the value is NULL in the database and an exception will show up. The estimate cannot be saved.

The NAICS is a new field that was created in the ST_MASTER with the verify database process. All client will have a new field which need to be set during a conversion process.