

# **Core Financial Interface User Guide**



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### ***Pathway 3.09 (Thick Client Version)***

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# Overview

The General Ledger Interface was designed with the objective of updating an external General Ledger System with financial transactions generated from within Pathway.

The system incorporates the following major functions:

- The initial population and refreshing of Core General Ledger Accounts from an external source.
- Utilisation of the Core General Ledger for account validation for Pathway and Strategy modules.
- The provision of a Transaction file in which financial transactions are stored prior to updating of an external General Ledger system.
- Transaction reports over the Core General Ledger Transaction File.
- An update routine of the Core General Ledger Transaction File to output transactions to a 'flat' file in readiness for import into an external General Ledger system.
- The provision of a Transaction File recovery facility in the event that the Transaction File is inadvertently cleared or deleted prior to completion of the export process.

## Templates

This Chapter describes the establishment of parameters that control the General Ledger Interface to external financial systems. This includes the selection of importable fields for the import of General Ledger and Account data **from** the external system and the selection of required exportable fields that will be included in the Transaction File for export of transactional data **to** the external system.

Options are also provided for the importation of Project Codes from an external system and the addition and maintenance of codes within Pathway.

This section covers the following topic:

[Export/Import Format Templates](#)

## Export/Import Format Templates

The ability to select import fields for the generation of General Ledger Account data **from** an external system and the selection of exportable fields from the transaction file for export of data **to** the external system is defined within the generic import/export process.

To define the Transaction Export Template select the General Ledger Interface, Transaction Export menu option.

Check “on” the “Update and Report” option of the “Processing Options” radio group to enable an Export Format to be selected.

Press the pop up button adjacent to the “Export Format” to define the Export template for the Ledger Transaction Export File CRPFI01.

To define the Account Import Template select the General Ledger Interface, Account Import menu option.

Press the Pop Up button adjacent to the “Import Format” to define the Import template for the Account Import file CRPFI05.

To define the Bank Deposit Export Template select the General Ledger Interface, Bank Deposits Export menu option.

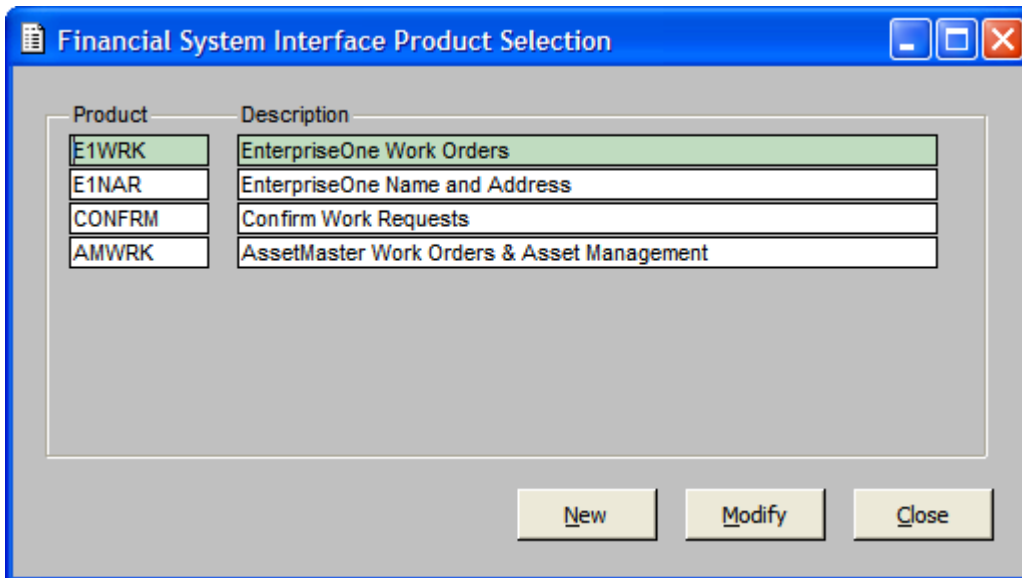
Press the Pop Up button adjacent to the “Export Format” to define the Export Template for the Bank Deposit Export File CRPFI04.



## Parameters

## Financial System Interface Product Parameters

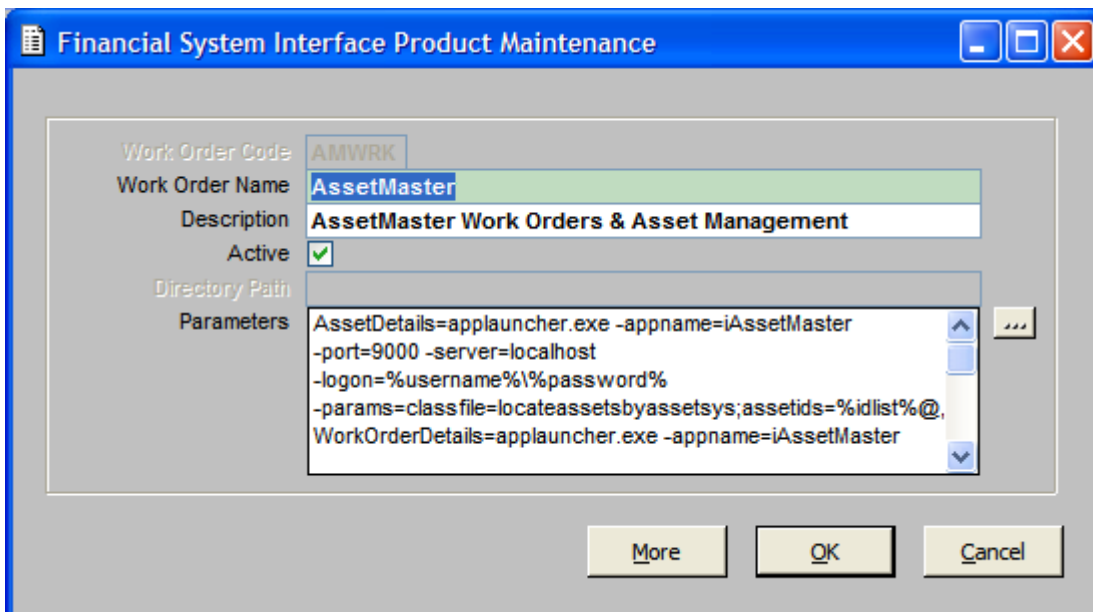
### Financial System Interface Product Selection



The dialog box titled "Financial System Interface Product Selection" contains a table with two columns: "Product" and "Description". The table lists four products: E1WRK (EnterpriseOne Work Orders), E1NAR (EnterpriseOne Name and Address), CONFRM (Confirm Work Requests), and AMWRK (AssetMaster Work Orders & Asset Management). The AMWRK row is highlighted. At the bottom, there are three buttons: "New", "Modify", and "Close".

Product	Description
E1WRK	EnterpriseOne Work Orders
E1NAR	EnterpriseOne Name and Address
CONFRM	Confirm Work Requests
AMWRK	AssetMaster Work Orders & Asset Management

### Financial System Interface Product Maintenance



The dialog box titled "Financial System Interface Product Maintenance" contains a form for editing product details. The fields are: "Work Order Code" (AMWRK), "Work Order Name" (AssetMaster), "Description" (AssetMaster Work Orders & Asset Management), "Active" (checked), "Directory Path" (empty), and "Parameters" (AssetDetails=applauncher.exe -appname=iAssetMaster -port=9000 -server=localhost -logon=%username%\%password% -params=class file=locateassetsbyassetsys;assetids=%idlist%@, WorkOrderDetails=applauncher.exe -appname=iAssetMaster). At the bottom, there are three buttons: "More", "OK", and "Cancel".

Work Order Code	AMWRK
Work Order Name	AssetMaster
Description	AssetMaster Work Orders & Asset Management
Active	<input checked="" type="checkbox"/>
Directory Path	
Parameters	AssetDetails=applauncher.exe -appname=iAssetMaster -port=9000 -server=localhost -logon=%username%\%password% -params=class file=locateassetsbyassetsys;assetids=%idlist%@, WorkOrderDetails=applauncher.exe -appname=iAssetMaster

## AssetMaster Parameter Maintenance

The AssetMaster Parameter Maintenance form (accessed via the *System Administration ► Integration ► Financial System Parameters ► Financial System Interface Product Parameters* menu option) to allow multiple Communication Types to be selected for use with AssetMaster:-

**AssetMaster Parameter Maintenance**

Work Order Name:

**Connection Details**

Database:

Database Username:

Database Password:

Database Catalogue ID:

Path for Executable:

**Communication Types**

Communication Types:

**Reference Types**

Asset Number	<input type="text" value="ASSETNUM"/>	>>	<input type="text" value="AssetMaster Asset Number"/>
Asset ID	<input type="text" value="ASSETID"/>	>>	<input type="text" value="AssetMaster Asset ID"/>
Work Order ID	<input type="text" value="WORKID"/>	>>	<input type="text" value="AssetMaster Work Order ID"/>

**Default Note Type**

Note Type Code:

Note Security Level:

Default User:

**Miscellaneous**

Include Batch-created Requests: ☒

Date Responded Source: ☐ Current System Date/Time ☒ AssetMaster Transaction Date/Time

The Communication Types area frame now only contains a new detail button labelled *Communication Types*. This button provides access to the new AssetMaster Communication Types Maintenance form to allow the selection of multiple Communication Types:-

### Communication Type

Where a Name Role Type is defined in the AssetMaster Data Map, the data extracted for the Name linked to the Customer Service Request via the Role Type would include the data for the Communication Type defined in the AssetMaster Parameters, if the Name record had that Communication Type attached.

It is now possible to define multiple Communication Types for use with AssetMaster to cause the data for each defined Communication Type to be extracted (thus allowing the Request data passed to AssetMaster to include both home and mobile telephone numbers, for example).

The AssetMaster Parameter Maintenance form has been enhanced to allow the selection of multiple Communication Types for use with AssetMaster (see **AssetMaster Parameter Maintenance** below).

## **ASSETMASTER INTERFACE**

### Release 3.05 and 3.06 enhancements:

The following enhancements (Releases 3.05 and 3.06) have been made to assist in the integration of Pathway with Technology One Asset Management via the existing Pathway/AssetMaster Interface. These enhancements are intended for use by AssetMaster sites.

### **Work Order creation requests may now be issued for ePathway-generated Requests**

AssetMaster Work Order creation requests may now optionally be issued for Requests created in batch (i.e. Requests created by ePathway). This allows Technology One Work Order creation requests to be issued via the AssetMaster interface for ePathway-generated Requests at Randwick City Council.

Existing users of the AssetMaster interface may also use this feature if they wish to create AssetMaster Work Orders for ePathway-generated Requests. No action is required if they do not wish to use the new feature.

The AssetMaster Parameter Maintenance form has been enhanced to allow the issuing of Work Order creation requests for batch-created Requests (see **AssetMaster Parameter Maintenance** below).

### **Date Responded may now be set to the date and time supplied by AssetMaster**

Currently the Date Responded field on the Request is set to the current system date and time at the time the transaction that updates the Request to a Closed status is processed by the AssetMaster background job. The Date Responded may now optionally be set to the date and time specified in the transaction. This allows a more accurate calculation of the time taken to complete the Request to be made, particularly in cases where the background job may have been stopped for some time. Randwick City Council should select the AssetMaster Transaction date and time to ensure that the date and time that the Work Order was closed in Technology One is reflected in Pathway as the Date Responded for the Request.

Existing users of the AssetMaster interface may also use this feature if they wish to ensure that the date and time that the Work Order was closed in AssetMaster is reflected in Pathway as the Date Responded for the Request. No action is required if they wish to continue to use the system date and time at the date the transaction is processed by the background job as the Date Responded.

The AssetMaster Parameter Maintenance form has been enhanced to allow the user to determine the date to be used when setting the Date Responded field on the Request (see **AssetMaster Parameter Maintenance** below).

### Release 3.07 enhancements:

The following enhancements (Releases 3.07) have been made to assist in the integration of Pathway with Technology One Asset Management via the existing Pathway/AssetMaster Interface. These enhancements are intended for use by AssetMaster sites.

### **Ability to change Pathway Requests from an AssetMaster Request Type to a non-AssetMaster Request Type**

When changed, an automatically-generated note will be passed to AssetMaster suggesting that the Work Order be reviewed for closure. In addition, any outstanding requests (not yet processed by AssetMaster) will be cancelled.

### **Confidential Notes will now not be passed to AssetMaster**

### **Change in Actioning Officer is AssetMaster \***

The new Actioning Officer details will be written to the AMS\_WKO\_EXT.OWNINGOFFICERNAME field \* unless the actioning officer changes as a result of a change of Request Type.

**Document data items can be passed to AssetMaster**

This includes a list of Request's Documents showing the Pathway document key (if stored in an EDMS) or the document path (if stored in Pathway).

**New Attachment data item (optional) can be passed to AssetMaster**

This includes a list of the Request's PaperClip attachments showing the Pathway document key (if stored in an EDMS) or the document path (if stored in Pathway).

**Pathway Requests with a status of closed will now only accept notes from AssetMaster (i.e, status changes will not be accepted)**

**AssetMaster Parameter Maintenance**

The AssetMaster Parameter Maintenance form (accessed via the *System Administration ► Integration ► Financial System Parameters ► Financial System Interface Product Parameters* menu option) has been enhanced to include parameters to control the features described above:-

**AssetMaster Parameter Maintenance**

Work Order Name:

**Connection Details**

Database:   
 Database Username:   
 Database Password:   
 Database Catalogue ID:   
 Path for Executable:

**Communication Types**

Communication Types:

**Reference Types**

Asset Number	AMASSN	>>	AssetMaster Asset Number
Asset ID	AMASSI	>>	AssetMaster Asset ID
Work Order ID	AMWKOI	>>	AssetMaster Work Order ID

**Default Note Type**

Note Type Code:   
 Note Security Level:   
 Default User:  >>

**Miscellaneous**

Include Batch-created Requests: ☐  
 Date Responded Source: ☒ Current System Date/Time  
☐ AssetMaster Transaction Date/Time

*AssetMaster Parameter Maintenance*

A new area frame labelled *Miscellaneous* has been added. This area frame includes the following fields:-

**Include Batch-created Requests** checkbox: this checkbox allows AssetMaster Work Order creation requests to be issued for Requests created in batch (i.e. Requests created by ePathway). The default is checked off. Randwick City Council should check the checkbox on to ensure that Technology One Work Order creation requests are issued via the AssetMaster interface for ePathway-generated Requests. Existing users of the AssetMaster interface need only check the checkbox on if they now wish to create AssetMaster Work Orders for ePathway-generated Requests.

**Date Responded Source** radio group: this radio group determines whether the Date Responded field on the Request is set to the current system date and time or the date and time specified in the AssetMaster transaction, where the transaction results in the Request status being set to a Closed status. The default is the current system date and time. Randwick City Council should select the AssetMaster Transaction date and time to ensure that the date and time that the Work Order was closed in Technology One is reflected in Pathway as the Date Responded for the Request (thus giving a more accurate calculation of the time taken to complete the Request). Existing users of the AssetMaster interface need only select the AssetMaster Transaction date and time if they now wish to

ensure that the date and time that the Work Order was closed in AssetMaster is reflected in Pathway as the Date Responded for the Request.

## AssetMaster Communication Types Maintenance

The Select and Remove buttons may be used to assign Communication Types for use with AssetMaster. The Move Up and Move Down buttons may be used to control the order in which the data for the Communication Types is extracted where the Name record contains more than one of the defined Communication Types.

The Label field may be used to specify an overriding label which is used to prefix the Communication Type data when the data is extracted. If no Label is specified for a Communication Type, the Communication Type description will be used as the label prefix.

The extracted data will appear in the AssetMaster Request as in the following example based on the Communication Types assigned as shown in *Fig 2* above:-

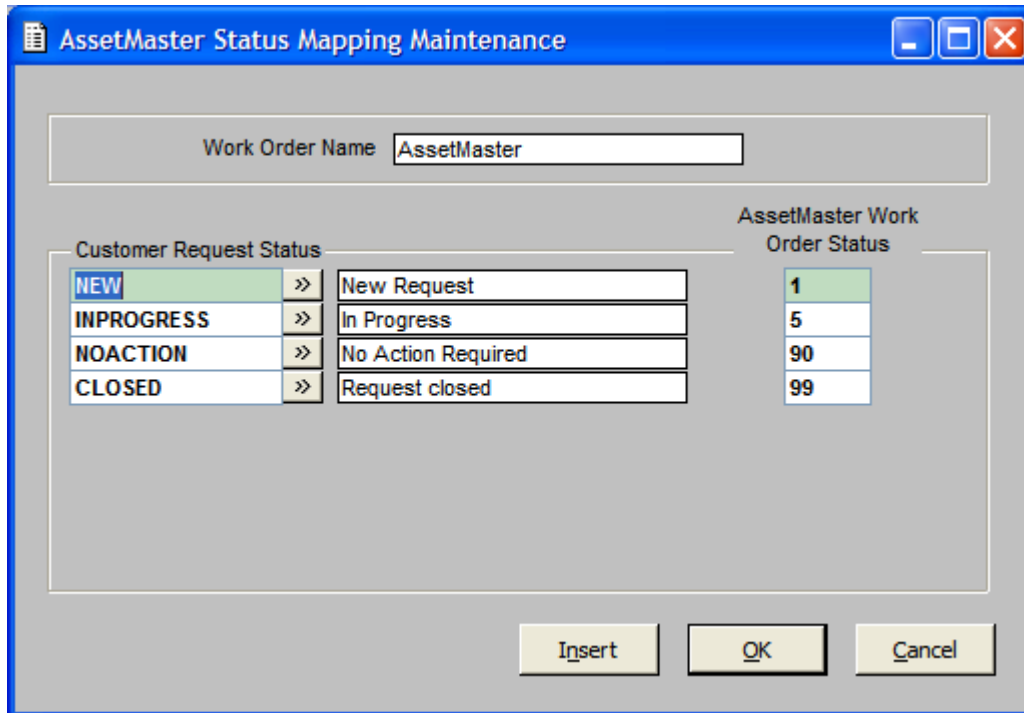
H: 9876 1234  
M: 0401 123 456  
W: 9876 5432

or if no overriding labels are specified:-

Phone (Home): 9876 1234  
Phone (Mobile): 0401 123 456  
Phone (Office): 9876 5432

## AssetMaster Status Mapping Maintenance

Selecting the Status Button on the AssetMaster Parameter Maintenance form displays the following form.



**AssetMaster Status Mapping Maintenance**

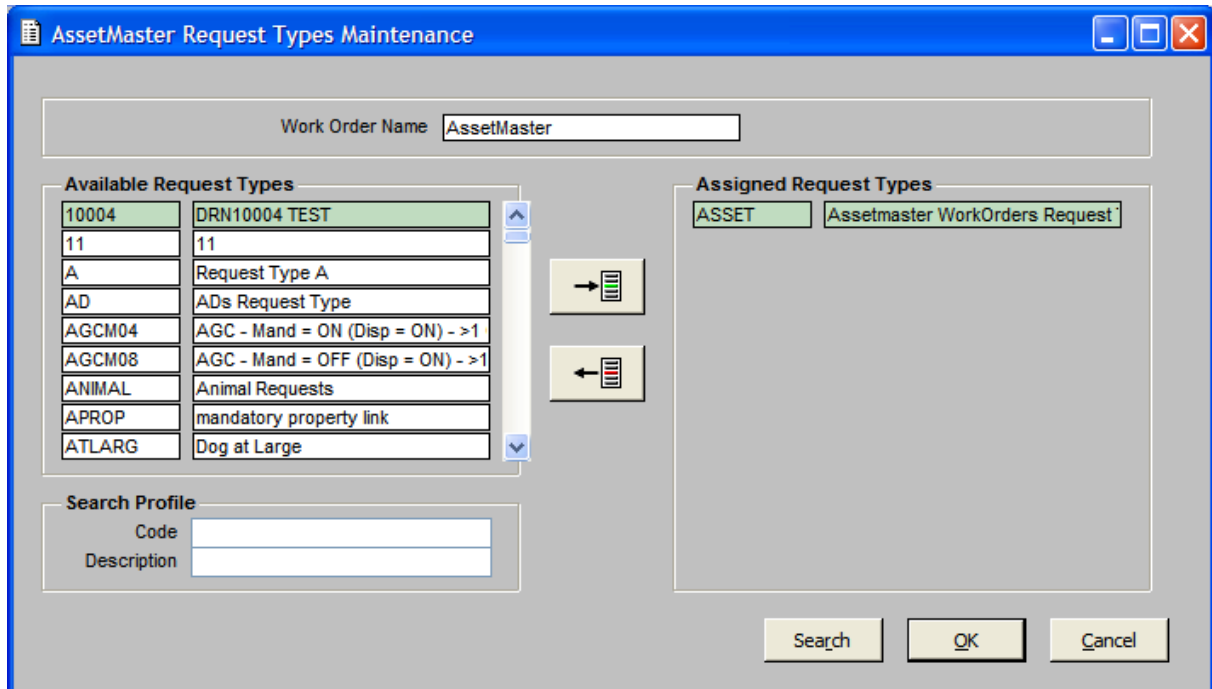
Work Order Name:

Customer Request Status		AssetMaster Work Order Status
NEW	>> New Request	1
INPROGRESS	>> In Progress	5
NOACTION	>> No Action Required	90
CLOSED	>> Request closed	99

Buttons: Insert, OK, Cancel

## AssetMaster Request Type Maintenance

Selecting the Requests Button on the AssetMaster Parameter Maintenance form displays the following form where Request Types can be assigned to be used for creating AssetMaster Requests.



**AssetMaster Request Types Maintenance**

Work Order Name:

Available Request Types		Assigned Request Types
10004	DRN10004 TEST	ASSET
11	11	Assetmaster WorkOrders Request
A	Request Type A	
AD	ADs Request Type	
AGCM04	AGC - Mand = ON (Disp = ON) - >1	
AGCM08	AGC - Mand = OFF (Disp = ON) - >1	
ANIMAL	Animal Requests	
APROP	mandatory property link	
ATLARG	Dog at Large	

Buttons: Search, OK, Cancel

## AssetMaster Data Mapping Maintenance

Selecting the Data Button on the AssetMaster Parameter Maintenance form displays the following form where fields and Role Types can be assigned to be extracted to AssetMaster Requests.

Data Item	Code/Descr	Reference Field/Role Type Link	NOTE Field (Label)	REFID Field	Active
Request TPK			<input type="checkbox"/>	(none)	<input type="checkbox"/>
Request Number			<input type="checkbox"/>	(none)	<input type="checkbox"/>
Request Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	<input type="checkbox"/>
Receiving Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	<input type="checkbox"/>
Responsible Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	<input type="checkbox"/>
Actioning Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(none)	<input type="checkbox"/>
Notes			<input checked="" type="checkbox"/> Note:	(none)	<input checked="" type="checkbox"/>
Questionnaire			<input checked="" type="checkbox"/> Questionnaire exist	(none)	<input checked="" type="checkbox"/>
Documents			<input checked="" type="checkbox"/> Pathway Service Re	(none)	<input checked="" type="checkbox"/>

### Property and Street/Suburb descriptions now passed instead of IDs (TPKs)

Where the Property Role Type (LPA 1) or the Street/Suburb Role Type (LPA 2) is defined in the AssetMaster Data Map, the data extracted for the Property or Street/Suburb linked to the Customer Service Request via the Role Type would always consist of the Property ID or the Street/Suburb ID (i.e. the TPK of the Property or Street/Suburb).

Now the Property Address will be extracted for a Property, and the Street/Suburb Name will be extracted for a Street/Suburb.

### To pass any of the available Data Items from Pathway to AssetMaster

For each Data Items you want passed to AssetMaster, set the AssetMaster Data Mapping parameters and tick the Active checkbox.

Example:

- Request TPK
- Request Number
- Request Type
- Receiving Officer
- Responsible Officer
- Actioning Officer
- Notes
- Questionnaire
- Documents
- Attachments
- Role Type Link (various)

## AssetMaster Request Processing

### Miscellaneous

Several changes have been made in Release 3.04/3.05 in the creation of AssetMaster Requests via Pathway:

1. Request Status changes received from AssetMaster that cause a change to the status of the Pathway Request in the AssetMaster Background Update process will now result in an entry being added to the Customer Request History Log.
2. Notes received from AssetMaster and added to a Pathway Request by the AssetMaster Background Update process will now result in an entry being added to the Customer Request History Log.
3. In some circumstances when the user ended the Request Entry form other than via the OK button, no AssetMaster Work Order Request was created or updated even though the Request had already been created or updated in Pathway. If pending database changes were still outstanding, the user would be asked to confirm the cancel action, in which case the AssetMaster Work Order Request would be correctly processed if the user responded that the data should be stored before closing the form; but if the user elected to confirm the cancel action without storing, or if no pending database changes had been detected (and the confirmation message therefore did not appear), the AssetMaster Work Order Request would not be processed.

To correct this problem, the Request Entry form has been modified to ensure that the AssetMaster Work Order Request is always processed if the form is cancelled via any of the form's Cancel button, the Close button on the form's window title bar, or the Alt+F4 key combination.

## Maintenance

This chapter describes the setting up of general ledgers and transaction posting periods, as well as the modification of imported General Ledger Accounts. It covers the processes of setting up and modifying accounts and project codes.

The following topics are covered in this chapter:

[Ledger Maintenance](#)

[Account Maintenance](#)

[Modifying or Creating Accounts](#)

[Project Code Maintenance](#)

# Ledger Maintenance

This section describes the setting up and maintenance of general ledgers, transaction posting periods, Project Codes and Receipting Default Bank Accounts for GL type receipts..

## Ledger Maintenance Form

This form enables the setting up of General Ledger Codes.

Any account held within the Core General Ledger module must relate to one of these Company/Ledger records. The reference to Company/Ledger does not relate to Companies that form part of the Account Number and that are used as 'business units'. Where multiple Business Units/Companies are used and inter-company transactions generated, they are to be considered as one Company/Ledger.

A separate Company/Ledger would be required only where a complete and separate Chart of Accounts are in use and financial postings do not cross between multiple Charts.

This is the only method by which General Ledger Codes may be established.

The General Ledger Code must exist prior to importing General Ledger Accounts.

Ledger	Description	Active	Period	Project	Receipting
AD	Ledger Accounts for Council	<input checked="" type="checkbox"/>	---	---	---
DT	Debtor Ledger	<input checked="" type="checkbox"/>	---	---	---
QL	QL Ledger (no offset project account)	<input checked="" type="checkbox"/>	---	---	---
SS	SS Ledger	<input checked="" type="checkbox"/>	---	---	---
TRUST	Trust Ledger	<input checked="" type="checkbox"/>	---	---	---

Buttons: Insert, OK, Cancel

*Ledger Maintenance Form*

### Ledger

This is the code given to each Ledger that is established. General Ledger Codes must be unique.

This field is mandatory.

### Description

This is a full description of the General Ledger.

While assigning a description to a Ledger is optional, it is recommended that all ledgers be given a recognisable description.

### Active

If this box is checked on then the General Ledger is currently active.

If the box is checked off then the Ledger is inactive and postings may not be made.

**Period**

The Period Detail Button is only activated when the corresponding Ledger is active. Selecting this button will take you to the Posting Period Maintenance form.

**Project**

The Project Detail Button is only activated when the corresponding Ledger is active. Selecting this button will take you to the Project Offset Account Maintenance form.

**Receipting**

The Receipting Detail Button is only activated when the corresponding Ledger is active. Selecting this button will take you to the Receipting Defaults Maintenance form.

**Posting Period Maintenance Form**

The Posting Period Maintenance form enables the setting up of transaction posting periods for any financial year.

The Posting Periods will be required to line up with the relevant periods within the external General Ledger.

These Posting Periods are user defined and may relate to any date and period.

Posting Periods are required to enable validation of a Posting Period from functions such as Rates Journal Entry, Interest/Penalty Generation, Rates Generation etc.

It is a requirement that this option is maintained at Period End to de-activate the old and activate the new period(s).

Period	Year	Description	Current Period	Active
4	1998	April 1998	01-Apr-1998	<input type="checkbox"/>
5	1998	May 1998	01-May-1998	<input type="checkbox"/>
6	1998	June 1998	01-Jun-1998	<input type="checkbox"/>
7	1998	July 1998	01-Jul-1998	<input type="checkbox"/>
8	1998	August 1998	01-Aug-1998	<input type="checkbox"/>
9	1998	September 1998	01-Sep-1998	<input type="checkbox"/>
10	1998	October 1998	01-Oct-1998	<input checked="" type="checkbox"/>
11	1998	November 1998	01-Nov-1998	<input checked="" type="checkbox"/>
12	1998	December 1998	01-Dec-1998	<input checked="" type="checkbox"/>

*Posting Period Maintenance Form*

**Ledger**

This is the Code and Description of the selected Ledger. This field is display only and is not maintainable.

**Period**

The Period code is user definable however it is recommended that it match the period code set within the external General Ledger.

For example if Periods are established on a monthly basis then the Period code may reflect the month of the period January =1, February=2, March=3 etc.

The combination of Period and Year must be unique.

### Year

This is the year in which the period occurs.

The combination of Period and Year must be unique.

### Description

This is a description of both the period and year entered. For example January 1999.

### Current Period

This is the start date of the period entered. For example, 01-Jan-1999

### Active

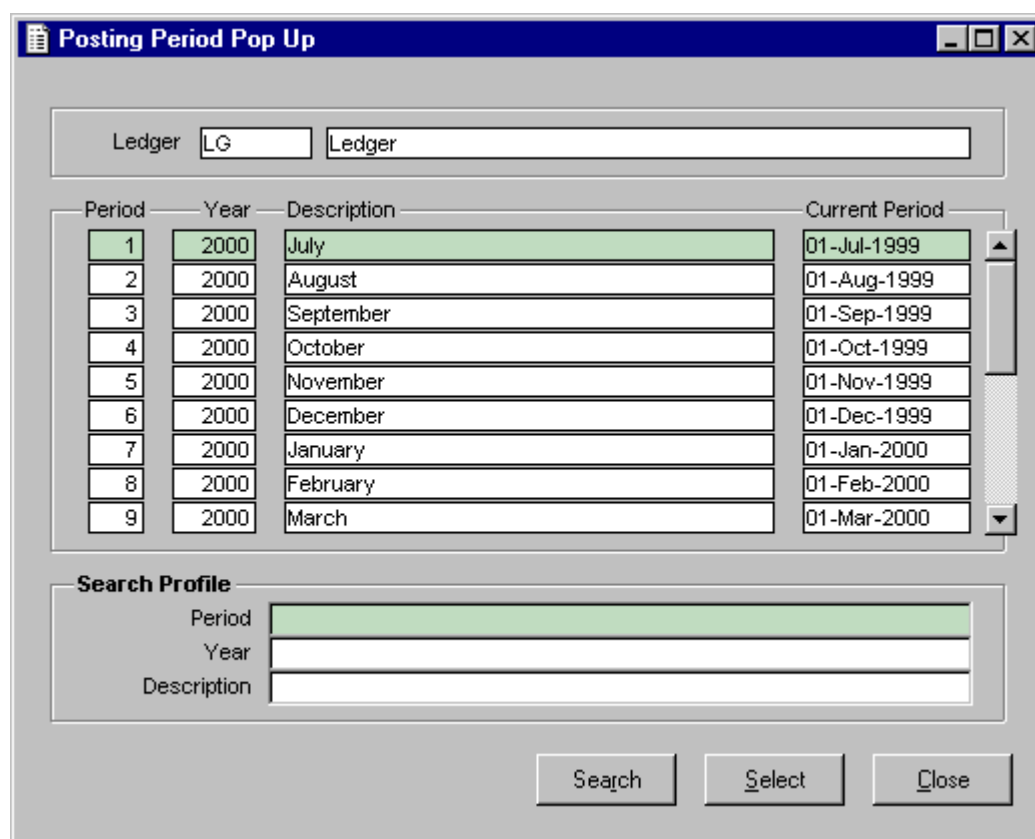
This box should be checked on for any periods that are required to be currently active. (i.e. available for posting)

Periods that are no longer active should have this box checked off.

## Posting Period Pop Up

The Posting Period Pop Up form enables the selection of the Posting Period to be used instead of the current period.

These Posting Periods are user defined and set up via the Ledger Maintenance Menu within General Ledger.



The dialog box titled "Posting Period Pop Up" contains a "Ledger" field with the value "LG" and a text box for the ledger name. Below this is a table with four columns: "Period", "Year", "Description", and "Current Period". The table lists months from July to March for the year 2000. The "Current Period" column shows dates from 01-Jul-1999 to 01-Mar-2000. At the bottom, there is a "Search Profile" section with input fields for "Period", "Year", and "Description", and three buttons: "Search", "Select", and "Close".

Period	Year	Description	Current Period
1	2000	July	01-Jul-1999
2	2000	August	01-Aug-1999
3	2000	September	01-Sep-1999
4	2000	October	01-Oct-1999
5	2000	November	01-Nov-1999
6	2000	December	01-Dec-1999
7	2000	January	01-Jan-2000
8	2000	February	01-Feb-2000
9	2000	March	01-Mar-2000

**Search Profile**

Period:

Year:

Description:

Search Select Close

### *Posting Period Pop Up*

**Ledger**

This is the Code and Description of the selected Ledger. This field is display only and is not maintainable.

**Period**

The Period code is user definable however it is recommended that it match the period code set within the external General Ledger.

**Year**

This is the year in which the period occurs.

**Description**

This is a description of both the period and year entered. For example January 1999.

**Current Period**

This is the start date of the period entered. For example, 01-Jan-1999

**Search Profile - Period**

If a particular Period is required then the Period can be entered into this field to refine the search process. This field can be left blank or used in conjunction with the Year and or Description search fields.

**Search Profile - Year**

If a particular Year is required then the Year can be entered into this field to refine the search process. This field can be left blank or used in conjunction with the Period and or Description search fields.

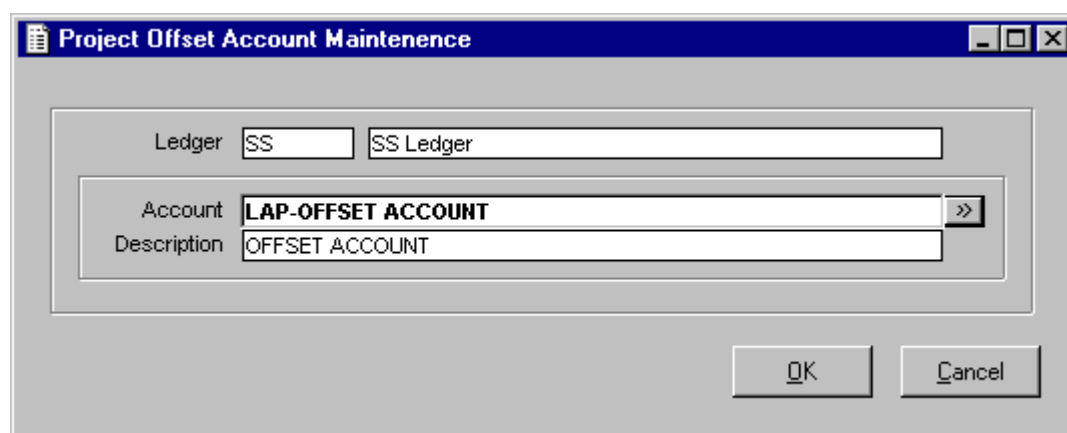
**Search Profile - Description**

If a particular Description is required then the Description (or part thereof) can be entered into this field to refine the search process. This field can be left blank or used in conjunction with the Period and or Year search fields.

## **Project Offset Account Maintenance Form**

The Project Offset Account Maintenance form enables the setting up of an account that will be used as the Revenue Account where ever a Project Code has been nominated within Pathway.

**NOTE:** It is not necessary to define a Project Offset Account if the Revenue Account within each module is required to be used in conjunction with the Project Code.



*Project Offset Account Maintenance Form*

**Ledger**

This is the Code and Description of the selected Ledger. This field is display only and is not maintainable.

### Account

This field is used to nominate a General Ledger Account which will be used as the override Revenue Account on any module that has nominated a Project Code.

When a Project Code is entered within a module the Revenue Account will become the account nominated here and will not be maintainable within individual modules.

## Receipting Defaults Maintenance Form

This form allows the establishment of the Bank Account to be used when posting of income (via Receipting) is directly updated to a General Ledger Account Code.

*Receipting Defaults Maintenance Form*

### Ledger

This is the Code and Description of the selected Ledger. This field is display only and is not maintainable.

### Default Bank Account

This field is used to nominate a General Ledger default bank account (Debit Account) to which a receipt line is to be posted. It contains the designated bank account number.

These defaults may be over-ridden by the cashier during receipt entry.

### Tax Code

This field contains the appropriate Tax Code to be used when posting General Ledger Receipts. If you do not wish to calculate Tax on General Ledger Receipts then leave this field blank.

If Tax is calculated on GL Receipts then the amount of the receipt is deemed to be Tax Inclusive. The generation of ledger transactions will then distribute the appropriate tax amount to the accounts nominated on the Tax Code within the CTX module.

### Example

If Tax = Y

Debit GL Default Bank Account	Receipt Amount
Credit nominated General Ledger Account	Receipt Amount less GST calculated
Credit Tax Cash Account	GST calculated

## Account Pop Up Form

This form allows the selection of a GL Account code. Searching is available via Search Profile criteria.

Ledger	Account	Description
LG	LAN-BANK-1	Animals Bank Account
LG	LAN-INCOME-1	Animals Income Account
LG	LAN-OVERPAY-1	Animals Overpayment Account
LG	LAN-TAX-1	Animals Tax Account

**Search Profile**

Ledger  >>

Account

Description

Search Select Close

*Account Pop Up Form*

### Ledger

This field contains the ledger code.

This field is display only and may not be maintained.

### Account

This field contains the Account Number. This field is display only and cannot be maintained.

### Description

This field contains a description of the Ledger Account.

This field is display only and may not be maintained.

### Search Profile - Ledger

This field allows a ledger code to be entered for searching purposes. Enter a valid code or select from the Pop Up form.

### Search Profile - Account

This field allows an account number to be entered for searching purposes. Standard wild card searching is available.

### Search Profile - Description

This field allows an account description to be entered for searching purposes. Standard wild card searching is available.

## Account Maintenance

This function enables the modification of General Ledger Accounts that have been imported or 'refreshed' from an external financial system.

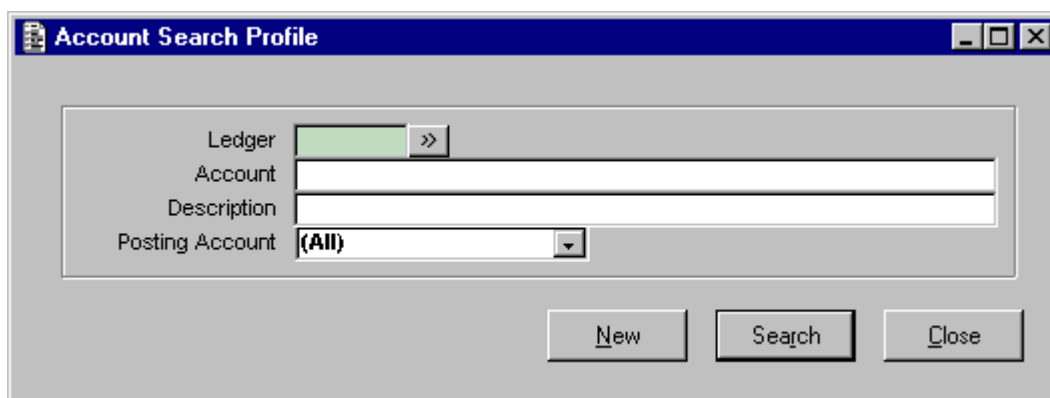
New accounts may be created, however, duplicate General Ledger accounts within the same ledger code are not allowed.

Existing accounts may not be deleted if they are linked to any Parameter or Code within Pathway.

### Account Search Profile Form

This search profile allows users to execute general or specific searches for Account details. A user can search for all account records or specific records based on a search criteria:

- GL Code
- GL Account Number
- GL Account Description
- Posting Account



*Account Search Profile Form*

#### Ledger

Entering a Ledger Code in this field and selecting the Search Button will display all accounts associated with this Ledger.

The Ledger Code may be combined with other fields on this form to narrow the search.

Selecting the Pop Up Button will display a list of valid Ledger Codes. The Ledger Pop Up is discussed later in this Chapter.

#### Account

You may search by Account Number only or combine it with other fields on this form.

Wild Card searching is available on this field.

#### Description

You may use the Account Description only or combine it with other fields on this form.

Wild Card searching is available on this field.

#### Posting Account

You may use the Posting Account option to search for only Posting Accounts, Non Posting Accounts or All Accounts, selected via the drop down list.

## Account Selection Form

This form displays the results of a search. An account may then be selected from the list or maintained by using the 'modify' button. The New Button will create a new account.

Ledger	Account	Description	Active
LG	AN LIF-0008	AN Infringements - Court Processed	<input checked="" type="checkbox"/>
LG	AN LIF-0009	AN Infringements - Tax	<input checked="" type="checkbox"/>
LG	AN LIF-0010	AN Infringements - Receipt Control	<input checked="" type="checkbox"/>
LG	AN LIF-0011	Animal Infringements Exemption Write-Off Control	<input checked="" type="checkbox"/>
LG	AN LIF-0012	Animal Infringements - Exemption Write Off	<input checked="" type="checkbox"/>
LG	BL LIF-0001	BL Infringements - System Bank	<input checked="" type="checkbox"/>
LG	BL LIF-0002	BL Infringements - Prepayments	<input checked="" type="checkbox"/>
LG	BL LIF-0003	BL Infringements - Overpayments	<input checked="" type="checkbox"/>
LG	BL LIF-0004	BL Infringements - Refunds Clearing	<input checked="" type="checkbox"/>

New Modify Close

*Account Selection Form*

### Ledger

This is the code of the selected ledger.

This field is display only and may not be maintained.

### Account

This is the name of the Account associated with the selected Ledger.

This field is display only and may not be maintained.

### Description

This a full description of the account.

This field is display only and may not be maintained.

### Active

If this box is checked on then the account is active. If this box is checked off then the account has been de-activated.

This field is display only and may not be maintained.

## Modifying or Creating Accounts

This function is used to modify existing accounts or to create new ones. If an account is highlighted from the Financial Account Selection form and the Modify option selected, then details of the account will be displayed for modification. If the New option from the Financial Account Selection form is selected then a blank form will be displayed for the input of details of a new account. The Account Maintenance Form is used for both functions.

### Account Maintenance Form

This form enables the user to maintain account details on the selected account or to add a new account.

The screenshot shows the 'Account Maintenance' window. It has a title bar with the text 'Account Maintenance' and standard window controls. The main area contains several input fields and checkboxes. The 'Ledger' field is set to 'QL' with a right-pointing arrow button. The 'Account' field is 'CRC-CASH'. The 'Description' field is 'Receipting Cash Account'. There are three checkboxes: 'Posting Account' (checked), 'Active' (checked), and 'Taxable' (unchecked). Below these is a 'Non-taxable Type' dropdown menu. A section titled 'Budget Amount' contains four text boxes: 'Current Period', 'Remaining Period', 'Current Annual', and 'Remaining Annual'. At the bottom right are 'OK' and 'Cancel' buttons.

*Account Maintenance Form*

#### Ledger

This is the code of the selected ledger. If the Ledger code is known it may be entered directly into the field or alternatively press the Pop Up Button to display the Ledger Pop Up form.

**NOTE:** The Ledger Code can only be entered when creating a new Account. Once the Account has been accepted the Ledger Code field and the associated Pop Up are input inhibited. If the wrong Ledger has been assigned to the Account you will have to delete the Account and recreate it with the correct Ledger.

#### Account

This is the name/number of the general ledger account associated with the selected ledger.

The combination of Ledger and Account Number must be unique.

#### Description

This is a full description of the account.

#### Posting Account

If this box is checked on then transactions may be posted to this account.

If this box is checked off then transactions may not be directly posted to this account.

**Active**

If this box is checked on then the account is currently active.

If this box is checked off then the account is inactive.

**NOTE:** The Active box can only be checked off if there are no associated links to this Account. If the Account has been used in any Parameters etc then the Active box cannot be checked off.

**Taxable**

If this box is checked on then GL type receipts taken against this account will have tax calculated at the Tax Rate specified against the GL Default Bank Account.

If this box is checked off then receipts taken against this account will not have tax calculated.

**Non-taxable Type**

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 7 options available in the dropdown list. These are GST Free, GST Exempt, Division 81, Input Taxed, Out of Scope, Export Sales and Undefined. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt, 8 - Division 81, I – Input Taxed, O – Out of Scope, E – Export Sales and Z - Undefined) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

**Budget Amount**

Budget amounts may be allocated to specific accounts. These amounts may be broken into various periods within a financial year. For example an amount may be assigned to an account on an annual basis but divided into 12 monthly periods. This information may be manually input or imported from an external financial system. If budget information from an external financial system is available, and required, then the information on this form will be updated during the Account Import process. If this information is not imported then any budget information input on this form will remain.

**Current Period**

Displays the amount of budget expenditure during the current budget period.

**Remaining Period**

Displays the budget amount remaining for the current budget period.

**Current Annual**

Displays the annual budget allocation.

**Remaining Annual**

Displays the budget amount remaining from the annual allocation.

**Ledger Pop Up Form**

The Ledger Pop Up form lists all valid Ledger Codes and Descriptions.

Ledger	Description
AD	Ledger Accounts for Council
DT	Debtor Ledger
QL	QL Ledger (no offset project account)
SS	Smartstream Ledger (offset project account setup)
TRUST	Trust Ledger

Search Profile	
Ledger	
Description	

*Ledger Pop Up Form*

**Ledger**

This field contains a list of all Ledger Codes that are available for selection.

This field is display only and may not be maintained.

**Description**

This field contains a full description of each available Ledger Code.

This field is display only and may not be maintained.

**Search Profile - Ledger**

Enter a Ledger Code (or part thereof) on which to base your search and use the Search Button to initiate the search. Wild card searching is available on this field.

**Search profile - Description**

Enter a Description (or part thereof) on which to base your search and use the Search Button to initiate the search. Wild card searching is available on this field.

## Project Code Maintenance

Project Codes enable transactions on one or more accounts to be grouped. They are not linked to an account, but are simply an extension of individual transactions, and can be recorded against Miscellaneous Receipts, General Ledger and Project receipts.

Within Receipt Entry there is the ability to override the Project Code allocated within the parameters and, in addition, add a Project Code where there was none allocated. The Qualifier field allows a code to be entered and validated. Where a value is entered into the Qualifier field, it will override the Project Code held on the Miscellaneous Receipt parameter. If a Project Code is not known, then entering an asterisk in the Qualifier field will invoke a pop up and allow the user to select a Project Code.

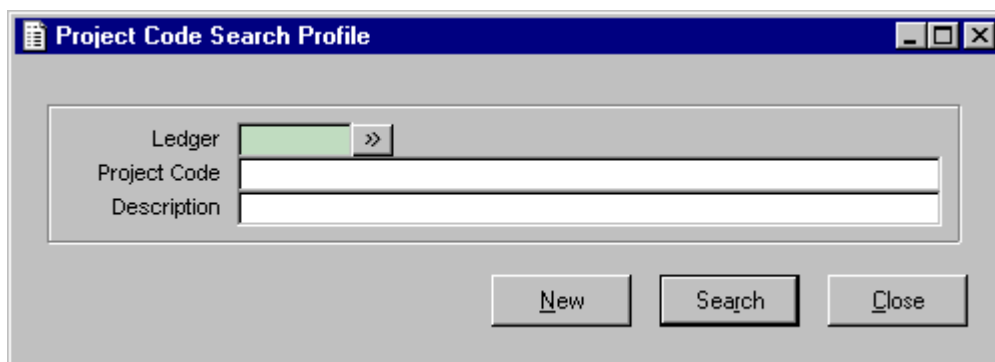
In PR Receipts, the Qualifier field also accepts the Project Code. If an override on the bank account is required then the user must select GL or PR as the application and then use the ADD button.

### Project Code Search Profile Form

This function provides the ability to add, delete or modify Project Codes.

Searches may be carried out using the following options:

- Ledger
- Project Code
- Description



*Project Code Search Profile Form*

#### Ledger

To search for existing Project Codes for a particular Ledger then enter the Ledger into this field and select the Search Button. This field can be left blank if searching for a particular Project Code or all Project Codes

#### Project Code

To search for an existing Project Code enter the code here and select the Search Button.

#### Description

The Project Code Description of an existing Project Code may be entered here as search criteria. Select the Search Button after entering the description.

#### New Button

Select the New Option to create a new Project Code.

### Project Code Selection Form

This form is displayed if more than one Project Code matches the search criteria. The required Project Code may be selected for modification from this form. New Project Codes may also be added.

Project Code	Description	Active
HALLS	Hall Hire	<input checked="" type="checkbox"/>
BBQ	BBQ Hire	<input checked="" type="checkbox"/>
INDOOR	Indoor Services	<input checked="" type="checkbox"/>
OUTDOOR	Outdoor Services	<input checked="" type="checkbox"/>
BROCH	Brochures	<input checked="" type="checkbox"/>
BUILDING	New Building	<input checked="" type="checkbox"/>
DISPLAYS	Council displays	<input checked="" type="checkbox"/>
PROJIMP-1	Tennis Centre	<input checked="" type="checkbox"/>
PROJIMP-2	Wirreanda Recreation Centre	<input checked="" type="checkbox"/>

*Project Code Selection Form*

### **Project Code**

This is the Project Code.

This field is display only and may not be maintained.

### **Description**

This is a description of the Project Code.

This field is display only and may not be maintained.

### **Active**

This displays whether the Project Code is active.

This field is display only and may not be maintained.

## **Project Code Maintenance Form**

The Project Code Maintenance form is displayed blank if the New Option was selected from a previous form. The new Code and Description and its associated Ledger should be entered and the Active box checked on if it is to be active.

If the Modify Option was selected then the Code, Description and Active box of an existing Project Code will be displayed for modification. Select F11 to delete an existing Project Code.

*Project Code Maintenance Form*

### **Ledger**

This field contains the Ledger code that the Project Code is associated to.

This field is mandatory.

### **Project Code**

This field contains the name of the project code. The Project Code must be unique.

This field is mandatory.

### **Description**

This field contains a description of the Project Code.

This field is mandatory.

### **Active**

If this box is checked on then the Project Code is available for use by other applications, such as Receipting.

If checked off then the Project Code will not be available for use.

### **Taxable**

If this box is checked on and a Project Offset Account is defined, then PR type receipts taken against this project code will have tax calculated at the Tax Rate specified.

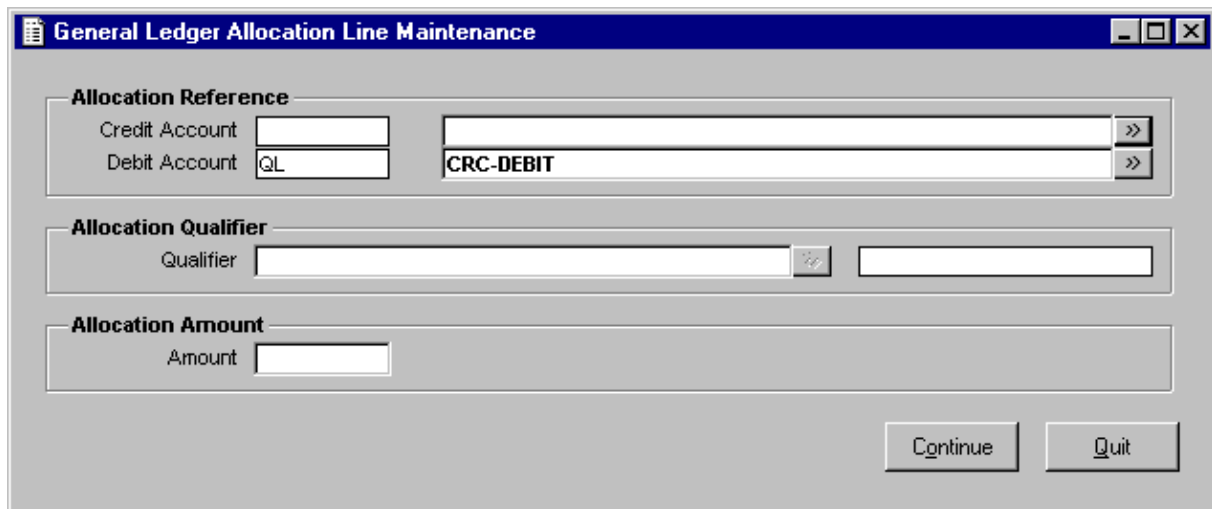
If this box is checked off then receipts taken against this account will not have tax calculated.

### **Non-taxable Type**

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 7 options available in the dropdown list. These are GST Free, GST Exempt, Division 81, Input Taxed, Out of Scope, Export Sales and Undefined. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt, 8 - Division 81, I – Input Taxed, O – Out of Scope, E – Export Sales and Z - Undefined) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

## **Account and Project Code Selection Form**

This form is presented when an account number is required to be chosen and the function in use supports the entry of Project Codes e.g. Receipting.



The screenshot shows a software window titled "General Ledger Allocation Line Maintenance". It contains three main sections: "Allocation Reference", "Allocation Qualifier", and "Allocation Amount".

- Allocation Reference:** Includes fields for "Credit Account" (empty) and "Debit Account" (containing "QL"). To the right of these fields are two buttons with double arrows (»).
- Allocation Qualifier:** Includes a "Qualifier" field (empty) and a button with a pop-up icon.
- Allocation Amount:** Includes an "Amount" field (empty).

At the bottom right of the window are two buttons: "Continue" and "Quit".

*Account and Project Code Selection Form*

### **Credit / Debit Account**

This field allows the user to select a general ledger account that will receive the Debit or Credit amount allocation for the transaction. The Debit Account will be automatically updated by the system however you may override this account if required.

### **Qualifier**

If entering a PR receipt, enter the Project Code to be allocated to the financial transaction directly into the field or alternatively select from the Project Code Pop Up Form by pressing the pop up button associated with this field.

If entering a GL receipt, then the Qualifier field can be used for additional information. The Qualifier field is free format.

### **Amount**

Enter in the Amount that is to be receipted for this receipt allocation line.

## **Project Code Pop Up Form**

This form is a standard pop up form for Project Codes.

A standard search profile is available at the bottom of the form.

Project Code	Description
BBQ	BBQ Hire
BROCH	Brochures
BUILDING	New Building
DISPLAYS	Council displays
HALLS	Hall Hire
INDOOR	Indoor Services
OUTDOOR	Outdoor Services
PROJIMP-1	Tennis Centre
PROJIMP-2	Wirreanda Recreation Centre

**Search Profile**

Project Code

Description

*Project Code Pop Up Form***Project Code**

This field contains the unique project code.

This field is display only and may not be maintained.

**Description**

This field contains the full description for the project code.

This field is display only and may not be maintained.

**Search Profile - Project Code**

If you wish to search through the list for a specific Project Code then the code may be entered in this field. Standard wild card searching is available.

**Search Profile – Description**

If you wish to search through the list for a specific Project Code Description then enter the details in this field. Standard wild card searching is available.

## Processing

This chapter deals with the process of importing and exporting of accounts as well as any recovery processes in the event of lost data.

The following topics are covered in this section:

[Account Import](#)

[Ledger Transaction Export](#)

[Transaction Export Recovery](#)

[Bank Deposits Export](#)

[Bank Deposits Export Recovery](#)

[Project Code Import](#)

[Exported Transaction Enquiry](#)

[Tax Audit Transaction Export](#)

## Account Import

This function imports general ledger accounts from the 'flat file' produced by the foreign General Ledger System, into the Core Ledger System.

It is recommended that this be undertaken on a regular basis or when changes are made to the Chart of Accounts.

The format and sequencing of the fields must be established in Export/Import Format Maintenance within the Query Module prior to this function being run. The Import Format should be defined over the CRPFI05 Table. It is important that the Import Format and the source ASCII data being provided match exactly. If the Boolean Flags for the Active and Posting Account fields are not specifically provided then the system will automatically assign the values as ON. The Taxable field will only be updated if the value is supplied in the Import file. If the value is blank it will retain the value currently in Account Maintenance.

When the Account Import function is selected from the General Ledger Interface Menu the control form that is displayed will actually be a Query Module form. (CQYC8010) When displayed the form title will read "Account Import Control". If the Import Format has not previously been established you may do so at this point by selecting the Import Format Pop Up Button.

This function will perform the following:

- Amend and modify any field within the Core General Ledger Account File.
- Add New General Ledger Account records.
- Remove any records where they exist in the Core General Ledger Account File but do not exist in the new import file. (The Delete/Deactivate Existing Records option on the form must be turned on)
- Retain and produce an exception report for any General Ledger Account that exists in the Core General Ledger Account File but not in the new import file AND have a link to a parameter or code within any Pathway or Strategy module. The Accounts will be suspended and not deleted.

# Ledger Transaction Export

This function enables the user to output the contents of the Core Transaction File to a 'flat file' in preparation for uptake into a foreign General Ledger system.

The format and sequencing of the fields must be established in Export/Import Format Maintenance within the Query Module prior to this function being run.

## Transaction Export Control Form

This form controls the transaction export process.

The format and sequencing of the fields must be established in Export/Import Format Maintenance within the Query Module prior to this function being run. (CRPFI01)

The financial transactions will be removed from the Core Transaction File once they have been written to a "flat" file. There is a History Transaction File that may be used in the event of a recovery being required.

*Transaction Export Control Form*

## Processing Options

### Report Only

Select this option if only reports are required.

### Update and Report

Selecting this option will:-

- Create the "flat" transaction file(s)

- Remove the processed transactions from the Core Transaction File and transfer to the Core Transaction Recovery File.
- Produce the reports nominated.

**Export Format**

This field displays the name of the export format being used to generate the “flat” transaction file. To choose an export format press the pop up button associated with the field.

The Export/Import Format Selection form will be displayed showing all available transaction export formats. The format must be defined over the CRPFI01 entity. Refer to the Query User Guide for more information on establishing an export format.

**Export File**

This field will be automatically populated when the Export Format is selected. Alternatively you may override and enter a different file name to that provided on the export format.

**File Update Options – Replace or Append****Replace**

Selecting this option will delete the existing “flat” export file (if one exists) and create a new “flat” export file containing the transactions generated from this process.

**Append**

If a “flat” export file already exists then any transactions generated from this process will be “appended” to the end of the file.

**Bank Deposits Extract**

If this flag is checked on, the Bank Deposits file (CFIBDEP) will be updated with the actual Bank Deposits, split by Banking Reference and Bank Account. For each Bank Account it will accumulate all entries per unique Banking Reference and write a single Bank Deposit record.

There is a separate Bank Deposit Export process to extract the data from the Bank Deposits file and produce a “flat” file.

The file (CFIBDEP) contains the following fields:

- Ledger/Company ID
- Bank Account Number
- Deposit or Banking Reference
- Amount
- Date Processed

The Date Processed will be the system date when this export was performed. If this is done daily it will represent the date of the receipts.

Where the nett effect of a Banking Reference within a Bank Account is zero, no record will be written out.

If you are not using the Bank Deposits Extract function then do not check this flag on.

**Detailed Transaction Report**

If this flag is checked on then a transaction report will be produced containing every source transaction regardless of the consolidation options chosen.



**It is strongly recommended that this option is checked on. Please note that the report need not be printed.**

**Sort Order**

This field determines the order in which the transactions will appear on the Detailed Transaction Report.

Three options are available from the drop down list:

Ledger/Year/Period/Account

Ledger/Application/Year/Period/Account

User/Ledger/Year/Period/Account

**Consolidated Transaction Report**

If this flag is checked on then a Transaction Report will be produced that will be a direct reflection of the accounts written to the "flat" output file.



**It is strongly recommended that this option is checked on. Please note that the report need not be printed.**

**Sort Order**

This field determines the order in which the transactions will appear on the Consolidated Transaction Report.

Two options are available from the drop down list:-

Ledger/Year/Period/Account

Ledger/Application/Year/Period/Account

**Unprocessed Transaction Report**

At the conclusion of the Export Process an addition report may be run to report on any transactions that are remaining in the source transaction file (CFITRAN).

Transactions may remain in the transaction file where an error has occurred during posting resulting in either the transaction set not being completed or an imbalanced transaction set is written. These errors may occur as a result of a programming error or incorrect parameter set up.

To ensure that this report does not pick up transactions that are being posted at the same time the export or report is running it will only provide the exceptions on transactions where the creation date is less than the system date. (i.e. from yesterday)

**Bank Account Transactions – Banking Reference Consolidation**

This option allows you to determine the level of consolidation required on Bank Account transactions.

A Bank Account is determined by the presence of a value in the Banking Reference field on the transactions.



For Bank Account Transactions that are the result of a Receipt Reversal or Transfer the Disallow Consolidation Flag will be turned ON. This means that they will never be consolidated.



Where a Receipt Reversal has been performed that is NOT in the same receipting period as the original receipt the Banking Reference will be written to the Bank Account Transaction and a suffix of "R" will be added.



Where a Receipt Transfer has been performed that is NOT in the same receipting period as the original receipt the Banking Reference will be written to the Bank Account Transaction and a suffix of "T" will be added.

**Banking Reference**

Where this is chosen the rules for consolidation are as follows:-

The Values in ALL of the following fields for each record must match:

Ledger  
Account  
Project  
Posting Period/Year  
Banking Reference  
Disallow Consolidation is OFF

The data output for the consolidated transaction is as follows:-

Ledger Code	As is.
Account	As is.
Project	As is.
Posting Period	As is.
Posting Year	As is.
Transaction Date	Transaction Date of the first transaction in the Group of transactions to be Consolidated.
Amount	Total of the amounts from each transaction consolidated.
Source Application	Blank
Banking Reference	As is.
Application Reference 1	Banking Reference
Application Reference 2	Banking Reference
Application Reference 3	External Source (eg LAP, LLC or manually entered)
Application Reference 4	External Reference
Particulars	"Consolidated" plus the Banking Reference
Receipt System Date	Receipt System Date

### Banking Reference and Source

Where this is chosen the rules for consolidation are as follows:-

The Values in ALL of the following fields for each record must match:

Ledger  
Account  
Project  
Posting Period/Year  
Source Application  
Banking Reference  
Disallow Consolidation is OFF

The data output for the consolidated transaction is as follows:-

Ledger Code	As is.
Account	As is.
Project	As is.
Posting Period	As is.
Posting Year	As is.
Source Application	As is.
Transaction Date	Transaction Date of the first transaction in the Group of transactions to be Consolidated.
Amount	Total of the amounts from each transaction consolidated.
Banking Reference	As is.
Application Reference 1	Banking Reference
Application Reference 2	Banking Reference
Application Reference 3	External Source (eg LAP, LLC or manually entered)
Application Reference 4	External Reference
Particulars	Source Application & "Consolidated" & Banking Ref.

## Source Only

Where this is chosen the rules for consolidation are as follows:-

The Values in ALL of the following fields for each record must match:

Ledger  
Account  
Project  
Posting Period/Year  
Source Application  
Disallow Consolidation is OFF

The data output for the consolidated transaction is as follows:-

Ledger Code	As is.
Account	As is.
Project	As is.
Posting Period	As is.
Posting Year	As is.
Source Application	As is.
Transaction Date	Transaction Date of the first transaction in the Group of transactions to be Consolidated.
Amount	Total of the amounts from each transaction consolidated.
Application Reference 1	"Consolidated"
Application Reference 2	"Consolidated"
Application Reference 3	External Source (eg LAP, LLC or manually entered)
Application Reference 4	External Reference
Particulars	Source Application & "Consolidated"

## None

Where this option is chosen there will be no consolidation of Bank Transactions at all.

Data output for the Bank Account Transactions will be all fields as normal except the Banking Reference will be duplicated into Application Reference 2.


## Applications to Consolidate

Any of the listed sub-systems may have its transactions consolidated.

This area covers the consolidation of general accounts. These accounts are defined by the Banking Reference field being 'blank'. (See Bank Account Transactions – Banking Reference Consolidation for information on consolidation of Bank Accounts.)

Accounts will be consolidated into a single transaction where the following fields within the transaction match.

Ledger Code  
Account  
Project  
Posting Period/Year  
Source Application  
Disallow Consolidation is OFF

 Transactions with 'Disallow Consolidation' flag set 'on' will be left unconsolidated.

The data output for any consolidated transactions is as follows:-

Ledger Code	As is.
Account	As is.
Project	As is.

Posting Period	As is.
Posting Year	As is.
Source Application	As is.
Transaction Date	Transaction Date of the first transaction in the Group of transactions to be Consolidated.
Application Reference 1	"Consolidated"
Application Reference 2	"Consolidated"
Application Reference 3	External Source (eg LAP, LLC or manually entered)
Application Reference 4	External Reference
Particulars	Source Application & "Consolidated"

Click on the application description to select the application for consolidation. Hold down the control key to select multiple applications.

For example you may wish to consolidate all Rates Receipt Transactions but leave all other modules with full transaction recording. In this case you would select the LRAR application (Rates Receipts). Please note that all transactions written as a result of a Receipt Reversal or Receipt Transfer will have the Disallow Consolidation flag turned "ON". Therefore these transactions will not be consolidated.

The Source Code reflects the Application Code appended with an "R". In this way, customers can select to consolidate Rates Receipts and leave all other Receipt types unconsolidated.

#### Receipts/Reversals and Transfers

Receipt Type	New Source Code
RC	CRCR
GL or PR	CFIR
AP	LAPR
AN	LANR
LC	LLCR
RA	LRAR
IF	LIFR
AR	CARR
RG	CRGR
User Defined receipt	User defined code Plus "R"

#### Debt Transactions

RA	LRA (e.g. Rates Journals)
IF	LIF (e.g. Raising of Infringements amounts)
AP	LAP (e.g. Raising of Application fees)
LC	LLC (e.g. Raising License Fees)

## Transaction Export Recovery

This function enables the re-generation of the “flat” transaction file(s) in the event that the file is inadvertently cleared or deleted prior to the completion of the up-load process.

Recovery is possible because as each job is run, via the Transaction Export Control process, a history of the transactions is written to a ‘history file’. A separate file is created for each transaction export job to facilitate incremental recovery.

Please note that running this function will not update any Pathway files. This process is merely a tool for re-generating the “flat” transaction file.

When selecting to run the Transaction Export Recovery it is the Query system that is invoked. The form displayed is a generic query form however the title of the form will read Ledger Transaction Export Control.

Please refer to the Query User Guide for more information on how to use this form.

### Ledger Transaction Export (Recovery)

This function enables the re-generation of the “flat” transaction file(s) in the event that the file is inadvertently cleared or deleted prior to the completion of the up-load process.

Recovery is possible because as each job is run, via the Transaction Export Control process, a history of the transactions is written to a ‘history file’. A separate file is created for each transaction export job to facilitate incremental recovery.

When selecting to run the Transaction Export Recovery it is the Query system that is invoked. The form displayed is a generic query form however the title of the form will read Ledger Transaction Export Control.

**Ledger Transaction Export Control**

**Search Profile**

Export Format: Export financial transactions

Entity: CRPFI01

Run Number: 207227

Ledger Transaction

Transactions for LAP, LAPR, LANR, CARR (5)

**Processing Options**

Export File: c:\temp\transexp.txt

File Option: ☒ Replace ☐ Append

Options Process Cancel

*Ledger Transaction Export Control (Recovery)*

#### Export Format

The Export Format field contains the name of the export format to be used.

#### Entity

The Entity Name will be populated automatically. In this case it will be CRPFI01.

**Run Number**

A Run Number must be selected.

Each time you run the Transaction Export the transaction records are written to the CRPFI01 entity and allocated a run number. When running the recovery you must specify which run number contains the transactions that you wish to use. The Run Number Pop Up button will display the Submitted Job Pop Up form. This form will display all jobs run for the Ledger Transaction Export. The description, Run Number, User Id and Date and Time of the run will be displayed.

**Export File**

The Export File field contains the name of the “flat” file that will be generated when the recovery process is run. It will be populated automatically from the Export Format that you have chosen. You may override the file name if you require.

**File Options**

Replace will delete any previous records in the “flat” file before saving the current records.

Append will add any new records to the existing records in the file.

## Bank Deposits Export

The Bank Deposits Export function will produce a “flat” transaction file of Bank Deposit records that may be used within a Bank Reconciliation module in foreign financial systems.

The Bank Deposit data base file (CFIBDEP) is updated with bank deposit records during the Financial Transaction Export process. (You must turn the Bank Deposits Extract flag on during the transaction export.)

Bank Deposits that are processed will be deleted from the Bank Deposit database file (CFIBDEP). (A recovery process is available if required)


Prior to running the bank deposits export function you must have established a file format template for the Bank Deposit “flat” file that is to be created. See Query >> Query Parameters >> Export/Import Format Maintenance. The template should be created for the CRPFI04 entity. If not previously created also have the option to create it from the Bank Deposits Export Control Form by pressing the Export Format Pop Up Button.

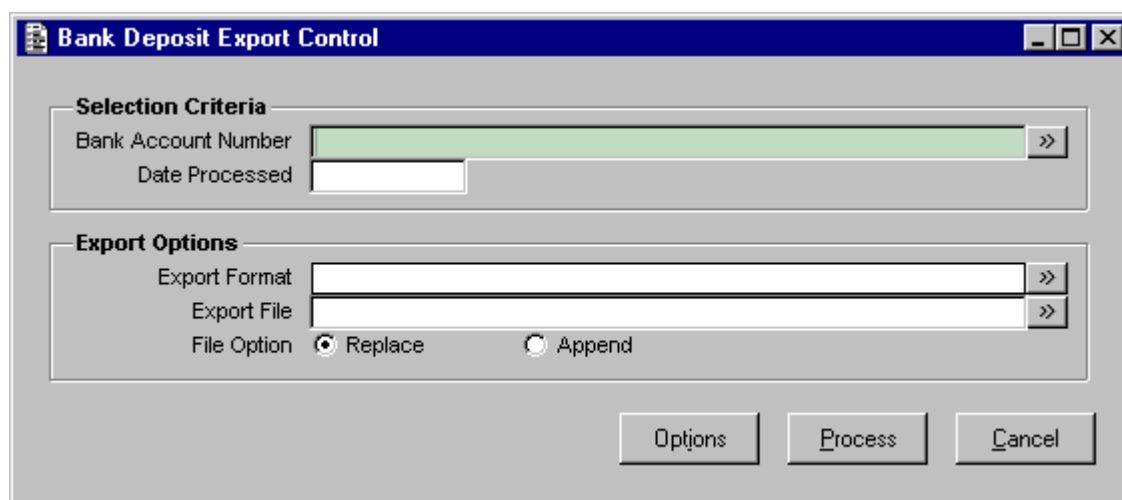
### Bank Deposits Export Control Form

The Bank Deposits Export function will produce a “flat” transaction file of Bank Deposit records that may be used within a Bank Reconciliation module in foreign financial systems.

The Bank Deposit data base file (CFIBDEP) is updated with bank deposit records during the Financial Transaction Export process. (You must turn the Bank Deposits Extract flag on during the general ledger transaction export.)

Bank Deposits that are processed will be deleted from the Bank Deposit database file (CFIBDEP). (A recovery process is available if required)

 Prior to running the bank deposits export function you must have established a file format template for the Bank Deposit “flat” file that is to be created. See Query >> Query Parameters >> Export/Import Format Maintenance. The template should be created for the CRPFI04 entity. If not previously created also have the option to create it from the Bank Deposits Export Control Form by pressing the Export Format Pop Up Button.



The screenshot shows a Windows-style dialog box titled "Bank Deposit Export Control". It is divided into two main sections: "Selection Criteria" and "Export Options".

**Selection Criteria:**

- "Bank Account Number" is followed by a green text input field and a right-pointing arrow button (»).
- "Date Processed" is followed by a white text input field.

**Export Options:**

- "Export Format" is followed by a white text input field and a right-pointing arrow button (»).
- "Export File" is followed by a white text input field and a right-pointing arrow button (»).
- "File Option" has two radio buttons: "Replace" (which is selected) and "Append".

At the bottom of the dialog are three buttons: "Options", "Process", and "Cancel".

*Bank Deposits Export Control Form*

**Selection Criteria - Bank Account Number**

Enter a Bank Account Number for which to run the Bank Deposit Extract or select it from the Pop Up menu.

If no entry is made then all bank accounts will be processed.

**Selection Criteria - Date Processed**

Enter the date on which the records were processed. (This is only required if you wish to pick up bank deposits for a specific date.)

If no entry is made then the date processed will not be considered when extracting.

**Export Format**

This field displays the name of the export format template that will be used to create the “flat” bank deposit file.

To select an export format press the pop up button. All export formats that have been defined for the Bank Deposit Export will be displayed. If no export formats have been defined then you will be presented with the Export/Import Format Maintenance form to create a new export format.

This field is mandatory.

**Export Options - Export File**

This field contains the name of the “flat” file that will be generated. It will be displayed automatically based on the export template chosen. You may override the export file name if required.

The Bank Deposit Export File Template governs the layout of the file that is generated.

**Export Options - File Option**

Select from the following options:

- Replace
- Append

Replace will delete any previous records in the “flat” file before saving the current records.

Append will add any new records to the existing records in the file.

## Bank Deposits Export Recovery

This function enables the re-generation of the “flat” bank deposit file in the event that the file is inadvertently cleared or deleted prior to the completion of the up-load process.

Recovery is possible because as each job is run, via the Bank Deposit Export process, a history of the transactions is written to a ‘history file’. A separate file is created for each bank deposit export job to facilitate incremental recovery.

Please note that running this function will not update any Pathway files. This process is merely a tool for re-generating the “flat” transaction file.

When selecting to run the Bank Deposits Export Recovery it is the Query system that is invoked. The form displayed is a generic query form however the title of the form will read Bank Deposit Export Control.

Please refer to the Query User Guide for more information on how to use this form.

### Bank Deposit Export Control (Recovery)

This function enables the re-generation of the “flat” bank deposit file in the event that the file is inadvertently cleared or deleted prior to the completion of the up-load process.

Recovery is possible because as each job is run, via the Bank Deposit Export process, a history of the transactions is written to a ‘history file’. A separate file is created for each bank deposit export job to facilitate incremental recovery.

When selecting to run the Bank Deposits Export Recovery it is the Query system that is invoked. The form displayed is a generic query form however the title of the form will read Bank Deposit Export Control.

**Bank Deposit Export Control**

**Search Profile**

Export Format: Bank Deposit Export File Template

Entity: CRPFI04

Run Number: 207238

**Processing Options**

Export File: c:\temp\bankdep.txt

File Option: ☒ Replace ☐ Append

Options Process Cancel

*Bank Deposit Export Control (Recovery)*

#### Export Format

The Export Format field contains the name of the export format to be used. The Export Format must be based on the CRPFI04 entity.

#### Entity Name

The Entity Name will be populated automatically. In this case it will be CRPFI04.

**Run Number**

A Run Number must be selected.

Each time you run the Bank Deposit Export the bank deposit records are written to the CRPFI04 entity and allocated a run number. When running the recovery you must specify which run number contains the bank deposit transactions that you wish to use. The Run Number Pop Up button will display the Submitted Job Pop Up form. This form will display all jobs run for the Bank Deposit Export. The description, Run Number, User Id and Date and Time of the run will be displayed.

**Export File**

The Export File field contains the name of the “flat” file that will be generated when the recovery process is run. It will be populated automatically from the Export Format that you have chosen. You may override the file name if you require.

**File Options**

Replace will delete any previous records in the “flat” file before saving the current records.

Append will add any new records to the existing records in the file.

## Project Code Import

This function provides the ability to import data to populate the Project Codes Table. This table is required for validation purposes.

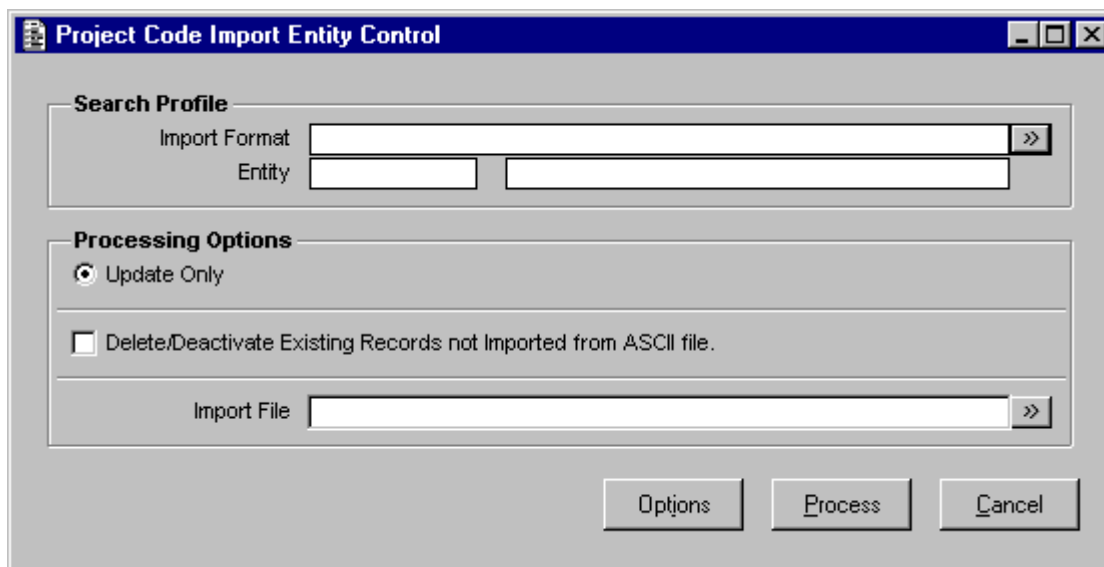
### Project Code Import Entity Control Form

Within QL there is the ability to record Project Codes against transactions. These Project Codes enable the transactions on one or more accounts to be grouped.

Project Codes are not linked to an account but are simply an extension of each individual transaction.

Within Receipting there is the ability to record Project Codes for Miscellaneous Receipts and Project Receipts.

To access this function an Import format definition (over CFIPROJ) must be established in the Query module. Please refer to the Query User Guide/Help File for more information.



*Project Code Import Entity Control Form*

#### Import Format

This is the Import Format that is established in the Query module. For information on how to set up Import Formats consult the Query User Guide. The Export format should be created over the CFIPROJ entity.

#### Entity

This is the Entity associated with the Import Format. When an Import Format is selected the associated Entity and Description is automatically brought through.

#### Processing Options - Update Only

These are the processing options that are available. Currently the Project Code Import facility can only be processed in Update mode.

#### Delete/deactivate Existing Records not Imported from ASCII file

If this box is checked on any existing Project Codes within the database that do not appear in the Import File will be deleted. If the box is checked off then all codes will remain after the import.

#### Import File

Enter the path and file name of the file to be used for the import of Project Codes. Enter the details manually or select the path and file name using the pop up button.

## Exported Transaction Enquiry

The Exported Transaction Enquiry function will enable an on-line enquiry to be implemented that is using the Detailed Reporting Entity which contains exported Pathway General Ledger transactions. This enquiry will function over the detailed transaction information only.

### Exported Transaction Enquiry

*Exported Transaction Enquiry Form*

The Exported Transaction Enquiry will allow enquiry on the following information

#### Run Number

This is the run number of the General Ledger Transaction Export. This number can be keyed into the run number field if known or selected via the popup selection button. Where a run number is entered in the 'from' range and no number is entered in the 'to' range, then only that run number will be included in the result.

A range of run numbers may be specified.

Where a Run Number is selected an only consolidated transactions exist, a message will be displayed.

**\*\* Either a Run Number of a Create Date Range must be entered**

#### Create Date

Enter the Creation Date range that you wish to search for, this is a date time field so care should be taken when entering both a from and to range to ensure that an entire day is selected.

If there is no 'to date' entered, the export will assume the one date only.

When entering a date range, the Field being enquired upon is a date time field, therefore if you wished to search for a date range you would need to enter the following:

Creation Date    01/04/04                      03/04/04

This would return transactions with a Creation Date from 01/04/04 00:00:00 to 03/04/04 00:00:00 including transactions for the 1<sup>st</sup> and 2<sup>nd</sup> of April.

**\*\* Either a Run Number of a Create Date Range must be entered**

#### Account

Enter the required account number or select from the list of accounts provided through the popup selection form. Leave the Account field blank to retrieve all accounts.

### Source Application

Enter the required source application eg :LRA for Rates, or select from the list of application available through the popup selection form. Leave the Source Application field blank to retrieve all accounts.

## Search Results

Once the required details have been entered click on Search, this will bring the report details to screen in the following format.

The screenshot shows a window titled "Exported Transaction Enquiry" with a table of transaction data. The table has columns for Run, Creation Date/Time, Tran. Date, Account, Description, Source, Transaction Amount, Tax, Application Reference, Application Reference 2, Banking Reference, and User Identifier. There are five rows of data, each representing a transaction. The first row is highlighted in green.

Run	Creation Date/Time	Tran. Date	Account	Description	Source	Transaction Amount	Tax	Application Reference	Application Reference 2	Banking Reference	User Identifier
238648	02-Feb-2004 12:47:28	02-Feb-2004	LRA-SYS-TAX-ACCRUAL	Rates System Tax Accrual Account	LRAR	0.50-		1999410606	25083		WOODHEG
LRAR ; gw general rate/Current Arrears Fine											
238648	02-Feb-2004 12:47:32	02-Feb-2004	LRA-SYS-TAX-ACCRUAL	Rates System Tax Accrual Account	LRAR	0.20-		1999410607	25084		WOODHEG
LRAR ; gw general rate/Current Arrears Fine											
238648	02-Feb-2004 12:47:34	02-Feb-2004	LRA-SYS-TAX-ACCRUAL	Rates System Tax Accrual Account	LRAR	1.19-		1999410608	25086		WOODHEG
LRAR ; gw general rate/Current Arrears Fine											
238648	02-Feb-2004 12:47:35	02-Feb-2004	LRA-SYS-TAX-ACCRUAL	Rates System Tax Accrual Account	LRAR	0.50-		1999410609	25087		WOODHEG
LRAR ; gw general rate/Current Arrears Fine											
238648	02-Feb-2004 12:47:37	02-Feb-2004	LRA-SYS-TAX-ACCRUAL	Rates System Tax Accrual Account	LRAR	0.99-		1999410610	25090		WOODHEG
LRAR ; gw general rate/Current Arrears Fine											

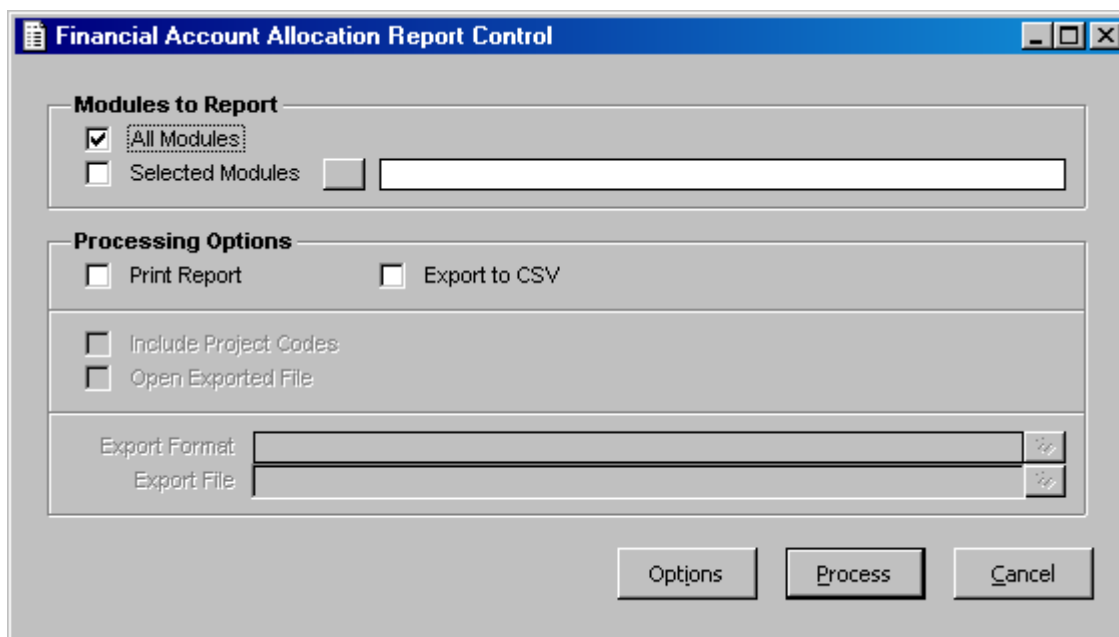
### Exported Transaction Enquiry

The following information will be available for viewing.

- Run** – This is the Run number for the General Ledger Export job
- Creation Date/Time** – The Creation Date time of the General Ledger Export Transaction
- Tran Date** – The Transactions Date of the Transaction
- Account** – The Account relevant to this financial transaction
- Description** – The Account Description
- Source** – The Source of the Transaction eg LRAR Rates Receipt
- Transaction Amount** – The Amount of the Transactions
- Tax** – The Taxable Indicator Y/N/8/blank
- Application Reference** –eg For a receipt this will be the receipt number
- Application Reference 2** –eg: for a rates receipt this will be the assessment number
- Banking Reference** – Applicable only to the Bank Account Transactions.
- User Identifier** – The Pathway USERID of the person who generated the transactions

# Financial Account Allocation Report

## Financial Account Allocation Report



The image shows a Windows-style dialog box titled "Financial Account Allocation Report Control". It contains two main sections: "Modules to Report" and "Processing Options".

**Modules to Report:** This section has two radio buttons. The first is "All Modules", which is selected (checked). The second is "Selected Modules", which is unselected. To the right of the "Selected Modules" radio button is a text input field.

**Processing Options:** This section contains several checkboxes and two text input fields.

- ☐ Print Report
- ☐ Export to CSV
- ☐ Include Project Codes
- ☐ Open Exported File
- Export Format: [Text Input Field] [Detail Button]
- Export File: [Text Input Field] [Detail Button]

At the bottom of the dialog box are three buttons: "Options", "Process", and "Cancel".

*Financial Account Allocation Report Form*

### Modules to Report

The Modules to Report will default to ALL MODULES. Alternatively the report may be run over selected modules. To do this, Check the Selected Modules checkbox ON and use the detail button to access the Module Selection Form to select the required modules.

### Processing Options

The Processing options allow for this report to be produced to a report, exported to CSV or both. Where the File is exported to CSV, the option is available to open the export file. Where this option is checked ON, the PC file associations will be used to determine the software package to be used.

Project Codes are an optional inclusion where applicable to council.

Use the Popup at the End of the Export format to define the required fields to be included in the CSV file produced.

# Project Transaction Export

## Project Transaction Export

*Project Transaction Export Control*

**\*\* NORTHLAND REGIONAL COUNCIL ONLY \*\***

The Project Transaction Export control will create the project file for import into SmartStream Financials. This report runs over the data populated by the General Ledger Transaction Export.

The 'Selected Run Number' option will allow council to produce the Project File for any Run Number as selected using the popup at the end of the Run Number form. Use the Last Run option to run the project export over the last General Ledger Export performed.

When selecting the Processing options, the Project Journal may be exported using either the Transaction Date or the Creation Date.

Example: A receipt entered on 10/01/2005 that is backdated to have a receipt date of 01/01/2005 will result in the following

- Creation Date	10/01/2005	(CRTDATETIM)
- Transaction Date	01/01/2005	(DATCFITRAN)

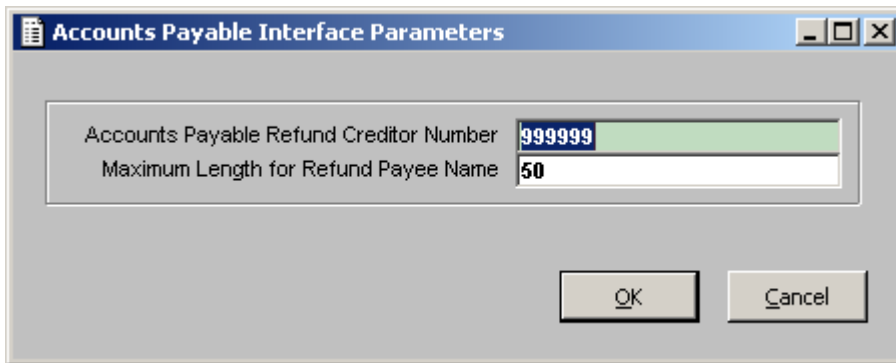
When submitting this option to End of Day, the Last Run option would be used to ensure that the latest data is always extracted.

Nominate the required export file path and file name.

## Refunds

## Accounts Payable Interface Parameters

### Accounts Payable Interface

A screenshot of a software window titled "Accounts Payable Interface Parameters". The window has a blue title bar with standard minimize, maximize, and close buttons. Inside, there are two text input fields. The first field is labeled "Accounts Payable Refund Creditor Number" and contains the text "999999". The second field is labeled "Maximum Length for Refund Payee Name" and contains the text "50". At the bottom right of the window are two buttons: "OK" and "Cancel".

Accounts Payable Refund Creditor Number	999999
Maximum Length for Refund Payee Name	50

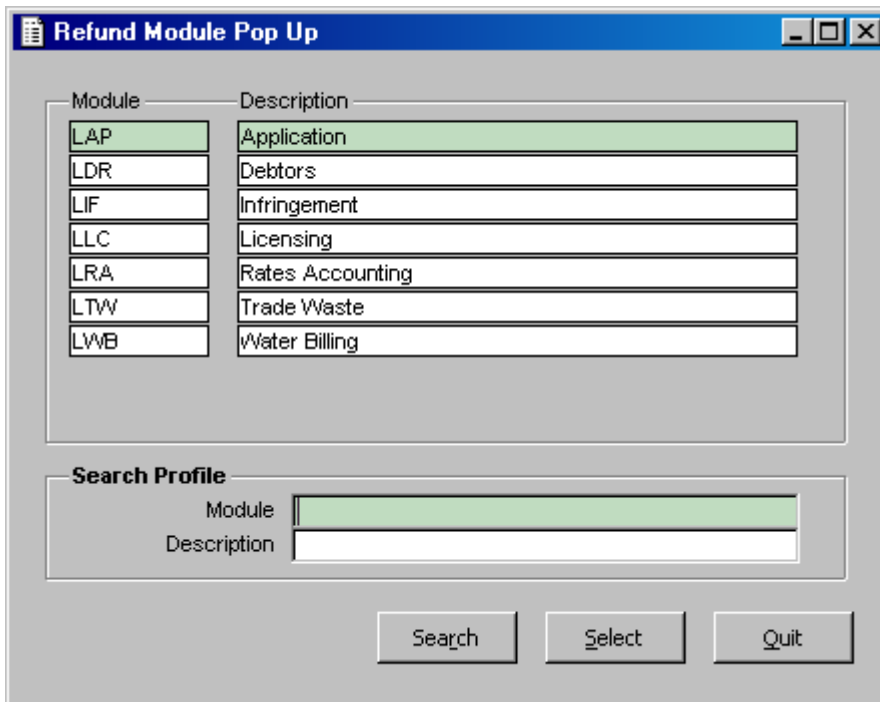
*Accounts Payable Interface Parameters Form*

Enter the Accounts Payable Refund Creditor Number for your Financial Application. This would be your Sundry or 'One Off' Creditor Account. This Creditor Number will be used for ALL refund transactions processed through the Refunds module.

Set the Maximum Length for the Refund Payee Name as can be accepted by your Financial Application.

## Refund Transaction Entry

### Refund Transaction Entry



The **Refund Module Pop Up** dialog box contains a table with two columns: **Module** and **Description**. The table lists the following modules and descriptions:

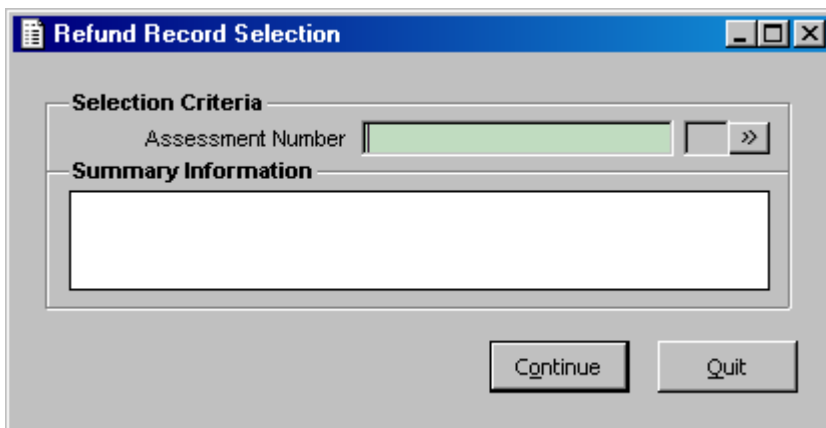
Module	Description
LAP	Application
LDR	Debtors
LIF	Infringement
LLC	Licensing
LRA	Rates Accounting
LTW	Trade Waste
LWB	Water Billing

Below the table is a **Search Profile** section with two input fields: **Module** and **Description**. At the bottom are three buttons: **Search**, **Select**, and **Quit**.

*Refund Module Popup Form*

Select from the list of available modules. These are the Pathway Modules that allow for Refund transactions. Highlight the required Module and Select. This will take you to the Refund Record Selection form.

### Refund Record Selection



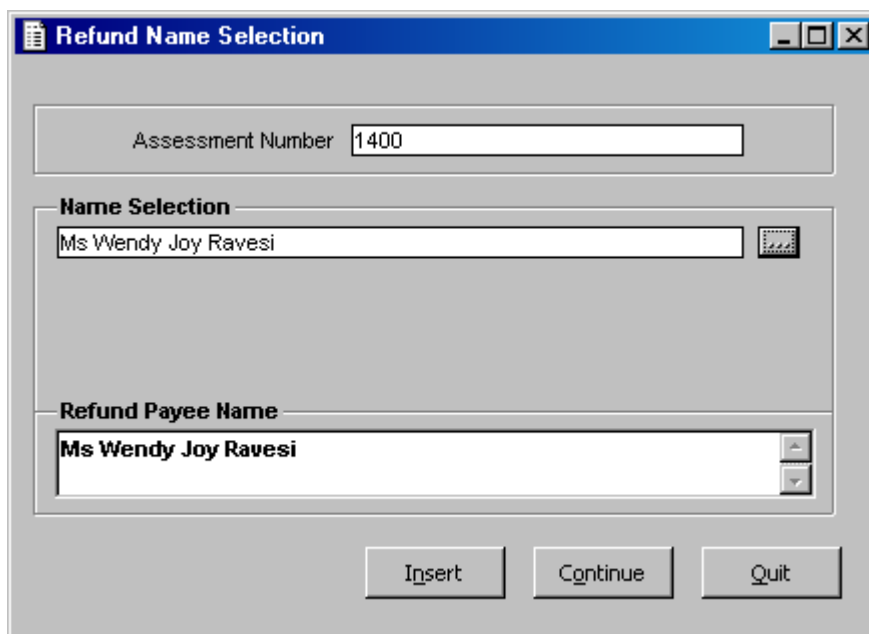
The **Refund Record Selection** dialog box features a **Selection Criteria** section with an **Assessment Number** input field and a right-pointing arrow button. Below this is a **Summary Information** section with a large empty text area. At the bottom are two buttons: **Continue** and **Quit**.

*Refund Record Selection Form*

Enter the Assessment Number or access the Rates Search form by using the >> button at the end of the Assessment Number field. When a record has been selected, the Summary Information will be displayed.

Click on continue to progress with the Refund, or take Quit to exit. Taking Continue will progress you to the Refund Name Selection Form.

## Refund Name Selection



*Refund Name Selection Form*

The Name as relevant from each module will be defaulted to the Name Selection Form. IN the case of a Rates Assessment, the Rate-payer name will be defaulted here. Additionally the Refund Payee Name field will be populated with this name. The Refund Payee name length will be as set in the Refunds>>Accounts Receivable Parameters Menu Option.

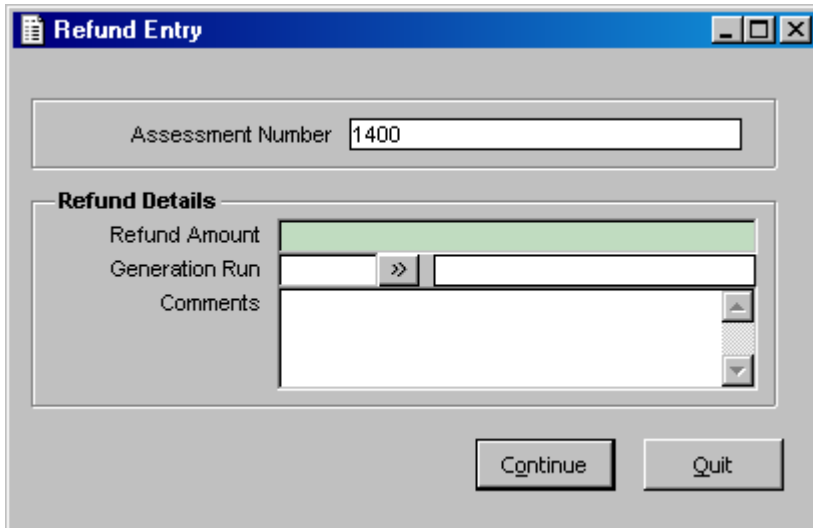
### Insert

If required the detail button may be taken to view the details of the name, and the insert button will allow the entry of multiple names. These names will then show as a concatenated name in the Refund Payee Name field. Where the Refund Payee Name exceeds the allowed length, the name can be modified to suit.

Additionally, where names are not required, these can be removed by deleting the Name. As a minimum, one Name must exist to be able to proceed with the Refund.

When all required names have been added/amended, the continue button will validate the length of the Refund Payee Name and proceed to the Refund Entry form.

## Refund Entry



*Refund Entry Form*

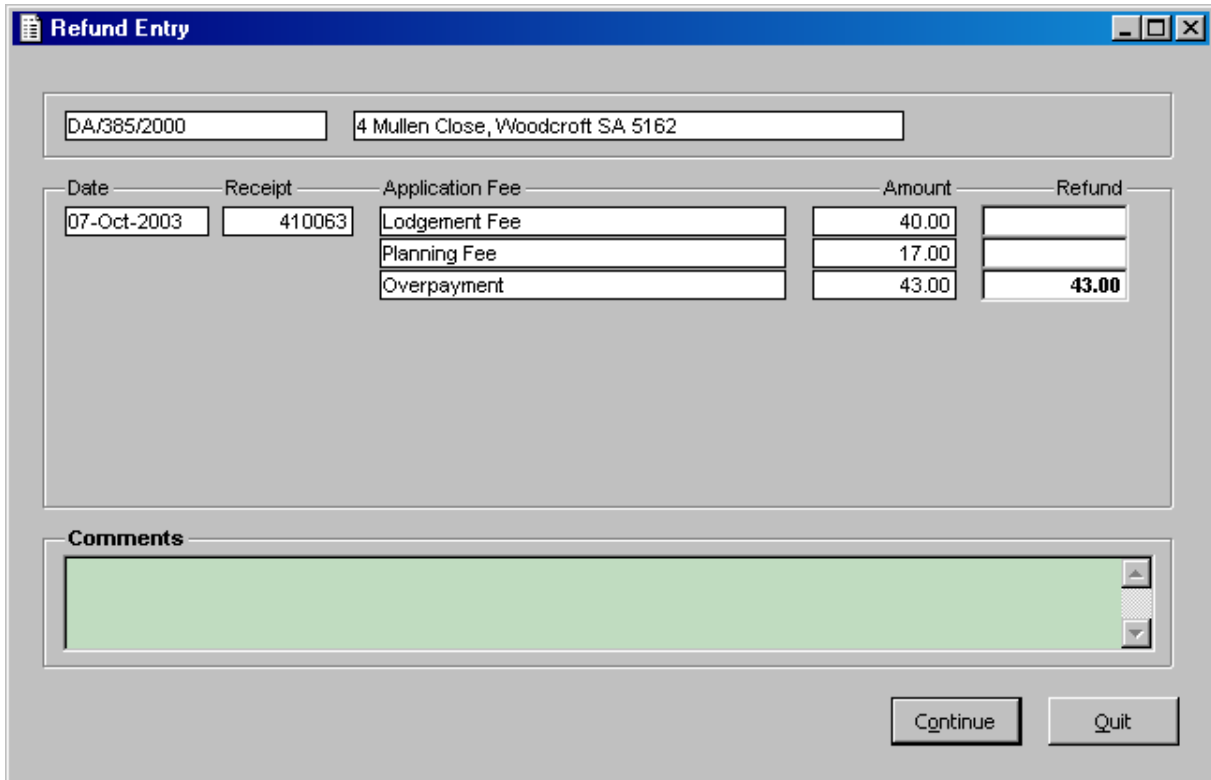
Enter the Refund Amount and in this example of a Rates Refund, enter the Generation Run. An explanation for the nature of the refund can then be added to the Comments field. The Comments field will be used on the Rates Transaction and additionally may be included in the Refund Transaction Export.

Clicking on Continue will process the Refund. The details of the refund will be validated and where applicable either a message will return stating an error such as the allowable amount has been exceeded for the Assessment, or to state that the Refund has been successfully processed.

Where a refund fails processing into the relevant module, the process will be aborted, and the refund will need to be entered from the beginning again.

Upon successful processing of the Refund Transaction, the user will be returned to the Refund Module Popup Selection form ready to commence a new refund transaction.

## **Refunds Receipt Selection**



The screenshot shows a 'Refund Entry' window with a blue title bar. At the top, there are two text boxes: 'DA/385/2000' and '4 Mullen Close, Woodcroft SA 5162'. Below these are fields for 'Date' (07-Oct-2003) and 'Receipt' (410063). A table follows with columns for 'Application Fee', 'Amount', and 'Refund'. The table contains three rows: 'Lodgement Fee' (40.00), 'Planning Fee' (17.00), and 'Overpayment' (43.00). The 'Refund' column shows a total of 43.00. Below the table is a 'Comments' section with a large green text area. At the bottom right are 'Continue' and 'Quit' buttons.

Application Fee	Amount	Refund
Lodgement Fee	40.00	
Planning Fee	17.00	
Overpayment	43.00	43.00

*Refunds Receipt Selection Form*

For those modules such as Infringements, the Refund Receipt Selection form will be displayed. This will show the available transactions that can be reversed.

Enter the Amount to be refunded and Comments text and take continue to process the refund,

# Refund Reversal Entry

## Refund Reversal

*Refund Search Profile*

Location the Refund transaction to be reversed using any or a combination of the following Selection Criteria:

### Module Selection

Enter the Module code eg 'LRA' or select using the Module Selection Popup.

### Refund Create Date

Enter a Start Date to search from, or complete the Date Range to search within.

### Include Reversed

Check the Include Reversed checkbox ON to search over ALL refunds. This checkbox will default to OFF so that those refunds that have previously been reversed are not available for selection in the Search result. Where this checkbox is turned on, the Search selection form will display the Reversal checkbox.

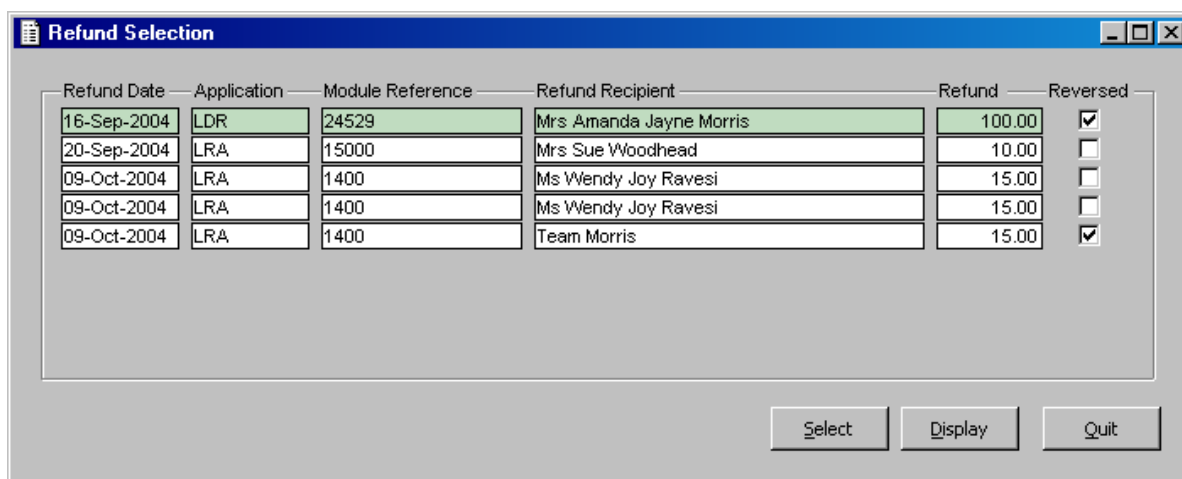
### Filter by Options - Module

Filtering by the Options will allow council to search for refunds at the record level. For Example, if you clicked on the Module filter and selected the Rates Module, you will be able to search for ALL refund transactions for a given Rates Assessment.

### Filter by Options – Name Details

Similarly, the Name Details filter, will allow you to search for refund transactions based on the Refund Recipient Role details. These are the Name and Address details that have been previously linked to the Refund. This does not allow you to search over the Refund Payee Name.

## Refund Selection Form



The screenshot shows a window titled "Refund Selection" with a table of refund transactions. The table has six columns: Refund Date, Application, Module Reference, Refund Recipient, Refund, and Reversed. The first row is highlighted in green. Below the table are three buttons: Select, Display, and Quit.

Refund Date	Application	Module Reference	Refund Recipient	Refund	Reversed
16-Sep-2004	LDR	24529	Mrs Amanda Jayne Morris	100.00	<input checked="" type="checkbox"/>
20-Sep-2004	LRA	15000	Mrs Sue Woodhead	10.00	<input type="checkbox"/>
09-Oct-2004	LRA	1400	Ms Wendy Joy Ravesi	15.00	<input type="checkbox"/>
09-Oct-2004	LRA	1400	Ms Wendy Joy Ravesi	15.00	<input type="checkbox"/>
09-Oct-2004	LRA	1400	Team Morris	15.00	<input checked="" type="checkbox"/>

Select Display Quit

*Refund Selection Form*

The Refund Selection form will display the refund transaction details that match the search criteria. The Refund Date, the relevant Module, Module Reference and Recipient Details are displayed. Where reversed transactions were included, the Reversed checkbox will be set ON for a reversed transaction.

To view further details on the Refund Transaction, highlight the Transaction and click on the display button. This will take you to the Refund Enquiry form and allow you to see the comments.

To process the Refund Reversal highlight the selected transaction and click on select.

# Refund Transaction Enquiry

## Refund Transaction Enquiry

*Refund Search Form*

Location the Refund transaction to using any or a combination of the following Selection Criteria:

### Module Selection

Enter the Module code eg 'LRA' or select using the Module Selection Popup.

### Refund Create Date

Enter a Start Date to search from, or complete the Date Range to search within.

### Include Reversed

Check the Include Reversed checkbox ON to search over ALL refunds. This checkbox will default to OFF. Where this checkbox is turned on, the Search selection form will display the Reversal checkbox.

### Filter by Options - Module

Filtering buy the Options will allow council to search for refunds at the record level. For Example, if you clicked on the Module filter and selected the Rates Module, you will be able to search for ALL refund transactions for a given Rates Assessment.

### Filter by Options – Name Details

Similarly, the Name Details filter, will allow you to search for refund transactions based on the Refund Recipient Role details. These are the Name and Address details that have been previously linked to the Refund. This does not allow you to search over the Refund Payee Name.

## Refund Selection – Enquiry

Refund Date	Application	Module Reference	Refund Recipient	Refund	Reversed
16-Sep-2004	LDR	24529	Mrs Amanda Jayne Morris	100.00	<input checked="" type="checkbox"/>
20-Sep-2004	LRA	15000	Mrs Sue Woodhead	10.00	<input type="checkbox"/>
09-Oct-2004	LRA	1400	Ms Wendy Joy Ravesi	15.00	<input type="checkbox"/>
09-Oct-2004	LRA	1400	Ms Wendy Joy Ravesi	15.00	<input checked="" type="checkbox"/>
09-Oct-2004	LRA	1400	Team Morris	15.00	<input checked="" type="checkbox"/>

Refund Selection Form - Enquiry

Highlight the Required Refund Transaction and click on Display to view the details.

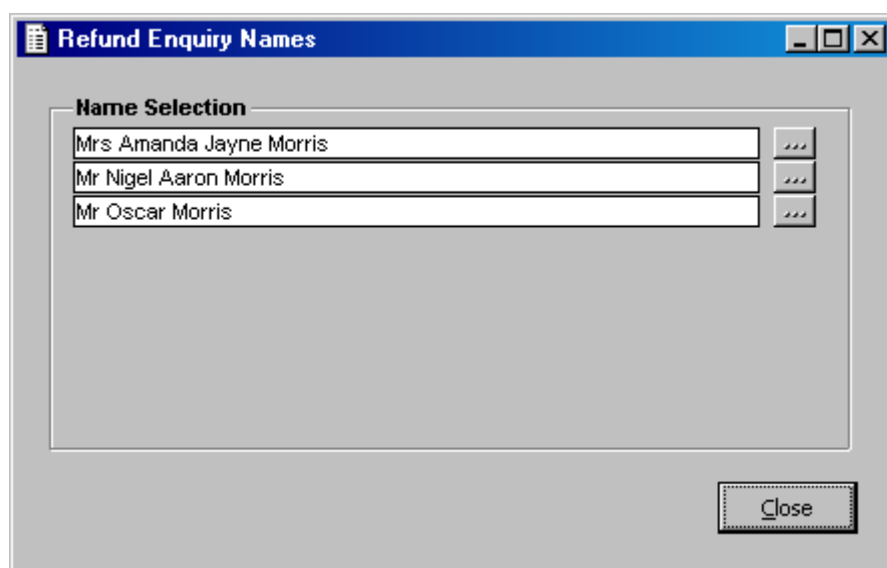
## Refund Enquiry

Refund Enquiry	
Creation Date/Time	09-Oct-2004 14:37:56
Application	LRA
Refund Recipient	Team Morris
Transaction Amount	15.00
Comments	Refund - incorrect allocation of funds
Refund Date	09-Oct-2004
Module Reference	1400
Reversed	<input checked="" type="checkbox"/>

Refund Enquiry Form

The details of the Refund Transaction are displayed here in enquiry mode. Take the detail button on the Refund Recipient details to view the Associated Pathway Name Roles.

## Refund Enquiry – Names



**Refund Enquiry Names**

**Name Selection**

Mrs Amanda Jayne Morris	...
Mr Nigel Aaron Morris	...
Mr Oscar Morris	...

Close

*Refund Enquiry Form – Names*

The Associated Name details for the Refund Transaction are displayed here. These Names all have a CFI 0 – Refund Recipient Role associated to them.

# Refund Transaction Export

## Refund Transaction Export

**Refund Export Control**

**Processing Options**

Processing Options ☐ Report Only ☒ Update and Report

**Export Options**

Export Format Refund Export >>

Export File c:\refund.csv >>

File Option ☒ Replace ☐ Append

Options Process Cancel

*Refund Export Control Form*

The Refund Export will allow for the definition of a Refund Export based on the following available fields:

FIELD	DESCRIPTION	SAMPLE DATA - Rates	SAMPLE DATA - Applications
TPKCRPI08	Primary Key	1	2
U_VERSION	Update Version	!	!
TFKCBTSJOB	Run Number	123456	123456
CREDITNUM	Credit Number	999999	999999
FKCSYAPPL	Application Code	LRA	LAP
APPLLEVEL	Application Level		DA/BAINT (Class/Type)
APPLREF	Application Reference	14000(4)	DA/408/2000
APPLENT	Application Entity	LRAASSM	LAPAPPL
TFKAPPL	Application TFK	61510	181488
CDECFILEDG	Ledger Code	GL	GL
ACCOUNT	Account Code	Refund Clearing Account(LRA)	Refund Clearing Account (LAP)
FMTNAME	Refund Recipient Fmt Name	Mrs Amanda Morris	Mrs Amanda Morris
REFAMOUNT	Transaction Amount	150.00	55.00
REFTEXT	Refund Text	Refund Rates Overpayment	Refund Administration Fee
REFDATE	Refund Date	29-Oct-04 (Date refund entered)	29-Oct-04 (Date refund entered)
CRTDATETIM	Create Date/Time	29-Oct-04 (Date output into cfirfnd)	29-Oct-04 (Date output into cfirfnd)
REFRCPT1SN	Refund Recipient One Surname	Citizen	Citizen
REFRCPT1GN	Refund Recipient One Given Names 1	John Adam	John
REFRCPT2SN	Refund Recipient Two Surname		Citizen

REFRCPT2GN	Refund Recipient Two Given Names		Jane
REFRCPT3SN	Refund Recipient Three Surname 3		
REFRCPT3GN	Refund Recipient Three Given Names		
ADDRESS1	Mail Address Line 1	208 Greenhill Road	208 Greenhill Road
ADDRESS2	Mail Address Line 2	Eastwood SA 5162	Eastwood SA 5162
ADDRESS3	Mail Address Line 3		
ADDRESS4	Mail Address Line 4		
ADDRESS5	Mail Address Line 5		
EXPREVFLAG	Exported Later Rev Flag	Exported Flag (T/F, 1/0)	Exported Flag (T/F, 1/0)

\*\* The Mailing Address will be the Address details for the CIF 0 Refund Recipient Role of the first sequenced Name.

\*\* The Exported Flag is used to determine whether a refund that is being reversed has already been exported.

## Reporting

The reporting function allows reporting on transactions from one or more accounts, within a certain date range and across one or more applications.

The following topic is covered in this section:

[Transaction Report](#)

# Transaction Report

This function provides the ability to enter various search profiles and produce a report for the Core Transaction File.

## Transaction Report Control Form

This function provides the ability to enter various search profiles and produce a report for the Core Transaction File.

*Transaction Report Control Form*

### Selection Criteria - Ledger

If the report is to contain only transactions from a specific General Ledger then enter the ledger code here. Selecting the Pop Up Button will display the Ledger Pop Up from which a ledger code may be selected.

If this field is left blank transactions from all ledgers will be included in the report.

### Selection Criteria - Account Range

An account range may be entered here which will restrict the report to transactions from specific accounts.

### Selection Criteria - Transaction Date

A transaction date or date range may be entered which will restrict the report to those transactions generated for a specific date or period of time.

### Selection Criteria - User ID

A user ID may be used to narrow the report to those transactions processed by a specific user.

Selecting the Pop Up Button will display the User Pop Up from which a valid user may be selected.

### Selection Criteria - Source Application

An application code may be entered into this field if the user wishes to select to report on transactions for a specific module. E.g. LRA would select transactions that were generated from Rates.

### Processing Options - Sort Order

Reports may be sorted by:-

- Ledger/Year/Period/Account
- Ledger/Application/Year//Period/Account
- User/Ledger/Year/Period/Account

**Processing Options - Consolidation Separator**

If this option is set to 'on' the report is printed twice(if necessary), once for transactions which may be consolidated and once for transactions where consolidation is not allowed. These reports generate separate titles and separate totals.